

How to use styles, lists, columns and table of contents

Whether you're working with long or short documents, styles can help you keep text formatting consistent. Styles are a collection of text attributes you can save and apply to new text. A consistent design, especially in longer documents, helps readers navigate through your document and also helps maintain a clean, appealing style and design layout.

Adobe InDesign has two kinds of styles:

- *Character styles* collect information about the way textual characters appear: font size, font family, font style (bold, italic), tracking, and leading. Access by choosing Window > Styles > Character Styles.
- *Paragraph styles* include everything in character styles and also information about text orientation (horizontal and vertical), tab stops, and other paragraph attributes. You can apply a paragraph style to one paragraph or a range of paragraphs. Access by choosing Window > Styles > Paragraph Styles.

Use character styles only when you know you will be applying styles to a few words rather than to the whole paragraph. Otherwise, paragraph styles are generally more versatile.

Other common text features you may use in laying out InDesign documents will be bulleted and numbered list styles, using columns to format paragraphs, and including a table of contents.

This guide covers the following topics:

- Creating paragraph styles based on existing formatting and from scratch
- Applying and editing paragraph styles
- Creating and applying character styles
- Creating bulleted and numbered list styles
- Applying columns in a text frame
- Adding a table of contents to the first page of a document

Creating styles based on existing formatting

One of the easiest and fastest ways to create a style is to base it on text you have already formatted. This way, you can see how the text appears on the page before saving the text attributes as a style.

To create a style based on existing formatting:

1. Start InDesign, create a new document, and create a text frame by using the Type tool.
2. Add text to the text frame and apply formatting.

The text in the example (**Figure 1**) has the following formatting:

- Font family: Copperplate Gothic Bold
- Font size: 36 points
- Font color: Red

3. Select the text by using the Type tool.
4. Choose Window > Styles > Paragraph Styles to display the Paragraph Styles panel (**Figure 1**).

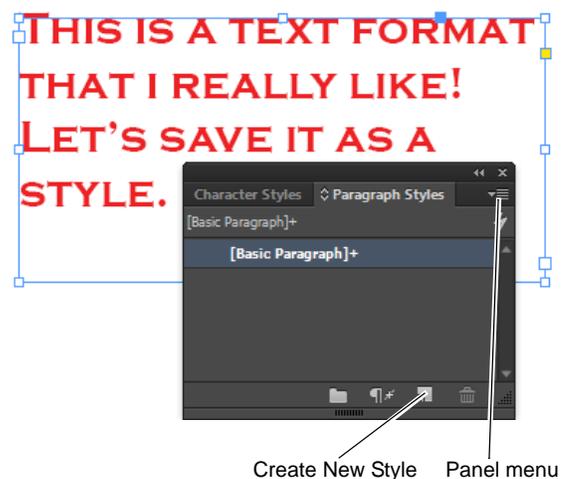


Figure 1 Paragraph Styles panel

- With text still selected, click the Create New Style button at the bottom of the Paragraph Styles panel.

The new style appears in the Paragraph Styles panel (**Figure 2**).

- Select the style and choose Style Options from the Paragraph Styles panel menu (**Figure 3**).

The Paragraph Style Options dialog box appears (**Figure 4**).

- In the Style Name text box, enter a name for the style.

You will later use this name to apply the style, so make the name as meaningful as possible.

For example, you might name the style after its function (First-Level Heading) or its appearance (Copperplate, 36pt, Red).

- Click OK to close the Paragraph Style Options dialog box.

The renamed style is now available in the Paragraph Styles panel (**Figure 5**).

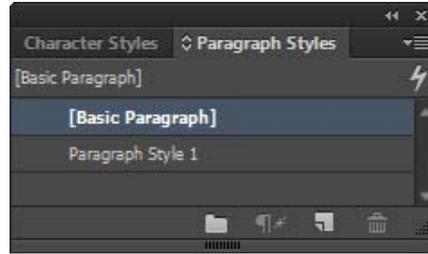


Figure 2 New style created in the Paragraph Styles panel

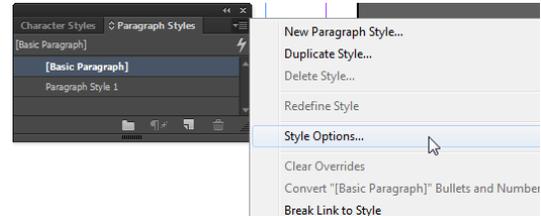


Figure 3 Paragraph Styles panel menu

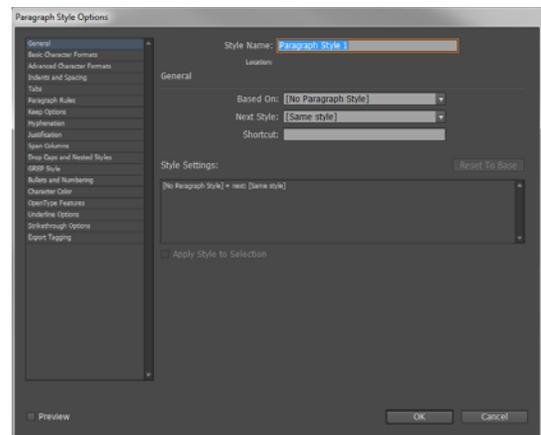


Figure 4 Paragraph Style Options dialog box

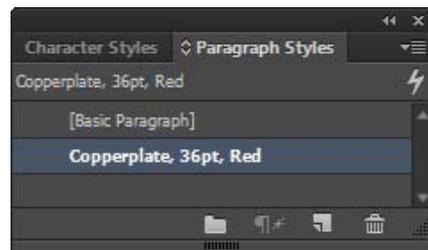


Figure 5 Style renamed

Creating a style from scratch

There may be a specific look and feel for a character or paragraph style you want to achieve. If so, you can create a custom style.

