

# User's Guide

# Microsoft<sup>®</sup> WORD

*Word Processing Program for the Macintosh Version 5.0*

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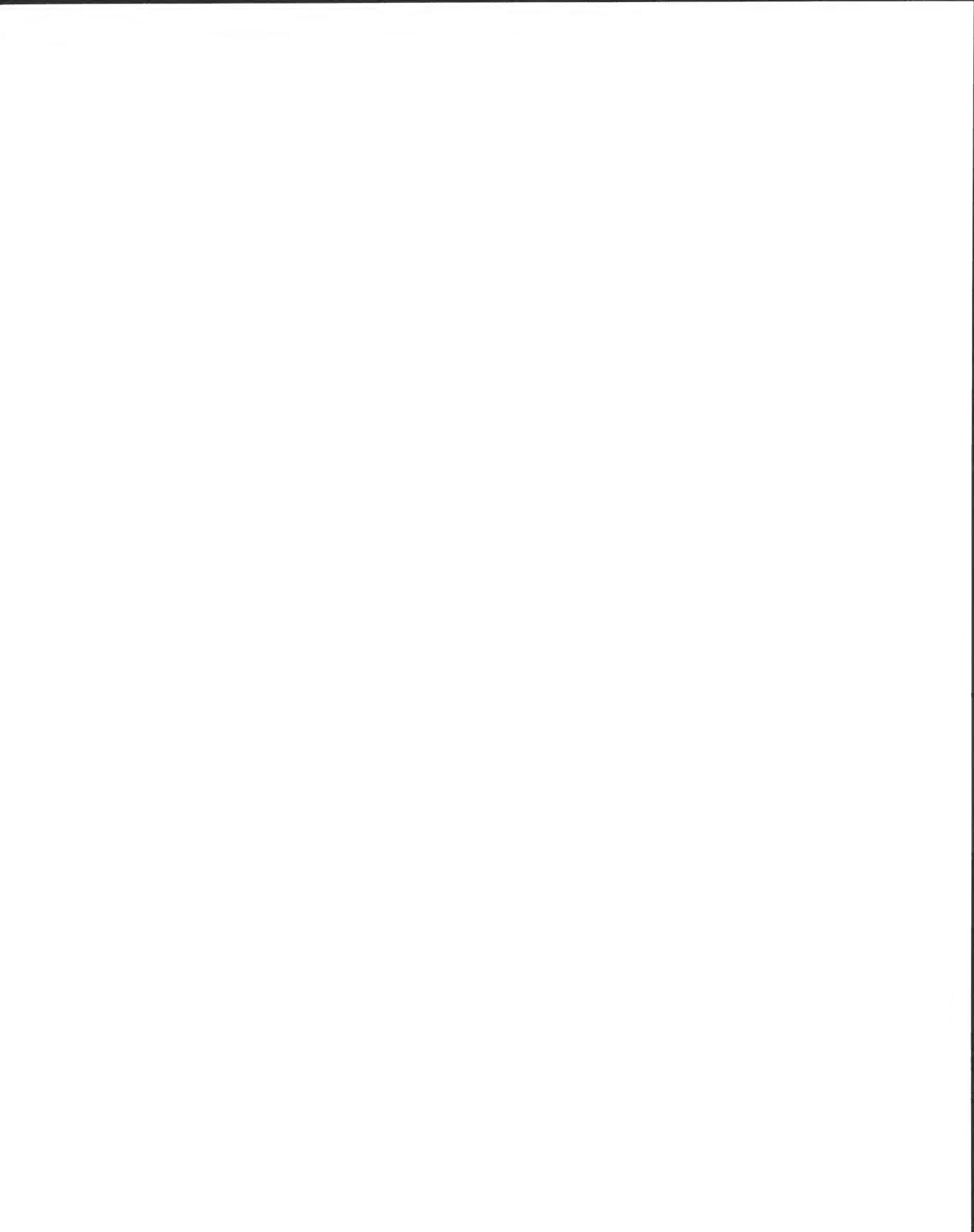
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# About This Manual

*Microsoft Word User's Guide* is a comprehensive guide that contains all of the procedures you need to work with Microsoft Word. To help you learn and use Word efficiently, this manual is organized by tasks, beginning with the most common word processing tasks (parts 1 through 3) and moving on to more advanced Word features (parts 4 through 10).

Many of the skills described in this manual are also covered in the tutorial, *Microsoft Word Getting Started*. The tutorial gives you hands-on practice at your own pace. If you like, you can go through the lessons on features you want to use right away and learn about more advanced features later.

## Before You Begin

Before you can work with Word, you must use the Installer. Word files are compressed; you use the Installer program to decompress and install them in the correct folders. For information on setting up Word, see *Microsoft Word Getting Started*.

## System 7

Some of the features of Microsoft Word version 5.0 are available only if you are running Apple System 7 or a later version on your Macintosh. In addition, you use some standard Macintosh commands such as Open and Save a little differently from their use in earlier versions of the Apple System. For information on features that are unique to System 7, see Appendix A, "Using Word with System 7."

## Icons and Other Screen Elements

Depending on what version of the System you are using, certain elements like icons, scroll bars, and dialog boxes may look different. Art in this manual was created using System 7. Procedures are not affected by these differences.

## Symbols and Conventions

The Word documentation uses a few special symbols and conventions.

## The Keyboard

- The keys on your keyboard may not be labeled exactly as they are in this manual. All key names are shown using small capital letters. For example, the key with the  and/or  symbol is shown as COMMAND. The hyphen key (-) is shown as HYPHEN (-).
- Keys are frequently used in combinations. For example, COMMAND+B means to hold down the COMMAND key while pressing the “b” key.
- *Arrow keys* is the collective name for the UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW keys.
- To choose a command from a menu, you can use the mouse or press a key combination. The key combinations for the commands are shown on the menus next to the command name. For example, you can use the mouse to choose the Open command from the File menu or press COMMAND+O.

## Text

- Specific text you are to type is shown in bold. For example, if the manual says to type **14 pt** you type the number “14” followed by a space and the lowercase letters “pt”.
- Placeholders for items such as document names that you must supply yourself are shown in italic. For example, when the manual says to type *document name* you type the name of a document.

## Product Support

For solutions to questions about Microsoft Word, first look in this manual or consult online Help. To use Help, press the HELP key or COMMAND+QUESTION MARK (?) and select the category you want help with.

If you can't find the answer in your documentation, contact Microsoft Product Support, using the phone number or address provided on your registration card.

If you call, you should be sitting in front of your computer with Word running and the document in question open on the screen. You should also have this manual at hand. Whether you call or write, please provide the following information:

- The version number of the Apple System software and the version number of Word. To check the version number of Word, choose About Microsoft Word from the Apple menu. To check the version number of the Finder, switch to Finder and choose About the Finder from the Apple menu.
- The type of hardware you are using, including network hardware, if applicable.
- A description of what happened and what you were doing when the problem occurred.
- If any messages appeared on your screen, the exact wording of the messages.

# First Things to Know About Word



# Your First Word Document

If you're like most people, you want to get started on your work immediately. This section is designed to let you do just that. In these pages, you can quickly learn the basic skills and concepts you'll need the first time you use Word. You'll learn how to:

- Use the mouse
- Start Word and display documents on your screen
- Type and edit text
- Make text bold, center a heading, indent a paragraph, and make other simple changes to your document's appearance
- Save your work for future use
- Print your document

## Is This Section for You?

Unless you're an experienced hand with Word, the answer is yes. You can skip material you are already familiar with, but you should pay particular attention to the tinted boxes. They provide information that can help you work more productively with Word right from the beginning.

**If you're new to word processing** If you've always worked on a typewriter, you may not know where to begin or, once started, what to do next with a word processor. This section guides you through a typical work scenario—from starting a new document to printing the final version. It also points out some typing habits to avoid when working in Word.

**If you're new to a Macintosh** Many of the techniques you employ in Word, such as using the mouse, working with windows, and opening and closing documents, are standard ways of working on a Macintosh. Your Macintosh manual can give you a thorough grounding in these fundamentals. If you're short of time or don't have the manual available, this section shows you the few essentials you'll need to know before starting Word.

