

Styles

Word for Windows 2007/10/13/16

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Microsoft Word for Legal Professionals

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Chapter 1. Styles - The Basics

What Are Styles?

A style is a set of formatting characteristics that you can apply to text, tables, and lists in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at once. You can view styles by clicking the **Home ribbon** ➔ **Styles launcher** to reveal the **Styles task pane** (see Figure 1.1 below).

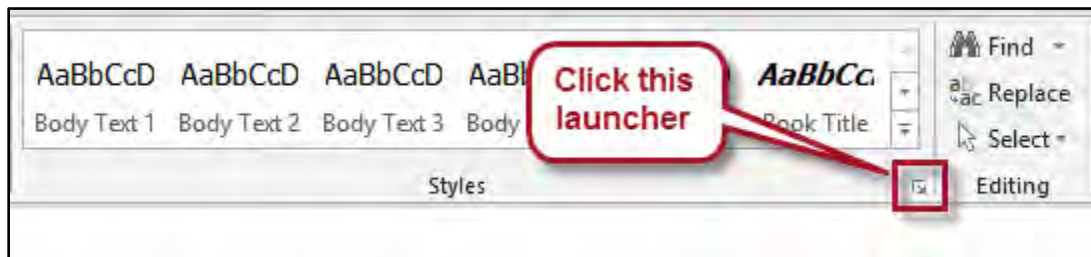


Figure 1.1

A subset of all of the styles available are also visible in the Styles gallery on the Home ribbon.

A useful way to think of styles is like a car radio pre-set button. Every time you push the button, you're back on the exact station you programmed the button for.

Word Uses Styles Whether You Want Them or Not

As more fully described below, Word applies a style to all text in every document. You cannot turn this feature off. Therefore, the text in the body of every document typically has the Normal style applied to it because Word applies the Normal style automatically. The only way some other style would be applied is if the user overtly applies something else or copies text from another document which had a different style applied.

Two Formatting Approaches in Word

Direct Formatting (Wrong Way)

If you want a heading to be bold, underlined, Arial 14 point and centered, one way of achieving that by selecting the text and manually applying those formatting attributes by using buttons and/or shortcut keys (like Ctrl+B for bold). Selecting text and manually applying formatting is known as Direct Formatting. It is time-consuming, usually annoying, and it's difficult to ensure consistency throughout your document. In spite of this not being the correct way to format a document in Word, the vast majority of Word users employ only direct formatting. That is generally because nothing about Word tells you that using styles is a superior method, nor that styles even exist or what they do.

Formatting With Styles (Right Way)

An alternative and much better way of formatting the heading to be bold, underlined, Arial 14 point and centered is to use a Style to do it. I could modify the style called Heading 1 to match these formatting attributes. When I apply Heading 1 to the text, it will automatically convert it from whatever it was before to my new style definition. Using styles is much faster and ensures consistency throughout your document.

Advantages of Styles

Speed

You can assign very complex combinations of character and paragraph formatting to a particular style and then apply that style with a single keystroke. As such, styles are much faster to use than manual formatting.

Easy Updating

Assume you've used styles throughout your document and then decide you don't like the way something is formatted. Instead of manually reformatting every paragraph, all you have to do is change the style *definition*. Once changed, all the text to which the style had been applied, throughout the document, immediately updates without any manual formatting on your part.

Enforce Formatting Consistency and Make Editing Easier

Once styles are setup, users don't have to remember complex formatting techniques; they can simply select a style from the drop-down list. This pre-fab formatting also ensures that all of the documents created with the same styles will look the same.

Tables of Contents

If you use styles for the headings and numbered paragraphs in a document, you do not need to mark text for inclusion in a table of contents because Word can generate tables of contents directly from the styles used in the document. Anyone who has had to mark entries for a table of contents in a long document will appreciate this.

Navigation

If you've used Heading styles (explained below) to control formatting in your document, in Word 2007 you can use the **Document Map** (**View ribbon** ➔ **Show group** ➔ check the **Document Map checkbox**) and in Word 2010/13/16 you can use the **Navigation Pane** (**View ribbon** ➔ **Show group** ➔ check the **Navigation Pane checkbox**) to quickly navigate your document.

Where Styles Are Stored

Styles are stored inside templates. Templates are very much like containers which can contain text as well as styles, macros, toolbars and the like. We'll discuss templates in greater detail later in this manual in **Error! Reference source not found..**

Types of Styles

Paragraph

Paragraph styles apply formatting to the entire paragraph and can also be used to apply font formatting in addition to paragraph formatting. Click into a paragraph and apply the paragraph style to the entire paragraph.

Character

Character styles apply formatting to individual characters only. Click anywhere in a word (or select text) and apply the style to the word(s) you selected.

Linked

Linked styles have characteristics of both character and paragraph styles. If you just click into a paragraph and apply a linked style, it formats the entire paragraph. If instead you select some text and apply a linked style, it will apply only to what you've selected.

Table

Applies border, shading, alignment and character formats to tables.

List

Applies outline number and bullet formats to lists.

All-Important Rules of Styles

It's critical that you keep the following rules in mind.

Every Instance of Unique Formatting Requires a Different Style

As previously mentioned, when you just type in a document, Word automatically applies the Normal style to the text. However, in order to properly use styles, you need to apply a different style to each type of unique formatting within the document. For example, in Figure 1.2 below, there are 4 levels of outline numbered paragraphs. Each one is a unique type of formatting and requires a different style. The proper way to format such a document would be to apply the style called Heading 1 to the Articles, Heading 2 to the 2nd level of the outline, Heading 3 to the 3rd level and Heading 4 to the 4th level. Of course, if these Heading styles do not currently format the text the way I see it, I will have to alter their settings so they match the formatting I'm trying to achieve (which you would do by simply right-clicking the style name in the style pane or style gallery and choosing "modify" from the menu that appears).

Having said that, if there's a section of easy formatting somewhere in the document and that formatting doesn't reappear anywhere else, it's fine to manually format those things. For example, a signature block may not require its own style because by the time you create one to handle it, you could have already formatted it manually and moved on.

	<p style="text-align:center">ARTICLE III. <u>CAPITAL CONTRIBUTIONS</u></p> <p>3.1. <u>Initial Capital Contributions.</u></p> <p>(a) Each Member shall contribute to the capital of the Company the amounts set forth opposite such Member's name on Exhibit B.</p> <p>(b) No interest shall accrue on any capital contribution and no Member shall have any right to withdraw or to be repaid any capital contribution except as provided in this Agreement.</p> <p>3.2. <u>Additional Capital Contributions.</u> The Members shall contribute to the capital of the Company such amounts as the Manager may determine to be necessary or appropriate to conduct the business or carry out the purposes of the Company. Any such additional capital shall be contributed by the Members pro rata, in proportion to their Units, or on any other basis agreeable to them.</p> <p>3.3. <u>Loans.</u></p> <p>(a) If any Member (a "Declining Member") declines to contribute additional capital to the Company following a request for additional capital by the Manager pursuant to Section 3.2 above, then the other Members shall have the right, but not the obligation, to take whichever (if either) of the following actions that the Manager deems appropriate:</p> <p>(1) Loan to the Company, in the ratios that the Percentage Interests of such other Members bear to each other or in any other ratios agreeable to them, the entire amount requested by the Manager. Any such loan(s) shall (i) be unsecured, unless all of such other Members agree otherwise, (ii) bear interest at 2% over the prime rate as publicly announced from time to time by the Bank, and (iii) be repayable from the first funds available to the Company.</p>
--	---

Figure 1.2

Therefore, if properly constructed, the paragraphs would have the following headings applied (see labels to the left):

Heading 1	<p style="text-align:center">ARTICLE III. <u>CAPITAL CONTRIBUTIONS</u></p>
Heading 2	3.1. <u>Initial Capital Contributions.</u>
Heading 3	(a) Each Member shall contribute to the capital of the Company the amounts set forth opposite such Member's name on Exhibit B.
Heading 3	(b) No interest shall accrue on any capital contribution and no Member shall have any right to withdraw or to be repaid any capital contribution except as provided in this Agreement.
Heading 2	3.2. <u>Additional Capital Contributions.</u> The Members shall contribute to the capital of the Company such amounts as the Manager may determine to be necessary or appropriate to conduct the business or carry out the purposes of the Company. Any such additional capital shall be contributed by the Members pro rata, in proportion to their Units, or on any other basis agreeable to them.

Figure 1.3

Word Uses Styles Without Your Knowledge or Consent

When you type text into a document, Word automatically applies a specific style depending upon where your cursor is and what you're doing. For example, if you're in a header, Word automatically applies a style called Header. The mere act of typing in a header box causes this to happen.

There is No Off Button

I've heard many people tell me that they don't use styles in Word. That's impossible because you can't turn styles off and as described in the previous rule, Word applies them automatically. It's impossible to have text in a Word document (any version) to which a style is not applied.

If You Don't Control Styles, They Control You

This is about as blunt as I can get. Styles will always win the formatting battle. All of the direct formatting in the world isn't going to change that. So you're infinitely better off learning how to control styles so you aren't constantly struggling against them. They are completely controllable (as is Word in general), once you've mastered them.

Every Document Has 247 Styles Built In


When you create a new document in Word, there are 247 styles already in the document although only a small subset might actually be used. We refer these built-in styles as "System" styles. To see all of these styles, you can either:

- Open the styles pane → click the Options link (bottom, right corner of the Styles pane) → under "Select styles to show:" choose All Styles → under "Select how list is sorted:" choose Alphabetical → clear every checkbox in this dialog → click OK. All available styles will now appear in the styles pane.
- Open the styles pane → click the Manage Styles button (bottom of the Styles pane) → click the EDIT tab in the subsequent dialog and there you will see all of the available styles.

You Can't Delete System Styles But You Can Change What They Do


Any system style can be altered so that it produces the formatting you want.

You Can Create Your Own Styles

It's also possible to create your own styles by using the New Style button at the bottom of the Styles task pane: 

The Style Inspector Will Make All Of This Much Easier

If you're not sure what style is being applied to text in your document, just follow these steps to find out:

Open the Styles pane → click the Style Inspector button . A panel will open and show you the Paragraph formatting and Text level formatting. You are concerned about the Paragraph formatting style. Once the Style Inspector is open, you can also modify a style by right-clicking it and choosing Modify from the menu that appears.

Direct Formatting Creates Layers (Which You Don't Want)


As previously explained, every paragraph has a style already applied to it. Let's say that the Normal style were applied to a paragraph and its definition was Times New Roman, 12 point, full justified. A user may decide that they don't like that formatting for the paragraph and want to change it to Arial, 11 point, left

justified. If they simply select the paragraph and apply direct formatting to make that change, the styles (which you should think of as the underlying default for that paragraph) will remain Times New Roman, 12 point, full justified. The direct formatting applied by the user is a layer of formatting on top of the style. What the user should have done is modify the Normal style to be Arial, 11 point, left justified. However, most users are not aware that Word handles formatting like that.

