Answerpoint Example Document For "How to Define and Use Styles"

Overview

A style is a group of formatting instructions that you name and store. Using styles can drastically reduce the amount of time you spend formatting your documents. Suppose you have paragraphs throughout your document that you want to be bold, centered, and surrounded by a border. Instead of applying each format to each paragraph, you can create a style that applies all three formats at once. Not only are styles faster than manual formatting, they help ensure a consistent format.

Styles also make it easy to incorporate design changes. Changing the content of a style reformats all paragraphs with that style throughout the document. For example, if you want all paragraphs formatted with the style "title" to have a border, you could simply change the definition of the "title" style to include a border.

Word saves styles with the documents for which you create the styles. Because you can copy styles between documents and templates, you only have to create a set of styles once.

Word comes with standard styles that it applies automatically to items such as footnotes and tables of contents.

There are two types of styles that can be defined and used: paragraph and character.

- Paragraph styles format whole paragraphs of text, such as body text and headings. They control all aspects of a paragraph's overall appearance—the font, size, and other attributes of text, as well as line spacing, text alignment, tab stops, borders, and other formats that affect whole paragraphs.
- Character styles format such items as page numbers and text that you want to emphasize. They apply any of the formats of the Font item of the Format menu—the font and size of text, as well as bold and italic formats, small caps, and other effects. You can use character styles to emphasize specific words and phrases, such as product names and acronyms.

In this document we will examine the creating, applying, modifying, deleting, saving, renaming, updating, copying and printing of styles.

Style Examples

Creating styles

Style	? ×
<u>S</u> tyles:	Paragraph preview
Bar Topic Body Text a Default Paragraph Font Footer a Footnote Reference Header Main Title	Phone and Phone
I Normal	Character preview
Page Number In Title In TOPIC	Times New Roman
	Description
List: Styles in use	States), Char scale 100%, Flush left, Line spacing single, Widow/orphan costrol, Body text
<u>O</u> rganizer	New Modify
	Apply Cancel

You can create either a paragraph or character style by specifying formats one by one using the Styles dialogue box. To create styles with the Style dialogue box:

- On the Format menu, click Style.
- Click the New button.
- NOTE: Paragraph style names appear with a paragraph icon before the style name; character styles appear with a letter " \underline{a} " before the style name.

New Style	? ×
Name:	Style type:
Style1	Paragraph 🗾
Based on:	Style for following paragraph:
¶ Body Text	¶ Style1
Preview Pre	Pengraph Previous Pengraph Previous Previous Pengraph Previous Previous Pengraph Previous phil Pathomag Pangraph Pallowing Pangraph Pallowing phil Pathomag Pangraph Pallowing Pangraph Pallowing Pangraph Pang

- In the Name box, type a name for the new style.
- In the Style Type box, select the type of style you want to create (Character or Paragraph).
- Word bases a new style on the style applied to the selected paragraph or the paragraph where your insertion

point is placed. To base the new style on a different style, select a style in the Based On box.

• If you want a specific style in the paragraph following the one with this style, you can select the new paragraph style from the Style for Following Paragraph box.

<u>N</u> ame:	Style <u>t</u> ype:
Style1	Paragraph
Based on:	Style for following paragraph:
¶ Body Text	¶ Style1
Preview	
Paragraph Previous Paragraph Previou Previous Paragraph • Click die New busino	us Paragraph Previous Paragraph Previous Paragraph
Persente Provide Descript Provide Provide Descript Provide Provide Descript Participation - Chick do Provide Descript Participation Participation Participation Participation Body Text + Indent: Hangin	na Orizina Bagingo Principali principali por principali propio Pangingh Previous Pangingh Previous Pangingh graph Fallawag Pangingh Fallawag Pangingh Fallawag propio Fallawag Pangingh Fallawag Pangingh Fallawag Pangingh
Paragraph Persiana Paragraph Persian Paragraph Persiana Paragraph Persian • Chick der Yew buund Fillewing Paragraph Pall Paragraph Pallewing Paragraph Palle Paragraph Pallewing Paragraph Pallewing Para Paragraph Paragraph Pallewing Parag	us Pangraph Pierraus Pangraph Pierraus Pangraph graph Pallawag Pangraph Pallawag Pangraph Pallawag wag Pangraph Pallawag Pangraph Pallawag Pangraph Pallawag Pangraph Pallawag Pangraph
Descript Personal Descript Personal Personal Personal Child des Personal Personal Personal Personal Personal Personal Personal Personal Personal Personal Personal Personal Pers	In Paragraph Personas Paragraph Personas Paragraph prob Parlawag Paragraph Fallowag Paragraph Fallowag prob Pallowag Paragraph Fallowag prob Pallowag Paragraph Ing 0.25", Bulleted Automatically update

• To specify the formatting for a new paragraph style, click the Format button. The resulting drop down menu will show you the items that can be set within a paragraph style.

