

# Styles and Formatting

## Secrets Revealed

### (Word 2007)

#### Contents

1 INTRODUCTION .....	1
2 TURNING OFF THE AUTOMATIC UPDATE FEATURE .....	1
2.1 Automatic Update.....	1
2.2 Keep Track of Formatting .....	2
3 OPENING THE STYLE AND FORMATTING TASK PANE .....	4
4 USING STYLES AND FORMATTING IN YOUR REPORT .....	5
4.1 Built in Styles.....	5
4.1.1 <i>Formatting Built in Styles</i> .....	5
4.2 Create New Style .....	6
4.3 List and Table Styles .....	7
5 CREATING SECTIONS IN YOUR REPORT .....	8
5.1 Sectional Footer Formatting (Page Numbers).....	8
5.2 Entering to a New Page – Same Section .....	9
6 CREATING A TABLE OF CONTENTS .....	9
6.1 Updating the Table of Contents .....	10
7 TABLE BREAKING OVER TWO PAGES .....	11
7.1 Automatically Repeating Header Row(s) at the Top of Each Page .....	11

# 1 INTRODUCTION

Using styles to format a document can:

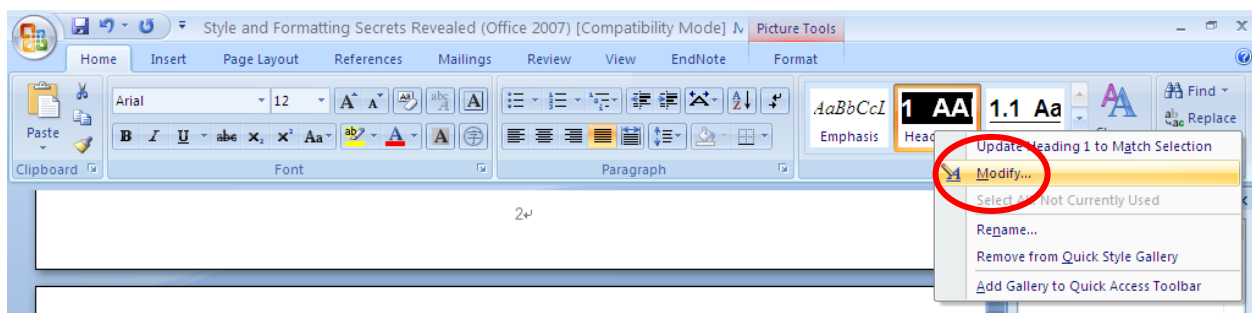
- ♦ save your hours of painful adjustments later when your advisor or boss tells you she wants this, that and the other to be changed, instead making the changes with a few quick clicks of your mouse (even on a 100 paged document)
  - “spacing below all titles should be 2 lines, not 1.5
  - “each paragraph should be spaced 2 lines without indent on the first line”
    - ♦ “I said each paragraph should only have 1.5 line space between them, with an indented first line,” etc.
- ♦ run a table of contents that will be AUTOMATICALLY UPDATED with the correct page numbers, and right aligned with the leading “.....” before it!
- ♦ section your report so that you can have the title page and other lead-in pages, along with the actual document content itself, all in the same document, and with accurate page numbers, headers and other footer information

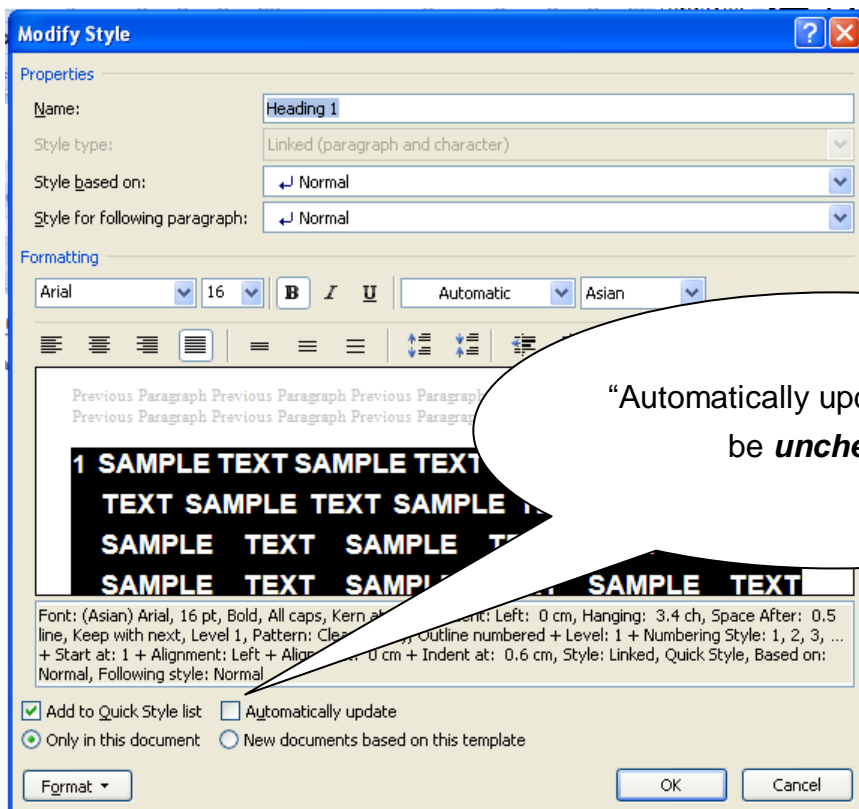
First, there are a few quick steps you need to take to prepare MS Word for easy handling. The automatic style update in 2003 version is a pain (it has perhaps been addressed in 2007?). It needs to be turned off otherwise the whole style sheet becomes unmanageable and unworkable. The auto update has to be turned off in several places. Here are all the ones we have found. Note too the opening screen of Options (off of the Tools menu). These are useful to have sight of, as there are many, many options to really customize Word here.

