

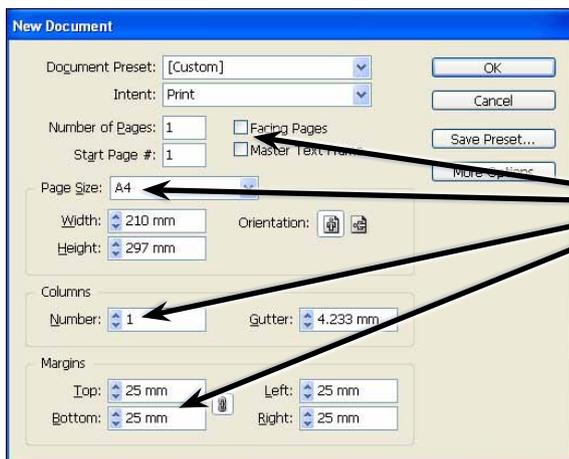
# Using Styles In Publications

Styles are a collection of formatting information. There are two types of styles, 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.

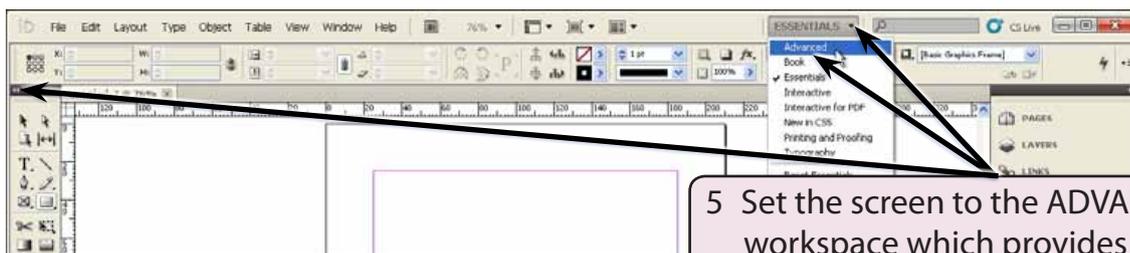
## Starting a New Publication

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES, leave the COLUMNS as 1 and set the MARGINS to 25 mm.

- 4 Select OK and the InDesign work page should be displayed.

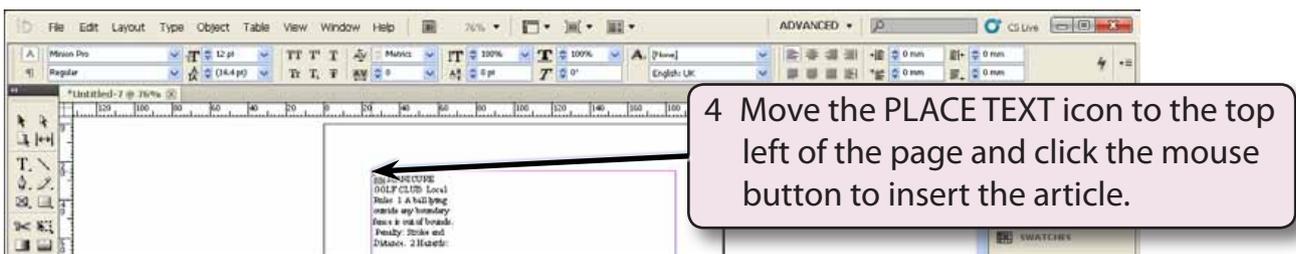


5 Set the screen to the ADVANCED workspace which provides more panels and set the TOOLS panel to 2 columns.

## 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 that 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 IDcs5 SUPPORT FILES and open the CHAPTER 6 folder.
- 3 Click on the GOLF RULES file followed by OPEN or OK.



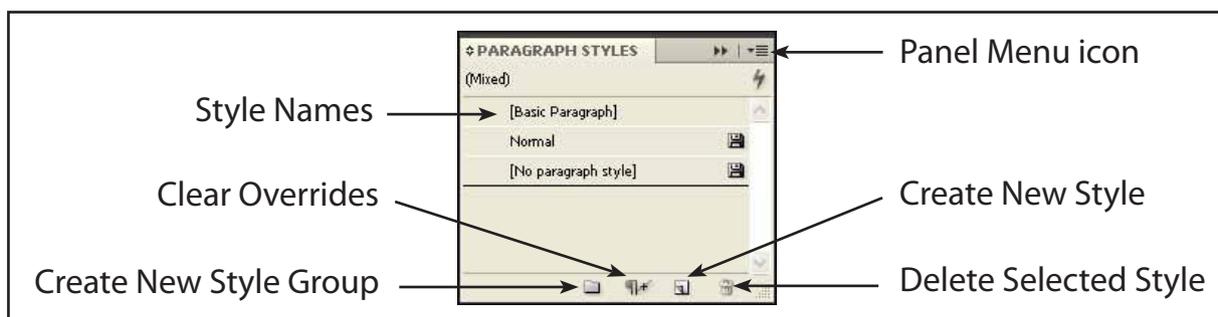
- 5 The text should be placed in a text frame covering the whole page.

