

JUMPSTART

Microsoft® Word for Macintosh®

Tips to Get You Going Quickly

INSTALLING WORD

- 1 Make sure no programs are running on your computer that might interfere with installation. Turn off startup programs (INITs) and remove virus protection programs such as Gatekeeper from your System folder. Then restart your computer.
- 2 Insert the Install disk in the disk drive and double-click the Installer icon.
- 3 Follow the instructions on the screen.

For complete details on setting up Word, see *Microsoft Word Getting Started*.

WORKING IN WORD

Select *menus* on the menu bar to display Word commands.

Click buttons on the *Toolbar* to access quickly the Word commands you use most often.



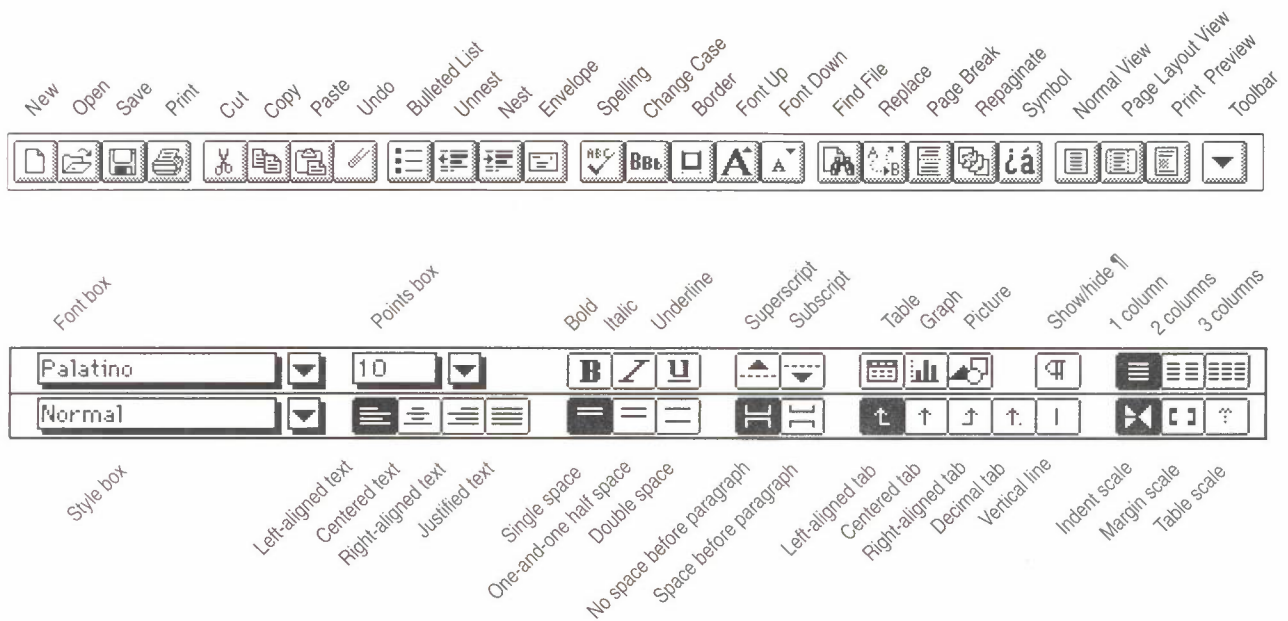
Use the *ribbon* to format text, select the number of text columns, and to insert tables, charts, and graphics.

Use the *ruler* to change text alignment, add spacing between lines and paragraphs, set tabs, and adjust margins, text columns, and tables.

Click the *scroll bars* to make other parts of your document visible.

Move the mouse pointer into the invisible *selection bar* to select lines, paragraphs, or your whole document with a few clicks.

The blinking *insertion point* shows where your typing will appear in the document.



A few simple techniques control all your work with Word. Learn these skills, and you can make this powerful product do just about anything.

Select, then Do

To change text or a graphic in your document, first **select** what you want to change by dragging the mouse across it (selected items appear highlighted on the screen). Then choose a command or click a button that will **do** what you want. This general rule of “select, then do” applies to almost everything you do in Word. For example, to make a word bold, first select it, and then click the bold button on the ribbon.

Point and Click

With a click of the mouse on the Toolbar, ribbon, and ruler, you can complete much of your document’s formatting. You can format text, insert a graphic, change the number of text columns, change the margins, add bullets, and apply styles, without ever opening a menu.

