Paragraphs and Styles

Paragraph Secrets

OK. They're really aren't secrets. But I did get your attention right?

It's just that there are certain paragraph characteristics that needs to be addressed

- When working with the Show/Hide Feature turned on and seeing only a paragraph mark, **(¶)** this is still a paragraph. In other words, a paragraph in Word doesn't necessarily have to include a word.

- There's always an empty paragraph mark at the end of every Word document. This last mark contains all codes and formatting included in the document. Being aware of this feature can provide a valuable remedy for corrupt documents.

- When pressing the ENTER button after another paragraph, the text you'll be typing will inherit the same formatting as the previous paragraph.

   For example; let's say your typing text that's bold and centered. When you press the ENTER Button the text will continue being bold and centered.

Paragraph Formatting

There are two ways to format a paragraph

Directly, or use Styles

The Styles Group

Of all the functions Word offers, Styles is the most frequently used. Books have been written on using Word Styles so read on.

In a nutshell, Styles are Paragraph and Font Formats that are saved and given a name. This name reflects the purpose of the Style.

Frequently used Styles

Word comes with a gazillion of Styles. Below is an example of the most popular Styles used in Legal Documents.

Name	Format (or Font Attribute)
Title	26 Font size Calibri Light (Headings) Regular Blue Blue Bottom Paragraph Border 0 Before Paragraph 15 After Paragraph Single Space Left Indent at 0"

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Name	Format (or Font Attribute)
Body Text is usually applied in the body of a document	11 Font Size Calibri Body Regular Black 0 pt Before Paragraph 6 pt After Paragraph Line Spacing Multiple at 1.08 Left Indent at 0"
Heading 1	14 Font Size Calibri Light Bold Blue 24 pt Before Paragraph 0 pt After Paragraph Line Spacing Multiple at 1.08 Left Indent at 0" Keep with Next Keep Lines Together
Heading 2	13 Font Size Calibri Light Regular Blue 10 pt Before Paragraph 0 pt After Paragraph Line Spacing Multiple at 1.08 Left Indent at 0" Keep with Next Keep Lines Together
Headings 3	11 Font Size Calibri Light Bold Blue 10 pt Before Paragraph 0 pt After Paragraph Line Spacing Multiple at 1.08 Left Indent at 0" Keep with Next Keep Lines Together

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Name	Format (or Font Attribute)
Signature	11 Font Size Calibri (Body) Regular Black 0 pt Before Paragraph 0 pt After Paragraph Line Spacing :Single Left Indent at 3"

As mentioned earlier, when formatting very long documents that include levels of Outline Number it's extremely helpful to use Heading Styles. Not only will the numbering appear automatically in sequential order, but a Table of Contents can be easily created.

Why use Styles

Used properly, Styles can be a big timesaver for several reasons:

1. Instead of modifying each paragraph's formatting, apply a Style. If later on the formatting for these paragraphs need to be changed, just modify the Style. This way all paragraphs formatted in this Style will reflect the modifications at the same time.

2. Numbered paragraphs will automatically update according to edits made within a document.

3. When Heading Styles are used, that same text these Styles are applied to easily generate a Table of Contents.

Please take the time to educate yourself about this feature. Doing so can save you a lot of frustration.

Some Additional Notes on Styles

- New Styles can be created
- All Styles can be modified.

Types of Styles

Microsoft states the MS Word offers two main types of Styles

- Paragraph (includes numbered and bullet lists)
- Characters

For the purpose of this manual, when referring to Styles, we're really talking about Paragraph Styles.
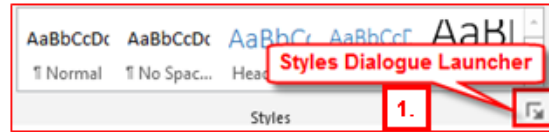
Paragraphs and Styles

Linked Styles

Linked Styles were introduced in Word 2007. These are a combination of Paragraph and Character Styles. Unfortunately, this feature has a reputation for being unstable. The good news is ou cayn disable Linked Styles.

