PARAGRAPH STYLES

When creating text in InDesign, the text is automatically styles into a default mode, or "Basic Paragraph" style. You can change this default style as well as create and save other styles that can be quickly applied to entire blocks of text. You can then also make edits to that style which update each text block all at once—instead of you individually making changes.

Paragraph Styles
Window > Styles > Paragraph Styles. Select individual paragraphs (indicated by line breaks) or entire text frames, then select desired style.

Edit Basic
Double click [Basic Paragraph]
Highlight [Basic Paragraph], click drop-down menu options, select "Style Options."

Create New
Click square page icon at bottom of menu. Double click new style to edit. —OR—From drop-down menu, choose "New Paragraph Style." *These create a style based on whatever text is currently selected, or whatever character (font, size, etc.) were last used.*

Redefine Style
Curate a paragraph of text to desired design. Either right click Paragraph Style Name in list or highlight Paragraph Style Name and from drop-down menu, choose "Redefine style"

(+) after Style Name (Override)
This means you have applied an extra or different character/paragraph design choice to your currently selected text. With text selected, Option+ click the Style Name to clear overrides. You could also create a new Style.
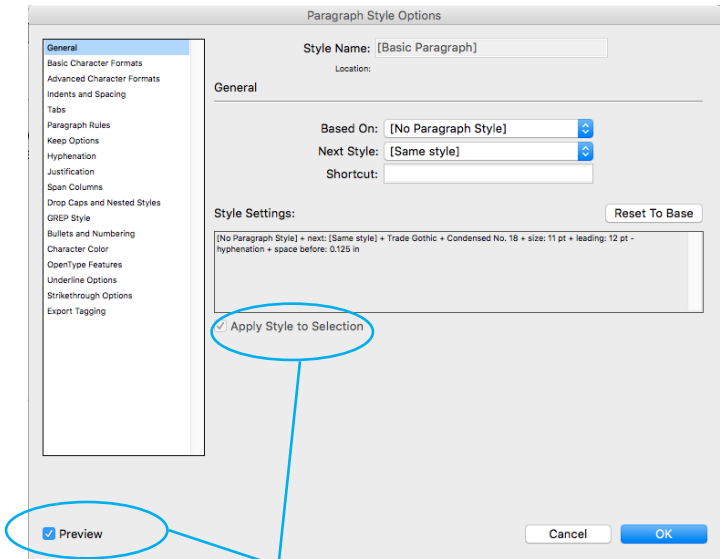
Break Link
If you no longer want part of the text to be a Style, simply select the text and from the drop-down menu, choose "Break Link to Style." The formatting remains as is, but any changes made to the master style will no longer impact that text.

Hard Break vs. Soft Break
InDesign recognizes "paragraphs" as when within text you've hit "Enter/Return" *(from the middle or type area of the keyboard, NOT the num pad)* and the text cursor moves to the next available line. This action or occurrence can have a lot of names like Carriage Return or Hard Break among others. It's important to understand how InDesign "reads" content so you have more control over using its tools to manipulate your content, especially text or large quantities of text.

Sometimes it's necessary to create a line break within a paragraph to control the shape of text or keep elements grouped together, but it's not actually the start of a whole new paragraph. You can create a Soft Break by hitting "Shift+Enter/Return." Text is moved to the next available line but it still considered part of the same paragraph.

This is especially useful when you've set up spacing between paragraphs, when just hitting Enter would tell InDesign to start a new paragraph.

Keeping "Preview" and "Apply to Selection" checked let you see any selections made in this dialog box be reflected in the text in your document. This helps you make sure the stylistic choices you're making for a Style are exactly what you want.

Hard Break with "Space Before" paragraph setting adjusted to .125in.

Note the dangling "of"

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair.

We had everything before us, we had nothing before us, we were all going direct to Heaven, we were all

Hitting Enter to bump the dangling "of"; now there are 3 paragraphs.

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter

<< PARAGRAPH BREAK

of despair.

