Working with Styles

Quick Reference Guide(Version 1.0)

Copyright

Intended Audience (Optional)

This document is intended for all the employees in the CitiusTech who use CT Technical Documentation template to create documents.

Document Control

Version	1
Created by	Manoj Joshi
Updated by	Manoj Joshi
Reviewed by	Maneet Bhavnani
Date	9th Feb 2015
Earlier versions	NA

How to Use this Document

This guide provides a suggested workflow and step-by step procedure to use the pre-defined CitiusTech styles in the CitiusTech Technical Documentation template.

Before You Begin

To use this guide successfully, end-users must have a basic understanding of the Microsoft Word 2007 or 2010

Table of Contents

1.Styles

A style is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading.

Instead of using direct formatting, use styles to format your document so you can quickly and easily apply a set of formatting choices consistently throughout your document.

1.1 CT Styles

You can view the CT Styles in the Styles Quick View and Styles Task Pane. The following table displays a list of CitiusTech styles and their description.

Style Name	Description
CT_BodyText	Use to format body text
CT_Bullet 1	Use to format bulleted list at level 1
CT_Bullet 2	Use to format bulleted list at level 2
CT_Bullet 3	Use to format bulleted list at level 3
CT_List 1	Use to format numbered list at level 1
CT_List 2	Use to format numbered list at level 2
CT_List 3	Use to format numbered list at level 3
CTN_Heading 1	Use to format numbered heading at level 1
CTN_Heading 2	Use to format numbered heading at level 2
CTN_Heading 3	Use to format numbered heading at level 3
CTN_Heading 4	Use to format numbered heading at level 4
CTN_Heading 5	Use to format numbered heading at level 5
CT_Heading 1	Use to format unnumbered heading at level 1
CT_Heading 2	Use to format unnumbered heading at level 2
CT_Heading 3	Use to format unnumbered heading at level 3
CT_Heading 4	Use to format unnumbered heading at level 4
CT_Heading 5	Use to format unnumbered heading at level 5
CT_Title	Use to format title of the document
CT_SubTitle	Use to format the subtitle of the document
CT_Version	Use to format version number of the document
CT_Copyright_Text	Use to format copyright text

CT_Heading 2_NoTOC	Use to format Heading 2 which you don't want to appear in TOC
CT_Heading 3_NoTOC	Use to format Heading 3 which you don't want to appear in TOC
CT_Heading 4_NoTOC	Use to format Heading 4 which you don't want to appear in TOC
CT_Heading DI	Use to format Document Information headings which you don't want to appear in TOC
CT_Image_Cover Page	Use to format client logo on the Cover page.
CT_TOC Heading	Use to format TOC heading
CT_Image Body Text	Use to format image in body text
CT_Image_Level 1	Use to format image at text level 1
CT_Image_Level 2	Use to format image at text level 2
CT_Image_Level 3	Use to format image at text level 3
CT_Caption_Image_Body Text	Use to format caption for an image in body text
CT_Caption_Image_Level 1	Use to format the caption for an image at text level 1
CT_Caption_Image_Level 2	Use to format the caption for an image at text level 2
CT_Caption_Image_Level 3	Use to format the caption for an image at text level 3
CT_Key Info_Body Text	Use to format the key info in body text
CT_Key Info_Level 1	Use to format the key info at text level 1
CT_Key Info_Level 2	Use to format the key info at text level 2

CT_Key Info_Level 3	Use to format the key info at text level 3
CT_Note Body Text	Use to format the note in body text
CT_Note Level 1	Use to format the note at text level 1
CT_Note Level 2	Use to format the note at text level 2
CT_Note Level 3	Use to format the note at text level 3
CT_Caution Body Text	Use to format the caution in body text
CT_Caution Level1	Use to format the caution at text level 1
CT_Caution Level2	Use to format the caution at text level 2
CT_Caution Level3	Use to format the caution at text level 3
CT_Code in Text	Use to format the code in text
CT_Table Heading	Use to format the table heading
CT_Table Text	Use to format the table text
CT_Table Bulleted List 1	Use to format the bulleted list in table at level 1
CT_Table Bulleted List 2	Use to format the bulleted list in table at level s
CT_Table Numbered List 1	Use to format the numbered list in table at level 1
CT_Table Numbered List 2	Use to format the numbered list in table at level 2
CT Table Caption	Use to format the table caption
CT_Header	Use to format the header information in the document
CT_Footer	Use to format the footer information in the document
CT_Hyperlink	Use to format the hyperlink in the document
CT_Table of Figures	Use to format the TOC entries for Table of figures.

