The PEN Institute

EDITING IN MS Word (365) 101

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**LESSON #4**
Working with Styles

This week we are going to learn how to work with Styles. Styles is a feature in Microsoft Word that allows you to mark certain types of text so that Microsoft Word will format them all the same. This is especially helpful for creating tables of contents. It also helps when you are editing a nonfiction book that has lots of headings and subheadings. Once you mark the first heading, you can easily match the formatting of any subsequent headings of the same level. This also works for formatting block quotes or for other special treatment of text you may encounter.

Another huge advantage of using Styles is that it creates entries on your Navigation Pane. The Navigation Pane allows you to navigate through a long document without having to scroll. This saves lots of time!

For this lesson, we are going to be working with excerpts from a manuscript I edited for one of my clients, Kathleen Kaczmarek. I am using it with her permission. It's called *The Law of Redemption: What Must One Do to Be Saved?* (This was one of my favorite books to edit. If you like what you read in the excerpts, I encourage you to purchase a copy online at Amazon, Barnes & Noble, or Indigo.) This manuscript as a whole has approximately 73,000 words and contains multiple chapters and subheadings. So it would have been brutal to try to scroll every time I needed to access another part of the book.

The Style Gallery
Let's dive right in. On your Home tab, about halfway over, you have a section called "Styles."
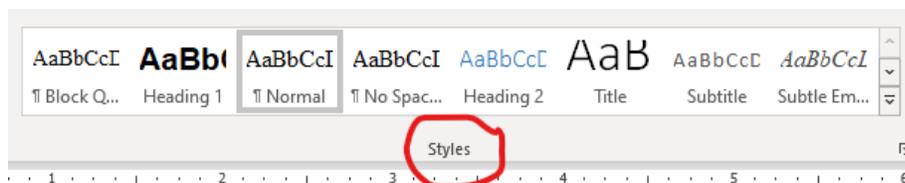
You can see that "Normal" is selected by default. If you right-click on Normal it gives you the option to "Modify Style." This opens the Modify Style dialog box.
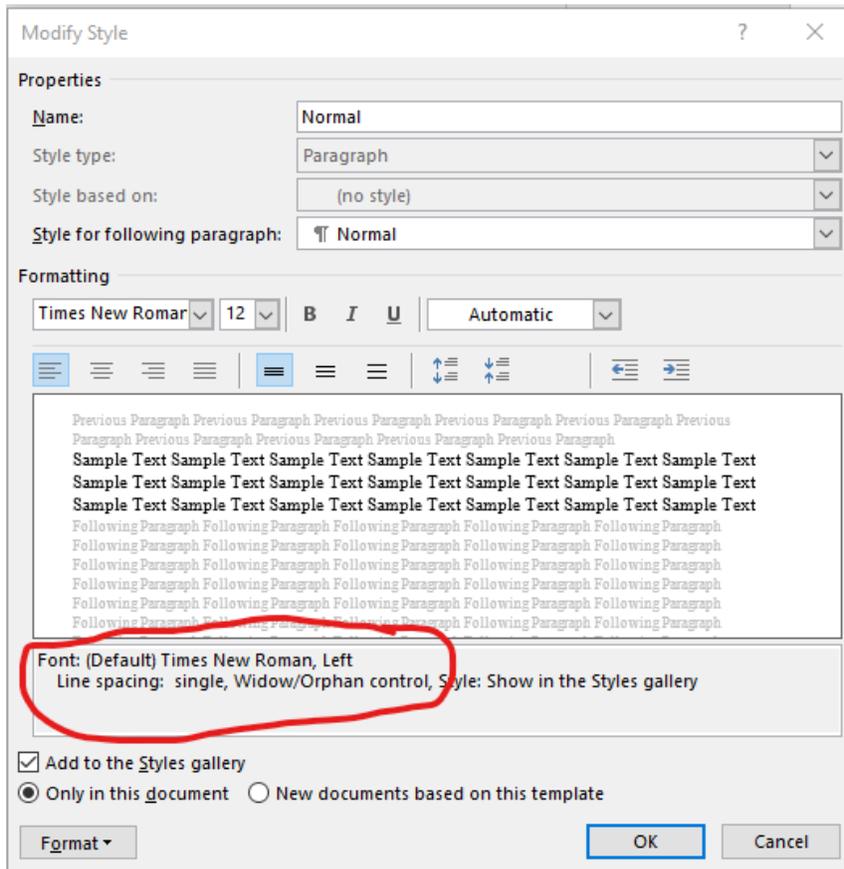

You can see that my Normal style is Times New Roman, 12 pt. font, single spacing, Widow/Orphan control. If you change these properties, it will apply them to all the normal text throughout your document.

