

Using Styles

STYLES are a collection of text formats. They are available from the PARAGRAPH STYLES option in the FORMAT menu or from the STYLES icon in the TOOLBAR. STYLES can be applied to text at any time and you can modify the provided styles to suit your needs. The default style is NORMAL TEXT.

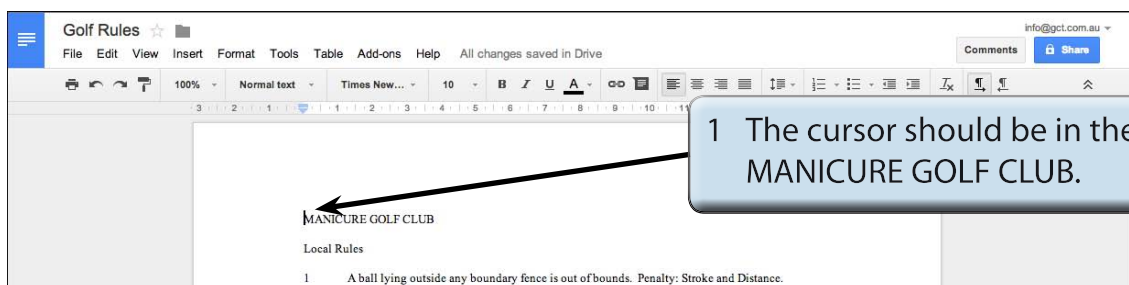
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted, all the text set to that STYLE is automatically adjusted as well.

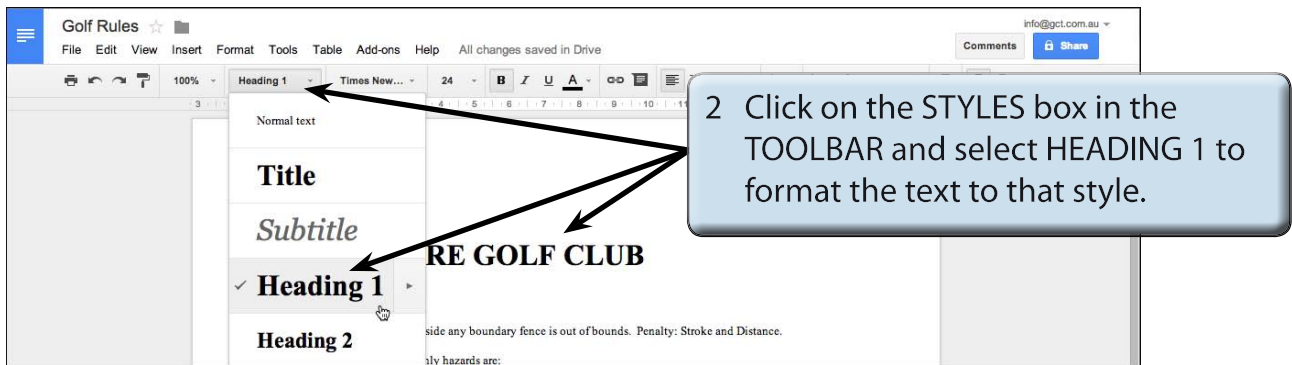
Loading a Sample File

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 14 folder and load the GOLF RULES file.
- 5 The file contains rules and etiquette for a golf club. Your task will be to format it using styles.

Using Preset Styles

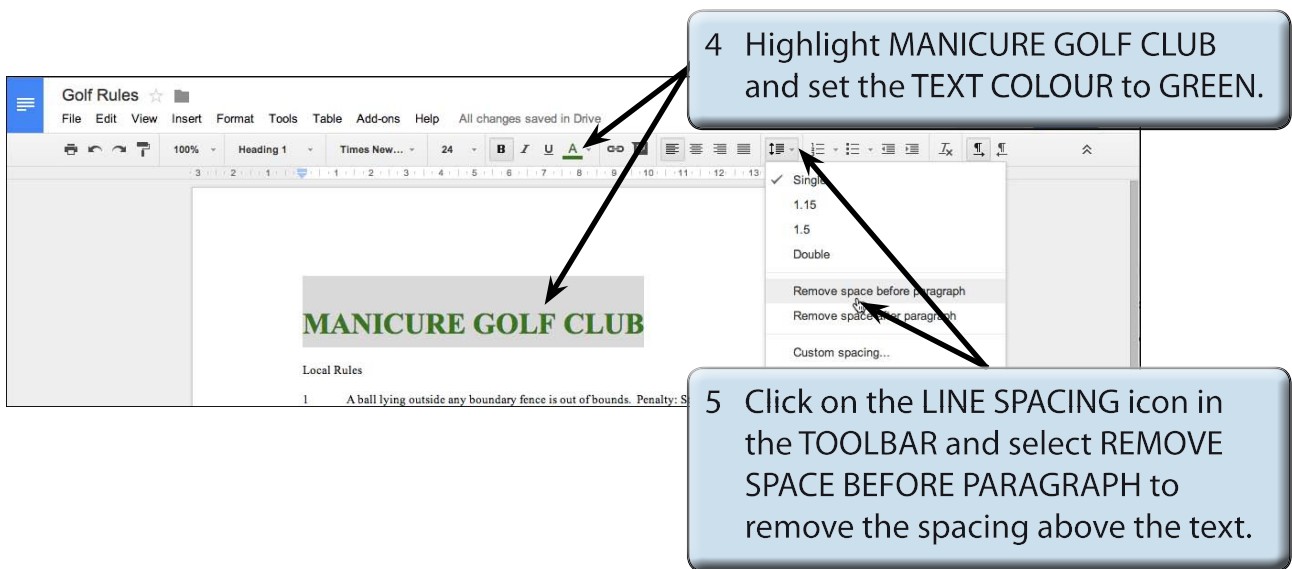
The easiest way to use STYLES is to simply use the provided styles to format text. Let's format the main heading to the HEADING 1 style.