## 2 TURNING OFF THE AUTOMATIC UPDATE FEATURE

### 2.1 Automatic Update

You can reach this through the Styles ribbon by right-clicking on any paragraph style (not character style etc) and selecting “Modify...”:

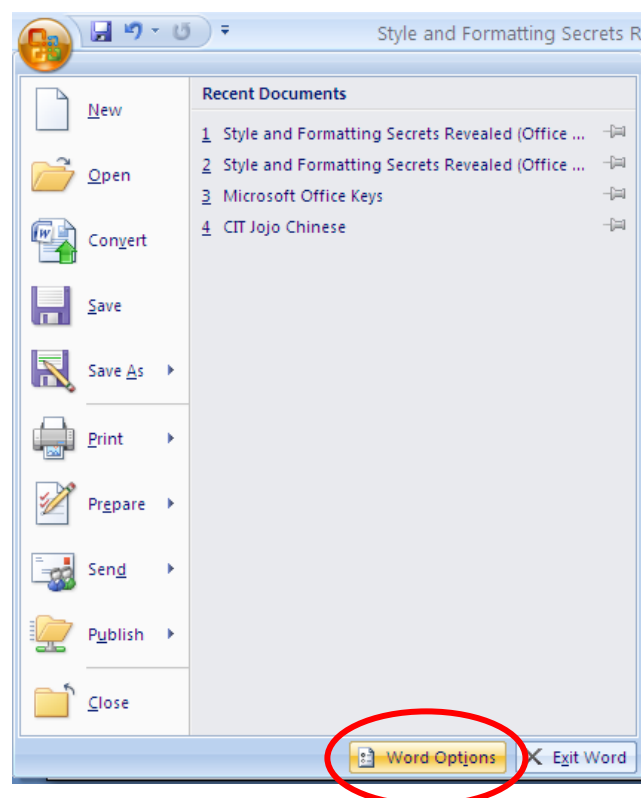




## 2.2 Keep Track of Formatting

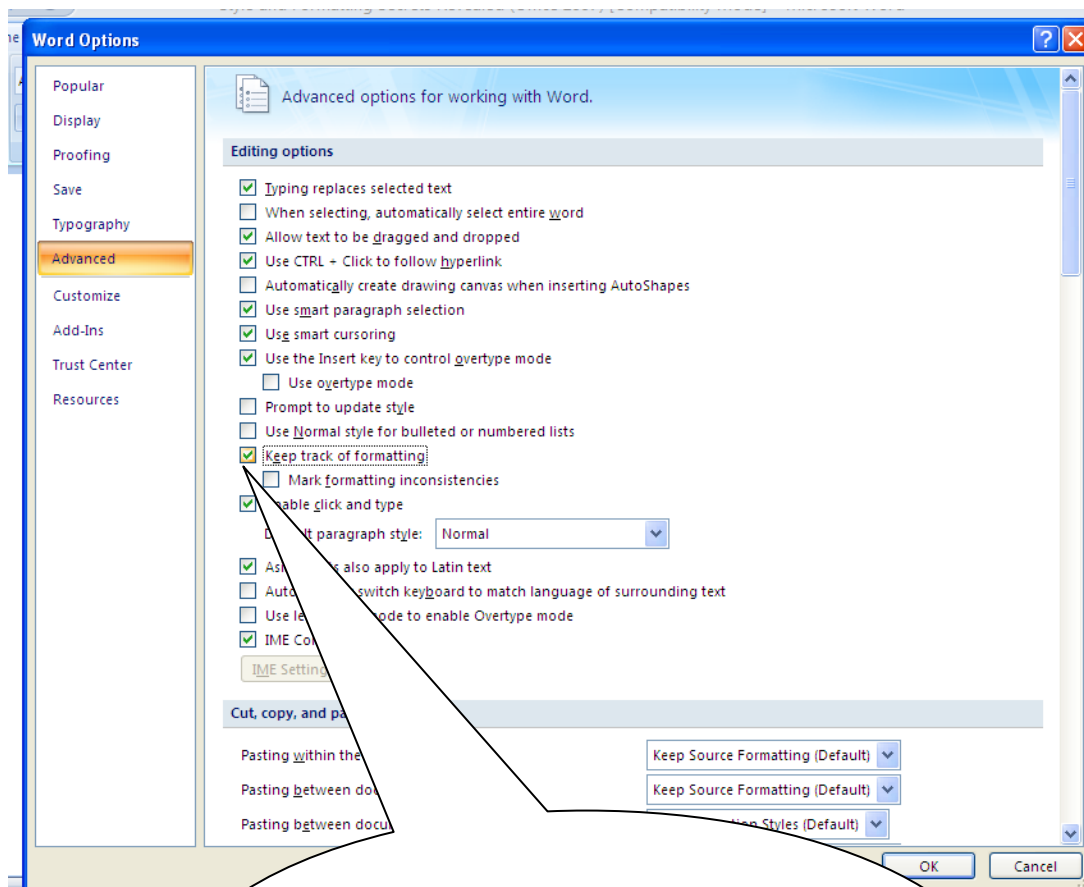
**Note:** if you need to update a style that is used in the document, this must be **turned on**.

