

CHAPTER 14: STYLES & TEMPLATES

“It is most true—*stylus virum arguit*—our style betrays us.”


– Robert Burton

Styles and Templates are the very heart of productivity, for they can automate many routine tasks, so you don’t have to “reinvent the wheel” every time you format a document.

FORMAT PAINTING

You may want to apply the formatting of one paragraph to another. For example, you may have taken great pains to get a heading just right—you’ve changed its size, font, alignment, color, and so on. To apply all those changes to a subsequent heading would be tedious. Instead, you can paint the format of the first to the second in a flash by using the mouse:

Step 1: Place the insertion point in the *formatted* paragraph.

Step 2: Click the Format Painter icon, .

- As you pass your pointer over the document, it will change from the familiar I-beam to a paintbrush.

Step 3: Scroll to the section to which the format should be applied.

Step 4: Click and drag the pointer to *paint over the text*.

- When you release the mouse button, Word reformats this text to match the original.

This mouse method has one drawback: it can only paint the format once. To paint another section, you must repeat each step. There is a keyboard method that does not have this limitation:


Step 1: With the cursor within the text containing the formatting you want to copy, press **Ctrl** **Shift** **C**. This copies the formatting, but not the text.

Step 2: Select the text to be formatted.

Step 3: Press **Ctrl** **Shift** **V** to paint the formatting.

AUTO TEXT FORMATTING

As you recall, either:


- clicking , or,
- pressing **Ctrl** **Shift** *****

displays control characters in your text. For example, a carriage return is indicated with a ¶.


If you copy text, you may have run into a problem getting the copied material to retain its formatting, or, conversely, to acquire the formatting of its new location.


The ¶ does more than just indicate a carriage return. It contains the formatting code for the preceding paragraph.

If you copy a selection *without* its corresponding ¶, the selection will assume the new location’s formatting. If you copy a selection *with* its corresponding ¶, the selection will retain its old formatting.

If you are unsure of how much text to select to include the paragraph symbol, simply click the Show/Hide icon, , on the Standard toolbar to see precisely where the paragraph symbol lies. We can illustrate how this works with AutoText.

AutoText (Without Paragraph Formatting)

First, create a brief, heavily formatted paragraph. Use the centering icon, , to center the paragraph.

Step 1: Click the  on the Standard toolbar to show the formatting marks.

Step 2: Select the paragraph—but *do not include* the ¶ at the end.

Step 3: Press **Alt** **F3**.

Step 4: Name your AutoText entry.





Step 5: Click .

Now, in your document, start typing the name of the AutoText entry, and, when it appears in the yellow bubble, press **Enter**. The result? The text will process all of the *text* formatting characteristics, but none of the *paragraph* formatting—such as the centering.



AutoText (With Paragraph Formatting)

Now, let's include formatting with the AutoText.


Step 1: To show the control characters, either:


- click , or,
- press   

Step 2: Select the paragraph—and *include* the ¶ at the end.

Step 3: Press  .

Step 4: Name your AutoText entry.

Step 5: Click .





Notice that the only change is including the ¶ in Step 2. Now, in your document, start typing the name of the AutoText entry, and, when it appears in the yellow bubble, press . The result? The text will process all of the *text* formatting characteristics, *and all* of the *paragraph* formatting—such as the centering—as well.

As you can see, it is the ¶ that contains the paragraph formatting. We can use this concept to override styles.

OVERRIDING STYLES


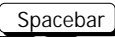


Although the styles recorded in **NORMAL.DOT** will be used throughout your document, you can override an aspect of an individual paragraph's style, or even a single word's style if you like, by selecting it and changing the property. After making changes, you can revert to the standard formatting:

Step 1: Either:

- click  on the Standard toolbar, or,
- press   

to show the paragraph marks.

Step 2: Select the paragraph—and *include* its paragraph mark, ¶.

Step 3: Press   to remove special character formatting or   to remove paragraph formatting.

STYLES

Styles are a set of pre-existing formats. A style may include predefined paragraph and character formatting

(spacing, font type and size, and so on) that you can apply to a given paragraph. To apply a style:

Step 1: Put the cursor in the paragraph to be formatted.

Step 2: Expand the Styles Name drop-down box, seen in Figure 436.

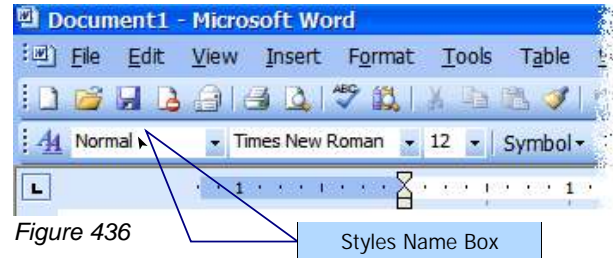


Figure 436

Step 3: Select a style from the list seen in Figure 437.

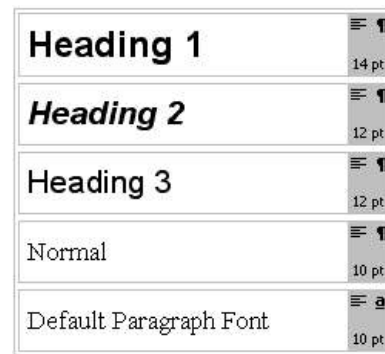



Figure 437

XP STYLES TASK PANEL

You can also access Styles through Word XP's Task Panel: to display the Styles Task Panel, click the Styles and Formatting icon, , on the Formatting toolbar:



HEADING STYLES

There are many, many built-in styles, but the Heading styles are especially important. As with all styles, Heading styles produce a uniform, professional look and a more useable document. They are easier to apply and to edit than individual formats scattered throughout a document. In addition, Heading styles have a few usual features that set them apart from other styles:

- they facilitate the creation of automated features, such as tables of contents;
- they allow faster navigation, via the Document Map feature; and,
- they allow one-step PowerPoint creation.

APPLYING HEADING STYLES

Heading styles are so important that there are several short-cuts available to apply them in a hurry. Place the cursor anywhere in the heading, and then:

- press **Ctrl** **Alt** **1** to apply Heading 1;
- press **Ctrl** **Alt** **2** to apply Heading 2; and,
- press **Ctrl** **Alt** **3** to apply Heading 3.

