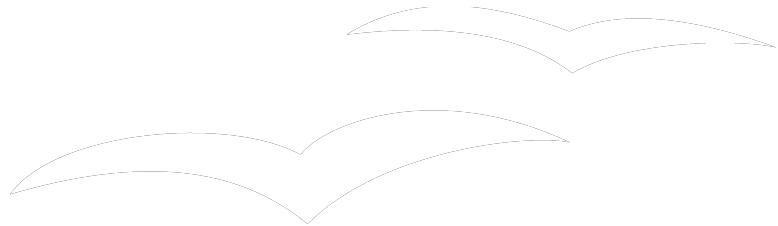


Introduction to Styles:

Paragraph, Page, and Character Styles



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Contents

Overview.....	iii
<u>Copyright and trademark information</u>	iii
Feedback.....	iii
<u>Acknowledgments</u>	iii
<u>Modifications and updates</u>	iii
<u>Introduction</u>	1
<u>What are styles?</u>	1
<u>Why use styles?</u>	1
<u>Types of styles</u>	2
<u>Using paragraph styles</u>	3
<u>First steps</u>	3
<u>Using the Apply Style menu</u>	4
<u>Modifying paragraph styles</u>	4
<u>Center Heading 1</u>	5
<u>Indent Heading 3</u>	6
<u>Linked styles</u>	7
<u>Creating custom styles</u>	9
<u>Creating the Poem style</u>	9
<u>Creating the PoemHeading style</u>	11
<u>Sample poem</u>	12
<u>Changing the formatting of your styles</u>	13
<u>Indent Poem and Poem Header</u>	13
<u>Create Poem Author style</u>	13
<u>Final result</u>	14
<u>Tips and tricks</u>	15
<u>Using page styles and page numbering</u>	16
<u>Page numbering</u>	17
<u>Preliminaries – fields</u>	17
<u>Inserting a header</u>	17

Simple page numbering	18
More complex variations	19
The Next Style property	19
Make two page styles alternate	19
A title page	21
Manual page breaks	22
Example: Chapters	22
Example: Inserting a page with special formatting	23
Example: Restart page numbering – a preface	24
Using character styles	26
Why use character styles?	26
Using character styles	27
Unset/undo character styles	27
Migrating to character styles	27

Overview

Styles are one of OpenOffice.org Writer's most powerful features. They are necessary to use OOo Writer to its full potential. This chapter introduces styles, assuming no previous knowledge from the reader. After reading it, you will be confident using paragraph, page, and character styles.

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Feedback

Please direct any comments or suggestions about this document to:

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Thanks to the people who reviewed this chapter.

Modifications and updates

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1.0	23 December 2004	First published edition.

Introduction

What are styles?

Most users are used to writing documents according to *physical* attributes. For example, one would specify the font family, font size and weight (say, Helvetica 12pt, bold).

Styles are *logical* attributes. We use styles every day. For example, there are two styles of computers: desktop and laptop. Each has its own set of distinctive properties. You never say “my computer is a low-weight, one-piece unit with an LCD screen attached to a rectangular casing containing the computing components and the keyboard. Instead, you say “I have a laptop”.

OpenOffice.org styles are a way to do the same thing for your document. Using styles means that you stop saying “font size 14pt, Times New Roman, bold, centered”, and you start saying “title”. In other words, styles means that you shift the emphasis from what the text looks like, to what the text *is*.

Why use styles?

OpenOffice.org (OOo) brings a powerful notion of styles. Styles help improve consistency in a document. They also make major formatting changes easy. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive. Styles make the task easy.

The time is 9:50 A.M. and Jane is finishing the 30-page paper for school that is due at 10:00 A.M. She looks over the assignment one more time, and suddenly she realizes that:

- The text must use Arial font instead of Times New Roman.
- The headings must be dark blue and indented.
- The title must appear at the top-right of every page except the first.
- Even numbered pages must have a wider right margin, and odd numbered pages must have a wider left margin.

Thankfully, Jane used OpenOffice.org and styles. She makes all the changes in 2 minutes and hands in the paper on time.

Types of styles

OpenOffice.org Writer has five types of styles:

- Paragraph styles affect a an entire paragraph.
- Character styles affect a block of text inside a paragraph.
- Page styles affect page formatting (page size, margin and the like).
- Frame styles affect frames and graphics.
- Numbering styles affect numbered lists and bulleted lists.

The first three styles are the most used. Those are the styles covered in this chapter. Frame styles and numbering styles are left for a later chapter.

These styles are available through a floating palette called the *Stylist* (press *F11* to see it), shown in Figure 1. The Stylist is discussed in the next section.

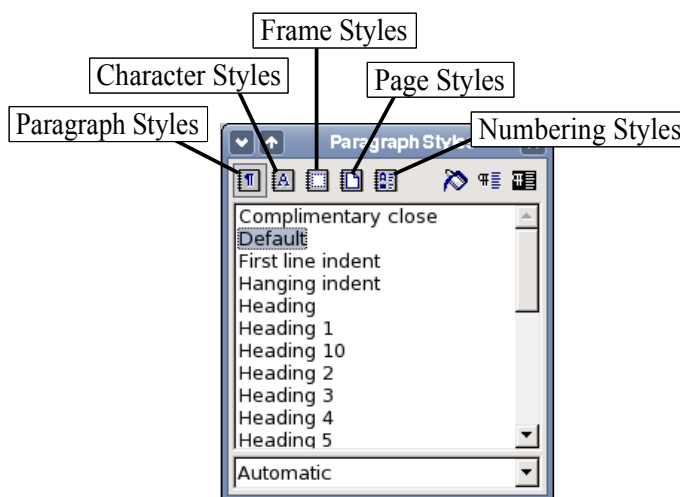




Figure 1 Stylist window; and the types of styles.

Note: The Stylist is a floating palette. You can drag it around the screen using the mouse.

Using paragraph styles

First steps

OpenOffice.org uses a tool called the *Stylist* to manage styles. The concepts of styles and the Stylist are best explained through an example.

- 1) Create a new document (go to **File > New > Text Document** or press *Control+N*).
- 2) Type “Heading 1” in it. *Make sure that the cursor remains in that same line.*
- 3) Press the Stylist icon  located on the *Function Bar* or press the *F11* key. This brings up a window called the *Stylist* (see Figure 2).
- 4) Make sure you are in the *Paragraph Styles* section (click on the top-left icon of the Stylist .

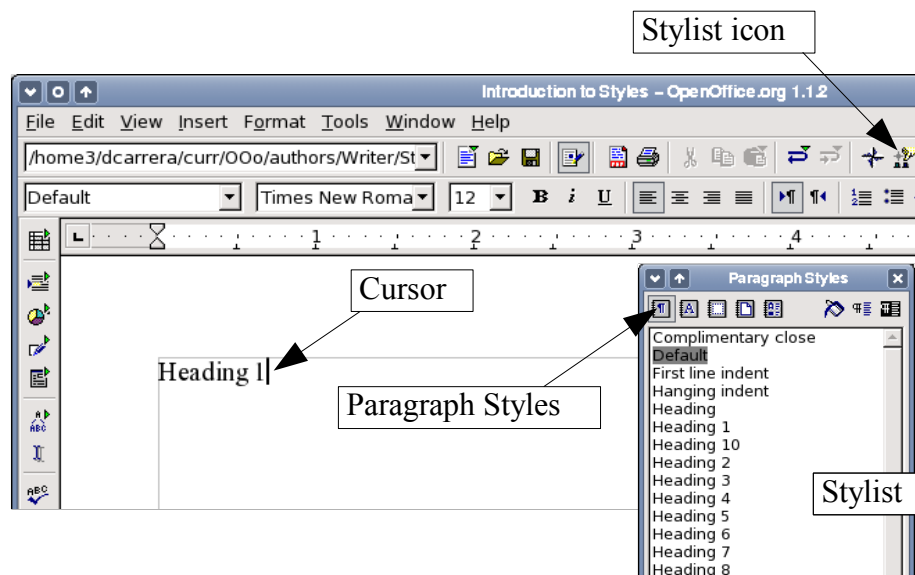


Figure 2 Click on the Stylist icon to bring up the Stylist.

