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Direct Formatting

We use **styles** to format text, and not direct formatting (i.e., we do not use the tools in the toolbar). Styles allow readers to change how the italics or bold text is displayed if they have difficulty reading it; for example, if bold letters are too thick. If direct formatting is used, readers can't change the content in a way that works for them (they are unable to load their own style set).

The one exception to this rule is for lists; we do use bulleted/numbered list tool for [lists](#).

Q & A

Q: Can direct formatting be used for alignment purposes? For example, we use *** as a decorative break. Should we simply hit the button in the Home Row for centre alignment? Or should we make a new style, based on Normal, that has centred text? For a second example, a book had a number of block quotes, and some of these quotes were centred while others were more left aligned. Should we make a new style for the centred quotes? To add to this a bit, can direct formatting be used in any capacity at all? (Of course, not for bold, italic, or underline). Thanks!

A: The cardinal rule: don't use direct formatting (the one exception is lists - we use the bulleted/numbered list tool). We don't need to center the asterisks.

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