Here's a slightly different approach. Again, place the cursor anywhere in the heading, and then:

- press **Alt** **Shift** **→** to toggle from Heading 1 through Heading 9; or,
- press **Alt** **Shift** **←** to toggle back, from Heading 9 to 1.

ANOTHER SHORTCUT

Word provides another shortcut for creating headings in a hurry. First, you may have to adjust a Word default:

Step 1: From the pull-down menu, select **T**ools, **A**utoCorrect.

Step 2: On the “AutoFormat As You Type” tab, under **A**pply as you type, select the **H**eadings check box and click **OK**.

Step 3: Type your header again and press **↵** twice quickly.

Now, we can try the shortcut:

Step 1: Type a header.

Step 2: Press **↵** twice, very quickly.

Word will apply the Heading 1 style to the sentence.

There is an unusual quirk to this feature. Word will not apply the Header style to a sentence that includes punctuation at the end of the sentence. This protects you from accidentally turning routine sentences into headings. If you type:

What, me worry

it gets converted to a heading, but if you type:

What, me worry?

it won't be converted.

TABLE OF CONTENTS

If you have used the Heading styles, Word can use these styles to build an automated Table of Contents (TOC):

Step 1: Place the cursor where you want the Table of Contents to appear.

Step 2: From the pull-down menu, select **I**nsert, **R**eference, **I**ndex and **T**ables.

- Note: prior to Word XP, it was **I**nsert, **I**ndex and **T**ables.

Step 3: On the Table of **C**ontents tab, select the type of TOC you want to use from the **F**ormats: list.

Step 4: Click **OK** to create the TOC.

Step 5: Select a font style and title your table of contents.

The resulting Table of Contents is not dynamic. As you change your document, you will have to manually update the Table of Contents field:

- To update an individual field, you can place your cursor in that field and press **F9**.
- To update all fields in a document, press **Ctrl** **A** to select the entire document and then press **F9**.

UPDATE BEFORE PRINTING

To make sure all fields—including the Table of Contents—are always updated before they are printed out:

Step 1: From the pull-down menu, select **T**ools, **O**ptions.


Step 2: On the **P**rint tab, select the **U**ppdate fields check box.

Step 3: Click  to close the dialog.

DOCUMENT MAP

It can be difficult to navigate through a large document, as you page down repeatedly or search in vain for the bookmark that you forgot to create. Obviously, applying Headings styles helps you navigate visually, but it does much more than that:

Step 1: Either:

- from the pull-down menu, select **V**iew, **D**ocument Map; or,
- click the Document Map icon, 

The Document Map will appear along the left, displaying all the Headings (i.e., all of the paragraphs where Heading 1, Heading 2 or Heading 3 styles have been applied).

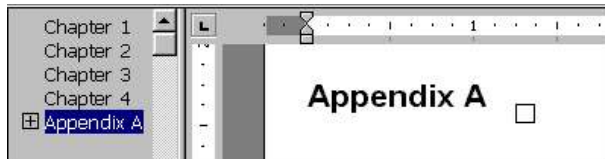




Figure 441

Step 2: To jump to one of the Headings in the document, click its counterpart in the Document Map.

- Note that any subsidiary lists can be expanded by clicking the  or collapsed by clicking the , as in any Explorer window.

You can press **F6** to toggle between the left and right panes. For example, if you are typing in the document, press **F6** to switch to the Document Map, use **↑** or **↓** to navigate the list, and press **↵** to select the element in question.

OPTIONS

If your document is very large, scrolling through the

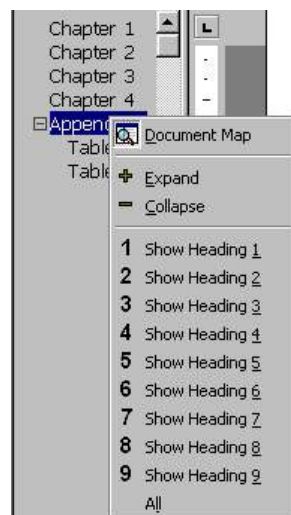




Figure 442

Document Map may be a trip in itself. To help, you can condense the Map to display only Heading 1 items, Headings 1 and 2, and so on:

Step 1: Either:

-  right-click a Heading in the Document Map; or,
-  press **Shift** **F10**.

Step 2: Select the highest level that you want to appear (e.g., selecting “Show Heading 4” will display all of the entries marked with Heading 1, Heading 2, Heading 3 and Heading 4).

SEND TO POWERPOINT

If you have ever witnessed a presentation of a report, where the order of the slides did not correspond to the printed document, you know what a mess can result, as the audience frantically pages through the document, paying less and less attention to the speaker. Of course, putting together a PowerPoint presentation is not always easy in the first place. If you have used Word’s Heading styles, you can kill both of these birds with one stone:


Step 1: Open the document in Word (you need not open PowerPoint).

Step 2: From the pull-down menu, select **F**ile, **S**end **T**o, **M**icrosoft Office **P**owerPoint.

Word will open PowerPoint and export your document to a new presentation. Each Heading 1 becomes a title of a separate slide. Each Heading 2 becomes a bullet point, and each Heading 3 becomes a sub-point. The original Word document and the PowerPoint document are not linked; whatever you do to one at this point will not affect the other. The PowerPoint presentation will be a little bland—you will undoubtedly want to apply a slide design, transitions, images, sounds, and so on, but you will have the major points presented, in order, which can save you a lot of headaches.

MORE STYLE OPTIONS

The list in Figure 437 does not contain the entire set of available styles. To see this list, hold down **Shift** as you click to expand the styles combo box.

 You can also call up the complete list of styles by pressing **Ctrl** **Shift** **S**. Press **↑** or **↓** to navigate the list, and press **↵** to apply the selected style.

The styles are listed in predefined groups:

- caption, heading, and title styles;
- the normal style;
- user-defined styles, excluding existing styles that you have modified
- block text, body text, and plain text styles;
- list bullet and list number styles; and,
- all other pre-installed styles.

Styles are listed alphabetically within each group.

CREATE CUSTOM STYLES

Let's say that you have formatted a heading exactly the way you want it, and you want to apply these formats to many other headings. One method would be to use the Format Painter. There are two drawbacks to this. It is time consuming, and making subsequent minor changes would be a daunting task.

One solution is to turn this formatting into a custom style. There are two general methods.

Step 1: Place your cursor in the formatted paragraph.

Step 2: Click in the Styles Name box, seen in Figure 436.

Step 3: Replace the word "Normal" with the new name of your style.

