

Advanced MSWord Using Styles

Using Styles

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Document
Description

Advanced MSWord
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Using Styles
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Contact
Information

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Section 1: Procedures

This section includes procedures—step-by-step instructions—for how to complete tasks associated with using or modifying styles.

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Displaying All Styles

To select styles you need to be able to see styles. Styles display on the styles drop-down list on the Formatting toolbar and on the Styles and Formatting pane. The pane is used to show different groupings of styles, add styles, and modify styles. You can also select styles from the pane.

Display All Styles

1. Use one of the following methods to display the pane:
 - Make the following selections from the MSWord main menu: **Format→Styles and Formatting**.
 - Select the **Styles and Formatting** button on the Formatting toolbar.
 - Display the drop-down style list, and then select **More...** at the end of the list.



2. Locate the **Show** field at the bottom of the pane.
3. Select the drop-down arrow to display a list, and select **All Styles**. All MSWord defined styles display.
 - **All styles** show all styles attached to the current template, including custom styles that you have created.
 - **Available styles** show all custom styles and all MSWord styles that are being used in the document.
 - **Style in use** show styles and direct formatting being used currently in the document. Refer to *Applying Direct Formatting* on page 14 for more information.
 - **Custom...** displays a screen that allows you to select styles for display.

Applying Styles

The styles appearing in the Styles and Formatting pane can be selected from the pane or from the drop-down Style list. When you apply styles, you can type text and apply the style after, or you can select the style and then type text. Either method works.

Apply Styles

1. Open MSWord. The Normal.dot template displays.
2. Type the following text: *The rain in Spain falls mainly in the plain.*
3. Notice in the Style drop-down box that the style is **Normal**.
4. Click anywhere in the text (before the paragraph mark—¶).
5. Display all styles. See the instructions above.
6. Scroll to 1. List Number in the pane or the styles drop-down list.



7. Click **1. List Number**. The sentence changes to a numbered list format.
8. Press the **Enter** key. The numbered list continues.
9. Type more text and press the **Enter** key to get several lines of numbered text.
10. Click in line 3.
11. Click the *Style* drop-down arrow, and scroll to List Bullet 2.
12. Click **List Bullet 2**. The sentence changes to a bulleted format.

Replacing Styles

Replacing one style with another can be accomplished in a number of ways. You can use the Find and Replace feature. Refer to *Finding Styles* on page 13. However, MSWord 2003 provides an easier method to accomplish this task.

Replace Styles

1. Enable the **Keep track of formatting** option.
Refer to *Options—Edit Tab* on page 16 for more information.
2. Display the **Styles and Formatting** pane. Refer to *Displaying All Styles* on page 2.
3. Click in a paragraph that has the applied style you want to replace.
Refer to *Finding Styles* on page 13 to search for text that has the style applied.
4. Select the **Select All** button in the Styles and Formatting pane.
All paragraphs that have the style applied are selected in your document.

You can also right click a style to display a popup menu, and select the **Select All** option from that menu.

5. Select a new style.
 - Select the Style drop-down arrow to displays the list.
 - Locate the style you want to apply.
 - Click the style.



The style is applied to all selected text.

6. Disable the **Keep track of formatting option**.
Refer to *Options—Edit Tab* on page 16 for more information.

Show Field

When you enable the **Keep track of formatting** option, additional selections display for the **Show** field at the bottom of the Styles and Formatting pane.

- **Available formatting** shows all custom styles and any MSWord styles or direct formatting be used in the document.
- **Formatting in use** shows styles and direct formatting being used currently in the document.

Modifying Styles

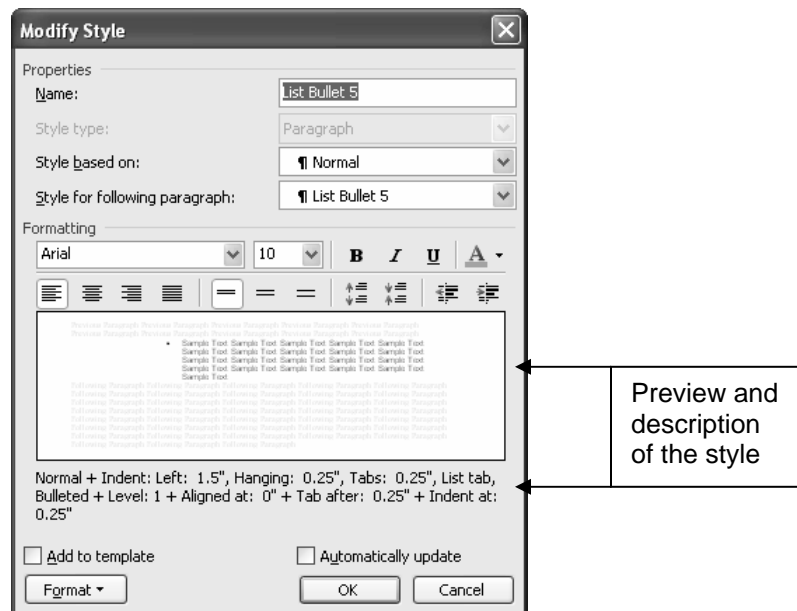
This topic specifically addresses modifying styles. However, much of the same information can be used to add styles. Therefore, in addition to comments on modifying, you will find comments on adding style.

Modify Styles

1. Display the **Styles and Formatting** pane.
Refer to *Displaying All Styles* on page 2 for more information.
2. Click in a paragraph that contains the style you want to change.
Refer to *Finding Styles* on page 13 for more information on finding text that has the style applied.

The style name displays in the box at the top of the Styles and Formatting pane.

