

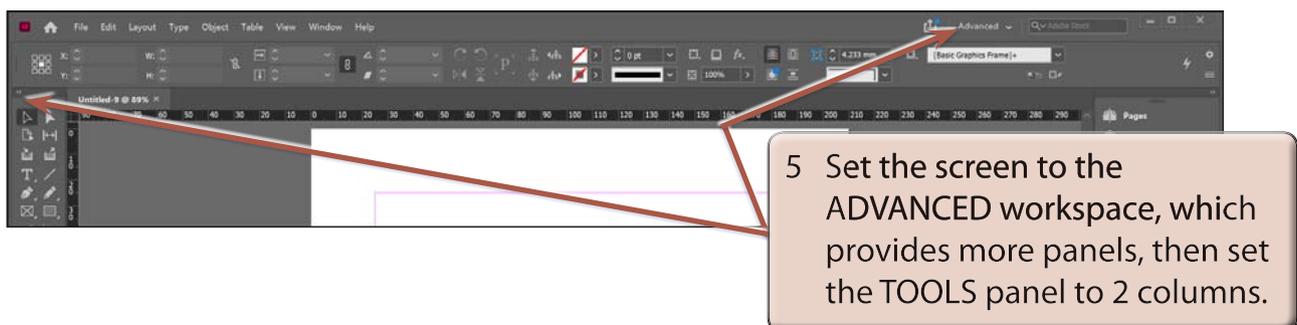
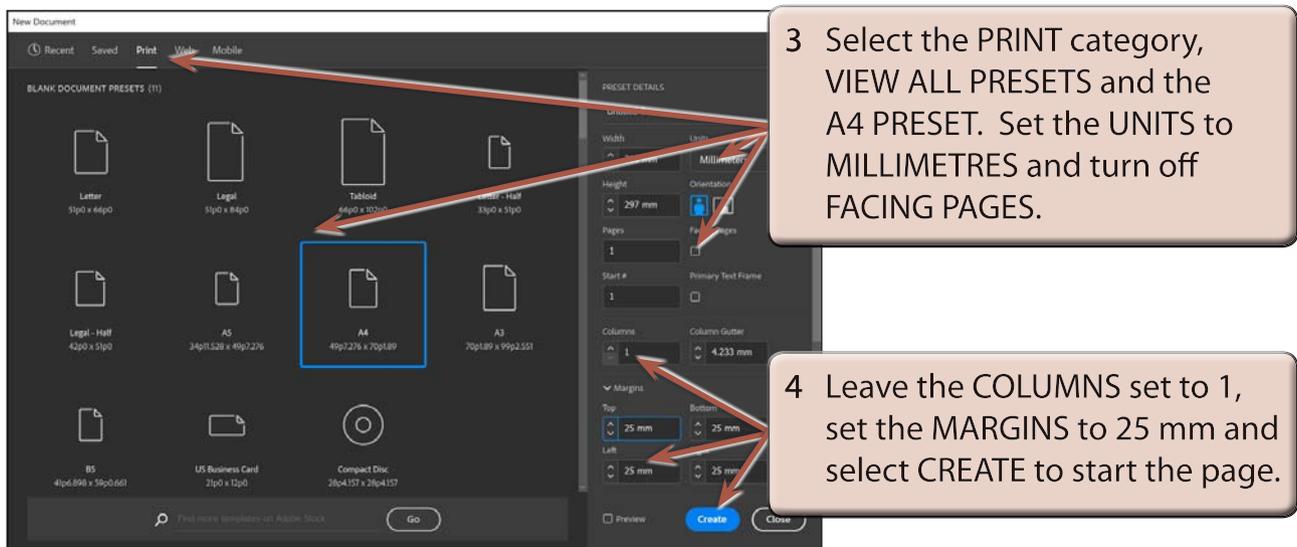
# Using Styles In Publications

Styles are a collection of formatting information. There are two types of styles in InDesign, PARAGRAPH STYLES for formatting paragraphs and CHARACTER STYLES for formatting individual words, letters or numbers.

Styles are an important feature of any desktop publishing package. They allow you to ensure consistency throughout a document and make the formatting process easier and quicker. A major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically updated.

## Starting a New Publication

- 1 Load Adobe InDesign or close any open documents.
- 2 Select CREATE NEW in the WELCOME screen to start a new document.



## Importing the Text

To illustrate the use of styles an article about a golf club's rules will be imported then some styles will be created and applied to its text.

- 1 Select the TYPE TOOL from the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.
- 2 Access the IDcc SUPPORT FILES, open the CHAPTER 6 folder and open the GOLF RULES file.



