# 6

# Defined Styles


6.1 Overview . . . . . 74
6.2 The Edit Style Dialogue Box . . . . . 75
6.3 Creating Styles . . . . . 76
6.4 Editing Styles . . . . . 77
6.5 Renaming & Deleting Styles . . . . . 79
6.6 Applying Styles . . . . . 80
6.7 Removing Styles . . . . . 81
6.8 Merging Styles . . . . . 82


Local text and format effects described in chapters 4 and 5 allow you to instantly alter the style of text. However, if you need to apply combinations of effects, it is much easier to define a style that combines all the required effects, and then apply that style in a single operation.

## 6.1 Overview

A defined style is a combination of effects with a unique name that can be applied to text in a single operation. It enables you to apply complex combinations of effects quickly and consistently throughout the document. So if you want headings to be 18pt bold, you could define a style called `Heading` to be 18pt bold, and apply it to the appropriate headings.

A further advantage of a defined style is that if you change its definition, all text in that style is automatically updated throughout the document. So if in the example above, you decide that headings should be 24pt instead of 18pt, you need only change style `Heading` to 24pt. Once this has been done, all headings will automatically change to 24pt.

### Bodytext

Initially all text in ***Ovation Pro*** appears in a pre-defined style called `Bodytext`. By default `Bodytext` is 12pt Arial, but you may edit the definition as required. So if you run ***Ovation Pro*** and type in a letter, the text of that letter will appear in 12pt Arial. If you then change `Bodytext` to 13pt, all the text in the letter will be automatically updated.

You may overlay `Bodytext` with other defined styles or local effects. These may overwrite various attributes of `Bodytext`. Local effects are always applied on top of all other styles, irrespective of the order in which they were applied.

Overlayed styles and effects may be removed from a selected region, but the base style, `Bodytext`, must remain.

### Scope

Normally, a style is applied to a selected region, but you may also define a *scope* which specifies the amount of text that will be affected when the style is applied. For example, a style with *paragraph scope* is applied to entire paragraphs. This can save a lot of time because it eliminates the need to select paragraphs before applying styles.

### Keypresses

Another time saver is the ability to assign a keypress to a defined style. The style can then be applied at the press of a key.

## 6.2 The Edit Style Dialogue Box

**Menu⇨Style⇨Edit Style… Ctrl+Shift+E**

Choose **Style⇨Edit style** *(fig. 6.1)* to open a dialogue box which allows you to create, edit, rename and delete styles *(fig. 6.2)*.

The small window in the top left of the dialogue box lists all the styles that have been defined. If necessary, use the scroll bar to scroll through the list. One style in this window will be pre-selected ready for editing. The pre-selected style is the style at the caret, or if there is more than one style at the caret, the one that was applied last.

Initially there is only one style, Bodytext, so this is pre-selected.

You may select another style for editing by clicking on it.

The centre panel of the dialogue box shows a preview of what the selected style looks like. The preview shows text attributes such as font, size and colour, but not format attributes such as alignment and leading. If the previewed text is too big, it is cropped to fit the preview box.

The bottom panel of the dialogue box shows a summary of the attributes of the selected style. So Bodytext sets the font to Times New Roman, the size to 12pt, the text foreground colour to Black etc.

The buttons **Text**, **Format** and **Tabs** are used to edit the selected style.

Any changes made in the **Edit style** dialogue box, are not applied until you click on **OK**. If you click on **Cancel** the dialogue box will be closed and all the styles will remain unchanged.

Pressing Menu over the list of defined styles opens a save box which can be used to save all the style definitions as a text file.

Clicking and dragging a style in the list of defined styles lets you reposition it. This is useful if you find it convenient to have the styles on the style menu in a particular order.

