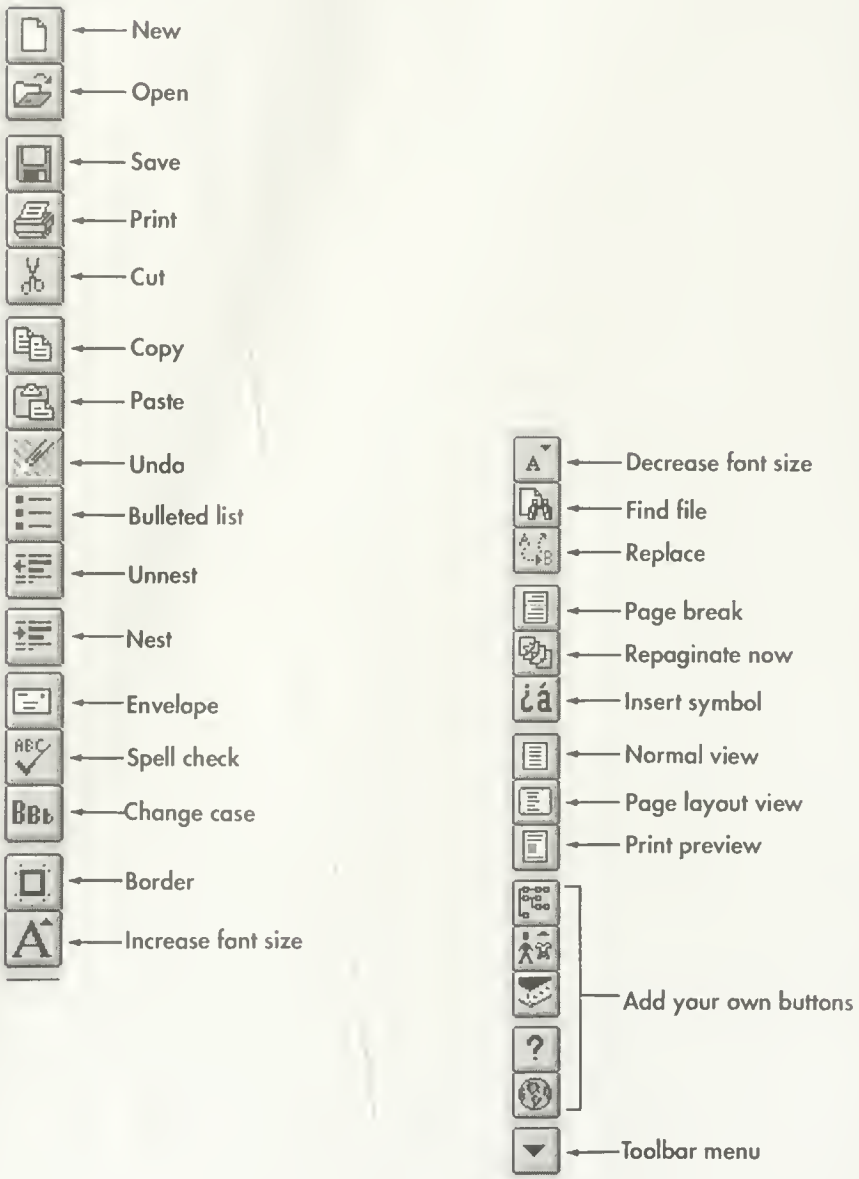
Word 5.1 for the Mac®
How-To-Book

Ron Mansfield

- Create Your First Document in Just Minutes!
- Inside: How-To-Recipes & Helpful Tips for Just About Any Type of Word Processing Project You Can Think Of
- *Mac Tracks* Give You Fast Access to the Information You Need

SYBEX
Macintosh Library

WORD'S TOOLBAR (VERSION 5.1 ONLY)



Just two of the many ways you can add impact to your messages with Word's Desktop Publishing features.

Make Big Money from

Tiny Sea Creatures !

Now you can turn a worldwide labor shortage into a real career opportunity. There are big bucks to be made in sardine eye closing.

Did you know that there are always openings in the canning industry? We need experienced eye closers now!

Day and night positions are available. Benefits include all the fresh sardines you can eat, and a free oil cloth apron...

Phone
1-800-EYE-SHUT

AMERICAN BROADCASTING CORPORATION (ABC) ♣ AMERICAN INDUSTRIAL REAL ESTATE ASSOCIATION ♣ ASK MR. FOSTER./FIRSTOURS/CARLSON CORPORATION ♣ BEAR STERNS ♣ BERGER & NORTON ♣ CABLE NEWS NETWORK (CNN) ♣ CHILDRENS HOSPITAL OF LOS ANGELES ♣ COLDWELL BANKER ♣ CONSUMER GUIDE COMPUTER BUYING GUIDES ♣ EPSON AMERICA ♣ FADEM & DOUGLAS ♣ FOX TELEVISION ♣ GILLETTE/PAPERMATE ♣ GRUBB & ELLIS ♣ HORVITZ & LEVY ♣ INDUSTRIAL ELECTRONIC ENGINEERS ♣ LASER MEDIA ♣ LOS ANGELES COUNTY COURTS ♣ LOS ANGELES DODGERS ♣ LOS ANGELES OLYMPIC ORGANIZING COMMITTEE ♣ LOVE CONNECTION/ERIC LIEBER PRODUCTIONS ♣ NORTHROP ♣ OCCIDENTAL PETROLEUM CORPORATION ♣ PARTY PLANNERS WEST ♣ PETER NORTON COMPUTING ♣ PRUDENTIAL STEVENSON ♣ QUE PUBLISHING ♣ QUICK TALLY ♣ ROGERS & COWAN PUBLIC RELATIONS ♣ SCIENCE RESEARCH ASSOCIATES/SRA ♣ SYBEX, INC. ♣ WARNER COMMUNICATIONS ♣ XEROX ♣

Books that Work
Just Like Your Mac

As a Macintosh user, you enjoy unique advantages. You enjoy a dynamic user environment. You enjoy the successful integration of graphics, sound, and text. Above all, you enjoy a computer that's fun and easy to use.

When your computer gives you all this, why accept less in your computer books?

At SYBEX, we don't believe you should. That's why we've committed ourselves to publishing the highest quality computer books for Macintosh users. Externally, our books emulate the Mac "look and feel," with powerful, appealing illustrations and easy-to-read pages. Internally, our books stress "why" over "how," so you'll learn concepts, not sequences of steps. Philosophically, our books are designed to help you get work done, not to teach you about computers.

In short, our books are fun and easy to use—just like the Mac. We hope you find them just as enjoyable.

For a complete catalog of our publications:

SYBEX, Inc.
2021 Challenger Drive, Alameda, CA 94501
Tel: (510) 523-8233/(800) 227-2346 Telex: 336311
Fax: (510) 523-2373

SYBEX is committed to using natural resources wisely to preserve and improve our environment. As a leader in the computer book publishing industry, we are aware that over 40% of America's solid waste is paper. This is why we have been printing the text of books like this one on recycled paper since 1982.

This year our use of recycled paper will result in the saving of more than 15,300 trees. We will lower air pollution effluents by 54,000 pounds, save 6,300,000 gallons of water, and reduce landfill by 2,700 cubic yards.

In choosing a SYBEX book you are not only making a choice for the best in skills and information, you are also choosing to enhance the quality of life for all of us.

This Book Is Only the Beginning.

Introducing the SYBEX Forum on CompuServe®.

Now, thanks to CompuServe, you can have online access to the authors and editors from SYBEX—publisher of the best computer books money can buy. From the privacy of your own home or office, you'll be able to establish a two-way dialog with SYBEX authors and editors.

Expert Advice at No Extra Charge.

It costs nothing to join the SYBEX Forum. All you have to do is access CompuServe and enter GO SYBEX. As a SYBEX Forum member, you'll have access to expert tips and hints about your computer and the most popular software programs.

What's more, you can download the source code from programs covered in SYBEX books, discover professional-quality shareware, share information with other SYBEX Forum users, and more—for no additional charge. All you pay for is your CompuServe membership and connect time charges.

Get a Free Serving of CompuServe.

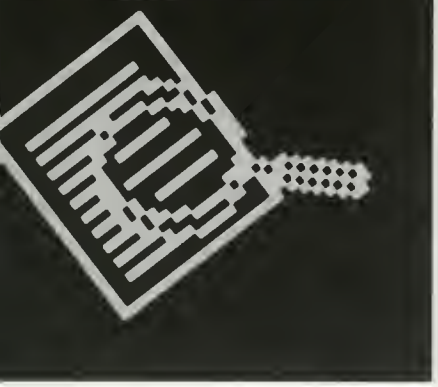
If you're not already a CompuServe member, try it for free. Call, toll-free, 800•848•8199 and ask for representative #560. You'll get a personal ID number and password, one ***FREE*** month of basic service, a ***FREE*** subscription to *CompuServe Magazine*, and a $15 credit towards your CompuServe connect time charges. Once you're on CompuServe, simply enter GO SYBEX and start to explore the SYBEX Forum.

Tune In Today.

The SYBEX Forum can help make your computer an even more valuable tool. So turn on your computer, dial up CompuServe, and tune in to the SYBEX Forum. You'll be glad you did.

SYBEX. Help Yourself.

SYBEX



WORD 5.1
for the Mac® How-To Book

Ron Mansfield

SYBEX®
San Froncisco
Paris
Düsseldorf
Soest

ACQUISITIONS EDITOR: Dianne King
DEVELOPMENTAL EDITOR: Kenyon Brown
EDITOR: Alex Miloradovich
TECHNICAL EDITOR: Rebecca Pack
PROJECT EDITOR: Barbara Dahl
BOOK DESIGN AND CHAPTER ART: Lisa Jaffe
ICON DESIGNER: Ingrid Owen
SCREEN GRAPHICS: John Corrigan
PAGE LAYOUT AND TYPESETTING: Len Gilbert
PROOFREADER/PRODUCTION ASSISTANT: Elisabeth Dahl
INDEXER: Nancy Guenther
COVER DESIGNER: Ingalls + Associates
COVER ILLUSTRATOR: Tom McKeith

Screen reproductions produced with Collage Plus.

Collage Plus is a trademark of Inner Media Inc.

SYBEX is a registered trademark of SYBEX Inc.

TRADEMARKS: SYBEX has attempted throughout this book to distinguish proprietary trademarks from descriptive terms by following the capitalization style used by the manufacturer.

SYBEX is not affiliated with any manufacturer.

Every effort has been made to supply complete and accurate information. However, SYBEX assumes no responsibility for its use, nor for any infringement of the intellectual property rights of third parties which would result from such use.

Copyright ©1993 SYBEX Inc., 2021 Challenger Drive, Alameda, CA 94501. World rights reserved. No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic or other record, without the prior agreement and written permission of the publisher.

Library of Congress Card Number: 92-85245
ISBN: 0-7821-1229-3

Manufactured in the United States of America
10 9 8 7 6 5 4 3

To my kind, loving and generous dad
who did not take enough time to fish.

We all miss you.

ACKNOWLEDGMENTS

The tough part of writing anything—especially acknowledgments—is deciding when to stop. With apologies to those not mentioned, here goes…

Bill Gates and his growing family have much to be proud of. This book wouldn't exist without the capable assistance of Maria Staaf's good-natured, young Microsoft Word army. Their enthusiasm for Word 5 is well-founded. Microsoft's David (Beta Man) Pearce always cheerfully returned my calls and sent me everything he promised to, despite his hectic "new product launch" schedule.

Alex Maluta, friend, employee, and Macaholic extraordinaire not only contributed portions of this book, he also helped keep our firm's consulting clients happy while I played "author in seclusion." Get some sleep, Alex.

Like Alex, SYBEX never sleeps. Syboids even worked at home through the holidays on this book. Thanks Dianne King for helping me "join the club." Ken Brown's early editorial guidance and attention to detail will make a typesetter out of me yet. Hats off to Alex Miloradovich, as likable and capable an editor as I've ever met. Much thanks also to Rebecca Pack, technical editor; Barbara Dahl, project editor; John Corrigan, screen graphics; Len Gilbert, typesetter; Lisa Jaffe, artist; and Elisabeth Dahl, proofreader. Let's do it again soon.

Incidentally, readers helped shape this book. Some mailed in the comments forms at the back of earlier editions, others participated in the SYBEX Book Reviewer's Club and focus groups. Their thoughtful comments and suggestions played a major role in the book's reorganization and expansion. If you have any comments we'd love to hear them.

Finally, I want to acknowledge my wonderful family for putting up with an often invisible, but clearly audible husband and dad. It's done! Thanks Nancy and Adam.

CONTENTS AT A GLANCE

Introduction xxxv

Part I *Getting Started*

Chapters

1 Creating Your First Document 3
2 Viewing and Navigating in Word 63
3 Previewing and Printing 95
4 Working with Graphics 127
5 Building and Using Frames 157
6 Managing Your Files 173

Part II *Formatting Fundamentals*

7 Margins and Page Breaks 203
8 Characters and Fonts 223
9 Paragraphs, Line Spacing, Borders, and Shading 285
10 Tabs, Tables, Math, and Sorting 317
11 Headers, Footers, Page Numbers, and Footnotes 363
12 Organizing Your Work with Sections 389
13 Using Styles to Format Your Work 397

Part III *Time Savers*

14 Envelopes and Simple Mailing Lists 425
15 Stationery and Document Assembly 441
16 Saving Time with Glossary Files 453

	17	Using the Thesaurus to Find the Right Word	471
	18	Checking Spelling, Word Counts, and Grammar	481
	19	Finding and Replacing	501
	20	Streamlining Your Work with Outline Views	517
Part IV *Desktop Publishing*	**21**	Multiple Columns	531
	22	Newsletters, Brochures, Reports, and More	541
	23	Creating Tables of Contents and Indexes	573
	24	Working with Large Documents	589
Part V *Power Tools*	**25**	Annotating Your Work with Text and Voice	601
	26	Creating Custom Documents with Print Merge	615
	27	Building and Inserting Graphs in Word	649
	28	Publish and Subscribe, Link, and Embed	675
	29	E-Mail and Other Network Features	695
	30	Playing QuickTime Movies in Word	703
	31	Personalizing Word	715
Appendices	**A**	Installing Word	761
	B	Word Commands	773
Index			**817**

CONTENTS

Introduction xxxv

PART I GETTING STARTED

CHAPTER 1 Creating Your First Document 3

Document Setup 6
Typing Habits to Break 7
Your First Word Project 8
The Parts of a Word Window 8
Typing Text 12
Selecting Text 13
Selecting Specific Units of Text with a Mouse 14
Selecting Variable Units of Text with a Mouse 16
Deleting Text 17
Undo and Repeat 17
Undo 17
Repeat 20
Inserting Text 21
Replacing Text 22
Simple Formatting Tricks 22
The Ribbon 22
The Ruler 25
Saving Documents Initially 27
Telling Word Where to Save Your Document 29
Naming Word Documents 29
Summary Information 30
Saving as You Work 31
Quitting and Restarting Word 31

Launching Word by Double-Clicking on a Document 33
Using System 7's Alias Feature 33
Quick Access to Your Last Four Projects 35
Creating New Documents If Word Is Running 36
Copying and Moving 37
Cut, Copy, and Paste 37
Copying from One Word Document to Another 39
Word's Window Menu 40
Some Reminders about the Clipboard 41
The Move Text Command 42
Drag-and-Drop 45
Keyboard Differences and Word 48
Keyboard Shortcuts 48
Keyboard Shortcut Symbols 49
Key Combinations for Special Characters 50
Numeric Keypads and Word 50
Extended Keyboards and Word 51
Repeating Keys 52
Using Word's Menus without a Mouse 53
Keyboard Tricks in Dialog Boxes 54
Hotspots 54
Getting Help with Word 55
Topic-Specific On-Line Help 56
Switching Help Topics 57
Pointing to Get On-Line Help 57
To Get On-Line Help in Open Dialog Boxes 58
System 7 Balloon Help 58
Quitting On-Line Help 59
If Word Asks You to Locate the Help File 59
Microsoft Product Support Services 60
Voice and Fax-Based Support Service 60
Humans to the Rescue 60
International Telephone Support 60
Downloading Technical Notes 61
CompuServe Forums 61
TTD Support for the Hearing Impaired 61

CHAPTER 2 Viewing and Navigating in Word 63

Manipulating Word's Document Windows 66

Activating a Window 67
Dragging to Resize a Window 70
Using the Zoom Box to Resize a Window 70
Moving a Window 70
Closing a Window 71
Scrolling in a Window 71
Scrolling with the Scroll Arrows 71
Scrolling by Clicking in the Scroll Bars 72
Scrolling with the Scroll Boxes 72
Navigating with Your Keyboard 73
The Go To Feature 77
Section Numbers and the Go To Command 78
Many Ways to Use the Go To Command 78
Go Back 79
Using Find to Navigate 80
Views 81
Normal View 81
Editing in Normal View 81
Switching Views 84
Page Layout View 85
Editing in Page Layout View 85
Split Screen View 88
Print Preview 90
Outline View 90
View Defaults 92
Hiding Paragraph Marks, Spaces, Etc. 93
Speeding Up the Screen 94
Practice Navigating with a Microsoft Sample Document 94

CHAPTER 3 Previewing and Printing 95

Simple Printing 98
Aborting Printing 99
Printing as an Interactive Process 99
Choosing a Printer 100
Choosing Printers on a Network 102
Printer Port Selection 102
Page Setup Options and Formatting 102
Page Setup Choices 103
Apple LaserWriter Options 108
ImageWriter and StyleWriter Options 111
Print Dialog Box Differences 112
The Print Dialog Box 113

Two-Sided Printing 116
Odd/Even Page Printing 117
Print Preview 119
Moving Margins in Print Preview 120
Printing from Print Preview 120
Printing on Other Systems 121
Printing Labels and Envelopes 121
Background Printing 121
Enabling Background Printing 121
Checking the Status of a Print Job 122
Canceling Background Printing 124
Print Monitor Error Messages 124
Postponing Background Printing 124

CHAPTER 4 Working with Graphics 127

Drawing in Word 131
Opening the Picture Window 131
The Tool Palette 132
Drawing in the Picture Window 132
The Rectangle Tool 133
Selecting Objects 134
Deselecting Objects 134
Duplicating Objects 135
Moving Objects 135
Drawing and Sizing Straight Lines 136
Typing Text in the Picture Window 137
Moving Text in the Picture Window 137
Editing Text in the Picture Window 138
Groups of Objects 139
Version 5.1's Group Tool 139
Line, Fill Colors, and Patterns 141
Drawing Polygons 141
Line Width, Length, and Arrowheads 142
Specifying Arrowheads before You Draw Lines 143
Specifying Line Width before You Draw Lines 143
Changing Line Thickness or Arrowheads 144
Changing Line Length and Position 144
Bringing Layers Forward or Sending Them Back 144
Rotating and Flipping 144
Using Clip Art and Imported Graphics 146
Types of Graphics 146

Bitmap 147
PICT 147
TIFF 147
PostScript (EPS) 148
Importing with Picture... 148
Importing Graphics with Your Clipboard 150
Using Your Scrapbook with Word Graphics 150
Storing Graphics in Your Scrapbook 150
Inserting Graphics from the Scrapbook 151
Graphics as Glossary Entries 152
Creating Glossary Entries for Graphics 153
Using Glossary Entries with Graphics 153
Editing Graphics in Your Word Documents 153
Linking Graphics to Keep Them Current 154
Placing QuickTime Stills in Word Documents 154
Positioning Graphics in Word Documents 155

CHAPTER 5 Building and Using Frames 157

Framing Items 161
Frame... on the Insert Menu 162
Frame... on the Format Menu 163
Framing Fixed-Width Items 164
The Frame Dialog Box at Work 165
Flowing Text around Frames 166
Repeating Framed Objects on Multiple Pages 167
To Frame Objects in Views 168
Framing Text 168
Editing and Formatting Framed Text 170
Frame Positions as Styles 170
Deleting or Unframing Framed Objects 171
Tables: An Alternative to Framing 171

CHAPTER 6 Managing Your Files 173

Files, Folders, and Paths 176
Opening Previously Saved Documents 177
Opening Non-Word Documents 179
Opening Documents as Read Only 181
Find File... 182
Searching by File Names 183
Dealing with Large Lists 184
Searching inside Documents 185

Find File... and Summary Info... 187
Try It You'll Like It 187
Multiple Searches 187
Deleting Files in Word 189
Saving Initially—a Review 189
Saving as You Work 190
Current Folder or Drive Name 191
The Document and Folder List 191
Current Drive 192
Save Current Document As Box 192
The Command Buttons 192
Make Backup Option Box 192
Fast Save Option 192
Save File as Type List 193
Default for File 193
Saving under a Different File Name 193
Saving to Floppy and Other Disk Drives 194
Creating New Folders While Saving 195
Saving in Non-Word Formats 195
DOS and Windows Formats 195
When Your Disk Gets Full 195
Getting a Save Reminder 197
Making File Backups for Safekeeping 198
Recovering Damaged Files 198

PART II FORMATTING FUNDAMENTALS

CHAPTER 7 Margins and Page Breaks 203

Get Off to a Good Start 206
Document Margins vs. Indents 208
Changing Document Margins 208
The Document Dialog Box Margin Settings 209
Dragging Margins in Print Preview 210
Dragging Margin Brackets on the Ruler 211
Alternate Facing (Mirror) Margins 212
Gutters Facilitate Binding 213
Printing in Margins 214
How Headers and Footers Affect Margins 215
Page Breaks 215
Repagination 216
Forcing Page Breaks 217

Moving and Deleting Page Breaks 218
Keeping Things Together on a Page 218
Keeping Lines Together 218
Keeping Paragraphs or Graphics and Labels Together 219
Keeping Parts of Tables Together 220
Forcing Paragraphs to Start on a New Page 220
Removing Keep With and Similar Paragraph Options 220
Controlling Widows and Orphans 221

CHAPTER 8 Characters and Fonts 223

Terminology 227
Characters, Fonts, and Typefaces 227
Font Families 228
Character Formatting 228
Monospaced vs. Proportionally Spaced 229
Point Sizes 230
Serifs vs. Sans Serifs 231
Character Formatting Tools— an Overview 231
Character Formatting Choices on Word's Menus 232
Character Formatting with the Ribbon 233
Character Formatting with Version 5.1's Toolbar 235
Character Formatting with the Character... Command 236
Keyboard Shortcuts for Character Formatting 238
How to Specify Everyday Character Formatting 239
Choosing Fonts and Sizes 239
Creating Bold Characters 241
Creating Italicized Characters 241
Underlining 242
Strikethru 242
Expanding and Condensing Character Spacing 243
Kerning Characters 244
Creating Super and Subscripts 244
Character Color Choices 245
Using the Change Case Command 246
Using the All Caps Option 248
Using the Small Caps Option 248
Removing Character Formatting 249

Toggling to Remove Character Formatting 250
The Plain Text Command 250
Limitations of Toggling and Plain Text 250
Revert to Style 251
Copying and Repeating Character Formats 252
Changing Your Default Font and Size 253
Typing Special Characters 253
The Symbol Command 254
Typing Symbols from the Keyboard 254
International and Accented Characters 256
Dingbats 257
Version 5.1's Bulleted List Command 257
To Bullet Existing Paragraphs 257
To Type New Bulleted Lists 258
Hidden Text 258
Smart or Typographer's Quotes 258
Large Initial Caps, Drop Caps, and Dropped Words 259
Using Version 5.1's Drop Cap Feature 260
Drop Caps without the Drop Cap... Command 263
Tips for Creating Drop Caps 266
Deleting Drop Caps 267
Typing Non-Breaking Spaces 267
Typing Hyphens and Dashes 267
Typing Non-Breaking Hyphens 268
Typing Em and En Dashes 268
Typing Optional Hyphens 269
Automatic Optional Hyphenation 269
Preparing to Hyphenate 270
Entering Optional Hyphens 271
Removing Automatic Hyphens 272
Formula Typesetting Commands 273
Syntax for Formula Commands 273
About Font Technologies 279
Bitmapped Fonts 279
TrueType Fonts 280
PostScript Fonts 281
Adobe Type Manager or ATM 282
When Different Machines Have Dissimilar Fonts 282

CHAPTER 9 **Paragraphs, Line Spacing, Borders, and Shading** 285

Word's Paragraphs 288
Creating Paragraphs 289
Splitting Text into Multiple Paragraphs 289
Joining Paragraphs 290
Forcing New Lines without Using Paragraphs 291
Deleting Paragraphs 291
Adding Blank Lines between Paragraphs 292
Paragraph Formatting 292
Formatting with the Ruler 293
Formatting with the Toolbar 294
Formatting with the Paragraph Dialog Box 294
Keyboard Formatting Shortcuts 296
Specifying Paragraph Formats 296
Indenting Paragraphs Automatically 296
Indenting with the Ruler 297
Indenting with the Paragraph Dialog Box 298
Indenting with Keyboard Shortcuts 298
Indenting with the Toolbar 299
Indents in Margins 299
Indenting First Lines 299
Hanging Indents 300
Aligning and Justifying Text 302
Left Alignment 302
Centering 302
Right Alignment 302
Justification 303
Adjusting the Space between Lines 303
To Single Space Text 304
To Double Space Text 304
Line-and-a-Half Spacing 304
To Specify Exact Line Heights 304
Spacing before and after Paragraphs 305
To Add White Space before Paragraphs 306
To Remove Extra White Space before Paragraphs 306
Fine-Tuning Paragraph Spacing 307
Space Before and Page Tops 307
Borders and Shading 307
Creating Lines with the Border Command 308

Standard and Shadow Borders 309
Custom Borders and Lines 310
Shading 312
Removing Borders and Shading 313
Numbering Paragraphs 313
Removing Paragraph Numbers 314
Renumbering Numbered Paragraphs 315
Restoring Paragraph Formats 315
Sorting Paragraphs 315
Tabs and Paragraphs 316
Tables and Paragraphs 316

CHAPTER 10 Tabs, Tables, Math, and Sorting 317

Tabs 320
Left Tab Stops 321
Center Tab Stops 322
Right Tab Stops 322
Decimal Tab Stops 322
Bar Tabs 322
Tables vs. Tabs 322
Setting Custom Tab Stops 323
Setting Tab Stops with the Ruler 323
Moving Tab Stops on the Ruler 324
Setting Tab Stops with the Tabs Dialog Box 324
Units of Measure in the Tab Dialog Box 326
Leading Characters for Tabs 326
Default Tab Stop Positions 327
Clearing Tab Stops 328
When Your Tabs Don't Line Up 328
Entering and Editing Tabular Data 328
Tabs and Data Exchange 329
Tables 329
Creating a Simple Table 331
Using 5.1's Table Button 332
Entering and Editing Text in a Table 332
Paragraphs in Cells 333
Selecting in Tables 334
Selecting Single Cells 334
Selecting Columns 334
Selecting Rows 335
Selecting Adjacent Groups of Cells 335
Selecting the Whole Table 335

Modifying Table Designs 335
Table Borders That Print 336
Adding Rows at the End of a Table 336
Adding Rows in the Middle of a Table 337
Changing Row Heights 338
Deleting Rows 338
Changing the Spacing between Rows 339
Inserting Columns at the Right Edge of a Table 340
Inserting Columns in the Middle of a Table 340
Deleting Columns 341
Inserting Table Elements with 5.1's Ribbon 341
Changing Column Widths 341
Aligning Tables 344
To Merge Cells 345
To Unmerge Cells 345
Changing the Space between Columns 346
Converting Tables to Text and Vice Versa 346
Converting Text to Tables 347
Converting Tables to Text 349
Table Tips 349
Rearrange Rows in Outline View 349
Moving Cell Contents 350
Styles and Tables 350
Memory, Tables, and Speed 351
Repeating Headings on Multipage Tables 351
Place Table Layout Choices in Your Menu 351
Sorting in Word 352
Simple Sorting 352
Sort Order 353
Sorts Based on Portions of Lines 354
Sorting Dates, Names, and Part Numbers 355
Multilevel Sorts 355
Adding, Subtracting, Multiplying, and Dividing 356
Word's Built-in Math Capability 356
Adding with Calculate 357
Multiplication, Division, Percentages, and More 358
The Equation Editor 360
Starting the Equation Editor 360
Creating Equations 360

Placing Equations in Word Documents 361
Editing Equations in Word Documents 362
Upgrading the Equation Editor 362

CHAPTER 11 Headers, Footers, Page Numbers, and Footnotes 363

Entering Basic Headers and Footers 367
Adding Dates, Times, and Simple Page Numbers 368
Rulers and Ribbons in Headers and Footers 369
Headers and Footers in Page Layout View 369
Headers and Footers in Print Preview 369
Even and Odd Headers and Footers 371
Different First Page Headers and Footers 372
PostScript Code in Headers 372
Page Numbering 373
The Print Preview Method 373
The Header/Footer Method 375
The Section Method 376
Page Numbering Formats and Styles 377
Managing Starting Page Numbers 377
Removing Page Numbers 379
Footnotes 380
Easy Automatic Footnotes 380
Viewing Footnotes 381
Inserting Footnotes ahead of Existing Ones 382
Editing and Personalizing Footnotes 383
Editing Footnote Text 383
Personalizing Footnotes 383
Controlling Footnote Numbering 385
Footnote Text Style 385
Footnote Position 385
Footnote Separators 385
Footnote Reference Marks 386
Footnote Continuation 387
Footnote Tips and Cautions 387

CHAPTER 12 Organizing Your Work with Sections 389

Creating Section Breaks 392

Sections as Chapter Elements 393
Sections as Formatting Tools 393
The Section Dialog Box 394
Copying Section Breaks 395
Deleting Section Breaks 396
Time-Saving Section Tips 396

CHAPTER 13 Using Styles to Format Your Work 397

What Are Styles and Style Sheets? 400
Defining Styles from the Ruler 402
Applying Styles from the Ruler 403
Applying Styles from the Keyboard 403
Style Name Considerations 404
The Style Dialog Box 404
Defining Styles in the Style Dialog Box 405
Printing Out a Style Sheet 406
When and Where Styles Are Saved 407
Basing One Style Upon Another 407
Next Style 408
Word's Standard Styles 409
Additional Formatting and Styles 410
Reapply/Redefine Styles 410
The Revert to Style Command 412
Deleting Styles 412
Renaming Styles 413
Finding and Replacing Styles 414
Transferring Styles to Other Documents 415
A Few Style Tips 417
Manual Formatting and Styles 417
Formatting Layers 419
Applying Styles to Manual Formats 419
Format Layers and the Replace... Command 420
Removing Styles and Retaining Formats 420

PART III TIME SAVERS

CHAPTER 14 Envelopes and Simple Mailing Lists 425

Version 5.1's Envelope Feature 429
Setting Up a Return Address 431
Printing Envelopes with New Addresses 431

Storing Addresses 434
Printing Envelopes with Stored Addresses 434
Inserting Addresses in Documents 435
Changing Addresses 435
Deleting Addresses 436
Using Earlier Word Versions 436

CHAPTER 15 Stationery and Document Assembly 441

Why Stationery? 444
Creating Stationery 445
Using Stationery 445
Modifying and Deleting Stationery 447
Microsoft's Sample Stationery 448
Adding Stationery to Your Work Menu 448
Combining Documents with Insert File... 449
Sharing Stationery and Boilerplate Files 450
Other Document Assembly Strategies 451

CHAPTER 16 Saving Time with Glossary Files 453

Defining Your Own Glossary Entries 457
Inserting Glossary Entries in Your Documents 458
Using the Keyboard 459
Assigning Keyboard Shortcuts 460
Adding Glossary Entries to Work Menus 461
Modifying Glossary Entries 461
Deleting Glossary Entries 461
Word 5's Standard Glossary Entries 462
Author 463
Date and Print Date 463
Day and Print Day 464
File Name 464
Keyword 465
Month and Print Month 465
Page Number 465
Print Merge 465
Section 465
Subject 466
Time and Print Time 466
Title 467

Version 467
Year 467
Storing Your Glossary Entries 467
Special Purpose Glossaries 469
Merging Glossaries 470
Glossary Entries and Styles 470
Printing Glossary Entry Lists 470

CHAPTER 17 Using the Thesaurus to Find the Right Words 471

Looking Up Words and Phrases 474
Replacing Words and Phrases 476
Related Words and Phrases 476
Restoring the Original Word 478
Finding Antonyms 478
Spelling Help from the Thesaurus 479
Exploring the Thesaurus 479

CHAPTER 18 Checking Spelling, Word Counts, and Grammar 481

Checking Spelling 484
To Check Selected Words 485
Typing Your Own Changes 486
Word's Suggested Changes 486
Overruling Suggestions 487
Ignoring Flagged Words 487
Custom or User Dictionaries 488
The Standard Custom Dictionary 489
Creating Additional Custom Dictionaries 489
Opening and Closing Custom Dictionaries 490
Editing Custom Dictionaries 490
Speeding Up the Spelling Checker 491
The Word Count Command 492
Checking Grammar and Style 493
Accepting Word's Suggestions 494
Making Manual Changes 496
Ignoring Suggestions 497
Changing Preferences 497
Document Statistics 498

CHAPTER 19 Finding and Replacing 501

The Art of Finding 505
Finding Text 507
Finding Special Characters 507
The Art of Replacing 509
Replacing Text with Text 510
Replacing Formatting 511
Replacing Styles 513
Combining Replacement Tasks 513
Search 514
Using the Clipboard with Find and Replace 514
Replacing Tips 514
How Replace Interacts with Styles 515

CHAPTER 20 Streamlining Your Work with Outline Views 517

Styles and Outlines 521
The Outline View's Icon Bar 521
Plus Signs, Dashes, and Boxes 522
The Outline Bar 522
Creating and Editing Outlines 522
Promoting and Demoting 523
Outlining Existing Documents 523
Expanding and Collapsing Outlines 524
Split Views 525
Moving Paragraphs 526
Printing Outlines 527

PART IV DESKTOP PUBLISHING

CHAPTER 21 Multiple Columns 531

Creating Multicolumn Documents 534
Using the Ribbon 535
Using the Section Dialog Box 536
Column Breaks and Sections 536
Controlling Column Width 538
Controlling Column Breaks 539

CHAPTER 22 Newsletters, Brochures, Reports, and More 541

Examples of Word at Work 544
Letterheads 545

Calendars 549
Directories and Lists 552
Ads and Other Columnar Layouts 557
Overhead Slides 559
Newsletters and Other Multicolumn Projects 561
Resumes 562
Two and Three-Fold Mailers 563
Reports and Proposals 564
Awards 565
Prepress and Printing Terminology 566
Bleed 566
Board Art, Mechanicals, or Camera-Ready Art 567
Body and Display Type 567
Crop Marks 568
Cropping 569
Double Page Spread 569
Halftones 569
House Sheets 570
Linotronic Printers 570
Printer Spreads and Reader Spreads 571
Proofs 572

CHAPTER 23 Creating Tables of Contents and Indexes 573

Creating a Table of Contents 577
Quick TOCs with Outline 578
Changing a TOC's Appearance 579
Elegant TOCs 579
Creating an Index 581
Quick Indexes 581
Fancy Indexes 583

CHAPTER 24 Working with Large Documents 589

Planning for Large Documents 593
Connecting Multiple Parts in a Series 593
General Steps for Creating a Series 594
Numbering Issues 595
Printing Multipart Documents 597

PART V POWER TOOLS

CHAPTER 25 Annotating Your Work with Text and Voice 601

Using Hidden Text for Annotations 604
Showing and Hiding Text 606
Voice-Annotation—Scotty Wasn't Mistaken 606
Recording Voice Annotations 607
Sound Quality 608
Playing Voice Annotations 608
Sound Annotation Shortcuts 610
Version 5.1's Text Annotation Feature 610
Inserting Annotations 611
Viewing Annotations 612
Editing Annotations 613
Printing and Incorporating Annotations 613
Showing and Hiding Annotations 614
Moving and Removing Annotations 614

CHAPTER 26 Creating Custom Documents with Print Merge 615

Reality Check 620
About Data Documents 620
About Main Documents 621
Creating Your First Print Merge Project 621
Project Overview 621
Planning Your Data Document 622
Creating a Data Document 623
Some Data Document Rules 625
Saving Data Document Designs 625
Entering and Editing Data 627
Creating a Main Document 627
The Data Statement 628
Text in Main Documents 628
Inserting Data Instructions 629
Try It 630
Testing and Proofing 631
Printing Merged Documents 631
Using Word's Merge Instructions 633
Calculations... 634
ASK... 634
SET... 636
Examples of SET and ASK at Work 637

Eliminating Blank Lines 637
IF..., ENDIF..., and ELSE 637
INCLUDE... 640
NEXT 640
DATA... 641
Try It 641
If You Don't Use Print Merge Helper 641
Restarting Stopped Merges 642
Word's Predesigned Labels and Envelopes 642
Printing Labels on Laser Printers 642
Printing Addresses on ImageWriter Labels 646
Printing Addresses on Envelopes 647
Tips, Techniques, and Troubleshooting 647

CHAPTER 27 Building and Inserting Graphs in Word 649

What You Need 653
Getting Started in Version 5.1 653
Parts of a Graph Project 654
Datasheet Window 654
Chart Window 656
Graph Objects in Word Documents 658
Getting On Line Help 658
Working in the Datasheet Window 660
Entering and Editing Cell Data 660
Navigating in Datasheets 661
Number Formats in the Datasheet 661
Column Widths 662
Inserting and Deleting Rows and Columns 662
Working in the Chart Window 663
Pick the Right Chart Type 663
Changing the Default Chart Type 667
Changing the Chart Size 667
Viewing Graphs in Different Sizes 668
Editing Parts of a Chart 668
Dragging to Change Data 669
Typing Attached Title Chart Text 669
Typing Unattached Chart Text 670
Editing Chart Text 670
Formatting Chart Text 671
Gridlines on Charts 671
Rotating 3-D Charts 671

Saving Charts and Their Data 672
Positioning Graphs in Word Documents 672
Resizing and Cropping 673
Editing and Updating 673
Other Ways to Incorporate Graphs 674

CHAPTER 28 Publish and Subscribe, Link, and Embed 675

Which, When, and Why? 678
Publish and Subscribe 680
Publishing 681
Subscribing 683
Updating or Canceling Your Subscription 684
Embedding 686
Updating Embedded Objects 687
Creating New Objects 688
Canceling Embedding 689
Link 690
Paste Special Links 692
Link Options 692

CHAPTER 29 E-Mail and Other Network Features 695

Sending Word Documents via E-mail 699
Reading Mail Comments and Enclosures in Word 700
For Additional Help with Mail 702

CHAPTER 30 Playing QuickTime Movies in Word 703

What You Need 707
Of Movies, Disk Space, Speed, and Quality 707
Inserting a Movie 708
Playing Movies 709
Movie Options 710
Movie Sound 711
Turning QuickTime Frames into PICT Stills 711
Editing Movies 712
Copying Documents Containing Movies 712
Sources of QuickTime Movies 713

CHAPTER 31 Personalizing Word 715

A Caution 718
Standard Settings 719

Changing Word's Preferences 722
The General Category 723
The View Category 725
The Open and Save Category 728
The Default Font Category 731
The Spelling Category 731
The Grammar Category 733
The Thesaurus Category 734
The Hyphenation Category 735
The Toolbar Category 736
Modifying Word's Menus 736
Using the Commands Dialog Box 736
The Scrollable Command List 737
Specifying Menu Positions 737
Removing Menu Items 739
Restoring the Commands... Menu Choice 740
Moving Menu Items 740
Adding and Removing Separator Lines 741
The Work Menu 741
Creating a Work Menu 744
Removing Work Menu Items 745
Listing Commands 746
When Are Menu Changes Saved? 747
Resetting Word's Standard Menus 748
Keyboard Shortcuts 749
Printing a Shortcuts List 749
Browsing Shortcuts Key Combinations 749
Assigning and Changing Keyboard Shortcuts 750
Assigning Shortcuts from the Commands Dialog Box 750
Removing Shortcuts in the Commands Dialog Box 751
Command Reference 753
Using Multiple Command Sets 753
Reverting to Standard Defaults 754
Changing the Default Style Sheet 755
Changing the Default Document Formatting Options 756
Changing the Default Page Setup Options 756
Changing the Amount of RAM Available to Word 756
Changing Version 5.1's Toolbar 758
Controlling the Toolbar's Position 758

Adding and Removing Toolbar Buttons 758
Resetting the Toolbar 759

APPENDIX A Installing Word 761

What You Need 762
Preparing Your Mac 763
Running the Installer 763
What Gets Installed? 766
Custom Installation 769
Using Old Dictionary and Glossary Files 770

APPENDIX B Word Commands 773

Glossary of Word 5 Commands 786

***Index* 817**

INTRODUCTION

I've been using Microsoft Word on a Macintosh almost since the two products were first announced. I've looked over the shoulders of a hundred or more people as they learned to use earlier versions of Word. This is the book I've often wished I had in my reference library. It is also one I've wanted to give to Word students. Like the software it describes, *Word 5.1 for the Mac How-To Book* is designed for both first time and experienced users.

Word 5.0 was a major upgrade to an already full-featured program. The recent announcement of Word 5.1 offers even more power and convenience. Thanks to Word's new features, you can create documents like Figure I.1 in minutes. Word can integrate information from non-Word programs (spreadsheets, databases, graphics sources, etc.) and assure that Word documents are automatically updated when those outside information sources change.

While writing this book, I imagined some of my favorite Macintosh users. Joanne, for instance, already knows how to make Word 4 sing. She takes "new version" books like this one home and reads them cover-to-cover in a single night. She's heard about the new power offered in Word 5 and 5.1, and hopes to utilize things like the much improved Print Merge, spelling checker, background graphics and frames, the rulers and ribbons, Word's new drawing and graph making features, the Toolbar, voice and text annotation, the grammar checker, and the equation editor.

Joanne wants to know more about older Word features too; like page-numbering alternatives, glossaries, the Work menu, print merge tricks, and so on. For instance, she's always wondered why Word's sort feature behaves the way it does when it encounters dates. *Word 5.1 for the Mac How-To Book* will help her understand and work around peculiarities like these.

Next, there's Michael, an experienced MS-DOS user who has recently discovered the Macintosh advantage. He understands basic text editing but wants to learn new tricks he can do with Word on a Mac. Michael is a lawyer and a columnist, so he needs to be able to put his finger quickly on instructions for creating footnotes, line-numbered drafts, tables, and other advanced page-formatting features. Some of his

FIGURE 1.1

A typical Word document includes information from many sources.

H&P Au-Pair Finders Interoffice Memo

To: H. Higgins, Col. Pickering
From: E. Doolittle
Subject: Rain in Spain

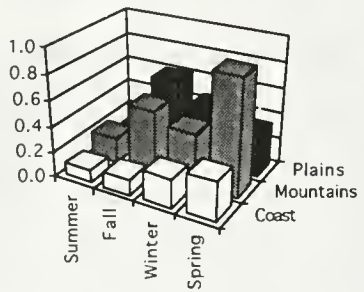
Gentleman:

As I have been telling you all along, the rain in Spain falls mainly in the mountains, not the plains; and I have created a spreadsheet in *Microsoft Excel 3.0* on my Macintosh to prove it:

Rain in Spain

	Coast	Mountains	Plains
Summer	0.1	0.2	0.1
Fall	0.1	0.5	0.6
Winter	0.2	0.4	0.5
Spring	0.3	0.9	0.3

I've generated an Excel chart which I am also enclosing here, thanks to *Microsoft Word 5's* recently improved graphics capabilities:



I plan to use System 7's new "publish and subscribe" features to automatically update this memo *over the network.* Just you wait, Henry Higgins!

Moreover, I will no longer need English lessons, since Word 5 has a grammar checker, a spelling checker, and a thesaurus.

Pity, aye?
ED

clients and publishers use MS-DOS and Windows products, so he needs to know how to exchange documents with those worlds.

Then there is Nancy. You could count her Macintosh experience in hours, not weeks or days. She's a busy executive with the occasional need to type professional-looking letters and memos. Chances are, she'll read Part I of this book, then bounce around the rest to pick up selected skills like spell-checking and envelope printing. It may be years before she'll use, or even wonder about Word's graphics prowess and multi-column features.

Finally, I had Candy in mind when I wrote this book. She's a sophisticated Macintosh user with more projects than time. Among other things, Candy is in charge of her organization's Macintosh network and computer training. She routinely looks for ways to improve office communication and users' skill levels. She makes executive-level presentations, and is always in a hurry, so I expect she'll skim Part I and Part II, then dig into Part III and Part IV.

She'll want to know if Microsoft Word 5's and System 7's Publish and Subscribe features will benefit or confuse her network users. She'll be curious about QuickTime too. Candy doesn't know it yet, but Word 5's new Find File... feature will help her entire company organize its server-resident Word files, particularly now that Word 5.1 makes it easier and quicker to use. Word 5's new drawing tools will catch her eye, as will the new menu layouts and personalization possibilities.

Each of my friends has a delightful sense of humor—something I've tried to keep in mind. That's why the examples and illustrations in this book are intentionally tongue-in-cheek. Learning anything as powerful as Word 5 takes time. I've always felt that if a book weighs more than five pounds and you need to pick it up regularly, it had better be fun to read!

Book conventions

Most of the examples and exercises in this book are illustrated using Apple's System 7. Except where noted, they'll all work just fine under System 6.

We've tried to adhere to official Apple jargon where possible. The ⌘ key is variously referred to as the Apple key or the Command key. We'll just call it the Command key or use this symbol: ⌘.

Moreover, Apple would prefer that you and I not use the term Macintoshes when referring to a gaggle of Macs. Ooops, Macs is also verboten. Henceforth, we'll try to use the term multiple Macintosh computers, but may slip in a Mac or two just for variety. Please don't tell the authors of the official Apple Publications Style Guide.

Since some of you will not have the newest version of Word (5.1) when you start using this book, we've been careful to point out which features and techniques are available only to 5.1 users. Whenever a 5.1 feature can make life easier, the text and illustrations show 5.1 in use.

About the Examples and Exercises

The book contains a number of exercises and lists of steps that you may want to try as you read along. Whenever you need to hold down one key then press another, you'll see the keys separated by hyphens. For instance, ⌘-S means hold down the Apple key while pressing the S key. Boldface text usually indicates things you are expected to type. So, if you are being asked to type Mark Twain's name in an exercise, you'll read something like "Type **Mark Twain** then press the Return key."

Tips, Warnings, and 5.1 Notes

Throughout the book you'll find tips, warnings, and notes specifically for users of Word 5.1. They are designed to catch your eye. Even if you are an experienced Word user it might be a good idea to skim each chapter looking for these easy-to-spot items.

Mac Tracks

Mac Tracks summarize the important steps, keystrokes, and menu commands for major Word features. You'll find Mac Tracks at the beginning of each chapter. Think of them as bite-sized "how-to's" that can often save you a trip through the entire chapter.

Where to Go from Here

The book's organization is fairly straightforward, except for a detour to Appendix A if you need to install Microsoft Word. Here's an overview of each section.

Part I: Getting Started

Part I helps you dive right in. Sit at a Mac (sorry)—sit at a Macintosh when you read it. You'll soon be creating, saving, and printing impressive documents, beginner or not. Word offers a number of different ways to view and move through your documents. Part I will introduce you to

these time-saving techniques.

Part I also covers Word 5's graphics features—both new and old. You'll learn to create, import, position, and size graphic elements. The process of flowing text around graphics is illustrated. We'll also try to make some sense out of the growing collection of graphics and font standards (TIFF, PICT, EPS, TrueType, etc.) and show how they relate to Microsoft Word 5.

You'll explore printing issues and see how your choice of printers and printing options affects the final look of your documents.

Word's unique Find File command and Summary Info features are demonstrated in Part I. You'll see how they work together to help you organize your hard disk and find misplaced files.

Near the end of Part I, you'll find information meant for users of earlier Word versions. Here you'll learn what's different and the same. You'll also see how Word 5 and 5.1 treat non-Word documents and files created under earlier versions of Word.

PART II: FORMATTING FUNDAMENTALS

Part II shows you how to look great in print. It is organized to help you quickly find illustrated answers to specific questions. You'll learn the fundamentals of formatting characters, lines, paragraphs, and sections. Tabs, tables, styles, style sheets, headers, footers, hyphenation, and page numbering are also covered here. Those of you who need to create footnotes will find out how in Part II.

There are numerous step-by-step "recipes" for getting the results you desire. And you'll see plenty of illustrations of the techniques at work.

PART III: TIME SAVERS

As you might expect, Part III is filled with tips and techniques. Here you will learn how Word 5.1 makes envelope printing a snap, and learn to find and replace text or styles. We'll also de-mystify Word's new Glossary features, and show how to create stationery for repetitive tasks. Then, you'll learn how improve your documents' contents with Word's built-in thesaurus, spelling and grammar checkers. If you write or work on long, complex documents, be sure to read about Word's outlining features in Part III, as well.

PART IV: DESKTOP PUBLISHING

Here's where it all comes together. In Part IV you'll see real-world examples of documents you can create with the skills you've learned earlier. You'll see just what it takes to make:

- Awards
- Brochures
- Business cards
- Calendars
- Directories and lists
- Forms
- Invitations
- Letterheads and envelopes
- Manuals
- Memos
- Menus and wine lists
- Multi-column newsletters
- Newspaper and magazine ads
- Overhead slides
- Postcards
- Posters
- Reports and proposals
- Signs
- Three-fold mailers

The illustrations in this part of the book are accompanied by detailed descriptions of the design decisions, measurements, and techniques used to create them so you can do it yourself.

Since some desktop publishing projects can be quite complex, you'll see how to work with large documents. Word's table-of-contents

and indexing features are explored here as well. If you and others collaborate on big jobs, Part IV will show you how to give documents a uniform look and feel, even when they have multiple authors.

PART V: POWER TOOLS

Finally, Part V deals with topics of interest to advanced users of Word. Few other programs offer as much opportunity for customization. Word lets you rearrange menus, change default settings, modify dictionaries and grammar rules, and much, much more.

Part V also contains chapters describing Word's text and voice annotation features, and the print merge feature for personalized mailings and similar documents. In Chapter 26 you'll actually set up a simple, personalized mailing project and create some mailing labels, envelopes, and postcards.

Word 5.1 users have a new tool called Microsoft Graph. It creates charts in a variety of formats from data in your Word documents. See it at work in Chapter 27.

If your computer is on a network with others, read about Word's E-Mail, and other network tools in Part V as well.

System 7 users will want to check-out Chapter 28. It details ways to use your Mac's Publish and Subscribe features. They automatically update documents when things change elsewhere.

If you've been bitten by the multimedia bug, don't miss Chapter 30. It describes Word 5.1's QuickTime support.

SYSTEM REQUIREMENTS

Your Macintosh can run Word 5.0 in as little as 1 Mb of RAM under System 6, if you don't use MultiFinder, or a minimum of 2 Mb under System 7 (which always runs MultiFinder). Microsoft recommends 2 Mb of RAM under System 6 and 4 Mb of RAM under System 7.

While you can run a stripped-down version of Word 5 from a high-density (1.4 Mb) floppy, you cannot run either Word 5.0 or 5.1 from floppies on a machine with only 800K disk drives. The uncompressed program is too big to fit on an 800K diskette.

For all practical purposes, you'll want to run Word 5 from a hard disk. Plan to have at least 5 Mb of hard-disk space available before installing Word. (Word 5.1 offers an installation option for PowerBook users that saves disk space by installing a reduced number of features.) Read about it in Appendix A. You'll also need at least one properly installed printer.

If you plan to use Word's QuickTime features, you'll need the Apple QuickTime extension installed in your System 6.07 System folder or your System 7 Extension folder. You can get a copy of this file from an Apple dealer or find it on many bulletin boards.

What you need for practice exercises

If you haven't already installed Word 5 on your Macintosh, either follow Microsoft's instructions or read Appendix A of this book. If this is your first Macintosh adventure, you might want to prevail upon your Apple dealer or a friend to help with the installation.

This book assumes that you have used your Mac at least briefly and that you know how to click, drag, select text, and make menu choices. The first part of the book reviews these concepts, but you might want to keep your Apple manuals within reach if you are just getting started.

If you want to practice saving work to floppies, find a spare diskette before you settle down to work.

PART

1

Getting Started

Jump right in on the next page if you are a newcomer. If you've used other Macintosh word processors, at least speed read this section. Part I gives you an opportunity to create, save, and print a sample Word document. You'll learn about graphics in Word and tricks for managing your collection of Word documents. Since Word has some unique tools (like Frames and Find File) that you won't find in other word processors, don't miss Part I.

CHAPTER

1

Creating Your First Document

To start Word **8**

double-click on the Word icon, or double-click on a document created with Word. System 7 users can also double-click on aliases of the Word program or document icons; or drag a Word document icon onto the Word icon or alias.

To find out which version you have **9**

choose About Microsoft Word... on the Apple menu.

To type text **12**

type normally, but press Return only at the end of paragraphs, not at the end of each line. If you spot mistakes while typing, erase them with the Delete key.

To select things **13**

drag with your mouse to highlight text or graphics. To select an entire document use the Edit menu's Select All command (⌘-A). Read about selection shortcuts (like double-clicking and Shift-clicking) throughout this book.

To delete things **17**

select them first. The Delete key and the Edit menu's Clear command remove selected items completely. The Edit menu's Cut command (⌘-X) deletes selected items from the screen and places them on the Clipboard. The scissors Toolbar button also cuts.

To undo mistakes **17**

use the Edit menu's Undo command (⌘-Z) which can often reverse the last action you've taken. The exact name of the Undo command changes in the Edit menu to tell you what can currently be undone. The button on the Toolbar button that looks like a pencil eraser will also undo.

To format text **22**

first select the text, then use the ribbon, ruler, or version 5.1's Toolbar to change its appearance. The Format and Font menus' commands also change the appearance of text. Many formatting commands have keyboard shortcuts which are listed next to their command names in menus.

To quit Word **31**

choose Quit from Word's File menu, or use the ⌘-Q keyboard shortcut. Word will prompt you to save or discard recent changes.

Featuring

- *Starting and quitting Word*
- *Typing and editing documents*
- *Ways to recover from mistakes*
- *How to Drag-and-Drop*
- *The ribbon ruler and Toolbar*
- *Saving your work*
- *Getting help*
- *Keyboard tips and techniques*

IN THIS CHAPTER we'll explore Word's basic text-editing features using Word's default settings and a Mark Twain quote. You'll type, edit, save, and reload your first Word project.

DOCUMENT SETUP

Although we'll use Word's standard settings for this first exercise, it is worth noting here that many experienced users start each new project by thinking about the document's overall design and final appearance. Word gives you on-screen clues about how your document will look on paper. It can show you line endings, page endings, the relative size and placement of text, graphics, margins, and so on. In order to do this, Word needs to know a few things from you—like the paper size you plan to print on, and the kind of printer you will be using. And, you may have strong feelings about how much white space you want around the edges of your pages. Once you tell Word these things, it changes the on-screen appearance of margins, ruler, and other settings to accommodate and reflect your design.

Thus, it is always a good idea to input (at least preliminary) printer, paper, margin, and other document-design decisions before you start

typing. In Part II, you will learn how to do this by using the Chooser, Page Setup, the Document menu, and other tools.

If you are lucky enough to have a simple life with only one printer, one paper size, and similar projects, you may be able to make your setup decisions once and forget about them or even use Microsoft's default factory settings for every project. If you do complex tasks or are a perfectionist, you'll frequently change specialized printer and document settings.

Get in the habit of thinking about which printer and paper size you plan to use, the orientation of pages, and other design elements right when you start a new project. Visit Page Setup and the Document commands in the Format menu before you start typing.

TYPING HABITS TO BREAK

If you learned to type on a typewriter or even an old word processor, chances are you have established habits that will be counterproductive in your use of Word 5. Here are a few habits you should try to break:

- Do not use the Tab key or the Spacebar to indent paragraphs. Instead, use the indent control in Word's ruler (the top half of the split triangle at the left side of the ruler). You'll learn more about this in Chapter 9.
- Never use the Spacebar to center text. Use the center-alignment button on the ruler instead.
- Don't use the Spacebar to make columns. Instead use tabs, Word's multi-column features, or make a table. See Chapter 10.

- Do not manually space paragraphs with carriage returns. Use Word's paragraph spacing instead, as explained in Chapter 9.
- Do not hit the Return key repeatedly to start a new page. Instead, use Word's Insert Page Break feature.

YOUR FIRST WORD PROJECT

With those seemingly endless preliminaries out of the way, let's use Word's default settings for this first example in order to simplify things and get you rolling.

To get started, turn on your Macintosh and locate the Word 5 icon, as shown in Figure 1.1. (Look in the Word folder on the hard disk if you have used Word's installer.) If you can't find the icon, use the Find File desk accessory under System 6 or the Find... command in the File menu under System 7. Once you've located the icon, point to it using your mouse (or trackball), then click on it twice quickly (double-click) to launch the program.

You will see a new document window similar to the one in Figure 1.2. The exact size and shape of your window may be different, depending on your monitor and system configuration. If you are a System 6 user or have a black-and-white display, you will not see the shades of gray depicted in many of the illustrations in this book.

THE PARTS OF A WORD WINDOW

If you are using MultiFinder or System 7 with a large screen, you may see part of your Macintosh desktop in addition to the Word window. This is normal. An active Word 5 window has standard Macintosh scroll bars, a title bar, zoom boxes, a menu bar, and so on. (If you are unfamiliar with

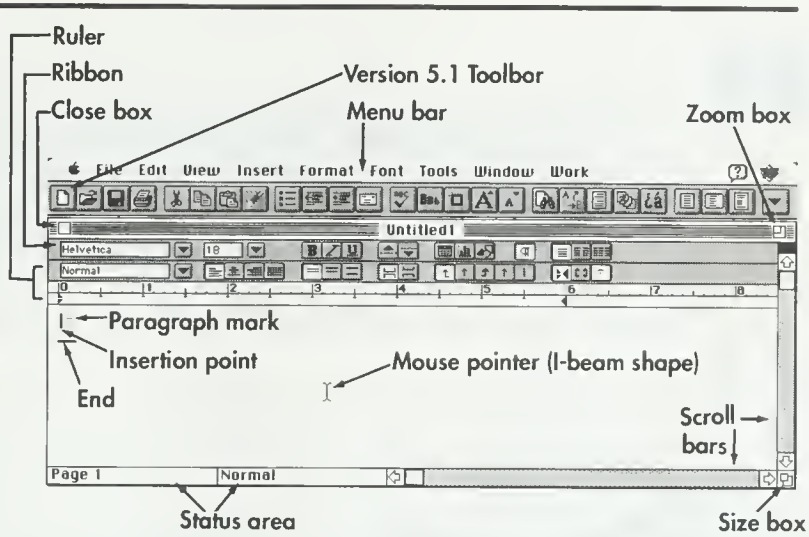
FIGURE 1.1

To start Word 5, double-click the Word 5 icon.

Microsoft Word

FIGURE 1.2

A new document window appears each time you start Word.



these terms and concepts, take a moment to review your Apple Macintosh manuals.)

In addition to the usual Macintosh tools, you should see a Word 5 ruler, ribbon, a flashing insertion point, and possibly a Toolbar if you are using version 5.1 (choose About Microsoft Word...from the Apple menu if you are unsure which version you are using). Let's look at a few of Word's window parts in a little more detail.

Menu Bar and Commands

When running Word, the top of your screen contains traditional Macintosh-style menus in a menu bar. Pointing to a menu title with the mouse pointer, and holding down the mouse button reveals menu choices—often referred to as menu commands. You choose commands by sliding the mouse pointer down the list of commands until the one you desire is highlighted (turns black). Releasing the mouse button executes the highlighted command. Commands with ellipses (...) after their names will ask you for additional information before they can execute.

If you highlight a command then change your mind before releasing the mouse button, simply slide the mouse pointer to highlight a different command, or slide the pointer off of the menu entirely to make the command list disappear.

Some commands can be executed by holding down specific key combinations. These keyboard shortcuts are usually listed next to command names in menus. You'll learn more about this later.

Mouse Pointer

Your mouse pointer should look like an I-beam and move freely about the screen. The pointer will change shapes when it passes over certain parts of the screen. For instance, it turns into a large arrow at the edges of Word windows. You'll soon learn how these changes in the pointers appearance tell you what you can do next.

Insertion Point

The insertion point or cursor denotes where text, graphics and other things will be placed when you type or insert them. The insertion point is a tall, skinny, blinking vertical stick. Don't confuse it with the mouse pointer. The I-beam mouse pointer and insertion point are two very different devices. Take a moment to locate them both in Figure 1.2 and on your own screen.

Ribbon

The ribbon contains buttons and drop-down menus that help you quickly alter the appearance and arrangement of text and graphics. To display or hide the ribbon, use the ruler choice on the View menu or its keyboard shortcut (⌘-Option-R).

You can use the ribbon's font menus to pick a font, and specify it's size. Point to the buttons containing triangles (next to the font and type

size menus) to see drop down lists of choices. You can also type font names or sizes directly into the font and size boxes.

Those four buttons next to the font and size menus let you embolden, italicize, underscore, super and subscript text. The button on the Ruler containing a rectangle, circle, and triangle brings up Word's Draw window where you can create your own graphics. The process is described later in this chapter.

The button containing the paragraph mark alternately shows and hides paragraph marks, the little dots used to represent spaces, and other non-printing items.

Word 5.1 users will see additional buttons for quick table creation and graphing. Tables are explored in Chapter 10. See Chapter 27 for information about creating graphs.

The remaining buttons on the right end of the ruler in both versions 5.1 and 5.0 are used for specifying from one to three columns of text. They look like single (sometimes called "no columns"), double columns and triple columns. Column features are described in Chapter 21.

Ruler

The ruler lets you quickly change text alignment, spacing, tabs, margins, and indents. It serves additional roles when working in columns and tables. The ruler shows you what's going on, and lets you alter the appearance of selected paragraphs, or the paragraph containing the insertion point. You'll learn more about the ruler later in this chapter.

To display or hide the ruler, use the Ruler choice on the View menu or its keyboard shortcut (⌘-R).

The Version 5.1 Toolbar

If you are using 5.1 you may also see a collection of buttons called the Toolbar. If you don't see the Toolbar, you can display it with the Toolbar command on the View menu. This same command hides the Toolbar. The Toolbar contains buttons. Clicking on them with your mouse issues commands.

It is worth noting that Word offers many formatting capabilities not found on the ribbon, ruler, and Toolbar. For instance, while there are only three column choice buttons on the ribbon, you can specify more than three columns of text using menu commands. Think of ribbon, ruler, and Toolbar devices as mini-formatting features. Get to know the more robust menu commands as well.

Status Area

The lower-left corner of your Word window gives additional information about your work. Get in the habit of watching it while you work. (As you'll read later, there are occasions when you might be asked to type things in the status area as well.)

TYPING TEXT

Type the following quotation (intentionally type **The the** rather than simply *The* at the beginning). Don't worry if you also make unintentional typing mistakes, you'll learn how to fix them in a moment. Watch the screen as you type. Notice that Word 5 automatically moves text down to the next line when it runs out of room near the right edge of the screen.

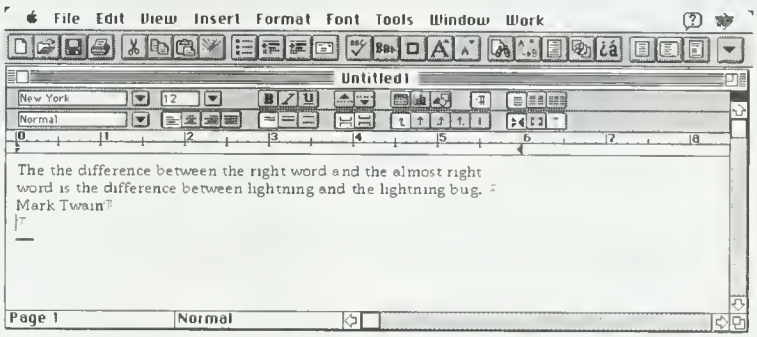
This is called automatic word wrap, a common and useful word processing feature. For this exercise, do not press the Return key until you've typed the period after the word *bug*.

> The the difference between the right word and the almost right word is the difference between lightning and the lightning bug.

Finish by pressing Return, typing Mark Twain's name, and then press the Return key again. When you are done, your screen should look something like Figure 1.3.

FIGURE 1.3

Type in Mark Twain's unembellished quote.



SELECTING TEXT

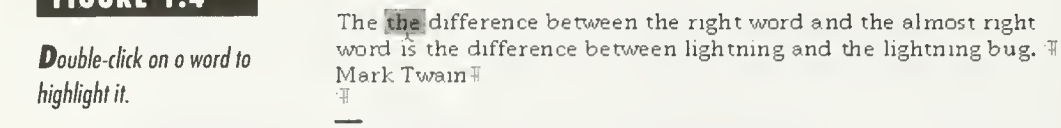
Word lets you do a lot with text after you've typed it. You can change its appearance, move it around, delete it, and copy it. The first step is to tell Word which text you want to work with. This is done by selecting it. Word has many, many ways to select text. For instance, you can drag your mouse pointer over the text while holding down the mouse button. There are shortcuts for selecting individual words, lines, sentences, and paragraphs, which you will read about in a moment.

Depending on your system configuration, selected text will either change color, or be surrounded by a gray or black background. That's how you know what you have selected, as you can see in Figure 1.4.

If you are new to the Mac, practice selecting other words, sentences, and single characters with the mouse. It might be frustrating at first, but

FIGURE 1.4

Double-click on a word to highlight it.



you'll soon find yourself reaching for the mouse even when using a computer that doesn't have one!

If you have selected text and changed your mind, click anywhere outside of the selected area, or press an arrow key to cancel the selection.

SELECTING SPECIFIC UNITS OF TEXT WITH A MOUSE

Here is a summary of text selection shortcuts for specific units of text like words, sentences and graphics. Practice them all until they become second nature.

Selecting Entire Words with a Mouse

Double-click anywhere on a word to select the entire word and the space that follows it. To select adjacent words, drag after double-clicking on the first word of interest. Entire words will be selected when you drag this way.

Selecting Entire Lines with a Mouse

1. Move the mouse pointer to the selection bar (an invisible strip running down the extreme left edge of the document window). The pointer will become an arrow.

2. Click only once.
3. The entire line to the right of where you've clicked will be selected.

Selecting Entire Sentences with a Mouse

Hold down the ⌘ key while you click anywhere in the sentence of interest. This also selects the punctuation mark (period, question mark, etc.), and the space following the sentence, if there is one. Dragging after you click this way selects additional sentences.

Selecting Entire Paragraphs with a Mouse

The quickest way to select a paragraph with your mouse is to triple-click anywhere in a paragraph. That is to say, point anywhere in the paragraph and quickly press and release the mouse button three times in succession. You can also select paragraphs using the selection bar.

1. Move the mouse pointer to the selection bar (the invisible strip running down the extreme left edge of the document window). The pointer will become an arrow.
2. Double-click.
3. The adjacent paragraph will be selected.

Selecting Your Entire Document with a Mouse

1. Move the mouse pointer to the selection bar and the pointer will become an arrow.
2. Hold down the ⌘ key and click.
3. The entire document will be selected.

Selecting Graphics, Movies, and Other Objects with a Mouse

Click anywhere within the graphic or other object. You'll see a border—usually with handles (small black boxes) surrounding the selected object.

SELECTING VARIABLE UNITS OF TEXT WITH A MOUSE

Sometimes you'll want to just select a single character, or parts of a text string. Here are some techniques to use.

Dragging to Select

1. Point to the place where you want selection to begin.
2. Hold down the mouse button and drag in any direction.
3. When the pointer hits a screen boundary (top, bottom or side) the document will scroll as highlighting continues.
4. Release the mouse button when you've selected the desired area.

Shift-Clicking to Select Large Areas

1. Point to the place where you want selection to begin.
2. Click to place the insertion point there.
3. Point to the end of the desired area (scroll if necessary) and hold down the Shift key while you click.
4. Release the mouse button.

Selecting Rectangular Areas

To select rectangular areas (like columns in a tabbed list), hold down the Option key while you drag.

Selecting in Tables

There are many specific tools for selecting things in Word tables. See Chapter 10 for details.

DELETING TEXT

There are several ways to delete unwanted text like that extra *the* you typed in the sample Twain quote. If you had spotted your mistake right after typing it, pressing the backspace key four times would have removed the unwanted characters and space.

Even though you did not make the correction earlier, it is easy to go back now, select the undesired text and remove it. Once the text is selected, simply press the Delete key once to eliminate the unwanted word and unnecessary space. Try it.

Later, you will learn other ways to delete text, and numerous strategies to reuse deleted text (move it) elsewhere. If you haven't already done so, delete that unwanted *the*.

UNDO AND REPEAT

Do you know what a damnosecond is? It's that fleeting instant when you realize you've done something really stupid on your computer—like accidentally deleting or reformatting twenty pages of text.

Everyone makes choices they wish they could undo. Like few other things in life, Word often lets you.

And, when doing tasks that are repetitive and complex, it is nice to have your computer handle some of the drudgery. That's where Word's Repeat features can help. Let's begin by looking at Undo.

UNDO

Word watches as you work. With surprising attention to detail, it remembers which steps you last took. When asked, it can frequently undo your errors. You undo things by choosing Undo from the Edit menu or by using the ⌘-Z keyboard shortcut. The exact name of the Undo choice on the Edit menu changes as you work. Sometimes it says Undo Typing. Other times it says Undo Formatting or Undo Sort.

The Toolbar button that looks like a pencil eraser will undo your last step.

Here are some examples of things Word can undo if you ask soon after you discover a problem:

- Editing changes (typing, cutting, pasting, etc.)
- Most formatting actions (styles, fonts, etc.)
- Most tasks done with tools (replacing, etc.)
- Most drawing actions (dragging, filling, etc.)

Suppose you have a large document with dozens of different paragraph styles. There are bold headings, indentations, several different fonts, various line- and paragraph-spacing schemes, and so on. You select all of the text and accidentally reformat it as Normal. Poof. A week's work looks like guacamole. Indentations are gone, headings look like body text—what a mess! A quick trip to the Edit menu would reveal the choice Undo Formatting, as shown in Figure 1.5.

Choosing Undo Formatting (or pressing the ⌘-Z shortcut) would restore everything to the way it was.

Frequently, you need to catch your mistakes immediately after you make them. For instance, if you type even a single character after accidentally reformatting your pride and joy, the Undo choice will change to Undo Typing and you will not be able to restore the formatting. And, occasionally, you will see a message like the one in Figure 1.6. Word can't always undo your mistakes.

FIGURE 1.5

The Undo menu choice changes based on what you've last done.

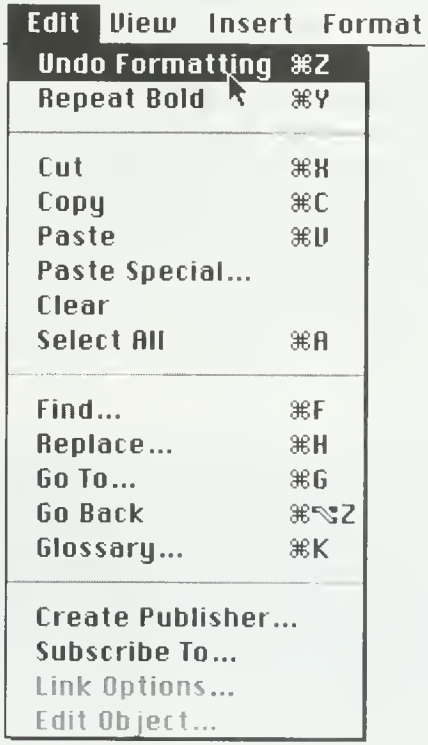


FIGURE 1.6

Undo is dimmed when Word can't restore your work.

That's why it is a good idea to save early and often. Then, when things like this happen, you can close the messed-up document either by saving it under a different name (with Save As... from the File menu) or close the document without saving the changes (don't save mistakes). Next, open the earlier version that is hopefully in better shape. Sometimes you can save time by cutting and pasting between the earlier version and portions of the new (messed-up) work if you've saved it under a different file name.

The best approach is to stop and think immediately after you notice a big, potentially time-consuming mistake. Get help. Sometimes more experienced Word users or Microsoft's telephone support staff can talk you through time-saving repair techniques. The less you fiddle after noticing a big mistake, the better your chances of salvation. If you are a new user, don't be embarrassed to ask for help right when you notice a problem!

By the way, it is possible to undo an Undo. Immediately after you undo, the Undo command changes to Redo, letting you flip back and forth.

Word often modifies Undo and some of its other menu command names based on what you've last done. And, Word dims commands in menus when they can't be used at the moment. Examine command names to see what Word can and cannot do next.

REPEAT

This feature was called *Again* in Word 4, and it had a different keyboard shortcut. Repeat is located on the Edit menu and the Word 5 shortcut is ⌘-Y. Repeat watches you work, and attempts to remember and recreate your actions on demand. Suppose, for instance, you change the width of a paragraph. If you have several other paragraphs scattered around your document that also need to be reformatted the same way, you can select each paragraph and use the Repeat feature.

Like Undo, Repeat's name changes based on what you have last done, and it works with most Word actions immediately after you take them. Repeat works with typing and many other actions. Experiment.

INSERTING TEXT

Word offers several ways to insert new text into an existing document. The most straightforward approach is to move the insertion pointer to the desired location, then start typing. Word accommodates the new text by pushing the existing text to the right and down as necessary.

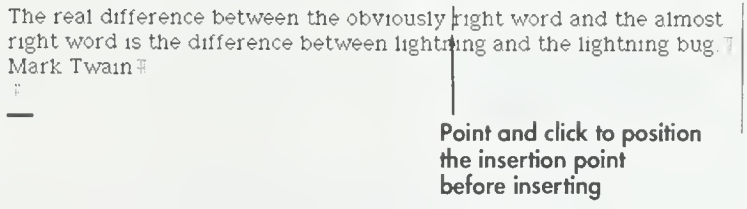
Suppose you wanted to add the word *obviously* between *the* and *right* in the first line of Mark Twain's quote. You would start by placing the mouse pointer (the I-beam) where you want to begin inserting text—between the space and the *r* in *right* for this example. Next, press and release the mouse button to move the insertion point to the desired position.

Beginners sometimes forget to press the mouse button after pointing with the I-beam. Don't confuse the I-beam with the insertion point. First you use the I-beam to point to where you want the insertion point placed. Then you must press and release the mouse button to actually move the insertion point.

Place the insertion point properly and type the word **obviously**, including the space that follows it. Your screen should look something like Figure 1.7.

FIGURE 1.7

You must position the I-beam and then insert the text.



REPLACING TEXT

Word also makes it easy to replace text. It combines the steps of deleting unwanted text, positioning the insertion point and inserting replacement text. Simply highlight the unwanted text and start typing. The old text disappears and the new text snakes across the screen as you type it.

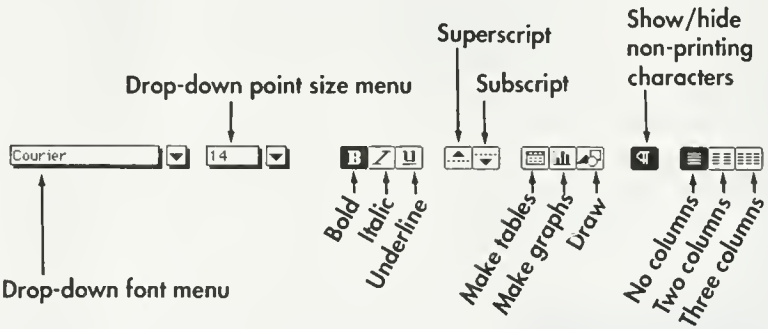
For example, watch the screen while you highlight the word *almost* (double-click on it) and type **nearly**. See how easily you can turn great prose into drivel? Since we'll be using this text for some future exercises, take a moment now to restore Mark Twain's actual words using the text editing tricks you've learned so far.

SIMPLE FORMATTING TRICKS

Let's take a quick look at a few of Word's most often used style options. Word 4 users are accustomed to going to the menu bar to make style changes. You'll still need to do that occasionally, but Word 5 contains something new called the ribbon, shown in Figure 1.8.

FIGURE 1.8

The ribbon makes your life easier by providing faster access to some of Word's more commonly used features.



THE RIBBON

Among other things, the ribbon lets you make style changes by clicking buttons or pulling down single level menus, rather than going to the more crowded menu bar.

As always you must select text before working with it. For this exercise, select all the text either by dragging, choosing Select All from the Edit menu, or by using the keyboard shortcut ⌘-A.

Get in the habit of using the ⌘-A shortcut when you want to select your entire document. It can save you lots of scrolling in large documents.

Let's start by increasing all of the type from 12 to 24 points. The second triangle in the upper-left corner of the ribbon reveals a list of type sizes, shown in Figure 1.9.

To reveal them, point at the triangle and press and hold the mouse button. Slide the pointer down to highlight *24* and release the mouse button. Your screen should look something like Figure 1.10.

You can also type font names or sizes directly into their respective ribbon boxes. Simply click in the box and start typing. When you're finished typing, press the Return key to enter your selection.

Regardless of which technique you use to change the size of text, you can change as much or as little as you like. Highlight just the first letter *T* in the quote and make it 48 point type. Your text will look like Figure 1.11.

FIGURE 1.9

You can quickly change the type size with the ribbon.

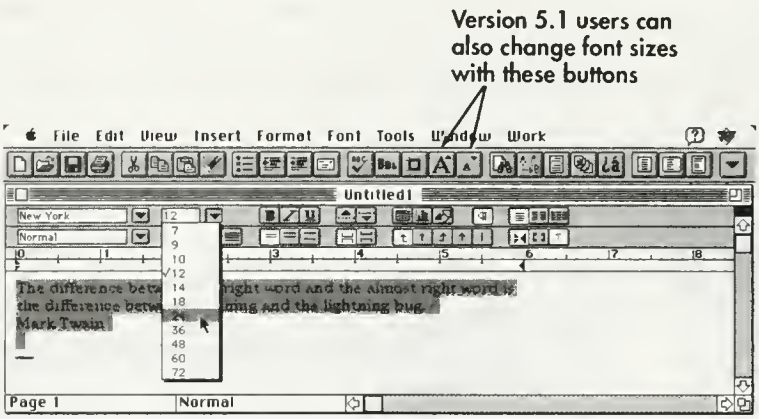


FIGURE 1.10

The type size has been enlarged to 24 points.

The difference between the right word and the almost right word is the difference between lightning and the lightning bug.
Mark Twain

FIGURE 1.11

Single characters can be chonged for emphosis or decoration.

The difference between the right word and the almost right word is the difference between lightning and the lightning bug.
Mark Twain

If you are using version 5.1 the two Toolbar buttons with the big and small "A"s can be used to increase and decrease the size of selected text.

Notice the wider space between the first and second lines now. The space between the *T* and the *he* look unnatural too. That's because different type sizes and fonts have different inter-character (kerning) and inter-line (leading) space specifications. These can be overridden as you'll see later.

If you are using Word version 5.1 you can accomplish this and other intriguing effects with the new Drop Caps feature. Read about it in Chapter 8.

Let's make Mark Twain's name appear in boldface. Start by selecting his first and last names by double-clicking or dragging. Then press the bold button on the ribbon (the uppercase B).

The button to the right of the bold button italicizes text. The underscore button is next to the italic button and the next two buttons are for super- and subscripting text.

The remaining buttons on the top row access the drawing tools, toggle the display of symbols, and create multi-column layouts.

THE RULER

The ruler is used to control margin settings, line spacing, tab settings, and more. Word 4 users will spot some changes here too. Let's use one of the ruler buttons now and postpone a complete ruler tour until later.

Notice the group of four buttons on the left of the ruler containing horizontal lines (see Figure 1.12). These let you specify left-aligned, centered, right-aligned, or fully-justified text.

With Mark Twain highlighted, press the right align button and watch what happens. Your screen should look like Figure 1.13.

There's much more to learn about the ribbon and the ruler, as you'll see in Part II. You are probably itching to print by now, and you will in a moment, but it would be a good idea to save your work first. That way if you have a printer or system problem, you won't need to redo the entire exercise.

FIGURE 1.12

Clicking here right-aligns Mark Twain's name.

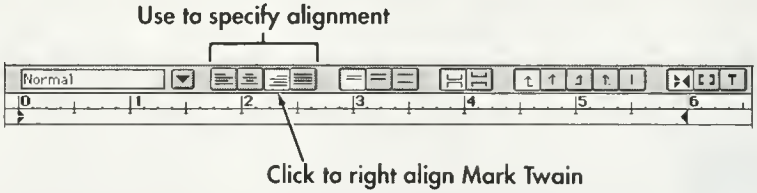
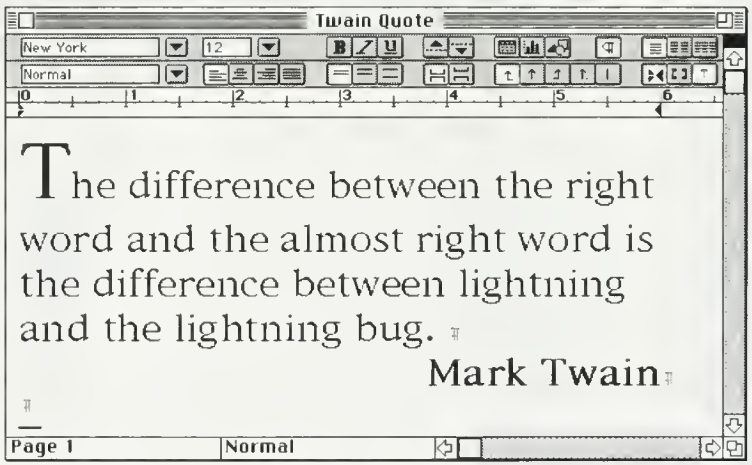


FIGURE 1.13

The finished Twain quote.



SAVING DOCUMENTS INITIALLY

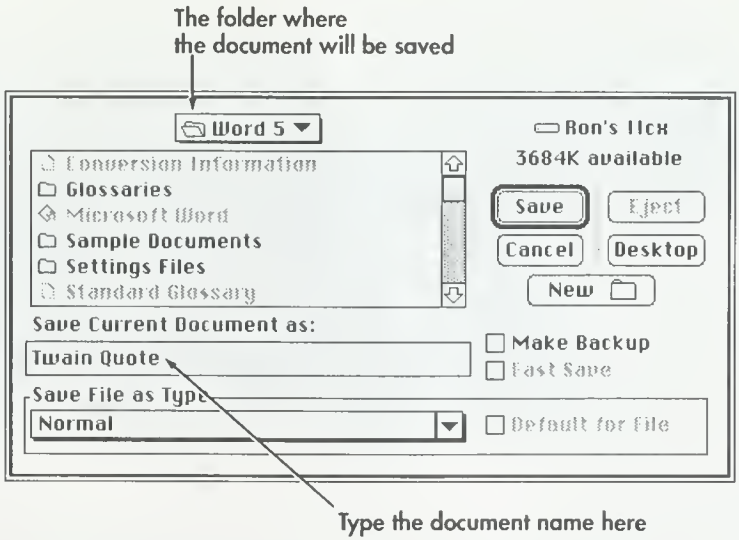
The words that you have typed and stylized so far exist only on your screen and in your computer's volatile RAM (random-access memory). That is to say, if you were to switch off the computer, or experienced a power failure or other malfunction, your work would be forever lost. By saving your work to disk as you go, you can pick up where you have left off.

Many experienced computer users save every fifteen minutes or whenever they are interrupted by phone calls or visitors. That's a good habit to establish.

Once you are happy with the appearance of the Mark Twain quote, select Save from the File menu. You will see the Save dialog box, illustrated in Figure 1.14.

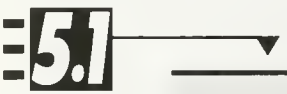
FIGURE 1.14

You see the Save dialog box the first time you save a file.



The ⌘-S keyboard shortcut is a convenient way to save without visiting the File menu. Some folks use it exclusively.

The Save dialog box tells you where Word plans to store your work and requests a name for the file. It also gives you many other save options, which are discussed in Chapter 6.



Version 5.1's Toolbar has a button that looks like a floppy disk. It will also start the Save process.

Let's keep things simple for now and use Word's default save options. Start by noticing where Word is proposing to put your document. This is a very important habit to establish.

If you do not get in the habit of thinking about where you and Word save documents, you will misplace them. When saving to a floppy disk or your own small, uncluttered hard disk, this can be a minor annoyance. If you work on a far-flung network with multiple servers and gigabytes of storage space, it can take hours or days to locate lost files.

In Figure 1.14, Word is proposing to store our new document in a folder called Word 5. You can tell this from the picture of a folder next to its name (Word 5) near the top of the dialog box.

Look at your screen. Take a moment to see where Word plans to save your work. Chances are you will see something slightly different from the folder location shown in Figure 1.14.

TELLING WORD WHERE TO SAVE YOUR DOCUMENT

Like any good Macintosh program, Word lets you specify save locations. You do this by picking the desired location from the drop-down list located just above the scrollable file list shown in Figure 1.14. (For more information about this, See Chapter 6, Managing Your Files.)

NAMING WORD DOCUMENTS

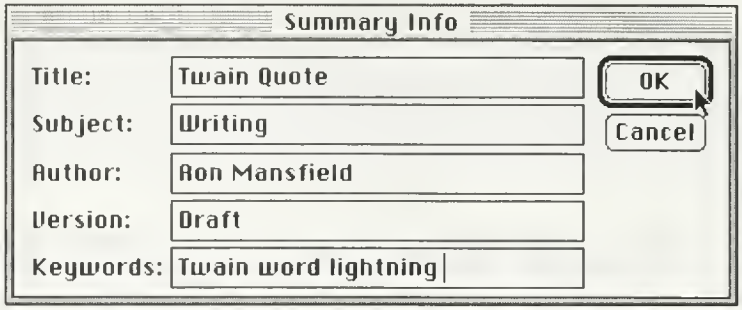
Type a name for your document in the Save Current Document as: box, then simply click the Save button. Names can be up to 31 characters. Do not include colons (:) in your file names.

Instead of clicking on the Save button, tap the Return key. This will have the same effect as clicking Save. With Microsoft Word 5, like most Macintosh programs, pressing the Return or Enter key will execute the button with the bold border in the active dialog box.

One way or the other, Word will save your document and, assuming you are using Word's default settings, you will see a Summary Info dialog box similar to the one shown in Figure 1.15, but with blanks in many places.

FIGURE 1.15

The Summary Info dialog box helps Word's Find File... feature round up documents meeting specific criteria.



SUMMARY INFORMATION

You needn't type anything in this dialog box, and you can prevent it from even appearing. But if you plan to keep many documents on your hard disk, and particularly if you will be storing things on a crowded network server, it is a good idea to use this new Word 5 feature. As you'll see in Chapter 6, it will help you quickly locate typing projects when you want to round them up for later use.

Since we'll be using this document to explore the Find File... feature later, take a moment to enter summary information. Start by typing **Twain Quote** as the document title. Do not press Return yet. Instead, tab or point with the I-beam to move the insertion point to the next blank and type **Writing** as the subject. Tab or point again and enter your name if it does not already appear in the author box. Tab again and enter **Draft**. Tab once more and enter some key words (such as *Twain* or *lightning*) from the document. Your finished summary information should look something like Figure 1.15.

Click the OK button or quicker still, press the Return or Enter key. You will learn more about the Summary Info feature in Chapter 6.

Once you have saved a document's summary information, you will not be asked for it again when you save your work. Summary information can be viewed and modified by picking the Summary Info... choice from the File menu.

To prevent the Summary Info dialog box from appearing when you initially save a new document, turn it off via the Open and Save category of the Preferences command as described in Chapter 31.

SAVING AS YOU WORK

Once you've named a document and specified a place to save it, you'll not see the Save As... or Summary dialog boxes when you save unless you request them. A quick trip to the Save command in the File menu, or better still the key combination ⌘-S will save your work whenever you desire. So will clicking the Save button on version 5.1's Toolbar. Save early, often, and always before you print or make major changes.

QUITTING AND RESTARTING WORD

There are several ways to completely quit Word. You can choose Quit from the File menu or use the ⌘-Q keyboard shortcut, as shown in Figure 1.16. Try one or the other method now.

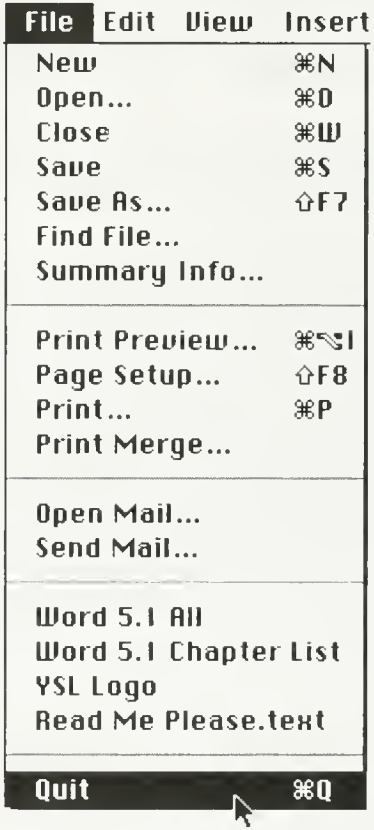
If you have made any changes since the last time you saved, Word will ask if you want them saved. Select Yes to save changes, No to ignore the most recent changes, or Cancel to abort your quit request and return to word processing.

After you have satisfied Word that you have saved everything of value, Word will quit and you'll be returned to your Macintosh desktop.

Word needs to do some housekeeping when you quit. For instance, Word updates its settings files, and asks if you want to save last minute changes to your documents. When you use Word's Quit command, or even the Finder's Shut Down command, this housekeeping will proceed smoothly. But if you use the power switch on the back of your Mac (or simply unplug it) without first executing a Word Quit or Finder Shut Down command, you may damage a document file or loose valuable changes to your Word settings (described in Chapter 31).

FIGURE 1.16

Quit by visiting the File menu or using the ⌘-Q shortcut.



LAUNCHING WORD BY DOUBLE-CLICKING ON A DOCUMENT

Now that you've quit Word, you will need to restart the program before you can use it again. You could double-click on the Word 5 program icon as you did before, then tell Word to load the document that you want to revise. But there is a shortcut. It is possible to load Word by double-clicking on a Word document icon. Try this by double-clicking on your Twain Quote document icon. It will look like Figure 1.17 if you are viewing by Icon.

1. Find your Twain document (hopefully in your Word 5 folder).
2. Double-click on the Twain Quote document icon.
3. After a moment, Word 5 should be on your screen, along with the Twain document, ready for you to edit.

It is even possible to launch Word 5 by double-clicking on documents created with Word 4 and earlier versions. It's a good idea to make sure Word 5 is the only Word version on your hard disk.

FIGURE 1.17

You con double-click o Word 5 document icon to stort Word.

USING SYSTEM 7'S ALIAS FEATURE

One of the most useful new features of System 7 are its aliases, which you can use to launch Word 5. For example, you might keep the actual Word 5 icon tucked away in the Word folder and make an alias of the Word icon for your desktop. System 7 will remember where you've stored Word and will find and launch it when you double-click on the alias icon. Here's how to make an alias for Word.

1. Start by locating and highlighting the Word 5 icon.
2. Choose Make Alias from the File menu, as shown in Figure 1.18.
3. A new icon will appear in the folder with the Word icon. This is the alias icon. Notice that the file name is italicized and contains the word *alias*, as shown in Figure 1.19.

FIGURE 1.18

Making an alias in System 7 can make it easier to launch programs.

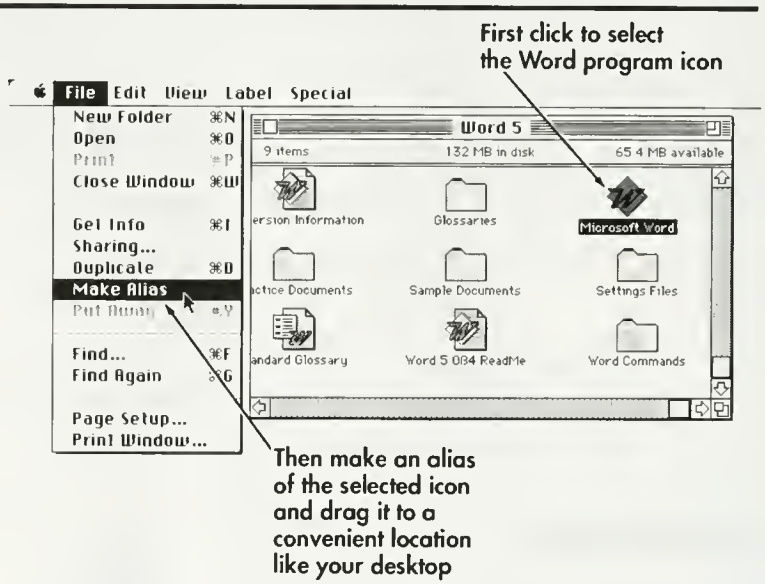
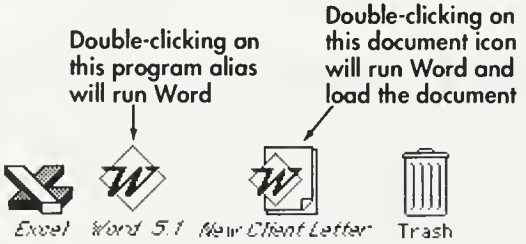


FIGURE 1.19

You can place an alias anywhere for easy access—like along the bottom of your screen.



4. Drag the icon to a convenient location. Many people place them out on their Macintosh desktop.
5. Rename the alias if you like (shorten it, for instance) by clicking once on the name to select it and then edit.
6. Test it. Close the Word folder and double-click on the alias. It should launch Word without your needing to open up any folders.

It is also possible to make System 7 alias icons for Word documents. Using this approach, you could have an alias for your letterhead, another for proposals, etc. Also, you can open any document by dragging its icon or alias on top of the Word 5 icon or its alias.

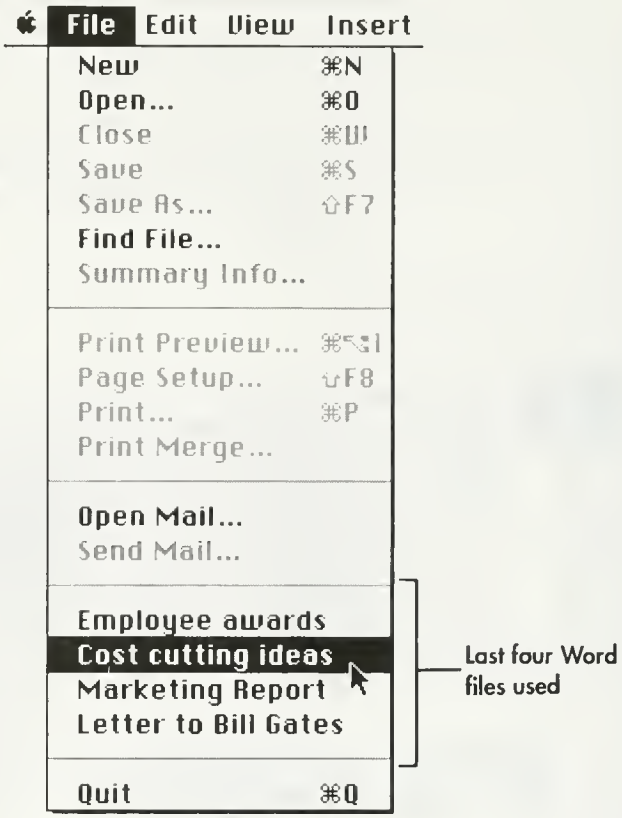
QUICK ACCESS TO YOUR LAST FOUR PROJECTS

Once you have saved some Word 5 documents, Word facilitates quick access to the last four of them you've used. Word remembers the names and locations of the last four documents you have worked with and lists them at the bottom of your File menu as shown in Figure 1.20.

Choose the file of interest and Word will attempt to locate and load it. If you have changed the document's name or moved it since your last Word session, Word may ask for help locating it.

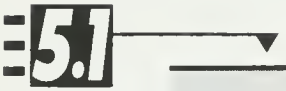
FIGURE 1.20

Word lists your last four projects at the bottom of the File menu—pick one to load it.



CREATING NEW DOCUMENTS IF WORD IS RUNNING

Whenever you start word, it opens a new, untitled window so that you can begin a new project from scratch. If you want to start a new project with Word already running, simply choose the New command on Word's File menu or use the ⌘-N keyboard shortcut. Word will open a new untitled document window. Each new window opened this way in a session is sequentially numbered (Untitled2, Untitled3, and so on).



With Word 5.1 you can also open a new, untitled window by clicking on the dog-eared document icon located on the Toolbar.

COPYING AND MOVING

Word 5 supports all of the usual Macintosh techniques for copying and relocating things. It also provides two unique move commands that leave your Macintosh Clipboard undisturbed. One is called Move Text. The newest addition, not available in versions before Word 5, is called Drag-and-Drop. It's a handy one-step, mouse-assisted mover.

CUT, COPY, AND PASTE

The traditional way to move or duplicate things on a Macintosh is to select the items of interest, cut or copy them to the Clipboard, move the insertion point to the new position, and paste them in. For example, suppose you wanted to move the word *almost* so that it came before the first *right* in the Twain quotation.

1. Start by selecting the desired text (you could simply double-click on *almost* as shown in Figure 1.21).

FIGURE 1.21

First, select the item(s) you wish to move.

The difference between the right word and the almost right word is the difference between lightning and the lightning bug.

Mark Twain

2. Use the Cut command found under the Edit menu or the ⌘-X shortcut. (If you have an extended keyboard, F2 will work, too.)
3. The selected text will disappear from the screen and be placed on the Clipboard.
4. Now place the insertion point at the desired location (point and click). In this example, place it to the left of the first occurrence of the word *right* as illustrated in Figure 1.22.
5. Paste, using either the Paste command on the Edit menu, the ⌘-V shortcut, or the paste key (F4) on your extended keyboard. Text will flow to the right and down as the Clipboard's contents move into place. In our example, the resulting move would look like Figure 1.23.

FIGURE 1.22

You must position the insertion point before pasting.

The difference between the right word and the right word is the difference between lightning and the lightning bug.

Mark Twain

FIGURE 1.23

The pasted (inserted) material forces the other material to the right and down.

The difference between the almost right word and the right word is the difference between lightning and the lightning bug.

Mark Twain

If you are using version 5.1, you can use the Toolbar's Cut and Paste buttons instead. They look like a scissors and a clipboard respectively.

COPYING FROM ONE WORD DOCUMENT TO ANOTHER

Since you can open and work on multiple Word documents at the same time, it is easy to move things from one document to another. For example there are two contracts open in Figure 1.24.

With a large screen, it is easy to size and position multiple windows in plain sight and quickly move back and forth, simply by clicking in the window of interest. You can arrange your desktop by clicking and dragging the size boxes in the lower-right corners of windows to adjust their size and shape. You can move windows around as usual, by pointing to their title bars and dragging them.

Remember, while it is possible to have many windows in view at the same time, you can have only one active window. You can tell the active window by the lines in its title bar. In Figure 1.24, the bottom window is the active one. There are several ways to activate a window. The easiest is to simply click in it.

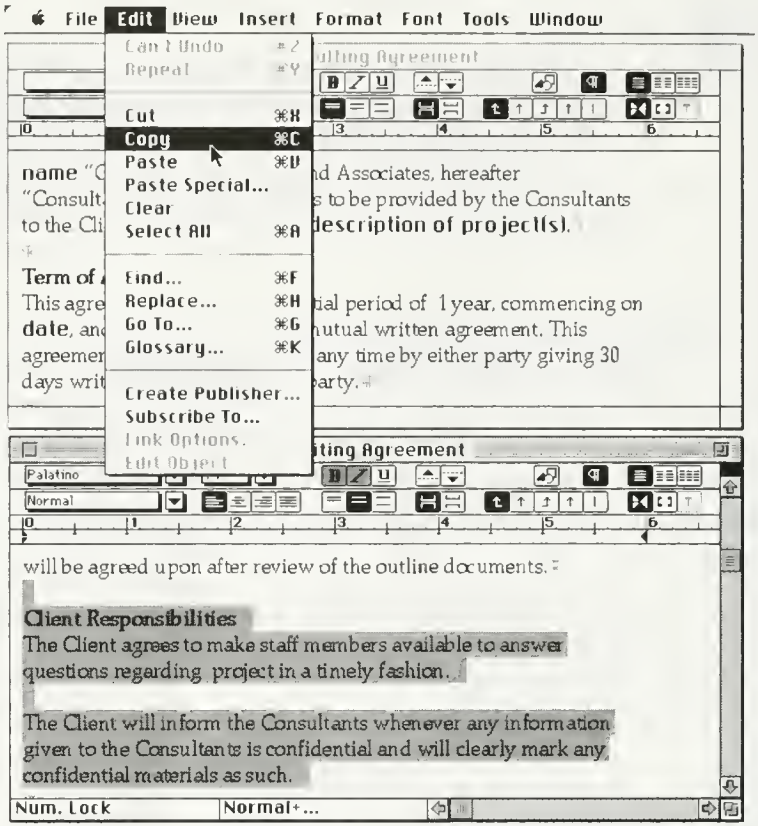
Activating Windows by Pointing

Even if only a small portion of an inactive window is showing, clicking on it will activate it and bring it forward.

1. Locate any portion of the desired window.
2. Click in it.
3. Resize and/or move windows if necessary to make it easier to work.

FIGURE 1.24

You can open several documents simultaneously.

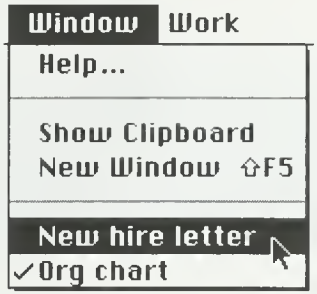


WORD'S WINDOW MENU

Sometimes your screen may not be big enough to display multiple Word documents in useful sizes. Word provides the Window menu for these instances. As you can see in Figure 1.25, the Window menu lists the open documents and lets you switch between them. A checkmark denotes the active window. Using this menu, you can activate one window to copy information, go back to the Window menu to activate and display another window, and then paste.

FIGURE 1.25

The Window menu allows you to switch between documents.



SOME REMINDERS ABOUT THE CLIPBOARD

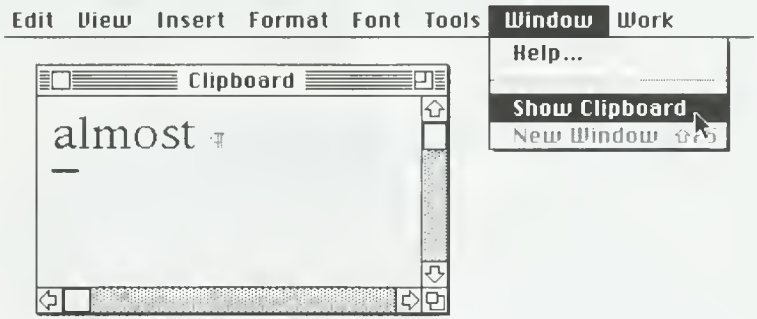
It is important to remember that when you cut or copy to the Clipboard, you replace whatever is stored there. If you do this by accident and spot your error immediately, the Edit menu's Undo command will restore the Clipboard's contents.

The Clipboard can store text, graphics, even sound and animation. While you normally don't need to see the Clipboard to use it, you can view the Clipboard by choosing Show Clipboard from the Window menu as shown in Figure 1.26.

Remember also that the contents of the Clipboard disappear when you turn off your Macintosh. If you want to save something permanently, consider pasting it to the Scrapbook, which saves items to disk.

FIGURE 1.26

The Show Clipboard command lets you see what's on the Clipboard.



The contents of your Clipboard usually stay the same when you switch from program to program, as long you do not turn off or restart your computer. Thus, you can copy items from a spreadsheet, quit the spreadsheet program, launch Word, and paste the spreadsheet information into your Word document.

MultiFinder users and System 7 users with enough RAM to run more than one program at once often use the Clipboard to pass information back and forth without quitting any of the programs. Here's an example.

Suppose that you have created invoices using a spreadsheet, and you want to copy a customer's mailing information from the spreadsheet to a letter you are writing. Assuming you have enough RAM to run both programs, you might open the customer's invoice spreadsheet and a new Word document, as shown in Figure 1.27.

You could copy the customer's address from the spreadsheet onto the Clipboard, then paste it into the Word document. The results might look something like Figure 1.28.

System 7 users will also want to explore other pasting options including Publish and Subscribe (described in Chapter 28). These advanced techniques make it possible to keep multiple documents up-to-date when things change.

THE MOVE TEXT COMMAND

While cutting and pasting is the traditional Macintosh way to move items, Word has an additional tool which does not affect the Clipboard's contents. It lets you move information from place to place within the same document. It's called the Move Text command.

FIGURE 1.27

The spreadsheet program and Word are running together.

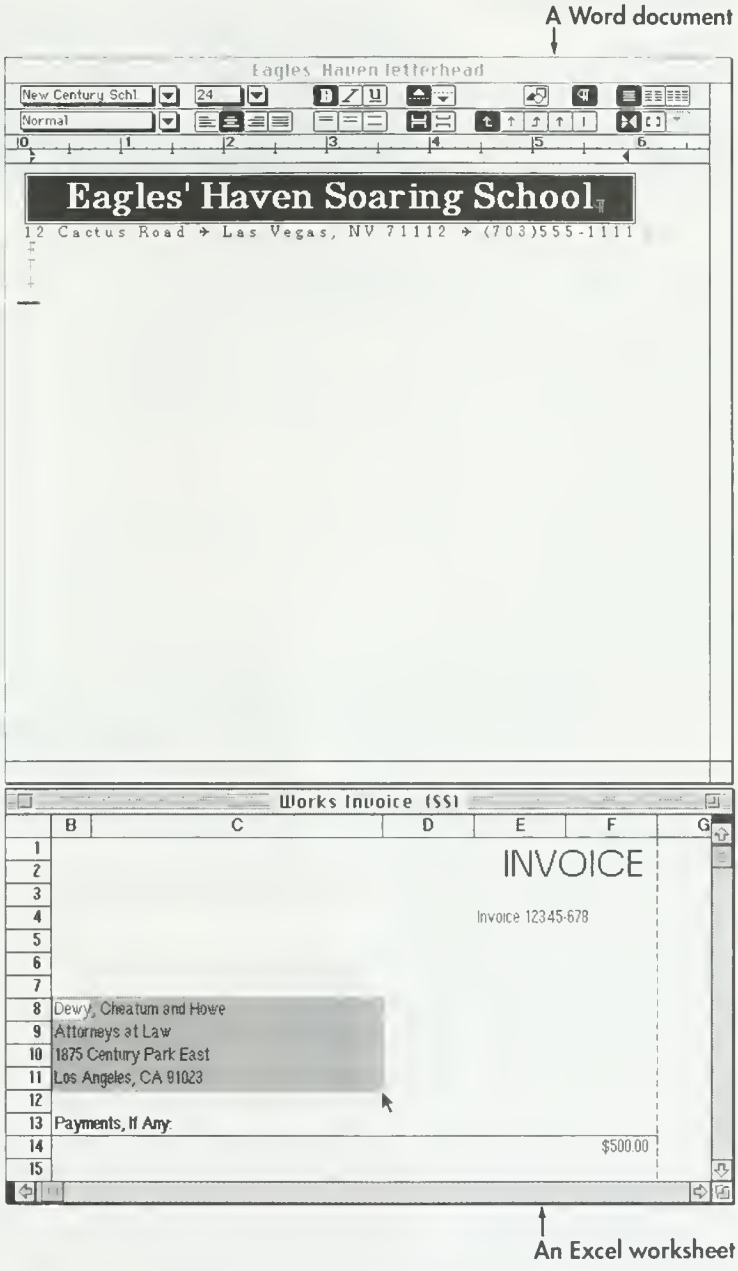
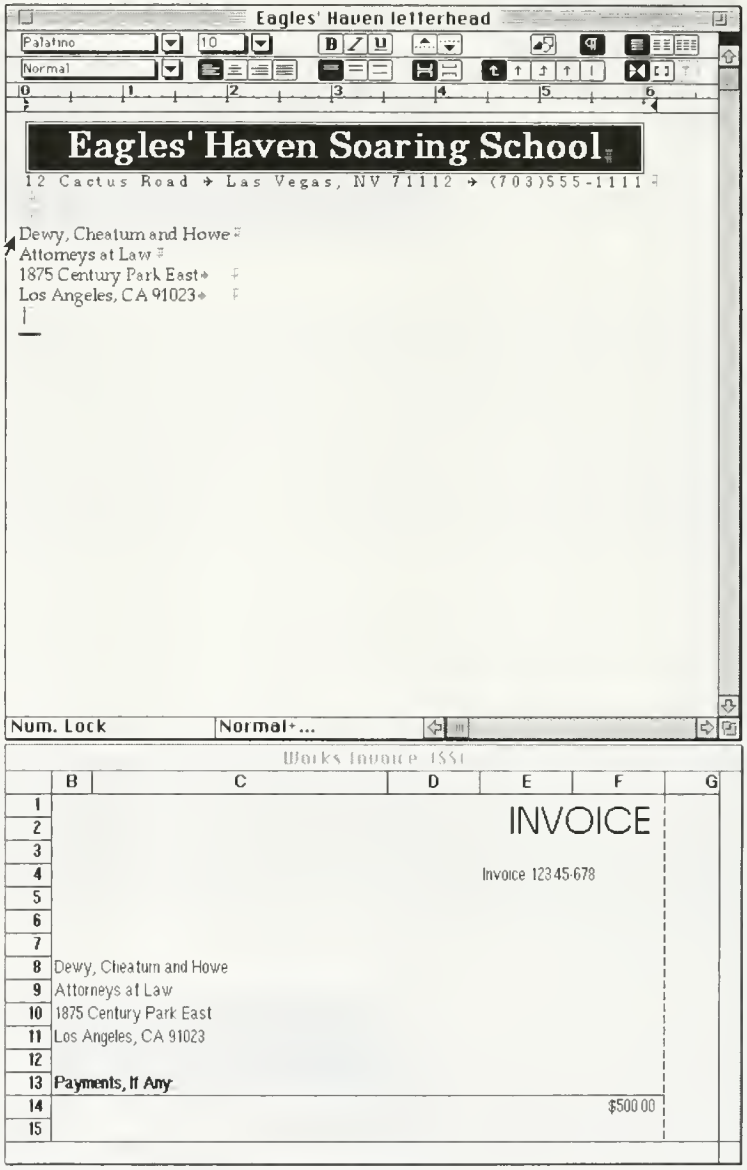


FIGURE 1.28

It's easy to paste information from a spreadsheet into a Word document.



Although you'd never guess from its name, Move Text will also move graphics, sounds, QuickTime movies and more.

Unfortunately, Move Text is not one of the default choices on the Edit menu. However, you can access it by using a keyboard shortcut. If, after you've tried the command, you like it, you can use Word's Commands... command to add Move Text to the Edit or other menu. Adding commands to menus is described in Chapter 31.

To use the Move Text command via the keyboard shortcut:

1. Highlight some text or a graphic to be moved.
2. Hold down three keys at once—the ⌘, Option, and X keys. The lower-left corner of the active window will display the message Move to.
3. Place the insertion point at the desired location and press the Return or Enter key. The text or graphic will move without affecting the Clipboard's contents. Undo works here if you need it.

The process can work in reverse, if you like. Start by moving the insertion point to the desired location then press ⌘-Option-X and select the item to be moved. Pressing Enter or Return will move the selection to the insertion point.

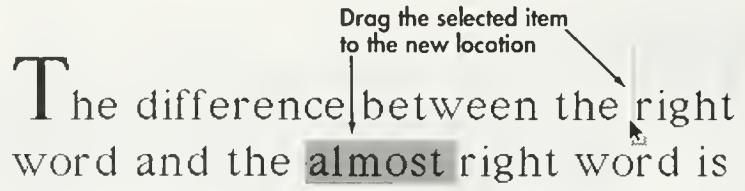
You can use Move Text to move things from one Word window to another, but it cannot exchange information with other programs.

DRAG-AND-DROP

Word 5's new Drag-and-Drop move feature lets you highlight text or other movable objects and drag them to a new location. For instance, in Figure 1.29 the word *almost* has been highlighted with Drag-and-Drop enabled. With the mouse button depressed, the mouse pointer changes appearance slightly. Notice the small rectangle near the arrow. Notice

FIGURE 1.29

The pointer and insertion point change when Drag-and-Drop is enabled.



also the long pointer. The arrow, box, and pointer move as one when you move the mouse with the button held down. Once you release the mouse button, the selected items will be moved to the Drag-and-Drop insertion point. In Figure 1.29, the word *almost* would be inserted between *the* and *right*. If you Drag-and-Drop while holding ⌘, you will move a copy of the highlighted text.

If you've held down your mouse button while selecting things (while dragging or double-clicking, for instance), you'll need to release the mouse button and press it again before you'll see the Drag-and Drop-pointer. Practice will make this second nature. Start by dragging and dropping the word *almost* to restore the Twain quote.

Steps for Moving with Drag-and-Drop

1. Select the desired text or other item(s).
2. Release the mouse button, if necessary, then point to the selected item(s), press and hold down the mouse button. Watch the mouse pointer.
3. When you see the pointer change to its Drag-and-Drop shape, drag the pointer while holding down the mouse button until the insertion point part of the pointer is at the desired new location.

4. Release the mouse button.
5. The selected item(s) should move.
6. Undo immediately (⌘-Z) if things didn't go right.

Steps for Copying with Drag and Drop

Drag-and-Drop copying works just like Drag-and-Drop moving with one exception. You hold down the ⌘ key while you work.

1. Select the desired text or other item(s).
2. Press and hold down the ⌘ button.
3. Release the mouse button, if necessary, then, (while still holding down the ⌘ key), point to the selected item(s) and press and hold down the mouse button. Watch the mouse pointer.
4. When you see the Drag-and-Drop pointer, drag the pointer while holding down the mouse button until the insertion point is at the desired new location.
5. Release the mouse button and the ⌘ key.
6. The selected item(s) should be copied.
7. Undo immediately (⌘-Z) if you had a problem copying.

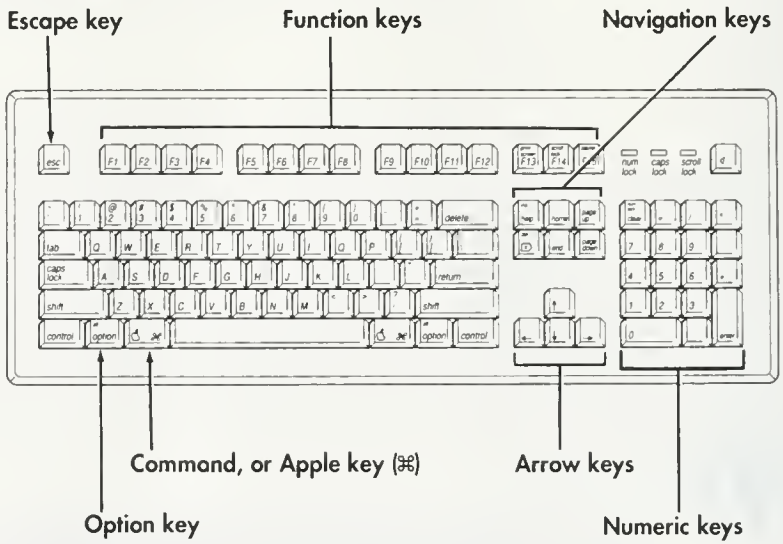
From time-to-time, you might accidentally drag-and-drop something when you intend to simply select by dragging. An immediate Undo (⌘-Z) will make things right. If you really hate Drag-and-Drop (a few people do), shut it off from the General category in the Preferences dialog box. Chapter 31 has details.

KEYBOARD DIFFERENCES AND WORD

The first Macs were like Ford's Model T—simple and utilitarian. You had no choice of keyboards. Today, Apple manufactures extended (as shown in Figure 1.30) and standard keyboards with different layouts and features. There are also international keyboards labeled with accent marks and configured with special characters for a variety of languages. In addition, Apple's original portables and new PowerBook notebook computers have unique keyboard layouts and keys. Recently, third-party vendors have started selling non-Apple keyboards with additional features. Fortunately, Word accommodates most of these differences.

FIGURE 1.30

The Macintosh Extended keyboard contains function keys, a numeric pad, and navigation keys.



KEYBOARD SHORTCUTS

Touch-typists often dislike taking their hands off of the keyboard for anything, so Word offers a variety of keyboard shortcuts, like ⌘-X for Cut. These make it unnecessary to reach for the mouse. Shortcuts are

mentioned throughout this book, and many are shown on Word's menus. The Commands dialog box (Commands... from the Tools menu) will help you explore all of Word's keyboard shortcuts. It is possible to change or delete shortcuts or add your own new ones, as you will learn in Chapter 31.

KEYBOARD SHORTCUT SYMBOLS

When you see keyboard shortcuts listed in menus and in the Commands dialog box, peculiar-looking symbols are used to represent various keys on your keyboard. Here's what the symbols mean:

Key	Symbol
Command or Apple	⌘
Option	⌥
Shift	⇧
Return	↵
Enter	⌤
Space Bar	␣
Tab	⇥
Delete or Backspace	⌫
Key on Numeric pad	⌨
Esc or Escape	⎋
Up Arrow	↑
Down Arrow	↓
Right Arrow	→
Left Arrow	←

KEY COMBINATIONS FOR SPECIAL CHARACTERS

Your Mac and Word 5 can work together to display and print special characters that aren't shown on your keycaps. Examples include the copyright symbol and accented international characters (umlauted letters, for instance). In general, you specify these characters by using key combinations. For instance, you can create bullets by holding down the Option key and pressing the 8 key found on the top row of your keyboard.

The available special characters and the procedures used to create them vary depending upon which fonts and system version you are using. There is also a Symbol... command on Word's Insert menu that can help.

There are subtle but important differences in the way System 6 and System 7 users create a few special characters. Chapter 8 shows you what's available and how to get the characters you need.

NUMERIC KEYPADS AND WORD

Most newer Macintosh keyboards have numeric keypads and screen editing keys (Home, Page Up, and so on). Word uses many of these keys if you have them.

Numeric keypads serve two functions in Word. With the Num Loc feature enabled, you can use the pad to enter numbers. With Num Loc off (the default) you use the numeric pad to navigate. Pressing *9* on the numeric pad scrolls the screen up, *3* scrolls down, and so on.

The key in the upper-left corner of the numeric keypad toggles Num Lock on and off. Newer keyboards contain both the word clear and the abbreviation num lock. On some keypads it is labeled just clear or Clear.

Some Mac keyboards have a light that tells you when Num Lock is enabled, others do not. The status area at the bottom left corner of your active Word window will also often indicate Num Lock status.

The fact that Word defaults to Num Loc off is particularly confusing to people in the habit of using the numeric pad with spreadsheet and database programs. Many of those programs default to Num Loc on. New Word users often try to enter numbers from the numeric pad and find themselves bouncing around their Word document instead.

A few Word keyboard shortcuts are unavailable to users without numeric keypads. For instance, many of the move commands (move down one text area, move to start of line, etc.) are available only from the numeric pad. The Unassign Keystroke command shortcut is also unavailable without a numeric keypad. If you don't have a numeric keypad, and you want to assign your own keyboard shortcuts to replace the ones you are missing, that is possible. Appendix B lists all of Word's standard shortcuts and numeric-keypad shortcuts.

EXTENDED KEYBOARDS AND WORD

Extended keyboards cost more and take up extra desk space, but in return you get 105 keys instead of 85 or fewer. Fifteen of the extra keys are special function keys, which are fully exploited by Word 5. You also get a collection of screen-editing keys (Home, End, etc.) and a Help key that Word supports.

Many people prefer Macintosh Extended keyboards containing special function keys. Word 5 uses them to help you be a more efficient user. Unfortunately, PowerBooks and very early Macs do not have these features, making a few Word functions slightly less convenient.

The top row of keys on extended keyboards contains fifteen function keys. Word has implemented Apple's standard definitions for the first four keys: F1 is Undo, F2 cuts, F3 copies and F4 pastes. In addition, Word's designers have assigned a number of additional function-key shortcuts. Generally, these are shortcuts that can be accomplished with other key combinations as well. So those of you without function keys have alternatives. For instance, you can apply bold character formatting

by pressing the F10 function key. The key combination ⌘-B does the same thing. So does ⌘-Shift-B.

A few commands like the shortcut for the Document... and Section... menu choices are available only if you have an extended keyboard. Obviously, if you don't have function keys and you want to assign your own keyboard shortcuts, that is possible. Appendix B shows how Word's designers have utilized function keys.

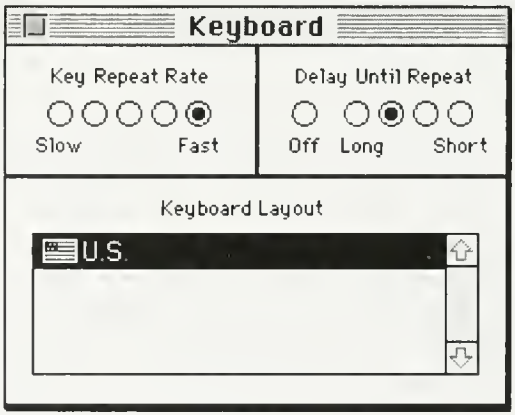
REPEATING KEYS

Most of the character keys, and many of the navigational keys (like arrows) will repeat if you hold them down. This is an easy way to type a series of keystrokes. You can change the speed of this feature from your Keyboard control panel, located under the Apple menu. Figure 1.31 shows the dialog box.

The speed with which identical keystrokes are issued is called the Key Repeat Rate. There are five choices, ranging from Slow to Fast. The length of time your Mac waits between your first key depression and the rapid-fire insertion of identical keystrokes is called the Delay Until Repeat setting. As you can see in Figure 1.31 it's possible to specify the delay time by clicking the appropriate button. You can shut off the delay feature entirely by clicking the Off button in this dialog box. If you use international keyboard layouts, this is also where you pick them. See your Apple manuals for details.

FIGURE 1.31

Change the behavior of repeating keys with the Keyboard features in your Mac's Control Panel.



USING WORD'S MENUS WITHOUT A MOUSE

Beginners may want to skip this topic and revisit it at a later time. If you really hate to reach for your mouse when typing, or if your mouse dies in the middle of a project, you can use Word 5's Keyboard Menus feature. It lets you use the right- and left-arrow keys to flip from menu to menu and the up- and down-arrow keys to make menu choices. Generally, using the mouse is faster. Beginners—give yourself a week or two to get your eyes, hands, and brain working together before abandoning the mouse or trackball. If you must work sans mouse, here's how:

1. Activate the feature by pressing the period on your numeric keypad (if you have one) or by holding down ⌘ and pressing the Tab key.
2. The Word menu bar will turn black for about five seconds. during this time, you can press the first letter of the desired menu (V for View, W for Window, etc.) or you can use the left- and right-arrow keys to display the desired menu.
3. Menus drop down and stay down as you pick them.
4. Since three of Word's menu choices start with the letter F (File, Format, and Font), you will need to hold down the Shift key when you press F to move from File to Format and from Format to Font. When you get to Font the next F will take you back to File.
5. With the desired menu displayed, (Insert, for example), either use up- and down-arrow keys to highlight an Insert menu choice, or type the first letter of a choice (S for Symbol..., T for Table..., etc.). Here, you need not hold down the Shift key to move among choices with the same first letters. Pressing S the first time in the Insert menu gets you to the Section Break choice. Pressing S a second time takes you to Symbol...
6. Pressing the Return or Enter key is equivalent to releasing the mouse button. Your choice will be carried out. To cancel the Keyboard Menu feature without taking any action, press the Esc (escape) key, or press the ⌘. (period) shortcut.

KEYBOARD TRICKS IN DIALOG BOXES

- Word supports the usual Apple keyboard tricks in dialog boxes. For instance, in dialog boxes where you are asked to type text or dimensions, you can tab from box to box. Holding down the Shift key will move you backwards when you press Tab.
- Anytime you see a button with a dark border, pressing Return or Enter will work in place of clicking on the button.
- If you are unfamiliar with tricks like these, consult your Macintosh manuals or try the tutorial programs that came with your Mac.

HOTSPOTS

Even experienced users are sometimes unaware that you can bring up dialog boxes, windows and other tools of interest by double-clicking at appropriate areas (called hotspots) in Word windows. There may even be some undocumented ones you can discover on your own.

Beginners may want to just skim this topic for now, but at least tuck the concept away in the back of your mind; and revisit the subject later. As you gain experience with Word, try some of these hotspot tricks and explore to find others.

Character Dialog Box Hotspot To bring up the Character dialog box, double-click on any part of the ribbon background (the space next to the font list, for instance). Clicking on the arrows for font and type size lists works too. Obviously you'll want to have the text you plan to modify selected before doing this.

Document Dialog Box Hotspot If you click on the Ruler's Margin indicators (they look like square brackets: [and]), you'll see the Document dialog box used for precisely controlling margins, specifying footnote locations, and so on.

When in Page Layout view, if you double-click in the margins at the corners of your document you will also see the Document dialog box.

Footnote Window Hotspots To reveal a footnote window, simply double-click on a footnote reference mark.

The Go To Dialog Box Hotspot To bring up the Go To dialog box used for navigating in big documents, double-click on a page or section number in the status area at the lower left portion of the document window.

Paragraph Hotspot To bring up the Paragraph dialog box, place the insertion point in the paragraph of interest (or select multiple paragraphs), then double-click anywhere on the top part of the ruler scale (above the tick marks) or on the right or left indent markers.

You can also bring up the Paragraph dialog box by double-clicking on any of the ribbon buttons affecting paragraph alignment or spacing (the center or double space buttons, for instance). Unfortunately, double-clicking this way also executes the button command. Thus double-clicking on the Center button will center the selected paragraph(s) as it brings up the paragraph dialog box.

Section Hotspot Double-click on section break marks to reveal the Section dialog box. (Section break marks look like page breaks only with double lines.)

Styles Dialog Box Double-click on a style name in the status area near the bottom left of your Word window to bring up the Style dialog box.

Tab Hotspots Double-click on existing tabstops or the ruler's tabstop buttons to bring up the tab dialog box. Double-clicking on the bottom part of the ruler will add a tabstop where you've clicked, and then open the Tab dialog box.

GETTING HELP WITH WORD

Word has three kinds of on-line help—topic-specific help, screen-element help, and (for System 7 users) balloon help. In addition, Microsoft offers product support over the telephone, via fax, and

through CompuServe and other bulletin board services (BBS). There is also TTY assistance for the hearing impaired.

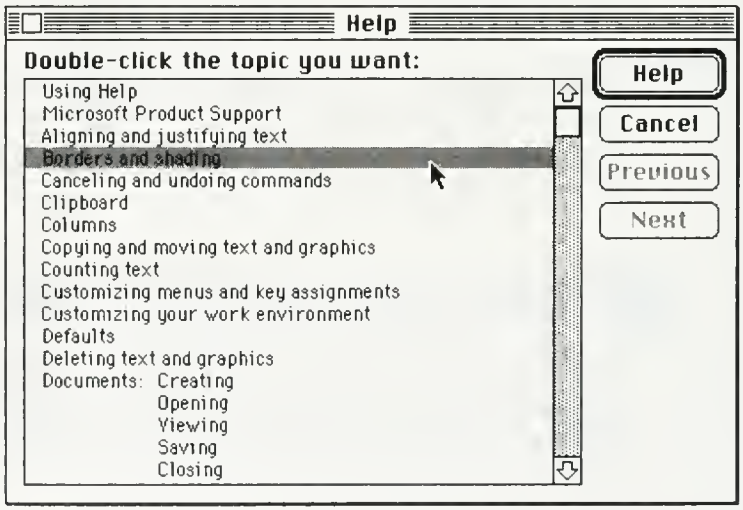
TOPIC-SPECIFIC ON-LINE HELP

It's a little ironic that Word has so many on-line help features it takes several pages of a book to describe them, don't you think? Topic-specific help displays a list of help topics like the one shown in Figure 1.32. You can scroll through the list, then double-click on a topic and read all about it. Pressing the Esc key or clicking in the Help window's close box quits Help.

1. Choose the Help... command from the Window menu. (System 7 users can also pick Microsoft Word Help... from the balloon help menu).
2. Scroll to the topic of interest.
3. Double-click on the topic name to read the help information. Scroll, if necessary, to see the entire text.
4. Press Esc to quit Help. (Clicking on the close box in the upper-left corner of the Help window also quits help.)

FIGURE 1.32

Use this Help window to select topics and read about them.



When browsing topics in the help window, typing the first letter of a desired topic will scroll the topic list to the general area of interest. For instance, typing P will scroll the topic list to P words like Page numbering, printing, etc.

SWITCHING HELP TOPICS

Click the Topics button in the Help menu to take you to the Help topics list and scroll to the topic of interest. Typing the first letter of a desired topic will take you to that general area of the topic list. The Previous and Next buttons in the Help window will take you to the prior or next help topic.

POINTING TO GET ON-LINE HELP

You can often use your mouse to point to things on your screen and get help. For instance, pointing to the ruler can reveal both the Help window and the ruler topic. Here's how:

1. Press the Help key on your keyboard or use the ⌘-? key combination. Your mouse pointer will become a giant question mark. (Press Esc if this happens by mistake.)
2. Using your mouse, point to the item of interest. (The Style menu on the ruler for instance.)
3. Click on the desired item.
4. Hopefully, the topic of interest will appear in the Help window.
5. Read the help text or click the Topics button to narrow-in on the information of interest. Scroll, if necessary, to read the entire text.

6. Click the Topics button or press return to see the topics list again, or press Esc to quit help.

TO GET ON-LINE HELP IN OPEN DIALOG BOXES

Whenever you have an open dialog box on the screen (the Print dialog box for instance), asking for help using the techniques just outlined will get you help for the open dialog box. For example, if you have the Print Dialog box in view when you press the Help key or ⌘-? key combination, you will see printing help.

SYSTEM 7 BALLOON HELP

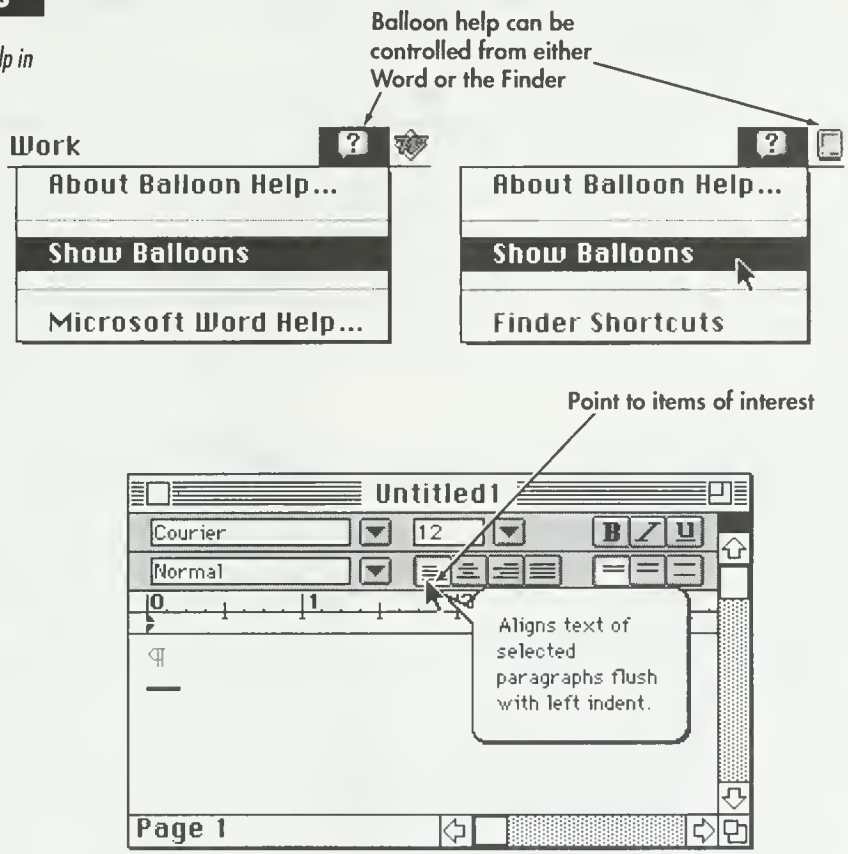
Word Balloon help is available if you are a System 7 user. With Balloon Help enabled you'll see brief descriptions of items and their functions as you point to them with your mouse pointer. Figure 1.33 illustrates this.

1. Choose Show Balloons from the Balloon Help menu at the right edge of the Word menu, or turn on Balloon Help in the Finder. (This Help menu name looks like a cartoon balloon.)
2. Point to items of interest on the screen with your mouse. Help-filled balloons will appear.
3. Choose Hide Balloons from the Balloon Help menu.

If your Macintosh has a 9-inch (small) screen, you may need to return to the Macintosh Finder to turn Balloon Help on and off. Do this by revealing the menu at the extreme right of your screen and choosing Finder.

FIGURE 1.33

System 7 Balloon Help in action.



QUITTING ON-LINE HELP

Pressing the Escape key closes the Help window. So does clicking in the Help window's close box at the upper-left corner of the window.

IF WORD ASKS YOU TO LOCATE THE HELP FILE

If you've just installed Word, or if you've accidentally moved or deleted the Word Help file, you may see a dialog box asking you to locate the Help file. The desired file is called Word 5 Help, and is usually kept in the Word Commands folder.

MICROSOFT PRODUCT SUPPORT SERVICES

When you really get stuck, Microsoft's huge technical support staff can be a big help. They provide technical note downloading services, CompuServe forums, pre-recorded voice support messages and even real, live people to answer your questions.

The first step, as they say in tech support circles, is to "Read Your Friggin Manuals." People that don't read them are referred to as RYFMs. If you can't find the answers you need in Word's on-line help, or your manuals, or books like this one, it is time to call out the big guns.

VOICE AND FAX-BASED SUPPORT SERVICE

Since many people have the same questions, Microsoft has established a 24-hour voice maze (called Fast Tips) which can be reached by dialing 206-635-7201 from a touch tone phone. This number will also give you information about fax-based technical support services.

Have paper and pen in hand—these Microids talk faster than most people can hear. Use your phone's Asterisk (*) button to skip ahead. The Pound button (#) returns to the Fast Tips menu. To repeat something, press 7. To end, press zero.

HUMANS TO THE RESCUE

When all else fails, try the wonderful, and often overworked Microsoft technical support staff. Phone them at 206-635-7200 between 6:00 AM and 6:00 PM PST weekdays, excluding holidays. Hey, even technicians need time off. When else would they play with their home computers?

INTERNATIONAL TELEPHONE SUPPORT

Microsoft provides worldwide support for Word and other products. To inquire about local phone numbers for international support, contact Microsoft in the United States at 206-936-8661.

DOWNLOADING TECHNICAL NOTES

If you have a modem and communications software, you can download technical notes for free from Microsoft. Call 206-936-6735 with your modem set for 9600 (V.32 or V.42), 2400, or 1200 BPS (BAUD). Your communications settings should include no parity, 1 stop bit, and 8 data bits. You will be asked for your name and city. The first time you call you will also be asked for details about your communications software (do you need line feeds, etc.). If you use the same name and location each time you call, you will not need to answer the set up questions each time. Type **Help** for help.

COMPUSERVE FORUMS

Microsoft hosts a number of Microsoft forums on CompuServe, many of them Word-related. It is even possible to rub elbows with Microsoft programmers and product managers on CompuServe. Type **GO MICROSOFT** at any "!" prompt.

Free introductory CompuServe membership kits are available with most modems or communications software packages, or by dialing 800-848-8199.

TTD SUPPORT FOR THE HEARING IMPAIRED

TTD support is available weekdays from 6am to 6pm Pacific time, excluding holidays. Dial 206-635-4948 from your TTD terminal.

CHAPTER

2

Viewing and Navigating in Word

To activate a window **67**

point with your mouse and click in the window. The active window's title bar will contain solid bars and the active window will be on top of any overlapping windows. You can also pick the desired Word document window from Word's Window menu.

To resize a window **70**

use your mouse to drag on the size box, located in the lower-right corner of the window. Drag in any direction. You'll see an outline of the proposed new window size and shape as you drag. Release the mouse button and the window will change size. Clicking the Zoom box in the upper right corner alternately expands and reduces the size of a window.

To move a window **70**

point to the title bar and drag the window while holding down the mouse button. Release the mouse button.

To close a window **71**

click in the close box in the window's upper-left corner, use the File Menu's Close command, or the ⌘-W keyboard shortcut. You will be prompted to save or discard recent unsaved changes, if you've made any.

To scroll in a window **71**

click on the up, down, right, and left arrows in the scroll bars; or drag the scroll boxes. If your keyboard has page up, page down, home, and end keys, they can be used for scrolling, as can the arrow keys. Read about additional techniques in this chapter.

To switch views from the menu bar **84**

choose Normal, Outline, or Page Layout from the View menu. Print Preview is reached from the File menu.

To switch views with keyboard shortcuts **84**

press ⌘-Option-N to switch to Normal view. Page Layout view's shortcut is ⌘-Option-P. Press ⌘-Option-O for Outline view. Use ⌘-Option-I for Print Preview.

To switch views with Toolbar buttons **85**

while running version 5.1 on a computer with a 13-inch or larger screen; you'll see Normal, Page Layout View, and Print Preview Toolbar buttons near the extreme right of your screen (in positions 23, 24, and 25 of the possible 26 buttons). Click on the appropriate button.

To split and unsplit windows **88**

drag the thick black split bar found at the top right of a Word Window to split the window into two panes. Double-click on the split bar to remove the split.

Featuring

- *Manipulating document windows*
- *Word's five ways to view documents*
- *Keyboard shortcuts for viewing and navigating*
- *Showing and hiding formatting characters*
- *Version 5.1 Toolbar buttons for viewing*
- *Working in split windows*
- *Speeding screen updates*

YOU WORK IN Word document windows that you can position and resize for your convenience. Word offers navigational tools that let you quickly move to the desired part of even huge documents. Several views make it easy to see what your document will look like without printing it. Other views are available to speed the creation of rough drafts and outlines. In addition, you can turn on and off things like paragraph marks and the little dots between words that denote spaces. (These are often referred to as non-printing characters.)

This chapter explores window manipulation, navigation techniques, Word's five screen views, and controlling the display of non-printing characters.

MANIPULATING WORD'S DOCUMENT WINDOWS

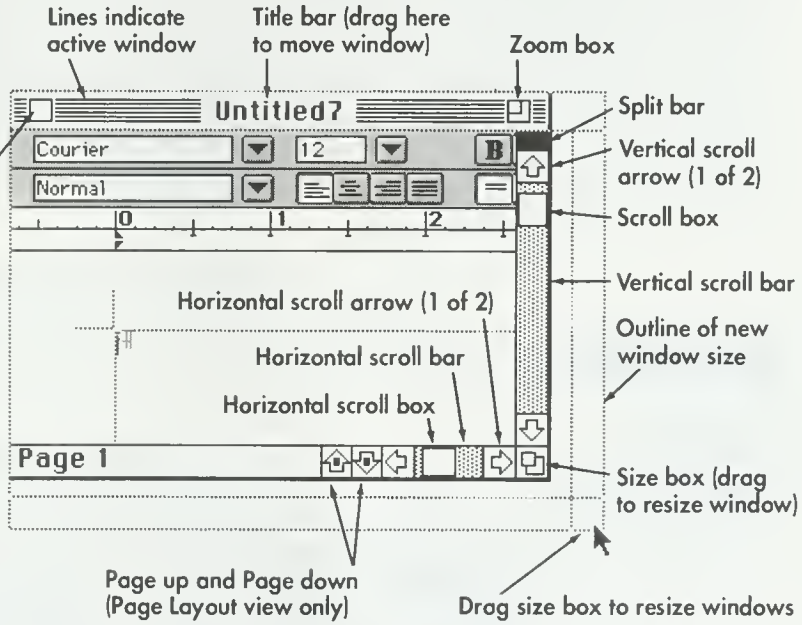
Word's document windows work like those in any other well-behaved Macintosh program. You can have a maximum of 23 open Word document windows at any one time. Thus, you can open as many as 23 Word documents simultaneously, and cut and paste between them. Only one

can be the active window. There are several ways to activate a window. The alternatives are described momentarily.

As you can see in Figure 2.1, most of a Word document window's components have familiar names and functions. Here's a quick review of window management techniques.

FIGURE 2.1

Word document windows will remind you of those in other Mocintosh programs.



ACTIVATING A WINDOW

You can either activate a Word document window by pointing to it with your mouse, or by choosing it from the Word Window menu. The active window's title bar will contain solid bars and the active window will be on top of any overlapping windows. Once a window is active you may want to resize it to make it easier to work in it.

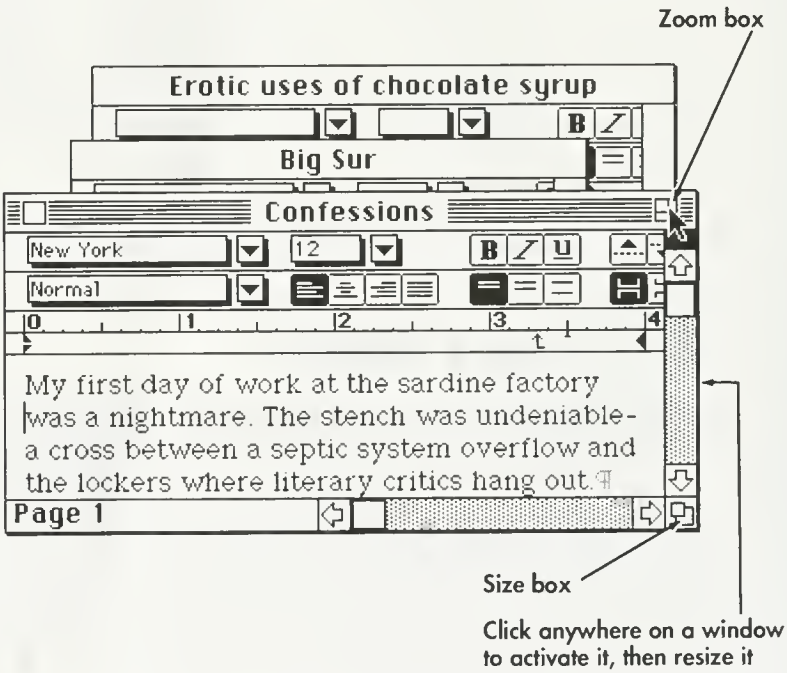
Activating Word Document Windows by Pointing

Here are the steps for activating a window by pointing. Figure 2.2 shows how you can arrange window sizes and shapes to facilitate pointing at them.

1. Place your mouse pointer anywhere in the desired window.
2. Click once.
3. The window will become the active window (and move to the top of the pile if there are overlapping windows).
4. Resize the window, if you wish (by clicking in the Zoom box, for instance).
5. Work in the window.

FIGURE 2.2

An arrangement of window sizes and shapes that have been resized for easier access.



You can activate a non-word window this way as well, making it possible to switch from one program to another by simply clicking. For instance, if you are simultaneously running Word and Excel under System 7 or MultiFinder, when you click in an Excel window while working in Word, you will see Excel's menu bar as the spreadsheet becomes the active window. This will enable you to work on the spreadsheet without quitting Word. (To return to Word, simply activate a Word document window.)

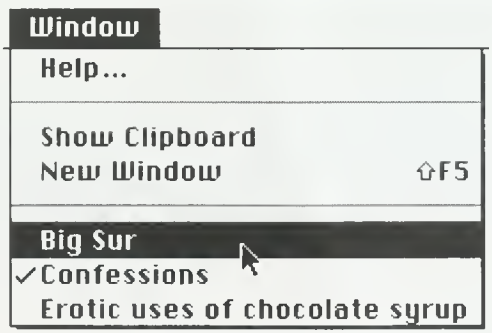
Activating Windows with Word's Window Menu

Here are the steps for activating a Word document window by pointing. Figure 2.3 shows a typical window list.

1. Point to Word's Window menu to reveal the choices.
2. The bottom of the menu will list the window names of all open Word document windows. (Open windows from other applications like Excel will not be listed.)
3. Choose the menu choice corresponding to the Word document window of interest.

FIGURE 2.3

Choose the desired window from the Window menu.



4. The window will become the active window and move to the top of the pile if there are overlapping windows.
5. Resize the window if you wish.
6. Work in the window.

Dragging to Resize a Window

You can resize a Word document window by dragging the size box in the lower-right corner of the window. Here are the steps:

1. Place the mouse pointer on the size box, located in the lower-right corner of the window.
2. Hold down the mouse button and drag in any direction.
3. Watch the outline of the proposed new window size and shape as you drag.
4. Release the mouse button and the window will change size. (Undo won't work here.)

Using the Zoom Box to Resize a Window

Clicking the Zoom box in the upper right corner alternately expands and reduces the size of a window. The window size toggles between nearly a full screen and the last size that you defined by dragging the window.

Moving a Window

Take these steps to move a window:

1. Point to the title bar.
2. While holding down the mouse button drag the window.
3. Watch the outline as you drag. It is showing the proposed new position of the window.

4. Release the mouse button when you are satisfied.
5. The window will take its new position.

CLOSING A WINDOW

There are four ways to close a document window:

- Click in the close box in the window's upper-left corner.
- Use the File Menu's Close command.
- Use the ⌘-W keyboard shortcut.
- Quit Word.

Regardless of which method you use, you will be prompted to save or discard recent unsaved changes, if you've made any.

SCROLLING IN A WINDOW

Most documents are too big to be completely displayed in their entirety on your screen. You reveal unseen portions of your document by scrolling to bring parts of the document into view while temporarily hiding other parts. Usually, you'll scroll up and down to see long documents, but you will sometimes need to scroll left and right to see different parts of wide documents. There are many ways to scroll.

SCROLLING WITH THE SCROLL ARROWS

When you click on a scroll arrow you will see a different part of your document. For instance, suppose you are looking at page 2 of a three-page document. If you click on the up scroll arrow (located near the top-right of the active window), you will move a little nearer to the beginning of the document. Clicking on the down-pointing arrow will take you closer to the end of the document. (Typically, one click moves you up or down about one line.) The right- and left-pointing arrows let you see corresponding portions of wide documents.

If you click and hold down the mouse button while pointing to any of the four scrolling arrows, your document will scroll continuously until you reach the end of the document or release the mouse button. But there are better ways to scroll long distances. Read on.

SCROLLING BY CLICKING IN THE SCROLL BARS

Clicking in the shaded areas of scroll bars (as opposed to clicking on the scroll arrows themselves) scrolls approximately one screen's worth. The exact scroll distance will vary with your screen and document window size. Experiment.

SCROLLING WITH THE SCROLL BOXES

The white boxes in the horizontal and vertical scroll bars can be used to quickly move great distances. For instance, if you are looking at page 1 of a 100-page document, the scroll box will be at the top of the vertical scroll bar. Dragging it with your mouse to the exact middle of the scroll bar will bring page 50 into view. Dragging it 3/4 of the way down the scroll bar will take you to page 75, and so forth. Horizontal scroll boxes can be used the same way to quickly scroll wide documents.

Obviously it is difficult to drag to the exact middle or 3/4 position on the scroll bar. Use the scroll boxes to get you in the neighborhood, then use other scrolling tools to fine-tune.

