

# CAPITAL LETTER SUPPLEMENT

## Formatting Problems? MSWord Styles May Be Your Solution

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### Applying Existing Styles

To apply an existing style to your text:

1. Place the cursor anywhere in the paragraph you want to format.
2. Click on the drop-down arrow in the style text box.
3. Select one of the styles listed. Your paragraph will immediately take on the characteristics of the chosen style.

The style text box list only shows the styles currently in use within the document. If you want to view all of the pre-defined MSWord

styles available, you'll need to examine the Style dialog box, shown in Figure 1: Style Dialog Box.

To apply an existing style to your text from the Style dialog box:

1. Place the cursor anywhere in the paragraph you want to format.
2. Click on the Style icon in the Formatting menu (located immediately to the right of the Style text box in Figure 1: Formatting toolbar in MSWord). The Style dialog box appears.

3. Make sure "All Styles" is shown in the List text box, as shown in Figure 1: Style Dialog Box.
4. Scroll down the list of styles shown in the dialog box. (Notice that the Paragraph and Character preview panes change to display the characteristics of the selected style.)
5. When you find the style you want, click **Apply**. The dialog box closes and your paragraph is formatted with the selected style. Also note that the style now appears in the Style text box.

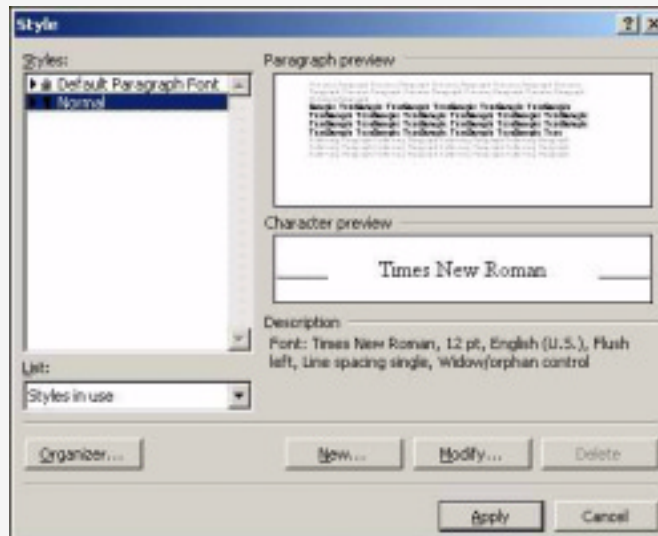


Figure 1: Style Dialog Box

## Redefining Styles

To redefine an existing style:

1. Open the Style dialog box and select the style you want to change from the list (see Figure 1: Style Dialog Box). If you don't see the style you want, make sure "All styles" is showing in the List text box.
2. Click on **Modify....** The "Modify Style" dialog box appears.
3. Click on **Format** to display the formatting options, then make the changes to the options as necessary. You can change font attributes, paragraph attributes, tabs, border attributes, language, frame attributes, and numbering.
4. Make any necessary changes to the **Based on:**, **Style for follow-**

**ing paragraph:**, **Add to template**, and **Automatically update** options on the Modify Style dialog box. (Each of these options is discussed below.)