Like a layer of paint, direct formatting can be scraped off to reveal the underlying default. This often happens to users by accident (and it's extremely annoying). If you've ever been editing a document and noticed that the formatting keeps shifting on you (changes in fonts, point size, or justification are common, for example), then your underlying style is probably in disagreement with the surface formatting layer that was created by direct formatting. It's fine to have occasional direct formatting - for example you want the words *per stirpes* to be italicized in a paragraph. However, if you want the entire paragraph to be italicized, then you should use a style.

You Can Scrape Direct Formatting Off of Text With Shortcut Keys

If you want to reveal whatever style-based formatting is beneath direct formatting, here are two shortcut keys to remember:

- **Strip Font Formatting:** Select the text ➔ **Ctrl + Spacebar**.
- **Strip Paragraph Formatting:** Select the text ➔ **Ctrl + Q**.
- **Strip Both Font and Paragraph Formatting:** Select the text ➔ click the  (Clear All Formatting) button in the Font group on the Home ribbon.

Once a Style Is Applied to Text, You Can Change The Text By Modifying The Style

Let's say you have 50 footnotes in your document and you don't like how they look. There's a style called Footnote Text which Word automatically applies to every footnote. Therefore, you can change all of your footnotes at once by modifying the Footnote Text style. As soon as you change the style definition, every footnote will update its formatting automatically to match your changes assuming you didn't already apply direct formatting. If you had already selected each footnote and applied custom formatting (see discussion of Direct Formatting above), then that formatting will need to be removed to reveal the default style formatting beneath it (see previous rule).

Use System Styles Whenever Possible

You'll save yourself a lot of time and energy if you simply use the styles Word provides and change them to format the text the way you would like. If you create a separate set of styles for each practice area or type of document, you end up with something that is difficult to keep track of. On the other hand, if you consistently use the system (built-in) styles, then the style names will be the same from document to document, even though their formatting definitions can be completely differently in each document. Here's what we recommend:

1. If you have numbered paragraphs, always use the Heading styles (Heading 1, Heading 2, etc.) - there are 9 levels of them.
2. If you have un-numbered paragraphs like the one in Figure 1.4, then use the Body Text styles. Every document includes Body Text, Body Text 2 and Body Text 3. Of course, you can add Body Text 4, etc. if necessary.

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Figure 1.4

If you have a paragraph like the second one shown in Figure 1.5, you would use Body Text 2 because the paragraph is moved 0.5" off the left margin. If I encountered another paragraph that was 1" off the left margin, then I would use Body Text 3.

(d) Information consisting of a combination of features that individually satisfy any of the exceptions described in clauses (a), (b) or (c), above, shall not be deemed to be excluded from the definition of Confidential Information unless the combination itself and its principles of operation satisfy one or more of such exceptions.

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Figure 1.5

3. For titles, there is a built-in style called Title which should be used.
4. For block quotes in a pleading, use the built-in style called Block Text that should be used.

Default Style

Normal Style

The default style applied by Word is called **Normal**. When you create a new document, this style is applied. If you are unhappy with the way your documents are formatted by default, you can edit the **Normal style** and permanently change its formatting attributes (if you check **Add to template** after you make a change).

Change Normal

If you want to change the **Normal style**, click the **Home ribbon** ➔ **Styles launcher** to open the **Styles Pane**. Scroll down the **Styles pane** until you see **Normal**. Right-click **Normal** and choose **Modify...** from the drop down list that appears. You should see the dialog in Figure 1.6.

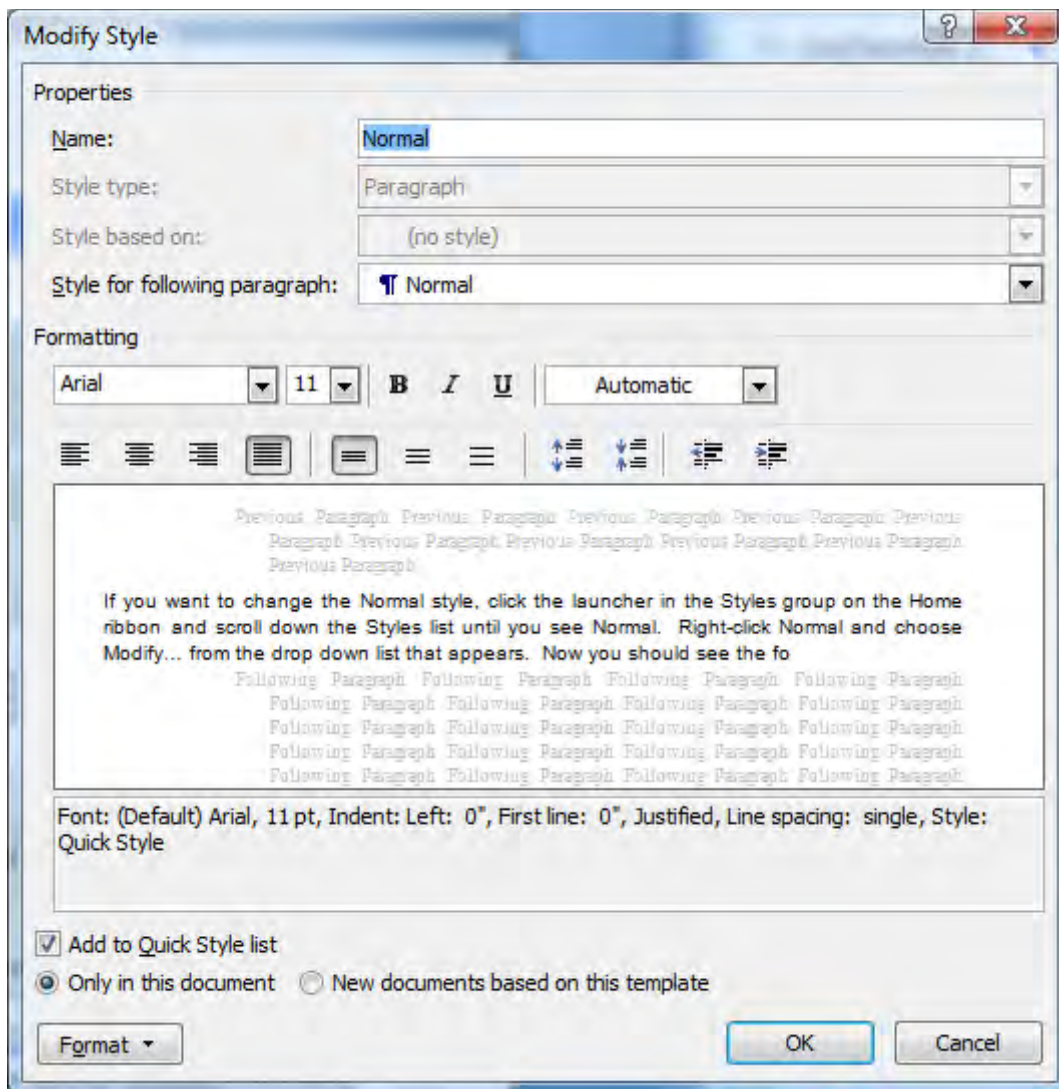


Figure 1.6

You can make changes to the document's Normal style by clicking the formatting buttons or clicking **Format** and choosing a format category to modify. If you want to make the changes affect all future documents, click the **New documents based on this template** box at the bottom of the dialog before you click **OK**. This adds your modifications to the default template (normal.dot) and therefore affects all future documents you create. If you only want your changes to affect *this document*, then leave the box blank (click **Only in this document** if the **New documents based on this template** radio button is already selected).

Clear Formatting

If you want to clear the formatting of any text and remove any style applied other than Normal, select the text and hit **Clear All** in the **Styles task pane** (Home ribbon → **Styles launcher**) (SK: **Ctrl + Shift + N**).

Changing the Font For the Entire Document

The Wrong Way to Do It

Most Word users would select the entire document, then click on **Home ribbon → Font group → Font** or click on **Home ribbon → Font launcher** and manually change the font (paint over the wallpaper). The problem with this approach is that the **applied font** is not the same as the **default font**. Since the default font is still lurking behind the scenes, if the applied font is stripped off, the default font will reveal itself (typically to the user's surprise). In fact, one of the top three things we hear users complain about is when the font seems to randomly switch when they're editing documents.

The Right Way to Do It

Instead of the foregoing approach of manually selecting the document and applying font formatting, change the default font for the document. If you do it this way, your font will never change unexpectedly. The instructions for this method are as follows:

To change the font, you first have to figure out whether the applied font is the default font. Once you make that determination, you'll know how to proceed because we always want to simply change the default. Therefore, if the applied font is the same as the default font, you simply change the default and the document is automatically updated. If the applied font is *not* the default font then we want to make them both the same (the new font selection).

Determine the Default Font

To determine the default font for any particular document, follow these steps:

1. Click the **Home ribbon → Styles launcher** to open the **Styles and Formatting pane** on the right side of your screen.
2. Now scroll down until you see **Normal** listed. Hover your cursor over Normal, click the down arrow that appears to the right of it and click on **Modify....**

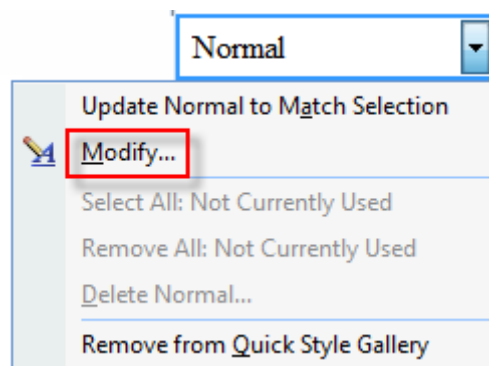


Figure 1.7

3. The next dialog will reveal the default font. Below it is Times New Roman, 12 pt.

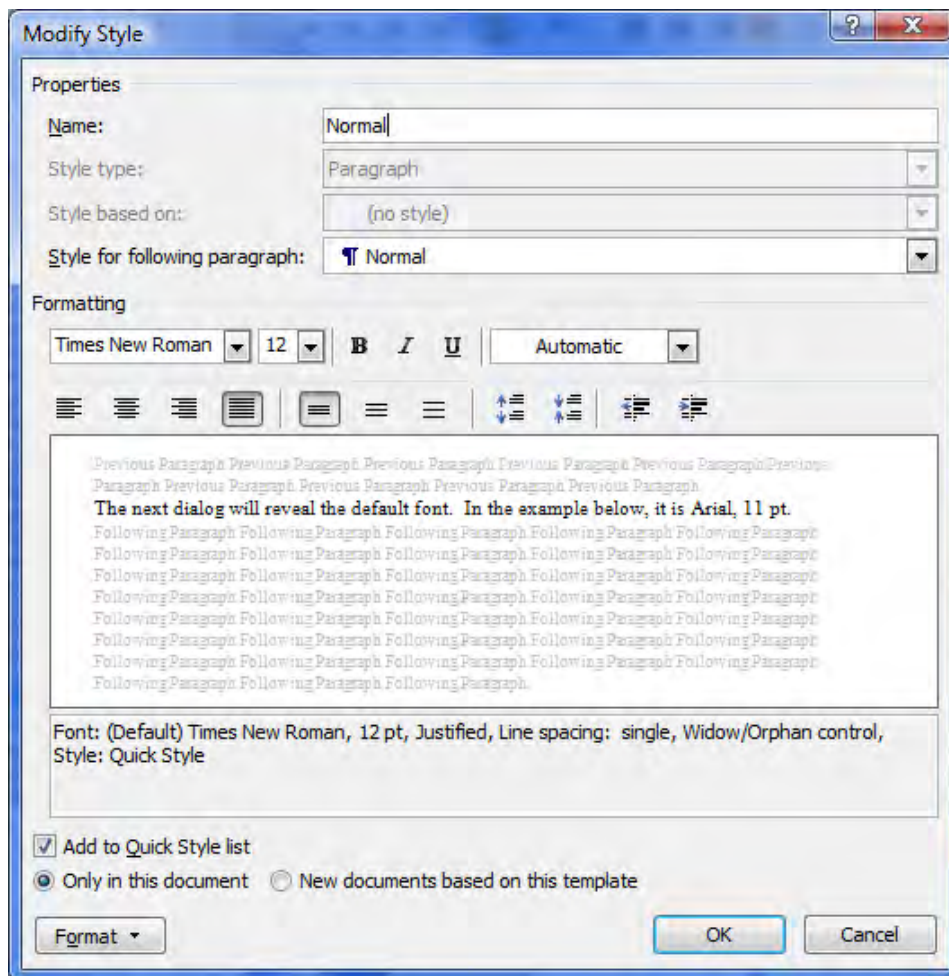


Figure 1.8

Determine If the Default Font Is Applied

As previously mentioned, it is common for people to simply select the text in a document and manually apply a new font (ignoring the default). You need to determine if that method has been applied to the document you're working with. First, determine the default font as described above.