Disabling Linked Styles

1. Display the Styles Pane by clicking on the **Dialog Launcher** within the Styles Group
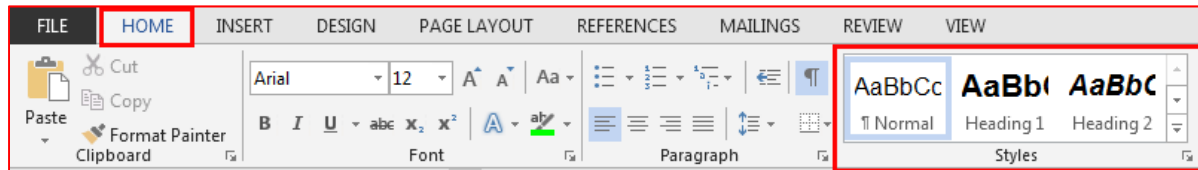
When the **Styles Pane** appears,

2. Place a check mark beside the **Disable Linked Style**s Option

Nothing appears to change. However, going forward, Linked Styles will be disabled.

Style Tools

All the tools used for Styles are found in the Styles Group within the Home Ribbon

From here, you can use either

- The **Styles Gallery**,

    or

- The **Styles Dialog Launcher Button**

The steps for using Styles are:

- Applying a Style,
- Modifying a Style

It doesn't matter what order is used.

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Applying a Style

If your document has a Title, you can apply the Title Style to that text. Listed here are several ways to apply a Style. You can decide which method you prefer to use.

1. First, click anywhere into the text then apply the Style.

Method 1: Applying a Style from the Styles Gallery

Then…..

2. Go to the **Styles Gallery**,

3. Look for the **Title Style**

4. Click on it
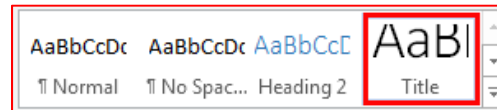
In case the Title Style does not appear in the Styles Gallery,

> Click on the **down arrow** from the upper left corner to locate the **Title Style**
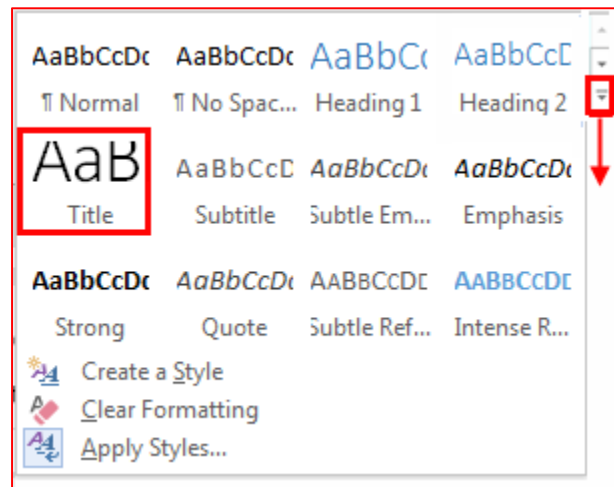
The **Title Style** will be applied to the text the insertion point was at.

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Method 2: Applying a Style from the Styles Pane

Another way to apply the Title Style,

Or

In case the Title Style does not appear in the Styles Gallery,

2. Click the **Styles Dialog Launcher Button**

The **Styles Dialog Pane** will display

3. Locate the **Title Style**

4. Click on it
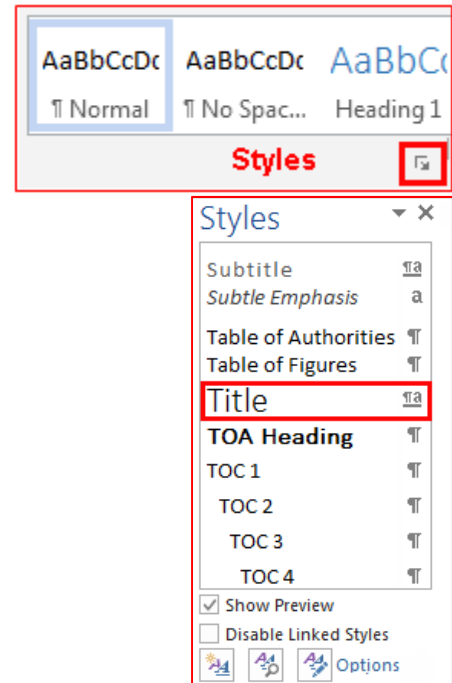
The **Title Style** will be applied to the text the insertion point was at.