5. When you are satisfied with the style, click on **OK** to save your changes and to exit the Modify Style dialog box.

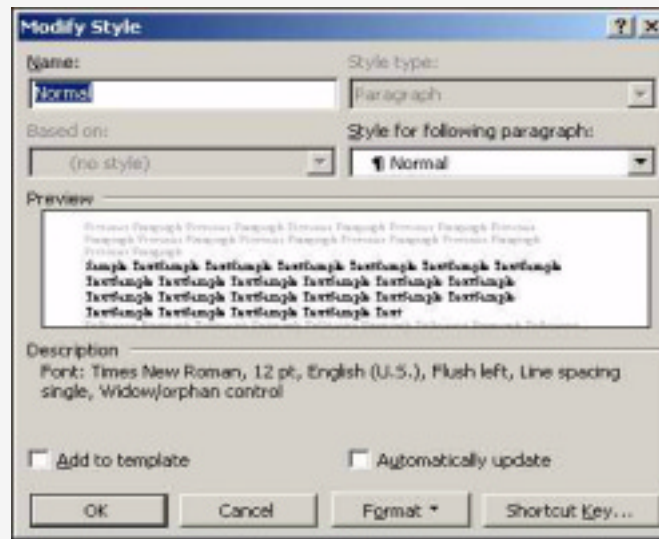


Figure 2: Modify Style Dialog Box (from menu)

To redefine an existing style by changing a paragraph's formatting:

1. Format a paragraph with the options you want changed in the style.
2. Click the Style text box on the Formatting toolbar and press Enter. (Do not change the name of the style.) The Modify Style dialog box shown in Figure 3: Modify Style Dialog Box (from paragraph) appears.
3. Click the **Update the style...** option if you want to redefine the style with your changes. If you decide you don't want to make the changes after all, click

the **Reapply...** option. Leave the **Automatically update ...** box blank. It does the same thing as the **Automatically update...** option discussed above.

4. Click on **OK** to complete the action and close the dialog box.

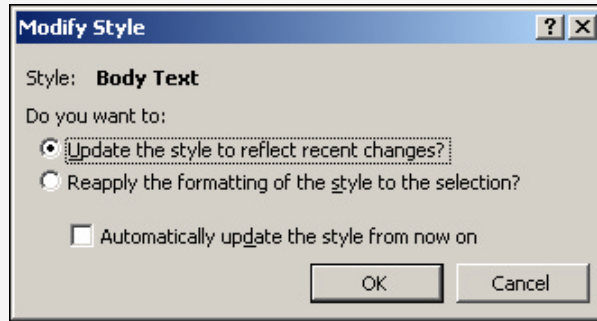


Figure 3: Modify Style Dialog Box (from paragraph)

### Create Your Own Styles

To create a new style using the New Style dialog box:

1. Click on the Style icon in the Formatting menu. The Style dialog box (Figure 1: Style Dialog Box) appears.
2. Click **New...** in the Style dialog box. The New Style dialog box appears.
3. Making sure the cursor is in the Name field, enter a name for your style.
4. Click **Format** to display the formatting options, then make the changes to the options as necessary.
5. Make any necessary changes to the **Based on:**, **Style for following paragraph:**, **Add to template**, and **Automatically update** options on the New Style dialog box, as discussed above.
6. When you are satisfied with the style, click on **OK** to save your changes and to exit the New Style dialog box.

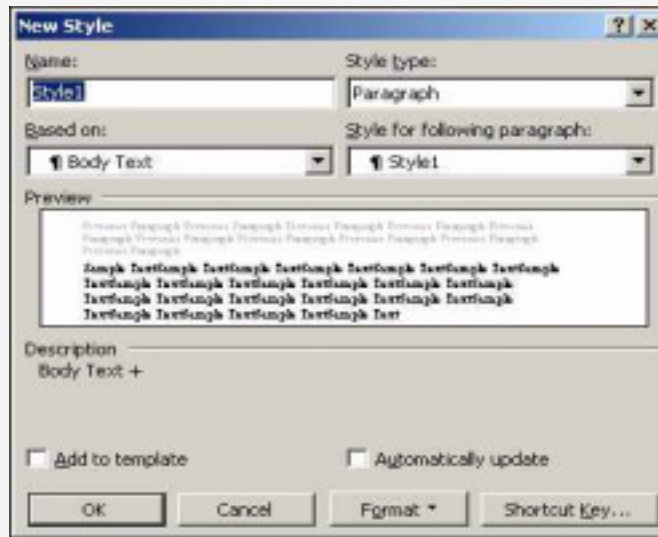


Figure 4: New Style Dialog Box