HOUR 9

Working with Styles

A *style* is a collection of formatting options to which you assign a name. For example, you could create a style called *MyTitle* that contains all the formatting—font, font size, alignment, and so on—that you normally apply to the titles of your reports. When you apply a style to text, the text takes on all the formatting that the style contains. As you'll see, using styles can greatly speed up the formatting process. If you apply a lot of formatting in your documents, you will probably come away from this hour a true believer in the value of styles.

The highlights of this hour include

- Applying styles to your text
- Creating your own styles
- Modifying styles
- Chaining styles together
- Viewing styles onscreen
- Restricting the formatting allowed in your document to a certain set of styles

Understanding Styles

If you know a bit about how styles can benefit you, what kinds there are, and where they are stored, you will feel confident about creating and using them in your documents.

The Advantages of Using Styles

Styles are advantageous for several reasons:

- They enable you to apply formatting quickly. Instead of applying several different formatting options one at a time, you can apply them all at once by applying a style that contains all the options already set to your specifications.

- They enable you to modify your formatting quickly. If you decide to make a formatting change to some element of your document (for example, you decide that all your headings should be boldface instead of italic), you need to update only the style you applied to that element, and the affected text throughout your document reformats instantly.

- They enable you to create a consistent look for all the documents that you and your coworkers create.

- If you use *heading styles* (paragraph styles that are designed specifically for formatting headings) to format the different levels of headings in a document, you can take advantage of four handy features—the table of contents feature, the Document Map, Outline view, and cross-references. The table of contents feature generates a table of contents for your document automatically. The Document Map helps you to navigate in a lengthy document. Outline view helps you create and edit your document's heading structure, and the cross-reference feature lets Word update your cross-references automatically. (You'll learn about these features in Hour 13, "Working with Long Documents.")

> The advantages of heading styles apply equally well to Word's built-in heading styles (Heading 1, Heading 2, Heading 3, and so on) as they do to heading styles that you create yourself.

Styles Come in Four Flavors

You can create four types of styles in Word:

- Character styles— Character styles can contain only font formatting, and for this reason, they are far less useful than paragraph styles. However, you might occasionally want to create a character style if a word or phrase crops up frequently in your documents and has to be formatted in a particular way. For example, company style might dictate that the name of your company always appear in an Arial, 12-point, bold font.

- Paragraph styles—Paragraph styles can contain both font formatting and paragraph formatting. This makes them much more versatile than character styles. As you might expect, paragraph styles must be applied, at a minimum, to a single paragraph. In this hour, you will focus on working with paragraph styles.
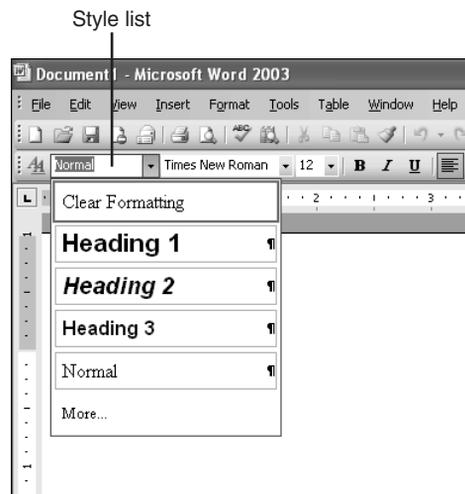
- List styles—List styles can contain any combination of font and paragraph formatting, including a broad range of formatting specific to lists. They are used for formatting bulleted, numbered, and multilevel lists.

- Table styles—Table styles can also contain any combination of font and paragraph formatting, as well as specialized formatting options specifically used in tables.

Because the steps for creating styles are quite similar for all four types of styles, this hour will focus on character and paragraph styles.

9

Applying Styles

The styles that are available in your document are listed in the Style list on the Formatting toolbar (see Figure 9.1).

Style list

FIGURE 9.1
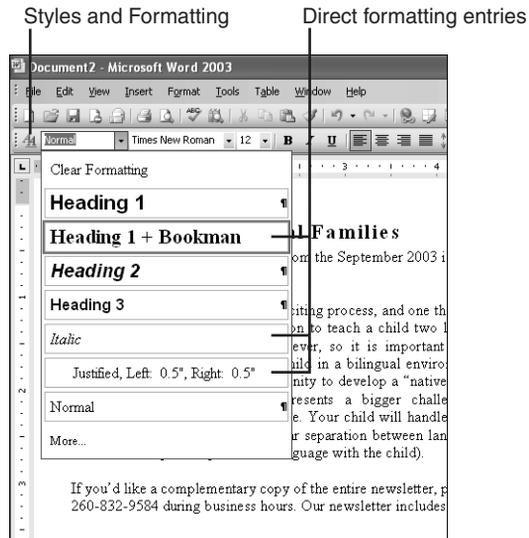*The Style list gives you access to your available styles.*

The style names appear with the font formatting that is specified in the style, as well as the alignment and indention paragraph formatting. To the right of all paragraph styles is a paragraph symbol (¶).

