Making Everything Easier!™

Microsoft®

Word 2010 FOR DUMMIES®

Learn to:

- Work with all the newest Microsoft Word features
- Create and edit documents quickly and easily
- Share your work and collaborate with others
- Use mail merge, create labels, and send e-mails in Word

Dan Gookin

Bestselling author of all previous editions of Word For Dummies

Get More and Do More at Dummies.com®

Start with **FREE** Cheat Sheets

Cheat Sheets include
- Checklists
- Charts
- Common Instructions
- And Other Good Stuff!

To access the Cheat Sheet created specifically for this book, go to
www.dummies.com/cheatsheet/word2010

Get Smart at Dummies.com

Dummies.com makes your life easier with 1,000s of answers on everything from removing wallpaper to using the latest version of Windows.

Check out our
- Videos
- Illustrated Articles
- Step-by-Step Instructions

Plus, each month you can win valuable prizes by entering our Dummies.com sweepstakes.*

Want a weekly dose of Dummies? Sign up for Newsletters on
- Digital Photography
- Microsoft Windows & Office
- Personal Finance & Investing
- Health & Wellness
- Computing, iPods & Cell Phones
- eBay
- Internet
- Food, Home & Garden

Find out "HOW" at Dummies.com

**Sweepstakes not currently available in all countries; visit Dummies.com for official rules.*

Word 2010 FOR DUMMIES®

by Dan Gookin

WILEY
Wiley Publishing, Inc.

Word 2010 For Dummies®
Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774

`www.wiley.com`

Copyright © 2010 by Wiley Publishing, Inc., Indianapolis, Indiana

Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permission Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at `http://www.wiley.com/go/permissions`.

Trademarks: Wiley, the Wiley Publishing logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. Wiley Publishing, Inc., is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit `www.wiley.com/techsupport`.

Wiley also publishes its books in a variety of electronic formats. Some content that appears in print may not be available in electronic books.

Library of Congress Control Number: 2010923553

ISBN: 978-0-470-48772-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

WILEY

About the Author

After physically destroying three typewriters, **Dan Gookin** bought his first computer in 1982 at the urging of the guy in the typewriter repair shop. Contrary to his prejudices, Dan quickly discovered that computers were about more than math, and he quickly took to the quirky little devices.

Thirty years later, Mr. Gookin has written over 100 books about computers and high tech and gone through more than 50 computers, including a dozen or so laptops and portables. He has achieved fame as one of the first computer radio talk show hosts, the editor of a computer magazine, a national technology spokesman, and an occasional actor on the community theater stage.

Dan still considers himself a writer and computer "guru" whose job it is to remind everyone that computers are not to be taken too seriously. His approach to computers is light and humorous, yet very informative. He knows that the complex beasts are important and can do a great deal to help people become productive and successful. Dan mixes his vast knowledge of computers with a unique, dry sense of humor that keeps everyone informed — and awake. His favorite quote is "Computers are a notoriously dull subject, but that doesn't mean I have to write about them that way."

Dan Gookin's most recent books are *PCs For Dummies*, Windows 7 Edition, and *Laptops For Dummies*, 4th Edition. He holds a degree in communications/visual arts from the University of California, San Diego. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with his boys.

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at `http://dummies.custhelp.com`. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Senior Project Editor: Mark Enochs

Acquisitions Editor: Katie Mohr

Copy Editor: Rebecca Whitney

Technical Editor: James F. Kelly

Editorial Manager: Leah Cameron

Editorial Assistant: Amanda Graham

Sr. Editorial Assistant: Cherie Case

Cartoons: Rich Tennant (`www.the5thwave.com`)

Composition Services

Project Coordinator: Lynsey Stanford

Layout and Graphics: Ashley Chamberlain, Samantha K. Cherolis, Christine Williams

Proofreaders: The Well-Chosen Word

Indexer: Steve Rath

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Diane Graves Steele, Vice President and Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Contents at a Glance

Introduction 1

Part I: Your Introduction to Word 7

Chapter 1: Hello, Word! 9

Chapter 2: The Typing Chapter 21

Part II: Your Basic Word 31

Chapter 3: To and Fro in a Document 33

Chapter 4: Text Editing 41

Chapter 5: Search for This, Replace It with That 49

Chapter 6: Blocks o' Text 63

Chapter 7: Spell It Write 77

Chapter 8: Documents and Such 89

Chapter 9: Publish Your Document 103

Part III: Formatting 117

Chapter 10: Character Formatting 119

Chapter 11: Paragraph Formatting 131

Chapter 12: Tab Formatting 145

Chapter 13: Page Formatting 161

Chapter 14: Document Formatting 173

Chapter 15: Word Formatting Styles 185

Chapter 16: Fun with Themes and Template Formatting 199

Chapter 17: Sundry Formatting 209

Part IV: Spruce Up a Dull Document 219

Chapter 18: Lines and Colors 221

Chapter 19: Able Tables 229

Chapter 20: Columns of Text 241

Chapter 21: Lots of Lists 249

Chapter 22: Here Come the Graphics 257

Chapter 23: Even More Things to Insert in Your Document 271

Part V: Even More Word 281
Chapter 24: Multiple Documents, Windows, and File Formats 283
Chapter 25: Word for Writers 291
Chapter 26: Let's Work This Out 305
Chapter 27: Mail Merge Mania 315
Chapter 28: Labels of Love 331
Chapter 29: A More Custom Word 339
Part VI: The Part of Tens 347
Chapter 30: The Ten Commandments of Word 349
Chapter 31: Ten Cool Tricks 353
Chapter 32: Ten Bizarre Things 361
Chapter 33: Ten Avuncular Suggestions 367
Index 371

Table of Contents

Introduction 1

About This Book 1
How to Use This Book 2
Foolish Assumptions 3
How This Book Is Organized 3
  Part I: Your Introduction to Word 4
  Part II: Your Basic Word 4
  Part III: Formatting 4
  Part IV: Spruce Up a Dull Document 4
  Part V: Even More Word 4
  Part VI: The Part of Tens 5
What's Not Here 5
Icons Used in This Book 5
Where to Go from Here 6

Part I: Your Introduction to Word 7

Chapter 1: Hello, Word! 9

Getting Word Started 9
  The good, yet unimaginative, way to start Word 10
  The better way to start Word 11
  The best way to start Word 11
  Start Word by opening a document 12
Looking at Word 13
  Around the Word window 14
  The blank place where you write 16
  The mouse pointer in Word 17
Ending Your Word Processing Day 18
  To quit Word 18
  Quit what you're doing without quitting Word 19
  Set Word aside 20

Chapter 2: The Typing Chapter 21

Behold the PC Keyboard! 21
The Old Hunt-and-Peck 23
  Follow the blinking cursor 24
  When to whack the spacebar 24
  Backup and erase keys 25
  When to press that Enter key 26

Stuff That Happens While You Type 27
  The left end of the status bar 27
  Between the pages 27
  Spots and clutter in your text 28
  Strange underlines and colored text 29

Part II: Your Basic Word 31

Chapter 3: To and Fro in a Document 33
Scroll Through a Document 33
  Using the vertical scroll bar 34
  Using the horizontal scroll bar 35
  Scrolling your document with the mouse 35
Move the Insertion Pointer 36
  Commanding the insertion pointer with the mouse 36
  Moving in small increments (basic arrow keys) 36
  Moving from beginning to end 37
The Browse Buttons 38
Get Back to Where You Once Edited 39
Go to Wherever with the Go To Command 39

Chapter 4: Text Editing 41
Remove Text You Don’t Want 41
  Deleting single characters 42
  Deleting a word 42
  Deleting more than a word 43
Split and Join Paragraphs 45
  Making two paragraphs from one 45
  Making one paragraph from two 45
The Soft and Hard Returns 46
Undo Mistakes with Undo Haste 47
  Redo, the Undo-Undo command 47
  Redo, the Repeat Typing command 48

Chapter 5: Search for This, Replace It with That 49
Text Happily Found 49
  Using the Find command 50
  Using the traditional Find command 52
  Finding more than text 53
  Finding stuff you can’t type in 55
  Finding formatting 57
Replace Found Text and Stuff 59
  Replacing it all at once 61
  Finding and replacing formatting 61

Chapter 6: Blocks o' Text 63

Understanding Blocks 63
Selecting Blocks of Text 65
    Using the keyboard to select text 65
    Marking a block with the mouse 66
    Using the F8 key to mark a block 68
    Blocking the whole dang-doodle document 69
Deselecting a Block 70
Manipulating Blocks of Text 70
    Copying a block 70
    Moving a block 71
    Setting the pasted text format 72
    Copying or moving a block with the mouse 73
Collecting and Pasting 74
    Looking at the Clipboard pane 74
    Pasting from the Clipboard pane 75
    Cleansing the Clipboard pane 75

Chapter 7: Spell It Write 77

Hue Right Grate 77
Check Your Spelling 78
    Dealing with on-the-fly spell checking 78
    Dealing with words incorrectly flagged as being misspelled 79
    Undoing the Ignore All command 80
    Removing words from the custom dictionary 81
AutoCorrect Your Common Typos 82
    Understanding AutoCorrect 82
    Creating your own AutoCorrect entries 83
    Undoing an AutoCorrect correction 84
Grammar Be Good 84
All-at-Once Document Proofing 85
Control Word's Proofing Options 86
    Changing spell-check and grammar settings 87
    Perusing AutoCorrect options 87

Chapter 8: Documents and Such 89

What Is a File? 89
A New Document 90
Save Your Stuff! 92
    Saving a document the first time 92
    Dealing with document-save errors 94
    Saving or updating a document 95
    Forgetting to save before you quit 95

Open a Document 96
    Using the Open command 96
    Opening a document icon 98
    Accessing recently opened files 98
    Opening more than one document at a time 99
    Opening one document inside another 99
Close a Document 100
Recover a Draft 101

Chapter 9: Publish Your Document 103

Your Document on Paper 103
    Preparing the printer 104
    Previewing a document 105
    Printing the whole document 106
    Printing a specific page 108
    Printing a range of pages 108
    Printing a block 109
    Printing more than one copy of something 109
    Choosing another printer 110
    Canceling a print job 110
Electronic Publishing 112
    Preparing a document for sharing 112
    Sending a Word document by e-mail 113
    Saving a Word document in a sharable format 114
    Saving a Word document as a PDF 115

Part III: Formatting 117

Chapter 10: Character Formatting 119

How to Format Characters 119
Basic Character Formatting 120
    Changing the font 121
    Applying character formats 122
    Using less-common character attributes 124
Text Transcending Teeny to Titanic 124
    Understanding points 124
    Setting the text size 125
    Nudging text size 126
More Colorful Characters 126
Text Formatting with the Font Dialog Box 127
Changing Text Case 129
Removing Character Formatting 130

Chapter 11: Paragraph Formatting. 131

How to Format a Paragraph 131
Where the Paragraph Formatting Commands Lurk 132
Paragraph Justification and Alignment 134
    Line up on the left! 134
    Everyone center! 134
    Line up on the right! 135
    Line up on both sides! 135
Make Room Before, After, or Inside Paragraphs 135
    Setting the line spacing 136
    Setting specific line spacing options 137
    Making space between paragraphs 138
Paragraph Indentation 139
    Indenting the first line of a paragraph 139
    Making a hanging indent (an outdent) 140
    Indenting a whole paragraph 140
Who Died and Made This Thing Ruler? 141

Chapter 12: Tab Formatting. 145

Once Upon a Tab 145
The Standard Left Tab Stop 147
    Creating a basic tabbed list 148
    Creating a two-tab paragraph thing 149
The Center Tab Stop 151
The Right Tab Stop 152
    Making a right-stop, left-stop list 152
    Building a two-column right stop list 153
The Decimal Tab 154
The Bar Tab 155
The Tabs Dialog Box 156
    Setting a tab in the Tabs dialog box 157
    Setting leader tabs 158
Tab Stop, Be Gone! 159

Chapter 13: Page Formatting 161

Describe That Page 161
    Setting page size 162
    Setting orientation (landscape or portrait) 163
    Configuring the page margins 164
    Using the Page Setup dialog box 165
Page Numbering 167
    Adding an automatic page number 167
    Starting off with a different page number 168
    Numbering with roman numerals 169
    Removing page numbers 169

New Pages from Nowhere 169
    Starting on a new page 170
    Inserting a whole, blank page 170
Page Froufrou 171
    Coloring pages 171
    Adding a watermark 172

Chapter 14: Document Formatting 173

The Oft Misunderstood Yet Useful Concept of Sections 173
    Understanding sections 174
    Creating a section 175
    Using a section 176
    Deleting a section break 176
Add a Cover Page (Sneaky and Quick) 177
Headers and Footers 178
    Adding a header or footer 178
    Editing a header or footer 179
    Making odd and even headers or footers 181
    Removing the header and footer from the first page 182
    Working with headers and footers in document sections 183
    Removing a header or footer 184

Chapter 15: Word Formatting Styles 185

The Big Style Overview 185
    Understanding style types 186
    Finding the styles in Word 187
    Using a style 188
    Understanding heading styles 189
    Determining which style you're using 190
    Switching to another style set 191
    Unapplying a style 191
Make Your Own Styles 192
    Creating a style based on text you've already formatted 192
    Creating a style from scratch 194
    Modifying a style 194
    Giving your style a shortcut key 195
    Customizing the Quick Style Gallery 196
    Deleting a style 197

Chapter 16: Fun with Themes and Template Formatting 199

The Theme of Things 199
    Applying a document theme 200
    Modifying or creating a theme 201

Create Instant Documents by Using Templates 202
Starting a new document by using a template..............................203
Creating a template based on a document you already have......204
Making a new template from scratch 205
Modifying a template..205
Attaching a template to a document 206
Borrowing an existing document as a template 207

Chapter 17: Sundry Formatting. 209

Weird and Fun Text Attributes 209
Automatic Formatting...211
Enjoying automagical text 211
Paragraph formatting tricks 212
Undoing an AutoFormat...214
Disabling the @#$%&! AutoFormat 214
Center a Page, Top to Bottom..215
Steal This Format!..216

Part IV: Spruce Up a Dull Document......................... 219

Chapter 18: Lines and Colors 221

The Basics of Lines and Colors..221
Using the Border command button...222
Summoning the Borders and Shading dialog box..........................223
Using the Shading command button 223
Lines, Borders, and Boxes...224
Putting a line above a heading 224
Boxing text or paragraphs 224
Boxing a title...225
Making rules 225
Drawing a fat, thick line..226
Putting a border around a page of text..226
Removing borders 227
Background Colors and Shading 228

Chapter 19: Able Tables 229

Suddenly There's a Table in Your Document 229
Working with tables in Word..230
Creating an instant table...231
Making a table "this" big 231
Drawing a table 232

Text in Tables 233
  Putting text into a table 234
  Selecting text in a table 234
  Converting text into a table 235
  Turning a table back into plain text 235
Table Formatting 236
  Manipulating a table with the mouse 236
  Adjusting the table 237
  Designing a table 238
  Deleting a table 239

Chapter 20: Columns of Text 241

All about Columns 241
  Making more than three columns 243
  Mixing column formats 244
  Adjusting the columns in the Columns dialog box 244
The End of the Column 244
  Giving up and going back to one column 245
  Ending multiple columns in the middle of a document 245
  Using a column break 246

Chapter 21: Lots of Lists 249

Lists with Bullets and Numbers 249
  Making a bulleted list 249
  Numbering a list 250
  Creating a multilevel numbered list 251
  Numbering lines on a page 251
Lists of Document Contents 252
  Creating a table of contents 252
  Building an index 253
Footnotes and Endnotes 255

Chapter 22: Here Come the Graphics 257

Graphical Goobers in Your Text 258
  Plopping down a picture 258
  Inserting clip art 259
  Slapping down a shape 260
  Saving time with SmartArt 261
  Choosing a chart 262
  Adding some WordArt 262
  Taking a screenshot 263
  Adding a caption 263
  Deleting an image or artwork 264
Images in and around Your Text 265
  Wrapping text around an image 265
  Moving an image hither and thither 266

Image Editing....................267
  Resizing an image....................267
  Cropping an image....................268
  Rotating an image....................269
  Changing an image's appearance....................269
  Arranging multiple images....................270

Chapter 23: Even More Things to Insert in Your Document 271

Characters Fun and Funky....................271
  Nonbreaking spaces and hyphens....................272
  Typing characters such as Ü, Ç, and Ñ....................272
  Inserting special characters and symbols....................273
Spice Up Your Document with a Text Box....................274
A Vast Depth of Fields....................275
  Placing a field in a document....................275
  Playing with fields....................278
The Date and Time....................279
  Sticking the current date or time into a document....................279
  Typing date-and time keyboard shortcuts....................280
  Using the PrintDate field....................280

Part V: Even More Word.. 281

Chapter 24: Multiple Documents, Windows, and File Formats 283

Multiple Document Mania....................283
  Opening several documents at once....................284
  Switching between multiple documents....................284
  Viewing more than one document at a time....................285
  Comparing two documents side by side....................285
  Viewing the same document in multiple windows....................286
  Using the old split-screen trick....................286
Many, Many Document Types....................287
  Understanding document formats....................287
  Opening a non-Word document....................288
  Saving a document in another file format....................289
  Converting an older Word document....................290

Chapter 25: Word for Writers 291

Organize Your Thoughts....................291
  Entering Outline view....................292
Putting Topics in the Outline....................293
  Demoting a topic (creating subtopics)....................294
  Promoting a topic....................295
  Adding a text topic....................295

Rearranging topics 296
Expanding and contracting topics 296
Printing an outline 297
Large Document Organization 297
Setting up for a large document 297
Creating a master document 299
Splitting a document 300
Improve Your Word Power 300
Finding the best word 301
Using the Research task pane 302
Dan's Writing Tips 302
Writing for writers 303
Making every word count 303
Avoiding writer's block 304

Chapter 26: Let's Work This Out. 305

Comments on Your Text 305
Adding a comment 305
Hiding comments 307
Reviewing comments 307
Printing comments (or not) 308
Deleting comments 308
Whip Out the Yellow Highlighter 309
Look What They've Done to My Text, Ma 310
Comparing two versions of the same document 310
Tracking changes as you make them 312
Reviewing changes 312

Chapter 27: Mail Merge Mania 315

About Mail Merge 315
Understanding Word's mail merge terminology 316
Reviewing the mail merge process 317
The Main Document 318
Creating a mail merge letter 318
Creating mail merge e-mail messages 319
Creating mail merge envelopes 320
Creating a mail merge directory 321
The Recipient List 321
Creating a recipient list 321
Using an already created recipient list 324
Grabbing a recipient list from Outlook 325
Editing a recipient list 326
Fold in the Fields 326

Mail Merge Ho! 327
    Previewing the merged documents 328
    Merging to a new set of documents...329
    Merging to the printer 329
    Merging to e-mail 330

Chapter 28: Labels of Love 331

The Label Thing 331
Here's a Sheet of Identical Labels...332
Print That Address List...333
A Label Trick with Graphics...335

Chapter 29: A More Custom Word 339

My, What Big Text You Have!...339
    Working the Status Bar Zoom control..340
    Using the Zoom commands 340
A Better Status Bar 341
Word's Changing Interface 342
    Finding the Quick Access toolbar...342
    Customizing the Quick Access toolbar 343
    Adding stuff to the Ribbon..345

Part VI: The Part of Tens.. 347

Chapter 30: The Ten Commandments of Word 349

Thou Shalt Remember to Save Thy Work 349
Thou Shalt Not Use More Than One Space 350
Thou Shalt Not Press Enter at the End of Each Line...........................350
Thou Shalt Not Neglect Thy Keyboard 350
Thou Shalt Not Manually Number Thy Pages 351
Thou Shalt Not Use the Enter Key to Start a New Page.......................351
Thou Shalt Not Forget Thy Undo Command.......................................351
Honor Thy Printer 351
Thou Shalt Have Multiple Document Windows Before Thee................352
Neglecteth Not Windows 352

Chapter 31: Ten Cool Tricks 353

Automatic Save with AutoRecover...353
Keyboard Power! 354
Build Your Own Fractions 355
Electronic Bookmarks..355
Lock Your Document 356

The Drop Cap 356
Map Your Document 357
Add an Envelope to Your Letter 358
Sort Your Text 358
Text That Doesn't Print 359

Chapter 32: Ten Bizarre Things 361

Equations 361
Math 362
Make a Macro 362
The Developer Tab 363
Hyphenation 364
Document Properties 364
Cross-References 364
Smart Tags 365
Click-and-Type 365
Word and the Internet 366

Chapter 33: Ten Avuncular Suggestions 367

Keep Printer Paper, Toner, and Supplies Handy 367
Get Some References 368
Keep Your Computer Files Organized 368
Add the Junk Later 368
Back Up Your Work 369
Use AutoCorrect 369
Use Those Keyboard Shortcuts 369
Try New Things 369
Let Word Do the Work 370
Don't Take It All Too Seriously 370

Index *371*

Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more. I'm guessing that's why you've opened this book.

Welcome to *Word 2010 For Dummies,* which takes the pain from using Microsoft's latest, greatest, most confusing word processing software ever! This book is your friendly, informative, and entertaining guide to the newfangled way of processing words that is Word 2010.

Be warned: I'm not out to make you love Word. I don't even want you to enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is that this book helps ease the pain that everyone feels from using Microsoft Word at the dawn of the 21st century. Along the way, I kick Word in the butt and you will, I hope, enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting elected officials who are in cahoots with a galactic urban renewal development corporation. The ending would be extremely satisfying, but it would be a long novel because I need something to balance out *Atlas Shrugged* on my bookshelf. Anyway.

This book is a reference. Each chapter covers a specific topic or task that Word does. Within a chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample sections you encounter in this book include

- Save your stuff
- Moving a block of text
- Check your spelling
- How to format a paragraph
- Putting text into a table
- Inserting clip art
- Mail merge, ho!

I give you no keys to memorize, no secret codes, no tricks, no videos to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to learn anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2010. Because nothing is assumed, all you need to do is find the topic that interests you and read.

Word uses the mouse and keyboard to get things done.

This is a keyboard shortcut:

> Ctrl+P

This shortcut means that you should press and hold the Ctrl (control) key and type the letter *P,* just as you would press Shift+P to create a capital *P.* Sometimes, you must press more than two keys at the same time:

> Ctrl+Shift+T

In this line, you press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2010 exist as *command buttons* on the Ribbon interface. This book may refer to the tab, the command group, and then the button itself to help you locate that command button — for example, the Page Color button in the Page Background group on the Page Layout tab. Or, I might write, "the Page Color button found in the Page Layout tab's Page Background group."

Menu commands are listed like this:

> Table⇨Insert Table

This command tells you to choose from the Table menu the command named Insert Table. The Table menu appears as a button on the Ribbon.

The main menu in Word 2010 is the File tab menu. It replaces the File menu from older versions of Word, and the Office Button menu, found in Microsoft Office 2007. Clicking the File tab displays the File tab menu, which fills the entire Word window. To return to Word, click the File tab menu again or press the Esc key.

When I describe a message or something you see onscreen, it looks like this:

```
Why should I bother to love Glenda when robots will
eventually destroy the human race?
```

If you need further help in operating your computer I can recommend my book *PCs For Dummies.* It contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

Though this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're a human being, though you might also be an alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer's operating system, either Windows Vista or Windows 7 or any other version of Windows that can run Word 2010. Word and Windows have no specific issues as far as this book is concerned, but keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2010. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2010 or even Microsoft Office Word 2010. It's all Word as far as this book is concerned. Word 2010 is a part of the Microsoft Office 2010 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach upon Word's turf.

How This Book Is Organized

This book contains six major parts, each of which is divided into two or more chapters. The chapters themselves have been sliced into smaller, modular sections. You can pick up the book and read any section without necessarily knowing what has already been covered in the rest of the book. Start anywhere.

Here's a breakdown of the parts and what you can find in them:

Part I: Your Introduction to Word

This part provides a quick introduction to Word and word processing. You can find information on how to start and quit Word and a simple overview of the typical word processing day.

Part II: Your Basic Word

The chapters in this part of the book cover the seven basic tasks of any word processor: move around a document, edit text, search and replace, work with blocks of text, proof documents, save and open, and, finally, publish. (Publishing has replaced printing as the final result of your word processing efforts, though printing is still covered as part of the whole publishing milieu.)

Part III: Formatting

This part deals with formatting, from the smallest iota of text to formatting commands that span an entire document and more. Formatting is the art of making your document look less ugly.

Part IV: Spruce Up a Dull Document

This part is formatting dessert, or tasks you can do beyond regular formatting to help make your document look like more than a typical, boring document. Part IV covers lines, borders, tables, columns, lists, graphical goodness, and all sorts of stuff that makes Word more than a typical word processor.

Part V: Even More Word

This part covers a few dangling details that I consider myself fortunate to write about, such as outlining, collaboration, mail merge, label-making, and other interesting things that Word does.

Part VI: The Part of Tens

The traditional last part of any *For Dummies* book contains chapters with lists of ten items. You'll find lots of helpful information there, some weird things you may not know about, plus even more useful tips, tricks, and good suggestions.

What's Not Here

Word is one heck of a program. Covering the entire thing would fill a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. Because of that, some advanced features got pushed off the table of contents.

I give you some information about macros, though it's not meaty. Covering macros without a technical description is difficult. If the publisher ever lets me increase this book's size to more than 400 pages, I'd be happy to add a macro chapter; the publisher's address is in this book's front matter, in case you want to lobby on my behalf.

Some of the more esoteric features are touched on lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limited myself to only a dozen pages.

Finally, this book doesn't cover using Word to make a blog post, create a Web page, or how to use Word as your e-mail program.Word does those things, but I consider this a word processing book rather than a Word-does-everything book.

Icons Used in This Book

TIP This icon flags useful, helpful tips or shortcuts.

REMEMBER This icon marks a friendly reminder to do something.

WARNING!

This icon marks a friendly reminder *not* to do something.

TECHNICAL STUFF

This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or, look up your puzzle in the index.

If you've been using an older version of Word, you're probably somewhat surprised at the look of Word 2010. Therefore, I recommend that you start reading at Chapter 1.

Read! Write! Let your brilliance shine!

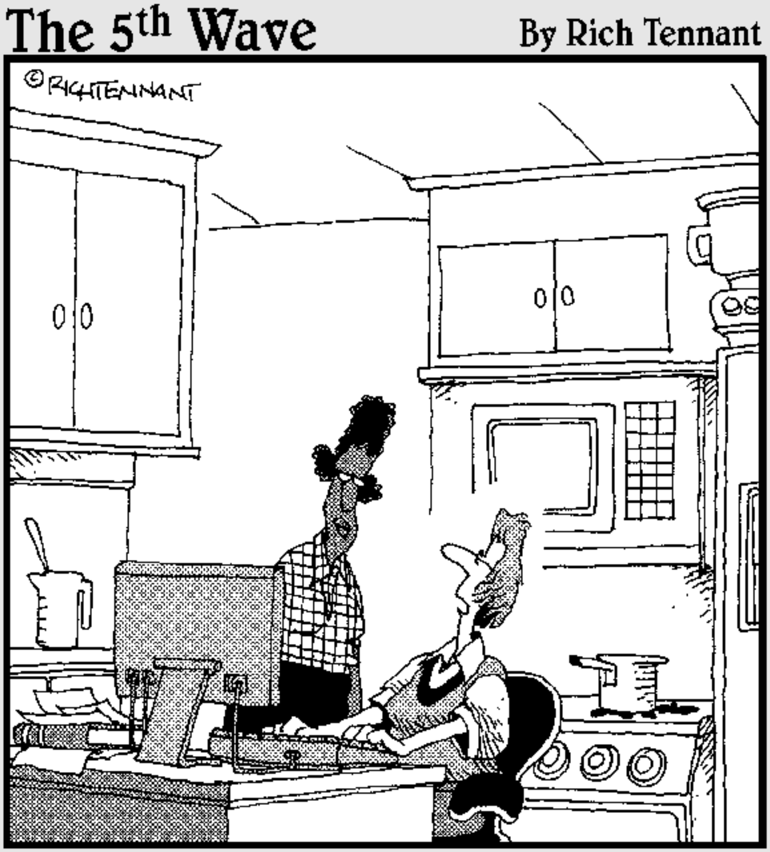
My e-mail address is `dgookin@wambooli.com`. Yes, that's my real address. I reply to all e-mail I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my Web page for more information or as a diversion: `www.wambooli.com`.

Enjoy this book. And enjoy Word. Or at least tolerate it.

Part I

Your Introduction to Word


The 5th Wave
By Rich Tennant
©RICHTENNANT

"I wrote my entire cookbook in Word. The other programs I saw just didn't look fresh."

In this part . . .

Word processing may seem routine these days, but that hasn't always been the case. Being able to dance your fingers across a computer keyboard and have your prose lit up by teensy dots of light on a screen is, well, sort of magic. It most certainly beats the pants off using a typewriter. For me, it's better than trying to communicate using my nearly illegible handwriting. Routine or not, word processing is a blessing.

Historically speaking, word processing is the culmination of an evolution that began 10,000 years ago, when the first humans started scrawling those "Look what I killed! Aren't I cool?" cave paintings. Today, you can communicate these simple messages with technological power unrivaled in human history. This part of the book introduces you to that technology.

Chapter 1

Hello, Word!

In This Chapter

- Starting Word
- Deciphering the Word screen
- Quitting Word
- Setting Word aside

You can't do squat with a computer until you start the thing. Likewise, you can't even write the word *squat* on a computer until you start a word processing program. Because you bought *this* book and not *Pencils For Dummies,* the program you need to start is Microsoft Word. This chapter tells you how to get Word started and begin your word processing day. Let me also mention that reading this chapter is a far more enriching experience than reading *Pencils For Dummies,* which is barely a pamphlet, albeit one that's charmingly illustrated.

Getting Word Started

There is no single way to start Word. The Windows operating system is all about offering many different (and, often, confusing) ways to get things done. Rather than bore you by listing all those ways, I figure you just want to find the best way to start Word for how you use the computer. This section offers three solid choices.

- Before you can use Word, your computer must be on and toasty. Log in to Windows. Start your computer day. (But — seriously — don't put bread into your computer and expect toast to appear.)
- Make sure you're seated, with a nice, upright, firm posture as you use your computer. They tell me that your wrists should be even with your elbows and that you shouldn't have to tilt your head forward. Shoulders are back and relaxed.

- Don’t freak out because you’re using a computer. You are in charge! Keep that in mind. Chant silently to yourself, over and over: “I am the master.”
- If you need help starting your computer, refer to my book *PCs For Dummies* for quick and accurate turning-on-the-computer instructions.
- You can stop chanting “I am the master” now.

The good, yet unimaginative, way to start Word

Without fail, the place to start any program in Windows is at the fabled Start button. It may not be the fastest or the most interesting or most convenient way to start a program, but it’s consistent and reliable — both good qualities to have in a computer. Obey these steps:

1. **Click the Start button.**

   Use your computer mouse to click the Start button, which is often found on the left side of the taskbar and at the bottom of the screen, adorned with the Windows logo.

   Clicking the Start button displays the Start menu.

2. **Choose Microsoft Word 2010 from the list of programs.**

   As luck may have it, you might find the Microsoft Word 2010 program icon (shown in the margin) right there on the Start menu. Click the icon to run the program. Otherwise, keep plowing away in Step 3.

3. **Choose All Programs to pop up the All Programs menu and choose Microsoft Word 2010.**

   If you don’t see the Microsoft Word 2010 icon or program name, you must obey Step 4, which is almost certain to work.

4. **Choose the Microsoft Office item (submenu) to display its contents, and then choose Microsoft Word 2010.**

Behold! Word starts! Watch in amazement as the program unfurls its sails on your computer’s monitor.

Don’t let Word’s appearance overwhelm you! I describe what you’re looking at in the section “Looking at Word,” later in this chapter.

- If you can’t find Word anywhere on the All Programs menu, it may not be installed on your computer. This book is specific to Microsoft Word, not the Microsoft Works word processor or any other word processor. (See the section “Foolish Assumptions” in this book’s Introduction.)

- Supposedly, every program ever installed on your computer has installed its icon in a spot somewhere on the All Programs menu.
- I refer to the program as *Word,* though its icon may be labeled Microsoft Word, Microsoft Office Word, Microsoft Word 2010, or another variation.

The better way to start Word

When you use Word a lot, it helps to have quick access to its program icon; opening that icon is the way you start Word and then start your work. A better way than keeping Word hidden on the All Programs menu is to create a Word shortcut icon on the desktop. Heed these steps:

1. **Locate the Word icon on the Start button's All Programs menu.**

   Don't start Word now! Just point the mouse at the Word icon on the Start button's All Programs menu or wherever else it may be found. (Refer to the preceding section.)

2. **Right-click the Microsoft Word 2010 menu item.**

   A pop-up menu appears.

3. **Choose Send To➪Desktop (Create Shortcut).**
4. **Press the Esc key to hide the Start button menu and view the desktop.**

You haven't changed anything, but you have added the Word program icon to the desktop (shown in the margin). You can use that icon to start Word: Just double-click the icon and Word starts.

The best way to start Word

The *best* way to start Word, and the way I do it every day, is to place the Word icon on the taskbar in Windows 7, or what's called the Quick Launch toolbar in older versions of Windows. To do so, follow these steps:

1. **Find the Word icon on the Start button's All Programs menu.**

   Don't click the icon — just find it!

2. **Right-click the Word icon on the All Programs menu.**

3a. In Windows 7, choose the command Pin to Taskbar.

3b. In Windows Vista, choose the command Add to Quick Launch.

The Word icon is *pinned* (permanently added to) the taskbar in Windows 7; in Windows Vista, the Word icon is slapped on the Quick Launch Toolbar.

To start Word, you merely click the Word icon placed on the taskbar. *Click!* And then Word starts. That's the fastest and bestest way to begin your word processing day.

Another way to have the Word icon always handy is to pin it to the Start menu directly. In Step 3, choose the item named Pin to Start Menu. That way, the Word icon always appears at the top of the list on the Start button menu.

Start Word by opening a document

You use the Word program to create *documents,* which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. But that's not important. What is important is that you can use those documents to start Word: Opening a Word document causes Word to start *and* to display that document for editing, printing, or just giving others the impression that you're doing something.

What's your point, Dan?

My point is that you can also start Word by opening a Word document. Simply locate the Word document icon (shown in the margin) in a folder window. Double-click to open that document and Word starts up on the screen, instantly (more or less) displaying that document for editing, reading, modifying, perusing, cussing, mangling, and potentially fouling up beyond all recognition.

- The Word document you open can be on the desktop, in the My Documents or Documents folder, or in any other folder or location where a Word document icon can lurk.
- The document name appears beneath or to the right of the icon. You can use the name to determine the document's contents — as long as the document was properly named when it was saved to disk. (More on that elsewhere in this book.)
- In Windows 7, you can see a Jump List of recently opened documents by either right-clicking the Word icon on the taskbar or clicking the right-pointing arrow next to the Word icon on the Start button menu. Choose a document from the list to start Word and open that document.
- Word is capable of opening other types of documents, including documents from previous versions of Word, Rich Text Format documents, and others. Each of these documents has its own icon, though the icon looks similar to the standard Word document icon. See Chapter 24 for more information on opening alien documents in Word.

Looking at Word

Like all programs in Windows, Word offers its visage in a program window. It's the electronic version of a blank sheet of paper — and more. It's the *more* part that you might find daunting. The dee-dads and goo-bobs that surround the Word program window all have specific names that you need to know to get the most from the program. Figure 1-1 shows the big picture.

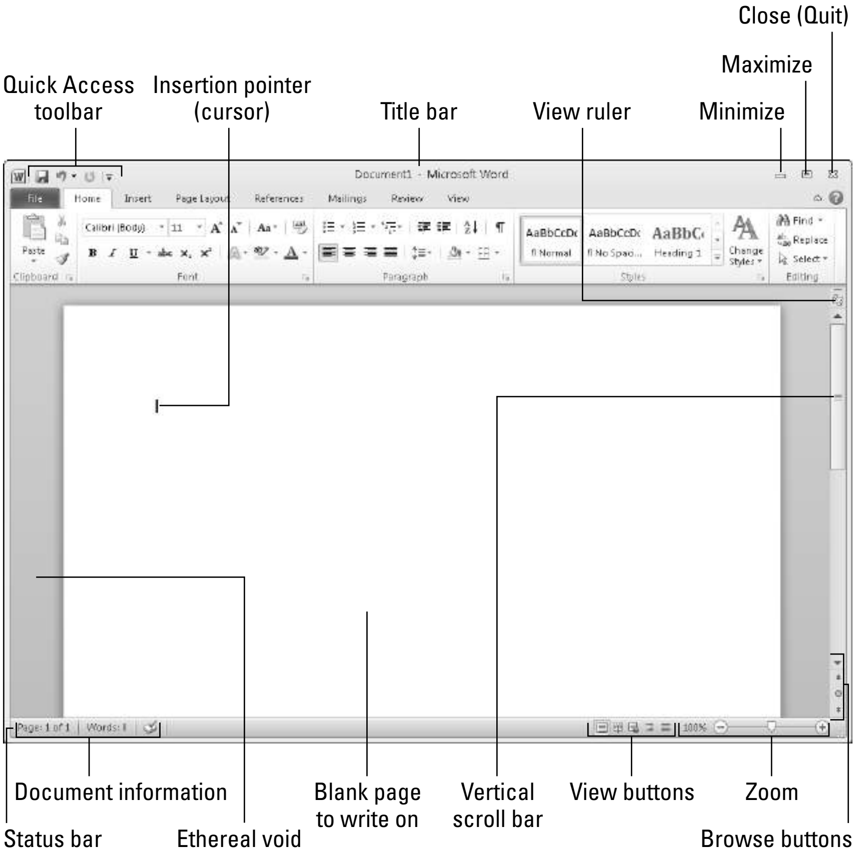

Close (Quit)
Maximize
Quick Access toolbar
Insertion pointer (cursor)
Title bar
View ruler
Minimize
Document1 - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Clipboard
Font
Paragraph
Styles
Editing
Document information
Status bar
Ethereal void
Blank page to write on
Vertical scroll bar
View buttons
Zoom
Browse buttons

Figure 1-1: Word's visage.

Figure 1-2 highlights the gizmos at the top of the Word window, showcasing the Ribbon interface.