Now click in the text of a paragraph and observe the **Home ribbon** ➔ **Font group** to see what font and size has been applied.

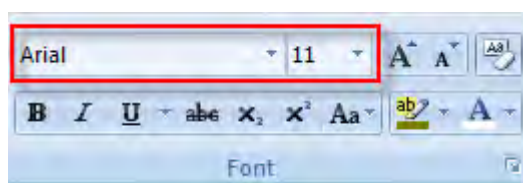


Figure 1.9

If the applied font and size shown on the toolbar is the same as the default font, then the default font has been applied. If they're different, then the applied font is not the default.

Changing the Applied Font If It Is the Same as the Default Font

To change the text in the document, follow these steps:

1. Click the on the **Home ribbon ➔ Styles launcher** to open the **Styles and Formatting pane** on the right side of your screen.
2. Now scroll down until you see **Normal** listed. Hover your cursor over Normal, click the down arrow that appears to the right of it and click on **Modify....**
3. Change the font and size to whatever you would like and click **OK**.

Changing the Applied Font when the Default Is Not Applied

In this case, you need the default font and the applied font to match. The first step is to follow the steps above and change the default font to whatever you would like it to be by modifying the Normal style. The second step is to change the applied font to the default.

After you've modified the default, then select the text of the document and do one of the following three things to strip the font formatting back to the default:



- Click on **Normal** in the list of styles in the **Styles and Formatting pane**.
- or
- Click on **Clear All** in the list of styles in the **Styles and Formatting pane**.
- or
- Hit **Ctrl + Space bar** simultaneously.

"Printing" Problem Actually Related to Font Selection

The Problem

Many users complain that printing the same document on different printers sometimes results in different page breaks and overall layout. This issue is most often caused by documents which use **printer** fonts rather than **TrueType** or **OpenType** fonts.

TrueType, OpenType and Printer Fonts

The scalable fonts that are incorporated into Windows are called TrueType and OpenType fonts. They are designated in your font drop down menu, on the Formatting Toolbar, with the  or  to the left of the font. Since TrueType and OpenType fonts are integrated with Windows, they will look the same regardless of which printer you use. Printer fonts, on the other hand, are printer-specific. Therefore, printing a document which uses Printer fonts on different printers will often result in different page breaks, layout, etc.

The screen shot below shows a font list with a mix of TrueType and Printer fonts. The printer fonts are designated with the printer icon. Just remember to stick with TrueType fonts and your documents will print consistently.

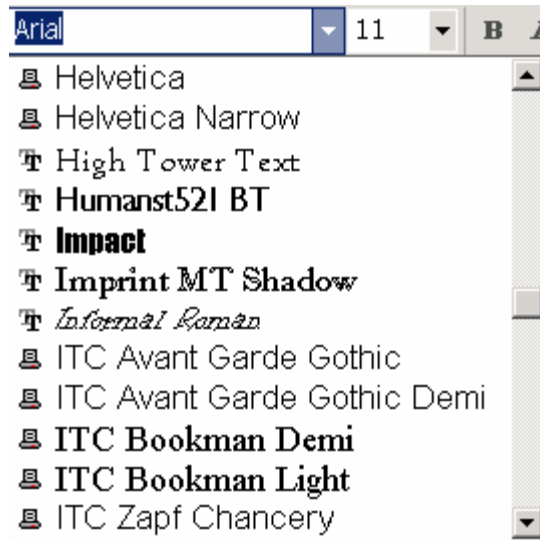


Figure 1.10

Using Existing Styles

Styles and Formatting Task Pane

Open the **Styles task pane** by clicking the **Home ribbon** ➔ **Styles launcher**.

To see all of the styles that are available, click on **Options...** and choose **All styles** under **Select styles to show** at the next dialog.

Apply Existing Style

To apply an existing style to text in your document, simply click into the paragraph and single-click the style name you would like to apply from the **Styles task pane**. If you've assigned shortcut keys to your styles, they can also be applied by hitting the appropriate key combination.

Create and Apply New Styles

Style to Work Only within the Current Document

1. Type and format text in block quote format.

"An arbitration mode equivalent to that in the Rules of Civil Procedure or Evidence would destroy the benefits of private arbitration. Final and binding arbitration finds its principal virtue in circumvention of the complexities and delays inherent in the court procedures. An intention to destroy that virtue will not be inferred from a statement which is only hortatory adoption of fair process for an arbitration hearing." Lochart v. American Reserve Ins. Co. (1982), 2 Ohio App.3d 99.
2. Select the entire paragraph or simply click your cursor somewhere in the paragraph.
3. Open the **Styles task pane** (**Home ribbon** ➔ **Styles launcher**) and click the **New Style button**.

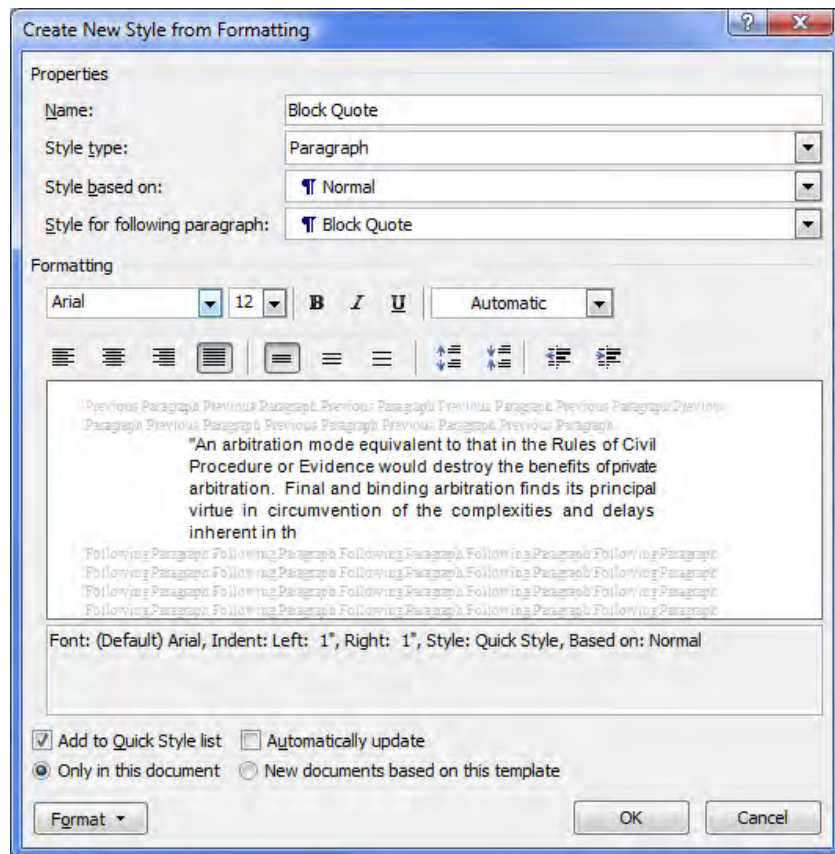


Figure 1.11

4. Call the style "Block Quote." As you can see, the new style definition automatically configured itself consistently with the formatting of the paragraph you selected before clicking **New Style**....
5. Click **OK**.
6. To apply the style in a document, place the cursor in the paragraph and click on the style in the **Styles Pane**.

Style to Work within All New Documents

Follow all of the steps above except that in step 6, *check* the box adjacent to **New documents based on this template**. Doing this will add the style your normal.dot template, thereby making it available in all future documents created from normal.dot template.

Modify an Existing Style

To quickly modify an existing style, follow these steps:

1. Find one instance of the style and change the formatting of the text.
2. Select the newly formatted text.
3. Open the **Styles task pane (Home ribbon ➔ Styles launcher)**. The style you've modified should be highlighted.
4. Right click the name of the style in the task pane and choose **Update to Match Selection**.

Using Styles

You are using Styles every time you use Word. If you don't overtly choose a particular style, then a default style called Normal is applied to the text you type (see Default Style on page 7). Let's assume you're typing a letter which will contain three paragraphs. Each of the paragraphs must be single spaced, with a double space between each paragraph, full justified, Times New Roman 12 point, first line half-inch indent. You have 2 choices to achieve that formatting.

Formatting Without Styles

The first option is to do it manually. You could type the paragraphs, put a tab in front of each paragraph and two hard returns after each one. You could make them justified by choosing that setting from the **Home ribbon ➔ Paragraph group** (SK: **Ctrl + J**). If the font isn't already Times New Roman 12 point, then you could select the paragraphs and choose those options from the **Home ribbon ➔ Font group**.

Formatting With Styles

The second option is to create a style (other than Normal) to handle that formatting or simply modify one of the Styles that Word includes automatically in every document you create. Let's say you want to create a new style. You would open your Styles pane (**Home ribbon ➔ Styles launcher**), and click the **New Style button**. Name the style "Letter Paragraph." Click **Format ➔ Font**, then make the font Times New Roman 12 pt. Click **Format ➔ Paragraph**, and set a first line, half inch indent, set the justification to full, set the space after to 12 pt. Now your style will handle all of the formatting for you. To modify an existing style, follow the steps in "Modifying an Existing Style" on page 13. Simply select the paragraphs and single click the **Letter Paragraph style** in the **Styles task pane**.

