

# View Styles Manually

The best way to set up your screen for working with styles it to use the [View Styles macro](#). If you would like to create this view manually, follow the instructions below.

## Video Instructions

On a Mac

On a PC

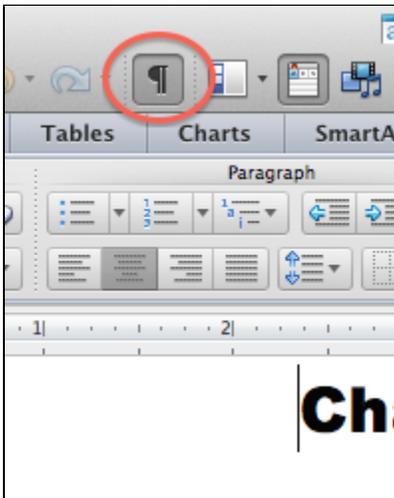
## Show nonprinting characters

This will help you see some behind-the-scenes formatting, and reveal how the [macros](#) that you run later on change the document.

On a Mac

1. Click the ¶ button at the top of the Word screen to reveal nonprinting characters:

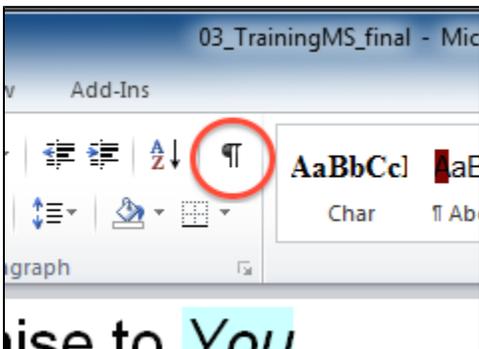
You can also go to **Word Preferences View**, and in the nonprinting characters section, select **All**.



On a PC

1. Go to the **Home** tab on the ribbon, and click the ¶ button.

You can also use the keyboard shortcut **Shift + Ctrl + 8**



### On this page

- [Video Instructions](#)
  - [On a Mac](#)
  - [On a PC](#)
- [Show nonprinting characters](#)
  - [On a Mac](#)
  - [On a PC](#)
- [The Styles Pane and Style Inspector](#)
  - [On a Mac](#)
  - [On a PC](#)
- [The Styles Area](#)
  - [On a Mac](#)
  - [On a PC](#)

You should now see all the nonprinting characters in your document, such as paragraph marks (¶) and spaces (.).

## The Styles Pane and Style Inspector

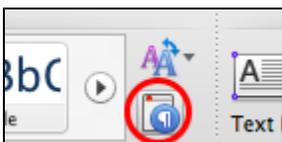
The *Styles Pane* is a dialog box that lists all the styles available to you in a document.

The *Style Inspector* will show you the paragraph and character styles of the selected text as well as any direct formatting that has been applied.

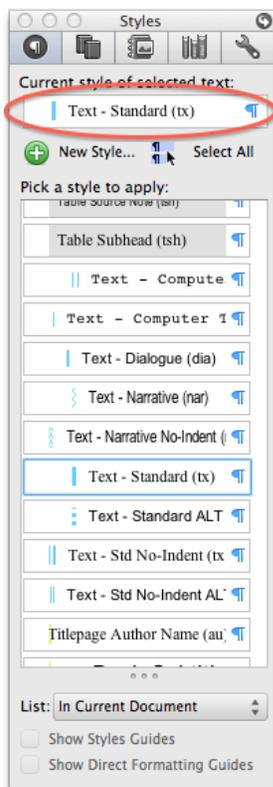
To open these two windows, follow these steps:

### On a Mac

1. Open the Styles Pane by clicking this button to the right of the Quick Styles pane on the Home tab of the ribbon.

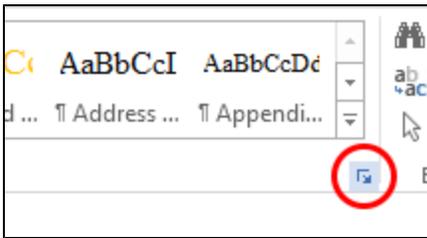


2. Macs do not have a separate Style Inspector pane. Instead, the Style Inspector area is at the top of the Style Pane; it shows the current paragraph or character style of the selected text.

