

# Word 2013 Advanced Styles & Working with Long Documents

## Using Styles

A style is a named group of formats that can be applied and updated in one step to selected text and tables. Use styles to:

- Apply consistent formatting to text.
- Select all text with the same style.
- Change the formatting of all text with the same style.
- Create a Table of Contents based on text (usually headings) that have been assigned a style.
- Quickly format tables and bulleted/numbered lists.
- With built-in Heading styles, see the structure of your document in the Navigation Pane and collapse or expand parts of your document.

You can use pre-existing styles or create your own.

### Character, Paragraph, Linked Styles



Character styles: Use to consistently apply text formatting to text, such as words or phrases.

Paragraph styles: Use to consistently apply both text and paragraph formatting to entire paragraphs.


Linked styles: Acts like a character or paragraph style depending on your selection when applying the style.

### Applying Character and Paragraph Styles


1. Select the text or paragraph that requires a style.  
To apply a linked style to just text within a paragraph, select that text. To apply a linked style to a paragraph, don't select any text, or select the entire paragraph(s).
2. Choose HOME then a Quick Style from the STYLES group. [Hover] over a style to see a preview.





[Click]  to scroll through the Quick Style gallery, or  to display all Quick Styles available.

### Creating a Style

1. Select the formatted text or paragraph on which the new style is to be based.
2. In the HOME, STYLES group, [Click]  then CREATE A STYLE.
3. Type the name for the new style.  
The default style type is Linked. To create a Paragraph or Character only style, [Click] MODIFY, then select PARAGRAPH or CHARACTER for STYLE TYPE. [Click] OK.

### Displaying the Styles Pane

Choose HOME and [Click]  in the STYLES group, or press <Ctrl-Shift-Alt-S>.

Character styles have an  symbol, paragraph styles have a  symbol, and linked styles have a  symbol. Paragraph styles also display with  in the Quick Style gallery.

### Changing Styles

1. Select or create a paragraph with the desired formatting.
2. [Right Click] on the name of the style you wish to change, either in the Quick Style gallery or the STYLES pane.
3. Choose UPDATE (Style Name) TO MATCH SELECTION. Or, [Right Click] the style, and choose MODIFY. Make changes, then [Click] OK.

### Deleting a Style

1. In the STYLES pane, [Right Click] next to the style you wish to delete.
2. [Click] DELETE (Style Name). [Click] YES to confirm. If the delete option is not available, the style may be linked to another style, or editing has been restricted.

### Selecting All Text with the Same Style

1. In the Quick Style gallery or STYLES pane, [Right Click] the style and choose SELECT ALL XX INSTANCE(S). All text with the style applied is selected. You can perform most text functions, such as delete, cut, and copy.

### Adding Styles to the Default List




1. In the Quick Styles gallery or STYLES pane, [Right Click] the style then select MODIFY.
2. Select NEW DOCUMENTS BASED ON THIS TEMPLATE. [Click] OK.

### Showing Formatting as Styles to "Clean Up" a Document

Formatting that has been applied without using styles can be listed as a style to help change all instances of this type of formatting e.g., **14 pt, bold to Heading 1**.

1. In the STYLES pane, [Click] OPTIONS.
2. Under SELECT FORMATTING TO SHOW AS STYLES, uncheck/check the types of formatting you would like to show as styles in the STYLES pane. [Click] OK.
3. Styles with formatting exceptions display without a symbol in the STYLES pane. Apply or modify like any other style.

### Importing Styles

1. [Click]  in the STYLES group to display the STYLES pane.
2. [Click]  to open the MANAGE STYLES dialog box.
3. [Click] IMPORT/EXPORT.  
Two lists are displayed. One list contains the styles in the current document. The other list displays the styles in the Normal template (Normal.dotm).
4. Close the list for the Normal template by [Clicking] CLOSE FILE below that list. The button changes to OPEN FILE.
5. [Click] the OPEN FILE button below the empty list. If the document is not a template, choose ALL FILES in the FILES OF TYPE drop-down list.
6. Locate and select the file that contains the styles you wish to import. [Click] OPEN.
7. Select the styles listed from one document, and [Click]  to export or import the styles to the other document. If a style already exists with the same name, you will be prompted to replace it or cancel.
8. When finished, [Click] CLOSE.

