

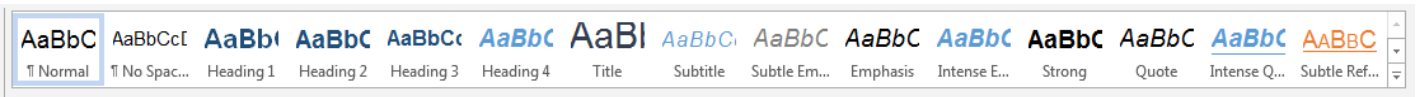
How to apply headings within styles

Headings and sub-headings can be used in whatever way you feel comfortable with. Some people dismiss the sub-headings and use the headings as their main styles formatting them in a way that highlights the difference between each heading.

Heading 1 – Main topic heading

Heading 2 – sub heading

Heading 3 – additional sub heading



Using the style toolbar you can apply headings as well as formatting and paragraph spacing.

You can change the format of your headings in two ways:

Method one

- Right click on the heading you wish to amend and select 'modify' and a new box will appear
- You can amend the font size and colour by using the drop down boxes available or clicking on the 'format' button on the bottom left and, selecting font.

Method two

- Make the changes to your text using the icons on the main ribbon and then highlight it
- Right click on the style you want to use within the styles toolbar and select 'update ***** to match selection'
- Remember if you have already applied this style to other text within the document then this will automatically change too.

If you make any changes to styles and you want to use these each time you open a new document in Word you must ensure the 'new documents based on this template' tick box is selected within the modify style box each time you make a change to a style.

You can produce various templates for different types of documents. To do this:

- Insert any standard text, logos, footers etc and amend the styles
- Save the document as a Word template using the save as function

Templates can save you time.