



Figure 289: Connecting the list style to the paragraph style

Step 4. Apply the paragraph styles to the heading and text of the Tip, Note, or Caution.

- 1) Type the word **Tip** in a new paragraph. (You must enter at least one character or a space, or else the graphic disappears when you press *Enter*, leaving the indent but no bullet.)
- 2) Apply the Heading Tip paragraph style.
- 3) Press *Enter*. The next paragraph should automatically have the Text Note paragraph style. Type the text for the body of the tip. (If you have already typed the text, then apply the style manually.)

Example: Creating and using a simple list style

In this example, we will create a numbered list that is used to number the songs on a CD. The numbers are right-aligned, and some space is left between the number and the title of the track.

As we want to reuse the same numbered list for other CDs, we will define a new list style and a related paragraph style, then apply the paragraph style to the tracks list. (We could directly apply the list style to the items on the list, but using a paragraph style is better practice.)

Creating the CDTrack numbered list style

As for the previous example, start by clicking the **List Styles** icon on the Styles deck of the Sidebar. Then right-click anywhere in the list box and choose **New**.

The Numbering style dialog is displayed. For the CDTracks style, we need to customize fields in the *Organizer*, *Options*, and *Position* tabs.

On the *Organizer* tab, type **CDTrack** in the *Name* box and leave the *Category* as **Custom styles**.

On the *Customize* tab (Figure 290), modify the options as follows:

- 1) In the *Level* box, choose 1.
- 2) In the *Number* list, choose 1, 2, 3,....
- 3) Make sure *Start* at is set to **1**.
- 4) Leave the *Character style* field as **None**.
- 5) *Show sublevels* should be grayed out.
- 6) Leave the *Before* and *After* boxes empty.
- 7) Do **not** select **Consecutive numbering**.