

Microsoft Office Word

Make changes to a Quick Style set

Applies to: Microsoft Office Word 2007

Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a brand-new style or change a few of the styles in a Quick Style set to reflect your document style preferences. After you add or change styles, you can save the new style combination as a custom Quick Style set with a different name.

What do you want to do?

- ↓ [Create a new Quick Style](#)
 - ↓ [Change a style in a Quick Style set](#)
 - ↓ [Save a custom Quick Style set](#)
-

Create a new Quick Style

1. Select the text that you want to create as a new style.

For example, perhaps you want text that references certain aspects of your business to always appear as bold and red in your document.

2. On the Mini toolbar that appears above your selection, click **Bold** and **Red** to format the text.
3. Right-click the selection, point to **Styles** on the shortcut menu, and then click **Save Selection as a New Quick Style**.
4. Give the style a name — for example, **business** — and then click **OK**.

The **business** style that you created appears in the Quick Styles gallery with the name you gave it, ready for you to use whenever you want text to be bold and red.

 [Top of Page](#)

Change a style in a Quick Style set


Perhaps you want to change a style in a Quick Style set and save the new Quick Style set that you created.

1. On the **Home** tab, in the **Styles** group, right-click the style that you want to change in the Quick Style gallery.

For example, right-click **Heading 1** to change the color of the font style. To find and change more styles in the set, click the up arrow or down arrow next to the Quick Styles gallery.

2. Click **Modify** on the shortcut menu.
3. In the **Modify Style** dialog box, change the style any way that you want, and then click **OK**.

For example, under **Formatting**, click the arrow next to the **Color** box, and then click a new font color. All instances of the style are updated automatically throughout the document.

 [Top of Page](#)

Save a custom Quick Style set

After you change a Quick Style set, you can save the new Quick Style set to the list of Style sets that you can choose from.

1. Create new styles or change the styles in a Quick Style set.

NOTE You can also change the colors or fonts that are used in a Quick Style set by clicking **Change Styles** in the **Styles** group and then clicking **Colors** or **Fonts**.

2. On the **Home** tab, in the **Styles** group, click **Change Styles**, and then point to **Style Set**.
3. Click **Save as Quick Style Set**.
4. In the **Save Quick Style Set** dialog box, type a name for your new Quick Style set, and then click **Save**.

To view the new Quick Style set, click **Change Styles** in the **Styles** group, and then point to **Style Set**. The new Quick Style set appears in the list so that you can apply it to a document at any time.

 [Top of Page](#)

Original page: <http://office.microsoft.com/en-us/word/HA102011471033.aspx>

© 2008 Microsoft Corporation. All rights reserved.