To create a custom style:

1. If the Paragraph Styles panel is not open, choose Window > Styles > Paragraph Styles to display it.
2. Choose New Paragraph Style from the Paragraph Styles panel menu (**Figure 3**).

The New Paragraph Style dialog box appears (**Figure 6**).

3. In the Style Name text box, enter a name for the style.

You will later use this name to apply the style, so make the name as meaningful as possible.

For example, you might name the style after its function (Second-Level Heading) or its appearance (Tahoma, 18pt, blue).

4. In the General category of the New Paragraph Styles dialog box (which appears by default), you can set the following options:
 - In the Based On pop-up menu, choose a style on which to base the current style. If you base this style on an existing style, all changes made to the “base” style—known as the *parent style*—will affect the new style—known as the *child style*. For more information on parent and child styles, see InDesign Help.
 - In the Next Style pop-up menu, you can designate a style to follow the style you’re defining. If you set this option, the next style will automatically be applied to the next paragraph after you press Enter (Windows) or Return (Mac OS) at the end of a paragraph to which the style has been applied. For example, many headings are followed by “normal” or “body text” styles. If you set a style called “body text” as the next style for a heading, body text will be applied automatically when you press Enter or Return (**Figure 7**).

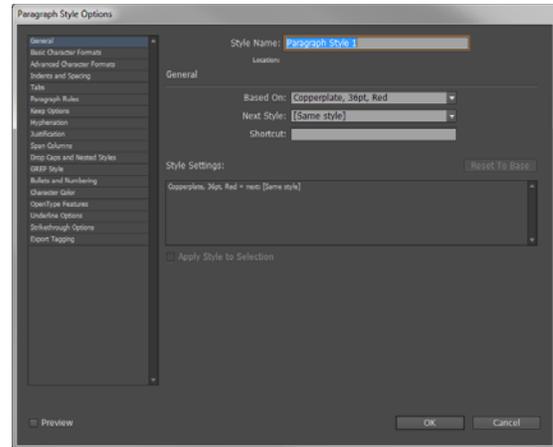


Figure 6 General category of New Paragraph Style dialog box

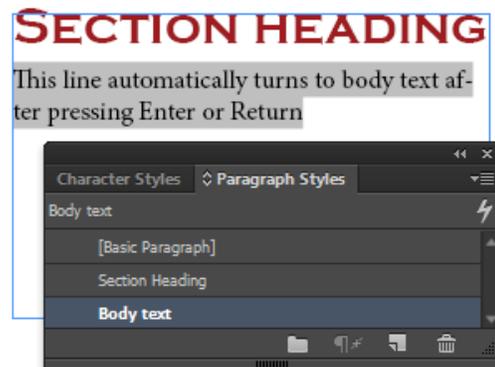


Figure 7 Next style

5. Click other categories on the left side of the New Paragraph Style dialog box to set attributes in other categories.

For example, you might make changes in the following categories:

- *Basic Character Formats:* Font family, font size, font style, kerning, leading, tracking, case, and so on.
 - *Advanced Character Formats:* Horizontal and vertical scale, baseline shift, and skew.
 - *Indents And Spacing:* Text indent, space after text, alignment, and so on. Use the Align To Grid option to align all text to the document grid.
 - *Character Color:* Sets character color from a list that includes any swatches you have created.
6. When you are satisfied with your changes, click OK to create the style.

The New Paragraph Style dialog box closes and the new style is available in the Paragraph Styles panel.

Applying a style

Once you create a style by using any method, you can apply that style to new or existing text.

To apply a style:

1. Create a text frame by using the Type tool.
2. Add text to the text frame.
3. If the Paragraph Styles panel is not open, choose Window > Styles > Paragraph Styles to display it.
4. Select the text by using the Type tool (**Figure 8**).
5. In the Paragraph Styles panel, click a style to apply it.
6. Click anywhere to deselect the text.

The style's formatting has been applied to the text (**Figure 9**).

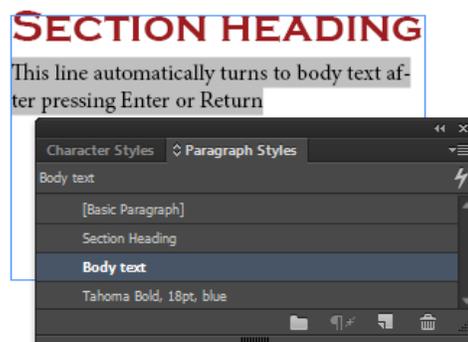


Figure 8 Selecting the text to apply a style

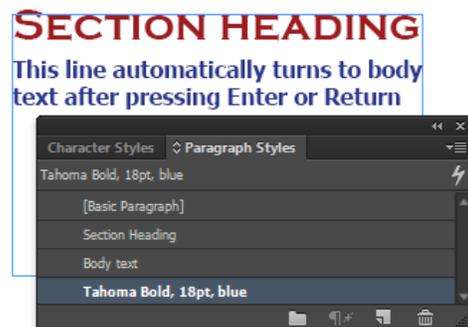


Figure 9 Style applied

Editing a style

Even after you apply a style to text, you can make changes to the style. These changes are applied automatically to all text with that style applied.

To edit a style:

1. If the Paragraph Styles panel is not open, choose Window > Styles > Paragraph Styles to display it.

2. Click a style to select it.

Ideally, this should be a style you have previously applied to text

3. Choose Style Options from the Paragraph Styles panel menu (**Figure 3**).

The Paragraph Style Options dialog box appears (**Figure 10**).

4. On the left side of the Paragraph Style Options dialog box, click the Basic Character Formats option to expand the Basic Character Formats category.

