# FLEx Session – Styles

## Objectives

* To be able to modify a paragraph style.
* To be able to modify a character style.
* To be able to add a new style.

## Styles

Style formatting determines the appearance of text with a style. A style is a named set of formatting attributes. When you apply a style to characters, words or paragraphs, you identify what it is and determine how it looks.

The styles are defined at project level.

### How to modify a paragraph style?

* + - 1. On the File menu, click Open.

The Open Project dialog box appears

* + - 1. In the Choose a Project box, select Sena 3.
      2. On the Format menu, click Styles.

The Styles dialog box appears. In the Styles box, there is a list of all available styles.

* + - 1. In the Styles box, select Normal. Click Font tab, set Size to 14 and Font color to Blue. Then Click OK.

Note the results. Change it back

* + - 1. In the Styles box, select Normal. Click Font tab, set Writing System to Portuguese, Size to 12 and Font color to Plum and Font to Times New Roman. Then Click OK.

Set Glosses column to Portuguese. Note the results. Change it back.

Have the participants change normal style to green and size 16.

Have the participants change normal style for Portuguese to pink, size 12 and to Arial font.

### How to modify a character style?

* + - 1. On the Format menu, click Styles.

The Styles dialog box appears. In the Styles box, there is a list of all available styles.

* + - 1. In the Styles box, select Dictionary-Headword. Click Font tab, set Font color to Red. Then Click OK.

In the Styles box, select Dictionary-Vernacular. Click Font tab, set Font color to Blue. Then Click OK.

In the View menu, point to Lexicon and click Dictionary. Note the results. Change it back.

Have the participants change Dictionary-Normal style to green, size 12 and change Dictionary-Headword style to gold.

Have the participants change Classified-Headword to violet.

### How to add a new style?

* + - 1. On the Format menu, click Styles.

The Styles dialog box appears. In the Styles box, there is a list of all available styles

* + - 1. Click Add and select Character Style. In the General tab, in the Name box, enter Bold-Italic. In the Font tab, select Bold and select Italic. Click OK.

Now to apply the new style to the example sentence in the entry ambuka, do the following.

* + - 1. Go to entry ambuka. Highlight the example sentence. In the Format menu, click Apply Style.

The Apply Style dialog box appears.

Select Bold-Italic and click OK.

Note the change in the example sentence. Change it back

Have the participants create another new character style and apply it somewhere..