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Author of *PCs For Dummies*, 10th Edition



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## Word 2007 For Dummies®

Published by  
**Wiley Publishing, Inc.**  
111 River Street  
Hoboken, NJ 07030-5774  
[www.wiley.com](http://www.wiley.com)

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Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

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Library of Congress Control Number: 2006934826

ISBN-13: 978-0-470-03658-7

ISBN-10: 0-470-03658-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2

1B/QV/RS/QW/IN



## *About the Author*

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

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

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

Dan Gookin’s most recent books are *PCs For Dummies*, 10th Edition, *Laptops For Dummies*, 2nd Edition, and some new titles he can’t yet discuss under threat of death. He holds a degree in communications/visual arts from UCSD. Dan dwells in North Idaho, where he enjoys woodworking, music, theater, riding his bicycle, and spending time with the lads.

## **Publisher's Acknowledgments**

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# Introduction

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**A**re you nervous? Intimidated? Befuddled and confused beyond all recourse? *What* did they do to Word? Just when you thought you finally had a leg up on the program, just as you finally remembered that the Sort command is on the Tables menu, they've gone and changed . . . everything! What a headache!

Welcome to *Word 2007 For Dummies*, which is a better solution to your word processing pains than taking two aspirin and calling tech support in the morning. This book is your friendly, informative, and entertaining guide to the newfangled way of processing words that is Word 2007.

I'm not telling you that this book will make you all cozy and pleased with the new ways of Word. No, I'm merely promising that this book eases the pain everyone feels with Word 2007. Let other authors apologize for the program! I'm here to kick Word in the butt and, hopefully, you'll enjoy watching that.

## *What's New in Word 2007?*

Earlier versions of Word all looked alike. They had menus, toolbars, task panes, and other pop-up, drop-down, leak-out nonsense. With Word 2007, all that stuff is gone, nailed shut in a box and wheeled away into that huge warehouse where the U.S. government keeps the Ark of the Covenant. Word 2007 sports no menus. It has only one tiny toolbar.

Replacing the menus and toolbars is a tabbed Ribbon system. The tabs are like the menus of old, but their commands are grouped into graphical command buttons. Some buttons are commands, some buttons are menus. This setup can be overwhelming at first, but I must admit that it makes it possible to do some tasks in fewer steps than with the old Word interface. Knowing that, of course, doesn't make the thing less intimidating.

Beyond the interface, Word is a bit stricter on styles and formatting. The benefit here is *instant previews*, or the ability to instantly see how changes affect your document as you browse a menu. Part III of this book explains more.

Word's main mode of operation is Print Layout view. If you were a fan of Normal or Draft view in previous versions of Word, I highly recommend that you switch to Print Layout view, if you haven't already.

Finally, many commands didn't survive the transition from older versions of Word to Word 2007. You won't find any of the following in Word 2007:

AutoFormat	Save All
Close All	Save As Web Page
Character Animation	Speech
File Search	Wizards
Frames	WordPerfect Help
Office Assistant	

These items were either dropped entirely or replaced with something better.

## About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a musical novel and you'd be required to sing the songs and go through the dances with all the characters in a book and, quite honestly, I don't think that the people near you would let you get away with it.

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

- ✓ Saving your stuff
- ✓ Moving a block of text
- ✓ Quickly finding your place
- ✓ Aligning paragraphs
- ✓ Cobbling a table together quickly
- ✓ Creating a table of contents
- ✓ Adding topics to your outline

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

## How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2007. Because nothing is assumed, all you need to do is find the topic that interests you and read.

Word uses the mouse and keyboard to get things done. Still, the program looks different from traditional Windows programs, so pay attention!

This is a keyboard shortcut:

Ctrl+P

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

Ctrl+Shift+T

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

Commands in Word 2007 exist as *command buttons* on the Ribbon interface. This book may refer to the tab, the command group, and then the button itself to help you locate that command button — for example, the Page Layout tab, Page Background group, Page Color button. Or, I might say “the Page Color button found in the Page Layout tab’s Page Background group.



Often times, command buttons are shown in the margin, which can help you locate them.

Menu commands are listed like this:

Table⇄Insert Table

This command means that you choose the command named Insert Table from the Table menu. Note that Table is most likely a button on the Ribbon.



The File menu from previous versions of Word now exists as the Microsoft Office Button menu, which I refer to as the Office Button menu. You still press Alt+F to access this menu, and it contains items similar to the old File menu.



When I describe a message or something you see on-screen, it looks like this:

```
Why should I bother to learn about compound interest when
robots will eventually destroy the human race?
```

If you need further help operating your computer or a good general reference, I can recommend my book *PCs For Dummies*, published by Wiley Publishing, Inc. The book contains lots of useful information to supplement what you find in this book.

## *Foolish Assumptions*

Though this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're using a computer. You use Windows as the computer's operating system, either Windows Vista or Windows XP or any other version of Windows that can run Word 2007. There are no specific issues between Word and Windows as far as this book is concerned, but keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2007. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use "Word 2007" and "Word" interchangeably. Both refer to the same thing. (Word 2007 may also be referred to as Word 12 in some instances, although not in this book.)

Word 2007 is a part of the Microsoft Office 2007 suite of programs. This book doesn't cover any other part of Microsoft Office, nor do I assume that you even have the Microsoft Office suite installed.

## *How This Book Is Organized*

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

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

---

## ***Part I: Hello, Word!***

This part provides a quick introduction to Word and word processing. Information is offered on how best to use your keyboard, plus a simple overview of the typical word processing day. Part I contains lots of good, basic information.

## ***Part II: Word Processing Basics***

The chapters in this part of the book cover the 7 basic tasks of any word processor: moving around a document, editing text, search and replace, working with blocks of text, document proofing, saving and opening, and finally printing.

## ***Part III: Formatting***

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

## ***Part IV: Making Your Document All Fancy-Schmancy***

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

## ***Part V: What Else Is Left?***

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

## ***Part VI: The Part of Tens***

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

## What's Not Here

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

You won't find any information here on macros in Word. Although they can be useful, it's tough to get into macros without broaching the more technical topic of Microsoft Office Visual Basic, which is a true programming language — definitely not beginner stuff.

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

Finally, this book doesn't cover using Word to do anything on the Internet. That includes using e-mail, making a Web page, blogging, online publishing, creating forms, or doing that kind of stuff. This is a word processing book, and Word is a word processor.

## Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



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



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

---

## *Where to Go from Here*

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

Because Word 2007 has changed, whether you're new to the program or not, you should start reading at Chapter 1.

Read! Write! Let your brilliance shine on a sheet of paper.

My e-mail address is [dgookin@wambooli.com](mailto:dgookin@wambooli.com). Yes, that's my real address. I try to reply to all the e-mail I get, although sometimes I'm not that speedy. And, although I enjoy saying "Hi" or answering questions about this book, please do not e-mail me with technical support questions or problems with your computer. For that, I can recommend reading my book *Troubleshooting Your PC For Dummies* (Wiley).

You can also visit my Web page for more information or as a diversion: [www.wambooli.com](http://www.wambooli.com). Be sure to check out the Wambooli Forums while you're there.

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



# Part I

# Hello, Word!

The 5<sup>th</sup> Wave

By Rich Tennant



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

## *In this part . . .*

**B**lame it all on Homer. One day, he was telling his epic poem *The Iliad* to a crowd of eager Greeks. The Greeks were thrilled. One Greek in particular was so enamored with the tale that he blurted out, “This stuff is great! If only we could remember it all!”

Irritated at being interrupted, Homer replied, “Why not write it down?”

The Greeks collectively went “Huh?”

Homer explained, “Me? I’m blind. I had to memorize the whole thing. You — you have sight. You can write it down. Of course, it would be nifty if you had a word processor, which would make typing the thing easy, as well as formatting and printing it. But you’re thousands of years too early for that. So my advice is to start by creating an alphabet. Better still, you’re Greeks: Steal an alphabet.”

And so the long quest began. From the Greek alphabet to reading and writing for the masses to moveable type to the fountain pen and the typewriter, and now . . . this, this word processor, which I introduce to you in the chapters that comprise this part of the book.

# Chapter 1

## Word Hokey-Pokey

---

### *In This Chapter*

- ▶ Starting Word
  - ▶ Reading the Word screen
  - ▶ Getting help from Word
  - ▶ Exiting Word (or not)
- 

**C**heer up! Word processing is one of the best things that a computer can do. It's much better than trying to compose your thoughts on a typewriter. It's better than worrying about good penmanship. It's much more efficient than using Gutenberg's moveable-type machine. It's cheaper than paying a scribe to scribble hieroglyphics on a papyrus roll. And it's certainly better than chipping a stone tablet with a rock. Keep that rock handy, though: You may still need something to smash the computer when it frustrates you.

This chapter provides an overview of Microsoft Word 2007. It's your introduction to the newfangled way that people are word processing during this, the breakfast of the 21st century. So, sit back, relax, grab a refreshing beverage, and definitely put down that rock! You'll be on your way to writing words electric in no time.

### *How Do I Start Word? Let Me Count the Ways. . . .*

Anyone using a computer suspects that there's probably a better, faster, or more serious way to get things done. There are so many options! Who knows when someone will amble up to you and point at how you start your word processor. "You do *that?*" they'll snicker and walk away. Oh, no. What now?

The question isn't really how to start Word, but rather how *best* to start Word. In Windows, there are a bazillion ways to start any program. Other books drag out every last method, but for starting Word (or any program that you use



often), there are definitely good, better, and best ways. Before going there, consider taking some general steps before you begin your word processing odyssey:

**1. Ensure that your computer is on and toasty.**

Any computer that's on is, in fact, toasty. The only way to make it toastier is to insert bread, which I don't recommend.

**2. Prepare yourself physically.**

Make sure you're seated, with a nice, upright, firm posture. They tell me that your wrists should be even with your elbows and that you shouldn't have to tilt your head forward. Shoulders are back and relaxed.

Close your eyes. Unwind. Breathe in, breath out.

**3. Prepare yourself mentally.**

Yes, you can do this! Hail the muse *scribborrhea*, the forest nymph of electronics and typing. Think calm thoughts. Concentrate on letting the thoughts flow from your brain and rush down your arms and into your fingers as they dance upon the keyboard. Remember that you are the master. Mutter that over and over: "I am the master. . ."



If you need help starting your computer, refer to my book *PCs For Dummies* (Wiley Publishing) for quick and accurate turning-on-the-computer instructions.

You can stop muttering "I am the master" now.

## *The good, yet unimaginative, way to start Word*

Without fail, the place to start any program in Windows is at the fabled Start button. It may not be the coolest way to start a program, but it's consistent and reliable — good things to have in a computer. Obey these steps:

**1. Click the Start button.**

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

Clicking the Start button displays the Start menu.

**2. Choose Word from the All Programs menu.**

Now, you may be lucky and see the Word program icon on the Start menu. If so, click the Word icon to start Word. If not, you have to click the All Programs menu and look for Word in that vast labyrinth.





## Automatically starting Word every ding-dong time you start Windows

To get your computer to start Word whenever you start Windows, you need to move the Microsoft Word item from its current location on the All Programs menu to the All Programs→Startup folder. The items in the Startup folder start up automatically when Windows begins its day. As with

all things in Windows, there exists a multitude of ways to accomplish the move. Refer to your favorite Windows reference for the details, or just grab someone who looks like a Windows nerd and have them perform the task for you. Suggestion: Bribe them with something salty and crunchy.

Behold! Word starts! Watch in amazement as your computer whizzes and whirs. Before too long, Word appears on the computer's monitor, trying to be friendly and inviting but failing utterly.

Don't let Word's appearance overwhelm you! I describe what you're looking at later, in the section "Behold Word!"

- ✓ If you can't find Word on the All Programs menu, look for a submenu named Microsoft Office or Office 12 or even Office 2007. Word may be lurking on that submenu.
- ✓ The Start menu contains a list of many interesting things, including programs, recently used programs, and fun locations to visit in Windows. One of those Start menu things is the All Programs menu, which may also be called Programs (without the word *All*).
- ✓ Supposedly, every program ever installed on your computer has installed its icon in a spot somewhere on the All Programs menu.
- ✓ I refer to the program as Word, though the icon may be labeled Microsoft Word, Microsoft Office Word, Word 2007, or some other clever variation on that theme.

## *The better and best ways to start Word*

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

### 1. Locate the Word icon on the All Programs menu.

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

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

A pop-up menu appears.

**3. Choose Send To⇒Desktop (Create Shortcut).**

Whew! The scary part is over. You haven't changed anything, but you have added a new icon to the desktop, an icon you can use to start Word, if you like. To prove it:

**4. Click the mouse on the desktop.**

The *desktop* is the background you see when you use Windows. Clicking the desktop hides the Start menu.

**5. Locate the Microsoft Word shortcut icon.**

It looks like the icon shown in the margin. That's your shortcut to Word.

You can now use that icon to start Word: Just double-click, and you "open" the program. Then you can start clack-clack-clacking away at the keyboard. That's faster than using the All Programs menu.

The *best* way to start Word, and the way I do it every day, is to place the Word icon on the Quick Launch Toolbar.

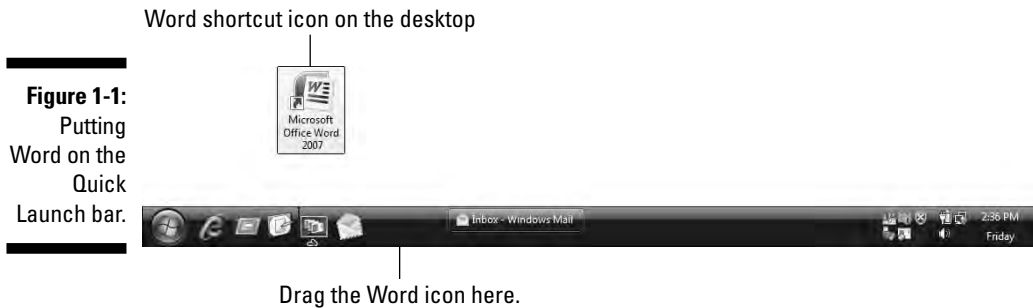
The *Quick Launch Toolbar*, found right next to the Start button on the taskbar, is a row of icons representing programs, which you can start with a single click of the mouse. And, unlike the desktop, the Quick Launch bar is always handy.

To put the Word icon on the Quick Launch bar, you need to drag and drop, so it helps to have a Word icon already on the desktop, as described in the preceding set of steps. From the desktop, use the mouse to drag the Word icon to the Quick Launch bar, and then release the mouse button to "drop" the icon, as shown in Figure 1-1.

Starting Word from the Quick Launch bar is the best way to go: Just point the mouse at the Word icon and click, and Word is summoned to the screen.

- ✓ The Quick Launch Toolbar may not be visible on your computer. Refer to my book *PCs For Dummies* for more information or if the Quick Launch bar is too narrow and you cannot see the Word icon.
- ✓ Another way to have the Word icon always handy is to pin it to the Start menu directly. In Step 3 (a few paragraphs back), choose the item named Pin to Start Menu.
- ✓ Making these multiple copies of the Word icon does not consume extra hard drive space. You're merely copying *shortcuts* to the Word program, not copies of the entire program itself.





## *Starting Word by opening a document*

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

Here's one way you can start Word by opening a document:

### **1. Open the Documents folder.**

The Documents folder, also called My Documents in some versions of Windows, is where Word, as well as other applications, stores the stuff you create. You can find this folder on the desktop, or you can get at it from the Start menu.

The Documents folder opens and displays its content, which is the stuff you've already created and saved to disk.

### **2. Locate a Word document.**

A Word document appears, as shown in the margin.



### **3. Double-click the Word document icon.**

Word starts and loads the document for editing, reading, modifying, perusing, cussing, mangling, and potentially fouling up beyond all recognition.

You can open any Word document by following these steps. The document can be on the desktop, in the Documents folder, or in any other folder or location where a Word document icon can lurk.

- The document name appears beneath or to the right of the icon. You can use the name to determine the document's contents — as long as the document was properly named when it was saved to disk. (More on that later.)



- ✓ If you have one document you open consistently, consider putting a shortcut to that document on the desktop for quick access: Right-click the document's icon and choose Send To→Desktop (Create Shortcut).
- ✓ Word is capable of opening other types of documents, including documents from previous versions of Word, Rich Text Format documents, and others. Each of these documents has its own icon, though the icon looks similar to the standard Word document icon. See Chapter 25 for more information on opening alien documents in Word.
- ✓ You can see a list of the recent documents you've worked on by choosing the Recent Items or My Recent Documents submenu from the main Start menu. Choose your document from that list to open it.

## Behold Word!

Word appears on your computer's monitor just like any other program, nestled within its own window. Look on the screen and at Figure 1-2. There's more to Word and word processing than an electronic version of the blank sheet of paper.

The details of what you see on the screen are covered elsewhere in this book. Because you may not know what each doodad and greeblie is called, I've labeled some of the important things in Figure 1-2. Use this book's index to help you find stuff you might be curious about.

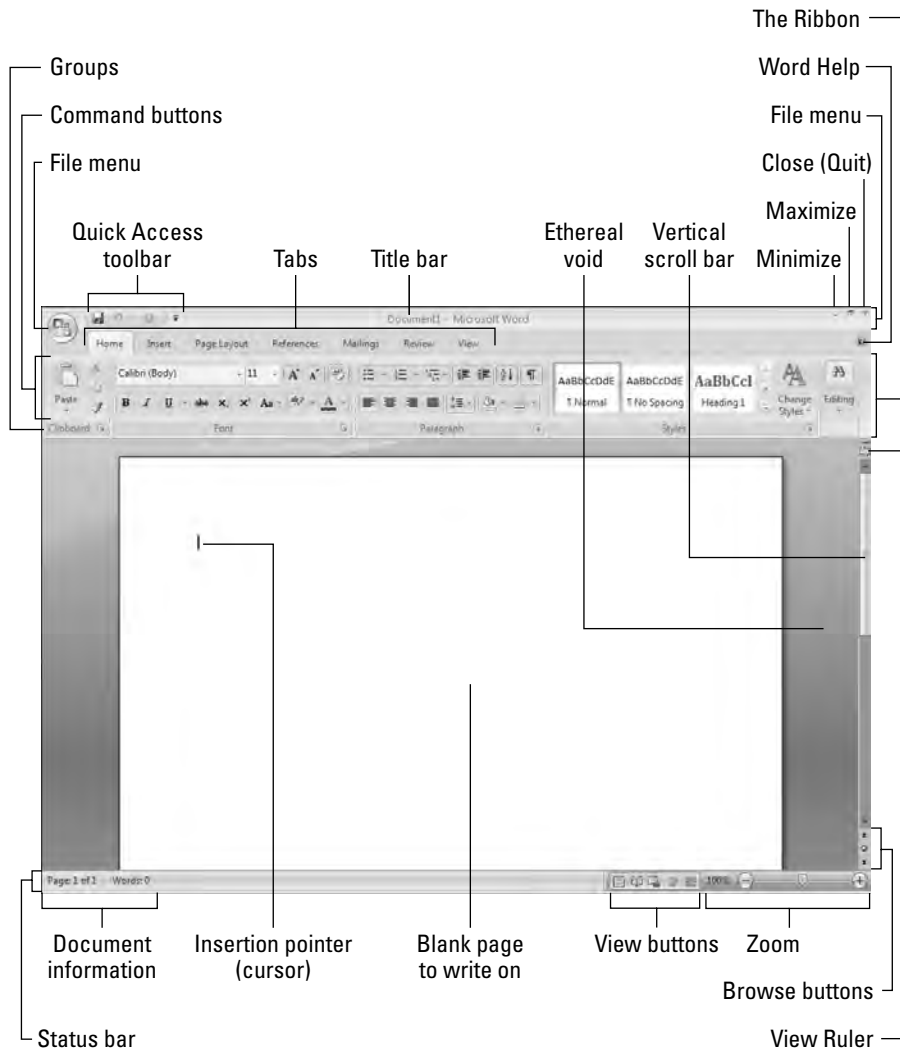
- ✓ Word 2007 represents a new approach to word processing. Gone are the menus and toolbars that have dominated computer programs for a decade or more. Replacing them is a new, tabbed, Ribbon interface. Although it may be intimidating at first, don't let it overwhelm you. Just keep reading this book and you'll be fine.
- ✓ The *very* first time you start Word, you may be asked some questions: Enter your name and initials, set up Word security, and set Microsoft update options. I recommend the updates.

## Maximize Word's window size



Unless your computer system has one of those huge monitors, you probably want to maximize the Word program window just before you start working. To run Word in full-screen mode, click the Maximize button (the middle one) in the upper-right corner of the window.

Maximizing forces a window to fill the entire screen. If Word is already maximized, two overlapping boxes appear on the button; you don't need to click anything in that case.



**Figure 1-2:**  
Word's  
frontal  
assault.

Just in case your computer system is blessed with a giant monitor, you can resize the Word window without maximizing it; drag any of the window's edges in or out.



Word's window size affects what you see in the Ribbon's command groups. On smaller screens, fewer buttons show up, or they may show up in three rows. On larger screens, you see more buttons, usually in two rows.

## Look! Up on the screen!

Everything in the Word window is designed to help you write. No, I'm serious! Well, I don't mean *write* in the sense of Ernest Hemingway or Jane Austen, although that's possible. Word wants you to manage, organize, and create things with words. That's the essence of word processing. What you see on the screen, on Word's *interface*, is designed to make writing an easy and effortless task.

The largest portion of the Word screen is for composing text. It's blank and white, just like a fresh sheet of paper. (Refer to Figure 1-2.) That's where you compose and format your text, and I cover that area specifically in the next section.

Surrounding the text-composing area is a host of goobers that are as bewildering as an exhibit in a modern art museum, as intimidating as the cockpit of a jet fighter, and almost as dangerous as a plate of sushi. Despite their overwhelming appearance, the things that cling to the Word program window are there to help you write. The following list gives you the quick top-to-bottom explanation. Use Figure 1-2 for reference. And, please: Do not memorize anything!

- ✔ **The title bar** lists the document's title, or merely Document 1 until you give the document a title by saving it to disk. (See Chapter 9 for information on saving documents — very important!)
- ✔ **The Office button replaces the traditional File menu of most Windows programs.** Clicking the Office Button displays the Office Button menu, a list of commands that deal with files and documents.
- ✔ **Tabs** organize Word's various and sundry commands into groups based on word processing activities. Tabs appear and disappear depending on what you're doing in Word.
- ✔ **Groups and command buttons** help keep commands for the various tabs organized. Each group contains command buttons that do specific things to your text.
- ✔ **The Ruler** may or may not be visible. When the Ruler is visible, it helps you set margins and tabs. The View Ruler button (refer to Figure 1-2) shows and hides the Ruler.

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

- ✔ **Document information** lists optional data specific to your document.
- ✔ **The View buttons** specify how the blank page appears in the window (also refer to the next section).
- ✔ **The Zoom thing** sets how large or small your document appears inside the window. (See Chapter 30 for more information on zooming.)

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



- ✓ The tabs, groups, and command buttons change as you take on various activities in Word. Although this may seem disruptive, it's in fact quite handy.
- ✓ You can hide the Ribbon if you would rather have more room to write: Right-click anywhere on the Ribbon and choose the Minimize Ribbon command from the pop-up menu. To restore the Ribbon, right-click any tab and choose the Minimize Ribbon command again.
- ✓ Another part of the window, not shown in Figure 1-2, is the *task pane*. It shows up when it's needed, to offer more choices, options, or information.
- ✓ A Document Recovery task pane may show up when Word starts, telling you that Word has saved a document that may have been lost because of a power failure or computer crash. Refer to Chapter 32 for information on the AutoRecover feature.
- ✓ The Windows taskbar, located at the bottom of the screen, is a part of Windows itself and not Word. However, as you open documents in Word, buttons representing those documents appear on the Windows taskbar.
- ✓ Unlike in previous versions of Word, the tabs, groups, and command buttons *cannot* be customized, moved, or resized. You can customize the Quick Access toolbar (refer to Figure 1-2), but that's about it.

## The blank place where you write

The words you write appear in the center part of Word's program window, in that blank area shown in Figure 1-2. That pallid vista is the equivalent of a blank sheet of paper, and the documents you create on that electronic sheet of paper look just the way they will when they're eventually printed on a real sheet of paper. Such is the magic of word processing.

Word lets you view the blank sheet in five different ways. Two of the views are the most popular for wordsmiths:



- ✓ **Print Layout:** Activate this view by clicking the status bar's Print Layout button. In Print Layout view, you get to see the entire page, just as it prints. Graphical images, columns, and all sorts of other fancy items show up on the page fully visible. You can see the edge of the page and a blank space between pages (the "Ethereal void" in Figure 1-2).



- ✓ **Draft:** Set this view by clicking the Draft button on the status bar. Draft view is favored by writers who don't really want to clutter the page with anything other than text. In Draft view, you see your text and not the fancy graphics, columns, headers, page breaks, and other things that clutter Print Layout mode.



There are three other ways to view your document: Full Screen Reading, Web Layout, and Outline. None of these views has anything to do with basic word processing. Refer to Chapter 26 for more information on these different views.

- ✔ Word automatically switches to Print Layout view from Draft view when necessary. So, when you're working in Draft view and you want to edit a header or insert a picture, Print Layout view is activated. You need to manually switch back to Draft view, if that's your preferred way of using Word.
- ✔ One thing that's visible in Draft view that you don't find in Print Layout view is a thick, horizontal bar on the left side of the page, just below a document's last line of text. That heavy bar marks the end of your document. You cannot delete the bar — unless you switch from Draft view to Print Layout view.
- ✔ Draft view may also be referred to as *Normal view*, as it was in previous versions of Word.
- ✔ Writing (or typing, depending on how good you are) is covered in the next chapter. That would be Chapter 2.
- ✔ Any weird stuff you see onscreen (a ¶, for example) is a Word secret symbol. Chapter 2 tells you why you may want to view those secret symbols and how to hide them if they annoy you.

## *The mouse pointer in Word*

Word processing is a keyboard thing, although the computer's mouse comes in handy. In Word, you use the mouse to choose commands and to move the insertion pointer around as you edit text.

The mouse pointer changes its look as you work in Word:



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



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



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

In Print Layout view, the mouse pointer may change its look when *click-and-type* mode is active: Lines appear to the left and right of, and below, the I-beam mouse pointer. Refer to Chapter 33 for more information on using click-and-type.

Memorizing these mouse pointer types isn't important, but remember that the mouse pointer changes as you use Word.

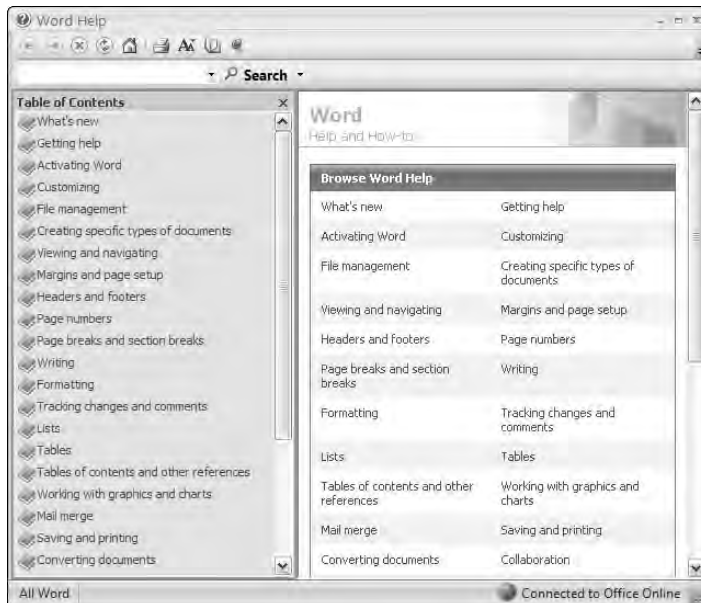


- ✓ You can use the mouse to see what some of the little buttons and things with pictures on them do in Word. Just hover the mouse pointer over the button, and — voilà! — it's like Folgers instant information crystals.
- ✓ Chapter 4 discusses how to use the mouse pointer to move the insertion pointer,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

## Cajoling Word to Help You

There are many ways to extract help from Word, the most common of which is to press the F1 key. That key not only works in Word's main window, but can also summon specific help for when you're doing certain things, such as when you're performing some obscure task way inside some dialog box or task pane.

Summoning Word Help displays a separate program window labeled Word Help, as shown in Figure 1-3. You can type a topic, command name, or question into the box in the upper-left corner of the window, or you can browse the table of contents for help.



**Figure 1-3:**  
Word's feeble attempts to help you.



- ✔ You can also summon help by clicking the wee round question mark button near the upper-right corner of the Word window.
- ✔ Word's help works best when you have an Internet connection, especially a high-speed, or *broadband*, connection.
- ✔ If you've used previous versions of Word, note that there's no more Office Assistant in Word 2007. You can mourn or rejoice as appropriate.
- ✔ Of course, this book can be your handiest and most useful source for Word help. Sadly, I don't have room here to document *everything*, so Microsoft relented and decided to provide *everything* in its Word Help window.

## When You're All Done

It's the pinnacle of etiquette to know when and how to excuse oneself. Leaving can be done well or poorly. Experience taught me this lesson when I was dining with royalty and suddenly all conversation stopped. I had to meekly raise my hand, mutter "It was me," and then run off all red-faced and ashamed. I hope that such a thing never happens to you.

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

### Quitting Word

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

- 1. Choose Exit Word from the Office Button menu.**
- 2. Save any files when Word prompts you to do so.**

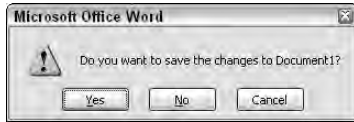
Word always warns you before it leaves; if you have any unsaved documents, you're prompted to save them to disk. You see a warning displayed on the screen, as shown in Figure 1-4.

Click Yes to save your file. You may be asked to give the file a name, if you haven't yet done so. (Chapter 3 tells you how to do it.)

If the slop you typed isn't worth saving, click No.

You can click Cancel to "quit" the Exit Word command and return to Word for more word processing delight.

**Figure 1-4:**  
Better click  
that Yes  
button!



If you elect to quit, Word closes its window. Poof! It's gone. You return to Windows or some other program, such as FreeCell, which you know you shouldn't be playing anyway.

- ✔ You don't have to quit Word just to start editing another document. Refer to the next few sections for helpful, time-saving information!
- ✔ Do not quit Word by resetting or turning off your computer! It's a *bad thing*. Trust me on this one.