Method 3: A Helpful Keystroke
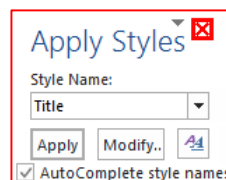
1. By typing a keystroke; **Ctrl+Shft+ S**

   The **Apply Styles Window** appears

2. Type the Style's Name. In this case, type: Title

3. Then click the **Apply** Button
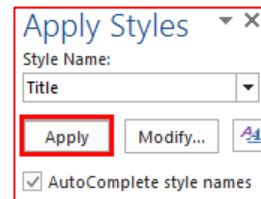
The **Title Style** will be applied to the text the insertion point was at.

Please note:

The **Apply Styles Window** will not disappear. If you are no longer going to use it, click on the **X** in the upper right hand corner so it will disappear.

Paragraphs and Styles

Modifying a Style

A Style's formatting isn't written in stone. It can be modified. For example…..

In the screenshot here, the Heading 1 Style has been applied to each indicated text. However, let's suppose it's preferred to have the text Centered and the Font color black and not blue. Instead of reformatting each word the Heading 1 Style is applied to, all that needs to be done is to edit or modify the Heading 1 Style.   This way, all paragraphs in the Heading 1 Style will automatically update to reflect the new formatting.
Directly editing the Style instead of the text is a big timesaver.
This is the beauty of using Styles
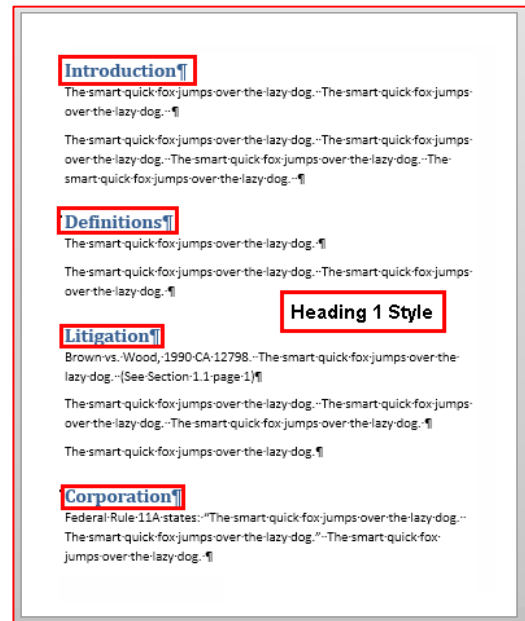
There are several ways to Modify a Style.

Method 1: Right-Clicking on the Quick Menu

1. Place cursor in any one of the paragraphs formatted in the Heading 1. This will cause the Heading 1 Style listed in the Quick Menu to become highlighted.

2. Right-click the Heading 1 Style within the Quick Style Menu
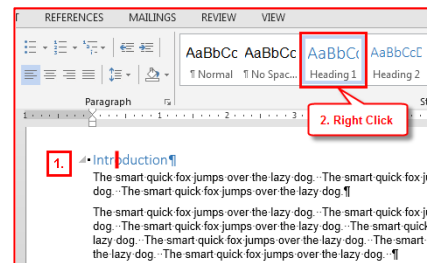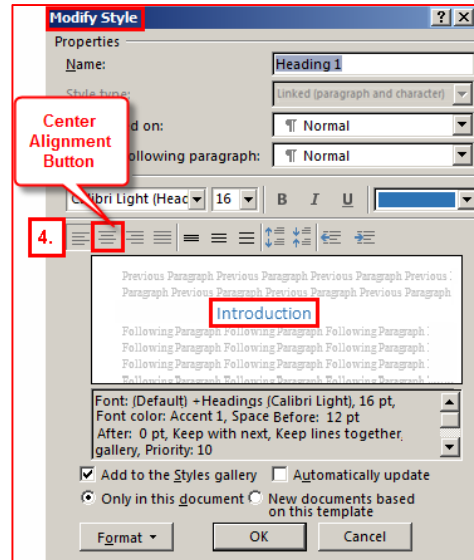
A Menu appears

