



MIDDLESEX Community College

Tools and Technologies for Tech Writers 2020

Week 3

Microsoft Word

Notices

This document was prepared as a handout for the Middlesex Community College Tools and Technologies for Technical Writers class, Winter semester 2020.

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Working with styles

I am not a Word expert. The majority of this content was figured out with a lot of help from Google.

I have Word 2013. Steps and procedures may be slightly different based on your version of Word.

Import a template

Use this to import a template into an existing Word document.

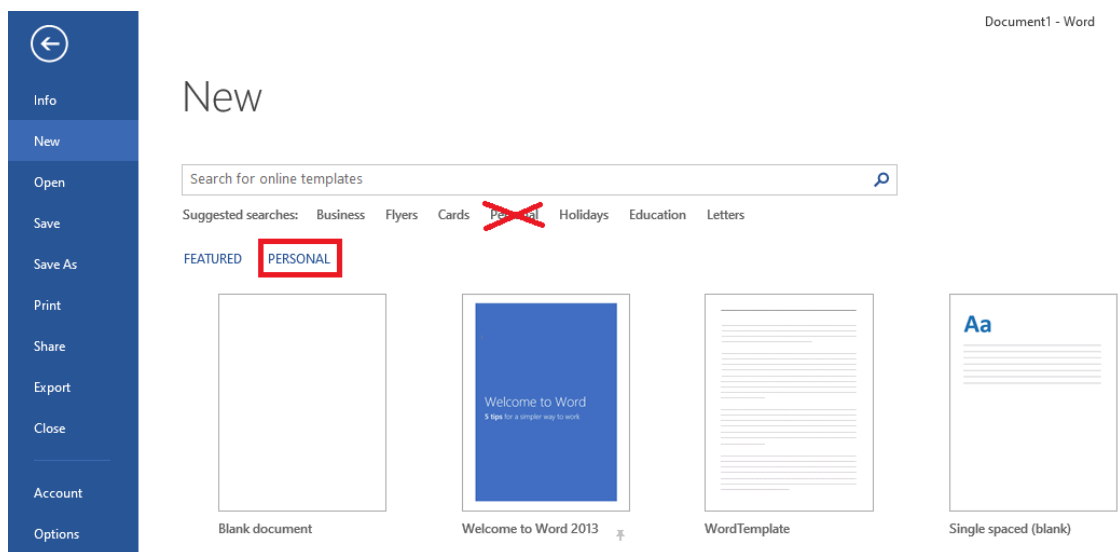
1. Select **File > Options**.
2. Select **Add-ins**.
3. Set **Manage** to **Templates** and click **Go**.
4. Click **Attach** and find the .dotx or .dot file.
5. Click **OK**.

All the new and changed styles are now available in the style ribbon. You then need to apply styles as needed. For example, if the default paragraph style in the new template is called "para", you need to apply the "para" style to all the paragraphs with the "normal" style.

