

A style sheet is a mechanism for defining standard typographical styles for a company, department, or group. It allows convenient creation of high quality documents in the specified style. Appropriate formatting does not have to be recreated for each document by marking menu items or copying LOOKS. With a single keystroke, a combination of formatting properties can be applied to a selection.

Style sheets also provide immediate and complete reformatting of an entire set of documents. If it is desirable to change the stylistic formatting for a group of documents, this can be done simply by "sharing" another style sheet. No other text manipulation is required.

This chapter presents the relationship between styles and menus, explores the capabilities of styles, and delineates the procedures for applying paragraph, character, division, and Page heading styles to a document.

Some of the terms used in this section may be unfamiliar to you. Listed below are some of the terms you will need to know:

DEFAULT

The word "default" refers to properties that are applied to text if no other properties are specified. When you first typed a paragraph using this system, text was displayed with defined margins, tabs, characters, leading, and paragraph spacing. If you printed what you typed, page numbers appeared at a specific place on each page. These were the default properties in the system.

DISPLAY SUMMARY	The styles in a style sheet, and their defined formatting properties, are visually represented in the Style Sheet Display Summary.
FORMATTING PROPERTIES	The formatting properties of text are its typographical or stylistic characteristics. Formatting properties specify where text will appear on the printed page, and how it will look. The chapter title on the preceding page has the following character formatting properties: Bold type, Helvetica face, 12 point size, and Upper case.
GENERIC	The term "generic" refers to a general grouping or class, without regard to particular differences. As used in this document, generic styles are those that are to be used for similar purposes (such as formatting paragraphs) but do not yet have specific properties defined for them.
STYLE	"Style" is the name given to a set of formatting properties. A set of formatting properties that can be associated with a paragraph is called a Paragraph style.
SUBSTYLE	A substyle is a style that is defined within another style. A Character style can be defined within a Paragraph style as a substyle, and a Page heading style can be defined within a Division style as a substyle. The substyles may have a different set of properties for each style they are defined within.

OVERVIEW

BASIC CONCEPT

A style sheet is similar to a list of all the formatting properties that exist for a document. Imagine that every time you open a menu, make changes in the menu, and apply the changes to text, the changes are remembered and associated with a keyboard character. The next time you wish to reproduce a certain set of menu properties for selected text, you need only PRESS the key that has been assigned to the desired combination of properties. For example, suppose you wish to indent (or nest) an entire paragraph by a specified number of points, with a particular amount of leading between lines and a special character face and size. Assume the desired combination of properties has been named "nested 1" and associated with the character "n". You need only select the paragraph and PRESS LOOK n to apply the above properties.

In reality, it is even easier to assign properties than the example above implies. Using menus, an analyst has already specified combinations of properties for the types of documents you will be creating and listed them with LOOK characters. All you need to know is the name of the style sheet that has the properties required, and the LOOK character for the style with the desired properties.

DESCRIPTION

There are four types of styles. Paragraph styles, Character styles, Division Styles, and Page heading styles.

Paragraph styles determine properties that are associated with paragraphs, such as margins, indentations, tabs, and spaces between lines (the same properties that are visible in the Paragraph menu.) The properties of a particular Paragraph style include the definition of the "normal" Character style for that paragraph, and may include the definitions of other Character styles.

Character styles determine the appearance of characters in a character string. A character string is composed of a type, face, size, and case.

Division styles determine properties that are associated with chapters, indexes, tables-of-contents, glossaries, and other divisions of a document. Division properties specify the position and kind of page numbers, headings, footnotes, columns per page and other page make-up parameters. Division styles replace document profiles.

Page heading styles define the page position of a page heading, and on what pages they will occur.

Names of styles, and the properties defined for each style, are displayed in the Style Sheet Display Summary.

CHAPTER EXAMPLES

When reading examples or following instructions in this chapter, it is important to remember that your display summary may contain different style names and LOOK characters. Your style sheet has been tailored especially for your application needs, and may only resemble the style sheet used to style this document. Do not be alarmed if an example uses a name not found in your display summary. Just use the styles that are similar to the styles in the examples. In other words, if the topic is Character styles, use Character styles, not Paragraph styles, to complete the exercise.

DISPLAY SUMMARY

Marking **Show** on the Main menu will open the Style sheet menu and the Style Sheet Display Summary. Here is a sample display summary:

normal para (p)	Paragraph style: Right margin (Set width): 432 pts., Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.
normal	TimesRoman 10
emphasis 1	TimesRoman 12 Bold
emphasis 2	TimesRoman 10 Italic
nested 1 (n)	Paragraph style: Indent: 36 pts., Right margin: 396 pts. (Set width: 360 pts.), Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.
normal	Helvetica 8
emphasis 1	Helvetica 8 Bold
nested 2	Paragraph style: Indent: 72 pts., Right margin: 360 pts. (Set width: 288 pts.), Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.
normal	TimesRoman 10
section head 1 (1)	Paragraph style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 14 on 15), 18 pts. lead before para. and 12 pts. after para., Heading keep
normal	TimesRoman 14 Bold
section head 2 (2)	Paragraph style: Right margin (Set width): 432 pts., Flush left, 1 pt. line spacing (single) (Set 12 on 13), 12 pts. lead before para., Heading keep
normal	TimesRoman 12 Bold
section head 3 (3)	Paragraph style: Right margin (Set width): 432 pts., Flush left, 1 pt. line spacing (single) (Set 12 on 13), 12 pts. lead before para., Heading keep
normal	TimesRoman 12 Italic
footnote text (t)	Paragraph style: Right margin (Set width): 495 pts., Flush left, 1 pt. line spacing (single) (Set 8 on 9), 12 pts. lead before para.
normal	TimesRoman 8
subscript	TimesRoman 6 Bold Subscript
superscript	TimesRoman 6 Bold Superscript
quotation para (q)	Paragraph style: Indent: 54 pts., Right margin: 378 pts. (Set width: 324 pts.), Justified, 1 pt. line spacing (single) (Set 8 on 9), 12 pts. lead before para.
normal	TimesRoman 8
normal ()	Character style
emphasis 1 (e)	Character style
emphasis 2	Character style
footnote ref (f)	Character style
subscript (d)	Character style
superscript (u)	Character style
quotation (")	Character style
index (x)	Character style
Normal Division(D)	Division style: Page numbers at 576, -36 pts., omitted on first page, Continuing, Paper size: 612 by 792 pts., Print area margins: 90, 90 pts., 72, 72 pts.
Title	Page heading: at 0, -72 pts. on all pages
Logo	Page heading: at 90, 36 pts. on all pages
Title (T)	Page heading style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 18 on 19)
normal	TimesRoman 10 Bold Uppercase
Logo (L)	Page heading style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 18 on 19)
normal	TimesRoman 18 Bold

Each type of style will be explained later in this chapter. At this point, simply look at the above display summary and see if you can recognize which are Paragraph styles and which are Character styles and substyles. Try to discover the relationship between the defined properties for a style, and the same properties as they might appear marked in a menu.

VIEWING YOUR SUMMARY Your display summary may be different than the example above. To view your display summary, **MARK Show** in the Main menu. This will open the Style sheet menu and the display summary. Scroll the display summary to reveal the styles and their defined properties.

PRINTING YOUR SUMMARY To print your summary, do the following:

1. If your display summary is not on the screen, **MARK Show** in the Main menu.
2. **MARK Print** in the Style sheet menu. This procedure sends the display summary to the printer.

RELATED TOPICS See the following components for further information on related topics:

PARAGRAPH STYLES
CHARACTER STYLES
DIVISION STYLES
PAGE HEADING STYLES

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DESCRIPTION

A Paragraph style is a set of paragraph formatting properties that has been given a name and a LOOK character. The LOOK character is used to apply the set of formatting properties. The properties specify paragraph alignment, leading, page breaks, footnote text placement, tabs, keeps, and margins.

There are 10 different sets of paragraph formatting properties given to paragraphs in this manual. Each set of properties was originally created using the paragraph menu, then entered into the style sheet as a separate Paragraph style. Whenever a paragraph is to be formatted using one of the styles, it is selected and the LOOK character for the style is pressed. The paragraph selected exhibits the set of properties defined for the style.

STYLE DISPLAYS

This paragraph has been given the style name of "normal para." Its LOOK character is "p." This is how it appears in the display summary:

normal para (p) Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts.
(Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead
before para., Tab at 160 pts.

Notice that the properties are as they might appear in the Paragraph menu. The paragraph is indented 160 points, but the first line is indented 32 points (to provide for the "setting off" of subheadings, like STYLE DISPLAYS above.) The right margin is at 410 points, there is 30 points lead before each paragraph, and the line leading is 5 points. A tab is set at 160 points to provide for indentation of the first line of the paragraph if a subheading is not used.

When the above properties are required for a paragraph in this document, the paragraph is selected before or after type-in and LOOK p is pressed. If the preceding paragraph has normal para properties, the paragraph immediately following automatically inherits the normal para properties.

This paragraph has different formatting properties than normal para, and has been named nested 1 with the LOOK character n. The display summary shows that the first line is indented 188 points, the other margins are indented 216 points, and there are tabs at 188 and 216. The leading before paragraphs is 5 points.

nested 1 (n)Paragraph style: Indent: 216 pts., First line: 188 pts., Right margin: 410 pts. (Set width: 194 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 5 pts. lead before para., Tabs at 188 pts., and 216 pts.

When the above properties are required for a paragraph in this document, the paragraph is selected before or after type-in and LOOK n is pressed. If the preceding paragraph had nested 1 properties, the paragraph immediately following automatically inherits the nested 1 properties.

The style for the title of this section (**PARAGRAPH STYLES**) has been named section head 1. Its LOOK character is 1. The properties specify that a paragraph designated section head 1 will be centered, have a page break before it, and will always appear in print at a vertical position of 657 points.

section head 1 (1)Paragraph style: Indent: 32 pts., Right margin: 410 pts. (Set width: 378 pts.), Centered, 0 pts. line spacing (Set 18 on 18), Page break before, Heading keep, Printer mode, Vertical tab: 657 pts.

If this document were on your display screen, you could select any paragraph, PRESS LOOK 1, and the paragraph would be given the above section head 1 properties.

Other Paragraph styles for this document define formatting properties for other section headings, menus, display summaries, and chapter introductions.

APPLICATION

You may be wondering why the properties for normal para and nested 1 do not match the properties for the styles of the same name in the sample display summary. This is because the style sheet for this document has been tailored especially for it *and all other documents that are to have the same formatting properties*. Your analyst tailors style sheets for your application needs. You will be given the names of the styles available in a style sheet, the LOOK characters that apply the styles, and the properties defined for each style. You will then be able to format paragraphs by pressing LOOK and the LOOK character for a desired style.

PROCEDURE

To "style" a paragraph, select the paragraph and PRESS LOOK and the LOOK character. Try the following:

1. MARK **On** in the Main menu, if is not already white-on-black. This turns styles on so that LOOK commands apply to styles instead of Quick Commands.
2. Type a few sentences.
3. Select the sentences as a paragraph.
4. PRESS LOOK p (for normal para.)
5. PRESS LOOK n (for nested 1.)
6. PRESS LOOK 1 (for section head 1.) The selected paragraph will show some of the properties defined for section head 1 Paragraph style. Because some of the properties only appear in print, you may wish to MARK **Preview** in the Print menu to view properties such as page breaks and vertical position.

