

# The Paragraph Style Panel

Professor Janet Pihlblad

jpihlblad@njcu.edu

Office rm. 229

Demo for InDesign

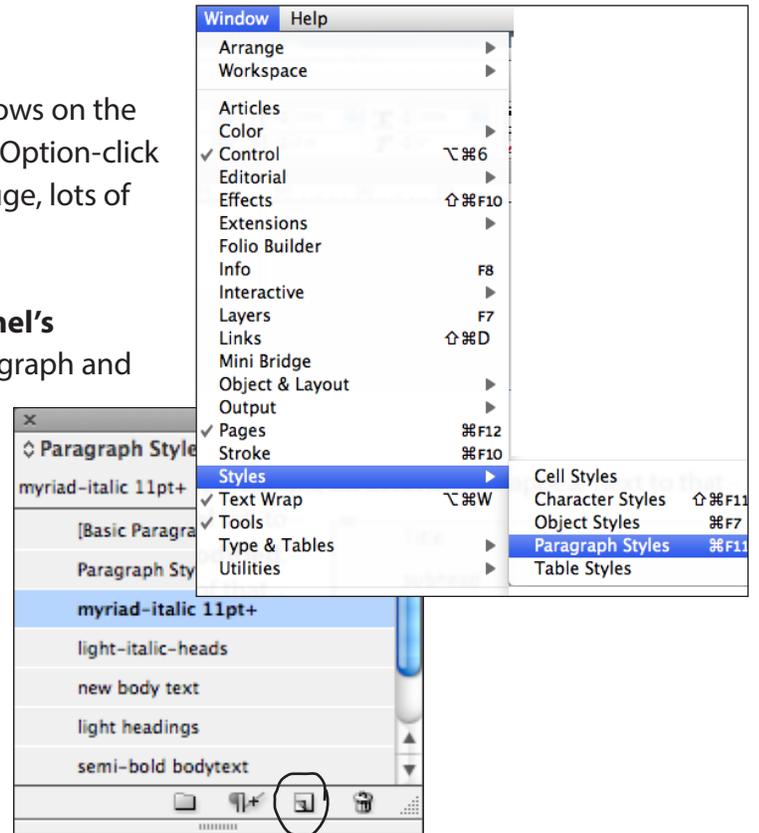
## Paragraph Styles:

In the **Paragraph Styles Panel** (under Windows on the menu bar: **Windows > Styles > Paragraph**) Option-click on **New Style**. This opens a dialogue box (huge, lots of possibilities!).

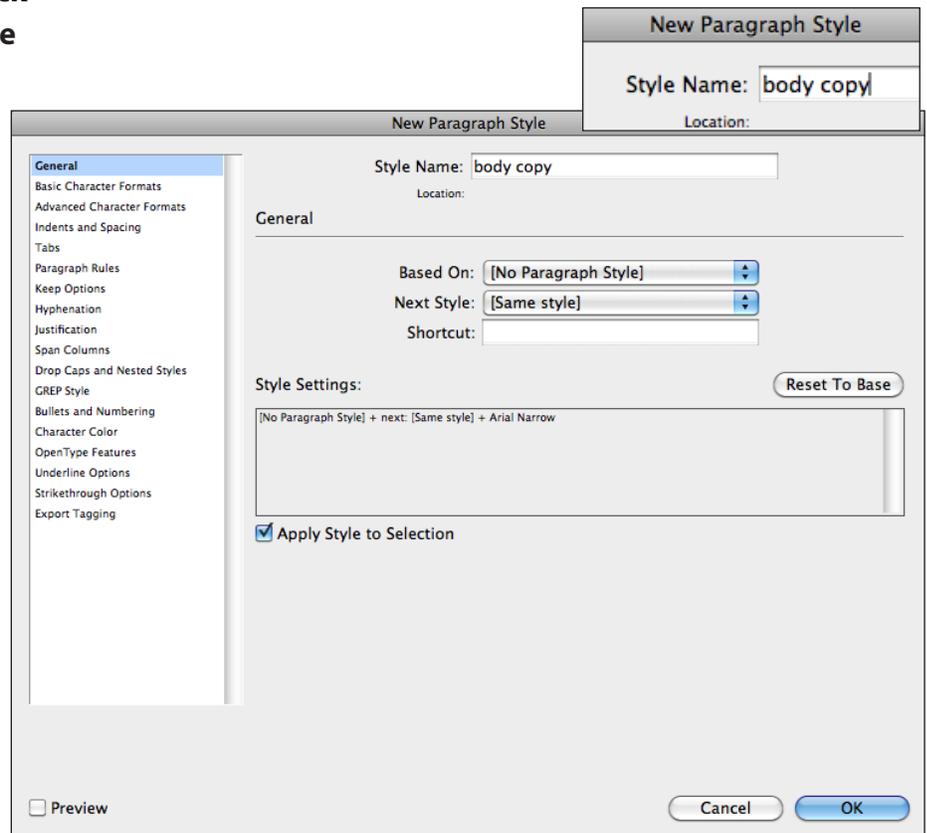
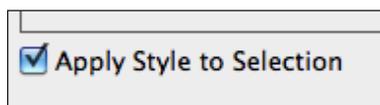
First style a paragraph using the **Control Panel's** (across the top of the Indesign window) paragraph and character abilities. Then capture all those settings with the **Paragraph Styles Panel**.

## Here's how:

1. After you have styled one paragraph, select some or all of the paragraph text, or just click inside of it, so InDesign will know which paragraph you are talking about. (Any of these ways works.)
2. Now open the **Paragraph Style Panel**, and **Option-click** on the **new-paragraph-style icon** at the bottom right (near the trash).
3. In the dialogue box that opens, be sure you give this new style a name, and check **Apply to Selection**. then click **okay**.