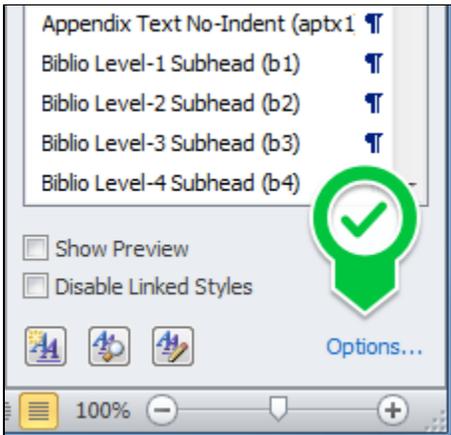


### On a PC

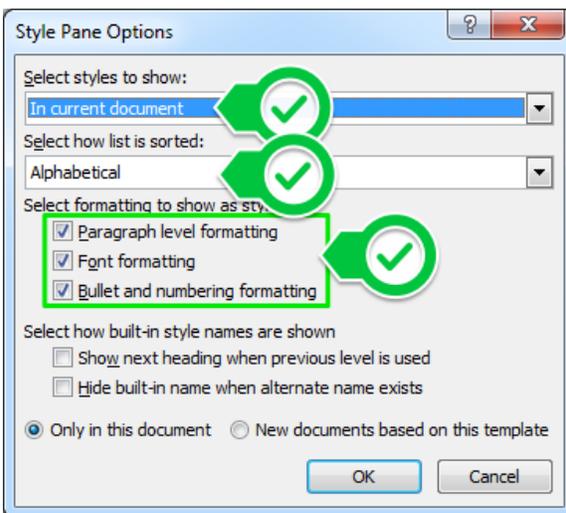
1. Open the Styles Pane by clicking **Alt + Ctrl + Shift + S**, or by clicking the small button in the Quick Styles area of the Home tab on the ribbon.



2. Be sure to click the **Options...** link at the bottom of the Styles Pane.



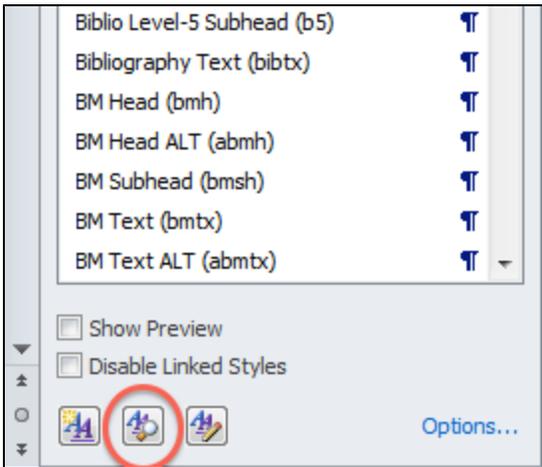
3. In the dialog box that opens, choose the following settings:



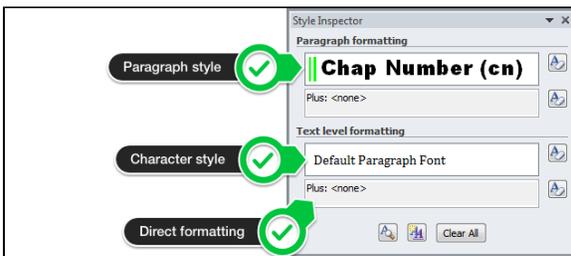
- For **Select styles to show** choose **In current document** if you want to see all styles, or **In use** if you only want to see the styles that have been applied.
- For **Select how list is sorted**, choose **Alphabetical**.
- For **Select formatting to show as styles** make sure all three boxes are selected.

