

Working with Style Sheets

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Introduction

A Style Sheet can be regarded as a collection of options for the assigning of attributes to text, objects or images. Using Style Sheets, the user can apply a whole series of options simultaneously with a single keystroke. The advantage of this method lies not only in the fast application of several options, but also in flexibility for additional editing. For this reason, a professional user will always work with a large number of Style Sheets so as to complete his task quickly and in a structured way.

The program offers extensive functions for the creation, management and application of Style Sheets. Here below is a brief overview:

- Style Sheets can be applied to text, objects and images.
- Text Style Sheets can be applied to characters, paragraphs and layouts.
- Style Sheets only change the options that have been defined in the Style Sheet.
- Style Sheets can be inherited, which means that they can be used as models or templates for additional Style Sheet definitions.

Create/Import Text Style Sheets

Create Text Style Sheets

You can create a Text Style Sheet for **characters**, **paragraphs** and **layouts**. When you create a **Character Style Sheet**, you have all the options available for characters. If you want to create a **Paragraph Style Sheet**, you have all the options available for paragraphs, plus as an option all the options available for characters. If you want to create a **Layout Style Sheet**, you have all the options available for layouts.

Create a simple Text Style Sheet:

1. Choose one of the following options:
 - Select the menu command **Edit/Style Sheets** and select the option **New**.
 - Right click in the **Style Sheets Palette** and choose the option **New** in the context menu.
2. Select your own **name** for the Style Sheet, or alternatively select one of the predefined names.

3. Select a **Style Sheet Type**:
 - Select the option **Character** if you want to create a Character Style Sheet.
 - Select the option **Paragraph** if you want to create a Paragraph Style Sheet.
 - Select the option **Layout** if you want to create a Layout Style Sheet.
4. Select the option **Based on actual settings** if you want to take over all corresponding attributes of the text in which the cursor is currently placed. The option can be selected when the text mode is active.
5. In the dialog section **General**, choose a **key** or **key combination** for faster application. Click in the entry field and press a single key or key combination. The program supports the following keys/key combinations:
 - the **Numeric Keypad**,
 - the Numeric Keypad, in combination with the **Ctrl key** (Windows/Linux), or the **Command key** (Mac) and/or the **Alt key** (Windows/Linux) or the **Option key** (Mac),
 - the **function keys** F5 to F12,
 - the function keys F5 to F12, in combination with the **Ctrl key** (Windows/Linux), or the **Command key** (Mac) and/or the **Alt key** (Windows/Linux) or the **Option key** (Mac) and/or the **Windows key** (Windows/Linux) or the **ctrl key** (Mac) and/or the **Shift key**.

Note:

If your current document contains a Style Sheet operating with the same key combination that has been assigned to a palette, then the palette activation and de-activation function of this key will take precedence and the key combination will not work for the Style Sheet.

6. Choose the settings for **characters**, **paragraphs** or **layouts** in the respective dialogs. If you have applied the option **Based on actual settings**, all the options are already predefined. If you have not applied this option, you can decide individually which options you want to apply.

When the Style Sheet is applied in the text only those options will be applied that were defined in the Style Sheet. You can work even more effectively with Style Sheets if when you create a new one you apply an existing one as a template. This way of working is particularly helpful if for example you want to create several Paragraph Style Sheets that all have the same character options. Instead of repeating the character options in every Paragraph Style Sheet, you simply select a Character Style Sheet as a template for every Paragraph Style Sheet. In this way you save not only the repeated settings in all the Paragraph Style Sheets but also avoid possible errors arising from creating several Style Sheets with the same settings. Furthermore, this method also enables you to change all related Paragraph Style Sheets by changing a single Character Style Sheet.

Create a text Style Sheet with a template:

1. Create a Style Sheet as described above or choose an existing Style Sheet.
2. In the **General** dialog area, choose a **Template**:
 - For **Character Style Sheets**, choose an existing **Character Style Sheet** as the template.

- For **Paragraph Style Sheets**, choose an existing **Paragraph Style Sheet** and/or a **Character Style Sheet** as the template. If you choose a **Character Style Sheet**, the character options will be deactivated automatically.
- For **Layout Style Sheets**, choose an existing **Layout Style Sheet** as the template.
- Choose the option **None** to cancel the selection of a template.

