

**Step 1.** Create a paragraph style for the body of a tip, note, or caution.

The body of a tip, note, or caution in this book is indented under the heading and has a line under it to set it off from the main text.

- 1) On the Sidebar, go to **Styles > Paragraph Styles**. Right-click and choose **New**. Name the new style Text Note.
- 2) On the *Indents & Spacing* tab (Figure 283), specify the indentation and spacing for the body of the Tip.

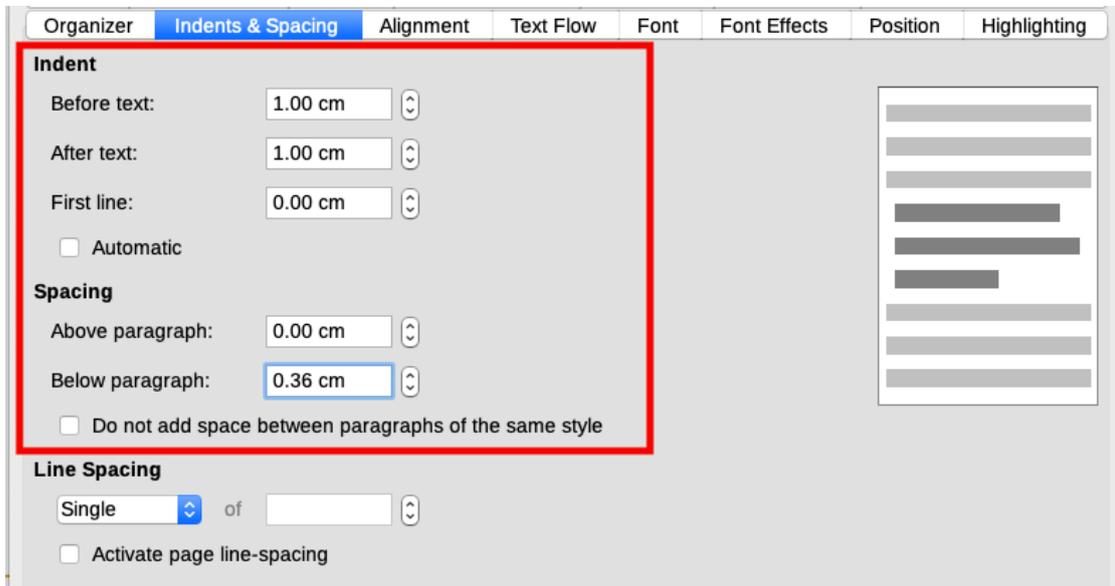


Figure 283: Choosing indentation and spacing for the body of the Tip

- 3) On the *Borders* tab (Figure 284), select a bottom border, increase the thickness, and specify the spacing between the text and the border. Choose **Merge with next paragraph** to cause the border to appear under only the final paragraph if the Tip includes more than one paragraph.

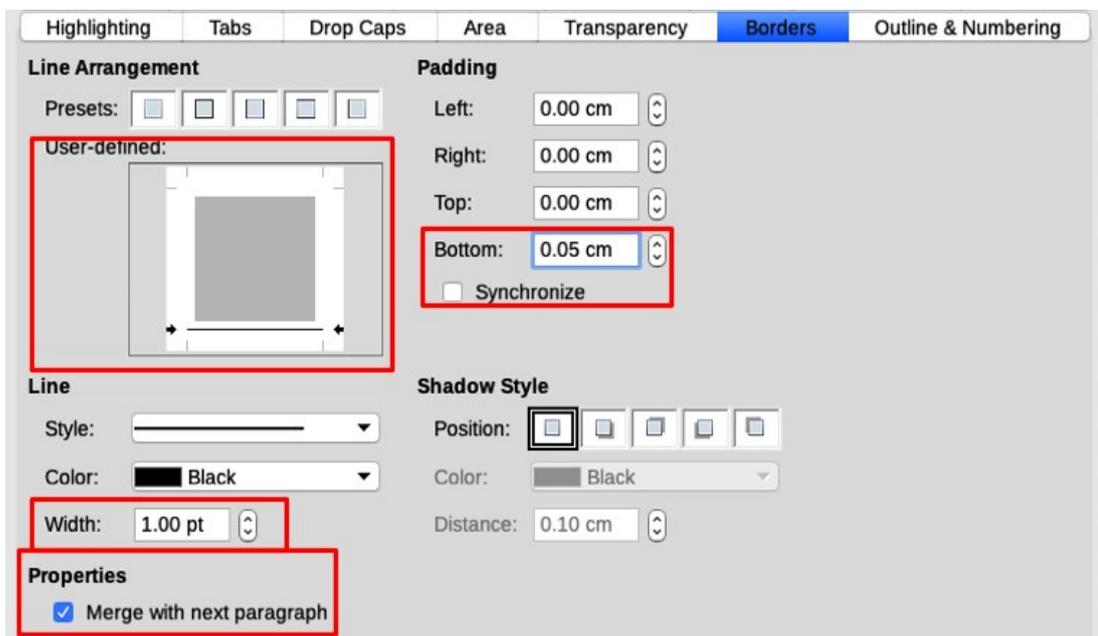


Figure 284: Defining the bottom border of the Tip body text

- 4) Style the paragraph (font and so on) in the usual way.
- 5) Click **OK** to save the paragraph style.