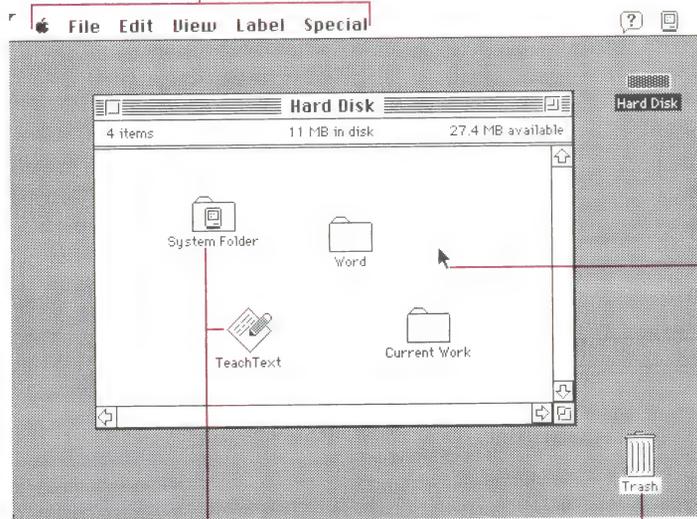
**If you're new to Word** If you're coming to Word from another word processor, you probably already know *what* you want to do. You only need to know *how*. The techniques and features introduced here are the ones you'll use most often. And if you don't find what you need, look in the index for the task or term you're familiar with from your previous word processor—in many cases you'll get rerouted to the equivalent feature in Word.

# The Macintosh Desktop

Your work with Word begins on the Macintosh desktop, sometimes called the Finder screen. Menus at the top of the screen drop down to display the commands you'll use to work on the Macintosh. The icons show the applications, files, and folders stored on the hard disk. You'll use the mouse to move items around on the screen, file your documents in folders, and start Word. This section shows you basic mouse techniques and introduces you to the Macintosh filing system.

*Don't be concerned if your screen doesn't look exactly like this. Icons on the desktop vary according to what system version you are using.*

*Menus on the menu bar list the commands you use to do your work.*



*When you move the mouse, the pointer moves on the screen.*

*Icons represent the files and folders stored on the hard disk.*

*Discard files you no longer need and eject disks by dragging their icons to the Trash*

Finder Screen. The Finder is the application that manages your work on the desktop.

## Using the Mouse

*The pointer changes shape depending on the work you are doing.*

The mouse controls a pointer on the screen. When you move the mouse on a flat surface without pressing the mouse button, the pointer on the screen follows the movement. If you run out of room to move the mouse, lift it—the pointer won't move—and set it down in the middle of the flat surface. Moving the mouse and pressing the mouse button are all you need to do to master the basic skills of *pointing*, *clicking*, and *dragging*.

**Pointing** Moving the mouse to place the pointer on an item is called pointing.

**Clicking** Pointing to an item on your screen and then quickly pressing and releasing the mouse button is called clicking. You select items on the screen and move around in a document by clicking.

Pointing to an item and then quickly pressing the mouse button twice is called *double-clicking*. Double-clicking is a convenient shortcut for opening folders, starting applications, and many of the tasks you'll do in Word.

**Dragging** Holding down the mouse button as you move the pointer is called dragging. Use this technique to move items on the desktop, choose commands, and select text.

Try these techniques with your Word folder on your Macintosh.

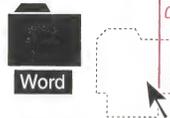
*If you need more help using the mouse, see your Macintosh documentation.*



*Pointing. Move the mouse to place the pointer on the Word folder icon.*



*Clicking. Point to the folder icon and quickly press and release the mouse button. The icon is highlighted, or selected.*



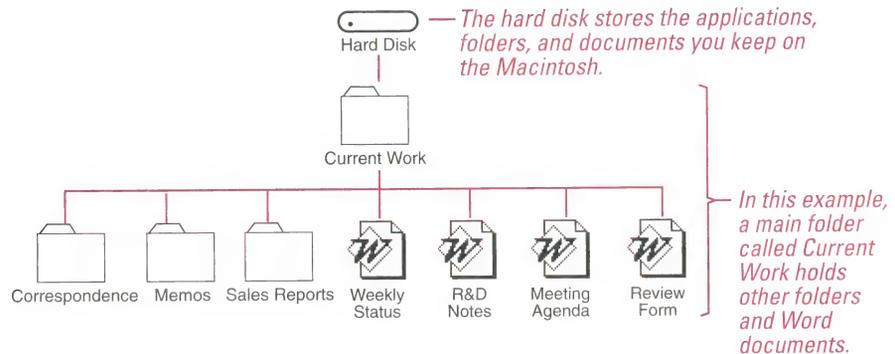
*Dragging. Point to the folder and hold down the mouse button as you move the pointer. An outline of the folder moves with the pointer.*



*Release the mouse button to position the folder in its new location.*

## Filing Documents on a Macintosh

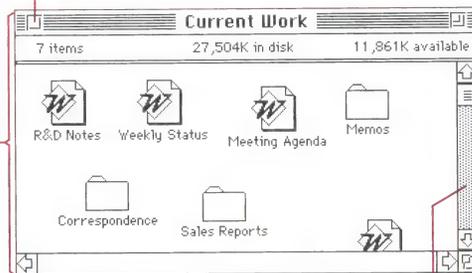
You use folders to organize your documents on a Macintosh much as you use ordinary file folders in a file cabinet. For example, you could place correspondence in one folder, sales reports in another, and memos in a third. To keep all your work together, you could place these folders with other Word documents in a separate folder called Current Work.



To see the contents of a folder, double-click the folder icon on the desktop. You can open the displayed folders and documents, or drag them to other folders.

Double-clicking the *Current Work* folder icon would display this window.

Click the close box to close the window.



If all documents and folders are not visible in the window, click the scroll bar.

## Start Word

After you use the Installer to set up Word, the Word program is in the Word folder on the hard disk. To display the Word application icon, open the Word folder by double-clicking the folder icon.



Word

Word icon

## To start Word

- ▶ Double-click the Word icon.

This starts Word and opens a new document.

If the document you want to work on is displayed in a folder on the desktop, you can double-click the document icon to start Word and open the document in one step.



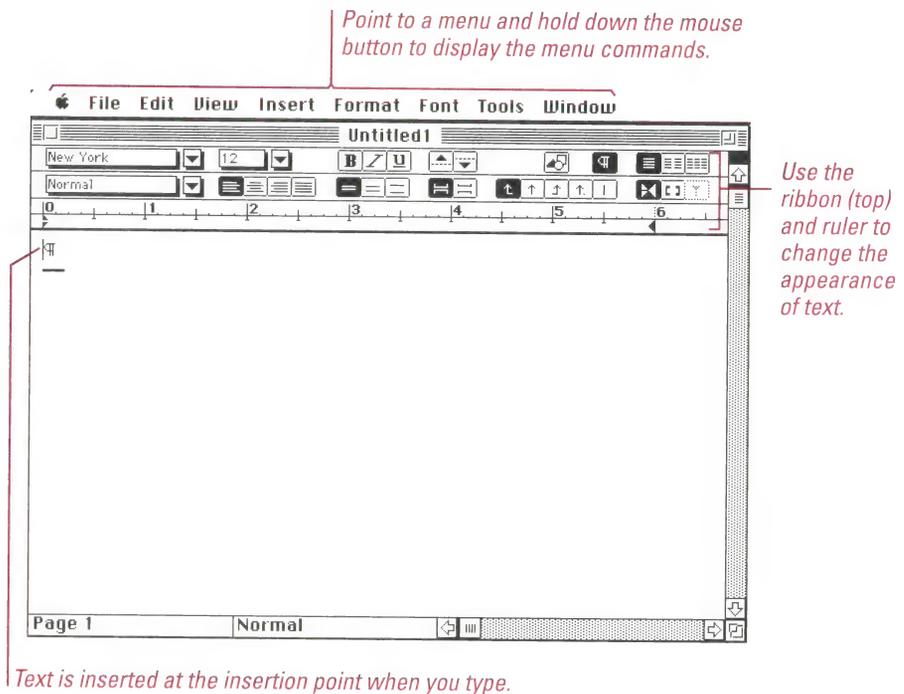
Word Document

Word document icon

## Beginning Work on a Document

Starting Word displays the Word screen. Menus arranged at the top of the screen list the commands you'll use while working in Word. Below the menu bar are the ribbon and ruler, which provide options for controlling the appearance of the text.

