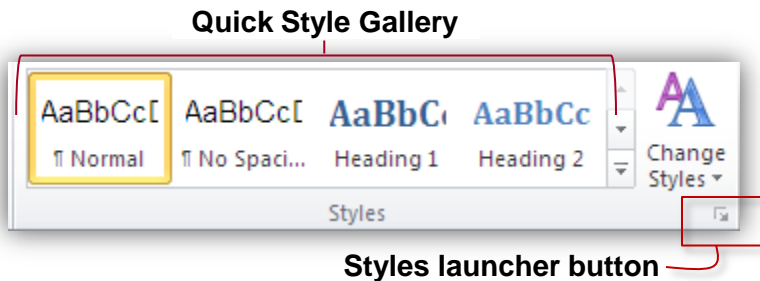


How to Attach a Style

1. Click in the paragraph to which you'll attach the style.
2. Click a style in the **Quick Style Gallery** at the top of the **Home** tab, or click the **Styles** launcher button to open a list of styles.



This text is attached to the "Normal" style ¶

Some text attached to the default "Heading 1" style

▪ Early Years ¶

How to Change the Appearance of a Style

1. RIGHT-click in the style either in the Quick Style Gallery or the styles list, then click **Modify**.
2. Make any changes you want. *Tip:* To change paragraph settings or add a border, click the **Format** button within the **Modify Style** dialog box to access additional settings.
3. Click **OK** to save the settings (and click **OK** a second time if you have made changes using the **Format** button.)

A sample Heading 1 after changes:

▪ Early Years ¶

How to Create a New Paragraph Style

1. Click the launcher button for the **Styles** group.
2. Click the **New Style** button at the bottom of the list.
3. Type a name for the new style, then make any formatting changes you want. Click the **Format** button within the **Modify Style** dialog box to access additional settings.
4. Click **OK** to save your changes, then attach the new style to paragraphs of your choice.

