Create Styles and Themes

Creating your own font styles and themes uses the tools within the Publisher software or you can import styles and themes from the Internet. You can also design new fonts or themes by changing the default settings. If you are using a template it will already have styles and themes set. You can change any aspect of the template to fit the needs of your document. When starting with a blank document you will need to create your own styles and themes. If you have text already in the document, you must select the text box or the text to make any changes in the style or theme.

Styles – Font Features

You will find the Styles option on the Home tab. To open the New Style dialog box:

1. Click on the menu arrow below the Styles button
2. On the menu, click on New Style...
3. New Style Dialog box opens – (pictured below)

Enter new style name:

Style Based On: menu list arrow - No Style, Accent Text, Address, Body, Heading, Job Title, List Bullet, Normal, Normal, Organization, Presentation, Tagline or Title

Style for the following paragraph: menu list arrow - (same options as Style Based On:)

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Font – allows you to change the font style, size, color, underline, effects and features

Character Spacing – allows you to shrink or stretch text size, tracking and kerning

Paragraph – allows you to change indents and spacing, tabs, and line and paragraph breaks

Bullets and Numbering – allows you to choose size, indent, character

Horizontal Rule – allows you to draw a line before and/or after paragraph, change thickness, color, style and position

Tabs – allows you to set tab positions for tables or columns, alignment and leaders

Click on the buttons to open the dialog box that contain design options for your document. Each Click to change button dialog box is displayed on the following pages.

Options that have been chosen are displayed in the Sample/Preview section of the dialog box.

If Apply is activated click it before clicking on the OK button.

Clicking the OK button will close this box and allow you to choose another option in the New Style dialog box.
Character Spacing

Options that have been chosen are displayed in the Sample/Preview section of the dialog box.

If Apply is activated click it before clicking on the OK button.

Clicking the OK button will close this box and allow you to choose another option in the New Style dialog box.

When you click on the Show Toolbar button, the toolbar opens at the bottom of the screen displaying chosen options.

Design options are available in the toolbar without opening the dialog box. Screen tips will be visible when you point to each option on the toolbar.

**You must highlight text to make changes in the toolbar options.**
Paragraph Options

1. Choose alignment option:
   - Left
   - Center
   - Right
   - Justified
   - Distributed
   - Distribute all lines

2. Indentation style and measurements:
   - Original
   - Flush Left
   - 1st Line Indent
   - Hanging Indent
   - Quotation
   - Custom

3. Line Spacing
   - Before Paragraph
   - After Paragraph
   - Between Lines

4. Align text to baseline guides
   - Place check in box

5. Sample/Preview box displays the chosen options

6. Click OK when finished

Example:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>One…… Two…… 49.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three…… Four…… 6.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Five…… Six…… 23.475</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Column 1 is Left Align
Column 2 is Center Align with Dot Leader
Column 3 is Decimal Align with Dot Leader

These options for keeping text together or separate in line and paragraph breaks.

**Widow/Orphan control**

Widows and orphans are single lines of text in a paragraph that print at the top or bottom of a text box or column. You can choose to avoid separating these lines from the rest of the paragraph.

- **Keep with next** This check-box will keep one or more selected paragraphs together in a text box or column.
- **Keep lines together** This check-box will keep lines of a paragraph together in a text box or column.
- **Start in next text box** This check box will move the paragraph to overflow so that you can move it to a new text box.

If you have text already in the document you must select the text box and/or the text to make any changes in the style or theme.

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Bullets and Numbering

😊 Click on a bullet character to activate the Character Button and open the Bullet Character window.

😊 Scroll through to find the character you want or look in the Recently used symbols and click on the character you want, and then click the OK button.

😊 The new character will be added to the choices in the Bullets and Numbering dialog box.

😊 You will see your new character displayed in the Sample box.

😊 Try other options to view them in the Sample preview section.

😊 Click the OK button when finished.
Horizontal Rules

Horizontal Rules are used to place a style of line before or after a paragraph.
- Click in the box for Rule before paragraph or Rule after paragraph.
- Choose the thickness, color, style, and position.
- Click on OK when finished.
- Options chosen in the sample dialog box are displayed here.

Tabs

See the Tabs settings previously shown in the Paragraph dialog box for step by step description.

TIPS:
Once you have set the tabs using the dialog box, you can double click on a marker in the ruler at the top of the document to open the tab setting box to make changes. **You must select the table first.**

You can also open the Paragraph dialog box by clicking on the Home tab and in the Paragraph group click on the Launcher arrow. You will have the same options available; Indents and Spacing, Tab, Line and Paragraph Break.
More Font Options

If you want to change the font theme without editing each part in your document:

- Click on the Page Design tab
- Choose one of the styles in the Fonts menu
- OR
- Create a New Font Scheme by clicking at the bottom of the menu and choosing options from the drop-down lists in the dialog box
- Name your new style and click on Save-it will be added in the Custom section of the Fonts menu

Font Scheme Options will allow you to choose which options you want to use or not. **Open the dialog box first** and add or remove checkmarks in front of each option depending on if you want it or not. You will need to do this first if you are going to use a style in the menu.

- In the Font Scheme Options you will be able to
  - Update custom text styles
  - Override applied text formatting
  - Adjust font sizes
Themes – color schemes

When you use a template there will be color schemes already in place. If you are using a blank document, there are no color schemes set. You can change a template scheme using the same steps as if you are starting with a blank document.

- Click on the Page Design tab
- Click on the drop-down arrow at the bottom right of the Schemes
- Click on a color scheme already on the menu
  OR
- Click on Create New Color Scheme...at the bottom of the menu
- Click on an arrow in the New column to choose the color for each part of the theme
- Type in a Name for your new color scheme
- Preview
- Save if you want to keep it
- Click Cancel if you do not want to keep it
- Your new color scheme and name will show in the Color Scheme menu