## *How to quit what you're doing without quitting Word*

It's not always necessary to quit Word. For example, if you're merely stopping work on one document to work on another, quitting Word is a waste of time. Instead, you can close one document and then open another. Or, better still, you can simply open the new document and keep the old one active; you can then easily switch between the documents.

To close a document in Word, choose the Close command from the Office Button menu. This doesn't quit Word, but it removes the document from the screen, allowing you to stay in Word or work on another document.

Likewise, you can start up a new document in Word, just like sticking a blank sheet of paper into a typewriter. See Chapter 3, the section about starting out with a new document.

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



- ✔ Closing a document in Word is similar to ripping a sheet of paper out of your typewriter — but without the satisfying *SSHHHHHTHWP!* sound it makes.
- ✔ There's no need to close a document, really. In fact, I work on a document over a period of days and keep it open (and my PC on) the entire time. Doesn't hurt a thing. (I do occasionally save it to disk, which *is* important.)

- ✓ When you try to close a document before it has been saved, Word displays a warning dialog box. Click the Yes button to save your document. If you want to continue editing, click the Cancel button and get back to work.
- ✓ The keyboard shortcut for the Close command is Ctrl+W.

## *Putting Word away for a spell*

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



Clicking the Minimize button shrinks the Word window to a button on the taskbar. Thwoop! It's gone! With the window out of the way, you can do other things with your computer. Then, when you're ready to word-process again, click the Word button on the taskbar to restore the Word window to the screen.

The Minimize button is the first of the three buttons in the window's upper-right corner. Refer to Figure 1-2.

## Chapter 2

# Making Friends with the Keyboard

---

### *In This Chapter*

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

**D**espite the mouse, despite the graphics, Word exists as a program requiring a lot of keyboard input. To best enjoy Word, you should know your computer's keyboard. This means knowing not only where and how to press the keys, but also how certain keys on the keyboard are used in a word processor. This chapter unlocks those secrets that would otherwise linger inside your computer keyboard — along with all those potato chip crumbs, nail clippings, and gross strands of hair.

## *Behold the PC Keyboard!*

Despite all the fancy keyboard extras, as far as word processing is considered, you use only the core keys on the keyboard, keys commonly found on every computer keyboard, as illustrated in Figure 2-1.

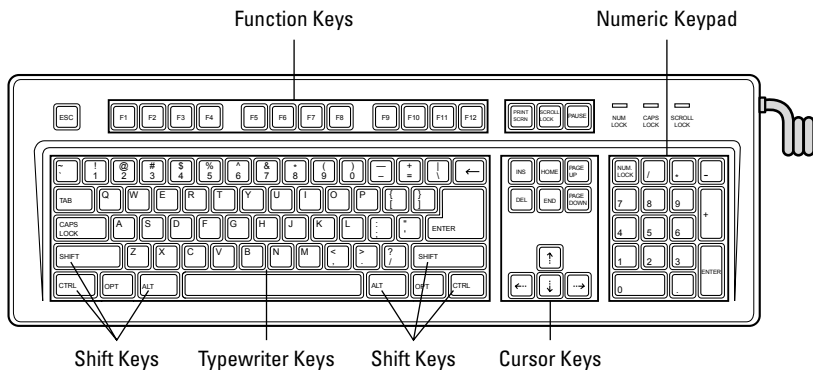
Take a look at your own keyboard. If you're lucky, it may be color-coded to help you identify the separate areas.

## Depressing the keys

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

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

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



When you use Word, you use the keys in groups, either alone or in combination with other keys. Here are the names by which the computer nerds know these things:

- ✔ **Function keys:** The function keys are labeled F1 through F12. You can use them alone or in cahoots with the Ctrl, Alt, and Shift keys.
- ✔ **Typewriter keys:** These are the standard alphanumeric keys that the computer inherited from the antique typewriter: A through Z and the number keys, plus symbols and other exotic characters.
- ✔ **Cursor keys:** Also called the *arrow keys*, these keys control the cursor. Also included are the non-arrow keys: Home, End, PgUp (or Page Up), PgDn (or Page Down), Insert, and Delete.
- ✔ **Don key:** A domesticated ass.
- ✔ **Numeric keypad:** These keys are sometimes cursor keys and other times number keys. The split personality is evident on each key cap, which displays two symbols. The Num Lock key and its corresponding light are on if the numeric keypad (1, 2, 3) is active. If the cursor keys (arrows, Home) are active, Num Lock is off.

- ✔ **Shift keys:** These keys don't do anything by themselves. Instead, the Shift, Ctrl, and Alt keys work in combination with other keys.

Here are some individual keys worth noting:

- ✔ **Enter:** Marked with the word *Enter* and sometimes a cryptic, curved arrow-thing: ↵. You use this key to end a paragraph of text.
- ✔ **Esc:** The “escape” key, which doesn't really do anything in Word. However, pressing the Esc key in a dialog box is the same as clicking the Cancel button with the mouse.
- ✔ **Spacebar:** The only key with no symbol; inserts spaces between the words.
- ✔ **Tab:** Inserts the tab “character,” which shoves the next text you type over to the next tab stop; an interesting and potentially frustrating formatting key (and nicely covered in Chapter 13).
- ✔ **Backspace:** Your backing-up-and-erasing key — very handy.
- ✔ **Delete:** Also labeled Del; works like Backspace but doesn't back up to erase. Read more on that in Chapter 5.

Every character key you press on the keyboard produces a character on the screen, on the blank part where you write. (Check out Figure 1-2, over in Chapter 1.)

- ✔ The Shift key is used to produce capital letters, just like on a typewriter (in case you've ever used one of those).
- ✔ Ctrl is pronounced “control.” It's amazing the variety of names people give to the Ctrl key before they know it as *the control key*.
- ✔ The Caps Lock key works like the Shift Lock key on a typewriter. After you press Caps Lock, the Caps Lock light on your keyboard comes on, and everything you type is in ALL CAPS.



## Typing (Or, the Old Hunt-and-Peck)

Words electric march across the screen because you type those words on the keyboard. Despite all the commands and graphical goobers, the thing you do most often in Word is type.

*Clackity-clack-clack-clack.*

Everything you type on the keyboard appears on the screen, even the typos and mistakes and bad grammar: It all falls into place on the screen regardless of your intent, posture, or good looks.





## “Do I need to learn to type?”

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

of her children resembles me. I just like the name Mavis, I suppose.

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

## Follow the blinking cursor

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

|

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

For example, type this line:

```
Why blame the computer?
```

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

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

```
Why not blame the computer?
```

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

## When to press that Enter key

In word processing, you press the Enter key only when you reach the end of a paragraph. Not the end of a line, the end of a *paragraph*. You do this thanks to

a neat-o feature called *word wrap*. When the text you type reaches the right margin, the insertion pointer automatically hops down to the next line of text, taking any incompletely typed word along for the ride.

To witness word wrap for yourself, start Word and type the following text, without pressing the Enter key:

```
When the times were hard, we knew what had to be done.  
Eatin' was necessary. So as we all sat down to the meal,  
and that sweet aroma of roasted meat hit our nostrils for  
the first time in months, we held firm. It was especially  
hard when little Dana innocently asked where her pet bunny  
Fluffy had gone.
```

As you type, and as words grow precariously close to the right margin, Word magically picks up an incomplete word and places it on the following line. That's word wrap in action. It's automatic, and it means that there's no need to press the Enter key until you reach the end of a paragraph.

- ✔ Some people end a paragraph with two presses of the Enter key; others use only one press. If it's extra space you want between paragraphs, refer to Chapter 12, the section about putting space between paragraphs, to see what to do.
- ✔ There's no need to use the Enter key when you want to double-space your text. Double-spacing is a formatting command in Word. See Chapter 12 for more information.
- ✔ If you want to indent a paragraph, press the Tab key after pressing Enter. This can also be done automatically; refer to (you guessed it) Chapter 12.

## *When to whack the spacebar*

The spacebar isn't the same thing as the right-arrow key on the keyboard. Pressing the spacebar doesn't just move the insertion pointer; it inserts a *space character* into the text. Spaces are important between words and sentences. Without them reading would be difficult.

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

- ✔ I'm serious! If you're an old-timer, you're probably used to putting two spaces after a period, which is what they taught in typing class. This extra space is wrong on a computer. Type only one space!
- ✔ Anytime you feel like using two or more spaces, what you really need is a tab. Tabs are best for indenting text as well as for lining up text in columns. See Chapter 13 for more information.



- ✔ The reason you need only one space between sentences is that computers use proportionally spaced type. Old-fashioned typewriters used mono-spaced type, and so pressing the spacebar twice after a sentence was supposed to aid in readability (though that's debatable). Computer type is more like professionally typeset material, and both typesetters and professional-document folk put only one space after a period or a colon. So there!

## *Backing-up and erasing keys*

When you make a typo or other typing error, press the Backspace key on the keyboard. The Backspace key is used to back up and erase. The Delete key can also be used to erase text.

- ✔ Refer to Chapter 5 for more information on deleting text with Backspace and Delete.
- ✔ The Backspace key is named Backspace on your keyboard, or it may have a long, left-pointing arrow on it: ←.
- ✔ Backspace doesn't work like the Backspace key on a typewriter. The difference is that when you press Backspace in Word, the cursor backs up and *erases*. (The Word equivalent of the typewriter's Backspace key is the left-arrow key.)

## *Mind your 1's and 0's and L's and O's*



If you're a former typewriter user, you're probably pushing 40! Man, you're old! Seriously, my geriatric friend, the typewriter is merely inspiration for the computer keyboard. Beyond that, the similarity is purely superficial. Please heed these advice nuggets:

- ✔ Do not use the little L or the big I in place of the number one. Use the 1 key. That's what it's there for.
- ✔ Do not use the O (oh) key for the number zero. Use the 0 (zero) key.

These habits may be hard to break, but the computer is keen on being exact. Oh, and Geritol now comes in cherry flavor.

## Curse you, StickyKeys!

As your mind wanders, your fingers absently press and release the Shift key. Suddenly, you see the warning: StickyKeys! By pressing the Shift, Ctrl, or Alt key five times in a row, you activate the Windows XP StickyKeys function, a tool designed to help disabled people more easily use a computer keyboard. Rather than be glad for the help, you're annoyed at the intrusion.

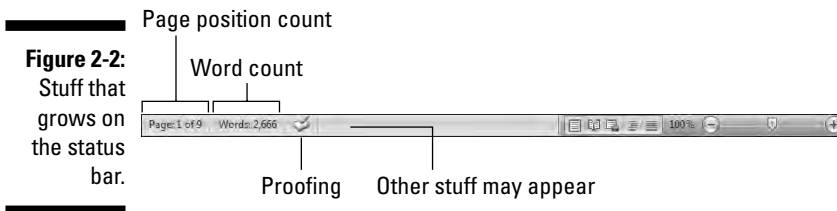
Don't panic! It's easy to turn off the StickyKeys thing: Open the Control Panel's Accessibility Options icon to display the Accessibility Options dialog box. In that dialog box, remove the check mark by the item labeled Use StickyKeys. Click OK, and you'll never be bothered again!

## Things to Notice Whilst You Type

The text you type appears on the computer screen, in the blank, page-like area in the middle of the Word window. But that's not all! As you type, you may notice other things going on. These aren't bugs crawling on the screen, nor are they signs that you need to have your eyes checked. These side effects of typing may puzzle you or annoy you; either way, this section explains things.

### The left end of the status bar

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



The type of information that's displayed, as well as how much information is displayed, depends on how you've configured Word. Chapter 30 explains which features the status bar can display.

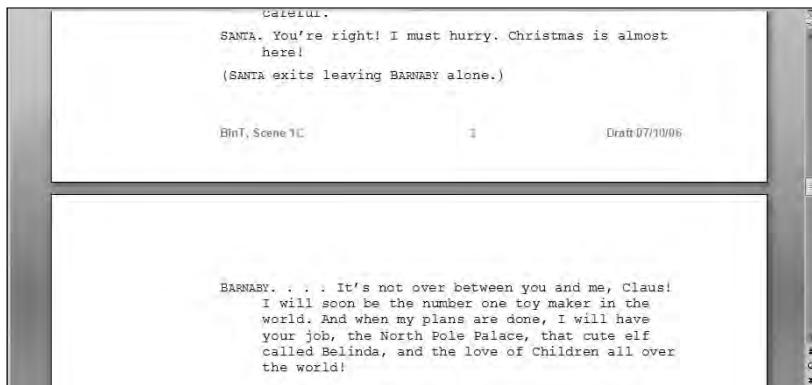
- ✓ The status bar also displays information when you initially open a document, giving the document's name and character count. That disappears quickly, however.
- ✓ When a document is saved, the status bar displays information about the save, though often the information appears too fast to see.

## Life between pages

Word not only shows you on the screen your text as it will be printed, but also tries its best to show you where one page ends and another page begins. This feature is most helpful because often times you want to keep things on one page, or it could just be that folks like to know when they're moving from one page to the next.

The status bar helps you discover which page you're working on, as discussed in the previous section. Visually, Word also helps you by graphically showing you where one page ends and another begins.

In Print Layout view, you see virtual pages and a space between them, as shown in Figure 2-3. That's your best visual clue to where one page ends and another begins.



**Figure 2-3:**  
A page  
break in  
Print Layout  
view.

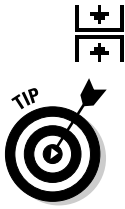
In Draft mode, the visual break between pages is shown as a faint line of dots, like ants marching across the page:



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

- ✓ Refer to Chapter 1, the section “The blank place where you write,” for more information on Print Layout and Draft views.
- ✓ Technically, the page break is a *soft* page break, meaning that one page full of text and Word must start putting text on a new page. See Chapter 14 for information on forcing page breaks and other types of page breaks in Word.





- ✓ You can adjust the gap between pages in Print Layout view. Point the mouse at the gap. When the mouse pointer changes, as shown in the margin, press the Ctrl key and click the mouse to remove or set the gap.
- ✓ Use the Page item on the status bar to confirm which page you're writing on. Note that the page number changes as you move from one page to the next.

## *Spots and clutter in your text*

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

This•can•be•very•annoying.¶

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



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

The keyboard shortcut for the Paragraph button is Ctrl+Shift+8.

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

## *Strange underlines and colored text*

Adding underlining to your text in Word is cinchy; Chapter 11 tells you all about that character format. Yet, sometimes Word may do some underlining on its own, with colorful zigzags or dots. What Word is doing is alerting you to certain special aspects of that underlined text.

**Red zigzag:** Spelling errors in Word are underlined with a red zigzag. See Chapter 8.

**Green zigzag:** Grammatical errors in Word are underlined with a green zigzag. See Chapter 8.

**Blue zigzag:** Word-choice errors are really grammatical errors, but Word flags them with a special blue zigzag regardless. The blue underlined word is most likely not the best word to use given the sentence structure. Again, see Chapter 8.

**Purple dots:** Word's Smart Tags feature uses purple dots to highlight information such as names, dates, places, and similar data that can be shared with other programs in Microsoft Office. Smart Tags are briefly discussed in Chapter 33.

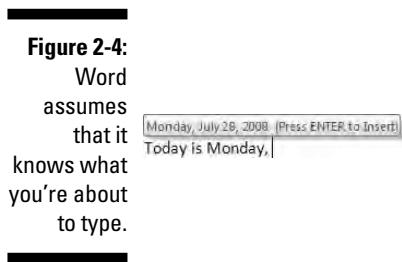
**Blue underlines.** Word courteously highlights Web page addresses using blue, underlined text in your document. You can Ctrl+click that blue underline text to visit the Web page.

**Colored text and underlines:** When your text appears in color and underlined, or with strikethrough, and assuming that you haven't specifically set those formatting options, it means you have *revision marks* turned on. Refer to Chapter 27 for more information on revision marks and how to turn them off.

Generally speaking, ignore all squiggly lines until you move into the editing phase for your document. (Well, unless you become obsessive, but that tends to slow down the writing process.) Later chapters in this book describe how to deal with the various underlines I just mentioned.

## *Word can type that for you*

Sometimes when you're typing and in the middle of something, you see a pop-up bubble appear above your text, as shown in Figure 2-4. That's the AutoComplete feature in action. Basically, AutoComplete is Word guessing at what you're typing.



When Word has guessed correctly, press the Enter key, and Word inserts the rest of the text. If Word is out of its mind, keep on typing, and the bubble goes away.

## Chapter 3

# A Quick Guide to Word (For the Impatient)

---

### *In This Chapter*

- ▶ Understanding word processing
  - ▶ Beginning a new document
  - ▶ Typing your thoughts
  - ▶ Formatting chores
  - ▶ Saving the document
  - ▶ Proofing, previewing, and printing
  - ▶ Closing the document
- 

**A**s far as word processing software goes, Word is like a wardrobe full of clothing: Word's closet of clothes includes a selection of formal wear, office attire, casual and "golf" clothing, beach and boating wear, gardening attire, semiformal evening wear, and everything else from shorts to slacks, socks to spats, and cuff links to top hats. Given all that Word offers, most folks spend only two seconds in the Word wardrobe, donning every time the same old pair of jeans and ratty T-shirt.

It's estimated that most people use less than one-tenth of Word's features. There's nothing wrong with that; the power and variety are there when you need them. For most word processing chores, though, getting by with the simple steps outlined in this chapter is about all you need. The rest is fluff, there when you need it — or when you want your work to look better than the mediocre junk made by the masses, who only scratch the surface of what Word can do.



## The Overview

The word processing routine works like this:

1. **Start a new document.**
2. **Type.**
3. **Format.**
4. **Save.**
5. **Review or preview (optional).**
6. **Print.**
7. **Save and close.**

Everyone follows these steps in one way or another. A good Word user repeats Steps 2, 3, and 4, sometimes varying the order. Overall, most of the time you're typing in Word.

When you've saved a document and want to work on it again, replace Step 1 with "Open a document on disk." A lot of word processing involves working on stuff you've already started or on things started by others. Refer to Chapter 9 for more information on opening documents.

Formatting, at this level, merely involves selecting a font or two, perhaps applying some character formatting (italics or bold), and maybe adding page numbering. This is really "formatting as you type," as opposed to the more-formal formatting used by the pros. See Part III of this book for chapters on formatting various parts of a Word document.



Skipping Step 4 is one of the biggest mistakes beginners make. Save your stuff! Even trivial stuff. Deleting trivial stuff later is easier than re-creating it from scratch. See Chapter 9 for information on saving.

Steps 5 and 6 are necessary only when you're done and plan on printing your work. Refer to Chapter 8 for a discussion on how to proof your document. Chapter 10 covers printing.

When you're done, of course, you need to properly quit Word or merely close and save the document you created. Then you're ready to do something else with the computer. Quitting Word is covered at the end of Chapter 1.

## Starting Out with a New Document

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

If you're ready to start typing, skip to the next section.

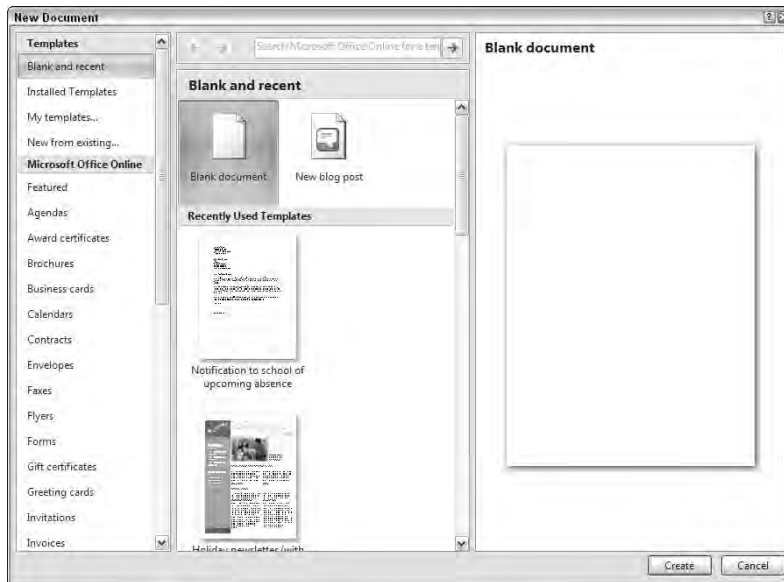
When you're already using Word and need to start a new document, follow these steps to summon that blank sheet o' paper:

- 1. Choose the New command from the Office Button menu.**

The New Document window appears, giving you too many options for creating a new something-or-other, as shown in Figure 3-1. What you want is a *blank document*.

- 2. Click the Create button to choose Blank Document.**

The blank document option is preselected for you. All you need to do is click the Create button, or press the Enter key, to make the New Document window go away, and you see your blank page, ready for typing.



**Figure 3-1:**  
Overwhelm-  
ing new  
document  
options.

You can repeat these steps as often as you need new documents; Word lets you work with many documents at a time. (See Chapter 25 for information on multiple-document mania.)



- ✓ Ah, the shortcut: Press Ctrl+N to quickly summon a new blank document in Word.
- ✓ Another way to start your work is to open a document on disk. To do this, use the Open command from the Office Button menu, which is covered in Chapter 9.
- ✓ The New Document window contains many options for starting something new in Word. Rather than use the Blank Document choice, lots of folks use templates to start documents. *Templates* help save time by predefining document layout and formatting (and sometimes even text). See Chapter 17 for more information on the handy-dandy template.

## Typing the Text

Of all the wacky things you can do with a computer, typing makes the most sense. In Word, the text you type at the keyboard appears on the screen. It's easy. In fact, there are few hang-ups regarding typing in Word.

- ✓ Refer to the section in Chapter 2 about typing (or the old hunt-and-peck) for typing tips and suggestions.
- ✓ A big part of typing in Word includes moving the insertion pointer, or cursor, around inside your document. Although some people find moving the cursor an easy thing, I recommend checking out Chapter 4 to help hone your insertion pointer prowess.

## Formatting a Document

Formatting makes your documents look professional and not like you're using an abused typewriter from a smelly thrift store. And formatting is more than just making some text italic or bold or adding a heading to your document. In Word, formatting includes lines, styles, colors, textures, pictures — all sorts of fun stuff.

In Word, you can format the following parts of a document:

- ✓ Characters
- ✓ Paragraphs
- ✓ Tabs

- ✓ Pages
- ✓ Columns
- ✓ Headers and footers
- ✓ The entire document

Word lets you manipulate each of these items in a variety of interesting and creative ways: margins, boxes, spacing, indents, lines, shading, page orientation, and on and on. But remember the following admonishment:

*Your primary duty in word processing is to get down the text.*

Text comes first! Get your ideas down. After that, you can go back and format and change the text style or adjust the margins. Speaking from experience here, when you get hung up on formatting, you lose your train of thought and your document suffers. Write first; format afterward.

- ✓ Most folks format text as they type, by adding italic or bold or whatever. That's fine, and this book shows you some keen shortcuts that make such character formatting easy and not distracting to your chain of thought.
- ✓ You can also format paragraphs as you write, although I still recommend keeping the major formatting chores for *after* you write your text.
- ✓ Word also lets you format your document by adding drawings, pictures, lines, tables, columns, or other elements that can really make things look snazzy. Parts III and IV covers those topics.

## Save Your Stuff!

The biggest mistake made by computer users is *not* saving their stuff. In Word, you must soon, regularly, and often save your documents to disk. Only when a document has been saved on disk can you use it again later or retrieve it after a power outage or when you forgetfully quit Word without saving.

There are two ways to save a document:

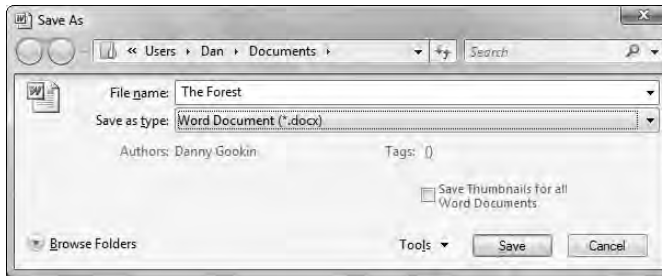
- ✓ The first time
- ✓ Every time after the first time

The first time you save a document, you must assign the document a name, or *filename*. That's the name by which you can recognize the document when you see its icon in Windows. The name also helps you determine the file's contents.

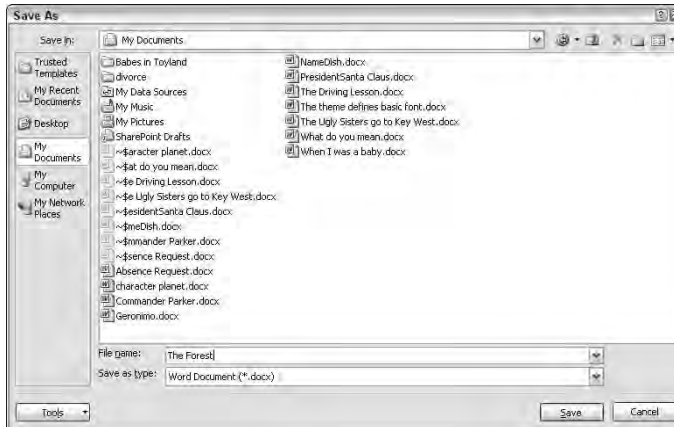
After initially saving a document to disk, you merely need to update it. So, as you're working, you save again. There's no need to choose the filename at this point; the computer merely overwrites the old file on disk with your new, updated document.

To save a document to disk the first time, choose the Save command from the Office Button menu. The first time you save a document, the Save As dialog box appears. It looks different between Windows Vista and Windows XP, as shown in Figures 3-2 and 3-3, yet both dialog boxes work the same: Type a name for your document in the File Name area. (The name "The Forest" is shown in Figures 3-2 and 3-3.) If you make a mistake typing, press the Backspace key to back up and erase. Click the Save button to save your document.

**Figure 3-2:**  
The Save As  
dialog box,  
Windows  
Vista.



**Figure 3-3:**  
The Save As  
dialog box,  
Windows  
XP.



To save a document as you're working on it, just keep choosing the Save command from the Office Button menu. It updates the document on disk with your most recent changes.

- ✓ Refer to Chapter 9 for more details about saving your document.
- ✓ Computers are forgetful beasts. Saving a document to disk is like making a permanent copy of the document and storing it in a file cabinet. In fact, the computer refers to documents saved on disk as *files*. Understanding the concept of the file is important in using a computer. If you need more information, I recommend my book *PCs For Dummies* (Wiley Publishing, Inc.).
- ✓ If you've opened a document already on disk, there's no need to save it for the first time; in fact, the document has already been saved once! You merely need to choose the Save command from the Office Button menu to update the document as you make changes.
- ✓ Rather than choose the Save command from the Office Button menu, you can click the Save button on the toolbar. Or, from the keyboard, you can press the Ctrl+S keyboard shortcut.
- ✓ When you save a document, watch the status bar — it temporarily displays a message telling you that Word is saving your document (*or fast saving*, for our frequent fliers).
- ✓ After the document is saved to disk, you see its name displayed on the window's title bar. That name is your clue that your document has been saved to disk.



## Finishing a Document

The last thing you need to do is finish your work. Mostly, that involves printing your document. In fact, you may not think of printing simply because until the word processor came about, every other writing device in history was also its own printer: the rock, the stylus, the pen, the typewriter — each of those writing implements printed as the author wrote. With word processing, printing becomes a necessary, if not final, step.

I recommend three steps to the printing process:

- ✓ Proof
- ✓ Preview
- ✓ Print

Each of these steps is covered in this section.

## *Proofing your work*

Just because you're writing on a word processor and the text looks really neat and graphics and nifty things are right up there on the screen doesn't mean that what you wrote is perfect. I highly recommend that you proof your document before you print.

*Proofing* means *reading*. Read and review your documents. It also means checking spelling and grammar, which Word does automatically. Refer to Chapter 8 for more information.

## *Previewing a document*

Before you print, I recommend previewing what the final document looks like. Yeah, even though what you've written is supposed to look the same on the screen as it does on the paper, you may still see surprises: missing page numbers, blank pages, or half pages, for example. The best way to find those surprises before printing is to use the Print Preview feature.

Choose Print⇨Print Preview from the Office Button menu. The Print Preview command changes the way Word looks on the screen, as shown in Figure 3-4. You can review your document one page at a time or as multiple pages. You can zoom in and out, and you can even edit, although I don't recommend it.

Click the Close Print Preview button to leave Print Preview mode, in case you need to return to your document for editing and touch-ups. Otherwise, you can print directly from Print Preview mode by choosing the Print command button in the Print group (shown in Figure 3-4).

## *Printing a document*

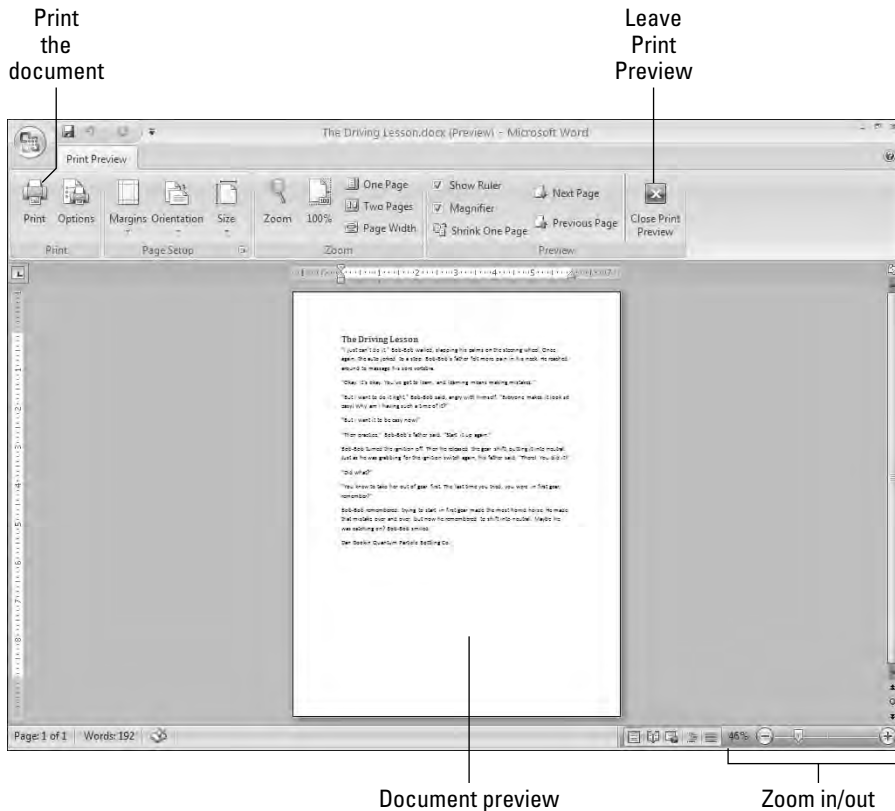
Printing the document is easy to do:

- 1. Make sure that the printer is on and ready to print.**
- 2. Choose the Print command from the Office Button menu, or click the Print button when you're using the Print Preview feature.**

The Print dialog box opens. In this busy place, printing and related activities happen.

