# Task 3.4    Creating a style

If you find you are repeatedly formatting text in the same way, you can save time by creating a new style. For example, in a thesis you are likely to have quotations, which should be formatted according to the University regulations, i.e. with single line spacing. They are also normally indented from the margins.

There are two ways to create a style: one which applies the style directly to the text, and another which simply displays the style in the *Styles* pane ready for use when you need it. In this exercise, you will use the *New Style* option to apply the style directly.
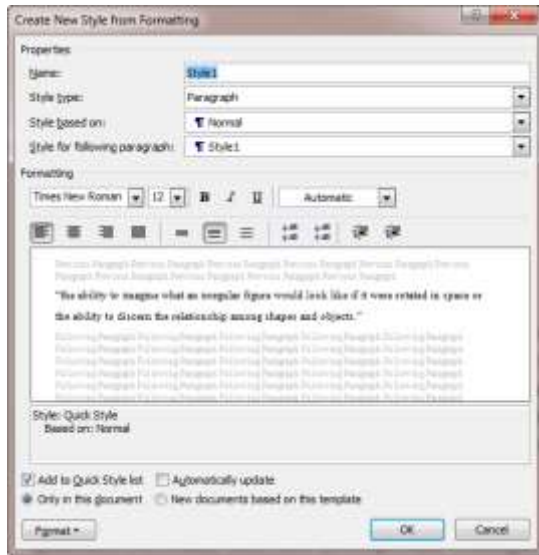


Set up the style in the *Create New Style from Formatting* dialog box. Word uses the attributes of the text your cursor is currently on as the basis for the new style. You can add whatever additional formatting you require.

## Try this...

**1.**    On page *6* click anywhere in the paragraph beginning *"The ability to imagine…"*.

**2.**    Click on *New Style* 📇 at the bottom of the *Styles* pane to display the *Create New Style from Formatting* dialog box.

**3.**    In the *Name* box, type **QUOTATION**.

*Use descriptive names for new styles so that you can identify them easily. Using upper case also helps distinguish your own styles from Word's built-in ones.*

**4.**    Check that *Style type* is *Paragraph*.

**5.**    Check that *Style based on* is *Normal*.

*Normal is Word's default paragraph style. If you base a new style on an existing style, any changes you make to the existing style will be reflected in the new style. This is known as 'cascading styles', and is a quick way of making global changes to your formatting. For example, in this case, if you changed the font type for Normal to Verdana, the QUOTATION style would change to Verdana as well, because it is based on Normal.*

**6.**    At *Style for following paragraph*, select *Normal*.