



Moving Styles Between Documents

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1 Introduction

1.1 What is in this document?

You will learn to:

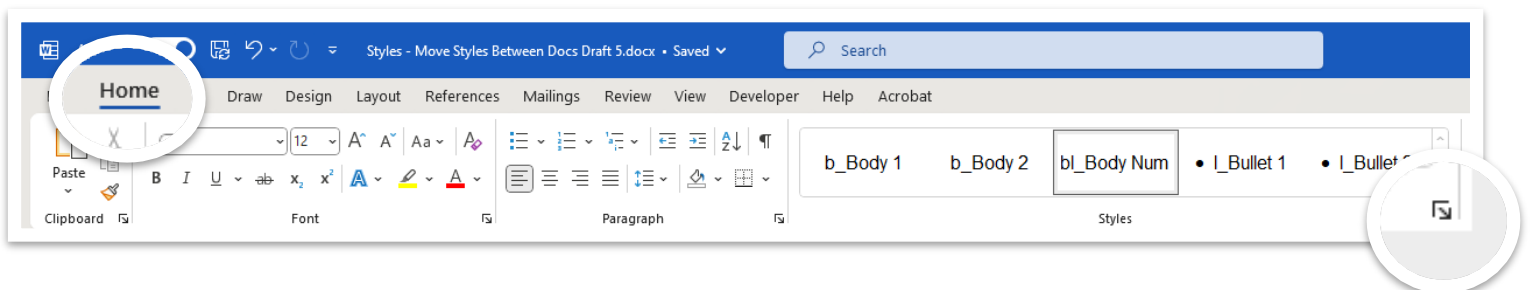
1. Export styles into Normal.dotm (global template); making them available in all future documents.
2. Import styles into existing documents.

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.

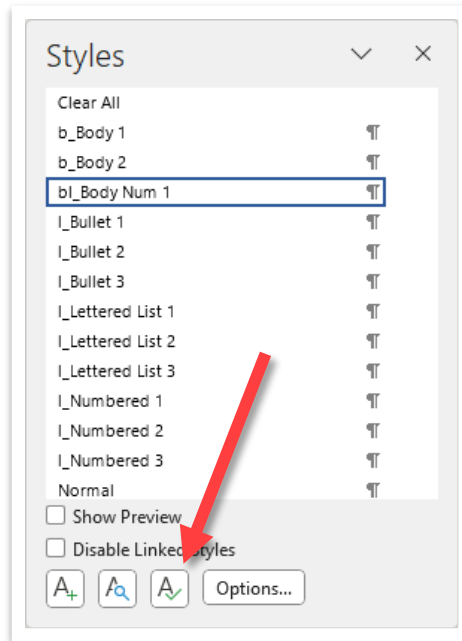




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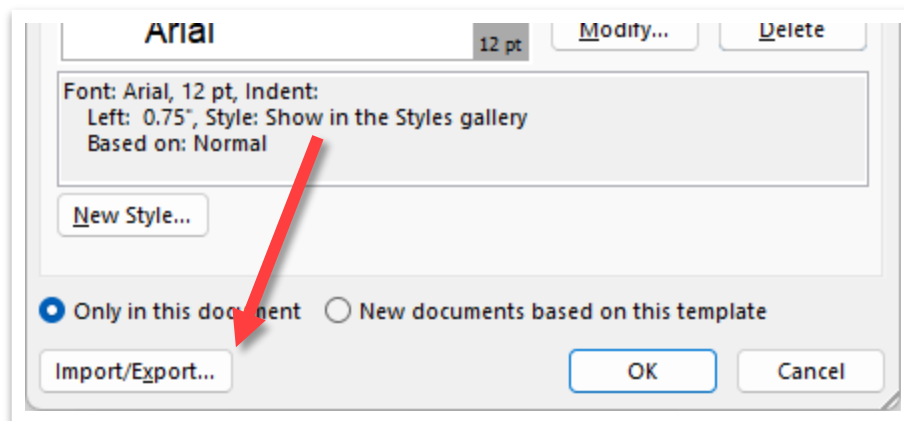
2. Open the **Manage Styles** Window.