New Paragraph Style Icon



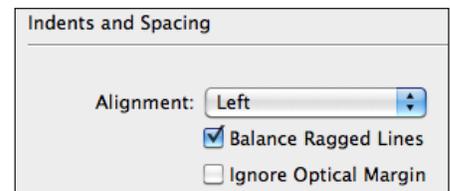
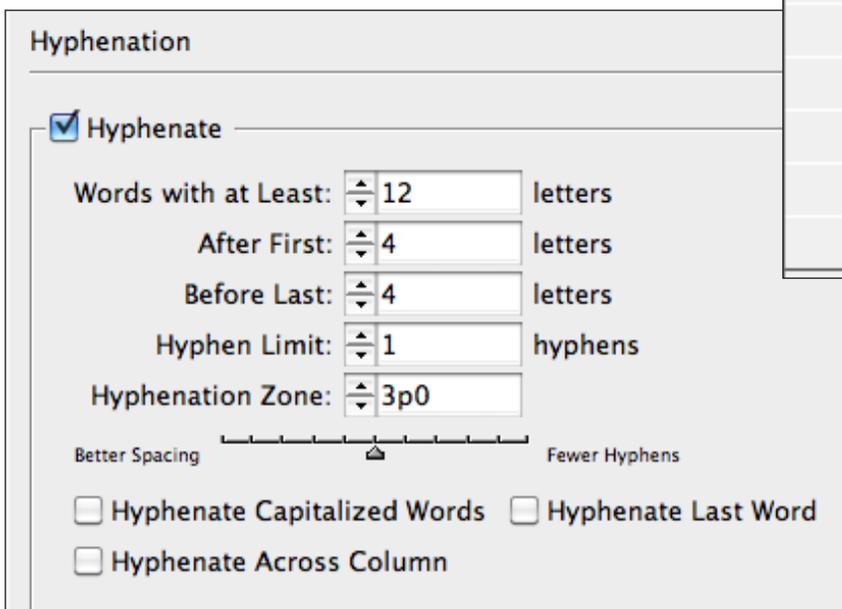
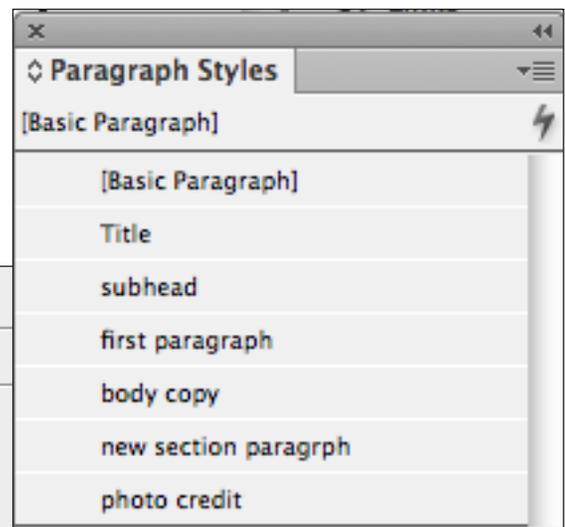
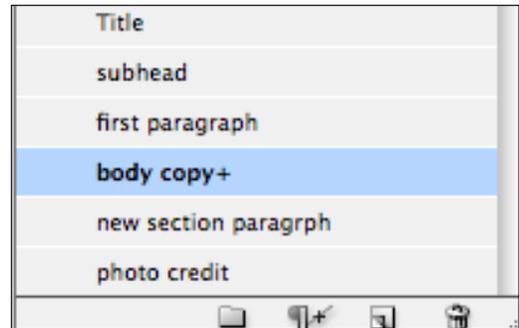
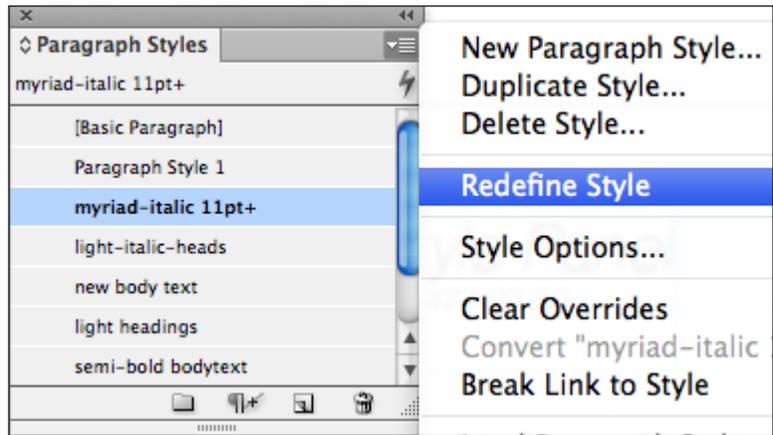
4. Now it is available as a **paragraph style** to be applied to other paragraphs, now or later.

5. When you slightly alter the styling of one paragraph, an **asterisk** will appear next to that style name in the **Paragraph Styles Panel** list, to let you know that paragraph has been **modified**.

If you want to change all the paragraphs of that style to match, then in the paragraph panel **fly-out menu**, click **redefine style**.

Typically a designer sets up styles for every part of a document, the title, headings, subheadings, body text, first paragraphs (if different from body copy), photo-credits, foot-notes, etc. It depends on how complicated the document is, and how many different people might work on it.

*Important:* **Hyphenation** can be controlled through paragraph styles. Please set your Hyphenation to match the example below.



Also, you can balance ragged lines.

Explore the dialog box and experiment to discover all the many abilities you have through the **Paragraph Style Panel**.