3. Click the **Modify** Option
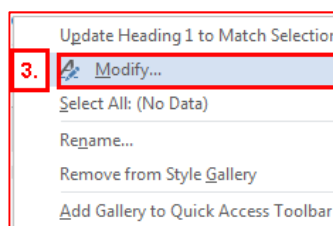
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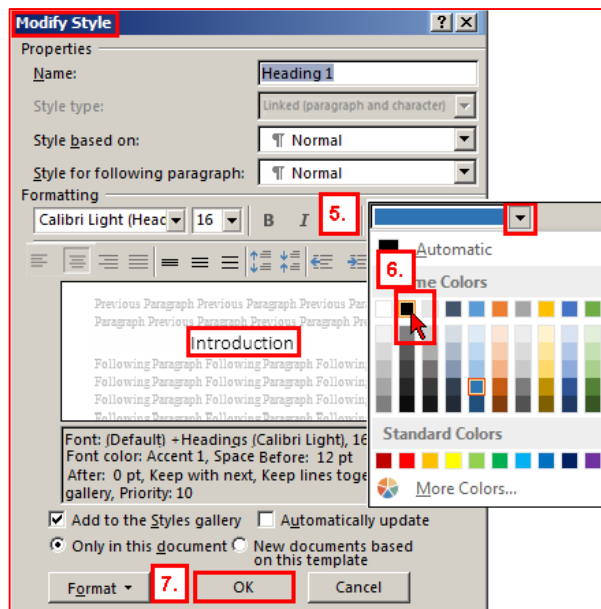The **Modify Style Window** appears

To Center the text.

4. Click the **Center Alignment Button**

The text in the Preview Area will display the text as Centered

Next, to change the Font Color,

5. Click the down arrow to the left of the Font Color Field

6. Click the Black Square. The text in the Preview Area will display the text as Black

7. Click the **OK** Button

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The Modify Window disappears and you'll be back in the document.

All text in the Heading 1 Style will appear Centered and in a Black Font Color

Another way to Modify a Style

Method 2: Right-Clicking on the Styles Pane

1. Make sure cursor is in any of the paragraphs formatted in the Heading 1 Style
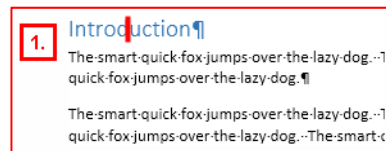
For this Method we'll need to display the Styles Pane.

2. Click on the **Dialog Launcher Button** located on the lower left of the Styles Group
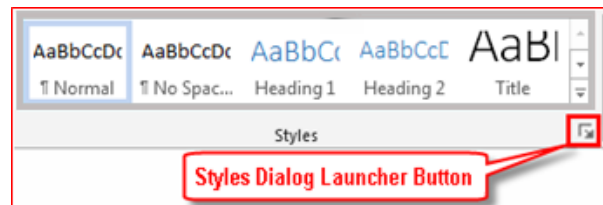
The **Styles Pane** will appear.