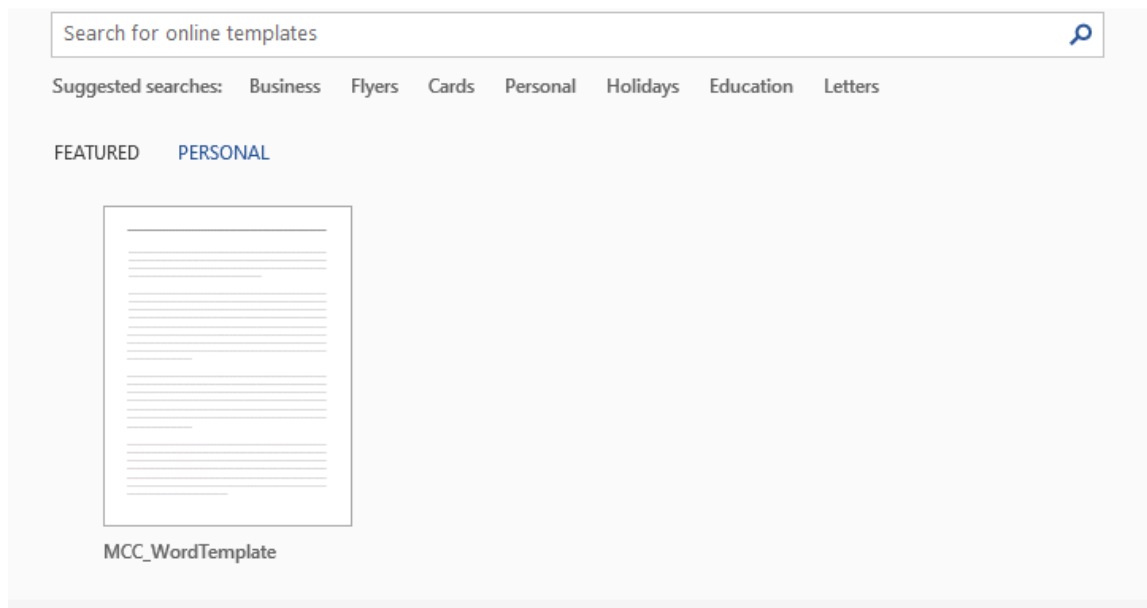
Create a new document from a template

Make sure that your .dotx files are in your Custom Office Templates folder. (C:\Users\<YourUserName>\Documents\Custom Office Templates)

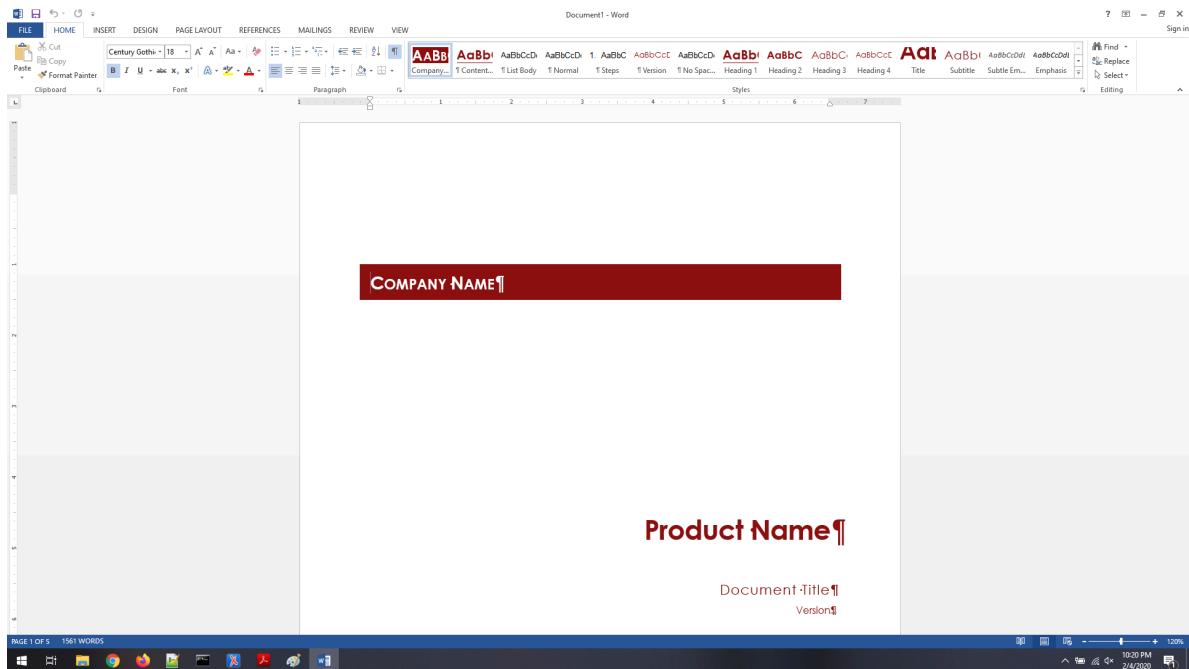
1. Select **File > New**.
Using CTRL+N doesn't get you to the template option.
2. Select **Personal** next to Featured.



