Moving Styles Between Documents

Contents

1 Introduction

1.1 What is in this document?
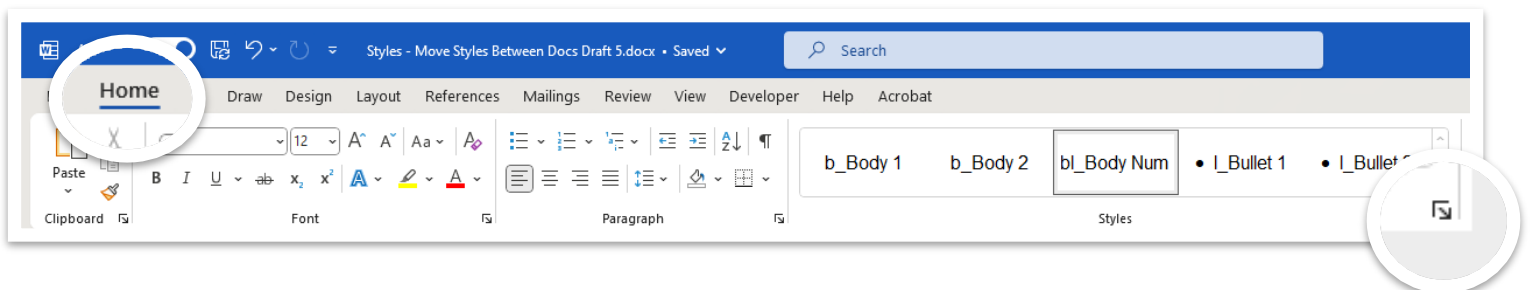
You will learn to:

1. Export styles into Normal.dotm (global template); making them available in all future documents.

2. Import styles into existing documents.

If you haven't already, read How to Create a Style in Word.

2 Exporting styles to the global template

1. Locate your styles.

   Open the **Styles** window by clicking the arrow in the bottom right of the Styles section located in the **Home** tab.
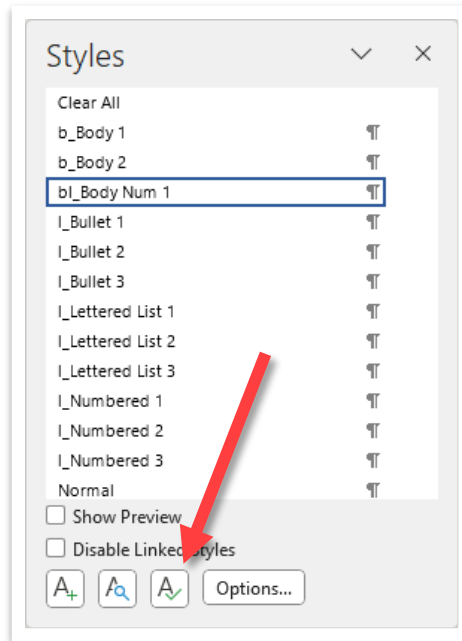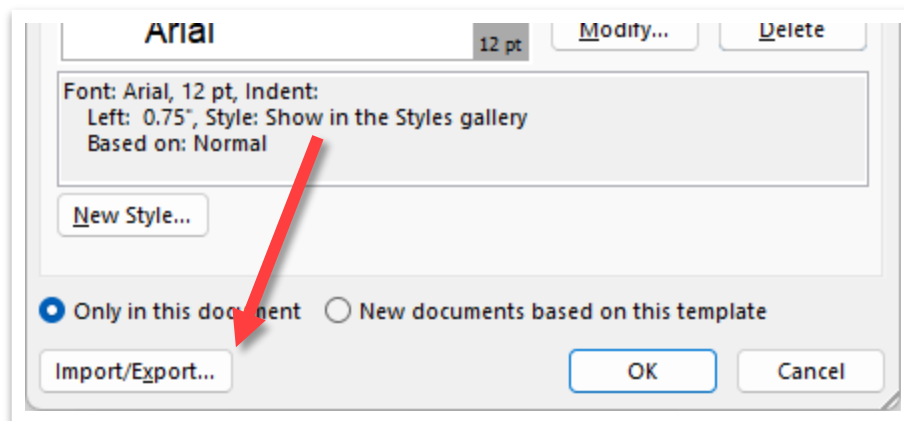
2. Open the **Manage Styles** Window.