NOTE: STYLES in Google Docs are PARAGRAPH STYLES which means that whole paragraphs are formatted when you select a style.

3 You can modify the text after it has been set to a style.



NOTE:

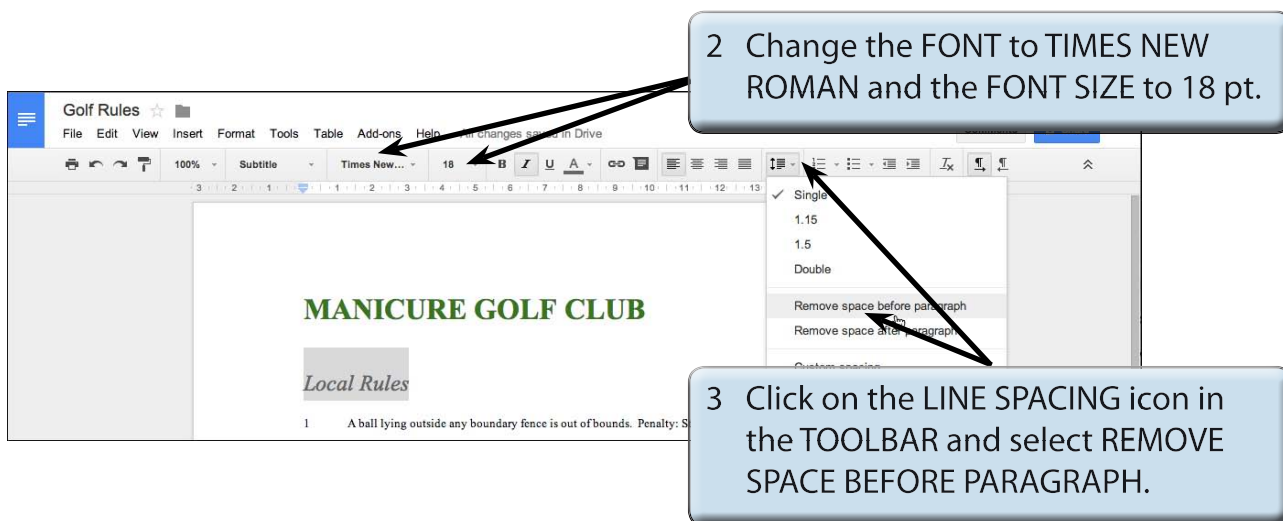
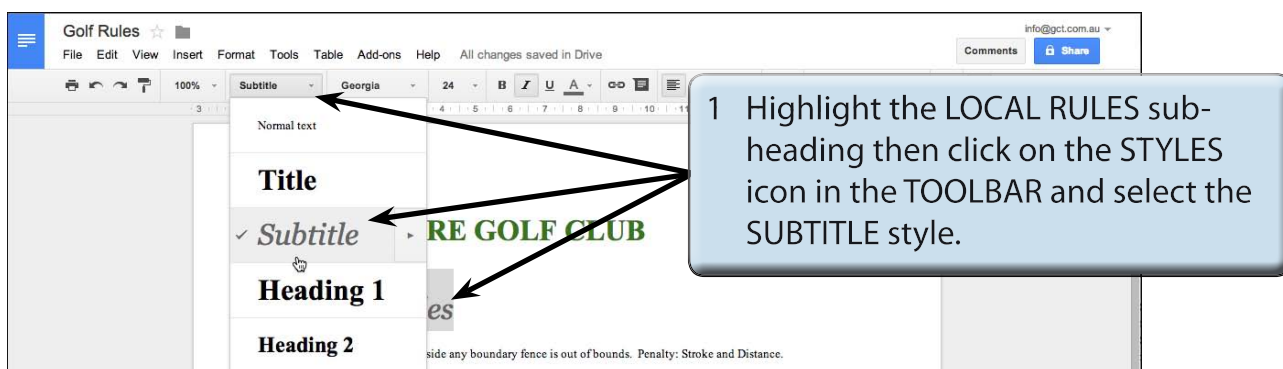
- i The preset styles in Google Docs usually have paragraph spacing included in the style.
- ii The changes you have made to the heading are not permanent. If you select HEADING 1 from the STYLES icon, the original style formats will be returned to the text.