VIEWING PROPERTIES

You may wish to view the properties for a given paragraph, find its style name, or compare its menu properties with the properties listed in the display summary. One way to view the properties for a styled paragraph is to open the Paragraph menu:

1. Select the paragraph you styled with section head 1 paragraph properties.
2. PRESS COM-LOOK to open the paragraph menu. section head 1 appears after the word *Style:*. This notifies you that the paragraph you selected has been styled with section head 1 paragraph properties. The commands marked in the menu are the properties of section head 1 Paragraph style.

OPENING THE SUMMARY

Once you know the style name for a paragraph, you can see the properties in the display summary and compare them with the properties as marked in the menu. If you do not have a printed description of your style sheet properties, you will need to open your Style Sheet Display Summary to view the properties defined for section head 1. If your display summary does not have this style name, follow the procedures below for another style name:

1. MARK **Show** in the main menu.
2. Ignore the commands in the Style sheet menu at this time.
3. Scroll the display summary to section head 1.
4. Look at the properties defined for section head 1 Paragraph style.

You may open the Paragraph menu to see the properties for section head 1 style by doing the following:

1. Select section head 1 in the display summary.
2. PRESS COM-LOOK. Notice that the style name, section head 1, appears after *Style:* in the Paragraph menu.

MASTERY HINTS

When you are using styles, make certain that the *Styles:* button is marked **On**.

If you are using styles and wish to use a QUICK Command, you must MARK **On** to turn styles off, thereby allowing you to use the unstyled LOOK commands.

You need not style every paragraph in your document. If the style sheet does not contain a style to suit your needs, there are several options available. If the set of paragraph properties desired will be used numerous places in the document, your analyst can add a style to the style sheet with the required properties defined. If the properties desired will appear rarely in the document, simply use the paragraph menu to apply properties as you have learned to do in previous chapters.

You may style a paragraph by copying LOOKS from the display summary.

RELATED TOPICS

See the following components for further information on related topics:

SELECTING PARAGRAPHS
TYPING PARAGRAPHS

DESCRIPTION

A Character style is used to apply a set of character formatting properties to character strings in a paragraph. Character properties include *Type:*, such as bold, italic, underline, *Face:*, *Size:*, *Case:*, *Offset:*, and *Tab pattern:*.

STYLE DISPLAY SUMMARY

Character styles differ from Paragraph styles, as they do not have defined properties except as a paragraph substyle. In the display summary they are listed generically without associated properties:

normal ()Character style
emphasis 1 (e)Character style
emphasis 2 (m)Character style
footnote ref (f)Character style
subscript (d)Character style
superscript (u)Character style
quotation (")Character style
index (x)Character style

PARAGRAPH SUBSTYLES Notice in the sample display summary below that when a Character style becomes a substyle of a paragraph style, the defined character properties may be different for different paragraphs.

normal para (p)	Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
normal	Helvetica 10
emphasis 1	TimesRoman 10
emphasis 2	Helvetica 10 Bold
subtitles	Helvetica 10 Small caps
warn	Helvetica 10 Italic Uppercase
vocab	TimesRoman 10 Italic
emphasis 3	TimesRoman 10 Bold
nested 2 (i)	Paragraph style: Indent: 196 pts., Right margin: 410 pts. (Set width: 214 pts.), Justified, 5 pts. line spacing (Set 8 on 13), 30 pts. lead before para., Tab at 273 pts.
normal	Helvetica 8 Bold Small caps
emphasis 1	Helvetica 8
section head 1 (1)	Paragraph style: Indent: 32 pts., Right margin: 410 pts. (Set width: 378 pts.), Centered, 0 pts. line spacing (Set 18 on 18), Page break before, Heading keep, Printer mode, Vertical tab: 657 pts.
normal	Helvetica 18 Bold

NORMAL STYLE A Paragraph style always has at least one character substyle. In an unstyled document, the normal Character style is the default style and occurs during type-in. In a styled document, each Paragraph style has a character substyle whose properties appear during type-in. This style is usually called normal and the LOOK character is a space. When a paragraph is given a style, the characters appear with the properties defined for the normal Character style of that paragraph. You do not need to type the LOOK character for normal Character style unless you are changing from another Character style back to normal.

The properties defined for "normal" Character style may vary with the Paragraph style. In the sample display summary above, normal is Helvetica 10 as a normal para substyle, Helvetica 8 bold small caps as a nested 2 substyle, and Helvetica 18 bold as a section head 1 substyle. Therefore, when a paragraph is selected and LOOK p (for normal para) is pressed, the characters appear as Helvetica 10. When a paragraph is selected and LOOK 1 (for section head 1) is pressed, the characters appear as Helvetica 18.

OTHER STYLES

Character styles other than normal must be applied separately. You do not need to do this with the Character menu! Your analyst has specified the styles you will need for each of your Paragraph styles. Characters are styled in the same way that paragraphs are styled. A character string is selected, the style is chosen *from the substyles available to the paragraph style*, and the LOOK character for the style is typed *twice* with the LOOK key held down. If the character substyle is applied before typing a word, the LOOK character need only be typed once. (This is the same as applying character QUICK commands. Before type-in=type the LOOK key once; after type-in=type the LOOK character twice.)

In the sample display summary above, normal para has 7 character substyles. This means that any of the 7 substyles may be applied to any normal para in this document. This paragraph has been styled with normal para and this sentence is normal character substyle. It appears automatically in a normal para. The words in the following list have been styled with the substyles whose name they bear: *emphasis 1*, **emphasis 2**, SUBTITLES, *WARN*, *vocab*, **emphasis 3**.

PROCEDURE

To apply a character substyle to a character string, follow the procedure below:

1. MARK **On** in the Main menu.
2. Make certain that the paragraph has been styled. You can check this by selecting it, PRESSing COM-LOOK, and reading the style name, if any, in the Paragraph menu. If it is not styled, give it a style.
3. Select the text that is to receive the desired character properties.
4. Hold down LOOK and PRESS the LOOK character twice. Remember that you can only style a character string if the Character style is a substyle of the Paragraph style.

For example, suppose that a word is to receive emphasis 1 character properties. If emphasis 1 is defined for the Paragraph style, follow the procedure below:

1. Select the text that is to receive emphasis 1 character properties.
2. Hold down the LOOK key and PRESS e twice.

VIEWING PROPERTIES

You may wish to view the properties for a character substyle, find its style name, or compare its menu properties with the properties listed in the display summary. One way to view the properties for styled text is to open the Character menu:

1. Select the character string with the properties you wish to view.
2. PRESS COM-LOOK to open the Character menu. The Character style name appears after the word *Style:*. The commands marked in the menu are the properties of the substyle.

OPENING THE SUMMARY

Once you know the style name for a character string in a paragraph, you can see the properties in the display summary and compare them with the properties as marked in the menu:

1. MARK **Show** in the main menu.
2. Ignore the commands in the Style sheet menu at this time.
3. Scroll the display summary to the appropriate character substyle.

MORE MENU OPENING

You may also open the Character menu to see the properties for a substyle by doing the following:

1. With the LEFT mouse button, select the character substyle in the display summary.
2. PRESS COM-LOOK. Notice that the style name appears after *Style:* in the Character menu.

MASTERY HINTS

You need not style every character string in a paragraph. If a Paragraph style does not own a character substyle to suit your needs, there are several options available. If the set of character properties desired will be used numerous places with a particular Paragraph style, your analyst can add a substyle to the style sheet with the required properties defined. If the properties desired will appear only rarely in a particular Paragraph style, use the character menu to apply properties, as you learned to do in a previous chapter.

You may style a character string by copying LOOKS from the display summary.

When a styled paragraph is changed to a different Paragraph style, character substyles will display and print as *normal* if the substyles are not owned by the new Paragraph style. If a Character style is a substyle of both paragraphs, the styled character string will inherit the character properties as they are defined for the new paragraph. Suppose *emphasis 1* Character style is defined as Helvetica 10 bold in normal para style, and as Times Roman 8 bold in nested 1. If a normal para is changed to nested 1, *emphasis 1* text will automatically change to Times Roman 8 bold.

If a Paragraph style does not own a character substyle applied to selected text within it, character substyle properties will not become visible. *They will become visible again when the paragraph is styled with a paragraph style owning a substyle.* For example, the next paragraph has been styled with nested 2 Paragraph style. There is no vocab character substyle defined for nested 2, yet vocab has been applied to the word **THIS**. No vocab properties are visible. The paragraph was copied to the next line and styled with normal para Paragraph style, which defines vocab as Times Roman 10 italic. **THIS** then appears as Times Roman 10 italic.

THIS IS "NESTED 2" PARAGRAPH STYLE.

This is "normal para" Paragraph style.

RELATED TOPICS

See the following components for further information on related topics:

CHANGING A CHARACTER STYLE

CHARACTER FACE

CHARACTER SIZE

CHARACTER CASE

CHARACTER OFFSET

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DESCRIPTION

Division properties specify page layout information for different divisions of a document, such as a chapter, index, glossary, table-of-contents, footnotes, or other divisions unique to a particular document. The page layout information includes position and style of page numbers, division starts, page size, print area margins, position and number of columns, footnote properties, and line numbering.

Division styles replace Document Profile properties. They provide complete and extended document profile capabilities.

All documents have at least one Division style that is automatically applied to document divisions. The first Division style listed in the style sheet is applied, unless otherwise specified.

STYLE DISPLAY

The Division style for this chapter appears in the Style Sheet Display Summary as follows:



























Normal Division (D) Division style: Page numbers at 576, -36 pts., omitted on first page, Continuing, Paper size: 612 by 792 pts., Print area margins: 90, 90 pts., 72, 72 pts.

To view your Division style(s), open your display summary and scroll it. Division styles follow the generic Character styles list. Compare properties with the sample display above.

DIVISION MENU

The Division menu shows the division commands used to apply division properties. To open the Division menu, choose one of the following methods:

1. Select the Division style in the display summary using the LEFT mouse button. PRESS COM-LOOK. Or,
2. Select the Division style in the display summary using the LEFT mouse button. MARK **Looks** in the Style sheet menu. Or,
3. Scroll to the beginning of the document on your screen. Select the first character in the document. PRESS LOOK D, or the LOOK character defined for your Division style. Select the paragraph that has been generated. PRESS COM-LOOK.

*Division menu*Detail Apply *Units:* **In Picas Pts** *Style:* Normal Division*Page number:* position: horiz.: 576 vert.: 36units format: **None 14 xiv XIV**style: para.: normal para char.: normalfirst page: **Normal Omit Special** starting number:  special position: horiz.: 576 vert.: 36units*Print area:* left: 90 right: 90 top: 72 bottom: 72units**Facing pages** binding margin: 0units*Division start:* **Continued New column New Page Recto Verso***Columns:* number of columns: 1 spacing: 0units*Paper size:* width: 612 height: 792units*Footnotes:* heading text: style: para.: normal para char.: normalcontinuation trailer text: style: para.: normal parachar.: normalcontinuation heading text: style: para.: normal parachar.: normal*Line numbers:* **None** starting number: 1position: horiz.: 72units, interval: 1

MENU COMMANDS

A brief description of the menu commands appear below. You will not need to use the Division menu at this time, as necessary properties have been stored in your style sheet.

Units: COMMANDS

The *units:* commands are used to specify the units of measurement for type-in and display.

