(either a new document or a new view) and choose *Paste All Masters*. The topics of the second outline will display the justification, fonts, topic spacing and labels of the first.

See Chapter 7, for more on working with master topics.

Copy Style (5)/Paste Style (6)

Use these commands when working with graphics on slides. If you have customized the way a symbol, line, slide background, body box or title box appears, you can copy its style (*Copy Style*) and paste it (*Paste Style*) to a graphic on another slide, document or view.

For more on working with graphics, see Chapter 12.

When you are in an outline, these commands are named *Copy Topic Style* and *Paste Topic Style* and are used to copy and paste labels—bullets, serial labels or images—to topics. Select a topic with the label you want to copy and choose *Copy Topic Style*. Select a topic to which you want to add or change the label, and then choose *Paste Topic Style*. The new topic will carry the same label as the first one.

See Chapter 7 for more information on labeling topics.

Save Style

Save Style is used when you are working with graphics on slides and makes the style of the selected line or symbol the default style for drawing. The next time you create a graphic, it will display the style of the graphic selected when the *Save Style* command was chosen.

Shortcut

You can also save a style by clicking on the 

button on the Slide Show tools ribbon.

For more on working with graphics, see Chapter 12.

Page Layout (P), Slide Layout (P), Notes Layout

These commands raise the *Page, Slide* and *Notes Layout* panels, which are used to set the sizes and margins of outlines, slides and speaker notes, respectively. See Chapter 15 for more information.

Shortcut *You can also make your text bold, italicized or underlined by clicking the* **B** *i* u *buttons on the button ribbon.*

Text

The text submenu commands align selected text—left, center, or right-justified—display and hide the rulers and copy and paste rulers between documents.

Shortcut *You can also change your text alignment by clicking the buttons on the button ribbon.*

Show/Hide Ruler (r)

Choose *Show Ruler* to show the ruler (or rulers) of the current outline or slide show. Rulers serve two formatting purposes. They give you control over the indentation and tab stops of text and topics, and serve as guides to the size and placement of items on a slide.

If a view's ruler is already visible, this item will be named *Hide Ruler,* and choosing it will do just that.

To change the units of measurement displayed on rulers, use the *Units* pop-up list found on the *General* preferences panel. See Chapter 16 for information on setting preferences.

For more on working with rulers, see Chapter 7.

Copy Ruler (1)/Paste Ruler (2)

Choose *Copy Ruler* if you want to copy a ruler, and paste it to another view of your document, or to another Concurrence document. Choose the document or view you want to paste it to and select *Paste Ruler.*

Copy/Paste All Masters

Use *Copy All Masters* and *Paste All Masters* to copy or paste an outline's entire set of master topic formats.

These commands are extremely useful when you want to duplicate the formatting of an outline. Choose *Copy All Masters* from within the outline whose formatting you want to copy. Then open a new outline window

Chapter 22

Format

The commands of the Format menu are used to control the format of text and topics in a document, and to adjust the layout of outlines and slide shows.

Font

For the most part, the first two items in the format menu are the standard Font and Text menus, described in the introductory documentation that came with your computer. Only the ways they differ from the norm are documented here.

Font Panel (t)

Choosing the *Font Panel* command raises the usual NEXTSTEP *Font Panel*. Refer to the NEXTSTEP User's Guide for more information on how to use the *Font Panel*.

Shortcut

You can also raise the Font Panel by clicking the f button on the button ribbon.