- A style name can be up to 253 characters long, including spaces, but it cannot contain punctuation.

Step 4: Press .

From now on, the new style will be available *to this document*.

ALTERNATIVE METHOD

Step 1: From the pull-down menu, select **Format, Style**.

Step 2: In the resulting dialog box, click .

Step 3: Name the style in the New Style dialog box, seen in Figure 443.



Figure 443

Step 4: Select the "Add to template" checkbox.

Step 5: Click , and select **Font**.

Step 6: Select the font, font size, and whatever other properties you would like, and click .

Step 7: Click again and select **Paragraph**, or any other category you want to change.

Step 8: Set the format, and click .

Step 9: When you have finished, click .

From now on, the newly created style will appear in the Style box for documents based on that template.

MODIFY STYLES

To modify a custom style:

Step 1: Place your cursor within the text formatted by the style you want to change.

- The name of the style will appear in the Style Name box.

Step 2: Change any aspect of the format.

- When you make the change, Word will display the dialog in Figure 444.

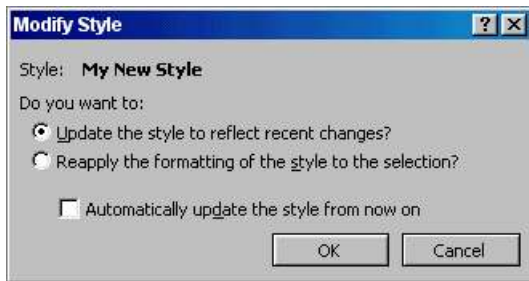


Figure 444

Step 3: If you select the “Update the style to reflect recent changes” option, each instance of that style in your document will be changed.

- You can make this the default by selecting the “Automatically update the style from now on” check box.

Step 4: Click  to apply your changes and close the dialog.

FIND & REPLACE FORMATTING (XP)

Now that you understand how to edit styles, you will appreciate a new tool, introduced in Word XP, to change styles on multiple blocks of text simultaneously. Simply right-click any block of text and select Select Text With Similar Formatting from the pop-up menu.

DEPENDENT STYLES

Some styles are dependent upon other styles. For example, if you create a new style, it’s style will be:

"Normal + Fontbold + . . . "

and so on. This implies that if you subsequently change the “Normal” style, every style that is dependent upon it will change also.

STYLE INFORMATION

If you look carefully in the drop-down list of styles, you can get a lot of information about each style, as you can see in Figure 445.

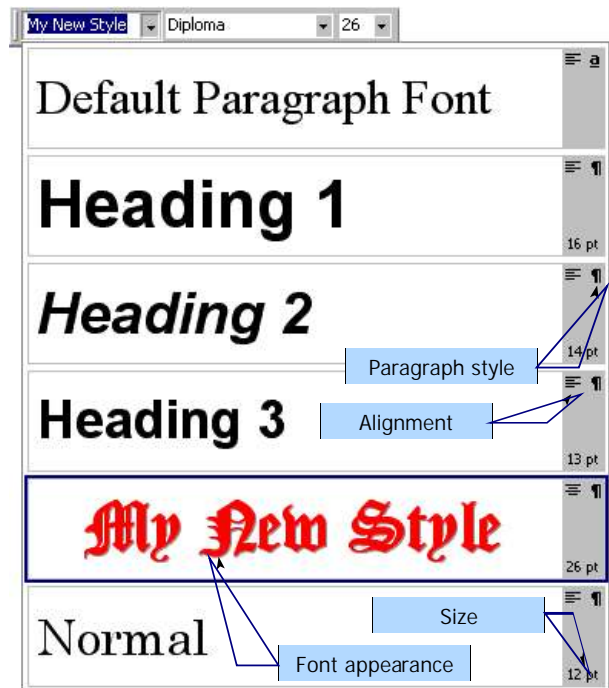


Figure 445

MORE DETAIL

To see more details, select **F**ormat, **S**tyle. When the Style dialog box appears, select the style you’d like to examine. The dialog box will display the characteristics of the selected style.


ORGANIZING STYLES

Styles are stored within the document. To copy the styles from one document to the **NORMAL.DOT** template:

Step 1: Open the document.

Step 2: From the pull-down menu, select **F**ormat, **S**tyle.

Step 3: Click .

Step 4: Select the styles to be copied **I**n Document1 and click , as shown in Figure 446.

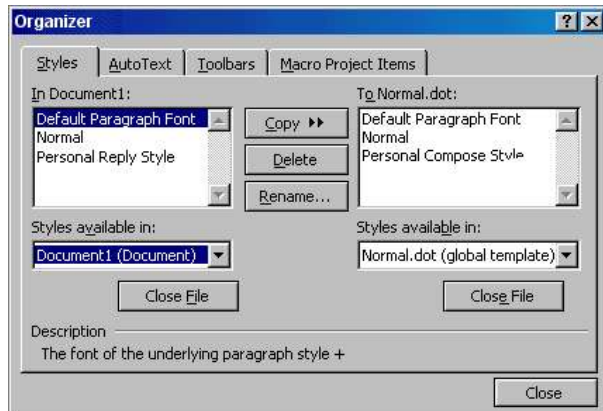
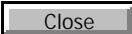


Figure 446

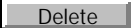
- If **NORMAL.DOT** already contains a style with that name, you will be asked if you want to replace it.

Step 5: Click  to close the dialog.

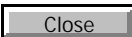
DELETE STYLES

To delete styles from **NORMAL.DOT**:

Step 1: From the pull-down menu, select **Format, Style**.

Step 2: Select the style you want to delete, and click .

- Word won't let you delete a required style.

Step 3: Click  to close the dialog.

STYLES IN USE

You can display the styles that are in use in a document:

Step 1: From the pull-down menu, select **Tools, Options**.

Step 2: On the **View** tab, under **Outline and Normal** options, enter a number in the **Style area width** box, as shown in Figure 447.