## 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.

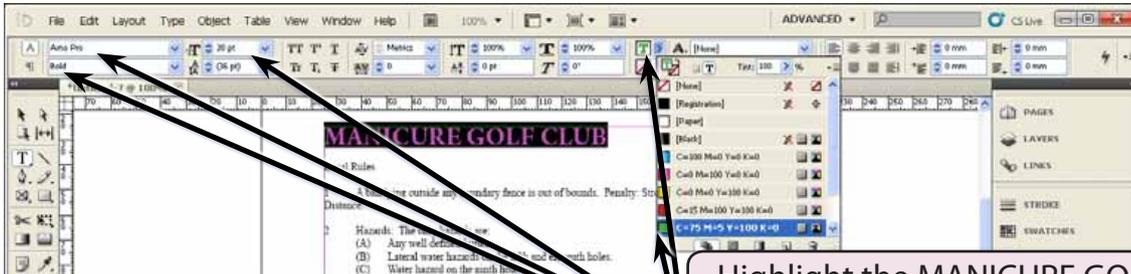
### A Displaying the Paragraph Styles Panel

- 1 Set the screen to ACTUAL SIZE.
- 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

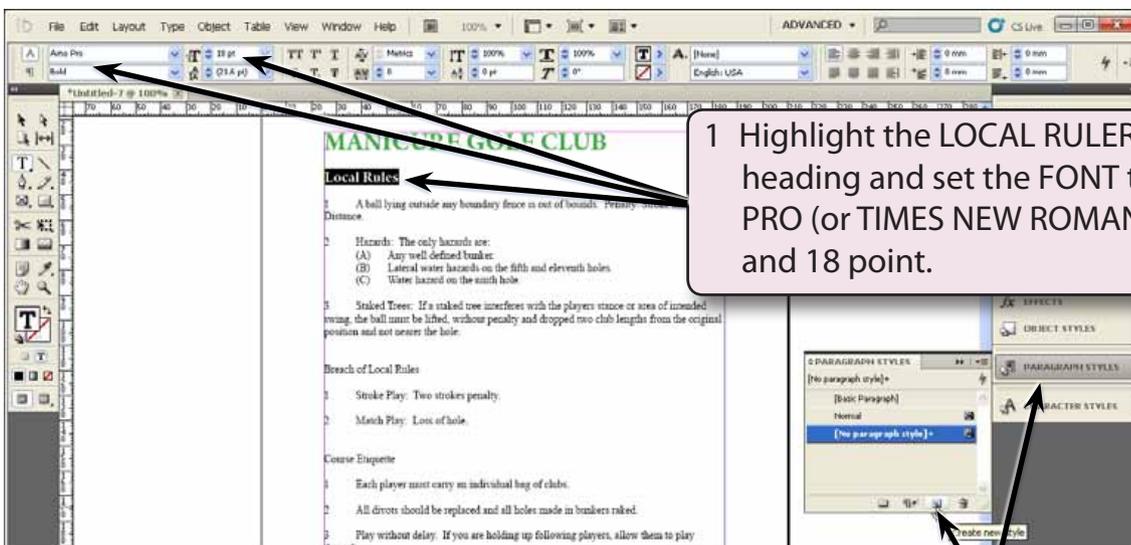
As there is just one main heading we will format it without setting it to a style.



Highlight the MANICURE GOLF CLUB heading and set the FONT to ARNO PRO (or TIMES NEW ROMAN), BOLD, 30 point 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.