The styles in the Style list in Figure 9.1 come with the Normal template. Normal is the default paragraph style. Heading 1, Heading 2, and Heading 3 are paragraph styles that you can use to format your headings. (You'll learn more about them in "Creating Styles for Your Headings" later in this hour.) Clear Formatting strips all the formatting from the selected text—including formatting you've applied via a style and formatting you applied manually (*direct* formatting)—and reapplies the default Normal style. And the More command displays the Styles and Formatting task pane, which you'll use extensively in this hour.

By default, as you apply direct formatting to your text, entries for the direct formatting also appear in the Style list. Figure 9.2 shows the style list for a document in which some direct formatting has been applied. The Heading 1 style was used to format a paragraph, and then the user selected the paragraph and applied the Bookman font. Some text was italicized, and some text was indented and justified.

FIGURE 9.2

By default, the Style list also includes entries for direct formatting.

Styles and Formatting   Direct formatting entries

To apply a character or paragraph style using the Style list, follow these steps:

1. To apply a character style, select the text. To apply a paragraph style, click in the paragraph, or select multiple paragraphs to apply the style to all of them.

2. Click the **Style** list drop-down arrow in the Formatting toolbar, scroll down the list, and click the style that you want to apply.

To apply a style using the Styles and Formatting task pane, follow these steps:

1. Click the **Styles and Formatting** toolbar button in the Formatting toolbar to display the Styles and Formatting task pane.

2. Click the **Styles and Formatting** button on the Formatting toolbar to display the Styles and Formatting task pane.

3. Click the style in the **Pick Formatting to Apply** list in the task pane. (If you don't see the style you want, choose **All Styles** in the **Show** drop-down list at the bottom of the task pane.)
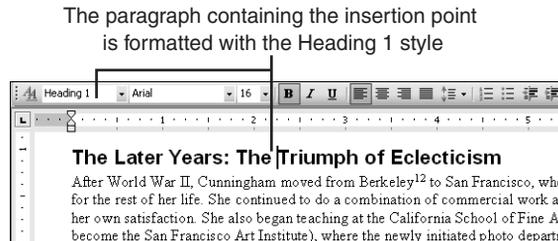
The other options in the Show drop-down list are as follows: Available Formatting (the default) lists all of the styles you've created and stored in the current template, some of the built-in styles that are available in the current template, as well as any direct formatting you've applied to your document. Formatting in Use displays only the styles and direct formatting actually in use in the current document. For a detailed description of Available Styles, All Styles, and Custom options, see "Customizing Your Style List" later in this hour.

9

In step 2 of the preceding steps, if you want to apply your style to all of the text in your document that's currently formatted with the same combination of direct formatting or with a particular style, simply click in one block of text that is formatted with the style or direct formatting you want to replace. Then click the Select All button in the Styles and Formatting task pane to select all instances of the same formatting/style in your document.

To check what style you've applied in a particular location, just click in the text. The Style list in the Formatting toolbar displays the style in effect at the location of the insertion point. In Figure 9.3, the insertion point is in a paragraph formatted with the Heading 1 style, so this style name appears in the Style list.

The paragraph containing the insertion point
is formatted with the Heading 1 style

FIGURE 9.3
To check what style you've applied, click in the text and look at the Style list.
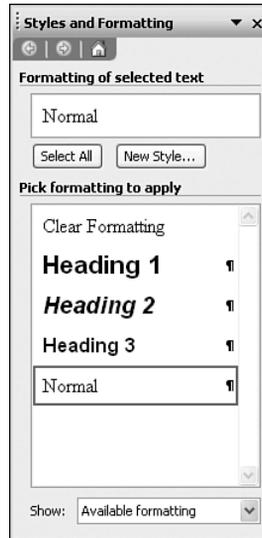

Customizing Your Style List

If you have a hard time finding your styles in the Styles list or the Styles and Formatting task pane amidst all of the direct formatting entries, you can hide the direct formatting entries, and even pick and choose what styles you'd like to see. To do so, follow these steps:

1. Click the **Styles and Formatting** button in the Formatting toolbar (refer back to Figure 9.2) to display the Styles and Formatting task pane (see Figure 9.4).
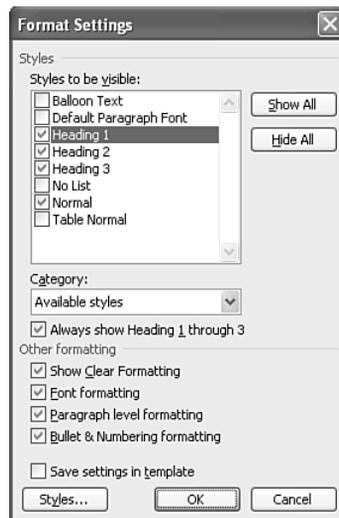
FIGURE 9.4
The Styles and Formatting task pane gives you ready access to all the tools you need to work with styles.

