
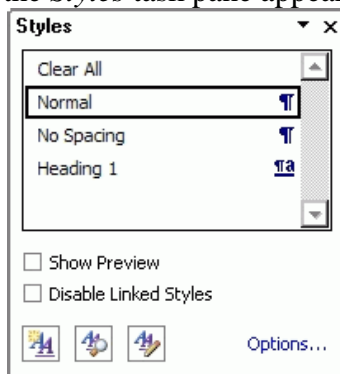


Style Organizer

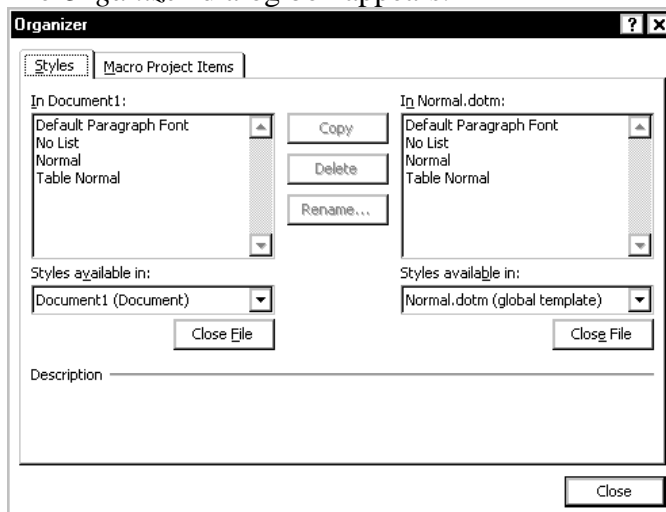
The *Organizer* dialog box allows you to copy styles from one document or template to another. This makes creating documents easier, so you do not have to create or modify the same style twice. For more information on styles, refer to Style Basics.

Accessing the Organizer Dialog Box

1. From the *Ribbon*, select the **Home** command tab
2. In the *Styles* group, click **STYLES** 
the *Styles* task pane appears.




3. Click **MANAGE STYLES** 
the *Manage Styles* dialog box appears.
4. Click **IMPORT/EXPORT...**
The *Organizer* dialog box appears.



Copying Styles from a Document or Template

Using the *Organizer* dialog box, you can copy styles from one document or template to another without re-creating those styles.

1. Access the Organizer dialog box
the document you are working on and its related styles appears on the left.
2. To select the file which will send the styles
 - a. Below the scroll list on the right, click **CLOSE FILE**
the button changes to OPEN FILE...
 - b. Click **OPEN FILE...**
The *Open* dialog box appears.
 - c. From the *Files of type* pull-down list, select **All Word Documents**
 - d. Using the *Look in* pull-down list, navigate to and select the file
 - e. Click **OPEN**
The document's styles are now displayed in the *To (Document's Name)* scroll list
4. From the scroll box to the right of the *Copy* button, in the *In (Document's Name)* scroll list, select the style(s) to be copied
HINTS:
To select a series of styles, click, and drag the mouse over the desired styles.
To select an unordered list of styles, hold [**Ctrl**] and click the desired styles.
5. Click **COPY** 
NOTES:
The arrow on the COPY button indicates the direction in which the style(s) will be copied.
If a style of the same name already exists, a dialog box appears asking if you want to overwrite the style entry.
6. To overwrite the existing style, click **YES**
To overwrite all existing styles, click **YES TO ALL**
To keep the existing style and continue copying any other selected styles, click **NO**
To cancel the entire process, click **CANCEL**
7. When finished, click **CLOSE**
a dialog box appears, asking if you want to save changes to the document containing the newly copied style(s).
8. To save the copied style(s), click **YES**
To discard the copied style(s) and cancel the entire process, click **NO**

Deleting Styles from a Document or Template

You can delete styles from a document or template using the *Organizer* dialog box. Styles can also be deleted as you are working in the document. For more information, refer to *Deleting a Style*.

NOTE: Built-in styles (i.e., styles in the *Normal.dotm* template) cannot be deleted.

1. Access the Organizer Dialog Box
2. Below either scroll list, click **CLOSE FILE**
the button changes to OPEN FILE...
3. Click **OPEN FILE...**
The *Open* dialog box appears.
4. From the *Files of type* pull-down list, select **All Word Documents**
5. Using the *Look in* pull-down list, navigate to and select the file containing the styles you want to delete
6. Click **OPEN**
The document's styles are now displayed in the scroll list
7. From the scroll box, select the style(s) to be deleted
HINTS:
To select a series of styles, click and drag the mouse over the desired styles.
To select an unordered list of styles, hold [**Ctrl**] and click the desired styles.
8. Click **DELETE**
a confirmation dialog box appears, specifying the first selected style to delete.
9. To delete the style, click **YES**
To delete all selected styles, click **YES TO ALL**
To keep the selected style, click **NO**
To cancel the entire process, click **CANCEL**
10. Click **CLOSE**

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