# 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 or word processing 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 START SCREEN.
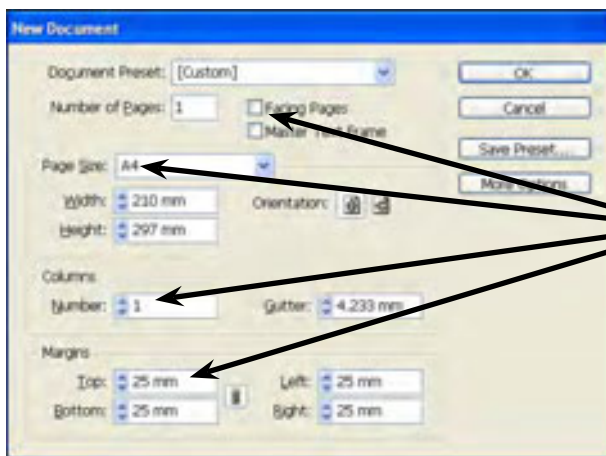
3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES, leave the COLUMNS as 1 and set the MARGINS to 25 mm.
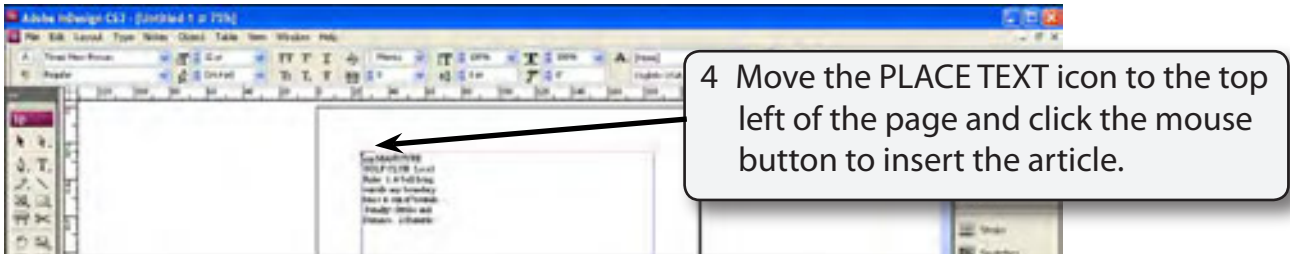
4   Select OK and the InDesign work page should be displayed.

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 TEXT TOOL from the TOOLS panel and press CTRL+D or COMMAND+D to select the PLACE command.

2   Access the IDcs3 SUPPORT FILES and open the CHAPTER 6 folder.

3   Click on the GOLF RULES file followed by OPEN or OK.

4 Move the PLACE TEXT icon to the top left of the page and click the mouse button to insert the article.

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.
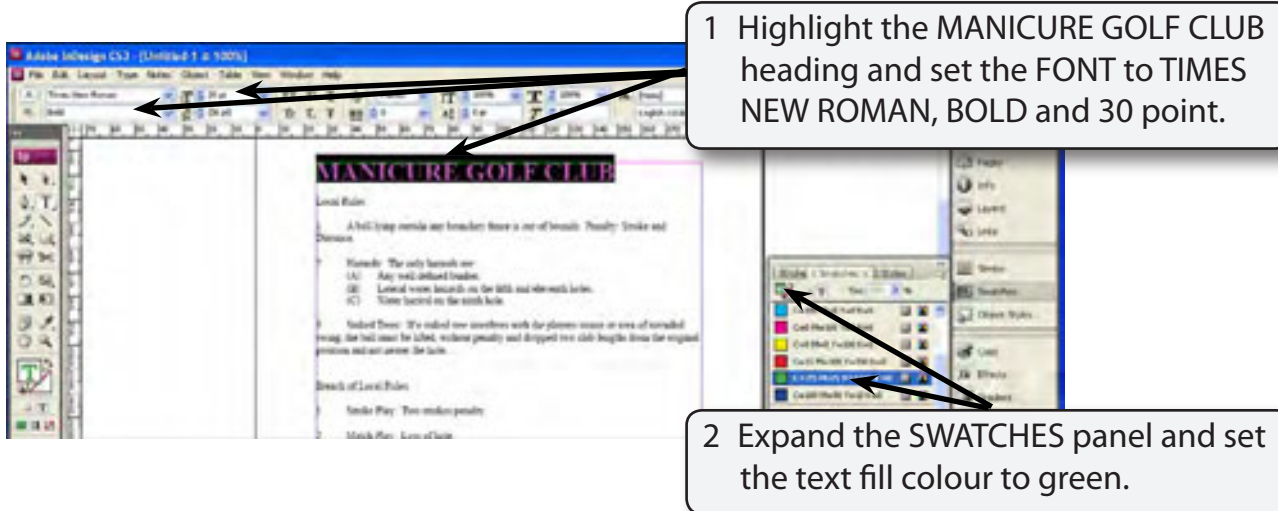
A   Displaying the Paragraph Styles Panel