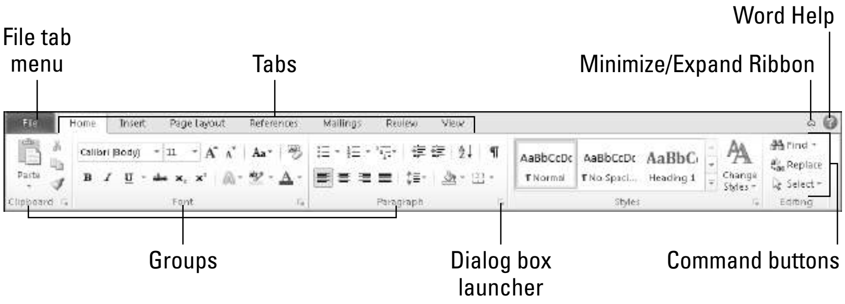

Word Help
File tab menu
Tabs
Minimize/Expand Ribbon
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Font
Paragraph
Styles
Editing
Find
Replace
Select
Change Styles
Groups
Dialog box launcher
Command buttons

Figure 1-2: The Ribbon.

The details of how all the dee-dads and goo-bobs in the Word window work are covered elsewhere in this book. Use this book's index to help you find topics you might be curious about.

- The *very* first time you start Word, you may be asked some questions: Enter your name and initials, set up Word security, and set Microsoft update options. I recommend the updates.
- To get the most from Word's window, change the window size: As with any window, you can use the mouse to drag the window's edges in or out or click the window's Maximize button (the middle button in the window's upper right corner) to have the window fill the screen.
- Word's window size affects what you see in the Ribbon command groups. When the Word window is smaller, fewer buttons show up, or they may show up in three rows. When the window is larger, you see more buttons, usually in two rows.

Around the Word window

Word processing is about writing, so the things you see in the Word window are all there for your writing pleasure. Or, if you find writing a pain, the items festooning the Word window are there for your agony. The word for the whole of those items is *interface,* which is how a computer program presents itself to the human world.

The largest portion of the Word screen is for composing text. It's blank and white, just like a fresh sheet of paper. (Refer to Figure 1-1.) That's where you compose and format your text, and I cover that area specifically in the next section.

Surrounding the text-composing area is a host of goobers that are as bewildering as an exhibit in a modern art museum, as intimidating as the cockpit of a jet fighter, and almost as dangerous as a plate of sushi. Despite their intimidating presence, those items exist to help you write. The following list gives you a quick top-to-bottom explanation. Use Figure 1-1 for reference. And, please: Do not memorize anything!

- **The title bar** lists the document's title, or merely `Document1` until you give the document a title by saving it to disk. (See Chapter 8 for information on saving documents — very important!)
- **The File tab** replaces the traditional File menu of older Windows programs. Clicking the File tab replaces the contents of the Word window with a full-screen menu full of commands and their descriptions. To return to the Word window, click the File tab or any other tab on the Ribbon. Speaking of which:
- **The Ribbon** contains all Word commands, which appear as buttons, input boxes, and menus. The Ribbon is divided into tabs (refer to Figure 1-2). The commands on the Ribbon are separated into groups. Some tabs may appear and disappear depending on what you're doing in Word. And the commands in groups change as you change the window's size.
- **The Ruler** may or may not be visible. When it's visible, it helps you set margins and tabs. The View Ruler button (refer to Figure 1-1) shows and hides the Ruler.

Below the writing area dwells the status bar. This informative strip of graphical goodness contains trivial information about your document as well as the following ornaments:

- **Document information** lists optional data that's specific to your document.
- **The View buttons** specify how the blank page appears in the window (also refer to the next section).
- **The Zoom thing** specifies how large or small your document appears inside the window. (See Chapter 29 for more information on zooming.)

Don't fret over these things! What's important now is that you recognize the names so that you don't get lost later.

- You can hide the Ribbon if you would rather have more room to write: Use the Expand the Ribbon button (refer to Figure 1-2).
- The Windows taskbar, located at the bottom of the screen, is a part of Windows itself and not Word. However, as you open documents in Word, buttons representing those documents appear on the Windows taskbar.

- Unlike in previous versions of Word, the tabs, groups, and command buttons *cannot* be changed. You can customize the Quick Access Toolbar (refer to Figure 1-1), and you can add your own, custom groups and tabs, a topic I cover in Chapter 29.

The blank place where you write

Word's equivalent of the mind-numbing, writer's-block-inducing blank page can be found in the center part of the Word program window (refer to Figure 1-1). That's where the text you write, edit, and format appears. Unlike with a sheet of paper, however, the text you create in Word can be viewed in five different ways.

Relax. Of all the different ways to view text in Word, only these two are useful enough to describe here:

- **Print Layout:** Word's native mode is named Print Layout, shown in Figure 1-1. In this view, the entire page of text is displayed on the screen just as it prints. Print Layout view shows graphical images, columns, and all sorts of other fancy effects. You even see the blank space between pages, described as the ethereal void in Figure 1-1.
- **Draft:** I prefer using Word in Draft view, which shows only basic text and not all the fancy features. Because Draft view doesn't show any fancy formatting (graphics, columns, or page breaks, for example), you can more easily concentrate on writing.

The three other ways to view your document are Full Screen Reading, Web Layout, and Outline. None of these views has anything to do with basic word processing.

Switch between views by using the View buttons found in the lower right corner of the Word program window (refer to Figure 1-1). Clicking a button with the mouse changes the view.

- When you're working in Draft view and you want to edit a header or insert a picture, Print Layout view is activated. You can switch back to Drafts view by clicking the Drafts button when you're done going graphical.
- One thing that's visible in Draft view that you don't find in Print Layout view is a thick, horizontal bar on the left side of the page, just below a document's last line of text. That heavy bar marks the end of your document's text.
- Draft view may also be referred to as *Normal view,* as it was in previous versions of Word.

- Any weird stuff you see onscreen (a ¶, for example) is a Word secret symbol. Chapter 2 tells you why you may want to view those secret symbols and how to hide them if they annoy you.

The mouse pointer in Word

Though word processing is a keyboard thing, you'll find that the computer mouse does come in handy. You use the mouse to choose commands, move around the document you're editing, and do something called *selecting text.* This book explains all those topics elsewhere. For now, it helps to understand how the mouse pointer changes its look as you work in Word:

For editing text, the mouse pointer becomes the I-beam.

For choosing items, the standard 11 o'clock mouse pointer is used.

For selecting lines of text, a 1 o'clock mouse pointer is used.

The mouse pointer may change its look when *click-and-type* mode is active: Lines appear to the left and right of, and below, the I-beam mouse pointer. Refer to Chapter 32 for more information on using click-and-type.

- You can use the mouse to see what some of the little buttons and items with pictures on them do in Word. Just hover the mouse pointer over the button, and — voilà! — it's like Folgers instant information crystals.
- Chapter 4 discusses how to use the mouse pointer to move around a document to edit different parts of your text.

Cajoling Word to help you

Like most programs in Windows, a Help system is available in Word. You can summon it by pressing the F1 key, which displays the Word Help window. There you can type a topic, a command name, or even a question into the box to search for help. Or, you can browse the table of contents for helpful information.

The F1 key also works any time you're deep in the bowels of Word and doing something specific. The Help information that's displayed tends to be specific to whatever you're doing in Word. Little buttons that look like question marks in blue circles also summon Word Help.

Though it's nice to have the help available, the information offered is little more than the "Word manual," which is as cryptic and unforgiving as the computer manuals that were once printed on paper.

Ending Your Word Processing Day

It's the pinnacle of etiquette to know when and how to excuse oneself. Leaving can be done well or poorly. For example, the phrase "Well, I must be off," works lots better than "Something more interesting must be happening somewhere else" — especially at Thanksgiving.

Just as there are many ways to start Word, there are several ways to quit. You can quit the program outright, you can pause and start over, or you can set Word aside. These options are covered in the following sections.

To quit Word

When you're done word processing and you don't expect to return to it anytime soon, you can quit the Word program. Quitting a computer program is like putting away a book on a shelf. In the electronic world of the computer, this is how you do such a thing:

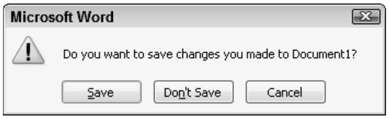
1. **Click the File tab.**

   The Word screen is replaced by the File tab menu screen. Do not be alarmed.

2. **Choose the Exit command.**

   Word vanishes from the screen.

The only time Word doesn't vanish is during that shameful circumstance when you have unsaved documents. If so, you're prompted to save the document, as shown in Figure 1-3. My advice is to click the Save button to save your work.



Do you want to save changes you made to Document1?

Figure 1-3: Better click that Save button!

If you click the Don't Save button, your work isn't saved, Word quits. If you click the Cancel button, Word doesn't quit and you can continue working.

- See Chapter 8 for more information on saving documents.
- Also see Chapter 8 on how to recover drafts of documents you failed to save.
- You don't have to quit Word just to start editing another document. Refer to the next couple of sections for helpful, time-saving information!
- After quitting Word, you can continue to use Windows, by starting up any other program, such as Spider Solitaire, or perhaps something more calming, such as *Call Of Duty*.

Quit what you're doing without quitting Word

You don't always have to quit Word. For example, if you're merely stopping work on one document to work on another, quitting Word is a waste of time. Instead, you can *close* the document.

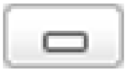
To close a document in Word, click the File tab and choose the Close command. Word banishes the document from its window, but then the program sits there and waits for you to do something else, such as start working on a new document or open a document you previously saved.

Bottom line: There's no point is quitting Word when all you want to do is start editing a new document.

- When you try to close a document before it has been saved, Word displays a warning dialog box. Click the Save button to save your document. If you want to continue editing, click the Cancel button and get back to work.
- There's no need to close a document, really. In fact, I work on a document over a period of days and keep it open (and my PC turned on) the entire time. Doesn't hurt a thing. (I occasionally save it to disk, which *is* important.)
- See Chapter 8 for more information about starting a new document.
- The keyboard shortcut for the Close command is Ctrl+W. That command may seem weird, but it's used to close documents in many programs.

Set Word aside

There's no need to quit Word if you know that you will use it again soon. In fact, I've been known to keep Word open and running on my computer for *weeks* at a time. The secret is to use the Minimize button.



Clicking the Minimize button shrinks the Word window to the taskbar, where it exists as a button. With the Word program window out of the way, you can do other things with your computer. Then, when you're ready to word-process again, click the Word button on the taskbar to restore the Word window to the screen.

The Minimize button is the first of the three buttons in the window's upper right corner. Refer to Figure 1-1.

Chapter 2

The Typing Chapter

In This Chapter

- Knowing the PC keyboard
- Typing tips
- Using the spacebar
- Using the Enter key
- Backspacing and deleting
- Observing the status bar
- Minding the space between pages
- Seeing stuff in your text that isn't there
- Living with weird underlines and colored text

Word processing is about using the computer keyboard. It's typing. That's the way computers were used for years, long before the mouse and all the fancy graphics became popular. Yep, ask a grizzled old-timer and you'll hear tales of ugly text screens and keyboard commands that would tie your fingers in knots. Though things aren't that bad today, I highly recommend that you bone up on using your computer's keyboard to get the most from your word processing duties. This chapter tells you what you need to know.

Behold the PC Keyboard!

Typing happens on a computer keyboard. Though I'm sure you can easily recognize a computer keyboard, you should know how to refer to the various keys. To assist you, I've illustrated a typical, generic computer keyboard in Figure 2-1.

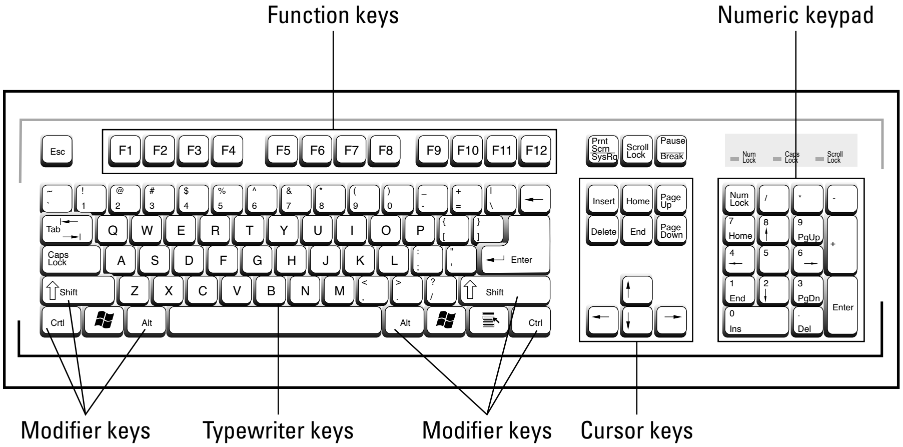


Figure 2-1: Famous attractions on the typical PC keyboard.

Here's a summary of what you see:

- **Function keys:** Labeled F1 through F12 and used alone or in cahoots with the Ctrl, Alt, and Shift keys.
- **Typewriter keys:** The standard alphanumeric keys that the computer inherited from the ancient typewriter: *a* through *z* and the number keys plus symbols and other exotic characters.
- **Cursor keys:** Also called *arrow keys;* they control the cursor. Also included are the non-arrow keys: Home, End, PgUp (or Page Up), PgDn (or Page Down), Insert, and Delete.
- **Mon key: A** cute little primate that you don't want to have as a pet.
- **Numeric keypad:** Keys that serve sometimes as cursor keys and sometimes as number keys. The split personality is evident on each key cap, which displays two symbols. The Num Lock key and its corresponding light are on if the numeric keypad (1, 2, 3) is active. If the cursor keys (arrows, Home) are active, Num Lock is off.
- **Modifier keys:** Don't do anything by themselves. Instead, the Shift, Ctrl, and Alt keys work in combination with other keys.

Here are some individual keys worth noting:

- **Enter:** Marked with the word *Enter* and sometimes a cryptic, left-arrow thing: ↵. You use this key to end a paragraph of text.
- **Esc:** The "escape" key doesn't exactly do anything in Word. However, pressing the Esc key in a dialog box is the same as clicking the Cancel button with the mouse.
- **Spacebar:** The only key with no symbol; inserts spaces between the words.

- **Tab:** Inserts the tab “character,” which shoves the next text you type over to the next tab stop; an interesting and potentially frustrating formatting key (and nicely covered in Chapter 12).
- **Backspace:** Your backing-up-and-erasing key — very handy.
- **Delete:** Also labeled Del; works like Backspace but doesn’t back up to erase. Read more on that in Chapter 4.

Every character key you press on the keyboard produces a character on the screen, on the blank part where you write. Typing those character keys over and over is how you write text on a word processor.

- The Shift key is used to produce capital letters; otherwise, the text you see is in lowercase.
- The Caps Lock key lets you type text in UPPERCASE letters. After you press Caps Lock, the Caps Lock light on your keyboard comes on, indicating that you’re entering ALL CAPS mode. Press the Caps Lock key again to return to normal.
- Ctrl is pronounced “control.” The variety of names that people give to the Ctrl key before they know it as *the control key* is amazing.

The Old Hunt-and-Peck

After starting Word, you’ll most likely type these words next:

> *Clackity-clack-clack-clack.*

The text you type on the keyboard appears on the screen — even the typos and mistakes and bad grammar: It all falls into place regardless of your intent, posture, or good looks. This section offers some basic typing tips, suggestions, and advice.

Depressing the keys

You don’t actually depress a key on a computer keyboard. Nope. Instead, you press and release. Any swift tapping motion will do. Some keyboards even generate a pleasing *click* sound when a key is pressed.

Now, if you really want to depress a key, just stare at it and say, “You’re one ugly, good-for-nothing key!” If that doesn’t work, continue the insults. Eventually, any well-adjusted key will succumb to your verbal taunts and find itself sufficiently depressed.

“Do I need to learn to type?”

No one needs to learn to type to use a word processor, but you do yourself a favor when you learn. My advice is to get a computer program that teaches you to type. I can recommend the *Mavis Beacon Teaches Typing* program, even though I don’t get any money from her and none of her children resembles me. I just like the name Mavis, I suppose.

Knowing how to type makes a painful experience like using Word a wee bit more enjoyable.

Follow the blinking cursor

The key to writing in Word is to look for the *insertion pointer* in your text. It’s a flashing vertical bar:

|

Text you type appears *before* the insertion pointer, one character at a time. After a character appears, the insertion pointer hops to the right, making room for more text.

For example, type this line:

```
Let's go see the clowns!
```

The insertion pointer moves to the right, marching along as you type. It’s called *insertion* pointer for a reason: Press the left-arrow key a few times to move the insertion pointer back before the word *go.*

Type the word *not* and a space. The word (and the space) is inserted into your text. The text to the right is pushed off to make room for the new text. Now the sentence should read:

```
Let's not go see the clowns!
```

Chapter 4 covers moving the insertion pointer around in more detail.

When to whack the spacebar

The spacebar isn’t the same thing as the right-arrow key on the keyboard. Pressing the spacebar doesn’t just move the insertion pointer; it inserts a *space character* into the text. Spaces are important between words and sentences. Withoutthemreadingwouldbedifficult.

The most important thing to remember about the spacebar is that you need to whack it only once. In word processing, as in all typing done on a computer, only *one* space appears between words and after punctuation. That's it!

- I'm serious! If you're an old-timer, you're probably used to putting two spaces after a period, which is what they once taught in typing class. This extra space is wrong on a computer; typing it doesn't really add more space between words or sentences. Trust me on that.
- Anytime you feel like using two or more spaces, what you need is a tab. Tabs are best for indenting text as well as for lining up text in columns. See Chapter 12 for more information.
- The reason that only one space is needed between sentences is that computers use proportionally spaced type. Old-fashioned typewriters used monospace type, so pressing the spacebar twice after a sentence was supposed to aid in readability (though it's debatable). Computer type is more like professionally typeset material, and both typesetters and professional-document folk now put only one space after a period or a colon.
- If you want to type two spaces after a period and actually see them, choose a monospace font, such as Courier.

Backup and erase keys

When you make a typo or another type of typing error, press the Backspace key on the keyboard. The Backspace key is used to back up and erase. The Delete key can also be used to erase text, though it gobbles up characters to the *right* of the insertion pointer.

- Refer to Chapter 4 for more information on deleting text with Backspace and Delete.
- The Backspace key is named Backspace on your keyboard, or it may have a long, left-pointing arrow on it: ←.
- Backspace backs up and *erases.* If you merely want to move the insertion pointer to the left, press the left-arrow key. See Chapter 3.

When to press that Enter key

In word processing, you press the Enter key only when you reach the end of a paragraph. Though pressing Enter at the end of a line of text might seem logical, there is no need: Word takes the text that hangs over at the end of a line and wraps that text down to the next line. Therefore, you press Enter only to end a paragraph.

To practice pressing the Enter key at the end of a paragraph, type the following text:

```
It was the scratching at the front door that alerted us.
For a second I thought it might be Jasper, showing up
late. It wasn't. You see, around these parts, during the
full moon, we have an issue: The dead won't stay buried.
Still, it was a good stew, so we decided to finish eating
before getting busy with the axes and shovels.
```

Now that you're done typing the paragraph, press the Enter key. There. You did it right.

- There's no need to use the Enter key when you want to double-space your text. Double-spacing uses a text formatting command in Word. See Chapter 11 for more information.
- Neither do you need to press the Enter key twice to add extra space between your paragraphs. Word can automatically add space before or after paragraphs, which is also covered in Chapter 11.
- If you want to indent a paragraph, press the Tab key after pressing Enter. This can also be done automatically; refer to (you guessed it) Chapter 11.
- The process of taking text from the end of one line and placing it at the start of the next line is named *word wrap.*

Curse you, StickyKeys!

As your mind wanders, your fingers absently press and release the Shift key. Suddenly, you see the warning: StickyKeys! By pressing the Shift, Ctrl, or Alt key five times in a row, you activate the Windows StickyKeys function, a tool designed to make a computer keyboard more accessible to people. If you don't need the help, you'll probably find the intrusion annoying.

Don't panic! You can easily turn off the StickyKeys feature: Open the Windows Control Panel and choose the Ease of Access link. On the next screen, find and click the link labeled Change How Your Keyboard Works. Remove the check mark by Turn On Sticky Keys. Click OK and you'll never be bothered again!

Stuff That Happens While You Type

As you madly compose your text, fingers energetically jabbing the buttons on the keyboard, you may notice a few things happening on the screen. You might see spots. You might see lines and boxes. You may even see lightning! All are side effects of typing in Word. They're normal, and they're explained in this section.

The left end of the status bar

The reason it's the *status* bar is that it can show you the status of your document, lively updating the information as you type, as shown in Figure 2-2.

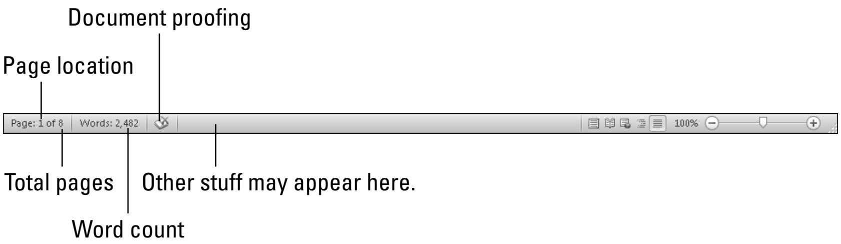


Figure 2-2: Stuff that lurks on the status bar.

The type of information that's displayed, as well as how much information is displayed, depends on how you configured Word. Chapter 29 explains which features the status bar can display.

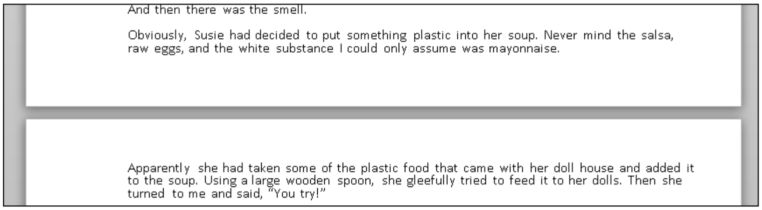
- The status bar also displays information when you initially open a document, giving the document's name and character count. The info disappears quickly, however.
- When a document is saved, the status bar displays information about the save, though often the information disappears too fast to see.

Between the pages

Word tries its best to show you where one page ends and another page begins. This feature is most helpful because often times you want to keep elements on one page, or maybe folks just like to know when the text they're writing flows from one page to the next.

The status bar helps you discover which page you're working on. For example, the Page Number indicator changes from 6 to 7 when you start a new page. Word also shows you graphically where one page ends and another begins.

In Print Layout view, you see virtual pages and a space between them, as shown in Figure 2-3.



And then there was the smell.

Obviously, Susie had decided to put something plastic into her soup. Never mind the salsa, raw eggs, and the white substance I could only assume was mayonnaise.

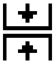
Apparently she had taken some of the plastic food that came with her doll house and added it to the soup. Using a large wooden spoon, she gleefully tried to feed it to her dolls. Then she turned to me and said, "You try!"

Figure 2-3: Page break in Print Layout view.

In Draft mode, the visual break between pages is shown as a faint line of dots, like ants marching across the page:

Text appearing above the line of dots is on one page, and text below it is on the next page.

- Refer to Chapter 1 for more information on Print Layout and Draft views.
- You can change the gap between pages in Print Layout view. Point the mouse at the gap. When the mouse pointer changes, as shown in the margin, double-click to either close or open the gap.



- Because the page break is, technically, a *soft* page break, one page is full of text and Word must start putting text on a new page. See Chapter 13 for information on forcing page breaks and other types of page breaks in Word.

Spots and clutter in your text

There's no cause for alarm if you see spots — or dots — amid the text you type, such as

```
This•can•be•very•annoying.¶
```

What you're seeing are *nonprinting characters.* Word uses various symbols to represent things you normally don't see: spaces, tabs, the Enter key, and more.

To turn these items on or off, click the Show/Hide button on the Home tab in the Paragraph group. Click once to show the goobers; click again to hide them.

Why bother? Sometimes it’s useful to see the marks to check out what’s up with formatting, find stray tabs visually, or locate missing paragraphs, for example. (*WordPerfect users:* It’s as close as you can get to the Reveal Codes command in Word.)

Strange underlines and colored text

Adding underlining to your text in Word is cinchy; Chapter 10 tells you all about that character format. Yet sometimes Word may do some underlining and add strange-colored text on its own.

Red zigzag: Spelling errors in Word are underlined with red zigzags. See Chapter 7.

Green zigzag: Grammatical errors in Word are underlined with green zigzags. See Chapter 7.

Blue zigzag: Word-choice errors are grammatical errors, but Word flags them with a special blue zigzag regardless. The blue underlined word is most likely not the best word to use given the sentence structure. Again, see Chapter 7.

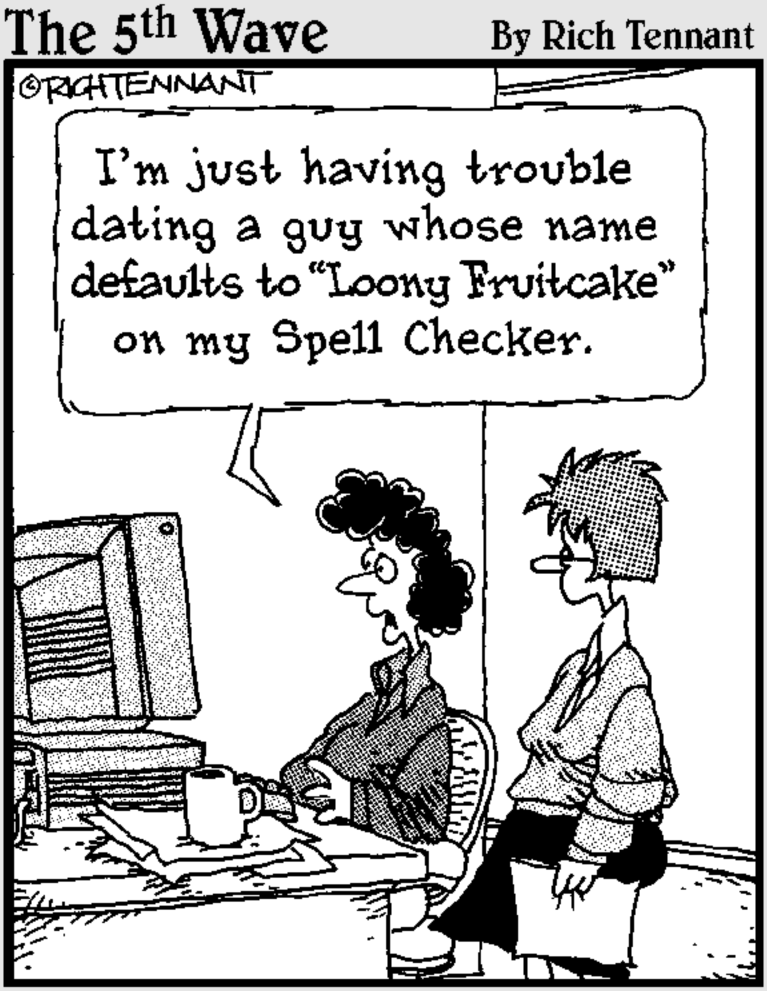
Purple dots: Word’s Smart Tags feature uses purple dots to highlight information such as names, dates, places, and similar data that can be shared with other programs in Microsoft Office. Smart tags are briefly discussed in Chapter 32.

Blue underlines: Word courteously highlights Web page addresses using blue, underlined text in your document. You can Ctrl+click the blue underline text to visit the Web page.

Red underlines and strikethrough: The red text that appears either underlined or in strikethrough means that you’re using Word’s Track Changes feature. It can drive you nuts when you don’t know what’s going on, so see Chapter 26 to keep your sanity.

Part II

Your Basic Word



The 5th Wave
By Rich Tennant
©RICHTENNANT
I'm just having trouble dating a guy whose name defaults to "Loony Fruitcake" on my Spell Checker.

In this part . . .

Word is a massive program, almost too huge to comprehend. If you try, your head will explode. I don't recommend it.

You'll find that, in all of Word's bulk, you need to use only the bare minimum for the typical, basic word processing chore. I'd estimate that the typical user never takes advantage of 90 percent of what the Word program can do. That's okay. You'll find that the 10 percent that remains is truly the most useful part, your basic Word. That's the topic for this part of the book.

Chapter 3

To and Fro in a Document

In This Chapter

- Using the scroll bars
- Moving the insertion pointer
- Getting around with keyboard shortcuts
- Navigating with the browse buttons
- Getting lost and getting back
- Using the Go To command

I like the word *fro.* I like the word *yon.* They're archaic in the English language, referring to a direction and a location, respectively. *Fro* doesn't make sense by itself, so it's used in the phrase *to and fro,* which refers to going somewhere and then back again. *Yon* is often seen with its friends *hither* and *thither,* meaning "here" and "there." In that context, *yon* is a place beyond *there* (wherever *there* is). It's also short for *yonder,* which is another cool word that few people use any more.

As you work in Word, you find yourself moving to and fro and hither, thither, and yon. That's because writing text isn't always a linear task. You need to move that little insertion pointer guy around the document. It's basic movement. It's the topic of this chapter.

Scroll Through a Document

It's ironic that the word *scroll* is used to refer to an electronic document. The scroll was the first form of recorded text, existing long before bound books. On a computer, scrolling is the process by which you view a little bit of big document in a tiny window. This section explains how scrolling is relevant in Word.

Using the vertical scroll bar

On the right side of the Word program window you find the vertical scroll bar, illustrated in Figure 3-1. Its operation is similar to the scroll bar in any Windows program:

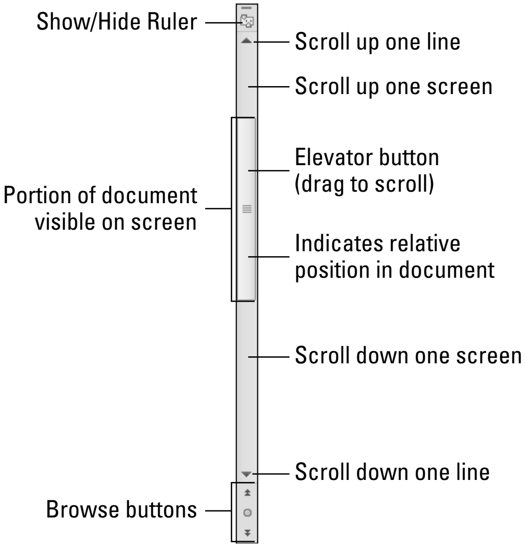

Show/Hide Ruler
Scroll up one line
Scroll up one screen
Elevator button (drag to scroll)
Portion of document visible on screen
Indicates relative position in document
Scroll down one screen
Scroll down one line
Browse buttons

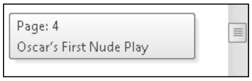
Figure 3-1: The vertical scroll bar.

- Click the up- or down-arrow buttons at the top and bottom of the vertical scroll bar to scroll your document up or down. The document scrolls one line of text for each time you click those up- or down-arrow buttons.
- An *elevator button* appears inside the scroll bar. You can drag this button with the mouse, up or down, to scroll the document.
- You can click above or below the elevator button to scroll up or down one screen of text at a time.

The elevator button's size reflects how much of your document you can see at a time. When the button doesn't show up, or is dimmed, the whole document appears onscreen. Otherwise, the elevator button becomes smaller as your document grows longer.

The elevator button's position also helps show you which part of your document is visible. When the elevator button is at the top of the scroll bar, you're viewing text near the start of the document. When the elevator button is toward the bottom of the scroll bar, you're seeing text near the document's end.

Special bonuses are involved when you drag the elevator button to scroll through your document. As you drag the button up or down, you see a page number displayed, as shown in Figure 3-2. When a document is formatted with heading styles, you also see the heading title below the page number.



Page: 4
Oscar's First Nude Play

Figure 3-2: Scroll bar page-number info.

Scrolling through your document doesn't move the insertion pointer. If you start typing, don't be surprised when Word jumps back to where the insertion pointer lurks. (Refer to the later section "Commanding the insertion pointer with the mouse" for help if such a thing bugs you.)

- Scrolling a document doesn't move the insertion pointer!
- Refer to the section "The Browse Buttons," later in this chapter, for information on using the browse buttons, which are located below the vertical scroll bar.

Using the horizontal scroll bar

The horizontal scroll bar appears just above the status bar at the bottom of the Word window — but only when your document is wider than the window. When that happens, you can use the horizontal scroll bar to shift the page back and forth and left and right.

When the horizontal (left-right) shifting bugs you, consider using Word's Zoom tool to adjust the size of your document on the screen. See Chapter 29.

Scrolling your document with the mouse

Aside from manipulating the scroll bars, you can use your computer mouse to scurry and scamper about your document. Sadly, this suggestions works only when you have one of those wheel mice. Coincidentally, you do all these tricks by manipulating that unique wheel button:

- Roll the wheel up or down to scroll your document up or down.
- Press and hold the wheel button to activate scrolling mode. With the wheel button down, you can move the mouse up or down to *pan* your document in that direction.
- If the mouse's wheel button also tilts from side to side, you can use it to pan left and right.

Move the Insertion Pointer

The beauty of the word processor is that you can edit any part of your document; you don't always have to work at "the end." The key to pulling off that trick is to know how to move the insertion pointer to the exact spot you want.

Moving the insertion pointer is important! Scientific studies have shown that merely looking at the computer screen does no good. As hard as you wish, new text appears only at the insertion pointer. And, the text you edit or delete? Yup, the insertion pointer's location is important there as well. Obviously, knowing how to move the insertion pointer is a big deal.

Commanding the insertion pointer with the mouse

The easiest way to put the insertion pointer exactly where you want it is to point the mouse at that spot in your text and then click the mouse button. Point, click, move insertion pointer. Simple.

Moving in small increments (basic arrow keys)

For short hops, nothing beats using the keyboard's arrow keys to quickly move the insertion pointer around a document. The four basic arrow keys move the insertion pointer up, down, right, and left:

Press This Key	*To Move the Insertion Pointer*
↑	Up to the preceding line of text
↓	Down to the next line of text
→	Right to the next character
←	Left to the preceding character

Moving the cursor doesn't erase characters. See Chapter 4 for information on deleting stuff.

If you press and hold the Ctrl (Control) key and then press an arrow key, you enter Jump mode. The invigorated insertion pointer leaps desperately in all four directions:

Press This Key Combo	*To Move the Insertion Pointer*
Ctrl+↑	Up to the start of the previous paragraph
Ctrl+↓	Down to the start of the next paragraph
Ctrl+→	Right to the start (first letter) of the next word
Ctrl+←	Left to the start (first letter) of the previous word

You can use either set of arrow keys on the computer keyboard, but when using the numeric keypad, ensure that the Num Lock light is off. Do this by pressing the Num Lock key. If you don't, you see numbers in your text rather than the insertion pointer dancing all over — like444this.

Moving from beginning to end

The insertion pointer also bows to pressure from those cursor keys without arrows on them. The first couple consists of End and Home, which move the insertion pointer to the start or end of something, depending on how End and Home are used:

Press This Key or Combination	*To Whisk the Insertion Pointer*
End	To the end of a line of text
Home	To the start of a line of text
Ctrl+End	To the end of the document
Ctrl+Home	To the tippy-top of the document

The remaining cursor keys are the Page Up or PgUp key and the Page Down or PgDn key. As you would guess, using these keys doesn't move up or down a page in your document. Nope. Instead, they slide through your document one screen at a time. Here's the round-up:

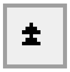
Press This Key or Combination	*To Whisk the Insertion Pointer*
PgUp	Up one screen or to the tippy-top of your document, if you happen to be near it
PgDn	Down one screen or to the end of the document, if you happen to be near it
Ctrl+Alt+PgUp	To the top of the current screen
Ctrl+Alt+PgDn	To the bottom of the current screen

The key combinations to move to the top or bottom of the current screen are Ctrl+Alt+PgUp and Ctrl+Alt+PgDn. That's Ctrl+Alt, not just the Ctrl key. And yes, few people use those commands.

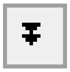
You may be tempted to use Ctrl+PgUp and Ctrl+PgDn, but don't: Those commands don't work as you would expect. Refer to the following section for the details.

The Browse Buttons

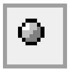
Lurking at the bottom of the vertical scroll bar are three buttons, as shown in the margin. These *browse* buttons allow you to scroll through your document in leaps and bounds of various sizes.



The top button is the *Browse Up* button, which is linked to the Ctrl+PgUp key combination.



The bottom button is the *Browse Down* button, which is linked to the Ctrl+PgDn key combination.



The center button is the What-the-heck-am-I-browsing-for? button, which is linked to the Ctrl+Alt+Home key combination.

When you click the center button, a pop-up palette of items to browse for appears, as shown in Figure 3-3. Pointing the mouse at any one of the items displays text that explains the item in the bottom part of the palette.

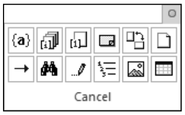


Figure 3-3: Things to browse for.

Unless you've chosen another item from the browsing palette (refer to Figure 3-3), the browse buttons (and Ctrl+PgUp and Ctrl+PgDn) leap through your document by full pages.

Whenever an option other than Page is chosen from the browsing palette, the browse buttons change color. So, when the buttons are black, you know that you're browsing by page. When the browse buttons turn blue, they're searching for something else. (Alas, the browsing palette doesn't tell you which option is chosen.)

Get Back to Where You Once Edited

Considering all the various commands for moving the insertion pointer, it's quite possible to make a mistake and not know where you are in a document. Yea, verily, the insertion pointer has gone where no insertion pointer has gone before.

Rather than click your heels together three times and try to get back the wishful way, just remember this keyboard combination:

Shift+F5

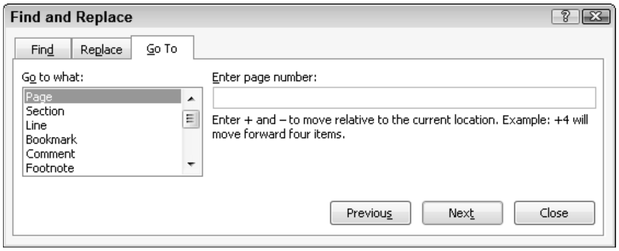
Pressing the Shift+F5 keys forces Word to return you to the last spot you edited. You can do this as many as three times before the cycle repeats. But the first time should get you back to where you were before you got lost.

- The Shift+F5 command is the same as the Browse by Edits option, found on the Browse palette. Refer to the preceding section.
- Sadly, the Shift+F5 keyboard shortcut works only in Word; you can't use this command in real life.

