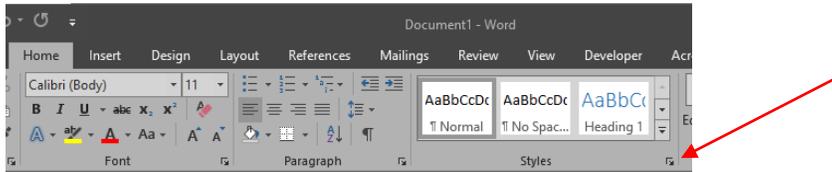


How to Create and Use Styles

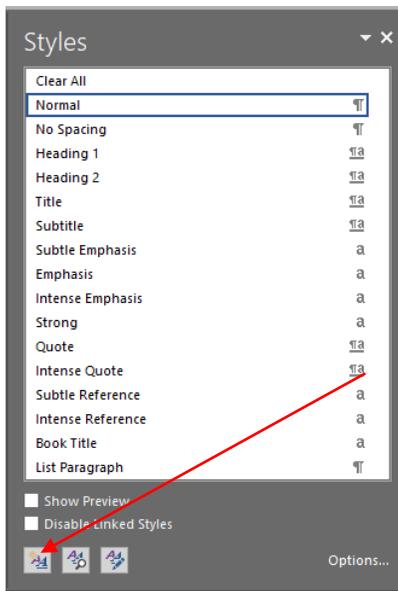
Styles allows us to quickly create and apply reusable formatting combinations. Each Style contains information on how you want text to appear, including characteristics such as: spacing, font, indents, bullets, numbered paragraphs, etc. Even if you don't format often, Styles save a lot of time. A Style can be stored for used in a single document or exported for use in other documents.

How to Create Styles

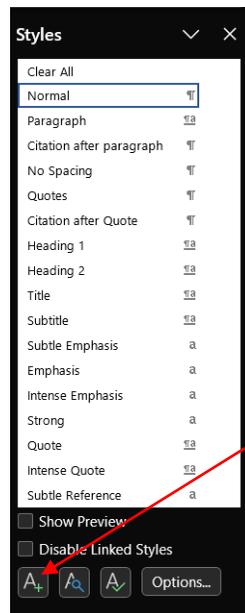
Expand your Styles menu, select Create New Style, this will open a menu for you to create your Style.



Older versions of Word:



New version of Word:



(1) Name your Style. My personal preference is to select a name which tells you where the Style should be applied. Ex: 'Quote' I would apply to a quote, 'Section Title' would apply to a section title, etc.

(2) Select your Style type (I almost always use paragraph)

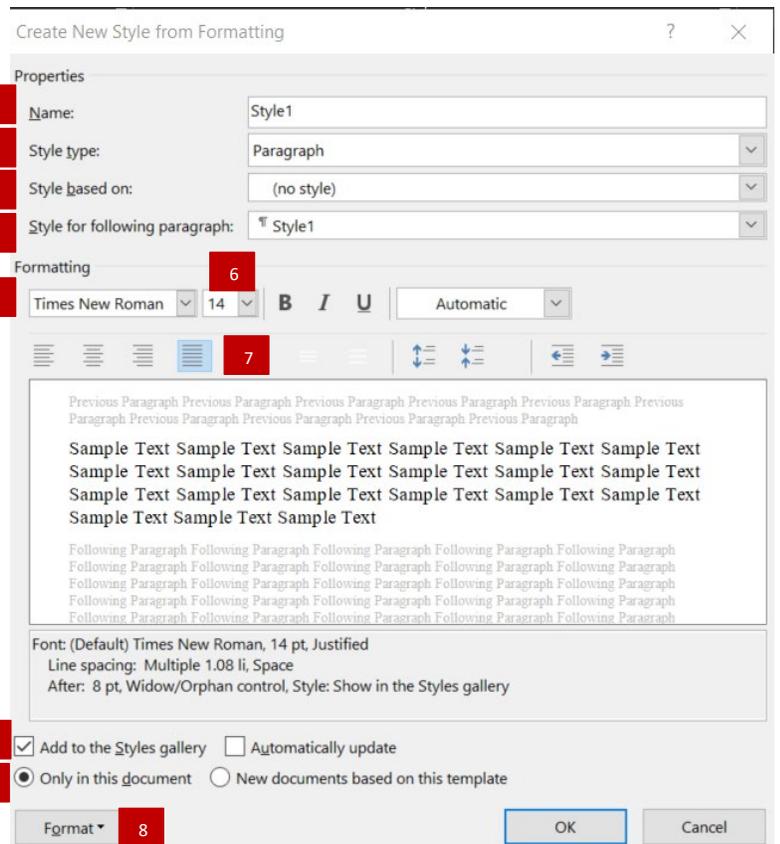
(3) Select what Style yours is based on. I suggest '(no style)' I find you can run into issues later if you update a Style and it's based on another.

