


Setting InDesign CS2 Paragraph Styles

Draw a text box with the text tool and add text (for a paragraph of text go to Type > Fill With Placeholder Text).

Change the text to the font, size and features (indent, dropcap, etc) wanted.

With the text clicked on go to Type > Paragraph Styles (this will open the Paragraph Styles window) click and hold on the option button in the upper lefthand corner of the window. 

Choose *New Paragraph Style* - when screen opens add name of style, such as Body Text or Caption. Click Okay

To apply a style click on a text box with the black arrow and then click on the paragraph style wanted or using the text tool highlight the text to affect and click on the paragraph style.

Example: Body Text (1 pica indent, 10 pt times, justified)

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Example: Caption (8 pt times italic, justified)

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Example: Headline (36 pt Arial Black)

Headline here

Example: Sub-head (18 pt Arial italic)

Sub-head here

Usually there are at least three ways of doing anything in InDesign. This is just one of the ways to create a Paragraph style.

For more informaiton contact

Hal Schmidt

Houston Office of

Taylor Publishing

hal@halschmidt.com

www.halschmidt.com

713-828-7460

800-679-8829

**Taylor**
Publishing