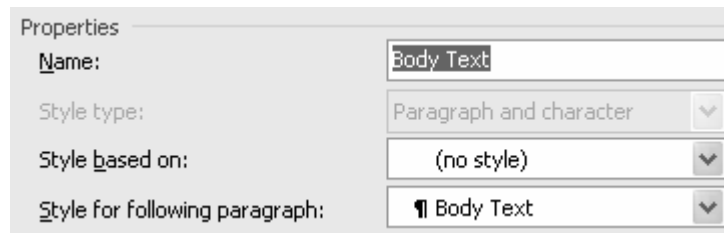
3. Right click the style name in the box. A pop-up menu displays.
4. Select **Modify**. The Modify Style screen displays.



5. Use this screen to modify the font and apply other attributes to this style. Refer the following sections for more information on fields and buttons appearing on this screen.
 - *Properties Selections* on page 6
 - *Formatting Selections* on page 7
 - *Template Selections* on page 8
6. Select the **Format** button to display a pop-up menu.
7. Select an option from the menu to display an additional formatting screen. Refer to *Additional Selection Screens* on page 10 for more information on these screens.
8. Check the preview and style description to confirm your changes.
9. Select **OK** to save your changes and exit this screen.

Properties Selections

The properties area of the Modify Style screen includes drop-down lists that you can use to alter the style. For the most part, you should be working in this area of the screen only when you are adding a new style.



Name

This name should be defaulting from the list of styles provided by MSWord. The exception would be if you are adding a new style—a style that is not provided by MSWord.

Style type

The following types of styles exist: paragraph, character, table, list. These instructions address the paragraph and character styles. This field is enabled when you are adding a new style.

Style based on

When you make a selection, you are selecting a base style for the style you are modifying. The style you are modifying inherits formatting from the base style.

For example, if you are modifying List Bullet 3 and you select List Bullet 1 as the base style, List Bullet 3 inherits attributes from List Bullet 1. If you change the font used for List Bullet 1, the font for List Bullet 3 also changes—that is, List Bullet 3 inherits the change made to List Bullet 1.

Having styles inherit attributes can be a convenience or a cursor, depending on what you are trying to accomplish. This field defaults to the Normal style. When adding a new style, I select (no style) to suppress all inheritance.

Style for following paragraph

The style you select for this field is the style that is applied when you press Enter to insert a new line.

For example, if you are modifying a Heading 3, you most likely would select a body text style for this field. Back in your document, when you apply a Heading 3 style, type your title text, and then press the Enter key, MSWord presents the new line with a body text style tag applied automatically. With some careful planning, you can save yourself plenty of formatting time using this one field alone.



Formatting Selections

The formatting area of the Modify Style screen includes buttons and drop-down lists that you can use to modify the style.



Font



Use the font drop-down list to select a new font.

Font Size



Use the font size drop-down list to select a new font size.

Font sizes are in points—1 point = 1/72 of an inch.

Body text size ranges from 9 to 12 points.

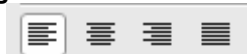
Heading text size ranges from 12 to 18 points.

Attribute Buttons



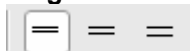
Use these buttons to apply the following attributes: bold, italic, underline, and color.

Alignment Buttons



Use these buttons to apply the following alignment: left, center, right, justified.

Spacing Buttons



Use these buttons to apply the following spacing: single, 1.5, double.

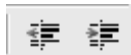
Before and After Spacing Buttons



Use these buttons to apply the following spacing: white space appearing before the paragraph, white space appearing after the paragraph.

Paragraph spacing is in points—1 point = 1/72 of an inch.

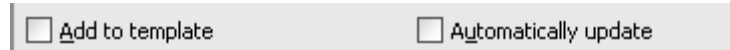
Indentation Buttons



Use these buttons to apply the following indents: right indent, left indent. Repeatedly selecting the button increases indenting.

Template Selections

The formatting area of the Modify Style screen includes options that you can select to change the template and the style.



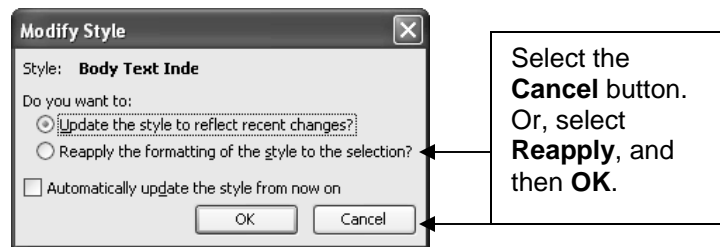
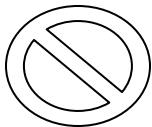
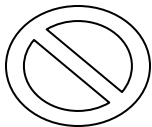
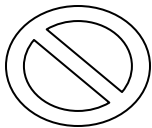
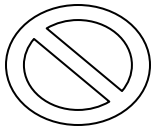
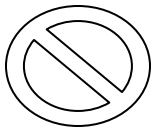
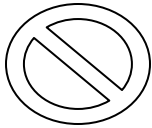
Add to template

Select this option when you are adding a new style and you want that style added to a template.