It's easy to forget to move the insertion point when you bounce from place-to-place in a document by scrolling or using the navigational tricks discussed in this chapter. Get in the habit of looking for the insertion point before you type, paste, or do other potentially destructive things!

NAVIGATING WITH YOUR KEYBOARD

Word offers many, many keyboard shortcuts for navigating. You can just scroll using keyboard commands, or you can scroll and move the insertion point at the same time. Be sure you understand the difference!

Moreover, frequently if you hold the Shift key down while using keyboard shortcuts, you will select text in addition to scrolling and moving the insertion point. For example, pressing the ⌘-right arrow key combination moves the insertion point to the beginning of the next word; while ⌘-Shift-right arrow selects the next word and the space following it.

There should be a keyboard shortcut that lists all of Word's keyboard-navigation shortcuts, but there isn't. Table 2.1 is the next-best thing.

TABLE 2.1 *Keyboord Shortcuts: Moving, Scrolling, ond Editing*

SCROLLING	TO MOVE TO...	PRESS...
	Up	Up arrow or 8 (keypad)
	Down	Down arrow or 2 (keypad)
	Left	Left arrow or 4 (keypad)
	Right	Right arrow or 6 (keypad)
	Previous Word	⌘-left arrow or ⌘-4 (keypad)

TABLE 2.1 *Keyboard Shortcuts: Moving, Scrolling, and Editing (continued)*

SCROLLING	TO MOVE TO...	PRESS...
	Next Word	⌘-right arrow or ⌘-6 (keypad)
	Beginning of line	7 (keypad)
	End of line	1 (keypad)
	Previous sentence	⌘-7 (keypad)
	Next sentence	⌘-1 (keypad)
	Next page	⌘-Page Down
	Previous page	⌘-Page Up
	Beginning of current paragraph	⌘-up arrow or ⌘-8 (keypad)
	Beginning of next paragraph	⌘-down arrow or ⌘-2 (keypad)
	Top of window	Home or ⌘-5 (keypad)
	Bottom of window	End
	Start of document	⌘-Home or ⌘-9 (keypad)
	End of document	⌘-End or ⌘-3 (keypad)
	Scroll up one screen	Page Up or 9 (keypad)
	Scroll down one screen	Page Down or 3 (keypad)
	Scroll up one line	or * (asterisk on keypad)
	Scroll down one line	+ (plus sign on keypad)

TABLE 2.1 *Keyboard Shortcuts: Moving, Scrolling, and Editing (continued)*

IN TABLES OR PAGE LAYOUT VIEW	TO MOVE TO...	PRESS...
	First table cell or page element	⌘-Option-7
	End of table or last page element	⌘-Option-1
	Next cell in table	Tab or ⌘-Option-3
	Previous cell in table	Shift-Tab or ⌘-Option-9
	Next page element	⌘-Option-3
	Previous page element	⌘-Option-9
	Cell or page element above	⌘-Option-8
	Cell or page element below	⌘-Option-2
	Cell or page element to the left	⌘-Option-4
	Cell or page element to the right	⌘-Option-6

EDITING	TO...	PRESS...
	Select the entire document	⌘-A
	Delete character before cursor or selected text	Delete (Backspace)

TABLE 2.1 *Keyboard Shortcuts: Moving, Scrolling, and Editing (continued)*

EDITING	TO...	PRESS...
	Delete character after cursor or selected text	⌘-Option-F or Del
	Delete previous word	⌘-Option-Delete (Backspace)
	Delete next word	⌘-Option-G
	Insert formula character	⌘-Option-\ (backslash)
	Copy text	⌘-Option-C
	Move text	⌘-Option-X
	Insert glossary entry	⌘-Delete
	Copy formats	⌘-Option-V
	Insert special character (symbol)	⌘-Option-Q
	Copy as picture	⌘-Option-D

Use the numbers on the numeric keypad (with Num Lock off) for the tasks listed in Table 2.1. Home, End, Page Up, Page, and Page Down keys are not available on all Apple keyboards. If you ever memorize all of Word's keyboard shortcuts, you are spending too much time with Word. Take a very long vacation.

Be careful when using the Numeric keypad to navigate. For instance, if you select some text, then press the Clear key by accident when you meant to hit the 7 key on the keypad, your text will disappear! Or, if Num Lock is accidentally turned on, when you press the 8 (or other number keys) in an attempt to move, selected text will be replaced with the number corresponding to the key you've pressed. Undo works if you spot your mistake soon enough. Many users avoid the numeric pad navigation shortcuts for these reasons.

THE GO TO FEATURE

When editing big documents, and particularly when you have a marked-up paper copy in your hand, it is useful to be able to scoot quickly to a particular page or to a specific page within a certain section. If you know page (and section) numbers, Word makes this easy.

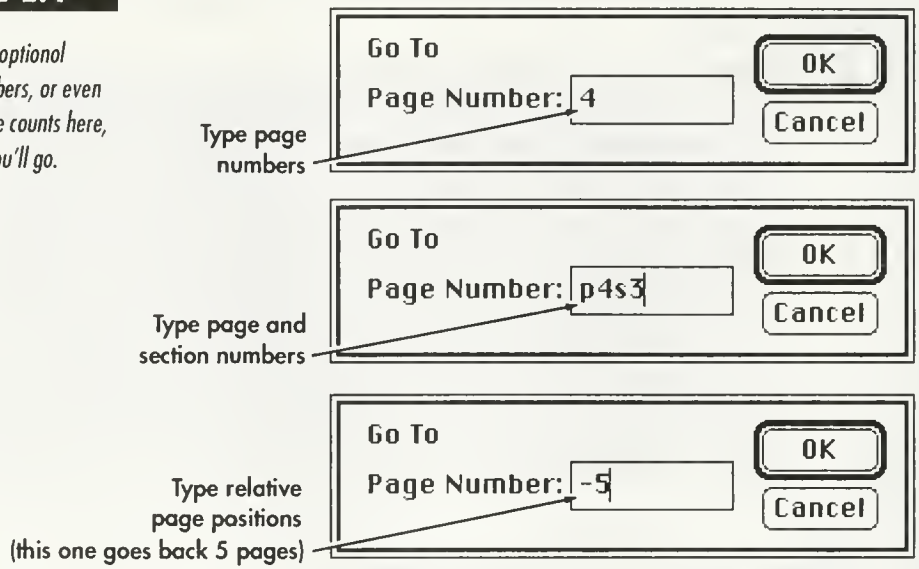
Press ⌘-G or select GoTo... from the Edit menu. You'll see a dialog box like the one in Figure 2.4.

The entry area is already highlighted and waiting for you to type. In single section documents, or documents where page numbers do not restart in each section, just type the desired page number and press Enter or Return. (Clicking OK works here too, but it will take you longer to reach the mouse than it will to hit Enter or Return.) Quicker than you can say *amen*, Word will take you to the requested page, and place the insertion point at the beginning of the first line on the page. Here are the steps:

1. Press ⌘-G or select GoTo... from the Edit menu.
2. Type the desired page number when you see the dialog box.
3. Press Return.

FIGURE 2.4

Type page, optional section numbers, or even relative page counts here, and away you'll go.



SECTION NUMBERS AND THE GO TO COMMAND

If your document is broken into sections with page numbers that restart in new sections, you must specify section numbers in the Go To dialog box. (See Chapter 12 for more about sections.) To specify a section number in the Go To dialog box, type an **S**. For instance, typing **S4** would take you to the beginning of Section 4, (assuming your document has a Section 4).

To specify a particular page and section, type **P**, the page number, **S**, and the section number. Thus, P3S5 would take you to the third page in the fifth section. Curiously, S5P3 will not do the same thing. Go figure!

MANY WAYS TO USE THE GO TO COMMAND

You can also use the Go To command to move forward or backward a specific number of pages. And you can use it to go to the end of a document, even if you don't know the last page number. Here's a list of

things you can do with the Go To dialog box and samples of typical entries:

- Move to the beginning of the document (0 zero)
- Move to the next page (p or leave blank)
- Move to last page (enter any number greater than the number of pages in the document)
- Move to a specific page number (4 or P4)
- Move to a specific page within a specific section (P4S3)
- Move to the first page of a specific section (S3)
- Move forward a specified number of pages—3 for example (+3)
- Move back a specific number of pages—5 for instance (-5)

If the page number displayed in the status area near the bottom-left of your window is dimmed, use the Repaginate Now command on Word's Tools menu before using the Go To command.

GO BACK

Here's a handy but often confusing gizmo. When you edit, it is sometimes necessary to bounce from one part of a document to another part of the same document. Or, if you have two different documents open, you may find yourself repeatedly moving from one document to the other.

Word remembers the last three places you have done editing plus the current insertion point location. The Go Back feature lets you quickly return to those edit points.

There are two keyboard shortcuts. Numeric keypad owners will find the zero key the most convenient go back button, assuming that you leave Num Lock off. The other keyboard shortcut is ⌘-Option-Z. The Go Back command is not on Word 5's standard menus, but you can add it from the Commands dialog box.

Incidentally, simply moving the insertion point somewhere in a document does not necessarily add that point to the places in the Go Back list. Generally, you need to edit something there.

USING FIND TO NAVIGATE

Word's Find... command is a great way to move to an area needing work. For instance, if you are looking at a printout containing a typo you want to fix, use the Find... command to get to the corresponding spot on your screen. Here are just the basics (Chapter 19 has the details):

1. Press ⌘-F or pick Find... from Word's Edit menu to bring up the Find dialog box.
2. Enter the text you wish to find, then press Return or Enter.
3. Word will search (usually down from the insertion point), and show you the first occurrence of the specified text.
4. Click on Next or press Return to move to the next occurrence, if that's not the occurrence you want.
5. If necessary, answer Yes (press Return) when Word asks if it should search from the beginning of the document.
6. When you find what you need, close the Find dialog box or click in the Word Document window to activate it.
7. Edit away.

There is much, much more to know about Find... and its companion, the Replace... command. Be sure to read Chapter 19.

Views

Word can show you your document with varying levels of detail to make things easier to visualize or quicker to work with. These different display options are called views. Word 5 provides five different views:

- Normal view
- Page Layout view
- Outline view
- Print Preview
- Split screen

Normal view

Unless you are very patient, or have a fast Macintosh with a large screen, use Normal view for most of your heavy-duty text entry and editing. Word's other views respond noticeably slower to typing, editing, and scrolling.

Normal view (illustrated in Figure 2.5) keeps repagination and screen redraw delays to a minimum. It shows your text as you have typed it, and displays graphics at the points in the text where you've inserted them (which is not necessarily where they will print).

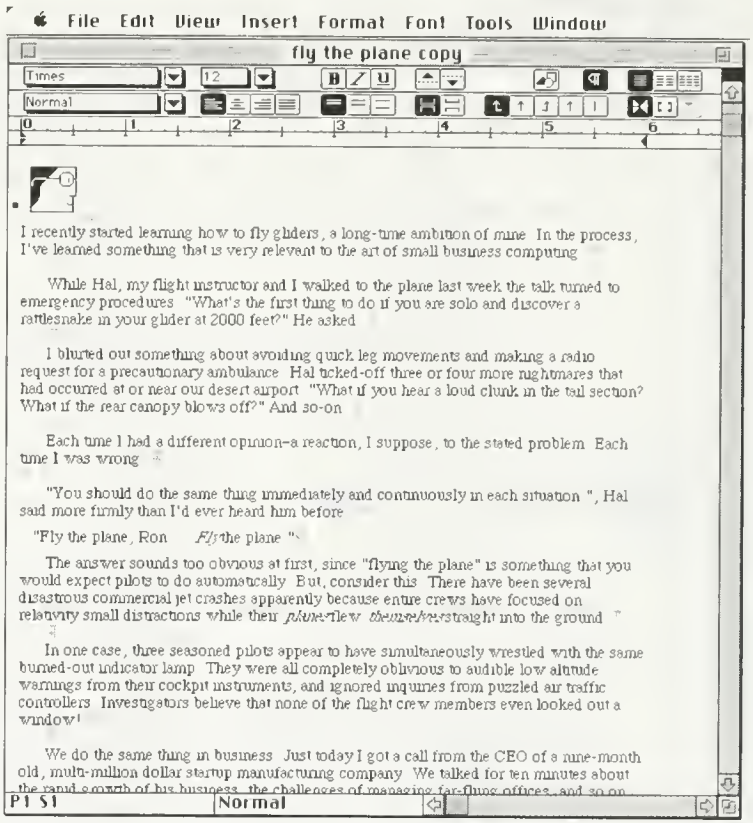
In earlier versions of Word, Normal view was called Galley view, a sometimes inaccurate homage to the phototypesetting profession. It was the default view. Normal view depicts things like type sizes, line spacing, indents, and so on with reasonable accuracy. It does not show side-by-side column positioning, footers, headers, nor the printing position of framed items. Columns are shown at their actual width, but not side-by-side. Automatic page breaks are shown as dotted lines. Manual page breaks, if you've defined any, are shown as darker lines.

Editing in Normal view

You can create and edit text, columns, and graphics as usual in Normal view. To work on headers or footers, though, you must open Header or

FIGURE 2.5

Normal view is the best for ordinary editing and text entry.



Footer windows from the View menu. To add date, time, and page numbering to headers and footers, use glossary entries. (See Chapter 16 for information about glossary entries.)

Line Numbers Do Not Show in Normal View

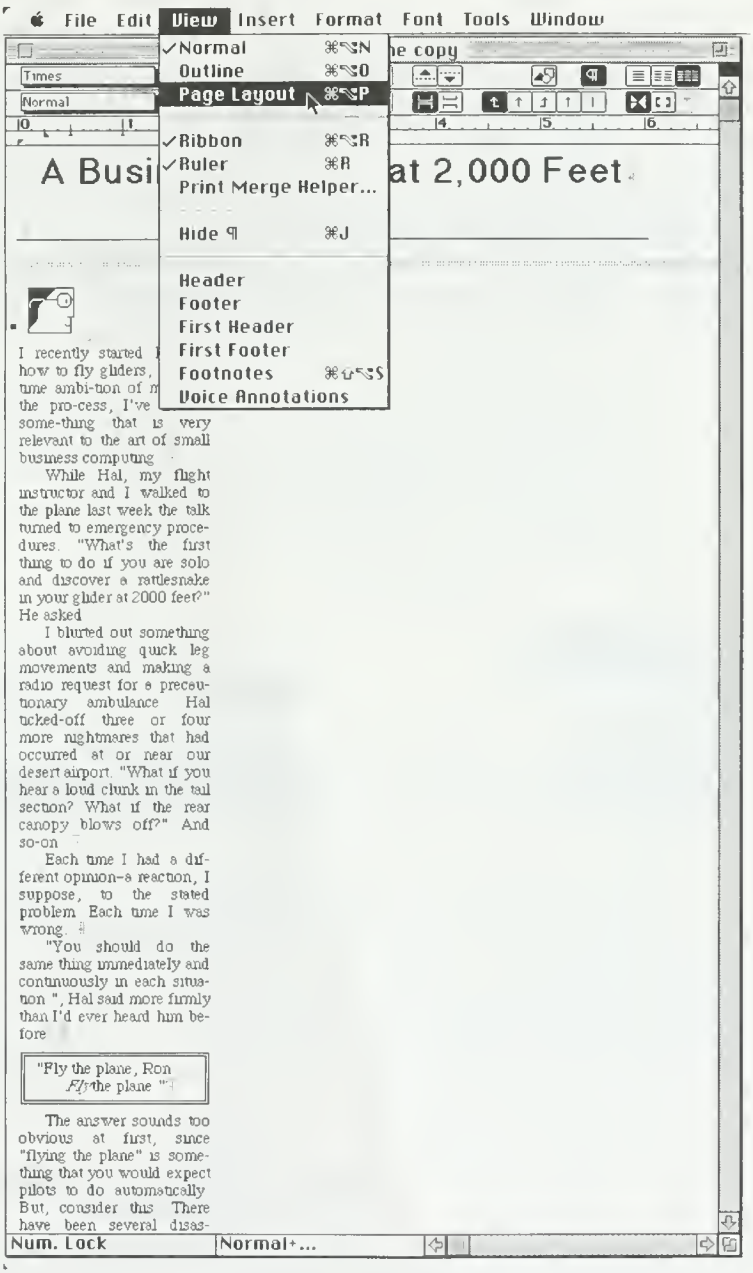
If you have instructed Word to number lines, the numbers will not appear in this view. Use Print Preview to see line numbers.

Multi-column Text in Normal View

It is possible to prepare multiple-column text for printing while in Normal view, as shown in Figure 2.6.

FIGURE 2.6

In Normal view, multi-column text is shown at the correct width, but not side-by-side.



Here the previously rough text has been justified, hyphenated, and so on, all in Normal view. Even the column margins and indents have been defined. To get a true sense of how this document will look without printing it, though, you must switch to Page Layout view or use Print Preview.

SWITCHING VIEWS

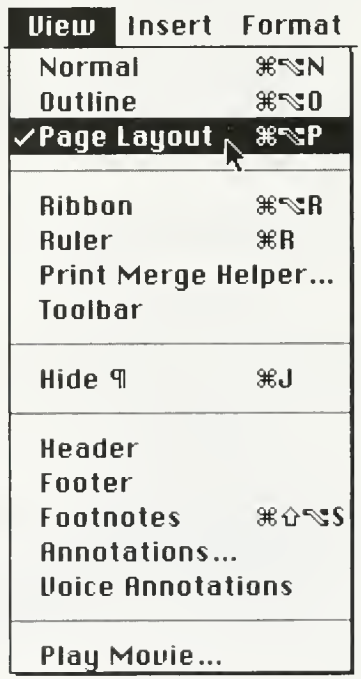
Word 5 has a View menu (shown in Figure 2.7) that you can use to select Normal, Outline, or Page Layout views.

The keyboard shortcut for Normal view is ⌘-Option-N (for normal). The shortcut for Page Layout view is ⌘-Option-P (for Page). You can probably guess the keyboard shortcut for Outline—⌘-Option-O.

Switching to Print Preview either requires a trip to the File menu or use of a not-so-intuitive keyboard shortcut. Press ⌘-Option-I to enter Print Preview mode from the keyboard.

FIGURE 2.7

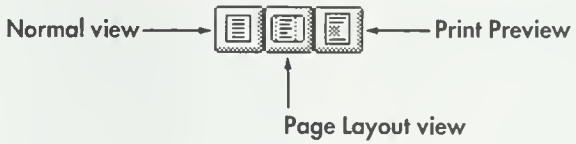
Pick the desired view from the View menu or use keyboard shortcuts shown on the menu.



If you have a large enough display, and if you are running Word version 5.1, the three buttons near the right edge of the Toolbar select views. See Figure 2.8 to see which buttons do what. (If you use a small screen you can replace other Toolbar buttons with the view buttons. Follow the instructions in Chapter 31.)

FIGURE 2.8

Use these Toolbar buttons to switch views in version 5.1.



PAGE LAYOUT VIEW

Figure 2.9 shows what happens to the text from Figure 2.6 when it is displayed in Page Layout view. The ruler and ribbon have been hidden for this example. You can make this the default view in the Preferences dialog box.

In Page Layout view, the screen resembles a white sheet of paper, or at least a portion of a sheet. Look closely at the top, bottom, left, and right edges of the screen in Figure 2.9. You will see a dark background that Word places behind the "paper." On a large enough screen, you will see the whole page. On smaller screens or when using a large paper setting in Page Setup, you may need to scroll to see these representations of the paper's edges.

EDITING IN PAGE LAYOUT VIEW

Generally, you edit as usual in Page Layout view. Text and graphics are positioned where they will print. Headers and footers can be both seen

FIGURE 2.9

In Page Layout view, you can see text as it will print.

and edited. Click in a header, footer, or body text to position the insertion point. Page breaks, be they automatic or forced, are represented by new pages on the screen rather than by dashed lines in the text.

You can scroll only one page at a time. That is to say, you cannot see the bottom of one page and the top of the next at the same time in this view. Two small arrows at the bottom of the window—called the Page Forward and Page Backward arrows—let you scroll up or down one page

at a time. When you move to a new page you must click somewhere in the new page to move the insertion point before typing. If you have been typing, the insertion point will move automatically.

Hidden Text in Page Layout View

If you have hidden text in your document and you reveal it, Page Layout view will display line and page endings adjusted to include the hidden text. This may not correspond to pages that you print if the Print dialog box's Print Hidden Text box is unchecked. In order to see what your pages will look like without the hidden text, you must hide the text by unchecking the Show Hidden Text box in the Preferences dialog box. (See Chapters 8 and 25 for information about hidden text.)

Headers and Footers in Page Layout View

You can see and edit headers and footers in Page Layout view. To add date, time, and page numbering to headers and footers, use glossary entries. (See Chapter 16 for information about glossary entries.)

Line Numbers Do Not Show in Page Layout View

If you have instructed Word to number lines, the numbers will not appear in this view. Use Print Preview to see line numbers.

Repagination in Page Layout View

It is wise to enable automatic background repagination when working in Page Layout view. (This is the default condition.) Otherwise, Word will not always display correct page and line endings. If you have turned background repagination off, you can use the General category of the Preferences dialog box to re-enable it. You can use Repaginate Now on the Tools menu to update line and page endings whenever you want, even if you have turned off background repagination.

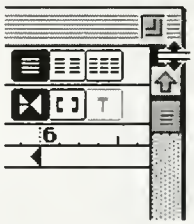
SPLIT SCREEN VIEW

Regardless of which view you prefer, you can profit from using Word's split-screen feature. With it, you can keep two widely separated portions of a document in view at the same time. To split the screen, simply point to the small black rectangle in the upper-right corner of your Word document window. The pointer will change to the Split-bar pointer shape as shown in Figure 2.10. Drag the Split-bar pointer down to divide the screen.

When you release the mouse button, your screen will split into two independent windows, each with its own scroll bar. To return to a single screen, double-click the Split-bar or drag it to just below the title bar. This takes some practice.

FIGURE 2.10

Splitting the screen can be handy when you want to see different portions of the same document.



Why Split Screens?

With the screen split you can see two parts of your document at once. Use this feature to refer to different portions of a document as you write or to speed copying, cutting, and pasting. But here's another powerful use of split screens.

Split Screen and Different Views

You can use a different view in each portion of the split screen. For instance, you might want to speed scrolling and editing by working in a window pane set to Normal view while watching the effects of your changes in a Page Layout view pane, as shown in Figure 2.11.

FIGURE 2.11

You can arrange the document with Normal view in the top pane and Page Layout view in the bottom.

PRINT PREVIEW

As you learned in Chapter 1, Print Preview is more than just another way to view documents. Choose Print Preview from the File menu or with the ⌘-Option-I keyboard shortcut.

Depending on your screen size and settings, you will see either an unreadable birds-eye view of a page or two (with greeked text), or you will see a full, readable page like the one in Figure 2.12.

In any case, you will be able to reposition margins in Print Preview. It is also possible to force page numbering in this view. Notice that line numbers are displayed in Print Preview but not in any other view type. You cannot edit text or headers or footers in Print Preview. You will not be able to see certain Page Setup printer tricks like image flips in Print Preview.

OUTLINE VIEW

A complete description of Word's Outline feature can be found in Chapter 20. For now it is enough to know that if your document is properly formatted, switching to Outline view lets you quickly navigate and reorganize even large, complex documents. Outline view allows you to see the entire contents of the document, just chapter headings, or just section headings, and so on. For instance, Figure 2.13 shows a book outline down to paragraph headings, but does not include the text of the book itself.

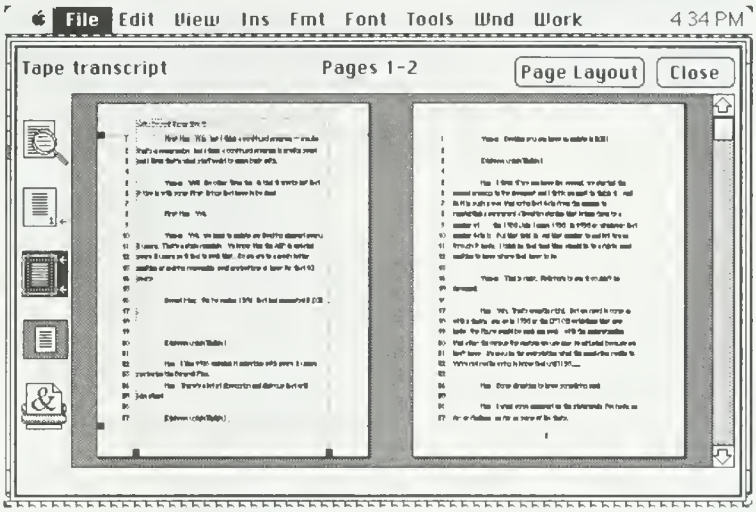
If you wanted to move all of Part 4 so that it came before Part 3, you might ordinarily use Normal or Page Layout view to scroll through and select the complete text of all chapters contained in Part 4; then you would cut and paste it ahead of Part 3. But by using Outline view, you could simply "collapse" the view, as shown in Figure 2.14.

With the document thus collapsed, you could use Word's Outline tools to move the entire contents of Part 4 by simply dragging the line *+Part 4 Time Savers* above Part 3.

You need not begin projects by creating an in-depth outline, as you will see later when you read about styles and outlines. By creating and applying appropriate styles for various heading levels, you can quickly create a document that can be expanded or compressed for viewing and editing with Outline tools.

FIGURE 2.12

Print Preview gives you a birds-eye view of one or two pages at once.



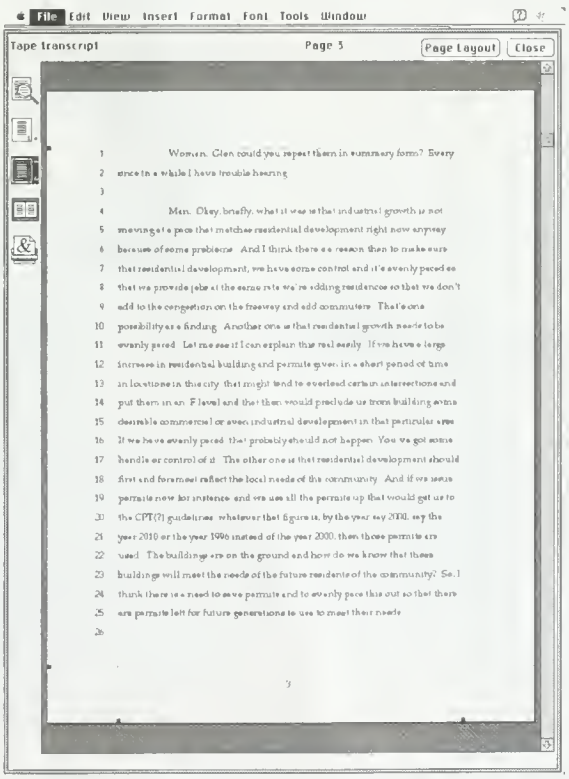
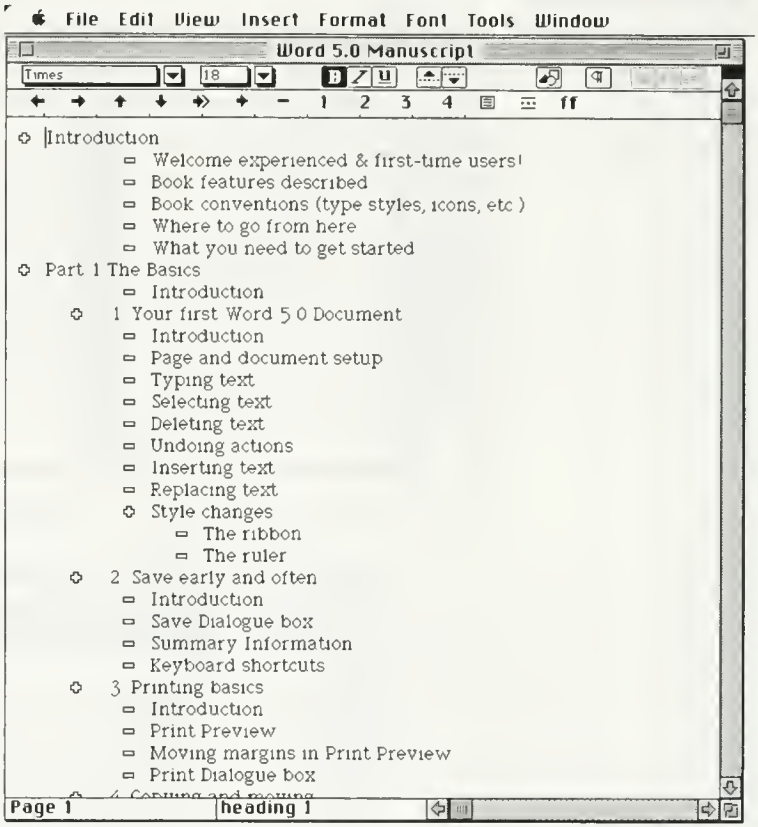


FIGURE 2.13

A book outline viewed at paragraph heading level.

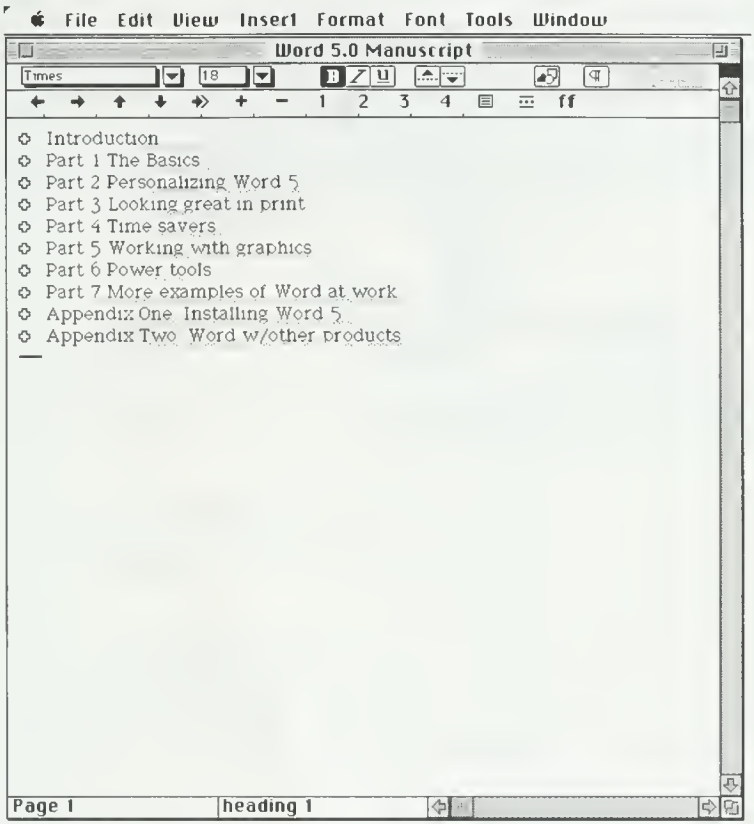


VIEW DEFAULTS

Normal view is the default for new documents unless you change the default to Page View by using the View category of the Preferences dialog box (see Chapter 31). In Word 5, unlike earlier versions, Word remembers the view you were using when you last saved a document and opens the document in that view. If you have opened a new document in Normal view, done some work, switched to Page Layout view, saved, and quit, the next time you open the document it will appear in Page Layout view.

FIGURE 2.14

A collapsed Outline view allows you to move large sections of a document.



HIDING PARAGRAPH MARKS, SPACES, ETC.

Word can display helpful non-printing characters to let you see what's going on. Examples include:

- Paragraph marks
- Dots denoting spaces
- Arrows denoting tab characters
- Dashed lines for page breaks

- Text and graphic boundaries
- Most other guidelines

You'll generally want to leave these on, although turning them off can sometimes help you better visualize the final appearance of a document. To toggle the display of these items use the Show ¶ command on the View menu, or its keyboard shortcut ⌘J. If the ribbon is in view, you can use the button that looks like a paragraph mark. (It's 4th from the right.)

Speeding up the screen

If you find scrolling and other screen actions somewhat sluggish, here are some suggestions.

- Work in Normal view whenever possible.
- Close unwanted windows and applications that you are not using.
- Version 5.1 users should consider turning off 3-D ribbon and ruler effects (See Chapter 31).
- Version 5.1 users should consider turning off the Toolbar (See Chapter 31).
- Use the Monitor portion of your Macintosh Control Panel to switch to Black and White (instead of colors or shades of gray).
- Consider breaking one very large document into several smaller ones (books into chapters, for instance).

Practice navigating with a Microsoft sample document

If you are new to Word's navigation and selection tricks, why not take a moment now to load one or two of the sample documents from Word's Sample Documents folder (usually found in your Word 5 folder). Practice navigating, selecting, and moving text until you feel comfortable.

CHAPTER

3

Previewing and Printing

To choose a printer **100**

use the Apple menu to open the Chooser dialog box then click on the appropriate printer icon (LaserWriter, ImageWriter, etc.). Scroll, if necessary, to bring the desired icon into view. Select the appropriate printer from the list on the right side of the dialog box, again scrolling if necessary.

To print single copies **113**

bring up the Print dialog box with the Print... command on Word's File menu or use the preferred ⌘-P keyboard shortcut. Press Return or click on the Print button. Version 5.1 users can use the button on their Toolbars that looks like a printer to bring up the Print dialog box.

To print multiple copies **113**

enter the desired number of copies in the Copies section of the Print dialog box.

To print only selected pages **113**

enter the starting page number in the From section of the Print dialog box, and the last desired page number in the To box. If your document contains sections with restarting page numbers, you must include section information. For instance, p3s2 specifies page 3 in section 2.

To preview before printing **119**

use the Print Preview... command on Word's File menu or the ⌘-Option-I keyboard shortcut. Version 5.1 users with wide screens can use the second from the last button on their Toolbars.

To enable background printing **121**

you must be running System 7 or System 6 with MultiFinder. Background printing software must be properly installed. From the Chooser, select the icon of a printer supported by the background printing feature (LaserWriters, for instance). Choose the On button when the Background Printing option appears in the Chooser dialog box.

Featuring

- *Printing your document*
- *Using Print Preview*
- *Background printing*
- *Printing a document on someone else's system*

PRINTING CAN BE quite simple or relatively involved. Be certain that your printer is turned on and full of supplies. Most laserprinters need to warm up, so if you are using one and have just turned it on, wait for the ready light before attempting to print.

It is always a good idea to save before you print! Occasionally printing problems can lock up your computer, and you might lose any unsaved changes if you are forced to reboot or power-down.

SIMPLE PRINTING

If you only have one printer, and if it is properly installed and ready to go; and if you just want to print a single copy of the document on your screen, printing can be accomplished with two simple steps. Try them with your Twain quote on the screen:

1. Press ⌘-P (or choose the Print command from Word's File menu). This takes you to the Print dialog box.

2. Press Return (or click on the Print button) to dismiss the Print dialog box and begin printing.

The Toolbar contains a print icon that will take you to the Print dialog box. It is near the left end of the Toolbar and looks like a printer.

ABORTING PRINTING

To prematurely stop printing, press the ⌘-period key combination and hold it until the printing status information disappears from your screen. Even after the print status information disappears, your printer may print a few pages that were sent prior to print cancellation.

If you are using your Mac's Background printing feature, you may need to use PrintMonitor to cancel printing. The process is described near the end of this chapter.

PRINTING AS AN INTERACTIVE PROCESS

While printing can be as simple as previously described, it is a good idea to get into the habit of visiting the Chooser, Page Setup dialog box, and

possibly the Print dialog box whenever you begin to create a new document, particularly if you work with a variety of printers or paper sizes. If you wait until you have finished working on your document to choose a printer, your page and line endings may change considerably from those you initially saw on your screen. This can mean a minor annoyance or a major disaster.

As an example, if you write a long document, create a table of contents, then change printer models or choose different printing features, you will find that line and page endings may change. This will require you to redo the table of contents. Otherwise it will not agree with the printed pages. The following printer-related decisions affect pagination and should be selected or determined when you begin a project:

- Printer model
- Paper size
- Reduction/enlargement
- Page orientation
- Fractional widths
- PostScript over text
- No gaps between pages
- Larger print area
- Printing/not printing hidden text

Other changes affect the appearance of printed pages, but have little impact on pagination.

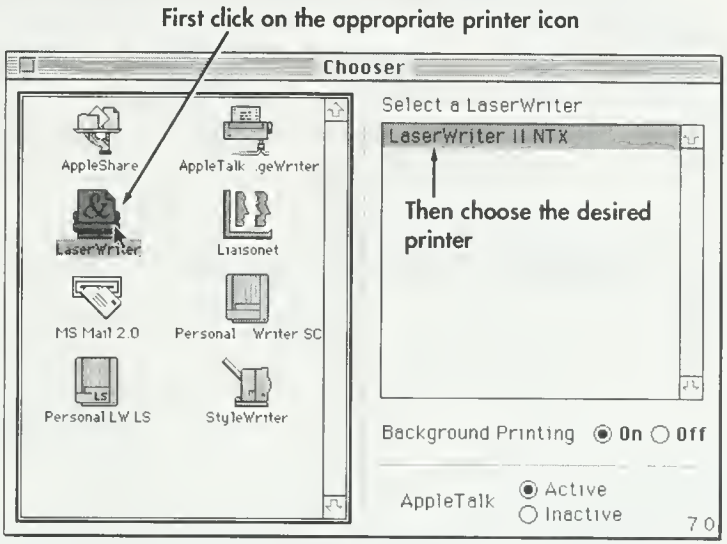
If you have only one printer and it works properly, you can skip ahead to the section on Page Setup Options and Formatting later in this chapter.

Choosing a Printer

As you may already know, the Chooser is located in your Apple menu. It will look something like the one in Figure 3.1. Your Chooser may have different icons than the ones illustrated here. Since the Chooser is used to select things in addition to printers, you might see non-printer choices

FIGURE 3.1

Click on a printer's icon to select it.



here. For instance, in Figure 3.1 the AppleShare and MS Mail 2.0 icons are not printers. The printers drivers shown in Figure 3.1 include an AppleTalk-connected ImageWriter, a StyleWriter and several Apple laserprinters.

Sometimes you will see printer driver icons for printers that are not connected to your computer. The Chooser icons represent printer-driver software that is installed in your computer's system folder, not the actual hardware. (You can remove unwanted icons by dragging the unnecessary drivers out of your System Folder.)

You choose an available printer driver by clicking on the desired icon, and possibly on the name of the specific printer in the box to the right of the icons.

CHOOSING PRINTERS ON A NETWORK

If you have a complex network, your Chooser dialog box may ask you for additional choices like zones. You many need to scroll to see the desired printer icon. If you have questions about using printers on your network, contact your Systems Manager.

PRINTER PORT SELECTION

Some printers, like the Personal LaserWriter LS, require serial connections rather than LocalTalk connections. Usually, these printers are dedicated to one computer, and not easily shared. In these cases, when you choose a serial printer, you are given a choice of serial connections or ports to use.

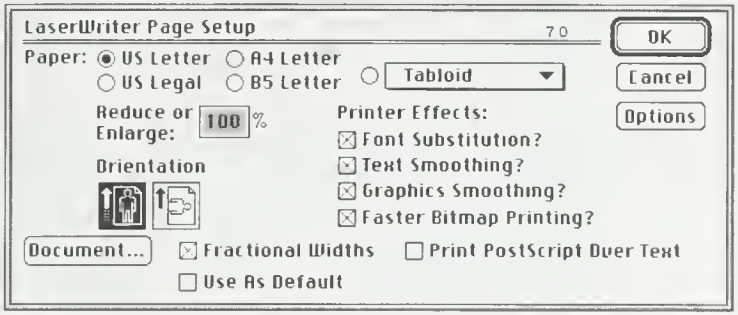
PAGE SETUP OPTIONS AND FORMATTING

Different printer types offer different capabilities. Some let you print at a range of reduction and enlargement percentages, for instance, while others do not. Programs like Word take this into consideration when they represent documents on screen.

When you choose a different printer type, your Macintosh will remind you to open the Page Setup dialog box as shown in Figure 3.2. It's a good idea to check your page setup choices even if you do not make any changes.

FIGURE 3.2

A typical laserprinter Page Setup dialog box.



PAGE SETUP CHOICES

Many companies besides Apple make printers. Some have unique features and come with their own drivers. They are usually compatible with Word, but your Print or Page Setup dialog boxes may look different. If so, check your printer manuals for details.

The Word 5 Document Button

Clicking on this button brings up Word's Document dialog box which is discussed in Chapter 7. It lets you modify margins, hidden-text printing, and more.

The Use As Default Check Box

Normally, changes you make in a Page Setup dialog box are saved only with the document you are working on. New documents are usually opened using Word's standard, default settings.

It is possible, however, to define a non-standard collection of Page Setup choices as the default for all new Word projects. Clicking to place an X in the Use As Default box will use the current Page Setup information for all subsequent new Word projects. This will not affect documents created earlier with different settings, nor will it affect printer settings used by other programs like Excel or Quicken, even if you are running them along with Word 5 under MultiFinder or System 7.

Page Orientation

Most printers offer a choice of portrait or landscape printing. Clicking on one or the other of the pictures beneath the word *Orientation* in most Page Setup dialog boxes tells Word whether you want to use the tall narrow (portrait) or wide, short (landscape) paper setting. Portrait is the default. For everyday correspondence like letters and memos, you'll want to use portrait orientation. Landscape orientation is handy for wide tables, spreadsheets and envelope printing, among other things. You cannot mix page orientations in a single Word document.

One way to place an occasional landscape page in a portrait-style document is to create a separate document in landscape mode and link it using Word's File Series features. See Chapter 24 for more information.

Reducing and Enlarging

The Page Setup boxes for most printer types offer at least some way to reduce the size of the printed image. Other printers let you both enlarge and reduce.

Be aware that changes you make to the reduction/enlargement controls in your Page Setup box affect the available work area on the document screen. For instance, if you plan to reduce a document 50% when you print it, it stands to reason that if the image on your screen is eight inches long, it will print four inches long. This has some practical application, so you may find it worth taking the time to overcome what might be some initial confusion.

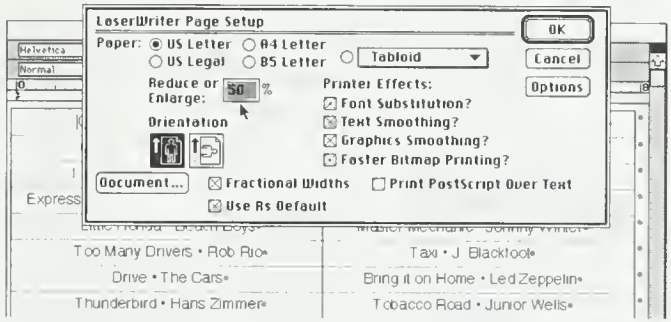
Suppose, for instance, that you wanted to print inserts for audio cassette boxes. The inserts can be no wider than four inches, the inside dimension of a cassette box. You could set up a document with a four-inch text area and type tiny characters into the four-inch screen representation of the cassette insert. But it would be better to set the Print

dialog box to a 50% reduction, then type in eight inches of space on the screen. This way you can work with large, easy-to-read characters onscreen, and the text will print out at four inches. Figure 3.3 shows an example.

Obviously, enlargements, when available, work the opposite way. Small items on the screen print bigger. If you do a lot of this work, purchase a reduction/enlargement calculation wheel from a graphic arts store to help you choose the correct ratios. There are also some public domain programs that will help you compute reduction and enlargement settings.

FIGURE 3.3

It's often easier to work large on-screen and then print reduced copies.



Crusin • Smokey Robinson	Rocket 88 • Jimmy Cotton Blues Quartet
Concrete & Steel • ZZ Top	Runaway • Bonnie Raitt
I Need You Tonight • ZZ Top	I Love L. A. • Randy Newman
Expressway to Your Heart •Soul Survivors	Road Runner • Bo Diddley
Little Honda • Beach Boys	Master Mechanic • Johnny Winter
Too Many Drivers • Rob Rio	Taxi • J. Blackfoot
Drive • The Cars	Bring it on Home • Led Zeppelin
Thunderbird • Hans Zimmer	Tobacco Road • Junior Wells
Mustang Sally • Wilson Pickett	Baby You Can Drive My Car • Beatles
Fun, Fun, Fun • Beach Boys	One More Mile • Muddy Waters
Life in the Fast Lane • Eagles	409 • Beach Boys
Radar Love • White Lion	Run Me Down • Notting Hillbies
Ride Accross the River • Dire Straits	

Ruler margin markers and page-ending markers do respond to changes in the reduce/enlarge box. Page Layout view and Print Preview features reflect size changes, but do not display images in their exact dimensions. You need to actually print and measure to determine the results of your changes.

Paper

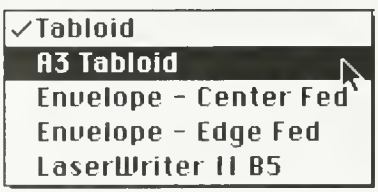
Many of Apple's LaserWriter's offer nine or more paper size and positioning options, as shown in Table 3.1 and in Figure 3.4. In this example, a drop-down menu reveals five of the nine choices.

TABLE 3.1 *Common Paper Sizes*

CHOICE	SIZE IN INCHES	SIZE—METRIC (mm)
US Letter	11×8½	216×279
US Legal	14×8½	216×356
A4 Letter	8¼×11⅔	210×297
B5 Letter	6.9×10.8	176×250
Tabloid	11×17	279×432

FIGURE 3.4

You often have a wide selection of paper sizes and paper positioning options to choose from.



Printer Effects

Most laserprinter Page Setup dialog boxes also have choices called Printer Effects. Here are examples of common Apple LaserWriter Effects.

Font Substitution Laserprinters often have built-in fonts. Different printers have different built-in font collections. If your document calls for only the fonts built-in to your printer, font substitution will have no effect.

However, when you ask Word to print using a font that is not in your printer's collection, the font substitution effect will choose a similar laser font. For instance, if your printer does not have New York (most don't), the printer will use Times instead. The lack of printer-resident Geneva will often result in Helvetica printing, and so on. Word and your Mac do a pretty good job of maintaining line and page endings in these instances, but you may cringe at the resulting appearance of your output as you can see in Figure 3.5.

If you turn off font substitution, jaggy bitmap characters might print, particularly under System 6. Printing can be considerably slower, and you may not like the final appearance of the characters. If you are planning to use a laserprinter, it is best to stick with printer-resident, TrueType, or downloadable laser fonts, thereby avoiding font substitution. You will learn more about font technologies in Chapter 8.

Text Smoothing Text smoothing removes the "jaggies" from bitmapped fonts. As you can see in Figure 3.6 there are times when this improves the appearance of non-laser (bitmapped) fonts.

You may want to disable this effect if you use only laser fonts, since text smoothing can sometimes blur characters and slow printing.

FIGURE 3.5

Font substitution will replace bitmapped fonts (top) with your laser printer's built-in fonts (bottom).

Font Substitution

Font Substitution

FIGURE 3.6

Text smoothing (bottom) removes "joggies" from bitmapped fonts (top).

Text Smoothing Off

Text Smoothing On

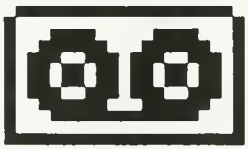
Graphics Smoothing Graphics smoothing removes the sharp edges from bitmapped graphics, as you can see in Figure 3.7.

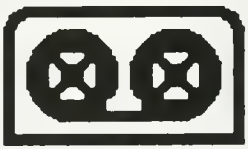
There may be times when you will want to turn off this effect. It sometimes distorts or degrades graphics, and slows printing. Experiment.

Faster Bitmap Printing This effect assigns more built-in printer memory for bitmap-graphic printing, thereby speeding up the printing of pictures on some older printers. Memory is taken from other printing tasks. Sometimes this causes the printer to malfunction. It's a good idea to leave this effect disabled.

FIGURE 3.7

Graphics smoothing (right) makes bitmapped graphics (left) look nicer.





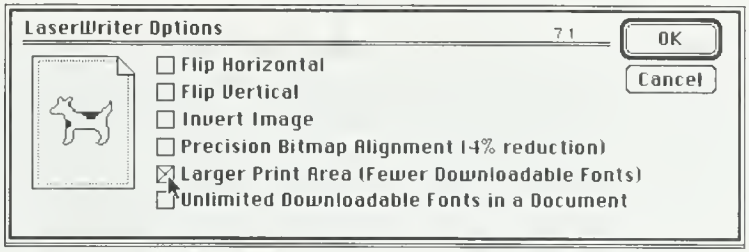
APPLE LASERWRITER OPTIONS

In addition to printer effects, many printers have printing options. (If there is a reason to call some printing features effects and others options, it is not obvious.) Like effects, options change the way your printer prints.

In the case of most Apple laserprinters, the options are contained in a dialog box reached by pressing the Options button in the Page Setup box. Figure 3.8 is the Options dialog box for an Apple LaserWriter NTX.

FIGURE 3.8

A typical Options dialog box—for more fine-tuning!



Flips

The first two options on the LaserWriter list are Flip Horizontal and Flip Vertical. They can be used alone or in combination to change the orientation of entire documents. Except for making signs for the front of ambulances (like the one in Figure 3.9), it is difficult to imagine a use for these features.

FIGURE 3.9

Horizontal and vertical flips are useful in making signs for Australian ambulances.

Invert Image

The Invert Image feature makes black areas (including text) print white and white areas print black. Gray shades are reversed, as well. That is to say, the lighter a shade is the darker it prints.

Precision Bitmap Alignment

Your screen displays 72 dots-per-inch. Most laserprinters print 300 dots-per-inch. This disparity can distort the printed appearance of bitmap graphics that have been created on-screen. Use of the Precision Bitmap Alignment feature reduces the printed size of bitmap images by 4%, making them less distorted. Neither Page Layout view nor Print Preview accurately displays this size reduction.

Larger Print Area

Many laserprinters require a 1/2" area of white space around the edges of an 8 1/2×11" printed page. This is partly because the printers do not have enough memory to image the entire sheet. The Larger Print Area... option frees up internal printer memory that is normally reserved for downloaded fonts, making it possible to print to within approximately 1/4" of the edge of the sheet. It is very helpful when you want to place page numbers and other header or footer information near the edge of the paper.

Turning this option on and off does affect screen representations and the pagination of your document. The changes in available printable space are reflected in screen views of document margins, headers, footers, line endings, and so on. So toggle this option when you begin your project.

You will be able to use few, if any, downloadable fonts with this feature enabled.

Unlimited Downloadable Fonts

This option makes available as much memory as necessary for downloadable fonts. The printer will purge and reload fonts as necessary at the expense of printing speed. Consider adding printer memory or an external disk drive for your printer if you use this feature regularly. It has no effect on how documents are displayed.

Fractional Widths

During printing, this feature improves the appearance of proportionally spaced fonts. It also provides better inter-character spacing. (See Chapter 8 for more on this topic.) Because of display limitations, the Fractional Widths feature sometimes adversely affects the on-screen appearance of fonts. It also affects line endings, and thus pagination.

Many experienced users turn Fractional Widths off while drafting, then turn it back on while performing hyphenation, or creating the table of contents, index, and before paginating final drafts.

Print PostScript Over Text

This choice determines whether embedded PostScript (EPS) images will print on top of or beneath text and other graphics. See Chapter 4 for more information about embedded PostScript. Figure 3.10 shows a file with EPS information.

IMAGEWRITER AND STYLEWRITER OPTIONS

ImageWriters, StyleWriters, and other printers often have their own unique options. Here are several of the commonly seen ones.

Quality

This choice on many dot matrix printers like the ImageWriter increases speed by degrading image quality. If you don't mind nasty-looking type and placeholders instead of graphics, using the ImageWriter's Draft option can sometimes put a draft document into your hands quicker than a laserprinter! Try it.

50% Reduction

This prints half-size pages which often look better than their full-size versions. Try it with 24-point type.

Tall Adjusted

This option eliminates the "stretched-out" look of bitmapped graphics. If your circles look like ovals and your squares look like rectangles, try this option.

FIGURE 3.10

Embedded PostScript images printed over or under other items can have a startling effect.

Mansfield and Associates Clients & Publishers

AMERICAN BROADCASTING CORPORATION (ABC)
AMERICAN INDUSTRIAL REAL ESTATE ASSOCIATION
ASK MR. FOSTER,/FIRSTOURS (CARLSON CORP.)
BEAR STERNS
BERGER & NORTON
CABLE NEWS NETWORK (CNN)
CHILDRENS HOSPITAL OF LOS ANGELES
COLDWELL BANKER
CONSUMER GUIDE COMPUTER BUYING GUIDES
EPSON AMERICA
FADEM & DOUGLAS
FOX TELEVISION
GILLETTE/PAPERMATE
GRUBB & ELLIS
HORVITZ & LEVY
INDUSTRIAL ELECTRONIC ENGINEERS
LASER MEDIA
LOS ANGELES COUNTY COURTS
LOS ANGELES DODGERS
LOS ANGELES OLYMPIC ORGANIZING COMMITTEE
LOVE CONNECTION (ERIC LIEBER PRODUCTIONS)
NORTHROP
OCCIDENTAL PETROLEUM CORPORATION
PARTY PLANNERS WEST
PETER NORTON COMPUTING
PRUDENTIAL STEVENSON
QUE PUBLISHING
QUICK TALLY
ROGERS & COWAN PUBLIC RELATIONS
SCIENCE RESEARCH ASSOCIATES (SRA)
SYBEX PUBLISHING, INC.
WARNER COMMUNICATIONS
XEROX

PRINT DIALOG BOX DIFFERENCES

The Print dialog box is the one you see whenever you choose Print from the File menu or click on the printer icon in Print Preview. Don't confuse it with the Page Setup dialog box. Here too, dialog-box appearance changes with printer model. Word 5 adds some of its own features to

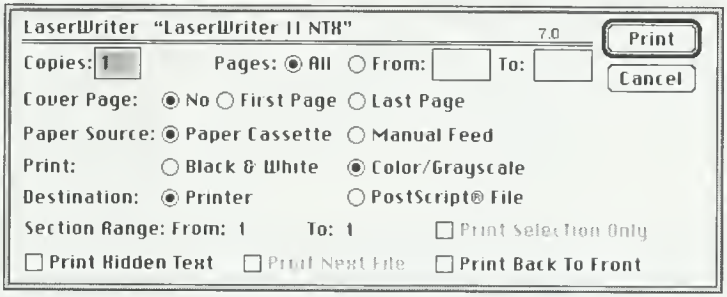
Print Dialog boxes. Sometimes non-Apple printer manufacturers make their own modifications.

THE PRINT DIALOG BOX

A typical Print Dialog box is shown in Figure 3.11. We'll examine some of its more popular features in detail.

FIGURE 3.11

A typical Print dialog box—note the additional instructions provided by Word.



Copies

This area is where you type in the number of copies you want to print. The default is one copy while the maximum is 999 copies.

Pages: All or a Range

You can specify that all pages in a multiple-page document print (the default), or you can ask for selected pages. If you decide to print only selected pages, it is a good idea to repaginate the document before specifying a desired page range.

If your document has sections, you can print the whole document, one or more sections, or page ranges within section ranges. (You will learn more about sections in Chapter 12.) Use the Pages, From/To boxes, and the Section Range choices in combination to specify the desired page range.

Section Ranges

Specifying printing ranges, while normally quite easy, can be confusing if you've broken a document into sections and asked Word to restart page numbering in each section. In this case, to print the entire document, simply check the All button. This is the default condition.

To print selected parts of a document you'll need to take some extra steps. For instance, to print only section three in a four-section document, leave the Pages choice set to All, then place a 3 in the From section range and a 3 in the To section range.

Or, to print the entire contents of sections three and four, leave the Pages choice set to All, then place a 3 in the From section range and a 4 in the To section range.

To print only pages 6 through 10 in section three, place a 6 in the Pages From box and a 10 in the Pages To box. You must also place a 3 in the section Range From and another 3 in the To sections range boxes.

Cover Pages

Laserprinter dialog boxes often offer you the choice of printing a cover page. Cover pages help separate jobs as they pile up in the printer's output tray. You can choose to have cover pages print at the beginning or end of jobs. This makes it easy to spot the beginnings and ends of jobs when they are piled together. It also helps people know where to deliver finished jobs in work groups with shared printers. If you don't need help like this, save a tree—turn off the cover-page feature.

Paper Source

Most Print dialog boxes let you select a method of feeding paper. The default is usually cassette or tray feeding for laserprinters and automatic or continuous feeding for dot-matrix printers. Some non-Apple printer makers and sheet-feeder manufacturers' drivers modify this area of Print Dialog boxes. Check your manuals for explanations.

Black and White vs. Color/Grayscale

Many, but by no means all Macintosh computers and printers can represent color and shades of gray. If your system is color or grayscale capable, you may want to use these features to improve the appearance of your

documents. An in-depth look at color and grayscale issues is beyond the scope of this book. But the information presented here should be enough to help you understand Word 5's color and grayscale capabilities.

Even if your computer cannot display color or grays, your printer may be able to print them. Thus, Word 5 lets you define text colors even on black-and-white computers. See Chapter 8 for more information about this feature. Moreover, you can paste color and gray graphics into your Word documents. (Word supports up to eight colors or shades of gray in graphics.)

Printing colors and shades of gray is usually slower, and some would say less reliable than printing black and white only. Thus you will have the ability in most printer dialog boxes to turn color printing on or off. If you are getting frequent crashes or printer hangs when printing complex documents, try turning off this option.

Printing Selected Items

If you have selected text or graphics in a document, the Print Selection Only choice will be available in the Print dialog box. An X in this checkbox instructs Word to print only the selected text.

PostScript File Printing

The LaserWriter Print dialog box has a Destination button that lets you send your document to a disk file, which can be used by phototypesetting machines and other PostScript-compatible devices.

Print Hidden Text

This checkbox toggles the printing of hidden index-entry codes, PostScript instructions, notes to yourself, and so on. With this box X'ed the hidden text will be printed along with visible text and graphics. Pagination is affected.

Print Next File

This choice is used when you have created a series of connected documents and want to print them all. For instance, some authors create separate document files for each chapter of a book, then use this feature to print the entire manuscript. See Chapter 24 for details.

TWO-SIDED PRINTING

Besides saving paper and reducing mailing costs, two-sided printing can add a professional look to your documents, particularly if you use Word's odd/even headers and other formatting tricks. You do two-sided printing by running paper through the printer twice. Be sure to use premium copier or laser printer paper that doesn't curl too much on the first pass.

Unless your printer has an automatic two-sided printing feature like the one on Hewlett-Packard's LaserJet IIID, you'll want to use version 5.1's new Odd/Even page printing feature described later in this chapter

It is possible to do two-sided printing without version 5.1, but it takes extra forethought and more manual intervention. A number of things affect the actual steps you'll take when you do two-sided printing. They include:

- How your printer delivers printed pages (face-up or face-down).
- The order in which pages from multi-page documents are stacked as they are printed (first page on the top or bottom of the pile).
- Whether your document has an odd or even number of pages.
- Whether or not your printer has a paper cassette or is hand-fed a single sheet at a time.
- Whether your printer prints on the top or bottom of paper placed in your paper tray.

- Whether pages must be placed in your paper tray head-first or tail-first for the second pass.
- The number of copies you need.

There are several approaches to manually printing two-sided jobs. The brute force method (which is particularly useful if you need many copies of the same document) is to print all of the page 1s, then place them back in the printer properly and print all of the pages 2s on the back. Then print pages 3, and so on.

Another possibility is to use your printer's manual feed feature. (Feed in a plain sheet of paper for page 1, when it comes out flip it over and reinsert it for page 2, and so on.)

Experiment on a short (5-page) document first to get the hang of paper handling and orientation. It will be different for different printer models. It's very easy to get confused and place the paper in your printer upside down or backwards. It's also easy to pick the wrong printer options for the second pass. Once you determine the recipe for your printer, consider placing a set of instructions on or near it to remind you of the steps and page orientations for two-sided printing.

ODD/EVEN PAGE PRINTING

If you are a version 5.1 user, you will find an additional option in your Print dialog box. It enables you to print just odd numbered pages or just even numbered pages. This makes it somewhat easier to do two-sided printing on printers that are not equipped for automatic two-pass printing.

Typically, you start by printing odd numbered pages (1, 3, 5, 7, etc.), then put the paper back through your printer to print page 2 on

the back of page 1, page 4 on the back of page 3, and so on. The trick is to get the right even numbered pages on the back of the appropriate odd numbered pages...

Here are the general steps for printing two-sided pages on the Apple LaserWriter II family of printers which deliver pages face down, in the correct order (page 1, first, then page 2, and so on). Steps for other printers may differ, so experiment.

1. Set up the printer so that pages will come out face-down in the top tray (close the bypass chute).
2. Choose Print from the File menu or use the ⌘-P shortcut.
3. Make sure the Print Front to Back option box is not checked.
4. Select Odd Pages Only from the Print dialog box.
5. Click on the Print button or press Return to print the odd pages.
6. Odd numbered pages will arrive face-down in the receiving tray with page 1 on the bottom of the pile.
7. Inspect the printed pages (they should all have odd page numbers), then fan and jog them so that their edges all line up and the pages don't stick together.
8. Place them back in the printer tray with the unprinted side facing up. Make sure the top of the pages are facing the end of the paper tray that disappears inside the printer. If your job contains an odd number of pages, do not put the last page in the tray.
9. Bring up the Print dialog box again and choose Even Pages Only.
10. Choose the Print Back To Front option in the Print dialog box.
11. Print.
12. Place the last page back in your finished document if you set it aside in step 8.

After using this 12-step two-sided printing technique, check to see that the Print Back to Front option is turned off the next time you print something.

PRINT PREVIEW

You can bypass the Print Preview and print immediately to hardcopy, but previewing is advised. It lets you see a screen representation of one or more entire pages before you print them, often saving paper and time.

If you didn't try Print Preview on the Twain quote when you read about it in Chapter 2, this would be a good time to experiment. Pull down the File menu and choose Print Preview (or use the keyboard shortcut ⌘-Option-I).

This will give you an excellent idea of where the text will print on the paper. You will be able to see margins as well. If your document contains headers, footers, line numbers, and other embellishments you will see them represented here.

Notice the icons along the left of your screen. They are actually buttons, as explained in Table 3.2.

TABLE 3.2 *Print Preview Action Icons*

ICON	FUNCTION
	Magnifies part of a page
	Adds page numbers
	Displays or hides margins
	Displays one or two pages
	Prints the document

The top button lets you zoom in and out to better read a portion of a page. The second button is used for simple page numbering. The third button turns margin lines on and off. The fourth button switches between a one- or two-page view. The final button is an icon for your chosen printer. Pressing it will print the document. Click on it if you must, but there is more to learn about Print Preview.

If you spot a problem in your work, click on either the Page Layout or Close buttons near the top right of the screen to quit previewing. Then you can fix the errors and preview again.

MOVING MARGINS IN PRINT PREVIEW

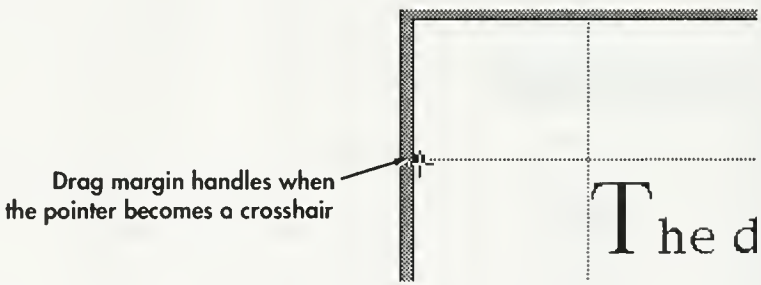
While a complete explanation of margins will have to wait until Chapter 7, here is a quick trick you can try in Print Preview. Notice the margin lines and square black handle in Figure 3.12.

There are small blocks called handles at the left and bottom ends of the margin lines. You can move the margins by dragging these handles with your mouse when the pointer is shaped like a crosshair.

If you are still working with the Twain quote, try centering your text by pulling the top margin down. If you like, switch to one-page view first by pressing the fourth button. After you've moved the margin, turn off the margin lines and see what the printed page should look like.

FIGURE 3.12

Drag the margin handle to adjust the margins.



PRINTING FROM PRINT PREVIEW

Simply click on the Printer icon at the left edge of the Print Preview screen to bring up the Print dialog box.

PRINTING ON OTHER SYSTEMS

If you plan to print finished documents on other computer and printer combinations, be sure you use fonts that are available on both systems. Realize too that different printer models have different capabilities. Not all laser printers can print in the outer half-inch of margins.

PRINTING LABELS AND ENVELOPES

See Chapters 14 and 26 for envelope and label printing tricks. If you use version 5.1, be sure to check out the new envelope printing Toolbar button discussed in Chapter 14!

BACKGROUND PRINTING

If you use a LaserWriter, StyleWriter or other printer that is compatible with Apple's background printing feature, you can do other things while your printer prints. Since some printing jobs can take minutes or even hours, background printing can be a real productivity booster. Moreover, you can use the PrintMonitor application to check and control the status of multiple print jobs.

Your system does all of this by quickly sending print jobs to a file on your hard disk rather than directly to the printer. It then spools the work to your printer in the background.

You'll need to be running System 7 or System 6 with MultiFinder enabled. Check your Apple documentation if necessary.

ENABLING BACKGROUND PRINTING

Turn on background printing from the Chooser (reached from the Apple menu).

1. Open the Chooser from the Apple menu.
2. Click on the icon of a compatible printer.

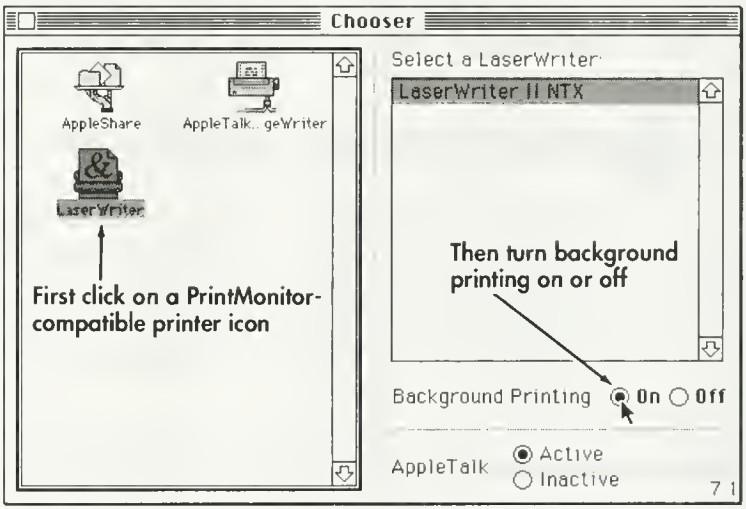
3. Check the Background Printing On button.
4. Close the Chooser and print as usual.

Your screen should look something like Figure 3.13.

If the Background printing choice does not appear, or if the On button is dimmed, be sure that the background printing software has been properly installed in your System folder, and that the printer is compatible with the version of the background printing software you are using. Check your Macintosh manuals.

FIGURE 3.13

Control background printing from the Chooser.



CHECKING THE STATUS OF A PRINT JOB

With background printing at work, you can use PrintMonitor to check and change the status of multiple print jobs. If you are using System 6, to open the PrintMonitor window, click the MultiFinder icon on the right end of the menu bar as many times as necessary to reveal the PrintMonitor dialog box. Under System 7, pull down the Application menu at the right end of the menu bar and pick PrintMonitor. In either case, you'll see something like Figure 3.14.

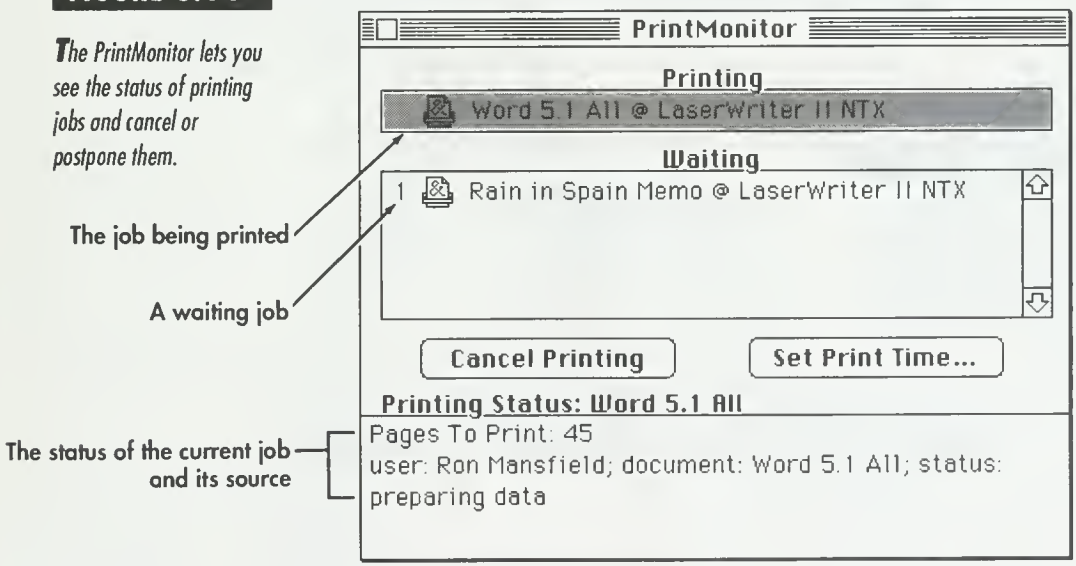
You'll see a list of jobs waiting to be printed (if any), the status of the job currently being printed, and buttons for canceling or postponing

printing. When you are done looking at the PrintMonitor window, you can close it with the close box, or leave it open and set it aside while you work in a different window.

If you always want to have the PrintMonitor window on your desktop when the Backgrounder is printing, select the Show the PrintMonitor Window when Printing option from the PrintMonitor Preferences dialog box. You also have a choice of how and when PrintMonitor tells you about printing problems. Reach the Preference settings from PrintMonitor's File menu. See your Macintosh documentation for details.

FIGURE 3.14

The PrintMonitor lets you see the status of printing jobs and cancel or postpone them.



CANCELING BACKGROUND PRINTING

To cancel a job that is being printed in the background:

1. Open or activate the PrintMonitor window.
2. Highlight the name of the job to be killed (click on its name in the list).
3. Click the Cancel Printing button.

If there is a printer problem (no paper tray, out of paper, and so on), you may need to correct the problem before you can cancel printing.

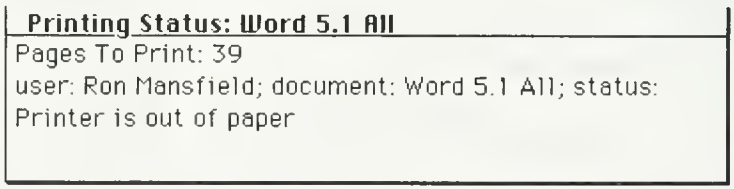
PRINT MONITOR ERROR MESSAGES

The PrintMonitor can alert you to printing problems as illustrated in Figure 3.15.

The PrintMonitor icon (depending on how your PrintMonitor preferences are set) will flash on your menu bar or display a dialog box. Bring the PrintMonitor window to the foreground to read about and resolve the problem. You might also get on-screen alerts from time to time. It is a good idea to resolve printing problems promptly.

FIGURE 3.15

The Print Monitor can describe specific printing problems.



POSTPONING BACKGROUND PRINTING

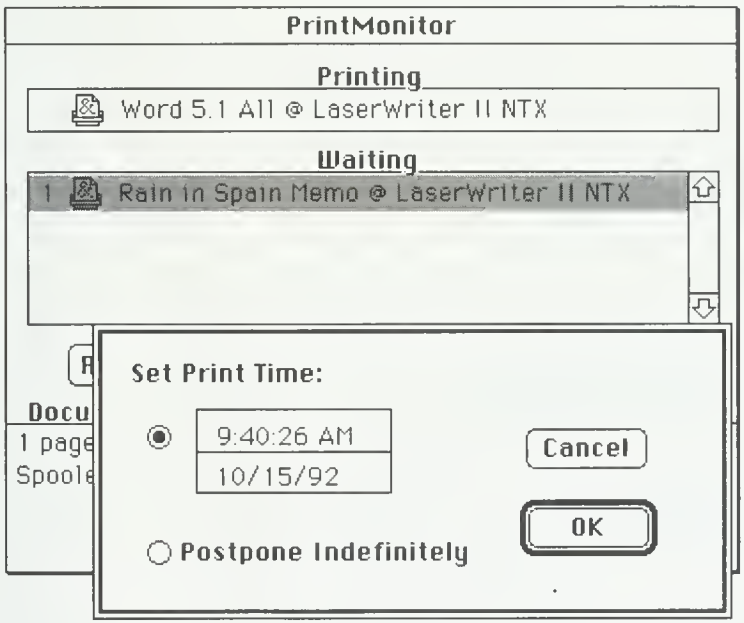
To postpone a job:

1. Open or activate the PrintMonitor window.

2. Highlight the name of the job to be postponed (click on its name in the PrintMonitor dialog box).
3. Click on the Set Print Time... button.
4. You'll see a dialog box like the one in Figure 3.16.
5. Either click on the Postpone Indefinitely radio button, or click in the time and date windows to set a new printing date and time.
6. Click OK.
7. Close or set-aside the PrintMonitor dialog box.

FIGURE 3.16

The PrintMonitor lets you postpone selected printing jobs.



CHAPTER

4

Working with Graphics

To draw in the Picture Window 132

position the insertion point where you want the new drawing to appear in your Word document. Choose the Picture... command on the Insert menu or click on the ribbon's drawing button (it contains a circle, square and triangle). The Picture... command will open a dialog box. Click on the New picture button. (To avoid this dialog box, click on the ribbon's drawing button.) The Picture Window will appear. Click on the drawing tools as needed and draw with the mouse. Closing the Picture Window inserts your drawing at the insertion point. Frame the resulting drawing if necessary for proper positioning. (See Chapter 5 to learn about Frames.)

To resize or scale drawings 133

select the drawing in your Word document by clicking on it. Hold down the Shift key while you drag on the Size handles (small black squares in the corners and on the edges of selected pictures). Shift-dragging on corner handles maintains proportions as you increase or decrease the picture's size. Dragging on bottom and edge handles distorts the shape of the image as you resize it.

To crop or trim drawings 135

select the drawing in your Word document by clicking on it. Drag on the Size handles (small black squares in the corners of selected pictures) without holding down the Shift key to hide parts of the drawing.

To rotate text **144**

position the insertion point where you want the rotated text to appear in your Word document. Open the Picture Window. Use the Picture Window's text tool to enter text. Use the rotate tool and your mouse to rotate the text. (The rotate tool looks like a circular line with an arrowhead.) Close the Picture Window to insert the rotated text. Frame the resulting text if necessary for proper positioning.

To import graphics **148**

position the insertion point where you want the imported drawing to appear in your Word document. Choose the Picture... command on the Insert menu. Use the file and file type lists to locate the desired graphic file. Click the Insert button to insert the file. You can also import graphics by pasting them into Word from the Clipboard.

To position graphics **155**

use paragraph formatting techniques to position graphics (center, align right, etc.), or see Chapter 5 for information about framing graphics.

To flow text around graphics **155**

insert graphics in frames as described in Chapter 5 and position the framed graphic in the text. Use Page Layout view or Print Preview to see the graphics in position.

Featuring

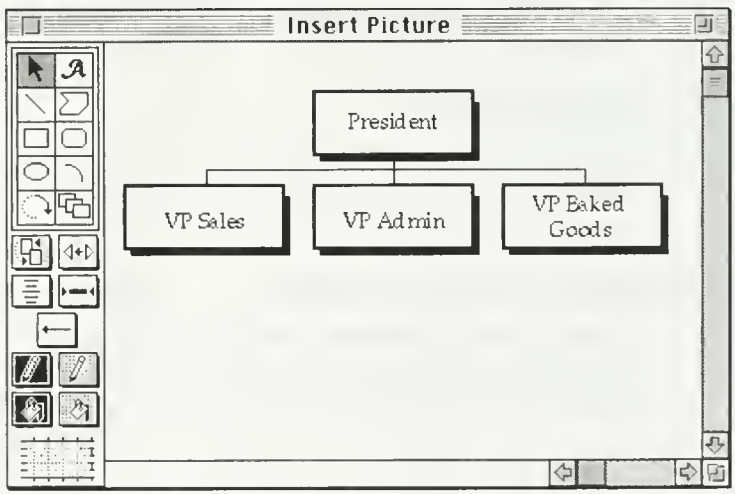
- *Drawing in Word's Picture Window*
- *Using the Picture Window to rotate text*
- *Resizing and repositioning graphics*
- *Importing graphics*

WORD VERSIONS 5.0 and 5.1 let you do more with graphics than any preceding versions. The Picture Window is one example of that added power. You can use it to draw diagrams, create forms, design logos, and more. For example, Figure 4.1 shows an organizational chart created entirely in the Word 5 Picture Window.

There are many, many other sources of graphics. For instance, you can include Excel graphs in your Word documents. It is possible to place single frames from QuickTime movies into Word documents. This chapter shows you how to use the Picture Window's drawing tools, and how to import graphics created by other sources.

FIGURE 4.1

This organizational chart is a typical Picture Window creation.



DRAWING IN WORD

In general, the process works like this. With a Word document window open and active, you open the Picture Window and draw. The graphic will appear at the insertion point in your Word document when you close the Picture Window. In order to save a picture thus drawn, you must save the Word document itself.

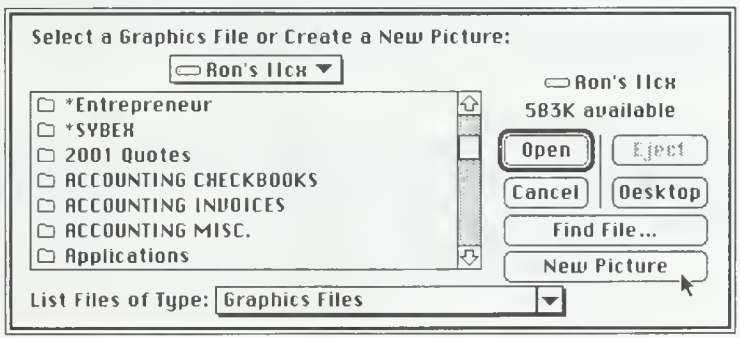
OPENING THE PICTURE WINDOW

Open the window either by clicking on the picture icon in the ribbon or choose Picture... from the Insert menu. If you use the Picture... command, you will also need to click the New Picture button in the resulting dialog box, as shown in Figure 4.2.

If you use Word's Easy Install option, the Picture... command is automatically installed for you. If you did a custom installation and failed to include the Picture... command, rerun the Installer and add the command.

FIGURE 4.2

Click the picture icon or choose Picture... from the Insert menu to get the New Picture dialog box.



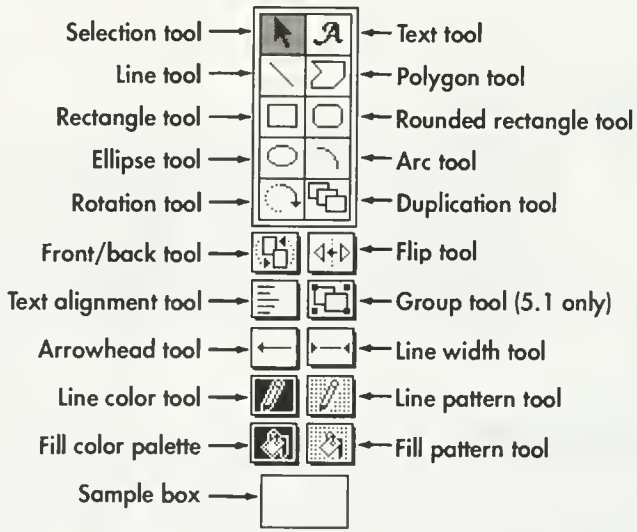
THE TOOL PALETTE

The Picture Window contains a collection of tools in something called the Tool Palette. You click on these tools to activate them, then use your mouse to draw, fill, and so on.

Version 5.1 has one more tool than version 5.0. Figure 4.3 shows version 5.1's palette.

FIGURE 4.3

The Picture Window tool polette lets you draw objects, add text, and restyle drawn elements.



DRAWING IN THE PICTURE WINDOW

The easiest way to learn any drawing program is to use it. To recreate the organization chart shown in Figure 4.1, you might start by drawing a

rectangle. Then you could duplicate the rectangle several times, connect the boxes with lines, and add text and shading effects.

When using the Picture Window, start your drawings as close to the upper-left corner of the picture Window as possible to minimize the amount of white space that will accompany the drawing when it is pasted into your Word document.

Here are the steps for creating the sample org chart with added information about the tools.

THE RECTANGLE TOOL

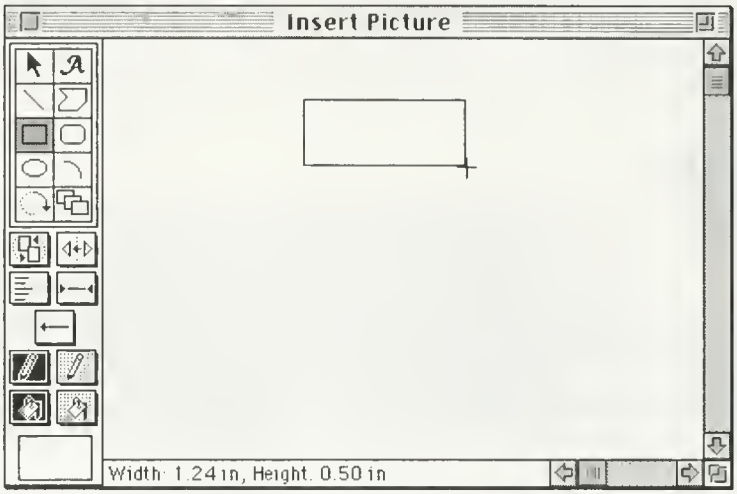
Click on the rectangle tool button. It will darken. This is how you know which tool you are using. Next, click and drag with your mouse to form a box of the desired size and shape, as shown in Figure 4.4.

To draw a square, hold down the Shift key while you drag.

Notice the status area in the lower portion of the window. It displays the height and width of the box as you drag. When you let go of the mouse button the box will be selected, with handles in the corners and in the center of all four sides. These can be used to resize the rectangle. Hold down Shift when you drag a handle to maintain the object's proportions.

FIGURE 4.4

Draw a rectangle about the same size as the one in the figure.



SELECTING OBJECTS

The upper-left-most tool in the palette (the arrow) is the selection tool. Click on it to darken it, then click on the object you want to select.

With objects like rectangles, you may need to click on or near a line. Holding down the Shift key lets you select multiple objects.

DESELECTING OBJECTS

To deselect an object, click outside of it or select something else without holding down the Shift key.

DUPLICATING OBJECTS

To recreate the sample organizational chart, you could attempt to draw three more boxes exactly the same size and shape as the first. But there's an easier way.

If the object you wish to duplicate (the rectangle in this example) is not already selected, select it. Then click on the duplicate tool, which looks like three staggered rectangles. Each time you click on the duplicate tool, it creates a copy of the selected objects. Click this button three times. Notice how the tool staggers or cascades the copies. Move the duplicates to their proper locations.

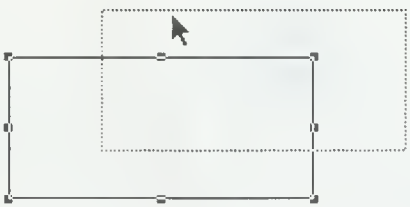
MOVING OBJECTS

To move an object, first select it, then drag it with your mouse. Do not point to the selection handles when you are attempting to move an object (see Figure 4.5). This will resize or crop it (you crop an image by dragging its corner handles without pressing Shift). Undo can restore an object's original size and shape if you act immediately.

Once selected, objects can be "nudged" a pixel at a time by using the four arrow keys on your keyboard.

FIGURE 4.5

Select graphic elements and drag them, but don't point to the resizing handles when moving things.



DRAWING AND SIZING STRAIGHT LINES

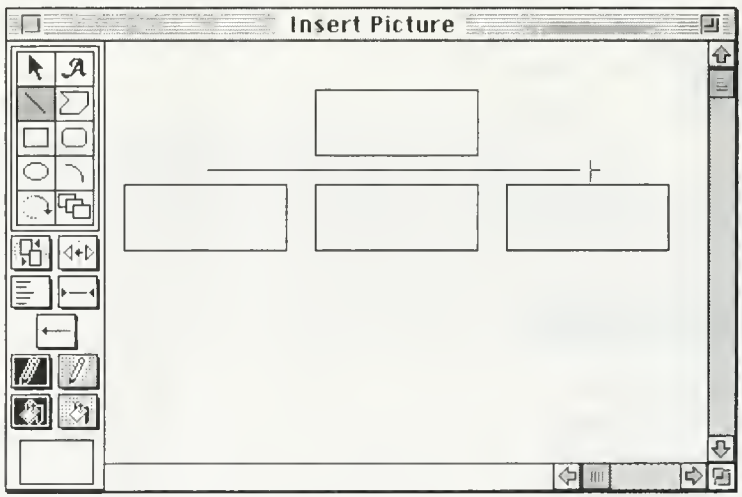
Use the line tool to draw straight lines. It is located under the selection tool in the palette. You can draw horizontal, vertical, or angled lines.

If you hold down the Shift key while dragging, Word will help you draw straight horizontal or vertical lines, as illustrated in Figure 4.6.

As you drag a line, the status box shows its length. Once you have drawn a line, you can make it longer. First select the line. Handles will appear at each end. Use them to drag the line to the desired length.

FIGURE 4.6

To draw straight horizontal or vertical lines, hold down the Shift key while dragging.



TYPING TEXT IN THE PICTURE WINDOW

Word permits text in the Picture Window with a few style and formatting restrictions. By the same token, it is possible to do things with text in the Picture Window that you can't do in a document window. For instance, you can rotate text in the Picture Window, then insert it into a Word document.

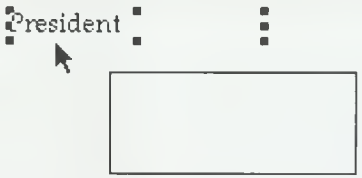
When working in the Picture Window, you create text in text blocks or boxes. These are rectangles with invisible sides and exaggerated handles. The word President in Figure 4.7 is an example.

To create text in the Picture Window:

1. Click on the text tool (the letter A in the palette).
2. Click in the Picture Window.
3. Change the font, size, and other character formatting choices using Word's menu bar (not the ribbon or Toolbar).
4. Start typing and Word automatically creates a text block.
5. You can resize text blocks by dragging their handles, and the text will wrap and flow to fit the new block size or shape.
6. To edit or change the appearance of text after you've typed it, select it first.

FIGURE 4.7

Text is typed in blocks.

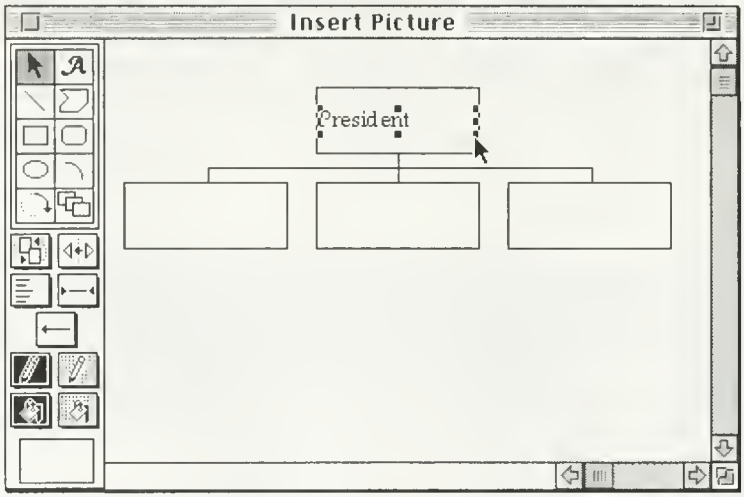


MOVING TEXT IN THE PICTURE WINDOW

Text blocks can be moved like any other picture element. In Figure 4.8, the President block has been dragged on top of a chart box, then resized to the length of the box. Dragging the text block to the length of the

FIGURE 4.8

This text block has been moved and resized.



organizational box will make it easier to center the text, as you will see in a moment.

EDITING TEXT IN THE PICTURE WINDOW

You edit text in text blocks as you might expect. Highlight the text of interest and cut, paste, apply formatting, and so on.

Text Styles and Sizes

Many of the format choices on Word's menu bar function with picture text. Plain, Bold, Italic, and Underline each work. All of your Mac's fonts and font sizes are available. Undo is often available. You can tell which menu items are available by pulling down the menus. Dimmed choices won't work.

None of the ruler or ribbon features are available, for instance, so you can choose a font from the Font menu but not from the Font list on the ribbon. The same is true for point-size selections.

Aligning Text

While you cannot use any of the ruler's text-alignment buttons, there is a drawing tool that will let you center, and left- or right-align text. The

titles in the sample organizational chart were centered by dragging the text blocks to make them the length of the boxes, then selecting the text blocks and picking Align Center from the drop-down text alignment button menu.

GROUPS OF OBJECTS

While version 5.0 does not have a group objects feature, it is possible to act upon multiple picture elements if you first select them simultaneously. For instance, if you wanted to move the entire organizational chart you could do that by choosing Select All (⌘-A) from the Edit menu, then drag all the elements at once. Or, if you just wanted to move someone's box and their name at the same time, you could Shift-click to select both the name and the box, then move them together.

Version 5.1 has a specific tool you can use to group and ungroup objects. Read more about it next.

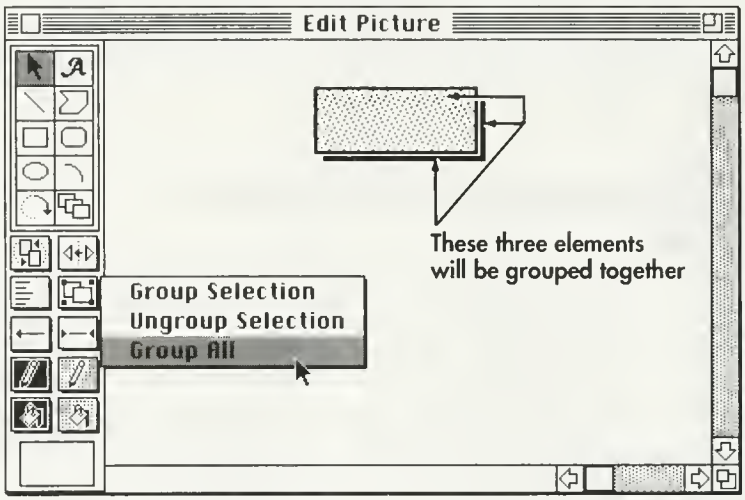
VERSION 5.1'S GROUP TOOL

While you can still shift-click to select and work with multiple picture elements in version 5.1, the Picture Window's new Group tool provides a better alternative. Among other things, it has the advantage of saving grouping information with your drawings. It lets you easily create complex objects from collections of smaller pieces. Figure 4.9 shows it at work.

In Figure 4.9 there are three graphic elements (a box, a horizontal and a vertical line). Choosing Group all from the tool's drop-down menu will turn all three elements into a single one.

FIGURE 4.9

Version 5.1's Group tool lets you create complex graphic elements from collections of simple ones.



Grouping All Elements in a Picture

To group all the elements in a drawing (like the three pieces in Figure 4.9):

1. Click on the Group tool in the Picture Window.
2. Choose Group All.
3. All graphic elements will become one.

Grouping Selected Elements in a Picture

1. Shift-click to select just the desired elements.
2. Click on the Group tool in the Picture Window.
3. Chose the Group Selection option.
4. All selected graphic elements will become one.

Ungrouping Grouped Elements in a Picture

1. Click to select a grouped element or shift-click to select multiple grouped elements.

2. Click on the Group tool in the Picture Window.
3. Chose the Ungroup Selection option.
4. All selected graphic elements will become one.

You can create large groups by grouping smaller groups. For instance, you could create small groups each consisting of an organizational chart box and the text within the box, then create a large group by grouping all of the org chart boxes and connecting lines together.

LINE, FILL COLORS, AND PATTERNS

The Picture Window offers a variety of fill patterns and colors if your Mac is equipped to support them. Simply select the desired object, then use the appropriate line and fill color palettes or pattern tool to apply your choice to selected items.

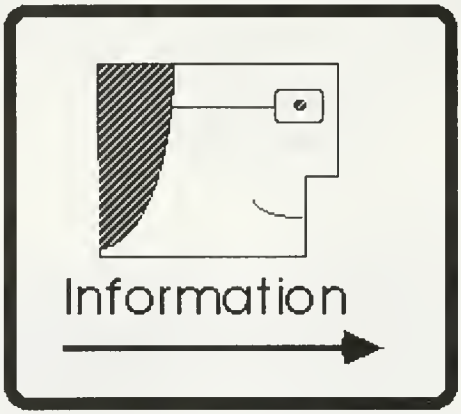
If you have a color display you'll see the chosen colors on-screen. If you have a color-capable printer the colors will print. If your system displays and prints shades of gray, colors will be represented in grays.

DRAWING POLYGONS

Figure 4.10 shows examples of most of the Picture Window's shape drawing tools at work. The head was drawn using the polygon tool. The eyeglasses were drawn with the rounded rectangle and line tools. The eye was drawn with the ellipse tool, the smile with the curve tool. Our friend's hair was created with the arc tool, then filled.

FIGURE 4.10

You can create a variety of shapes with the drawing buttons and tools.



To create polygons:

1. Choose the polygon tool in the Picture Window.
2. Click once to create the first anchor point.
3. Drag in the direction of the next desired polygon corner.
4. Click to establish the corner.
5. Repeat steps 3 and 4 until the shape is complete.
6. Either double-click to complete the polygon or finish by clicking on the initial point a second time.

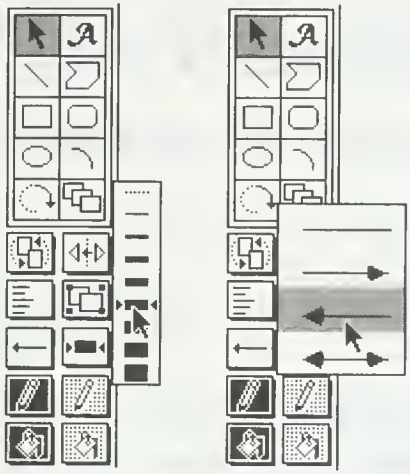
LINE WIDTH, LENGTH, AND ARROWHEADS

Word 5 offers a choice of nine line widths (thicknesses) and three types of arrowheads. They are specified by choosing from pop-up menus, which are reached from the arrowhead and line-width buttons on the palette shown in Figure 4.11.

You can either specify line width and arrowheads before lines are drawn or you can draw lines, then change their width and arrowheads.

FIGURE 4.11

You can specify line thickness and arrowhead appearance either before or after you've drawn lines.



SPECIFYING ARROWHEADS BEFORE YOU DRAW LINES

To specify arrowheads before you start drawing a line:

1. Click on the Arrowhead tool and choose the desired style.
2. Select the Line tool.
3. Click and drag in the appropriate direction to make the arrow head(s) appear at the desired end of the lines. (For instance, to place an arrow head at the right end of a line you might pick the right-pointing arrow option in the arrowhead list, then drag the new line from left to right.)
4. Release the mouse button.

SPECIFYING LINE WIDTH BEFORE YOU DRAW LINES

To specify line width before you start drawing a line:

1. Click on the Line width tool and choose the desired width.
2. Select the appropriate tool.

3. Click and drag in the appropriate direction to make lines.
4. Release the mouse button.

CHANGING LINE THICKNESS OR ARROWHEADS

To change the appearance of lines, select them by clicking (or shift-clicking) then use the line thickness and arrowhead tools to change their style. In Figure 4.11 we've selected a horizontal line with a left arrowhead and are about to select a new line thickness.

CHANGING LINE LENGTH AND POSITION

To change the position of a line, select it and drag. To change a line's length, select it and drag on either end.

BRINGING LAYERS FORWARD OR SENDING THEM BACK

You've already seen items stacked on top of each other. The text blocks were placed on top of the organizational chart boxes, for instance. These graphic elements are said to be in layers. Generally, the last thing you draw ends up on top. Sometimes this is not what you want. Suppose, for example, that after creating an information sign (as in Figure 4.10), you decide to draw a box to enclose it like the one in Figure 4.12.

After drawing the box over the sign you could use the Send to Back choice on the front/back tool to place the box behind the sign. The finished picture would look like Figure 4.10.

ROTATING AND FLIPPING

The Picture Window lets you rotate and flip objects as you can see in Figure 4.13. Here we've typed the words **You will flip over Word 5.0**, duplicated them once, flipped them vertically, and changed the flipped words to a lighter color to create a reflection effect. We've also pasted a fly from

FIGURE 4.12

An opaque box covers the information drowing.

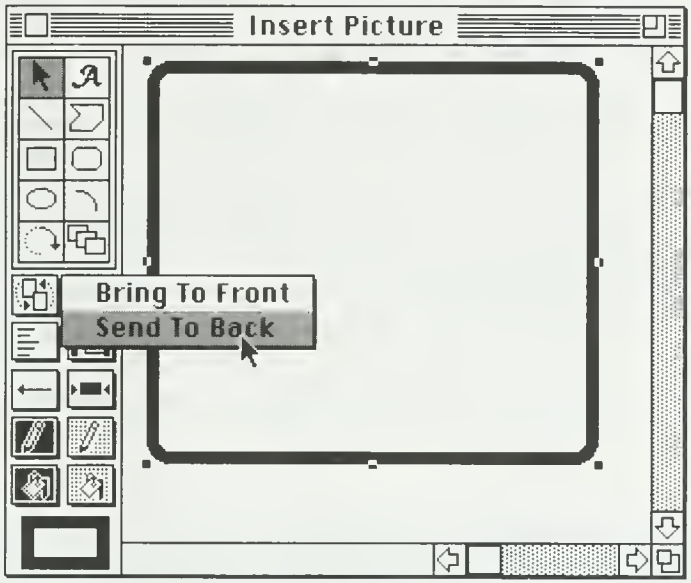
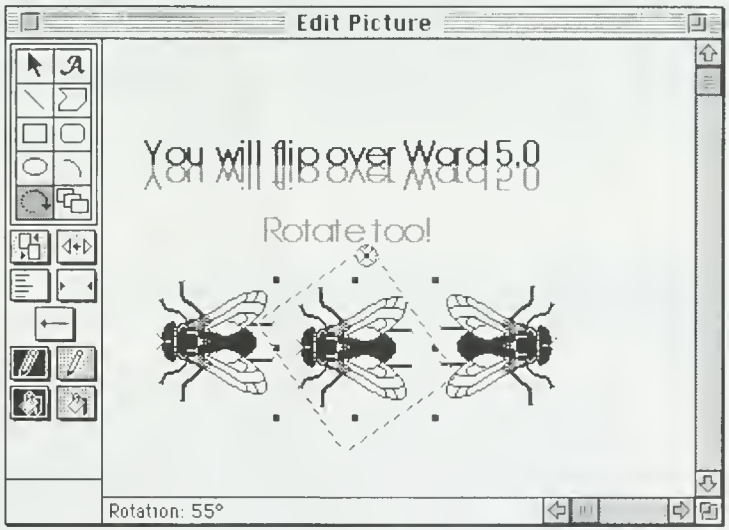


FIGURE 4.13

Both the text and the graphics can be rotated and flipped.



a Scrapbook collection, duplicated it twice, flipped the right copy, and selected the center one for rotation.

Using Clip Art and Imported Graphics

Word's built-in drawing capabilities make it easy for you to draw your own illustrations, logos, and the like. But what if you want to use commercially prepared clip art, or scanned copies of your company logo, or photos from a video-capture device? In general, if you can get a graphic image to your Mac's Clipboard, you can usually get it into a Word document. Word also offers features that let you import graphic images directly from disk files. And, if you are running System 7, or MultiFinder under System 6, you can create or edit graphics in one program and move them into Word via your Clipboard. System 7's Publish and Subscribe features can also be used with graphics as long as both applications support this feature.

Word 5 will accommodate images created in many different formats including:

- PICT and PICT2 (drawing programs)
- Bitmap files (paint programs and scanners)
- EPS (Encapsulated PostScript) files
- TIFF files (graphics programs, scanners, video boards, etc.)

You can either paste images directly using your Clipboard, or use Word's Picture... command to import the graphics. We'll explore both techniques, but let's start with an overview of graphic technologies.

Types of Graphics

Whole books have been written about the various graphic standards now supported by computer makers. The nice thing about standards is that there are so many of them. With apologies to the technically inclined, here is a brief overview of the kinds of graphics files Word 5 can import. The general advice is to try inserting any graphic file that interests you. Word will tell you if it cannot handle it.

BITMAP

The original Mac standard—bitmap images—are found everywhere. Paint programs like MacPaint create them. Programs like SuperPaint create bitmap images in their paint layers. Bitmap pictures are made up of tiny dots.

Scanners can create bitmap images. Shareware companies and users groups distribute disks containing all manner of bitmap graphics from pictures of farm animals to things that would make a sailor blush. Mail-order catalogs runneth over with them. Word supports 8-bit images and will convert others (24-bit, 32-bit, etc.) to 8-bit.

Word's Picture window is an 8-bit window. If you open and then edit 24 or 32-bit images with the Picture Window, they will be converted to degraded 8-bit images. If you don't want your beautiful 32-bit color images converted to raggedy 8-bit images, don't edit them with the Picture Window. If you do this accidentally, a quick Undo will restore them.

PICT

PICT and PICT2 files are Apple-standard files created by drawing programs like MacDraw and in the draw layers of programs like SuperPaint.

TIFF

There are many variations on the TIFF format. Word supports many but not all of the growing number of TIFF variants. Screen-capture programs and video boards often create TIFF files. So do many scanners. Some TIFF formats include file compression techniques that may not be compatible with Word. Word converts these to the PICT format.

POSTSCRIPT (EPS)

PostScript graphic files are created by programs like Adobe Illustrator and Aldus FreeHand. Most of these images consist of two parts—the PICT file you see on-screen and the embedded PostScript file sent to your printer. Word can use both. There is even a PostScript style choice in Word, useful for inserting PostScript printing files into your Word documents. Be aware, though, that PostScript files can get pretty big.

Many programs like Adobe Illustrator let you copy both PICT and embedded PostScript to the Clipboard simultaneously. Generally, this is done by holding down the Option key when copying. See the manuals that came with your graphics programs for details.

When you insert files like these, you get both screen and printer versions (PICT and EPS).

It is a good idea to save your work before experimenting with graphics, since memory problems and other gremlins can occasionally lock up your machine when graphic files are encountered!

IMPORTING WITH PICTURE...

Start by positioning the insertion point where you want to place the graphic. The Picture... command (located on the Insert menu) reveals a dialog box like the one in Figure 4.14. Use it to locate and insert graphics files.

Scroll if necessary to select the graphic of interest, then double-click on the file name or click once on it, and then click on the Insert button. You may see an alert box like the one in Figure 4.15 telling you that Word is converting the graphic.

FIGURE 4.14

The Picture... command lets you load graphic files from disk and place them at the insertion point in your document.

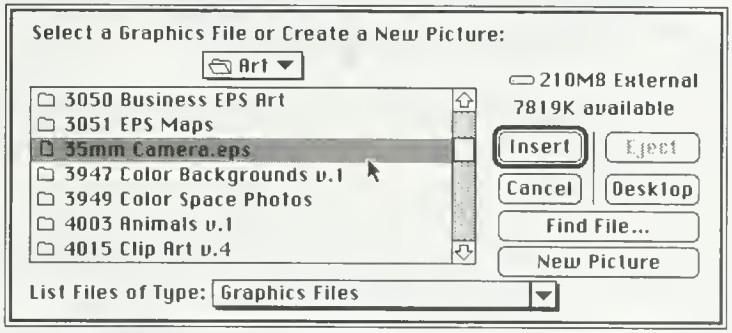
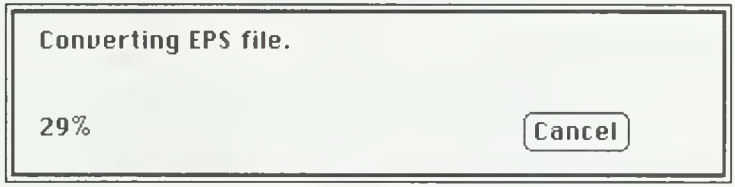


FIGURE 4.15

Word automatically converts most graphics to compatible formats.



Unless there is a problem, eventually, you'll see a copy of the graphic placed at the insertion point. You can then resize, crop, or reposition it using the techniques described in this Chapter.

If a newly inserted graphic image seems cut off or incomplete, it's because the box in the document is smaller than the actual graphic. To see the entire graphic, select it, and visit the Paragraph dialog box. Choose Auto from the drop-down list in the Line menu.

IMPORTING GRAPHICS WITH YOUR CLIPBOARD

If you can get a graphic to your Clipboard, Word 5 can probably display and print it. This is a great way to move things. Here are the general steps:

1. Start the graphics program, then load or create a graphic using the program.
2. Select the graphic and copy it to your Clipboard with the graphic program's Copy command. (Remember, this will replace whatever is currently on the Clipboard, even if you put something important there with Word!)
3. Switch to Word and open the document needing the graphic. (If you have System 7 or MultiFinder and enough RAM, you can run Word and your graphic program simultaneously and flip back and forth without quitting programs.)
4. Move the insertion point to the place in the Word document where you want to place the graphic.
5. Use Word's Paste command on the File menu or use the ⌘ or F4 function key shortcuts.

USING YOUR SCRAPBOOK WITH WORD GRAPHICS

Your Scrapbook can be used to store frequently-used graphics. Here are the steps for storing and using graphics with your Scrapbook.

STORING GRAPHICS IN YOUR SCRAPBOOK

1. Select the desired graphic (from your Word document, the Word Picture Window, or some other graphics program).

2. Copy the selected graphic to the Clipboard with the Edit menu's Copy command or appropriate keyboard shortcut (usually ⌘-C or F3).
3. Open the Scrapbook with the Scrapbook command on your Apple Menu.
4. Paste the graphic with the Edit Menu's Paste command or appropriate keyboard shortcut (usually ⌘-V or F4).
5. The pasted graphic will appear in the Scrapbook.
6. Close the Scrapbook by using its close box.

INSERTING GRAPHICS FROM THE SCRAPBOOK

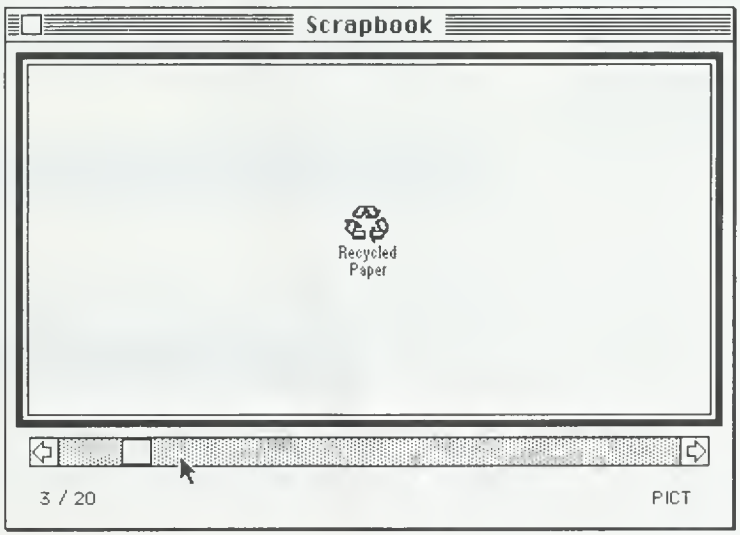
Once you've placed graphics in your Scrapbook, you can copy them to your Clipboard, then paste them into Word documents. You scroll through your Scrapbook's contents as illustrated in Figure 4.16.

The general steps for copying things from your Scrapbook to a Word document are:

1. Position the insertion point in your Word document.

FIGURE 4.16

Open the Scrapbook from the Apple menu, scroll to the desired item, and then copy and paste it into your document.



2. Open the Scrapbook from the Apple Menu.
3. Scroll to the desired item in your Scrapbook.
4. Copy the selected graphic to the Clipboard with the Scrapbook Edit menu's Copy command or appropriate keyboard shortcut (⌘-C or F3).
5. Close the Scrapbook with its close box, or click in your Word document window to set-aside the Scrapbook.
6. Paste the graphic with the Word Edit Menu's Paste command or appropriate keyboard shortcut (⌘-V or F4).

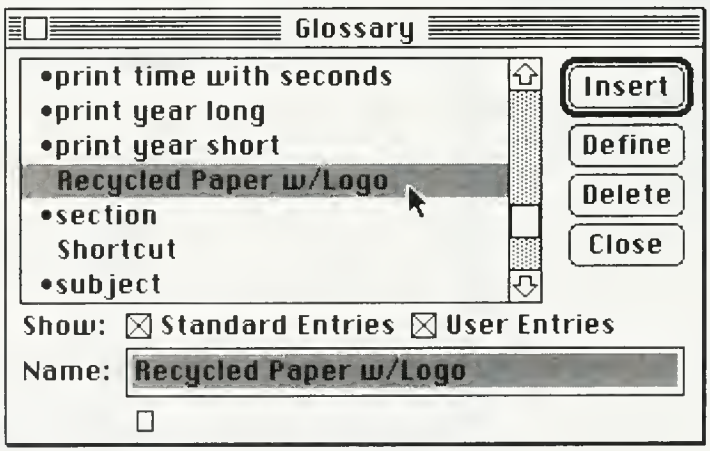
GRAPHICS AS GLOSSARY ENTRIES

As you can see in Figure 4. 17, it is also possible to store graphics as glossary entries, and then insert them as you would any other glossary entry.

This is a great way to quickly insert signatures, logos and other design elements that you use regularly. Chapter 16 is important reading since it goes into the details of Glossaries, but the following information might let you postpone a trip to that chapter.

FIGURE 4.17

You can save graphic elements os Glossary entries then quickly insert them in Word documents.



CREATING GLOSSARY ENTRIES FOR GRAPHICS

To save a graphic as a Glossary entry:

1. Create or insert the desired graphic in a Word document.
2. Select the graphic in your Word document.
3. Choose the Glossary... command from the Edit menu or use the ⌘-K keyboard shortcut.
4. Type a name for the Glossary Entry in the Glossary window's Name box.
5. Click on the Define button.
6. Close the Glossary Window (with its close box).

USING GLOSSARY ENTRIES WITH GRAPHICS

1. Position the insertion point where you want to place the graphic.
2. Open the Glossary either from the Edit menu or via the ⌘-K keyboard shortcut.
3. Either double-click on the name of the desired glossary entry, or select the entry name by pointing to it, then click on the Insert Button.

EDITING GRAPHICS IN YOUR WORD DOCUMENTS

To use the Picture Window to edit graphics in your Word documents:

1. Double-click on the graphic. This will open the Picture Window and place a copy of the graphic in the window.
2. Make the desired changes and close the Picture Window.
3. The updated graphic will replace the old one.

Remember that the Picture Window converts 24- and 32-bit graphics to 8-bit graphics when you do this. Another way to edit Word graphics is to copy them to your Clipboard, paste them into a graphics program so you can make the changes, and then paste the changed graphic back into your Word document.

Linking Graphics to Keep Them Current

It is possible to place linked copies of graphics in Word documents that will be automatically updated when changes are made to the original graphics. See Chapter 28 for details.

Placing QuickTime Stills in Word Documents

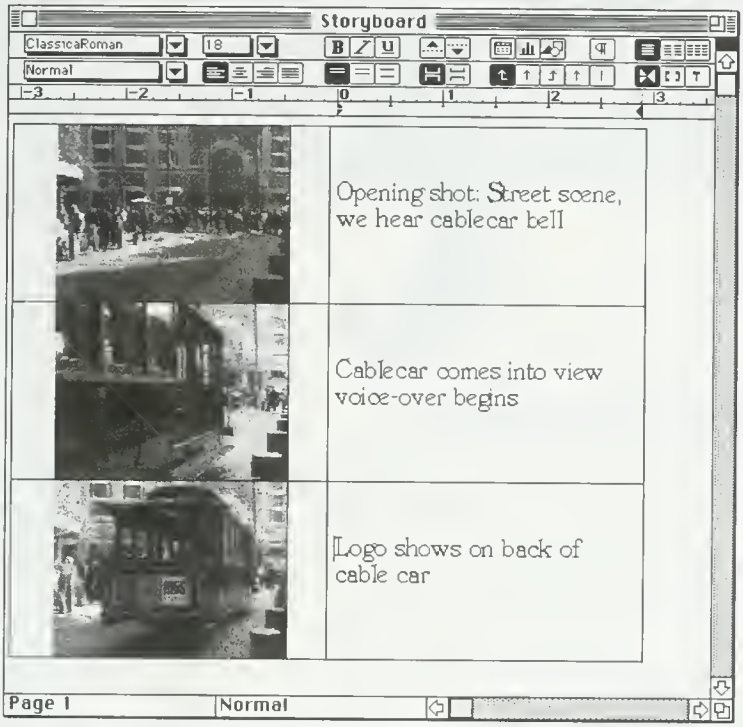
If your Mac is equipped to play QuickTime movies (see Chapter 30 for details), you can copy single QuickTime frames and Paste them into Word documents as still pictures. It's a great way to illustrate text, create storyboards, and so-on. Figure 4.18 illustrates this.

Here are the General steps, (see Chapter 30 to learn more about QuickTime):

1. Play the QuickTime movie and click on the Pause control to freeze the movie at the desired point. Use the forward and Rewind controls if necessary to reveal the desired frame.
2. Copy (or cut) the still image to the Clipboard.
3. Position the insertion point in your Word document.
4. Paste the resulting PICT image into your document.

FIGURE 4.18

You can paste QuickTime stills like these into Word documents.



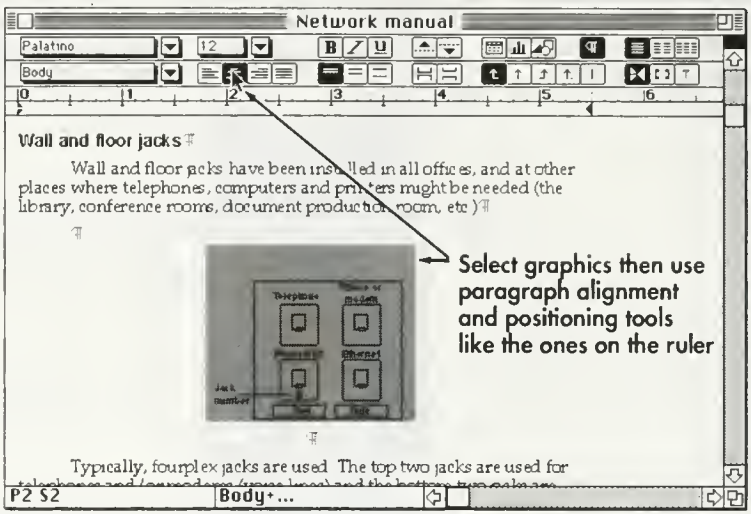
POSITIONING GRAPHICS IN WORD DOCUMENTS

There are a number of techniques for positioning graphics in Word documents. Perhaps the easiest is to treat graphics like paragraphs and use Word's paragraph alignment tools. For instance, in Figure 4.19, a graphic has been selected, then centered with the ribbon's center button.

For more precise control over the position of graphics (and other objects), and to force Word to flow text around graphics and other objects, insert them in frames—the topic of our next chapter.

FIGURE 4.19

You can position graphics using most paragraph alignment tools.



CHAPTER

5

Building and Using Frames

To frame fixed-width objects 164

select the text or other object(s) you wish to frame. Use the Frame... command on Word's Insert menu (not the one on the Format menu). Word frames the selection in a frame that is the width of the space between the margins or column in a multicolumn document, and switches to Print Preview. Drag the framed item to the desired position.

To see where framed items will print 164

switch to Print Preview (⌘-Option-I), or Page Layout view (⌘-Option-P).

To frame objects and adjust their widths 165

select the text or other object you wish to frame. Use the Frame... command on Word's Format menu (not the one on the Insert menu). Word opens the Frame dialog box. Specify frame width, distance from text, and other parameters, then click on the position button. Word switches to Print Preview. Drag the framed object to the desired position.

To position frames precisely 165

from the Frame... command on the Format menu specify the desired position of the frame (Center between margins, for instance).

To move framed items 165

to move framed items to a new position on the same page, switch to Print Preview (⌘-Option-I) and drag the frame. To move a framed item to a different page, cut and paste in Normal or Page Layout view, then switch to Print Preview to fine tune.

To flow text around framed items 166

drag framed items into text. There must be room for at least 1" of text all around the frame.

To unframe framed items 171

select the framed item and choose the Unframe option in the Frame dialog box reached with the Frame... command on the Format menu (not the one on the Insert menu).

Featuring

- *Ways to position graphics, text, and other objects*
- *Word 5's replacement for the Position command*

WORD MAKES IT easy to position graphics and text just about anywhere in your documents. A device called a frame gives you impressive control over where objects are placed and how much white space surrounds them. Think of frames as devices that reserve space for specific things in your documents.

You can drag framed items with your mouse in Print Preview to place them in a new position by eyeball, or you can tell Word to position frames in specific locations on pages relative to other items like columns, margins, and so on.

Many types of objects can be positioned with the techniques described here, including paragraphs, single characters, graphics, equations from the Equation Editor, tables, spreadsheets, and charts from spreadsheet packages, or Word 5.1's new Graph feature.

Since frames can contain text, they are ideal tools for placing words in unusual places like the margins of your documents or in the middle of other text to create things called outquotes.

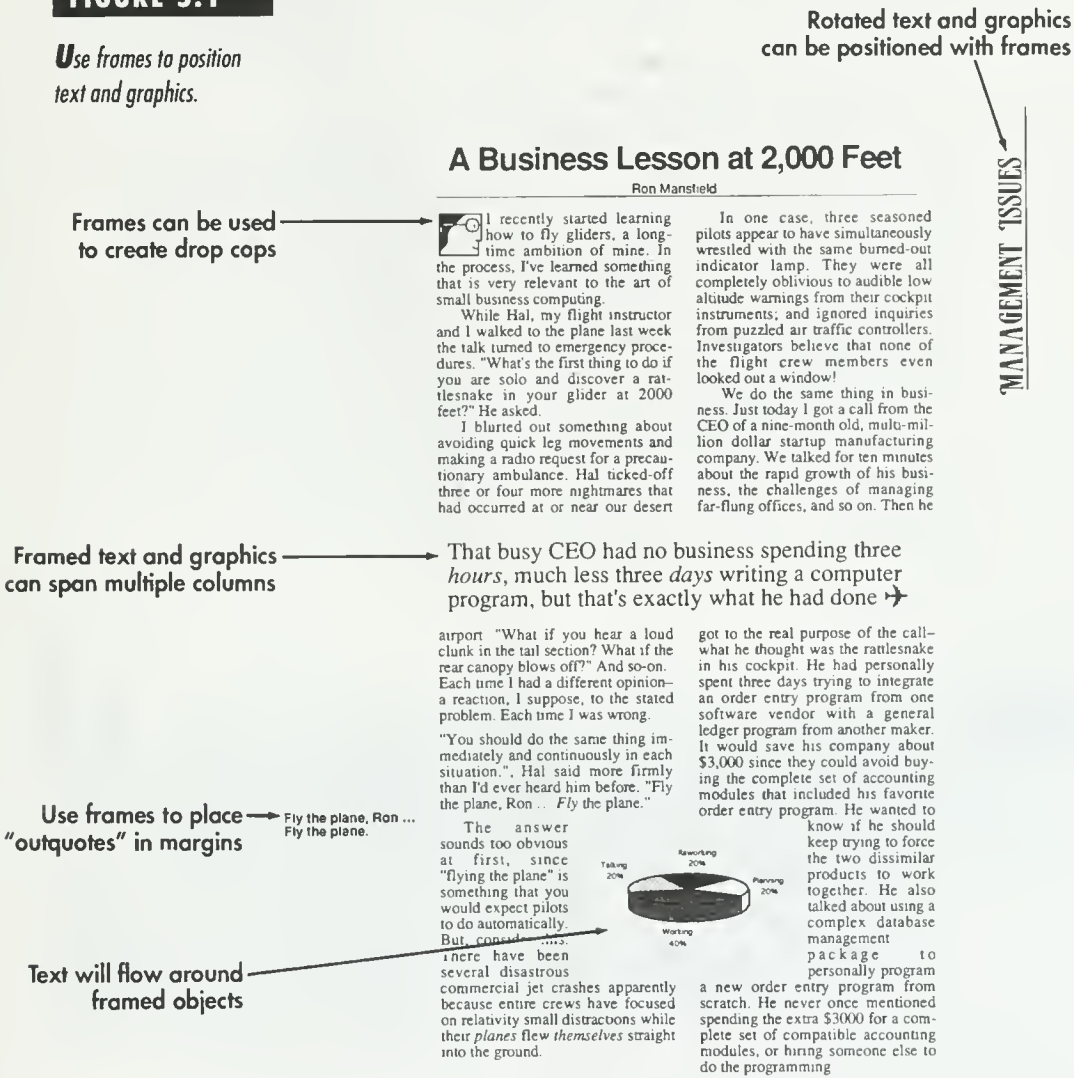
Figure 5.1 shows frames used to create dropcaps, rotated text in the right margin, outquote text and graphics spanning two columns, another outquote in the left margin, and a framed graphic with text flowing around it.

Users of earlier Word versions may remember the Position command. Frame... is the '90s replacement for that sometimes awkward feature.

It is worth noting that the command Frame... appears on two Word 5 menus, Insert and Format. The two choices do slightly different things, and those differences are important, as you will soon see.

FIGURE 5.1

Use frames to position text and graphics.



FRAMING ITEMS

You frame things by selecting them and using the Frame... commands on the Insert and Format menus. It is possible to frame a single item like

a graphic, a word, paragraph, or single character. You can also frame multiple items as long as they are contiguous. For instance, you could frame a graphic and its caption. You can only see the true printing position of framed items in Page Layout view or Print Preview.

The frame position that you specify becomes a part of the selected paragraph's formatting, and is stored with the paragraph's paragraph mark.

There are several ways to spot framed items in Word documents. You can tell an item is framed by the way your mouse pointer behaves when it passes over the item in Print Preview. Framed items cause the pointer to become a crosshair—the indication that you can move them.

When you select framed items in other views, they are surrounded by outlines and handles. In Normal view, framed items also have small, black, non-printing boxes at their left edges. You may also see these black boxes next to things that are not framed. They indicate paragraphs that contain formatting features that won't become evident until you switch views or print. (In this case, Word is telling you the paragraph contains frame positioning information.)

When you insert some items (like pictures from the Picture Window), the items appear to be framed in Normal and Page Layout views. You will find, however that when you switch to Page Layout, you will not be able to move these items until you have really framed them with Frame... commands on either the Insert or Format menus as described next.

FRAME... ON THE INSERT MENU

The Frame... command on the Insert menu is easy, and often the best choice for things that have fixed widths which you don't want to change

—tables, graphics, and charts, for instance. The general steps for framing with this command are:

1. Select the item or items to be framed.
2. Choose Frame... from Word's Insert menu (not the Format menu).
3. Word will create a frame that is the width of the current paragraph or column, insert the selected item(s) into the frame, and switch to Print Preview.
4. Point to the frame (the mouse pointer becomes a crosshair).
5. Drag the outline of the frame to the desired position.
6. Wait for Word to redraw the page with the frame and its contents in their new position. (See the tip that follows.)
7. Repeat steps 4 to 6 if necessary.

To hasten the starting of page redraw in Print Preview, click outside of the page itself (in the button or dark gray areas, for instance).

FRAME... ON THE FORMAT MENU

The Frame... command on the Format menu is best when you need to change frame widths. For example, if you want to place an outquote in a margin, and if the outquote text you want to frame is wider than the margin, you can specify a frame width that will fit within the margin and cause text to wrap within the frame. Use the Frame... command on the Format menu to do this. Here are the general steps:

1. Select the item or items to be framed.

2. Choose Frame... from Word's Format menu (not the Insert menu).
3. Word will display the Frame dialog box.
4. Specify the desired width for the frame by typing in the Frame Width box. Enter dimensions in inches (in or "), centimeters (cm), or picas (pi)—1.5 in, for instance.
5. Use the drop-down lists to specify a location for the frame (as described in a moment), or click the Position... button.
6. Word will switch to Print Preview.
7. Change the position of the frame if you wish, by pointing to the framed item (the mouse pointer becomes a crosshair), and dragging.

FRAMING FIXED-WIDTH ITEMS

Perhaps the easiest way to frame is to select something and use the Frame... command on the Insert menu. In Figure 5.2, a graphic has been selected by clicking on it with the mouse.

With the item selected, the Frame... command from the Insert menu is issued. Word automatically switches to Print Preview, making it possible to drag the graphic just about anywhere, including into the margins. In Figure 5.3 the frame is being dragged into the text area which will cause the text to flow around the graphic.

FIGURE 5.2

Begin the framing process by selecting the item(s) you wish to frame.

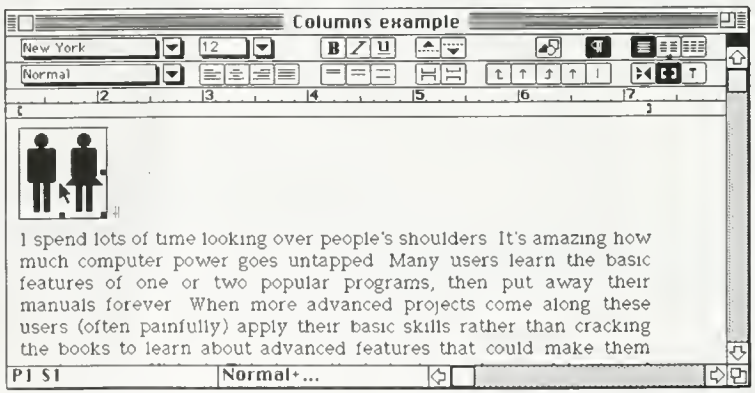
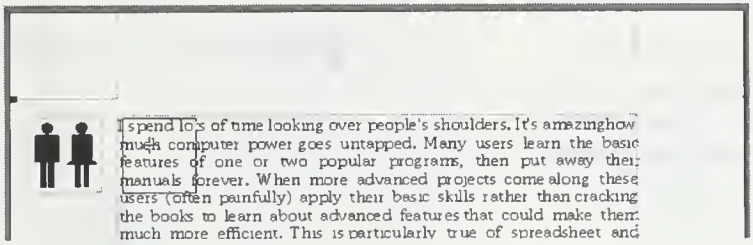


FIGURE 5.3

Drag the outline in Print Preview to reposition your framed object.



When you release the mouse button, Word will move text as required, then recompute all of the line and page endings necessary to accommodate the new graphic position. Eventually, it will redraw the page with your graphic in place. Be patient. This is no small task.

While you drag, the top of your screen will display statistics indicating the distance of the left edge of your frame from the left edge of the page. A similar statistic is provided for the top of the frame and page. Watch these as you drag to help reach the desired position.

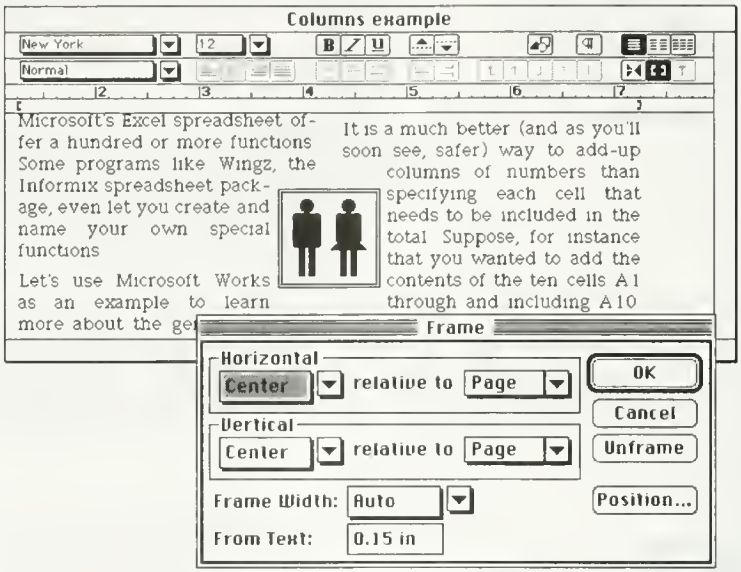
THE FRAME DIALOG BOX AT WORK

While the dragging process just described is fine for most uses, it is possible to be much more precise by using the Frame dialog box, reached with the Frame... command on the Format menu (not the Insert menu). This command has the added advantage of letting you specify the width of the frame.

The example in Figure 5.4 was created by selecting the graphic, choosing Frame... from the Format menu, and then using the horizontal and vertical positioning menus to center the graphic on the page. (It is also possible to type specific measurements into these boxes, instead.)

FIGURE 5.4

The Frame dialog box (from Frame... on the Format menu) lets you specify precise positions, frame widths, and white space.



This dialog box also lets you specify how wide the frame will be and lets you force exact distances between the frame and surrounding text.

Using the Frame dialog box, you can specify positions relative to columns, pages, or margins, thanks to drop-down menus.

FLOWING TEXT AROUND FRAMES

When you position a frame in text, the text will flow around the frame provided that the frame is small enough and the text area is wide enough so that there will be at least one inch of text around the frame. This is illustrated in Figure 5.4.

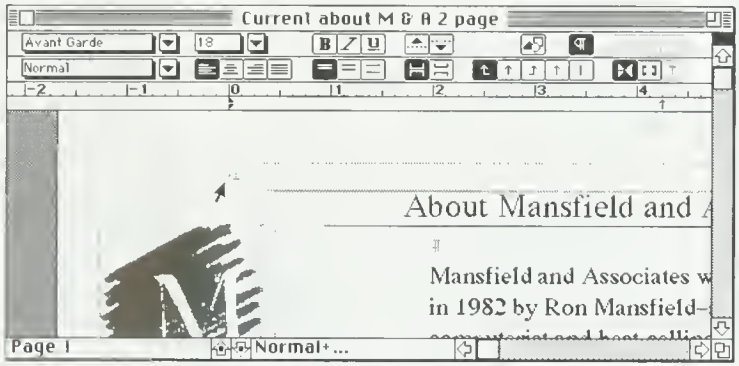
The double border around the graphic in Figure 5.4 was created using Word's Paragraph Border feature. You can apply other border embellishments like shading, if you like.

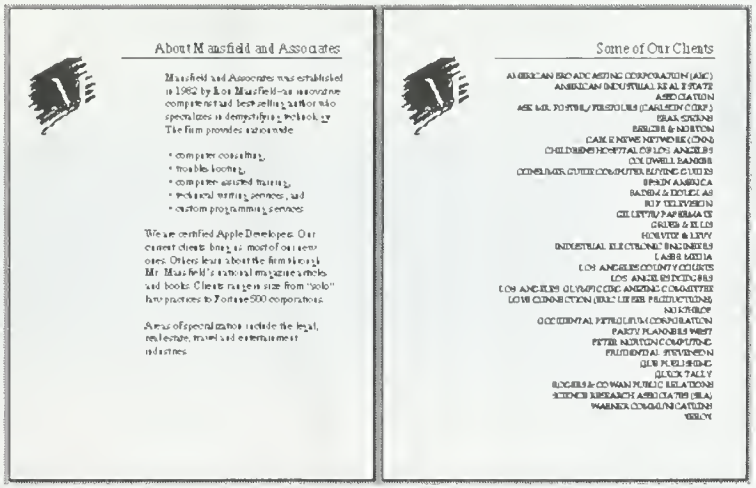
REPEATING FRAMED OBJECTS ON MULTIPLE PAGES

If you wanted a logo or other framed object to appear on every page of your document (or within a section), place the frame in a header or footer, then position the object either by dragging in Print Preview or by using the Frame dialog box, reached by choosing Frame... from the Format menu. Figure 5.5 shows an example of this.

FIGURE 5.5

Place the frame in a header or footer then position the object anywhere you want. It will print on all pages.





To position objects properly on mirrored pages, use the Frame dialog box (reached from the Format menu) to specify the object's horizontal position as Outside or Inside relative to the Page.

To frame objects in views

When you work in Normal view you see framed items where they were initially created, not where they will actually appear on the printed page. Switch to either Page Layout view or Print Preview to see where framed items will print. Figure 5.6 illustrates this.

Framing text

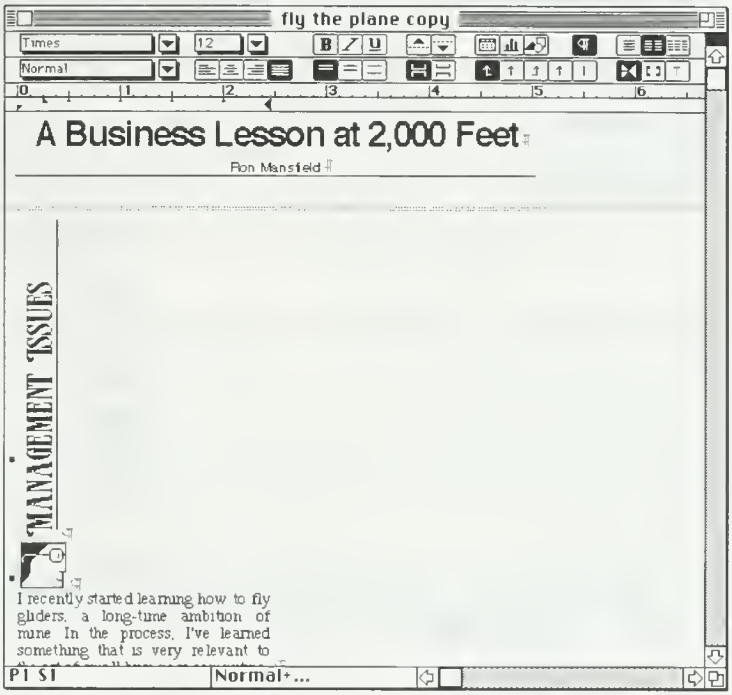
The two different Frame... commands react differently to the way you select text. If you select a few words or a character, then use the Frame... command on the Insert menu, Word automatically inserts a paragraph mark, and frames only the selected text.

The Frame... command on the Format menu, however, will frame the entire paragraph containing the selected text and any other text in the paragraph containing the insertion point.

It is often a good idea to remove or adjust indents when framing text, since they can sometimes cause Word to display and print text in long vertical strings if the indents are too wide or the frame too narrow for the text. Figure 5.7 shows an example of the problem.

FIGURE 5.6

Normal view shows framed items where they were created while Print Preview or Page Layout view shows them in their printing positions.



A Business Lesson at 2,000 Feet

Ron Mansfield

I recently started learning how to fly gliders, a long-time ambition of mine. In the process, I've learned something that is very relevant to the art of small business computing.

While Hal, my flight instructor and I walked to the plane last week the talk turned to emergency procedures. "What's the first thing to do if you are solo and discover a rattlesnake in your glider at 2000

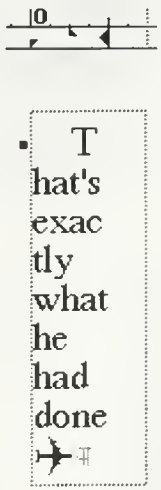
In one case, three seasoned pilots appear to have simultaneously wrestled with the same burned-out indicator lamp. They were all completely oblivious to audible low altitude warnings from their cockpit instruments; and ignored inquiries from puzzled air traffic controllers. Investigators believe that none of the flight crew members even looked out a window!

We do the same thing in busi-

MANAGEMENT ISSUES

FIGURE 5.7

Remove indents and make frames wide enough so text doesn't display and print in long vertical character strings.



EDITING AND FORMATTING FRAMED TEXT

Within reason, you can embellish framed text just as you would any other text. Use the ribbon, ruler, and menu commands on selected text.

FRAME POSITIONS AS STYLES

The positioning information you create when you position frames is stored with the paragraph mark following the graphic. Positioning information like this can be defined as a style and used over and over with different graphics!

For instance, you could select the graphic in Figure 5.4 and define a new style called *Center Frame in Page* or whatever. Then the next time you wanted to center a graphic in a page, all you would have to do would be to select the graphic and apply the style. Quicker than you could say "Bill Gates has a nice house," Word would position the graphic in the center of the page. See Chapter 13 for more about styles.

Deleting or Unframing Framed Objects

To delete a framed object, select then cut, clear, or use the delete key to remove the frame itself and the paragraph mark after the frame.

To just unframe something without deleting it, select all of the framed elements, then choose Unframe from the Frame dialog box reached with the Frame... command on the Format menu. Deleting just the paragraph mark after a framed object will also unframe it.

Tables: An Alternative to Framing

Sometimes you may find it easier to use tables as positioning devices, particularly if you want to create multiple columns with text and graphics next to each other like those in the storyboard example in the preceding chapter. Read more about tables in Chapter 10.

CHAPTER

6

Managing Your Files

To open Word files 177

double-click on Word document icons in the Finder to launch Word and load the document. From within Word, use the Open... command on Word's File menu or its keyboard shortcut ⌘-O. System 7 users visit the drop-down list above the scrollable list to open the appropriate disk and folder. System 6 users change disks with the Drive button. Double-click on the desired file name in the scrollable list to load the document. Version 5.1 users can click on the Toolbar button that looks like a file folder (2nd from the left on the Toolbar).

To open non-Word files 179

start Word by double-clicking on the Word icon in the Finder. From within Word, use the Open... command on Word's File menu or its keyboard shortcut ⌘-O. Version 5.1 users can click on the Toolbar button that looks like a file folder (2nd from the left on the Toolbar). Use the List Files of Type drop-down list to specify the kind of files you wish to view and open (MacWrite, text, graphics, etc.) Use the drop-down list above the scrollable file name list to open the appropriate disk and folder (or the Drive button in System 6). Double-click on the desired file name to load the document. Word will convert the file if necessary or tell you that it can't.

To find lost files **182**

use Word's Find File... command on the File menu. Specify a drive using the Drop-down Drive list (or a Drive and a folder using version 5.1's Location list). Enter search criteria including file names or portions thereof, information contained in the file's Summary Info (author, subject, etc.), and date ranges if they will help you narrow the search. Click OK and view the resulting list. Click on file names to view their contents. Click the Open button to open the desired file.

To save normally **189**

use Word's Save command. The first time you save an untitled file you will be asked to name it and specify a location for the file. If you have the Summary Info feature turned on you will be prompted for Summary information (author's name, subject, etc.).

To save to different disk drives **190**

system 7 users should visit the drop-down list in the Save As... dialog box (just above the scrollable file list) to select and open the appropriate disk. Or use the Drive button in System 6. If you plan to save to a floppy disk, insert it first.

Featuring

- *A review of paths (folders)*
- *Ways to locate lost files*
- *Word's Find File... Summary Info commands*
- *Important information about backups*
- *Working with Non-Word documents*

YOUR HARD DISK can contain hundreds or even thousands of files. If you work in a large, networked organization, you may have access to ten times this many documents. If you've ever misplaced a file you know how frustrating and time-consuming trying to find it can be.

Word 5 provides two features to help you organize and locate files. They are called Find File... and Summary Info..., both found on the File menu. For those of you new to the Mac, we'll start with a quick review of the concept of files and folders, and something related called a *path.*

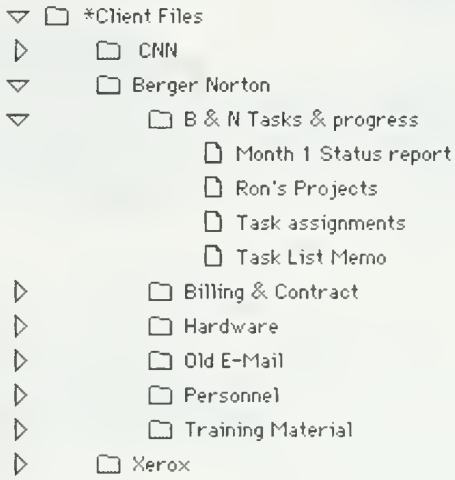
FILES, FOLDERS, AND PATHS

Your Macintosh lets you arrange your files in a hierarchical structure. Files (Word documents, for instance) can be stored in folders. Folders can be also be stored within folders. Figure 6.1 shows an example of this.

In the example, there is a folder called *Client Files. It contains all of the client-related folders and files for this computer. Within the *Client folder there are three client folders, one for each client (CNN, Berger Norton, and Xerox). Each of these client folders contains additional folders and files relating to the particular client. For instance, the Berger Norton folder contains the B & N Tasks and progress folder, in which project-related memos, lists, and reports are stored. The Berger Norton folder also contains other folders with billing and contract information, hardware information, etc. If you were to open the Xerox folder, you might find a similar arrangement of Xerox-specific files.

FIGURE 6.1

A hierarchical folder arrangement contains folders within folders.



This hierarchy makes it easy to store and find things. It also provides good hiding places for lost files. For instance, you'd need to open three folders to find Ron's Projects file.

The steps that you take to find a file take you down a path. To get to Ron's Projects or the Task List Memo, for example, you would start by opening the hard disk containing the folders, then you would open the *Client Files folder. Next you would open the Berger Norton folder, and finally the B & N Tasks & progress folder. You can do this from the Finder by double-clicking on folders, or you can do it from within Word itself by using the Open... command on the File menu (⌘-O).

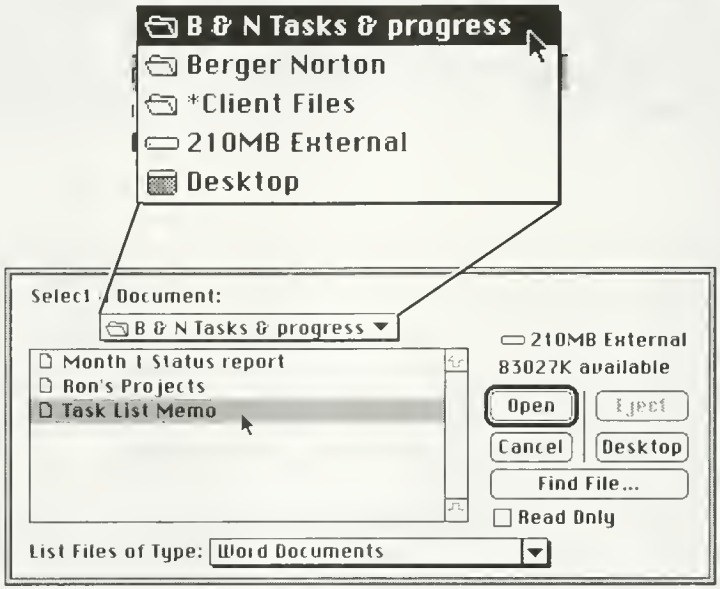
OPENING PREVIOUSLY SAVED DOCUMENTS

When you pick Open... from the File menu, you will be presented with a dialog box with the prompt Select a Document. It will look something like the one in Figure 6.2.

You show Word the path to your document by successively opening folders until the file that you desire is visible in the scrollable document list. To open folders, scroll through the drop-down list, picking folders to

FIGURE 6.2

From the Open dialog box, use the drop-down menu to open to the folder containing the document you need.



be opened. In cases where you have folders within folders, you will need to visit the drop-down list more than once.

If you open one folder too many, re-visit the list and choose the folder above the one you last opened.

When you see the file (the document) that you want to work with, double-click on the document name or just click on it and press Return. If you click Read Only, you will not be able to make any changes to the file; you will be asked to save any edits to a new file.

Notice that Word's Open dialog box has two devices you may not have seen in the Open dialog boxes of other Macintosh programs. The first is a drop-down menu titled List Files of Type. This menu lets you restrict the types of files that you will see in the scrollable list. For instance, you can ask to see only stationery files, or only Word documents, or only MacWrite documents, and so on.

The second new choice in the Open dialog box is a button labeled Find File.... This takes you to a Word feature that helps find lost files and round up collections of files meeting specific criteria.

Double-clicking on Word document icons in the Finder will launch Word, if necessary, and load the document.

Here are the general steps for opening Word documents with Word running:

1. From within Word, use the Open... command on Word's File menu or its keyboard shortcut ⌘-O.
2. Use the drop-down list above the scrollable list to open the appropriate disk and folder.
3. Double-click on the desired file name to load the document.

Version 5.1 users can click on the Toolbar button that looks like an open file folder (2nd from the left on the Toolbar), to reach the Open dialog box.

OPENING NON-WORD DOCUMENTS

Each different word processing program (MacWrite, WordPerfect, etc.), creates document files containing unique control codes for things like character attributes, margins and so forth. Frequently, if you use one word processing program to open a document created by a different program, you will see these codes which look like unintelligible gibberish intermixed with the document's text. Margins may be different. Fonts and line spacing will often change.

There are third-party file conversion programs that can minimize these problems (like Apple File Exchange, and Word for Word). Microsoft Word also has some file conversion capabilities of its own. It uses converters stored in your Word Commands folder. Many of the converters are automatically placed in your Word Commands folder during the standard Easy Installation procedure. A few others must be dragged there manually. With all of the converters in place, Word can open and save the following file types:

- Earlier Macintosh Word versions (1.0, 3.0 and 4.0)
- Word for DOS versions 1.0 through 5.5
- All Word for Windows versions
- All Microsoft Works for the Macintosh versions
- MacWrite II and MacWrite 4.5 and 5.0
- WordPerfect for DOS versions 5.0 and 5.1
- Documents saved in Rich Text Format (also called Interchange or RTF)
- Documents saved as text only
- A variety of graphics files (EPS, TIFF, PICT1 and PICT2)

Version 5.1 users will also be able to use Word directly with Macintosh WordPerfect version 2.0 files and Microsoft Excel files. Word 5.1 also has improved MacWrite II, WordPerfect DOS, and Windows MetaFile converters.

Don't expect exact parity when moving documents from one program or computer to another. You will probably need to make some

formatting changes, deal with line ending differences and so on. Here are the general steps for loading Non-Word documents:

1. From within Word, use the Open... command on Word's File menu or its keyboard shortcut ⌘-O.
2. Point to the List Files of Type drop-down list to pick the kind of files you wish to view and open (MacWrite, text, graphics, etc.).
3. Use the drop-down list above the scrollable list to open the appropriate disk and folder.
4. Double-click on the desired file name.
5. Word will convert and load the document or alert you to the fact that it cannot do the necessary conversion.
6. Inspect and clean up the document.
7. Save it as a Word document if you plan to use it with Word in the future, or use the Save As... command to save it in the originating program's format if that's where you will be working on the document in the future.

If you find yourself dealing with DOS or Windows documents on diskettes, purchase a program like AccessPC for your Superdrive-equipped Mac. Programs like these let you read and write MS-DOS diskettes on your Mac.

OPENING DOCUMENTS AS READ ONLY

If you wish to open a document as read only to prevent yourself from accidentally making changes to the disk file, click on the Read Only option box on the Open menu.

Moreover, Stationery documents are always opened as read only. When you open a stationery document then make changes and save them, you will be automatically prompted for a different file name. Stationery is discussed in more detail in Chapter 15.

FIND FILE...