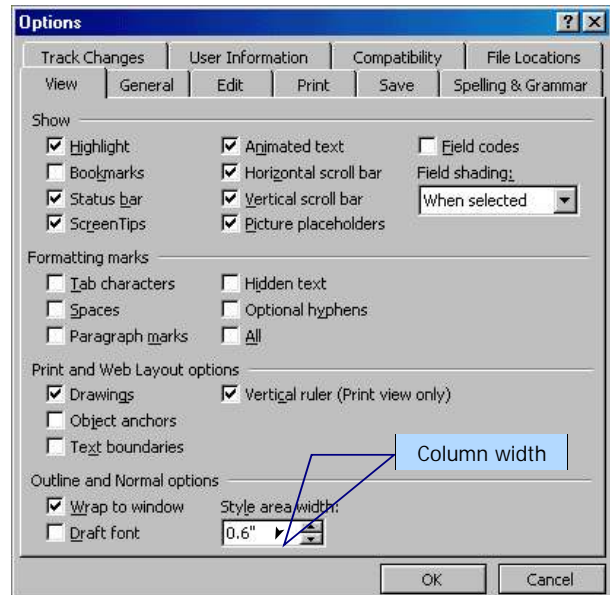


Figure 447

Step 3: Click  to apply your changes and close the dialog.

Now when you are in the **Normal** or **Outline** views, the styles will be listed in a column along the right, as shown in Figure 448.



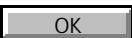
Figure 448

PRINT STYLE INFORMATION

You can print a list of styles in your document:

Step 1: From the pull-down menu, select **File, Print**.

Step 2: At the bottom of the **Print** dialog box, shown in Figure 449, Expand the **Print what** drop-down list.

Step 3: Select **Styles** from the list and click .

Step 4: select **Styles**.

Step 5: Click .

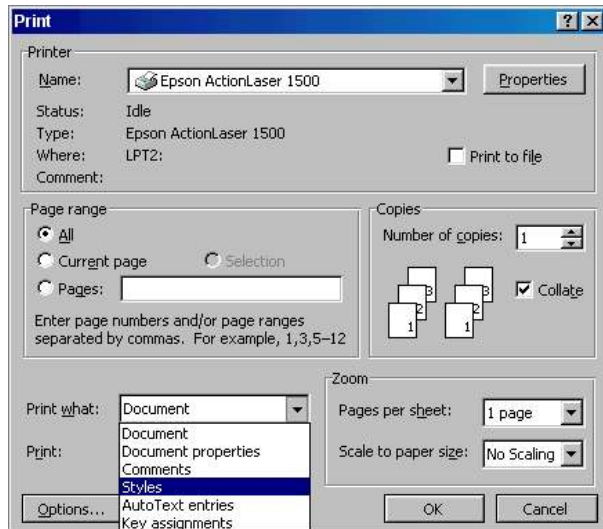



Figure 449

Word will then print the complete list of styles contained in the document, along with their attributes.

TEMPLATES

A template is a guide for reproducing a kind of document, a document with customized content and format. The blank document you get when you click the New Document icon, , is based on the default template, **NORMAL.DOT**. This template has no content, but it does contain default values for fonts, margins, tabs, and so on.

Word comes with many other preformatted templates, many with customized content. To use one of these templates:

Step 1: From the pull-down menu, select **File, New**.

- (XP) Click the General Templates hyperlink.

Step 2: Select the appropriate tab (General, Letters & Faxes, Memos, and so on).

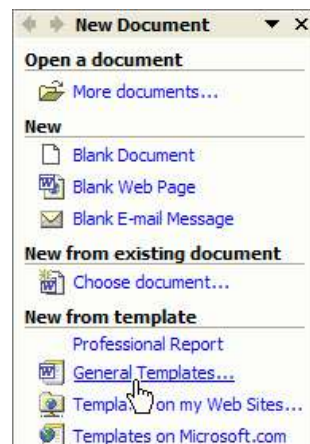


Figure 451

Step 3: Select a template from those provided (each will appear in the Preview box), and click **OK**.

CREATE A TEMPLATE

In addition to the templates that come with Word, you may create your own. To create a template:

Step 1: Create a new document as usual.

Step 2: Add all the document formatting (such as headers and footers), text, and text formatting.

Step 3: When your document is finished, select **File, Save As** from the pull-down menu.

Step 4: In the **Save As** dialog box, click the “Save as type” combo box, as seen in Figure 452.

Step 5: Select **Document Template**, give the document a name and click **Save**.

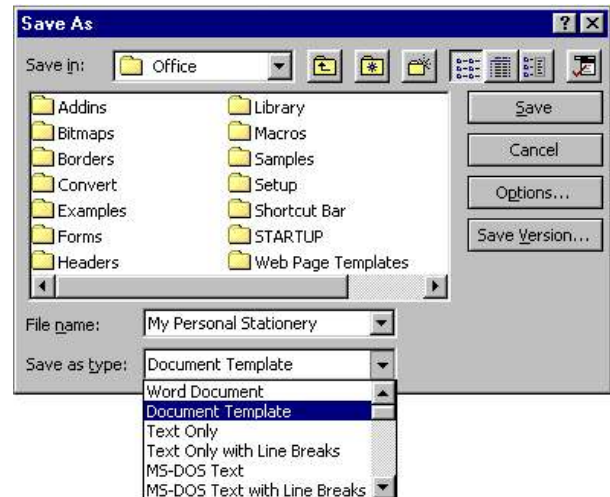


Figure 452

Now, whenever you select **File, New**, the newly created template will appear.

EDIT A TEMPLATE

After you have created a template, you can edit easily:

Step 1: From the pull-down menu, select **File, Open**.

- (XP) Click the General Templates hyperlink.

Step 2: Right-click the template's icon and select Open from the pop-up menu.

- If you doubleclick the icon, it opens a new document based on that template, not the template itself.

Step 3: Make your changes, and save the document, replacing the existing template.

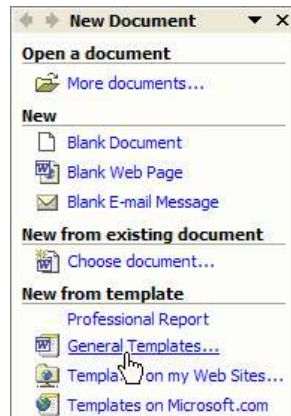


Figure 453

APPLY A TEMPLATE

Let's say that you are a free-lance writer. Each magazine to which you offer your material has a demanding style guide that contributors must follow. Now, if you were writing solely for one magazine, this would not be a problem. You would simply set up a template that embodied those styles and type your way to fame and fortune.

Unfortunately, due to your lowly status as a free-lancer, you may have to submit a story to many different magazines until you get it accepted. You don't have the time to fiddle with dozens of styles, dozens of times.

The solution is to think of a template as an integrated set of styles. As such, you can create a document based on one template, and then apply another later on:

Step 1: Open the document.

