

## Using Styles in the EDIS Template

In addition to the basic set of built in styles, several custom styles are built into the EDIS template. The use of these styles creates a publication structure that enables automated import and export between formats that preserves both styling and semantic or structural elements. It is not intended to be the layout for the final document.

- To work with the styles, locate the Styles section of your Home Ribbon and click the icon with the diagonal arrow in the lower right corner to open the Styles Pane.
- The pane will open on the side of your document.
- Do not use formatting or layout beyond what is included in the Styles (except for bullets and numbering)

### Revising a publication exported in the EDIS template

- Turn on track changes in the Review Ribbon
- Make your changes using only the styles in the style panel.
- Upload your revised version on [EDIS-Admin](#) (minor revisions) or the [EDIS journal](#) (major revisions)

### Typing content into a new template

- You can clear out any instructional or sample text in the template.
- As you write, select the appropriate styles from the Styles pane.

### Pasting content into the template

- Copy the text from your original document.
- Paste into the template selecting “Merge Formatting”
- Apply template-specific formatting for figures and equations.
  - Insert a table with 4 rows and 1 column
  - Style the table as “Display Table”
  - Put the equation or image in the top row, the label in the second row, caption in third row and credit in the fourth row.
- Check the styles. You can confirm if the correct style has been applied by looking at your Styles Pane and the Style Inspector at the bottom by the Options button.
- If different styles are carried over into the template when you paste content, you can delete them by clicking the drop-down arrow next to their style name in the Styles Pane and selecting Delete.
- You can also clear all formatting (styles) from selected content by highlighting the content with your mouse, going to the Styles Pane, and selecting Clear Formatting, which is located at the top of the list.

## Changing the document template (advanced)

You can save the EDIS template to your Word templates folder and attach it to existing documents so you can apply the EDIS template styles.

- Open the Developer ribbon (if it's not shown, go to File >Options > Customize Ribbon and check the box next to Developer in the right-hand window.
- In the Templates section, click on Document Template.
- Click "Attach" and locate the EDIS template.
- Once the template is attached, go through the document to apply the EDIS styles correctly.