5. Change some of the following attributes:

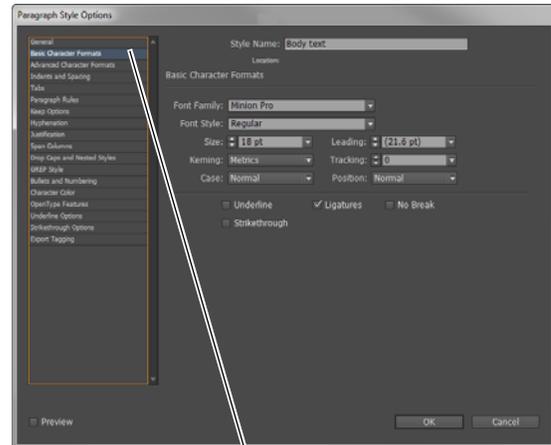
- Font family
- Font size
- Case
- Leading

6. Click OK to apply the changes.

Any text with the style applied has changed.

The text in the example (**Figure 11**) has been changed to the following:

- Font family: Times New Roman
- Font size: 18 points
- Case: Small Caps



Basic Character Formats category

Figure 10 Paragraph Style Options dialog box



Figure 11 Style edits applied

Creating and applying character styles

Character styles can include only those attributes you can apply to characters. Character styles are useful when you want to apply special formatting to a word or phrase within a paragraph—even a paragraph that has a paragraph style applied to it. Character styles override paragraph styles.

To create a character style:

1. Choose Window > Styles > Character Styles to display the Character Styles panel (**Figure 12**).
2. Choose New Character Style from the Character Styles panel menu (**Figure 13**).

The New Character Style dialog box appears (**Figure 14**).

The set of options on the left side is more limited than in the New Paragraph Style dialog box.

3. In the Style Name text box, enter a name for the new character style.

You will later use this name to apply the style, so make the name as meaningful as possible.

For example, you might name the style after its function (Text Highlight) or its appearance (Tahoma 14 pt Red).

4. Click categories on the left side of the dialog box to set attributes in other categories.

For example, you might make changes in the following categories:

- *Basic Character Formats*: Font family, font size, font style, kerning, leading, tracking, case, and so on.
- *Advanced Character Formats*: Horizontal and vertical scale, baseline shift, and skew.
- *Character Color*: Sets character color from a list that includes any swatches you have created.

5. When you are satisfied with your changes, click OK to create the character style

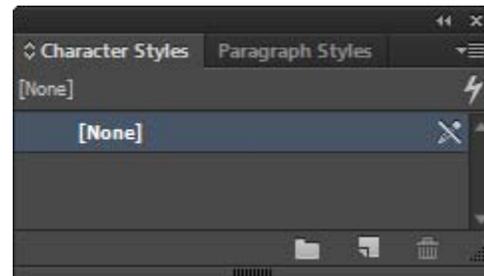


Figure 12 Character Styles panel

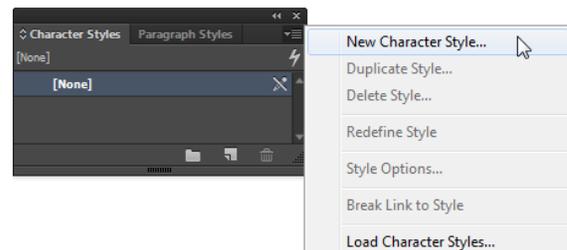


Figure 13 Character Styles panel menu

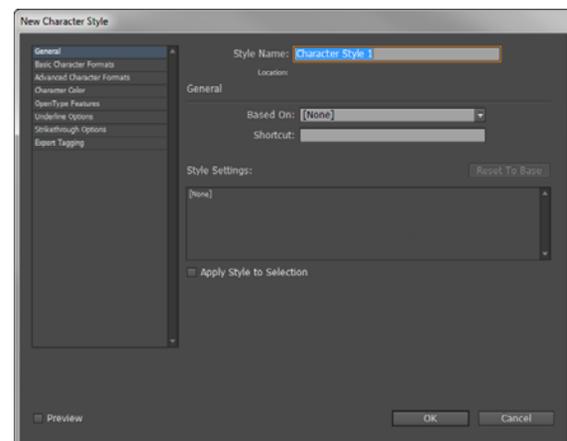


Figure 14 New Character Style dialog box

To apply a character style:

1. Create a text frame by using the Type tool.
2. Add text to the text frame.
3. If the Character Styles panel is not open, choose Window > Styles > Character Styles to display it.
4. Select one or two words of the text by using the Type tool (**Figure 15**).
5. In the Character Styles panel, click the style to apply it.
6. Click anywhere to deselect the text.

The style's formatting has been applied to the selected text (**Figure 16**).

The style is not automatically applied to the entire paragraph as it is when you apply a paragraph style.

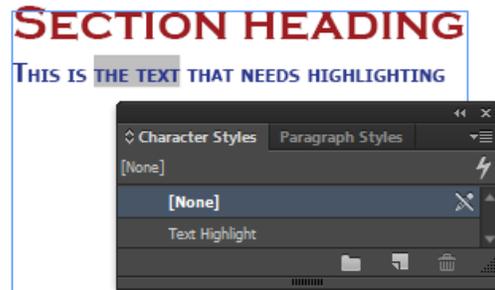


Figure 15 Applying a character style

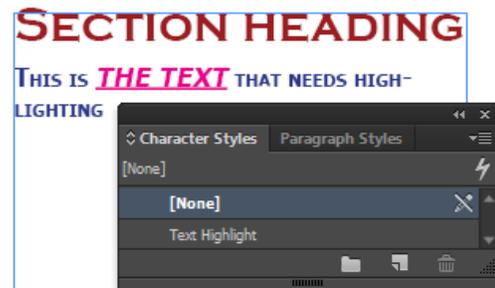


Figure 16 Character style applied

How to create bulleted and numbered list styles

In bulleted lists, each paragraph begins with a bullet character. In numbered lists, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis (**Figure 17**). The numbers in a numbered list are updated automatically when you add or remove paragraphs in the list. You can change the type of bullet or numbering style, the separator, the font attributes and character styles, and the type and amount of indent spacing.