- 3. Click the OK button.**

The document comes out of your printer.



**Figure 3-4:**  
Print  
Preview  
mode.

Printing is often a source of woe for computer users. That's because the printer really is its own, specialized computer, one that's designed for printing stuff. Getting your computer and the printer/computer to work well together can be an art form.

- ✓ See Chapter 10 for additional information about preparing the printer if you need to.
- ✓ You can also summon the Print dialog box by pressing Ctrl+P on the keyboard.
- ✓ I highly recommend that you save your document before you print — just in case! I'm a stickler for saving, saving, saving your document.



## Wrapping Things Up

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

If you haven't saved your document recently, Word prompts you to save before you close; click the Yes button and the document is saved. (If it hasn't yet been saved — shame on you! — you see the Save As dialog box; refer to Chapter 9).

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

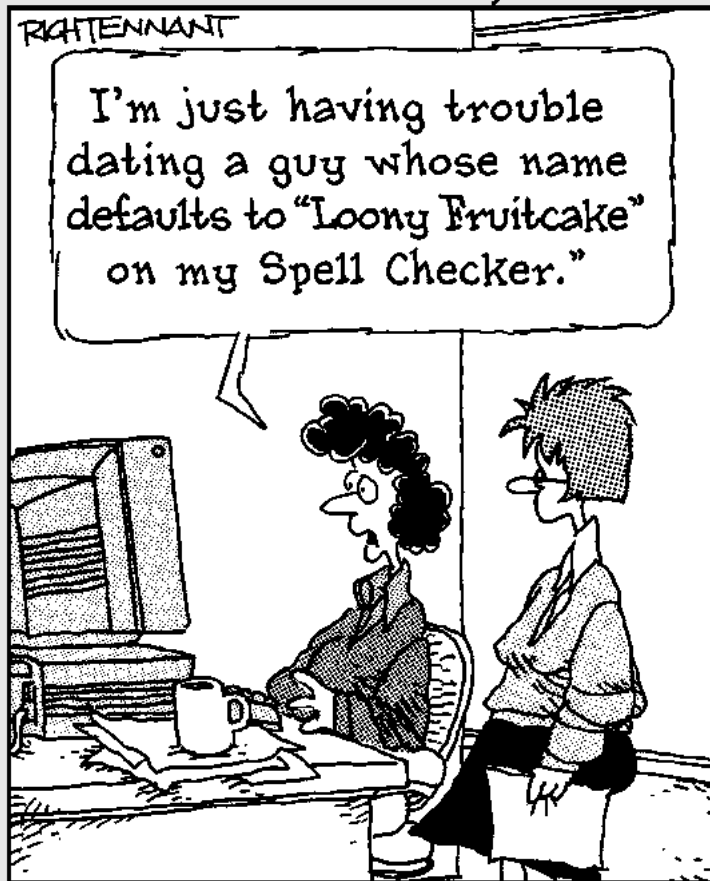
- ✔ Also refer to Chapter 1 for more quitting options.
- ✔ You don't have to choose the Close command. You can choose the Exit Word command from the Office Button menu if you're all done with Word, which is almost the same thing: You're prompted to save your document if it needs saving; otherwise, the Exit Word command quits Word rather than keeps the window open.
- ✔ If you're working on only one document and you close it, Word looks like it has vacated the premises: Tabs and command buttons dim, and other screen debris goes away. Don't panic; you've just closed a document, and Word has little else to do. Word sits patiently and waits for your next command: Start a new document, open a document on disk, or quit Word.

# Part II

# Word Processing Basics

The 5<sup>th</sup> Wave

By Rich Tennant



## *In this part . . .*

**A**lthough it never made the papers, for the past 25 years a word processing revolution has been taking place. The primitive, steam-powered computers of the 1970s had word processors that were little more than text editors, with simple features, such as deleting and inserting text, search and replace, and maybe even word wrap.

As competition arose, various word processors had to evolve with new features to stay competitive. At first, the features were honestly useful to the wordsmith: text and paragraph formatting, page numbering, and even spell checking. But as the competition grew fierce, some clunky features were added as each word processing program tried to one-up the other. (This explains why Word has so many commands and options.)

It was in the late 1980s, at the height of the feature wars, that a basic set of word processing duties evolved. Over time, these duties were honed into the core tasks covered by the chapters in this part of the book. These tasks are what I call the word processing basics.

## Chapter 4

# Moving Around a Document Hither, Thither, and Yon

---

### *In This Chapter*

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

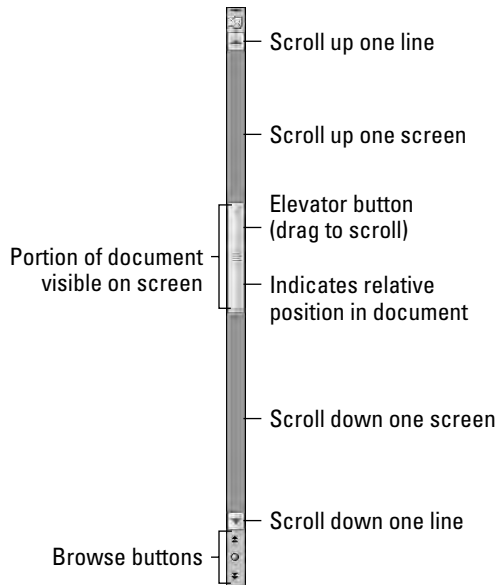
**T**he beauty of the word processor is that it allows you the freedom to edit your text, and to write and rewrite, without having to start over each time with a new, blank sheet of paper. After the words are on the screen, editing becomes simple: You can delete text, move text, and insert new text, all without starting over. But before you can do that, it's important to know how to move around a document. This chapter covers one of the first things you need to learn in Word: how to move about inside your document.

## *Scrolling a Document*

Word's window can show you only so much of a document at a time. To see more of the document, you can employ the handy scroll bars as well as some nifty mouse tricks.

### *The vertical scroll bar*

On the right side of the document part of the window is the vertical scroll bar (see Figure 4-1). Its operation is similar to the scroll bar in any Windows program:



**Figure 4-1:**  
Reading the  
vertical  
scroll bar.

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

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

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

Some special bonuses are involved when you drag the elevator button to scroll through your document. As you drag the button up or down, you see a page number displayed, as shown in Figure 4-2. When a document is formatted with heading styles, you also see the heading title below the page number.

**Figure 4-2:**  
Vital page-  
numbering  
information.



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



- ✓ Scrolling a document doesn't move the insertion pointer!
- ✓ Also refer to Chapter 26 for information on Word's Reading mode.
- ✓ Refer to the section "Using Browse Buttons to Navigate," later in this chapter, for information on using the browse buttons, which are located below the vertical scroll bar.

## *One paragraph on the horizontal scroll bar*

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



When the horizontal shifting bugs you, consider using Word's Zoom tool to adjust the size of your document on the screen. See Chapter 30.

## *Mouse scrolling tricks*

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

- ✓ Roll the wheel up or down to scroll your document up or down. (The Mouse icon in the Windows Control Panel sets the number of lines the document scrolls per wheel click.)
- ✓ Press and hold the wheel button to activate scrolling mode. With the wheel button down, you can move the mouse up or down to *pan* your document in that direction.
- ✓ If the mouse's wheel button also tilts from side to side, you can use it to pan left and right.

## *Moving the Insertion Pointer*

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

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

### *Commanding the insertion pointer with the mouse*

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

### *Moving in small increments (basic arrow keys)*

Using the mouse is perhaps the easiest way to move the insertion pointer, but most experienced Word users take advantage of the keyboard's cursor keys to quickly move the insertion pointer to any position in their documents.

The four basic arrow keys move the insertion pointer up, down, right, and left:

<i>Key</i>	<i>To Move the Cursor . . .</i>
↑	Up to the preceding line of text
↓	Down to the next line of text
→	Right to the next character
←	Left to the preceding character



Moving the cursor doesn't erase characters. See Chapter 5 for information on deleting stuff.

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

<i>Press These Keys</i>	<i>To Move the Cursor . . .</i>
Ctrl+↑	Up to the start of the previous paragraph
Ctrl+↓	Down to the start of the next paragraph
Ctrl+→	Right to the start (first letter) of the next word
Ctrl+←	Left to the start (first letter) of the previous word



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

## *Moving from beginning to end*

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

<i>Key or Combination</i>	<i>To Whisk the Insertion Pointer . . .</i>
End	To the end of a line of text
Home	To the start of a line of text
Ctrl+End	To the very end of the document
Ctrl+Home	To the tippy-top of the document

## *The peculiar cases of PgUp and PgDn*

One would think, logically, that the Page Up or PgUp key moves a document up one page and that the Page Down or PgDn key moves a document down. 'Tain't so, though. Rather than slide your document around a page at a time, these keys move things one *screen* at a time:



PgUp	The PgUp key moves the insertion pointer up one screen. Or, if you're looking at the tippy-top of your document, pressing this key moves the insertion pointer to the start of the document.
PgDn	The PgDn key moves the insertion pointer down one screen or to the end of the document, if you happen to be near there.

If the functions of PgUp and PgDn aren't confusing enough, you can absorb these two combinations, which are just this side of pressing all the keys on the keyboard at one time:

Ctrl+Alt+PgUp	Moves the cursor to the top of the current screen.
Ctrl+Alt+PgDn	Moves the cursor to the bottom of the current screen.

Ctrl+PgUp and Ctrl+PgDn? Yup, they're used in Word, but not as you would expect. Refer to the following section for the details.

## Using Browse Buttons to Navigate

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



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



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



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

When you click the center button, a pop-up palette of things to browse for appears, as shown in Figure 4-3. Pointing the mouse at any one of the items displays text that explains the item in the bottom part of the palette.

**Figure 4-3:**  
Various things to browse for.





Unless you've chosen another item from the browsing palette (refer to Figure 4-3), the browse buttons (and Ctrl+PgUp and Ctrl+PgDn) leap through your document by full pages.

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

## Getting Lost and Going Back

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



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

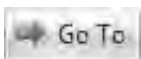
Shift+F5

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

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

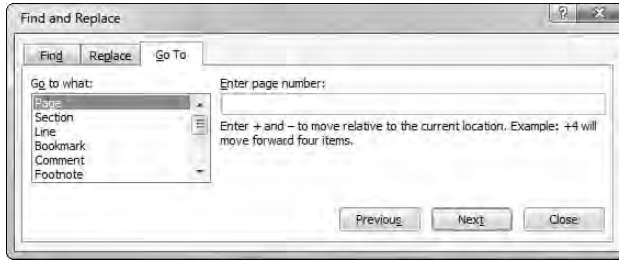
## Go to Wherever with the Go To Command

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



Press the Ctrl+G key combination to see the Go To tab portion of the Find and Replace dialog box, as shown in Figure 4-4.

**Figure 4-4:**  
How to tell  
Word to  
Go To  
you-know-  
where.



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

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



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

# Chapter 5

## Editing Text

---

### *In This Chapter*

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

**W**hat is editing? At its best, *editing* is making the stuff you write read better. A good editor helps a writer perfect his words, guiding him in a way that avoids the ambiguous, keeps the pace tight, completes thoughts, checks this weird thing called “subject-verb agreement,” and, above all, ensures that the writer’s intention is best understood by the reader.

Okay. I got that off my chest. Now, deep down in that secret place where you hide your desire to jump on the couch and run with scissors, as a writer you resent editing. That’s because at its core, editing is about *deleting text*. Despite all good intentions, the editor is at her best when she’s slashing, snipping, cutting, gouging, severing, goring, obliterating, and replacing those oh-so-vital words you poured your soul into and struggled over for hours. It’s hard to accept (even more so because the editor will say that it’s *difficult* to accept), but it’s true: Editing text is about deleting stuff, which is also the subject of this chapter. Or this chapter’s subject. Whatever.

A good editor also checks your document’s spelling and grammar. See Chapter 8 for more information.

## *Deleting Stuff*

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

When the typewriter was at its peak, the ability to erase or untype text was a popular feature. And, of course, even now — years after the typewriter has been consigned to the curiosity corner of the public library — people still know what WiteOut is and why it was a necessity.

On just about every front, the ability to erase text is just as valuable as the ability to create that text. The same holds true with your word processor. Deleting is part of the creation process, part of thinking and rethinking, and part of self-editing. Writing. Deleting. Rewriting. Redeleleting. That's how it goes!

## *The delete keys: Backspace and Delete*

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

## *Deleting single characters*

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

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

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

```
No one would have suspected th|at you were a robot,  
Hubert, until you began to articulate your love for  
the waffle iron.
```

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



## Deleting a word

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

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

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

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

After deleting the text, Word neatly wraps up the remaining text, snuggling it together in a grammatically proper way.

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

## Deleting more than a word

Beyond deleting a word or character, Word lacks keyboard-specific commands to delete lines or paragraphs of text. There are ways to delete these things — they're just not obvious. Before going into the details, first come some definitions:

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

Word can also delete odd-size chunks of text by marking that text as a *block*. Refer to Chapter 7 for more information on blocks of text.

### ***Deleting a line of text***

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



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

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

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

- 3. Click the mouse.**

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

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

### ***Deleting a sentence***

Making a sentence go bye-bye is cinchy:

- 1. Point the mouse at the offending sentence.**

- 2. Press and hold the Ctrl key and click the mouse.**

The sentence is selected.

- 3. Press the Delete key.**

Oomph! It's gone.

### ***Deleting a paragraph***

The fastest way to delete a full paragraph:

- 1. Point the mouse at the paragraph.**

- 2. Click the mouse button thrice.**

Thrice means "three times."

- 3. Press the Delete key.**

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

### *Deleting a page*

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

- 1. Go to the top of the page you want to delete.**

Refer to Chapter 4 for information on the Go To command. In the Go To dialog box, specify the number of the page to delete. (Remember to click the Close button to banish the Find and Replace dialog box.)

- 2. Press the F8 key.**

The F8 key is used to enter a special selection mode in Word, which I cover in detail in Chapter 7.

- 3. Press Ctrl+PgDn.**

The insertion pointer moves to the bottom of the page.

- 4. Press the Delete key.**

The page is gone.

Refer to Chapter 10 for special information on deleting that annoying extra blank page at the end of your document.

## *Splitting and Joining*

Editing can also involve the basic chores of splitting and joining lines or paragraphs of text. To *split* is to make two paragraphs where once there was one. To *join* is to make one paragraph where once there were two.

### *Making two paragraphs from one*



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

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



## *Making one paragraph from two*

To join two paragraphs and turn them into one, you delete the Enter character between the paragraphs. To do that, move the insertion pointer to the start of the second paragraph, and then press the Backspace key. Removing the Enter character joins two paragraphs. (You may need to add a space between the newly joined paragraphs.)

## *Splitting lines with a soft return*



The Enter key inserts a *hard return* into your text to end a paragraph. To end a line of text without ending a paragraph, a *soft return* is used instead. This is done by pressing Shift+Enter.

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

```
Filbert & Hazel
```

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

```
A Couple of Nuts
```

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

## *Mistakes? Mistakes? Undo Them with Haste*

*That quaffing and drinking will undo you.*

— Twelfth Night, *William Shakespeare*

There's no need to be afraid of obliterating your text, or of doing anything else in Word. Anything! That's because Word sports a handy Undo command. What you can do, you can also undo.

## *Now mark me, how I will undo myself*

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

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



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

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

## *Redo, the Undo-Undo command*

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

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



## For the few who are fond of Overtyping mode

The writing you do in Word is in *Insert mode*, which means that any new text you type is inserted just before the blinking insertion pointer. The new stuff pushes any existing text to the right and downward as you type. This is Insert mode. But things don't always have to work that way.

Insert mode's evil twin is Overtyping mode. In *Overtyping mode*, all the text you type overwrites the existing text and replaces it as you go. The new text you type literally types over (*overtypes*) the existing text, all except for the Enter key; you cannot overtype from one paragraph to the next.

I don't recommend writing in Overtyping mode; Insert mode is fine. All the Word documentation, all the Microsoft Office Word Help, and this book assume that Insert mode is what you're using. Still, if you insist, to activate Overtyping mode, heed these steps:

1. Choose Word Options from the Office Button menu.
2. Click Advanced from the list on the left side of the Word Options dialog box.
3. Put a check mark by the item on the right labeled Use Overtyping Mode.
4. I also recommend putting a check mark by the item above it, Use the Insert key to Control Overtyping Mode.
5. Click OK.

No visual clue or message on the screen informs you when Overtyping mode is active; you merely know that you're in Overtyping mode because any new text you type replaces the existing text. Use the Insert or Ins key to switch between Overtyping and Insert modes.



The Redo command serves two functions. First, it does exactly the opposite of whatever the Undo command does. So, if you type text, Undo untypes the text, and Redo recovers the text. If you use Undo to recover deleted text, Redo deletes the text again. (The second function is covered in the next section.)

## *Redo, the Repeat Typing command*



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

For example, type the following lines in Word:

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

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



- ✓ The Repeat Typing command can also be used to reapply formatting. When you're working through a document and changing styles on various chunks of text, using the Repeat key or Redo command can save oodles of time, especially in applying formatting. (See Part III of this book for information on formatting.)
- ✓ If you can remember the F4 key, it works the same as Ctrl+Y; both are the Repeat Typing command keys.



## Chapter 6

# Find and Replace

---

### *In This Chapter*

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

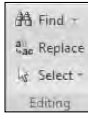
**I**magine being able to combine the power of the computer with the ancient practice of alchemy. Computers are excellent at being obedient; they don't mind doing any task, even the most boring, repetitive things. Alchemy had as its goal the transmutation of lead into gold. Now, combine the two so that the computer, which can easily find the single word *needle* in a haystack of documents, has the ability to change that word *needle* into the word *gold*, and you have a quick and potentially misleading introduction to the powerful yet basic word processing ability of search and replace.

Search and replace is one of the most basic and ancient word processor functions. In Word, it's known as *Find* and *Replace* (don't ask me why), and it consists of two features: The first feature involves searching up or down through a document for a tidbit of text, and the second adds the ability to change that tidbit of text and replace it with something else.

## *Text Happily Found*

Finding text is the domain of the Editing group, found on the far right end of the Home tab on Word's Ribbon interface. The Editing group may appear in its full glory, as shown in Figure 6-1, or it may simply appear as an Editing button. When it's a button, you must click that button first to see the palette of commands, which (surprisingly) looks like what's shown in Figure 6-1.

**Figure 6-1:**  
The full  
Editing com-  
mand button  
group.



## *O villainous text tidbit! Seek it out!*

Locating text in your document is a snap, whether it's a protracted diatribe or the tiniest monosyllabic utterance. Either way, the Find command stands ready to tackle the task. Abide by these steps:



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

Refer to Figure 6-1; sometimes you may have to click the Editing button to get to the Find button. If all else fails, use the keyboard shortcut: Ctrl+F.

Clicking the Find button summons the Find and Replace dialog box, illustrated in Figure 6-2.

**Figure 6-2:**  
The Find  
and Replace  
dialog box.



**2. Type the text you want to find into the Find What box.**

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

**3. Click the Find Next button to start the search.**

Or, you can just press Enter.

Word searches for the text you typed, starting from the insertion pointer's location to the end of the document. If any text is found, it's highlighted (or *selected*) onscreen, and the insertion pointer moves to that location in your document. At that point, you can click the Cancel button to make the Find and Replace dialog box go away.

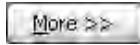


- ✓ The Find and Replace dialog box may already display text in the Find What box. If so, you can delete that text by pressing the Backspace key.
- ✓ Do not end the text with a period unless you want to find the period too.
- ✓ The Find command can find things that you can't readily type in, such as the Tab or Enter key. See the section "Finding stuff you can't type in," later in this chapter.
- ✓ If you're not sure whether the text is typed in uppercase or lowercase letters, use lowercase.
- ✓ If the text isn't found, you may be asked to search "at the beginning," which means the beginning of the document. Click the Yes button to do so.
- ✓ If the text isn't found and you're *certain* that it's in there, check your spelling. If that's okay, try searching for a single word rather than two or more words or a sentence.
- ✓ Word finds text only in the current document (the one you see on the screen). To find text in another document, click that document's button on the taskbar and try searching again.
- ✓ To find an additional occurrence of the text, click the Find Next button.
- ✓ You can use the drop-down arrow gizmo (to the right of the Find What text box) to display a scrolling list of text you've previously searched for. To search again for a bit of text you've already searched for, click the drop-down arrow and click the text you want to find again. Click the Find Next button, and Word frantically begins searching.
- ✓ You can limit the Find command's scope (the range of text it searches through) by marking text as a block. See Chapter 7 for block info.
- ✓ After using the Find command, you can use the Browse Down button to continue your finding foray. Simply close the Find and Replace dialog box, and then click the Browse Down button (or press Ctrl+PgDn). So, if you've already searched for and found *crap*, clicking the Browse Down button finds even more *crap*.

## The Super Find command

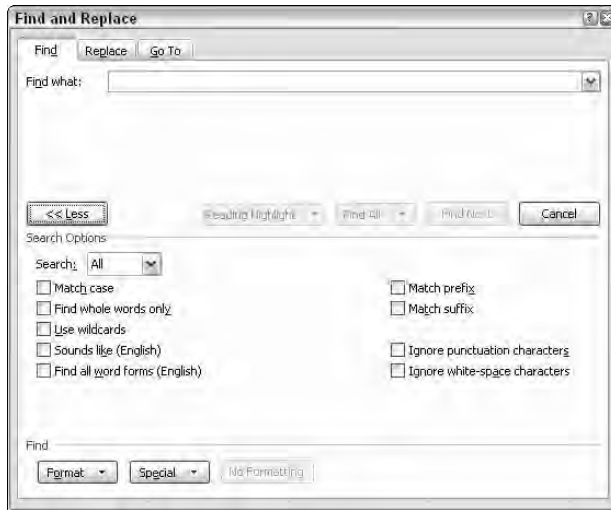
On a simple level, the Find command hunts down chunks and chunklettes of text. Yet the Find command is far more powerful than that. You can use the Find command to find text *exactly* as it's typed, text you cannot type, formatting commands, and just about anything in a document. Yes, it's still the same Find command, but it's *more*.





To unveil the Super Find command, beckon forth the Find and Replace dialog box (press Ctrl+F). Click the More button. The Find and Replace dialog box gets taller, with a bunch of options and doodads at the bottom, as illustrated in Figure 6-3.

**Figure 6-3:**  
The more detailed Find and Replace dialog box.



The following sections tell you why you may want to mess with some of the doodads in the Find More dialog box.

### ***Finding an exact bit of text***

There's a difference between *Curt* and *curt*. One is a name, and the other is being rude and abrupt. To use the Find command to find one and not the other, select the Match Case option under Search Options. That way, *Curt* matches only words that start with an uppercase *C* and have lowercase *urt* in them.

### ***Finding a whole word***

The Find Whole Words Only option allows you to look for words such as *right* and *set* without also finding words like *alright* and *upset*.

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

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



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

```
?up
```

If you select the Use Wildcards option (in the More part of the Super Find and Replace dialog box), Word searches for any three-letter word that starts with any old letter but must end with “you pee” — *cup*, *pup*, and *sup*, for example.

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

```
w*s
```

### ***Finding text that sounds like something else***

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

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

### ***Finding variations of a word***

Thanks to global warming, the protagonist in your novel no longer walks across an isthmus; he *swims*. And that’s some journey! To make Word search for every variation of *walk* (*walking*, *walked*, and so on), type **walk** in the Find What box and select the Find All Word Forms (English) option in the Search Options area.

### ***Searching this way or that***

When I’d lose things as a kid, my mom would say “Retrace your steps!” This wisdom can be applied in Word as well, where the Find command can be directed to look not only forward through a document, but backwards as well. The secret is found in the Search drop-down list in the More part of the Find and Replace dialog box:

- ✓ **All:** When this option is chosen, Find searches the entire document, from the insertion pointer’s location down to the end of the document, back up to the beginning, and then back to the toothpick cursor’s location.
- ✓ **Down:** Find searches from the toothpick cursor’s location to the end of your document, and then it stops.
- ✓ **Up:** Find searches from the toothpick cursor’s location to the start of your document, backward. Then it stops.

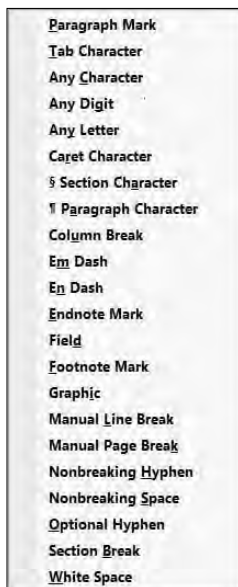


You can also use the Browse buttons to repeat the Find command up or down, depending on which Browse button you press.

## *Finding stuff you can't type in*

There are things you can search for in a document, things that just cannot be typed at the keyboard. No, I'm not talking about nasty things; this isn't a censorship issue. Instead, I'm referring to things like tabs, Enter keys (paragraphs), page breaks, graphics, and other, similar non-typable things.

To find a special, unprintable character, click the More button to see the superdooper Find and Replace dialog box (refer to Figure 6-3), and then click the Special button. Up pops a list of various things Word can search for but that you would have a dickens of a time typing, similar to what's shown in Figure 6-4.



**Figure 6-4:**  
Items to  
search for  
that you  
can't type.

Naturally, the items on the list may not be recognizable to you. That figures. There are 22 things on the list, and I've used maybe 6 of them myself. Here are some of the handier things you can use from the Special pop-up menu:

- **Any Character, Any Digit, and Any Letter** are special characters that represent, well, just about anything. These items can be used as wild-cards for matching lots of stuff.

- ✓ **Caret Character** allows you to search for a caret (^) symbol, which is a special character. If you type just the caret symbol itself (^), Word thinks that you're trying to type something special, as covered later in this section.
- ✓ **Paragraph Mark** (¶) is a special character that's the same as the Enter character — what you press to end a paragraph.
- ✓ **Tab Character** is the character that moves the cursor to the next tab mark.
- ✓ **White Space** is any number of blank characters: one or more spaces, tabs, empty lines, or a combination of each one.

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



- ✓ To search for the Enter key press, which marks the end of a paragraph, choose Paragraph Mark. To search for the paragraph character, ¶, choose Paragraph Character.
- ✓ Yes, you can mix special characters with plain text. For example, to find a Tab character followed by *Hunter*, you use the Special button to insert the tab character (^t on the screen), and then type **Hunter**. It looks like this:

```
^tHunter
```

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

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

## Finding formatting

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

The formatting options you can search for are revealed to you with a click of the Format button, which appears in the Find and Replace dialog box when the More button is clicked (refer to Figure 6-3). Clicking the Format button displays a pop-up menu of Word's primary formatting commands, as shown in Figure 6-5. Choosing any item from that list displays a corresponding dialog box, from which you can choose the formatting attributes to search for.

**Figure 6-5:**  
Various  
formatting  
options to  
search.



Suppose that you want to find a large *goose egg* in your document. Follow these steps:

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

Pressing Ctrl+F is the only sane way to do this step.

**2. Type goose egg in the Find What box.**

**3. If needed, click the More button to display the bottom part of the Find and Replace dialog box.**

**4. If the No Formatting button is available, then click it.**

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

**5. Click the Format button.**

**6. Choose Font from the pop-up list.**

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

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

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

**8. Click OK.**

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

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

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

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

- ✔ To find specific text attributes (bold or underline, for example), use the Find Font dialog box to choose those attributes.
- ✔ You can use this technique to look for specific occurrences of a font, such as Courier or Times New Roman, by selecting the font from the selection list. Scroll through the font menu to see what you can choose.
- ✔ You can also search for paragraph formatting, such as an indented paragraph, by choosing Paragraph rather than Font from the Format pop-up list in the Find and Replace dialog box.
- ✔ Yes, you can search for more than one formatting attribute at a time. Just keep choosing format options from the Format button.
- ✔ Word remembers your formatting options! The next time you want to search for plain text, you need to click the No Formatting button. Doing so removes the formatting options and allows you to search for text in any format. After you forget to do this a few times, you get really heated up that Word cannot find your text. Do not forget to click the No Formatting button to return Word to normal text-finding mode!



## Replacing What's Been Found

The true power behind the Find command is not only its ability to find text but also to replace that text with something else. Call it alchemy, but it works! The key is the Replace command. With it, you can turn lead into gold, change Peoria into Pocatello, or Lance Beauchamp, the multimillionaire playboy and international financier, into Paula Dowd, the renowned psychic and horticulturalist. Here's how you do that, and more:

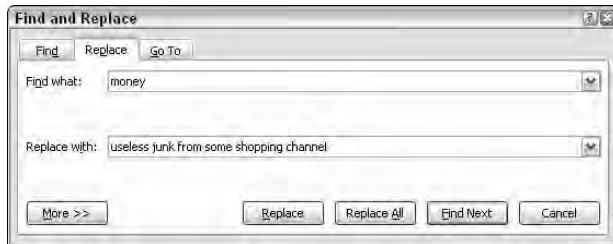


1. **On the Home tab, click the Replace command button, found in the Editing group on the far right side.**

When the Replace command button isn't visible in the Editing group (refer to Figure 6-1), click the Editing button, and then choose the Replace command button from the pop-up group of command buttons that appears.

Choosing the Replace command button displays the Find and Replace dialog box, as shown in Figure 6-6. This place should be familiar if you've been using the Find command. After all, finding stuff is the first part of using Find and Replace.

**Figure 6-6:**  
The Replace part of the Find and Replace dialog box.



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

This is the text you want to replace with something else. So, if you're finding Lance and replacing him with Paula, type **Lance**.

Press the Tab key when you're done typing.

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

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

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

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

**5. Click the Replace button.**

Word replaces the found text, highlighted on-screen, with the text typed in the Replace With box.

**6. Keep replacing.**

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

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

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

**8. Click the Close button.**

You're done!

