

## Tip

If an unwanted paragraph style is in use, you can use Find & Replace to replace it with a substitute style before deleting it. See Chapter 3, Working with Text: Advanced, for more information.

---

## Example: creating and modifying paragraph styles

---

This section provides an example of a typical use of custom paragraph styles. We will create a *Poem* paragraph style and a *Poem Header* paragraph style, with the following properties:

- *Poem*: Centered, with a font size of 10pt.
- *Poem Heading*: Centered, bold, with a 12pt font size.

In addition, a *Poem Heading* style is to be followed by a *Poem* style. In other words, when you press *Enter* at the end of a paragraph in the *Poem Heading* paragraph style, the paragraph style for the next paragraph in the document changes to *Poem*.

## Note

You may have noticed this behavior already. After you enter a heading using a *Heading* paragraph style and press *Enter*, the next style switches to *Text body*.

---

## Creating the *Poem* paragraph style

We will use the *Default Paragraph Style* as a starting point.

- 1) On the Styles deck, click the **Paragraph Styles** icon.
- 2) Right-click *Default Paragraph Style* and choose **New**.

The Paragraph Style dialog opens, with the *Organizer* tab selected. To create a custom style, you need to configure the top three entries.

Style fields	Description
Name	The name of the style itself, like <i>Heading 1</i> or <i>Text body</i> . Type the name <i>Poem</i> .
Next Style	The style of a paragraph that follows the paragraph that is in <i>Poem</i> style. When you press <i>Enter</i> while typing text in the <i>Poem</i> style, this style is automatically applied to the new paragraph. Set this value to <i>Poem</i> . When you press <i>Enter</i> , the text of the new paragraph will remain in the <i>Poem</i> style.
Inherit from	If the properties of the <i>Poem</i> style are inherited from another style, say <i>Default Paragraph Style</i> , then any change in <i>Default</i> will affect <i>Poem</i> . For our example, this is not the behavior we want. Set this entry to – None –. This means that <i>Poem</i> is not inherited from any other style.

Select the Custom Styles category for new styles. Do **not** select the AutoUpdate option.

After making these changes, your dialog should look like Figure 188.