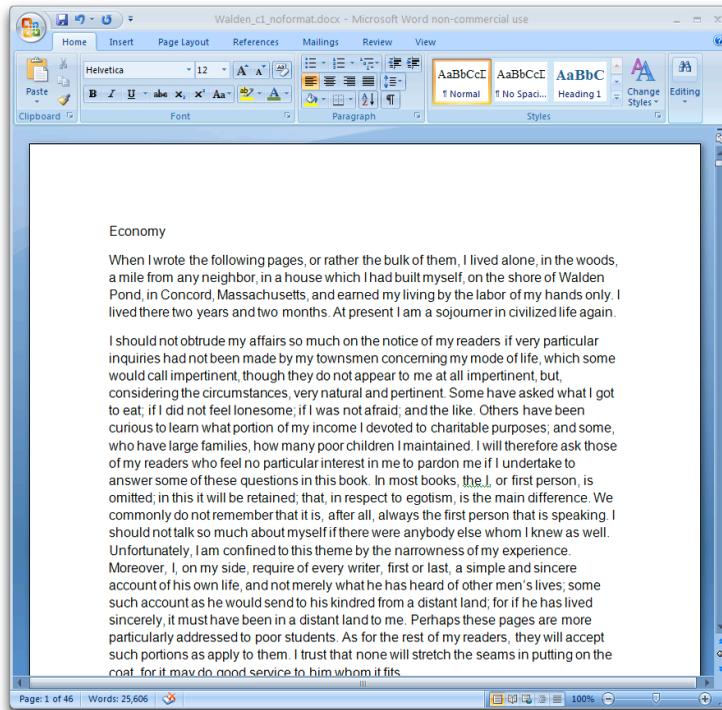


Styling your Word document

Suppose for a minute that you're Henry David Thoreau and someone has kindly time-transported you a computer and a copy of Microsoft Word. You've just finished writing the first chapter of *Walden*.



The first chapter of Walden, without formatting.

It's a good idea to apply at least basic formatting, in order to distinguish the main body from chapter headers, quoted material, and the like. Indeed, in this document, there are three main styles to be applied: Normal, for the main text, Quote, for any of the single-spaced, short lines that Thoreau has set off from the main body of text, and Heading 1, for the chapter name.

Tip

Even if you don't care about the formatting itself in Word, you should apply styles in order to facilitate editing the CSS in the EPUB later. An empty style can serve as a tag to identify each kind of content.

Setting up styles in Word

Word supplies a set of Default styles with every new document. These might work for you as is, or you can modify them as desired. In this example, we're going to adapt Word's default Normal, Quote, Heading 1, and Emphasis styles to our needs.

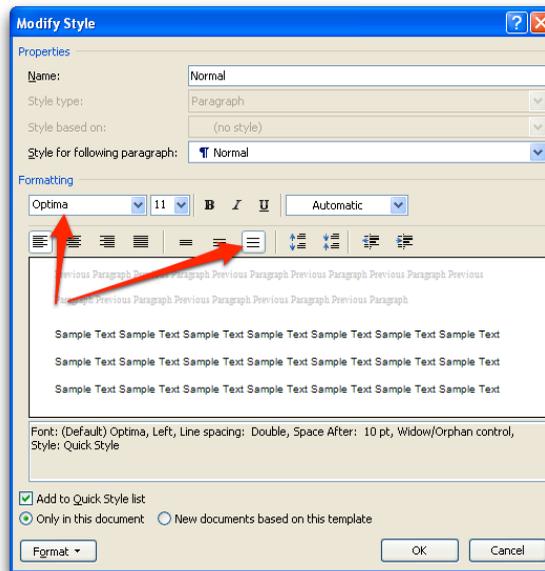
When you open a brand new document in Word, a series of styles are displayed by default:



Some of Word's default styles

It's easy to change and reorder these styles so that they reflect and facilitate your own formatting needs.

- 1 First, right-click the Normal style and choose Modify from the flyout menu. Choose the desired formatting characteristics from the dialog box that appears. In this example, I want the Normal style to use the Optima font at 11 points and be double-spaced.



Choose the desired formatting characteristics from the Modify Style box and click OK.