

Adobe® InDesign® CS/CS2 Tips & Tricks

The Nest Caption Ever

InDesign's Character Styles and Paragraph Styles are not "glamorous" functions and won't create cutting-edge graphic effects. However, strategic use will make applying type characteristics easy and consistent throughout the yearbook. When used in combination with Nested Styles, they can make setting complex text, such as group/team photo identifications, senior names/activities/quotes and general captions, as simple as a single click of the mouse.

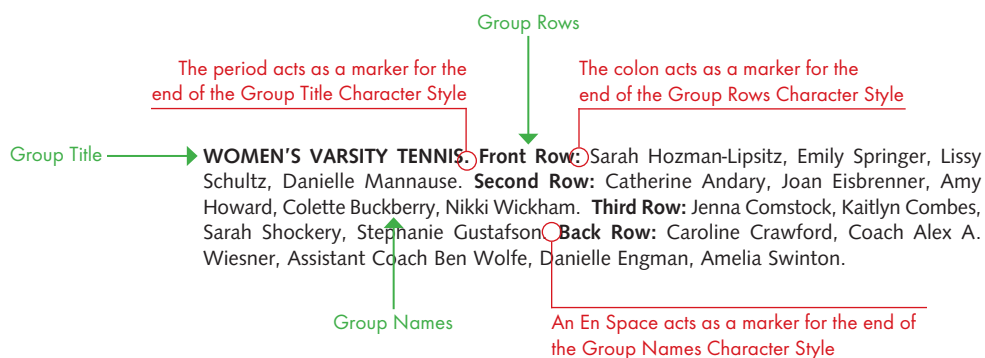
OVERVIEW: Nested Styles are based on a series of Character Styles. These Character Styles, combined into a single Paragraph Style, are "programmed" to start and stop based on found "markers" within the text.

STEP 1: Define a Character Style for each part of the text

STEP 2: Create a Nested Style based on the Character Styles

STEP 3: Apply the Paragraph Style

Once a Paragraph Style is created, it can be applied to any unformatted text by just clicking the Paragraph Style.



STEP 1: Define a Character Style for each part of the text. In this example, Character Styles are being created for the group/team photo identifications.

Group Title:

Open the Character Styles palette. The Character Styles palette is usually docked on the right side of the InDesign window. Click on the fly-out arrow and select New Character Style. This will open the Character Style Options dialog box. Name the Character Style: Group Title. Now click on the Basic Character Formats on the left side of the dialog box. Select the type formats for the Group Title. In the example, the Font is AHJ Syntax, the Font Style is Bold, the Size is 8pt, the Leading is Auto and the Case is All Caps. Click OK.

WOMEN'S VARSITY TENNIS.



Group Rows:

Click on the Character Styles palette fly-out arrow and select New Character Style. Name the Character Style: Group Rows. Now click on the Basic Character Formats on the left side of the dialog box. Select the type formats for the Group Rows. In the example, the Font is AHJ Syntax, the Font Style is Bold, the Size is 8pt, the Leading is Auto and the Case is Normal.

Front Row:



Group Names:

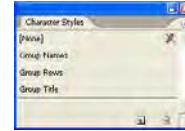
Click on the Character Styles palette fly-out arrow and select New Character Style. Name the Character Style: Group Names. Now click on Basic Character Formats on the left side of the dialog box. Select the type formats for the Group Names. In the example, the Font is AHJ Syntax, the Font Style is Regular, the Size is 8pt, the Leading is Auto, and the Case is Normal. Click OK.

Sarah Hozman-Lipsitz, Emily Springer, Lissy Schultz, Danielle Mannausa. Catherine Andary, Joan Eisbrenner, Amy Howard, Colette Buckberry, Nikki Wickham.



The Character Styles needed to format a group/team photo identification are now complete.

STEP 2: Create a Nested Paragraph Style using the previously created Character Styles.



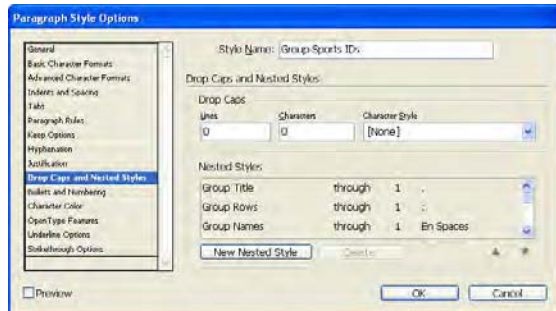
Create a Paragraph Style:

Open the Paragraph Styles palette. The Paragraph Styles palette is usually docked on the right side of the InDesign window. Click on the fly-out arrow and select New Paragraph Style. This will open the Paragraph Style Options dialog box. Name the Paragraph Style: Groups-Sports IDs. Now click on Drop Caps and Nested Styles on the left side of the dialog box.