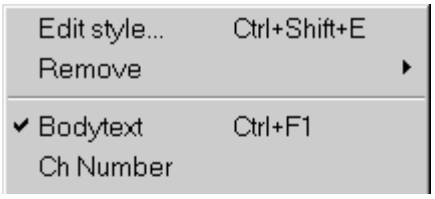


*Fig. 6.1 - The **Style** menu.*

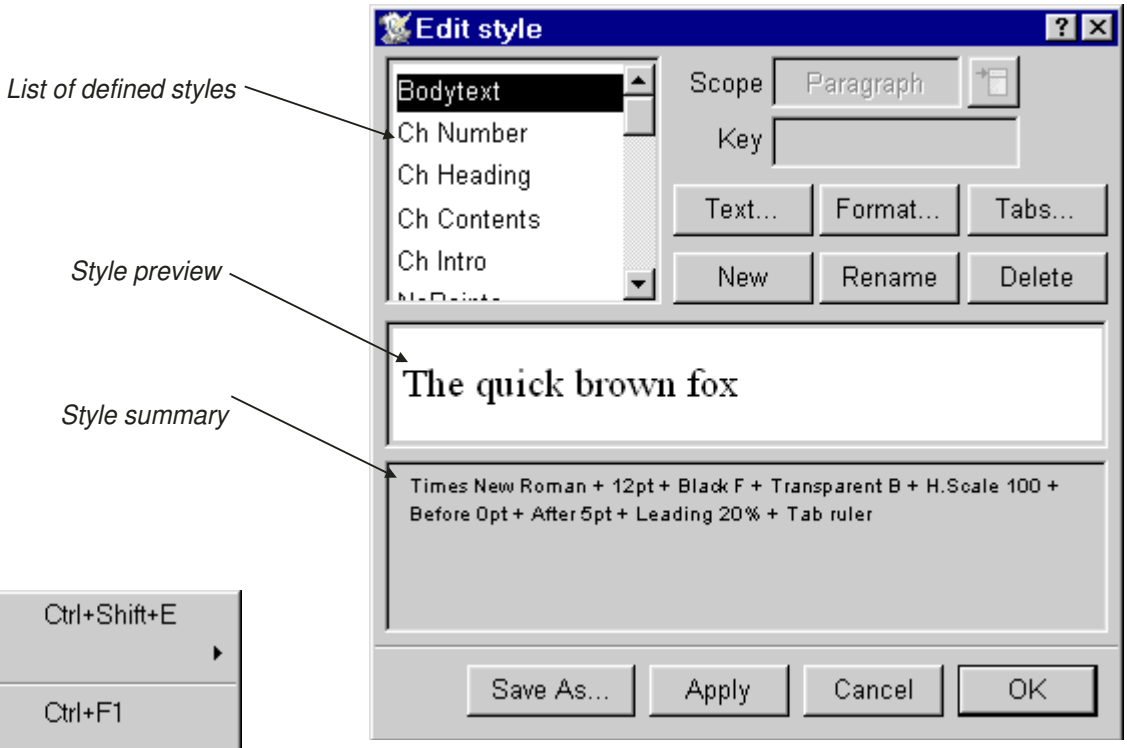


*Fig. 6.2 - The **Edit style** dialogue box allows you to create, edit, rename and delete styles.*

## 6.3 Creating Styles

**Menu➪Style➪Edit styles…➪New**

To create a new style click on **New** and type the name of the style into the **New style** dialogue box *(fig. 6.3)*. The name must not be the same as an existing style name.

By default **Based on** is not selected, so a completely blank style is created i.e. all attributes will have no effect.

If **Based on** is selected, the new style will be based on the style that was selected when **New** was chosen. However, you can base a new style on any another style by choosing it from the menu.

Click on **OK** to create the new style and close the dialogue box. The style you have created is added to the list in the **Edit style** dialogue box, and is automatically selected ready for editing.

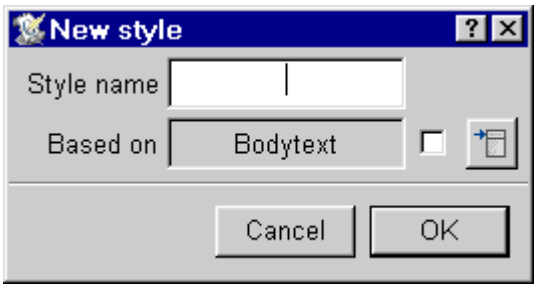


*Fig. 6.3 - The **New style** dialogue box.*

## 6.4 Editing Styles

**Menu➪Style➪Edit styles...➪Text...**

To edit a style, first ensure that the style you wish to edit is selected in the **Edit style** dialogue box *(fig. 6.2)*.

