# 1 Understanding Word's 'Styles' feature

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## 1.1 Introduction to Word's 'styles' feature

A style (in Word) is a set of formatting attributes (for example font, size, indentation and alignment) applied to a particular type of text (for example headings, lists, captions).

Why use styles?

- Word's 'styles' feature makes it easier to use the same format every time you use that particular type of text. For example, you might want to use blue Calibri Light font, size 13, for a level 2 heading of a document, as in the heading of this section. By creating and using a 'style' for this level of heading, you can use the same style consistently every time you want to write a heading of this level. Consistency in formatting will make the document easier to read.
- Using styles to do this is also quicker and less prone to error than changing font, size, colour etc. manually every time.
- Using 'Styles' will enable you to navigate easily through the text (jumping straight to chapter headings rather than scrolling through)
- Using 'Styles' will also enable you to create a table of contents that shows the correct hierarchy of headings easily and can be automatically updated when you make changes.

Editors use styles a lot. They will often reformat your document using styles. Why? Because it aids consistency. It also makes global changes easier. And it will help the designer who sets out your text to understand how you want to format things.

Editors often even use styles for the main body of the text, not just the headings. For instance, every time you have a paragraph at the start of a new section, you will want it to be aligned to the left margin. For the next paragraph (and every subsequent para) you will want to indent it. Editors will often use a different 'style' for each *instead of using the tab or space keys.* If you can understand this – and even use it yourself – you will make things a lot easier for everyone.

## 1.2 Viewing the styles pane

1. Open your Word and click the 'Home' tab on the ribbon at the top (see figure below)
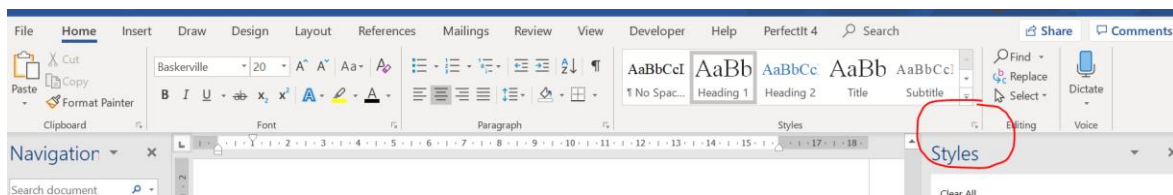


2. On the 'Styles' section, click the little arrow at the bottom right (see figure above). This will open up the list of styles that have been included in the template you are using. For instance, in this document, I have used the following styles (see figure below):

- Heading 1 for the main section headings is in blue
- Heading 2 is the second level of heading, presented as 1.1. Level 3 is presented as 1.1.1 and so on (level 4 heading – 1.1.1.1 – is italicised). All headings are blue, in font of descending size
- Title … and so on
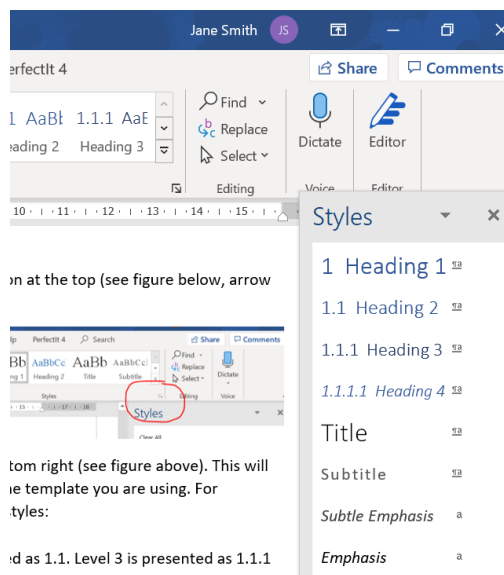


## 1.3 Applying a 'style'

It's simple:

1. Open your document.
2. Make sure you have the 'Home' tab open
3. Open the styles pane (remember, click on that little arrow on the bottom right of the pane in the menu)
4. Select the text you want to apply the style to.
5. Decide what type of text you want it to be (Heading level 1? Numbered list? Caption?).
6. In the styles pane on the right, click on the type of style you chose in the previous step.
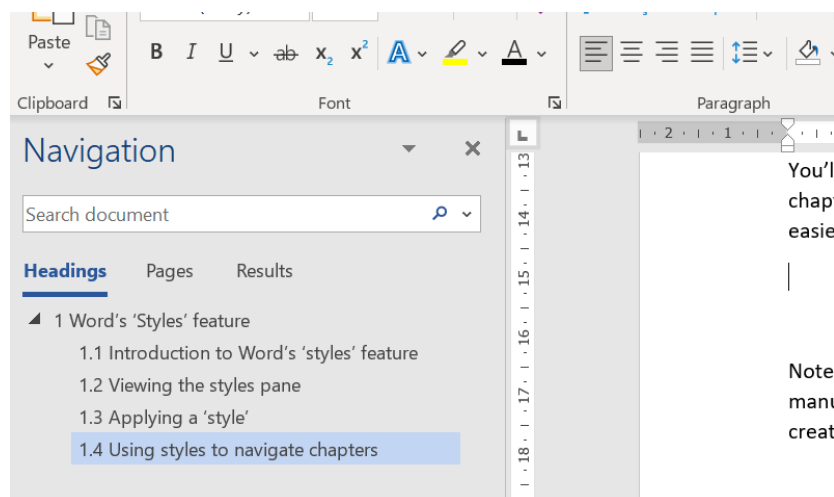
Done!

## 1.4 Using styles to navigate chapters

To see how this helps you navigate chapters in your document, click 'View' and tick 'Navigation Pane'.
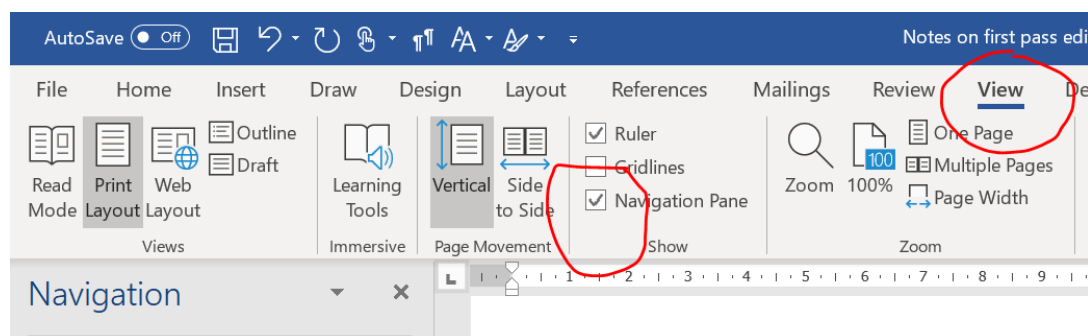
You'll see the navigation pane open up on the left. Now that I've applied styles, you'll see all the chapter headings listed. Click on the one you want to go to. This makes finding your place much easier. See image below.

Note that the styles pane will look different in this document from the styles pane in your manuscript. The list of styles in any document depends on the template that the document was created in.

# 2 Some links

## 2.1 Styles

https://detaildevil.net.au/how-to-apply-modify-create-word-styles-with-confidence/?fbclid=IwAR2MP0Dwhk6FzChz0pOecU9d7jnswPl86cQwwTcWkjYpNqLbyYzQRQSLgs4

https://www.louiseharnbyproofreader.com/blog/formatting-your-book-in-word-how-to-save-time-with-the-styles-tool

## 2.2 Create a table of contents using styles

https://support.microsoft.com/en-us/office/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0