### Using Numbered Lists with Styles

Styles can have a numbering format applied. If so, each occurrence of the style will be numbered sequentially. This will display the numbering with the headings in a table of contents or another type of reference table.


#### To add numbering to an existing style:

1. In the Quick Styles gallery or STYLES pane, [Right Click] the style to change then select MODIFY.
2. [Click] FORMAT, and choose NUMBERING from the list.
3. Select a style of numbering. For more options, [Click] DEFINE NEW NUMBER FORMAT.
4. [Click] OK, then OK again to close both dialog boxes.




### Applying Table Styles

1. Select the table to be formatted.
2. Choose TABLE TOOLS, DESIGN and [Click] on a style from the TABLE STYLES group.

### Jumping to a Specific Element (Page, Section, Comment, etc.)




1. Choose HOME, the drop-down of  Find, then GO TO. Or, Press <F5>.
2. Select the type of item to jump to in the GO TO WHAT list, such as PAGE, TABLE, BOOKMARK or GRAPHIC.
3. [Click] NEXT or PREVIOUS, or to go to a specific item, enter or select the item to jump to, then [Click] GO TO.
4. [Click] CLOSE when done.

### Creating Multilevel Numbered Lists

1. To apply the numbered list to multiple paragraphs, select them.
2. Choose HOME, then .
3. Select a numbering format.  
To create a Table of Contents more easily, use a format associated with styles, such as Heading 1, 2.
4. At the beginning of a new paragraph, press <Tab> or <Shift-Tab> to change the level of the paragraph. After the text is entered,  and  can be used to promote/demote levels.

## Expand/Collapse In Print Layout View

Use the default heading styles, (Heading 1, 2, 3, etc.) to enable the ability to collapse sections in Print Layout view:

1. Add text with the default Heading styles at the beginning of areas to collapse.
2. To collapse, [Hover] over the heading and [Click] . To expand, [Click] . Or to expand/collapse all, [Right Click] heading text, select EXPAND/COLLAPSE  then an option.






## Viewing & Structuring your Document Using the Navigation Pane

The default Heading styles show in the navigation pane:









1. In Print Layout view, choose VIEW, then check NAVIGATION PANE.
2. In the Navigation Pane, [Click] HEADINGS.
  - To jump to a heading, [Click] the heading.
  - To re-order your document, [Drag] headings to a new location.
  - For more options such as deleting or printing a heading and it's content, [Right Click] the heading.

## Outlining


Use Outline view to create and organize a document's structure.


1. Choose VIEW, then OUTLINE  or [Click] the button on the right side of the status bar.
2. Type the first heading of your document, and press <Enter> to begin the next heading. Automatically, the heading is assigned the Heading 1 style. Continue typing the text, using the following guidelines:
  - To change the level of the paragraph, [Click]  or press <Tab> to make it a lower level. [Click]  or press <Shift-Tab> to make it a higher level. The style is changed to the appropriate Heading style.
  - To type body text, [Click]  to change the current paragraph level to body text. Or, in Draft or Print Layout view, press <Enter> at the end of any of the outline headings to start a new body text paragraph.
  - To change current paragraph level to Heading 1, [Click] .

### Once you have finished the outline:

- To select an entire level including subordinate levels, [Click] the bullet  or .
- To move a level including subordinates, select then [Drag] the section up or down. Or use the arrow buttons in the Ribbon .
- To display certain levels only, select the level from the drop-down list:  Show Level: Level 2 .
- To display only the first line of body text paragraphs, check SHOW FIRST LINE ONLY.
- To collapse or expand a section, [Double Click] the bullet , or [Click]  or  in the Ribbon.
- To display styles beside each paragraph, choose FILE, OPTIONS then ADVANCED, and under DISPLAY set the STYLE AREA PANE WIDTH IN DRAFT AND OUTLINE VIEWS.

## Restricting Formatting

To encourage consistent document creation, formatting can be restricted to only applying styles. 

1. Choose REVIEW, then RESTRICT EDITING .
2. Check LIMIT FORMATTING TO A SELECTION OF STYLES.
3. [Click] SETTINGS to choose the styles and other permissions such as allowing/restricting theme changes.
4. [Click] OK. If prompted, choose what to do about text that currently uses formatting that is not allowed.
5. [Click] YES, START ENFORCING PROTECTION.
6. Enter an optional password (twice), then [Click] OK. To remove restrictions, [Click] STOP PROTECTION in the RESTRICT EDITING task pane. (To show the task pane, choose REVIEW, then RESTRICT EDITING.)

