

Section 2.
Adobe
InDesign.

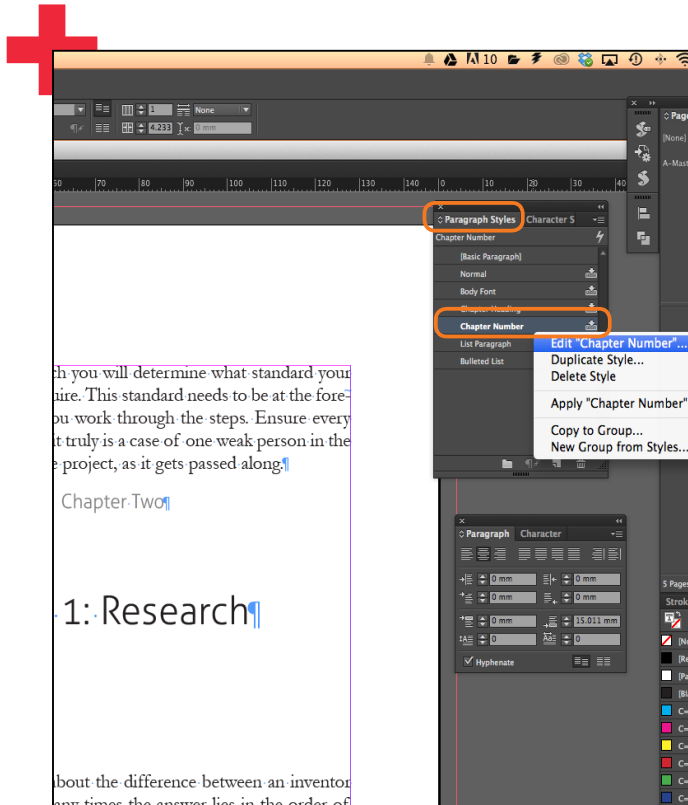
Using Paragraph Styles

Now you have the content in InDesign and have removed erroneous spaces, it is time to format your book using paragraph styles.

Using these styles you can control virtually everything, we will control: line spacing, breaks, fonts, hyphenation, alignment and much more.

If you imported a ‘styled’ document from Word you are a little ahead because everything is already labelled and in its correct style. Some of the styling may have come over also. For this chapter we will assume that you had done zero styling in Word so it all looks plain Jane.

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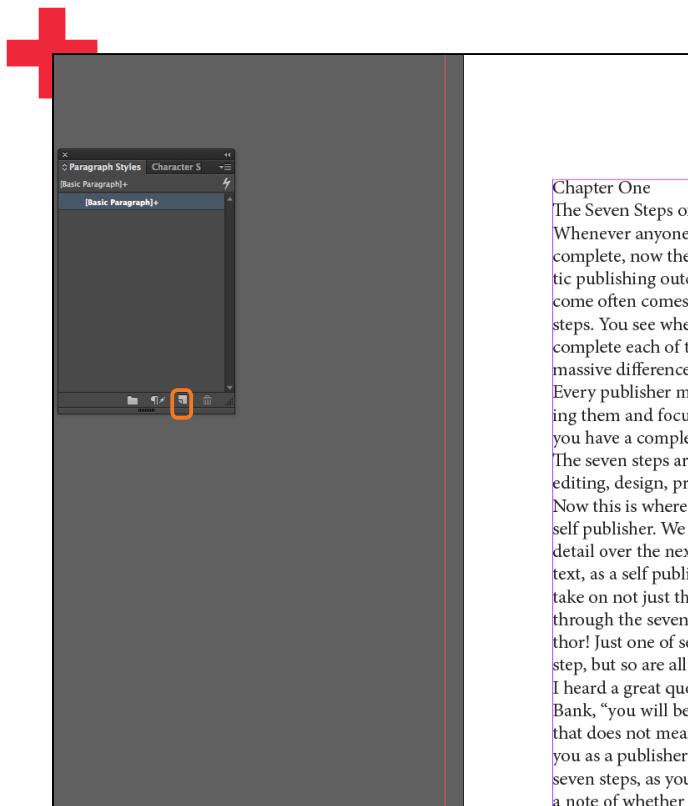


Firstly we will take a quick look at what it may look like if we imported from Word with some styling.

