

Folios and Styles

If the format of a Passage changes when it is inserted into a document, styles are likely the culprit

You will learn how to:

- Copy styles between Folios and forms
- Control format when using **Fetch** or **Fetcher**



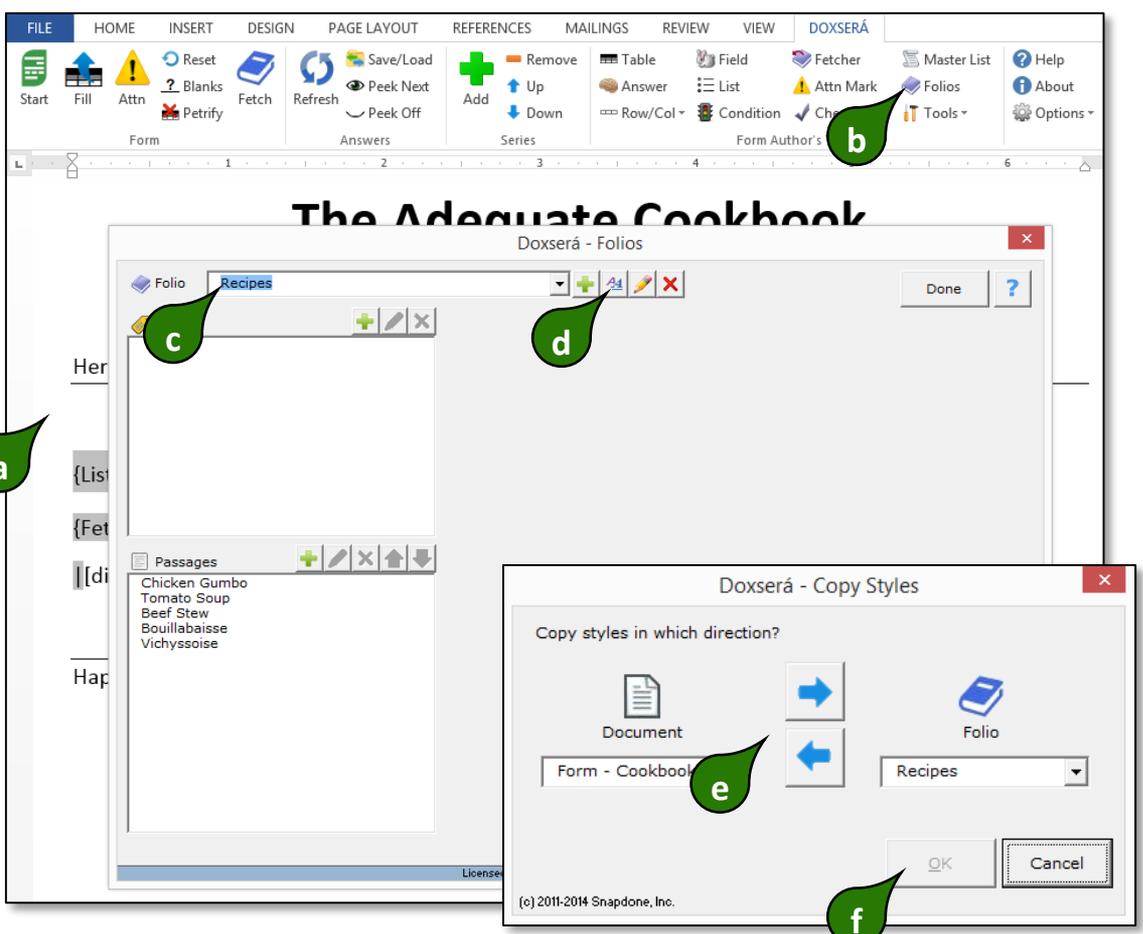
Microsoft Word's "styles" feature is often used to format text. It's possible for the format of identically named styles in two documents to differ. For example, the "Heading 1" style in Folio X might be **bold and underlined**, while the "Heading 1" style in Form Y might be *italic and blue*. When a Passage from Folio X is inserted into Form Y, headings that were **bold and underlined** in the source Folio become *italic and blue* in the target form. This effect is often undesirable, and can be managed in two ways:

- Make styles in the Folio and the target form identical.
- Choose formatting options as Passages are fetched.