- ✔ All the restrictions, options, and rules for the Find command also apply to finding and replacing text. Refer to the section "Text Happily Found," at the start of this chapter.
- ✔ The keyboard shortcut for the Replace command is Ctrl+H. Huh? Yeah, Ctrl+H. There's no way to remember it, other than if you look at the computer keyboard, you see that the F, G and H keys appear next to each other, and Ctrl+F, Ctrl+G, and Ctrl+H all summon the same dialog box. Coincidence? Honestly!
- ✔ The Replace command's dialog box also sports a More button, which can be used exactly as the More button for the Find command. See the section "The Super Find command," earlier in this chapter.
- ✔ Word may find your text in the middle of another word, such as *use* in *causes*. Oops! Click the More button and select the Find Whole Words Only option to prevent such a thing from happening.
- ✔ If you don't type anything in the Replace With box, Word replaces your text with *nothing!* It's wanton destruction!
- ✔ Speaking of wanton destruction, the Undo command restores your document to its preceding condition if you foul up the Replace operation. See Chapter 5 for more information.





## *The miracle of the Replace All button*

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

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

## *Finding and replacing formatting*



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

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

- 1. Press Ctrl+H to summon the Find and Replace dialog box.**
- 2. Click the More button, if necessary, to display the full dialog box.**
- 3. Click to select any text in the Find What box, and then delete that text by pressing the Backspace key.**
- 4. Click the Format button and choose Font from the pop-up menu that appears.**

The Find Font dialog box appears.

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

Back in the Find and Replace dialog box, the text `Format: Underline` should appear before the Find What box.

7. Click to select any text in the Replace With box and press Backspace to delete that text.
8. Choose Font from the Format button's pop-up list.
9. In the Find Font dialog box, choose Italic from the Font Style list.
10. Click OK to close the Find Font dialog box.

Below the Replace With box, it should say `Format: Font: Italic`.

11. Click the Replace All button.

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

12. Click OK when the find-and-replace is done.

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

- ✓ To replace one format with another, such as underline with italic, be sure to leave the Find What and Replace With text boxes empty. That way, only the text formatting is replaced.
- ✓ An easier way to update formatting in a document is to use and apply *styles*. Refer to Chapter 16 for details.
- ✓ Don't forget about the No Formatting button! You need to click it if you want to change the formats or replace text without paying attention to formats.





## Chapter 7

# Text Blocks, Stumbling Blocks, Writer's Blocks

---

### *In This Chapter*

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

**W**riting involves blocks. This began with the ancient Egyptians, who perfected writing on blocks, quite literally. Entire epochs were presented on a wall of stone. When the ancient Egyptian editor arrived, she would point out problems in the wall, so the writer would have to replace some blocks of text or move other blocks around. And if the writer hesitated, the editor would hit him over the head with what would then become the *writer's block*. It was quite an ingenious system.

As writing moved to paper, working with blocks became obtuse. Thanks to the invention of scissors and rubber cement, it was possible to cut and paste blocks of text, but the result was sloppy. Often the writer would play with the rubber cement, rolling it into tiny balls to flick at the back of the editor's head when she wasn't looking. The system was quite awkward.

Only with the dawn of the word processor has working with blocks returned to its Stone Age glory. Word lets you rope off any random chunk of text — a word, sentence, paragraph, or more — and mark that chunk as a block. You can then do amazing things with that block of text, things that are covered in this chapter. Yes, it's time once again to play with blocks.

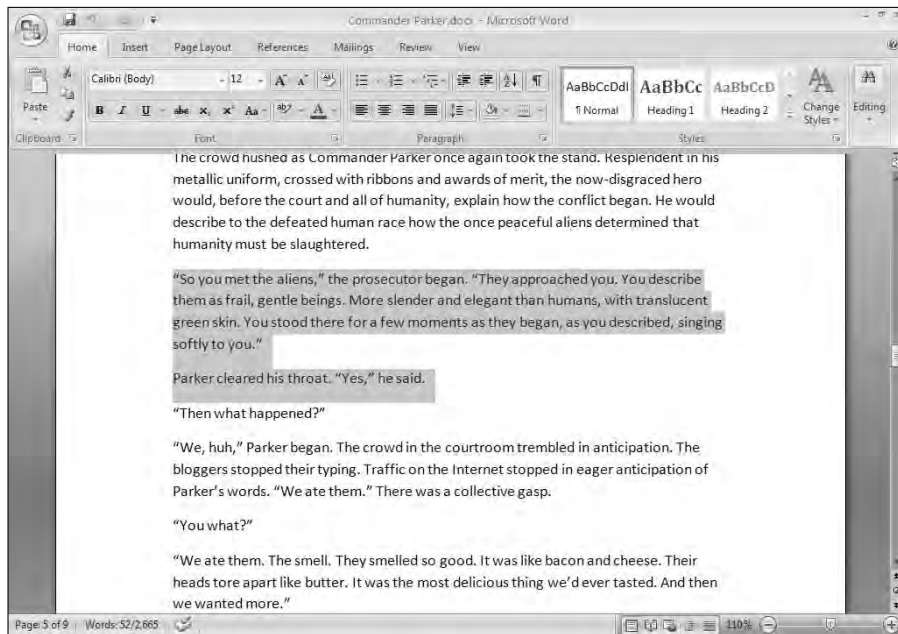
## What Is a Block of Text?

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

You create a block by selecting text. *Selecting* is done by using the keyboard, the mouse, or various other text-selection techniques covered in this chapter.

On the screen, the block appears highlighted, as shown in Figure 7-1.

By marking off text as a block, you can perform certain actions, or use various Word commands, that affect only the text in that block. Or, you can copy or move the block of text. It's all covered later in this chapter as well as in other places throughout this book. Indeed, blocks are handy things to use in a word processor.



**Figure 7-1:**  
A block of  
text is  
selected.



- ✓ A block of text in Word includes all the letters and characters *and* the text formatting.
- ✓ Graphics and other nontext elements can also be selected as a block. In fact, you can select graphics along with text in the same block.
- ✓ When the status bar is displaying a word count, the number of words selected in the block of text is displayed, next to the total number of words in the document. (Refer to Figure 7-1.)
- ✓ When the Find command locates text, that text is selected as a block. Refer to Chapter 6 for more information on the Find command.
- ✓ Selecting text also means selecting characters such as tabs and the Enter key press that marks the end of a paragraph. Fortunately, Word shows the Enter “character” as an extra blank space at the end of a paragraph. When you select that blank, you select the whole paragraph as a paragraph. To avoid selecting the Enter character, don’t select the blank space at the end of a paragraph.

## Marking a Chunk of Text As a Block

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

### Using the keyboard to select text

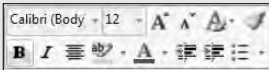
The secret to using the keyboard to select text is the Shift key. By holding down the Shift key, you can use the standard keyboard commands that move the insertion pointer to select blocks of text. Table 7-1 has some suggestions for you.

<b>Table 7-1</b>		<b>Shifty Selection Wizardry</b>	
<i>To Do This</i>		<i>Press This</i>	
Select a character at a time to the right of the insertion pointer		Shift+→	_
Select a character at a time to the left of the insertion pointer		Shift+←	
Select a block of text from the insertion pointer to the end of the line		Shift+End	
Select a block of text from the insertion pointer to the beginning of the line		Shift+Home	
Select a block of text from the insertion pointer to a line above		Shift+↑	
Select a block of text from the insertion pointer to a line below		Shift+↓	



## Out, damn Mini Toolbar!

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



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

1. Choose the **Word Options** command from the **Office Button** menu.
2. Choose **Popular** from the list on the left side of the **Word Options** window.
3. Remove the check mark by the item **Show Mini Toolbar on Selection**.
4. Click **OK**.

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

You can use any keyboard cursor-movement command (they're listed in Chapter 4), but I recommend using this Shift key method for selecting only small chunks of text. Otherwise, you may end up tying your fingers into knots!



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

## Marking a block with the mouse

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

### *Dragging over text to select it*

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

1. **Point the mouse at the start of the text block.**
2. **Drag the mouse over the text you want to select.**  
As you drag, text becomes highlighted, or selected. (Refer to Figure 7-1.)
3. **Release the mouse — stop the dragging — to mark the end of the block.**

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



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

### *Selecting text by clicking the mouse*

A speedy way to select specific sizes of chunks of text is to match the power of the mouse with the dexterity of your index finger. Table 7-2 explains some clicking-and-selecting techniques worth noting.

**Table 7-2** **Mouse Selection Arcana**

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



### *The old poke-and-point method of selecting*

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

- 1. Click the mouse to set the insertion pointer where you want the block to start — the anchor point.**
- 2. Scroll through your document using the scroll bar.**  
You must use the scroll bar to scroll through your document. If you use the cursor-movement keys, you reposition the insertion pointer, which isn't what you want.
- 3. To mark the end of the block, press and hold the Shift key and click the mouse where you want the block to end.**

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



## Using the F8 key to mark a block

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

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

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

**1. Position the insertion pointer at the start of the block of text.**

**2. Press the F8 key.**

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

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

The cursor-navigation keys are discussed in Chapter 4.

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

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

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

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

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

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

✔ You can use the mouse and the F8 key to get really fancy. Position the cursor at either end of the block you want to mark, and press the F8 key. Then position the mouse cursor at the other end of the block and press the left mouse button. Everything from there to there is marked.





- ✓ After pressing the F8 key, you can use the Find command to locate a specific bit of text. Word marks all text between the spot where F8 was pressed (the anchor) and the text that the Find command locates.
- ✓ Pressing the F8 key twice selects the current word (the one the insertion pointer is blinking inside of).
- ✓ Pressing the F8 key thrice (three times) selects the current sentence.
- ✓ Pressing the F8 key four times selects the current paragraph as a block of text.
- ✓ Pressing the F8 key five times selects the entire document, from top to bottom.
- ✓ No matter how many times you press F8, be aware that it always drops anchor. So, pressing F8 once or five times means that you're still in extended selection mode. Do something with the block or press Esc to cancel that mode.

## *Blocking the whole dang-doodle document*

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

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



### **Would you rather select text by letter or by word?**

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

1. Choose **Word Options** from the **Office Button** menu.
2. Choose **Advanced** from the list on the left side of the **Applications Settings** window.
3. In the **Editing Options** section (on the right), remove the check mark by the item labeled **When Selecting Automatically Select Entire Word**.
4. Click **OK**.

## Deselecting a Block

Word treats all text marked in a block the same, by applying the same formatting commands to that text, moving the text, searching within the block, and so on. But when you mark a block of text and change your mind, you must unmark, or deselect, the text. Here are a few handy ways to do that:

- ✓ **Move the insertion pointer.** It doesn't matter how you move the insertion pointer, with the keyboard or with the mouse — doing so unhighlights the block. Note that this trick does not exit the F8 key's extended selection mode.
- ✓ **Press the Esc key and then the ← key.** This method works to end extended selection mode.
- ✓ **Shift+F5.** The Shift+F5 key is the Go Back command (see Chapter 4), but it also deselects a block of text *and* returns you to the text you were editing before making the selection.

## You've Marked the Block — Now What?

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

The primary thing you can do with blocks of text is to copy or move them. Like using search and replace, rearranging your text with blocks is one of the true blessings of a word processor. Call it a typewriter-killing feature.

The subject of copying, moving, and duplicating blocks of text is covered in this section. If you're used to copying, cutting, and pasting in Windows, doing the same with blocks in Word will be easy for you. Beyond that, you can do the following things with a block of text in Word:

- ✓ Delete the block with the Delete or Backspace keys. (See Chapter 5 for more information on deleting text.)
- ✓ Use the Search command, or Search and Replace, exclusively within the block of text. See Chapter 6.
- ✓ Proof the block, by reviewing your spelling and grammar goofs, as covered in Chapter 8.
- ✓ Print the block. (See Chapter 10.)
- ✓ Format the block. The various formatting commands are covered in Part III of this book.



The command you use affects only the text within that block.

## Copying a block

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

### 1. Mark the block.

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



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

There's no visual clue that the text has been copied; it remains selected.

### 3. Move the insertion pointer to the position where you want to copy the block.

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



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

The block appears. (See the later section "Options for pasting text" to find out what to do about the wee li'l clipboard icon that appears by the pasted text.)

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



- ✓ The shortcut key for copying in Word (and Windows) is Ctrl+C.
- ✓ The shortcut key for pasting is Ctrl+V.
- ✓ After you copy a block, you can paste it into your document a second time. That's because whenever a block of text is cut or copied, Word remembers it. You can yank that block into your document again at any time — sort of like pasting text again after it has already been pasted in. You use Ctrl+V, the Paste shortcut. Pasting text again simply pastes down a second copy of the block, spit-spot (as Mary Poppins would say).
- ✓ You can paste the block into another document you're working on, or even into another application. (This is a Windows trick, which most good books on Windows discuss.)
- ✓ Refer to the section "The Miracle of Collect-and-Paste," near the end of this chapter, for more copy and paste choices.

## Moving a block



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

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



- ✓ The keyboard shortcut for the Cut command is Ctrl+X.
- ✓ Don't panic! If you screw up, remember that the Ctrl+Z Undo shortcut undoes a block move.

## Options for pasting text



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

Using the Paste Options icon is utterly optional. In fact, you can continue typing or working in Word, and the icon bows out, fading away like some neb-bish who boldly asked a power blonde to go out with him and she utterly failed to recognize his existence. Like that. Meanwhile, to use the Paste Options icon to adjust pasted text formatting in Word, comply with these steps:

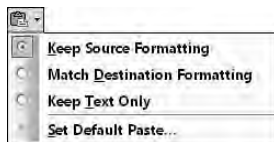
### 1. Point the mouse at the Paste Options icon.

The icon turns into a "button," with a downward-pointing triangle on one end. If you've been using Windows for any length of time, you'll recognize this as a drop-down menu gizmo.

### 2. Click the downward-pointing triangle.

A menu appears, from which you can select various formatting options (see Figure 7-2).

**Figure 7-2:**  
Various  
Paste  
command  
formatting  
options.



Here's a quick summary of the options available:

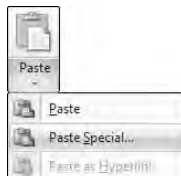
- ✓ **Keep Source Formatting:** The formatting is fine; don't do a thing.
- ✓ **Match Destination Formatting:** Reformat the pasted block so that it looks like the text it's being pasted into.
- ✓ **Keep Text Only:** Just paste in the text — no formatting.
- ✓ **Set Default Paste:** Opens the Word Options dialog box where you can, in the Cut, Copy and Paste section, permanently set various pasting options in Word.

Choose an option to match the formatting you want.

## *Special pasting*

Pasting is simple, although trying to figure how the V in Ctrl+V means “paste” can boggle the mind. Regardless, when you know the format of the thing you're pasting or you need to use a specific format, you can employ the Paste Special command: Click the bottom of the Paste button to display a menu, shown in Figure 7-3, and choose Paste Special from the list. The Paste Special dialog box appears.

**Figure 7-3:**  
Using the  
Paste  
Special  
command.



The Paste Special dialog box lists options for pasting text, graphics, or whatever was last copied or cut; the number of options depends on what's waiting to be pasted. For example, you can copy a chunk of an Excel spreadsheet and paste it into your Word document as a spreadsheet, table, picture, text, or what-have-you.

I often use Paste Special to paste in text from a Web page but without all the HTML-blah-blah formatting. I choose the Unformatted Text option from the Paste Special dialog box and click OK, and the text is pasted into Word as plain text and not as some Web object doodad.

## *Copying or moving a block with the mouse*

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



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



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



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

## *Copying and moving with the F2 key*

Another way to move or copy a block is to press the F2 key after the block is selected. As long as you can remember the F2 key, moving or copying a block by using this technique can be very handy, as explained here:

**1. Select a block of text.**

**2. Press the F2 key.**

Notice how the status bar says “Move to where?”

**3. Move the insertion pointer to where you want to paste.**

Use the cursor keys or scroll with the mouse. Wherever you move the insertion pointer is where the text is pasted.

**4. Press Enter to paste the text.**

And the block is moved.

To copy rather than move a block, press Shift+F2 in Step 2. The status bar says “Copy to where?”

## *The Miracle of Collect-and-Paste*

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

In Word, however, the Clipboard can hold more than one thing at time. This allows you to copy, copy, copy, and then use a special Clipboard view pane to selectively paste text back into your document. They call it “collect and paste,” and I firmly believe that this is a handy and welcome feature — but one that also takes a bit of explaining.

## *Looking at the Clipboard*

Word lets you see the contents of the Clipboard, to view the last several items that have been cut or copied and, optionally, paste those items back into your document.



To view the Clipboard task pane (its official name), click the *thing* in the lower-right corner of the Clipboard group on the Home tab, right next to the word *Clipboard*. The Clipboard task pane then appears in the writing part of Word's window, perhaps looking similar to what's shown in Figure 7-4.



**Figure 7-4:**  
The  
Clipboard  
task pane.

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

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

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

## *Pasting from the Clipboard task pane*

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

After pasting, the Paste Options icon appears next to the pasted text. Refer to the section “Options for pasting text,” earlier in this chapter, to find out what do to with that thing.



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

## *Cleansing the Clipboard task pane*

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

To whack all the items on the Clipboard, click the Clear All button at the top of the Clipboard task pane. I do this if I plan on collecting several items to be pasted at once elsewhere. For example, I click Clear All and then go out and copy, copy, copy. Then I move the insertion pointer to where I want everything pasted and click the Paste All button — and I'm done.



Note that you cannot undo any clearing or deleting that's done in the Clipboard task pane. Be careful!



## Chapter 8

# Proofing Your Document (Spelling and Grammar)

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### *In This Chapter*

- ▶ Understanding document proofing
  - ▶ Dealing with typos and spelling errors
  - ▶ Adding or ignoring unknown words
  - ▶ Correcting words automatically
  - ▶ Fixing grammatical boo-boos
  - ▶ Reviewing your document quickly
  - ▶ Finding synonyms with the thesaurus
  - ▶ Using the reference tools
  - ▶ Counting your words
- 

*I don't give a damn for a man that can only spell a word one way.*

— Mark Twain

**I** turn to no greater source on the subject of spelling and grammar than my favorite American author, Mark Twain. His thoughts on the topic are abundant.

Twain once described spelling in the English language as “drunken.” Specifically, Twain blamed the alphabet. Me? I peg the problem on vowels, but I mostly blame all the foreign words in English. Come to think of it, about 60 percent of English is composed of foreign words. Just pluck them out and the language would be perfect! But I digress.

This chapter covers Word's amazing proofing tools. These include the spell checker, the grammar-checking thing, plus other amazing tools and features to help you get just the right word, use it, and spell it correctly.

## *Hun Dewing Yore Mist Aches*



As the title of this section suggests, it may very well be true that Word's document proofing tools know an impressive number of words and have mastered countless grammatical rules, and they may do their darndest to recognize *context*, but they still often fail. So, just because it appears that your document contains no errors doesn't mean that everything is perfect. There's no better way to proof a document than to read it with human eyes. (My editor enthusiastically agrees!)

## *Check Your Spelling*

Word's built-in spell checker works the second you start typing. Like a hungry leopard, the spell checker is ready to pounce on its unsuspecting prey, the misspelled word or typo!

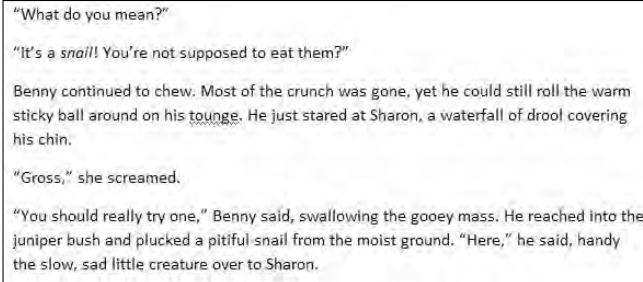
Spelling is corrected in two ways in Word. The most obvious way is that an unrecognized word is underlined with a red zigzag. More subtly, the offending word is corrected for you automatically. That feature, AutoCorrect, is covered later in this chapter.

### *The red zigzag of shame*

Word has an internal library consisting of tens of thousands of words, all spelled correctly. When you type a word that doesn't exist in the library (yeah, looking up words is one thing the computer can do quickly), the word that's typed is marked as suspect. It appears underlined with a red zigzag, as shown in Figure 8-1. What to do, what to do?

My advice: Keep typing. Don't let the "red zigzag of a failed elementary education" perturb you. It's more important to get your thoughts up on the screen than to stop and fuss over inevitable typos.

**Figure 8-1:**  
The word *tounge* is flagged as misspelled.



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

**1. Locate the misspelled word.**

Look for the red zigzag underline.

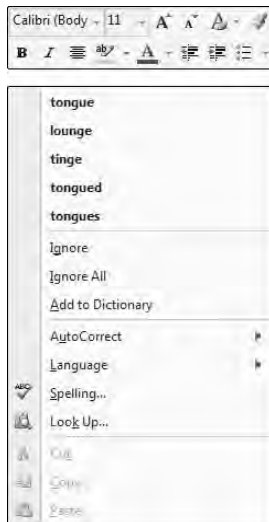
**2. Right-click the misspelled word.**

Up pops a shortcut menu and the Mini Toolbar, similar to what’s shown in Figure 8-2.

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

In Figure 8-2, the word *tongue* fits the bill. Click that word and it’s automatically inserted into your document, to replace the spurious word.

**Figure 8-2:**  
Choose the properly spelled word from the list.



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



- ✓ The Mini Toolbar, shown at the top of the menu in Figure 8-2, is used for quick formatting. It's the same Mini Toolbar that appears when you select text (see Chapter 7); it also appears whenever you right-click text, as is done with a spell-check correction.
- ✓ Word turns off automatic proofing when your document grows over a specific size. For example, on my computer, when the document is more than 100 pages long, automatic spell checking is disabled. A warning appears to alert you when this happens. Note that you can still manually spell-check, which is covered in the section "Proofing Your Entire Document at Once," later in this chapter.

## *What to do when the spell checker stupidly assumes that a word is misspelled but in fact it isn't*

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

When a word is flagged as incorrectly spelled or as a typo, you can use two commands, both of which are found on the pop-up menu when you right-click the word (refer to Figure 8-2). The commands are Ignore All and Add to Dictionary.

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

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

**Add to Dictionary:** This command adds words to the list that Word refers to so that the word becomes part of the internal Spelled Correctly library.

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



✓ If the word looks correct but is red-wiggly-underlined anyway, it could be a repeated word. Those are flagged as misspelled by Word, so you can either choose to delete the repeated word or just ignore it.

✓ Word ignores certain types of words. For example, words with numbers in them or words written in all capitals, which are usually abbreviations. For example, Pic6 is ignored because it has a 6 in it. The word NYEP is ignored because it's in all caps.



✓ You can adjust how spell-checking works, especially if you feel that it's being too picky. See the section "Customizing Proofing Options," later in this chapter.

## *Undoing an Ignore All command*

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

- 1. Click the Word Options button on the Office Button menu.**

The Word Options window appears.

- 2. Choose Proofing on the left side of the window.**

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

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

- 4. Click the Yes button.**

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

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





## The 25 most frequently misspelled words

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

Note that following these steps causes all ignored words, as well as grammatical errors you've chosen to ignore, to become visible once again. There's no way to undo this command.



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

## *Un-adding words to the dictionary*

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

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

1. **Click the Word Options button in the Office Button menu.**

The Word Options window shows up.

2. **From the left side of the window, choose Proofing.**

3. **Click the button labeled Custom Dictionaries.**

The Custom Dictionaries dialog box appears.

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

It's probably the only item in the list.

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

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

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

The word is selected by clicking it once.

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

Close any other open windows.

## *Instant Text-Fixin' with AutoCorrect*

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

### *AutoCorrect in action*

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

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

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

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

## Do your own AutoCorrect entries

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

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

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

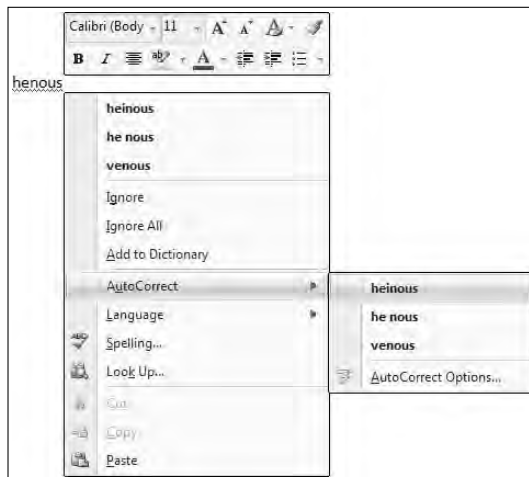
- 2. Click the AutoCorrect item.**

Up pops a submenu containing various corrections, as shown in Figure 8-3.

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

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

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

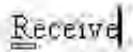


**Figure 8-3:**  
Auto  
Correcting a  
word.



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

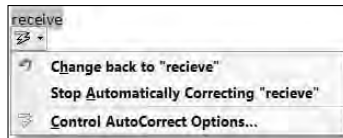
## Undoing an AutoCorrect correction



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

Point the mouse at the rectangle to see the AutoCorrect Options icon. Clicking the downward-pointing arrow on the icon displays some choices, as shown in Figure 8-4 and explained here:

**Figure 8-4:**  
Adjusting  
an Auto  
Correction.



- ✓ **Change Back to “whatever”:** Choose this option to undo the AutoCorrection.
- ✓ **Stop Automatically Correcting “whatever”:** Choose this option to remove the word from the AutoCorrect library so that it's not corrected automatically again. (But it may still be flagged as incorrect by the spell checker.)
- ✓ **Control AutoCorrect Options:** This item displays the AutoCorrect dialog box, which is used to customize various AutoCorrect settings and edit or create new entries in the AutoCorrect library. Refer to the section “Customizing Proofing Options,” later in this chapter.



You don't have to go with the AutoCorrection. If you don't like the change, press Ctrl+Z to undo or use Backspace to fix the AutoCorrect option. Clicking the blue rectangle is optional.

## Grammar Be Good

If spelling is drunken, grammar is a hallucination. Oh, I could rant on this for hours. Suffice it to say, no matter what the grammarians think, English is not Latin. It can't be. Latin usually has one, very proper way to say something. English has many ways and many words with which to express the same thought. That's why English is so poetic. That's why so-called English grammar has so many exceptions that it's silly to make any rules.

Regardless of what I think, Word does come with a grammar checker, and it does, at times, underline suspicious words or phrases with an angry green zigzag. It's your clue that you've somehow offended Word's sense of grammatical justice.

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



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

## Proofing Your Entire Document at Once

Before the days of on-the-fly spell checking, you proofed your document by entering a special spell-check mode. In spell-check mode, the computer would read your document, from top to bottom, and alert you to any goofy words it found. You can still use this type of proofing, which some folks find easier to handle and less disruptive than automatic spell checking. Here's how it's done:

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

The Spelling and Grammar dialog box appears, as shown in Figure 8-5. It displays a chunk of your document at a time, with each chunk containing a spelling or grammar error.

**Figure 8-5:**  
Proofing a  
document  
one mistake  
at a time.



Here's what you can do:

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

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

You may find it even easier to do an all-at-once proof if you turn off automatic spell- and grammar-checking. See the following section to find out how this can be done.



- ✔ Don't forget that Undo button! Often times, you can enter a trance while you're document proofing. Undo helps you go back and change something you may not have paid attention to.
- ✔ One of the easiest ways to breeze through a document and check your spelling is to click the Spell icon on the status bar. As you click, you're taken to the next spelling (or grammatical) error, with a handy pop-up window showing up to help you fix your boo-boos.

## Customizing Proofing Options

All document proofing options and settings are kept in one place, in the Application Settings window. Here's how to get there:

**1. Click the Word Options button on the Office Button menu.**

The Word Options dialog box appears.

**2. Choose Proofing on the left side of the window.**

The right side of the window contains options and settings for document proofing.

Various options are turned on or off by adding or removing check marks; for example:

- ✔ To direct Word not to spell-check a Web page address, put a check mark by the item labeled Ignore Internet and File Addresses.
- ✔ To turn off on-the-fly spell checking, remove the check mark by the item Check Spelling As You Type.
- ✔ To disable the grammar checking, remove the check mark by the item Check Grammar As You Type.
- ✔ Click the Settings button by the Writing Style drop-down list to customize and hone the grammatical transgressions that Word marks. (I typically disable the Fragments warning because Word is often wrong when flagging fragments.)

Here are some other proofing things you can do:

- ✔ You can click the AutoCorrect Options button to display the AutoCorrect dialog box. Use that dialog box to modify AutoCorrect's settings, add new entries, delete bad AutoCorrect decisions, or edit existing entries.
- Click OK to dismiss the Application Settings window.

## Improving Your Word Power

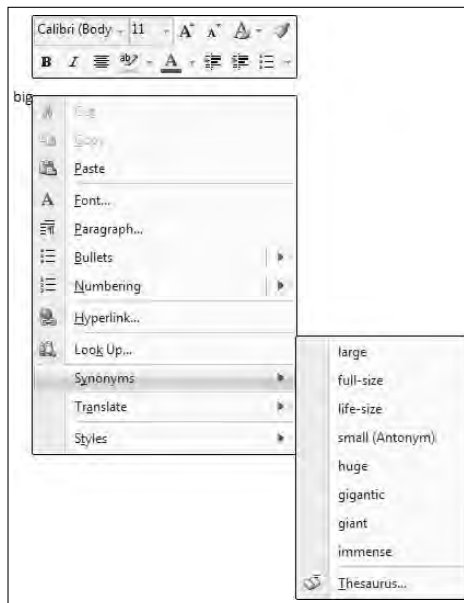
Spelling and grammar are important, but beyond the basics, you want to ensure that you use the best word. For example, is it *right*, or is it *correct*? Is something *hard*, or is something *difficult*? It all depends on the context, of course, as well as on your knowledge of the English language, your writing experience, and your ability to cheat by using some handy tools: the Thesaurus, the Translator, and the Research features in Word.

## *A thesaurus is not a colossal prehistoric beast*

When two words share the same meaning, they're said to be *synonyms*; for example, *big* and *large*. Synonyms are helpful in that they allow you to find better, more descriptive words and especially to avoid using the same tired old words over and over. Obviously, knowing synonyms is a handy thing for any writer. When you don't know a lot of them, you can use a handy, nay, practical tool called a thesaurus to help you.



To find the synonym of any word, right-click that word in your document. From the pop-up menu, choose the Synonyms submenu to see a list of words with a similar meaning (see Figure 8-6).



**Figure 8-6:**  
Synonyms  
for *big*.

The Synonyms submenu displays a list of a dozen or so synonyms for *big*, plus one antonym (a word with the opposite meaning), as shown in Figure 8-6. To replace the word in the document with a synonym, just choose it from the submenu.