Step 2: From the pull-down menu, select Tools, Templates and Add-Ins.

Step 3: Click , as shown in Figure 454.

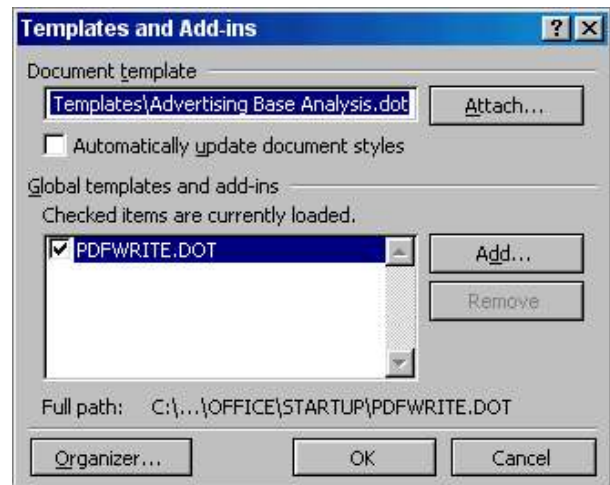



Figure 454

Step 4: Select the desired template.

Step 5: Click .

Step 6: Click  to apply the template and close the dialog.

THE DEFAULT VIEW

The default view is stored in the Document Template. To change the default view:


Step 1: Close all documents.

Step 2: From the pull-down menu, select File, Open.

Step 3: Set Files of Type to Document Templates.

Step 4: Navigate to the Templates directory; e.g.:

C:\ProgramFiles\Microsoft Office\Templates\

Step 5: Select Normal, and click .

Step 6: Select View, Print Layout.

Step 7: From the pull-down menu, select File, Save and then close the document.

Word will save the view as part of the Normal template.

PROTECT YOUR TEMPLATE

Tinkering with templates can cause a headache or two, until you master the concept. When you make changes to the **NORMAL.DOT** template, those changes are not saved until you close Word, when they are saved automatically.

To protect yourself from yourself, you can configure Word to prompt you to save these changes:

Step 1: Select Tools, Options from the pull-down menu.

Step 2: On the Save tab, shown in Figure 455, select the Prompt to save Normal template check box.

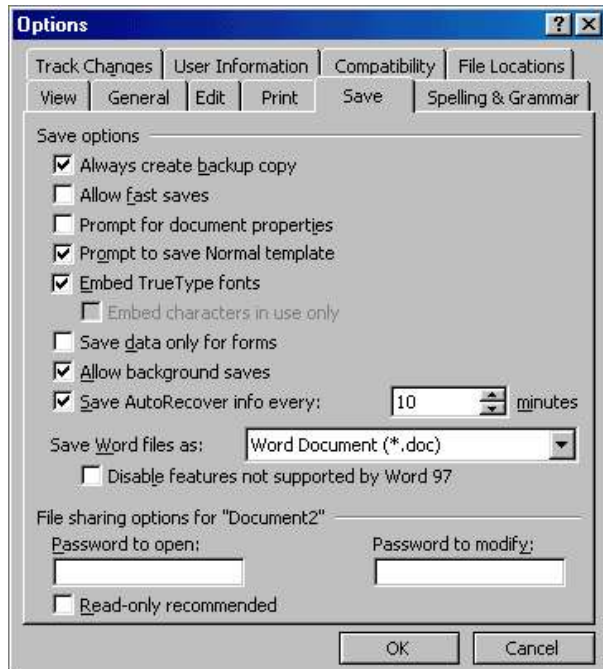


Figure 455

Step 3: Click to apply your change and close the dialog.

Now if you make changes to the template and then close Word, a dialog will appear, informing you that changes have been made that affect the global template, and asking if you want to save those changes.

SPELL CHECK HEADINGS

Look at Figure 456 closely. What's odd about this?

Word has flagged two misspelled words. In addition to "expedite," "Wfred" was caught—but only in the

Project Wfred

Project Wfred was designed to expedite facilities with the logistics of the common

Figure 456

body, not in the heading. To toggle this feature on or off:

Step 1: Place your cursor within the heading.

Step 2: From the pull-down menu, select Format, Style.

Step 3: Click .

Step 4: Click and select Language from the pop-up menu.

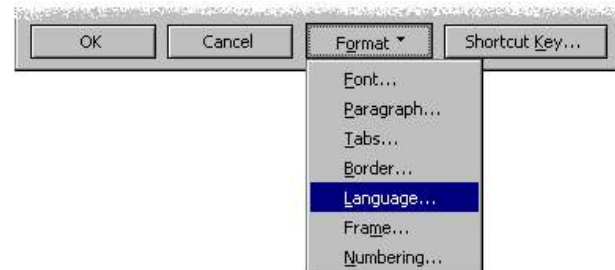


Figure 457

Step 5: Deselect "Do not check spelling or grammar" check box, shown in Figure 458.



Figure 458

Step 6: Click .

Step 7: Select "Automatically update" check box.

Step 8: To make this apply to all documents created from this template, select the Add to template check box.

Step 9: Click .

Step 10: Click to apply your change and close the dialog.

APPLY A DIFFERENT TEMPLATE

As you know, a style is set of attributes. Change the style and the entire set of attributes change. Think of a template as a set of styles. You may want to apply a different template to reformat an entire document. To replace the template on which a document is based with a new template:

Step 1: From the pull-down menu, select **T**ools, **T**emplates and **A**dd-**I**ns.

Step 2: Select the **A**utomatically **u**ppdate document styles check box.


Step 3: Click **A**ttach.

Step 4: Browse to the desired template and click **O**pen.

Step 5: Click **O**K.

Word automatically replaces all of the properties of the old template, including macros, AutoText entries, key assignments, menus, fonts, page layout, and, of course, styles, with those from the new—but there is a catch. Word only replaces *styles* from the old with styles from the new if they have the same name. This is not a problem if you use Heading 1, Heading 2, and the other standard styles—but if you have created custom styles, they will have to be edited manually.

PASTE WITH XP STYLE

As you learned on page 16, when you paste in Office XP, a small Paste options icon, , appears, below and to its right. As you pass your mouse over this icon, a drop-down arrow, ▼, appears by its side. If you click the arrow, its options expand.