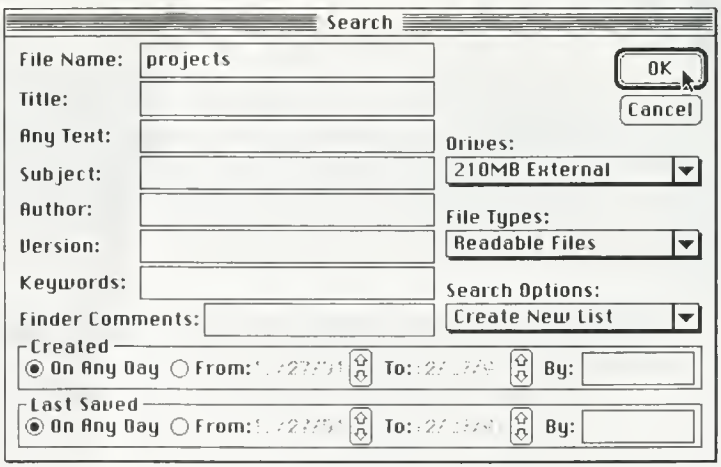
Don't confuse Word 5's Find File... feature with the Find File desk accessory found on some Apple menus. Word's Find File... (reached by choosing Find File... from the File menu) is a powerful tool that helps you locate, list, sort, examine, open, and print documents based on simple or complex search criteria. You can examine your Mac's hard disk(s) or even search a server or shared drive over a network. Both Word and non-Word files can be located using this feature.

Suppose, for instance, that you recall creating a list of projects for a client, but you don't remember where you saved the list. Find File... can help.

Start by choosing Find File... from the File menu or by clicking the Find File... button in Word's Open dialog box. You will see a Search dialog box that looks something like Figure 6.3.

FIGURE 6.3

Word's Find File... does much more than Apple's desk accessory of the some nome, like displaying this Search dialog box.



It gives you a number of places to type restrictive search criteria, an area to specify restrictive date and time ranges, plus three drop-down menus.

If you are using Word version 5.1, the Drives drop-down list will be titled Location. You will also see file folders listed in addition to disk drives. Open folders to restrict the search.

As you may have gathered from Figure 6.3, Find File... lets you make very specific requests. Let's look at several examples.

SEARCHING BY FILE NAMES

Continuing with the case of the missing project list, let's say you remember that the file name contained the word *projects*. Typing that word alone in the File Name entry area of the Search dialog box and clicking OK or pressing Return will cause a rapid search of the disk specified in the Drives drop-down menu (a drive called 210MB External in Figure 6.3).

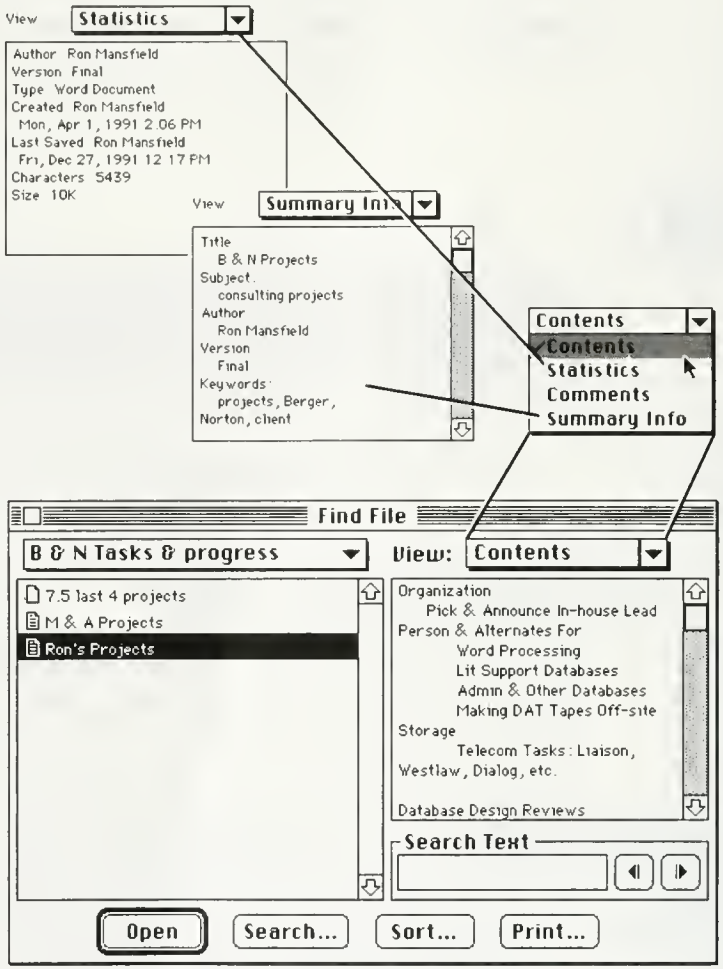
Soon you will see a new dialog box titled Find File, listing all of the files containing the word *projects* in their filenames. As you can see from Figure 6.4, it's possible to learn a lot from this box.

In our example, three files have been found. By clicking on the name of a found file you can examine it more closely. The View drop-down menu lets you see the contents of the file or review its statistics (creator, creation date, size, etc.). The window then displays available info. If you have entered summary information or added comments using your Mac's Get Info feature, you can read that information here as well.

Clicking the Open button at the bottom of the dialog box will open the document like usual. Clicking Search... will take you back to the Search dialog box. Print... opens the document and presents the Print dialog box. If you click on the folder name above the list of files, you can

FIGURE 6.4

Find File creates a list of files meeting your search criteria.



use the path menu to view additional files. The Sort... button is one of several devices designed to help you deal with long lists of documents meeting your criteria.

DEALING WITH LARGE LISTS

Suppose we had found a hundred files containing the word *projects* in their names, rather than just three? You could click on each name in the

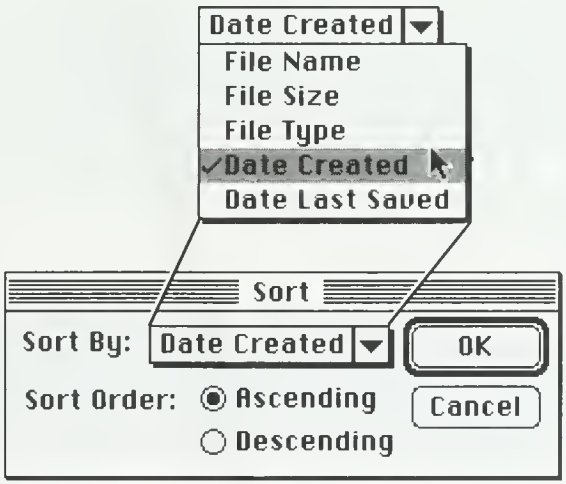
scrollable list and manually examine the files. But there are quicker alternatives such as the Sort... button in the Find File dialog box. It brings up another dialog box like the one shown in Figure 6.5.

If you know the approximate time frame of a project, date sorts will help you narrow down the list to examine. If you knew this was a big document, a sort by file size might help, and so on. The sort feature also lets you place lists in ascending or descending order. Click the appropriate radio button. When you are satisfied with your criteria, click OK or press Return.

Another alternative is to redo the search with more specific criteria. Clicking the Search... button will take you back to the Search dialog box where you can add further restrictions using the File Types drop-down menu. For instance, you can list only files that contain specific words or phrases; or you can list just files of a specific type. If you've entered summary information, you can use it to restrict searches. Here's how:

FIGURE 6.5

Find File's Sort... button lets you arrange long file lists by name, size, type, creation date, or last saved date.



SEARCHING INSIDE DOCUMENTS

Searches on file names alone are the quickest, and are recommended as the starting point for searches of any but the smallest disk drives. But if you cannot find a file with a file-name search, or if you find too many

files containing the search word, it is possible to ask Word to look inside each file on the disk being searched and list only those files containing the word or words meeting your criteria. Find File... searches entire Word documents including headers, footers, and hidden text.

The criteria it uses is called search text. You enter it in the Any Text box in the Search dialog box. You need to use the same care when specifying search text that you use with Word's Find... and Replace... commands. If you are too specific, you may miss the file you are looking for. Use too vague a search string, and you will get excessively long file lists.

Suppose, for instance, you want to round up everything you've written about DAT (Digital Audio Tape). If you use DAT as your search text, Word will also list files containing the words database, date, and Datsun. This example illustrates a subtle point about search text: casing is irrelevant. Placing a space after DAT in the search string solves that problem.

Several wildcards work here. You will type them from the keyboard. For example, Sm?th will find both Smith and Smyth. The wild card ^W searches for white space. See chapter 19 for more about Find and Replace wild cards that can be used here too.

Once you've entered search criteria in the Any Text section of the Search dialog box and started the search by clicking OK or pressing Return, Word will start examining the contents of your disk. This can take a while.

To cancel a long, needless search use the ⌘-. (period) shortcut.

Eventually a Find File window will appear. Select the file of interest. Then, use the Search Text arrow buttons shown in Figure 6.4. Word will display and highlight each occurrence of the specified text in the view area.

Incidentally, the Search Text arrow buttons work regardless of how you find files. You need not first specify text in the Any Text portion of the Search dialog box. Simply type in any text string you want to search for and press the searching arrows.

FIND FILE... AND SUMMARY INFO...

If you and your colleagues have been religious about entering consistent summary information, you can use the Find File... feature to search for those entries. That's the purpose of the Title, Subject, Author, Version, and Keywords entries in the Search dialog box.

Just remember that if you've created documents and failed to put your name in the author box when creating summary-info, or if you sometimes type your whole name and other times use your initials, you run the risk of missing documents when your Find File... search criteria include summary info search restrictions.

Naturally, documents created with other programs (like Word 4) that do not collect summary info will be ignored as well.

Written policies and procedures regarding file naming and summary information entries can be a big help in law firms and for publishers, and other organizations with networks and thousands of files.

TRY IT YOU'LL LIKE IT

If you haven't already done so, search for your Twain Quote using some of the summary info you entered when you initially saved the document.

MULTIPLE SEARCHES

There are times when you will want to do multiple searches. For instance, in our earlier example, you may discover that sometimes you referred to DAT in documents by the complete name and not the

acronym. You'd need to search once for DAT and a second time for Digital Audio Tape to find each relevant document. If you use multiple disk drives you will need to perform multiple searches.

Combining Searches

The classic combined search works like this. Search for the first criteria of interest (Any Text: = DAT for instance). Review the list in the Find File window.

Then click Search... to return to the Search dialog box. Pull down the Search Options menu near the lower-right corner of the dialog box. Choose Add Matches to List. Change the search criteria (to Digital Audio Tape, for example). Then run the new search. The resulting list will contain documents meeting either criteria.

You can combine the results of different types of searches. For example, you can search first by file name, then by author, and so on.

Searching Multiple Disks

If you have more than one disk drive on your computer, or if you want to search both your computer's disk and other drives on a network, you must do multiple searches. The results of the searches can be combined using the techniques previously discussed to give you one list for all drives. Here's how that works.

Search your first drive. Re-visit the Search dialog box and pick a new drive from the Drives list. Be sure to change the Search Options choice to Add Matches to List. Run a new search on the second drive. Repeat as needed until all drives have been searched.

Using Multiple Searches to Restrict Lists

So far, you've seen multiple searches used to make lists longer. It is possible to use the Search Only In List on the Search Options menu to make lists shorter. Do your search, then click Search... to return to the Search dialog box. Pick Search Only In List from the Search Options menu.

The next time you search, Word will only examine files listed in the previous search list. It is a way to narrow down your search without time consuming trips through irrelevant files and folders.

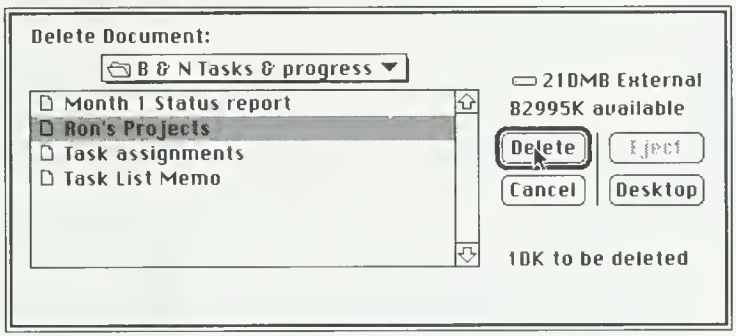
DELETING FILES IN WORD

Here's a worthwhile addition to your Word menu. Add the Delete... command by visiting the Commands... command in the Tools menu (⌘-Shift-Option-C). (See Chapter 31 to learn how to add menu items.)

The Delete... command lets you delete unwanted documents without returning to the Finder, as shown in Figure 6.6.

FIGURE 6.6

Delete... is a useful tool you can add to Word's File menu with the Commands... command.



SAVING INITIALLY—A REVIEW

You've already learned the basic steps for saving in Chapter 1. Here's a review and some additional information about saving.

- Until you save your document for the first time, it resides only in RAM and will be lost if there is a power failure or other malfunction.
- Save about every fifteen minutes or whenever you are interrupted.
- Turn on Word's automatic save reminder if you have trouble remembering to save. (Use the Open and Save category in the Preferences dialog box to enable reminders.)
- Always save before printing.

- Save before you do complex tasks that might drastically alter your document, like using the Replace... command or hyphenating.
- To save initially, select Save from the File menu or use the ⌘-S keyboard shortcut. (Version 5.1's Toolbar has a button that looks like a floppy disk. It will also start the Save process.)
- Pay attention to the part of the Save dialog box that tells you where Word plans to store your work.
- To specify a different save location, use the drop-down list located just above the scrollable file (or the Drive button in System 6).
- Type a name for your document in the Save Current Document as box, then simply click the Save button or press Return. Names can be up to 31 characters. Do not include colons (:) in your file names.
- You needn't type anything in the Summary Info dialog box, and you can prevent it from even appearing. But if you plan to keep many documents on your hard disk, and particularly if you will be storing things on a crowded network server, it is a good idea to use this new Word 5 feature.

SAVING AS YOU WORK

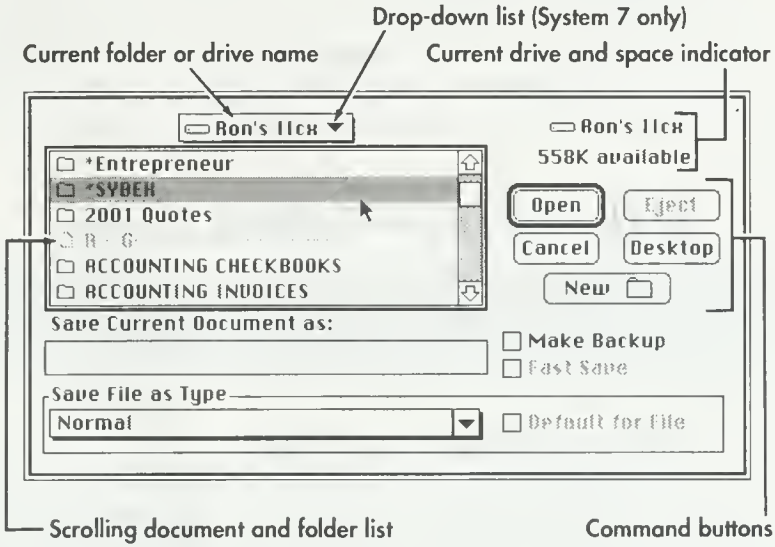
Once you've named a document and specified a place to save it, you'll not see the Save As... or Summary dialog boxes when you save unless you request them. A quick trip to the Save command in the File menu, or better still the key combination ⌘-S will save your work whenever you desire. So will clicking the Save button on version 5.1's Toolbar. Save early, often, and always before you print or make major changes.

The Save As dialog box shown in Figure 6.7 is the System 7 dialog box. System 6 users won't see the Desktop and new Folder buttons. Nor will they see the down-pointing arrow next to the current folder.

Here is a list of the options you'll see in the Save As dialog box and some information about their use; followed by examples of typical save

FIGURE 6.7

The Save As dialog box lets you name files and control a variety of save options.



operations. Remember that System 6 users will see a dialog box that looks slightly different from the one shown in Figure 6.7. Refer to the figure for help locating various parts of the dialog box as you read about them.

CURRENT FOLDER OR DRIVE NAME

This box shows the current drive or folder name. Unless you tell Word to do otherwise, this is where it plans to save your work. In System 7 you can point to this box to see a drop-down list of the folders and disk drives.

THE DOCUMENT AND FOLDER LIST

This scrollable list shows the contents of the current folder (or drive). The list might include Word documents, folders, and non-Word files and folders. You can use this list to open different folders (or drives) thereby causing Word to save your work in a location you specify.

CURRENT DRIVE

This area shows the current drive and the amount of free space on that drive (558K in the Figure 6.7 example). Unless you tell Word otherwise, this is the drive where your work will be saved.

SAVE CURRENT DOCUMENT AS BOX

This is where you type and edit document file names that should not exceed 31 characters. Don't use colons (:) in file names. You cannot use the same name for two files in the same folder.

THE COMMAND BUTTONS

The actual buttons you see here will change depending upon which version you are using and what you are doing. For instance, if you have a floppy disk inserted in your floppy drive, and if you make that floppy the current disk, the Eject button will no longer be dim. System 6 users will see a Drive button in place of the System 7 Desktop button shown here. The Open Button changes to a Save button when you can save.

In Figure 6.7 the button reads Open since a folder has been selected in the scrolling list. Clicking the button (or double-clicking on the Folder name) will open the folder and display the Save button.

MAKE BACKUP OPTION BOX

Beware the Make Backup Option box! When you choose this option, Word copies the most recent disk-resident version of your file before saving your current changes to the original file. This is not a true backup for several reasons described elsewhere in this chapter.

FAST SAVE OPTION

The Fast Saves option causes Word to save just your changes most of the time rather than making you wait while it rewrites your entire document to disk each time you save. While this option can let you get back to

typing and editing more quickly, it consumes extra RAM, and can create real recovery problems if you have trouble with your disk while working on a big project. If you do want to use the feature, it must also be enabled in the Save and Open preferences. See Chapter 31 for details.

Many experienced Word users leave Fast Save off.

SAVE FILE AS TYPE LIST

This drop-down list lets you specify non-Word file formats when you save. Compatibility with other programs will vary based on which Word features you use and which other programs you plan to exchange data with.

DEFAULT FOR FILE

An X in this box tells Word that you want to use the specified non-Word format whenever issuing the Save command. Remove the X and change the file Type to Normal to save Word documents as Word documents.

SAVING UNDER A DIFFERENT FILE NAME

Normally, once you've named a document, Word will keep saving the document under the same name. Use the Save As... command to save a document under a different file name.

1. If necessary, make the document you wish to save the active document, then choose Save As... from Word's File menu or use the Shift-F7 shortcut.

2. Type a new file name in the Save Current Document as area of the dialog box. Since this area is already highlighted, you can just start typing.
3. Specify a new folder and disk location if you wish, then click the Save button or simply press Return.
4. Future Saves will use this new name and location.

SAVING TO FLOPPY AND OTHER DISK DRIVES

Normally, once you've saved a document, Word will keep saving the document to the same disk and into the same folder you initially specified. Use the Save As... command (Shift-F7) to save a document to a different disk or to a different folder.

1. If you plan to save to a floppy, insert it into your Mac's floppy drive. If you plan to save to a different hard drive, be sure it is turned on and mounted. If you plan to save on a server, be sure your network connection has been established, and that the desired server drive is mounted. (See your Macintosh manuals or contact your network manager for assistance.)
2. If necessary, make the document you wish to save the active document, then choose Save As... from Word's File menu or use the Shift-F7 shortcut.
3. Specify the desired disk drive in the Save dialog box by clicking the Drive button repeatedly in System 6 until you see the drive that you want, or by clicking the Desktop button in System 7. The Desktop button in System 7 displays the available disks in the scrollable list. When you've chosen the appropriate disk (or a folder on that disk), click the Save button or simply press Return.
4. Future Saves will use this new name and location.

CREATING NEW FOLDERS WHILE SAVING

System 7 users can create new folders without leaving Word by clicking the New Folder button in the Save dialog box, then specifying a location for the new folder and giving the folder a name. System 6 users will need to return to the Finder to create new folders.

SAVING IN NON-WORD FORMATS

Just as you can open non-Word files with Word, you can save your work in Non-Word formats. Use the drop-down Save File as Type list in Word's Save As... dialog box to specify the desired file format.

DOS AND WINDOWS FORMATS

When saving files that will be used on DOS and Windows computers, restrict document file names to eight characters (no spaces), plus a three character extension. *Letter to Bob* is not an acceptable DOS or Windows file name for instance, while BOBLTR or BOB.LTR are acceptable. Some word processing programs expect specific file extensions. Check with the documentation that came with your DOS or Windows programs for details about file naming rules and conventions.

WHEN YOUR DISK GETS FULL

Occasionally, when you attempt to save, Word will tell you that there is not enough room for your project on the current disk. You may even get an insufficient disk space message seemingly out of the blue. This is because Word sometimes creates temporary files that need disk space of their own. There are several things you can do in this situation.

- Use the Save As command to save to a different hard drive on your Mac or perhaps to a different hard drive elsewhere on your network.

- Use the Save As command to save to a floppy disk.
- Switch to the Finder (requires System 7 or System 6 under MultiFinder), and delete old unwanted files, empty the trash (an important step), then switch back to Word and attempt to save again.
- Use Word's optional Delete... command which is unfortunately not automatically displayed on Word's File Menu.

On the theory that some people reading this paragraph may be in a panic since the first three options aren't available, here's a way to use the Delete... command even if it is not installed on your Word File menu:

1. Choose Commands... from Word's Tools menu (or press ⌘-Option-Shift-C if some turkey removed the Commands... choice from your Tools Menu).
2. Scroll to the Delete... choice in the list of commands that will appear. (Don't confuse this with the many other Word commands containing the word delete. You want Delete...)
3. Click the Add button to add the Delete... command to your File menu.
4. Close the Commands dialog box by using the Close button.
5. Use the new Delete command on your Word File menu to free-up some disk space by choosing and deleting unwanted files.
6. Try to save your Word document again.
7. Delete still more old files if necessary.

After you've saved successfully, use the Finder to clean up that cluttered disk of yours or buy a bigger one. To learn more about adding commands to your Word menus read Chapter 31.

GETTING A SAVE REMINDER

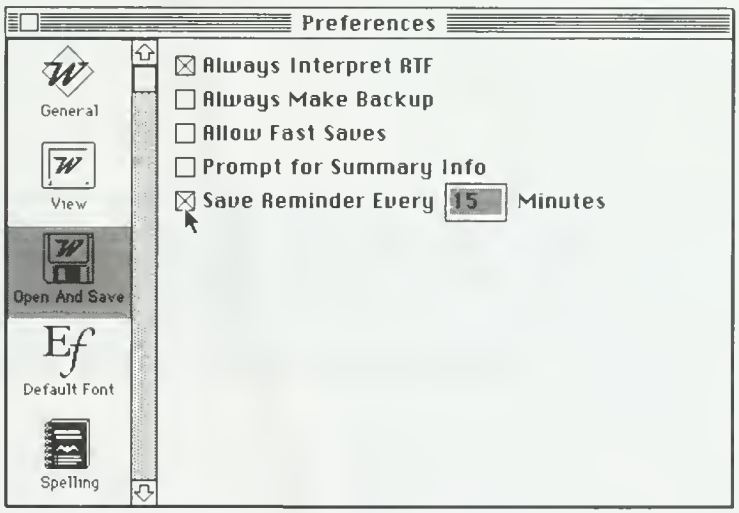
If you want Word to remind you to save regularly, you can turn on the Save reminder by following these steps:

1. Choose the Preferences... command from Word's Tools menu.
2. Click on the Save and Open Disk icon as shown in Figure 6.8.
3. A list of Save options appears like the ones shown in Figure 6.8.
4. Click on the Save Reminder option box to place an x in it.
5. Enter the number of minutes between reminders (15 is the default).

Once you've turned on the reminder, Word will bug you any time you've gone longer than the designated period without saving. You may lose a few characters if you are typing when this alert pops up. Check your work. See Chapter 31 for more about the Preferences command.

FIGURE 6.8

Enable save reminders and specify the time between reminders with the Open and Save category in the preferences dialog box.



MAKING FILE BACKUPS FOR SAFEKEEPING

It's a fact of life. Hard disks fail. Floppy disks are easily damaged. Fires, floods, winds, and earthquakes destroy computers and the files stored on their disks. Punks walk off with them. Nice people like you and I accidentally delete important files. Computers and software have a mean-spirited habit of trashing your important work-in-progress, usually when you are in a big hurry.

You need to make regular backup copies of your important Word documents, and you need to store those files far enough away from your computer so that they will survive a neighborhood disaster.

The easy way to save small, simple files is to copy them to floppies. Use Word's Save As... (Shift-F7) to place copies of important documents on separate disks which should be stored away from your computer. Or you can save entire folders to floppies using your Mac's Finder. (Consult your Apple documentation if you need help with this.)

For big Word files and large collections of documents, consider backing up to removable portable hard disks, or look into tape backup systems.

Whatever you do, don't rely upon Word's automatic Backup feature as your only backup method! Backup files created with this automatic feature will almost never contain the most recent changes you've made. Many experienced users leave this automatic backup feature turned off and take active responsibility for backups themselves. (Turn it off in the Open and Save category of the preferences dialog box. See Chapter 31 for details.) If your organization has a computer support person or network manager ask about backup policies and procedures.

RECOVERING DAMAGED FILES

If, while working in Word, there is a power failure or other gremlin that causes your computer to lock up or otherwise misbehave, you may find yourself with a damaged document that will either refuse to load, or be missing information. If you have taken the advice earlier in this chapter, and turned off the Fast Save feature, you may be able to recover most of

your recent work by loading the appropriate temporary file that Word has probably placed in your System folder. Here are the general steps:

1. Quit Word, then from the Finder (with Word not running), open your System folder and look for files with the word Temporary and a number following them (Temporary-3, for instance).
2. Move these temporary files out of the system folder.
3. Check their dates and times. Chances are one or more of them will have dates and times approximating the crash time. These are the ones you are after.
4. When you find likely candidates, name them something else.
5. Launch Word.
6. Use the Open command with the All Files choice in the List Files of Type box.
7. Attempt to open the renamed temp file(s).
8. Cut or copy the salvageable stuff into a new or existing Word document.

Never delete or rename temporary files when Word is running. Quit Word first.

PART

II

Formatting Fundamentals

Following Word's own organization, Part II logically explores most of the tools used to control the overall appearance of your document. You'll learn about setting margins and indents, changing character formatting, adjusting line spacing, setting tabs, creating tables, headers, footers, sections, styles, and much more.

This is where the rubber meets the road. The tricks you'll learn in Part II can turn any beginner into an accomplished wordsmith. Read it from start to finish. Later it'll make a good reference tool.

CHAPTER

7

Margins and Page Breaks

To change margins **208**

use the Document... command on Word's Format menu or the ⌘-F14 keyboard shortcut. Type desired top, bottom, left, and right margins in the margins boxes. Or you can switch to Print Preview and drag margin handles.

To create mirrored margins for facing pages **212**

choose the Mirror Odd/Even option in the Margins section of the Document dialog box. Reach it with the Document... command (⌘-F14) on Word's Format menu.

To control repagination **216**

turn automatic repagination off or on. Clear the Background Repagination check box in the General Preferences dialog box reached with the Preferences... command on Word's Tools menu. To force repagination use the Repaginate Now command on the Tools menu. Version 5.1 users with wide enough screens can use the Toolbar's Repaginate button.

To force manual page breaks **217**

position the insertion point where you want the new page to begin. Press Shift-Enter or use the Page Break command on Word's Insert menu. Version 5.1 users with wide enough screens can use the Toolbar's Page Break button.

To remove manual page breaks **218**

select the manual page break mark (a thick dotted line) and delete as you would any other character—with the Delete key, for instance.

To keep things together on a page **218**

select the items you want to keep together, then choose the Format menu's Paragraph command (⌘-M). Choose the Keep Lines Together or Keep Paragraphs Together options. Click OK.

To control widows and orphans **221**

turn this feature off or on from the Document dialog box reached from the Format menu. Click in the Widow Control check box to remove the X and allow widows and orphans.

Featuring

- *Ways to adjust the white space around pages*
- *Tips for documents that will be bound*
- *Tips for two-sided printing*
- *How headers and footers affect margins*
- *Ways to control page breaks and pagination*
- *Ways to keep things on the same page*
- *Controlling widows and orphans*

THE WHITE SPACES around the four edges of a Word 5 page are determined primarily by margin and optional gutter settings. (Gutters add extra white space for bound documents.) One set of margin and gutter settings is used for an entire document. Your choice of paper size, paper orientation (portrait vs. landscape), and margin, and gutter settings work together to determine the size and shape of the text area of the pages in your document.

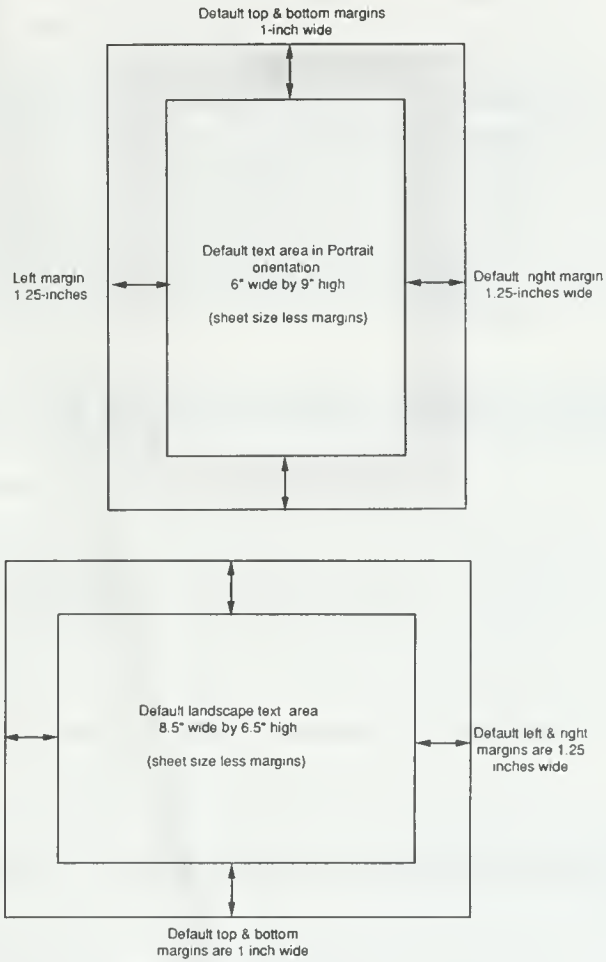
Larger margins and gutter settings decrease the available text area while increasing the surrounding white space on each page. Figure 7.1 shows the Word 5 default margin and text-area dimensions for both portrait and landscape orientations when creating U. S. letter-size documents without gutters.

GET OFF TO A GOOD START

Since margin settings (and Page Setup information) all affect pagination, it is a good idea to define these dimensions right when you begin a new project. This will give you a better grasp of the page count and overall look of the document as you work. You can always fine-tune margin settings just before final printing.

FIGURE 7.1

Margin settings, paper size, and orientation are three of the many factors that affect the available text area.



Margins need not all be the same width. It is possible, for instance, to have a 1½" left margin and a 1.0" right margin, a ½" bottom margin and a ¾" top margin, or just about any combination you desire.

When printing two-sided documents, you may want to use Word's Mirror Even/Odd margin feature and possibly add gutters to place extra white space near the center of your book. (Note that it is convention to have odd-numbered pages on the right and even on the left—just look at

any book!) If you plan to have different left and right margins in a two-sided document (a wide left and narrow right, for instance), it is useful to think of these as inside and outside margins rather than left and right margins, since the wide margin will be on the left of odd-numbered pages and the wide part on the right side of even-numbered pages. You'll learn how in this chapter.

If you use headers and footers, you will want to know how they interact with margin settings. Word makes this all fairly painless.

Remember, some printers cannot print at the extreme edges of a page. This can be a consideration when setting margins.

Document margins vs. indents

Don't confuse Word's margin settings with its paragraph indentation feature. A Word document can have only one user-specified left margin setting and only one user-specified right margin setting, but each paragraph can have a different left and right indentation setting.

Indents are added to margin settings. That is to say, if you specify a 1.0" left margin and a ½" left indent, your text will print 1½" from the left margin. If you set a 1.0" right margin and indent the right edge of a paragraph 1.0", the text will stop 2.0" from the right edge of the page. See Chapter 9 to learn more about indenting.

Changing document margins

There are three ways to set margins. The most straightforward method is to use the Document dialog box reached from the Format menu. (If you have an Extended keyboard you can use the ⌘-F14 keyboard shortcut to bring up the box.)

It is also possible to drag margins using the margin handles in Print Preview. This lets you see the results of margin changes after a slight repagination delay.

Finally, you can drag margin brackets in Normal and Page Layout views. The margin brackets are located on Word 5's ruler. Let's look at all three techniques, starting with the dialog box.

Document margins are affected by your printer choice, page orientation, and other decisions made in the Page Setup dialog box. Choose your printer, if you have more than one, then use the Page Setup command on the File menu to make any necessary changes before adjusting margins.

THE DOCUMENT DIALOG BOX MARGIN SETTINGS

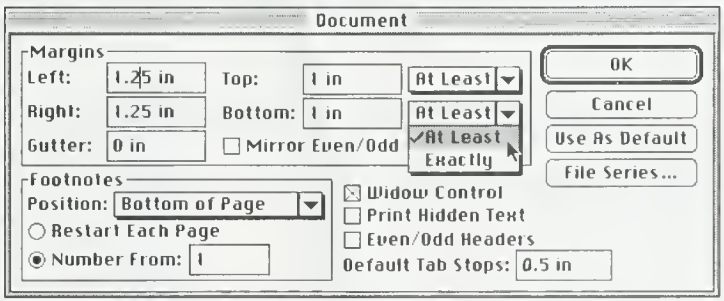
Figure 7.2 shows the Document dialog box. You are invited to enter new Left, Right, Top, Bottom, and Gutter margins. After you type in each new setting, press Tab to move to the next box. As with other Word dialog boxes, enter fractions as decimals (1/4" would be 0.25, and so on).

Here are the general steps for changing margins from within the Document dialog box:

1. Choose the Format menu's Document... command or use the ⌘-F14 shortcut on extended keyboards.
2. Type the dimensions you desire in the Top, Bottom, Left, and Right boxes.
3. Click OK.

FIGURE 7.2

You have complete control over margins in the Document dialog box, found under the Format menu.



DRAGGING MARGINS IN PRINT PREVIEW

It's easy to change a document's margins while in Print Preview. Drag any of the margin handles, as shown in Figure 7.3, then wait a moment for your Mac to redisplay the page with your new margin settings.

If you don't see the margin handles in Print Preview, click the third icon from the top of the Print Preview icon stack as shown in Figure 7.4. This will display the margin boundaries and handles.

FIGURE 7.3

Drag margin handles in Print Preview to change your margins.

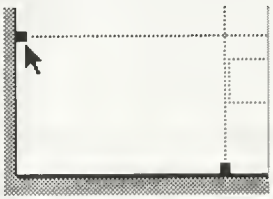


FIGURE 7.4

Click here if necessary to reveal margin guidelines and handles.

When displaying two side-by-side pages in Print Preview, you will need to click in one page or the other before adjusting margins. The handles and guidelines will move to the page where you click. This lets you work with different left and right (inside/outside) margin combinations. The general steps for changing margins in Print Preview are:

1. Switch to Print Preview from Word's File menu or with the ⌘-Option-I keyboard shortcut.
2. If the margin boundaries and handles are not visible, click on the third icon from the top to turn on the boundary lines and handles.
3. Point to a margin handle. The pointer will change to a cross hair.
4. Drag the margin handle. Watch the margin dimension displayed near the top of your screen as you drag.
5. Release the mouse button and click anywhere off the page to see the effect of the margin changes.
6. Repeat steps 3 through 5 to fine tune, if necessary.

If you've chosen Mirror Odd/Even margins in the Document dialog box, be sure to display two pages in Print Preview to see the effect on facing margins as you drag. Odd pages (pages 1, 3, etc.), are always displayed on the right.

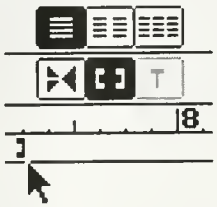
DRAGGING MARGIN BRACKETS ON THE RULER

The bottom edge of the Word 5 ruler normally displays left and right paragraph-indent markers. You can display document-margin markers instead, then move them.

1. If the Ruler is not displayed, use the Ruler command on the View menu or the ⌘-R shortcut.
2. Click on the margin-marker button (the middle one), highlighting it as shown in Figure 7.5.
3. With the margin markers (the square brackets) displayed on the ruler, simply drag them to the desired position with your mouse. Watch the lower left of your screen for the margin dimension as you drag.

FIGURE 7.5

Click an the middle ruler marker button to reveal margin markers, then drag margin markers to change document margins.



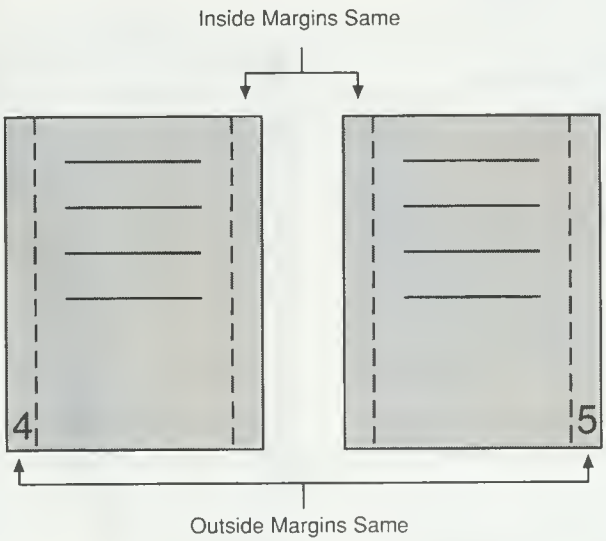
ALTERNATE FACING (MIRROR) MARGINS

Select the Mirror Even/Odd feature in the Document dialog box when you have different left and right margin widths and your final output will be two-sided. Word makes inside margins of odd- and even-numbered pages the same size; and does the same with the outside margins of odd and even pages, as illustrated in Figure 7.6. This is how you get white space on the appropriate side of even and odd, two-sided pages.

When you choose Mirror Even/Odd, the Document dialog box refers to margins as Inside and Outside rather than Right and Left. Word takes care of all the margin details for you, even if you tell it to start new sections on odd pages.

FIGURE 7.6

Mirror Even/Odd margins compensates for two-sided documents with dissimilar left and right margins.



When adjusting margins in Print Preview, if you've chosen the Mirror Odd/Even feature, be sure you display two pages in Print Preview. Otherwise you won't know if you're working with an odd or even page.

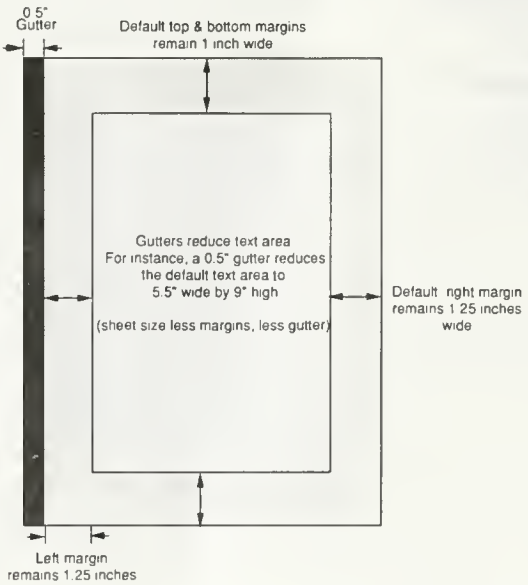
GUTTERS FACILITATE BINDING

Here's one of those features that apparently exists simply because other products have it. Gutter margins compensate for the paper tucked away in the binding of a two-sided book that would be unreadable. Gutters are additional white space in the inside margins. The gutter width, which you specify in the Document dialog box, reduces the text area, as shown in Figure 7.7.

In Print Preview, you can see the effect of gutter margins, but you cannot adjust them. To adjust the gutter, leave Print Preview and visit the Document dialog box.

FIGURE 7.7

Gutter space compensates for paper used in the binding process by adding space to inside margins in two-sided documents.



TIP

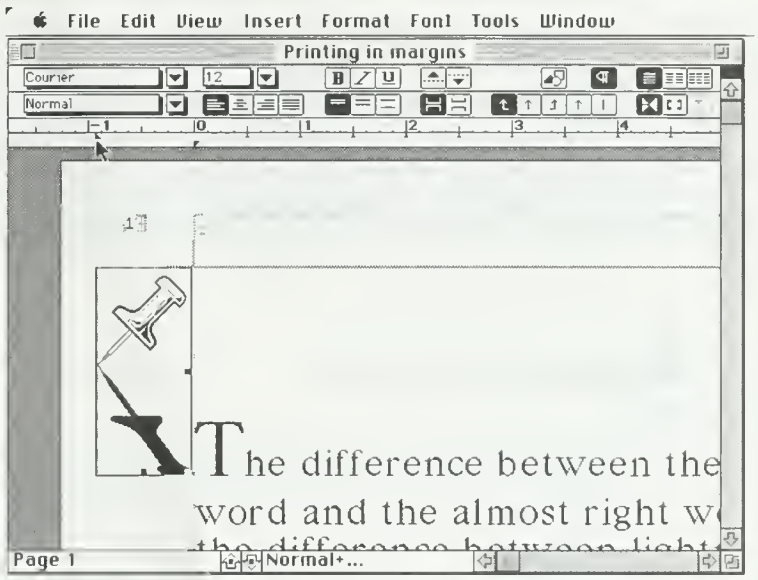
Instead of using gutters, simply increase the size of the inside margins to accommodate binding.

PRINTING IN MARGINS

As you can see from Figure 7.8, it is possible to place text, graphics, and page numbers in margins by using indent markers. You can drag indent markers into margins, and text or graphics will follow. You can also use Word's Frame command to place things in margins, as described in Chapter 5. Page numbers can also be positioned in margins, as you will learn in Chapter 11.

FIGURE 7.8

It's easy to print in the margins.



HOW HEADERS AND FOOTERS AFFECT MARGINS

Headers and footers print in the top and bottom margins. The inclusion of headers and footers causes Word to automatically adjust top and bottom margins when necessary. For instance, if you use the Document dialog box to specify a minimum top margin of ½", then create a header that is 1.0" high, word will increase the top margin size to make room for the big header. You can override this feature by specifying exact top or bottom margins in the Document dialog box. This will force Word to limit top and bottom margins, headers and footers be damned! This can create some interesting effects, desired and otherwise. Read about headers and footers in Chapter 11.

PAGE BREAKS

Page breaks are the places in your document where one page ends and a new page begins. Many things affect where page breaks will occur.

Factors include the size of your paper, margin settings, paragraph formats, and section breaks. Word automatically computes and displays page breaks as you add and delete information. You can visualize page breaks in all views prior to printing. Breaks appear as dotted lines in Normal and Outline views. Since both Page Layout view and Print Preview simulate sheets of paper, page breaks are easy to visualize in those views as well.

You can force your own page breaks. For instance, if you always want new chapters to start on a new page you can force this by inserting manual page breaks at the beginning of each chapter.

REPAGINATION

In order to display and print page breaks properly Word must recalculate page endings after you've made changes. Normally this is done automatically in the background whenever Word can steal some otherwise unused computer time. This process is called automatic repagination. Since page endings affect certain other features, Word always repaginates when:

- You ask it to print
- You switch to Print Preview or Page Layout view
- You compile a Table of Contents or Index

To turn off automatic repagination (and speed up slower Macs when working on large documents), do the following:

1. Choose Preferences... from Word's Tools Menu.
2. Display the General category if it is not already in view by clicking on the General icon.
3. Clear the X from the Background Repagination check box.
4. Close the Preferences dialog box.
5. Remember to use the Repaginate Now command when you desire repagination.

You can also force repagination whenever you like by issuing the Repaginate Now command found on the Tools menu.

If you have a large enough screen and are using Word version 5.1, the Repaginate tool is available in button position 21 on the Toolbar when counting from left to right. It looks like four sheets of paper.

FORCING PAGE BREAKS

When you want to force a page break, you can insert manual page breaks. In Normal and Outline views they look thicker than Word's automatic page breaks.

Generally speaking, forcing a page break is not a great idea. If you must do it, wait until you have done all of your other formatting.

To insert a manual page break:

1. Move the insertion point to where you want to place the break.
2. Either select Page Break from the Insert menu or use the Shift-Enter shortcut. Be sure you hit Shift-Enter and not Shift-Return. (PowerBook owners will need to hunt for their tiny Enter keys.)
3. You'll see a thick manual page break line on your screen.
4. Text or graphics below the manual page break will appear on the next page of your document.

If you have a large enough screen and are using Word version 5.1, the Page Break tool is available in Toolbar button position 20 when counting from left to right. It looks like text with a light line dividing it.

MOVING AND DELETING PAGE BREAKS

Manual breaks can be dragged up or down in Print Preview. They look heavier than Word's margin lines. In other views you can either drag and drop, or cut and paste manual breaks.

Manual breaks can be highlighted and deleted like text in Normal, Page Layout, and Outline views. (You cannot delete automatic breaks placed by Word.) Select a manual break line and press Delete.

The Replace... command will also let you search for and delete manual breaks. You do this by searching for manual breaks and replacing them with nothing. See Chapter 19 to learn more about replacing.

KEEPING THINGS TOGETHER ON A PAGE

Sometimes automatic page breaks occur where they shouldn't like just after paragraph headings or in the middle of lists or tables. Word offers several ways to keep things together.

KEEPING LINES TOGETHER

To keep lines together and prevent a page break from separating them, do the following:

1. Select the lines you wish to keep together.

2. Choose Paragraph... from Word's Format menu, or use the ⌘-M keyboard shortcut.
3. Enable the Keep Lines Together option by clicking to place an X in the appropriate box.
4. Click OK.
5. Small black, non-printing blocks will appear next to the paragraphs indicating that they have special formatting that may not be obvious in some views.
6. The lines will stay together on the same page with each other (sometimes causing very early page breaks).

KEEPING PARAGRAPHS OR GRAPHICS AND LABELS TOGETHER

To keep paragraphs together, or to keep graphics and related text together on the same page, do the following:

1. Select the paragraphs (possibly including graphics) you wish to keep together.
2. Choose Paragraph... from Word's Format menu or use the ⌘-M keyboard shortcut.
3. Enable the Keep With Next option by clicking to place an X in the appropriate box.
4. Click OK.
5. Small black, non-printing blocks will appear next to the lines indicating that these lines have special formatting that may not be obvious in some views.
6. The designated items will stay together on the same page with each other (sometimes causing very early page breaks).

KEEPING PARTS OF TABLES TOGETHER

As you will learn when you read more about tables in Chapter 10, Word treats each row in a table as a separate paragraph. Select all the rows of a table and use the Keep with Next paragraph option to keep a table intact.

FORCING PARAGRAPHS TO START ON A NEW PAGE

To force paragraphs to start a new page (chapter headings, for instance), do the following:

1. Select the paragraph you want to place at the top of a new page.
2. Choose the Paragraph command from the Format menu or use the ⌘-M keyboard shortcut.
3. Select the Page Break Before option.
4. Click OK.

REMOVING KEEP WITH AND SIMILAR PARAGRAPH OPTIONS

To remove special paragraph and line options like Keep With Next, Keep Lines Together, and Page Break Before:

1. Select the paragraph(s) you want to change.
2. Choose the Paragraph command from the Format menu or use the ⌘-M keyboard shortcut.
3. Click to remove Xs from unwanted options.
4. Click OK.

CONTROLLING WIDOWS AND ORPHANS

Widows are short lines (typically a single word) at the end of paragraphs. Orphans are the first lines of paragraphs that print by themselves at the bottom of a page. While both can be distracting to readers, some editors will tell you to eliminate orphans and live with widows (pun intended). The choice is yours, unless you work somewhere with policies about such style issues.

Word automatically eliminates both widows and orphans unless you tell it to do otherwise. You may find it helpful to turn off this feature if you are having trouble making things fit, particularly in multi-column documents. Here's how to turn off automated widow and orphan suppression:

1. Choose the Document... command from Word's Format menu or use the ⌘-F14 shortcut on extended keyboards.
2. Remove the X from the Widow Control option box.
3. Click OK.
4. Widows and orphans may occur, and you must deal with them manually, or choose to ignore them.

CHAPTER

8

Characters

and Fonts

To specify character appearance before typing **231**

choose a font, font size, character formatting options, and other embellishments. Use the Format menu, Character dialog box, Font menu, ribbon, keyboard shortcuts, and version 5.1's Toolbar to make your choices. The characters that you type will take on the specified appearance.

To change character appearance after typing **232**

select the text you wish to alter, then choose a font, font size, character formatting options, and other embellishments. Use the Format menu, Character dialog box, Font menu, ribbon, keyboard shortcuts, and version 5.1's Toolbar to make your choices. The characters that you type will take on the specified appearance.

To change your default font **253**

use the Default Font... command on Word's Font menu to open the Default Font category in the Preferences dialog box. You'll see two drop-down lists—one for font and the other for size. Make your choices and close the Preferences dialog box. Changes affect the current document and all new documents.

To type special characters and symbols **253**

either type appropriate key combinations (like Option-8 for bullets) or use the Symbol... command on Word's Insert menu to display the symbol dialog box. Click on desired symbols to place them at the insertion point. Switch fonts before and after inserting when it is necessary to include characters or symbols not found in the current font. Version 5.1 users with wide screens can use the Symbol button. You can also use the Key Caps command on your Apple menu to view and insert special symbols and characters.

To create drop caps **259**

select the text, symbol, or graphic you wish to drop, then use version 5.1's Drop Cap... command found on the Insert menu. If you are not using version 5.1, frame the desired elements with the appropriate Frame... command (on the Insert and Format menus), then position the frame so that text will flow around it. Adjust line spacing, frame width and subscripting to tighten up white space around drop caps.

To type non-breaking spaces **267**

hold down the Option key when you press the space bar to create non-breaking spaces. These will keep words together on the same line. Non-breaking spaces can be spotted in text by looking for their non-printing tildes.

Featuring

- *Character formatting*
- *Understanding, picking, and using font technologies*
- *Controlling typesetter's, or smart, quotes*
- *Typing symbols and special characters*
- *Hyphenation*
- *Formula commands for technical typing and math formulas*

SPECIALISTS CALLED TYPOGRAPHERS spend their whole lives studying and improving the appearance of printed words. It is a complex profession steeped in tradition and romance. Computers have added to the trivia and mystique surrounding typography. Word 5 provides considerable typographic prowess. For instance, you can:

- Specify fonts (type designs)
- Specify character size
- Embellish text (embolden, italicize, and underline it)
- Adjust inter-character spacing (kerning)
- Specify colors for characters
- Change the case of text (e.g., lowercase to uppercase)
- Super- or subscript characters
- Copy and repeat character formatting
- Include international accent marks and special symbols
- Hide and reveal text selectively (annotations)
- Use Word's typeset commands for equation and technical typing

For many, it may be enough to know how to print desired characters in appropriate sizes and styles. Other readers will want to know how to get just the right look. Some will need to know about various font technologies. You may need to be aware of compatibility issues when moving documents from one computer or printer to another.

This chapter progresses from simple, non-technical techniques to fairly complex issues. Feel free to jump from topic to topic as the need arises.

If you always use the same computer, and a single printer; and if you are happy with your choice of fonts and effects, you may be able to completely ignore the technology and typeset command information found near the end of this chapter.

TERMINOLOGY

People often use the terms font and typeface synonymously. The terms are not really synonyms, but since the world seems to be treating them that way these days, we will too. With apologies to professional typographers, let's start with some slightly over simplified definitions.

CHARACTERS, FONTS, AND TYPEFACES

Characters are the letters, numbers, punctuation marks and special symbols that you type from the keyboard. For our purposes, we'll define a font or typeface as a collection of characters and symbols with a common appearance, or design. Courier is an example of a Font. It will remind you of old electric typewriters. Times is a different font (or typeface) that will remind you of newspaper and magazine copy.

Different fonts contain different collections of characters and symbols. Some fonts are designed to be used for specific purposes like headings or drop caps. These sometimes have only upper case letters, and may not even contain punctuation. There are scientific and math fonts that contain the necessary Greek and other symbols for technical typing. Others fonts are used for adding decorations to your document. Zapf Dingbats is an example. Instead of numbers and letters it contains tiny pictures of airplanes, boxes, check marks and so on.

FONT FAMILIES

A collection of all of the variations of a font is called a family. For instance, you can purchase a font family from Adobe called Lucida. This family includes Lucida Roman, Lucida Italic, Lucida Bold, and Lucida Bold Italic.

One way to add emphasis to a document is to use different fonts for headlines, paragraph headings, and body copy. Sometimes you'll decide to pick different fonts from the same family, other times you'll mix fonts from different families. The headings and body type used in this book illustrate both techniques.

CHARACTER FORMATTING

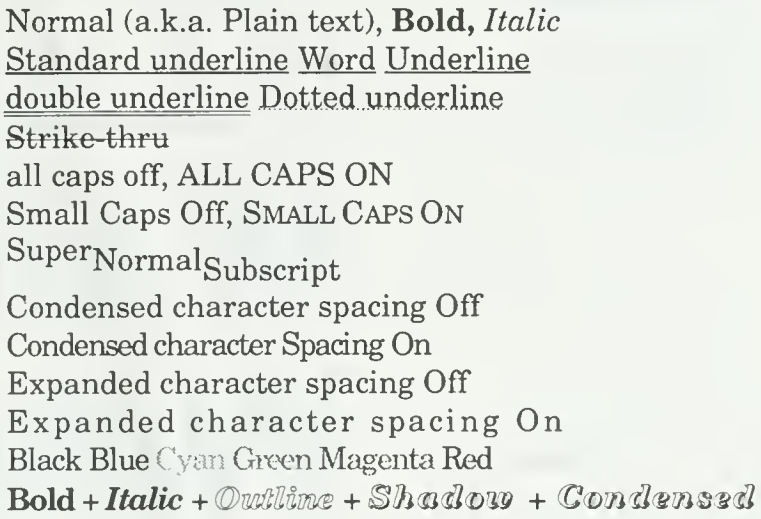
When you use Word 5, you need not purchase entire font families to use effects like bold and italics. Word has features that can often embellish the appearance of single plain fonts to create bold, italic, shadow, and other effects. The techniques used to do this are usually referred to as character formatting. Figure 8.1 shows many of the character formatting variations possible when using Word 5's character format tricks on the New Century Schlbk (schoolbook) font.

Don't confuse the character formatting tricks shown in Figure 8.1 with true bold, italic, and other fonts. Purists often prefer the real thing, and these character formatting effects can sometimes look downright awful when applied to certain fonts—including many of the low cost shareware typefaces in common use.

Incidentally, not all font vendors provide identical looking fonts, even when the font names are the same. The Courier installed in Apple's

FIGURE 8.1

With Word 5's formatting capabilities, you can enhance a font in many ways.



LaserWriters looks quite different from the Courier in Pacific Data's PostScript products, for instance. Occasionally (but rarely) this can cause differences in line endings. And, once in a while you'll find different special characters in fonts from various manufacturers. (You won't always find the little apple character in some non-Apple-provided fonts, for instance.)

MONOSPACED VS. PROPORTIONALLY SPACED

Some fonts are said to be monospaced or fixed-pitch; others proportionally spaced or variable-pitch. Monospaced fonts like Courier use the same amount of horizontal space on a line for each character, regardless of the width of a character. With a monospaced font like Courier the letter i takes the same amount of horizontal space as the letter W. Thus, if you can fit seventy W's on a line in Courier, you can only fit seventy i's in the same space. Obviously this is an inefficient use of space and sometimes causes sloppy looking words. Since people like lawyers, art directors, and publishers usually want to fit as many words as possible on a page, they turn to proportionally spaced fonts that tuck narrow letters in closer to their neighbors.

In Figure 8.2 the same word is printed first in 72-point Courier, a monospaced font, and then in 72-point Times and Helvetica, both

FIGURE 8.2

Notice that Courier (top) is much less elegant than Times (middle) or Helvetica (bottom).

proportionally spaced fonts. Notice the ocean of white space on either side of the letter i in the Courier example. A long base has been added to the bottom of the i in an attempt to distract you from this untidiness. Compare the white space on either side of all three i's in Figure 8.2.

Ironically, the monospaced Courier font uses less horizontal space on the line than either of the proportionally spaced fonts, due mainly to the much wider W's and m's in the proportional faces.

POINT SIZES

The various sizes of type (9-point, 10-point, 12-point, etc.) are referred to as point sizes. You should know that 9-point type is smaller than 10-point type, and that there are 72 points to an inch. Thus, 72-point type will take 1 vertical inch of space, 36-point type will require ½" of vertical space, and so on.

Point size is measured from baseline to baseline. For instance, in Figure 8.2 you would measure from the bottom of the W on one line to

the bottom of the W above or below it. Sometimes different fonts of the same point size appear to be taller or shorter than each other, due to the amount of space the designer has allowed for ascenders, descenders (the parts of characters that go below the baseline and above the tops of caps); and for white space above and below the characters (leading). Notice how the 72-point Courier looks shorter than the 72-point Helvetica in Figure 8.2.

Your choice of point size affects the amount of space between lines (called leading), as well as the height of the characters. You can have more than one point size on a line, but Word will adjust the line spacing to accommodate the largest character on the line. You can override this feature as you will see in the next chapter.

SERIFS VS. SANS SERIFS

The horizontal cross lines on the W, i, and p in Figure 8.2's Courier and Times examples are called serifs. (The fonts themselves are called serif fonts.) Popular Macintosh fonts with serifs include Courier, New York, Palatino, and Times. Fonts without these embellishments are said to be sans serifs. Avant Garde, Chicago, Geneva, and Helvetica are examples.

CHARACTER FORMATTING TOOLS—AN OVERVIEW

There are many ways to tell Word to make characters bold, italicized, bigger, or smaller. This process is called character formatting. Tools for character formatting include the ribbon, menu choices, dialog boxes, and keyboard shortcuts. You can change the formatting of single characters, entire words, or whole documents. Let's start with an overview of the tools Word provides for character formatting, then look at typical examples of the tools in use.

You can either specify the desired appearance of characters before you type them, or you can type first, then select text and change its appearance. Virtually all of the character formatting techniques described in this chapter can be accomplished either before or after you keyboard text.

CHARACTER FORMATTING CHOICES ON WORD'S MENUS

Word's Font and Format menus both contain character formatting choices. Here's an overview:

The Font Menu

Word 5's Font menu on the menu bar lists all of the fonts installed on your Macintosh and their standard sizes, as illustrated in Figure 8.3. (Yours may have different fonts.) Don't confuse this with the smaller font menu on the ribbon.

Check marks indicate the current font and size. The Up and Down commands (and their keyboard shortcuts) increase or decrease the current font size by one point each time you issue the command. This is one way to specify non-standard font sizes not listed in the menu.

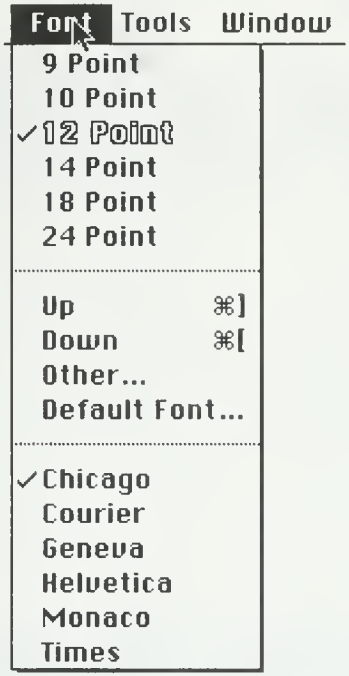
The Other... command on the Font menu opens the Character dialog box, and the Default command lets you change the font and size used for your everyday work. Both of these options are described later in this chapter.

The Format Menu

The bottom of Word's Format menu (shown in Figure 8.4) contains several character-related choices including Bold, Italic, Underline (single

FIGURE 8.3

The Font menu lists all fonts installed on your Mac.



continuous), and Condensed 1.5. Plain Text removes some kinds of character formatting including bold, italic, and underlining. The Revert To Style... command is a more powerful way to remove character formatting.

The Format menu also has the choice Character... which will bring up the Character dialog box. Finally, notice Change Case... which is described later in this chapter. Some Format menu choices have keyboard shortcuts.

CHARACTER FORMATTING WITH THE RIBBON

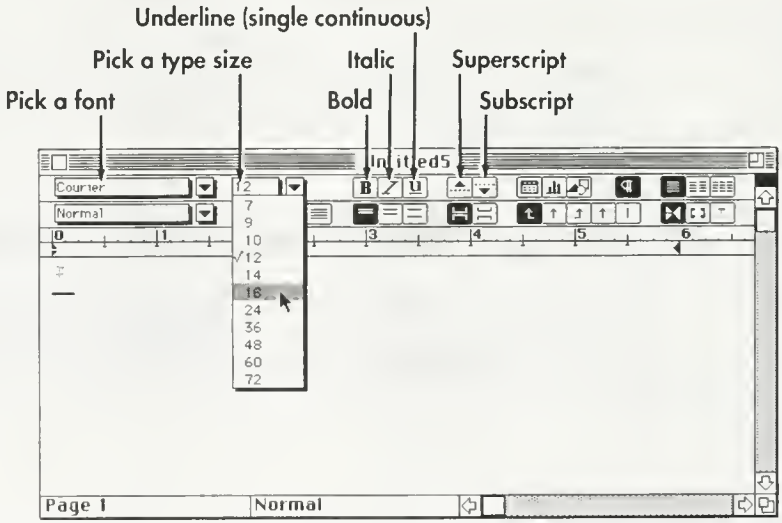
The most immediately visible way to modify character appearance is to use the buttons and font menu on the ribbon as illustrated in Figure 8.5.

FIGURE 8.4

The Format menu contains character choices too.

FIGURE 8.5

You can format characters right from the ribbon.



If the ribbon is not in view, choose the Ribbon command from Word's View menu or use the ⌘-Option-R keyboard shortcut.

From the ribbon you can pick a font, change to a different point size, toggle bold, italic, and underline effects. You can also superscript or subscript characters. Simply click on the appropriate ribbon button or pick the desired menu item from the ribbon's drop-down lists. Clicking a second time on a ribbon button removes or toggles the effect.

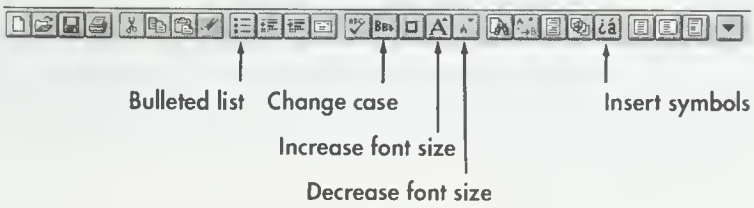
The Toolbar in Word version 5.1 also has several character formatting buttons. These are discussed next.

CHARACTER FORMATTING WITH VERSION 5.1'S TOOLBAR

The Word 5.1 Toolbar (shown in Figure 8.6) has several character formatting buttons including the Font Up, Font Down, and Change Case tools. Other buttons help you create bulleted lists, insert symbols, and international accent marks.

FIGURE 8.6

The version 5.1 Toolbar contains a number of character-related formatting choices.



CHARACTER FORMATTING WITH THE CHARACTER... COMMAND

The Character dialog box contains the most comprehensive collection of character formatting options. Reach it from the Format menu, or with the ⌘-D keyboard shortcut. It can also be reached by using the Other... choice on the Font menu.

There's a hotspot for the Character dialog box. Simply double-click in any blank part of the ribbon. See Chapter 1 for more information on hotspots.

The Character dialog box lets you specify and combine a potentially gaudy array of character effects. It also presents yet another way to pick fonts; and it lets you fiddle with inter-character spacing. Drop-down menus provide you with underline and color choices. You can even enter non-standard font sizes from here. This is one busy box! Take a good look at Figure 8.7.

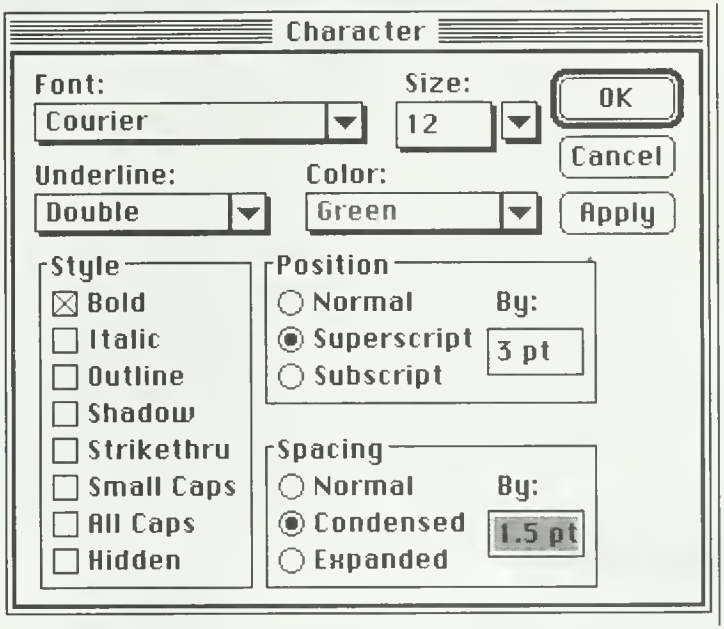
Using the Character Dialog Box

Notice the Style section of the Character dialog box. It contains eight choices, from Bold to Hidden. You can apply one or more of these choices to selected characters and to subsequently typed text. Simply click to place Xs in the boxes next to the desired effects. You can remove effects by clicking to clear the box. The dialog box also shows which character formatting options have been enabled from the ribbon, menu, and keyboard shortcuts.

Effects can often be combined. For instance, it is usually possible to have text that is bold, italicized, and underscored. (Not all fonts accept all formatting options though, and occasionally you will see combinations on screen that will not print.) Click OK when you have selected the desired effects.

FIGURE 8.7

The Character dialog box gives considerable control over character formatting options.



In Figure 8.7 the text selected before visiting this dialog box is all bold, double underscored, green 12-point Courier that has been superscripted 3 points and condensed 1.5 points.

To preview or experiment with the results of Character dialog box changes without constantly closing and opening the dialog box, try this. Select the text you plan to change, open the Character dialog box, and then move the dialog box if necessary so that you can see the selected text. Choose the desired character formatting options then click the Apply button to see the changes in your document without closing the dialog box. Don't click OK until you are completely satisfied. There are Apply buttons in several other Word dialog boxes that work the same way.

About Grayed Character Option Boxes

If you select text, then open the Character dialog box and see gray boxes next to the formatting options (like those in Figure 8.8), it simply means that you have selected text with an inconsistent variety of character formatting options. For instance, some of your selected text may be bold, other parts plain, part underlined, and so on.

This is an important concept as you will learn when you work with the Replace command in Chapter 19. An X in a character format box means all the selected text exhibits that particular attribute (like the X in the bold box back in Figure 8.7). A completely clear box (no X and not gray) means that the selected text definitely does not exhibit the specific attribute anywhere within it. A gray box means that some of the text may or may not exhibit some or all of the character formatting options. (This third condition must have been invented by a politician.)

FIGURE 8.8

Gray option boxes mean that different parts of the selected text have dissimilar character formatting.

KEYBOARD SHORTCUTS FOR CHARACTER FORMATTING

Many of Word's character formatting tools have keyboard shortcuts. They are mentioned throughout this chapter, and summarized in Table B.5 in Appendix B.

HOW TO SPECIFY EVERYDAY CHARACTER FORMATTING

Now that you've seen an overview of the formatting tools let's look at some specific everyday tasks.

CHOOSING FONTS AND SIZES

Word can use any font installed in your system. Theoretically at least, you can print any font in any size from 4 points to a whopping 16,383 points. This corresponds to character heights ranging from approximately 1/18th of an inch to about 19 feet! In reality, you'll probably work with type sizes ranging from about 7 to 72 points most of the time, since they are easy to read and look good on traditional page sizes.

The type of printer you use, the system version you are running, the fonts you've chosen, and other factors affect the final printed appearance of fonts at various sizes. There is more information about this at the end of the chapter.

Word offers almost too many ways to pick fonts and sizes. Here's a summary of the various techniques:

- Pick the desired font and size from the Font Menu on Word's menu bar.
- Use the drop-down font and size lists on the ribbon.
- Type the name and size of the desired font directly into the font name and size boxes on the ribbon, then press Enter or Return. For instance, click in the font name on the ribbon, then type all or part of a font name like New Y for New York. (You need only type enough to differentiate the

desired font from other installed fonts.) Next click in the size box, if necessary, and type a new point size from 4 to 16,383. Press Enter or Return.

- Select fonts from within the Character dialog box reached with the Character... command on Word's Format menu (⌘-D). Double-clicking in an unused part of the ribbon is the hotspot for the character dialog box.
- The keyboard shortcut ⌘-Shift-E places the word Font in the status area at the lower left corner of the document window. Type enough of a font's name to differentiate it from others (like New Y for New York) then press Enter or Return. This will change to the specified font.
- To increase or decrease a font size one point at a time (from 10 to 11, for instance) use the Up or Down commands on the Font menu or their shortcuts ⌘-] and ⌘-[.
- Version 5.1 users can use the big and small letter A buttons on the Toolbar to increase and decrease font sizes a point at a time.
- To Increase or decrease font sizes by the increments listed in the Font menu (10 point, 12 point, 14 point, etc.), use the keyboard shortcuts ⌘-Shift-> and ⌘-Shift-< respectively.
- Assign fonts and sizes as part of styles. (See Chapter 13 for details.)

Here's a quick way to tell which is the current font and size. Keep the ribbon displayed, and get in the habit of checking the font name and size listed there. That's the current font and its size.

CREATING BOLD CHARACTERS

There are a number of ways to add Bold character formatting to characters you've selected or to characters you are about to type. Here are four choices:

- Click the Bold button on the ribbon. It looks like a bold B. (A white B in a black button indicates that bold character formatting is enabled.)
- Use either of the two keyboard shortcuts for bold character formatting—⌘-B or ⌘-Shift-B.
- Enable the Bold option in the character dialog box. (Use ⌘-D or the Character... command on Word's Format menu to display the Character dialog box.) Click in the Bold option box. An X indicates bold character formatting is enabled.
- Assign bold formatting as part of styles. (see Chapter 13 for details.)

CREATING ITALICIZED CHARACTERS

Create italicized characters in much the same way you create bold ones:

- Click the Italic button on the ribbon. It looks like an italicized letter I. (A white I in a black button indicates that italic character formatting is enabled.)
- Use either of the two keyboard shortcuts for italic character formatting—⌘-I or ⌘-Shift-I.
- Enable the Italic style in the character dialog box. (Use ⌘-D or the Character... command on Word's Format menu to display the Character dialog box.) Click in the Italic option box. An X indicates italic character formatting is enabled.
- Assign italic formatting as part of styles. (see Chapter 13 for details.)

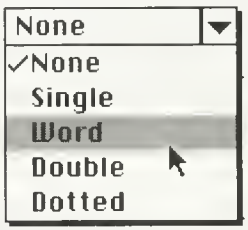
UNDERLINING

You can apply simple, single, continuous underlining with the ribbon, Underline command on the Format menu, or with the ⌘-U keyboard shortcut. If you want different underline formats, you'll need to use the Character dialog box.

There are five underline choices on the drop-down menu illustrated in Figure 8.9. They include Single, Word, Double, Dotted, and None. The effect of these choices are self explanatory, and illustrated back in Figure 8.1. Unfortunately, underline choices cannot be combined; it is not possible to choose double word underline, for instance.

FIGURE 8.9

There are five underline options.



If you routinely use different underline styles like Double or Word, you can add commands for them to your Word menus. See Chapter 31 to learn how. There are keyboard shortcuts for various underline styles. They are listed in Appendix B, Table B.5.

STRIKETHRU

If you write contract drafts or work with other important documents, you may wish to use Word's Strikethru feature. It is a way to indicate text that will be deleted in the final copy. Choose the Strikethru option in the Character dialog box to overlay text with a horizontal line.

Use the Strikethru feature to format both the text *and* the spaces that you plan to delete in the final copy. When it comes time to delete, you can use Word's Replace... command to find text containing Strikethru text and replace it with nothing, thereby deleting the text. See Chapter 19 for more about the Replace... command.

EXPANDING AND CONDENSING CHARACTER SPACING

Word lets you override the standard spacing between characters (the kerning) defined by font designers. You can either move characters closer together with the Condensed character formatting option, or move characters farther apart with the Expanded option. The default for expansion is 3 points. The condensing default is 1.5 points.

Condensing can help you fit extra words on a line while Expanding can create interesting effects for headlines and other desktop publishing tasks. You'll see many examples of this later in Chapter 22. The changes can be dramatic as illustrated in Figure 8.10.

You can condense characters a maximum of 1.75 points and expand them a maximum of 14 points. Word will remind you of this if you try to exceed the limits.

FIGURE 8.10

This is the same line of New Century Schoolbook shown normally, then condensed and expanded the default amounts.

Condensing and expanding makes a difference
Condensing and expanding makes a difference
C o n d e n s i n g a n d e x p a n d i n g m a k e s a d i f f e r e n c e

KERNING CHARACTERS

You can use the Condensed option to tuck pairs of letters closer to each other to tighten them up and improve the appearance of some awkward-looking combinations of wide and narrow letters. Simply select the letters you want to cozy-up, then use the Condensed option on the Character dialog box.

Advanced users may also want to consider using the Displace formula typesetting command for more precise kerning. (Read about formula typesetting commands later in this chapter before trying this tip.) Place Displace commands with ba (displace back) options between letters you wish to tighten up. For instance to Kern the pair *WA*, you'd enter the arcane string W⌘-Option- \d⌘-Option- \ba4()A in normal view with Show ¶ turned on. When you print or switch to Page Layout view with Show ¶ turned off, you'll see kerned pairs. Changing the number after *ba* adjusts the distance between the letters. The computer for the rest of us. Right!

CREATING SUPER AND SUBSCRIPTS

Normally, any characters that you type are placed on an invisible line called the baseline. Superscripted characters are moved above the baseline; subscripted characters are placed below the baseline. While the obvious use for this is in equations and chemical formulas (H_2O, for instance), there are many other ways to use super- and subscripting. For example, if you abbreviate numbers like 2nd, superscripting the letters and reducing them a point size or two (like this: 2^{nd}) gives them a typeset look.

You can also use super- and subscripting to line up odd-sized bullets with adjacent text. As you'll soon see, it's possible to tweak the appearance of drop caps by super- or subscripting them.

There are several ways to super- and subscript characters. You can use the new ribbon buttons with the up and down pointing triangles, or you can use the Superscript and Subscript radio buttons in the Character dialog box. Both of these techniques retain the current font size, but reposition the characters above or below the baseline. The Character dialog box lets you type in changes to the defaults of 3 points above and 2 points below in the By box.

There is a better way to make supers and subs, which uses keyboard shortcuts. ⌘-Shift-+ is the superscript shortcut (you cannot use the plus on the numeric keypad). ⌘-Shift-– is the subscript shortcut. Rather than just repositioning text in relation to the baseline, both shortcuts decrease the selected type to the next smaller font size. This is very handy for exponents and molecular notation.

CHARACTER COLOR CHOICES

Even if you cannot display or print color, Word 5 lets you specify six character colors plus black or white. You can then take copies of your disk files to color-capable hardware for display and printing. To specify a color:

1. Start by selecting text, or positioning the insertion point where you want to type colored text.
2. Choose the desired color from the drop-down Color menu in the Character dialog box.
3. With the selected text in view, click Apply to see colors or grays. If your monitor supports color, you will see color

characters on screen. If your monitor supports shades of gray, colors will be converted to grays.

4. Click OK to close the character dialog box.
5. When you print, enable your printer's color or gray scale features if it has them. For instance, install a color ribbon in your ImageWriter or choose the Color/Grayscale option in many laserprinter Print dialog boxes.

You may need to visit the Monitor portion of your Mac's control panel to enable shades of gray. Some people turn off gray-display features to save memory and speed-up video performance. See your Macintosh manuals for details. The actual appearance of your Monitor control panel dialog box may differ from the example in Figure 8.11—a portrait monitor on a Macintosh IIcx.

Remember, not all Macintosh computers can display gray or colors, but you need not display color to print it. To see which color you've assigned to text when using a black and white only monitor, select the text and visit the Character dialog box to read the name of the assigned color.

USING THE CHANGE CASE COMMAND

The Change Case... choice is available on the Format menu only when you have selected (highlighted) text. Figure 8.12 shows the resulting dialog box which offers five choices.

Look closely at the dialog box. It demonstrates the results of the five choices in use. For instance, UPPERCASE changes all selected characters to uppercase letters, and the choice UPPERCASE itself appears all uppercase in the dialog box. Title Case changes the first letter of each selected word to uppercase as illustrated in the dialog box.

FIGURE 8.11

You may need to visit your Monitor control panel to show grayscales.

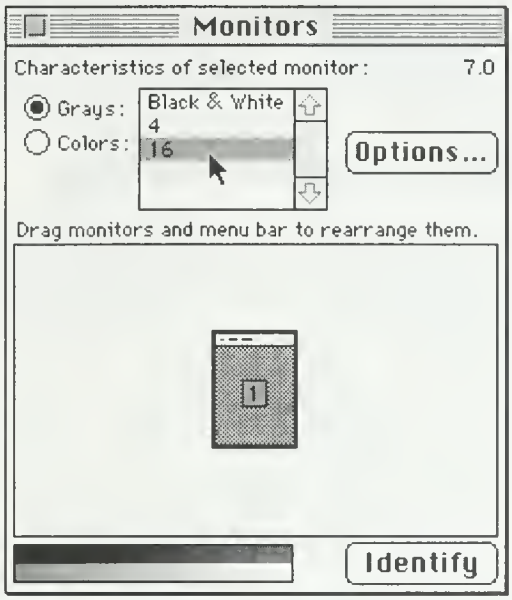
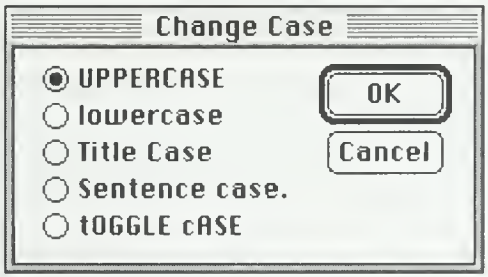


FIGURE 8.12

The Change Case... dialog box gives you a choice of five case formats.



Alas, the Title Case feature is not context-sensitive, so it capitalizes prepositions and articles, including of, the, and so on. To change case with this feature:

1. Select the text you wish to change.
2. Choose Change Case... from the Format menu.
3. Choose the desired case option.
4. Click OK.

When you change case by using this dialog box, the characters themselves change to the specified case. It is just as if you had retyped them using the new capitalization scheme. Undo works here if you act immediately.

USING THE ALL CAPS OPTION

The All Caps feature is found in the Character dialog box. It changes only the appearance of letters without actually changing the letters themselves. Unlike the Format menu's Change Case... command, the All Caps option lets you type in lowercase and see uppercase letters as you work.

1. Select the text you wish to change, or position the insertion point for typing.
2. Choose Change Case... from the Format menu.
3. Choose the desired case option.
4. Click OK.
5. Selected and/or subsequently typed case will appear in upper case, but the underlying text will retain its actual capitalization.

USING THE SMALL CAPS OPTION

The Small Caps option in the Character Dialog Box can create some very interesting effects. Figure 8.13 shows some examples of Small Caps at work.

Remember that applying the Small Caps formatting option to text containing dingbats like those shown in Figure 8.13, will usually "capitalize" the dingbats, thereby changing the character that appears and prints. Select dingbats and remove Small Caps formatting. Use Word's Replace... command (described in Chapter 19) to do this if you have many changes to make.

FIGURE 8.13

These four samples of Small Caps character formatting show how easy it is to add punch and visual interest.

AMERICAN INDUSTRIAL REAL ESTATE ASSN. ■ ASK MR. FOSTER, FIRSTOURS CARLSON CORPORATION ■ BEAR STERNS ■ BERGER & NORTON ■ CABLE NEWS NETWORK (CNN) ■ CHILDRENS HOSPITAL

SOUTHERN EXPOSURE

WRITTEN BY
GUY WIRE
DIRECTED BY
PHIL R. UPP
PRODUCED BY
MS. TAKE

❖ CENTRAL VALLEY	10
❖ SIERRA NEVADA	12
❖ SACREMENTO AREA	14
❖ MARIN COUNTY	22
❖ CONTRA COSTA COUNTY	34

REMOVING CHARACTER FORMATTING

Removing character formatting can be a simple or confusing task depending on the situation. The six general ways to remove character

formatting include:

- Toggling ribbon buttons, menu commands, and keyboard shortcuts
- Using the Plain Text Command
- Using the Revert To Style command
- Using the Character dialog box
- Using the Replace command to automate removal
- Changing to a different style

Unfortunately, not all approaches work under all circumstances, and there are some landmines, particularly when styles are involved. Removing character formatting is easiest if you are not using Word styles other than Normal. See Chapter 13 to learn about Styles.

TOGGLING TO REMOVE CHARACTER FORMATTING

Obviously, you can use the Undo command (⌘-Z) to undo formatting immediately after you've changed it. And, you can remove most character formatting by applying it a second time. This process is called toggling. For instance, if you select a bold word and click on the Bold ribbon button; or choose the Bold command on the Format menu, the selected text will no longer be bold.

THE PLAIN TEXT COMMAND

The Plain Text command on the Format menu or its keyboard shortcut ⌘-Shift-Z will also remove most character formatting. Simply select the text then execute the command.

LIMITATIONS OF TOGGLING AND PLAIN TEXT

The toggling and Plain Text techniques just described will remove formats and many combinations like bold or bold with underlines. In fact,

toggling and the Plain Text command should work with the following character formatting features in any combination:

- Bold
- Italic
- Underline
- Double underline
- Word underline
- Dotted underline
- Strikethru
- Outline effect
- Shadow
- Small caps
- All caps
- Hidden text
- Colors

However, the toggling and Plain Text tricks will not tighten up characters that have been expanded, nor will it spread out characters that have been condensed. You cannot change fonts or their sizes this way either. You'll need to either visit the Character dialog box or use the Revert To Style command to change these formatting effects.

REVERT TO STYLE

The Revert To Style command on the Format menu removes all manually-applied character formatting (including expansion, font changes, etc.). The resulting text takes on the characteristics of the underlying style for the paragraph containing the text. The key phrase here is "manually-applied," a concept you'll understand after you've read Chapter 13.

As you'll see when you explore styles in Chapter 13, if a style calls for bold text and you manually underscore that bold text, when you use Revert To Style, the underlining you've manually applied disappears, but the bold usually stays. When you try to unformat text and bizarre things happen (everything becomes bold when you expect it to be plain for instance), chances are you're experiencing the interaction of Word's styles layer and the manual formatting layer. Read about them in Chapter 13.

COPYING AND REPEATING CHARACTER FORMATS

To copy character formatting, do this:

1. Select only the characters of interest (but not the paragraph marker at the end of the paragraph).
2. Press ⌘-Option-V.
3. The words *Format To* appear in the lower-left corner of the screen.
4. Position the insertion pointer to begin typing or select the text you want to format.
5. Press Enter (not Return).

Once you've copied a text format, it is easy to reapply it elsewhere with the Repeat command found on the Edit menu or its keyboard shortcut (⌘-Y).

CHANGING YOUR DEFAULT FONT AND SIZE

Use the Default Font... command on Word's Font Menu to change the default font for the current and new documents. Word installs the bitmapped font New York. If you have a PostScript printer you'll probably want to change to something else like Times. This changes the font and size used for the Normal style and for styles based upon Normal. (Chapter 13 explores styles.)

To change the default font:

1. Choose Default Font... from Word's Font Menu.
2. The Preferences dialog box will appear with the Default Font category in view.
3. Use the drop-down lists to pick a new default font and size.
4. Click in the close box to change the preference.
5. The appearance of your current document will change. New documents will also use the new default font and size.

TYPING SPECIAL CHARACTERS

Special characters, like the copyright symbol (©), ligatures, and foreign accents have always been fairly easy to type and print with the Key Caps choice on your Apple menu. Word 5 makes it even easier. Let's look at the new Symbol... feature and review the old reliable keyboard shortcuts.

THE SYMBOL COMMAND

A dialog box appears whenever you choose Symbol... from the Insert menu. ⌘-Option-Q is the keyboard shortcut. It shows you all available characters in the current font. Clicking on a symbol does two things. First, it inserts the character at the insertion point in your document. Then it shows you the decimal code and keyboard shortcut, if there is one.

To see which symbols are available in different fonts, simply choose a font from the Font menu and use the Symbol... command to view the choices.

The characters are displayed in the current font size. If they are too small to distinguish, visit the Font menu and pick a bigger size to have a look. Change back to the correct size before you insert.

If you own a recent version of Norton Utilities, check out Norton's KeyFinder utility. You may prefer it over both Apple's Key Caps and Word's Insert Symbol command.

TYPING SYMBOLS FROM THE KEYBOARD

If you know the appropriate key combinations you can enter them directly from the keyboard without using the Symbol... feature. For instance, to type the bullet character (•), hold down the Option key and press the 8 key (not the one on your numeric key pad). Different fonts sometimes have different key combinations, so you will need to consult the documentation that comes with your fonts or use Word's Symbol... command, the Key Caps desk accessory, or a more powerful third-party accessory like KeyFinder, to show you the combinations. Also, a few key combinations differ in System 6 and 7. Figure 8.14 shows commonly-used special characters and their keyboard shortcuts.

FIGURE 8.14

Some of Word's commonly used special characters and their keyboard shortcuts.

Name	Sample	Keys	Notes
Angstroms	Å	Shift-Option-A	
Apple Symbol		Shift-Option-K	Not in all fonts & printers
approximately	≈	Option-x	a/k/a "More or Less"
Bullet	•	Option-B	
Capital Delta	Δ	Option-J	Also increment
Cent sign	¢	Option-4	Top row not keypad
Check mark	√	Option-V	
Copyright	©	Option-G	
Dagger	†	Option-T	
Degrees	°	Shift-Option-8	Top row not keypad
Delta, differential	∂	Option-D	
Diamond	◊	Shift-Option-V	
Division sign	÷	Option-/	
Double closed quote	"	Shift-Option-]	
Double open quote	"	Option-[	
Ellipsis	…	Option-;	
em dash	—	Shift-Option--	Usually longer than hyphens
en dash	–	Option--	
ti ligature	fi	Option-Shift-5	Top row not keypad
tl ligature	fl	Option-Shift-6	Top row not keypad
Function, f-stop	ƒ	Option-F	
Greater than or equal	≥	Option->	
Infinity	∞	Option-5	Top row not keypad
Integral	∫	Option-B	
Less than or equal	≤	Option-<	
Logical not	¬	Option-L	
Minus sign	−	Option--	
Mu (lowercase)	µ	Option-M	a/k/a Micro
Much greater than	»	Shift-Option-\	Also European close quote
Much less than	«	Option-\	Also European open quote
Not equal to	≠	Option-=	Top row not keypad
Omega (capital)	Ω	Option-Z	a/k/a Ohms
Paragraph mark	¶	Option-7	Top row not keypad
Pi	π	Option-P	
Pi (Capital), product	∏	Shift-Option-P	
Plus or minus	±	Shift-Option-=	Top row not keypad
Pound (currency)	£	Option-3	Top row not keypad
Registered	®	Option-R	
Section Mark	§	Option-6	Top row not keypad
Single closed quote	'	Shift-Option-]	
Single open quote	'	Option-[	
Square root	√	Option-V	
Trademark	™	Option-2	Top row not keypad
Yen (currency)	¥	Option-Y	Top row not keypad

INTERNATIONAL AND ACCENTED CHARACTERS

To type accented international characters (like the u in La Cañada) you use three keys. First you hold down the Option key plus a key to tell your Mac which accent to apply, then you press the character key for the character you wish to accent. For example, to umlaut an o, do the following:

1. Hold down the option key while pressing the U key.
2. Release both keys.
3. Press the O (or Shift-O) key to get a small or capitalized, umlauted o.

Incidentally, you can't accent just any old characters. Figure 8.15 shows you the possibilities and their key combinations.

Remember—those keystroke combinations listed in Figure 8.15 are shortcuts. If you forget them, you can always locate and insert accented characters with Word's Symbol... command on the Insert menu, or with the Apple menu's Key Caps or similar utilities.

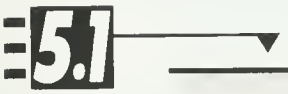
FIGURE 8.15

Some of Word's accented characters and their keyboard shortcuts.

Name	Samples	Keys
Acute accent	áéíóú ÁÉÍÓÚ	Option-E then letter
Circumflex	âêîôû ÂÊÎÔÛ	Option-I then letter
Dieresis	äëïöüÿ ÄËÏÖÜŸ	Option-U then letter
Grave accent	àèìòù ÀÈÌÒÙ	Option-~ then letter
Tilde	ãñõ ˜ÃÑÕ	Option-N then letter

DINGBATS

Add some spice to your life. Use the dingbats found in the Zapf Chancery and Zapf Dingbats fonts instead of plain old bullets. Dingbats are also great as list separators, and as border decorations. You've already seen examples back in Figure 8.13 and you'll see others in later chapters. Consider purchasing and installing other dingbat fonts like Bills-Dingbats, DavysDingbats, and International (a nifty symbol font). All of these can be found in shareware packages at very low cost. Use Word's Symbol... command to see and insert them.



Version 5.1 has a new automated bulleted list making feature. Read the following to learn how to use it.

VERSION 5.1'S BULLETED LIST COMMAND

Version 5.1 contains a bullet command on the Insert menu and a corresponding Bulleted List button on the Toolbar. These gizmos place plain old bullets in front of selected paragraphs and create hanging indents (read about hanging indents in Chapter 9.) The feature uses the current font.

TO BULLET EXISTING PARAGRAPHS

1. Select the paragraph or paragraphs you wish to format.
2. Click the Bulleted List tool (it looks like three lines with boxes to their left) or use the Bullet command on the Insert menu.

3. Word will create hanging indents and insert bullets in front of each selected paragraph.
4. Undo works if you act immediately.

To type new bulleted lists

1. Click the button or choose the command.
2. Type an entry and press Return.
3. Click the button or choose the command again.

As you can see, it's easier to first type multiple paragraphs then select and bulletize them all at once.

Hidden text

I hate when authors do this, so with apologies, here goes. Even though hidden text is technically a character formatting topic, it's not covered in this chapter. To find out about hidden text, see Chapter 25. Sorry...

Smart or typographer's quotes

Word can automatically place curly quotes in documents when you type straight quotes. This gives your work a typeset look. Turn the option on before typing since Word will not automatically change quote marks you've already typed.

1. Use the Preferences command on the Tools menu to display the Preferences dialog box.
2. The General category should be in view. If it is not, click on the General icon to display the general options.
3. Enable the Smart Quotes by clicking to place an X in the Smart Quotes option box.

4. Subsequently when you type quotes, Word will convert them to curly opening and closing quotes (assuming that your chosen font has these characters).

If you are creating a document that you plan to export (for use with different word processing software, perhaps); turn off the Smart Quotes feature before creating documents containing quotes. Otherwise you'll risk confusing the other guys with strange codes instead of quotation marks.

LARGE INITIAL CAPS, DROP CAPS, AND DROPPED WORDS

Large initial caps are just what their name implies—big letters at the beginning of paragraphs. They are used as decorative flourishes. Drop caps are large initial caps that are dropped into a paragraph or into the margin next to a paragraph. They are often placed at the beginning of chapters and major topic transitions to catch your reader's eye. Dropped words are a variation on this technique. You create drop caps or dropped words by placing large initial caps or words in frames and positioning them to get the desired effect. Graphics can also be used as drop caps.

You can use version 5.1's Drop Cap... command to automate the process of creating drop caps and dropped words. Read about it in the following section.

Figure 8.16 shows a few examples. Read the text in each example to get an overview of how the effect was accomplished.

The process almost always looks easier than it is. It is very easy to fritter away the better part of a day lining up drop caps and the text they sit in. You'll often need to fiddle with paragraph formatting (line height and spacing settings), superscripts, subscripts, frame sizes, and font sizes. The version 5.1 Drop Cap feature does a pretty good job of minimizing this, but there will be times when you'll still tear your hair out.

USING VERSION 5.1'S DROP CAP FEATURE

You control version 5.1's drop cap feature from the dialog box shown in Figure 8.17. Reach it with the Drop Caps... command on Word's Insert menu.

Drop Cap... is designed to work with single spaced text only. It won't work in tables, headers, or footers. You won't be able to see the position of drop caps nor create them in Outline view. You can't place drop caps in the margins of multicolumn documents, but you can place them within text in multicolumn documents. That said, here are the general steps:

1. Format the body text the way you like it. Be sure you are happy with things like margins, fonts, and so on. Single space the text.
2. Place the insertion point in the paragraph needing a drop cap, and choose the Drop Cap... command from the Insert menu.
3. You'll see the Drop Cap dialog box illustrated in Figure 8.17.
4. If you want to use a different font for the drop, choose it from the drop-down font menu.
5. The Height box proposes the number of lines the cap will drop. For instance, 3 li means that the drop cap will be three lines tall and drop alongside the first three lines of text. Pick the desired number of lines from the drop down line list, or alternately, type in an exact point size for the drop cap (36 pt, for instance).

FIGURE 8.16

Large initial caps and dropped words created using Frames, character, and paragraph formatting with the first example created by 5.1's new Drop Cap command.

Word version 5.1's new Drop Cap feature automatically creates frames, increases the size of the initial text and switches to Print Preview. It will place drop caps in the text or in the margin as shown here.

Drop caps can be created in a number of ways. This one was made by selecting just the letter D in 12 point New Century Schoolbook text and increasing it to 25 points. The D was framed with the Format menu's Frame... command. The Frame width was adjusted in the Frame dialog box. The D was then superscripted 6 points.

Large initial caps
Create these by choosing a larger type size for the first character. Minimize the resulting extra white space between the first and second lines by setting the first line's Space After option to 0 points and superscripting the first line. You can use Frames to create similar effects.

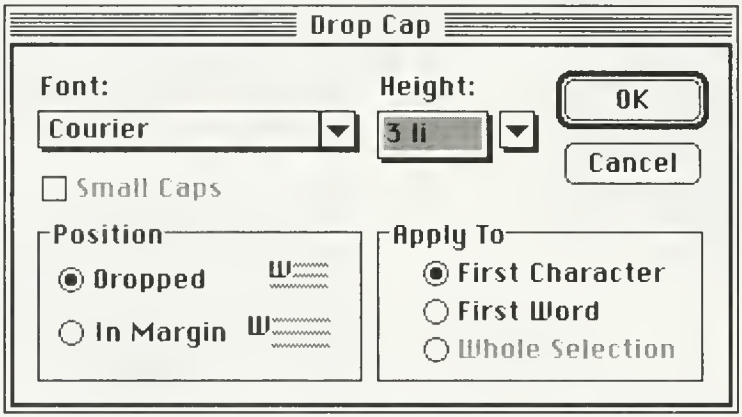
Graphics can be used as drop caps too. This butterfly was pasted from the scrapbook, reduced in size, framed, then dragged into place from Print Preview. The From Text option was set to 0 in the Frame dialog box to tighten things.

Entire words can be dropped. This example was created with the Frame command on Word's Insert menu. First the word Entire was selected.

hen you can't resist the urge to be decorative, consider using specialty fonts like Ann-Stone shown here. It is designed to simulate old wood cuts, contains only upper case letters, and is perfect for drop caps. You can find Ann-Stone and fonts like it in many shareware font collections.

FIGURE 8.17

Version 5.1's new drop cap options are specified here.



6. Choose the Dropped Position option for traditional looking drop caps or choose the In Margin choice to place drops in the margin.
7. Specify the amount of text to be dropped with the First Character, First Word, or Whole Selection options.
8. If you wish to apply Small Caps formatting to dropped text, enable that option in the Drop Caps dialog box.
9. When you click OK, Word places the specified text into a frame and positions the frame for you.
10. If you are not already in Page Layout view, Word takes you there to show off its accomplishment.
11. Use the Character, Frame... and paragraph tools if you dare to modify Word's settings.

You can use the Drop Cap... command to drop graphics as well. Paste a graphic at the beginning of a line of text, drag, if necessary, to make it reasonably small, then with the graphic selected, use Drop Cap...

DROP CAPS WITHOUT THE DROP CAP... COMMAND

Figure 8.18 shows a sample drop cap exercise you can easily try. Even if you have version 5.1 and plan to use the Drop Cap... command, try this exercise. The techniques you'll learn can be used to improve the appearance of automated drop caps too.

Here are the steps for creating something that looks like the example in Figure 8.18 without using version 5.1's Drop Cap... command:

1. Work in Page Layout view so you can see your progress. Type 5 or more lines of 12 point Courier body text with Word's Automatic (default) line spacing.
2. Select just the first letter (the Y in our example), then open the Character dialog box, perhaps with the ⌘-D shortcut.
3. Make the selected character 48 point Courier as shown in Figure 8.19.
4. Frame the single 48 point character using the Frame... command on the Insert menu. (This command automatically sets the frame width to match the character width. If you use the other Frame command, you'll need to specify a frame width corresponding to the character width.)
5. Word will frame the Y, make it a separate paragraph and take you to Print Preview. You'll see something like Figure 8.20.
6. Ugh! This creates too much white space at the bottom and right side of the Y. That's because Word's automatic line spacing feature has increased the white space to accommodate the big letter. And, Word initially places the frame 0.13 inches to the left of the text.

FIGURE 8.18

Try the drop cap exercise that created this sample to see how to make drops and improve their appearance.

You may need to play with line height in the Paragraph dialog box, frame width in the Frame dialog box, the From Text setting in the Frame dialog box, and character formatting options like Superscript to adjust the white space below and to the right of drops. The exact combination depends upon which font and other choices you make. Try to recreate this example. The steps are described in the text.

FIGURE 8.19

Select the cap and specify 48 point Courier.

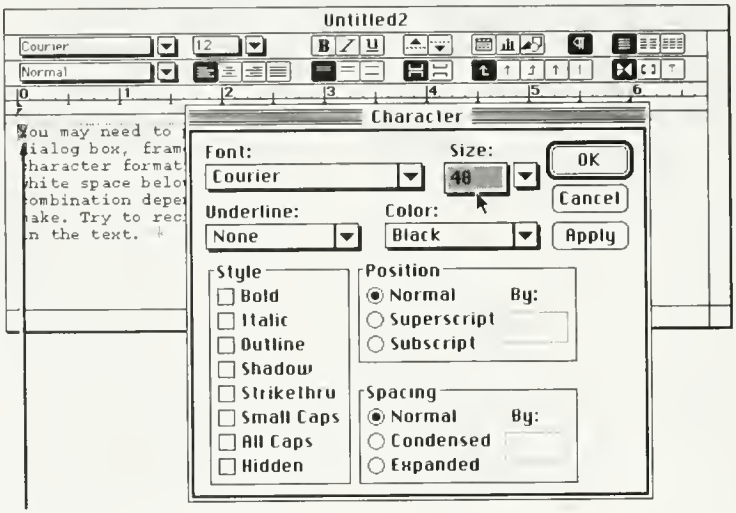
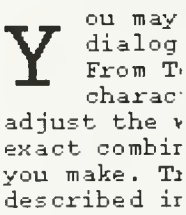


FIGURE 8.20

For most tastes, there's too much white space beneath and to the right of this drop character.



7. Switch back to Page Layout view. (Click Close in Print Preview.)

8. Select just the Y and open the Paragraph dialog box (⌘M). This is where you can force narrower line spacing by turning off the auto feature and telling Word the exact amount of space you need.

9. Pull down the Spacing Drop-down list and choose Exactly. Then type **34** and optionally **pt** for 34 points in the box to the right of the drop down list. This forces negative line spacing (line spacing smaller than the text point size.) Figure 8.21 shows the proper settings.

10. Click OK to execute the new settings. By now your screen should look like Figure 8.22. Notice that the bottom white space is gone but the top of the Y is cropped. That's because the line spacing is so small that the Y almost can't fit. Subscripting will help.

11. Now, with the Y still selected, click on the ribbon's Subscript button (the one with the down-pointing arrow). When

FIGURE 8.21

Proper line spacing for the drop cap example.

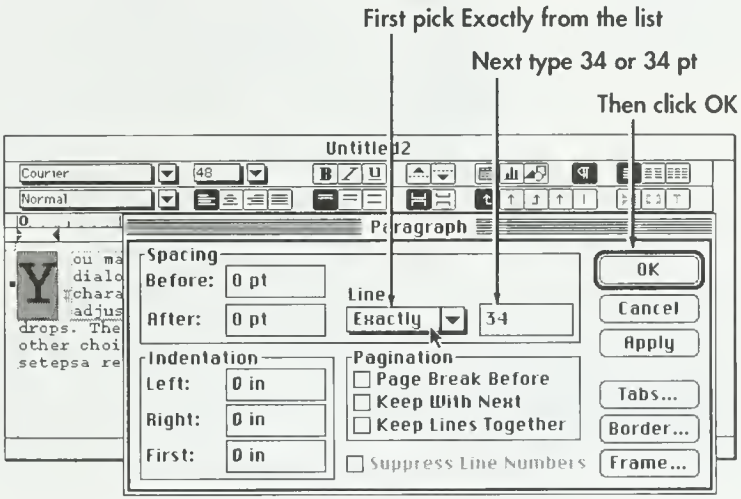
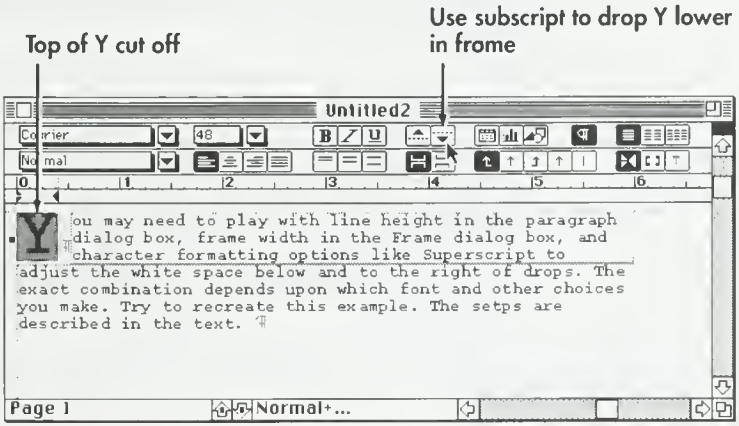


FIGURE 8.22

Getting there, but the Y is cut off at the top and there's still too much space at the right.

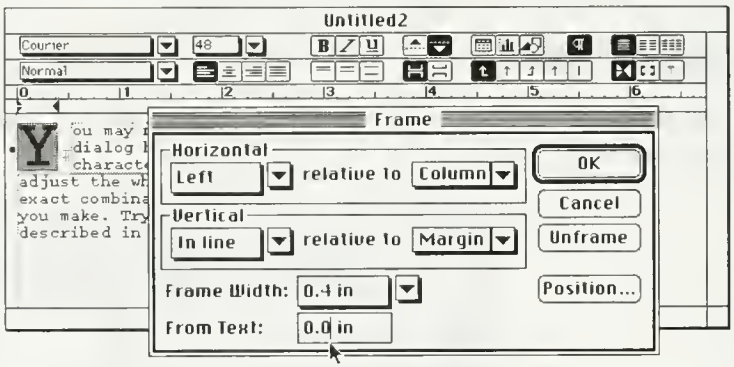


working with larger drop caps you may need to visit the Character dialog box to specify greater subscripting settings.

12. Finally, use the Frame... command on the Format menu as shown in Figure 8.23 to open the Frame dialog box and set the From Text dimension to 0. Click OK and admire your work.

FIGURE 8.23

Set the From Text dimension to 0.0 in.



TIPS FOR CREATING DROP CAPS

- Do text formatting, make font decisions, and spell check before you create drop caps.
- When using the Frame... command on the Format menu remember to specify a frame width so that text can flow around your drop cap.
- To remove the excess space that often appears beneath a drop cap frame, use negative line spacing (space less than the point size of the type being dropped) and subscripting as you saw in the preceding example.
- To remove excess space to the right of frames, use the From Text option in the Frame dialog box.

DELETING DROP CAPS

If you've just created a drop cap with version 5.1's Drop Cap... command, Undo will delete it. Otherwise you'll need to take the following general steps:

1. In Normal view with paragraph marks displayed, delete the unnecessary paragraph mark just to the right of the drop cap. This will unframe the letter and place it back with the rest of its partners.
2. Change the letter's size, font, and other characteristics to match the rest of the text.

After you've removed the paragraph mark that follows the drop cap, Word's Revert To Style command on the Format menu (⌘-Shift-Space) can often handle the rest of the details.

TYPING NON-BREAKING SPACES

In order to keep multiple words on the same line (someone's title, first and last name for instance), you can use special spaces called non-breaking spaces. To do this, simply hold down the Option key when you press the Spacebar.

TYPING HYPHENS AND DASHES

To type hyphens, simply use the minus key (to the right of the zero key at the top of your keyboard). Hyphens typed this way will always print.

TYPING NON-BREAKING HYPHENS

Non-breaking hyphens keep hyphenated words together on the same line. Never press the minus key (–) to enter a non-breaking hyphen! Instead, hold down the ⌘ key and press the tilde key (~).

Since non-breaking spaces are typed by holding down the Option key when you press the Spacebar, you may be tempted to type non-breaking hyphens by holding down the Option key and pressing the minus key. Big mistake! As you'll see next, the Option-minus key combination is used for en dashes (a little brother of the em dash).

TYPING EM AND EN DASHES

Em dashes are used to indicate an abrupt change of thought—or did you know that already? Hyphens and dashes are often confused. Type the longer em dashes by holding down Option, Shift, and the minus key (–). In some fonts em dashes are very long and obvious. That's not always the case.

Incidentally, em dashes get their name from their width. In most fonts an em dash is the length of a letter m. That's an easy way to remember what it's called.

While dashes should normally be longer than hyphens, in a few fonts (including Chicago) they are not. You are not losing your mind after all. It's a bug.

TYPING OPTIONAL HYPHENS

An optional hyphen will always be displayed whenever you have the Show Paragraph feature enabled, but it will print only if the word it is in sits on the right margin. Most people use Word's automatic hyphenation feature to enter optional hyphens, but you can enter them from the keyboard. Hold down the % key and press the minus key (–). If all this talk of dashes and hyphens is sounding like Morse code, take a moment to peruse Table 8.1.

TABLE 8.1 *Word's Hyphens and Dashes*

HYPHEN	KEY COMBINATION	APPEARANCE*
Normal	–	–
En dash	Option-–	–
Em dash	Option-Shift-–	—
Non-breaking	%-~	–
Optional	%-–	–

**With Show on.*

AUTOMATIC OPTIONAL HYPHENATION

Word 5 has an automatic feature that will work with you to place optional hyphens in words based on certain built-in rules and a hyphenation dictionary. You can supervise the process or let Word take things into its own hands. If you use it, there are some things you will want to do first.

Optional hyphenation is one of the last things you want to do when preparing a document. Finish everything else that affects line endings first. Otherwise, you will may need to rehyphenate repeatedly.

PREPARING TO HYPHENATE

Be sure that your document is complete and properly organized. Do the spelling check. Polish the appearance of your text (fonts, sizes, character expansion, etc.) Apply justification, if that's part of your plan. Break the document into sections if you need them. Set up columns. Have someone else proofread your work one last time. You may, however, want to hold off on final page-break decisions until after hyphenation.

Check out Figure 8.24. Judging from all of the white space between words, it could profit from some hyphenation.

FIGURE 8.24

This raggedy text needs hyphenation—especially the third line from the bottom!

Those priceless few moments before the sun sets always remind him of fine brandy or New England in the fall. Everything and everyone around the two of them was bathed in orange and red and hues without names. Photographers call it *magic light*.

ENTERING OPTIONAL HYPHENS

Word will hyphenate an entire document or just selected text. When you choose Hyphenation... from the Tools menu, Word will open a small dialog box like the one in Figure 8.25. Click the Start Hyphenation button.

Working from the insertion point, Word will move through your document (or selected text) looking for a possible word to hyphenate. In Figure 8.25 it has found the word *remind*.

The dialog box offers several alternatives. The Change button will place an optional hyphen between the e and m. The No Change button tells Word to not hyphenate this word and to continue. Cancel quits the hyphenation.

Optionally, you can move the hyphenation point yourself. Use your mouse to point to where you want to place the hyphen. Press the mouse button once. A non-blinking pointer will appear between the characters you've chosen. Click on the Change button to place the optional hyphen and continue the automatic search.

As you can see from Figure 8.26, Word suggested only one hyphenation point in our example. It left the rest of the unsightly white holes (between *Everything and everyone* and *hues without names*, etc.). It didn't solve the widow problem, either. Big help.

FIGURE 8.25

Word is suggesting that remind be hyphenated between the e and the m.

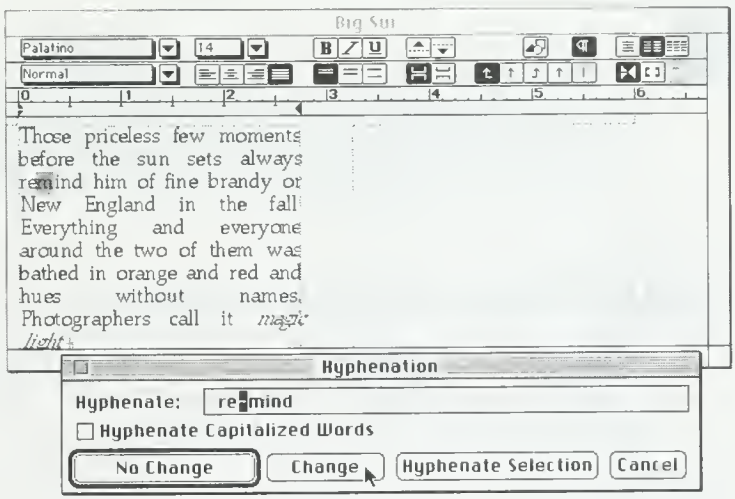


FIGURE 8.26

Word's automatic hyphenation may not solve all your problems.

Those priceless few moments before the sun sets always remind him of fine brandy or New England in the fall. Everything and everyone around the two of them was bathed in orange and red and hues without names. Photographers call it *magic light.*

Moreover, some editors and style manuals will tell you not to hyphenate words in ways that leave only one syllable on a line, yet Word has done just that. There are few hard-and-fast hyphenation rules.

Manually breaking the one-syllable rule twice more creates a much nicer looking paragraph, as you can see in Figure 8.27. The combination of manual and automatic hyphenation even found a home for the widow.

If you like tight copy, you may want to run the auto-hyphenation feature and then fine-tune a bit by hand.

REMOVING AUTOMATIC HYPHENS

The Undo Hyphenation command (located on the Edit menu) will be available to remove optional hyphens if you use Undo (⌘-Z) immediately after you run the auto-hyphenation feature.

FIGURE 8.27

Adding two hyphens manually really improves the final appearance of the paragraph.

Those priceless few moments before the sun sets always remind him of fine brandy or New England in the fall. Everything and everyone around the two of them was bathed in orange and red and hues without names. Photographers call it *magic light*.

You can delete hyphens like any other character. Select them and cut or delete. Word's Find and Replace features will also help you delete hyphens of all sorts. See Chapter 19 for details.

FORMULA TYPESETTING COMMANDS

If you need to type complex formulas, Word now gives you the choice of using its built-in formula typesetting commands or the more fully featured Equation Editor. In this chapter we'll explore the ten built-in commands that let you construct complex equations. Some of these commands, like Box and Fraction may be of interest even if you don't create complex formulas.

SYNTAX FOR FORMULA COMMANDS

You type formula typesetting commands directly into your documents. They all begin with a special character created by holding down the ⌘, Option, and backslash (\) keys simultaneously. This special character tells Word that the text that follows contains special formatting instructions. For instance the command string **\X(Let Me Out)** tells Word to draw a box around the words *Let Me Out*. The command **\F(1,2)** tells Word you want to create the fraction 1/2. A command string consists of several parts. For instance, in the string **\F(1,2)** the \ tells Word that a formula-typesetting command follows. The letter F is the Word 5 command for

Fraction, and (1,2) are the arguments used by the command. Many commands have options. There are rules about which arguments and options can be used together, and in what order. Sometimes there are command limitations. For instance, Word's arrays can have no more than 39 arguments. Collectively, the rules and guidelines described above are called the command syntax.

To type and view a command string, place Word in Normal view with Show ¶ turned on. To see how the command string will print, choose the Hide ¶ command either using the ribbon, the View menu, or the ⌘-J shortcut. Switching to Page Layout view will also show you how command strings will print. When you get proficient with the commands you may find yourself working in Page Layout view for instant gratification.

Microsoft recommends that you type these commands at the beginning of new lines (paragraphs), but you may find that they'll work in the middle of lines too.

Figure 8.28 shows examples of all ten commands and the results they produce. The first column contains the command name and the basic command code. The second column shows a typical command string—examples of things you might type. Column three shows the results of the command when printed or displayed in Page Layout view or in Normal view with Show ¶ off.

You may want to refer back to Figure 8.28 as you read more about each command and its options and syntax. Commands are shown in uppercase, but lowercase will work as well.

Array (.\A)

Use this command to create one- or two-dimensional arrays (usually columns of numbers). An array command can contain a maximum of 39 arguments. There are array options that let you specify the number of columns, the alignment of numbers (left, right, or center), and options for specifying vertical and horizontal spacing of the numbers.

Option	Notes
\AL	Aligns left
\AR	Aligns right
\AC	Aligns center

Option	Notes
.\CO*n*	Sets the number of columns to *n*
.\VS*n*	Vertical spacing between lines in *n* points
.\HS*n*	Horizontal spacing between columns in *n* points

Box (.\X)

Use this command to draw a box around whatever you type in parentheses (the argument). The default command draws all four box sides. You can have word draw only specified sides (like just the top or just the

FIGURE 8.28

Word provides ten built-in formula commands for use in scientific and other applications.

Command	Example	Results
Array (.\A)	.\A.\CO2.\HS4(5,10,15,20,25,30)	5 10 15 20 25 30
Box (.\X)	.\X(**BOX!**)	BOX!
Bracket (.\B)	.\B.\RC.\)(.\A(5,10,20)) .\B.\BC.\[(.\A(5,10,20)) .\B\BC.|(.\A(5,10,20))	$\begin{vmatrix}5\\10\\20\end{vmatrix}$ $\begin{bmatrix}5\\10\\20\end{bmatrix}$ $\begin{vmatrix}5\\10\\20\end{vmatrix}$
Displace (.\D)	.\X(BOX!).\D.\FO20()Look! .\X(BOX!).\D.\FO20.\LI()Look! W.\D.\BA4()A	BOX! Look! BOX! Look! Before WA After WA
Fraction (.\F)	.\F(50,100) .\F(Miles,Gallons) X=.\F(1+.\R(-23),6)	$\frac{50}{100}$ $\frac{\text{Miles}}{\text{Gallons}}$ $X=\frac{1+\sqrt{-23}}{6}$
Integral (.\I)	.\i.\su(i=0,m,i)	$\sum_{i=0}^{m} i$
List (.\L)	.\L(Curly,Larry,Mo)	Curly,Larry,Mo
Overstrike (.\O)	.\O(c,l) .\O.\AL(c,l) .\O.\AR(c,l)	ȼ ȼ ɗ
Radical (.\R)	.\R(20,50) .\R(12)	$\sqrt[20]{50}$ $\sqrt{12}$
Super/Subscript (.\S)	Base.\S(Super,Sub)	$\text{Base}_{\text{Sub}}^{\text{Super}}$

left and right sides) by specifying the desired sides as options. As you can see in Figure 8.28, it is possible to embellish text in the argument. Word will accommodate for large type sizes, bold characters, etc. Here are the options for the box command.

Option	Notes
.\BO	Draws the bottom line
.\LE	Draws the left line
.\RI	Draws the right line
.\TO	Draws the top line

Bracket (.\B)

This command places brackets alongside your arguments. You can specify the character to use for bracketing (usually {}, [], or <>). If you don't specify a character, Word will use parentheses. As you can see in Figure 8.28, it's possible to specify brackets on both sides of arguments by using the .\BC option with a left bracketing character like { or [or (. If you use other characters with the .\BC option, they will repeat on both the left and right side.

Option	Notes
.\LC.*c*	Puts the character *c* on the left of an argument
.\RC.*c*	Puts the character *c* on the right of an argument
.\BC.*c*	Puts the character *c* on both sides of an argument

Displace (.\D)

Use this command to move the next character horizontally relative to the preceding character. You saw an example of this earlier in the chapter. The empty parens are required, as shown in Figure 8.28.

Option	Notes
.\FO*n*	Spaces forward *n* points

.\BA*n*	Spaces backward *n* points
.\LI	Draws line from preceding to next characters

Fraction (.\F)

Here's an easy way to create good looking fractions. The command syntax is .\F(numerator,denominator). Remember to place the numerator first in your argument. Arguments can be numbers, text, other equations, or combinations thereof. Figure 8.28 shows some examples.

Integral (.\I)

This command creates an integral containing three arguments in the order (lower limit, upper limit, integrand). Integrals of simple radical equations like square roots, align with the equation centered vertically. Complex equations center on the radical value.

Option	Notes
.\SU	Creates a capital sigma (Σ)
.\PR	Creates a capital pi (Π)
.\IN	Specifies in-line format with limits to the right
.\FC.*c*	Specifies fixed-height character (*c*) as operator
.\VC.*c*	Specifies variable-height character (*c*) as operator

List (.\L)

Since Word uses commas to separate items in an argument, there needs to be a way to create commas that display and print without confusing the typesetting feature. This is it.

Overstrike (.\O)

This command draws arguments on top of each other. You can adjust the character alignment using three options.

Option	Notes
.\AL	Aligns the left edges of character areas
.\AR	Aligns the right edges of character areas
.\AC	Centers alignment

Radical (.\R)

This draws one- and two-argument radicals. Figure 8.28 has examples of each.

Super or Subscript (./S)

This command places things a specified number of points above or below the baseline. If you don't specify options, Word uses a 3-point default. You cannot use these commands in conjunction.

Option	Notes
.\UP*n*	Places arguments *n* points above the baseline
.\DO*n*	Places arguments *n* points below the baseline
.\AI*n*	Alters the space allowed above the baseline *n* points
.\DI*n*	Alters the space allowed below the baseline *n* points

Creating Complex Formulas

As you can see in the Fraction example in Figure 8.28, it is possible to combine commands and formulas to create complex notations. You may need to surround some formulas and commands with parentheses.

Formula Glossary

Microsoft may have provided a formula glossary with your copy of Word. Look for it in the Glossary folder within the Commands folder wherever you installed your Word program. If you find a formula glossary, you can use it to explore sample equations and to simplify formula creation. For more on glossaries, see Chapter 16.

Printing Problems

A formula must be able to fit within the specified margins, indents, or table-cell width where you ask Word to place it. Otherwise it will not display or print. If you have problems, adjust margins, indents, or cell widths as necessary, or break up the formula.

ABOUT FONT TECHNOLOGIES

As computers evolve, new font technologies emerge. These changes often improve the way characters look on your screen and print on paper. Unfortunately, advances also add to the confusion, and create new compatibility problems. Plus, there are differences in the way System 6 and System 7 interact with various font technologies. Word works with virtually all existing Mac fonts. We'll leave in-depth discussion of the topic to other books specifically devoted to the subject and your Macintosh manuals, but an overview is in order.

BITMAPPED FONTS

Bitmapped fonts (sometimes called screen fonts, or fixed-size fonts) were the first to be used on Macintosh computers. They are still very popular with good reason. They look great on your screen and they display quickly. Moreover, they work on non-PostScript printers (like the ImageWriter).

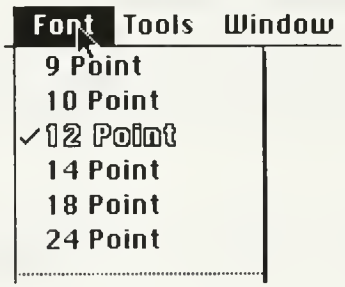
When your Macintosh System was installed, a number of standard bitmapped fonts like New York, Monaco, Chicago, and Geneva were automatically included. You or someone else may have added others.

Bitmapped fonts create a character by turning on and off the appropriate pixels on your screen, and the "dots" on your printer. When you install bitmapped fonts on your Macintosh, you'll want to install all of the sizes of a bitmapped font you plan to use (unless you are using TrueType, PostScript fonts, or ATM described in a moment).

When you select a bitmapped font, Word's Font menu shows you which sizes are installed. Installed font sizes are listed in larger outlined characters. For instance, you can tell from Figure 8.29 that only 12 Point Courier is installed on this Mac.

FIGURE 8.29

Only Courier's 12 point font is installed.



It's possible to display and print characters in uninstalled sizes, but Word and your Mac will attempt to scale an available point size to fulfill your request. This sometimes results in jagged, nasty-looking characters.

Since obtaining the best quality from bitmapped fonts requires installing many different versions of the same font, (particularly with non-PostScript printers like the ImageWriter); and since bitmapped fonts must record every single dot that makes up a character, a font collection can quickly use up a lot of disk space. That's one of the reasons that scaleable TrueType and PostScript fonts are now so popular. It's also one of the reasons that Adobe's Type Manager was invented.

TRUETYPE FONTS

TrueType fonts are scaleable. That is to say, instead of being collections of dots, they are mathematical representations of character shapes that your Mac uses to draw characters. They can easily scale up or down to represent different sizes. TrueType support is built-into System 7, and can be added to System 6.07 with an installer available from your Apple dealer. TrueType fonts print on all laserprinters (PostScript or not), and they often look much better than bitmaps on inkjet printers and when used with fax modems. Moreover, if you share files with Windows users, you can somewhat minimize font compatibility problems by installing similar TrueType fonts on Windows machines and Macs.

POSTSCRIPT FONTS

PostScript is actually a programming language developed by Adobe. It makes it possible for a wide variety of programs like Word, PageMaker, MacDraw, and others to print complex images on a wide variety of devices including laserprinters, typesetting equipment, 35mm slide imagers, etc. PostScript fonts are actually collections of character descriptions created in the PostScript language. PostScript's universality makes it theoretically possible for you to create a document on your Mac and reproduce it exactly on a typesetter or other PostScript-savvy device. (That's the purpose of the PostScript File option in Word's Print dialog box.)

There are many, many PostScript fonts available. Most popular laser printers (including the entire Apple line) are PostScript compatible and have built-in PostScript font families in their ROMs. The usual collection includes:

- Avant Garde
- Bookman
- Courier
- Helvetica
- New Century Schoolbook
- Palatino
- Symbol
- Times
- Zapf Chancery
- Zapf Dingbats

When you want to print a font that is not resident in your printer's ROM, the font needs to be downloaded to the printer's built-in RAM. Word and your Mac can take care of this for you automatically. The process can cause a noticeable delay in printing however.

Because (at this writing) Macs cannot directly display the scaleable PostScript characters on-screen, when you install PostScript fonts you also install bit mapped versions of these fonts. The bitmaps are often referred to as the screen fonts and the scaleable fonts are often called printer fonts.

Occasionally you'll be able to create effects on screen with PostScript screen fonts that won't print with the printer fonts. For instance, combining the shadow and outline character formats works on screen but not on paper.

There are two commonly used variations on the PostScript theme called Type 1 PostScript fonts and Type 3 PostScript fonts. (Don't ask about Type 2, it's a sore subject.)

Type 1 fonts have special information called *hinting* which often improves the appearance of smaller type. Word will work with both Type 1 and Type 3.

Your printer must be PostScript compatible to directly print PostScript fonts (usually ink jet and other dot matrix printers are not). Non-PostScript printers can print PostScript fonts with the help of utilities like Adobe Type Manager (ATM).

ADOBE TYPE MANAGER OR ATM

ATM is a utility program that enables your Mac to display representations of your PostScript printer fonts on your screen instead of using your bitmap screen fonts. This lets you display jaggie free type in just about any size. But many people install ATM because it also noticeably improves ink jet printing and sharpens the appearance of documents sent via FAX modems.

There are drawbacks. ATM can slow down your Mac display. This is particularly noticeable on older and low cost machines like a Macintosh Plus or a Macintosh Classic.

By the time you read this, Apple and Adobe may have already added ATM to Apple's system software, in which case you'll not need to purchase ATM separately.

WHEN DIFFERENT MACHINES HAVE DISSIMILAR FONTS

When you create a document on your machine and try to print out on someone else's, it is important to have the fonts you've used in the document on both machines. Otherwise, fonts will be substituted, affecting the appearance of your document.

Occasionally you'll see truly bizarre font substitutions because of something called font ID conflict. To learn more about problems like these and possible work-arounds, see your Macintosh manuals or a book specifically devoted to computer font technologies.

CHAPTER

9

Paragraphs, Line Spacing, Borders, and Shading

To create a new paragraph **289**

press the Return key. Each time you do, a new paragraph is created, and a paragraph mark is placed in your document. Use the Show ¶ command or ribbon ¶ button to see paragraph marks.

To split one paragraph into two **289**

move the insertion point to the place where you want the new paragraph to begin. Press Return.

To join two paragraphs **290**

delete the paragraph mark between the two paragraphs. Text above will take on the appearance of text below if the two paragraphs originally had different paragraph formatting.

To center, align, or justify text within paragraphs **302**

place the insertion point in the paragraph of interest, or select multiple paragraphs. Use the Center, Left, Right, or Justify buttons on the ruler, or use the keyboard equivalents ⌘-Shift-C, ⌘-Shift-L, and ⌘-Shift-R respectively.

To adjust spacing between lines in the same paragraph 303

place the insertion point in the paragraph, or select multiple paragraphs. Use the ruler's single, 1.5, or double space buttons; or use the Format menu's Paragraph... command or ⌘-M shortcut to open the Paragraph dialog box. (Double-clicking on indent markers will also open the dialog box.) Type the desired line spacing in the box next to the Line drop-down list. Enter specifications in inches (in), points (pt), pica (pi), lines (li), or centimeters (cm). Use the list to pick Exactly, or At Least. (Don't get in the habit of pressing the Return key twice to double space.)

To adjust the spacing between paragraphs 305

place the insertion point in the paragraph, or select multiple paragraphs. Use the ruler's Blank Line Space buttons (just to the left of the tab buttons) or use the Paragraph... command or ⌘-M shortcut to open the Paragraph dialog box. (Double-clicking on indent markers will also open the dialog box.) Use the Paragraph dialog box to specify spacing before, spacing after, or combinations thereof. Type the desired paragraph spacing in the boxes labeled Before and/or After. Enter specifications in inches (in), points (pt), pica (pi), lines, (li) or centimeters (cm). If you've created space between paragraphs by pressing Return, (usually not a good idea) select the resulting paragraph marks and change their spacing specification or font size.

Featuring

- *Word's unique definition of a paragraph*
- *How to format paragraphs*
- *Adjusting the space between lines and paragraphs*
- *Creating borders and lines*
- *Adding shading*
- *Numbering paragraphs*
- *Sorting paragraphs*

THIS CHAPTER EXPLORES Word 5's paragraph-formatting tools used for adjustable line spacing, indentation, and text alignment. You'll see how to use Word's border features to create boxes and lines. Paragraph numbering, shading, and sorting are also discussed. You can save complex sets of formatting decisions as styles, as you'll see in Chapter 13.

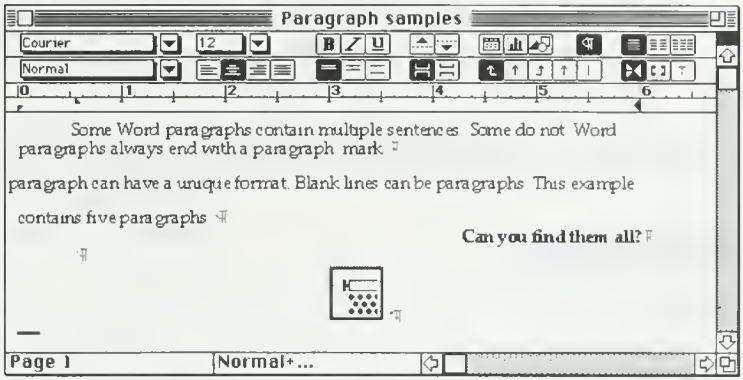
WORD'S PARAGRAPHS

Your English teachers taught you that paragraphs are collections of sentences on a related topic. Word uses a somewhat more liberal definition. A Word paragraph can be a single text character, a graphic, or even a blank line consisting only of the paragraph mark (¶) that appears in your document when you press the Return key. Paragraph-formatting features are an important part of Word 5's arsenal. Figure 9.1 contains five Word paragraphs, each ending with a paragraph mark. Can you find them all?

Each Word paragraph in your document can be uniquely formatted, and need not contain text. For instance, the first paragraph in Figure 9.1 is single spaced with the first line indented about ½". The next paragraph contains a hanging indent, and is double spaced. The third paragraph is right justified. The fourth paragraph is a blank line

FIGURE 9.1

Word paragraphs always end with a paragraph mark (¶).



created by pressing just the Return key. The final paragraph is a graphic (without text), followed by a paragraph mark. Notice that this last paragraph (the graphic) has been centered.

CREATING PARAGRAPHS

Each time you press the Return key you create a new paragraph. It's that simple. When you open a new document, Word applies the default paragraph settings stored as a style called Normal. It formats each new paragraph the same way until and unless you tell it to do otherwise.

SPLITTING TEXT INTO MULTIPLE PARAGRAPHS

If you want to split a lengthy section of text into two or more paragraphs, do this:

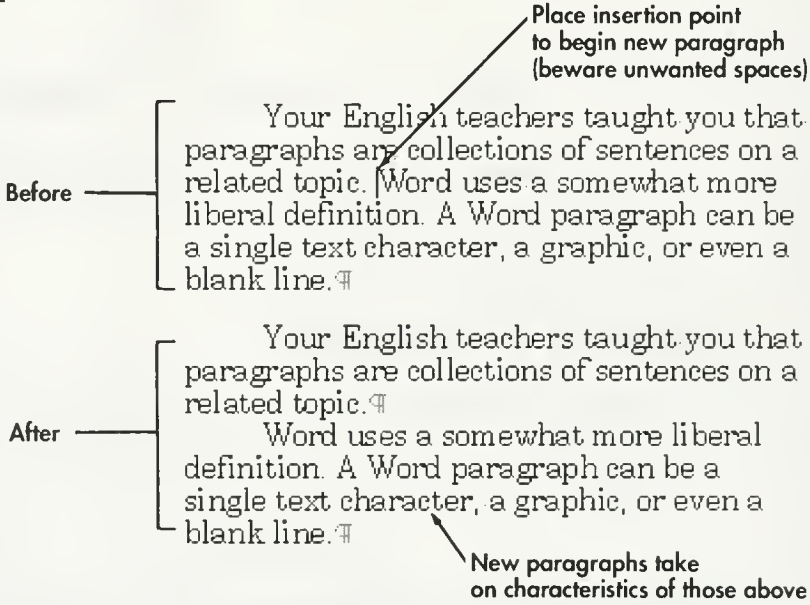
1. Place the insertion point where you want the new paragraph to begin. (Be careful not to include unwanted spaces when splitting text.)
2. Press Return.
3. The text will split, and you'll see a paragraph mark if the Show ¶ feature is enabled.

4. The new paragraph will take on the characteristics of the one above. For instance, if the original big paragraph had a first line indent, the two little ones will too.

This concept is illustrated in Figure 9.2. Notice how the new paragraph takes on the same indentation characteristics as the preceding one.

FIGURE 9.2

To split one paragraph into two, position the insertion point (watching for unwanted spaces) and press Return.



JOINING PARAGRAPHS

It's easy to turn two paragraphs into one. Just delete the interceding paragraph mark and add any necessary space to separate the new neighbors. For instance, to rejoin the two short paragraphs in Figure 9.2, you'll need a space between the period after the word *line* and the Y in *Your*. The quick way to join these two paragraphs would be to select the unwanted paragraph mark and type a space to replace it.

1. Turn on the Show ¶ feature (⌘J), to make things easy.
2. Delete the paragraph mark between the two paragraphs, adding space if necessary.

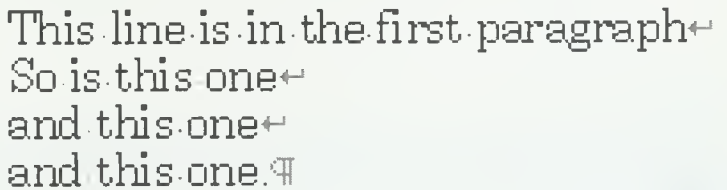
3. Text above will take on the appearance of text below if the two paragraphs originally had different paragraph formatting.

FORCING NEW LINES WITHOUT USING PARAGRAPHS

Sometimes you'll want to force a new line without creating a new paragraph. The reasons will become more apparent as you start to use advanced Word features like paragraph numbering and styles with Next Style options, so tuck this trivia nugget away. To force new lines without creating new paragraphs, use the Shift-Return key combination. Instead of a paragraph symbol, you'll see arrows like the ones in Figure 9.3.

FIGURE 9.3

Use the Shift-Return feature to force new lines without starting a new paragraph and note the different marks at the end of all but the last line.



DELETING PARAGRAPHS

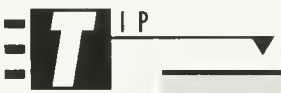
Think twice when deleting paragraphs. You can delete just the contents of a paragraph or delete the contents and the paragraph marker. If you delete the marker, text below the old paragraph will take on the characteristics of the remaining paragraph above it. This is by design, and is not a bug. If you accidentally delete a paragraph mark, and create a problem, Undo (⌘-Z) will usually return your heart rate to normal.

ADDING BLANK LINES BETWEEN PARAGRAPHS

You can create blank lines typewriter style by just mashing on the Return key all day. But hey, it's almost the year 2000. Instead, create white space between paragraphs, rather than adding blank lines. Use tools like the ruler's Space Before Paragraph button, or the Paragraph dialog box. As you'll soon see, this will give you better control over spacing between paragraphs and make it easier to keep paragraphs together. Read on.

PARAGRAPH FORMATTING

You modify the appearance of paragraphs using Word's ruler, Toolbar, and the Paragraph dialog box. The ruler and version 5.1 Toolbar are easy to use and readily available. When precise formatting is required, consider using the Paragraph dialog box rather than the ruler. Some formatting features have keyboard shortcuts.



If you want to reformat only one paragraph, simply place the insertion point anywhere within the paragraph, then make formatting changes. There is no need to select the text in a single paragraph. To alter multiple paragraphs, select them first. Your changes will affect all selected paragraphs, including any partially selected paragraphs. Double-clicking at the left edge of a paragraph will select it.

As we did in the previous chapter, let's start with a quick tour of the paragraph formatting tools, then look at some everyday paragraph formatting tasks.

FORMATTING WITH THE RULER

The ruler contains a number of handy paragraph-formatting tools. If the ruler is not showing, use the keyboard shortcut ⌘-R or choose Ruler from the View menu.

You must tell Word which paragraph or paragraphs you wish to format before using the ruler's tools. Figure 9.4 shows you the location and function of the ruler's paragraph-related features.

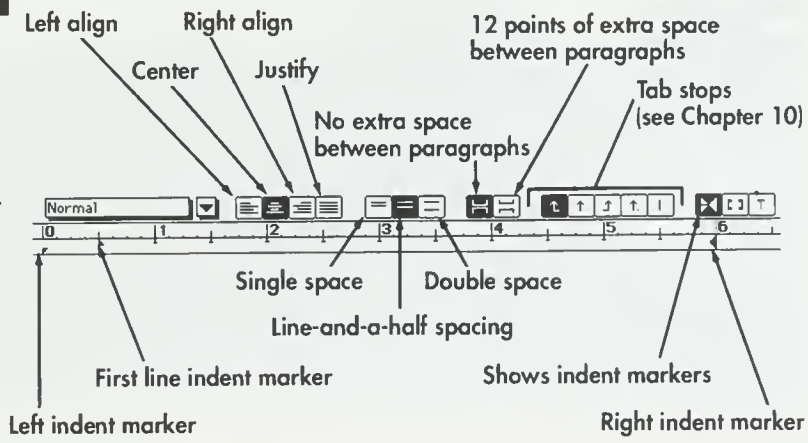
If you have only one paragraph selected, or if all of the selected paragraphs have identical paragraph formatting options, you'll see indents and tabs displayed in the ruler. Activated paragraph options (like double spacing) will be indicated with darkened buttons.

But if you select dissimilar paragraphs, the bottom of the ruler will be grayed-out and the ruler will indicate the indents for the first paragraph only.

Version 5.1 has several paragraph formatting features on the Toolbar. Read about them next.

FIGURE 9.4

The ruler places paragraph formatting tools at your fingertips and also shows many paragraph setting options.

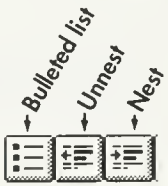


FORMATTING WITH THE TOOLBAR

Standard paragraph buttons on version 5.1's Toolbar include Bulleted List, Nest, and Unnest. You must tell Word which paragraph or paragraphs you wish to format before using these tools. Figure 9.5 shows the buttons. All three of them change indents on specified paragraphs. The Bulleted List button also precedes selected paragraphs with bullets. You'll see examples of all three features at work later in this chapter.

FIGURE 9.5

Paragraph formatting buttons on the Toolbar.

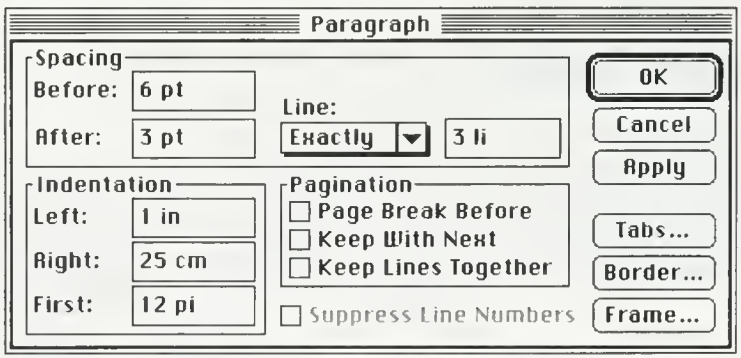


FORMATTING WITH THE PARAGRAPH DIALOG BOX

The Paragraph dialog box shown in Figure 9.6 is reached with the Paragraph... choice on the Format menu or with the ⌘-M keyboard shortcut.

FIGURE 9.6

Reach the Paragraph dialog box from the Format menu, with the ⌘-M shortcut, or via hotspots.



Double-clicking on any paragraph formatting button in the ruler, or on any indent marker will bring up the Paragraph dialog box.

Besides being the launching pad for several other formatting features (Tabs, Borders, and Frames), it lets you precisely specify interline and inter-paragraph spacing. You can dictate exact indentation and line spacing measurements here. This is also where you turn off line numbering for specific paragraphs and specify pagination guidelines.

When you enter measurements in the Paragraph dialog box you can often use different units of measure for the same specification. For instance, you can specify line height in points (pt), lines (li), inches (in), picas (pi), or centimeters (cm). Each possible numeric entry in the Paragraph dialog box has a default unit of measure which is shown in each entry box.

In United States Word versions, the default for horizontal measurements like indents is inches. The default unit of measure for line and paragraph spacing is points. (You may recall, there are 72 points per inch.)

It is possible to make entries in the Paragraph dialog box without specifying units of measure if you know the default unit of measure for each type of entry. For instance, the default for line spacing is points. Here's the rub. If you enter 2, Word will assume you mean 2 points, not double spacing. To specify double spacing you'd need to enter 2 li. When you are uncertain about the default unit of measure for a paragraph specification to play it safe, always enter the unit of measure's abbreviation.

KEYBOARD FORMATTING SHORTCUTS

There are numerous keyboard shortcuts for paragraph formatting. They are mentioned throughout this chapter and summarized in Appendix B, Table B.5.

A few keyboard shortcuts are additive. That is to say, instead of toggling, when you press them more than once, they increase their effect. For example, pressing ⌘-Shift-N indents a paragraph one-half inch. Pressing it twice consecutively indents the paragraph one inch.

SPECIFYING PARAGRAPH FORMATS

As promised, here are the steps for applying paragraph formats and everyday examples. Don't forget that it is possible to store and quickly recreate complex paragraph formats using Styles, as described in Chapter 13.

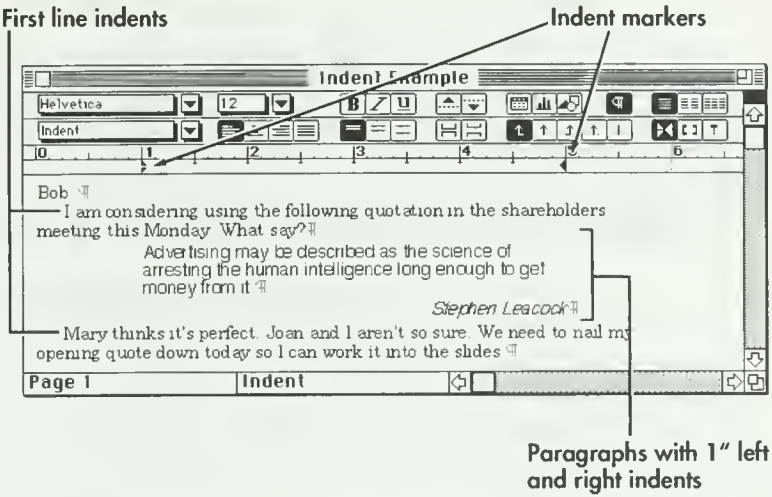
INDENTING PARAGRAPHS AUTOMATICALLY

There are a number of ways to indent paragraphs. Indents are added to margins, thereby increasing the white space and decreasing the text area for specific paragraphs. Thus, if you have a 1.0" right margin and specify a right indent of 1.0", your text will print 2.0" from the right edge of the paper.

The first line of each paragraph can be indented differently from other lines in the paragraph. First lines can be shorter than the others, creating indents, or longer than the others creating hanging indents (sometimes called outdents). Once you change indents, each new paragraph you start by pressing Return will maintain the same indentation settings until you change them. Indented paragraphs can have other paragraph formatting as well. Figure 9.7 shows several indenting examples.

FIGURE 9.7

Several examples of paragraph indenting.



Whenever you place the insertion point in a paragraph, the indent markers on the ruler move to show you the setting for the current paragraph.

INDENTING WITH THE RULER

The quickest way to indent is to drag indent markers on the ruler. To adjust left and right paragraph indents from the ruler:

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Point to, and then drag the appropriate triangular indent markers to the desired locations. (Drag on the bottom part of the left marker to set the overall left indentation.)
3. If you are interested, watch the status area at the bottom left corner of the window as you drag. It shows the position of the indent mark in relation to its respective margin.

4. You will see the text move when you release the mouse button.
5. Wherever you place the insertion point in a paragraph, the indent markers on the ruler move as necessary to show you the setting for the current paragraph.

INDENTING WITH THE PARAGRAPH DIALOG BOX

The Paragraph dialog box lets you type in specifications for right, left, and first line indents. The default dimension in the U.S. is inches (in). By including the appropriate unit of measurement with your entry, you can specify points (pt), picas (pi), or centimeters (cm) instead. To adjust left and right paragraph indents from the dialog box:

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Open the Paragraph Dialog box with the Format menu's Paragraph... command (⌘-M) or click on a hotspot.
3. Enter specifications for right, left, and/or first line indents.
4. To see the effect without closing the Paragraph dialog box, use the Apply button. Click OK when you are happy with the indentation.
5. Once you move indent markers, each new paragraph you start by pressing Return will maintain the same indentation settings until you change them.

INDENTING WITH KEYBOARD SHORTCUTS

There are keyboard shortcuts that move the left indent marker. The keyboard shortcut ⌘-Shift-N moves it to the right the distance of one standard tab stop, and ⌘-Shift-M moves it back the same distance. These are additive commands, and can create nested paragraphs. Pressing ⌘-Shift-R twice indents further than pressing it once. There are no shortcuts for the right indent marker.

The Toolbar contains three buttons for indenting. Read about them next.

INDENTING WITH THE TOOLBAR

The Nest Toolbar button moves the left indent marker to the right the distance of one standard tab stop, and the Unnest button moves it back the same distance. These are additive commands. Pressing Nest twice indents further than pressing it once. There are no Toolbar buttons for the right indent marker.

INDENTS IN MARGINS

It is possible to specify indentations that print in the right and/or left margins. Specify negative margin settings in the paragraph dialog box (–0.5 in, for instance), or drag indent markers into margins. Be patient. Horizontal scrolling is required when you drag indent markers into margins, and the process can sometimes be slow.

INDENTING FIRST LINES

You can indent the first line of a paragraph with the ruler, the Paragraph dialog box, or tabs. Tabs are generally the least efficient method.

First Line Indenting with the Ruler

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Drag the top half of the left indent marker.
3. Text moves when you release the mouse button.

4. Subsequently typed paragraphs will indent the same way.

First Line Indenting with the Paragraph Dialog Box

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Open the Paragraph dialog box from the Format menu (⌘-M), or with a hotspot.
3. Specify a first line indent dimension in points (pt), inches (in), picas (pi), or centimeters (cm).
4. Use the Apply button to see the effect without closing the dialog box. Click OK when you are happy.

First Line Indenting with the Tab Key

You can create first line indents with the Tab key. But it's extra work, since you'll need to remember to tab each time you start a new paragraph. Use the ruler trick instead. You'll like it.

HANGING INDENTS

Sometimes it is desirable to have the first line in each paragraph stick out. This is particularly useful for creating bulleted lists, numbered paragraphs, bibliographies, and so forth. The first line in a hanging indent is called (cleverly) a hanging indent. The subsequent lines beneath are called turnover lines. Figure 9.8 shows some examples.

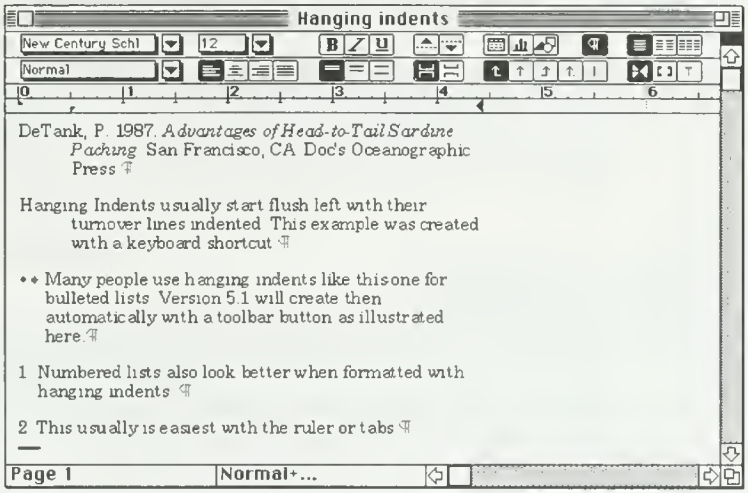
Hanging Indents with the Ruler

When creating hanging indents from the ruler, follow these steps:

1. Place the insertion point in the paragraph you need to format, or select multiple paragraphs, or place the insertion point where you plan to begin typing hanging indented paragraphs.