Go to: Office Button | Word Options | Advanced



The reason to turn it off would be there are “junk-styles” that are created and that is sometimes troublesome to get rid of if the document is keeping track of formatting; all these junk-styles can make a document’s styles and formatting task pane get messy and not as easy to manage. (To get rid of them, you would have to right-click it, choose “Select all X instances of it”, and then right-click the original style that you modified and choose “Update to match selection.”)

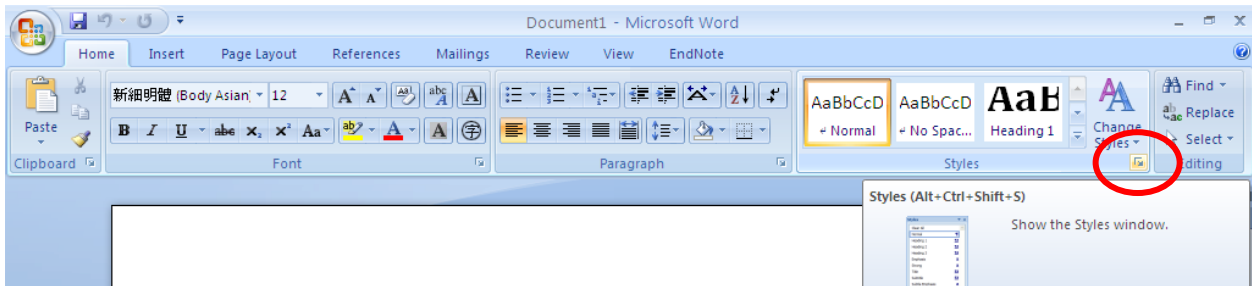
Another option is to choose to just show styles that are in use in the task pane, as shown further down in this document.



So, if you have created your formats exactly how you want them, you can choose to uncheck this box.