An empty document window is automatically displayed when you start Word. You can simply begin typing in the empty document window, just as you would on a clean sheet of paper in a typewriter. The document is preset to use standard 8.5-by-11-inch paper, with 1.25-inch left and right margins, and 1-inch top and bottom margins. You can rely on these and other Word default settings until you're ready to change the document's appearance.



A new document window

## To continue work on an existing document

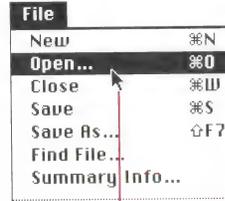
If you're continuing work on a document, you need to open that document to see it on your screen.

Use this same technique to choose any other command from a menu.

- 1 From the File menu, choose Open.



Point to the File menu and press the mouse button ...



... then drag the selection bar to Open and release the mouse button.

Word displays the Open dialog box, where you can select the document to open.

- 2 Locate and open the document you want by doing one of the following. Refer to the illustrations on the next page.



Document



Folder

### To open a document

### Do this

Shown in the Open dialog box list

Double-click the document name.

In a folder shown in the Open dialog box list

Double-click the folder name, and then double-click the document name.

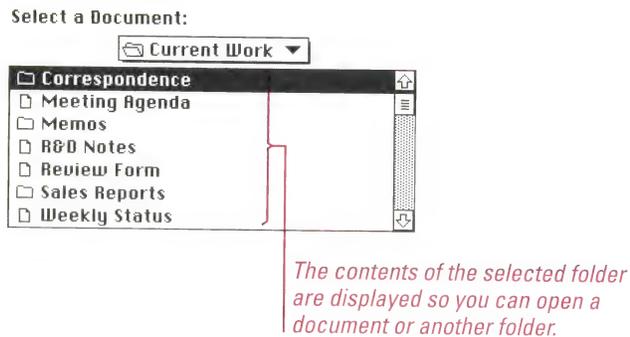
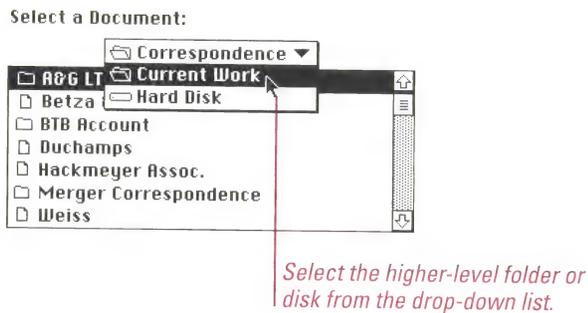
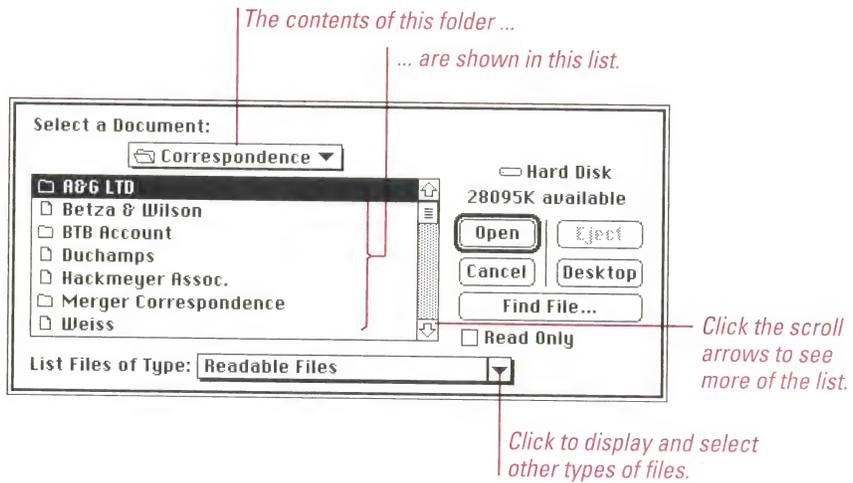
In a folder not shown in the Open dialog box list

Point to the folder or disk name displayed above the list. Press the mouse button and drag the selection bar to the folder or disk that contains the document you want, and then release the mouse button. Locate and open the document in the dialog box list. You may need to open one or more folders first to locate the document you want.

On a floppy disk

Insert the disk in the drive (the slot on the front of the computer). Locate and open the document in the dialog box list.

If you're not using System 7, the dialog box will look somewhat different from the one here.



## To start a new document

Use the New command on the File menu to open a new untitled document window at any time.

- From the File menu, choose New.

## Type the Document

Working in Word is actually easier than typing on a typewriter. Nothing is on paper until you print the document, so you can reword a phrase as many times as you like and easily correct errors as you go. You can add a single word or several sentences to text you already typed, and Word automatically adjusts the text between the margins, a feature called *wordwrap*. Before you begin typing, make sure the insertion point is positioned where you want to insert the text.

When you start using Word, it's best to work with paragraph marks (¶) displayed. Paragraph marks are inserted each time you press the RETURN or ENTER key to start a new paragraph or to insert a blank line. Paragraph marks also play an important role when you format documents. Other nonprinting characters show where you typed spaces or inserted tab characters with the TAB key. None of these characters print, even when they're visible on the screen.

### To display ¶ marks and other nonprinting characters

- ▶ Click the show/hide ¶ button on the ribbon: 

–Or–

From the View menu, choose Show ¶.

### To position the insertion point

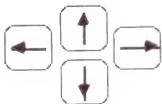
If you like to keep your hands on the keyboard, you can move the insertion point using the arrow keys, available on most keyboards. If you're moving the insertion point more than a few lines, however, it's often quicker to use the mouse.

- 1 Move the mouse pointer where you want to position the insertion point.  
The mouse pointer looks like an I-beam when you point in the text area.
- 2 Press and release the mouse button.

### To add text to a document

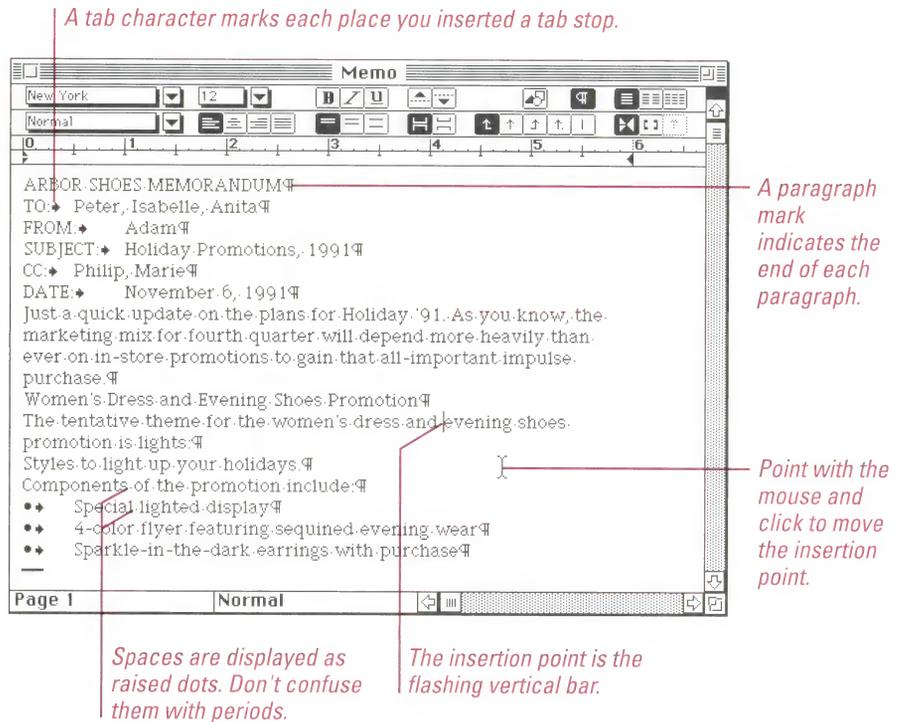
- 1 Position the insertion point where you want to insert new text.
- 2 Type the new text.

As you type, the insertion point advances to the right, leaving behind a stream of text. Word automatically adjusts the line breaks in the paragraph so the new text fits between the margins. Your document text will look similar to the following illustration.



Arrow keys

*Remember to press the mouse button—just pointing in the text doesn't move the insertion point.*



A document with paragraph marks and other nonprinting characters displayed

## How *Not* to Type on a Word Processor

Your computer keyboard might remind you of a typewriter, but working on a word processor is different from working on a typewriter. If you're coming to Word from a typewriter, there are two habits you should break to get the best results.