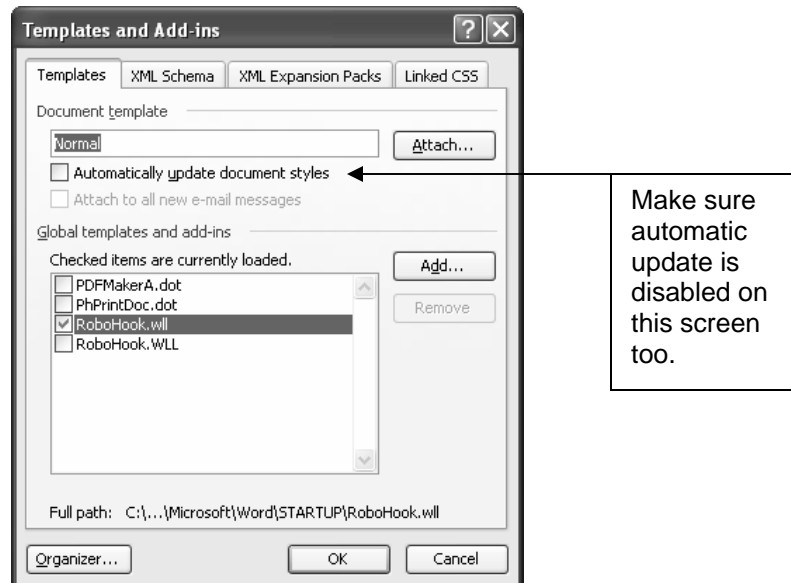
Automatically update

Never...never...I mean never, check this option.

When you see this option in any form—for example, in the message below—never, ever, select it.



Or



Selecting any automatic update style option will get you into trouble every time.

When you select this option, every time you apply direct formatting—for example, trying to squeeze one more line on a page—you end up changing the style. The style change cascades throughout your document.

By not checking this option, you retain the ability to make changes to individual blocks of text without affecting the style. For example, when you are at the bottom of a page and you are trying to squeeze just one more line of text on the page, you can select Format→Paragraph and adjust the spacing before and after paragraphs on the page. You are tweaking to eliminate one extra page. Because you do not have this option selected, the changes you make affect only the paragraph where you are making the change.

Additional Selection Screens

When you select the **Format** button on the Modify Format screen, a pop-up menu displays. You can use this menu to display additional screens with more formatting options.

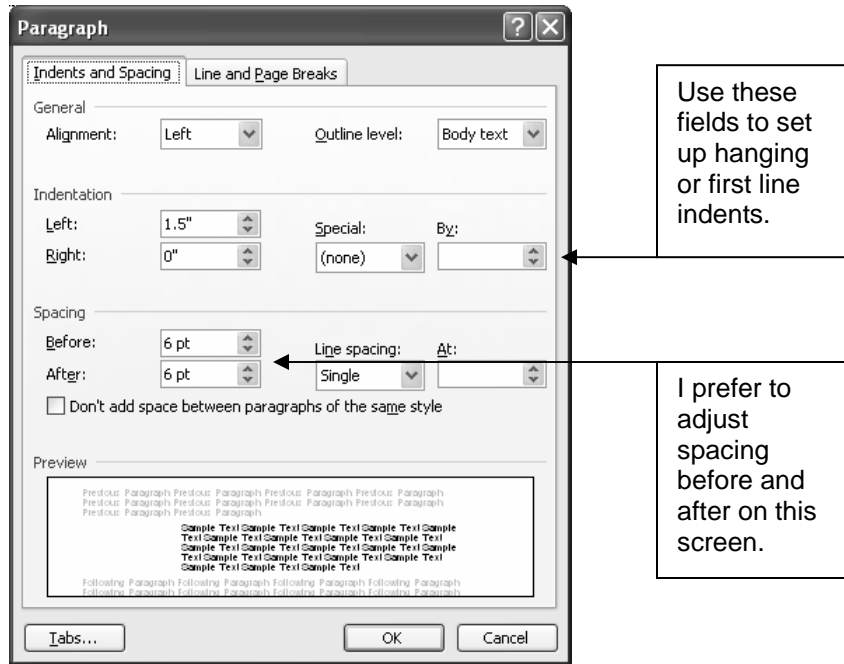


The majority of the changes that I make to styles can be made using the buttons on the Modify Format screen. However, additional changes can be made on screens that are available from this pop-up menu. Some of those changes are worth noting, and they are included in this section.

Font

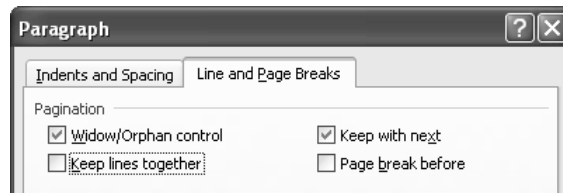


Paragraph—Indents and Spacing



When adjusting spacing before and after, I prefer to use multiples of three, which proportional spacing seems to handle better.

Paragraph—Line and Page Breaks



Widow/Orphan control

Defaults on; leave it on. The option forces at least two lines of a paragraph to appear on a page. That is, it prevents one line of a paragraph from appearing at the bottom or the top of a page.

Keep lines together

If checked for a style, paragraphs do not break across pages. If your company style guide requires that paragraphs appear in one chunk without breaking across pages, use this option.

My company has no stand on this option; therefore, I select it only occasionally. In my opinion, the option causes too many page breaks, which cause more pages in a document. More pages cost money to produce.

This option can be applied on the fly; that is, to one paragraph in a document.

- Select the text in one paragraph (¶) in a document.
- Right click the paragraph. A pop-up menu displays.
- Select **Paragraph**. The Paragraph screen displays.
- Select the **Lines and page Breaks** tab.
- Select the option, and then select **OK**. The paragraph will move as one chunk when an automatic page break occurs.



Keep with next

Select this option when you want text with the current style tag always to stay with the text that follows it.

For example, text with a Heading 3 style applied would most likely have associated body text following. You would not want an automatic page break to separate the heading from its associated text. Therefore, for a heading style, this option would be selected.

Page break before

Select this option when you want text with the current style tag always to start on a new page.

For example, text with a Heading 1 style applied would most likely be a chapter or section title. You would want an automatic page break to place this heading text on a new page. Therefore, for a heading style that needs a page break before it, this option would be selected.

