New Style Creation and Modification in MS Word 2007

The following screen shots and directions relate directly to using MS Word 2007 on a Windows XP or Vista operating system. If you are using an earlier version of the MS Word program or are working on an Apple Macintosh computer with MS Word the location of some controls and windows may be different but the steps are the same to work with style creation. Look around to find the necessary controls or ask me for assistance.

To begin, on the **Home** tab in the **Styles** section (shown below), click the box in the lower right corner (just below Change Styles) to expand the listing.

![Home Tab](image1)

To the right of your screen this window will appear (below).

![Styles Window](image2)

To create a new style, click on the **New Style...** button – the one on the left (shown below).

![New Style Button](image3)
And the following window opens.

Name your new style in **Properties: Name:** (per the instructions -- `<Your Initials StyleName>`.)
Select the **Style Type:** (for this assignment all styles will use Paragraph.)
Select the **Style based on:** (each style being created specifies the **Style based on:** in its description. Select the **Style for the following paragraph:** (you do not have to change this setting but may if you choose to.)

You may choose your **Font** in this screen (above) . . .
or you can click on **Format** at the bottom left … (below)
and select **Font…** to open a separate window with more options (below).

Click **OK** after making your choices (any font, size 12) to return to the New Style window (below).
On the **New Style** window click on **Format** (bottom left corner) again and select **Paragraph**… to go to the following window. Make changes to match what is shown.

Click **OK** when finished to return to the **New Style** window.
Returning to the **New Style** window (above) you will see the description of your style below the preview pane (below). If correct, click **OK**.

This style (YI Normal) will be used for the body of your paper with the exception of paragraphs requiring the use of the YI Quote or YI Bulleted styles that you create.

Your new style will be listed (as shown below) in the Styles section …

And to the right …
Again click on **New Style...** to create your next style.

This style will be used to center the titles at the beginning of the body of your paper and on the reference page. Make the choices as you did with your first style. Enter the style **Name.** Select the correct **Style based on:** for your new style.

![Create New Style from Formatting](image1)

Select **Format.../Paragraph...** to open this window (below) ... change it to match these settings.

![Paragraph settings](image2)

When complete click **OK.**

Check your description and if correct click **OK.**
Proceed as before…
You will now create the style to be used for your cover page. For this style you will enter the **Name** and then set the **Style based on:** (below).

![Create New Style from Formatting window](image1)

![Frame window](image2)

Then select **Format…/Frame…** to go to this window (shown below).

Here you will select **Text Wrapping/None.** Set **Horizontal/Position:** Center, **Relative to:** Page. Set **Vertical/Position:** Center, **Relative to:** Page. **Distance from text:** will use the default for each. Click **OK** when complete.

When complete click **OK.**

Check your description (below) and if correct click **OK.**
Proceed as before…
This style will be used to position the header information in your paper. For this style enter the Name and then set the Style based on: (below).

Select **Format…/Paragraph…** to open this window (below) … change it to match these settings.

When complete click OK.

Check your description and if correct click **OK**.
Proceed as before…
This style will be used to position the references in your paper. For this style enter the Name and then set the Style based on: (below).

Select Format…/Paragraph… to open this window (below) … change it to match these settings.

When complete click OK.

Check your description (below) and if correct click OK.
Proceed as before…
This style will be used to position any bullet listed items in your paper. For this style enter the **Name** and then set the **Style based on:** (below).

To format select **Format…/Numbering…** to open this window (below) … change it to match these settings.

![Bullet Library](bullet-library.png)

Click **OK** when complete.
Now select **Format…/Tabs…** to open this window (below) and change it to match the settings in the next window.

![Tabs dialog box](image)

Click **OK** when finished.

Now select **Format…/Paragraph…** to open this window and change it to match these settings (below).

![Paragraph dialog box](image)

Click **OK** when complete.

Check your description and if correct click **OK**.
Proceed as before…
This style will be used to position any 40+ word quotation in your paper. For this style enter the **Name** and then set the **Style based on**: (below).

Select **Format…/Paragraph…** to open this window (below) … change it to match these settings.

Click **OK** when complete.

Check your description (below) and if correct click **OK**.
Your new styles have been added to the list as shown in the expanded **Styles** section …

and to the right in the panel …
Next you want to manage and save your styles for future use.

Remove styles that you didn’t create.

Right click on a style that you wish to remove and choose **Remove from Quick Style Gallery** (shown below).

When you only have the styles remaining that you created (beginning with Your Initials as part of the name) click on **Change Styles**, move to **Style Set** …

and at the bottom of the list that appears choose **Save as Quick Style Set**…
As shown in the window below, Save your Quick Style Set with a file name of YI Styles (where YI again means your initials.)
Working with Citations

Begin by clicking on the **References** tab (below).

In the **Citations & Bibliography** section you will see …

and clicking on the right arrow beside the listed **Style**: is a list of available style choices for formatting your references (below). Select **APA** for this paper.

You will need to enter all your sources into the program. Click on **Insert Citation** and choose **Add New Source** (below).
The window below appears. Enter your information for each field (as applicable) …

for example (below)…

Once you have entered your sources you can use the program to create your in-text citations and compile your bibliography.
Place your cursor in your document where you want a citation to be placed. Click on Insert Citation and from the list that appears, select your source (as shown below).

![Screenshot of citation insertion process]

Shown here is a citation added in-text.

(C.Beekman-Quinn, 2005)

To edit or add to a citation, right click on the in-text citation and the following (below) will appear …

![Context menu for editing citations]
Choosing **Edit Citation** gives you this window (below) to add page number(s) or change the appearance.

![Edit Citation Window](image)

which will then appear like this (below) …

![Citation Example](image)

or in-text as seen here (below) …

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(Beekman & Quinn, 2005, pp. 23-24)
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You can manage your sources in your document by going to **Manage Sources** …

![Manage Sources Window](image)

which will open this window (below) where you can transfer sources to your current list (open document).
To create your reference page, place the cursor in your document where you want it to be placed (below) …

…and select **Bibliography** (below) and choose Insert Bibliography at the bottom.

![Bibliography dialog box](image)

…to create a listing like this (below) …

![Reference page listing](image)
Once you have placed your bibliography you will need to select the references and apply the YI References style that you created (as shown below) …

Go through your document applying your styles where appropriate (as shown below for paragraphs in the body).
Managing styles and transferring to Normal.dot …

Click the icon to the right -- **Manage Styles** (below) …

to go to this window (below) where you will Click on **Import/Export** …

to go to this window (below) …
Here you can select styles in one document (on the left) and transfer them to your global template Normal.dot (on the right) which will make them available whenever you open a blank starting document in your Word program.

Copy styles by selecting them and clicking on **Copy ->** to move them (as shown below.)