4. Click **OK**.

5. Open the Style Inspector by clicking the magnifying glass button at the bottom of the Styles Pane.

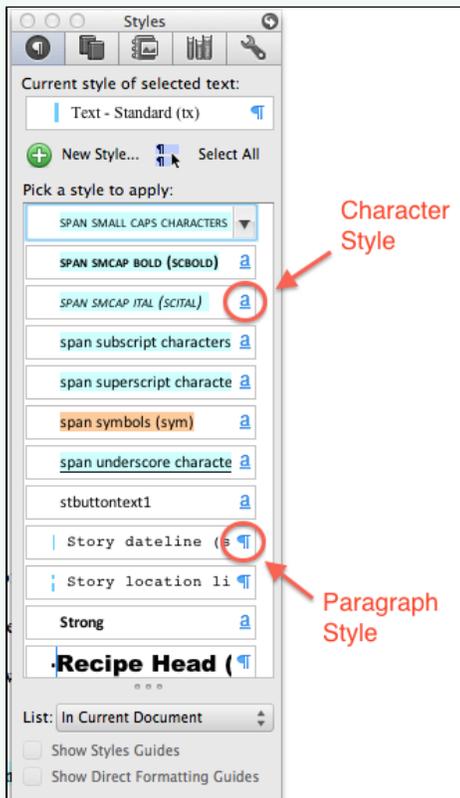


6. The Style Inspector will open and you'll see the following information:



### ✓ Paragraph and Character Styles

In the Styles Pane, paragraph styles are indicated by a ¶ displayed to the right of the style name, while character styles are indicated by a small letter *a*.



## The Styles Area

You can display a margin in Draft view, called the [Styles Area](#), that lists the [paragraph style](#) used next to each paragraph. This gives you a quick way to see which styles are used in any given paragraph. To set up the Style Area, follow these steps. You only have to set it up once; afterward, any time you view a document in Draft view, you'll see the Styles Area.

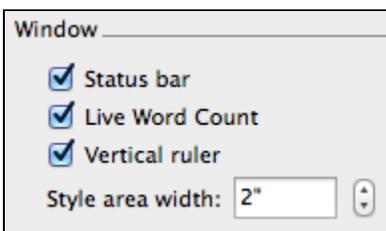
### On a Mac

1. Make sure you're in Draft view by clicking the button at the bottom left side of your Word window.



✓ You can also use the keyboard shortcut **Command + Option + N** to switch to Draft view; use the shortcut **Command + Option + P** to switch back to Print view.

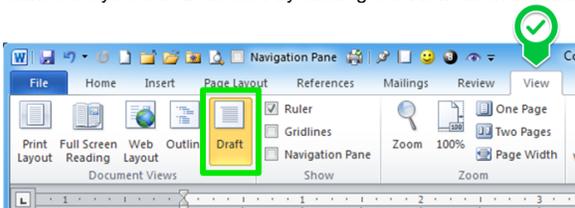
2. Go to **Word Preferences View**, and in the **Window** section, enter 2 into the **Style area width** box.



3. You should now have a sidebar to the left of your document that shows the names of styles in use.

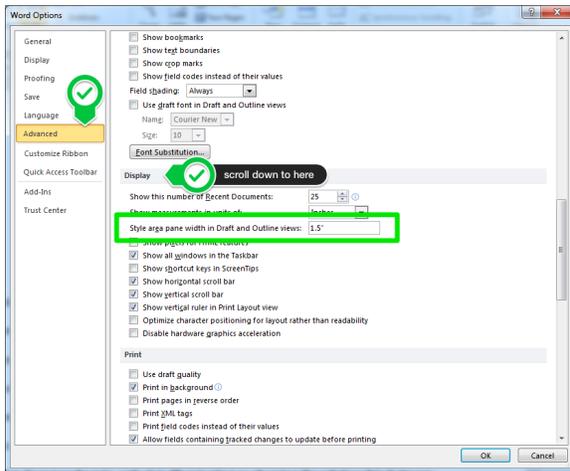
### On a PC

1. Make sure you're in Draft view by clicking the **View** tab in the ribbon, and choosing **Draft**.



✓ You can also use the keyboard shortcut **Alt + Ctrl + N** to switch to Draft view; use the shortcut **Alt + Ctrl + P** to switch back to Print view.

2. Go to **File Options Advanced**, scroll down to the **Display** section, and enter 2 into the **Style area pane width** box. (In Word 2007, click **Office Button Word Options Advanced** to get to the **Display** section of the options screen.)



3. Click **OK** in the Word Options window. You should now have a sidebar to the left of your document that shows the names of styles in use.

 **Fun Tip!**

Note that for both Macs and PCs, if you hover over the line separating the Style area from the text area, you can click and drag it left or right to make the margin wider or narrower.