

Applying
Styles
in Word

Tips & Tricks

Hints to help you master
document management.

What are styles, and why should I use them?

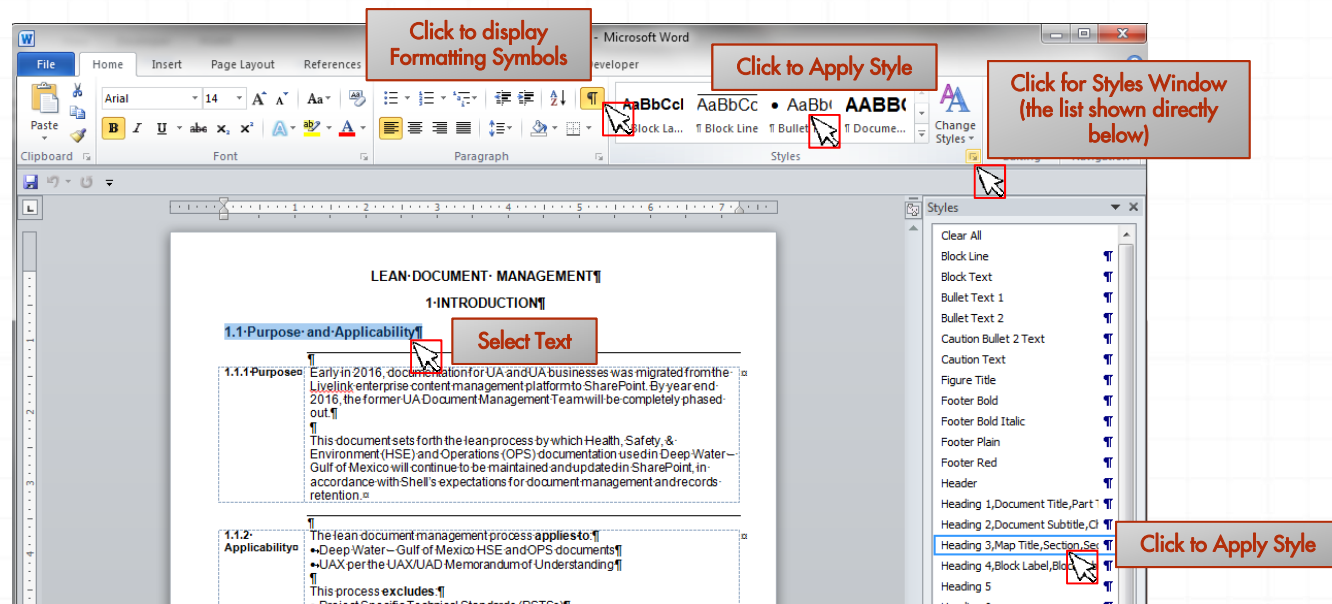
- ❑ Styles are pre-defined sets of formatting characteristics that can be applied over and over again to text throughout a document with just a click or two.
- ❑ Using styles allows you to maintain consistency in font, spacing, indentation, headings, bulleted lists, etc. from beginning to end, without having to define multiple characteristics for each line or paragraph.
- ❑ Word uses Heading styles to build automatic navigation tools, like Tables of Contents and internal hyperlink selections. Using heading level styles keeps your document easy to follow when reading and easy to navigate when linking.

Where do styles come from?

- ❑ Styles are built into Word template (.dotx) files.
- ❑ Every time you create a new document in word, the Normal.dotx template is attached by default.
- ❑ Changes you make to default styles in a document can apply only to that document, or, with a little extra effort, your default Normal template can be updated, but we don't recommend this!
- ❑ You can also create templates by updating styles in a Word document, and saving that document in .dotx format.
- ❑ Saved templates can then be applied to other Word documents, which will then take on the styles defined in that template.
- ❑ All DW-GOM HSE/OPS documents should already have a working template applied, with the correct styles. If you start having trouble with styles or your template, contact a document management resource for help!

