
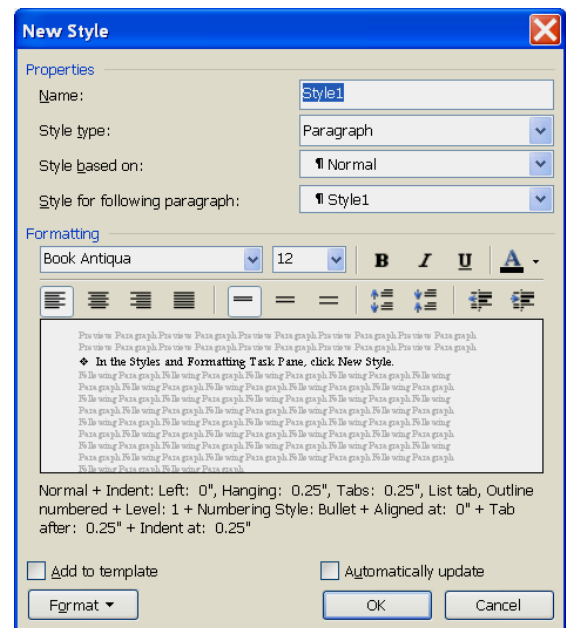


## Creating a New Character Style

There are several styles supplied by Word. However, it may become necessary to create a new one. There is not a limit to the number of new styles that may be created in Word. Creating a style is essential to getting the most out of this Word feature. A new style can be created from scratch by opening the **Styles and Formatting Task Pane**. To create a new style, complete the following steps:

- ❖ If the **Styles and Formatting Task Pane** is not open, do one of the following:
  - Select **Format, Style and Formatting** from the **Menu Bar**.
  - Click the **Styles and Formatting** button on the toolbar. (See the illustration at the right.) 
  - Click **View** on the **Menu Bar** and then click **Task Pane**. Click the drop down arrow next to **New Document** and choose **Styles and Formatting**.
- ❖ The **Styles and Formatting Task Pane** will display on the right side of the window.
- ❖ In the **Styles and Formatting Task Pane**, click **New Style**.
- ❖ The **New Style** dialog box will appear. (See the illustration at the right.)
- ❖ In the **Name** box, type a name for the style such as **Secondary Heading**.
- ❖ Click the **Style type** list arrow. The options under here are:
  - **Character** - Creates a style that is applied to individual characters.
  - **Paragraph** - Creates a style that can be applied to whole paragraphs at one time.
  - **Table** - Creates a style that can be applied to a whole table.
  - **List** - Creates a style that can be applied to a numbered or bulleted list.
- ❖ Click **Character** to create a character style.
- ❖ To change the **Font** for this style, click the first drop down list arrow under **Formatting** and then click the font type.
- ❖ Change the **Font Size** to click the second drop down list arrow under **Formatting** and then click the font size.
- ❖ Click the **Bold** button to apply **Bold** formatting to the style.
- ❖ Click the **Font Color** drop down arrow to change the color for the font.
  - The **Add to Template** option adds the Style to the Template that this document was created with.
  - If this option is not chosen, the Style will be added just to the active document.
- ❖ To make other formatting changes to the style, click the **Format** button.
  - Each time one of the options in the list is chosen, the dialog box for that option will display
  - The options are:
    - **Font** - To make additional changes to the font associated with a style, click this option.



- **Paragraph** – To make paragraph style changes, such as centering or spacing before and after a paragraph, click this option.
  - **Tabs** – To set tabs for the style, click this option.
  - **Borders** – To apply a border to the top, bottom, right, or left side of the text in the style, click this option.
  - **Language** – Click this option to change the language that is associated with this style.
  - **Frame** – When this option is chosen, a textbox will appear around the selected text. In the dialog box, an option is provided that allows you to wrap text around the outside of the textbox.
  - **Numbering** – When working with lists or bullets, this option will allow you to decide what format to use for the items. This option also allows you to apply a list style to selected text.
  - **Shortcut Keys** – This option is used to specify a keyboard shortcut for applying the style.
- ❖ Once all the options have been specified, click **OK** to exit the dialog box and save the changes.