For InDesign:
Please go to Type...Show Hidden Characters to view paragraph returns and forced line breaks (shift-
returns). Use shift-return only to create a forced-line break.
Format your document by breaking things down into paragraphs. Set up paragraph styles so that you
can easily format a document and make changes effectively.
For example, if you change the typeface for your heading under the paragraph styles setting, all in-
stances of the use of the heading in the document will change at once.

221 Home
(index.html)

Relative Link to Research
Paper Page(research1.html)

221 Research Paper
(research1.html)

Relative Link back to 221
Home Page(research1.html)

Absolute Links to Other Sites
for example…
(http://www.stcloudstate.edu)

Option: consider creating
a folder for each project in
your 221 web
(go in Files window and
control-click, then edit…
new folder.
You can also delete folders
this way, etc.