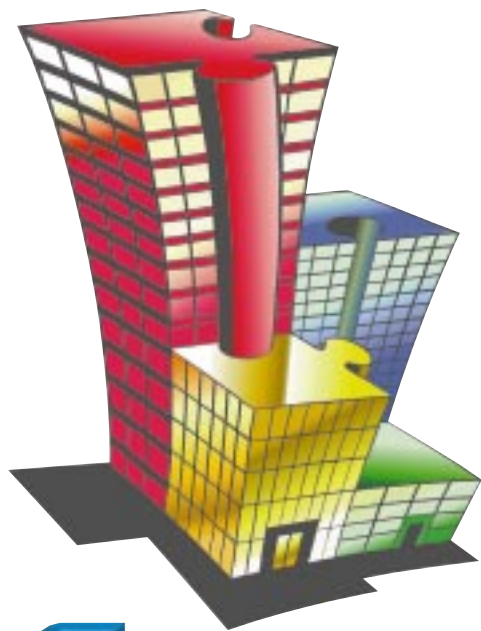




Doing it with Styles



*If you're not using Word's Style options you're probably wasting time. **Helen Bradley** shows how Styles are a neat way to apply formats and much more*

Many people use Word every day and know nothing at all about Styles. However, they are using at least one style every time they create a document, even if they don't realise they are.

Once you start using them, you'll find it hard to stop. They simply make life so much easier and, once you know how to use and create them, you'll find they are powerful tools for improving your productivity.

Styles are names given to a particular set of formats and you use them to apply a number of formatting options to a piece of text in one step rather than many steps. They aren't limited only to word processors, either, and you'll find there are Styles in your Desktop publishing,

spreadsheet and presentation software, even in HTML. All work in a similar way.

In this tutorial we'll cover the A-Z of Styles: how to use them, why you should, how you can create your own and how to copy them from document to document.

Working without Styles

To understand the value of Styles, imagine you are creating a report with three different levels of headings. Imagine that the first level heading is to be formatted as Arial, 14 point, bold type, left aligned with 12 points of space before it and 3 points after.

To apply these formats to just one heading will take a number of steps, and to apply them

to every first level heading in the document could take many hundreds of steps and a lot of your time.

Imagine, too, when you have finished creating the document, you decide that the headings would look better formatted in a different font or no longer bold type. The task of changing every first level heading in the document would be extremely time consuming.

By the time you are finished with your report, much of the time it took to create it will have been wasted simply applying formats to the text. It's also highly likely that, along the way, you'll have missed some headings or forgotten one or more of the steps so some headings will be incomplete or wrongly formatted.

GET ORGANISED

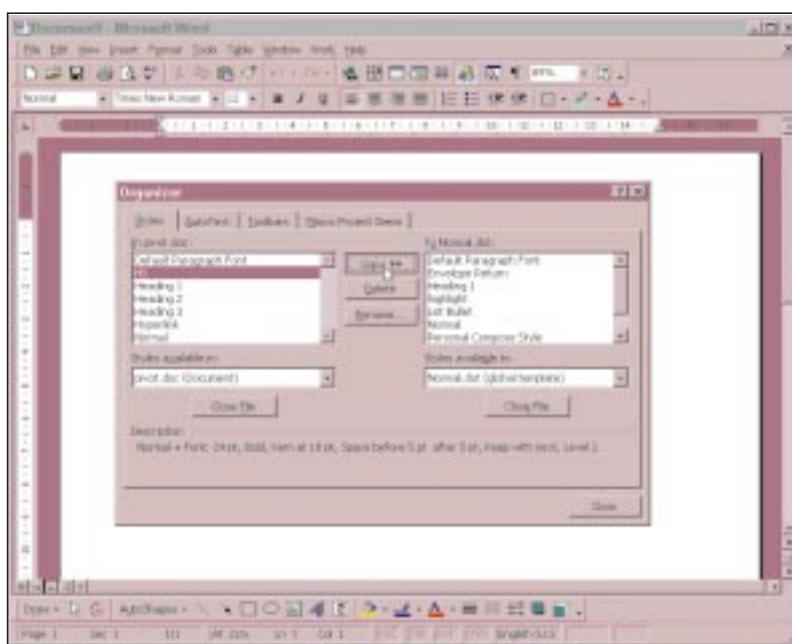
The Style Organizer

It's easy to copy styles between documents and templates using Word's Organizer

To access the Organizer, choose Format, Style, Organizer and select the Styles tab. In one window, open the document which has the style which you want to copy and, in the second window, open the document which you want to copy the style to. When you're opening documents, choose the correct type of opening (document, document or template) from the Files of type drop-down list.

