

Creating a New Style (an Alternate to the Strong Style)

The Strong and Emphasis Styles are “character” Styles. This means that they can be applied to individual characters as well as words. I don’t recommend applying these types of decorative formatting to larger pieces of content because they can be visually confusing and honestly, if everything is bolded because it is important, then nothing is important as someone reads through it. People reading your documents will suffer from visual fatigue!

Let’s get started!

Select some text in a document and apply the Strong Style to it.

Then make sure the Styles Pane is open (Alt + H, F, Y).

In the lower left of the Styles Pane are three buttons: New Style, Style Inspector and Manage Styles.

Activate the New Style button which is the one on the left. If you are using adaptive technology and the keyboard, it is faster to use Shift + Tab to move from the bottom of the Styles Pane to the New Style button. If you lose focus from the Styles Pane, press F6 to get focus back to it (if you are using the keyboard and/or a screen reader.)

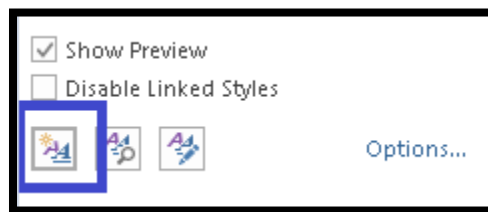


Figure 36 New Style button in Styles Pane.

When the Create New Style dialog opens, focus is in the area where you can name your new Style.

Note: We can list the Styles alphabetically by activating the Options link in the Styles pane (located to the right of the set of New Style, Style Inspector and Manage Styles buttons) When the Styles Pane Options dialog opens choose Alphabetical instead of As Recommended in the area to choose how Styles are displayed. I recommend this and also recommend that you name a new Style with a name that will put it in a logical order in the Styles Pane.

I would name this new Style “Strong A” so that it will follow the Strong Style in the list of Styles in the Styles Pane.

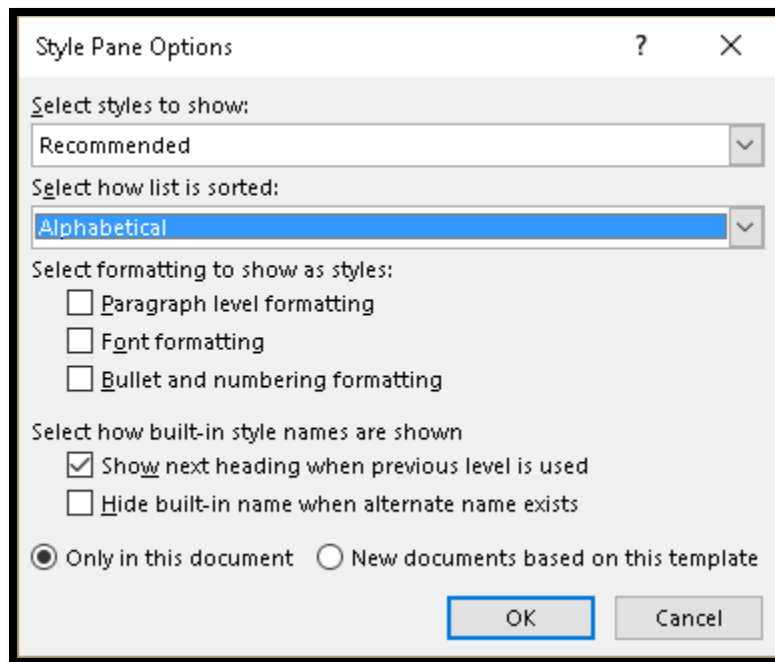


Figure 37 Styles Pane Options dialog showing choice to display Styles Alphabetically.

Once the new Style is named, in this case “Strong A,” make sure that the Style Type is set to Character. By default it is set to Paragraph. The following image shows the Style Type set to Character.

You can then add the decoration/formatting for the Strong A Style.

First we want the Strong A Style to have bolding, then we want it to be blue and finally we want to choose an underline Style and Colour.

To choose the underline Style and colour, activate the Format button in the lower left of the Create New Style dialog.

Choose Font.

