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THE document experts

An FAQ

Microsoft Word 2007 Quick Styles and Quick Style Sets

A discussion surrounding the introduction of Quick Styles and Quick Style Sets in Word 2007. This document is appropriate for advanced end-users, document or template designers, and applications specialists within an organization.

April 28, 2008

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Quick Styles and Quick Style Sets

Quick Styles and Quick Style Sets, new functionality in Word 2007, provide easy access and visibility to styles commonly used – or recommended for use – within a document. Through a series of “Frequently Asked Questions,” we’ll provide you with both the end-user’s and document designer’s points of view and a better understanding of how these features perform in Word 2007, or travel to/from other versions of Word.

What are Quick Styles from the End-User’s Perspective?

- Quick Styles are styles promoted into Word 2007’s **Styles** gallery on the **Home** ribbon.

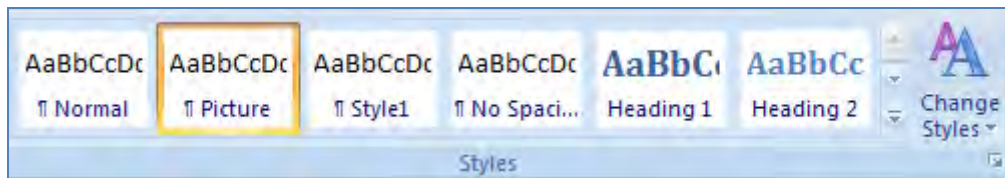


Figure 1 - Quick Styles gallery in the Home Ribbon of Word 2007

- Quick Styles provide **easy access to** and **visibility of** frequently-used styles.
- Quick Styles provide an **always-there thumbnail preview** to the **formatting of** a style.
- Styles **applied** in a document, by default, appear in the **Quick Styles gallery**.
- **New styles** created in Word 2007, by default, **become a Quick Style**.
- **Quick Styles** are quickly **defined** from the right-click menu and travel with the document.

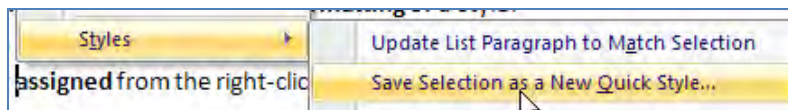


Figure 2 - Quick Styles created from selection formatting (Shift-F10 or right-click)

What are Quick Styles from the Designer’s Perspective?

- Quick Styles are a new style attribute to styles **created or modified** with Word 2007.

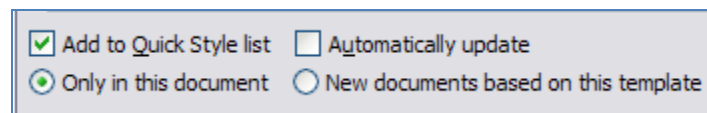


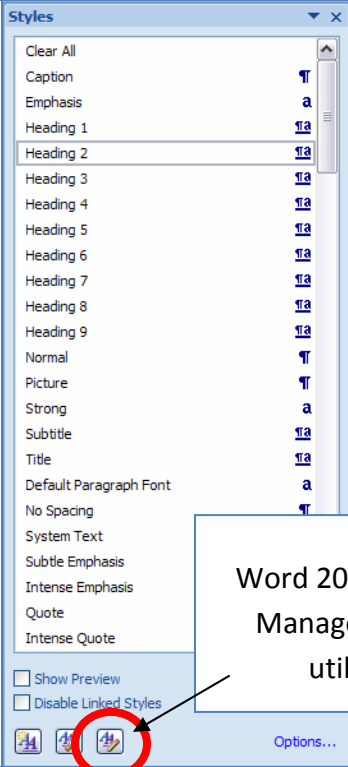
Figure 3 - Quick Style attribute on the Modify style dialogue

- A Quick Style attribute **survives** the round-trip **between** Word **2007** and Word **2003**.
- Usually a **subset** of styles stored in a template (.dotx or .dotm file) is **assigned** as **Quick Styles**, thus **showcasing styles** most **recommended** within the template.

