


## USING STYLES

Styles are like small templates that apply to the design of smaller elements, such as headings. Like templates, styles save you time. For example, as you draft your document, you don't need to add all the formatting each time you want to designate an item as a first-level heading. You simply highlight the text you want to be a first-level heading and use a pull-down menu or ribbon at the top of your screen to select that style. The text automatically incorporates all the specifications of that style.

If you decide to modify a style—by italicizing a heading, for instance—you need to change it only once; the software automatically changes every instance of that style in the document. In collaborative documents, styles make it easier for collaborators to achieve a consistent look.

 To watch a tutorial on creating styles and templates in Word, go to Ch. 3 > Additional Resources > Tutorials: [macmillanhighered.com/launchpad/techcomm11e](http://macmillanhighered.com/launchpad/techcomm11e).

### TECH TIP

#### How To Use the Styles Group

As you draft your document, you can use the **Styles** group to apply styles to elements such as headings, lists, and body text. Using styles helps to ensure consistency and makes it easy to automatically change every instance of a style in your document when you revise.

1. To apply a style, select the text you want to format, then select a style from the **Quick Styles** gallery in the **Styles** group on the **Home** tab.

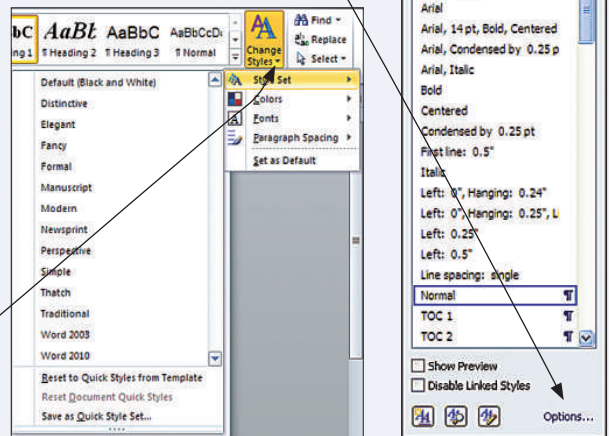


If you do not see the style you want in the gallery, you can access additional styles by using the up and down arrows.

You can also apply a **Quick Style Set** to your entire document by selecting the **Change Styles** icon.

2. Another way to apply a style is to select the **Styles** dialog box launcher and then select the style you wish to use.

If you do not see the style options you want, select **Options** to display the **Style Pane Options** dialog box.



**KEYWORDS:** styles, quick style, quick styles gallery, change styles, apply a style, apply a different style, styles dialog box launcher, style pane options

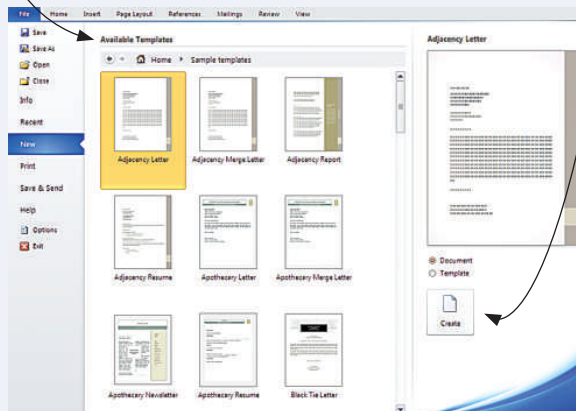
- ▶ **Draft quickly.** Try to make your fingers keep up with your brain. Turn the phrases from your outline into paragraphs. You'll revise later.
- ▶ **Don't stop to get more information or to revise.** Set a timer, and draft for an hour or two without stopping. When you come to an item that requires more research, skip to the next item. Don't worry about sentence structure or spelling.
- ▶ **Try invisible writing.** Darken the screen or turn off the monitor so that you can look only at your hard-copy outline or the keyboard. That way, you won't be tempted to stop typing to revise what you have just written.
- ▶ **Stop in the middle of a section.** When you stop, do so in the middle of a paragraph or even in the middle of a sentence. You will find it easy to conclude the idea you were working on when you begin writing again. This technique will help you avoid writer's block, the mental paralysis that can set in when you stare at a blank screen.