• To specify the formatting for a new character style, click the Format button. The resulting drop down menu will show you the items that can be set within a character style (only Font and Language).

	? ×
Name:	Style <u>type</u> :
Style1	Paragraph 💌
Based on:	Style for following paragraph:
¶ Body Text	¶ Style1
Preview	
Page role Provide Page photoest Page photoes	Previous Pangingh Previous Pangingh mag Pangingh Pallawing Pangingh Pallawing aph Pallawing Pangingh Pallawing Pangingh wag Pangingh ", Bulleted
Add to template	Automatically update Format Shortcut Key

Paragraph styles can also be created by formatting a paragraph with the formats that you desire for the style (Character styles can only be created through the Style dialogue box). For example: If you desire to have a paragraph that is indented 1" from both sides:

aragraph		?
Indents and Spacing	Text <u>Fl</u> ow	
Indentation Left: 1 Right: 1 Special: By: (none)	Spacing Before: 0 pt After: 0 pt Line Spacing: At: Single	OK Cancel <u>I</u> abs
Preview Previau Parsproh. Reviau Rouppeh. Re Previau Parsproh. Reviau Parsproh. Bangle Tes Bangle Tes Bangle Tes Bangle Tes Bangle Tes Bangle Tes Ballowre Parsproh. Ballowre Parsproh. Ballowre Parsproh. Reliowre Parsproh.	nada Pungnoh Pervasa Pungnoh Pervasa Pungnoh ina Pungnoh Pervasa Pungnoh Pervasa Pungnoh te Savidi Tots Savidi Tots Savidi Tots te Savidi Tots Savidi Tots Savidi Tots te Savidi Tots Savidi Tots Savidi Tots te Savidi Tots Savidi Tots S	Alignment:

- Place your insertion point into a paragraph and format it with an 1" right and left indents as shown below:
- To indent the paragraph, select Paragraph from the Format menu. On the Indents and Spacing tab, enter 1 in both the Left and Right. Press OK. This action should indent the paragraph 1 inch from both the right and left margins.

Normal Times New Roman	▼ 10 ▼	BI	<u>U</u> 🖉 🔻
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• Once all the formatting has been changed, select and delete the name of the style in the Style Box within the Formatting toolbar.

indent 💽 Times New Roman	• 10 •	BIU	<i>I</i> ∎ ▼
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- Enter a new name in the Style box.
- Press the Enter key. The new paragraph style will be saved into your document.

Applying Styles

There are two ways of applying a paragraph style to a paragraph or a character style to characters.

<u>5</u> tyles:	Paragraph preview
 ¶ Bar Topic ¶ Body Text ▲ Default Paragraph Font ¶ Footer ▲ Footnote Reference ¶ Header ¶ Main Title 	Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pangruph, Pinaman, Pinaman, Pangruph, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pangruph, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman, Pinaman,
I Normal a Page Number	Character preview
¶ Title ¶ TOPIC	Times New Roman
	Description
ist: Styles in use	States), Char scale 100%, Flush left, Line spacing single, Widow/orphan control, Body text
<u>O</u> rganizer	New Modify Delete
	Apply Capcel

- 1. Using Style on the Format Menu:
- To apply a paragraph style to a single paragraph, click in the paragraph. To apply a character style, select the text you want to format.
- On the Format menu, click Style.
- Click the style you want to apply.
- Click the Apply button.
- If the style you want is not listed in the Styles box, press the down arrow in the List box and select another group of styles.
- 2. Using the Style box on the Formatting toolbar: (The faster method)
- To apply a paragraph style to a single paragraph, click in the paragraph. To apply a character style, select the text you want to format.