Take another look at your Styles area in the Home tab. You can scroll through all the styles in the gallery. You currently have styles for all types of text from headings to quotes to book titles.
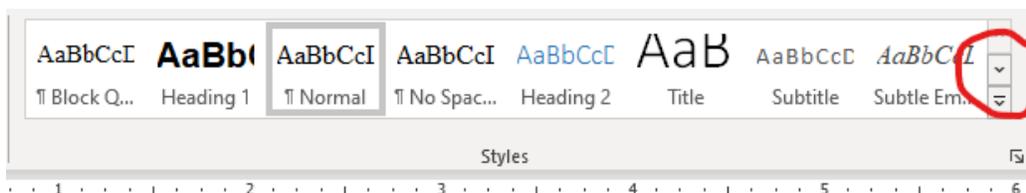
Chances are Microsoft Word's default styles don't match your house style or the *Chicago Manual of Style* (*CMOS*). I don't recommend using the default styles. But the styles are super easy to change. You can go through the "Modify Style" window like we just saw. But the fastest way to change a style is to update the style to match the text.

For instance, you can format the first heading in your manuscript to conform with your house style or *CMOS*. Then you can highlight the heading, right-click on "Heading 1," and select "Update Heading 1 to Match Selection."
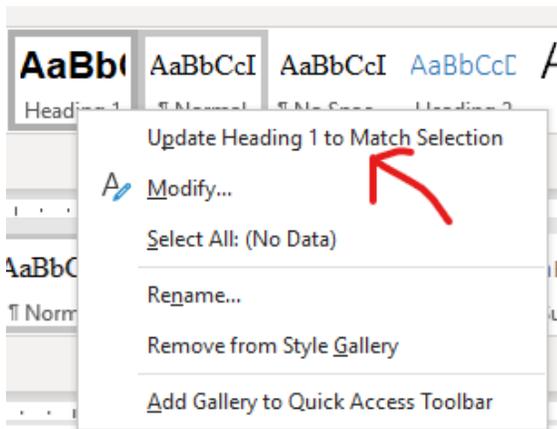

Next time you encounter a heading on the same level, simply select it and click "Heading 1" in the Styles box. It will immediately change the formatting to match the previous heading. You can even save the time it takes to click by setting up a macro.

If you want to mark a subheading, use Heading 2 and update it to match the text.