Page number: COMMANDS

If the pages of the division are to be numbered, their placement on the page must be entered in the blanks after "horiz.:" and "vert.:". The horizontal measurement defines how many units from the left edge of the page the page number will be placed, and the vertical coordinate defines how far up from the bottom of the page the number will be placed. For example, if **In** is marked as a *Units:* command, a page number location of horiz: 8, vert.: .75 describes a position 8 inches from the left side of the page and .75 inches up from the bottom of the page (or, the lower right-hand corner).

A negative value in these blanks means that the measurement is made from the opposite edge of the page. A page number location of horiz: -8, vert.: -.75 describes a position 8 inches from the right side of the page and .75 inches down from the top of the page (or, the upper left-hand corner).

Page numbers only appear in print, or when the document is previewed.

NUMBER FORMAT	Page numbers may be Arabic numerals (14), lower case Roman numerals (xiv), upper case Roman numerals (XIV), or be absent (None). The page numbers will appear as Arabic numerals, if no other choice is marked.
PAGE NUMBER STYLE	<p>A specific combination of character formatting properties can be defined for page numbers. This is done by typing the name of the Paragraph style that owns the substyle with the desired properties in the brackets after <i>para:</i>, and typing the name of the character substyle in the brackets after <i>char:</i>.</p> <p>If nothing new is typed in the brackets, the page numbers will have the default properties (or normal character substyle properties of normal <i>para</i> style).</p>
FIRST PAGE NUMBERING	Numbering on the first page may be omitted by marking Omit . If Normal is marked, the page numbering will be in the same location as on following pages.
NUMBERING POSITION	A page number may be placed in a different location on the first page than on following pages by marking Special and changing the appropriate measurements in the brackets following <i>horiz.:</i> and <i>vert.:</i> . A positive number refers to the distance from the left and bottom edges of the page.
STARTING NUMBER	If the division is to begin with a specific page number, the starting number must be defined. If no number is typed in the brackets, the numbering on the first page of the new division continues from the previous division, or starts at 1 for the first page of a document.

Print area: COMMANDS

The print area is a rectangular space on a page where print will be filled in. The boundaries of the printed area are measured from the edges of the page. Typing 60 in the brackets after `left:` defines the left boundary of the print area to be 60 units in from the left edge of the paper. The print area boundaries of this chapter are `left: 90, right: 90, top: 72, bottom: 72` points. This means that a paragraph with the left margin set at 0 would appear in print 90 points in from the left page edge.

Facing Pages

The **Facing pages** command has several functions. It specifies changes in margin measurement, and manipulates page number placement.

If a document is bound, part of each page will be obscured by the binding. It is necessary to specify how wide the binding is so that margin measurement corrections will automatically be made to the appropriate margins on both left and right pages. Marking **Facing pages** causes the corrections to be made. If the binding is .5 inches wide, .5 is typed between the brackets after "`binding margins:`" and **Facing pages** is marked. The margins, headings, and page numbers on both edges of the paper will be adjusted by .5 inches.

The binding margin of a left page is along the right edge of the page. If the print area ends 1 inch from the right edge, and 1 inch from the left edge, a binding margin of .5 inches results in a 1.5 inch binding margin, and reduces the left margin to .5 inches.

The binding margin of a right page is along the left edge of the page. If the print area ends 1 inch from the right edge, and 1 inch from the left edge, a binding margin of .5 inches results in a 1.5 inch binding margin, and reduces the right margin to .5 inches.

Marking **Facing pages** also has an effect on the placement of page numbers on left (verso) pages: the coordinates will be correctly reflected so that if left and right pages are placed facing each other, the page number placement would be a mirror image. For example, if page numbers are specified to print in the lower right corner, marking **Facing pages** will cause left page numbers to appear in the lower left corner. The page number placement will also be adjusted to reflect the binding margin specifications.

Division start: COMMANDS The *Division start:* commands define where the new division will begin in print. The choices are to start on a **New page**, in a **New column** (if text is columnar), immediately following the preceding text (**Continued**), beginning on the next right (**Recto**) page, or on the next left (**Verso**) page.

It is possible that the page before the new division will end on a recto page, yet the next division has been specified to begin on a recto page. If this is the case, there will be a blank left page preceding the next division. The blank page is counted in the page numbering, but the page number is not actually printed on the blank page. For example, if the last right page was numbered 17, the blank left page is considered page 18. The new division will begin on page 19. This rule holds true if the division is to begin on a recto page and the previous division ended on a verso page. In that case, a blank recto page precedes the division that follows.

Columns: COMMANDS

Print area may be subdivided into multiple columns. The text in a preceding column continues into the next column. A print area consisting of a single column would appear as a page in a book, where the print runs from the left edge of the print boundary to the right edge. If the number of columns is not specified, the page will be formatted into a single column. If more than one column on each page is desired, the number of columns is typed in the blank after number of columns:. The desired distance between the left edges of neighboring columns is typed in the blank after spacing between columns:.

Assume a Division style specifies that the text will appear in three columns. The print area is only 5.25 inches wide. The columns are 1.5 inches wide. The three columns of text, therefore, use up 4.5 inches of the print area. This leaves .75 inches to be divided into two .375 margins between columns. The total distance between the left edge of neighboring columns is therefore 1.875 inches (1.5 + .375). The margins need to be hand set for the width of one column only. The left margin is set at .45 inches, and the right margin is set at 1.95 (or the column width of 1.5 inches.)

Paper Size: COMMANDS

8.5 inches by 11 inches is the standard size paper. If the document is to be printed on a different size paper, the appropriate paper size measurements must be entered in the blanks.

Footnotes: COMMANDS

Footnotes are keyed into the document in a separate paragraph immediately following the paragraph in which the footnote reference appears. However, as you learned in the section on footnotes, they will appear at the bottom of the page in the printed document. The title or "heading text" of the footnotes on each page may be specified and it will appear in front of the footnotes on each page. The heading text may be a tab pattern, or some other marking, and is typed in the brackets after heading text:. The name of the Paragraph style for the heading text is typed in the brackets following style: para:, and the character substyle is typed in the brackets following style: char:.

continuation trailer text refers to the title to be used when a long footnote is continued on the next page, such as **Continued on Next Page**. The title is typed in the blank after continuation trailer text:.

continuation heading text refers to the title to be used to show that a footnote has been continued from the previous page, such as **Footnote Continued**.

Line numbers: COMMANDS

In a document where there are notes or other references to certain lines, it is common practice to provide line numbers for every fifth or tenth line. If line numbers are desired, the number that is to begin the numbering is typed in the blank following "starting number:" Marking **None** turns line numbering off. "position: horiz:" refers to the horizontal page placement of the line numbers. A positive number refers to a distance measured to the right of the left print area boundary. A negative number refers to a distance measured to the left from the left print area boundary (or left of 0 on the margin bar.) For example: If a column or paragraph is 6 inches wide with a 1 inch left margin, a line number position of .5 inches would print at 6.5 inches from the left margin. A horizontal line number position of -0.5 would print .5 inches to the left of the left margin.

The number typed in the brackets after "Interval:" determines the frequency of line numbers appearing in print. Every line is counted, but only printed at the specified interval. For example, an interval of 5 means that a number is printed every fifth line.

Line numbers are not visible on your display. To view line numbers, MARK **Preview** in the Print menu.

PROCEDURE

If a style sheet has only one Division style, this is automatically applied to the document as a default style. There is no separate application required.

In a document that requires more than one Division style, a Division style must be specified for each different division. For example, division properties may be different for an index than for the chapters in a document. Page numbers may be Roman numeral instead of Arabic, multiple columns may be specified, etc. If this is the case, a separate Division style will be specified for the index.

A Division style can be applied in several ways:

1. Select the first character in the new division. PRESS LOOK and the LOOK character for the desired Division style. This creates the division style, indicated by a black box division marker.
2. You may also select the first paragraph in the new division. Copy the desired Division style LOOK from the display summary by holding down the shift key and selecting the Division style name.

The appearance of a black box division mark notifies you that all text following the division mark will be printed with the defined division properties until another division style is specified.

MASTERY HINTS

The first Division style listed in the style sheet is the default style. It determines the division properties of a document unless another Division style is applied.

YOU CANNOT MIX DOCUMENT PROFILE PROPERTIES AND DIVISION STYLES. Division styles completely replace document profiling. If you are styling a document and it has document profile specifications typed at the beginning of the document, these must be deleted.

A Division style whose *Division start* has been defined as **Continued** will not cause a page break, even if the division marker is placed in the middle of a page of text. If it is important that all the text following a division marker fall under the new division, **New Page** should be specified for the Division style.

RELATED TOPICS

See the following components for further information on related topics:

**INTRODUCTION TO THE DOCUMENT PROFILE
FOOTNOTES**

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DESCRIPTION Page heading styles specify formatting properties associated with page headings, such as where and on what pages the page headings will appear in print. Page heading styles are listed in the display summary following Division styles. They appear as Page heading Paragraph styles, complete with paragraph and character properties. Page heading properties are created when a page heading Paragraph style is added to a Division style as a substyle.

Page heading styles replace document profile headings.

STYLE DISPLAY The page heading for this chapter is the notification appearing at the bottom of every page telling the version number, revision date, and the chapter number. The Page heading style is called "Notice (N)" and is listed in the Display Summary as follows:

Normal Division (D)	Division style: Page numbers at 576, -36 pts., omitted on first page, Continuing, Paper size: 612 by 792 pts., Print area margins: 90, 90 pts., 72, 72 pts.
Notice	Page heading: at 90, 36 pts. on all pages
Notice (N)	Page heading style: Indent: 32 pts., Right margin: 410 pts. (Set width: 378 pts.), Flush left, 3 pts. line spacing (Set 8 on 11), Printer mode, Vertical pos.: 36 pts., Tabs at 221 pts. (centered), and 410 pts. (right flush)
normal	Helvetica 8 Small caps
emphasis 1	Helvetica 6

When viewed in the display summary, a Page heading style has paragraph property definitions and character property definitions just like an ordinary Paragraph style. Notice (N) is shown in 10 point type size as a Paragraph style with the character substyles normal and emphasis 1. As a Division substyle, it is shown as Notice in 8 point type size with page heading properties defined. A Page

heading Paragraph style is assigned page heading properties when it is added to a Division style as a substyle.

PAGE HEADING MENU

The Page heading menu shows the commands used to apply page heading properties. To open the Page heading menu, do the following:

1. Open your display summary.
2. Scroll the summary to reveal a Page heading style owned by a Division style.
3. Select the Page heading style in the display summary.
4. MARK LOOKS in the Style sheet menu, or PRESS COM-LOOK.

This is the Page heading menu display for Notice substyle:

Page heading menu **Neutral Detail Apply** \tilde{O}
Units: **In Picas** Pts
Style: Notice position: horiz.: 90 vert.: 36 units
Pages: Normal **Recto** (right) only **Verso** (left) only
First page: Normal **Omit Special Only** on first page
 special position: horiz.: 72 vert.: 36 units

MENU COMMANDS

A brief description of the menu commands appear below. You will not need to use the Page heading menu at this time, as necessary properties have been stored in your style sheet.

Units: COMMANDS

The *units:* commands are used to specify the units of measurement for display.

Style: COMMANDS

When the menu is opened, the name of the Page heading style selected in the display summary is shown in the brackets. The page heading subtype in this chapter is Notice.

