

## Styles

### Using Styles

Rule for applying styles -> **Single Paragraph, Single click; Multiple Paragraphs, Select**

Style settings are the same as regular formatting settings - Styles are just “presets”.

Use “Draft” view with Style Area Pane to see the styles that are applied to each paragraph.

(Turn this on with Options->Advanced->Display->Style area pane width - set to 1")

### Creating Styles

Set styles like your car radio buttons:

Tune your radio, then set the button to the station.

Format your paragraph, then set the style to those settings (right click style button and “Update to match selection”).

Modify a style manually by right clicking style button and click “Modify”.

Create a new style by formatting the paragraph and clicking “New Style” button (bottom left of style pane).

Modifying a style changed the formatting for all paragraphs marked with that style.

When using paragraph spacing and styles, watch out for the “Don’t add paragraph space between paragraphs of the same style” setting in the paragraph settings. (Particularly when using lists).

Styles are stored in documents. They are not shared between documents unless you copy them. This means:

- (1) Modifying the styles in one document does not affect any other documents.
- (2) Adding new styles only adds them to that document, not to any other documents.

### Two Step Process for Configuring Styles Pane

- (1) Click “Options”. Change settings to Recommended, Alphabetical, and uncheck everything else.
- (2) Click “Manage Styles Button”->Recommend Tab. Select all and Hide. Then click individual styles and click “Show”.