You can even create your own styles. Let's say you are editing a book with multiple chapters (quite likely for all of us). You can click on the arrow in the bottom right-hand corner of the Styles section.
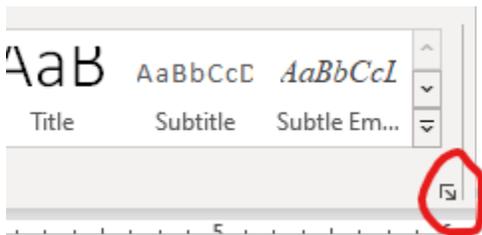
This brings up your Styles dialog box. The button in the bottom left-hand corner is your "New Style" button.
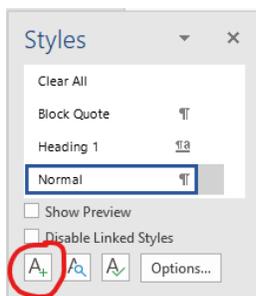
Click on it, and the following window will appear.
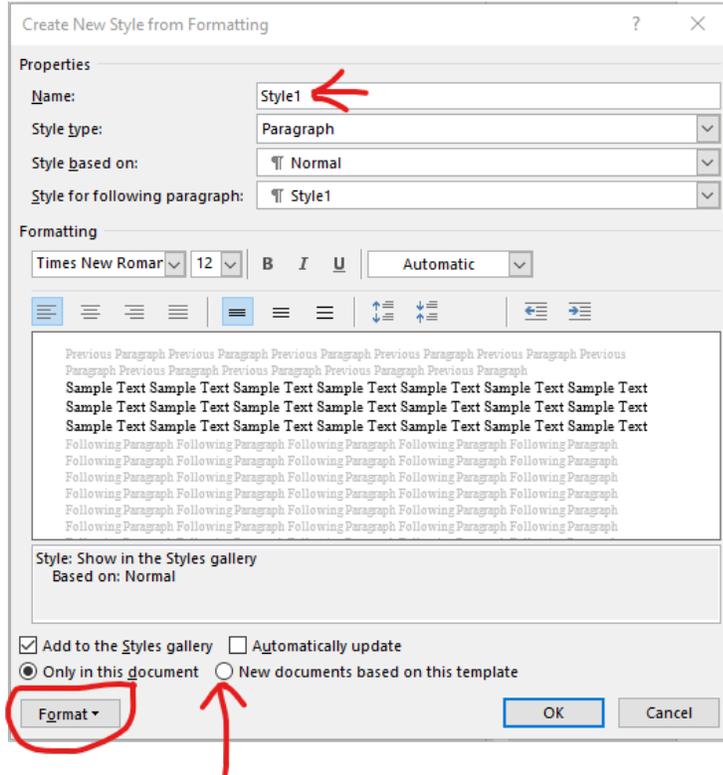
Here you can give the Style a name, "Chapter Title." And you can change the formatting to match your house style or *CMOS*. Then each time you have a new chapter title, position the cursor somewhere within the title and click on "Chapter Title" in Styles. The formatting will automatically be applied to the title. If you select "New documents based on this template" when creating the style, Microsoft Word will add this to your styles gallery every time you open a new document.

You can also access the styles gallery anytime you highlight text with your mouse. A shortcut menu pops up and the far right option is Styles.
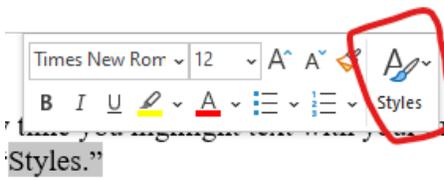

Click on it, and a drop-down menu will appear.

From there you can select a style from the gallery or create a new style. You can also set up a macro to create a new style or to assign a specific style to the text.

Not all styles are shown in your gallery. There are a whole lot more preset styles you can access. This especially becomes important if you have more than two heading levels in a document. By default, Microsoft Word includes Heading 1 and Heading 2, which are used when generating tables of contents. But if you need another heading level for your table of contents, you can access Heading 3 and add it to your styles gallery.

