



How to Create a Style in Word

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1 Introduction

1.1 What do styles do?

Styles in Microsoft Word allow you to:

- Apply the same formatting across a document.
- Edit all instances of a style in a document at once.
- Customize the look and feel of your document.

1.2 Prerequisites

This document is for people who are:

- Familiar with Word.
- Unfamiliar with styles.

1.3 What is in this document?

You will learn how to:

- A. Find the style options.
- B. Apply styles.
- C. Create a custom style.

This document *won't* explain:

- A. Moving styles across documents.



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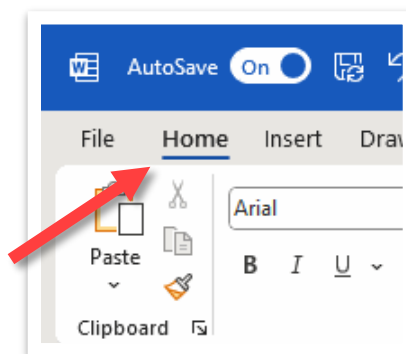
B. Customizing headers and creating a table of contents.

Links to documentation for these features are in [Supplementary Documents](#).

2 How to create a custom style in Word

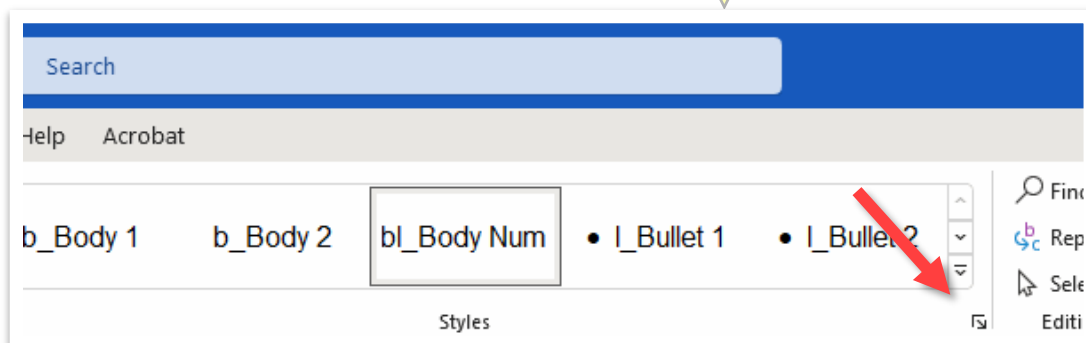
1. Select the **Home** tab in the top ribbon.

The top left of your document has a series of options (**File**, **Home**, **Insert**, etc.) The style options are in the **Home** tab.



2. Open the **Styles** window.

The **Home** tab has a section labeled Styles. Click the arrow in the bottom right of the Styles section to open the **Styles** window.

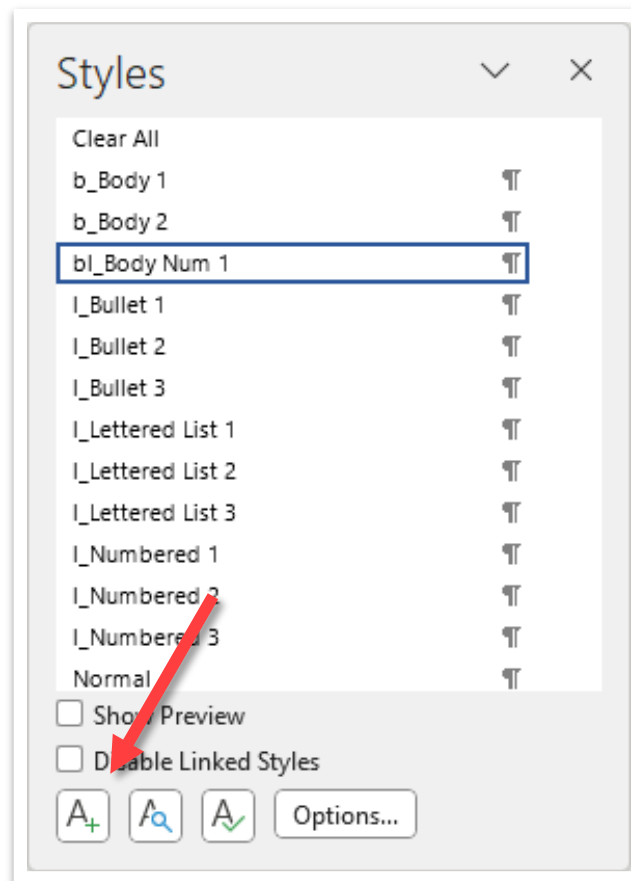




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3. Open the **Create New Style from Formatting** window.