Which Method You Should Choose

If you're creating a simple document and *not* using paragraph numbering or bullets, then I don't think it matters whether you use styles or not. Some Word instructors insist that you always use a customized style no matter what and that's it's never okay to use "direct formatting" or leaving everything in the normal style and formatting the text manually. I simply disagree. While I do advocate using as much autoformatting as possible, if I'm typing a simple letter, it often isn't necessary to create custom styles to handle every type of formatting that may exist in that letter. By "autoformatting," I mean that instead of putting a tab in front of each paragraph, I'd use a first-line, half-inch indent (**Home ribbon ➔ Paragraph launcher ➔ Indents and Spacing tab**). Instead of hitting two hard returns at the end of each paragraph, I'd use automatic paragraph spacing (12 point after).

When You Must Use Styles

Generally speaking, you can set up bullets and paragraph numbering without using Styles. However, you're likely to have problems with them unless you use Styles to control the numbering and bullets. Common issues which arise if you don't use Styles include a) random re-starting of the numbering, b) bizarre indents that seem to set themselves, c) problems with sublevels in the paragraph numbering scheme, and d) paragraph letters (A, B, C, etc.) switching to numbers or numbers to letters inexplicably. In addition, if you use Bullets and Numbering in isolation, then the only formatting you control with the formatting attached to the numbering itself. You have no automatic control over the balance of the text that follows the paragraph number or bullet. So the general rule is that if you're generating complex documents without using Styles, a) you're doing it wrong, and b) you're spending two to ten times the amount of time necessary to handle the formatting. In fact, the appropriate use of styles when drafting

complex documents can eliminate formatting issues you might otherwise encounter except issues involving Section formatting (like page numbering)

Copy Existing Styles Into Documents You're Working On

When you go through the trouble of creating new styles or modifying existing styles in your default template (normal.dot), you'll be able to see and utilize those styles in future documents you create (they're automatically deposited into all new documents). However, if you open a document that you created previously or one you received from someone else, your wonderful new styles don't automatically show up in those documents. In those cases, you'll want to copy your custom styles into the document you're working on so you can easily format the text contained therein.

Copy Styles From Your Default Template

One fast way to change the formatting is to copy styles from your Normal.dot template into the document you're working on and apply them (if necessary). For example, let's say I've opened a document and the default formatting is Courier New, 12 point, single spaced, left justified and I want it to be Times New Roman, 12 point, single spaced paragraphs, but double spaces between paragraphs and full justified. Furthermore, let's assume that the text of the document is governed by the normal (default) style and that the normal style in my new documents reflects my preferences. My choices for reformatting the document would be to modify the normal style already embedded in the document OR simply copy my normal style into the document and over-write the existing one. You already know how to handle the former so this is how you would accomplish the latter:

1. On the **Styles task pane (Home ribbon → Styles launcher)**, click the **Manage Styles button**.
2. Now click the **Import/Export button** in the lower, left-hand corner of the dialog.
3. You'll see the dialog in Figure 1.12.

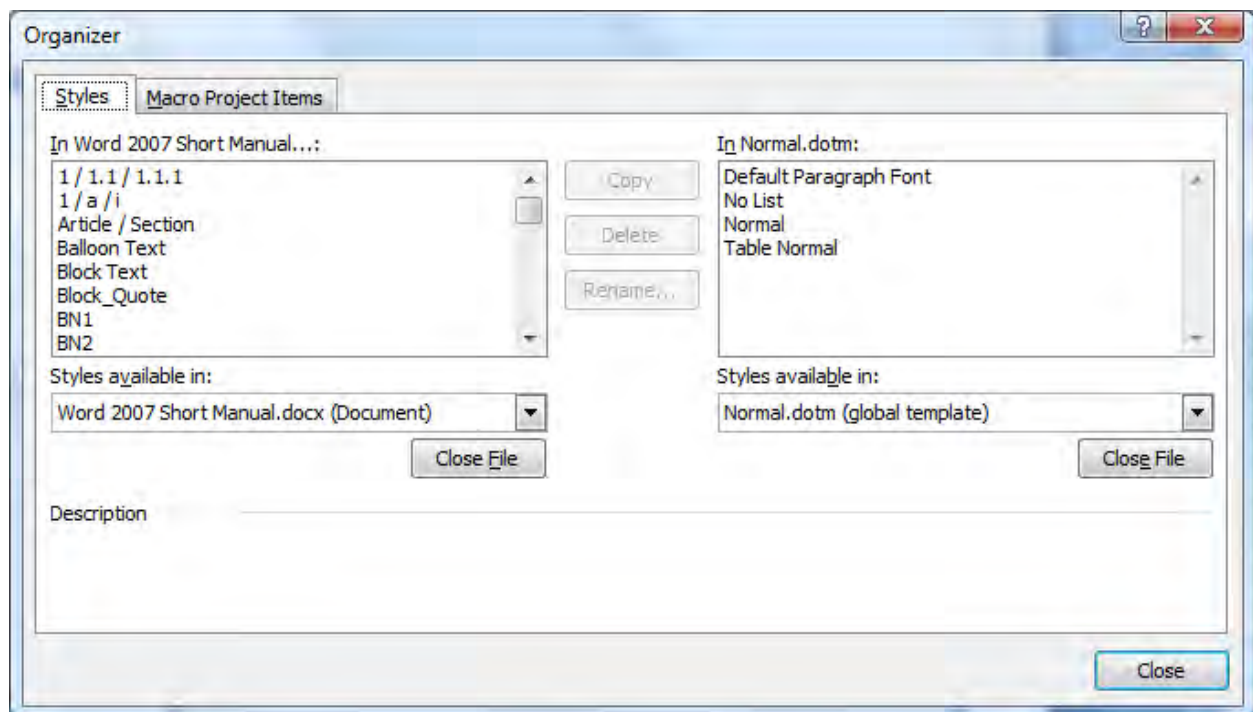


Figure 1.12

- As you can see, the styles stored in your default template (normal.dot) appear on the right and the styles embedded in the document that is currently open are listed on the left. Therefore, simply locate "Normal" on the right side (in normal.dot) and click once on it. The **Copy button** will un-gray in the middle.
- Click the **Copy button**. It will ask you if you would like to overwrite; say **Yes**, then click **Close**.

Copy Styles From Any Other Document/Template Into a Document You're Editing

Let's say you're working on a document which has no developed styles in it and you remember that another document you worked on previously has the perfect set of styles to use in this one. You can pull those styles into your current document by following these steps:

- On the **Styles pane (Home ribbon ➔ Styles launcher)**, click the **Manage Styles button**.
- Now click the **Import/Export button** in the lower, left-hand corner of the dialog. On the next dialog, you'll see the styles in the document you're editing listed on the LEFT and the styles in your default template on the RIGHT.
- On the right side of the dialog, click the **Close File button**. It will immediately switch to an **Open File button**.
- Click the **Open File button** and browse to the file you want to pull files from. **NOTE** at the bottom of the browse dialog that Word is looking for templates only. Make sure you switch that to **All Files**.

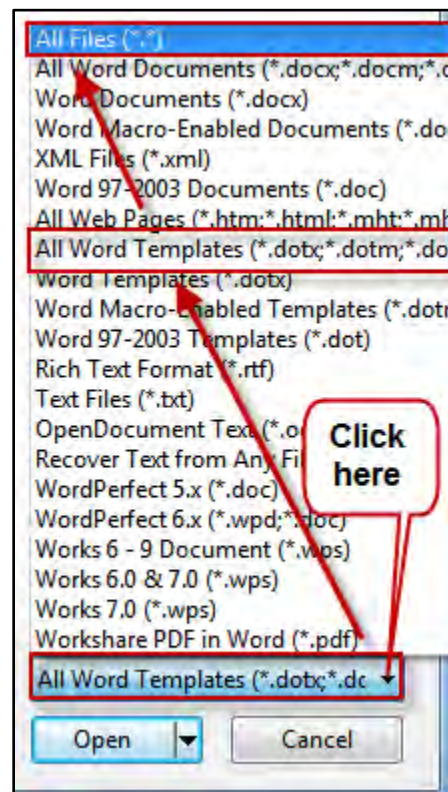
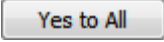


Figure 1.13

- Once you've selected the document or template where the styles exist you want to import, the styles in that document will appear on the right side of the import/export dialog. Select the styles you want to import and click the **<- Copy** button. Now it will ask you if you want to over-write the existing

styles. Click , then the **Close button**. Now when you open your styles pane, you'll see the styles from the other document and you can use them in the document you're editing.



Chapter 2. Styles - Advanced

Note that this is difficult and somewhat confusing. However, if you get things setup correctly, it's virtually impossible to screw up your paragraph numbering or anything else related to formatting in your document. Follow these steps closely and eliminate future annoyances and frustrations.

The Key to Success

The key here is to use styles to control the paragraph numbering and the formatting of the text that follows the numbering. There are good reasons for using Word's built-in Heading styles (named Heading 1, Heading 2, etc.) so that's what we're going to do here.

Tips and Things to Remember before We Get Started

- Notwithstanding anything stated previously in this manual, DO NOT USE the **Numbering**  or **Bullet**  toolbar buttons. They'll only cause you problems.
- Styles must be applied to your outline styles, and we strongly recommend using Word's built-in Heading styles (Heading 1, Heading 2, etc.). Simply modify the built-in Heading styles to create the font, paragraph and other formatting you want.
- Using "Heading" styles doesn't mean that these styles should only apply to the headings. For example, if my paragraphs look like the one below, in almost every case, I would apply Heading 2 to the entire paragraph 1.1. (not just the word Formation). However, if I wanted to automatically pull out a table of contents and only include "1.1. Formation" in it (and not the rest of the paragraph), then I would only apply Heading 2 to the word Formation. This process is described in greater detail under Table of Contents in Legal Documents, Chapter 4, page 26.

ARTICLE 1 ORGANIZATION

1.1. **Formation.** The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.

STEP 1 - Modify the Heading Styles or Create Your Own

Open the document you want to apply paragraph numbering to. You have two initial choices. You can either modify Word's existing styles to suit your purpose (the Heading styles, for example), or you can create your own custom styles. In either case, the only settings you want to alter are the font settings and the paragraph settings for those styles. However, you do not want to modify the paragraph indent settings because the numbering scheme you apply to your styles will take care of that. So don't modify any of the settings you see in the screen shot below:

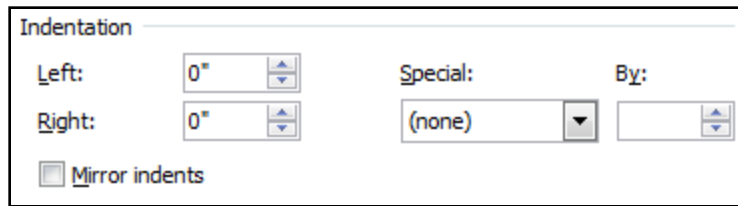


Figure 2.1

Modify Heading Styles

- **Setting Style Properties:** Open the **Styles pane**. Make sure the Heading 1 style is based on the **Normal** style.

Another **Properties section** item to edit in each style is the **Style for the following paragraph**. This means that if someone is at the end of a paragraph with this style (the style you are currently modifying) and hits a hard return (**Enter**), what will the style of the next paragraph be? For example if I'm at the end of a paragraph numbered 1.2., then I would want a 1.3 if I hit a hard return following that paragraph. If this level of the outline was controlled by Heading 2, then I would want Heading 2 for the **Style for the following paragraph** after a Heading 2.

