

Uniform layout throughout a document

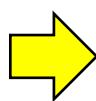
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1

Assignment 1

A style is collection of all formating instructions for a paragraph.

|
|

Style

From de Finibus Bonorum et Malorum

Etiam *tempor* **incididunt** *ut labore et dolore magna aliqua.* **Ut** *anim* **ad** *minim veniam, quis nostrud exercitation ullamco* **aboris nisi ut aliquip ex ea commodo consequat.**

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Cicero, 45 BC

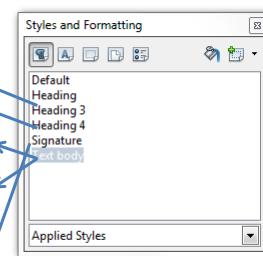
The screenshot shows the 'Paragraph Style: Text body' dialog box with the 'Indents & Spacing' tab selected. The interface includes tabs for Outline & Numbering, Tabs, Drop Caps, and Background. Under the Indents & Spacing tab, there are four main sections: 'Before text' (0 pt), 'After text' (0 pt), 'First line' (17 pt), and 'Spacing'. The 'First line' section has a checkbox for 'Automatic'. Below these are 'Above paragraph' (0 pt) and 'Below paragraph' (6 pt) settings.

| Before text | 0.pt |
|-----------------|--------------------------|
| After text | 0.pt |
| First line | 17.pt |
| Automatic | <input type="checkbox"/> |
| Spacing | |
| Above paragraph | 0.pt |
| Below paragraph | 6.pt |

When applying a style to a paragraph, the paragraph's format is changed to the style's format.

Exem de Finibus Bonorum et Malorum

Cicero, 45 BC



All paragraphs belong to a style.

2

Assignment 1

Achieving uniform layout

1. Mark all text and apply the style which fits most paragraphs.
2. Apply other styles to paragraphs which are to appear differently.

3

Quiz

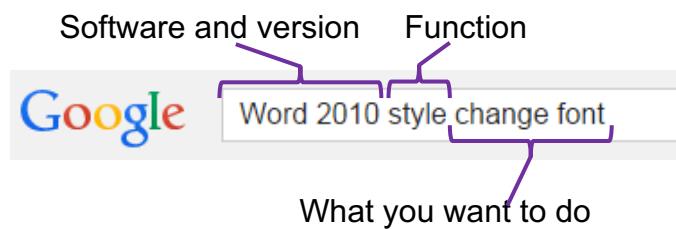
A style is a ...

- a.document which looks good.
- b.collection of formating for a document.
- c.common set of formating for all paragraphs.
- d.collection of formating for a paragraph.
- e.sequence of characters of the same shape.
- f.uniformly looking document.

4

Searching the web for finding out

- Changed your mind, want
 - headings in the font **Arial Black**
 - remaining text in Arial
- How?
- Search the web



Assignment 2

5

Way of finding out

- In what way did you change all the styles?
- How did you find out how to do it?
- How can your way of finding out be used in other cases?

Assignment 2

6