## TECH TIP

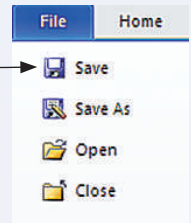
### How To Modify Templates

You can modify an existing document **template** to address your specific writing situation. You can then save this modified document as a template and use it again in similar writing situations.

1. To locate an existing template, select **File** and then select **New**. This will open the **Available Templates** window. Within this window, you can study templates already installed on your computer as well as ones available for download.



2. You can start with a Blank Document or with one of the many available templates. First, choose a template, and then select **Create**. If you click on a folder of templates, such as **Sample templates**, you can select a template and then save it as a document or a template. Select the format you want (**Document** or **Template**), then select **Create**. If you want to save the changes you make for future use, be sure to select **Template**.
3. After making changes to the design of the template, select **File** and then select **Save**. Your modified template will be stored in a file you can access later through the **My Templates** tab in the Available Templates window.



**KEYWORDS:** templates, about templates, modify a template, installed templates, download templates

sending inquiries, and conducting experiments. Don't forget to ask questions and gather opinions from your own network of associates, both inside and outside your organization.


## ORGANIZING AND OUTLINING YOUR DOCUMENT

Although each document has its own requirements, you can use existing organizational patterns or adapt them to your own situation. For instance, the compare-and-contrast pattern might be an effective way to organize a discussion of different health-promotion programs. The cause-and-effect pattern might work well for a discussion of the effects of implementing such a program.

At this point, your organization is only tentative. When you start to draft, you might find that the pattern you chose isn't working well or that you need additional information that doesn't fit into the pattern.

Once you have a tentative plan, write an outline to help you stay on track as you draft. To keep your purpose clearly in mind as you work, you may want to write it at the top of your page before you begin your outline.

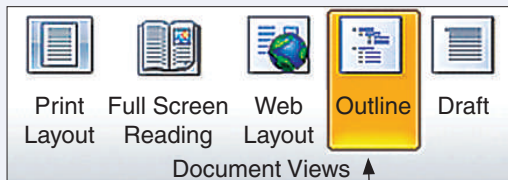
For more about organizing your information, see Ch. 7.

 To watch a tutorial on creating outlines, go to Ch. 3 > Additional Resources > Tutorials: [macmillanhighered.com/launchpad/techcomm11e](http://macmillanhighered.com/launchpad/techcomm11e).

### TECH TIP

#### How To Use the Outline View

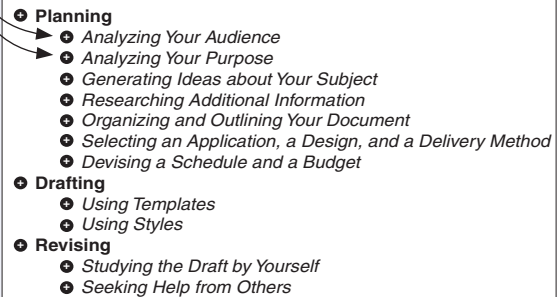
When organizing your document, you can use the **outline view** to examine and revise the structure of your document. To use this view, you must format your document with Word's built-in heading styles or outline levels.



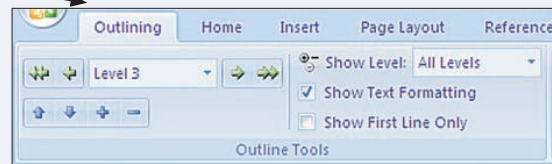
To view the structure of your document, select the **View** tab on the Ribbon and then select **Outline**.

A plus sign indicates that a heading has subheadings or text associated with it. A minus sign indicates that it does not.

Headings are indented to show subordinate levels.



Use the **Outlining** tab to promote or demote headings or body text; to move, expand, or collapse sections; and to show levels.



**KEYWORDS:** outline view, create a document outline, outline levels