Select the style to copy and click the Copy button to copy it to the second document.

The Organizer enables you not only to copy styles between documents and templates but also to Delete and Rename styles. If you have the current document open in one window and the template Normal.dot open in the other window you can copy any style created by example into your default document template Normal.dot. As most documents you create will be based on Normal.dot this means that the style you've copied into Normal.dot will be available for use in most of the documents you create in future.



The Style drop-down list on the Formatting toolbar enables you to easily select a style to format your text.

“They simply make life so much easier, and once you know how to use and create them, you’ll find they are **powerful tools** for improving your productivity”

Save time, maintain consistency

By enabling you to apply many formats in one step, Styles save time. They also save you time editing – a change to the style itself will instantaneously affect all text formatted with that style.

Styles also makes it easy to maintain consistency within a document. When you apply formatting with Styles, every heading will look exactly like every other heading. You can also easily use Styles across documents to create a consistent look from one document to another.

If you had used Styles to apply the formats to the headings in your report you would have produced it far more quickly, more accurately and the changes would have taken minutes, not hours, to make.

Working with Styles

You’ve seen some of the problems which occur when you create a document without using Styles. Now let’s see how different it would be to create the report using Styles. You would begin by creating the first level heading format as a style. To do this, you would call your style something like ‘Level 1 Heading’ and you would set it up as Arial, 14 point bold type, left aligned 12 points of space before and 3 points after.

Then, whenever you create a heading, you apply the style ‘Level 1 Heading’ to it in one step. The text will be formatted to your specifications as if you applied each formatting choice individually.

When you change your mind about a heading’s format, you can easily change the style for that heading. So, for instance, in order

to change the heading font from Arial to Times New Roman, you would make one change to the style itself and the change would then be automatically applied to every heading in your document.

If you are working on the report with other people, you would give each contributor a document containing the styles you want them to use. They only need to know the names of the heading styles and they can then apply the same style of formatting to the text as everyone else in the team.

