

Tech Training: Style Tagging

Using style tags in Microsoft Word, one can easily modify a document with pre-set fonts, styles, and formatting. One simply has to open the Styles Pane, set the document in Draft Mode, and choose the correct style for the paragraph.

When creating CS tutorials, base them on the proper template by double-clicking on either the Client Template or the Tech Template. The appropriate style tags will be included in the new document.

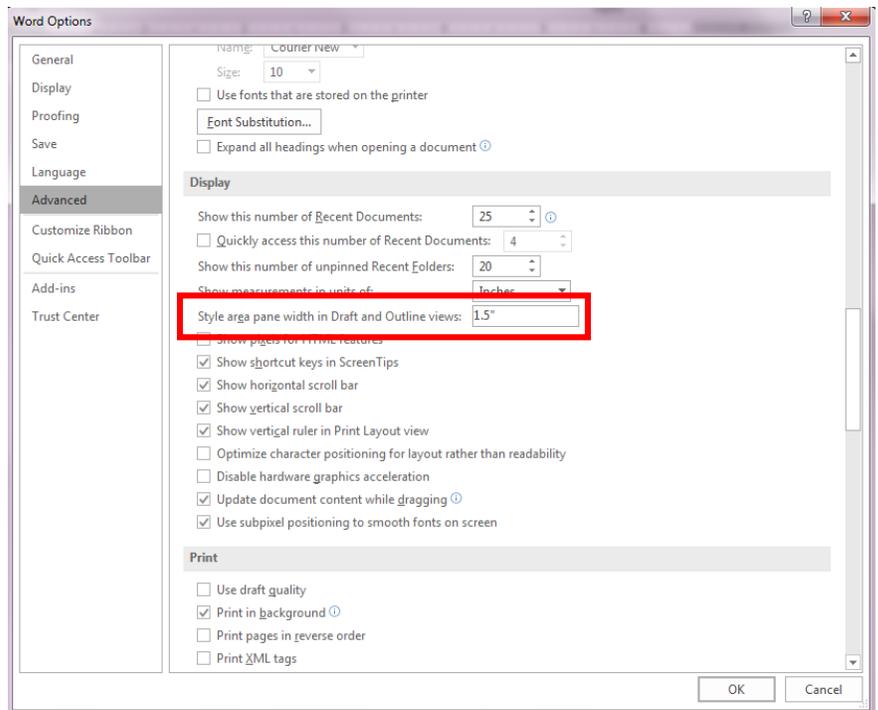
Create a Tutorial

- Create a new tutorial document by double-clicking the appropriate template
- Enter content of the tutorial

Set Up Document for Style Tagging

Each user's profile has its own settings for Microsoft Word. When a user Style Tags for the first time, the Draft mode of the document needs a Setting modification. This only has to be done on the first document, as Microsoft Word saves the settings for future documents created/modified on that user's profile.

1. Launch Word
2. Click File > Options
3. Move to the Advanced tab
4. Scroll Down to Display
5. Find 'Style area pane width in Draft and Outline views'
6. Enter a number greater than zero. 1.5 is recommended.
7. Click OK



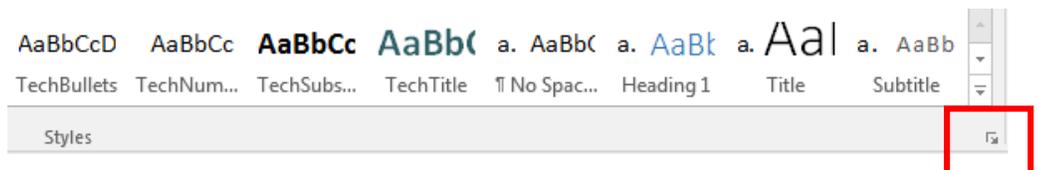
Style Tagging a Document

Once a document has been created and Draft view has been configured properly, you are ready to apply Style Tags.

Open the Styles Pane

- Move to the Home tab
- In the Styles area, click on the arrow in the bottom right-hand corner. The Styles Pane should appear.

NOTE: This is a pop-out (floating window), so you can move it wherever it is easiest to access. This is not to be confused with the style area pane in Draft mode.

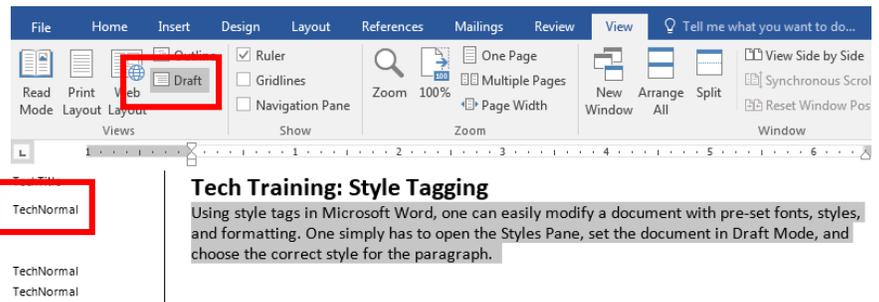


Apply Styles

- Move to the View tab
- Locate the Views section and click Draft

NOTE: A style area pane should appear on the left-hand side of the document with style tags listed next to each paragraph of the document. If it does not, double check that a number greater than zero was entered in step 5.

- In the style area pane (Draft view), click a style tag to highlight the paragraph to its right
- Using the Styles Pane (floating window) find the correct style tag for that paragraph.
- By clicking the style tag, the paragraph should assume the style associated with that tag.



