
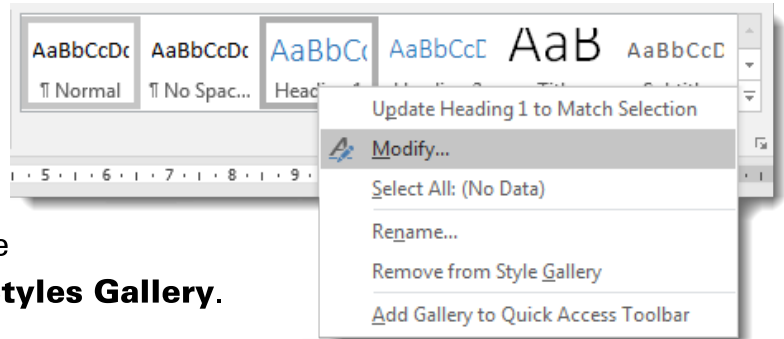



Modifying a Style

1. Click the **Home** tab. Find the style you want to modify in the **Quick Styles Gallery**.

If you cannot see the style you require, click **More**  to display more options.

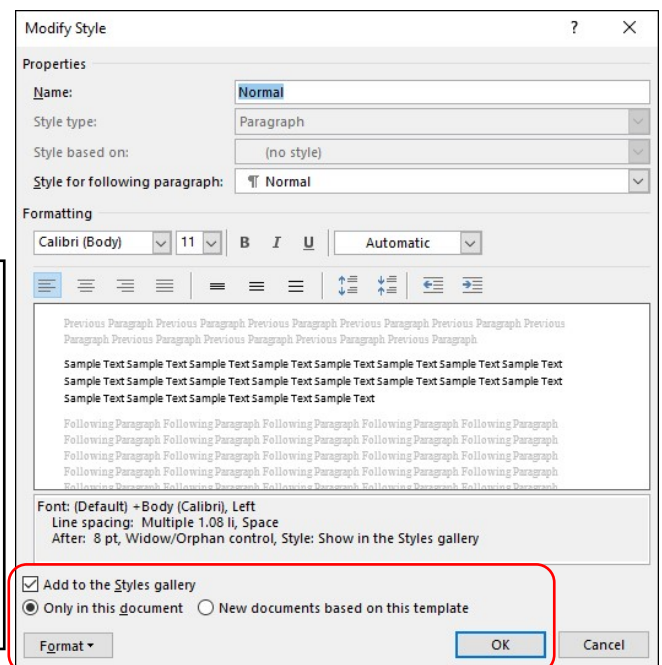
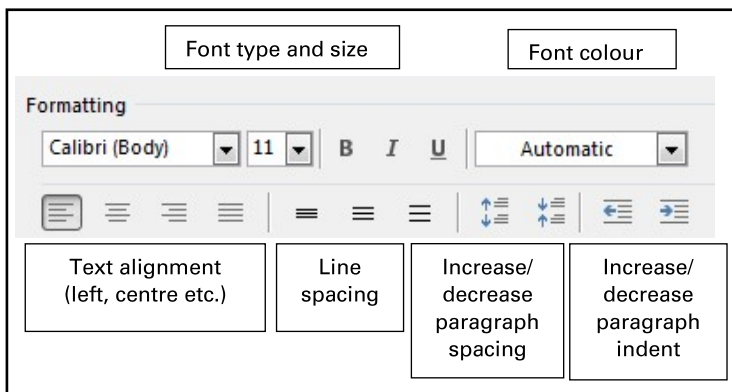


To see the full list of styles, click the **Launcher icon**  to display the **Styles Gallery**.

2. Right-click on the style you want to modify. Select **Modify...** from the drop-down list.

This will display the **Modify Style** dialog box.

3. Choose the appropriate formats from the **Formatting** options.



4. If you want the style to be available in all new documents, select the **New documents based on this template** option.
5. Tick **Add to the Styles Gallery** if you want this style to appear in the quick style gallery.
6. Click **Format** if you want to specify further formatting criteria e.g. font effects, tab stops or bullets.
7. Click **OK** to finish.

Note:

Rename the style in the **Name:** field to keep both the original and the modified style.