Not all words have synonyms. If so, the Synonyms submenu displays (No Suggestions). Oh, well.





At one time, there were synonyms for all words in the Word thesaurus. Around half a dozen years ago, though, the censorship police took over and hundreds of politically incorrect words were secreted away from Word's Thesaurus list. For example, try looking up the synonyms for *idiot*. Some synonyms list only one aspect of the word, such as the synonyms for *dummy* deal with only mannequins and not “dumb” things. And why are there synonyms for every color except black? Silly Microsoft.

## The Research task pane

A better way to play with words, as opposed to just right-clicking and looking up a synonym, is to use the Research view pane in Word. Summon it with these commands:

1. **Click the Review tab.**
2. **In the Proofing group, click the Research button.**



The Research task pane appears in the document part of the window, as shown in Figure 8-7. The selected word appears at the top.

3. **Click the green Start Searching button — the one with the rightward-pointing arrow.**

Word uses vast resources to look up oodles of factual tidbits about the word in question. The results are displayed in the list, as shown in Figure 8-7, where Microsoft's online Encarta dictionary has some definitions for the word *blue*.

4. **Narrow the search by selecting Thesaurus English (U.S.) from the drop-down list.**

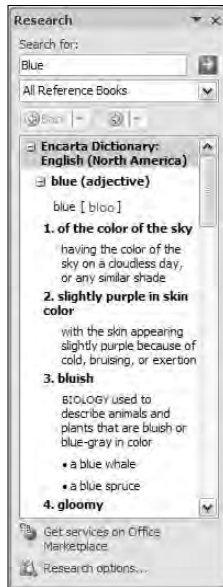
The list of synonyms shown in the Research task pane is far more thorough than what you see when you right-click a word and choose the Synonym sub-menu.

5. **To choose a replacement word, point the mouse at the word and choose the Insert command from the menu that appears.**

Or, if the word intrigues you, choose Look Up from the drop-down menu to see more variations.

6. **Close the Research task pane by clicking the X in its upper-right corner.**

Or, you can click the Research button again on the Ribbon.



**Figure 8-7:**  
Looking up  
synonyms  
in the  
Research  
task pane.

Be sure to check out other options in the drop-down list, such as foreign translations as well as other various and rich sources for finding that right word.

Sadly, this feature is made less handy because it really requires full-time, broadband Internet access to work best. Also, don't be too disappointed with the translation features: My copy of Word came with only French and Spanish translations. Funny, but I can't seem to find the often-ridiculed but necessary Klingon translator.

## *Making Every Word Count*

You pay the butcher by the pound. The dairyman is paid by the gallon. Salesmen are paid by a percentage of the sale. Writers? They're paid by the word.

If you're lucky enough to be paid for your writing, you know the "word count" quite well. Magazine editors demand articles based on word length. "I need 350 hilarious words on Grandma sending her first e-mail," an editor once told me. And, novel writers typically boast of how many words are in their latest efforts. "My next book is 350,000 words," they say in a stuffy, nasal voice. How do they know how many words there are?

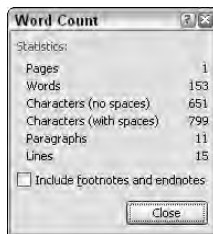
The best way to see how many words dwell in your document is to view the status bar. The word count appears after the label Words, and it's updated as you type.



When the status bar word count isn't enough for you or it isn't visible, you can click the Review tab and then, from the Proofing group, click the Word Count button. A detailed Word Count dialog box, similar to the one shown in Figure 8-8, appears.

Click the Close button to banish the Word Count dialog box.

**Figure 8-8:**  
Pulling a  
word count.



## Chapter 9

# Documents and Files

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### *In This Chapter*

- ▶ Understanding files
  - ▶ Creating a new document
  - ▶ Using templates
  - ▶ Saving your stuff to disk
  - ▶ Using the proper filename
  - ▶ Opening a document already saved to disk
  - ▶ Inserting one document inside another
- 

**D**ocuments created by a word processor are just like documents you create with a typewriter or by scribbling on a piece of paper, although with a word processor your text is better formatted and bolstered by all the fancy things you can do with a computer. Still, the greatest difference between a computer document and a real document is that a computer document is stored inside the computer; it doesn't exist in the real world until it's printed on paper.

This chapter covers how Word deals with documents and how those documents are stored in the computer. Knowing how documents are stored is very important! You want to make Save the command you use most often. Knowing how to save and when to save and how the Open command works are your keys to becoming a happy, productive word processing human.

## *All About Files*

To understand documents, you must first recognize the importance of *files*. This concept is vital to grasp if you ever want your computer experience to be a pleasant one and not a nightmare.

Your computer stores all sorts of information. In addition to word processing documents, the computer can store graphical images, music, and video as well as programs, games, and all sorts of other stuff. Those items are all kept inside the PC and are digitally encoded on the computer's hard drive. The digital information is organized, so unlike you and that drawer in your kitchen filled with all sorts of random items (scissors, candles, plastic spoons, and playing cards), the computer can easily find stuff when you need it.

Information on a computer's hard drive exists as *files*. Each file contains information, just as mason jars may contain fruits and jellies. The information the file contains is electronic, so one file may be an image, another file may contain music, another may be a video, and so on.



In Windows, a file appears as an icon. Each type of file has its own, unique icon, which is used in Windows to help identify the file's contents. The same holds true with Word, which uses a specific icon to identify its documents, as shown in the margin.



What's important to remember is that after a Word document is saved to disk, it exists as a file. Documents are their own thing, separate from Word, the program that creates the documents.

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

For more information on understanding files as well as hard drives and other basic computer concepts, I highly recommend reading my book *PCs For Dummies*, published by Wiley. The more you know about your computer, the happier you are as a computer user.

## *Making a New Document*

Where did that document come from? I mean, you didn't just pluck it from thin air?

Well, actually, you probably did! The content of a document comes from your brain, transmitted through your neck, shoulders, and arms, and then it appears on the screen, thanks to your fingers fluttering over the computer keyboard. That blank space you write upon? It did come from thin air — or, rather, from thin electrons.

The computer equivalent of a blank sheet of paper comes into being in several ways. That blank sheet of, well, *electrons* is the root of each document you create in Word; all Word documents started out as described in this section. Before pressing on, consider these general Word document tidbits:



- ✓ Documents in Word aren't limited to any size other than the largest file size allowed by your computer operating system. I believe that's something like 4,096MB under Windows, which may be wrong, but, still, that's a terribly huge file. Put into perspective, all the works of William Shakespeare can fit into a Word document that's only 5MB.
- ✓ Size-wise, the typical word processing document is maybe 50K. Compare that with 1,000K for the typical digital camera snapshot or 4,000K for a typical MP3 (music) file, and you can see that word processing documents consume relatively little disk space.
- ✓ K? MB? GB? Bytes? Read my book *PCs For Dummies* (Wiley) for instant computer headache relief.
- ✓ For speed's sake, I recommend keeping your documents small. If you're writing a proposal, putting the whole thing in one document is fine. If you're writing a novel, make each chapter its own document. If you're writing the U.S. tax code, *please stop!*
- ✓ Writing long documents — say, over 100 pages — is fine, but when the document size gets that large, Word begins to turn off features. For example, automatic spell checking, image previews, and other “fun” features may be suppressed in longer documents.

## *Quick! A blank sheet of paper!*

Faster than newspaper reporter Clark Kent can whip out a sheet of paper and roll it into his typewriter, you, mild-mannered reader, can summon a new, blank document in Word. It's cinchy, and no amount of kryptonite can thwart you:

- 1. Choose the New command from the Office Button menu.**

The New Document window appears, listing every dang-doodle option known to Word (at least on this planet) for creating a new document.

- 2. Ensure that Blank Document is preselected for you in the Blank and Recent area.**

- 3. Click the Create button.**

Instantly, the blank document appears, ready for typing!

Crack your knuckles and get to work!



- ✔ A faster way to start a new document? Glad you asked: Press Ctrl+N on the keyboard. That's the shortcut key for New Document. Poof! Instantly, you're off and writing even faster than before.
- ✔ You don't have to quit Word when you just want to start working on a new document.

## Using a template

New, blank documents are fine for creating something from scratch. When you want to save time, though, you can create a new document based on a template rather than start afresh every time.

A *template* is a special type of document that contains preset information and formatting. For example, a template can define a set of styles for use in formatting the text. The template can include the company letterhead and logo. I use a template whenever I write plays or movie scripts, send faxes, or send invoices. A template can even contain *boilerplate* text — a complete document where you merely fill in the blanks.

Using a template is as easy as starting a new document. No matter which template you use, start by choosing the New command from the Office Button menu. The New Document window appears and provides you with access to templates in a variety of ways:

- ✔ To reuse any template you've recently used, click to select that template from the Recently Used Templates part of the window. Click the Create button to start a new document based on that template.
- ✔ To see all templates you've created, choose the My Templates item. This action closes the New Document window and opens the New window, which lists all your own templates. Click to select one, and then click the OK button to start a new document based on that template.
- ✔ You can peruse the vast treasure trove of templates stored online for Microsoft Office. To do so, choose a category from the list under Microsoft Office Online in the New Document window. A list of templates is then fetched from the Internet and displayed in the window. Choose a template that pleases you, and then click the Download button to start a new document based on that template.

As you use Word, you'll doubtless create your own set of templates, especially when you find yourself re-creating the same type of document over and over. Creating your own templates is easy; refer to Chapter 17.

Things to remember:

- ✔ Opening a document with a template doesn't change the template; your new document is merely using the template's styles and any text it already has.
- ✔ Refer to Chapter 17 for more information on templates.
- ✔ Refer to Part III of this book for general information on styles in a document.
- ✔ One option in the New Document dialog box is named New from Existing. Using this option is like using the Open command, although the document you open remains unchanged on disk. The document's contents are placed into a new document for you to edit.
- ✔ Some Word templates can also be used to create a Web page or e-mail message. Honestly, Word makes a lousy Web page editor and an even worse e-mail program. If you want to make Web pages, get a Web page editor. For sending e-mail, use an e-mail program, not a word processor.



## *Saving a Document*

The most important thing you can do to a document is *save it*. Create a permanent copy of what you see on-screen by saving that document as a file on disk. That way, you can use the document again, keep a copy for business reasons, copy the file to a CD-R, e-mail the document, or just keep the thing for sentimental reasons. And all that requires saving!

### *Saving a new document to disk the first time*

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

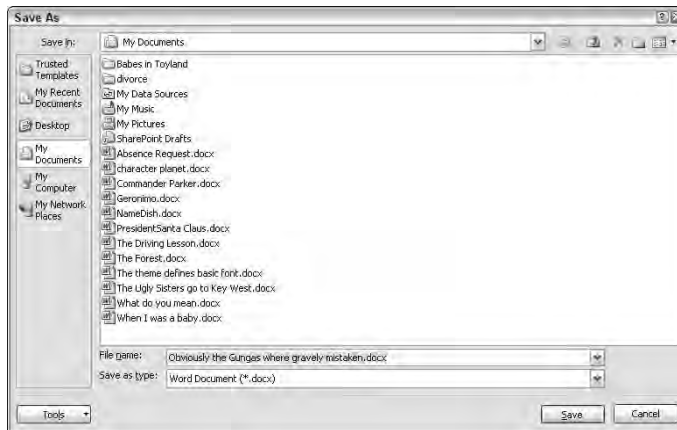


To save a document that hasn't already been saved to disk, follow these steps:

**1. Choose the Save As command from the Office Button menu.**

Just click the Save As item on the menu — not the right-pointing arrow, which lists some interesting but confusing options. Choosing the Save As button displays the Save As dialog box.

The Save As dialog box appears differently, depending on whether you're using Windows Vista or Windows XP. The Windows XP version is shown in Figure 9-1.



**Figure 9-1:**  
The Save As  
dialog box.

**2. Type a name for your document in the File Name box.**

Word automatically selects the first line or first several words of your document as a filename and puts it in the Save dialog box. If that's okay, you can move on to Step 3. Otherwise, type a name in the File name box. Refer to the later sidebar “Complicated — but important — information about filenames” for file-naming rules.

**3. Optionally, choose a location for your file.**

Word selects the Documents or My Documents folder as the location for any document you save. This is fine for a while, but eventually you'll want to organize your documents by saving them in their own, unique folders.

You can use the various gizmos in the Save As dialog box to choose another folder for your document. This is really a Windows thing; the Save As dialog box is different between Windows Vista and Windows XP.

#### 4. Click the Save button.

The file is now safely stored on disk.

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



- ✓ There's no need to quit after you save a document. Indeed, the idea is to save as you go.
- ✓ The only time you need to use the Save As dialog box is when you first create a document. After that, you can use the Save command merely to update your document, by storing the latest modifications to disk as you write.
- ✓ Your clue that the file has been successfully saved is that the filename now appears on the document's title bar, near the top of the screen.
- ✓ Always save your document, even after you've typed only a few lines of text.
- ✓ The Save As command can also be used to save a document with a new name or to a different location on disk. Refer to Chapter 25 for details.

## *Problems with saving a document to disk*

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

```
The file whatever already exists
```

You have three choices:

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

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



## Complicated — but important — information about filenames

Filenames are a heck of a lot more flexible than they were in the primitive days of computing. Even so, you still have to follow rules about what you can and cannot name a file. Here's the list:

- ✓ A filename can be longer than 200 ridiculous-something characters; even so, keep your filenames short and descriptive.
- ✓ A filename can include letters, numbers, and spaces and can start with a letter or number.
- ✓ A filename can contain periods, commas, hyphens, and even underlines.

✓ A filename cannot contain any of these characters: \ / : \* ? " < > |

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

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

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

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

## *Saving or updating a document*

Every so often as you continue to work on your document, you should save again. That way, any changes you've made since the last time you saved are remembered and recorded on disk permanently. I generally save my documents dozens of times a day, usually when the phone rings or when I get up for a fresh cup of coffee or to use the potty or, often, when I'm just bored.

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

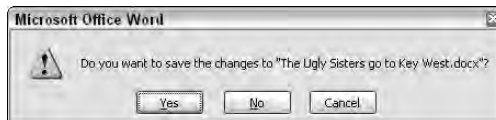


- ✓ The fastest way to save a document is by using the Ctrl+S keyboard shortcut.
- ✓ You can also click the Save icon on the Quick Access toolbar to save a document to disk.
- ✓ The most bizarre command for saving a document: Shift+F12.

## *Saving when you're done*

Time to call it quits. The last save you do when you're done with a document happens as you either close the document or quit Word. Either way, when the document hasn't been saved, or was changed since the last save, you're asked to save again, as shown in Figure 9-2.

**Figure 9-2:**  
Your last  
chance  
to save.



Here are your options:

**Yes:** The document is saved. If you've been really bad and haven't saved the document at all, the Save As dialog box appears when you choose Yes. See the earlier section "Saving a new document to disk the first time."

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

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

Choose, but choose wisely. I recommend the *Yes* option.



- ✓ To close a document without quitting Word, choose the Close command from the Office Button menu. The keyboard shortcut for the Close command is Ctrl+W.
- ✓ There's no reason to quit Word and start it again to begin working with a blank slate. Just use the New Document command again: Ctrl+N.
- ✓ Always quit Word properly. Never turn off your PC or reset it when Word or Windows is still on-screen.

## *Not saving a document*

Yes, it's possible not to save a document. I don't see the reason why: Modern computer hard drives are just brimming with room, and Word documents don't consume much disk space. It doesn't hurt to always save! But, if you want to not save, and remove any possibility of getting your stuff back, either close the document or quit Word.

To close the document, choose the Close command from the Office Button menu or press Ctrl+W.

To quit Word, choose the Exit command from the Office Button menu.

Either way, when you're asked to save the document, choose No.

## *Opening a Document*

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

### *Using the traditional Open command*

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

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

- 1. Choose the Open command from the Office Button menu.**

The Open dialog box materializes. It looks different between Windows Vista and Windows XP, although it basically works the same. The Windows XP version of the Open dialog box is shown in Figure 9-3.

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

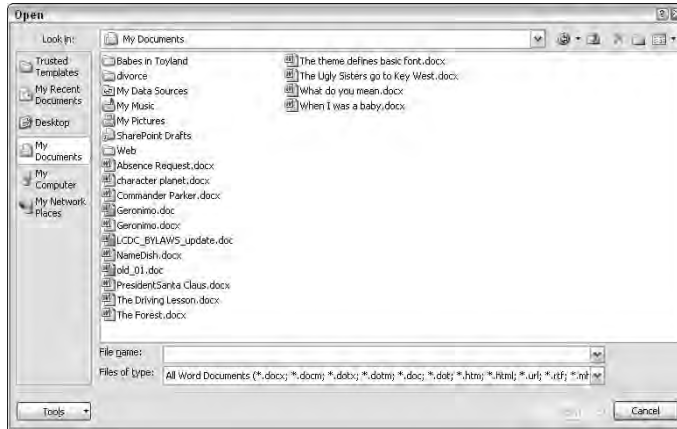
The Open dialog box — vast and wild as it is — contains a list of documents previously saved to disk, as you can see in Figure 9-3. Your job is to find the one you want to open.

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

between Windows Vista and Windows XP; refer to a Windows reference for specific information.

### 3. Click the Open button.

Word opens the highlighted file, carefully lifting it from your disk drive and slapping it down on the screen.



**Figure 9-3:**  
The Open  
dialog box.

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

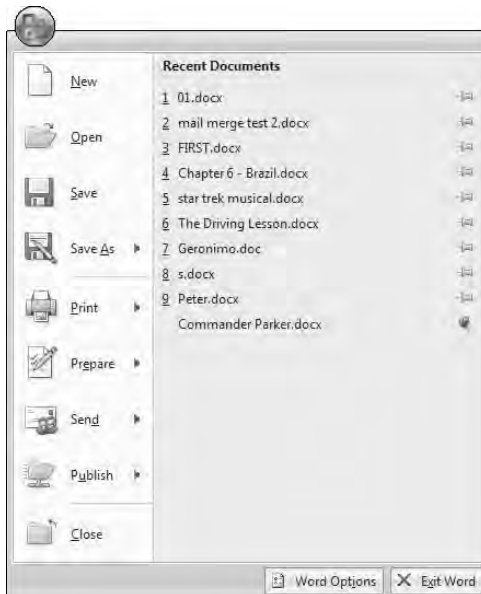
- ✔ Opening a document doesn't erase it from your disk drive. In fact, the original copy of the file stays on the hard drive until you use the Save command to save the document to disk again.
- ✔ When you open a document, there's no need to use the Save As command to save it again. Simply use the Save command (shortcut: Ctrl+S).
- ✔ The shortcut key for the Open command is Ctrl+O.
- ✔ You can also open a document from Windows itself. Merely locate a Word document icon, double-click, and Word starts loading that document for editing.
- ✔ Open is a nifty name for the command, don't you think? If not, consider that the original version of Microsoft Word for the PC used the File↔Transfer↔Load command to open a file on disk.
- ✔ Do not open a file on any removable disk. Although it's possible, it can lead to headaches later if you remove the disk before Word is done with the file. Because of that, I recommend that you use Windows to copy the document from the removable disk to the PC's hard drive. Then open it with Word.



## *A handy way to open a recent file*



Word remembers the last several files you've been working on. It keeps them in a list on the Office Button menu, as shown in Figure 9-4. Chances are good that you probably need to open one of them, so choosing one from the Office Button menu is a handy way to open that document quickly.



**Figure 9-4:**  
Recently  
opened files  
on the Office  
Button  
menu.

Those green pushpins by the document's name allow you to permanently attach a document to the Office Button menu. Click a pushpin to "push it in." That makes the document stick around in the list. Clicking the pushpin again allows the document to fade away after a time.

## *Opening one document inside another*

Sticking one document into the thorax of another document is neither strange, obtuse, nor unnecessary. And, it involves no surgery. For example, you may have your biography, résumé, or curriculum vitae in a file on disk and want to add that information to the end of a letter begging for a job. If so, or in any other circumstances that I can't think of right now, follow these steps:

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

The text is inserted at that spot.

- 2. Click the Insert tab.**



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

A dialog box similar to the Open dialog box appears (refer to Figure 9-3).

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

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

- 5. Click the Insert button.**

The document you insert becomes part of the original document, just as though you had typed (and formatted) the whole thing right there with your stubby little fingers.

- ✓ The resulting combined document still has the same name as the first document; the document you inserted remains unchanged on disk.
- ✓ You can retrieve any number of documents on disk into your document, one at a time. There's no limit.
- ✓ The preceding steps allow you to grab a chunk of text saved as a document and stick the text into another document. This process is often called *boilerplating*, where a commonly used piece of text is slapped into several documents. This process is also the way sleazy romance novels are written.
- ✓ Biography. Résumé. Curriculum vitae. The more important you think you are, the more alien the language used to describe what you've done.





## Chapter 10

# The Printer, the Paper, the Document Maker

---

### *In This Chapter*

- ▶ Getting the printer ready to print
  - ▶ Previewing your document before printing
  - ▶ Using another printer
  - ▶ Printing a specific part of a document
  - ▶ Printing multiple copies of a document
  - ▶ Canceling the Print command
- 

**W**ord helps you create documents short and small, silly and brilliant. Some documents remain in the digital domain and never hit paper. For example, when I'm done writing this chapter, I'll e-mail this document to my editor. But most documents need to escape from their electronic realm and must manifest themselves in the physical world. For this task, you must employ your computer's printer.

Printing is one of the final steps of your word processing labors, the nirvana to which all documents aspire. Getting it down on paper is historically the way ideas are shared. Indeed, lugging around the computer and showing folks your first novel on the screen just doesn't cut it. No, you need a printer, and you need some paper if you desire to be a document maker.

## *Preparing the Printer*

Printing involves using the computer printer, which really is its own little computer. When you yearn to print a document, the immediate hassle you're presented with is how to use two computers at one time. Coaxing a

computer printer into behaving properly is an art form. Therefore, I recommend following these steps to ensure that the printer is ready to actually print something:

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

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

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

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

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

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

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

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

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

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

## *Preview Before You Print*

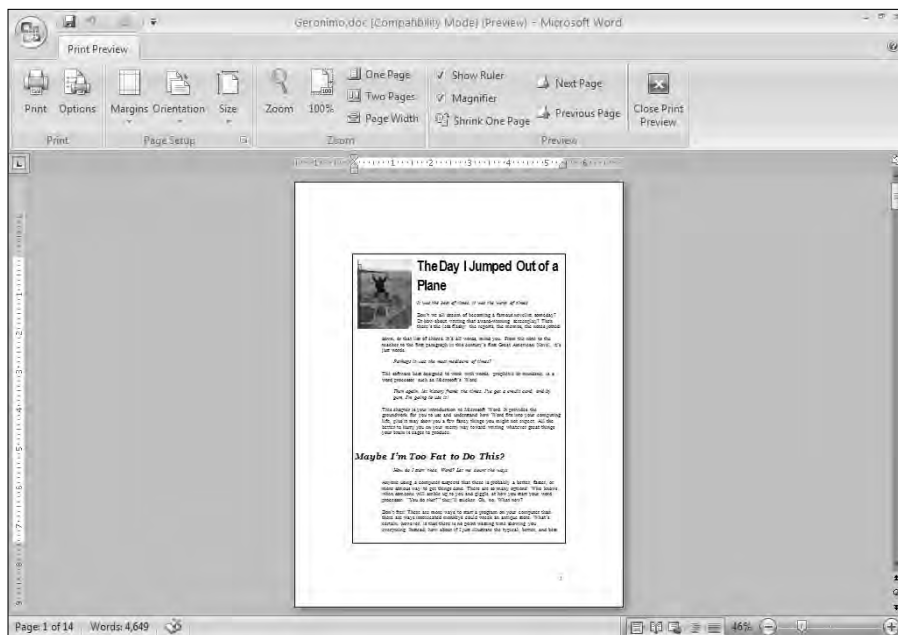
Despite the fact that Word displays your document on the screen so that the document appears pretty much how it will look when printed, I still recommend that you try the Print Preview feature before printing.

Print Preview is a word processing feature from the old days, back when text on the screen looked nothing like what was printed. What Print Preview did was to display an approximation of what a printed page of the document would look like. That way, you could confirm things like margins, fonts, formats, text sizes, headings, footers, and other parts of a document, stuff that didn't show up on the screen but would print on paper.

By taking a sneak peek at what your document looks like before printing, you save yourself the time (and wasted paper) that you otherwise would spend printing, proofing, and then printing again — or so the theory goes.

To sneak a preview of how your printed document will look, choose Print → Print Preview from the Office Button menu. Your document then appears in the special Print Preview mode, as shown in Figure 10-1.

Take note of how your text looks on the page. Look at the margins. If you're using footnotes, headers, or footers, look at how they lay out. The idea here is to spot something dreadfully wrong *before* you print.



**Figure 10-1:**  
A document  
is being  
previewed  
before  
printing.



When you're done gawking, click the Close Print Preview button to return to your document.



Or, if everything looks hunky and dory, click the Print button to summon the Print dialog box, and refer to the next section.

- ✓ Note how the Page Setup group is visible in Print Preview mode. That gives you fast access to some handy tools for fixing common problems found in Print Preview: margins, paragraph spacing, document orientation, and so on. (Refer to Chapter 14 in this book.)
- ✓ Use the scroll bars to see more of your document.
- ✓ If you have a wheel mouse, like the Microsoft IntelliMouse, you can roll the wheel up or down to scroll one page up or down in your document.
- ✓ If your mouse is wheel-less, you can use the Page Up and Page Down buttons to peruse various pages of your document.
- ✓ Click the mouse on your document to zoom in and get a closer look. Click the mouse again to zoom back out. If this doesn't work, click the Magnifier check box in the Preview group.
- ✓ The Zoom tool on the Status bar can also be used to zoom in or out. In fact, you can zoom out to where you see the entire document displayed as tiny pages on the screen.
- ✓ Sideways printing, paper sizes, and other document-related items are set when you format your document's pages. These are Word functions, not ones you set when you print. Refer to Chapter 14.



## Printing a Whole Document

All documents are printed the same, whether they're absent notes to teachers, heated screeds to editorial pages, company reports, or the next best-selling novels to be turned into Tom Hanks movies. Generally speaking, here's how the printing operation goes:

### 1. Make sure that the printer is online and ready to print.

See the first section in this chapter, "Preparing the Printer."

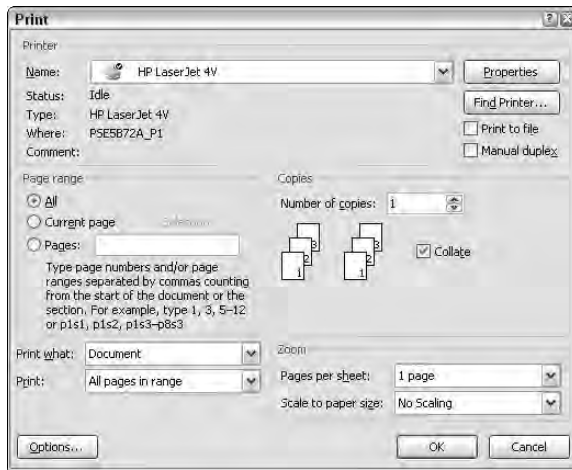
### 2. Save your document.



Ha! Surprised you. Saving before you print is always a good idea. Click the little Save button for a quickie save, and if you need any extra help, refer to Chapter 9, on saving your stuff to disk.

**3. Choose the Print command from the Office Button menu to summon the Print dialog box.**

The Print dialog box (see Figure 10-2) provides a slew of printing options, the most vital of which are covered elsewhere in this chapter.



**Figure 10-2:**  
The Print  
dialog box.

**4. Click the OK button.**

The document begins to spew forth from your printer.

Printing may take some time; really, a *long* time. Fortunately, you can continue working while the document prints, falling a page at a time from the printer.



- ✔ The keyboard shortcut to display the Print dialog box is Ctrl+P. I've made lots of puns about Ctrl+P, which appear in previous editions of this book.
- ✔ If nothing prints, don't hit the Print command again! There's probably nothing awry; the computer is still thinking or sending text to the printer. If you don't get an error message, everything will probably print, eventually.
- ✔ The computer prints one copy of your document for every Print command you incant. If the printer is just being slow and you impatiently click the Print button ten times, you get ten copies of your document. See the section "Canceling a Print Job (Omigosh!)," later in this chapter.
- ✔ To print only a page, block, or other part of a document, refer to the later section in this chapter "Printing Part of a Document."



- ✓ When your document is formatted using a unique paper size, the printer may prompt you to load that paper size. Printing on paper of different sizes is a printer-specific function, not something that Word does. But you set the paper size in Word as part of the page formatting. Refer to Chapter 14.
- ✓ Manual-feed printers beg for paper before they can print. The printer may say something like “Feed me paper!” or the ever-popular “PC Load Letter.” Like a dutiful mother, you must comply: Stand by the printer, line up the paper, and shove it into the printer’s gaping maw until your document is done printing. Fortunately, there’s no need to burp the printer after manually feeding it paper.
- ✓ Aside from saving your document, you may consider proofreading it before you print. See Chapter 8.

## Printing backward

.txet drawkcab htiw od ot gnihton sah siht ,oN

Do you have one of those printers where the sheets come out face up? In that case, have you noticed how you must reshuffle your document after it prints because the pages are in order from back to front? Why are you doing that? Don’t you have a computer? Aren’t computers supposed to make life *easier*? Am I asking too many questions?

To prevent the face-up reshuffle, merely direct Word to print your document *backward*. When you reverse the page order, your document finishes printing face up, saving you time and making you look a lot smarter. Here’s how to enact that blessing:

### 1. Summon the Print dialog box.

Do the Print-command-from-Office-Button jitterbug, the Ctrl+P thing, or however you enjoy bringing forth the Print dialog box.

### 2. Click the Properties button in the Print dialog box.

The Properties dialog box for the selected printer appears.

### 3. On the Layout tab, Page Order area, select the option Back to Front.

### 4. Click OK.

### 5. Click OK to print your document.

The document comes out of the printer backward, but because it’s face up, the document is in order when printing is complete.

## Printing a document quickly

To quickly print your document and avoid the Print dialog box, choose Print⇒Quick Print from the Office Button menu. You get no visual feedback, no chance to change settings; the whole document prints.

