

Style Sheets:

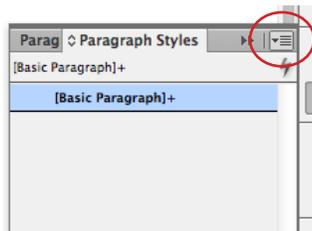
First design a page or spread.

Clean up your typography.

Paragraph Styles:

- Go to > Window > Styles > Paragraph Styles

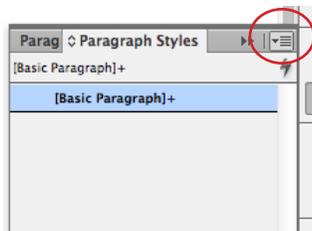
- Select text and click on this menu:



- Make sure *Apply Style to Selection* and *Preview* are activated.

- Name and save your new paragraph style.

- If you make changes to your text and would like to redefine your style, select your paragraph style and click on this menu:



- Select *Redefine Style*

Tip: If you see a + after your paragraph style it means that you have created a local override to the style that you created. If you hover your cursor over the paragraph style it will show you what was overridden. To get rid of the overrides, hold down the option key and click on your paragraph style.

Creating variations on your Paragraph Styles:

- Make the variation you would like to your text.

- Select new Paragraph Style and choose *Based on:* feature.
(This feature is good for first paragraphs, and creating loose & tight tracking/letter spacing options)

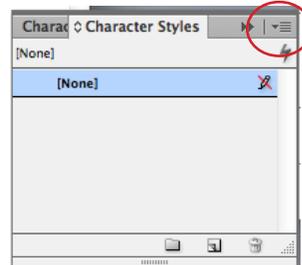
Character Styles:

(applied to text within a paragraph style to create emphasis)

- Choose the text you would like to be styled and change it.

- Go to > Window > Styles > Character Styles

- Select text and click on this menu:

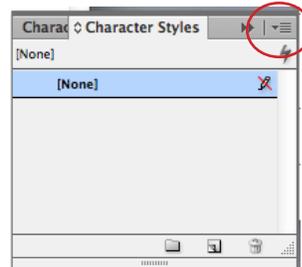


(You can also click on  to create a new character style and then name your new style.)

- Make sure *Apply Style to Selection* and *Preview* are activated.

- Name and save your new character style.

- If you make changes to your text and would like to redefine your style, select your character style and click on this menu:



- Select *Redefine Style*.

Creating variations on your Character Styles:

- Make the variation you would like to your text.

- Select new Character Style and choose *Based on:* feature.
(Be aware that if you change or redefine one style any style that is based on the style will also be effected.)

Drop Caps:

- Double click on your Paragraph Style that you would like to add a Drop Cap to.

- Go to *Drop Caps and Nested Styles* in the left hand column.

- Choose the number of lines and number of characters for the drop cap. Under Character style create a new style for the drop cap (add 50 to the tracking to create better spacing after the drop cap. and make sure align left and scale for descenders is chosen)

Nested Character Styles:

(applied to text within a paragraph style which will be repeated in every paragraph):

- Under your Paragraph Style options > Drop Caps and Nested Styles >

- Click on *New Nested Style* > Select the Character Style that you want and select how you would like that style applied.