### Text Attributes

To edit the text attributes of the selected style, click on **Text**. This opens the **Modify text** dialogue box *(fig. 6.4)* providing all the text effects described earlier in this user guide *(see 4.6)*.

Notice however that there is an additional icon to the left of options such as **Font** and **Size**.

A 'cross' in this icon indicates that when the style is applied to text, the attribute will have no effect. When you create a new blank style, all attributes are in this state.

If an attribute is ticked, it will have an effect when the style is applied. Attributes automatically become ticked if you alter them, or you can change a cross to a tick by clicking on it.

If you edit `Bodytext` you will notice that all attributes are ticked and cannot be changed. This is because `Bodytext` is the base style and must define everything.

Attributes such as **Bold** and **Italic** may have three states; a cross, a tick or blank. A cross in the icon indicates that the attribute will have no effect. A tick means that the attribute is set on, and a blank means it is set off.

For example if you have some text that is Bold and Underlined, and apply a style where Bold is crossed, Italic is ticked and Underline is blank, the resulting text will be Bold and Italic. This is because Bold has no effect, Italic is applied and Underline is removed.

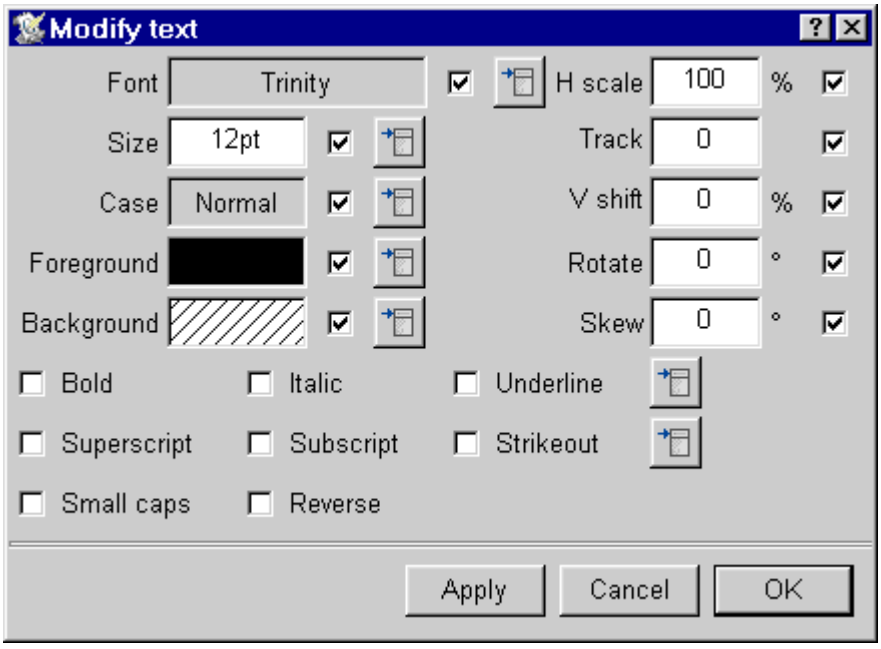


*Fig. 6.4 - The **Modify text** dialogue box is used for editing styles. If an attribute is 'crossed' it will not be applied to the text.*

## Format Attributes

**Menu➪Style➪Edit styles...➪Format…**

To edit the format attributes of the selected style, such as alignment and leading, click on **Format**. This opens the **Format** dialogue box described earlier in this user guide *(see 5.4)*.

As in the **Modify text** option described above, format attributes have no effect if they are crossed, applied if they are ticked or removed if they are blank *(fig. 6.5)*.

## Tab Attributes

**Menu➪Style➪Edit styles...➪Tabs…**

To edit the tab settings for the selected style, click on **Tabs**. This opens the **Tab** dialogue box *(fig. 6.6)* and tab ruler described earlier in this user guide *(see 5.5)*.

An additional option on the **Tab** dialogue box, **Apply ruler**, allows you to determine whether the tab ruler will be applied or not. A cross indicates that it will have no effect; a tick indicates it will be applied.

In the writable icons next to **Leader** and to **Decimal tab** you can set individual leader strings and decimal tab characters for each tab. The default decimal tab setting as set in Preferences

**Menu➪Misc➪Preferences➪Text**

**Ctrl+Shift+P**

is used if the **Decimal tab** icon is left blank.