2. Display the **Show** drop-down list at the bottom of the task pane, and choose **Custom** to display the Format Settings dialog box (see Figure 9.5).

FIGURE 9.5
The Format Settings dialog box enables you to customize the Style list and the list in the Styles and Formatting task pane to suit your preferences.

3. If you want to change what styles appear, first select a category of styles in the **Category** list. Here is an explanation of the categories:

- Available Styles—The most commonly used built-in styles and all user-defined styles in the current document and/or template.
- Styles in Use—All the styles that are actually in use in the current document.
- All Styles—All the built-in and user defined styles from the current document and/or template. Includes heading styles, list styles, table styles, as well as other specialized styles.
- User-Defined Styles—Styles that you or someone else has created.
- Do Not Show Styles—Use this option if you *only* want to see formatting options in your Style list.

Styles in the category you selected appear in the Styles to Be Visible list. Mark or clear check boxes as desired. You can also click **Show All** to mark all of the check boxes, or **Hide All** to clear all of them.

4. Under **Other Formatting**, clear check boxes for the types of formatting that you don't want to appear in the Style list.

5. If you don't want to repeat these steps with each document you create, mark the **Save Settings in Template** check box. Word will then remember the custom settings for all documents you create based on the current template and automatically use them in the Style list on the Formatting toolbar and in the Styles and Formatting task pane. When you're done, click **OK**.

To give you an idea of how you might use a custom view of styles, let's say you have created a set of your own styles and modified the built-in heading styles Heading 1, Heading 2, and Heading 3 to contain just the formatting you want in your headings. If these are the only styles you need, you can follow the preceding steps to customize your style list, choosing User-Defined Styles in step 3, and marking the Always Show Heading 1 through 3 and Save Settings in Template check boxes in step 4.

Creating Your Own Styles

To take full advantage of styles, you need to create your own. This way, you can include the exact formatting you need for the different elements in your documents. For example, if you have to type a weekly calendar of events, you might want to create one style for the names of the events, one for their descriptions, one for the date and time information, and so on. You can create new styles in two ways, as described in the next two sections.

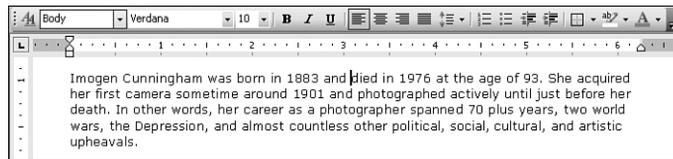## Using the Style List in the Formatting Toolbar

The fastest way to create a style is to use the Style list in the Formatting toolbar (this technique is sometimes called *style by example*). However, using the Style list has a

major limitation: Any styles you create this way will be stored only in the document, not in the underlying template, so they won't be available outside of the document. In addition, this method works to create only paragraph styles, not character styles.

To create a style by using the Style list, follow these steps:

1. Format a paragraph with all the options that you want to include in the style. For example, if you are creating a style for your body text, you might format the paragraph with a Verdana 10-point font, left alignment, and 12 points of paragraph spacing after the paragraph (so that you won't have to press Enter to create blank lines between the paragraphs).

2. Make sure your insertion point is in the paragraph, and click whatever style is currently showing in the Style list to select it.

3. Type over the selected style name with the name of your new style (it can include spaces). Figure 9.6 shows the insertion point in the formatted paragraph, and the name *Body* entered in the Style list.

FIGURE 9.6
Type a name for your new style in the Style list.

4. Press **Enter**.

Word creates a style that includes all the font and paragraph formatting in the paragraph. The new style is now included in the Style list and in the Styles and Formatting task pane.
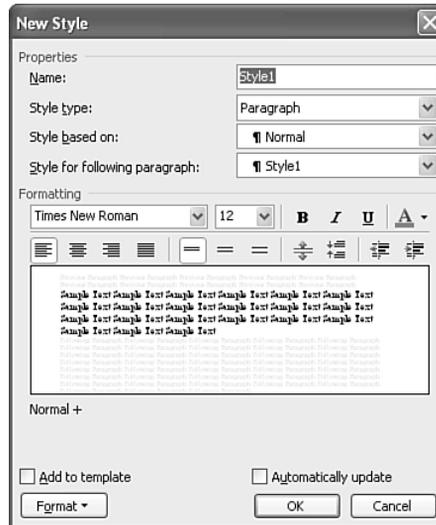
Using the New Style Dialog Box

The most flexible way to create styles (either character or paragraph) is to use the New Style dialog box. When you use this method, you can instruct Word to save the style in the template so that it will be available to other documents.