FIGURE 9.8

Some examples of hanging indents.



2. Set the position of the left edge of the turnover lines. With the Ribbon in view (⌘-Option-R), drag the bottom half of the left indent marker to the right.
3. If you plan to indent the right edge of your paragraph(s) drag the right indent marker either now or later.
4. To create the hanging indent, drag the top half of the left indent marker to the left, past the turnover indent, and release the mouse button when you reach the desired point. The ruler will scroll to show you the hanging indent's position with relation to the rest of the paragraph.

Keyboard Shortcuts for Hanging Indents

There are keyboard shortcuts for moving the left indent. Use ⌘-Shift-N to move the left tab marker to the right. Pressing ⌘-Shift-M moves the marker to the left. Movements are in the increments used for default tab settings (usually 1/2"). This is a great way to create nested indents! (Note that ⌘-Shift-M will not go past the left margin.)

ALIGNING AND JUSTIFYING TEXT

The four buttons near the left end of the ruler let you quickly justify, center, and right- and left-align text. The lines in the buttons demonstrate the expected results. As always, you must first either select multiple paragraphs or place the insertion point in the paragraph you want to align.

LEFT ALIGNMENT

Left alignment is Word's default. Text sits right up against the paragraph's left indent position. If you have specified a first line indent, the left alignment feature does not override it. Instead, it uses the specified first line setting, then left-aligns the remaining text.

CENTERING

Clicking the Center button places the text or graphics smack dab between the indent markers for the paragraph being centered. If you want to center things between document margins, be sure the left and right indent markers are sitting on their respective document margins. Moving the first line indent marker will effect centering.

Never use spaces to center. Always type words at the left margin, then click the Center button.

RIGHT ALIGNMENT

Clicking on the Right alignment ruler button places selected items flush against the right indent position for the paragraph. Use this feature for correspondence dates, inside addresses, and for added impact.

If you want to right-align things with the document's right margin, be sure the paragraph's right indent marker is sitting on the right document margin.

The first-line indent feature works in conjunction with right-aligned text. That is to say, text can be both right-aligned and have the first line indented.

JUSTIFICATION

Clicking on the Justify button causes Word to add space between words in the selected paragraphs. This results in what some people consider to be a typeset look.

With the exception of the last line in a paragraph, all of the justified lines will have exactly the same length and will all be flush left and right with the paragraph's left and right indent markers. Justified text can also have the first line indented.

If the uneven spacing and rivers of white space caused by justification annoy you, consider inserting hyphens to tighten up the text. See Chapter 8 for details.

ADJUSTING THE SPACE BETWEEN LINES

The ruler provides three buttons for simple but effective control of the space between lines under most circumstances. The buttons contain lines that demonstrate the relative effect of single, one-and-a-half, and double line spacing. Single spacing causes 12-point line spacing, 1½-line spacing is 18 points, and double-spaced lines will be 24 points apart. (There is little or no effect for text larger than 24 points.)

When you use these ruler buttons, Word will compensate for graphics, superscripts, and large or small type sizes. To force exact line spacing, use the line-spacing features found in the Paragraph dialog box (described in a moment). You will find them particularly helpful when working with very large or very small type sizes.

To Single Space Text

1. Single spacing is Word's default spacing. To reapply it to text spaced some other way, place the insertion point in a paragraph or select multiple paragraphs.
2. Click on the left-most line spacing button on the ruler.
3. Selected text and subsequent typing will be single spaced.

To Double Space Text

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Click on the third of the three line spacing buttons on the ruler.
3. Selected text and subsequent typing will be double spaced.

Line-and-a-Half Spacing

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Click on the line spacing button between the single and double spacing buttons on the ruler.
3. Selected text and subsequent typing will be space-and-a-half.

To Specify Exact Line Heights

Word automatically sets the appropriate amount of white space between lines for you unless you tell it to do otherwise. It even compensates for different size characters on the same line by setting line spacing to the largest character.

But sometimes, you'll want to specify exact line spacing for one or more paragraphs. Increasing the spacing by a non-standard amount can

help you fill unused space when your copy runs a little short. Or, specifying slightly less than normal space between lines can help keep that last lonesome line from printing on its own page.

It's the Paragraph dialog box you need to visit. Here you tell Word you want at least a specified amount of space.

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Open the Paragraph dialog box (⌘-M).
3. Choose Exactly or At least from the drop-down list.
4. Enter a specification, and unit of measure (2.5 li, 26 pt, 1.5 in, 22 cm, etc.).
5. Use the Apply button to preview, if you so desire.
6. Click OK to make the specified spacing change.

SPACING BEFORE AND AFTER PARAGRAPHS

Many people place white space between paragraphs by pressing the Return or Enter key several times—typewriter style. While this works just fine, there is a preferred method.

The Paragraph dialog box (Paragraph... from the Format menu) has an area called Spacing. It lets you define the amount of white space Word places before and after paragraphs. You can enter spacing settings in points (pt), inches (in), centimeters (cm), or lines (li). Thus, 12 points would be entered as 12pt, 25 centimeters would be entered as 25cm, and so on.

Each paragraph can have unique before and after spacing if you wish. One advantage to adding space this way is that the spacing before and after paragraphs does not change when you change the point size of your text. Another advantage is that you can use different spacing combinations for different purposes.

Headings often have different spacing requirements from body text, for instance. You may wish to create different before and after spacing designs for figures and figure captions as well.

As you will learn in Chapter 13, you can save unique spacing specifications as part of a style, making it easy to keep the look of your documents consistent.

When adding space, remember that if a paragraph has space added after it, and the paragraph beneath it has space added before, the white space between them will be the combination of the two settings. For example, if one paragraph has 12 points of spacing after it and its successor has 6 points of spacing before, the white space between the two paragraphs will be 18 points.

TO ADD WHITE SPACE BEFORE PARAGRAPHS

1. Place the insertion point in a paragraph or select multiple paragraphs.
2. Click on the Space Before button on Word's ruler.
3. Selected paragraphs and subsequent ones will have 12 additional points of white space at their tops.

TO REMOVE EXTRA WHITE SPACE BEFORE PARAGRAPHS

1. Place the insertion point in a paragraph or select multiple paragraphs containing extra space at their tops.
2. Click on the No Space Before button on Word's ruler.
3. Selected paragraphs and subsequent ones will now have only normal line spacing between them.

FINE-TUNING PARAGRAPH SPACING

While the ruler buttons are fine for most occasions, you may need to visit the Paragraph dialog box occasionally to get just the right look. Enter appropriate specifications in the Spacing Before and After boxes to fine tune. Use the Apply button to preview the results.

SPACE BEFORE AND PAGE TOPS

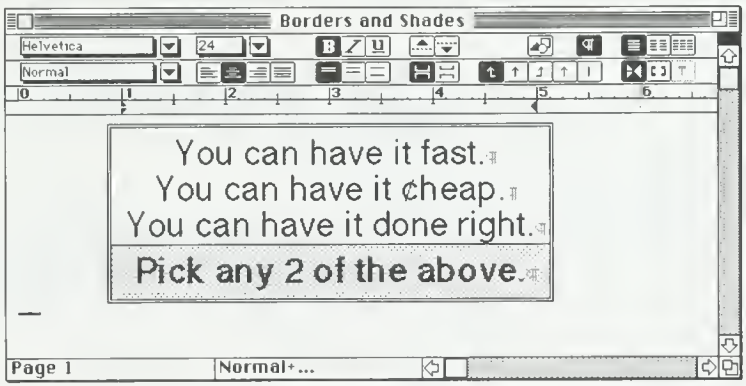
When you print, Word ignores the Space Before setting in paragraphs that land at the top of a page because of automatic pagination. If you force a page or section break, however, Word retains this extra space. It will also retain the additional space if you check the Page Break Before option in the Pagination section of the Paragraph dialog box.

BORDERS AND SHADING

Word 5 bristles with paragraph border and shading features. You can apply various border treatments and shading to single paragraphs or groups of paragraphs. For instance, all of the paragraphs in Figure 9.9 are surrounded by a common double-line border, while the last paragraph has a single line top border and shading.

FIGURE 9.9

You can apply borders and shading to one paragraph or multiple paragraphs.



CREATING LINES WITH THE BORDER COMMAND

Don't be fooled by the boxy-sounding name of this command. Border... can be used to create lines as well. Check-out the samples in Figure 9.10.

You adjust the horizontal length of borders or lines by adjusting a paragraph's width with indent markers or the Paragraph dialog box. It's also easy to control the distance between text and border lines. You can use borders to surround paragraphs, framed objects (like graphics), and tables.

FIGURE 9.10

By leaving off parts of borders, you can create lines.

Borders needn't be *boxes*. Use them to create *lines* like this one.

Lines *above* attract attention

Make thick lines from thin, shaded paragraphs...

Lines below set things off

Consider leaving off left & right sides

Tables often look better with borders too.		

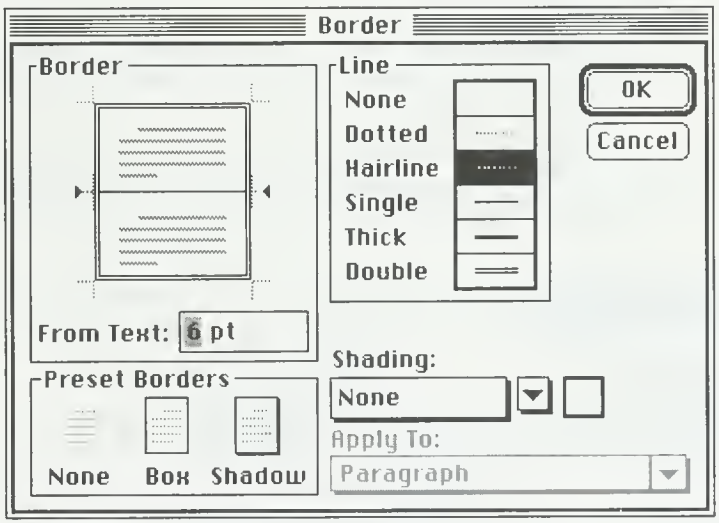
STANDARD AND SHADOW BORDERS

Word has two predefined border types that are just a few mouse clicks away. Here are the general steps for using them:

1. Place the insertion point in the paragraph of interest, or select elements to be formatted—multiple paragraphs, graphics, etc.
2. Open the Border dialog box (shown in Figure 9.11) with the Border... command on Word's Format menu or the Border button found in the Paragraph and Table dialog boxes.
3. With the Border dialog box open, click on either the Box or Shadow Box icon.
4. Click OK and say "Ahh..."

FIGURE 9.11

The Border dialog box.



Version 5.1 users will find a Border Toolbar button nestled between the Change Case and Increase Font Size buttons.) It opens the Border dialog box.

CUSTOM BORDERS AND LINES

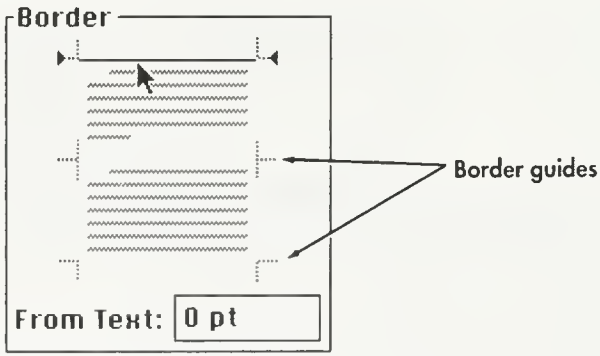
Border and line play can be great rainy day entertainment. Just don't get carried away on busy days or with a deadline looming. Before you can effectively create custom borders, you must understand the Border sample part of the Border dialog box shown in Figure 9.12.

The border sample changes to represent the border you are creating. For instance, in Figure 9.12, the border specifications call for a single line along the top of the paragraph. You specify lines (add and remove them) by clicking on border guides. They look like dotted T's and L's. Two of them are labeled in Figure 9.12. Clicking on any of the three horizontal guides toggles horizontal lines. Clicking on vertical guides—well, you know.

The little triangles that appear and disappear are called selection markers. They show you which border lines will be affected when you

FIGURE 9.12

The Border sample portion of the Border dialog box.



click a border guide. Don't worry, this will begin to make sense when you experiment on your own.

Double-clicking on a corner guide surrounds the entire border sample.

If you've selected multiple paragraphs (or tables) you'll be able to place lines between the different paragraphs (or table rows) thanks to those center border guides. And, as you've seen in the examples, it is possible to specify the line widths used for borders. It's even possible to combine different line styles in the same project. Here are the general steps for custom borders:

1. Place the insertion point in the paragraph of interest, or select elements to be formatted—multiple paragraphs, graphics, etc.
2. Open the Border dialog box (Shown in Figure 9.11) with the Border... command on Word's Format menu, or any of the Border buttons.
3. Click on the appropriate border guides in the sample to turn them on or off.
4. Click on the line type(s) you wish.
5. Unfortunately, there's no Apply button here, so Click OK to view your border, then return if necessary to change the lines selected in the sample and the line types.

Incidentally, Undo will remove unwanted new borders if you click right after leaving the Border dialog box. Once you've created some favorite border combinations, consider saving them as glossary entries or styles. See Chapters 13 and 16 for details.

Increasing the Space Between Borders and Text

To add extra space between the text contained within borders and the borders themselves, specify a point measurement in the From Text box. You can do this when you are designing the border, or select an existing border and change the spacing later by visiting the Border dialog box.

Controlling Border Width

A paragraph's indents (and the document's margins) control the width of a border. To change the border, select the paragraph(s) containing the border formatting and change the indents.

SHADING

Shading can be added to paragraphs with or without borders. Use shading to create forms or just to add decoration. Be aware, however, that shading can look pretty raggedy on most printers. Test print some samples before spending hours shading your favorite form or resume.

To add paragraph shading, pick a shading percentage from the drop-down Shading menu, or enter a percentage in the entry box. The smaller the percentage, the lighter the shading—100% is solid black. Here are the general steps:

1. Place the insertion point in the paragraph of interest, or select elements to be shaded—multiple paragraphs, graphics, etc.
2. Open the Border dialog box with the Border... command on Word's Format menu, or any of the Border buttons.
3. Click on the drop-down Shading list or type a percentage in the box.
4. You'll see a sample at the right of the list.
5. Click OK to view your shading, and be sure to test print it.

REMOVING BORDERS AND SHADING

You can remove borders and shading with the Revert to Style... command on Word's Format menu. But, since this will sometimes remove other character and paragraph formatting that you want to keep, here are the steps for removing just borders and/or shading:

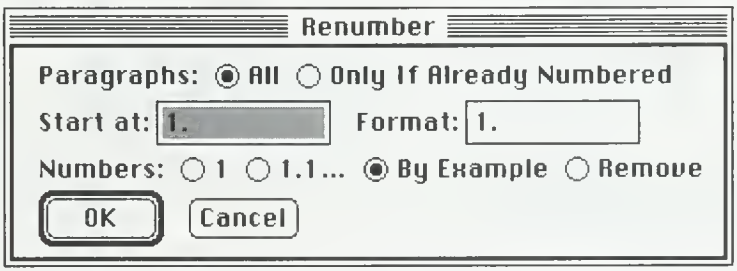
1. Select the objects with the borders you wish to remove.
2. Open the Border dialog box with the Border... command on Word's Format menu, or any of the Border buttons.
3. Click on the None choice in the Preset Borders part of the dialog box.
4. If shading has been applied, choose None from the Shading list, or type **none** in place of the percentage.
5. Click OK.

NUMBERING PARAGRAPHS

Word lets you number paragraphs in a variety of formats. You can use Arabic numbers (1, 2, 3, etc.), Roman numerals (I,II,III or i,ii,iii), and even letters (A, B, C or a, b, c). You can use a variety of separators to enclose or separate paragraph numbers, including commas, colons, hyphens, slashes, semicolons, brackets, braces, and parentheses. You work in a dialog box like the one in Figure 9.13.

FIGURE 9.13

You can control paragraph numbering from this dialog box.



Word does not number empty paragraphs consisting of just a paragraph mark. It will, however, number paragraphs containing things like graphics, which you probably won't want numbered most of the time. In that case you'll need to either number around these things by numbering selectively, or use Shift-Returns to keep the elements with their appropriate paragraphs.

To number vanilla paragraphs under normal circumstances:

1. Be sure you have created all of your paragraphs and don't have any unwanted paragraphs (remember, headings and graphics are paragraphs too).
2. Save your work.
3. Select the specific paragraphs you want to number, or don't select anything if you want Word to number everything.
4. Open the Renumber dialog box from the Tools menu or use the ⌘-F15 shortcut on Extended keyboards.
5. Specify the numbering format you desire (Arabic, Roman numerals, etc.). Create a sample in the Format box using any of these separators if you like: /() [] {}.,:; ([1.] or A or i for instance).
6. Word separates numbers and their text with tabs unless you type a space or spaces in the format sample. (**1. Space**, for instance).
7. Specify a starting number.
8. Click OK to number.
9. Check your work and undo immediately if it is not perfect.

REMOVING PARAGRAPH NUMBERS

The Remove option in the Renumbering dialog box removes all or selected numbers. It also removes the tabs Word inserted while numbering.

RENUMBERING NUMBERED PARAGRAPHS

Simply add or delete paragraphs, then take the necessary steps to specify formats and number as before.

If Word encounters a paragraph that looks like it has been numbered (an ingredient line in a recipe like "1.5 lb. of butter" or "A. Lincoln", for instance) it will think that this is a paragraph that needs to be numbered. You might end up with "A lb. of butter" or "III lb.. of butter", for instance. Microsoft's suggested solution is pretty frustrating. Your best bet is to selectively number around these problems, or minimize them by keeping troublesome lines like this together in one paragraph by using the Shift-Return method of forcing new lines without creating new paragraphs.

RESTORING PARAGRAPH FORMATS

While the Revert to Style command on the Format menu will usually undo any of the paragraph formatting described in this chapter, it might also remove character formatting you may have done. Frequently changing a paragraph to a different style is an option. This will make more sense after you've digested Chapter 13.

SORTING PARAGRAPHS

Suppose you've typed a list of names and want to sort them alphabetically. It's a good idea to save just before you sort (or do other things that may drastically alter your document) just in case you don't get to Undo in

time. Here are the steps for sorting paragraphs (read more about sorting in Chapter 10):

1. Select the paragraphs you wish to sort.
2. Use the Sort command in Word's Tools menu.
3. Paragraphs will be sorted based on the beginning character(s) in each paragraph.
4. Undo works if you act immediately.

TABS AND PARAGRAPHS

Each paragraph can have its own tab settings. Read about tabs in the next chapter.

TABLES AND PARAGRAPHS

As you'll see in the next chapter, tables can contain paragraphs. Generally, tables in paragraph cells behave like ordinary paragraphs.

CHAPTER

10

Tabs,

Tables,

Math, and

Sorting

To set tab stops **323**

show the ruler(⌘-R). Click the button corresponding to the desired tab stop type. Click on the bottom of the ruler near the desired tab stop location.

To move tab stops **324**

select the paragraph(s) containing the tab stops to be moved, then drag the tab stops on the ruler, or open the Tabs dialog box (by double-clicking on a tab for instance).

To remove tab stops **328**

select the paragraph(s) containing the tab stops to be removed, then drag them off the ruler, or use the Clear button in the Tabs dialog box.

To create a table **331**

choose the Insert Table... command on Word's Insert menu or click and drag on the Table button in version 5.1's ribbon. Specify the desired number of rows and columns (which can be changed later). Word creates table cells, consisting of rows and columns of identical widths and heights. Cell height changes automatically as you insert and delete thing in cells. Column widths can be adjusted.

To type in tables **332**

position the insertion point in a table cell. A cell can have multiple paragraphs, each with different paragraph formatting. Create multiple paragraphs in cells with the Return key. Word's character formatting features are also available in table cells. Tab to move from cell to cell. Shift-Tab to move backwards.

To add rows in tables **336**

place the insertion point in the last cell of your table and press tab to add a new row at the bottom of a table. To add rows in the middle of a table, place the insertion point in the row below where you want the new row and press ⌘-Control-V.

To remove rows in tables **338**

select unwanted rows and use the ⌘-Control-X keyboard shortcut or the Table Layout... command on the Format menu.

To add columns in tables **340**

use the Table Layout... command in the Format menu. Adjust row width to accommodate the new column(s). See this chapter for version 5.1 and other shortcuts.

To remove columns in tables **341**

use the Table Layout... command in the Format menu. Adjust row height and column width if necessary to use the newly available white space.

Featuring

- *Five kinds of tab stops and when to use them*
- *Tables and how to use them*
- *Version 5.1's handy Table button*
- *Ways to sort information in Word documents*
- *Word's ability to add, subtract, multiply, and divide*
- *Word's Equation Editor for complex formula typing*

WORD NOVICES OFTEN either under- or overuse tabs. Primarily a quick way to position text or graphics, tabs have lots of competition in Word 5. Some people use the Spacebar instead of tabs. Lovers of Word 5's table features often abandon tabs altogether in favor of tables. This is probably a mistake too. Moreover, your typing teacher may have told you to use tabs to indent the first line of each paragraph. You may prefer Word's split left indent marker, which is probably a better choice for that task.

This chapter also shows you how to have Word do simple math calculations (a great way to compute and proof totals and subtotals in tabular typing). And, you'll see how Word can sort things like phone lists. Finally, Word 5 comes with a separate program called Equation Editor, manufactured by Design Sciences Inc. It will be of particular interest to scientists and academicians. Microsoft ships a customized version of the program designed specifically for use with Word 5. This chapter introduces you to the Equation Editor and tells you how to obtain additional information or an even more robust version of the program.

TABS

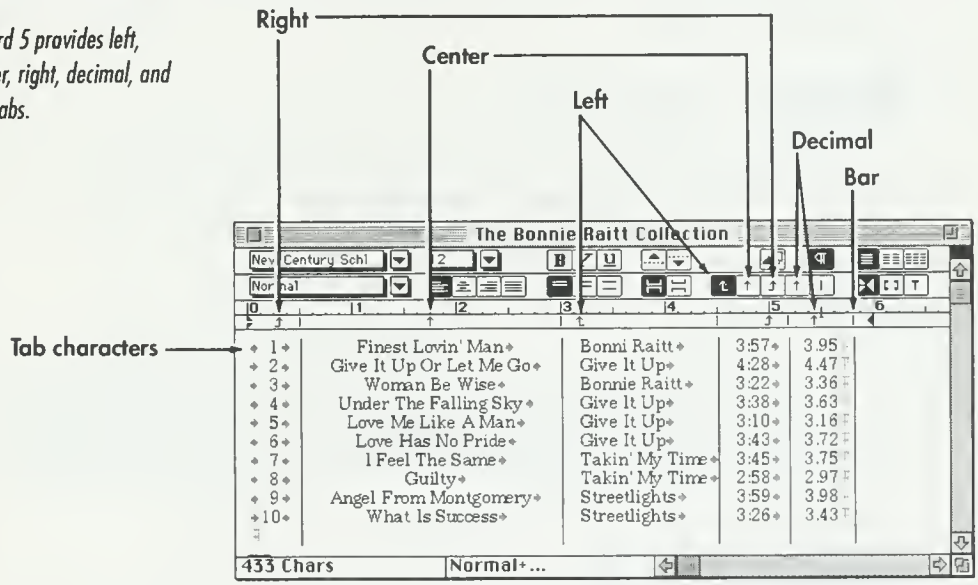
Tabs are great for creating quick, relatively simple lists, and Tabs do some things in Word you can't do on a typewriter. For instance, they can

help you exchange Word data with spreadsheets, databases, and other programs. Each paragraph in a Word document can have the same or different tab settings. So turn off that MTV and let's explore the wonderful world of tabs and tab stops!

Word offers five specialized tab stop types. They each work with tabs to help align text, and are particularly useful for making simple columnar lists like the one in Figure 10.1.

FIGURE 10.1

Word 5 provides left, center, right, decimal, and bar tabs.



LEFT TAB STOPS

Left tab stops are like the plain vanilla ones you find on your old Smith Corona. Text typed at these tab stops bumps up against the left edge of the stop. A left tab was used to align the album-name list (the third column) in Figure 10.1.

Center tab stops

A center tab stop centers your text around the tab stop. In Figure 10.1 the song titles (in column two) are aligned with a center tab stop.

Right tab stops

Right tab stops position whatever you type to the left of the tab. As you can see in the first column of Figure 10.1, this is a great way to type long lists of numbers.

Decimal tab stops

Decimal tab stops behave as you'd expect. They align columns of numbers on the decimal point and are perfect for simple financial reports.

Bar tabs

Don't you wish you had these in college? (On second thought, perhaps you do.) The Bar button creates those nice, thin vertical lines you see separating items in Figure 10.1. They aren't actual tab stops, (that is, you cannot use them to align text) but they can be placed and moved like stops.

Tables vs. tabs

Simple tabular columns are great if you have items that always fit one line. But suppose, in Figure 10.1, that Bonnie had recorded a song with a very long title—*How Can I Miss You If You Won't Go Away?*, for instance. If you use tabs, the title wouldn't automatically wrap to fit the format. You would need to redesign the tab layout, shorten the song title, or cobble things up with a carriage return. Ugh. Long items like these give tab typists fits. As you will see later in this chapter, tables make it easy to deal with this and other problems.

Serious typists will probably choose table solutions over tabs most

days. The price is speed and complexity. Word's table features can be slow at times; and you may scratch your head in the beginning. Tables require an understanding of tabs too. So, for simple projects like the example here, you might want to stick with tabs alone, at least until you've mastered them.

SETTING CUSTOM TAB STOPS

Custom tab stop setting is easiest with the ruler showing. Use the ⌘-R shortcut to turn on the ruler or choose Ruler from the View menu, if necessary.

It is also handy to have the Show ¶ feature on, since that will enable you to see tabs themselves as you type them. Use ⌘-J to display paragraph markers and tab markers, which look like bold arrows.

Tab stops are stored with the paragraph mark for each paragraph, thus all of the rules about paragraph markers apply. If, for example, you set tab stops once and type returns at the end of each typing line, each new paragraph (line) will use the same tab stops as the preceding one, until you tell Word otherwise.

SETTING TAB STOPS WITH THE RULER

1. With the ruler in view (⌘-R), click the button with the picture of the desired tab-stop type. It will darken.
2. Hold down the mouse button and drag a new tab stop onto the lower portion of the ruler as shown in Figure 10.1. If you make a mistake, drag the stop off the ruler and try again.
3. When you type, press the Tab key to move the insertion point to the new tab positions. With Show ¶ turned on, you'll see fat arrows indicating each tab character you type.

MOVING TAB STOPS ON THE RULER

To move tab stops before you've entered text, simply point to the stop of interest and drag away. If you have already entered text that uses the tab stops you want to move, first select all of the text before moving the tab stop.

For instance, if you had already typed the ten lines in Figure 10.1 and wanted to move the left tab stop for all of the lines, you would need to highlight all ten lines before moving the tab stop. Otherwise, some lines (paragraphs) would have different stops than others. Incidentally, you'd also want to highlight the paragraph mark beneath the tenth line too if you plan to enter more items. Otherwise the last paragraph marker won't know about the change and subsequent entries would be off.

If you highlight paragraphs with different tab-stop settings, the bottom portion of the ruler will be dimmed. Only the stops for the top paragraph will be displayed.

Watch the status area at the bottom left of your window as you drag tabs. It will show you their position.

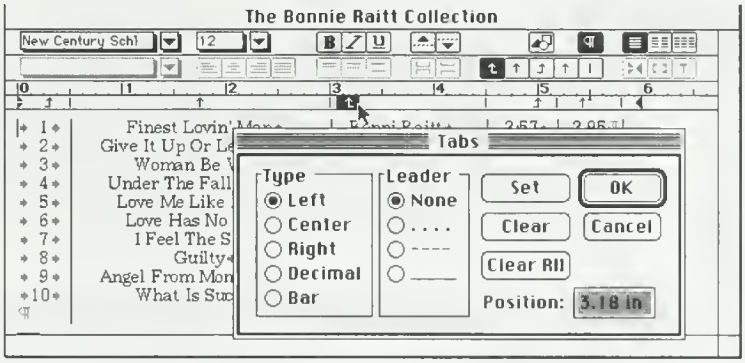
SETTING TAB STOPS WITH THE TABS DIALOG BOX

While using the ruler is easy, you may want to use the Tabs dialog box for some projects. It provides ways to precisely set tab stops and it offers some additional tab-related options. Figure 10.2 shows the Tabs dialog box at work.

Press the Set button in the Tab dialog box when you are happy with your tab settings. The tab changes will be made. You will need to click OK to close the Tabs dialog box and change the text. The advantage of using Set first is that you can assign multiple tabs from the dialog box without reopening it multiple times.

FIGURE 10.2

The Tabs dialog box gives you precise control and additional tab-related features.



You can reach the Tabs dialog box in any of these ways:

- Click the Tabs... button in the Paragraph dialog box.
- Double-clicking in the tab stop area of the ruler will place a new left tab stop where you have clicked and bring up the Tabs dialog box. The position of the new tab stop will be shown in the Position area of the dialog box and will change as you move the tab stop. Note that you can actually manipulate the ruler while the dialog box is open.
- Double-clicking any tab stop button on the ruler will bring up the Tabs dialog box with the corresponding Tab Type button activated. For instance, if you double-click on the ruler's Center tab stop button, the dialog box will open with the Center choice activated.
- If you double-click on an actual tab stop on the ruler the Tabs dialog box will open and display the exact position and type of the tab stop, as shown in Figure 10.2. You can precisely reposition any stop by selecting it this way and typing in the desired new position in the Position portion of the Tabs dialog box. Click OK and the stop will move.
- Add the Tabs... command to your Word menu bar (see Chapter 31).

Remember to select all affected text and paragraph markers before moving tab stops. Undo (⌘-Z) will save you when you forget.

UNITS OF MEASURE IN THE TAB DIALOG BOX

Measurements in the Tabs dialog box are assumed to be in inches unless you type another legal abbreviation (cm for centimeter, pt for point, or pi for pica). As an example, 5 cm would position a tab stop five centimeters from the left margin.

LEADING CHARACTERS FOR TABS

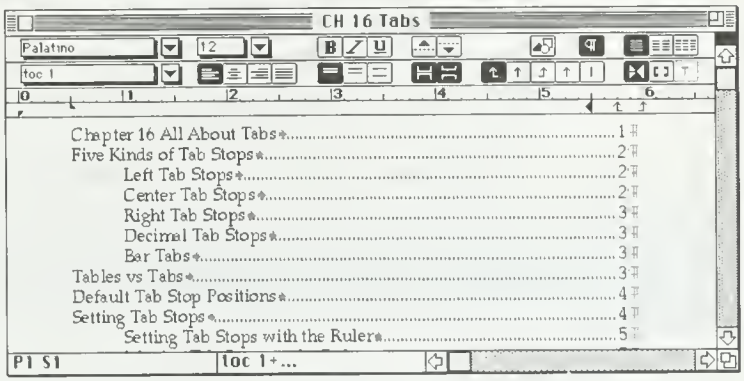
Were not talking Julia Roberts or Robin Williams, here. Word 5's leading characters are dots, dashes, and solid lines. These leaders precede tabbed entries producing the effect demonstrated in Figure 10.3. You set them from the Tabs dialog box. They make it easy to read wide, sparsely populated lines without losing your place.

1. Select the paragraphs you want to pretty-up.
2. Double-click on the tab where you want the leaders.
3. Choose the leader style you desire from the Tabs dialog box.
4. Click OK.

You can apply this effect when defining new tab stops or double-click on existing stops to bring up the Tabs dialog box as an afterthought.

FIGURE 10.3

Word provides tab leaders that make it easy to read wide, sparsely populated lines without losing your place.



DEFAULT TAB STOP POSITIONS

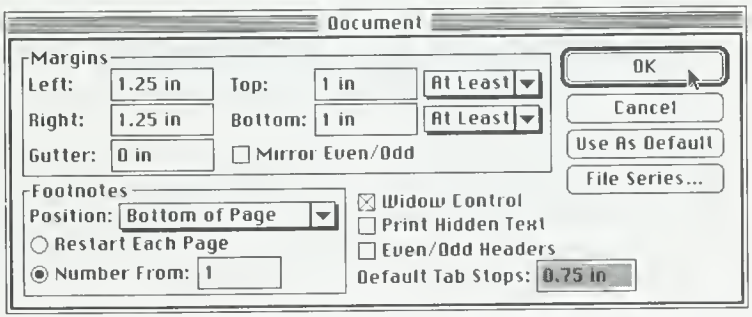
The Microsoft Word standard settings specify tabs every half-inch (0.5 in). You can change this by setting new stops in the Document dialog box. (Use the Document... command on the Format menu, or press ⌘-F14 on your extended keyboard. Enter dimensions in inches, centimeters, picas, or points. The example shown in Figure 10.4 uses default stops set every three-quarters of an inch (0.75 in).

You can change that default by following these steps:

1. Open the Document dialog box via the Format menu or with the ⌘-F14 shortcut on extended keyboards.

FIGURE 10.4

Enter new default tab positions and click OK to use them for the current document or click Use as Default to use from now on.



2. Type the desired tab specification in the Default Tab Stops box. Specify a unit of measure—inches (in), points (pt), or picas (pi).
3. Click OK to set the default for just the current document or select the Use as Default option then click OK to change tab defaults for the current document and all new documents.

Clearing tab stops

You can drag the occasional tab off the ruler if you don't need it. The Tabs dialog box (see Figure 10.2) provides facilities for clearing multiple tabs at once. If you do choose a specific tab, the Clear button in the Tabs dialog box will still remove it.

When your tabs don't line up

Select all of the paragraphs that you want to conform and set identical tabs, or correct the first paragraph, then select the rest and copy the paragraph format.

You might also consider using the Clear All button. It removes all custom tabs. Defaults remain. This can make an absolute mess of your pride and joy. Undo or Cancel should work if you accidentally clear all custom tabs, but it is always a good idea to save your work before experimenting with major changes like these. Remember, these features only work on paragraphs you have selected.

Entering and editing tabular data

Once you have set up tab stops, simply press the Tab key to reach the stop and begin typing. Word will position the text as you type. If you are typing at a center or right stop, text will flow appropriately as you type. When you type at decimal stops the insertion point sits to the left of the

decimal position until you hit the period key; then it hops to the right side. To leave an entry blank, simply tab past it by pressing the Tab key.

To move the insertion point backwards one tab at a time in tables, hold down the Shift key and press Tab.

TABS AND DATA EXCHANGE

Tabs and carriage returns are often used by Macintosh databases and spreadsheets. Tabs usually separate fields in records and carriage returns usually separate records. If you use Word 5 to type a list of tab-separated names, addresses, and phone numbers, for instance, you might be able to export the list to your favorite database or time-management program. Check out the importing sections of your other Macintosh program manuals.

TABLES

Tables help you organize complex columnar information. Use them to create such diverse documents as forms, television scripts, financial reports, parts catalogs, and resumes. You can insert tables anywhere you need them in Word documents. Word 5's table feature and the terminology used to describe it will remind you of a spreadsheet.

Word tables consist of horizontal rows, and vertical columns. You do the typing in areas called cells. Cells can contain text, numbers, or graphics. Text in cells is edited and embellished as usual with Word's ribbon and ruler.

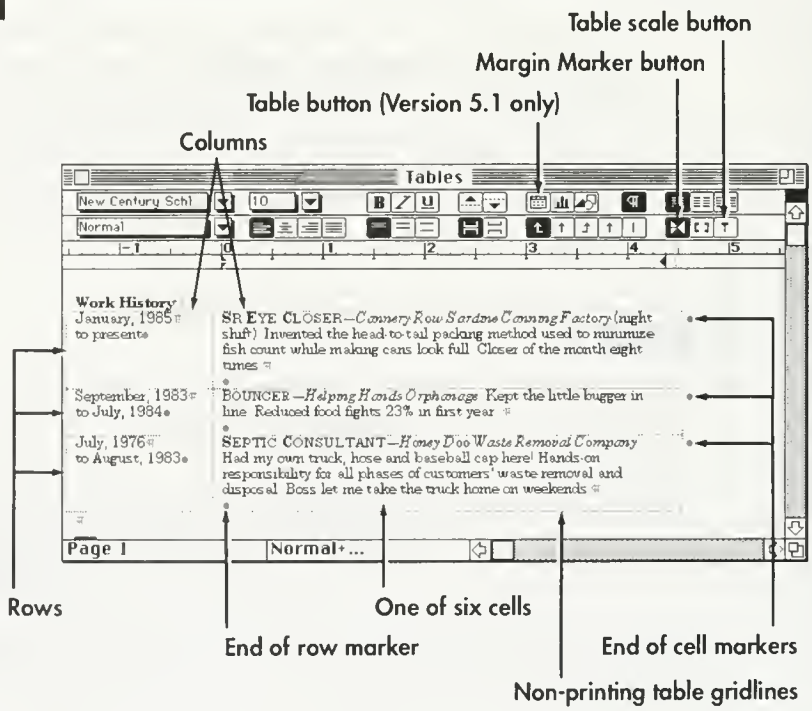
A number of table-specific features let you control the size, shape, and appearance of cells. Border and shading features are available. It is also easy to insert and delete rows and columns.

Tables can be created from existing text without needless retyping. Or, you can use the table feature to organize information and then convert your table to text. You can even import and export spreadsheet data. Figure 10.5 shows a typical Word table.

The dotted lines around each cell represent non-printing table gridlines. You can add printing borders with the Borders... command. The larger dots are end-of-cell and end-of-row marks. Click the Show ¶ button in the ribbon or use the ⌘-J shortcut if you can't see them on your screen.

FIGURE 10.5

A typical table consisting of three rows, each containing two columns, a total of six cells, and dotted cell gridlines that will not print.



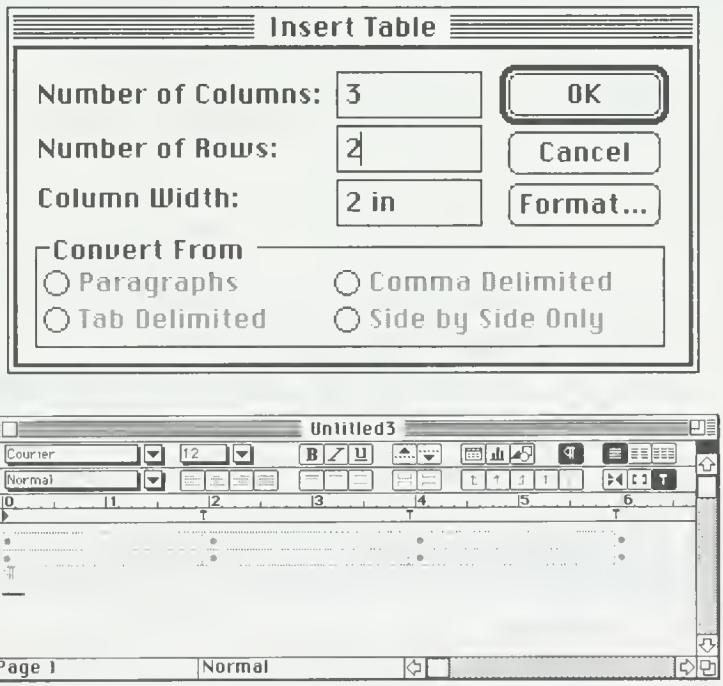
CREATING A SIMPLE TABLE

Place the insertion point where you want to insert a table. Choose the Table... command from the Insert menu. (There is no standard keyboard shortcut, but you can assign one.) The Insert Table dialog box will appear. Enter the desired number of columns and rows for your table. Don't worry if you are uncertain about the exact number of columns or rows you'll need. You can always add or delete them later. Figure 10.6 shows dialog box entries for two three-column rows.

Word computes a column width automatically, taking into consideration the available text area in your document and the number of columns you've specified. Initially, all table columns are the same width, but you can change column widths using techniques described later in this chapter.

FIGURE 10.6

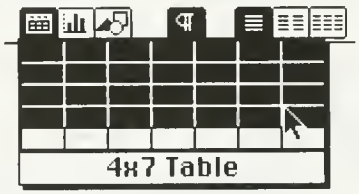
The Insert Table dialog box and the resulting three-by-two cell table it creates.



Version 5.1 includes a table button on the ribbon. It can help you quickly specify the number of rows and columns in a new table, or, as you will see later in this chapter, convert typed text into a table. Figure 10.7 shows it creating a new table.

FIGURE 10.7

Version 5.1's Table button speeds table creation.



USING 5.1'S TABLE BUTTON

1. Place the insertion point where you want the new table.
2. With the ribbon in view (⌘-Option-R) click the table button, then drag while holding down the mouse button to highlight the desired number of rows and columns.
3. When the displayed grid represents the desired number of rows and columns, release the mouse button.
4. Word will insert an empty table when you release the mouse button.

ENTERING AND EDITING TEXT IN A TABLE

With only the few exceptions noted in this chapter, you navigate, enter, and edit table text just as you do any other Word 5 text. Use your mouse or arrow keys to position the insertion point, then type normally. Think of the cell borders as margins. Word will automatically wrap text within

the cell as you reach the right edge. Rows will automatically grow taller as necessary to accommodate your typing.

To move from cell to cell within a table, either use your mouse or use the Tab key to go forward and Shift Tab to go backward. The insertion point will move left and down to the next row when you press Tab in the last column on the right side of a table; and it will move right and up one row when you Shift Tab past the last column on the left. If you press Tab in the last cell of the last row, you will create a new row.

Since you use the Tab key to navigate in tables, you cannot simply press Tab to enter tab characters in cells. Instead, you need to hold down the Option key while pressing Tab.

You can apply the usual character formatting to all or selected characters in a table. The familiar ribbon, ruler, and menu features all work here.

PARAGRAPHS IN CELLS

First-time table users are sometimes unaware of the important role paragraphs play in tables. A cell can contain more than one paragraph. Create paragraphs in the usual way. While typing in a cell, press the Return key.

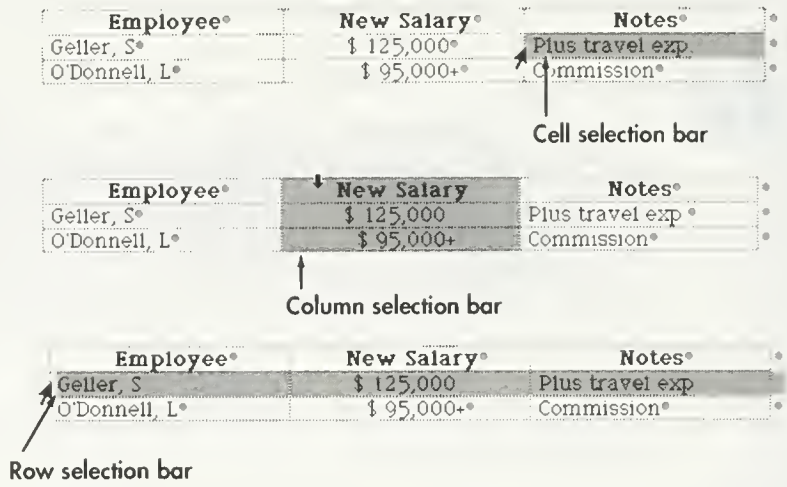
You can apply all of Word's paragraph formats to paragraphs in cells. Since cells can contain multiple paragraphs, they can also contain multiple paragraph formats. Thus, within a single cell, you can have several different indent settings, tab settings, line-spacing specifications, styles, etc.

SELECTING IN TABLES

You can select characters, words, and other items in table cells using Word's usual mouse and keyboard features. In addition, Word also provides table-specific selection tools enabling you to choose whole cells, entire rows, columns, or areas, as Figure 10.8 illustrates.

FIGURE 10.8

Word provides a number of table-specific selection tools.



SELECTING SINGLE CELLS

The area between the first character in a cell and the left edge of the cell is called the cell selection bar. Clicking on it selects the contents of the entire cell. You can also select an entire cell by dragging with the mouse. Just be sure you include the end-of-cell mark in your selection.

SELECTING COLUMNS

To select a column, move the mouse pointer to the area at the top of a column called the column selection bar. You'll know you've arrived when the pointer changes into a large, down-pointing arrow. Click to select the entire column.

Holding down the Option key while clicking anywhere in a column will also select the entire column. Selecting the bottom or top cell in a column and dragging up or down is somewhat tedious, but will also work.

SELECTING ROWS

Double-clicking any cell selection bar will select the entire row. Selecting the left-most or right-most cell in a row and dragging will also work.

SELECTING ADJACENT GROUPS OF CELLS

To select groups of adjacent cells, either drag through the cells or click in one cell and Shift-click in the others. For instance, to select all but the employee column in Figure 10.8, you could click in the New Salary cell then Shift-click in the cell containing the word *Commission*. The right-most six of the table's nine cells would be selected.

SELECTING THE WHOLE TABLE

To properly select an entire table, hold down the Option key and double-click anywhere in the table. If your document contains multiple tables and they are not separated by paragraph marks, this technique will select all adjacent tables.

Do not use Word's Select All command to select a table, since this will also select paragraph marks and other things outside of the table.

MODIFYING TABLE DESIGNS

While Word's default table settings may be fine for simple typing tasks, you will eventually want to change column widths, overall table width, cell spacing, and so on. You'll want to insert, delete, and move rows and columns. As you can see from Figure 10.9, it is even possible to create professional-looking forms by modifying Word's standard tables.

FIGURE 10.9

Create professional-looking forms by adding borders and adjusting row and column sizes.

User Survey

Fill this out while at the user's desk		*Network information (confidential)*	
External Monitor? ☐ Yes ☐ No	Screen size (diag):	User ID	Password
Color? ☐ Yes ☐ No	Bits (8, 24, etc.) Grays	Mail Name	Password
Printer ☐ Laser ☐ Dot matrix		Groups	Sec Level
Please list software installed on this machine:		Interface type (AppleTalk, Ethernet, etc.)	
		Zone & Port	
		Network User Training? ☐ Yes ☐ No	Date

Creating complex tables like this can be a little frustrating at first. It is a good idea to save your work before you experiment with new table formats. Beginners should consider working on copies of important documents. That said, let's look at a number of ways to modify standard table designs.

TABLE BORDERS THAT PRINT

An easy way to dress up a table is to add printing borders. The form in Figure 10.9 is an example of this. Select the cell or cells you wish to surround, then choose Border... from the Format menu. Pick the desired combination of line thicknesses and apply the borders just as you would add them to Word 5 paragraphs.

ADDING ROWS AT THE END OF A TABLE

To add a row at the end of an existing table, place the insertion point anywhere in the last cell (the one in the lower-right corner of your table) and press the Tab key. Word will insert a new row using the styles of the cells immediately above.

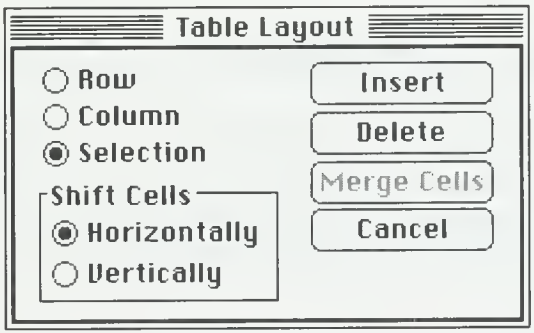
ADDING ROWS IN THE MIDDLE OF A TABLE

To insert a single row in the middle of a table:

1. Place the insertion point in the row below where you want the new row.
2. Use either the keyboard shortcut, ⌘-Control-V, or the Insert Row feature, found in the Table Layout dialog box shown in Figure 10.10. (You reach this dialog box by choosing Table Layout... from the Format menu, which is available whenever your insertion point is in a table.)
3. To insert a row this way, activate the Row button, then click on the Insert button. You can also add the Insert Rows command to the Format menu.
4. To add multiple rows, either repeat the ⌘-Control-V shortcut as many times as you need to, or try the alternate approach in the next step.
5. Select as many existing rows as you want to insert new ones before making the insertion. In other words, if you want to add three rows, select the three existing rows beneath the desired insertion point, then use ⌘-Control-V or visit the Table Layout dialog box. Word will insert three rows.

FIGURE 10.10

The Table Layout... command on the Format menu lets you insert, delete, and merge cells with this dialog box.



CHANGING ROW HEIGHTS

Normally, Word sets the height of each row automatically to accommodate the cell containing the tallest entry. For instance, if one cell in a row needs 2.0" to accommodate the text or graphic it contains, all of the cells in that row will be 2.0" high. All cells in a row must be the same height, but different rows can have different heights.

You can overrule Word's automatic row-height (and column-width) settings via the Table Cells... command located on the Format menu. This is one way to create forms with fixed-sized entry areas. (There is no standard keyboard shortcut for the Table Cells... command, but experienced table typists often add their own. Figure 10.11 shows the Table Cells dialog box and its menus.)

Place the insertion point anywhere in the row whose height you wish to specify. If you want multiple rows to share the same height, you can select all of them.

Open the Table Cells dialog box and enter a row height and unit of measure (1 in, 12 pt, etc.) in the entry box next to the Height drop-down menu.

Click OK to make the change and close the dialog box to see the results of your choice without closing the dialog box. Undo Table Cells (⌘-Z) works here if you use it immediately.

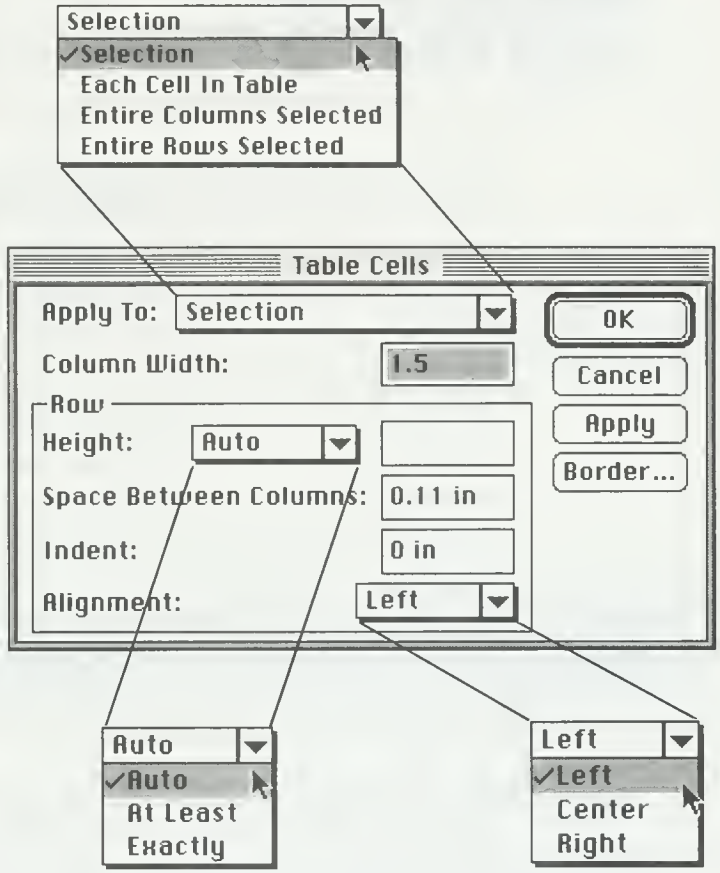
The drop-down Height menu lets you specify a minimum row height or an exact height. If the exact height is too small to accommodate the biggest entry in a row, the excessive text or a portion of the too-tall graphic will be cropped when printed.

DELETING ROWS

Delete rows either from the Table Layout dialog box described earlier (and shown in Figure 10.10) or by using the ⌘-Control-X shortcut. Start by placing the insertion point in the unwanted row or by highlighting multiple doomed rows. Undo does work here. You can add the Delete Rows command to the Format menu.

FIGURE 10.11

The Table Cells... command on the Format menu brings up the Table Cells dialog box, where you can specify row heights and column widths.



CHANGING THE SPACING BETWEEN ROWS

To change the amount of white space between rows, you must change the before and after spacing of the first or last paragraphs in the cells. (Don't confuse this with changing the height of rows, which is something else entirely.) Use the same techniques you use to add space between non-table paragraphs (see Chapter 9). Select the paragraph of interest and use the ruler's spacing buttons to add or remove space before paragraphs in cells. Or choose the Paragraph... command on the Format menu and specify before and after spacing. The keyboard shortcut for the Paragraph dialog box is ⌘-M.

INSERTING COLUMNS AT THE RIGHT EDGE OF A TABLE

To insert a column at the right edge of a table:

1. Place the insertion point between the right edge of the right-most column and the end-of-row mark.
2. Visit the Table Layout dialog box (Table Layout... in the Format menu) and activate the column button.
3. Click Insert.
4. Word will add a new column but will not change the width of the earlier columns to accommodate it. In order to make the enlarged table fit on your page you will probably need to adjust margins, column widths, or page orientation. New columns retain the format of the old right-most columns, but borders will not transfer.

INSERTING COLUMNS IN THE MIDDLE OF A TABLE

To insert a single column in the middle of a table:

1. Place the insertion point in the column to the right of where you want the new column to appear.
2. Select Table Layout from the Format menu.
3. Activate the Column option button.
4. Click Insert.
5. To insert multiple columns, either repeat the process (perhaps using Repeat Insert... from the Edit menu—⌘-Y), or select as many existing columns as you want to insert new ones to the right of the desired location of the new columns. In other words, if you want to add three columns, select the three existing columns to the right of the desired insertion

point, then visit the Table Layout dialog box. Word will insert three columns. You can also add the Insert Columns command to the Format menu. All new columns retain the format of the column to their right.

DELETING COLUMNS

To delete columns, select the column or columns to be removed. Choose Table Layout... from the Format menu to bring up the Table Layout dialog box. (See Figure 10.10.) Activate the Column button if necessary and click Delete. Like the other commands, you can add Delete Columns to the Format menu.

The Table button on version 5.1's ribbon lets you quickly insert cells, columns, or rows. Read how next.

INSERTING TABLE ELEMENTS WITH 5.1'S RIBBON

Version 5.1's Table button lets you insert table elements. Simply select the number of cells, rows, or columns you wish to insert, just as you would to use the Table dialog box, then click on the Table button.

CHANGING COLUMN WIDTHS

You can change the widths of entire columns or selected cells within columns. Most changes can be made by dragging column markers on the table scale in the ruler. Or you can make precision adjustments in the Table Cells dialog box.

Changing Column and Cell Widths with the Ruler

To change the width of an entire column:

1. Select all cells in the column you want to work with. This is an important step! If you fail to select the entire column, your changes will affect only selected cells.
2. With the column selected, display the table scale on the ruler. To do this, click on the Table Scale button in the upper-right corner of the ruler. It looks like a T.
3. The table-column markers will display on the ruler, ready for dragging, as shown in Figure 10.12.

When you drag the markers in this way, markers to the right will also move, changing the overall size of the table. To preserve the positions of all markers, hold down the Shift key when dragging column markers.

As you can see in Figure 10.13, it is possible to change the size of just one cell by placing the insertion point in the cell then dragging its column marker. Here too, holding Shift while dragging will preserve the markers' positions.

Undo Formatting is available if you need it. Visit the Edit menu or use the (by now familiar?) ⌘-Z shortcut.

FIGURE 10.12

Drag the column markers to change column or cell widths.

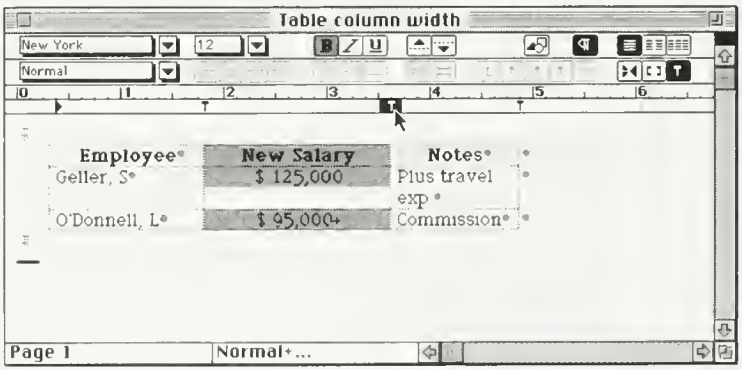
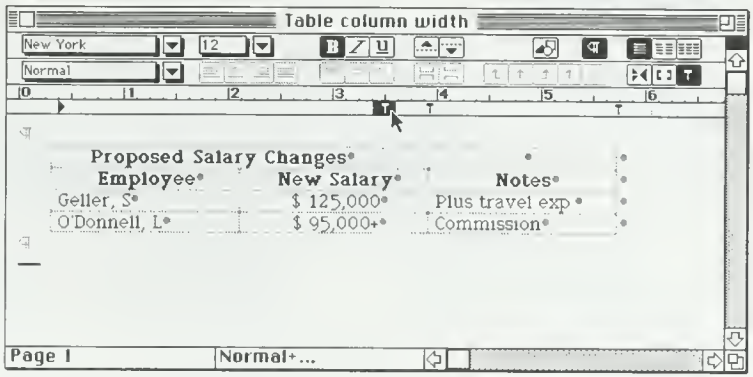


FIGURE 10.13

You can change individual cell widths by selecting only one cell before dragging.



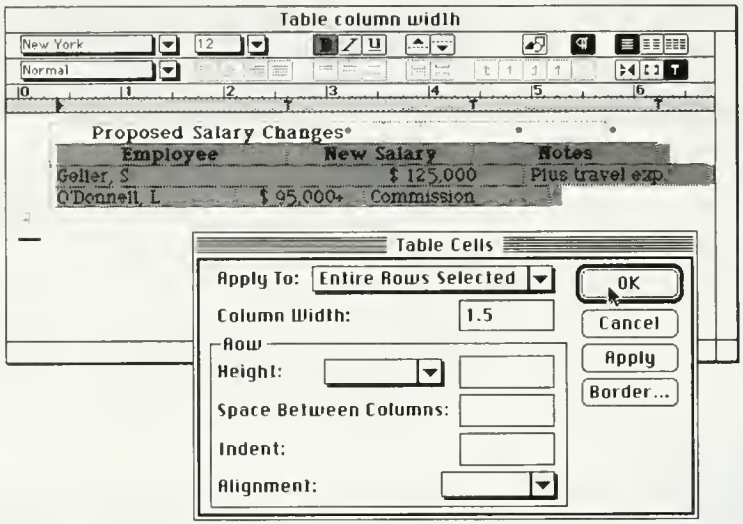
When you are just learning, it's pretty easy to mess things up while dragging cell and column borders around this way, particularly if you change cell widths when you meant to change column widths. If Undo can't fix the problem and you don't have a better previously saved version, perhaps the Table Cells... command can help.

Changing Widths with the Table Cells... Command

The Table Cells... command, discussed earlier, can also be used to define cell and column widths. It will either use the cell containing the insertion point as a sample, or you can type in a column-width specification. Take a look at the before mess in Figure 10.14. Several cell widths have been changed and nothing lines up.

FIGURE 10.14

The Table Cells feature can help bring order (bottom) to chaotic cell and column widths (top).



Proposed Salary Changes		
Employee	**New Salary**	**Notes**
Geller, S	$ 125,000	Plus travel exp.
O'Donnell, L	$ 95,000+	Commission

The Table Cells... command brings up the Table Cells dialog box shown in Figure 10.14. The drop-down Apply To menu is a powerful weapon in cleaning up problems. With the rows needing identical cell widths, we've entered a column width of 1.5 in. After clicking OK, the cells align themselves as shown in the after portion of the figure.

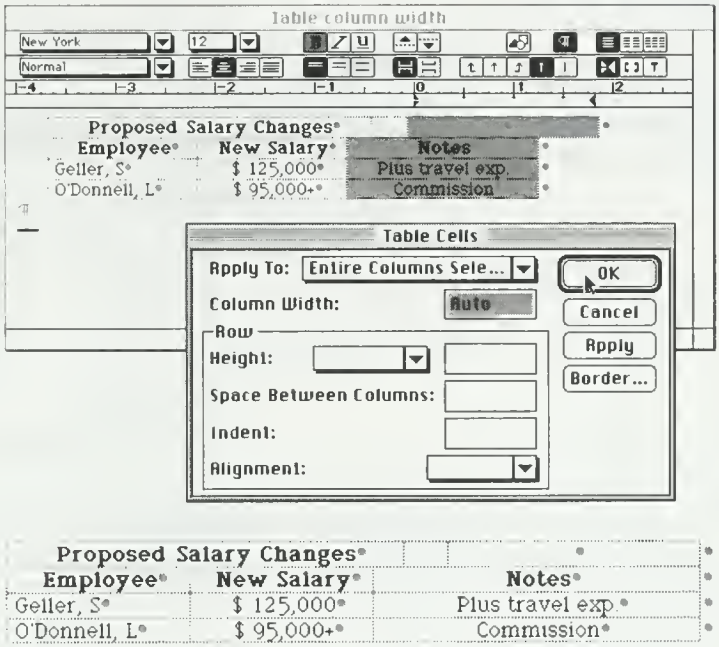
There's another trick worth noting. As shown in Figure 10.15, you can type the word Auto in the Column Width box of the Table Cells dialog box. This evens out the right edge of the table.

ALIGNING TABLES

The Table Cells dialog box has an Alignment drop-down menu that lets you specify how you want selected rows or entire tables aligned with relation to your document's left margin. The choices are Left, Center, and Right. Choices you make here do not affect the alignment of things in table cells.

FIGURE 10.15

Typing Auto in the Column Width box will make unequal rows (top) the same width (bottom).



Proposed Salary Changes		
Employee	**New Salary**	**Notes**
Geller, S	$ 125,000	Plus travel exp.
O'Donnell, L	$ 95,000+	Commission

TO MERGE CELLS

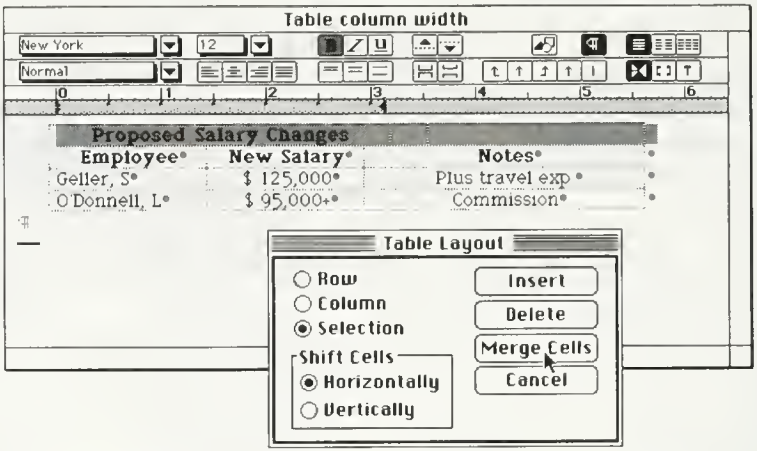
Use the Merge Cells feature to combine the contents of multiple cells. This is a common way to make a heading in one cell span an entire table or selected group of columns. As shown in Figure 10.16, you select the cells to merge, then choose Selection in the Table Layout dialog box (reached from the Format menu). Click Merge Cells and the contents of the designated cells will merge. You may need to reformat text merged this way.

TO UNMERGE CELLS

To split (unmerge) cells, place the insertion point in a merged cell and re-visit the Table Layout dialog box. The Merge Cells button will be replaced with Split Cells. (Some formatting may be lost—cell borders for instance.)

FIGURE 10.16

The contents of several cells (top) can be merged together (bottom) with the Table Layout dialog box.



Proposed Salary Changes		
Employee	New Salary	Notes
Geller, S	$ 125,000	Plus travel exp
O'Donnell, L	$ 95,000+	Commission

CHANGING THE SPACE BETWEEN COLUMNS

Word assigns cell widths based on the available text area and the number of columns you request. In the process, it sets aside a small amount of unprintable space between (actually within) each cell. This space takes away from the usable cell space. For instance, a 1½" column with ¼" inch column spacing would have 1¼" of usable space in the middle of each cell.

To change the space between columns, select the columns of interest, then type a new specification in the Space Between Columns box, found in the Table Cells dialog box. (Choose Table Cells... from the Format menu.)

CONVERTING TABLES TO TEXT AND VICE VERSA

Sometimes you'll start a project using tabs and wish you'd created a table—or a co-worker will give you some tabbed text. Other times, you will want to export things you've typed using Word 5's table feature for use with database

and other programs that expect tab- or comma-separated (delimited) input. Word has solutions for all these contingencies.

It's fairly easy to convert back and forth from tables to text. You may need to do some cleanup before or after conversion though. Always work on copies of your documents when you do this!

CONVERTING TEXT TO TABLES

Highlight the text in your document that you want to turn into a table. Choose Text to Table... from the Insert menu and click the appropriate Convert From button as described below.

Tab-Delimited Text

Click the Tab Delimited button in the Insert Table dialog box. Lines of text separated by paragraph marks or line breaks will become rows in your table. Tab-separated strings of text within those lines will become cell entries in the row. Word will automatically create the necessary number of columns based on the maximum number of tabs in a line.

For instance,

> Sony Corporation [Tab] 800-222-7669 [Return] SYBEX, Inc. [Tab] 415-523-8233 [Tab] Publisher [Return]

would create two rows with three columns, even though the last cell in the first row would be empty.

Comma-Delimited Text

Click the Comma Delimited button in the Insert Table dialog box. Lines of text separated by paragraph marks or line breaks will become rows in your table. Comma-separated strings of text within those lines will become cell entries in the row. Word will automatically create columns based on the maximum number of commas in a line.

For instance,

> Sony Corporation [Comma] 800-222-7669 [Return] SYBEX, Inc. [Comma] 415-523-8233 [Comma] Publisher [Return]

would create two rows with four columns, even though the last cell in the first row will be empty.

Beware of commas that might create unintentional cells like the one between SYBEX and Inc. in the last example.

Converting from Paragraphs

Click the Paragraphs button in the Insert Table dialog box. If you ask Word to convert paragraphs to tables, it will propose a single column and create as many rows as you have paragraphs. Changing the number of columns will distribute paragraphs among the columns from left to right. In a two-column layout, the first paragraph would end up in the top-left cell of the new table, the second paragraph in the top-right cell, the third in the left cell of row two, and so on.

When you select text, then click on version 5.1's Table button, you'll see a dialog box asking you which conversion options you'd like to use to convert text to tables.

Converting Text Placed Side-by-Side

Word 3 users can convert text formatted as side-by-side text using this converter. Don't try to use it for other conversions.

CONVERTING TABLES TO TEXT

Select the table cells you wish to convert or use the Option-double-click trick to select the whole table. Choose Table to Text... from the Insert menu. Word will provide a Table to Text dialog box which asks if you want the table converted to Paragraphs, Tab-delimited, or Comma-delimited text. Pick one. If you pick the Comma or Tab options, Word will convert each row of your table into one line (a paragraph, actually). Cells in your old tables will become tab- or comma-separated items on the lines.

Remember that in-text commas will confuse Word. It would treat SYBEX, Inc. as two distinct entries. If you choose tab text you will probably need to set new tabs after the conversion.

Choosing the Paragraph option will convert each old table cell into at least one paragraph. If cells contain multiple paragraphs, the paragraph marks are retained during the conversion, so some cells will create more than one new paragraph.

TABLE TIPS

Here are some tips to help make you a more productive table editor. They cover a variety of subjects.

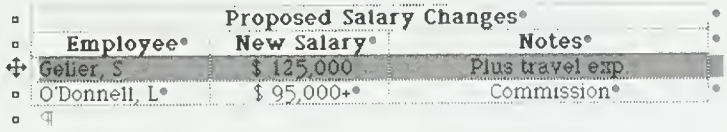
REARRANGE ROWS IN OUTLINE VIEW

With a table on-screen, switch to Outline view from the View menu. Move the pointer to the left edge of your table. The pointer shape will change, as shown in Figure 10.17.

You can drag rows to new positions using Word's Outline features. See Chapter 20 for more information about Outline view.

FIGURE 10.17

Drag rows in Outline view to rearrange tables.



MOVING CELL CONTENTS

To move the contents of cells:

1. Find or create new empty destination cells in the appropriate quantity and configuration to hold the items you plan to move. For instance, if you plan to move a four row by six column collection of cells you will need the same number of available cells in the same configuration (4×6) to receive the moved items.
2. Copy or cut the items of interest by highlighting them and using Copy or Cut from the Edit menu or the keyboard shortcuts ⌘-C and ⌘-X.
3. Now you can either select the same cell configuration at the destination (four rows of six columns each in our example) or you can try a shortcut. Simply place the insertion point in the upper-left destination cell. (If you use this shortcut, do not select the cell.) Be sure to place the insertion point before the end-of-cell mark, then paste.
4. All of the cells will flow into their new destinations, bringing their formatting information with them. Undo Paste (⌘-Z) works here if you spot trouble immediately.
5. Delete unused columns using the Table Layout... command if necessary.

STYLES AND TABLES

Word will use the current style (at the insertion point) when creating a new table. You can change the style of the whole table or apply different styles to different portions of the table.

Consider creating multiple styles if you plan to play with table formatting. For instance, you might have a style for table headings, another for standard text, another for decimal-aligned numbers, and so on. See Chapter 13 for more detail on styles.

Apply the new style to all appropriate paragraphs in your table by selecting the paragraphs and using the ribbon's Style menu. From then on, simply changing a style will change all table text formatted with the changed style.

MEMORY, TABLES, AND SPEED

If Word slows to a crawl in large tables, try quitting and increasing the amount of memory allocated to Word in the Get Info box. Sometimes this helps. See your Macintosh manual for details. You might also consider turning off Show Table Gridlines (found in the View category of the Preferences dialog box).

REPEATING HEADINGS ON MULTIPAGE TABLES

To repeat column headings on each page of a multipage table, create a separate section for the table. Place the table headings in the section's header. Start by placing the insertion point in the first row of your table. Create a new section by inserting a Section Break (from the Insert menu).

Copy the heading rows from your table and paste them into the section header. Adjust paragraph Before and After spacing if necessary. Page Layout view will help you see what's going on.

PLACE TABLE LAYOUT CHOICES IN YOUR MENU

If you create tables frequently, you can use Word's Commands... command to place table-related commands and choices in your menus. You can even add commands to bypass multiple choices in the Table Layout dialog box. For example, an Insert columns command is available. Appendix B lists all of Word 5's commands.

SORTING IN WORD

Have you ever created something like an alphabetical list of employees and their phone extensions, then needed a list of phone extension assignments sorted by extension number? Most of us have many lists like these, and they always seem to be in the wrong order.

You could retype the old list or cut and paste, but Word's Sort... command, found under the Tools menu, might be a better solution. Don't throw away your database software just yet, though. The Sort feature has limitations, many of which can be overcome with a little planning.

Word can sort lines of tabular text, items you've entered in tables, or even paragraphs in a document. The Sort command can be quite helpful when preparing data files for Word's Print Merge feature (discussed in Chapter 26).

As with some other Word features, Sort can make substantial changes to your document (read: ruin your hard work), so it is best to save before you sort. Consider practicing on copies of important files.

SIMPLE SORTING

Word 5's Sort feature will attempt to alphabetically sort any selected text. To sort this way:

1. Select all the lines you want to rearrange (and no others!). Unselected lines will not sort.
2. Pick Sort... from the Tools menu.
3. The selected items will be rearranged in ascending order for you. Undo Sort is available.

Look at the list of employee names, phone extensions, and birthdays in Figure 10.18, for instance. Word has sorted them by first name, which might not be desirable.

Notice that Word has rearranged the three highlighted lines alphabetically, using the first character in each line. If there had been two names in the example starting with R (Robert and Robbie, for instance), Word would have considered as many characters following as necessary to sort properly.

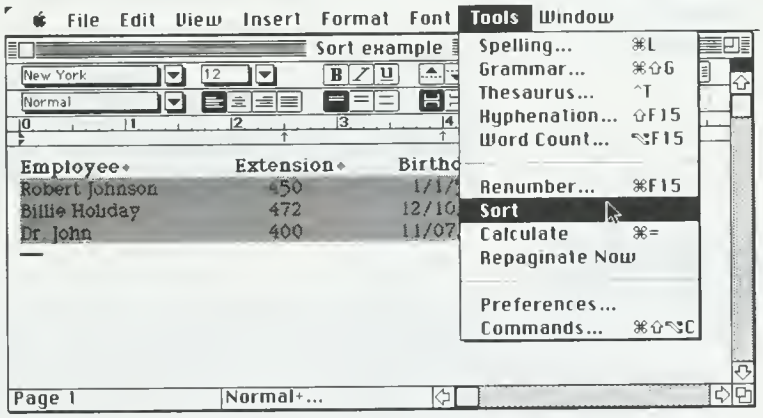
SORT ORDER

Normally, Word sorts alphanumerically in ascending order based on each character's ASCII code. That is to say, the default sort would start with numbers 0–9, then progress from uppercase A to lowercase z.

If you hold down the Shift key when visiting the Tools menu, the choice will be Sort Descending. (You must press the Shift key before pointing to the Tools menu, and hold down the Shift key at least until the menu appears.) A descending sort will progress from lowercase z to uppercase A, then from 9 to 0 (zero). As you will see in a moment, numbers in dates and part numbers containing letters may require special handling.

FIGURE 10.18

Highlight the text to be sorted, choose Sort... from the Tools menu (top), and Word will sort alphabetically using the first character (bottom).



Employee	Extension	Birthday
Billie Holiday	472	12/10/40
Dr. John	400	11/07/45
Robert Johnson	450	1/1/50

Lines beginning with punctuation marks (*, !, etc.) will appear at the top of ascending sorts and the bottom of descending sorts.

Accented characters are treated like their non-accented equivalents. Thus ñ and n are the same for sorting purposes.

SORTS BASED ON PORTIONS OF LINES

As you can see in Figure 10.19, you need not sort on the first characters in a line. In fact, you can base sorts on nearly anything you can select. Just be sure you select all the text you want to sort.

You can see from the before and after portions of Figure 10.19 that Word sorted entire rows based on the highlighted extension numbers, not just the highlighted text. The illustration contains tab-separated text, but the technique works fine with items separated by spaces.

FIGURE 10.19

To sort based on extension numbers (top), hold the Option key while dragging to select areas, and Word sorts entire rows (bottom).

Employee	Extension	Birthday
Robert Johnson	450	1/1/50
Dr. John	400	11/07/45
Billie Holiday	472	12/10/40

Employee	Extension	Birthday
Dr. John	400	11/07/45
Robert Johnson	450	1/1/50
Billie Holiday	472	12/10/40

To select areas like the ones in Figure 10.19, hold down the Option key and drag the mouse. To make selecting columns easier, separate the items with a lot of white space (by using tabs, for example).

SORTING DATES, NAMES, AND PART NUMBERS

There is no chronological sort-order option built into Word, so you will need to use some forethought when typing dates you plan to sort. Figure 10.20 illustrates the problem.

Since the year appears last in most American date formats, it is impossible to sort dates like the ones in Figure 10.20 without separating the month, day, and year into separate columns. So the solution is to turn the list into a table and sort by the last column.

You can have similar problems with alphanumeric part numbers. Names are a problem, too, if you've entered first names before last names or if you've included someone's title.

One solution is to break items like these into columns and insert them in a table, as shown at the bottom of Figure 10.20. Word sorts entire rows based on the specified sort column. So in the table shown at the bottom of Figure 10.20, the rows containing peoples' names are sorted by birth year column.

MULTILEVEL SORTS

When you place items in a table, it is possible to have Word automatically do multilevel sorts, as shown in Figure 10.21. First, select the columns you wish to sort. Then select Sort... from the Tools menu. In this case Word has sorted by first name, then last name within first name.

FIGURE 10.20

Word will not properly sort dates entered in most American formats.

Employee	Extension	Birthday
Billie Holiday	472	12/10/40
Dr. John	400	11/07/45
Robert Johnson	450	1/1/50

Employee	Extension	Birthday
Robert Johnson	450	1/1/50
Dr. John	400	11/07/45
Billie Holiday	472	12/10/40

FIGURE 10.21

Word has sorted by first name then last name within first name in this example.

Employee		Extension	Birthday		
Billie	Holiday	472	12	10	40
Dr. John		400	11	07	45
Robert	Johnson	450	01	01	50
Robert	Benson	425	04	15	47

Employee		Extension	Birthday		
Billie	Holiday	472	12	10	40
Dr. John		400	11	07	45
Robert	Benson	425	04	15	47
Robert	Johnson	450	01	01	50

Employee		Extension	Birthday		
Robert	Johnson	450	01	01	50
Dr. John		400	11	07	45
Billie	Holiday	472	12	10	40

ADDING, SUBTRACTING, MULTIPLYING, AND DIVIDING

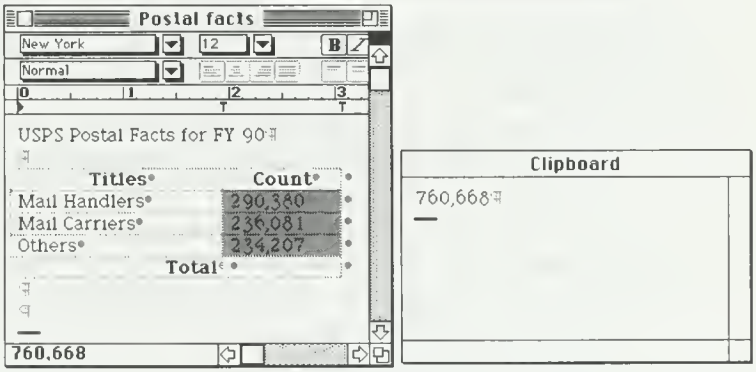
Word 5's built-in Calculate command will add, subtract, multiply, and divide numbers you've typed in your documents. It is perfect for creating simple financial reports or for proofreading columns of numbers. The feature has some peculiarities, however, so if you plan to use it extensively, review the examples in this chapter and create some of your own before your next rush project.

WORD'S BUILT-IN MATH CAPABILITY

How often have you typed an important memo and made a math or typing error in a column of numbers? Word's Calculate feature can minimize mistakes like these. In its simplest implementation, the command adds columns or rows of numbers, as shown in Figure 10.22. As you will see in a moment, it can do much more than add.

FIGURE 10.22

The Calculate feature gives Word 5 limited but useful math capabilities.



ADDING WITH CALCULATE

The Calculate feature performs addition on selected columns or rows of numbers. For simple addition, highlight the numbers you wish to add, then choose Calculate from the Tools menu or use the ⌘-= shortcut. (Press the equals sign on the main keyboard; don't use the one on the numeric keypad unless you have Num Lock engaged.)

Word will add (sum) the selected numbers and place the answer in the lower-left corner of your document window and on your clipboard, ready for viewing with the Window's Show Clipboard command, or pasting into your document.

Since the answer is placed on your Clipboard, whatever else was previously there is gone. There is no Undo here, so if you have your life's best work residing on the Clipboard only, save it somewhere else before calculating.

Incidentally, nearly anything you do after issuing the Calculate command will overwrite any information in the status area at the lower-left

corner of your screen. Even if the results of your calculation disappear from the status area, don't panic. Your answer will remain on the clipboard until you copy, cut, or perform some other operation that alters the clipboard.

You need not place plus signs between numbers you wish to add. Thus, if you were to highlight the numbers 2400 and 1000, Word would place 3400 on your clipboard.

Word ignores most but not all selected words, symbols, and punctuation, as you will see in a moment. It will attempt to include commas in answers if commas are extant in the original numbers. Answers will be formatted using the maximum number of decimal places in the selected text. Thus, typing, highlighting, and calculating 2,400 and 1000.000 would result in 3,400.000, since one of the numbers contained a comma and the other had three decimal places.

Word treats numbers surrounded by parentheses as negative numbers, so if you highlight 2400 and (1000), the answer will be the sum of the positive and negative numbers, 1400.

MULTIPLICATION, DIVISION, PERCENTAGES, AND MORE

Word supports more complex math, within reason. If you type 2400–1000, the answer will be 1400. Placing an asterisk between two numbers—like 2*2 and highlighting both numbers will effect multiplication, giving the answer 4. Division works as you'd expect. The string 2400/2 would yield 1200.

There is even a percentage function of sorts. The string 80*10.0% would result in 8.0.

These features are nowhere near as robust or predictable as a full-blown spreadsheet, so you will need to keep an eye on them. For instance, you might expect that 2400–10% would produce 2160 (the result of 2400–240). But Word doesn't work like that.

The Calculate command was used to create all of the results that were then pasted into the right column in Figure 10.23. Creating your own examples is a good way to understand this feature's strengths and limitations. A table was used in Figure 10.23, but you need not type your examples in a table. Calculate will attempt to compute any group of numbers you highlight, whether they are in tables, tab-separated blocks, or even in sentences.

Notice that in lines 1 through 6, Word provides the results you'd expect. Line 7 has a problem, apparently due to the parentheses used to surround the text. Changing the parens to brackets solves the problem, as you can see in line 8.

Notice the percentage computations in lines 13 and 14. In order to get the right answer you must first have Word compute 10% of 2400 and then have it subtract the answer from 2400. Parens work for this purpose. Word first does the math in parens, then works outside of them. But there's a potential gotcha as you can see in line 17. Since Word always treats single numbers in parens as negative numbers, the results on line 17 are quite different from those in line 16. Use parens with care, or better still, do the fancy work in a spreadsheet, then copy and paste it into your Word document.

Chapter 28 will show you how to link Word documents and spreadsheets and how to use System 7's Publish and Subscribe features. These are often better ways to place complex math results in Word documents.

FIGURE 10.23

Use care when calculating.

	Highlight and calculate:	Result:
1	2400+1000	3400
2	2400 1000	3400
3	2400-1000	1400
4	2400 (1000)	1400
5	$2,400-$1,000	1,400
6	2,400 000-1,000 00	1,400 000
7	$2400-$1000 (this is selling price-discount)	0
8	$2400-$1000 [this is selling price-discount]	1400
9	2400/1000	2
10	2400/1000.00	2.40
11	2,400*1,000	2,400,000
12	2400*10%	240.0
13	2400-10%	2399.9
14	2400-(2400*10%)	2160.0
15	2400+100*2	5000
16	2400+(100*2)	2600
17	2400+(200)	2200

THE EQUATION EDITOR

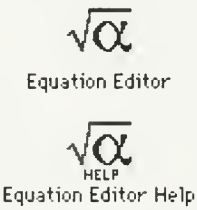
The Equation Editor is an elegant way to type complex looking formulas. It helps you build formulas using palettes of math symbols and templates. The feature understands formula typesetting rules and conventions, and will do much of the formatting for you. It does not calculate.

STARTING THE EQUATION EDITOR

The Equation Editor is a separate program that runs under Word 5's supervision. The program and related help file should be installed in your Commands folder. They are shown in Figure 10.24.

FIGURE 10.24

The Equation Editor and its related help file should be installed in your Word 5 Commands folder.



Normally, Word's installation program will put them where they belong. You can double-click to launch the program under System 7 or MultiFinder, but it is better to use the Object... command on Word 5's Insert menu instead. As shown in Figure 10.25, the Insert Object dialog box will present you with several choices.

Either double-click on Equation or highlight it and click OK. You will see an Equation Editor Window like the one in Figure 10.26.

CREATING EQUATIONS

You assemble equations by typing text and picking templates and symbols from the palettes. Equation Editor has a number of keyboard shortcuts which are detailed in the program's context-sensitive help screens.

FIGURE 10.25

Start the Equation Editor from the Insert Object dialog box, reached from the Object command on the Insert menu.

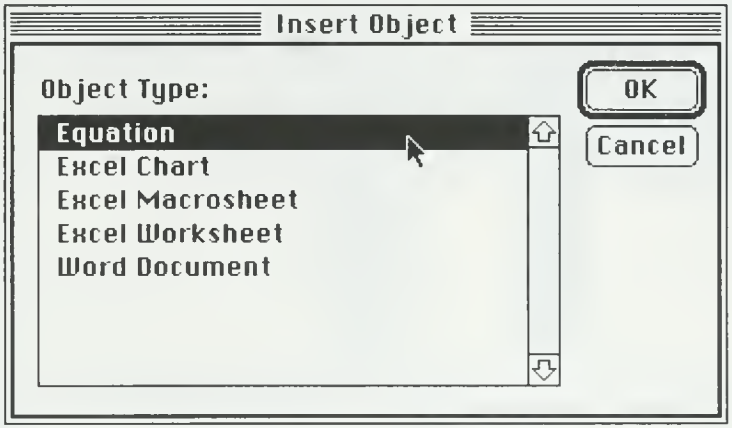
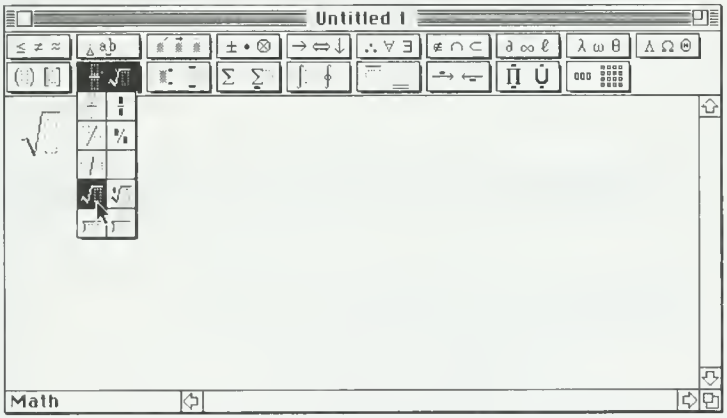


FIGURE 10.26

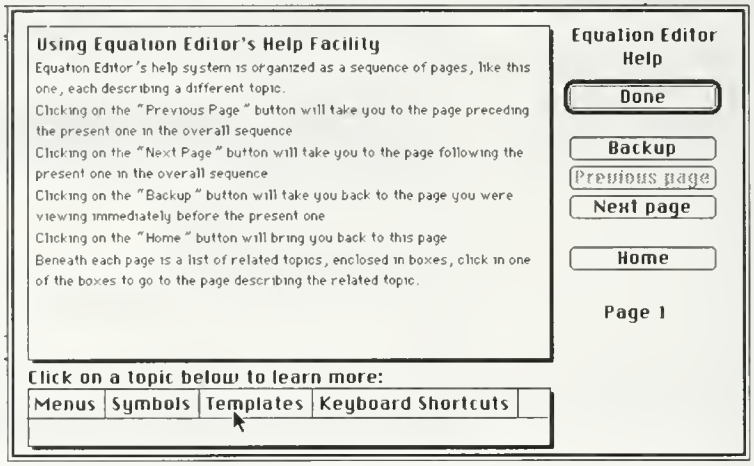
The Equation Editor window contains template and symbol palettes.



To receive on-line help about a particular palette or symbol, press your Mac keyboard's Help key if it has one, choose Help via the About Microsoft Word... listing from the Apple menu under System 6, or use Balloon Help if you're running System 7. You will see a window like the one in Figure 10.27.

FIGURE 10.27

Reach the Equation Editor's help screens from the Apple menu or press Help on your Mac's keyboard.



PLACING EQUATIONS IN WORD DOCUMENTS

Closing the Equation Editor window pastes the equation you've created into your Word document at the insertion point.

EDITING EQUATIONS IN WORD DOCUMENTS

1. Double-click on the equation in your document to open the Equation Editor window.
2. Make the changes.
3. Close the Equation Editor window to replace the old equation with the new.

UPGRADING THE EQUATION EDITOR

If you work a lot with equations, there is an even more powerful version of this program available from Design Sciences, Inc. Their address is 4028 Broadway, Long Beach, CA, 90803. Or phone (800) 827-0685.

CHAPTER

11

Headers,

Footers,

Page Numbers,

and Footnotes

To create, view, and edit simple headers and footers **367**

choose Header or Footer from the view menu. In Normal view you'll see a header or footer window. In Page Layout view the header or footer will appear in the margin. Type and edit as usual. All pages of the document will contain identical headers and/or footers.

To insert dates and times in headers and footers **368**

in Normal view open the desired header or footer window and click on the date and/or time icons. Position and format the date and time using standard Word character and paragraph formatting techniques in open header or footer windows. You may need to use the Show Ribbon (⌘-Option-R) and Show Ruler (⌘-R) commands to see these tools in header and footer windows.

To create different odd and even headers and footers **371**

switch to Normal view (⌘-Option-N), Choose the Document... command on the Format menu (⌘-F14), and select the Odd/Even headers option. Use the Odd Header, Even Header and Odd Footer and Even Footer commands that appear on your View menu to create different odd and even headers and footers.

To create different first pages in headers and footers **372**

switch to Normal view (⌘-Option-N), Choose the Section... command on the Format menu (⌘-F14), and select the Different First Page option. Use the First Header and First Footer commands that appear on your View menu to create different headers and footers.

To number pages **373**

in Print Preview, double-click on the page number icon (second from the top). In Normal view open the desired header or footer window and click on the page number icon.

To reposition and format page numbers **377**

use standard Word character and paragraph formatting techniques. In Print Preview, drag page numbers to new positions with your mouse. In Normal view open the desired header or footer window and use the header or footers, ribbon, ruler, etc. You may need to use the Show Ribbon (⌘-Option-R) and Show Ruler (⌘-R) commands to see these tools in header and footer windows.

To suppress page numbering **378**

place the insertion point in the desired section of your document (if it has multiple sections), then open the Section dialog box with the Section... command (Option-F14) on the Format menu. Choose Different First Page.

Featuring

- *Ways to create headers and footers*
- *Numbering pages*
- *Formatting headers and footers*
- *Facing page variations in headers and footers*
- *Steps for spell-checking headers and footers*
- *Creating, editing, and stylizing footnotes*

HEADERS AND FOOTERS are places to put repetitive information in a document's top and bottom margins. (Don't confuse footers with footnotes, they are different).

You can use headers and footers to print something simple on each page, like your name, or something complex, like a graphic. Stylized text, dates, and automatic page numbering can all be included in headers or footers.

Headers and footers can be identical on all pages in your document, or you can specify different contents for each section of the document. Odd and even pages can have different designs if you wish. The first page of each document or each section can be unique.

Editing takes place in special Header and Footer windows, opened from the View menu. It is possible to apply virtually any paragraph or character style using ribbons and rulers in these windows. Once headers and footers have been added to a document, it is possible to see and edit them in the Page Layout view. They are also displayed in Print Preview, but in Normal view, you must open a separate window.

Word's footnote features are equally powerful and easy to use. You can enter edit and view footnote numbers in a variety of formats. Word simplifies inserting, deleting, and moving footnotes by automatically numbering and renumbering them as necessary.

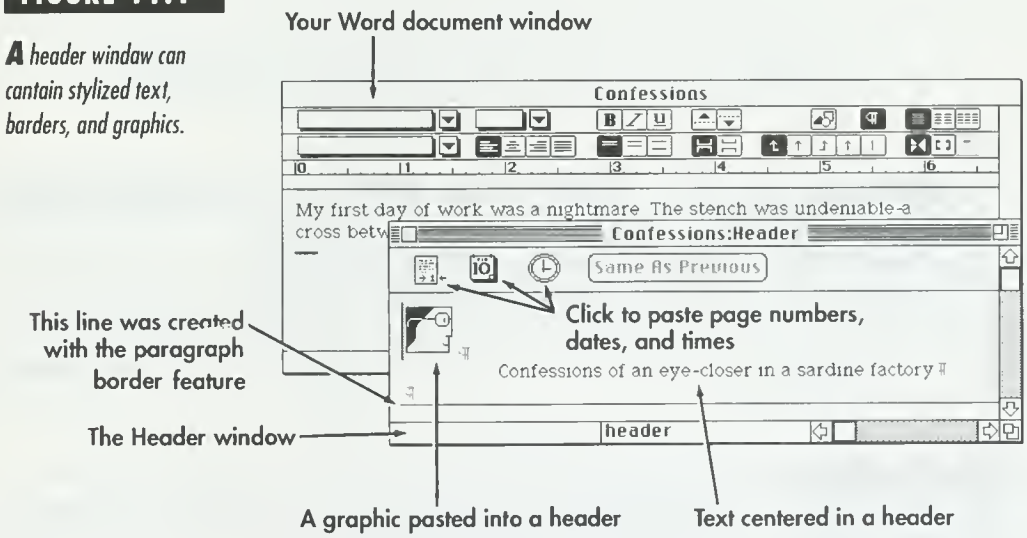
ENTERING BASIC HEADERS AND FOOTERS

To enter a header that repeats on all pages in your document:

1. While in Normal view, choose Header from the View menu.
2. Since you're in Normal view, a new Header window will open.
3. Create and edit header text as you would any other. You can paste graphics, apply styles, and otherwise format your work normally. Figure 11.1 shows an example of centered text, and a small graphic in a header. The bottom of the header contains a line created with Word's paragraph Border feature.

FIGURE 11.1

A header window can contain stylized text, borders, and graphics.



4. Use the optional page number, time, and date features described later in this chapter.
5. Either close the header with its close box, or leave it open and click in the main document to continue working there.

Footers are entered the same way as headers, except that you work in a Footer window. (Again, we assume you are in Normal view.)

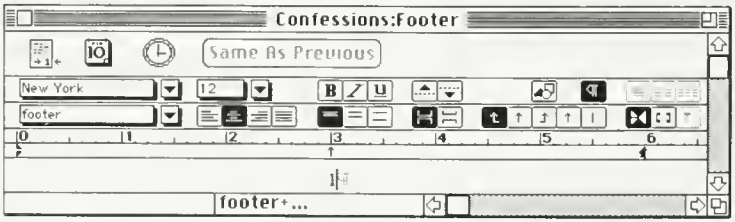
1. Choose Footer from the View menu.
2. Since you're in Normal view, a new Footer window will open.
3. Create and edit footer text as you would any other. You can paste graphics, apply styles, and otherwise format your work normally.
4. Use the optional page number, time, and date features described later in this chapter.
5. Either close the footer with its close box, or leave it open and click in the main document to continue working there.

ADDING DATES, TIMES, AND SIMPLE PAGE NUMBERS

In Figure 11.2 a page number has been inserted in a footer by clicking on the page numbering icon at the top-left of the footer window. (The date and time can be added by clicking the appropriate icon.) The page number was then centered by using a footer ruler (⌘-R) with the Footer window active.

FIGURE 11.2

A page number has been specified and centered in this footer window.



RULERS AND RIBBONS IN HEADERS AND FOOTERS

You don't use your regular document ruler or ribbon when working in header and footer windows. You display special ones by placing the insertion point in your header or footer window and choosing Ribbon or Ruler from the View menu. The keyboard shortcuts (⌘-Option-R and ⌘-R, respectively) work here too.

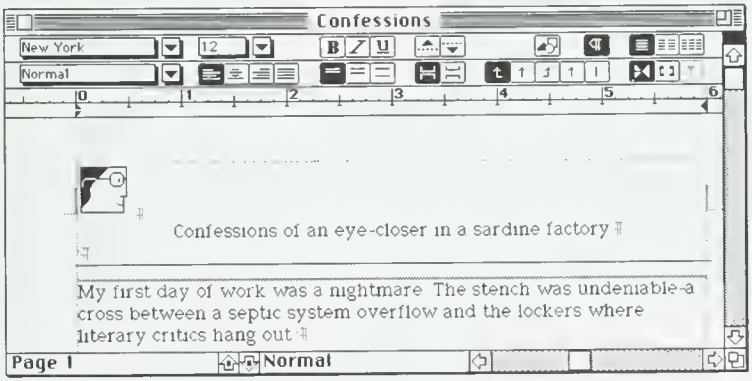
HEADERS AND FOOTERS IN PAGE LAYOUT VIEW

If you are in Page Layout view when you choose the Header or Footer command from the View menu, Word will move the insertion point to the header or footer and, if necessary, make room for you to work. (You won't see the page-numbering, date, and time icons in Page Layout view.) This is a good way to visualize the relationships between headers, footers, and the rest of your page.

In Figure 11.3, the header is taller than the specified top margin, so Word has pushed the header down into the text area. You can get an even better view of this in Print Preview, where you can also change the margins to accommodate the tall header.

FIGURE 11.3

When you view documents in Page Layout view, you get a good idea of where headers and footers will print.



HEADERS AND FOOTERS IN PRINT PREVIEW

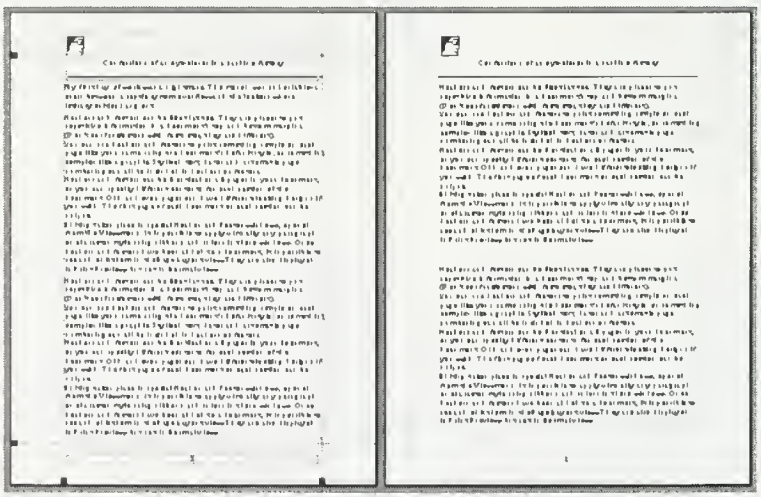
It is a good idea to switch to Print Preview when designing headers and footers. As you can see from Figure 11.4, the footer fits properly in the

bottom margin, but either the top margin or the header or both need work. You can drag the top margin handle in Print Preview to enlarge the top margin. It is also possible to drag the entire header up and down within the existing margin. To do this, place the pointer in the header. It will change into a crosshair (+). Hold down the mouse button and drag the header up or down.

Remember that many printers cannot print at the very edges of the paper; and that it is possible to drag a header or footer into non-printing areas. If you have selected the correct printer (from your Chooser), Word does a pretty good job of showing you when a header or footer will be cut off by your printer.

FIGURE 11.4

You can use Print Preview to view and fine-tune header and footer poge relationships by dragging morgin handles or headers and footers themselves.



Seeing those two pages side-by-side in Figure 11.4, it becomes obvious that since this document will be printed two-sided and then bound, it would look better with different odd and even headers.

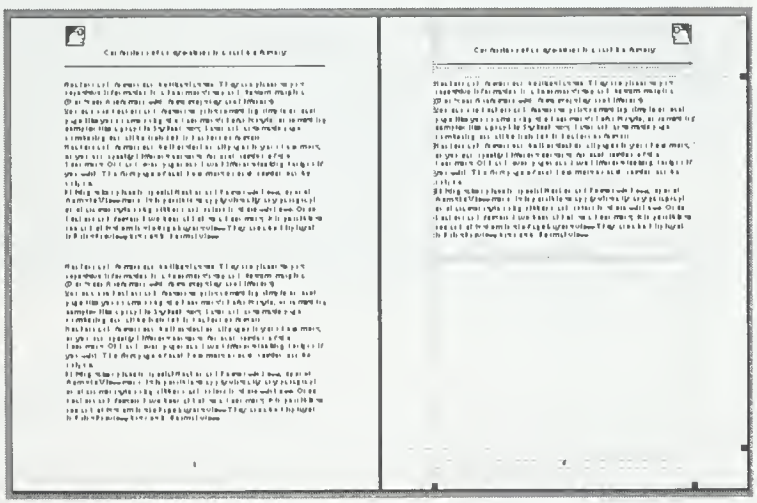
EVEN AND ODD HEADERS AND FOOTERS

To create different even and odd headers or footers:

1. Place the document in Normal view.
2. Check the Even/Odd Headers choice in the Document dialog box, reached from the Format menu, or with the ⌘-F14 shortcut if you have an extended keyboard.
3. Your View menu will change to include additional header and footer choices.
4. You now have four header and footer windows in which to work. Use them to change text alignment for mirrored pages or even add different graphics for odd and even pages, as illustrated in Figure 11.5.

FIGURE 11.5

Different graphics have been used here for even and odd pages.



So far so good, but now the little face will be looking off the page on the document's first page! Fortunately, Word offers a Different First Page option that can be used to fix this.

Different First Page Headers and Footers

The Section dialog box contains a choice called Different First Page. (Chapter 12 goes into more detail about sections.) To create unique headers and footers for the first page of your document:

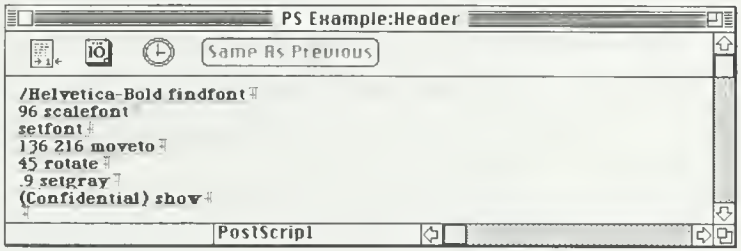
1. Place the document in Normal view (⌘-Option-N).
2. Reach the Section dialog box from the Format menu or use the Option-F14 shortcut on an extended keyboard.
3. Choose the Different First Page option.
4. Two more choices appear on your View menu for this document, titled First Header and First Footer.
5. It doesn't take a physics degree to know what happens next. Use these choices to create a first page with headers or footers that differ from the rest.

PostScript Code in Headers

If you are using a PostScript printer and want to send PostScript code from Word documents, you can insert the code as hidden text in your headers. Figure 11.6 shows code that will print the word CONFIDENTIAL diagonally across an 8½" sheet of paper over your Word text. Remember to turn on Print Hidden Text in the Print dialog box if you try this.

FIGURE 11.6

PostScript code entered as hidden text in headers can be sent to your printer when you print.



PAGE NUMBERING

Word offers a variety of tools to help you automatically number pages. You are given many page numbering format and style choices. It's possible to position page numbers nearly anywhere that pleases you. Let's explore these features and discuses the effects of document sections and pagination on page numbering.

If you plan to break a document into multiple sections, you may want to insert page numbers before you split the document into sections. Otherwise, you will have to repeat the page-numbering process for each section of your document. That said, let's dig right in.

Word provides three page-numbering techniques. Each has advantages and disadvantages. Normally, you will use only one for a particular document. Otherwise, you might end up with two or more sets of page numbers!

THE PRINT PREVIEW METHOD

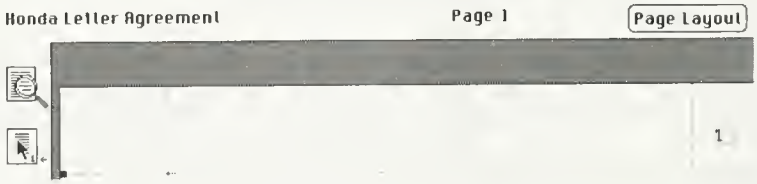
The Print Preview method of page numbering is too easy. To insert

simple page numbers in the default location, (½" from the top and right sides of the page):

1. Choose Print Preview from the File menu (⌘-Option-I).
2. Double-click on the page-numbering icon, as shown in Figure 11.7.
3. An automatic page number will appear quicker than a cat's sneeze.

FIGURE 11.7

Double-click on the page-numbering icon to apply page numbers.



Page numbers thus inserted use a Microsoft standard style called page number. This style will appear in your document's style list and can be modified like any other style. (See Chapter 13 for more style information.)

If you know before you insert a page number that you want to position it in other than the default location, don't double-click the page-numbering icon. Instead, point to the page-numbering icon and click the mouse button. Your pointer will turn into a bold -1- which can be dragged anywhere you wish. When you have it where you want it, click once to anchor the page number.

Once you've created a page number using the Print Preview method, you can move it by pointing to the number. Your pointer will change to a crosshair. Use the pointer to drag your page number to a new position. All of the numbers on all of the pages (in a single-section document) will move to the new position. It will take a moment for the number to reappear after you release the mouse button. Be patient.

The disadvantage of this incredibly simple page numbering method is that you don't have easy control of embellishments. And there is no easy way to include text with page numbers, like Page 1. The Header/Footer method offers this flexibility.

THE HEADER/FOOTER METHOD

Word makes it easy to place page numbers in headers and footers. To add page numbers using the header/footer method:

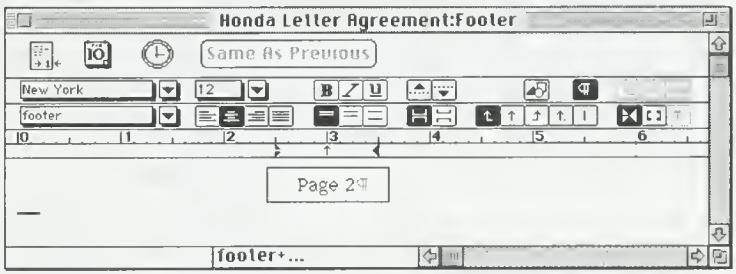
1. Open a Header or Footer window.
2. Click on the page-numbering button.
3. A number will be inserted for you in your header or footer at the insertion point.
4. Like anything else placed in headers and footers, page numbers can be stylized, repositioned, surrounded with borders, accompanied by text, and otherwise embellished.

Word uses the standard header or footer style to format page numbers placed therein. You can override this by applying additional character and paragraph formats or by changing the standard header or footer style (see Chapter 13).

Headers and footers have tab stops, which you may find useful for page number positioning. Or, you can open rulers and ribbons and use their formatting tools for headers and footers. Figure 11.8 shows an automatic page number centered in a footer, accompanied by the word Page and surrounded by a paragraph border.

FIGURE 11.8

The page-numbering button in a header or footer creates numbers that are easy to format and embellish.



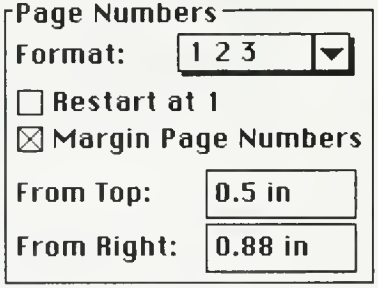
THE SECTION METHOD

The Section dialog box provides a third easy way to insert page numbers, which we'll call the section method. It uses the Microsoft standard style page number. You don't have to use the section method for numbering documents broken into sections, but you might find it convenient to do so.

1. Start by placing the insertion point in the section you want to number.
2. Display the Section dialog box by choosing Section... from the Format menu or use the Option-F14 shortcut on extended keyboards. The center of the Section dialog box will look something like Figure 11.9.
3. By default, Word places section method page numbers in the upper-right corner of your document (½" from the top and right edges of the paper), but you can specify different positions in the From Top and From Right entry boxes. You will probably not want to enter dimensions that will place page numbers within the text area of the document, although this is possible. Moreover, remember that not all printers can print at the extreme outer edges of the paper.
4. When the Restart at 1 box is checked, each new section of your document will start with page 1.

FIGURE 11.9

The Section dialog box contains several useful page-numbering options.



PAGE NUMBERING FORMATS AND STYLES

Word supports three page-number formats. Standard Arabic numbers (1, 2, 3...) are the default. It is also possible to number with Roman numerals (I, II, III...) or with letters (A, B, C...). All of these formats are available, regardless of which page-numbering technique you choose.

You can use Word's many character and paragraph embellishment features to spruce up page numbers. Pick the font of your choice, make numbers bold, align them, put boxes around them. Text can appear next to the numbers (Pg. 1, for instance).

After inserting page numbers, visit the Section dialog box (Section... in the Format menu) and use the drop-down Format menu to choose the one of your choice.

To choose your new default page-number format, click on the Use As Default button in the Section dialog box. This will record the format, position, and other page choices in a Word Settings (5) file.

Documents containing multiple sections can have different formats in each section. That's both good and bad news. If you want all sections to have the same format, you will want to pick a format before you break up the document. Otherwise you must place the insertion point in each section and pick the same format for every one. Plan ahead.

MANAGING STARTING PAGE NUMBERS

Usually you will want Word to place the number 1 on your first printed page, but not always. For example, many people prefer their multipage letters to be printed without a 1 on the first page. They still want the

second page to be numbered 2, the third 3, and so on. Let's call this *first page number suppressed.*

Or, you may wish to start each new section in a multisection document with 1. Let's call this *restart sections with 1.*

Sometimes you may want your first page to be printed without a number (a cover page, for instance) and then you want the next page to contain the number 1. Let's call this *begin second page from 1.*

Finally, you might want to use some other number for the first page, like 25 or 100. This is helpful when you are combining your work with other documents. Let's call that *starting page other than 1.*

Note that in all the following examples, we assume that your document does not already have page numbers.

First Page Number Suppressed

This one's easy.

1. Place the insertion point in the desired section.
2. Check Different First Page in the Header/Footer portion of the Section dialog box (reached from the Format menu). No page number will print on the first page and the second page will be numbered 2.

Restart Sections with 1

1. Place the insertion point in any section. Open the Section dialog box and check the Restart At 1 box.
2. If you want only certain sections to start this way, repeat the steps as many times as necessary with the insertion point placed in the pertinent sections.
3. To make all sections start with 1, use the Select All (⌘-A) choice from the Edit menu. Then check the Restart at 1 box.

Begin Second Page from 1

This one's tricky, and requires an understanding of sections and pagination. You may want to review those topics first.

Start by being certain that your first page is perfect and requires no further editing. (You will need to repeat this every time you change the contents of the first page.)

1. From the Tools menu choose Repaginate Now.
2. Now place a section break between the bottom of the first page and the top of the second.
3. Place an X in the Restart at 1 check box in the Section dialog box. While still in the Section dialog box, pick New Page from the drop-down Start menu.
4. Click OK to close the Section dialog box. Phew!

You may prefer to create a separate document for the first page and number the remaining pages normally. This is an efficient way to create covers.

Starting Page Other Than 1

To start numbering pages with numbers other than 1:

1. Open the Document dialog box from the Format menu or press ⌘-F14.
2. Choose File Series.
3. A small dialog box will appear.
4. Type the starting number in the Number From entry box.
5. Click OK.

REMOVING PAGE NUMBERS

If you've created numbers using the Print Preview method, go back to Print Preview and drag the numbers off of the page.

To remove page numbers inserted using the header/footer method, open the header or footer and delete numbers as you would any other text.

Numbers inserted with the section feature are removed by unchecking the Margin Page Numbers box in the Section dialog box.

Regardless of which method you've used to insert numbers in documents containing sections, you will need to place the insertion point in each section with page numbers you wish to delete and repeat the process.

FOOTNOTES

Word lets you create simple footnotes, or personalize their appearance. Here are the various techniques.

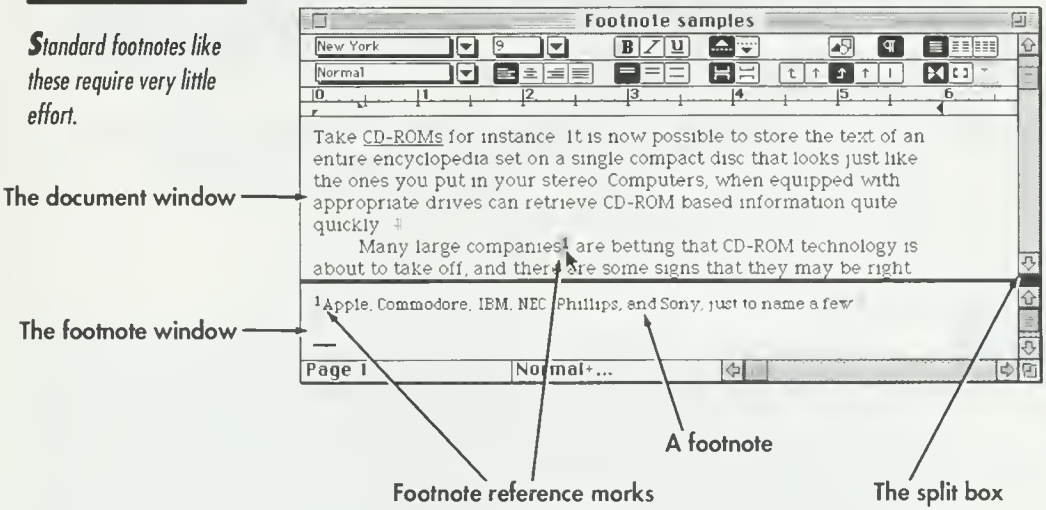
EASY AUTOMATIC FOOTNOTES

Figure 11.10 shows an automatic (default) Word footnote. It should take you less than ten seconds to add your first footnote to existing text.

1. Start by placing the insertion point where the footnote marker is needed (after the word companies in our example).
2. Choose Footnote... from the Insert menu or press the ⌘-E key combination.
3. You can dismiss the Footnote dialog box by clicking OK, since Word's defaults are fine for this project.
4. The document window automatically splits into two panes and a footnote reference number (1 in this case) appears both at the insertion point and in the footnote area of the split document window.
5. The insertion point automatically moves to the footnote window where you can type the footnote.

FIGURE 11.10

Standard footnotes like these require very little effort.



6. To return to the main document, move the insertion point with the mouse, or press ⌘-Option-Z. If your keyboard has a numeric-key pad and if Num Lock is off, pressing zero on the pad will also return you to the main document's insertion point.

VIEWING FOOTNOTES

Footnotes are always displayed in Page Layout view and Print Preview. If they are not visible in Normal or Outline view, choose Footnotes from the View menu, (not Footnote... from the Insert menu) or use the ⌘-Option-Shift-S shortcut.

If you are constantly entering or referring to footnotes, you can leave the footnote window visible while you work. Scrolling in your document will cause corresponding scrolling in the footnote window. Use the

footnote scroll bars if necessary to view notes. Feel free to resize the footnote window to suit your taste and screen size. Drag the bar separating the two windows the same way you resize other Word split screens (point to the Split-box and drag).

To hide the footnote window, choose Footnotes from the View menu, or use the four-fingered, ⌘-Option-Shift-S "shortcut".

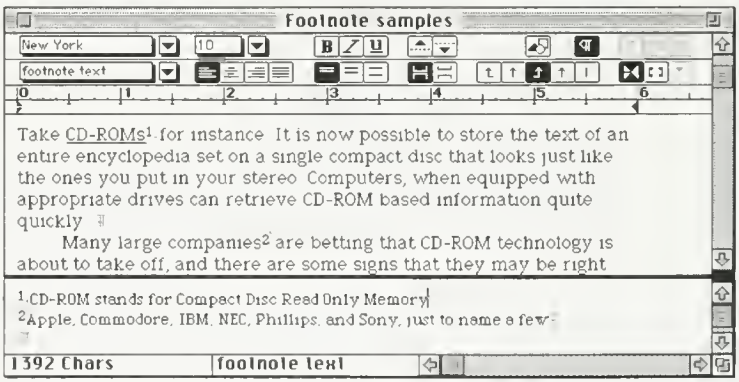
Double-clicking on a footnote marker in your document will display the footnote and place the insertion point at the end of the footnote. If necessary, Word will open the footnote window and scroll to the appropriate note. There may be a slight delay so be patient.

INSERTING FOOTNOTES AHEAD OF EXISTING ONES

Whenever you insert footnotes, Word renumbers the existing ones properly, as shown in Figure 11.11.

FIGURE 11.11

Inserting a footnote before the first note automatically renumbers all affected notes.



EDITING AND PERSONALIZING FOOTNOTES

You can copy, move, or delete entire footnotes as easily as you would a single character.

1. Select the footnote marker of interest in the document text. (This might take a steady hand, particularly if you have Drag-and-Drop enabled.)
2. Cut, copy, paste, or drag-and-drop the footnote mark.
3. Word does the rest. If you have Numbering turned on, Word will update the numbers in your text and in the corresponding footnotes. If you copy and paste a mark, a corresponding new footnote will magically appear in the right spot in your footnotes. Deletion works as you would expect.

EDITING FOOTNOTE TEXT

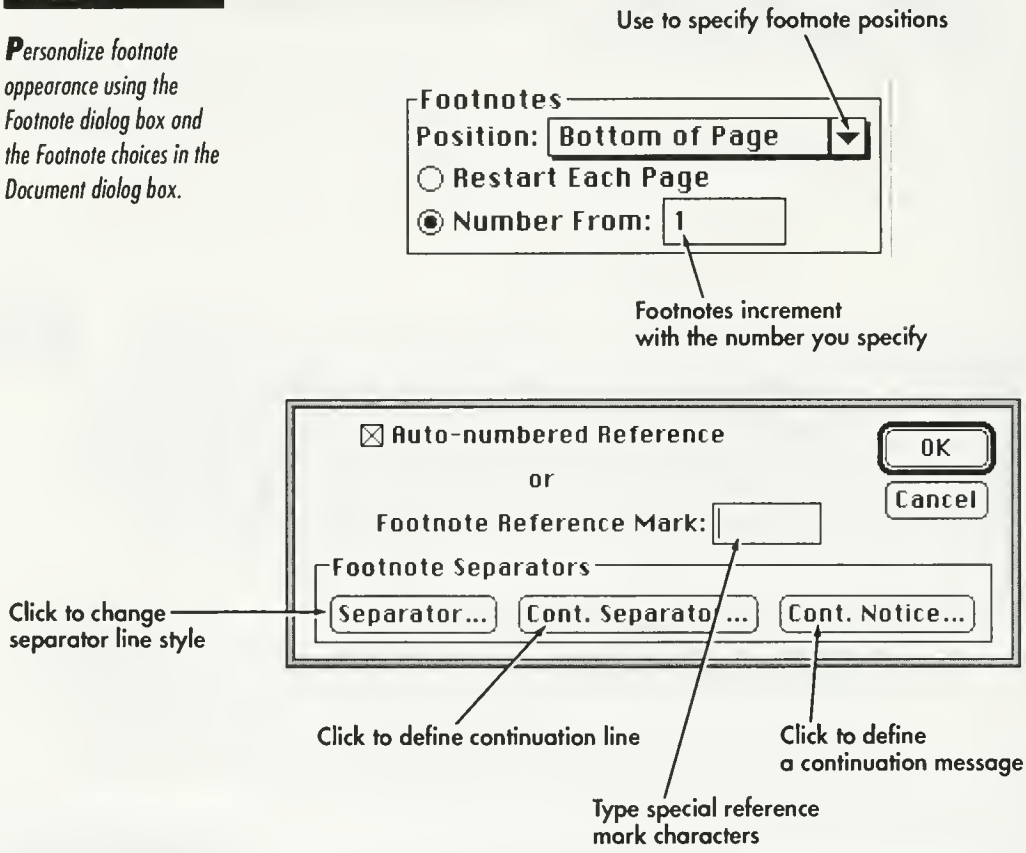
Visit the footnote window. Use Page Layout view or open the footnote window itself. Cut, paste, and Drag-and-Drop away to your heart's content. (Note that you cannot cut a footnote's entire text; you must cut the footnote mark if you wish to delete or move it.)

PERSONALIZING FOOTNOTES

Word lets you modify many footnote parameters via the Footnote dialog box shown in Figure 11.12. You make other footnote-related decisions in the Footnote section of the Document dialog box (Document... on the Format menu), also shown in Figure 11.12.

FIGURE 11.12

Personalize footnote appearance using the Footnote dialog box and the Footnote choices in the Document dialog box.



The Footnote dialog box comes up automatically the first time you insert a note. But, there is no obvious way to bring it up again without intentionally inserting a footnote marker. Fortunately, there is a way. Highlight an existing footnote mark, then Choose Footnote... from the Insert menu or use the ⌘-E shortcut.

CONTROLLING FOOTNOTE NUMBERING

You can specify the starting number for footnotes in the Footnotes area of the Format menu's Document dialog box. Only Arabic numbers are permitted. Footnote numbering can restart on each page if you check the Restart Each Page button in the Footnotes area of the Document dialog box.

FOOTNOTE TEXT STYLE

You can embellish selected footnote text as you would expect. Highlight the text of interest, then use the ruler, ribbon, or format-related menu choices (bold, italic, and so on).

To change the size or font or other footnote style elements for all footnotes, modify the Microsoft standard footnote text style. (Footnote text is based on the Normal style.) To change the footnote reference marks, modify the footnote reference style.

FOOTNOTE POSITION

There are four possible positions for footnotes:

- At the bottom of each page (the default)
- Directly beneath the last text on a page
- At the end of a section in multisection documents
- At the end of your document

Specify footnote position by using the drop-down Position list in the Footnotes section of the Document dialog box on the Format menu. Phew!

Incidentally, in multicolumn sections, footnotes print below each column.

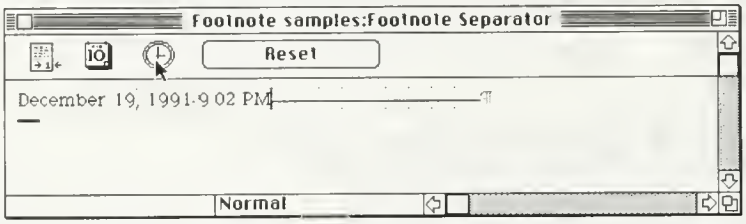
FOOTNOTE SEPARATORS

The little black lines that separate document text from the footnotes themselves are cleverly called footnote separators. Edit them by

clicking the Separator... button in the Footnote dialog box, illustrated in Figure 11.13.

FIGURE 11.13

Change the separator by opening the separator window.



When you click the Separator... button you will see a new window containing a sample of the current separator. The default is a short, thin, black line.

This is just like any other Word window. You can edit the length of the line (it's a paragraph). Insert a graphic, if you like. You can even use Word's drawing tools here. Double lines look nice. Use Word's Paragraph Border feature to create them. It is possible to use a ruler and ribbon in the separator window.

When you are happy with your creation, close the separator window and view the results in Print Preview or Page Layout view.

FOOTNOTE REFERENCE MARKS

Footnote reference marks appear wherever you place them in your document's text area, and at the beginning of each footnote in the footnote area itself.

By default, Word uses numbers for reference marks. If you turn off the Numbering feature, Word defaults to an asterisk as the footnote reference mark. You can type any character of your choosing in the Footnote Reference Mark portion of the Footnote dialog box. In fact, it is possible to use as many as ten characters for a footnote reference mark.

FOOTNOTE CONTINUATION

Continuation separators appear whenever footnotes carry over onto the next page. These notices can be modified the same way you change regular separators as described in the previous section on Footnote Separators.

FOOTNOTE TIPS AND CAUTIONS

- Word does not automatically spell-check footnotes, but you can select footnotes and run the spellchecker.
- Do not place index or table-of-contents entries in footnotes. They will be ignored.
- Word's new Find and Replace features can help you search for and reformat footnotes. See Chapter 19.
- Save frequently used footnote entries in your glossary to eliminate tedious retyping. See Chapter 16.

CHAPTER

12

Organizing Your Work with Sections

To create section breaks **392**

position the insertion point where you want the break and use the Insert menu's Section Break command (⌘-Enter).

To create chapters using section breaks **393**

start each chapter with a section break. Optionally, change headers and footers to show new chapter numbers, titles, and chapter-specific page numbering.

To create complex pages using section breaks **393**

place insertion points where you want new formatting features (like changes in the number of columns) to occur. It is possible to have multiple sections on the same page.

To control page numbering in sections **394**

place the insertion point in the section whose numbering you wish to control. Open the Section dialog box with the Section... command on Word's Format menu. Choose the desired page numbering options.

To print selected sections **395**

specify the desired section in the section range portion of Word's Print dialog box.

To delete section breaks **396**

select them and delete them as you would any other character.

Featuring

- *Reasons to break your documents into sections*
- *How to make section breaks*
- *Ways to save time when creating sections*

WHEN YOU THINK of sections, you probably imagine traditional book sections—collections of several related chapters for instance. Word's section features can help you organize large projects this way, of course, but they do much more. Word sections are designed to let you change major formatting features at places you decide in your document.

Sections need not be used only for books or reports. It is a shame sections aren't called zones or something less specific.

You can start a new section whenever you want to change the format, position, or progression of page numbers. Sections can be used to turn line numbering on and off. Since footnote positioning can be different in each section, sections are sometimes used for this purpose. Headers and footers can also vary from section to section. Last, but by no means least, sections can be used to change the number of columns in a document. You'll see practical applications of these tricks in a moment.

There are no hard and fast rules about when to create new sections. Experienced Word users often create multiple sections in a one-page document. Other times they'll use a single section for an entire 100-page report.

CREATING SECTION BREAKS

1. Prepare to create a new section by placing the insertion point where you want the break.
2. Next, hold down the ⌘-Enter (not the Return) key combination or pick Section Break from the Insert menu. This

places a double-dotted, non-printing line called a section break at the insertion point on your screen. Figure 12.1 contains an example.

SECTIONS AS CHAPTER ELEMENTS

It is very common to create a new section for each chapter in a large publishing project like a manuscript or report. This makes it possible to change header and footer information like chapter names. If you were creating an employee handbook, Chapter One's header might contain the words *Welcome new employees*, while the headers in Chapter Two might say *Your health plan explained*, and so forth.

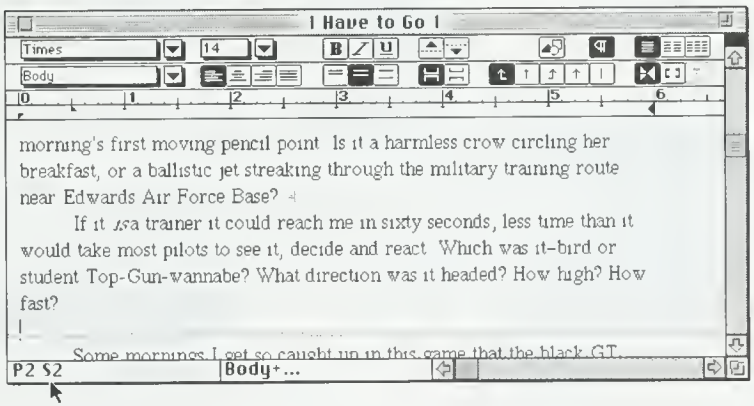
Sections also make it possible to customize page numbers within chapters. Your document's frontmatter might be numbered in lowercase Roman numerals (i, ii, iii, etc.). Page numbers within chapters might contain chapter-related numbers that restart at the beginning of each chapter (1-1, 2-1, and so on). As you'll recall, you can use different page-numbering styles in each section of your document, and you can restart page numbering at the beginning of any new section.

SECTIONS AS FORMATTING TOOLS

You probably know that word can produce multicolumn documents, but did you know that you can have different numbers of columns on the

FIGURE 12.1

Sections are marked with double-dotted, non-printing lines and the section number appears next to the page number in the status area.



same page? The trick is to break a single page into multiple sections. Figure 12.2 shows an example of this technique. There's a section break separating the single- and three-column text from one another. See Chapter 21 for more about columns.

THE SECTION DIALOG BOX

Reach the Section dialog box by double-clicking on the section break at the end of the section you wish to change. It is also possible to place the insertion point in the section being designed and choose Section... in the Format menu. (You owners of big keyboards can press the Option-F14 shortcut, if you prefer.)

Many of the choices in the Section dialog box are covered elsewhere in this book, but the Start drop-down menu of the dialog box contains a number of section-specific items worth exploring. It is shown in Figure 12.3.

FIGURE 12.2

You can mix column formats on the same page by inserting section breaks where you want to switch formats.

I spend lots of time looking over people's shoulders. It's amazing how much computer power goes untapped. Many users learn the basic features of one or two popular programs, then put away their manuals forever. When more advanced projects come along these users (often painfully) apply their basic skills rather than cracking the books to learn about advanced features that could make them much more efficient. This is particularly true of spreadsheet and database users.

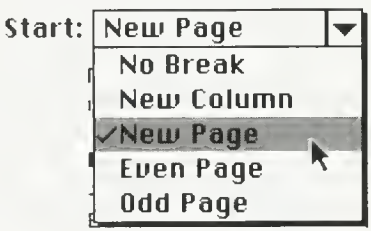
Take a "beginner's" program like Microsoft Works for the Macintosh. Works provides over 75 "functions" that simplify and speed development of spreadsheets and databases. Other "more advanced" programs like

It is a much better (and as you'll soon see, safer) way to add up columns of numbers than specifying each cell that needs to be included in the total. Suppose, for instance that you wanted to add the contents of the ten

Blocks are permissible. You can sometimes list non-contiguous cells to create a range. You can even reference multiple ranges. Here are some range examples using the Works Sum function:

FIGURE 12.3

Choose one of the options from the Start menu to specify how Word should break your section.



This is how you tell Word where you want it to start printing the various sections of your document. You can make a different choice for each section. Here are explanations of your options.

No Break

No Break is Word's default section printing strategy. Text from preceding sections will occupy the same page as the designated section, if there is enough room for the text from both sections.

New Column

In multicolumn formats, Word breaks a column when it encounters a section mark. It prints the subsequent text at the top, of a new column. (See Chapter 21 for more about columns.)

New Page

Word will always start new sections on new pages when it encounters this choice.

Even Page

Word starts printing the new section on an even-numbered page, even if it means leaving an odd numbered page blank.

Odd Page

Word will start the new section on an odd numbered page. This is a great way to ensure that new sections start on right-hand pages when designing documents for two-sided printing.

COPYING SECTION BREAKS

Section-formatting information is stored with section breaks much the same way paragraph formatting is stored with paragraph marks. And you can copy section information by copying and pasting section breaks. It is even possible to place section breaks as glossary items. See Chapter 16 for information about glossaries.

Section breaks differ from paragraph marks (¶), in that a section break controls the information below it, while a paragraph mark controls the information that precedes it.

It takes some practice to highlight section breaks. You may find it easiest to do this in Normal view. When you move the mouse pointer to the left edge of a section mark it turns into an arrow. Click to highlight the mark as shown in Figure 12.4. You can then copy, cut, etc.

FIGURE 12.4

Point to a section break from the left margin to select it for copying or deletion.

DELETING SECTION BREAKS

Select a section break as described above. Then press the backspace or Delete key. Text after the removed section break will take on the characteristics of the preceding material.

TIME-SAVING SECTION TIPS

- Documents start out as one big section and it is often best to wait until you are nearly finished with a document before breaking it into smaller sections. Do, however, think about the divisions in your document early on.
- Section formatting affects an entire single-section document. For instance, header and footer choices will be applied throughout. If you want most of the document to print in multiple columns, make that choice while the document contains only one section. Then break the document into sections and modify things like page numbers within each section.
- Set up stationary and glossary entries for complex section designs. See Chapter 16.

CHAPTER

13

Using Styles to Format Your Work

To define styles from the ruler 402

create a paragraph containing the style you want to immortalize (adjust indents, set tabs, line spacing, fonts, etc.) With the insertion point in that paragraph, click in the name portion of the ruler's style list, type a new style name and press Return twice.

To apply styles 403

place the insertion point in the paragraph of interest, or select multiple paragraphs, then select the desired style from the ruler's drop-down list; or press ⌘-Shift-S (you'll see the word Style in the status area). Then type enough of the style's name to uniquely identify it. You can also select and apply styles from the Style dialog box, reached with the Style... command in Word's Format menu(⌘-T).

To define styles with the Style... command 404

create a paragraph containing the style you want to immortalize (adjust indents, set tabs, line spacing, fonts, etc.). With the insertion point in that paragraph, choose the Style... command on the Format menu (⌘-T), type a new style name, select other options (Based on, Next Style, etc.), and click OK.

To base one style on another 407

place the insertion point in the paragraph of interest, or select multiple paragraphs. Select the desired style from the Based On list in the Style dialog box reached with the Style... command in Word's Format menu(⌘-T). Select the style you wish to use as the base from the Based On list.

TRACKS MAC TRACKS

To modify styles **410**

alter the paragraph containing the style, then choose the current paragraph's style in the ruler or Style dialog box reached with the Style... command in Word's Format menu(⌘-T). Choose the Redefine option when asked to reapply or redefine.

To rename styles **413**

edit style names in the Style dialog box reached with the Style... command in Word's Format menu(⌘-T). Be sure the new name is unique.

To copy styles between documents **415**

copy a paragraph (including the paragraph mark) from one document to another. The style(s) will follow. Alternately, you can merge style sheets. Read this chapter to find out what happens when both documents have dissimilar styles with identical style names.

To merge style sheets **415**

from the destination document, open the Style dialog box and choose Open from Word's File menu. Select the source document and open it. Word will merge the styles from the source with the destination's styles. Read this chapter to find out what happens when both documents have dissimilar styles with identical style names.

Featuring

- *Ways to capture and reuse complex formats (styles)*
- *Word's standard styles explained*
- *Style-sheet tricks and strategies*
- *How to base new styles on existing ones*

WORD 5'S STYLE-RELATED features are responsible for much of its power and popularity. They also confuse and initially frustrate most new users. It is possible to plug-along in Word for the rest of your life without knowing a whit about styles. That would be a shame. Learning about styles and style sheets and Word's standard styles and the concepts of normal and base styles can save you hundreds or even thousands of hours.

When you couple that know-how with Word's glossary and stationary features (covered elsewhere in this book), Word can make you a dramatically more efficient author and typist. If you work with other people on large, complex projects, or if your organization wants a uniform look for all of its printed documents, styles are essential.

Consume this chapter a little at a time. Try a few style experiments when you are not working on a rush project. If your eyes begin to glaze over or you find yourself pounding the desk with your fist, take a break. It will all make sense sooner than you think.

WHAT ARE STYLES AND STYLE SHEETS?

Styles are collections of paragraph and character formatting decisions that you make and save using meaningful names. Styles make it easy for

you to reuse complex paragraph formats without laboriously recreating them each time. The sales letter in Figure 13.1 contains five examples of styles. Their associated style names appear in the drop-down list at the left edge of the ruler.

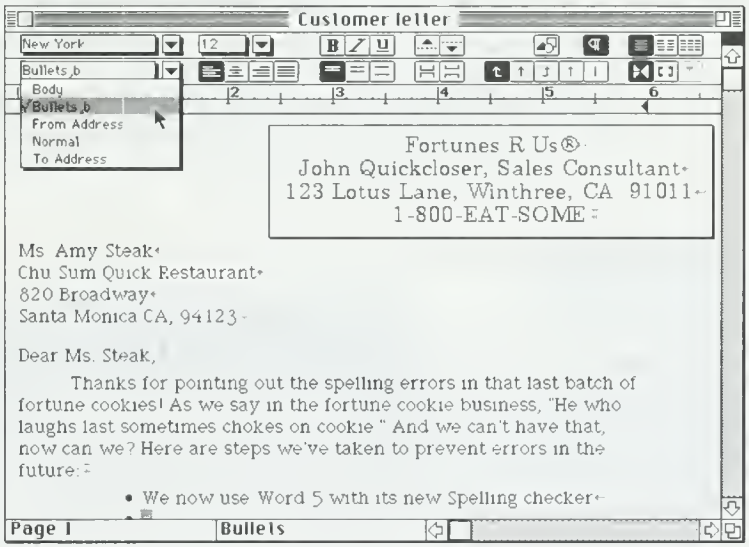
Each document has its own collection of styles. A document's collection of styles is called its style sheet.

Some styles in this example are very simple. For instance, the style used for Dear Ms. Steak is called Normal. It uses Word's standard default settings (flush left, single-spaced text in the 12-point New York font). The letter's Body style is only slightly more complex. It looks like normal text, except that the first line has been indented 1/2" and 4 points of space have been added to the beginning of the paragraph. (That's why the salutation and the body copy are slightly separated.)

The bulleted paragraphs near the bottom of the window are also normal text, this time indented 1.0", with extra space preceding them. You may have noticed that the name for this style is Bullets,b. The b following the comma in the style name is a second name for the same style. (More about this later.)

FIGURE 13.1

The five styles in this letter (Body; Bullets,b; From Address; Normal; and To Address) are listed in the style menu at the top.



The most complex collection of formatting tricks in Figure 13.1 was used to create the From information. A style named From Address includes 14-point New Century Schoolbook rather than 12-point New York. Characters have been expanded. The paragraph is indented 2½" from the left margin and sticks out ½" past the document's right margin. The text is centered in a shadowed paragraph border, and extra spacing separates the text from the border.

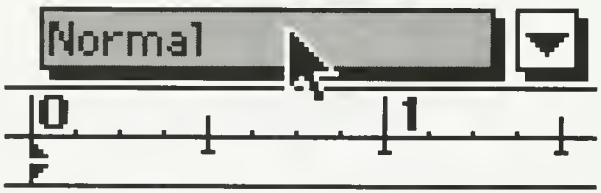
Creating and naming styles is very easy. Developing clever style strategies takes more forethought. Here's how it all works.

DEFINING STYLES FROM THE RULER

1. Display the ruler (press ⌘-R, or select Ruler from the View menu if necessary).
2. Place the insertion point in the formatted paragraph whose style you'd like to capture.
3. Click once on the style box (the name portion of the drop-down style-name list). As shown in Figure 13.2, the style box will turn gray, indicating that you can type a new style name.
4. Type a meaningful style name and press Return twice.
5. Word will save the style information and add the new name to both the style sheet and the drop-down style list for the current document.

FIGURE 13.2

To define styles from the ruler, place the insertion point in the paragraph of interest, click in the style box, and then type a new style name and press return.



APPLYING STYLES FROM THE RULER

Once you've defined styles, you can easily apply them to one or more paragraphs.

1. Either place the insertion point in a paragraph or select several paragraphs.
2. Scroll through the drop-down style list to pick the desired style.
3. Your text will be reformatted using the selected style. Note that the style name appears in the status area.

APPLYING STYLES FROM THE KEYBOARD

Instead of scrolling through style names on the drop-down list to apply a style, you can apply a style by typing its name in the status area of the document window. To do this:

1. Press the ⌘-Shift-S key combination.
2. The word Style will appear in the status area at the lower-left corner of the document window.
3. Type enough of the style's name to uniquely identify it.
4. Press Return. Your paragraphs will be reformatted.

The Repeat keyboard shortcut (⌘-Y) works when applying styles. After you apply a style once, you can move the insertion point to other paragraphs and press ⌘-Y to apply the new style where needed.

STYLE NAME CONSIDERATIONS

Style names can be up to 254 characters long, but shorter is often better. Names can contain any legal Macintosh characters including spaces (although commas and semicolons have special functions in style names).

As you've seen, styles can have more than one name. For instance, you could call the same style Bullets and b. This is particularly useful if you use the keyboard method of applying styles. You might use a long name to accurately describe the style on the drop-down menu, and a short name for quick keyboard selection. You can assign as many names to a single style as you wish, keeping in mind the 254 character limitation.

When you assign multiple style names to the same style, separate them with commas (or semicolons for some non-English Macintosh systems).

Word cares about capitalization in style names. Figure and figure are two different names. Try to be consistent when naming similar styles in different documents. You'll learn why later in this chapter.

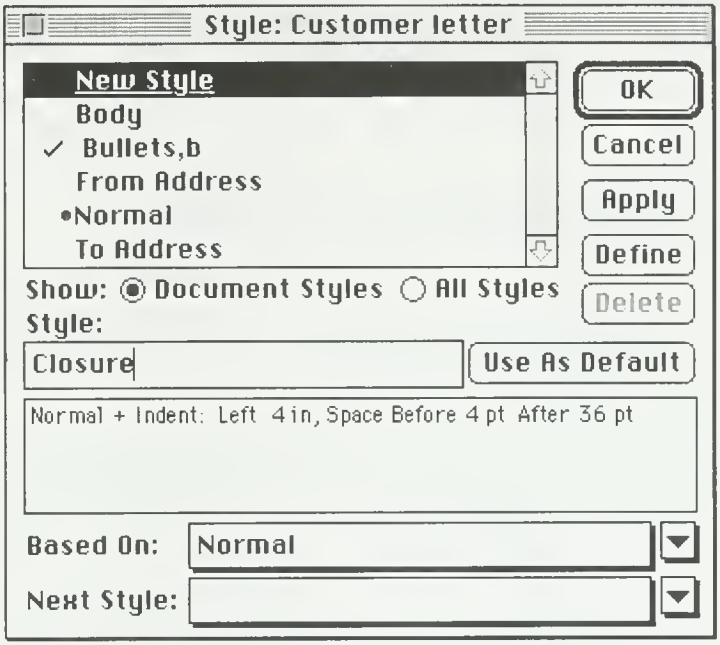
THE STYLE DIALOG BOX

As is often the case with Word, there is a dialog box for styles which contains powerful features not found on the ruler. Reach the Style dialog box by using the ⌘-T keyboard shortcut, or pick Style... from the Format menu. You will see something like Figure 13.3.

This dialog box lets you define new styles and rename, explore, list, or delete existing ones. It serves other purposes, as you will soon see.

FIGURE 13.3

Reach the Style dialog box by pressing ⌘-T, or choose Style... from the Format menu.



DEFINING STYLES IN THE STYLE DIALOG BOX

To define a style via the Style dialog box:

1. Place the insertion point in or select a paragraph containing the desired format.
2. Open the Style dialog box (⌘-T).
3. Highlight New Style.
4. Type a legal style name in the box provided.
5. Click Define to record the style.

In Figure 13.3 a new style named Closure has been defined. It will be used for the Sincerely section of the letter. Text will be positioned 4.0"

from the left margin, there will be 4 points of space before the Sincerely paragraph and 36 points after, leaving room for a signature. You can tell all of this by looking at the description in the box beneath the new style name. Word's developers call the cryptic formatting shorthand contained here "banter."

PRINTING OUT A STYLE SHEET

It is often useful to have a printed list of styles and their descriptions. This can help you keep things consistent in a large organization, and it can help you troubleshoot formatting problems in complex documents. To print style information:

1. Display the document's Style dialog box.
2. Choose Print... from the File menu or use the ⌘-P keyboard shortcut.

The style list for our sample document is shown in Figure 13.4. Take a moment to compare it to Figure 13.1. Pretty slick, eh?

FIGURE 13.4

You can print out a list of styles as a handy reference.

Body
Normal + Indent: First 0.5 in, Space Before 4 pt

Bullets,b
Normal + Indent: Left 1 in, Space Before 4 pt

Closure
Normal + Indent: Left 4 in, Space Before 4 pt After 36 pt

From Address
Normal + Font: New Century Schlbk 14 Point, Expanded 1.5 Points, Indent: Left 2.5 in Right -0.5 in Centered Border: Top Bottom Left Right (Single Shadowed 6 pt Spacing)

Normal
Font: New York 12 Point, Flush left

To Address
Normal + Space After 12 pt

When and where styles are saved

Styles are saved with your document and they are saved only when you save the document. This is yet another good reason to get in the habit of saving early and often. If your computer crashes after you've spent several hours setting up a complex style sheet, or if you accidentally click No to the Save Changes? prompt when you close a document, you will not be happy.

Basing one style upon another

This time-saver is often a source of bewilderment for newcomers. It occasionally catches old pros off-guard too. Word lets you build upon styles, or base one upon another. You've seen examples of this in the sample customer letter at the beginning of the chapter. The letter's style called Body is built by starting with the Normal style and adding instructions to indent the first line of each paragraph. In other words, the style Body is based on the style Normal.

If you change the Normal style so that it uses Helvetica instead of New York, any paragraphs formatted with the Body style will change to Helvetica too. That's the good news and the bad news.

Word watches you as you develop new styles and bases new styles on the style you modify. For instance, if you type the last paragraph of your customer letter in Body style, and decide when you get to the end that you want to create a Closure style, you would probably drag the left indent marker for the paragraph containing the word Sincerely. Unless you tell Word otherwise, it will base the Closure style on the Body style, since that's the style you modified to create the Closure.

Since Body contains a ½" first-line indent, your Sincerely will be indented an extra ½". Later, if you change the distance that the Body style indents first lines, the Closure paragraph will move too.

Unless you are careful, you can create quite a chain reaction this way. Experienced users try to create one or two base styles and tie most of the rest of their styles to those base styles, rather than basing each new style on the previous style.

The Style dialog box lets you force specific styles to be based upon other styles of your choosing. Pick the appropriate base style from the drop-down Based On menu, found near the bottom of the Style dialog box. Figure 13.5 shows the From Address style which is based on Normal.

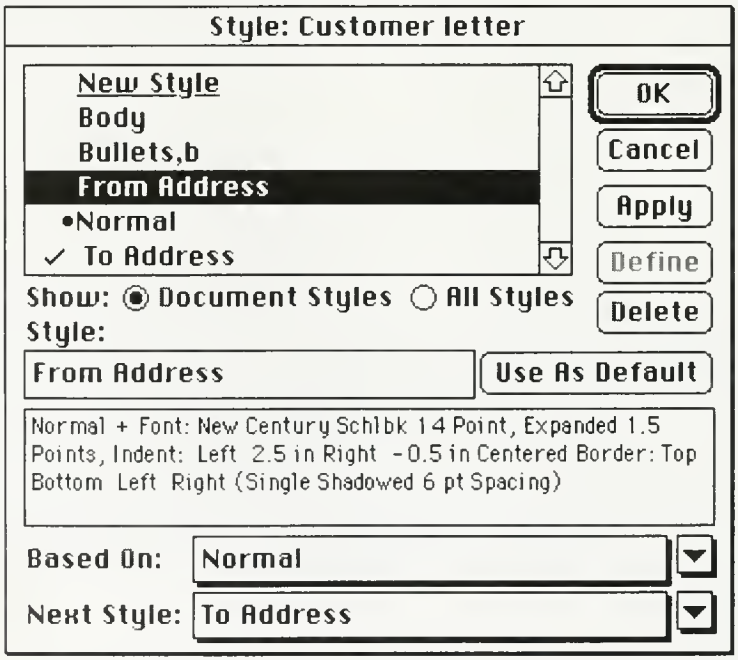
What's the appropriate base style? That will vary with your project. At first, you may find it less confusing to base all of your styles upon Normal. Then experiment and observe carefully. You will soon learn from experience which combinations work best for you. Newcomers, beware. Play with copies of important documents, especially if it is ten minutes before the Federal Express person is due to pick up your document.

NEXT STYLE

Frequently, you can predict the order in which styles will be used. When you type letters, for instance, you know that the To style will always be used after the From style. In reports and manuals, headings are usually followed immediately by body text, and so on.

FIGURE 13.5

Word lets you specify which base style each new style is based upon.



The Style dialog box lets you specify which style Word will flip to when you finish typing a paragraph and press Return. Often, you want a paragraph to be in the same style as its predecessor. This is the default condition when creating styles.

But, as shown in Figure 13.5, it is possible to specify different next styles simply by highlighting a style in the style list and picking the desired style from the drop-down Next Style list. In our example, Word will switch to the To Address format when you press the Return key after typing the From Address.

In order for this trick to work, you should hold down the Shift key when you hit Return to terminate all but the last line in your From address. This way, Word treats all of the lines in the From address as one continuous paragraph and places different looking return marks at the end of all but the last lines, as you can see in Figure 13.1.

To override the Next Style when typing, end your paragraph by pressing ⌘-Return, rather than just Return. The next paragraph you type will use the format of its predecessor.

WORD'S STANDARD STYLES

Word's designers have created 32 standard styles that are used by its footnote, outline, index, table-of-contents, page-numbering, header, and footer features. These standard styles do not automatically appear in your style sheet until you use the associated features in a document. It is possible, though, to force Word to place them in your style sheet by using the All Styles button in the Style dialog box.

Try it now. Note that the standard styles show up in the Style dialog box, but not in the menu on the ruler. The particulars of these standard styles are discussed in their related chapters. For instance, the outline-related styles (headings 1 through 9) are discussed in Chapter 20.