(4) Select which Style should be applied to the paragraph after. I suggest selecting the Style you are creating if you are new to Styles.

Choose your font (5), font size (6) and alignment (7).

(8) Further options are available under the Format menu. At a minimum, you should select your desired line and paragraph spacing (under 'Paragraph...')

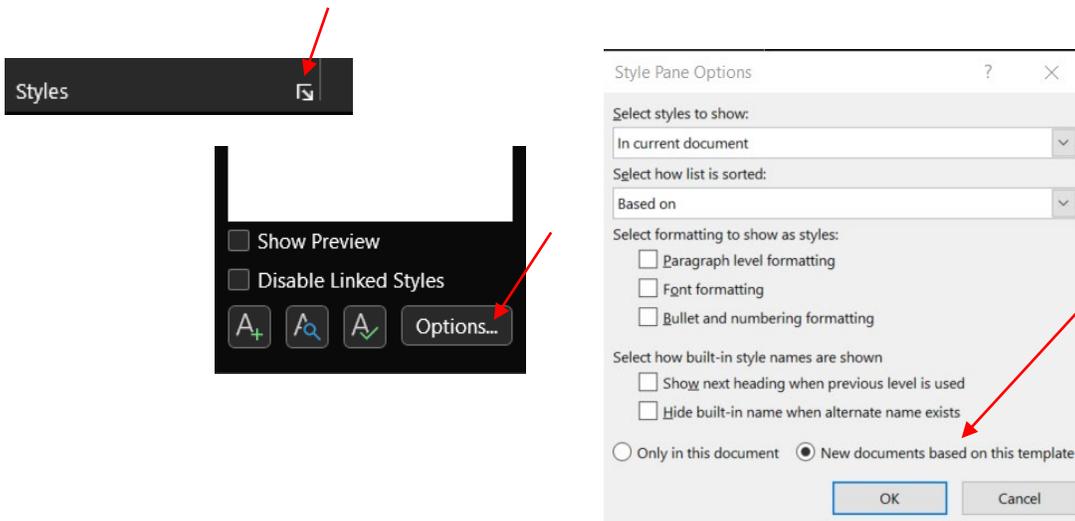
Make sure 'Add to the Styles gallery' (9) and 'Only in this document' (10) is selected. I do not suggest selecting the others unless you completely understand how that will affect you.



Styles List

After you create your Style(s), you'll want to make sure they are easy enough to find. You can access Styles in the quick selection area in your tool bar, or in the expanded Styles menu.