    Click the **A✓** icon at the bottom of the **Styles** window.

3. Open the **Organizer** Window.

    Click **Import/Export** in the **Mange Styles** window to open the **Organizer** window.
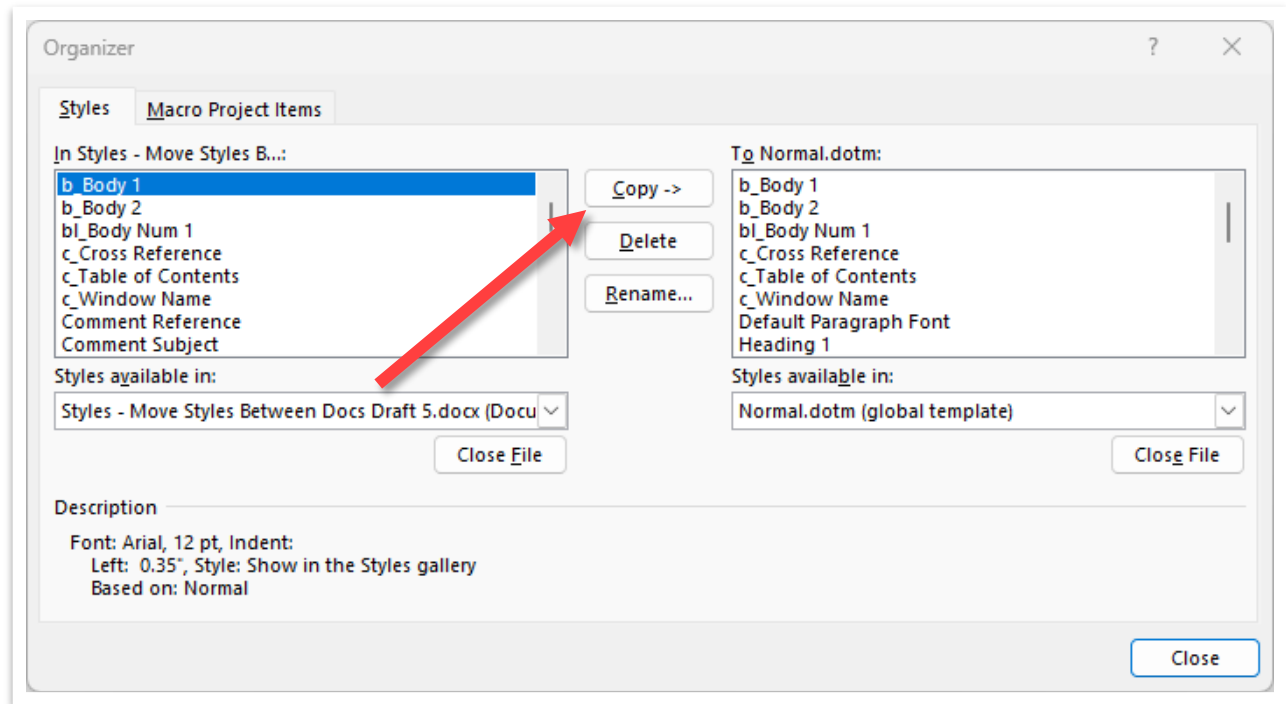

4. Copy over styles you want to export.

    In the **Organizer** window:

1. Select the style you want to export.

2. Click **Copy->** to export the style to Normal.dotm.

By default, all styles in Normal.dotm are available in any Word document you create.