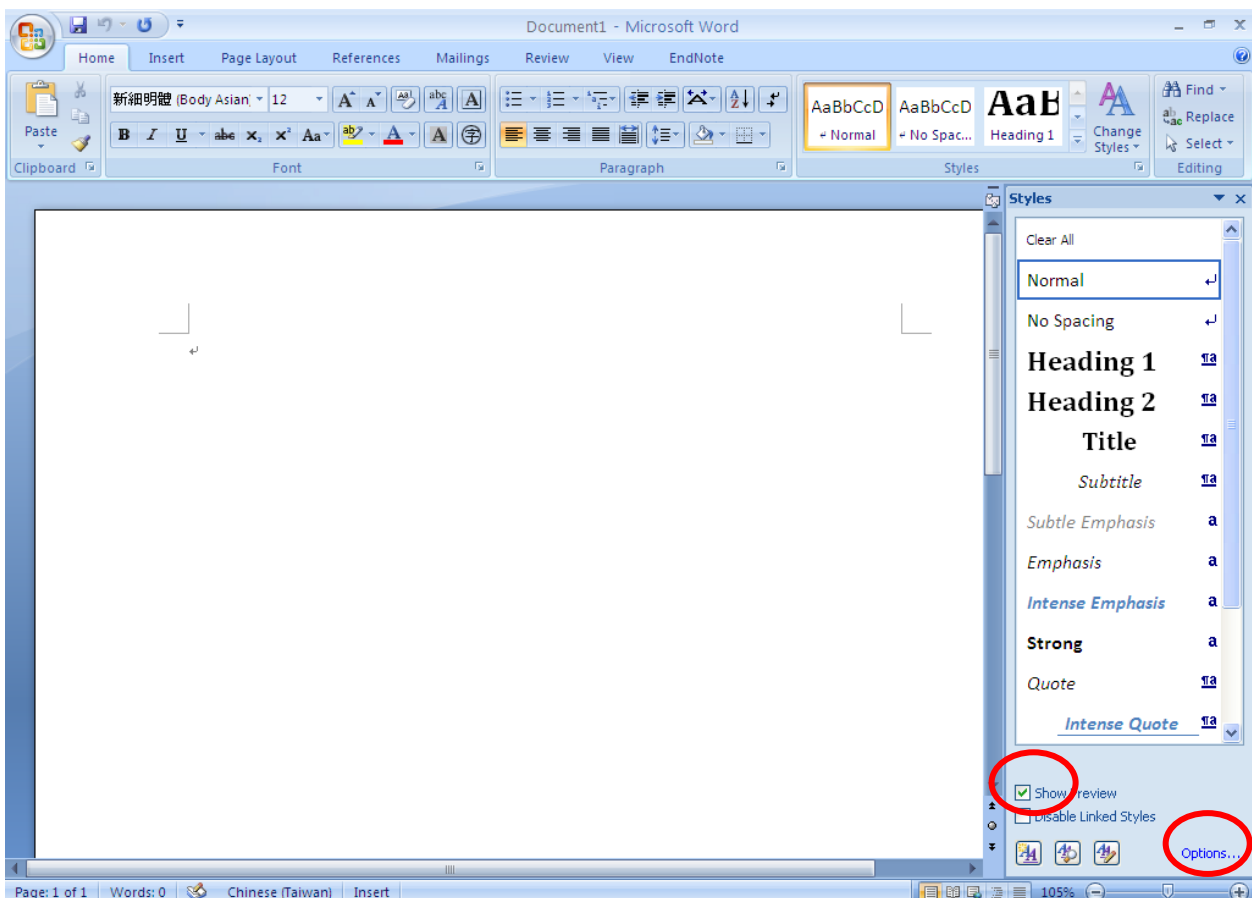
### 3 OPENING THE STYLE AND FORMATTING TASK PANE

When you open a new document, unless you have customized your ribbon not to show it, the Styles section will be visible already. To get the task-pane, click on the little corner on the bottom-right hand side of the section:

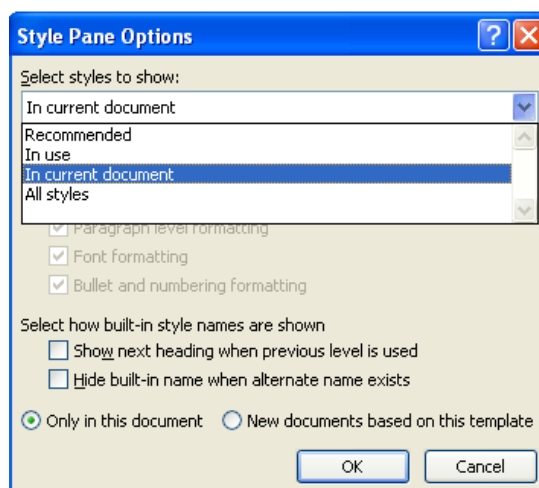


You can then choose to have it floating, or to locate it on the right or left of your document by clicking and dragging it off to one of the sides.

The “styles and formatting” task pane then clicks into the side of the screen (yours may have different formatting styles in your pane than shown here):



In this pane, you can choose to have your styles show their preview (as is shown above) or not. To determine which styles to show in your task-pane, select options at the bottom:



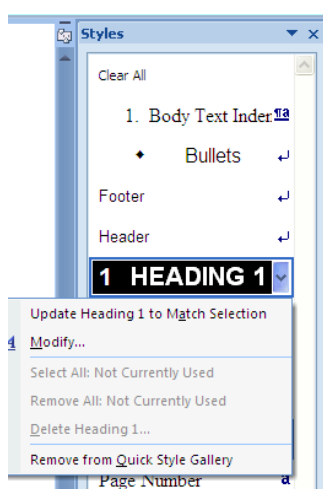
## 4 USING STYLES AND FORMATTING IN YOUR REPORT

There are a million and one things you can do with these, so we will just take you through the very basic starting steps, and then you can explore from there.

### 4.1 Built in Styles

There are some built in styles already (i.e. Heading 1 through 9, Normal, etc.). You can use them as-is, but will most likely want to adjust them. The reason to use the headings (besides guaranteed consistency through the report, and allowing for quick editing of the style in all areas of your report if your “Keep track of formatting” button is *selected*), is your table of contents can automatically be built off them later.

