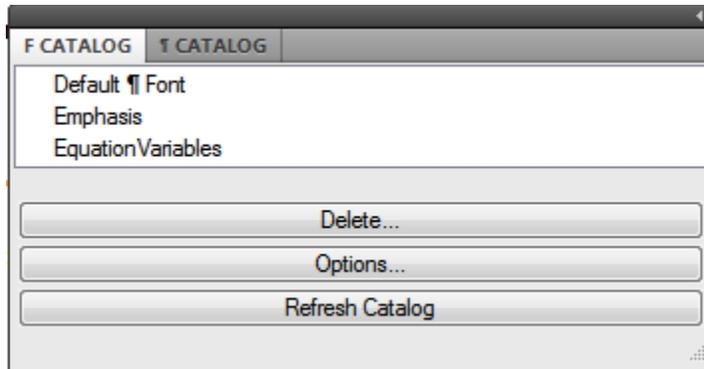


## Formatting Text with Character Tags

Character tags are used to format just certain characters within a paragraph. If you change the settings of a character tag, the changes are applied to any text in the document that has that tag. Character tags can save you time if you apply the same formatting settings to single words or phrases often; instead of changing the setting every time, you can create a character tag with these settings just once, and then apply as often as needed.

### Applying a Character Tag to Text

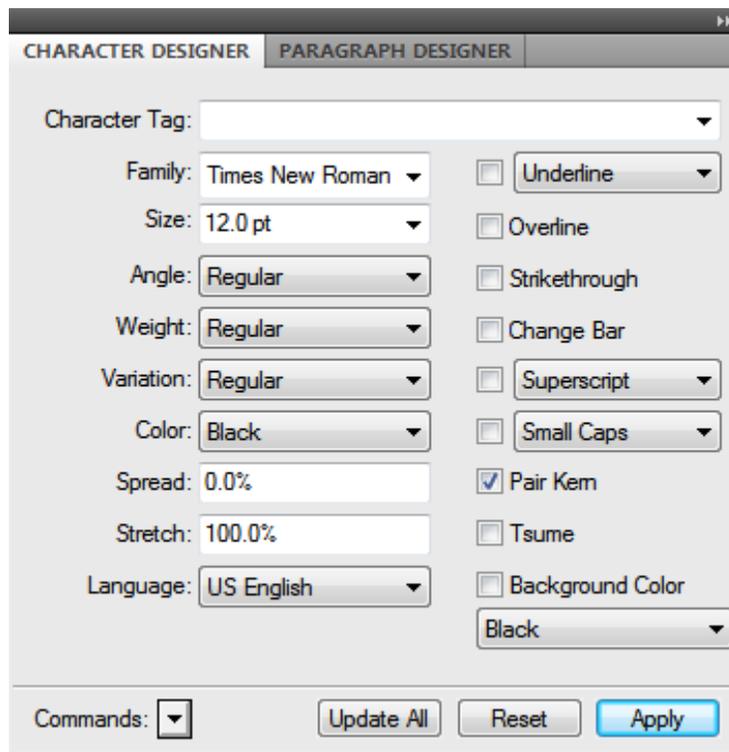
1. Click Format > Characters > Catalog. The Character Catalog panel opens.



2. Select the text you want to apply a character tag to.
3. Click on the name of the character tag you want to apply from the list in the Character Catalog. The character tag is applied to the highlighted text.

## Editing a Character Tag

1. Click Format > Characters > Designer, or use keyboard shortcut Ctrl + D. The Character Designer panel opens.



2. Select the character tag you want to edit from the drop down list at the top of the Character Designer.
3. Make the desired formatting changes to the options available in the Character Designer.
4. Click the Update All button. All text with that character tag is updated accordingly.

## Creating a New Character Tag

1. Open the Character Designer (see step 1 above).
2. Adjust the settings as desired for your new character tag.
3. Click the black arrow button next to “Commands:”. A list of Command options appears.
4. Click “New Format...”. A New Format window appears.
5. Type in the name of your new character tag. Make sure there is a check in the box next to “Store in Catalog”, and the box next to “Apply to Selection” is unchecked.
6. Click the Create Button. A new style is created.

Note: To remove a character tag from text, select the text and then choose Default Paragraph Font from the list of tag names in the Character Catalog.