1

To make styles identical

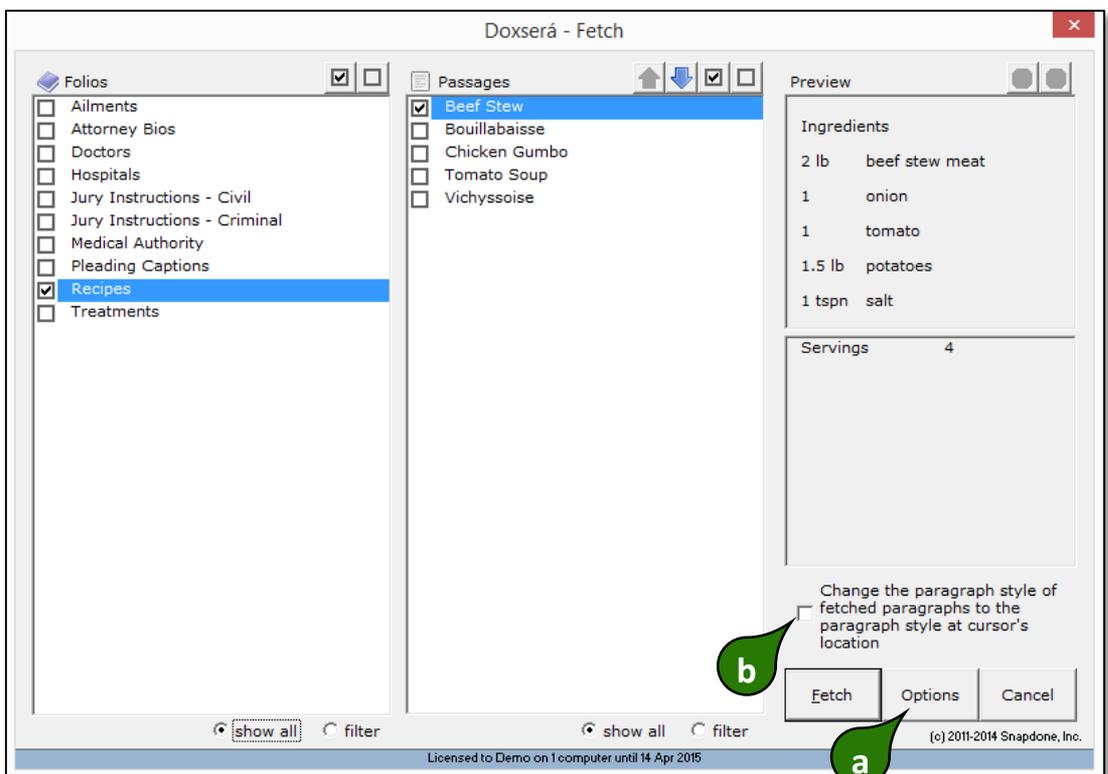
- a Open a target form into which Passages will be inserted
- b Click **Folios**
- c Select the source Folio
- d Click the styles icon
- e Click the right arrow to copy styles from the form to the Folio, or click the left arrow to copy styles from the Folio to the form
- f Click **OK**



2

Styles while fetching

- Place the cursor in a form or document and click **Fetch** (if you are a form user) or **Fetcher** (if you are a form author)
- a After selecting the Passages to be fetched, click **Options**



b When this box is **unchecked** (the default), paragraph styles assigned in the Folio are retained. So a paragraph that uses Heading 1 style in the Folio still uses Heading 1 style after it is inserted in the document. (But if the format of Heading 1 in the Folio differs from that in the document, the inserted text will conform to the format defined in the document.)

When this box is **checked**, paragraph styles assigned in the Folio are abandoned, and all inserted paragraphs are instead formatted with the style at the cursor's location in the document.