

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.

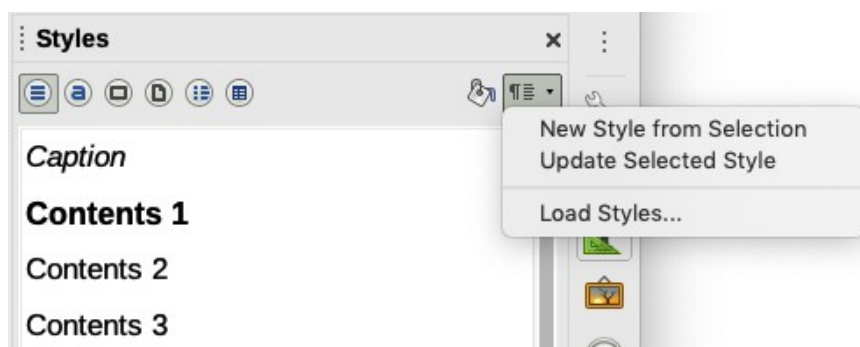


Figure 185: Styles Actions menu in Sidebar

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.