3. Select the **MCC_WordTemplate**.



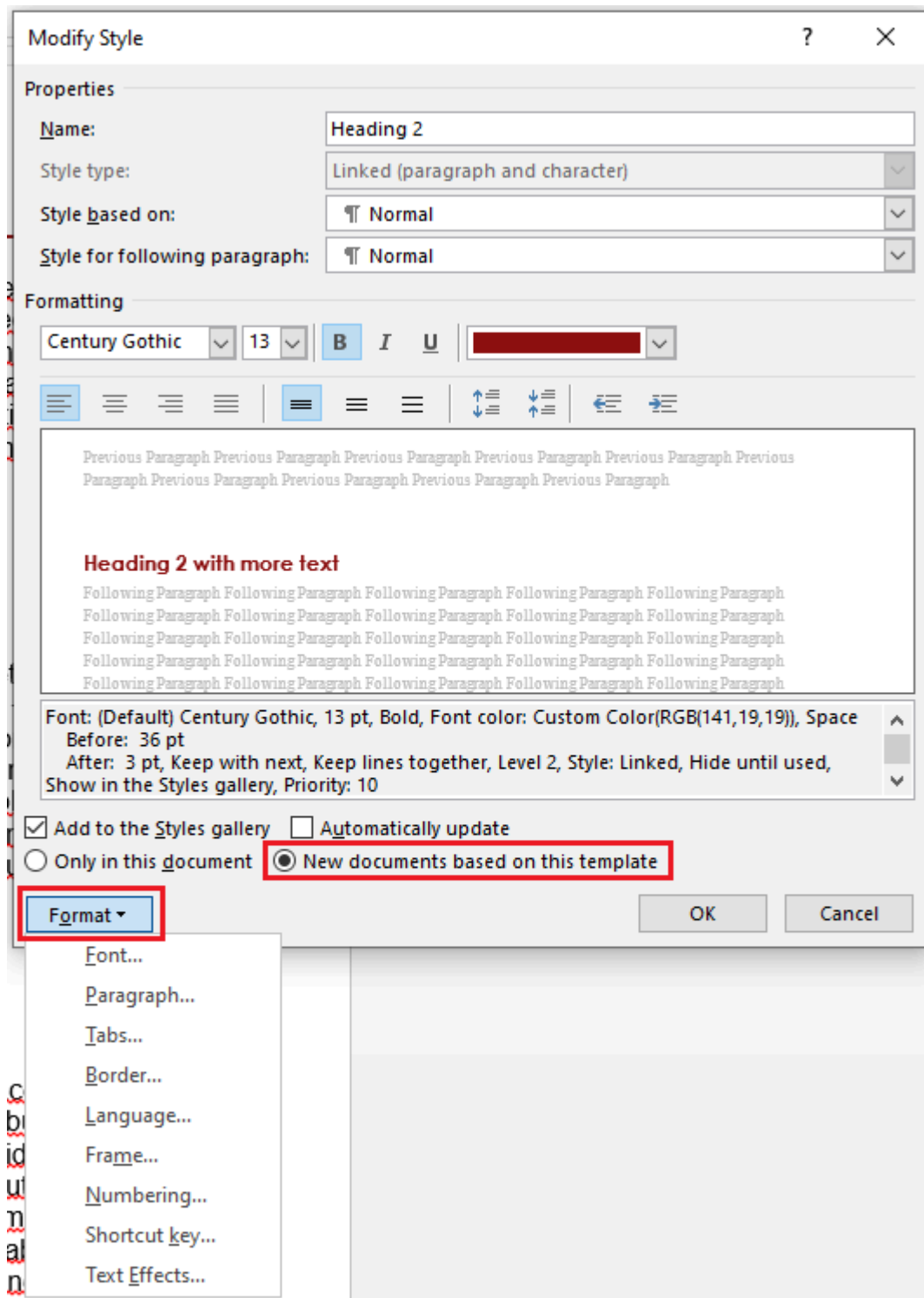
You now have a new document using the MCC_WordTemplate.