Create a Nested Style:

A Nested Style, using a series of commands, tells the Paragraph Style when to start and stop applying a specific Character Style within the text when a specific "marker" is found. The markers must be present within the unformatted text in order for the Nested Paragraph Style to format the text properly.

Click on the New Nested Style button in the Paragraph Style Options dialog box. From the pull-down menu, select the Character Style to apply. In the example, the first New Nested Style is Group Title. The Group Title should be applied to the text through the "1" ".:" found. Simply keystroke in a period. The period acts as the "marker" to end the application of the Group Title Character Style.

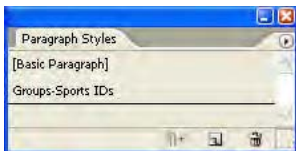


Click on the New Nested Style button again. Now apply the next Character Style. In the example, the second New Nested Style is Group Rows. The Group Rows should be applied to the text through the "1" ".:" found. Simply keystroke in a colon. The colon acts as the "marker" to end the application of the Group Row Character Style.

Click on the New Nested Style button again. Now apply the next Character Style. In the example, the third New Nested Style is Group Names. The Group Names should be applied to the text through the "1" "En Space " found. Select En Space from the pull-down menu. The en space acts as the "marker" to end the application of the Group Row Character Style.


Note: A en space is inserted at the end of each row of names instead of a regular space. The en space can be inserted into text by going to Type > Insert White Space > En Space. The en space is an unique "marker" within the text to start/stop the application of the Group Names Character Style. One might be tempted to use the period at the end of each row of names as the "marker." However, if within the row of names a period appears as part of a student's first name or middle initial, the Group Name Character Style would find this period as "marker" and stop applying the style.

The Nested Style has now been "programmed" to find and apply the Character Styles to the Group Title, then the Group Rows and then the Group Names through the first row of names. To program the formatting of the second row, create a New Nested Style for Group Rows to be applied to the text through the "1" ".:" found. Then create a New Nested Style for Group Names to be applied to the text through the "1" "En Space " found. Repeat for as many rows as may appear in any group/team photo identification in the book. In most cases, six rows will be sufficient.



When done, click on Indents and Spacing on the left side of the Paragraph Style Options dialog box. In the example, the group/team photo identification is justified. Select Left Justified from the Alignment pull-down menu. Finally, click on Hyphenation on the left side of the Paragraph Style Options dialog box. Since names should not be hyphenated, turn off Hyphenation by unchecking the box next to Hyphenation. The Groups-Sports IDs Paragraph Style is now complete.

STEP 3: With the Nested Paragraph Style created, it can now be applied to any unformatted group or sports team identification. However, when the text is keystroked onto the layout, the “markers” used to create the Nested Paragraph Style must be carefully and consistently included. In the example, a “.” must follow the name of the group or sports team. A “:” must follow after each row designation. An en space must be inserted after the last name in each row and before the next row designation.

To apply a Nested Paragraph Style, simply click anywhere in the text of an unformatted group or sports team identification with the Type tool . The entire caption does not need to be highlighted. Then go to the Paragraph Styles palette and click once on Groups-Sports IDs. The entire caption should be formatted automatically.

BEFORE

Unformatted Sport Team Identification



Women's Varsity Tennis. Front Row: Sarah Hozman-Lipsitz, Emily Springer, Lissy Schultz, Danielle Mannause. Second Row: Catherine Andary, Joan Eisbrenner, Amy Howard, Colette Buckberry, Nikki Wickham. Third Row: Jenna Comstock, Kaitlyn Combes, Sarah Shockery, Stephanie Gustafson. Back Row: Caroline Crawford, Coach Alex A. Wiesner, Assistant Coach Ben Wolfe, Danielle Engman, Amelia Swinton.

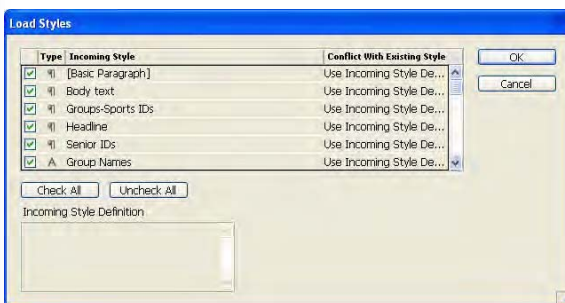
AFTER

Sport Team Identification with Groups-Sport IDs Applied



WOMEN'S VARSITY TENNIS. Front Row: Sarah Hozman-Lipsitz, Emily Springer, Lissy Schultz, Danielle Mannause. **Second Row:** Catherine Andary, Joan Eisbrenner, Amy Howard, Colette Buckberry, Nikki Wickham. **Third Row:** Jenna Comstock, Kaitlyn Combes, Sarah Shockery, Stephanie Gustafson. **Back Row:** Caroline Crawford, Coach Alex A. Wiesner, Assistant Coach Ben Wolfe, Danielle Engman, Amelia Swinton.

