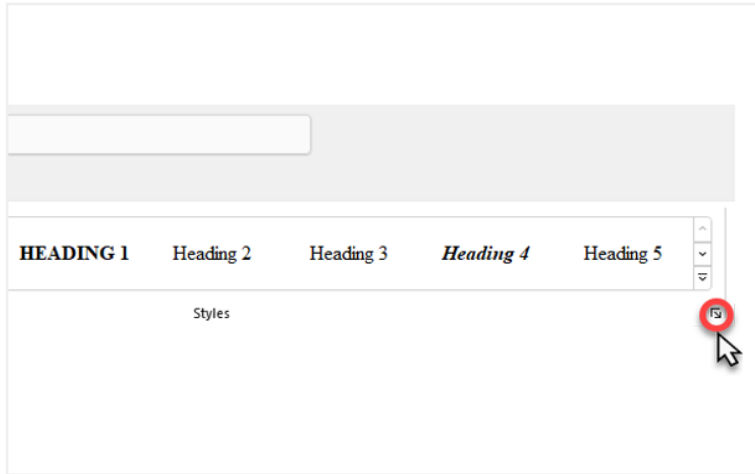


Copy Styles to a new document

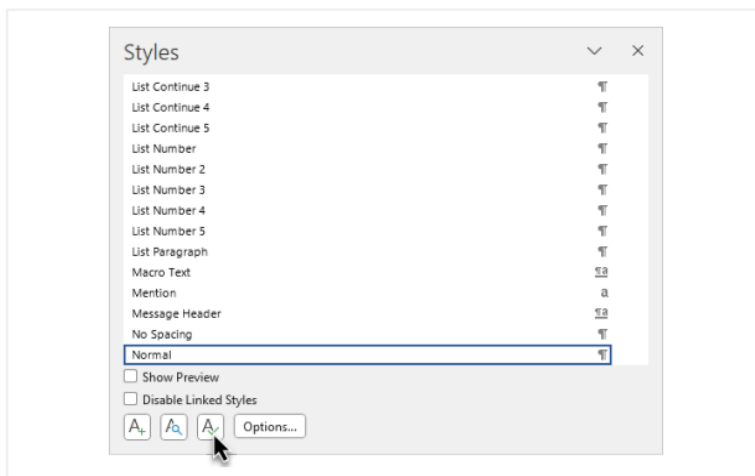
Re-use favorite Styles without re-creating them



1

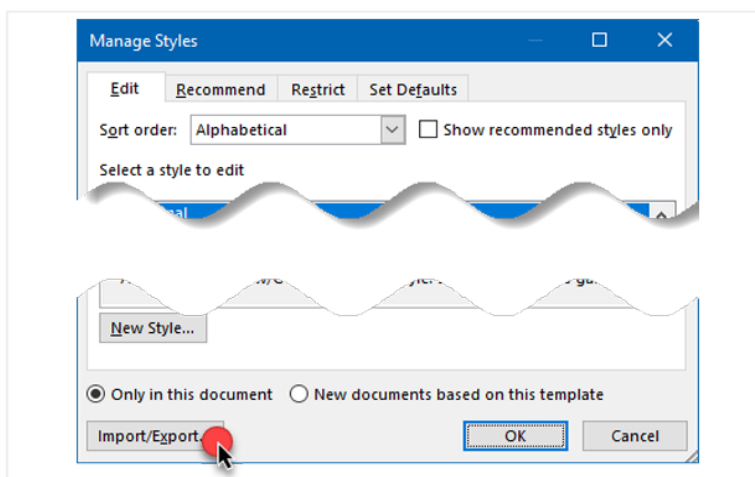
Open both your source document (*i.e.*, the document you'd like to copy Styles from) and your target document (*i.e.*, where you'd like to copy to).

On the **Home** tab, click the small launcher arrow in the lower right-hand corner of the **Styles Gallery** to open the **Styles Pane**.



2

In the **Styles Pane**, click the **Manage Styles** button (looks like a capital "A" with a checkmark next to it) to open the **Manage Styles** dialog box.

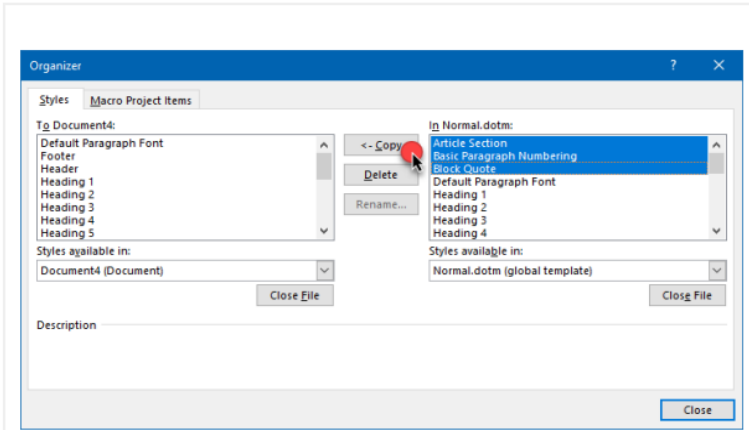


3

Within the **Manage Styles** dialog box, click **Import/Export** on the bottom left to open the **Styles Organizer**.

Copy Styles to a new document

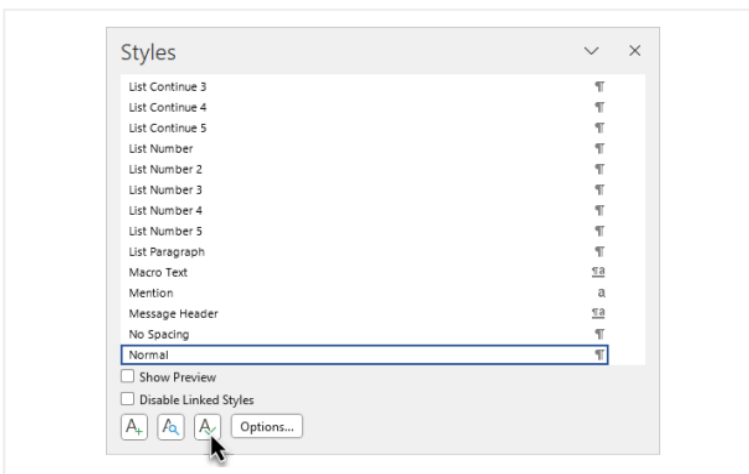
Re-use favorite Styles without re-creating them



4

Within the **Styles Organizer**, select the Styles you wish to copy from your source document to your target document.

Click **Copy** to copy the Styles over. If a warning message alerts you that you're about to overwrite an existing Style, respond appropriately.

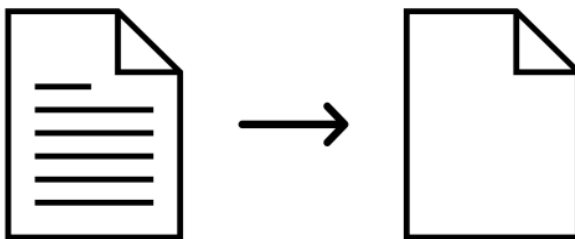


5

Once you've copied the Styles over, you'll see them in the target document's Style list.

Click **Close** in the lower right-hand corner to return to your document.

Copy Styles from one Word doc to another
Legal Office Guru



6

The full video tutorial is here:

<https://youtu.be/CgvTbLVaxlQ>