A quick way to create a bulleted or numbered list is to type the list, select it, and then click the Bulleted List or Numbered List button in the Control panel. These buttons let you turn the list on or off and switch between bullets and numbers. You can also make bullets and numbering part of a paragraph style and construct lists by assigning styles to paragraphs.

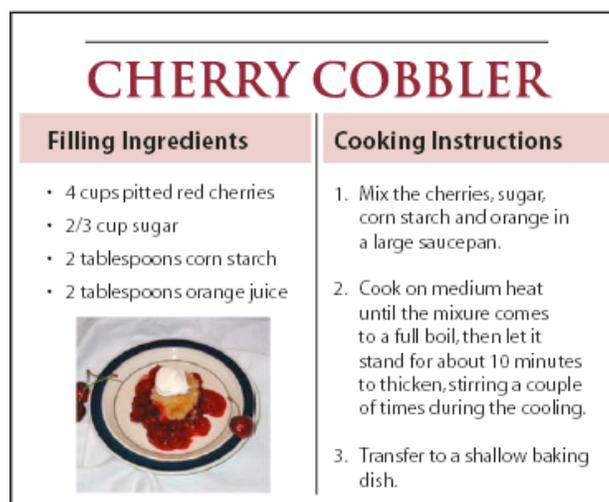


Figure 17 Bulleted list (left) and numbered list (right)

How to format a bulleted or numbered list:

1. Using the Type tool, select the set of paragraphs that will become the list (**Figure 18**), or click to place the insertion point where you want the list to begin.
2. Click the Bulleted List button or the Numbered List button in the Control panel (in Paragraph mode) (**Figure 19**).

The selected text is formatted (**Figure 20**).

3. To reformat bulleted or numbered paragraphs, use the Type tool to select the text, and choose Bullets And Numbering from the Control panel menu (in Paragraph mode)
4. In the Bullets And Numbering dialog box (**Figure 21**), do any of the following:
 - Change the bullet character.
 - Change the numbered list options.
 - Choose a style for the numbers or bullets from the Character Style list.

To change the position of the bullet or number, specify any of the following:

- *Alignment* Left-aligns, centers, or right-aligns the bullets or numbers within the horizontal space allotted for numbers.
- *Left Indent* Specifies how far the lines after the first line are indented.
- *First Line Indent* Controls where the bullet or number is positioned.
- *Tab Position* Activates the tab position to create space between the bullet or number and the start of the list item.

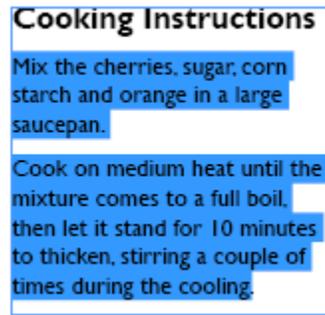


Figure 18 Selected text

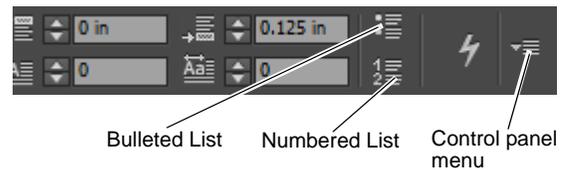


Figure 19 Control panel

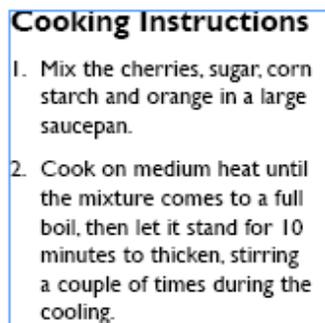


Figure 20 Text reformatted into Numbered list

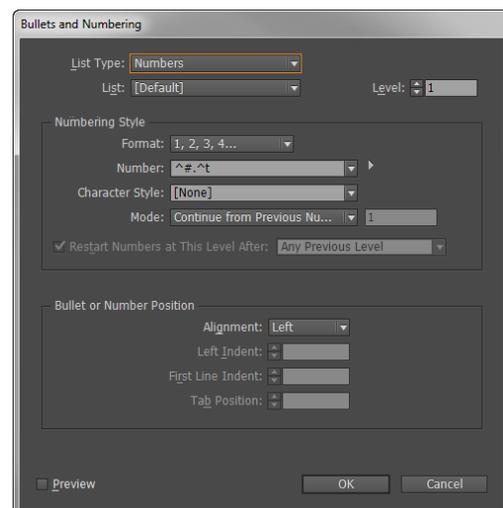


Figure 21 Bullets and Numbering dialog box

How to create columns in a text frame

You can use Text Frame Options to change settings such as the number of columns in a text frame, the vertical alignment of text within the frame, or the inset spacing, which is the distance of the margins between the text and the frame.

You can also make a paragraph span across multiple columns in a text frame to create a straddle head effect (**Figure 22**). You can choose whether a paragraph spans all columns or a specified number of columns. When a paragraph is set to span across columns in a multicolumn text frame, any text before the spanning paragraph becomes balanced as a result. You can also split a paragraph into multiple columns within the same text frame (**Figure 22**).