Apply a style

Reminder, use styles. Do not use all the quick formatting tools Word makes so readily available.

1. Right-click a style from the Styles ribbon or Styles panel and select **Modify**.



2. Make sure you select **New documents based on this template**.

3. Make your changes to the style. In general, you'll want to work from the **Format** menu.

Format Option	Description
Font	Set the font type, size, and color with more detail than what is available in the main Modify Styles dialog.
Paragraph	Set the margins, indents, and spacing with more detail than what is available in the main Modify Styles dialog.
Tabs	Define the tabs in the paragraph
Border	Add borders or fills to the text.
Language	Generally don't need to play with this, unless you are writing a multi-lingual document.
Frame	Gets into tricky formatting to do run-in headings
Numbering	Set up bullets or numbers.
Shortcut key	Constantly using a mouse is horrible. You can provide shortcuts such as CTRL+ALT+p for a particular style.
Text Effects	Generally, stay away from this for technical documents. This lets you do fancy text formatting such as gradients. More useful for brochures. Maybe text on a cover.

Create a style

You may want to create a specific new style as you set up a template.

1. Open the Styles panel.

See [Apply a style](#) on page 5 for details on how to open the Styles panel.

- 2.

Click **New Style** .

This opens the same Modify Style dialog as when you modify a style.

3. Provide a new name for the Style.
4. Edit the style the same as modifying a style.

See [Modify a style](#) on page 6.

A few suggestions:

- It may help to base a style on another style. However, sometimes that also means if you change the original style, those changes cascade into styles based on it in unexpected ways.
- Style for the following paragraph can be very helpful. Usually it's the same style, but if you have a particular style order, it can be very useful. For example, your style guide may have a special

"Procedure Heading". You could set the next style after "Procedure Heading" to "Step" so that it automatically does the heading followed by a numbered list.

- If you want to have the text of the style appear in something generated, don't make a new style, modify an existing one. For example, just modify the Heading 1, Heading 2, etc. styles for your headings. This way, the existing insert Table of Contents tools just work.

Week 3 Homework

Take an existing Word document from a previous assignment and apply the MCC_WordTemplate.dotx template to it.

1. Get the MCC_WordTemplate.dotx file from Git (or Blackboard).

The MCC_WordTemplate.dotx file is in the mcc_tools_tech\Week03-WordOffice\Homework folder.

2. Place a copy of MCC_WordTemplate.dotx in your Custom Office Templates folder. (C:\Users\<YourUserName>\Documents\Custom Office Templates)

According to the [internet](#), on a Mac try ~/Library/Application Support/Microsoft/Office/User Templates/My Templates

The User's Library folder is hidden in 10.7 and later, but you can go there by holding down option while clicking the Go menu in the Finder, then selecting Library.

3. Do one of the following:

- Make a copy of an existing Word document and import the MCC_WordTemplate. See [Import a template](#) on page 4.
- Make a new document from the MCC_WordTemplate and cut and paste your content from a previous Word document into it. See [Create a new document from a template](#) on page 4.
- If you do not have a Word document available, make a new document using the MCC_WordTemplate and write a small how-to on the topic of your choice. Apply the styles defined in the template.

4. If you need a style that is not defined in the template, such as for a table or image title, add or modify an existing style.
5. When you are done, add the file to the mcc_tools_tech\Week03-WordOffice\Homework folder.

Please have your name or initials in the file name.

Alternatively, there will be an assignment in Blackboard you can use to upload the file.