1.2 Navigating to Styles Quick View

To navigate to **Styles Quick View**,

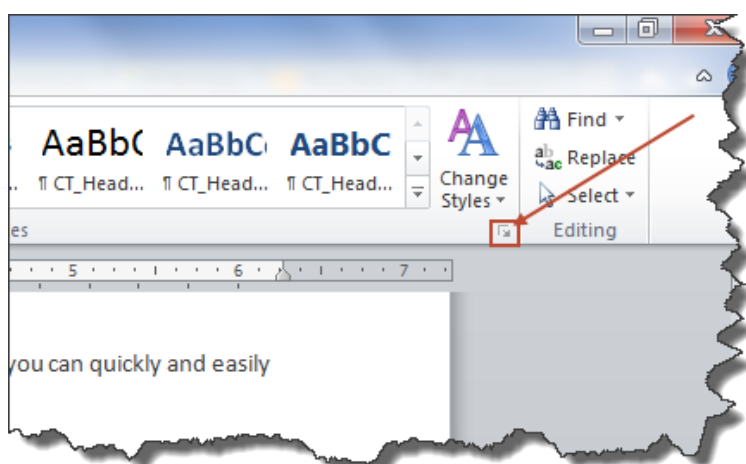1. On the **Home** tab, go to the **Styles** section.

Figure 1 - Styles Quick View

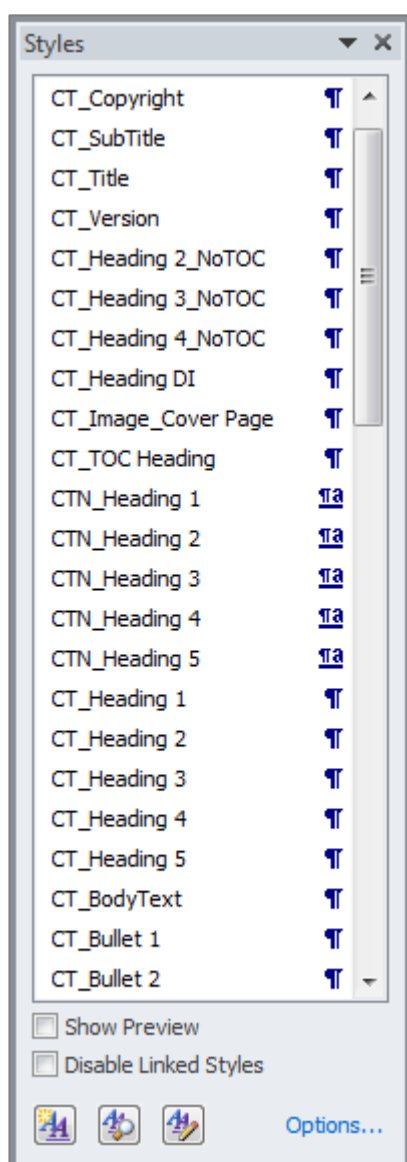## 1.3 Navigating to Styles Task Pane

To navigate to the **Styles Task Pane**,

1. On the **Home** tab, go the **Styles** section.
2. Clicking the **Styles Dialog Box Launcher** (the small arrow at the bottom of the Styles group on the Home tab of the Ribbon).
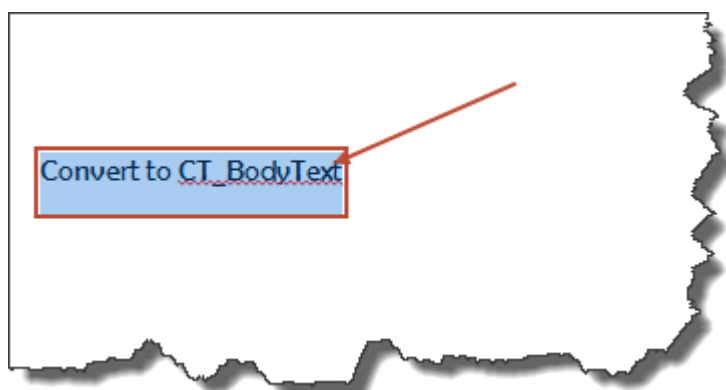

The **Styles Task Pane** displays.

Figure 2 - Styles Task Pane

1.4 Using CT_BodyText Style
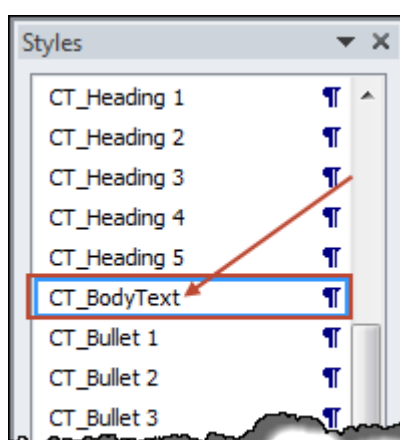
The CT BodyText Style is the most commonly used style for formatting the normal text in the document.

To use **CT_BodyText style**,

1. Select the text you want to apply **CT BodyText** style.

2. Click the **CT_BodyText** from the **Styles Task Pane**.

The selected text gets converted to CT_BodyText style.