## Finding and Replacing Formats

1. Place the insertion point where you would like the search to begin. To search a part of the document, select that area only.
2. Choose HOME **Replace**, or press <Ctrl-H>.
3. To clear any previous format searches, [Click] in the FIND WHAT and REPLACE WITH boxes. [Click] MORE if necessary, then [Click] NO FORMATTING.
4. To change formatting of specific text, enter the text both in the FIND WHAT and REPLACE WITH boxes. Otherwise, the boxes can be left blank if only the format, regardless of text, is to be changed (e.g., all bold to italic).
5. To specify formatting you are looking for, [Click] in the FIND WHAT box then [Click] FORMAT. If necessary, [Click] MORE first.
6. Select formatting to search for (FONT, STYLE, etc.)
7. To specify the new formatting, [Click] in the REPLACE WITH box, then [Click] FORMAT, and select formatting.
8. To replace all instances at once, [Click] REPLACE ALL. To replace after reviewing each instance, [Click] FIND NEXT, and then [Click] either REPLACE, or FIND NEXT to skip and go to the next instance.
9. If you did not start the search at the beginning of the document, you are asked to continue.

## Finding and Replacing Special Characters (Tabs, Spaces, etc.)

1. Follow steps 1 and 2 above.
2. [Click] in the FIND WHAT box. If necessary, [Click] MORE to display more options, and choose the character(s) to find from the SPECIAL list. Word inserts the appropriate code in the FIND WHAT box.
3. [Click] in the REPLACE WITH box, and select from the SPECIAL list, or leave blank to remove the characters you are finding.
4. Follow steps 8 and 9 above.

### Examples:

- To remove extra spaces between words or sentences: Find two spaces and replace with one space (use spacebar).
- To delete hard page breaks: Find the PAGE BREAK character and leave the replace box empty.

## Options when Pasting

To control formatting and styles when pasting content:

1. Paste content, then press <Ctrl> or [Click] **(Ctrl)**. Or, choose HOME, **Paste**.
2. Select an option:

- Keep Source Formatting:** Keeps formatting from the copied text but does not import or update the destination styles.
- Merge Formatting:** Pasted content will match formatting at the insertion point.
- Use Destination Styles:** Uses matching styles in the destination document (Heading 1 text in the source, is set to Heading 1 in the destination). New styles are imported. Styles not modified from the template default are overwritten by the source styles.
- Keep Text Only:** Strip out styles, formatting, or other non-text elements such as tables.

SET DEFAULT PASTE: Choose what kind of paste is the default in different circumstances (such as within a document, or between documents).

## Inserting Entire Documents

To insert entire documents including items such as images, tables, and sections using destination styles without copying, and pasting:

1. Choose INSERT, the down arrow of **Object**, then TEXT FROM FILE.
2. Select the file then [Click] INSERT.

## Creating a Table of Contents

1. Ensure that paragraph styles or headings have been applied throughout your document.
  2. [Click] where the Table of Contents is to be inserted.
  3. Choose REFERENCES, then TABLE OF CONTENTS .
  4. If the styles Heading 1, 2, and 3 have been used, select one of the AUTOMATIC tables.
- Or for more options, select CUSTOM TABLE OF CONTENTS. To change the number of levels that display, adjust SHOW LEVELS. To base the table of contents on paragraph styles that you have created, [Click] OPTIONS and designate a level to each paragraph style, then [Click] OK twice.

### Updating a Table of Contents

If pagination or heading text changes:

1. Choose REFERENCES, then **Update Table**. Or, [Click] within the Table of Contents and press <F9>.
2. Choose UPDATE PAGE NUMBERS ONLY (faster) or UPDATE ENTIRE TABLE if heading text has changed. [Click] OK.

## Creating an Index

Create an index by marking entries manually, or use a word list to automatically mark entries.

### To mark an index entry manually:

1. Select the text to be used for the index entry. Or, if you are typing your own index text, just [Click] where the entry is to be inserted.
2. Choose REFERENCES, then MARK ENTRY or press <Alt-Shift-X>.
3. In the MAIN ENTRY box, type the word to display in the index. If desired, add an index SUBENTRY.
4. [Click] MARK. Or, to mark all occurrences of the text at once [Click] MARK ALL. [Click] in the document to reposition the cursor. When done, [Click] CLOSE.