1   Set the screen to ACTUAL SIZE.

2   Expand the PARAGRAPH STYLES panel in the PANELS group or open it from the TYPE menu.

3   The following diagram labels the various sections of the STYLES Panel

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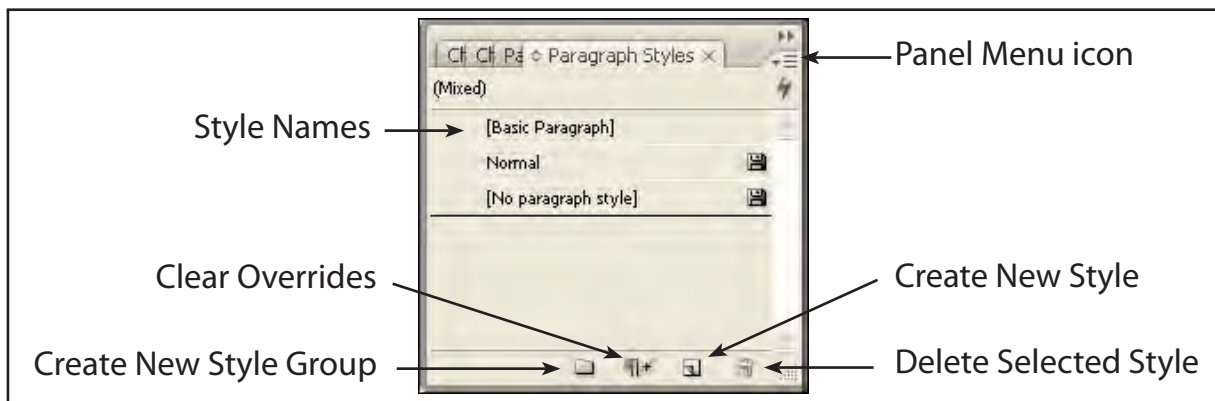
B   Formatting the Main Heading