- Click the down arrow on the Style box.
- Select a paragraph or character style from the Style box on the Formatting toolbar. Paragraph style names appear with a paragraph icon before the style name; character styles appear with a letter "a" before the style name.
- NOTE: The Style box on the Formatting toolbar initially lists some commonly used built-in styles, and any styles created, modified, or used in the document. If the style you want to apply is not shown in the list, hold down the SHIFT key, click the down arrow on the Style box, and you will see all of the built-in styles provided by Word for Windows.
- NOTE: If you do not see the style drop down box, the formatting toolbar may not be displayed. To display the toolbar, select Toolbars on the View menu.

Modifying

Modify a style. There are two ways to modify a paragraph style and only one way to modify a character style (method 1 below):

1)

To modify either a paragraph or character style using Style on the Format Menu:

Style	? ×
<u>S</u> tyles:	Paragraph preview
¶ Bar Topic ¶ Body Text ■ Default Paragraph Font ¶ Footer ■ Footnote Reference ¶ Header ¶ Main Title	Non-man Dang raph. D'An man Dang raph. D'An man Dang raph. D'An man Sang raph. D'An man Sang raph. D'An man Dang raph. D'An ma
Rage Number	Character preview
¶ Title ¶ TOPIC	Times New Roman
List: Styles in use	Description Font: Times New Roman, 10 pt, English (United States), Char scale 100%, Flush left, Line spacing single, Widow/orphan control, Body text
<u>Organizer</u>	New Modify Delete
	Apply Cancel

- On the Format menu, click Style.
- In the Styles box, select the style you want to modify, and then click Modify.
- ٠
- Click Format to modify the attributes of the style.

Modify Style	? ×
Name:	Style type:
Main Title	Paragraph 💌
Based on:	Style for following paragraph:
¶ Title	¶ Main Title
Pierinus Pangingh Pierinus Pangingh Pierinus Pangingh Pierinus Pangingh Pierinus Pangingh Pierinus Pangingh Answerpoint Exam Following Pangingh Following Pangingh Following Pangingh Following Pangingh Following Pangingh Following Pangingh Following Pangingh Pangingh Following	Pangingh Pierinas Pangingh Pierinas i Pierinas Pangingh Pierinas Pangingh ple Document For wag Pangingh Fallawag Pangingh Fallawag ngh Fallawag Pangingh Fallawag Pangingh war Pangingh
Title + Font: Book Antiqua	
Add to template	Automatically update
OK Cancel	Format ▼ Shortcut <u>K</u> ey

- IMPORTANT NOTE: To use the modified style in new documents based on the same template, select the Add To Template check box. Word adds the modified style to the template attached to the active document. If this area is NOT checked, then the style will only be saved into the active document and will not be available in a new document based on the template.
- 1) To Modify a paragraph style by an example (You cannot modify a character style using this method):
- Place the insertion point into the paragraph with the style that you want to change.
- Change the paragraph to the character and paragraph attributes that you would like to see within the style. For example, if you want a paragraph style that indents from both sides and has a font characteristic of bold, go ahead and change those items as follows:
- To indent the paragraph, select Paragraph from the Format menu. On the Indents and Spacing tab, enter 1.5 in the Left box and 1.5 in the right box. Press OK. This action should indent the paragraph 1.5 inches from both the right and left margins.

aragraph		<u>1</u>
Indents and Spacing	Text <u>F</u> low	
Indentation Left: 1.5 Right: 1.5 Special: By: (none)	Spacing Before: 0 pt 4 After: 0 pt 4 Line Spacing: At: Single	OK Cancel <u>Iabs</u>
Preview Preview Pungraph Preview Pungraph Pre- Preview Pungraph Preview Pungraph Pre- gargargath sont version de spice a Processor Pungraph Pre- Billowing Pungraph Pollowing Pungraph Pollowing Pungraph Pollowing Pungraph Pollowing Pungraph Pollowing Pungraph Pollowing Pungraph Pollowing Pungraph	nase Pangraph Provises Pangraph Provises Pangraph nase Pangraph Provises Pangraph Provises Pangraph graph on the character and asses that you would like on the Per complet, if you ware a their inden Brows lack with such had you of Dead, go should not charge Pallowing Pangraph Pallowing Pangraph Pallowing Pangraph Pallowing Pangraph Pallowing Pangraph Pallowing Pangraph	Alignment:



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- To apply a bold font characteristic, select the paragraph. Select Font from the Format menu. On the Font tab, select Bold under Font Style. Press OK.
- Once all the formatting has been changed, click the insertion point into the Style box where the name of the style is shown.