You can see there are still changes required. In the paragraph style window you can see all the styles created when we imported the files from word.

To edit them

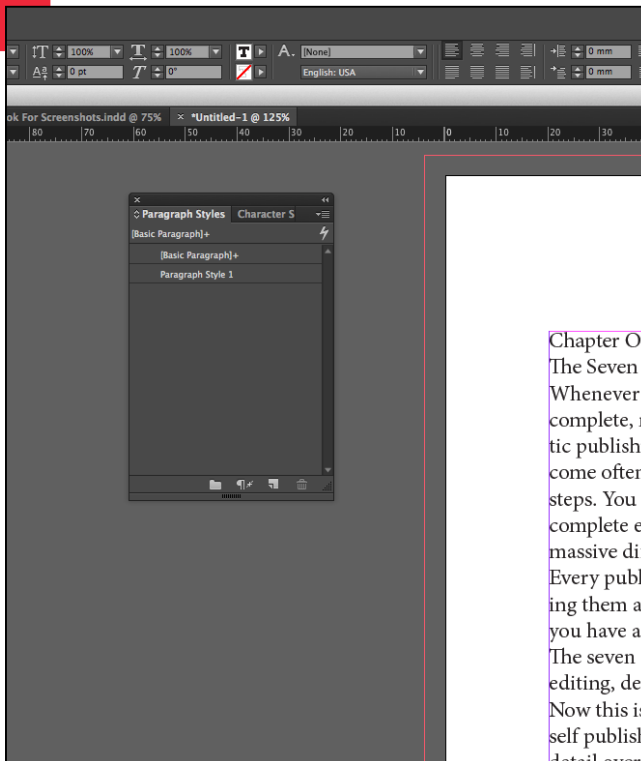
- Right click
- Edit Chapter Number or Edit whatever style name you are clicking on.



Here is a different file that was created without any styles.

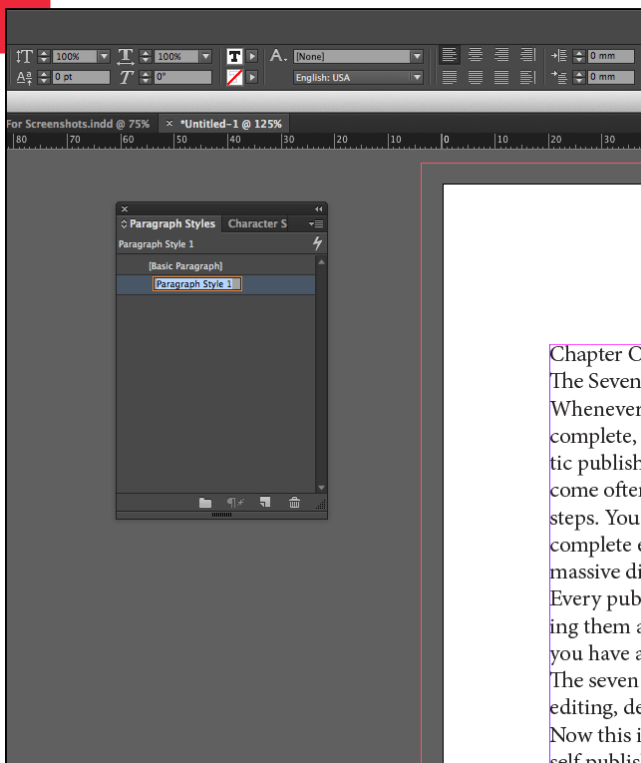
If they were not created whilst importing content you can create them manually.

- New style



Here you can see it has created a new style called 'paragraph style 1'.