To create a style by using the New Style dialog box, follow these steps:

1. If it's convenient, click in a paragraph that contains formatting similar to the style you want to create. This can save you a click or two selecting the desired formatting in a moment, but it is not necessary.

2. Click the **New Style** button in the Styles and Formatting task pane (refer back to Figure 9.4) to display the New Style dialog box (see Figure 9.7).

The New Style dialog box enables you to create styles.

9

3. Type a name for your style in the **Name** text box (type over the default name *Style1*). Leave the **Style Type** option set to Paragraph, unless you want to create a character style. Look at the **Style Based On** text box, and choose **Normal** if it isn't already selected. Doing this ensures that your new style is based on the "plain-vanilla" Normal style. For now, don't worry about the Style for Following Paragraph text box. That is covered later in "Chaining Styles Together."

4. Mark the **Add to Template** check box if you want to add the style to the template underlying the current document. If you do this, the style will be available to other documents based on the template.
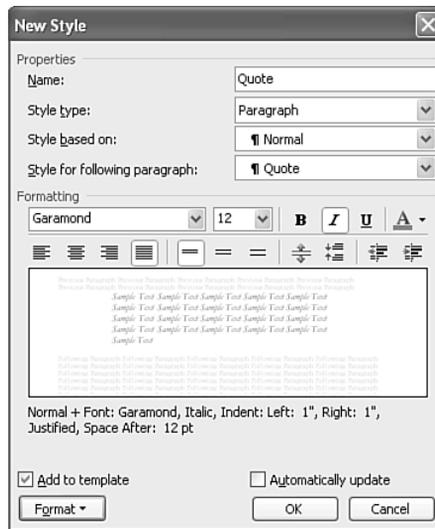
> In general, it's best to leave the Automatically Update check box clear. When it's marked, you can modify a style by revising the formatting in a paragraph to which the style is applied. However, when you modify a style in this way, the modified version is saved in the document only, not in the template. Furthermore, you can easily end up modifying a style when you didn't mean to.

5. Buttons for the most commonly used font and paragraph formatting options appear under Formatting in the middle of the dialog box. If you see any options you want to include in your style here, select them now.

6. If there are other formatting options you want to add, click the **Format** button in the lower-left corner of the New Style dialog box to display a list of commands that lead to all the dialog boxes in which you can select font and paragraph formatting.

7. Click the command that leads to the dialog box that contains the formatting you want to add. For example, click Font to display the Font dialog box so that you can specify the font formatting for the style. Make your selections in the dialog box, and click **OK** to return to the New Style dialog box.

8. Repeat steps 6 and 7 to add all the formatting that you want to the style. It is based on the Normal style, and also contains a Garamond, italic, 12-point font, left and right indents of 1 inch, justification, and 12 points of paragraph spacing after the paragraph.

FIGURE 9.8

All the formatting that you've added to the style is listed at the bottom of the New Style dialog box.

If you want to apply your style with a keyboard shortcut, click the Format button, and then choose the Shortcut Key command in the menu that appears. In the Customize Keyboard dialog box, press the keyboard shortcut you want to use so that it appears in the Press New Shortcut Key text box. If the shortcut is already assigned to a different command, Word displays a message to that effect in the dialog box. You may use that shortcut if you like, replacing the current command, or choose another one that's unassigned. When you have found the shortcut that you want to use, click the Assign button, and then click the Close button.

9. Click **OK** to close the New Style dialog box.

Your new style now appears in the Style list in the Formatting toolbar and in the Styles and Formatting task pane.

Creating Styles for Your Headings

If you want to take advantage of four key features for working with documents that contain headings and subheadings—the table of contents feature, the Document Map, Outline view, and cross-references—you have to apply styles to your headings that tell Word what level each heading should be. You have two options for doing this. The first option involves using (and optionally modifying) the default heading styles:

- Apply the default heading styles that come with the Normal template (Heading 1, Heading 2, and Heading 3). Use Heading 1 for your main headings, Heading 2 for your subheadings, and Heading 3 for your sub-subheadings. You can't change the names of these styles, but you can modify them to change the formatting they contain (see the next section). This is often the easiest method to use.

