

How can I replace all occurrences of a style in my document with another style in Word 2003?

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.

Styles allow us to make several changes with one mouse click, saving us time and effort. Using styles greatly streamlines many other tasks, including creating tables of contents, reorganising documents in the outline view and referring to a topic on another page.

If you are working on a document and want to incorporate text from another document, you may need to change the styles that have been applied to various paragraphs. For example, your document may use a style of **Normal**, while the other document uses a style called **Body Text**. You wish to convert all occurrences of **Body Text** to **Normal** style in order to maintain a consistency of appearance within your document.

Solution

Microsoft Word's find and replace function is often used to replace text within a document, but it can also be used to search for and replace styles.

Open the Find and Replace dialog box

- From the **E**dit menu, select **R**eplace, or
- Press **C**trl+**H**.

Find Body Text style

- Click in the Find What text box.
- Click **M**ore to expand the dialog box and view more options.
- Click **F**ormat and choose **S**tyle from the drop down list.
- Highlight the style you want to replace (**Body Text**) and click **O**K.

Replace with Normal style

- Click in the Replace with text box.
- Click **F**ormat and choose **S**tyle.
- Highlight the style to want to use (**Normal**) and click **O**K.
- Click **R**eplace **A**ll.
- Click **C**lose to close the dialog box and return to the document.

Power tip

Find and Replace can also be used to change all tabs throughout a document, to remove any highlighting, and to change spacing between lines or paragraphs. Experiment with some of the options under the **F**ormat and **S**pecial buttons to see just how much you can do!