- Don't press the RETURN or ENTER key at the end of each line. Instead, press RETURN only to start a new paragraph. If you press RETURN at the end of each line, Word can't adjust line breaks when you add or delete text. Take advantage of wordwrap; it is one of the many benefits of using a word processor.
- Don't use the SPACEBAR to indent text or to line up text on the page. Word has features designed for just those purposes. Also, don't use the SPACEBAR to move the insertion point or to try to "space over" text you've already typed. Instead, use the arrow keys or click with the mouse. To your computer and Word, spaces are not just blanks on the page. They are as important as the letter "a" or the 0's in 1,000,000.

## Make Changes to the Text

Revising, or editing, document text is easy with Word. You can delete, replace, or rearrange text before printing a document. To indicate which text you want to change, you must first select it. For example, to quickly remove text from the document, you select the text and then choose a command or press a key to delete it. Selecting text or other items in your document is an important first step for much of the work you'll do with Word.

### To select text

One of the easiest ways to select text is to drag over it.

- 1 Position the I-beam pointer at the beginning of the text you want to work on.
- 2 Hold down the mouse button and drag the pointer to the end of the text.

The selected text is highlighted—that is, shown in white letters against a dark background or in dark letters against a colored background. How highlighted text looks depends on your computer settings.

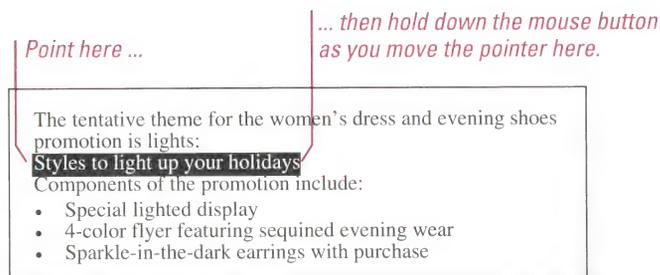
Now you can choose a command or press a key to act on the selected text.

---

**Tip** To select just a few characters, hold down the SHIFT key and press the LEFT ARROW or RIGHT ARROW key. Holding down SHIFT selects the text as you move the insertion point.

---

*The selected, or highlighted, area in a document is called the selection.*



### To cancel a selection

If you select text and then decide not to change it, or if you select the wrong text, make sure you cancel the selection before you continue typing. Otherwise, the new text you type will replace the selection.

- ▶ Click anywhere in the document window.
- Or–
- Press any arrow key.

The text is no longer highlighted on your screen.

### To delete text

Pressing the DELETE key (it may be called BACKSPACE on your Macintosh) deletes the character to the left of the insertion point. To delete more than a few characters at a time, use the following procedure.

- 1 Select the text you want to delete.
- 2 Press the DELETE key.

### To type over text

You can quickly replace any selected text by typing over it.

- 1 Select the text you want to replace with new text.
- 2 Begin typing the new text.

Word deletes the selected text as soon as you press a key and inserts the new text.

### To move text

Moving text from one place to another in your document is sometimes called cutting and pasting. You move text using the Cut and Paste commands on the Edit menu. You can also copy text to another place in your document by using the Copy command, also on the Edit menu.

- 1 Select the text you want to move.
- 2 From the Edit menu, choose Cut.

Word removes the selected text from your document and stores it on the Clipboard.

- 3 Position the insertion point where you want to move the text.
- 4 From the Edit menu, choose Paste.

Word inserts the text from the Clipboard. You can choose Paste as many times as you want, to insert the same text other places in your document. The Clipboard stores one selection at a time, so the text remains there until you cut or copy different text.

### To undo a command or editing action

The Undo command on the Edit menu reverses the most recent action you performed—typing, deleting text, or choosing most Word commands. If something happens that seems confusing to you or is not what you intended, choose Undo as the *next* action.

- ▶ From the Edit menu, choose Undo.

*The Clipboard is a temporary storage area in your Macintosh. A copy of the text stays on the Clipboard until you next choose the Cut or Copy command.*

## Save Your Work

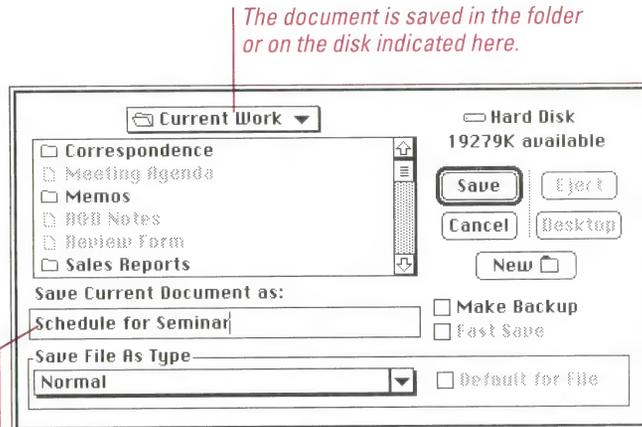
When you're working in Word, you're actually working on a copy of your document temporarily stored in the memory of the Macintosh. To save your work for future use, you must give the document a name and store it on a disk—either the hard disk of your Macintosh or a 3.5-inch “floppy” disk. It's a good idea to save your document approximately every 15 minutes. Save more often if you're doing complex work you don't want to redo. If a power failure or other problem occurs to interrupt your Word session, any work you haven't saved will be lost.

### To save a document

- 1 From the File menu, choose Save.

If you're saving the document for the first time, Word displays the following dialog box.

*If you're not using System 7, the dialog box will look somewhat different from the one here.*



*The document is saved in the folder or on the disk indicated here.*

*Type a document name in this text box.*

- 2 Type a name for the document in the Save Current Document As box.

Use a name that is not assigned to another document in the current folder. The name can have as many as 31 characters, including spaces. You can use any character on the keyboard except the colon (:).

Make sure the currently open folder, at the top of the dialog box, is where you want to store the document. If it is not, open the folder or insert the disk you want to store the document in, as described in “Beginning Work on a Document,” earlier in this chapter.

### 3 Choose the Save button.

Word displays the Summary Info dialog box, where you can fill in information about your document. Information you type will make it easier for you and others to locate the document later. Click the OK button to close the dialog box and return to your document. Your document remains open on your screen so you can continue work.

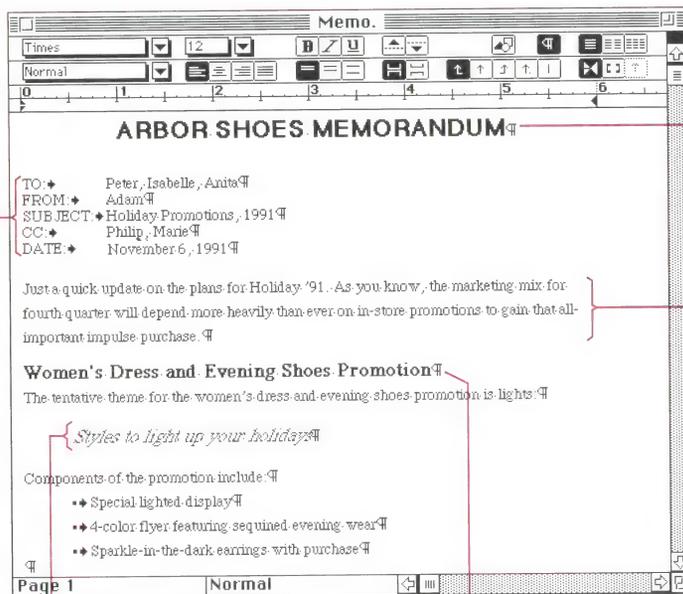
### Have Word Remind You to Save

It's easy to forget to save your document as often as you should, especially if you aren't accustomed to working on a computer. To have Word periodically remind you to save, choose the Preferences command on the Tools menu. In the Preferences dialog box, select the Open And Save category, and then select the Save Reminder check box. You can specify how often you want to be reminded. This is one of several options you can use to personalize the way Word handles your documents when you choose the Open command and Save command. For more information, see Chapter 2, "Opening, Saving, and Deleting Documents."

## Change the Look of the Text

You control the way your document looks through the formatting you apply. Although Word is rich with formatting possibilities, there are some simple text formats you'll use most. You can apply these basic formats quickly and easily using the ribbon and ruler. With the ribbon, you can make text bold, italic, or underlined, and change the size and design of the text characters. With the ruler, you can change the formatting of whole paragraphs of text. For example, you can center a title or justify text, change the line spacing, automatically add space between paragraphs, set tabs, and indent paragraphs.