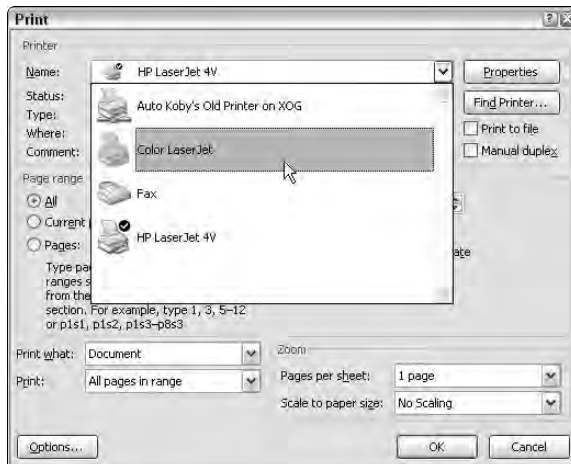


*Quick*, of course, is relative. Just because the command is Quick Print doesn't mean that your printer spews out the pages any faster than it regularly would.

## Choosing another printer

Your computer can have more than one printer attached. Even small offices and home offices have computers networked and sharing printers. In any case, you can use the Print dialog box to choose which printer to use to print your document. It's simple.

After bringing forth the Print dialog box, choose a different printer from the Name drop-down list. Click the downward-pointing arrow on the right end of the Name box. A list of available printers appears, as shown in Figure 10-3.



**Figure 10-3:**  
Choosing  
another  
printer.





## Deleting that extra, blank page at the end of a document

Occasionally, you may be surprised when your document prints and there's one, extra page — a blank page. And, it bothers you because you cannot get rid of it! Until now:

To remove that ugly, blank page that often roots at the end of your document, press Ctrl+End.

With the insertion pointer at the end of your document, keep pressing the Backspace key until the extra page is gone. How can you tell? Keep an eye on the total page count on the status bar. When that page count is decremented by one, you know that the extra page is gone.

Simply choose a printer from the list. Click the OK button and your document prints on the printer you've chosen.



- ✓ Yes, you also should check to ensure that the printer you've chosen is on, selected, stocked with paper, and ready to print.
- ✓ Setting up or adding printers is something you do in Windows, not in Word.
- ✓ Faxing works just like printing, although you're printing to a fax machine over a phone line. In Word, simply choose the fax printer from the list of printers. (Installing a fax printer is something you do in Windows, not in Word.)
- ✓ For more information on printing and faxing, I recommend my book *PCs For Dummies* (Wiley).

## Printing Part of a Document

Unless you tell Word otherwise, the whole document prints each time you click the OK button in the Print dialog box. For those times when you need only a single page, a range of pages, or a selected block of text, Word lets you print just that part of the document. This section provides the details.

### *Printing a specific page*

Follow these steps to print only one page of your document:



1. **Move the insertion pointer so that it's sitting somewhere on the page you want to print.**

Check the page number on the status bar to ensure that you're on the right page.

2. **Choose the Print command from the Office Button menu or press Ctrl+P.**
3. **Select the Current Page option in the Print Range part of the Print dialog box.**
4. **Click OK.**

The dialog box closes, and that one page prints. (It may take some time to print as Word organizes its thoughts.)

The single page prints with all the formatting you applied, including footnotes and page numbers and everything, just as though you plucked that page from a complete printing of the entire document.



Printing a single page in this manner is great for when you goof up (or the printer goofs up) one page in a document and you need to reprint only that page. Printing only a single page doesn't waste paper.

## *Printing a range of pages*

Word enables you to print a single page, a range of pages, or even some hodgepodge combination of random pages from within your document. To print a range or group of pages, follow these steps:

1. **Conjure up the Print dialog box.**
2. **Click the Pages button in the Page Range area of the Print dialog box.**
3. **Type the page numbers or a range of page numbers.**

To print pages 3 through 5, for example, type **3-5**.

To print pages 1 through 7, type **1-7**.

To print pages 2 and 6, type **2,6**.

4. **Click OK.**

The pages you specify — and only those pages — print.



You can get very specific with the page ranges. For example, to print page 3, pages 5 through 9, pages 15 through 17, and page 19 (boy, that coffee went everywhere, didn't it?), you type **3, 5-9, 15-17, 19**.

To print all the odd pages, or all the even pages, use the Print drop-down list in the lower-left corner of the Print dialog box. Choose either Odd Pages or Even Pages from that list. I've used this option to print on both sides of a sheet of paper: First print all the odd pages. Then flip over the stack of pages, reinsert them into the printer, and print all the even pages.

## *Printing a block*

After you mark a block of text on-screen, you can beg the Print command to print that block. Here's how:

- 1. Mark the block of text you want to print.**

See Chapter 7 for all the block-marking instructions in the world.

- 2. Choose the Print command from the Office Button menu.**

- 3. Tickle the button by the word *Selection*.**

The Selection item in the Print dialog box is available only when a block is selected. Selecting it tells Word that you want to print only your highlighted block.

- 4. Click the OK button.**

In a few moments, you see the hard copy sputtering out of your printer.

The page selection prints in the same position and with the same headers and footers (if any) as it would if you had printed the entire document.

## *Printing More than One Copy of Something*

Imagine how silly it would be to send your résumé to a company but add that you need your résumé back because you have only one copy. No, I'm not trying to convince you that buying a photocopier is necessary. Why do that when Word can easily print multiple copies of any document? Here's how:

- 1. Choose the Print command from the Office Button menu.**

- 2. Enter the number of copies in the Number of Copies box.**

For three copies, for example, type **3** into the box.

- 3. Click OK to print your copies.**

Under normal circumstances, Word prints each copy of the document one after the other. This process is known as *collating*. However, if you're printing seven copies of something and you want Word to print seven copies of page 1 and then seven copies of page 2 (and so on), click in the Collate check box to *remove* the check mark. (Normally, you leave the check mark there.)

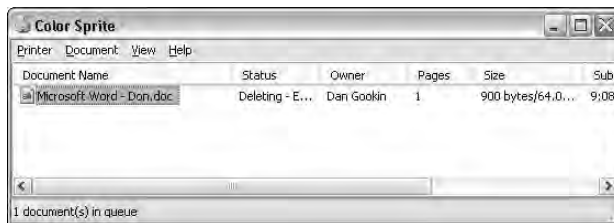
## Canceling a Print Job (Omigosh!)

Because you probably need to quickly cancel your printing, here goes:



1. **Double-click the li'l printer dude by the current time on the taskbar.**

This step opens your printer's window and displays any documents waiting to be printed, as shown in Figure 10-4.



**Figure 10-4:**  
The printer  
queue.

2. **Click the name of your Word document job on the list.**
3. **Choose Document⇨Cancel.**

The command may be Document⇨Cancel Printing in some versions of Windows.

4. **Click Yes to terminate the job.**

The command may be OK in some versions of Windows.

5. **Close the printer's window when you're done.**

Choose Printer⇨Close to make the window run away from the desktop. You're zapped back to Word, ready for more editing action.

Note that it may take a while for the printer to stop printing. That's because the printer has its own memory (RAM), and a few pages of the document may be stored there *and* continue to print even after you've told the printer to stop. (Stupid printer — stupid.)



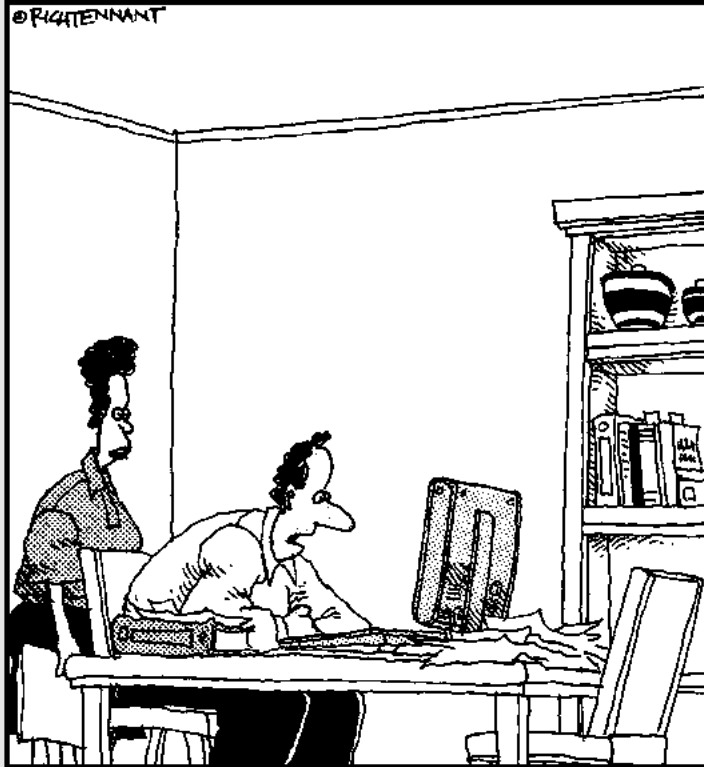
- ✔ Stopping a print job is a Windows task, not really anything Word has control over.
- ✔ If you're using a network printer, you may not be able to cancel printing. Oh, well.
- ✔ You can use your printer's window (refer to Figure 10-4) to cancel more jobs if you're in an especially vicious mood: Just repeat Steps 2 through 4 for each job you want to sack.
- ✔ To cancel all the documents (the printer *jobs*) waiting to print, choose Printer⇒Cancel All Documents.
- ✔ Obviously, canceling a print job is the act of a desperate person. In its efforts to make life easy for computer users, Windows tries hard to help us change our minds. Canceling something that's printing may or may not work as planned. My advice is just to be careful with the Print command in the first place.

# Part III

# Formatting

The 5<sup>th</sup> Wave

By Rich Tennant



"I love the way MS Word justifies the text in my resume. Now if I can just get it to justify my asking salary."

## *In this part . . .*

**F**ormating is the artist's side of word processing. It's what gives your documents a professional, almost typeset look. By properly formatting your text, sentences, paragraphs, and pages, you kick up your document's appeal a notch, by adding to the value of what's written. In fact, forget what you've written — as long as it looks *good*, who cares?

Seriously, formatting is the task of making your document look less ugly. It's something you do after you write, or if you can handle the concept of *styles* and *templates*, you can format while you write. The chapters in this part of the book demonstrate how all that nonsense is done. If you can survive the formatting task, you can truly do anything in Word.

## Chapter 11

# Formatting Text

---

### *In This Chapter*

- ▶ Understanding text formatting
  - ▶ Choosing a font
  - ▶ Applying basic text formats
  - ▶ Changing text size
  - ▶ Adding color to your words
  - ▶ Undoing text formatting
  - ▶ Exploring the Font dialog box
  - ▶ Changing text case
- 

**T**he most basic thing you can format in a document is text — the letters, numbers, and characters you type. Just as your body is composed of millions of cells, documents are composed of thousands of characters. Like a cell, a *character* is the basic building block of the document. Characters include letters, symbols, and Uncle Lloyd, who can play *The Blue Danube* waltz using only his cupped hand and his armpit.

You can format characters to be bold, underlined, italicized, little, or big or in different fonts or colors — all sorts of pretty and distracting attributes. Word gives you a magnificent amount of control over the appearance of your text. This chapter contains the details.

## *How to Format Text*

You can change the format of your text in two ways:

- ✓ Choose a text-formatting command first, and then type the text. All the text you type is formatted as chosen.
- ✓ Type the text first, and then select the text as a block and apply the formatting. This technique works best when you're busy with a thought and need to return and format the text later.



You use both methods as you compose text in your document. Sometimes, it's easier to use a formatting command and type the text in that format. For example:

**1. Type the following text:**

And we all had a

**2. Press Ctrl+I to activate *italic text*.**

**3. Type this word:**

horribly

**4. Press Ctrl+I again, which turns off italic.**

**5. Continue typing:**

awful time.

The final sentence looks like this:

And we all had a *horribly* awful time.

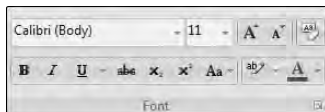
For more complex formatting, it's better to type the text first, go back, mark the text as a block, and then apply the formatting. Even so, either way works.

See Chapter 7 for more information on marking blocks of text.

## Basic Text Formatting

Word stores some of the most common text-formatting commands in one group. On the Home tab, you find the Font group, shown in Figure 11-1. The command buttons in that group carry out most of the basic text formatting you use in Word. This section mulls over the possibilities.

**Figure 11-1:**  
Text-formatting attributes in the Font group.



- ✓ Text can also be formatted by using the Mini Toolbar that appears whenever you select text. Refer to Chapter 7.
- ✓ The Font group can help you quickly determine which formatting is applied to your text. For example, in Figure 11-1, the text where the insertion pointer is blinking is formatted in the Calibri font. The number 12 tells you that the text is 12 points tall. If the B button were highlighted, you would also know that the text was formatted in bold. (These text formats are discussed throughout this section.)

## Changing the font

The most basic attribute of text is its *typeface*, often called the *font*. The font sets up how your text looks — its overall text style. Although deciding on a proper font may be agonizing, and indeed many graphic artists are paid well to choose just the right font, the actual task of selecting a font in Word isn't that tough. It generally goes like this:

1. **On the Write tab, in the Font group, click the down arrow to display the Font face list.**

A menu of font options appears, as shown in Figure 11-2.



**Figure 11-2:**  
The Fonts  
list.

The top part of the menu shows fonts associated with the document *theme*. The next section contains fonts you've chosen recently, which is handy for reusing fonts. The rest of the list, which can be quite long, shows all the fonts in Windows that are available to Word. It's quite a long list.

## 2. Scroll to the font you want.

The fonts in the All Fonts part of the list are displayed in context (as they appear when printed) and in alphabetical order.

## 3. Click to select a font.



TIP

You can also use the Font menu to preview what fonts look like. Scroll through the list to see which fonts are available and how they may look. As you move the mouse over a font, any selected text in your document is visually updated to show how that text would look in that font. (Note that no changes are made until you select the new font.)



TIP

- ✓ When no font is displayed in the Font group (the listing is blank), it means that more than one font is being used in the selected block of text.
- ✓ You can quickly scroll to a specific part of the menu by typing the first letter of the font you need, such as T for Times New Roman.
- ✓ Graphic designers prefer to use two fonts in a document — one for the text and one for headings and titles. Word is configured this way as well. The font you see with `Body` after its name is the current text, or *body*, font. The font marked as `Heading` is used for headings. These two fonts are part of the document theme.
- ✓ Refer to Chapter 17 for more information on document themes.
- ✓ Fonts are the responsibility of Windows, not Word. New fonts are installed in the Control Panel's Fonts folder. (The procedure is really no big deal.) Thousands of fonts are available for Windows, and they work in all Windows applications.



TECHNICAL STUFF

## Character formats (bold, italic, and so on)

The Font group lists some of the most common character formats. These are applied in addition to the font. In fact, they enhance the font. Use them as you see fit:



To make text bold, press Ctrl+B or click the Bold command button.

Use **bold** to make text stand out on a page — for titles and captions or when you're uncontrollably angry.



To make text italic, press Ctrl+I or click the Italic command button.

*Italic* is replacing underlining as the preferred text-emphasis format. Italicized text looks so much better than shabby underlined text. It's light and wispy, poetic and free.



Underline text by pressing Ctrl+U or click the Underline command button. When will this text attribute *die*? I'm baffled. Honestly, I think we're waiting for the last typewriter-clutching librarian from the 1950s to pass on before underlining is officially gone as a text attribute. And please don't fall prey to the old rule about underlining book titles. It's *Crime and Punishment*, not Crime and Punishment.



Strike through text by clicking the Strikethrough command button. (There's no keyboard shortcut for this one.)

I don't know why strikethrough text made it up on the Font group. If I were King of Microsoft, I would have put Small Caps up there instead. But, who am I? Strikethrough is common in legal stuff, and when you mean to say something but then ~~change your mind~~, think of something better to say.



Make text subscript by pressing Ctrl+= (equal) or clicking the Subscript command button.

Subscript text appears below the line, such as the 2 in H<sub>2</sub>O. Again, it puzzles me why this formatting command ranks up there with bold and italic. I suppose that somewhere there's a lot of subscripting going on.



Make text superscript by pressing Ctrl+Shift+= (equal sign) or clicking the Superscript command button.

Superscript text appears above the line, such as the 10 in 2<sup>10</sup>. Note that the command is written as Ctrl++ (plus), but it's really Ctrl+Shift+=. If you can remember that Ctrl+= is subscript, just press the Shift key to get Ctrl+Shift+= for superscript — if you can remember, that is.

More text formats are available in Word, such as small caps, outline, and shadow. These can be accessed through the Font dialog box. Refer to the section "Fun and Formatting in the Font Dialog Box," later in this chapter.

- ✔ To turn off a text attribute, use the command again. For example, press Ctrl+I to type something in *italic*. Then press Ctrl+I again to return to normal text.
- ✔ You can use the down arrow by the Underline command button to display a variety of underline styles and options. When a specific underline style is chosen from the menu, using Ctrl+U or the Underline command button applies that style.
- ✔ Basic character formatting affects only selected text or any new text you type.





- ✓ You can mix and match character formats. For example, press Ctrl+B and then Ctrl+I to have bold and italic text. You need to use Ctrl+B and Ctrl+I, or the command buttons, to turn those attributes off again.
- ✓ Obviously, and logically, you cannot apply both superscript and subscript text attributes to the same chunk of text. That's just silly.
- ✓ The best way to use superscript or subscript is to write your text first. After the text is written, go back, mark as a block the text you want to superscript or subscript, and *then* use these commands. So 42 becomes 4<sup>2</sup>, and C<sub>n</sub>H<sub>2n</sub>+1OH becomes C<sub>n</sub>H<sub>2n+1</sub>OH. The reason is that the text you modify tends to be rather teensy and hard to edit. Better to write it first and then format.

## Text Transcending Teeny to Titanic

Big text. Little text. Text! Text! Text!

Text size is considered a text format in Word. You can choose the size of your text, from indecipherably small to monstrously huge. Of course, more common is the subtle text-size adjustment; rare is the student who hasn't fudged the length of a term paper by inching up the text size a notch or two.

To understand how Word (and Windows) deals with text size, you must become one with an official typesetting term: *point*. Text size is measured by the point, where one point is equal to 1/72 inch.

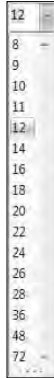
Here are some point pointers:



- ✓ The bigger the point size, the larger the text.
- ✓ Most text is either 10 or 12 points tall.
- ✓ Headings are typically 14 to 24 points tall.
- ✓ Most fonts can be sized from 1 point to 1,638 points. Point sizes smaller than 6 are generally too small for a human to read.
- ✓ Seventy-two points is equal to 1-inch-high letters (roughly).
- ✓ The point size of text is a measure from the bottom of the descender to the top of the ascender — from the bottom of the lowercase *p* to the top of the capital *E*, for example. So, the typical letter in a font is smaller than the given font size. In fact, depending on the font design, text formatted at the same size but with different fonts (*typefaces*) may not appear to be the same size. That's just one of those typesetting oddities that causes regular computer users to start binge drinking.

## Setting the text size

Text size is set in the Font group on the Home tab. Just to the right of the Font box is the Size box (refer to Figure 11-1). Clicking the down arrow displays a list of font sizes for your text, as shown in Figure 11-3.



**Figure 11-3:**  
Select a font  
size from  
this list.

You can preview the new text size by pointing the mouse at an item on the Size menu. The word under the insertion pointer, or a selected block of text, is updated on the screen to reflect the new size. Click to choose a size or press Esc to cancel.

The Size menu lists only common text sizes. To set the text size to something not listed or to something specific, type that value into the box. For example, to set the font size to 11.5, click in the Size box and type **11.5**.

## Nudging text size

Sometimes, choosing text size is like hanging a picture. To get the picture level, you have to nudge it just a little bit this way and that. Word has similar tools for nudging text size larger or smaller, two of which are found on in the Font group.



To increase the font size, press **Ctrl+Shift+>** or click the Grow Font command button.

The Grow Font command nudges the font size up to the next value as listed on the Size menu (refer to Figure 11-3). So, if the text is 12 points, the Grow Font command increases its size to 14 points.



To decrease the font size, press Ctrl+Shift+< or click the Shrink Font command button.

The Shrink Font command works in the opposite direction of the Grow Font command, by reducing the text size to the next-lower value as displayed on the Size menu (refer to Figure 11-3).

I remember the Grow and Shrink keyboard commands easily because > is the greater-than symbol and < is the less-than symbol. Just think, “I’m making my text *greater than* its current size” when you press Ctrl+Shift+> or “I’m making my text *less than* its current size” when you press Ctrl+Shift+<.



When you want to increase or decrease the font size by smaller increments, use the following shortcut keys:

Ctrl+]      Makes text one point size larger

Ctrl+[      Makes text one point size smaller

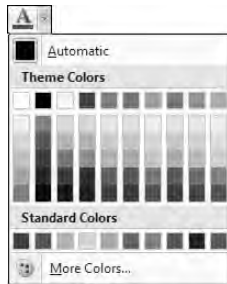
## *More Colorful Text Makes Not for More Colorful Writing*

Now that color printers are pretty much standard, you can take advantage of those expensive ink pots by using colored text in Word. Color can add personality to your correspondence, provide punch in a business letter, or make an important document extremely difficult to read. Choose your text color wisely.



Text color is applied by clicking the Font Color command button. The bar below the A on the Font Color command button indicates which color is applied to text.

A new color can be chosen by clicking the menu arrow just to the right of the Font Color command button. Choose a color from the menu, as shown in Figure 11-4; as you move the mouse pointer over various colors, selected text in your document is updated to reflect that color. When you find the color you like, click it. That color then becomes the new text color associated with the Font Color command button.



**Figure 11-4:**  
Selecting  
a color for  
the text.

Of course, colored text prints only when a color printer is available and readily stocked with ink. Refer to Chapter 10 for more information on printing documents.

- ✔ Theme colors are associated with the document theme. Refer to Chapter 17.
- ✔ Select the More Colors item to display a special Colors dialog box. Use that dialog box to craft your own custom colors.
- ✔ The color *Automatic* refers to the color defined for the text style you're using. Refer to Chapter 16 for more information on styles.
- ✔ The Font Color command affects only the text color, not the background. To color the background, you need to use the Shading command, which is covered in Chapter 19.
- ✔ Be careful not to confuse the Font Color command button with the Text Highlight Color command button, to its left. Text highlighting is a text attribute, but it's best used for document markup. See Chapter 27.



## *Undoing All This Text-Formatting Nonsense*

There are so many formatting commands available that it's possible for your text to look more like a pile of formatting remnants than anything readable in any human language. Word understands this problem, so it created the Clear Formatting command to let you peel away all formats from your text, just like you peel the skin from a banana:





To peel away formatting from a block of selected text, or the text the insertion pointer is on, or future text you type, press Ctrl+spacebar or use the Clear Formatting command button in the Font group.

The Clear Formatting command removes any formats you've applied to the text: font, size, text attributes (bold or italic), and color.

✓ Another key combination for Ctrl+spacebar is Ctrl+Shift+Z. Remember that Ctrl+Z is the Undo command. To undo formatting, all you do is add the Shift key, which may make sense — well, heck, if any of this makes sense.



✓ Technically, the Ctrl+spacebar command restores characters to the formatting defined by the *style* you're using. So, if the Body style is 12-point Calibri, pressing Ctrl+spacebar restores that font and size. Don't let this information upset or confuse you! Instead, turn to Chapter 16 for more information on Word's styles.

## Fun and Formatting in the Font Dialog Box

There's a place in Word where all your font-formatting delights are kept in a neatly organized fashion. It's the Font dialog box, shown in Figure 11-5.

To summon the Font dialog box, click the Dialog Box Launcher button in the lower-right corner of the Font group or press Ctrl+D.

The Font dialog box contains *all* the commands for formatting text, even quite a few that didn't find their way into the Font group.

Please note the lovely Preview window, at the bottom of the Font dialog box. This window allows you to preview changes to your text. One of my pastimes is to continuously select fonts in the Font dialog box to see what they look like in the Preview window.

When you're done setting up your font stuff, click the OK button. Or, click Cancel if you're just visiting.

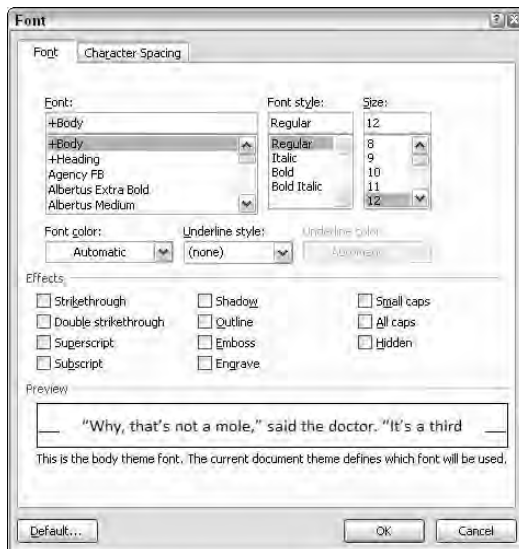


✓ The best benefit of the Font dialog box is the Preview window, at the bottom. That window shows you exactly how your choices affect text in your document.

✓ You select the Underline attribute from the Underline Style drop-down list. Word can do several types of underlining.










- ✓ The Font names *+Body* and *+Heading* refer to the fonts selected by the current document theme. This is done so that you can use Word's theme commands to quickly change body and heading fonts for an entire document all at once.
- ✓ Save the festive attributes — such as Shadow, Outline, Emboss, or Engrave — for titles and headings.
- ✓ The Character Spacing tab displays advanced options for changing the size and position of text on a line.
- ✓ Changes you make in the Font dialog box affect any marked block on the screen or any new text you type after you close the Font dialog box.
- ✓ The Font dialog box can also be accessed from the Find dialog box or the Find and Replace dialog box. This helps you to search for, or search and replace, specific text formatting in a document.
- ✓ You can mark all similar text formatting in a document as a block by right-clicking a bit of text and choosing Styles⇒Select Text with Similar Formatting. That way, you can universally change similar text in a document without doing a search-and-replace for text formats. Also see Chapter 7 for more block-marking information.
- ✓ The Default button in the Font dialog box is used to change the font that Word uses when you're starting up a new document. If you prefer to use a specific font for all your documents, choose the font (plus other text attributes) in the Font dialog box, and then click the Default button. Click the Yes button to answer the question about changing the Normal template. Afterward, all your documents start with the new default font you've selected.



**Figure 11-5:**  
The neatly  
organized  
Font dialog  
box.

## Text-attribute effects roundup

Bold and italic are the most common ways to dress up a character. Beyond that, Word has a bucketful of character attributes you can apply to your text. This table shows the lot of them:

<i>Format</i>	<i>Key Combination</i>	<i>Command Button</i>
Clear all formats	Ctrl+spacebar	
ALL CAPS	Ctrl+Shift+A	
<b>Bold</b>	Ctrl+B	
Double underline	Ctrl+Shift+D	
Hidden text	Ctrl+Shift+H	
<i>Italic</i>	Ctrl+I	
SMALL CAPS	Ctrl+Shift+K	
<u>Continuous underline</u> *	Ctrl+U	
<u>Word underline</u> *	Ctrl+Shift+W	
Strikethrough		
<sub>sub</sub> script	Ctrl+=	
<sup>super</sup> script	Ctrl+Shift+=	

\* Note the difference between word underline and continuous underline.

Hidden text is good for what it says — hiding text in a document. Of course, you don't see the text on-screen, either. To show the hidden text, click the Show/Hide command button (in the Paragraph Group on the Write tab) as described in Chapter 2, in the section about spots and clutter in your text. The hidden text shows up in the document with a dotted underline.

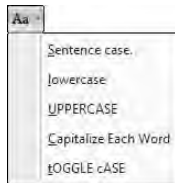
## Changing the CASE of Text

Believe it or not, upper- and lowercase *do* have something to do with a font. Back in the old mechanical-type days, fonts came in a case, like a briefcase. The top part of the case, the upper case, held the capital letters. The bottom part of the case held the lowercase letters. So, in a way, changing the case of text is kind of a font-formatting trick.



To change the case of text in Word, use the Change Case command button in the Font group. Choosing that button displays a menu of options, shown in Figure 11-6. Select the text you want to change, and then choose the proper item from the Change Case command button. Your text is modified to match the menu item that's selected.

**Figure 11-6:**  
The Change  
Case com-  
mand button  
menu.



You can also use the Shift+F3 command to change the case of selected text. But that keyboard shortcut cycles between only three of the menu options shown in Figure 11-6: ALL CAPS, lowercase, and Capitalize Each Word.



## Chapter 12

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# Formatting Paragraphs

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### *In This Chapter*

- ▶ Understanding paragraph formatting
  - ▶ Finding paragraph-formatting commands
  - ▶ Aligning paragraphs left, center, right, and full
  - ▶ Changing line spacing
  - ▶ Adding room between paragraphs
  - ▶ Indenting a paragraph
  - ▶ Making a hanging indent
  - ▶ Double-indenting a paragraph
  - ▶ Using the Ruler
- 

**P**aragraphs are goodly sized chunks of text. In school, you were probably taught that a paragraph must be one or more sentences expressing a thought. Or something. Anyway, I view a paragraph, formatting-wise, as a veritable text sandwich, bulky enough to qualify for its own round of formatting commands: A paragraph has left and right margins, a top and a bottom, a before and an after, plus space in the middle.

Word provides ample tools for formatting paragraphs of text. There's a simple way, for example, to automatically indent the first line of a paragraph. Imagine! That and other amazing formatting tricks, all designed to impress and inspire, are found in this handy chapter.

## *How to Format a Paragraph*

You can format a paragraph in Word several ways:

- ✔ Use a paragraph-formatting command, and then type a new paragraph in that format.
- ✔ Use the formatting command in a single paragraph to format that paragraph. (Place the insertion pointer in a paragraph, and then use a formatting command.)
- ✔ Use the formatting command on a block of selected paragraphs to format them all together.

Here's an example for you to mess with:

**1. Type the following paragraph:**

```
It was a crushing blow. Francis had practiced her
lines all week. Her mother had finished the costume.
Even her brothers were impressed, commenting that she
really was Chicken Little. But all that meant nothing
now. While she sat in the bathtub, her father broke
the terrible news: "I'm sorry, Francis. But you have
the chicken pox."
```

Did you remember to press Enter to end the paragraph? That's important.

**2. Move the insertion pointer so that it's somewhere amid the paragraph's text.**

**3. Press Ctrl+E.**

Ctrl+E is the keyboard shortcut for the Center command, which centers the paragraph's text from left to right on the page.

**4. Press Ctrl+L.**

The paragraph is left justified, undoing the centering.

**5. Press Ctrl+T.**

The paragraph is now formatted with a *hanging indent*.