Double-click on the *Heading 1* entry of the Stylist. This will do two things:

- Give the line you typed the *Heading 1* style.
- Add *Heading 1* to the *Apply Style* menu.

The Apply Style menu is illustrated in Figure 3. It provides direct access to the styles that are currently in use in the document.

Using the Apply Style menu

The Apply Style menu lists the paragraph styles that are currently in use in the document. One can select styles from this menu, just like the Stylist. As an exercise, press *Enter*, type some text and select *Heading 1* in the Apply Style menu. The text acquires the properties of the *Heading 1* style.

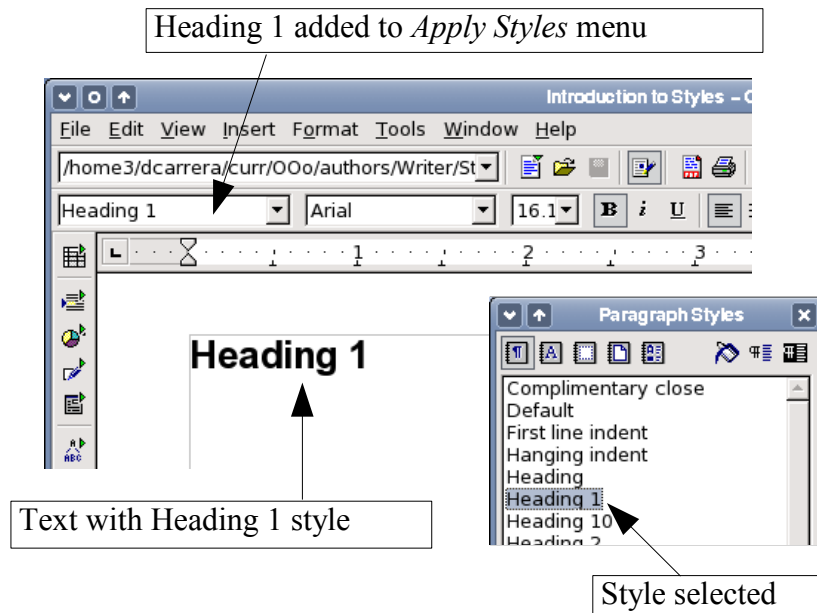


Figure 3 Applying paragraph styles

Modifying paragraph styles

The power of styles lies in the ability to modify them to suit your needs. For the next example, we will need three lines of text with the styles Heading 1, Heading 2 and Heading 3. Your document should resemble Figure 4. Heading 1 style should be applied to the word "Title", Heading 2 to "Subtitle 1" and so on.

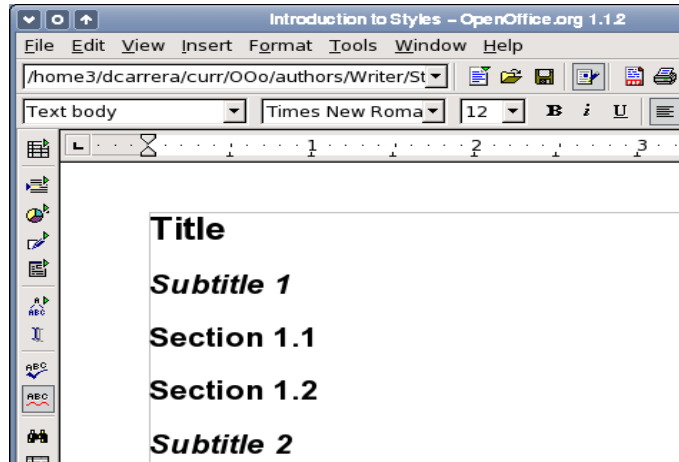


Figure 4 Headings 1-3 with default styles.

Suppose you decide to make some changes to these styles:

- Heading 1 should be centered.
- Heading 3 should be indented.

Center Heading 1

On the Stylist, right-click on Heading 1 and choose Modify.

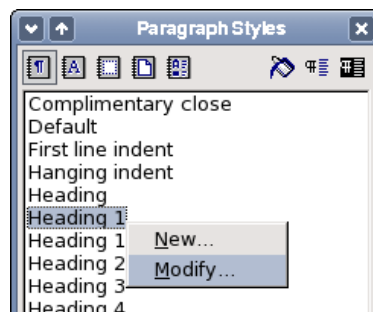


Figure 5 Modifying a style.

When the Paragraph Style window pops up, choose the **Alignment** tab, select **Center** and click **OK**.

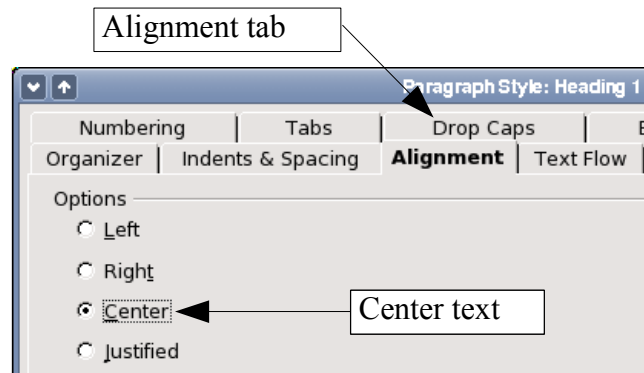


Figure 6 Center Heading 1

Now everything marked as Heading 1 will be centered. If you make another Heading 1, it will be centered as well.

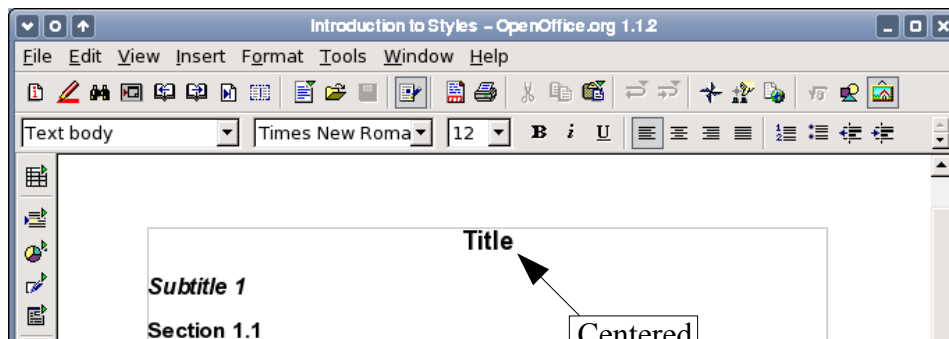


Figure 7 Text is centered.

Indent Heading 3

On the Stylist, right-click on Heading 3 and choose **Modify** (as before). When the Paragraph Style window pops up, follow the steps below:

- 1) Click on the **Indents & Spacing** tab.
- 2) Under the **Indent** section, set the indentation before the text to 1.5cm (0.6 in).

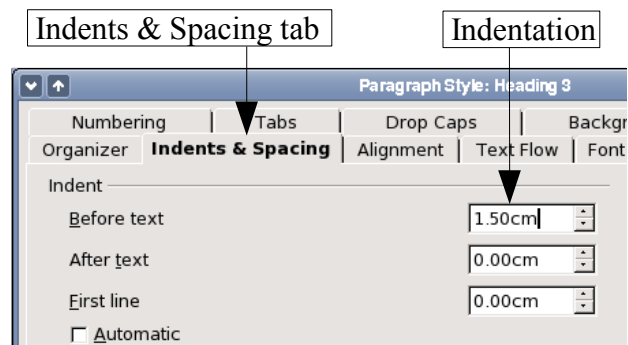


Figure 8 Set indentation

The result should resemble Figure 9.