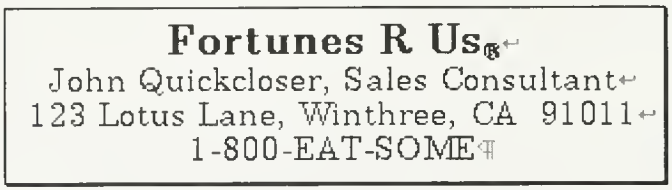
For now, realize that you can modify standard styles, change their base styles and, with few exceptions, otherwise treat them like the custom styles you create. You cannot delete standard styles. Standard styles are all based on Normal, so changes to the Normal style (or your Word default font) will affect all standard styles.

ADDITIONAL FORMATTING AND STYLES

It is possible to override or embellish styles with additional character formatting. But there are some caveats. Consider the From portion of our customer letter example, for instance. It would be nice to make the company name bigger and bold. The registered symbol (®) could be a little smaller and subscripted. The finished product would look like Figure 13.6.

FIGURE 13.6

Character formatting can be added to stylized paragraphs, but they may not be permanent.



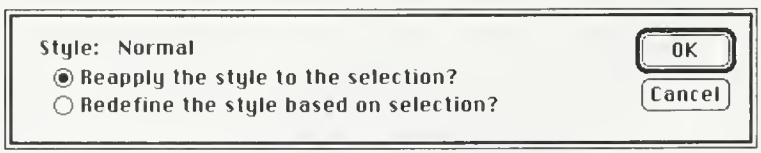
You already know how to make these character-based changes from the ribbon, and obviously they work in stylized paragraphs. But they interact with formatting elements in your styles. Read on.

REAPPLY/REDEFINE STYLES

If you ask Word to apply a style to a paragraph that already uses that style (applying Normal to an already Normal paragraph, for instance) you will be visited by a strange and powerful dialog box. It is shown in Figure 13.7.

FIGURE 13.7

Word wants to know if you want to modify the paragraph or the style itself.



This box serves two purposes. First, it lets you reapply a style to a paragraph that you have inadvertently messed up. Suppose you accidentally dragged the first line indent marker in a Body paragraph and the

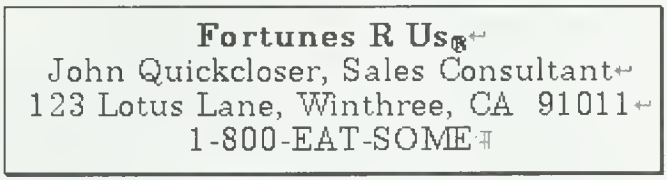
paragraph no longer looks like the others. By choosing the Body style again from the ruler you will get a chance to reapply your Body style and repair the errant paragraph.

The second use of this dialog box is to let you quickly redefine a style. Suppose you hate the first line indent you've used for body text. Change the indent in any one Body style paragraph, then pick Body from the Style list. Click on the Redefine button and click OK. Word will redefine the Body style using the new indent from your sample paragraph. All of your Body paragraphs will be changed.

Strange things sometimes happen when you redefine or reapply styles to manually-embellished paragraphs, however. Figure 13.8 shows what happens when the embellished From paragraph has the From style reapplied.

FIGURE 13.8

Reapplying a style to paragraphs containing additional character embellishments can cause unusual results.



The bold attribute remains. The registered mark is still small and subscripted, but Fortunes R Us is now the same type size as the rest of the address.

Figure 13.9 shows the effect of redefining the paragraph after making the same text embellishments. This time most of the small text gets bigger.

While the interaction of manually applied formatting and styles may seem almost random sometimes, it is not. Read about it at the very end of this chapter.

FIGURE 13.9

Redefining a style in an embellished paragraph can cause problems too.

THE REVERT TO STYLE COMMAND

Suppose you have an established paragraph format, and type text in that format. Then you apply character formatting to embellish the text. You start underlining a few words, italicizing some others, and then before too long, realize you've really overdone it!

Word's Revert to Style command (found on the Format menu) will remove the character formatting (underline and italics in the example) without changing the other style elements (margins, paragraph characteristics, etc.). The keyboard shortcut is ⌘-Shift-Spacebar.

DELETING STYLES

You cannot delete Word's standard styles, but you can remove the custom ones you've created. Unwanted styles can be deleted by selecting them in the Style dialog box and clicking on the Delete button. You will be asked to confirm; press OK. All paragraphs formatted with a deleted style will revert to the document's Normal style.

Undo does not restore deleted styles. Thus, you cannot undo (re-establish) a deleted style, but you can sometimes work around this. Save the document just before you attempt any style deletion. Inspect the document immediately after deleting styles. Do not save the document again until you are certain that the deletion of styles hasn't caused problems. If there are problems, close the document without saving (by answering No to the Save Changes? prompt). Reopen the document and your styles should all be intact. Or, better yet, you can experiment on a copy of your document.

RENAMING STYLES

Styles can be renamed in the Style dialog box:

1. Open the Style dialog box from the Format menu or with the ⌘-T keyboard shortcut.
2. Click on the style name you want to change.
3. Use the Style name-text box to select and edit or replace the name.
4. Click Define and OK to confirm the change.

The style name changes, but the style remains intact, with one possible exception. If you change a style's name to one that already exists in the document, the style that you have renamed will take on the characteristics of the pre-existing style. For instance if you have a double spaced style called Draft, and you change the name of a single spaced style from Body to Draft, all of the paragraphs formatted as Body will be double-spaced and take on any other style characteristics associated with the original Draft style.

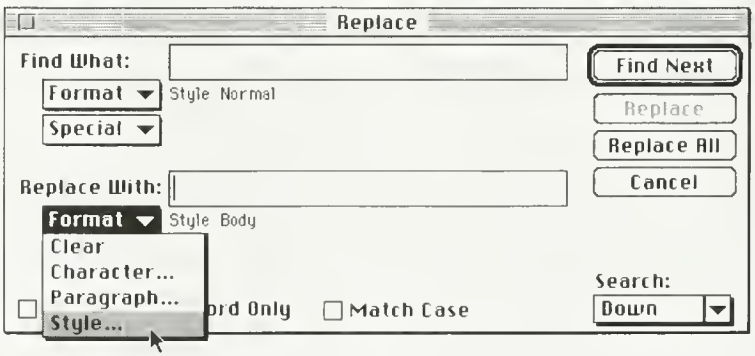
FINDING AND REPLACING STYLES

Style-change junkies rejoice. Word 5 lets you search for and replace styles. While Word 5's vastly improved replace feature is fully described in Chapter 19, here's a quick style replacement how-to:

1. Open the Replace dialog box from the Edit menu or use the ⌘-H keyboard shortcut. It will look like Figure 13.10.
2. Visit the two drop-down menus that start with the word Format. In both cases, pick Style... from those drop-down lists. You will be presented with a list of possible styles.
3. In the Find What portion of the dialog box, you will be shown all styles used in the document.
4. In the Replace With portion of the dialog box, you will also see Word's standard styles.
5. Pick the style you want to locate, and, if appropriate, the style you want to replace it with.
6. Use Find Next or Replace All, as appropriate. Consider experimenting on a copy of important documents.

FIGURE 13.10

The Replace feature lets you locate or swap styles.



TRANSFERRING STYLES TO OTHER DOCUMENTS

After you've spent time setting up complex styles, it would be nice to re-use them in new projects. Word provides several ways to do this. For repetitive tasks, consider setting up stationary documents containing styles as described in Chapter 15, and glossary entries, described in Chapter 16.

If you have just a style or two you want to copy from one document (the source) to another (the destination):

1. Select some text from a source paragraph containing the style of interest and paste it into the destination document needing the style.
2. Word will bring over the style with the text.

Remember that if the destination document has a style name identical to the style being copied from the source, the destination document will reformat the incoming text rather than take on the new style. Moreover, if you copy more than fifty styles at once, the source document's entire style sheet will be automatically copied to the destination document.

It is also possible to merge different style sheets, which copies unique styles from one document to another and modifies styles with identical names.

Here's how to merge style sheets:

1. With styles properly named and saved, work in the destination document.

2. Open the Style dialog box and then choose Open... from the Word File menu.
3. Select the source document and click Open.
4. Word will update the destination document as described earlier.
5. When you are sure that the desired results have been achieved, save the destination document to record the changes to its style sheet.

There are a few land mines, though. First, you must save any changes to the source document before attempting a merge. This records the current styles for the source document. Next, inspect the source and destination documents for possible style name problems. Remember that Word styles are case sensitive—body and Body are different style names. As you may have guessed, this can work for or against you. Consider printing out both style sheets and comparing them before you merge.

When you merge, styles on the destination style sheet with names identical to those on the source style sheet will take on the characteristics of the source style sheet. Styles not found on the destination style sheet will be imported from the source style sheet.

Other Word commands that exchange style information will bring over styles as necessary. For instance, Subscribe, Link, Glossary, and Paste Special all attempt to bring styles with them.

A FEW STYLE TIPS

- Establish organization-wide style sheets and style-naming conventions. This will make it easy to work on projects as a team.
- Use the Space Before and Space After paragraph features along with Shift-Returns rather than creating white space with multiple carriage returns. See Chapter 9.
- When experimenting with styles, work on document copies. This is particularly important for new users working on complex documents containing interrelated styles.
- Combine styles with the power of Word's glossary and stationary features. See Chapters 15 and 16.
- Establish one or two base styles for complex documents. They need not be based on Word's Normal style, particularly if the look of the document is radically different from your normal work.

MANUAL FORMATTING AND STYLES

As promised, here's an explanation of how styles and manual formatting interact (although, perhaps collide is a better word). Don't feel bad if this seems confusing. It is. First, there are some important concepts to review:

- By now, you should know the difference between character and paragraph formatting. Paragraph formatting describes things that happen to all of the characters in a paragraph—like indenting and line spacing. Character formatting can be applied selectively to all, or to just a few characters in a paragraph.
- And you'll probably remember that some character formatting options toggle. Specifying bold twice, for instance, turns bold character formatting on then off. Other character formatting features don't toggle. Choose Helvetica twice, for example, and nothing interesting happens.

Now for the new stuff. When you use menu choices, the ruler buttons, ribbon buttons, or keyboard shortcuts to specify formatting options, you are doing something called manual formatting. When you use a style to format text, that's called (yep) style formatting. There's a difference as you will soon see.

When you initally define a new style, Word looks at any paragraph and character formatting you've done and memorizes a collection of your manual formatting decisions. If all of the text in the sample paragraph(s) is identical, that's a no-brainer.

But, what if you ask Word to create a style from a sample paragraph or paragraphs containing inconsistent formatting? What should it do, for instance, about bold if some of the text in the sample paragraph is bold and some isn't—ignore bold formatting, make everything bold, lock up your computer? And, what if some of the lines you've selected for the sample are single-spaced and others double-spaced? Or, how about inconsistent spacing before and after selected paragraphs, or wacky indents? (Variety has its price.)

Word needs to come to some conclusions about these inconsistencies, since, when you apply styles, they can only format all of the specified text consistently.

Sooooo, Word looks at the first 255 characters in your sample text and decides whether or not to include a manually-applied formatting option as part of the style. If a particular manual format (bold, for instance) appears in at least half of the first 255 characters of your sample, it becomes part of the style. Suppose, for example, you have a 600 character paragraph and at least 128 of the first 255 characters (more than half of the first 255) are bold. The style will include bold as one of its formatting features.

Any text you subsequently apply this style to will receive bold formatting. However, if at least 128 of the first 255 characters are not bold, the style will not contain bold formatting even if the last 300 characters in the text sample are bold. So far so good? Read on.

Once you've defined a style (1-inch left and right indents, plus all bold text, for instance), selecting unformatted, plain vanilla text, and applying the new style will make the text conform to the style's formatting definitions (indented, bold text, in our example).

But, what if the text you apply this style to already has other manual formatting like bold or italic—or what if you later try to apply manual formats to text you've formatted with your indented bold style. "Well," as President Clinton says, "that depends."

Let's take it one situation at a time—but first, a word or two about formatting "layers," as Microsoft likes to call them.

FORMATTING LAYERS

Suppose you use a style to format otherwise plain vanilla text. You would be applying something Microsoft refers to as the style formatting layer. The once plain text would take on the formatting characteristics defined by the style (indented, bold Times let's say).

Then, suppose you manually format some of those same characters—italicize a word or two, increase the point size of the first character, and so on. You've added something called the manual formatting layer.

Here's where it gets good. When you format, things that can toggle do, and things that can't, don't. So if you apply bold formatting to text that a style has set to bold, the manual formatting layer will make (only) the manually formatted text not bold. By the same token, manually formatting Times as Helvetica will cause the manual formatting layer to set just the affected characters to Helvetica. In effect you are manually-overriding the style formatting layer.

Paragraph-wide manual formatting works as you'd expect also. Manually double-spacing text that a style has set to single spacing works just fine. Only the selected paragraph or paragraphs have double spacing instructions added to their manual formatting layer. So Ron, what's so confusing about that?

Well, first of all, things get a little trickier if you manually format text before you apply a style. Switching styles after you've manually formatted text can make your palms sweat too.

APPLYING STYLES TO MANUAL FORMATS

Often, when you switch from one style to another, manual formatting remains as you've defined it, since the manual formatting layer remains when the style layer changes. But there's a catch. If the new style contains

formatting options that toggle (like bold), Word tries to decide whether or not to toggle the manually formatted text. Get out your decoder rings for this one, space cadets.

If more than half of the first 255 characters of the selected text that you are about to reformat contains a toggling attribute (bold or whatever), the manual format will override the style format, and not toggle. Otherwise, the attributes will toggle and there is no way to prevent it.

You can, however, recover, or partially recover, from unexpected "togulation" with either the Undo or the Plain Text command. The Plain Text command on Word's Format menu removes all character formatting except for font and size changes.

Format layers and the Replace... command

What's that? You wonder about Word's Replace... command and format layers. 'Tis sad but true. When you run around globally replacing styles and/or manually-applied formatting with the Replace... command described in Chapter 19, you'll need to keep in mind Word's behavior when it encounters combinations of manual formatting and styles. The Replace command causes the same toggling and other behavior problems as does human intervention.

Removing styles and retaining formats

Occasionally you might want to remove all of the styles in a document without affecting the appearance of the document. You'll want to remove the Bold Indent style you've created, for instance, but you want the text to remain bold and indented. Some people do this before sharing Word Mac documents with WordPerfect DOS users, for example. Here are the steps:

1. Save your document with the Word For MS-DOS option in the Save As dialog box.

2. When asked if you want to attach a style sheet answer No.
3. The resulting document can be used by Word for DOS, WordPerfect for DOS, and many other DOS word processing programs.
4. If you open the document with Word for the Mac, you will find all of the formatting intact, but only a Normal style.

PART

III

Time Savers

If you've ever said to yourself, "There must be a better way!" this is the section for you. You'll find examples of Word's ability to truly automate your office, school, and home projects. Learn how to print envelopes with a few mouse clicks. Set up stationery to speed the creation of everyday documents. Read about Word's thesaurus, spelling, and grammar checker—the next best thing to having a human editor sitting at your side. See how Find and Replace can make quick work of major revisions. Discover the power of Word's outlining tools, and how they can make you a more productive writer and editor.

CHAPTER

14

Envelopes

and Simple

Mailing Lists

To set version 5.1's envelope return address **431**

open the Addresses dialog box with the Insert menu's Addresses... command. Click on the Default Return Address Name in the scrollable list. Type or edit the return address in the big box. Click the Use as Default button.

To print envelopes in version 5.1 **431**

select an address (if there is one) from the letter or other document you are typing. Open the Create Envelope dialog box with the Envelope Toolbar button or Create Envelope... command on the Tools menu. Type or edit the address in the big box if necessary. Click Print... then select appropriate Page Setup and Print dialog options for your printer and envelope size. With envelopes loaded in the printer, click Print in the Print dialog box.

To update version 5.1's address list **435**

open the Addresses dialog box via the Addresses... command on the Insert menu, then click on the name for the address you want to change (scroll the list if necessary). The address will appear in the big box where you edit the text. Click Define and you'll be asked if you want to accept the changes. Click OK.

TRACKS MAC TRACKS

To use version 5.1's address list **435**

open the Addresses dialog box via the Addresses... command on the Insert menu, or use the Addresses button in the Create Envelope dialog box. Double-click on the name for the address you want to use (scroll the list if necessary). The address will appear in the Create Envelope dialog box or be inserted into your Word document at the insertion point, depending on how you opened the Addresses dialog box.

To print envelopes in earlier Word versions **436**

set up stationery based upon Microsoft's sample envelopes, paying attention to envelope size, page printing orientation, and your printer's ability to print near the edge of pages. Consider adding envelope stationery to your Work menu.

Featuring

- *Version 5.1's new Envelope feature*
- *Version 5.1's new Mail List feature*
- *Strategies for users of earlier Word versions*

IRONICALLY, EXPENSIVE COMPUTERS can make the simple task of envelope printing more difficult. Many offices keep typewriters around just for envelope and label printing. Sound familiar? Computerized envelope printing is not so bad once you get the hang of it, and set up documents that remember the recipe for you. If you are using Word version 5.1, there's a new envelope printing and mail list management feature that you'll find quite useful. And if you don't have version 5.1 it's pretty easy to set up stationery for most popular envelope sizes on most printers.

We'll look at both 5.1 and 5.0 envelope techniques in a moment, but first here are some general tips that apply to both Word versions:

- Use window envelopes whenever possible to avoid envelope printing altogether. Set up letterheads, invoices, and similar documents with the inside address properly positioned for windows.
- Ask your letterhead designer to take your computer printer into consideration when picking paper stocks and envelope designs.
- Pick envelopes designed for your printer. These supplies are easier to find now, and many office supply stores and mail order paper sellers stock them. (Try Paper Direct, for instance —800-272-7377.) Laser-friendly envelopes have special flaps and flap glue that minimize jamming. Ink-jet-savvy envelopes are made of paper stock that won't fuzz up your characters.

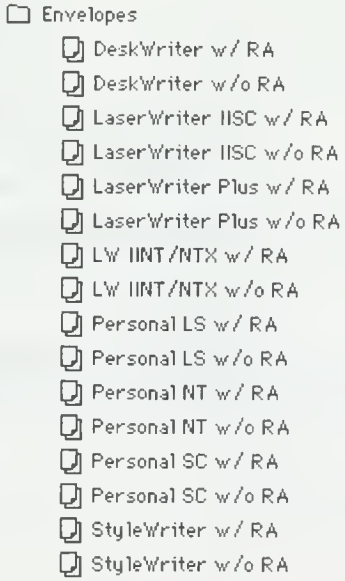
- The Sample Documents folder that came with your Word disks contains a number of stationery files for business size envelopes with and without return addresses. There are files for a variety of printers, as illustrated in Figure 14.1. Personalize these to save yourself some time.
- Once you find the recipe for envelope printing, place stationery containing all the right settings on your Work menu (see Chapter 31).
- When designing new envelope documents, use Print Preview to look for things like return addresses that are so close to envelope edges that they will be clipped.
- Purchase an envelope tray or feeder for your envelopes if you print a lot of them.

VERSION 5.1'S ENVELOPE FEATURE

Version 5.1 has an envelope printing time saver. It's a Toolbar button that looks like an envelope. Clicking on it (or choosing the corresponding

FIGURE 14.1

The Sample Documents folder on one of your Word disks contains stationery you can personalize for a variety of envelope sizes and printer types.



Create Envelope command on the Tools menu) opens a Create Envelope... dialog box like the one at the top of Figure 14.2.

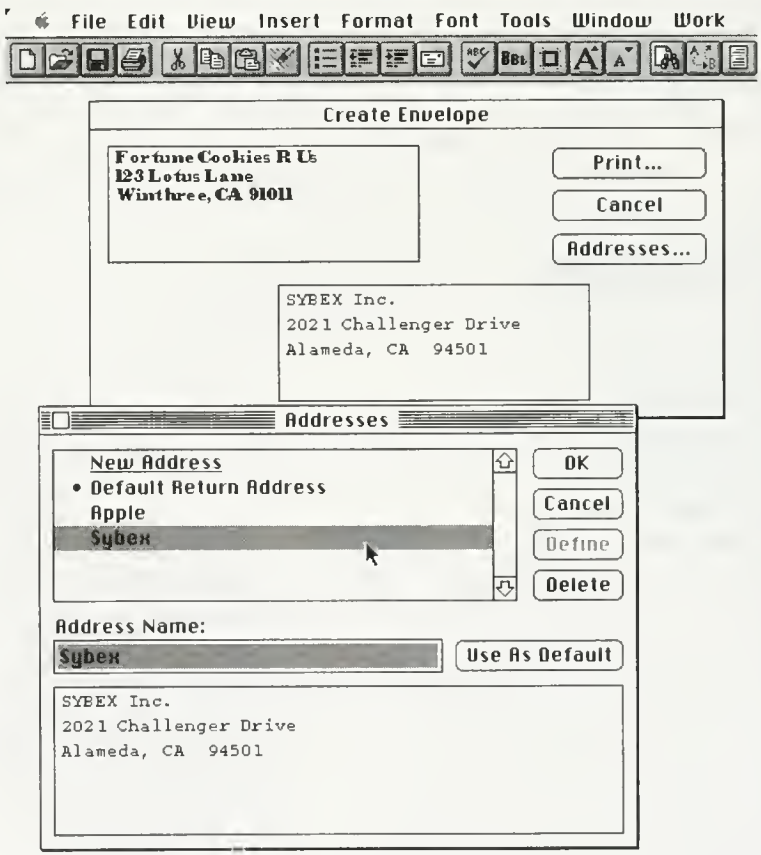
The bottom of Figure 14.2 shows the Addresses dialog box, reached with the Addresses... button in the Create Envelope dialog box.

From the Create Envelope dialog box you can:

- Print envelopes containing one-time addresses that you type into the dialog box.
- Copy an address from your document for envelope printing.
- Store your favorite addresses (using the Addresses dialog box).

FIGURE 14.2

Version 5.1 automates envelope printing and helps create address lists.



- Recall stored addresses and print envelopes.
- Recall stored addresses and insert them into your letters or other Word documents.

SETTING UP A RETURN ADDRESS

If your envelopes have preprinted return addresses, you can skip this task. But if you want to use plain envelopes and have Word print your return address in the upper-left corner of envelopes, do this:

1. Open the Create Envelope dialog box either with the Toolbar button or Create Envelope... command on version 5.1's Tools menu.
2. Click on the Addresses... button to open the Addresses dialog box as shown in Figure 14.2.
3. Select the Default Return Address choice from the scrolling address list, and click the Define button (or simply double-click on the Default Return Address choice, instead).
4. Type your return address in the large box below the smaller Address Name box.
5. Word uses Normal style for the return address format. With limitations, you can embellish the return address. Fonts, sizes, bold, underline, and italic are all changeable. You can't insert graphics however, and most other formatting is verboten.
6. When you are happy with the spelling and appearance of your return address, click the Use as Default button.
7. Unless you want to type an envelope right away, close the Addresses dialog box with the OK button.

PRINTING ENVELOPES WITH NEW ADDRESSES

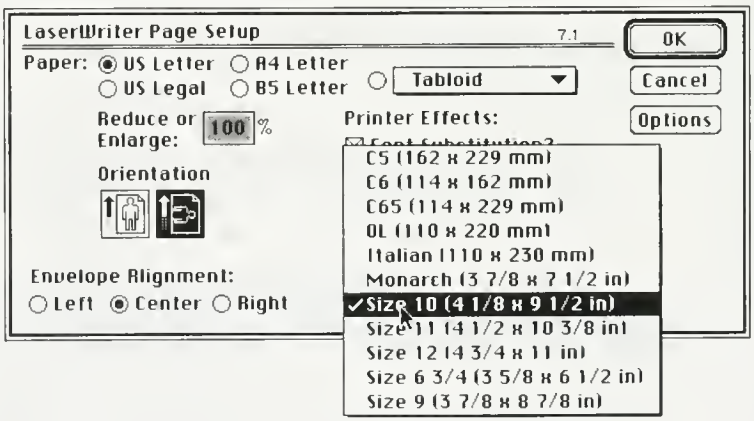
You can either type an envelope address directly into the Create Envelope dialog box, or select an address in your letter or other Word document, then open the Create Envelope dialog box. When you've selected

an address in your Word document (or any other text, for that matter), the text appears in the address portion of the Create Envelope dialog box. Here are the general steps for envelope printing:

1. Select the address in your document if it has one.
2. Open the Create Envelope dialog box either with the Toolbar button or Create Envelope... command on version 5.1's Tools menu.
3. If you selected an address in step 1 you'll see it in the dialog box; if not, type an address in the big box.
4. Click on the Print button.
5. You'll see a modified Page Setup dialog box like the one in Figure 14.3.
6. Pick an envelope size from the Envelope Size list shown in Figure 14.3.
7. Pick a page orientation (usually landscape for laser printers or Portrait for StyleWriters and DeskWriters). The Portrait orientation button shows a person standing normally. Landscape orientation is represented by a person rotated 90 degrees.

FIGURE 14.3

Choosing Print from the Create Envelope dialog box displays a modified Page Setup dialog box.



8. Choose an Envelope orientation to tell Word if you plan to feed the envelope through the center of your printer's paper path or at one edge or the other. Newer laser printers often have guides for centering envelopes in the paper path. Adjust the guides for your envelope width if this is necessary.
9. With the printer ready and all of the appropriate options chosen, click OK.
10. You'll see a Print dialog box.
11. Select the envelope (paper) source—paper cassette or manual.
12. Specify the number of envelope copies you need if more than 1.
13. With the envelope(s) in place, click the Print or OK button depending upon which System version you are using.
14. Wait patiently for the system to print.
15. Word will ask if you want to save this address. (Actually it asks if you want to Save Changes to Mailing Address.) It's a good idea to save addresses that you might need again, and it's easy, as you'll see in a moment. Click Yes to save or No to discard the address.

Many laser printers (including the LaserWriter II NTX) will let you manually feed without clicking the manual feed button in the Print dialog box. Just put the envelope in position before printing begins.

STORING ADDRESSES

You can either add addresses to your envelope addresses list before or after printing. In either case, it's done from the Addresses dialog box shown back in Figure 14.2. As you may recall, you can reach the Addresses dialog box through the Addresses... button in the Create Envelope dialog box. But there's another way. The Addresses... command on Word 5.1's Insert menu will also bring up the Addresses dialog box.

1. Select an address in a document or type one in the Create Envelope dialog box.
2. Open the Addresses dialog box with the Envelope button or Insert menu's Addresses... command.
3. Type a unique identifying name in the small Address Name box (Chicago Office, for instance). Word suggests a name if you've selected an address before starting this process.
4. Type or edit the actual address in the big box, if necessary.
5. Click Define.
6. Use the Close box in the upper left of the window to close it. OK will insert a copy of the address in your document.

PRINTING ENVELOPES WITH STORED ADDRESSES

1. Open the Create Envelope dialog box either with the Toolbar button or Create Envelope... command on version 5.1's Tools menu.
2. Click the Addresses... button.
3. Double-click on the desired address name in the scrollable list.
4. The Addresses dialog box will disappear and the address will appear in the Create Envelope window.
5. Click on the Print button.

6. You'll see a modified Page Setup dialog box like the one back in Figure 14.3.
7. Pick an envelope size from the Envelope Size list.
8. Pick a page orientation (usually landscape for laser printers or Portrait for StyleWriters, ImageWriters and DeskWriters).
9. Choose an envelope orientation to tell Word if you plan to feed the envelope through the center of your printer's paper path or at one edge or the other.
10. With all of the appropriate options chosen, and the printer ready, click OK.
11. You'll see a Print dialog box.
12. Select the envelope (paper) source—paper cassette or manual.
13. Specify the number of envelope copies you need if more than 1.
14. With the envelope(s) in place, click the Print or OK button (depending upon which System version you are using) and the envelope(s) will print.

INSERTING ADDRESSES IN DOCUMENTS

To insert an address from the Addresses list into a Word document:

1. Position the insertion point where you want the address to be inserted.
2. Open the Addresses dialog box via the Addresses... command on the Insert menu.
3. Double-click on the desired address.
4. Word will insert it for you.

CHANGING ADDRESSES

You can edit stored addresses (including your return address) at any

time in the Addresses dialog box. Here's how:

1. Open the Addresses dialog box via the Addresses... command on the Insert menu.
2. Click on the name for the address you want to change (scroll the list if necessary).
3. The address will appear in the big box.
4. Make changes using the usual Word text editing tricks.
5. Click Define.
6. You'll be asked if you want to accept the changes.
7. Click OK.
8. Use the close box to close the Addresses dialog box without inserting the changed address into your document.

DELETING ADDRESSES

1. Open the Addresses dialog box via the Addresses... command on the Insert menu.
2. Click on the name for the address you want to delete (scroll the list if necessary).
3. The address will appear in the big box.
4. Click the Delete button.
5. You'll be asked to confirm the deletion. Click OK to delete.
6. Click OK again to close the dialog box.

USING EARLIER WORD VERSIONS

Use the Microsoft-provided envelope stationery mentioned earlier in this chapter, or create your own. (Stationery is discussed in Chapter 15).

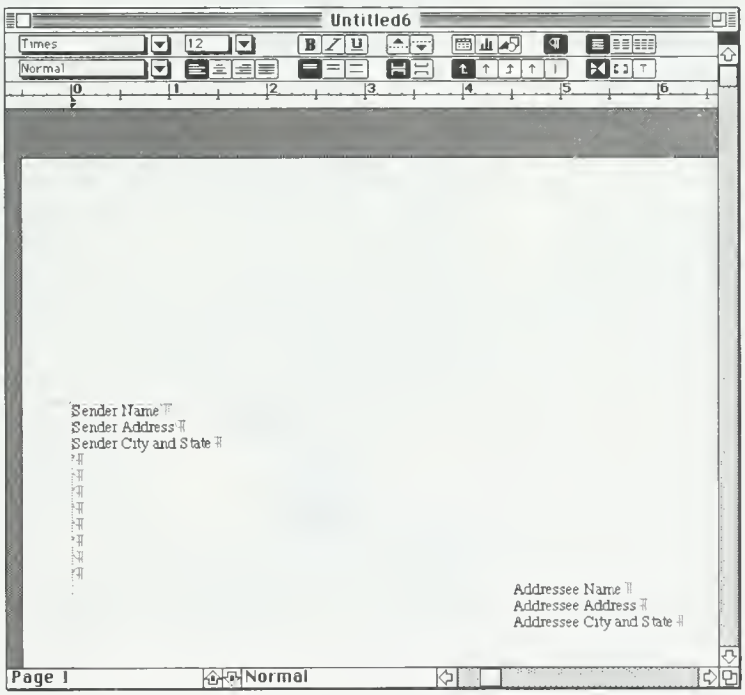
When you set up your envelopes you'll need to consider the following:

- Whether or not you want Word to print the return address for you.
- The size of the envelope.
- The envelope orientation as it passes through the printer (portrait or landscape).
- How close to the edge of an envelope your printer can print.
- The desired appearance of the text.

Figure 14.4 shows the beginnings of a new envelope document created with Microsoft's stationery for business size envelopes containing return addresses. This one is pre-configured for an Apple LaserWriter NTX which supports center-fed landscape envelope printing.

FIGURE 14.4

Microsoft-provided envelope stationery can speed envelope printing set up.

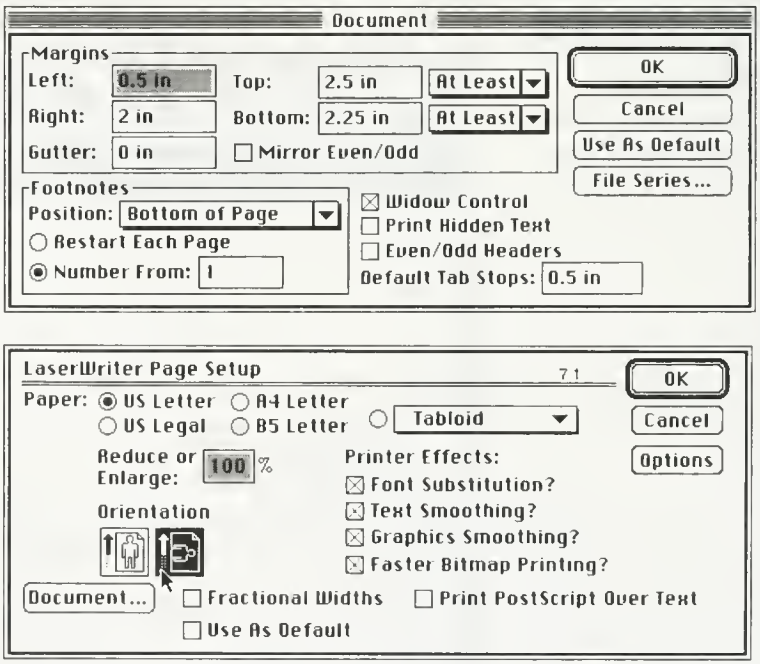


Explore the sample documents that came with Word. Use Page Layout view and Print Preview to see the tricks used to create them. Check out the associated document and Page Setup settings for each document as well.

As you can see from the Page Setup and Document settings for this particular sample document (shown in Figure 14.5) the settings used include a 2-inch right margin, a 0.5 inch left margin, a 2.25 inch bottom margin and a 2.5 inch top margin. Landscape orientation has been selected in the Page Setup dialog box.

FIGURE 14.5

The Document (top) and Page Setup (bottom) settings for business envelopes on a center-fed laser printer.



By adding graphics, character, and paragraph formatting to return addresses, you can print logos, return addresses, and recipients' addresses in a single pass as illustrated in Figure 14.6.

FIGURE 14.6

Add graphics and formatting to customize Microsoft's sample envelope documents.

CHAPTER

15

Stationary

and Document

Assembly

To create stationery **445**

create a new document including any necessary formats, styles, page-numbering choices, section decisions, graphics, and re-usable text, but don't type the main text. Save the incomplete work using Word's Stationery choice found in the Save File as Type menu.

To use stationery **445**

double-click on a stationery icon to open an un-named copy to work with, or use Word's Open dialog box. You'll be prompted to enter a file name for the document when you first attempt to save.

To modify stationery **447**

double-click on a stationery icon to open an un-named copy of the stationery or use Word's Open dialog box. Make the changes. When you are prompted to enter a file name for the document, enter the exact name of the stationery file and use the Stationery choice found in the Save File as Type menu. Confirm the replacement.

To add stationery to your work menu **448**

create a document and save it as stationery. Use the key combination ⌘-Option-+ (not the keypad plus). When your cursor becomes a giant plus sign, use it to pull down the File menu and pick the Open... command. Open the File you want to add to your Work menu.

To assemble one document from multiple files **449**

place the insertion point where you want the contents of the file to appear, then pick File... from the Insert menu. You will see a standard Open dialog box. Find the file you want using the usual Macintosh folder-navigation techniques and click Open or hit Return. The contents of the chosen document will be inserted.

Featuring

- *Ways to save time with reusable documents*
- *A new way to assemble documents from boilerplate*
- *Customizing Microsoft's stationery samples*

WORD 5 OFFERS two simple but powerful features that may forever change the way you work. The first gives you the ability to save Word documents as stationery. Think of this as a potential high-tech replacement for blank forms, letterhead paper, printed envelopes, and pre-printed memo stationery, among other things. Microsoft has even provided some samples to get you started.

The second feature—the File... command in the Insert menu—lets you place the entire contents of documents directly into the document you are working on, without time-consuming cutting and pasting. It's the perfect way to assemble complex documents from boilerplate text.

WHY STATIONERY?

You've always been able to reuse word-processing documents by opening them, replacing old information with new, and then saving the work using a new file name. But as anyone that has done this will tell you, it is easy to forget to rename the new document before you save it. Generally this results in destroying your earlier work, since the new document overwrites the content of the old file. Not a pretty picture.

Word 5's stationery feature prevents this from happening. When you first create a letterhead, form, memo, or other file that you know you will want to use repeatedly, save it as stationery. When you open a document thus saved, you actually work on and save to a copy of the file, not the original file itself.

Word 5's drawing tools and formatting features make it easy for you to create professional-looking letterheads, envelopes, newsletters, proposals, reports, and more. With the stationery feature, you can design these things once and re-use them without deleting old text or having to remember to change file names when you save.

CREATING STATIONERY

1. Start by creating a new document including any necessary formats, styles, page-numbering choices, section decisions, graphics, and re-usable text.
2. Before you start typing the main text (a letter on the new letterhead or stories in your newsletter design), save the incomplete work using Word's Stationery choice. It's found in the Save File as Type menu. Figure 15.1 shows how to save files as stationery.
3. Name the file, then before clicking Save or pressing Return, pick Stationery from the drop-down menu, available in both the Save and Save As... dialog boxes on the File menu.

System 7 users will notice that stationery documents in Word act like System 7's Stationery pad items; they even have the Stationery pad box checked when you do a Get Info.

USING STATIONERY

Documents saved as stationery have different icons from regular documents, making them easy to distinguish. The icons look like pads of paper with a corner turned up. In Figure 15.2 the icon on the left is stationery and the one the right is a letter created with the stationery.

To work with stationery, double-click on a stationery icon to open an un-named copy to work with, or use Word's Open dialog box. To quickly spot stationery while in the Open dialog box (Open... from the File menu), pick Stationery from the List Files of Type drop-down list, as shown in Figure 15.3. The scrollable file list will contain only stationery items and folders.

FIGURE 15.1

Choose Stationery from Word's drop-down Save as File Type menu.

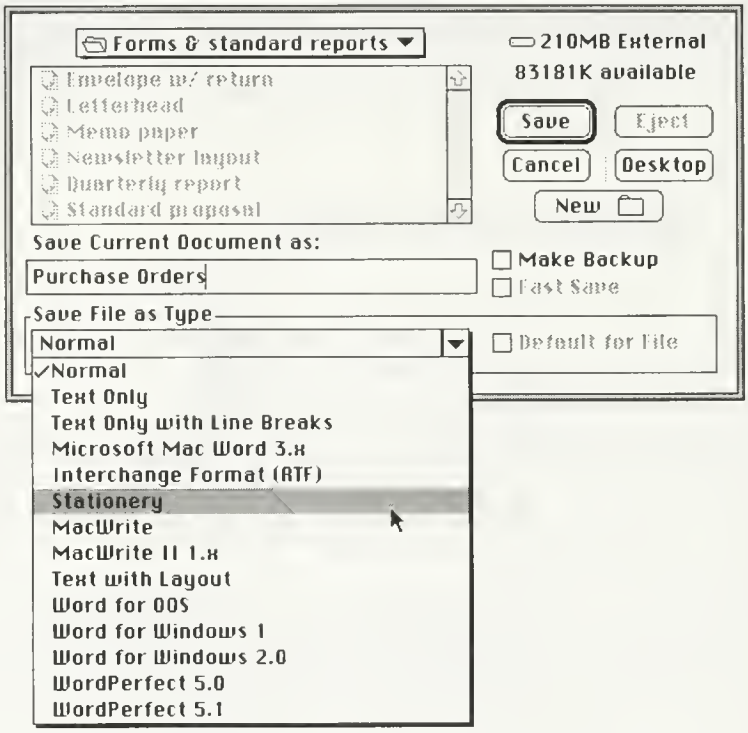
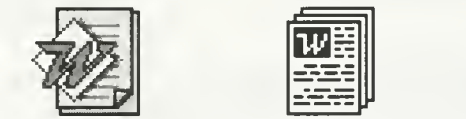


FIGURE 15.2

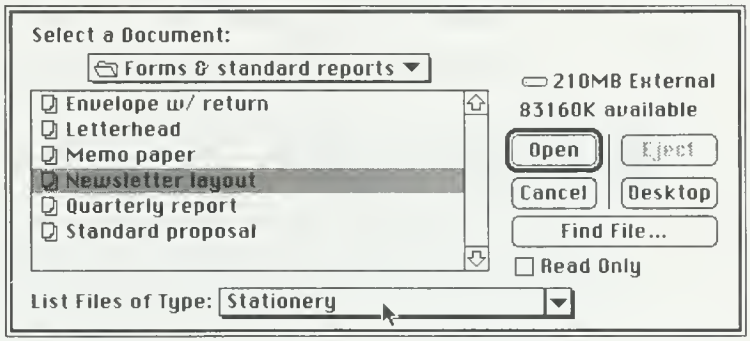
Stationery icons like the one on the left look like pads with a turned-up page.



It's a good idea to put regularly-used stationery documents on your Work menu. See Chapter 31. System 7 users can create aliases of stationery, as well.

FIGURE 15.3

The Open dialog box can be restricted to showing only stationery.



Whichever way you open stationery, the file name for the new document will start out as Untitled. The first time you save a project started from stationery, Word will ask for a file name and summary information, just as if it were a new document you had created from scratch. The resulting file will be saved as a normal Word 5 file (not stationery), unless you instruct Word otherwise.

MODIFYING AND DELETING STATIONERY

Delete stationery files as you would any other Macintosh files. They are not write-protected unless you protect them using your system features.

To modify stationery:

1. Open an untitled copy in the usual way.
2. Make the desired changes and then use either the Save or the Save As... command (both on the File menu).
3. Choose Stationery from the drop-down Save File as Type menu. (This is very important.)
4. Then, equally important, when asked for a file name enter the exact same file name you originally used for the stationery. (Be sure to save in the same folder that contains the old stationery.)

5. You will be asked to confirm the replacement of the old stationery with the new.
6. Click Replace to save your changes.

MICROSOFT'S SAMPLE STATIONERY

Many of the sample documents provided with Word 5 were saved as stationery. (You already saw examples of this in the preceding chapter.) Feel free to modify them for your own use and re-save them as stationery. The documents can be found in the Sample Documents folder installed with Word 5. Look in the folder containing the Word program itself, or search for sample documents using the Find File... feature, described in Chapter 6.

ADDING STATIONERY TO YOUR WORK MENU

While a full-fledged discussion of the Work menu will have to wait until Chapter 31, on the theory that no one ever reads the last chapter in a book, here's a recipe for adding stationery to your Work menu. (If you don't have a Work menu, these steps will even add one for you.) Once you put stationery on a Work menu, you can start a new complex document with just a mouse click.

1. Create a document and save it as stationery as described earlier in this chapter.
2. Tell Word you want to add a Work menu entry (and a Work menu if you don't already have one) by using the key combination ⌘-Option- +. Note that you should use the plus key on the top row of your keyboard, not the one on the numeric keypad!
3. Your cursor will turn into a giant plus sign.

4. Use it to pull down the File menu and pick the Open... command.
5. Find the file you want to add to your Work menu.
6. Double-click on its name, or click once on the name and once on Open.
7. Your Work menu will flash as though struck by lightning as the file name is added to it.
8. Henceforth, picking the document name from the Work menu will open an untitled copy of the document.

COMBINING DOCUMENTS WITH INSERT FILE...

In the past, if you wanted to place the entire text of one document into another, you needed to open both documents, select all the text in one window, copy it to the clipboard, then switch to the other window and paste it in.

Word's new File... feature in the Insert menu greatly simplifies this. Here's how to use it:

1. Place the insertion point where you want the contents of the file to appear.
2. Pick File... from the Insert menu. You will see a standard Open dialog box.
3. Find the file you want using the usual Macintosh folder-navigation techniques and click Open or hit Return.
4. The entire contents of the chosen document will be inserted immediately.

The usual Word style and glossary merges occur as well. That is to say, any necessary new styles and glossary items will be added to the document receiving the insertion. This could lead to problems if there are duplicate style names. See Chapter 13 for more about styles.

The Insert File... command is perfect for attorneys and others needing to assemble documents from boilerplate text. Create separate files for each piece of boilerplate, then Insert away as needed. Word can even sometimes insert non-Word text with the Insert File command, by converting it first.

Organize files you'll insert often using short, consistent, meaningful file names. For instance, if you assemble proposals from boilerplate files, and need to include different disclaimer clauses for proposals sent to various states or countries, you might assign file names like Disclaimer NY and Disclaimer CA and Disclaimer UK. These names will all show up near each other in the Select a File to Insert list, making it easy to quickly pick the right ones.

SHARING STATIONERY AND BOILERPLATE FILES

Consider putting stationery and boilerplate files on your network's server (or on a System 7 computer with file sharing enabled) so that

everyone will have access to the same letterhead, proposal formats, and so on. Then, when things change, you'll only need to update it in one place for everyone.

If you create common stationery files for many different users in your organization, keep the lowest common computer configuration in mind. Try not to use fonts that some people won't have. Don't use printer effects some printers can't accomplish (printing near edges, or in color, for instance).

OTHER DOCUMENT ASSEMBLY STRATEGIES

As you'll see in Chapter 26, Word's Print Merge feature can also be used to create document assemblies. It's a little more complicated to set up Print Merge assembly files, but it might be worth the effort.

CHAPTER

16

Saving Time with Glossary Files

To define a glossary entry 457

create the entry you wish to memorialize then open the Glossary dialog box with the Edit menu's Glossary... command (⌘-K). Type a name for the entry and click Define.

To insert a glossary entry 458

place the insertion point where you want the glossary item to appear, then open the Glossary dialog box with the Edit menu's Glossary... command. Double-click on the entry you wish to insert. Read this chapter to learn other methods including several keyboard techniques.

To assign keyboard shortcuts to glossary entries 460

open the Glossary dialog box, then press ⌘-Option- + (on the numeric keypad, not the main keyboard). The pointer will turn into a large ⌘ symbol. Click once on the name of the desired glossary entry. Demonstrate the shortcut-key combination. Use any previously unassigned key combination, or confirm the overwriting of an existing one.

To edit glossary entries 461

insert the item needing work into your document, edit and highlight it. Open the Glossary dialog box. Highlight the corresponding entry name. Click Define to replace the old with the new.

To delete glossary entries **461**

open the Glossary dialog box, highlight the undesirable entry, click Delete and confirm.

To open special purpose glossaries **469**

first open the Glossary dialog box (⌘-K) then choose New (⌘-N) from the File menu. Click Yes to temporarily remove the non-standard entries from the glossary list. Next locate the desired special glossary and double-click on its name or use the File menu's Open command.

To merge glossaries **470**

open the existing glossary (⌘-K) and then open the special glossary with the File menu's Open... command without removing the non-standard choice first.

To print glossaries **470**

open the Glossary dialog box (⌘-K) and pick Print from the File menu (⌘-P).

Featuring

- *Ways to save and quickly insert boilerplate*
- *Word's standard glossary entries*
- *Special purpose glossaries*
- *Merging glossaries*

IMAGINE PRESSING A couple of keys to call up and insert entire paragraphs, complete mailing addresses, or properly formatted letter closings, including your signature. Those are just a few of the things Word's glossary feature will help you do. It can also save and recall voice annotations, graphics, memo distribution lists, tab settings, QuickTime movies, and just about any element of a Word document. Glossaries are also useful for boilerplate text. Boilerplates are standard clauses, paragraphs, or even entire documents that you use frequently.

Creating new glossary items is quick and easy. Each saved item is called an entry. Collections of entries are called Glossaries or Glossary files. Glossary files are saved to disk. You can have different glossaries for different tasks, and switch between glossaries as necessary. It is also possible to merge entries from different glossary files.

Word's default glossary comes with a number of pre-defined standard entries. These let you quickly insert dates, times, authors' names, and other useful variable information. For example, there is one standard glossary entry that will print the current date. Another automatically enters the author's name from the document's Summary Information record.

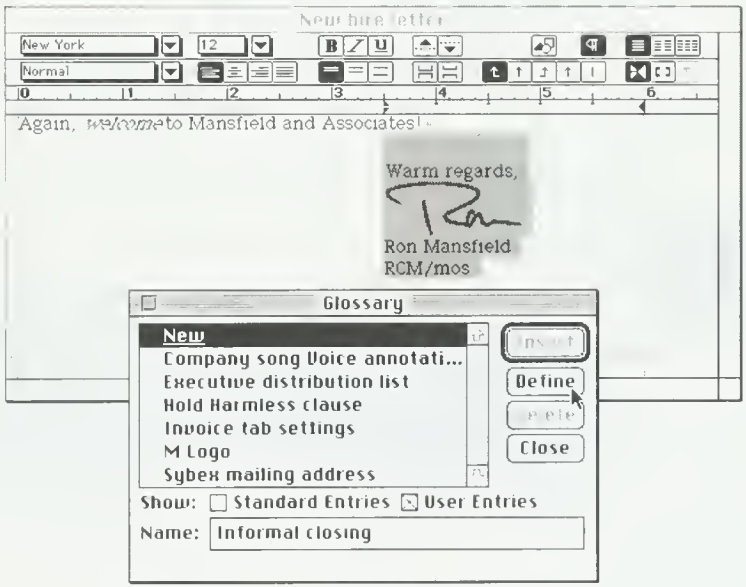
Finally, Microsoft has provided several special purpose glossaries for things like page-layout projects or documents requiring complex math formulas.

DEFINING YOUR OWN GLOSSARY ENTRIES

To create glossary entries:

1. Select (highlight) the items in your document that you want to define as glossary entries.
2. Call up the Glossary dialog box. Use either the Glossary... command from the Edit menu or the ⌘-K shortcut. Your screen will look something like Figure 16.1. In this example, an entire letter closing has been selected. It contains several different paragraph formats, a severe left indent, and a scanned signature which has been previously pasted from the scrapbook using Word's graphics capabilities. All of these elements are one glossary entry that can be quickly recalled and inserted as if they were one entity.

FIGURE 16.1



Define glossary entries by selecting items, then opening the Glossary dialog box (choose Glossary... from the Edit menu or press ⌘-K).

3. Type a meaningful name in the Name box (Informal closing in the example).
4. Click on the Define button to add the entry to your glossary.
5. Click on Close to close the dialog box.

Inserting Glossary Entries in Your Documents

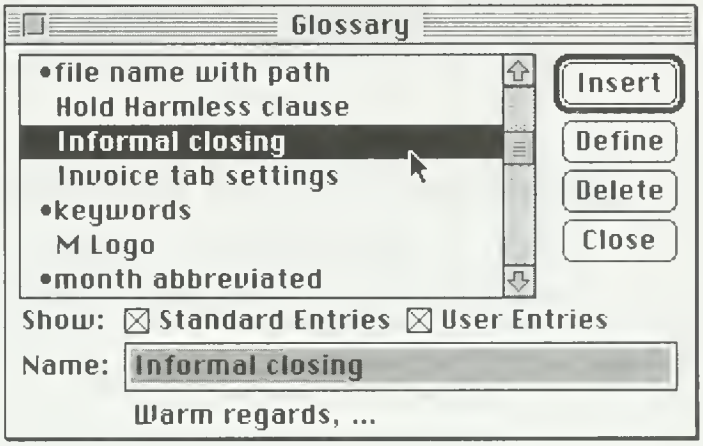
Once an item is in your glossary, there are several ways to paste it into any document you are working on. The obvious method is to:

1. Place the insertion point where you want the glossary item to appear.
2. Open the Glossary dialog box with the Edit menu's Glossary... command or the ⌘-K keyboard shortcut.
3. Highlight the entry of interest (scrolling first, if necessary).
4. Click the Insert button.
5. The desired entry will appear at the insertion point in your document and the dialog box will vanish.

There's a quicker way to insert entries from the Glossary dialog box. Once you have scrolled to locate the desired entry, double-click on the entry name, as shown in Figure 16.2. This will insert the entry and close the dialog box.

FIGURE 16.2

Double-click on an entry name to place it at your document's insertion point.



Incidentally, if you have chosen a text item, a portion of the first line of text may appear at the bottom of the Glossary dialog box when you select the entry. This often helps to remind you of what's contained in the entry. You can see an example of this in Figure 16.2. Graphics, sound, and other non-text entries are represented with small boxes.

USING THE KEYBOARD

There are several time-saving keyboard tricks for inserting glossary entries. The first is similar to the one used to quickly apply styles:

1. Place the insertion point.
2. Press ⌘-Delete (or ⌘-Backspace).
3. The status area at the bottom left of your document window will ask for a glossary entry name.
4. Type enough of the entry name to uniquely identify it and press Return.
5. The entry will be made.

In Figure 16.2 typing **inv** would be enough to describe Invoice tab settings while **inf** would get you the informal closing. If you type an ambiguous abbreviation (**in**, for instance) Word will beep or bark or bleat at you. Try again and be more specific.

ASSIGNING KEYBOARD SHORTCUTS

You can assign keyboard shortcuts for frequently used glossary items and insert glossary entries with a couple of keystrokes. (There's more information on assigning keystrokes in Chapter 31.)

1. Open the Glossary dialog box (⌘-K).
2. Press ⌘-Option- + (on the numeric keypad, not the main keyboard).
3. The pointer will turn into a large ⌘ symbol.
4. Click once on the name of the desired glossary entry (scroll to display it, if necessary).
5. Word will ask you to demonstrate the shortcut-key combination. Use any previously unassigned key combination, or confirm the overwriting of an existing one.
6. Close the dialog box.

If your keyboard doesn't have a numeric keypad (your PowerBook, for instance), you can also press ⌘-Shift-Option-C to bring up the Commands dialog box which lets you assign command keys. See Chapter 31 for further details.

ADDING GLOSSARY ENTRIES TO WORK MENUS

Frequently-used glossary entries can be added to your Work menu. See Chapter 31 for more about Work menus.

1. With the Glossary dialog box displayed, press ⌘-Option-+ (on the main keyboard, not the numeric keypad).
2. The pointer will turn into a large plus sign.
3. Click on the name of the glossary entry you want added to the Work menu.
4. Close the Glossary window.

MODIFYING GLOSSARY ENTRIES

To modify an entry:

1. Insert the item needing work into your document.
2. Make the necessary changes.
3. Highlight the corrected entry.
4. Open the Glossary dialog box.
5. Highlight the corresponding entry name.
6. Click Define.
7. Your modified entry will replace the old one.

DELETING GLOSSARY ENTRIES

To delete glossary entries:

1. Open the Glossary dialog box.
2. Highlight the undesirable entry.
3. Click the Delete button.
4. You will be asked to confirm.

WORD 5'S STANDARD GLOSSARY ENTRIES

Word comes equipped with nearly forty standard glossary entries. Word's Standard Entries all begin with a bullet (•). You cannot delete them, but you can hide them.

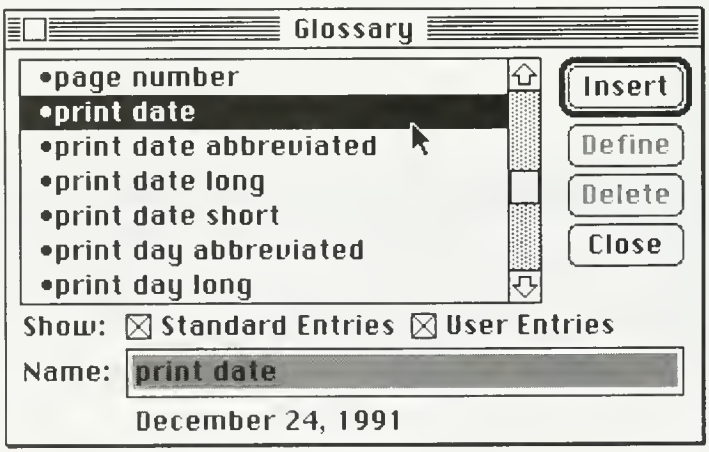
View standard entries by opening the Glossary dialog box and checking Show Standard Entries, as illustrated in Figure 16.3. You can hide Standard Entries by unchecking the box or pressing ⌘-S, or hide your personal entries by unchecking User Entries or pressing ⌘-U. This makes it easier for you to find the type of entries you need. Note that ⌘-S won't save here because of its pre-assigned function.

Many standard entries are self-explanatory. You can often see what will be inserted by highlighting an item in the Glossary dialog box and looking at the example displayed near the bottom of the box.

Some standard entries are date- or time-dependent. For instance, in Figure 16.3 the print date entry will cause the current date to print in your document, using the format shown. The date will change, depending on the date you print the document. In fact, all standard entries that begin with the word print instruct Word to check your Mac's internal clock and calendar each time a document is printed.

FIGURE 16.3

Word's standard glossary entries all begin with bullets (•).



The current date or time of printing will be inserted in your document wherever these glossary entries have been placed. Consider placing such entries in headers or footers, for instance.

You can tell changeable print entries from static entries in documents if you have a gray scale or color monitor. Changeable print entries are surrounded by light gray lines.

Other standard entries get information from the Summary Information box you fill out when you first save a document. This is a handy way to insert things like the author's name, document-version information (draft, final, etc.), document title, and so on.

The following sections are a summary of the standard entries, their functions, and a few tips.

AUTHOR

This entry inserts the author information from your Summary information—for example: Ron Mansfield.

DATE AND PRINT DATE

These entries check your Mac's built-in clock/calendar and insert the current date. Entries that start with the word print (print date, for instance) will insert a new date whenever you print the document. Other entries place an unchanging date in your document when you insert them. Think twice before using print glossary entries in legal documents

and other projects where a changed date could be a problem in the future. Here are samples of the various date glossary entries at work:

Entry	Result
date:	November 7, 1992
date abbreviated:	Sat, Nov 7, 1992
date long:	Saturday, November 7, 1992
date short:	11/7/92

DAY AND PRINT DAY

Day entries are short versions of date entries. There are static and Print versions. The static versions don't change after you enter them. Print versions change when you print. Here are samples:

Entry	Result
day of month:	7
day abbreviated:	Sat
day long:	Saturday

FILE NAME

File name entries insert the name and optionally the path (disk and folder location) of the current Word document. Unfortunately there are no print versions of these entries, so placing them in stationery won't get you the names of subsequently saved documents. The two choices and some samples are as follows:

Entry	Result
filename only:	ch 16
filename with path:	Ron's Hcx:*SYBEX:Book-Word 5.1 Mac:* 5.1 Chapters:ch 16

KEYWORD

This entry inserts the keyword information from your Summary information, for example: Twain, word, lightning.

MONTH AND PRINT MONTH

Month entries are short versions of date entries. Here too there are static and Print versions. The static versions don't change after you enter them. Print versions change when you print. Here are the samples:

Entry	Result
month abbreviated:	Nov
month long:	November
month short:	11

PAGE NUMBER

This entry inserts the page number of the page where the entry is located. Move the entry and the number changes to reflect its new location.

PRINT MERGE

This entry inserts the special characters (<< >>) used to create print merge entries. See Chapter 26 to learn about print merge.

SECTION

This entry inserts the current section number. Consider putting these in headers or footers along with page numbers to construct complex page numbers that include sections (Page 3.5, for instance).

SUBJECT

This entry inserts the subject information from your Summary information, for example: contracts, consulting.

TIME AND PRINT TIME

These entries check your Mac's built-in clock/calendar and insert the current time. Entries that start with the word print (print time, for instance) will insert a new time whenever you print the document. Other entries place an unchanging time in your document when you insert them. Think twice before using print glossary entries in time sheets, medical records, and other documents where a changed time could be a problem in the future. Here are samples of the various time glossary entries at work:

Entry	Result
time:	10:39 AM
time with seconds:	10:36:42 AM

Macintosh clocks are notorious time gainers and losers. If precise times are important to you, check and adjust your computer's clock regularly. (Use the Alarm Clock on your Apple menu or the General Controls control panel.) Better yet, consider getting a Shareware utility like Jim Leitch's Set Clock 3.3. It uses your modem to dial the time standards folks and automatically updates your clock.

TITLE

This entry inserts the title information from your Summary information, for example: Twain Quote.

VERSION

This entry inserts the version information from your Summary information, for example: DRAFT, FINAL, 24.5.

YEAR

Year entries are short versions of date entries. There are static and Print versions. The static versions don't change after you enter them. Print versions change when you print. There are two formats:

Entry	Result
year long:	1992
year short:	92

STORING YOUR GLOSSARY ENTRIES

Word's default glossary is named Standard Glossary, and it is stored in a folder called Glossaries. Normally this folder is stored inside the folder containing Word 5 itself and it's a good idea to leave it there.

When you first make glossary changes, they are not immediately stored to disk. Custom entries reside in your computer's RAM only, until you save them to disk or abandon them. Simply closing a document will not save glossary changes. You must either quit Word or ask Word to save glossary changes, which we will describe in a moment. If you've spent a long time creating new glossary entries, it's a good idea to take a moment to save them to disk. This will preserve your work in case of a power failure or other malfunction later in the day.

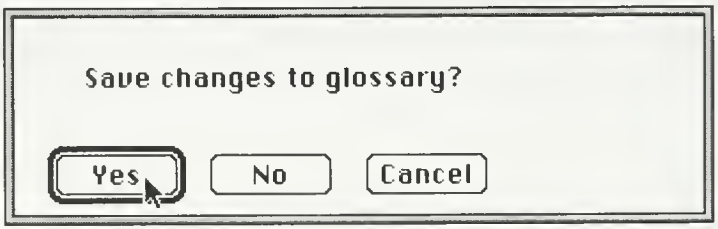
When you quit Word, it will ask if you want to save the glossary changes, as illustrated in Figure 16.4. If you answer No, Word discards your changes. If you answer Yes, Word will propose saving the changes to the glossary you've been using. If you agree to save your changes there, you will be asked to confirm the replacement of old glossary information with the changes.

It is also permissible to specify a different file name and location for your new glossary. Use standard Macintosh file-saving techniques to accomplish this. Here are the general steps:

1. First display the Glossary dialog box.
2. With the Glossary dialog box in view, visit the File menu on the Word menu bar (the ⌘-S shortcut will not work here).

FIGURE 16.4

When you quit Word, it will prompt you to save any changes to the glossary.



3. Choose Save. Instead of saving your Word document, you will be prompted to save your glossary.

You are not stuck with only one glossary; you can create additional glossaries of your own by simply saving them under different names. Open them using the techniques described next.

SPECIAL PURPOSE GLOSSARIES

You or your associates can create special-purpose glossaries, as described above. Your copy of Word may also have been shipped with several special-purpose glossaries from Microsoft. One is used to insert desktop publishing and page-layout entries like PostScript codes for crop marks, landscape mode page numbers, and more. Another Microsoft glossary is useful when you create complex mathematical formulas. These special glossaries can usually be found in the Word 5 Glossaries folder. They are accompanied by documentation explaining their entries and uses.

Here are the steps for opening special glossaries:

1. Switch to the desired glossary by choosing Glossary... from the Edit menu or pressing ⌘-K. This will bring up the Glossary dialog box.
2. Choose New (⌘-N) from the File menu.
3. You will be asked if you want to remove all non-standard glossary entries.
4. Click Yes. This removes the non-standard entries from the glossary list, but not from your standard glossary itself.
5. Use the File menu's Open command to locate the desired special glossary and double-click on its name.
6. The selected special-purpose glossary will be added to the standard entries and be available for your use.

Merging glossaries

This one's a piece of cake! To merge special entries with an existing glossary, simply open the existing glossary and then open the special glossary without removing the non-standard choice first.

If the two glossaries have entries with identical names, Word will use the entries from the second glossary you open.

Glossary entries and styles

Remember that all glossary entries are available, regardless of what document you are working on. Thus, glossary entries you've created in one document may use styles that do not exist in the document you are currently working on. When this happens, Word will add the necessary style to the current document's style sheet.

The usual cautions regarding different styles with the same name apply when you insert glossary entries containing style information. See Chapter 13 for details.

Printing glossary entry lists

It is possible to print glossary items. This is useful when troubleshooting or documenting your glossaries.

1. Open the Glossary dialog box (⌘-K).
2. With the Glossary dialog box in view, pick Print from the File menu. (⌘-P works here.)
3. You will get a useful but not perfectly formatted collection of glossary entries. (Word prints everything using your default font.)

CHAPTER

17

Using the Thesaurus to Find the Right Word

To look up a word **474**

select the word or phrase you wish to replace, then open the thesaurus with the Tools menu's Thesaurus... command. Click replace to accept the replacement word shown in the With box. Click on synonyms to move them to the With box.

To browse similar words **476**

when the Close Words option appears in the Meanings For list (referred to as Related Words in earlier versions of Word), use it to select related words.

To find antonyms **478**

when the Close Words option appears in the Meanings For list (referred to as Related Words in earlier versions of Word), pick Antonyms from the list to display and then select words with opposite meanings.

To return to the original word **478**

click the Original button.

Featuring

- *Finding just the right word*
- *Locating antonyms*
- *Spelling help from the thesaurus*

ENGLISH IS A rich language. There are many ways to say the same thing, yet we all tend to use a few words and phrases repeatedly. Word's thesaurus can help you add interest and texture to your prose. It gives you lists of synonyms, (similar words), then lets you quickly replace your original word with the alternative of your choice. Sometimes Word can offer antonyms (words with opposite meanings). Word's thesaurus also contains common phrases like *in consideration of* and *at rest.*

The Thesaurus... command lives on the Tools menu, and has no keyboard shortcut. (If you spend a lot of time writing, you might want to add a Thesaurus... keyboard shortcut of your own. Chapter 31 tells you how.)

If you frequently use the Thesaurus, consider adding a Thesaurus button to your Toolbar. It's easy. Chapter 31 shows you how.

LOOKING UP WORDS AND PHRASES

Highlight the word or phrase you wish to replace, or position the insertion point in a word, and then choose Thesaurus... from the Tools menu. A dialog box will appear similar to the one shown in Figure 17.1.

If you don't select a word and the insertion point is not in a word, the thesaurus feature will pick the word closest to the insertion point.

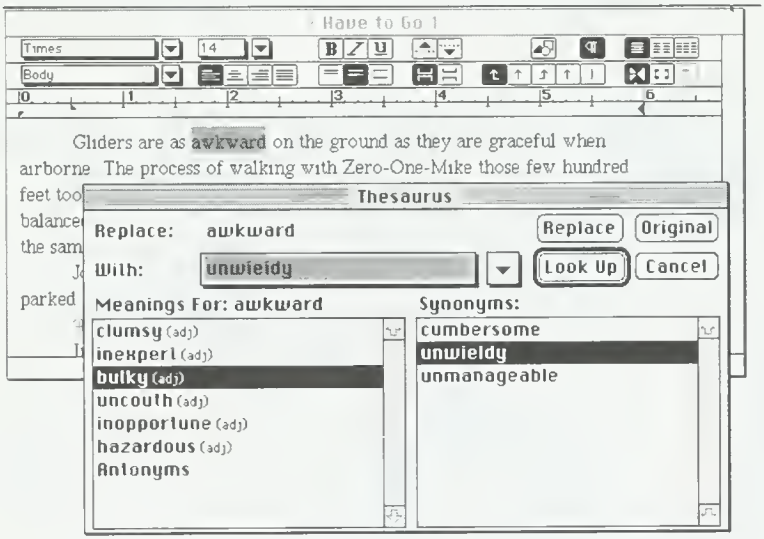
If you haven't done so already, Word will highlight the word in your document and place it in the Thesaurus dialog box next to the Replace label. This word (or phrase) is referred to as the original word.

If your original word has more than one meaning, the various meanings and their parts of speech will appear in the Meanings For scrollable list. Clicking on a meaning in the Meanings For list displays related synonyms in the Synonyms scrollable list. In Figure 17.1 the thesaurus offers six meanings for awkward. Clicking on bulky displays the synonyms for bulky.

Clicking on a particular synonym for bulky (unwieldy, for instance), places the synonym in the editable With area of the Thesaurus dialog

FIGURE 17.1

Word's thesaurus suggests synonyms and ontonyms for highlighted words or phrases.



box. If you don't like any of the choices, clicking Cancel will close the Thesaurus window and take you back to your unchanged document.

Replacing words and phrases

After exploring the various potential replacement words or phrases suggested by Word:

1. Highlight the word you like best.
2. It will appear in the With box.
3. Click the Replace button in the Thesaurus window.
4. Word will replace the highlighted text in your document with the contents of the With box; then the Thesaurus window will disappear. The Undo Thesaurus... command is available if you act immediately.

If you highlight a phrase, like "at rest," Word may extend the highlighted area when you open the Thesaurus window. (Try it by highlighting the words "at rest" in the sentence: The ball was at rest in the driveway.) Watch carefully whenever you highlight phrases and replace them using the thesaurus.

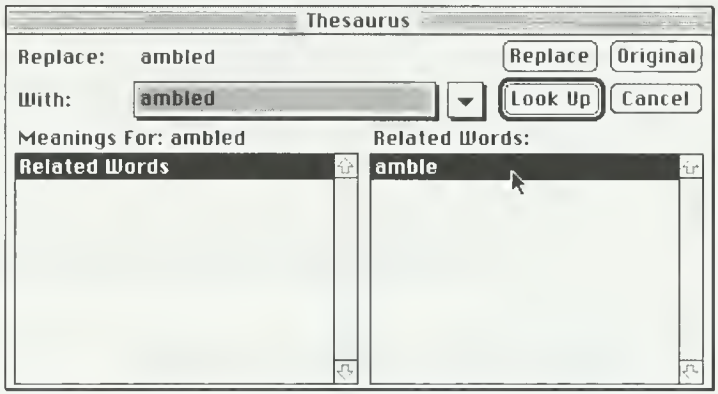
Related words and phrases

Frequently, Word's thesaurus will not contain an exact match for your original word. This can happen if you've misspelled a word. In that case, you will probably see an alphabetical list of words in place of the Meanings For list. Pick the correct word from the list, or return to your document and correct the spelling error and then try the Thesaurus... command again.

You will also have trouble matching certain tenses of words. For instance, if you attempt to replace ambled, Word will tell you to seek related words, as shown in Figure 17.2, since the thesaurus contains the word amble, but not ambled.

FIGURE 17.2

You may need to use a reloted word in the thesaurus and then edit it.

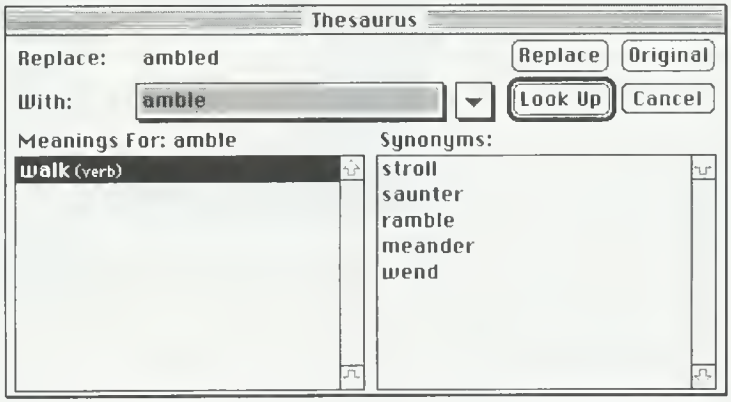


Clicking on a related word in the scrollable Close Word (a.k.a. Related Word) list will place it in the With dialog box. For instance, clicking on amble in the Close Words list will replace ambled with amble, as shown in Figure 17.3. Once you have the related word in the With box, click on the Look Up button to find synonyms and antonyms.

When you find a related word (saunter, for instance), click on it to move it to the With box, then edit the word to suit your needs before clicking Replace. For instance you'd probably want to add "ed" to saunter in our example.

FIGURE 17.3

With the related word moved to the With box, click Look Up and you'll be able to peruse a list of synonyms for the reloted word.



RESTORING THE ORIGINAL WORD

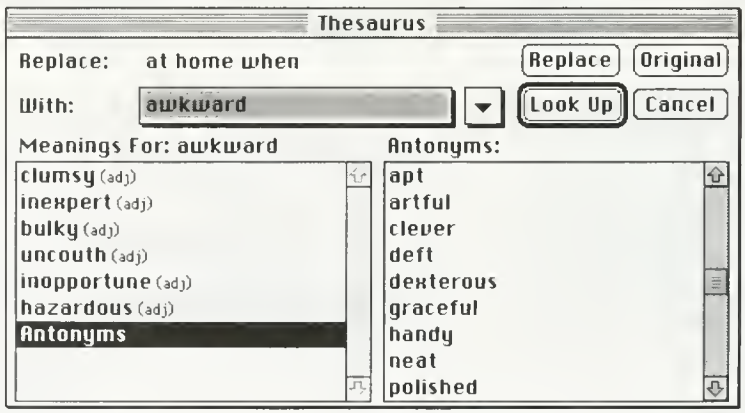
Clicking on the Original button in the Thesaurus dialog box will replace the related word with your original word. Word also keeps track of any previous replacements made since you last opened the Thesaurus window, and you can frequently restore earlier words by pulling down the With drop-down list. Click on the arrow to the right of the With box to view the list if there is one. You can use Undo to restore your original word if you act immediately after closing the Thesaurus.

FINDING ANTONYMS

Frequently, Word can help you find antonyms. When they are available, the word Antonyms appears at the bottom of the scrollable Meanings For list. Click on Antonyms to display a list of them in the right-hand, scrollable-list area of the Thesaurus window. As you can see in Figure 17.4, the name of that list changes from Synonyms to Antonyms, and the list contains potential antonyms for the word in the With box.

FIGURE 17.4

The thesaurus can suggest antonyms too.



Spelling help from the thesaurus

While Word's thesaurus doesn't actually contain definitions, you can sometimes use it to help pick the appropriate spelling of confusing words like which and witch or weather and whether. Look up the words in question and compare synonyms to help you pick the right spelling.

Exploring the thesaurus

- It is possible to really meander around in the Thesaurus! A single click on any word (either in the Meanings For or Synonyms list) places it in the With box. Then you can click on Look Up, and go from there.
- Double-clicking on a synonym places that word in both the With and Meanings For spaces.
- Double-clicking on a Meanings For word places just that word in the With space.

CHAPTER

18

Checking Spelling,

Word Counts,

and Grammar

To spell check an entire document **484**

choose Spelling... from the Tools menu, use the ⌘-L shortcut or click on the Toolbar's Spelling button. Starting at the insertion point, the checker looks for words not in its dictionaries. It searches the entire document, including headers, footers, footnotes (and hidden text, but only if it is displayed on your screen). Unrecognized words are flagged in a dialog box, often with spelling suggestions. Accept suggestions, type a replacement word, tell Word to ignore the questioned word, or add it to your dictionary.

To spell check words and phrases **485**

select the word or phrase you wish to check then follow the general procedures previously described.

To create specialized dictionaries **489**

choose the spelling options from the Preferences... dialog box reached with the Preferences... command on the Tools menu. Click the New button and name the new dictionary. Open the folder containing your main dictionary and save the custom dictionary in it.

To add your own words **490**

when the spelling checker displays a properly spelled word that you want it to recognize in the future, add it to your custom dictionary with the Add button.

To delete words you've added 490

choose the spelling options from the Preferences dialog box reached with the Preferences... command on the Tools menu. Select the dictionary you want to edit and click on the Edit button. Select the unwanted word and click the Delete button. Click OK to quit and save changes.

To count words 492

select a specific portion of your document to be counted, or count every word in the document by not making a selection. Use the Tools menu's Word Count... choice or its Option-F15 keyboard shortcut. Click Count to see a count of characters, words, lines, and paragraphs.

To check grammar and style 493

first correct spelling, then select sentences to be evaluated or don't select anything to evaluate the entire document. Use the Tools menu's Grammar... command or the ⌘-Shift-G keyboard shortcut. Word evaluates sentences and offers observations which can be accepted or ignored.

To change grammar and style preferences 497

open the Grammar category of the Preferences dialog box, reached from the Tools menu (or with the Options button in the Grammar dialog box). Enable or disable grammar rules and control their severity with the option buttons. Explanations are available for most rules.

Featuring

- *Word 5's much improved spell checker*
- *How to customize the spelling dictionary*
- *Word's Word Count... command*
- *The grammar checker*

WORD 5 PROVIDES a powerful spell checker that lets you check an entire document, including headers, footers, and hidden text. You can also use the feature to check a single word. Unlike the printed dictionary on your desk, Word's checker does not contain definitions. It does not consider words in context. While it knows that two, too and to are all proper spellings, it cannot warn you of their improper use. For instance, Word's spell checker would not object to the sentence, "She went two the bank too get a to dollar bill."

What it can do is offer suggested spellings with uncanny accuracy. Misspellings are usually replaced with just a mouse click or two. You can add and edit your own custom dictionaries, which might contain proper nouns, technical terms, and other specialized words or numbers. You'll learn how to use all of these features in this chapter.

We'll also explore the Word Count... command. It's a way for authors to quickly determine the number of characters, words, lines, and paragraphs in documents and footnotes.

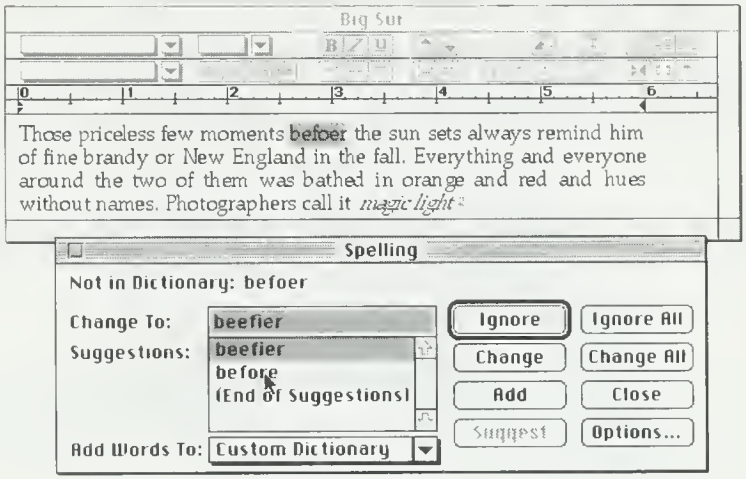
Finally, we'll look at the Grammar checker. It can help you spot many common writing errors and evaluate your document's readability.

CHECKING SPELLING

Start the spell checker with the ⌘-L shortcut or by picking Spelling... from the Tools menu (F15 on extended keyboards). A dialog box appears like the one in Figure 18.1.

FIGURE 18.1

The spell checker lets you pick suggested replacement words, type your own corrections, ignore unrecognized words, or add them to custom dictionaries.



5.1

Version 5.1's Toolbar contains a Spelling button that can also start the spelling checker. It looks like a big checkmark with the letters ABC.

Unless you've selected only a portion of your document to check, Word scans down, beginning at the insertion point, and will ask if you want to go back to the top of the document to continue checking, if necessary.

It looks for words that it cannot find in its open dictionaries. When it spots a word in your text that it can't match, Word highlights the questionable characters, scrolls the document so that you can see the problem word in context, and offers you a number of choices.

TO CHECK SELECTED WORDS

The checker will confine itself to single words or phrases if you select the items of interest before issuing the Spelling command.

TYPING YOUR OWN CHANGES

If you want to change a misspelled word only once:

1. Type a replacement in the highlighted Change To box.
2. Press Return or click the Change button.
3. Word will replace the problem text with the new text you have typed in the Change To box and then continue spell checking.

To change the word throughout the document that you are checking, click Change All instead of pressing Return or clicking Change. If the new word you've typed is something you want Word to recognize in all of your documents, see Custom Dictionaries later in this chapter.

WORD'S SUGGESTED CHANGES

If you have suggestions enabled (check the Always Suggest choice in the Spelling category of the Preferences dialog box), Word will usually list one or more possible spellings, placing what it thinks is the best guess in the Change To box. (If the default is not enabled, you can always ask for suggestions by clicking Suggest.) Other suggestions, if any, will be listed in the scrollable Suggestions box. This may take a moment. You'll know Word is finished looking for alternative suggestions when you see either (End of Suggestions) or (No Suggestions) in the Suggestions list.

If you agree with Word's best guess, simply click the Change button to change this occurrence or use the Change All button to change this and all succeeding occurrences of the word. The spell checker will replace the word and continue examining your document.

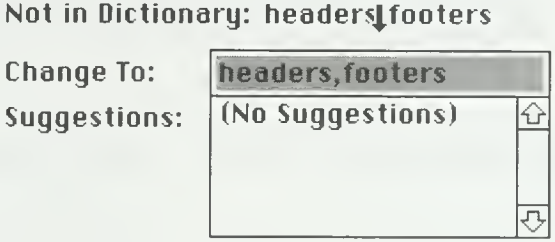
Word's best guess is usually, but not always right, as you can see in Figure 18.1. If one of the alternative suggestions is correct (the word "before" in Figure 18.1), simply double-click on the desired word to replace the misspelled word, or click once on the desired word in the list to move it to the Change To box, then click the Change or Change All button as necessary.

OVERRULING SUGGESTIONS

Sometimes Word won't make correct suggestions, or you might want to correct the problem yourself without retyping the entire word or phrase. For instance, Word may spot two run-together words like the ones shown in Figure 18.2.

FIGURE 18.2

Problem text can be moved to the Change To box for editing without retyping it.



When it has no suggestions, Word moves the problem text to the Change To box where you can edit it yourself. You can force the problem text to move down sooner by pointing at it with your mouse. The pointer will turn into the arrow you see in Figure 18.2. Click once, and the text will move down for editing.

IGNORING FLAGGED WORDS

Sometimes Word will spot a word that is properly spelled, but that isn't in its open dictionaries. Proper nouns, technical jargon, and typesetting codes are examples.

If you want Word to ignore the text only once, click the Ignore button. Word will leave the word or other text string as you typed it and continue spell checking. To ignore the word throughout the document you are checking, click Ignore All. (If the word is something you want to ignore in all of your documents, you may want to add it to a custom dictionary.)

5.1

In version 5.1, the checker's Ignore All button ignores words for your entire Word session. That is to say, if you tell Word to ignore a word in the morning, it will ignore the word all day, in each document you check, unless you quit Word, or use the Reset "Ignore All" List... button in the spelling preferences as shown in Figure 18.3.

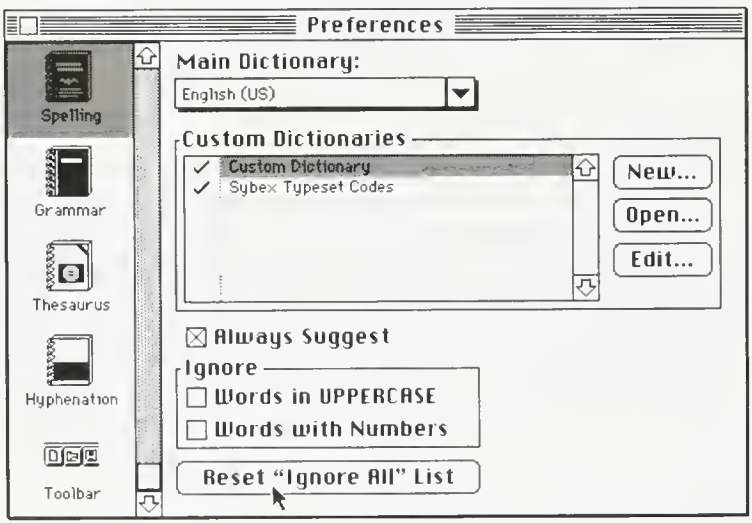
CUSTOM OR USER DICTIONARIES

Most of the words used by the spell checker are located in a dictionary that comes with your Word program. In the U.S., Word is shipped with a dictionary called U.S. English Dictionary. It is kept in the Commands folder. You cannot make changes to this dictionary.

It is possible, however, to maintain one or more of your own dictionaries. In Word 4 these were called User Dictionaries. In Word 5 they are called Custom Dictionaries.

FIGURE 18.3

Reach the spelling preferences category either from the Tools menu or by clicking the Options... button in the Spelling dialog box (only version 5.1 has the Reset button).



Word checks only open dictionaries. The more dictionaries you have open, the slower spell checking will be.

THE STANDARD CUSTOM DICTIONARY

When you install Word, the installation program places an empty Custom Dictionary in your Commands folder. The default name for the dictionary is Custom Dictionary. It is opened and used whenever you spell check, unless you instruct Word otherwise. This is where you will want to keep most proper nouns, trademark names, etc.

Word will place things in the Custom Dictionary whenever you click the Add button while spell checking. (The first time you add a word, you will be asked to create a custom dictionary.) You can overrule this default use of the Custom Dictionary by using the drop-down Add Words To list to specify a different dictionary.

Custom dictionaries handle capitalization as follows. If you add a word to a dictionary as all lowercase, it will be recognized later, regardless of whether it is typed as all lowercase, all uppercase or with a beginning capital letter. If you enter a word with only the first letter capitalized, Word will recognize the word when it later appears in all caps or with a leading cap, but will question the word if it is all lowercase. Unusual capitalizations like VisiCalc will be questioned unless they are stored in the dictionary the way they should appear in the text being checked.

CREATING ADDITIONAL CUSTOM DICTIONARIES

If you work on unusual projects that involve technical jargon, typesetting codes, etc., you might want to create one or more additional, specially named custom dictionaries, which you can turn on or off in the Spelling category of the Preferences dialog box. (Back in Figure 18.3 a new dictionary called Sybex Typeset Codes has been added.) To create a new custom dictionary:

1. Visit the Spelling category of the Preferences dialog box either by choosing Preferences... from the Tools menu or by clicking the Options... button in the Spelling dialog box. Figure 18.3 shows the Spelling category.

2. Click New... to create a new dictionary.
3. You will be prompted for a dictionary name.
4. Type a new name containing up to 32 characters.
5. Open the folder where you want to store the dictionary (it is best to keep custom dictionaries with the main dictionary).
6. Click Save.

OPENING AND CLOSING CUSTOM DICTIONARIES

To make a dictionary available to the spell checker, it must be opened. The checkmarks next to both custom dictionaries in Figure 18.3 indicate that both are open and available for the spell checker to use. Click in the area next to the desired dictionary to open or close it. A checkmark means it's open.

To open dictionaries that are not in the folder containing the main dictionary, click the Open... button. Show Word where the desired dictionary is using standard Macintosh folder-navigation techniques.

EDITING CUSTOM DICTIONARIES

To add items to a custom dictionary, click Add when the spell checker encounters a word of interest, or type a Word document containing all of the words you want to add. Spell check the document adding each unrecognized word.

If you accidentally add a word to a custom dictionary, it is a good idea to delete it, since extra words mean more searching time during your spell checks. Removing words from a custom dictionary is slightly more involved than adding them.

1. Choose the dictionary you wish to edit from the Spelling category of the Preferences dialog box.
2. Click the Edit... button.
3. A dialog box will appear, listing all the words in the selected dictionary, as shown in Figure 18.4.

4. Click any words you want to delete.
5. Click the Delete button.
6. When you are finished, click OK.

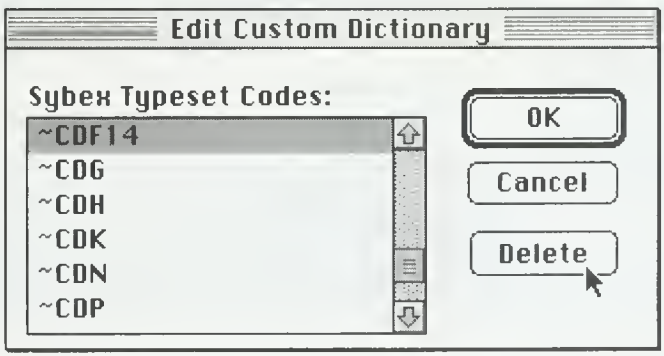
SPEEDING UP THE SPELLING CHECKER

Here are some tips for speeding up your spell checking:

- Switch to Word version 5.1 if you haven't already. It is faster.
- Place the insertion point at the beginning of your document (⌘-Home), and spell check the document in Normal view.
- If you are a good speller with a slow Mac; and are mostly looking for typos, consider turning off suggestions to speed checking. (Visit the Spelling category in the Preferences dialog box reached from the Tools menu.)
- Keep custom dictionaries fairly small (a hundred or two hundred words, perhaps).
- Split larger custom dictionaries into smaller ones by categories that match different kinds of work you do (legal, technical, etc.). Open just the one(s) you need.

FIGURE 18.4

You remove words from a custom dictionary by clicking Edit... in the Spelling category of the Preferences dialog box and then deleting the unwanted words.



THE WORD COUNT COMMAND

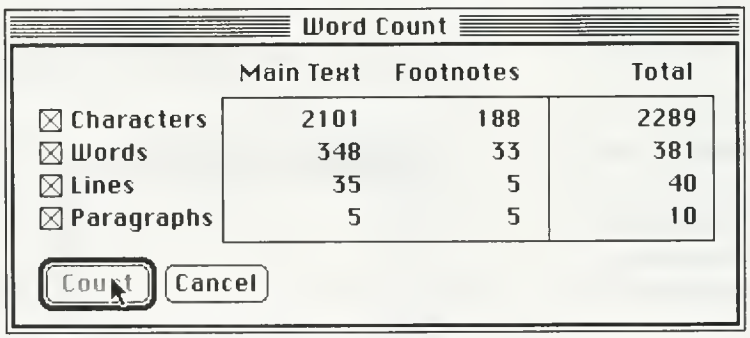
The Word Count... command is found in the Tools menu. If you have an extended keyboard, the keyboard shortcut is Option-F9. Click Count in the Word Count dialog box to start the process. Figure 18.5 shows typical results.

The command will scan an entire document or just text you've selected. It can count characters, lines, paragraphs, and footnote text. It does not count words in headers and footers. Clicking the Cancel button closes the dialog box. Click on any of the Count checkboxes to disable counting of its feature.

1. Select a portion of your document to be counted, or count every word in the document by not selecting anything.
2. Use the Tools menu's Word Count... choice or its Option-F15 keyboard shortcut.
3. Remove checkmarks from boxes to disable unwanted counts (paragraphs, for instance).
4. Click Count to see a count of characters, words, lines, and paragraphs.

FIGURE 18.5

The Word Count feature also counts characters, lines, paragraphs, and words, both in the main text and in footnotes.



CHECKING GRAMMAR AND STYLE

Word's Grammar checker evaluates style and points out many, but not all grammatical errors. It can often suggest changes, and even make some of them for you. Word uses two collections of rules when analyzing your documents. You can turn off specific rules that annoy you or cramp your style. Word will explain and demonstrate the rules for you.

Statistics and readability indexes are created at the end of a grammar checking session. These help you determine if the writing style is appropriate for your audience.

Since the grammar checker needs to work with properly spelled documents, it sometimes activates Word's spell checker when it encounters unfamiliar words.

Word is not a complete replacement for a human editor. For instance, it will not catch things like missing periods at the end of sentences or double spaces between words.

The fact that Word considers parts of speech when checking grammar might make you believe that it understands what you've written. This is not the case. For instance, the nonsense phrase "Eye sea sum tins knot write hear" passes the grammar check successfully.

None the less (oops, Word prefers *Nonetheless*), the checker will help you spot many common problems, and can help you polish your style.

The Grammar... command requires as much as 1 Mb of RAM over and above the RAM normally used by Word. You may not be able to run it on a 2 Mb Mac using System 7.

If you never use the grammar checker, save some disk space and RAM by reinstalling Word without it. See Appendix A.

You may want to save your document just prior to grammar checking, or run the check on a copy of your masterpiece. While grammar and style changes are often reversible with Undo, this is not always the case.

To check grammar and style:

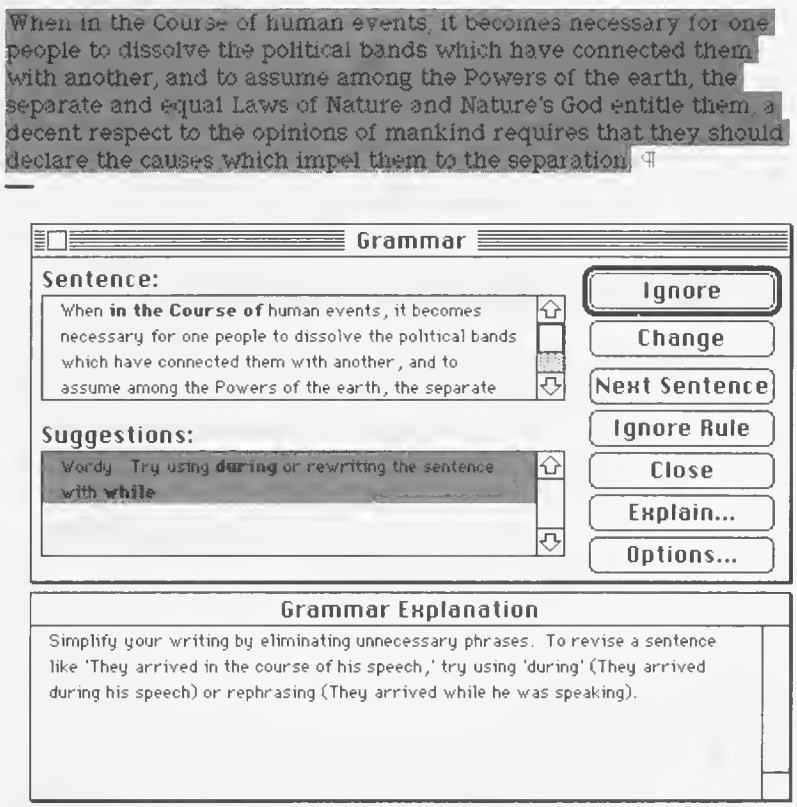
1. Save your work and move the insertion point to the beginning of your document.
2. Choose Grammar... from the Tools menu or use the ⌘-Shift-G keyboard shortcut. Unless you select a portion of your document, Word will attempt to check the whole thing.
3. Working from the insertion point, Word will highlight a portion of your prose (usually a sentence) and evaluate it. There may be a slight delay. If Word spots questionable spellings, you will be provided the opportunity to correct them or tell Word to ignore them.
4. Once spelling issues have been dealt with, Word will use its Grammar dialog box to point out questionable style and grammar issues. The text being considered is listed in the scrolling Sentence box. Suggestions and observations are made in the scrolling Suggestions box. For example, in Figure 18.6 the grammar checker finds the ramblings of a few old politicians a tad wordy.
5. To get clarification of the rule or style suggestion Word is offering, click the Explain... button. A new window, called Grammar Explanations, will open with additional information, as shown in Figure 18.6.

ACCEPTING WORD'S SUGGESTIONS

In Figure 18.6, Word is suggesting "during" as a replacement for the phrase "in the course of." Here you can rewrite history with a few mouse clicks, because, when Word makes specific suggestions like this, you can double-click on its suggestion or click the Change button to apply the change.

FIGURE 18.6

Word finds this document wordy.



In the example in Figure 18.6, pointing to "during" and double-clicking would change the first sentence to read: "When during human events..."

Before making changes like these, it is possible to try them out by just pointing (not clicking) to the suggestion of interest in the Suggestions box. As you move the mouse into the Suggestions box, the pointer turns into a hand. Use the hand to point to the suggestion you want to preview and hold down the mouse button (but don't double-click yet). The Sentence box above will temporarily change to illustrate the effect of the suggested change.

When Word is unable to make changes by itself, the Sentence box will display the phrase No correction available. In either case, releasing the mouse button returns the prose in the Sentence box to its original state, and does not modify your document.

When the grammar checker finishes it will tell you so. Use the Cancel button to quit sooner. If you have the statistics option turned on you'll see a readability report.

MAKING MANUAL CHANGES

Many of the problems the checker spots need your intervention. To make manual changes, you'll need to leave the grammar checker temporarily. To do this, click in your document window to activate it, then use the usual word-processing techniques to fix your work. Return to the grammar checker either by clicking on its window or by using the menu or keyboard shortcuts. The grammar checker will pick up at the sentence nearest the insertion point.

Leaving the Grammar dialog box and making typing changes this way resets the Undo feature. Suppose you've made ten or twenty changes based on Word's automatic suggestions and then left the Grammar dialog box to type a manual change in the document window. You would no longer be able to undo the changes you have made from within the Grammar dialog box, since the Undo menu would read Undo Typing rather than Undo Grammar. This dilemma often arises with the Grammar... command, since you frequently need to stop and restart it. That's the reason it is advisable to save first or work on a copy of important documents.

IGNORING SUGGESTIONS

The Ignore button in the Grammar dialog box instructs Word to ignore the current occurrence of a problem, but it will not prevent the grammar checker from pointing out similar problems in the future.

You can skip to the next sentence without making changes to the current one by clicking on the Next Sentence button. Clicking Ignore Rule in the Grammar dialog box tells Word to stop using the current rule with the current document. For example, to stop reminders about passive voice, click the Ignore Rule button the first time Word points out a passive construction.

To turn off passive-voice checking for all your projects, turn off the rule (called Passive Verbs Usage) in the Grammar category of the Preferences dialog box, as described next.

CHANGING PREFERENCES

You can turn rules on and off from the Preferences dialog box. Reach it via the Preferences... command in the Tools menu or simply click on the Options... button in the Grammar dialog box. Your screen will look like Figure 18.7, although your Grammar Explanations window may not be open.

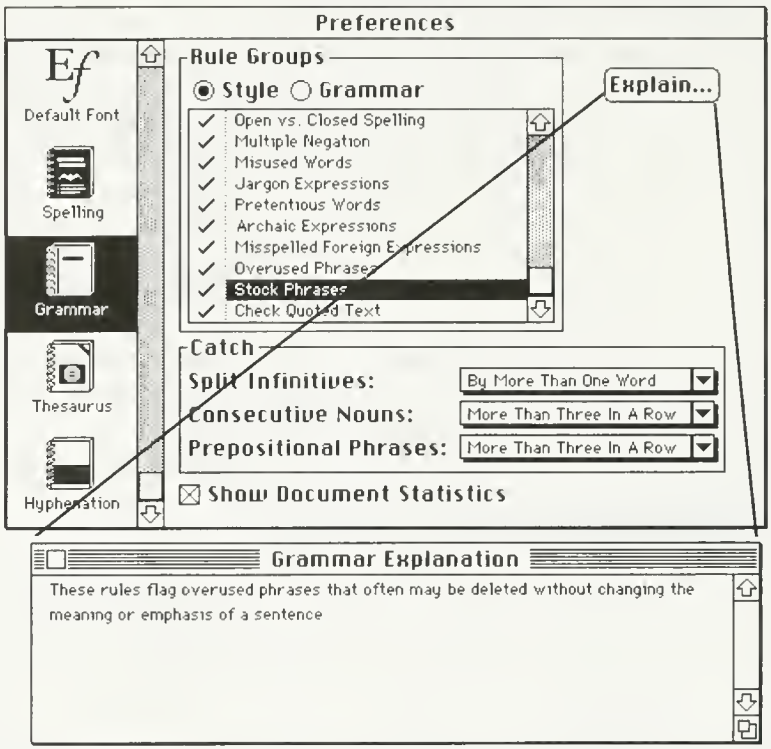
Here you can fine-tune Word's grammar pickiness. Rules are listed in two categories—Style and Grammar. Pick a list to scroll by clicking on the appropriate button. Checkmarks next to a rule mean the rule will be enforced. Clicking near a checkmark toggles it on and off. For more information about a rule, highlight it and click on the Explain... button.

The Catch area of the dialog box contains three drop-down menus that help you specify where Word should draw the line on things like split infinitives and consecutive nouns.

An X in the Show Document Statistics box enables the document statistics feature, described next.

FIGURE 18.7

Reoch the Grammar category of the Preferences dialog box from the Tools menu or by clicking Options... in the Grammar window.



DOCUMENT STATISTICS

There are liars, damned liars, and statistics. Word can provide the latter, as illustrated in Figure 18.8. Document statistics appear after the grammar checker has finished scanning your document.

The grammar feature will count words, paragraphs, and sentences, then average them to give you the average number of characters per-word and similar trivia. Several readability statistics are computed, including a count of passive sentences, two Flesch indexes, the Flesch-Kincaid index, and a Gunning Fog Index. Use Table 18.1 to decode the Flesch findings.

FIGURE 18.8

Word can try to quantify your writing style.

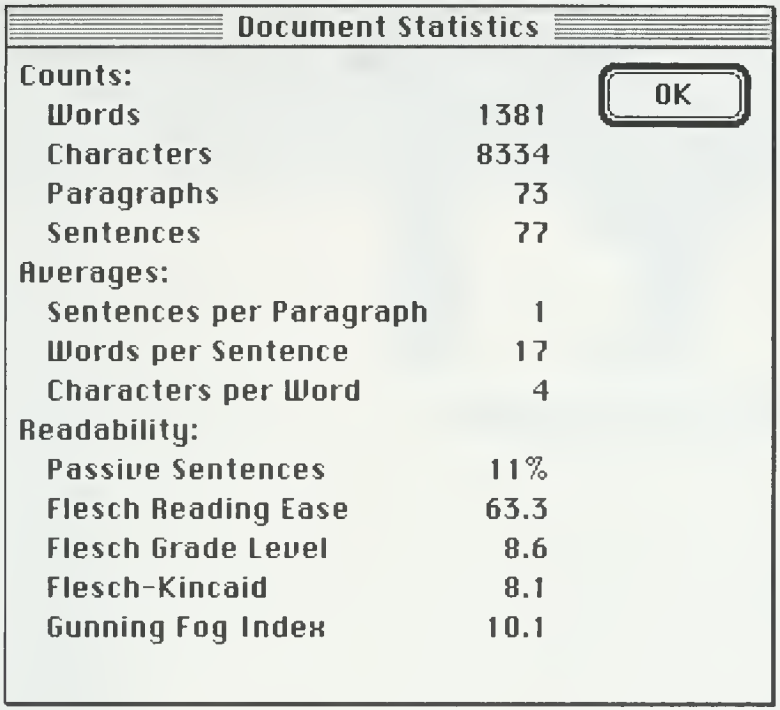


TABLE 18.1 *Flesch Index Levels*

READING EASE	GRADE LEVEL	READING EASE
90–100	4	Very easy
80–90	5	Easy
70–80	6	Fairly easy
60–70	7–8	Standard
50–60	Some secondary school	Fairly difficult
30–50	Secondary school, some higher education	Difficult
0–30	Higher education	Totally gnarly

The Flesch-Kincaid index assigns a (US public school) grade level. Gunning Fog assumes that long sentences are hard to understand, as are multisyllabic words. The higher the index, the tougher the reading. Imagine how much better Shakespeare might have been, given tools like these. To write passively, or not. That is the question.

CHAPTER

19

Finding and Replacing

MAC TRACKS

To find text **505**

use the Find... command on Word's Edit menu or the ⌘-F shortcut. Type the character string of interest (which need not be complete words). Specify the desired direction of your search and any special formatting or capitalization requirements.

To limit direction and scope of searches **505**

select a specific portion of your document if you only want to search a particular area. Use the drop-down menu to specify Down, Up, or All. (Down and All are usually quickest.)

To find styles and other attributes **505**

use the drop-down Format list to take you to Character, Paragraph or Style dialog boxes. Specify the formats you are looking for. Remember the difference between clear, checked, and gray option boxes discussed in this chapter and in Chapter 13.

To find special characters **507**

and items like tab characters, white space, or graphics, pick the desired item(s) from the drop-down Special list.

To replace found items 509

save your work first just in case. Then use the Replace... command on Word's Edit menu or the ⌘-H shortcut. Type the character string to be found (which need not be complete words) or just specify formats or special characters of interest. Specify the desired replacement string and/or formatting options. Choose the desired direction of your the search and any special formatting or capitalization requirements. Use the Find Next and Replace buttons to selectively replace, or the Replace All button for global replacement.

To undo replacements 514

use Undo immediately after making replacements. If you do multiple searches and replacements, only the last pass can be undone. If you've saved immediately before replacing, you can close the messed up document without saving and reload the earlier version.

Featuring

- *Ways to quickly find text and formats*
- *Ways to quickly change and reformat your work*
- *Tips and techniques for finding and replacing*

CONTEMPORARY WORD-PROCESSING products can quickly locate and replace specific text strings (collections of words, numbers, and other characters). Lawyers use replace features like these (sometimes called global replace features) to do things like finding each occurrence of Thelma in a contract and replacing it with Louise.

Some typists enter shorthand or acronyms for lengthy items when they draft. Then, while polishing the document, they replace the shorthand with the actual text. For instance, you might initially type DRD in the draft of a government document, then have Word find and replace each occurrence of DRD with Department of Redundancy Department.

With Word 5 you can search for, and then replace or remove special characters like paragraph marks, optional hyphens, or footnote-reference marks.

A form of wild-card searching is permitted, letting you insert question marks in search requests to work around minor spelling variations. Asking Word to find Sm?th, for instance, would find both Smith and Smyth. You can search for ranges of numbers using a similar technique. Word's designers refer to this process as searching for unspecified letters and unspecified digits respectively.

Occasionally, Word's find and replace features can be used to reformat documents. You might, for instance, search for all occurrences of two consecutive spaces and replace them with a single space. But Word 5 can do much more than that. It will help you find all or selected paragraphs formatted with a particular style and apply a different style.

It is even possible to use find and replace to remove things. Simply tell Word to search for the item you wish to delete, and replace it with nothing.

Word can search your entire document or selected portions. You specify the direction of the search (up or down).

Word provides two separate menu items called Find... and Replace.... Both are located on the Edit menu. The Find... keyboard shortcut is ⌘-F and Replace... is ⌘-H. Find... is really just an evolutionary predecessor to Replace. In fact, if you are careful, you can use Replace... instead of Find... for everything.

THE ART OF FINDING

The Find... feature helps you quickly locate text, formats, special characters, and combinations thereof. It lets you search selected parts of your document or the whole enchilada. Simple find requests can locate text regardless of format, or you can ask Word to locate only very specific things, like occurrences of the word Liberace formatted in bold, blue, 24-point New Century Schoolbook.

You need not limit your searches to text. You can look for section marks, graphics, paragraph marks, and more. When using the Find... command (as opposed to Replace...), Word finds what you've requested, then scrolls to the found item and its surrounding text without modifying anything.

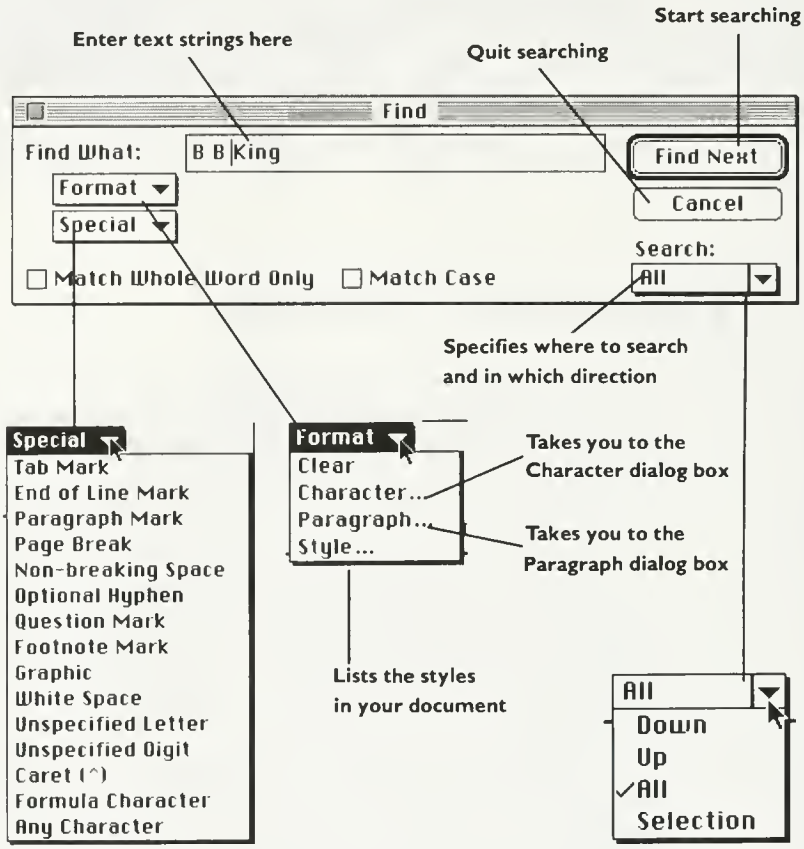
You must click in the document window to work with the found item. You can leave the Find dialog box out on your screen as you work, flipping between it and your document window. Figure 19.1 shows the Find dialog box and its three drop-down menus.

To do a search, follow these general steps:

1. Choose Find... (or Replace...) from the Edit menu.
2. Specify text and special characters (if any) to find.
3. Specify formatting characteristics (if any) to find.
4. Tell Word where to search and in which direction.
5. Click Find Next to start the search.
6. When Word finds what you want, return to the document.
7. To find again, press = (the equals sign) on the numeric pad (if you're still in the document) or Find Next.

FIGURE 19.1

The Find... command (located under the Edit menu) lets you specify search criteria.



Like any good computer program, Word 5 takes your requests quite literally, so you will need to understand each Find... option fully to locate exactly what you want.

For example, if Word searches using the criteria specified in Figure 19.1, it will find B B King, but not B.B. King, BB King, or Burger King.

There are ways to get Word to find each of these text strings, of course. Just realize that you may need to carefully formulate and test your search strategy. In some cases, you will need to perform multiple searches to find similar but subtly different text strings.

Realize also, that Word does not automatically search in headers and footers. You must open and perform separate searches in them! For multi-section documents, you may need to open and search headers and

footers in each section. If your search plans include things like paragraph marks or hidden text, the hidden text must be visible on the screen.

Consider proofing your document or at least running the spell-checker before important, major searches. If you spell banana correctly six times and incorrectly once, Word will find only six of your seven bananas...

FINDING TEXT

Choose Find... from the Edit menu or use the ⌘-F shortcut. Move to the text area of the Find What box and type enough text (a maximum of 255 characters) for an accurate, unambiguous search. For instance, suppose you wanted to find the word man. Entering "man" in Find What would cause Word to find the words *man*, *Man*, *Mansfield*, *reprimand*, *manhole*, and *man* at the end of a sentence (followed by a period, question mark, etc.).

Placing a space after man in your find request would eliminate the unwanted Mansfield, reprimand, and manhole, but would also prevent you from finding man at the ends of sentences because periods, question marks, and such are not spaces.

That's the reason for the Match Whole Word Only checkbox in the Find dialog box. If you type man (no space) in the Find What area and check Match Whole Word Only, Word will locate only man, Man, and man at the end of sentences.

The Match Case checkbox instructs Word to look for exact capitalization matches. If you type postscript in the Find What area and check Match Case, Word will not find POSTSCRIPT, PostScript, or even Postscript at the beginning of sentences.

Extra spaces, non-breaking spaces, and forced page breaks can also get in the way of searches. See White Space later in this chapter to see how to work around this.

FINDING SPECIAL CHARACTERS

The Special drop-down list is a convenient way to enter certain special characters like tab marks, non-breaking spaces, etc. when constructing a search request. Place the insertion point in the Find What box where you

want the special character to go, and choose the desired character from the drop-down list.

Find... requests can combine regular text and special characters. For instance, you could ask Word to search for occurrences of Bob followed by two tab marks. Many of the special characters in the drop-down list are self-explanatory. Let's look more closely at the ones that are not. Some are extremely useful.

White Space

Here's one to keep you awake nights. Suppose that you are searching for two words together like Microsoft Corporation. Suppose further that sometimes you used non-breaking spaces to separate the two words. Other times you've just typed regular spaces. Occasionally, you typed two spaces between the words by mistake. And, one time you intentionally forced a page break between Microsoft and Corporation. Unless you use Word's White Space feature, you will not find the occurrences of Microsoft Corporation containing non-breaking spaces or two spaces, nor will you find the one split by the page break!

So, to do it right, insert Word's White Space special character in your search string. In our example, you'd start by typing Microsoft in the Find What box. Then, without touching the Spacebar, choose White Space from the Special menu. The White Space code (^w) will appear next to Microsoft. Type Corporation. Your finished search string would be Microsoft^wCorporation. That should do it.

Unspecified Letter

The Unspecified Letter character lets you overcome some nasty problems too. Suppose you've used accented characters sometimes but not always. La Cañada and La Canada are not the same thing to Word when it searches. A search for La Ca^*ada will find both. Enter the Unspecified Letter character from the Special drop-down menu the same way you entered the White Space character.

Unspecified Digit

This special character will sometimes help you find numbers within ranges. It might be helpful for finding specific groups of part numbers or zip codes.

For instance, the search string 99^# would find any number between 990 and 999. The specification 1^# would find the combinations 101 and 11 in 111. It would also find 1000, but not 1,000, since Word treats numbers as text, not numeric values, in searches like these. Commas confuse things. Ah, computers...

THE ART OF REPLACING

To replace, follow these general steps:

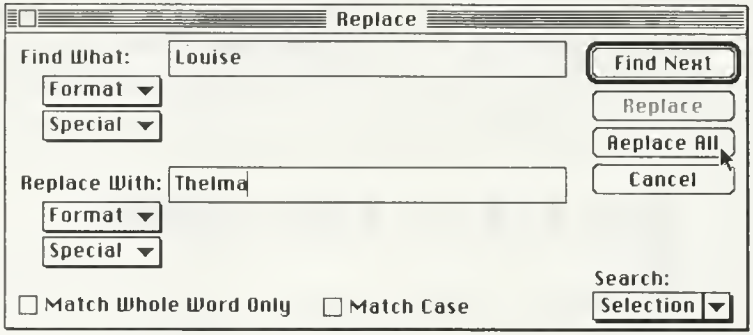
1. Save your work.
2. Choose Replace... from the Edit menu or press ⌘-H.
3. Create search criteria using the techniques discussed in the previous section.
4. Specify the desired replacement text, formats, etc.
5. Tell Word where to search and in which direction.
6. Click Find Next or Replace All to start the replacement.
7. Confirm the replacements.

It is a good idea to save your work before using the Replace... feature. If you are working on a complex, important project, you might want to use a copy rather than the original document since it is much easier to screw up a document with Replace... than it is to repair it.

As you can see from Figure 19.2, the Replace dialog box looks like the Find dialog box, with additional features. Word lets you confirm each replacement before it happens, or it will find and replace without your intervention.

FIGURE 19.2

The Replace dialog box resembles the Find box, with added features.



Just as you can search for text, formats, styles, and special characters, you can replace them. For instance, you could replace Thelma with Louise. Or you could change each occurrence of two consecutive paragraph marks to a single end-of-line marker, or change the style of certain paragraphs from chapter-heading style to appendix style. It is even possible to replace text with graphics. Here are examples of each technique.

REPLACING TEXT WITH TEXT

To simply replace text (like changing Louise to Thelma) without altering formats or styles, start by entering the text to find and the desired replacement text. For instance, you might enter Louise in the Find What box and Thelma in the Replace With box.

1. Save your work.
2. Choose Replace from the Edit menu (⌘-H).
3. Visit the Search drop-down menu to tell Word if you want it to search the entire document, a selected portion, and so on. (If you want to replace text in only a portion of the document, select the text in the document prior to beginning the replace routine and choose Selection in the Search drop-down menu.)

If there are any formats or styles listed under the Find What or Replace With boxes, choose Clear from the appropriate Format menus. This way, Word will not alter the style or format of the document.

4. When the replacement instructions are complete, click Find Next.
5. Word will search the document (or selected portion) for things matching your Find criteria and propose the next replacement.
6. Hopefully, the Replace button will undim, and your document screen will scroll to reveal the first potential replacement point.
7. If you want Word to make the change it is proposing, click Replace. To skip the change, click Find Next. To make the change and let Word continue uninterrupted, click Replace All. Word will make the rest of the replacements non-stop, and probably too quickly for you to even see them. The status area in the lower-left corner of your document window will briefly flash the number of replacements made.
8. Check your work. Undo will work here if you use it before you do anything else.

REPLACING FORMATTING

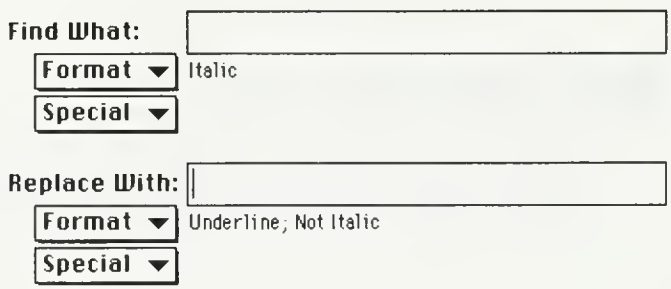
Suppose you have italicized words scattered throughout your text and decide to change all of them to underlined words. Start by removing any text from the Find What and Replace With boxes. (This is because you

want Word to find all italicized text, not just words in the Find What box that are italicized.)

1. Specify the character attributes you want Word to find (italics for example). You can do this in one of several ways. Always start by placing the insertion point in the Find What entry box. Then specify the Italic format either from Word's Format menu, or by clicking on the ribbon's Italic button. The ⌘-I shortcut works here too. The word Italic will appear beneath the Find What box. (There is another, clumsier way to specify italic. Pull down the Format menu in the Replace dialog box. From there, choose Character, then click in the Italic option of the Character dialog box. As you can see, the ribbon or keyboard shortcuts are much quicker.)
2. Next go to the Replace With box and specify the new format (Underline in this example). In order to prevent Word from changing the italic to italic underline, you must also click the ribbon's italic button until the Replace With criteria read Underline: Not Italic. Figure 19.3 shows the appearance of the critical parts of the dialog box when you are ready to go.
3. Let 'er rip! Either tell Word to Replace All or you can supervise as before.

FIGURE 19.3

This combination will change all italicized text to underlined text.



REPLACING STYLES

If you want to change the style of certain paragraphs, the Replace... feature can help. From the Replace dialog box's Format menu, pick Style... and you will see a list of your document's styles and descriptions, as shown in Figure 19.4.

Pick styles for both the find and replace criteria, then proceed as usual. In this example paragraphs formatted with the Appendix Heading style will be reformatted using the Chapter Heading style.

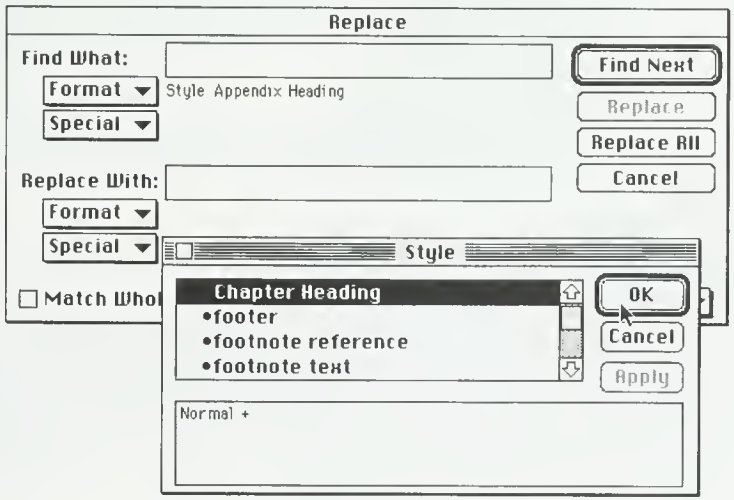
COMBINING REPLACEMENT TASKS

Within reason, it is possible to combine search and replace instructions to restrict actions. For instance, assuming you had a document with appropriate styles, you could italicize all occurrences of "Gone With The Wind" in the body text of your report, while leaving the same words alone when they appear in headings, the table-of-contents, and the index.

You would do this by typing **Gone With The Wind** in the Find What box, and restricting the find to the body text style. Then you'd have to type **Gone With The Wind** again in the Replace With box and specify Italic as the format. (If you forget to enter Gone With The Wind in the

FIGURE 19.4

Specify styles to find and replace with the two drop-down Format menus.



Replace With box, Word will replace Gone With The Wind with nothing...) Computers are very obedient but not very clever. Undo may work if you spot the problem immediately. Work on copies of important documents.

SEARCH

You have several choices as to how Word will search your document for words you wish to either find or replace. These options are found under the Search drop-down menu in the Find and Replace dialog boxes. Up searches back toward the beginning of the document, while Down searches toward the end. All searches the entire document, as you would expect. Selection will appear if you have any text highlighted when you give the Find... or Replace... command; this option will search only the selected text.

USING THE CLIPBOARD WITH FIND AND REPLACE

The Clipboard can be used for several interesting Find... and Replace... tasks. For instance, you can copy text from your document to the Clipboard, then paste it into the Find What or Replace With boxes. This is a great way to paste long passages or obscure characters like umlauted letters or math symbols. It is even possible to overcome the 255 character limitation this way.

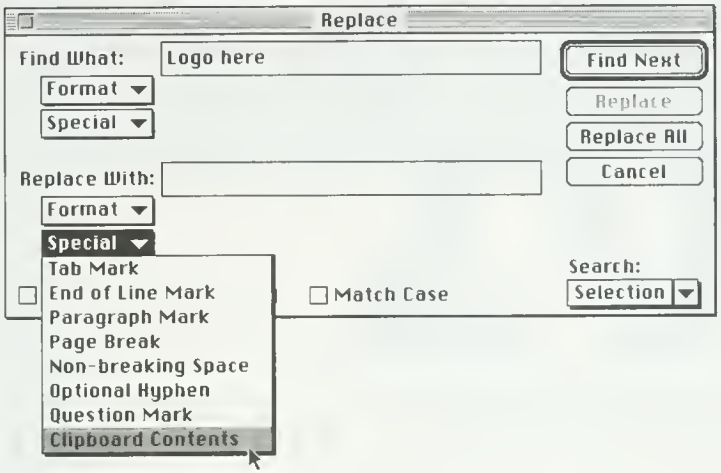
Word also lets you replace text with graphics if you place the graphics on the Clipboard. Figure 19.5 illustrates how that is done.

REPLACING TIPS

- The Replace... command uses considerable memory if you make a lot of changes. It is a good idea to perform a normal save after assuring that your replacements are satisfactory.

FIGURE 19.5

It is possible to replace text with graphics on the clipboard.



- Undo will undo all changes if you use Replace All, but only your last change if you have been supervising with the Find Next button.
- If you've used styles in your document, you may find it easier to make wholesale style changes by redefining or reapplying styles rather than using Replace.
- You can specify any Macintosh character in Find or Replace strings by typing ^n where n is the ASCII (decimal) code for the character of interest. Check your Apple manuals for ASCII code charts.
- Remember to click Clear when specifying new search criteria in the Find What and Replace With boxes.

HOW REPLACE INTERACTS WITH STYLES

Be aware that just as manually applied formatting and styles interact when you change styles or formatting yourself, they interact when the Replace... command makes changes. To understand the interaction of manual formatting and styles read (reread?) the end of Chapter 13 and perhaps experiment on a copy of a complex document.

CHAPTER

20

Streamlining Your Work with Outline Views

To create quick outlines **522**

use Word's heading styles. (Display heading styles on the ruler's style drop-down menu by holding down the Shift key when you point.) Heading styles automatically create outlines when you switch to Outline view.

To promote and demote headings **523**

click on the left-pointing arrow in Outline view to promote headings. Use the right-pointing arrow to demote headings.

To view outlines **524**

switch to Outline view from the View menu or with the ⌘-Option-O shortcut.

To rearrange text in outline view **526**

point to a heading. When the pointer becomes a 4-headed arrow use it to drag the headings and associated text up or down in the document. Releasing the mouse button moves the heading and text.

To print outlines **527**

display them showing the desired level of heading detail, then use the Print... command on Word's File menu or the ⌘-P shortcut.

Featuring

How to organize your writing

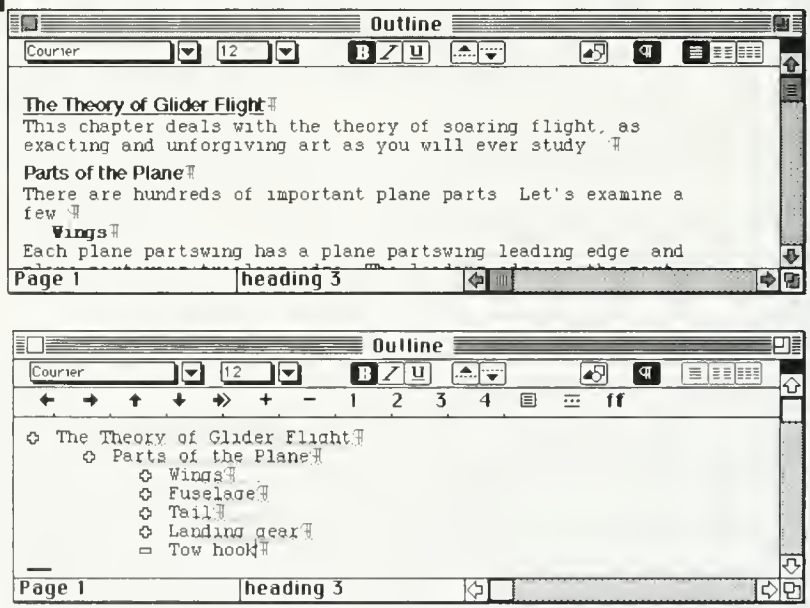
How Outline view speeds major renovations

WORD'S OUTLINE VIEW, located on the View menu (⌘-Option-O), is really more than a view. It's a collection of tools designed to help you plan, create, and reorganize long documents. It does this by letting you expand or contract the amount of detail you see on your screen. Figure 20.1 illustrates this.

The top window in Figure 20.1 shows part of a document in Normal view. The bottom window shows the same document in Outline view, with all of the body text collapsed (not revealed). Since only paragraph

FIGURE 20.1

Outline view (bottom) lets you get a birds-eye view of large documents (top).



headings are visible in the bottom window, it's easy to see the overall organization (the outline) of the document. As you will soon see, Outline view lets you control how much detail you see. For instance, you can view the first line of text following each heading if you wish.

Notice also that headings in Outline view are indented, giving you a better idea of the document's organization. Each new level is indented ¼" from the preceding one.

It's a snap to reorganize documents in Outline view. If you want to move all of the paragraphs having to do with Landing gear up, so that they appeared before Tail, simply drag the Landing gear heading using the Outline views special pointer. This will move all corresponding paragraphs, called subtext.

Finally, you can quickly promote or demote portions of your document using the Outline view tools, found on the Outline bar.

Styles and outlines

In order to use Outline view, your headings need to be formatted using Word's standard-heading styles (heading 1 through heading 9). If you didn't use these styles when you created a document, it is easy to reformat with them. And, as you probably know, you can change the appearance of standard headings if you don't like Word's standard styles. (See Chapter 13 for more about styles.)

The Outline view's icon bar

Outline view provides a number of unique tools. They are found on the Outline bar at the top of the screen. There is a new pointer shape indicating the pointer's ability to move large collections of text. It looks like a compass.

As you can see in Figure 20.1, on-screen text is often underlined with an unusual line style. This does not indicate text that will be underlined when printed. Rather, it indicates that there is collapsed subtext beneath it.

PLUS SIGNS, DASHES, AND BOXES

Large plus signs, boxes, and dashes appear next to many headings in Outline view. Boxes tell you that you are looking at body text; pluses indicate headings containing subtext; and minuses denote headings without subtext.

Finally, Outline view includes the Outline bar, with its special heading and body-text symbols.

THE OUTLINE BAR

Figure 20.2 summarizes the Outline bar's unique tools. They promote and demote heading levels, hide or reveal body text, and turn formatting on and off.

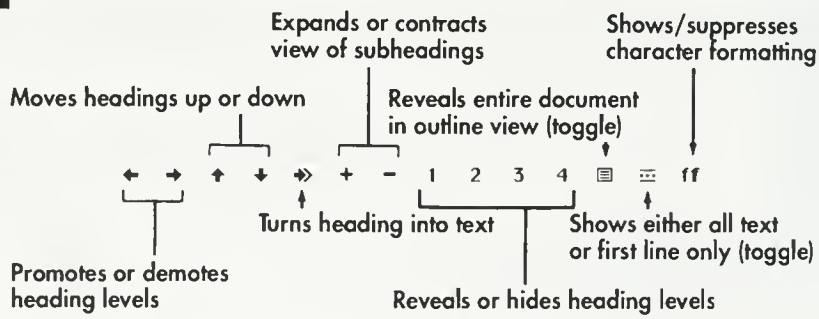
The best way to understand the effect of these tools is to open a document containing standard Word headings in Outline view and experiment. If you don't have a document of your own, create one or use Business Report from the Sample Documents folder. The rest of this chapter describes the various Outline view tools, offering tips on how to use them.

CREATING AND EDITING OUTLINES

When you start typing a new document in Outline view, Word assumes the first thing you want to type is a level 1 heading. Each new paragraph you type will take on the heading level of the previous paragraph.

FIGURE 20.2

Tools on the Outline bor promote and demote headings and reveal and hide text and formatting.



One strategy is to type all of your top-level headings first, and then go back and insert headings in progressively lower heading levels. Another approach is to type all your document's headings in sequence, promoting and demoting as you go. It is even possible to type the entire document (all headings and text) in Outline view, without doing a traditional outline first.

The approach you choose is largely a matter of personal preference. In any scenario, you will need to know how to promote and demote headings and text.

PROMOTING AND DEMOTING

The two arrows at the left end of the Outline bar are used to promote and demote headings. Place the insertion point in the heading you wish to promote or demote. Click the right arrow to demote. Figure 20.3 shows this at work on a new outline originally typed with everything at level 1.

Here, we placed the insertion point in the Parts of the Plane heading and clicked the right arrow once. Then we highlighted the headings Wings through Tow hook and clicked the right arrow twice, which demoted them two levels. The results are shown at the bottom of Figure 20.3. We have left the Theory of Glider Flight heading at the top level; Parts of the Plane is now the next level down, and Wings through Tow hook are at heading level 3. (You could confirm this by switching to Normal or Page Layout view.)

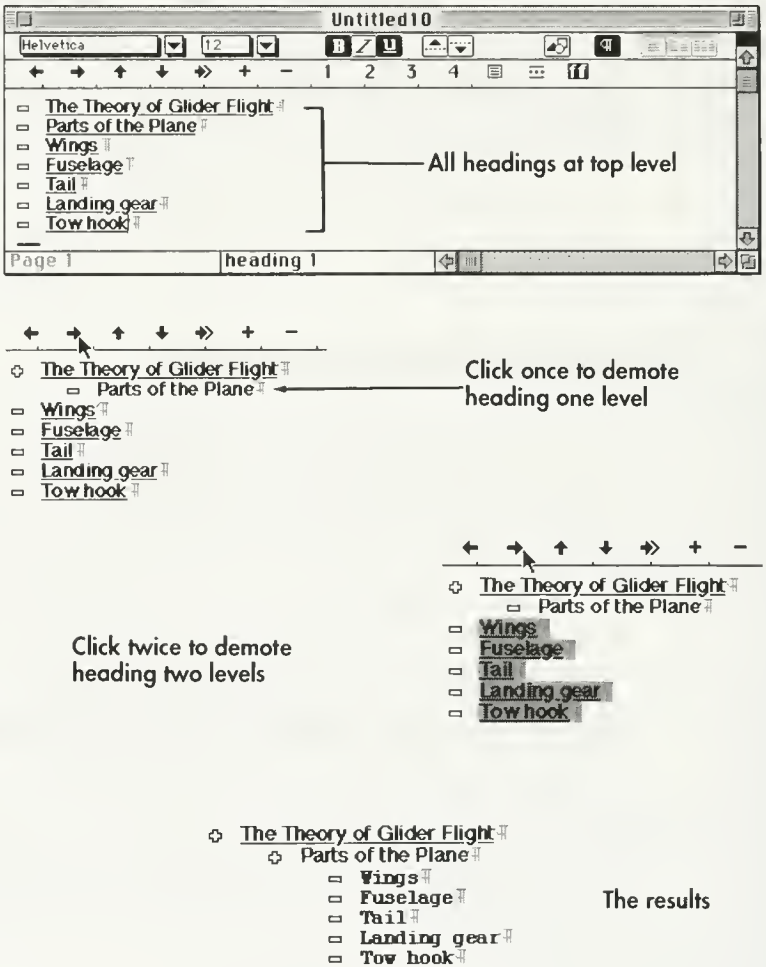
Promoting works as you'd expect. With the insertion point in a heading, click the left arrow to turn a level 3 heading into a level 2 heading, and so on.

OUTLINING EXISTING DOCUMENTS

1. Open your document in Outline view.
2. You will see the first line of each paragraph.
3. Place the insertion point in each heading and promote or demote them as desired.
4. Save your work.

FIGURE 20.3

The right arrow demotes selected headings and the left arrow promotes.



5. Use the viewing techniques described next to view, rearrange and understand the organization of your document.

EXPANDING AND COLLAPSING OUTLINES

One of the main reasons to use Outline view is to get a collapsed overview of a document's contents. Do this by expanding and collapsing

views with the numbers on the Outline bars and the buttons to their right.

For instance, Figure 20.4 shows our Glider book in a bit more detail than the view in previous figures. The first line of text beneath each heading has been revealed. (The small i's are Index codes. Read more about them in Chapter 23.)

This was accomplished by clicking on the all text or first line icon (just to the left of the ff icon) on the Outline bar. (Clicking the Reveals Entire Document icon—just to the right of the number 4—reveals all the document text.)

The document's true heading styles are apparent in Figure 20.4. The ff button at the end of the Outline bar turns character formatting on and off.

Clicking on the numbers 1 through 4 in Outline view hides or reveals the levels of your document. For instance, in our sample document, clicking on 1 will reveal only level 1 headings (the Theory of Glider Flight). Clicking on the 2 would reveal both level 1 and level 2 headings (Parts of the Plane). Clicking the Reveals Entire Document icon (just to the right of the number 4) shows all text.

SPLIT VIEWS

Figure 20.5 illustrates a strategy for working on large documents. You can split the screen and show your document in Normal view in one half of the window and Outline view in the other.

FIGURE 20.4

Click the all text or first line icon (just to the left of the ff icon) on the Outline bar to show the first line of text beneath each heading.

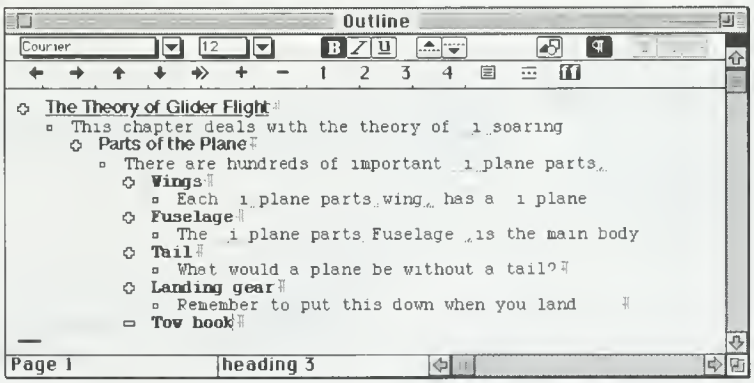
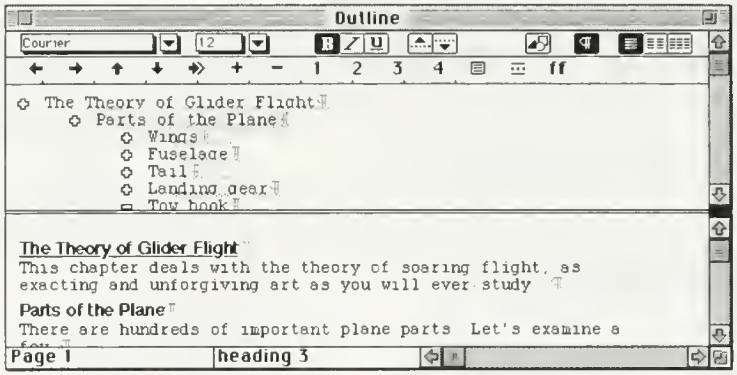


FIGURE 20.5

Splitting the screen lets you work in Outline and Normal views at the same time.



To split a window this way, double-click on the Split-bar. Then drag it up or down to change the size of the two areas. Double-clicking on the Split-bar in a split window returns you to a single window. Each part of the screen has its own scroll bars.

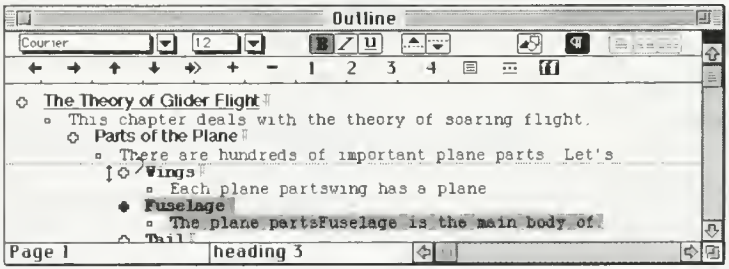
MOVING PARAGRAPHS

With the outline collapsed, you can move collections of paragraphs (also called subtext) by moving their associated headings. This facilitates the movement of entire chapters without needing to highlight them. Think of this feature as Drag-and-Drop on steroids. Figure 20.6 shows how it works.

Placing the pointer over the left edge of a heading changes the pointer's shape. It will look like a compass. Click and drag, and a large

FIGURE 20.6

Drag outline headings to move them and all their related subtext.



right arrow will appear along with a dotted line, like the ones shown in Figure 20.6. Drag the line and the pointer to where you want to move the text. Release the mouse button and the document will be reorganized.

The up and down pointing arrows on the Outline bar will also move items up and down. Highlight the headings, then click on the appropriate arrow.

PRINTING OUTLINES

Printing in Outline view creates a document containing only the levels you see on the screen. Collapse the document to the desired level then use the Print command (on the File menu) or ⌘-P shortcut. Even if just the first line of text appears, Word will print the whole paragraph.

PART

IV

Desktop Publishing

Take a look at the examples in this section to get an idea of what can be accomplished with Word. Learn how to create multi-column newsletters, resumes, reports, restaurant menus—you name it. See how Word can help you create a table of contents and index. Get a better understanding of what's involved when working as a team on really big Word projects. Read about sources of low cost art, typefaces, and other attention getters. You'll even learn some printing and pre-press terminology in the pages that follow; and you will see how to prepare projects for professional printing.

CHAPTER

21

Multiple Columns

To specify multiple columns using the ribbon **535**

place the insertion point in the section you wish to columnize, then click on the double or triple column buttons at the right edge of the ribbon.

To specify multiple columns using the Section... command **536**

place the insertion point in the desired section then use the Format menu's Section... command (Option-F14) to specify up to 100 of columns and their width.

To change the space between columns **536**

place the insertion point in the desired section (the one containing the columns whose spacing you need to change), then use the Format menu's Section... command (Option-F14) to specify column spacing. The default measurement is inches. You can also specify points, picas or centimeters.

To have different column types and sizes on one page **536**

insert section marks where you want to begin different column specifications. Place the insertion point below the section mark and specify new column settings.

To view columns before printing **537**

use Print Preview or Page Layout view.

To change column widths **538**

while in Page Layout view with the ruler showing (⌘-R), place the insertion point in the column of interest, then click on the margin scale button ([]) to show the margin markers on the ruler. Drag margin markers on the ruler.

Featuring

Creating snaking newspaper-style columns
Changing column widths and spacing
Creating banner heads on columns

MOST PEOPLE FIND short lines of text easier to read than long ones. That's one reason newspapers and book designers frequently use side-by-side snaking columns. Text flows from the bottom of one column to the top of the next until a page is filled, then it flows onto the next page.

CREATING MULTICOLUMN DOCUMENTS

Word makes it easy for you to arrange your text in columns like these. The ribbon buttons let you choose single, double, or triple columns. (Single is the default.) Moreover, the Columns portion of the Section dialog box lets you specify up to one hundred columns. It also provides a way to adjust the amount of white space between columns.

In a single-section document, all of your pages must have the same number of columns. But, by breaking a document into multiple sections, you can have as many different column designs as you have sections.

Word automatically adjusts column widths to accommodate your chosen page size, orientation, and document margins. You can overrule these decisions.

It is possible to use indents within columns. You can edit columnar text just as you do any other. When you work in Page Layout view, you will see side-by-side columns as they will print. When working in Normal view, you will see text in the appropriate column width, but you will not see the columns in position next to each other.

Word's column feature requires all columns in a section to be the same width. (You can create different column widths with tables. See Chapter 10 for details.)

USING THE RIBBON

Here's an easy way to create columns:

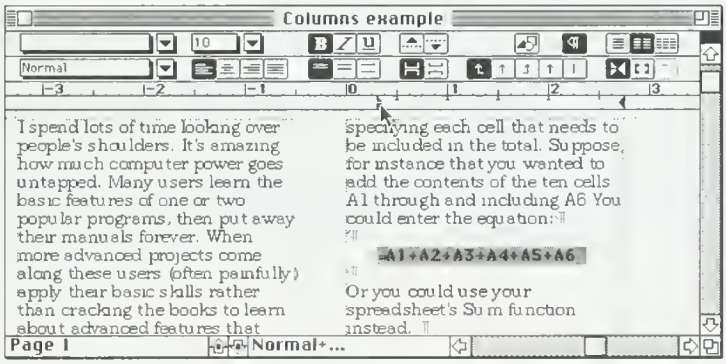
1. If your document contains more than one section, place the insertion point in the section where you want to create multiple columns.
2. Click either the double- or triple-column button on the right edge of the ribbon. As you can see in Figure 21.1, they contain pictures of the column styles they produce. (Clicking the button to the left of the two column button restores the text to a single column.)
3. When you use the ribbon column buttons, Word automatically determines the appropriate width of columns and the amount of white space between columns based on the page and document settings.

Changing margins, page size, orientation, indents, and related settings will cause corresponding changes in column widths and spacing.

The zero point on the ruler is always at the left edge of the column containing the insertion point. In Figure 21.1, it is at the left edge of the right column. Clicking in the left column would move the zero point of the ruler to the left edge of the left column.

FIGURE 21.1

The ribbon puts two- and three-column text a click away.



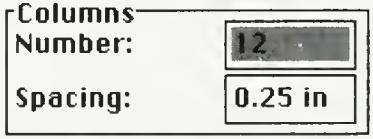
Indents work as you'd expect within columns. For example, in Figure 21.1 the two-column ribbon button has been used to create two column text. Then, the highlighted text has been indented using Word's indent feature.

USING THE SECTION DIALOG BOX

You can create more than three columns (up to 100) and specify the desired amount of white space between columns by using the Columns portion of the Section dialog box. Reach the Section dialog box by choosing Section... from the Format menu or use the Option-F14 shortcut if you have an extended keyboard. Figure 21.2 shows the specifications for twelve columns spaced ¼" apart. The actual column width will be determined by Word, based on the available text area.

FIGURE 21.2

You can precisely specify the number of columns and the spacing in the Section dialog box.



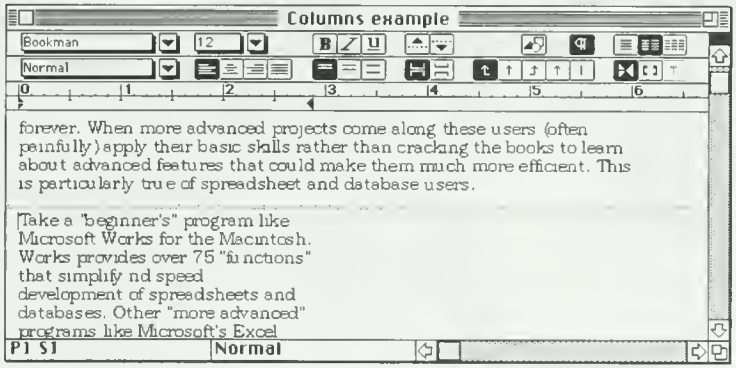
COLUMN BREAKS AND SECTIONS

As you learned in Chapter 12, each section of your document can have its own column layout. Since you can break a single page into multiple sections, it is possible to have different column layouts on the same page. This is how you create banner heads and similar effects for newsletters and brochures.

Insert a section break (from the Insert menu) wherever you want to change the number or spacing of columns, as illustrated in Figure 21.3.

FIGURE 21.3

Insert section breaks to chonge column specifications such os the first section to single-column and the second to double-column (double columns ore only shown side-by-side in Poge Loyout view).



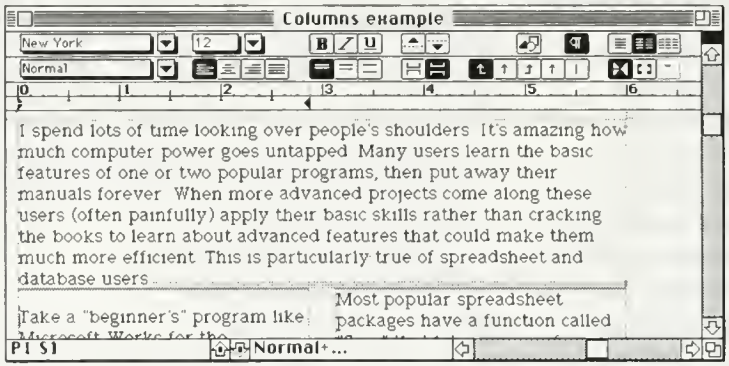
It is easiest to insert and delete section breaks while in Normal view (⌘-Option-N), but you will want to use Page Layout view (⌘-Option-P) and Print Preview (⌘-Option-I) to fine-tune your work before you print!

The Toolbar has Page Layout View and Print Preview buttons near the right edge of large screens.

For instance, in Figure 21.4 there is a problem with the spacing between the single-column and two-column portions of the page. The Spacing Before paragraph feature has been used on the two-column text to place space between the single- and double-column text. Unfortunately, the first line of the right-hand column is not the first line of a paragraph. (It is the continuation of a paragraph.) As a result, the left column has space before it, but the right column does not. Placing space after the single column paragraph and no space before the two-column paragraphs will fix this.

FIGURE 21.4

Creating different column layouts with section breaks can lead to spacing problems caused by heedless use of the Paragraph Before feature.



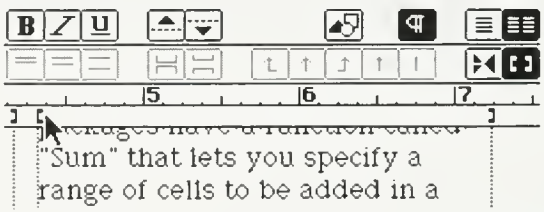
CONTROLLING COLUMN WIDTH

As you know, Word 5's column feature requires that all side-by-side columns within a section be the same width. And, you know that Word initially sets the widths and spacing for you. It's possible, however, to drag columns to different widths using margin markers. Here's how. Follow along in Figure 21.5. (If you need to have side-by-side columns of differing widths, use tables. See Chapter 10 for details.)

1. Place the insertion point in the desired column.
2. From Page Layout view, display the ruler if it isn't already on screen (⌘-R).
3. Click on the Margin Marker button (the closed brackets) in the ruler to display the margin markers.
4. Drag any marker and the all columns will adjust to the same width.

FIGURE 21.5

Drag margin markers to change column widths in Page Layout view.



CONTROLLING COLUMN BREAKS

Use Word's Keep Lines Together and Keep with Next paragraph features to prevent unwanted breaks. Sometimes, you will want to force breaks. For example, the last page of a two column document may end with uneven columns since Word will completely fill the left column before putting text in the right column.

Use Word's Insert Page Break command to force column breaks. Place the insertion point where you want the column break, then visit the Insert menu or use the Shift-Enter keyboard shortcut. You remove breaks by highlighting them and pressing Delete.

An alternate and perhaps more elegant way is to add another section after your last real text (this last section will be empty, of course—specs are No Break and the number of columns won't matter). Then, if you add more real text, your columns will automatically adjust and match up at the bottom and you won't have to redo your Insert Page Break, etc.

CHAPTER

22

Newsletters,

Brochures,

Reports,

and More

To create lists of names in letterheads **545**

consider using tables. Leave extra rows in anticipation of new hires.

To create logos **547**

use Draw to import graphics or draw your own. Add necessary text then group the results and insert it in an untitled Word document. Save the results in your scrapbook, add it to letterhead, stationery, brochures, etc. Create glossary and Work menu entries for your logo if you like.

To create calendars **549**

use tables with fixed cell heights. Create stationery then fill in months, days, and notes as necessary.

To create lines and rules **551**

use both the border feature and Word's underline capabilities.

To make lists more interesting **552**

string them out in one long paragraph, separating items with white space and Dingbats. Create styles containing borders and their embellishments to set-off important items in lists.