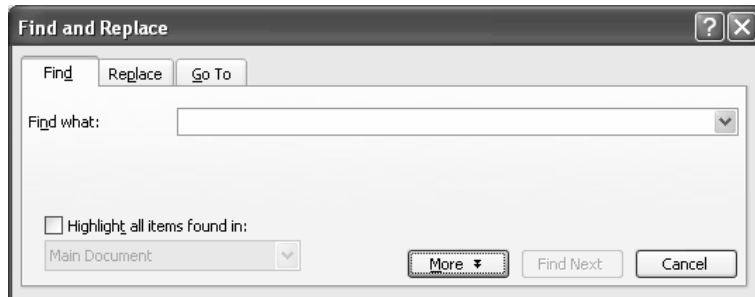
This option can be applied on the fly; that is, to one paragraph (¶) in a document. Using this tab to insert page breaks assures you of consistent spacing at the top of a page. Refer to the instructions above for *Keep line together*.

Finding Styles

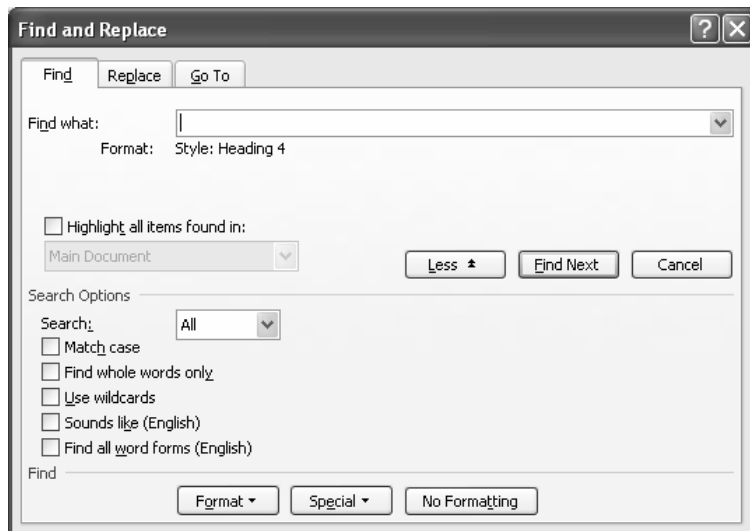
This topic addresses finding styles. Knowing how to use the find function to locate a style can be helpful.

Find Styles

1. Make the following selections from the MSWord main menu: **Edit→Find**. The Find screen displays.
2. Select the **More** button. The lower section of the screen displays.



3. Select the **Format** button. A pop-up menu displays.
4. Select **Style**. The Find Styles screen displays.
5. Select a style, and then select **OK**. The style name is added to the bottom of the *Find what:* field and is noted as *Format*.



6. Select the **Find Next** button. The system finds the next instance of text that has the selected style applied.

Using Hot Keys

Hot keys are shortcut key combinations that can save you time and trouble. I've found the following key combination helpful.



Ctrl + Q

Use this hot key combination to reset text back to the original style definition.

For example, you sent your document to someone else to edit. The text you get back was altered using keys on the Formatting toolbar—direct formatting. Highlight the text and press Ctrl + Q to remove the formatting.

This hot key combination works as long as the style was not modified. In that case, you need to modify the style to restore it to the original settings.



Ctrl + Spacebar

Use this hot key combination to remove attributes—that is, return selected text to the default text format for the selected style.

For example, you sent your document to someone else to edit. The text you get back was altered by having attributes that were applied using keys on the Formatting toolbar—direct formatting—or by applying character style tags.

You can accomplish this same task by applying the **Clear Formatting** command, which appears on drop-down style list.

Applying Direct Formatting

Direct formatting is applied using hotkeys or buttons on the formatting toolbar.

When you select text and apply formatting using hotkeys—for example, **Ctrl + B** to bold selected text—you are applying direct formatting.

When you select text and apply formatting using buttons on the Formatting toolbar—for example, **Italic** to italicize selected text—you are applying direct formatting.

When a style has been altered with direct formatting, a plus sign and the attribute are added to the name of the style. For example, if I apply a bold attribute to text that has a style tag of *Body Text* applied, the style tag is renamed *Body Text + Bold*.

For the most part, when you use styles, you abandon the use of direct formatting; that is, you no longer use buttons or hotkeys.

The major exception is using the *Paragraph—Line and Page Breaks*. Refer to page 12 for more information on using this tab. When doing final formatting, you can use this tab to make final adjustment to pagination.

Section 2: MSWord 2003 Features

Each version of MSWord includes some attempts at improving the software. Some of these efforts are helpful while others turn out to be more trouble than they are worth. In this section, you will find suggestions for features that should be enabled because of the benefits they provide or disabled because of the problems they can cause.

Options—Edit Tab	16
Options—Save Tab	18
AutoCorrect—AutoFormat Tab	20
AutoCorrect—AutoFormat As You Type	21

