MODULE 19   INTRODUCTION TO STYLE SHEETS

This module explains how to use Style Sheets. Style Sheets are a predetermined list of codes that can be used to set varying formatting properties in a document.

PREREQUISITES

Completion of Modules 1 through 18

OBJECTIVES

At the completion of this module you will have learned:

1.   What a style sheet is.

2.   How to apply formatting properties from a style sheet to a document.

3.   How to create a document using a style sheet.

STYLE SHEETS

A style sheet contains a list of predetermined codes that can be applied by a user to s
predetermined formatting properties in a document. Style sheets determine formatting f
paragraph, character, division, and page heading styles.

Style sheets can be used for a single document and also shared by several documents.
Extensive formatting work often goes into creating a document, and there is a need for
formatting in future documents to be identical.   A style sheet can be shared between
documents to assure uniformity.

APPLYING STYLES

Intro-StyleSheet.bx is a document that has very little formatting properties. You are g
to use a style sheet to format the document.

)   Enter the Editor.

)   Get Intro-StyleSheet.bx

)   Print the document using the Print menu.

Before styles can be used they must be On.

)   Locate Styles: in the Main menu.

)   Mark   On

By marking On, you have indicated to the system that when you apply a code in the style
sheet associated with this document, you want the style associated with that code appli
to the text you have selected in the document.

Marking Show in the Main menu will open the Style sheet menu. Beneath the Style sheet
menu is a display summary of formatting properties associated with various codes.

)   Mark Show in the Main menu.