The position of the page heading is typed in the brackets after *horiz.:* and *vert.:* Positive numbers indicate a horizontal position measured from the left edge of the paper and a vertical position measured from the bottom edge of the paper. Negative numbers indicate a horizontal position measured from the right edge of the paper, and a vertical position measured from the top edge of the paper. The page heading in this section is printed at 90 points horizontal and 36 points vertical.

Pages: COMMANDS

Marking **Normal** causes the page heading to be printed at the position specified on every page of a division. Marking **Recto** causes the page heading to be printed on right pages only. Marking **Verso** causes the page heading to be printed on left pages only. The page heading in this section is **Normal**. This fact does not appear in the display summary.

First page: COMMANDS

Marking **Normal** causes the page heading to be printed on all pages of a division. Marking **Omit** causes the page heading to be omitted from the first page of a division. The page heading in this section is **Normal**. It appears in the display summary as "on all pages." Marking **Only** causes a page heading to be printed only on the first page of a division.

The **Special** option works in conjunction with special position: horiz.: vert.: If the heading on the first page of a division is to appear in a different position than on following pages, the units are entered in the brackets after horiz.: and vert.: Marking **Special** causes the page heading to appear in the special position on the first page of a division.

PROCEDURE

Before page heading properties can be applied to text, the Page heading style must be defined for a Division style. The section of the document to be given page headings must be styled with a Division style (unless there is only one Division style) and own the Page heading style desired. To apply a Page heading style to text, follow the procedure below:

1. Apply a Division style to the section, unless there is only one Division style, in which case its properties are automatically applied.
2. Select the paragraph that is to become the page heading. Style it with a Page heading Paragraph style *that is also a substyle of the Division style*. Apply the appropriate character substyles to the text.
3. You may also copy LOOKS from the display summary.

In this chapter, Notice (N) is the page heading Paragraph style. It is also a substyle of Normal Division(D) Division style. When a paragraph is selected and LOOK N is PRESSed, the paragraph receives *BOTH* the paragraph and page heading properties.

MASTERY HINTS

When there are more than one Division style, the first one listed in the display summary is considered the default. Its properties are applied to text in the absence of any other Division style.

Several page headings may be given to a section of text. As many substyles as a division owns can be applied. The same page heading may also be a substyle of several divisions, or occur in more than one position in a division.

There may be more than one Page heading style defined for a division. For example, a book title may be defined to appear on all left pages, and the chapter title on all right pages. The book title paragraph Page heading style will have a style name, LOOK character, and set of paragraph properties. The chapter paragraph Page heading style will have another style name, LOOK character, and set of paragraph properties. Each substyle is applied as above. The paragraph is selected and styled with a Paragraph Page heading style. The properties of the substyle with the same name will also be applied.

A page heading Paragraph style must be owned by the Division style used to style a division if page heading properties are to be applied along with the paragraph properties.

As with Character styles, a Page heading style may be defined for several division substyles, but the page heading properties may differ.

Page heading properties only appear in print or when previewed.

RELATED TOPICS

See the following components for further information on related topics:

- PARAGRAPH STYLES**
- DIVISION STYLES**
- INTRODUCTION TO THE DOCUMENT PROFILE**

BASIC CONCEPT

A document may *own* or *share* a style sheet. If a style sheet is *owned*, the style sheet remains with the document when it is stored, and when it is retrieved by the creator or by another workstation. It will appear with the same formatting properties whenever it is retrieved. *Owning* a style sheet is described in greater detail in the chapter on advanced styles.

Most documents *share* a style sheet. A new document always *shares* a default style sheet. If you begin typing on a blank screen, certain formatting characteristics will appear during type-in. These are the formatting properties contained in the default style sheet.

If formatting properties different than those defined in the default style sheet are desired, another style sheet, with different properties, may be shared. This is done by retrieving the desired style sheet (unless it is already on your disk) and commanding a document to share it.

DESCRIPTION

When major changes in a document style are required, the analyst may specify the changes in the style sheet. Another way to accomplish major reformatting is by creating a new style sheet with the appropriate formatting properties, and causing the documents to share the new style sheet. Documents may then be styled in several different ways, for different applications, merely by sharing different style sheets.

The analyst may create a style sheet for memos, another for rough drafts, another for final document release, and another for forms. A document could share any one of the style sheets as applications required.

APPLICATION

The advantages of sharing a style sheet are numerous. It makes it possible to easily create many documents with the same formatting properties. A large number of people can share the same style sheet simultaneously and produce documents with the same formatting properties.

A shared style sheet is useful when different sets of formatting properties are desired for the same text. For example, a law firm may wish to print several differently styled editions of their legal briefs. One edition might be the draft for internal use, another for final publication. The spacing, type font, indentations, and page size may be different for each edition. Each edition, then, would share a different style sheet. The properties associated with the styles for each type of document are put into the style sheet by the analyst, and a name given to each style sheet. When a new style sheet is shared, the entire document will change to reflect the properties defined in the new style sheet.

EXAMPLE

The formatting properties in this paragraph have been defined in a style sheet called "WorkStyle." The display summary shows the formatting properties for this paragraph as follows:

normal para (p)Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
 normalHelvetica 10
 emphasis 1TimesRoman 10
 emphasis 2Helvetica 10 Bold
 quotationTimesRoman 12 Italic
 subtitlesHelvetica 10 Small caps
 warnHelvetica 10 Italic Uppercase
 vocabTimesRoman 10 Italic
 emphasis 3TimesRoman 10 Bold

Suppose that this document is also to appear in a different form to satisfy a different application requirement. A more compact form for distribution to proofreaders may be desirable. The analyst prepares a style sheet to satisfy requirements for proofreading and names it "Proof." The "normal para" formatting properties might be defined as follows:

normal para (p)Paragraph style: Indent: 25 pts., First line: 0 pts. Right margin: 475 pts. (Set width: 450 pts.), Justified, 0 pt. line spacing (single) (Set 10 on 10), 12 pts. lead before para., Tab at 53.
 normalHelvetica 10

If the document is typed while sharing "WorkStyle," it will be formatted like the text you are now reading. If "Proof" is typed after **Share** in the style sheet menu, and **Share** is marked, the entire document will automatically change to reflect the new formatting definitions. All paragraphs that have been styled with "normal para" using "WorkStyle" style sheet will automatically change to reflect the new formatting definitions.

The first of the "Sample" paragraphs below shares "WorkStyle" style sheet. The second paragraph is identical, except that it appears as if it were sharing "Proof" style sheet.

SAMPLE

*These two paragraphs contain IDENTICAL wording, but APPEAR styled with different style sheets. Notice the different **character** and **paragraph** formatting in the two paragraphs.*

Sample These two paragraphs contain identical wording, but appear styled with different style sheets. Notice the different character and paragraph formatting in the two paragraphs.

The words emphasized in the first paragraph do not appear emphasized in the second paragraph. This is because there is only one character style defined for "normal para" in the "Proof" style sheet. When the document is again rendered using "WorkStyle," the emphasized words will once again appear emphasized.

PROCEDURE

In order to "share" a style sheet, follow the procedure below:

1. Ask your analyst the name of the style sheet that contains the desired formatting properties.
2. Retrieve the style sheet from your file server, unless your disk already has the style sheet stored on it.
3. In the Main menu, type the name of the document to be restyled.
4. MARK **Get**.
5. MARK **Show** in the Main menu. This will open the Style sheet menu and the display summary of the style sheet already shared or owned by the document.
6. Type the name of the style sheet to be shared in the brackets following **Share**.
7. MARK **Share**, even if it already appears white-on-black.

The entire document will immediately change to reflect the formatting properties defined in the newly shared style sheet.

MASTERY HINTS

When retrieving a document that shares a style sheet, it is necessary to retrieve the style sheet that the document shares *as a separate file*, unless it is the default style sheet. The new style sheet need not be brought into a document window, but must exist on your disk in order to be shared. If the style sheet that a document shares has not been retrieved, the document will appear on your screen sharing the default style sheet.

Do not share a style sheet meant for a different document type. A style sheet designed for a document containing tables will not be appropriate for personalized letters to stockholders.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO STYLE SHEETS - OVERVIEW

PARAGRAPH STYLES

CHARACTER STYLES






DIVISION STYLES

PAGE HEADING STYLES

BASIC CONCEPT An index can be generated for a document by using the Index menu in conjunction with character styles.

DESCRIPTION To generate an index, a set of character styles is specified in the index menu. Every word or phrase in the document which is styled with these styles will be placed in the index.

The Index menu is opened by marking **Index** on the Main menu. An Index menu is shown below, followed by a description of the menu options:

Index for: **Printer HYTYPE 10 12 PS** **Apply** 
Index by: 
Print format: **Normal Landscape Two-Up Signature** size: 
Limits: from page:  to page:  *Footnotes:* **Renumber**

Index for: An index may be formatted for the Xerographic or HyType printer by marking either **Printer** or **HYTYPE**. If HyType is selected, the character spacing may be chosen from the list of 10-pitch, 12-pitch, or PS (proportional spacing.) The index should be generated using the same printer type as will be used to print the document, so that page numbering will be correct.

- Index by:* The bracket after *Index by:* is filled in with the names of one or more character styles (such as emphasis 1, subscript, etc.) separated by commas. Every term styled with the character styles typed in the brackets will be placed in the index, along with the page numbers on which the terms occur.
- Limits:* The *Limits:* blanks operate as in the Print menu. Only the pages in between and including those typed in the brackets will be processed during index generation.
- Renumber** Marking **Renumber** causes footnotes to be renumbered. (Note: this has no relation to indexes. it is merely another menu from which footnotes can be renumbered.)
- Apply** When **Apply** is marked the screen goes black while the index is being generated. A new window appears on the screen, and the index is placed there.
- PROCEDURE The simplest index generation situation is when there are one or more Character styles which are used for emphasis, headings, etc. These styles could be specified in the Index menu to produce an index of all of the headings and emphasized words. This may lead to the appearance of unwanted words and phrases in the index, and they will have to be deleted from the generated index.

To more closely control the items automatically placed in the index, a different technique is used. This involves manually designating the words or phrases to be indexed. To do this, there must be two Character styles defined that have identical formatting properties, but different style names. One style could be used for text which will not be indexed, and the other used for text which will be indexed. Your style sheet may have a Character style called "normal" and a style called "index." They should have identical formatting properties for each Paragraph style of which they are substyles. "normal" would be used to style the bulk of the text. The words and phrases to be indexed would be styled with "index." Since both substyles have the same formatting properties, the index items would be indistinguishable from the rest of the text when it is viewed.

An index is generated as follows:

1. MARK **Detail** in the Main menu.
2. MARK **Index** in the Main menu.
3. In the Index menu, in the brackets after *Index by:*, type the name of the character style, or styles, that were applied to the words and phrases to be indexed. If more than one style was used, the style names must be separated by commas.
4. MARK other desired menu options.
5. MARK **Apply** in the Index menu.

The screen will turn black, and the message window may say what pages are being processed (or "formatted"). The newly-generated index will appear in a new window with each term followed by a tab character, and the list of pages on which the term appears. The words or phrases are indexed in the order in which they appear in the document. (Thus, an index may be used to create a table-of-contents.)

7. Use the **Sort** command to alphabetize the entries.
8. **MOVE** the index to the end of the document. Precede it with a title and a division marker, if a division style for an index has been defined in your style sheet.
9. Edit or style the index to achieve the desired appearance.