*Tabs used to align text*



*Centered title with 18-point Helvetica font*

*Paragraph with one-and-one-half line spacing*

*Indented paragraph with italic text*

*Heading with bold text and 12 points of space before the paragraph*

## Formatting Commands Affect Different Parts of the Document

Some text formats, such as bold, underlining, and the size and design of the typeface, can be applied to any amount of text—to a single character or to the whole document. Formats of this type are called *character formats*. Other types of formatting, such as line spacing, the way text is aligned between margins, and indents, affect whole paragraphs of text. These formats are called *paragraph formats*. Still other formats affect the entire document or part of the document. Margin settings, for example, are used for every page in the document, but the page number format, whether arabic or roman numerals, can vary with each chapter or section of a document. For information about how to use formatting commands to control the appearance of your documents, see Part 3, "Formatting a Document."

## To select specific amounts of text

When you're formatting text, the same general rule applies as for editing: First select the text you want to change, and then format it. Although you can always drag to select any amount of text, here are a few shortcuts.

To select	Do this
A whole word	Point to the word and double-click.
A whole paragraph	Point to the left of the paragraph (the I-beam pointer changes to an arrow) and double-click.
The whole document	From the Edit menu, choose Select All.

**Tip** To select more than one whole word or paragraph at a time, hold down the mouse button after the second click. Then drag over the additional words or paragraphs.

## To display the ribbon or ruler

If the ribbon and ruler aren't visible, display them now. They are the easiest way to format text.

- ▶ From the View menu, choose Ribbon.
- Or–
- From the View menu, choose Ruler.

Select a different text font and point size from these lists.

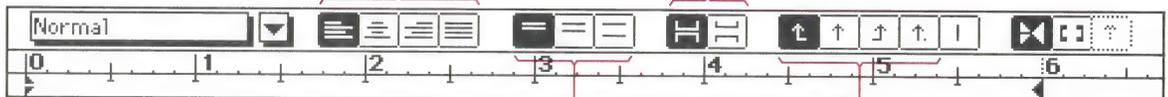


Use these buttons to make text bold, italic, or underlined.

Ribbon

Use to control the alignment of text.

Use to control spacing between paragraphs.



Use to control line spacing.

Select the type of tab here.

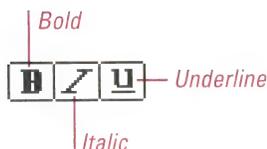
Ruler

## To make text bold, italic, or underlined

Bold, italic, and underlining are formats you can apply or remove by clicking buttons on the ribbon. To make a word bold, for example, select the word and click the button for bold. Click the button again to remove the bold format from the selected word.

- 1 Select the text.
- 2 On the ribbon, click the buttons that apply the formats you want for the text.

You can apply more than one format to the selected text—for example, you can make text both bold and italic.




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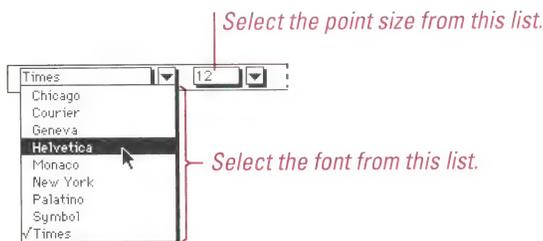
**Tip** If you prefer to make text bold, italic, or underlined as you type, you can click the button to “turn on” the format, type the text, then click the button again to “turn off” the format.

---

## To change the font or point size

The font refers to the design of the text characters. The size of the characters is measured in points.

- 1 Select the text you want to change.
- 2 On the ribbon, click the arrow beside the font box or point size box. Then drag to select the font or size from the list.



### Fonts

#### Chicago

Courier

Geneva

Helvetica

New York

Συμβολ (Symbol)

Times

### Sizes

9 Point

10 Point

12 Point

14 Point

18 Point

## To change the default font and point size

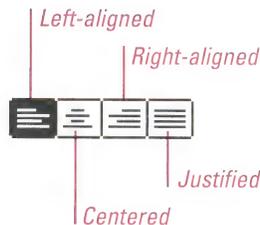
Use the Default Font command to change the font and point size for your current document and all new documents you create.

- 1 From the Font menu, choose Default Font.
- 2 Select the font and point size from the Default Font and Default Size boxes.
- 3 Click the close box in the upper-left corner to close the dialog box.

## To change the alignment of a paragraph

Word is preset to align text flush with the left margin. You can change a paragraph's alignment using alignment options on the ruler. If you've indented a paragraph, its text is aligned relative to the left and right indents.

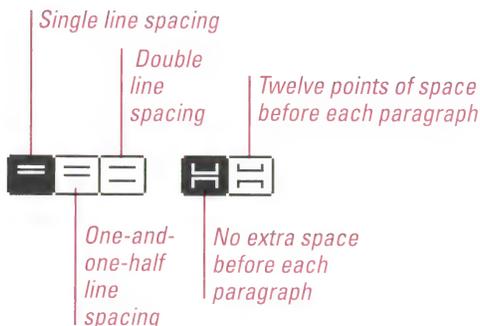
- 1 Select the paragraphs whose alignment you want to change.
- 2 Click the button on the ruler for the alignment you want.



## To change the spacing between lines and paragraphs

Line spacing refers to the spacing between each line of text. You can select single, one-and-one-half, or double line spacing from the ruler. You can also control the spacing between paragraphs. Instead of inserting blank lines in your document, you can have Word automatically add 12 points of space before each paragraph.

- 1 Select the paragraphs whose spacing you want to change.
- 2 Click the button on the ruler for the line or paragraph spacing you want.

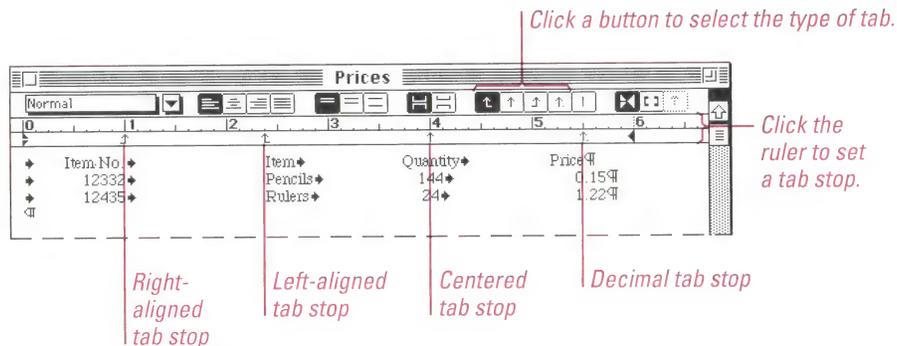


If you're using tabs to set up columns of text or numbers, consider using the Word table feature instead. See Chapter 17, "Tables."

## To set a tab

Tabs are preset at every half inch. When you press the TAB key, the text following the insertion point lines up at the next tab position in the paragraph. You can set a tab at any point in a paragraph and control the alignment of the text at the tab stop.

- 1 Select the paragraph(s) in which you want to set the tab.
- 2 Click the button for the type of tab you want.
- 3 Click the ruler position where you want the tab set.



## To indent a paragraph

The text of a paragraph normally extends from the left margin to the right margin. You can indent a paragraph from the left or the right by dragging the indent markers on the ruler.

- 1 Select the paragraph(s) you want to indent.
- 2 Drag the indent markers to the position you want.

### To indent

### Do this

The entire paragraph from the left margin

Drag the left indent marker. Both the left indent and first-line indent markers move.