Use CT_Bullet 1 style for bulleted list at level 1

Use CT_Bullet 2 style for bulleted list at level 2

Use CT_Bullet 3 style for bulleted list at level 3

Use CT_List 1 style for numbered list at level 1

Use CT_List 2 style for numbered list at level 2

Use CT_List 3 style for numbered list at level 3

1.5 Using CT Heading Styles

The CT Heading Styles available for the selection are:

- Numbered Heading Styles

    o   CTN_Heading 1
    o   CTN_Heading 2
    o   CTN_Heading 3
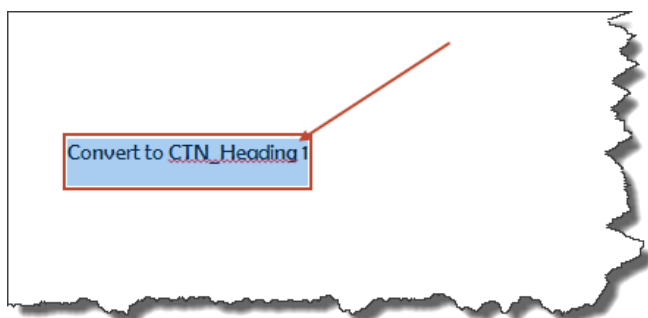   o   CTN_Heading 4
    o   CTN_Heading 5

- Unnumbered Heading Styles

  o CT_Heading 1
  o CT_Heading 2
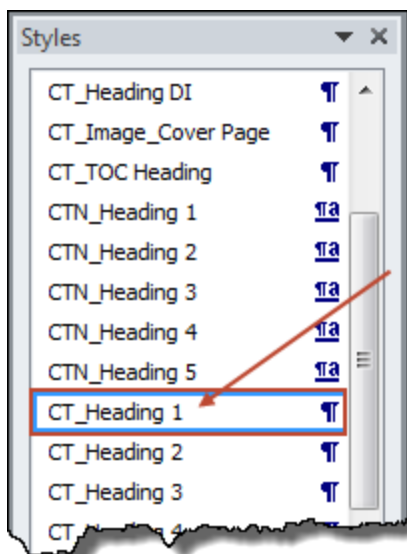 o CT_Heading 3
  o CT_Heading 4
  o CT_Heading 5

Let us understand the process of converting to CT Heading Styles.

To use CTN_Heading 1 style, use the following steps:

1. Select the text you want to apply **CT_Heading 1** style.

2. Click the **CTN_Heading 1** from the **Styles Task Pane**.

The selected text gets converted to CTN_Heading 1 style.

1.6 Using Image Styles

After you insert an image in the document, apply the Image Styles as per the preceding text.

The CT Image Styles available for selection are:

- CT_Image_Body_Text
- CT_Image_Level 1
- CT_Image_Level 2

- CT_Image_Level 3

The CT Image Caption Styles available for selection are:

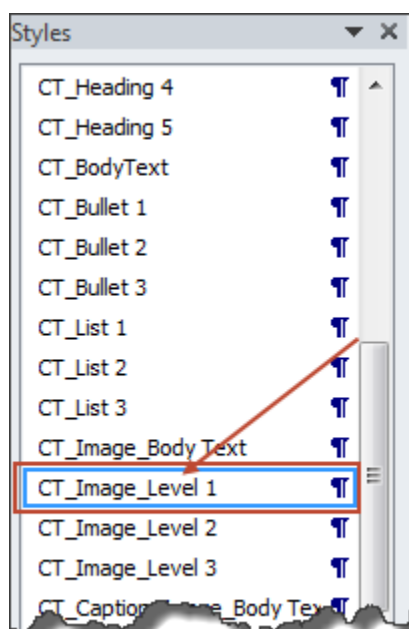*Add the CT Image Caption Style to add captions for an image.*

- CT_Caption_Image_Body_Text
- CT_Caption_Image_Level 1
- CT_Caption_Image_Level 2
- CT_Caption_Image_Level 3

To use CT_Image_Level 1 style, use the following steps:

1. Select the text you want to apply **CT_Image_Level 1** style.

2. Click the **CT_Image_Level 1** from the **Styles Task Pane**.

The selected text gets converted to **CT_Image_Level 1** style.

Similarly you can use all the CT Styles and convert the text in CT formation as per the requirements.

CitiusTech

2. Exercises

2.1 Applying Styles in Document

- Write a text in the CT technical documentation template or if you already have the document ready then paste it in the CT technical documentation template.
- Apply the appropriate styles to the sections in the document.

2.2 Performing Language Review

Check the document for following points:

- Usage of Active voice

- Use Present Tense wherever possible

- Keep Paragraphs small

- Practice Gender Neutrality

- Use Action Verbs

- All images and tables need to move with text

- Use a portion of the screenshot if you need to display a particular section of a screenshot