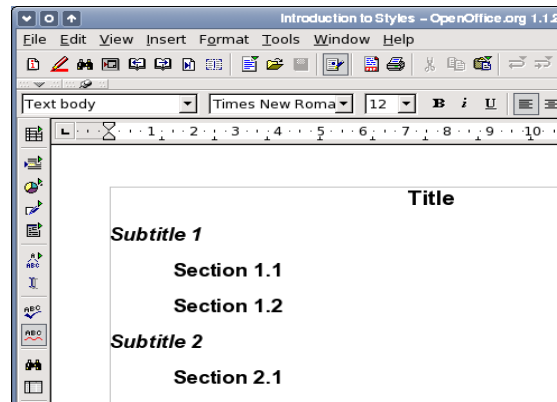


Figure 9 Text with the Heading 3 style is indented.

Linked styles

Some OpenOffice.org styles are *linked* together. This means that a change in one style affects every style linked to it. For example, every Heading style (such as Heading 1, Heading 2) is linked with a style called **Heading**. This relationship is illustrated in Figure 10.

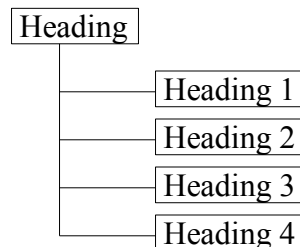


Figure 10 Linked styles.

As an example, suppose you want to change the font of not only Heading 1, or Heading 2, but *all* headings. The easiest way to do that, is to take advantage of this *linking*. Open the stylist (press *F11*) and select Heading.

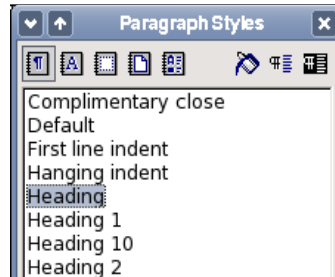


Figure 11 Select Heading style.

Open the paragraph styles window for the Heading style (**right-click** > **Modify**) and select the **Font** tab. Select the *Corsiva* font and click **OK** (see Figure 12).

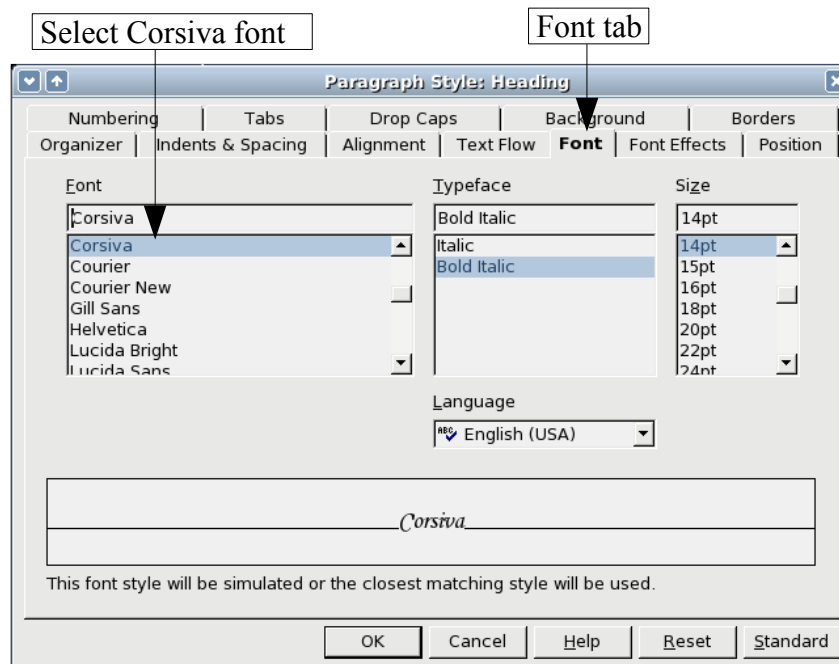


Figure 12 Select Corsiva font for Heading style.

Now the fonts of all the heading styles have been changed in a single operation. Your document should now resemble Figure 13.

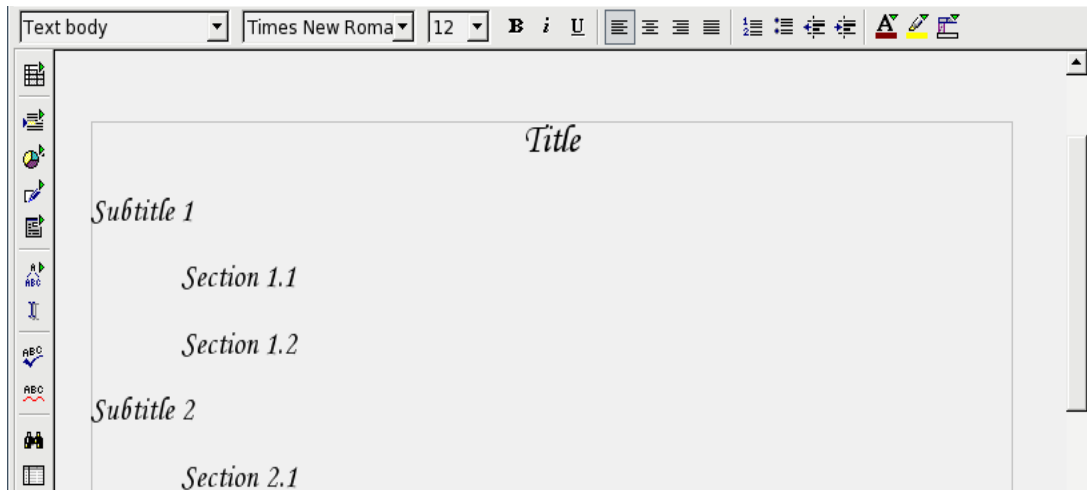


Figure 13 All Heading styles now have the Corsiva type font.

Creating custom styles

You have seen that the Stylist provides several pre-defined styles, such as Heading 1 and Text body. But what if you need something different, like a poem style, that is not in the Stylist? With OpenOffice.org you can make your own styles to suit your needs.

In this section, we will create a *Poem* style, and a *Poem Header* style, with the following properties:


- *Poem*: Centered, with font-size 10.
- *PoemHeading*: Centered, bold, with font-size 12.

In addition, a *Poem Heading* is to be followed by a *Poem*. In other words, when you press *Enter*, the style changes to *Poem*.

Note: The keen reader may have noticed this behaviour already. After you type a heading and press *Enter*, the style switches back to *Text body*.

Creating the *Poem* style

Our first example is the *Poem* style. We use the *Default* style as a starting point.

- 1) Click on the Stylist icon  to bring up the Stylist (or press *F11*).
- 2) Right click on *Default* and choose **New** (see Figure 14).

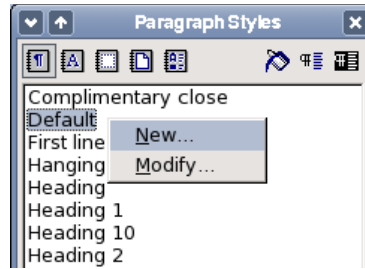


Figure 14 Create a new style.

This brings up the Paragraph Styles window, with the **Organizer** tab selected. To create a custom style, you have to understand and configure the top three entries.

Name This is the name of the style itself, like Heading 1 or Text body.

Set the name to *Poem*.

Next Style This is the style that follows the *Poem* style by default. When you press *Enter*, this style is used.

Set this value to *Poem*. When you press *Enter*, the text will remain in the *Poem* style.

Linked With If the *Poem* style is linked with another, say *Default*, then any change in *Default* will affect *Poem*, just as you saw with *Heading* in the previous section.

For our example, this is not the behavior we want. Set this entry to – *None* – . This means that *Poem* is not linked with any other style.

After making all these changes, your screen should look like Figure 15.

