

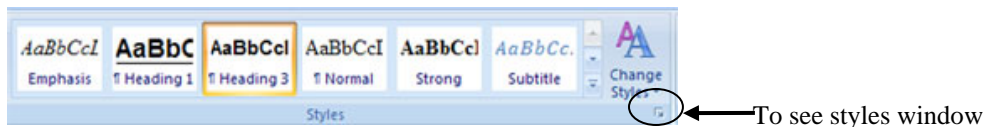
## HOW TO: Use Styles

“Styles” control the visual aspect of your text: font type, size, and color as well as spacing between paragraphs among other aspects. Word uses “Normal” as a default style. You can change the appearance of “Normal” on individual pieces of selected text, however it is more useful to define your text in styles

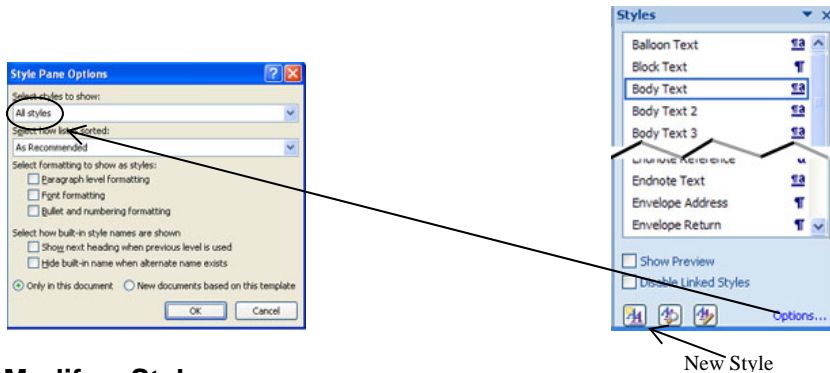
### Using the Styles Group on the Home Tab

First, turn on the ¶ symbol in the Paragraph Group on the Home Tab in the document ribbon at the top of the Word window. This allows you to see the formatting instructions that Word is using in the document. These symbols and dots will not print.

The “Styles Group” on the Home Tab will show a selection of six, pre-defined MSWord styles. This is the Quick Style Gallery. **Many of the pre-defined defaults are not suitable for use in your thesis or dissertation.** You may, however re-define the defaults with more appropriate font and color settings by modifying the basic styles.



If you want to select other pre-defined styles, click on the square and arrow button in the bottom, right-hand corner of the Styles group. This will open a “Styles” window at the right-hand of the screen. To make sure that all possible pre-defined styles are showing, select “Options” at the bottom of the screen and for “Select styles to show” in the “Style Pane Options” dialog box choose “All styles”.



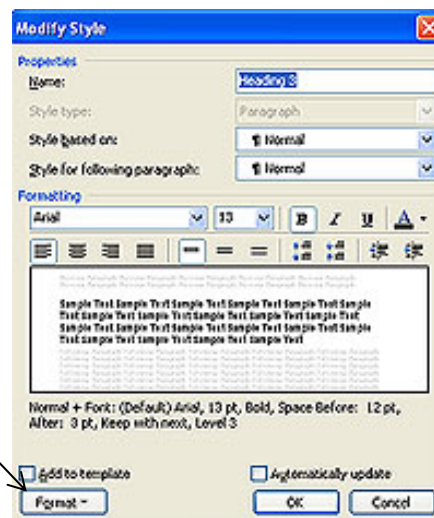
### Modify a Style

If you want to adjust a predefined style, right-click on that style either in the Quick Style Gallery in the Styles group or in the comprehensive list in the Styles window. Select “Modify”.

This opens a “Modify Style” dialog box where you can adjust font, spacing, alignment, tabs, size etc. Making adjustments changes the definition of the style. Every time you use that style, it will look the way you’ve defined it to look.

Typically you will use the “Format” button to select font, paragraph, tabs and numbering options.

Right-clicking on the style also gives you the option to add it to the Quick Style Gallery in the Styles Group



## 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

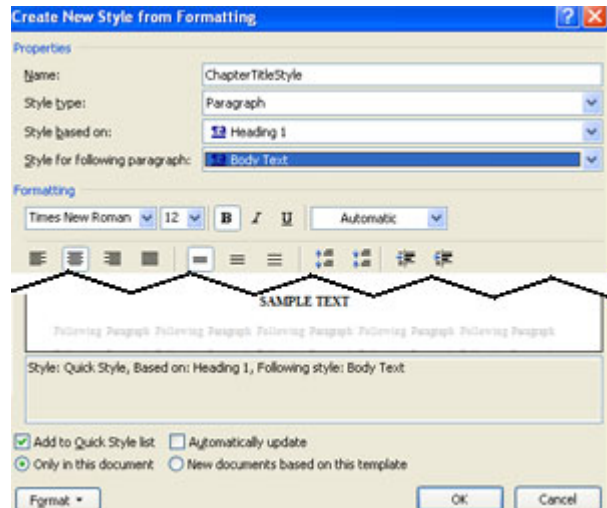
Go to the "Styles" Group on the ribbon and click the box and arrow icon in the lower right-hand corner of the group to open the "Styles" window (see previous page).

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.