

# Adobe® InDesign Working with Style Sheets

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- 1)** Styles can save time when you apply and revise text formatting and can help give your documents a consistent look. When you change the formatting of a style, all text to which the style has been applied will be updated with the new format.
- 2)** A character style is a collection of character formatting attributes that can be applied to a selected range of text. A paragraph style includes both character and paragraph formatting attributes, and can be applied to a selected paragraph or range of paragraphs.
- 3)** Applying a character or paragraph style is similar to applying a character or paragraph attribute. If you have text selected, the formatting attributes affect the selection or selected paragraph. If you do not, the next character you type appears with the formatting attributes.
- 4)** By default, applying a style will not remove any existing character and paragraph formatting or character styles applied to the text, although you have the option of removing existing formatting when you apply a style. A plus sign (+) appears next to the current style in the Styles palette if the selected text uses a character or paragraph style and also uses additional formatting that is not part of the applied style. If you want to remove the existing formatting and then apply a new style, select the text and click No Style. Then click on the style you want to apply.

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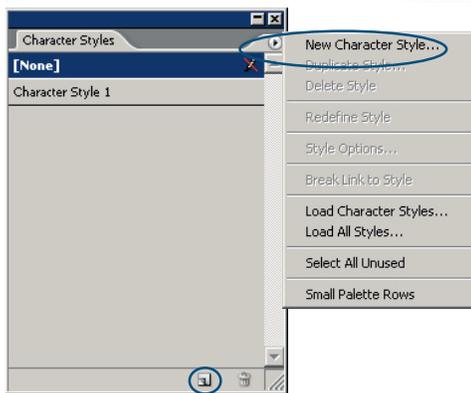
## To define a new style

If you want to base your new style on the formatting of existing text, select the text.

### Do one of the following

1) Choose **Type > Character Styles** or **Type > Paragraph Styles**.

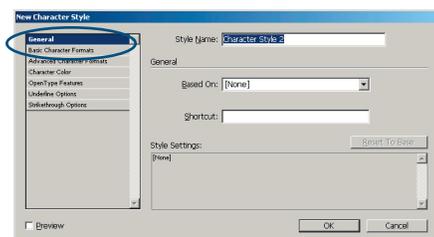
2) Choose **New Style** in either the **Character Styles** or **Paragraph Styles** palette menu or click the **Create New Style** button in the **Character Styles** or **Paragraph Styles** palette. To keep the appearance and default name of the new style, skip the remaining steps. To change the style, double-click the new style name in the palette.



3) For **Style Name**, type a name for your new style.

— To add a shortcut keystroke, make sure **Num Lock** is turned on in Windows. Then hold down any combination of **Shift** and **Ctrl** (Windows) or **Option**, **Shift**, and **Command** (Mac OS), and press a number on the numeric keypad. You cannot use letters or non-keypad numbers for defining style shortcuts.

4) On the left side of the dialog box, select the group of attributes you want to modify. Specify the desired formatting attributes for your new



style.

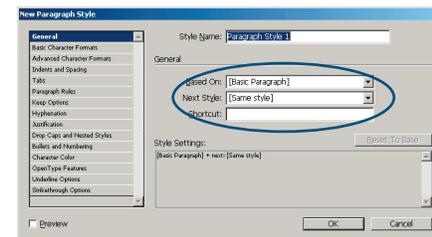
5) Click **OK**. The style name appears in the palette. Any changes you made to the formatting options are applied to selected text.

## To define a new style based on an existing style

1) Create a new style as explained above.

2) In the **New Paragraph Style** dialog box, select the “parent” style in the **Based On** menu. The parent style is the original style that you already created. The new style becomes the “child” style.

— Many document designs feature hierarchies of styles sharing certain attributes. You can easily create links between similar styles by creating a “base” or “parent” style. When you change the base style, the attributes you change that appear in the related styles will change as well.



## Setting the Next style

You can automatically apply styles as you type text. If your document’s design calls for the style “body text” to follow a heading style named “heading 1,” you can set the Next Style option for heading 1 to “body text.” After you’ve typed a paragraph styled with “heading 1,” pressing **Enter** or **Return** starts a new paragraph styled with the style “body text.” The style you choose in the **Next Style** menu is only applied when you type text.

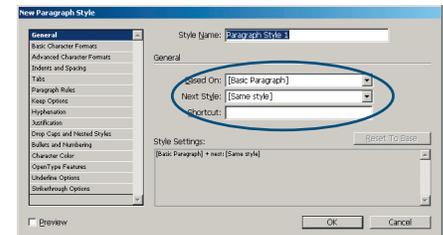
**TIP:** If you select **No Paragraph Style** as the **Next Style**, the formatting of the style remains intact when you press **Enter** or **Return**. To remove the style’s formatting, select the text, hold down **Alt** (Windows) or **Option** (Mac OS), and then click **No Paragraph Style**.

## To set a style that will apply to the next paragraph you type

— Double-click a style name in the **Paragraph Styles** palette.

— Choose a style in the **Next Style** menu, then click **OK**.

— Choosing a **Next Style** option does not affect existing text.



## Removing assigned styles from text

— You can break the link between text and its assigned style. The text’s formatting does not change, but any changes you make to the style will not be reflected in the text. You can also remove both the style and the formatting from text to which a style has been applied.

## To break the link between text and its style

Select the text whose style you want to remove.

— To remove the style but leave the formatting:

Click **No Character Style** or **No Paragraph Style** in the **Styles** palette.

— To remove the style and whatever formatting was applied with the style:

Hold down **Alt** (Windows) or **Option** (Mac OS), and then click **No Character Style** or **No Paragraph Style** in the **Styles** palette.

## To load styles from another InDesign document

1) In the Styles palette, do one of the following:

— Choose **Load Character Styles** or **Load Paragraph Styles** in the **Styles** palette menu.

— Choose **Load All Styles** in the **Styles** palette menu to load both character and paragraph styles.

2) Double-click the InDesign document containing the styles you want to import.