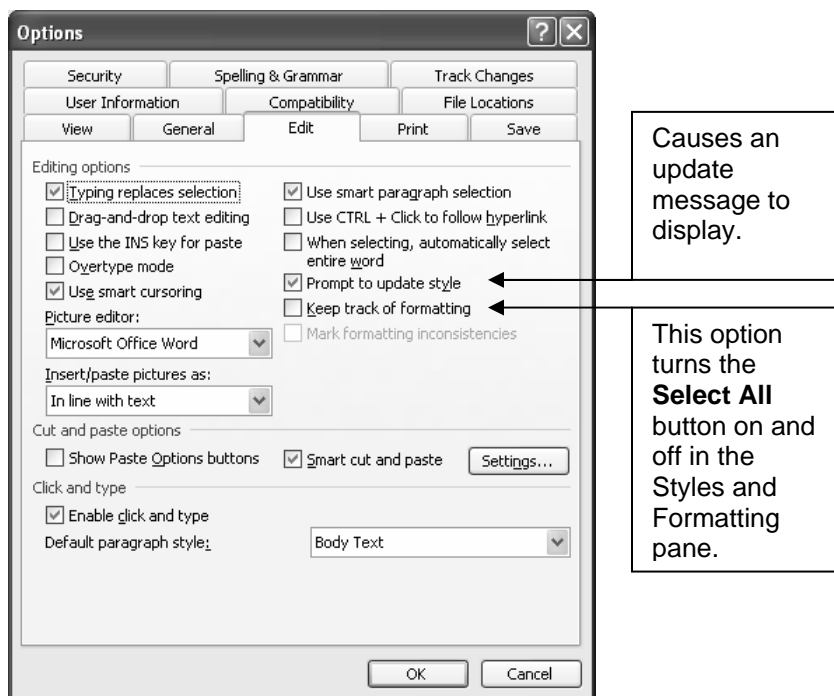
Options—Edit Tab

The Edit tab includes a number of options that can make editing easier. The following items are of note:

- Keep track of formatting
- Prompt to update style
- Default paragraph style

Displaying the Tab

1. Make the following selections from the MSWord main menu:
Tools→Options...
2. Select the **Edit** tab.



Keep track of formatting

In my opinion, this option has some limited but valuable uses. While you are writing, I suggest that you disable this option, because having this option enabled slows down your system. When you are editing and you want to replace one style with another, enable this option. Refer to *Replacing Styles* on page 4 for more information.

Disabling the Option

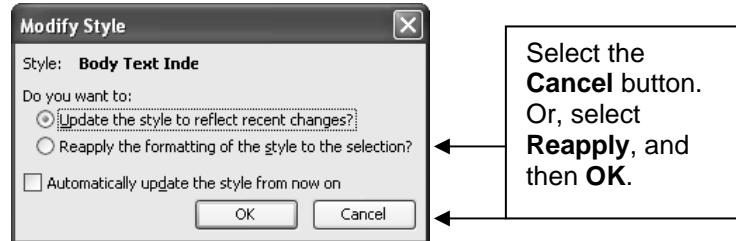
Display this tab and click the option box to remove the checkmark. When you display the Styles and Formatting pane the **Select All** button is unavailable.

Enabling the Option

Display this tab and click the option box to add a checkmark. When you display the Styles and Formatting pane the **Select All** button is available.

Prompt to update style

If Word keeps applying unwanted styles to text, select this option to have Word prompt you before updating styles. Note that I have this option enabled. The message provides an early alert that something may be amiss with the document I'm working on.



Default paragraph style

Select a style from the drop-down list. The MSWord default is the Normal style. You can select any other style as the default. When you open MSWord and the Normal.dot template displays, the style you select in this field is the selected style.

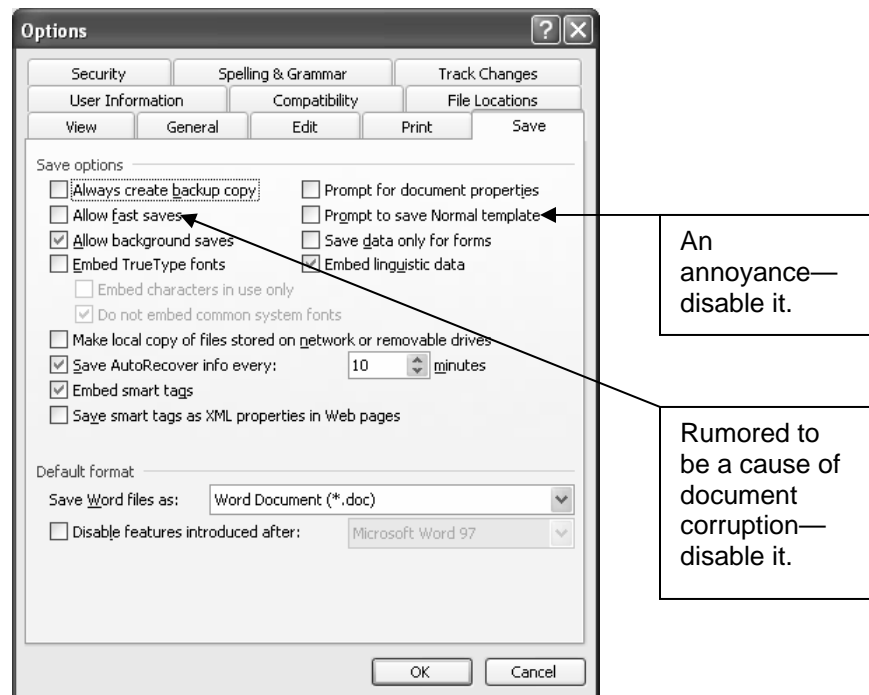
Options—Save Tab

The Save tab includes a few options need close examination.

- Allow fast save
- Prompt to save Normal template

Displaying the Tab

1. Make the following selections from the MSWord main menu:
Tools→Options...
2. Select the **Save** tab.



Allow fast save

According to many MSWord users this feature:

- Does not replace the existing file
- Saves only the changes made to the document
- Saves changes without deleting previous text
- Can cause security issues
- Is the fast path to document corruption

Disabling the Option

Display this tab and click the option box to remove the checkmark.

Prompt to save Normal template

Think long and hard before you enable this option. When this option is enabled, each time you change a style, you are prompted to save that change to the Normal.dot template. I would suggest that you do not want to alter the base MSWord template.