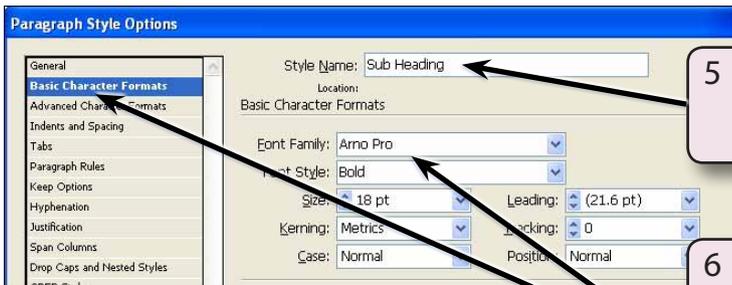
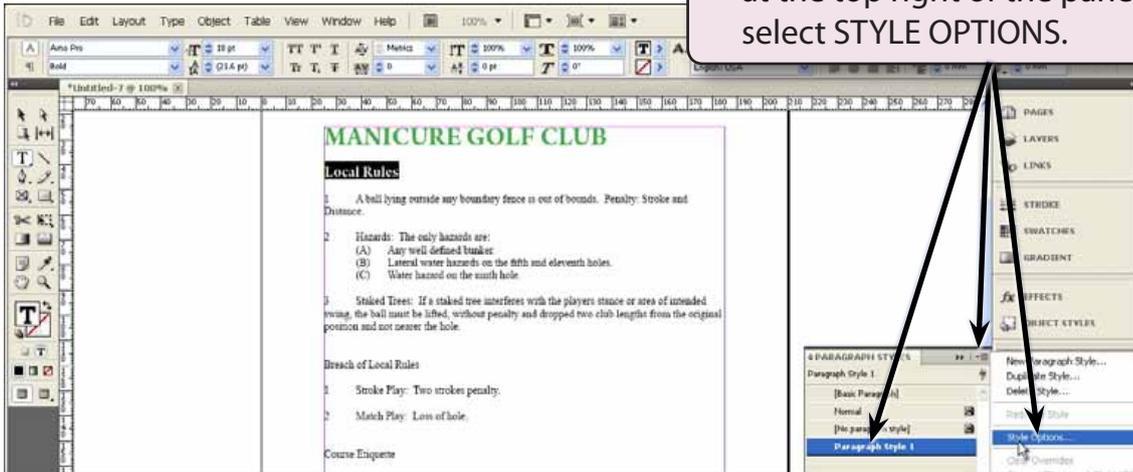


1 Highlight the LOCAL RULERS sub-heading and set the FONT to ARNO PRO (or TIMES NEW ROMAN), BOLD and 18 point.

2 Expand the PARAGRAPH STYLES panel and click on the CREATE NEW STYLE button to add a new style with the formats you set.

3 The style can be renamed.

4 Click on the PARAGRAPH STYLE 1 style in the PARAGRAPH STYLES panel, click on the PANEL MENU icon at the top right of the panel and select STYLE OPTIONS.



5 In the STYLE NAME box enter:  
Sub Heading

6 Click on BASIC CHARACTER FORMATS at the left of the dialogue box. The formats that you set can be changed if necessary from this section.

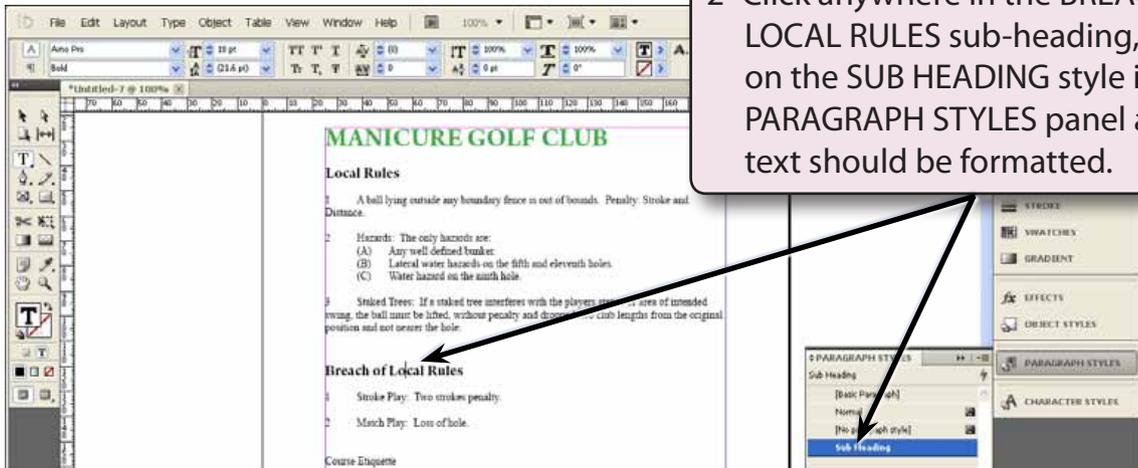
7 Select OK to return to the document.

**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.

## D Applying the Style

The style can now be applied to each sub-heading in the document.

- 1 When you clicked on the new style in the PARAGRAPH STYLES panel you set the LOCAL RULES text to that style.



**NOTE:** Paragraph styles apply to a whole paragraph so you only need to click in the paragraph before applying a style. If you want to format more than one paragraph in one go, then you need to highlight the paragraphs before applying the style.