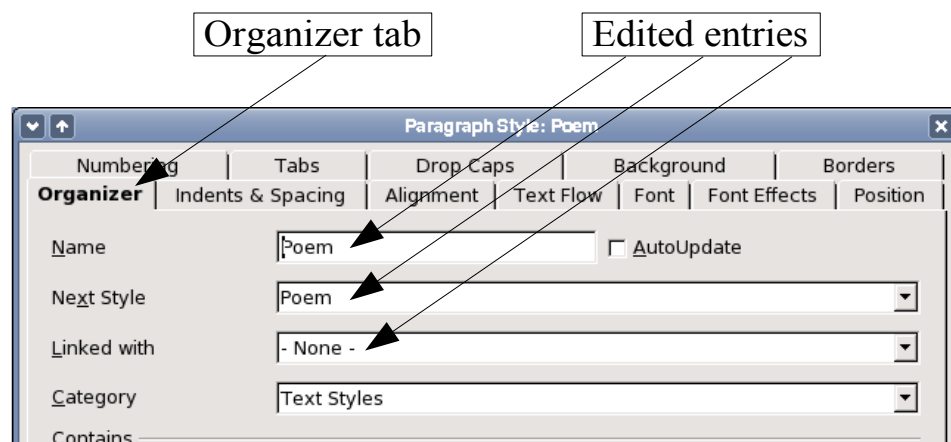


Figure 15 Initial configuration for the *Poem* style. Set the first three entries as shown.

The next step is to configure the alignment and font properties of this style.

- Under the **Alignment** tab, select centered text.
- Under the **Font** tab, select 10pt font-size.

Click **OK** to save the new *Poem* style.

Congratulations! You just made your very own style.

Creating the *PoemHeading* style

Create a new *PoemHeading* style. Use the same procedure as before, with these changes:

- Next style: Select *Poem*, not *PoemHeading*.
- Linked with: *Heading*.

The window should look like Figure 16.

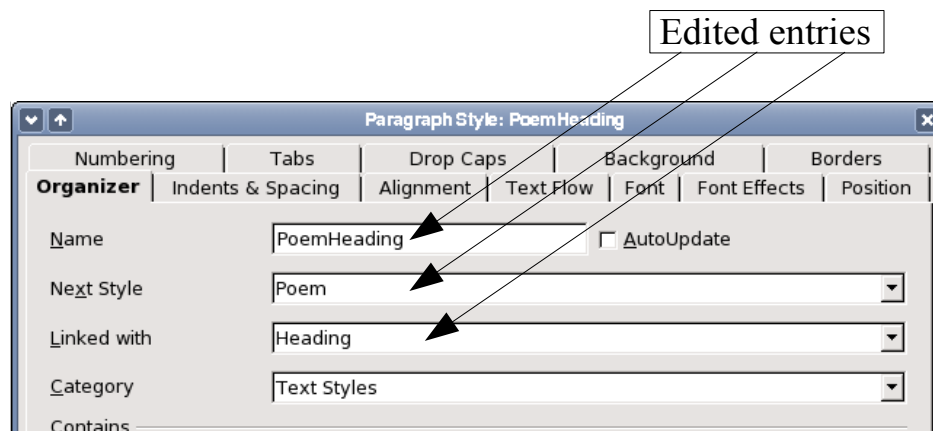


Figure 16 Settings for the *PoemHeading* style.

Now set the settings of the new style:

- Under the **Alignment** tab, choose centered text.
- Under the **Font** tab, choose bold and size 12pt.

Sample poem

It is a good idea to test out your new styles and see if you are happy with them. Your poem should look similar to the one in Figure 17.

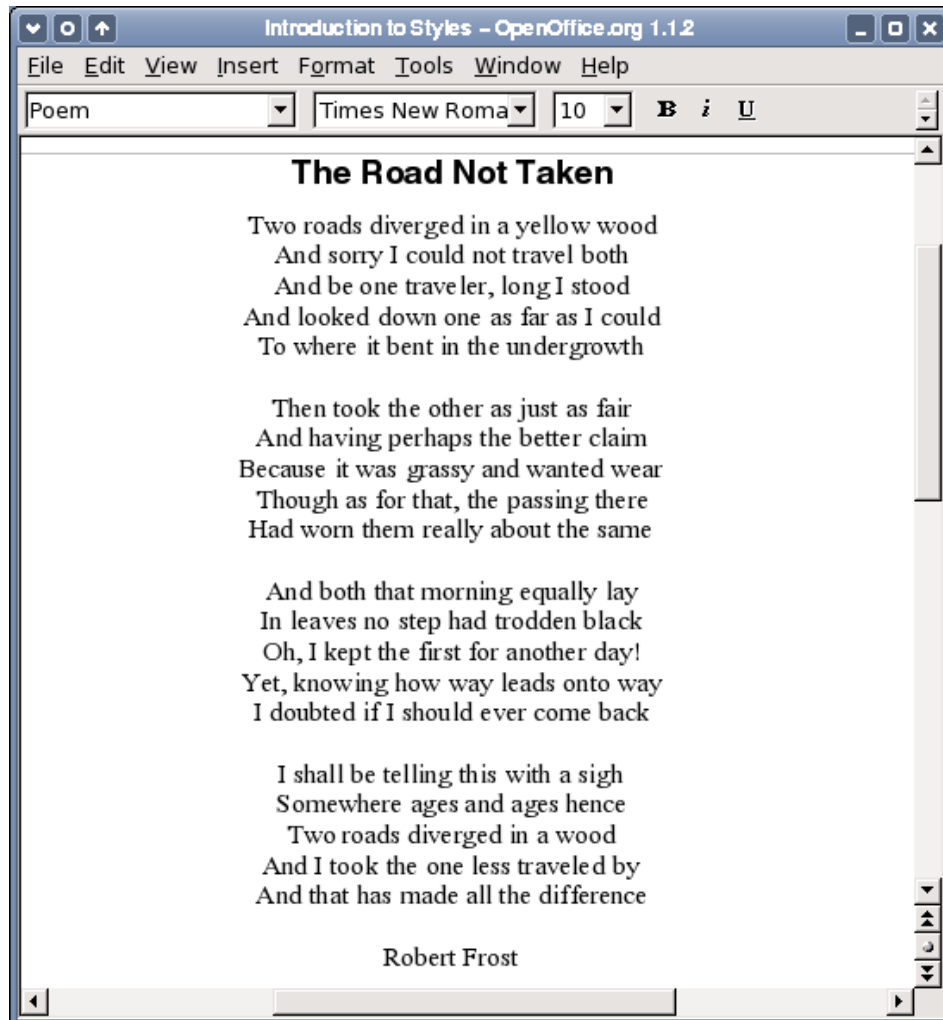


Figure 17 Sample poem.

Changing the formatting of your styles

One of the main advantages of styles is that they allow the document formatting to be changed after the content has been written. For example, suppose you have written a 100 page book of poetry. Then you decide you don't like the way the poems look after all. Or perhaps your publisher doesn't like it.

To learn about reconfiguring styles, we will make the following changes:

- The *Poem* style will be indented instead of centered.
- Add a *PoemAuthor* style based on *Poem*, except it is bold and has more indentation.

Indent *Poem* and *Poem Header*

First, set the *Poem* style to left alignment:

- 1) From the Stylist, select *Poem*, right-click and select **Modify**.
- 2) Go to the **Alignment** tab and select left alignment.

Set the indentation:

- 1) Go to the **Indents & Spacing** tab.
- 2) Under **Indent**, set the indentation before the text to 5cm (or about 2in).

Done! Click **OK**, and you should see the text change. Do the same thing for *PoemHeading*.

Create *Poem Author* style

You already know how to create a new style. Follow the same procedure as before (starting from the *Poem* style). Use the following configuration:

- Name: *PoemAuthor*.
- Next style: Default.
- Linked with: *Poem*.

Now, configure *PoemAuthor* just like you configured *Poem*, with the following changes:

- Font: bold.
- Indentation: 8cm (3.2 in).
- Under the **Indents & Spacing** tab, under **Spacing**, set the spacing above the paragraph to 0.5cm (0.2 in). This creates an extra space between the poem and the name of the author.

These settings are shown in Figure 18.

The purpose of this style is to set apart the name of the author from the rest of the poem.

