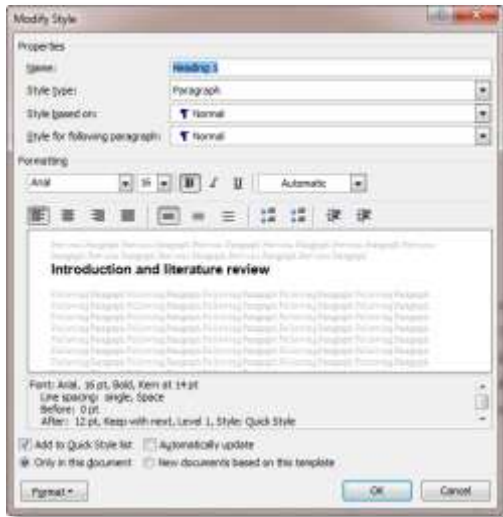# Task 3.3   Modifying a style

If don't like how a style looks when it's applied, or you have to use a particular font or paragraph setting, you can make changes through the *Modify Style* dialog box. All the text formatted with the style is updated automatically.

You can make basic changes in the *Formatting* section.

To access the full range of formatting options use the **[Format]** button.

Try this...

1.   On page *6*, click anywhere in the heading *Spatial ability introduction and literature review*.

2.   Move your cursor to *Heading 1* in the *Styles* pane and click on the down arrow that appears.

3.   Select *Modify* to display the *Modify Style* dialog box.

4.   In the *Formatting* section, click on the down arrow at the font type and choose *Arial*.

5.   Click on the down arrow at the font size and choose *18*.

6.   Click on the down arrow at the font colour and choose *Black*.

7.   Click on the **[Format]** button and select *Paragraph*.

8.   Under *Spacing*, use the spinner arrows to set *Before* to *0 pt* and *After* to *12 pt*.

9.   Click on the *Line and Page Breaks* tab.

*Note that **Keep with next** is selected. This setting ensures that the heading will not become separated from its associated paragraph across a page break.*

10.   Click **[OK]** and **[OK]** again to finish.

11.   Move your cursor to *Heading 2* in the *Styles* pane, click the down arrow and select *Modify*.

12.   In the *Formatting* section, deselect italics .