#### 4.1.1 Formatting Built in Styles

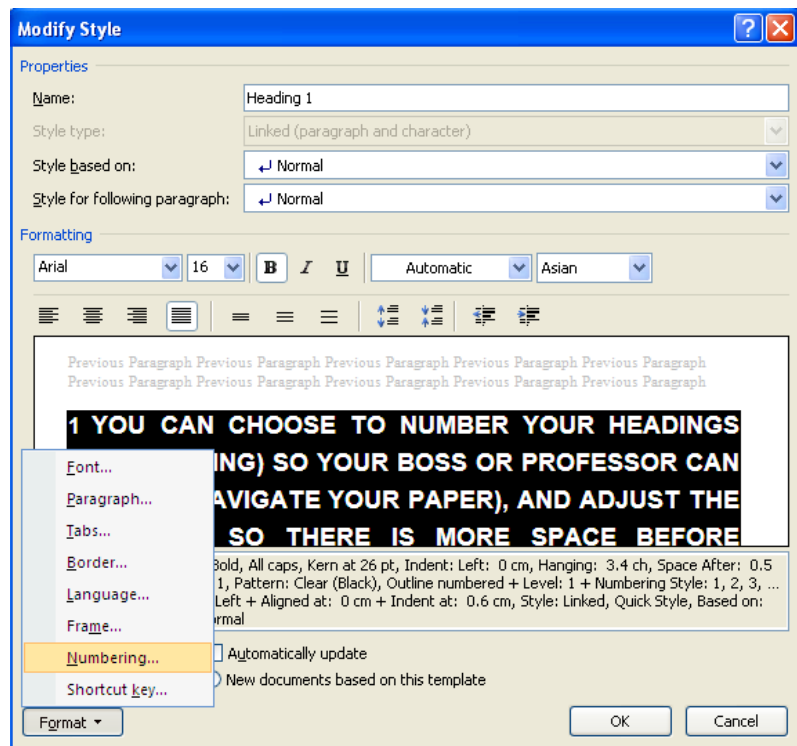


Right-click the style you want to format, or left-click the arrow to the right when your mouse rolls over the style, and choose “Modify...”

The “Modify Style” pane then appears, allowing you to modify everything about the style (click on “Format” on the bottom left, to get more than the basics).

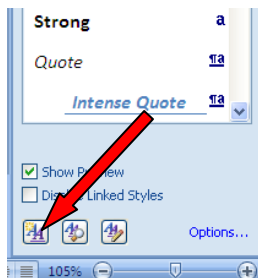
You can choose to number your headings (Numbering) so your boss or professor can easily navigate your paper, and adjust the spacing so there is more space before and/or after the headings or between paragraphs, or hanging first line (Paragraph) etc.

It is important to note that the formatting changes will apply to **all text** in the document **that is formatted as that specific style** (“Keep track of formatting” button is *selected*)!



## 4.2 Create New Style

To create a new style, click the New Style button.



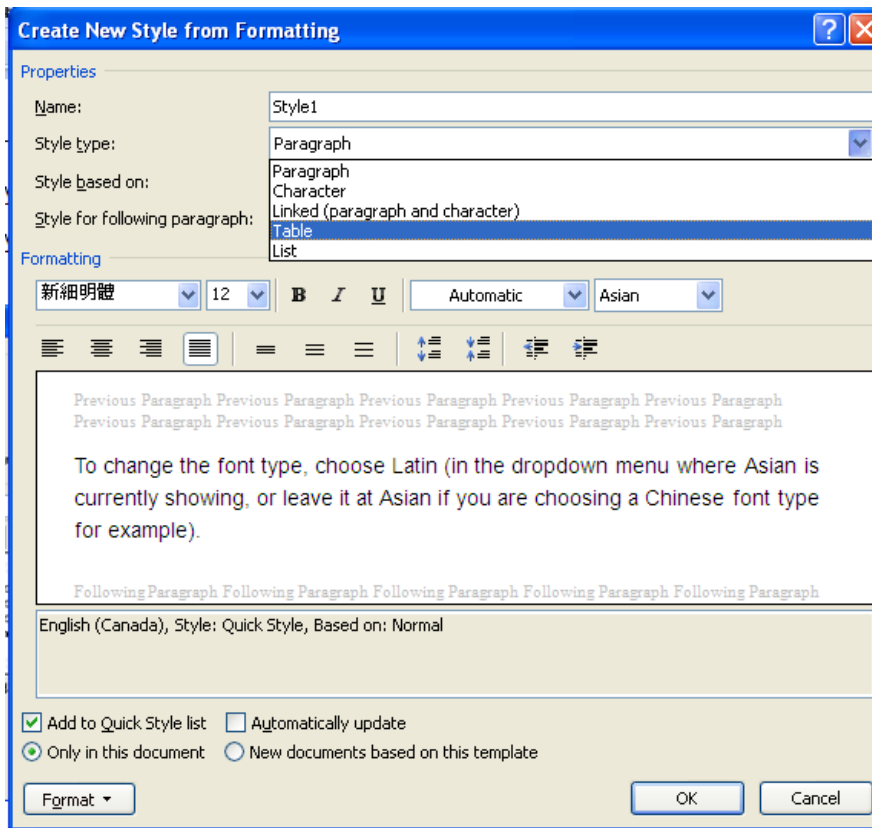
The New Style task pane is similar to the Modify Style task pane, where you can make all the formatting choices you want for your new style (remember to name it!).

