

MICROSOFT WORD STYLES

WHY USE THE STYLES GALLERY?

Using Microsoft Styles allows you to link your headings to your Table of Contents, which makes your document easier to navigate and more accessible.

HOW DO I MODIFY OR CREATE STYLES?

To modify: Navigate to the Styles gallery within the Home Toolbar. Right click on the Style you would like to update. Select “Modify” and make your desired formatting changes.

To create: Navigate to the Styles gallery within the Home Toolbar. Select the drop-down arrow. Select “Create New Style.” When creating your Style, make sure you set the style type to “Linked.”

Typically, you should have Styles for titles, heading level 1, heading level 2, heading level 3, etc. Styles can be applied to text already written or you can select the Style and then start typing.

HOW DO I USE STYLES TO NAVIGATE?

Open the View Toolbar. Within the Show section, check the box next to Navigation Pane. The pane will open on the left side of Word with three view options: Headings, Pages, Results.

Clicking on the linked headings will now take you directly to the page where that heading appears.

HOW DO I USE STYLE FOR THE TABLE OF CONTENTS?

For guidance on creating a Table of Contents, review the Table of Contents Guide.

HOW CAN I MAKE THE STYLES WORK IN MY PDF?

When saving your Word document to a PDF, select the Options button within the “Save As” screen. Under “Create bookmarks using,” make sure “Headings” is selected. This will convert the Word headings to Adobe bookmarks, allowing you the same document navigation within your PDF.

WHERE CAN I FIND MORE INFORMATION ON USING STYLES?

Microsoft Support: Customize or Create New Styles ([Walkthrough](#))

Support Your Tech: How to Copy Styles from One Word Doc to Another ([Step-by-Step Guide](#))