As there is just one main heading we will format it without setting it to a style.
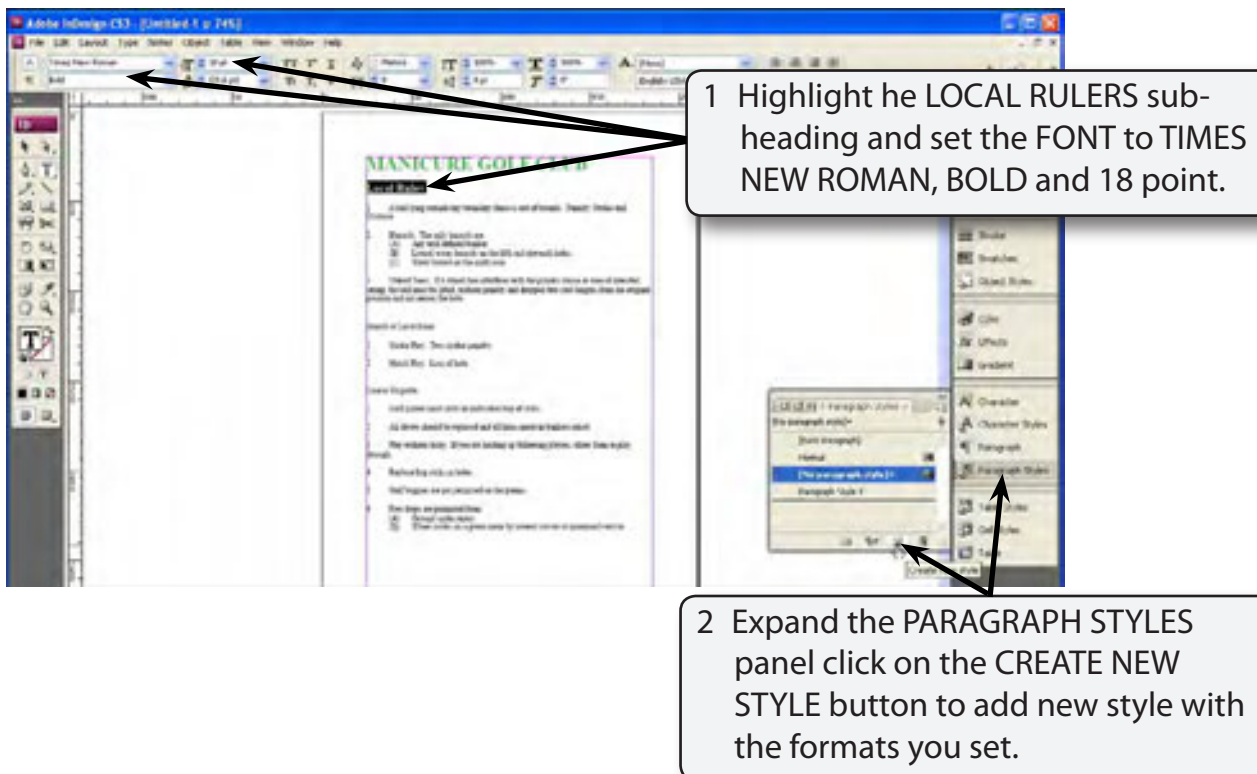
1 Highlight the MANICURE GOLF CLUB heading and set the FONT to TIMES NEW ROMAN, BOLD and 30 point.