When the Font dialog opens, go to the mid=section of the dialog to the Underline Type and choose a look and feel for the underline. The keyboard command is Alt + U. This is a dropdown list and if you are using a screen reader, the types of underline will be identified to you. We are going to choose the wavy line.

Press Enter on wavy line and then press Alt + letter I to move to the Underline Colour to choose a colour for the underline. It doesn't have to be the same as the Strong Style but for branding and consistency, you most likely want it to be the same.

Once the Underline Style and Underline Colour are chosen, tab to and activate the Ok button.

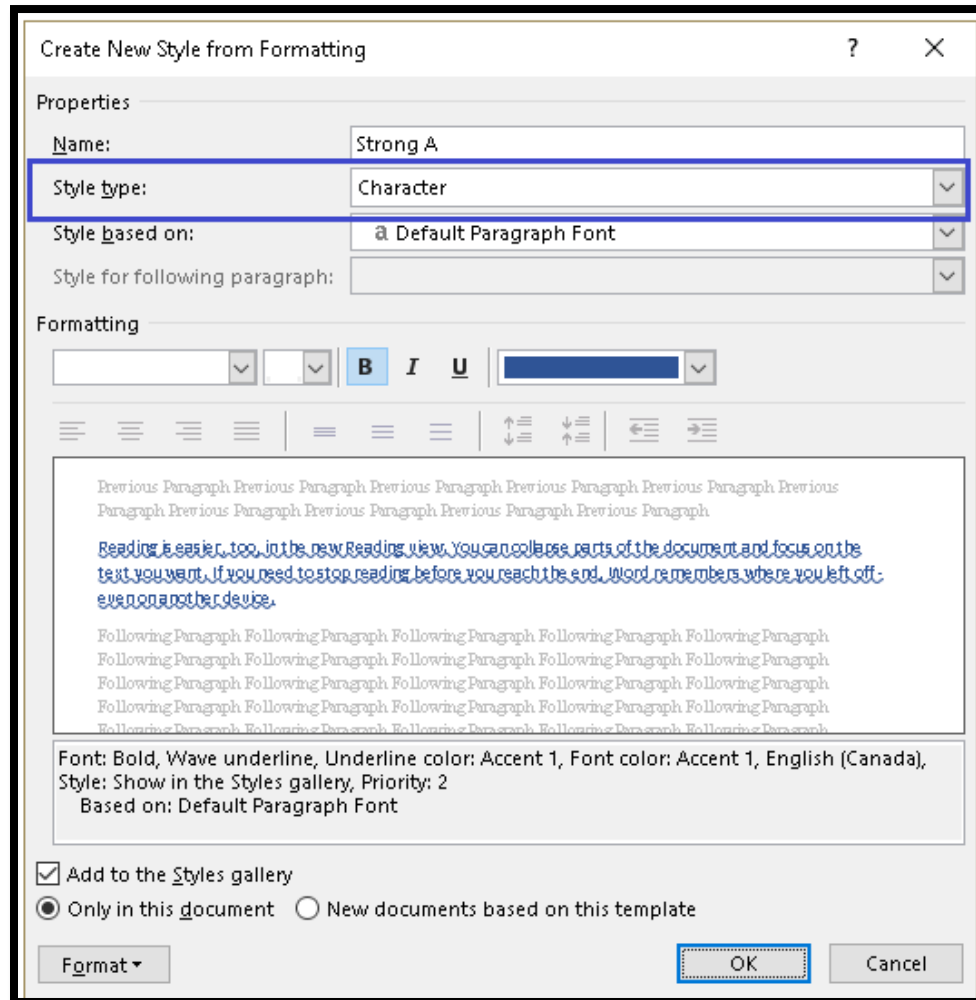


Figure 38 Create New Style dialog showing Style Type as Character.

You are returned to the Create New Style dialog. Decide whether you want the Strong A Style to be available for this document only (the default) or for new documents based on this template.

If you are using the keyboard, to make your choice, press Alt + D which moves you to the option for this document only. These are radio buttons so pressing the down Arrow will move to and check the option to have this change apply to new documents based on this template.

Activate the OK button.

The Strong A Style appears in the Styles Pane just under the Strong Style where it is easy to find for others working on subsequent versions of this document.

