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Using Fill Format mode (Word Document)

Fill format mode is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.

1) Open the Styles and Formatting window and select the style you want to apply.

2) Click the Fill Format mode icon .

3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters, clicking on a word applies the character style for that word. Repeat step 3 until you made all the changes for that style.

4) To quit Fill Format mode, click the Fill Format mode icon again or press the Esc key. An important point to note here is that when this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right click and thus undo actions you want to keep. Creating New (Custom) Styles You may want to add some new styles. You can do this in two ways: Creating a new style from

a selection You can create a new style by copying an existing manual format. This new style applies only to this document; it will not be saved in the template. 1. Open the Styles and Formatting window and choose the type of style you want to create.

2. In the document, select the item you want to save as a style.

3. In the Styles and Formatting window, click on the New Style from Selection icon



Figure 1.2: Naming a new style created from a sele

4. In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click OK to save the new style. Dragging And

Dropping To Create A Style You can drag and drop a text selection into the Styles and Formatting window to create a new style. Select some text and drag it to the Styles and Formatting window. If Paragraph Styles are active, the paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list. Modifying Styles OpenOffice.org provides several ways to modify styles (both the predefined styles and

custom styles that you create):

- Updating a style from a selection
- Load or copy styles from another document or template

Any changes you make to a style are effective only in the current document. To change styles in more than one document, you need to change the template or copy the styles into the other documents.