**6. Press Shift+Ctrl+T.**

And the hanging indent is gone.

Hopefully, that little demo gets you in the mood for understanding how paragraph formatting works. The commands used in these steps are explained elsewhere in this chapter.



- ✔ A *paragraph* is a chunk of text that ends when you press the Enter key. Paragraph-formatting commands work only on paragraphs, not on sentences or individual words. Of course, if your paragraph is only a single word or sentence, that's okay.
- ✔ Refer to Chapter 7 for specific and entertaining block-marking instructions.



- ✓ You can format all the paragraphs in a document by first selecting the entire document. The quick way to do that is to press the Ctrl+A key combination.
- ✓ To format individual characters or the text inside a paragraph, refer to Chapter 11.
- ✓ Some folks like to see the Enter key symbol (¶) in their documents, visually marking the end of each paragraph. You can do this in Word by clicking the Word Options button on the Office Button menu. Click Display on the left side of the Word Options dialog box. On the right side, put a check mark by Paragraph Marks. Click OK. Now, every time you press the Enter key, a ¶ symbol appears at the end of the paragraph.

## Where the Paragraph Formatting Commands Lurk

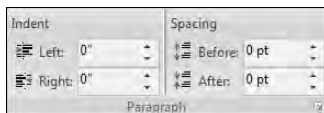
Word smuggled some of the most popular paragraph-formatting commands into the Paragraph group, found on the Home tab. Figure 12-1 illustrates the Paragraph group, although you should note that Word may show a different arrangement of the command buttons depending on your computer's screen width.

**Figure 12-1:**  
Paragraph-formatting commands on the Home tab.



In an odd twist, indenting and paragraph spacing is found in another Paragraph group, this one on the Page Layout tab, shown in Figure 12-2.

**Figure 12-2:**  
Paragraph-formatting commands on the Page Layout tab.





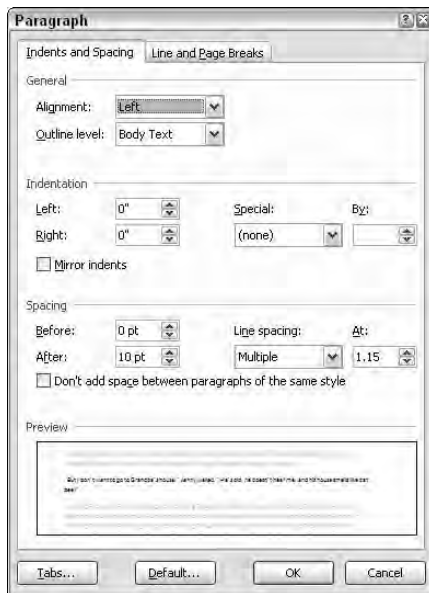
Because many of the paragraph-formatting commands require you to enter values, there also exists a Paragraph dialog box, shown in Figure 12-3. There, you find some finer controls that the command buttons just don't offer.

To summon the Paragraph dialog box, click the Dialog Box Launcher button, found in the lower-right corner of the Paragraph group. Or, you can use the forgettable keyboard shortcut Alt+H, P, G.

The commands in the various paragraph-formatting locations are covered throughout the rest of this chapter.

Click the Cancel button or press the Esc key to dismiss the Paragraph dialog box.

The Mini Toolbar, which shows up after you select text, also contains a smattering of paragraph-formatting buttons. Refer to Chapter 7 for more information on the Mini Toolbar.



**Figure 12-3:**  
The  
Paragraph  
dialog box.

## *Paragraph Justification and Alignment*

Paragraph alignment has nothing to do with politics, and justification has nothing to do with the right or wrong of how paragraphs are formatted. Instead, both terms refer to how the left and right edges of the paragraph

look on a page. There are four options: Left, Center, Right, and Fully Justified, each covered in this section.

## *Line up on the left!*

Much to the pleasure of southpaws the world over, left-aligning a paragraph is considered normal. That's the way the old typewriter used to do things: The left side of the paragraph is all even and tidy, and the right side is jagged, not lined up.



To left-align a paragraph, press Ctrl+L or click the Align Left command button.



- ✓ This type of alignment is also known as *ragged right*.
- ✓ Left-aligning a paragraph is how you “undo” the other types of alignment.

## *Everyone center!*

Centering a paragraph places each line in that paragraph in the middle of the page, with an equal amount of space to the line's right or left.



To center a paragraph, press Ctrl+E or use the Center command button.

- ✓ Centering is ideal for titles and single lines of text. It's ugly for paragraphs and makes reading your text more difficult.
- ✓ You can center a single word in the middle of a line by using the center tab. Refer to Chapter 13 for the details.

## *Line up on the right!*

A *right-aligned* paragraph has its right margin nice and even. The left margin, however, is jagged. When do you use this type of formatting? I have no idea, but it sure feels funky typing a right-aligned paragraph.



To flush your text along the right side of the page, press Ctrl+R or click the Align Right command button.

- ✓ This type of alignment is also known as *ragged left* or *flush right*.
- ✓ You can right-justify text on a single line by using a right-align tab. Refer to Chapter 13 for more info.

## ***Full justification! (Full justification — aye, sir!)***

*Full justification* occurs when both the left and right sides of a paragraph are lined up neat and tidy, flush with the margins.



To give your paragraph full justification, press Ctrl+J or click the Justify command button.

- ✓ Fully justified paragraph formatting is often used in newspapers and magazines, which makes the thin columns of text easier to read.
- ✓ Word makes each side of the paragraph line up by inserting tiny slivers of extra space between the words in a paragraph.

## ***Making Room Before, After, or Inside Your Paragraphs***

Word lets you add air to the space before, after, and in the middle of your paragraphs. Traditionally, the line spacing command lets you add room between the lines of text within a paragraph. From the typesetting planet, your word processor lets you add space before and after each paragraph. Combine these two commands and you have a great deal of control over how tall or tight your paragraph text can be.

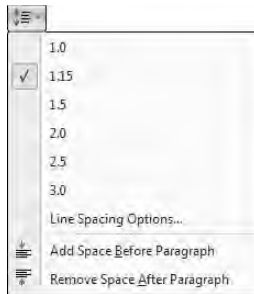
### ***Traditional line spacing***

Changing the line spacing inserts extra space between *all* lines of text in a paragraph. Word adds the space, or extra blank lines, *below* each line of text in the paragraph. That means that line spacing also affects the space between paragraphs.



The Line Spacing command button displays a menu listing common line-spacing commands, as shown in Figure 12-4. Choose a new line-spacing value from that list to change the line spacing for the current paragraph or all the paragraphs selected as a block.

**Figure 12-4:**  
Choose line  
spacing  
from this  
menu.



Before Word 2007, line spacing was preset to 1.0 in Word. Note in Figure 12-4, as well as in your documents, that the setting is now 1.15, which is supposedly more readable and also a blessing to term-paper writers all over.

- ✓ Double spacing, or the line spacing value 2.0, means that one line of text appears with one blank line below it. Triple spacing, 3.0, means that one line of text appears with two blank lines below.
- ✓ Ah! The keyboard shortcuts:
  - To single-space, press Ctrl+1.
  - To double-space, press Ctrl+2.
  - To use 1½-spaced lines, press Ctrl+5.
- ✓ Yes, Ctrl+5 means 1½-line spacing, not 5-line spacing. Use the 5 key on the typewriter part of the computer keyboard. Using the 5 key on the numeric keypad activates the Select All command.
- ✓ I know some fussy editors, old-school types, who want everything triple-spaced so that they can scribble comments between the lines.
- ✓ As with justification, there's no such thing as no line spacing. If you want to “remove” fancy line spacing, select the text and press Ctrl+1 for single spacing.

## *More line spacing options*

To set the line spacing to something specific, you need to call on the Paragraph dialog box, as described earlier in this chapter and shown in Figure 12-3.

In the Spacing part of the dialog box, the Line Spacing drop-down list is used to set various line-spacing values: Single, 1.5, and Double, just like the Line Spacing command button's menu.

Additional options in the Line Spacing drop-down list require you to also use the At box. Values you set in the At box indicate line spacing as described here:

- ✓ **At least:** The line spacing is set to the specified value, which Word treats as a minimum value. Word can disobey that value and add more space whenever necessary to make room for larger type or different fonts on the same line of text.
- ✓ **Exactly:** Word uses the specified line spacing and doesn't adjust the spacing to accommodate for larger text.
- ✓ **Multiple:** This option is used to enter line-spacing values other than those specified in the drop-down list. For example, to set the line spacing to 4, choose Multiple from the Line Spacing drop-down list and type 4 in the At box. Word's 1.15 line spacing value is set with the Multiple option.



You can specify values in the At box in increments of 0.1. So, when you want to tighten up text on a page, select all the paragraphs on that page, choose Multiple from the Line Spacing drop-down list, and then type **0.9** in the At box. Or, to add more room subtly, type **1.2**.

Click the OK button to confirm your settings and close the Paragraph dialog box.

## *That space between paragraphs*

It's really a silly thing to do: Press Enter twice to end a paragraph. People say that they need the extra space between the paragraphs, but what they don't realize is that Word can add that space for you, automatically. Here's how:

- 1. Position the insertion pointer in the paragraph that you want more air around, or mark a block of paragraphs to affect them all.**
- 2. Check the point size of your text.**

It's listed on the Home tab, in the Font group.

- 3. Click the Page Layout tab.**
- 4. Use the After button in the Paragraph group to add space after the paragraph.**

As you adjust the value, the paragraph (or paragraphs) grow extra spacing.

For example, if your text size is 12, click the up arrow by After until the value 12 appears in the box. This adds 12 points, or one blank line, of space after each paragraph you type.

The space you add to the paragraph becomes part of its format, just like line spacing would, although the space afterward appears only *after* the paragraph's text. (You can see this space if you select the paragraph as a block.)

Most of the time, space is added following a paragraph, as just described. Word also lets you add space before a paragraph. For example, you could do this to further separate a paragraph from a heading or graphical image. To add the space before, repeat the preceding steps and put a value into the Before box in Step 4.

- ✔ You can manually enter values in the After (or Before) box. But remember that the values are *points*, not inches or potrzebies.
- ✔ This trick is a great way to spread out a list of bullet points or numbered steps without affecting the line spacing within the bullet points or steps.
- ✔ Refer to Chapter 11 for more information points as they relate to text size.
- ✔ Adding space before or after a paragraph isn't the same as double-spacing the text inside the paragraph. In fact, adding space around a paragraph doesn't change the paragraph's line spacing.

## *Paragraph Indentation*

Do you suffer from the shame of manual paragraph indenting? It's a hidden secret. Yes, even though computers enjoy doing things automatically, too many Word users still begin a paragraph of text by pressing the Tab key. It's ugly, but it's something that must be discussed.

Word can indent your paragraphs for you just as easily as you can indent your car door in a crowded mall parking lot. This section discusses various paragraph-indenting options.

### *Indenting the first line of a paragraph*

To have Word automatically indent the first line of every paragraph you type, heed these steps:

- 1. Conjure up the Paragraph dialog box.**

Refer to the section "Where the Paragraph Formatting Commands Lurk," earlier in this chapter, for proper conjuring incantations plus a bonus picture of what the Paragraph dialog box looks like (refer to Figure 12-3).

- 2. In the Indentation area, locate the Special drop-down list.**

- 3. Select First Line from the list.**

#### 4. Optionally, enter an amount in the By box.

Unless you've messed with things, the box should automatically say 0.5", which means that Word automatically indents the first line of every paragraph a half-inch — a tab stop. Type another value if you want your indents to be more or less outrageous. (Things are measured here in inches, not in points.)

#### 5. Click OK.

The selected block, or the current paragraph (and the remaining paragraphs you type), all automatically have an indented first line.

To remove the first-line indent from a paragraph, repeat these steps and select (none) from the drop-down list in Step 3. Then click the OK button.



Word's AutoCorrect feature can perform these steps for you, but it's tricky. First you must type the paragraph. Then go back to the start of the paragraph and press the Tab key. This instantly fixes the paragraph's indentation (if AutoCorrect is on), and you see the AutoCorrect icon on the screen. Here's the secret: Ignore the AutoCorrect icon and your paragraph indenting is fixed. *Ta-da!*



There are two ways to separate paragraphs from each other in a document. The first is to add space between each paragraph, which is covered in the earlier section "That space between paragraphs." The second way is to indent each paragraph's first line, as covered in this section. Choose one or the other; you don't need to use both.

## *Making a hanging indent*

A *hanging indent* isn't in imminent peril, nor can it affect the outcome of an election. Instead, it's a paragraph in which the first line sticks out to the left and the rest of the paragraph is indented. It's a preferred way to present paragraph lists — like this:

Door-proof. The answer to the question whether the cat wants in or out is always yes. The cat merely wants to be on the other side of the door. We at KittySmart have finally bred that annoyance out of our cats.

To create such a beast, position the insertion pointer in the paragraph you want to hang and indent. Press Ctrl+T, the Hanging Indent keyboard shortcut.

Because you probably won't remember Ctrl+T all the time (who could?), paragraphs can also be hanged and indented in the Paragraph dialog box. Use the steps from the preceding section, but in Step 3 choose Hanging from the drop-down list.



- ✓ The hanging indent is really an indent-everything-but-the-first-line-of-the-paragraph type of indent.
- ✓ To undo a hanging indent, press Ctrl+Shift+T. That's the un-hang key combination, and it puts your paragraph's neck back in shape.

## *Indenting a whole paragraph*

Just as you can indent the first line of a paragraph, you can indent every line of a paragraph, by moving the paragraph's left margin over to the right a notch, just like Mr. Bunny: Hop, hop, hop. This technique is popular for typing block quotes or *nested* paragraphs.



To indent a paragraph one tab stop from the left, press Ctrl+M or click the Increase Indent command button in the Home tab's Paragraph group.



To unindent an indented paragraph, press Ctrl+Shift+M or click the Decrease Indent command button in the Home tab's Paragraph group.

Each time you use the Increase Indent command, the paragraph's left edge hops over one tab stop (typically, one half-inch). To undo this and shuffle the paragraph back to the left, use the Decrease Indent command.

- ✓ You cannot decrease the indent beyond the left margin.
- ✓ The indent isn't affected by the paragraph's alignment. These commands affect only the paragraph's left margin.
- ✓ To indent both the left and right sides of a paragraph, use the Paragraph dialog box and set both left and right indents to the same value.
- ✓ Although the Ctrl+M and Ctrl+Shift+M shortcuts aren't mnemonic, their only difference is a Shift key. So, after you get used to using them (hopefully, before the afterlife), they're easy to remember.

## *Setting the paragraph margins*

A paragraph of text in Word sits snugly between the page's left and right margins. Those margins can be broken or extended, allowing you to indent the left and right sides of one or more paragraphs however you want. The secret is found in the Page Layout tab's Paragraph group.

The Left item sets the indentation for the paragraph's left edge.

The Right item sets the indentation for the paragraph's right edge.



Setting positive values moves the edges inward. Setting negative values moves the edges outward. When the values are set to zero, the paragraph's margins match the page's margin.

For example, to double-indent a paragraph as a block quote, you could move both the left and right margins in by  $\frac{1}{2}$  of an inch. Here's how that happens:

- 1. Put the insertion pointer in the paragraph or just select multiple paragraphs as a block.**
- 2. Click the Page Layout tab.**
- 3. In the Paragraph group, enter .8 in the Left box.**

You can type .8 in the box or use the spinner gizmo to enter .8. (The spinner increments or decrements in  $\frac{1}{10}$ -inch values.)

- 4. Enter .8 in the Right box.**

For a greater indent, enter a larger value in both the Left and Right boxes. Or, to undo an indent, enter **0** in both boxes.

- ✓ Refer to Chapter 14 for more information on the page margins.
- ✓ When you're formatting facing pages, with inside and outside margins, it helps to use the Paragraph dialog box. (Refer to Figure 12-3.) Use the Mirror Indents item to set the inside (toward the fold between the pages) and outside (toward the edges) margins so that an indented paragraph on one page mirrors the paragraph on the opposite page.
- ✓ Do not try to mix left and right indenting with a first-line indent or hanging indent while drowsy or while operating heavy equipment.



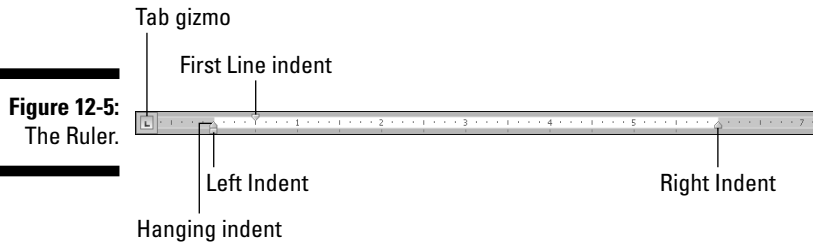
## *Who Died and Made This Thing Ruler?*

The Paragraph dialog box can be a daunting place, what with all the numbers and terminology and such. A more graphical, and therefore more fun, way to manipulate a paragraph's indentation and margins is to use the Ruler.



The Ruler may be hidden in your copy of Word. To show it, click the View Ruler button, found atop the vertical (right) scroll bar.

The Ruler appears on the top of the writing part of the Word window, shown in Figure 12-5. In Print Layout view, a vertical ruler also shows up and runs down the left side of the window. (That ruler is just for show.)



**Figure 12-5:**  
The Ruler.

The dark gray part of the Ruler (outside ends) is beyond the margins that are set for the page. The lighter gray is inside the page margins, and the Ruler measures that space from the left, starting with zero inches.

On the ruler you find four gizmos that control paragraph indenting: one downward-pointing triangle, two upward-pointing triangles, and one block. Those gizmos reflect the current paragraph formatting, and they can be manipulated with the mouse to change the formatting. Here's what they control:



To adjust a paragraph's right edge, grab the Right Indent guy on the ruler and drag him right or left.



To adjust the paragraph's left edge, grab the Left Indent thing on the ruler and slide it to the left or right. Note that this gizmo moves both the Hanging Indent and First Line Indent guys together.



The paragraph's first line can be set independently of the left edge by dragging the First Line Indent doojobbie to the left or right.



The Hanging Indent thing controls all the paragraph's lines except for the first one. Normally, you don't mess with this gizmo: Use the Left Indent guy to set the paragraph's left margin. The exception is for creating a hanging indent, which is probably why this gizmo has such a clever name.



✓ The Ruler measures from the left margin, not from the left edge of the page.

✓ The left margin is set when you format a page of text. See Chapter 14.

✓ The Tab gizmo is used to set the various tab stops used in Word. This confusing and frustrating subject is covered in Chapter 13.

✓ The Ruler is fine for visually setting indents, but when you need to be precise, use the Paragraph dialog box.





## Paragraph-formatting survival guide

This table contains all the paragraph-formatting commands you can summon by holding down the Ctrl key and pressing a letter or number. By no means should you memorize this list.

<i>Format</i>	<i>Key Combination</i>	<i>Command Button</i>
Center	Ctrl+E	
Fully justify	Ctrl+J	
Left-align (flush left)	Ctrl+L	
Right-align (flush right)	Ctrl+R	
Indent	Ctrl+M	
Unindent	Ctrl+Shift+M	
Hanging indent	Ctrl+T	
Unhanging indent	Ctrl+Shift+T	
Line spacing	Alt+H, K	
Single-space lines	Ctrl+1	
1.15 line spacing	Ctrl+0	
Double-space lines	Ctrl+2	
1½-space lines	Ctrl+5	

# Chapter 13

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# Setting Tabs

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## *In This Chapter*

- ▶ Understanding tabs
  - ▶ Setting left tab stops
  - ▶ Using right, center, and decimal tabs
  - ▶ Working in the Tabs dialog box
  - ▶ Setting leader tabs
  - ▶ Fixing the default tab stops
  - ▶ Removing tabs and tab stops
- 

**M**ost people have an issue with tabs in Word. I agree: The topic and the method can be maddening, like seeing Aunt Eunice pour cheap ketchup over her delicious homemade meatloaf. It's really a philosophical thing: When you deal with tabs, you're dealing with the tab character and the tab stop. They go hand in hand. Understand that and you're well on your way to becoming a tenth-level tab master in Word.

Tabs are really part of paragraph formatting, but the topic frustrates so many Word users that I decided to dedicate this entire chapter to the subject of setting tabs.

## *The Story of Tab*

On my ancient Underwood typewriter, the Tab key is on the right side of the keyboard and is named *Tabular Key*. Elsewhere, I've seen it named *Tabulator*. In each case, the root word is *table*. The Tab key is used to help build tables or to organize information in a tabular way.

Pressing the Tab key inserts a tab *character* into your document. That tab character works like a wide space character, but its size is determined by the tab stop. The *tab stop* is a predefined location marked across a page — say, every half-inch — although in Word you can set tab stops at any interval.

It's the tab stop that makes the Tab key work: Press the Tab key, and the insertion pointer hops over to the next tab stop. That way, you can line up text on multiple lines with tabs and tab stops, keeping things nice and even — definitely much nicer than trying to fudge lining up text with the spacebar.



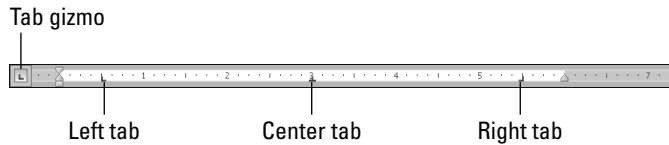
- ✓ Pressing the Tab key doesn't insert spaces. When you use Backspace or Delete to remove a tab, you delete one character — the tab character.
- ✓ It's best to format tabs for a single line of text or for only the first line of a paragraph. For anything more complex, use Word's Table command. See Chapter 20.
- ✓ It helps to have the Ruler visible when you work with tabs. Refer to Chapter 12.
- ✓ Always use the Tab key when you mean to indent or align text in a document. The worst thing you can do is press the spacebar. That is so wrong! In fact, anytime you press the spacebar more than once, you *need* a tab. Believe me, your documents will look prettier and you'll be happier after you understand and use tabs rather than spaces.
- ✓ Tab characters can often confuse you because, like spaces, they don't show up on the screen. But you can see them, if you like. To direct Word to display the tab character, which looks like a tiny arrow, as shown in the margin, click the Word Options button on the Office Button menu. Click Display from the left side of the Word Options dialog box. On the right side of the window, put a check mark by Tab Characters. Click OK.
- ✓ The diet beverage Tab was named for people who like to keep a tab on what they consume.

## The Tab Stops Here

The Tab key works because of tab stops. So, using the Tab key really means setting a tab stop at a certain position in a line of text. That seems simple enough, if it weren't for two problems: Setting tab stops isn't the most logical thing in Word, and there are five different types of tab stops.

The handiest way to set tab stops in Word is to use the Ruler, shown in Figure 13-1. The tab stops appear as tiny black symbols clinging to the bottom of the Ruler, shown in the figure. As you may guess, these tab stops are easily set and manipulated by moving the mouse.

**Figure 13-1:**  
Important  
tab things  
on the Ruler.



Here are the five types of tab stops available on the Ruler:



The left tab is the traditional type of tab stop.



The center tab centers text, mostly for titles or headers.



The right tab right-justifies text.



The decimal tab aligns numbers by their decimal parts.



The bar tab isn't a tab stop at all, but, rather, a decorative ornament.

Setting a tab involves two steps. First, you select one of these tabs from the Tab gizmo on the left end of the Ruler. Clicking the Tab gizmo displays a different tab type. (The Tab gizmo also displays some of the paragraph-indent symbols, covered in Chapter 12.) The second step is to click the mouse on the Ruler at the exact spot where you want the tab stop set. To set a left tab stop, you choose the left tab from the Tab gizmo and then click the ruler where you want that tab stop positioned. Click the 3-inch mark, and the plump L of the left tab stop settles down at that position nicely.

✔ Using and setting each of these tab stops listed in this section is covered elsewhere in this chapter.

✔ Tabs are paragraph-level things. Setting tabs affects only the paragraph that the toothpick cursor is blinking in. To set the tabs for several paragraphs, you must first select them as a block. Refer to Chapter 7 for more blocky stuff.

✔ Figure 13-1 shows three tab stops set: A left tab stop at the half-inch mark, a center tab stop at the 3-inch mark, and a right tab stop at the 5½-inch mark.

✔ When you're selecting several paragraphs, you may spot a light gray or phantom tab stop on the ruler. That indicates a tab stop set in one paragraph, but not all. To apply the tab stop to all selected paragraphs, click the phantom tab stop once. Otherwise, you can remove the tab stop per the instructions found in this chapter's later section "Unsetting a Tab Stop."

## The Standard Left Tab Stop

The left tab stop is the traditional type of tab stop. When you press the Tab key, the insertion pointer advances to the left tab stop, where you can continue to type text. This works best for typing lists, for organizing information on a single line paragraph, or when you want to indent the first line of a multi-line paragraph. This section provides some examples.

### The tabbed list

A common use for the tab stop is to create a simple two-column list, as shown in Figure 13-2.

A screenshot of a text editor window showing a two-column list. The window has a title bar with a close button and a ruler at the top. The list is as follows:

Name	Dish
Erma Hudson	Tossed Salad
Moyers	Fruit Salad
Carlsons	Pasta Dish
Ed Fredricks	Steak-ka-bobs
Hendersons	Mashed Potatoes
Bud Eberly	Ice Cream
Rev. Johns	Pepto Bismal

**Figure 13-2:**  
A two-  
column list.

The following steps describe how to easily set up such a list:

**1. On a new line, press Tab.**

**2. Type the item for the first column.**

It works best when this is a short item, two or three words max.

**3. Press Tab.**

**4. Type the item for the second column.**

Again, this should be something short.

**5. Press Enter to end that line and start a new line.**

Yes, your list looks horrible! Don't worry. It's more important to get the data typed first and then format it second.

**6. Repeat Steps 1 through 5 for each item in the list.**

After the list is finished, setting the tab stops is done visually by using the ruler.

**7. Summon the ruler, if necessary.**

Click the View Ruler button to display the ruler if it's hidden.

**8. Select all the lines of text that you want to organize into a two-column tabbed list.**

Refer to Chapter 7 for more information on marking blocks of text.

**9. Click the Tab gizmo until the Left Tab icon appears.**

If it already shows up in the Tab gizmo, you're set to go.



You can see what a Left Tab icon looks like right here in the margin.

**10. Click the mouse on the Ruler at the number 1, the 1-inch position.**

This step sets a left tab stop at one inch. You see how the text you selected immediately falls into place.

**11. Click the mouse to set a second tab stop at the 3-inch mark.**

The list looks nice and even, in two columns (refer to Figure 13-2).

**12. Adjust the tab stops if necessary.**

Slide the tab stops left or right on the ruler as needed to help clean up your list. As you slide the tab stops, do you notice how a dashed vertical line extends through your text? That shows you where text lines up.

These steps can also be used to create a three- or even a four-column list. The idea is to keep the text brief, on one line, and separated by single tabs. Then use the tab stops on the ruler to line things up and make them pretty.

Here are the key points to remember here:

- ✓ You need only one tab between items in a column list. That's because:
  - It's the *tab stop*, not the tab character, that lines up your text. As with using two spaces in a row, you never really need two tabs in a row.
- ✓ You type the text first and then select the text and set the tab stops last.
- ✓ The tab stops can be adjusted for the entire block of text by using the mouse and the ruler.
- ✓ For a tabbed list to work, each paragraph must be a line by itself, and the items in each column should be only a word or two long. Any longer, and you need to use Word's Table command, as covered in Chapter 20.

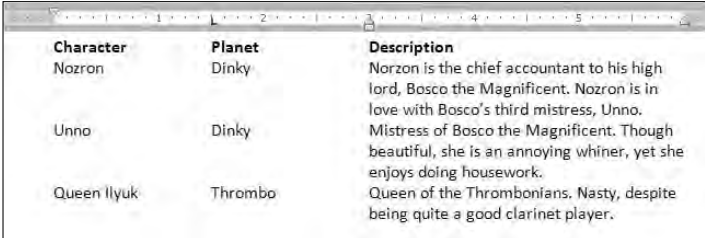




## The tab-tab-paragraph thing

Tabs can also be used to form an item list where the paragraph text is kept in the rightmost column. Figure 13-3 shows how the tab-tab-paragraph thing works. It combines both paragraph- and tab-formatting skills.

**Figure 13-3:**  
A tab-tab-  
paragraph  
format  
for text.



Character	Planet	Description
Nozron	Dinky	Norzon is the chief accountant to his high lord, Bosco the Magnificent. Nozron is in love with Bosco's third mistress, Unno.
Unno	Dinky	Mistress of Bosco the Magnificent. Though beautiful, she is an annoying whiner, yet she enjoys doing housework.
Queen Ilyuk	Thrombo	Queen of the Thrombonians. Nasty, despite being quite a good clarinet player.

Follow these steps to create something similar:

**1. On a new line, type the item for the first column.**

The shorter, the better.

**2. Press Tab.**

**3. Type the second column's text and press Tab.**

This step is optional; it's possible to create a simpler tab-paragraph list, which looks just like Figure 13-3, but without the *Planet* column (and spaced accordingly).

**4. Type the paragraph text.**

Unlike with the first two items, you're free to type more text here. That's because this final paragraph column will wrap, as shown in Figure 13-3.

**5. Press Enter to end the line and start a new line.**

Don't let the ugly text format fool you at this point. The text beautifies itself when you add the tab stops.

**6. Repeat Steps 1 through 5 for all the items in the tab-paragraph list.**

When you're done, you can set the tab stops. You need the ruler for this next step:

**7. Bid the Ruler appear, if need be.**

Click the View Ruler button to show a hidden ruler.



8. **Select all the lines of text you want to organize into a tab-tab-paragraph list.**

Chapter 7 discusses block-selection techniques.



9. **Slide the Hanging Indent triangle to the 3-inch position on the ruler.**

The paragraph appears.

10. **Ensure that the left tab is chosen on the Tab gizmo.**



The margin shows the Left Tab symbol.

11. **Click the mouse to set a tab stop at 1.5 inches.**

The second column snaps into place.

12. **Adjust the tab stop and hanging indent triangle as necessary.**

With the text still selected, you can slide the tab stop and the Hanging Indent things on the Ruler to the left or right to adjust the look of your tab-tab-paragraph. Whatever looks best works best.

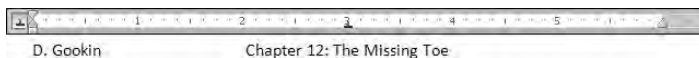
You can vary these rules to have a tab-paragraph or even a tab-tab-tab-paragraph. The more tabs you have, the tighter the paragraph gets, so be careful. (The notes from the preceding section also apply to this technique.)

