

PR 486: INTRO TO DIGITAL DESIGN TOOLS

PARAGRAPH AND CHARACTER STYLES

TEXT STYLES

As you create multi-page documents, it can be a pain to go through and change certain pieces of text the same way over and over again. For instance, you might have titles or subtitles throughout your document, and don't want to keep changing the font size and style manually.

This is where Paragraph Styles and Character Styles come in handy.

TEXT STYLES

Paragraph Styles apply to an entire paragraph.

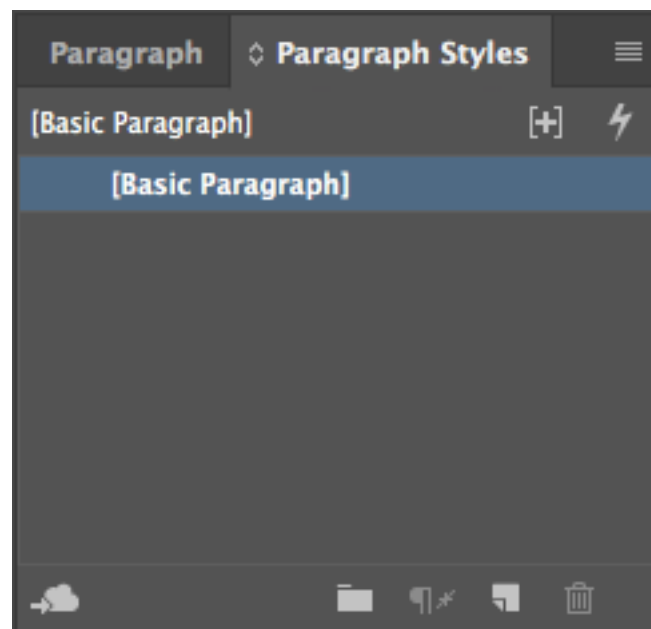
Character Styles can apply to single lines or text, or a selection within a paragraph, or even a single word.

They both have separate panels, but the way of creating these styles is similar.

PARAGRAPH STYLES

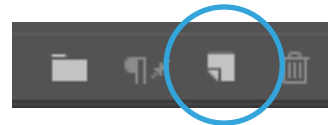
Remember, that a paragraph style affects an entire paragraph. To set a style, click within a paragraph in your document.

If you look at your Paragraph Styles panel, you'll likely see something called [Basic Paragraph]:



PARAGRAPH STYLES

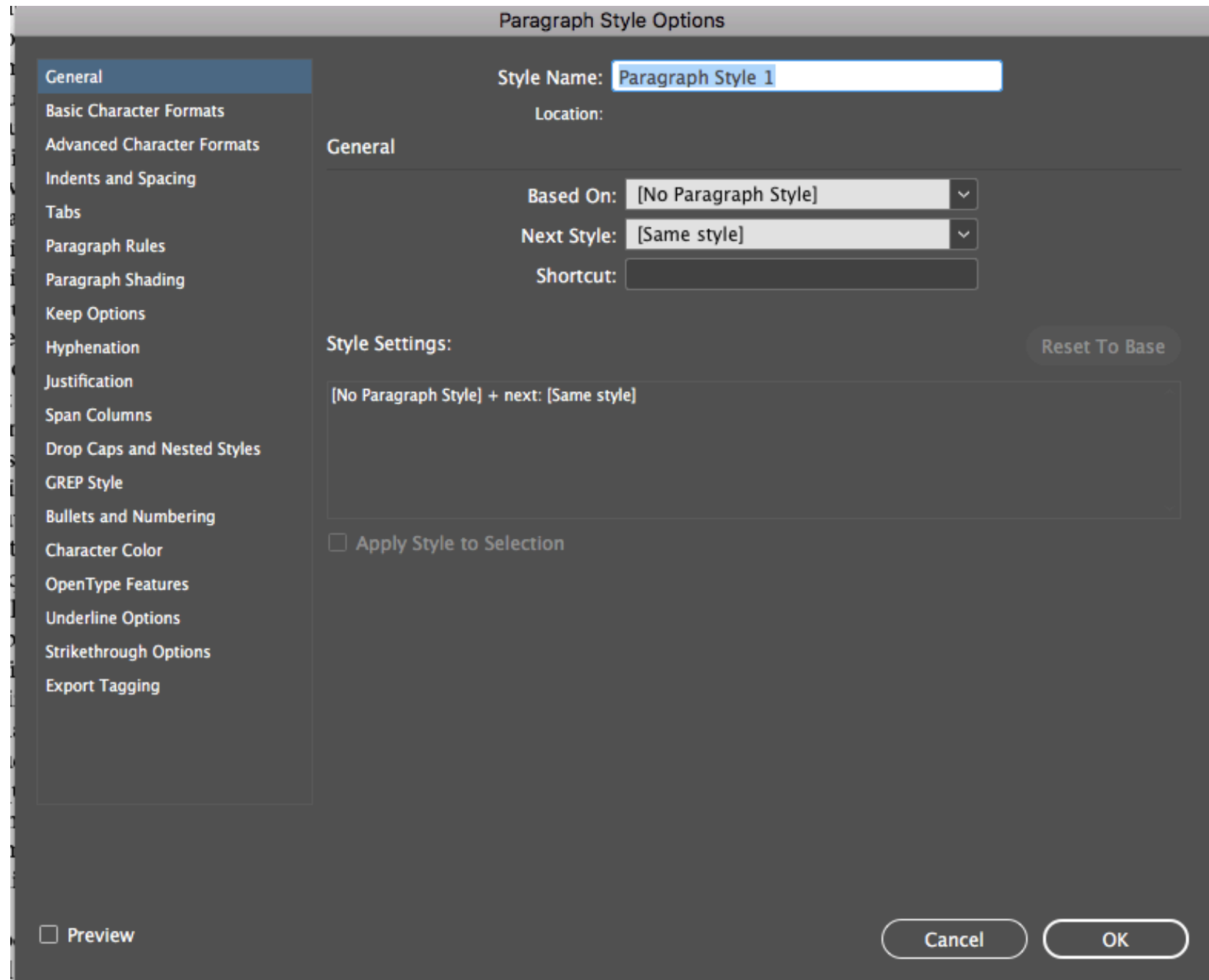
To create a new style, click the sheet of paper at the bottom of the Paragraph Styles panel:



It will appear in the Paragraph Style panel as "Paragraph Style 1." Double click to edit.

PARAGRAPH STYLES

The panel to edit a paragraph style has all sorts of options. Basic Character Formats is where you can set font and size. Color is under Character Color. You can even set insets, paragraph rules (lines above or below a paragraph), drop caps, or special tabs.



PARAGRAPH STYLES

Once you've set your style to your liking, hit OK. You'll now see it available in your Paragraph Styles panel. (It will also probably apply to the paragraph you selected when you created the style.)

To apply the style, just put your cursor inside the paragraph you want to style and click the style once in the Paragraph Styles panel.

Once you've created a style, you can still edit it. Double-click the style in the Paragraph Styles panel and edit it. Once you're done, hit OK and all instances of the style will automatically change.