Go to Wherever with the Go To Command

Word's Go To command allows you to send the insertion pointer to a specific page or line or to the location of a number of interesting elements that Word can potentially cram into your document. The Go To command is your word processing teleporter to anywhere.

To use the Go To command, click the Find button in the Home tab's editing group. Choose the Go To command from the menu. Or, you can use the Ctrl+G keyboard shortcut. Either way, the Go To tab portion of the Find and Replace dialog box appears, as shown in Figure 3-4.



Enter + and – to move relative to the current location. Example: +4 will move forward four items.

Figure 3-4: Telling Word to Go To you-know-where.

Choose which element to go to, such as a page, from the scrolling list on the left side of the dialog box. Then type the relevant information, such as a page number, in the box on the right side of the dialog box. Click the Go To button to go to that location.

For example, type **14** in the box and press Enter, and you go to page 14 — if you have a page 14 to go to.

- You can also summon the Go To command by clicking the page number on the status bar.
- Note that you can go to a page *relative* to the current page. For example, to go three pages forward, choose Page and type +**3**. To go 12 pages backward, type **-12** in the box.

Chapter 4

Text Editing

In This Chapter

- Deleting characters with Backspace and Delete
- Deleting lines, sentences, paragraphs, and pages
- Splitting and joining paragraphs
- Undoing your mistakes
- Using the Redo (Undo-Undo) command

I believe that writing involves two parts of your brain: The wild, creative burst part is the typing part. Then there's the tame, controlled editing part. You need both parts in order to write anything good. In fact, I'd wager that people who become frustrated with writing are too quick to enter the controlled editing part. Don't fall into that trap: Write! Spew forth your words! Editing your text is easier when you have lots of words than when you have only a scant few.

When you're ready to edit, you'll use Word's text editing commands. They all basically delete the stuff you've written. That's right: Editing text is basically the same task as ruthlessly slashing away words from your text. Word comes with ample tools to make that happen. Use them freely, as described in this chapter. But get your abundance of words down on paper before you enter the vicious slashing mode.

Remove Text You Don't Want

Credit the guy who put the eraser on the end of the pencil: It's a given that human beings make mistakes. The round, soft eraser counterbalances the sharp point of the pencil in more ways than one.

The ability to erase text is just as valuable and necessary as the ability to create text. Deleting text is part of writing text, part of thinking and rethinking, and part of self-editing. Writing. Deleting. Rewriting. Redeleting. That's how it goes!

Both creating and destroying text are accomplished by using the computer keyboard. The majority of keys are used to create text. Only two keys delete text: Backspace and Delete. How these keys work, and how much of your text they can delete, depends on how the keys are used, as described in this section.

Deleting single characters

By themselves, the Backspace and Delete keys are used to delete single characters:

- **Backspace key:** Deletes the character to the left of the insertion pointer
- **Delete key:** Deletes the character to the right of the insertion pointer

In the following example, the insertion pointer is “flashing” (okay, it *would* be flashing on a computer screen) between the *h* and the *a* in *that.* Pressing the Backspace key deletes the *h;* pressing the Delete key deletes the *a.*

```
Bob proudly announced th|at he feels safe
enough in his neighborhood to leave his home
unlocked, but he added that his neighbor has
nicer stuff.
```

- After you delete a character, any text to the right or below the character shuffles over to fill the void.
- You can press and hold Backspace or Delete to continuously “machine-gun-delete” characters. Release the key to halt such wanton destruction, although I recommend using other delete commands (covered in this chapter) rather than the machine-gun approach.
- Special types of text in Word cannot easily be deleted using either the Backspace or Delete key. An example is an updating text *field,* which holds special text that always shows, say, today’s date. This type of text appears shaded in a light gray color when you try to delete it. That’s Word reminding you of the unusualness of the text. Press the Delete or Backspace key again to delete such text.

TECHNICAL STUFF

Deleting a word

To gobble up an entire word, add the Ctrl key to the Backspace or Delete key’s destructive power:

- Ctrl+Backspace deletes the word in front (to the left) of the insertion pointer.
- Ctrl+Delete deletes the word behind (to the right) of the insertion pointer.

These keyboard shortcuts work best when the insertion pointer is at the start or end of a word. When you're in the middle of the word, the commands delete only from that middle point to the start or end of the word.

After you delete a word, the insertion pointer sits at the end of the preceding word (or paragraph) when you use Ctrl+Backspace. Deleting a word by using Ctrl+Delete puts the cursor at the beginning of the next word. This is done to facilitate the rapid deletion of several words in a row.

After deleting the text, Word neatly wraps up the remaining text, snuggling it together in a grammatically proper way; deleting a word doesn't leave a "hole" in your text.

No mere pencil eraser can match Ctrl+Delete or Ctrl+Backspace for sheer speed and terror!

Deleting more than a word

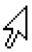
Beyond deleting a word or character, Word lacks keyboard-specific commands to delete lines or paragraphs of text. Word has ways to delete these things — those ways just aren't obvious. Before the details come some definitions:

- A **line of text** is merely a line across the page (not really a grammatical issue).
- A **sentence** is a sentence. You know: Start with a capital letter and end with a period, a question mark, or an exclamation point. You probably learned this concept in grammar school, which is why they call it *grammar* school anyway.
- A **paragraph** is one or more sentences, or a heading, ending with a press of the Enter key.
- A **page** of text is just that — all the text from where the page starts to where the page ends.

Word can also delete odd-size chunks of text by marking that text as a *block*. Refer to Chapter 6 for more information on blocks of text.

Deleting a line of text

The easiest way to delete a line of text is to use the mouse:



1. **Move the mouse into the left margin of your document.**

   You know you've found the sweet spot when the mouse pointer changes into a northeast arrow.

2. **Point the mouse pointer arrow at the line of text you want to obliterate.**

3. **Click the mouse.**

   The line of text is highlighted, or *selected.*

4. **Press the Delete key to send that line into oblivion.**

Deleting a sentence

Making a sentence go bye-bye is cinchy:

1. **Point the mouse at the offending sentence.**
2. **Press and hold the Ctrl key and click the mouse.**

   The sentence is selected.

3. **Press the Delete key.**

   Oomph! It's gone.

Deleting a paragraph

Here's the fastest way to delete a full paragraph:

1. **Point the mouse at the paragraph.**
2. **Click the mouse button thrice.**

   Thrice means "three times."

3. **Press the Delete key.**

If clicking thrice is befuddling you, move the mouse pointer into the left margin next to the offending paragraph. When the mouse pointer changes to a northeasterly-pointing arrow, click twice. That action selects the entire paragraph, which you can now whack by pressing the Delete key.

Deleting a page

Pages aren't things that Word deals with offhand. In fact, pages are a printer issue. Even so, to delete a page, mind these steps:

1. **Press Ctrl+G to summon the Go To tab in the Find and Replace dialog box.**

   See Chapter 3 for more information on the Go To command.

2. **Type the number of the page you want to delete.**
3. **Click the Close button to dismiss the Go To dialog box.**
4. **Press the F8 key.**

   The F8 key is used to enter a special selection mode in Word, which I cover in detail in Chapter 6.

5. **Press Ctrl+G.**

   Once again, the Find and Replace dialog box appears, with the Go To tab ready for action.

6. **Type the next page number.**

   If you're deleting page 6, for example, type **7**.

7. **Press Enter.**

   The entire page is now selected.

8. **Press the Delete key.**

   The page is gone.

Refer to Chapter 9 for special information on deleting that annoying extra blank page at the end of your document.

Split and Join Paragraphs

For some people, a paragraph in a word processor is a strange thing. It's basically a chunk of text. Like most things that come in chunks — cheese, meat, large men named Floyd — it's often necessary to split or combine them. Well, maybe not for Floyd.

Making two paragraphs from one

TIP

To split a single paragraph in twain, locate the point where you want them to break — say, between two sentences. Move the insertion pointer to that location and then press the Enter key. Word splits the paragraph in two; the text above the insertion pointer becomes its own paragraph, and the text following it then becomes the next paragraph.

Depending on where you placed the insertion pointer, you may need to delete an extra space at the beginning of the second paragraph or at the end of the first paragraph.

Making one paragraph from two

To join two paragraphs and turn them into one, you delete the Enter character between the paragraphs. To do that, move the insertion pointer to the start of the second paragraph and then press the Backspace key. Removing the Enter character joins two paragraphs.

Depending on how neatly the paragraphs were joined, you may need to add a space between the sentences at the spot where the paragraphs were glued together.

The Soft and Hard Returns

Pressing the Enter key in Word ends a paragraph. It's officially known as typing a *hard return.* Yes, it's *return* even though the key is known as Enter on a PC. Don't blame me for this odd nomenclature. I only write the books — not the programs.

The problem with the hard return is that it adds a bit of "air" after a paragraph. That's a good thing; as I explain in Chapter 11, you should have air around paragraphs in a document. Those times when you don't want air, when you need to put lines of text close together, you use a soft return.

The *soft return,* or *line break,* is used primarily in titles and headings; when you have a long title and need to split it up between two lines, you press Shift+Enter to insert the soft return. For example, type this line:

```
Enjoying the Ballet
```

Press Shift+Enter. A new line starts. Continue typing:

```
A Guide for Husbands and Boyfriends
```

The soft return keeps the title text together (in the same paragraph), but on separate lines.

TIP

You should also use the soft return when typing an address, either on an envelope or in a letter. Press Shift+Enter after typing each of these lines:

```
Mr. President
1600 Pennsylvania Ave.
Washington, DC 20500
```

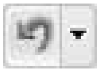
If you try typing the same text and press Enter instead, you see more space between the lines, which isn't what you want. Nope, that soft return can sure come in handy.

Undo Mistakes with Undo Haste

> *That quaffing and drinking will undo you.*
>
> — Richard II, William Shakespeare

The Undo command undoes anything you do in Word, which includes formatting text, moving blocks, typing and deleting text, formatting — the whole quesadilla. You have two handy ways to unleash the Undo command:

- Press Ctrl+Z.
- Click the Undo command button on the Quick Access Toolbar.



I prefer using the Ctrl+Z key combination, but an advantage of the Undo command button is that it sports a drop-down menu that helps you review the past several things you've done, or that can be undone.

- Word's Undo command is handy, but don't use it as an excuse to be sloppy!
- Regrettably, you cannot pick and choose from the Undo command button's drop-down menu; you can merely undo multiple instances of things all at one time.
- Undo works sporadically sometimes. Before this happens, Word warns you. For example, you may see a message such as "There is not enough memory to undo this operation, Continue?" Proceed at your own peril.
- The Undo command doesn't work when there's nothing to undo or if something just cannot be undone. For example, you cannot undo a save-to-disk operation.
- To undo an Undo, choose Redo. See the next section.

Redo, the Undo-Undo command

If you undo something and — whoops! — you didn't mean to, you must use the Redo command to set things back to the way they were. For example, you may type some text and then use Undo to "untype" the text. You can use the Redo command to restore the typing. You have two choices:

- Press Ctrl+Y.
- Click the Redo command button on the Quick Access Toolbar.

The Redo command does exactly the opposite of whatever the Undo command does. So, if you type text, Undo untypes the text and Redo recovers the text. If you use Undo to recover deleted text, Redo deletes the text again.

Redo, the Repeat Typing command

When the Redo command has nothing left to redo, it changes functions and becomes the Repeat Typing command. Boy, can the Repeat Typing command be a timesaver!

For example, type these lines in Word:

```
Knock, knock.
Who's there?
Knock.
Knock who?
```

Now press Ctrl+Y or choose the Repeat Typing command button from the Quick Access Toolbar. Word repeats the last few things you typed. (If you had to press the Backspace key to back up and erase, Ctrl+Y repeats only from that point on.)

TIP

The Repeat Typing command can also used to reapply formatting. When you're working through a document and changing styles on various chunks of text, using the Repeat key or Redo command can save oodles of time, especially in applying formatting. (See Part III of this book for information on formatting.)

Chapter 5

Search for This, Replace It with That

In This Chapter

- Finding text in your document
- Using various Find command options
- Searching for text that cannot be typed at the keyboard
- Hunting down formatting codes
- Replacing found text with other text
- Fixing formatting with the Replace command

Pity poor Lebnb Nook. He's lost his *Imperial Fleet* in the Galactic Empire and now Darth Vader is on the other line, requesting an update. One must not keep Lord Vader on hold. Too bad for Lebnb that he doesn't have Word. If so, he could use the Find command to instantly locate the absent armada. Not only that, but he could also use the Replace command to swap out some of those rusty old *Corellian*s for some *Super Star Destroyers.* That would certainly impress the Dark Lord of the Sith! Could Word rival the Force as the strongest power in the galaxy?

Text Happily Found

Finding text is the domain of the Editing group, found on the far right end of the Home tab on Word's Ribbon interface. The Editing command button group may appear in its full glory, as shown in Figure 5-1, or, when Word's window is too narrow, you simply see an Editing button. When it's a button, you must click the button first to see the palette of commands, which (surprisingly) looks like the one shown in Figure 5-1.

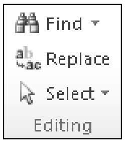

Find
Replace
Select
Editing

Figure 5-1: The Editing group.

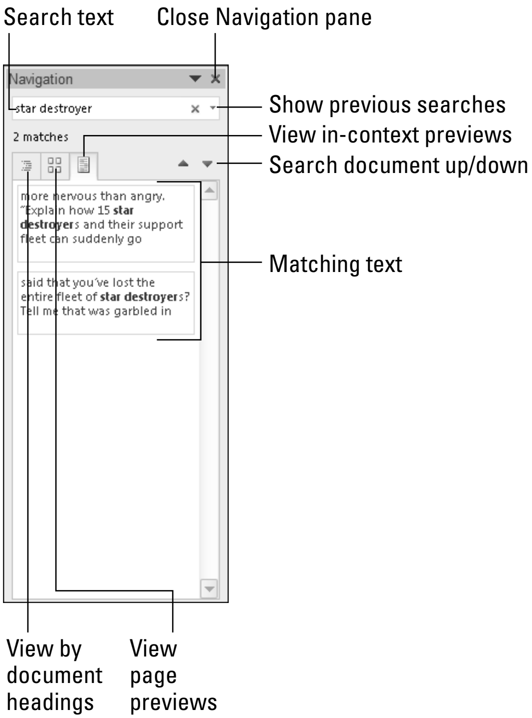
Using the Find command

Word can quickly and graphically locate text in your document, from the teeniest tidbit of text to the world's longest run-on sentence. It's handled by the Find command. Abide by these steps:

1. **On the Home tab, click the Find button in the Editing group.**

   You can also use the keyboard shortcut: Ctrl+F, which is one of the few keyboard shortcuts that make sense.

   Clicking the Find button or pressing Ctrl+F summons the Navigation pane, illustrated in Figure 5-2.


Search text
Close Navigation pane
Navigation
star destroyer
2 matches
Show previous searches
View in-context previews
Search document up/down
Matching text
View by document headings
View page previews

more nervous than angry. "Explain how 15 **star destroyer**s and their support fleet can suddenly go

said that you've lost the entire fleet of **star destroyer**s? Tell me that was garbled in

Figure 5-2: The Navigation pane helps you locate text.

2. **Type the text you want to find.**

   As you type, matching text is highlighted in the document. Depending on which tab is chosen in the Navigation pane, you see matching results beneath the text box (refer to Figure 5-2).

   Be exact. For example, if you want to find fame and glory, type **fame and glory —** no period or spaces or quotes. Type only the text you're looking for.

3. **Page through the search results until you find the exact chunk of text you want.**

   As you page, the document scrolls to find the next matching bit of text.

4. **Close the Navigation pane when you're done hunting down text.**

If you'd rather use the more traditional Find dialog box to locate text in Word, see the next section.

- When text can't be found, the Navigation pane's text box briefly shows red. You see the text No Matches displayed. Try again.
- The Navigation pane may already display text in the Find What box. If so, you can delete the text by pressing the Backspace key.
- Do not end the text with a period unless you want to find the period too.
- The Find command can find elements that you can't readily type in, such as the Tab or Enter key. See the section "Finding stuff you can't type in," later in this chapter.
- If you're not sure whether the text is typed in uppercase or lowercase letters, use lowercase.
- If the text isn't found and you're *certain* that it's in there, check your spelling. If it's correct, try searching for a single word rather than two or more words or a sentence.
- Word finds text only in the current document (the one you see on the screen). To find text in another document, switch to that document's window and try searching again.
- After using the Find command, you can use the Browse Down button to continue your finding foray. Simply close the Find and Replace dialog box and then click the Browse Down button (or press Ctrl+PgDn). So, if you've already searched for and found *nothing,* clicking the Browse Down button finds even more *nothing.*

Using the traditional Find command

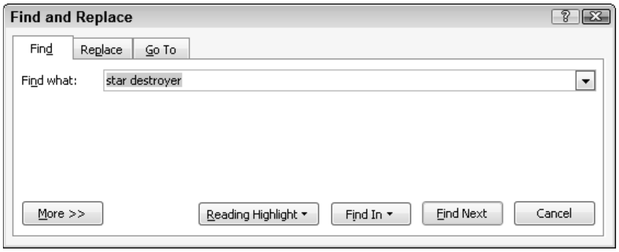
Word's traditional Find command isn't as fancy as using the Navigation pane, but it offers more features. Oddly, you cannot easily summon the old Find command dialog box directly. Instead, you have to use a "work-around." Here's how to do it:

1. **Press Ctrl+G.**

   The Ctrl+G keyboard shortcut summons the Find and Replace dialog box, with the Go To tab forward. (Go To is covered in Chapter 4.)

2. **Click the Find tab in the Find and Replace dialog box.**

   And there you are, looking at something similar to Figure 5-3.



Find what: star destroyer

Figure 5-3: The Find tab of the Find and Replace dialog box.

3. **Type the text you want to find into the Find What box.**
4. **Click the Find Next button.**

   Word searches your document from the insertion pointer's position to the end of the document.

   You can continue to click the Find Next button until the text you want is located.

5. **Click the Cancel button to close the Find and Replace dialog box.**

If the text you're looking for isn't found, Word lets you know; click the OK button to dismiss the dismal warning.

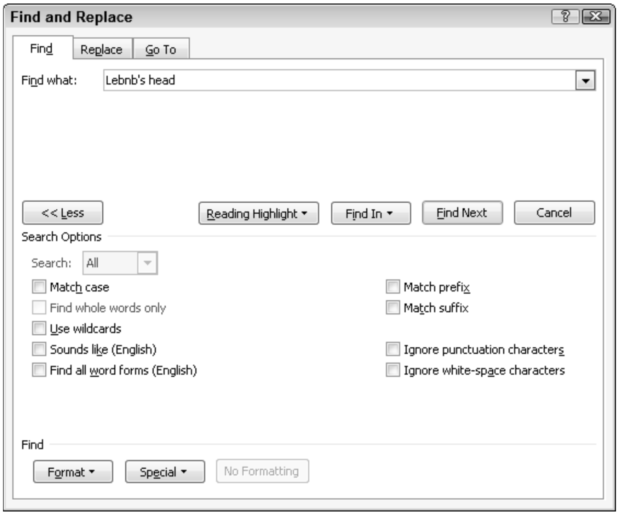
- The advantage of using the traditional Find command in the Find and Replace dialog box is that you have many more options for finding text. See the next section.
- As with the newfangled Find command (see the preceding section), you can use the Browse buttons on the vertical scroll bar to hop through a document to find text in either the up or down direction, depending on which Browse button you click.

- You can use the drop-down arrow gizmo (to the right of the Find What text box) to display a scrolling list of text you've previously searched for. To search again for a bit of text you've already searched for, click the drop-down arrow and click the text you want to find again. Click the Find Next button, and Word frantically begins searching.

Finding more than text

The Find command is powerful. It can do more than hunt down chunks and chunklettes of text. The Find command can find text *exactly* as it's typed, text you cannot type, text formatting, and just about anything in a document. Yes, it's still the same Find command, but it's *more.*

To unleash the Super Find command, you need to summon the traditional Find and Replace dialog box: Press Ctrl+G and then click the Find tab (described in the preceding section). You unveil the Find command's über-abilities by clicking the More button. The Find and Replace dialog box grows taller, with a bunch of options and doodads at the bottom, as illustrated in Figure 5-4.


Find and Replace
Find
Replace
Go To
<< Less
Reading Highlight ▾
Find In ▾
Find Next
Cancel
Search Options
☐ Match case
☐ Find whole words only
☐ Use wildcards
☐ Sounds like (English)
☐ Find all word forms (English)
☐ Match prefix
☐ Match suffix
☐ Ignore punctuation characters
☐ Ignore white-space characters
Find
Format ▾
Special ▾
No Formatting

Find what: Lebnb's head

Search: All

Figure 5-4: The more detailed Find and Replace dialog box.

The following sections explain how you can use the Find and Replace dialog box with its More part hanging open.

Finding an exact bit of text

There's a difference between *Pat* and *pat.* One is a name, and the other is to lightly touch something. To use the Find command to find one and not the other, select the Match Case option under Search Options. That way, *Pat* matches only words that start with an uppercase *P* and have lowercase *at* in them.

Finding a whole word

Use the Find Whole Words Only option to look for words such as *elf* and *ogre* without also finding words like *shelf* and *progress.*

Finding text that you know only a small part of (by using wildcards)

TECHNICAL STUFF

Here's a can-o-worms for you. You can use wildcards to find words that you know only a part of or a group of words with similar letters. This trick is a highly technical operation, so I advise you not to operate heavy machinery or sign a long-term lease or marriage contract when reading the following text.

The two basic wildcard characters are ? and *, where ? represents any single letter and * represents a group of letters. Suppose that you type the following line in the Find What box:

```
?ove
```

If you select the Use Wildcards option (in the More part of the Find and Replace dialog box), Word searches for any four-letter word that starts with any old letter but must end with "oh vee ee" — *dove, love,* and *wove,* for example.

The asterisk finds a group of characters, so the following wildcard locates any word starting with *w* and ending with *s* (there are lots of them):

```
w*s
```

Finding text that sounds like something else

The Sounds Like (English) option allows you to search for *homonyms,* or words that sound the same as the search word. You know: *their* and *there* or *deer* and *dear* or *hear* and *here.* How this is useful, I'll never know.

Oh! This isn't a rhyming search command. If you try to use it to find everything that rhymes with *Doris,* for example, it doesn't find *Boris, chorus, pylorus,* or anything of the like.

Finding variations of a word

Your editor informs you that no one will believe how the protagonist in your novel uses a pogo stick to travel the South. So you make him a biker. That involves changing every variation of the word *hop* (*hopping* and *hopped,* for example) to *ride.* In Word, you put a check mark by the option Find All Word Forms (English) in the über Find command's dialog box (refer to Figure 5-4) and type the word **hop** in the Find What box. Click the Find Next button and you're on your way.

Searching this way or that

Word normally searches from the insertion pointer's position to the end of a document and then back 'round the top again. You can override that stubbornness by placing your hand on the Find command's tiller in the Search drop-down list, found in the More part of the Find and Replace dialog box. You have three options:

- **All:** When this option is chosen, Find searches the entire document, from the insertion pointer's location down to the end of the document, back up to the beginning, and then back to where you started searching.
- **Down:** Find searches from the insertion pointer's location to the end of your document and then it stops.
- **Up:** Find searches — backward — from the insertion pointer's location to the start of your document. Then it stops.

You can also use the Browse buttons on the vertical scroll bar to repeat the Find command up or down, depending on which Browse button you press.

Finding stuff you can't type in

You can search for certain items in a document that you just cannot type at the keyboard. No, I'm not talking about nasty things — this isn't a censorship issue. Instead, I'm referring to items such as tabs, Enter keys (paragraphs), page breaks, graphics, and other, similar nontypable things.

To find a special, unprintable character, click the More button to see the super-duper Find and Replace dialog box (refer to Figure 5-4), and then click the Special button. Up pops a list of various items that Word can search for but that you would have a dickens of a time typing, similar to the ones shown in Figure 5-5.

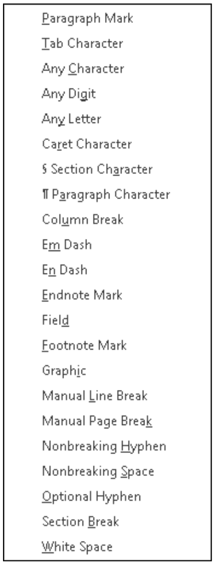

Paragraph Mark
Tab Character
Any Character
Any Digit
Any Letter
Caret Character
§ Section Character
¶ Paragraph Character
Column Break
Em Dash
En Dash
Endnote Mark
Field
Footnote Mark
Graphic
Manual Line Break
Manual Page Break
Nonbreaking Hyphen
Nonbreaking Space
Optional Hyphen
Section Break
White Space

Figure 5-5: Items to search for that you can't type.

Twenty-two items are on the list, and you probably don't recognize any of them. That's fine; I've used maybe six of them in my entire word processing career. Here are some of the handier options you can use from the Special pop-up menu:

- **Any Character, Any Digit,** and **Any Letter** are special characters that represent, well, just about anything. These items can be used as wildcards for matching lots of stuff.
- **Caret Character** allows you to search for a caret (^) symbol, which may not seem like a big deal, but it is: Word uses the ^ symbol in a special way for finding text; see the third bullet in this section.
- **Paragraph Mark** (¶) is a special character that's the same as the Enter character — the one you press to end a paragraph.
- **Tab Character** moves the cursor to the next tab mark.
- **White Space** is any number of blank characters: one or more spaces, tabs, empty lines, or a combination of each one.

Choose an item from the list to search for that special character. When you do, a special, funky shorthand representation for that character (such as ^t for Tab) appears in the Find What box. Click the Find Next button to find that character.

- To search for the Enter keypress, which marks the end of a paragraph, choose Paragraph Mark. To search for the paragraph character, ¶, choose Paragraph Character.

- Yes, you can mix special characters with plain text. For example, to find a Tab character followed by *Hunter,* you use the Special button to insert the tab character (^t on the screen) and then type **Hunter**. It looks like this:

  ```
  ^tHunter
  ```

- It's possible, although nerdy, to type the special characters manually. Although this method avoids using the Special menu, which can be big and baffling, it means that you need to memorize the character codes. Each one starts with the caret character, ^, and some of them are logical, such as ^p for Paragraph Mark (Enter) or ^t for Tab. Here are a few other handy shortcuts, for reference:

Paragraph mark	^p
Tab character	^t
Any character	^?
Any digit	^#
Any letter	^$
Caret character	^^
Em dash	^+
En dash	^=
Manual line break	^1
Manual page break	^m
White space	^w

Finding formatting

In its most powerful superhero mode, the Find command can scour your document for formatting information. For example, if you want to find only those instances of the word *lie* in boldface type, you can do that. Before you attempt this task, I recommend that you understand Word's formatting abilities and commands, which are covered in Part III of this book.

The formatting options you can search for are revealed to you after a click of the Format button, which appears in the Find and Replace dialog box when the More button is clicked (refer to Figure 5-4). Clicking the Format button displays a pop-up menu of Word's primary formatting commands, as shown in Figure 5-6. Choosing any item from that list displays a corresponding dialog box, from which you can choose the formatting attributes to search for.

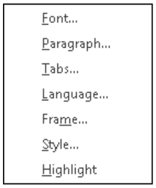


Figure 5-6: Searching for formatting.

Suppose that you want to find a *red herring* in your document. Follow these steps:

1. **Summon the Find and Replace dialog box.**

   Press Ctrl+G and then click the Find tab in the Find and Replace dialog box.

2. **Type** red herring **in the Find What box.**
3. **If needed, click the More button to display the bottom part of the Find and Replace dialog box.**
4. **If the No Formatting button is available, click it.**

   This button is used to clear any previous formatting attributes you may have searched for. If the button can be clicked, click it to clear out those attributes and start afresh.

5. **Click the Format button.**
6. **Choose Font from the pop-up list.**

   The Find Font dialog box appears, which is where you set or control various text attributes. Say that the red herring you're searching for is 24 points tall.

7. **Choose 24 from the Size list.**

   Look in the upper right corner of the Find Font dialog box.

8. **Click OK.**

   The Font dialog box goes away and you return to the Find and Replace dialog box.

   Notice the text just beneath the Find What box: `Format: Font: 24 pt`. That bit of text is telling you that Word is now geared up to find only text that's 24 points tall — about twice the normal size.

9. **Click the Find Next button to find your formatted text.**

If you want to search only for a format, leave the Find What text box blank (refer to Step 2). That way, you can search for formatting attributes without caring what the text reads.

- To find specific text attributes (bold or underline, for example), use the Find Font dialog box to choose those attributes.

- You can use this technique to look for specific occurrences of a font, such as Courier or Times New Roman, by selecting the font from the selection list. Scroll through the font menu to see what you can choose.
- You can also search for paragraph formatting, such as an indented paragraph, by choosing Paragraph rather than Font from the Format pop-up list in the Find and Replace dialog box.
- Yes, you can search for more than one formatting attribute at a time. Just keep choosing format options from the Format button.
- Word remembers your formatting options! The next time you want to search for plain text, you click the No Formatting button. Doing so removes the formatting options and allows you to search for text in any format. If you forget to clear out the formatting before you begin your next search, don't be surprised if Word cannot find your text.

Replace Found Text and Stuff

The Find command is good only for finding stuff. Using Find and Replace, Little Bo Peep's dream of becoming a real estate mogul reaches full fruition. You can quite easily in Word change every instance of *sheep* in a document to *real estate.* How that makes the document read, of course, is anyone's guess. But it can be done!

You may opt for a more practical use of the Find and Replace command. For example, you may want to change all instances of *ungulates* in your document to *ruminants.* Here's how that's done:

1. **On the Home tab, click the Replace command button, found nestled in the Editing group on the far right side.**

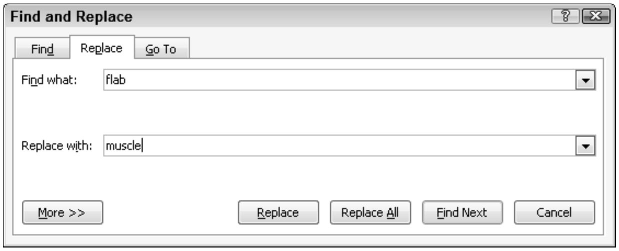
   When the Replace command button isn't visible in the Editing group (refer to Figure 5-1), click the Editing button and then choose the Replace command button from the pop-up group of command buttons that appears.

   Choosing the Replace command button displays the Find and Replace dialog box, shown in Figure 5-7. This place should be familiar if you've often used the Find command. After all, finding stuff is the first part of using Find and Replace.

2. **In the Find What box, type the text you want to find.**

   You want to replace this text with something else. So, if you're finding *misery* and replacing it with *company,* type **misery**.

   Press the Tab key when you're done typing.



Find what: flab

Replace with: muscle

Figure 5-7: The Replace part of the Find and Replace dialog box.

3. **In the Replace With box, type the text you want to use to replace the original text.**

   To continue from the example in Step 2, you type **company** here.

4. **Click the Find Next button.**

   At this point, the Replace command works just like the Find command: Word scours your document for the text you typed in the Find What dialog box. When that text is found, you move on to Step 5; otherwise, the Replace command fails because there's nothing to replace.

5. **Click the Replace button.**

   Word replaces the found text, highlighted onscreen, with the text typed in the Replace With box.

6. **Continue replacing.**

   After you click the Replace button, Word immediately searches for the next instance of the text, at which point you repeat Step 5 until the entire document has been searched.

7. **Read the summary that's displayed.**

   After the last bit of text is replaced, a dialog box appears and lists a summary for you. For example, it might say, "Word has completed its search of the document and has made 9 replacements." Of course, the number of replacements depends on what you were searching for and yadda-yadda.

8. **Click the Close button.**

You're done!

- All the restrictions, options, and rules for the Find command also apply to finding and replacing text. Refer to the section "Text Happily Found," at the start of this chapter.
- The keyboard shortcut for the Replace command is Ctrl+H. The only way I can figure that one out is that Ctrl+F is the Find command and Ctrl+G is the Go To command. F, G, and H are found together on the computer keyboard, and Find, Replace, and Go To are found together in the Find and Replace dialog box. Go figure.

- The Replace command's dialog box also sports a More button, which can be used exactly as the More button for the Find command. See the section "Finding more than text," earlier in this chapter.
- Word may find your text in the middle of another word, such as *use* in *causes.* Oops! Click the More button and select the Find Whole Words Only option to prevent such a thing from happening.
- If you don't type anything in the Replace With box, Word replaces your text with *nothing!* It's wanton destruction!
- Speaking of wanton destruction, the Undo command restores your document to its preceding condition if you foul up the Replace operation. See Chapter 4 for more information.

Replacing it all at once

The steps in the previous section work well to find and replace tidbits of text around your document. But it can often be tedious to keep pressing that Replace button over and over. That's why the Replace command's dialog box sports a handy Replace All button.

The Replace All button directs the Replace command to find all instances of the Find What text and — without question — replace it with the Replace With text. To use this button, simply click the Replace All button in Step 5 in the previous section. Then skip to Step 8.

Finding and replacing formatting

Just as the Find command can search for text with specific formatting, you can use the Replace command to replace text and apply formatting or to replace one type of formatting with another. Needless to say, this process can be tricky: Not only do I recommend that you be familiar with Word's formatting commands, but you should also be well practiced in using the Replace command.

Suppose that you want to replace all instances of underlined text with italic. Underlined text reeks so much of typewriter, and that's just too 20th century for these modern times. By replacing underline with italic, you're searching for one text format and replacing it with another; you're not even searching for text. So be careful. Do this:

1. **Press Ctrl+H to summon the Find and Replace dialog box.**
2. **Click the More button, if necessary, to display the full dialog box.**
3. **Click to select any text in the Find What box, and then delete that text by pressing the Backspace key.**

4. **Click the Format button and choose Font from the pop-up menu that appears.**

   The Find Font dialog box appears.

5. **In the Find Font dialog box, choose the single underline graphic from the Underline style drop-down list.**

6. **Click OK.**

   Back in the Find and Replace dialog box, the text `Format: Underline` appears below the Find What box.

7. **Click to select any text in the Replace With box and press Backspace to delete that text.**

8. **Choose Font from the Format button's pop-up list.**

9. **In the Find Font dialog box, choose (None) as the underline style.**

   This step is necessary because otherwise Word wouldn't remove the first style; it would merely add to that style. Likewise, text attributes such as Not Bold and Not Italic are found in the Replace Font dialog box.

10. **Choose Italic from the Font Style list.**

11. **Click OK to close the Replace Font dialog box.**

    Below the Replace With box, it should say `Format: Font: Italic, No underline`. That means Word will search for underlined text and replace it with italic text *and* remove the underline.

12. **Click the Replace All button.**

    Word scours your document and replaces any underlined text with italic.

13. **Click OK when the find-and-replace is done.**

As long as you set things up carefully, searching and replacing text formatting is a quick and easy way to spiff up a boring document.

- To replace one format with another, such as underline with italic, be sure to leave the Find What and Replace With text boxes empty. That way, only the text formatting is replaced.
- An easier way to update formatting in a document is to use and apply *styles.* Refer to Chapter 15 for details.
- Don't forget about the No Formatting button! You need to click it if you want to change the formats or replace text without paying attention to formats.

Chapter 6

Blocks o' Text

In This Chapter

- Using blocks of text
- Marking a block with the keyboard
- Selecting text with the mouse
- Using the F8 key to mark text
- Unblocking text
- Copying and moving blocks of text
- Pasting text in various ways
- Working with collect and paste and the Clipboard

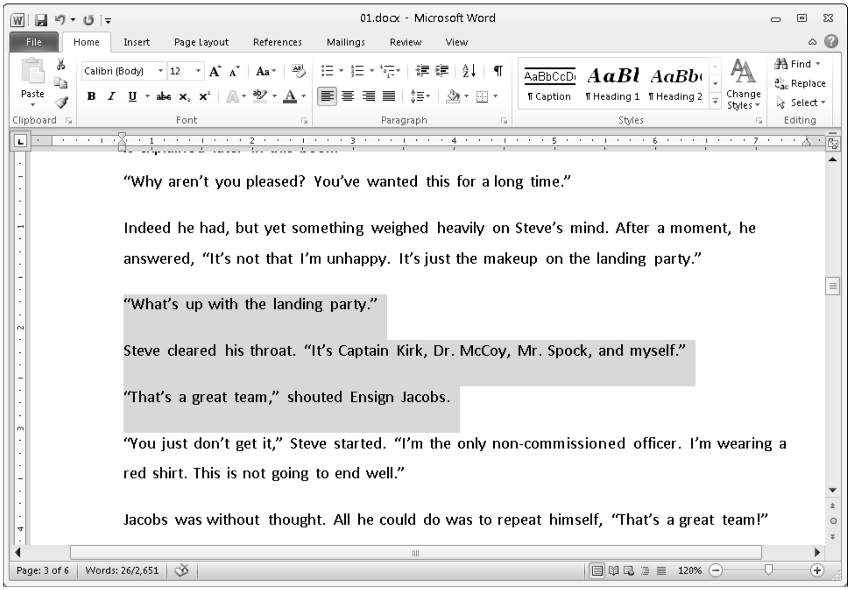
There are plenty of interesting blocks when it comes to writing: those moveable blocks that the ancient Chinese used for printing, the inevitable writer's block, and, finally, the blocks of text in a document. I believe that you'll find, of these three examples, working with blocks of text in a document not only the most useful but also the easiest to understand. That's because working with blocks in Word is like playing with blocks as a kid: Mix in some cut, copy, and paste and you have this engaging chapter on working with blocks of text.

Understanding Blocks

A *block* is simply a portion of text in your document, from a single character to the entire document. The block has a beginning and an end, and the block itself consists of all the text between them.

You create a block by selecting text. You *select* text by using the keyboard or the mouse or one of various other text-selection techniques covered in this chapter.

On the screen, the block appears highlighted, as shown in Figure 6-1.


01.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
12
Font
Paragraph
AaBbCcDc
AaBl
AaBb
¶ Caption
¶ Heading 1
¶ Heading 2
Change Styles
Styles
Find
Replace
Select
Editing
Page: 3 of 6
Words: 26/2,651
120%

"Why aren't you pleased? You've wanted this for a long time."

Indeed he had, but yet something weighed heavily on Steve's mind. After a moment, he answered, "It's not that I'm unhappy. It's just the makeup on the landing party."

"What's up with the landing party."

Steve cleared his throat. "It's Captain Kirk, Dr. McCoy, Mr. Spock, and myself."

"That's a great team," shouted Ensign Jacobs.