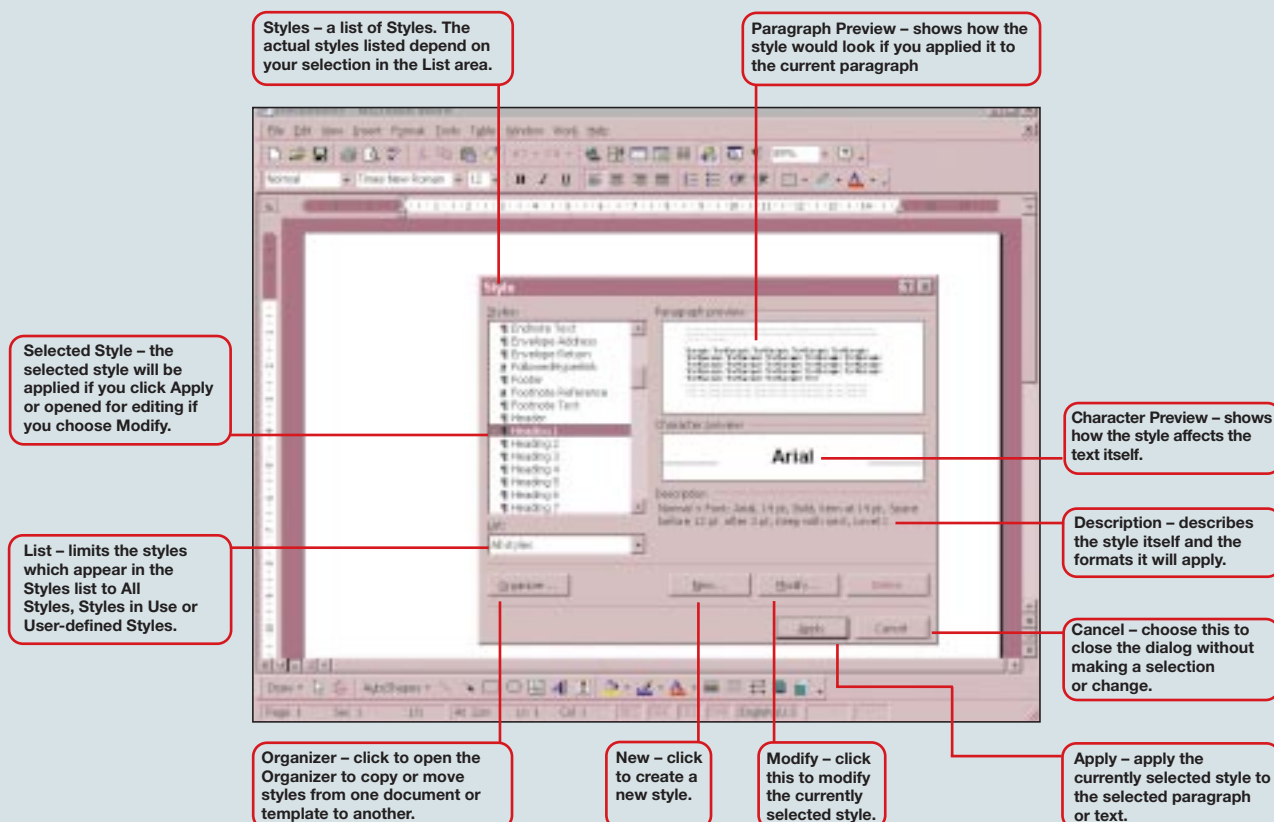
Word’s Styles

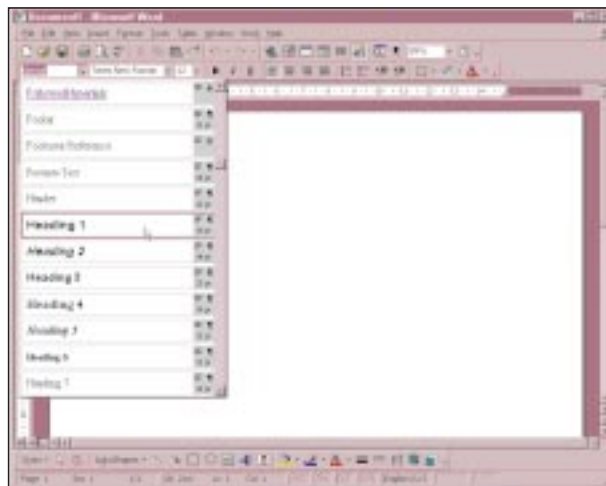
Word 97/2000 comes with a number of built-in Styles. To see what is available, choose Format, Style and, from the List box, select All Styles and click any style from the

AT-A-GLANCE

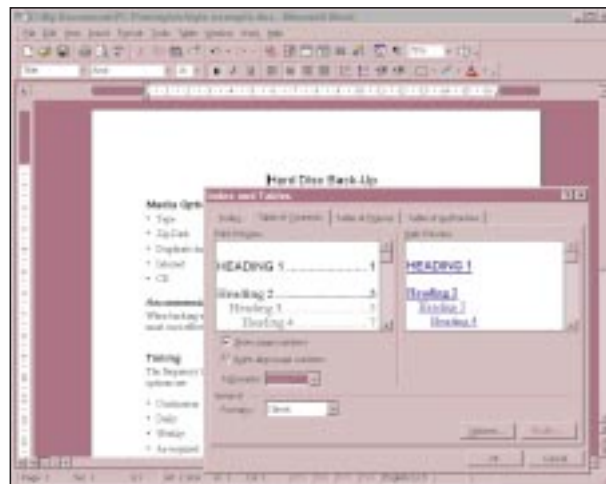
Word’s Style dialog revealed

The Style dialog offers tools for applying, creating and modifying styles





The Style drop-down list on the Formatting toolbar enables you to easily select a style to format your text.



When you use Word's built-in styles you'll find that a Table of Contents is simple to create.

 Styles list. The Character preview area of the dialog shows what the style looks like and the Description area contains a detailed description of the formats contained in the style. The Paragraph preview area shows how the style would look if applied to a paragraph.

Most of Word's Styles are paragraph styles and you use them to format entire paragraphs of text.

You can identify a paragraph style by the paragraph symbol (§) to the left of the style name in the Styles list. Styles with an underlined lower case (a) to the left of the style name are character styles which can be used to format selections of text within paragraphs. You'll find that, of the two, paragraph styles are the most useful. You'll also find that, even if you didn't realise it, you've been using styles – all

text in a document is, by default, formatted using the Normal paragraph style.