EXAMPLE

Suppose you wish to index all of the subtitles in this chapter, and all of the terms in TimesRoman 10. The subtitles have been styled with "subtitles (s)" character style, and TimesRoman 10 is called "emphasis 1 (e)". In addition, there are some words in "normal" character style that should appear in the index. For "normal para" Paragraph style, "index" substyle has been defined as Helvetica 10 (just like the "normal" substyle properties.)

1. Style the appropriate "normal" style words with "index" style.
2. **MARK Detail** in the Main menu.
3. **MARK Index.**
4. In the bracket after *Index by:*, TYPE subtitles, emphasis 1, index.
5. **MARK Apply.**

The following index appears in the newly opened window:

MASTERY HINTS	5
Footnotes:	1
DESCRIPTION	1
EXAMPLE	5
Limits:	1
index	1, 2, 3, 4, 6
BASIC CONCEPT	5
PROCEDURE	2
Print format:	1
Index by:	1

5. MOVE the index to the end of the document; give it a division style, if appropriate; sort alphabetically; change the format, or style the index.

The above index is shown below sorted alphabetically, the paragraph styled with "nested 1 (1)" and the terms styled with "italic (f)". A right tab with leader dots was set at 410 points. Terms not required in the index were deleted, as were colons:

<i>Description</i>	1
<i>Example</i>	5
<i>Footnotes</i>	1
<i>index</i>	1, 2, 3, 4, 6
<i>Limits</i>	1
<i>Mastery Hints</i>	5
<i>Print format</i>	1

MASTERY HINTS

Remember that all terms styled with the character style typed in the Index menu will appear in the index. You may need to go through the list and delete some of the entries.

Do not try to index terms in a page heading. Page headings cannot be indexed.

Several indexes may be generated for a document. For example, an index for subtitles, another for footnotes, and another for chapter headings can be separately generated by manipulating the index menu separately for each application requirement.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO TABS
SORTING
INTRODUCTION TO STYLE SHEETS
CHARACTER STYLES
DIVISION STYLES
MOVING TEXT

OVERVIEW

Style sheets can be changed to suit application requirements and to provide for ease of operator use. Styles in a style sheet can be created, added, renamed, substyles can be deleted, and formatting properties can be changed.

"Introduction to Styles" presented how to use a style sheet that was already prepared by an analyst. This chapter describes how to edit a style sheet. It contains directions for performing the desired manipulations, explains when it is appropriate to make the desired changes, and suggests preferred formatting standards. It also provides examples of more complex formatting abilities.

BASIC CONCEPT

Imagine a style sheet as a document that may be edited. A Style sheet can be edited to create new styles and change formatting properties. The changes made will affect any document that shares the style sheet.

DESCRIPTION Changes are made in a style sheet by using the Style sheet menu and the Paragraph, Character, Division, and Page heading menus. The changes are automatically applied to the documents that share the style sheet. For example, it is possible to change the leading between lines for a number of documents merely by making the change in the style sheet that the documents share. The next time the documents are brought to the screen or printed, they will automatically reflect the change in line leading. If a document is already on the screen it will be updated to reflect the changes also.

A style sheet must be owned before it can be edited. When a style sheet is owned, the Style sheet menu options will respond to user commands to add, rename, delete, or create a new style. Commands from other menus can be used to change formatting properties.

APPLICATION Although most formatting capabilities are available in style sheets created by your analyst, you may wish to edit a style sheet to suit your own specifications. The style sheet you edit can be made available for other documents to share.

STYLE SHEET MENU To open the Style sheet menu, MARK **Show** in the Main menu. The Style sheet menu appears as follows:

<i>Style sheet menu</i>	Own Share ÛÛ	Apply Õ
	New style Delete Undelete Rename Print Looks	
<i>Type:</i>	Paragraph Character Division Page heading	
<i>Name:</i>	ÛÛ look character: ÛÛ Add char. or page heading	

Commands in the style sheet menu control the association of style sheets and documents and they also permit the manipulation of styles in a style sheet. The commands are briefly introduced below. You will be given complete directions for their use later in this chapter.

Own COMMAND

Editing can only take place in a style sheet that is owned. To change from sharing to owning, **Own** is marked. The style sheet acquired by the document will be a copy of the style sheet formerly shared. The name bracket is cleared, since sharing will have been terminated.

Share COMMAND

If the association of a document with a style sheet is by sharing, **Share** will be marked and the name of the associated style sheet will be shown in the following brackets. If **Share** is marked, but the brackets are empty, this indicates that the default style sheet is being shared.

To change a document from sharing one style sheet to sharing another or to change from owning to sharing, the bracket must be filled in with the name of the style sheet to be shared and **Share** marked. The previously owned style sheet, if any, will be lost if it is not "saved" before another style sheet is shared.

New Style COMMAND

New Style is marked if a new style is to be created. This command requires that a style type be marked (**Paragraph**, **Character**, **Division**, or **Page heading**) to define what sort of style is to be created. The new style name must be typed in the *Name*: brackets. The LOOK command character may be specified in the look character: brackets.

Delete COMMAND	A sub-style can be deleted from the style sheet. The sub-style to be deleted is selected in the display summary and Delete is marked. The sub-style will be marked as struck-through, to indicate that it has been marked for deletion. The sub-style is deleted from the display summary (and the style sheet) when Apply is marked.
Undelete COMMAND	Undelete undoes a Delete . The struck-through sub-style to be undeleted is selected in the display summary and Undelete is marked. Undelete will work only if Apply has not yet been marked.
Rename COMMAND	An existing style may be renamed by selecting the style in the display summary, typing the new name between the brackets after <i>name:</i> , and marking Rename . The style is renamed, but the properties associated with the style are not changed. Rename has no effect on the appearance of files that share the style, or on the typographical meaning of the style.
Print COMMAND	To produce a hardcopy of a style sheet display summary, MARK Print .
Looks COMMAND	When a style (other than a generic Character style) is selected in the style sheet and Looks is marked, the appropriate menu will open to reveal the formatting properties defined for the selected style.
<i>Type:</i> COMMANDS	When a new style is created, it is necessary to specify the type of style. This is done by marking Paragraph , Character , Division , or Page heading .

Add COMMAND

The **Add** command is used to add a Character style to a Paragraph style, or a Page heading style to a Division style. The name of the style to be added is typed in the brackets after *Name:*, the appropriate Paragraph or Division style selected in the Display summary, and **Add** marked. The style designated is added to the selected style as a substyle. It is not necessary to mark the correct type of style, or fill in the LOOK character, to use this command.

A more advanced use of the **Add** command is described under **Fill in** COMMAND.

Fill in COMMAND

The **Fill in para. style** command is revealed when you scroll the style sheet menu up. It is used to build a style sheet by copying formatting properties from an unstyled document. A paragraph style is selected in the display summary, and the paragraph with the desired properties is selected from the document. When **Fill in para. style** is marked, the formatting properties of the selected paragraph style will change to reflect the formatting properties of the unstyled paragraph selected in the document. The new style can now be applied to other paragraphs in the document.

The most effective use of this command is if an incomplete document is not styled. The document can be brought to the screen, and the styles can be changed to reflect the formatting properties already in the document. This makes it possible to complete the document, and create others with the same formatting properties using style sheets.

Character and page heading properties can also be "copied" into a style sheet from an unstyled document. A character style (or page heading style) is selected in the display summary. A character string (or page heading) with the desired formatting properties is selected in the document. Marking **Add** char. or page heading causes the formatting properties of the selected substyle to change, reflecting the formatting properties of the selection in the document.

STYLE SHEET ORGANIZATION

BASIC CONCEPT To facilitate continuity and ease of sharing among documents, it is necessary that when a style sheet is edited, it maintain the same organizational structure.

DESCRIPTION The style names exist in the style sheet in the order listed below. This order should be maintained. New styles can be added at the end of the existing list for each type of style. LOOK characters already assigned are also shown, although they may be changed. Style names may be changed to conform to local nomenclature.

Each of these styles has been defined with some standard use in mind. You should use these existing styles for their intended purpose. If no style matches the use you have in mind, it is usually better to create a new style rather than change an existing one.

PARAGRAPH STYLES Paragraph styles are listed first in a style sheet.

normal para	p
nested 1	n
nested 2	
section head 1	1
section head 2	2
section head 3	3
footnote text	t
quotation para	

normal para (p): Use for unindented body or main text paragraphs; also known as "basal text".

nested 1 (n): Use for paragraphs to be indented one level.

nested 2: Use for paragraphs to be indented two levels.

section head 1 (1): Use for paragraphs that hold headings for the largest sections of a document, such as chapters in a book.

section head 2 (2): Use for paragraphs that hold headings for the next smaller sections of a document, such as a section of a chapter.

section head 3 (3): Use for paragraphs that hold headings of the next smaller sections of a document, such as a subsection of a chapter.

footnote text (t): Use for paragraphs containing footnote text.

quotation paragraph: Use for paragraphs containing paragraph length, or longer, quotations.

CHARACTER STYLES

Character styles are listed after Paragraph styles.

normal	(space)
emphasis 1	e
emphasis 2	
footnote reference	f
subscript	d
superscript	u
quotation	
index	

normal (*space*): Use this character style for normal, unemphasized characters.

emphasis 1 (e): Use for text which should be emphasized in its printed or displayed rendering.

emphasis 2: Use for text which should be emphasized in its printed or displayed rendering, and which is emphasized in a different way than emphasis 1 text.

footnote reference (f): Use for citing footnotes.

subscript (d): Use for characters to be subscripted.

superscript (u): Use for characters to be superscripted.

quotation: It is sometimes desirable to give special appearance to quotations short enough to be directly included in a paragraph. In this case, give the quoted text this style.

index: The system includes an automatic index feature, described earlier, which will find all strings having a specific style and construct an index of references to those strings. Attach this style to key words and phrases in documents which might eventually be indexed.

DIVISION STYLES

Normal Division (D): This is the default division style for a document.

PAGE HEADING STYLES

title (t): This is the default page heading style for a document, and should be given to page heading paragraphs holding the document title.

EDITING PROCEDURES

BASIC CONCEPT

Editing can only take place in a style sheet that is owned. This requires that a shared style sheet be "cut off" from its source by owning it.

The most productive method of editing a style sheet is to start with a shared style sheet containing the styles and properties that most closely satisfy your actual application requirements. It is unnecessary to edit the default style sheet, if some of the required properties already exist in another style sheet.

PROCEDURE

Initial and final editing steps remain the same for all editing requirements. These steps are described below. They will not be repeated for each section, so please mark this page and refer to it until the steps become automatic for you:

1. From the file server, retrieve the style sheet whose styles and formatting properties most closely meet your needs. Consult your analyst to determine how the style sheet is stored.
2. Go to the EDITOR.
3. MARK **On** in the Main menu.
4. MARK **Show** in the Main menu.
5. In the brackets following **Share** in the Style sheet menu, TYPE the name of the style sheet you retrieved.
6. MARK **Share**. The display summary will change to reflect the style sheet you have asked to share.

7. MARK **Own** in the Style sheet menu. You may now edit this style sheet.

At the end of an editing session, you must give the style sheet a name in order to store it, or to make it available for others to share. It is also advisable to type comments in the document window describing what applications the style sheet is best suited for.

1. Close the Style sheet menu.
2. In the Main menu, TYPE a name for your style sheet in the brackets following **Get title:**. For example, it was decided to name the document owning the style sheet used to style this manual "WorkStyle." WorkStyle was typed in the brackets after **Get title:**.
3. TYPE a description of your style sheet into the document window. For example, the document called "Workstyle" (and owning WorkStyle Style sheet) explains that it is not a document to be edited, but rather read for information concerning the use of the style sheet. "WorkStyle is used for styling the Reference manual on the Xerox Xocument System Editor."
4. MARK **Save all**.