You can choose the style type (paragraph, character, list, table), what style to base it on (from built in styles or a style you have created before), and determine what type of style the following paragraph will have (when you click enter when you are writing your report) - all of these features are available to modify in the built in styles as well.

To change the font type, choose Latin (in the dropdown menu where Asian is currently showing, or leave it at Asian if you are choosing a Chinese font type for example).

### 4.3 List and Table Styles

There are many pre-formatted list and table styles that you can utilize in your report, or you can create your own.

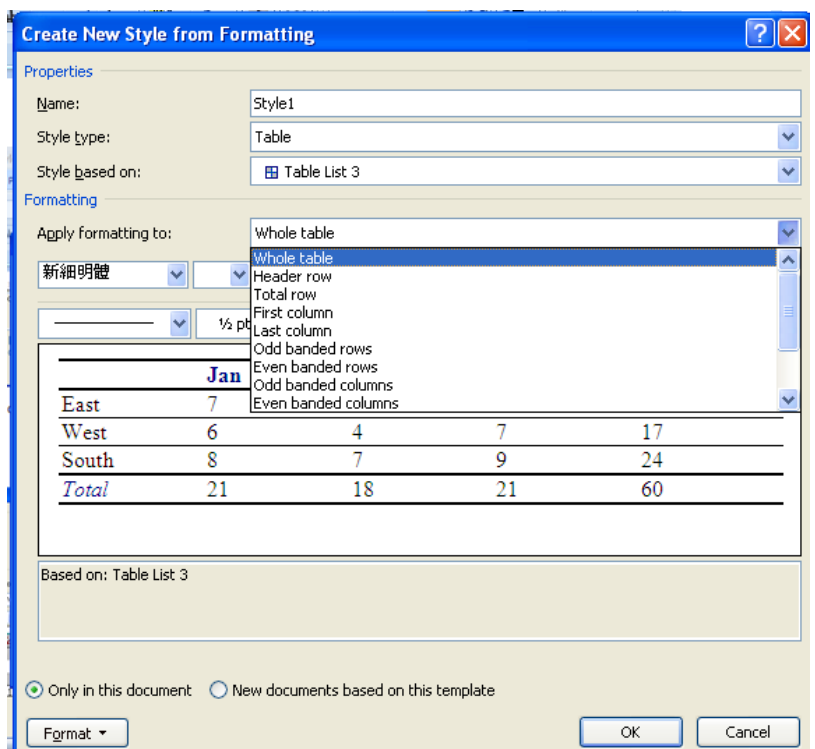


Select “New Style” as before, and in the Style type drop-down menu you can select Character, Table or List (character is so you can format characters/words within a paragraph style).

If you select Table, you can then go through the built in styles to select one, modify a built in style, or create one from scratch.

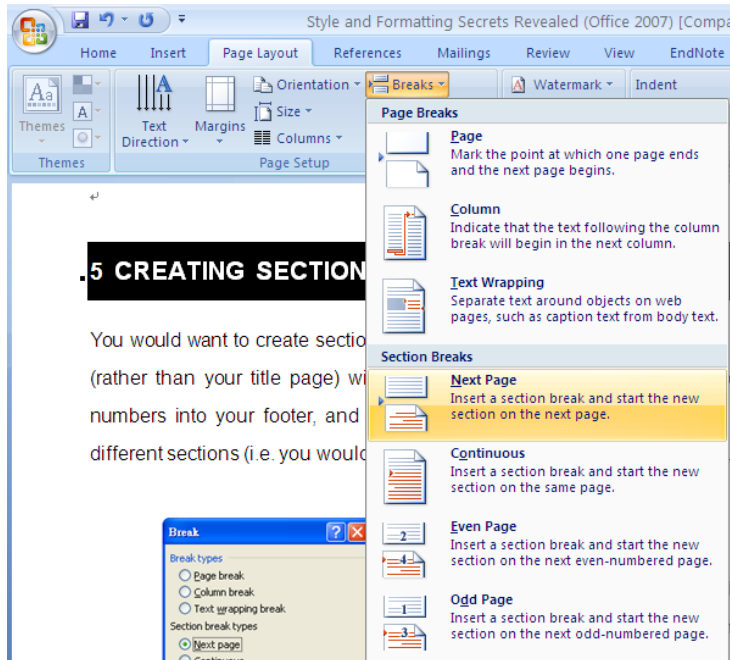
By selecting the drop-down menu for “Applying formatting to:” you can choose to apply your modifications to specific parts of the table.

To insert a table in your report, you can click on the table’s style (remember to re-name it when you’re setting it up so it is not just there as “Style 1” or “Style 10”). After determining number of columns and rows, a table will then be inserted where your cursor is.



