

Figure 190: 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 (or your publisher) decide you don't like the way the poems look.

To learn about reconfiguring styles, we add an indentation to the *Poem* style instead of centering it.

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

- 1) In the Styles deck, right-click *Poem* and select **Modify**.
- 2) On the *Alignment* page, select **Left**.

Set the indentation:

- 1) Select the Indents & Spacing tab.
- 2) Under *Indent*, set the indentation before the text to 0.5 in.

Click **OK**, and you should see the text change. The poem should now look similar to Figure 191. Note in the figure that a third style has been created for the author of the poem.

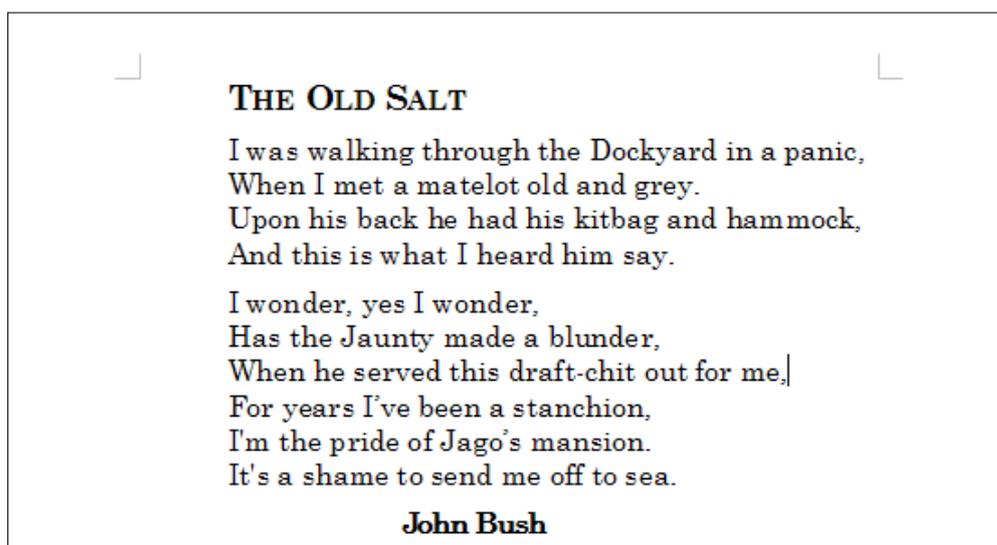


Figure 191: Final result, using three custom styles