

## Using the Styles actions menu

The last icon at the top of the Styles deck, **Styles actions**, gives access to three functions: *New Style from Selection*, *Update Selected Style*, and *Load Styles*.

### *New Style from Selection*

Use **New Style from Selection** to create a new style from the formatting of an item in the current document. For example, you can change the formatting of a paragraph until it appears as you like, and then you can turn that formatting into a new style. This procedure can save time because you do not have to remember all the formatting settings you want, as is necessary when creating a new style with the Style dialog. In addition, you can immediately see how the item will look when formatted with the style you are creating.

Follow these steps to create a new style from a selection:

- 1) In the document, change the formatting of the object (paragraph, frame, and so on) to your liking. Select the item you want to save as a style.
- 2) Open the Styles deck in the Sidebar and choose the category of style to create (paragraph, character, and so on) from the tabs at the top.
- 3) Click the **Styles actions** icon, then select **New Style from Selection**.
- 4) The Create Style dialog opens. Type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

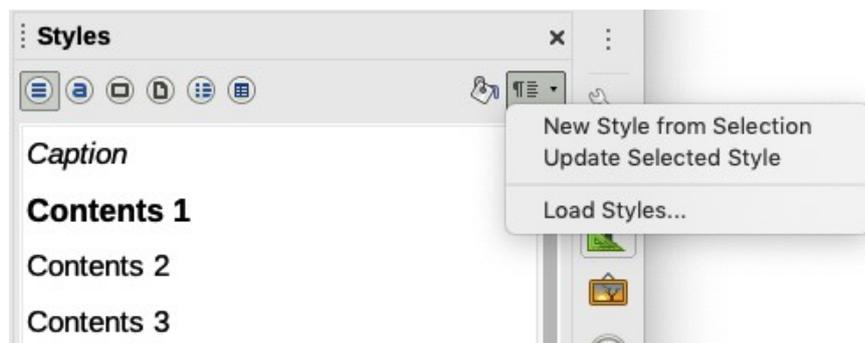


Figure 185: Styles Actions menu in Sidebar

### *Update Selected Style*

Follow these steps to update a paragraph style from a selection:

- 1) Create a new paragraph (or select an existing paragraph) and edit all the properties you want to alter in the style, such as indentation, font properties, alignment, and others.

#### **Caution**

Make sure that the properties in this paragraph are uniform. For example, if there are two different font sizes in the paragraph, that property will not be updated.

- 2) Click anywhere in the paragraph.
- 3) On the Styles deck of the Sidebar, select the style you want to update (single-click, not double-click) and then click the **Styles actions** icon and select **Update Selected Style**.

The procedure to update another category of style (character, page, or frame styles) is the same: select the item in question, modify it, select the style you want to update, and choose **Update Selected Style** from the **Styles actions** icon.