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



3. Open the **Organizer** Window.

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



4. Copy over styles you want to export.

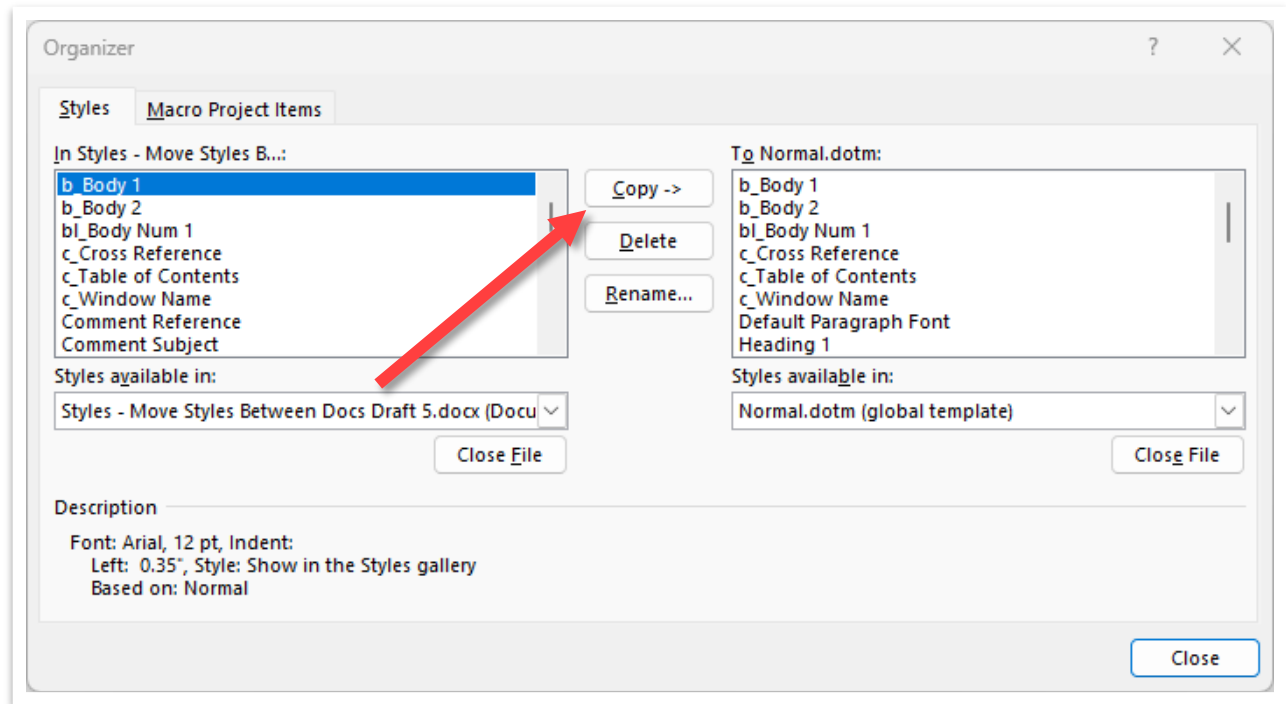
In the **Organizer** window:



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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