## Example

Assume you want to create a style that will set text to 14pt Bold. It should change nothing else, so that the font and all other attributes are determined by Bodytext and any other underlying styles.

1. First use **New** to create a blank style.
2. Click on **Text** to open the **Modify text** dialogue box. Since the style is completely blank, all the attributes have a cross beside them.
3. Now choose **14pt** from the **Size** menu. Notice that the Size option becomes ticked. Click on **Bold** so that it is also ticked. *(fig. 6.4)*.
4. Click on **OK** to apply the changes.
5. The preview will now show 14pt Bold text and the style summary will confirm that these two attributes have been assigned to the style.

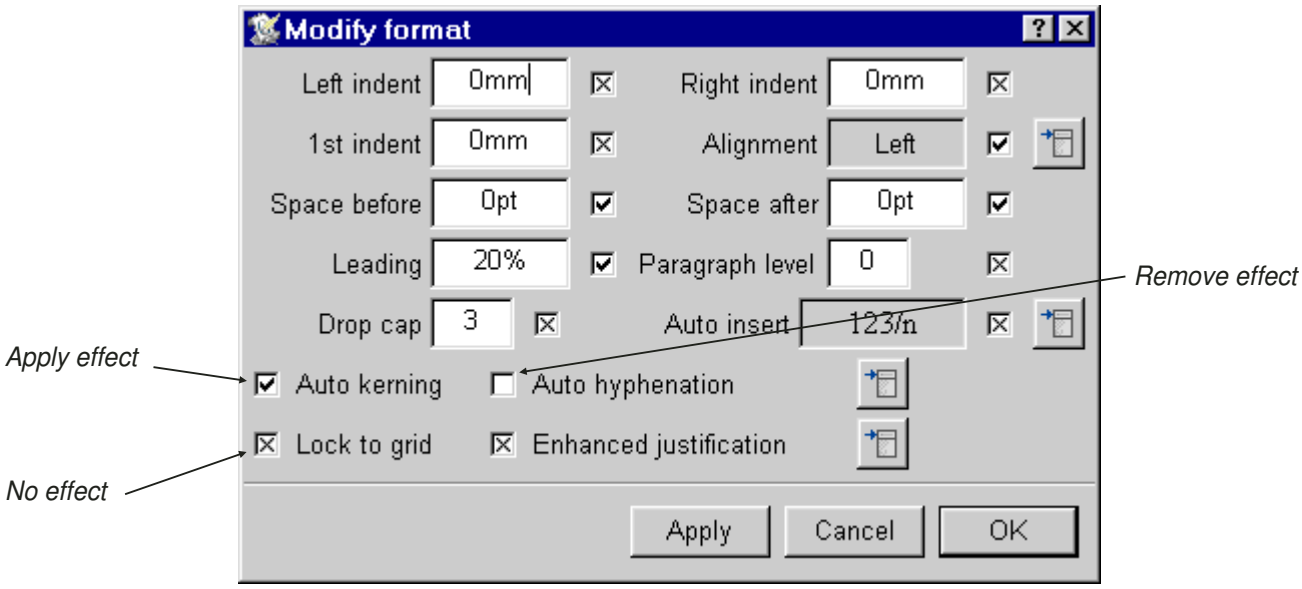


*Fig. 6.5 - The **Format** dialogue box is used for editing styles. If an attribute is 'crossed' it will not be applied to the text.*

### Scope

The **Scope** menu *(fig. 6.7)* allows you to specify the amount of text affected when the style is applied.

**Selection** causes the style to be applied to the text selection. If there is no selected text, the style is applied to the caret.

**Paragraph** causes the style to be applied to the entire paragraph that contains the caret, or to all paragraphs wholly or partially in the selection. **Paragraph** is automatically selected if the **Format** dialogue box has been used, since these attributes normally only apply to whole paragraphs.

**Word** causes the style to be applied to the word at the caret, or to all the words wholly or partially in the selection.

**Line** causes the style to be applied to one whole line of text.

**Story** applies the style to the whole of the current story.

### Key

You can assign a keypress to the selected style by pressing the required key combination.