> To apply the built-in Heading 1, Heading 2, and Heading 3 styles with the keyboard, click in the desired paragraph and press Ctrl+Alt+1, Ctrl+Alt+2, or Ctrl+Alt+3 respectively. If you want convert any paragraph to which you've applied a heading style back to the Normal style, click in it and press to Ctrl+Shift+N.
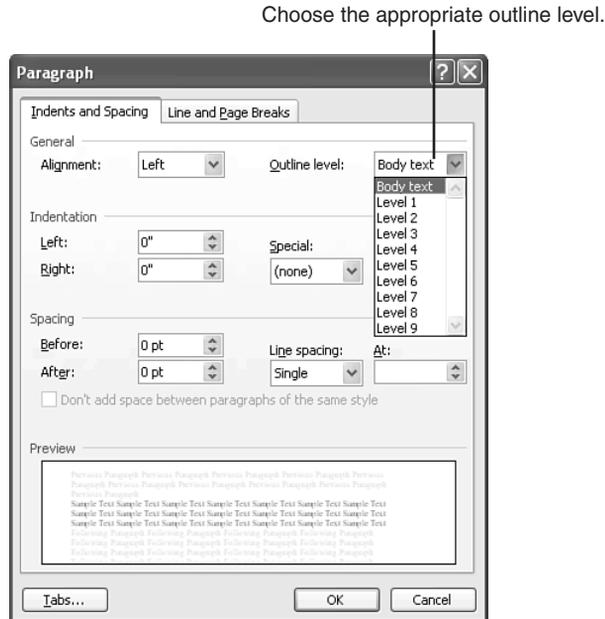
The second option involves creating your own heading styles:

- Create your own heading styles with whatever names you choose. (You could use the names Chapter Heading, Section Heading, and Sub Heading, for example, though the style names do not even need to include the word *heading*.) Then include in each style an *outline level* setting that tells Word the style's heading level. See the next set of steps.

When you are adding the formatting to your custom heading styles (see steps 5–8 in the preceding section), use the Format button to set the outline levels for your styles, as described in these steps:

1. Click the **Format** button in the New Style dialog box.
2. Click the **Paragraph** command to display the Paragraph dialog box, and click the **Indents and Spacing** tab.
3. Display the **Outline Level** drop-down list in the upper-right corner of the dialog box, and choose an outline level (see Figure 9.9). Choose Level 1 as the outline level for your top-level heading style, Level 2 for your next-highest heading style, and so on.

Choose the appropriate outline level.

Assign an outline level to your style if you want to use it as one of your heading styles.

Modifying Existing Styles

Whether you modify a style that comes with Word or one you created yourself, as soon as you make the change, all the paragraphs formatted with that style in your document automatically update to reflect the new formatting in the style. (Any text formatted with the same style in other existing documents does not get reformatted.) Furthermore, you can save the modified style in the underlying template if you like so that the modified version will be available to new documents that you base on the same template.

To modify a style, follow these steps:

1. Click the **Styles and Formatting** button in the Formatting toolbar to display the Styles and Formatting task pane. (It doesn't matter where your insertion point is when you issue the command.)

2. Point to the style that you want to modify in the **Pick Formatting to Apply** list, click the down arrow that appears to its right, and choose **Modify** in the drop-down list (see Figure 9.10). (If you don't see the style, choose **All Styles** in the **Show** drop-down list.)

3. The Modify Style dialog box appears (see Figure 9.11). Notice that this dialog box is identical to the New Style dialog box shown in Figure 9.8, with the exception of the name in the title bar.

FIGURE 9.10
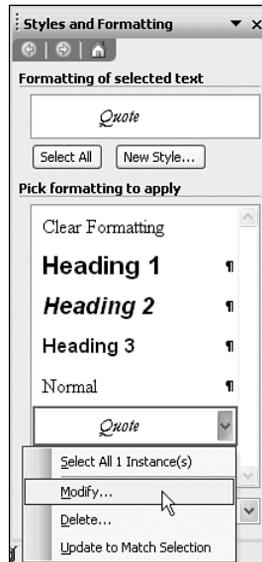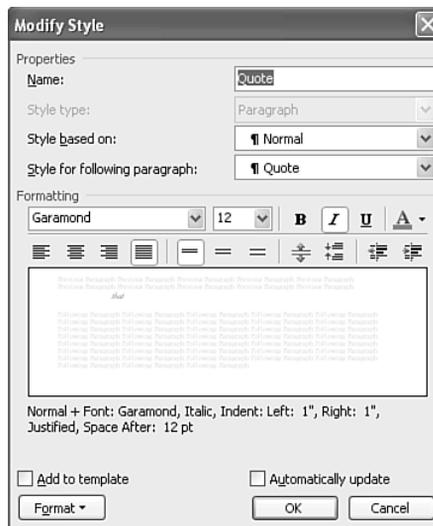*Choose Modify to make changes to your existing style.*

FIGURE 9.11
Use the Modify Style dialog box to modify an existing style.