All lines except the first line

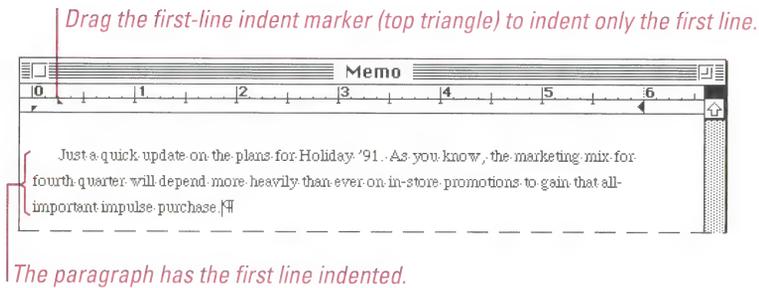
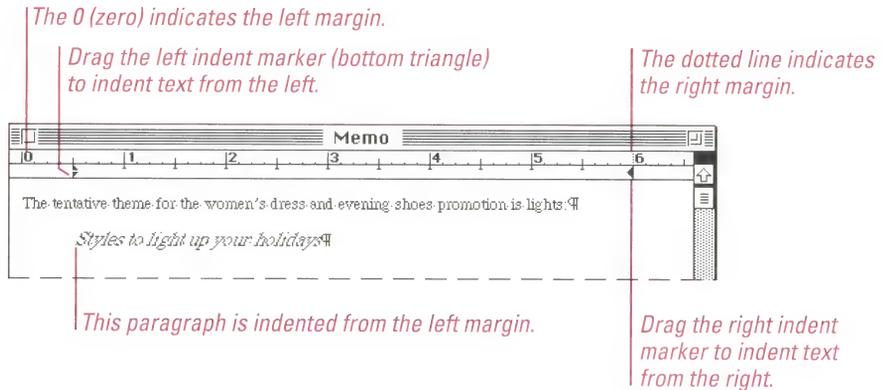
Hold down SHIFT while dragging the left indent marker.

Only the first line of the paragraph

Drag the first-line indent marker.

The entire paragraph from the right margin

Drag the right indent marker.



## About Paragraphs and Paragraph Formatting

In Word, a “paragraph” is any amount of text or graphics followed by a paragraph mark (¶). A paragraph mark by itself on a blank line is also a paragraph.

The formatting you apply to the paragraph is “stored” in the paragraph mark. If you delete a paragraph mark, the text of the corresponding paragraph takes on the formatting of the next paragraph mark in the document. If this is not what you want, choose Undo from the Edit menu as the next action.

If you have not selected any text, then the paragraph you’re typing in—the one containing the insertion point—is the selected paragraph. Any paragraph formatting commands you choose are applied to that paragraph.

Once you format a paragraph, you can continue typing additional paragraphs in the same format. When you press RETURN or ENTER, each new paragraph has the same format as the preceding paragraph until you again change the format.

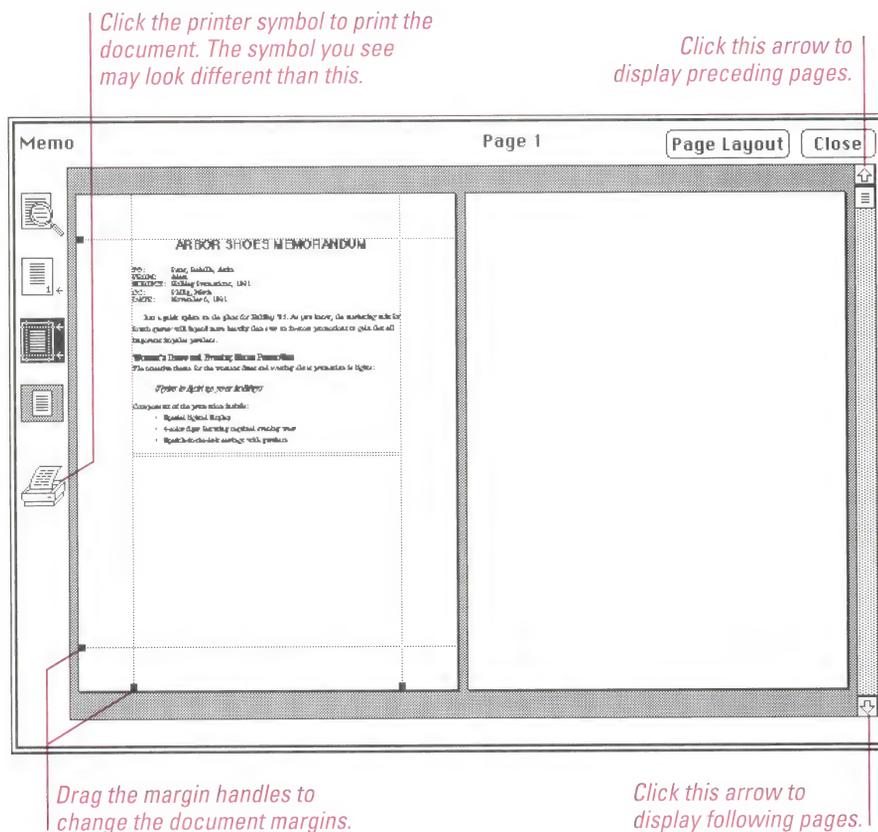
## Preview and Print Your Document

In Word, you can display, or view, your document in a variety of ways. One view, print preview, shows whole pages as they will look when printed. Although you cannot edit text, you can change certain aspects of the page layout, such as the margins. When you're satisfied with how the document looks, you're ready to print.

If you haven't connected and installed your printer, do so before you print. For instructions, see the documentation that came with your printer and Macintosh.

### To preview your document before you print

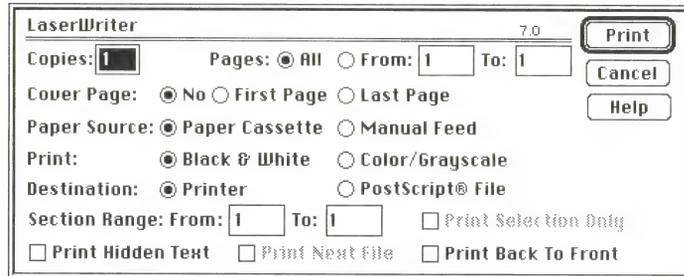
- 1 From the File menu, choose Print Preview.  
Word displays the document in a reduced size.
- 2 Click the Close button to return to the normal view of the document.  
—or—  
Click the printer symbol to print the document.



## To print the document

- 1 From the File menu, choose Print.

Word displays the Print dialog box. Options in your Print dialog box may be different from those illustrated here, depending on your printer and the version of your printer and Macintosh software.



Unless you change the options in the dialog box, Word prints one copy of the entire document.

- 2 Choose the Print button.

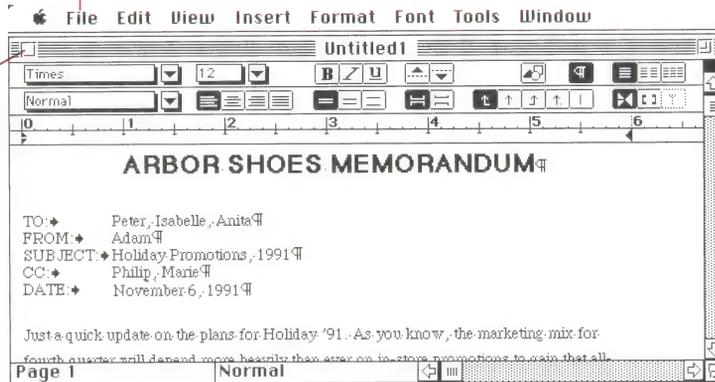
## Close the Document and Quit Word

If you're ready to begin work on another document, save your current document and close its window to remove it from your screen. If you're finished working for now, you can quit Word.

## To close a document

- ▶ Click the close box in the upper-left corner of the document window.

*Choose Quit from the File menu to end the Word session.*



*Click the close box to close the document window.*

## To quit Word

- ▶ From the File menu, choose Quit.

If you forget to save the document before you close the window or quit Word, Word displays a message that asks whether you want to save changes to the document. Click the Yes button in the message box.

## Where to Go from Here

Once you've completed your first work with Word, you may be ready to investigate other features and techniques. Or perhaps you'd like more help with a task described in this section. The following table directs you to more information. If you'd like step-by-step instructions displayed right on your screen, use online Help—just choose Help from the Window menu.

**For information about****See**

Working on a Macintosh

Your Macintosh documentation

Using the Word menus and commands and working in document windows; using Help; opening and saving documents; typing and revising text; printing documents

The appropriate chapters in Part 2, “Basics for Using Word”

Formatting a document

The appropriate chapters in Part 3, “Formatting a Document”

Using tables

Chapter 17, “Tables”

Working in different views of a document

Chapter 24, “Viewing Documents”

Hands-on practice using Word features

The lessons in *Getting Started*

Strategies for putting Word features to work

The next chapter, “Putting Word to Work”



# Putting Word to Work

Microsoft Word is a powerful word-processing program, rich with features that make it easy to create all kinds of documents. However, whether you learn by experimentation, by reading, or from a friend or colleague, it takes time to explore the program's versatility. Sometimes, the first methods you learn settle in to become habits, even though there may be more efficient ways to accomplish your tasks.