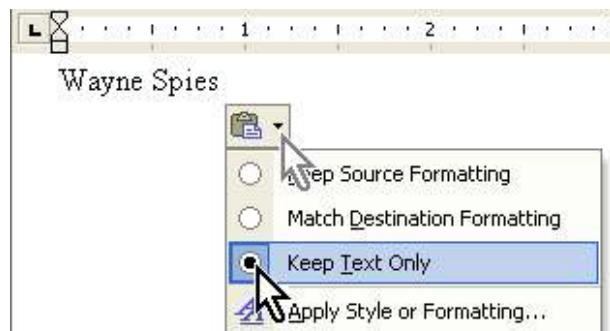


Figure 460

If you select the last option, **A**pply Style or Formatting, the Styles and Formatting Task Bar, shown in Figure 461.

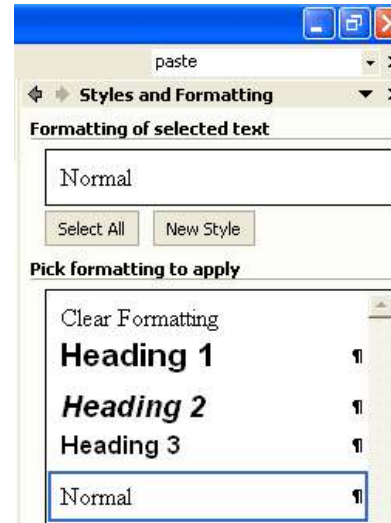


Figure 461

TEMPLATES ON THE WEB

Word comes with templates for legal pleadings, letters and faxes, memos, agendas, announcements, brochures, and manuals. Don't see what you need? Check out additional templates and wizards at the Microsoft Web site.

Microsoft Templates

<http://officeupdate.microsoft.com/templategallery/>

NOTES

LAB 5: CREATE A TEMPLATE

As you have seen, creating a complex, heavily formatted document with headers, footers, watermarks, and so on, can be an awful lot of work. In this lab, we show you how to create such a document and then turn it into a template for future use.

STATIONERY PROBLEM

Your firm has just purchased a new duplex printer, enabling you to print on both sides of a sheet of paper. You want to print your letterhead on the top of the first page and then a header on the rest of the pages—with the page number on the outside, as shown here:

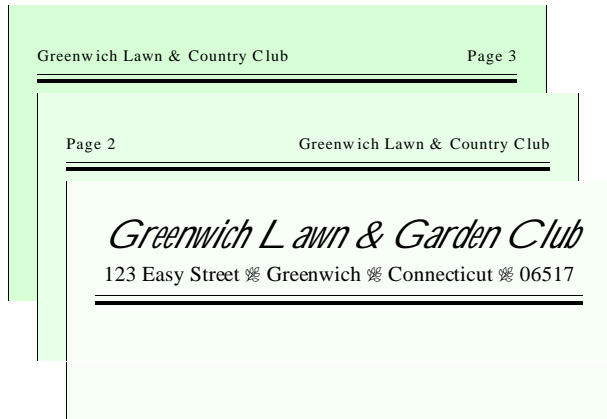


Figure 462

REQUIRED

You need to create a document with .8" margins, add a header for the odd pages, create a different header for the even pages, and create a letterhead in the header of the first page. Finally, you want to save this as a template for later use.

SOLUTION

SET THE MARGINS

Step 1: From the pull-down menu, select **File, Page Setup**.


Step 2: On the margins tab, set all four margins at 0.8".

Step 3: Click **OK** to apply the margins and close the dialog.

SET-UP THE HEADERS

Step 4: Open a brand new document.

Step 5: From the pull-down menu, select **View, Headers and Footers**.

Step 6: Click the Page Setup icon, .

Step 7: Select the “Different odd and even” check box shown in Figure 464.

Step 8: Select the “Different first page” check box.

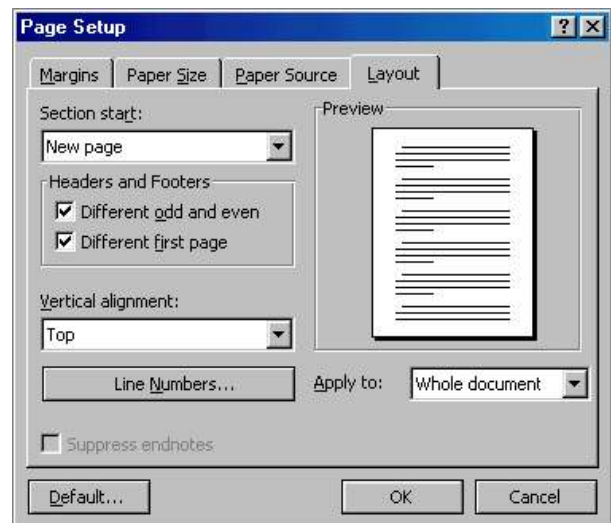


Figure 464

Step 9: Click **OK** to close the dialog.

CREATE THE FIRST PAGE HEADER

Step 10: In the First Page Header box, shown in Figure 465, press **Ctrl+Tab**.

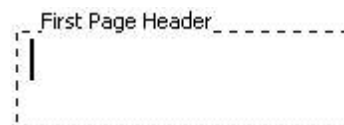


Figure 465

Step 11: Type:

Greenwich Lawn & Garden Club

and press .

Step 12: Select the text, and apply a script font of an appropriate size.

- In my example, I used 28-point ShelleyVolanteBT, but if you don't have that on your machine, use something similar.

Step 13: In the line below "Greenwich Lawn . . ." press , type:

123 Easy Street

and type a space.

- Notice that there is a tiny little decorative leaf between each part of the address in Figure 462.

Step 14: From the pull-down menu, select **Insert, Symbol**.

Step 15: Select a symbol and click .

- I used a symbol from the Botanical font. If you don't have this font on your machine, select a symbol of your own from the Wingdings or Symbol fonts.

Step 16: Click .

Step 17: Type:

Greenwich Connecticut 06517

inserting the symbol where indicated in Figure 462.

Step 18: Press twice to put some vertical space between the letterhead and the typing area.

Step 19: Select the second line—the one with the address—and use trial and error to adjust its font size so that it is the same width as the first line.

Step 20: From the pull-down menu, select **Format, Borders and Shading**.

Step 21: Select an appropriate line style, as shown in Figure 466.

