

Long Documents II: Styles

Mike Dickison • Learning Skills Centre, University of Canterbury
mike.dickison[at]canterbury.ac.nz • +64 3 364 2987 ext 4138 • www.learningskills.canterbury.ac.nz

Styles are set of predefined formats you can apply to *paragraphs* (or just to a few *characters*). If you change a style definition, all the text using that style changes. Styles are indispensable for long documents, because they free you from having to format everything manually.

Choosing styles

Click or select somewhere in the paragraph (for a paragraph style) or select some text (for a character style). Choose styles from the popup Styles menu on the toolbar, and use Ctrl-Y (the Redo command) to repeatedly apply them. You can also use a keyboard shortcut that you've previously created for the style.

At the very least, all your text paragraphs should be Normal and your headings Heading 1, 2, or 3.

Editing styles

Click on some text in the style you want to edit, and go Format > Styles. You may want to view All Styles rather than just the ones you're currently using. You'll see the Modify Styles box: changes you make here will affect all the text using this style. Use the buttons or the popup Format menu to modify the style.

Turn off Automatically Update, or Word will change the style definition every time you manually format some text (not that you should be doing that much).

Creating a new style

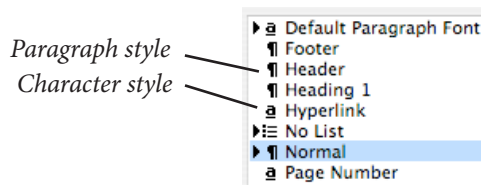
It's easiest to format some text manually, then go Style > New. Go to Tools > Autocorrect > Autoformat As You Type and turn off automatic style creation, though. Name and edit the style; don't forget to manually apply it to the paragraph in question when you're done.

Choose Based On carefully, to create a hierarchy of styles, and pick a sensible Following style (for example, when you're typing a heading and hit Enter, the style should switch to Normal).

Some styles come with Word and should just be edited (Caption, Footnote, Reference); any others you'll need to create yourself.

Style sheets

The list of all the styles in use. You can Print > Styles to print the style sheet, Print > Key Assignments for their keyboard shortcuts.

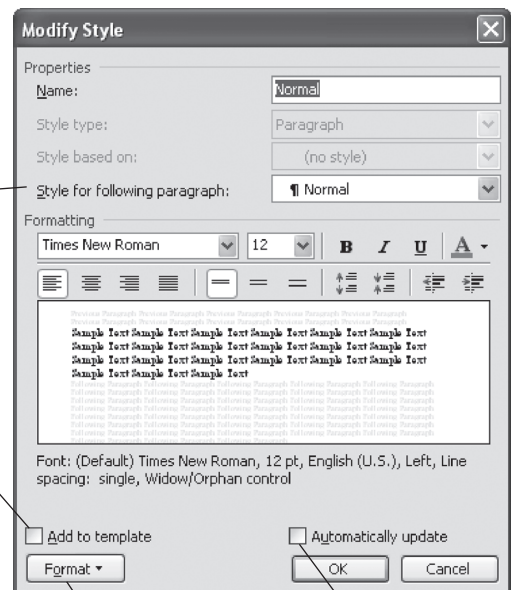


Tips

- Every paragraph should have a style applied to it (unless you have a very good reason).
- There should be no "empty paragraphs": use Format > Paragraph > Space Before/After to make space between things.
- There should be no multiple spaces: use tabs.
- There should be no manual page breaks: use Keep With Next to make headings stay with their text.
- Avoid doing any manual formatting if you can do it with styles instead.
- Create keyboard shortcuts for the main styles.
- Set up styles for Following Paragraphs to save on typing.

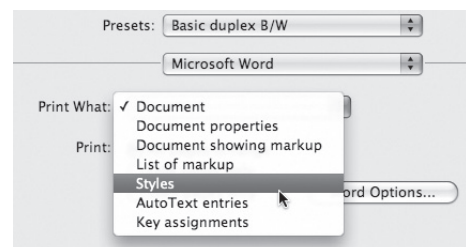
This is what Word switches to when you make a new paragraph while typing in this style.

Changes normal.dot template



Most formatting commands live here

Don't use this!



Fix-your-document checklist

- Make the whole thing Normal to strip off all the formatting.
- Find and Replace all empty paragraphs (^p^p) with single paras (^p). Do the same to take up double spaces, fix dashes, etc.
- Make sure the definition of Normal includes first-line indents and the minimum line spacing you need.
- Apply Heading styles to all the headings using your keyboard shortcuts. Change their definition until you get the spacing you want; you may want an automatic new page before each Heading 1, for example.
- Optional: create an unindented Normal style for paragraphs following headings.
- Edit the predefined styles for footnotes, captions, headers, and footers.
- Create styles for block quotes, code samples, references (with a hanging indent), and bulleted lists.
- Insert figures and test/edit the Caption style.
- Enter your citations, create a bibliography, and edit the Reference style.
- Insert a Table of Contents and edit the ToC styles.

Managing styles

When pasting in new text, Paste Special... can change the text to unformatted. You can also Insert > File to import a whole document, which will adopt the styles you're using.

Styles belong to the document, not to Word as a whole. You can copy styles between documents using the Style > Organiser.

If you want to change the styles of all future documents, you need to edit the Normal Template (a Word template called normal.dot which lives somewhere on your computer). Any time you see an "Add to template" option in a dialogue box, you can edit the Normal template. But it's a good idea to create your own set of templates, each with a different style sheet, and save them in the Templates folder for later use.

Sample Style Sheet

- Heading 1
- Heading 2
- Heading 3
- Normal
- Unindented Normal
- Blockquote
- Footnote
- Caption
- Header/footer
- References
- Bulleted list
- Numbered list
- TOC 1, 2, 3, etc
- Table text