ATTRS=id: add-a-paragraph; data-tags: typeset;

Add a Paragraph

If you’re working in Microsoft Word, then adding paragraphs is as easy as you expect it to be. Just click your cursor into the Word file, and press enter; voila, you’ve got a new paragraph! Make sure to apply a style to the paragraph, or you can let Hederis style it for you, and then you can edit that style as needed in the Edit Text pane. If you’re working with the Word file that was created by Hederis, then all of the Hederis styles will already be available to you in the Styles Pane (see the previous section, “[Working With Microsoft Word](fine-tune-styles.docx)”).

To add a paragraph in the Hederis Edit Text pane:

1. Find the paragraph above which you want to insert your new paragraph, and click to select it.
2. In the top menu, click “Insert Paragraph.” A list of paragraph types will appear—click to choose the type of paragraph that you want to insert. Your new paragraph will be inserted, and you can adjust the style as needed (see “[Styles and the Edit Text Pane](edit-text-mode.docx)”).