Accessing Word's Styles

You'll find it easiest to apply styles using the Style list on the Formatting toolbar. If this toolbar isn't visible, choose View, Toolbars and select Formatting to display it. Place the insertion point somewhere in the paragraph you want to format and then click the arrow to the right of the Style list box on the Formatting toolbar and browse the list to find a style to use. Click it to apply it to the current paragraph.

You'll notice that only a limited number of styles appear in the Style list box and you can display a larger range if you hold the Shift key as you click the drop-down Style list.

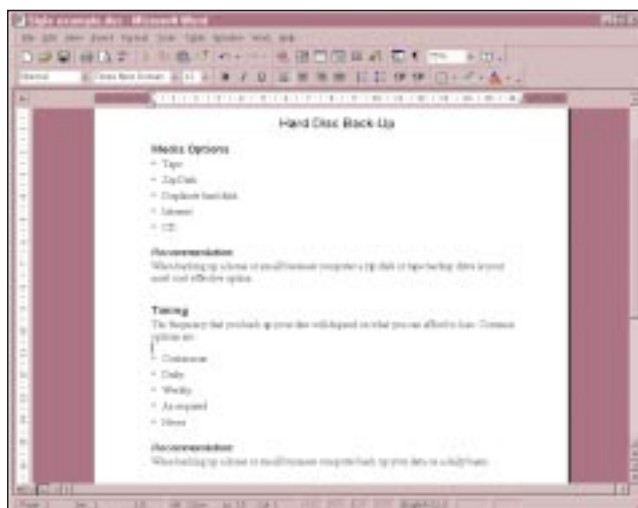
When you use a paragraph style, the paragraph containing the cursor will be formatted to that style. To format more than one paragraph, select multiple paragraphs to format before you apply the style.

If you prefer to use your keyboard rather than the mouse, you can apply a style by selecting Format, Style, use the arrow keys to select the style and press Enter to apply the style to the current paragraph. You can also access the Style list on the Formatting toolbar using your keyboard by pressing Control + Shift + S. Open the drop-down list by pressing Alt+Down Arrow and use the arrow keys to locate the style to use and press the Enter key to apply it.

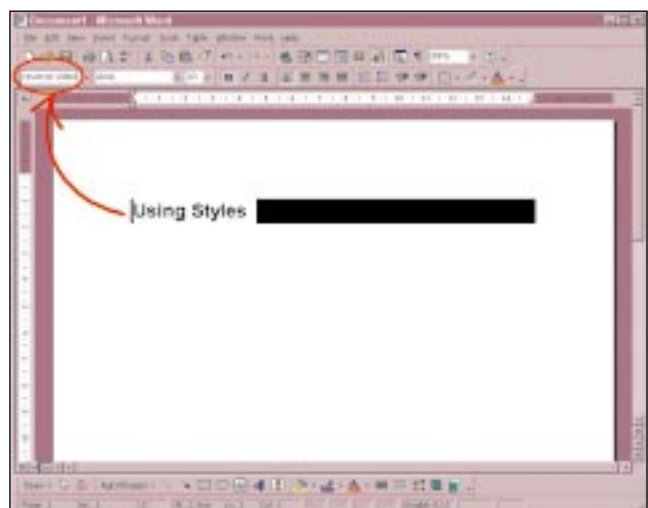
Useful Word Styles

Some of Word's more useful styles are the heading styles named Heading 1, Heading 2 and so on. If you use these styles for the different levels of headings in your document, (use Heading 1 for the first level, Heading 2 for the second level and so on) you'll find that tables of contents are easier to create.

You may also want to check out the List styles which enable you to quickly create lists with and without bullets or numbering and with differing levels of indentation.



The document here has been formatted using Word's built-in Heading and List styles.



Create a style 'by example' by selecting a formatted paragraph and type a new style name for it.

QUICK TIPS

Style pointers

Quickly style up your prose with these tips

- To modify a style, choose Format, Style, choose the style to alter and click Modify then Format. Make changes to the style from the options available then choose OK and Close.
- To quickly check that all the document headings are formatted using a style, modify your heading style and change the text colour to, say, red and apply it to the document. Any heading not coloured red isn't formatted using that style.
- To see the styles which are being used in the current document, switch to Normal View (View, Normal) and read the style names in the Style area on the left of the screen. To adjust the width of the style area, choose Tools, Options, View.
- Some of Word's styles are accessible by shortcut keys so try Ctrl + Shift + N to apply the Normal Style, Ctrl + Alt + 1 for Heading 1 style, and Ctrl + Alt + 2 for Heading 2 style.
- Apply a style with one keystroke by attaching it to a keyboard shortcut. Choose Format, Style, choose the style name, Modify and then Shortcut Key. In the 'Press new shortcut key' box press the key combination to attach the style to, then click Assign, Close, OK and Close.
- Using heading styles makes the Document Map easier to use as a navigation tool. Choose View, Document Map and click a heading in the list to move to that part of the document.

