

I Chapter 1

A. About Custom Styles

B. Style Layers

1. Paragraph Styles
2. Character Styles

a. When to Use Character Styles

Use character styles to emphasize key words and phrases. The paragraph style should set the style for the bulk of the paragraph.

II Chapter 2

A. About This Document

1. "Standard" Outline Format

There are many variations on what is considered a "standard" outline format. This document presents just one of these standards.

2. Custom Styles Used

The Outline styles are not based on Body Style. Standard LaserWriter fonts are used. Choose Edit/Delete Style in the Custom menu to modify these styles.

3. Outline Indenting

All Outline styles have \mathbb{H} keys assigned. To "promote" or "demote" an item, simply type the \mathbb{H} key assigned to the level you desire.

a. Outline Separators

Press Return twice after each outline item to leave a differently spaced separator line. Separator styles have been defined for each Outline style. These Separator style are set to automatically follow the appropriate Outline style and then to switch back to the Outline style when Return is pressed a second time.

4. Expansion Text

Press Tab at the beginning of expansion text (such as this paragraph) to align it with the text of the item it's expanding upon.

5. Additional Indenting

Only four (4) outline levels have styles defined. But more tabs have been placed on the ruler. You can indent down to these levels by typing $\mathbb{H}\text{-}$ (Move Margin Right to Tab shortcut). To indent back to a higher level, type $\mathbb{H}\text{+}$ (Move Margin Left to Tab shortcut).