Subject Descriptors: InDesign CS5, Type, Nested, Style, Character, Paragraph, Format, Numbered, Bold, List, Highlight, Color

Application (Version): Adobe InDesign CS5 - Windows

Task Description: Nested styles are paragraph styles with character styles nested inside. Learn how to use nested styles to generate some of the most popular text formatting looks used in many magazines and books.

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Create a Character Style

Bring up your Character Styles palette by clicking on type > character styles. Click the Create New Style button at the bottom of the palette.
Enter Settings for New Character Style

Double-click on the new character style to open the **Character Style Options** dialog and choose the **Basic Character Formats** category on the left. For this example, we're using **Semibold** font style and setting the **Case** field to **Small Caps**. You may also want to increase the point size. If you want to exaggerate the point size, try using Normal case instead. Once you have your settings, name your style "First 10 words" and click **OK**.

Create a Paragraph Style

Bring up your **Paragraph Styles** by selecting **type > paragraph styles**. Create a new paragraph style by clicking the **Create New Style** button at the bottom of the palette. If your cursor is already in your text, InDesign CS will use the current text formatting as the basis of the style you just created. You can save time this way by experimenting with how you want your text to look and then creating the new style.
Double-click on the new paragraph style in the **Paragraph Styles** palette to open the **Paragraph Style Options** dialog. Choose the **Basic Character Formats** category on the left. For this example, we're using the font **Garamond** at 14 pt, normal case, and left justified (select **justification** on the left and set it to left). Name your style "First paragraph." Don't click **OK** just yet; we can create our nested style at the same time. Click the **Drop Caps and Nested Styles** category on the left of the Paragraph Style Options dialog.
Click on the **New Nested Style** button near the bottom of the dialog. From the pop-up menu that appears in the **Nested Styles** list, choose **First 10 Words** (or whatever you named the character style that you created). Right now it says "first 10 Words through 1 Words." Simply click directly on the "1" and change it to "10" so that the first 10 words in the paragraph will be formatted with the nested character style. Click **OK**.

At this point, you're ready to use your new "first paragraph" nested style. Simply put your cursor in the first paragraph of your article and click on the **First Paragraph** in the **Paragraph Styles** palette.
Create a Bold Numbered Character Style

While numbered lists aren't hard to create, they can be a pain when you want the numbers to be formatted differently from the rest of the paragraph.

Return to your Character Styles palette and create a new style. Double-click on the new style to open the Character Style Options dialog and name the style "Bold numbers." Pick a font that has a corresponding bold, heavy, or black style in the Basic Character Formats category. For this example we're using Arial Black. Once you choose one, click OK.

Create a Numbered Paragraph Style

In the Paragraph Styles palette, click on the Create New Style button and open the Paragraph Style Options. Use whatever Basic Character Format you want. Go to the Indents and Spacing category and set your Left Indent and First Line Indent, which determines how far you want your text to be
indented from the number. In this example, we're using 1p6 (.25"). Whichever measurement you use, set your **First Line Indent** to be negative that value. Here we used -1p6 (-.25"), so the numbers will be at the left edge of the frame.

### Nest Bold Numbers Style

![Paragraph Style Options dialog](image)

Click the **Drop Caps** and **Nested Styles** category on the left of the **paragraph Style Options** dialog. Click the **New Nested Style** button at the bottom of the dialog. From the pop-up menu that appears in the **Nested Styles** list, choose **Bold Numbers**. Click directly on the word "Words" and type a period so the nested style will end at the first period it encounters. Name your style "Numbered paragraph" and click **OK**.

*Note: If there are any other nested styles in the list, click on them and then click the **Delete** button to remove them from the paragraph style.*
Create Your Numbered List/Paragraph

In order for this style to work, you must type your number, then a period, and then a tab before you type your text. As you type your text after each number/tab, your text will automatically wrap and line up properly. You can either type your text first and then select it all and apply the style or you can apply the style first and then simply type your text.

Create a Colored Highlight Style

Once you understand how to create nested styles, you can create highlighted text via character styles.

Create a character style and go to the Underlined Options. Here we can turn Underline On and have it highlight our words. Set the Weight to 11 pt, Offset to -4.5 (to raise it up into the text), and the Color pop-up menu to yellow (C=0, M=0, Y=100, K=0). Call this style "Highlighted" and click OK.
Create a new paragraph style called "Catalog text" and make sure the Underline option is turned off. Click on the Drop Caps and Nested Styles category on the left. Click the New Nested Style button. Choose Highlighted from the style pop-up menu and set it to go through one exclamation point (!) and click OK.

*Note: If there are any other nested styled in the list, click on them and then click the Delete button to remove them from the paragraph style.
Now you can type any word or words that you want to be highlighted in yellow. The yellow highlighting will apply until you type an exclamation point.