You can use almost any key in combination with Ctrl, Shift, Alt or the Windows key or a combination of them. However, to avoid overriding existing key shorts cuts, we recommend that you do not use any of the function keys mentioned in the key short-cut overview *(see Appendix E)*.

You can remove the keypress from the selected style by pressing **Delete.**

For the keypress to be seen the scrolling window of style names must have the input focus shown by a dotted line around a style name. You can give it the focus by clicking on a style name or by tabbing until the input focus reaches it.

## 6.5 Renaming & Deleting Styles

### Rename

To rename the selected style, click on **Rename** to open the **Rename style** dialogue box. Type in a new name and click on **OK**.

### Delete

Click on **Delete** to delete the selected style. All occurrences of the style are deleted from the document.

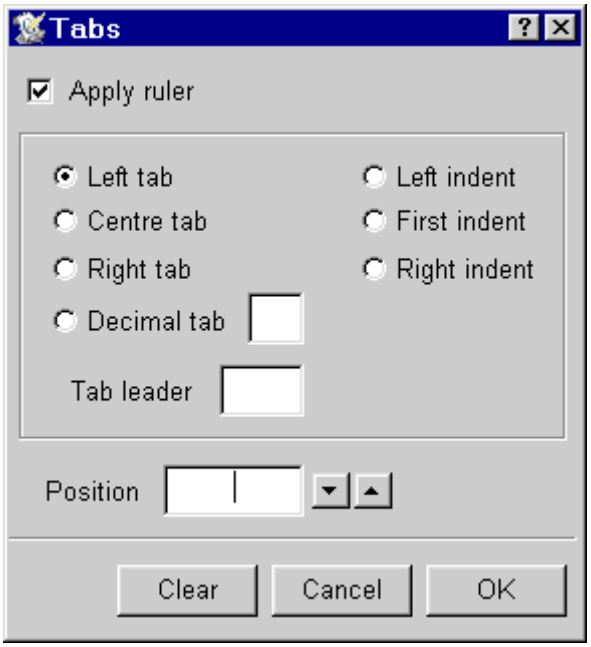


*Fig. 6.6 - The **Tab** dialogue box.*

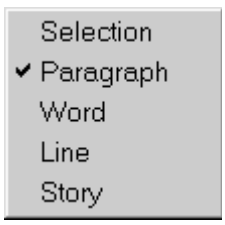


*Fig. 6.7 - The **Scope** menu.*

## 6.6 Applying Styles

**Menu⇨Style⇨**

To apply a style, first select the text to be changed, then choose the required style from the **Style** menu *(fig. 6.8)*.

### Changing Selections

If the scope of the style you are applying is set to **Selection**, the style is applied to the selection. If there is no selection, the style is applied at the caret, and any text subsequently typed will appear in that style. Note however, that if you move the caret before typing, the style will not be applied.

### Changing Paragraphs

If the scope of the style you are selecting is set to **Paragraph**, the style is applied to the paragraph containing the caret; there is no need to select the text in the paragraph.

If there is a selection, the style is applied to all paragraphs that are wholly or partially selected.

In ***Ovation Pro***, a paragraph is defined as the text between two carriage returns, which may be a single line or multiple lines of text.

### Changing Words

If the scope of the style you are selecting is set to **Word**, the style is applied to the word containing the caret; there is no need to select the word.

If there is a selection, the style is applied to all words that are wholly or partially selected.

### Overlaying Styles

By default all text is displayed in the pre-defined style called `Bodytext`. You may overlay any number of additional styles on top of `Bodytext`. For example, if you apply a style that sets Italic, and overlay it with a style that sets Bold, the resulting text will be Italic and Bold.

The attributes of the last style overlayed, overwrite those conflicting attributes of the style beneath. For example, if you apply one style that sets the text size to be 14pt, and overlay it with another style that sets text size to be 18pt, the resulting text will be 18pt.

### Styles and Effects

You can apply a combination of defined styles and local effects to the same region of text. In this situation, the defined styles are applied first and the local effects are overlayed on top, irrespective of the order in which they are applied.

