

Style Sheet Power in InDesign CS

Presented by Anne-Marie Concepción
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Overlooked Style Sheet Palette Menu Commands

- **Load Styles:** Imports all styles from other ID docs. They overwrite existing styles with same name, same as Synchronizing from Source.
- **Redefine Style:** Change existing style to match local overrides in selection.
- **Select All Unused:** Quick way to clear out unused styles, especially from placed/pasted text.

Fixes for “Missing” Style Sheet Commands

- **Delete/Replace:** Use Find/Change instead
- **Char Style as Base for Par Style:** Specify Char Style as a Nested Style with a “stop” that doesn’t exist in paragraph (e.g., Section Marker)

Placed Text and Style Sheets

- To strip all formatting from placed text files, select that option in Place Options (Option/Alt-Shift-click on file name)
- To get ID styles to overwrite same-named Word styles on a Mac, edit Word’s styles to remove “Based on Normal” setting first. (Not necessary in Windows.)

Pasted Text and Style Sheets

- When unformatted text is pasted into ID, it takes on existing formatting (manual or style sheets)
- ID v2: No option to strip formatting from clipboard text. Paste into WordPad/SimpleText first, then recopy and paste into ID 2, OR use free plugin CtrlAttributeStrip: <http://www.ctrl-ps.com/dispatcher.asp?story=ctrlattributestrip>
- ID CS: Strip formatting by turning off General Preference: Preserve Text Attributes When Pasting

Nested Styles

- **Where’s the palette?** It’s an optional setting in the Paragraph Style Sheet editing dialog.
- **When should I use it?** Same local formatting needs to be applied to a subset of characters in a number of par’s with same par style. (Examples: custom leader dots, custom bullet dingbats.)
- **How do I make one?** 1. Format paragraph, create par style. 2. Format characters, create char style. 3. Edit par style from Step 1 — go to Nested Styles option — and include Char style(s) from Step 2.

Nested Style Tips

- A single Stop char can be typed in (e.g., a colon)
- To add a “neverending” Nested Style, choose a Stop char that doesn’t exist.
- “Up To” doesn’t apply Char style to stop character, “Through” does.
- To override a Nested Style, click in the text and insert an End Nested Style Here special char.

Handy Keyboard Shortcuts

- F11/Shift-F11 opens up style sheet palettes
- Option (Alt) -click on style sheet name to remove local formatting from selection; add the Shift key to also remove Char Style Sheet formatting
- Option (Alt)/Shift-click on [No paragraph style] to completely strip all formatting
- Right (Control) -click on Style sheet name to edit it without applying it to current selection; or press Shift-Option-Command (Shift-Alt-Control) and double-click its name.



About Anne-Marie

Anne-Marie “HerGeekness” Concepción, principal of Seneca Design, is an accomplished cross-media graphic designer and an authorized Adobe™ and Quark™ training provider for over ten years. Her clients include the Joyce Foundation, Motorola, the Chicago Tribune, the Chicago Cubs, McDonalds Corp., RR Donnelley and Banta Digital Group.

A prolific author, Anne-Marie’s feature articles have appeared in *HOW*, *X-Ray*, *Digital Chicago*, *Step-by-Step*, and *Publish* magazines. Her 2001 book,

Professional Web Site Design from Start to Finish, (HOWDesign Books) has earned a 4.5/5 star rating by almost 20 unsolicited reader reviewers on Amazon.com. She is also an in-demand speaker at industry events including ThunderLizard seminars and the Mac Design Conference & Expo.

Sign up for Anne-Marie’s free tips and techniques e-zine, *DesignGeek*, at Seneca’s web site.

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