Formatting

What parameters are available to customize an element style?

The following aspects of an element style can be customized under **Format > Element Styles > Modify Element Style**, whether it is a built-in or custom element:

- Name
- Font
- Uppercase
- Left/right/first-line indentation
- Space before (in terms of lines)
- Line spacing
- Alignment/justification
- Column
- Keep with next
- Page break before
- Act break
- Base element (that the element style is derived from)
- Element to change to upon typing the Tab key before/after a line
- Element to change to upon typing the Enter key

Once you've set up elements, etc., the way you want, you may also save a template to be used for new documents using: **File > Templates > Save as Template**

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