
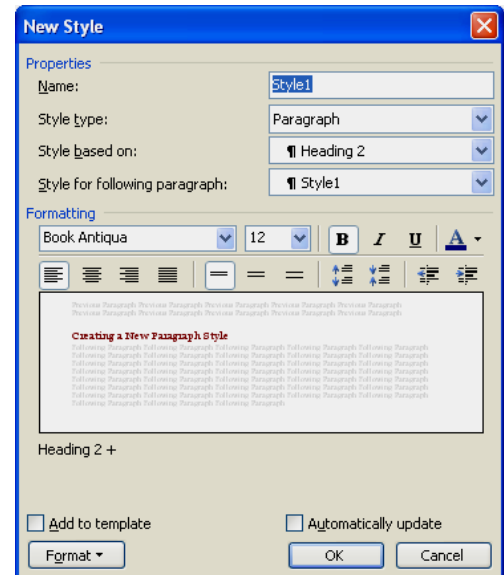


## Creating a New Paragraph Style

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**.
- ❖ In the **Styles and Formatting Task Pane**, click **New Style**.
- ❖ The **New Style** dialog box will display.
- ❖ In the **Name** box, type a name for the style.
- ❖ 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 the drop down list arrow next to **Style Type** and choose **Paragraph**.
- ❖ In the **Styles based on** drop down list, leave the choice at **Normal**. It is possible to base a New Paragraph Style on one that was created earlier, in this case the **Normal** (default) style.
- ❖ Under **Style for following paragraph**, choose **Normal**. This means that when **Enter** is pressed at the end of the heading, the style for the following paragraph will return to the **Normal** style.
- ❖ Under the **Formatting** heading, select the **Options**, such as **Font**, **Font Size**, **line spacing**, and so forth that are to be used for this style.
- ❖ Click the **Format** button at the bottom left of the dialog box, to see additional options.
- ❖ Choose the options for the new style from this list. These 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.
- ❖ If the style is to be part of the current template that the document is based on, click the **Add to template** check box.
- ❖ If this option isn't chosen, this style will only be available in the current document.
- ❖ If the style is to be redefined when manual changes are made to paragraphs, click the **Automatically Update** check box. This option is only available for paragraph styles.
- ❖ Once all the options have been specified, click **OK** to exit the dialog box and save the changes.
- ❖ Click **Cancel** to exit the dialog box without making any changes.