Creating Your Own Styles

You can record any format changes you make to a style so that you have a customised styles that suits your needs.

A Setting the Formats

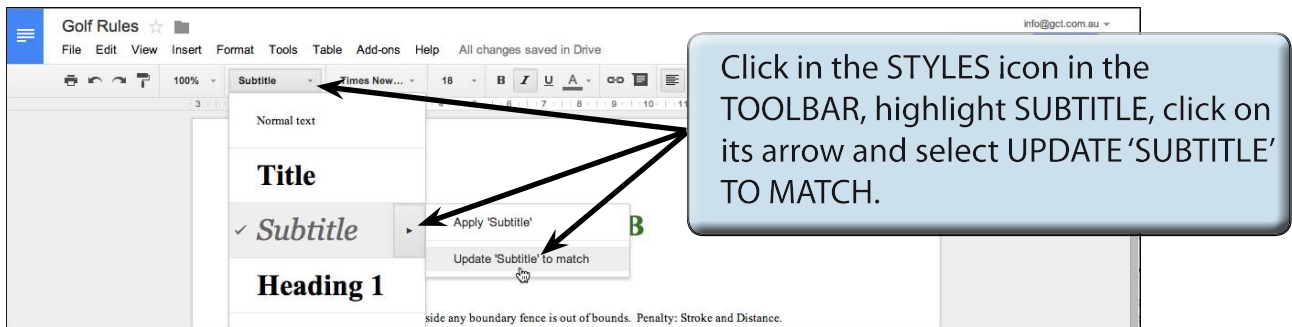
The steps in creating your own styles is to add the required formats then update the style in the STYLES list.



- 4 We want to record this format so that the other sub-headings can be set to the same style.

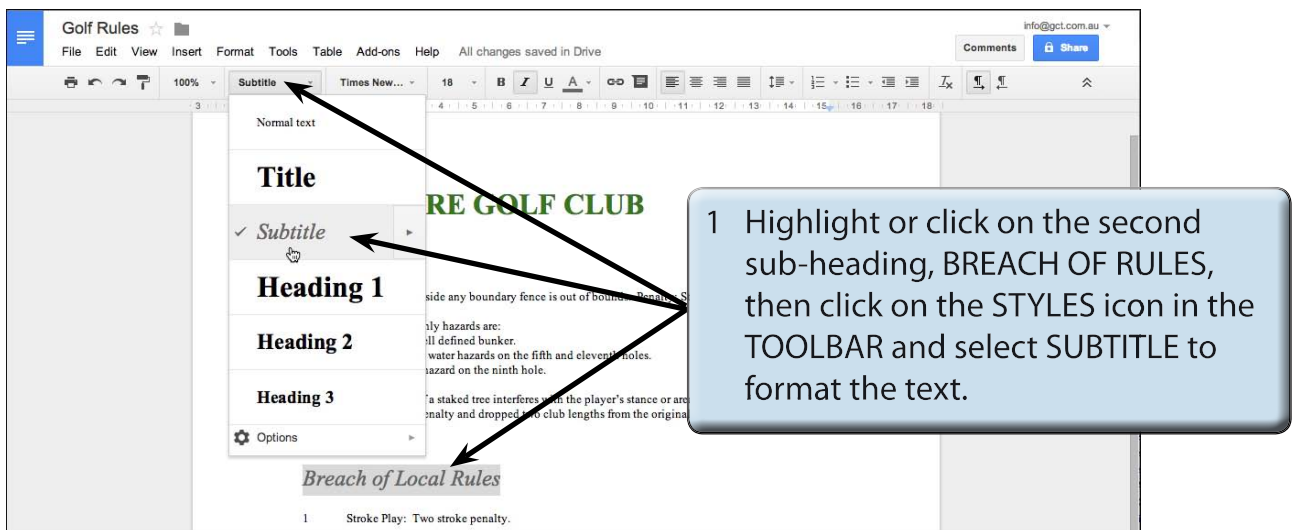
B Updating the Style

The style needs to be updated so that the new formats are recorded.



C Applying the Style

The style can now be applied to other text in the document.



NOTE: When setting a heading or paragraph to a style, it is personal choice whether you highlight the text or simply click on the text.