REPLACE CORRUPT STYLES IN MICROSOFT WORD

There is a "bug" in Microsoft Word's numbering styles that may cause the style to change to a black rectangular box. This could effect any heading and appendix style.

Example:

Also not following the instructions correctly to setup Word, could modify the styles. Following the two step process of copying the correct styles from the original base file to the Normal.dotm template, and then copying them from the Normal.dotm template to your corrupted document should restore the styles. There are different instructions for Windows and Mac.

Windows

STEP 1 - OBTAINING ORIGINAL STYLES

Make sure all Word documents are closed. Download and open the original UDThesis unnumbered or numbered document from page 8 of Microsoft Word UDThesis Style Guidelines http://www1.udel.edu/it/research/files/publish/udthesis/msword/UDThesis-StyleGuidelines.pdf

If the styles are not showing, click the **Styles dialogue** icon to open the styles.
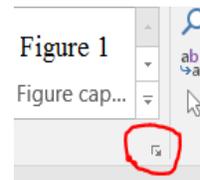
Click **Manage Styles** icon (bottom of styles list).
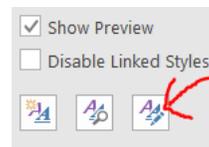
The **Manage Styles** dialogue window opens.
In the **Manage Styles** window, click **Import/Export** button (lower left of window).
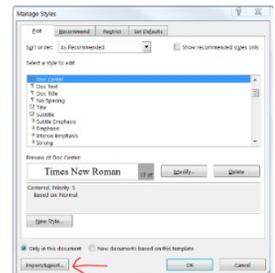
The styles **Organizer** window opens.
The left panel has the original (correct) styles. The right panel is the Normal.dotm template.

- In the left panel, select all the styles.
- Click **Copy** to move these styles to the Normal.dotm template in the right panel.
- Click **'Yes to all'** to replace styles in the Normal.dotm template.
- Click the **Close** button to close the **Organizer** window.
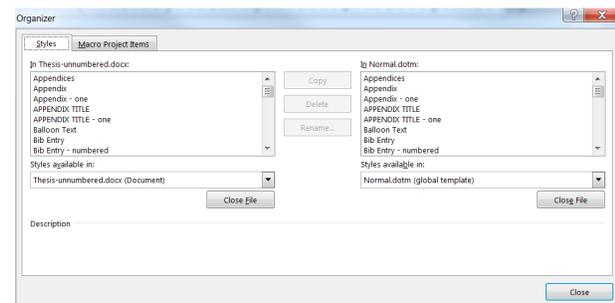
Close the downloaded UDThesis unnumbered or numbered document.

STEP 2 - REPLACING STYLES IN YOUR DOCUMENT

Make sure all Word documents are closed, now open your document with the corrupted styles.

If the styles are not showing, click the **Styles dialogue** box to open the styles.
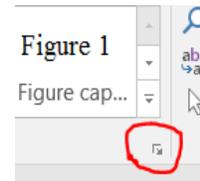
Click **Manage Styles** icon (bottom of styles panel).
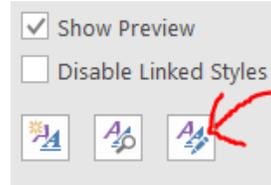
The **Manage Styles** dialogue window opens.
Click **Import/Export** button (lower left of window).
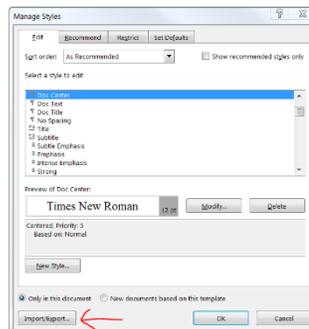
The style **Organizer** window opens.
The left panel is the list of styles from the corrupted document. The right panel is the Normal.dotm template with the correct styles.

- From the right panel, Normal.dotm template, select all styles.
- Click **Copy** to move the styles to the left panel.
- Click '**Yes to all**' to replace the corrupted styles in your document with the correct styles from Normal.dotm template.
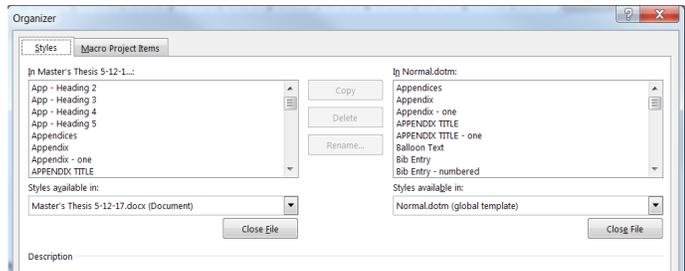
Click the **Close** button to close the **Organizer** window.

Save your document and the corrupted styles should now work correctly.

Mac

STEP 1 - OBTAINING ORIGINAL STYLES

Make sure all Word documents are closed. Download and open the original UDThesis unnumbered or numbered document from page 8 of Microsoft Word UDThesis Style Guidelines http://www1.udel.edu/it/research/files/publish/udthesis/msword/UDThesis-StyleGuidelines.pdf

Choose **Tools>Templates and Add-ins**.
Click on the **Organizer** button.

The style **Organizer** window opens.
The left panel has original (correct) styles.
The right panel is the Normal.dotm template.

- In the left panel, select all the styles.
- Click **Copy** to move these styles to the Normal.dotm template in the right panel.
- Click **'Yes to all'** to replace styles in the Normal.dotm file.
- Click **Close** when done, the **Organizer** window closes.

Close the downloaded UDThesis unnumbered or numbered document.
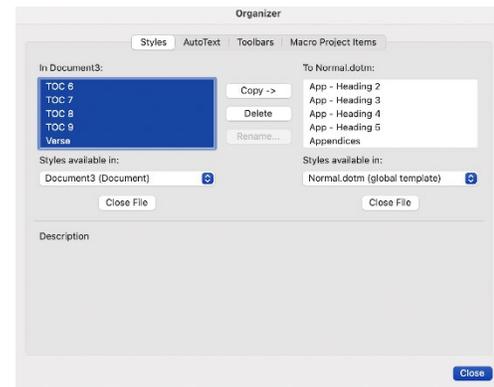
STEP 2 - REPLACING STYLES IN YOUR DOCUMENT

Make sure all Word documents are closed, now open your document with the corrupted styles.

Choose **Tools>Templates and Add-ins**.
Click on the **Organizer** button.

The style **Organizer** window opens
The left panel is the list of styles from the corrupted document. The right panel is the Normal.dotm template with the correct styles.

- From the right panel, Normal.dotm template, select all styles.
- Click **Copy** to move the styles to the left panel.
- Click '**Yes to all**' to replace the corrupted styles in your document with the correct styles from Normal.dotm template.
- Click **Close** when done, the **Organizer** window closes.

Save your document and the corrupted styles should now work correctly.