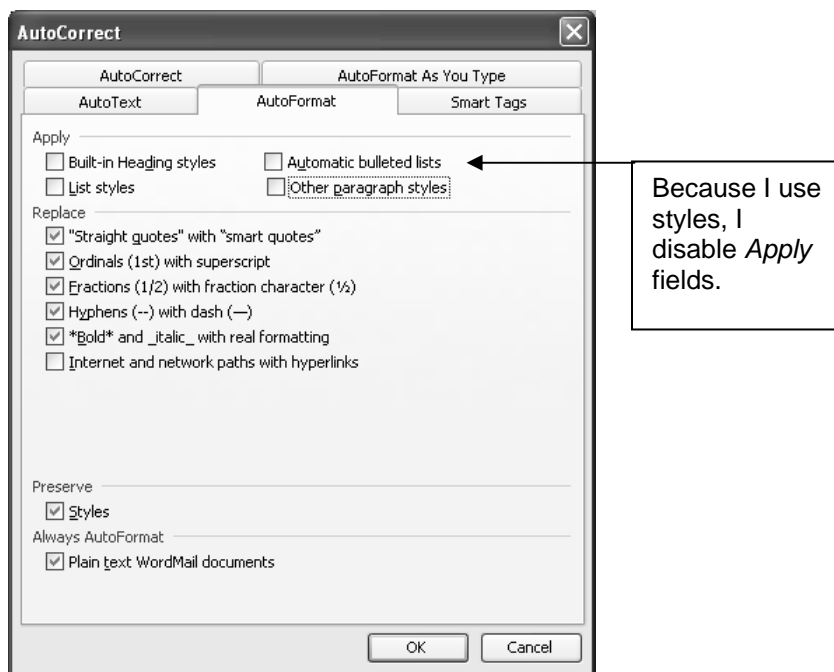
If you manage to mangle this template, you can restore it. You must close MSWord, use Windows Explorer to locate the Normal.dot template, delete the template, and reopen MSWord. Upon reopening, MSWord recreates the Normal.dot template. Avoid this hassle. If you must mess with the template, make a copy of it by doing a File→Save As.

AutoCorrect—AutoFormat Tab

This tab includes options that apply automatic formatting.

Displaying the Tab

1. Make the following selections from the MSWord main menu:
Tools→AutoCorrect Options...
2. Select the **AutoFormat** tab.



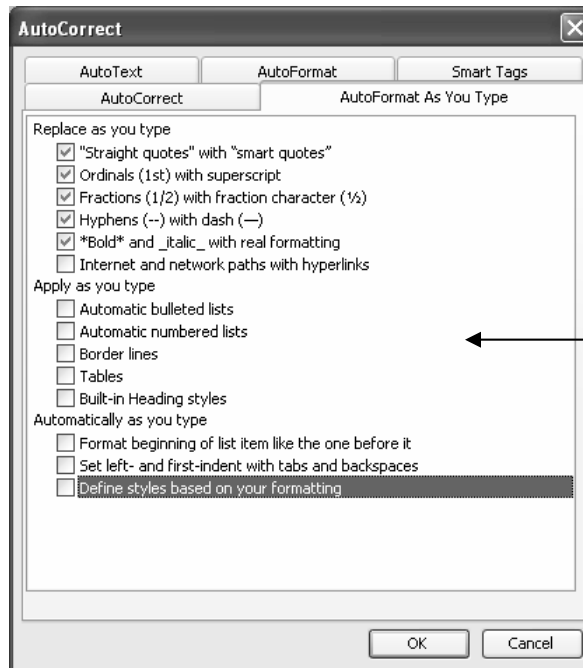
If you decide you would like to use these fields, look up the following topic in MSWord Help: About Automatic Formatting.

AutoCorrect—AutoFormat As You Type

This tab also includes options that apply automatic formatting.

Displaying the Tab

1. Make the following selections from the MSWord main menu:
Tools→AutoCorrect Options...
2. Select the **AutoFormat As You Type** tab.



Because I use styles, I disable *Apply as you type* and *Automatically as you type* fields.

Section 3: Adding Automatic Fields

Templates can have automatic fields built in to complete tasks for you. MSWord includes some of these fields—page numbering for example. In addition, you can add your own automatic fields. The template for this document includes the following types of automatic fields: Ask fields and StyleRef fields.

- In headers, the chapter name (ChapTitle) and the section name (Heading 4) display via style references. The product name (ProductName) displays via an Ask field.
- In footers, the document title (DocTitle), and the release month and release year display via Ask fields. The page number displays via a page numbering macro.

What are Ask fields?

Ask fields are fields that ask questions. The fields are set up in the template and they must be executed to update placeholder text throughout the document. After you have finished answering the series the questions, fields in the template are updated based on your answers.

For example, fields appearing in the header and footer of this document have information that is completed automatically. You can see the fields in an electronic copy by displaying the headers and footers (select **View→Header and Footer**). Using your cursor, click anywhere in the footer text *Using Styles*. The field grays out because this field is updated automatically by an Ask field.

Refer to *Creating an Ask Field* on page 24 for instructions.

What is a style tag reference?

Style tag references are fields that display text based on a style tag. The fields are set up in the template and they must be executed to update placeholder text throughout the document.

For example, the following fields, which appear the header of this document, are completed based on a style reference: section (ChapTitle) and topic title (Heading 4).

Refer to *Creating a Style Tag Reference* on page 29 for instructions.