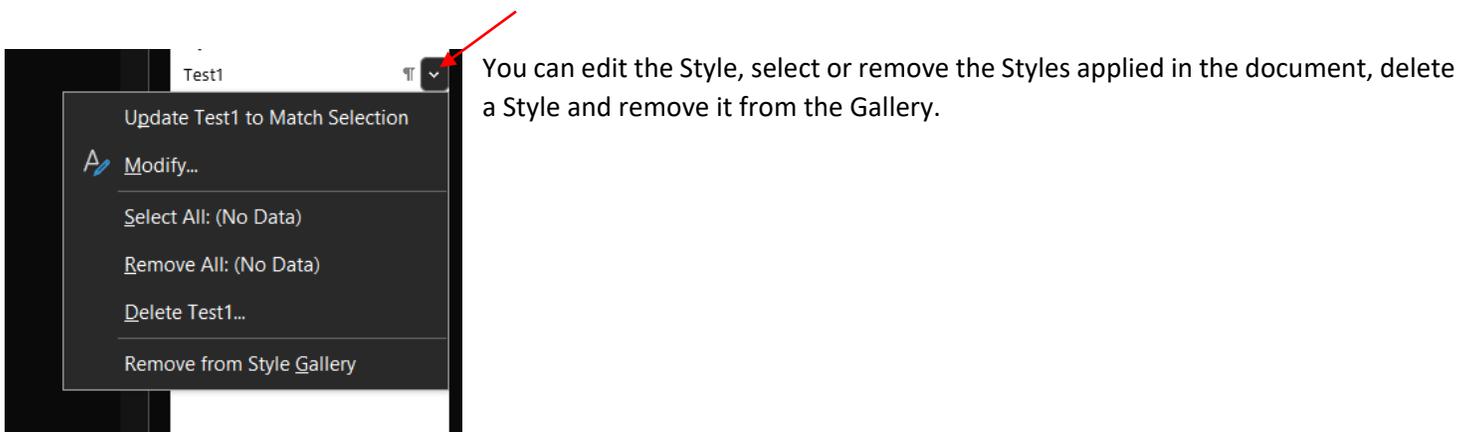
To edit the expanded Styles menu, open it and select options.



In this menu, you can filter and sort to Styles to display.

Once you find the options that work best for you, I suggest selecting 'New documents based on this template.'

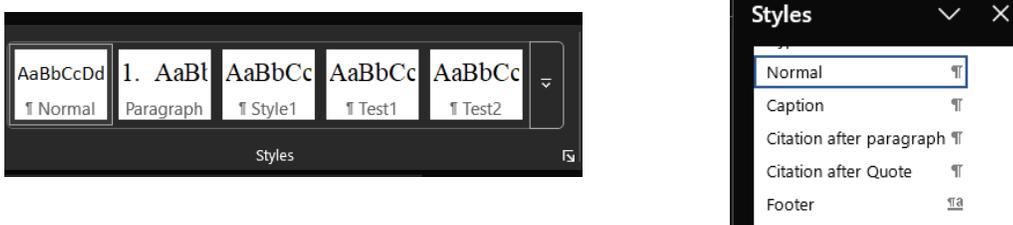
You can also hover over and click the down arrow on a Style to access another set of options.



You can edit the Style, select or remove the Styles applied in the document, delete a Style and remove it from the Gallery.

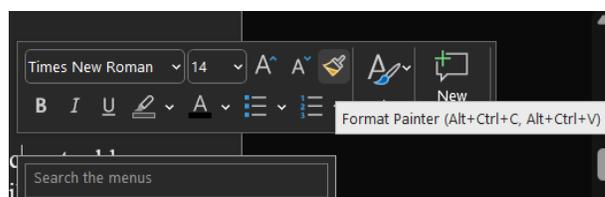
Applying a Style

To apply a Style, make sure the Style you want to apply is either in the quick access tool bar or you have the expanded Styles menu open. Then click the area where you would like to apply the Style and then click the Style you want applied.



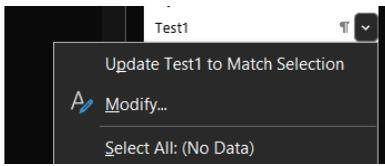
You can select and apply the same Style to multiple paragraphs at the same time as long as they are consecutive.

After you have applied a Style you can also take advantage of the formatting painter. To do so, click on a paragraph where you have applied the desired Style, right click, select the paint brush and then click on the area where you want to apply the same formatting.



Editing a Style

You can edit a Style at any time by right clicking on a Style listed in the Styles menu by selecting 'Modify', or 'Update to Match Selection'

