



Do you have style?

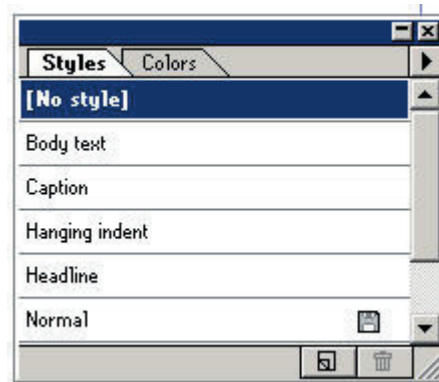
Using your Style Palette

The style palette is a great tool for all designers. Once the headline, story, and caption styles are programmed, staff members only need to click on the appropriate style to change the attributes of the text.

HOW DO I CREATE AND USE STYLES IN ADOBE PAGEMAKER?

Style palettes may be copied from one PageMaker file to another to avoid retyping each page's type specifications.

Choose Define styles from the Type menu. Click on Import styles and a dialog box appears. From the list box you can choose the PageMaker publication from which you want to copy a style sheet. After selecting the appropriate file, click OK. PageMaker loads the selected styles into the open document's style palette. Note: if any existing styles share the same name as the styles you are importing, PageMaker asks you if you want to replace the old styles with the new ones.



HOW DO I CREATE AND USE STYLES IN ADOBE INDESIGN?

Using the type tool, create a block of text. Format the text by changing the font, size, leading, justification, etc. Highlight the text or click the insertion point in the text. Click on the Character Styles or Paragraph Styles palette pop-up menu or the Control palette menu.

Choose New Character Style (located in the Character Styles palette) or New Paragraph Style (located in the Paragraph Styles palette). Name your style. The attributes you assigned to your text are automatically picked up by the Styles Palette. If you'd like to add more attributes do so now, then click OK. The new style will appear in the Character Styles palette or Paragraph Styles palette and the Control palette. To apply the style to other paragraphs, simply click in the paragraph with your type tool and click on the desired style in the palette.

