

Requirement: subheadings are formatted with paragraph styles

- go to the odd header
- if there is some text: delete it (but leave the page number where it is!)
- instead of the text insert a “Field” , type “StyleRef” (how to do this please see your Office help) and select the paragraph style of the subheading level which should appear as odd section header

After having confirmed your selection the current subheading should be inserted automatically as header.

If the subheadings are too long and have to be shortened as section headers the procedure is a little bit more complicated:

In this case, it is necessary to hide the short version of the heading in the main text so that Word can refer to it:

- Modify the paragraph style for the subheadings which should appear as odd headers and remove the defined space after (14pt).
- go to the first subheading, insert a paragraph after it and type in the shortened text for the header
- create a new paragraph style (e.g. named “odd_header”) to format the shortened version of the heading with size 12pt, line spacing 14pt, and (important:) font colour “white”.
- format the new paragraph beneath the subheading using the new style “odd_header”
- select paragraph style “odd_header” in the StyleRef-Field of the odd header