To apply it to some text, select the text, then just click on the style you wish to apply.



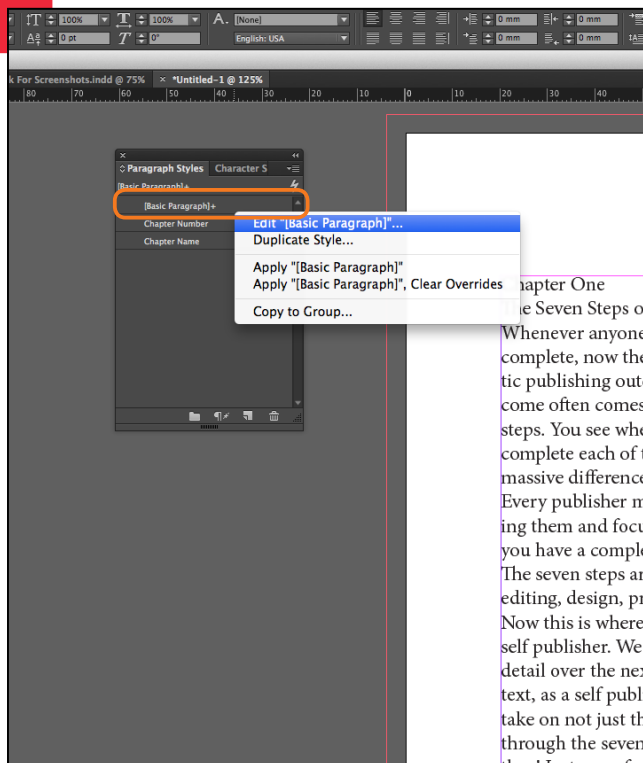
Let's rename it something useful. You can do this by double clicking.

- Double click
- Type a descriptive name such as 'Chapter Number'

Apply it to all your chapter numbers throughout the book. Then repeat the process until you have all the styles you need, which may be:

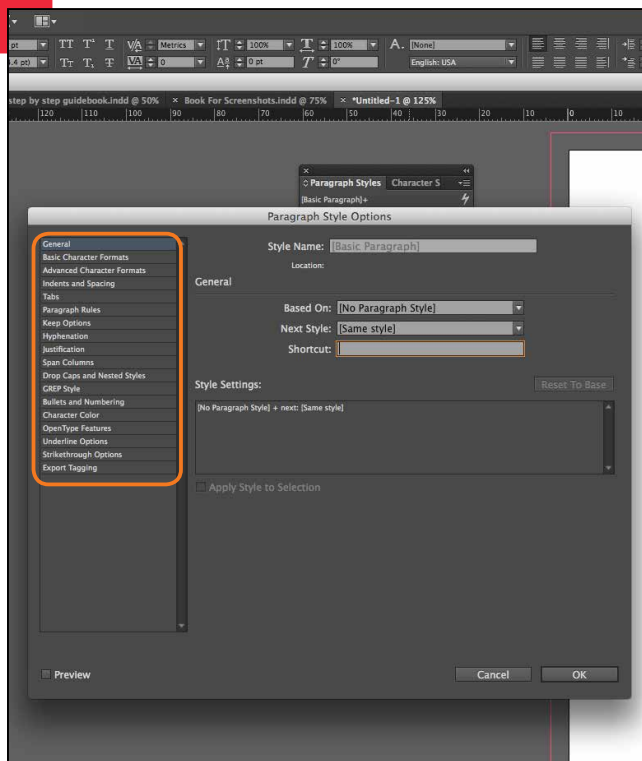
- Body
- Chapter number
- Chapter name
- Front matter
- First paragraph
- Table of contents
- Emphasis paragraph

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To format your paragraph styles

