

Changing elements

To change an element in the Structure line, click the icon representing that element and then click a non-grayed out element in the row of buttons just below the Structure line. For example, to change a chapter number to a tab stop, click the **E#** icon on the Structure line (it shows then as being pressed) and then click the **Tab Stop** button in the row of available elements. To cancel before swapping an element, click in one of the white spaces.

Applying changes to all outline levels

If you wish to apply the displayed structure and formatting to all outline levels, click the **All** button on the right.

Deleting elements

To delete an element from the Structure line, click the button representing that element and then press the *Delete* key on your keyboard. For example, to delete the default hyperlink setting, click the **LS** icon and then press the *Delete* key. Repeat this for the **LE** icon.

Applying character styles

You might want an element to be a bit different from the rest of the line. For example, you might want the page number to be bold. To apply a character style to an element:

- 1) Be sure you have previously defined a suitable character style.
- 2) On the Structure line, click the button representing the element to which you want to apply a style.
- 3) In the **Character Style** drop-down list, select the desired style.

To view or edit the attributes of a character style, select the style in the **Character Style** drop-down list and then click the **Edit** button.

Tip

The default character style for hyperlinks (such as those inserted by **Insert > Hyperlink**) is Internet Link, which by default is underlined and shown in blue.

The default hyperlinks of TOC entries are set to the Index Link character style, which may be different in appearance from the Internet Link style. If you want them to appear the same as internet links, you can select the **LS** icon on the Structure line and change the character style selection for TOC entries to Internet Link.

You can also change the attributes for Index Link to what you want.

Tab parameters

Click on the **Tab stop** icon on the Structure line to bring up these controls:

- **Fill character:** select the tab character you wish to use; the first choice is none (blank).
- **Tab stop position:** specify the distance to leave between the left page margin and the tab stop. Optionally, select **Align right** for the tab stop; this selection inactivates the distance.

Tab position relative to paragraph style indent

When this option is selected, entries are indented according to the settings of their individual formats. Where a paragraph style specifies an indent on the left, tab stops are relative to this indent. If this option is not selected, tab stops are relative to the left margin position.