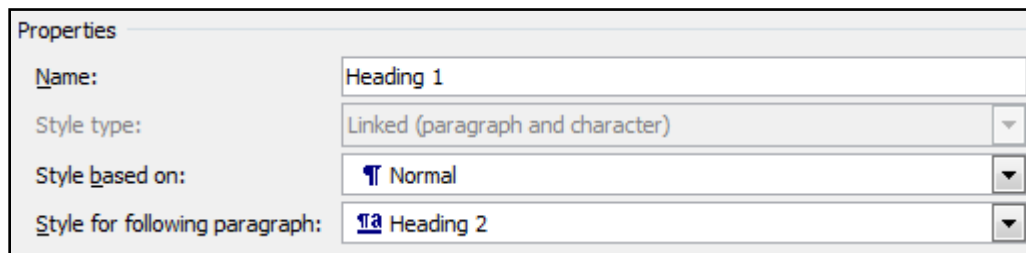


Figure 2.2

- **Setting Font Formatting:** Click the **Format button** ➔ **Font...** for each style and make sure the font is setup the way you would like.
- **Setting Paragraph Formatting:** While you're still editing each Heading, click the **Format button** ➔ **Paragraph...** ➔ **Indents and Spacing tab**. Set the left and right indents to 0 and the Special indent to (none). **NOTE:** Do this even if you want your headings to be indented from the left margin, and even if you want a hanging indent. This is because for outline-numbered styles, we will set the paragraph indent and the hanging indents (if any) when we set up the numbering.

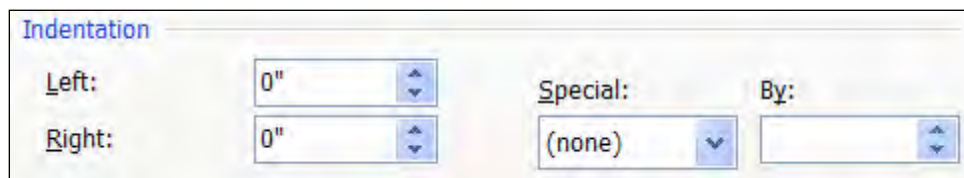


Figure 2.3

Don't forget to click the **Line and Page Breaks tab** in the **Paragraph dialog** and make sure **Widow/Orphan Control** is checked. If Level 1 of your outline numbering is always a stand-alone article number, you will probably also want to check **Keep With Next** so that those headings won't be separated from the paragraphs immediately following them by a natural page break.

Continue the foregoing steps for each Heading style you intend to use in your document.

Create Your Own Styles

Let's say I want to create a set of styles to handle paragraph formatting and numbering when I draft contracts. If you want your outline to go 4 levels deep, then I'd create 4 styles called Contracts1, Contracts2, Contracts3 and Contracts4. Each of them would be based on the Normal style.

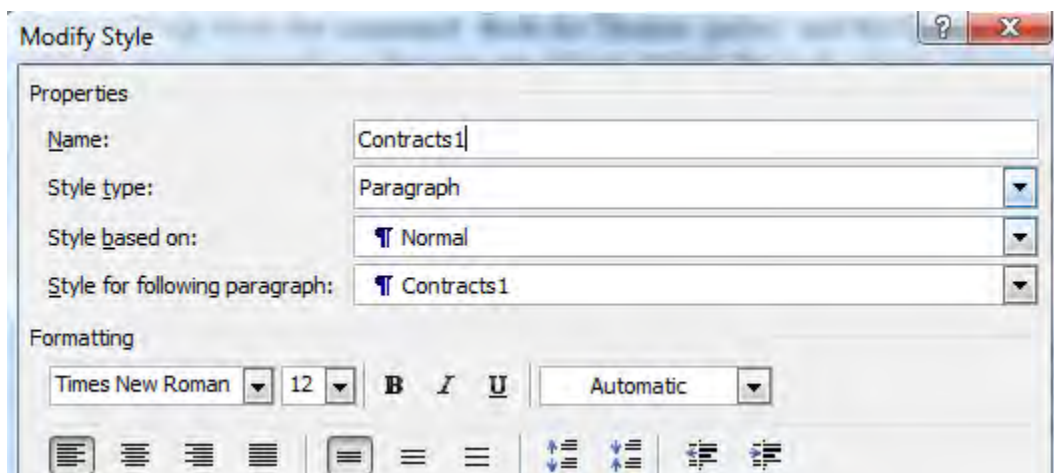
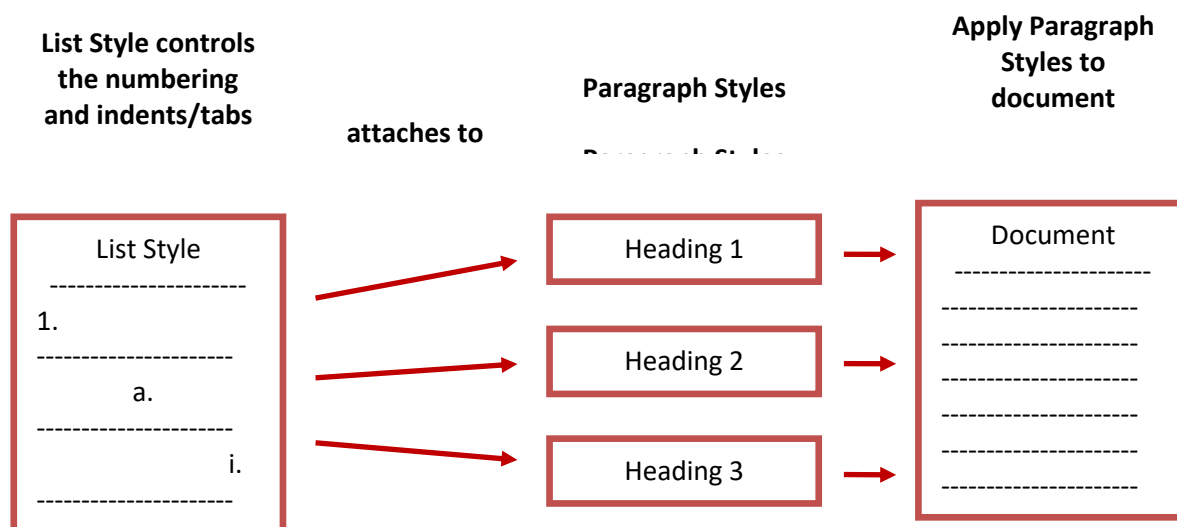



Figure 2.4

STEP 2 - Create Your Outline Numbering

Outline numbering changed in Word 2007. Previously, in Word 2003, the **Format** button in the **Paragraph** style was the way to access the Outline numbering scheme. In Word 2007/10/13, **DO NOT USE** the **Format** ➔ **Numbering** option in the paragraph style to create the outline numbering. Instead, Word 2007/10/13 requires a list style to create the Outline numbering. The list style can then be attached to the paragraph style. The process looks something like this:



1. Create a new list style. You do this by clicking the **Home ribbon** ➔ **Paragraph group** ➔ **Multilevel list** button  ➔ **Define New List Style**.

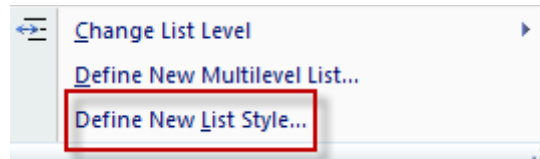


Figure 2.5

2. Give the list a name - for example, Contracts Numbering:

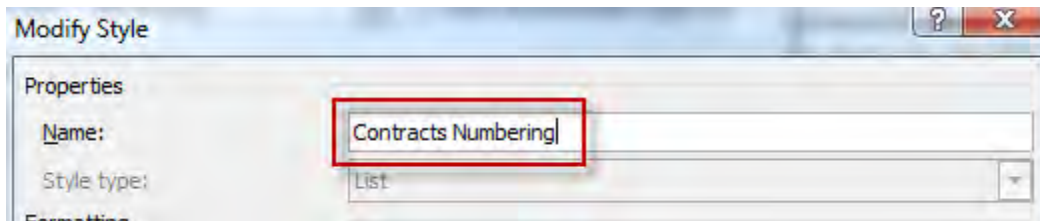


Figure 2.6

3. Now click the **Format** button (bottom left corner of dialog) ➔ **Numbering**. If you see a [More >>](#) button on your screen, CLICK IT!
4. Set up the first level numbering. Choose a number format. Link level 1 to the Heading 1 style (or Contracts1 if you've set up your own styles) and set up the number, tab stop and text indent positions:

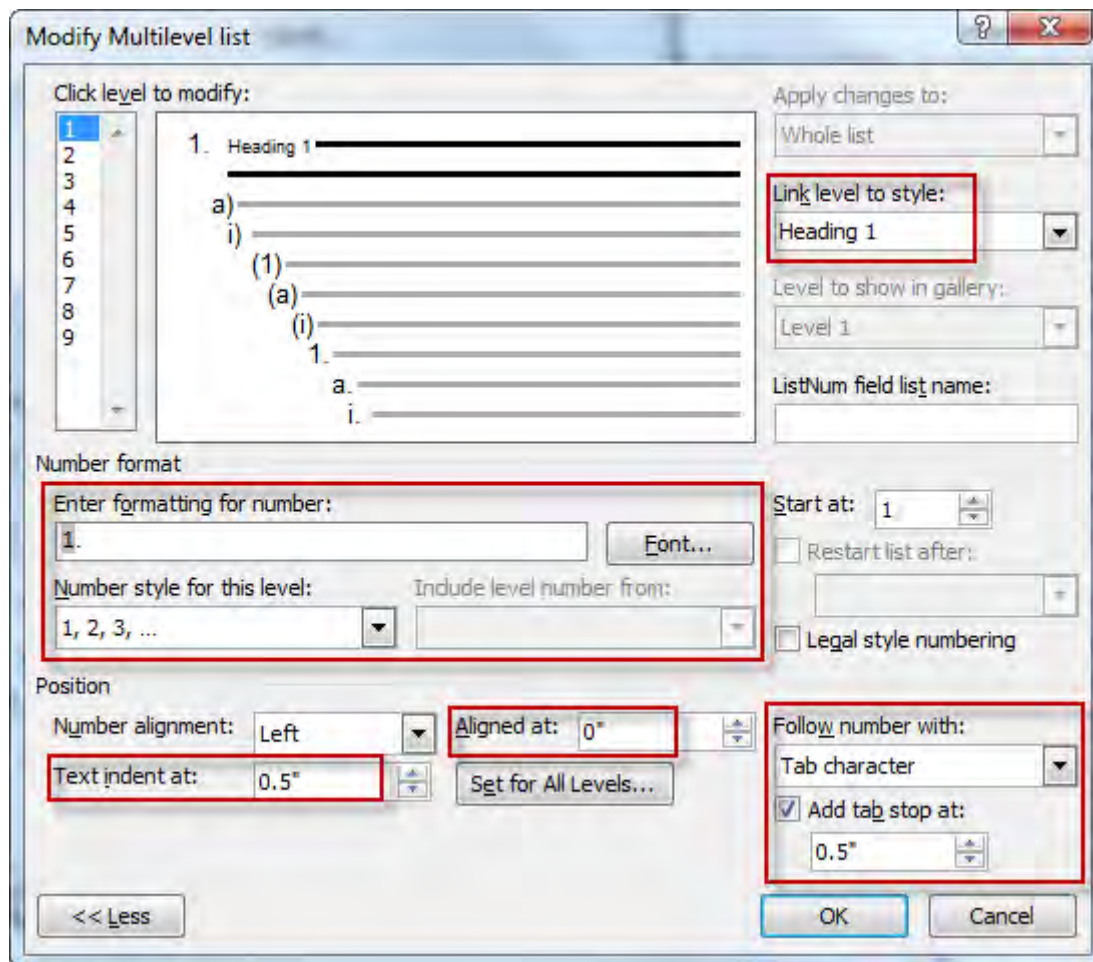


Figure 2.7

5. Next, set up levels 2 and 3 on the same screen. Select each level from the **Click level to modify list**.
6. Once the numbering levels are set up and attached to the Headings, click **OK**.