• Immediately, click back into the paragraph with the updated style changes. The following dialogue box will appear:

Reapply Style	? ×
Style: Body Text	ОК
Do you want to:	Cancel
<u> R</u> edefine the style using the selection as an e	xample?]
C Reapply the formatting of the <u>style</u> to the selection	stion?

- "Redefine the style using the selection as an example?" will redefine the style to how you have set your example. Every paragraph with the particular style applied will be automatically changed once the OK button is pressed.
- "Reapply the formatting of the style to the selection?" will cancel any changes that you have made to the paragraph and will re-apply the original style definition.

Deleting Styles

There are two ways to delete styles.

- 1) Using Style on the Format Menu:
 - On the Format menu, click Style.
 - Click the style you want to delete.
 - Press the Delete button.

Style	?×
Styles: 9 Bar Topic 9 Body Text 9 Default Paragraph Font 9 Footer 2 Footnote Reference 9 Header 1 Main Title	Paragraph preview
IN Normal	Character preview Times New Roman Description
List: Styles in use	Font: Times New Roman, 10 pt, English (United States), Char scale 100%, Flush left, Line spacing single, Widow/orphan control, Body text
Organizer	New Modify Delete
	Apply Cancel



• A confirmation box will appear to confirm whether or not you wish to delete the particular style (in our example, it is Body Text). To delete, press the Yes button.



- Note: If you delete a paragraph style that you created, Word applies the Normal style to all paragraphs formatted with that style. If you delete a built-in style, you can make the style available again by clicking All Styles in the List box. The styles of Normal and Default Paragraph Font within the Normal Template are built-in styles that you cannot delete. If you do try to delete them by the method above, you will receive the following message:
- 2) Using the Organizer to delete a style:
- On the Format menu, click Style.

Style		? ×
Styles: ¶ Body Text Indent ¶ Caption ¶ Closing ■ Default Paragraph Fo ■ Endnote Reference ¶ Envelope Address ¶ Envelope Return ¶ Footer ■ Footnote Reference ¶ Footer ■ Footnote Reference ¶ Heading 1 ¶ Heading 2 List:	Paragraph Preview Provide Prov	<u>Apply</u> Cancel <u>N</u> ew <u>M</u> odify <u>D</u> elete <u>O</u> rganizer

• Press the Organizer button.



• Pressing the Organizer button will give you the following screen:

Organizer				? >
<u>S</u> tyles	<u>A</u> utoText	Ì	<u>T</u> oolbars	Macros
In Style Usage.doc:			T <u>o</u> normal.dot:	
Bar Topic Body Text Default Paragraph Font Footer Footnote Reference Header Main Title		<u>C</u> opy → <u>D</u> elete <u>R</u> ename	action1 action2 cust1 Default Paragrap1 Normal	h Font
Styles A <u>v</u> ailable In:			Styles Availa <u>b</u> le In	n:
Style usage.doc (Document)	-		Normal.dot (Globa	al Template) 📃 💌
Close <u>F</u> ile			(Clos <u>e</u> File
Description Normal + Space After 6 pt				Close

- Click on the style that you desire to delete.
- Press the Delete button.

Ι

• You will get the following confirm deletion dialog box. Press Yes to delete the style you have chosen to delete.

	Microsoft Word	X
Ŷ	Do you wish to delete the style Body Text?	
	Yes Yes to <u>A</u> ll <u>N</u> o Cancel	

Saving, Styles

Style		?
<u>S</u> tyles:	Paragraph preview	
¶ Bar Topic ¶ Body Text a Default Paragraph Font ¶ Footer a Footnote Reference ¶ Header ¶ Main Title	Phone and Party right There are a Targer right There and Targer right There are a Targer right The Targer right There are a Targer right There are	
A Rage Number	Character preview	
¶ Title ¶ TOPIC	Times New Roman	
	Description	
~	Font: Times New Roman, 10 pt, English (United	
_ist: Styles in use	single, Widow/orphan control, Body text	
Organizer	New Modify Delete	
	Apply Cancel	1

Saving Styles:

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Styles can be saved in both documents or templates. Where a style is saved depends on how you create the style. Remember that when you create a style using the Format Style; New Style dialog box, you first press Style on the Format menu. On that screen, you press New button to get the New Style dialog box.