2 Expand the SWATCHES panel and set the text fill colour to green.

C   Creating the Sub-Heading Style

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

1 Highlight he LOCAL RULERS sub-heading and set the FONT to TIMES NEW ROMAN, BOLD and 18 point.

2 Expand the PARAGRAPH STYLES panel click on the CREATE NEW STYLE button to add 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 then click on the PANEL MENU
> icon at the top right of the panel and
> select STYLE OPTIONS.
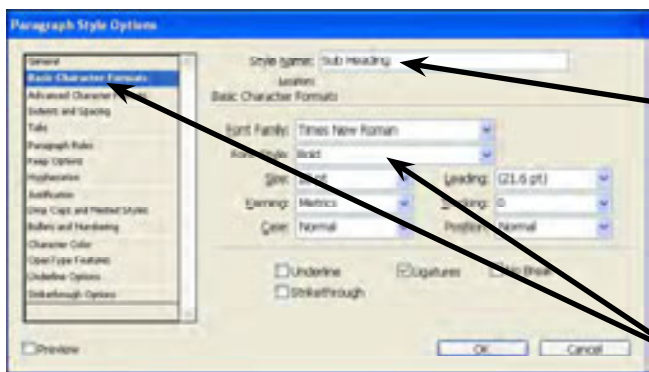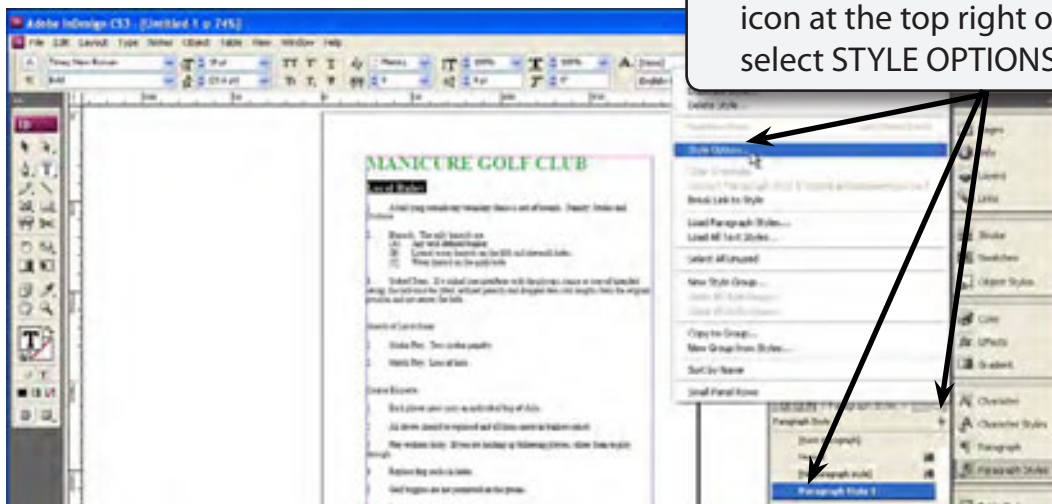
> 5 In the STYLE NAME box enter:
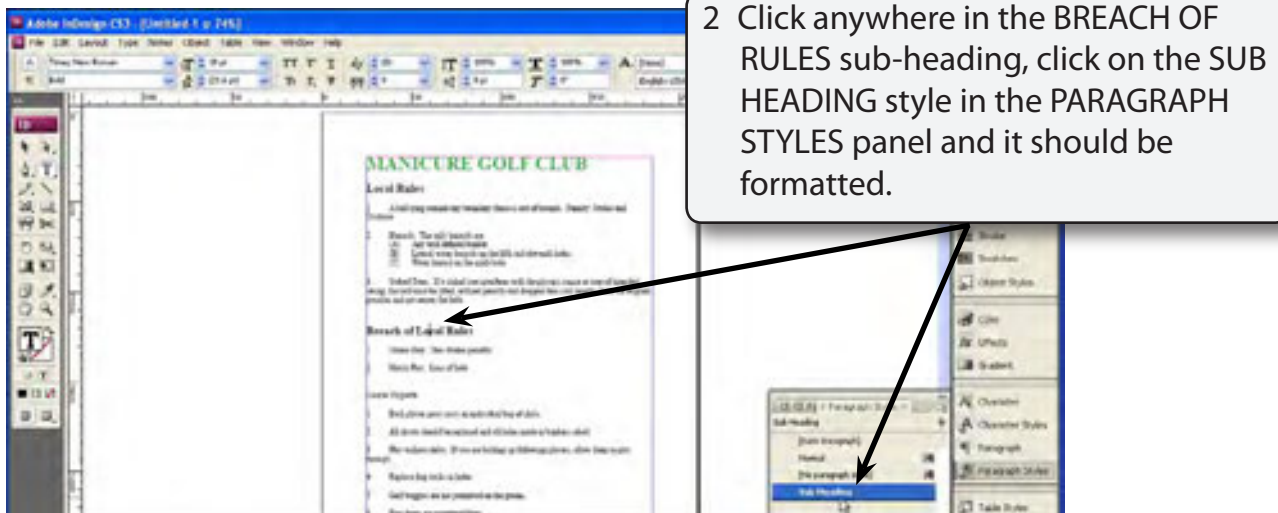>
>   Sub Heading

> 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.

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.

2 Click anywhere in the BREACH OF RULES sub-heading, click on the SUB HEADING style in the PARAGRAPH STYLES panel and it should be formatted.

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.