To create adjacent columns of different widths **557**

use tables. The Make Big Money from Tiny Sea Creatures advertisement in this chapter is an example of the technique.

To create overhead transparencies **559**

modify Word's standard heading styles so that you can make great looking slides while also creating outlines and handouts. Stick with simple fonts and sizes between 18 to 24 points (or bigger). If you insert charts in your slides, make sure chart text is big enough. Use hidden text or version 5.1's Annotation... command to make notes to yourself.

To create document borders **565**

purchase Shareware or commercial border files, frame them and position them in your Word documents or use preprinted stock with color borders. There is also a border glossary entry in Word's optional Page Layout glossary. It can create simple single line borders around documents.

Featuring

- *Samples of Word's desktop publishing capabilities*
- *Design tips and tricks*
- *Preparing documents for service bureaus and printers*
- *Prepress and printing terminology*

YOU NOW KNOW enough about Word to put together professional-looking documents of all kinds. The examples in this chapter are designed to get your creative juices flowing and show off some of Word's desktop publishing prowess. You'll see explanations of many of the tricks used to create each piece. At the end of the chapter read about what's involved in turning your work over to printers and other graphic artists.

All of the Shareware fonts and graphics used in these illustrations are available at very low cost from Educorp (1-800-843-9497). When you use Shareware, be sure to pay the appropriate fees to reward people's hard work, and keep the supply of fresh stuff coming.

EXAMPLES OF WORD AT WORK

All of the examples that follow were created using Word 5.1 and commonly available fonts and clip art. In some cases, Word's sample

documents and stationery were used as the jumping off point. A few of the pieces were designed to be printed on specialty papers from companies like Paper Direct in Lyndhurst, New Jersey.

If you use these tricks, people may not believe you. Be prepared with a response to questions like "You did that with Word?"

LETTERHEADS

Perhaps Word can save you time and money with the most basic of desktop publishing tasks: letterhead creation and printing. Design letterhead stationery that prints your return address, logo and other graphic elements automatically whenever you compose a letter. Save the stationery and add it to your Work menu. Check out colored paper and recycled stock that can add personality and low cost color to your design.

Law Firm Letterhead

The Yeah, Sure & Really law firm letterhead is pretty straight-forward, except that it uses a table (shown in Figure 22.1) for those pesky, ever-changing partners lists.

Page Setup: This example (shown printed in Figure 22.2) uses Word's defaults (US Letter, Portrait, 100%, etc.).

Document Specifications: Margins are 1.25 left and right, 1 inch bottom and 0.69 top (to accommodate the table). The header has page numbering and a date which don't print on the first page.

Character Specifications: Palatino is used (9, 10, 12 and 14 point).

FIGURE 22.1

Use tables for lists of names in letterheads.

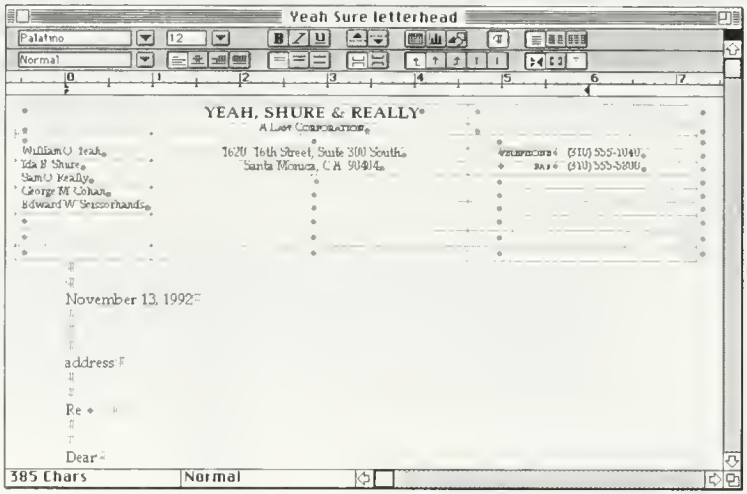


FIGURE 22.2

The printed version of a letterhead that uses a table to contain a list of names.

YEAH, SHURE & REALLY
A Law Corporation

William O Yeah
Ida B Shure
Sam O Really
George M Cohan
Edward W Scissorhands

1620 16th Street, Suite 300 South
Santa Monica, CA 90404

TELEPHONE (310) 555-1040
FAX (310) 555-5800

November 13, 1992

address

Re:

Dear

Paragraph Specifications: Text is flush-left with nothing fancy (no space before or after for example).

Other Tricks The Print Date glossary entry has been used here. Notice that the table extends past the margins in this letterhead to give the wide top letterhead look. The firm name and address were centered

in an over-sized center column. Extra rows have been left at the bottom of the table for the inevitable addition of new partners.

A RE: line has been included as a reminder to insert case numbers, matter names, etc. It would be useful to replace all those carriage returns with space before and after paragraphs as described in Chapter 9. This would make it easier to seek out room for an extra line or two when necessary.

Logo Letterhead

The letterhead shown in Figure 22.3 includes graphics and a return address that have been framed and positioned in a wide left margin to create a logo.

Notice how in Figure 22.4, the graphic appears in the top of the document in Normal view (as opposed to on the left when printed). Styles have been created for a variety of tasks as you'll see in a moment.

Page Setup: Word's defaults (US Letter, Portrait, 100%, etc.).

Document Specifications: Margins have been set at 1-inch except for the left which is 1.75 inches.

Character Specifications: Palatino is used here again, and 6 point Helvetica for the Recycled Paper graphic in the footer shown in Figure 22.3.

Paragraph Specifications: A number of different paragraph specifications have been used here and saved as styles. For instance, the indented paragraph containing the insertion point is called body. Many of the paragraphs have between 6 and 24 points before them to eliminate the need for extra carriage returns. Examples include the inside address, salutation, body, and closing paragraphs. Even the room for the signature was created by specifying 48 points of space before my name.

Other Tricks Both the Butterfly logo with return address and the recycled paper logo and text consist of encapsulated PostScript graphics

FIGURE 22.3

A framed logo and return address print in the left margin.

Butterflies
are
Almost Free
123
Sesame St
Big Bird
California
90101
818.555.1237
facsimilie
818.555.2309

November 13, 1992

Inside
address
placed
here

Dear

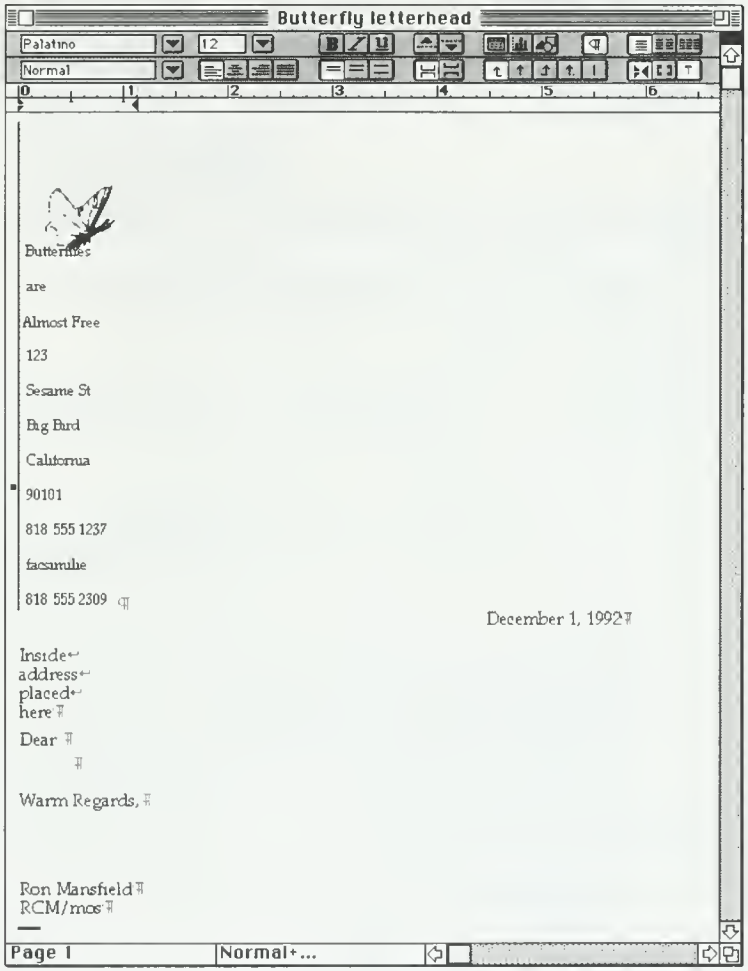
Warm Regards,

Ron Mansfield
RCM/mos

plus text combined in Word's Draw feature. The butterfly and address elements were framed and moved to the margin. The recycled logo and text were pasted into the footer and aligned to the right with the footer's ruler. Things like the butterfly frame and recycle logo can be added to your glossary.

FIGURE 22.4

The logo letterhead in Normal view.



CALENDARS

Tables are terrific calendar makers. Check out the example in Figure 22.5.

FIGURE 22.5

A calendar created with Word's table features.

NOVEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Staff meeting 9:00	3 Election Day	4	5	6	7
8	9 Staff meeting 9:00	10	11 Veteran's Day	12	13	14
15	16 Staff meeting 9:00	17	18	19	20	21
22	23 Staff meeting 9:00	24	25	26 Thanksgiving Day	27	28
29	30 Staff meeting 9:00	This month's Quote: "An explosion is when stuff gets really big really fast..." Beakman of Beakman's World				

Landscape Calendar

These look harder to make than they are. The trick is to use different row heights for the day of the month and the notes sections. Figure 22.6 illustrates the process.

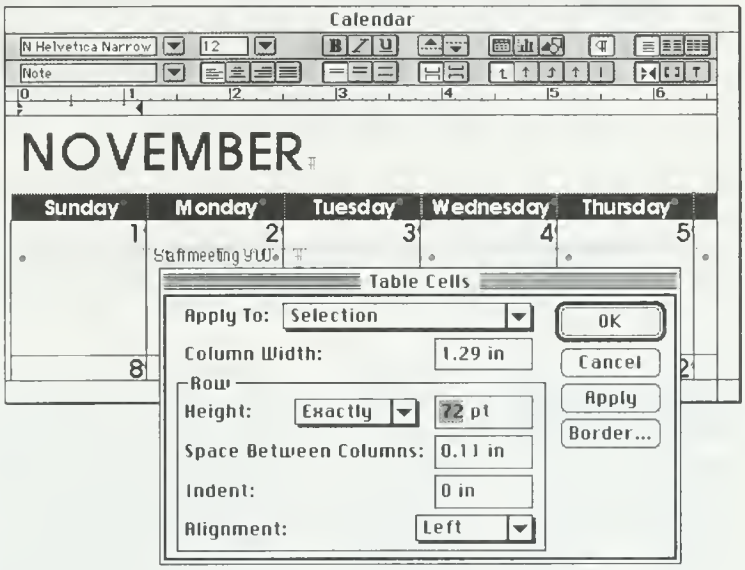
Page Setup: Switch to landscape orientation before you create the table.

Document Specifications: We've used 1-inch left and right margins and ½" top and bottom margins here. Set them before you create the table.

Character Specifications: The calendar parts (the month name, Monday, Tuesday, day numbers, etc.) were set in Avant Garde. The events (staff meeting, holidays etc.) were set in Narrow Helvetica because it doesn't take up much room. Days of the week were created by filling the

FIGURE 22.6

Use different row heights to seporote days of the week from notes.



row with black and choosing white as the character color. (This was accomplished by highlighting the desired information, selecting Table Cells from the Format menu, and then clicking on the Border button to select the desired shading.)

Paragraph Specifications: The day numbers are right-aligned. November has 6 points of extra space after it, specified in the Paragraph dialog box.

Other Tricks The rows containing notes are set to exactly 72 points with the Table Cells... command. A Single border surrounds the entire calendar with hairlines separating days. The cells in the bottom right of the calendar were merged into one to make room for the quotation of the month which was framed and dragged into position in Print Preview.

DIRECTORIES AND LISTS

How many ways are there to make lists? Let's see: 1)—never mind. Check out the list examples that follow, and flip through magazines, books, and manuals to get some ideas of your own.

Snaking Lists

Here's a novel way to put a lot of information into a small space. Separate list items with a little white space and some Dingbats like the example in Figure 22.7.

FIGURE 22.7

Separate items in snaking lists with space and Dingbats.

AMERICAN BROADCASTING CORPORATION (ABC) ♣ AMERICAN INDUSTRIAL REAL ESTATE ASSOCIATION ♣ ASK MR. FOSTER,/FIRSTOURS/CARLSON CORPORATION ♣ BEAR STERNS ♣ BERGER & NORTON ♣ CABLE NEWS NETWORK (CNN) ♣ CHILDRENS HOSPITAL OF LOS ANGELES ♣ COLDWELL BANKER ♣ CONSUMER GUIDE COMPUTER BUYING GUIDES ♣ EPSON AMERICA ♣ FADEM & DOUGLAS ♣ FOX TELEVISION ♣ GILLETTE/PAPERMATE ♣ GRUBB & ELLIS ♣ HORVITZ & LEVY ♣ INDUSTRIAL ELECTRONIC ENGINEERS ♣ LASER MEDIA ♣ LOS ANGELES COUNTY COURTS ♣ LOS ANGELES DODGERS ♣ LOS ANGELES OLYMPIC ORGANIZING COMMITTEE ♣ LOVE CONNECTION/ERIC LIEBER PRODUCTIONS ♣ NORTHROP ♣ OCCIDENTAL PETROLEUM CORPORATION ♣ PARTY PLANNERS WEST ♣ PETER NORTON COMPUTING ♣ PRUDENTIAL STEVENSON ♣ QUE PUBLISHING ♣ QUICK TALLY ♣ ROGERS & COWAN PUBLIC RELATIONS ♣ SCIENCE RESEARCH ASSOCIATES/SRA ♣ SYBEX, INC. ♣ WARNER COMMUNICATIONS ♣ XEROX ♣

Character Specifications: A Shareware font called ClassicaRoman was used for the text, which is all caps and separated with one of Bill's wonderful Dingbats. There's a space on either side of each Dingbat.

Paragraph Specifications: The whole list is set as one long paragraph (no returns), is justified, and has a hairline border at the top and bottom only. Too easy!

Other Tricks Create glossary entries for your favorite Dingbats, then you won't need to rummage around to find them.

Two Column Lists

Figure 22.8 shows a two-column list that's easy to read and borders on art deco. It started out life as tab separated data exported from a FileMaker database.

FIGURE 22.8

An Art deco two-column list with framed graphics.

Authorized Air Carriers

A

Aeromexico Airlines 800-237-6639
Air California 800-424-7225
Air Canada 800-422-6232
Air Cargo 800-638-7346
Air France 800-237-2747
Air India 800-223-7776
Air Jamaica 800-523-5585
Air Midwest 800-835-2953
Air Nevada 800-634-6377
Air-Aid International Courier .. 800-223-1420
AirCal 800-424-7225
Airport Couriers Inc 800-641-4609
Airsystems Courier 800-223-6795
Alaska Airlines 800-426-0333
Aloha Airlines 800-367-5250
American Airlines Inc 800-433-7300
American Eagle Airlines 800-446-7834
Aspen Airways 800-241-6522
Atlantis Airlines 800-845-4365

B

Bar Harbor Airlines - E US .. 800-343-3210
British Airways 800-247-9297
British Caledonian Airways ... 800-231-0270
Britt Airways Inc 800-652-7488

C

Canadian Pacific Air Ltd. 800-426-7000
Cannonball Air Courier 800-323-6850
Capitol Air 800-221-4468
Continental Airlines 800-525-0280
CP Air (Canadian Pacific) 800-426-7000

D

Data Air Courier Inc. 800-323-6808
Delta Air Lines Inc. 800-221-1212

E F

Eastern Air Lines Inc. 800-327-8376
El Al Israel Airlines 800-223-6700
Emery Air Freight Corp 800-443-6379

G H

Hawaiian Airlines Inc 800-367-5320
Horizon Air Freight 800-547-7660
Horizon Air 800-547-9308
Iberia Airlines 800-221-6002

I J K

Japan Air Lines 800-525-3663
Jet 24 International Airways .. 800-327-7751
KLM Royal Dutch Airlines 800-556-7777
Korean Airlines 800-421-8200

L M N

Mexicana Airlines 800-531-7921
Midstate Airlines 800-826-0522
Midway Airlines 800-621-5700
New York Air 800-221-9300
Northwest Airlines Inc 800-225-2525

O P

Olympic Airways 800-223-1226
Pan Am World Airways 800-327-5870
Philippine Airlines 800-435-9725
Piedmont Airlines 800-251-5720
Priority Air Courier 800-821-7938

Q R

Qantas Airways 800-227-4500
Rocky Mountain Airways 800-525-0280
Royal Air Maroc from NY 800-345-3556
Royal Air Maroc not NY 800-223-5858

S

SAS Scandinavian Airlines ... 800-221-2350
Saudi Arabian Airlines 800-472-8342
Scandinavian Airlines 800-221-2350
Singapore Airlines 800-742-3333
Sonic Air Courier 800-527-9513
South African Airways 800-722-9675
Southwest Airlines 800-442-1616
Summit Airlines 800-932-2636

T

TAP Air Portugal not NY 800-221-7890
Telerad Air Courier 800-621-7774
Thai Airways International 800-426-5204
Trans World Airlines 800-221-2000
Trans-Global Airlines 800-722-3244

U

United Air Lines 800-241-6522
US Air (USAir) 800-428-4322

V

Varig Brasilian Airlines 800-468-2744
Viasa-Venezuelan Intl Air 800-327-5454

W X Y Z

Western Airlines 800-227-6105

Please remember to check with the Transportation department before making or changing your own reservations!

Page Setup: Standard Word defaults were used.

Document Specifications: Margins were dragged in Print Preview to get the desired effect with plenty of white space on the left margin. The two column button was used to create the columns.

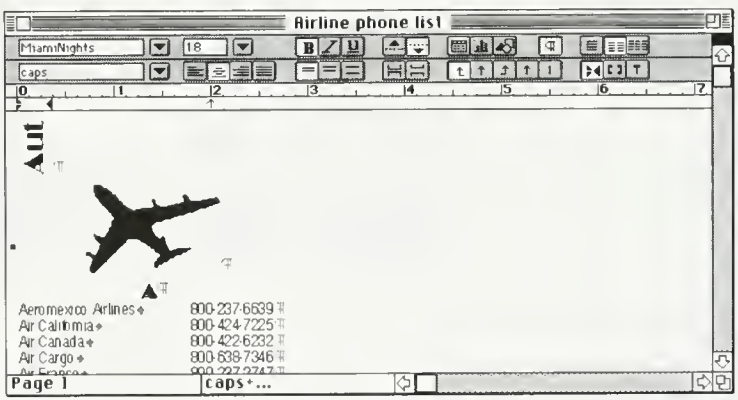
Character Specifications: Narrow Helvetica (12-point) was used for the names and numbers, while the Shareware font Miami Nights (18-point) was used for the title and letter separators.

Paragraph Specifications: A tab stop with dots for leaders was used to connect the names and numbers. The Index letters are centered, and have an extra 3 points of white space before them to separate the parts of the list visually. The boxed note in the bottom right corner was enclosed with Word's Border... command.

Other Tricks The Insert menu's File command was used to import the tab-separated ASCII list created by Claris FileMaker Pro. The names and numbers were originally part of a larger contacts database. The title—Authorized Air Carriers—was created in the Draw window, and rotated 90 degrees before it was inserted into the document, where it was then framed and dragged into position. The EPS airplane graphic (also Shareware) was imported using the Insert Menu's Picture... command, framed and dragged into position. Figure 22.9 shows how the list looks in Normal view.

FIGURE 22.9

The phone list in Normal view.



Mandarin Menu

When you think about it, menus are nothing but fancy lists. Take a look at Figure 22.10, for instance.

Page Setup: Standard Word defaults were used.

Document Specifications: Standard Word defaults were used.

Character Specifications: Helvetica was used throughout. The pandas are Dingbats from the Shareware font International. The heading MANDARIN CUISINE was expanded 6 points. The panda Dingbats were subscripted with the ribbon's subscript button. Category headings are italicized, small caps, and bold.

FIGURE 22.10

This menu consists of three sections.

MANDARIN CUISINE

SPECIALTIES

PANDA BEEF 11.50
Made with real pandas (just kidding).

BEEF WITH SCALLOPS 13.75
We couldn't make up our minds either.

MOO GOO GAI PAN 6.75
Please, no baby or cow jokes when you order this dish...

SEAFOOD BASKET 12.79
Looks like seafood, testes like a basket... Hot.

CRISP DUCK 7.95
That's what happens when we cook it too long!

SZECHUAN

STEAMING HEAP 10.50
Dumpling stuffed with who knows what.

EGG ROLL 6.75
Right. Try to find egg rolls in China.

PO PO PLATE FOR TWO 6.75
Please, no baby jokes when you order this one either...

TWICE COOKED PORK 14.75
Cooked three or four times if you get here near the end of the week.

BAO HU 7.95
So *very* hot it will make you say its name.

PORK BEEF AND LAMB

SHREDDED BEEF 10.50
Slicer needs sharpening you get a unique dish.

SWEET AND SOUR PORK 12.75
Famous Long Island pink sticky sauce.

SLICED LAMB FAMILY STYLE 16.75
Try not to think about where this came from. Serves four hungry cernivores.

BEEF WITH BROCCOLI 19.92
Mrs. Bush geve us this recipe.

MU SHU PORK 7.95
Chinese tecos. Roll your own.

FROM THE SEA

SHARK'S FIN SOUP 19.50
De Da... Da Da...

WHOLE FISH 13.75
You might even get a hook.

SCALLOPS IN GARLIC SAUCE 16.50
Make everyone take a taste so you don't hear complaining later.

LOBSTER IN BLACK BEAN SAUCE 12.79
Authentic seafood from the Chinese Province of New England.

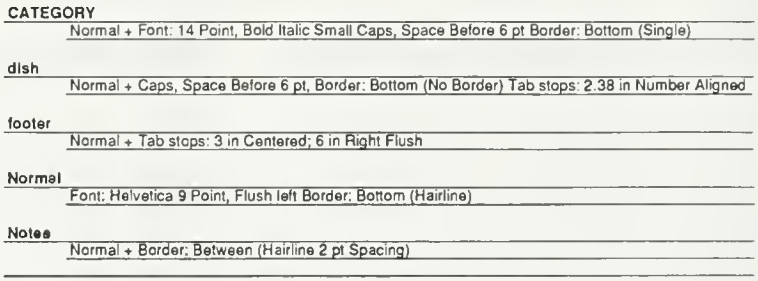
ABALONE 17.50
This is what you'll say when you get the bill.

Pandas indicate hot stuff! Don't say we didn't warn you...

Paragraph Specifications: There's lots going on here. Styles called category, dish and notes do most of the work. Check out their style specifications in Figure 22.11.

FIGURE 22.11

Styles make it easy to get a consistent look.



Other Tricks Notice the very thin lines above the thick line at the top and the thin line above the medium line at the bottom of the menu. These are accomplished by specifying a hairline as the bottom border of one paragraph and a thicker line as the top border for the paragraph beneath. The white space between the paragraphs is so small that you may not even see it on your screen, but it prints.

Fancy Menu

Lists often benefit from framing. The menu in Figure 22.12 was created with two 4-inch wide frames—one for the border and one for the text.

Page Setup: Standard Word defaults were used.

Document Specifications: Standard Word defaults were used.

Character Specifications: Appetizers was set in the Shareware font Embassy BT. The descriptions and prices are set in 12-point Classica-Roman, another Shareware font.

Paragraph Specifications: All of the paragraphs are centered. There are 3 points of extra space above the dish names (Rose of Smoked Salmon, etc.).

FIGURE 22.12

Fancy menus can be created by using frames.

Other Tricks The border is an encapsulated Shareware border inserted with the Insert menu's Picture... command and dragged to a bigger size. Things like this look really elegant when printed on parchment and other fine papers.

ADS AND OTHER COLUMNAR LAYOUTS

Don't just think of tables as places to type long, boring lists. Look at what can be done with a two-column, two-cell table in Word. That's what was used to create the want ad in Figure 22.13.

The column on the left is about 2.5 inches wide and the one on the right is a little over an inch wide. Font and alignment choices give the ad its interesting visual impact.

Page Setup: Standard Word defaults were used.

Document Specifications: Standard Word defaults were used.

FIGURE 22.13

Two column tables can create interesting side-by-side visual effects.

Character Specifications: Four fonts are used here, Classica-Roman, Helvetica, International, and (the yesitisalloneword) Davys-DingbatsOption. The headline is 36 point, the copy beneath is 12 point. Helvetica is used in the right column—in 9, 10, and 12-point sizes. Those stick up caps are big and bold. The big fish is one of Davy's Dingbats set in 36-point type. The little fish is from the International font and is 14 point. He's been subscripted to make him line up better with the text.

Paragraph Specifications: The headline is all centered, and has 18 points before it and 9 after. The text below is justified and has 9 points of space after. (Fiddle with before and after spacing to get the desired look.) The screen view in Figure 22.14 reveals some other interesting paragraph tips.

FIGURE 22.14

It doesn't take too many paragraphs to create an interesting ad like this in a table.

The paragraphs on the right are right-aligned in the column. There are 5 points of space after each. Since words wrap automatically in table columns, changing the column width has a big effect on the text layout. The phone number and word Phone are centered in the column.

Other Tricks Notice the non-breaking space between the words *eye* and *closers* to keep them together. The line above the phone number is a narrow paragraph containing nothing but a border line. Another border surrounds the entire ad. No vertical border line was used between the two table columns, since the white space, text alignment, and different fonts create a powerful visual separation of their own.

OVERHEAD SLIDES

You don't need to purchase special presentation software to create great looking slides for your next meeting or lecture. Check out Figure 22.15. It speaks for itself.

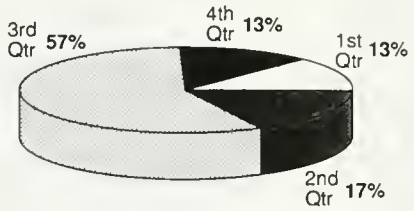
FIGURE 22.15

Use Word to create overhead transparencies.

Overheads

Create styles for things like this 24 point subtitle

- Make text easy to read with 18 to 48 point type
- Use dingbats and graphics for spice
- Keep your projector's maximum image area in mind
- White space, white space, white space!



Page Setup: The example in Figure 22.15 was created in landscape mode, but slides are often created in portrait mode also.

Document Specifications: This document has margins set so that the image area is 8 X 10 inches. Adjust your document margins to reflect the size of your overhead projector's maximum safe image area, or the inside dimension of the slide frames you'll use.

Character Specifications: Keep characters big and plain. Here I used 18 through 24 point Helvetica along with International Dingbats (the cars). The chart labels (created in Microsoft Graph) were selected and their point sizes increased for better visibility. Charts will almost always have type that is too small to be read at the back of the room unless you do something about it. Remember the 18 point minimum rule.

Paragraph Specifications: A thick line was created in the top paragraph with Word's Border feature. Create two or three indented styles for Heads, subheads, etc.

Other Tricks Consider using modified versions of Word's heading styles, then you can create an outline of your presentation by switching to outline view. Outlines often make great handouts if you plan them carefully.

Make notes to yourself on each slide using hidden text. Turn the notes off when you make the transparencies, then turn them back on and print the slides and notes together on paper for yourself. Slick, yes?

Use colored transparency material and/or colored toner cartridges for impact, but test color combinations on your projector and projection surface for readability before your presentation!

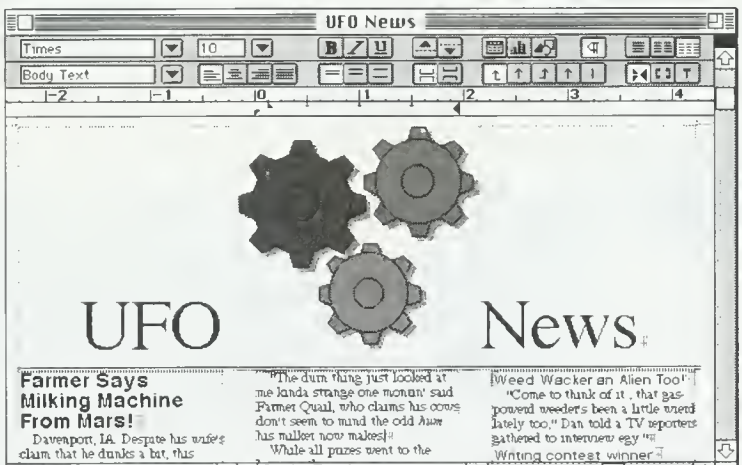
NEWSLETTERS AND OTHER MULTICOLUMN PROJECTS

Use the tricks you know already to create newsletters and other multicolumn projects like the one in Figure 22.16.

Set up stationery and styles. Frame graphics, headlines, and outquotes. Use sections for columns or perhaps even tables. Use borders for rules and to box graphics.

FIGURE 22.16

Newsletters are simply collections of paragraph formats, sections containing various column specifications, and framed graphics.

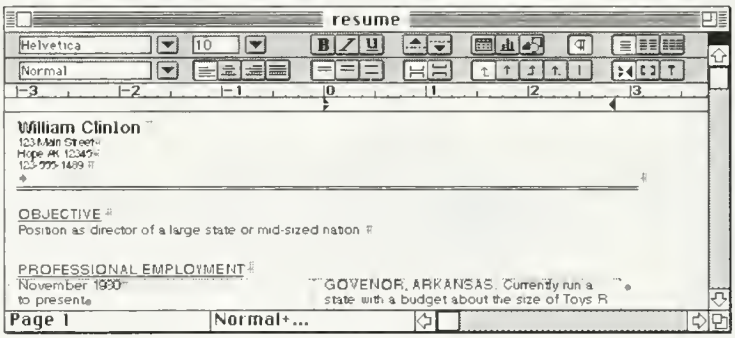


RESUMES

Keep resumes simple, clean and up to date! Use tables for the facts as shown in Figure 22.17.

FIGURE 22.17

Use tables for the facts in your resume, and be sure to run the spelling checker.



Notice the double line near the top of Bill's resume. It was created by using Word's double underline, a tab character, and just one tab stop set at the desired line ending position. Don't forget to run the spelling checker...

If you work on your resume in the office, remember that its file name will appear on the bottom of your File menu after you've worked on it. So, name your resume file something non-descript, and maybe even save it only on a floppy if you want to keep your job search confidential.

TWO AND THREE-FOLD MAILERS

Two (and three) fold mailers are popular because they start out life as a single sheet of letter-size or legal-size paper. They end up looking like a booklet after you've printed both sides of the sheet in landscape orientation and folded them. Figure 22.18 is an example of a one side of two-fold brochure.

FIGURE 22.18

Create three fold mailers in landscape mode with five columns.

Here's what *important* people are saying:

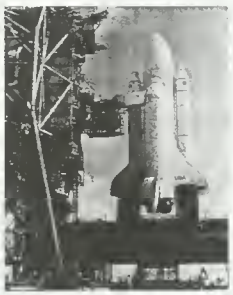
"Just like being there."
Lenord Nemoy

"Whoa ... Incredible suunds and colors. 'Reminds me of the sixties!"
Timothy Leary

"Billiuns and billions of dollars worth of entertainment."
Carl Sagan

"Forgit the White House. I think I'm gonna be a damn astronaut!"
H. Ross Perot

- Watch PhDs confuse the daylights out of weightless frogs.



- Learn the potentially harmful effects of squeezing toothpaste tubes in zero gravity.
- See the campfires of homeless people from a breathtakingly new perspective.

Put yourself into outer space

with this great new home video from *Uncle $ugar Productions*

Page Setup: For mailers like this, use landscape orientation, and consider using the Larger Print Area option.

Document Specifications: Make the margins as small as possible (.25 inches all-round, in this example).

Character Specifications: Times and Helvetica are mixed here, in several point sizes. Bill's Dingbats provide the thumbs up bullets, which have been superscripted to help them line up better with the text.

Paragraph Specifications: Word's Space Before and After features were used to separate words and graphics from each other. Quotations were centered and names right-aligned. Notice the hanging indents in the paragraphs containing thumbs up bullets.

Other Tricks This mailer is just a table with five columns as you can see in Figure 22.19.

In this example, the text columns are about 3 inches wide and are separated by two white space columns of about .6 inches each. The art is from Educorp clipart disks.

Paper Direct and other specialty paper vendors offer preprinted stock designed to add decorative spot color to mailers like these. Some designs even come pre-scored to simplify folding.

REPORTS AND PROPOSALS

Combine your favorite collections of paragraph styles to create report stationery, then just fill in the details when a report or proposal is needed. Store boilerplate as glossary entries or in separate files.

Modify Word's standard Heading styles to create the look you want while maintaining the ability to generate quick outlines and a table of contents. Figure 22.20 gives you the idea.

FIGURE 22.19

Five columns provide the necessary spacing for the brochure.

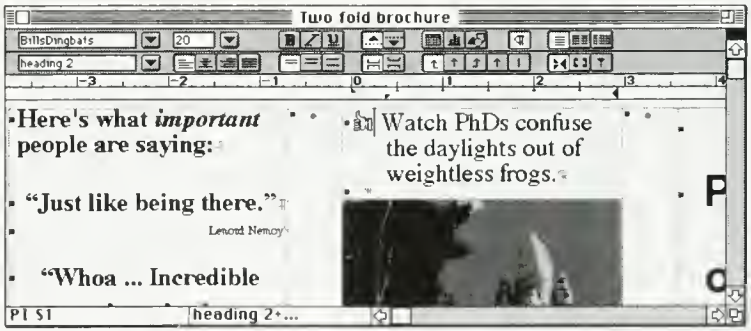
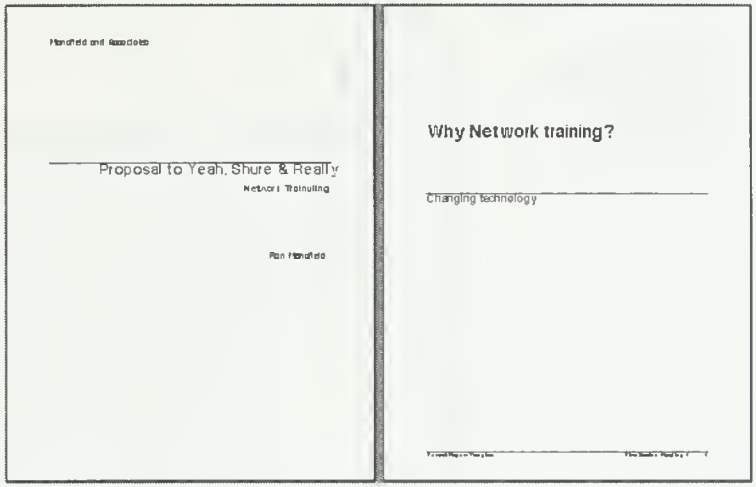


FIGURE 22.20

Modify Word's standard heading styles to create custom stationery, and maintain outlining and quick Table of contents capabilities.



AWARDS

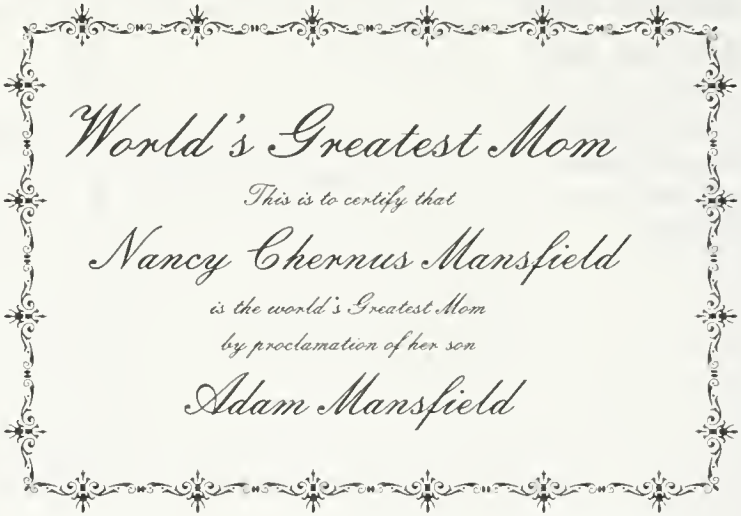
You can use border decoration clipart to create your own award paper (like that used in Mom's award shown in Figure 22.21) or purchase multicolor certificate paper and design a Word document to fit. Landscape orientation was chosen in Page Setup to make the documents wider than they are tall.

For a really special effect, check out Desktop ColorFoil and similar foil transfer products that let you add metallic shine to selected portions of your certificates. Ask the Paper Direct folks for information and samples (1–800–A–PAPERS).

Always be on the lookout for interesting graphic effects in magazines, newspapers, catalogs, and elsewhere. Start a clipping file. Experiment with Word in your spare time to see if you can recreate them. Memorialize your favorites as stationery or glossary entries.

FIGURE 22.21

Awards are easy, particularly with border decoration clipart or pre-printed border stock.



PREPRESS AND PRINTING TERMINOLOGY

Think of prepress activities as all of the work that happens before your job is actually put on paper. Prepress steps might include design, art, layout, and typesetting. In the not so distant past, these steps were usually performed by professionals who have developed industry-specific terminology to describe their work and tools.

Today, despite the fact that personal computers have made it possible for amateurs to do most or all of their own prepress work, you may find yourself working with prepress professionals or printers. They'll want to discuss parts of your project in their own terms. So here's a quick overview of some of the buzzwords you may hear.

BLEED

When an image is designed to bleed, it is meant to print all the way to the edge of the paper. Realize that many laser printers can't print all the

way to the edges of a sheet, so if you plan to print on most laser printers, you won't be able to bleed unless you can trim (cut) the final product to remove the white space around the edges.

BOARD ART, MECHANICALS, OR CAMERA-READY ART

If a printer will be reproducing your job, he or she will often make photographic negatives and plates for the printing press. This is often done by photographing artwork pasted up on stiff cardboard, thus the terms board art mechanicals, or camera-ready art.

Most printers today accept flimsy pages directly from your laser printer, and there is often no need to paste it to boards unless you plan to combine computer output with art from other sources (photos, hand drawings, etc.). In fact, with the advent of laser drum scanners for plate making, some printers prefer that you don't mount your copy. Ask first.

If you do find yourself creating camera-ready copy on your laser printer, consider using special prepress paper like Hammermill's Laser Plus. It is very white (improving the contrast between your laser printer's image and the white background). Moreover, the paper stock is specially designed to help layout artists secure it to boards with wax or other adhesives. Purchase Hammermill's Laser Plus and things like it at art stores or paper specialty mail order firms like Paper Direct.

BODY AND DISPLAY TYPE

Lovers of type often purchase special fonts for headlines and others for the text (or body) of documents. The larger type is often called display type. When purchasing display type for your Mac, be sure you purchase fonts containing all of the characters you need. Some display fonts don't have lowercase letters, punctuation, or special characters for instance.

If you plan to have a service bureau get involved in part of your prepress work—and particularly if you'll be playing pass the floppy with them, be to sure find out if they'll need (and have) the same fonts and font technology as you'll be using (TrueType or whatever).

CROP MARKS

Crop marks show printers where to cut finished sheets from oversized stock. For instance, if you design a postcard and deliver the art on an 8.5 by 11 inch piece of paper, the printer will want to know exactly where to cut the cards. Crop marks specify the finished size of the printed piece and the position of the image on the piece. Figure 22.22 shows an example of two crop marks.

If you don't provide crop marks, the decision is out of your hands, and you will probably be held financially responsible for printing and cutting results that displease you.

Create crop marks in Word with the dash and vertical stick keys on the keyboard.

FIGURE 22.22

Crop marks show the finished size of the sheet and the position of the image on it.

Check out the special purpose, optional Page Layout Glossary entries that Microsoft has provided for you. You can install them using the techniques described in Chapter 16. Among other things, the entries include crop marks, lines between columns, a handy margin notes trick, and ways to create page borders. Many of these entries add embedded PostScript. Read about the entries and how to use them in the Page Layout Glossary Info file in the Glossaries folder.

CROPPING

Cropping is the process of eliminating part of an image prior to printing it. As you probably remember, in Word you do this by selecting a graphic and dragging handles without holding down the shift key.

It is also possible to crop photographs and other items that are not part of your Word document. Do this by covering them with tissue paper and drawing lines on the tissue to show the printer exactly where to crop. Keep in mind that the finished art, once cropped, must be the correct shape to fit the allotted space.

DOUBLE PAGE SPREAD

A double page spread is a design that assumes that readers will see two pages at once. The most appealing double page spreads often use mirrored elements like headings, page number positions, and so on. Use Print Preview's ability to display two pages at once to see how your spreads will look.

HALFTONES

Most photos that you see in black and white publications appear to be printed with a variety of gray inks. If you look closely (with a magnifying glass, perhaps) you'll see that the photos are actually made up of black dots in a variety of sizes. From a distance, the small dots provide the illusion of light grays, and the bigger dots look like darker shades.

The final appearance of a photograph depends upon a number of factors including the number of dots used to represent each inch of a photo. There isn't room for a complete discussion of your Mac's ability to simulate shades of gray, but there are some things you should know.

If you have a scanner and a decent laser printer, you may be able to include acceptable-looking photos in your desktop publications. These will be fine for low cost newsletters, in-house promotions, etc. But, if you plan to spend a lot of money for a prestige printed piece (brochures, annual reports, etc.), discuss photo options with your outside printer or a professional designer when you start the project. They can tell you the best way to include and reproduce high quality photos.

Chances are you will be asked to just leave space in your Word layouts and provide actual photos that the printer will strip into the job at the plate making stage.

HOUSE SHEETS

When printers and designers talk about house sheets they are referring to paper stocks (colors, weights, sizes, textures, etc.) that printers always try to keep in inventory. Because printers often buy this stock in large quantities, and don't need to place special orders, house sheets often cost less, and minimize delays.

If you are designing a job on a tight budget or short schedule, ask about your printer's house sheets. Try to design the finished size of printed pieces so that they economically fit on house sheets. And don't forget to consider the grain direction of the stock if your pieces need folding. Ask a pro for advice at the design stage when in doubt.

LINOTRONIC PRINTERS

Many printers and prepress service bureaus have invested in expensive output devices like Linotronic printers that can take PostScript files and convert them directly to film or photographic paper. These devices have the advantage of being able to create very fine detail at very high resolution (typically 1270 to 2450 or more dots per-inch).

Some shops hook gear like this directly up to Macintosh computers, and in these cases you can often just play pass the floppy or send your documents via modem. They'll take it from there. Other times you'll be asked to provide PostScript files on disks.

Don't wait till the last minute to find a service bureau or printer. Make arrangements early, run some tests containing samples of the fonts, tables, scanned images, and other design elements you use regularly. Get advice on how to make things easier at both ends. Listen carefully. Take notes. Then, when that inevitable rush job comes, you'll have most of the kinks already worked out.

PRINTER SPREADS AND READER SPREADS

Have you ever thought about what's involved in laying out a newspaper or other folded document containing more than four pages? Pick up a newspaper and turn to page 4. Pull out the entire sheet of newsprint and examine the page numbers on it. What's on the right side of the sheet? It's not page 5, is it? Look at pages on the other side of the sheet. The process of deciding which pages go where on a sheet is called imposition.

When designing booklets and other documents that are composed of more than one sheet of paper, or large, folded sheets, you need to consider both the reader's needs (called the reader's spread) and the printer's needs, or printer's spread. High-end desktop publishing programs do this for you. But, when designing with Word 5, you'll need to figure these things out for yourself.

For instance, if you are going to create a multipage 8.5 x 5.5-inch booklet by laying out two pages on each sheet and folding 8.5 x 11-inch paper, you can't use Word's normal page numbering features. Before creating multipage booklets, brochures, and other complex assemblages, mock them up with numbered sketches so that you'll understand which pages need to be printed next to and on the backsides of each other. Give the mockup to your printer as a guide.

PROOFS

Before printing expensive jobs at a printer, insist upon seeing proofs. If there is folding, stapling, or other binding involved, have the printer make a mockup of the finished job from the proofs themselves (sometimes called bluelines) to make sure everything will come together correctly. You'll probably be asked to sign the proofs.

Errors made by professional prepress folks and printers are usually corrected for free, but if you change your mind after signing the proofs, or sign-off on a proof containing errors, expect to be billed for the work plus the time and materials required for corrections.

CHAPTER

23

Creating Tables of Contents and Indexes

To create a table of contents from your outline 577

once the document has been proofed and formatted, simply choose Table of Contents from the Insert menu. Word will use the outline's heading styles to create the table of contents.

To compile and edit a TOC 578

use the Table of Contents... command on Word's Insert menu.

To create detailed TOCs 579

with hidden text enabled, select the text for the entry and pick the TOC Entry command from Word's Insert menu. Word inserts the appropriate codes. TOC entries consist of a contents code, the text of the entry itself, and an end-of-entry code unless the selected text is followed by a paragraph mark. Suppress page numbers by inserting a colon (:) between the last character in your text and the end-of-entry or paragraph mark. Assign levels to entries, by inserting numbers between the hidden C and the hidden period in TOC-entry markers.

To quickly index words ***581***

once the document has been proofed and formatted, select a word or phrase to index and choose the Index Entry choice on the Insert menu. Word will insert the necessary codes.

To compile and edit an index ***581***

use the Index... command on Word's Insert menu.

To create nested index subentries under a common heading ***583***

you need to retype (or copy and paste) the common heading at each occurrence of a word or phrase that you want to include in your index. Up to seven levels are possible.

Featuring

Quick tables of contents and indexes
Fancy tables of contents and indexes

WORD WILL HELP you create a table of contents (TOC) for your documents. If you format your headings using Word's standard heading styles or Outline feature, the Table of Contents... command on the Insert menu will quickly compile (create) a simple but very usable table of contents and place it in a new section at the beginning of your document.

It is also possible to manually select items to appear in your table of contents. You do this by identifying words and phrases in your document using hidden text codes called TOC Entry codes. You can control the appearance of the table of contents as well. Your TOC can have one or multiple levels.

Word's Index Entry, Index..., and hidden Index codes work together to produce equally simple or distinctive indexes at the end of your document.

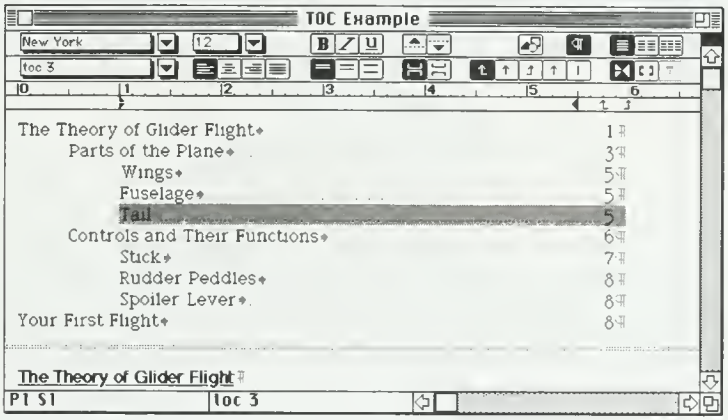
As you will see, for both TOCs and indexes, Word uses complicated hidden codes to mark entries. You can save a lot of time by assigning keyboard shortcuts to the commands that enter the codes.

CREATING A TABLE OF CONTENTS

Figure 23.1 shows a simple table of contents containing only paragraph headings created using Word 5's standard heading 1 through heading 3 styles:

FIGURE 23.1

You can produce simple multilevel TOCs using Word's standard heading styles.



Notice that Word has placed the TOC in its own new section at the beginning of the document. It has automatically inserted tabs, leading dots, and page numbers. To format and indent the new table of contents, it has used toc styles corresponding to the standard-heading styles. Thus, headings in the document formatted with standard heading 3 will appear in the TOC formatted with a standard style called toc 3.

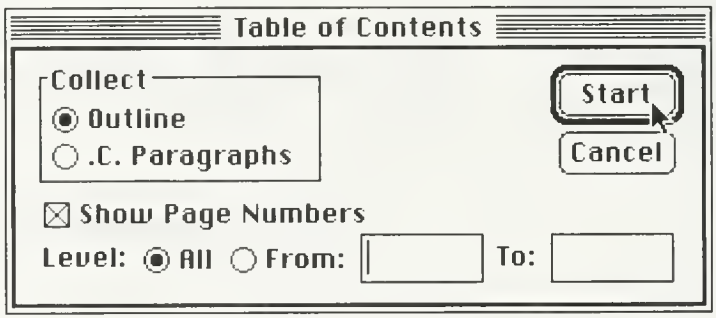
To create a TOC like this:

1. Begin by formatting your document's headings with Word's standard-heading styles. (These styles can be added to your ruler's drop-down style list by visiting the Style dialog box. Be sure to hold down Shift when clicking on the ruler's style menu. See Chapter 13 for more about styles.)

2. When you have typed and proofed your document, and are happy with margins, headers, footers and other design elements affecting page breaks, pick Table of Contents... from the Insert menu. You will see a dialog box like the one in Figure 23.2.

FIGURE 23.2

The Table of Contents dialog box.



3. Accept the default choices shown in Figure 23.2 (Collect Outline, Show Page Numbers and Level All).
4. Click Start or press Return.
5. Word will compile the new TOC. It starts by repaginating your document. Then it will create a new section at the top of your document and place the TOC in it.

QUICK TOCS WITH OUTLINE

Documents created using Word's Outline feature can quickly create simple TOCs too. TOC levels and styles will correspond to the outline levels you use, because outline levels are automatically formatted as heading styles (heading 1, heading 2, etc.). Polish the content and pagination of your document, then use the default Table of Contents... command settings and steps described above. See Chapter 20 for more about outlining.

CHANGING A TOC'S APPEARANCE

You can edit the resulting TOC as you would any other text in your document. Feel free to embolden characters, change line spacing, etc. As you'd expect, changing the style definitions for standard styles toc 1 through toc 9 will change the appearance of your TOC. If you already have a table of contents when you try to create a new one, Word will ask if you want to replace the old one or create an additional one. Sometimes it is a good idea to create an additional TOC and then delete the old one once you've formatted the new one and determined it is satisfactory.

ELEGANT TOCS

While the simple preceding steps are fine for most documents, there may be times when you will want to create more complex TOCs. For instance, you might want to include items in the TOC that are not paragraph headings, or to suppress page numbers for a particular heading. You do these things by using TOC-entry codes instead of heading styles to define TOC entries.

Contents codes are hidden-text markers placed before and after the text you want to have appear in your TOC. A complete TOC entry consists of three parts: the contents code, the text of the entry itself, and the end-of-entry code.

Suppose you need the Theory of Glider Flight heading to appear in the TOC without a page number and you want the next two entries to appear as they did in our first example, but you want to add another level containing entries gleaned from the text of the document.

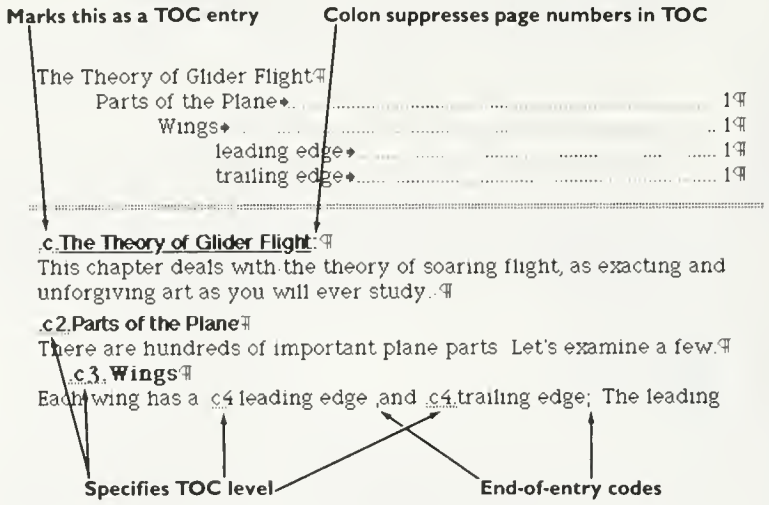
Figure 23.3 shows a portion of a new TOC and the coded text that created it. Examine the figure, then read on to see how to easily add codes like these.

Adding Hidden Codes

1. Start by making sure that the Show Hidden Text preference has been enabled using the View category of the Preferences dialog box. (See Chapter 31 for help with preferences.)

FIGURE 23.3

Here's a portion of a TOC shown with the text and hidden codes that created the TOC entries.



2. Select (highlight) the text you want to use as a TOC entry (The Theory of Flight, for instance).
3. Pick TOC Entry from the Insert menu.
4. Word will insert a TOC code at the beginning of the entry and, if necessary, an end-of-entry code at the end of the selected text. (There is no need for the end code if your selection ends with a paragraph mark.)
5. To suppress page numbers insert a colon (:) between the last character in your text and the end-of-entry or paragraph mark. You can see an example of this in the first entry in Figure 23.3.
6. To assign levels to entries, insert numbers between the hidden C and the hidden period in TOC-entry markers, as shown in the rest of the entries in Figure 23.3. As you can see from the example, a 1 is optional.
7. To compile a coded TOC, use the Table of Contents... choice on the Insert menu, but click the .C. Paragraphs button in the Collect box. Alas, you cannot combine Outline and .C. coding to create a single TOC.

Restricting TOC Levels

If you want to suppress the printing of one or more TOC levels, specify the From and To levels you wish to print in the Table of Contents dialog box (see Figure 23.2). For example, you could create a TOC showing only section and chapter headings. This is a great way to create a second contents-at-a-glance TOC for big documents. You could create a second, more in-depth TOC down to the paragraph level and print them both in your document.

Answer No to the Replace existing table of contents? prompt when compiling multiple TOCs like this. Word will place the most recently compiled TOC first.

Printing Colons and Semicolons

If you use coded TOC entries and want to print colons or semicolons in your TOC text (Chapter 10: Annie Feels Her Oats, for instance), surround the text with single, hidden quotes. Thus, our Chapter 10 example would read .c.'Chapter 10: Annie Feels Her Oats', with the single-quote marks coded as hidden.

CREATING AN INDEX

Automatic indexes are created using hidden codes much like the ones used to code TOC entries. There are more codes, however, since indexes can be more complex than TOCs. Word compiles indexes on demand and places them at the end of your document in new sections which it creates for this purpose.

QUICK INDEXES

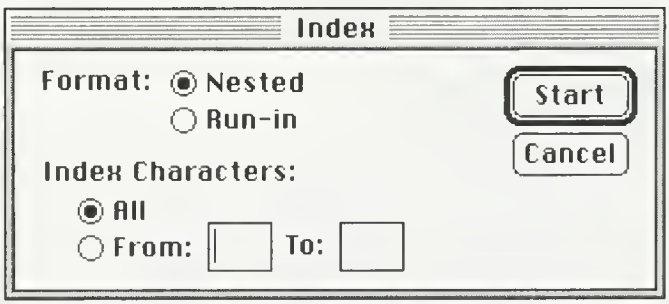
Quick indexes might be an oxymoron. Simple indexes can be created by using the Index Entry choice on the Insert menu to code selected (highlighted) words and phrases you want to appear in your index. Word can then compile an unembellished index.

Here's how to do that.

1. As with coded TOC entries, start by making sure that you are done proofing, fiddling with margins, page endings, and the like.
2. Be certain that the Show Hidden Text preference has been enabled in the View category of the Preferences dialog box. (See Chapter 31 for details on preferences.)
3. Select (highlight) a word or phrase you want to use as an index entry (wing, for instance).
4. Pick Index Entry from the Insert menu.
5. Word will insert an index code (.i.) at the beginning of the entry and, if necessary, an end-of-entry code (;) at the end of the selected text. (There is no need for the end code if your selection ends with a paragraph mark.)
6. When you have coded all (yes *all*) occurrences of each word you want to see in your index, choose Index... from the Insert menu.
7. You'll be rewarded with a dialog box like the one in Figure 23.4.
8. Click on Start or press Return.

FIGURE 23.4

The Index diolog box starts the compilation of an index.



Index Coding Shortcuts

Place coded words and phrases in your Glossary. Insert them rather than typing and coding each time (copy and paste works here too). In existing documents, rather than visiting each occurrence of every indexable word in your document, consider coding every first occurrence, then using Word's Replace... command to replace identical uncoded words and phrases with coded ones. You'll not want to use the Replace All button, however. Supervise each replacement yourself.

FANCY INDEXES

Word offers quite a bit of control over the appearance of indexes. You can create multilevel indexes, italicize parts of entries, and more. Here are the tricks you need to know.

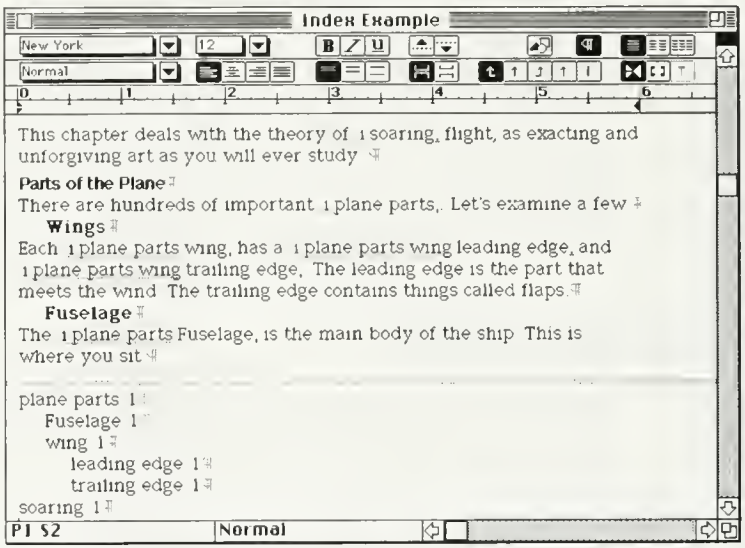
Index Subentries (Nesting)

To create sub-entries under a common heading, you need to retype (or copy and paste) the common heading at each occurrence of a word or phrase that you want to include in your index. Up to seven levels are possible. Note that levels are separated by colons. Figure 23.5 illustrates the technique for a three-level subindex. The top part of the example is the coded document text. The resulting index is shown at the bottom of the figure.

Notice that the first occurrence of *plane parts* is coded as an index entry, but the words *plane parts* are not coded as hidden text. That's because we want them to print at that point in the document. Subsequently, the words *plane parts* are coded as hidden text, since they are part of a nested index entry and you don't want them to print in these other places in the document.

FIGURE 23.5

Nesting under common terms entails repeating the common term at each occurrence of a sub-entry.



If you do a lot of this kind of indexing, make friends with the keyboard shortcut that toggles hidden text (⌘-Shift-X). Plan to visit the View category of the Preferences dialog box to turn hidden text on and off, since it can be pretty hard to read a document full of nested index codes like these.

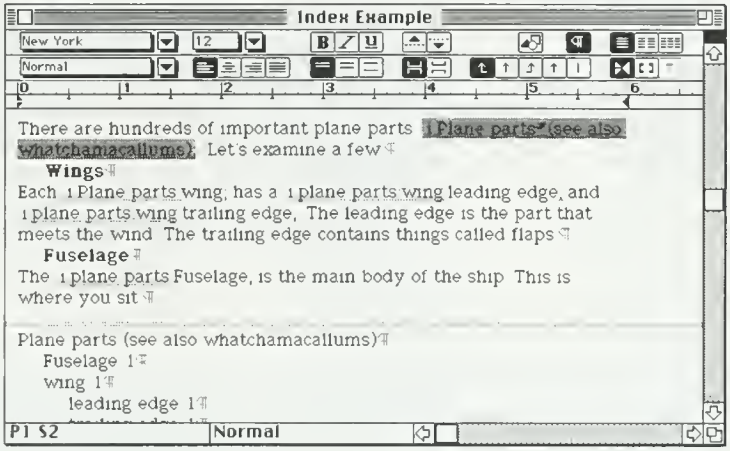
Look carefully at the semicolons at the end of each coded index entry. See how they are not curly? That's how you tell that they are hidden text. If your indexed document contains unexpected semicolons or other characters, check to be sure you've defined all the codes as hidden text.

Text in Index Entries

You can type text in index entries. This has a number of benefits. Two are shown in Figure 23.6.

FIGURE 23.6

Typing text in index entries lets you capitalize index entries and refer readers elsewhere.



Earlier, we had defined the words *plane parts* in text as the common heading for Fuselage, wing, etc. Because we selected (highlighted) the lowercase words *plane parts* to define them as index entries, Word used exactly what we highlighted, lowercase and all. To place a capitalized *Plane parts* in the index, we could have defined a hidden capitalized version of plane parts and defined it as the index instead of the actual body text. Understand here that *...hundreds of important plane parts* is not the entry now. This technique is illustrated in Figure 23.6.

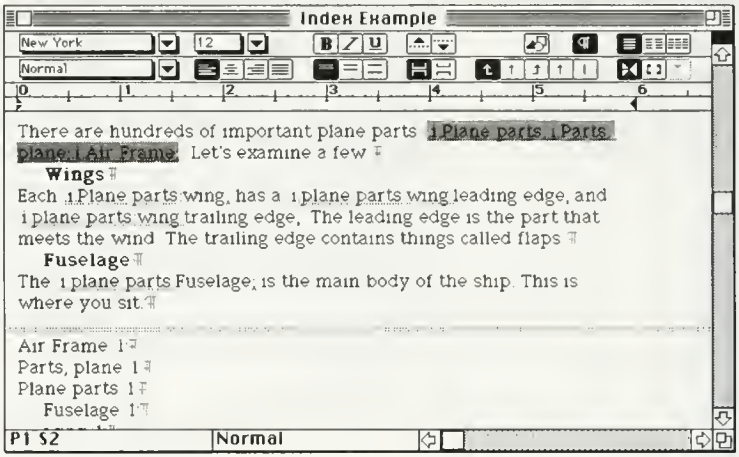
Typing hidden text within an index mark is also a way to place notes (like see also) with your entries. Notice the change in the index itself resulting from the new entry technique. Notice in the figure that you must use the number symbol (#).

Cross Indexing

You can do a form of cross referencing by typing several related hidden index words (like .i.Plane parts;, .i.Parts, plane;, and .i.Air Frame;) and have a separate entry appear at the appropriate place in your index. Figure 23.7 shows this at work.

FIGURE 23.7

Type several index entries in the same place to create a form of cross referencing.



Type carefully when you do this. Remember, each index item in your collection must start with .i. and end with a semicolon. Notice the use of a comma in the Parts, plane entry. It prints just fine here. Remember that index entries must be formatted as hidden text. Compare the resulting index in Figure 23.7 with the one in Figure 23.6. Indexing is hard work, but often worth it.

Formatting Index Entries

Word provides ways to italicize or make bold an index's page numbers. To make a page number bold, place the letter b between the i in the index code and the period (.ib.Planes, for instance). Use an i in place of the b for italics (.ii.Planes), or both (.ibi.Planes) if you want to really emphasize an entry.

Printing Colons and Semicolons

If you want to print colons or semicolons in your index text (Glider Materials: metal, wood, fiberglass, for instance), surround the text with single, hidden quotes. Otherwise Word treats colons as indications of subentries. Thus, the Materials example above would read *.i.'Glider Materials: metal, wood, fiberglass'* with the single quote marks coded as hidden.

Printing Page Ranges

It is possible to index selected portions of your index (A–M, for instance). Use the Index Characters choice in the Index dialog box (revealed when you choose Index... from the Insert menu). Place the first and last letters in the From and To boxes respectively.

If you work with index and table of contents commands frequently, consider adding them to your Toolbar. See Chapter 31 to learn how.

CHAPTER

24

Working with Large Documents

To plan for large projects **593**

create stationary, glossary entries, and possibly a Work menu first. Use the same styles throughout and be consistent to produce a uniform appearance.

To print multiple files as a single document **593**

proof, format, and save all of the files. Connect the first two by opening the first and using the File Series tool to specify the next file in the series and necessary page numbering or other options. Open the second file and connect the third, and so on. Printing the first file will cause the others to print in succession.

To number pages across multiple files **595**

click Continue under the Page Numbers label each time you call up the File Series box.

To number lines across multiple files **596**

you must check each document to see the last line number it contains, then type the next number in the Number Lines From box in the next file's File Series box.

TRACKS MAC TRACKS

To number paragraphs across multiple files **596**

use the open and look technique just described to determine starting numbers for paragraphs.

To number footnotes across multiple files **596**

use the open and look technique just described to determine starting numbers for footnotes.

To create an index and TOC across multiple files **597**

open the first document in a series and issue the Table of Contents... or Index... commands. Word will create a TOC or index across all members of the series.

Featuring

- *Working with large documents*
- *Connecting and printing a series of documents*
- *Page, paragraph, and footnote numbering in a series*

ONE PERSON'S LARGE document is another's small one. Word has the ability to create documents of virtually any length. At some point, however, you will find that Word's performance degrades as your document size increases. This is particularly true of older, slower Macs with limited RAM.

When performance (scrolling speed, spell checking, etc.) becomes disappointing, you might want to split a single document into multiple documents. Microsoft's published rule-of-thumb is to split a document every twenty pages. This seems conservative, given the speed and capacity of today's machines.

Many people routinely work with documents containing hundreds of pages. At one point the entire text of this book was in one Word 5.1 document, and edited on a Macintosh IIcx and PowerBook 140. While not lightning fast, performance was quite acceptable. And, it was very convenient to make global changes without opening new files for each chapter. So where acceptable speed is concerned, the choice is yours.

Another reason to split documents is to have different people work on different parts of the project. After everyone is done, you'll probably want to print the whole body of work as if it were one document.

After you've split a document (regardless of the reason), there are three ways to print the completed work. You can recombine all the parts and treat the resulting large document as a single entity. Or, you can keep the document broken into multiple sections and print the pieces separately. Finally, you can leave the work in pieces and have Word print them as a series. There are two things to watch, regardless of which approach you choose: consistency of appearance and correct page numbering across document parts.

PLANNING FOR LARGE DOCUMENTS

If you know you are going to create a large document, create stationary, glossary entries, and possibly a Work menu first. Then use these tools to create the multiple parts.

If other people will be working on parts of the document, provide them with copies of your stationary and possibly copies of your custom glossaries, spelling dictionaries, settings files, and special fonts. You will definitely want to provide them with your various styles. The more alike your machines are, the fewer problems you will have during the crunch.

Develop a strategy. Consider making logical breaks at the beginning of chapters or sections. Publish a brief author's guide to ensure that everyone uses the same abbreviations and typing techniques.

CONNECTING MULTIPLE PARTS IN A SERIES

Word can treat pages from different files as a continuous series of pages for purposes of page numbering, indexing, TOC creation, and so on. To create a series, you need to show Word which documents to use and what order to use them in. The first document in a series remembers the name of the next in the series. Document two remembers the file name of document three, and so on.

You can connect a series of documents using the general technique described below. But modify the steps based on your page- and line-numbering needs. (Since page and line numbering are affected by the way you connect files, read about numbering issues before actually connecting your documents. See Chapter 11.)

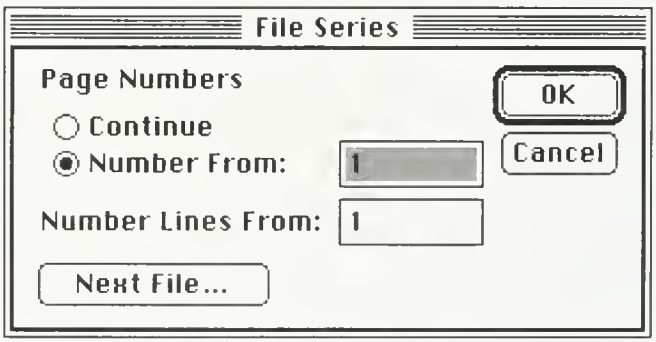
Carpenters have a saying: Measure twice. Cut once. In a strange way, that saying applies when creating a series. It is very important to proofread your work before connecting a series of documents. Anything that changes pagination after documents are connected can have a major ripple effect in a series. Measure twice. Cut once.

GENERAL STEPS FOR CREATING A SERIES

1. Create, proof, and format all files.
2. Once you have finished working on all of the separate documents (finished spell checking, paginating, footnoting, etc.), open the first document in your series.
3. Use the Document... command in the Format menu to bring up the Document dialog box.
4. Click on the File Series... button in the lower-right corner of the dialog box.
5. You will be visited by the File Series dialog box, shown in Figure 24.1.

FIGURE 24.1

Use the File Series dialog box to connect seporate documents.



6. Click Next File.... You will see an Open dialog box.
7. Locate the next document in your series and open it. The name of the file you've picked will appear near the bottom of File Series dialog box.
8. Click OK to close the dialog box, then click OK in the Document dialog box.
9. Save the first document you opened. You have created a series consisting of the first and second documents.
10. To add a third document to your series, open the second document and use the steps above to point to the third document.
11. Save the second document, thereby instructing it to remember the name and location of the third.
12. Continue to connect as many documents as you desire.

NUMBERING ISSUES

When you connect a series this way, Word will let you restart page numbers at the beginning of each separate document or let you create continuous numbers from beginning to end. Word can generate an index and TOC using information gleaned from all the documents in your series.

Line and paragraph numbering can be continuous or restart at the beginning of each document in the series. These techniques are described next.

Page Numbering

Assuming that you want page numbers to run continuously from the first page in the first document to the final page of the last, click Continue under the Page Numbers label each time you call up the File Series box.

If instead you want to define a specific starting number for the first page in each new document, specify the new starting number in the Number From box each time you call up the File Series dialog box. See Figure 24.1. Remember to do this for each document.

Line Numbering

If you want line numbers to run continuously from the first page in the first document in your series to the last page of the last document in your series, you must check each document to see the last line number it contains, then type the next number in the Number Lines From box in the next file's File Series box. See Figure 24.1. There is no way to effect continuous line numbering automatically.

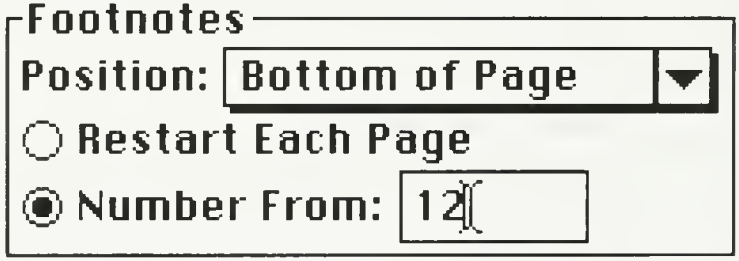
Footnote Numbering

If you want footnote numbers to run continuously, you must check each document and note its last footnote number; then you type the next number in the Footnote section's Number From box in the next file's Document dialog box. See Figure 24.2. If you want more detail, see Chapter 11.

Paragraph Numbering

Use the same open and look technique to determine starting numbers for paragraphs. Open the next document and manually number its first paragraph. Use the Renumber... command on the Tools menu to renumber the rest of the paragraphs. Then note the last paragraph number and visit the next document in the series, if necessary.

FIGURE 24.2



Open the preceding document to determine the last footnote number, then enter the next number in the following document's Footnotes Number From box (located in the Document dialog box).

TOC and Indexes

Once you have all of your documents connected in a series (and all index items marked in all documents), Word will create a TOC and index across all members of the series. Be sure to give the command from the first document in your series. Create them as usual with the Table of Contents... and Index... commands on Word's Insert menu (see Chapter 23). Be patient.

PRINTING MULTIPART DOCUMENTS

To print all of the documents in a series:

1. Open the first document in the series.
2. Be sure the Print Next File box is X'd in the Print dialog box (Print... from the File menu).
3. Print as usual with the File Menu's Print command or ⌘-P shortcut.
4. All of the documents will print in succession.

You can print individual documents in a series separately by removing the X from their Print Next File boxes.

PART

V

Power Tools

While not strictly word processing tools, Word offers a number of tools designed for "power users," the corporate and small business environment. There are E-Mail features, for instance, and ways to play QuickTime movies from within Word documents. You can change the look and feel of Word if you like–change menu choices, add keyboard shortcuts and so on. Then there's Print Merge for creating personalized "junk mail" and similar projects. System 7 users will want to read about Word's support for their Macs' Publish and Subscribe capabilities.

Learn how, when, why, and why not to be a Word power user here—in Part V.

CHAPTER

25

Annotating Your Work with Text and Voice

To use hidden text as annotations 604

select the desired text, then define it as hidden with the ⌘-Shift-X shortcut, or open the Character dialog box (choose Character... from the Format menu or use the ribbon hotspot and define it as hidden). When printing, check the Print Hidden Text choice in the Print dialog box (Print... on the File menu) if you want the annotations to print. To hide hidden text, use the View category in the Preferences dialog box reached from the Tools menu. Consider adding the Show Hidden Text command to your menu or Toolbar.

To record voice annotations 607

on a microphone-equipped Mac, place the insertion point and pick Voice Annotation from Word's Insert menu. Click on the resulting Record button to begin recording. Speak so that the Level meter stays in the left three-quarters of its range. The circular time meter will show you how much time you have left as you record. Black means you are out of time.

To playback voice annotations 608

double-click on the voice annotation marker (a speaker). Use the buttons to play, pause, and rewind.

To copy and distribute voice annotations **610**

copy annotation markers (speakers) just as you would any Word character. Pasting a marker inserts its voice annotation at the insertion point in the new document.

To create version 5.1 annotations **611**

position the insertion point, then use Word's Annotation... command on the Insert menu. Pick a different marker if you so desire. Type the note and click Insert.

To view version 5.1 annotations **612**

double-click on annotation marker of interest. Use the forward and back arrows in the Annotations window to view other annotations. Use the Close box in the upper-left corner to close the window.

To remove version 5.1 annotations **614**

select its marker and delete it as you would any other Word character.

Featuring

- *Using hidden text for annotations*
- *Recording and playing back voice annotations*
- *Version 5.1's Text Annotation features*

ARE YOU ONE of those people like me with Post-it™ notes stuck all over your documents? Word 5 offers several alternatives. Hidden text was available in earlier Word versions, and remains in versions 5.0 and 5.1. It has been joined by voice annotation, a way to record and playback sounds attached to specific locations in Word documents. Even if you can't record voice notes on your Mac, you will be able to play notes other people include with copies of their document files.

Finally, version 5.1 offers a new Text Annotation feature, which some people will find useful enough to completely justify the small cost of upgrading from Word 5.0. Let's look at hidden text first.

USING HIDDEN TEXT FOR ANNOTATIONS

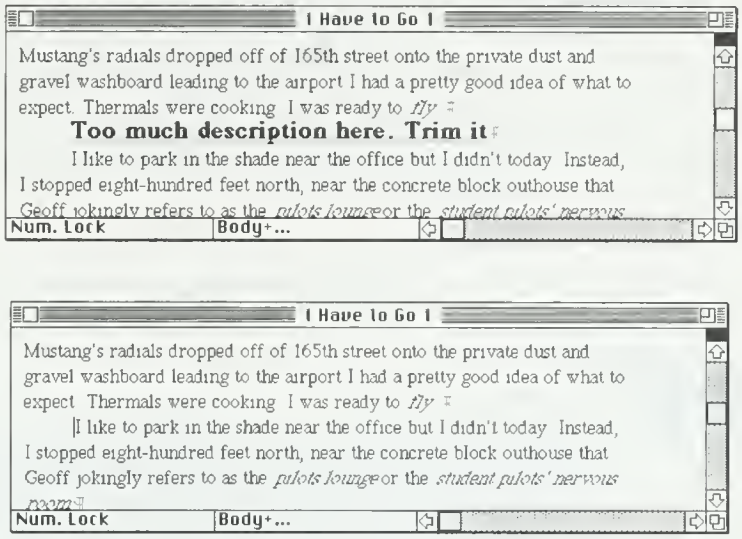
Hidden text might be better named hideable text, since it is not always hidden. In fact, many people leave hidden text in view most of the time. So, with apologies to Microsoft, let's call it hideable text here.

Authors often use hideable text to make notes to themselves or to colleagues. They leave the notes in view while working, then hide them when they print their work. Figure 25.1 shows an example of a hideable note.

In the example, *Too much description here. Trim it.* is hidden text. As you can see, it is possible to embellish hidden text just as you can embellish regular text.

FIGURE 25.1

Hidden text has dotted lines under it (top) and is otherwise truly hidden (bottom) unless you check the Show Hidden Text box in the View category of the Preferences dialog box.



To define text as hideable:

1. Select the desired text.
2. Visit the Character dialog box (choose Character... from the Format menu or use the ribbon hotspot).
3. Check Hidden in the Style area.
4. Click on Apply to view, or OK to set.
5. When printing, check the Print Hidden Text choice in the Print dialog box (Print... on the File menu) if you want the annotations to print.

The keyboard shortcut to define text as hideable is ⌘-Shift-X. This command toggles hidden text. If you use it with hideable text, the text will revert to non-hideable text.

SHOWING AND HIDING TEXT

1. Use the View category in the Preferences dialog box reached from the Tools menu.
2. Enable or disable the Hidden Text feature by clicking to add or remove an X.
3. Click Close.

If you find yourself toggling hidden text frequently, add the Show Hidden Text command to a menu or the Toolbar. You may wish to define a keyboard shortcut as well. See Chapter 31 to learn how.

VOICE-ANNOTATION—SCOTTY WASN'T MISTAKEN

Have you ever seen that old Star Trek photo of Scotty trying to talk to a Mac? Now it's possible. New Macs like the IIsi, LC, and the high-end of the PowerBook portable line come with microphones. They let you record sounds to disk, then play them back. Owners of earlier Macs can purchase sound recording accessories like Voice Impact, MacRecorder, or Voice Impact Pro, available from computer dealers and mail order firms. All Macs can play sounds recorded by any of these new devices.

Word 5 provides a built-in software feature to control the recording of voice annotations. It saves voice annotations with your Word documents. But before you toss out your pocket dictating machine, there are some things you should know. Sound files are pretty big. One second of speech requires nearly 30K of disk space when recorded in the Best Quality mode. That means a minute of sound might require as much as 2 Mb of disk space. There are RAM considerations as well.

If you use a Mac with 8 Mb of RAM and a huge hard disk, you will be able to record reasonably long, wonderful sounding voice annotations. Smaller machines and hard disks will necessitate shorter notes and slightly degraded sound quality.

Once the appropriate sound-recording hardware is installed and configured (check your manuals for these things), Word makes it easy to record.

RECORDING VOICE ANNOTATIONS

Here are the steps for recording voice annotations on a microphone-equipped Mac:

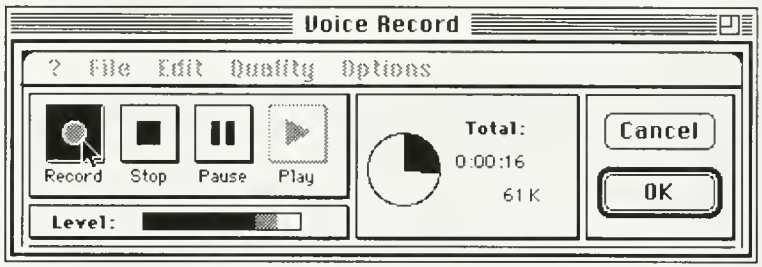
1. Place the insertion point where you want to attach a voice annotation.
2. From the Insert menu, pick Voice Annotation.
3. If all goes well, you will see a dialog box like the one in Figure 25.2. It looks like the controls on a cassette recorder.
4. Click on the Record button to begin recording.
5. Speak so that the Level meter stays in the left three-quarters of its range, as shown in the illustration. This makes sounds easy to hear without distorting them.
6. Word decides how much time you will be permitted to speak based on available memory and sound-quality decisions you make in the Voice Annotation preference settings.
7. Based on these factors, the circular time meter will show you how much time you have left as you record. It starts out all white and turns progressively blacker as time runs out. In Figure 25.2 about one-quarter of the permitted time has elapsed. Stop slightly before the circle turns completely black, or you risk being cut off abruptly.
8. To pause while recording, click on either the Record or Pause buttons. A second click resumes recording.

9. You can play an annotation immediately after you've recorded it by clicking the Play button in the Voice Record dialog box, which will not be dim after you have recorded something.

10. If you are satisfied, click OK to save the annotation in your document at the insertion point. If you want to re-record your note instead, either click Record again or pick New from the Voice Record's File menu, then click Record again.

FIGURE 25.2

If your Mac is sound-savvy, you will see this dialog box when you pick Voice Annotations from the Insert menu.



SOUND QUALITY

Word provides three sound quality levels—Good, Better, and Best. The better the sound the bigger your files. Experiment, keeping in mind my grandfather's favorite saying: There's good and there's good enough.

PLAYING VOICE ANNOTATIONS

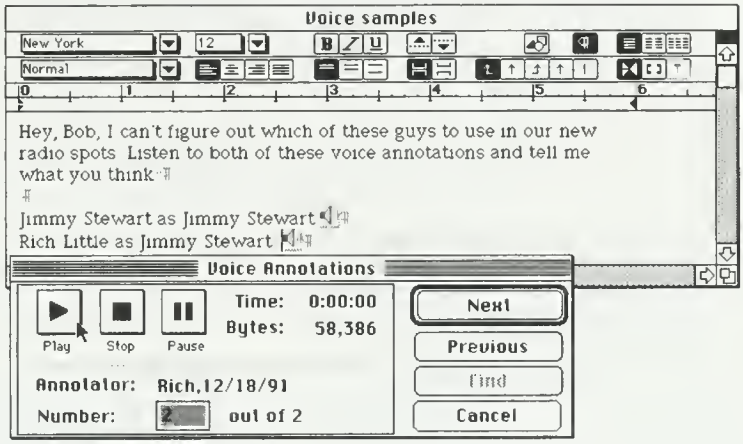
You can play sound annotations through Word 5.0 on virtually any Macintosh.

1. First, using Word versions 5.0 or 5.1, open the Word 5 document containing voice annotations.

2. Each annotation is flagged with a tiny speaker like the two shown in Figure 25.3. The little varmints are only visible if you have the Show Hidden Text preference selected in the View category of your Preferences dialog box.

FIGURE 25.3

Voice annotations are flagged with little speakers, visible only with Show Hidden Text enabled.



3. Once you have a voice-annotated document in view, either pick Voice Annotations from your View menu, or double-click on a voice-annotation marker.
4. A Voice Annotations dialog box like the one in Figure 25.3 will appear.
5. If the person recording the note has entered his or her initials or nickname in the Your Initials section of the General category of the Preferences dialog box, the initials will appear next to Annotator.
6. You will also see how many annotations the document contains (two in our example) and how much disk space the selected note takes (more than 58K in Figure 25.3).
7. To hear the note, click Play.
8. To move to the next note click Next.
9. Previous takes you back one note.
10. Cancel closes the dialog box.

To adjust the playback volume, visit the Sound portion of your Mac's control panel. Check your Apple manual if you need help with this.

SOUND ANNOTATION SHORTCUTS

Shortcut fanatics will be pleased to know that the Voice feature is riddled with key combinations:

- With the Voice Record dialog box in view, the ⌘-R combination records.
- Tab pauses.
- ⌘-. (period) stops.
- To play, press ⌘-Y.
- Bypass the Voice Record dialog box altogether by holding down the Option key while picking Voice Annotation from the Insert menu. Start speaking immediately. The status area will give you a running description of what's happening.

Word 5.1's text annotation feature may be reason enough for you to throw away those Post-it notes and upgrade from 5.0. Read about text annotations next.

VERSION 5.1'S TEXT ANNOTATION FEATURE

This new feature lets you add reminders to yourself and notes to others collaborating on your document. The notes can be completely hidden, flagged, or displayed and printed. When you are done with them they can be deleted or incorporated into your final document.

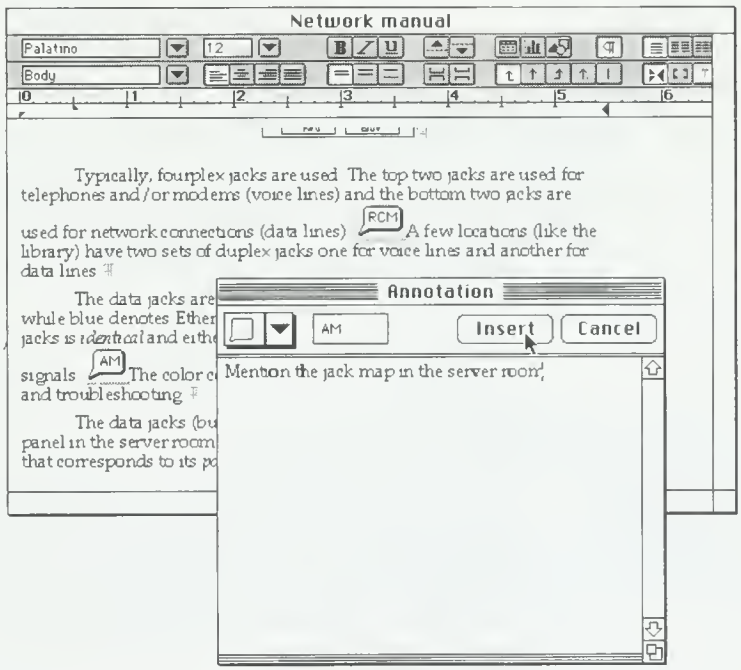
INSERTING ANNOTATIONS

Creating annotations with version 5.1 couldn't be easier. Figure 25.4 illustrates the process.

1. Place the insertion point at the place in your document where you want to insert the annotation.
2. Pick Annotation... from the Insert menu (not Annotations... on the View menu).
3. You'll see an annotation window like the one in Figure 25.4.
4. Either pick a new annotation mark from the drop-down list shown in Figure 25.5 or use the proposed one.

FIGURE 25.4

Use the Annotation... command on Word 5.1's Insert menu to create annotations.



5. Several of the marks can include your initials.
6. If you don't see your initials in the box to the left of the Insert button, and if you want them included in marks, click in the box and type them.
7. To insert the note, click Insert.

FIGURE 25.5

Pick an annotation mark from the drop-down list if you don't like the one Word proposes.

VIEWING ANNOTATIONS

You view annotations with the Annotations... command from the View menu. (Notice that this command is plural and the insert command is singular since you insert one annotation at a time but can view more than one at a time.)

1. Double-click on the annotation mark of interest in your document, or use the Annotations... command on the View menu.
2. To view the next or previous annotations, click on the forward and backward buttons in the upper-right corner of the Annotations window.
3. When you are done you can close the Annotations window with the Close box in its upper-left corner.

EDITING ANNOTATIONS

If you open then change an existing annotation, you will be asked if you want to save the changes when you close the window or move on to a different annotation. Answering Yes will save the changes.

PRINTING AND INCORPORATING ANNOTATIONS

Word creates a new untitled document when you want to print annotations. The document will either contain a complete copy of the text and notes from the original document, or just the notes and some surrounding text. In order to print annotations, do the following:

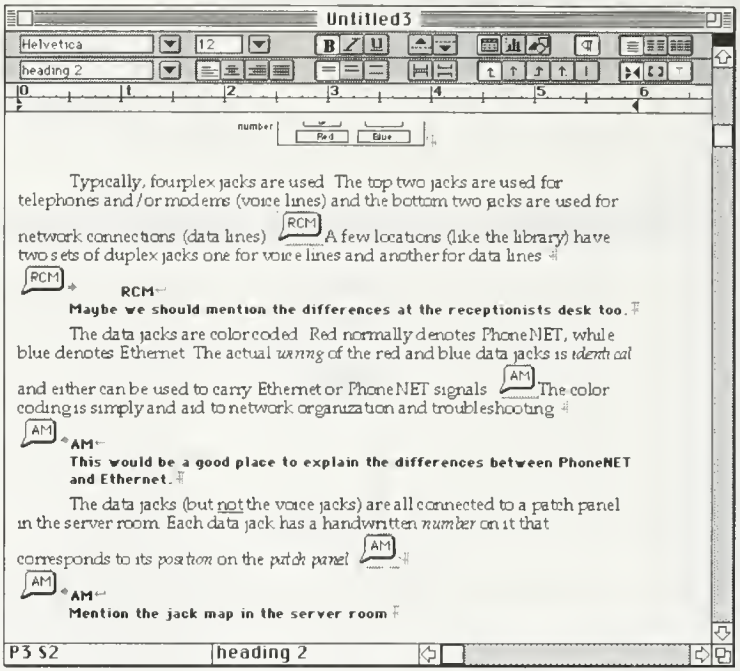
1. Choose Annotations... from Word's View menu.
2. Click on the button to the right of the date in the annotation window to convert annotations to text.
3. When you see the dialog box illustrated in Figure 25.6 specify All Annotations to collect just the annotations and a small amount of surrounding text, or Whole Document with All Annotations To get the whole enchilada.
4. Word will open a new untitled document (shown in Figure 25.7) containing what you have requested.
5. Print, edit, save, or discard this new document as you would any other.

FIGURE 25.6

This dialog box lets you specify a document with all your annotations and only some surrounding text, or a document with all your text including its annotations.

FIGURE 25.7

The new document created to display annotations and surrounding text.



SHOWING AND HIDING ANNOTATIONS

1. Use the View category in the Preferences dialog box reached from the Tools menu.
2. Enable or disable the Hidden Text feature by clicking to add or remove an X.
3. Click on the Close box.

MOVING AND REMOVING ANNOTATIONS

Move and delete annotations by treating their annotation marks as you would any other character in a document. Select them, drag-and-drop, delete, copy, etc.

CHAPTER

26

Creating Custom Documents with Print Merge

To design and create a data document 623

open an empty, untitled Word document (New from the File menu or ⌘-N). With the insertion point at the very beginning of the empty document, choose Print Merge Helper... from the View menu. You will see a modified Open dialog box. Click the New button to bring up an empty Data Document Builder dialog box, then type the name for your first field (**title** for example), and press Return or click the Add button. Type the next field name (**first name** for instance), and continue adding field names until you are finished. The order of field names is unimportant. Click OK in the Data Document Builder dialog box to name and save the data document (a Word table) and open an untitled main document. The untitled document will contain a DATA statement pointing to your new data document.

To design and create a main document 627

let Print Merge Helper insert the DATA statement at the very beginning of your main document when you save your data document. Type the body of the document normally, using the helper's Insert Field Name menu, insert field names, keywords and other data instructions as necessary.

To test and preview merge designs 631

run Print Merge Helper's error checking program by clicking on the checkmark icon in the print merge help bar.

TRACKS MAC TRACKS

To print merged documents 631

make your main document active, then either print all documents directly to your printer by clicking on the merge to printer button (the right-most icon in the print merge help bar that looks like two sheets of paper and a printer); or visit the Print Merge dialog box (Print Merge... from the File menu), which gives you more control over how many records are merged and printed.

To merge documents to a new file 633

make your main document active, then either merge all documents directly to an untitled document by clicking on the merge to file button in the print merge help bar (it looks like two blank sheets of paper and a third sheet with lines); or visit the Print Merge dialog box (Print Merge... from the File menu), which gives you more control over how many records are merged and printed.

To have Word ask operators for information 634

insert ASK instructions at appropriate points in the main document. Read more about ASK in this chapter.

To have Word perform conditional printing 637

insert calculation, IF and other statements at appropriate places in your main document. Read more about them in this chapter.

To show the print merge helper bar 641

with your main document active, choose Print Merge... from Word's File menu, then click the Show Helper button.

Featuring

- *Ways to create personalized form letters*
- *Other uses for the print merge feature*
- *Printing labels and envelopes with Print Merge*

WORD 5'S PRINT merge feature facilitates the creation of personalized correspondence and other documents. It does this by helping you combine or merge information from two different files. For instance, you might have a lists of names and addresses in one file (called the data document) and use the data to address a form letter (called a main document) to all or just selected people in the data file.

Wherever you want data from the data document to appear in your main document you insert data instructions. For instance, to create personalized salutations in letters you could create a salutation field in your data document. In your main document you would insert the data instruction «salutation» after the word Dear and before a comma or semicolon. Word 5's Print Merge Helper has drop-down menus to guide you through this and other print merge tasks.

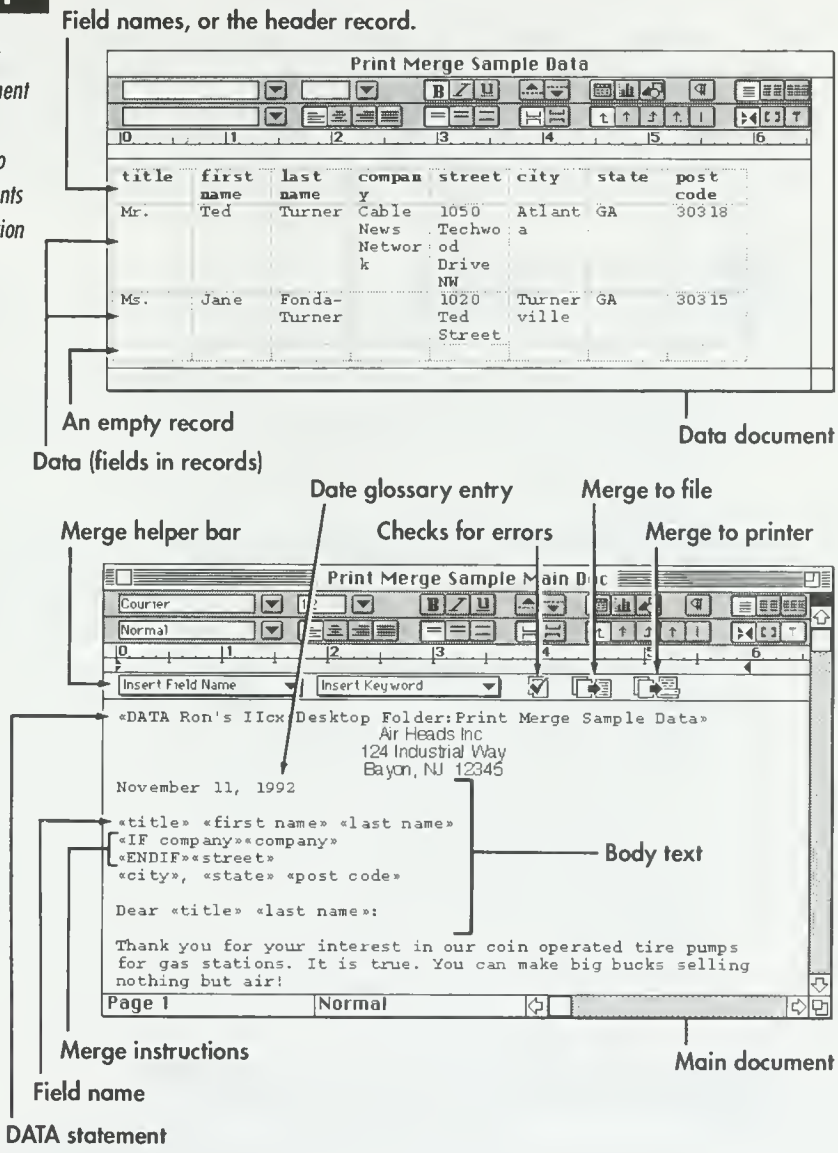
Once both the main and data documents are ready, the merge buttons on the helper bar or the Print Merge... command on the File menu gets the ball rolling. Merged letters can be sent directly to your printer or they can be saved to disk for further editing and later printing.

In either case, Word will automatically take care of things like word wrap and pagination for each new letter. Figure 26.1 shows an overview of the elements in a print merge project.

If you need to include personalized information not contained in the data file, you can instruct Word to stop at appropriate points in the print merge process and ask you to enter the information from the keyboard, thanks to something called the ASK... feature. A variation of ASK... called SET... makes it easy to insert common things in every copy of a particular project.

FIGURE 26.1

Print merge projects require a data document (top) and a main document (bottom) to produce new documents that contain information from both.



Print Merge can also perform simple math calculations. For instance if your data document contains customers' invoice and payment amounts, each letter can contain a unique, calculated balance-due amount based on the data in the data document.

Print merge can make simple decisions as it encounters certain conditions. For instance, you can tell it to print a company name in the inside address of a letter IF the data for a customer in the data file contains one, or ELSE close-up what would otherwise be blank space in the letter when there is no company name. The devices that make this possible are referred to as merge instructions.

Reality check

Before we dive into the details of Print Merge... and its helper, it is worth mentioning that, while most people use print merge for personalized correspondence, it can be just as easily used to create custom forms, print name tags, assemble legal documents, or crank out mailing labels. Keep this in mind as you explore the wealth of print merge features offered by Word 5. Once you understand these powerful tools you'll probably think of many new uses for them.

By the same token, a few people try to use Word's print merge features when they should switch to a more powerful database program like FileMaker with its robust data entry, management and selection features. Moreover, some Word print merge features require the use of simple programming statements and techniques. While anyone can learn these things, it will take time and experimentation.

Unfortunately, a book this size cannot cover all of the problems or contain recipes for every merge application you are likely to encounter. Sometimes it will be quicker to cut and paste than to set up a new merge design. Remember the old expression: When you get a new hammer, everything looks like a nail. If you are starting a big, data-intensive project, be sure you are using the right hammer.

About data documents

Data documents are organized collections of information (they're databases, actually). As you will soon see, Word 5's Print Merge Helper can quickly lead you through the creation of a new data document. It automatically stores data document designs as Word tables.

Word can also use data stored as paragraphs or data from other programs like Excel or FileMaker as data documents. Regardless of their origin, data documents contain records and fields. For instance, in an employee data document there is usually one record for each employee. Each record contains multiple fields. There might be one field for the employee's name, another for her home phone number, a third for a work phone extension, etc.

About main documents

As you should recall by now, main documents contain a DATA statement that refers them to a data document. They also contain the text of your project (the body of a letter, for instance), and merge instructions.

Creating your first print merge project

The best way to learn how to create a print merge document is to try one. Consider working along as you read the rest of this chapter.

Project overview

For each new project you'll need to:

- Create a new data document
- Enter information into the data document
- Type and proof the text of your main document
- Insert Data Instructions into your main document
- Check for design and data-entry errors
- Merge and print multiple documents

You need not follow this order exactly. For instance, you can create the main document first and then create a data document, or vise versa. Since data documents are simply Word documents containing tables, you

can add information and edit them at any time prior to doing the actual merge. Once you feel comfortable with print merge concepts, feel free to do things in any workable order that pleases you.

You need not type your main document first, but it is often helpful to sketch one out or type a draft to get a sense of which information you will need from data documents and where to insert it.

PLANNING YOUR DATA DOCUMENT

Perhaps the most important part of a new project is the thoughtful design of a useful, easy-to-maintain data document. If you are clever, you can use the same data document for more than one project. For instance, you might use a single, properly designed employee data document with different main documents to print mailing labels, phone lists, personalized memos, and name tags for the company picnic. The trick is to think ahead when creating new data documents.

For instance, if you plan to use an employee data document to send employees letters or memos, you might want one field for the employee's full legal name, and another for an informal salutation. That way you could address mailing envelopes to Dr. Norman Tirebiter and have the salutation of your letters or memos read Dear Norm or Dear Doc.

On the surface, there doesn't appear to be anything wrong with creating a single field for all the address information needed for letters and labels. Many people do this. Then they type everything—the recipient's name, company name, street address, city, state, and zip—in that single field.

You should at least consider breaking an addressee's data up into multiple fields. For instance, create separate fields for recipients' first and last names. This will come in handy if you ever plan to use Word's sort feature to produce alphabetized lists or labels sorted by last name. Putting ZIP codes in their own field might let you to save money by sorting bulk mailings by ZIP code, and so on.

Space limitations preclude a thorough exploration of the science of database design—and that's what you are really doing here.

It is always a good idea to test your new design with small data documents containing a dozen or so representative records. Try your sample data document with a number of different main documents, or have an experienced print merge user look over your new design before spending hours entering data into your first data document.

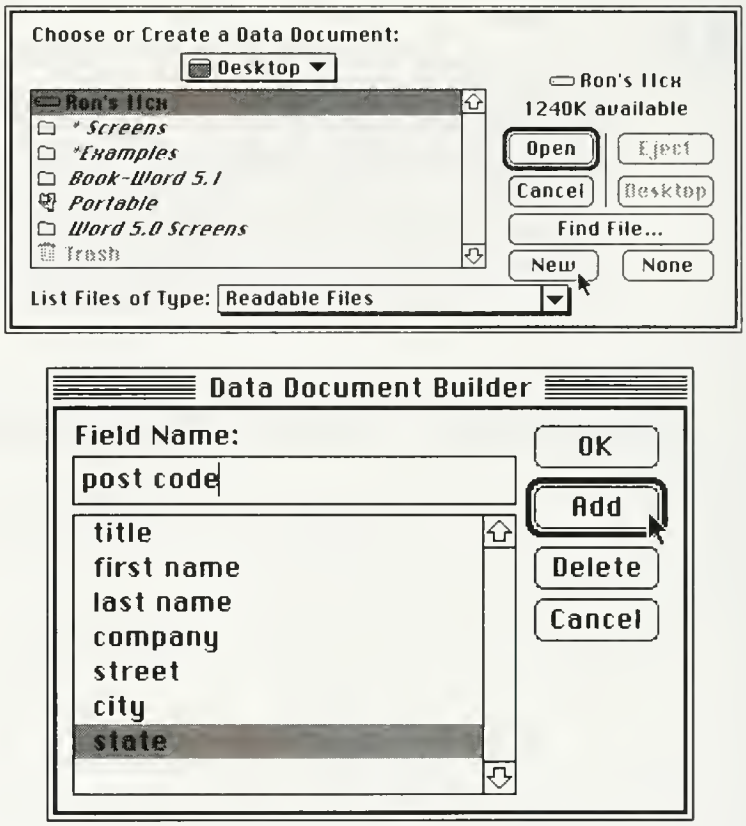
CREATING A DATA DOCUMENT

For your first few projects, start with data documents. You might want to create a sample data document like the one back in Figure 26.1 at this point. Here are the general steps:

1. Open an empty, untitled Word document (New from the File menu or ⌘-N).
2. Make sure the insertion point is at the very beginning of the empty document. You'll see why later.
3. Choose Print Merge Helper... from the View menu.
4. You will see a modified Open dialog box something like the one at the top of Figure 26.2. It is asking if you want to locate an existing data document or create a new one.
5. Click the New button to bring up an empty Data Document Builder dialog box, similar to the one shown in the bottom of Figure 26.2.
6. Type the name for your first field (**title** for example), then press Return or click the Add button.
7. Type the next field name, and continue adding field names until you are finished. The order of field names is unimportant. For the tutorial, enter: **title, first name, last name, company, street, city, state, post code.**

FIGURE 26.2

To create a new data document with Print Merge Helper, start by telling it which field names to use.



8. Be sure to click Add for the last field. This is easy to forget!

The term *post code* is used in the above example since that field name (and the others) are used in Microsoft sample stationery documents which make label printing easy. When doing the merge exercise outlined here, avoid the temptation to use zip and other names not shown in the example. This will save you time later.

SOME DATA DOCUMENT RULES

- Field names can be up to 253 characters long, but shorter is usually better.
- Don't use commas in field names if you are using the U.S. version of Word.
- Don't use colons in non-U.S. versions.
- Do not use identical field names in the same data document.
- When using Print Merge Helper, you can define a maximum of 31 fields.
- To delete fields, highlight the unwanted field name in the Data Document Builder's scrollable list, then click the Delete button.
- To edit names, delete the undesirable name and add the correct one.

SAVING DATA DOCUMENT DESIGNS

To save your new data-document design just after you've created it:

1. Click OK in the Data Document Builder dialog box.
2. When you click OK a new untitled document will appear. This will be your new data document. At the same time, a standard Save dialog box will ask you for a name and storage location for the new data document.
3. Name the document and specify a storage location if you don't like the one Word has proposed. (Be sure you notice where it will be stored.) Click Save.
4. Here's where things get a little confusing. In the blink of an eye, Word will open another new untitled document and use it to create your data document (a table) using the field names you've provided. The new table will flash on your screen momentarily, then disappear. This can be rather alarming, so be prepared.

5. Your earlier, untitled document (soon to be your main document) will reappear and Word will insert the name and location of your new data document at the top of this main document.

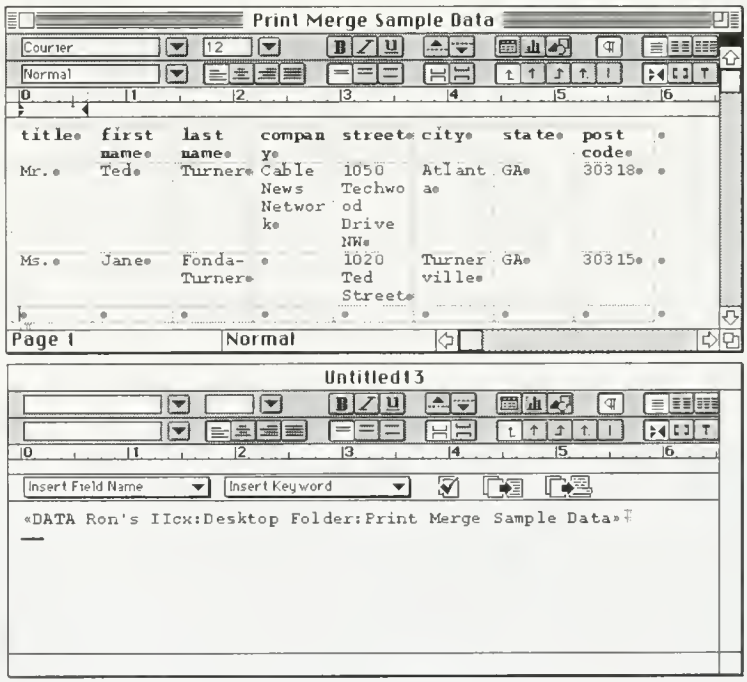
6. At this point you will have at least two documents listed in your Window menu—the data document and this new untitled main document. If you view them together at this point, they might look something like the ones in Figure 26.3, sans names and addresses.

Word has created a table in the data document with field names at the top (called the header record) and one empty row, ready for you to enter the data for your first data record.

In addition, it has placed the name and location of the data document (the path) in the untitled document that will become your main

FIGURE 26.3

A typical data and main document (when you create a data document first) with the data document's name and path in the main document.



document. Notice the new bar below the Ruler in your main document. It is called the print merge help bar. You'll use it later to create main documents.

ENTERING AND EDITING DATA

Enter, edit, and navigate in data documents as you would in any other Word table. Save early and often. Place the insertion point in the first empty cell of the data document (under title in Figure 26.3) and type the data. Tab to the next field needing information (first name in our example). When you reach the end of a record, tabbing again will create a new row for your next record.

If you are using a single field to capture multiple lines of data (we are not in the sample exercise) type the first line then press Shift-Return to enter a new line in the same field. When all of the lines have been entered in a field, tab to the next.

CREATING A MAIN DOCUMENT

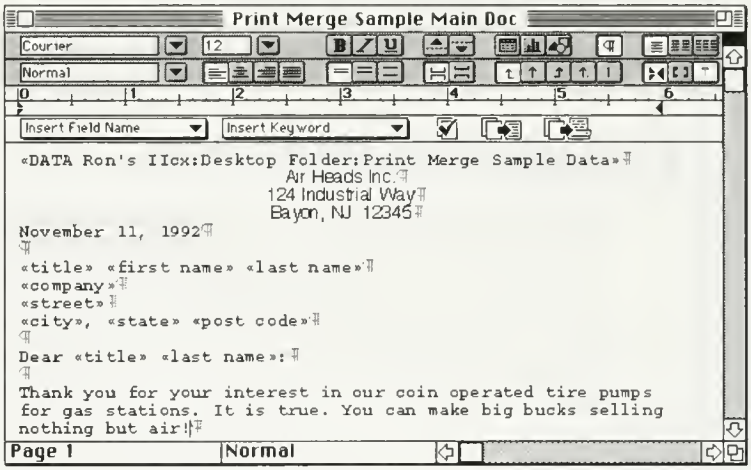
Main documents contain the following things:

- The name and location of the associated data document.
- Text and punctuation (the body of your document).
- Merge instructions and field names used by Word to merge data.

Figure 26.4 shows a main document for your practice form letter. We'll discuss the various elements in detail.

FIGURE 26.4

Your Main document will look like this one if you follow along.



THE DATA STATEMENT

Each main document must begin with the (non-printing) name and location of the associated data document. This needs to be the very first thing in a main document. It is called the DATA statement. You must place it before even your letterhead or other design elements.

As you saw earlier, Print Merge Helper can place this information at the beginning of the document for you if you properly position the insertion point in your main document before using Print Merge Helper to create a data document.

In Figure 26.4, Word will merge data from a data document called Print Merge Sample Data located in the Desktop Folder folder on the hard disk Ron's IIcx.

TEXT IN MAIN DOCUMENTS

Use Word 5's word-processing and graphics arsenal to create text and design elements in your main documents. In our exercise, an industrial-strength letterhead has been created by typing the return address in Helvetica and centering it.

The body of the letter was typed (in Courier) using regular Word techniques, with data instructions containing field names and other merge devices inserted as needed.

INSERTING DATA INSTRUCTIONS

Print Merge Helper makes it easy to insert field names and other data instructions in your main documents. Place the insertion point where you want to insert a data instruction, then pull down the appropriate list from the help bar and pick the item to insert.

For example, to insert the title field name in Figure 26.4, you would place the insertion point on a new line after the date. A quick trip to the Insert Field Name menu (shown in Figure 26.5) on the print merge help bar, would insert the field name title and the required print merge characters (« and ») on either side of the field name.

FIGURE 26.5

Typical Insert Field Name and Insert Keyword menus, located on the print merge help bar.

When preparing the text of a main document, don't forget to include things like the space before a field name and any required punctuation following it.

As you'll see in a moment, you can use combinations of keywords from the Insert Keyword list, and fields from the Insert Field Name list, and text typed from your keyboard to construct powerful merge instructions.

TRY IT

Take a moment now to recreate the sample pitch letter and some sample names and addresses. Refer to Figure 26.4 as you work.

1. Use 12-point Helvetica to create a centered return address after the DATA line in your main document.
2. Switch to Courier.
3. Use the Date command on the Insert menu (or a Print date glossary entry if you prefer).
4. Press Return to start a new line.
5. Insert the title field with the insertion point on the new line by choosing title from the drop-down Insert Field Name list on the helper bar. Do not press Return.
6. Type a space to separate the title and first name fields.
7. Use the Insert Field Name list on the helper bar again to insert the first name field. Do not press Return yet.
8. Add a space and insert the last name field.
9. Now, press Return to start a new line.
10. Add company, street, city, state, post code, and their necessary punctuation and spacing.
11. Type a salutation (**Dear**), then add title and last name fields followed by a colon.
12. Type the body of your letter.
13. Save your main document.

14. If you haven't already done so, switch to your data document and add two or three names and addresses. Leave the company field blank in at least one. (Jane's in our example shown back in Figure 26.3.)

15. Save the data document.

TESTING AND PROOFING

Before cranking out a hundred or even a dozen letters, it is a good idea to proofread your work. Use Word's spell checker and grammar tools. Make any necessary corrections. Then, run Print Merge Helper's error checking program by clicking on the checkmark icon in the print merge help bar. It will inspect your data and main documents looking for problems like missing data fields in the data document and misspelled field names in your main documents. (Try it on your sample main document if you are following along.)

As a final check, you may want to merge some or all of your documents to a file and inspect them rather than printing out the whole batch. You'll learn how to do this next.

PRINTING MERGED DOCUMENTS

Records are always merged and printed in the order they occur in your data document. If necessary, sort your data document before merging. It is possible to restrict printing to only records containing certain data by using IF commands, explained later in this chapter in the section Merge Instructions.

With your data in the desired order:

1. Start the merge process by making your main document the active document (click in it if necessary).

2. You can either print directly to your printer by clicking on the right icon in the print merge help bar, or you can ask Word to create a new, untitled document containing all of

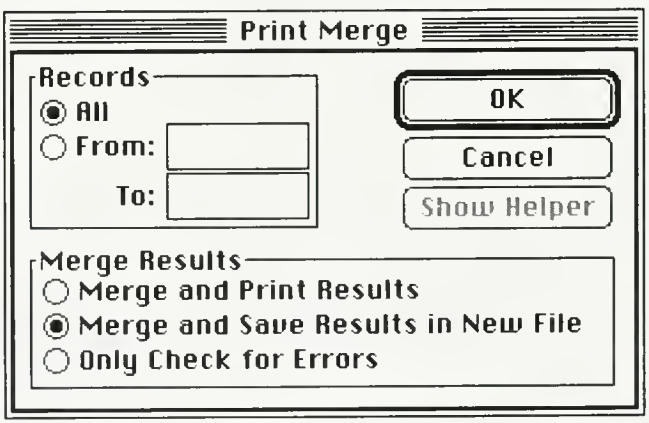
your merged documents. Click the middle merge button in the helper bar to do this. (If you merge to a new untitled document, you can inspect everything on screen and print later.)

3. All three of the print merge help buttons merge every record in your data document.
4. Visiting the Print Merge dialog box (Print Merge... from the File menu) gives you a little more control over how many records get merged. You will see a dialog box like the one in Figure 26.6. Here you have the same choice of testing for errors, printing to the printer, or creating a new, untitled document, but you also have some say in how many records are merged.
5. Specify a range using the From and To boxes. For instance, you could specify from 1 to 10 or from 25 to 50. Each new record begins on a new page.
6. Merging begins. To stop merging press ⌘-. (period) or the Escape key.

If you haven't already, try it. Notice the unsightly blank line in inside addresses without company names. As, you'll see in a moment, there are ways to eliminate these.

FIGURE 26.6

To merge, click on the oppropriate print merge help bor icon or visit the Print Merge dialog box, shown here.

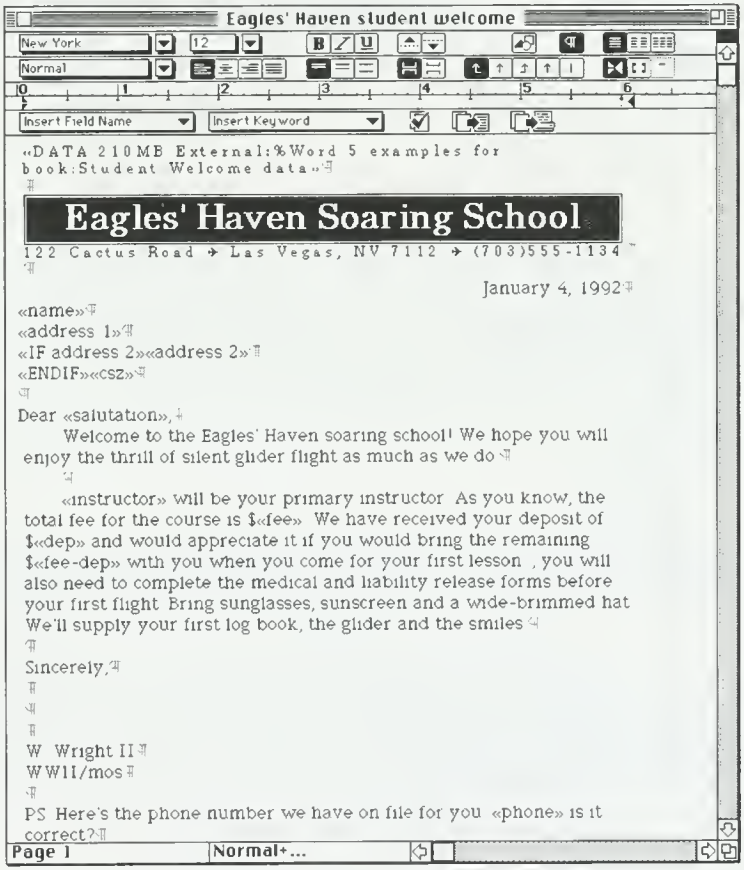


USING WORD'S MERGE INSTRUCTIONS

Word provides a number of ways to change its behavior based on the contents of individual records in your data document. For instance, it can eliminate unwanted blank lines like the ones in your exercise. It can insert special text if certain conditions are met, or stop during each merge to let you enter unique text from the keyboard. Be prepared to spend some time experimenting and troubleshooting if you decide to use these features. Figure 26.7 shows several examples of merge instructions.

FIGURE 26.7

This form letter uses merge instructions to eliminate possible blank lines in addresses, perform math calculations, and ask the operator for information from the keyboard.

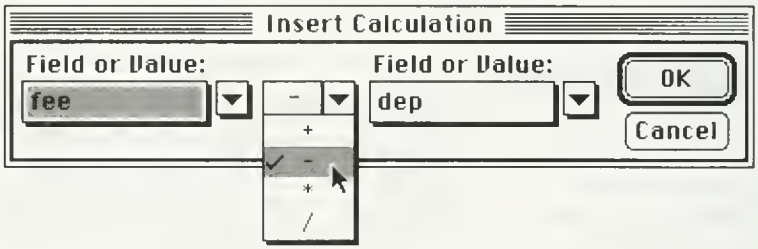


CALCULATIONS...

Calculation instructions let you insert numbers in merge documents based on the contents of records. When creating a main document, use the Print Merge Helper to insert the Calculation instruction at the insertion point in your document. Choose Calculations... from the Insert Keyword menu. You will see a dialog box like the one in Figure 26.8.

FIGURE 26.8

Use the Insert Calculation feature to compute and insert numbers in merged documents.



Use the drop-down menus in the Insert Calculation dialog box to specify fields or values and the type of calculation you wish to perform. In Figure 26.8 Word will subtract the deposit found in the dep field from the fee found in the fee field. You can use calculations with other instructions as you will see in a moment. For instance, it is possible to print text if the results of a calculation warrant it.

ASK...

The ASK feature will cause Word to stop during the merge process to ask you for keyboard input to be printed. It will stop each time a new record is merged and prompt you for a keyboard entry.

This feature is normally used to include data in main documents that has not been stored in the data document. Suppose, for example, that you were creating ten new-student welcome letters like the one in Figure 26.7, and that you wanted to enter a date and time for each student's first lesson. Suppose further that your data document does not contain a field for first lesson dates and times.

Setting Up an Ask Entry

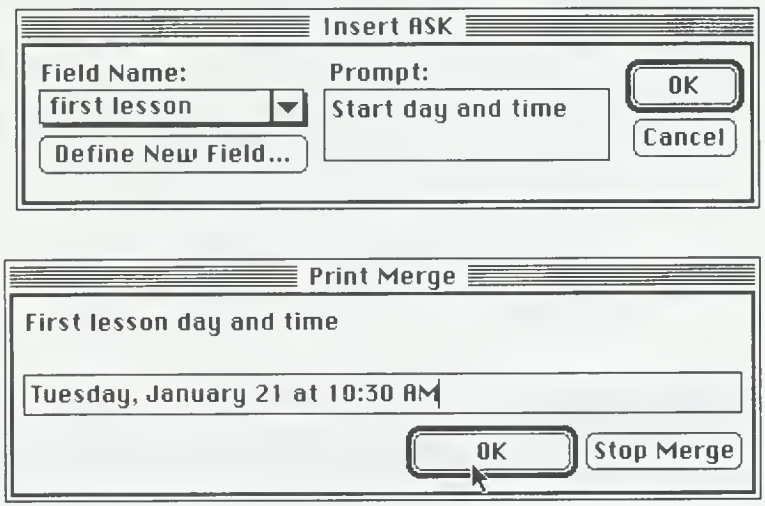
When designing your main document, move the insertion point to the beginning of a line near the top of your document (following the DATA statement). Then pick ASK... from the Insert Keyword menu on the print merge help bar. Word displays a dialog box like the top one in Figure 26.9.

You would use this dialog box to create a new field unique to the main document (not the data document). Click on Define New Field, then type a new, legal merge field name (**first lesson** in our example). You can also enter a message that you want to see whenever you are expected to type from the keyboard. In Figure 26.9 the prompt would be Start day and time.

Next, insert the corresponding field name («first lesson» in Figure 26.9) in your main document wherever you want the contents of the ASK entry to print. The ASK instruction goes beneath DATA near the beginning of the document, while the field names themselves are embedded. (Look ahead to Figure 26.11 to see where this should go.)

FIGURE 26.9

The Insert ASK feature (top) creates prompts for keyboard entries when you merge (bottom).



Using ASK

When you actually merge your documents (ten letters, for instance) Word will ask you for ten lesson dates and times—one for each student's letter. You'll see a dialog box like the one at the bottom of Figure 26.9 for each student. Here, you enter the day and time then click OK or press Return. (In a moment you will see a finished document including this feature and the results it produces. First let's look at SET...)

SET...

SET... works like ASK..., except that you are prompted once at the beginning of a merge print, and your keyboard entry is used for all documents being created. For instance, you could use it to insert Winter in the semester field in winter, Summer in summer, and so on.

Inserting a SET... Field Name

When designing your main document, move the insertion point to a line near the top of your document (following the DATA statement). Choose the SET... choice from the Insert Keyword menu on the print merge help bar. Word displays a dialog box like the one in Figure 26.10.

Use this dialog box to create a new field unique to the main document (not the data document). Click on Define New Field, then type a new, legal merge-field name (semester in our example). If you check the equals sign in the drop-down menu, and type a value in the value box (Winter, for example) Word will print that value in each document until you change the Insert SET statement. If you choose the =? choice on the drop-down menu, Word will ask for a SET value each time you use the Print Merge... command on the File menu.

FIGURE 26.10

The Insert SET dialog box.

You can also enter a message that you want to see whenever you are expected to type from the keyboard.

Using SET...

When you actually merge your documents (ten letters, for instance), Word automatically prints the defined SET value in each student's letter at the points where you've inserted the field names.

EXAMPLES OF SET AND ASK AT WORK

Figure 26.11 shows a main document containing a SET and ASK instruction near the top of the document, below the DATA line. The body of the letter contains the field names semester and first lesson where you want the SET and ASK information to print. The bottom part of Figure 26.11 shows the results.

ELIMINATING BLANK LINES

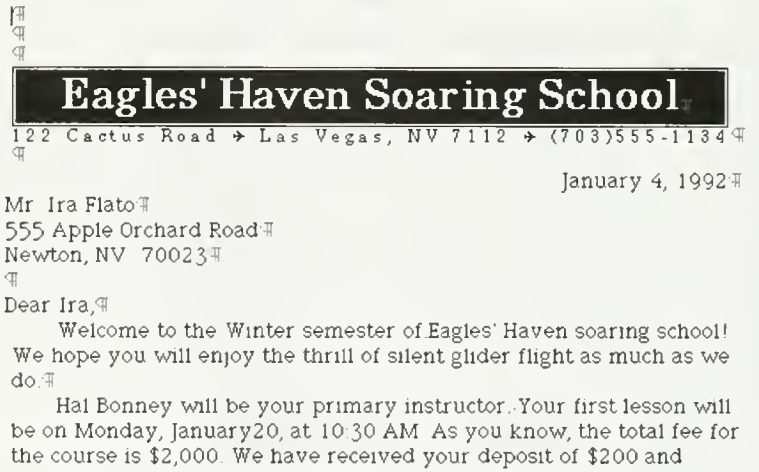
Notice the three blank lines (paragraph marks) at the top of the sample merged document in Figure 26.11. They're caused by the DATA, SET, and ASK lines in the top of the main document. To prevent this, highlight all three paragraph marks in the main document and use the Character dialog box to define the marks as hidden text. Or use the hidden text keyboard shortcut, ⌘-Shift-X. You must also make certain that Show Hidden Text is not checked in the View category of the Preferences dialog box.

IF..., ENDIF..., AND ELSE

You use IF..., its required companion ENDIF..., and frequently ELSE to cause Word to do different things, based on conditions it finds in fields in your data documents. For instance, you could have Word check the data document to see IF the deposit the student paid was equal to the total fee for the course. If the student had paid the total amount due you

FIGURE 26.11

SET and ASK place variable information in your merged documents.



might have Word insert a sentence in her letter thanking her for the total payment; otherwise, ELSE would calculate the amount due and print a sentence requesting the balance.

IF statements can be used to prevent the printing of blank lines if a field is empty in a record. Figure 26.11 contains an example. In this case, Word checks to see if the «address2» field is empty.

IF statements can also compare numbers or text. IF uses the following standard comparison operators:

= (equals)

< (less than)

<= (less than or equal to)

> (greater than)

>= (greater than or equal to)

<> (not equal to a number or non-matching text)

Field Not Empty (checks for non-empty fields)

AND (a record must meet multiple conditions)

OR (a record must meet at least one condition)

NOT (the specified field must not meet the condition)

You can construct IF-ELSE statements in a number of ways. For instance, Figure 26.12 illustrates an IF-ELSE combination that does a math comparison on numbers in two fields and prints different sentences based on what IF finds. Notice that the ELSE sentence contains more math.

Place IF statements where you want them to work. Do this by moving the insertion point to the appropriate place in your main document. For instance in Figure 26.12 the insertion point was placed after the period and space following fee».

Use the Insert Keyword drop-down menu choices to speed the construction of IF-ELSE, and ENDIF combinations. For instance, when you choose IF... ENDIF... or related choices you will see a dialog box like the one in Figure 26.13. It is asking for the name of a field to compare in your data record, and a value to compare.

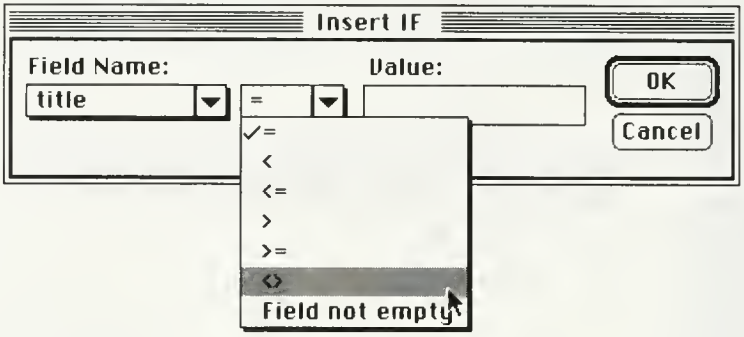
FIGURE 26.12

A typical IF-ELSE combination prints different sentences based on numbers found in the data document.

«instructor» will be your primary instructor. Your first lesson will be on «first lesson». As you know, the total fee for the course is $«fee». «IF dep=fee»Thanks for your payment in full. «ELSE»We have received your deposit of $«dep» and would appreciate it if you would bring the remaining $«fee-dep» with you when you come for your first lesson. «ENDIF» You will also need to complete the medical and

FIGURE 26.13

The Insert Keyword menu contains choices that bring up this dialog box to speed construction of IF statements.



A drop-down menu in this dialog box lists all of the available field names. When you click OK, the statement and merge marks will be inserted in your document. While these shortcuts can help you construct IF statements, you may still need to edit them from the keyboard.

INCLUDE...

Like an automated version of the Insert File... command, INCLUDE will place the entire contents of a specified external file in your Word main document when you run a print merge. For instance, if you created a student phone-list document, and wanted to include that list in the body of each student letter, you could place an INCLUDE command at the appropriate spot in the main document.

When you insert the INCLUDE command using Word's Print Merge Helper, Word will present a File dialog box and ask you to locate the desired file. Documents you include can also contain INCLUDE statements, making it possible to nest them.

NEXT

NEXT is useful when you want Word to move on to the next record in a data document without starting a new page. You might want to use this

to print different labels on a page or to create a list. Place the insertion point at the location in your document where you want Word to switch to the next record and choose NEXT from the drop-down Insert Keyword menu on the print merge help bar.

DATA...

The DATA... choice on the Insert Keyword menu lets you replace the DATA statement at the top of your main document, thereby changing the data document used with the main document. You can have only one DATA statement in a main document.

This command will highlight your old DATA statement, then present a File dialog box, which you use to select the desired data document. Word will insert the replacement DATA statement, including the word DATA, the path, and the required merge marks.

TRY IT

Try to apply some of the tricks you've just learned. See if you can get the blank line to stop printing in your pitch letter. (If you get stuck, peek at Figure 26.11. It contains the necessary IF... and ENDIF... entries.

Also experiment with ASK and SET. Try some calculations.

IF YOU DON'T USE PRINT MERGE HELPER

It is possible to construct everything you need for a merge project without using the new Print Merge Helper. Just be sure you follow the merge rules. Data statements must be at the very top of your main document, merge marks must appear where required and so on.

To manually insert merge marks « and », do not use greater than and less than characters! They won't work. Use the keyboard combinations Option-\ and Shift-Option-\ to insert « and ».

RESTARTING STOPPED MERGES

If you are running a merge project and must stop before all documents have been printed due to a printer error or other problem, it is often possible to pick up where you have left off. The best way is to count the number of successful documents printed then enter the next number in the From area of the Print Merge dialog box (shown back in Figure 26.6). For instance, if you tried to print ten letters and had a printer problem after the sixth letter printed, place 7 in the From box.

WORD'S PREDESIGNED LABELS AND ENVELOPES

Word is shipped with stationery for various kinds of blank labels and envelopes. Look for them in the Mailing Labels and Envelopes folders in the Sample Documents folder. You can use this stationery to create main documents for your mailing projects. Figure 26.14 shows you which stationery documents Microsoft recommends for popular styles of Avery brand labels.

PRINTING LABELS ON LASER PRINTERS

To print labels on a laser printer, you start by creating a main document containing a table with fixed-size cells and cell spacing that match the size and position of your blank label stock. Then you insert merge

FIGURE 26.14

Microsoft's recommended stationery documents for popular styles of Avery brand labels.

Laserprinters

Avery label number	Use this stationery document
5160/5260	LW 1 x 2 5/8, 3 up (30)
5161/5261	LW 1 x 4, 2 up (20)
5162/5262	LW 1 1/3 x 4, 2 up (14)
5163	LW 2 x 4, 2 up (10)
5197/5097/5897	LW 1 1/2 x 4, 2 up (12)
5266	LW 2/3 x 3 7/16, 2 up (30)
5267	LW 1/2 x 1 3/4, 4 up (80)
5660	LW 1 x 2 5/6, 3 up (30)
5662	LW 1 1/3 x 4 1/4, 2 up (14)
5663	LW 2 x 4 1/4, 2 up (10)
7160	LW 38.1 x 63.5 mm, 3 up (21)
7161	LW 46.56 x 63.5 mm, 3 up (18)
7162	LW 33.87 x 99.06 mm, 2 up (16)
7163	LW 38.1 x 99.06 mm, 2 up (14)
7164	LW 71.97 x 63.5 mm, 3 up (12)
7165	LW 67.73 x 99.06 mm, 2 up (8)
7166	LW 93.13 x 99.06 mm, 2 up (6)
7651	LW 21.17 x 38.1 mm, 5 up (65)

ImageWriters and other dot matrix printers

Avery label number	Use this stationery document
4143/4611	IW 4 x 15/16, 2 up
4144/4610	IW 2 1/2 x 15/16, 3 up
4145/4600/4249-4254	IW 3 1/2 x 15/16, 1 up
4146/4011/4604	IW 4 x 1 7/16, 1 up
4160	IW 3 1/2 x 2 7/16, 1 up
4161/4612	IW 4 x 2 15/16, 1 up
4162/4601	IW 3 1/2 x 15/16, 1 up 2
4166	IW 5 x 3, 1 up
4167	IW 6 x 3 1/2, 1 up
4168	IW 4 x 2 1/6, 1up, Rotary Index
4169	IW 5 x 3, 1 up, Rotary Index
4240/4606	IW 4 3/4 x 1 1/4, 1 up
4241/4607	IW 2 3/4 x 2 3/4, 1 up
4255-4259/4266	IW 3 1/2 x 7/16, 1 up

instructions in each table cell. Microsoft has already started main documents for popular label sizes, but you need to finish them. (Peek ahead to Figures 26.15 and 26.16 to see before and after examples of this.)

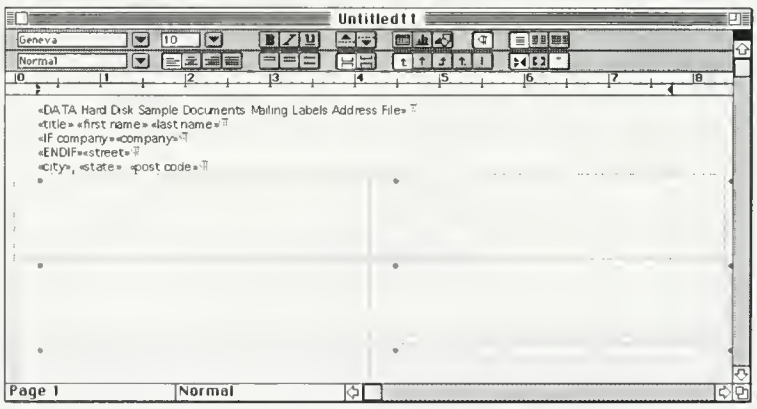
With appropriate DATA and merge instructions in place, Word can properly merge addresses with your main document (label table) and voilà! You are in the mail order business.

Here are the general steps. Try them with the sample data you created earlier, and print on inexpensive plain paper, not costly labels until you get the bugs out.

1. Open the appropriate label stationery. (We've used LW 1 X 4, 2 up (20) for this exercise.) Look for it in the Laser Labels folder in the Mailing Labels Folder in the Sample Documents folder in your Word folder. Phew!
2. You'll see an untitled main document like the one in Figure 26.15.
3. Choose Print Merge Helper from Word's View menu.
4. You will be asked to find your data document. Locate and open the sample data file you created earlier.
5. Word will highlight the DATA instruction in the untitled main document and ask if you want to replace it with a DATA statement pointing to your data document. Answer Yes.
6. Cut all five lines from the top of your main document (the DATA and merge instructions) and paste them into the top left cell of the table.

FIGURE 26.15

Start label projects with pre-defined label stationery like this from Word's Sample Documents folder.

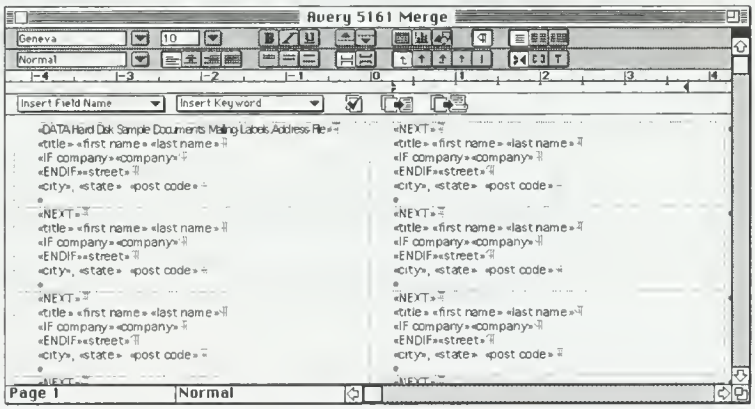


7. Copy the second through, and including, the last line to your Clipboard.
8. Move the insertion point to the top right cell in the main document.
9. Use the helper's Insert Keyword list to insert the NEXT keyword.
10. Press Return.
11. Paste the merge instructions below the NEXT keyword.
12. Copy all five lines from the top-right cell in your main document and paste them into all of the remaining cells. Your screen should look something like Figure 26.16.
13. Save your main document with a meaningful name!
14. Take the plunge, try a merge.

Microsoft has provided a Mailing Labels ReadMe file that explains the procedures for different printers and situations. It is worth reading. Look for it in the Mailing Labels folder (you know where).

FIGURE 26.16

The main document ready to go.



PRINTING ADDRESSES ON IMAGEWRITER LABELS

Use the appropriate Microsoft label stationery for your labels or create a main document from scratch. Here are the steps for creating a single column continuous label main document for ImageWriters and other tractor-fed printers:

1. Open a new document (⌘-N).
2. Use the View menu's Print Merge Helper... command.
3. Show Word the location of your data document.
4. Use the helper's Insert Field Name list, Insert Keyword list, and your keyboard to set up the mailing address.
5. Save the main document.
6. Choose Preferences from the Tools menu.
7. Enter the label width in the Custom Paper Size Width box and the appropriate height in the height box.
8. Click OK.
9. Open the Page Setup dialog box and select the Custom Paper Size and No Gaps Between Pages options.
10. Choose Document. Enter zeros in all but the left box. Enter a small measurement like 0.2 there.
11. Load labels into your printer.
12. Choose Print Merge... from Word's File menu.
13. Print a test label (place 1 in the From and To boxes).
14. Adjust the position of the label stock repeatedly until you get it right.
15. Merge ho.

PRINTING ADDRESSES ON ENVELOPES

If you plan to use print merge instead of version 5.1's envelope feature, start with Microsoft's handy envelope stationery. Insert a data statement before your return address, and replace the name and address lines in the stationery with appropriate merge instructions.

TIPS, TECHNIQUES, AND TROUBLESHOOTING

- To change the appearance of merged characters (change fonts, underline, etc.), format their merge instructions in the main document. Merged characters take on the appearance of their merge instructions.
- If you move your data files, Word will ask you to relocate them before you can merge.
- Don't use greater than and less than signs to enter merge characters. They look a lot like merge characters but are not substitutes.
- To print selected items from a longer data file, sort them and just print the range containing the desired records (from 10 to 30, for instance).

CHAPTER

27

Building and

Inserting Graphs

in Word

To create a graph in version 5.1 **653**

place the insertion point where you want the graph to appear in your Word document. Click on the Graph button in version 5.1's ribbon (it looks like a bar graph), or choose the Microsoft Graph Object type in the Insert Object dialog box reached from version 5.1's Insert menu. Type numbers and labels into the datasheet window, select the desired graph type and other options. Quit the Graph program (⌘-Q) to embed the chart in your Word document.

To position embedded graphs **672**

use normal paragraph positioning techniques (margins, Center paragraph formatting, etc.), or frame them and use frame techniques for positioning.

To resize or crop embedded graphs **673**

select them and hold down the Shift key while you drag the handle in the chart's lower-right corner to change its size. Dragging without holding down the Shift key crops the graph.

TRACKS MAC TRACKS

To edit embedded graphs ***673***

double-click on them in your Word document to open Microsoft Graph.

To delete graphs ***673***

select them and delete as you would any other selection.

Featuring

- *Version 5.1's new Graph feature*
- *Other ways to incorporate graphs*
- *Changing the appearance and position of graphs*

WHILE WE'VE ALWAYS been able to create graphs (also called charts) in other programs, then paste them into Word documents, version 5.1 makes the process easier. It ships with the Macintosh version of a charting application called Microsoft Graph. With it you can create the following:

- Area charts
- Bar charts
- Column charts
- Line charts
- Pie charts
- Scatter charts
- Combination charts
- 3-D variations of many of the above

The resulting graphs are embedded in your Word document so that they can be easily edited later by simply double-clicking on them. Incidentally, if you've worked with Microsoft Graph for Windows or PowerPoint, you already know how it works. The features in the Word Mac version are nearly identical.

WHAT YOU NEED

You must be running System 7.0 or greater to use Microsoft Graph. If you've installed Word using the Easy Install option, Microsoft Graph should be ready to go. If the program was not installed, run Word's installer to add it.

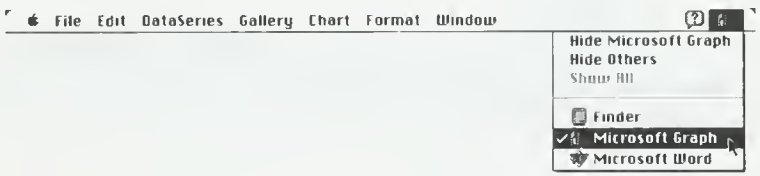
GETTING STARTED IN VERSION 5.1

The general steps for creating a graph are so simple that you can be off and running in a flash.

1. Open a Word document and place the insertion point where you want the new graph to appear.
2. With the ribbon in view (⌘-Option-R), click on the ribbon button that looks like a column graph or skyscrapers.
3. In a moment you'll see a datasheet window that looks like a small spreadsheet and a chart window (also called a graph window).
4. Enter data and labels into the datasheet window.
5. Notice that Microsoft Graph's menu bar (shown in Figure 27.1) is very different from Word's. Pick a new graph type from the Gallery menu if you wish.
6. Using Microsoft Graph's menu commands, embellish the graph with text, arrows, different type styles, etc. Resize the actual graph by dragging the size box in the lower-right corner of its window.

FIGURE 27.1

Because Microsoft Graph is a separate program, it has its own menu bar.



7. When you are ready to insert the finished graph into your Word document, choose Microsoft Graph's File menu's Quit and Return choice or use the ⌘-Q keyboard shortcut.
8. Click on Yes to update the graph.
9. You'll see your Word document again, this time containing the new chart.
10. Caption, resize, reposition, frame, apply a border, and otherwise embellish the chart and its surrounding area as you would when dealing with any other graphic object.
11. If you want to make changes to the content and appearance of the chart itself, double-click on it in your Word document to launch Microsoft Graph and make the necessary changes.

PARTS OF A GRAPH PROJECT

There are three parts to any Graph project—the datasheet window, the chart window, and the Graph object that gets embedded in your Word document. Let's look at each separately. Figure 27.2 shows the first two elements—the Datasheet window and Chart window.

DATASHEET WINDOW

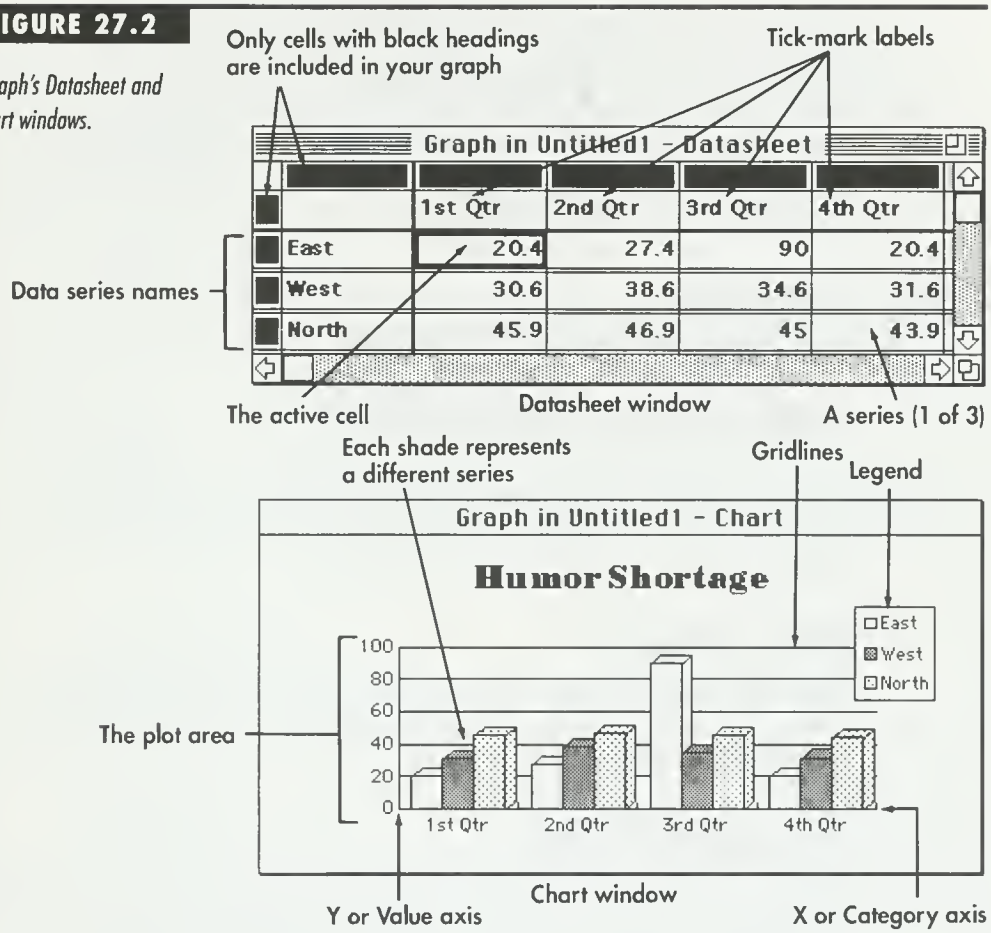
The datasheet window is where you enter all of the numbers and much of the text that will be presented graphically. It will remind you of a spreadsheet. When you start Microsoft Graph, you'll see a datasheet like the one in Figure 27.2, complete with sample data. The parts of the window are described next.

Cells

The individual rectangles containing numbers and text are called cells, just as they are in a spreadsheet. You can type and edit in cells just as you'd expect.

FIGURE 27.2

Graph's Datasheet and Chart windows.



The Active Cell

To work in a cell you must first make it active by clicking in it. The active cell is surrounded by a dark border. In Figure 27.2 the active cell contains the number 20.4.

Rows and Columns

Cells are arranged in horizontal rows and vertical columns. A datasheet can contain a maximum of 1,024,000 cells (4,000 rows X 256 columns).

Row and Column Headings

Those black boxes at the top and along the left of the datasheet in Figure 27.2 are row and column headings. When they are solid black their corresponding data will be included in a chart. When they are gray (dim) their corresponding data will not appear in your graph. Double-click on headings to toggle them.

Data Points

Each cell containing a value is a data point.

Data Series and Double Lines

A collection of related cells is called a data series. In Figure 27.2 there are three series—one for East, West, and North. Each series contains four data points. Double lines in a datasheet window separate each data series.

Series Names

Series names are in the left-most cells when a data series is plotted in horizontal rows. Series names are at the top of vertical columns when your graph will be plotted in columns.

Tick-Mark Labels

Tick-mark labels are the names that appear along the horizontal axes of area, column, and line charts, or along a bar chart's vertical axis. In Figure 27.2 the tick-marks are Ist Qtr, 2nd Qtr, and so on.

CHART WINDOW

The chart window has its own terminology to understand. Here are the basics.

The Chart

Everything inside the chart window is considered to be part of the chart. This includes the bars, pie wedges, labels, arrows, and so on.

Data Markers

Data markers come in various shapes depending upon the graph type. They are bars in bar charts, lines in line charts, and pie wedges in pie charts for example. Each marker represents the value of a single data point or value.

Data Series

Just as a data series in the datasheet represents a group of data points, so does a data series in the chart windows. Figure 27.2 has three data series represented by three different shades of data markers.

Axis

An axis is a line along which data are plotted. Two dimensional graphs like line and bar graphs usually have a horizontal (or X-axis), and a vertical (or Y-axis). 3-D charts have a third axis, called the Z-axis.

Tick Marks

Tick marks are the intersections of X and Y axes. They are usually labeled with tick-mark labels.

Gridlines

The gridlines are those optional vertical and horizontal lines that make it easier to judge values on a graph.

Chart Text

Microsoft Chart text comes in two flavors—attached text used for things like data and axes markers, and unattached text which you can add by typing it. Use unattached text to point things out.

