

In Word 2003, when I apply a style, the paragraph doesn't change the way I want it to. Why not?

Background


A style is a group of formats identified by a unique name such as **Heading 1**, **Footnote** or **Caption**. Styles may include formatting details such as font type and size, underlining, borders, shading, paragraph indents, spacing and text flow, tabs and numbering. We can change these characteristics for a given style to match the requirements of the university or any particular faculty.

There are 2 types of style used in Word (up to Word 2000, at least): paragraph styles and character styles. Paragraph styles are most common, and apply to the entire paragraph (and paragraph marker). Character styles apply to only the selected parts of a paragraph. If you change the formatting of some text within a paragraph, Word can occasionally become confused about how you want the paragraph to look.

Solution

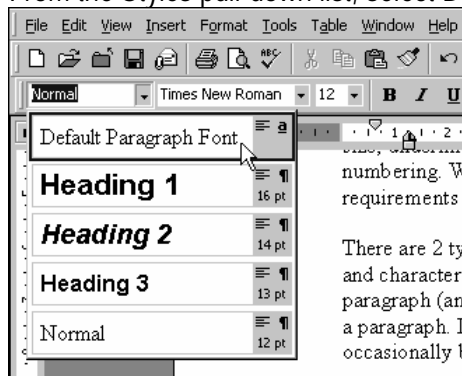
Word comes with a character style called Default Paragraph Font. The use of this style takes all text back to the original style, making it ready for any further formatting.

Select the text

- Click  to ensure that hidden text (including paragraph markers) are visible.
- Highlight the entire paragraph, including the paragraph marker. The paragraph marker contains instructions about how the preceding paragraph should look, so it is important to include it in the highlighted section.

Apply the Default Paragraph Font

- From the Styles pull-down list, select Default Paragraph Font as shown:



- The paragraph will lose any formatting that you applied manually, and will revert to the format of the paragraph style previously selected.

Apply a new style

- From the Styles pull-down list, select the appropriate paragraph font.
- If any further formatting is required - such as a word in bold or a different colour - apply this formatting now, taking care NOT to select the paragraph marker.
- Your text will now look exactly as it should!