Creating an Ask Field

To create an ask field, you must complete the following steps:

1. Display field codes.
2. Create bookmarks.
3. Insert an Ask field.
4. Insert a Reference field.

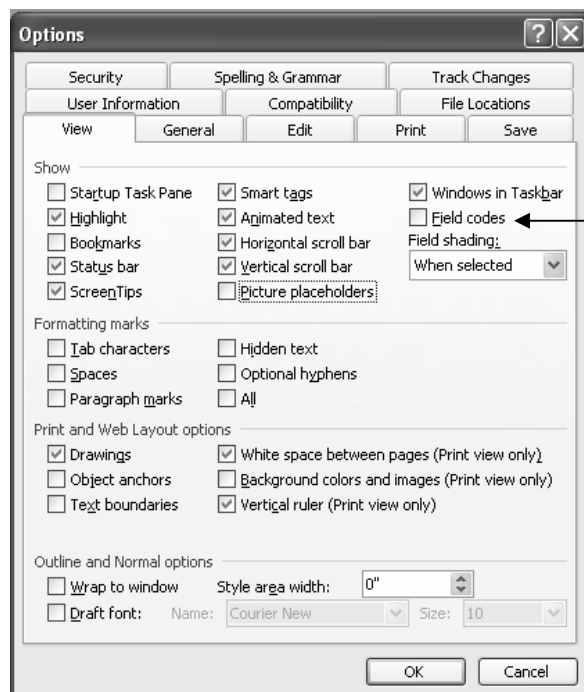
Refer to page 23 for more information on ask fields.

Displaying Field Codes

Ask and Reference fields are types of field codes. To create a template, and sometimes fix one, you need to know how to add or adjust the field codes. Before you add or adjust field codes, you need to be able to see them. You can toggle the display of these codes.

1. Make the following selections from the main menu: **Tools**→**Options**. The Options tabs display.
2. In *Show*, select **Fields codes** to toggle the codes on or off.
3. Select **OK**.

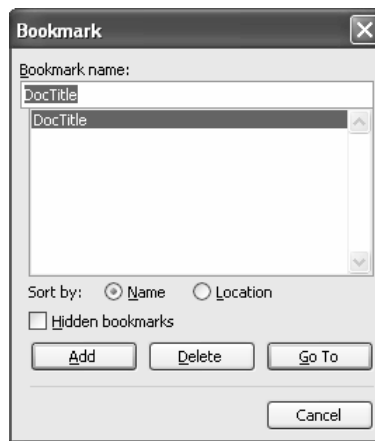
If the document you are creating has no ask or reference fields, the system has nothing to display. Therefore, no change is visible. However, when you complete subsequent steps in this section, fields display.



Creating a Bookmark

Ask fields must have bookmarks for reference.

1. Place your cursor in the first place that ask field text is to appear.
For example, when adding a document title, place your cursor on the cover page in the position where you want the document title to print.
2. Make the following selections from the main menu:
Insert→**Bookmark**. The Bookmark dialog box displays.
3. At *Bookmark name*, add a meaningful name. Avoid including spaces or using special characters.
For example, DocTitle.
4. Select the **Add** button. The Bookmark tab closes automatically.
5. Do not move your cursor.



Inserting an Ask Field

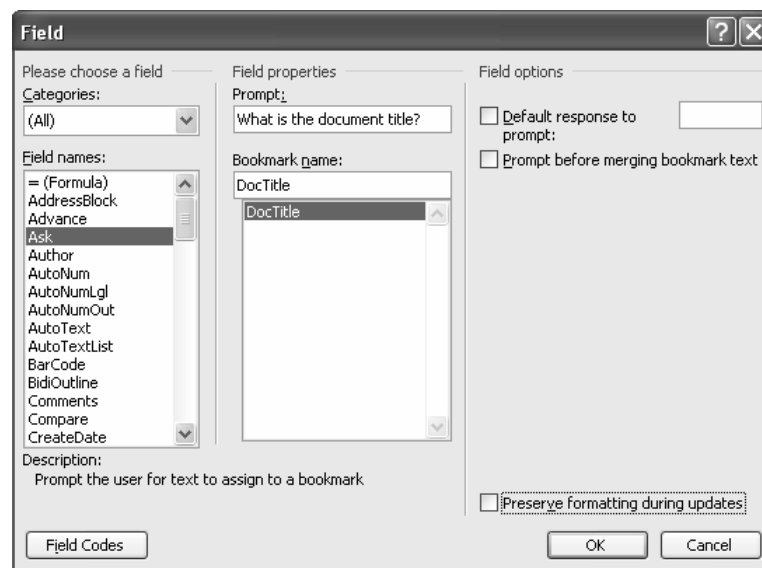
You must create the question to ask and add a placeholder for the answer to the question.

1. Make the following selections from the main menu: **Insert**→**Field**. The Field dialog box displays.
2. In *Field names*, select **Ask**. The ask-related field properties and options display to the right.
3. At *Prompt*, enter a question.

This question displays for the template user and allows the user to answer the question. If you follow the previously used example, type the following question in the field: *What is the document title?*

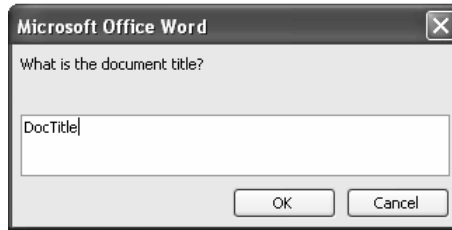
4. At *Bookmark name*, select the associated bookmark.
 If you follow the previously used example, select the bookmark *DocTitle*.
5. At *Preserve formatting during updates*, confirm that this option is *not* selected.

When this option is not selected, the system defaults to the style tag applied to the location where the answer should appear (at the bookmark). If the answer appears in several places in your document—for example, as a title on a title page and as an element in a header or footer—you may want to apply different style tags to the answer.



6. Select **OK**. The question displays.
7. Type placeholder text in the white space in the box.

If you follow the previously used example, type *DocTitle*.



