

Load Styles (from a template or document)

The last option under the **Styles actions** icon is **Load Styles**, which is used to copy styles into the current document by loading them from a template or another document. Using this method, you can copy all styles, or groups of styles, at one time.

- 1) Open the document to copy styles into.
- 2) On the Styles deck, click the **Styles actions** icon and then **Load Styles** (Figure 185).
- 3) On the Load Styles dialog (Figure 186), find and select the template or document to copy styles from.

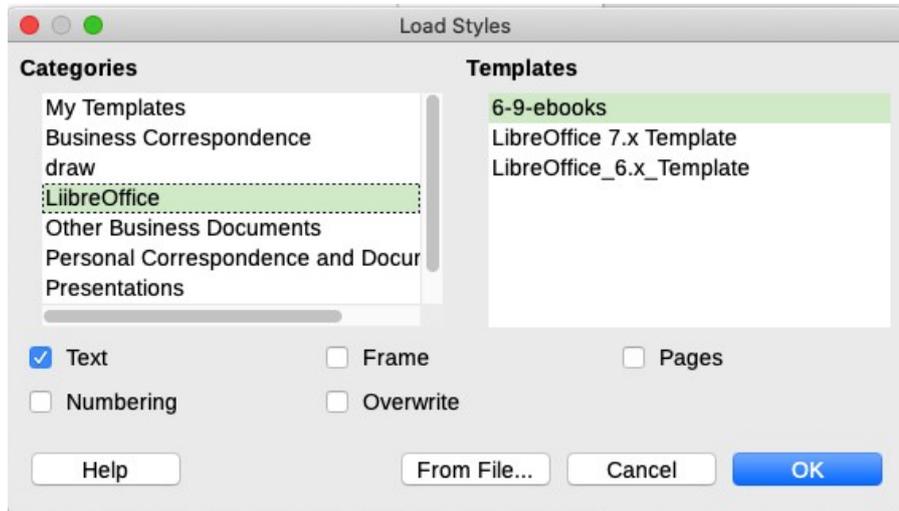


Figure 186: Loading styles from a template

Click the **From File** button if the styles you want are contained in a text document rather than a template. This opens a standard file browser, where you can select the desired document.

- 4) Select the options for the types of styles to be copied: Text (Paragraph and Character styles), Frame, Pages, Numbering (List styles). If you select **Overwrite**, the styles being copied will replace any styles of the same names in the target document.
- 5) Click **OK** to copy the styles.

Drag-and-drop a selection to create a style

Another way to create a new style is to drag-and-drop a text selection into the Styles deck.

- 1) Open the Styles deck on the Sidebar.
- 2) Select the style category you are going to create (for example a character style) using one of the icons near the top of the deck.
- 3) Select the object on which you want to base the style and drag it to the Styles deck. The cursor changes to indicate whether the operation is possible.
- 4) In the Create Style dialog, type a name for the new style and click **OK** to save the style.

Note

You cannot use the drag-and-drop method to create a new page style or table style.