Because the cursor is positioned in a paragraph formatted in the Heading 1 Style, the Heading 1 Style is highlighted within the Styles Pane.
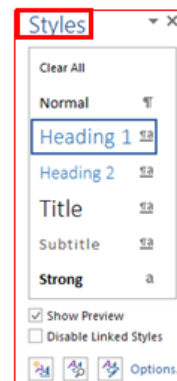
3. Hover pointer over the listed Heading 1 Style

   A **Pull-down Arrow** appears

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4. Click over the Pull-Down Arrow. A Menu displays
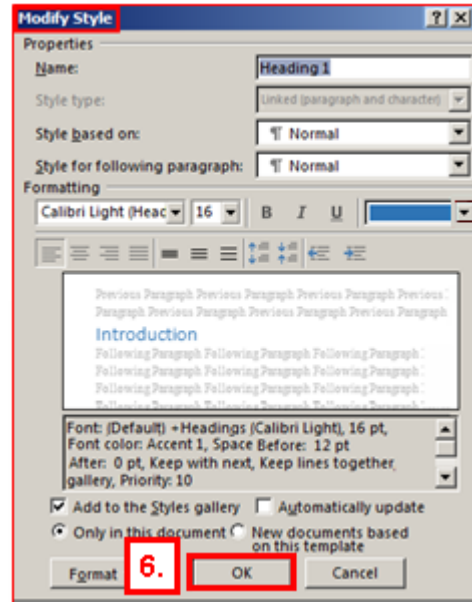5. Select the Modify Option
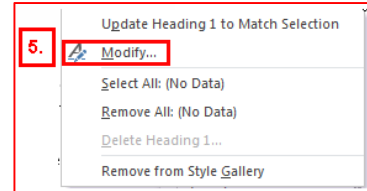
The **Modify Style Window** appears.

Please Note:

This is the same Window that appears when modifying a Style from the Quick Style Menu

From here, by following the same directions mentioned in the previous method located on page you can:

- Center the Text
     And
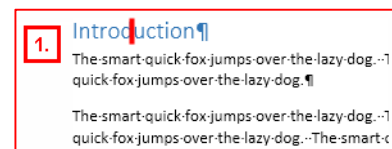- Change the Font Color

6. When finished, click **OK**

As already mention during the previous method,
- The Modify Window will disappear,
   and
- All text in the Heading 1 Style will appear modified

Method 3: Modify then Update Style

You can also modify a Style by first directly formatting the text then updating the Style it's in. Using the same Heading 1 Style example will again center and change the color of the text

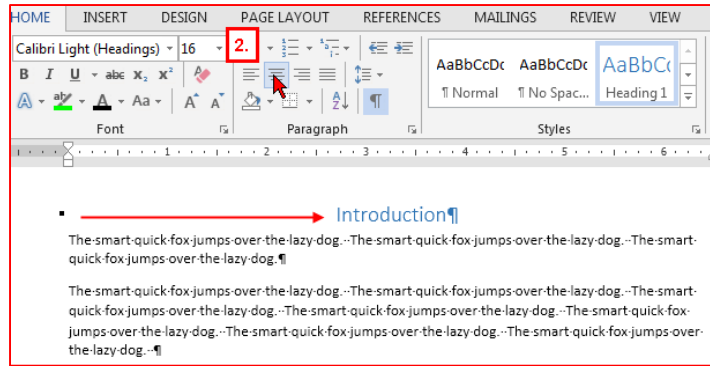1. Click into any of the Heading 1 Styled Paragraphs

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2. **Center** the text

The screenshot here shows how clicking the **Center Alignment Button** from the Home Ribbon will Center the text.

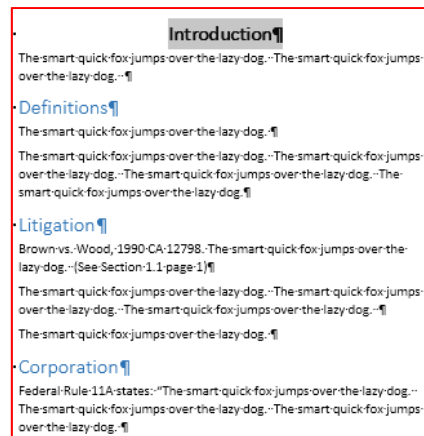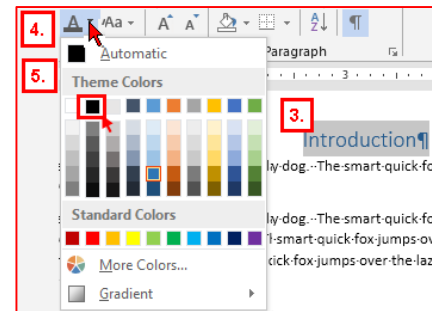Using the keystroke **Ctrl+E** will also Center the text.

