

InDesign Tutorial 2.7

“Working With Paragraph Styles”

1. After you have typed (or placed) your text, you can set up a paragraph style for individual paragraphs. The advantage of using paragraph styles is that you can re-use your styles for other paragraphs later in your document. Select the paragraph you would like to edit and select the paragraph styles window from the left or select Window > Type and Tables... > Paragraph Styles.
2. Next create and name a new paragraph style by clicking the new paragraph style button (red circle in image below).
3. Double click your new paragraph style to bring up the Paragraph Style Options dialog box.
4. You can adjust many different options for your paragraph style.
 - **Paragraph Rules:** Set width, offset, left indent & right indent
 - **Justification:** Select the type of justification preferred (left, center, right, etc).
 - **Drop Caps:** Specify the number of lines a drop cap will occupy vertically and specify the number of characters to be included in the drop cap.
 - **Hyphenate:** Turn on or off hyphenation in your paragraph & select hyphenation options.
 - **Bullets & Numbering:** Adjust bullets and numbering options for the paragraph (lists, etc.)

