

## REPLACE CORRUPT STYLES IN MICROSOFT WORD FOR WINDOWS

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**

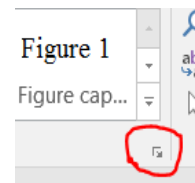
Following the two step process of copying a good style from the original base file to the normal.dotm file, and then copying it from the normal.dotm file to your document will fix this black rectangular box issue.

### STEP 1 - OBTAINING ORIGINAL STYLE

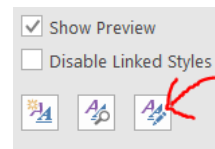
Have all word documents closed.

Download and open the original UDThesis unnumbered or numbered document from page 8 of: <http://www1.udel.edu/it/research/files/publish/udthesis/msword/UDThesis-StyleGuidelines.pdf>

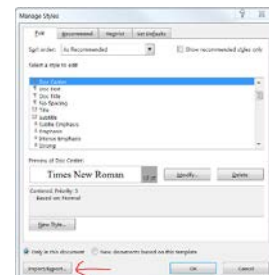
If the styles are not showing, click the **Styles dialogue** icon to open the styles.



Click **Manage Styles** icon. (bottom of styles list)  
The Manage Styles dialogue window opens.

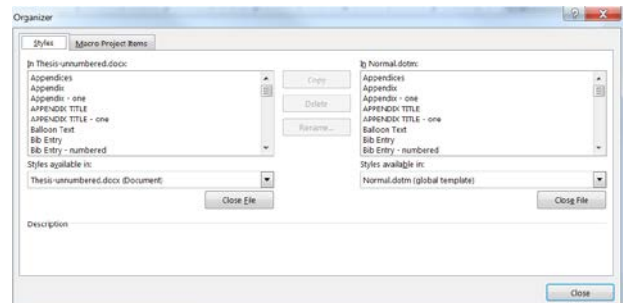


In the Manage Styles window, click **Import/Export** button. (lower left of window)



The styles Organizer window opens.  
The left panel has the original styles.  
The right is the Normal.dotm template.

- In the left panel, select the style(s) that is/are corrupt in your document.
- Click Copy to move these styles to the Normal.dotm style pane.
- Click ‘Yes’ or ‘Yes to all’ to replace style(s) in the Normal.dotm file.
- Click **Close** when done, the Organizer window closes.

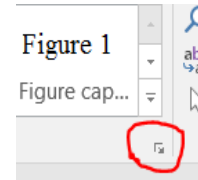


Close the downloaded UDThesis style document.

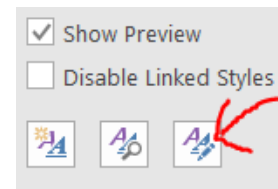
## STEP 2 - REPLACING STYLE IN YOUR DOCUMENT

Open your document with the corrupted style(s)

If the styles are not showing,  
click the **Styles dialogue** box to open the styles.

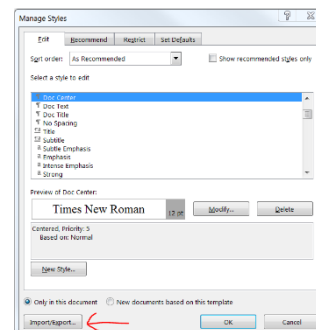


Click **Manage Styles** icon. (bottom of styles pane)  
The Manage Styles dialogue window opens.

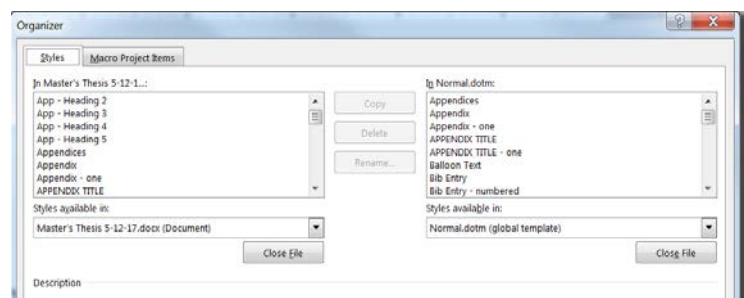


Click **Import/Export** button. (lower left of window)

The style Organizer window opens.  
On the left is a list of your document styles.  
On the right is the Normal.dotm.



- From the right panel, Normal.dotm, select the style(s) you just copied to the Normal.dotm list of styles.
- Click **Copy** to move the styles to your document.
- Click **'Yes'** or **'Yes to all'** to replace the corrupted style(s) in your document.



Click the **Close** button to close the Organizer.

The corrupted style(s) should be working correctly.