To do this, open the Styles dialog box and click on the button with the green checkmark. This opens the dialog box to manage your styles.
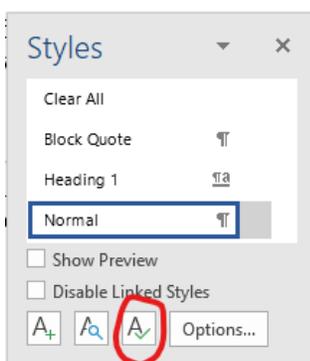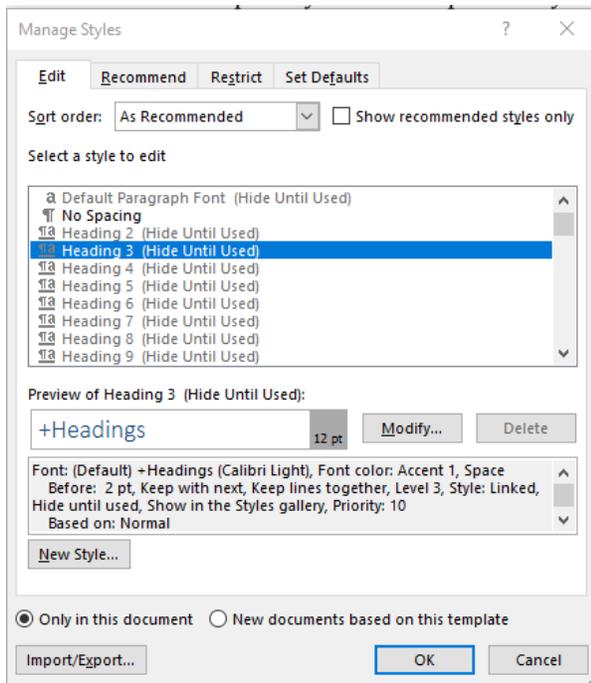
You can see that Microsoft Word hides the other heading styles until they are used. You can also scroll through and see all the different styles that are already built in. To change how Microsoft Word treats a style, you can edit the options under the Edit tab, and you can also change the options under the Recommend tab.
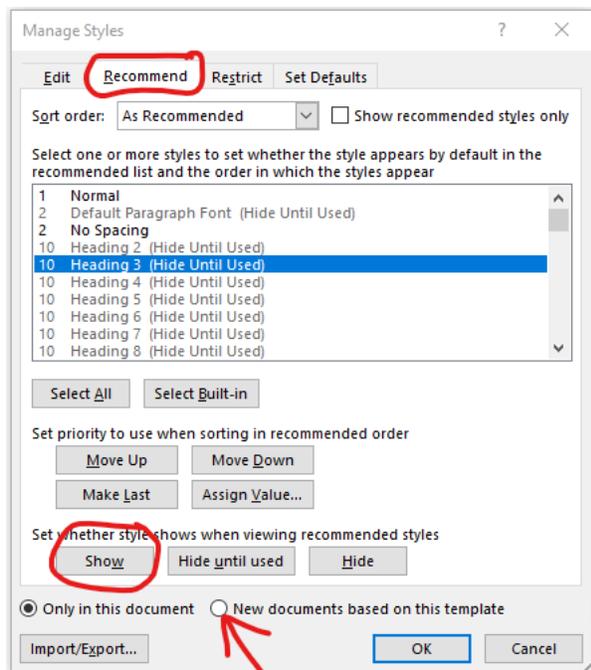
Besides being used for chapter titles and headings, Styles can be used to format your block quotes, your source citations, your subheadings, and any other text that receives special treatment throughout the manuscript.

Navigation Pane
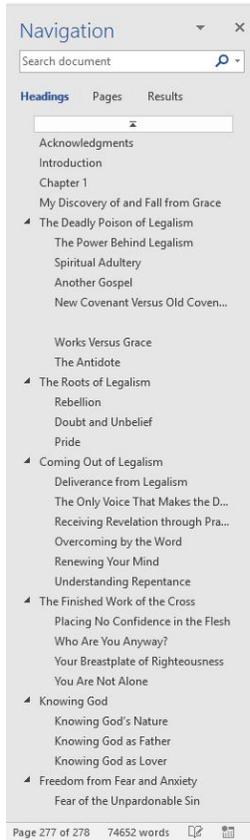
Now, let me show you how awesome the Navigation Pane is when you've used styles throughout your manuscript. You can access your Navigation Pane by clicking on the View tab. Toward the left of your screen is the Show area. Click on the empty box next to Navigation Pane to turn it on.
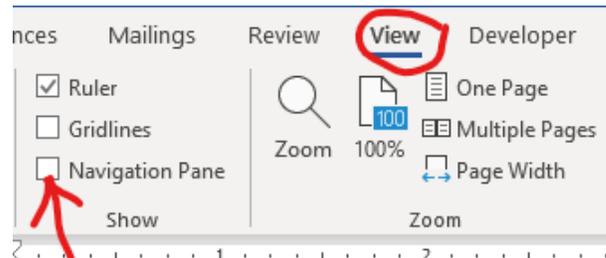

The Navigation Pane will appear on the left-hand side of your document.

Using the Navigation Pane, I can click on any heading, and it will take me directly to it in the document. This saves so much time and the hand fatigue you'd experience if you had to scroll through that many pages.