Tips for creating Text Style Sheets:

- *Style Sheet names must be unique in the entire document, irrelevant of their type. A name may not be used twice.*
- *Predefined Style Sheet names are displayed in square brackets.*
- *You can use the predefined Style Sheet names as often as you like. In this case the Style Sheets are numbered by the program.*
- *The use of predefined Style Sheet names is helpful if you are exchanging documents internationally, as these names are translated automatically. In this case, the structure of the text is easily recognisable for a newcomer (e.g. Body Text, Chapter, Lists, etc.), even if he doesn't understand the text content in the relevant language.*
- *With the use of templates, you can minimize the number of Style sheets and simplify the management of them. In this case we recommend not using the option **Based on actual settings** and setting the options manually.*
- *By using shortcut keys you can apply Style Sheets faster. If there are overlaps with program shortcuts, the shortcuts for the Style Sheets will be ignored.*

Importing Text Style Sheets

You can take over Style Sheets from other documents by selecting a text or a text object with the appropriate Style Sheets, copying and pasting into the target document. When you take over Style Sheets from other documents that have identical names to and are of the same type as those of the target document, the settings in the target document will be applied to the imported text.

Assigning Text Style Sheets

Assigning Text Style Sheets manually

You can apply **Character**, **Paragraph** and **Layout Style Sheets** to a text both manually and automatically.

Assigning Text Style Sheets manually:

1. Choose one of the following options:
 - To assign a **Character Style Sheet**, mark the appropriate text.
 - To assign a **Paragraph Style Sheet** to a paragraph, position the cursor anywhere in the paragraph. Alternatively you can mark a text section within the paragraph.
 - To assign a **Paragraph Style Sheet** to several paragraphs, mark the paragraphs. It is only necessary to mark a part of each paragraph, marking all the paragraphs completely is unnecessary.

- To assign a **Layout Style Sheet**, position the cursor anywhere in the text. If you are using several layouts in the text, position the cursor in the appropriate Layout.
2. Choose one of the following options:
 - Choose the required Style Sheet in the menu **Text/Character Style Sheet** or **Text/Paragraph Style Sheet** or **Text/Layout Style Sheet**.
 - Click the **Style Sheet name** in the **Style Sheets palette**.
 - Press the shortcut key combination that is displayed after the **Style Sheet name** in the **Style Sheets palette**.

Notes on the manual assignment of Text Style Sheets:

- *If you assign a Style Sheet to a text that already possesses identical attributes, these identical attributes in the Style Sheet will not be assigned. After the Style sheet has been assigned, a plus sign will appear in the **Style Sheets palette**.*
- *If you assign a Style Sheet to a text that already possesses identical attributes, you can overwrite them with the settings in the Style Sheet by double-clicking the name of the Style Sheet in the **Style Sheets palette**. This will cause the plus sign to disappear.*
- *Alternatively you can click the name of the Style Sheet in the **Style Sheets palette** and choose the option **Overwrite all settings in selection**.*
- *Alternatively you can click the name of the Style Sheet in the **Style Sheets palette** and choose the option **Overwrite all settings in story**.*

Assigning Text Style sheets automatically

Text Style Sheets can also be assigned using the option **Search & Replace**. This option is particularly helpful when

- you want to assign Style Sheets to a Text whose attributes have been assigned manually, or
- you want to replace Style Sheets in a text with other Style Sheets.

Assign Text Style Sheets automatically:

1. Choose one of the following options:
 - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
 - Choose the menu command **Text > Search & Replace**.
2. In the **Search** section, choose a combination of **Text**, **Font**, **Font Size**, **Text Color** or **Language** to enable the relevant text to be identified.
3. Choose an existing **Character** or **Paragraph Style Sheet** in the **Replace** section.

Replace Text Style Sheets automatically:

1. Choose one of the following options:
 - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
 - Choose the menu command **Text > Search & Replace**.
2. In the **Search** section, choose a Style Sheet Type:
 - Choose the option **Character Style Sheet** if you want to search for a Character Style Sheet.

- Choose the option **Paragraph Style Sheet** if you want to search for a Paragraph Style Sheet.
 - Choose the option **Layout Style Sheet** if you want to search for a Layout Style Sheet.
3. Choose the Style Sheet you want to search for.
 4. In the **Replace** section, choose a Style Sheet of the same type **or** of another type. Here you can for example search for a Character Style sheet and replace it with a Paragraph Style Sheet.

A very good method of assigning Style Sheets to new text automatically is provided by the options in the **Preferences**. Here you can choose Character, Paragraph and Layout Style Sheets that will be assigned to new text objects automatically.