Legends

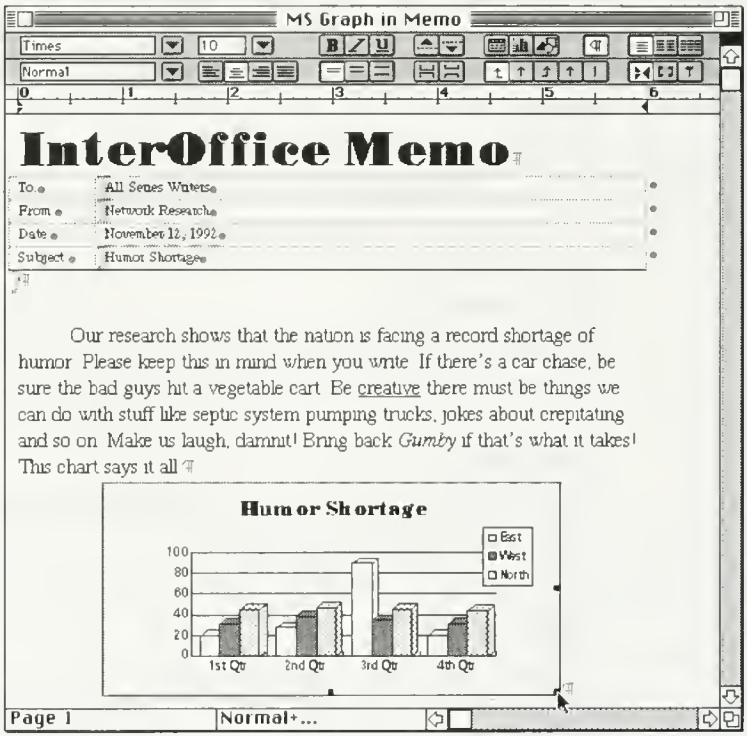
Legends are little reference boxes that tell you which shades (or colors) are used to represent each data series. You can hide legends if they are unnecessary or get in the way.

GRAPH OBJECTS IN WORD DOCUMENTS

When you quit Microsoft Graph it embeds a graph object in your Word document. Objects can be resized, cropped, surrounded with borders, and so on. Treat graph objects as you would any other embedded object. See Chapter 28 for more information. Figure 27.3 shows a typical graph object in a Word document.

FIGURE 27.3

A graph object in a Word document.



GETTING ON LINE HELP

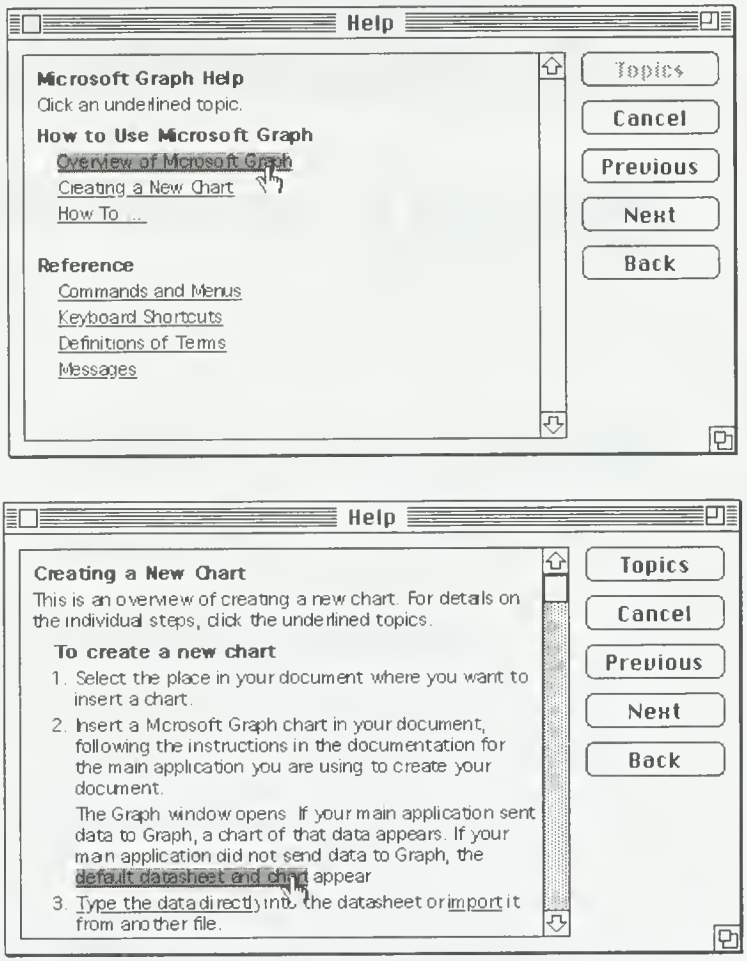
On line help (or "hep" as some folks call it) can be reached from the System 7 balloon menu, or with the ⌘-/ keyboard shortcut. Microsoft documentation not withstanding, the F1 extended keyboard shortcut will

probably not work in the Macintosh version of Graph. In any case, you'll see a help window like the one in the top of Figure 27.4.

Point to a topic of interest to read about it. Use the Previous, Next, and Back buttons to navigate.

FIGURE 27.4

Get help from the Balloon Help menu or with Graph's ⌘-/ keyboard shortcut.



Some key words and phrases like the one highlighted in the bottom of Figure 27.4 can also be expanded by pointing to them. They are underlined and easy to spot. Point and click to read more about underlined words and phrases in help windows.

WORKING IN THE DATASHEET WINDOW

Use the datasheet window to enter data. It behaves so much like a Word table that a quick review is all that should be necessary. Here are some tips:

ENTERING AND EDITING CELL DATA

- Click in the datasheet window to activate it, then click in a cell to edit its contents.
- Always type data series labels in the first column of a datasheet, and category names in the first row.
- Changes to cell formatting (fonts, sizes, bold, etc.) are not reflected in the graph. (See Formatting Chart Text later in this chapter.)
- When using the Clear command in datasheets, you'll be able to clear the data, cell formatting, or both.
- You can import data from other places with the Import Data command on Graph's File menu. The Clipboard can also be used. Incoming data must be comma-separated or tab-separated text, and must not exceed the maximum 4,000 row by 256 column restrictions.

- To include data in a graph, be sure the data heading above or to the left of the data is black (not gray). Click to toggle these headings.

NAVIGATING IN DATASHEETS

- The usual navigational tricks work in a datasheet. Tabbing and Shift-tabbing moves you from cell-to-cell and back. This is a quick way to change the active cell location.
- Dragging or shift-clicking selects multiple cells.
- Clicking at the left edge of a row or the top of a column will select the entire row or column.
- To speed entry, select multiple cells before entering data, then tab from one to the next. The active cell will never leave the selected area.
- Use the datasheet window's zoom box (or drag the size box) to fill your screen with the datasheet, click it or drag again to reduce the size of the window.
- Scrolling works as you'd expect, as do the keyboard shortcuts for navigation (page up, home, end, etc.).

NUMBER FORMATS IN THE DATASHEET

- Numbers that are too long to be displayed in cells will be stored as you typed them but displayed in scientific notation.
- You can apply predefined number formats with the Number... command on the format menu, where you can also define your own special number formats.
- Inspect the sample formats or read on line help for assistance. Excel users will find the process and formats familiar. For instance, use dollar signs ($), pound signs (#), commas,

decimal points (.), percent signs, parentheses, and colors to specify custom formats. Thus, **$#,###.;[Red]($#,###.)** would display and print dollars with commas and no pennies. Negative dollar amounts would be shown in parentheses and red. The custom format 0.0% would display percentages to one decimal place.

Column Widths

- Change column widths by dragging the right edge of columns.
- Columns can be up to 255 characters wide.
- The Column Width... command on Graph's Format menu can be used to specify column widths in characters.
- 9 characters is the standard width.

Inserting and Deleting Rows and Columns

- Inserting rows works the way it does in Word tables. Select the row beneath the point where you want to see a new one and choose Insert Row/Col from the Edit menu. If you first select multiple rows, you'll insert a like number of new ones.
- To insert a column, select the column to the right of the place where you want to see a new one, and choose Insert Row/Col from the Edit menu. If you first select multiple columns, you'll insert a like number of new ones.
- Delete rows and columns by selecting them and using the Delete Row/Col command on Graph's Edit menu.

WORKING IN THE CHART WINDOW

Use the Chart window to specify the appearance and size of the chart object you want to insert into your Word document. Click in it to activate it. Here are some tips:

PICK THE RIGHT CHART TYPE

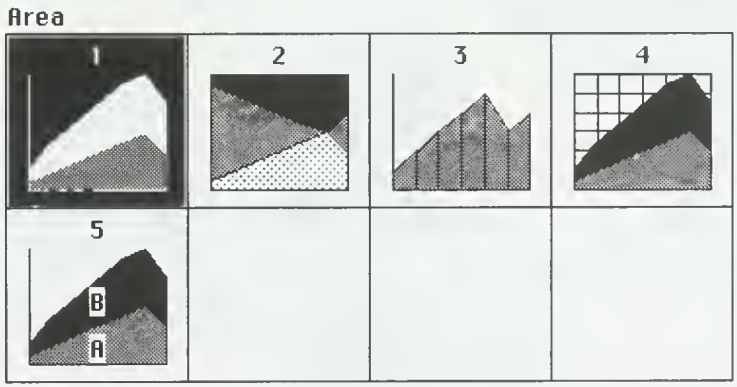
Use the Gallery menu to pick the desired chart type for each project. Descriptions of the available types and their uses follow.

Area

Use area charts to show changes in relative values of multiple series over time. Area charts emphasize the differences and the amount of change (changes in various Presidential candidates' approval ratings over time, for instance). Figure 27.5 shows some of the available area formats.

FIGURE 27.5

Some area formats.

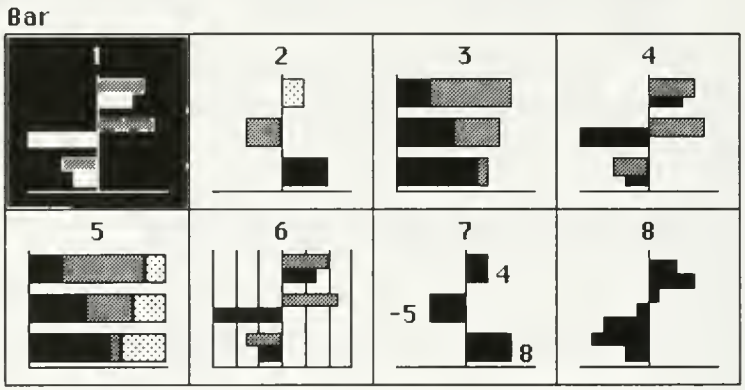


Bar

Bar charts organize categories vertically and show comparisons between items (speeds of various disk drives, for instance). Figure 27.6 shows some of the available bar formats.

FIGURE 27.6

Some bor formats.

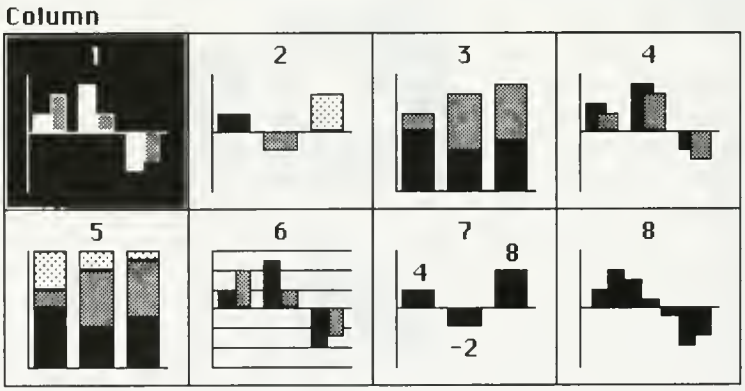


Column

Column charts organize the same types of information as bar charts, but they display it with vertical bars (columns). Figure 27.7 shows some of the available column formats.

FIGURE 27.7

Some column formats.

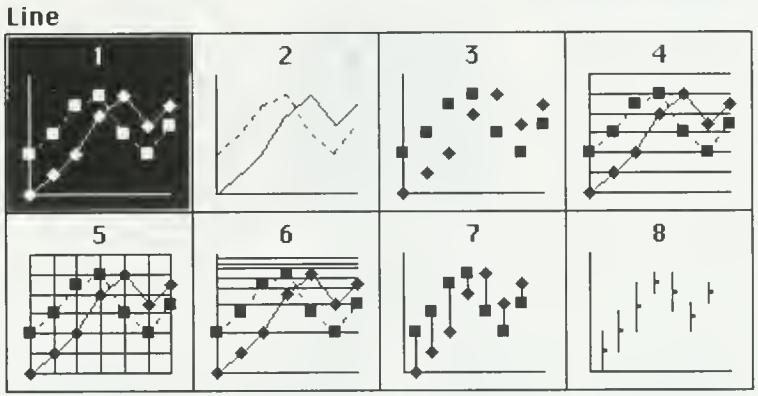


Line

Line charts emphasize time and rate of change—sales growth for instance. Figure 27.8 shows some of the available line formats.

FIGURE 27.8

Some line formats.

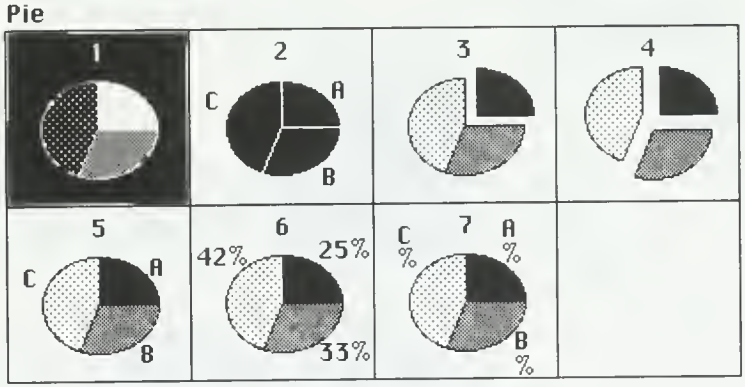


Pie

Pie charts show the relationships of parts to the whole—each department's contribution to the firm's total expense budget, for instance. You can only include one data series in a pie chart. Figure 27.9 shows some of the available pie formats.

FIGURE 27.9

Some pie formats.

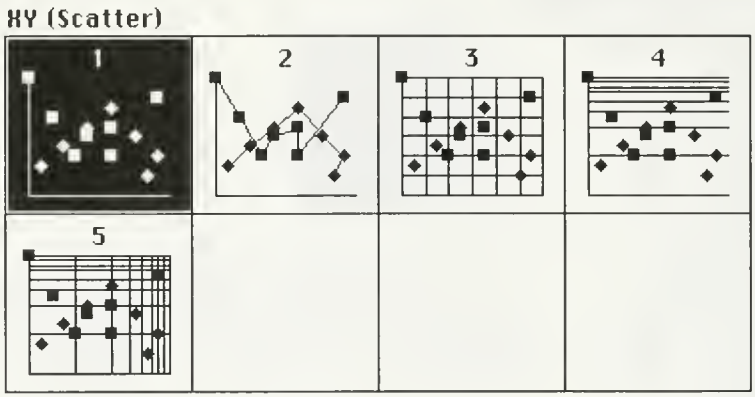


Scatter

Scatter charts are useful for demonstrating trends and patterns. They can show if variables are dependent upon or affect each other. Figure 27.10 shows some of the available scatter formats.

FIGURE 27.10

Some scatter formats.

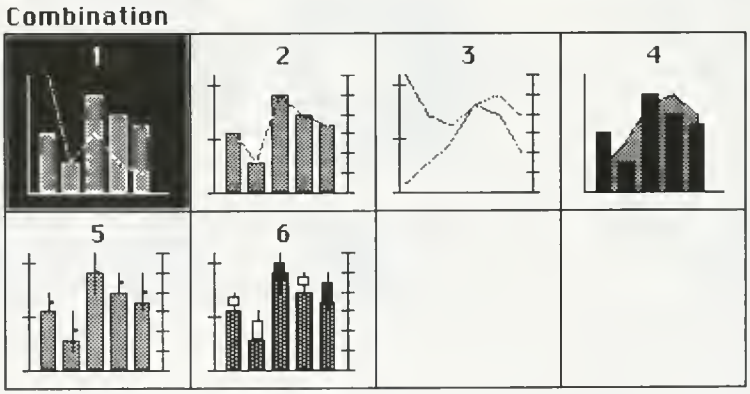


Combination

Microsoft Graph's combination charts can contain up to four axes representing data in different formats (lines and columns for instance). It's a great way to overlay actual versus projected data, or loosely related items like temperature and humidity. Figure 27.11 shows some of the available combination formats.

FIGURE 27.11

Some combination formats.

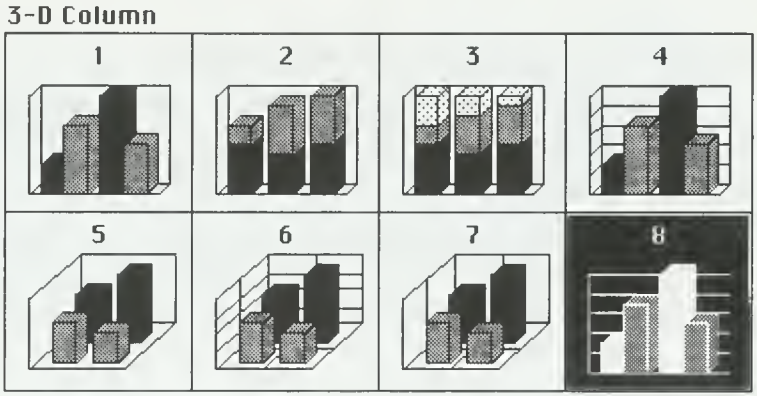


3-D

Microsoft's 3-D variations give perspective to data representations. 3-D graphs can be rotated to change the bird's eye view (which can sometimes emphasize or even distort relationships of related data). Figure 27.12 shows a just a few of the many, many possible 3-D variations.

FIGURE 27.12

Some 3-D formats.



CHANGING THE DEFAULT CHART TYPE

1. Create a chart of the desired appearance (chart type, formats, etc.).
2. Choose Set as Default Chart from Graph's File menu.
3. Henceforth, until you repeat steps 1 and 2, the new chart design will greet you when you open Microsoft Chart.

CHANGING THE CHART SIZE

Dragging a chart window's size box (in its lower-right corner) changes the size of the chart. Text and chart parts are automatically resized to fit the new window size. This new size will be reflected in your document when you quit the Chart window and update the Word document. Don't confuse this feature with Chart Window View, described next.

VIEWING GRAPHS IN DIFFERENT SIZES

If you wish to change the size of a chart in the chart window without affecting the size of the chart in your Word document, use the view percentage choices on Graph's Window menu (33%, 50%, 200%, etc.). This changes the screen view but not the actual chart size, and is useful for working on small chart elements or stepping back to get the big picture.

EDITING PARTS OF A CHART

You can select various chart parts, then edit, move, and embellish. Click to select, Shift-click to select multiple items. Selected items are surrounded by handles. Solid black handles indicate that the selected item can be formatted with commands and moved or resized with your mouse. White handles mean you must use commands to make changes.

For example, you can select the legend box or chart title and drag them to new locations. Selected text can be formatted (fonts changed, italics applied, etc.). If you select axes, however, you can't move them with a mouse, but you can modify them with many of Graph's menu commands. The following things can be selected and altered:

- 3-D floor
- 3-D walls
- Arrows
- Axes
- Charts
- Data series (any)
- Drop lines
- Gridlines
- Hi-lo lines
- Legends

- Plot areas
- Series lines
- Text
- Up/Down bars

Here's a hot tip. Frequently, double-clicking on an object in the chart window brings up a dialog box containing the available formatting options. For instance, double-clicking on an axis brings up the axis Patterns dialog box. Double-clicking on a data marker brings up the Line and Markers dialog box. Double-clicking a pie wedge brings up pattern choices and so on. Explore!

DRAGGING TO CHANGE DATA

You can drag data points and thereby change the appearance of a chart and the underlying numbers in the datasheet! Yep. Read it again. For example, you can drag a column up or down and see the changes visually in the chart and numerically in the datasheet. Try it. Hold down the Option key then point to the ends of bars and columns, the selection boxes on lines, etc.

TYPING ATTACHED TITLE CHART TEXT

To type or edit attached text (titles):

1. Choose Titles... from Graph's Chart menu.
2. Choose the destination for the attached text (the chart, an axis, etc.).
3. Click OK.

4. Chart opens a tiny text object surrounded by white selection squares.
5. Begin typing. Press the enter key to force new lines without ending the entry.
6. Press Return when you've entered all the desired text.
7. Press Esc and the object will expand to reveal your typing.
8. Pick a new font, style, and so on, but forget about moving attached text. For text you can move, see the next topic.

TYPING UNATTACHED CHART TEXT

If you want to add unattached text notes to your chart that you can easily move:

1. Simply start typing in the active chart window.
2. The text first appears in the center of your chart window.
3. Press the enter key to force new lines without ending the entry.
4. Press Return to complete the entry.
5. Press Esc and the object will expand to reveal your typing.
6. Pick a new font, style, and so on.
7. Position the text by pointing to an edge, and when the mouse pointer becomes a large arrow, dragging the text to its new location.

EDITING CHART TEXT

Point to chart text. When your mouse pointer looks like an I-bar, use it to select and edit the desired text. (Insert and delete the Macintosh way.)

FORMATTING CHART TEXT

Select text (click on it to surround with handles) then use the Format menu's Font..., Text..., and Patterns... commands to change the appearance of the text.

GRIDLINES ON CHARTS

Use the Gridlines... command on the Chart menu to specify gridlines. Double-click on gridlines to pick different line patterns.

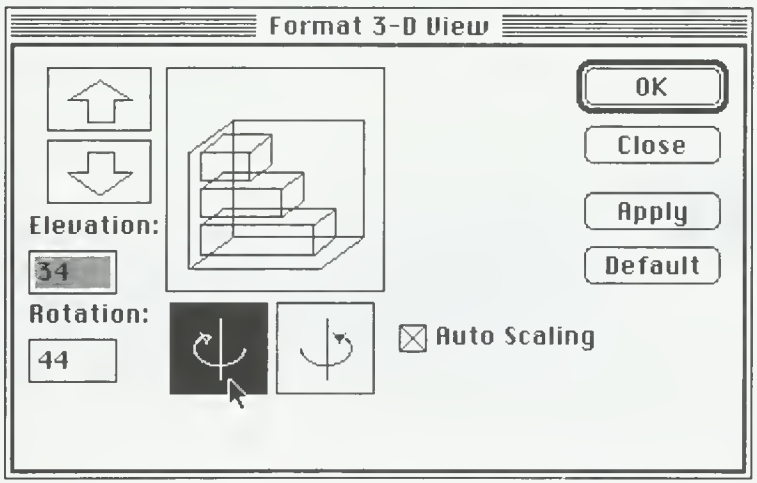
ROTATING 3-D CHARTS

The 3-D View... command is available on Chart's format menu when you are working with a 3-D chart. It reveals a dialog box like the one in Figure 27.13.

You can control elevation, perspective, rotation, axes orientation, and height by clicking on boxes that demonstrate their functions. The Right Angle Axes option forces right angles. Auto Scaling sometimes helps with the conversion of 2-D charts to 3-D charts. Use caution when

FIGURE 27.13

Control the orientation of 3-D charts with this dialog box reached from the 3-D View... command on the Format menu.



changing a 3-D graph's orientation, particularly perspective. You can give misleading impressions of the relative size or importance of data this way.

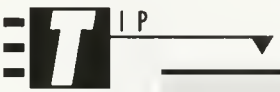
SAVING CHARTS AND THEIR DATA

The only way to save charts and chart data is to embed them into a Word document by answering Yes to the Update Graph question when you quit the Chart program. You must then save the Word document to preserve the chart and data.

POSITIONING GRAPHS IN WORD DOCUMENTS

You can use normal paragraph formatting techniques to position embedded graphs. For instance, to center a graph:

1. Select the embedded graph in your Word document by clicking on it.
2. Remove first line indenting from the paragraph containing the graph if there is any.
3. Use the ruler's Center button or the Paragraph... command on Word's Format menu.



Instead, you can frame graphs then use the Frame... command so Word's Insert and Format menus can position them. See Chapters 4 and 5 for more information.

RESIZING AND CROPPING

1. Select the embedded graph in your Word document by clicking on it.
2. Small handles appear around the edges and in the bottom-left corner.
3. Hold down the Shift key and drag the corner handle to resize the graph. Use the handles sans Shift key to crop (cover up) portions of the graph.

EDITING AND UPDATING

To update a graph:

1. Save your Word document if you have made any recent changes. (You'll see why in a moment.)
2. Double-click on the graph in your Word document.
3. The graph will open in a Microsoft Graph window.
4. Make the desired changes.
5. Choose Quit from Microsoft Graph's File menu or use the ⌘-Q shortcut.
6. Answer Yes to the Update question.
7. You will be returned to Word.
8. The updated graph will be in position.
9. Save your Word document to save the changes.

If you accidentally answer Yes to the Update Graph question, and insert a graph containing unwanted changes into your Word document, Word's Undo command will not restore the older version of the graph! Instead, close the Word document without saving changes, then reopen it. For this reason it is a very good idea to save your Word document just before you edit graphs.

OTHER WAYS TO INCORPORATE GRAPHS

You can create graphs with other programs (Excel, for instance) and either copy and paste them via your clipboard; or link them to your Word document with tools like Publish and Subscribe. Read more about these techniques in the next chapter.

CHAPTER

28

Publish and

Subscribe, Link,

and Embed

To publish **681**

create a document and save it normally. Select the part of the document you wish to publish and use the application's publishing command (Create Publisher... in Word and Excel). Name the resulting edition file.

To subscribe **683**

open the subscribing Word document and place the insertion point at the desired spot. Pick Subscribe To... from the Edit menu, and locate and open the desired edition file. Save your work.

To control when Word updates **684**

use the Subscriber Options... command on Word's Edit menu (visible only with subscribing documents) to specify manual or automatic updates. Cancel Subscriber breaks the link.

To cancel publication and subscription **684**

use the Subscriber Options... command on Word's Edit menu (visible only with subscribing documents) to cancel subscriber links.

MAC TRACKS

To embed objects **686**

with both applications running, place the insertion point in the Word document that will receive the embedded information. Switch to the other document, select the information to embed, and copy it to your Clipboard. Switch back to Word, hold down the Shift key, and choose Paste Object from the Word Edit menu. (The choice will only appear when you hold down the Shift key.)

To update embedded objects **687**

double-click on the object which launches the creating program.

To link **690**

with both documents open, place the insertion point in the Word document that will receive the linked information. Switch to the other document, select the information to link, and copy it to your Clipboard. Switch back to Word, hold down the Shift key, and choose Paste Link from the Word Edit menu. (The choice will only appear when you hold down the Shift key.)

To update or cancel links **692**

choose Link Options... from the Edit menu.

Featuring

- *Three ways to keep your documents current*
- *Publish and Subscribe*
- *Embedded objects*
- *Links*

SYSTEM 7 USERS now have access to three new features: Publish and Subscribe (Apple Edition Manager); linking (Dynamic Data Exchange, or DDE); and embedding. They all do similar things, but in significantly different ways. Their primary use is to keep documents up-to-date when information changes elsewhere. You can use any of them by yourself, on your own computer.

They also help you share information with other people. Publish and Subscribe works over a network. All three can share information if you exchange diskettes containing the appropriate files.

WHICH, WHEN, AND WHY?

Publish and Subscribe is the most capable of the trio. Programs capable of publishing (like Word 5 and Microsoft Excel) create information that you can insert in your Word 5 documents, making them the subscribers. Changes made in published documents will be reflected in your Word documents.

This even works over a network, making it possible for people to collaborate. If you don't have a network, Publish and Subscribe runs under SneakerNet (also called pass the floppy).

If you are just a subscriber, your computer does not need to have a copy of the publisher programs in order for you to subscribe to it. For instance, you would not need Excel on your machine to receive updates of a co-worker's Excel projects.

A minimum of three files are created when people publish and subscribe. (You'll learn about them in a moment.) Since, in simple situations, you may only need to run Word to publish or subscribe, RAM requirements are minimal (if you consider 2 Mb minimal...). As you'll see in a moment, embedding and linking are more RAM hungry.

If you work alone, you can still use Publish and Subscribe by being both a publisher and subscriber.

Embedding is another way to keep your Word document current. It lets you paste objects into your Word documents containing not only the results of work done elsewhere, but also the file information needed to create the work. Thus, you can double-click on an embedded object in your Word document and Word will launch the program that created the object (Excel or the Equation Editor, for instance), and let you work in it. When you've finished, and quit the program, your Word document is automatically updated.

If you save the resulting Word document to a diskette and give it to someone else with both Word and the other program on their machine, they can open the Word document and double-click on the embedded object. This will launch their copy of the other program (Excel, for instance) and let them make changes to the spreadsheet. If they don't have the program, they may even be able to use a compatible product. This is a great way to take work back and forth between home and office, since you can keep all related documents together as one file.

Computer dealers rejoice: when you embed, everyone involved needs enough RAM to simultaneously run both Word and the other programs that created the embedded objects if they plan to modify the objects.

Linking is a lot like embedding, but you use multiple, separate files. Typically, your Word document is the destination file and external information comes from source files. You must have all of the programs used to create document parts on your machine. Moreover, you must have enough memory to run both Word and the other program simultaneously. Linking is a good way to update part of a document when another part of that same document changes. Linking creates two files—a Word file and a file from the other program.

Any technique that changes things without human intervention can cause problems. Suppose for instance you own a law firm with a letterhead which includes the names of partners in a table. As partners come and go, you change the table to update the letterhead. This seems like a natural application for the automatic updating tasks described in this chapter. You could keep a master copy of the table on your network server and make the changes only once. You could then link everyone's letterheads to the master table on the server. Thereafter, whenever anyone opens a letter it will display the current partners list. But that is not always what you want. Unless you are very careful about how and when updating takes place, it is possible for someone to open an old letter, then see, print, and possibly even resave the old letter with the latest partner list. You can have similar problems with budgets, contracts, and other important documents. Widespread use of automatic updating needs a firm understanding of the potential consequences and close supervision.

PUBLISH AND SUBSCRIBE

Let's start with the most powerful and confusing of the trio. To publish and subscribe you use three files:

- A subscriber document (a Word file in our example)
- A publisher document (an Excel spreadsheet for example)
- A third intermediate document (called the edition)

Suppose that someone else in your organization regularly updates rain statistics in an Excel spreadsheet. She creates and saves this spreadsheet file on her machine. In the process, she publishes a portion of that spreadsheet, creating a second file called the edition file.

Suppose further that you write a monthly memo containing some of those ever-changing statistics. You save your memo as a regular Word document that knows it is a subscriber to your friend's spreadsheet (because you tell it as much). You and your partner-in-clime are on the same network (though you need not be). Whenever you get ready to write the latest version of your monthly memo, Word will obtain your co-worker's current spreadsheet data contained in the edition file (and sent over the network, in this scenario). Word automatically inserts the latest data at the appropriate location in your Word document. You don't even need to have a copy of Excel on your computer for this to work.

Incidentally, you are not limited to subscribing to Microsoft Excel spreadsheets; you can subscribe to any document created by any program that can publish (including Word 5). Not all programs can publish yet, so check your manuals or contact software manufacturers for details regarding publish-and-subscribe–savvy software. Here are the steps for publishing and subscribing.

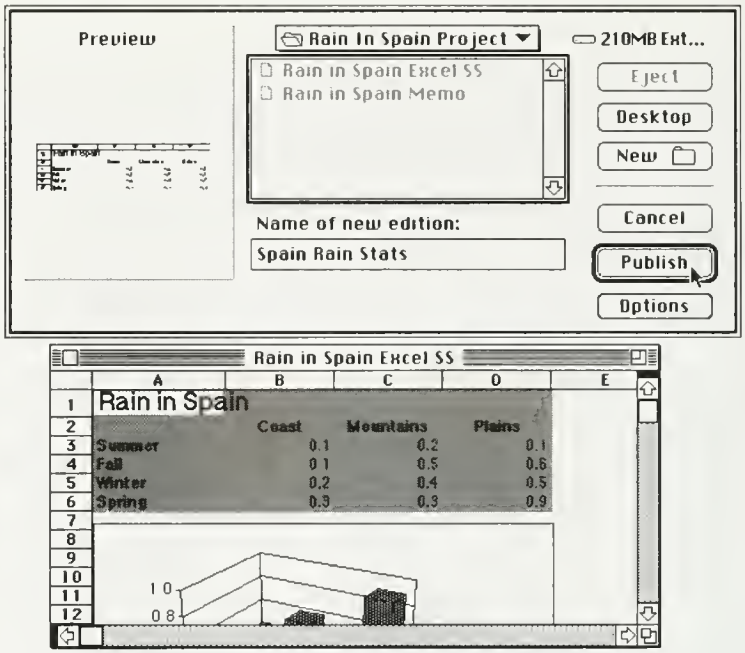
PUBLISHING

To make a document a publisher:

1. Create a document and save it normally.
2. With the document on-screen, select the pertinent information and publish it. In the case of Word or Excel, that means a trip to the Edit menu for the Create Publisher... command. This will bring up a dialog box similar to the one in Figure 28.1. An Excel Publish dialog box is illustrated here, in keeping with our spreadsheet example. Word's Publish dialog box is reached the same way and is virtually identical to Excel's.
3. Name the edition file (the third file required for publishing and subscribing). This file will contain just the selected information being published.

FIGURE 28.1

To publish, select the pertinent items, choose Create Publisher... to bring up this dialog box, name the edition file, and click the Publish button.



4. Use standard Mac techniques to specify a folder location for the publication, then click Publish. It's a good idea to save your original file at this point.

If people will be accessing your edition files over a network, be sure to store them in folders with appropriate access privileges. Contact your network administrator for assistance, if necessary.

SUBSCRIBING

To subscribe to an edition:

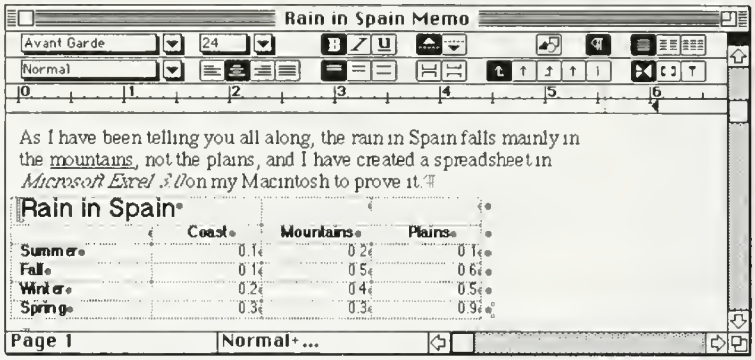
1. Open the Word document where you want to insert the published information.
2. Place the insertion point at the desired spot. Then pick Subscribe To... from the Edit menu. You will see a dialog box like the one in Figure 28.2.
3. Using standard Mac folder-navigating techniques, locate the edition file of interest. They have unusual, fuzzy, brick-like icons, as you can see in Figure 28.2. If you are searching over a network, be sure the publisher has granted appropriate access privileges. Contact your network administrator for assistance, if necessary.
4. Once you've located the desired edition file, double-click on its name or highlight the name and click Subscribe.
5. Soon, a copy of the published information will be placed in your Word document at the insertion point. This may take a moment if you are subscribing to a large file over a busy network. Remain calm. Figure 28.3 shows the rewards of patience and technology—copies of Excel spreadsheet cells automatically inserted into a Word 5 table. What a country!
6. After you've first subscribed, save your Word document.

FIGURE 28.2

Use Word's Subscribe dialog box to locate edition files (distinguished by an unusual icon) and subscribe to them.

FIGURE 28.3

When you subscribe, the published Excel spreadsheet cells will appear in your Word document.



Inasmuch as Publish and Subscribe is a new science (make that art), you will need to experiment with published information to see what happens regarding character embellishments, margins, styles, font incompatibilities, and the like. Experiment on copies of important documents! If you make changes to the resulting Word table (apply table borders, adjust the table's indents and so on), these changes may all disappear the next time you update your subscription.

In our example, the font information came from Excel without difficulty. Moreover, centered spreadsheet cells became centered table cells. Try to make the most of your style decisions on the publishing end. When necessary, create styles on the subscriber's end to speed the inevitable manual reformatting process. (Even if Word is both the publisher and subscriber, it does not send new styles with edition files.)

UPDATING OR CANCELING YOUR SUBSCRIPTION

If you are a subscriber, you do have control over when your document gets updated. But, unless you tell Word otherwise, it will attempt to update each time you open a subscriber document. Undo will not undo an

automatic update. (Close the subscriber document without saving changes instead.)

When you open a document that subscribes, the command Subscriber Options... appears near the bottom of your Edit menu when you select a subscribed element. Choosing it brings up a dialog box like the one in Figure 28.4.

If you click the Manually button and save the file, automatic updates no longer occur. Thereafter, it becomes your personal responsibility to update your document. Any time you want an update, select the subscribed element, visit this dialog box, and click Get Edition Now, which updates your document immediately. This dialog box also tells you when an edition was last modified—right down to the second...

Clicking Cancel Subscriber breaks your document's association with the publisher entirely. You are asked to confirm this. You must do this to delete information placed in your document from a publisher. Canceling a subscription does not remove the last version of the edition placed in your Word document.

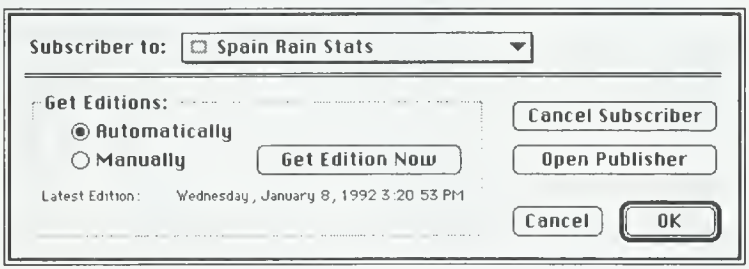
Publishers have choices similar to those shown in Figure 28.4. Reach them by choosing Publishers Options... on the bottom of publisher's Edit menus.

If a subscriber can't find an edition, an abrupt dialog box announces that the edition can not be located because it is missing. Check with the publisher to see if the document has been moved, renamed, deleted, or had its access privileges changed.

You may need to turn off automatic subscribing to edit certain kinds of objects. For example, Excel spreadsheet tables can be edited only when auto subscribe is off.

FIGURE 28.4

Use the Subscriber Options... command on the Edit menu to control updates and cancel subscriptions.



EMBEDDING

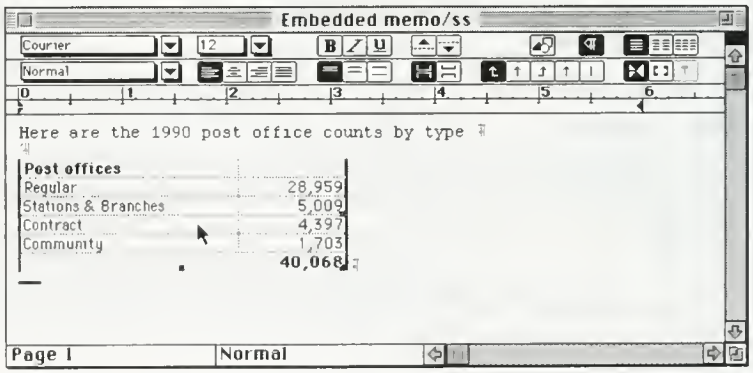
To embed existing information in a Word document (embedding a spreadsheet in a Word document, for instance) you must have both applications running.

1. With both applications running, place the insertion point in the Word document that will receive the embedded information.
2. In our example, you would then switch to the spreadsheet and select the information to embed.
3. Copy it to your Clipboard.
4. Switch back to Word.
5. Hold down the Shift key and choose Paste Object from the Word Edit menu. (The choice will only appear when you hold down the Shift key.)
6. The object from your Clipboard will be pasted into your Word document.
7. Save your Word file.

Figure 28.5 shows an example of embedding at work. Notice that this time the spreadsheet looks like a spreadsheet rather than a table. That's because this time it is a spreadsheet.

FIGURE 28.5

Embedding can save things like spreadsheet files in your Word documents.



UPDATING EMBEDDED OBJECTS

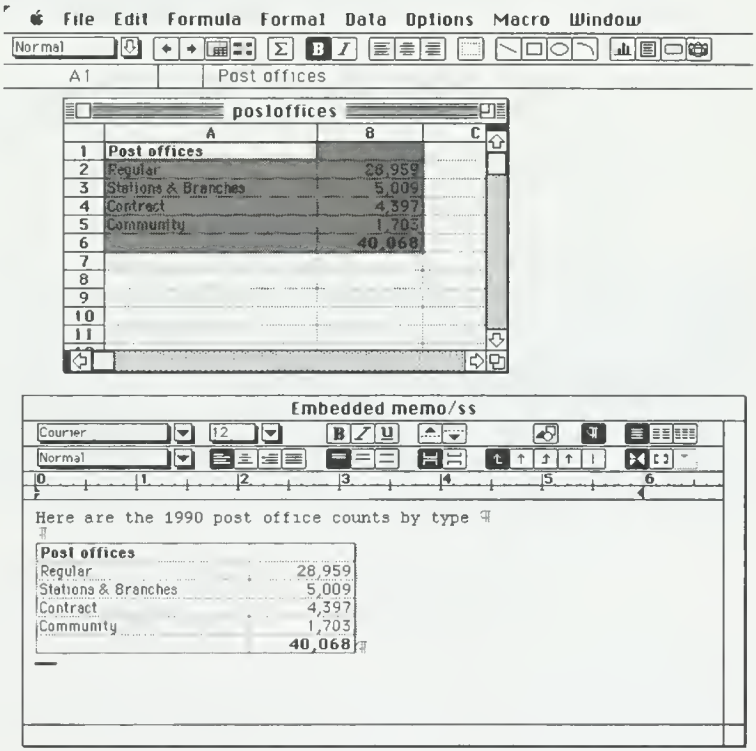
Since the spreadsheet is saved as part of your Word document file, you update it by opening the Word document and double-clicking on the object. This launches the spreadsheet program (or other program that created the object). Your screen would look something like Figure 28.6.

You then edit the data in the originating program (Excel in our example) and use the Update command (⌘-S) on the originating program's menu bar or paste a revised object, depending on the type of changes that you've made.

For example, if you simply changed the number of regular post offices in Figure 28.6, you could choose Update (⌘-S) on the Excel File menu. Excel would move the revised spreadsheet numbers to your Word document and quit.

FIGURE 28.6

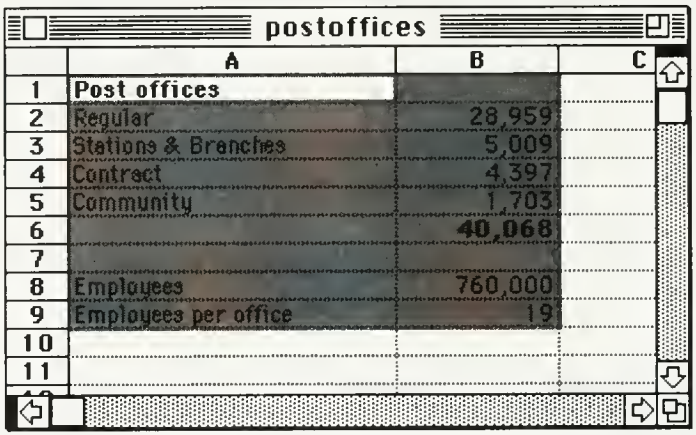
Double-clicking on an embedded object in Word launches the program that created the object.



But suppose you made changes like those shown in Figure 28.7. Here you've added three extra lines and highlighted them.

FIGURE 28.7

Changes to objects sometimes require an additional trip to the Paste Object command (on the Edit menu).



Merely highlighting the additional lines and using the Update command in Excel will not add the new rows to your Word document. You must copy the new spreadsheet area to the Clipboard while in Excel, then use the Shift key in Word to reach the Paste Object command. A general rule-of-thumb is that if an embedded object changes in size, it will probably have to be re-embedded. Saving your Word document to disk saves the spreadsheet in the Word document file.

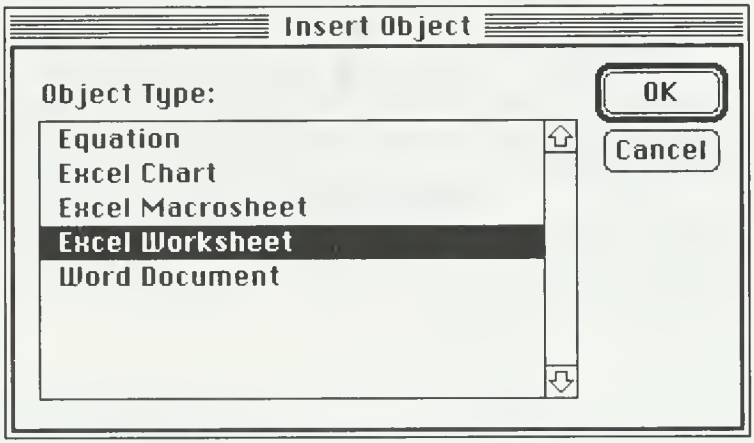
CREATING NEW OBJECTS

To create a new object while working in Word:

1. Pick Object... from Word's Insert menu.
2. You will see a list of available object types, similar to the one in Figure 28.8.

FIGURE 28.8

Choosing Object... from the Insert menu lists the available object types.



3. Double-clicking on the desired object type (an Excel worksheet, for example) will launch the necessary program and let you create information to be pasted, using the previously described embedding procedures.
4. Remember to save your file.

Programs that can create objects will automatically show up in Insert menu's Objects list, but only after you have run the program at least once on your machine. For instance, if you have never run the Equation Editor program it will not show up in your list.

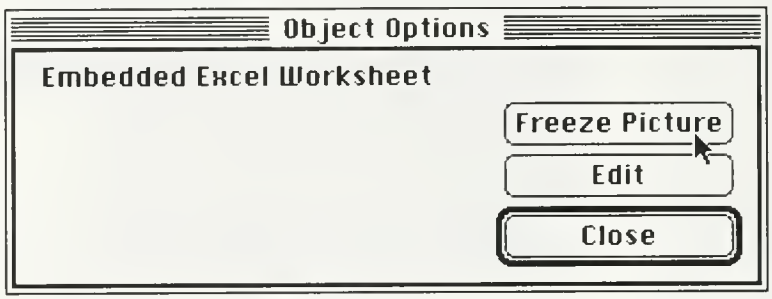
CANCELING EMBEDDING

Use care when canceling embedding. In some cases it will be irreversible. The way you cancel embedding is to convert an object to a picture with the Freeze Picture choice in the Object Options dialog box, reached

with the elusive Object Options... command, sometimes found on Word 5's Edit menu. You must first select an object before visiting the Edit menu. Figure 28.9 is from a recent sighting.

FIGURE 28.9

Freezing permanently converts objects to pictures, so use it with caution.



If you convert a spreadsheet to a picture this way, the equations will no longer be stored with your Word document file. Since your Word document is the only place the equations were stored, you will lose them forever unless you undo in time or have a backup of your Word document containing the equations.

When you double-click on an object after freezing it, Word's draw program will open. That's because the object is now a graphic.

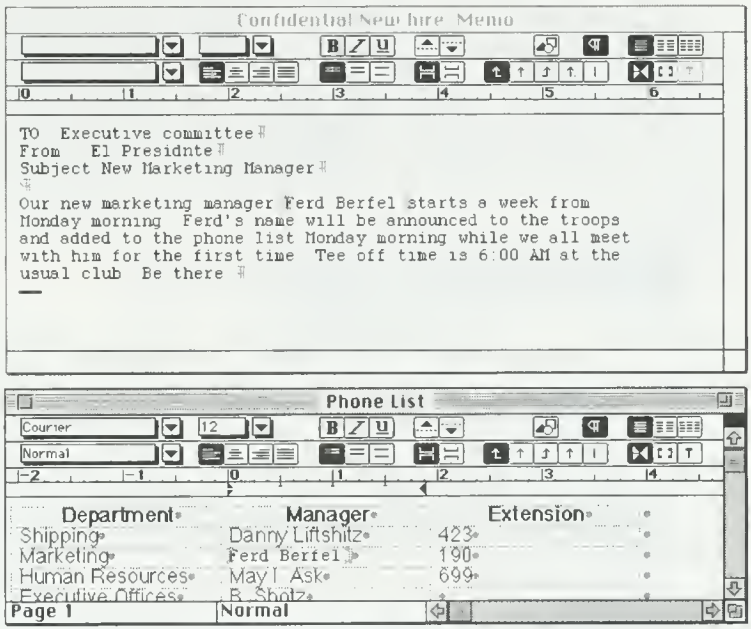
LINK

Link works a lot like embedding. You copy things to your clipboard, then paste them at specific spots in other documents. You can link two Word documents together or link Word documents with other programs that support this feature. When the linked information changes in the originating document, it changes in other documents that you've linked to the source. Generally, linked files are smaller.

1. Start by copying the text or other items of interest to your clipboard. For example, suppose you want to create a memo containing a new-hire's name, and update phone lists and other documents needing the new hire's name once. Figure 28.10 shows an example of this.

FIGURE 28.10

Changing the name in the memo updates the phone list, thanks to linking, but notice what happens to character formatting.



2. In our example you would highlight Ferd's name in the Word memo and copy it to the Clipboard.
3. Next you'd move to the phone list (another Word document in this example) using the Window menu or other window swapping technique.
4. Place the insertion point where you want to place the linked information.
5. Hold down the Shift key and choose Paste Link from the Edit menu.
6. Save your documents.

The information in the two documents will be linked. Fuzzy square brackets surround linked text. Then, whenever you hire a new marketing manager (or make a last-minute hiring decision change), the phone list will be updated.

Notice that the document receiving the text gets font, size, and style information from the originating document (12-point Courier, in the example). There is no easy way to force the incoming information to the receiving document's special format or style (14-point Helvetica here). You can paste unformatted text, in which case the receiving document will display and print incoming text in Word's default form (typically, but not necessarily 12-Point New York).

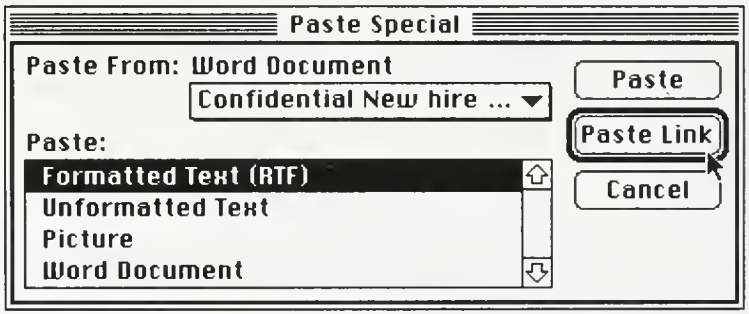
PASTE SPECIAL LINKS

The way to paste unformatted text is to use the Paste Special choice on your Edit menu instead of the Paste Link command. You will see a dialog box like the one in Figure 28.11. Choosing Unformatted Text will cause the receiving document to apply the Normal style to incoming text.

Picture pastes incoming information as a picture, and picking choices like Word Document will embed objects.

FIGURE 28.11

Paste Speciol gives you a little more control over the format of incoming information.



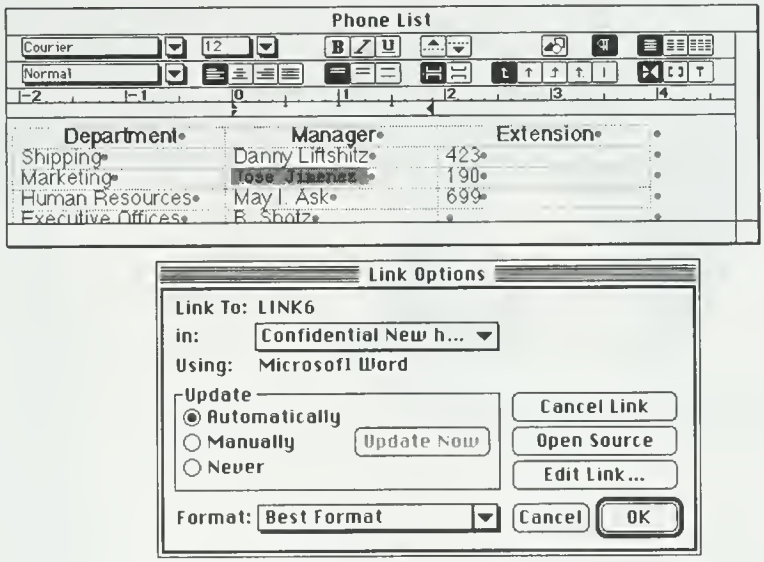
LINK OPTIONS

The Link Options dialog box, shown in Figure 28.12, lets you control how often links are updated and lets you cancel a link or quickly reach the original document.

To reach this dialog box, you must open a document containing a link. Place the insertion point at the link of interest (the linked info will become highlighted, as shown in Figure 28.12). Then choose Link Options... from the Edit menu.

FIGURE 28.12

Highlight linked items and choose Link Options... from the Edit menu to get this dialog box.



The Update area lets you specify when links are updated. The Format menu provides the available format choices (typically RTF, Unformatted Text, and Picture). Open Source takes you to the originating document. If the Source is other than Word, the button will attempt to launch the source program (Excel, for instance). You must have the source program on your machine and enough RAM to run both the Source program and Word in this case. Edit Link lets you tie the receiving link to a different source link.

CHAPTER

29

E-Mail and Other Network Features

To send mail from within Word **698**

use the Microsoft Mail command on your Apple menu unless you also want to enclose a Word document, in which case, use the Send Mail... command on Word's File menu.

To include Word documents with messages you send **698**

make the document you want to send the current document then choose Send Mail... from Word's File menu. Type a note to accompany the enclosure if you wish. Specify the names of recipients and send.

To read mail from within Word **700**

use the Microsoft Mail command on your Apple menu unless you only want to see messages with enclosed Word documents, in which case, use the Open Mail... command on Word's File menu.

To use documents sent to you via MS-Mail **700**

use the Open Mail... command on Word's File menu. Click to select a message or shift-click to select multiple messages, then click Open. Word will open one or more new document windows containing the enclosures and close the Mail window. Treat the enclosures like any other Word documents (Edit, save, etc.).

Featuring

- *Sending e-mail (electronic mail) from within Word*
- *Enclosing Word documents with e-mail*
- *Receiving notes and enclosures from within Word*

WHEN YOU ARE on a network and your organization uses Microsoft Mail for in-house electronic communications, you can use the Open Mail... and Send Mail... commands on your Word File menu to access mail and send copies of your Word documents to others.

Word 5 is compatible with most Microsoft Mail versions, including 2.0 and 3.0. You must have Microsoft Mail installed on your Mac and be connected to a network with a mail server to use these commands. Read the Users booklet that came with your copy of Microsoft Mail. Contact your system administrator or mail manager for assistance.

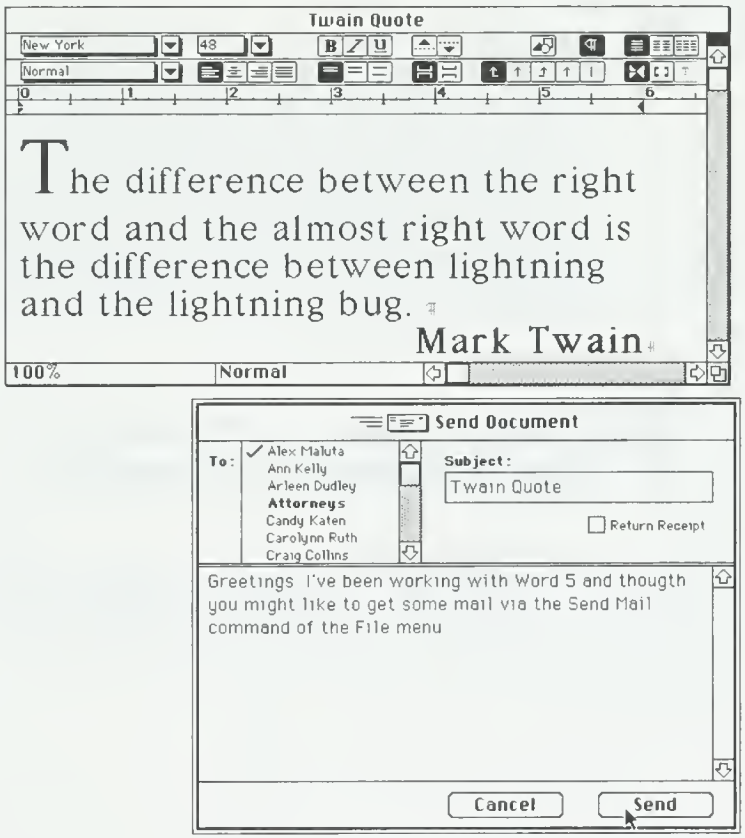
Generally, you will want to use the Microsoft Mail command on your Apple menu rather than Word's mail commands for most e-mail (electronic mail) tasks. The primary advantage of using the Word 5's Send Mail... and Open Mail... commands instead of using the Apple menu choice is that the Word commands eliminate a couple of steps when you exchange Word documents with other Word users.

SENDING WORD DOCUMENTS VIA E-MAIL

1. With your Word document saved to disk and displayed on screen, choose Send Mail... from Word's File menu.
2. If your mail server is up and running, and if you are properly attached to your network, you will see a Send Document dialog box. The exact appearance of the dialog box will vary, depending upon which version of Microsoft Mail is installed on your machine. The Mail options you've chosen also affect the appearance of this screen. Figure 29.1 shows

FIGURE 29.1

A typical Send Document window (yours may be different) reoched from Word's Send Mail... command.



a typical but very simple mail window, running under Microsoft Mail version 2.0.

3. Somewhere on your screen there will be a list of potential addressees, a place for you to type the subject of your message, and a message area. There may be other checkboxes for return receipts, urgent handling, and so on.
4. Pick the intended recipients and type a message in the message area.
5. Click send to transmit both the message and the Word document to the recipients.

If you are typing a list of ten things you hate about your boss and decide to send her a happy birthday e-mail message, don't use Word's Send Mail... command. Your note will arrive with a copy of your typing project! If you don't want to send a Word document with an e-mail message, use the regular Microsoft Mail features on the Apple menu instead.

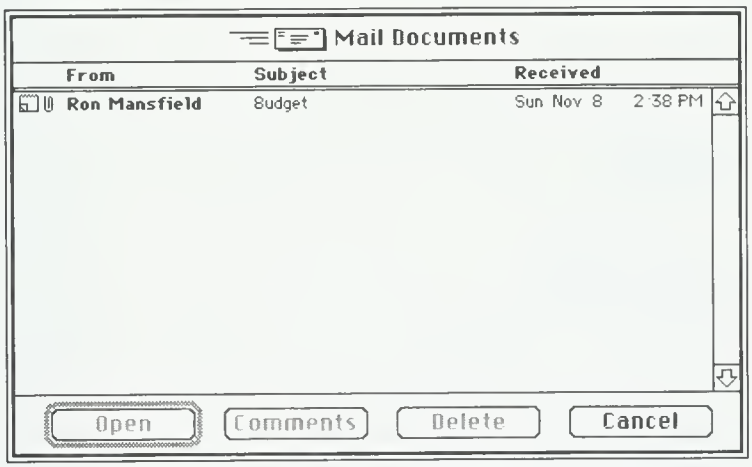
READING MAIL COMMENTS AND ENCLOSURES IN WORD

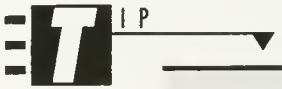
1. From within Word and connected to a network, use the Open Mail... command on Word's File menu.
2. You may be asked for your name or password.

3. You will see a list of messages (shown in Figure 29.2) sent to you by others using Word's Send Mail... command. This list will only show mail sent using Microsoft Word enclosures. If you want to see all your mail, use the Microsoft Mail command on your Apple menu.
4. Click on the message you want to read and use the Comments button to read the comments.
5. If you want to open any enclosures which may be contained in a message, click on the message and you'll see a list of possibilities.
6. Click to select an enclosure, or shift-click to select multiple choices.
7. Click Open.
8. Word will open one or more new document windows containing the enclosures and close the Mail window. Treat the enclosures like any other Word documents (edit, save, etc.).

FIGURE 29.2

A typical message list displayed through the Open Mail... command on Word's File menu.





Holding down the Shift key when you use Word's Open Mail... and Send Mail... commands will often let you open and save documents in non-Word formats (text, RTF, etc.).

For additional help with Mail

Mail and network connections can be confusing, particularly on complex networks. Read your Microsoft Mail user's guide and ask your mail manager for assistance.

CHAPTER

30

Playing QuickTime Movies in Word

MAC TRACKS

To show QuickTime movies **707**

you need system version 6.07 or later with the FS6Patch system extension properly installed, or System version 7.0 or later. Your computer must be 32-bit color QuickDraw compatible. Word's Movie commands must be installed. (They are normally unless you choose a Custom or PowerBook installation configuration that eliminates them.)

To insert a QuickTime movie into a Word document **708**

position the insertion point and choose Movie... from Word's Insert menu. Use the resulting Open dialog box to locate and open the movie.

To share Word documents containing movies **708**

you must copy two files—the Word document and the QuickTime movie.

To play movies ***709***

double-click on the movie poster (a still frame from the movie containing a badge).

To stop start, advance, and rewind movies ***709***

use the Play/Pause button at the bottom of the movie window to alternately play and pause. The Forward and Rewind buttons work as you'd expect. Drag the slider to make big jumps.

To capture stills from movies ***711***

play the movie and pause on the desired frame. Select the still picture (if it's not already selected) by clicking on it once, and then copy it to the Clipboard (⌘-C). Paste the resulting PICT image to your scrapbook, or other Word document etc.

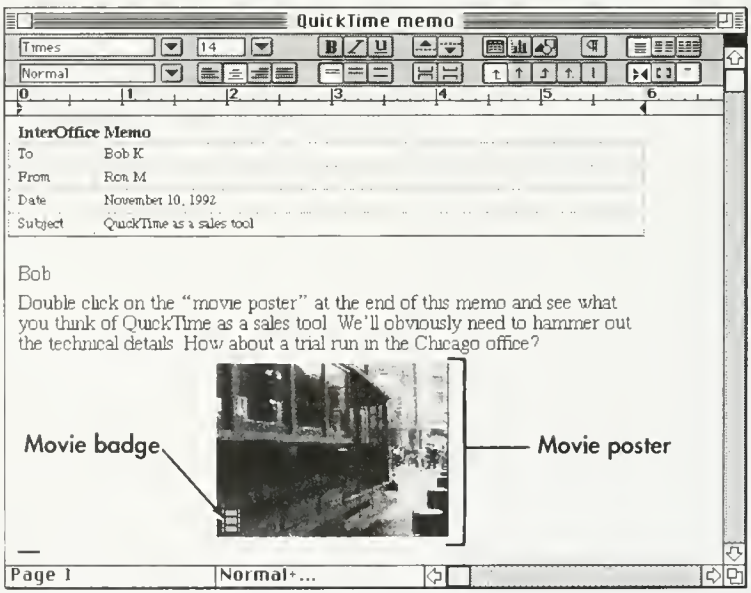
Featuring

- *Ways to include QuickTime movies in your documents*
- *Ways to share QuickTime movies with others*
- *Ways to turn QuickTime images into drawings*

WHILE YOU CANNOT record QuickTime movies with Word, you can play them from within Word documents. This give the illusion of adding sound and animation to memos and other documents. You do this by inserting movie posters (graphic objects) which can be used to launch a QuickTime player and the movie you specify. Figure 30.1 illustrates the concept.

FIGURE 30.1

Word's Movie commands let you insert movie posters in your Word documents which play QuickTime movies when you double-click on them.



What you need

Here are the requirements for playing QuickTime movies:

- System version 6.07 or later with the FS6Patch system extension in your System folder, or System version 7.0 or later. (Get the System 6 FS6Patch from your Apple dealer if you need it.)
- A 68020 or greater machine. Macintosh Plus, Classic, SE, Portable, and PowerBook 100 systems are not compatible.
- 32-bit color QuickDraw compatibility. Other PowerBooks (140, 170, etc.), Macintosh II series, Quadras, and SE/30s running System 7 are compatible.
- Word's Movie commands must be installed. (They normally are, except if you eliminate them during a Custom or PowerBook installation. Run Word's installer again to add the necessary QuickTime features.)
- A hard disk with lots of disk space.
- 4 Mb of RAM on System 7 machines, and 2 Mb with System 6.07.
- A source of QuickTime Movies.
- Popcorn.

Of movies, disk space, speed, and quality

It's time for a reality check. A fifteen-second QuickTime movie can easily take more than 1.3 megabytes of disk space. You're gonna need a big disk drive for Gone With The Wind; or even a decent sales presentation. Which brings up another point. QuickTime movies won't fill your screen, even a small one. And, while the picture and sound quality are pretty amazing under the circumstances, makers of broadcast video gear and IMAX theater equipment have nothing to fear just yet.

Disk drive speed and overall computer performance can be an issue. QuickTime movies run best on your local hard drive. It's a good idea to copy movies from CD-ROMs to your hard disk. While you might be able to play a movie over your network (from a Server for instance), it would be ill-advised.

Some background tasks that hog a lot of your computer resources (like background printing and certain SCSI tasks) can make movies pretty herkey-jerky. Give your Mac a break. Don't try to print and scan and watch movies simultaneously. Enjoy the show. QuickTime movies can be entertaining, informative, and great attention getters, as long as you can live with the limitations of this emerging technology.

Inserting a Movie

Microsoft's claims to the contrary, you don't actually insert a QuickTime movie into a Word document. What you do is insert a graphic object used to launch the movie player and play a specific movie. Still, it's convenient to think of the process as inserting a movie, as long as you remember that you'll need to deal with two files when it comes time to back up or share Word-resident movies.

To insert a movie:

1. Create a QuickTime movie with some other software, or copy a movie to your hard disk.
2. Open or create a Word document and position the insertion point where you want the movie poster to appear.
3. Use the Movie... command on Word's Insert menu.
4. You'll see an Open dialog box that will remind you of Word's regular Open dialog box.
5. Use it to locate and open the movie.
6. Word will open a movie window and play the movie you've selected.

7. Using techniques you'll learn in a moment, pick a frame in the movie you want to use as a poster in your Word document, then close the movie window.
8. Word will insert the poster at the insertion point along with a little movie badge in the lower left corner of the poster. (The badge tells you this is a movie, not just an everyday graphic image.)

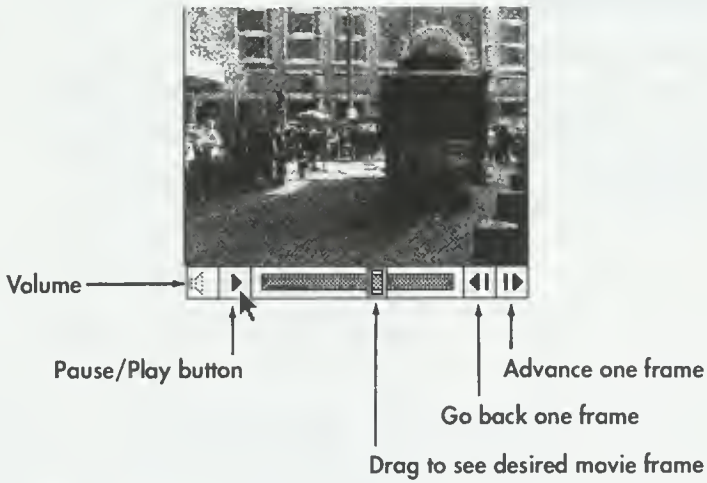
PLAYING MOVIES

To play a movie, just double-click on its poster. A movie window will open with VCR-like controls at the bottom. The movie will run from beginning to end unless you stop it first. Figure 30.2 shows the controls and their functions.

As you'd expect, the Play/Pause button will start and stop your movie. The Forward and Rewind buttons move you ahead and back when you click. Hold them down to fast forward or rewind. The slider in the middle of the control panel lets you scoot to various places in the movie (the middle or beginning, for instance). Drag the handle.

FIGURE 30.2

If you've ever played a tape, you know how to control a QuickTime movie.



MOVIE OPTIONS

When you select a movie or pause it during playback, the Edit Movie... command on your Edit menu will take you to a dialog box like the one shown in Figure 30.3. You can also reach this dialog box from the Object Options command on the Edit menu.

Always Show Badge

This option toggles the little film-like thing at the lower left of posters. It is on by default and so darn cute you'll want to leave it on.

Play Continuously

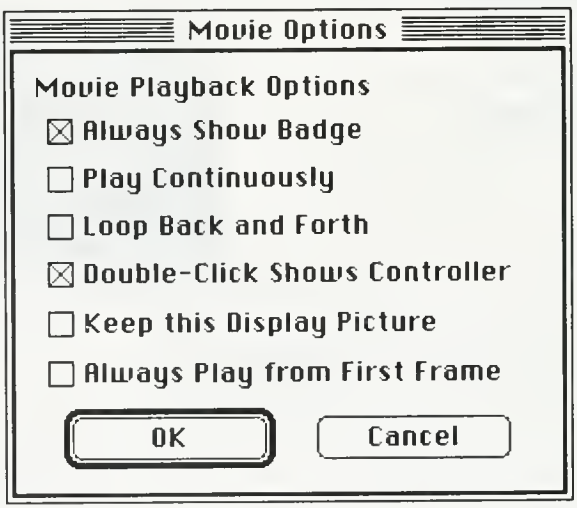
An X here plays the movie over and over and over and over.

Loop Back and Forth

This option plays the movie from beginning to end; then it plays the whole show backwards. If Play continuously is checked the Energizer bunny appears (just kidding). Actually the movie plays forward, then backwards; over and over. It's a little like CSPAN.

FIGURE 30.3

The Movie Options diolog box (reoched via the Edit Movie... commond or the Object Options command on the Edit menu).



Double-Click Shows Controller

Removing the default X here deprives you of the VCR-style controls and turns your mouse pointer into a pause control. I say, let it be. People will be impressed by all the buttons.

Keep This Display Picture

This option lets you pick a new frame to use as the poster. Play the movie. Pause on the desired frame. Visit the Movie Options box. Choose this option.

Always Play from First Frame

This option forces the movie to start from the beginning except after you pause.

Movie Sound

If your movie has sound (and some movies don't), the little speaker icon in the lower-left of the movie window will not be dim. Click on the speaker icon to reveal a sliding volume control. I'd show you what it looks like, but screen capture technology has not caught up with QuickTime technology just yet.

Turning QuickTime Frames into PICT Stills

It's easy to copy single frames and use them as PICT stills.

1. Play the movie.
2. Pause when you see the frame you like.
3. Copy (⌘-C).
4. Paste to your scrapbook, a Word document or any other document that accepts PICT graphics (Paint programs, etc.).

EDITING MOVIES

Attention budding Spielbergs! You can cut, copy, and paste single QuickTime Frames or ranges of frames, and the sounds that accompany them. It is even possible to copy frames from one movie to another. Experiment on copies of your favorite QuickTime flicks.

To copy multiple frames (and sounds):

1. Play the movie.
2. Pause when you see the first frame you like.
3. Hold down the Shift key.
4. Shift key depressed, move forward a frame-at-a-time with the Forward button or drag the slider S L O W L Y.
5. Copy (⌘-C) or cut (⌘-X).
6. Move to the point where you want to paste.
7. Paste (⌘-V).
8. Show off.

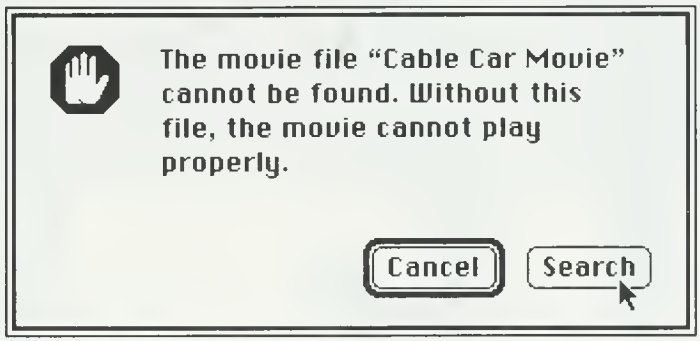
COPYING DOCUMENTS CONTAINING MOVIES

Remember to copy both the Word document and movie(s) associated with it. If you forget a QuickTime file (or move it), you'll still see the poster in your Word document, but you'll get a message like the one in Figure 30.4.

If the Movie is on your disk(s), but not in the same place as before, the Search button will usually find it. (You could also use Word's Find File command.)

FIGURE 30.4

Word can't find the movie file.



Microsoft warns that if you store movies on floppies, you should not use untitled floppies. This shouldn't be a common problem, given the size of QuickTime files and today's floppy capacities...

SOURCES OF QUICKTIME MOVIES

Your local Macintosh users group is probably a great source of QuickTime movies. (Just be sure you use current virus protection software if you swap flies.) You can also find movies in Shareware catalogs like Educorp's (request one by dialing 800-843-9497), through bulletin board services, on-line services (such as America Online), and Apple's QuickTime startup kit has a CD full of movies.

CHAPTER

31

Personalizing Word

To change preferences **722**

use the Tools menu's Preferences... command to open the Preferences dialog box. Scroll if necessary and click on the desired preferences category (General, Grammar, Toolbar, etc.). Choose options when they appear and use the close box to return to your work. Quitting Word saves the changes.

To modify menus **736**

open the Commands dialog box pick commands from the scrollable list and add or delete them. Add, change, or delete keyboard shortcuts here if you wish.

To save settings changes **747**

quit Word.

To revert to Word's standard settings **748**

open the Commands dialog box and click on the Reset... button in the bottom left corner.

To add and remove keyboard shortcuts **749**

use the Commands dialog box (⌘-Shift-Option-C) or, if you have a numeric keypad, hold down ⌘-Option- + (on the numeric pad). Your cursor will change to a large ⌘ symbol. Pick the menu item you want to add a shortcut to. Demonstrate the key combination when Word asks you to. To remove shortcuts without visiting the Commands dialog box, hold down ⌘-Option- – (on the numeric pad). Word will ask you to type and confirm the key combination you wish to remove.

Featuring

- *Changing menus and the Toolbar*
- *Creating and changing your own keyboard shortcuts*
- *How to change and restore standard settings*

IN THIS CHAPTER you will learn about Word 5's standard menu settings, preferences, keyboard shortcuts, and how to change them. You will learn how to add an optional Work menu, and about predefined menu-settings files provided by Microsoft that make users of other word processors feel at home with Word 5. When reading this chapter, you might also want to refer to Appendix B which contains a complete list of each Word command, a description of its function, some tips on use, and associated keyboard shortcuts.

A CAUTION

Imagine living in a community where everyone made their own laws. One driver could decide that red traffic lights mean go and yellow lights mean stop. Your neighbor could declare his or her backyard a toxic-waste dump site. Similarly, changing Word's look, feel, and function is not without risk.

Adding an extra command like Screen Test to Word's standard menus normally does not cause problems. Word features like these are well documented in this and other books.

Deleting menu items will normally not create big problems either. However, you can cause frustration and inconvenience by deleting certain items.

Moving items from menu to menu may make things easier and more logical for you, but it will make life difficult for others that need to use your machine. Imagine being a temporary worker trying to figure out a completely reorganized set of Word menus... the training of new

hires can be slowed by undocumented, department-wide changes to menus as well.

And, if you are using third-party macro programs like QuicKeys or Apple's now discontinued MacroMaker, changes in menus can sometimes cause your old macros to malfunction.

If you work in a large organization, your systems manager may have strong feelings about changing Word's menus and shortcuts. Check first. With that out of the way, let's look at ways to personalize Word.

STANDARD SETTINGS

Word's original (factory) settings are referred to as Microsoft Standard Settings. The designers of Word 5 have chosen settings they feel will work for the majority of people doing general typing and correspondence. For instance, they assume you will use standard letter size ($8\frac{1}{2}\times11$") paper. They have specified generous right, left, top, and bottom margins that should accommodate most binding, header, and footer needs. They have turned on popular Word features and turned off more esoteric ones that annoy some people. They have organized the menus for you and held back many potential menu choices.

But even the research-laden folks in the Microsoft Useability labs couldn't come to a consensus on the best font default, so Word lets you pick your favorite at installation. Table 31.1 lists some (but not all) of Microsoft Word's standard settings for the American version. Most can be found in various categories of the Preferences dialog box.

As you can see from the table, some settings, like Fractional Widths and Most Recently Used List (MRU List), change based on your machine's configuration. Things like the dictionaries and thesaurus change in international versions.

Defaults are stored in the Word Settings (5) file in your System Folder. If you are using System 7, the file is stored in the Preferences folder within the System Folder.

TABLE 31.1 *Word 5's Factory Defaults (American Version)*

FEATURE	DEFAULT SETTINGS
Allow Fast Saves	On
Always interpret RTF files	On
Always Make Backups	Off
Always suggest spellings	On
Background Repagination	On
Custom dictionary	Selected
Default font	New York (user prompt at installation)
Drag-and-Drop	On
Fractional Widths	On (if LaserWriter is chosen)
Grammar rules (all)	On
Hyphenation Dictionary	English (US)
Ignore Uppercase (spell checking)	Off
Ignore Numbers (spell checking)	Off
Include formatted text in Clipboard	On
Main dictionary	English (US)
Most Recently Used Files list	On (off for small-screen Macs)
Open in Page Layout view	Off

TABLE 31.1 *Word 5's Factory Defaults (American Version) (continued)*

FEATURE	DEFAULT SETTINGS
Page margins in Print Preview	On
Picture placeholders	Off
Prompt for Summary Information	On
Ribbon	On
Ruler	On
Save Option	Normal Word file format
Save reminder	Off
Section Start	No Break
Short menu names	Off
Show Document Statistics (grammar)	On
Show function keys on menus	Off
Show Hidden Text	On
Show paragraph markers	Off
Show table gridlines	On
Smart Quotes	Off
Text boundaries in Page Layout view	Off
Thesaurus	English (US)
View	Normal view

CHANGING WORD'S PREFERENCES

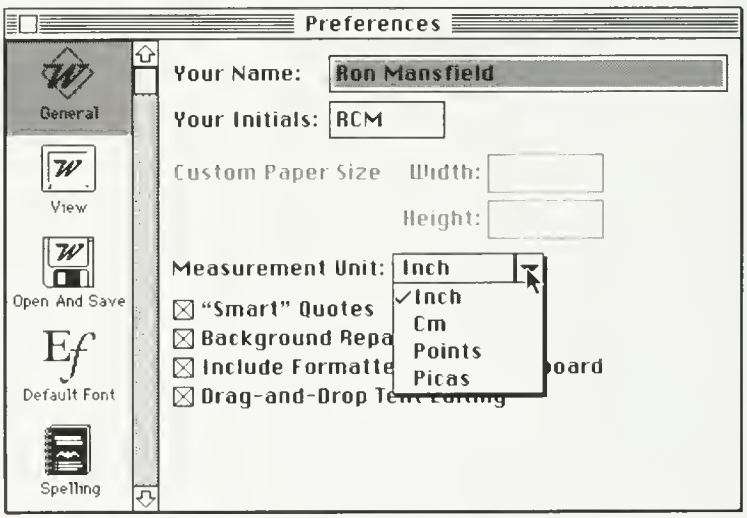
Word 5 gives you considerable control over its various features. For example, you can dictate default view settings, menu appearance, default font settings, and much more. Many of these choices are made using preference categories (collections of options) in the Preferences dialog box. Preferences are saved in Word Settings files, so it is possible to have more than one set of preferences.

There are eight preferences categories in version 5.0 and nine in version 5.1. Here are the steps for changing preferences:

1. Begin by selecting Preferences... from the Tools menu.
2. You'll see a dialog box like the one shown in Figure 31.1. Notice the icons and scroll bar on the left side of this dialog box.
3. Click on an icon to move from one Preferences category to another. You'll always see the General category first.
4. Change preferences by clicking on options, typing in the text boxes, and so on.

FIGURE 31.1

The Preferences diolog box allows you to customize settings.



5. When finished, click in the close box to return to your document.

Let's look at all nine categories (General, View, Open and Save, Default Font, Spelling, Grammar, Thesaurus, Hyphenation, and Toolbar).

THE GENERAL CATEGORY

The General Preferences category lets you enter or edit your name and initials, define custom paper sizes, toggle smart quotes, control automatic Repagination, and control clipboard formatting.

Name

The name is used by the Summary Information dialog box and the Glossary for the author glossary item. If you insert your name here, you will not need to retype it each time you create Summary Information or use the author glossary item. If necessary, edit your name using normal Macintosh editing and navigation techniques.

Initials

The initials you type here will be displayed when you record a voice annotation. See Chapter 25 for more information about voice annotation.

Custom Paper Size

Notice the custom paper size boxes below the name and initial boxes. They will be dimmed unless your chosen printer supports custom paper sizes. Most laserprinters do not, ImageWriters and the ImageWriter LQ do.

If your printer supports custom sizes and you wish to define them, but the choices are dim, close the Preferences dialog box and visit the Chooser to select the appropriate printer icon. Then return to the General Preferences category to continue.

Measurement Unit

Beneath the custom paper size boxes you'll find a drop-down menu used to define the units of measure used by the ruler, text boxes, and for margins and tab settings, as shown in Figure 31.1. Spacing measurements such as super- and subscripts, line spacing, and inter-character spacing are not controlled here.

Smart Quotes

An X in this box tells Word to replace simple quotes with curly typesetter's quotes as you type. This option does not affect previously typed quote marks. To turn off smart quotes, remove the X from the checkbox by clicking on it.

Background Repagination

With this option checked, Word will automatically repaginate your document (compute new line and page endings) whenever you are not typing. On some slower Macs you may find that automatic Repagination slows certain operations. If this is an annoyance, remove the checkmark and Word will only repaginate when you tell it to (through the Tools menu) or before you print or do other tasks requiring Repagination.

Include Formatted Text in Clipboard

Normally you will want this box checked. It carries text attributes (bold, italic, etc.) with the text on the Clipboard. Paragraph formatting carries over as well if you copy the appropriate paragraph markers to the Clipboard. Removing the checkmark from this box copies plain text to the Clipboard.

Drag-and-Drop Text Editing

This box determines whether the Drag-and-Drop feature defaults to off or on when you start Word. Some people turn Drag-and-Drop off here and install a menu choice and/or keyboard shortcut to control it.

THE VIEW CATEGORY

Figure 31.2 illustrates the View category. It determines how hidden text, grid lines, text boundaries, and picture placeholders appear. It gives you control over the appearance or absence of the ruler and ribbon in new documents. This category also controls several items relating to menu appearance. With most choices in this category, regardless of what you set here, you can control the option from the menu bar.

Show Hidden Text

This choice determines whether hidden text will be displayed by default. It does not affect the default printing of hidden text which is controlled by the Print dialog box.

Show Table Gridlines

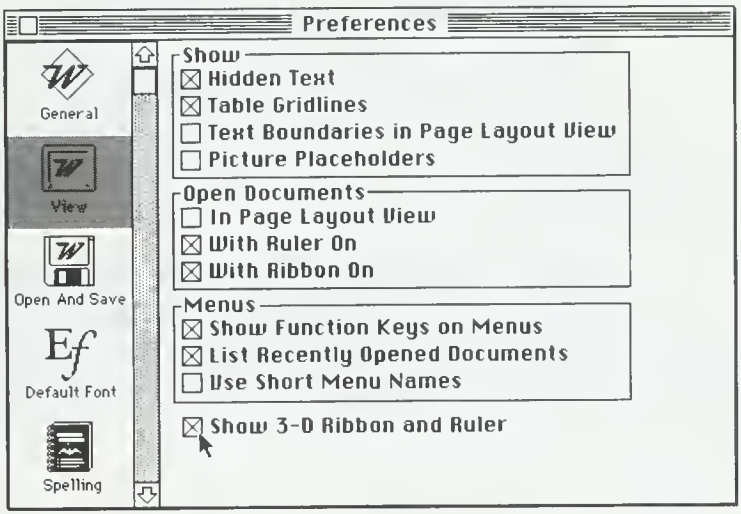
An X here means that you will see dotted lines between rows and columns in tables. These lines will not print.

Show Text Boundaries in Page Layout View

An X here means that when you are in the Page Layout view, you will see dotted lines around document elements like text areas, headers, footers,

FIGURE 31.2

The View Preference choices range from non-printing character display to menu appearance.



and framed objects. These lines will not print. Note that even though the choice contains the word text, it affects non-text elements as well (like graphics).

Show Picture Placeholders

On slower Macs, Word can slow to a crawl if your document contains large graphics. It is possible to speed work in drafts by displaying gray rectangles instead of the graphics themselves while editing. The picture placeholders choice determines whether or not these placeholders are used by default.

Open Documents in Page Layout View

With this box checked, Word 5 will always open your documents in Page Layout view (called Page View in Word 4). In Page Layout view, you will see headers, footers, page numbers, and so on. There is a performance penalty. Scrolling and other tasks can be noticeably slower in this view. That's why you have a choice of default views.

Open Documents with Ruler On

With this box checked, Word 5 will always open your documents with the ruler in view. The ruler shows tabs, indent markers, the Style list, etc., but takes up room, particularly on small screens.

Open Documents with Ribbon On

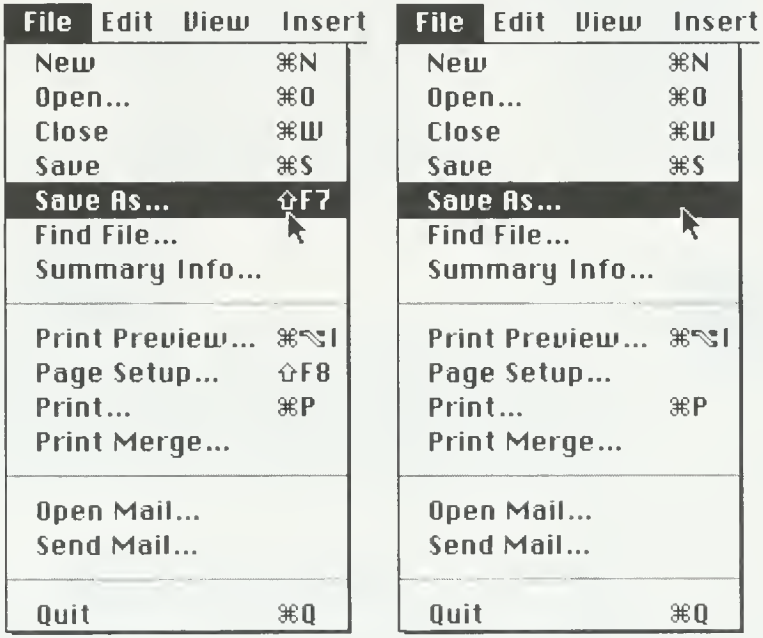
With this box checked, Word 5 will always open your documents with the ribbon in view. The ribbon shows font choices, lets you show paragraph markers, lets you quickly apply bold, underscore, and other embellishments. Like the ruler, the ribbon takes up room, particularly on small screens.

Show Function Keys on Menus

Notice the difference between the left and right menus in Figure 31.3. The Save As... choice on the left lists Shift-F7 as a keyboard shortcut.

FIGURE 31.3

The Save As... choice shown with the function keys option on (left) and off (right).



The other menu does not. This choice toggles the display of function key shortcuts. If your keyboard does not have function keys, or if you have redefined the use of your function keys, you may want to remove the X in the Show Function Keys in Menus box to make your menus consistent with your keyboard.

List Recently Opened Documents

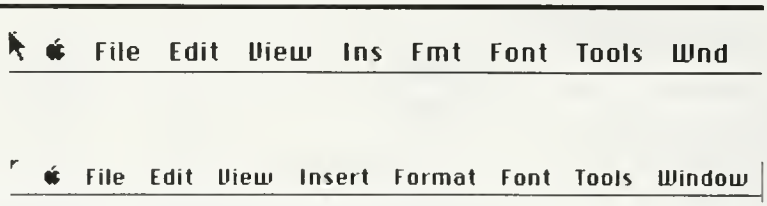
This box controls the feature that appends the names of the last four Word documents you've used to the File menu. An X in the box assures that the file names will appear. See Chapter 6 for more about this feature.

Use Short Menu Names

Notice the difference in the length of the menu names, shown in Figure 31.4. With the short menu box checked, menu names are reduced in length to facilitate small screens and non-Word menu additions (clocks, for instance).

FIGURE 31.4

You can choose short (top) or long (bottom) menu names, depending on your preferences.



Version 5.1 lets you add 3-D effects to your ribbon and ruler if your system is capable of displaying at least 16 colors or gray shades. Read about it next.

Show 3-D Ribbon and Ruler

If you are using version 5.1 on a color or gray-capable system, and if you have color or gray shade features enabled in your control panel, this option toggles shaded, 3-D ribbon and ruler buttons. 3-D ribbons tend to appear more slowly on some systems. Turn off the effect if you experience an objectionable delay.

THE OPEN AND SAVE CATEGORY

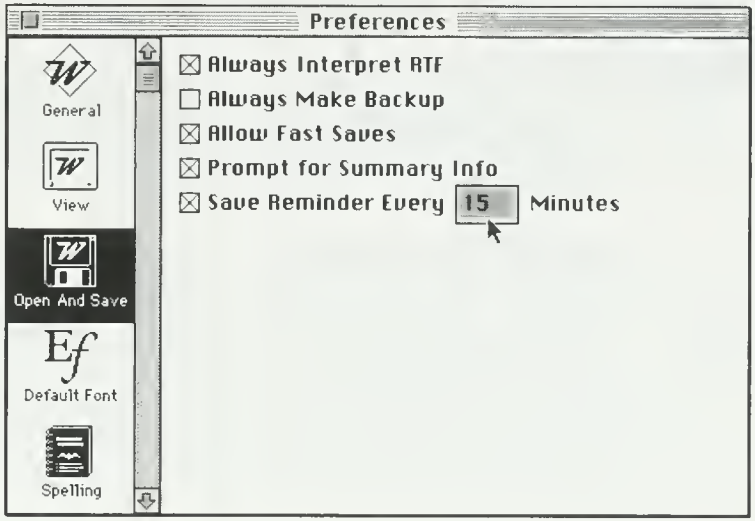
This category deals with the way Word reads and writes disk files. The dialog box in Figure 31.5 gives you control over automatic prompts for Summary Information and lets you enable or disable reminders to save your work.

Always Interpret RTF

Word will automatically open documents saved in the Rich Text Format (RTF) if this box is checked. If you remove the checkmark from this box, Word will ask if you want RTF files converted each time you attempt to open one. RTF files are created by many different word-processing, spreadsheet, and other programs. RTF is an industry standard for certain formatting features (bold, italic, etc.).

FIGURE 31.5

The Open and Save category.



Always Make a Backup

With this box checked, Word 5 will always make a backup copy of the previous version of your document whenever you save your current work. It does not make a backup when you first save a document, but makes backups on second and subsequent saves. Keep file names short if you plan to use this feature, and note that automatic backup disables Fast Saves (see the next topic). As you probably read earlier, the backup file created by Word is a copy of your document before your last save, and does not contain your most recent changes. In other words, the backup feature lets you go back in time one generation.

For instance, suppose you created a new document containing only the word Test, and saved it as a file called Example 1. There would be no backup created at this point. Suppose that you then modify the text to read Test two. Now when you save, Word creates two files in your folder—one called Example 1 and another called Backup of Example 1. If you were to open Backup of Example 1, you would find that it contained only the word Test. Example 1 would contain the words Test two and would be the most recent version of your work.

Don't use this feature as your primary or only backup method.

Allow Fast Saves

This feature speeds the saving process. Rather than writing the entire document to the disk each time you save, Word writes and keeps track of just the changes. Eventually, Word performs a slower, full save to clean up the document file and reclaim some memory. Quick saves are particularly useful if you work with floppies, save over a network, and so on. The always backup feature disables fast saves.

Some applications and conversion utilities may be incompatible with Word created with Fast Save.

Prompt for Summary Information

This box turns on and off Word 5's new Summary Information feature. See Chapter 6.

Save Reminder Every n Minutes

With this box checked, Word asks you how often you wish to be reminded to save your work. Enter the number of minutes between saves. Whenever the specified number of minutes passes without your saving your work, you'll see a dialog box like the one in Figure 31.6.

FIGURE 31.6

The Save reminder box pops up if you neglect to save your work.

The Save reminder dialog box lets you save by simply clicking OK (or by pressing Return). If you want to postpone the save and be reminded again, you can specify a length of time to be left alone. The cancel box postpones the reminder for the default period. That is to say, if you have entered 15 minutes in the save reminder box, then you would be interrupted again in 15 minutes. To stop the interruptions entirely, go back to the Open and Save Preferences category and remove the X from the save reminder box.

THE DEFAULT FONT CATEGORY

The Default Font category shown in Figure 31.7 lets you pick a font and size for new documents. It defines the font and size used by the Normal style. Press on the appropriate triangle to reveal the font or size menu. Slide the mouse pointer down the menu and release the mouse button on the desired item. Your choice will be highlighted and a checkmark will appear next to it, as shown in Figure 31.7.

THE SPELLING CATEGORY

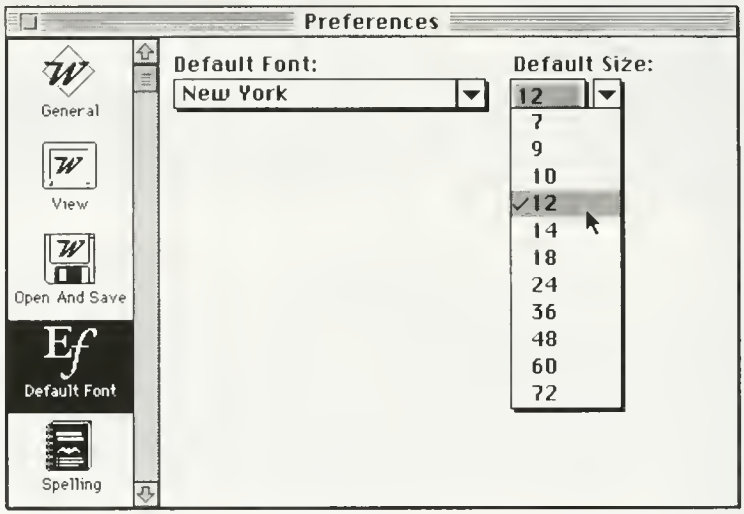
This category lets you pick dictionaries and instruct Word's spell checker to ignore certain words or combinations of words and numbers, as shown in Figure 31.8.

Main Dictionary

A drop-down list shows all main dictionaries in your Word Commands folder. The one you check will be used when you run the spelling checker. Contact Microsoft for information about additional dictionaries.

FIGURE 31.7

The default font and size are shown with checkmarks.

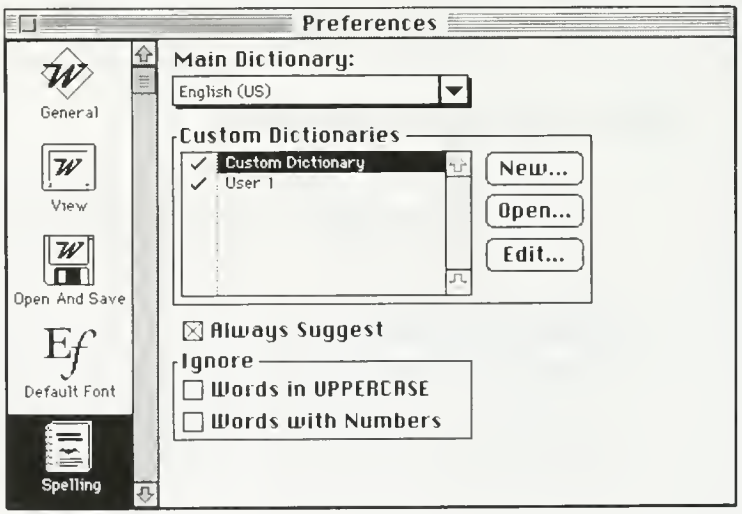


Custom Dictionaries

This is where you specify which custom dictionaries Word's spelling checker will automatically use. Custom dictionaries might include

FIGURE 31.8

The Spelling category lets you choose your dictionary.



technical phrases, client names, etc. It is best to keep custom dictionaries in the Word Commands folder, since Word looks for them there first. See Chapter 18 for more information about dictionaries and spelling checks.

Always Suggest

An X in this box causes Word's spelling checker to always suggest replacement words when it detects a possible misspelling. If you turn off this option, you can still ask Word to suggest when the spelling checker is running. Start with this feature turned on, even if you were disappointed with earlier Word versions. Word 5's suggestions are much better and appear more quickly than prior versions'.

Ignore

A checkmark in the Words in UPPERCASE box will cause word to ignore acronyms like ASAP, RAM, etc. Word will still check text that has been given the appearance of being capitalized by the All Caps and Small Caps style features. Words with Numbers tells the spelling checker to skip techno-babble like 800K and words containing numbers, such as 10cm.

THE GRAMMAR CATEGORY

You will probably need to scroll down using the scroll bar to bring the Grammar and remaining category icons into view. The Grammar category (shown in Figure 31.9) lets you specify which writing style and grammar rules will be used by the Grammar checker. An Explain... button offers brief explanations of each option. See Chapter 18 for more information about grammar checking.

Rule Groups: Style

Clicking on the Style button reveals a scrollable list of style tests that can be turned on or off. Click to the left of choices you wish to toggle. A checkmark indicates that the grammar checker will watch for the indicated problem.

Rule Groups: Grammar

Clicking on the Grammar button replaces the list of style issues with a scrollable list of grammar rules. Those with checkmarks are enabled.

Catch

The Grammar Preferences dialog box provides a way to fine-tune the flagging of split infinitives, consecutive nouns, and prepositional phrases, as shown in Figure 31.9. Choose the appropriate menu and scroll down the list of choices. Release the mouse button to highlight your choice.

THE THESAURUS CATEGORY

You will probably need to scroll down using the scroll bar to bring the Thesaurus and remaining category icons into view, as illustrated in Figure 31.10.

The Thesaurus category lets you pick a default thesaurus language if more than one language is installed. Thesaurus files should be located in the Word Commands folder, since that is where Word looks for them.

FIGURE 31.9

You can turn off unwanted grammar and style rules.

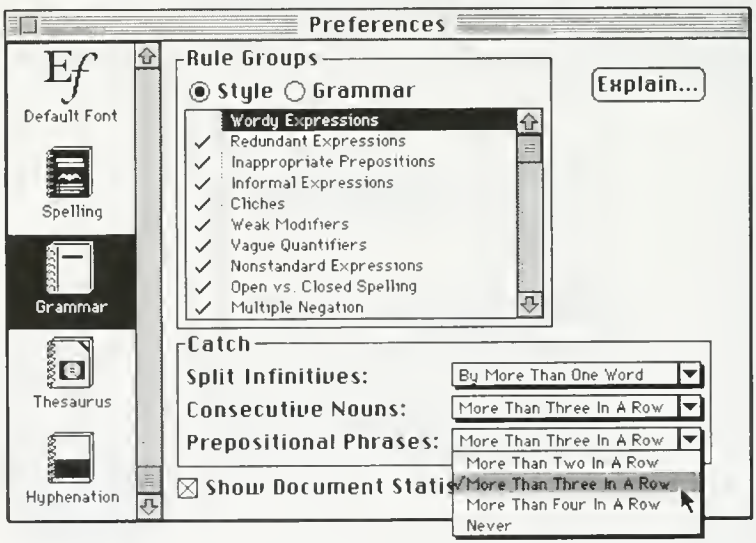
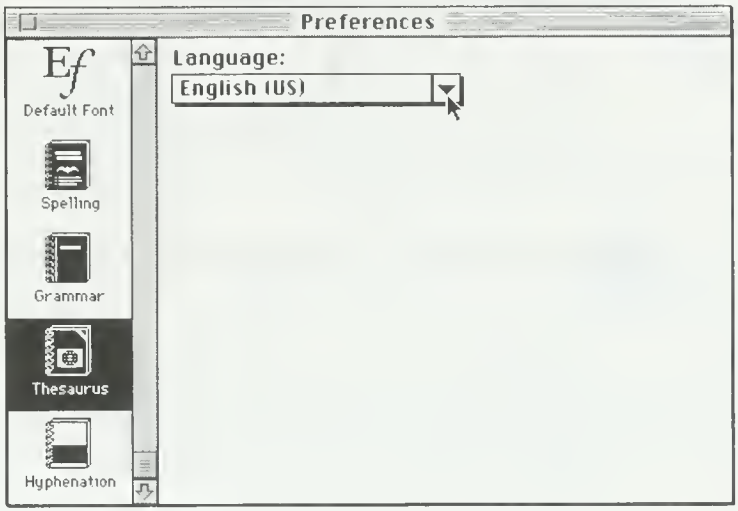


FIGURE 31.10

The Thesaurus category.



See Chapter 17 for more information about the thesaurus. Contact Microsoft regarding additional languages.

THE HYPHENATION CATEGORY

This dialog box lets you pick a default hyphenation language and is almost identical to the Thesaurus category. Hyphenation files should be located in the Word Commands folder, since that is where Word looks for them.

Version 5.1 has an additional category—Toolbar. Read about it next.

THE TOOLBAR CATEGORY

The version 5.1 Toolbar category lets you turn the Toolbar off as the default, and it lets you specify the Toolbar position. There are also buttons in this category that take you to the Customize and Addresses dialog boxes. All of these choices are also available on the Toolbar and menu.

MODIFYING WORD'S MENUS

Word lets you control the appearance and arrangement of its menus. You can add, delete, and reposition menu items. It is possible to change the keyboard shortcut assignments for most menu items. There are two ways to modify menus. You can use the Commands dialog box or some menu changing keyboard shortcuts. Let's look at the dialog box method first.

Reach the Commands dialog box by choosing Commands... from the Tools menu or using the ⌘-Shift-Option-C keyboard shortcut.

USING THE COMMANDS DIALOG BOX

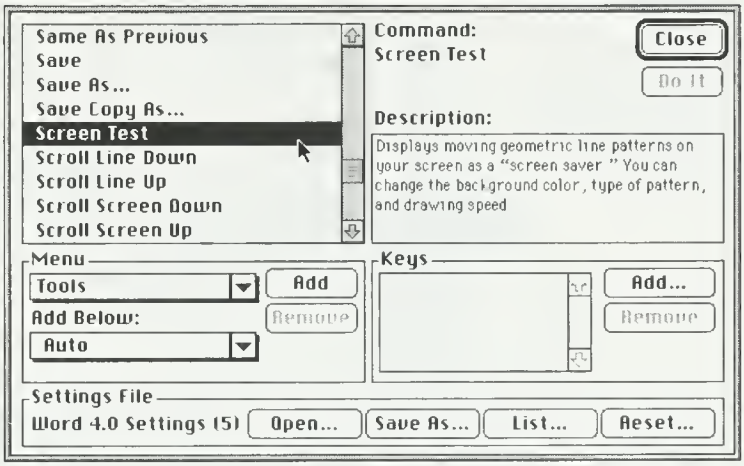
Take a moment to study your screen's Commands dialog box, shown in Figure 31.11. It is one of the most crowded you will find in Word. There is a scrollable list of commands in the upper-left corner. You select commands by scrolling them into view and clicking on them once or by typing the first few unique characters in their names. You will see a description box to the right of the command list that tells about each command as you select it. Beneath the list and the description box you will find two more boxes—one titled Menu, the other Keys. The Menu box lets you tell Word where you want to place or remove items. The Keys box is used to assign keyboard shortcuts.

At the bottom of the Commands dialog box you will see the Settings File section. It contains four buttons. These are used to manage multiple settings files and to restore Word's default settings.

The upper-right corner of the Commands dialog box contains two buttons and an information area. We'll learn about the tools here by using them to add the Screen Test menu item.

FIGURE 31.11

You use the Commands dialog box to customize menus.



THE SCROLLABLE COMMAND LIST

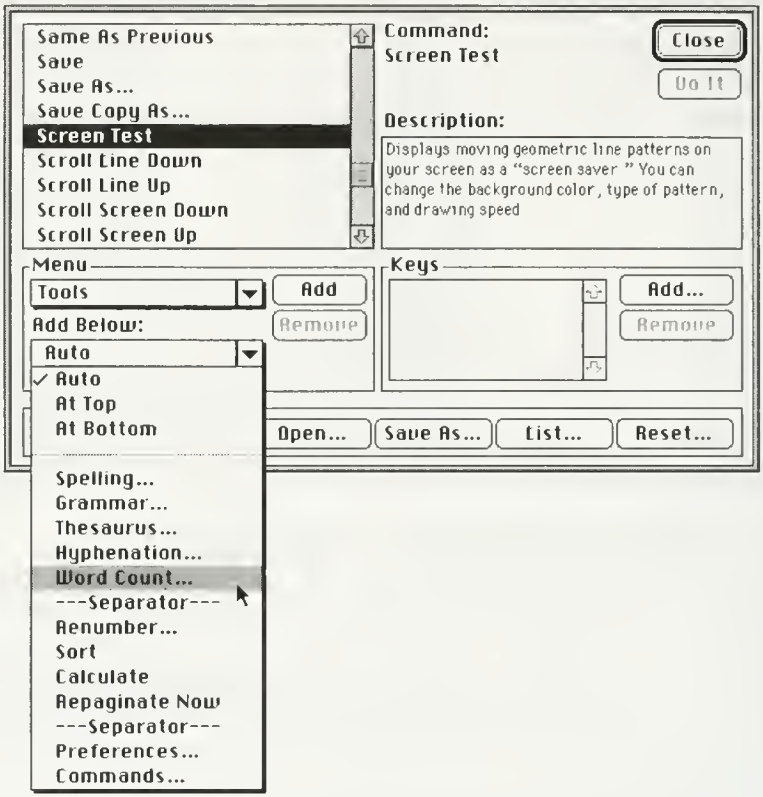
Take a moment to scroll through the Commands list in the Commands dialog box. Select a command or two and read the corresponding descriptions. When you are ready to try adding a command to your menus, select the Screen Test command either by scrolling and clicking, or by typing **sc** (the first two letters in Screen), as shown back in Figure 31.11.

SPECIFYING MENU POSITIONS

With Screen Test selected, look in the Menu section of the Commands dialog box. Word is telling you that it plans to automatically position the Screen Test item in the Tools menu at a menu position that Word's designers suggest. You can overrule these defaults by picking a different menu or menu position. For this exercise, let's let Word position Screen Test in the Tools menu, but let's force the choice to appear just beneath the Word Count... choice instead of the automatic, default position, as shown in Figure 31.12.

FIGURE 31.12

Force the Screen Test choice to appear beneath the Word Count... choice on the Tools Menu.



Do this by pointing to the Add Below menu triangle, then sliding the mouse pointer down to highlight Word Count.... Finish-up by clicking the Add button in the Menu area and click the close button at the top of the Command dialog box. Screen Test should appear in your Tools menu, as shown in Figure 31.13.

Try using your new menu item. As soon as you select the Screen Test menu choice, your screen will go black and geometric patterns will swirl around. To see the available Screen Test options, press the Esc key or your mouse button to view and use the Screen Test dialog box. To cancel the screen test, bring up its dialog box (shown in Figure 31.14) and click on the cancel button.

FIGURE 31.13

Here's the Screen Test item in place on the Tools menu.

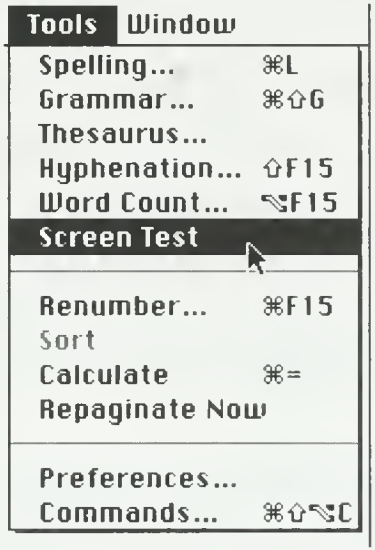
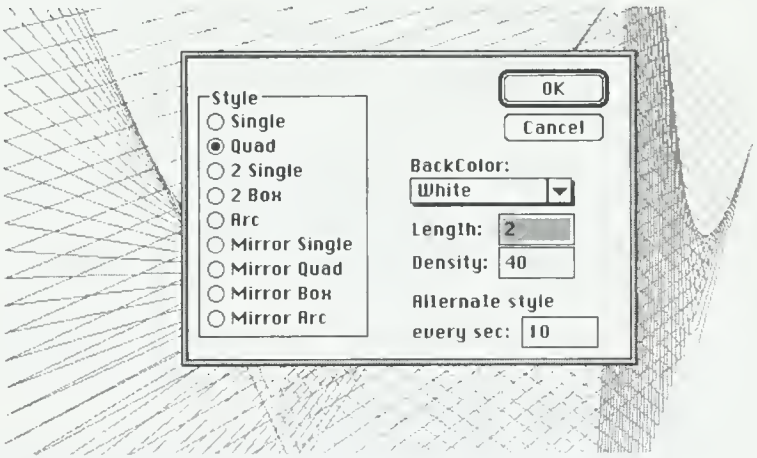


FIGURE 31.14

To cancel the Screen Test, just click Cancel.



REMOVING MENU ITEMS

To remove menu items:

1. Bring up the Commands dialog box with the Tools menu or ⌘-Shift-Option-C shortcut.

2. Scroll the command list if necessary and select the menu item you want to remove.
3. Click the Remove button and close the dialog box.

Some menu choices like About Microsoft Word cannot be removed. The Remove button will remain dim in these instances. Obviously, if a command has not been added to a menu it cannot be removed; therefore, the Remove button will be dim in these cases as well. Removing commands from menus does not remove them from Word. You can still use their keyboard shortcuts or open the Commands dialog box and use them from there. That is the purpose of the Do It button in the Commands dialog box.

RESTORING THE COMMANDS... MENU CHOICE

At first you might think that removing the Commands... menu choice would prevent you and others from reaching the Commands dialog box and modifying Word's menus. In fact, some system managers use this trick to secure the menu layout.

If someone has accidentally or intentionally removed your Commands... menu choice, you can get it back.

1. Use the keyboard shortcut (⌘-Shift-Option-C) to bring up the Commands dialog box.
2. Re-add Commands... to the Tools menu.
3. Click in the close box to return to your document.

MOVING MENU ITEMS

To move a menu item, first remove it, then reinstall it at the desired new location using the Menu and Add Below features discussed previously.

ADDING AND REMOVING SEPARATOR LINES

Most menus contain separator lines that help you spot groups of related choices. For instance, there are three separator lines on the standard Word File menu. You have some (but not total) control over their quantity and location.

You add, remove, and position separator lines just like any other menu item. Suppose, for instance, you wanted to add a separator below the Open... command in the File menu.

1. Bring up the Commands dialog box as before.
2. Scroll down and select the Separator choice in the commands list.
3. Specify the desired menu (File for example) in the Menu box.
4. Pull down the Add Below menu to specify the position of the new separator, as shown in Figure 31.15.
5. When you click on Add and close the Commands dialog box, the new separator will be placed in the appropriate position, under the Open... command in the File menu.

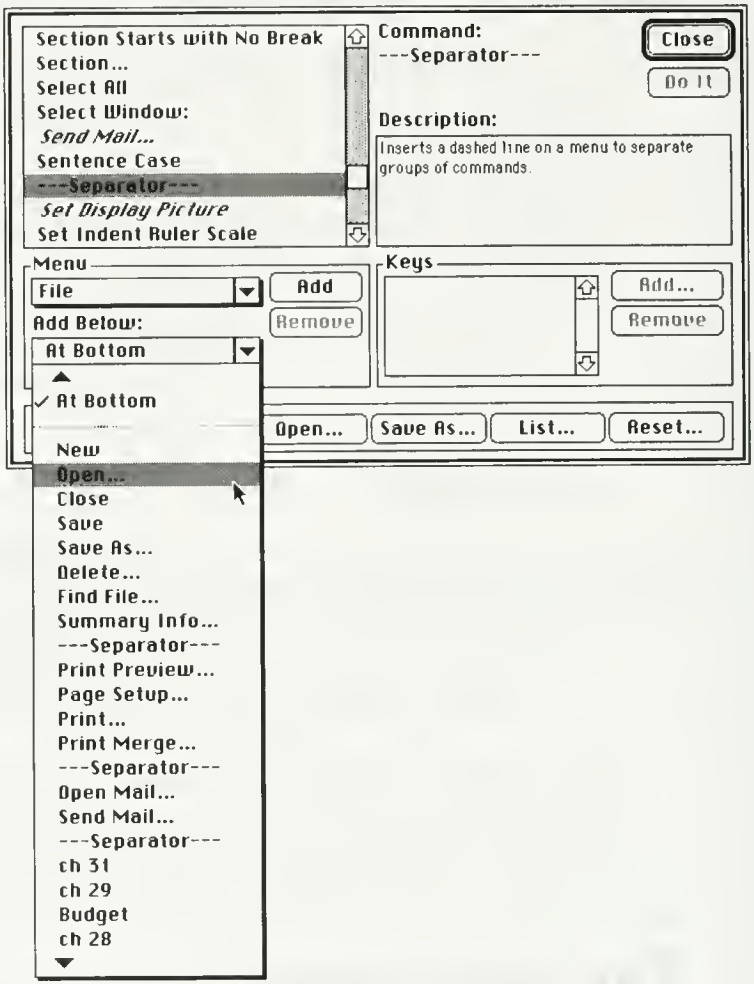
It is not possible to remove Word's default separator lines. Custom lines can be removed, though. To do so, press ⌘-Option— (the cursor will turn into a large minus sign), click the menu, and drag down to the separator you want to delete. The separator will flash and disappear.

THE WORK MENU

The Work menu is a powerful but sometimes overused and often misused tool. The addition of Word 5's new ribbon and ruler features further reduce the need for Work menus, but they are still worth understanding. The Work menu is a place for you to display the names of frequently used documents, glossary entries, and styles. A typical Work menu is shown in Figure 31.16.

FIGURE 31.15

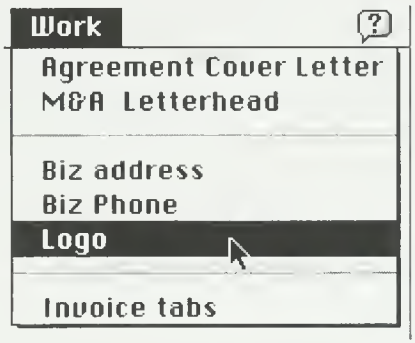
Specifying the location of a new separator line is easy.



This sample Work menu lists two documents (Agreement Cover Letter and M&A Letterhead); three glossary entries (Biz address, Biz Phone, and Logo); and a style (Invoice tabs). Notice how Word segregates listings into similar groups. All of the documents are together, the glossary entries are kept together, and so on.

FIGURE 31.16

A typical Work menu contains documents, glossary entries, and styles that you use often.



Once you've created a Work menu, you can open documents, paste glossary entries, or apply styles by visiting the Work menu. Sometimes, this technique is quicker than using other methods of doing the same thing.

For instance, suppose that you have been working on a new agreement and want to write an accompanying cover letter. If you did not have a Work menu, you would have to go to Word's File menu and use the Open... command to sift through the various folders on your disk until you found the appropriate boilerplate cover letter.

But if you've set up a Work menu containing the name of the boilerplate document, you can simply pick Agreement Cover Letter from the Work menu. Based on things you tell it when you set up the Work menu, Word will remember, quickly locate, and open the document. This may be the best way to use the Work menu—as a shortcut for loading frequently used documents.

Remember, however, if you rename files or move them to different folders, Word will not be able to find them. If you select such a file from the Work menu, you will see a dialog box asking you to help find the files.

The Work menu can do other things. Suppose you are designing a new brochure using Word and you want to paste in a copy of your logo. If you have stored a copy of the logo in your glossary and if you have added the Logo glossary item to your Work menu, you could go to the Work menu rather than the glossary to paste the logo. Similarly, you could list glossary items like address lines, signature lines, and so on in your Work menu. But you may prefer to add keyboard shortcuts for your favorite glossary entries instead. See Chapter 16 for more about glossaries.

Finally, suppose you've created a very involved paragraph style for invoicing or some other purpose. You might be able to place its name on the Work menu, then visit the Work menu rather than the ruler's Style menu when you want to apply the style. However, this technique works only if the document you are editing contains the style listed on the Work menu. See Chapter 13 for more about styles.

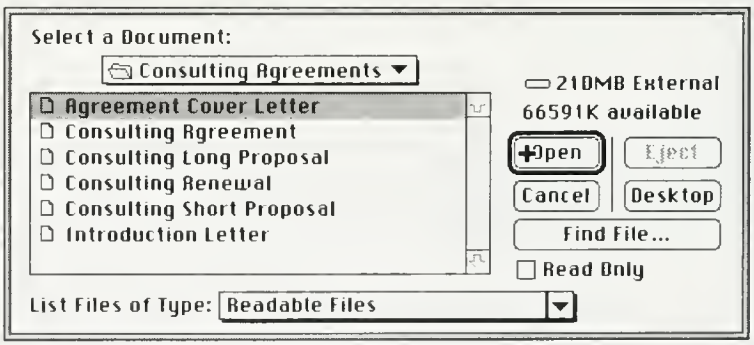
CREATING A WORK MENU

With that background, let's see what is involved in creating a Work menu. In most cases, you start by opening a dialog box. For instance, to add a file name to the Work menu:

1. Start by opening the Open dialog box (from Word's File menu, ⌘-O), as shown in Figure 31.17.
2. Locate the file you wish to add to the Work menu using the usual Macintosh navigation tricks; then highlight the file name by clicking on it.
3. Next, while holding down the Option and ⌘ keys, press the plus (+) key on the top row of your keyboard (not on the 10-key pad).
4. Your mouse pointer will turn into a large, bold plus sign, as shown in Figure 31.17 next to the file name.

FIGURE 31.17

Highlight the name of the file you want to add to the Work menu.



5. Click on the Open button in the dialog box. Your menu bar will flash.
6. A Work menu will appear on the menu bar, if there wasn't one there already, with the file name you selected added to the menu.

Use the same basic techniques to add glossary entries to your work menu—open the Glossary dialog box (on the Edit menu, ⌘-K), select an entry of interest, press Option-⌘-+, and proceed as above. Styles are added the same way.

Before getting carried away with adding glossary and style entries to your Work menu, consider creating keyboard shortcuts for these items instead. If you have multiple glossaries, you can list them in the Work menu and flip between them quickly. See Chapter 16 for more information about multiple glossaries.

REMOVING WORK MENU ITEMS

To remove a Work menu item:

1. Hold down the Option and ⌘ keys and press the minus key on the upper row of your keyboard (not on the key pad).
2. The mouse pointer becomes a bold, black minus sign.
3. Go to the Work menu and pick the doomed item.
4. Your display will flash and the item will disappear. Undo will not make it reappear.

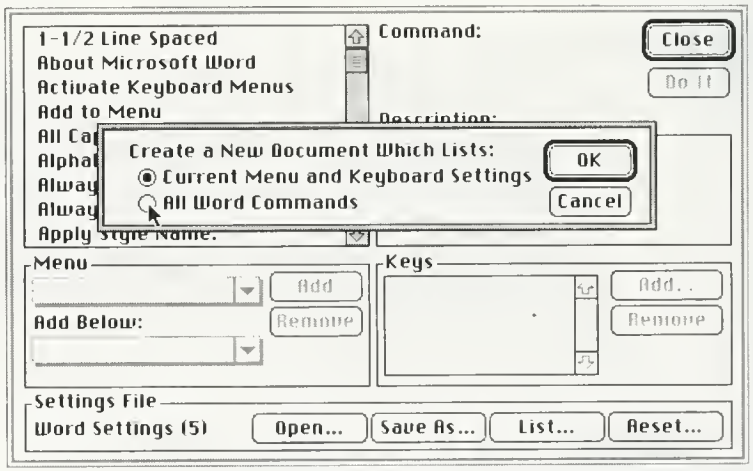
LISTING COMMANDS

As you can imagine, it is important to document the commands you are using with Word, particularly if you have made changes to the standard setup. Word 5 has a feature that lets you do this quickly. It is the List... button located near the bottom of the Commands dialog box.

Clicking it will create a new Word document containing a table listing either just the commands on your menus or all possible Word commands. You decide by clicking the appropriate button, as shown in Figure 31.18.

FIGURE 31.18

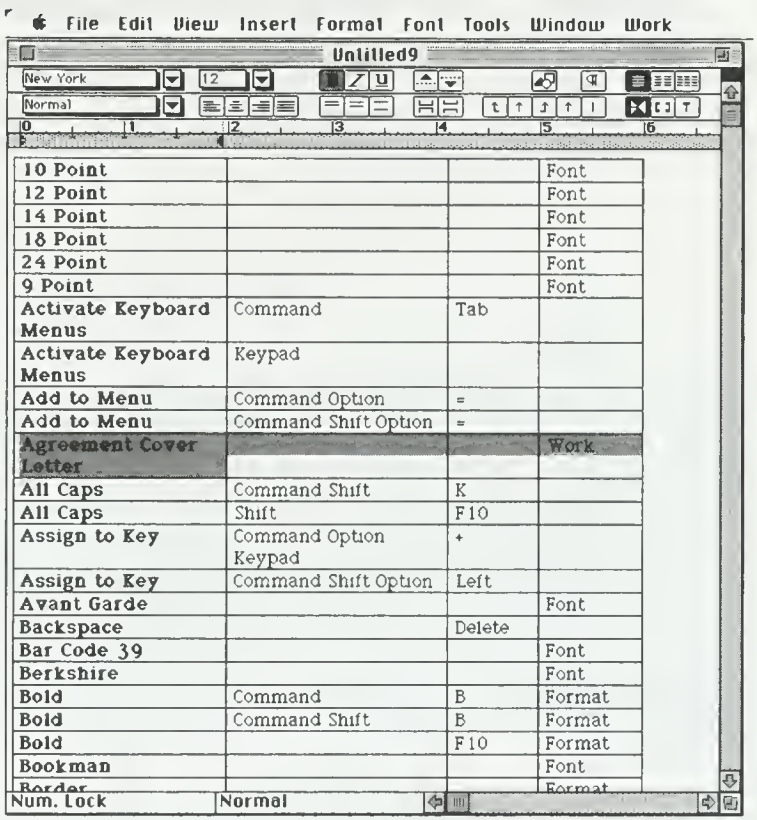
Choose what kind of command list you want Word to generate.



The resulting list will look something like Figure 31.19. It can be saved, printed, and edited like any other Word document. Notice that the table in Figure 31.19 even contains the names of choices in the Work and Font menus. The table also lists menu locations and keyboard shortcuts when appropriate. In cases where a command has more than one keyboard shortcut, all possibilities are listed.

FIGURE 31.19

A typical command list shows commands with their keyboard shortcuts.



10 Point			Font
12 Point			Font
14 Point			Font
18 Point			Font
24 Point			Font
9 Point			Font
Activate Keyboard Menus	Command	Tab	
Activate Keyboard Menus	Keypad		
Add to Menu	Command Option	=	
Add to Menu	Command Shift Option	=	
Agreement Cover Letter			Work
All Caps	Command Shift	K	
All Caps	Shift	F10	
Assign to Key	Command Option Keypad	+	
Assign to Key	Command Shift Option	Left	
Avant Garde			Font
Backspace		Delete	
Bar Code 39			Font
Berkshire			Font
Bold	Command	B	Format
Bold	Command Shift	B	Format
Bold		F10	Format
Bookman			Font
Border			Format

WHEN ARE MENU CHANGES SAVED?

Menu and other settings changes are saved when you quit Word. You can force Word to save sooner by clicking on the Save As... button in the Commands dialog box. This will preserve your changes in case of a computer malfunction prior to your quitting Word normally.

RESETTING WORD'S STANDARD MENUS

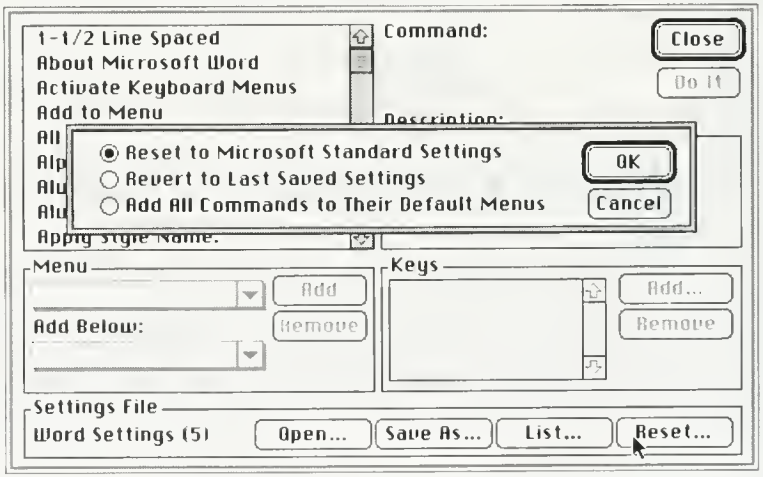
There are several ways to restore Word's standard menus. The brute force method is to use the Reset function found in the Commands dialog box. After clicking on the Reset... button you will be given three choices, as shown in Figure 31.20.

Besides restoring the factory menus, Reset can restore other things, such as default preferences. This may or may not be desirable. If you've just spent the afternoon getting margins, type styles, grammar rules, and other preferences the way you like them, avoid the temptation to use the Reset to Microsoft Standard Settings choice. There are better ways to restore menus, as you will see in a moment.

The top choice restores all of Words standard settings, not just menus. The second choice returns you to your last group of saved settings. The third choice leaves your non-menu preferences as is, and adds all of Word's commands (one hundred plus) to their default menus. It does not remove non-default menu items (like Screen Test) if you've added them.

FIGURE 31.20

There are three Reset choices—use them prudently!



KEYBOARD SHORTCUTS

Appendix B lists Word's standard keyboard shortcuts next to the commands they evoke. A shortcut can be a combination of up to four keys. There are several ways to have Word show you which keyboard shortcuts do what. You can also edit and enter your own shortcuts.

If you work only on one Mac, keyboard differences are probably a trivial matter to you. But if you work in a large office with new and old Macs, and a variety of keyboard styles, you need to make certain you don't assign combinations that are unavailable to some users. Similarly, if you assign numeric keypad keys to shortcuts, realize that users without numeric pads won't be able to use your new shortcuts. Test new combos and review user documentation on each keyboard type in your organization.

PRINTING A SHORTCUTS LIST

One way to learn about shortcuts in general is to print and study a command list using the List... feature in the Commands dialog box.

BROWSING SHORTCUTS KEY COMBINATIONS

Here's a quick way to see what a specific key combination does:

1. Start by opening the Commands dialog box, found under the Tools menu.
2. With the Commands dialog box in view, type the key combination of interest.

3. The associated command (if there is one) will scroll into view in the commands list.
4. A description of the command will appear in the Description portion of the dialog box. Since any Word command can have many different keyboard shortcuts, they will all be listed in the Keys area of the dialog box. Scroll if necessary.

ASSIGNING AND CHANGING KEYBOARD SHORTCUTS

You can assign a new shortcut from the Commands dialog box. There is also a quicker way. Let's start with the dialog-box technique.

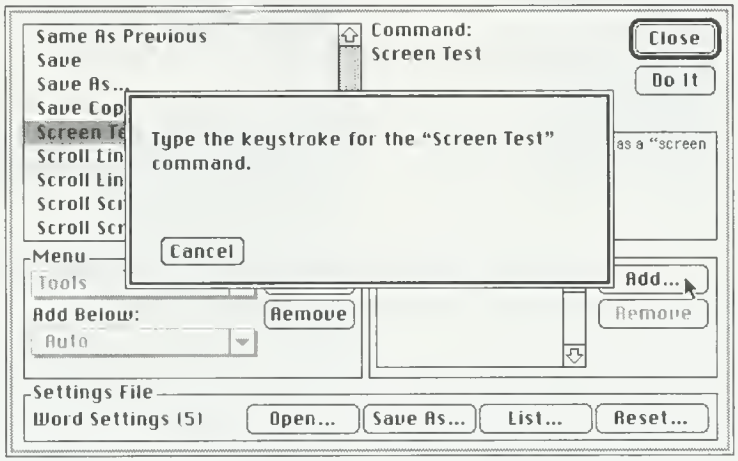
ASSIGNING SHORTCUTS FROM THE COMMANDS DIALOG BOX

To assign or change shortcuts from the Commands dialog box:

1. Open the Commands dialog box with the Tools menu's Commands... choice.
2. Scroll and select the command you wish to modify. In Figure 31.21 Screen Test is selected. Notice the Keys area of the dialog box. This command does not yet have a shortcut.
3. Click on the Add... button in the Keys area (be careful, the Commands dialog box has two different Add buttons).
4. You will be asked to demonstrate the key combination you want to use for the command.
5. To assign Control-S as the shortcut, press that combination.
6. Word will add it to the Keys area of the dialog box. Henceforth, Control-S will activate the Screen Test.

FIGURE 31.21

Select the command you want to assign a keyboard shortcut (Screen Test in this case), then click Add... in the Keys area of the Commands dialog box.



Suppose, however, that when defining the Screen Test shortcut, you decided to assign ⌘-S, forgetting that ⌘-S is the Save command shortcut. When you press ⌘-S, Word will ask you if you want to remove the combination from the Save command to use it for Screen Test. Since ⌘-S is an Apple-wide shortcut, you would probably click Cancel to prevent the change.

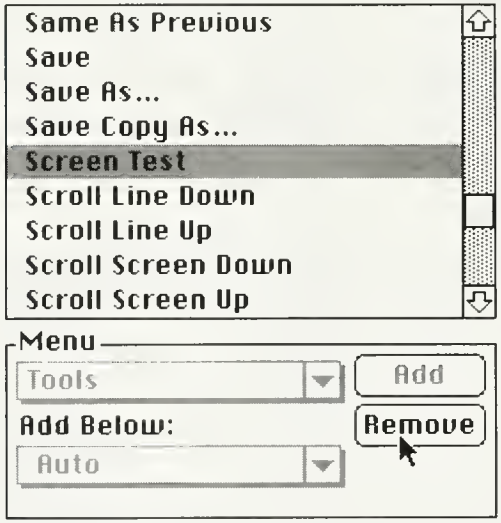
Shortcuts are stored with your Settings File, which is saved to disk only when you quit Word. If you have spent a long time defining shortcuts, it is good idea to quit Word to save the changes, or click on the Save As button in the settings area of the Commands dialog box.

REMOVING SHORTCUTS IN THE COMMANDS DIALOG BOX

To remove shortcuts, highlight them in the Commands dialog box and click the Remove button in the Keys area, as shown in Figure 31.22.

FIGURE 31.22

You remove shortcuts by highlighting them in the Keys area of the Commands dialog box, and then clicking Remove.



You need not visit the Command dialog to add or delete shortcuts if you have a numeric keypad. To add a shortcut, hold down ⌘-Option-+ (on the numeric pad). Your cursor will change to a large ⌘ symbol. Pick the menu item you want to add a shortcut to. Demonstrate the key combination when Word asks you to. To remove shortcuts without visiting the Commands dialog box, hold down ⌘-Option- – (on the numeric pad). Word will ask you to type the key combination you wish to remove. After you demonstrate the shortcut, Word will ask you to confirm the deletion. For instance, if you had pressed ⌘-N, Word would ask Is it OK to remove ⌘-N from the New command? Click OK to confirm or Cancel to leave the shortcut alone.

COMMAND REFERENCE

Now that you know how to add, move, and delete commands, take a few moments to browse Table B.1 in Appendix B. It lists all available Word 5 commands and offers some tips on their use. If you find some commands that interest you, add them to your menus and experiment.

USING MULTIPLE COMMAND SETS

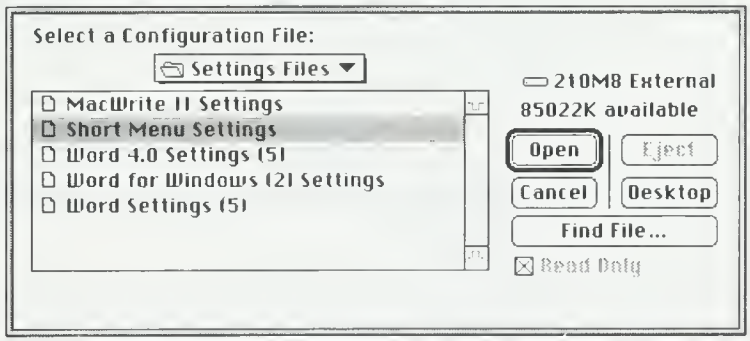
As you know, menu configurations (and much more) are stored in Word settings files. Normally, Word 5 uses the settings file called Word Settings (5), located in your System Folder. But suppose you want to have different Word 5 configurations for specific tasks like script writing? Or suppose you share your computer with someone who wants to have more or different menu choices? It is possible to create multiple settings files, then switch to the one that best suits your needs. Microsoft has even provided some alternative settings files you may find useful.

The bottom of the Commands dialog box contains controls that let you save and load different settings files. Clicking on the Open button in the Settings File area of the Commands dialog box brings up an Open dialog box, as shown in Figure 31.23.

Use the dialog box to locate and load alternate Word settings files of interest. (The alternate files provided by Microsoft are normally in a folder called Settings Files, which will probably be in your Word 5

FIGURE 31.23

You can use different settings files for different applications or user skill levels.



folder.) Once you locate the settings file you desire, either double-click on its name or click on the Open button in the dialog box.

For instance, Word 5 comes with a settings file that provides abbreviated menus, much like the old Short Menus feature in Word 4. Some casual users may find these simplified menus less confusing. Another settings choice emulates MacWrite II settings. Notice that the file list in Figure 31.23 includes a settings file called Word Settings (5). This is not the one Word normally uses. This is normally an unmodified version of the standard factory settings. Your settings file is in your System Folder.

Reverting to standard defaults

Be aware that reverting will change other things besides the Microsoft standard settings you hope to regain. For instance, if you have a list of most recently used files, they will not be on the file menu after you revert to Microsoft's standard settings. If you have reassigned some keyboard shortcuts, those changes will also be lost. Your default-font choice will need to be made again as well.

That said, there are several ways to revert to Microsoft's standard defaults. The brute force method is to reinstall Word, but you needn't go to that extreme.

Whenever Word starts, it looks in your System Folder for a Word Settings (5) file. If it can't find one, it makes a new one. Thus, dragging the Word Settings (5) file from the System folder into the trash (or renaming the settings file) before you start Word will cause Word to create a new standard Word Settings (5) file. There is one potential gotcha, however. You must do this when Word is not running, otherwise Word will write the unwanted settings to a replacement settings file.

Last but not least, Word's Commands dialog box has a button for resetting.

1. Open the Commands dialog box with the Commands... choice on the Tools menu (or the ⌘-Shift-Option-C shortcut).
2. Click the Reset... button.
3. You will see a dialog box like the one back in Figure 31.20.

4. Choose Reset to Microsoft Standard Settings and things should be back to Microsoft's suggested defaults!
5. Quit Word to save these changes.

CHANGING THE DEFAULT STYLE SHEET

To add your own styles to Word's standard style sheet:

1. Open the Style dialog box with the Format menu's Style... command or the ⌘-T shortcut.
2. Select the style you wish to add.
3. Click Use As Default.
4. Confirm the addition to your default style sheet.
5. Add others if you wish.
6. Click OK to return to your document.
7. The changes are saved to disk when you quit Word.

To remove styles from the Default style sheet:

1. Open the Style dialog box with the Format menu's Style... command or the ⌘-T shortcut.
2. Select the style you wish to delete (it should be one that's on your default style sheet).
3. Click Delete.
4. Confirm the deletion from your default style sheet.
5. Delete others if you wish.
6. Click OK to return to your document.
7. The changes are saved to disk when you quit Word.

CHANGING THE DEFAULT DOCUMENT FORMATTING OPTIONS

1. Open a document.
2. Visit the Document dialog box from Word's Format menu or with the ⌘-F14 keyboard shortcut.
3. Choose all the desired document-wide options (margins, tab settings, Even/Odd settings, etc.).
4. Click Use As Default button in the Document dialog box.

CHANGING THE DEFAULT PAGE SETUP OPTIONS

1. Open a document.
2. Visit the Page Setup dialog box from the File menu or with the Shift-F8 keyboard shortcut.
3. Choose all the desired page setup options (Fractional widths, page orientation, Larger Print Area, etc.).
4. Choose Use As Default in the Page Setup dialog box.

CHANGING THE AMOUNT OF RAM AVAILABLE TO WORD

It is sometimes useful to increase the amount of RAM reserved for running Word, particularly if you work with large documents. Changes are made in Word's Get Info box. You must quit Word to make these changes. When specifying RAM for Word, be sure you leave enough for your System software and other applications that you might want to run simultaneously (Excel or a drawing program, for instance).

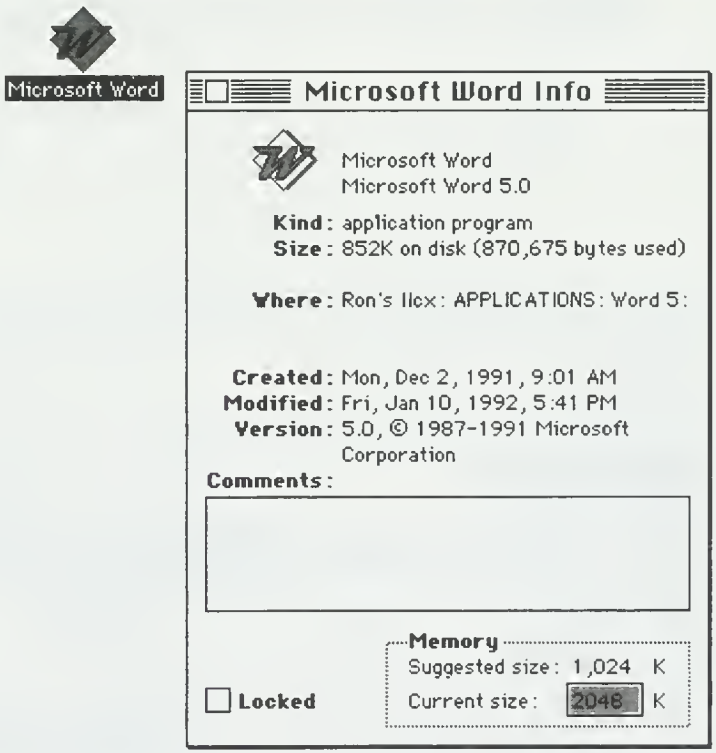
1. Quit Word if it is running (⌘-Q).
2. From the Finder, click once on the Microsoft Word program icon.
3. Choose Get Info from the Finder's File menu (⌘-I).

4. Type a new number in the Current size box as shown in Figure 31.24. Normally you'll want to assign at least the minimum suggested RAM, or additional RAM in increments of 1204 K (2,048 K, 3072 K, etc.).

You can customize the appearance, position, and functionality of version 5.1's Toolbar. Read how next.

FIGURE 31.24

Increasing the amount of memory reserved for Word can sometimes improve the program's performance.



CHANGING VERSION 5.1'S TOOLBAR

It is possible to position the Toolbar on the Top, left or right of your screen. Moreover, if you find that there are Toolbar buttons you never use, it is easy to replace them with different, more useful ones. Word provides about 150 command choices, and a variety of button icons you can associate with those commands.

CONTROLLING THE TOOLBAR'S POSITION

Use the Toolbar menu at the extreme right of your toolbar to specify the desired Toolbar position (Top, Right or Left). The current Toolbar position will be dimmed. Figure 31.25 illustrates this.

ADDING AND REMOVING TOOLBAR BUTTONS

Suppose you never use the Change Case button, but use the Thesaurus regularly. It is easy to remove one button and replace it with the other. Here are the steps (refer to Figure 31.26 as you read them).

1. Display the Toolbar if it is not already in view. (Use the Toolbar choice on Word's View menu.)
2. Choose Customize... from the drop-down list reached with the Toolbar button at the right end of the Toolbar (the triangle button).

FIGURE 31.25

Use the Toolbar menu to specify a location for the Toolbar and to open a dialog box for customizing the button collection.

3. You'll see the Customize dialog box.
4. Decide which button you wish to remove.
5. Select that button in the drop-down button Position list in the Customize dialog box (Change Case... in our example).
6. From the scrolling command list, choose the command you wish add (Thesaurus... in our example).
7. Choose a button icon from the scrollable Button list. Pick something meaningful looking that's not already on your Toolbar (a book, in our example).
8. Click Change.
9. Change other buttons if you like, than click Close when done.

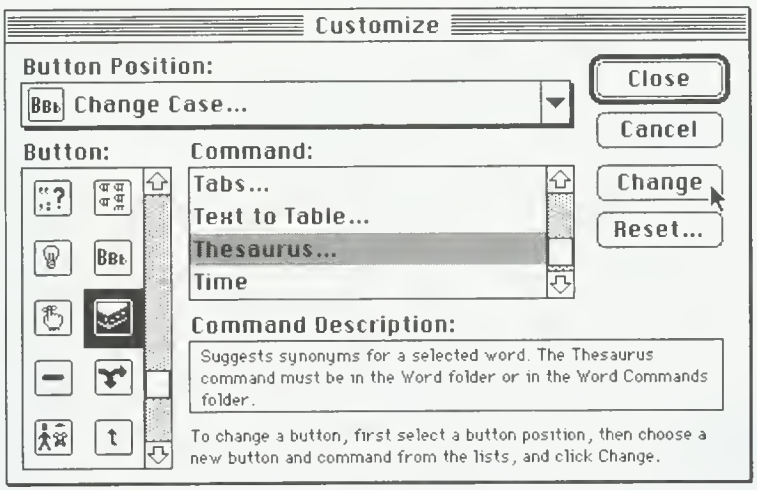
RESETTING THE TOOLBAR

To restore the Toolbar's factory settings:

1. Display the Toolbar if it is not already in view. (Use the Toolbar choice on Word's View menu.)

FIGURE 31.26

Select the position you wish to change, choose a new command and button icon, then click Change and Close.



2. Choose Customize... from the drop-down list reached with the Toolbar button at the right end of the Toolbar (the triangle button).
3. You'll see the Customize dialog box.
4. Click the Reset... button.
5. A dialog box will ask if you prefer the original Toolbar button or the last saved Toolbar.
6. The Toolbar will return to normal.
7. Click Close when done.

APPENDIX

A

Installing

Word

THIS APPENDIX EXPLAINS how to install Word. It covers what you need as far as disk space for full or partial installation and how to prepare your Macintosh and run the Installer.

WHAT YOU NEED

You can install Word on any Macintosh that has a hard drive and at least an 800 K disk drive. System 6 users will need a minimum of 1 Mb of RAM or 2 Mb if they want to run Word's grammar checker. If you have only 1 Mb of RAM, the Installer will not install the grammar feature.

System 7 users need at least 4 Mb of RAM to run Word with the grammar checker. Your hard drive will need to have a minimum of between 5 and 7 Mb free at the time of installation, although Word will not need all of that disk space after the installation. (The Installer program will inform you if you need to free up additional hard-disk space.)

Word is shipped on six 800 K diskettes:

Install

Program

Converters

Proofing Tools

Commands

More Commands

The files are compressed, thus they cannot simply be dragged onto your hard disk. You need to run the Installer program, which will walk you through the simple installation steps.

PREPARING YOUR MAC

1. Start by turning off any virus-protection software you are running, and disable GateKeeper if you are using it.
2. If you have a Radius Rocket board installed, turn it off before running the Installer, as the two may not be compatible. You can turn it back on after a successful installation.
3. If you are running System 7 or MultiFinder, quit any other programs you are running before starting the installation.

RUNNING THE INSTALLER

1. Insert the Install disk and double-click to open it.
2. Start by reading any ReadMe files on the disk, then return to the Install disk window and double-click on the Installer icon, shown in Figure A.1.

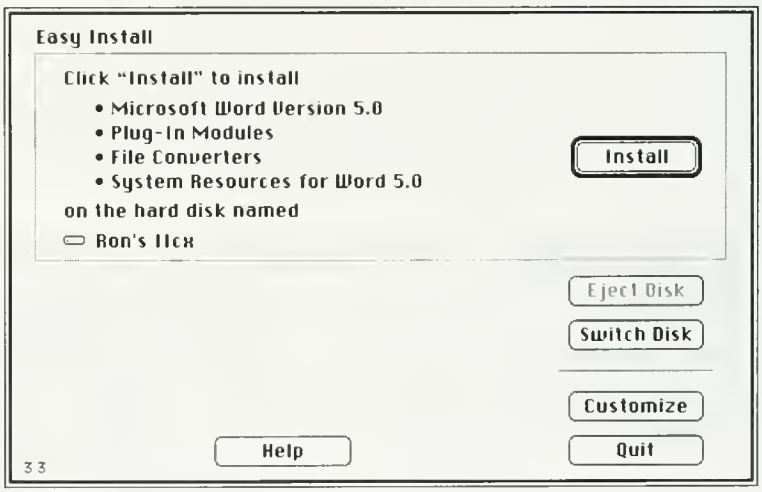
FIGURE A.1

Double-click on the Installer icon found on the Install disk to launch the installation program.

3. If this is the first time you've used the Install disk, you will be asked to personalize it.
4. Enter the necessary information.
5. You will be reminded to send in your registration card. Acknowledge the reminder.
6. You will be reminded about turning off virus protection and GateKeeper. If you have done that already, continue. Otherwise quit. Then rerun the Installer after turning things off. Soon you will see a dialog box like the one in Figure A.2.
7. The lower-left corner of the gray, dotted box shows which hard disk the Installer plans to use. If you have more than one hard disk, pick the one you want to install Word on by clicking the Switch Disk button. If you try to install on the disk used to start your Mac, Word will order you to quit other programs before continuing. It will assist with orderly shut-downs of your various programs.
8. Unless you have very limited hard-disk space, it is advised that you use the Easy Install option.

FIGURE A.2

Choose Easy Install for most situations.



9. Clicking the Install button will determine which Microsoft installation disks are required and ask you to pick a folder to hold your new Word 5 files. Normally, you will want to create a new one.

10. Click on the New Folder button and you will be prompted for a folder name as shown in Figure A.3.

11. Type a folder name, click Create, and then click Install.

12. If all goes well, Word will ask you for the necessary disks to complete the first part of the installation. Feed them to your Mac in the order requested. Because the files are compressed they need to be unstuffed. The Installer does this for you, but be prepared to wait fifteen minutes or more for the process to end. You will see a series of boxes like the one in Figure A.4 as unstuffing progresses.

13. Near the end of the process you will get an opportunity to pick a default font. Word proposes New York. If you plan to use a laserprinter, consider choosing a laser font (such as Times or Palatino). You can change this later if you wish.

FIGURE A.3

Create a new folder for Word 5 with the Installer's help.

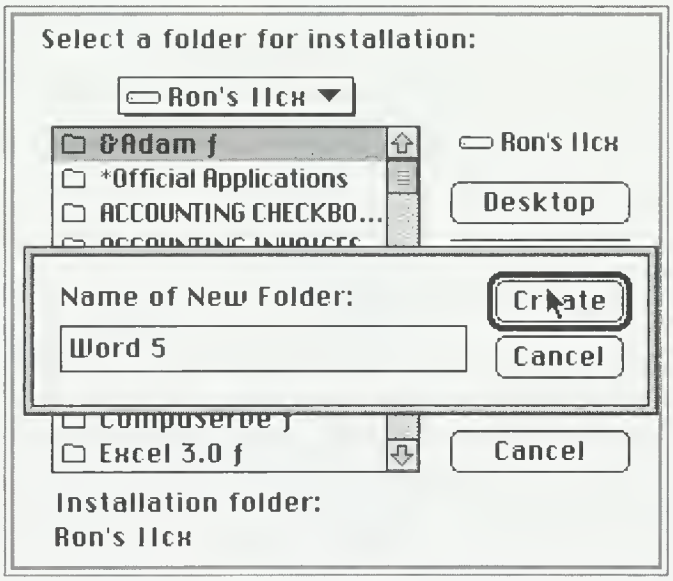
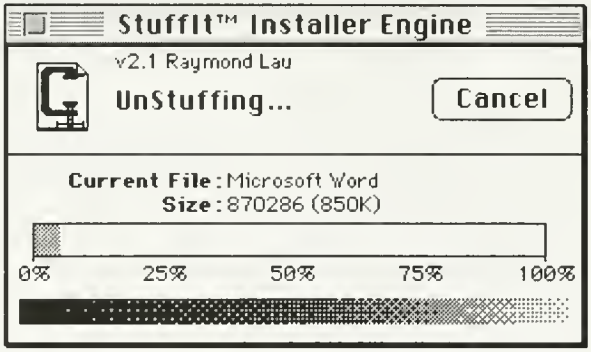


FIGURE A.4

The Installer will keep you posted as it unstuffs your files.



