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: **INTRODUCTION**

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 <u>Windows</u> and <u>Mac</u>.

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 <u>http://www1.udel.edu/it/research/files/publish/udthesis/msword/UDThesis-StyleGuidelines.pdf</u>

If the styles are not showing, click the Styles dialogue	icon to open the styles. Figure 1
	Figure cap ↓
Click Manage Styles icon (bottom of styles list).	✓ Show Preview Image: Show Preview Disable Linked Styles
The Manage Styles dialogue window opens.	Hanney Deve V III P generation market interface Unitation (in for execution) IIII interface Unitation (in for execution) IIIII interface
In the Manage Styles window, click Import/Export b	outton (lower left of window).
The styles Organizer window opens	Copy in ducation Copy
The left panel has the original (correct) styles. The right	of Organizer
The felt panel has the original (concer) styles. The righ	IL Styles Macro Project Rems
In the left nonel, select all the styles	Priteis unumbered.docc B. Normal.dom Appendix Appendix Appendix Appendix Appendix Dista
• In the feft parier, select all the styles.	Bib Entry Bib Entry - numbered v Bib Entry -
• Click Copy to move these styles to the Normal.dotm template in the right panel.	Signs spinler in Thesis-summbered.docx (Document) Close File Clo
• Click 'Yes to all' to replace styles in the Normal.dot template.	m

• 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).

Show Preview

 Disable Linked Styles

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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.

Styles Macro Project Items				
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Styles available in:			Styles available in:	
Master's Thesis 5-12-17.docx (Document)	•		Normal.dotm (global template)	•
	Close <u>F</u> ile			Clos <u>e</u> File



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 <u>http://www1.udel.edu/it/research/files/publish/udthesis/msword/UDThesis-StyleGuidelines.pdf</u>

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.

			Organizer			
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To Document3:				in Normal.dotm:		
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