



SUPER POWERED TYPE STYLES

InDesign poweruser tips and critical keyboard shortcuts for Paragraph, Character, and Nested Type Styles. This paragraph is styled as "text".

- How to prevent, avoid, and finally get rid of the dreaded + Plus Sign in your Style Palettes.
- Create and redefine styles with a single click using examples in your layout.
- Synchronize type styles between dozens (or hundreds!) of InDesign documents with the Book function.
- These paragraphs are styled as "bullet text", based on the "text" style.



Type Style Basics

Viewing Type

Invisibles - turn on and off, Normal View or Preview mode, view in document or Story Editor

Story Editor - opens another window, see entire text in each story, including invisibles, overset text, applied styles

Greeking - small type previews as grey lines, set in Preferences, dependent on View scale

Scrolling Page - While using the Type Tool, hold down Alt/Option instead of spacebar to scroll page (otherwise you'll just be typing spaces!)

Selecting Type

Multiple Clicks -

- [1] single-click sets a text insertion point (the blinking cursor),
- [2] doubleclick selects the word (even if it is on multiple lines),
- [3] triple-click selects one line (as it flows in the frame),
- [4] quadruple-click selects the entire paragraph,
- [5] quintuple-click selects the entire story (including flow onto multiple frames, pages, and overset)

Entire Frames -

Choose text frames with the selection tool, use the Formatting affects text button to target the fill & stroke of all text in the frames, or switch to the type tool to format all text in the selected frames

Type Tool -

type the "T" key, (when you don't have an active text cursor) to switch to the Type Tool, or doubleclick on a text frame to switch to the Type Tool

Formatting Type

Character Level Formatting -

Attributes that can be applied to a single character without changing the text around it.

Leading is a character level attribute in InDesign!

Color is a character level attribute, both type fill and type stroke

Paragraph Level Formatting -

Attributes that apply to an entire paragraph, up to the hard return.

Don't need to select the entire paragraph, just click anywhere within a paragraph to apply formatting

Use a "soft" return [shift-return] for a line break without ending the paragraph

Other formatting commands -

be sure to Show Options on palettes
check the Palette menus for more commands

Styling Type

Styles are named and saved sets of formatting that can be easily applied and globally updated.

Character Styles -

include specific Character formatting attributes only

Paragraph Styles -

include both Character and Paragraph formatting

Character Styles can be just one formatting command, and only applies those attributes to the selected text, leaving all other features as-is

Whatever style is applied is highlighted in the style palette, or No formatting

Make new styles by example, and redefine by example

Type Palette Shortcuts

Find the Formatting palettes -

- Type > Character
- Type > Paragraph
- Window > Type & Tables > Character
- Window > Type & Tables > Paragraph
- Control Palette > Character Formatting Controls
- Control Palette > Paragraph Formatting Controls
- Control Palette > Toggle Button
- Command/Control T / OptionCommand/AltControl T

Find the Style palettes -

- Type > Character Styles
- Type > Paragraph Styles
- Window > Type & Tables > Character Styles
- Window > Type & Tables > Paragraph Styles
- Control Palette > Character Formatting Controls
- Control Palette > Paragraph Formatting Controls
- Control Palette > Toggle Button
- F11/Shift-F11 (conflicts with Expose shortcuts!)

Formatting Placed and Pasted Text

These work for manual formatting or named styles:

- Remove all formatting from placed text files while importing by selecting that option in the Place Options dialog box
- Unformatted text takes on existing formatting when pasted (defaults or frame setting)
- Preferences are set to Preserve Text Attributes When Pasting, remove formatting on pasted text by turning this off





Super Powered Type Styles

Nested Styles

A Nested Style sequences several character styles into one paragraph style

No separate palette, an optional Paragraph Style setting

Drop cap is one example of a nested style

Good practice to base a nested style on a basic style, and name as "NESTED" so apparent difference

1-2-3 NESTING - CREATE YOUR INGREDIENTS FIRST!

1. Format a paragraph, create a Paragraph Style,
2. Format characters, create a Character Style,
3. Edit the Step 1 paragraph style
by nesting the Step 2 character styles within it

Let's build one -

Create new style (based on another is smart), rename as "nested", add attributes in the DropCaps and Nested Styles panel

The nested style specifics -

Within a paragraph style, add New Nested Style, choose character style to apply, choose range, choose delimiter

- Character style must be defined in advance
- Can set a range of up to or through -
Through applies the selected Character Style to the Stop character and the text before it
Up To doesn't apply the Character Style to the Stop character, only to the text before it
- Can count an amount, from front-to-back only
- Can select a delimiter from the dropdown list, or type in a character (or several) to change on
- Base character style of the paragraph style applies to anything you don't specify in the nesting, reverts to base character style, after all nesting commands run out

How to end it? -

- **Continue** the last nested character style to the end of the paragraph by choosing a stop character that doesn't occur in the text
- **Override** the nested character styles by inserting the End Nested Style Here special character (will revert to the basic character attributes of the paragraph style)

Other Type Style Commands

New / Duplicate / Delete

Redefine Style -

Update by example! Changes the style to match the local formatting overrides in selected text

Load Styles (Paragraph, Character, or All)-

Imports styles from another InDesign document.

WARNING! This will overwrite existing styles with same name

Select All Unused, then Delete-

Two step process, removes all unused styles

Find/Change -

Use to Replace or remove stylesheets

- Click More Options
- Choose Format Settings
- Select the Character or Paragraph Style options

Keyboard Shortcuts

- **Doubleclick** the style name in either Styles Palette to open Style Options dialog box and edit
- **Alt/Option-click** on the Create New Style icon to bring up the Style Options dialog box so you can name and define right away
- **Alt/Option-click** on style name to remove local formatting (keeps Character Styling)
- **Alt/Option-Shift-click** on style name to remove local and Character Style formatting (wipes out all character level stuff)
- **Alt/Option-Shift-click** on "No paragraph style" to completely remove all style formatting
- **Right/Control-click** on style name to edit it without applying it to text
(or **Alt/Option-Control/Command-Shift-double-click** its name in the palette. Hah!)

Synchronizing Styles

Use the Book function to coordinate Styles across several InDesign documents

WARNING! This will overwrite existing styles with same name