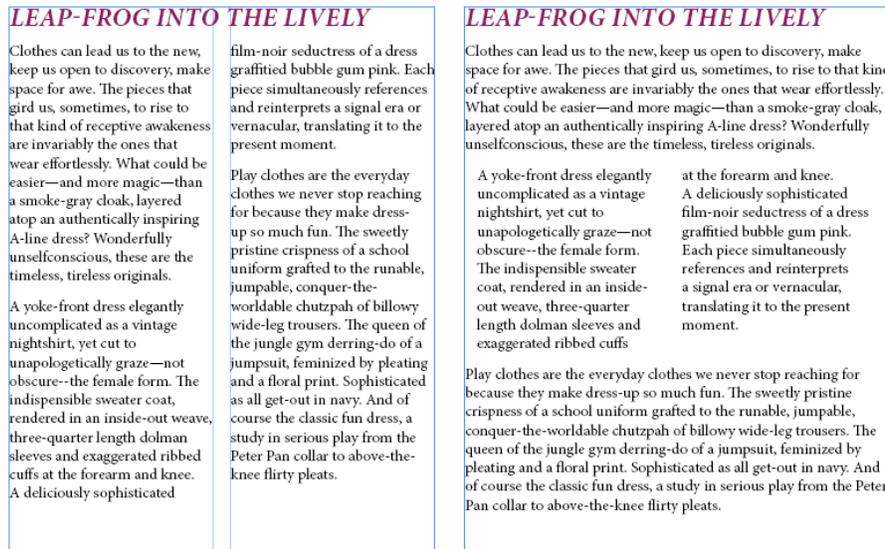


Figure 22 A heading that spans two columns (left) and a paragraph split into two column (right)

How to add columns to a text frame:

1. Using the Selection tool, select a frame, or using the Type tool, click inside the text frame or select text.
2. Choose Object > Text Frame Options.
The Text Frame Options dialog box opens (**Figure 23**).
3. Use the Number field to specify the number of columns. You can also set the width of each column, and the spacing between each column (gutter) for the text frame.

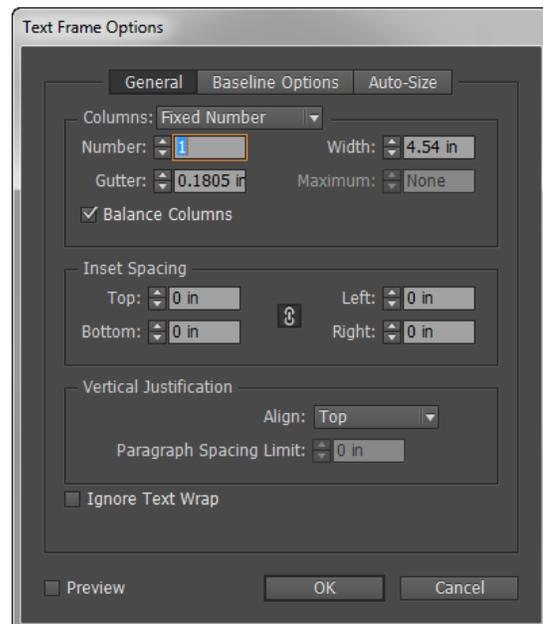


Figure 23 Text Frame Options dialog box

4. (Optional) Select Balanced Columns to make text even at the bottom of a multi-column text frame (**Figure 24**).
5. Click OK to close the Text Frame Options dialog box.

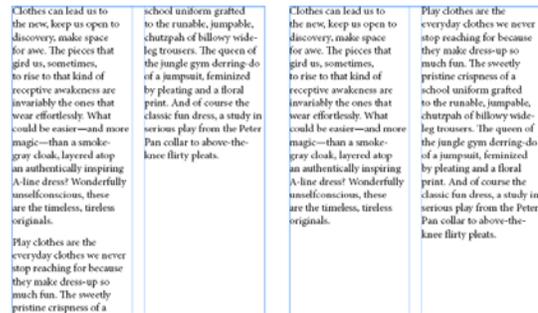


Figure 24 Before and after balancing columns

How to span a paragraph across columns:

1. Use the Type tool to select text the paragraph that you want to span across columns (**Figure 25**).
2. Choose Type > Paragraph.
The Paragraph panel opens (**Figure 26**).
3. Choose Span Columns from the Paragraph panel menu.
The Span Columns dialog box opens.



Figure 25 Selected text

4. Choose Span Columns from the Paragraph Layout menu.
The Span Columns settings are available (**Figure 27**).
5. Choose the number of columns you want the paragraph to span from the Span menu. Choose All if you want the paragraph to span across all the columns.

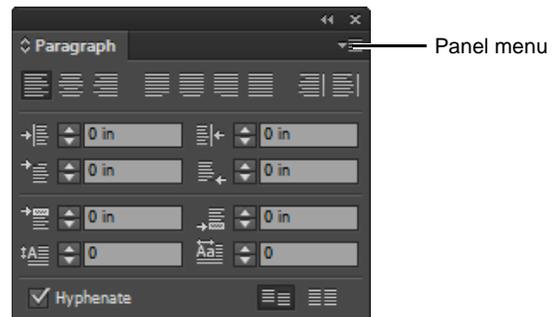


Figure 26 Paragraph panel

6. (Optional) To add extra space before or after the span paragraph, specify Space Before Span and Space After Span values.
7. Click OK to close the Span Columns dialog box.
The selected text spans across indicated columns (**Figure 28**).

