


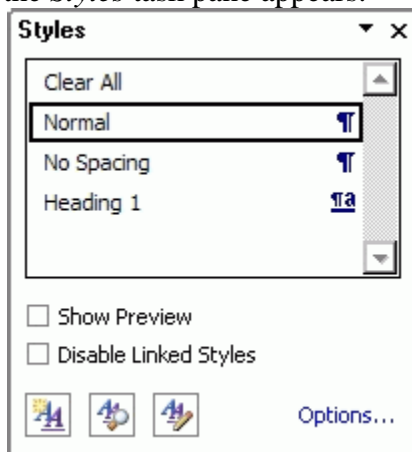
Style Basics

By using styles, you can quickly and easily give your documents a consistent look. Styles allow you to apply complex formatting changes to text with a single click. In addition, styles offer an advantage when you revise document formats. When you change the formatting of a style, all paragraphs that are formatted with this style will automatically change to reflect the new formatting. For more information on style, refer to *Styles: an Overview*.

Accessing the Styles Task Pane

The *Styles and Formatting* task pane is used extensively when working with styles in Word 2007. Styles can be quickly set, applied, and modified by using the task pane.

1. In the *Styles* group, click **STYLES**  the *Styles* task pane appears.





Creating Styles

Changes of style are normally considered either a change of character style or a change of paragraph style. Character styles set the formatting of font, font size, typeface, and color, whereas paragraph styles set the formatting of alignment, spacing, paragraphing, and indentation. You can create your own styles in two ways: from existing text or by using the *Styles and Formatting* task pane.

Creating Styles: From Existing Text

To create a style from existing text, you must first format a paragraph the way you want it, and then create a style based on the formatting of that paragraph. As you format the paragraph (the one you will be using as an example to create a style), remember that paragraph styles also contain character formatting such as font and font size. In addition, if your example paragraph contains left and right indents or a border, those formatting choices will also be part of your style. Be sure to consider all of these components when creating your own style.

1. Format your example paragraph using the desired character or paragraph formatting, typeface, borders, shading, spacing, and alignment
WARNING: Make sure your character formatting is consistent. For example, if one word in your paragraph is bold, every word in your new style will be bolded.
2. Place your insertion point within the newly formatted example paragraph
3. In the *Styles* group, click **MORE**  » select ***Save Selection as a New Quick Style...***
The *Create New Style from Formatting* dialog box appears.
4. To name the new style,
 - a. In the *Create New Style from Formatting* dialog box, in the *Name* text box, type a name
 - b. Click **OK**The new style is added to the *Styles* group, accessible from **MORE** 

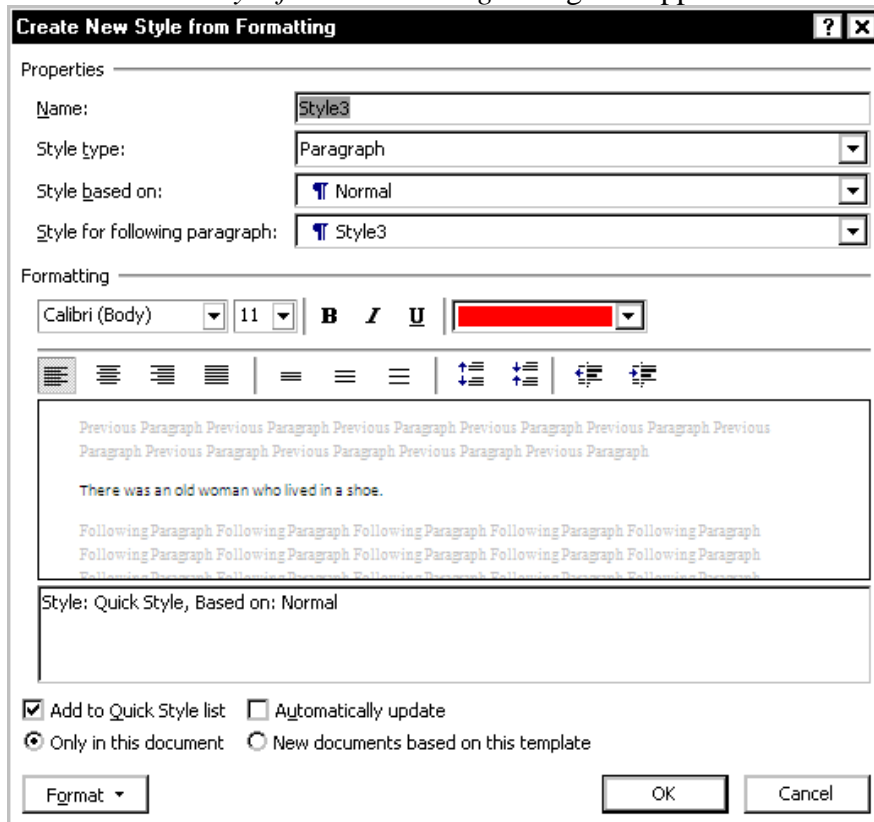
Creating Styles: Using the New Style Dialog Box

To create styles before you use them, rather than creating them from existing text, use the *New Style* dialog box. Using this feature, you can name a new style, define its formatting characteristics, and select options (such as whether to base the style on another style, whether to follow it with another style, and whether to add the style to the current template). You can also import and export styles to and from other documents and templates.