<u>N</u> ame:	Style <u>t</u> ype:
Style1	Paragraph
Based on:	Style for following paragraph
¶ Body Text	¶ Style1
Preview	
Previous Paragraph Previous Paragrap Paragraph Previous Paragraph Previous Previous Paragraph - Clink der Verwhunnen Fallawag Paragraph Fallawag Paragraph Falla	ph Previous Paragraph Previous Paragraph Previous us Paragraph Previous Paragraph Previous Paragraph graph Fallawing Paragraph Fallawing Paragraph Fallawing uwang Paragraph Fallawing Paragraph Fallawing Paragraph
Previous Paragraph Previous Paragraph Paragraph Previous Paragraph Previous Paragraph • Click des Yew bounds Falls wang Paragraph Paralls wang Paragraph Paragraph Paralls wang Paragraph Paralls wang Paragraph Paralls wang Paragraph Paralls wang Paragraph Paragraph Paragraph Paragraph Paralls wang Paragraph	pb Pieriaus Paagingb Pieriaus Paagingb Pieriaus us Pangingb Pieriaus Pangingb Pieriaus Pangingb gingb Fallawag Pangingb Fallawag Pangingb Fallawag wang Pangingb Fallawag Pangingb Fallawag Pangingb gingb Fallawag Pangingb
Perious Pagingb Perious Paging Pagingb Perious Pagingb Periou Perious Pagingb • Click de New bound Fallowing Pagingb Pallowing Pag Pagingb Pallowing Pagingb Pallowing Pag Pagingb Pallowing Pagingb Pallowing Pag Pagingb Pallowing Pagingb Pallowing Pag Pagingb Pallowing Pagingb Pallowing Pag Pagingb Pagingb Pagingb Pallowing Pag Pagingb Pagingb Pallowing Pag Pagingb Pagingb Pagingb Pallowing Pag Pagingb Pagingb Pagingb Pagingb Pagingb Pallowing Pag Pagingb Pagingb Pagin	pb Prevaus Paregraph Prevaus Paregraph Prevaus us Paregraph Previous Paregraph Previous Paregraph graph Fallawag Paregraph Fallawag wage Paregraph Fallawag Paregraph Fallawag yang Pallawag Paregraph Fallawag Paregraph Pallawag Paregraph

On the New Style dialog box you have the choice of adding the style to the template by clicking in the Add to Template area. If you do put an X or checkmark there, the style will be saved to the template attached to the active

document so that any new document would have access to it. If you do not place an X or checkmark there, then the style will only be saved in the document and will not be available in a new document based on any template.

Copying Styles

There are many ways to copy styles. A few of the most common ways are listed below.

General Letters & Faxes Memos Reports Shortcut to Old Templates Publications Image: State Stat	New Other Documents	linda's Sh	ortcut to Old Wo	orkgroup 🌔	Macros KB	Training	HTML	? Forms
Image: Second plank Image: Second plan.dot Image: Second plan.dot Preview Image: Second plan.dot Preview not available. Image: Second plan.dot Image: Second plan.dot Image: Second plan.dot	General L	etters & Faxes	Memos	Reports	Shortcut to	Old Templates	Public	ations
© <u>D</u> ocument C <u>T</u> emplate	Blank Document	examples.dot	keader1.dot	plain.dot		Preview Preview no	t available	
							O <u>T</u> em	plate

- 1) When you create a new document, Word copies styles and other formats from the template on which you base the document. Word provides templates with styles designed for memos, letters, reports, and other common types of documents. To select a template for a new document, use the New command on the File menu. Select one of the tabs and then select the template that you desire to base your new document upon.
- 2) An easy way to copy existing styles from a template is to use the Style Gallery. To utilize this feature, follow the following steps:
 - From the Format menu, choose Style Gallery



• In the Template box, select the template you want to use.