Drag and Drop

To move text or graphics, just select what you want to move and then drag it to a new location. As you drag, the mouse pointer becomes a box with an arrow and dotted insertion point. Position the dotted insertion point where you want to drop the text or graphic and release the mouse button. To copy the selection instead of moving it, hold down the **COMMAND** key as you drag.

Watch Those Paragraph Marks¶

When you press **RETURN** or **ENTER** at the end of a paragraph, Word inserts a paragraph mark (¶). Formats you apply to a paragraph (for example, indents and alignment) are stored in the paragraph mark. If you delete the paragraph mark, the preceding text becomes part of the next paragraph in your document and takes on its formatting. It’s a good idea to work with paragraph marks showing so you don’t accidentally delete one and change the formatting of your text. To display paragraph marks, click the show/hide ¶ button on the ribbon.

Save Often

It’s important to regularly save the document you’re working on so that you won’t lose your work if something goes wrong with your computer. A good guideline is to save your work every 15 minutes. You can have Word remind you to save by selecting the **Save Reminder** option in the **Open** and **Save** category in the **Preferences** dialog box (**Tools** menu). To save a document with a new name, in a new location, or in a different file format, use the **Save As** command on the **File** menu.

Change Your Mind?

There’s no limit to the changes you can make to a document. If you don’t like what you’ve written, you can edit the text. If you don’t like the way your document looks, you can apply new formats. If you choose the wrong command or delete something by mistake, choose the **Undo** command on the **Edit** menu. If you think your latest revision wasn’t such a good idea after all, simply close the document without saving the changes you made. Then reopen it and make a fresh start.

DOs & DON'Ts

DO get Help when you need it. To get step-by-step instructions, press **COMMAND+?** or the **HELP** key and then choose the command you want help with. Or choose the Help command from the Window menu and select a topic from the Help index. If you're using System 7 or later, use Balloon Help to get quick descriptions of items on your screen and the choices in a dialog box. Choose Show Balloons from the Apple Help menu and then use the mouse to point to the items you're curious about.

DON'T press **RETURN** or **ENTER** at the end of every line. Word adjusts line breaks automatically with a feature called wordwrap. Wordwrap lets you

type, insert, and delete text without having to adjust your line breaks. You should press **RETURN** or **ENTER** only at the end of a paragraph. To double-space lines of text or add space between paragraphs, click the line and paragraph spacing buttons on the ruler or use the Paragraph command on the Format menu.

DO use the appropriate view when working on your document. For fastest text entry and routine editing and formatting, use normal view. For organizing long documents and moving large sections of text, use outline view. To see and edit the printed version of each page right on your screen, use page layout view. To select the appropriate view, use the commands on the View menu. Before printing, adjust page breaks and margins using the Print Preview command on the File menu.

DON'T use tabs to create a table. You probably used tabs to create tables with your old word processor, but Word's table feature makes working with tables much easier. Choose the Table command on the Insert menu and specify how many rows and columns you want. You can add more rows as you need them by just pressing the **TAB** key, and you can easily change the width of the columns using the ruler.

DON'T use the **SPACEBAR** to indent text. To indent the first line of a paragraph or add space between the text and the left and right margins, drag the indent markers on the ruler. To indent whole paragraphs of text in half-inch increments, press **COMMAND+SHIFT+N**. For more precise indent settings, use the Paragraph command on the Format menu.

THE Right Tool FOR THE Right Job

Use the ribbon to choose fonts (typefaces) and point sizes, make text bold, italic, or underlined, and create superscripts or subscripts. Click a button to insert a graphic, display nonprinting characters such as paragraph marks, and change the number of text columns per page.

Use the ruler to create and apply styles, indent and align text, set line and paragraph spacing, and set tabs. Drag markers to quickly adjust margins and table columns. Click the **¶**, **□**, or **T** symbols to display different ruler settings.

Insert glossary entries to save text or graphics you use frequently in your documents. For example, if you have a long job title, you can assign a short name for that text in a glossary. To include your title in a document, insert the glossary entry instead of retyping the full title each time.