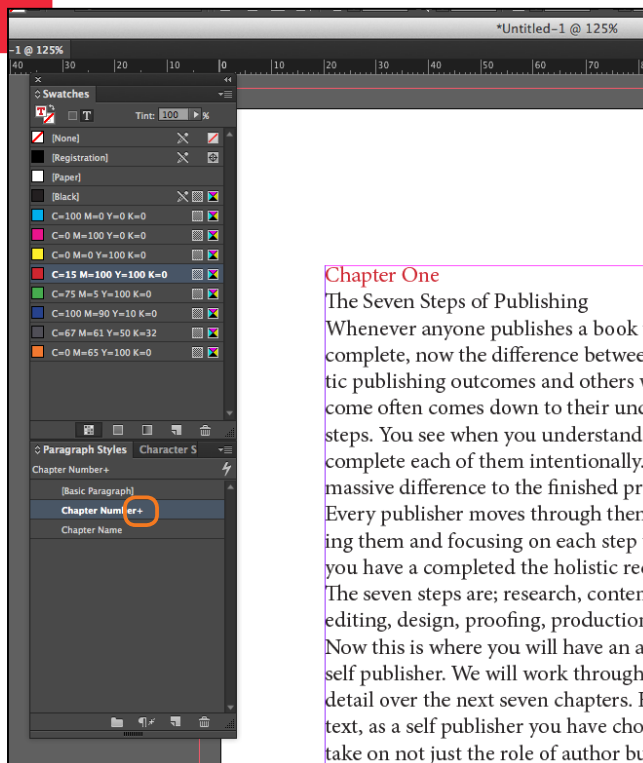
- Right click on the style
- Edit 'Style Name'



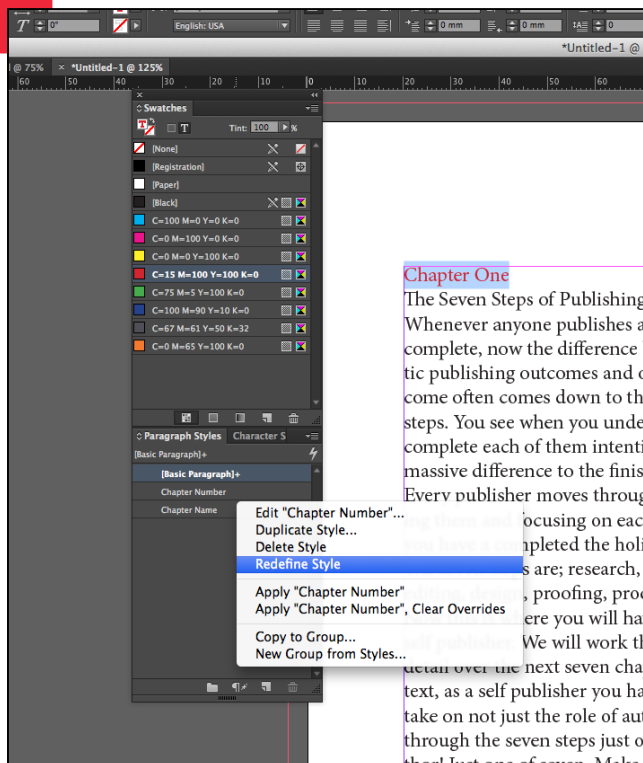
This is the paragraph style options dialog box. You can see there is a long submenu down the left hand side; we will work our way through the important options to customise for book design.

In here you can change options like colour, font size etc. and then apply it to everything styled with the paragraph style.

For now, I have just clicked cancel and we will come back to this box shortly.



The other way to change styles is by changing the text using the standard commands; here I have just changed it to red. Now you will see a small plus at the end of the style name. This indicates that the text has been altered or the style overridden.



Right click on the style with the text selected, and you can see some extra options.

Apply Chapter Number, Clear Overrides: this will delete the override formatting and take it back to the style.

We want to update the style though, so we will select 'Redefine Style' this takes how-ever the text is formatted and updates the style to match. Select this and everything in the document which is styled with 'Chapter Number' will be reformatted to match, in this case to turn red.