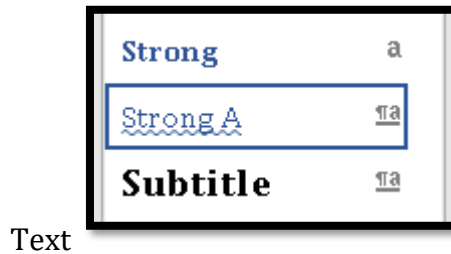


Figure 39 Strong A Style located just under the Strong Style in the Styles Pane.

One thing to note about the Strong Style is that when you use it, you may see the Bold button on the Home Ribbon active or depressed. Currently there is no connection between the two that would allow you to use the Bold button on the Home Ribbon to apply the Strong Style. Bold is simply one of the attributes of the Strong Style so the Bold button gets depressed. You currently cannot activate the Bold button on the Home Ribbon to apply the Strong Style but we're working with Microsoft to make this connection in the future.

The same is true when you use Emphasis, Intense Emphasis or Subtle Emphasis. You might see the Italic button on the Home Ribbon depressed but this is only because Italic is part of the Style "Emphasis." There is currently no direct connection between using the Italic button and the Emphasis Style. You can't depress the Italic button to use the Emphasis Styles, but we are working with Microsoft to hopefully have the ability to use these familiar buttons to apply Styles instead of direct formatting.

That's it! You've created a new Style to use in a document!

Creating an Underline Style

Let's move on to creating a Style just for underlining text. We're going to create a plain black underline for text in a document.

Open the Styles Pane and activate the New Style button located in the lower left of the Styles Pane. Since we are going to create the formatting of the Underline Style from scratch, you don't have to select text and apply the Underline using Ctrl + U or from the Home Ribbon Underline button.

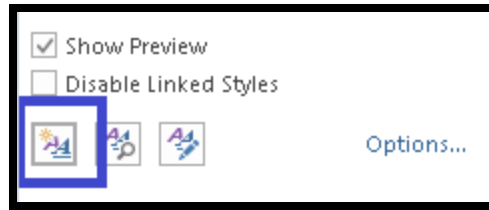


Figure 40 New Style button in Styles Pane.

Call the new Style Underline once the Create New Style dialog opens.

Make sure that the Style Type is set to Character.

Activate the Underline button in the Formatting area of the Create New Style dialog. If you are using the keyboard, Tab to the Underline button and use the Spacebar to activate it.

