

# Paragraph Styles

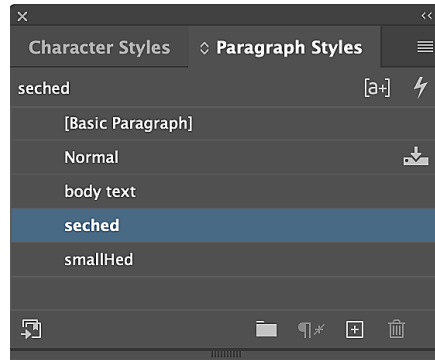
Setting paragraph styles allows you to quickly apply predefined styles to blocks of text. These are created on the **Paragraph Styles** panel, which you can get from here:

Window menu>Styles>Paragraph Styles

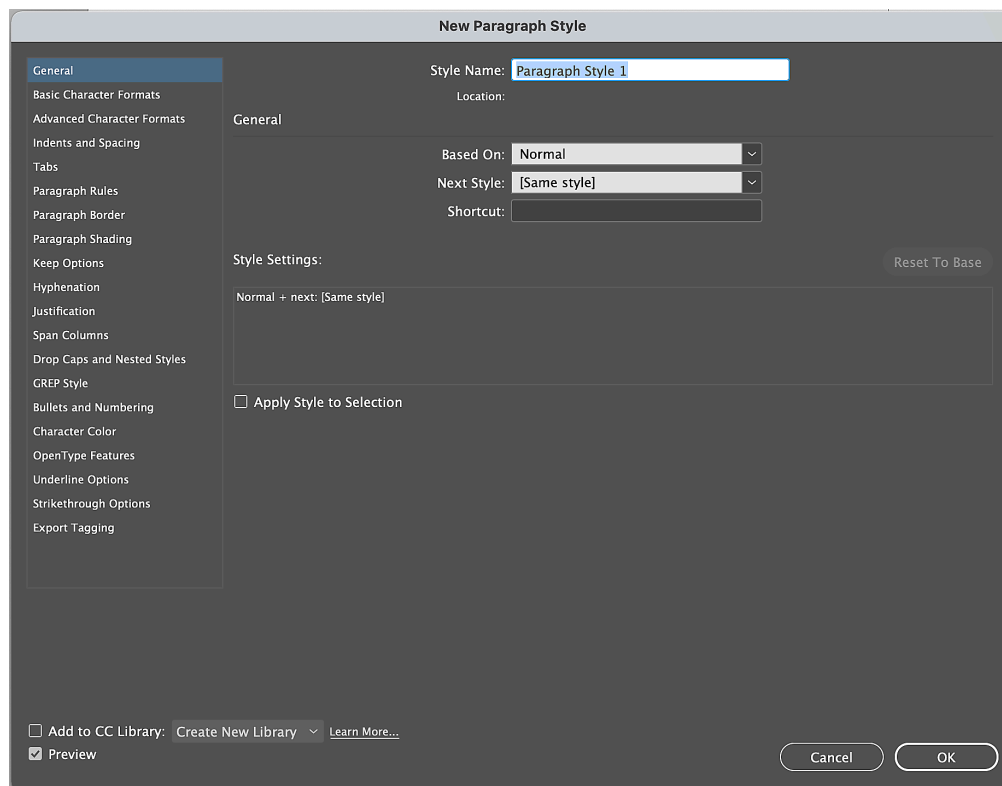
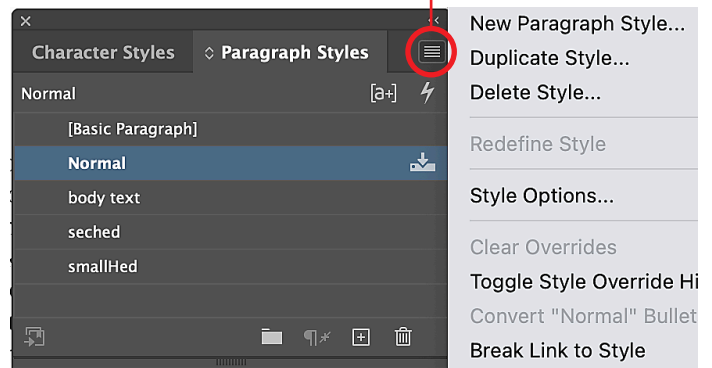
Steps:

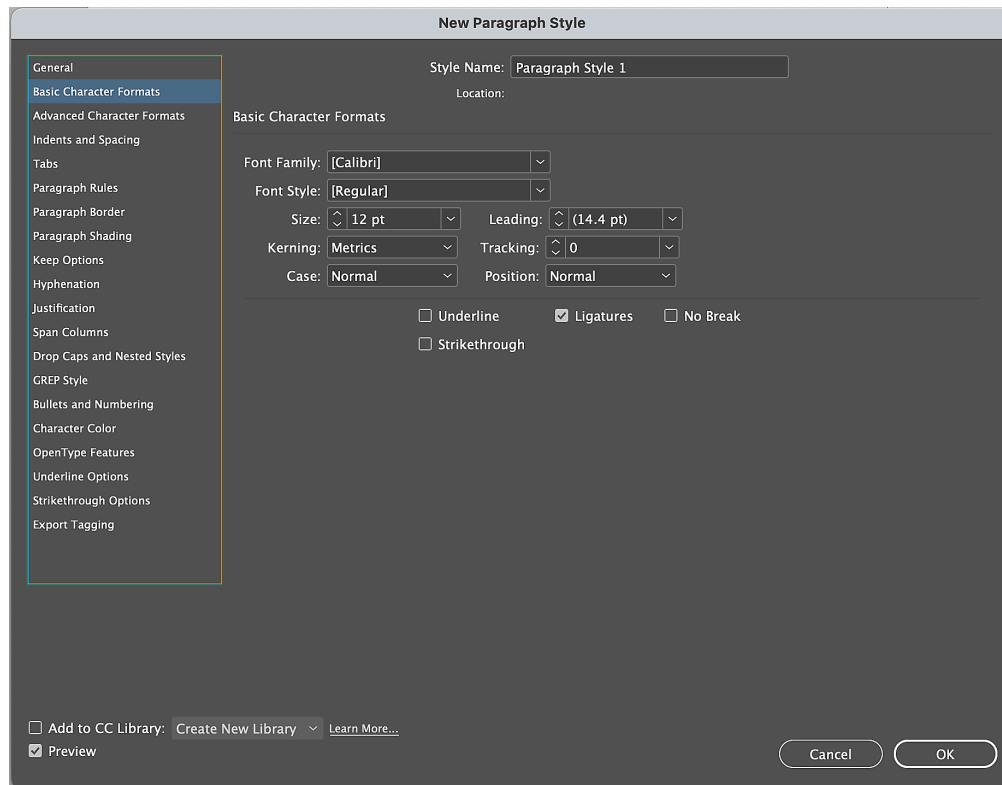
- Apply styles to a paragraph: choose font, point size and leading, etc.
- With that block of text selected, go to the Paragraph Styles panel, click on the popup menu and select **New Paragraph Style . . .**
- In the dialog box, give the style a name, and hit OK. You will now see that name appear in the panel list.

If you place your cursor in any paragraph and select the style you just created, that style will be applied to the paragraph.



Popup menu



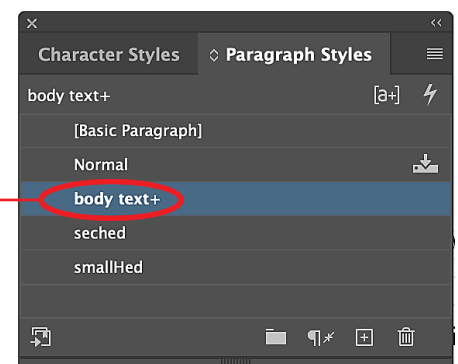


To modify a style:

- Double-click the style in the panel. The above dialog box will appear.
- In the left column, select what you want to change. To change font, size, leading etc. select **Basic Character Formats**. Those options will appear.
- Check the Preview box in lower left to see changes applied immediately.
- Click OK. Any paragraphs to which that style is applied will change to the new format.

If you change any formatting in a paragraph to which a style has been applied, then a Plus sign will appear next to the style name in the panel. If you want to revert the paragraph back to the unmodified style, **option-click** the name in the panel.

Option-click on the text



The **Character Styles** panel does the same thing, except that it allows you to apply preset styles to individual characters instead of a paragraph. Creating and applying styles follows the same procedure.