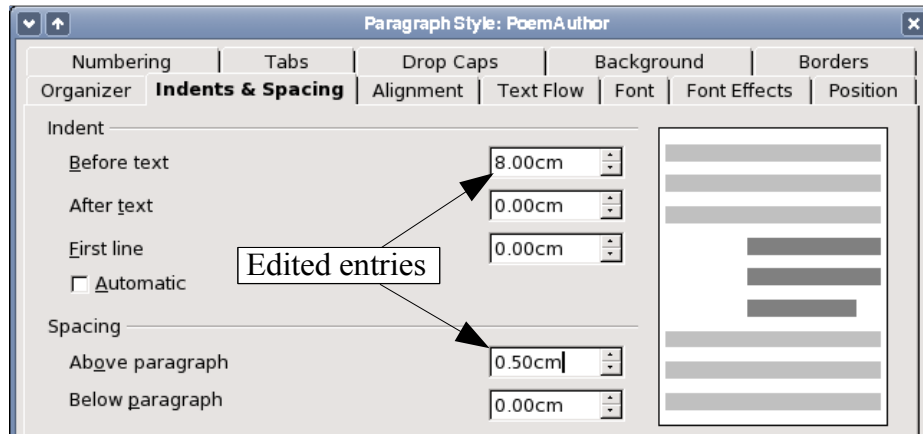


Figure 18 Indentation and spacing for the PoemAuthor style.

This is how the **Indents & Spacing** tab should look at this point: Click **OK** to save this style. Now set the author of the poem (in my case, “Robert Frost”) to the newly created *Poem Author* style, as described in the *Getting started* section.

Final result

After all these changes, the poem should look similar to Figure 19.

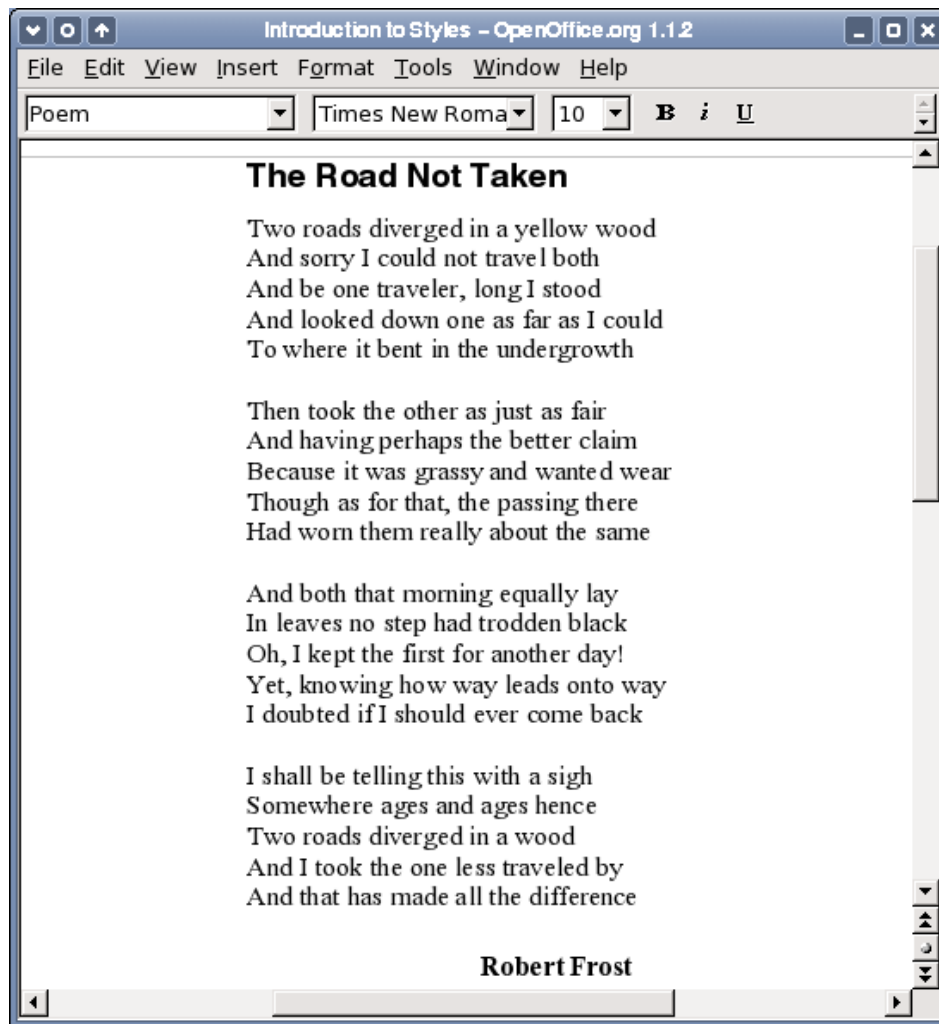


Figure 19 Final result, using three custom styles.

Tips and tricks

You can make the Stylist display only custom styles. Click on the menu at the bottom of the Stylist window and select “Custom Styles”. As shown in Figure 20, the Stylist only displays *Poem*, *PoemAuthor* and *PoemHeading*.

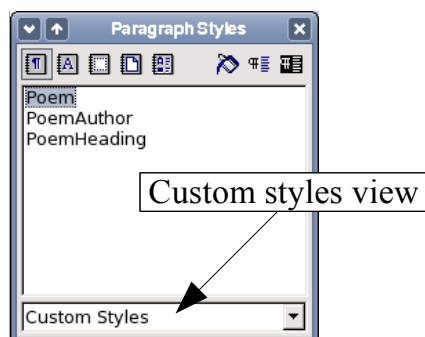


Figure 20 Displaying custom styles only.

Using page styles and page numbering

Page styles are to pages what paragraph styles are to paragraphs. Just as paragraph styles can define paragraph properties (font size, color and others), page styles can define page properties (margins, page size and others).

Real life situation

Christian is a lawyer from California, USA. For his letters, the first page has his letter head, and subsequent pages only identify the recipient, the date and the page number. Christian does this using page styles. He also uses page styles to comply with the spacing requirements (such as margins) for legal briefs in California State courts.

The page style for the current page is displayed on the status bar (Figure 21).

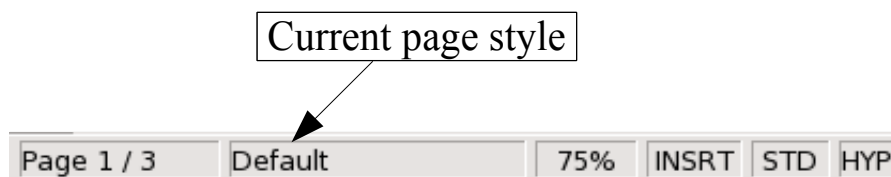



Figure 21 The current page style is displayed on the status bar.

Open the Stylist and click on the Page Styles button .

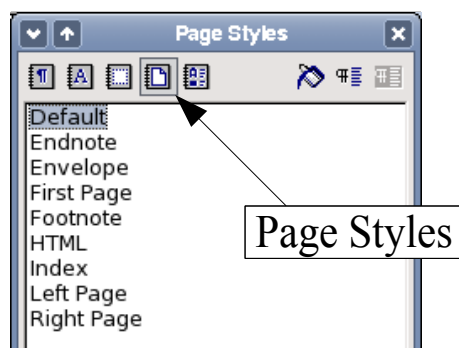


Figure 22 Selecting page styles.

Right-click on the currently active page style (see Figure 22) and select **Modify**. This displays a window, shown in Figure 23.

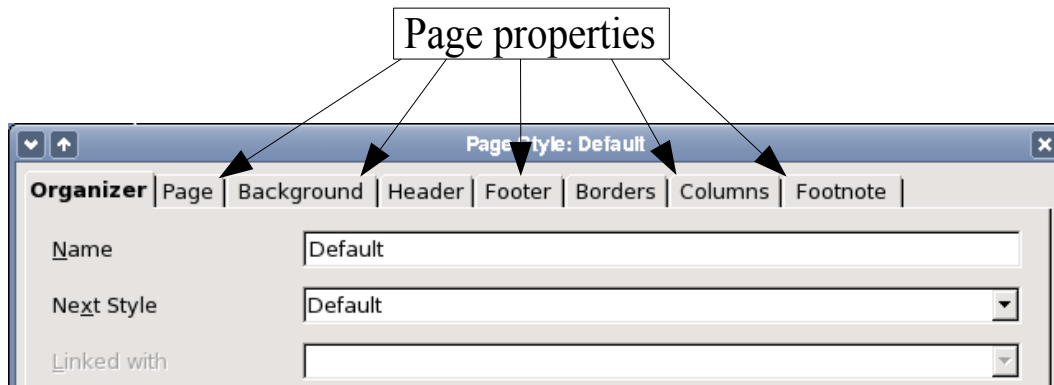


Figure 23 Page properties.