How to Apply Styles

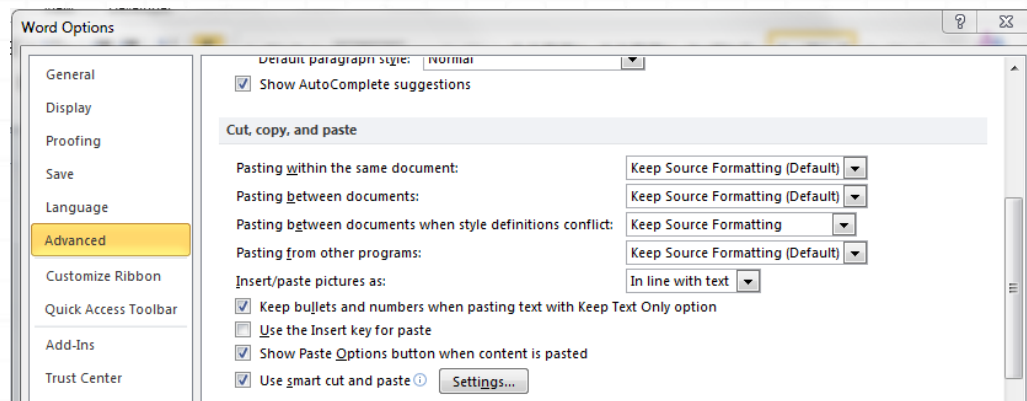
- ❑ The easiest way to get all your style options at a single click is to open the Styles Window, by clicking the expand icon in the Styles section of the Home ribbon, as shown below. Then simply select your text and click the desired style to apply it. Note that the current style will be highlighted in the styles menu.



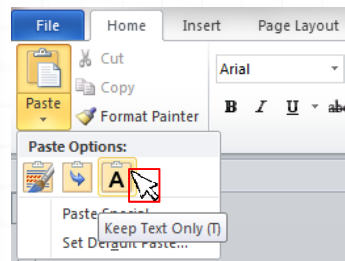
- ❑ Styles can also be applied by selecting text and clicking the Quick Gallery button in the Home ribbon.
- ❑ Most styles are defined to apply to entire paragraphs. A paragraph in Word is anything that ends with the ¶ symbol. Turning on paragraph characters and other formatting symbols can help you apply styles exactly where you need them, or help show what's happening when they aren't behaving as expected.

Copying/Pasting Plain Text

- ❑ Copying text from one Word document to another, or from another application (e.g. a web page or PowerPoint) into Word can pick up more than just the text. Styles generally come along for the ride, too.
- ❑ If you're doing a lot of copying and pasting, you may want to adjust your **Cut, copy, and paste** settings, found in **File** tab under **Options** and **Advanced**, as shown below.