"You just don't get it," Steve started. "I'm the only non-commissioned officer. I'm wearing a red shirt. This is not going to end well."

Jacobs was without thought. All he could do was to repeat himself, "That's a great team!"

Figure 6-1: A block of text is selected.

By marking off text as a block, you can perform certain actions, or use various Word commands, that affect only the text in that block. Or, you can copy or move the block of text.

- A block of text in Word includes all letters and characters *and* the text formatting.
- Graphics and other nontext elements can also be selected as a block. In fact, you can select graphics along with text in the same block.
- When the status bar is displaying a word count, the number of words selected in the block of text is displayed, next to the total number of words in the document. (Refer to Figure 6-1.)
- When the Find command locates text, the text is selected as a block. Refer to Chapter 5 for more information on the Find command.
- Selecting text also means selecting characters such as tabs and the Enter keypress that marks the end of a paragraph. Fortunately, Word shows the Enter "character" as an extra blank space at the end of a

REMEMBER

paragraph. When you select that blank, you select the whole paragraph as a paragraph. To avoid selecting the Enter character, don't select the blank space at the end of a paragraph.

Selecting Blocks of Text

Word offers you many ways to *mark* text as a block in your document. This section mulls over the possibilities.

Using the keyboard to select text

The secret to using the keyboard to select text is the Shift key. By holding down the Shift key, you can use the standard keyboard commands that move the insertion pointer to select blocks of text. Table 6-1 has some suggestions for you.

Table 6-1 Shifty Selection Wizardry

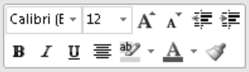
To Select This	*Press This*
A character at a time to the right of the insertion pointer	Shift+→
A character at a time to the left of the insertion pointer	Shift+←
A block of text from the insertion pointer to the end of the line	Shift+End
A block of text from the insertion pointer to the beginning of the line	Shift+Home
A block of text from the insertion pointer to a line above	Shift+↑
A block of text from the insertion pointer to a line below	Shift+↓

You can use any keyboard cursor-movement command (I list them in Chapter 3), but I recommend using this Shift key method for selecting only small chunks of text. Otherwise, you may end up tying your fingers into knots!

Either Shift key works, although I prefer to use the left Shift key and then work the arrow keys on the right side of the keyboard.

Out, damn Mini toolbar!

When the mouse is used to select text, Word displays the Mini toolbar, looking like this:



The *Mini toolbar* is a *palette* of common formatting commands that Word supposes you need for a quick format on that selected text. After initially disliking the Mini toolbar, I've grown to enjoy it. But I recognize that you may find it more annoying than useful. If so, you can suppress its display. Follow these steps:

1. **Choose the Options command from the File tab's menu.**
2. **If necessary, choose General from the list on the left side of the Word Options window.**
3. **Remove the check mark by the item Show Mini Toolbar on Selection.**
4. **Click OK.**

If you would rather not eternally banish the Mini toolbar, note that it hides itself whenever you move the mouse beyond the selected chunk of text.

Marking a block with the mouse

Forget cheese. The computer mouse was born to mark text, by selecting vast swaths of words with a wide sweep of your hand, by clicking a number of times, or by using the old click-and-drag routine. Mickey may rule a kingdom, but your computer mouse rules over text selection in your computer.

Dragging over text to select it

The most common way to select text is by using the computer mouse thus:

1. **Point the mouse at the start of the text block.**
2. **Click and drag the mouse over the text you want to select.**

   As you drag, text becomes highlighted, or *selected.* (Refer to Figure 6-1.)
3. **Release the mouse — stop the dragging — to mark the end of the block.**

You can use these steps to select any old block size in your document.

- This selection technique works best when you use the mouse to drag over only the text you can see on the screen. When you try to select text beyond what you see on the screen, you have to select and scroll — which can be unwieldy; the mouse scrolls the text up and down quickly and, well, things get out of hand.
- When you find yourself becoming frustrated over not selecting all or part of a word, refer to the nearby sidebar, "Would you rather select text by letter or by word?"

Would you rather select text by letter or by word?

When you're selecting more than a single word, the mouse tends to grab text a full word at a time. If you want Word to select text by characters rather than by words (which is what I prefer), follow these steps:

1. **Choose the Options command from the File tab's menu.**
2. **Choose Advanced from the list on the left side of the Applications Settings window.**
3. **Under the Editing Options heading, remove the check mark by the item labeled When Selecting Automatically Select Entire Word.**
4. **Click OK.**

Selecting text by clicking the mouse

A speedy way to select specific sizes of chunks of text is to match the power of the mouse with the dexterity of your index finger. Table 6-2 explains some clicking-and-selecting techniques worth noting.

Table 6-2 **Mouse Selection Arcana**

To Select This Chunk of Text	*Click the Mouse Thus*
A single word	Point at the word with your mouse and double-click.
↗ A line	Move the mouse pointer into the left margin beside the line you want to select. The mouse pointer changes to an arrow pointing northeastward. Click the mouse to select a line of text or drag the mouse up or down to select several lines.
A sentence	Point the mouse at the sentence and Ctrl+click. (Press the Ctrl key and click the mouse.)
A paragraph	Point the mouse somewhere in the paragraph's midst and triple-click.

Selecting text with the old poke-and-point

Here's the best way to select a chunk of text of any size, especially when that chunk of text is larger than what you can see on the screen at one time:

1. **Click the mouse to set the insertion pointer wherever you want the block to start — the anchor point.**

2. **Scroll through your document using the scroll bar.**

   You must use the scroll bar to scroll through your document. If you use the cursor-movement keys, you reposition the insertion pointer, which isn't what you want.

3. **To mark the end of the block, press and hold the Shift key and click the mouse where you want the block to end.**

   The text from the insertion pointer to wherever you clicked the mouse is selected as a block.

Using the F8 key to mark a block

If you can remember that the F8 key on the computer's keyboard can be used to mark text, you can exploit one of the most powerful but seldom used text-marking tools that Word has to offer.

Yes, wacky as it sounds, the F8 key is used to mark a block of text. Pressing F8 once enters *extended selection* mode. That's where Word drops anchor at the insertion pointer's location and then lets you use either the mouse or the cursor keys to select text. In fact, you cannot do anything but select text in extended selection mode (unless you press the Esc key to exit this mode).

Don't let the F8 key weirdness boggle you. Instead, consider these steps the next time you need to mark a block of text:

1. **Position the insertion pointer at the start of the block of text.**
2. **Press the F8 key.**

   The F8 key drops anchor and marks one end of the block.

3. **Use the keyboard's cursor keys to select the block of text.**

   The cursor-navigation keys are discussed in Chapter 3.

   Press a letter key to select text up to and including that letter. If you press N, you select all text up to and including the next *N* in your document. Nice. Nifty. Neat-o.

   Word highlights text from the point where you dropped anchor with F8 to wherever you move the insertion pointer.

4. **Do something with the selected block of text.**

   Word remains in extended selection mode until you do something with the block.

Doing something with a block of text is covered in the second half of this chapter.

To cancel the extended selection, press the Esc key. That action ends extended selection mode and keeps the block of text marked.

- You can use the mouse and the F8 key to get fancy. Position the cursor at either end of the block you want to mark and press the F8 key. Then position the mouse cursor at the other end of the block and press the left mouse button. Everything from there to there is marked.
- After pressing the F8 key, you can use the Find command to locate a specific bit of text. Word marks all text between the spot where F8 was pressed (the anchor) and the text that the Find command locates.
- Press the F8 key twice to select the current word (the one the insertion pointer is blinking inside of).
- Press the F8 key thrice (three times) to select the current sentence.
- Press the F8 key four times to select the current paragraph as a block of text.
- Press the F8 key five times to select the entire document, from top to bottom.
- No matter how many times you press F8, be aware that it always drops anchor. So, pressing F8 once or five times means that Word is still in extended selection mode. Do something with the block or press Esc to cancel that mode.

Blocking the whole dang-doodle document

The biggest block you can mark is an entire document. Word has a specific command to do it, to select all text in a document: From the Home tab, locate the Editing area. (Click the Editing button when the entire Editing area isn't visible.) Then choose Select➪Select All. Instantly, the entire document is marked as a single block o' text.

From the keyboard, you can use Ctrl+A to select an entire document or just press the F8 key five times. Or, you can even use the obscure Ctrl+5 (the 5 on the numeric keypad) key combo.

Deselecting a Block

When you mark a block of text and change your mind, you must unmark, or *deselect,* the text. Here are a few handy ways to do it:

- **Move the insertion pointer.** It doesn't matter how you move the insertion pointer, with the keyboard or with the mouse — doing so unhighlights the block. Note that this trick doesn't exit the F8 key's extended selection mode.
- **Press the Esc key and then the ← key.** This method works to end extended selection mode.
- **Press Shift+F5.** The Shift+F5 key combo is the "go back" command (see Chapter 3), but it also deselects a block of text *and* returns you to the text you were editing before making the selection.

Manipulating Blocks of Text

You can block punches, block hats, block and tackle, play with building blocks and engine blocks, take nerve blocks, suffer from mental blocks, jog for blocks, and, naturally, block text. But what can you do with those marked blocks of text?

Why, plenty of things! You can apply a format to all text in the block, copy a block, move a block, search through a block, proof a block, print a block, and even delete a block. The information in this section explains those tricks.

- Blocks must be selected before you can manipulate them. See the first half of this chapter.
- When a block of text is marked, various Word commands affect only the text in that block.

Copying a block

After a block is marked, you can copy it into another part of your document, to duplicate the text. The original block remains untouched by this operation. Follow these steps to copy a block of text from one place to another:

1. **Mark the block.**

   Detailed instructions about doing this task are offered in the first part of this chapter.

2. **From the Home tab, choose the Copy tool from the Clipboard area.**

   Or, you can use the common Ctrl+C keyboard shortcut for the Copy command.

   You get no visual clue that the text has been copied; it remains selected.

3. **Move the insertion pointer to the position where you want to place the block's copy.**

   Don't worry if there's no room! Word inserts the block into your text.

4. **Choose the Paste tool from the Clipboard area.**

   Or, you can use the common Ctrl+V keyboard shortcut for the Paste command.

The block of text you copy is inserted into your text just as though you had typed it there by yourself.

- See the later section "Setting the pasted text format" to find out what to do about the wee li'l clipboard icon that appears by the pasted text.
- After you copy a block, you can paste it into your document a second time. That's because whenever a block of text is cut or copied, Word remembers it. You can yank that block into your document again at any time — sort of like pasting text again after it has already been pasted in. You use Ctrl+V, the Paste shortcut. Pasting text again simply pastes down a second copy of the block, spit-spot (as Mary Poppins would say).
- You can paste the block into another document you're working on or even into another application. (This is a Windows trick, which most good books on Windows discuss.)
- Refer to the section "Collecting and Pasting," near the end of this chapter, for more copy and paste choices.

Moving a block

To move a block of text, you select the text and then *cut* and paste. This process is almost exactly the same as copying a block, described in the previous section, although in Step 2 you choose the Cut tool rather than the Copy tool or press the Ctrl+X keyboard shortcut for the Cut command. Otherwise, all steps are the same.

Don't be alarmed when the block of text vanishes! That's cutting in action; the block of text is being *moved,* not copied. You see the block of text again when you paste it in place.

Don't panic! If you screw up, remember that the Ctrl+Z Undo shortcut undoes a block move.

Setting the pasted text format

When you paste text in Word, the Paste Options icon appears near the end of the pasted block of text, as shown in the margin. Don't let it annoy you! That button allows you to select formatting for the pasted block because occasionally the block may contain formatting that, well, looks quite ugly after it's pasted in.

To work the Paste Options button, click it with the mouse or press and release the Ctrl key on the keyboard. You see a menu of options, illustrated in Figure 6-2.

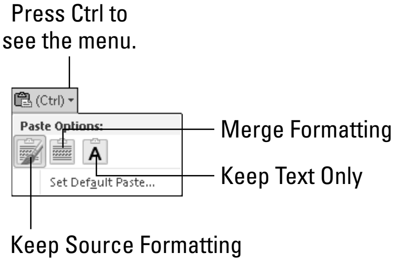

Press Ctrl to see the menu.
(Ctrl)
Paste Options:
Merge Formatting
Keep Text Only
Set Default Paste...
Keep Source Formatting

Figure 6-2: Pasting options.

Table 6-3 summarizes the available paste options.

Table 6-3 Paste Option Options

Icon	*Keyboard Shortcut*	*Name*	*Description*
📋	K	Keep Source Formatting	The formatting is fine; don't do a thing.
📋	M	Merge Formatting	Reformat the pasted block so that it looks like the text it's being pasted into.
A	T	Keep Text Only	Just paste in the text — no formatting.

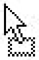
To keep only text with a copied or cut block (no formatting), you can press the Ctrl key and then the T key after pasting. That's two separate keys, not Ctrl+T.

Using the Paste Options icon is utterly optional. In fact, you can continue typing or working in Word and the icon bows out, fading away like some nebbish who boldly asked a power blonde to go out with him and she utterly failed to recognize his existence. Like that.

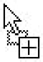
You can choose the Set Default Paste command after clicking the Paste Options icon to direct Word on how to permanently deal with pasted text. That's a handy trick, especially when you find yourself repeatedly choosing the same Paste Options format.

Copying or moving a block with the mouse

When you have to move a block only a short distance, you can use the mouse to drag-move or drag-copy the block. This feature works best when you're moving or copying a block to a location that you can see right on the screen. Otherwise, you're scrolling your document with the mouse while you're playing with blocks, which is like trying to grab an angry snake.



To move any selected block of text with the mouse, just drag the block: Point the mouse cursor anywhere in the blocked text and then drag the block to its new location. Notice how the mouse pointer changes, as shown in the margin. That means you're moving the block of text.



Copying a block with the mouse works just like moving the block, except that you press the Ctrl key as you drag. When you do that, a plus sign appears in the mouse pointer (see the margin). That's your sign that the block is being copied and not just moved.

- The Paste Options icon appears after you "drop" the chunk of text. Refer to the preceding section for more information on the Paste Options icon.
- When you drag a block of text with the mouse, you're not copying it to the Clipboard. You cannot use the Paste (Ctrl+V) command to paste in the block again.
- A *linked copy* is created by dragging a selected block of text with the mouse and holding down *both* the Shift and Ctrl keys. When you release the mouse button, the copied block plops down into your document with a dark highlight. That's your clue that the copy is linked to the original; changes in the original are reflected in the copy and vice versa.

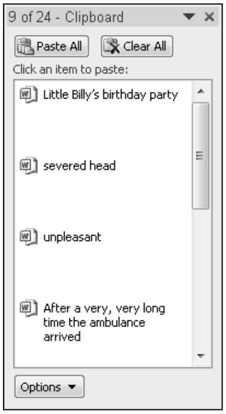
Collecting and Pasting

When you cut or copy a block of text, the block is placed into a storage area known as the *Clipboard.* The block of text remains on the Clipboard until it's replaced by something else — another block of text or a graphic or anything cut or copied in Windows. (The Clipboard is a Windows feature, which is how you can copy and paste between Windows applications.)

In Word, however, the Clipboard can hold more than one thing at time. You can copy, copy, copy and then use the special Clipboard pane to selectively paste text back into your document. The technique, *collect and paste,* is discussed in this section.

Looking at the Clipboard pane

To view the Clipboard pane, click the dialog box launcher found in the lower right corner of the Clipboard group on the Home tab, right next to the word *Clipboard.* The Clipboard pane then appears in the writing area of the Word window, perhaps looking similar to the one shown in Figure 6-3.



Little Billy's birthday party

severed head

unpleasant

After a very, very long time the ambulance arrived

Figure 6-3: The Clipboard task pane.

The scrolling list contains the last several items you copied, not only from Word but perhaps from other programs as well.

Pasting items from the Clipboard task pane is covered in the next section.

- You can use the Copy command multiple times in a row to collect text when the Clipboard task pane is visible.
- Word's Clipboard can hold only 24 items. If any more than that number is copied or cut, the older items in the list are "pushed off" to make room for the new ones. The current number of items is shown at the top of the task pane.
- Other programs in Microsoft Office (Excel and PowerPoint, for example) also share this collect-and-paste feature.
- You can close the task pane when you're done with collect and paste: Click the X in the upper right corner of the task pane window.

Pasting from the Clipboard pane

To paste any collected text from the Clipboard pane into your document, simply click the mouse on that chunk of text. The text is copied from the Clipboard and inserted into your document at the insertion pointer's location, just as though you typed it yourself.

After you paste, the Paste Options icon appears next to the pasted text. Refer to the section "Setting the pasted text format," earlier in this chapter, to find out what do to with that thing.

- You can click the Paste All button to paste every item from the Clipboard into your document.
- Click only once! When you double-click, you insert *two* copies of the text.

Cleansing the Clipboard pane

You're free to clean up Word's Clipboard whenever the Clipboard pane is visible. To remove a single item, point the mouse at that item and click the downward-pointing triangle to the right of the item. Choose Delete from the shortcut menu and that lone item is zapped from the Clipboard.

To whack all items on the Clipboard, click the Clear All button at the top of the Clipboard task pane.

You cannot undo any clearing or deleting that's done in the Clipboard task pane.

Chapter 7

Spell It Write

In This Chapter

- Understanding document proofing
- Dealing with typos and spelling errors
- Adding or ignoring unknown words
- Correcting words automatically
- Fixing grammatical boo-boos
- Reviewing your document quickly
- Customizing proofing options
- Checking AutoCorrect settings

There's no such thing as spelling in English. Spelling in English evolved over time. Even the venerable Bard, William Shakespeare, spelled his own name several different ways. It wasn't until the notion of the "dictionary" that spelling became more or less standardized.

The same feeling of randomness can be applied to English grammar. Despite all those schoolteachers and editors out there, English is *not* Latin. English grammar has more exceptions than it has rules. That makes English a remarkably flexible and poetic language, but also makes it frustrating to discern meaning or ply some type of consistency from our mother tongue.

Word tries its best to remedy the situation: It comes with document proofing tools. They include on-the-fly and in-your-face spelling and grammatical checkers. This chapter describes how they work, when to use them, and when to ignore them.

Hue Right Grate

Word's document proofing tools are as technologically advanced as the programmers at Microsoft can make them. As the title of this section suggests, however, there's something to be said about *context.*

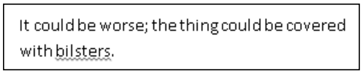
Just because it appears that your document contains no errors doesn't mean that everything is perfect. You have no better way to proof a document than to read it with human eyes.

Check Your Spelling

Spell-checking in Word works the second you start typing. Offending or unknown words are immediately underlined with the red zigzag of shame. Word can also be employed to scan the entire document word-by-word for your attempts at mangling the English language, Word can be trained to use the AutoCorrect feature to automatically correct your common typos and misspellings. This section describes the details.

Dealing with on-the-fly spell checking

Word has an internal library consisting of tens of thousands of words, all spelled correctly. Every time you type a word, it's checked against that dictionary. When the word isn't found, it's marked as suspect in your document. The mark is a red zigzag underline, as shown in Figure 7-1. What to do, what to do?



It could be worse; the thing could be covered with bilsters.

Figure 7-1: The word *bilsters* is flagged as misspelled.

My advice: Keep typing. Don't let the "red zigzag of a failed elementary education" perturb you. Focus on getting your thoughts up on the screen rather than on stopping and fussing over inevitable typos.

When you're ready, say, during one of those inevitable pauses that takes place as you write, go back and fix your spelling errors. Here's what to do:

1. **Locate the misspelled word.**

   Look for the red zigzag underline.

2. **Right-click the misspelled word.**

   Up pops a shortcut menu and the Mini toolbar, shown in Figure 7-2.

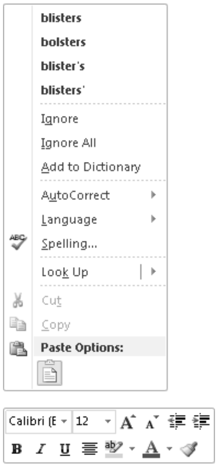


Figure 7-2: Choose the properly spelled word from the list.

3. **Choose from the list the word you intended to type.**

   In Figure 7-2, the word *blisters* fits the bill. Click that word and it's automatically inserted into your document, to replace the spurious word.

If the word you intended to type isn't on the list, don't fret. You may have to use a real dictionary or take another stab at spelling the word phonetically and then correct it again.

- When the word is spelled correctly and Word is just too stupid to recognize it, you can add the word to its dictionary. See the next section.
- Word turns off automatic proofing when your document grows over a specific size. For example, on my computer, when the document is more than 100 pages long, automatic spell checking is disabled. A warning appears to alert you when this happens. Note that you can still manually spell-check, which is covered in the section "All-at-Once Document Proofing," later in this chapter.

Dealing with words incorrectly flagged as being misspelled

Occasionally, Word's spell checker bumps into a word it doesn't recognize, such as your last name or perhaps your city. Word dutifully casts doubt on the word, by underlining it with the notorious red zigzag. Yes, this case is one of those where the computer is wrong.

Two commands are on the spell-checker's right-click menu (refer to Figure 7-2) to deal with those false negatives: Ignore All and Add to Dictionary.

Ignore All: Select this command when the word is properly spelled and you don't want Word to keep flagging it as misspelled.

For example, your science fiction short story has a character named Zadlux. Word believes it to be a spelling error, but you (and all the people of the soon-to-be-conquered planet Drebulon) know better. After you choose the Ignore All command, all instances of the suspect word are cheerfully ignored, but only in that one document.

Add to Dictionary: This command adds words to Word's custom dictionary, which is a supplemental list of spelled-correctly words used to proof a document.

For example, I once lived on Pilchuck Avenue, which Word thinks is a misspelling of the word *Paycheck.* If only. So, when I right-click the incorrectly flagged word, I choose the Add to Dictionary command. Presto — the word *Pilchuck* is added to Word's custom dictionary. I'll never have to spell-check that word again.

- If the word looks correct but is red-wiggly-underlined anyway, it could be a repeated word. They're flagged as misspelled by Word, so you can either choose to delete the repeated word or just ignore it.
- Word ignores certain types of words — for example, words with numbers in them or words written in all capitals, which are usually abbreviations. For example, Pic6 is ignored because it has a 6 in it. The word *NYEP* is ignored because it's in all caps.
- You can adjust how spell-checking works, especially if you feel that it's being too picky. See the section "Control Word's Proofing Options," later in this chapter.

Undoing the Ignore All command

Choosing the Ignore All command means that all instances of a given misspelled word or typo are ignored in your document. This statement holds true even when you save that document and open it again later. So, if you make a mistake and would rather have the ignored word regarded once more, do this:

1. **Choose the Options command from the File tab's menu.**

   The Word Options window appears.

2. **Choose Proofing on the left side of the window.**
3. **Scroll down the right side of the window (if necessary) until you can see the Recheck Document button; click that button.**

   A warning dialog box appears, reminding you of what you're about to do.

4. **Click the Yes button.**

   Everything you've told Word to ignore while proofing your document is now ignored. It's the ignore-ignore command!

5. **Click the OK button to return to your document.**

By following these steps, you direct Word to not only un-ignore all previously ignored words but also any grammatical errors you've chosen to ignore. You have no way to undo this command.

The steps for undoing the Ignore All command affect only the current document. The Ignore All command affects only the current document.

Removing words from the custom dictionary

When you choose the Add to Dictionary command, the given word is placed into the custom dictionary. Recognizing that people may change their minds, Word allows you to edit its custom dictionary, to remove words you may have added accidentally.

To remove unwanted words from the custom dictionary, follow these steps:

1. **Click the Word Options button on the File tab's menu.**

   The Word Options window shows up.

2. **From the left side of the window, choose Proofing.**
3. **Click the button labeled Custom Dictionaries.**

   The Custom Dictionaries dialog box appears.

4. **Select the CUSTOM.DIC dictionary file.**

   It's probably the only item in the list.

5. **Click the button labeled Edit Word List.**

   You see a scrolling list of words you've added to the custom dictionary.

6. **Find and select the word you want to remove from the dictionary.**

   The word is selected by clicking it once.

7. **Click the Delete button.**
8. **Repeat Steps 6 and 7 if you want to remove more words.**
9. **Click the OK button when you're done editing the dictionary.**

   Close any other open windows.

The 25 most frequently misspelled words

a lot	atheist	grammar	maneuver	ridiculous
accidentally	collectible	gauge	no one	separate
acquire	consensus	independent	occurrence	supersede
amateur	definite	kernel	realize	their
argument	embarrass	liaison	receive	weird

AutoCorrect Your Common Typos

Some typos and spelling errors are never graced by the red zigzag. That's because Word quickly fixes hundreds of common typos and spelling errors on the fly. It's done by the AutoCorrect feature, and you have to be quick to see it.

Understanding AutoCorrect

There's nothing to using AutoCorrect; it happens automatically. In Word, try to type the word *mispell.* You can't! Word uses AutoCorrect and suddenly you see *misspell.*

Most commonly misspelled words can be found in AutoCorrect's repertoire: *beleive, suposed, recieve,* and so on. Try a few. See whether you can baffle Word!

In addition to fixing spelling errors, AutoCorrect helps you enter special characters. For example, type **(C)** and AutoCorrect properly inserts the © copyright symbol. Ditto for **(TM)** for the trademark. Typing**–>** is translated into an arrow, and even **:)** becomes a happy face.

Beyond spelling, AutoCorrect fixes some common punctuation. It automatically capitalizes the first letter of a sentence. AutoCorrect capitalizes *I* when you forget to, properly capitalizes the names of days, fixes the iNVERSE cAPS lOCK pROBLEM, plus other common typos.

Creating your own AutoCorrect entries

One joy of using AutoCorrect is that you can add your own commonly misspelled words to its list. For example, I'm always goofing up the word *brief. I* before *E? E* before *I?* Never mind! I need to fix the spelling error only once by placing my typo and the proper spelling into AutoCorrect's repertoire. This task is cinchy:

1. **Right-click the misspelled word.**

   Normally, you choose the proper spelling from the list. But that fixes the word only once. Instead:

2. **Click the AutoCorrect item.**

   Up pops a submenu containing various corrections, as shown in Figure 7-3.

3. **Choose the properly spelled word from the AutoCorrect submenu.**

   The word is added to the AutoCorrect list, and Word, as a special favor, corrects the word in your text as well.

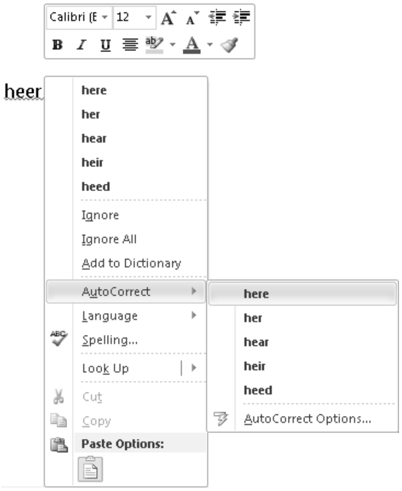
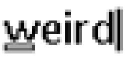

Calibri (E
12
B I U
heer
here
her
hear
heir
heed
Ignore
Ignore All
Add to Dictionary
AutoCorrect
Language
Spelling...
Look Up
Cut
Copy
Paste Options:
here
her
hear
heir
heed
AutoCorrect Options...

Figure 7-3: Auto-Correcting a werd.

Whenever your typo is encountered, Word automatically corrects it for you. But you must remember to use the AutoCorrect item from the spell-check-thingy pop-up menu on your first sighting of the misspelled word rather than just choose the corrected word from the list.

If possible, try to add only lowercase words with AutoCorrect. When you add a word with an initial capital letter, such as *Werd,* AutoCorrect replaces only words with an initial capital letter. When you use AutoCorrect on a word that's in all lowercase, the word is fixed every time.

Undoing an AutoCorrect correction



You can reverse AutoCorrect instant changes, but only when you're quick. The secret is to press Ctrl+Z (the Undo command) immediately after AutoCorrect makes its correction. The change is gone, but also note the blue rectangle under the first letter of the still-corrected word, as shown in the margin.

The AutoCorrect blue rectangle is your key to access AutoCorrect options and change the way AutoCorrect behaves: Point the mouse at the rectangle to see a button, which you can then click to see various AutoCorrect options, shown in Figure 7-4.

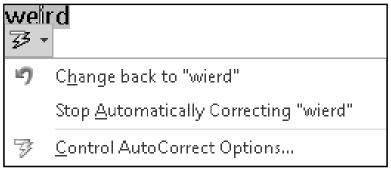

weird
Change back to "wierd"
Stop Automatically Correcting "wierd"
Control AutoCorrect Options...

Figure 7-4: Adjusting an Auto-Correction.

Here are your options:

- **Change Back to "*whatever*":** Undo the AutoCorrection.
- **Stop Automatically Correcting "*whatever*":** Remove the word from the AutoCorrect dictionary so that it's not corrected automatically again. (But it may still be flagged as incorrect by the spell checker.)
- **Control AutoCorrect Options:** Display the AutoCorrect dialog box, which is used to customize various AutoCorrect settings and to edit or create new entries in the AutoCorrect library. Refer to the section "Control Word's Proofing Options," later in this chapter.

Grammar Be Good

Mark Twain once referred to spelling in the English language as "drunken." If that's true, English grammar must be a hallucination. To help you to detox, Word comes with a grammar checker. It's just like having your eighth grade English teacher inside your computer — only it's all the time and not just third period.

Word's grammar checker works on the fly, just like the spelling checker. The main difference is that words are underlined with a green, not red, zigzag underline. The grammar checker also flags improperly used words with a blue zigzag underline. Either way, you're getting a hint of Word's sense of grammatical justice, which, as I've written elsewhere, is merely a suggestion, given the illusionary nature of English grammar in the first place.

As with a spelling error, right-click the green-underlined text. The pop-up menu that appears either explains why the sentence is wrong or offers an alternative sentence you can choose. You also have an option to ignore the error, which I find myself using quite a bit.

- When you select About This Sentence from the pop-up menu, the Office Help system attempts to explain which part of the *English Language Book of Rules* you offended.
- Sometimes you may be puzzled about a word that the grammar checker finds wrong. Don't give up! Always check the entire sentence for a potential error. For example, the grammar checker may suggest *had* in place of *have.* Chances are good that *have* is correct but another word in the sentence has an unwanted *s* attached.
- You can customize or even turn off grammar checking. Refer to the section "Control Word's Proofing Options," later in this chapter.

All-at-Once Document Proofing

You can cheerfully ignore all of Word's on-the-fly document proofing, and instead opt to do a once-over scan for spelling and grammatical errors. This process can take place when you're done writing, just before printing or publishing your document. I consider it a final scan, kind of like ironing out the wrinkles in a freshly laundered shirt. Here's how it works:

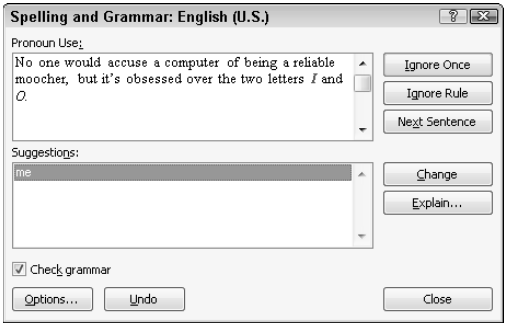
1. **Click the Review tab.**
2. **In the Proofing group, click the Spelling & Grammar button.**

   The Spelling and Grammar dialog box appears, as shown in Figure 7-5. It displays English language offenses one at a time, flagging the spelling or grammar errors as they occur in your document.

   Here's what you can do:

   - To fix the error, edit the text in the box.
   - Use the Ignore button (or buttons) to skip the error, or click the Next Sentence button to continue moving through the document.
   - Choose a proper spelling from the list and then click the Change button.

3. **Continue checking your document until Word says that you're done.**



Spelling and Grammar: English (U.S.)

Pronoun Use:

No one would accuse a computer of being a reliable moocher, but it's obsessed over the two letters *I* and *O*.

Suggestions:

me

☑ Check grammar

Figure 7-5: Proofing a document one mistake at a time.

If you find this method easier, and more gentle to your spelling-challenged ego, you can turn off on-the-fly spelling and grammar checking. The next section explains how to do it. If you choose that option, don't forget to proof your document before you finish your work.

- You can easily enter a trancelike state while you're document proofing. You might find yourself clicking the Ignore button too quickly. My advice: Use the Undo button. It lets you go back and change some text you may not have paid attention to.
- A proofing button (an animation, actually) is on the status bar. If you click the button, shown in the margin, Word takes you to the next mangled chunk of English in your document. Using that button is another way to hop through and proof your document.

Control Word's Proofing Options

All document proofing options and settings are kept in one place, buried deep in Word's bosom. Here's how to get there:

1. **Click the File tab.**
2. **Choose Options from the File tab's menu.**
3. **In the Word Options window, choose Proofing from the left side.**

The right side of the window contains options and settings for document proofing. The following sections describe what you can do there.

When you're done working in the Word Options window, click the OK button to lock in whichever changes you've made.

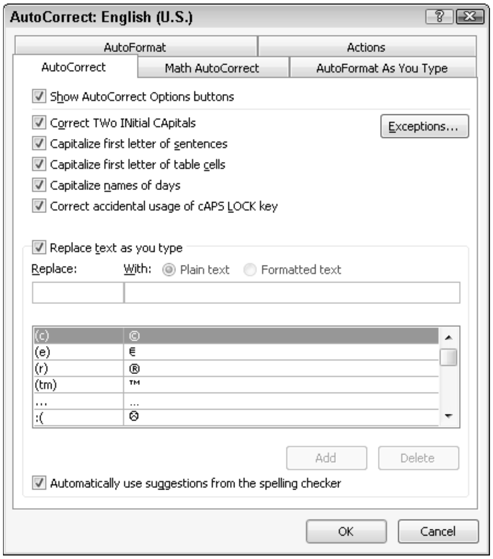
Changing spell-check and grammar settings

After you find yourself in the Word Options window, the Proofing corner, you can peruse and change the way Word reacts to your mangling of the mother tongue. Here are some highlights:

- To turn off on-the-fly spell checking, remove the check mark by the item Check Spelling As You Type.
- To disable grammar checking, remove the check mark by the item Mark Grammar Errors As You Type.
- Click the Settings button by the Writing Style drop-down list to customize and hone the grammatical transgressions that Word marks. (I typically disable the Fragments warning because Word is often wrong when flagging fragments.)

Perusing AutoCorrect options

You can click the AutoCorrect Options button in the Word Options window to view the AutoCorrect dialog box and its slew of automatic word-correcting and typo-fixing options, as shown in Figure 7-6.



☑ Show AutoCorrect Options buttons

☑ Correct TWo INitial CApitals
☑ Capitalize first letter of sentences
☑ Capitalize first letter of table cells
☑ Capitalize names of days
☑ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

Replace: With: ● Plain text ○ Formatted text

Replace	With
(c)	©
(e)	€
(r)	®
(tm)	™
...	…
:(	☹

☑ Automatically use suggestions from the spelling checker

Figure 7-6: Oodles of AutoCorrect options.

Here are some things you can do:

- The AutoCorrect tab lists all problems that AutoCorrect fixes for you, plus common typo corrections. That's also where you can remove the AutoCorrect entries you detest.
- If you don't like how Word changes Web page addresses in your document into real hyperlinks, remove the check mark by the option Internet and Network Paths with Hyperlinks on the AutoFormat tab.
- The AutoFormat tab also harbors those insidious options that automatically create bulleted lists and heading styles in Word; remove the appropriate check marks to disable those unwanted features.
- Also refer to the AutoFormat As You Type tab to kill off additional automatic numbering and bulleted list features in Word.

Chapter 8

Documents and Such

In This Chapter

- Understanding files
- Creating a new document
- Saving documents
- Using the proper filename
- Updating (resaving) a document
- Opening a document
- Inserting one document inside another
- Closing a document
- Retrieving a lost document

I like the word *document.* It's elegant. It's much better than saying "a file" or "that thing I created with my word processor." It makes everything from a shopping list to a note excusing little Jimmy's absence because you thought he might have impetigo but it turned out to be jelly stuck to his chin from the night before — it makes all that trivial text somehow seem more important.

The thing you create in Word, from a tiny note to a Pulitzer prize-winning autobiography, is a *document.* It starts off new, and then a document is saved for long-term storage on the PC's mass storage system. You can also retrieve documents already saved, even if they're created by other folks, and open them in Word for more editing, reviewing, and printing, for example.

What Is a File?

To understand documents, you must first recognize the importance of *files.* This concept is vital to grasp if you ever want your computer experience to be a pleasant one. In fact, most of the trouble people have with computers comes from not understanding what a file is.

Your computer stores all kinds of information. In addition to storing word processing documents, the computer can store graphical images, music and video, and all sorts of things. It also stores the programs you run, games, and even Windows itself. Those items are all stored inside the digital container known as a *file.*

Most of what the computer does is to help you access and organize the files — the stuff you collect and create. Oh, I could go into a good, long diatribe about files and computer storage, and utterly bore you with computer science. I won't.

REMEMBER

After a Word document is saved, it exists as a file. Documents are files. They exist as unique and separate from other items on the computer, including the word processor. Word is merely the device you use to create the document or file; Word itself is not the document.

Think of the relationship this way: A pianist uses sheet music to play a tune, but the sheet music isn't part of the piano. Just as you can store or mail sheet music, you can store a Word document file (on an optical disc, for example) or send it via e-mail. The Word document that exists on your computer's hard drive as a file is its own, unique thing.

- Working with files is a task you do in Windows, not in Word. That topic includes renaming files, deleting them, moving and copying them, as well as doing other nerdy things.
- For more information on understanding files as well as mass storage and other basic computer concepts, I highly recommend reading my book *PCs For Dummies.* The more you know about your computer, the happier you are as a computer user.

A New Document

When you start your word processing day, Word automatically presents you with a blank sheet of paper — a blank *document* — on which you can start writing. That's what most folks do.

After Word has already started and you're ready to begin another new document, you summon the electronic equivalent of a fresh, blank sheet of paper. Here's how to do it, to start a new document, in Word:

1. **Click the File tab.**

   The Word window changes to display the File tab menu.

2. **Choose the New command from the left side of the window.**

   Word lists a slew of options for starting a new document, many of which may appear confusing to you, which is, I believe, the program's intent.

What you want is the Blank Document item, which is conveniently chosen for you, as shown in Figure 8-1.