This chapter provides a quick overview to acquaint you with some of the most important features in Word. You'll see examples of techniques you'll want to use right away, and others you will file away for future use when you are more familiar with Word.

To demonstrate how you can use these features in your work, some of these techniques are illustrated as parts of several typical documents, including:

- A business letter and a memo
- A business report
- A long document
- A brochure and a newsletter

The examples illustrate how Word can work for you. You can use the basic feature as shown, or modify it to fill a specific need. As you learn the features shown here, you can apply them to other types of documents. For example, once you learn to insert a company logo into a business letter, you can use the same easy method to insert a graphic into other kinds of documents. For details about the features described in this chapter, see the chapter mentioned at the end of each feature.

Beside each topic on the page opposite the illustration is a symbol. Use the symbol to match that topic with the relevant part of the illustration.

# Business Letters and Memos



555 Some Street • Someplace, USA 55555

March 19, 1991

Jean Tanner  
236 Promotion Place  
Champagne, New York 12345

Dear Jean Tanner,

As I'm sure you are aware from your frequent travels, I produce a quarterly magazine for our passengers to read. In my Sky's publications, I am inviting you to be our Spring Spotlight Traveler.

Our booking agents tell us that you fly Blue Sky in the orangutan from the popular television show. Would you like to pose for some photos, preferably with Vincent? We have a fifth anniversary special issue of the magazine.

If you agree to be a Spotlight Traveler, you will receive tickets to anywhere Blue Sky flies, as well as four first-class flights during the coming year. We will also send you a complimentary card that entitles you to preferred service and to special rates for the year only to Spotlight Travelers.

I would like to schedule the interview for a time that is convenient for you during the coming week to discuss the details with you. If you then, please feel free to call me at (555) 555-6543.

Congratulations, Jean!

Sincerely,

Julie Gabor  
Editor  
Blue Sky Airlines

Standardize the look of business letters and memos by saving them as stationery. ▼

**ARBOR SHOES MEMORANDUM**

TO: Peter, Isabelle, Anita  
FROM: Adam  
SUBJECT: Holiday Promotions, 1991  
DATE: March 19, 1991

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Just a quick update on the plans for Holiday '91. As you know, the marketing mix for fourth quarter will depend more heavily than ever on in-store promotions to gain that all-important impulse purchase.

**Women's Dress and Evening Shoes Promotion**

The tentative theme for the women's dress and evening shoe promotion is lights: *Styles to light up your holidays*. Components of the promotion include:

- Special lighted display. Sparkling strings of lights frame a festive, tiered display, showcasing the best of our holiday line.
- 4-color flyer featuring sequined evening wear. Dramatic, richly colored photos emphasize how perfectly our evening shoes complement this season's sequined styles.
- Sparkle-in-the-dark earrings with purchase. Customers will receive a complimentary gift of beautiful earrings with each purchase, perfect for those holiday parties.

cc: Philip, Marie

▼ **Do you often create the same type of memo or letter?**

**Create a template.** If you often create documents that are similar in layout and format, you can create a template, called *stationery*, that includes all the formatting you need. For example, you may have a standard business letter that you use for a number of clients, changing only the name and address and a phrase or two. By saving this letter as stationery, you can use it repeatedly without accidentally altering the original letter. You open the stationery, make the needed changes to the name and address, and print it for mailing.

See Chapter 27, “Stationery: Setting Up Document Templates.”

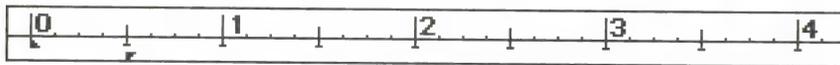
■ **Are your company logo and address used in many letters?**

**Store items you want to use again.** You can use the glossary feature in Word to store text and graphics so you can add them later to any document. For example, when creating a new business letter, you can choose a logo and address you saved and insert them into the letter. If you use these stored items frequently, you can put them on the Work menu and insert them by choosing them as commands.

See Chapter 12, “Glossaries: Storing Items for Reuse,” and Chapter 40, “Customizing Word to Fit Your Work.”

▲ **Want an easy way to format bulleted lists?**

**Indent with the ruler.** It’s often useful to break out key points and put a bullet in front of each item for emphasis. It can be tricky, though, to get the second line of text to line up under the text in the first line. You can simplify this task with the ruler, which appears at the top of the screen. You insert a tab stop between the bullet and the text, and then, with the mouse, drag the top triangle to set the position of the bullet, and drag the bottom triangle to set the indent of the second line.



After setting up a bulleted list, you can go one step further: Store the bullet and the tab setting as a glossary entry, and then insert it whenever you need to.

See Chapter 6, “Paragraph Formatting,” and Chapter 12, “Glossaries: Storing Items for Reuse.”

# Articles and Reports





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## FilmWatch Division Marketing Plan

### Introduction

The Trey Research FilmWatch Division represents Trey's best opportunity to dominate market research for the film industry. This new Trey division will be one of the first research organizations devoted exclusively to quantitative research and analysis for motion picture producers.

FilmWatch as already gained high visibility with the hiring of Marla Jenkins as marketing director. (Marla's work in producing the final ending used in the thriller *Black Heat* resulted in a revenue increase of about 4 million dollars. She has also written up in more than two dozen articles by the general public (and the trade press.) We intend to parlay the PR already won for FilmWatch with several major film production companies.

In the past, research on the Q factor for actors and a marketing research firms hired by those same actors. Results were often skewed because of the way questions were asked. (In one case, a Q rating that had been generated using a scale of 1 to 10, where 10 was the actor's hometown.)

### Objective

These are objectives to be realized within six months of the launch of FilmWatch as a separate division. In some cases, they must be achieved before FilmWatch is spun out:

- Market Perception of the Division
  - FilmWatch should be perceived by the market as the "authority" in motion picture research. (The concept of "Know It's a Winner Before the Press")
- Studio Account Sales.
  - Have two of the top ten studios sign retainers within six months. Have ten of the top twenty-five studios sign retainers within eighteen months.

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1)For reprints, see Dave Newell.  
2)Carl Simpson, as described in "The Last Take."

Paragraphs with identical formatting ●

### Long-Term Market Share Projections

#### Growth Trend

Over the next three years, FilmWatch has the potential to earn up to 43 percent market share domestically and 45 percent internationally. The spreadsheet and charts below illustrate our predictions.

#### Projected Growth of Trey FilmWatch

Company	Current Share	Share in 3 Yrs
Largest competitor	54%	30%
Second largest competitor	27%	20%
Third largest competitor	15%	12%
Trey FilmWatch	0%	43%

#### Current Share



#### Share in 3 Years





---

FilmWatch Marketing Plan  
2



Microsoft Word User's Guide

- **Want to apply the same formatting to many paragraphs?**

**Save your formats as a style and apply them all at once.** Often, certain elements in a document require the same look. For example, different types of paragraphs in a report—such as lists, headings, or reference notes—may each require a different font, font size, paragraph width, tab setting, and alignment. Applying the formatting manually to each paragraph can be tedious. You can save time by saving your special formatting as a style. Give the style a unique name, and then, using that name, apply the style any time you need that formatting.

See Chapter 7, “Formatting with Styles.”

- **Want to include pictures or graphics?**

**Import a graphic.** You can include pictures or graphics from most graphics packages by opening the graphic in a program like SuperPaint and pasting it into Word. Once the graphic is in Word, you can position it anywhere on the page, size it, crop it, and even have text flow around it.

See Chapter 20, “Creating and Importing Graphics.”

- ▲ **Need to show spreadsheets or charts in your documents?**

**Link up with Microsoft Excel.** You can include a worksheet or chart in Word while retaining its link to Microsoft Excel. If the spreadsheet or chart changes in Microsoft Excel, the Word version is updated automatically.

If you have System 7, see Chapter 37, “Exchanging Information.” If you have System 6, see Appendix B, “Exchanging Information Using System 6.”

- ▼ **Need to include footnotes?**

**Let Word format and position them.** Creating footnotes requires numbering, formatting, and positioning them on the bottom of the correct page. Using the footnote feature, you type footnotes in a special window, and Word numbers, formats, and positions them for you.