CHARACTER STYLES

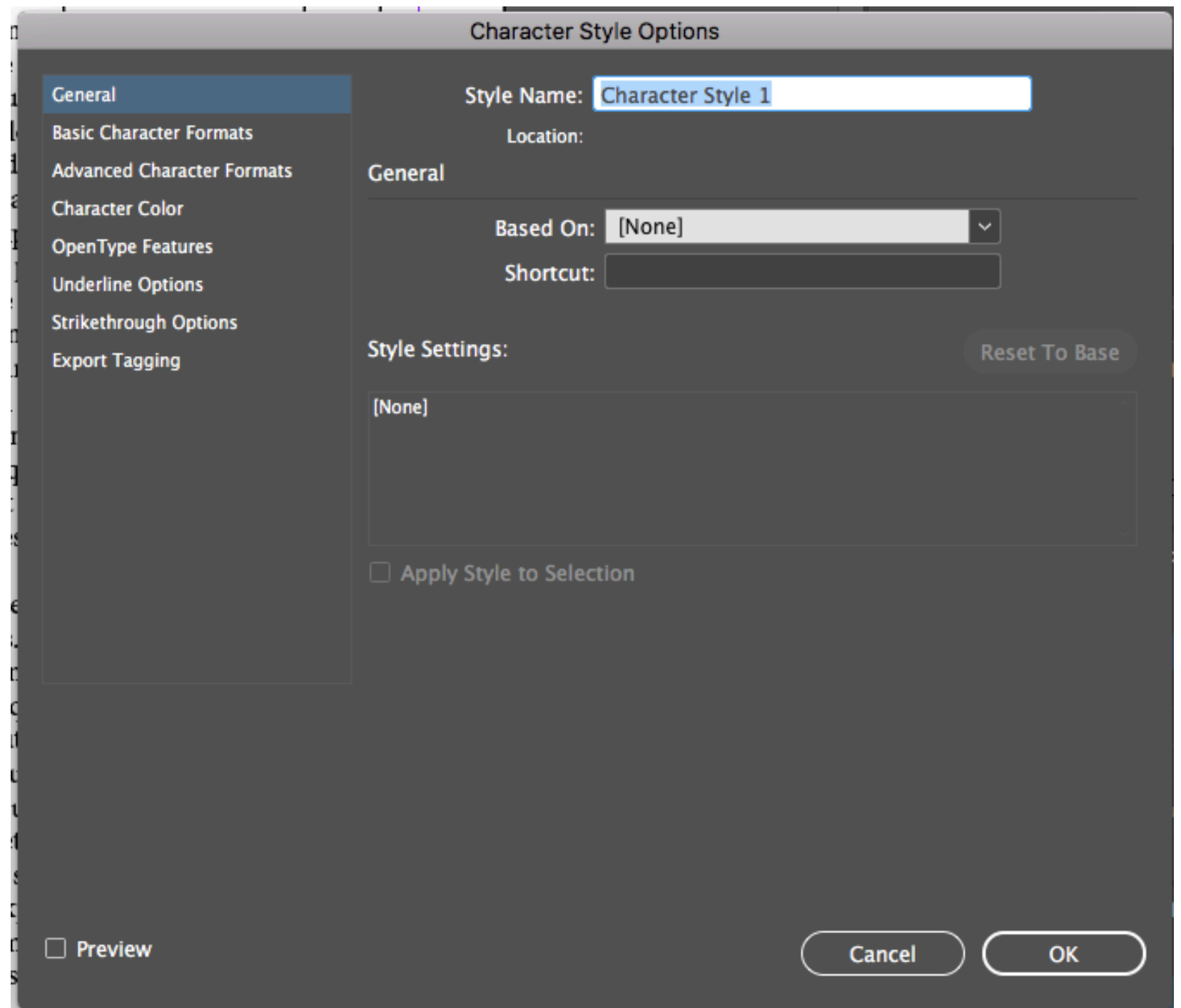
Character styles are meant to be applied to small blocks of text within a paragraph. This is helpful if you need to change the style of a single word or group of words without applying the style to the entire paragraph.

To create a character style, make sure the Character Styles panel is open. Highlight some words in your text and then hit the folded paper at the bottom of the Character Styles panel.

It will appear as "Character Style 1," and double-click to edit.

CHARACTER STYLES

The panel to edit a character style is less extensive than the one for paragraph styles. Most of these styles have to do with the appearance of the text itself, like the font, font size, or color.



CHARACTER STYLES

Once you've set your style to your liking, hit OK. You'll now see it available in your Character Styles panel. (It will also probably apply to the text you selected when you created the style.)

Just like with paragraph styles, you apply your character style by selecting some text and then clicking the style once in the Character Styles panel.

You would also edit the character style the same way you would a paragraph style, by clicking it twice in the Character styles panel. Once you're done, hit OK and all instances of the style will automatically change.