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, then to apply that formatting to all the paragraphs 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, or the document map 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 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 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.
ETD Formatting: Working with “Run-In” Headings for Mac

This is a run-in heading. A run-in heading is one that shares the same line with the text it introduces. Third- through sixth-level subheadings in APA style and fifth-level subheadings in Chicago and Turabian styles currently make use of run-in heading formats. Working with run-in headings in the Mac environment requires the use of field codes. If you have access to a PC machine and need to work with run-in headings, you may find it much easier to simply switch machines. The appendix of this how-to guide includes step-by instructions for working with run-in headings for both Mac and PC versions of Word.

Easy Document Navigation

Once your heading styles are in place, you can use Word’s Document Map 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 Document Map Pane, click View then Sidebar then Document Map Pane from your Word 2011 ribbon.

Here, the Document Map Pane is open (highlighted in green). Each of the entries represents titles previously set using heading styles. Note also the arrows to the left of each title. These can be used to customize your view by collapsing and expanding 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. From the Document Elements tab choose the table of contents style you want to use.

![Image of a table of contents]

Modifying a Table of Contents

1. In step 3 above, click on Options rather than using the pre-formatted table of contents. This will open the Table of Contents dialog box.
2. In the Table of Contents box, Preview gives you a preview of how the Table of Contents will look as it is currently formatted. The preview shown is for the From Template option.
3. In the Show levels drop-down menu, the default number of headings included 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.

![Image of modifying a table of contents]
5. In the Style box, choose the Table of Contents level you wish to change and again click Modify.
6. This will bring up the Modify Styles 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. (Circled below in the Modify Style box.)
8. Make any additional adjustments and click OK when finished, returning to the style menu. You can also click on Format in the bottom right corner, then Font to make additional changes, such as formatting for all capital letters.
9. From the style menu, choose additional table of contents levels to change or click OK and then OK again to finish.

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 Document Elements tab, select Update.
2. The Update Table of Contents dialog box will appear. Select Update entire table to ensure that all pagination changes are reflected.
3. Choose to update page numbers only (if you haven’t added or changed any headings in your document), or to update the entire table (if you’ve added headings, changed heading text, or changed the order of the headings within your document). Then click OK.
4. The table of contents will be rebuilt to reflect any changes or additions to your document.