14. Eventually you will be asked to insert the Install disk again.
15. You will be informed of a successful installation.

WHAT GETS INSTALLED?

The Installer will have placed the following files and folders on your disk:

Microsoft Word

Word 5.1 ReadMe

Conversion Information

Standard Glossary

Word Commands (folder)

- Word 5 Help
- Word 5 Command Help
- Find File
- Toolbar
- Text Annotation
- Voice Annotation
- Microsoft Movie PIM
- Drop Cap
- Excel Converter

Mail
Symbol
Picture
Equation Editor
Equation Editor Help
Grammar
U.S. English Grammar
Spelling
U.S. English Dictionary
Custom Dictionary
Thesaurus
U.S. English Thesaurus
U.S. English Hyphenation
EPS/TIFF/PICT
MacWrite II Converter
Windows Metafile Converter
Word for DOS 5.x
Word for Windows 1
Word for Windows 2
WordPerfect for DOS 5.x
MS Word Conversion Options

Microsoft Graph (folder)

Microsoft Graph
Microsoft Graph Help

Glossaries (folder)

Date and Time Glossary
Formula Glossary
Formula Glossary Information
Page Layout Glossary
Page Layout Glossary Info

Settings Files (folder)

MacWrite II Settings
Short Menu Settings
Word 4.0 Settings (5)
Word for Windows (2) Settings
Word Settings (5)

Sample Documents (folder)

Brochure
Business Letter
Business Report
Employment Form
Memo
Newsletter
Resume
Envelopes (folder—see disk for folder contents)
Practice Documents (folder—see disk for folder contents)
Mailing Labels (folder—see disk for folder contents)

The following files are not installed with the Easy Install option:

Works for Macintosh 2.x
RFT-DCA Converter

If you need them, use the custom Installer to add them later.

Running Word after Installation

You will need to restart your Mac to use Word 5. The Installer will provide congratulations and a Restart button.

CUSTOM INSTALLATION

If you choose not to do an easy installation, you can tell the Installer which items you want to install. This is helpful if you have limited disk space or if one of your non-essential disks is damaged. For instance, you could live without the converters disk until Microsoft sends a replacement. Click on Customize when starting the installation (see Figure A.2). Optional installation items include:

Spell checker (U. S.)

Grammar checker

Thesaurus

Hyphenation

Mail

Equation Editor

Picture (the drawing feature)

Find File

Text Annotation (5.1 only)

Voice annotation

Symbol

Drop Caps (5.1 only)

Toolbar (5.1 only)

Microsoft Graph (5.1 only)

It's a good idea to install the sample documents and glossaries, as they contain helpful files and examples. If you choose not to install certain features (like the wonderful new spell checker), they will either not appear on your Word menus or will always be dimmed. You can always return to the Installer later and install just the items you left off when you last did a custom installation.

USING OLD DICTIONARY AND GLOSSARY FILES

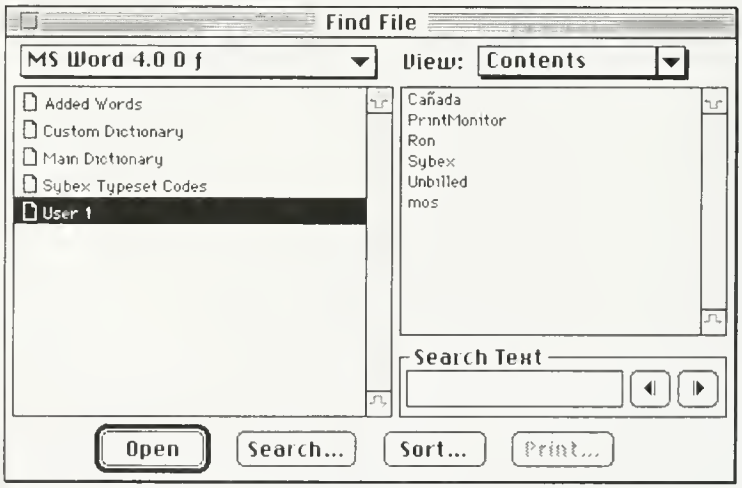
If you have old custom dictionaries and settings files from Word 3 or 4 scattered around your hard disk, you may be able to use them with Word 5. To round them up, use Word 5's new Find File, Preferences, and Settings features.

The discussion and handy tip that follow assume you know about Word 5's new Preferences dialog box, Dictionary features, Find File..., and the Commands dialog box. (You may want to read about them first, then come back here.)

To find dictionaries, visit the Preferences dialog box and open the Spelling category. Click Open... then Find File... on the resulting Open dialog box, similar to the one shown in Figure A.5.

FIGURE A.5

A special Find File feature will help you locate old custom Word dictionories and settings files for possible use with Word 5.



To find settings files, visit the Commands dialog box and follow the same basic steps. The Find File dialog box will list all of the dictionaries (or Settings files) it finds. Opening them from Find File makes them available to you in Word 5.

Version 5.1 lets you install a limited version of Word on your PowerBook that takes less disk space but offers fewer features. It also installs a battery indicator on your Toolbar that shows an estimate of the approximate amount of remaining battery charge.

APPENDIX

B

Word

Commands

WORD 5 HAS a bewildering number of commands, many of which have similar names or similar functions. To help you find commands quickly, we have listed most of the Word 5 commands in this appendix in two formats.

First, you will find each command in a function-specific table (Tables B.1—B.7).

Second, we have listed the commands in an alphabetized glossary. In this glossary we have noted a keyboard shortcut if there is one. Commands that are only available in version 5.1 are so noted. Happy hunting!

TABLE B.1 *Choosing Commands with Key Combinations*

	TO CHOOSE...	PRESS...	...OR
Menu Shortcuts	Add to menu	⌘-Option-+	
	Remove from menu	⌘-Option- –	
	Assign to key	⌘-Option-+ (kepyad)	
	Unassign key	⌘-Option- – (keypad)	

TABLE B.1 *Choosing Commands with Key Combinations (continued)*

	TO CHOOSE...	PRESS...	...OR
File	New	⌘-N	F5
	Open...	⌘-O	F6
	Close	⌘-W	
	Save	⌘-S	F7
	Save As...		Shift-F7
	Print Preview...	⌘-Option-I	Option-F13
	Page Setup...		Shift-F8
	Print...	⌘-P	F8
	Quit	⌘-Q	
Edit	Undo	⌘-Z	F1
	Repeat	⌘-Y	
	Cut	⌘-X	F2
	Copy	⌘-C	F3
	Paste	⌘-V	F4
	Paste Object		⌘-F4
	Paste Link		Option-F4
	Select All	⌘-A	
	Find...	⌘-F	
	Replace	⌘-H	
	Go To...	⌘-G	
	Glossary...	⌘-K	

TABLE B.1 *Choosing Commands with Key Combinations (continued)*

	TO CHOOSE...	PRESS...	...OR
View	Normal	⌘-Option-N	
	Outline	⌘-Option-O	Shift-F13
	Page Layout	⌘-Option-P	F13
	Ribbon	⌘-Option-R	
	Ruler	⌘-R	
	Show/Hide ¶	⌘-J	
	Footnotes	⌘-Option-Shift-S	
	Page Break	Shift-Enter	
	Section Break	⌘-Enter	
	Footnote...	⌘-E	
Format	Character...	⌘-D	F14
	Paragraph...	⌘-M	Shift-F14
	Section...		Option-F14
	Document...		⌘-F14
	Style...	⌘-T	
	Revert To Style	⌘-Shift-Spacebar	F9
	Plain Text	⌘-Shift-Z	Shift-F9
	Bold	⌘-B or ⌘-Shift-B	F10
	Italic	⌘-I or ⌘-Shift-I	F11

TABLE B.1 *Choosing Commands with Key Combinations (continued)*

	TO CHOOSE...	PRESS...	...OR
	Underline	⌘-U or ⌘-Shift-U	F12
Font	Up	⌘-]	
	Down	⌘-[	
Tools	Spelling...	⌘-L	F15
	Grammar...	⌘-Shift-G	
	Hyphenation...		Shift-F15
	Word Count...		Option-F15
	Renumber...		⌘-F15
	Calculate	⌘-=	
	Commands...	⌘-Option-Shift-C	
Window	Help	⌘-/ or Help	
	New Window		Shift-F5
Other Commands	Zoom Window		⌘-Option-]
	Move To Next Window	⌘-Option-W	
	Split Window	⌘-Option-S	

TABLE B.2 *Outliner Keyboard Shortcuts*

TO...	...PRESS THIS IN OUTLINE VIEW
Switch to Outline view	⌘-Option-O
Switch from Outline to Normal view	⌘-Option-N
Promote heading (←)	Option-←
Demote heading (→)	Option-→
Move heading up (↑)	Option-↑
Move heading down (↓)	Option-↓
Demote to body text (→)	⌘-→
Show/Hide text below all headings	Option-Shift-→
Show/Hide text below selected heading	Option-Shift-← or – sign (numeric keypad)
Display or hide character formatting	Option-Shift-↑ or / (numeric keypad)

TABLE B.3 *Choosing Options in Dialog Boxes*

TO DO THIS...	PRESS...
Select next text or scrolling box	Tab
Select previous text box	Shift-Tab
Move right or left within a text box	→ or ←

TABLE B.3 *Choosing Options in Dialog Boxes (continued)*

TO DO THIS...	PRESS...
Select next option (list, check, or button)	⌘-Tab
Select previous option (list, check, or button)	⌘-Shift-Tab
Select next item in list box	↓
Select previous item in list box	↑
Choose check box or button*	⌘-Spacebar or ⌘-*character*
Display list in list box	⌘-Spacebar**
Choose item in list box	Return or Enter
Choose the outlined button	Return or Enter
Cancel the command	Escape or ⌘-. (period)
Open folder	⌘-↓
Close folder	⌘-↑

** Only works if the checkbox or button has a unique initial letter.*

*** Have to press ⌘-Tab first to choose the appropriate list.*

TABLE B.4 *Mouse Shortcuts*

TO...	DOUBLE-CLICK ON...
Open the Tabs dialog box in the Paragraph dialog box	A tab stop marker on the ruler or one of the tab buttons
Open the Paragraph dialog box	An indent marker on the ruler
Open the Go To dialog box	The page number in the status area (lower-left screen corner)
Open the Style dialog box	The style name in the status area (left of the scroll bar)
Open the Section dialog box	Any section mark
Open the footnote window at a desired foonote	An automatically numbered reference mark
Open the Document dialog box	Outside the margins in the page corners in Page Layout view
Open the Character dialog box	The ribbon between boxes or buttons
Split the current window in half, unsplit windows	The split box
Zoom into or out from a window	The window's title bar
Return to an embedded object's application	The embedded object in the Word

TABLE B.5 *Character Formatting*

FOR THIS FORMAT...	PRESS...	...OR
Bold	⌘-B* or ⌘-Shift-B*	F10*
Italic	⌘-I* or ⌘-Shift-I*	F11*
Underline	⌘-U* or ⌘-Shift-U*	F12*
Word underline	⌘-Shift-]*	⌘-F12*
Double underline	⌘-Shift-[*	Shift-F12*
Dotted underline	⌘-Shift-*	Option-F12*
Strikethrough	⌘-Shift-/*	
Outline	⌘-Shift-D*	Shift-F11*
Shadow	⌘-Shift-W*	Option-F11*
Small capitals	⌘-Shift-H*	Option-F10*
All capitals	⌘-Shift-K*	Shift-F10*
Hidden text	⌘-Shift-X (or V)*	Option-F9*
Change font	⌘-Shift-E	
Symbol font	⌘-Shift-Q	
Next larger standard font	⌘-Shift->	
Next smaller standard font	⌘-Shift-<	
Increase font 1 point size	⌘-}	
Decrease font 1 point size	⌘-[	

TABLE B.5 *Character Formatting (continued)*

FOR THIS FORMAT...	PRESS...	...OR
Subscript	⌘-Shift-– (minus sign)	
Superscript	⌘-Shift-+	
Copy formatting	⌘-Option-V	Shift-F4

**Acts as a toggle (will turn feature on or off).*

TABLE B.6 *Paragraph Formatting*

FOR THIS FORMAT...	PRESS...
Normal paragraph	⌘-Shift-P
Apply new style*	⌘-Shift-S
Left-aligned	⌘-Shift-L
Right-aligned	⌘-Shift-R
Centered	⌘-Shift-C
Justified	⌘-Shift-J
First-line indent	⌘-Shift-F
Nest paragraph	⌘-Shift-N
Unnest paragraph	⌘-Shift-M
Hanging indent	⌘-Shift-T
Double space	⌘-Shift-Y

TABLE B.6 *Paragraph Formatting (continued)*

FOR THIS FORMAT...	PRESS...
Open spacing**	⌘-Shift-O
Copy formatting	⌘-Option-V or Shift-F4

** You still then need to type a style name.*

*** Toggles Space Before between 0 and 12 points.*

TABLE B.7 *Keyboard Shortcuts: Scrolling, Moving, and Editing*

SCROLLING	TO MOVE TO...	PRESS...
	Up	↑ or 8 (keypad)
	Down	↓ or 2 (keypad)
	Left	← or 4 (keypad)
	Right	→ or 6 (keypad)
	Previous Word	⌘-← or ⌘-4 (keypad)
	Next Word	⌘-→ or ⌘-6 (keypad)
	Beginning of line	7 (keypad)
	End of line	1 (keypad)
	Previous sentence	⌘-7 (keypad)
	Next sentence	⌘-1 (keypad)
	Next page	⌘-Page Down
	Previous page	⌘-Page Up

TABLE B.7 *Keyboard Shortcuts: Scrolling, Moving, and Editing (continued)*

SCROLLING	TO MOVE TO...	PRESS...
	Beginning of current paragraph	⌘-↑ or ⌘-8 (keypad)
	Beginning of next paragraph	⌘-↓ or ⌘-2 (keypad)
	Top of window	Home or ⌘-5 (keypad)
	Bottom of window	End
	Start of document	⌘-Home or ⌘-9 (keypad)
	End of document	⌘-End or ⌘-3 (keypad)
	Scroll up one screen	Page Up or 9 (keypad)
	Scroll down one screen	Page Down or 3 (keypad)
	Scroll up one line	or * (asterisk on keypad)
	Scroll down one line	+ (plus sign on keypad)

MOVING IN A TABLE OR IN PAGE LAYOUT VIEW	TO MOVE TO...	PRESS...
	First table cell or page element	⌘-Option-7 (on keypad)
	End of table or last page element	⌘-Option-1 (on keypad)
	Next cell in table	Tab or ⌘-Option-3 (on keypad)

TABLE B.7 *Keyboard Shortcuts: Scrolling, Moving, and Editing (continued)*

SCROLLING	TO MOVE TO...	PRESS...
	Previous cell in table	Shift-Tab or ⌘-Option-9 (on keypad)
	Next page element	⌘-Option-3 (on keypad)
	Previous page element	⌘-Option-9 (on keypad)
	Cell or page element above	⌘-Option-8 (on keypad)
	Cell or page element below	⌘-Option-2 (on keypad)
	Cell or page element to the left	⌘-Option-4 (on keypad)
	Cell or page element to the right	⌘-Option-6 (on keypad)

EDITING	TO...	PRESS...
	Select the entire document	⌘-A
	Delete character before cursor or selected text	Delete (Backspace)
	Delete character after cursor or selected text	⌘-Option-F or Del
	Delete previous word	⌘-Option-Delete (Backspace)
	Delete next word	⌘-Option-G
	Insert formula character	⌘-Option-\ (backslash)

TABLE B.7 *Keyboard Shortcuts: Scrolling, Moving, and Editing (continued)*

SCROLLING	TO MOVE TO...	PRESS...
	Copy text	⌘-Option-C
	Move text	⌘-Option-X
	Insert glossary entry	⌘-Delete
	Copy formats	⌘-Option-V
	Insert special character (symbol)	⌘-Option-Q
	Copy as picture	⌘-Option-D

GLOSSARY OF WORD 5 COMMANDS

About Microsoft Word Shows Word version and serial number. Gives access to on-line help.

Activate Keyboard Menus (⌘-Tab or keypad-. (period)) Lets you use keystrokes to pull down menus and make choices. When Menu bar blackens, type first character of menu name (*F* for *File*, etc.). When menu appears, type letters or use arrow keys to highlight desired function, press Return or Enter to execute. Feature self-cancels if not used soon after activated.

Add to Menu (⌘-Option-= or ⌘-Shift-Option-=) Adds selected command to the default or "home" menu.

Address Entry (5.1) Takes you to the Address dialog box.

Addresses... (5.1) Takes you to the Address dialog box.

All Caps (⌘-Shift-K or Shift-F10) Toggles appearance of selected text to all caps or not. Underlying characters retain original capitalization.

Allow Fast Saves Lets you turn the Fast Save feature on and off from the menu bar.

Always Interpret RTF Toggles automatic conversion of Rich Text Format documents when opened by Word.

Always Make Backup Files Toggles automatic backup copy feature.

Annotation... (5.1) Opens Annotation window in version 5.1 only.

Annotations... (5.1) Displays annotations entered with version 5.1's Annotation command (if any).

Apply Style Name: (*Work* menu) Applies indicated style to selected paragraph(s).

Assign to Key (⌘-Option-keypad + or ⌘-Shift-Option-left arrow) Used to assign a key combination to a command.

Background Repagination Toggles automatic repagination, which activates during typing pauses. Turn off if repagination causes bothersome delays or "keyboard stuttering."

Backspace (*Delete* on the *Edit* menu) The Backspace key.

Bold (⌘-B or ⌘-Shift-B or F10, on the *Format* menu) This toggle command makes text appear and print darker and thicker by applying Word's bold character format. There is also a ribbon button for this feature. Note that the key combination has changed from Word 4.

Border... (*Format* menu) Used to apply and remove selected cell and paragraph borders. Provides different dialog boxes for tables or paragraphs. Brings up Border dialog box.

Bullet (5.1) Inserts bullets or converts paragraphs to bulleted lists in version 5.1 only.

Calculate (⌘-= on the *Tools* menu) Computes numerical expression(s) in selection and places results in Clipboard. Use the *Show Clipboard* command or *Paste* to see results.

Cancel (⌘-. (period)) Stops current command actions like Print, Sort, etc. Can't be added to menus.

Centered (⌘-Shift-C) Centers text or graphics between left and right indents (not margins!). There is a ruler button for this feature.

Change Case... (*Format* menu) Changes selected text to UPPERCASE, lowercase, Title Case, Sentence case, or tOGGLE cASE.

Change Font (⌘-Shift-E) Changes font of selected text when you type a valid font name and press Return.

Change Style (⌘-Shift-S) Changes style of selected paragraph(s) when you type a valid style name and press Return.

Character... (⌘-D or F14, on the *Format* menu) Brings up Character Formatting dialog box.

Clear (*Edit* menu) Deletes selected text or graphics without moving them to the Clipboard.

Close (⌘-W, on the *File* menu) Closes the active document window. Will ask to save new changes, if any.

Collapse Selection In Outline view collapses selection to hide selected headings or text regardless of their level.

Collapse Subtext In Outline view hides subordinate levels or next highest level if entire heading is selected.

Columns 1 Reverts multicolumn text to a single column. There is a ribbon button for this command.

Columns 2 Converts text to two columns. Use Page Layout view or Print Preview to see results. There is a ribbon button for this command.

Columns 3 Converts text to three columns. Use Page Layout view or Print Preview to see results. There is a ribbon button for this command.

Columns 4 Converts text to four columns. Use Page Layout view or Print Preview to see results. There is *not* a ribbon button for this command.

Command From Key Assignment Great on-line help for learning keyboard shortcuts. You type key combinations; this feature tells you what they do.

Commands... (⌘-Shift-Option-C, on the *Tools* menu) Displays Commands dialog box. Lets you add, delete, and move menu items. Don't remove this choice from your menu bar! If you do, use its keyboard shortcut to bring up the Commands dialog box, then reinstate the *Commands* menu choice.

Condensed 1.5 pt Reduces intercharacter spacing by an amount you specify when adding this item to the menu. Must be between 0.5 and 1.75 points and will be rounded to the nearest .25 points. Default is 1.5 pt.

Copy (⌘-C or F3, on the *Edit* menu) Copies selected text graphics or sounds to Clipboard, replacing previous Clipboard contents. Undo will revert if done immediately.

Copy as Picture (⌘-Option-D) Places selection in the Clipboard in MacDraw-compatible format.

Copy Formats (⌘-Option-V or Shift-F4) Copies character formatting or entire paragraph formatting if paragraph is selected. Applies formatting to subsequently selected text.

Copy Text (⌘-Option-C or Shift-F3) Either copies selected text to a new location or copies text you select after choosing this command to the current insertion pointer location. Watch status area at lower-left of screen. Cancel with ⌘-. (period).

Create Publisher... (*Edit* menu) System 7 feature lets you share a document or portion thereof with others on your network.

Create Envelope... (5.1) Opens Envelope dialog box in version 5.1 only.

Cut (⌘-X or F2, on the *Edit* menu) Removes selected text graphics or sounds and places on Clipboard, replacing previous Clipboard contents. Undo will revert if done immediately.

Default Font... Lets you quickly set default font.

Delete Cells, Shift Left In tables, deletes selected cell(s), then moves remaining cells to the left. Deletions do *not* go to Clipboard.

Delete Cells, Shift Up In tables, deletes selected cell(s), then moves remaining cells up. Deletions do *not* go to Clipboard.

Delete Columns In tables: deletes column containing insertion pointer or selected column(s). Deletions do *not* go to Clipboard.

Delete Forward (⌘-Option-F or Del) Removes one character to the right of the insertion point. Some keyboards have both a Delete and Del key. This is the Del key. Deletions do *not* go to Clipboard.

Delete Next Word (⌘-Option-G) Removes word or partial word to right of insertion point. Deletions do *not* go to Clipboard.

Delete Previous Word (⌘-Option-Delete) Removes word or partial word to left of insertion point. Deletions do *not* go to Clipboard.

Delete Rows (⌘-Control-X) In tables: deletes row containing insertion pointer or selected row(s). Deletions do *not* go to Clipboard.

Delete... Deletes unopened documents from disk.

Demote Heading In Outline view lowers selected paragraph(s) to next outline level.

Different First Page Lets you turn off page number of first page of section and create special first page headers and footers.

Document... (⌘-F14, on the *Format* menu) Displays Document formatting dialog box.

Dotted Underline (⌘-Shift-\ or Option-F12) Applies/removes the dotted underline character format to selected text.

Double Underline (⌘-Shift-[or Shift-F12) Applies/removes the double-underline character format to selected text.

Down (⌘-[or ⌘-Shift-<, on the *Font* menu) Decreases font size by one point. Works with selected text or text typed at insertion point after you issue the command.

Drag-and-Drop Text Editing (*Tools* menu) New Word 5 feature lets you select items, then drag them to desired location and insert by releasing mouse button at desired insertion point. Will *not* work between Word windows, between split window segments, or between different programs.

Drop Cap... (5.1) Creates drop caps in version 5.1 only.

Edit Link (QuickSwitch) (⌘-, (comma) or Option-F2) Automatically switches you to another (the source) application.

Edit Object... (*Edit* menu) Runs application that created the selected object.

Even Footer Opens footer for even-numbered pages in the current section. Lets you view and edit.

Even Header Opens header for even-numbered pages in the current section. Lets you view and edit.

Expand Subtext In Outline view shows either all lower levels or next lower level if entire heading is not selected.

Expanded 3 pt Expands intercharacter spacing by an amount you specify when adding this item to the menu. Must be between 0.5 and 14 points and will be rounded to the nearest 0.25 points. Default is 3 pt.

Extend to Character (⌘-Option-H or keypad –) This selection shortcut will extend an existing selection area up to and including the first occurrence of the next letter that you type. Watch lower-left of screen for prompts. Cancel with ⌘-. (period).

File... (*Insert* menu) Brings up the Word File dialog box and inserts the *entire* selected file at the insertion point.

Find... (⌘-F, on the *Edit* menu) Brings up Find dialog box. Lets you search for text, special characters, formats, and styles.

Find Again (⌘-Option-A or keypad =) Repeats searches for text or formats performed with Find or Replace commands.

Find File... (*File* menu) Helps locate lost files by searching on summary info, filename dates, and text content.

Find Formats Searches for matching character or paragraph formats, based on selection.

First Footer Opens footer for first page in current section. Lets you view and edit.

First Header Opens header for first page in current section. Lets you view and edit.

First Line Indent (⌘-Shift-F) Sets indent of selected paragraph(s) to first tab stop.

Footer (*View* menu) Opens a standard footer window in the current section. If you are in Page Layout view, footers are shown with regular text; in Normal view, they're displayed in a separate window.

Footnote... (⌘-E, on the *Insert* menu) Inserts a footnote reference marker at the insertion point and opens a footnote window. Moves insertion point to footnote text area when in Page Layout view.

Footnote Cont. Notice... Lets you type a footnote continuation notice.

Footnote Cont.: Notice Default (⌘-H, on the *Edit* menu) Returns footnote continuation notice to Word 5's default (no continuation notice).

Footnote Cont. Separator... Lets you change characters used to separate footnotes continued from preceding page and body text.

Footnote Cont. Sep.: Default Returns footnote continuation separator to Word 5's default (6", 1 pt. line).

Footnote Separator... Lets you change characters used to separate footnotes from body text.

Footnote Separator: Default Returns footnote separator to Word 5's default (2", 1 pt. line).

Footnotes (⌘-Shift-Option-S, on the *View* menu) Displays all footnotes related to any "visible" footnote reference markers.

Fractional Widths Toggles LaserWriter fractional-width feature document-wide.

Frame... (Format) (*Format* menu) New Word 5 feature. Opens dialog box used to position selected paragraphs on current page. Do not confuse this with its cousin, who lives on the *Insert* menu.

Frame... (Insert) (*Insert* menu) New Word 5 feature. Inserts a positioned paragraph, called a frame, at the current selection or insertion point. Opens Print Preview to let you drag the frame into position. Don't confuse this with its cousin, who lives on the *Format* menu.

Full Repaginate Now Forces a repagination even if there were no edits since last pagination.

Glossary... (⌘-K, on the *Edit* menu) Improved Word 5 feature. Opens Glossary dialog box. Lets you insert existing Glossary entries, create new entries, or switch Glossary files.

Go Back (⌘-Option-Z or keypad 0) Powerful navigation aid. Quickly moves you to previous selection or to the insertion point (last three editing places in the document).

Go To... (⌘-G, on the *Edit* menu) A dialog box that lets you specify a page and/or section number, then takes you there quickly.

Grammar... (⌘-Shift-G, on the *Tools* menu) New Word 5 feature. Checks grammar and document readability, offers suggestions, aids editing. File called "Grammar" must be installed in the Word Commands folder.

Hanging Indent (⌘-Shift-T) Indents lines after first line in paragraph(s) to first tab stop.

Header (*View* menu) Opens a standard header window in the current section. If you are in Page Layout view, the insertion point will move to the header window as well.

Help... (*Window* menu) A scrollable list of on-line help topics and related help info.

Help (Context Sensitive) (⌘-/) Displays help information for open dialog boxes and commands. This command cannot be added to the menu bar.

Hidden Text (⌘-Shift-V or ⌘-Shift-X or Option-F9) This toggle formats text as hidden or not hidden.

Hyphenation... (Shift-F15, on the *Tools* menu) Presents hyphenation dialog box and offers suggestions for soft hyphen placement.

Include Endnotes in Section Forces footnotes to end of section when enabled.

Include Formatted Text in Clipboard Toggles Rich Text Format (RTF) for Clipboard contents. Determines if style (bold, italic, etc.) will be retained by Clipboard.

Index... (*Insert* menu) Causes Word to generate an index of your document.

Index Entry (*Insert* menu) Inserts index entry code either at insertion point or before and after selected text.

Insert Cells Down In a table, inserts equal number of empty cells above selected cells. Selected cells are pushed down.

Insert Cells Right In a table, inserts equal number of empty cells to the left of selected cells. Selected cells are pushed right.

Insert Columns In a table, inserts empty column(s) to the left of the column containing the insertion point or to the left of selected columns.

Insert Formula (⌘-Option-\) Inserts the special formula character required when using math formula codes.

Insert Glossary Entry (⌘-Delete) Asks you for name of an existing Glossary entry, then inserts the contents of that Glossary item at the insertion point.

Insert Non-breaking Hyphen (⌘-') Creates a required hyphen that will prevent line breaks at the hyphen. (Keeps items on same line.)

Insert Non-breaking Space (Option-Spacebar or ⌘-Spacebar) Creates a required space that will prevent line breaks at the space. (Keeps items on same line.)

Insert Optional Hyphen (⌘--) Creates a hyphen that is printed only if a word is broken at the hyphen.

Insert Rows (⌘-Control-V) In a table, inserts empty row(s) above the row containing the insertion point or above selected row(s).

Insert Tab (Tab or Option-Tab) Inserts a tab character. (This is the Tab key.)

Insert ¶ Above Row (⌘-Option-Spacebar) In a table, inserts a paragraph marker (Normal style) above the row containing the insertion point or above selected row(s).

Italic (⌘-I or ⌘-Shift-I or F11, on the *Format* menu) Makes text appear italicized by applying Word's italic character format. There is also a ribbon button for this feature. Note that the key combination has changed from Word 4.

Italic Cursor Toggles slanted insertion pointer in italic text, which some find hard to use.

Justified (⌘-Shift-J) Justifies text on both right and left edges between indents by adjusting spaces.

Keep Lines Together Prevents page breaks within a selected paragraph and its successor.

Keep with Next ¶ Prevents page breaks between the selected paragraph and its successor.

L Thick Paragraph Border (⌘-Option-2) Applies heavy left border to selected paragraphs.

Larger Font Size (⌘-Shift-> or ⌘-Shift-. (period)) Increases selected character(s) to next larger point size.

Line Break (Shift-Return) Inserts a nonprinting line-ending marker and moves insertion point to beginning of next line. Often better than pressing Return to separate paragraphs. Used in conjunction with paragraph spacing features.

Line Numbers By Page (*Format* menu) Turns on line numbering for current section and restarts line numbers at 1 on each new *page*.

Line Numbers By Section Turns on line numbering for current section and restarts line numbers at 1.

Line Numbers Continuous Turns on line numbering for current section and continues line numbers from preceding section.

Line Numbers Off Turns off line numbering for selected text.

Line Spacing: 1 and ½ Creates 1½ line spacing (18 pts. between lines) for selected paragraphs. May not work with type sizes greater than 24 pts. In this case use character spacing instead.

Line Spacing: Double (⌘-Shift-Y) Double-spaces selected lines (24-point line spacing). There is also a ruler button for this feature.

Line Spacing: Single Applies single-line (12 pt.) spacing to selected text.

Link Options... (*Edit* menu) Opens a dialog box with linking choices under System 7 or MultiFinder.

List All Fonts Displays all fonts on Word *Font* menu.

List Recently Opened Documents New Word 5 feature. Appends names of last four Word documents you've used to bottom of *File* menu for easy relaunching.

Lowercase Changes current selection to all lowercase.

Make Backup Files Toggles automatic backup of saved documents. When on, backup is made when document is saved. Limit the length of file names when using this feature.

Make Body Text In Outline view converts selected text to body text.

Margin Page Numbers Toggles auto page numbering for current section.

Measurement Unit: Cm Changes default unit of measurement to centimeters.

Measurement Unit: Inches Changes default unit of measurement to inches.

Measurement Unit: Picas Changes default unit of measurement to picas.

Measurement Unit: Points Changes default unit of measurement to points.

Merge Cells In tables, combines selected cells in a row into a single cell.

More Keyboard Prefix (⌘-Option-') Used with original (small) keyboards. Amplifies extent of subsequent key action.

Move Down One Text Area (⌘-Option-keypad 2) In text, moves insertion point down to next text line. In tables, moves insertion point down 1 cell (Page Layout view.)

Move Heading Down In Outline view, moves selected heading or text below next paragraph in the outline.

Move Heading Up In Outline view, moves selected heading or text above preceding paragraph in the outline.

Move Left One Text Area (⌘-Option-keypad 4) Moves insertion point to the text area to the left or to next cell to left in tables. (Page Layout view.)

Move Right One Text Area (⌘-Option-keypad 6) Moves insertion point to the text area to the right or to next cell to right in tables visible in the window (Page Layout view).

Move Text (⌘-Option-X or Shift-F2) Moves text, graphics, or sound without disturbing Clipboard contents.

Move to Bottom of Window (End) Places insertion point after last character visible in window.

Move to End of Document (⌘-keypad 3 or ⌘-End) Places insertion point after last character visible in document.

Move to End of Line (keypad 1) Places insertion point at end of current line.

Move to First Text Area (⌘-Option-keypad 7) Moves insertion point to first text area or to first cell in tables.

Move to Last Text Area (⌘-Option-keypad 1) Moves insertion point to last text area in Page Layout view or to last cell in tables visible in the window.

Move to Next Cell In tables, moves insertion point to next cell to right. Wraps left and down at end of row.

Move to Next Character (right arrow or ⌘-Option-L or keypad 6) Moves insertion point right one character.

Move to Next Line (down arrow or ⌘-Option-, or keypad 2) Moves insertion point down one line.

Move to Next Page (⌘-Page Down)Moves insertion point to beginning of next page.

Move to Next Paragraph (⌘-down arrow or ⌘-Option-B or ⌘-keypad 2) Moves insertion point to beginning of next paragraph.

Move to Next Sentence (⌘-keypad 1) Moves insertion point to beginning of next sentence.

Move to Next Text Area (⌘-Option-keypad 3) Moves insertion point to beginning of next text area in Page Layout view or next cell in table.

Move to Next Window (⌘-Option-W) Moves insertion point to the next document window.

Move to Next Word (⌘-right arrow or ⌘-Option-; or ⌘-keypad 6) Moves insertion point after current or next word.

Move to Previous Cell (Shift-Tab) In tables moves insertion point to preceding cell.

Move to Previous Character (left arrow or ⌘-Option-K or keypad 4) Moves insertion point back one character.

Move to Previous Line (up arrow or keypad 8) Moves insertion point up one line.

Move to Previous Page (⌘-Page Up) Moves insertion point to beginning of previous page.

Move to Previous Paragraph (⌘-up arrow or ⌘-Option-Y or ⌘-keypad 8) Moves insertion point to beginning of current or previous paragraph.

Move to Previous Sentence (⌘-keypad 7) Moves insertion point to beginning of current or previous sentence.

Move to Previous Text Area (⌘-Option-keypad 9) Moves insertion point to beginning of previous text area in Page Layout view or a cell in a table.

Move to Previous Word (⌘-left arrow or ⌘-Option-J or ⌘-keypad 4) Moves insertion point to beginning of current or previous word.

Move to Start of Document (⌘-keypad 9 or ⌘-Home) Places insertion point before first character in document.

Move to Start of Line (keypad 7) Moves insertion point to beginning of current line.

Move to Top of Window (⌘-keypad 5 or Home) Places insertion point before first character in active window.

Move Up One Text Area (⌘-Option-keypad 8) Moves insertion point to beginning of previous text area in Page Layout view or up one cell in tables.

Movie... (5.1) Inserts QuickTime movies in version 5.1 only.

Nest Paragraph (⌘-Shift-N) Shifts indent of selected paragraph(s) right one tab stop.

New (⌘-N or F5, on the *File* menu) Opens a new untitled document.

New Paragraph (Return or Enter) Inserts a nonprinting paragraph marker and moves insertion point to beginning of next line.

New Picture Inserts an empty graphics frame and opens the Picture window.

New Window (Shift-F5, on the *Window* menu) Opens an additional window for the active document.

New ¶ After Ins. Point (⌘-Option-Return) Inserts a new paragraph marker (after the insertion point) without moving the insertion point.

New ¶ with Same Style (⌘-Return) Overrides "Next Style" feature and opens a new paragraph with the same style as the current one.

No Paragraph Border (⌘-Option-1) Turns off paragraph border for selected paragraph(s).

Normal (⌘-Option-N, on the *View* menu) Switches to Normal view, which is quick, but does not easily show headers, footers, or footnotes.

Normal Character Position Applies normal text baseline position to selected text or text typed at insertion point.

Normal Character Spacing Applies normal character spacing to selected text or text typed at insertion point.

Normal Paragraph (⌘-Shift-P) Applies Normal style to selected paragraphs or paragraph containing insertion pointer.

Numeric Lock (keypad Clear) Toggles Num Lock to permit dual use as number entry or navigation tool.

Object... (*Insert* menu) New Word 5 feature. Brings up dialog box listing objects that Word can embed (Excel spreadsheets, etc.). Lets you insert these objects in Word documents.

Odd Footer Opens footer for odd-numbered pages in current section. Lets you view and edit.

Odd Header Opens header for odd-numbered pages in current section. Lets you view and edit.

Open... (⌘-O or F6, on the *File* menu) Presents the Open dialog box containing a list of files from which you choose. Also lets you change folders or launch Find File to locate lost documents. You can use this command in conjunction with the Glossary or Style dialog boxes.

Open Any File... (Shift-F6) Lists all available files even if they are not Word-compatible. Lets you attempt to open them.

Open Documents in Page View Lets you control whether Word opens all documents in Page Layout view or Normal view.

Open Documents With Ribbon Lets you control whether Word opens all documents with or without a ribbon.

Open Documents With Ruler Lets you control whether Word opens all documents with or without a ruler.

Open Mail... (*File* menu) Opens messages in your Microsoft Mailbox if they contain Word-readable enclosures.

Other... (*Font* menu) Takes you directly to the Character dialog box from the *Font* menu. Lets you specify color, character spacing, etc.

Outline (Format) (⌘-Shift-D or Shift-F11, on the *Format* menu) This toggle shows the letters of text as thin outlines, like stencils.

Outline (View) (⌘-Option-O or Shift-F13, on the *View* menu) Changes display to Outline view. Helps organize and rearrange complex documents.

Outline Command Prefix (⌘-Option-T) Lets you use the keyboard to create actions in outlines (such as demoting headings).

Outline View On/Off Toggles Outline view on and off.

Page # Alphabetic Lowercase Formats page numbers a–z, aa–zz, etc.

Page # Alphabetic Uppercase Numbers pages A–Z, AA–ZZ, and so on. All caps.

Page # Arabic Numbers pages 1, 2, 3 and so on.

Page # Roman Lowercase Formats page numbers as lowercase Roman numerals (i, ii, etc.).

Page # Roman Uppercase Selects uppercase Roman numerals for current section.

Page Break (Shift-Enter, on the *Insert* menu) Inserts a hard (manual) page break.

Page Break Before Inserts a hard page break just before selected paragraph.

Page Layout (⌘-Option-P or F13, on the *View* menu) Changes to Page Layout view, which shows how the page will look when it is printed.

Page Layout View On/Off Toggles Page Layout view.

Page Number Inserts automatic page numbers based on Glossary.

Page Setup... (Shift-F8, on the *File* menu) Brings up Page Setup dialog box where you enter paper size, orientation, and printer effects based on chosen printer.

Paragraph... (⌘-M or Shift-F14, on the *Format* menu) Brings up standard Paragraph dialog box, where you define Spacing before and after paragraphs, line numbers, and more.

Paragraph Aligned Left (⌘-Shift-L) Aligns selected text with left indent. There is also a ruler button for this feature.

Paragraph Aligned Right (⌘-Shift-R) Aligns selected text with right indent. There is also a ruler button for this feature.

Paragraph Border... Brings up Paragraph Border dialog box, used to place borders around paragraphs. Choose standard borders or design your own.

Paste (⌘-V or F4, on the *Edit* menu) Inserts Clipboard contents at insertion point or replaces selected items with Clipboard contents.

Paste Cells Only available when table cells are on the Clipboard. Pastes cells.

Paste Link (Option-F4) Lets you paste items from other documents (Excel spreadsheets, for example) into Word documents and have the Word document updated when the external items change.

Paste Object (⌘-F4) Pastes items (usually from spreadsheets, drawing programs, etc.). Pasted objects cannot be modified by Word.

Paste Special... (*Edit* menu) Brings up a dialog box that lets you specify whether Clipboard contents should be pasted in Rich Text Format (RTF), as unformatted text, or as a picture.

Paste Special Character (⌘-Option-Q) You type the decimal value of a character and Word pastes the corresponding character in the current font.

Picture... (*Insert* menu) Brings up a dialog box that lets you use Word's Picture window to either draw your own graphics or import them from other sources. Closing the Picture window pastes the graphic into your document.

Plain Text (⌘-Shift-Z or Shift-F9, on the *Format* menu) Removes optional character formatting, including bold, underscore, italic, and so on, from selected text.

Play Movie... (5.1) Plays QuickTime movies in version 5.1 only.

Preferences... (*Tools* menu) Brings up a dialog box that lets you change your name and initials for the Summary Info fields; define custom paper sizes; change units of measure; toggle smart quotes, background pagination, Clipboard features, the Drag-and-Drop feature, etc.; specify default views, Open... and Save options, default fonts, spelling, grammar, thesaurus, and hyphenation settings; and more!

Print... (⌘-P or F8, on the *File* menu) Brings up the Print dialog box to let you print entire documents, selected portions of documents, outlines, open glossaries, and style sheets.

Print Date Inserts current date using Glossary format *Month date, year.*

Print Merge Helper... (*View* menu) Toggles print merge help bar. Helper also assists in the creation and editing of data for print merge projects (name and address lists, etc.).

Print Merge... (*File* menu) Combines documents and data to create personalized form letters and such.

Print Preview... (⌘-Option-I or Option-F13, on the *File* menu) Powerful tool that shows one or two pages as an on-screen representation of how your document will print. Shows margins, line numbers, etc. Lets you change margins, manage page numbers, and so on.

Promote Heading In Outline view, this command moves selected paragraphs up one outline level.

Prompt for Summary Info Toggles the Summary Info dialog box. When enabled, you will see a new Summary dialog box whenever you create a new document.

Quick Record Voice Annotation (Control-⌘-R) Shortcut for recording voice annotations (dialog box must be showing). Press ⌘-. (period) to stop recording.

Quit (⌘-Q, on the *File* menu) Ends your Word session and removes Word from RAM. Prompts you to save unsaved changes to documents, glossaries, and dictionaries.

Redefine Style From Selection Use to change a style. Based on the style of a selected paragraph.

Remove From Menu (⌘-Option- –) Removes a selected command from the menu.

Renumber... (⌘-F15, on the *Tools* menu) Brings up a dialog box that lets you specify renumbering options, then renumbers automatically.

Repaginate Now (*Tools* menu) In Normal view, repaginates your entire document. In Page Layout view, repaginates from beginning of document to current page.

Repeat Repeats your last command or text you've typed since the command was executed.

Replace... (⌘-H, on the *Edit* menu) Brings up a "search and replace" dialog box that lets you find and replace text, formats, and styles. Much improved over Word 4 version!

Restart Page Numbering at 1 Toggles feature that restarts page numbering at 1 for current section only.

Revert To Style (⌘-Shift-Spacebar or F9, on the *Format* menu) Returns selected text to the style for the paragraph (removes manual changes to font, styles, indents, etc.).

Ribbon (⌘-Option-R, on the *View* menu) Toggles display of ribbon in document, header, and footer windows.

Ruler (⌘-R, on the *View* menu) Toggles display of ruler in document, header, and footer windows.

Same As Previous Copies contents of previous section's header or footer into current header and footer windows.

Save (⌘-S or F7, on the *File* menu) Saves the active document using the most recent Save As dialog-box settings (quick save, file locations, etc.).

Save As... (Shift-F7, on the *File* menu) Brings up a dialog box that lets you specify a new document name, format for saving the document, new location, etc.

Save Copy As... Saves a copy of the active document under a new name, then lets you continue to work on the original document, not the copy.

Screen Test A built-in "screensaver" that displays changing geometric shapes to prevent screen burn-in while you are not typing. Has user-definable patterns and colors. Starts as soon as you choose the *Screen Test* menu item. Click the mouse button to change the settings or cancel.

Scroll Line Down (⌘-Option-/ or keypad +) Scrolls up one line. If out of view, it brings next line into view at bottom of screen.

Scroll Line Up (⌘-Option-[or keypad *) Scrolls down one line. If out of view, it brings next line into view at top of screen.

Scroll Screen Down (⌘-Option-. (period) or keypad 3 or Page Down) Scrolls down one full window. If out of view, it brings next window into view.

Scroll Screen Up (keypad 9 or Page Up) Scrolls up one full window. If out of view, it brings next window into view.

Section... (Option-F14, on the *Format* menu) Brings up the Section dialog box, where you can specify breaks, column numbers, header/footer positions, page numbering, and more.

Section Break (⌘-Enter, on the *Insert* menu) Inserts section break at insertion point.

Section Starts on Even Page Forces sections to start on even-numbered pages.

Section Starts on New Column Forces sections to start in next column on same page, unless current and preceding sections have a different number of columns, in which case text starts on next page.

Section Starts on New Page Forces current section to start on new page.

Section Starts on Odd Page Forces sections to start on odd-numbered pages.

Section Starts with No Break Does not force a new page for current (new) section.

Select All (⌘-A or ⌘-Option-M, on the *Edit* menu) Selects contents of entire document.

Send Mail... (*File* menu) Lets you send the current Word document via Microsoft Mail if your computer is so equipped. Brings up the MS-Mail Send window.

Sentence Case Capitalizes the first word in the selected text using periods as its guide. Does not change existing capital letters.

Separator Inserts dashed line at bottom of selected menu. Used to group related menu choices.

Set Indent Ruler Scale Switches ruler tools to those used to manipulate paragraphs. There is also a ruler button for this menu choice.

Set Margin Ruler Scale Switches ruler tools to those used to manipulate the entire document. There is also a ruler button for this menu choice.

Set Table Ruler Scale Switches ruler tools to those used to manipulate tables. There is also a ruler button for this menu choice.

Shadow (⌘-Shift-W or Option-F11) Character format changes letters to white with black, shadowed outline.

Show All Headings In Outline view, this displays all levels of headings and text (the entire document).

Show Body Text In Outline view, this displays body text (the entire document).

Show Clipboard (*Window* menu) Displays the contents of the Clipboard in a movable, sizable window.

Show Formatting In Outline view, toggles bold, type sizes, etc. When off, all headings and body text appear plain and the same size.

Show Function Keys on Menus Toggles listing of extended-keyboard function keys (F1, F2, and so on) in menus.

Show Heading 1–9 In Outline view, lets you decide which levels of outline to display. Show Heading 1 shows only level 1. Show Heading 3 shows levels 1, 2, and 3.

Show Hidden Text Toggles display of hidden text on screen. This command does not affect the printing of hidden text.

Show Picture Placeholders Displays rectangles in place of graphics to speed scrolling.

Show Styles on Ruler Drops down a style list, but only if the ruler is displayed. An alternative to clicking on the style list triangle.

Show Table Gridlines In tables, toggles display of nonprinting gridlines. Does not affect display of printing cell borders.

Show Text Boundaries In Page Layout view, toggles display of nonprinting rectangles that outline text, footers, frames, etc.

Show/Hide ¶ (⌘-J, on the *View* menu) Toggles display of nonprinting characters (paragraph marks, tab marks, etc.).

Side by Side One of several ways to specify position-related paragraphs. Largely obsolete with tables and paragraph-positioning features.

Small Caps (⌘-Shift-H or Option-F10) Toggles small caps for selected text when the current font supports this feature.

Smaller Font Size (⌘-Shift-< or ⌘-Shift-,) Decreases font size to next smaller standard size.

Smart Quotes Toggles use of standard quote marks (" ") with typesetting curly quotes (“ ”) while typing. Does not replace previously typed quotes.

Sort (*Tools* menu) Sorts selected text in ascending (ASCII) order, based on left-most selected character. Sorts A–Z, 0–9.

Sort Descending Sorts selected text in descending (ASCII) order, based on left-most selected character. Sorts Z–A, 9–0.

Space Before ¶: 12 points (⌘-Shift-O) This toggle adds 12 points of vertical white space before each selected paragraph.

Space Before ¶: None Narrows vertical interparagraph spacing in selected paragraph(s).

Spelling... (⌘-L or F15, on the *Tools* menu) Spell-checks your document if the spell checker has been installed in the Word 5 commands folder.

Split Cell In a table, returns a merged cell to two single cells.

Split Window (⌘-Option-S) This toggle lets you have two views of the same document. Good for flipping between distant sections of a large document.

Strikethru (⌘-Shift-/) Toggles strikethru text formatting in the selected text.

Style... (⌘-T, on the *Format* menu) Brings up the Style dialog box, where you define and modify paragraph styles.

Subscribe To... (*Edit* menu) System 7 feature that lets you link your Word document with "editions" (from Excel spreadsheets, for instance). Contents of edition appear at the Word document's insertion point.

Subscript 2 pt (⌘-Shift--) Applies the subscript style to selected text using a point measurement you specify when installing the command.

Summary Info... (*File* menu) Brings up a Summary Information dialog box, where you enter document-identification information

(title, author, subject, etc.). Facilitates future searches for lost documents for documents meeting specific criteria.

Superscript 3 pt (⌘-Shift-=) New Word 5 feature. Applies the superscript style to selected text, using a point measurement you specify when installing the command.

Suppress Line # in Paragraph Turns off line numbers for selected text. (Only available if numbering option is on for section.)

Symbol... (*Insert* menu) Displays a palette of font-specific symbol characters. Click on the desired character to place it at the insertion point.

Symbol Font (⌘-Shift-Q) Applies the Apple LaserWriter symbol font to selected text.

Table... (*Insert* menu) Brings up a dialog box that lets you define and insert a new table.

Table Cells... (*Format* menu) In tables, brings up a dialog box that lets you define cell sizes, alignment, spacing, borders, etc.

Table Cells Borders... Brings up Borders dialog box.

Table Layout... (*Format* menu) In tables, brings up a dialog box that lets you add and delete rows, merge split cells, and more.

Table of Contents... (*Insert* menu) Generates a TOC and places it at the beginning of the active document. You can use either a document's outline or TOC entries (hidden-text codes) to create the TOC.

Table to Text... In a table, converts the table to text, separated either by paragraph marks, tabs, or commas.

Tabs... Brings up a dialog box that lets you define and position tabs for the selected paragraphs.

Text to Table... Converts the selected text into a table using tabs and paragraph markers as indicators of columns and rows.

Thesaurus... (*Tools* menu) Brings up a thesaurus offering alternative words for the selected word. Only works if the thesaurus has been installed in the Word 5 commands folder and the selected word is properly spelled.

Time Inserts the current time using the Glossary's time format. (Updates the time when you print.)

Title Case Capitalizes *every* selected word.

TLBR Single Paragraph Border (*Format* menu) Used with tables to modify border of specified cell(s).

TLBR Single Shadow Paragraph Border (*Format* menu) Shades selected cells in tables.

TOC Entry (*Insert* menu) Inserts a TOC (hidden-text) code before and after the selected text.

Toggle Case Reverses the case of each highlighted letter. Caps become lowercase, and vice versa.

Toggle Looping (5.1) Turns QuickTime Movie looping on and off in version 5.1 only.

Toolbar Opens Toolbar Option dialog box in version 5.1 only.

Unassign Keystroke (⌘-Option-keypad –) Asks you to type a key combination (⌘-P for instance). Removes that key combination from its related command (*Print...* in our example) so the combination can be used elsewhere.

Underline (⌘-U or ⌘-Shift-U or F12, on the *Format* menu) Applies or removes the continuous underline format from selected text. There is also a ribbon button for this feature.

Undo (⌘-Z or F1, on the *Edit* menu) Watches you work and attempts to undo your most recent action (typing, formatting, deleting, etc.). Works best if used immediately after action needing reversal.

Unnest Paragraph (⌘-Shift-M) Shifts selected paragraphs left one indent.

Up (⌘-] or ⌘-Shift-<, on the *Font* menu) Increases font size by 1 point. Works for selected text or text typed after the command is issued.

Update Link (Option-F3) MultiFinder feature that updates selected linked information to match source. Source application (Excel, for instance) must be available and have enough RAM to run.

Uppercase Changes all selected text to uppercase.

Use Short Menu Names Shortens length of Word menu names to permit use of additions (clocks, etc.) on smaller Mac screens. For instance, *Format* becomes *Fmt*.

Voice Annotation (on the *Insert* menu) Brings up the Voice Record dialog box.

Voice Annotations (on the *View* menu) Brings up the Voice Annotations dialog box, where you can play back voice annotations.

Word Count... (Option-F15, on the *Tools* menu) Counts and displays word, character, paragraph, and line counts for selected section or entire document. Does not count text in headers or footers.

Word Underline (⌘-Shift-] or ⌘-F12) Applies and removes single-word underline (does not underline spaces).

Zoom to Fill Screen Resizes active window to fill entire screen.

INDEX

Boldface page numbers refer to main topics; *Italic* page numbers refer to figures or tables.

Symbols and Numbers

* (asterisk), as footnote reference mark, 386
⌘ key
  to copy with drag and drop, 47
  and sentence selection, 15
↵, as line end marker, *291*
... (ellipses), commands with, 9
: (colon)
  printing in index, **586**
  printing in table of contents, 581
  to suppress page numbers in table of contents, 580
; (semicolon)
  printing in index, **586**
  printing in table of contents, 581
? (question mark), as mouse pointer, 57
1½ line spacing, 303, **304**
3-D charts, **667**
  rotating, **671–672**
3-D ribbon, 728
3-D ruler, 728
8-bit window, for Picture Window, 147
24-bit graphics, 147
32-bit graphics, 147
32-bit QuickDraw compatibility, 707
50% Reduction, from ImageWriter and StyleWriter, 111

A

A button (Toolbar), 240
.\A (Array) command, **274-275,** *275*
aborting, printing, **99**
About Microsoft Word, 786
accented characters, 50, 253, **256**
  Find command for, 508
  in sorts, 354
AccessPC, 181
Activate Keyboard Menus, 786
active cell, in datasheet window, 655
active window, 39, 67
Add button (Spell checker), and custom dictionary, 489
Add Matches to List (Search Options menu), 188
Add to Menu command, 786
adding, with Calculate command, **357–358**
addresses
  adding to list for printing, **434**
  changing, **435–436**
  deleting, **436**
  inserting in documents, **435**
  printing labels with ImageWriter, **646**
Addresses command (Insert menu), 434, 786
Addresses dialog box, 430
Adobe Illustrator, 148

Adobe Type Manager (ATM), **282**
ads, **557–559**
Again feature. *See* Repeat command (Edit menu)
Aldus FreeHand, 148
Alias feature (System 7), **33–35**
aliases, for stationery, 446
alignment of graphics, 155–156
alignment of tables, **344**
alignment of text, **302–303**
  in Picture Window, 138–139
  ruler and, 11, 26, *293*
All Caps feature (Character dialog box), **248,** 787
All Styles button (Style dialog box), 409
Allow Fast Saves feature, 730, 787
Always Interpret RTF option, 728, 787
Always Make a Backup option, 729, 787
Always Suggest option, for spelling checker, 733
Annotation (Insert menu), 611, 787
annotations, **610–614**
  editing, **613**
  hidden text for, **604–606**
  moving and deleting, **614**
  printing and incorporating, **613**
  showing and hiding, **614**
  voice, **606–610**
Annotations (View menu), 612, 613
Ann-Stone font, *261*
antonyms in Thesaurus, 474, **478**
Apple, QuickTime startup kit, 713
Apple File Exchange, 180
Apple LaserWriter printers, 107, 437
  options, **108–111**
  two-sided printing on, 118
Apple menu
  Chooser, 100–101
  Key Caps, 253
  Microsoft Mail, 698, 700
  Scrapbook command, 151
Apply button (Character dialog box), 237
Apply button (Paragraph dialog box), 298
Apply Style Name (Work menu), 787
Arc tool (Picture Window), *132,* 141
area charts, **663**
Array (.VA) command, **274-275,** *275*
arrow keys, *48*
Arrowhead tool (Picture Window), *132,* **142–143**
arrows, as tab markers, 323
ascenders, 231
ascending sort order, 353
ASCII codes, Find or Replace for, 515
ASK feature, 618, **634–636,** *638*
Assign to Key command, 787
asterisk (*), as footnote reference mark, 386
ATM (Adobe Type Manager), **282**
attached text in chart window, 657
  editing, **669–670**
author, 723
Author standard glossary entry, 463
Auto Scaling, of 3-D charts, 671
automatic backup feature, 198
automatic hyphenation feature, **269–273**
  removing hyphens, **272–273**
automatic page breaks, controlling position of, **218–220**
automatic repagination, 216, 724
automatic save reminder, 189
Avery brand labels, stationery documents for, 643

awards, **565–566**
axes, 657
  orientation in 3-D charts, 671

B

.\B (Bracket) command, *275*, **276**
background printing, **121–125**
  canceling, **124**
  checking print job status, 122–123
  postponing, **124–125**
  and print cancellation, 99
background repagination, 87, 724, 787
background tasks, and movie performance, 708
Backspace, 787
backups, of files, **198**
badge for movie, 709
  displaying or hiding, 710
balloon help (System 7), **58–59**
banter, 406
bar charts, **663–664**
bar tab stops, **322**
Based On menu (Style dialog box), 408
baseline, 230, 244
battery indicator (Toolbar), 771
beginning of document, moving to, 79
bibliographies, hanging indents for, 300
binding, gutters for, 206, **213–214**
bitmap alignment, precision, **109**
bitmap fonts, **279–280**
  jaggy, 107, *108*
bitmap graphics, 146, **147**
  eliminating stretched-out look, 111
  faster printing option, 108
black and white printing, vs. color/grayscale, **114–115**
blank lines
  adding between paragraphs, **292**
  eliminating in merge documents, 633, **637**
bleed, **566–567**
bluelines, 572
board art, **567**
body type, 567
boilerplate text
  as glossary entries, 456, 564
  sharing on network, **450–451**
  in Work menu, 743
Bold option (Format menu), 232, 787
bold text, 228
  creating, **241**
  in index, 586
  in pictures, 138
Bold text button (ribbon), 11, *22*, 25, 235, **241**
Border command (Format menu), 554, 788
  lines from, **308**, 560
border guides, 310
border sample, 310
borders, **307–312**
  custom, **310–312**
  deleting, **313**
  in tables, **336**
  white space and, **312**
bottom margin, footer in, 215
Box (\X) command, **275–276**
box size, for graphic images, 149
boxes, in Outline view, 522
Bracket (\B) command, *275*, **276**
brackets, for linked text, 691
bullet character, 254
  for standard glossary entries, 462

Bullet command (Insert menu), **257–258,** 788
Bulleted list button (Toolbar), *235,* 257–258, 294
bulleted lists, hanging indents for, 300
buttons, 10

C

Calculate command, **356–359,** 788
  adding with, **357–358**
  parentheses to control, 359
calculation instructions, in merge documents, **634**
calendars, **549–551**
camera-ready art, **567**
Cancel Subscriber button, 685
canceling, 788
  background printing, **124**
  embedding, **689–690**
  searches, 186
capitalization
  in custom dictionaries, 489
  in Find command, 507
  in style names, 404
case sensitivity, in style names, 416
Catch area (Grammar Preferences), 497
Category axis, in chart window, *655*
CD-ROMs, for QuickTime movies, 708
Cell selection bar, 334
cells in datasheet window, **654**
  entering and editing data, **660–661**
cells in tables, 329
  merging, **345**
  moving contents, **350**
  paragraphs in, **333**
  selecting adjacent, **335**
  splitting, **345**
center-alignment button (ruler), 7
Center button (ruler), 302
  for chart positioning, 672
center tab stops, **322**
Centered command, 788
Change All (Spelling Checker), 486
Change button (Spelling Checker), 486
Change case button (Toolbar), *235*
Change Case command (Format menu), **246–249,** 788
Change Font command, 788
Change Style command, 788
Change To box (Spelling Checker), 486
changeable print entries, 463
chapter elements, sections as, **393**
Character command (Format menu), 233, **236–238,** 788
Character dialog box, **236–238**
  All Caps, **248**
  Apply button, 237
  Bold option, 241
  Color menu, 245
  and drop caps, 263
  font selection, 240
  gray boxes in, 238
  Hidden style, 605
  hotspot for, **54,** 236
  Italic option, 241
  Small Caps option, **248–249**
  Strikethru, **242–243**
  Style section, 236
character formatting, **228–229, 231–238**
  color choices, **245–246**
  copying, **252–253**
  deleting, **249–252**

kerning, 25, **244**
keyboard shortcuts for, *781–782*
with menus, **232–233**
with ribbon, **233–235**
spacing changes, **243–244**
and styles, **410**
with Toolbar, **235,** *235*
vs. paragraph formatting, 417
characters, 227
frame for, 162
spacing of, 25
chart labels, 560
Chart menu (Graph)
Gridlines command, **671**
Titles, 669
chart window, 653, *655,* **656–657**
changing chart size, **667**
double-clicking object in, 669
viewing graphs in different sizes, **668**
working in, **663–672**
charts
default setting for type, **667**
editing parts of, **668–669**
editing text, **670**
frame for, 162–163
saving, **672**
types of, **663–667**
Chooser (Apple menu), 100–101
to enable background printing, 121–122
circles, improving appearance, 111
Clear All button (Tabs dialog box), 328
Clear command (Edit menu), 788
clearing tab stops, **328**
clip art, **146,** 565
Clipboard, 37, **41–42**
Calculate feature and, **357–358**
copying QuickTime image to, **154**
and embedding, 686
with Find and Replace, **514**
graphic image in, **146**
importing graphics with, **150**
including formatted text in, **724**
for linking, 690
saving contents in Scrapbook, **150–151**
clocks on Macs, 466
Close box, *9, 67*
Close command (File menu), 788
closing
custom dictionaries, **490**
document window, **71**
collapsed text, 520
collapsing outlines, **524–525,** 788
colon (:)
printing in index, **586**
printing in table of contents, 581
to suppress page numbers in table of contents, 580
color, in Picture Window, **141**
Color menu (Character dialog box), 245
color printing, vs. black and white printing, **114–115**
column breaks, **539**
and sections, **536–539**
column charts, **664**
column graph button, on ribbon, 653
column headings, in datasheet, **656**
Column selection bar, *334*
columns, 7, **534–539,** 789
creating with ribbon, **535–536**
creating with Section dialog box, **536**
layouts for, **557–559**
for lists, **553–554**

new for sections, 395
in normal view, 81, **82–84**
ribbon buttons for, 11, *22*
sections and, 393–394
white space between, 535
width, **538**
columns in datasheet, 655
inserting and deleting, **662**
width, **662**
columns in tables, *330*
deleting, **341**
inserting, **340–341**
selecting, **334–335**
white space between, **346**
width of, 331, **341–344**
combination charts, **666**
combined searches, **188**
combining documents, **449–450**
comma-delimited text, for table conversion, **347–348**
Command from Key Assignment, 789
command key, *48. See also* ⌘ key (Apple key)
command list, in Commands dialog box, **737**
command sets, multiple, **753–754**
commands, **774–815**
adding to menus, 718
executing when not on menus, 740
glossary of, **786–815**
and menu bar, **9–10**
placing on menu, 737–378
commands buttons, in Save As dialog box, 192
Commands command (Tools menu), 49, 189, 196, 789
restoring to menu, 740
Commands dialog box, **736–741**
assigning keyboard shortcuts from, **750–751**
Command list, 737
Do It button, 740
List button, **746**
Menu section, 737–378
to remove keyboard shortcuts, 751
Reset button, 748, 754
Save As button, 747
Commands folder
file converters in, 180
standard Custom dictionary, **489**
U.S. English Dictionary, 488
commas, to separate multiple style names, 404
comparison operators, in IF merge instructions, 639
compass shape, for mouse pointer, 522
complex formulas, **278**
compressed files, 763
Compuserve, Microsoft forums, **61**
computer lockup, recovery after, **198–199**
Condensed character formatting, 243, 789
conditional printing, of merge documents, **637–640**
connected documents, printing, **115**
continuation line, for footnotes, *384*
continuation message, for footnotes, *384*
Control Panel
keyboard features, *52*
monitor portion, gray shade, 246
Sound portion, 609
copies, printing multiple, 113
copying, 150, 789–790
character formatting, **252–253,** 790

documents containing movies, **712–713**
with drag and drop, 47
footnotes, **383**
keyboard shortcuts for, *75–76*
for movies, 712
section breaks, **395–396**
text between documents, **39**
corner guides, for borders, 311
Courier font, *230*
cover pages, printing, **114**
Create Envelope command (Tools menu), 434, 790
Addresses button, 430
Create Publisher command (Edit menu), 681, 790
crop marks, **568**
cropping, **569**
cross indexing, **585–586**
cursor. *See* insertion point
Curve tool (Picture Window), 141
custom dictionaries, 487, **488–491,** 732–733
creating, **489–490**
deleting words from, 490
editing, **490–491**
opening and closing, **490**
using old after install, **770**
custom installation, **769–770**
custom paper size, 723
Cut button (toolbar), 39
Cut command (Edit menu), 38
cut, copy and paste, **37–47,** 790

D

.D (Displace) command, *275,* **276–277**
damaged files, recovering, **198–199**
dashes, **267–269**
Data Document Builder dialog box, 623, *624*
data documents, 618, *619,* **620–621**
creating, **623–625**
entering and editing data, 627
planning, **622–623**
saving designs, **625–627**
sorting, 631
data instructions, inserting in main document, **629–630**
data markers, 657
DATA merge instruction, **641**
replacing, 644
data points, 656
data series, 656, 657
names in datasheet window, *655*
DATA statement, *619,* 621, *638*
in main document, **628**
database programs, vs. Print merge feature, **620**
datasheet
column widths in, **662**
number formats in, **661–662**
Datasheet window, *655*
for graph projects, **654–655**
working in, **660–662**
Date command (Insert menu), 630
Date glossary entry, **463–464,** *619*
dates
in headers or footers, 87, **368**
sorting, **355**
Day glossary entry, **464**
decimal tab stops, **322**
Decrease font size button (Toolbar), *235*
Default command (Font menu), 232, 253, 790

default font, selecting during install, 765
Default Font category (Preferences), 731
default settings, 8, 103, **719–721**
  changing, **722–736**
  for chart type, **667**
  for expanded and condensed character spacing, 243
  for font and point size, **253**
  for formatting, **756**
  for line spacing, **304**
  for measurement units, 295
  for Num Loc, 51
  for Page Setup options, **756**
  for paragraphs, 289
  for style sheet, **755**
  for super and subscripts, 245
  for tab stops, **327–328**
  for views, **92**
Delete Cells command, 790
Delete Columns command, 790
Delete Forward command, 790
Delete Next Word command, 790
Delete Previous Word command, 791
Delete Rows command, 791
deleting
  addresses, **436**
  annotations, **614**
  automatic hyphens, **272–273**
  borders, **313**
  character formatting, **249–252**
  columns in tables, **341**
  drop caps, **267**
  fields, 625
  files, **189,** 196, 791
  footnotes, **383**
  framed objects, **171**
  glossary entries, **461**
  keyboard shortcuts for, *75–76*
  menu items, 718
  page breaks, **218**
  page numbers, **379–380**
  paragraphs, **291**
  rows and columns in datasheet, **662**
  rows in tables, **338**
  section breaks, **396**
  shading, **313**
  stationery documents, **447**
  styles, **412–413**
  styles but retaining formatting, **420–421**
  text, **17**
  words from custom dictionary, 490
demoting outline headings, **523,** 791
descenders, 231
descending sort, 353, 812
Design Sciences, Inc., 362
Desktop ColorFoil, 565
desktop publishing, **544–572**
  ads, **557–559**
  awards, **565–566**
  calendars, **549–551**
  column layouts, **557–559**
  directories and lists, **552–557**
  glossary for, 469
  letterheads, **545–549**
  mailers, **563–564**
  menus, **555–556**
  newsletters, **561**
  overhead slides, **559–561**
  prepress activities, **556–572**
  reports and proposals, **564**
  resumes, **562**
destination file, for linking, 679
dialog boxes. *See also* specific types
  for character formatting, 231
  choosing options in, *778–779*

keyboard access to, **54**
on-line help for, 58
dictionaries
custom, 487, **488–491,** 732–733
finding, 770
selecting main for Spelling checker, 731
using old after install, **770**
Different First Page (Section dialog box), 372, 791
dimmed commands, on menus, 20
dimmed page number, in status area, 79
dingbats, 248, **257,** *552,* 555
directories, **552–557**
disk files. *See* files
disk space.*See* hard disk
diskettes, reading DOS on Mac, 181
disks, file search of multiple, 188
Displace (\D) command, *275,* **276–277**
Displace formula typesetting command, for kerning, 244
display type, 567
division, 358
Do It button (Commands dialog box), 740
Document button (Page Setup dialog box), 103
Document command (Format menu), 221, 327, 379, 594, 791
Document dialog box
adjusting gutter in, 213
changing default tab settings, **327–328**
Even/Odd Headers, 371
File Series button, 594
Footnote choices, *384*
hotspot for, **54**
margin settings in, **209**
Mirror Even/Odd margin feature, 207, 211, **212–213**
Widow Control option, 221
document list, in Save As dialog box, 191
document setup, **6–7**
document size, and speed, 592
document statistics, from Grammar checker, **498–500**
document windows, **66–71,** *67*
closing, **71**
pointing to activate, **68–69**
documents. *See also* large documents; stationery documents
adding emphasis to, 228
combining, **449–450**
copying text between, **39**
copying those containing movies, **712–713**
creating, **36–37**
graph objects in, **658**
inserting addresses in, **435**
inserting glossary entries in, **458–460**
listing open on Window menu, 40
maximum open, 66
moving to beginning, 79
multicolumn, **534–536**
names for, **29**
opening non-Word, **179–181**
outlining existing, **523–524**
placing equations in, **362**
positioning charts in, **672–674**
reasons for splitting, 592
recently opened listed on File menu, 35, 727
samples, 438
saving first time, **27–31**

saving styles with, **407**
searching inside, **185–186**
selecting entire with mouse, 15, 23
selecting portion for search and replace, 510
sending via E-mail, **699–700**
size and speed, 94
style collection for, 401
transferring styles between, **415–416**
viewing separate portions simultaneously, 88
Work menu for frequently used, **741–746**
DOS computers, saving files for, 195
DOS diskettes, reading on Mac, 181
dot matrix printers, quality from, 111
Dotted Underline command, 791
double-clicking, 8
document icon to launch Word, 33
to launch application for embedded object, *687*
object in chart window, 669
double line spacing, 303, **304**
double lines, in datasheet window, 656
double page spread, **569**
Double Underline command, 791
Down command (Font menu), 791
downloadable laser fonts, 107
unlimited, 110
downloaded fonts, printer memory for, 110
downloading, technical notes, **61**
Draft option, from dot matrix printers, 111
Drag and drop feature (Tools menu), 791
copying with, 47
enabling, 724
to move text, **45–47**
dragging
margin brackets on ruler, **211–212**
margin handles, *120*
margins in Print Preview, **210–211**
to position page numbers, 374
to select text, 16
for sizing windows, **70**
title bar to move window, 70
Draw button (ribbon), *22*
drawing, **131**. *See also* Picture Window
in Picture Window, **132–136**
drives
in Save As dialog box, 191, 192
saving files to other, **194–195**
drop caps, 160, 259
deleting, **267**
Drop Caps command (Insert menu), **260–262,** 791
drop-down menus, 10
Dropped Position option, for drop caps, 262
dropped words, 259, *261*
duplicating objects, in Picture Window, **135**
Duplication tool (Picture Window), *132*

E

Easy Install option, 764
Edit menu, *19*
Clear command, 788
commands and shortcuts, *775*
Create Publisher command, 681
Edit Movie command, 710
Find command, **80,** 507
Glossary command, 153, 457, 458

Go To command, **77–79**
Link Options, 692, 791
Object Options, 690, 710, 792
Paste command, 38
Paste Object, 686
Paste Special, **692**
Redo command, 20
Repeat command, **20**
Replace command, 414, **509–515**
Select All, 139
Subscribe To, 683
Subscriber Options, 685
Undo command, **17–20**
Edit Movie command (Edit menu), 710
editing
annotations, **613**
automatic subscribing and, 685
equations, **362**
graphics, **153–154**
keyboard shortcuts for, *73–76, 785–786*
movies, **712**
in Normal view, **81–84**
in Page layout view, **85–87**
in Picture Window, **138–139**
returning to previous point of, 79–80
stationery documents, **447–448**
editions, 680–681
subscribing to, **683–684**
Educorp, 544
elevation, in 3-D charts, 671
Ellipse tool (Picture Window), *132,* 141
ellipses (...), commands with, 9
ELSE merge instruction, **637–640**
em dashes, **268**
E-mail, sending Word documents via, **699–700**
embedded objects, 679, **686–690**
canceling, **689–690**
graph object as, **658**
updating, **687–688**
embedded PostScript (EPS) images, printing over text, 111, *112*
en dashes, **268**
Encapsulated PostScript (EPS) file format, 146, **148**
enclosures, with E-mail, 701
end mark, *9*
ENDIF merge instruction, **637–640,** *638*
enlarging printed image, **104–105**
Enter key, and dialog box commands, 29
Envelope button (Toolbar), **429–430**
envelope printing, **429–439, 642–645**
adding addresses to list for, **434**
merge for, **647**
with new address, **431–433**
return address for, **431**
with stored addresses, **434–435**
envelope stationery, **436–439**
Envelopes folder, 642
EPS (Encapsulated PostScript) file format, 146, **148**
Equation Editor, **360–362**
help in, 361
upgrading, **362**
equations, **362**
error checking, by Print Merge Helper, **631**
error messages, from PrintMonitor, **124**
errors, undoing, **17–20**
Escape key, *48*

even pages
headers and footers for, **371–372,** 792
after section break, 395
Excel, data documents from, 621
Expanded character formatting, 243, 792
expanding outlines, **524–525,** 792
Explain button (Grammar checker), 494
exporting documents
retaining formatting for, 420–421
Smart Quotes feature and, 259
tab stops for, **329**
Extend to Character command, 792
extended keyboards, 48, **51–52**

F

\F (Fraction) command, *275,* **277**
Fast Save option (Save As dialog box), 192–193
auto backup and, 729
Fast Tips, 60
Faster Bitmap Printing option, 108
fax-based support service, **60**
FAX modems, 282
Field names, *619,* 625
fields, 621, 622, 623
deleting, 625
multiple lines in, 627
File command (Insert menu), 444, **449–450,** 554, 792
file compression, by TIFF format, 147
file conversion programs, 180
file management, **176–199**
File menu, *32, 36*
adding command to, 196
Close command, 788
commands and shortcuts, *775*
Find command, 8
Find File command, 182
Make Alias command, 34
New command, 36
Open command, **177–182**
Open Mail, 700
Page Setup dialog box, 756
Paste command, 150
Print command, 98–99
Print Merge, 632
Print Preview, 90, 119
Quit, **31–32**
recent documents on, 35, 727
Save command, 27, 190
Send Mail, 699
Summary Info command, 30
File menu (Graph), Import Data, 660
File Name glossary entry, **464**
file names
for glossary, 468–469
policies and procedures on, 187
in Save As dialog box, 192
searching by, **183–184**
file searches
of multiple disks, 188
multiple searches to restrict lists, **188**
File Series button (Document dialog box), 379, 594
FileMaker, data documents from, 621
files, **176–177.** *See also* save process
backups of, **198**
compressed, 763
deleting, **189**
from Installer, 766–768
locating for saving, 28–29
multiple searches for, **187–188**

printing to, **115**
files names, saving under different, **193–194**
Fill color tool (Picture Window), *132*
Fill pattern tool (Picture Window), *132*
fill patterns, in Picture Window, **141**
Find Again command, 792
Find command (Edit menu), **505–509,** *506*, 792
Clipboard and, **514**
for navigating, **80**
for special characters, **507–508**
unspecified digits in, **508–509**
Unspecified letters in, **508**
white space in, **508**
Find command (File menu), 8
Find dialog box
Match Case box, 507
Match Whole Word Only option, 507
Find File accessory (System 6), 8
Find File feature (Word 5), **182–188,** 792
large lists in, **184–185**
and summary information, **187**
Find Formats command, 792
Find Next button (Replace dialog box), 511
Find and Replace
for footnotes, 387
for index codes, **583**
for styles, **414**
Finder, Balloon Help, 58, *59*
First Footer command, 793
First Header command, 793
first line indents, *297*, **299–300,** 793
and centering, 302
first page of document, special headers and footers for, **372**
fixed-size fonts. *See* bitmap fonts
Flesch index, 498, *499*
Flesch-Kincaid index, 498, 500
Flip tool (Picture Window), *132*, **144–145**
flips, when printing, **109**
floppy disks
backups on, 198
movies on, 713
saving files to, **194–195**
folders, **176-177**
backups of, 198
Commands, 488
creating, **195**
Envelopes, 642
Glossaries, 467, 469
for help file, 59
from Installer, 766–768
Mailing Labels, 642
name in Save As dialog box, 191
Sample Documents, 94, 429
for saving documents, *27*, 29
selecting for Word install, 765
font families, **228**
font ID conflict, 283
Font menu, 232, 239
commands and shortcuts, *777*
Default Font command, 253
Down command, 791
Other command, 232, 236
on ribbon, 10–11, *22*
fonts, 227, **279–283**, 719
bitmap, **279–280**
for body text or headlines, 567
choosing, **239–240**
default setting for, **253**
for drop caps, 260

monospaced vs. proportionally spaced, 229–230
in Picture Window, 138
point sizes, **230–231**
PostScript, **281–282**
serif or sans serif, **231**
specialty, *261*
substituting, 107, **282–283**
TrueType, **280**
vendors for, 228–229
footers, 793. *See also* headers and footers
Footnote (Insert menu), 380, 384, 793
Footnote Cont. Notice command, 793
Footnote dialog box, *384*
footnote window, *381*
hotspot for, **55**
resizing, 382
footnotes, **380–387**
continuation, **387**, 793
copying, moving, deleting, **383**
editing text in, **383**
inserting, **382**
numbering, **385**
numbering for document series, **596**
position for, **385**
reference marks, *381*, *384*, **386**
separators for, **385–386**, 793
spell checker for, 387
text style for, **385**
viewing, **381–382**
Footnotes command (View menu), 794
forcing
new lines, **291**
page breaks, **217**, **220**
foreign accented characters, 50, 253, **256**
format layers, and Replace command, **420**
Format menu, 7, **232–233,** *234*
Bold, 787
Border command, 308, 788
Change Case command, **246–249**
Character command, 233, **236–238,** 240
commands and shortcuts, *776–777*
Document command, 221, 327, 379, 594
Frame command, **163–164,** 165, 261, 266
Paragraph command, 219, 220
Plain Text command, 250, **420**
Revert To Style command, **251–252,** 267, 313, 315, **412**
Section dialog box, 372, 376, 394
Style command, 404, 755
Table Cells command, 338
Table Layout command, 340, 813
Underline command, 242
formatting. *See also* character formatting; paragraph formatting
basics, **22–26**
changing default options, **756**
character vs. paragraph, 417
for footnote text, **385**
index entries, **586**
layers for, **419**
for linked text, 692
in merge documents, 647
object in chart window, 669
replacing, **511–512**
retaining when removing styles, **420–421**
sections and, **393–394**
and styles, **417–420**

subscribed documents, 684
tools for characters, **231–238**
formulas
complex, **278**
printing, **279**
typesetting commands, **273–279**
Fraction (⌥F) command, *275*, **277**
fractional widths printing, **110–111,** 794
Frame command (Format menu), **163–164,** 165, 261, 266, 794
for drop caps, 261
for graphs, 672
for paragraphs of selected text, 168
Frame command (Insert menu), **162–163,** 164, 263, 794
for selected text, 168
Frame dialog box, **165–166**
framed elements, 548
deleting or unframing, 171
frames, **160–171,** *161*
changing widths, 163–164
for fixed-width items, **164–165**
in headers or footers, *167*
for lists, 556
positions as styles, **170**
for text, **168**
text flow around, **166**
Freeze Picture (Object Options dialog box), 689
Front/back tool (Picture Window), *132*, **144–145**
Full Repaginate Now command, 794
function keys, *48*, 51–52
showing on menus, 726–727

G

Galley view. *See* Normal view
GateKeeper, 763, 764
General category (Preferences), **723–724**
Get Edition Now button, 685
Get Info (Finder, File menu), 183, 756
glossaries
formula, **278**
for index codes, **583**
merging, **470**
multiple in Work menu, 745
special purpose, **469**
Glossaries folder, 467, 469
Glossary command (Edit menu), 153, **456–470**, 794
Glossary dialog box, 153, *457*
glossary entries, 548
adding to Work menu, **461,** 743
assigning keyboard shortcuts to, **460**
boilerplate text as, 564
borders as, 311
defining, **457–458**
deleting, **461**
for footnotes, 387
graphics as, **152–153**
inserting in documents, **458–460**
inserting files and, 450
inserting with keyboard, **459–460**
for large documents, 593
modifying, **461**
Page layout, 568
printing lists, **470**
save process for, **467–469**
for styles, 415
and styles, 416, **470**

Work menu for frequently used, **741–746**
glossary files, 456
Go Back feature, **79–80,** 794
Go To command (Edit menu), **77–79,** 794
and section numbers, **78**
Go To dialog box, hotspot for, **55**
Grammar category (Preferences), 733–734
Grammar checker, **493–500,** 794
accepting suggestions, **494–496**
document statistics from, **498–500**
Ignore Rule, 497
ignoring suggestions, **497**
making manual changes, **496**
grammar rules, 497
enabling or disabling, 734
graph objects, **658**
parts of, **654–658**
graph window, 653. *See also* chart window
graphic images, box size for, 149
graphic objects, for QuickTime movies, 708–709
graphics. *See also* Picture Window
as drop caps, 259, *261,* 262
editing, **153–154**
eliminating stretched-out look, 111
finding, 505
formats for, 146
frame for, 162–163
as glossary entries, **152–153**
imported, **146, 150**
inserting from Scrapbook, **151–152**
keeping with related text, **219**
in letterhead, 547
linking, 154
in margins, 214
moving, 45
and paragraph numbering, 314
positioning, **155–156**. *See also* frames
printing selected, **115**
QuickTime movies as, **154**
replacing text with, 514
in return addresses, 439
in Scrapbook, **150–152**
selecting with mouse, 15
smoothing, 108
types of, **146–148**
graphs, **652–674**
creating, **653–654**
positioning in documents, **672–674**
resizing, **673**
restoring previous version, 674
updating, **673**
gray lines, for changeable print entries, 463
grayscale printing, vs. black and white printing, **114–115**
gridlines, 657
in chart window, *655*
in tables, *330*
Group tool (Picture Window), *132,* **139–141**
groups of objects, in Picture Window, **139**
Gunning Fog index, 498, 500
gutters, 206, **213–214**

H

halftones, **569–570**
Hammermill's Laser Plus paper, 567
hanging indents, 296, **300–301,** 795
and bullets, 257

hard disk, 762
for fonts, 280
for QuickTime movies, 707
for sound file, 606
hardware requirements, 762
QuickTime movies, **707**
Header command (View menu), 795
header record, 626
header window, *367*
headers and footers, **366–372**
dates, times, and page numbers in, **368**
deleting page numbers from, 380
entering, **367–368**
even and odd, **371–372**
for first page, **372**
frames in, *167*
and margins, **215**
non-printing areas and, 370
in Normal view, 81–82
in Page Layout view, 86, 87, **369**
page numbers in, **375**
PostScript code in, **372**
in Print Preview, **369–371**
searching in, 506–507
sections and, 393
heading styles, for table of contents, *577*
headings
for datasheet rows and columns, **656**
repeating for multipage tables, **351**
headlines, 558
fonts for, 567
hearing impaired, TTD support for, **61**
Height box, for drop caps, 260
help, 20, **55–59,** 795
in Equation Editor, 361
quitting on-line, 59
Help file, location of, **59**
Help menu, Topics button, 57
Helvetica font, *230*
hidden text, 795
for annotations, **604–606**
default for displaying, 725
index entries as, 586
merge instructions as, 637
in Page Layout view, **87**
printing, **115**
Hide (Show) ¶ command (View menu), 94, 290, 323, 811
and formulas, 274
hiding
non-printing characters, **93–94**
paragraph marks, 11
Standard glossary entries, 462
hinting, 282
horizontal flips, 109
hotspots, **54–55**, *780*
for Character dialog box, 236
house sheets, **570**
Hyphenation category (Preferences), 735
Hyphenation (Tools menu), 271, 795
hyphens, **267–269**
optional, **269**
and white space in justified text, 303

I

I-beam. *See also* mouse pointer
vs. insertion point, 21
∫ (Integral) command, *275*, **277**
icon bar, in Outline view, **521–522**

icons
double-clicking document to launch Word, 33
page-numbering, *374*
in Preferences dialog box, 722
Print Preview actions, *119–120*
printer driver, 101
for stationery, 445
Word 5, *8*
IF merge instruction, **637–640,** *638*
Ignore option (Spelling Checker), 487, 733
Imagewriter, **111**
printing addresses on labels, **646**
importing
ASCII list, 554
data to datasheet window, 660
graphics, **146**
graphics with Clipboard, **150**
with Picture command, **148–149**
imposition, 571
In Margin option, for drop caps, 262
Include Endnotes in Section command, 795
Include Formatted Text in Clipboard command, 795
INCLUDE merge instruction, **640**
Increase font size button (Toolbar), *235*
indent markers, 214, *297*
indents
and border width, **312**
and column widths, 535
within columns, 536
for framed text, 168
headings in Outline view, 521
with keyboard shortcuts, **298–299**
in margins, **299**
with Paragraph dialog box, **298**
paragraphs, **7**, **296–301**
ruler and, 11, *293*, **297–298**
with Toolbar, 294, **299**
vs. margins, **208**
index codes (.i), 525, 582
Find and Replace for adding, **583**
Index command (Insert menu), 795
Index dialog box, *582*
index entries
and footnotes, 387
formatting, **586**
text in, **584–585**
Index Entry (Insert menu), **581,** 582, 795
indexes
creating, **581–587**
for large documents, **597**
for selected portions, **587**
subentries, **583–584**
initial caps, 259
initials, for voice annotation, 723
ink jet printing, 282
Insert ¶ Above Row command, 796
Insert Cells Down command, 795
Insert Cells Right command, 795
Insert Field Name menu (print merge help bar), 629
Insert Formula command, 796
Insert Keyword menu (print merge help bar), 629
ASK, 635
Calculations, 634
DATA, **641**
IF-ELSE, 639
SET, **636–637**
Insert menu
Addresses command, 434
Annotation command, 611
Bullet command, **257–258**

Date command, 630
Drop Caps command, **260–262**
File command, 444, **449–450,** 554
Footnote command, 380, 384
Frame command, **162–163,** 164, 263
Index Entry command, **581,** 582
Movie command, 708
Object command, *361*, 688
Picture command, 131, **148–149**
Section Break command, 392
Symbol command, 50, **254**
Table command, 331
Table of Contents command, 576
Table to Text command, **349**
TOC Entry command, 580
Voice Annotation command, 607
Insert Non-breaking Hyphen command, 796
Insert Non-breaking Space command, 796
Insert Object dialog box, to start Equation Editor, *361*
Insert Optional Hyphen command, 796
Insert Page Break command, 8
for column breaks, 539
Insert Rows command, 796
Insert symbols button, (Toolbar), *235*
Insert Tab command, 796
Insert Table dialog box, 331
Comma Delimited button, 347
Paragraphs button, 348
Tab Delimited button, 347
inserting
addresses in documents, **435**
columns in tables, **340–341**, 796
footnotes, **382**
glossary entries in documents, **458–460**, 796
graphics from Scrapbook, **151–152**
manual page break, **217**
movies, **708**
rows and columns in datasheet, **662**
text, **21**
text annotations, **611–612**
insertion point, *9*, **10**
scrolling and, 73
vs. I-beam, 21
inside margins, 212
Installer, files for, 766–768
installing
custom, **769–770**
Picture command, 131
Word, **762–771**
insufficient disk space message, and saving files, **195–196**
Integral (∫) command, *275*, **277**
inter-character spacing, 110
international characters, 50, 253, **256**
international telephone support, 60
Invert Image feature, **109**
Italic Cursor command, 797
Italic option (Format menu), 232, 796
italic text, 228, **241**
in pictures, 138
italic text button (ribbon), 11, *22*, 25, 235, **241**

J

jaggy bitmap characters, 107, *108*
joining paragraphs, **290–291**
justification, **303,** 797

K

Keep Lines Together option, 219, 797
and column breaks, 539
Keep with Next Paragraph option, 219, 797
and column breaks, 539
kerning, 25, **244**
Key Caps (Apple menu), 253
Key Repeat Rate, 52
keyboard, **48–54**
accessing dialog boxes with, **54**
applying styles from, **403**
extended, **51–52**
hotspots, **54–55**
for input to merge documents, **634–636**
for inserting glossary entries, **459–460**
navigation with, **73–77**
repeating keys, **52**
typing symbols from, **254**
Keyboard Menus feature, 53
keyboard shortcuts, *48–49*, **749–752**
assigning, 736
assigning from Commands dialog box, **750–751**
assigning to glossary entries, **460**
for bold character formatting, 241
for character formatting, 231
for choosing commands, *774–777*
to define hideable text, 605
displaying function keys on menus, 726–727
for Find and Replace, 505
for glossary definition, 457
for Grammar checker, 494
for hanging indents, **301**
for hiding ruler, 10
indenting with, **298–299**
for inserting table rows, 337
for Move Text command, 45
moving, scrolling and editing, *73–76*, *783–784*
numeric keypad to add or remove, 752
in Outline view, *778*
for paragraph formatting, **296**
for Plain Text, 250–251
printing list, 749
Repeat, and styles, 403
for Revert to Style, 412
for special characters, *255*
for super and subscripts, 245
for switching views, 84
for Symbol command, 254
symbols for, 49
KeyFinder (Norton utility), 254
keystrokes, for special characters, **50**
Keyword glossary entry, **465**

L

.NL (List) command, *275*, **277**
L Thick Paragraph Border command, 797
labels, **642–645**
printing addresses with ImageWriter, **646**
landscape printing, 104, 563
for calendar, 550–551
large documents, **592–597**
connecting multiple parts in series, **593–597**
indexes for, **597**
numbering within, **595–596**
planning for, **593**

printing, 592, **597**
table of contents for, **597**
Larger Font Size command, 797
laser printers, 98, **566–567**. *See also* Apple LaserWriter printers
feeding envelopes to, 433
minimum margin from, 110
PostScript compatibility, 281
printing labels on, **642–645**
last page, moving to, 79
launching Word, **33**
law firm letterhead, **545–547**
layers, in Picture Window, **144**
leading, 25, 231
leading characters, for tabs, **326–327**
left alignment, **302**
left tab stops, **321**
legends, 657
letterheads, **545–549**
letters, as page numbers, 377
ligatures, 253
line breaks, 797
line charts, **664–665**
Line color tool (Picture Window), *132*
line heights, specifying exact, **304–305**
line numbers, 295, 797
within document series, **596**
in page layout view, 87
viewing, **82**
Line pattern tool (Picture Window), *132*
line spacing, 295, 797–798
adjusting, **303–305**
default measurement unit for, 295
negative, 266
line spacing buttons (ruler), *293*
Line tool (Picture Window), *132*, **136,** 141, 143
Line width tool (Picture Window), *132*
lines, 556
changing length in Picture Window, 144
creating with Border command, **308**
custom, **310–312**
as footnote separators, **385–386**
width in Picture Window, **142–144**
lines of text
eliminating blank in merge documents, 633, **637**
forcing new, **291**
preventing page break between, **218–219**
selecting with mouse, 14–15
Link Options dialog box, **692–693,** 798
linking, 679, **690–693**
graphics, 154
and styles, 416
Linotronic printers, **570–571**
List (.NL) command, *275*, **277**
List All Fonts command, 798
List button (Commands dialog box), **746**
List Recently Opened Documents command, 798
lists, **552–557**
logo letterhead, **547–549**
Lowercase command, 798

M

Mac
clocks on, 466
power off vs. quitting Word, 32
preparing for Word install, 763
MacPaint, 147

MacRecorder, 606
macro programs, and menu changes, 719
MacWrite II, 180
mail, reading in Word, **700–702**
mailers, **563–564**
Mailing Labels folder, 642
Main dictionary, selecting for Spelling checker, 731
main documents for merge, 618, *619*, **621,** 626
  creating, **627–631**
  DATA statement in, **628**
  including external file contents in, 640
  inserting data instructions in, **629–630**
  testing and proofing, **631**
  text in, **628–629**
Make Alias command (File menu), 34
Make Backup option box, in Save As dialog box, 192, 798
Make Body Text command, 798
Make graphs button (ribbon), *22*
Make tables button (ribbon), *22*
manual formatting, 418
  applying styles to, **419–420**
  inserting page break, **217**
Margin Marker button (ruler), *330*, 538
margin markers, vs. column width, 538
Margin Page Numbers command, 798
margins, **206–208**
  changing, **208–212**
  changing in Print Preview, 90, **120,** 370
  and column width, 535
  defining measurement unit for, 724
  headers and footers and, **215**
  and indents, 296, **299**
  for mailers, 563
  printers and, 208
  printing in, **214**
  ruler and, 11
  table alignment with, 344
  vs. indents, **208**
Match Case box (Find dialog box), 507
Match Whole Word Only option (Find dialog box), 507
math, **356–359**
mathematical formulas, glossary for, 469
measurement units, 798
  default settings for, 295
  defining, 724
  in Tab dialog box, **326**
mechanicals, **567**
memory
  for Grammar command, 493
  in laser printers, 110
  for QuickTime movies, 707
  and sound annotations, 607
  for tables, **351**
  for Word, **756–757**, 762
menu bar, *9*
  and commands, **9–10**
  keyboard access to, 53
  Microsoft Graph, 653
menu commands, 9, 12
  avoiding execution, 10
Menu section (Commands dialog box), 737–738
menus
  adding commands to, 718
  adding Show Hidden Text command to, 606
  adding table layout choices to, **351**

for character formatting, 231, **232–233**
deleting items from, 718, **739–740**
dimmed commands on, 20
documenting changes in, 746–747
executing commands not on, 740
keyboard for accessing, 786
keyboard symbols in, 49, 726–727
modifying, **736–741**
moving items on, 718, 740
resetting standard, **748**
saving changes to, **747**
separator lines in, **741**
short names for, 727–728
shortcuts for changing, *774*
without mouse, **53**
menus (restaurants), **555–558**
Merge cells command, 799
merge documents. *See also* Print merge feature
calculation instructions in, **634**
conditional printing of, **637–640**
eliminating blank lines in, 633, **637**
formatting in, 647
keyboard input to, **634–636**
preventing page breaks for each record, **640–641**
printing, **631–632**
restarting merge process, 642
Merge instructions, *619*, 620, **633–641**
as hidden text, 637
merge marks, manually inserting, 642
Merge to file button (Main merge document), *619*
Merge to printer button (Main merge document), *619*
merging
glossaries, **470**
style sheets, 415–416
table cells, **345**
microphones, 606
Microsoft, product support services, **60–61**
Microsoft Graph, 652
on-line help from, **658–660**
Microsoft Mail, 698, 699
minus signs, in Outline view, 522
Mirror Even/Odd margin feature (Document dialog box), 207, 211, **212–213**
misspelled words, correcting, **486**
mistakes, undoing, **17–20**
monospaced fonts, 229–230
Month glossary entry, **465**
More Keyboard Prefix command, 799
mouse
menu use without, **53**
selecting text with, **14–16**
shortcuts with, *780*
mouse pointer, *9*, **10**
compass shape for, 522
question mark as, 57
Move Down One Text Area command, 799
Move Heading Down command, 799
Move Heading Up command, 799
Move Left One Text Area command, 799
Move Right One Text Area command, 799
Move Text command, **42–45**, 799
Move to Bottom of Window command, 799
Move to End of Document command, 799
Move to End of Line command, 799
Movie command (Insert menu), 708, 801

movie sound, **711**
movies. *See* QuickTime movies
moving, 799–801
  annotations, **614**
  cell contents, **350**
  data files and merge process, 647
  to document beginning, 79
  footnotes, **383**
  keyboard shortcuts for, *73–76*, *783–784*
  margins in Print Preview, **120**
  to next page, 79
  page breaks, **218**
  paragraphs in outline view, **526–527**
  tab stops on ruler, **324**
  between table cells, 333
  text in Picture Window, **137–138**
  vs. resizing drawing objects, **135**
  windows, **70–71**
moving objects
  with drag and drop, **45–47**
  in Picture Window, **135**
moving text, in outline view, 90
multicolumn documents, **534–536**
MultiFinder, Clipboard use in, 42
multilevel sorts, **355**
multipage tables, repeating headings for, **351**
multiple objects, selecting in Draw Window, 134
multiple searches, for files, **187–188**
multiplication, 358

N

names. *See also* file names
  for documents, **29**
  sorting, **355**
navigating
  in datasheets, **661**
  with keyboard, **73–77**
navigation keys, *48*
negative line spacing, 266
negative margin settings, 299
negative numbers, parentheses for, 358
Nest button (Toolbar), 294, 299
nested index entries, **583–584**
nested paragraphs, 298, 802
networks
  choosing printers on, 102
  edition files accessed on, 682
  sharing files on, **450–451**
New ¶ After Ins. Point command, 802
New ¶ with Same Style command, 802
New command (File menu), 36
new documents, creating, **36–37**
New Folder button (Save dialog box), 195
new lines, forcing, **291**
new pages
  forcing, **220**
  for section breaks, 395
New Paragraph command, 802
New Picture command, 802
New Window command, 802
newsletters, **561**
NEXT merge instruction, **640–641**
Next Style (Style dialog box), **408–409**
No Break option, for section printing, 395
No Paragraph Border command, 802
No Space Before button (ruler), 306
non-breaking hyphens, **268**
non-breaking spaces, **267,** 559
non-printing characters
  displaying, 11

hiding, **93–94**
non-printing characters button (ribbon), *22*
non-Word file formats
for E-mail, 702
opening, **179–181**
save process, **195**
specifying when saving files, 193
Normal Character Position command, 802
Normal Character Spacing command, 802
Normal Paragraph command, 802
Normal style, 289, 412
font and point size for, 253
for linked text, 692
and standard styles, 409
Normal view, **81–84,** 802
columns in, 534
as default, **92**
editing in, **81–84**
footnotes in, 381–382
framed items in, 162, 168
keyboard shortcut for, 84
page breaks in, 216
and speed, 94
Norton Utilities, 254
Num Loc key, 50, 803
number formats, in datasheet, **661–662**
numbered paragraphs, **313–315**
hanging indents for, 300
numbering footnotes, **385**
numbers, in Find command, **508–509**
numeric keypad, *48,* **50–51**
to add or delete keyboard shortcuts, 752
to navigate, 77

O

.\O (Overstrike) command, *275,* **277–278**
Object command (Insert menu), *361,* 688, 803
Object Options command (Edit menu), 690, 710
Freeze Picture, 689
objects
creating, **688–689**
deselecting in Draw Window, **134**
double-clicking in chart window, 669
duplicating in Picture Window, **135**
groups in Picture Window, **139–141**
selecting with mouse, 15
selecting multiple in Draw Window, 134
odd pages
after section break, 395
headers and footers for, **371–372,** 803
printing, **117–118**
on-line help, **56–58**
in Equation Editor, 361
from Microsoft Graph, **658–660**
pointing for, **57–58**
quitting, 59
Open command (File menu), **177–182,** 803
open documents, listing on Window menu, 40, 803
Open Mail (File menu), 698, 700, 803
Open and Save category (Preferences), 31, **728–731**
opening
custom dictionaries, **490**
non-Word documents, **179–181**

Picture Window, **131–132**
read only documents, **181–182**
opening documents, in Page Layout view, 726
option key, *48*
optional hyphens, **269, 271–272**
orientation of printing, 104
Original button (Thesaurus dialog box), **478**
orphans, **221**
Other command (Font menu), 232, 236, 803
outdents, 296. *See also* hanging indents
Outline bar, 522
Outline Command Prefix command, 804
Outline view, **90,** *92, 93,* **520–527,** 804
footnotes in, 381–382
icon bar, **521–522**
keyboard shortcuts, 84, *778*
moving paragraphs in, **526–527**
page breaks in, 216
plus signs in, **522**
for rearranging table rows, **349**
split screen and, **525–526**
styles and, **521**
underlined text in, 522
outlines
creating and editing, **522–527**
for existing documents, **523–524**
expanding and collapsing, **524–525,** 788, 789
for presentations, 561
printing, 527
promoting and demoting headings, **523**
table of contents from, 578
outquotes, 160
outside margins, 212
overhead slides, **559–561**
Overstrike (⌥O) command, *275,* **277–278**

P

Page Break Before option (Paragraph command), 220, 804
page breaks, **215–216,** 804
controlling position of, **218–220**
forcing, **217**
hiding, 93–94
moving and deleting, **218**
in Normal view, 81
in Page Layout view, 86
reduce/enlarge box and, 106
removing formatting restrictions on, **220**
repagination, **216–217**
and table of contents, 578
page counts, relative, in Go to command, *78*
page design, 6–7
Page Layout glossary entries, 568
Page Layout view, **85–87,** 804
columns in, 534
for drop caps, 263
framed items in, 162, 168
headers and footers in, **369**
keyboard shortcut for, 84
opening documents in, 726
for position of framed items, 162
scrolling in, 75, *784–785*
show text boundaries in, **725–726**
Page Layout View button (Toolbar), 537
Page number glossary entry, **465**
page numbers, **373–378,** 804, 805

beginning with second page as one, **378–379**
changing starting number, **379**
deleting, **379–380**
dimmed, in status area, 79
for document series, **595**
formats and styles for, **377–380**
in headers or footers, 87, **368, 375**
in margins, 214
Print Preview for, **373–374**
restarting in each section, **378**
Section dialog box for, **376**
sections and, 393
starting, **377–379**
suppressing, **378**
suppressing in table of contents, 580
page orientation, 7, **104**
and column widths, 535
for envelope printing, 432, 435
page setup
changing default options, **756**
for letterhead, 545
options for printing, **102–111**
Page Setup dialog box, **102–111,** 805
vs. Print dialog box, 112–113
page size
and column width, 535
planning for, 7
page tops, paragraph spacing and, **307**
pages
moving between, 79
new, 8, **220**
preventing new in merge documents, **640–641**
printing frame on all, **167–168**
printing odd/even, **117–118**
printing range, **113**
pagination. *See* Repagination
paint programs, 147
Paper Direct, 565
paper size, 106
custom, 723
paper source, **114**
paper stocks, 570
Paragraph Aligned Left command, 805
Paragraph Aligned Right command, 805
paragraph alignment tools, for graphics, 155
Paragraph Border feature, 166, 805
Paragraph command (Format menu), 805
for chart positioning, 672
Keep Lines Together, 219
Paragraph dialog box
Apply button, 298
Border button, 309
exact line height in, 305
first line indenting with, **300**
formatting with, **294–295**
hotspot for, **55**
indenting with, **298**
Spacing, 305
paragraph formatting, **288–316.** *See also* styles
keyboard shortcuts for, *782–783*
with Paragraph dialog box, **294–295**
restoring, **315**
with ruler, **293**
with Toolbar, **294**
vs. character formatting, 417
paragraph marks (¶), *9,* 288
finding, 505
hiding or showing, 11, 93–94, 209, 323, 811
vs. section breaks, 396

paragraphs, **288–291**
adding blank lines between, **292**
borders, **307–312**
bullets for, **257–258**
converting to tables, **348**
creating, **289**
default measurement unit for spacing, 295
deleting, **291**
first line indents, *297*, **299–300**
frame for, 162
indenting, 7, **296–301**
joining, **290–291**
moving in Outline view, **526–527**
numbering, **313–315**
numbering for document series, **596**
preventing page breaks between, **219**
removing white space before, **306**
selecting with mouse, 15
shading for, **312**
sorting, **315–316**
splitting text into multiple, **289–290**
in table cells, **333**
white space between, 8, **292,** 295, **305–307**
Paragraphs button (Insert Table dialog box), 348
parentheses
to control Calculate feature, 359
including in formulas, 276
for negative numbers, 358
part numbers, sorting, **355**
Paste button (toolbar), 39
Paste Cells command, 805
Paste command (Edit menu), 38, 805
for movies, 712
Paste command (File menu), 150
Paste Link command, 805
Paste Object (Edit menu), 686, 805
Paste Special Character command, 806
Paste Special (Edit menu), **692,** 805
and styles, 416
path, 177
percentages, calculating, 358
perspective, in 3-D charts, 671
photos, in desktop publishing, 569
PICT graphic format, 146, 147
Picture command (Insert menu), 131, **148–149,** 806
picture placeholders, displaying in place of graphics, 726
Picture Window, 130
8-bit window for, 147
changing line length in, 144
drawing in, **132–136**
drawing placement in, 133
duplicating objects in, **135**
editing graphics in, **153–154**
editing text in, **138–139**
fill patterns and color in, **141**
groups of objects in, **139–141**
layers in, **144**
line width in, **142–143**
moving objects in, **135**
moving text in, **137–138**
opening, **131–132**
polygons in, **141–142**
Tool palette, **132**
typing text in, **137**
ungrouping elements, **140–141**
pictures, grouping all elements, 140
pie charts, **665**
Plain Text command (Format menu), 233, 250, 420, 806
playing, QuickTime movies, **709,** 806

plus signs, in Outline view, **522**
point size menu (ribbon), *22*
point size of type, **230–231**
  changing, 23–25, 240
  choosing, **239–240**
  default setting for, **253**
pointing
  to activate window, 39, **68–69**
  for on-line help, **57–58**
Polygon tool (Picture Window), *132*
polygons, in Picture Window, **141–142**
port, for printer, 102
portrait printing, 104
Position command. *See* Frame command (Insert menu)
positioning graphics, **155–156**
post code, 624
poster
  for movie, 709
  selecting picture frame for, 711
postponing, background printing, **124–125**
PostScript code, in headers, **372**
PostScript (EPS) images, printing over text, 111, *112*
PostScript File Printing, **115**
PostScript fonts, **281–282**
power failure
  document loss from, 27
  and file loss, 189
  and new glossary entries, 468
  recovery after, **198–199**
PowerBook, limited Word version for, 771
precision bitmap alignment, **109**
preferences
  changing, **722–736**
  resetting, **748**
Preferences command (Tools menu), 806
  Open and Save, 31, **197**
Preferences dialog box
  Always Suggest for Spelling, 486
  default view, 85
  Grammar, 497, *498*
  icons in, 722
  Show Hidden Text (View category), 87, 579, 582, 605, **606,** 614
  Spelling category, 489
Preferences folder, 719
prepress activities, terminology, **556–572**
presentations, outlines for, 561
preview, of formatting changes, 298
print area, size of, **110**
Print command (File menu), 98–99, 806
Print Date glossary entry, 462–463, **463–464,** 806
Print Day glossary entry, **464**
Print dialog box, **112–115**
  Print Hidden Text box, 87
print job
  canceling, **124**
  checking status of, **122–123**
Print merge feature, **618–647**
  creating data document, **623–625**
  creating main documents, **627–631**
  creating project, **621–627**
  planning data document, **622–623**
  restarting, 642
  stopping, 632
Print Merge (File menu), 632, 806
Print merge glossary entry, **465**
print merge help bar, *619*, 627

Print Merge Helper (View menu), 623, *624*, 806
error checking, 631
merge documents without, **641–642**
Print Month glossary entry, **465**
Print Next File option, **115**
Print Preview, **90,** *91*, **119–120,** 807
crosshair for mouse pointer in, 162
deleting page numbers in, 379
dragging margins in, **210–211**
framed items in, 162, 168
headers and footers in, **369–371**
keyboard shortcut for, 84
moving margins in, **120**
for page numbering, **373–374**
for position of framed items, 162
printing from, 120
Print Preview (Toolbar), 537
Print Time glossary entry, **466**
printer driver icons, 101
printer effects, 107
printer fonts, 281
printer-resident fonts, 107
printer spreads, **571**
printers. *See also* laser printers
choosing, **100–102**
dot-matrix, 111
Linotronic, **570–571**
margins settings and, 208, 209
minimum margins for, 370
planning for, 7
selecting at project beginning, 100
printing, **98–125**
aborting, **99**
addresses on envelopes with merge, **647**
annotations, **613**
background, **121–125**
black and white vs. color/grayscale, **114–115**
conditional, of merge documents, **637–640**
connected documents, **115**
cover pages, **114**
documents in series, **597**
envelopes, **429–439**
formulas, **279**
fractional widths, **110–111**
glossary entry lists, **470**
hidden text, **115**
as interactive process, **99–100**
keyboard shortcuts list, 749
in margins, **214**
merged documents, **631–632**
multiple copies, 113
odd/even pages, **117–118**
outlines, 527
page orientation, 7, **104**
page setup options, **102–111**
PostScript over text, 111, *112*
from Print Preview, 120
range of pages, **113**
reducing and enlarging, **104–105**
saving before, 189
section ranges, **114**
selected text or graphics, **115**
split documents, 592
style sheets, **406**
suppressing table of contents levels, **581**
two-sided, **116–119**
PrintMonitor, 99, 121
error messages from, **124**
postponing print job, **124–125**
window for, 122–123
programs, switching between, 69
promoting outline headings, **523,** 807

Prompt for Summary Info command, 807
proofreading, 594
proofs, **572**
proportionally spaced fonts, 229–230
proposals, **564**
Publish and Subscribe feature, 146, 678–679, **680–685**
publisher document, 680
  creating, **681–682**

Q

quality, from dot matrix printers, 111
question mark (?), as mouse pointer, 57
Quick Record Voice Annotation command, 807
QuickTime movies, 130, **706–713**
  changing frames to PICT graphic, 711
  controls for running, *709*, 711
  copying documents containing, **712–713**
  editing, **712**
  frames as graphics, **154**
  hardware requirements, **707**
  inserting, **708**
  looping back and forth, 710
  playing, **709**
  playing continuously, 710
  selecting with mouse, 15
  sources of, **713**
Quit (File menu), **31–32,** 807
quitting
  on-line help, 59
  Word, **31–32**
quotation marks, typographer's, **258–259**

R

\R (Radical) command, *275*, **278**
Radical (\R) command, *275*, **278**
Radius Rocket board, 763
RAM. *See* memory
range of pages, printing, **113**
read only documents, opening, **181–182**
readability statistics, 498
reader spreads, **571**
reapplying styles, 410
recording
  sounds to disk, 606
  voice annotations, **607–608**
records, 621
recovering damaged files, **198–199**
Rectangle tool (Picture Window), *132*, **133**
rectangular areas, selecting, 16
redefining, styles, **411,** 807
Redo command (Edit menu), 20
reducing printed image, **104–105**
reference marks, for footnotes, *381*, *384*, **386**
relative page counts, in Go To command, *78*
Remove from Menu command, 807
renaming styles, **413**
Renumber command (Tools menu), 596, 807
Repaginate Now command (Tools menu), 79, 87, 807
repagination, **216–217**
  background, 87, 724

in Page Layout view, **87**
Repeat command (Edit menu), **20,** 807
Repeat keyboard shortcut, and styles, 403
repeating keys, **52**
Replace All button (Replace dialog box), 511
Replace command (Edit menu), **22, 504–515,** 808
and Clipboard, **514**
combining tasks in, **513–514**
for deleting strikethru text, 243
and format layers, **420**
for formatting, **511–512**
interaction with styles, **515**
for manual page breaks, 218
for styles, **513,** 515
reports, **564**
Reset to Microsoft Standard Settings, 748
resizing
vs. moving drawing objects, **135**
windows, *67*
Restart Page Numbering at 1 command, 808
resumes, **562**
return addresses
for envelope printing, **431**
graphics in, 439
Return key, 8, 13, 288
and dialog box commands, 29
Revert To Style command (Format menu), 233, **251–252,** 267, 313, 315, **412,** 808
ribbon, *9,* **10–11, 22–25,** *22, 234*
3-D, 94, 728
character formatting with, 231, **233–235**
column graph button, 653
to create columns, **535–536**
default for displaying, 726
font and size lists on, 239–240
for headers and footers, **369**
hiding, 10
making visible, 235
paragraph alignment buttons, 55
paragraph mark button, 94
picture icon, 131
Table button, 332, **341**
Ribbon command (View menu), 235, 808
Rich Text Format, 180, 728
right alignment, **302–303,** 559
right tab stops, **322**
Roman numerals, for page numbers, 377
Rotation tool (Picture Window), *132,* **144–145**
Rounded rectangle tool (Picture Window), *132,* 141
row headings, in datasheet, **656**
Row selection bar, *334*
rows in datasheet, 655
inserting and deleting, **662**
rows in tables, *330*
adding, **336–337**
creating, 333
deleting, **338**
height of, **338**
rearranging, **349**
selecting, 335
white space between, 339
ruler, *9,* **11, 25–26**
3-D, 94, 728
applying styles from, **403**
Center button, 7, 302

changing table column width with, **342–343**
default for displaying, 726
defining measurement unit for, 724
dragging margin brackets on, **211–212**
first line indenting with, **299–300**
hanging indents with, **300–301**
for headers and footers, **369**
hiding, 11
indenting with, **297–298**
Justify button, 303
line spacing buttons, *293*
margin indicators as hotspot, 54
Margin Marker button, 538
margin markers, reduce/enlarge and, 106
No Space Before button, 306
for paragraph formatting, **293**
Right alignment button, 302
Space Before Paragraph button, 292, 306
styles definition with, **402**
tab stops on, **323–324**
zero point on, 535
Ruler command (View menu), 212, 808

S

.\S (Super/Subscript) command, *275*, **278**
Same As Previous command, 808
sample documents, 438
Sample Documents folder, 94
stationery files, 429, **448**
sans serif fonts, 231
Save As button (Commands dialog box), 747
Save As command (File menu), 181, 190–193, 808
to save to other drives, **194–195**
to save under different file name, **193–194**
System 6 vs. System 7, 190
Save button (Toolbar), 190
Save command (File menu), 27, 190, 808
Save Copy As command, 808
Save Current Document As box (Save As dialog box), 192
Save dialog box, **27–29,** *27*
New Folder button, 195
Save File As Type menu (Save command), 193, 447
save process
auto backup in, 729
before printing, 98
charts, **672**
data document designs, **625–627**
during work, **31**
Fast Saves, 730
first time, **27–31, 189–190**
for glossary entries, **467–469**
importance of, 19
and insufficient disk space message, **195–196**
non-Word formats, **195**
styles, **407**
Save reminder, **197**
enabling, **730–731**
scaleable fonts, 280
scanner, 569
bitmap images from, 147
scatter charts, **665–666**
scientific notation, 661

Scrapbook, 41
for Word graphics, **150–152**
screen-capture programs, TIFF files from, 147
screen display, speeding up, **94**
screen fonts, 281. *See also* bitmap fonts
Screen Test command, 808
scroll arrow, 71
scroll bars, *9,* **72**
Scroll boxes, *67,* **72**
scrolling, 809
keyboard shortcuts for, *73–76, 783–784*
windows, **71–73**
Search dialog box, for finding files, *182*
Search menu (Find dialog box), **514**
Search menu (Replace dialog box), **514**
Search Only In List option (Search Options menu), 188
search text criteria, 186
searching
canceling, 186
combined, **188**
by file names, **183–184**
inside documents, **185–186**
multiple disks, 188
multiple, for files, **187–188**
wildcards in, 186
Section Break (Insert menu), 392, 809
section breaks
for column changes, 536–537
copying, **395–396**
deleting, **396**
vs. paragraph marks (¶), 396
Section dialog box, **394–395,** 809
to create columns, 534, **536**
Different First Page, 372
hotspot for, **55**
for inserting page numbers, **376**
Section glossary entry, **465**
section marks, finding, 505
section numbers, and Go To command, **78**
section ranges, printing, **114**
sections, **392–396**
and column breaks, **536–539**
column width in, 534
creating breaks, **392–393**
deleting page numbers from, 380
and formatting, **393–394**
page number formats for, 377
restarting page numbers with one, **378**
Select All command (Edit menu), 139, 810
and tables, 335
selected graphics, printing, **115**
selected objects, grouping in picture, 140
selected pages, printing range, **113**
selected paragraphs, formatting changes to, 292
selected records, print merge for, 631
selecting text, **13–16**
canceling, 14
dragging for, 16
entire table, **335**
for index entry, 582
with mouse, **14–16**
for printing, **115**
scrolling and, 73
for search and replace feature, 510
for sorting, **354**
for spell check, 485
selection markers, for borders, 310

Selection tool (Picture Window), *132*, **134**
semicolon (;)
  printing in index, **586**
  printing in table of contents, 581
Send Mail (File menu), 698, 699, 810
Sentence Case command, 810
sentences, selecting with mouse, 15
separator lines, in menus, **741**, 810
serial number, for Word, 786
series
  connecting multiple document parts in, **593–597**
  creating, **594–595**
  numbering within, **595–596**
  printing documents in, **597**
  table of contents and indexes for, **597**
series names, in datasheet window, 656
serifs, 231
Set button (Tab dialog box), 324
SET feature, **636–637**, *638*
Set Indent Ruler Scale command, 810
Set Margin Ruler Scale command, 810
Set Print Time button (PrintMonitor), 125
Set Table Ruler Scale command, 810
Settings files
  finding, 771
  keyboard shortcuts in, 751
setup, of documents, **6–7**
shading
  deleting, **313**
  for paragraphs, **312**
Shadow command, 810
shareware
  bitmap graphics, 147
  dingbat fonts, 257
Shareware fonts, 544
sharing information. *See* embedding; linking; Publish and Subscribe
shift-clicking, for text selection, 16
Shift-Return key combination, 291
Show (Hide) ¶ command (View menu), 94, 290, 323, 811
  and formulas, 274
Show All Headings command, 810
Show Balloons (Word menu), 58, *59*
Show Body Text command, 810
Show Clipboard command (Window menu), 41, 810
Show Document Statistics (Grammar preferences), 497
Show Formatting command, 810
Show Function Keys on Menus command, 811
Show Heading 1-9 command, 811
Show Hidden Text (Preferences dialog box), 579, 582, 605, **606**, 614, 811
  and voice annotation speakers, 608
Show Picture Placeholders command, 811
Show PrintMonitor Window when Printing option (PrintMonitor Preferences dialog box), 123
Show Styles on Ruler command, 811
Show Table Gridlines command, 811
Show Text Boundaries command, 811
side-by-side text, 811
  converting to table, 348
single line spacing, 303, **304**
size box, in document window, *9*
sizing windows, *67*
  dragging for, **70**
  Zoom box for, **70**
slides, **559–561**

Small Caps option (Character dialog box), **248–249,** 811
for dropped text, 262
Smaller Font Size command, 811
Smart Quotes, 258, 724, 811
snaking columns, **534–539**. *See also* columns
snaking lists, 552
Sort command (Tools menu), **316,** 812
sorting, **352–355**
data document, 631
dates, names, part numbers, **355**
in Find File feature, 185
multilevel, **355**
order for, **353–354**
paragraphs, **315–316**
selected text, **354**
sounds
movie with, **711**
moving, 45
recording to disk, 606
quality, **608**
volume of, 609
source files, for linking, 679
Space Before Paragraph button (ruler), 292, 306, 812
Spacebar, 7
spaces
hiding, 93–94
non-breaking, **267**
spacing. *See also* white space
of characters, 25, 110, **243–244**
ruler and, 11
speaker icon, 711
special characters, **253–257**
finding, **507–508**
for formula commands, 273
keyboard shortcuts for, **50,** *255*
specialty fonts, in drop caps, *261*
speed
document size and, 592
of repeating keys, 52
of screen display, **94**
of tables, memory and, **351**
Spell checker, **484–491,** 812
dictionaries, **488–491**
and Find command, 507
for footnotes, 387
Grammar checker and, 493
ignoring flagged words, **487**
overruling suggestions by, **487**
selecting main dictionary for, 731
speeding up, **491**
suggested changes by, **486**
spelling, help from Thesaurus, **479**
Spelling button (Toolbar), 485
Spelling category (Preferences), **731–733**
Split bar, *67*
split box, for footnote window, *381*
Split screen view, **88–89,** 812
and Outline view, **525–526**
splitting
cells in tables, **345,** 812
documents, reasons for, 592
text into multiple paragraphs, **289–290**
square brackets, for linked text, 691
squares, improving appearance, 111
standard Custom dictionary, **489**
Standard glossary entries, **462–467**
hiding, 462
standard settings, **719–721**. *See also* default settings
reverting to, **754–755**
standard styles, **409**
starting page number, changing, **379**

stationery documents, 182, **444–449**
creating, **445**
deleting, **447**
editing, **447–448**
envelope, **436–439**
for labels and envelopes, 642
for large documents, 593
for reports, **564**
in Sample Documents folder, 429
sharing on network, **450–451**
styles in, 415
using, **445–447**
in Work menu, 446, **448–449**
statistics, about document, 498
status area, *9*, **12**
dimmed page number on, 79
fonts in, 240
page or section number in, 55
straight lines, in Picture Window, **136**
Strikethru (Character dialog box), **242–243**
Style command (Format menu), 404, 755
Style dialog box, **404–406,** *405*
Based On menu, 408
hotspot for, **55**
Next Style, **408–409**
style names, case sensitivity in, 416
Style rules, 497, 733
Style section (Character dialog box), 236
style sheets, 401
changing default, **755**
merging, 415–416
printing, **406**
style of text, in Picture Window, 138
styles, **400–421,** 556
applying from keyboard, **403**
applying from ruler, **403**
applying to manual formatting, **419–420**
basing one on another, **407–412**
borders in, 311
and character formatting, **410**
defining from dialog box, **405–406**
defining from ruler, **402**
deleting, **412–413**
and edition files, 684
Find and Replace for, **414**
frame positions as, **170**
and glossary entries, **470**
for headers and footers, 375
inserting files and, 450
names for, **404**
and outlines, 90, **521**
for page numbers, 374, **377–380**
reapplying, **410–411**
redefining, **411**
removing but retaining formats, **420–421**
and removing character formatting, 250
renaming, **413**
Replace command and, **515**
replacing, **513,** 515
saving, **407**
standard, **409**
and tables, **350–351**
transferring to other documents, **415–416**
Work menu for frequently used, **741–746**
StyleWriter, **111**
Subject glossary entry, **466**
Subscribe feature, and styles, 416
Subscribe To (Edit menu), 683
subscriber documents, 678, 680
editions for, **683–684**

formatting, 684
updating or canceling, **684–685**
Subscriber Options (Edit menu), 685
subscript text button (ribbon), 11, *22*, 25, 235
for drop caps, 265–266
subscripts, **244–245,** 813
graphics as, 555
substituting fonts, 107, **282–283**
subtext, 526
Summary Info command (File menu), 30, 812
Summary Info dialog box, **30–31,** 190
author, 463, 723
and Find File feature (Word 5), **187**
prompt for, 730
subject information, 466
title, 467
version, 467
Super/Subscript (^S) command, *275*, **278**
superscript text button (ribbon), 11, *22*, 25, 235
superscripts, **244–245**
switching views, **84–85**
Symbol command (Insert menu), 50, **254,** 813
Symbol font, 813
symbols, typing from keyboard, **254**
synonyms, 474
System 6
Find File accessory, 8
FS6Patch, 707
System 7
Alias feature, **33–35**
balloon help, **58–59**
Clipboard use in, 42
for Microsoft Graph, 653
System folder
background printing software installed in, 122
Word Settings file, 719

T

tab characters
entering in table cells, 333
hiding, 93–94
Tab Delimited button (Insert Table dialog box), 347
Tab dialog box
hotspot for, **55**
measurement units in, **326**
Tab key, 7
first line indenting with, **300**
tab stops, 7, **320–329**
clearing, **328**
data entry using, **328–329**
defining measurement unit for, 724
deleting custom, 328
leading characters for, **326–327**
ruler and, 11, *293*
setting custom, **323–326**
vs. tables, **322–323**
Table button (ribbon), 330, 332, **341**
Table Cells Borders command, 813
Table Cells command (Format menu), 338, 813
to change column width, **343–344**
Table Cells dialog box, *339*
Alignment menu, 344
Space Between Columns box, 346
Table command (Insert menu), 331, 813
table of contents
appearance of, **579**
creating, **577–581**

and footnotes, 387
for large documents, **597**
from Outline feature, 578
suppressing page numbers in, 580
suppressing printing of levels, **581**
Table of Contents command (Insert menu), 576, 813
Table of Contents dialog box, 578
Table dialog box, Border button, 309
Table Layout command (Format menu), 813
Table Layout dialog box
Column button, 340
Insert Row, 337
Merge Cells, 345
Table scale button, *330*
Table to Text (Insert menu), **349,** 813
tables, 7, **329–351,** *330. See also* columns in tables; rows in tables
alignment of, **344**
borders in, **336**
converting paragraphs to, **348**
converting text to, **347–348**
converting to text, **349**
correcting alignment problems with, 344
creating, **331–332**
default for displaying gridlines, 725
frame for, 162–163
for letterhead, *546*
memory and speed in, **351**
modifying designs, **335–346**
moving through, *784–785*
preventing page break in, **220**
repeating headings for multipage, **351**
scrolling in, *75*
selecting entire, **335**
selecting items in, **334–335**
styles and, **350–351**
tab characters in, 333
text entry in, **332–333**
vs. frames, **171**
vs. tab stops, **322–323**
Tabs dialog box, **324–325,** 813
Clear button, 328
Tall Adjusted option, from ImageWriter and StyleWriter, 111
technical notes, downloading, **61**
technical support, from Microsoft, 60
temporary files, and disk space, 195
text. *See also* selecting text
in chart window, 657
converting tables to, **349**
converting to tables, **347–348**
deleting, **17**
entry in Picture Window, **137**
framing, **168**
inserting, **21**
in main documents, **628–629**
placement. *See* frames
replacing, **22, 510–511**
showing and hiding, **606**
Text alignment tool (Picture Window), *132*
text annotations, **610–614**
inserting, **611–612**
text block, in Picture Window, 137
text boxes, defining measurement unit for, 724
text entry, **12–13**
in tables, **332–333**
using tab stops, **328–329**
text smoothing, 107, *108*
Text to Table command, 814
Text tool (Picture Window), *132,* **137**
Thesaurus, **474–479,** 814

looking up words and phrases, **474–476**
related words and phrases, **476–477**
replacing words and phrases, **476**
spelling help from, **479**
Thesaurus category (Preferences), 734
Thesaurus dialog box, Original button, **478**
three-fold mailers, **563–564**
tick marks, 657
labels in datasheet window, *655*, 656
TIFF file format, 146, **147**
Time glossary entry, **466,** 814
time meter, for voice recording, 607
times, in headers or footers, **87**, **368**
Times font, *230*
title bar, *67*
dragging to move window, 70
Title Case command, **246–248,** 814
Title glossary entry, **467**
TOC Entry codes, 576, **579–581,** 814
Toggle Case command, 814
Toggle Looping command, 814
toggling, **250–251**
Tool palette (Picture Window), **132**
Toolbar, *9*, **12,** 814
A button, 240
adding and removing buttons, 758–759
adding Show Hidden Text command to, 606
battery indicator, 771
Bulleted list button, *235*, 257
buttons for views, 85
changing, **758–760**
character formatting with, **235,** *235*
Cut button, 39
Envelope button, **429–430**
indenting buttons, **299**
Open file button, 179
Page Break tool, 218
Page Layout View button, 537
paragraph formatting with, **294**
Paste button, 39
pencil eraser button, 18
position of, 758
print icon, 99
restoring factory settings, **759–760**
Save button, 28, 190
and speed, 94
Spelling button, 485
Toolbar category, displaying, 736
Tools menu
Calculate, 357
Commands, restoring to menu, 740
Commands command, 49, 189, 196, 736
commands and shortcuts, *777*
Create Envelope command, 434
Grammar command, 494
Hyphenation, 271
Preferences command, 722
Preferences command, Background Repagination, 216
Preferences command, Save and Open Disk icon, **197**
Preferences command, Smart quotes, 258
Renumber command, 596
Repaginate Now command, 79, 87, 216, 379
Sort command, **316, 352–355**
Spelling, **484–485**
Thesaurus, 474
Word Count command, **492**
top margin, header in, 215
tractor-fed printers, 646

transparencies, **559–561**
TrueType fonts, 107, **280**
turnover lines, 300
two-fold mailers, **563–564**
two-sided documents
  and margins, 207
  printing, **116–119**
typefaces, 227–228
typesetter's quotes, 258, 724
typing habits, changing, **7–8**
typography, **226–283**
  automatic hyphenation feature, **269–273**
  bold characters, **241**
  bulleted list command, **257–258**
  case, **246–249**
  character formatting tools, **231–238**
  choosing fonts and sizes, **239–240**
  color choices, **245–246**
  curly quotes, **258–259**
  default font and size, **253**
  font technology, **279–283**
  formula typesetting commands, **273–279**
  initial caps, drop caps, and dropped words, **259–267**
  non-breaking spaces, **267**
  removing character formatting, **249–252**
  special characters, **253–257**
  Strikethru, **242–243**
  super and subscripts, **244–245**
  terminology, **227–231**
  underlining, **242**

U

Unassign Keystroke command, 51, 814
unattached text in chart window, 657, **670**
Underline option (Format menu), 232, **242,** 814
underlined text
  in Outline view, 522
  in pictures, 138
underscore text button (ribbon), 11, *22,* 25, 235
Undo command (Edit menu), **17–20,** 815
  and Clipboard contents, 41
  for deleted paragraph marks, 291
  for drag and drop, 47
  and Grammar checker, 494, 496
  for Picture object size and shape, 135
  to remove borders, 311
  and Replace feature, 515
  to undo character formatting, 250
  undoing, 20
Undo Thesaurus command (Edit menu), 476
unframing, framed objects, **171**
U.S. English Dictionary, 488
unlimited downloadable laser fonts, 110
Unnest button (Toolbar), 294, 299
Unnest Paragraph command, 815
Unspecified letters, in Find command, **508**
Up command (Font menu), 815
Update Link command, 815
uppercase characters, changing text to, 246, 815
Use Short Menu Names command, 815
user dictionaries, **488–491**

V

Value axis, in chart window, *655*
vendors, for fonts, 228–229
Version glossary entry, 467
version of Word, 786
vertical flips, 109
Vertical scroll arrow, *67*
Vertical scroll bar, *67*
View category (Preferences), **725–728**
View menu, 183
  Annotations, 612, 613
  commands and shortcuts, *776*
  Footer command, 368
  Footnotes command, 794
  Header command, 367
  Outline view, 520
  Print Merge Helper, 623
  Ribbon command, 235
  Ruler command, 10, 11, 212
  Show ¶ command, 94
  for switching views, **84–85**
  Toolbar, 12
views, **81–90**. *See also* Normal view; Outline view; Page Layout view; Print Preview; Split Screen view
  default settings for, **92**, 726
  switching, **84–85**
virus-protection software, and installing Word, 763, 764
voice annotations, **606–610,** 815
  initials for, 723
  playing, **608–609**
  recording, **607–608**
  volume of, 609
Voice Annotations dialog box, 609
Voice Impact, 606
Voice Impact Pro, 606
voice support service, **60**

W

white space. *See also* indents; line spacing; margins
  around drawings, 133
  around drop caps, 263–264
  between borders and text, **312**
  between columns, 535
  creating, 417
  in Find command, **508**
  in lists, 552
  page breaks, **215–216**
  between paragraphs, 8, **292,** 295, **305–307**
  between paragraphs, page tops and, **307**
  removing before paragraphs, **306**
  rivers of, 303
  searching for, 186
  between table columns, **346**
  between table rows, 339
white text with black background, **109**
widows, **221**
width
  in datasheet, **662**
  of table columns, 331, **341–344**
  of text columns, **538**
wildcards, in file search, 186
Window menu, **40–41,** *69*
  to activate windows, **69–70**
  commands and shortcuts, *777*
  Help command, 56
  Show Clipboard command, 41
windows. *See also* document windows
  activating, **67–70**
  active, 39
  footnote, *381*
  header, *367*
  hotspots in, **54–55**

moving, **70–71**
multiple open to copy between documents, 39
parts for Word, **8–12**
for PrintMonitor, 122–123
scrolling, **71–73**
sizing, *67, 70*
Windows computers, saving files for, 195
Word
changing amount of memory for, **756–757**
glossary with, 456
installing, **762–771**
launching, **33**
quitting, **31–32**
reading mail in, **700–702**
sample documents with, 438
standard glossary entries in, **462–467**
Standard settings, **719–721**
version and serial number of, 786
Word 5 icon, *8*
Word Count command (Tools menu), **492,** 815
Word document icon, double-clicking to launch Word, 33
Word menu, Show Balloons, 58, *59*
Word Settings file, 753, 754
Word Underline command, 815
Word window, parts of, **8–12**
Word for Word, 180
word wrap, 13
WordPerfect, 180
words
correcting misspelled, **486**
dropped, 259, *261*
frame for, 162
looking up in Thesaurus, **474–476**
preventing line break between, 267
selecting with mouse, 14
usage, spell checker and, 484
Work menu, **741–746,** *743*
adding glossary entries to, **461**
Apply Style Name, 787
creating, **744–745**
for large documents, 593
removing item from, 745
stationery in, 446, **448–449**

X

X axis, 657
in chart window, *655*
.\X (Box) command, **275-276,** *275*

Y

Y axis, in chart window, *655*, 657
Year glossary entry, 467

Z

Z axis, 657
Zapf Chancery fonts, 257
Zapf Dingbats, 228, 257
zero point, on ruler, 535
Zoom box, *9, 67*
for sizing window, **70**
Zoom to Fill Screen command, 815

Help Yourself with Another Quality Sybex Book

The Mac Book of Excel 4

Marvin Bryan

This comprehensive guide to spreadsheet power on the Mac offers engaging, hands-on treatment of every aspect of the software. Look for dozens of practical examples, highlighted coverage of new features, and in-depth discussion of advanced techniques—along with details on database management, presentation graphics, macros, and more.

650pp; 71/2" x 9"

ISBN: 0-7821-1108-4

Available at Better Bookstores Everywhere

SYBEX

Sybex Inc.
2021 Challenger Drive
Alameda, CA 94501
Telephone (800) 227-2346
Fax (510) 523-2373

Sybex. Help Yourself.

PRACTICAL TIPS ABOUT MAC PAGE DESIGN.

525 pp. ISBN: 1171-8.

PageMaker 5.0 for the Mac Page Design is the graphic designer's guide to getting the most out of PageMaker. This friendly handbook will give beginners and experienced users alike hands-on instruction for PageMaker for the Mac.

This book starts with a basic overview of the program, complete with hands-on examples. Then coverage moves on to text and graphics, timesaving tips and print production.

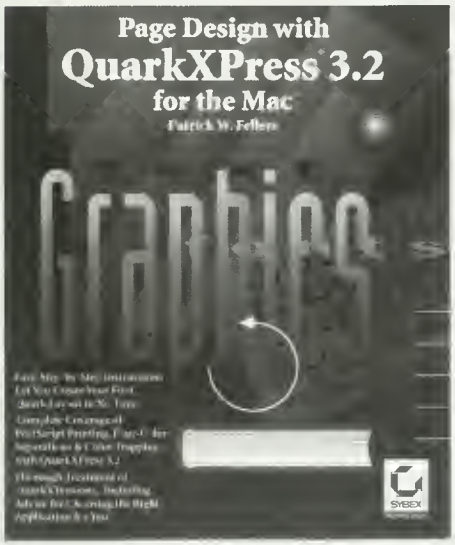
Upgraders will get an overview of the differences between PageMaker 4.2 and 5.0 and experts will find the special section on program shortcuts and electronic design resources especially useful.

SYBEX. Help Yourself.

2021 Challenger Drive
Alameda, CA 94501
1-510-523-8233
1-800-227-2346

SYBEX

A COMPLETE GUIDE TO QUARKXPRESS FOR THE MAC.



525 pp. ISBN: 1043-6.

Page Design with QuarkXPress 3.2 for the Mac is a thoroughly practical guide to this sophisticated page layout program. You'll find logical, easy-to-follow coverage of everything from QuarkXPress fundamentals to advanced features.

Start with step-by-step instructions for creating your first QuarkXPress document. Then learn about layout templates, word processing, typography and graphics. You'll even learn about pre-press color separation.

You'll also find complete descriptions of more than 100 commercial and shareware QuarkXTensions for a wide assortment of applications.

SYBEX. Help Yourself.

2021 Challenger Drive
Alameda, CA 94501
1-510-523-8233
1-800-227-2346

SYBEX

FREE BROCHURE!

Complete this form today, and we'll send you a full-color brochure of Sybex bestsellers.

Please supply the name of the Sybex book purchased.

_____

How would you rate it?

____ Excellent ____ Very Good ____ Average ____ Poor

Why did you select this particular book?

____ Recommended to me by a friend
____ Recommended to me by store personnel
____ Saw an advertisement in _____
____ Author's reputation
____ Saw in Sybex catalog
____ Required textbook
____ Sybex reputation
____ Read book review in _____
____ In-store display
____ Other _____

Where did you buy it?

____ Bookstore
____ Computer Store or Software Store
____ Catalog (name: _____)
____ Direct from Sybex
____ Other: _____

Did you buy this book with your personal funds?

____Yes ____No

About how many computer books do you buy each year?

____ 1-3 ____ 3-5 ____ 5-7 ____ 7-9 ____ 10+

About how many Sybex books do you own?

____ 1-3 ____ 3-5 ____ 5-7 ____ 7-9 ____ 10+

Please indicate your level of experience with the software covered in this book:

____ Beginner ____ Intermediate ____ Advanced

Which types of software packages do you use regularly?

____ Accounting ____ Databases ____ Networks
____ Amiga ____ Desktop Publishing ____ Operating Systems
____ Apple/Mac ____ File Utilities ____ Spreadsheets
____ CAD ____ Money Management ____ Word Processing
____ Communications ____ Languages ____ Other _____
(please specify)

Which of the following best describes your job title?

____ Administrative/Secretarial	____ President/CEO
____ Director	____ Manager/Supervisor
____ Engineer/Technician	____ Other _____ (please specify)

Comments on the weaknesses/strengths of this book: _____

Name _____

Street _____

City/State/Zip _____

Phone _____

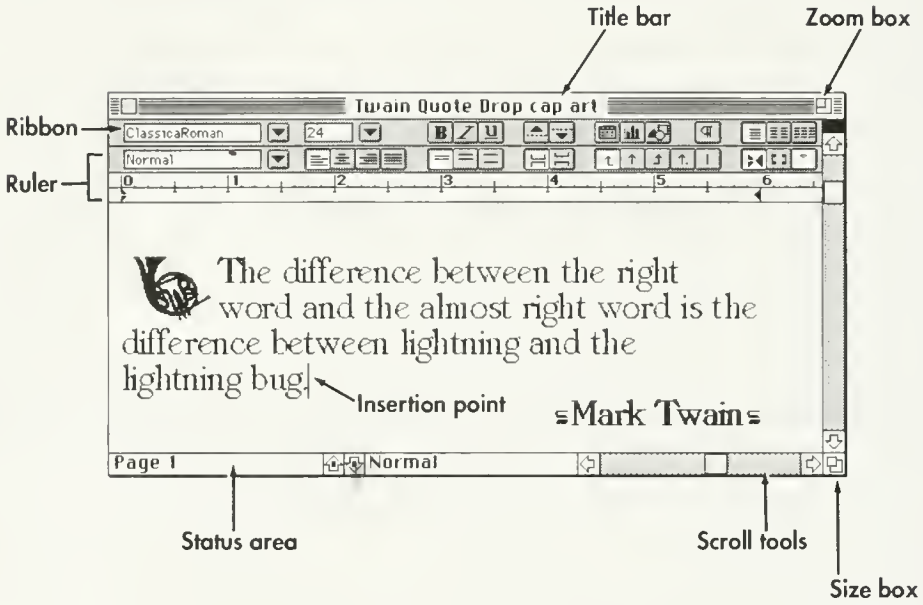
PLEASE FOLD, SEAL, AND MAIL TO SYBEX

SYBEX, INC.
Department M
2021 CHALLENGER DR.
ALAMEDA, CALIFORNIA USA
94501

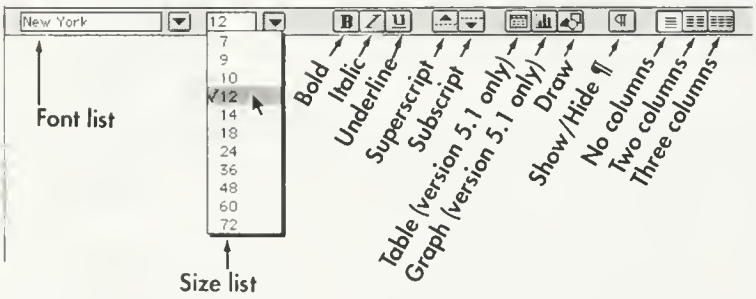
SYBEX

SEAL

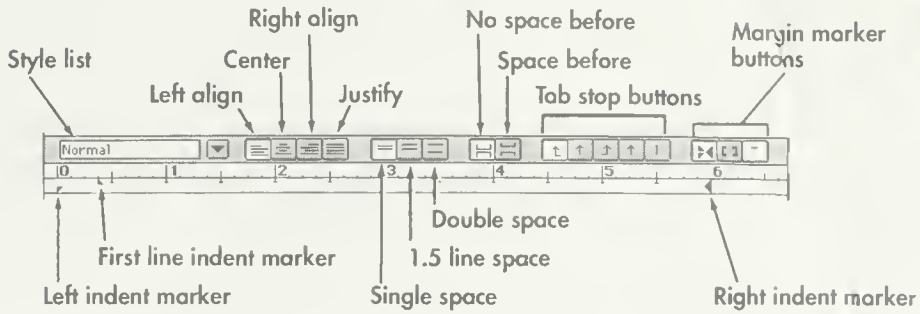
PARTS OF A WORD WINDOW



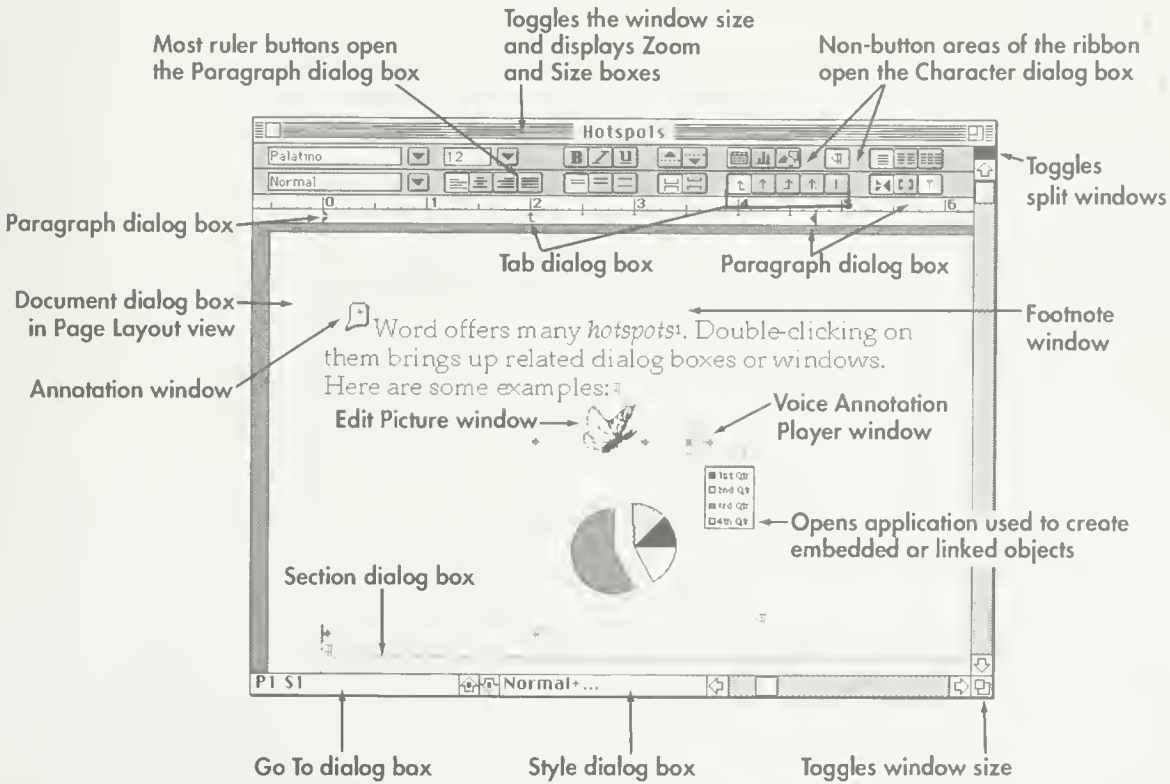
WORD'S RIBBON



WORD'S RULER



DOUBLE-CLICKING ON WORD'S "HOT SPOTS" OPENS...



Word 5.1 for the Mac How-To-Book

Word 5.1 for the Mac How-To Book is an engaging, comprehensive handbook for Word users at all levels of expertise. Turn here for practical coverage and helpful tips of everything from installation to advanced power tools, with dozens of practical examples to help you get the most from Word.

This is the only book on Word 5.1 for the Mac that you'll need. Inside, you'll find:

- **Complete coverage of all the basics,** from creating your first document to previewing your work before you print it. Learn how to navigate through and master Word's powerful features, create and manipulate graphics, and build and use frames.
- **A comprehensive look at formatting techniques,** including multiple columns, margins and page breaks, fonts, tabs, tables, headers, footers, and styles.
- **A whole section on timesaving features,** from printing envelopes, to using glossaries, the thesaurus, and Word's spellchecking, grammar-checking, and outlining capabilities.
- **Detailed coverage of Word's desktop publishing capabilities,** plus helpful instructions for creating your own newsletters, brochures, invitations, overheads, display advertising, and more.
- **A thorough exploration of Word's power tools:** print merge, publish and subscribe, E-mail and other networking features, QuickTime, and ways to personalize the program to suit your style.

You'll also find valuable warnings, tips, and shortcuts, highlighted coverage of new 5.1 features, and a complete command reference.

About the Author

Ron Mansfield is president of Mansfield and Associates, a microcomputer consulting company. He has appeared on CNN and is a frequent lecturer at national computer seminars. The author of hundreds of computer-related magazine articles, he has written six best-selling computer books, including *The Mac Book of Microsoft Word*, from SYBEX.

SYBEX. Help Yourself.

COMPUTER BOOK SHELF CATEGORY
MACINTOSH: Word Processing

ISBN 0-7821-1229-3 U.S. $27.95