

Lesson 3-2: Working with Styles

Figure 3-2

The Styles panel.

Figure 3-3

The New Style dialog.

Figure 3-4

The Edit Styles panel.

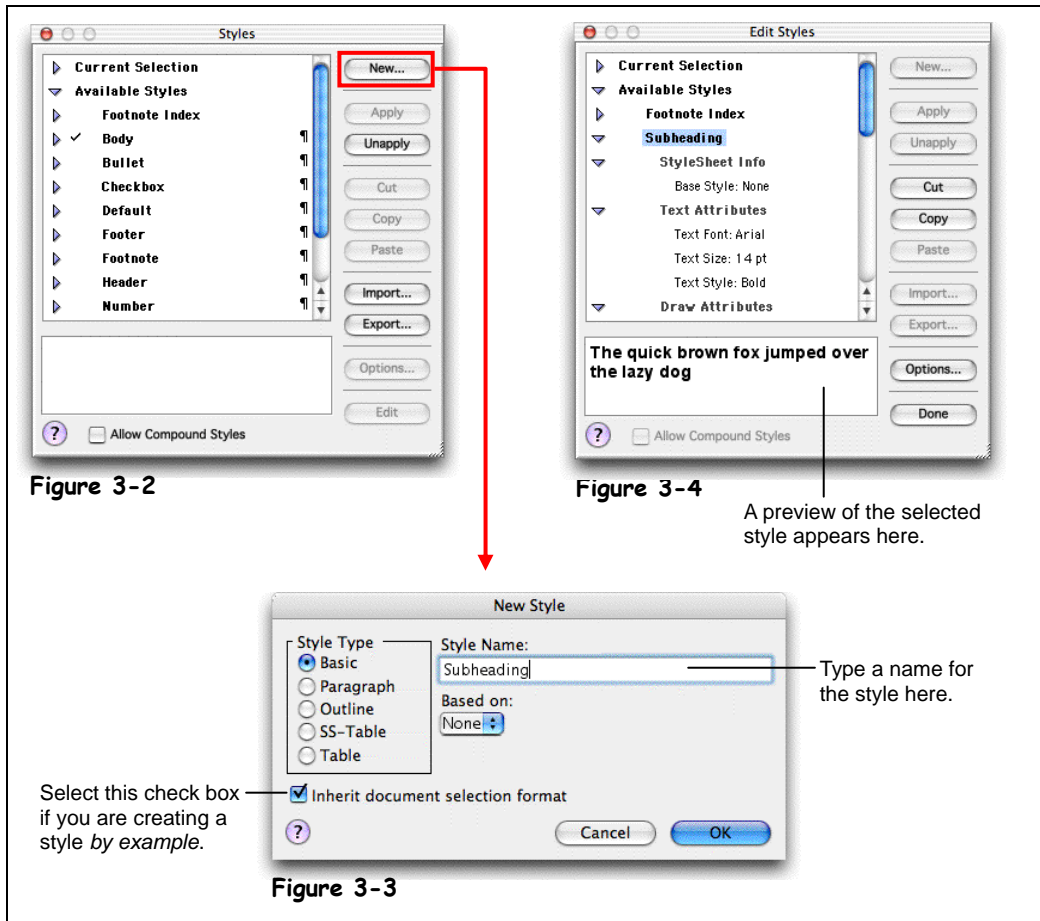


Figure 3-2

Figure 3-4

A preview of the selected style appears here.

Figure 3-3

A *style* is a named set of formatting specifications that you can apply with a single command. Using styles saves formatting time and also ensures consistency in your documents. For example, let's say you want to format all of the headings in your 20-page report using 14-pt. Arial font, and you also want each heading to be in boldface and centered on the page. Instead of applying each formatting option one at a time, you can apply all of these formatting properties at once using a style. Then, if you make changes to the style, every character or paragraph in the document that has been formatted with that style will be automatically updated to reflect the changes.

There are two ways to create a style:

- **By example:** The quickest and easiest way to create a new style is to find and select the text or paragraph with the formatting you want to use, then create a new style based on the formatting of the selected characters or paragraph.
- **From scratch:** You can create styles by opening the Styles and Formatting task pane (click the Styles and Formatting button on the Formatting toolbar to open it), clicking the Create new style button, and then specifying the style's formatting options.

In this lesson you'll learn how to create a paragraph style by example and how to apply it to other paragraphs.

1. If necessary, select the subheading **The Month in Review.**

We want to format each of the subheadings in this document so that they all look the same.

In the previous lesson, you applied several different formatting properties to the selected subheading. Instead of repeating these steps on each of the remaining subheadings, let's create a style based on the selected subheading and then apply the style to each of the remaining headings.

Here's how to create a style *by example*, using the formatting you applied in the previous lesson.

2. Select **Format → **Show Styles** from the menu.**

The Styles panel appears, as shown in Figure 3-2.

Depending on the type of document you're working on, several styles may have been created for you.

3. Click the **New button.**

The New Style dialog appears, as shown in Figure 3-3.

Now you need to give your new style a name that will be easy for you to recognize later on.

4. Type **Subheading in the **Style Name** text box.**

In order for the new style to inherit the formatting of the selected subheading, you need to select the "Inherit document selection format" check box.

5. Click the **Inherit document selection format check box and click **OK**.**

The Edit Styles panel appears, as shown in Figure 3-7, displaying the new Subheading style.

6. Click **Done to close the Edit Styles panel and save your changes.**

The panel closes and you return to your document. Let's use your newly created style to format each of the remaining subheadings.

7. Select the **Explore Canada Tour Package subheading and select **Format** → **Show Styles** from the menu.**

The Styles panel appears.

8. Click the **Subheading style in the list and click **Apply**.**

Tada! The "Explore Canada Tour Package" subheading is formatted with boldfaced Arial 14-point font, just like the subheading above it. Wasn't that a lot faster than wading through a bunch of different menus?

Go ahead and apply the Subheading style to the last remaining subheading in the document: New Communications Director Position.

9. Following the procedure you learned in **Steps 7 and 8, apply the **Subheading** style to the last remaining subheading.**

 **Quick Reference**

To Create a Style by Example:

1. Select the text that contains the formatting that you want to use for the style.
2. Select **Format** → **Show Styles** from the menu and click the **New** button.
3. Type a name for the style in the **Style Name** text box, and then click the **Inherit document selection format** check box.
4. Click **OK**, and then click **Done**.

To Apply a Style:

1. Select the text you want to format with the style.
2. Select **Format** → **Show Styles** from the menu.
3. Select the style you want to apply and click **Apply**.
4. Close the Styles panel when you're finished.

Table 3-1: Types of Styles

Style type	Description
Basic	Select this type if the new style is going to be used solely to control basic font formatting properties, such as font type, size, style, and color.
Paragraph	Select this type if the new style is going to be used to control paragraph formatting properties, such as alignment, spacing, and any other type of formatting you can set using the text ruler or Paragraph dialog.
Outline	Select this type if the new style is going to be used to control various outline formatting properties.