4. Make any changes that you want to the style (see steps 5–8 in "Using the New Style Dialog Box" earlier in this hour).

5. If you stored the original style in the template and want the modified style to replace the original in the template, mark the **Add to Template** check box. (Otherwise, the modified version is stored in the document only; the version in the template remains unchanged.)

6. Click **OK** to close the Modify Style dialog box.

Chaining Styles Together

If you create documents in which the various text elements always appear in a particular order, you can "chain" them together so that when you press Enter to end a paragraph formatted with one style, Word automatically applies the second style to the next paragraph. Linking styles in this way can save you many trips to the Style list in the Formatting toolbar.

For example, let's say you're creating an instruction manual in which each topic is composed of a heading, an introductory paragraph, and then a numbered list of steps. And let's say you've created styles named Topic, Intro, and Steps for these three elements. You can chain the styles together so that Topic leads to Intro, Intro leads to Steps, and Steps leads back to Topic.

When you're creating or modifying a style, you can specify a style to follow by choosing it from the Style for Following Paragraph list in the New Style or Modify Style dialog box.

Deleting Styles

You can delete any of the styles you or someone else created; however, Word does not allow you to delete any of the built-in styles. When you delete a style, all the text that was formatted with that style in your document reverts to the style on which the deleted style was based (this is most often the Normal style).

To delete a user-defined style, follow these steps:

1. Click the **Styles and Formatting** button in the Formatting toolbar to display the Styles and Formatting task pane. (It doesn't matter where your insertion point is when you issue the command.)

2. Point to the style that you want to delete in the **Pick Formatting to Apply** list, click the down arrow to its right, and choose **Delete** in the drop-down list. (If you don't see the style you want to delete, choose **All Styles** in the Show drop-down list.)

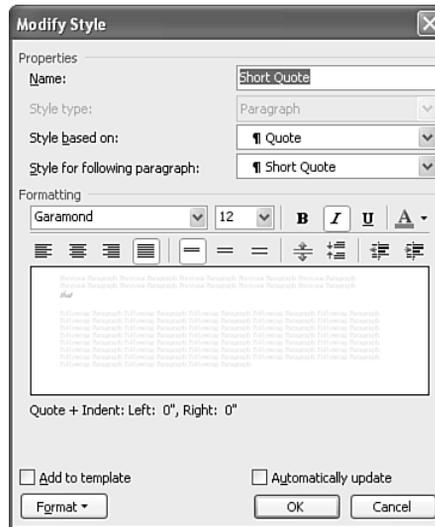3. Click **Yes** in the dialog box that appears.

Basing One Style on Another

If you're creating a style that is similar to an existing one, you can base the new style on the existing one so that it gains all the formatting in the existing style. Then all you need to do is tweak the new style a little to get the formatting exactly as you want it. To base a

style on another one, you select the "based on" style in the Style Based On list in the New Style or Modify Style dialog box.

Although you can create styles rather quickly with this method, it can cause two problems down the road. First, when you look at the description of a style that's based on another style (in the bottom half of the New Style or Modify Style dialog box), it lists the "based on" style plus whatever adjustments you've made to it. For example, in Figure 9.12, the Short Quote style is based on the Quote style, so the description lists *Quote* plus the one modification (the indentation was removed). If you want to see *all* the formatting in the new style, you need to track down the content of the "based on" style—a tedious task. And if the "based on" style is itself based on another style, reach for some coffee or chocolate to cheer yourself up.

9

FIGURE 9.12

Think carefully before basing one style on another.

Second, if you base several styles on a style and then modify the "based on" style, all the other styles will change accordingly. This "ripple effect" can produce some unexpected (and often unwanted) results. This said, keep in mind that you can also turn this second potential problem into an advantage, if you think things through carefully. For example, if you have used several styles based on the same style and you decide to change the font of the entire document, you can change it in the "based on" style, and this change will update the font in all of the other styles as well.
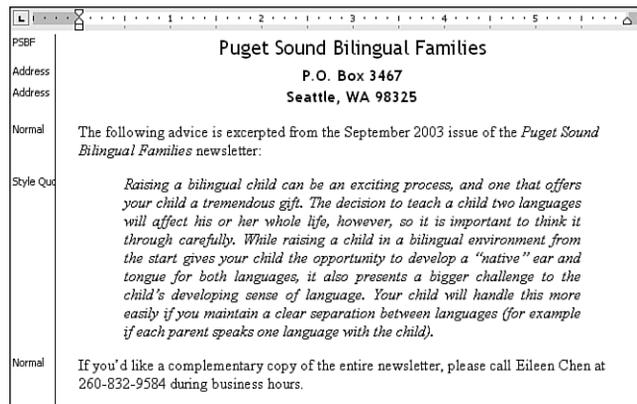
The most straightforward route in most situations is to base each style on the Normal style, so you can see exactly what formatting it contains and modify it without affecting other styles.