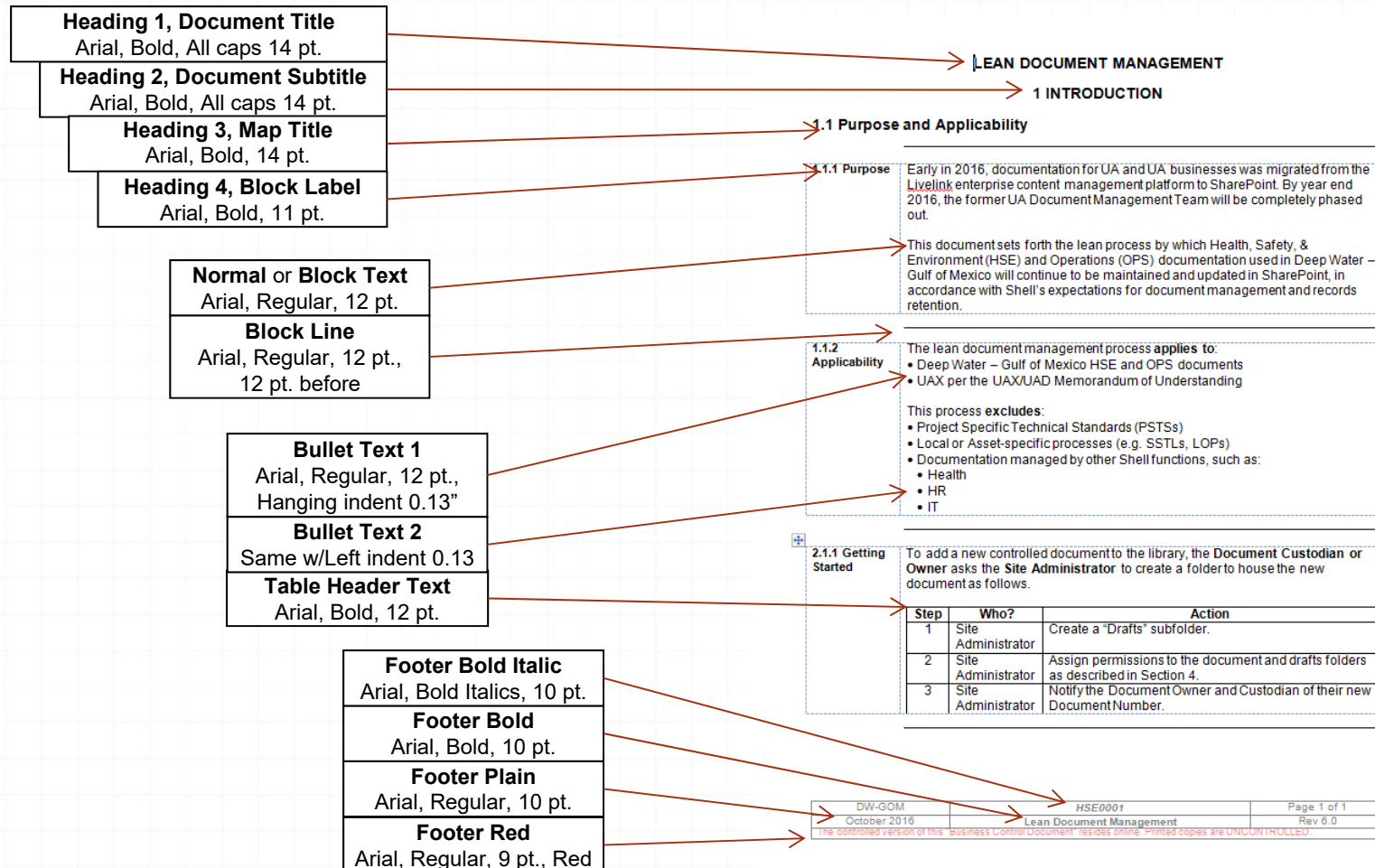


- ❑ To paste copied text without any formatting/styles from the source, you can either type Alt+E, Alt+S and select the **Unformatted Text** option, or go to the Paste Options (either up in the **Home** ribbon, or by right-clicking where you want to paste the text), and selecting the Keep Text Only option.



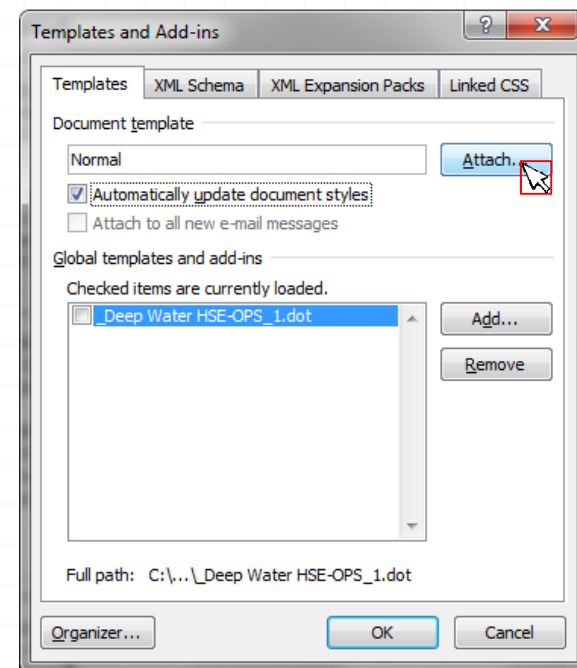
DW-GOM HSE/OPS Styles

- ❑ The graphic below illustrates key styles and where they're used for DW-GOM HSE/OPS documents. A template file including these styles is [linked here](#).



Attaching a Style Template

- ❑ The **best way** to start a new DW-GOM HSE or OPS document is to **copy and modify an existing file**, with all styles in place.
- ❑ If, however, you want to start with a fresh blank document and apply the correct template, or if you have an existing document with another template applied, and want to bring it into DW-GOM HSE/OPS format, you can attach a saved DW-GOM HSE-OPS template (like the one embedded in the previous slide) by clicking **Document Template** in the **Developer** ribbon (see next slide).
- ❑ Browse for a template to attach, check the **Automatically update document styles** option, and click **OK**. This should apply the template you've selected, and any text assigned a style defined in that template will now have the characteristics (font, size, boldface, italics, spacing, color) called out in the new template.
- ❑ Note that, to keep someone else's templates from automatically taking over when they open or update the document, it's best to go back into this dialog after you've applied the new template, and uncheck the automatic update box.



Displaying the Developer Ribbon

- ❑ If you can't see the Developer ribbon in your Word application, go to your **File** tab, open **Options**, and make sure the **Developer** option is checked in **Customize Ribbon** and click **OK**. The **Developer** ribbon provides access to the features shown below.