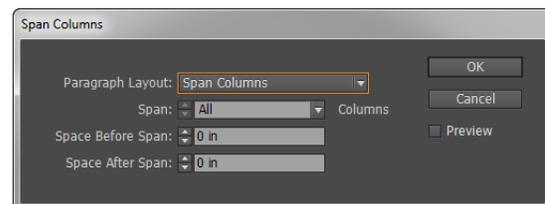


Figure 27 Span Columns dialog box

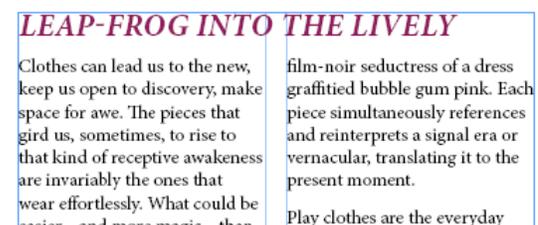


Figure 28 Heading spanning two columns

How to split a paragraph into columns:

1. Use the Type tool to select text the paragraph that you want to span across columns (**Figure 29**).
2. Choose Type > Paragraph.
The Paragraph panel opens (**Figure 26**).
3. Choose Span Columns from the Paragraph panel menu.
The Span Columns dialog box opens.
4. Choose Split Columns from the Paragraph Layout menu.
The Split Columns settings are available (**Figure 30**).

5. (Optional) Specify the following options as needed:
 - *Sub-columns* Choose the number of columns you want the split the paragraph into.
 - *Space Before Split / Space After Split* Add space before or after the split paragraph.
 - *Inside Gutter* Determine the space between the split paragraphs.
 - *Outside Gutter* Determine the space between the outside of the split paragraphs and the margins.

6. Click OK to close the Span Columns dialog box.

The selected text spans across indicated columns (**Figure 31**).

layered atop an authentically inspiring A-line dress? Wonderfully unselfconscious, these are the timeless, tireless originals.

A yoke-front dress elegantly uncomplicated as a vintage nightshirt, yet cut to unapologetically graze—not obscure--the female form. The indispensable sweater coat, rendered in an inside-out weave, three-quarter length dolman sleeves and exaggerated ribbed cuffs at the forearm and knee. A deliciously sophisticated film-noir seductress of a dress graffitied bubble gum pink. Each piece simultaneously references and reinterprets a signal era or vernacular, translating it to the present moment.

Play clothes are the everyday clothes we never stop reaching for because they make dress-up so much fun. The sweetly pristine

Figure 29 Selected text

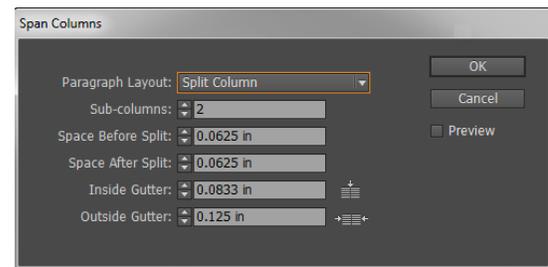


Figure 30 Span Columns dialog box

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Play clothes are the everyday clothes we never stop reaching for because they make dress-up so much fun. The sweetly pristine

Figure 31 Paragraph spanning two columns

How to create a Table of Contents

A table of contents (TOC) can list the contents of a book, magazine, or other publication; display a list of illustrations, advertisers, or photo credits; or include other information to help readers find information in a document or book file. One document may contain multiple tables of contents—for example, a list of chapters and a list of illustrations.

Each table of contents is a separate story consisting of a heading and a list of entries sorted either by page number or alphabetically. Entries, including page numbers, are pulled directly from content in your document and can be updated at any time.

The process for creating a table of contents requires three main steps. First, create and apply the paragraph styles you'll use as the basis for the TOC. Second, specify which styles are used in the TOC and how the TOC is formatted. Third, flow the TOC into your document.

Generate a table of contents

Before you generate a table of contents, you will have already created a multi-page layout with chapter titles, section headings, and other content. You must decide which paragraphs should be included in the table of contents (such as chapter titles and section headings), and then define paragraph styles for each. Make sure that these styles are applied to all appropriate paragraphs in the document.

When you generate the table of contents, you can also use custom paragraph and character styles to format the table of contents (**Figure 32**).

Introduction	2
Chapter 1	3
Amphibians	3
Frogs	3
Salamanders	3
Caecilians	3
Chapter 2	4
Birds	4
Blue Jay	4
Bustard	4
Goose	4
Kiwi	4
Loon	4
Ostrich	4
Chapter 3	5
Fish	5
Arctic char	5
Catfish	5
Fangtooth	5

Introduction	2
Chapter 1	3
Amphibians	3
<i>Frogs</i>	3
<i>Salamanders</i>	3
<i>Caecilians</i>	3
Chapter 2	4
Birds	4
<i>Blue Jay</i>	4
<i>Bustard</i>	4
<i>Goose</i>	4
<i>Kiwi</i>	4
<i>Loon</i>	4
<i>Ostrich</i>	4
Chapter 3	5
Fish	5
<i>Arctic char</i>	5
<i>Catfish</i>	5
<i>Fangtooth</i>	5

Figure 32 Table of contents without paragraph styling (left) and with paragraph styling applied to entries (right)

How to generate a table of contents:

1. If you're creating a table of contents for a single document, you will want to add a new page at the beginning of the document. Choose Layout > Pages > Insert Pages.

The Insert Pages dialog box opens (**Figure 33**).

2. In the Insert menu, select Before Page, and confirm the page number text box is set to page 1.
3. Click OK to close the Insert Pages dialog box.

The new page is added to the layout, this is where you will be placing your table of contents.

