%INDX %TYPE %NUMBR:

“CAZADOR” Stylesheet for OneDrive

# Formatting

## Titles

## AB10011 LECTURE2 ONE3: Introduction to the Course4

|  |  |  |  |
| --- | --- | --- | --- |
| 1: Course code written verbatim | 2: “LECTURE” / “SEMINAR” / “TUTORIAL”. In all caps | 3: “ONE” / “TWO” / “THREE” etc. Note the “:” | 4: Title |

## Filenames

## AB10011 Youtube2 NOTES3

|  |  |  |
| --- | --- | --- |
| 1: Course code written verbatim | 2: Source of file: seminar, Youtube etc. | 3: Filetype, e.g. “NOTES”, “TUTORIAL 01”, “TUTORIAL 02” etc. 0 is needed for alphabetical sort |

# About

## /kaθaˈdoɾ/ (noun)

|  |  |  |
| --- | --- | --- |
| « | [of Spanish origin]  a hunter;a person searching for something they seek - either to facilitate growth, become famous, or both. | » |

# Introduction

## Make your notes look good, the sequel.

This is CAZADOR, a stylesheet for Microsoft Word documents that is specially designed to work natively on OneDrive. OneDrive’s online version of Microsoft Word (i.e. this current platform you are on) is rather limited in terms of design capabilities compared to the Desktop App, but that doesn’t mean your documents have to use the insipid, uninspiring template that MS Word calls the default formatting!

Say hello to this stylesheet and give your docs (and eyes) a refreshing taste of the【 ａｅｓｔｈｅｔｉｃ 】.

# Usage

## within/across documents

To select a formatting style in a document, simply navigate to the Home tab (default) and select the desired formatting in the Styles tab (may need to select the dropdown to view all formatting available).

To apply this stylesheet to a new document, you must “Copy to” this stylesheet to the desired destination, then edit the stylesheet copy from there.

As of writing (JAN-2021), you cannot import stylesheets into an already existing document.

# Customisation

## Express your vibe.

You can modify this stylesheet and create your own if you want to change specific fonts! Here are the steps to do so:

1. Download this stylesheet as docx file
2. Open it up in your native Microsoft Word Desktop App
3. Under the Home tab, open the Styles tab in a new window.
4. Edit the fonts.
5. Once satisfied, right click the specific style (boxed up in the Styles tab) OR left click the dropdown for the specific style (listed in the Styles window) and select “Update Section to Match Selection”
6. Save and reupload the stylesheet as your own
7. Done!