

## ***Working with styles / Importing large amounts of text into InDesign, and then having to change the font, color, type size or leading of all of the headlines and body text can be incredibly time consuming. Using Character and Paragraph Styles streamlines the process.***

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### **First steps**

1. Make a new document, 48p0 x 60p0”
2. Margins: Top, Inside, Outside 3p; Bottom: 3p6.
3. Bleed: 1p0

quickly and consistently.

### **Character Styles**

1. Style a headline, deck, byline and body text in a single text box taking up one half of your page.
2. Open Character Styles palette.
  - a. Highlight your headline, and then click on the “Create New Style” icon in the Character Styles palette.
  - b. You will see a new style, “Character Style 1” appear in your palette. Double click it. Change the name to “Headline.”
  - c. Explore the options in this palette. You can make your headlines automatically all caps, tracked out to a particular value, always a consistent color, etc.
  - d. Repeat these same steps for Deck, Byline, and Body text.
3. Create another textbox on the left hand side of the page, and fill with placeholder text.
  - a. Break off two or three words from the block of text to be your headline.
  - b. Select/highlight your new headline text, and then click on Headline.
  - c. Repeat these same steps for Deck, Byline, and Body text.

### **Paragraph Styles**

1. Duplicate the page that you’ve created by going to the pages palette, and in the upper right hand corner, select “Duplicate Spread.” Double click on page twp.
2. Open Paragraph Styles palette.
  - a. Highlight your headline, and then click on the “Create New Style” icon in the Paragraph Styles palette.
  - b. You will see a new style, “Paragraph Style 1” appear in your palette. Double click it. Change the name to “Headline.”
  - c. Explore the options in this palette. You can make your headlines automatically all caps, tracked out to a particular value, etc. You can also determine the leading value for you headlines should they take up more than one line. You can also decide to align all of your text to the baseline or only the first line of your text. (This is where it makes sense to have your leading be mathematically proportional to your baseline grid.)
  - d. Repeat these same steps for Deck, Byline, and Body text.
  - e. Explore the options in this palette. Also see that you can set the First Line Indents for each paragraph. Set this to p9 as a good place to start.
  - f. Highlight your first paragraph only and then click on the “Create New Style” icon in the Paragraph Styles palette. Set your First Line Indent to p0, and try adding a Drop Cap.

You have just styled your text using paragraph style sheets. These allow you to simultaneously change character attributes as well as paragraph structure. You should do the same thing in your magazine, which will allow you to style your text