The style sheet is now stored under the name of your document. It may be shared by any document using the procedure described in the section on Sharing.

MASTERY HINTS

Play around with a style sheet before you start serious editing. You can make as many mistakes as you want, as long as you do not **MARK Save all**. If you wish to delete the style sheet (by deleting the document attached to it), close the document window and **PRESS DO** when your message window says "This document has not been saved. Press **DO** to continue, or **CANCEL**."

DO NOT EDIT A STYLE SHEET WITHOUT GIVING IT SERIOUS THOUGHT! IF THE ORIGINAL STYLE SHEET IS SHARED BY OTHER DOCUMENTS, SERIOUS PROBLEMS COULD ARISE!

You should not use the document window of an owned style sheet to hold a normal document. The window should be reserved for a description of the style sheet and its intended uses. Normal documents should share a style sheet, not own one.

When designing a style sheet to be shared, styles should be defined using the same style names as other, related style sheets. In this way, every style that has been applied to a document which shares one of these other style sheets will be effective when sharing the new style sheet. For example, if "normal, emphasis 1, emphasis 2, subtitles, warn, vocab, emphasis 3" are defined for "normal para" in one style sheet, they should be defined in other style sheets that the document may also wish to share.

If you wish to use the new style sheet to style a document, open a window for the document and type the name of the style sheet in the Style sheet menu. **MARK Share**. Begin typing your document, and styling it with the newly-shared style sheet.

If further editing changes are required, edit only the owned style sheet. This requires bringing the document owning the style sheet to your screen. Simply type the title in the **Get** brackets and **MARK Get. MARK Show**, and edit as necessary.

Remember that after a document is styled with a shared style sheet, further editing of that style sheet should be done only with great care. The only safe editing change is to add substyles.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO STYLE SHEETS
SHARING A STYLE SHEET
PARAGRAPH STYLES
CHARACTER STYLES
DIVISION STYLES
PAGE HEADING STYLES

ADDING SUBSTYLES

BASIC CONCEPT

Substyles can be added to styles in a style sheet. The substyles exist generically in the style sheet as styles, but need to be added to a style before they acquire formatting properties. Character styles are added to Paragraph styles, and Page heading styles are added to Division styles.

APPLICATION

The default style sheet has only one character substyle defined for each paragraph style, and only one page heading substyle defined for a division style. If other than the normal character style or the standard Page heading style is required, they must be added.

PROCEDURE

To add a Character style to a Paragraph style, do the following:

1. Look at the list of Character styles. Decide which style is to be added.
2. Type the name of the Character style in the brackets after *Name*.
3. Scroll to the Paragraph style that is to receive the Character style as a substyle.
4. Select the Paragraph style.
5. MARK **Add**.

For example, if normal para paragraph contains words or characters needing emphasis, the following procedure adds emphasis 1 substyle to normal para:

1. Type emphasis 1 in the brackets following *Name:*
2. Scroll the display summary to reveal normal para.
3. Select normal para.
4. MARK **Add.**

The Character style emphasis 1 and default property definitions appear in the display summary under normal para. Changing the properties will be explained in the section on Changing Style Properties.

To add a Page heading style to a Division style, do the following:

1. Scroll the display summary to the list of Page heading styles. Decide which style is to be added.
2. Type the name of the style in the brackets after *Name:*.
3. Scroll to the Division style that is to receive the Page heading style as a substyle.
4. Select the Division style.
5. MARK **Add.**

MASTERY HINTS

Only styles that already exist in a style sheet can be added to a style as a substyle.

DELETING/UNDELETING SUBSTYLES

BASIC CONCEPT	Substyles can be deleted or undeleted, but styles cannot. Any Character substyle except normal substyle can be deleted from a Paragraph style, and any Page heading substyle can be deleted from a Division style. The deleted Character and Page heading substyles will still exist in the style sheet, but will no longer be substyles of the styles from which they have been deleted.
DESCRIPTION	Deleting a substyle involves selecting the style where it occurs as a substyle and marking the appropriate commands in the Style sheet menu.
APPLICATION	If a substyle is not necessary, it may be deleted. If a mistake is made in deleting a substyle, it may be undeleted, as long as Apply has not yet been marked.
PROCEDURE	Refer to the section on Editing Procedures before continuing. Follow the steps listed.
	Character substyles can be deleted and undeleted as follows:
	<ol style="list-style-type: none"> 1. Scroll the style sheet to the style which owns the substyle to be deleted. 2. Select the substyle.

3. **MARK Delete.** The selected substyle will be stricken through with a line. This indicates that when **Apply** is marked, the substyle will be deleted. Do not **MARK Apply** until you are certain that you wish to delete the substyle.
4. If you wish to undelete a deletion, you may do so unless it has already disappeared from your screen. Reselect the stricken-through substyle and **MARK Undelete.**
5. To complete a deletion, **MARK Apply.**
6. A substyle must be deleted separately from each Paragraph style. Deleting a substyle called warn from normal para will not affect its relationship if any, with nested 1.

Page heading substyles can be deleted and undeleted using the procedure outlined for deleting and undeleting Character substyles. Be certain that you select the substyle to be deleted, not the Paragraph Page heading style of the same name. Remember that the substyle name is listed with the Division style, appears in 8 point type, and is indented.

RELATED TOPICS

See the following components for further information on related topics:

ADVANCED STYLES - OVERVIEW
EDITING PROCEDURES
CHARACTER STYLES
PAGE HEADING STYLES

BASIC CONCEPT	The names of any style or substyle, and the names of their LOOK characters, can be changed.
DESCRIPTION	The name of a substyle or LOOK character can be changed by selecting it in an "owned" version of the style sheet display summary, typing a new name, and marking the appropriate command in the Style sheet menu.
APPLICATION	Occasionally the name of a style, or its LOOK character, may not clearly indicate its function to the operator. For example, the voting record of a Senator may be in an emphasized character style. The formatting properties may have been defined for emphasis 1 character style. In addition, the character formatting properties used for a Senator's name may have been defined for emphasis 2. It may be easier to remember what style to apply if the voting record is called <i>vote</i> (v), and the style for a Senator's name called <i>Senator</i> (S).
PROCEDURE	<p>To change the name of a Paragraph style or a Division style, do the following:</p> <ol style="list-style-type: none">1. In the display summary, select the style whose name or LOOK character is to be changed.2. TYPE the new name in the brackets after <i>Name</i>.; or TYPE the new LOOK character in the LOOK character brackets.3. MARK Rename.

To change the name or LOOK character of a Character style, do the following:

1. Scroll to the list of Character styles. Select the *STYLE* whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after *Name:*. or TYPE the new LOOK character in the LOOK character brackets.
3. MARK **Rename**. The name or LOOK character (whichever was specified) will change, and the change will be reflected wherever the style has been added to a Paragraph style as a substyle.

To change the name or LOOK character of a Page heading style, do the following:

1. Scroll to the list of Page heading styles. These are listed after the last Division style. Select the *STYLE* whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after *Name:*. TYPE the LOOK character in the LOOK character brackets.
3. MARK **Rename**. The name will change, and the change will be reflected wherever the style has been added to a Division style as a substyle.

EXAMPLE

Following this paragraph are selected portions of the display summary for this document. The top segment shows a list of character substyless for normal para. The portion below the dotted line is a list of the character styles in the same display summary.

normal para (p)	Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
normal	Helvetica 10
emphasis 1	TimesRoman 10
emphasis 2	Helvetica 10 Bold
italic	Helvetica 10 Italic
quotation	TimesRoman 12 Italic
subtitles	Helvetica 10 Small caps
warn	Helvetica 10 Italic Uppercase
vocab	TimesRoman 10 Italic
emphasis 3	TimesRoman 10 Bold
.....	
normal ()	Character style
emphasis 1 (e)	Character style
emphasis 2 (m)	Character style
italic (f)	Character style
subscript (d)	Character style
superscript (u)	Character style
quotation (")	Character style
index (x)	Character style
subtitles (s)	Character style
warn (w)	Character style
vocab (v)	Character style
tab (T)	Character style
emphasis 3 (!)	Character style
BTab (B)	Character style

In this document, warn (w) is used to apply Helvetica 10 italic Uppercase to character strings that are to be noted with serious attention. Perhaps "Attention" would be more easily remembered as a name. If warn (w) is to be changed to Attention (A), the following must be done:

1. Scroll to the list of character styles.
2. Select warn (w).
3. TYPE "Attention" and "A" (without the quotation marks) in the appropriate brackets.
4. MARK **Rename**.

EFFECT The name warn (w) changes to Attention (A) in the list of Character styles, *and where it occurs as a substyle* (see underlined words in the next example.)

normal para (p)	Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
normal	Helvetica 10
emphasis 1	TimesRoman 10
emphasis 2	Helvetica 10 Bold
italic	Helvetica 10 Italic
quotation	TimesRoman 12 Italic
subtitles	Helvetica 10 Small caps
<u>Attention</u>	Helvetica 10 Italic Uppercase
vocab	TimesRoman 10 Italic
emphasis 3	TimesRoman 10 Bold
.....		
normal ()	Character style
emphasis 1 (e)	Character style
emphasis 2 (m)	Character style
italic (f)	Character style
subscript (d)	Character style
superscript (u)	Character style
quotation (")	Character style
index (x)	Character style
subtitles (s)	Character style
<u>Attention (A)</u>	Character style
vocab (v)	Character style
tab (T)	Character style
emphasis 3 (!)	Character style
BTab (B)	Character style

MASTERY HINTS Do not change style names capriciously. All sharers of the original style sheet should be notified or consulted before name changes are made.

RELATED TOPICS See the following components for further information on related topics:

- ADVANCED STYLES - OVERVIEW**
- STYLE SHEET ORGANIZATION**
- EDITING PROCEDURES**

BASIC CONCEPT Occasionally an application requires an additional paragraph, character, division, or page heading style that does not already exist. A new style may be created to satisfy this requirement.

DESCRIPTION Creating a new style involves marking appropriate commands in the style sheet. A style cannot be deleted once it is put into the style sheet. As the style sheet has a limitation to the number of styles that can exist, be certain that a new style is actually needed. A style sheet is currently limited to 14 Character styles, 14 character substyles per Paragraph style, 64 Paragraph styles, 64 Division styles, and 64 Page heading styles.

PROCEDURE Refer to the section on Editing Procedures before continuing. Follow the steps listed therein. You will then be prepared for the specific procedures for creating any of the four styles.

You will be required to name your style and give it a LOOK character. You may not use a name or LOOK character that already exists in the Style sheet. In addition, a LOOK character is limited to one character. However, the system considers that upper case letters are different from lower case. Consequently, if "e" has already been used, you can still use "E". Numerals may also be used as LOOK characters.

PARAGRAPH STYLES

New Paragraph styles can be entered into a style sheet by doing the following:

1. MARK **Paragraph** in the Style sheet menu. This notifies the system that all other information you provide refers to Paragraph styles.
2. TYPE a name for the new style in the brackets following *Name*:
3. TYPE a LOOK character for the new style in the brackets after look character:.
4. MARK **New style**.

