

## Advantages

To realize styles advantages take a look to this same hypertext.

Each single page has a title, this title is the same on each page, the look of the title is different from the look of the text: the title is larger, and uses different font. If we define a style for the title (for example “Titolo”) and one for the text (for example “Testo”) we meet two target:

- we make editing fast (in this page, if the style “Titolo” isn’t available, to have same result we should select title, apply “Arial” font, apply bold, apply 15pt size, apply red color...)
- we can modify more pages at a time (if we want a Green title on all pages, we have only to modify the style, with “Format >Paragraph style...”, and all pages will have a Green title).

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## Apply styles

Some times a text can have an improper *format*.

You can override all format applied to a line with “Format >Reformat”.

To change a style simply select a text block, apply changes with buttons, then clic on styles combo, press Enter, then choose “Modify style by using selected text as example”, then Ok.

Some useful info

## Cut & paste

If you use cut & paste, iPer try to use both styles and format. The behaviour may be different if:

- the paste happens in an empty line
- the paste consists only of one line
- the paste happens in a block

iPer try to retain the style of “more important” block.

Some useful info

## How to work with styles

There are many ways to use styles.

- Create new style:
  - The simplest way is to modify a text block with the toolbar buttons. For example, select a word, apply bold, apply 15 as size. Then type a style name in the styles combo, for example "MyText" and press Enter. iPer will show a confirmation window.
  - Or you can choose "Format >New style..."
- Apply a style to a paragraph or a block:
  - Clic on the arrow of the styles combo. In this example you will see styles: *Elenco*, *SottoElenco*, *Testo*, *Titolo*, *[nessuno stile tabella]*, *[nessuno stile]*. If you clic on any of these items, selected paragraphs will be reformatted using selected style.
  - Or type an existing style name in the styles combo, then press Enter.
- Change style settings:
  - Select a text block, then apply modifications. Then enter in styles combo and press Enter. In the window that will appear, choose "Modify style by using selected text as example".
  - Or select "Format >Styles...". Then select a style and apply changes.
- See / modify current paragraph style:
  - use "Format >Paragraph style.."
- Reformat a paragraph with a style:
  - if you simply apply a style to a paragraph, preexisting format is retained. If you want to clear all formats, because you want all paragraph settings identical to style settings, use "Format >Reformat".

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## Some useful info

The “style” concept is a relatively recent thing, born with word processing and desktop publishing applications. Most diffused apps distinguish between style and format:

- "Style" means all properties defined in the style applied to a paragraph.
- "Format" means same attributes, but applied locally with tool buttons or with "Format >Font..."

You can have two paragraphs you see identical on the screen, but different. iPer takes care of this distinction (as MS Word and others), because this is what style's users expect.

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## Styles used in this hypertext

In this hypertext we use 4 styles:

- "Titolo": is the stile of this page title: font is "Arial", size15, bold, color red (custom), left justified, margins l=3mm, r=3;
- "Testo" is the style of first line of this page: font is "Times New Roman", size 12, left justified, with first line indent of 5mm. Margins l=3, r=3.
- "Elenco" is the style of this list. Identical to "Testo", but with bullets, and left margin 23mm.
- "SottoElenco" is the style of other lists, used for example on [how to work with styles page](#).

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## Text styles example

Text styles are a quick way to apply some predefined settings to a paragraph.

You can apply a style to a text block with the “Paragraphs” toolbar, or with “Format” menu.

Here we see:

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- styles used in present text
- how to work with styles
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