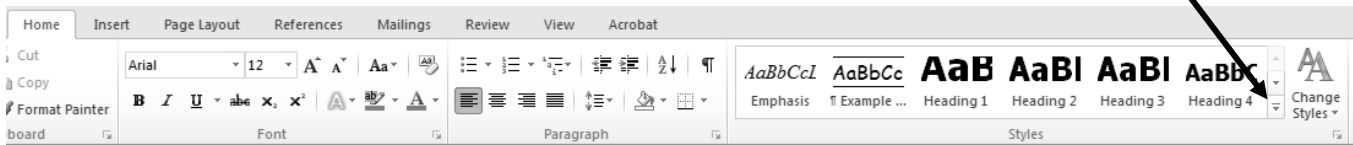
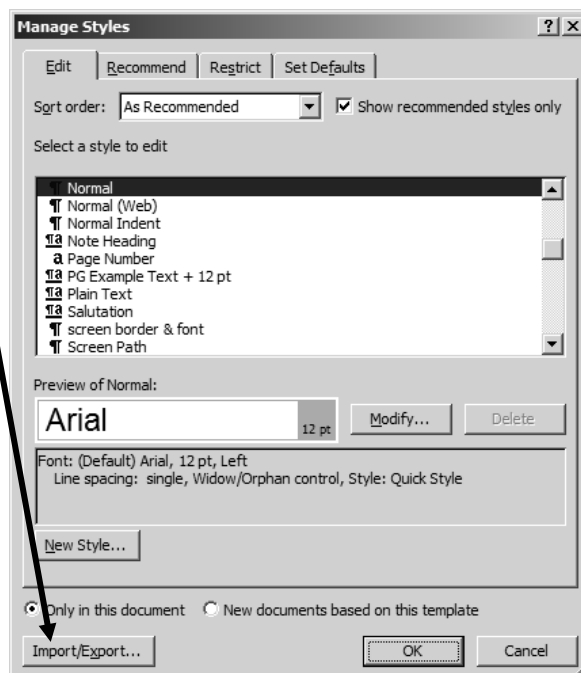
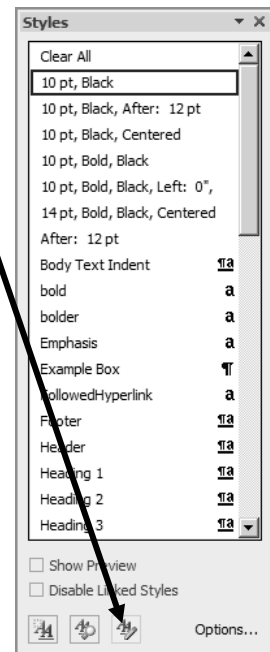


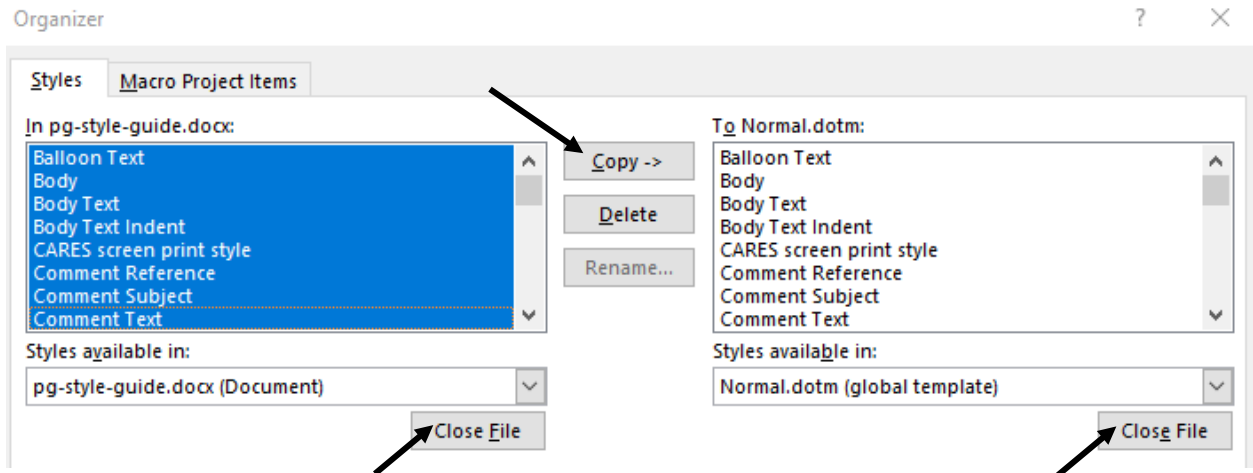
Copying Styles to Your Default Settings

1. Open the Participant Style Guide reference document, found on the Trainer's Resource website.
2. On the Home tab, click the small down arrow in the bottom right corner of the Styles section.



3. Click the Manage Styles button at the bottom of the Styles dialog box.
4. Click the Import/Export button.





5. In the Organizer dialog box, you will see two lists of styles. The one on the right is named "In normal.dot", and the one on the left should be the "PG_Style_Guide.docx".
6. Select everything on the " PG_Style_Guide.docx " side and click the copy button. A message will ask if you want to overwrite the default setting. Click the "Yes to All" button. This will make the copied styles your default styles for any new documents created in the future.
7. Click the Close File button below each of the lists.
8. Close the organizer dialogue box and exit MS Word. You don't have to shut down the machine. The next time you open a new document, the correct style settings will be set.

Add the default styles to existing documents

To add the "Participant Guide" styles into documents that were created before the styles were available.

- Open the document you want to update with the current default styles.
- Follow the steps above, but instead of copying styles **TO** the "normal.dot" file, copy the styles **FROM** the "normal.dot" file to the document.
- The document will now contain the "Participant Guide Styles".
- Review the entire document to re-apply any styles that did not automatically update.