Page numbering

Many people first encounter page styles when they want to number pages. OpenOffice.org (OOo) has a very powerful system for numbering pages, but to make full use of it you need to learn something about page styles.

Preliminaries – fields

OpenOffice.org uses a feature called *fields* to manage page numbers. To insert a page number field, select **Insert > Fields > Page Number**. You will see the page number on a gray background. The gray background denotes a field.

*Note: The gray background is purely for informational purposes. When you print the document, the background will be the same as the rest of the document. Go to **View > Field Shadings** to turn this feature off.*

If you have seen lists in OOo, you will have noticed this gray background. OOo lists use fields. The page number field always displays the page number for the current page. If you see the words “Page number” instead of a number, press *Ctrl+F9*. This shortcut key toggles OOo between displaying field *contents* (what the field is for) and field *results* (what the field creates).

Note: A full introduction to fields is beyond the scope of this chapter.

Inserting a header

In OOo, headers are specified by page styles.

- 1) Open the Page Style dialog.
- 2) Select the **Header** tab.
- 3) Select *Header on* and click **OK** (see Figure 24).



Figure 24 Turn on page header.

At this point you should see the header on the current page, as in Figure 25.

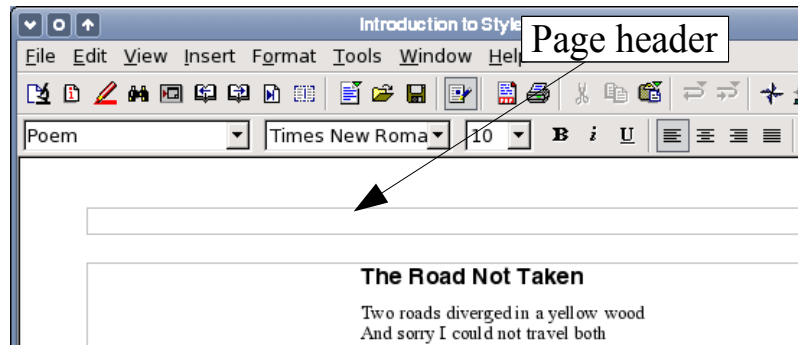


Figure 25 A page with a page header.

What's so special about headers? The text on the header appears on *all* pages with that page style (try it!). This property of headers (or footers), along with fields, forms the basis of OOo page numbering.

Tip: You can also add a header through the Insert menu: **Insert > Header > [page style]**. Likewise for footers: **Insert > Footer > [page style]**.

Simple page numbering

The simplest case is to have the page number at the top of every page, and nothing more. To do this, put the cursor on the header and select **Insert > Fields > Page Number** (Figure 26).

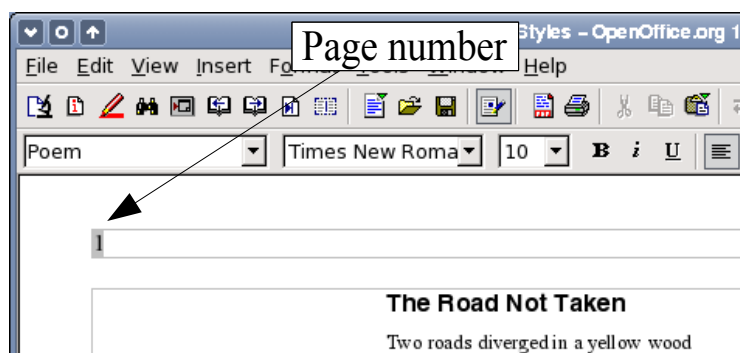


Figure 26 Page number inserted in the header.

Presto! Now the correct page number appears on every page.

More complex variations

There are a lot of interesting variations that you can apply without further knowledge of page styles. Here are some suggestions:

- Right-align the header to make the page number appear on the top-right.
- Add the word “page”, so the header reads “page 1”, “page 2”, and so on.
- Add the document title, so the header reads “My Poem book, page 12”. Consider using a tab to separate the title from the page number.
- OOo also has a *Page Count* field (**Insert > Fields > Page Count**). Using it, you could, for example, have a header that reads “page 2 of 12”.

These variations are all illustrated in Figure 27.

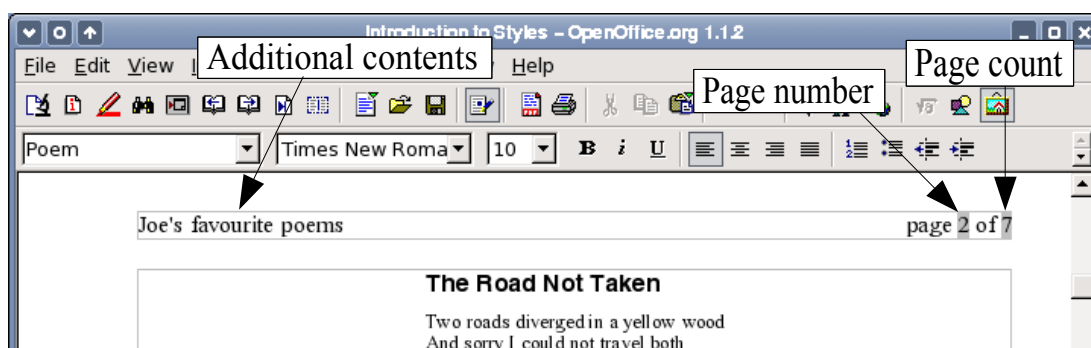


Figure 27 Variations on the simple page numbering method.

Many more variations are possible. For example, you can use a footer instead of a header to make the page number appear at the bottom of the page.

The Next Style property

You have seen the **Next Style** property in the context of paragraph styles. This property is especially powerful in page styles.

Make two page styles alternate

Perhaps the most common use of the **Next Style** property is to alternate between two page styles. For example, if you are writing a book, you might want the following setup:

Odd pages	<ul style="list-style-type: none"> • Page number on the top-right corner of the page. • Author name on the header. • Extra wide left margin.
Even pages	<ul style="list-style-type: none"> • Page number on the top-left corner of the page. • Book title on the header. • Extra wide right margin.

Note: The margins are set this way to make binding easier after the book is printed double sided.

This can be accomplished using what you already know of page styles, plus a clever use of the **Next Style** property. OOo provides two page styles called *Right Page* and *Left Page*.

First, set the page style *Right Page* to be followed by *Left Page* and vice versa.

- 1) On the Stylist, go to the configuration window for the *Right Page* style (Figure 28).

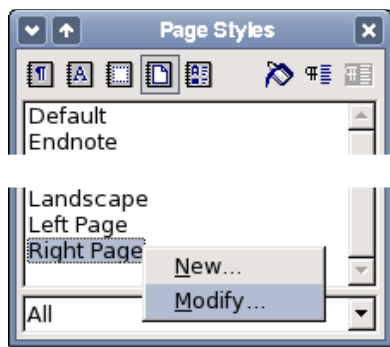


Figure 28 Right-click on *Right Page* and choose *Modify*.

- 2) Click on the **Organizer** tab, and set **Next Style** to *Left Page* (Figure 29). This means that, after a *Right Page*, the page style will switch to *Left Page*.