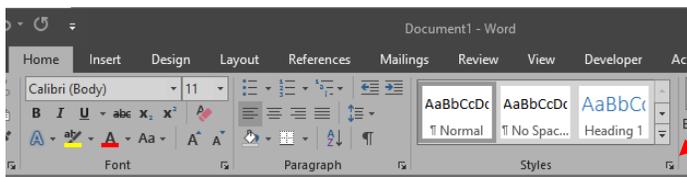


Import & Export Styles

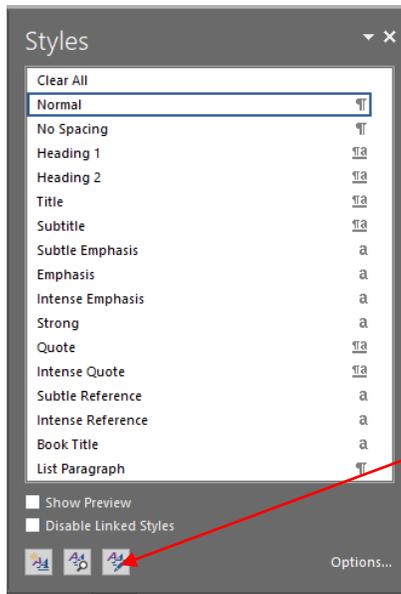
Once a Style is created, it will not automatically populate in *other* documents you open, but you can transfer (export) it to your Global Template and Import it to another document.

Export

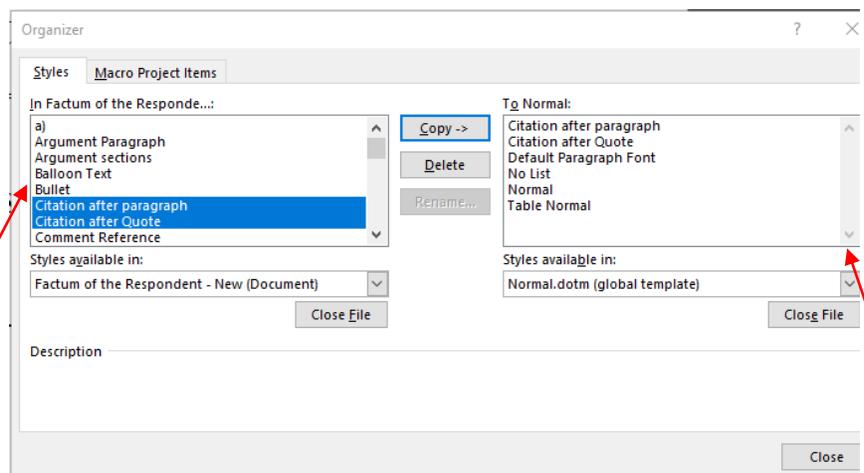
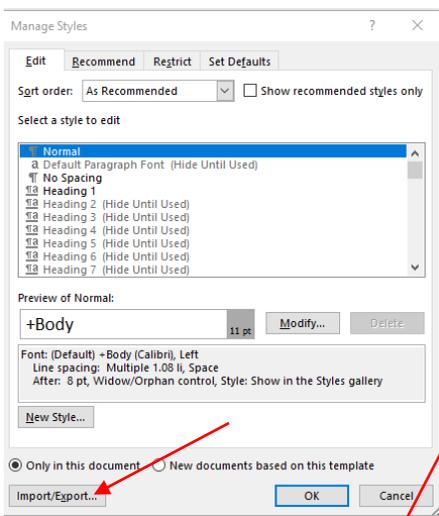
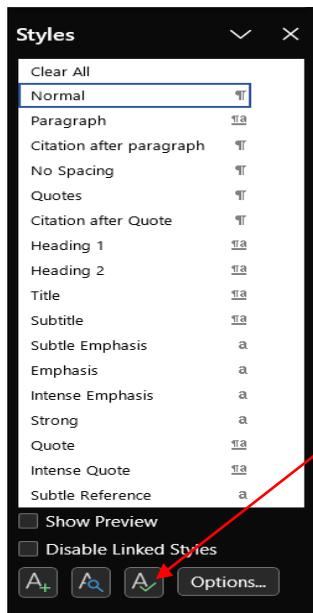
Expand your Styles menu, select Manage Styles, then select Import/Export.



Older versions of Word:



New version of Word:



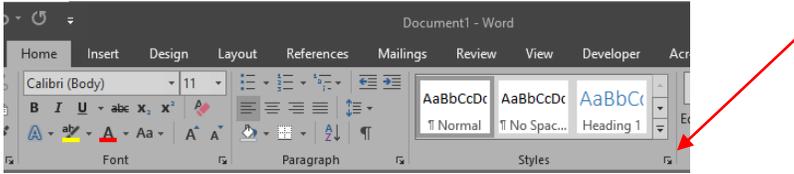
The column on the left will default to showing you the Styles in your current document. The column on the right will default to showing you Styles available in your Global Template.

