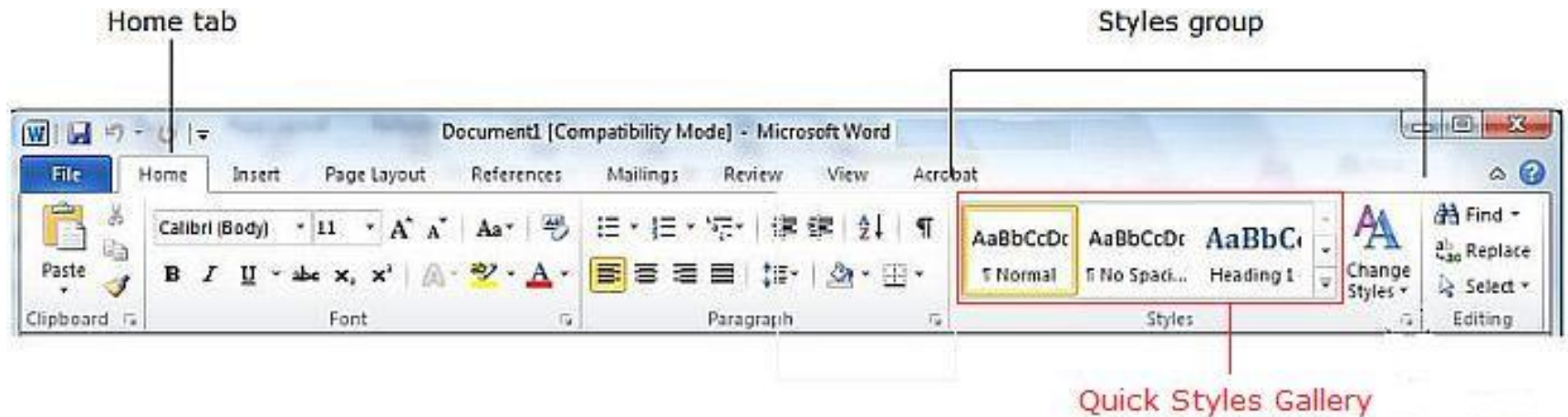


MICROSOFT WORD 2010

Using the Quick Styles Gallery

WHAT IS THE QUICK STYLES GALLERY?

Microsoft added the Quick Styles Gallery in the 2007 version of Word. Its purpose is to group paragraph styles that work well together.



Note that if you click the scroll bar at the right side of the Quick Styles Gallery, you'll see more paragraph styles you can choose. Also, if you click Change Styles, a different group of paragraph styles is displayed.

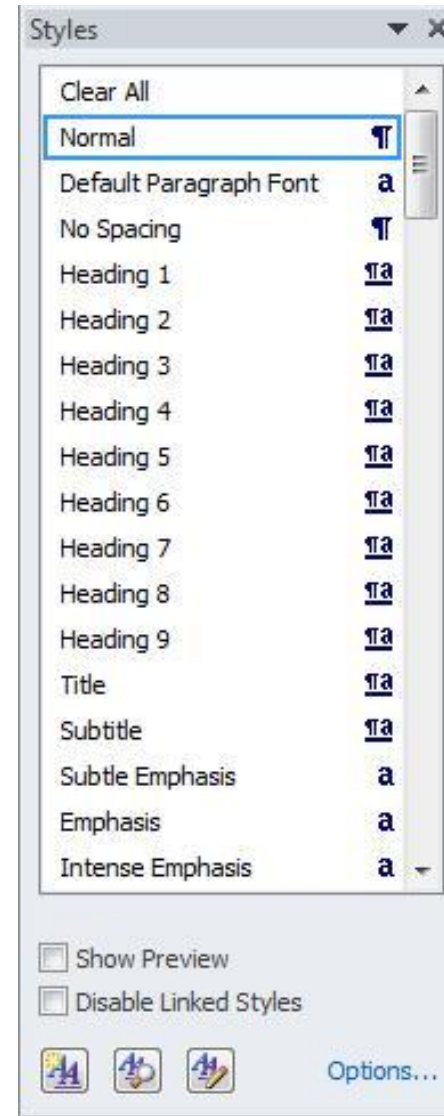


HOW TO ADD PARAGRAPH STYLES TO YOUR QUICK STYLES GALLERY

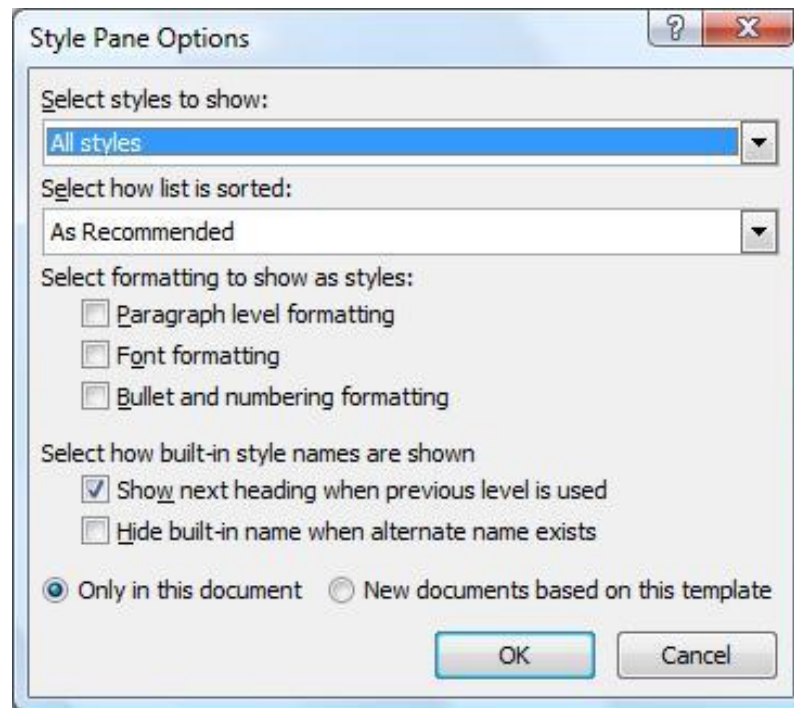
To add a paragraph style to your Quick Styles Gallery, do the following:

1. On the Home ribbon, click the arrow at the right side of the bar where the word Styles is located (under "Change Styles"). The **Styles** pane opens.

Note the Options link at the lower right side of the pane.



2. If you don't see the paragraph style you want listed on the Styles pane already, click **Options**. The Style Pane Options dialog box opens:



3. In the Select styles to show field, click **All styles** and click **OK**.
4. In the Styles pane, right-click the name of the style that you want to appear in the Quick Styles Gallery, and then select **Add to Quick Styles Gallery** on the menu that's displayed. The style now appears in the Quick Styles Gallery.



TO REMOVE A PARAGRAPH STYLE FROM THE QUICK STYLES GALLERY

1. On the Home ribbon, in the Styles group, right-click the style that you want to remove from the gallery.
2. Click **Remove from Quick Styles Gallery** on the shortcut menu.

NOTE: Removing a style from the Quick Styles Gallery doesn't remove the style from the entries that appear in the Styles pane.

