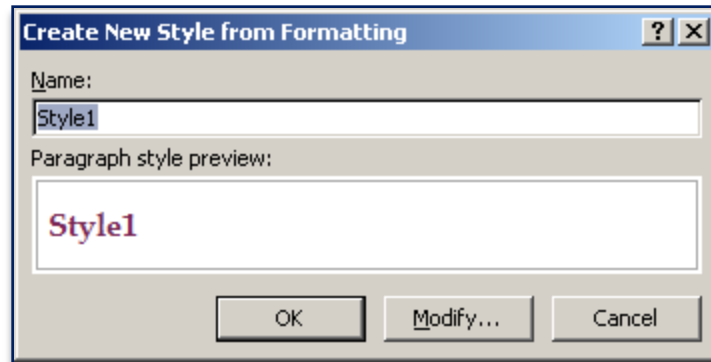


Create a New Quick Style

Quick styles are sets of styles that are created to work together. A Quick Style set may contain all the styles necessary for creating a document. However, it may be necessary at some point to create a new style.

- ❖ Select the text that is to be created as a new style.
- ❖ Format the selected text for the style.
- ❖ Do one of the following:
 - **Right-click** the text and then select **Styles**.
 - Click the **More** button in the **Styles Group**.
- ❖ Click **Save Selection as New Quick Style**.
- ❖ The **Create New Style from Formatting** dialog box will display (see illustration below).



- ❖ In the **Name** box, input a name for the style.
- ❖ Click the **Modify** button to open the **Create New Style** dialog box where changes can be made to the style.
- ❖ Make any necessary changes. For more information about this dialog box, see the **Create New Style** document.
- ❖ Click **OK** twice to exit both dialog boxes.