Styles

When used systematically, styles can save you a lot of time by allowing you to set the formatting for a certain type of text (such as a regular body paragraph, a heading, or a caption) in one place, then apply that formatting to all similar types of text throughout the document. Even more important, if you decide later that you want to change the formatting of one type of text (for example, to make the font size 11 points instead of 10), all you need to do is modify that one style definition; all the text that has been tagged with that style will be automatically updated. Styles also enable the use of many other timesaving features in Word, such as automatically generated tables of contents, tables of figures, and the page navigation tool.

The Style Gallery

Located in the Home tab, the Style Gallery makes it easy to set consistent, one-click formatting for headings throughout your document. Use the arrow on the right of the Styles box to scroll through the many options.

Changing the Appearance of a Pre-Set Style

For academic document formatting, you may need to set up different heading styles.

1. Highlight the heading or text you wish to format and make the necessary changes from the Home tab as you normally would.
2. When finished, without clicking back in your document, right-click on the intended heading listing in the Style Gallery, then select Update to Match Selection.
3. To change the next text to the new style, simply highlight it and click its designated name in the Styles box.
4. This same approach can be used to apply edits to an existing style throughout a document by highlighting the pre-formatted text, right-clicking on the heading name in the Styles box and choosing Update to Match Selection.
**Chapter-based, Numbered Headings**

Chapter-based headings are dependent upon styles and headings. If you want to use chapter-based headings, plan to reserve Heading 1 for your chapter titles. (Heading 1 is the default to which Word will attach chapter heads so it will save you some hassle down the line if you set it aside for chapter headings from the beginning.) When you have set all your chapter headers with Heading 1 using styles (see below),

1. From the **Home** tab in the **Paragraph** section, click on the **Multi-Level List** button (Note its similarity to the **Numbering** button to its left. Be sure to get the right button.)
2. Under the **List Library** heading in the drop-down box, choose the box labeled **Chapter 1**.

Once you click the **Chapter 1** box, you will notice that the changes are applied immediately to your document. Subsequent use of the Heading 1 style will also result in similar formatting numbered with the next chapter. Your table of contents will also reflect the chapter headings.

**Working with “Run-In” Sub-headings**

This is a run-in sub-heading. A run-in sub-heading is one that shares the same line with the text it introduces. Third- through sixth-level sub-headings in APA style and fifth-level sub-headings in Chicago and Turabian styles currently make use of run-in sub-heading formats. While a style separator device in Word for PC makes this process fairly easy for PC users, Word for Mac does not have this device, so using run-in subheads will require working with field codes. There is a full how-to guide at this website: [http://guides.lib.ku.edu/ld.php?content_id=3341621](http://guides.lib.ku.edu/ld.php?content_id=3341621) or, if you have the option to switch to a PC computer: [http://guides.lib.ku.edu/ld.php?content_id=3341620](http://guides.lib.ku.edu/ld.php?content_id=3341620)

**Easy Document Navigation**

Once your heading styles are in place, you can use Word’s Navigation Pane to quickly access all parts of your document. This function creates a table of contents in your left-hand side-bar with click-able entries for jumping from place to place within your document very quickly.

To open the Navigation Pane, click **View** then check **Navigation Pane**.

Here, the Navigation Pane is on the left. Each of the entries represents titles previously set using heading styles. Note also the arrows to the left of each Level 1 heading item. These can be used to customize your view by collapsing and expanding the areas as you choose.
Generating a Table of Contents

Word can generate a table of contents automatically—but in order for this feature to work, you need to format the document headings using the styles described above.

Create a Table of Contents from Built-In Heading Styles:
1. If you haven’t already, assign heading styles to each of your headings (see previous section).
2. When all of your table of contents items have been assigned heading styles, place your cursor in the exact location where you’d like to insert the table of contents.
3. On the References tab, click Table of Contents, and then choose the Custom Table of Contents… from the lower section of options. This will open the Table of Contents box, which will allow you to adjust the format of your table.

Modifying a Table of Contents
1. In the Print Preview box, you are given a preview of how the Table of Contents will look as it is currently formatted.
2. In the Show levels drop-down menu, the default number of headings included here is 3. You may need to reset this number to accommodate the number of headings you plan to include in your table of contents.
3. Clicking Modify will enable you to adjust the style characteristics of each of the different table of content levels using the Style menu.
a. In the **Style** box (not shown), choose the table of contents (TOC) level you wish to change and again click **Modify**.

b. This will bring up the **Modify Style** box. To evenly double-space your table of contents, you will need to set each level to double-space by clicking the double-space icon in the **Modify Style** box, selecting OK, then returning to the **Style** menu to select settings for the next TOC level.

c. When you have finished all the modifications, click OK to all the boxes to complete the table of contents.

**Updating the Table of Contents**

When you change your document in any way that affects the pagination, you will need to update the table of contents. To do this,

1. From the Table of Contents group of the References tab, select **Update Table**.
2. The **Update Table of Contents** dialog box will appear. Select **Update entire table** to ensure that all pagination changes are reflected, then click **OK**.
3. The table of contents will be rebuilt to reflect any changes or additions to your document.