Viewing the Styles in Your Document

If you work with styles frequently, you'll be glad to know that you can quickly see what styles are applied to your paragraphs as you work. The styles appear in a vertical bar on the left side of the Word window, known as the *style area* (see Figure 9.13). This feature is available only in Normal view.

Follow these steps to open the style area:

1. If you aren't already using Normal view, switch to it now (choose **View**, **Normal**).
2. Choose **Tools**, **Options** to display the Options dialog box.
3. Click the **View** tab if it isn't already in front.
4. Set a value in the **Style Area Width** text box at the bottom of the View tab, such as **.5** inch. (You can always adjust it later.)
5. Click **OK**.

If you want to narrow or widen the style area, just drag the vertical line that separates it from your text. To remove it, drag the line all the way to the left, or repeat these steps and change the value in the Style Area Width text box back to 0.

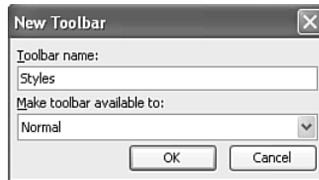# Creating a Toolbar for Your Styles

Applying styles by clicking toolbar buttons is much faster than accessing them in the Style list in the Formatting toolbar or in the Styles and Formatting task pane. If you will be using styles extensively, work through this section to create a toolbar that contains buttons for your styles. If you don't think you'll use styles that frequently, feel free to pass by this topic and skip to the summary at the end of this hour.

Follow these steps to create a toolbar for your styles:

1. Open a document that contains the styles you want to put on the toolbar, and then choose **Tools**, **Customize** to display the Customize dialog box.
2. Click the **Toolbars** tab if it isn't already in front.
3. Click the **New** button to display the New Toolbar dialog box (see Figure 9.14).
4. Type a name for your toolbar (you might call it Styles) and specify the template in the **Make Toolbar Available To** drop-down list. You will most likely want to make the toolbar available to all documents, so choose Normal. Click **OK**.

9

FIGURE 9.14
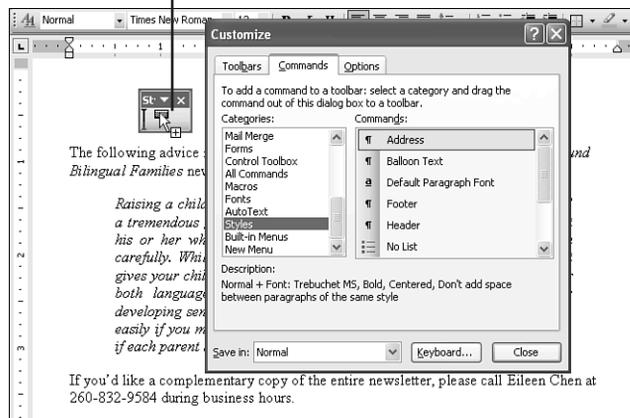*Name your toolbar in the New Toolbar dialog box.*

5. Word creates an empty toolbar floating over your document. Click the **Commands** tab in the Customize dialog box.
6. Scroll down the **Categories** list on the left side of the dialog box and click **Styles** to display a list of the styles in the current document in the Commands list on the right.
7. Drag the styles one by one from the Commands list, and drop them onto the new toolbar (see Figure 9.15).

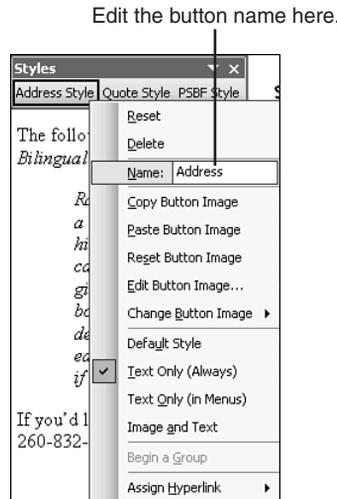Drag your styles from the Commands list to the toolbar.

FIGURE 9.15
Drag styles from the Customize dialog box to create buttons for them on your new toolbar.

8. The default button names are rather long. To shorten them, right-click each button to display a context menu and edit its name in the **Name** text box (see Figure 9.16). You can use any name that reminds you which style the button will apply.

Edit the button name here.

Figure 9.16
Shortening the button names enables you to fit more buttons on the toolbar.