8. Select **OK**. The first string of text becomes visible in your document.

If you follow the previously used example, the string looks like this:
{ ASK DocTitle "What is the document title?" }

9. Do not move your cursor.

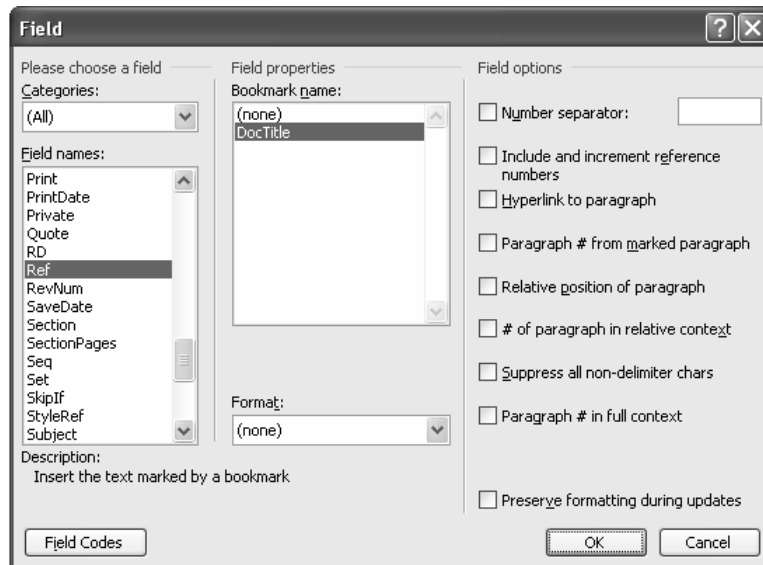
Inserting a Reference Field

You must associate the placeholder and thus the answer to the question with a bookmark as a reference.

1. Make the following selections from the main menu: **Insert**→**Field**. The field dialog box displays.
2. In *Field names*, select **Ref**. The reference-related field properties and options display to the right.
3. At *Bookmark name*, select the appropriate bookmark.

If you follow the previously used example, select the bookmark *DocTitle*.

4. At *Preserve formatting during updates*, confirm that this option is *not* selected.



5. Select **OK**. The second string of text becomes visible in your document.

If you follow the previously used example, the string looks like this:
{ ASK DocTitle "What is the document title?" } { REF DocTitle }

6. Toggle field codes off.
 - Make the following selections from the main menu: **Tools**→**Options**. The Options tabs display.
 - In *Show*, remove the checkmark at **Fields codes** to toggle the codes off, and then select **OK**.

Placeholder text displays.

DocTitle

Run your cursor over the field and a gray background displays to alert you to the presence of the field code.

Updating Ask Fields

1. Select a template or display a document that includes ask fields.
2. Select the enter document.
 - Hold down the **Ctrl** key.
 - Select the letter **A**.
3. Select the **F9** key. The first ask field displays.
4. Answer the question, and then select **OK**. The next question displays.

When you finish answering the questions, the fields update throughout your document automatically.

If you find a field that did not update, highlight the field, and then select the **F9** key.

Creating a Style Tag Reference

To create a style tag reference field, you must complete the following steps:

1. Display field codes.
2. Insert a Style Tag Reference field.

Refer to page 23 for more information on style tag reference fields.

Displaying Field Codes

Refer to page 24 for instructions.

Adding a Style Tag Reference

1. Place your cursor in the location where you want text with the applied style tag to display.

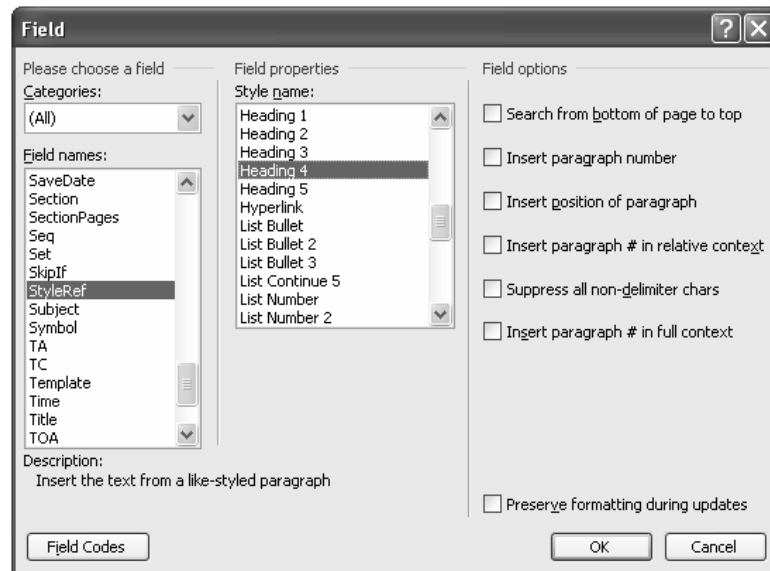
For example, the template is set up to display the text that has a style tag of Heading 4 applied to it. If you use that as an example, you would view your headers and footers, and place your cursor in the header flush to the left margin on a left hand page.

2. Make the following selections from the main menu: **Insert**→**Field**. The field dialog box displays.
3. In *Field names*, select **StyleRef**. The style-reference-related field properties and options display to the right.
4. In *Style name*, select the appropriate style name.

If you follow the example, select Heading 4.

5. At *Preserve formatting during updates*, confirm that this option is *not* selected.

When this option is not selected, the system defaults to the style tag applied to the location of the style tag reference. For example, if you are adding the reference to a header, you want the reference to default to the style tag *Header* but display text that is tagged *Heading 4*—without applying Heading 4 attributes.



6. Select **OK**. The Field dialog box automatically closes.

Each time you select the Heading 4 style tag, the text you type displays in the header of the page.

Section 4: This and That

Reference

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MSWord Site

Visit <http://office.microsoft.com/en-us/templates/default.aspx>

One of the free templates you'll find there is for the MLA style.

Other Helpful Sites

<http://word.mvps.org>

Contact Pam

Write to me at ptreme@AOL.com.

Make sure that you put the word **Student** in the subject line or I'll zap you as spam.

