

FORMATTING TEXT USING STYLES – A QUICK REFERENCE GUIDE

FEATURES	HOW TO
What Is a Style?	A style is a set of formatting characteristics you can apply to text in a document to quickly and consistently change its appearance. When you apply a style, you can apply multiple formats in one simple task.
Why Use Styles?	Using styles ensures that your documents are formatted consistently. When you start Microsoft Word, the new blank document is based on the Normal template, and text you type uses the Normal style. This means that when you start typing, Word uses the font, font size, line spacing, text alignment, and other formats currently defined for the Normal style. The Normal style should be considered as the base style for the Normal template, meaning that it's a building block for other styles in the template.
Word Built-In Styles	Word comes with a set of built-in styles. These built-in styles are always available. Word provides these specific styles for specific areas of the document. For example, when you insert a footnote, Word applies the Footnote Text style to format the footnote text, and the Footnote Reference style to format the footnote number. When you generate a table of contents, Word applies TOC styles, etc., thus giving these paragraphs a specific purpose.
Use Normal Template Styles	Usually the Normal template contains the firm's default styles. These may not be available in documents created from other templates or from outside your firm. To copy styles from your Normal template into the active document, copy all but the last paragraph mark (pilcrow) of the document into a new document based on Normal template (style definitions in Normal template dominate); or use the Style Organizer to copy styles from any document or template into your current document.
What are Paragraph and Character Styles?	A paragraph style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting. If you want a paragraph to have a particular combination of attributes that aren't in an existing style (for example, a bold, italic, center-aligned heading in the Verdana font), you can create a new paragraph style, or you can modify an existing one. A character style affects selected text within a paragraph, such as the font and size of text, and bold and italic formats. Characters within a paragraph can have their own style even if a paragraph style is applied to the paragraph as a whole. If you want to be able to give certain types of words or phrases consistent formatting, and the formatting isn't in an existing style, you can create a new character style, or you can modify an existing one.
How to Create a New Paragraph Style	Styles created by users are called " user-defined " styles. The quickest way to create a new paragraph style is to format your paragraph as desired and then on the Formatting toolbar, click inside the Style box and type over the existing style name to create the name for the new style. Then press ENTER.
How to create a New Character Style	On the Format menu, select Style, New . In the Name box, type a name for the style. In the Style type box, select Character . Select the other options you want, and then select Format to set attributes for the style.
Apply a Different Style to Text	To apply a paragraph style, click the paragraph or select the group of paragraphs you want to change, or to apply a character style, click the word or select the words you want to change. On the Format menu, click Style. In the Styles box, click the style you want to apply, and then click Apply If the style you want is not listed, select another group of styles in the List box. In Word 97, styles listed in the Style box on the formatting toolbar did not appear in alphabetical order. In Word 2000 and later, they are listed in alpha order. To see all styles in the Style box on the Formatting toolbar, hold down the Shift key when selecting the style drop-down list.
Modify a Style	On the Format menu, click Style . In the Styles box, select the style you want to modify, and then click Modify . Select Format , and then select the attribute, (i.e. Font or numbering) that you would like to change. Select OK after you have changed each attribute, and then repeat for any additional attributes you would like to change.
Remove a Style or Multiple Styles	On the Format menu, select Style . In the Styles box, select the style you want to delete and then select Delete . If you delete a paragraph style you created, Word applies the Normal style to all paragraphs that were formatted with that style and removes the style definition from the template. If you select Styles in use in the List box, you can delete some built-in styles from a particular document. Two exceptions are the Normal style and built-in heading styles. Word applies the Normal style to all paragraphs formatted with the style you deleted but retains the built-in style definitions in the template. You can make the built-in styles available again by selecting All Styles in the List box.
Have Word Automatically Update a Style	On the format menu, select Style and in the Styles box, select the style you want to automatically update. Select Modify and when the style you selected is displayed, check the Automatically update check box. Word will now automatically redefine the style you selected whenever you apply manual formatting to any paragraph with this style applied. Careful: Use automatically update only for items such as table of contents styles where you might change the indent or tab settings and want all of the associated table of contents levels to change automatically. This option is dangerous for regular body text styles because any formatting changes you make to one paragraph will automatically update the style definition AND all paragraphs with that style applied throughout the document, even when you only wanted a one-time adjustment in the formatting. CAUTION: The Normal style should NEVER be set to update automatically.
Displaying Styles in a Document	You can activate the Style Area onscreen to see the styles currently assigned to each paragraph. On the Tools menu, select Options View tab. In the Style Area Width box, type the size of the area to display (usually 0.5 will suffice). Thereafter you will see down the left side of your screen, which will indicate the every style used in your document, paragraph by paragraph.