3 Click on the COURSE ETIQUETTE sub-heading and set it to the SUB HEADING style.
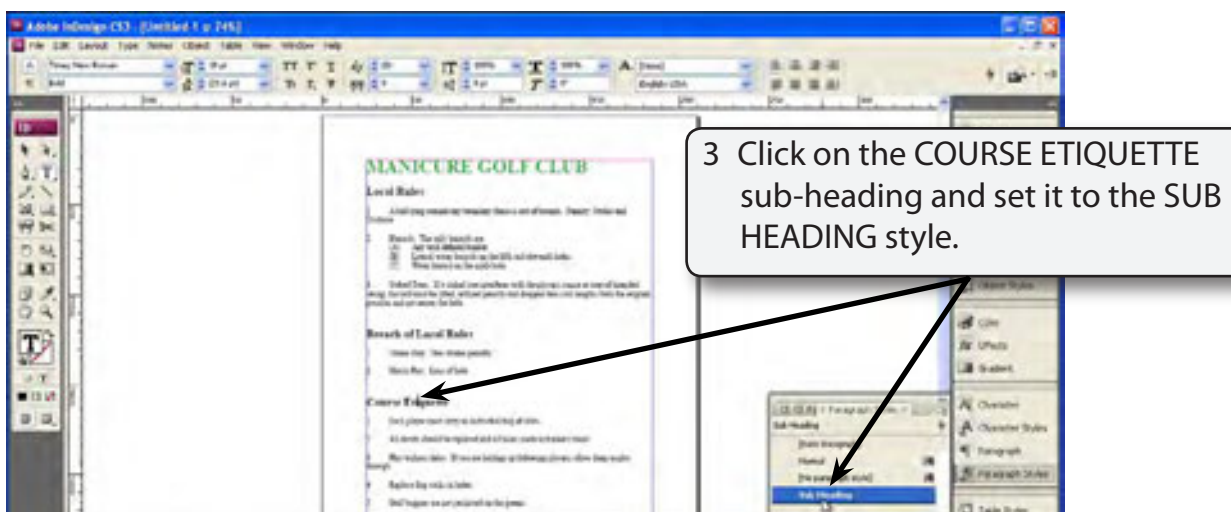
E   Adjusting the Styles

A major advantage of setting text to styles is that when you change a style all the text set to that style is automatically updated. To illustrate this let's change the style of the sub-headings to be ITALIC as well as BOLD, and change the colour of the text.

1   The SUB-HEADING style should be highlighted in the PARAGRAPH STYLES panel. If it isn't, click on one of the sub-headings in the document and the sub-heading style should highlight.


2 Click on the PANEL MENU icon at the top right of the PARAGRAPH STYLES panel and select STYLE OPTIONS.

NOTE: You can also double click on the style's name in the PARAGRAPH STYLES panel to display its style options.

3   You should receive the STYLE OPTIONS dialogue box. The formatting styles are displayed in the STYLE SETTINGS frame at the bottom of the dialogue box.
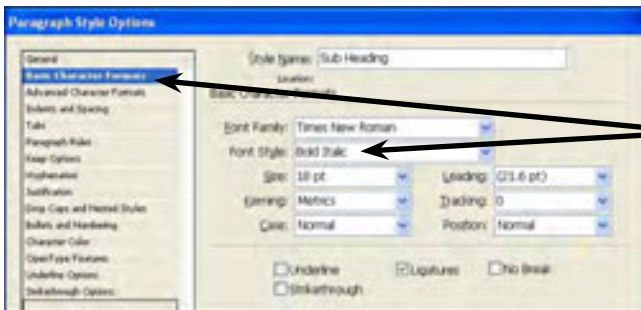
4 Click on BASIC CHARACTER FORMATS at the left of the dialogue box and the formats that you set should be displayed. Set the FONT STYLE to BOLD ITALIC
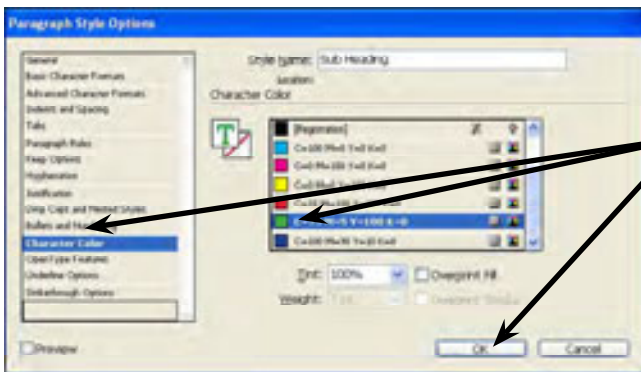
5 Click on CHARACTER COLOUR in the left frame of the dialogue box, select the same green as the main heading and click on OK.