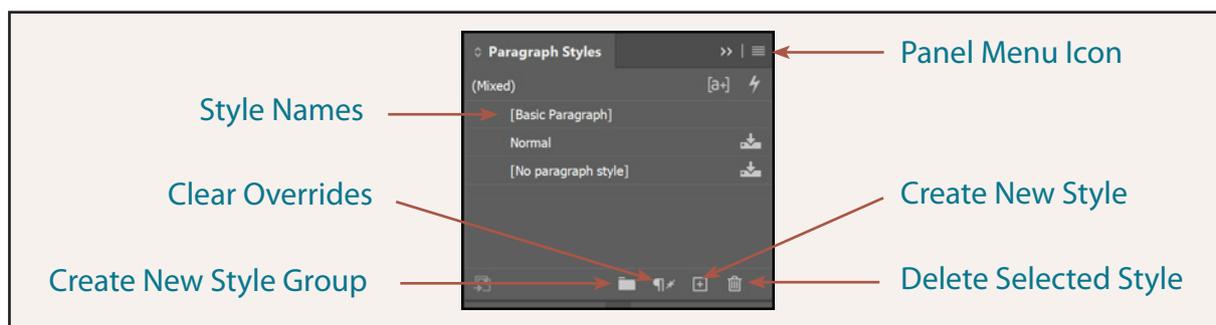
- 4 The text should be placed in a text frame covering the whole page.

## Paragraph Styles

We will create a series of paragraph styles to format the document. The easiest way to create a style is to carry out the formats on the text to 'teach' the style the required formats, then create the style.

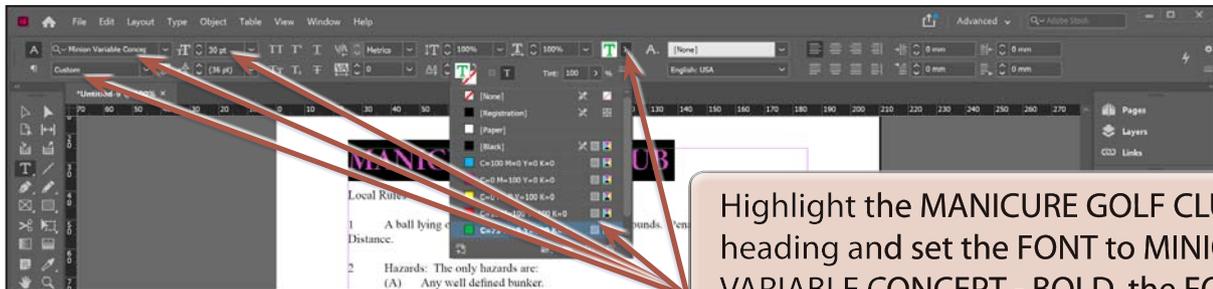
### A Displaying the Paragraph Styles Panel

- 1 Set the screen to ACTUAL SIZE (CTRL+1 or COMMAND+1).
- 2 Expand the PARAGRAPH STYLES panel in the PANELS GROUP.
- 3 The following diagram labels the various sections of the PARAGRAPH STYLES panel.



## B Formatting the Main Heading

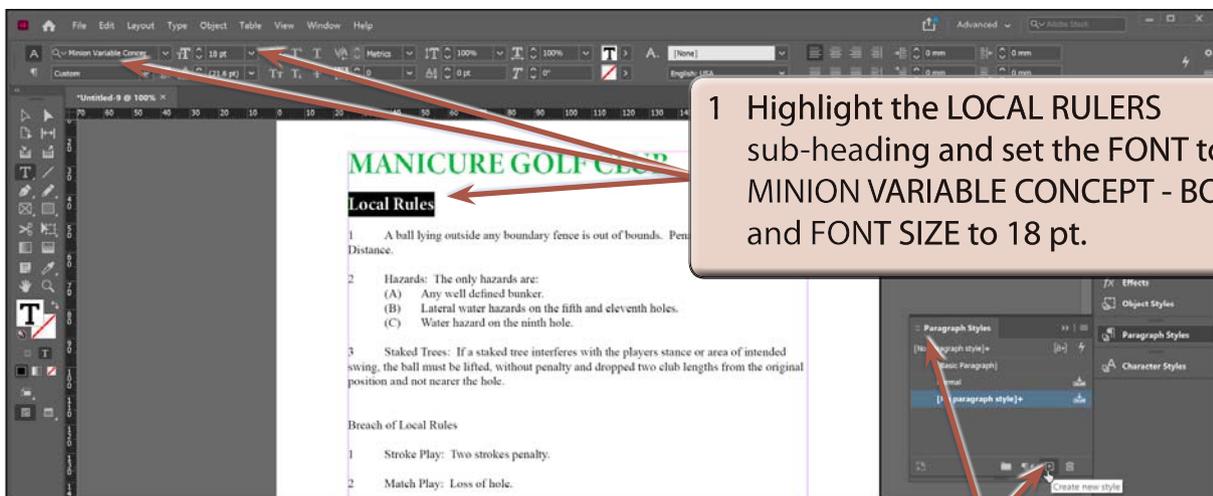
As there is just one main heading we will format it without setting it to a style.



