

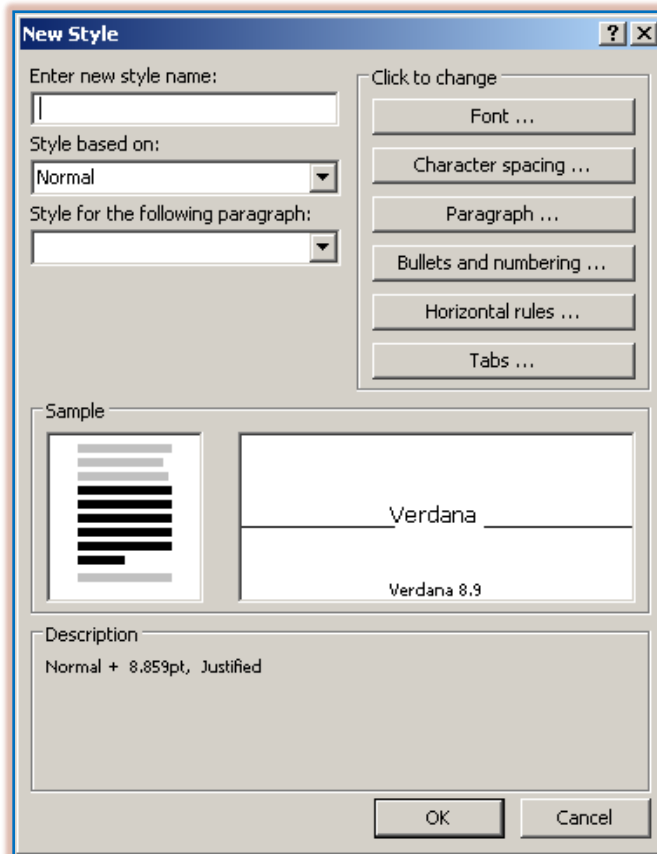
CREATING A CONSISTENT LOOK

When a collection of related publications is created, such as those for a specific event or organization, it is important to make sure that all the publications look similar. By using consistent choices of colors, design elements, and text formatting, readers of the document will instantly recognize that all the publications are related to the same effort or company. Styles are used to obtain this consistency. Text styles, which store text formatting settings, are used to ensure that text formatting is consistent in all publications. These styles can be created in one publication and imported or exported to another one.

A new text style is initially formatted with the same settings as the select text frame. To save time when creating a style, select text that is already closely formatted in the desired way.

Creating a New Text Style

- ❖ Select the text for which a new text style is to be created.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Styles** from the list of options.
- ❖ The **Styles Task Pane** will appear.
- ❖ Click the **New Style** button at the bottom of the Task Pane.
- ❖ The **New Style** dialog box will display (see illustration below).



- ❖ Enter a name for the new style into the **Enter new style name** box.
- ❖ Select a style to base the new one on from the **Style based on** list. The default is **Normal**.
- ❖ Select a style to use for the paragraph immediately following the current one.
 - When the Enter key is pressed, the style will change to the one specified.
 - The style for the current paragraph will no longer be used.

- ❖ Click each of the formatting options to change the formatting settings for the new style.
 - Click the appropriate button for each of the options to open the respective dialog box.
 - **Font** - Changes to the font may be made with this option.
 - **Character Spacing** - This option is used to make changes to the spacing between characters in a word.
 - **Paragraph** - Changes to Indents, Alignment, and Line Spacing can be made with this option. Also, a decision on formatting to make bulleted or numbered list may be made here.
 - **Bullets and Numbering** - To format bullets or numbers for a style, use this option.
 - **Horizontal Rules** - This option is used to insert a horizontal line either before or after the paragraph.
 - **Tabs** - Tab characteristic changes can be made with this option.
- ❖ Click the **OK** button to exit the **New Style** dialog box and save the style.

Importing a Style

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Styles** from the list of choices.
- ❖ The **Styles Task Pane** will appear.
- ❖ Click the **Import Styles** near the bottom of the Task Pane.
- ❖ The **Import Styles** dialog box will appear.
- ❖ Select the publication that contains the styles that are to be imported.
- ❖ Click the **OK** button to exit the dialog box.

Changing a Style

- ❖ Select the text whose style is to be changed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Styles** from the list of choices.
- ❖ Click the arrow at the end of the style.
- ❖ Click **Modify** to open the **Modify Styles** dialog box. This is the same dialog box that was used to create the new style.
- ❖ Click each of the formatting options and change the formatting settings for the style.
- ❖ Click **OK** to exit the **Modify Styles** dialog box.