Change the Font Color by

3. Selecting the entire paragraph

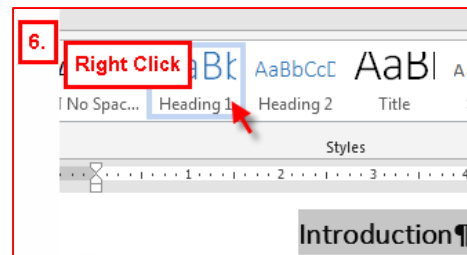4. Clicking the **Font Color Button** from within the Home Ribbon's Font Group,
   And

5. Click the **Black Square** to set the Font color to Black

- The **Color Pull Down Menu** disappears,
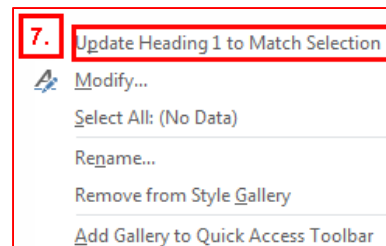 and
- The text appears in its modified format

From the **Home Ribbon**, look at the **Quick Style Menu**, notice the **Heading 1 Style is selected**

6. **Right click** on it

A menu appears displaying different options.
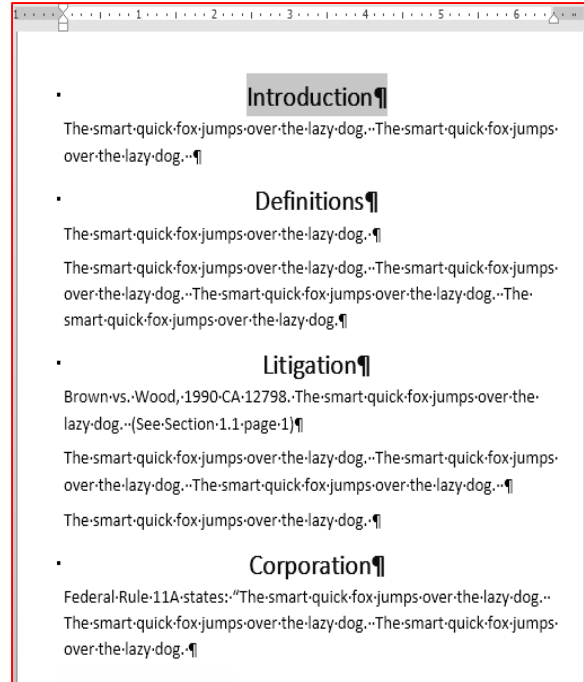
Select the option:

Update Heading 1 to Match Selection

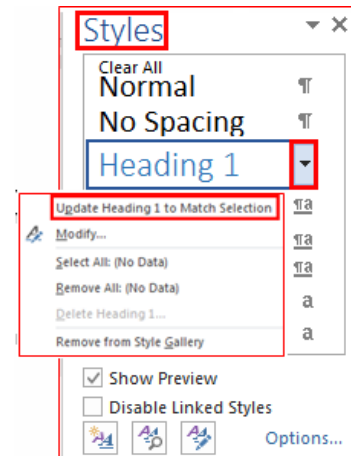Legal Transitions®

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The menu goes away.

All text in the Heading 1 Style will reflect modifications

Please note:

This same menu is also available in the Styles Pane, by clicking the down arrow to the left of the Styles' name

If you click the **Exit** Feature, the Word Program will close. To go back to view the document you're editing, click any of the items listed in the Tab Bar