InDesign CC

Text and Style Sheets

01. Threading Text Boxes Review

    a. Text boxes have "inports" and "outports." Click on a text box with the selection tool to see them

      A triangle icon in a port means it is linked to other boxes

      A plus sign in a port means the box is the last one in a chain and there is more text to link

    b. Linking Boxes

      Select the box with the text to be linked

      Click the outport of the box with the selection tool. This loads the tool with text to be linked or "overset text"

      Click anywhere in the box you want to link to. The overset text will flow into this box

    c. Unlinking Boxes

      Double click the inport or outport of a linked box. The link will be broken

      Or if you click the inport of a box, move the icon over the previous box and wait for the unlink icon, then click.

    d. Show Text Threads

      To see the order in which text boxes are linked, go to View > Show Text Threads

02. Making Columns - Text Frame Options

    a. Make a single text box into 2 or more columns

    b. Go > to > Object > Text Frame Options - shortcut Command + B

    c. In the dialogue box change the number of columns to the number desired.

03. Style Sheets: Local Formatting vs. Global Formatting

    a. Local formatting occurs when you use the character or paragraph palette to apply type attributes on a word-by-word or paragraph-by-paragraph basis.

    b. Global formatting occurs when you establish character or paragraph styles and apply type attributes to a range of selected text.

04. Paragraph Style Sheets

Create Paragraph Style Sheets

    a. Open Paragraph Style Sheets palette > Window > Styles > Paragraph Styles

    b. Go to paragraph style sheets fly-out menu

    c. Select New Paragraph Style

    d. Set paragraph styles by formatting text with desired attributes: typeface, size, and leading...

    e. Title the style with a meaningful name like "Body Text" or "Sub Heads."

Apply Paragraph Style Sheets

    a. Select a paragraph in your document and click on the paragraph style name in the paragraph style palette. If no change occurs, apply [Basic Paragraph] from the top of the list in the palette then reapply your paragraph style.
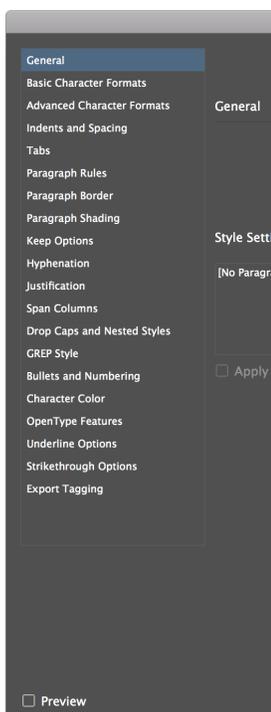
Overriding Local Formatting

    a. If a + sign appears next to a style name, it means that some local formatting is still applied. Click the "Option" key while applying style name to override the local formatting.

05. Character Style Sheets

Create Character Styles

    a. Open Character Style Sheets palette > Window > Styles > Character Styles

    b. Select New Style from character style palette menu and format with desired attributes.

Apply Character Styles
    a. Select one or more words in a paragraph and click the character style name in the character styles palette

Edit Styles
    a. Double click style name in style pallete to open and edit.

06. Paragraph Style Settings/Options
    Open a paragraph style sheet and see the options in the left column
    Advanced Character Formats – Third from top
       Language – English USA (if typesetting another language be sure to change to the right one)

    Indents and Spacing – Fourth from top
       Alignment – Left, Right, Justified, etc

    Tabs –Fifth from top
       For indents, select the first arrow icon at top of the ruler
       Click in the ruler and the arrow will be set

    Hyphenation – Tenth from top
       Words with at Least = 6—8 letters
       – After First = 3 (hyphens that precede hyphen)
       – Before Last = 3 (hyphens that come after hyphen)
       – Hyphen Limit = 1 for justified/0 for rag (one restricts number of consecutive hyphens to one)
       – Hyphenation Zone = the amount of white space allowed at the end of a line of unjustified text
         before hyphenation begins. Works only for ragged text with single-line composer.
       – Hyphenation Slider = experiment but generally leave in the middle
       - Never Hyphenate Capitalized Words
       - Never Hyphenate Across a Column
       - Never Hyphenate Last Word

    Character Color
       Designate text color. Colors based on swatches palette.

07. Returns and Indents Review
    Optical Margin Alignment (Hanging Punctuation)
    a. Select paragraph and go to Type > Story
       Turn on Optical Margin Alignment

    Indent Character
    a. Indent character keyboard shortcut is Command + \ (back slash or pipe). Set this character in front of the letter under which you want all other lines to hang.

    Soft Return
    a. Type Shift + Return at the end of a line for a soft return. Unlike a hard return, a soft return retains paragraph formatting for lines which follow it.

    The indent character in this sentence is set in front of the **"T."** It is invisible so you cannot see it unless you select Show Hidden Characters from the Type menu. Now, use a soft return **Here.**
    All lines that are in the same paragraph will hang exactly below the "T". Now, use a hard return **Here.**
As you can see, the indent character no longer affects this line because it is part of a new paragraph due to the hard return used in the previous line.

General
Basic Character Formats
Advanced Character Formats
Indents and Spacing
Tabs
Paragraph Rules
Paragraph Border
Paragraph Shading
Keep Options
Hyphenation
Justification
Span Columns
Drop Caps and Nested Styles
GREP Style
Bullets and Numbering
Character Color
OpenType Features
Underline Options
Strikethrough Options
Export Tagging

General

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☐ Apply

☐ Preview

paragraph style sheet options