

Styling a Document

Ideally, all text in your document should be styled. A fully styled document is easier to update if you need to change formatting. A fully styled document also makes it possible to use Microsoft's automated features for creating tables of contents, and lists of tables and figures. Typical, standard styles for a thesis or dissertation would include:


- **Body Text** – defining your paragraph text style
- **Heading 1, Heading 2, Heading 3 etc.** – defining your heading and subheading styles. Please use black fonts and standard font styles (like Times New Roman) rather than MSWord's default shades of blue and Calibri font. It is usually best to vary fonts in terms of both size and style by level (i.e. H1= Times, 16pt, bold, H2= Arial, 14pt, bold)
- **Index** – defining your bibliographic listing style
- **Numbered and bullet list styles** – defining numbered and bulleted lists
- **Block Quote style** – defining offset quotations
- **Footnote style** – defining footnote styles
- **Header/Footer styles** – defining the styles for the text in your headers and footers

Some styles you may want to create for your thesis/dissertation include:

- **Title Style** – to define Heading 1-type text that you don't want selected by MS Word's automated Table of Contents function (see "How To: Generate Tables of Contents")
- **Figure Title and Table Title Styles** – styles that you can use for titling tables and figures. These styles can then be selected for using MS Word's automated functions (see "How To: Create Automated Table of Contents").

Create a Style

Go to the "Styles" Group on the ribbon and click the box and arrow icon in the lower right-hand corner of the group to open the "Styles" window (see previous page).

When you click the "New Style" icon  from the bottom of the "Styles" window, you get the "Create New Style from Formatting" dialog box.

If we were to create a style that is identical to Heading 1 (here Heading 1 has been redefined to be black rather than blue and have a Times font) but separate from it, we would define the new style as follows:

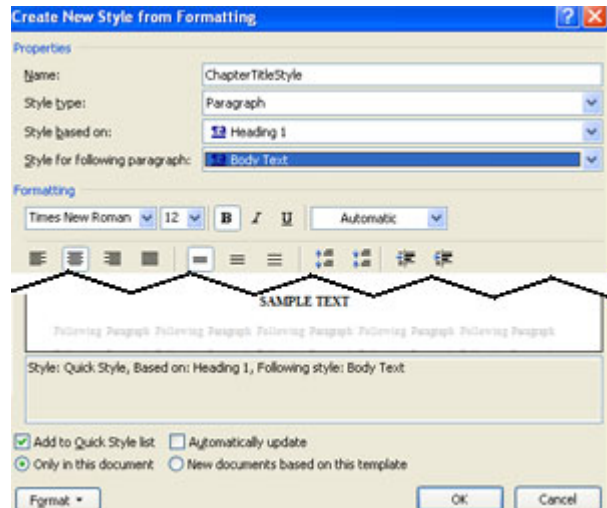
Name: ChapterTitleStyle

Style type: Paragraph

Style based on: Heading 1

Style for following paragraph: Body Text

Then click "Ok"



For each new style you create, make sure that you give it a unique name. When you are using the automated Table of Contents function, it will become clear why it is helpful to create a separate ChapterTitleStyle, TableStyle, and FigureStyle. See "How To: Create Automated Table of Contents" for more information.