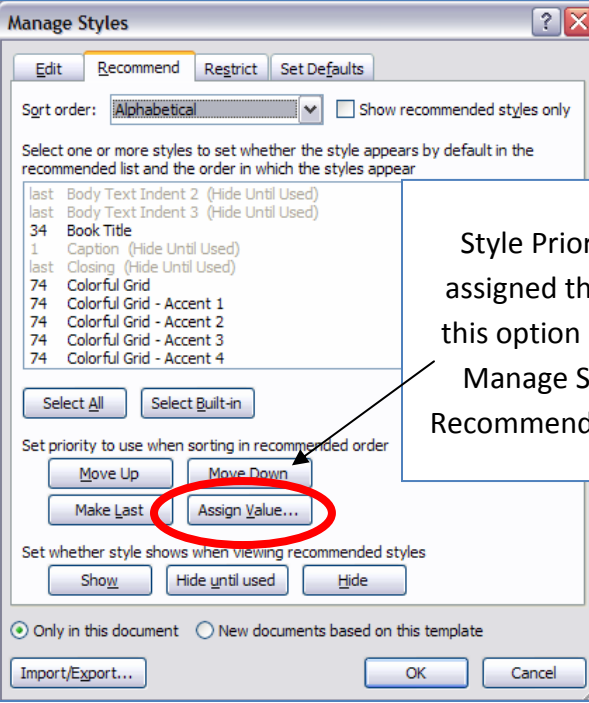
- Quick Styles are **listed in order of Priority or Recommendation**, a new Style attribute assigned through the **Manage Styles** utility of Word 2007: **Home Ribbon | Styles Dialog Box Launcher** (lower-right corner of **Styles** group) | then click the **Manage Styles** button on the **Styles** Task Pane.



Figure 4 - Style Dialog Box Launcher



**Word 2007's new
Manage Styles
utility.**



**Style Priority is
assigned through
this option on the
Manage Styles
Recommend menu.**

Figure 6 - Manage Styles utility in Word 2007

- Quick Styles** and **Style Sets** extend facets of functionality previously issued through Word's less accessible features of **Style Gallery**, **Attach Template** and **Organizer** (Word 97-2003).

How do you Add or Remove Quick Styles from the Gallery?

- In the **Styles** Task Pane, hover over the style you wish to remove, then drop-down its menu. Choose **Remove from Quick Styles Gallery** or **Add to Quick Styles Gallery** to toggle the visibility attribute *in the open document or template*.

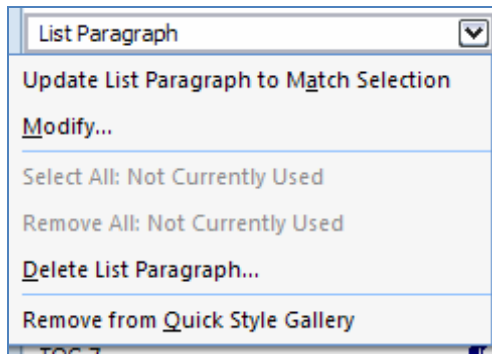


Figure 7 - Remove Quick Styles from the Gallery

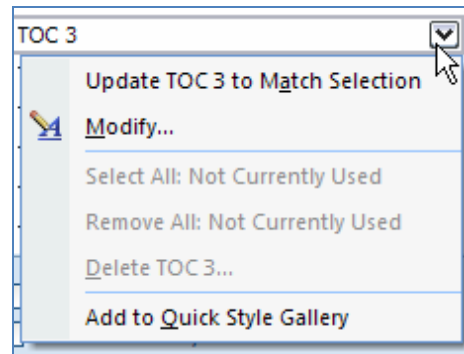


Figure 8 – Add Quick Styles from the Gallery

What are Style Sets from the End-User's Perspective?

- **Style Sets** are a collection of styles, *some of which* may be attributed as **Quick Styles**, easily delivered into the open document through the **Change Styles** drop-down.

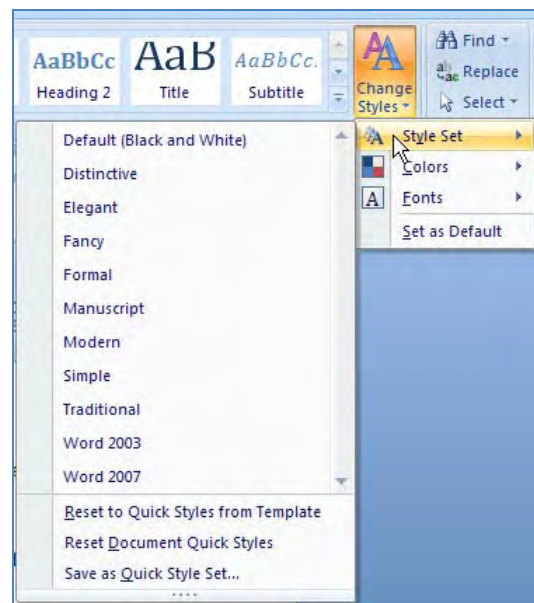


Figure 9 – Style Set Functionality in Word 2007

- **Style Sets** quickly redefine **formatting of like-named styles** in the open document.
- **Applied Style Sets** remain **associated** to a document.