Create your own styles

One way to create your own style is by example. Begin by formatting a paragraph the way you want your style to look and then select the paragraph and press Control + Shift + S

to access the Style list on the Formatting toolbar. Type a name for your new style and press Enter.

This new style will appear in the Style list and you can use it in the current document as you

would any other Word style. The style won't, however, be available in any other Word document unless you add it to the Normal.dot template (see *Style pointers*).

If you don't want a new style appearing in every document, but still need to grab the occasional one from another document, take a look at *The Style Organizer*. Casually sharing styles between your own documents or with other peoples is as easy as opening both documents and swapping the styles across.

Other applications

You needn't lose your style when you import Word documents into other applications. Most Microsoft applications recognise them, and DTP software such as Quark XPress have plug-ins available for importing your styled-up text directly, saving the subs many headaches. **PCP**

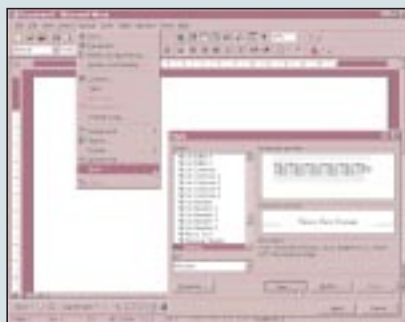
NEXT MONTH

Build custom input screens with Excel's Form tools.

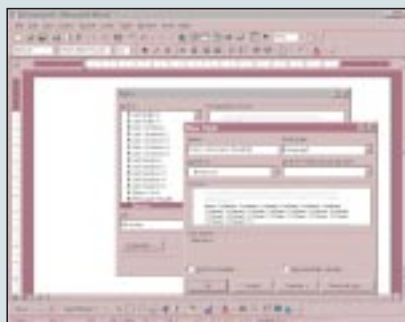
SAVING TIME

Creating a style from scratch

Fine tune what the style looks like and how the next paragraph will be formatted



1 You can create a new style from anywhere in Word, but to ensure it will be attached to the Normal.dot template first create or open a document based on the Normal.dot template. Now choose Format, Style, New.



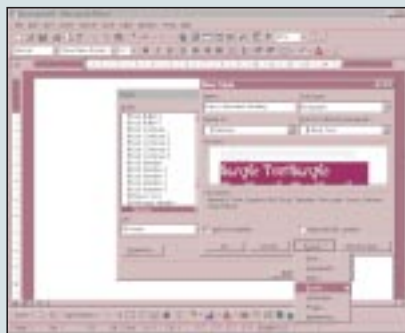
2 In the Name: text box type the name for your new style and from the Style type box choose Paragraph to create a Paragraph style or Character to create a character style. From the Based on list, choose the style on which to base your new style – your style inherits its formatting from this style.



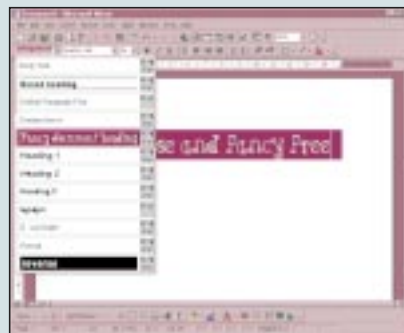
3 From the Style for following paragraph list choose the style to be applied automatically to the paragraph which follows one formatted with your new style – Body text is a good option if you're unsure. Enable the 'Add to template' checkbox to add the style to the current document template.



4 Click Shortcut key to open the Customize Keyboard dialog. In the Press new shortcut key area press a key combination to use. If it is already assigned you can try another combination. Click Assign then Close to finish.



5 Choose Format to see the formatting options available and choose from the options available to set the formats for the text and the paragraph settings. You can set the font colour, face and size as well as border and numbering options and paragraph indents and spacing



6 When you're finished, choose OK and then Close to return to your document. You can now test your new style using the keyboard shortcut you created or choose it from the style drop-down list.