Styles ▾ ×
Address Style Quote Style PSBF Style S

The follo
Bilingual

   Reset
   Delete
   Name: Address
   Copy Button Image
   Paste Button Image
   Reset Button Image
   Edit Button Image...
   Change Button Image ▸
   Default Style
   ✓ Text Only (Always)
   Text Only (in Menus)
   Image and Text
   Begin a Group
   Assign Hyperlink ▸

9. Click the **Close** button to close the Customize dialog box.

Try applying some styles with your new toolbar. You can move the toolbar wherever you like, and display and hide it as you do all the other toolbars (refer to "Working with Toolbars" in Hour 1, "Getting Acquainted with Word").

Limiting Formatting to a Certain Set of Styles

If your job requires you to create documents that other people have to revise (for example, you draft press releases and send them to coworkers for revision), you may have learned the hard way that a well-intentioned but not Word-savvy person can make mincemeat of your careful formatting. To prevent this unhappy state of affairs, you can restrict formatting to only the set of styles you want people to be able to use. If you do this, users will no longer be able to apply any direct formatting; they will only be able to format your document by applying the allowed styles.

To limit formatting to a particular set of styles, follow these steps:

1. Open the document whose formatting you want to restrict, and choose **Tools**, **Protect Document**.

2. In the Protect Document task pane that appears, mark the **Limit Formatting to a Selection of Styles** check box, and click the **Settings** link (see Figure 9.17).
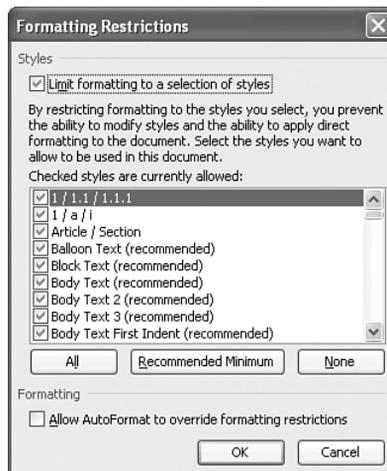
FIGURE 9.17
Use the Protect Document task pane to restrict formatting to a particular set of styles.

9

3. Word displays the Formatting Restrictions dialog box (see Figure 9.18). Click the **None** button to remove all of the check boxes from the **Checked Styles Are Currently Allowed** list, and then mark the check boxes for the styles that you want the user to be able to apply.

FIGURE 9.18
Mark the check boxes for the styles that you want the user to be able to apply.

You might think that clicking the Recommended Minimum button would be a fast way to select a small number of styles that you want the user to be able to apply, but it actually selects quite a large number—perhaps more than you'd expect. It seems to defeat the purpose of the tool. You're most likely going to be better off choosing None and then selectively clicking the ones you want.

4. When you're done, click **OK**. Word displays a message box asking whether you want to remove direct formatting or styles that are not allowed. Click **Yes** or **No** as desired, and then click the **Yes, Start Enforcing Protection** button in the Protect Document task pane.

5. Word displays the Start Enforcing Protection dialog box. Optionally enter and re-enter a password that will be required to remove the protection, and then click **OK**.

The protection is now in force. All of the formatting options, whether on toolbar buttons, in menus, or in dialog boxes, are dim, and the styles that appear in the Styles list and the Styles and Formatting toolbar are restricted to the ones you allowed.

To remove the protection, choose Tools, Unprotect Document. If you specified a password in step 5, you will be required to enter it now. After you've unprotected your document, you can modify the formatting restrictions by repeating these steps, or clear the Limit Formatting to a Selection of Styles check box to allow users to apply any type of formatting they like to your document.

Summary

Using styles can greatly reduce the time it takes to format (and reformat) your documents. If you work in an office, you can use styles to standardize the appearance of all the documents you and your coworkers generate. If you expect that styles will improve your quality of life, you will also benefit from the topic of the next hour, creating and modifying templates.

Q&A

Q **I created a set of styles that I'd like to share with my coworkers. How do I do that?**

A You have to store the styles in a template, not in a document. Then you have to make that template available to your coworkers. See the next hour to learn some strategies for doing this.

Q I created a toolbar for my styles, but there are no lines visually separating the buttons. Can I add them?

A Yes. To create separator lines between your toolbar buttons, start with the rightmost button in the toolbar. Hold down the Alt key as you drag the button slightly to the right, away from its neighbor. When you release the mouse button, the line appears. Working button by button to the left, continue this process to create the remaining separator lines.

Q In this hour, I learned how to create a toolbar for my styles. Can I also create new toolbars for other commands?

A Yes. You can certainly experiment with creating other toolbars for commands that you use frequently. In the Categories list in the Commands tab of the Customize dialog box, click the various categories to display the commands they contain on the right side of the dialog box. You can drag any of these commands to a toolbar to create a button for it.

9