Assign Text Style Sheets automatically using the Preferences:

1. Create a Text Style Sheet of your choice. If you do this without a document being open, this Style Sheet will be available for all new documents.
2. Choose the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
3. Choose the **Text** section.
4. Choose a Character, Paragraph and/or Layout Style Sheet from the **Default Style Sheets** section.
5. Click OK. The settings take immediate and automatic effect on
 - all new text and table objects.
 - all new documents, if at the time of making the setting no document is open.

Changing the assignment of Text Style Sheets

You can change the assignment of Text Style Sheets at any time. This is done either by choosing the option **None** or by assigning another Style Sheet. The option **None** has the effect that the assignment of the Style Sheet is cancelled. In this case the default options will be assigned to the text (default font, default font size, etc.), but any manual settings that have been made will be retained. The default options are not editable.

Cancel or change a Text Style Sheet assignment manually:

1. Choose one of the following options:
 - To cancel or change the assignment of a **Character Style Sheet**, mark the appropriate text.
 - To cancel or change the assignment of a **Paragraph Style Sheet** in **one** paragraph, place the cursor anywhere in the relevant paragraph. As an alternative you can mark some of the text on the paragraph.
 - To cancel or change the assignment of a **Paragraph Style Sheet** in **several** paragraphs, mark the paragraphs. It is only necessary to mark a part of each paragraph, marking all the paragraphs completely is unnecessary.

- To cancel the assignment of a **Layout Style Sheet** that has been applied to the whole text, place the cursor anywhere in the text.
 - If you use several layouts in the text and want to cancel or change the assignment of one Layout Style sheet, place the cursor anywhere in the Layout.
2. Choose one of the following options:
 - Choose the entry **None** in the menu **Text/Character Style Sheet** or **Text/Paragraph Style Sheet** or **Text/Layout Style Sheet** to cancel the assignment, or choose another Style Sheet.
 - Click the entry **None** in the **Style Sheets palette** to cancel the assignment, or click another Style Sheet.

Cancel or change a Text Style Sheet assignment automatically:

1. Choose one of the following options:
 - Press the shortcut keys **Ctrl + F** (Windows/Linux) or **Command + F** (Mac).
 - Choose the menu command **Text › Search & Replace**.
2. In the **Search** section, choose a Style Sheet Type:
 - Choose the option **Character Style Sheet** if you want to search for a Character Style Sheet.
 - Choose the option **Paragraph Style Sheet** if you want to search for a Paragraph Style Sheet.
 - Choose the option **Layout Style Sheet** if you want to search for a Layout Style Sheet.
3. Choose the Style Sheet you want to search for.
4. In the **Replace** section, choose the option **None**, either for Style Sheets of the same type or for Style Sheets of a different type. In this way you can for example search for the usage of a Paragraph Style Sheet and there cancel all assignments of Character Style Sheets.

Editing Style Sheets

You can rename, duplicate or delete Style Sheets.

Renaming Style Sheets

You can rename individually named Style Sheets at any time. Renaming Style Sheets whose names are in square brackets is not permitted. Therefore when naming your Style sheets individually, please avoid the use of square brackets. The default names in square brackets can also not be renamed.

Rename Style Sheets:

1. Choose one of the following options:
 - Select the menu command **Edit/Style Sheets**.
 - Alternatively, click in the **Style Sheets Palette** and select the option **Edit** in the context menu.
2. Click the **Style Sheet name** so that it is marked/highlighted with a blinking cursor.

3. Enter the new name and complete your entry by pressing the **Return key** or by choosing another Style Sheet. Confirm your choice by clicking **OK**.

Duplicate Style Sheets:

1. Choose one of the following options:
 - Select the menu command **Edit/Style Sheets**.
 - Right click in the **Style Sheets Palette** and choose the option **Edit** in the context menu.
2. Click the Style Sheet symbol (if necessary) and click the **Duplicate** button.
3. Enter the new name.
4. Choose the required settings and confirm by clicking **OK**.

Delete one or more Style Sheets:

1. Choose one of the following options:
 - Select the menu command **Edit/Style Sheets**.
 - Right click on any Style Sheet in the **Style Sheets Palette** and choose the option **Edit** in the context menu.
2. Choose one of the following options:
 - Click the Style Sheet symbol of a Style sheet you want to delete and press the **Del** key to delete the individual Style Sheet.
 - Click the **Clear All** button to delete all the Style sheets that are not used in the document.
3. Confirm your settings by clicking **OK**.

All Style Sheets assigned in the document are locked and cannot be deleted until the assignment has been cancelled.