## The Center Tab Stop

The center tab is a unique critter, and it has a special purpose: Text placed at a center tab is centered on a line. Unlike centering a paragraph, only text placed at the center tab stop is centered. This is ideal for centering something in a header or footer, which is about the only time you use this type of tab stop.

Figure 13-4 shows an example of a center tab. The text on the left is at the start of the paragraph, which is left-justified. But the text typed after the tab is centered on the line.

**Figure 13-4:**  
A center tab  
in action.



Here's how to make that happen:

**1. Start a new paragraph, one containing text that you want to center.**

Center tabs are found in one-line paragraphs.

**2. Set a center tab.**



If necessary, show the ruler: Click the View Ruler button. Click the Tab gizmo until a center tab appears, as shown in Figure 13-4. Click the mouse on the light gray part of the Ruler to set the tab. In Figure 13-4, the center tab is set at the center of the page, at the 3-inch position.

**3. Optionally, type some text to start the line.**

The text you type should be short; it appears only at the start of the line.

**4. Press the Tab key.**

The insertion pointer hops over to the center tab stop.

**5. Type the text to center.**

As you type, the text is centered on the line. Don't type too much; remember that the center tab is a single-line thing.

**6. Press Enter to end the line of text.**

Obviously, if you just want to center text on a line, centering the entire paragraph is a better choice; see Chapter 12. Otherwise, this technique finds itself used mostly in page headers and footers, which are covered in Chapter 15. Look there for an additional example.



- ✓ The center tab stop allows you to center text in a line without having to center the entire line.
- ✓ Center tabs are best used on a single line of text, usually by themselves. There's no reason to do them any other way.

## The Right Tab Stop

Right tabs are possibly the most confusing tab stop, until you've seen one in action. What they do is to allow you to right-justify text at a tab stop, allowing a single line of text to contain both right- and left-justified text. You've probably seen examples of this all over, but not recognized what it was, so here are Figures 13-5 and 13-6 for you to gawk at.

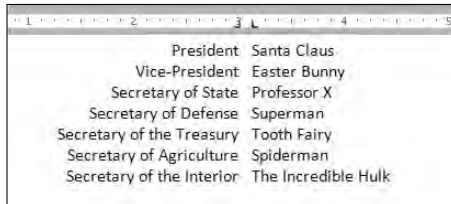


As with the other tabs, right tab stops work best on a single line of text. The following two sections describe how to set up right tab stops as shown in Figures 13-5 and 13-6. In both cases, note that it's assumed that the Ruler is visible on the screen. Click the View Ruler button to show the Ruler in Word.

## *Right stop, left stop list*

To create a centered, two-column list with a right tab stop and a left tab stop, as shown in Figure 13-5, obey these steps:

**Figure 13-5:**  
Right tab stops are used to center-align this list.



1. **Start out on a blank line, the line you want to format.**
2. **Choose the right tab stop from the Tab gizmo.**



Keep clicking the Tab gizmo with the mouse until the right tab stop appears.

3. **Click the mouse at the 3-inch position on the Ruler.**
4. **Choose the left tab stop from the Tab gizmo.**



Click, click, click until you see the left tab stop.

5. **Click the mouse at the 3⅜-inch position on the Ruler.**

Use Figure 13-5 as your guide. Don't fret; you can change the tab stop positions when you're just about done.

6. **Press the Tab key.**

The insertion pointer hops over to the 3-inch stop, the right tab stop.

7. **Type your text.**

The text is right-justified at the right tab stop.

8. **Press the Tab key.**

9. **Type your text.**

The text is left-justified (normal).

10. **Press Enter to end the line of text.**

11. **Repeat Steps 6 through 10 for each line in the list.**

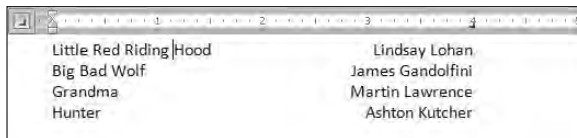
As long as you keep the text to one line, the list should look great, just like in Figure 13-5.

To make adjustments, select the list as a block (see Chapter 7) and use the mouse to adjust the tab stops on the ruler. As you move the tab stops, a dashed line extends down through your text, showing you where the text lines up.

## *Tab, right stop list*

The right tab stop can also be used in a list, as shown in Figure 13-6, commonly found in dramatic programs but just as good for a variety of purposes.

**Figure 13-6:**  
Right tab stops right-align the second column of this list.



Here's how to concoct such a thing:

- 1. Start out with a blank line of text.**
- 2. Ensure that the Tab gizmo on the Ruler shows the right tab stop.**

Refer to Figure 13-6.

- 3. Click the mouse at the 4-inch position on the Ruler.**

The position is just a guess at this point. Later, you can adjust the right tab stop setting to whatever is more visually appealing.

- 4. Type the left column text.**

The text is left-justified, like normal.

- 5. Press the Tab key.**

The insertion pointer hops to the right tab stop.

- 6. Type the right column text.**

The text you type is right-justified, pushing to the left as you type.

- 7. Press Enter to end the line of text.**

- 8. Repeat Steps 4 through 7 for each line in the list.**

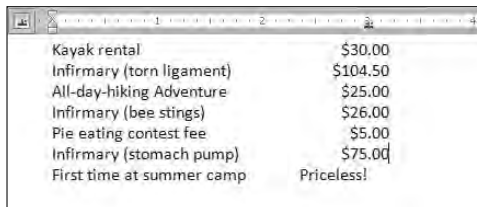
Afterward, you can mark the text as a block and then use the mouse to drag the right tab stop back and forth to whatever looks more visually appealing.

- ✓ You can drag the left indent toward the center of the page to offset the list from the left margin.
- ✓ Also refer to the section “Setting leader tabs,” later in this chapter, for adding a dotted leader to the right tab stop.

## The Decimal Tab

The decimal tab lives to line up columns of numbers. Although you could use a right tab to do this, the decimal tab is a better choice. Rather than right-align text, as the right tab does (see the previous sections), the decimal tab aligns numbers by their decimal portion — that period in the number, as shown in Figure 13-7.

**Figure 13-7:**  
Lining up  
numbers  
with the  
decimal tab.



Kayak rental	\$30.00
Infirmary (torn ligament)	\$104.50
All-day-hiking Adventure	\$25.00
Infirmary (bee stings)	\$26.00
Pie eating contest fee	\$5.00
Infirmary (stomach pump)	\$75.00
First time at summer camp	Priceless!

Here's how to work with such a beast:

1. **Start a blank line of text.**
2. **Choose the Decimal tab stop from the Tab gizmo on the Ruler.**  
Refer to Figure 13-7.
3. **Set the tab stop on the ruler by clicking the mouse at the 3-inch position.**
4. **Type the left column text.**
5. **Press the Tab key.**
6. **Type the numerical amount.**  
The number is right-justified until you press the period key. After that, the rest of the number is left-justified. The effect is that the amount is lined up at the decimal tab stop by the period in the number.
7. **End that line of text by pressing Enter.**
8. **Repeat Steps 4 through 7 for each line in the list.**

When you type something without a period in it (refer to Figure 13-7), it's shown right-justified.



You can adjust your text by selecting all the lines as a block and then moving the decimal tab stop on the Ruler with the mouse.

## The Bar Tab

Aside from being a most excellent pun, the bar tab isn't a true tab stop in Word. Instead, consider it as a text decoration. Setting a bar tab merely inserts a vertical line into a line of text, as shown in Figure 13-8. It's much better than using the | (pipe) character on the keyboard for drawing a vertical line in your document.

**Figure 13-8:**  
The mysterious bar tab.



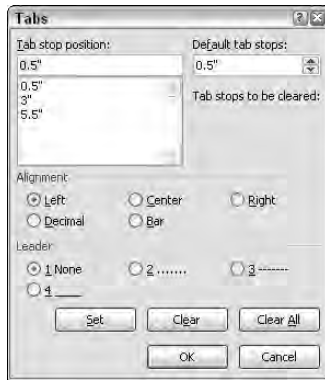
The setup to create the three-column text shown in Figure 13-8 is similar to what's presented earlier in this chapter for a two-column list (see the earlier section "The tabbed list"), although Figure 13-8 shows a three-column list with the first column at the start of a line.

A bar tab is set like any other tab. But, rather than insert a tab, it inserts a black vertical line in the text. The line appears always, even when no text or tabs are used on a line, as you can see in the last row of text (empty) in Figure 13-8.

In Figure 13-8, observe that a left tab stop is set immediately after the bar tab to help organize text on a line. This is normally how bar tabs are used, although for all practical purposes it's just easier in Word to surrender here and use the Table function instead; see Chapter 20.

## The Tabs Dialog Box

If setting tabs on the Ruler is the left-brain approach, using the Tabs dialog box is the right-brain method of setting tab stops in Word. The Tabs dialog box, shown in Figure 13-9, allows you more precision over using the Ruler by itself.



**Figure 13-9:**  
The Tabs  
dialog box.

Getting to the Tabs dialog box is a journey, the type of journey that ends with an “All I got was this stupid Tabs dialog box t-shirt.” The simplest way to beckon forth the Tabs dialog box is to double-click the mouse in the middle of the Ruler (on the light gray part). Of course, that also *sets* a tab stop, which can be frustrating.

The other way to get to the Tabs dialog box is to summon the Paragraph dialog box: do so by clicking the Dialog Box Launcher button in the lower-right corner of the Paragraph group, on the Home tab. When the Paragraph dialog box is visible, click the Tabs button in the lower-left corner to bring forth the Tabs dialog box.

## *Setting a tab in the Tabs dialog box*

When you need to be precise with your tab stops and the Ruler is proving unruly, follow these steps to set your tabs in the Tab dialog box:

**1. Enter the exact tab stop position in the Tab Stop Position box.**

For example, type **1.1875** to set a tab at exactly that spot.

**2. Choose the type of tab stop from the Alignment area.**

The standard tab stop is Left. Other tab stops are covered elsewhere in this chapter.

**3. Click the Set button.**

The Set button — not the OK button — is what creates the tab stop. After you click Set, your tab stop is placed on the list below the Tab Stop Position dialog box. (You may notice that numbers are rounded to the nearest tenth; Word interprets 1.1875 as 1.9, for example.)



**4. Continue setting tabs.**

Repeat Steps 1 through 3 for as many tabs as you need to set.

**5. Click OK.**

The tabs you set affect the current paragraph or a selected group of paragraphs. If the Ruler is visible, you can see the tabs and adjust them by using the mouse.



- ✓ You must click the Set button to set a tab! I don't know how many times I click OK, thinking that the tab stop is set, and it's not.
- ✓ For most of your tab-setting exercises, I recommend using the Ruler. The Tab dialog box is only necessary when you need to be precise, when you're setting multiple tabs close to each other, or when you're defining leader tabs, as described next.

## Setting leader tabs

There's only one task that must be done in the Tabs dialog box that you cannot do with the Ruler: Set a leader tab.

*What is a leader tab?*

A *leader tab* produces a row of dots, underlining (in a fashion) the tab character. Three styles are available:

Fearless dot leader tabs	.....	180
Zipper line leader tabs	_____	180
U-boat underline leader tabs	_____	180

You can apply a leader tab to any tab stop in Word other than the bar tab. To do so, refer to other sections in this chapter on how to set the various tab stops — specifically, the right tab stops. To add the dot leader to the tabbed list you've created, follow these steps:

**1. Select the text as a block.**

Refer to Chapter 7 for block-marking directions.

**2. Bring forth the Tabs dialog box.****3. Select the tab stop from the Tab Stop Position list.**

For example, in Figure 13-6, the right tab stop shows up in the Tab Stop Position list as 4". Click to select that item in the list.

**4. In the Leader area, choose the leader style.**

None means “no leader,” and it’s selected already. Choose one of the three other options.

**5. Click the Set button.**

Don’t click OK before you set the tab stop to add the leader. This step is the one you’ll screw up most often.

**6. Click OK.**

After clicking the Set button, you can click OK to close the Tabs dialog box and gawk at your text.



Leader tabs with the underline character are also the best way to create fill-in-the-blanks forms. Use the Tabs dialog box to set a left tab stop at the far left margin (usually, 6.0 inches). Choose an underline leader for that tab. Click Set and then OK. Back in your document, type the prompt for the fill-in-the-blanks line, such as

Your name:

Rather than press a brazillian underlines, just press the Tab key. Instantly, a line extends from the colon to the right margin.

## Default tab stops

Word automatically sets tab stops for you in each new document you create. These *default tab stops* are set at half-inch intervals. That’s fine for most people, but you can change those defaults, if you like.

New default tab stops are set in the upper-right corner of the Tab dialog box (refer to Figure 13-9), where a new interval for the default tab stops is entered. For example, to set the default tab stops three-quarters of an inch apart, type **0.75**” in the Default Tab Stops box. Click the OK button to confirm and close the Tabs dialog box. The default tab stops appear as dark brown ticks (they’re very hard to see) on the gray line below the ruler.

When you set your own tab stops, Word removes the default tab stops between the left margin and wherever any tab stop is set. For example, in Figure 13-8, you can see the default half-inch tab stops starting at the 3-inch position.

## *Unsetting a Tab Stop*

Removing a tab stop is as easy as dragging the Tab Stop icon from the Ruler: Point and click at the tab stop and drag the mouse downward, and the tab stop is gone.

The Tabs dialog box can also be used to remove tab stops. It's especially good for those times when you may have several tab stops close together and plucking one out with the mouse would be tiresome. In the Tabs dialog box, choose the tab stop position in the Tab Stop Position list, and then click the Clear button. Poof! It's gone!

Clicking the Clear All button in the Tabs dialog box removes all tabs from the ruler in one drastic sweep.

To delete a Tab character, of course, simply back up over it with the Backspace key.

## Chapter 14

# Formatting Pages

---

### *In This Chapter*

- ▶ Setting the page and paper size
  - ▶ Choosing landscape or portrait layout
  - ▶ Setting margins for your document
  - ▶ Automatically numbering your pages
  - ▶ Changing page numbers
  - ▶ Creating a new page
  - ▶ Coloring a page
  - ▶ Adding a watermark
- 

Normally, Word doesn't ask questions about the paper you're using. Nope. It's not that Word doesn't care. It cares! But rather than ask questions, Word just guesses that you're using a typical, boring sheet of paper. That's fine, until you need something more interesting or set up a page differently than Word normally guesses. For that, you need to properly describe the sheet of paper to Word. Thus, you have the dawn of *page formatting*.

Page formatting starts with a piece of paper, the final destination of your word processing journey. It covers the margins, or air around the text you write. And, just to be different, in this chapter at least, page formatting also covers page numbering.

## *Describe That Sheet o' Paper*

No matter what size paper you're printing on, Word refers to it as a *page*. As you can possibly guess, not all pages are alike; even within a single document, page size or orientation can change, so pages must be flexible in order for them to be useful.

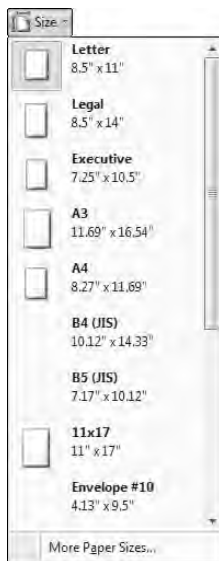
This section discusses the various ways Word deals with paper and pages.

## *A page is a sheet of paper about “this” big*

Word can print on any size sheet of paper, from a wee postage stamp to the same broadsheet a newspaper is printed on, or even larger. There are only three things to keep in mind here:

- ✓ You must find that specific paper size, possibly at an office supply store.
- ✓ You must have a printer that can swallow that specific paper size.
- ✓ You must tell Word that you’re using that specific paper size.

The paper-size-setting stuff is done in the Page Setup group on the Page Layout tab. Choosing a specific size of paper is done by clicking the Size button in that group, which displays a menu, as shown in Figure 14-1. Choose your paper size from that list.



**Figure 14-1:**  
The Size  
menu.

For example, if you want to print on that tall, legal-size paper, choose Legal 8.5" x 14" from the list. Your entire document is then updated to reflect the new page size.



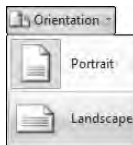
- ✓ To select a size not shown on the menu, choose the More Paper Sizes command to summon the Paper tab of the Page Setup dialog box. Refer to the section “Behold the Page Setup dialog box,” elsewhere in this chapter, for more information.
- ✓ Page-size changes are reflected in the entire document, from first page to last. That is, unless you divide your documents into sections. Then you can use different page sizes within each section. Refer to Chapter 15 for information on sections.
- ✓ Most PC printers can print on several sizes of paper. Weird sizes, although available on the list, may not be compatible with your printer.
- ✓ A typical sheet of paper, at least in the United States, measures 8½ inches across by 11 inches tall. Most of the rest of the world uses the A4 paper-size standard, which is slightly longer and a tad narrower.
- ✓ If you’re printing on an odd-size piece of paper, remember to load that special paper into your printer before you start printing. Some smarter printers even tell you which paper size they want to print on. Mine nags at me all the time for the proper paper size. It’s like a second mother.

## Page orientation (landscape or portrait)

Word normally prints on a sheet of paper from top to bottom with the narrow edge on top. This is called *portrait* mode because its orientation is vertical, like a portrait.

Word can also be told to print longways, or in *landscape* mode. This trick is done by choosing Landscape from the Orientation command in the Page Layout tab’s Page Setup group, as shown in Figure 14-2.

**Figure 14-2:**  
Setting  
a page’s  
orientation.



Choosing Orientation⇨Landscape directs Word to shift the paper orientation for every page in your document. This doesn’t mean that the text is sideways more than it means that the text prints wide on a page (though I suppose that it could be looked at as printing sideways).

To change the pages back, choose Orientation↔Portrait.



- ✓ Changing between portrait and landscape modes may require you to adjust the document's margins; see the next section.
- ✓ Make the decision to have your document in landscape mode before you do any extensive formatting. That mode affects your paragraphs and other “lower-level” formatting, so you should have it done first, before you start composing your text.
- ✓ Scientists and other people in white lab coats who study such things have determined that human reading speed slows drastically when people must scan a long line of text, which happens when you use landscape mode. Reserve landscape mode for printing lists, tables, and items for which normal paper is too narrow.
- ✓ Consider using multiple columns in landscape mode. See Chapter 21.
- ✓ Also see the section “Behold the Page Setup dialog box,” later in this chapter, for more page-orientation settings and options.

## *Marginal information*

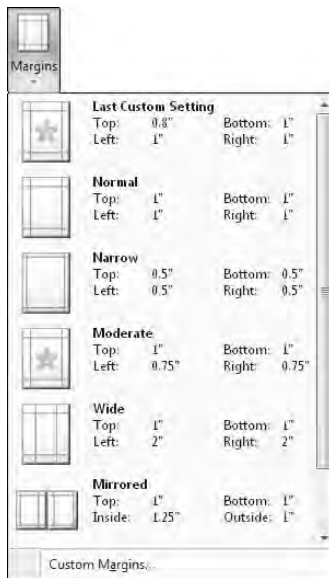
Every page has *margins*. They provide the air around your document — that inch or so of breathing space that sets off the text from the rest of the page. As with other things in Word, these margins can be adjusted, fooled, cajoled, or otherwise obsessed with.

Word automatically sets your margins at 1 inch from the top and bottom of the page and 1.25 inches from the left and right sides of the page. Most English teachers and book editors want margins of this size because these people love to scribble in margins. (They even write that way on blank paper.) In Word, you can adjust the margins to suit any fussy professional.

To change the margins, use the Page Setup group on the Page Layout tab. Clicking the Margins button in that group displays a menu full of common margin options, as shown in Figure 14-3.

Specific margins can be set by clicking the Custom Margins button at the bottom of the Margins menu. Doing so displays the Margins tab in the Page Setup dialog box, where specific margin information can be entered, including information on printing more than one page on a sheet of paper. Refer to the next section for more information.

- ✓ Margins on a page are covered in this chapter. To set the indents for a single paragraph, you need to use a paragraph-formatting command. See Chapter 12.
- ✓ The stars on the Margin menu's icons represent popular or recent margin choices you've made.
- ✓ Keep in mind that most laser printers cannot print on the outside half-inch of a piece of paper — top, bottom, left, and right. This space is an absolute margin; although you can tell Word to set a margin of 0 inches right and 0 inches left, text still does not print there. Instead, choose a minimum of 0.5 inches for the left and right margins.
- ✓ Likewise, many ink printers have a taller top or bottom margin requirement. If you attempt to print outside that area, a dialog box appears, informing you of your offense.



**Figure 14-3:**  
Stuff on the  
Margins  
menu.

## *Behold the Page Setup dialog box*

As with many things in Word, when you want more control over page formatting, you must surrender from the Ribbon interface and use an old-fashioned dialog box. In this case, it's the Page Setup dialog box, shown in Figure 14-4.





## Dangerous treading in the Multiple Pages area of the Page Setup dialog box

Nestled on the Margins tab of the Page Setup dialog box is the Pages area (refer to Figure 14-4). The Multiple Pages drop-down list tells Word how to use the paper on which your document is printed. Surprisingly, there's more than one way to print a document on a page. The following definitions help, as does the little preview page at the bottom of the Page Setup dialog box:

**Normal** means one page per sheet of paper. You can't get more normal than that.

**Mirror Margins** is used when your printer is smart enough to print on both sides of a sheet of paper. That way, every other page is flip-flopped so that your margins always line up. For example, the "gutter" may be on the left of one page, but on the right for the page's back side.

**2 Pages per Sheet** splits the paper right down the center and forces Word to print two "pages" per sheet of paper. Note that this option works best when used in landscape mode.

**Book Fold** is Word's attempt to create a multiple-page booklet by printing the proper pages on both sides of a sheet of paper. This option works best if you have a printer capable of printing on both sides of a sheet of paper. The Sheets Per Booklet option that appears helps tell Word how long your booklet is.

Despite these options, Word is a poor book-binding program. If you're into any type of publishing, consider getting a desktop publishing program, such as Adobe InDesign or Microsoft Publisher, which are far better equipped to deal with such things.

To summon the Page Setup dialog box, click the Dialog Box Launcher in the lower-right corner of the Page Setup group on the Page Layout tab. Or, you can use the keyboard shortcut: Alt+P, P, S.

The Page Setup dialog box sports three tabs: Margins for setting margins, Paper for selecting the paper size, and Layout for dealing with other page-formatting issues.

Click the OK button to confirm your changes and close the Page Setup dialog box.



✓ To print on three-hole paper, use the Margins tab in the Page Setup dialog box to set the gutter margin to about half an inch. That moves the entire margin "frame" over one half-inch from where the three holes are punched. You can set the Gutter Position to Left option, unless the holes are punched on the top of the page, in which case you set the Gutter Position to Top option.

✓ Changes made to a page's format — paper size, orientation, and margins — normally affect an entire document. By using the Apply To drop-down list in the Page Setup dialog box, however, you can determine which portion of a document will be affected by the margin change. You have three options:

- **Whole Document** changes the margins for your whole document, from bonnet to boot.
- **This Point Forward** means that the new margins take place from the toothpick cursor's position onward.
- **This Section** means that the margins apply to only the current section. (See Chapter 15 for more information on sections.)



**Figure 14-4:**  
The Page  
Setup  
dialog box;  
Margins tab.

## Page Numbering

Woe to the human who manually numbers pages in a word processor! Yea, ye shall be smote upon with fire, brimstone, and blistering typos!

*Your word processor will number your pages for you!*

Memorize it. Live it. Be it.

## *Where to stick the page number?*

Word not only can automatically number your pages, but it also lets you place the page number just about anywhere on the page and in a variety of fun and interesting formats.

Start your page numbering odyssey thus:

**1. In the Insert tab's Header & Footer area, click the Page Number command button.**

A menu drops down, listing various page-numbering options. The first three are locations: Top of Page, Bottom of Page, and Page Margins or the sides of the page.

**2. Choose where to place the page numbers.**

I want my page numbers on the bottom of the page, so I regularly choose the Bottom of Page option.

**3. Pluck a page-numbering style from the scrolling list.**

There are oodles of samples, so don't cut yourself short by not scrolling through the menu. You can even choose those famous *page X of Y* formats.

In Print Layout view, you can see the page numbers. In Draft view, they remain hidden. (Use Print Layout or Print Preview to see them.) Dutifully, Word numbers each page in your document, starting with 1 for the first page, up to however many pages long the thing grows.

Delete a page? Word rennumbers for you.

Insert a page? Word rennumbers for you.

As long as you insert the page number per the preceding steps, Word handles everything.

- ✓ Headers and footers are parts of a page that you can format with all sorts of interesting things, including your own page number style or even page numbers on both the top *and* bottom of the page. Refer to Chapter 15 for details.
- ✓ To change the page number format, simply choose a new one from the Page Number menu.

## Starting off with a different page number

You and I know that the first page of a document is really page 1, but Word doesn't care. It lets you start numbering your document at whatever page number you want. If you want to start numbering Chapter 2 at page 47, you can do so, if you follow these instructions:

1. Click the **Insert** tab.
2. In the **Header & Footer** area, choose **Page Number** → **Format Page Numbers**.

The **Page Number Format** dialog box materializes, as shown in Figure 14-5.



**Figure 14-5:**  
More control over page numbers is given here.

3. Click the **Start At** radio button and type the beginning page number in the box.
4. Click **OK** to close the **Page Number Format** dialog box.

Word starts numbering your document at the specified page number. So, if you enter 47 in Step 3, the first page of your document is now page 47, the next page is 48, and so on.

When you want the page number to jump in the middle of your document, say, from page 5 to page 16 or (more likely) from page *iv* to page 1, you need to use sections to divide the document. You can start page numbering over again, and at any number or in a new section. See Chapter 15 for more information on sections.

## *Numbering with Roman numerals*

When the urge hits you to regress a few centuries and use Roman numerals to tally a document's pages, Word is happy to oblige. Summon the Page Number Format dialog box (refer to Figure 14-5) per Steps 1 and 2 in the preceding section. Simply choose the style you want from the Number Format drop-down list.

## *Removing page numbers*

To strip out page numbers you've inserted into your document, choose the Remove Page Numbers command from the Page Number menu (in the Header & Footer group on the Insert tab).

The Remove Page Numbers command rids your document of only those page numbers you've inserted by using the Page Number menu. If you've manually added a page number in a header or footer, you must manually delete it. See Chapter 15.

## *New Pages from Nowhere*

As you type your document, Word keeps adding new, blank pages for you to write on. These pages are appended to the end of the document, so even if you're typing in the midst of some chapter, the extra pages keep appearing so that no text is lost and nothing falls off the edge. That's all normal and good.

For those times when you need to stick a blank page in the middle of a document, Word provides two interesting commands. This section explains things.

## *Starting afresh on a new, blank page*

To start typing on a new page in your document, you need to insert a manual page break, also called a *hard page break*. The simplest way to do this is to press the Ctrl+Enter key combination. Word then begins a new page On That Very Spot. All text before the insertion pointer is on the previous page, and all text afterward is on a new page.



You can also insert a hard page break by choosing the Page Break command from the Pages group on the Insert tab.

In Print Layout view, a hard page break looks like any other page break. The only way to know the difference is to switch to Draft view and use the Show/Hide command. In Draft view, the words *Page Break* appear before the break in your document. That's your clue that you have a hard page break.

Keep these points in mind when you're dealing with hard page breaks:



- ✔ Never, never, never start a new page by pressing the Enter key over and over until a new page pops up. That's just leads to trouble later as you edit your document.
- ✔ Pressing Ctrl+Enter inserts a hard page-break *character* in your document. That character stays there, always creating a hard page break no matter how much you edit the text on previous pages.
- ✔ You can delete a hard page break by pressing the Backspace or Delete key. If you do this accidentally, just press Ctrl+Enter again or press Ctrl+Z to undelete.
- ✔ If you set hard page breaks, remember to use Print Preview to look at your document before you print it. Sometimes, the process of editing moves text around, making the hard page breaks unnecessary and awkward. Refer to Chapter 10 for more information on the Print Preview command.



- ✔ The keyboard shortcut for the Show/Hide command is Ctrl+Shift+8. You can also use the Show/Hide command button in the Home tab's Paragraph group.
- ✔ You can also insert a hard page break by choosing Breaks⇨Page from the Page Setup group. Remember that this command is on the Page Layout tab, not on the Insert tab.
- ✔ Don't fall into the trap of using hard page breaks to adjust your page numbering. You can use the power of the computer to alter your page numbers without having to mess with page formatting. See the section "Where to stick the page number?" earlier in this chapter.



## *Inserting a whole, blank page*



To shove a fresh, blank sheet of paper into the middle of a document, you can use the Blank Page command button, found in the Insert tab's Pages group. What that command does is to insert *two* hard page breaks into a document, which creates a blank sheet of paper.



## Protecting the widows and orphans

Occasionally, a paragraph of text may be split between two pages in an awkward way. A single line from a paragraph on the bottom of one page is an *orphan*. A single line from a paragraph ending at the top of a page is a *widow*. Word offers orphan and widow protection, which you can apply to paragraphs of text to prevent that lone line from appearing at the top or bottom of a page. The feature is Widow/Orphan control.

Normally, Widow/Orphan control is turned on. But you can disable it and set other options for keeping paragraphs of text on one page or another. This magic is done in the Paragraph dialog box, on the Line and Page Breaks tab: Press Alt+H, P, G to summon the Paragraph dialog box, and then click the Page Breaks tab. The options you set there are applied to the current paragraph, or to any selected paragraph. Click OK when you finish making your settings.



I don't recommend using this command unless you really need a blank page in the midst of a document. That is, you never plan on writing on that page. Putting graphics on the page is fine. Adding a table, or any other one-page element to the blank page is also fine. But because the blank page is inserted by using two hard page breaks, writing on the page leads to formatting woes down the line.

Remember that Word automatically adds new pages as you write. So don't use the Blank Page command unless you truly want a *blank* page in your document.

## Page Froufrou

Page formatting happens above your text, below your text, to the sides of your text, and even *behind* your text. This section demonstrates the things you can format on a page that appear behind your words.

### Color your page



To color your document's pages, use the Page Color command button from the Page Layout tab's Page Background group. Clicking that button displays a menu full of colors, some based on the document theme and some based on standard colors, or you can choose your own color by choosing the More Colors menu command. *Gradients*, or multiple colors, can be chosen by using the Fill Effects menu command.

\* \* \* Free Preview End \* \* \*

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