<< PARAGRAPH BREAK

We had everything before us, we had nothing before us, we were all

Hitting Shift+Enter to bump the dangling "of" (creating a Soft Break).

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair. << SOFT BREAK

We had everything before us, we had nothing before us, we were all going direct to Heaven, we were all

NESTED STYLES

Remember: "paragraph" is simply when the text cursor makes a hard break to the next available line. It does not matter if the "paragraph" is only 2 words or 2 sentences. InDesign is not interested in the grammatical definition, only the technical command.

Nested Styles
There are occasions when you may want two kinds of styles to appear within the same paragraph. Two common examples of chapter openings in books and lists. Creating formatting to include multiple styles within the same line requires the use of Nested Styles, which combines the use of character and paragraph styling. It can be applied to the beginning of a paragraph for a specific set of characters, words, other other markers within the text.

InDesign allows these extra character stylings to be embedded at the beginning of the selected paragraph, so to set nested styles up correctly: (1) the paragraph style must be the formatting used at the end of the line/paragraph and (2) the character style must be the formatting used at the beginning.

In the Paragraph Styles dialog box, choose Drop Caps and Nested Styles. In the Nested Styles section, click New Nested Style and choose a previously created Character Style or create a new one.

Remember: character styles don't deal with elements like indents and line spacing; they typically are used to adjust things like type style, size, color, etc.

Select the desired application by indentifying where the character style should stop being applied and the regular paragraph styling resume.
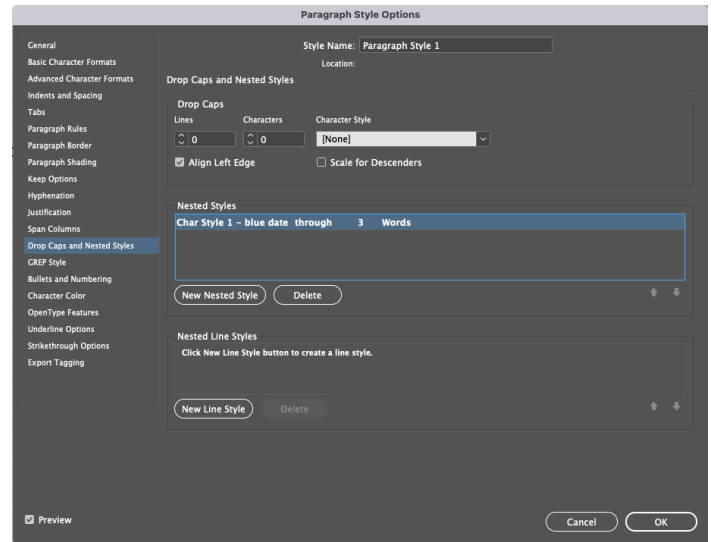
Think in terms of patterns or templates. In the first example, the end of the style application is through the number 16. But, as the numbers will change with each calendar entry, you need a generic way to define the stopping point.

It's really important here to understand how InDesign "thinks" or identifies kinds of characters, numbers, words, line breaks, etc. Then you can accurately communicate your desired style outcomes. A 'word' in InDesign is defined by a space after/between groups of characters. So, the number 16 is recognized as a word in this example and thereby signifies the end of the nested style application.

You can also insert a hidden character to manually create the stopping point within your line of text. Type > Insert Special Character > Other > End Nested Style Here.

Char. Styling   Paragraph Styling

THURSDAY MAY 16 **Spring Community Dinner**
Bridgeport Conference Center
6pm • Tickets: $25

Char. Style 1 is applied through first 3 words.

1   2   3
THURSDAY MAY 16 **Spring Community Dinner**
Bridgeport Conference Center
6pm • Tickets: $25

You can layer multiple nested styles into your paragraph/line. Use the up/down arrows at the right side of the Nested Styles area to order them. Note the 'word count' starts over with the beginning of a new style. So here the blue date style should only be applied through 2 words instead of 3.

SUNDAY MAY 19 **Farmers Market Opening Day**
Bridgeport Conference Center
10am - 2pm • Every Sunday