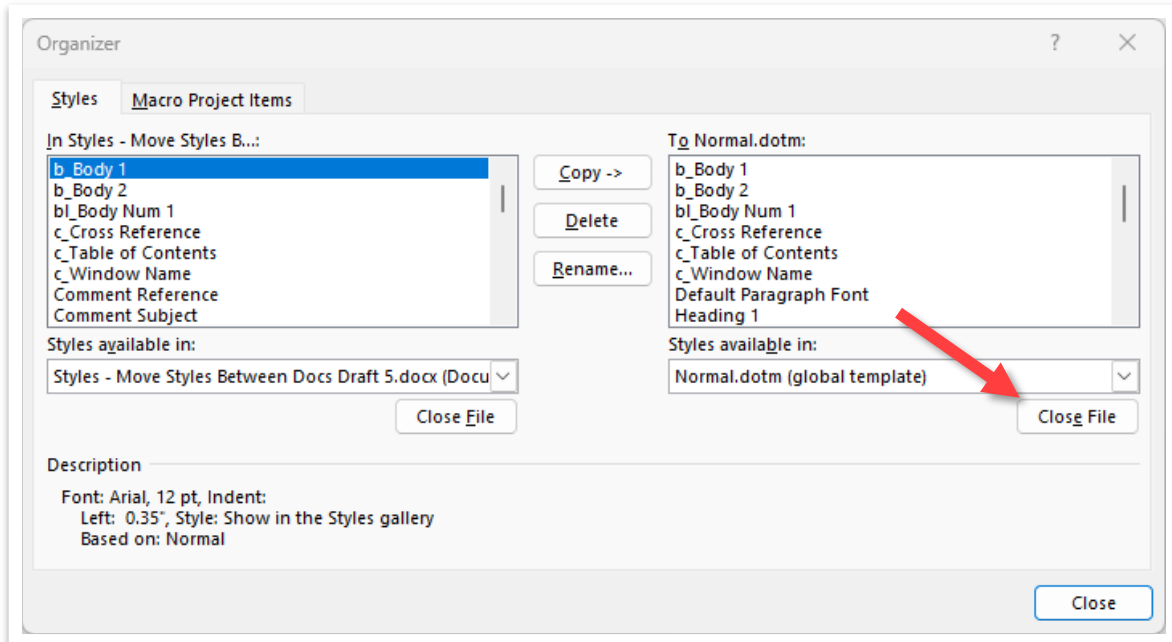
1. Navigate to the **Organizer** window.
Follow steps 1 through 3 from above.
2. Copy the styles you want from Normal.dotm. (See step 4 above.)