## 5 CREATING SECTIONS IN YOUR REPORT

You would want to create sections in your report so that i.e. the first page in your report (rather than your title page) will get page number 1 automatically if you insert page numbers into your footer, and so you can have different headers and footers in the different sections (i.e. you would not want a page number to appear on your title page).



For example, after you have completed your title page, go to the Page Layout tab in your ribbon, and in the Page Setup section, you can select Breaks, and choose Next Page under Section.

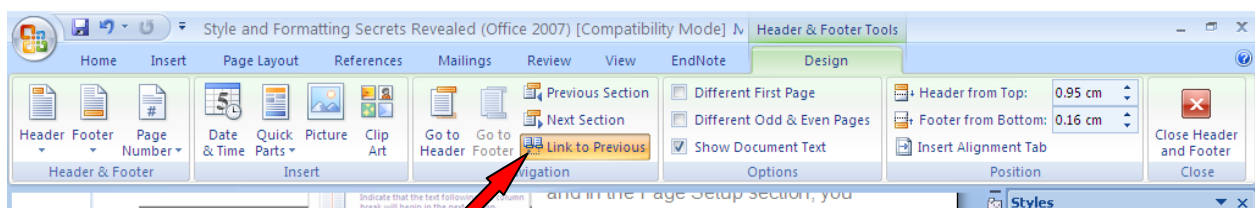
This will give you a new page, where you can enter your Table of Contents and give it page number (i). Make another section break to bring you to your next section (i.e. the first page in your report). You can also create a section in your

report if you need to insert a table that should be on landscape direction (section break before and after), and just format the Page Layout for that section into landscape for the table to fit properly.

### 5.1 Sectional Footer Formatting (Page Numbers)

Once you have sectioned your report, you can enter your headers and footers (sometimes Word makes a muck of this, so it is recommended you enter your headers and footers as a final step in your report writing).

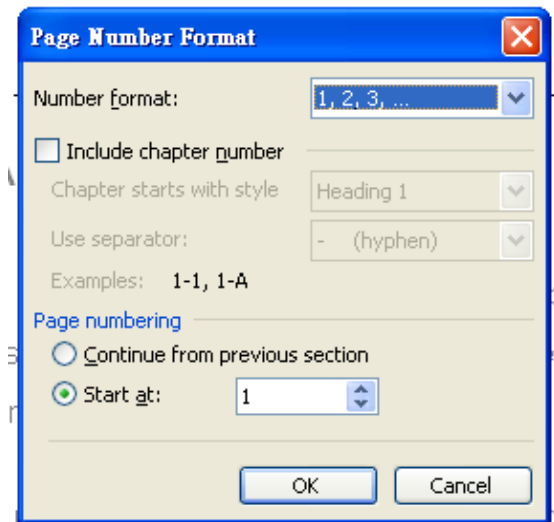
Go to the "Insert" tab -> Header and Footer section, select Edit Header to the bottom of the drop-down menu. Your Header and Footer formatting toolbar will appear. Go to your footer if you are not already there



De-select the Link to Previous so that the footer is not linked to the previous section's

footer content and style.

Insert a page number by pressing the “Page Number” button on the left of the Header & Footer section in your Insert tab, and then select Format Page Number and you can change your page number format, and have it not continue from the previous section (Start at).



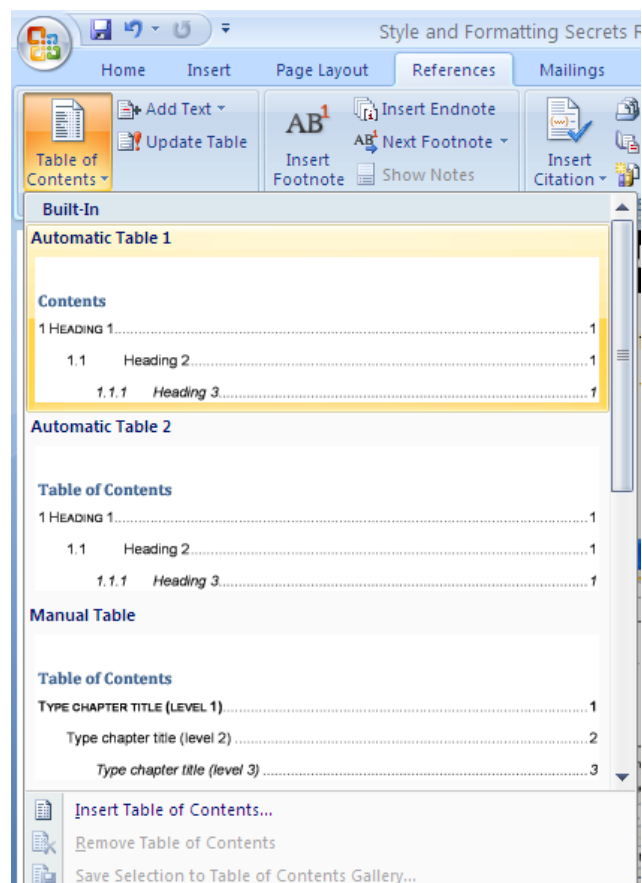
## 5.2 Entering to a New Page – Same Section

