

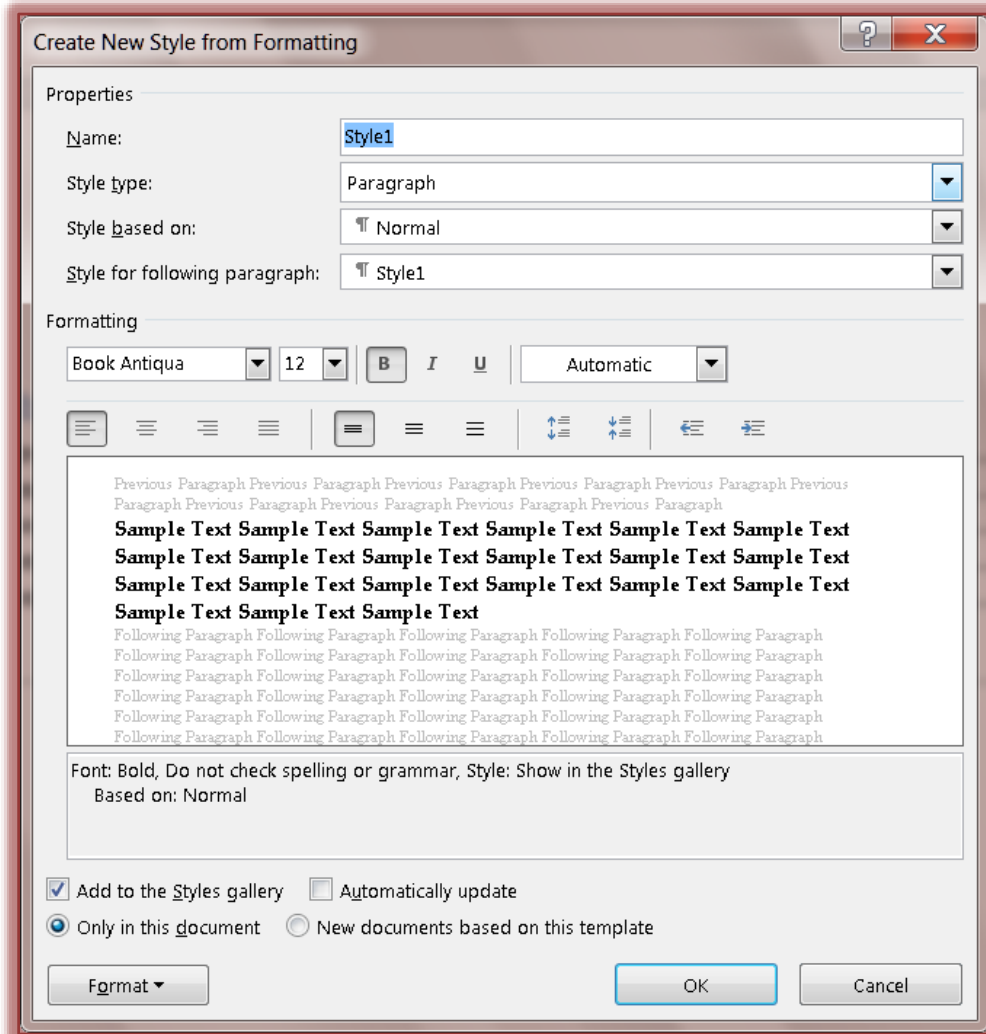
Create a New Style

There are several styles supplied by Word. However, it may become necessary to create a new one. There is not a limit to the number of new styles that may be created in Word. Creating a style is essential to getting the most out of this Word feature. A new style can be created by using the Create New Style dialog box.

- ✦ Click the **Home Tab**.
- ✦ In the **Styles Group**, click the **Styles Dialog Box Launcher** button (see illustration below).
- ✦ A list of styles will appear.



- ✦ Click the **New Style** button in the bottom left corner of this list (see illustration above right).
- ✦ The **New Style** dialog box will appear (see the illustration below).



- ✦ In the **Name** box, type a name for the style such as **Secondary Heading**.

- ✚ Click the **Style type** list arrow. The options under here are:
 - ★ **Character** - Creates a style that is applied to individual characters.
 - ★ **Paragraph** - Creates a style that can be applied to whole paragraphs at one time.
 - ★ **Table** - Creates a style that can be applied to a whole table.
 - ★ **List** - Creates a style that can be applied to a numbered or bulleted list.
- ✚ To base this style on a previously created one, click the **Style based on** list arrow and select the style.
 - ★ Usually the style is based on the **Normal** style.
 - ★ **Normal** is the default **Style** for all new documents created in **Word**.
- ✚ To decide which style to use for the next paragraph in the document, click the list arrow for **Style for following paragraph**.
- ✚ When the **Enter** key is pressed the specified style will be applied to the next paragraph.
- ✚ To change the **Font** for this style, click the first drop down list arrow under **Formatting** and then click the font type.
- ✚ Change the **Font Size** by clicking the second drop down list arrow under **Formatting** and then click the **Font Size**.
- ✚ Click one of the buttons, (B) **Bold**, (I) *Italics*, or (U) Underline, to apply that formatting to the style.
- ✚ Click the **Font Color** list arrow to change the color for the font.
- ✚ At the bottom of the dialog box, select any of the options. These are:
 - ★ **Add to Quick Style List** - This selection will add the Style to the gallery of styles in the **Styles Group**.
 - ★ **Automatically Update** - When this option is selected, all text based on this Style will update automatically.
 - ★ **Only in this Document** - Select this option when the Style is being created for the current document only.
 - ★ **New Documents Based on this Template** - When the Style is to be used in all the documents based on the template used to create the current document, choose this option.
- ✚ To make other formatting changes to the style, click the **Format** button.
 - ★ Each time one of the options in the list is chosen, the dialog box for that option will display.
 - ★ The options are:
 - ✚ **Font** - To make additional changes to the font associated with a style, click this option.
 - ✚ **Paragraph** - To make paragraph style changes, such as centering or spacing before and after a paragraph, click this option.
 - ✚ **Tabs** - To set tabs for the style, click this option.
 - ✚ **Border** - To apply a border to the top, bottom, right, or left side of the text in the style, click this option.
 - ✚ **Language** - Click this option to change the language that is associated with this style.
 - ✚ **Frame** - When this option is chosen, a textbox will appear around the selected text. In the dialog box, an option is provided that allows the text to be wrapped around the outside of the textbox.
 - ✚ **Numbering** - When working with lists or bullets, this option will allow you to decide what format to use for the items. This option also allows you to apply a list style to selected text.
 - ✚ **Shortcut Key** - This option is used to specify a keyboard shortcut for applying the style.

✦ **Text Effects** - To add special features, such as a shadow, outline, reflection, or glow to text, select this option.

✦ Once all the options have been specified, click **OK** to exit the dialog box and save the changes.

✦ Click in the paragraph or select the text and then click the **Style** to apply it to the text.