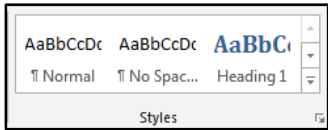


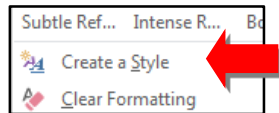
Styles

Using Styles

1. On the **Home** tab, select a style from the preformatted **Styles**.



2. To create a new style:
 - a. Format the text then select **Create a Style** from the Styles options.

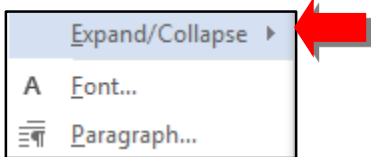


- b. Enter a name for the new style.
- c. To make any other adjustments to the style, select **Modify**.
- d. Select **OK**.

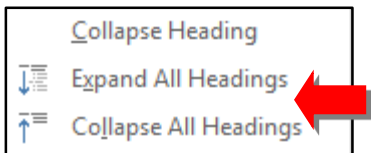
Collapsible Headings

This feature only works if Styles have been used in the document.

1. Select a heading.
2. Right-click and select **Expand/Collapse**.



3. Select **Collapse All Headings** or **Expand All Headings**.



4. To expand or collapse a section, select the triangle next to the heading.

Note: When printing, only content under expanded headings will print.