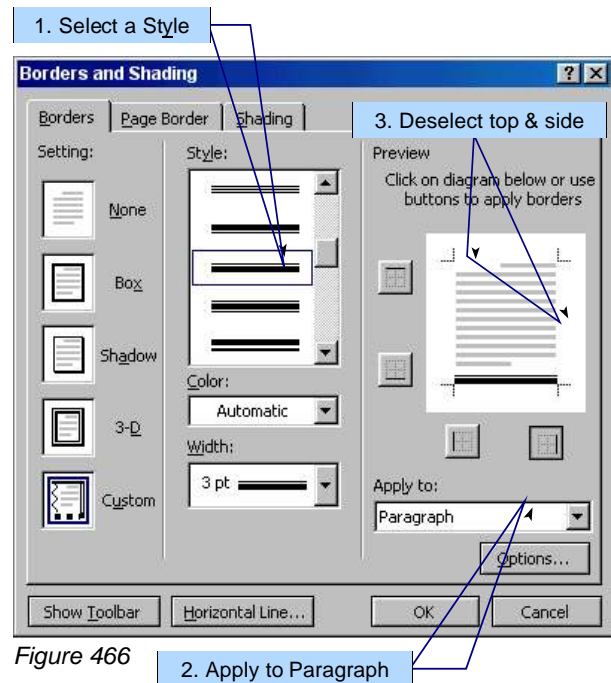


Figure 466

Step 22: Select **Paragraph** in the **Apply to** drop-down list.

Step 23: Apply the style only below the paragraph, as shown in Figure 466.

Step 24: Click to apply the border and close the dialog.

Step 25: Click on the Header toolbar to close the First Page Header.

CREATE THE EVEN HEADER

Step 26: Create a page break by pressing .

- Now you are on page 2, and no header should appear.

Step 27: From the pull-down menu, select **View, Headers and Footers**.

Step 28: Type:

Greenwich Lawn & Country Club

Step 29: Press twice.

Step 30: Type:

Page

followed by a space.

Step 31: Click the Insert Page Number icon, .


Step 32: Select the entire line and change its font to 9-point Times New Roman.

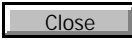
Step 33: From the pull-down menu, select Format, Borders and Shading.

Step 34: Select an appropriate line style.

Step 35: Select Paragraph in the Apply to drop-down list.

Step 36: Apply the style only below the paragraph.


Step 37: Click  to apply the border and close the dialog.

Step 38: Click  on the Header and Footer toolbar.

- The even-page header should appear in gray at the top of page 2.

CREATE THE ODD HEADER

Creating the header for the odd pages is almost identical to the process of creating the header for the even pages.

Step 39: To create a page break, press .

- Now you are on page 3, and no header should appear.

Step 40: From the pull-down menu, select View, Headers and Footers.

Step 41: Type:

Page

followed by a space.

Step 42: Click the Insert Page Number icon, .

Step 43: Press  twice.

Step 44: Type:

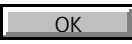
Greenwich Lawn & Country Club

Step 45: Select the entire line and change its font to 9-point Times New Roman.

Step 46: From the pull-down menu, select Format, Borders and Shading.



Step 47: Select the same line style as before.

Step 48: Apply the style only below the paragraph.

Step 49: Click  to apply the border and close the dialog.

Step 50: Click  on the Header and Footer toolbar.

- The odd-page header should appear in gray at the top of page 3.

Step 51: This template has no text, so press  and/or  to delete any text that you may have inadvertently added.

- Be sure to delete the page breaks that we added.

SAVE THE TEMPLATE

Step 52: From the pull-down menu, select File, Save As.

Step 53: In the Save As dialog box, click the “Save as type” combo box, as seen in Figure 452.

Step 54: Select Document Template, as shown in Figure 469.

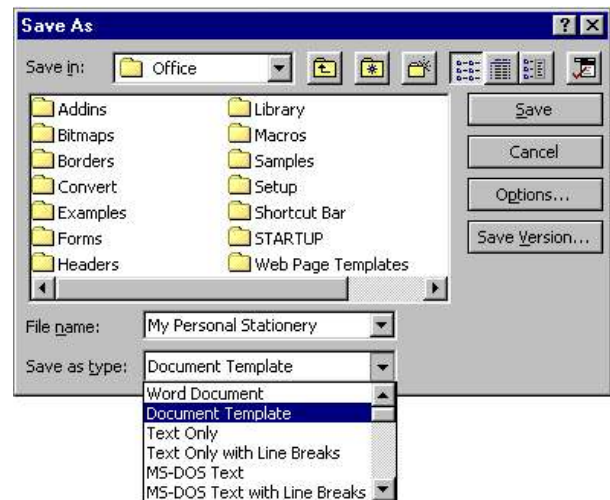


Figure 469

Step 55: Give the document a name, such as:

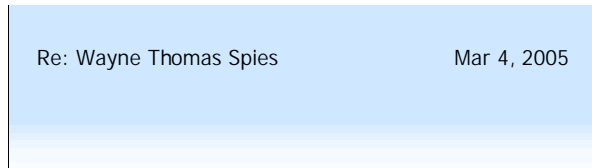
My Personal Stationery

and click .

Now, whenever you select File, New, the newly created template will appear.

DYNAMIC HEADERS PROBLEM

Let's say that your work requires you to put your client's name in the document header, like this:



Obviously, placing this in every single document can be pretty tedious.

REQUIRED

The solution is to create a document template that automatically places content in the header. In general, this is a five-step process:

Step 1: Apply a style to the text.

Step 2: Adjust the style, as necessary

Step 3: Create a header or footer, as usual.

Step 4: Insert a reference to the style in the header or footer:

```
{STYLEREF "StyleName" }
```

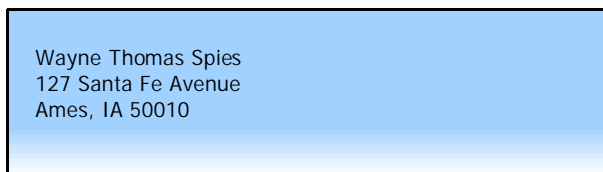
where *StyleName* is the name of the style.

Step 5: Save the document as a template.

SOLUTION

To demonstrate this:

Step 1: Create the following inside address:



Step 2: Place your cursor in the name line and apply Heading 3; either:

- press **Ctrl** **Alt** **3**; or,
- select Heading 3 from the Style drop-down list.

Step 3: From the pull down menu, select **Format**, **Styles** and **Formatting**.

