

InDesign Styles

CHOOSE YOUR STYLE

Paragraph Styles

A Paragraph Style includes both character and paragraph formatting. Paragraph Styles are a "big picture" view and "manages" the entire paragraph from start to finish.



Character Styles

A Character Style is a collection of character formatting attributes that can be applied to words or individual characters. Think small pieces of the bigger puzzle.



Apply character formatting like font size, family and leading. The style will apply to the entire paragraph.

Apply character formatting like font size, family and leading. The style can apply to individual characters or words.

PRO/CON

Consistency for an entire paragraph

Can't effect individual characters without nesting

PRO/CON

More detailed in your formatting

Inefficient for whole paragraphs.

Character Formatting

Paragraph Styles are used to apply indents to either the whole paragraph or just the first and last lines.

To adjust spacing with a Character Style you would need to use the leading which changes the space between lines.

PRO/CON

Ability to micro tweak space between paragraphs

No con here. Use Paragraph Styles for this.

PRO/CON

You can use Paragraph Styles instead!

Character Styles are not meant for this function.

Indents and Spacing

InDesign uses Paragraph Styles for automated features such as: Running Headers and Table of Contents.

InDesign uses Character Styles to customize most automated features.

PRO/CON

Text tagged as a Paragraph Style pulls into these features.

Format doesn't always transfer Character Style needed.

PRO/CON

Allows for some consistent formatting in these features.

Limited by Character Style attributes.

Automated Feature Support

You can directly apply Paragraph Styles to Cell Styles and Object Styles.

Character Styles can be applied to Cell Styles and Object Styles if they are nested in a Paragraph Style first.

PRO/CON

Attributes are saved once and used by many features in InDesign.

Character Styles have to be nested.

PRO/CON

Ability to nest allows for maximum customization.

Nesting the style adds a step but helps reduce conflict in the style sheet.

Friendly with Other Styles