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- To preview the styles, select one of the following options under Preview:
- Select Document to display the active document as it will look formatted with the styles from the selected template.
- Select Example to display the sample document formatted with the styles from the selected template.
- Select Style Samples to display a list of all styles in the selected template with sample text formatted with the styles



- If you double-click the template name in the Template box or if you press the OK button on the Style Gallery dialog box, Word copies the styles from the selected template to the active document and closes the Style Gallery.
- Note: The Style Gallery dialogue box does not attach the selected template to the active document. The document will still be based on the template that it was originally attached to.
- 3) The Organizer can also be used to copy a style from a document to a document; from a document to a template; or from a template to a document as demonstrated below.
- •
- Steps to copy a style from a document to the normal.dot:

	Style	<u>? ×</u>
	<u>S</u> tyles:	Paragraph preview
	¶ Bar Topic ¶ Body Text > a Default Paragraph Font ¶ Footer a Footnote Reference ¶ Header ¶ Main Title	Process of the dep Droutes of Throwson Process
\backslash	Normal A Page Number	Character preview
	¶ Title ¶ TOPIC	Times New Roman
	List: Styles in use	Description Font: Times New Roman, 10 pt, English (United States), Char scale 100%, Flush left, Line spacing single, Widow/orphan control, Body text
	Organizer	New Modify Delete
		Apply Cancel

• On the Format menu, click Style, and then click Organizer.

• Make sure the Style tab is selected

Drganizer				? >
<u>S</u> tyles	<u>A</u> utoText	T I	<u>T</u> oolbars	<u>M</u> acros
In Style Usage.doc:			T <u>o</u> normal.dot:	
Bar Topic Body Text Default Paragraph Font Footer Footnote Reference Header Main Title		<u>C</u> opy → <u>D</u> elete <u>R</u> ename	action1 action2 cust1 Default Paragrap1 Normal	h Font
Styles A <u>v</u> ailable In:			Styles Availa <u>b</u> le In Normal det (Clab	r:
Description Normal + Space After 6 p				Clos <u>e</u> File

- The above example copies styles from a document file (Style Usage.doc) to the normal template (normal.dot)
- Select the style(s) you want to copy from either list, and then click Copy. For example, in the Style Usage.doc area, click on Body Text and then press the copy button to copy the style Body Text from Style Usage.doc. Or in the normal.dot, click on cust1 style and then press the copy button to copy cust1 from Normal.dot to Style Usage.doc.
- Steps to copy the Body Text style from a document to a template other than normal.dot.:
- With the Organizer open, Click the Close File button on the side opposite of where the style is that you want to copy. For Example, on the screen above, click the Close File button on the To normal.dot side. The Close File button will change to Open File:
- Click the Open File button to receive the dialog box on the top of the next page:

		? ×
<u>A</u> utoText	oolbars	<u>M</u> acros
	elete	×
	Styles Availa <u>b</u> le In	:
nt) 💌	1	▼
	0	p <u>e</u> n File
d, Italic, Border: Box (Sha an), Tab stops: 1.5'', 2.5'',	dowed Single), Border Spacir 3.5''	ng: 1 Close
	AutoText	AutoText <u>I</u> oolbars Copy <u>Delete Rename</u> Styles Available In nt) d, Italic, Border: Box (Shadowed Single), Border Spacin an), Tab stops: 1.5'', 2.5'', 3.5''

• Change the directory to the template folder.

Open					?
Look in: 📔 Templates		🗈 🖻 🗟		J	
Presentations]				<u>O</u> pen
Publications					Canaal
Reports					Cancer
Spreadsheet Solutions					Advanced
🚞 Training					
🗺 ~\$normal.dot	1				
🗺 examples.dot					
🗺 header1.dot					
🚾 normal.dot					
🐖 plain.dot 🚽	4				
🐖 scanprot.dot 📃 👻	1			-	
Find files that match these criteria:					
File <u>n</u> ame:	-	Text or property:		-	Eind Now
Files of type: Document Templates (*.dot)	•	Last <u>m</u> odified:	any time	•	Ne <u>w</u> Search
6 file(s) found.					1
ange the Files of type to Document Ter	nplate	s.			

- Find the template that you would like to copy the style into and select it.
- Press the Open button.

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• That template (our example is plain.dot) will now appear in the organizer as shown below. You can then proceed to copy the style from the document into the template.

<u>S</u> tyles	<u>A</u> utoText	I	<u>T</u> oolbars	<u>M</u> acros	
n Style Usage.doc: Bar Topic Body Text Default Paragraph Font Footer Footnote Reference Header Main Title		<u>C</u> opy → Delete <u>R</u> ename	Toplain.dot: Default Paragraph Normal	n Font	×
Styles A <u>v</u> ailable In: Style usage doc (Document)			Styles Availa <u>b</u> le In Iolain dot (Templai	: el	
Close <u>F</u> ile				ilos <u>e</u> File	

Styles	AutoText	T	Toolbars	Macros
In Style Usage.doc: Body Text Default Paragraph Font Footer Footnote Reference Header Main Title Style Style usage.doc (Docume Close File Description Normal + Font: 12 pt, Bol pt, Pattern: Clear (Dk Cyst	nt)	<u>C</u> opy ►► <u>D</u> elete <u>R</u> ename (Shadowed S 2.5", 3.5"	Tonorals Tonormal.dot: action1 action2 cust1 Default Paragraph Normal Styles Available In Normal.dot (Globa	h Font t t t t t t t t t t t t t t t t t t

• The renaming of a style is done through the Organizer. Just click on the style that you desire to rename (our example, its Bar Topic).