When you create a style by using the *New Style* dialog box, you have the option to apply that style to the currently selected paragraph, or you may simply add it to the list of styles available in your document or your template.

1. Access the *Styles* task pane


- Click **NEW STYLE** 
the *Create New Style from Formatting* dialog box appears.



- In the *Name* text box, type a name for the new style
WARNING: All names are case sensitive, so be sure to type the name exactly as you want it.
- To create a character style, in the *Properties* section, from the *Style type* pull-down list, select **Character**
To create a paragraph style, in the *Properties* section, from the *Style type* pull-down list, select **Paragraph**
- OPTIONAL: To base the new style on an existing style, from the *Style based on* pull-down list, select the existing style to base the new style on
HINT: To create a completely new style, select (**no style**).
- In the *Formatting* section, make the appropriate adjustments for your style
- OPTIONAL: To make additional formatting selections,
 - Click **FORMAT**
a list of formatting selections appears.
 - Select the attribute you want to change
A dialog box corresponding to the chosen attribute appears
EXAMPLE: *Font* dialog box, *Paragraph* dialog box
 - Complete the corresponding dialog box
 - Click **OK**
 - To make more formatting changes, repeat steps 7a–7d
- Click **OK**
- To create additional styles, repeat steps 2–8

Applying Styles

You can apply a paragraph or a character style by selecting one from the *Styles* group.

1. Select the text you want to apply the style to
2. From the *Home* tab, in the *Styles* group, click **MORE** 

NOTES:

A gallery of styles appears.

When the cursor hovers over a style, a preview of the style appears in the selected text.

3. Select the style you want to apply
the style is applied to the selected text.

Modifying Styles

When you modify a style, all the text that has been formatted with that style is updated to reflect the changes you have made. Suppose that you finish a 35-page report with many subheadings formatted with a style called *Subhead*, which includes 18-point, bold, Arial, and centered text. Now you decide that the subheadings should be smaller and justified left. Simply modify the *Subhead* style to reflect the new formatting and all the text using the *Subhead* style will change.

Each time you begin a new document based on the *Normal* template, Word uses the *Normal* style to determine the font, font size, line spacing, and other formats. If you find that you are always changing the font, the point size, or some other aspect of the *Normal* style, you can change its default format settings.

NOTE: If you are working in a lab, Word may not permanently update the *Normal* template.

1. Access the Styles task pane
2. In the *Styles* task pane, move your pointer over the style you wish to modify
an arrow for a pull-down list appears.

3. Click the arrow ▼» select *modify...*
The *Modify Style* dialog box appears.

Modify Style [?] [X]

Properties

Name: Subtitle

Style type: Linked (paragraph and character)

Style based on: Normal

Style for following paragraph: Subtitle

Formatting

Cambria (Heading) 12 B I U [Color Swatch]

[Paragraph Icons]

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

There was an old woman who lived in a shoe.-

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Font: (Default) +Heading, 12 pt, Italic, Font color: Accent 1, Expanded by 0.75 pt, Style: Linked, Quick Style, Priority: 12, Based on: Normal

Add to Quick Style list Automatically update

Only in this document New documents based on this template

Format [OK] [Cancel]

4. Make the desired changes
5. OPTIONAL: To make additional formatting selections,
 - a. Click **FORMAT**
a list of formatting selections appears.
 - b. Select the attribute you want to change
A dialog box corresponding to the chosen attribute appears
EXAMPLE: *Font* dialog box, *Paragraph* dialog box
 - c. Complete the corresponding dialog box
 - d. Click **OK**
 - e. To make more formatting changes, repeat steps 5a–5d
6. Click **OK**
7. To create additional styles, repeat steps 2–6

Deleting Styles

When you delete a custom style, Word applies the *Normal* style to all paragraphs formatted with that style. If you delete a character style you created, Word removes the style formats from any text that you applied that character style.

NOTE: Not all built-in styles can be deleted.

1. Access the Styles task pane
2. In the *Styles* task pane, move your pointer over the style you wish to delete
an arrow appears.
3. Click the arrow ▼» select **Delete...**
A confirmation dialog box appears.
4. To delete the style, click **YES**
To cancel without deleting the style, click **NO**
the style is deleted.

Clearing All Formatting

There may be times when you want to clear all formatting from selected text or even an entire document. It may be that you are working with text from another source, or you just want to start fresh with unformatted text.

1. Access the Styles task pane
2. Select the text you want to remove the formatting from
HINT: To select all the text in your document, press [**Ctrl**] + [**A**].
3. In the *Styles* task pane, select **Clear All**
all formatting is removed from the selected text.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.