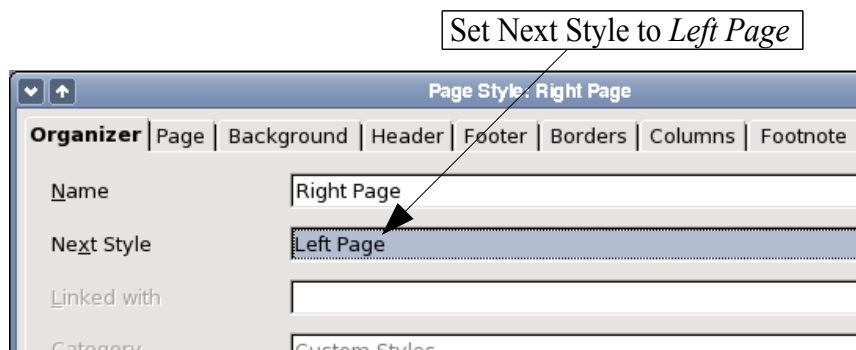


Figure 29 Set Next Style to *Left Page*.

- 3) In a similar way, set *Left Page* to be followed by *Right Page*.

Set the first page of the document to *Right Page*. You will see that the page styles *Right Page* and *Left Page* alternate. You can see the page style change in the status bar (Figure 21) when you go to the next page. Now we can setup the properties of the *Right Page* and *Left Page* styles.

Set up the page properties for *Right Page*.

- Put the page number on the top-right of the page, and your name on the header.
- The page margin settings are located under the **Page** tab. Set the left margin to 4cm and leave the others unchanged. See Figure 30.

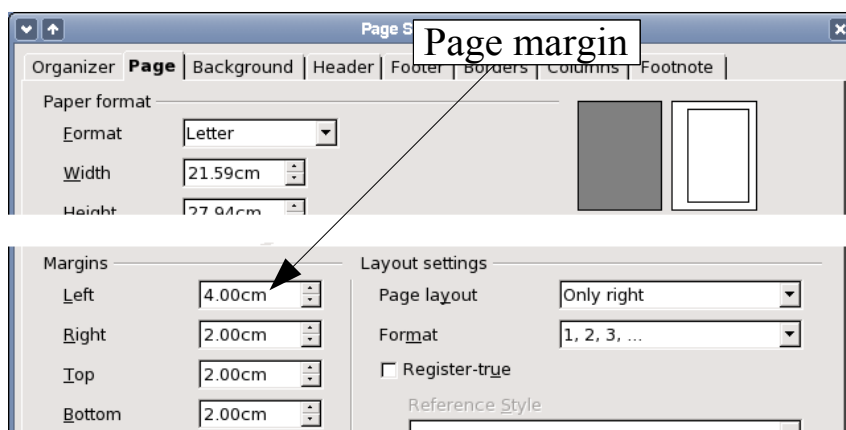


Figure 30 Set the page margins on the Page tab.

In a similar way, set up the page properties for *Left Page*.

- Put the page number on the top-left of the page, and the title on the header (pick a title for this exercise).
- Set the right margin to 4cm and leave the others unchanged.

Figure 31 illustrates the transitions between *Right Page* and *Left Page*.

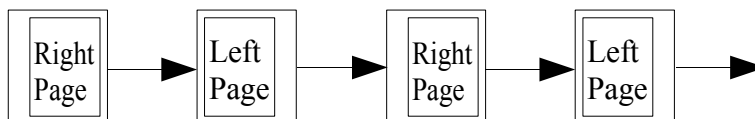


Figure 31 *Right Page* and *Left Page* styles alternate.

A title page

Consider a slightly more complex scenario. You want the document to have a title page. A title page is different from the rest of the document:

- It should not have a header or page number.
- The left and right margins should be the same.

For the title page we can use the *Front Page* style that comes with OOo. Setting up the header and margins is left as an exercise for the reader. The difficult part is how to reconcile this front page with the alternating page styles (*Right Page* and *Left Page*). The trick is to set the **Next Page** property to *Right Page*. In other words:

<i>First Page</i>	Next Style: <i>Right Page</i>
<i>Right Page</i>	Next Style: <i>Left Page</i>
<i>Left Page</i>	Next Style: <i>Right Page</i>

This works as illustrated in the following flowchart (Figure 32).

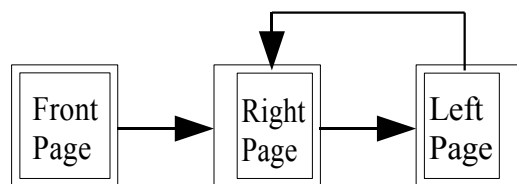


Figure 32 Flow of page styles.

Manual page breaks

The previous section discussed the **Next Style** property. This feature is enough for projects with straightforward pagination requirements (for example, reports, letterheads, and small books). But more complex projects require more control over page styles. Manual page breaks provide this control.

The idea is simple: you break a sequence of page styles, and start a new sequence. To insert a page break, go to **Insert > Manual Break** and choose *page break*. This section illustrates three scenarios where page breaks are useful.

Example: Chapters

You are writing a book that is divided into chapters. Each chapter starts with a page style called *New Chapter*. The following pages alternate between *Right Page* and *Left Page*. At the end of the chapter, we return to *New Chapter*, for the next chapter.

OOo doesn't have a *New Chapter* style, so you must create a custom style (see page 9). Let's suppose that you already have the page styles with the following properties:

<i>New Chapter</i>	Next Style: <i>Right Page</i>
<i>Right Page</i>	Next Style: <i>Left Page</i>
<i>Left Page</i>	Next Style: <i>Right Page</i>

This can be seen visually in the flowchart in Figure 33.

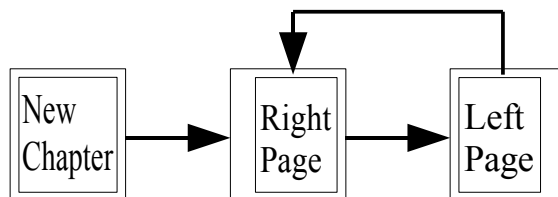


Figure 33 Flow of page styles.

At some point you will want to start a new chapter. Follow these steps:

- 1) Put the cursor at the end of the chapter, on a blank line of its own.
- 2) Go to **Insert > Manual Break**.
- 3) Select *Page break*, and under style, choose *New Chapter*.

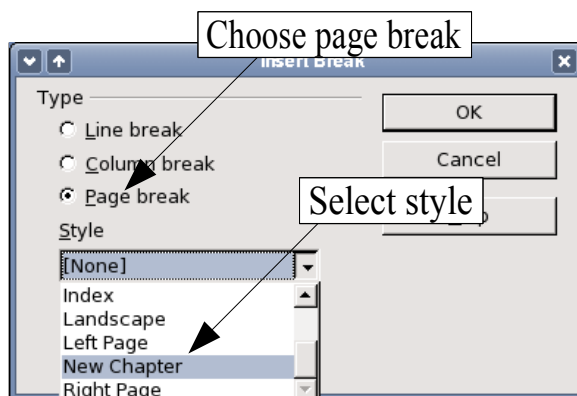


Figure 34 Choose page break, and select the New Chapter page style.

Figure 35 illustrates the flow of page styles when using page breaks.

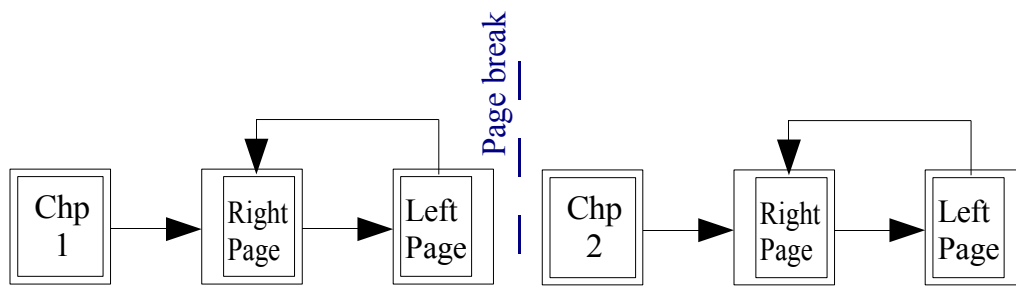


Figure 35 Page style flow using page breaks

Example: Inserting a page with special formatting

Some times you may need to insert a page with special formatting. For example, a landscape page, or a page with more columns. This can also be done with page breaks. Suppose that the current page has the *Right Page* style.