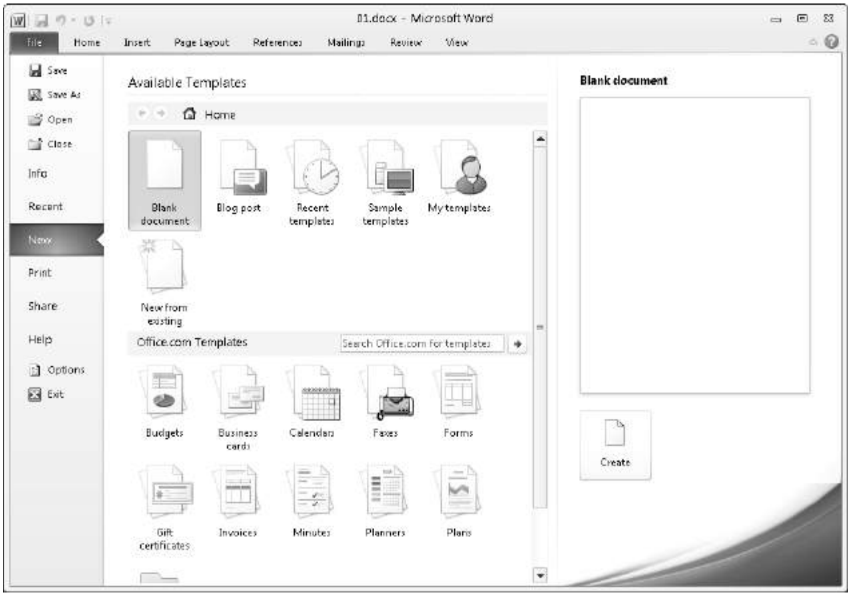

01.docx - Microsoft Word
File
Home
Insert
Page Layout
References
Mailings
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Share
Help
Options
Exit
Available Templates
Home
Blank document
Blog post
Recent templates
Sample templates
My templates
New from existing
Office.com Templates
Search Office.com for templates
Budgets
Business cards
Calendars
Faxes
Forms
Gift certificates
Invoices
Minutes
Planners
Plans
Blank document
Create

Figure 8-1: Plucking out a new document.

3. **Click the Create button to start a new, blank document.**

   The Create button is found on the right side of the window, beneath that obnoxiously large, blank sheet of paper.

After you click the Create button (or press the Enter key), the Word window returns to normal and you see a blank page, ready for typing.

You can repeat these steps as often as you need new documents; Word lets you work with several documents at a time. See Chapter 24 for information on multiple-document mania.

TIP

- Ah, the shortcut: Press Ctrl+N to quickly summon a new, blank document in Word.
- Another way to start your work is to open a document on disk. To do this, use the Open command from the File tab menu, covered later in this chapter.
- The New Document window contains numerous options for starting something new in Word. Rather than use the Blank Document choice, lots of folks use templates to start documents. *Templates* help save time by predefining document layout and formatting (and sometimes even text). See Chapter 16 for more information.

How big can a Word document be?

There's no upper limit on how many pages you can have in your document. Theoretically, a Word document can be thousands of pages long. Even so, I don't recommend that you make your documents that big.

The longer a document is in Word, the more apt the computer is to screw things up. So, rather than advise you to make a single long document, I recommend that you split your work into smaller, chapter-size documents. Those documents can then be organized into a single *master document* in Word, where page numbers and references can be used as though the smaller documents were one larger document.

See Chapter 25 for more information on managing several smaller documents into a single large document.

Save Your Stuff!

It doesn't matter whether you've written a masterpiece — the most important thing you can do to a document is *save it.* Create a permanent copy of what you see onscreen by saving the document as a file on the PC's storage system. That way, you can use the document again, keep a copy for business reasons, publish it electronically, or just keep the thing for sentimental reasons. All those tasks require saving!

Saving a document the first time

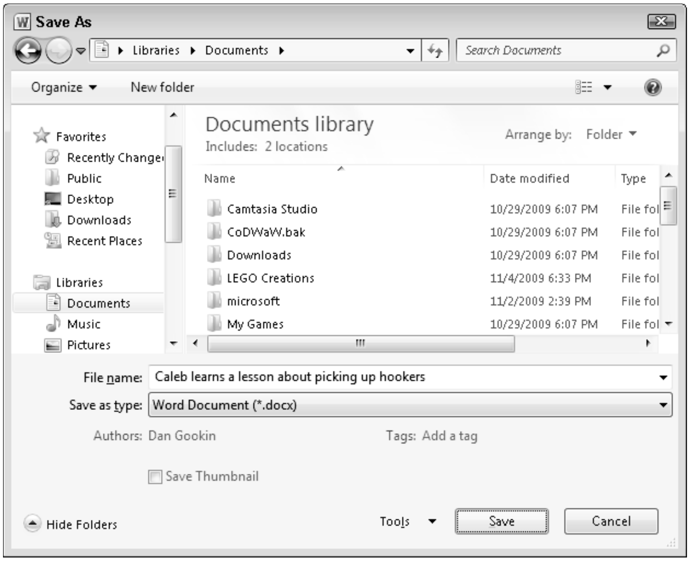
Don't think that you have to wait until you finish a document to save it. In fact, you should save almost immediately — as soon as you have a few sentences or paragraphs. Save! Save! Save!

To save a document that hasn't already been saved to disk, follow these steps:

1. **Click the File tab.**
2. **Choose the Save As command.**

   The Save As dialog box appears, similar to the one shown in Figure 8-2.
3. **Type a name for your document in the File Name box.**

   Word automatically selects the first line or first several words of your document as a filename and puts it in the Save dialog box. If that's okay, you can move to Step 4. Otherwise, type a name in the File Name box.


Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Favorites
Recently Changed
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Documents library
Includes: 2 locations
Arrange by: Folder ▾
☐ Save Thumbnail
Hide Folders
Tools ▾
Save
Cancel

Name	Date modified	Type
Camtasia Studio	10/29/2009 6:07 PM	File fol
CoDWaW.bak	10/29/2009 6:07 PM	File fol
Downloads	10/29/2009 6:07 PM	File fol
LEGO Creations	11/4/2009 6:33 PM	File fol
microsoft	11/2/2009 2:39 PM	File fol
My Games	10/29/2009 6:07 PM	File fol

File name: Caleb learns a lesson about picking up hookers

Save as type: Word Document (*.docx)

Authors: Dan Gookin

Tags: Add a tag

Figure 8-2: The Save As dialog box.

Be descriptive! The more concisely you name your document, the easier it is to recognize it by that name in the future.

4. **Choose a location for your file (optional).**

   Use the various gizmos in the Save As dialog box to choose a specific folder for your document. (Folders are a part of file organization. My book *PCs For Dummies* explains how to use folders, if you're unfamiliar with the concept.)

5. **Click the Save button.**

   The file is now safely stored in the PC's storage system.

At this point, you can keep working. As you work, continue to save; refer to the section "Saving or updating a document," later in this chapter.

- There's no need to quit after you save a document. Indeed, the idea is to save as you go.
- The only time you need to use the Save As dialog box is when you first create a document. After that, you can use the Save command merely to update your document, by storing the latest modifications as you write.
- Your clue that the file has been successfully saved is that the name you've given it (the *filename*) now appears on the document's title bar, near the top of the screen.

- Always save your document, even after you type only a few lines of text.
- The Save As command can also be used to save a document with a new name or to a different location on disk.
- Some older versions of Windows use a type of Save As dialog box that's different from the one shown earlier (refer to Figure 8-2). Though the dialog box looks different, it has the same features and is used in the same way.
- Do not save a document to removable media, such as an optical disc or memory card. Instead, save the document to the computer's main storage devices, the hard drive. Then, using Windows, copy that document to the removable media. Otherwise, Word may lose your document or the computer may crash if you remove the media before you're done working on the document.

Dealing with document-save errors

Saving a document involves working with both Word and the Windows operating system. This process doubles the chances of something going wrong, so it's high time for an error message. A potential message you may see is

```
The file whatever already exists
```

You have three choices:

- **Replace Existing File:** Nope.
- **Save Change with a Different Name:** Yep.
- **Merge Changes into Existing File:** Nope.

After choosing the middle option, type a different file name in the Save As dialog box.

Another common problem occurs when a message that's displayed reads something like this:

```
The file name, location, or format 'whatever' is not valid
          . . .
```

That's Word's less-than-cheerful way of telling you that the filename contains a boo-boo character. To be safe, stick to letters, numbers, and spaces when you're naming a file. Check the nearby sidebar, "Complicated — but important — information about filenames." Then click OK and try again.

Complicated — but important — information about filenames

Word lets you be creative in your writing, but your creativity is limited in naming a document as it's saved to disk. Here are the rules:

- A filename can be longer than 200 ridiculous-something characters; even so, keep your filenames short but descriptive.
- A filename can include letters, numbers, and spaces and can start with a letter or number.
- A filename can contain periods, commas, hyphens, and even underlines.
- A filename cannot contain any of these characters: \ / : * ? " < > |

Word automatically appends a *filename extension* to all documents you save — like a last name. You may or may not see this extension, depending on how you've configured Windows. No matter: You don't need to manually type the extension yourself; just concern yourself with giving the document a proper and descriptive filename.

Saving or updating a document

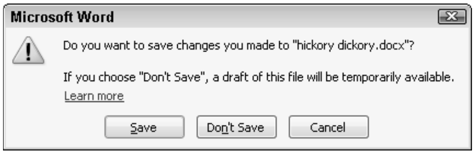
Every so often as you continue to work on your document, you should save again. That way, any changes you've made since the last time you saved are remembered and recorded on the PC's storage system permanently. I generally save my documents dozens of times a day, usually when the phone rings or when I need to step away and the cat is lurking too closely to the keyboard or, often, when I'm just bored.

To resave a document that has already been saved to disk, choose the Save command from the File tab menu. You get no feedback, and the Save As dialog box doesn't show up. That's because you've already given the file a name; the Save command merely updates the existing file on disk.

- The fastest way to save a document is to use the Ctrl+S keyboard shortcut.
- You can also click the Save icon on the Quick Access toolbar to save a document to disk.
- The most bizarre command for saving a document? Shift+F12. Weird.

Forgetting to save before you quit

When you're done writing in Word, you close the document, close the window, or just quit Word outright. No matter how you call it quits, when the document hasn't yet been saved or was changed since the last save, you're asked to save again, as shown in Figure 8-3.



Microsoft Word

Do you want to save changes you made to "hickory dickory.docx"?

If you choose "Don't Save", a draft of this file will be temporarily available.

Figure 8-3: Your last chance to save.

Here are your options:

Yes: The document is saved. If you've been bad and haven't saved the document even once, the Save As dialog box appears when you choose Yes. See the earlier section "Saving a document the first time."

No: Don't save the document. Any changes made since the document was last saved are lost, or if the document was never saved, the entire thing is lost forever.

Cancel: Word returns you to your document for more editing and stuff.

I recommend choosing the Yes option.

The text that appears about a temporary draft version may not show up every time. See the later section "Recover a Draft" for how to deal with the temporary draft versions of unsaved documents.

Open a Document

Saving a document to disk means nothing unless you have a way to retrieve it. You have several ways to *open* a document that was previously saved as a file on disk. This section mulls the possibilities.

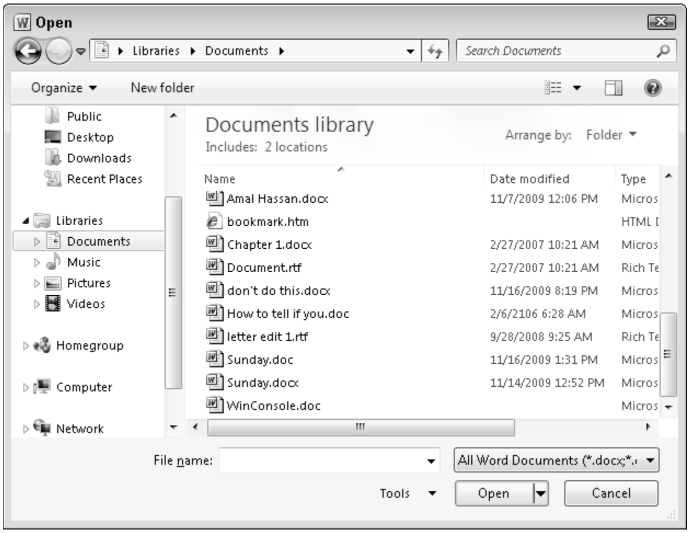
Using the Open command

Open is the standard computer command used to fetch a document that already exists on the PC's storage system. You use Open to hunt down documents that were previously saved and open them like you're unwrapping a present. The document is then displayed in Word's window as though it has always been there.

To grab a file from disk — to *open* it — follow these steps:

1. **Choose the Open command from the File tab menu.**

   The Open dialog box materializes, as shown in Figure 8-4.


Open
Libraries
Documents
Search Documents
Organize
New folder
Public
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Documents library
Includes: 2 locations
Arrange by: Folder
File name:
All Word Documents (*.docx;*.
Tools
Open
Cancel

Name	Date modified	Type
Amal Hassan.docx	11/7/2009 12:06 PM	Micros
bookmark.htm		HTML
Chapter 1.docx	2/27/2007 10:21 AM	Micros
Document.rtf	2/27/2007 10:21 AM	Rich Te
don't do this.docx	11/16/2009 8:19 PM	Micros
How to tell if you.doc	2/6/2106 6:28 AM	Micros
letter edit 1.rtf	9/28/2008 9:25 AM	Rich Te
Sunday.doc	11/16/2009 1:31 PM	Micros
Sunday.docx	11/14/2009 12:52 PM	Micros
WinConsole.doc		Micros

Figure 8-4: The Open dialog box.

2. **Choose the document's name with the mouse.**

   The Open dialog box — vast and wild as it is — contains a list of documents previously saved to disk (refer to Figure 8-4). Your job is to find the one you want to open.

   Using the Open dialog box, you can examine various folders on your PC's hard drive, and on any computer network your PC is connected to, to scour for files to open.

3. **Click the Open button.**

   Word opens the highlighted file, carefully lifting it from your PC's storage system and slapping it down on the screen.

After the document is open, you can edit it, just look at it, print it, or do whatever you want.

- Opening a document doesn't erase it from the PC's storage system. In fact, the original copy of the file stays on the storage system until you use the Save command to save the document again.
- When you open a document, there's no need to use the Save As command to save it again. Simply use the Save command (shortcut: Ctrl+S). That's because the document already has a filename.

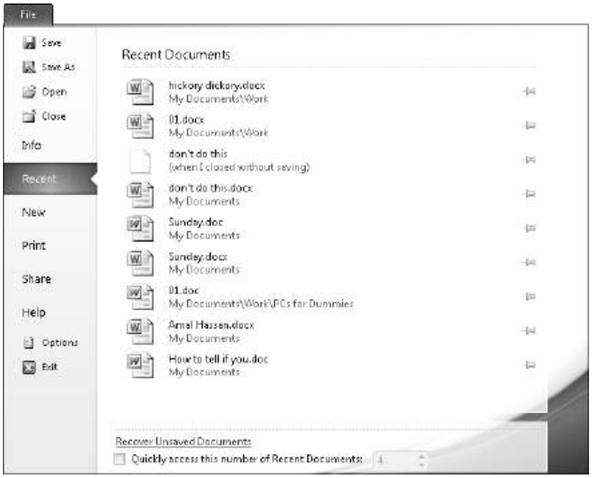
- The shortcut key for the Open command is Ctrl+O.
- Avoid opening a file on any removable media, such as a digital memory card or an optical disc. Although it's possible, it can lead to headaches later if you remove the media before Word is done with the document. Because of that, I recommend that you use Windows to copy the document from the removable media to the PC's hard drive. Then open it in Word.

Opening a document icon

One way to work on a document is to find its icon in Windows and double-click to open the document. Merely locate a Word document icon in any folder window, from the desktop, or on the Start button's recently opened file list and then double-click, and Word loads that document for editing.

Accessing recently opened files

Word remembers the last several files you've been working on. It keeps them in the Recent list on the File tab menu, as shown in Figure 8-5. Chances are good that you probably need to open one of them, so choosing one from the File tab menu is a handy way to open that document quickly.



Recent Documents

hickory dickory.docx
My Documents\Work

01.docx
My Documents\Work

don't do this
(when I closed without saving)

don't do this.docx
My Documents

Sunday.doc
My Documents

Sunday.docx
My Documents

01.doc
My Documents\Work\PCs for Dummies

Amal Hassan.docx
My Documents

How to tell if you.doc
My Documents

Recover Unsaved Documents

☐ Quickly access this number of Recent Documents: 4

Figure 8-5: Recently opened files on the File tab menu.

Those pushpins by the document's name allow you to permanently pin a document to the File tab menu. Click a pushpin to "push it in." That makes the document stick around in the list. Clicking the pushpin again allows the document to fade away after a while.

A list of recently opened files appears in Windows 7 on a Jump List: Right-click the Word icon on the taskbar and you see the jump list pop up; choose a recently opened file from that list.

Opening more than one document at a time

Word places no limit on the number of documents you can have open at a time. For example, I'm writing this chapter in one window, and I have two more Word documents open in other windows. If you're like me and tend to work on multiple documents at a time, you can open them all by using the Open command. The secret is simply to select multiple documents and then open them.

For example, in the Open dialog box (refer to Figure 8-4), press and hold the Ctrl key as you click to select multiple documents to open. Click the Open button and they all open in their own, separate windows in Word.

Likewise, you can use the Ctrl key to select multiple Word documents in a folder window in Windows. Press the Enter key to instantly open all those documents.

Also see Chapter 24, which covers working with multiple documents in Word.

Opening one document inside another

A handy trick to pull with the Open command is to stick one document smack dab into the middle of another document. For example, you may have your biography, résumé, or curriculum vitae in a file on disk and want to add that information to the end of a letter begging for a job. If so, or in any other circumstances that I can't think of right now, follow these steps:

1. **Position the insertion pointer where you want the other document's text to appear.**

   The text is inserted at that spot.

2. **Click the Insert tab.**

3. **From the Text group, choose Object➪Text from File.**

   A dialog box similar to the Open dialog box opens (refer to Figure 8-4).

4. **Choose the icon representing the document you want to insert.**

   You can also use the gadgets and gizmos in the dialog box to locate a file in another folder or on another disk drive or even on someone else's computer on the network. Such power!

5. **Click the Insert button.**

The document you selected is inserted into the current document, just as though you had typed (and formatted) the whole thing right there with your stubby little fingers.

- The resulting combined document still has the same name as the first document; the document you inserted remains unchanged.
- You can insert any number of documents into another document, one at a time. There's no limit.
- Inserting text from one document into another is often called *boilerplating.* For example, you can save a commonly used piece of text in a document and then insert it into other documents as necessary. This process is also the way sleazy romance novels are written.
- Biography. Résumé. *Curriculum vitae.* The more important you think you are, the more alien the language used to describe what you've done.

Close a Document

When you're done writing a document, you need to do the electronic equivalent of putting it away. That electronic equivalent is the Close command: Choose the Close command from the File tab menu, or use the handy Ctrl+W keyboard shortcut.

If you haven't saved your document recently, Word prompts you to save before you close; click the Yes button and the document is saved. (If it hasn't yet been saved — shame on you! — you see the Save As dialog box, as described earlier in this chapter).

When the document has been saved, closing it simply removes it from view. At that point, you can quit Word, start up a new document, open a document on disk, or just put away Word and hit another game of Spider Solitaire.

- Refer to Chapter 1 for more quitting options.
- You don't have to choose the Close command. You can choose the Exit command from the File tab menu if you're done with Word, which is almost the same thing: You're prompted to save your document if it needs saving; otherwise, the Exit Word command quits Word rather than keeps the window open.
- You can also just close the Word program window, which closes the document. When you close the last open Word program window, you also quit Word.

Recover a Draft

Computers crash. Users forget to save in a pinch. Or, perhaps some other type of disaster has befallen your unsaved Word document. When the planets are properly aligned and the word processing gods are smiling, it's possible to recover those lost documents, the ones that Word calls *drafts.* Here's how:

1. **Click the File tab.**
2. **Choose Recent from the list.**

   You see the list of recent documents (refer to Figure 8-5). When unsaved drafts are available, you see a link at the bottom of the list: Recover Unsaved Documents.
3. **Click the link Recover Unsaved Documents.**

   An Open dialog box appears.
4. **Choose from the list a document to recover.**

   The document may have an unusual name, especially when it has never been saved.
5. **Click the Open button to open and recover the document.**

The document you recover might not be the one you wanted it to be. If so, try again and choose another document. You might also find that the document doesn't contain all the text you typed or thought would be there. You can't do anything about it, other than *remember to save everything* in the first place!

The recovery of drafts is possible because of Word's AutoRecover feature. Refer to Chapter 31 for more information on AutoRecover.

Chapter 9

Publish Your Document

In This Chapter

- Getting the printer ready to print
- Previewing your document before printing
- Printing a specific part of a document
- Printing multiple copies of a document
- Using another printer
- Canceling the Print command
- Checking document compatibility
- Sending a document as an attachment
- Making a document compatible for sharing
- Creating a PDF document

A long time ago, the final step in creating a document with a word processor was printing. After writing, editing, formatting, and proofing (with lots of document-saving along the way), you printed your masterpiece to show the world. The process was simply called "printing" because there was little else you could do with the document after you were done working on it. Times have changed.

Today, the final step in the word processing saga is *publishing.* No, it doesn't mean that you need to get an agent or shop your book to big New York publishers or face a slew of rejection letters. Publishing a Word document means printing, but it also includes other electronic ways of sharing your document: sending it by e-mail, posting it to a Web site, sticking it on a blog somewhere, or even good ol' printing. It's all publishing.

Your Document on Paper

Getting it down on paper has been the goal of writers ever since paper was invented. The word processor, the best writing tool ever invented, is also the first tool to utterly avoid paper. You can change that situation, however, by using the most traditional method to publish your document: Print it. You use a printer, either attached directly to your computer or available on a network, to create a *hard copy* of your document. You can use a thousand-dollar computer to accomplish what anyone else can do with a little ink and some paper.

Preparing the printer

Before you print a document, I recommend following these steps to ensure that the printer is ready to print something:

1. **Make sure that your printer is plugged in and properly connected to your computer.**

   Refer to my book *PCs For Dummies* for more information on connecting and using a printer and using various printer tips and stuff like that.

2. **Make sure that your laser printer has enough toner or that your ink printer's cartridges are brimming with ink.**

   Laser printers should have a good toner cartridge installed. If the laser printer's Toner Low indicator is on, replace the toner at once.

   Most ink printers let you know when they're out of ink, or you notice that the image appears streaked or faded or is missing information. Replace the ink cartridge at once.

3. **Check the printer for paper.**

   The paper can feed from the back or top or enter from a paper tray, or it can be manually fed one sheet at a time. However your printer eats paper, make sure that you have it properly stocked before you print.

4. **Turn on the printer.**

   You can try to print with the printer turned off, but it takes quite a long time.

5. **Your printer must be *online* or *selected* before you can print anything.**

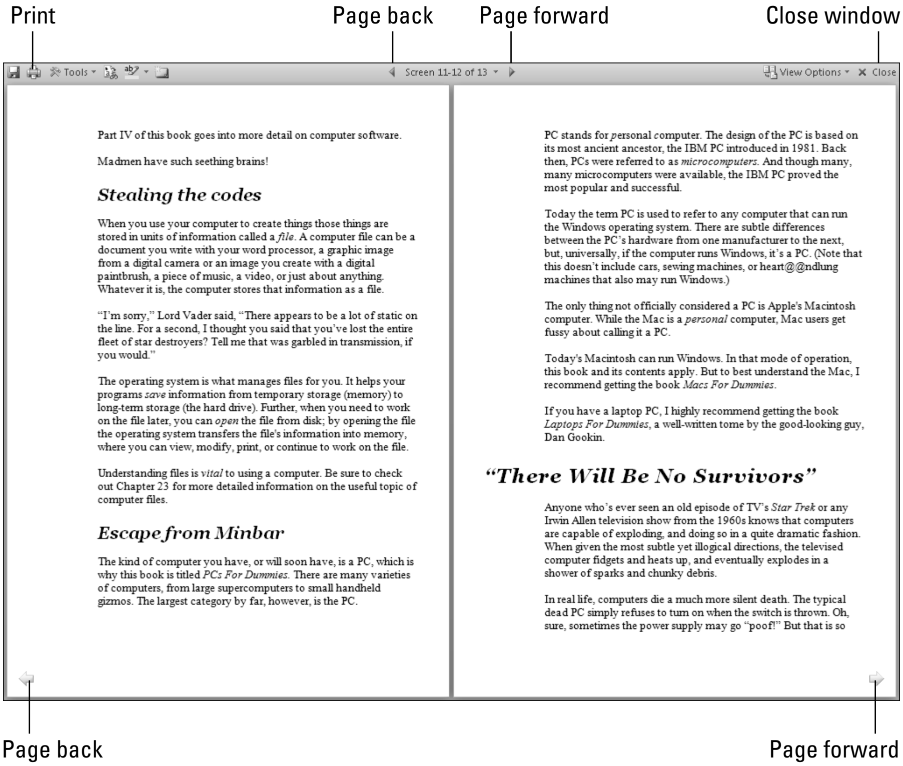
   This is weird: Some printers can be on but not ready to print. The power is on, but unless the printer is online or selected, it ignores the computer. To force those types of printers to listen to the computer, you must press the Online, Ready, or Select (or similar) button.

When you're certain that the printer is up to the task, you can proceed with the printing operation in Word.

Previewing a document

Before you print, I recommend previewing the look of the final document. Yeah, even though the material you've written is supposed to look the same on the screen as it does on the paper, you may still see surprises: missing page numbers, blank pages, or half pages, for example. The best way to find those surprises before printing is to peruse your document in Full Screen Reading view.

To get into Full Screen Reading view, click the Full Screen Reading button found on the taskbar (and shown in the margin). The screen changes to show your document, as depicted in Figure 9-1.



Part IV of this book goes into more detail on computer software.

Madmen have such seething brains!

Stealing the codes

When you use your computer to create things those things are stored in units of information called a *file*. A computer file can be a document you write with your word processor, a graphic image from a digital camera or an image you create with a digital paintbrush, a piece of music, a video, or just about anything. Whatever it is, the computer stores that information as a file.

"I'm sorry," Lord Vader said, "There appears to be a lot of static on the line. For a second, I thought you said that you've lost the entire fleet of star destroyers? Tell me that was garbled in transmission, if you would."

The operating system is what manages files for you. It helps your programs *save* information from temporary storage (memory) to long-term storage (the hard drive). Further, when you need to work on the file later, you can *open* the file from disk; by opening the file the operating system transfers the file's information into memory, where you can view, modify, print, or continue to work on the file.

Understanding files is *vital* to using a computer. Be sure to check out Chapter 23 for more detailed information on the useful topic of computer files.

Escape from Minbar

The kind of computer you have, or will soon have, is a PC, which is why this book is titled *PCs For Dummies*. There are many varieties of computers, from large supercomputers to small handheld gizmos. The largest category by far, however, is the PC.

PC stands for *p*ersonal *c*omputer. The design of the PC is based on its most ancient ancestor, the IBM PC introduced in 1981. Back then, PCs were referred to as *microcomputers*. And though many, many microcomputers were available, the IBM PC proved the most popular and successful.

Today the term PC is used to refer to any computer that can run the Windows operating system. There are subtle differences between the PC's hardware from one manufacturer to the next, but, universally, if the computer runs Windows, it's a PC. (Note that this doesn't include cars, sewing machines, or heart@@ndlung machines that also may run Windows.)

The only thing not officially considered a PC is Apple's Macintosh computer. While the Mac is a *personal* computer, Mac users get fussy about calling it a PC.

Today's Macintosh can run Windows. In that mode of operation, this book and its contents apply. But to best understand the Mac, I recommend getting the book *Macs For Dummies*.

If you have a laptop PC, I highly recommend getting the book *Laptops For Dummies*, a well-written tome by the good-looking guy, Dan Gookin.

"There Will Be No Survivors"

Anyone who's ever seen an old episode of TV's *Star Trek* or any Irwin Allen television show from the 1960s knows that computers are capable of exploding, and doing so in a quite dramatic fashion. When given the most subtle yet illogical directions, the televised computer fidgets and heats up, and eventually explodes in a shower of sparks and chunky debris.

In real life, computers die a much more silent death. The typical dead PC simply refuses to turn on when the switch is thrown. Oh, sure, sometimes the power supply may go "poof!" But that is so

Figure 9-1: Previewing your document.

Take note of how your text looks on the page. Look at the margins. If you're using footnotes, headers, or footers, look at how they lay out. The idea is to spot something dreadfully wrong *before* you print.

Click the Close button when you finish perusing and previewing your document.

- Though you can edit and do other things in Full Screen Reading view, I recommend that you switch back to either Print Layout or Draft view for editing; click the appropriate button on the status bar.
- Use the View Options button (refer to Figure 9-1) to control how your document appears in Full Screen Reading view.
- The Zoom tool on the status bar can also be used to zoom in or out. In fact, you can zoom out to where you see the entire document displayed as tiny pages on the screen.
- Sideways printing, paper sizes, and other document-related options are set when you format your document's pages. These are Word functions, not ones you set when you print. Refer to Chapter 13.

Printing the whole document

Printing the document is easy to do:

1. **Make sure that the printer is on and ready to print.**
2. **Save your document.**

   Ha! Surprised you. Saving before you print is always a good idea. Click the little Save button on the Quick Access toolbar for a quickie save.
3. **Click the File tab.**
4. **Choose the Print command from the File tab's window.**

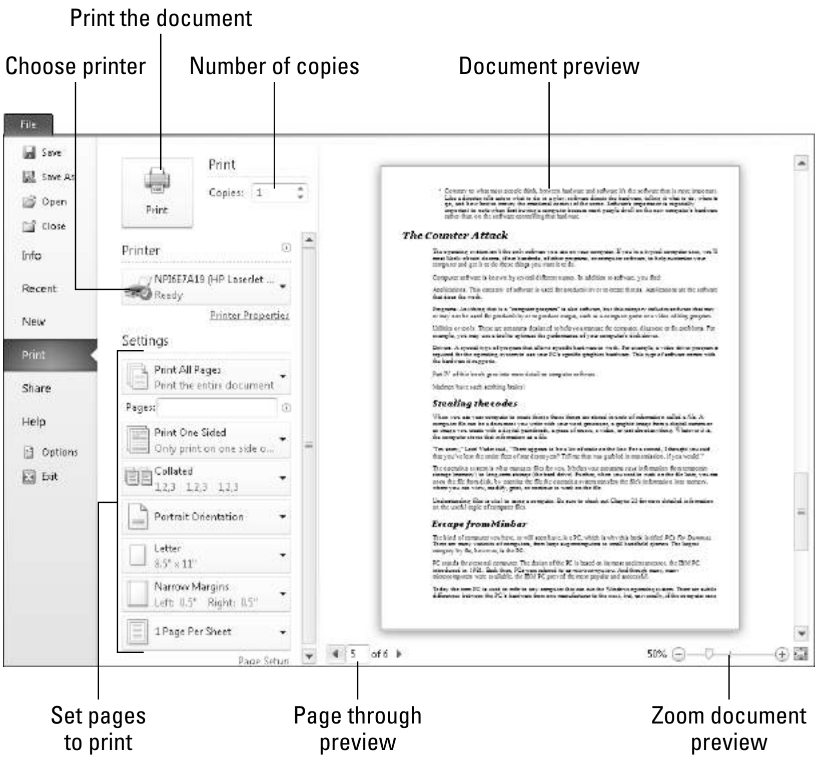
   You see the document previewed in the File tab window, as shown in Figure 9-2. That's the Print Settings window, and the various interesting items available in that window are pointed out in the figure.
5. **Click the Print button.**

   The File tab window closes and the document spews from your printer.

Printing may take some time — a *long* time. Fortunately, you can continue working while the document prints.

- The keyboard shortcut to display the Print window (refer to Figure 9-2) is Ctrl+P.
- If nothing prints, don't use the Print command again! There's probably nothing awry; the computer is still thinking or sending information to the printer. If you don't see an error message, everything will probably print, eventually.

- The computer prints one copy of your document for every Print command you incant. If the printer is just being slow and you impatiently click the Print button ten times, you print ten copies of your document. (See the section “Canceling a print job,” later in this chapter.)
- Information on printing only a page or block or another part of a document, is found in the next several sections.
- When your document is formatted using a unique paper size, the printer may prompt you to load that paper size. Printing on paper of different sizes is a printer-specific function, not something that Word does. But you set the paper size in Word as part of the page formatting. Refer to Chapter 13.
- Manual-feed printers beg for paper before they can print. The printer may say “Feed me paper!” or the ever-popular “PC Load Letter.” Like a dutiful mother, you must comply: Stand by the printer, line up the paper, and shove it into the printer’s gaping maw until your document has finished printing. Fortunately, there’s no need to burp the printer after manually feeding it paper.
- TIP Aside from saving your document, you may consider proofreading it before you print. See Chapter 7.



Print the document

Choose printer

Number of copies

Document preview

Copies: 1

NPI6E7A19 (HP LaserJet ... Ready

Print All Pages
Print the entire document

Pages:

Print One Sided
Only print on one side o...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" × 11"

Narrow Margins
Left: 0.5" Right: 0.5"

1 Page Per Sheet

5 of 6

Set pages to print

Page through preview

Zoom document preview

Figure 9-2: The Print Settings window.

Deleting that extra blank page at the end of a document

Occasionally, you may be surprised when your document prints and has one extra page — a blank page. And, it bothers you because you cannot get rid of it! Until now:

To remove the ugly blank page that often roots at the end of your document, press Ctrl+End. With the insertion pointer at the end of your document, keep pressing the Backspace key until the extra page is gone. How can you tell? Keep an eye on the total page count on the status bar. When that page count decreases by one, you know that the extra page is gone.

Printing a specific page

Follow these steps to print only one page of your document:

1. **Move the insertion pointer so that it's sitting somewhere on the page you want to print.**

   Check the page number on the status bar to ensure that you're on the right page.

2. **Choose the Print command from the File tab menu or press Ctrl+P.**
3. **Click the button beneath the Settings heading and choose Current Page from the menu.**

   The button is illustrated in Figure 9-2.

4. **Click the Print button.**

The single page prints with all the formatting you applied, including footnotes and page numbers and everything else, just as though you plucked that page from a complete printing of the entire document.

Printing a single page in this manner is useful for when you goof up (or the printer goofs up) one page in a document and you need to reprint only that page. Printing only a single page doesn't waste paper.

Printing a range of pages

Word enables you to print a range of pages, odd pages, even pages, or a hodgepodge combination of random pages from within your document. To print a range or group of pages, summon the Printing window by choosing the Print command from the File tab menu.

Your key to printing a range (or hodgepodge) of pages is the Print What button (refer to Figure 9-2).

To print various pages, choose the command Print Custom Range from the button just beneath the Settings heading (refer to Figure 9-2). Then use the Pages text box to input the pages you want to print. For example:

> To print pages 3 through 5, for example, type **3-5**.
>
> To print pages 1 through 7, type **1-7**.
>
> To print pages 2 and 6, type **2,6**.
>
> To print page 3, pages 5 through 9, pages 15 through 17, and page 19 (boy, that coffee went everywhere, didn't it?), you type **3, 5-9, 15-17, 19**.

Click the big Print button when you're ready to print. Only the pages you specify churn from the printer.

Printing a block

After you mark a block of text onscreen, you can beg the Print command to print only that block. Here's how:

1. **Mark the block of text you want to print.**

   See Chapter 6 for all the block-marking instructions in the world.

2. **Choose the Print command from the File tab menu.**
3. **From the button beneath the Settings heading, choose the item Print Selection.**

   The Print Selection item is available only when a block is selected in your document.

4. **Click the Print button.**

The block you selected prints at the same position, with the same formatting (headers and footers) as though you had printed the entire document.

Printing more than one copy of something

Imagine how silly it would be to send your résumé to a company but add that you need your résumé returned because you have only one copy. No, I'm not trying to convince you that buying a photocopier is necessary. Why do that when Word can easily print multiple copies of any document? Here's how:

1. **Choose the Print command from the File tab menu.**
2. **Enter the number of copies in the Copies box.**

   For three copies, for example, click the box and type **3**.
3. **Click the big Print button to print your copies.**

Under normal circumstances, Word prints each copy of the document one after the other. This process is known as *collating.* However, if you're printing seven copies of a document and you want Word to print seven copies of page 1 and then seven copies of page 2 (and so on), choose the option Uncollated from the Collated menu button, found under the Settings heading in the Print Settings window.

Choosing another printer

Your computer can have more than one printer attached. Even small offices and home offices have computers networked and sharing printers. In any case, you can use the Print Settings window in Word to choose which printer to use to print your document.

In the Print Settings window, choose a different printer from the Printer button's drop-down menu. A list of available printers appears; simply choose a printer from the list. Make other settings in the window as well, and then click the big Print button. Your document prints on the printer you've chosen.

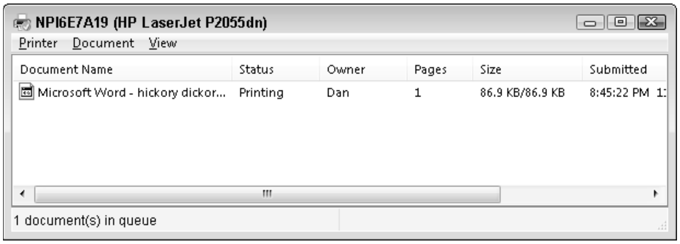
- Yes, you also should check to ensure that the printer you've chosen is on, selected, stocked with paper, and ready to print.
- Setting up or adding printers is a task you do in Windows, not in Word.
- Faxing works just like printing, although you're printing to a fax machine over a phone line. In Word, simply choose the fax printer from the list of printers. (You install a fax printer in Windows, not in Word.)
- For more information on printing and faxing, I recommend my book *PCs For Dummies.*

Canceling a print job

Because you might need to quickly cancel your printing, here goes:

1. **Double-click the li'l printer icon by the current time on the taskbar.**

That little icon appears whenever you print something in Windows. When you open the icon, the printer's window is displayed. It lists any documents waiting to be printed, as shown in Figure 9-3.



NPI6E7A19 (HP LaserJet P2055dn)

Document Name	Status	Owner	Pages	Size	Submitted
Microsoft Word - hickory dickor...	Printing	Dan	1	86.9 KB/86.9 KB	8:45:22 PM 1:

1 document(s) in queue

Figure 9-3: The printer queue.