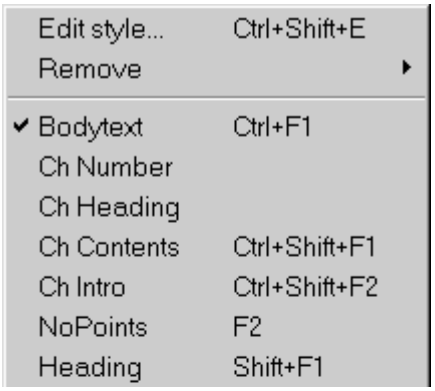


*Fig. 6.8 - The **Style** menu.*

### Current Style

If there is no selection, the styles that are current at the caret are ticked on the **Style** menu.

If there is a selection, any styles that are present throughout the selection, are ticked on the **Style** menu. If a style is not ticked on the menu, it means that it is not present throughout the selection.

## 6.7 Removing Styles

**Menu➪Style➪Remove**

The **Remove** menu *(fig. 6.9)* lists all the styles that are present at the caret or somewhere within the selection. The order of the styles on the menu shows the order in which they were applied in the document (the last style applied being at the top of the menu).

Click on the style name to remove it from the caret or selection.

Notice that `Bodytext` is not displayed on the **Remove** menu. This is because `Bodytext` must be present beneath all other styles, and cannot be removed.

The **Local effects** options removes all local effects at the caret or selection.

If you remove all styles and local effects from a selection, the selection will be displayed in Bodytext style.

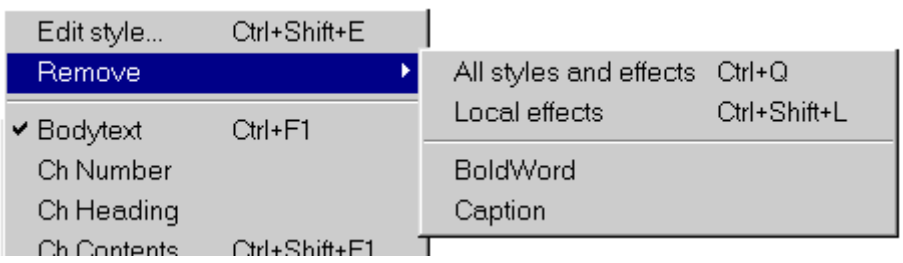


*Fig. 6.9 - The **Remove** menu.*

## 6.8 Merging Styles

You can merge the styles from another document or stylesheet by dragging a document or stylesheet onto the **Edit style** dialogue box *(fig. 6.2)*.

If a style being merged has the same name as an existing style, a warning box is displayed *(fig. 6.10)*. Since Bodytext exists in every document, this warning box will always appear at least once.

For each style name clash, the warning box provides a number of options.

**Skip** causes the style to be ignored and not merged.

**Overwrite** causes the style being merged to overwrite the existing style.

**Rename** changes the name of the style being merged so that it doesn't clash with any existing style.

**Cancel** aborts the merge operation.

Another way in which styles may get merged is when text is copied between documents.

A problem area is where a style in the text being copied has the same name as a style in the destination document but different values. What happens depends on the settings in the Text handling choices window

**Menu➪Misc➪Choices➪Text**

If **Rename styles** is selected the styles of the imported text will be used and if their names exist they will be renamed (Style01, Style02, …) . Otherwise the imported styles with the same names will take on the values of those in the document into which the text is being imported.

The same point applies to the transfer of colours if **Rename colours** is selected in **Text** choices.

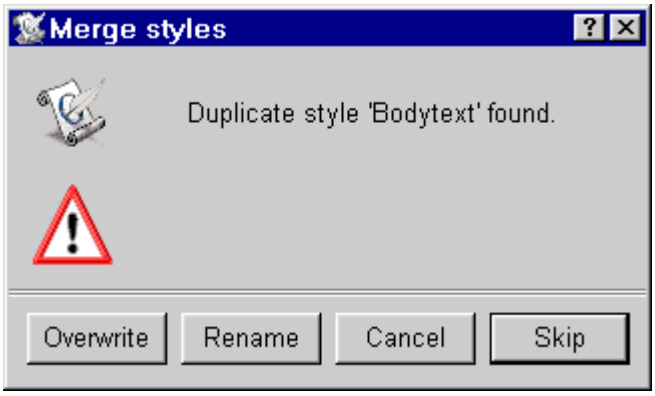


*Fig. 6.10 - This warning box is displayed for each style name clash.*