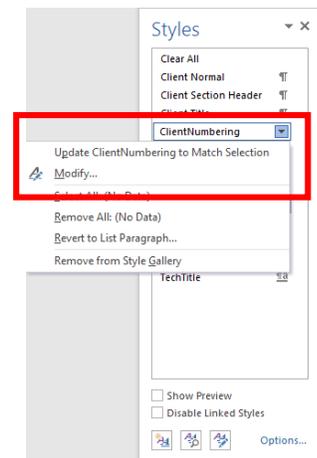
Modifying Style Tags

The preferred styles for CS templates, whether Client or Tech, are subject to change. Style tags are useful in that you don't have to create a completely new template or even create a new style tag. You can simply modify the template and imbedded style tags to match new style preferences. A template and its imbedded Style Tags can be opened and modified by right-clicking on the template and choosing Open.

NOTE: Template modifications apply only to documents created after the template has been changed. To apply the style to existing documents, either modify the style tag in each document or copy and paste existing content into new documents based on the modified template.

Open the Modify Style dialogue box

- Open the floating Styles Pane
- Hover your mouse over the style you want to modify
- Click the arrow that appears to the right of the style
- Select 'Modify' or 'Update (StyleTagName) to Match Selection'
 - Updating to Match Selection works only if you've made changes to the style within the document and you have it highlighted
 - Selecting 'Modify' will open the Modify Style dialogue box

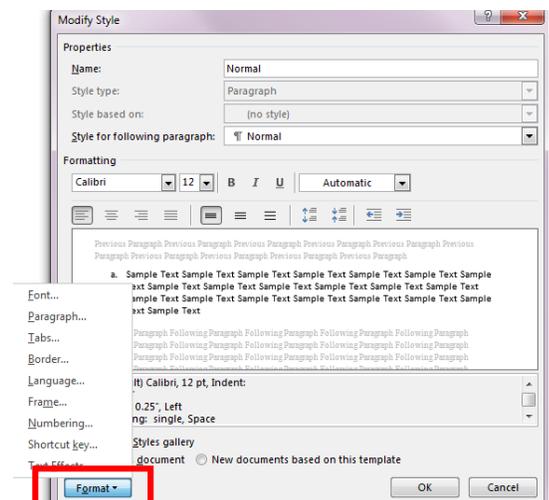


Modify Style

Use this dialogue box to change the style's name, the following paragraph's style, simple formatting (Font, size, alignment, etc.), and whether or not you want to add the style to the Styles Gallery.

NOTE: Adding to the Styles Gallery ensures the style will always be available within the Microsoft Word program for that user's profile. Keep this checked. It is also recommended to choose 'New documents based on this template.' If the template is opened in a different Word program, the style will be included and can be used.

In the bottom left corner of the Modify Style dialogue is a drop down named 'Format.' This is where you will specify Font, Paragraph, Tabs, Border, Language, Frame, Numbering, Shortcut Key, and Text Effects. When modifying a style be sure to check each of these sections. In every dialogue box associated with modifying a style tag, a preview is shown.



1. Font

This section lets you change any number of things relating to the font. You can easily change the font, font style, size, color, underline style, and underline color. You can also choose effects. In the Advanced tab there are more options, including scale, spacing (kerning), and position of the characters. There are also features that can be explored and used, such as ligatures, number spacing and forms, and stylistic sets.

2. Paragraph

Use this section to change the alignment, outline level, indents, and spacing of the text. Move to the Line and Page Breaks tab to define pagination, formatting exceptions, and textbox options.

3. Tabs

Here you can add/modify tab stop positions, change the alignment, or set a tab leader.

4. Border

Use this section to choose type, style, color, and width of a border. You can also choose where the border/shading applies. Options lets you choose how close or far away from the text you want the border or shading. There is also a Page Border tab. The Shading tab allows you to add a fill color and a pattern style and color.

5. Language

This section lets you select a specific language to use the style tag in.

6. Frame

Use this section to dictate how the text treats a frame, the size of the frame, and its horizontal and vertical position.

7. Numbering

Allows you to add a numbering format or bullets to the style.

8. Shortcut Key

Here you can add a shortcut key to the style. Thus, when you have a paragraph selected you type the shortcut key and your style is applied. You can also choose to save the changes to the style tag itself, or only to the open document.

9. Text Effects

This last section allows you to add a text fill, outline, shadow, reflection, glow, soft edges, or 3D format to the text within the style tag.

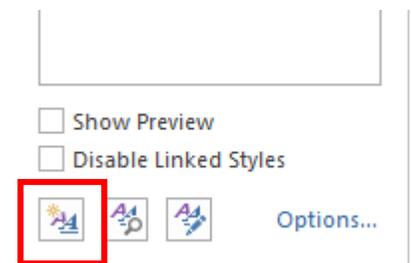
Creating a New Style

Just as a style tag can be modified, new style tags can be created as needed. There are two ways to create a new style:

1. Add using the Styles Pane
2. Add from pre-styled text

Create using the Styles Pane

1. Open the Styles Pane
2. In the bottom left corner, click on the icon with the yellow star
3. Create your style tag (refer to Modifying a Style Tag above for what is included in each section)



Create from Styled Text

1. In a document, create text and format it as applicable
2. Highlight text. Word's pop-up formatting toolbox should appear. If not, right-click to make it appear.
3. In the pop-up formatting toolbox, click Styles
4. Choose 'Create a Style'
5. Name the style and modify as necessary
6. Click OK to apply your changes