2. **Click the name of your Word document job on the list.**
3. **Choose Document➪Cancel.**

   The command may be Document➪Cancel Printing in some versions of Windows.
4. **Click Yes to terminate the job.**

   The command may be named OK in some versions of Windows.
5. **Close the printer's window when you're done.**

   Choose Printer➪Close to make the window run away from the desktop. You're zapped back to Word, ready for more editing action.

Note that it may take a while for the printer to stop printing. That's because the printer has its own memory and a few pages of the document may be stored there *and* continue to print even after you tell the printer to stop. (Stupid printer — stupid.)

- Stopping a print job is a Windows task, not anything that Word has control over.
- If you're using a network printer, you may not be able to cancel printing. Oh, well.
- You can use your printer's window (refer to Figure 9-3) to cancel more jobs if you're in an especially vicious mood: Just repeat Steps 2 through 4 for each job you want to sack.
- To cancel all documents (the printer *jobs*) waiting to print, choose Printer➪Cancel All Documents.
- Many printers feature a Cancel button. It may have the word *Cancel* on it, or it might just be a big red button or a button with a red X on it. Pressing that button does, after a spell, stop printing. In fact, if your printer has that button, follow the steps in this section first and then click the Cancel button on the printer.

Electronic Publishing

Mr. Bunny likes to live in the forest. It's his home. The forest is full of trees and friendly critters. It's also home to predators who would love to eat Mr. Bunny, but that's not my point. My point is that you can do your part to help save Mr. Bunny's home by publishing your documents electronically. Keep that statement in mind: It's not always necessary to print your documents.

Preparing a document for sharing

There are lots of interesting things you might have put in your Word document that you don't want published. Those items include comments, revision marks, hidden text, and other items useful to you or your collaborators, which would mess up a document you share with others. The solution is to use Word's Check for Issues tool, like this:

1. **Ensure that your document is finished, finalized, and saved.**
2. **Click the File tab.**

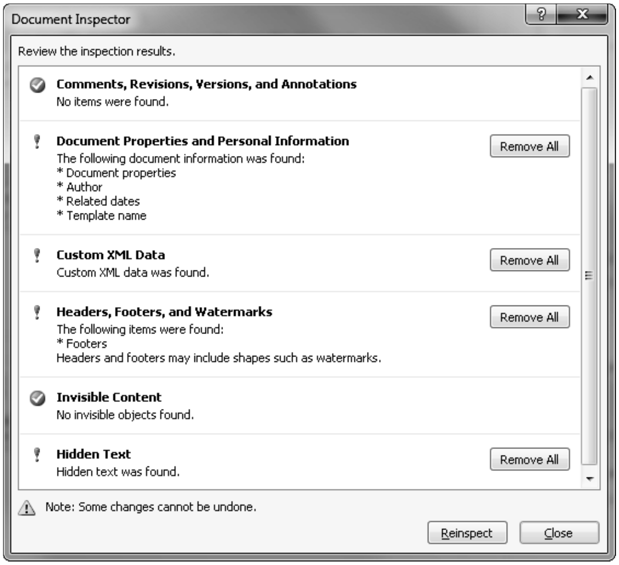
   In the File tab window, the Info area should be highlighted. If not, click the word *Info.*
3. **Click the Check For Issues button.**
4. **Choose Inspect Document from the Check for Issues button menu.**

   The Document Inspector window shows up. All items are checked.
5. **Click the Inspect button.**

   After a few moments, the Document Inspector window shows up again, listing any issues, as shown in Figure 9-4. The issues shown are explained, which allows you to cancel out of the Document Inspector to fix individual items.
6. **Click the Remove All button next to any issues you want to clear up.**

   Remember that this step is entirely optional. Now that you know what the issues are, you can always click the Close button and return to your document to manually inspect them.
7. **Click the Close button, or click Reinspect to give your document another once-over.**
8. **Click the Back button to return to your document.**

You can go forward with publishing your document or just continue working.



Review the inspection results.

Comments, Revisions, Versions, and Annotations
No items were found.

Document Properties and Personal Information
The following document information was found:
* Document properties
* Author
* Related dates
* Template name

Custom XML Data
Custom XML data was found.

Headers, Footers, and Watermarks
The following items were found:
* Footers
Headers and footers may include shapes such as watermarks.

Invisible Content
No invisible objects found.

Hidden Text
Hidden text was found.

Note: Some changes cannot be undone.

Figure 9-4: Your document is inspected.

Sending a Word document by e-mail

E-mailing your Word document is a snap — as long as you're using Microsoft Outlook as your e-mail program. That opening statement also implies that your organization uses an "Exchange Server." If that's you, great — you can follow these steps to e-mail your document:

1. **Save your document one more time.**
2. **Click the File tab.**
3. **Choose the Share command.**
4. **Choose Send Using E-Mail.**
5. **Click the Send As Attachment button.**

   At this point, Outlook takes over and you compose your e-mail message. When you send the message, your Word document is sent along as well.

If you don't use Outlook (and I don't blame you), you can always send a Word document just as you send any e-mail file attachment. The key is to save the document *and* remember its filename and location so that you can find it later. To attach a Word document to an e-mail message using just about any e-mail program, follow these general steps:

1. **Compose your e-mail message as you normally do.**
2. **Use the Attach command to find the Word document and attach it to the message.**

3. **Send the message.**

Also see the following section.

Saving a Word document in a sharable format

Not everyone can read Word documents. In fact, users of older versions of Word might not be able to read the Word documents you create in Word 2010. To ensure that the files are compatible, you can publish your documents in a more compatible or universal file format. Obey these steps:

1. **Finish your document.**

   Yes, that includes saving it one last time.

2. **Click the File tab.**
3. **Choose the Share command from the File tab menu.**
4. **Choose Change File Type.**

   Use the options in the Save Document list to save your document using another file type, one that would be more compatible than Word's own document file format. Here are my suggestions:

   Word 97-2003 Document (*.doc): This is the most compatible Word file format, ideal for sharing your documents with anyone who has Word. Even Macintosh users can read Word documents saved in this file format.

   Rich Text Format (*.rtf): This file format is compatible with every word processing program now available. In fact, RTF was created so that documents can be shared between different computers and programs.

   Single File Web Page (*.mht, *.mhtml): You're basically creating a Web page document in Word. Almost anyone with a Web browser, which is just about everyone who uses a computer, can read documents saved in this format.

5. **Use the Save As dialog box to save your document in the special file format.**

   You can, if you want, change the document's filename and location. The Save As Type area of the Save As dialog box has preselected the file type you've chosen.

6. **Click the Save button to save your document.**

The document is now saved using the new file type. It's ready for sharing on the Internet, as a Web page attachment or however you need to get it out there.

- You can save the document in plain-text format in Step 4: Choose the option Plain Text (*.txt). Even so, rarely does anyone use the plain-text format any more. That format stores no formatting, no fonts, no images. It's just plain old text, but the option is there in case you're requested to save a document that way.
- After saving a document in the new file format, you will have changed the document's filename in Word. Check the window's title bar to confirm. To continue editing the original document, you need to close the current document and then reopen that original document.
- Yes, it's okay to save the document using the same filename as Word originally chose. That's because the file *type* is different; two files can share the same name as long as they are of different types.
- Also see Chapter 24 for more information on using and sharing documents with unusual file formats.

Saving a Word document as a PDF

Another common file format is PDF, the Adobe Acrobat Portable Document Format. It's quite popular, especially on the Internet. Word lets you publish PDF documents easily by following these steps:

1. **From the File tab menu, choose the Share command.**
2. **Choose the option Create PDF/XPS Document.**
3. **Click the big button labeled Create a PDF/XPS.**

   The Publish As PDF or XPS dialog box appears.
4. **If necessary, choose PDF (*.pdf) from the Save As Type drop-down list.**

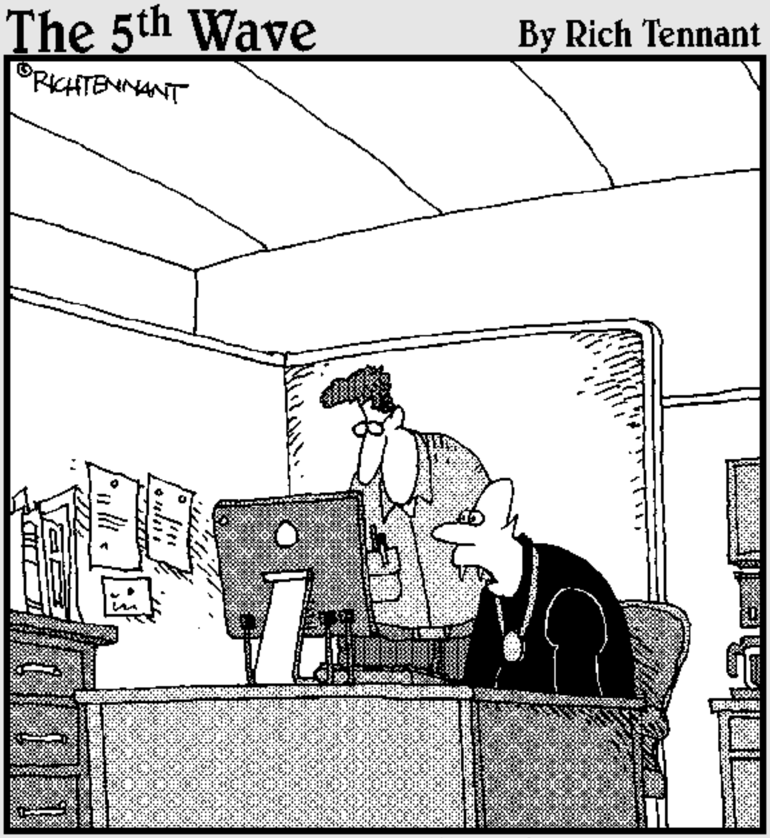
   You could also choose the XPS file format but, honestly, no one uses it.
5. **Give your document a new filename, if you want, or specify a new location for saving the PDF file.**
6. **Click the Publish button to create the PDF file.**

The document is saved as a PDF file, and then an Adobe Acrobat window opens to display the document.

- Unlike saving your document in another file format, saving it as a PDF doesn't change the document's name in Word. (See the preceding section.)
- You need a copy of the Adobe Reader program to view PDF files. Don't worry: It's free. Go to `www.adobe.com/acrobat`.

Part III

Formatting


The 5th Wave
By Rich Tennant
©RICHTENNANT

"All I know is I can't get the reflection tool to work in my Word document."

In this part . . .

It all began a long time ago, when someone decided to scratch a line beneath a word or two. I'm sure whoever did it was making a point. He added *emphasis,* but in reality he launched the vast and encompassing topic of text formatting. O what hath he wrought!

Part of composing text is formatting the text. You can format characters, paragraphs, margins, tabs, pages, and entire documents. There's so much to do, in fact, that some people spend more time on formatting than they do on writing. I suppose they think that as long as the document looks good, who cares what they have to say?

Chapter 10

Character Formatting

In This Chapter

- Understanding text formatting
- Choosing a font
- Applying basic text formats
- Changing text size
- Adding color to your words
- Exploring the Font dialog box
- Changing text case
- Undoing text formatting

Just as your body is composed of millions of cells, documents are composed of thousands of characters. Like a cell, a *character* is the basic building block of the document. Characters include letters, symbols, and Aunt Eunice, who claims to talk with squirrels and even knits sweaters for them.

The most basic element you can format in a document is text — the letters, numbers, and characters you type. You can format text to be bold, underlined, italicized, little, or big or in different fonts or colors — all sorts of pretty and distracting attributes. Word gives you a magnificent amount of control over the appearance of your text. This chapter contains the details.

How to Format Characters

You can change the format of your text in two ways:

- **Choose a text-formatting command first, and then type the text.** All the text you type is formatted as chosen.
- **Type the text first and then select the text as a block and apply the formatting.** This technique works best when you're busy with a thought and need to return to format the text later.

You use both methods as you compose text in your document. Sometimes, it's easier to use a formatting command and type the text in that format. For example:

1. **Type this line:**

   ```
   The cake was
   ```

2. **Press Ctrl+I to activate *italic text.***
3. **Type this word:**

   ```
   really
   ```

4. **Press Ctrl+I again, which turns off italic.**
5. **Continue typing:**

   ```
   disgusting.
   ```

The final sentence looks like this:

```
The cake was really disgusting.
```

For more complex formatting, type the text first, go back, mark the text as a block, and then apply the formatting. Even so, either way works.

See Chapter 6 for more information on marking blocks of text.

Basic Character Formatting

Word stores some of the most common text-formatting commands on the Home tab, in the Font group, as shown in Figure 10-1. The command buttons in that group carry out most of the basic text formatting you use in Word. This section mulls over the possibilities.

TIP

- Text can also be formatted by using the Mini toolbar, which appears whenever you select text. Refer to Chapter 6.
- The Font group can help you quickly determine which formatting is applied to your text. For example, in Figure 10-1, the text where the insertion pointer is blinking is formatted in the Calibri font. The number 11 tells you that the text is 11 points tall. If the B button were highlighted, you would also know that the text was formatted in bold. (These text formats are discussed throughout this section.)

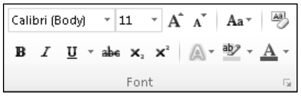

Calibri (Body)
11
Aa
B I U abc x₂ x²
Font

Figure 10-1: Text-formatting gizmos.

Changing the font

The most basic attribute of text is its *typeface,* or *font.* The font sets up the way your text looks — its overall text style. Although deciding on a proper font may be agonizing, and indeed many graphic artists are paid well to choose just the right font, the task of selecting a font in Word is quite easy. It generally goes like this:

1. **On the Home tab, in the Font group, click the down arrow to display the Font Face list.**

   A menu of font options appears, as shown in Figure 10-2.

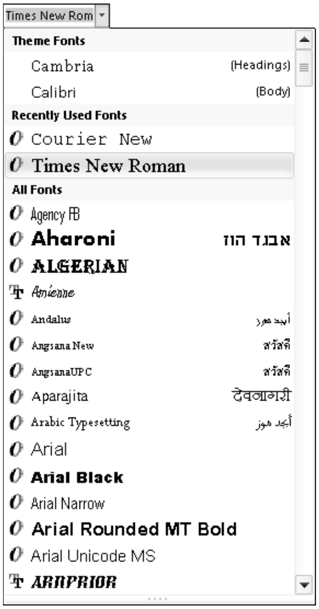

Times New Rom
Theme Fonts
Cambria (Headings)
Calibri (Body)
Recently Used Fonts
Courier New
Times New Roman
All Fonts
Agency FB
Aharoni אבגד הוז
ALGERIAN
Amienne
Andalus أبجد هوز
Angsana New สวัสดี
AngsanaUPC สวัสดี
Aparajita देवनागरी
Arabic Typesetting أبجد هوز
Arial
Arial Black
Arial Narrow
Arial Rounded MT Bold
Arial Unicode MS
ARNPRIOR

Figure 10-2: The Fonts list.

The top part of the menu shows fonts associated with the document *theme.* The next section contains fonts you've chosen recently, which is handy for reusing fonts. The rest of the list, which can be quite long, shows all fonts in Windows that are available to Word.

2. **Scroll to the font you want.**

   The fonts in the All Fonts part of the list are displayed in alphabetical order as well as in context (as they appear when printed).

3. **Click to select a font.**

You can also use the Font menu to preview the look of fonts. Scroll through the list to see which fonts are available and how they may look. As you move the mouse over a font, any selected text in your document is visually updated to show how that text would look in that font. (Note that no changes are made until you select the new font.)

- When no font is displayed in the Font group (the listing is blank), it means that more than one font is being used in the selected block of text.
- You can quickly scroll to a specific part of the menu by typing the first letter of the font you need, such as T for Times New Roman.
- Graphic designers prefer to use two fonts in a document — one for the text and one for headings and titles. Word is configured this way as well. The font you see with `Body` after its name is the current text, or *body,* font. The font marked as `Heading` is used for headings. These two fonts are part of the document theme.
- Refer to Chapter 16 for more information on document themes.
- Fonts are the responsibility of Windows, not Word. Thousands of fonts are available for Windows, and they work in all Windows applications.

Applying character formats

The Font group lists some of the most common character formats. They're applied in addition to the font. In fact, they enhance the font. Use them as you see fit:

To make text bold, press Ctrl+B or click the Bold command button.

Use **bold** to make text stand out on a page — for titles and captions or when you're uncontrollably angry.

To make text italic, press Ctrl+I or click the Italic command button.

Italic has replaced underlining as the preferred text-emphasis format. Italicized text is light and wispy, poetic and free.

Underline text by pressing Ctrl+U or click the Underline command button. You can click the down arrow next to the Underline command button to choose from a variety of underline styles or set an underline color.

Strike through text by clicking the Strikethrough command button. (There's no keyboard shortcut for this one.)

I don't know why strikethrough text made it to the Font group. If I were king of Microsoft, I would have put small caps up there instead. But, who am I? Strikethrough is commonly used in legal documents, and when you mean to say something but then change your mind think of something better to say.

Make text subscript by pressing Ctrl+= (equal) or clicking the Subscript command button.

Subscript text appears below the baseline, such as the 2 in H_2O. Again, I'm puzzled about how this formatting command ranks up there with bold and italic. I suppose that there's a lot of subscripting going on somewhere.

Make text superscript by pressing Ctrl+Shift+= (equal sign) or clicking the Superscript command button.

Superscript text appears above the line, such as the 10 in 2^{10}.

More text formats are available in Word, such as small caps, outline, and shadow. These can be accessed from the Font dialog box. Refer to the section "Text Formatting with the Font Dialog Box," later in this chapter.

REMEMBER

- Basic character formatting affects only selected text or any new text you type.
- To turn off a text attribute, use the command again. For example, press Ctrl+I to type in *italic.* Then press Ctrl+I again to return to normal text.
- You can mix and match character formats. For example, press Ctrl+B and then Ctrl+I to apply bold and italic text. You press Ctrl+B and Ctrl+I, or the command buttons, to turn off those attributes again.

TIP

- The best way to use superscript or subscript is to write text first. Then go back, mark as a block the text you want to superscript or subscript, and *then* use these commands. So 42 becomes 4^2 and CnH2n+1OH becomes $C_nH_{2n+1}OH$. Otherwise, when you apply super- or subscript, the text you modify tends to be rather teensy and hard to edit. Better to write it first and then format.
- If you can remember that Ctrl+= adds subscript, just press the Shift key to apply Ctrl+Shift+= for superscript — if you can remember.
- When will the Underline text attribute die? I'm baffled. Honestly, I think we're waiting for the last typewriter-clutching librarian from the 1950s to pass on before underlining is officially gone as a text attribute. And please don't fall prey to the old rule about underlining book titles. It's *Crime and Punishment,* not Crime and Punishment.

Using less-common character attributes

Here are a few more text attributes: Call them second-string players. You may not use these as often as bold or italics, but Word makes them available to you just as well:

To switch to all caps text, press Ctrl+Shift+A. This is a text format, not applied by pressing the Shift or Caps Lock key. In fact, like other formats, it can be removed.

To set double-underlined text, press Ctrl+Shift+D. This text is double-underlined.

You create hidden text by pressing Ctrl+Shift+H. Hidden text is good for what it says — hiding text in a document. Of course, you don't see the text onscreen, either. To show hidden text, click the Show/Hide command button (in the Paragraph Group on the Write tab) as described in Chapter 2, in the section about spots and clutter in your text. The hidden text shows up in the document with a dotted underline.

To get small caps, press Ctrl+Shift+K. Small caps is ideal for headings. I use it for character names when I write a script or play:

> Bill. That's a clever way to smuggle a live grenade into prison.

To underline just words, and not the spaces between words, press Ctrl+Shift+W. Word underline looks like this.

Text Transcending Teeny to Titanic

Text size is considered a text format in Word. You can choose the size of your text, from indecipherably small to monstrously huge. Of course, more common is the subtle text-size adjustment; rare is the student who hasn't fudged the length of a term paper by inching up the text size a notch or two.

Understanding points

Word (and Windows) deals with text size as measured in *points.* It's a typesetting term. One point is equal to 1/72 inch. Don't bother memorizing it. Instead, here are some point pointers:

- The bigger the point size, the larger the text.
- Most printed text is either 10 or 12 points tall.

- Headings are typically 14 to 24 points tall.
- Most fonts can be sized from 1 point to 1,638 points. Point sizes smaller than 6 are generally too small for a human to read.
- Seventy-two points is equal (roughly) to 1-inch-high letters.
- The point size of text is a measure from the bottom of the descender to the top of the ascender — from the bottom of the lowercase *p* to the top of the capital *E,* for example. So, the typical letter in a font is smaller than its given font size. In fact, depending on the font design, text formatted at the same size but with different fonts *(typefaces)* may not appear to be the same size. That's just one of those typesetting oddities that causes regular computer users to start binge drinking.

Setting the text size

Text size is set in the Font group on the Home tab. Just to the right of the Font box is the Size box (refer to Figure 10-1). Clicking the down arrow displays a list of font sizes for your text, as shown in Figure 10-3.

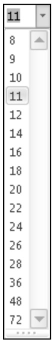


Figure 10-3: Select a font size from this list.

The Size menu lists only common text sizes. To set the text size to a value that isn't listed or to a specific value, type the value into the box. For example, to set the font size to 11.5, click in the Size box and type **11.5**.

You can preview the new text size by pointing the mouse at an item on the Size menu. The word under the insertion pointer, or a selected block of text, is updated on the screen to reflect the new size. Click to choose a size or press Esc to cancel.

Nudging text size

Sometimes, choosing text size is like hanging a picture: To make the picture level on the wall, you have to nudge it just a little bit this way and that. Word has similar tools for nudging the text size larger or smaller, two of which are found in the Font group.

To increase the font size, click the Grow Font command button or press Ctrl+Shift+>.

The Grow Font command nudges the font size up to the next value as listed on the Size menu (refer to Figure 10-3). So, if the text is 12 points, the Grow Font command increases its size to 14 points.

To decrease the font size, click the Shrink Font command button or press Ctrl+Shift+<.

The Shrink Font command works in the opposite direction of the Grow Font command, by reducing the text size to the next-lower value as displayed on the Size menu (refer to Figure 10-3).

I remember the Grow and Shrink keyboard commands easily because the greater-than symbol is > and the less-than symbol is <. Just think, "I'm making my text *greater than* its current size" when you press Ctrl+Shift+> or "I'm making my text *less than* its current size" when you press Ctrl+Shift+<.

When you want to increase or decrease the font size by smaller increments, use these shortcut keys:

Ctrl+] Makes text one point size larger

Ctrl+[Makes text one point size smaller

More Colorful Characters

Adding color to your text doesn't make your writing more colorful. All it does is make you wish that you had more color ink when it's time to print your document. Regardless, you can splash around color on your text and there's no need to place a drop cloth in the document's footer.

Text color is applied by clicking the Font Color command button. The bar below the *A* on the Font Color command button indicates which color is applied to text.

To change the color, you must click the menu arrow just to the right of the Font Color command button. A color menu appears, as shown in Figure 10-4; as you move the mouse pointer over various colors, selected text in your document is updated to reflect that color. When you find the color you like, click it. That color then becomes the new text color associated with the Font Color command button.

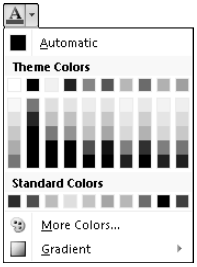
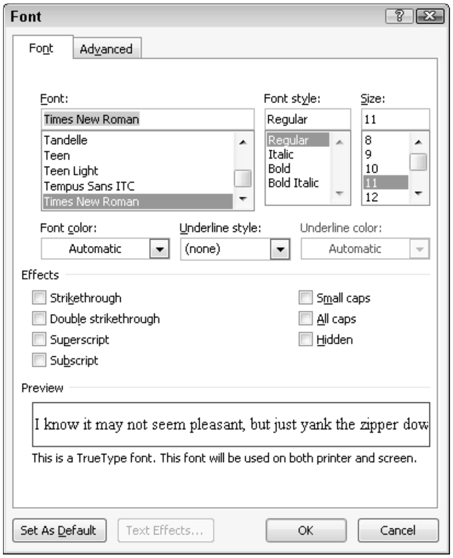


Figure 10-4: Selecting a color for text.

- Theme colors are associated with the document theme. Refer to Chapter 16.
- Select the More Colors item to display the special Colors dialog box. Use the dialog box to craft your own, custom colors.
- The *Automatic* color refers to the color defined for the text style you're using. Refer to Chapter 15 for more information on styles.
- The Font Color command affects only the text color, not the background. To color the background, you use the Shading command, covered in Chapter 18.
- Colored text prints only when a color printer is available and readily stocked with color ink. Refer to Chapter 9 for more information on printing documents.
- Be careful with the colors you use! Faint colors can make your text extremely difficult to read. Choose your text color wisely.
- Be careful not to confuse the Font Color command button with the Text Highlight Color command button, to its left. Text highlighting is a text attribute, but it's best used for document markup. See Chapter 26.

Text Formatting with the Font Dialog Box

Word has a place where all your font-formatting delights are kept in a neatly organized fashion. It's the Font dialog box, shown in Figure 10-5.



Font

Font: Times New Roman

Tandelle
Teen
Teen Light
Tempus Sans ITC
Times New Roman

Font style: Regular

Size: 11

Font color: Automatic

Underline style: (none)

Underline color: Automatic

Effects

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Small caps
☐ All caps
☐ Hidden

Preview

I know it may not seem pleasant, but just yank the zipper dow

This is a TrueType font. This font will be used on both printer and screen.

Figure 10-5: The neatly organized Font dialog box.

To summon the Font dialog box, click the Dialog Box Launcher button in the lower-right corner of the Font group or press Ctrl+D.

The Font dialog box contains *all* the commands for formatting text, including quite a few that didn't find their way into the Font group. As with all text formatting, the commands you choose in the Font dialog box affect any new text you type or any selected text in your document.

When you're done setting up your font stuff, click the OK button. Or, click Cancel if you're just visiting.

- The best benefit of the Font dialog box is the Preview window, at the bottom. That window shows you exactly how your choices affect text in your document.
- The Font names +*Body* and +*Heading* refer to the fonts selected by the current document theme. This is done so that you can use Word's theme commands to quickly change body and heading fonts for an entire document all at one time.
- Use the festive attributes — such as Shadow, Outline, Emboss, or Engrave — for titles and headings.
- You can use the Advanced tab in the Font dialog box to set options for changing the size and position of text on a line.
- The Font dialog box can also be accessed from the Find dialog box or the Find and Replace dialog box. This feature helps you to search for, or search and replace, specific text formatting in a document.

- You can mark all similar text formatting in a document as a block by right-clicking a bit of text and choosing Styles➪Select Text with Similar Formatting. That way, you can universally change similar text in a document without doing a search-and-replace for text formats. Also see Chapter 6 for more block-marking information.
- The Set As Default button in the Font dialog box is used to change the font that Word uses when you're creating a new document. If you prefer to use a specific font for all your documents, choose the font (plus other text attributes) in the Font dialog box and then click the Set As Default button. Click the Yes button to answer the question about changing the Normal template. Afterward, all documents start with the new default font you've selected.

Changing Text Case

Believe it or not, upper- and lowercase have something to do with a font. Back in the old days of mechanical type, a font came in a case, like a briefcase. The top part of the case, the upper case, held the capital letters. The bottom part of the case held the non-capital letters. So, in a way, changing the case of text is a font-formatting trick.

To change the case of text in Word, use the Change Case command button in the Font group. Choosing that button displays a menu of options, shown in Figure 10-6. Select the text you want to change, and then choose the proper item from the Change Case command button. Your text is modified to match the menu item that's selected.

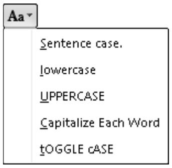


Figure 10-6: Change Case command button menu.

You can also use the Shift+F3 command to change the case of selected text. But that keyboard shortcut cycles between only three of the menu options shown in the figure: ALL CAPS, lowercase, and Capitalize Each Word.

Removing Character Formatting

So many Word formatting commands are available that it's possible for your text to look more like a pile of formatting remnants than anything readable in any human language. Word understands this problem, so it created the Clear Formatting command to let you peel away all formats from your text, just like you peel the skin from a banana:

To peel away formatting from a block of selected text, or the text the insertion pointer is on, or future text you type, use the Clear Formatting command button in the Font group or press Ctrl+spacebar.

The Clear Formatting command removes any formats you've applied to the text: font, size, text attributes (bold or italic), and color.

- Another key combination for Ctrl+spacebar is Ctrl+Shift+Z. Remember that Ctrl+Z is the Undo command. To undo formatting, all you do is add the Shift key, which may make sense — well, heck, if any of this makes sense.
- The Clear Formatting command removes the ALL CAPS text format but doesn't change the case of text you've created by using Shift, Caps Lock, or the Change Case command in Word.
- Technically, the Ctrl+spacebar command restores characters to the formatting defined by the *style* you're using. So, if the Body style is 12-point Calibri, pressing Ctrl+spacebar restores that font and size. Don't let this information upset or confuse you! Instead, turn to Chapter 15 for more information on Word styles.

Chapter 11

Paragraph Formatting

In This Chapter

- Understanding paragraph formatting
- Finding paragraph-formatting commands
- Aligning paragraphs left, center, right, and full
- Changing line spacing
- Adding room between paragraphs
- Indenting a paragraph
- Making a hanging indent
- Double-indenting a paragraph
- Using the Ruler

Paragraphs are goodly sized chunks of text. In school, you were probably taught that a paragraph must consist of one or more sentences expressing a thought. Or something. Anyway, I view a paragraph, formatting-wise, as a veritable text sandwich, bulky enough to qualify for its own round of formatting commands: A paragraph has left and right margins, a top and a bottom, a before and an after, plus space in the middle.

Word provides ample tools for formatting paragraphs of text. There's a simple way, for example, to automatically indent the first line of a paragraph. Imagine! That and other amazing formatting tricks, all designed to impress and inspire, are found in this handy chapter.

How to Format a Paragraph

You can format a paragraph in Word several ways:

- Use a paragraph-formatting command and then type a new paragraph in that format.
- Use the formatting command in a single paragraph to format that paragraph. (Place the insertion pointer in a paragraph, and then use a formatting command.)

- Use the formatting command on a block of selected paragraphs to format them all together.

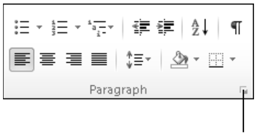
Then again, what is a paragraph? It's a chunk of text larger than a character, word, or sentence, but a paragraph can be a single character, word, and sentence. The secret is the Enter key: A *paragraph* is a chunk of text that ends when you press the Enter key. So, as long as you type a single character, word, or sentence and then press Enter, you have a paragraph.

- Paragraph formatting commands affect either the paragraph the insertion pointer lurks in or any paragraphs marked as a block (selected).
- Refer to Chapter 6 for specific and entertaining block-marking instructions.
- You can format all paragraphs in a document by first selecting the entire document. The quick way to do it is to press the Ctrl+A key combination.
- To format individual characters or the text inside a paragraph, refer to Chapter 10.
- Some folks like to see the Enter key symbol (¶) in their documents, visually marking the end of each paragraph. You can do this in Word by choosing the Options command from the File tab menu. Click Display on the left side of the Word Options dialog box. On the right side, put a check mark by Paragraph Marks. Click OK. Now, every time you press the Enter key, a ¶ symbol appears at the end of the paragraph.

Where the Paragraph Formatting Commands Lurk

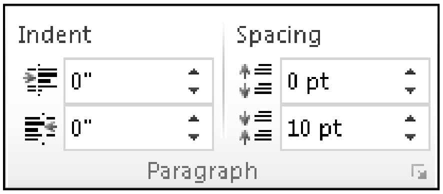
Word gathered some of the most popular paragraph-formatting commands into the Paragraph group, found on the Home tab. Figure 11-1 illustrates the Paragraph group, although you should note that Word may show a different arrangement of the command buttons depending on the Word window's width.

Figure 11-1: Home tab Paragraph stuff.



Dialog Box Launcher button

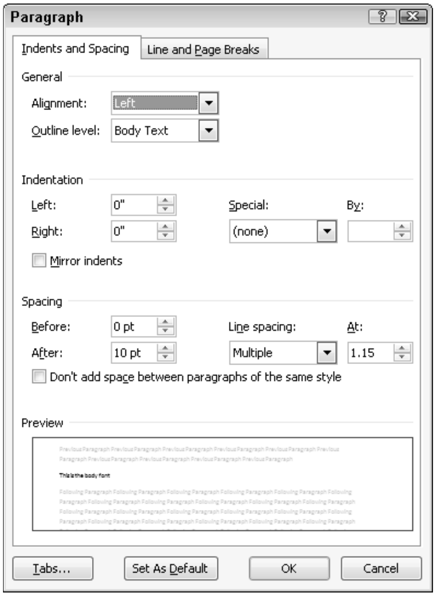
In an odd twist, indenting and paragraph spacing are found in another Paragraph group, this one on the Page Layout tab, shown in Figure 11-2.



Indent
0"
0"
Spacing
0 pt
10 pt
Paragraph

Figure 11-2: Page Layout tab Paragraph things.

Because many of the paragraph-formatting commands require you to enter values, there also exists a Paragraph dialog box, shown in Figure 11-3. In it, you find some finer controls that the command buttons just don't offer.



Paragraph

Indents and Spacing | Line and Page Breaks

General
Alignment: Left
Outline level: Body Text

Indentation
Left: 0"
Right: 0"
Special: (none)
By:
☐ Mirror indents

Spacing
Before: 0 pt
After: 10 pt
Line spacing: Multiple
At: 1.15
☐ Don't add space between paragraphs of the same style

Preview

Figure 11-3: The Paragraph dialog box.

To summon the Paragraph dialog box, click the Dialog Box Launcher button (shown in Figure 11-1), found in the lower-right corner of the Paragraph group. Or, you can use the forgettable keyboard shortcut Alt+H, P, G.

The commands in the various paragraph-formatting locations are covered throughout the rest of this chapter.

Click the Cancel button or press the Esc key to dismiss the Paragraph dialog box.

The Mini toolbar, which shows up after you select text, also contains a smattering of paragraph-formatting buttons. Refer to Chapter 6 for more information on the Mini toolbar.

Paragraph Justification and Alignment

Paragraph alignment has nothing to do with politics, and justification has nothing to do with the right or wrong of how paragraphs are formatted. Instead, both terms refer to how the left and right edges of the paragraph look on a page. The four options are Left, Center, Right, and Fully Justified, each covered in this section.

Line up on the left!

Much to the pleasure of southpaws the English-speaking world over, left-aligning a paragraph is considered normal: The left side of the paragraph is all even and tidy, and the right side is jagged, not lined up.

To left-align a paragraph, press Ctrl+L or click the Align Left command button.

- This type of alignment is also known as *ragged right.*
- Left-aligning a paragraph is how you "undo" the other types of alignment.

Everyone center!

Centering a paragraph places each line in that paragraph in the middle of the page, with an equal amount of space to the line's right or left.

To center a paragraph, press Ctrl+E or use the Center command button.

- Centering is ideal for titles and single lines of text. It's ugly for paragraphs and makes reading your text more difficult.
- You can center a single word in the middle of a line by using the center tab. Refer to Chapter 12 for the details.

Line up on the right!

A *right-aligned* paragraph has its right margin nice and even. The left margin, however, is jagged. When do you use this type of formatting? I have no idea, but it sure feels funky typing a right-aligned paragraph.

To flush your text along the right side of the page, press Ctrl+R or click the Align Right command button.

- This type of alignment is also known as *ragged left* or *flush right.*
- You can right-justify text on a single line by using a right-align tab. Refer to Chapter 12 for more info.

Line up on both sides!

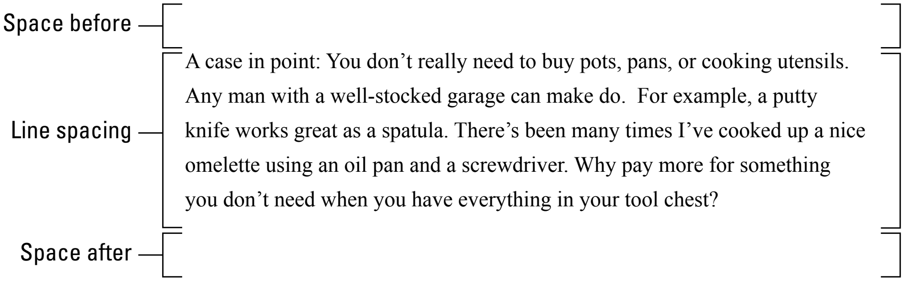
Lining up both sides of a paragraph is *full justification:* Both the left and right sides of a paragraph are neat and tidy, flush with the margins.

To give your paragraph full justification, press Ctrl+J or click the Justify command button.

- Fully justified paragraph formatting is often used in newspapers and magazines, which makes the thin columns of text easier to read.
- Word makes each side of the paragraph line up by inserting tiny slivers of extra space between the words in a paragraph.

Make Room Before, After, or Inside Paragraphs

Word lets you add “air” to the space before or after or in the middle of your paragraphs. In the middle of the paragraph you have line spacing. Before and after the paragraph comes paragraph spacing. Figure 11-4 shows you where the spacing can be found. The following sections describe how to control that spacing.



A case in point: You don’t really need to buy pots, pans, or cooking utensils. Any man with a well-stocked garage can make do. For example, a putty knife works great as a spatula. There’s been many times I’ve cooked up a nice omelette using an oil pan and a screwdriver. Why pay more for something you don’t need when you have everything in your tool chest?

Figure 11-4: Spacing in and around a paragraph.

Setting the line spacing

Changing the line spacing inserts extra space between *all* lines of text in a paragraph. Because Word adds the space *below* each line of text in the paragraph, the last line in the paragraph will also have a little extra space after it.

The Line Spacing command button displays a menu listing common line-spacing commands, as shown in Figure 11-5. Choose a new line-spacing value from that list to change the line spacing for the current paragraph or all paragraphs selected as a block.

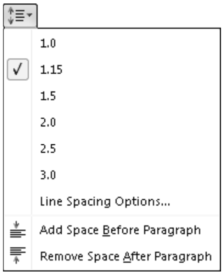


Figure 11-5: Choose line spacing from this menu.

- Word sets line spacing at 1.15 as its standard, or *default.* Supposedly, that extra .15 lines of text makes text more readable than using single spacing, or 1.0.
- In double spacing, or the line spacing value 2.0, one line of text appears with one blank line below it. Triple spacing, 3.0, makes one line of text appear with two blank lines below it.