This feature is also helpful if you are using Microsoft Word to manage your character sheets for fiction manuscripts. You can keep all your character information in one document and use the Navigation Pane to jump from one to the other.

Besides showing a map of the headings, the Navigation Pane can show you the pages in the manuscript. Or if you need to search for something specific in the document, you can click on Results.
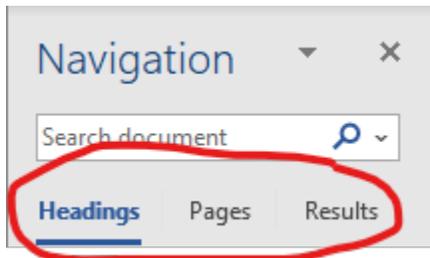
If the Navigation Pane is not open and you want to see a preview of all the Pages in the manuscript, there is a way to go straight to the Pages option. On the bottom left-hand corner of your screen, you will see that Microsoft Word tells you which page you are on and how many words are in the document. Click on "Page." The Navigation Pane will open with the Pages option selected.

Table of Contents

Now let's see how Styles will help us when we need to create a table of contents (TOC). Once all of your titles, headings, and subheadings have been marked, you're ready to create a customized TOC.

Position your cursor where you want the TOC to appear. Click on the References tab. To the far left is the TOC area.
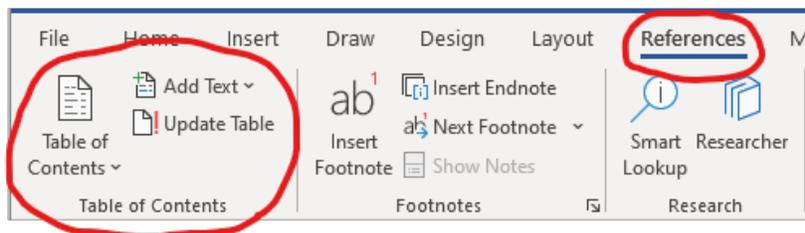

Click on the drop-down arrow on the TOC button, and select "Custom Table of Contents." The Table of Contents dialog box will appear.
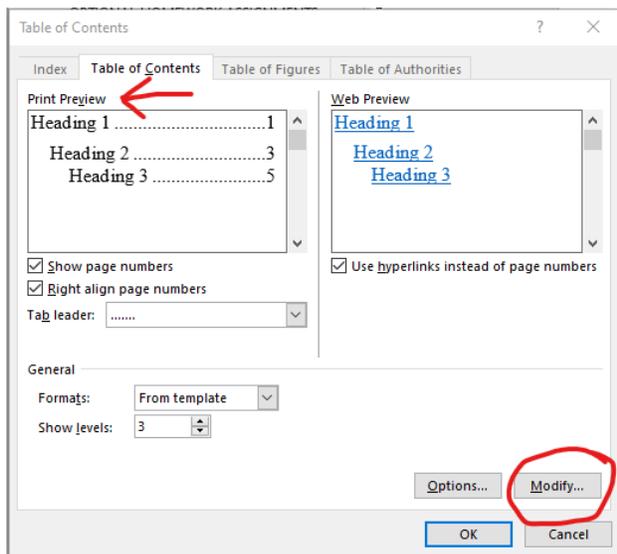

There is a print preview window on the left and a web preview on the right. For purposes of this lesson, we'll focus on the print preview. Your default is set to show page numbers and right align them. It also has set a tab leader for you that is a dotted line. The last option under the "General" area is to show levels. The number of levels will depend on how many different levels of headings you have.