STEP 3 - Apply Styles to Your Paragraphs

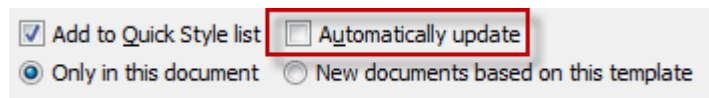
- **Point and Shoot Approach:** With the **Styles pane** open (**Home ribbon** ➔ **Styles launcher**), you can apply styles to your paragraphs by simply clicking into them (don't select the paragraphs unless you want to format more than one at a time), then single clicking the name of the style you want to apply to the text.
- **Shortcut Key Approach:** When modifying each style (**Home ribbon** ➔ **Styles launcher** ➔ right click on the style and select **Modify...**), you can click **Format** ➔ **Shortcut key...** and assign a speed-key to each of the styles you're using. I prefer to use **Ctrl + F1** for Heading 1, **Ctrl + F2** for Heading 2, etc. After they're set, you can simply click into the paragraph you want to format, then hit your speed key to apply the correct formatting.

STEP 4 - Subsequent Formatting Changes

- **EXTREMELY IMPORTANT NOTE #1:** If you want to change your font or paragraph formatting in the future, modify the applied style, not the individual paragraph.
- **EXTREMELY IMPORTANT NOTE #2:** Note that you should NOT change the left indents of numbered styles by changing the **Paragraph Style**. Instead, change the indents in the **List Style**. You can modify your list style by clicking the **Manage Styles button** in the **Styles Pane** (**Home ribbon** ➔ **Styles launcher**). Find the style in the list of styles in the **Edit tab** and click the **Modify button**.

Other Items To Consider

- **Automatically Update Should Be Off:** Make sure that the **Automatically update box**, in the **Modify Style dialog**, is NOT checked for any of your Heading styles. This may sound like a good thing, but unless you understand what you're doing with it, it's not worth the risk.



- **Making Your Styles Available in the Future:** If you want all of those great styles to be automatically available in future documents you create, modify each Heading style and tick the **Add to template box**. That will save your style settings in your Normal.dot template. Next time you create a new file, your outline numbering settings will be available.
- **Creating a Template to Hold the Styles:** You can create a new template just for outline numbered documents. Setup the styles and numbering the way you would like, delete all the text and click **Office button** (Word 2007) or **File menu** (Word 2010/13/16) ➔ **Save As**. At the bottom of the **Save As dialog**, in the **Save as type box**, change the setting from **Word Document** to **Word Template**. This will save the file as a document template, not a document. The next time you click **Office button** (Word 2007) or **File menu** (Word 2010/13/16) ➔ **New** your new template will be available, complete with your outline numbering settings.

Chapter 3. Quick Style Sets

Why Quick Style Sets Are Important

In a nutshell, Quick Style Sets allow you to drop a whole set of customized styles into a document you're editing or creating in literally 3 clicks. So let's say you're drafting a contract and the sample document you're starting with has a lot of the language you want, but is otherwise a formatting mess. Assume further that you've created a "Contract" Quick Style Set which has a 7 level deep auto paragraph numbered outline in it along with some other custom styles you use for contracts such as Recitals. Rather than going through the pain of customizing the styles already in the document to do what you want, you could simply pull your Contract Quick Style Set into the document and begin applying them. This little trick can literally save you hours.

Styles Gallery

The **Styles gallery** is accessed by clicking the **Home Ribbon** ➔ **Styles group** ➔ down arrow at the right edge of the **Styles list**.

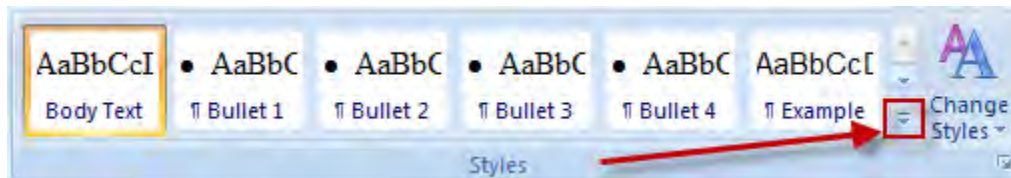


Figure 3.1

Once you click it, you'll likely see a bigger list of styles.

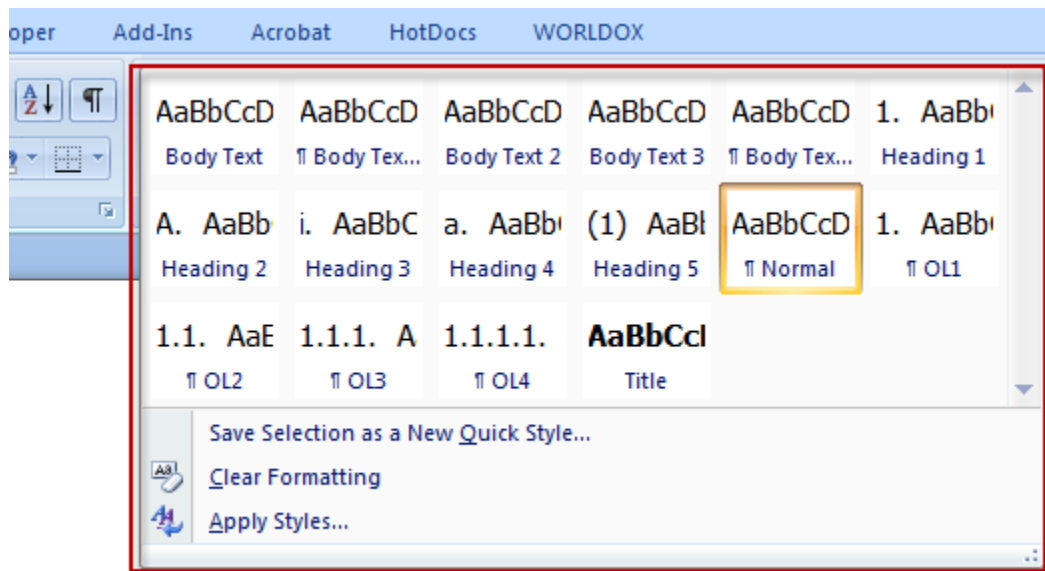


Figure 3.2

Typically, the list of styles shown in the **Styles pane** is bigger than the list you see in the **Styles gallery**. This is because the **Styles gallery** is showing you a subset of the total number of styles available to you. More importantly, you get to decide which styles appear in the gallery.

Removing Styles from the Styles Gallery

In order to remove styles from the gallery, open the gallery as described above, then right-click a style you want to remove from that list ➔ click **Remove from Quick Style Gallery**.

Adding Styles to the Styles Gallery

First, open your **Styles pane** (**Home ribbon ➔ Styles launcher** (SK: **Alt + Ctrl + Shift + S**)). Find the style you want to add to the gallery ➔ right-click the style to add ➔ click **Add to Quick Style Gallery**.

Create a Quick Style Set

Steps for Word 2007/10

In Word 2007/10, just follow these steps:

1. Customize and/or create the styles you want in any document.
2. Remove the styles you don't want to include in the set from your Styles gallery and add the ones you want to include (see above).
3. Click the **Home ribbon ➔ Styles group ➔ Change Styles button ➔ Style Set ➔ Save as Quick Style Set...** (it appears at the bottom of the **Style Set dialog**) ➔ give it an appropriate name ➔ click **Save**.

Steps for Word 2013/16

1. Customize and/or create the styles you want in any document.
2. Remove the styles you don't want to include in the set from your Styles gallery and add the ones you want to include (see above).
3. Click the **Design ribbon ➔ down arrow on the right edge of the Style Set gallery**:

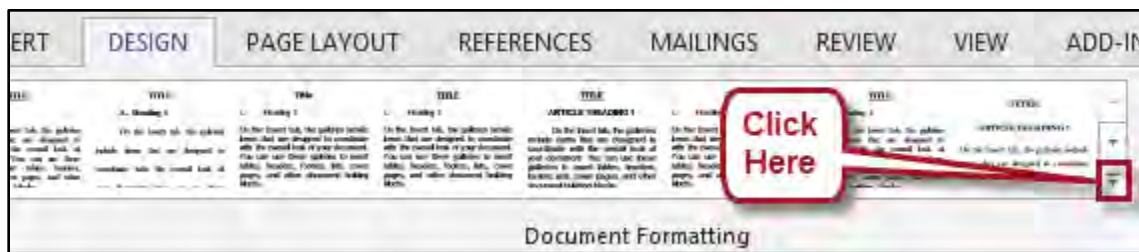


Figure 3.3

4. Now click **Save as a New Style Set** at the bottom of the next dialog ➔ give it an appropriate name ➔ click **Save**.

Where Quick Style Sets are Stored

The foregoing process will create a template in a special folder which contains your new Style Set. If you're using Windows Vista, 7 or 8, then the location is likely:

C:\users\[your logon name]\AppData\Roaming\Microsoft\QuickStyles

Apply a Quick Style Set

In Word 2007/10, open a document into which you'd like to drop the styles from a particular Quick Style Set. Click the **Home ribbon ➔ Styles group ➔ Styles dropdown button ➔ Change Styles button ➔** the name of the set you want to use. That's it. You should see the relevant styles appear in both the Styles

pane and the Styles gallery. Now you just need to apply the styles to the paragraphs you want to format. It's that easy.

Uses for Quick Style Sets

As described above, you can create Quick Style Sets for types of documents you draft. Of course, you can also create Quick Style Sets for individuals in your office who like certain formatting approaches. For example, support staff people who work for multiple lawyers might have style sets for each of them (in the event they can't agree on how documents should look).

Sharing Quick Style Sets

As described above, Quick Style Sets are simply templates located in a special folder on each users' C:\. Therefore, you can take a Quick Style Set that you've created and copy it into that special folder on other users' computers and they'll have instant access to those same sets. This isn't terribly difficult although it would be nice if we could change the default folder for Quick Style Sets so that they could be shared across multiple users from a single location.