Choose the Style(s) from the left column that you would like to copy elsewhere, select 'Copy ->', then 'Close'.

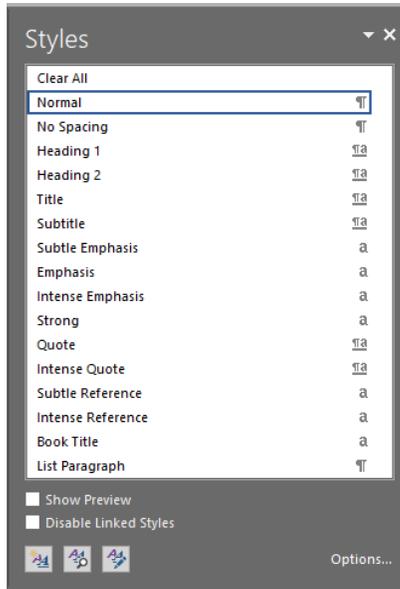
Importing

To Import a Style from your Global Template to a document, open the document where you would like to place the Style.

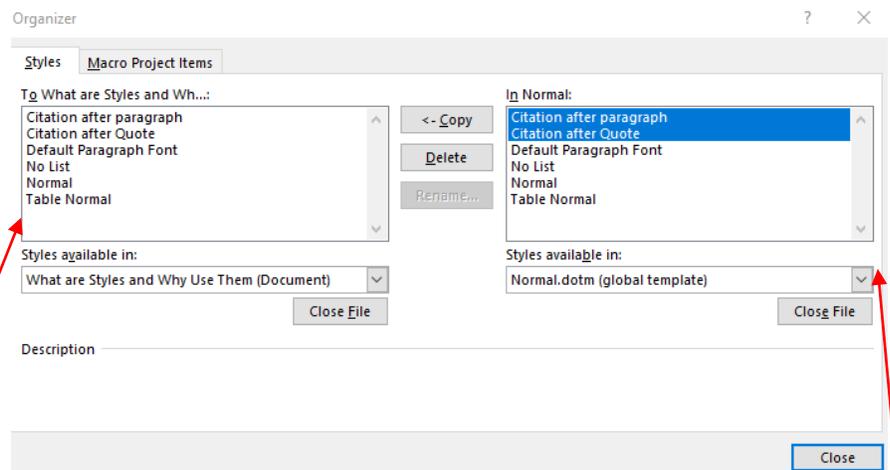
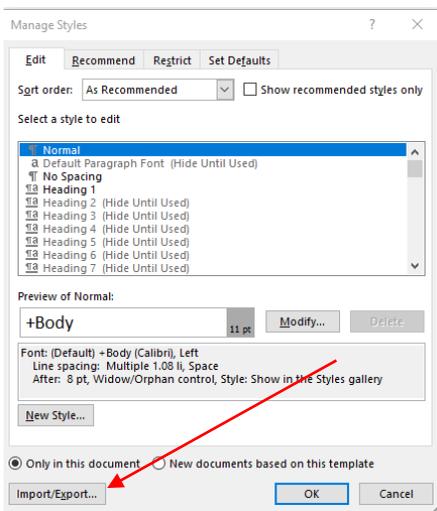
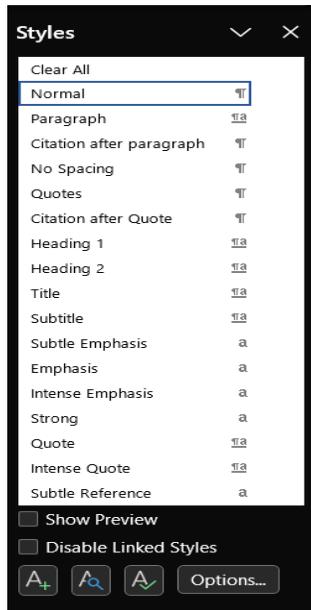
Expand your Styles menu, select Manage Styles, then select Import/Export.



Older versions of Word:



New version of Word:



The column on the left will default to showing you the Styles in your current document. The column on the right will default to showing you Styles available in your Global Template.

Choose the Style(s) from the right column that you would like to import into your current document, select <-Copy, then Close.

The Style(s) will now appear in your list of Styles.