You can further customize the TOC by clicking the "Modify" button.
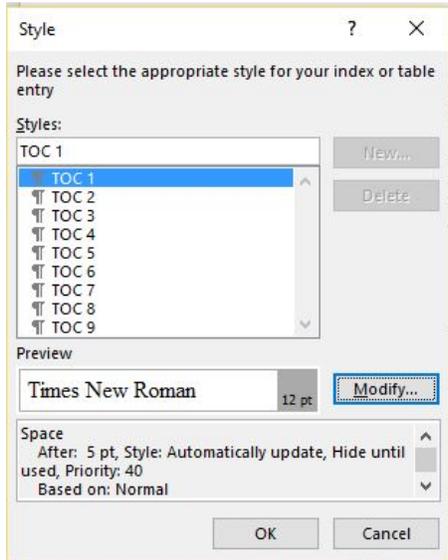
Each of the listed TOC items represents a heading level. Select the level you want to specify and click on the Modify button again.
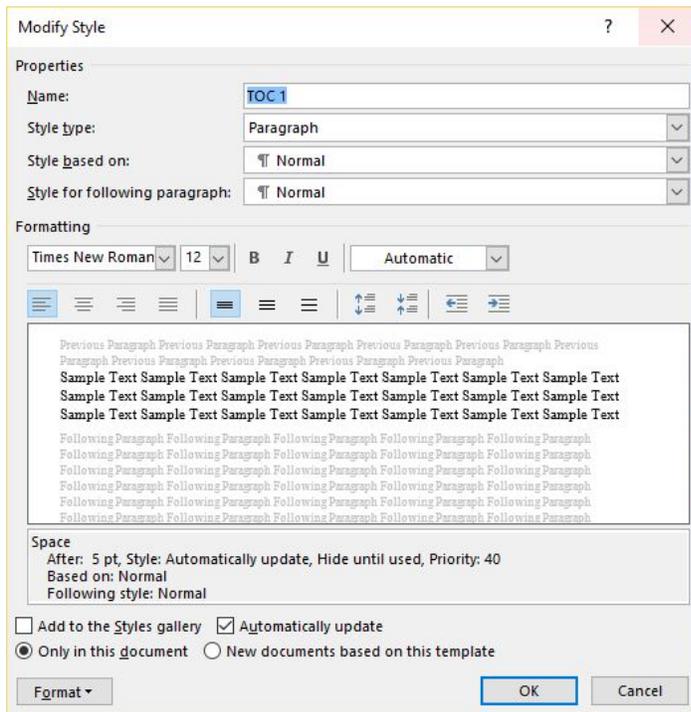
From here you can specify exactly how you want each level to appear in the table of contents. If you want level one to be small caps, bold, and 13 pt. font, while level two is set in normal text, here's where you do that.

You can also change the amount of space between lines. Use the tab setting for each line by clicking on the drop-down menu on the Format button and selecting Paragraph or Tabs. Once you have all of your parameters set, select "OK" until the TOC generates in your document.
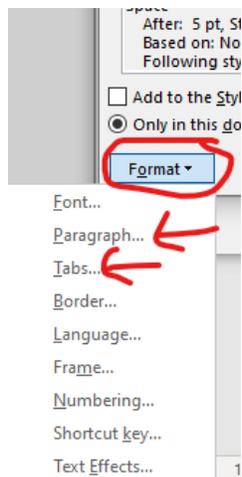
Once your TOC is complete, you can update it anytime you make changes in the manuscript by right-clicking over the TOC and selecting the update option. If you've only changed page numbers, that is all you'll need to update. But if you've marked more headings and subheadings, you'll want to update the entire table.

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LESSON #4 ASSIGNMENTS

To receive a Certificate of Completion, you must successfully complete a designated number of assignments per lesson. For this lesson, you must complete at least two assignments.

Tell the class about the assignments you completed and attach your completed Microsoft Word document.

Assignment #1
In the attached document, I've labeled the chapter titles, subheadings, block quotes, and sources with comment balloons. Format the first chapter title as bold, small caps, and centered. Update the Heading 1 style to match this title. Go through the rest of the document and mark the rest of the chapter titles using Heading 1. Format the first subheading as bold and centered. Update the Heading 2 style to match this subheading. Go through the rest of the document, and mark the rest of the subheadings using Heading 2.

<u>Assignment #2</u>
Format the first block quote appropriately. Create a new style for the block quote. Format the first source under the block quote appropriately. Create a new style for the source. In the rest of the document, mark the block quotes and the sources.

<u>Assignment #3</u>
Create a TOC at the beginning of the document using Heading 1 and Heading 2. Match the formatting of the TOC with that of the heading levels.