Styles

When used systematically, styles can save you a lot of time by allowing you to set the formatting for a certain type of paragraph (such as a regular body paragraph, a heading, or a caption) in one place. You can then apply that formatting to all the paragraphs or headings of that type in the document. Even more important, if you decide later that you want to change the formatting of one type of paragraph (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 paragraphs 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 arrows 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 Heading X 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 Heading to Match Selection.
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.

To apply run-in sub-heading styles, use the Style Separator:
1. Type the text for the sub-header.
2. Hold down Control+Alt+Enter to insert a style separator.
3. Apply the desired heading style to the run-in sub-header text.
4. Place the cursor to the right of the style separator and continue typing normally. The style separator icons will not print in your finished document.

If you need to use a style separator with text that is already in place:
1. Place the cursor at the end of the text where you would like to apply the style.
2. Hold down Control+Alt+Enter to insert a style separator.
3. Highlight the text that is to form the heading and apply the desired heading style from the style gallery.
4. When finished, place the cursor again to the right of the style separator and continue typing as normal.

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 open (highlighted in green). Note the arrows to the left of each title. 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 (level one headings, level two headings, level three headings, etc.), by highlighting each heading then selecting one of the styles from the Styles group in the Home tab, then...
2. Place your cursor at the beginning of the document in the exact location where you’d like to insert the table of contents.
3. On the References tab, in the Table of Contents group, click Table of Contents, and then choose the table of contents style you want to use.

Modifying a Table of Contents
1. In step 3, above, choose Insert Table of Contents from the drop-down menu rather than using a pre-formatted table of contents. This will open the Table of Contents dialog box.
2. In the Print Preview box, you are given a preview of how the the Table of Contents will look as it is currently formatted. The preview shown is for the From Template option in the Formats drop-down menu. You can view and choose other pre-set formats from this menu.
3. In the Show levels drop-down menu, the default number of headings included here (illustrated above) is 3. You may need to re-set this number to accommodate the number of headings you plan to include in your table of contents.
4. Clicking Modify will enable you to adjust the style characteristics of each of the different table of content levels using the Style menu.
5. In the Style box, choose the table of contents (TOC) level you wish to change and again click Modify.
6. This will bring up the Modify Style box.
7. To evenly double-space your table of contents, you will need to set each level to double-space by clicking the double-space icon (shown in the right-hand image below) in the **Modify Style** box, selecting **OK**, then returning to the **Style** menu to select settings for the next TOC level.

![Modify Style and Double Space Icon](image)

**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.

![Update Table of Contents](image)