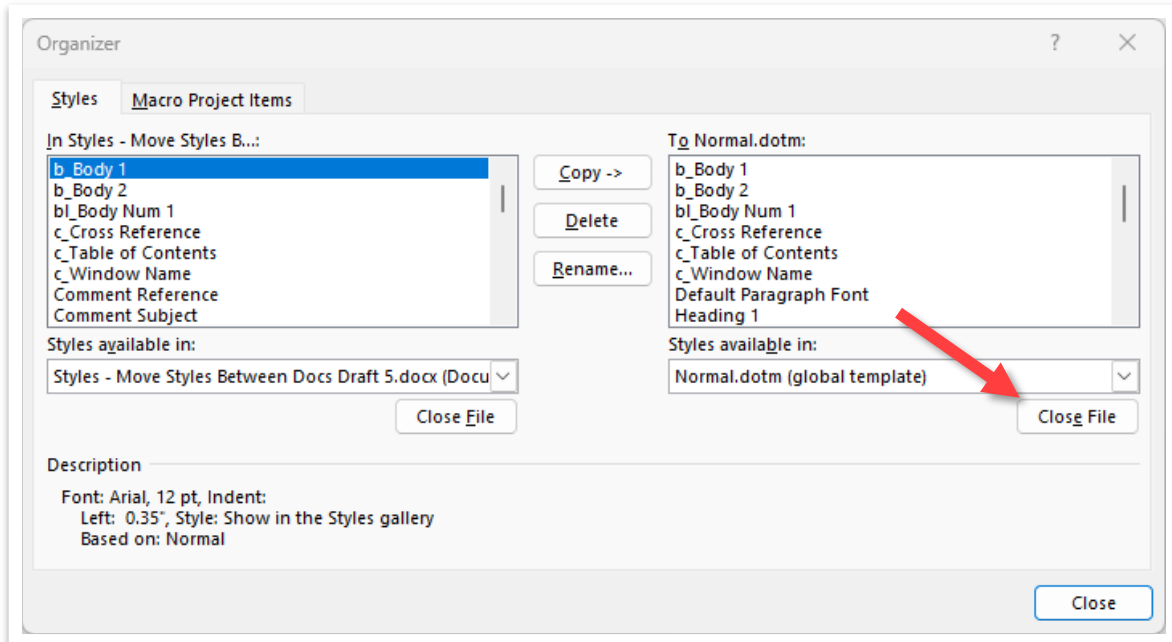# 3 Importing styles into existing documents

1. Navigate to the **Organizer** window.

   Follow steps 1 through 3 from above.

2. Copy the styles you want from Normal.dotm. (See step 4 above.)

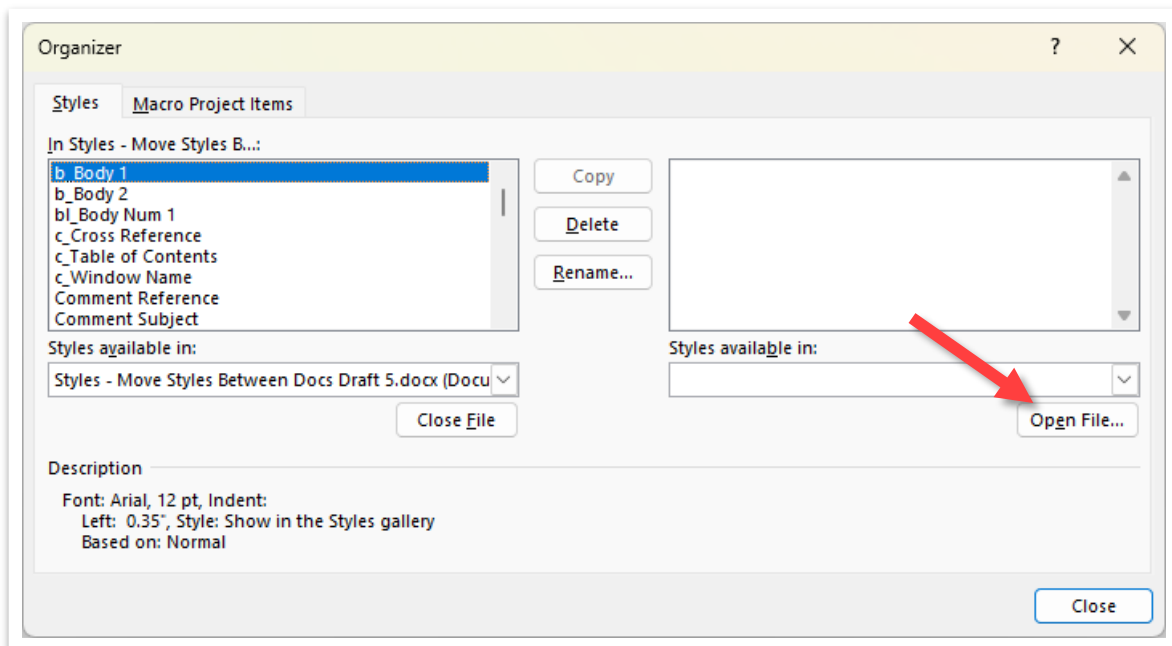If the styles you want aren't in Normal.dotm but are in another Word document:

1. Click **Close File** under the Normal.dotm section.

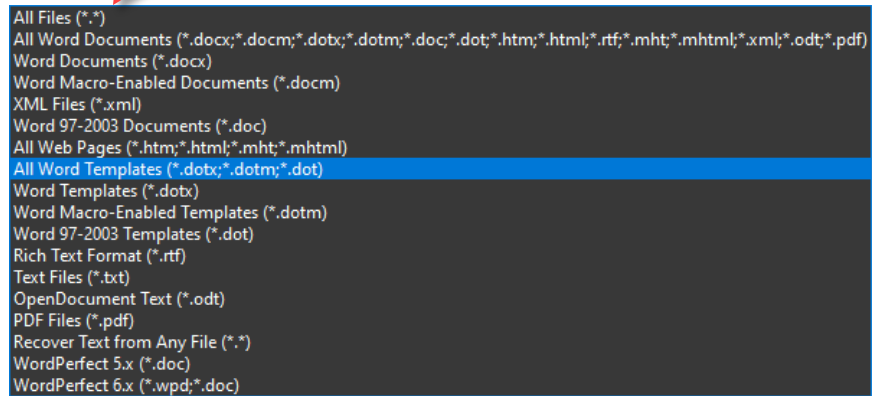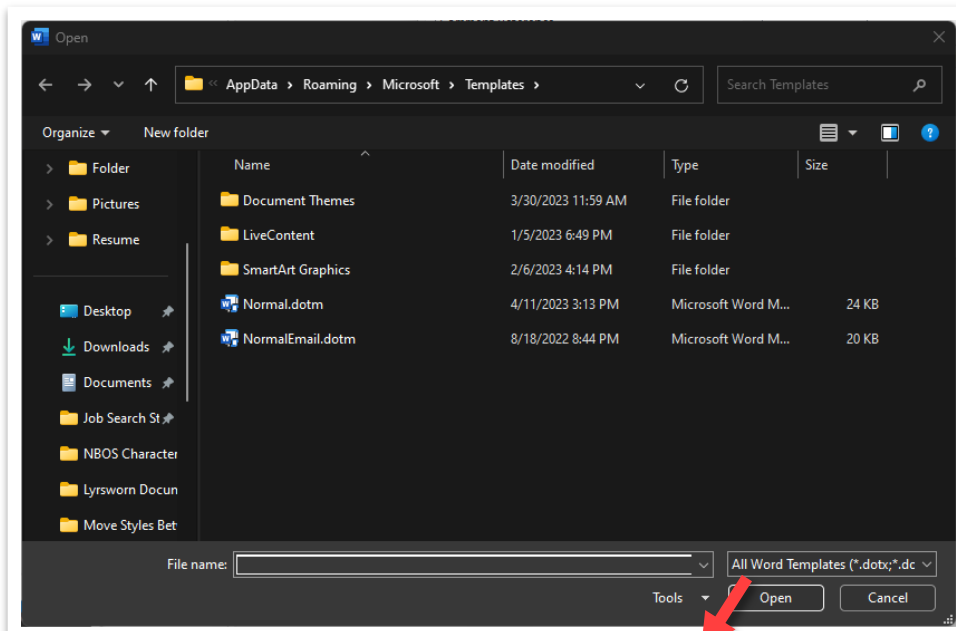2. Click **Open File**. (**Open File** replaces **Close File**.)

3. Navigate to the document with the styles you want to import. Note: Make sure you are viewing all document types.

4. Copy over styles in the same way as above.

4 Supplementary Document

Document	Description
Styles-Headers and Tables of Contents.docx	Tie a custom style to a header and create auto tables of contents.