EXAMPLE

Assume the new style will be called "analysis," and will have the LOOK character "a." The procedure is as follows:

1. MARK **Paragraph** in the Style sheet menu.
2. TYPE "analysis" in the brackets after *Name*:
3. TYPE "a" in the brackets after look character:.
4. MARK **New style**.

EFFECT

The new Paragraph style will be listed in the display summary at the end of the other Paragraph styles. The new style will be listed with the properties of the selection in the document window. If there is no visible document, the properties will be the default. normal character substyle will automatically be associated with the new paragraph style, and its properties will be picked up from the selection in the document window. If there is no visible document, the properties will be the default. The properties defined for the Paragraph style, and the character substyle, may be changed.

CHARACTER STYLE

New Character styles can be entered into a style sheet by doing the following:

1. **MARK Character** in the Style sheet menu.
This notifies the system that all other information you provide refers to Character styles.
2. TYPE a name for the new style in the brackets following *Name:*.
3. TYPE a LOOK character for the new style in the brackets after look character:
4. **MARK New style.**

EXAMPLE

Assume the new style will be called "warn," and will have the LOOK character "w." The procedure is as follows:

1. **MARK Character** in the Style sheet menu.
2. TYPE "warn" in the brackets after *Name:*.
3. TYPE "w" in the brackets after look character:.
4. **MARK New style.**

EFFECT

The new Character style will be listed in the display summary at the end of the other Character styles. The new style will not be listed with defined properties. A character style must be added to a Paragraph style before properties are acquired.

DIVISION STYLES

New Division styles can be entered into a style sheet by following the procedures above, and marking **Division** in the Style sheet menu.

EFFECT	The new Division style will be listed in the display summary at the end of the other Division styles. The new style will be listed with Normal Division default properties. These may be changed.
PAGE HEADING STYLES	New Page heading styles can be entered into a style sheet by following the above procedures, but MARK Page heading in the Style sheet menu.
EFFECT	The new Page heading style will be listed in the display summary at the end of the other Page heading styles. The new style will be listed with paragraph properties taken from the selection in the document window, and with <code>normal</code> as the character substyle. A Page heading style must be added to a Division style before page heading properties are acquired.
MASTERY HINTS	<p>Avoid creating styles for every formatting need, especially if properties will be rarely used. It is usually wiser to apply some properties individually using the menus. In other words, it is best not to create a Paragraph style that is intended to be exactly like an existing one, except with a keep added. You may find it difficult to remember all of the different Paragraph styles you have put into the style sheet, if you specialize so precisely.</p> <p>You may reach the limit of character styles allowed, yet desire one more. There are several ways of solving this problem.</p>

Solution 1: Use a character style already listed, but which has not been used as a substyle. Rename it, if necessary. For example, if you do not require footnotes for your document, but do need special text for interviewer questions, rename "footnote" to "interview."

Solution 2: Delete a substyle that is rarely used to make room for one that will be used more often. A set of properties that is rarely used can be entered into text by using the character menu, as all character strings need not be styled.

Solution 3: Redefine the properties of a substyle.

Solution 4: Delete the style sheet by deleting the document that owns it. Start again.

Remember that the style you create will appear with the properties for the selection in the document window. If the document window is blank, these will be the default properties of the blank window. You will need to change the properties to suit your needs. This is explained in the section on Changing Properties.

RELATED TOPICS

See the following components for further information on related topics:

ADVANCED STYLES - OVERVIEW
STYLE SHEET ORGANIZATION
EDITING PROCEDURES
ADDING SUBSTYLES

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BASIC CONCEPT

The properties defined for any style or substyle may be changed to satisfy application requirements. The changes are made in the appropriate style sheet and the style sheet is sent to the file server so it can be retrieved and shared.

When the newly-edited style sheet is retrieved onto a disk, all documents previously styled with the "old" style sheet automatically reflect the changes when brought to the screen.

DESCRIPTION

Properties are changed by selecting the style or substyle in an "owned" version of the style sheet, marking new menu items or "copying" LOOKS, and applying.

APPLICATION

The formatting properties of a style may need to be changed for a variety of reasons. Properties may need to be changed for aesthetic value, or a customer may desire a particular set of character properties over another. If only minor changes are required, and the changes are to remain constant for future documents, it may be better to make the changes than to build a new style sheet.

PROCEDURE

The basic procedure for changing properties are the same for the 4 styles:

1. In the display summary, select the style or substyle whose properties are to be changed.

2. MARK **Looks** in the Style sheet menu, or PRESS COM-LOOK. This opens the menu associated with the selection.
3. Notice that the style name in the menu matches the style you selected in the display summary.
4. Make the appropriate changes in the menu.
5. MARK **Apply**.

EXAMPLES

To change the properties of nested 1 paragraph style, do the following:

1. Select nested 1 in the display summary.
2. MARK **Looks** or PRESS COM-LOOK. This will open the Paragraph menu.
3. MARK **Apply**.

Suppose the following are marked in the menu for nested 1:

Align: **Just**

Vert: **None**

Lead: before: 24 after: 0 line spacing: 5 pts.

Tabs: 100 **Left** and 390 **Right** with leader dots.

Keep: **Heading**

Misc: **Printer**

After **Apply** is marked, the properties in the display summary would appear as follows:

nested 1 (n)	Paragraph style: Indent: 50 pts., First line: 32 pts., Right margin: 390 pts. (Set width: 340 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 24 pts. lead before para., Heading keep, Printer mode, Tabs at 100 pts., 390 pts. (right flush), ...
normal	TimesRoman 10

The ellipsis at the end of the property definitions indicates that there may be more properties which are not listed. You can view the properties not listed by opening the appropriate menu. This is done by selecting the style in the display summary and marking **Looks**.

EFFECT

When the properties of a style are changed in the style sheet, the changes are reflected globally throughout the document. If 30 paragraphs in a document are styled with `nested 1`, the 30 paragraphs will automatically change to reflect any editing of `nested 1` properties. All styled documents sharing the style sheet will also reflect any style changes, *when the newly-edited style sheet is retrieved onto the disk*.

MASTERY HINTS

Avoid over-formatting. It is often easier to add special properties individually than to put properties to suit every need into the style sheet.

Anything in a Paragraph, Character, Division, or Page heading menu can be marked and put into the style sheet. Re-read the sections explaining the different styles to familiarize yourself with the wealth of features available.

RELATED TOPICS

See the following components for further information on related topics:

ADVANCED STYLES - OVERVIEW
EDITING PROCEDURES
CREATING NEW STYLES

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BASIC CONCEPT

A style sheet which is to be shared by any other document on a disk must be stored on that disk. If a style sheet is to be shared by other workstations, it should be stored on a file server, if available.

PROCEDURE

The style sheet that you have edited must be named, if it is to be shared by any other document. It is appropriate for the name to reflect the style sheet application (such as Memo, Draft, Customer, Accounts.)

A style sheet should be stored as a document, with a description of the application features typed in the document window. If you have created a style sheet with another type of document in the window, open a new window and **MOVE** the document to it.

In order to store a new style sheet, do the following:

1. **TYPE** the name of the style sheet in the **Get** title: brackets of the Main menu. Make certain that the name does not duplicate an existing style sheet name.
2. **MARK Save all.**
3. Store on a file server, if available.

FURTHER EDITING

The first edition of a style sheet is often incomplete. Generally a substyle needs to be added, or the formatting properties of a substyle changed. The procedure for storing any changes differs from storing the first edition.

1. In the Main menu,TYPE the name of the style sheet in the brackets after **Get** title:.
2. MARK **Get**. This will retrieve the document that *owns* the style sheet.
3. MARK **Show**.
4. Make the necessary changes.
5. MARK **Save all**.
6. Store the new edition on the file server, if available.
7. Notify other users of the existence of the new edition.

RELATED TOPICS

See the following components for further information on related topics:

ADVANCED STYLES - OVERVIEW EDITING PROCEDURES

BASIC CONCEPT A style sheet can be created by copying LOOKS from an existing, unstyled document. The style sheet can then be shared and used to style new documents requiring the same formatting properties.

DESCRIPTION The document to be styled is brought to the screen. Paragraphs, character strings, and Page heading properties are copied into the style sheet. New styles are created to accommodate numerous groups of formatting properties.

APPLICATION Suppose a document has been created without using a style sheet. The same format is required for future documents, and the existing document requires addenda. By copying formatting properties from the document into the style sheet, it is unnecessary to "guess" the formatting properties and create a new style sheet using menus.

PROCEDURES It is useful to generate a document with an example of each set of the formatting properties found in the unstyled document. To create such a document, do the following:

1. Bring the unstyled document to your screen.
2. Open a new window and copy an example of each type of paragraph into the new window (such as nested text, tables, etc.), except section heads.

3. Select each section heading and PRESS COM-LOOK to check for vertical position specifications. Often two section heads appear identical on the screen, but may have different vertical position definitions. An example of each different section head should be copied into the new window.
4. COPY an example of each set of character formatting properties into the new window. The character types should be copied into each paragraph type in which they would occur. For example, if TimesRoman 10 small caps is used in a standard paragraph, a nested paragraph, and in tables, it should be copied into your example of each of those paragraph types. Check uppercase words to see if they have been designated upper case in the menu, or have been merely typed in capitals.
5. PRINT the sheet with the samples copied from the unstyled document. Give it a name and MARK **Save all**.
6. Look through the hardcopy and tentatively assign style names to each different set of paragraph formatting properties. Use the names of the styles that already exist in a style sheet whenever possible.
7. Open the display summary and create any new styles needed. Do not add substyles at this time.

You are now prepared to copy properties from the document into the style sheet.

PARAGRAPH PROPERTIES Paragraph properties are copied from unstyled text using a command concealed in the Style sheet menu. You will need to scroll your Style sheet menu up to reveal **Fill in para style**. In order to copy properties, the sample document must be on the screen, with its display summary open.

1. Select normal para in the display summary.
2. In the abbreviated document, select an example of what you have named normal para.
3. MARK **Fill in para style**.

Notice that the formatting properties listed for normal para in the display summary have inherited the properties of the paragraph selected in the document.

Continue editing the formatting properties of other Paragraph styles using the method listed above.

CHARACTER PROPERTIES Character properties are copied from unstyled text using the **Add char. or page heading** command in the Style sheet menu.

1. In the display summary, select normal Character substyle of normal para paragraph style.
2. TYPE normal in the brackets following *Name:*.
3. In the abbreviated document, find and select an example of the character properties to be called normal.
4. MARK **Add char. or page heading** in the Style sheet menu.

The normal Character substyle has changed to reflect the formatting properties of the character string selected in the document.

If you need to add other Character substyles to the Paragraph style, you can add the substyle and its desired properties simultaneously.

1. Type the name of a substyle to be added in the brackets after *Name:*. Remember, it must already exist as a Character style.
2. Select the Paragraph style to which it will be added.
3. Select an example in the abbreviated document that displays the properties desired for the style.
4. MARK **Add** char. or page heading in the Style sheet menu.

Notice that not only was the Character style added as a substyle to the Paragraph style, but it is listed with the desired properties. You may, of course, add the substyle first, then copy properties as was shown above for normal character substyle.

Continue editing other Character substyles using one of the above methods.

DIVISION PROPERTIES

Division properties must be changed using the Division menu. They cannot be copied from an unstyled document. If the unstyled document has document profile specifications typed at the beginning, you may copy those properties into the Division menu. Follow the steps for changing properties.