What are Style Sets from the Designer's Perspective?

- **Style Sets** are a method for **organizing** and **naming a group of styles** used for a specific purpose or document design. For example, **Distinctive**, **Formal** and **Manuscript** are among the **default Style Sets** installed with Microsoft Word 2007.
- **Style Sets** *do not* attach a template, rather they **deliver styles stored in a template** into the open document. The **Style Set name** is then **associated** to the document.
- **Style Sets extend facets of** functionality previously issued through Word's less accessible features of **Style Gallery**, **Attach Template** and **Organizer** (Word 97-2003).

Where are Style Sets Stored?

- **Style Sets** are **templates (.dotx or .dotm files)** stored in the following locations:

Application Level Style Sets:

C:\Program Files\Microsoft Office\Office12\{langID}\QuickStyles

Personally-Defined Style Sets:

C:\Documents and Settings\{userID}\Application Data\Microsoft\QuickStyles

How are Style Set Definitions Managed?

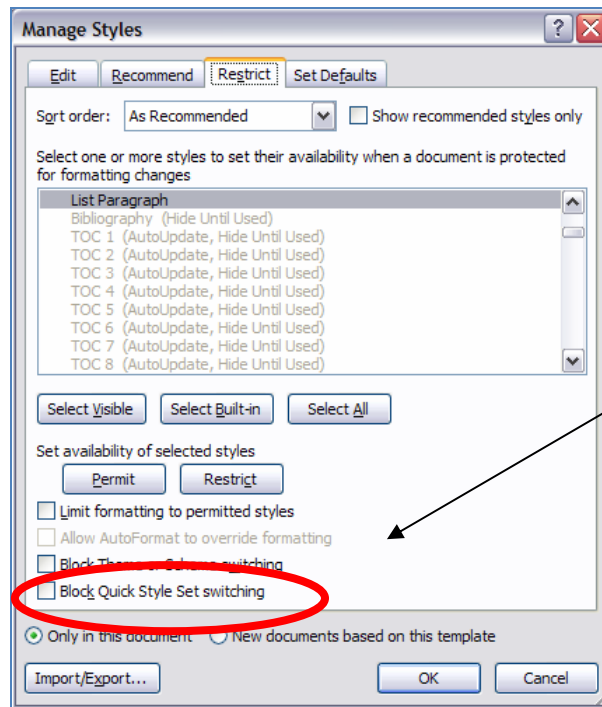
- **Styles stored within a Style Set** are **defined** using Word's **Modify** method, available from the **Styles Task Pane** or the **Apply Styles (Ctrl-Shift-S) Task Pane**.
- **Application Level Style Sets** may be **modified** by opening, editing and **saving .dotx** files into the C:\Program Files\Microsoft Office\Office12\{langID}\QuickStyles folder.
- **Application Level Style Sets** may be **deleted** by removing the associated **.dotx** file(s) in the C:\Program Files\Microsoft Office\Office12\{langID}\QuickStyles folder.
- **Personally-Defined Style Sets** may be **modified** by opening, editing and **saving .dotx** files into the C:\Documents and Settings\{userID}\Application Data\Microsoft\QuickStyles folder.
- **Personally-Defined Style Sets** may be **deleted** by removing the associated **.dotx** file(s) in the C:\Documents and Settings\{userID}\Application Data\Microsoft\QuickStyles folder.

¹ Language ID for English US is **1033**; for English UK is 2057; for English Canadian is 4105.

Can Style Sets be Enforced or Locked?

- **Yes, Style Sets can be locked onto a document or template.** This setting is *assigned* through the **Manage Styles** utility (as shown in Figure 10 below), or can be *automated* using the VBA instruction:

ActiveDocument.LockQuickStyleSet = True.



Style Set switching can be locked using this option on the Manage Styles Restrict menu.

Figure 10 - Block Quick Style switching

If a Style is Removed from the Quick Style Gallery, is the Style Deleted from the Document or Template?

- **No, the Quick Style attribute to the selected style is changed, but the style itself must be deleted through features available in the Styles Task Pane or Manage Styles utility.**

About Microsystems

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