At the bottom left of the **Styles** window click the **A+** icon to open the **Create New Style from Formatting** window.



4. Customize your style.

Customize the style you are creating with the options in the **Create New Style from Formatting** window (for a breakdown of this window see [Create New Style Formatting Window - Summary](#)).

In this window you can:

- Name your style.
- Format your style.
- Preview your style.

Click **OK** in the bottom right of the **Create New Style from Formatting** window to close it and save your style.

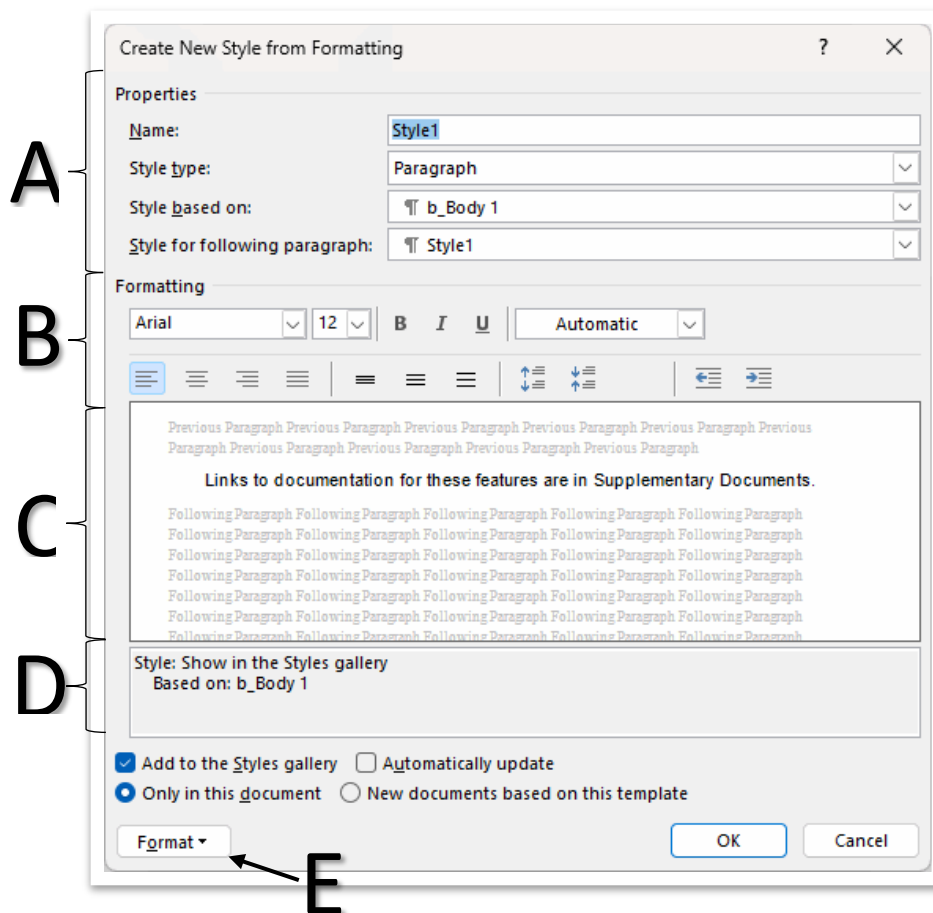


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5. Apply your style.

The style you created displays in the **Styles** window. Apply the style by selecting text and clicking on the style name in the **Styles** window.

3 Create New Style from Formatting Window - Summary



A. Overview and naming fields:

- Name: Your name for this custom style.
- Style type: Paragraph or Character.
 - Paragraph styles apply to an entire line.
 - Character styles only apply to specific characters.



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- iii. Linked styles are paragraph styles that also apply a character style to the selected text.
- c. Style based on: Your new style inherits properties from the base style; any changes to the base style will change this style.
- d. Style for following paragraph: The style used when you create a new line from your style. Not available for character styles.
- B. Basic style formatting options. These are:
 - a. Font
 - b. Size
 - c. Emphasis
 - d. Font Color
 - e. Alignment
 - f. Spacing
- C. A visual preview of your style.
- D. A text breakdown of your style.
- E. A drop-down menu that allows you to further customize your style.

4 Supplementary Documents

Document	Description
Styles-Headers and Tables of Contents.docx	Tie a custom style to a header and create auto tables of contents.
Styles-Move Styles Between Documents.docx	Save styles to a template so they are available for future documents or import them into an already existing document.