

## **Stewart Dent (Stu Dent)**

### **Paragraph styles:**

These styles can be applied only to entire paragraphs (chunks of text that end with a carriage return), not to individual words within paragraphs. These include styles for headings, body text, callouts, captions, headers, and footers. Paragraph styles can include specifications for font, size, text color, character and line spacing, text shadow, background color, indentation and margins, tab settings, and more. If you want to create a table of contents for your document, you need to use paragraph styles