



Style Assignment



Create the following Styles and then create stationery on which to save them. Save this file to your disk.

Paragraph

Half inch first line indent
double spaced
left justified
Font Helvetica or Times, 12 point
6 point spacing before and after the paragraph

Half inch Hanging Paragraph (3 types)

Single Spaced, 4 point spacing before and after the paragraph
Space and a half, 4 point spacing before and after the paragraph
Double Spaced, 6 point spacing before and after the paragraph

Quotes

Half inch left indentation
Left justified
Single spaced
4 point spacing before and after the paragraph

Matching

Left margin 4.5 inches
Left tab stop 4.25 inches
Single spaced
0 point spacing before and after the paragraph

Multiple Choice

Half inch hanging paragraph
Left tab stops at .25, 4.25, and 4.5 inches
Single spaced
0 point spacing before and after the paragraph

Block Style

No indentation
Single spaced
4 point spacing before and after the paragraph

Note: To save as a stationery file, title your document **ClarissWorks WP Options** and click the **Stationery** radio button **before** clicking the **Save** button. Claris will route your save to its Stationery Folder. **Navigate back to your floppy and save it there.** Your newly-created styles will be saved to this stationery document and available for future use. To use your new stationery, simply insert your floppy, select **Open** from the **File menu**, and select the stationery file.