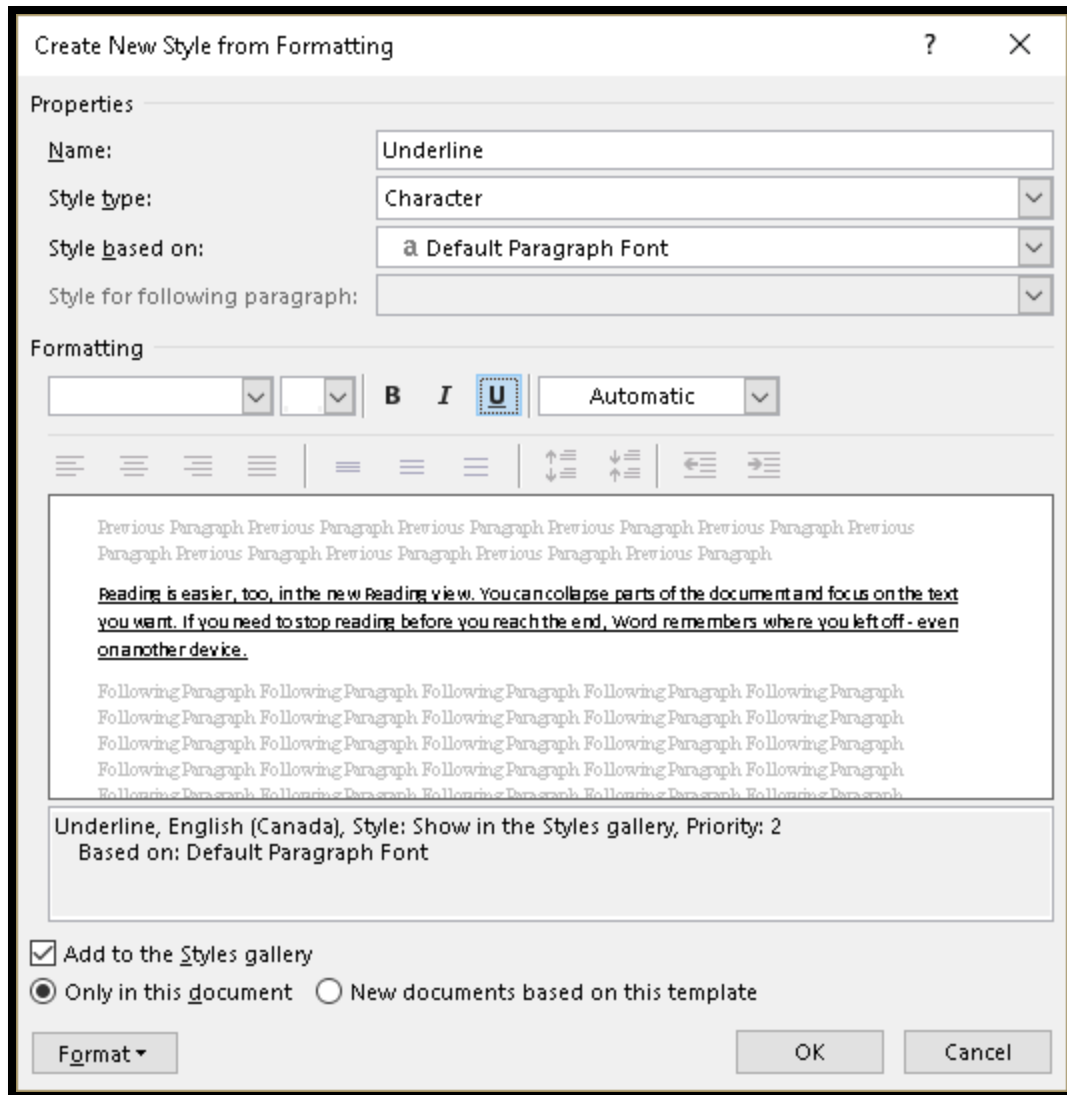


Figure 41 Create New Style dialog for an Underline Style.

Choose whether you want the Underline Style to be only available for this document or for new documents based on this template.

If you are using the keyboard, to make your choice, press Alt + D which moves you to the option for this document only. These are radio buttons so pressing the down Arrow will move to and check the option to have this change apply to new documents based on this template.

Tab to and activate the OK button.

Because the Underline button is part of this Style, it does not behave like direct formatting. It is incorporated into the Underline Style and is just another format applied to text. However, at this point in time, although you may see the Underline button depressed in the

Ribbon when you use the Underline Style, it is not possible to use the Underline button in the Home Ribbon on its own. It is still acting independent of the Style you created. I know, a bit confusing...but we're working with Microsoft to get the attribute of Underline a Style from the button on the Home Ribbon.

The following image shows the Underline Style applied to text in a document. As with the Strong Style, visually there is no difference, however, because it is a Style, it will be scalable and someone using their own Style Set will be able to either modify it and add it to their own Style Set or disregard it to improve readability. Appendix A has instructions on how to create and use Styles Sets.

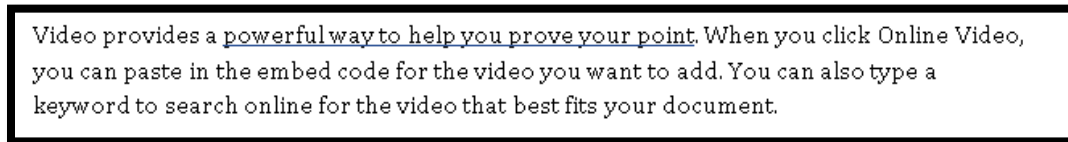


Figure 42 Underline Style used in a document.

The following image shows the Underline Style in the Styles Pane.

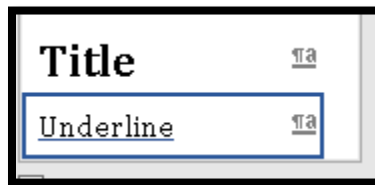


Figure 43 Underline Style listed in the Styles Pane.