

## Using Styles in Microsoft Word

Styles have been built into the Land-Grant Press Word template file. The styles apply specific formatting to different parts of your publication file.

Template styles have been applied to the following parts:

- Titles
- Subtitles
- Body
- Titles under subtitle
- References Cited list (bibliography)

### Pasting Content into the Template

1. Copy the content text only (not images or tables) from your original document by section (e.g. title, subtitle and body underneath, next subtitle and body underneath, etc) by selecting Edit from the top navigation bar and Copy or use the shortcut CTRL+C.
2. Click in the template section you would like to paste the text into; select Edit from the top navigation bar; and select **Paste and Match Formatting**.

### Template Header and Footer

The content for the header and footer has been built in, and authors will not edit anything in these sections. The editorial staff will add the necessary content details. The content includes:

- Land-Grant Press logo and 'checkmark' image (header, appears only on first page)
- Clemson Extension wordmark, LGP full name, LGP publication number, Extension program area the publication is for, LGP website URL, and the page number.