Perhaps you do not want to create a new section, but you want to enter down so you start on a new page (or insert a blank page). This can be done in two ways (*not* by pressing Enter consecutive times~~!):

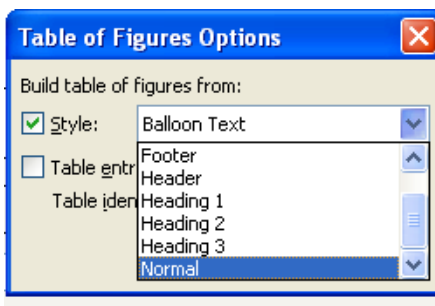
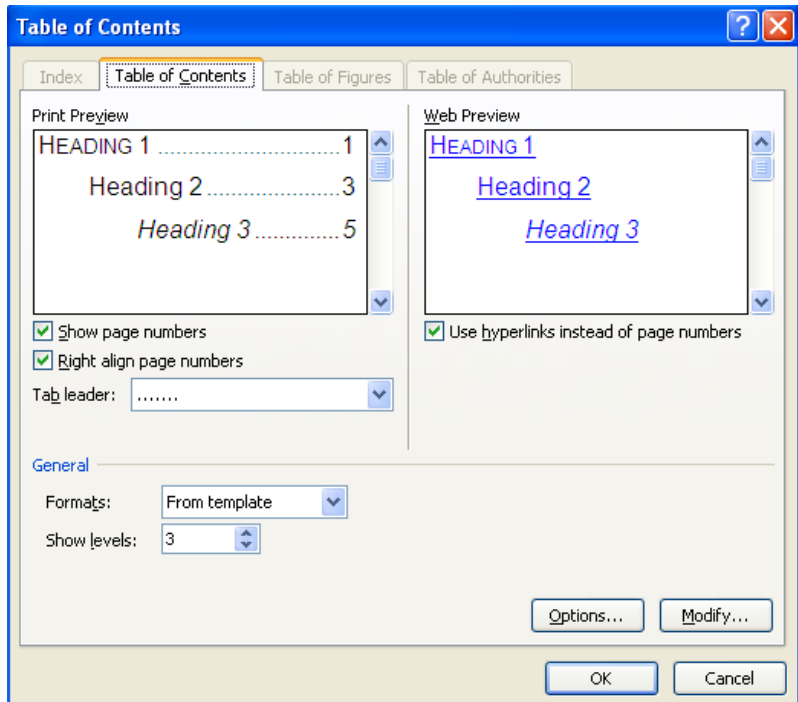
- ◆ Press Ctrl + Enter
- ◆ The same way as inserting a section break: Page Layout -> Page Setup -> Breaks -> Break Types: Page Break
- ◆ Insert -> Pages -> Page Break

## 6 CREATING A TABLE OF CONTENTS

Go to the front of the document (or to your Table of Contents page if you have already set off space for it), select the References tab on your ribbon, and in the Table of Contents section, select Table of Contents. You can choose between a built-in style, or building your own modified style by selecting “Insert Table of Contents...” at the bottom:



You can choose what kind of tab leader you want, your format based on formats already in Word, how many heading levels to show, and of course you can modify many aspects as well. Once you are ready, click OK and your table of contents will appear, with the correct page numbers (note we have not set up sections yet, so your first page may be starting on page 3 if you have a cover page and a page for the table of contents).



If you want to create a Table of Figures or List of Tables, you can use either the Table of Contents function and modify it, or in the References tab in the Captions section, select “Insert Table of Figures” (Table of Figures just gives you one level, which is normal for Table of Figures and List of Tables). You can determine which Style the Table of Figures will list by selecting “Options”, and finding the customized Style that you have used to only format your figure titles (or table titles), and then “OK” out of there.

## 6.1 Updating the Table of Contents

Right-click anywhere in the table, choose “Update Field,” and then “Update entire table” or “Update page numbers only,” depending on your needs.

Note that if you want to change any of the section titles you must change it in the document itself, not in the table of contents field (to quickly go to the area you want to adjust, press Ctrl and then click on the section you want to jump to). To change anything in the Table of Contents field (in terms of formatting), click anywhere in the field, then go to Reference -> Table of Contents -> Insert Table of Contents, and do the formatting and modifications there.

Anything changed within the field itself will be changed back when you run the “update field” function, and is often updated upon opening the document, if this is selected in your preferences.

## 7 TABLE BREAKING OVER TWO PAGES

### 7.1 Automatically Repeating Header Row(s) at the Top of Each Page

If you have a large table, and it breaks over two pages, you can select to have the header-row to repeat at the top of each page. Once your table is inserted, put your cursor in the top row (or the top rows), right-click, and select *Table Properties* → *Row* tab, and tick *Repeat as header row at the top of each page*.