Chapter 4. Table of Contents in Legal Documents

Table of Contents

Automatically generating a Table of Contents ("TOC") from a large document can be the biggest time-saver of any feature in Word. If you create a table of contents manually, you're wasting hours unnecessarily because one minor change in the document can throw off the entire table.

TOCs are created with styles. The structure of your document will control what technique you should use (see discussion below regarding the difference between segregated titles and non-segregated titles).

Document with Segregated Titles

By "segregated titles" I mean that your document looks like Figure 4.1 below (there is a hard return between the title and the rest of the paragraph). Note that if you don't use a separate style for each level of the outline, you cannot create a TOC. We obviously recommend that you use the Heading styles which are built into every single Word document ever created.

Heading 1	ARTICLE 1 <u>ORGANIZATION</u>
Heading 2	1.1 <u>Formation.</u>
Body Text	The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.
Heading 2	1.2 <u>Name.</u>
Body Text	The name of the Company shall be CAPITAL CITY COMPUTERS, LTD. The Company may also conduct its business under one or more assumed names.
Heading 2	1.3 <u>Purposes.</u>
Body Text	The purposes for which the Company is formed are to engage in any activity within the purposes for which a limited liability company may be formed under the Act.

Figure 4.1

The foregoing document is pretty easy to create a table of contents for because you would simply pull into the TOC everything tagged with Headings 1 and 2.

Generate the TOC

Follow these steps:

1. Click your cursor in the document where you want to insert the TOC.
2. Click the References ribbon ➤ Table of Contents group ➤ Table of Contents button ➤ Insert Table of Contents (Word 2007/10) or Custom Table of Contents (Word 2013/16). DO NOT select one of the sample TOCs you will see when you click the Table of Contents button; ALWAYS create a custom TOC.
3. In the next dialog, you'll see the styles that Word thinks you want to use in your TOC. It is rarely correct. In Figure 4.2 below, Word assumes I want to use Headings 1, 2 and 3. In this case, I only need Headings 1 and 2.

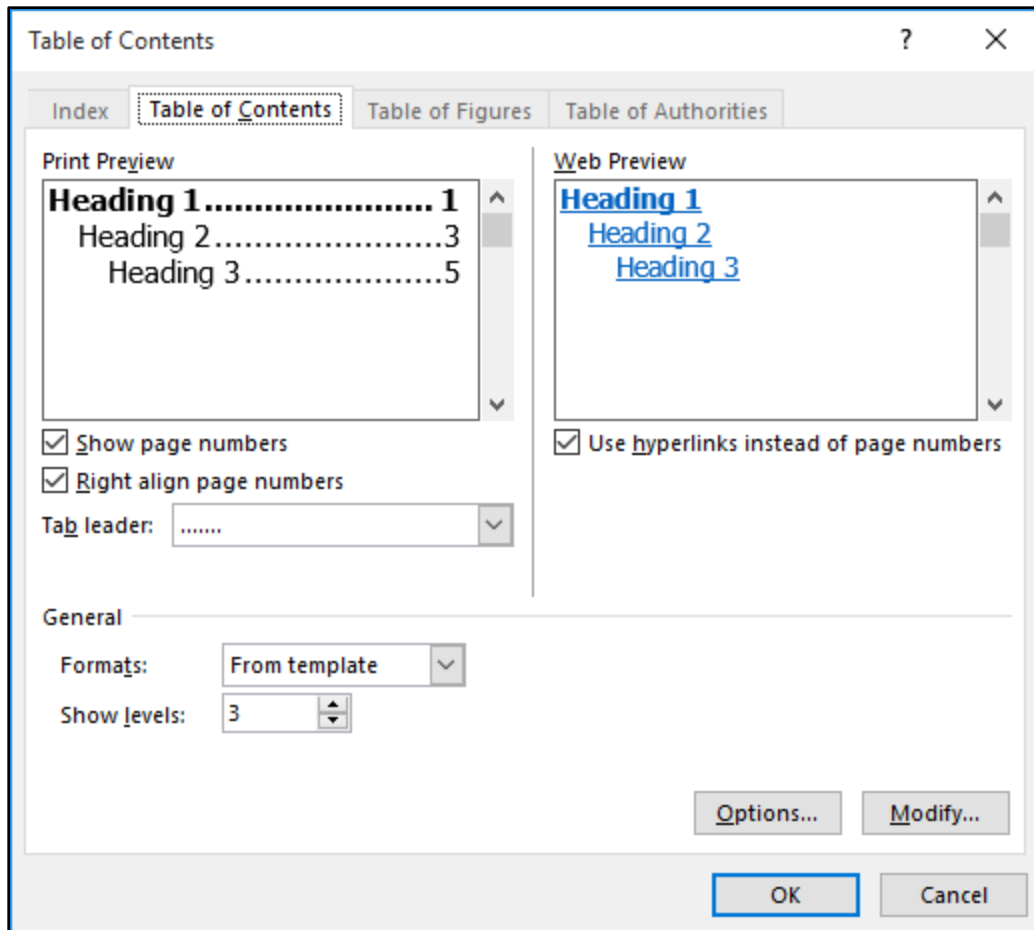


Figure 4.2

4. If Word doesn't guess the correct styles to pull into your TOC, just click the Options... button at the bottom of the foregoing dialog, locate each style you want to include and enter the level of the TOC you want that style to correspond to. In Figure 4.3 below, I removed the number adjacent to Heading 3 because I do not want to include that level of the outline in my TOC. After you have identified the appropriate styles, click OK.

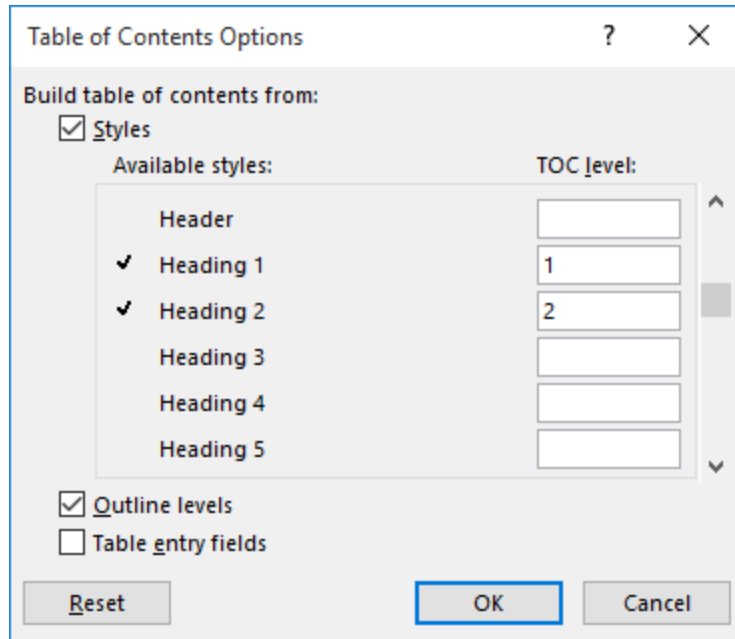


Figure 4.3

5. Click the **OK button** again to insert the table of contents.
6. If you want to change the way the table of contents is formatted, you should modify the TOC 1 - 9 styles which will appear automatically in your styles pane whenever you insert a TOC into a document. For example, if my TOC looked like Figure 4.4 and I would prefer that there is a blank line between each Article, I would edit the style called TOC 1 and add a 12 pt before. The steps for that would be to right click TOC 1 → Modify → Format button → Paragraph → Indents and Spacing tab → Spacing Before: 12 pt → OK → OK.

TABLE OF CONTENTS	
ARTICLE 1 ORGANIZATION.....	1
1.1 Formation.	1
1.2 Name.	1
1.3 Purposes.	1
1.4 Duration.	1
1.5 Offices and Resident Agent.	1
1.6 Definitions.	1
ARTICLE 2 BOOKS, RECORDS AND ACCOUNTING.....	1
2.1 Books and Records.	2
2.2 Fiscal Year; Accounting.	2
2.3 Capital Accounts.	2
ARTICLE 3 CAPITAL CONTRIBUTIONS.....	2
3.1 Initial Capital Contributions.	2
3.2 Additional Capital Contributions.	2
3.3 Loans.	2
ARTICLE 4 ALLOCATIONS AND DISTRIBUTIONS.....	3
4.1 Allocations of Profit and Loss.	3
4.2 Distributions.	5

Figure 4.4

After the adjustment, the TOC would look like this:

TABLE OF CONTENTS	
ARTICLE 1 ORGANIZATION.....	1
1.1 Formation.....	1
1.2 Name.....	1
1.3 Purposes.....	1
1.4 Duration.....	1
1.5 Offices and Resident Agent.....	1
1.6 Definitions.....	1
ARTICLE 2 BOOKS, RECORDS AND ACCOUNTING.....	1
2.1 Books and Records.....	2
2.2 Fiscal Year; Accounting.....	2
2.3 Capital Accounts.....	2
ARTICLE 3 CAPITAL CONTRIBUTIONS.....	2
3.1 Initial Capital Contributions.....	2
3.2 Additional Capital Contributions.....	2
3.3 Loans.....	2
ARTICLE 4 ALLOCATIONS AND DISTRIBUTIONS.....	3
4.1 Allocations of Profit and Loss.....	3
4.2 Distributions.....	5

Figure 4.5

Document with Non-Segregated Titles

If your document looks like Figure 4.6 (paragraphs immediately following the headings), you'll need to use a special tool in order to pull just the bold & underline text into your table of contents and leave the rest of the paragraph out.

Heading 1	<u>ARTICLE I.</u> <u>ORGANIZATION</u>
Heading 2	<u>1.1. Formation.</u> The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.
Heading 2	<u>1.2. Name.</u> The name of the Company shall be CAPITAL CITY COMPUTERS, LTD. The Company may also conduct its business under one or more assumed names.
Heading 2	<u>1.3. Purposes.</u> The purposes for which the Company is formed are to engage in any activity within the purposes for which a limited liability company may be formed under the Act.

Figure 4.6

If I set up the TOC using the technique demonstrated above for segregated titles, my TOC would look like this:

TABLE OF CONTENTS	
ARTICLE 1 ORGANIZATION.....	1
1.1 Formation. The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.	1
1.2 Name. The name of the Company shall be CAPITAL CITY COMPUTERS, LTD. The Company may also conduct its business under one or more assumed names.....	1
1.3 Purposes. The purposes for which the Company is formed are to engage in any activity within the purposes for which a limited liability company may be formed under the Act.....	1
1.4 Duration. The Company shall continue in existence for a perpetual term, or until the Company shall be sooner dissolved and its affairs wound up in accordance with the Act or this Agreement.....	1
1.5 Offices and Resident Agent. The principal office of the Company shall be at 123 Maple Street, Columbus, Ohio 43215, or such other office within or without the State of Ohio as the Members may from time to time determine. The Registered Office and Resident Agent of the Company shall be as designated in the Articles or any amendment thereof.....	1
1.6 Definitions. The terms set forth on Exhibit A shall have the meanings as set forth thereon when used in this Agreement.....	1
ARTICLE 2 BOOKS, RECORDS AND ACCOUNTING.....	1

Figure 4.7

Obviously, the foregoing isn't going to work because I only need the titles pulled into the TOC and not the entire paragraph. We deal with this issue by creating a special style called a **Linked Style** which is applied ONLY to the titles.