Use styles to automate formatting. Suppose you've spent a few minutes formatting a paragraph to look just right, and now you want other paragraphs to match. Instead of formatting each paragraph individually, use the style box on the ruler to give a name to the group of formats you applied to the first paragraph. Then apply that style name to each of the paragraphs you want to match. To change the way those paragraphs look, just redefine the style. All paragraphs with that style are updated automatically.

Use the Picture command to create graphics without leaving Word. You can draw and edit **PICT** graphics and easily import **TIFF** and **EPS** files.

Insert frames to place a graphic or text anywhere on the page. The rest of your text flows around the frame. You can specify a particular location on the page or simply drag the frame where you want it.

Use the spelling checker and grammar checker to help proof your document before you print it.

Locate documents using Find File.

Search for a document having a certain name or containing a certain word or phrase. To make a document easier to find, use the Summary Info dialog box to fill in a document's title and subject, key words, and other pertinent information.

Create stationery to use as models for new documents you create. A stationery document contains the boilerplate text and standard formatting you use in certain types of documents. Starting new documents from stationery allows you to skip much routine, repetitive work.

Use the Print Merge Helper to print mailing labels, form letters, and other merged documents. Word leads you through the easy steps to prepare the documents you're merging.

Use the Microsoft Word User's Guide or online Help to get complete information on performing any task with Word.

Use the lessons in Microsoft Word Getting Started for hands-on practices that teach you how to use Word.

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Before You Call **QA** Answers to Our Most Commonly Asked Questions

Q Why can't I choose a command that is dimmed on a menu or a dimmed option in a dialog box?

A You can choose a command or option only if it applies to your current situation. For example, the Table Cells command on the Format menu is available only if the insertion point is in a table. Similarly, the Custom Paper Size option in the Preferences dialog box is not available if you are set up to print to a LaserWriter, which doesn't allow a custom page size. If you're using System 7.0, you can use Balloon Help to learn why a command isn't available.

Q Why does text I select sometimes move when I move the mouse?

A You probably dragged the selection. The drag-and-drop feature in Word lets you move and copy text and graphics by dragging them to a new location. To change or cancel a selection without moving it, click outside the selection. If you move text inadvertently, choose the Undo command from the Edit menu as the next action. To turn off this feature, choose Preferences on the Tools menu and clear the Drag-and-Drop Text Editing option.

Q What is a "fast save"?

A When you save a document, Word by default performs a *fast save*—that is, it stores with the document a list of changes you made instead of rearranging the text stored on the disk. Documents saved in this way require more

memory as you work and can take more disk space. To perform a *normal save*, which takes a bit longer to consolidate changes, use the Save As command, clear the Fast Save option, and replace the existing document. Perform a normal save before a task requiring a lot of memory or before you use Word text in another application. To have Word always perform a normal save, choose Preferences on the Tools menu and clear the Allow Fast Saves option (Open and Save category).

Q How do I give Word more memory?

A If your Macintosh is running under MultiFinder or System 7.0 or later, you can adjust the memory allocated to Word. First quit Word and use the About the Finder command on the Apple menu to check the memory available to the Finder when Word is not running. If more than 1MB (the default amount requested by Word) is available, you can allocate more to Word. Select the Word icon in the Finder and choose the Get Info command from the File menu. In the Application Memory Size box, type a number no larger than the available memory in the Finder. It's best to increase the amount to 2048 (2MB) or more.

Q How can I use a command if it isn't installed in Word.

A Run the Installer program again. Click the Customize button and install the commands you want. For details, see *Microsoft Word Getting Started*.

Q Why is text in a table cut off at the bottom of the page?

A If text (or other items) you insert in a cell won't fit on the current page, Word inserts a page break before the row containing that cell and moves the entire row of cells to the next page. However, Word can insert page breaks only between rows of cells, not within a cell. If you type more text in a cell than will fit on a single page, the text that overflows the page shows on your screen in normal view but won't be printed. To prevent this, divide the cell contents among several rows.

Q Can I edit graphics from other programs using Word's drawing feature?

A Yes. Just double-click the graphic to display it in the graphics editing window. A TIFF or EPS graphic is converted to a single PICT object (but any PostScript instructions are retained). Color objects are converted to the eight basic Macintosh colors, and bitmaps are converted to black and white.

If you can't find the answer to your question here or in the rest of the documentation, please call us. We have expert technicians who are ready to help you get the most out of Word. In the United States, call (206) 635-7200. Outside the United States, contact your local Microsoft subsidiary.

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