- Ah! The keyboard shortcuts:
    - To single-space, press Ctrl+1.
    - To double-space, press Ctrl+2.
    - To use 1½-spaced lines, press Ctrl+5.
- Yes, Ctrl+5 applies 1½-line spacing, not 5-line spacing. Use the 5 key on the typewriter area of the computer keyboard. Pressing the 5 key on the numeric keypad activates the Select All command.
- There's no such thing as having no line spacing. If you want to "remove" fancy line spacing, select some text and press Ctrl+1 for single spacing.
- When you want text to stack up one line atop another line, you use the *soft return.* See the section in Chapter 4 about soft and hard returns.

Setting specific line spacing options

To set the line spacing to a value other than the items shown in the previous section (refer to Figure 11-5), you summon the Paragraph dialog box, as described earlier in this chapter and shown in Figure 11-3.

In the Spacing area of the dialog box, the Line Spacing drop-down list is used to set various line-spacing values: Single, 1.5, and Double, just like the Line Spacing command button menu.

Additional options in the Line Spacing drop-down list require you to also use the At box. Values you set in the At box indicate line spacing as described in this list:

- **At least:** The line spacing is set to the specified value, which Word treats as a minimum value. Word can disobey that value and add more space whenever necessary to make room for larger type, different fonts, or graphics on the same line of text.
- **Exactly:** Word uses the specified line spacing and doesn't adjust the spacing to accommodate for larger text or graphics.
- **Multiple:** This option is used to enter line-spacing values other than those specified in the drop-down list. For example, to set the line spacing to 4, choose Multiple from the Line Spacing drop-down list and type **4** in the At box. Word's 1.15 line spacing value is set with the Multiple option.

You can specify values in the At box in increments of 0.1. So, when you want to tighten up text on a page, select all paragraphs on that page, choose Multiple from the Line Spacing drop-down list, and then type **0.9** in the At box. Or, to add more room subtly, type **1.2**.

Click the OK button to confirm your settings and close the Paragraph dialog box.

Making space between paragraphs

It's a silly thing to do: Press Enter twice to end a paragraph. People say that they need the extra space between the paragraphs, but what they don't realize is that Word can add that space for you, automatically. Here's how:

1. **Position the insertion pointer in the paragraph or paragraphs that you want more air around, or mark a block of paragraphs to affect them all.**
2. **Check the point size of your text.**

   It's listed on the Home tab, in the Font group.
3. **Click the Page Layout tab.**
4. **Use the After button in the Paragraph group to add space after the paragraph .**

   As you adjust the value, the paragraphs grow extra spacing.

For example, if your text size is 12, click the up arrow next to After until the value 12 appears in the box. This action adds 12 points, or one blank line, of space after each paragraph you type.

The space you add to the paragraph becomes part of its format, just like line spacing would, although the space afterward appears only *after* the paragraph's text. (You can see this space if you select the paragraph as a block.)

Most of the time, space is added following a paragraph, as just described. Word also lets you add space before a paragraph. For example, you can do this to further separate a document heading or subhead from the preceding paragraph. To add the space before, repeat the preceding steps and put a value in the Before box in Step 4.

- You can manually enter values in the After (or Before) box. But remember that the values are *points,* not inches or potrzebies.
- The spacing before or after a paragraph can also be set in the Paragraph dialog box.
- This trick is a great way to spread out a list of bullet points or numbered steps without affecting the line spacing within the bullet points or steps.
- Refer to Chapter 10 for more information points as they relate to text size.

- Adding space before or after a paragraph isn't the same as double-spacing the text inside the paragraph. In fact, adding space around a paragraph doesn't change the paragraph's line spacing.

Paragraph Indentation

Do you suffer from the shame of manual paragraph indenting? It's a hidden secret. Yes, even though computers enjoy doing tasks automatically, too many Word users still begin a paragraph of text by pressing the Tab key. It's ugly, but it's a topic that must be discussed.

Word can indent your paragraphs for you: left side, right side, both sides, or maybe just the first line. It can even outdent the first line, which is truly something to behold. This section discusses various paragraph-indenting and -outdenting options.

Indenting the first line of a paragraph

To have Word automatically indent the first line of every paragraph you type, heed these steps:

1. **Conjure up the Paragraph dialog box.**

   Refer to the section "Where the Paragraph Formatting Commands Lurk," earlier in this chapter, for proper conjuring incantations plus a bonus picture of what the Paragraph dialog box looks like (refer to Figure 11-3).

2. **In the Indentation area, locate the Special drop-down list.**
3. **Select First Line from the list.**
4. **Enter an amount in the By box (optional).**

   Unless you've messed with the settings, the box should automatically say `0.5"`, which means that Word automatically indents the first line of every paragraph a half-inch — one tab stop. Type another value if you want your indents to be more or less outrageous. (Items are measured here in inches, not in points.)

5. **Click OK.**

   The selected block, or the current paragraph (and the remaining paragraphs you type), all automatically has an indented first line.

To remove the first-line indent from a paragraph, repeat these steps and select `(none)` from the drop-down list in Step 3. Then click the OK button.

Word's AutoCorrect feature can perform these steps for you, but it's tricky. First you must type the paragraph. Then go back to the start of the paragraph and press the Tab key. This action instantly fixes the paragraph indentation (if AutoCorrect is on), and you see the AutoCorrect icon on the screen. Here's the secret: Ignore the AutoCorrect icon and your paragraph indenting is fixed. *Ta-da!*

You have two ways to separate paragraphs from each other in a document. The first is to add space between each paragraph, which is covered in the earlier section "Making space between paragraphs." The second way is to indent each paragraph's first line, as covered in this section. Choose one or the other — no need to use both.

Making a hanging indent (an outdent)

A *hanging indent* isn't in imminent peril, nor can it affect the outcome of an election. Instead, it's a paragraph in which the first line sticks out to the left and the rest of the paragraph is indented. It's a preferred way to present paragraph lists — like this:

Snore putty: It works every time. Just apply a little snore putty to your partner's mouth and nostrils. In just moments, that rattling din is gone and you're back to sleeping comfortably.

To create such a beast, position the insertion pointer in the paragraph you want to hang and indent. Press Ctrl+T, the Hanging Indent keyboard shortcut.

Because you probably won't remember Ctrl+T all the time (who could?), paragraphs can also be hanged and indented in the Paragraph dialog box. Follow the steps from the previous section, but in Step 3 choose Hanging from the drop-down list.

- As a bonus, every time you press Ctrl+T, your paragraph is indented by another half-inch.
- To undo a hanging indent, press Ctrl+Shift+T. That's the unhang key combination, and it puts your paragraph's neck back in shape.

Indenting a whole paragraph

Just as you can indent the first line of a paragraph, you can indent every line of a paragraph, by moving the paragraph's left margin over to the right a notch, just like Mr. Bunny: Hop, hop, hop. This technique is popular for typing block quotes or *nested* paragraphs.

To indent a paragraph one tab stop from the left, click the Increase Indent command button in the Home tab's Paragraph group or press Ctrl+M.

To unindent an indented paragraph, click the Decrease Indent command button in the Home tab's Paragraph group or press Ctrl+Shift+M.

Each time you use the Increase Indent command, the paragraph's left edge hops over one tab stop (typically, one half-inch). To undo this and shuffle the paragraph back to the left, use the Decrease Indent command.

When you want to get specific, you can set the left and right indents for a paragraph by using the Page Layout tab's Paragraph group. (Refer to Figure 11-2). The Left item sets the indentation for the paragraph's left edge. The Right item sets the indentation for the paragraph's right edge.

- Indenting a paragraph doesn't affect the paragraph's alignment.
- To indent both the left and right sides of a paragraph set both left and right indents to the same value.
- To undo any paragraph indenting, set both Left and Right indent values to zero.
- Although the Ctrl+M and Ctrl+Shift+M shortcuts aren't mnemonic, their only difference is a Shift key. So, after you get used to using them (hopefully, before the afterlife), they're easy to remember.
- Setting positive values for the paragraph's indent in the Page Layout tab's Paragraph group moves the paragraph's edges inward. Setting negative values moves the edges outward. When the values are set to zero, the paragraph's margins match the page's margin.
- You cannot decrease the indent beyond the left margin of the page.
- Refer to Chapter 13 for more information on the page margins.
- Use the Mirror Indents check box in the Paragraph dialog box to set the inside (toward the fold between the pages) and outside (toward the edges) margins so that an indented paragraph on one page mirrors the paragraph on the opposite page.
- Do not try to mix left and right indenting with a first-line indent or hanging indent while drowsy or while operating heavy equipment.

Who Died and Made This Thing Ruler?

Paragraph formatting can be confusing. Two places on the Ribbon are for paragraph formatting, or if you opt instead to use the Paragraph dialog box, your mind may go into shock from the abundance of options. A more graphical, and therefore more fun, way to manipulate a paragraph's indentation and margins is to use the Ruler.

The Ruler may be hidden in your copy of Word. To show the Ruler, click the View Ruler button, found atop the vertical (right) scroll bar. Likewise, to hide the Ruler, click the button again.

The Ruler appears on the top of the writing part of the Word window, shown in Figure 11-6. In Print Layout view, a vertical ruler also shows up and runs down the left side of the window. (That ruler is just for show.)

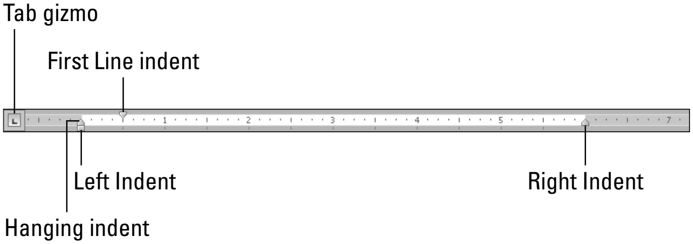


Figure 11-6: The Ruler.

The dark gray part of the Ruler (outside ends) is beyond the page margins. The lighter gray part is inside the page margins, and the Ruler measures that space from the left, starting with zero inches.

On the Ruler, and illustrated in Figure 11-6, you find four gizmos that control paragraph indenting: one downward-pointing triangle, two upward-pointing triangles, and one block. Those gizmos reflect the current paragraph formatting, and they can be manipulated with the mouse to change the paragraph formatting. The next few paragraphs describe the settings they control:

To adjust a paragraph's right margin, grab the Right Indent guy on the ruler and drag him to the right or left.

To adjust the paragraph's left margin, grab the Left Indent thing on the Ruler and slide it to the left or right. Note that this gizmo moves both the Hanging Indent and First Line Indent guys together.

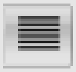
The paragraph's first line can be set independently of the left margin by dragging the First Line Indent doojobbie to the left or right.

The Hanging Indent thing controls all lines in the paragraph except for the first one. Normally, you don't mess with this gizmo: Use the Left Indent guy to set the paragraph's left margin. The exception is for creating a hanging indent, which is probably why this gizmo has such a clever name.

- The Ruler measures from the page's left margin, not from the left edge of the page.
- The page's left margin is set when you format a page of text. See Chapter 13.
- The Tab gizmo is used to set the various tab stops used in Word. This confusing and frustrating subject is covered in Chapter 12.
- The Ruler works fine for visually setting indents, but when you need to be precise, use the Paragraph dialog box.

Paragraph-formatting survival guide

This table contains all the paragraph-formatting commands you can summon by holding down the Ctrl key and pressing a letter or number. By no means should you memorize this list.

Format	*Key Combination*	*Command Button*
Center	Ctrl+E	
Fully justify	Ctrl+J	
Left-align (flush left)	Ctrl+L	
Right-align (flush right)	Ctrl+R	
Indent	Ctrl+M	
Unindent	Ctrl+Shift+M	
Hanging indent	Ctrl+T	
Unhanging indent	Ctrl+Shift+T	
Line spacing	Alt+H, K	
Single-space lines	Ctrl+1	
1.15 line spacing	Ctrl+0	
Double-space lines	Ctrl+2	
1½-space lines	Ctrl+5	

Chapter 12

Tab Formatting

In This Chapter

- Understanding tabs
- Setting left tab stops
- Using right, center, and decimal tabs
- Working in the Tabs dialog box
- Setting leader tabs
- Fixing the default tab stops
- Removing tabs and tab stops

The tab is one of the handiest and most overlooked and frustrating things in all of Word. By using tabs, you can quickly line up text, create lists, and format tables nice and neat. Yet most folks don't bother with tabs because, honestly, Word doesn't handle them in anything approaching a logical, friendly manner. Because of that frustration, and even though the tab is a part of paragraph formatting, I decided to create a special chapter just on the topic of using tabs in Word.

Once Upon a Tab

On my ancient Underwood typewriter, the Tab key is on the right side of the keyboard and is named Tabular Key. Elsewhere, I've seen it named Tabulator. In each case, the root word is *table.* The Tab key is used to help build tables or to organize information in a tabular way.

Pressing the Tab key in Word inserts a tab *character* into your document. That tab character works like a wide space character, where its size is determined by the tab stop. The *tab stop* is a predefined location marked across a page — say, every half-inch — although in Word you can set tab stops at any interval.

It's the tab stop that makes the Tab key work: Press the Tab key, and the insertion pointer hops over to the next tab stop. That way, you can line up text on multiple lines with tabs and tab stops, keeping things nice and even — definitely much nicer than trying to fudge and line up text with the spacebar.

Tabs can be set in Word by using the Tabs dialog box or, better, by using the Ruler, shown in Figure 12-1. To make the Ruler visible, click the View Ruler button, which is found roosting atop the vertical scroll bar (and shown in the margin).

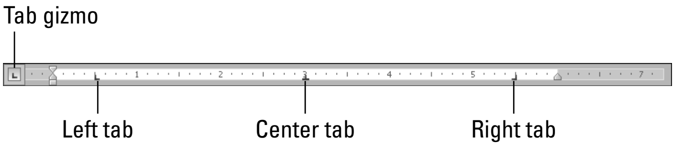


Figure 12-1: Important tab things on the Ruler.

Tab stops appear as tiny black symbols clinging on the Ruler , as shown in Figure 12-1. Three tab stops are set in the figure: a left tab stop at the half-inch mark, a center tab stop at the 3-inch mark, and a right tab stop at the 5½-inch mark.

You manipulate tab stops on the Ruler by using the mouse. That's the easy part. The difficult part is that Word has *five* different types of tab stops:

The *left tab* is the traditional type of tab stop.

The *center tab* centers text, mostly for titles or headers.

The *right tab* right-justifies text.

The *decimal tab* aligns numbers by their decimal parts.

The bar tab isn't a tab stop, but is, rather, a decorative ornament.

Setting a tab involves two steps:

1. **Ensure that the Tab gizmo on the left end of the Ruler displays the type of tab stop you want.**

   Clicking the Tab gizmo displays a different tab type. (The Tab gizmo also displays some paragraph-indent symbols, covered in Chapter 11.)

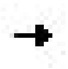
2. **Click the Ruler at the exact spot where you want the tab stop set.**

For example, to set a left tab stop, you choose the left tab from the Tab gizmo and then click the Ruler where you want that tab stop positioned. Click the

3-inch mark, and the plump L of the left tab stop settles down at that position nicely.

Later sections in this chapter discuss each of the five different types of tab stops, when and how to set them, as well as how to set tabs in the Tabs dialog box.

- You use Backspace or Delete to remove a tab character, just as you delete any character in a document.
- Format tabs for a single line of text or for only the first line of a paragraph. For anything more complex, use Word's Table command. See Chapter 19.
- Anytime you press the spacebar more than once, you *need* a tab. Believe me, your documents will look prettier and you'll be happier after you understand and use tabs rather than spaces.
- Tabs are paragraph-level settings. Tab settings affect only the paragraph that the toothpick cursor is blinking in. To set tabs for several paragraphs, you must first select the paragraphs as a block. Refer to Chapter 6 for more blocky stuff.
- When you're selecting several paragraphs, you may spot a light gray, or *phantom,* tab stop on the Ruler. The phantom indicates a tab stop that's set in one paragraph but not in all. To apply the tab stop to all selected paragraphs, click the phantom tab stop once. Otherwise, you can remove the tab stop by following the instructions found in this chapter's later section "Tab Stop, Be Gone!"



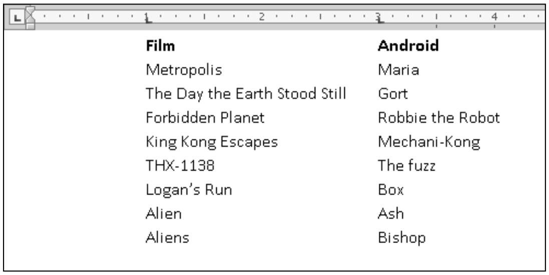
- Tab characters can often confuse you because, like spaces, they don't show up on the screen. But you can see them, if you like. To direct Word to display the tab character, which looks like a tiny arrow, as shown in the margin, choose Options from the File tab's menu. Click Display from the left side of the Word Options dialog box. On the right side of the window, put a check mark by the Tab Characters option. Click OK.
- The diet beverage Tab was named for people who like to keep a tab on how much they consume.

The Standard Left Tab Stop

The left tab stop is the traditional type of tab stop. When you press the Tab key, the insertion pointer advances to the left tab stop, where you can continue to type text. This works best for typing lists, organizing information in single-line paragraphs, or indenting the first line of a multiline paragraph. This section provides some examples.

Creating a basic tabbed list

A common use for the tab stop is to create a simple two-column list, as shown in Figure 12-2.



Film	**Android**
Metropolis	Maria
The Day the Earth Stood Still	Gort
Forbidden Planet	Robbie the Robot
King Kong Escapes	Mechani-Kong
THX-1138	The fuzz
Logan's Run	Box
Alien	Ash
Aliens	Bishop

Figure 12-2: Two-column list.

The following steps describe how to set up this type of list:

1. **On a new line, press Tab.**
2. **Type the item for the first column.**

   This item should be short — two or three words, max.
3. **Press Tab.**
4. **Type the item for the second column.**

   Again, make it short.
5. **Press Enter to end that line and start a new line.**

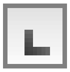
   Yes, your list looks horrible! Don't worry. Just get the data typed first and then format it.
6. **Repeat Steps 1 through 5 for each item in the list.**

   After the list is finished, you set the tab stops visually by using the Ruler.
7. **Summon the Ruler, if necessary.**

   Click the View Ruler button to display the Ruler, if it's hidden.
8. **Select all lines of text that you want to organize into a two-column tabbed list.**

   Refer to Chapter 6 for more information on marking blocks of text.
9. **Click the Tab gizmo until the Left Tab icon appears.**

   If the icon already shows up in the Tab gizmo, you're set.



You can see what a Left Tab icon looks like right here in the margin.

10. **Click the mouse on the Ruler at the number 1, the 1-inch position.**

    This step sets a left tab stop at one inch. You see how the text you selected falls into place immediately.

11. **Click the mouse to set a second tab stop at the 3-inch mark.**

    The list looks nice and even, in two columns (refer to Figure 12-2).

12. **Adjust the tab stops, if necessary.**

    Slide the tab stops left or right on the Ruler as needed to help clean up your list. As you slide the tab stops, notice how a dashed vertical line extends through your text. That line shows you where text lines up.

These steps can also be used to create a three- or even four-column list. The idea is to keep the text on one line and separated by single tabs. Then use the tab stops on the Ruler to line up the columns and make them look pretty.

REMEMBER

- You need only one tab between items in a column list. That's because:

  It's the *tab stop,* not the tab character, that lines up your text. As with using two spaces in a row, you never need two tabs in a row.

- You type the text first and then select the text and set the tab stops last.
- You can adjust tab stops for the entire block of text by using the mouse and the Ruler.
- For a tabbed list to work, each paragraph must be a line by itself and the items in each column should be only a word or two long. Any longer and you need to use Word's Table command, as covered in Chapter 19.

Creating a two-tab paragraph thing

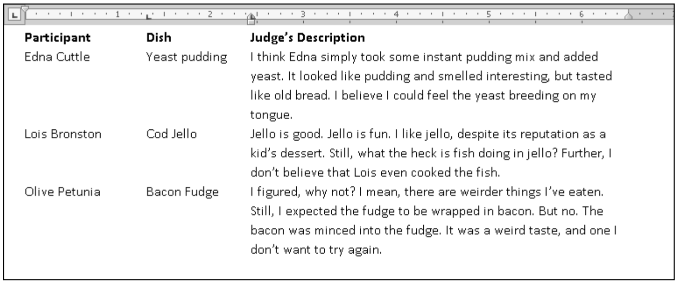
Tabs can also be used to form an item list where the paragraph text remains in the rightmost column. Figure 12-3 shows how the two-tab paragraph thing works. It combines both paragraph- and tab-formatting skills.

Follow these steps to create a similar list:

1. **On a new line, type the item for the first column.**

   The shorter, the better.

2. **Press Tab.**



Participant	Dish	Judge's Description
Edna Cuttle	Yeast pudding	I think Edna simply took some instant pudding mix and added yeast. It looked like pudding and smelled interesting, but tasted like old bread. I believe I could feel the yeast breeding on my tongue.
Lois Bronston	Cod Jello	Jello is good. Jello is fun. I like jello, despite its reputation as a kid's dessert. Still, what the heck is fish doing in jello? Further, I don't believe that Lois even cooked the fish.
Olive Petunia	Bacon Fudge	I figured, why not? I mean, there are weirder things I've eaten. Still, I expected the fudge to be wrapped in bacon. But no. The bacon was minced into the fudge. It was a weird taste, and one I don't want to try again.

Figure 12-3: A tab-tab-paragraph format for text.

3. **Type the second column's text and press Tab.**

   This step is optional; you can create a simpler tab-paragraph list, which looks just like the one shown in Figure 12-3, but without the Dish column (and spaced accordingly).

4. **Type the paragraph text.**

   Unlike with the first two items, you're free to type more text here. That's because this final paragraph column will wrap (refer to Figure 12-3).

5. **Press Enter to end the line and start a new line.**

   Don't let the ugly text format fool you at this point. The text beautifies itself when you add the tab stops.

6. **Repeat Steps 1 through 5 for all items in the tab-paragraph list.**

   When you're done, you can set the tab stops. You need the Ruler for Step 7.

7. **Bid the Ruler appear, if need be.**

   Click the View Ruler button to show a hidden Ruler.

8. **Select all the lines of text you want to organize into a tab-tab-paragraph list.**

   Chapter 6 discusses block-selection techniques.

9. **Slide the Hanging Indent triangle to the 3-inch position on the Ruler.**

   The paragraph appears.

10. **Ensure that the left tab is chosen on the Tab gizmo.**

    The margin shows the Left Tab symbol.

11. **Click the mouse to set a tab stop at 1.5 inches.**

    The second column snaps into place.

12. **Adjust the tab stop and hanging indent triangle as necessary.**

With the text still selected, you can slide the tab stop and the Hanging Indent things on the Ruler to the left or right to adjust the look of your tab-tab-paragraph. Whatever looks best works best.

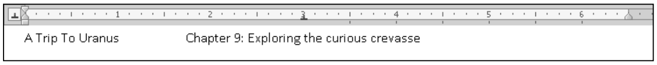
You can vary these rules to have a tab-paragraph or even a triple-tab-paragraph. The more tabs you have, the tighter the paragraph gets, so be careful. (The notes from the preceding section also apply to this technique.)

The Center Tab Stop

The *center tab* is a unique critter, and it has a special purpose: Text placed at a center tab is centered on a line. Unlike centering a paragraph, only text placed at the center tab stop is centered. This feature is ideal for centering something in a header or footer, which is about the only time you use the center tab stop.

Figure 12-4 shows an example of a center tab. The text on the left is at the start of the paragraph, which is left-justified. But the text typed after the tab is centered on the line.

Figure 12-4: A center tab in action.



A Trip To Uranus   Chapter 9: Exploring the curious crevasse

Here's how to make that happen:

1. **Start a new paragraph, one containing text that you want to center.**

   Center tabs are found in one-line paragraphs.

2. **Set a center tab.**

   If necessary, show the Ruler: Click the View Ruler button. Click the Tab gizmo until a center tab appears (refer to Figure 12-4). Click the mouse on the light gray part of the Ruler to set the tab. In Figure 12-4, the center tab is set at the center of the page, at the 3-inch position.

3. **Type some text to start the line (optional).**

   The text you type should be short; it appears only at the start of the line.

4. **Press the Tab key.**

   The insertion pointer hops over to the center tab stop.

5. **Type the text to center.**

   As you type, the text is centered on the line. Don't type too much; remember that the center tab is a single-line thing.

6. **Press Enter to end the line of text.**

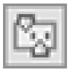
Obviously, if you just want to center text on a line, centering the entire paragraph is a better choice; see Chapter 11. Otherwise, this technique finds itself used mostly in page headers and footers, which are covered in Chapter 14. Look there for an additional example.

- You can also add a right tab stop to the line, to have text lined up left, center, and right, which happens a lot in headers and footers and is shown earlier, in Figure 12-1.
- Center tabs are best used on a single line of text, usually by themselves. There's no reason to do them any other way.

The Right Tab Stop

A right tab seems useless until you've seen one in action. You use it to right-justify text at a tab stop, allowing a single line of text to contain both right- and left-justified text. You've probably seen, but not recognized, examples of a right tab all over the place, so I give you Figures 12-5 and 12-6 to gawk at in the following section.

- As with the other unusual tab stops, right tab stops work best on a single line of text.



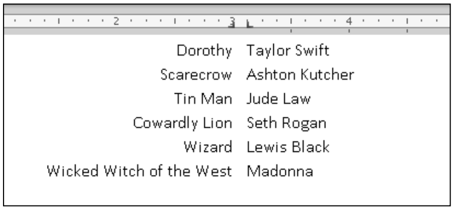
- The following two sections describe how to set up right tab stops as shown in Figures 12-5 and 12-6. In both cases, you use the Ruler; to show the Ruler in Word, click the View Ruler button, found on top of the vertical scroll bar.

Making a right-stop, left-stop list

To create a centered, two-column list with a right tab stop and a left tab stop, as shown in Figure 12-5, obey these steps:

1. **Start out on a blank line, the line you want to format.**
2. **Choose the right tab stop from the Tab gizmo.**

   Keep clicking the Tab gizmo with the mouse until the right tab stop appears.



Dorothy	Taylor Swift
Scarecrow	Ashton Kutcher
Tin Man	Jude Law
Cowardly Lion	Seth Rogan
Wizard	Lewis Black
Wicked Witch of the West	Madonna

Figure 12-5: Right tab stops are used to center-align this list.

3. **Click the mouse at the 3-inch position on the Ruler.**
4. **Choose the left tab stop from the Tab gizmo.**

   Click, click, click until you see the left tab stop.
5. **Click the mouse at the 3⅛-inch position on the Ruler.**

   Use Figure 12-5 as your guide. Don't fret — you can change the tab stop positions when you're just about done.
6. **Press the Tab key.**

   The insertion pointer hops over to the 3-inch stop, the right tab stop.
7. **Type your text.**

   The text is right-justified at the right tab stop.
8. **Press the Tab key.**
9. **Type your text.**

   The text is left-justified (normal).
10. **Press Enter to end the line of text.**
11. **Repeat Steps 6 through 10 for each line in the list.**

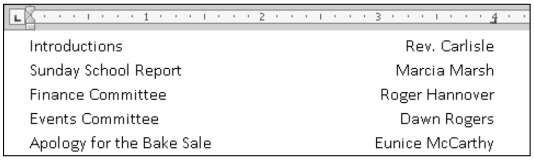
As long as you limit the text to one line, the list should look great (refer to Figure 12-5).

To make adjustments, select the list as a block (see Chapter 6) and use the mouse to adjust the tab stops on the Ruler. As you move the tab stops, a dashed line extends through your text, showing you where the text lines up. Or, to be more precise, you can use the Tabs dialog box as covered later in this chapter.

Building a two-column right stop list

Another type of right tab stop list is shown in Figure 12-6. This type is commonly found in dramatic programs but works just as well for a variety of purposes. Here's how to concoct such a thing:

Figure 12-6: Right tab stops right-align the second column of this list.



Introductions	Rev. Carlisle
Sunday School Report	Marcia Marsh
Finance Committee	Roger Hannover
Events Committee	Dawn Rogers
Apology for the Bake Sale	Eunice McCarthy

1. **Start out with a blank line of text.**
2. **Ensure that the Tab gizmo on the Ruler shows the right tab stop.**

   Refer to Figure 12-6.
3. **Click the mouse at the 4-inch position on the Ruler.**

   The position is just a guess at this point. Later, you can adjust the right tab stop setting to a more visually appealing one.
4. **Type the left column text.**

   The text is left-justified, like normal.
5. **Press the Tab key.**

   The insertion pointer hops to the right tab stop.
6. **Type the right column text.**

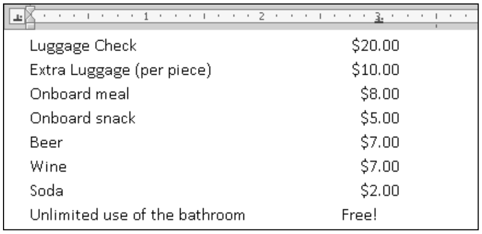
   The text you type is right-justified, pushing to the left as you type.
7. **Press Enter to end the line of text.**
8. **Repeat Steps 4 through 7 for each line in the list.**

Afterward, you can mark the text as a block and then use the mouse to drag the right tab stop back and forth to whatever looks more visually appealing.

- You can drag the left indent toward the center of the page to offset the list from the left margin.
- Also refer to the section “Setting leader tabs,” later in this chapter, for information about adding a dotted leader to the right tab stop.

The Decimal Tab

The decimal tab is used to line up columns of numbers. Although you can use a right tab to do this job, the decimal tab is a better choice. Rather than right-align text, as the right tab does (see the previous section), the decimal tab aligns numbers by their decimal portion — the period in the number, shown in Figure 12-7.



Luggage Check	$20.00
Extra Luggage (per piece)	$10.00
Onboard meal	$8.00
Onboard snack	$5.00
Beer	$7.00
Wine	$7.00
Soda	$2.00
Unlimited use of the bathroom	Free!

Figure 12-7: Lining up numbers with the decimal tab.

Here's how to work with such a beast:

1. **Start a blank line of text.**
2. **Choose the Decimal tab stop from the Tab gizmo on the Ruler.**

   The Decimal tab stop icon is shown in the margin.
3. **Set the tab stop on the Ruler by clicking the mouse at the 3-inch position.**
4. **Type the left column text.**
5. **Press the Tab key.**
6. **Type the numerical amount.**

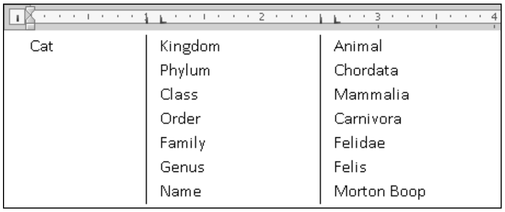
   The number is right-justified until you press the period key. After that, the rest of the number is left-justified. The effect is lined up that the value is at the decimal tab stop by the period in the number.
7. **End that line of text by pressing Enter.**
8. **Repeat Steps 4 through 7 for each line in the list.**

When you type something without a period in it (refer to Figure 12-7), it's shown right-justified.

You can adjust your text by selecting all lines as a block and then using the mouse to move the decimal tab stop on the Ruler.

The Bar Tab

Aside from being a most excellent pun, the bar tab isn't a true tab stop in Word. Instead, consider it a text decoration. Setting a bar tab merely inserts a vertical line into a line of text, as shown in Figure 12-8. Using this feature is much better than using the pipe (|) character on the keyboard for drawing a vertical line in your document.



Cat	Kingdom	Animal
	Phylum	Chordata
	Class	Mammalia
	Order	Carnivora
	Family	Felidae
	Genus	Felis
	Name	Morton Boop

Figure 12-8: The mysterious bar tab.

The setup to create the three-column text shown in the figure is similar to the one presented earlier in this chapter for a two-column list (see the earlier section "The tabbed list"), though Figure 12-8 shows a three-column list with the first column at the start of a line.

You set a bar tab the same way you set any other type of tab. But, rather than insert a tab, you insert a black vertical line in the text. The line always appears, even when no text or tab is used on a line, as you can see in the last row of text (empty) in Figure 12-8.

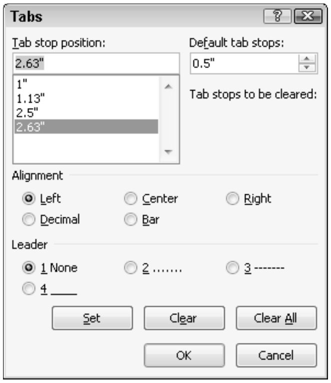
In Figure 12-8, observe that a left tab stop is set immediately after the bar tab to help organize text on a line. This is normally how bar tabs are used, although, for all practical purposes, it's just easier in Word to surrender here and use the Table function instead; see Chapter 19.

The Tabs Dialog Box

If setting tabs on the Ruler is the right-brain approach, using the Tabs dialog box is the left-brain method of setting tab stops in Word. The Tabs dialog box, shown in Figure 12-9, gives you more precision over using the Ruler by itself.

Getting to the Tabs dialog box is a journey, the type of journey that ends with an "All I got was this stupid Tabs dialog box T-shirt." The simplest way to beckon forth the Tabs dialog box is to double-click the mouse on a tab in the middle of the Ruler (on the light gray part). Of course, that technique also *sets* a tab stop, which can be frustrating.

The other way to open the Tabs dialog box is to summon the Paragraph dialog box: Click the Dialog Box Launcher button in the lower right corner of the Paragraph group, on the Home tab. When the Paragraph dialog box is visible, click the Tabs button in the lower left corner to bring forth the Tabs dialog box.



Tabs

Tab stop position: 2.63"

1"
1.13"
2.5"
2.63"

Default tab stops: 0.5"

Tab stops to be cleared:

Alignment

● Left ○ Center ○ Right
○ Decimal ○ Bar

Leader

● 1 None ○ 2 .... ○ 3 -------
○ 4 ____

Figure 12-9: The Tabs dialog box.

Setting a tab in the Tabs dialog box

When you need for your tab stops to be precise and the Ruler is proving unruly, follow these steps to set tabs in the Tab dialog box:

1. **Enter the exact tab stop position in the Tab Stop Position box.**

   For example, type **1.1875** to set a tab at exactly that spot.

2. **Choose the type of tab stop from the Alignment area.**

   The standard tab stop is named Left. Other types of tab stops are covered elsewhere in this chapter.

3. **Click the Set button.**

   The Set button — not the OK button — creates the tab stop. After you click Set, the tab stop is placed on the list below the Tab Stop Position dialog box. (You may notice that numbers are rounded to the nearest hundredth; Word interprets 1.1875 as 1.19, for example.)

4. **Continue setting tabs.**

   Repeat Steps 1 through 3 for as many tabs as you need to set.

5. **Click OK.**

The tabs you set affect the current paragraph or a selected group of paragraphs. If the Ruler is visible, you can see the tabs and adjust them by using the mouse.

You must click the Set button to set a tab! I don't know how many times I click OK, thinking that the tab stop is set when it isn't.

Setting leader tabs

You can do only one task in Word in the Tabs dialog box that you cannot do with the Ruler: Set a leader tab.

What is a leader tab?

A *leader tab* produces a row of dots, underlining (in a fashion) the tab character. Three styles are available:

Fearless dot leader tabs..180

Zipper line leader tabs _ 180

U-boat underline leader tabs ________________________________180

You can apply a leader tab to any tab stop in Word other than the bar tab. To do so, refer to other sections in this chapter that tell you how to set the various types of tab stops—specifically, the right tab stop. To add the dot leader to the tabbed list you've created, follow these steps:

1. **Select the text as a block.**

   Refer to Chapter 6 for block-marking directions.
2. **Bring forth the Tabs dialog box.**
3. **Select the tab stop from the Tab Stop Position list.**

   For example, in Figure 12-6, the right tab stop shows up in the Tab Stop Position list as 4". Click to select that item in the list.
4. **In the Leader area, choose the leader style.**

   None means "no leader," and it's selected already. Choose one of the other three options.
5. **Click the Set button.**

   Don't click OK before you set the tab stop to add the leader. This step is the one you'll screw up most often.
6. **Click OK.**

   After clicking the Set button, you can click OK to close the Tabs dialog box and gawk at your text.

TIP

The leader tab that uses the underline character is also the best way to create fill-in-the-blanks forms. Use the Tabs dialog box to set a left tab stop at the far right margin (usually, 6.0 inches). Choose an underline leader for that tab.

Click Set and then OK. Back in your document, type the prompt for the fill-in-the-blanks line, such as

```
Your name:
```

Rather than type a zillion underlines, just press the Tab key. Instantly, a line extends from the colon to the right margin.

Tab Stop, Be Gone!

Removing a tab stop is as easy as dragging the Tab Stop icon from the Ruler: Point and click at the tab stop and drag the mouse downward, and the tab stop is gone.

The Tabs dialog box can also be used to remove tab stops. It’s especially good for those times when you may have several tab stops close together and plucking one out with the mouse would be tiresome. In the Tabs dialog box, choose the tab stop position in the Tab Stop Position list and then click the Clear button. Poof! It’s gone!

Clicking the Clear All button in the Tabs dialog box removes all tabs from the Ruler in one drastic sweep.

To delete a Tab character, of course, simply back up over it with the Backspace key.

Chapter 13

Page Formatting

In This Chapter

- Setting the page size
- Choosing landscape or portrait layout
- Setting margins for your document
- Automatically numbering your pages
- Changing page numbers
- Creating a new page
- Coloring a page
- Adding a watermark

Back in the old days, page formatting meant fitting your document on a sheet of paper. You could choose from two paper sizes, letter and legal, and you could print normal or sideways. That was in the old days.

Today, you don't just print a document, you *publish* it. You can put the thing on paper, or you can distribute your document to the world electronically. Because the final destination need not be paper, a document's page size becomes nontraditional. You can use Word's page formatting tools to set the size of the paper or the direction the text flows and use other fun features such as page numbers, all covered in this chapter.

Describe That Page

Page formatting starts with the size of the page, which is normally the size of the paper you're printing on. As far as Word is concerned, page and paper are similar concepts, though in theory you can set the page size to anything, which is covered in this section.

Setting page size

When Word starts out, it assumes that your document is destined to be printed on a sheet of paper and that the paper will be the standard size for your region, such as 8½-by-11 inches in the United States and the A4 size just about everywhere else. As the computer user, you have every right to disagree with Word and choose a different page size for your document, and you're not limited to the standard paper sizes, either.