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

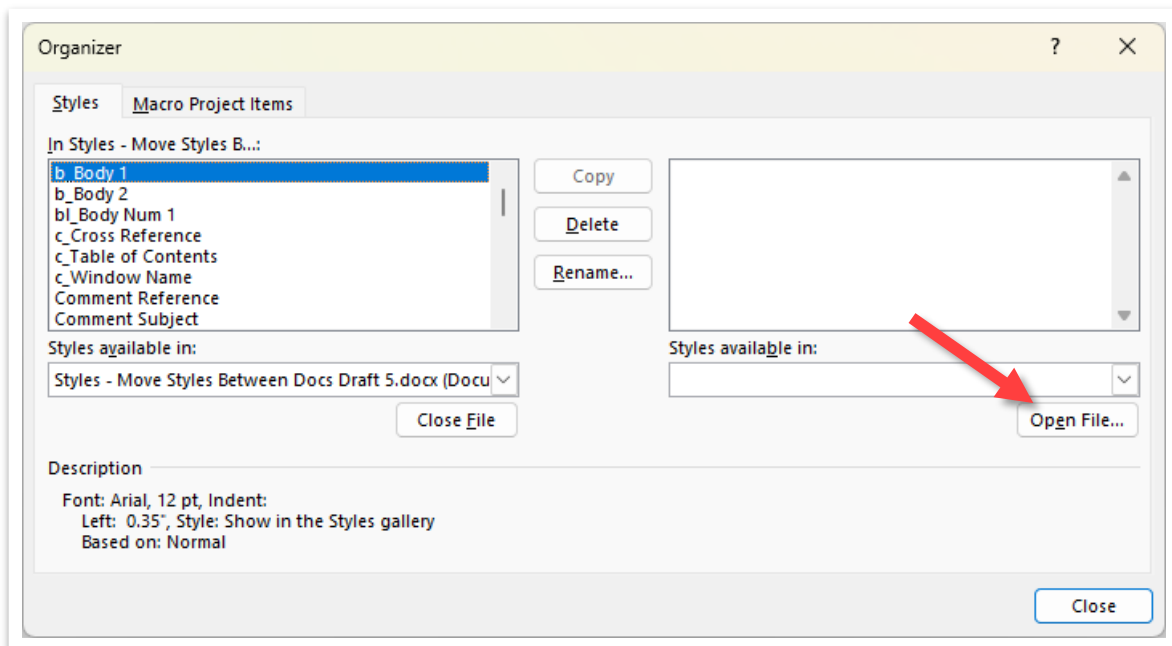


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1. Click **Close File** under the Normal.dotm section.



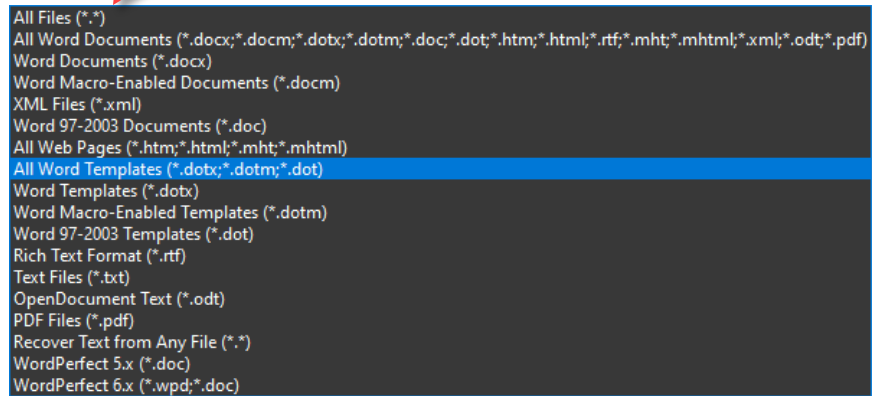
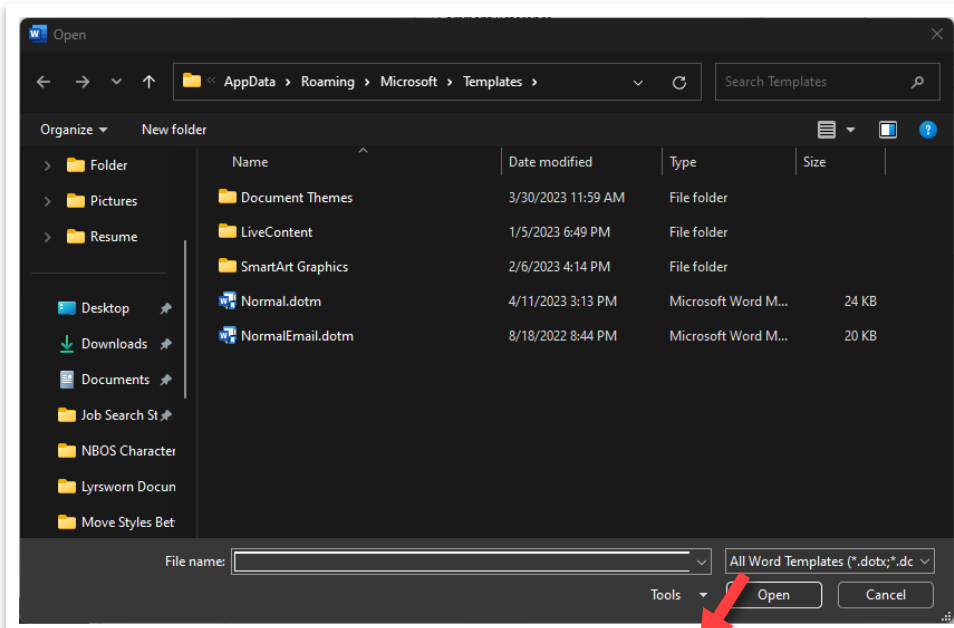
2. Click **Open File**. (Open File replaces Close File.)





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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.



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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.