Highlight the MANICURE GOLF CLUB heading and set the FONT to MINION VARIABLE CONCEPT - BOLD, the FONT SIZE to 30 pt and the TEXT COLOUR to GREEN.

## C Creating the Sub-Heading Style

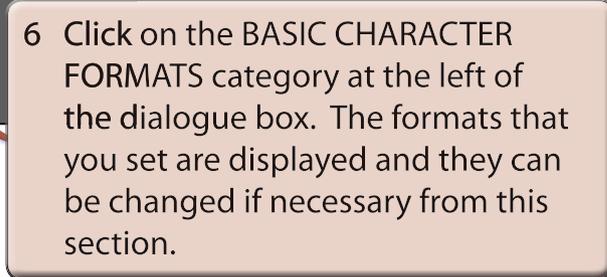
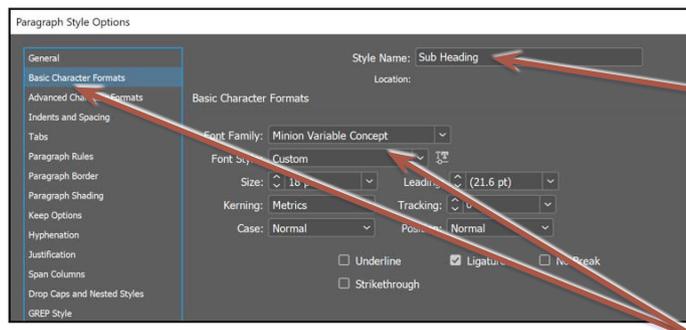
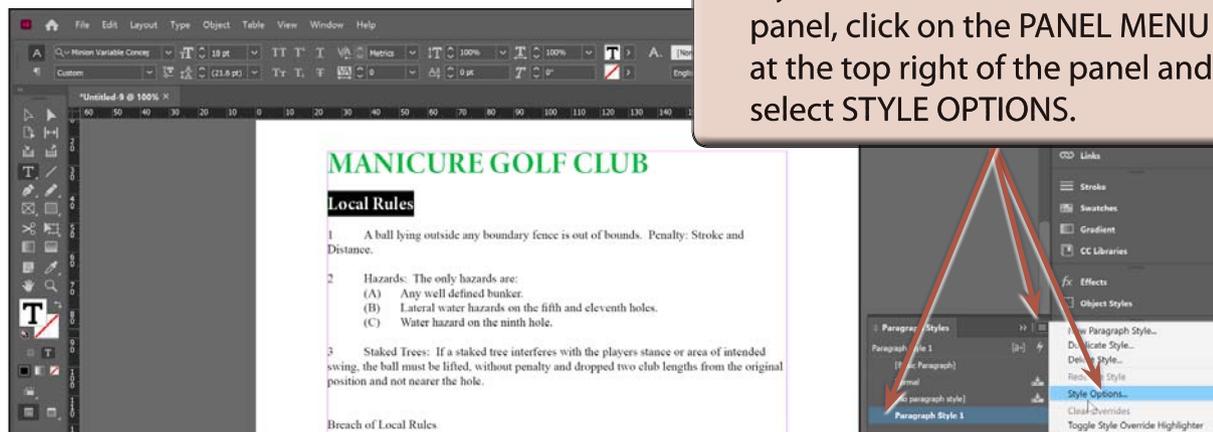
The first sub-heading will be formatted and a style created from it.



1 Highlight the LOCAL RULES sub-heading and set the FONT to MINION VARIABLE CONCEPT - BOLD and FONT SIZE to 18 pt.

2 In the PARAGRAPH STYLES panel click on the CREATE NEW STYLE button (+) to add a new style with the formats you set.

3 The style can be renamed.



7 Select OK to return to the document.

**NOTE:** If you simply want to change a style's name without changing any of its formats, you can click on the style in the PARAGRAPH STYLES panel then click again on its name to highlight the text and enter the new name.