

Example: Changing a property of a parent style

Suppose that you want to change the font of not only Heading 1 or Heading 2, but all headings.

Open the Styles deck, select the *Paragraph Styles* category, right-click **Heading**, then select **Modify** to open the Paragraph Style dialog for the Heading style.

Select the *Font* tab, then select a font and click **OK**. Now the fonts of all the heading styles (Heading 1 through Heading 10) are changed in a single operation.

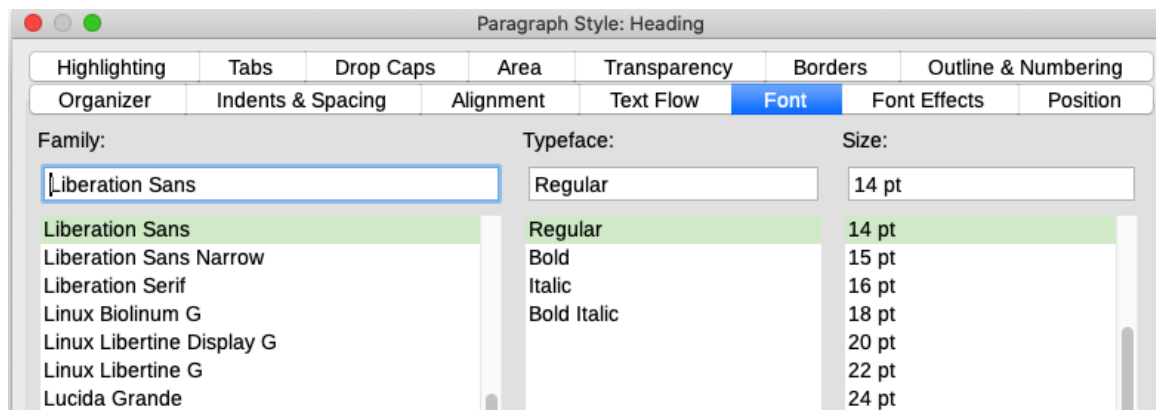


Figure 206: Select the Heading font

Working with paragraph styles

Although this section describes most of the parameters scattered over the tabbed pages shown in Figure 206, you do not need to configure them all. In most cases, you need to modify only a few attributes, particularly if you link styles or base the new style on a similar one.

Indents & Spacing tab

On the *Indents & Spacing* tab (Figure 207), you can set up the indentation of the paragraph and the spacing between lines and between one paragraph and the paragraphs above and below.

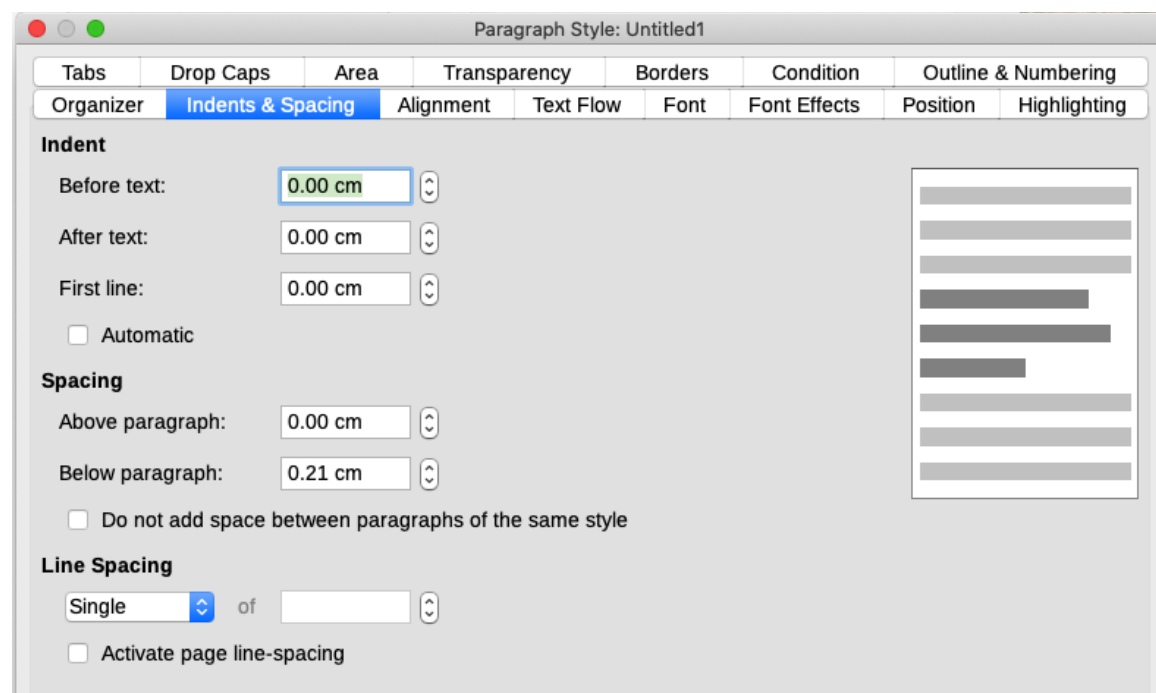


Figure 207: Settings on the Indents and Spacing tab of a paragraph style dialog