SUGGESTION: Nested Paragraph Styles should be created early in the production cycle. Ideally, Nested Paragraph Styles, along with other customizing, is completed on the blank HJ Template. The HJ Template is then resaved as a customized template from which all yearbook pages are created.

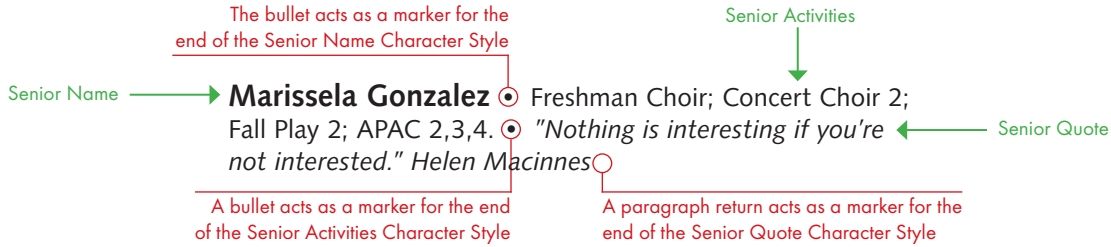


If the Nested Paragraph Styles are not created as part of the school's master template, Character Styles and Paragraph Styles can be loaded from an existing InDesign document to a new InDesign document. To load Character Styles and Paragraph Styles, open the Paragraph Styles palette. Click on the fly-out arrow and select Load Paragraph Styles. Navigate to the InDesign document containing the existing Character Styles and Paragraph Styles, select the file and click OK. The Load Styles dialog box will open. Select which Character Styles and Paragraph Styles to load, and then click OK. The Character Styles and Paragraph Styles selected are now available in the new InDesign document.

CREDIT: Women's Varsity Tennis photo and caption courtesy of the East Lansing (Michigan) High School *Ceniad*.

CREATING A NESTED PARAGRAPH STYLE FOR SENIOR IDENTIFICATIONS

A Nested Paragraph Style is also the perfect solution for complex senior names/activities/quotes in the portrait section.



STEP 1: Define a Character Style for each part of the senior name/activities/quote. Open the Character Styles palette. Click on the fly-out arrow and select New Character Style.

Character Style Name	Font	Style	Size	Leading
Senior Names	AHJ Syntax	Regular	12pt	12pt
Senior Activities	AHJ Syntax	Regular	10pt	12pt
Senior Quotes	AHJ Syntax	Italic	10pt	12pt

STEP 2: Create a Nested Paragraph Style using the previously created Character Styles. Before starting, create a text frame on the layout and go to Type > Insert Special Characters > Bullet Character. Highlight the bullet with the Type tool and go to Edit > Copy.

Open the Paragraph Styles palette. Click on the fly-out arrow and select New Paragraph Style. Name the Paragraph Style: Senior IDs. Now click on Drop Caps and Nested Styles. In the Paragraph Style Options dialog box, create the Nested Style.

New Nested Style button >	Senior Names	through	1	•
New Nested Style button >	Senior Activities	through	1	•
New Nested Style button >	Senior Quote	through	1	Sentences

To insert the bullet into the Senior Names and Senior Activities Nested Style, just press Ctrl+V (Windows) or Cmd+V (Mac). For the Senior Quote New Nested Style, select Sentences from the pull-down menu.

When done, click on Indents and Spacing on the left side of the Paragraph Style Options dialog box. Select Left from the Alignment pull-down menu. Click on Hyphenation on the left side of the Paragraph Style Options dialog box and deselect the box next to Hyphenation. Click OK. The Senior IDs Paragraph Style is now complete.

STEP 3: The Senior IDs Paragraph Style can now be applied to any unformatted senior name/activities/quote. However, for the Paragraph Style to format the text properly, a bullet must appear between the senior name and the senior activities and between the senior activities and the senior quote. A paragraph return must be entered after the senior quote.

To apply the Senior IDs Paragraph Style, click on the senior name/activities/quote, open the Paragraph Styles palette and click once on Senior IDs.

BEFORE

Unformatted Senior Name Identification

Marissela Gonzalez • Freshman Choir; Concert Choir 2; Fall Play 2; APAC 2,3,4. • "Nothing is interesting if you're not interested." Helen Macinnes
 Evan Robert Sterling Goodman • Fall Play 3; Spring Play 4; Ceniad 3; Film Club 2,3,4 GSA 3,4; Key Club 3; Cross Country 1; Track 1. • "Never give up, never give in." Infantry BMX Company

AFTER

Senior Name Identification with Senior IDs Applied

Marissela Gonzalez • Freshman Choir; Concert Choir 2; Fall Play 2; APAC 2,3,4. • *"Nothing is interesting if you're not interested."* Helen Macinnes
Evan Robert Sterling Goodman • Fall Play 3; Spring Play 4; Ceniad 3; Film Club 2,3,4 GSA 3,4; Key Club 3; Cross Country 1; Track 1. • *"Never give up, never give in."* Infantry BMX Company