Setting Up The Linked Style(s)

Paragraph styles apply themselves to the entire paragraph, even if you only select a word of the paragraph before applying them. Linked styles, on the other hand, only apply to what you've selected. In the example above, Heading 2 would still be the paragraph style applied to the entirety of the level 2 paragraphs, but we'll use a Linked style we'll call Heading 2 Title which will only be applied to the titles. Here's how you create a Linked style to solve this problem.

1. Select the first title:

1.1 **Formation.** The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.

Figure 4.8

2. Open the Styles pane (Alt+Ctrl+Shift+S) and click the New Style button at the bottom of the pane which looks like this: 
3. Now fill out the style properties as show in Figure 4.9. Make sure every style you ever create is based upon Normal. Add the formatting attributes you want (in this case, bold and underline). Now click the OK button at the bottom of the dialog.

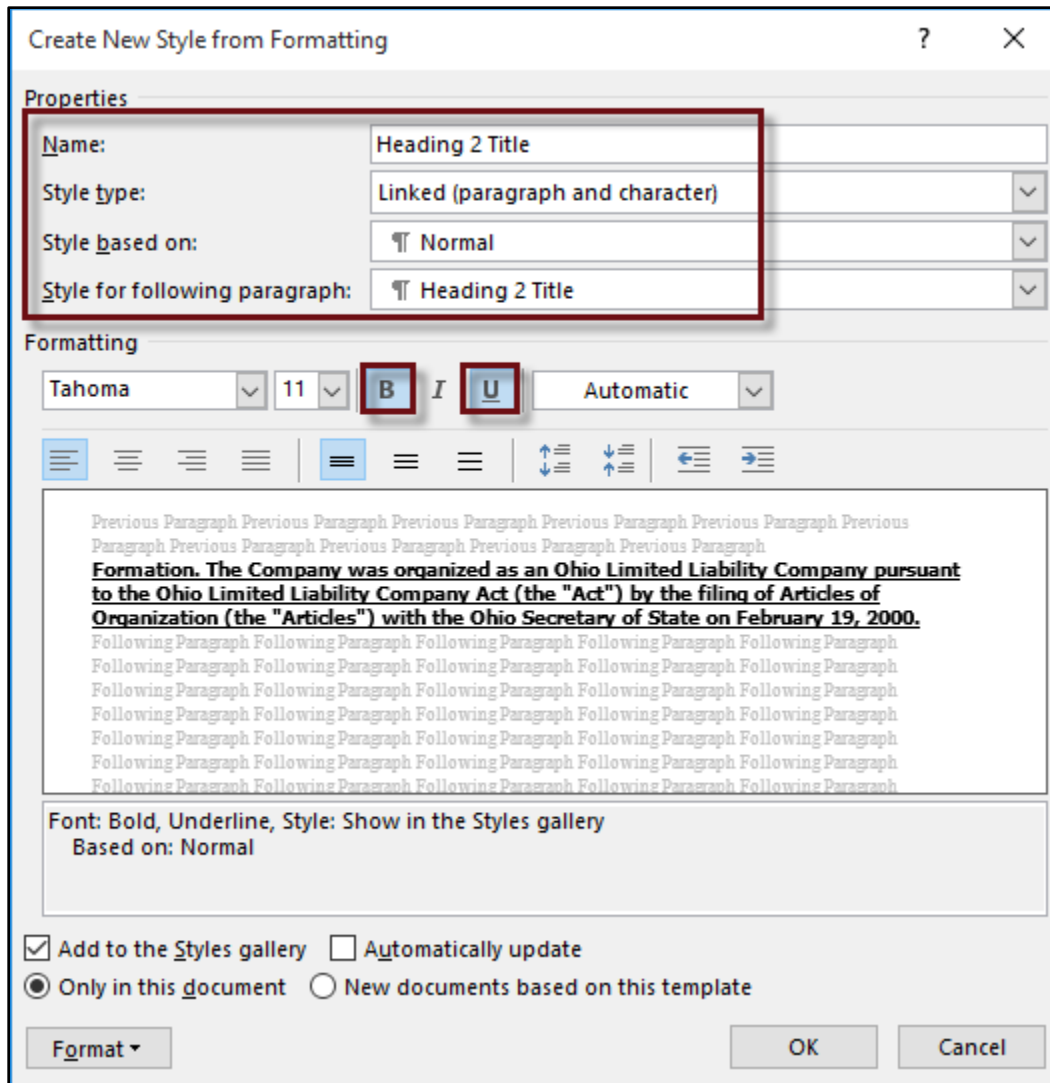


Figure 4.9

4. The foregoing step will automatically create the new style and apply it to the first title you selected. Now you can select each subsequent title and apply the new style to it (simply left-clicking a style in the style pane will apply it to your text). It should look like Figure 4.10 below.

ARTICLE 1 **ORGANIZATION**

1.1 Formation. The Company was organized as an Ohio Limited Liability Company pursuant to the Ohio Limited Liability Company Act (the "Act") by the filing of Articles of Organization (the "Articles") with the Ohio Secretary of State on February 19, 2000.

1.2 Name. The name of the Company shall be CAPITAL CITY COMPUTERS, LTD. The Company may also conduct its business under one or more assumed names.

1.3 Purposes. The purposes for which the Company is formed are to engage in any activity within the purposes for which a limited liability company may be formed under the Act.

Figure 4.10

Generate the TOC

1. Click your cursor in the document where you want to insert the TOC.
2. Click the References ribbon ➔ Table of Contents group ➔ Table of Contents button ➔ Insert Table of Contents (Word 2007/10) or Custom Table of Contents (Word 2013/16). DO NOT select one of the sample TOCs you will see when you click the Table of Contents button; ALWAYS create a custom TOC.
3. As before, in the next dialog, you'll see the styles that Word thinks you want to use in your TOC. Click the Options button at the bottom of the dialog and tag the styles you want to pull into your TOC.

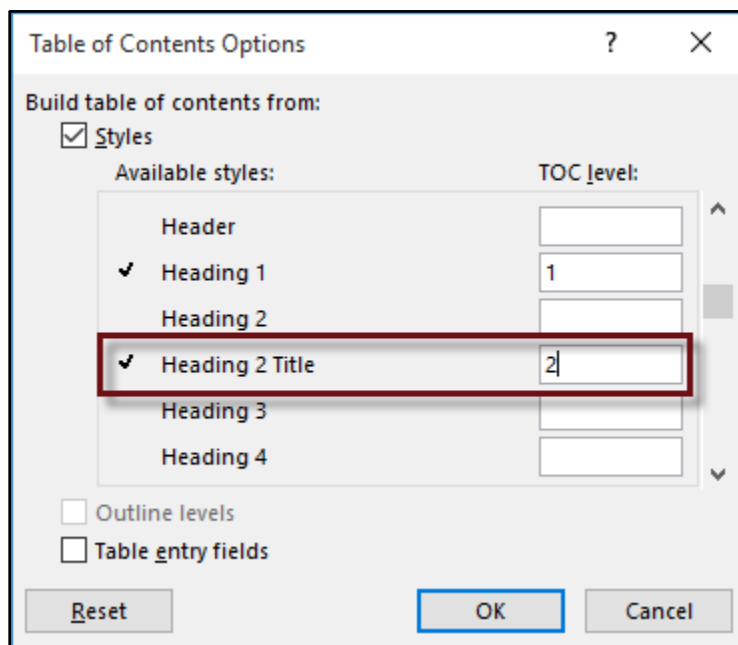


Figure 4.11

4. Click the OK button again to insert the table of contents. Now you'll get a TOC that looks like this:

TABLE OF CONTENTS	
ARTICLE 1 ORGANIZATION.....	1
1.1 Formation	1
1.2 Name	1
1.3 Purposes	1
1.4 Duration	1
1.5 Offices and Resident Agent	1
1.6 Definitions	1

Figure 4.12

Update the Table of Contents

If you edit the document after you've inserted the table of contents, the table doesn't automatically update to reflect those changes. You have to update the table by updating all fields in the document. To do this, just hit **Ctrl+A** (which selects the entire document) and **F9** (which updates all fields. You can also right-click anywhere in the table of contents and choose Update Field.

Formatting the Table of Contents

DO NOT try to manually format your table of contents. The formatting of the table of contents is controlled by built-in Word styles called TOC 1, TOC 2, etc., which correspond to each level of the Table of Contents. If you want to change the way the Table of Contents looks, simply modify the TOC styles. Remember that to open the styles pane so you can SEE the TOC styles, just hit Ctrl+Alt+Shift+S.

Chapter 5. Common Speed Keys

Delete.....	Delete text to the right of the cursor
Backspace.....	Delete text to the left of the cursor
Ctrl + END.....	Cursor to the end of the document
Ctrl + HOME	Cursor to the beginning of the document
Ctrl + L arrow or R arrow.....	Left or right one word at a time
Ctrl + up arrow or down arrow	Up or down one paragraph at a time
Ctrl + Tab.....	Insert a tab within a Table
HOME.....	Beginning of a line
END	End of a line
Page Up/Page Down	Up or down one screen at a time
Arrow Up.....	Up one line
Arrow Down.....	Down one line
Arrow Left	Left one character
Arrow Right.....	Right one character
Double Click a word	Select the word
Triple Click.....	Select the paragraph
Ctrl + A.....	Select All
Ctrl + F.....	Find text
Ctrl + G	Go to a page number
Ctrl + H	Find and replace text
Ctrl + X.....	Cut
Ctrl + C.....	Copy
Ctrl + V.....	Paste
Ctrl + F3	Cut to Spike
Ctrl + Shift + F3.....	Insert Spiked text
Ctrl + S.....	Save
Ctrl + B.....	Bold
Ctrl + U	Underline
Ctrl + I.....	Italics
Ctrl + L	Left Justification
Ctrl + R.....	Right Justification
Ctrl + E.....	Center Justification
Ctrl + J.....	Full Justification
ESC	Cancel an Action
Ctrl + 1.....	Single Spacing
Ctrl + 5.....	One and one-half Spacing
Ctrl + 2.....	Double Spacing
Ctrl + Shift + Spacebar.....	Non-breaking Space
Ctrl + Shift + -	Non-breaking Hyphen
Ctrl + P.....	Print
Ctrl + Shift + P.....	Point Size
Ctrl +].....	Increase Point Size
Ctrl + [.....	Decrease Point Size
Ctrl + Shift + F.....	Font
Ctrl + Z.....	Undo

Ctrl + Y	Redo
Ctrl + Shift + Z.....	Remove Formatting (plain text)
F7.....	Spell Check
Shift + F7	Thesaurus
Shift + F3	Change to Upper Case
Ctrl + F6	Switch between Open Documents
Ctrl + T.....	Shift Left Indent and Hanging Indent to next tab
Ctrl + Shift + T.....	Return the Left Indent and Hanging Indent to the previous tab
Ctrl + M	Shift the Left Margin to the next tab
Ctrl + Shift + M	Return the Left Margin to the previous tab
Shift + Alt + D	Insert Date Code
Shift + Alt + T	Insert Time