4. Choose Layout > Table Of Contents.

The Table of Contents dialog box opens (**Figure 34**)

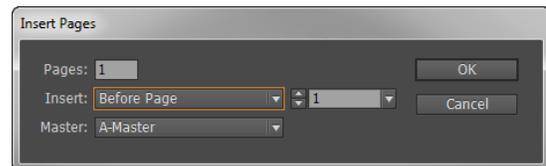


Figure 33 Insert Pages dialog box

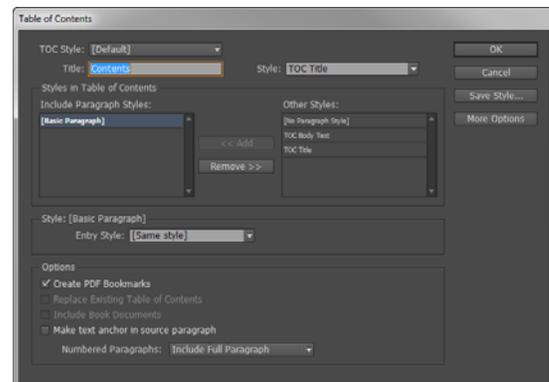


Figure 34 Table of Contents dialog box

5. In the Title box, type a title for your TOC (such as Contents or List of Figures). This title will appear at the top of the table of contents. To format the title, choose a style from the Style menu. For example, in **Figure 35** the default TOC Title option is selected.
6. Determine which content you want to include in the table of contents by selecting paragraph styles in the Other Styles list and clicking the Add button to move the selection to the Include Paragraph Styles list (**Figure 36**).
Next, you need to define how the selected Paragraph Styles will be formatted in the TOC.
7. Select the first item in the Included Paragraph Styles list.
The selected style appears in the Style area of the Table of Contents dialog box (**Figure 37**).
8. Set the Entry Style for the selected paragraph style. For example, in **Figure 37**, the Section Heading Entry Style is set to the default TOC Body Text.
9. Repeat setting Entry Style for each of the items in the Included Paragraph Styles list.
10. Click OK to close the Table of Contents dialog box.

The table of contents is generated, but the entries still need to be styled with dots or tab leaders separating the entry from its associated page number (**Figure 38**).

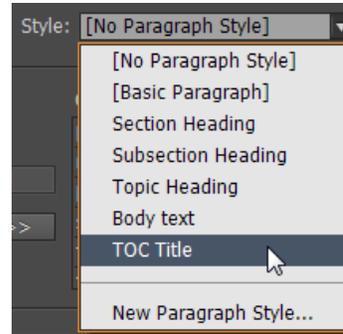


Figure 35 Style menu

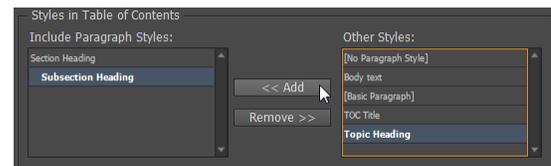


Figure 36 Including styles in the Table of Contents

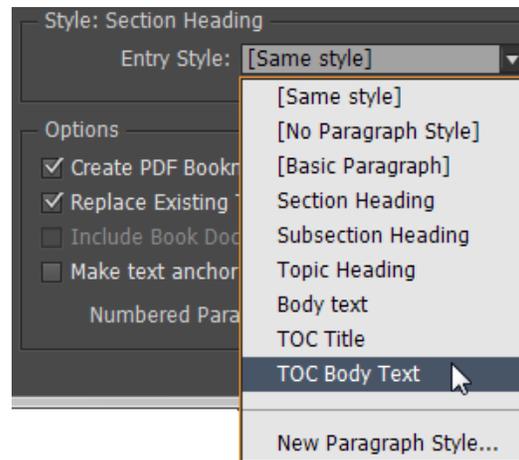


Figure 37 Setting Entry Style for selected Paragraph Styles

Table of Contents	
Introduction	2
Chapter 1	3
Amphibians	3
Frogs	3
Salamanders	3
Caecilians	3
Chapter 2	4
Birds	4
Blue Jay	4
Bustard	4

Figure 38 Generated table of contents

How to create TOC entries with tab leaders:

1. Choose Window > Styles > Paragraph Styles to display the Paragraph Styles panel (Figure 39).

2. Double-click the Paragraph Style you used for the body entries of the TOC. For example, in the previous section, you used the TOC Body Text to style all TOC entries.

The Paragraph Style Options dialog box opens (Figure 40).

3. Click Tabs.
4. Select the right-justified tab icon, and then click on the ruler to position the tab stop (Figure 41).
5. For Leader, type a period (.).
6. Click OK to close the Paragraph Style Options dialog box.

The table of contents paragraph style is reformatted with a tab leader (Figure 42).

Next, the entry levels need to be refined so that the heading levels are indented from each other.

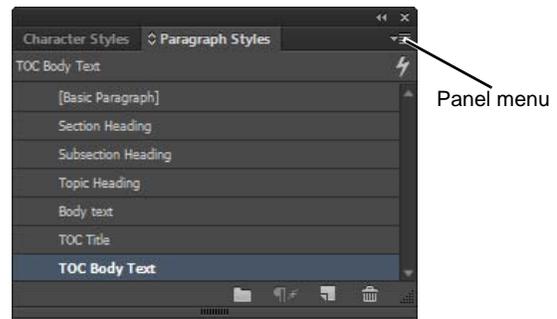


Figure 39 Paragraph Styles panel

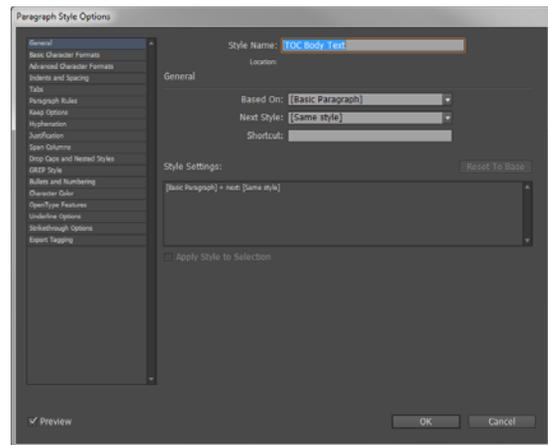


Figure 40 Paragraph Style Options dialog box

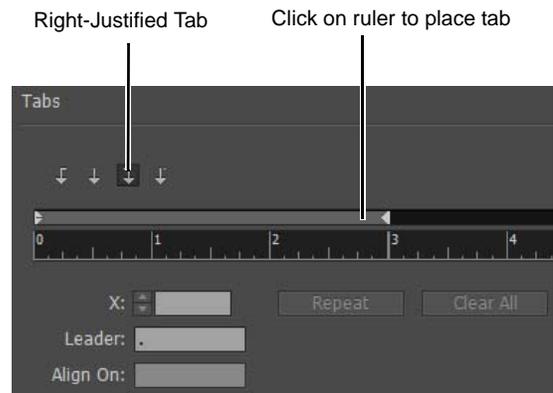


Figure 41 Tabs section of Paragraph Style Options

Table of Contents	
Introduction.....	2
Chapter 1	3
Amphibians.....	3
Frogs.....	3

