# Reformatting Documents with Styles

Using the Styles feature (a pre-defined format that can consist of font style, color, or size) in Microsoft Word can save you a ton of time when you are working on finalizing the look and feel of your document. It can also help you change several features in your document at the same time.

## Reformatting a Smaller Document with Few or No Images

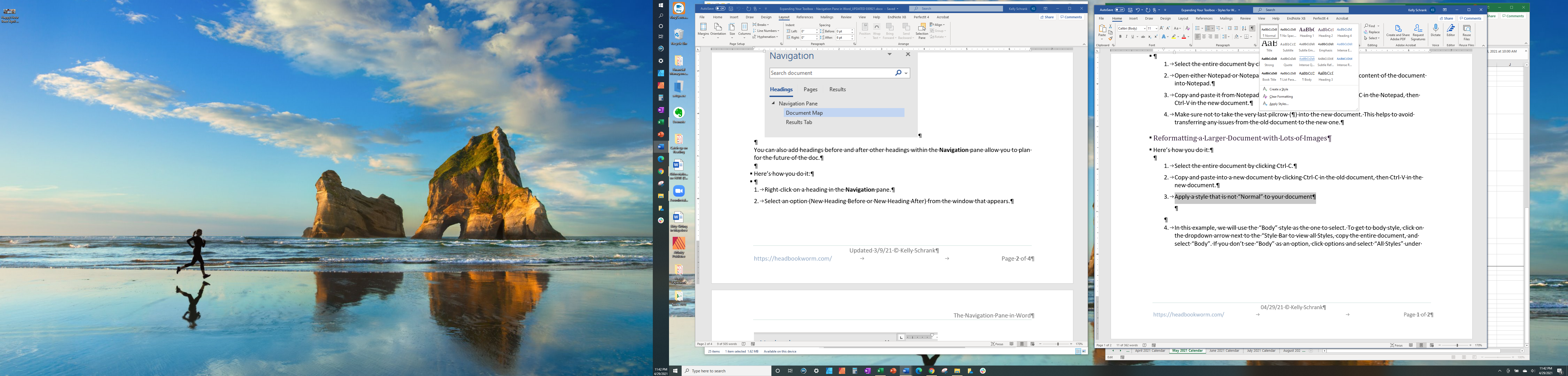
Here’s how you do it:

1. Select the entire document by clicking Ctrl-C.
2. Open either Notepad or Notepad ++ on your computer and paste the content of the document into Notepad.
3. Copy and paste it from Notepad into a new document by clicking Ctrl-C in the Notepad, then Ctrl-V in the new document.
4. Make sure not to take the very last pilcrow (¶) into the new document. This helps to avoid transferring any issues from the old document to the new one.

## Reformatting a Larger Document with Lots of Images

Here’s how you do it:

1. Select the entire document by clicking Ctrl-C.
2. Copy and paste into a new document by clicking Ctrl-C in the old document, then Ctrl-V in the new document.
3. Apply a style that is not *Normal*. In this example, select *Body* style.
4. To get to *Body* style, click the drop-down arrow next to the Styles gallery to view all Styles.

1. Select the entire document and select the *Body* style.
2. Reapply the Heading styles where appropriate in the document.
3. Apply the appropriate image format, table style, and captions to your images and tables in the document.
4. Always configure the section breaks before adding headers and footers and make sure you’re moving from the front of the document to the back.

*Thanks to Mellissa Ruryk for showing this one in her webinar,* ***Getting Word to Show You Some Love,*** *for the Society for Technical Communication (STC) Instructional Design and Learning (IDL) Community of Practice (CoP) on February 19, 2021.*