PAGE HEADING PROPERTIES Page heading *paragraph* properties are copied using the procedure for copying paragraph properties. Page heading properties for a Page heading *substyle* must be changed using the Page heading menu. Even though a page heading may appear in the unstyled document, the profile properties cannot be copied into the display summary.

REFERENCE SHEETS When editing of the style sheet has been completed:

1. **MARK Save all.** The style sheet and the abbreviated document will be saved under the name of the document (this you must type in after **Get title:**.)
2. **PRINT** the style sheet display summary by marking **Print** in the style sheet menu.
3. Make copies of the labeled sample document. Give copies of the labeled document and the style sheet display summary to those who will be sharing the newly generated style sheet.

EXAMPLES

When the beginning chapters of this manual were written, they were not styled. Later, a sample chapter was retrieved into a document window. A new window was opened, and a sample of each type of paragraph was copied into the new window. This included the differences in line leading and leading before paragraphs. A sample of each type of character appearing in each paragraph type was copied into the appropriate sample paragraph. This was done without regard for content. As there are 10 character substyles for normal para, all 10 were incorporated into the one sentence sample.

The sample document was given a name, "saved," and printed. Each paragraph type in the printed sample was labeled with a style name, using existing style names when possible. Each character type for each paragraph was labeled with a style name. The process of editing the style sheet was then begun. The sample document for this entire manual is only one page, printed on both sides.

Using the abbreviated document in the document window, the following procedure took place:

Show was marked.

Own was marked.

"normal para" was selected in the display summary.

The display summary for normal para originally looked like this:

normal para (p)Paragraph style: Right margin (Set width): 432 pts., Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.
normalTimesRoman 10

An example of the paragraph with what was to become "normal para" properties was selected in the sample document.

Fill in para style was marked.

The display summary for normal para changed to the following:

normal para (p)Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
normalTimesRoman 10

The next steps involved creating new character styles and adding them to normal para. There are 11 different sets of character formatting properties found in normal para in this manual. There are 8 Character styles in the default style sheet, so new styles were created. "subtitles," "warn," "vocab," "emphasis 3," and two character styles for tab patterns were created. This is how the list of character styles appeared in the display summary:

normal ()	Character style
emphasis 1 (e)	Character style
emphasis 2 (m)	Character style
italic (f)	Character style
subscript (d)	Character style
superscript (u)	Character style
quotation (")	Character style
index (x)	Character style
subtitles (s)	Character style
warn (w)	Character style
vocab (v)	Character style
tab (T)	Character style
emphasis 3 (!)	Character style
BTab (B)	Character style

First the properties for normal Character substyle were changed as follows:

normal was typed in the brackets after
Name:.

An example of what will be called normal was selected in the sample document.

Add was marked.

The other required Character styles were added to normal para as substyles at the same time as their new formatting properties were added:

subtitles was typed in the brackets after
Name:, and "s" was typed for "look
character:."

normal para was selected in the display
summary.

An example of a character style to be called "subtitles" was selected in the sample document.

Add was marked in the Style sheet menu.

The above procedure was followed for each required Character substyle. The results are shown in a copy of the display summary for this manual:

normal para (p)	Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.
normal	Helvetica 10
emphasis 1	TimesRoman 10
emphasis 2	Helvetica 10 Bold
italic	Helvetica 10 Italic
superscript	TimesRoman 12 Bold
quotation	TimesRoman 12 Italic
index	Helvetica 10
subtitles	Helvetica 10 Small caps
warn	Helvetica 10 Italic Uppercase
vocab	TimesRoman 10 Italic
emphasis 3	TimesRoman 10 Bold

Remember that if a substyle is to be associated with more than one Paragraph style, it must be added separately to each Paragraph style.

EFFECT

When you are finished, you will have a style sheet which reflects each set of formatting properties in the unstyled document. You may now style the previously unstyled document and/or begin a new document and style it so that it appears the same as the unstyled document.

RELATED TOPICS

See the following components for further information on related topics:

PARAGRAPH STYLES
CHARACTER STYLES
DIVISION STYLES
PAGE HEADING STYLES
SHARING A STYLE SHEET
EDITING PROCEDURES
ADDING AND DELETING SUBSTYLES
STORING STYLE SHEETS

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CHAPTER 38 INTRODUCTION TO THE DOCUMENT PROFILE

DESCRIPTION

A Document Profile is a special block of information placed at the beginning of a document to control the formatting of the document as a whole. *The Document Profile must always be placed at the very beginning of the document, before the first paragraph of the document itself.* The profile consists of one or more paragraphs, each having the **Profile** command from the Paragraph menu applied to it, to show that it belongs to the document profile and is not part of the document itself.

DOCUMENT PROFILE OPTIONS

The options are:

1. Page numbers
2. Margins
3. Columns
4. Line Numbers
5. Page Headings
6. Odd Heading
7. Even Heading

Each category of the Document Profile options (page numbers, margins, and so forth) begins a new line of the document profile. The line must begin with a *label* (for example, Page numbers:) to identify the category of options; the rest of the line contains the options themselves, which may appear in any order. Any option may be omitted, causing the standard options to be used for that category (i.e., there would not normally be line numbers assigned to a document unless stated so in the Document Profile).

SAMPLE DOCUMENT PROFILE

Page numbers: Yes Horizontal: 527 Vertical: 0.5" First Page: 15 Roman Not-on-first-page

Line numbers: Yes First line: 221 Modulus: 10 Page-relative

Margins: Top: 1.3" Bottom: 1" Binding: 5

Columns: 2 Edge Margin: .75" Between Columns: 4.0"

Heading: Not-on-first-page

Document Heading not to appear on first page of document

Odd Heading: not-on-first-page

Document Heading on odd pages. Heading not to appear on first page

Even Heading:

Document Heading on even pages

SPECIFYING DISTANCES IN THE DOCUMENT PROFILE

In most cases where you are expected to specify a distance measurement in the Document Profile, you may give the measurement in any of a variety of convenient units. Distances are commonly measured in points; however, they may also be specified in inches or centimeters. The following table shows how to specify distances in any of these units:

<u>Unit</u>	<u>Method of entry</u>
Points	24
Inches	2.5"
Centimeters	1.2 cm

WHAT THE OPTIONS MEAN

Page numbers

Page numbering is controlled by a line in the document profile beginning with the label

Page numbers: Yes

or

Page numbers: No

If you have typed "No" then no page numbers will be printed on your document and the rest of the Page numbers line (explained below) will be ignored. If this line is left out of the profile, page numbers *will be* printed, using the standard options explained below.

If you have typed "Yes", then the Page numbers line continues with the options

Horizontal: and Vertical:

Specify where page numbers are to be placed on the page. The horizontal distance specifies the placement of the page number as measured *across* from the left edge of the page. The vertical distance is measured *upward* from the bottom of the page to the top. Either measurement may be given in points, inches, or centimeters.

If this option is left out of the profile, page numbers will be placed at the standard horizontal position, 8 inches from the left edge of the paper (1/2 inch from the right edge) and 10.5 inches up from the bottom edge (1/2 inch down from the top edge).

First page:

Indicate the page number to appear on the first page of the document.

Not-on-first-page:

No page number will appear on first page. The first page of the document will still be numbered appropriately, but the number will not be printed.

Roman

Page numbers are ordinarily printed in arabic numerals. To print them in *lowercase* roman numerals, specify Roman. To print page numbers in *uppercase* roman numerals, specify Uppercase Roman.

Line numbers

You can request line numbering in your document by including a line in the document profile beginning with the label

Line numbers: Yes

The rest of the line contains options to control the printing of line numbers. If this line is omitted from the document, *no line numbers will be printed*.

When line numbers are requested, they appear along the left margin of the page *when the document is printed*; they are not displayed on your workstation screen while you are editing the document. Only lines in the body of the document itself are numbered, not the extra lines occupied by page numbers or headings.

To control the frequency of line numbering, continue the Line numbers line with:

Modulus:

Controls which lines are numbered. If you want every fifth line numbered, enter the number 5 after Modulus:.

First line:

To begin line numbering at some number other than 1 (in a document that has been broken into parts, for example). Type the number at which the line numbering shall begin after First line:.

Page-relative

To request that line numbering start over from 1 for each new page of the document. If the Page-relative option is omitted, lines will be numbered consecutively throughout the document.

Page margins

The page margins for a document are controlled by a line in the profile such as

Margins: Top: 1.5" Bottom: 2" Binding: 5

All margins are measured *inward* from the corresponding edge of the paper. They may be specified in points, inches, or centimeters. If any of these options is omitted, a standard margin of one inch will be used at the top or bottom.

Binding:

If a document is to be printed on both sides of the paper and bound into a book, allowance must be made for the portion of each page that will be taken up by the binding. This means that adding a small amount of extra width to the *inside margin* of each page. To do this, include on the Margins line the option:

Binding: 12

All text will then be displaced the specified distance (12 points in the example) to the *right* on odd-numbered pages, to the *left* on even-numbered pages, to allow for the binding.

Columns

You may request multiple columns within your document by including a line in the document profile beginning with the label

Columns:

The number of columns follows this label. The rest of the line contains options to control the columns.

Edge Margin:

To control the right and left page margins specify the distance of white space from the page edges. Edge margin may be specified in points, inches, or centimeters.

Between Columns:

To control the distance between the left margins of columns specify the distance in points, inches, or centimeters.

Page Headings

The profile may include a heading to be placed on each page of the document. Page headings are inserted *only when the document is printed*; they are not displayed on your workstation screen while you are editing the document.

The heading is introduced by a line of the profile beginning with the label

Heading:

If present, *this line must be the last line of a paragraph* in the document profile. (That is, it **must** end by pressing the RETURN key. It is immediately followed by the heading itself, which must be a separate paragraph. For example:

Heading:

Name of Heading

The heading is always a single paragraph, but may contain any number of lines separated by pressing the RETURN and SHIFT keys simultaneously.

The heading may be given any "looks" you wish. It must be given the **Profile** look and must have vertical placement assigned to it (Paragraph menu).

You may place the heading at the bottom of the page instead of the top (with vertical alignment), but you may not specify two separate heading paragraphs, one for the top of the page and one for the bottom.

To suppress the page heading on the first page of a document (for example, at the beginning of a chapter), use the option

Heading: Not-on-first-page

Name of Heading

The heading will be printed on all pages except the first.

Odd and even headings

If a document is to be printed on both sides of the paper, you may wish to use different headings on the left and right pages. You can do this by using two lines in the document profile, one beginning with the label

Odd heading:

and the other with

Even heading:

Each of these lines must end by pressing the RETURN key (end-of-paragraph) and must be followed by a separate paragraph containing the heading itself. For example:

Odd heading:

Name of Odd Heading

Even heading:

Name of Even Heading

The paragraphs containing the headings themselves are governed by the same rules given above for single headings: they may be given any "looks" you wish, and *must be given the Profile look and a vertical position* (Paragraph menu).

HOW TO CREATE A DOCUMENT PROFILE

1. At the beginning of your document, type in the Document profile. Include the options of your choice.
2. End each category line by pressing the SHIFT and RETURN keys (except for headings).
3. End each **heading** category line (and the line containing the heading itself) by pressing the RETURN key.
4. Display the Paragraph menu. MARK **Detail** to display all commands.
5. Select the first paragraph of the Document profile and MARK **Profile** in the Paragraph Menu.
6. MARK **Apply**.
7. Select the first Headings category.
8. MARK **Apply**.

RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO DOCUMENT CREATION