- 1) **Insert > Manual Break**.
- 2) Select the page style (say, *Special Page*). This page takes the place that would normally be occupied by a *Left Page*.
- 3) Fill in the contents for this page. Then insert another page break.
- 4) Then select *Right Page* again. The pagination continues on as normal, except that one *Left Page* has been replaced by a different page style.

This concept is illustrated in Figure 36.

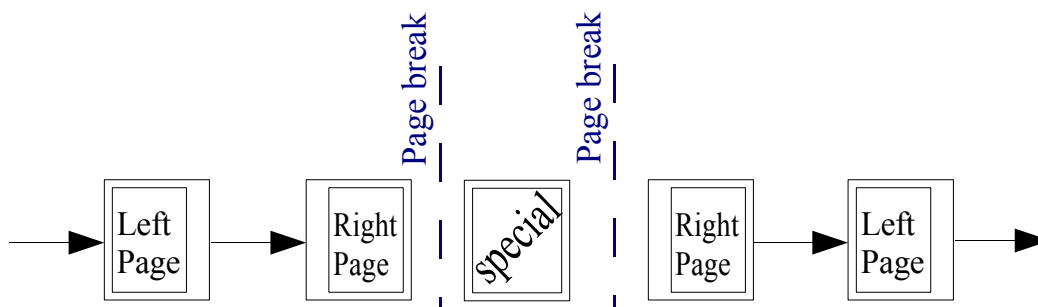


Figure 36 Inserting a page with special formatting.

Example: Restart page numbering – a preface

Some times you want to reset the page number back to 1. A typical example is the preface for a book. A standard preface has the following properties:

- Page numbers are displayed in Roman numerals (i ii iii iv ...).
- After the preface, the document starts on a *Right Page*.
- The page number resets to one, and the format becomes Arabic (1 2 3 4 ...).

Resetting the page number requires page breaks.

Suppose the preface uses the *Preface Page* style (which has to be a custom style). After the preface comes the *Right Page* style, and then the two page styles *Right Page* and *Left Page* alternate.

First, let's get the preliminary work done for the *Preface Page* style:

- 1) Create a new page style called *Preface Page*.
- 2) Set **Next Style** to *Preface Page*, since a preface could span multiple pages.
- 3) Add a header to *Preface Page* and insert a page number field.

Next make page numbers display as Roman numerals (i ii iii iv):

- 1) Open the page style dialog for *Preface Page* and click on the **Page** tab.
- 2) Under **Layout settings**, set the format to “i, ii, iii ...”. See Figure 37.

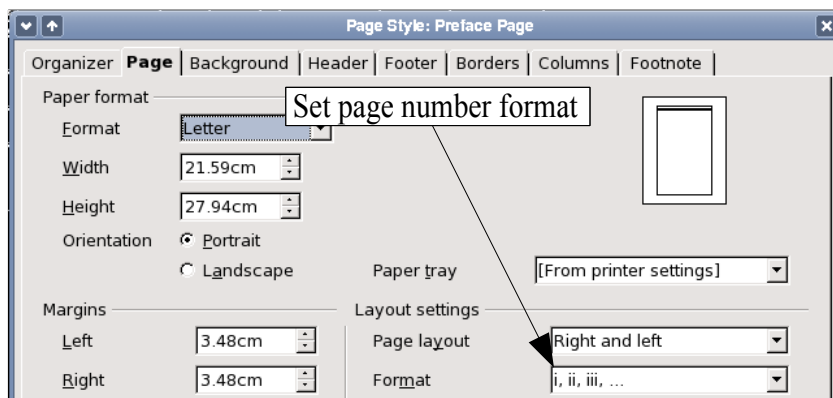


Figure 37 Set page number format to Roman numerals.

After the preface is written, we are ready to restart page numbering. Follow these steps:

- 1) Put the cursor at the very end of the preface, on a blank line.
- 2) **Insert > Manual Break.** Select *Page break* and choose the *Right Page* style.
- 3) Put a check mark next to *Change page number* and set the new value to 1.

These settings are shown in Figure 38.

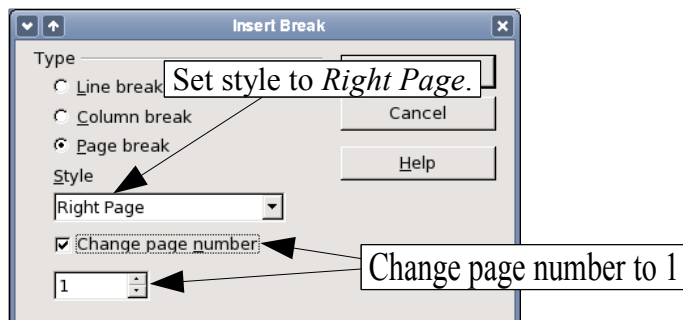


Figure 38 Set the new page number to 1 and the page style to Right Page.

Important Note: OpenOffice.org will not let you assign an odd page number to a Left Page, or an even page number to a Right Page. OOO strongly adheres to the convention that odd page numbers go on right-hand pages and even page numbers on left-hand pages.

Using character styles

Character styles are a complement to paragraph styles. Like paragraph styles, they define text properties (font, weight, size), but they are applied to smaller blocks of text than a paragraph. For example, you can use the *Emphasis* character style to emphasize a word. A couple of character styles used in this document include:

- Key strokes use the *KeyStroke* style. For example, “to set OOo to full screen, press *Control+Shift+J*”.
- Menu paths use the *MenuPath* style. For example, “you can turn field shadings on and off through **View > Field Shadings**”.

Why use character styles?

Beginning users often wonder, “*why use character styles?*”, “*how is this different from pressing the bold button?*”. The following real life event illustrates the difference.

Real life situation

Jean is a technical writer from Australia. She learned the value of character styles after her publisher told her to unbold menu paths from her 200 page book. Jean had *not* used character styles. She had to edit all 200 pages by hand, with some help from Find and Replace.


This was the last time Jean failed to use character styles.

Character styles don’t have as many options as paragraph styles or page styles. Their benefits are of a different nature:

- Formatting changes.
As Jean’s story illustrates, the ability to make formatting changes throughout a document can be important. Character styles provide this.
- Consistency.
Character styles help ensure that typesetting guidelines are applied consistently.
- Focus on content.
“*Was I supposed to bold keystrokes? How about menus?*”
A writer shouldn’t have to remember the answers to these questions. Typesetting details distract you from the real content of your work. A properly named character style (such as *KeyStroke* or *MenuPath*) will remove this burden from you.

Other ways of using character styles are described elsewhere in the Writer Guide. These uses include making chapter numbers, page numbers, or list numbers larger than the surrounding text and formatting hyperlinks.

Using character styles

Open the stylist (press *F11*) and click on the second button at the top bar . This displays the list of available character styles. To apply a character style follow these steps:

- 1) Highlight the block of text where you wish to apply the style.
- 2) Double click on the appropriate character style.

Some examples include:

This example uses the *Emphasis* character style.

Definition: A statement describing the meaning of a word or phrase.

Note: One difference between character styles and paragraph styles is the need for highlighting. Character styles require you to highlight the applicable text; paragraph styles do not.

Unset/undo character styles

Some times you will want to remove the formatting from a block of text. *You must resist the temptation to do this manually.* This will only cause trouble down the road. There are two easy ways to remove character formatting:

- Select the block of text, right-click and choose *Default*.
- If you have the Stylist open, click on the *Default* character style.

Note: Incidentally, the first method also works for removing manual formatting.

Migrating to character styles

For people used to formatting text manually, character styles can take some getting used to. Here are some suggestions for making the transition easier:

- *Never* mix character styles and manual formatting. Manual formatting supersedes character styles. If you combine them, you may end up wasting hours in frustration trying to figure out why your character styles don't work.
- **Right-click > Default** removes any text formatting (both manual and character styles).
- Realize that clicking on the bold button *is not easier* than clicking on a character style.
- Leave the Stylist open to make character styles easy to access.