Step 4: Click the ▼ to the right of Heading 3 to expand its options, and select **Modify**, as shown in Figure 470.

Step 5: Click **Format** and modify the style, as you wish.

Step 6: When finished, click **OK** to apply the style and close the dialogs.

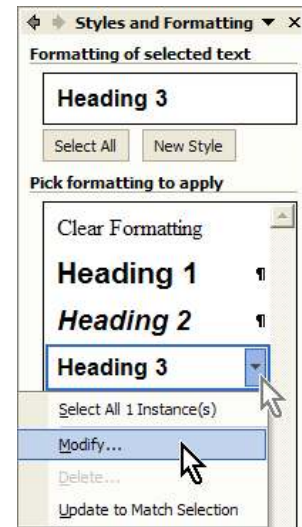


Figure 470

Now, we must create the header:

Step 7: From the pull-down menu, select **View**, **Header** and **Footer**.

Step 8: In the Header box, type:

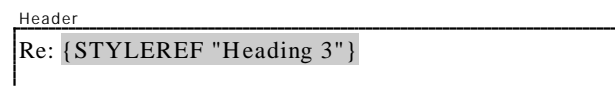
Re:

Step 9: Press **Ctrl** **F9**.

Step 10: Inside the french braces, type:

```
{STYLEREF "Heading 3" }
```

- At this point, your document should resemble this:



Mar 4, 2005

Step 11: Click outside the right brace and press **Tab** twice.

Step 12: From the pull-down menu, select **Insert**, **Time** and **Date**.

Step 13: Select from the **A**vailable formats and click the **U**ppdate automatically check box.

Step 14: Click **OK** to insert the date.

Step 15: From the pull-down menu, select **Format**, **B**orders and **S**hading.

Step 16: Select the ¼ pt width and the single line border and then apply it to the bottom of the paragraph, as shown in Figure 471.

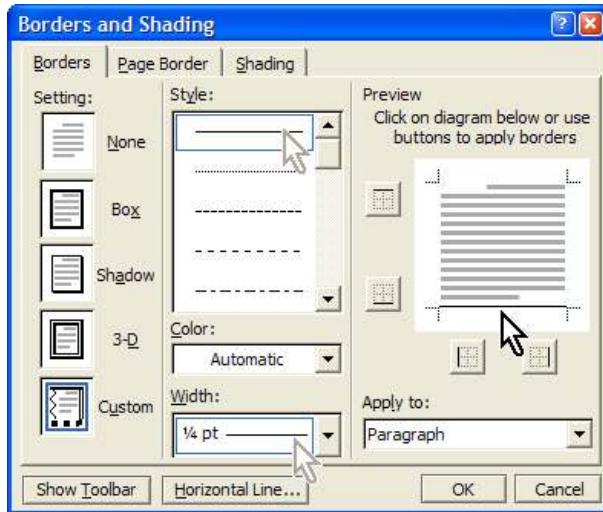



Figure 471

Step 17: Click to apply the border and close the dialog.

NOT ON FIRST PAGE

We would normally not have this header appear on the first page of the letter:

Step 18: Click the Page Setup icon, .

Step 19: Select the “Different first page” check box.


Step 20: Click to close the dialog.

Step 21: Click to close the Header editor.

EXAMINE THE RESULTS

Now, let’s see what this all looks like.

Step 22: Because the header will not appear on the first page, press to create a page break.

Step 23: To see how this will look, click the Print Preview icon, .

Step 24: Press .

• The header should appear!

Step 25: Click to return to your document.

EXPLANATION

The STYLEREF field displays the first instance of text on the current page formatted with the specified style. If it can’t find the style on the current page, it scans backwards, from the bottom of the previous page to the beginning of the document. If it can’t find it there, it then starts at the top of the subsequent page and scans to the end of the document. If it can’t find any at all, it displays this message:

Error! Style not defined.

SAVE AS TEMPLATE

Finally, we must save this document as a template:

Step 26: Delete the contents of the document.

• We needed content to demonstrate the effects of the Header, but they shouldn’t be part of the template.

Step 27: From the pull-down menu, select File, Save As.

Step 28: In the Save As dialog box, expand the “Save as type” combo box and select Document Template.

Step 29: Give it a name and click .

USING THE TEMPLATE

Now, let’s close Word and see how we would use this new template:

Step 1: Open Word.

Step 2: From the pull-down menu, select File, New.

• **Word XP:** Click the General Templates hyperlink.

Step 3: Select the template you just created and click .

Step 4: In the document, type the client’s name.

Step 5: Place your cursor in this name line and apply Heading 3; either:

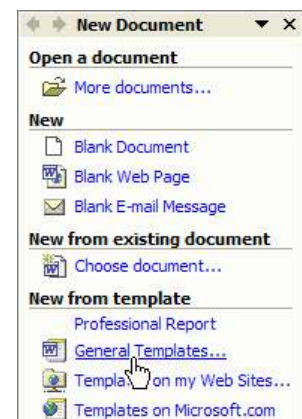






Figure 476

-  press **Ctrl** **Alt** **3**; or,
-  select Heading 3 from the Style drop-down list.

Step 6: Press **Ctrl** **End** to go to the end of the document and press **Ctrl** **Enter** to create a page break.

Step 7: Click the Print Preview icon, .

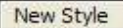
Step 8: Press .

- The header should appear!

MORE STYLEREF

The STYLEREF field isn't bound to paragraph-level styles. You can create a character-level style, and then base STYLEREF on that:

Step 1: From the pull-down menu, select:

- **Word 2000:** **F**ormat, **S**tyle, **N**ew.
- **Word XP:** **F**ormat, **S**tyles and Formatting; in the .

Step 2: Give the style a name, such as:

MyHeader

Step 3: In the Style Type field, select Character.

Step 4: Assign this style the attributes you desire.

Step 5: To flag a word or phrase to appear in the header or footer, select the text and apply the MyHeader style.

Step 6: From the pull-down menu, select **V**iew, **H**eder and Footer.

Step 7: In the Header box, press **Ctrl** **F9** and, inside the resulting brackets, type:

```
{STYLEREF "MyHeader" }
```

- At this point, your document should resemble this:

Header

```
{STYLEREF  
"MyHeader" }
```

Step 8: Modify the Header as you desire.

Step 9: Click .

Step 10: To flag a word or phrase for the Header, simply apply the MyHeader style.

NOTES