Rename	? >	×
New <u>N</u> ame:	OK	
Bar Topic	Cancel	

- Press the Rename button. The dialog box on the right will appear:
- Type in a new name We will use the name of TOPIC).
- Press OK.

Organizer			? ×
<u>S</u> tyles	<u>A</u> utoText		Macros
In Style Usage.doc: Footnote Reference Header Main Title Normal Page Number Title Topic		Delete To normal.dot: action1 action2 cust1 Default Paragraph Normal	n Font
Styles Available In:	ent)	Styles Availa <u>b</u> le In: Normal.dot (Globa	I Template)
Close <u>File</u> Description Main Title + Font: 14 pt,) Dk Blue, Flush left, Space	e After 6 pt	los <u>e</u> File Close

- The new name will be reflected in the Organizer dialogue box.
- Press the Close button on the Organizer dialog box to make the name change permanent.



Updating Styles

Let's say that you have a paragraph style called cust1 in your normal template (normal.dot). The style has a paragraph format to indent the paragraph ½ of an inch from the left. You create, save, and close a document using this style in the document. You start working on another new document. You decide to change the cust1 style so that it indents 1 inch from both the left and right sides, so you make the change to the style and add it to the document. You save and close the second document.

You now open the first document. The style cust1 will be set to the "old" definition. You want to update that style definition to be the same as it is in the second document. The easiest way to do this is to select Templates and Addins from the Tools menu where you will receive the following dialog box.

Templates and Add-ins	? ×
Document <u>T</u> emplate C:\off95A\Templates\Training\Example D(Automatically <u>Update Document Styles</u> Global Templates and Add-ins Shashed issues as assessible backed	OK Cancel <u>O</u> rganizer
Image: Construction of the construc	

- / Place an X or checkmark in the area that states Automatically Update Document Styles
- Press OK.
- This should update the style of cust1 from the template into the document 1. The style of cust1 within the document will be updated to the template style called cust1. Once you save your document, the style of cust1 will be permanently updated and will be the same for both the document and the attached template.

Printing Styles

Steps to print examples of styles used in your document follow:

• Select Print from the File menu.

Print			? ×
Printer			
<u>N</u> ame:	🔬 HP LaserJet 4Si	•	<u>P</u> roperties
Status:	Idle		
Туре:	HP LaserJet 4Si		1
Where:	\\ncprint4\4si@5174		Print to file
Comment:	4SI@5141		
-Page range-		- Copies	
• <u>A</u> I		Number of <u>c</u> opies:	1
C Curr <u>e</u> nt p	bage C Selection		
C Pages:			✓ Collate
Enter page r	with the second se		
separated by	commas. For example, 1,3,5-12		
· [J [
Print <u>w</u> hat:	Document	Print: All Pages in Rar	nge 💌
	Document		
	Summary Info	Lancel	Uptions

- Click the down arrow in the Print what box. One of the selections will be styles.
- Select the Styles choice.
- Press OK

The result will be a printed page listing your styles and their definitions. It should look something like the following:

Ba	ar Topic
	Normal + Font: 12 pt, Bold, Italic,
	Border: Box (Shadowed Single), Bord
	Spaceing: 1 pt
В	ody Text
	Normal + Space After 6 pt
D	efault Paragraph Font
	The font of the underlying paragraph
	style +
Fo	ooter
N	ormal + Font: Peignot Medium, Tab stop
	3.25" Centered, 6.5" Right Flush
Fo	ootnote Reference
	Default Paragraph Font + Superscript
Н	eader
	Normal + Tab stops: 3" Centered, 6"
	Right Flush

References

References in the users Guide, online, etc. Word 6.0 User's Guide, 1993. Chapter 9, pages 163-203 Word 7.0: Online Help. Word 8.0: Online Help