Figure 42 Table of contents with tab leader

7. In the Paragraph Styles panel, select the style you used for your TOC entries (**Figure 39**).
8. Choose Duplicate Style from the Paragraph Styles panel menu.
The Duplicate Paragraph Style dialog box opens (**Figure 43**).
9. Rename the style in the Style Name text box. For example, consider defining the level of the entry for which the style is named. In this example, the Style name is changed to TOC Body Text level 2.
10. Click Indents and Spacing.
11. Click the Left Indent up arrow or enter a dimension in the number box to add space to the left-hand margin of the style (**Figure 44**).
12. Click OK to close the Duplicate Paragraph Style dialog box.
13. Choose Layout > Table Of Contents.
The Table of Contents dialog box opens.
14. In the Include Paragraph Styles area, choose the style that you want to update with the redefined indented style.
15. In the Style area, select the just-created paragraph style to define the Entry Style (**Figure 45**).

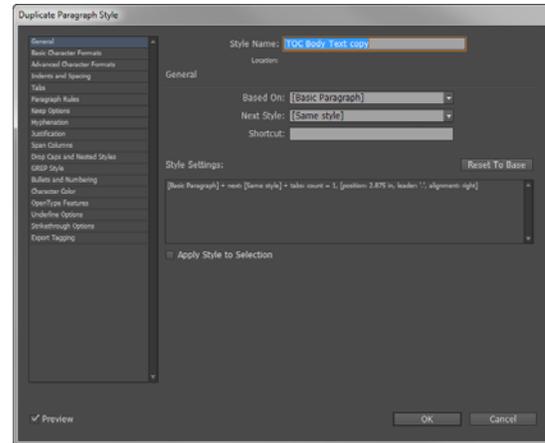


Figure 43 Duplicate Paragraph Styles dialog box

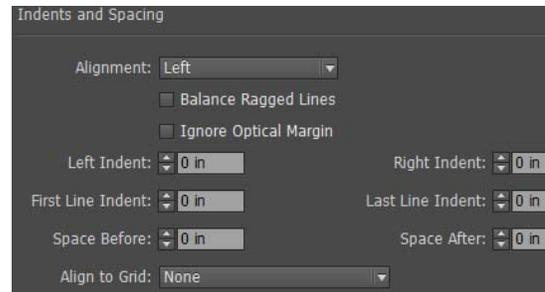


Figure 44 Paragraph Style Options dialog box

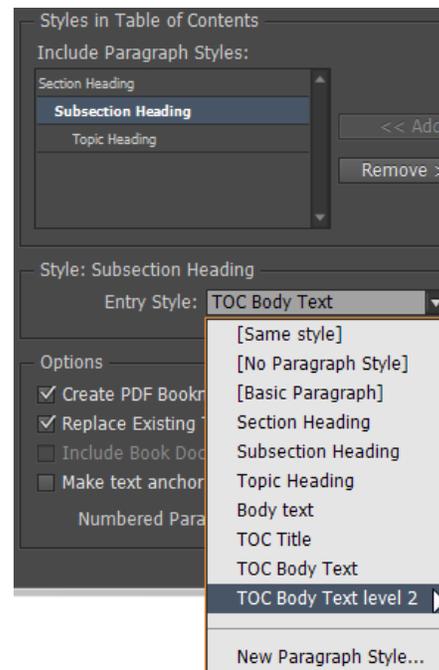


Figure 45 Setting the Entry Style for a second-level heading

16. Click OK to close the Table Of Contents.

The second level heading in the table of contents is updated (**Figure 46**).

17. Repeat steps 7 to 16 to redefine any third or fourth level entry styles you have listed in your table of contents. Consider adding additional formatting to the styles such as increased indentation and italics to create visual differentiation among the levels (**Figure 47**).

Table of Contents	
Introduction	2
Chapter 1	3
Amphibians	3
Frogs	3
Salamanders	3
Caecilians	3
Chapter 2	4
Birds	4
Blue Jay	4
Bustard	4

Figure 46 Updated TOC second-level heading

Table of Contents	
Introduction	2
Chapter 1	3
Amphibians	3
<i>Frogs</i>	3
<i>Salamanders</i>	3
<i>Caecilians</i>	3
Chapter 2	4
Birds	4
<i>Blue Jay</i>	4
<i>Bustard</i>	4
<i>Goose</i>	4
<i>Kiwi</i>	4
<i>Toucan</i>	4

Figure 47 Updated TOC third-level heading

Update and edit a table of contents

The table of contents is like a snapshot of content in your document. If page numbers in your document change, or if you edit headings or other elements associated with table of contents entries, you'll need to regenerate the table of contents to update it.

How to update a table of contents:

1. Select or place the insertion point in the text frame containing the table of contents, and then choose Layout > Update Table Of Contents.
2. If you have multiple tables of contents in your document, such as a list of figures and a list of tables, select the text frame containing a different list, and then choose Layout > Update Table Of Contents.