### To mark index entries using a word list:

1. Create a list of words to be indexed, one entry per line and case sensitive. Save as a Microsoft Word file.
2. Choose REFERENCES, then **Insert Index**.
3. [Click] AUTOMARK.
4. Select the file containing the list. [Click] OPEN.

## Generating an Index

1. [Click] where the index is to be inserted and choose REFERENCES, then **Insert Index**.
2. Adjust index appearance as desired, then [Click] OK. If an index already exists, specify whether to replace it (YES) or to add another index to the document (NO).

### Updating an Index

[Click] on the index, then press <F9> or choose REFERENCES, then **Update Index**.

## Creating a Bookmark

Use bookmarks for navigating within a document and for creating cross-references.

1. [Click] where you want to insert the bookmark. To reference specific text, select it. .
2. Choose INSERT, then BOOKMARK .
3. Type a bookmark name (no spaces), then [Click] ADD.

### Going to/Selecting Bookmarked Text

1. Choose HOME, then the down arrow of **Find**, then GO TO. Or press <Ctrl-G> or <F5>.
2. From the GO TO WHAT list, choose BOOKMARK.
3. Choose the bookmark from the list, and [Click] GO TO. [Click] CLOSE.

### Using Bookmarks to Refer to Pages

Use bookmarks to create page references that update automatically, such as, "See Troy, page 12". .

1. Choose INSERT, then CROSS-REFERENCE .
2. From the REFERENCE TYPE list, choose BOOKMARK.
3. Select the bookmark from FOR WHICH BOOKMARK.
4. Under INSERT REFERENCE TO, choose PAGE NUMBER.
5. [Click] INSERT.
6. [Click] in the document to add additional text for the reference, or [Click] CLOSE.

## Section Breaks

Use section breaks for different page layout settings within a document (e.g., different page numbering for an appendix, or one landscape page in a portrait oriented document). These settings include:

- headers and footers
- page numbering
- page setup, e.g., orientation, or margins
- the number of columns
- page borders

### Inserting a Section Break

1. Choose PAGE LAYOUT, then **Breaks**.
2. Choose one of the 4 types of SECTION BREAKS:

NEXT PAGE	The new section begins on a new page.
CONTINUOUS	The new section begins mid-page. Use to change margins or number of columns within a page.
EVEN/ODD PAGE	The new section begins on the next even or odd page.

To display Section Number in the Status Bar: [Right Click] the status bar, then choose SECTION.

### Changing Page Numbering Mid-Document

This assumes the page number has already been inserted.

1. Insert a section break where the new numbering is to begin. Ensure the cursor is in the section you wish to change.
2. Choose INSERT, then PAGE NUMBER **#** **FORMAT PAGE NUMBERS**.
3. Under PAGE NUMBERING, specify the new starting number. If desired, change number format using the NUMBER FORMAT list. [Click] OK.

### Changing Headers and Footers

1. Insert a NEXT PAGE, EVEN PAGE, or ODD PAGE section break where the new section is to begin.
2. Choose INSERT, then HEADER or FOOTER , then EDIT HEADER/FOOTER.
3. By default, the header and footer of the new section are the same as the previous section. Any text entered or edited in one header/footer changes the other. To break the link, choose HEADER & FOOTER TOOLS, **Link to Previous**.
4. Edit the header/footer, then choose HEADER & FOOTER TOOLS, CLOSE HEADER AND FOOTER .

### Changing Page Setup in a Section

1. Isolate the section you wish to change from the rest of the document with section breaks (before and after), then [Click] in this section.
2. Choose PAGE LAYOUT. In the PAGE SETUP group, make changes to MARGINS, ORIENTATION, SIZE, COLUMNS, and LINE NUMBERS. Changes apply only to the current section.

## Inserting a Footnote/Endnote

1. [Click] where the symbol/number is to appear.
2. Choose REFERENCES, then INSERT FOOTNOTE **AB<sup>1</sup>** or **Insert Endnote**.
3. Type the footnote text. When finished, [Click] back in the body text.

For more options, [Click] in the FOOTNOTES group.

To edit a Footnote/Endnote: [Double Click] the reference number. Edit the text as usual.

To delete: Delete the reference number in the document. The corresponding note is also deleted.

Need to know more? See our other Word and Office guides.

**Beezix Quick Reference Cards**  
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