StyleRef Field Tutorial

By Charles Kenyon

## Introduction

This is a short tutorial on use of the [StyleRef field](https://www.addbalance.com/usersguide/fields.htm#STYLEREF). First, in Table 1, below, some text is typed in different heading styles. You can change the text if you like, to see how this changes things.

Table 1 - some sample text in different styles

|  |  |  |
| --- | --- | --- |
| 1A | 1B | 1C |
| 2A | 2B | 2C |
| 3A | 3B | 3C |

Column 1 text Test 7

Column 2 text – Test 8

StyleRef Fields:

Heading 1 StyleRef: 1A, Heading 2 StyleRef: 1B, Heading 3 StyleRef: 1C

Heading 4 StyleRef: 3A, Heading 5 StyleRef: 3B, Heading 6 StyleRef: 3C

Heading 7 StyleRef: Column 1 text Test 7

Heading 8 StyleRef: Column 2 text – Test 8

## Commentary

This was prepared to try to isolate problems someone was having using columns and the StyleRef field in Word 2000. In the table at the top of the page the nine cells have different contents. The first six cells are formatted using heading styles 1-6 respectively. Cells 3A-3C repeat the formatting of heading styles 4-6 with different text. The table is followed by a two-column section. The first column’s text was formatted using heading style 7, and the second column using heading style 8.

Then StyleRef fields were prepared in the body of the document for the eight heading styles used. Those fields were then copied into the header and the footer. Note that in the body the reference picks up the text from cells seven-nine while in the header and footer it picks up the reference from cells four-six. This is the expected behavior. When in the body of a document, the StyleRef field looks back to find the last use of a style (unless the \l switch is used).

For more on the StyleRef field you may want to look at the [support topic](https://support.microsoft.com/en-us/office/field-codes-styleref-field-4ad557c2-c8ab-48ba-8fe3-901d0a5775d0) on it and at the [Understanding Styles](https://www.addbalance.com/usersguide/styles.htm) chapter of the Microsoft Word Intermediate Users’ Guide. For more on fields in general, see my article on the Microsoft site on [Dealing with Fields in Microsoft Word](https://answers.microsoft.com/en-us/msoffice/forum/all/dealing-with-fields-in-microsoft-word/e1bdddad-5a51-4327-837c-c3786c16a501) and the additional links and references therein. See also [Useful StyleRef tricks by Suzanne Barnhill, MVP](http://wordfaqs.ssbarnhill.com/StyleRef.htm).

For more on Headers, Footers and Sections you may want to look at the [Intermediate Users Guide](https://www.addbalance.com/usersguide/sections.htm) chapter on that topic. Now, let’s repeat Table 1 again so that we have all those styles on this page, too. These are picked up by the StyleRef fields in the header and footer for this page. The fields are the same as they were in the preceding page, but the results are different!

|  |  |  |
| --- | --- | --- |
| Test1 | Test 2 | Test3 |
| Test 4 | Test 5 | Test 6 |
| Test 9 | Test 10 | Test 11 |

### Dictionary or directory style use of StyleRef field

The header on this page uses the StyleRef field to show both the first and last text on the page appearing in a given style. Note that there is no text in the Heading 8 style on this page but a reference still appears (to the last previous text using that style).

### Ref Field used to Copy Table

The table shown above is the table from Page 1 repeated using a REF field. Although I first bookmarked the table, I could have done it without the bookmark using Insert => Links => Cross-Reference => Table (or References => Cross-Reference = Table) instead. Word would have automatically created the bookmark.

### StyleRef Fields used to repeat info in headings

This is in response to a question on the Microsoft newsgroups for a way of duplicating heading information that responds to changing the location of the field. Any style could be used.

#### Main Topic 1

##### Main Topic 1: SubTopic 1

The lead for the subtopics (Main Topic 1) is a StyleRef field, as is the example in this paragraph. It refers to the last use of Heading 4. When copied to a different main topic it will change (when the field is updated). Pasting in a new location will not automatically update the field. It must be updated with the F9 key, by a print option, or by a macro.

##### Main Topic 1: SubTopic 2

##### Main Topic 1: SubTopic 3

#### Main Topic 2

##### Main Topic 2: SubTopic 1

The lead for the subtopics (Main Topic 2) is a StyleRef field, as is the example in this paragraph. It refers to the last use of Heading 4. When copied to a different main topic it will change (when the field is updated). Pasting in a new location will not automatically update the field. It must be updated with the F9 key, by a print option, or by a macro.

##### Main Topic 2: SubTopic 2

##### Main Topic 2: SubTopic 3

## Built-in Styles have special Language-independent referents for use with the StyleRef Field.

The Built-In Styles have Special ways of referring to them to account for language differences when using the StyleRef Field. Heading Styles 1-9 can be referenced simply by number. That is what I’ve done in the footers of this document. The headers use the shortcut alias that I assigned.

See: [STYLEREF Fields and Language-specific Style Names by Lene Fredborg, MVP](https://www.thedoctools.com/word-macros-tips/word-tips/styleref-fields-and-language-specific-style-names/) for more about the language-independent referents (constants) for the StyleRef field.

See also: [Why Use Word&apos;s Built-In Heading Styles? by Shauna Kelly](https://www.addbalance.com/usersguide/10HeadingStyles.htm).

Hope this is of use to you.

## Release Notes

This document prepared by Charles Kyle Kenyon to assist in answering a question on [Woody’s Word Lounge](http://www.wopr.com/cgi-bin/w3t/postlist.pl?Cat=&Board=win). This is Version 2024.05 released on 29 April 2024. If updated, updates will be posted as [this tutorial on my Word downloads page](https://addbalance.com/word/download.htm#StyleRefTutorial) at <https://addbalance.com/word/download.htm#StyleRefTutorial>.

**This is the first update in a couple of *decades*.** This update is in .docx format. It demonstrates the use of a **blank paragraph** in this page to cause the StyleRef for that style to blank. The styles blanked are **Headings 1 and** **8**. The blank paragraph using Heading 1 followed by a blank paragraph in Heading 8 style follows. Compare the header and footer on this page to that on the previous page. The header is wrong where it says no use in the page. It is used. I added the shading which is not picked up by the StyleRef field. If necessary, these paragraphs could be selected and have the font size set to be 1.

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