To set the page size, click the Page Layout tab and use the Size button in the Page Setup group. Clicking the Size button displays the page Size menu, shown in Figure 13-1. Choose a page size from the list.

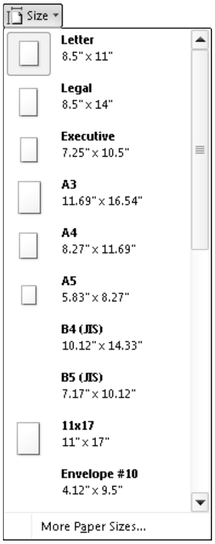

Size
Letter
8.5" x 11"
Legal
8.5" x 14"
Executive
7.25" x 10.5"
A3
11.69" x 16.54"
A4
8.27" x 11.69"
A5
5.83" x 8.27"
B4 (JIS)
10.12" x 14.33"
B5 (JIS)
7.17" x 10.12"
11x17
11" x 17"
Envelope #10
4.12" x 9.5"
More Paper Sizes...

Figure 13-1: The Size menu.

For example, if you want to print on that tall, legal-size paper, choose Legal from the list. Your entire document is then updated to reflect the new page size.

- To select a size not shown on the menu, choose the More Paper Sizes command, found at the bottom of the Size menu. You can then manually set the page size by using the Paper tab in the Page Setup dialog box. See the later section "Using the Page Setup dialog box," for more information.
- Page-size changes are reflected in the entire document, from first page to last — unless you divide your documents into sections, that is. Then you can use different page sizes within each section. Refer to Chapter 14 for information on sections.

- If you plan to print on a nonstandard page size, you need to find that specific paper size, possibly at an office supply store, plus have a printer that can swallow that specific paper size.
- A typical sheet of paper, at least in the United States, measures 8½ inches across by 11 inches tall. Most of the rest of the world uses the A4 paper-size standard, which is slightly longer and a tad narrower.

Setting orientation (landscape or portrait)

Word assumes that you want your document's text to print from left to right on a page that's taller than it is wide. That's what it considers *normal.* It's also called *portrait* mode because the page orientation is vertical, like a portrait.

Word can also be told to print longways, or in *landscape* mode. To perform this trick, you choose Landscape from the Orientation command in the Page Layout tab's Page Setup group, shown in Figure 13-2.

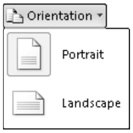


Figure 13-2: Setting page orientation.

Choosing Orientation⇨Landscape directs Word to shift the paper orientation for every page in your document. This doesn't mean that the text is sideways any more than it means that the text prints wide on a page (though I suppose you could look at it as printing sideways).

To change the pages back, choose Orientation⇨Portrait.

- Changing between Portrait and Landscape modes may require you to adjust the document's margins; see the next section.
- Make the decision to have your document in landscape mode before you do any extensive formatting. That mode affects your paragraphs and other "lower-level" formatting, so you should have it done first, before you start composing text.
- Scientists and other people in white lab coats who study such things have determined that human reading speed slows drastically when people must scan a long line of text, which happens when you use Landscape mode. Reserve Landscape mode for printing lists and tables and items for which normal paper is too narrow.

- Consider using multiple columns in Landscape mode. See Chapter 20.
- Also see the section “Using the Page Setup dialog box,” later in this chapter, for more page-orientation settings and options.

Configuring the page margins

Every page has *margins.* They provide the air around your document — that inch or so of breathing space that sets off the text from the rest of the page. As with other things in Word, these margins can be adjusted, fooled, cajoled, or otherwise obsessed with.

Word automatically sets page margins at 1 inch from every edge of the page. Most English teachers and book editors want margins of this size because these people love to scribble in margins. (They even write that way on blank paper.) In Word, you can adjust the margins to suit any fussy professional.

To change the margins, you use the Margins button, found in the Page Setup group on the Page Layout tab. Clicking the Margins button displays a menu full of common margin options, as shown in Figure 13-3.

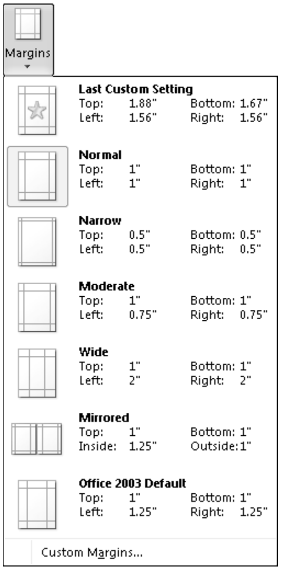

Margins
Last Custom Setting
Top: 1.88" Bottom: 1.67"
Left: 1.56" Right: 1.56"
Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"
Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"
Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"
Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"
Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"
Custom Margins...

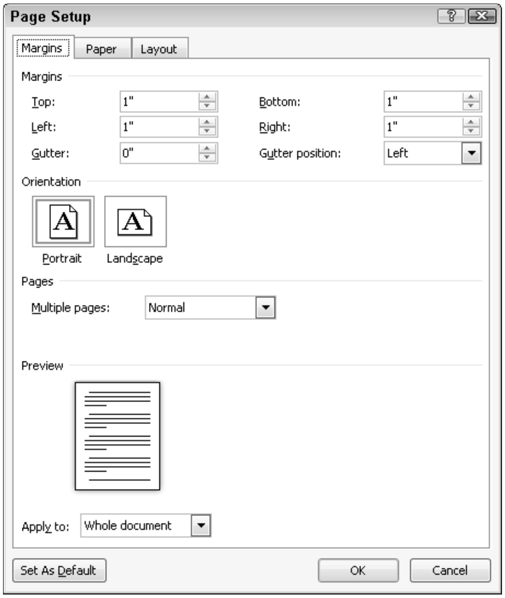
Figure 13-3: The Margins menu.

Specific margins can be set by clicking the Custom Margins button at the bottom of the Margins menu. Doing so displays the Margins tab in the Page Setup dialog box, where specific margin information can be entered, including information on printing more than one page on a sheet of paper. Refer to the next section for more information.

- Margins on a page are covered in this chapter. To set the indents for a single paragraph, you use a paragraph-formatting command. See Chapter 11.
- The stars on the Margin menu's icons represent popular or recent margin choices you've made.
- Keep in mind that most laser printers cannot print on the outside half-inch of a piece of paper — top, bottom, left, or right. This space is an *absolute* margin; although you can tell Word to set a margin of 0 inches right and 0 inches left, text still doesn't print there. Instead, choose a minimum of 0.5 inches for the left and right margins.
- Likewise, many ink printers have a taller top or bottom margin requirement. If you attempt to print outside that area, a dialog box appears, informing you of your offense.

Using the Page Setup dialog box

As with many features in Word, when you want more control over page formatting, you must flee from the Ribbon interface and use an old-fashioned dialog box. In this case, it's the Page Setup dialog box, shown in Figure 13-4.



Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Gutter: 0"
Gutter position: Left
Multiple pages: Normal
Apply to: Whole document

Figure 13-4: The Margins tab in the Page Setup dialog box.

To summon the Page Setup dialog box, click the Dialog Box Launcher in the lower right corner of the Page Setup group on the Page Layout tab. Or, you can use the keyboard shortcut: Alt+P, S, P.

The Page Setup dialog box sports three tabs: Margins for setting margins, Paper for selecting the page size, and Layout for dealing with other page-formatting issues.

Click the OK button to confirm your changes and close the Page Setup dialog box.

- To print on three-hole paper, use the Margins tab in the Page Setup dialog box to set the gutter margin to about half an inch. That moves the entire margin "frame" one half-inch from where the three holes are punched. You can set the Gutter Position to Left option, unless the holes are punched on the top of the page, in which case you set the Gutter Position to Top option.
- Changes made to a page's format — size, orientation, and margins — normally affect an entire document. By using the Apply To drop-down list in the Page Setup dialog box, however, you can determine which portion of a document will be affected by the margin change. You have three options:
    - **Whole Document** changes the margins for your whole document, from bonnet to boot.
    - **This Point Forward** makes the new margins take place from the insertion pointer's position onward.
    - **This Section** means applies the margins only to the current section. (See Chapter 14 for more information on sections.)

Dangerous treading in the Multiple Pages area of the Page Setup dialog box

Nestled on the Margins tab of the Page Setup dialog box is the Pages area (refer to Figure 13-4). The Multiple Pages drop-down list tells Word how to use the paper on which your document is printed. Surprisingly, you have more than one way to print a document on a page. The following definitions help, as does the little preview page at the bottom of the Page Setup dialog box:

Normal means one page per sheet of paper. You can't get more normal than that.

Mirror Margins is used when your printer is smart enough to print on both sides of a sheet of paper. That way, every other page is flip-flopped so that your margins always line up. For example, the gutter may be on the left side of one page, but on the right for the page's back side.

2 Pages per Sheet splits the paper right down the center and forces Word to print two "pages" per sheet of paper. Note that this option works best when used in landscape mode.

Book Fold is Word's attempt to create a multiple-page booklet by printing the proper pages on both sides of a sheet of paper. This option works best if you have a printer capable of printing on both sides of a sheet of paper. The Sheets Per Booklet option that appears helps tell Word how long your booklet is.

Despite these options, Word is a poor book-binding program. If you're into any type of publishing, consider getting a desktop publishing program, such as Adobe InDesign or Microsoft Publisher, which are far better equipped to deal with this topic.

Page Numbering

I'm still puzzled by people who manually number their pages when they use a computer and a word processor. Such a thing is silly beyond belief. That's because

> *Your word processor numbers your pages for you!*

Memorize it. Live it. Be it.

Adding an automatic page number

Not only can Word automatically number your pages, but it also lets you place the page number just about anywhere on the page and in a variety of fun and interesting formats.

Start your page numbering odyssey thus:

1. **Click the Insert tab.**
2. **In the Header & Footer area, click the Page Number command button.**

   A menu drops down, listing various page-numbering options. The first three are locations: Top of Page, Bottom of Page, and Page Margins, or the sides of the page.
3. **Choose where to place the page numbers.**

   I want my page numbers on the bottom of the page, so I regularly choose the Bottom of Page option.
4. **Pluck a page-numbering style from the scrolling list.**

   You can see oodles of samples, so don't cut yourself short by not scrolling through the menu. You can even choose those famous *page X of Y* formats.

Dutifully, Word numbers each page in your document, starting with 1 for the first page, up to however many pages long the thing grows. Plus, if you delete a page, Word renumbers everything for you. Insert a page? Hey! Word renumbers everything for you again, automatically. As long as you insert the page number by following the preceding set of steps, Word handles everything.

- The page numbers are placed into the document's header or footer, so you don't see them on the screen unless you're using Word in Print Layout view. Even when you work in Draft view, the page numbers are still there.
- Headers and footers are parts of a page that you can format with all sorts of interesting elements, including your own page number style or even page numbers on both the top *and* bottom of the page. Refer to Chapter 14 for details.
- To change the page number format, simply choose a new one from the Page Number menu.
- Page numbers can be removed just as easily: See the section "Removing page numbers," later in this chapter.
- See Chapter 23 for information on inserting a page number into your document's text as opposed to in a header or footer.

Starting off with a different page number

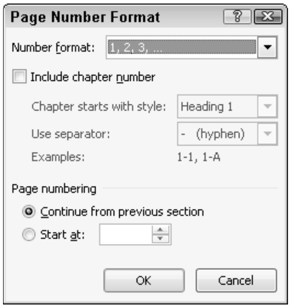
You and I know that the first page of a document is page 1, but Word doesn't care. It lets you start numbering your document at whichever page number you want. If you want to start numbering your document at page 42, you can do so, if you follow these instructions:

1. **Click the Insert tab.**
2. **In the Header & Footer area, choose Page Number➪Format Page Numbers.**

   The Page Number Format dialog box materializes, as shown in Figure 13-5.
3. **Click the Start At radio button and type the beginning page number in the box.**
4. **Click OK to close the Page Number Format dialog box.**

Word starts numbering your document at the specified page number. So, if you enter 47 in Step 3, the first page of your document is now page 47, the next page is 48, and so on.

When you want the page number to jump in the middle of your document from, say, page 5 to page 16 or (more likely) from page *iv* to page 1, you use sections to divide the document. You can start page numbering over again, and at any number or in a new section. See Chapter 14 for more information on sections.


Page Number Format

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

● Continue from previous section

○ Start at:

Figure 13-5: Gain more control over page numbers here.

Numbering with roman numerals

When the urge hits you to regress a few centuries and use roman numerals to tally a document's pages, Word is happy to oblige. Summon the Page Number Format dialog box (refer to Figure 13-5) by following Steps 1 and 2 in the preceding section. Simply choose the style you want from the Number Format drop-down list.

Removing page numbers

To strip out page numbers you've inserted into your document, choose the Remove Page Numbers command from the Page Number menu (in the Header & Footer group on the Insert tab).

The Remove Page Numbers command rids your document of only those page numbers you've inserted by using the Page Number menu. If you've manually added a page number in a header or footer, you must manually delete it. See Chapter 14.

New Pages from Nowhere

As you type your document, Word keeps adding new, blank pages for you to write on. These pages are appended to the end of the document, so even if you're typing in the midst of a chapter, the extra pages keep appearing so that no text is lost and nothing falls off the edge. That's all normal and good.

For those times when you need to stick a blank page in the middle of a document, Word provides two interesting commands. This section explains them.

Starting on a new page

To start typing on a new page in your document, you insert a manual page break, or *hard page break.* The simplest way to do this is to press the Ctrl+Enter key combination. Word then begins a new page On That Very Spot. All text before the insertion pointer is on the previous page, and all text afterward is on a new page.

You can also insert a hard page break by choosing the Page Break command from the Pages group on the Insert tab.

In Print Layout view, a hard page break looks like any other page break. The only way to know the difference is to switch to Draft view and use the Show/Hide command (found in the Home tab and shown in the margin). In Draft view, the words *Page Break* appear before the break in your document. That's your clue that you have a hard page break.

Keep these points in mind when you're dealing with hard page breaks:

WARNING!

- Never, never, never start a new page by repeatedly pressing the Enter key until a new page pops up. That just leads to trouble later as you edit your document.
- Pressing Ctrl+Enter inserts a hard page-break *character* in your document. That character stays there, always creating a hard page break no matter how much you edit the text on previous pages.
- You can delete a hard page break by pressing either the Backspace or Delete key. If you do this accidentally, just press Ctrl+Z to undelete.
- If you set hard page breaks, switch to Full Screen Reading view to preview your document before you print it. Sometimes, the process of editing moves text around, making the hard page breaks unnecessary and awkward. Refer to Chapter 9 for more information on Full Screen Reading view.
- You can also insert a hard page break by choosing Breaks⇨Page from the Page Setup group. Remember that this command is on the Page Layout tab, not on the Insert tab.

REMEMBER

- Don't fall into the trap of using hard page breaks to adjust your page numbering. You can use the power of the computer to alter page numbers without having to mess with page formatting. See the earlier section "Starting off with a different page number."

Inserting a whole, blank page

To shove a fresh, blank sheet of paper into the middle of a document, you can use the Blank Page command button, found in the Insert tab's Pages group. That command inserts *two* hard page breaks into a document, which creates a blank sheet of paper.

WARNING! I don't recommend using this command unless you truly need a blank page in the midst of a document (you plan never to write on that page). Putting graphics on the page is fine. Adding a table, or any other one-page element, to the blank page is also fine. But because the blank page is inserted by using two hard page breaks, writing on it leads to formatting woes down the line.

Page Froufrou

Page formatting happens above your text, below your text, to the sides of your text, and even *behind* your text. This section demonstrates the things you can format on a page that appear behind your words.

Coloring pages

To color your document's pages, use the Page Color command button from the Page Layout tab's Page Background group. Clicking that button displays a menu full of colors, some based on the document theme and some based on standard colors, or you can choose your own color by choosing the More Colors menu command. *Gradients,* or multiple colors, can be chosen by using the Fill Effects menu command.

As you move the mouse over the various colors on the Page Color menu, your document's page color is updated to reflect that new color (but only in Page Layout view). The text color may change as well (for example, from black to white) to remain visible.

The color you choose is produced by your printer, but you must direct the printer to print the page color by following these steps:

1. **Click the File tab.**
2. **Choose Options from the File tab menu.**
3. **Choose Display from the left side of the Word Options window.**
4. **In the Printing Options area, put a check mark by the item labeled Print Background Colors and Images.**
5. **Click OK.**

   You can now print the background color.

The color, because it's generated by Word and isn't part of the paper you're printing on, doesn't cover the entire printed page. That's because your printer cannot mechanically access the outside edge of a page, so a white border (or whatever other color the paper is) appears around your colored page. At this point, you need to ask yourself whether it's easier to use colored paper rather than expensive printer ink or toner.

- To remove page coloring, choose the No Color command from the Page Color menu.
- See Chapter 10 for information on coloring text.

Adding a watermark

When finer papers are held up to the light, they show a *watermark,* an image embedded into the paper. The image is impressive but faint. Word lets you fake a watermark by inserting faint text or graphics behind every page in your document. Here's how:

1. **Click the Page Layout tab.**
2. **In the Page Background group, click the Watermark button.**

   A menu plops down with a host of predefined watermarks that you can safely duck behind the text on your document's pages.
3. **Choose a watermark from the long, long list.**

   The watermark is applied to every page in your document.

Sadly, you have few options for customizing the watermark. You can choose the More Watermarks command from the Watermark menu, which displays the Printed Watermark dialog box. In there, you can choose between a picture or text watermark. The picture item is handy because you can choose any graphical image that's available on your computer (such as a company logo) to use as a watermark. The text item, however, lets you choose only predefined bits of text.

To rid your document's pages of the watermark, choose the Remove Watermark command from the Watermark menu.

If the watermark doesn't show up in the printed document, you may need to enable the Print Background Text and Images setting. Refer to the steps in the preceding section.

Chapter 14

Document Formatting

In This Chapter

- Breaking your document into chunks
- Getting the most from sections
- Placing a cover page on your document
- Adding a header or footer
- Creating unique headers and footers
- Suppressing the header and footer on the first page
- Working with headers and footers in sections
- Deleting a header or footer

I don't do much document formatting on my shopping lists or my kids' chore charts; it's not necessary. For the important stuff — the *real* documents — it's useful to employ some of Word's fancy document-formatting tricks. I'm talking about big-picture stuff that includes the handy-yet-weird concept of sections as well as headers and footers. The formatting information in this chapter might not be stuff you use all the time, but it's there for when you need to make documents look *extra* spiffy.

The Oft Misunderstood Yet Useful Concept of Sections

Most of the Word page-formatting commands affect every page in a document: The settings for margins, page orientation, paper size, and other types of formatting apply themselves not to a single page but rather to every dang doodle page, from 1 to *N,* where *N* is the mathematical variable best expressed as "I don't know how huge this value could be."

Sometimes, however, you need a document that isn't formatted the same way page after page. For example, you may want to number pages 1–4 in Roman numerals and then start over on page 5 with page 1 in human numerals. Or, you may want the first page of a document to be an unnumbered cover page.

Or, you may need to display a table on page 14 in landscape orientation. All these tricks are possible when you understand the section concept.

Understanding sections

A *section* is a part of a document that contains its own page formatting. For example, all documents have one section. That's the way they're born. All the page-formatting commands affect all the pages in the document the same way because the document has only one section. That's expected. It's a given. But it doesn't always have to be that way.

Figure 14-1 shows how a document can use two sections. The first section is four pages long and uses Roman numeral page numbers. The second section starts on page 5, where the page number format is restored to normal but starting at page number 1.

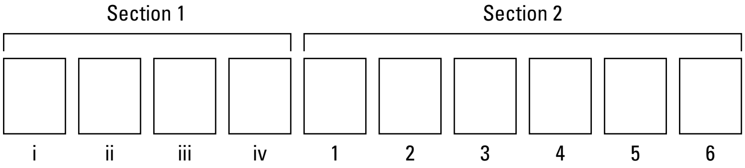


Figure 14-1: Document with two sections.

The document illustrated in Figure 14-2 has four sections. The first is the cover page, followed by a regular document format. Section 3, however, contains one page in landscape format. That's followed by Section 4, which reverts to the regular format.

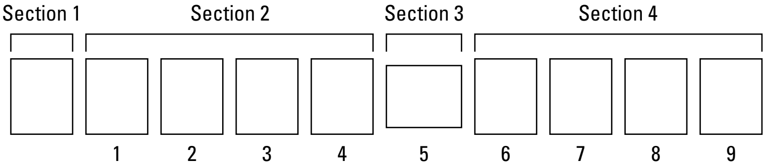


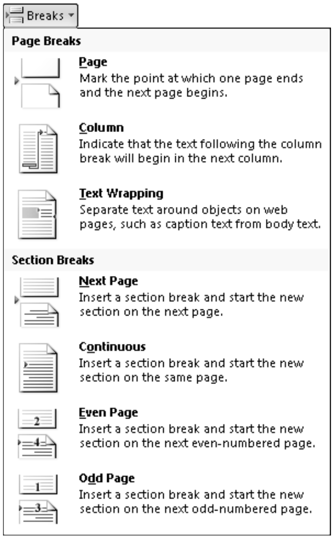
Figure 14-2: Document with four sections.

It if weren't for sections, you couldn't change the page format or the format for a document's headers or footers; everything would be the same. So a section isn't necessary in every document, but when you need one, it's truly a blessing.

- A *section* is basically a chunk of your document where page formatting is different from or unique to the rest of your document.
- Text and paragraph formatting, as well as any styles you may create, don't give a hoot about sections. Sections affect only page formatting. See Chapter 13 for more information on page formatting.

Creating a section

Breaking up your document isn't hard to do. Word has wisely placed all its breaking commands on the Breaks menu: Click the Page Layout tab and then click the Breaks command button, found in the Page Setup group. The menu is shown in Figure 14-3. Page-breaking commands are at the top of the menu; section breaks are at the bottom.



Breaks

Page Breaks

Page
Mark the point at which one page ends and the next page begins.

Column
Indicate that the text following the column break will begin in the next column.

Text Wrapping
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page
Insert a section break and start the new section on the next page.

Continuous
Insert a section break and start the new section on the same page.

Even Page
Insert a section break and start the new section on the next even-numbered page.

Odd Page
Insert a section break and start the new section on the next odd-numbered page.

Figure 14-3: Ways to break text or an entire document.

The simplest way to create a new section is to choose Next Page from the Breaks menu. This command creates a page break, by starting a new page as a new section in your document.

¶

In Print Layout view, the section break appears just like any other page break. To determine whether a page break is a real page break or something else, you must switch to Draft view and use the Show/Hide command: click the Show/Hide command button on the Home tab or press Ctrl+Shift+8.

In Draft view, the section break appears with the text `Section Break (Next Page)` in the middle of a double row of dots.

After the section is created, you can then modify the page layout and format for each of the sections, a topic that's covered in the next section.

- Use the Continuous section break to mix formatting styles within a page. For example, if you have columns of text sharing a page with regular text, the Continuous section break is the ideal way to separate the individual formats. See Chapter 20 for more information on columns.

- You can use the Even Page and Odd Page options to start the next section on the next even or odd page — ideal for those futile times when you try to use Word to bind a book or pamphlet.
- Column and Text Wrapping breaks have nothing to do with sections. Text Wrapping breaks work like soft returns (see Chapter 2), except that they're designed to be used on text that wraps around a figure or table. See Chapter 20 for information on column breaks.

Using a section

To apply a specific page format to one section only, use the dialog box associated with the format, such as the Page Setup dialog box. In the dialog box, look for the Apply To drop-down list. To apply the format to the current section, choose This Section. That way, the format controls only the pages in the current section.

To determine which section you're in, right-click the status bar (at the bottom of Word's window). A pop-up Status Bar Configuration menu appears. Near the top, you see the item named Section, and on the right you see the current section number. To see that information always displayed on the status bar, choose Section from the menu; otherwise, press the Esc key to make the pop-up menu go away.

Deleting a section break

A section break is just like a character in your document. To delete the break, you can use the Backspace or Delete keys. For example: Position the insertion pointer just before the section break and then press the Delete key. This technique works best in Draft view with the Show/Hide command working to display the section breaks.

- The Show/Hide command's keyboard shortcut is Ctrl+Shift+8.
- Deleting a section removes any formatting, including headers and footers, that were unique to that section.
- If you accidentally delete a section break, you lose any special formatting you applied to the section. In this case, press the Undo shortcut, Ctrl+Z, before you do anything else.

Add a Cover Page (Sneaky and Quick)

I'd guess that the most popular use of section breaks is to thwack down a title or cover page to a document. Typically, you don't want page numbers or header or footer information on the title page, so making that page its own section is ideal. But conniving Word to create a single page section and then fussing with headers and footers isn't anyone's idea of a fun time. Therefore, it pays to use Word's Cover Page menu. Here's how it works:

1. **Click the Insert tab.**
2. **In the Pages group, click the Cover Page button.**

   A fat, fun menu full of various cover-page layouts appears.
3. **Choose a cover-page layout that titillates you.**

   That cover page is immediately inserted as the first page in your document. Then Word displays it onscreen for further editing.
4. **Click the bracketed text on the cover page.**
5. **Type the required replacement text.**

   For example, click `[Type the document title]`. Then type your document's real title. The text you type replaces the bracketed text.
6. **Repeat Steps 4 and 5 until the cover page looks the way you like it.**

You can change a cover page at any time by choosing a new one from the Cover Page menu, although I recommend removing the old one first: To remove a cover page you've inserted, choose the Remove Current Cover Page command from the Cover Page menu. It helps to have the insertion pointer on the cover page to delete it.

- The Cover Page menu doesn't create a new section in your document. If you're using headers and footers, they appear on the inserted cover page. To avoid this situation, position the insertion pointer at the top of page 2 (after the cover page), and from the Page Layout tab, choose Break⇨Continuous. You can then modify the header and footer as described elsewhere in this chapter.
- As you learn more about Word, you can even modify or add elements to the cover page after it's inserted. Refer to Chapter 22 for more information about Word's drawing commands.
- Leaving the bracketed text on your title page is tacky. Your boss doesn't want to see a report that has `[Company Name]` on it rather than your company's real name.

Headers and Footers

Documents can have headers and headings, footers and footnotes. You can easily confuse things — until you read these handy bullets and peruse this section.

- A *header* is text that appears at the top of every page. It's contained in a special, roped-off part of the page where you can place special text.
- A *heading* is a text style used to break up a long document, to introduce new concepts and help organize the text. See Chapter 15 for more information on headings.
- A *footer* is text that appears at the bottom of every page. Like the header, it has its own, special area and contains special text.
- A *footnote* is a tiny bit of text that appears at the bottom of a page, usually a reference for some bit of text on that page. See Chapter 21.
- Headers and footers contain elements such as your name and the document name and the date, page number, title, and phone number. ("Hurry! Buy now! Operators are standing by!")
- Headers can also be called *eyebrows.* Weird, huh?
- Footers can include page numbers, a chapter or document title, and soft, cushiony insoles.

The following sections refer to both headers and footers. Even when the information appears to be about only the header, it also applies to footers.

Adding a header or footer

You can use a header. You can use a footer. You can use them both. You can use neither. Either way, the technique is the same:

1. **Click the Insert tab.**
2. **From the Header & Footer group, choose the Header button.**

   A list of preformatted headers is displayed.
3. **Choose the format you want from the list.**

   The header is added to your document, saved as part of the page format.

   If Word is in Draft view, it immediately switches to Print Layout view so that you can edit the header. (Headers and footers don't appear in Draft view.)

Notice the new tab on the screen? When you're editing a header, the Header & Footer Tools Design tab appears. Refer to the following section for details.

4. **Click any bracketed text.**
5. **Type the required replacement text.**

   For example, replace `[Type text]` with the title of your document.
6. **Repeat Steps 4 and 5 for all bracketed text in the header.**

Close Header and Footer

7. **When you're done, click the Close Header and Footer command button in the Close group on the far right side of the Ribbon.**

In Print Layout view, you can see the header or footer displayed in ghostly gray text. In Draft view, you can't see a header or footer, even though it's still there. (You can also use Full Screen Reading view, as covered in Chapter 9, to see the header or footer.)

- You can also exit from editing a header by double-clicking the mouse in the main part of your document
- You don't have to go to page 1 to insert a page number in the header. Word is smart enough to put the proper number on the proper page, no matter where you're editing the header in your document.
- Headers and footers are geared to sections in your document. Therefore, as long as you're in the same (or only) section, you can edit the header or footer for that section.
- The Header and Footer command buttons are found on the Insert tab, not on the Page Layout tab.

Editing a header or footer

Face it: Word's preset designs for the header are dull. Splashy, but dull. And, chances are good that they don't contain all the information you want or need. That's no problem. You can edit the header using what Word created as a starting point, or you can just quickly whip up your own header. It's easy. Here's how:

1. **Click the Insert tab.**
2. **In the Header & Footer group, choose Header➪Edit Header.**

   When you edit the header, Word tosses you into a special mode of operation. The header appears on the screen as part of the page in Print

Layout view. Plus, the Header & Footer Tools Design tab appears with groups customized for creating and editing headers.

3. **Use the Go to Header or Go to Footer command button to switch between the header and footer for editing.**

4. **Edit or modify the header.**

   Items in the header are edited just like anything else in Word. You can add or edit text and format that text by using any of Word's text- and paragraph-formatting commands, including tabs. (See Chapters 10, 11, and 12.)

   You can modify any graphics in the header, although I recommend that you read Chapter 22 before doing so.

   TIP

   Word preformats headers with center and right tabs at the center and far right side of the page. You can then press the Tab key and type some text to have the text automatically centered at the bottom (or top) of the header or footer.

5. **Use the command buttons on the Design tab's Insert group for special items.**

   Here are some of the more useful special items you can insert into a header (the inserted items appear wherever the insertion pointer is located):

   - **Page number:** Choose Quick Parts⇨Page Numbers and choose a page number format from the list. The page number text then appears in the header. If you want to center the page number, press the Tab key and then insert the page number.
   - **Date & Time:** Clicking the Date & Time button displays a Date and Time dialog box, which lists various date, time, and combination formats. Choose one and then click the OK button to insert that date or time text into the header.
   - **Graphics:** Use the Picture button to browse for graphical images on your PC's hard drive, which you can insert into the header. Or use the ClipArt button. Be sure to brush up on graphics in Word by reading Chapter 22 first.
   - **Fields:** The most versatile thing you can insert into a header or footer is a field; choose Quick Parts⇨Field from the Insert group. Fields, however, require extra explanation. Refer to Chapter 23 for details.

Close Header and Footer

6. **Click the Close Header and Footer command button when you're done.**

   You're back in your document.

The header is the same on every page in your document. Word is happy to oblige, however, whenever you want a different header, such as for the first page or alternating pages or for different sections in a document. The last few sections in this chapter explain the details.

- In Print Layout view, you can quickly edit any header or footer by double-clicking its ghostly gray image.
- If you need a header only for a page number, I highly recommend using the batch of page-numbering tricks I cover in Chapter 13 as an easier alternative to working with headers directly.

Making odd and even headers or footers

This book is formatted with odd and even headers: The header on the odd (left) pages contains the page number and then the part number and title. On the (right) even pages, the header shows the chapter number and title and then the page number. You can pull off this type of trick in your document as well.

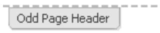
To force Word to accept odd and even headers, obey these steps:

1. **Click the Insert tab.**
2. **From the Header & Footer group, choose Header⇨Edit Header.**

   The Header & Footer Tools Design tab is displayed on the screen.
3. **Click to put a check in the box by Different Odd & Even Pages, found in the Options group.**

   This step tells Word that you want two sets of headers: one for odd pages and one for even pages. Notice how the tag identifying the header changes:

   The tag tells you which header you're editing; in this case, it's the Odd Page header.



4. **Create the header for the odd pages.**

   Refer to the preceding section for notes on making a header or footer. Remember that the footer can contain any formatted text you would otherwise stick into a Word document.

5. **Click the Next button, found in the Navigation group.**

   Word displays the even page's header, allowing you to create or edit its contents. The Header tag changes to reflect which header you're editing:

   Even Page Header

   By the way, you click the Next button to move from the odd header to the even header. You must click the Previous button to return to the odd header from the even header.

6. **Click the Go To Footer button to edit the footer's odd and even pages.**

   Edit the footer's contents and click the Next button to ensure that you work on both the odd and even footers (as you do in Steps 4 and 5 for the header).

7. **Click the Close Header and Footer button when you're done.**

Removing the odd/even header option is as simple as deselecting the Different Odd & Even Pages option in the Options group (the opposite of Step 3). When you do that, the even-page header and footer are deleted, leaving only the odd header and footer.

Removing the header and footer from the first page

Most people don't want the header or footer on the first page, which is usually the title page or a cover page. Suppressing the header for that page is easy. Just follow these steps:

1. **Click the Insert tab.**

2. **From the Header & Footer group, choose Header⇨Edit Header.**

3. **In the Options group, select Different First Page.**

   You see the Header tag change to First Page header, and the Footer tag change likewise. That's your visual clue that the first page of the document sports a different header from the one in the rest of the document.

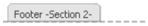
   First Page Header

You can still edit the First Page header, if you like. It's merely different, not necessarily empty.

Working with headers and footers in document sections

Just as Superman is limited in his powers by the crippling force of kryptonite, the mighty header is limited in its scope and power by the limiting force of the document section. A header, or footer, can exist within only one section. Creating a new section creates a new set of headers and footers.

Word flags each set of headers and footers in the tag just below or above the header or footer area, such as this:



This tag helps you determine which section's header or footer you're editing.

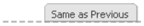
To switch to the next section's header, click the Next button.

To switch to the previous section's header, click the Previous button.

A source of frustration with multiple sections exists when you use the Link to Previous option. What this option does is set one section's header to match the previous section. That way, you can keep the same header in multiple sections. For example, sometimes you merely want to change the page orientation, not the header, in the middle of a document. At other times, the Link to Previous button may be source of frustration because it causes changes made in one section to be either replaced in another section or ignored.

As a hint, when the Link to Previous option is selected, the header is tagged on the left side with the following:

That's a big clue to why you may be unable to edit a header, when such a thing causes you frustration.



- A header is a section-long element. By placing multiple sections in your document, you can have multiple headers. Refer to the first part of this chapter for information on sections.
- You use multiple sections to change headers throughout a document or to suppress the header on a single page and then "pick it up" again after that page.

- To suppress the header on the first page of a document, follow the instructions in this chapter's earlier section "Removing the header and footer from the first page."
- Changing a header in one section doesn't affect any other section in the document — unless you're using the Link to Previous option.
- When you have selected the Different First Page option (as you do in the earlier section "Removing the header and footer from the first page"), note that each section has its own first-page header and footer, which are different from (and separate to) the other headers in that section.
- The Different Odd & Even Pages option affects all sections of a document.

Removing a header or footer

The simplest way to remove a document header is to use the Header➪Remove Header command. Here's how it's done:

1. **Open the page where the header exists.**

   Use Print Layout view for this step so that you can see the ghostly image of the header at the top of the page.
2. **Click the Insert tab.**
3. **From the Header & Footer group, choose Header➪Remove Header.**

   The header is gone.

This trick removes only the header for the current section. To remove headers in other sections, you must repeat these steps when the insertion pointer is in that section.

To remove a footer, choose Footer➪Remove Footer in Step 3.

Another way to remove a header is to delete all text in a header: Press Ctrl+A to select all the text when editing the header, and then press the Delete key. *Poof!* The header is gone.

I recommend removing the header on any pages in your document that change orientation. That's because the header prints on the "wrong" edge of the page, which is inconsistent with the rest of the document. Because the page (or pages) with a different orientation is in its own section anyway, simply delete the header for that section. Then the reoriented pages can continue with headers and footers throughout the rest of the document.

Chapter 15

Word Formatting Styles

In This Chapter

- ▶ Understanding styles
- ▶ Using Quick Styles
- ▶ Finding where Word hides styles
- ▶ Switching between style sets
- ▶ Removing styles
- ▶ Creating your own styles
- ▶ Modifying styles
- ▶ Assigning a style shortcut key
- ▶ Organizing styles between documents

I assume that some people never format their documents. That's okay. Boring, but okay. Other people format every detail of every document, using just about all the formatting commands available in Word. It's those folks for whom I write this chapter. That's because Word employs something called *styles.* You can use preset styles to instantly format your prose. Or, if you fancy creating text formatting, you can make your own styles. It's easy, and it's a powerful way to instantly change the look of your entire document.

The Big Style Overview

Styles are a traditional ingredient of the word processing stew, designed to save you formatting toil. The idea is to save time. So when you change your mind and decide that you want all figure captions in your document to be left-aligned rather than centered, you make only one change and it's done. That's the beauty of styles.

- ✓ A style is nothing more than a clutch of text and paragraph formats. You give the style a name, and then you use it to format your text. Or, you can format your text first and then make a style to match.

- In addition to the formatting information, styles have names. The names try to give you a clue to how to use the style, such as Heading 1 for the document's first heading, or Caption, which is for figure and table captions.
- All text in Word has a style. As configured, Word uses the Normal style to format text. Unless you specify otherwise, Word uses the Normal style — typically, the Calibri font, 11 points, left-aligned paragraphs, line spacing at 1.15, and no indenting, with 10 points of air after each paragraph.
- Styles are part of the document template. See Chapter 16 for more information.
- Using styles is optional. They do, however, make formatting your documents easier.

Understanding style types

Word sports five different types of styles, each customized to format a different document element in Word:

- **Paragraph:** The paragraph style contains both paragraph and text formatting attributes: indents, tabs, font, text size, — you name it. It's the most common type of style.
- **Character:** The character style formats only characters, not paragraphs. All character formatting mentioned in Chapter 10 can be stuffed into a character style.
- **Linked:** The linked style is a combination style that can be applied to both paragraphs and individual characters. The difference depends on which text is selected when you apply the style.
- **Table:** The table style is applied to tables, to add lines and shading to the table cells' contents. Refer to Chapter 19 for more information on tables in Word.
- **List:** The list style is customized for presenting lists of information. The styles can include bullets, numbers, indentation, and other formats typical for the parts of a document that present lists of information. See Chapter 21 for info on lists.

These style types come into play when you create your own style as well as when you're perusing styles to apply to your text. For example, if you want to create a new look for tables in your document, you make a Table style. Or, when you want a style to affect only text and not paragraphs, you create a Character style.

* * * Free Preview End * * *
Purchase Required To Gain Total Access
Visit www.propmgmtforms.com To Purchase *Property Management Forms* Package