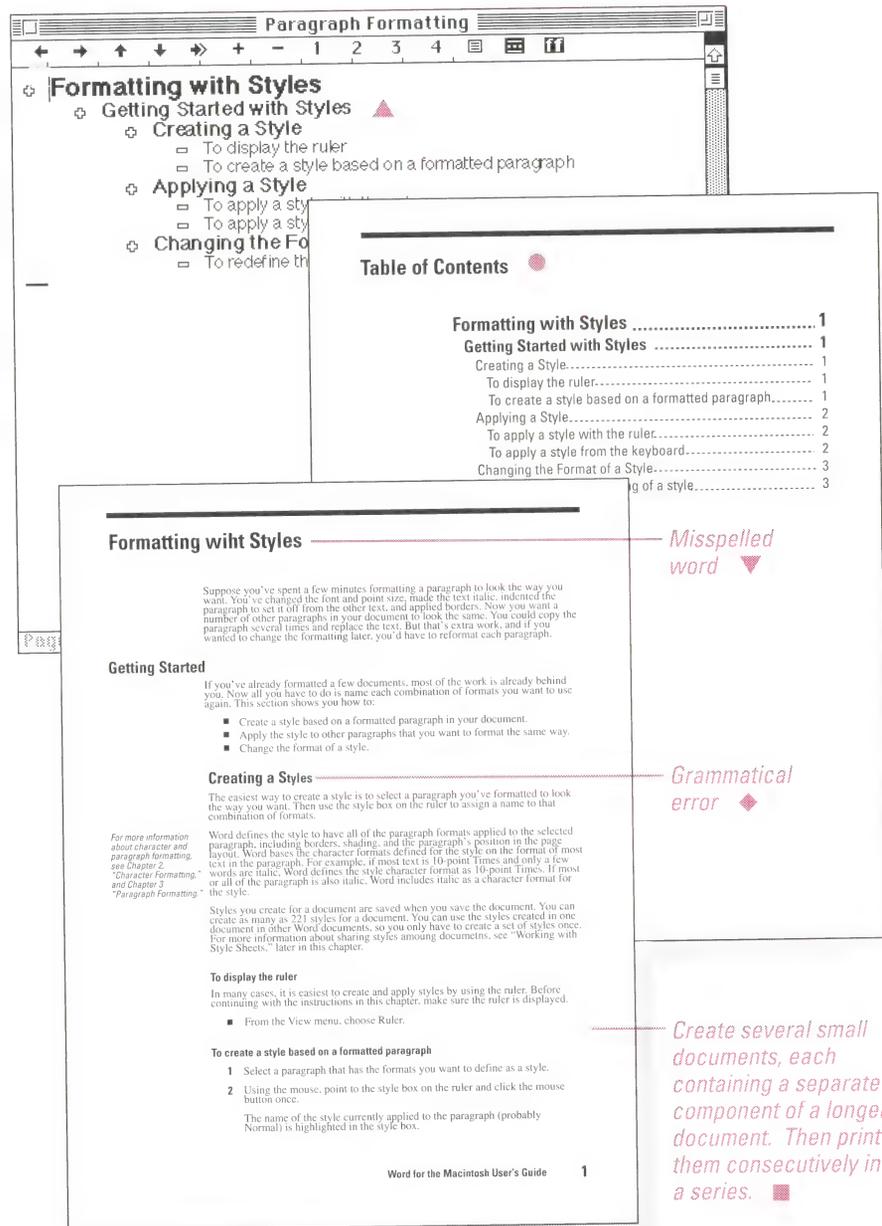
See Chapter 32, “Footnotes.”

- ◆ **Is there information that needs to appear on every page?**

**Type it once with headers and footers.** If you have information that must appear on each page of your document, Word allows you to type this once and have it print on every page. For example, you may want the name of the document and the page number to appear at the top or bottom of every page. You can open the header or footer window and type the information there, and it will appear on every page. You can also use a header or footer to print the current date every time the document prints. You can also choose to omit the header or footer on the first page of your document.

See Chapter 31, “Headers and Footers.”

# Books and Manuals



### ▲ **Need to reorganize large sections of documents?**

**Use outline view to simplify the task.** It can be time consuming and confusing to change the structure of a large, complex document by cutting and pasting text. It can also be difficult to visualize the structure of a large document. Using outline view, you can choose to see only the document headings, allowing you to concentrate on the document structure. To make changes, simply move a heading to a different location, and its associated text is automatically moved with it.

See Chapter 28, “Outline View: Creating Outlines and Reorganizing Documents.”

### ■ **Do you work with large documents?**

**Connect smaller documents.** Instead of trying to create an entire book in one document, it is often more efficient to create smaller documents and print them in a series as one integrated document. When you work on smaller documents, more than one person at a time can work on the book.

See Chapter 10, “Setting Up Long Documents.”

### ◆ **Want to check the grammar in your document?**

**Check your grammar with Word.** While not a replacement for careful editing, the grammar checker in Word can help you polish your documents. The grammar checker reviews your document sentence by sentence and alerts you to possible grammatical errors. When the grammar checker identifies an error, it suggests a correction and can even make some changes for you. If, when Word has alerted you, you’re not familiar with the applicable grammar rule, the Explain button provides more information.

See Chapter 13, “Proofing a Document.”

### ▼ **Need to check for typos and misspelled words?**

**Use the spelling feature.** With the spelling feature in Word, you can quickly review your document for spelling and typographical errors. You can add to the dictionary Word uses any special words or terms that you use often, including proper nouns, special terminology, and other words that you don’t want Word to identify as misspelled.

See Chapter 13, “Proofing a Document.”

### ● **Want to add a table of contents?**

**Compile tables of contents automatically.** You don’t have to take the time to type a table of contents for your book when Word can generate it for you, complete with page numbers. After you mark the headings in your document, one command generates a table of contents and inserts it at the beginning of your document. If you make changes to the document, just run the command again to update the table of contents.

See Chapter 30, “Indexes and Tables of Contents.”

# Brochures and Newsletters

## ARBOR REPORT

Arbor Footwear  
Vol. II • No. 12 • Dec. 5, 1991

**Foot Facts:** The children's shoe division walked away with this month's production award, exceeding their production goal by 7 percent!

**Production Statistics for the Month**

**Robot added to work force**

Our athletic shoe division took a step forward this month when it purchased a robot to assist with manufacturing. The robot threads shoelaces into track shoes at an astounding rate of speed. Human co-workers report that the robot is pleasant to work with and "doesn't complain much." In fact, the robot doesn't talk at all. "Nicknamed 'TongueTied' by his co-workers, the 5'6" tall robot was originally programmed to walk, work, and work. Fellow workers voted to shut off this function. TongueTied makes any noise at all now. Superior Paul Martin. "At the end of the day, his hydraulic system decompresses and he sighs."

For Martin's tenth birthday, workers dressed the robot in a company T-shirt and a party hat. It gave TongueTied so much personality that Martin left his that was.

**Autographs, anyone?** TongueTied, our company's newest competitive hero, entered him in a nation-wide computer games contest last week. Along with 1,200 kids, ages 6 to 14, TongueTied competed

**Employee News**

**Soccer team wins!** Congratulations to the Arbor Footwear soccer team! They took first place in the recent city competition. Special thanks to team captain **Bruce Martin** (manufacturing), who told a TV reporter, "Great shoes are part of a sound strategy."

**Writing contest winner** Maria Selva took second place in the city's humorous essay contest. Co-

## GALLOP THROUGH TIME

THE NATIONAL MUSEUM

**On the**

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THE NATIONAL MUSEUM

*In an abandoned warehouse scheduled for demolition, a workman turned back the corner of a dusty tarp. He was greeted by a magical menagerie of dancing ostriches, twirling hippopotami, and dazzling zebras.*

The National Museum is delighted to announce the discovery of sixty magnificent crafted carousel animals. These turn-of-the-century treasures, each one an original, have been hidden from view for two generations. The fabulous collection will fill our museum from May 5th through July 10th.

Restoration experts are currently working their magic on the carousel figures. Eager collectors await their first glimpses of the traditional horses, majestic tigers, swaying elephants, and a smiling stork with an infant set swinging from its beak.

The museum staff wishes to acknowledge the generosity of World Wide Imports, whose workmen discovered the collection. To share the joy of this first, World Wide Imports postponed their planned auction and offered the collection to the museum for a ten-week visit. We are delighted and honored to house such fanciful guests.

Many of the animals have fascinating histories. Some cannot be purchased at any price—they've already been claimed by a king! Restoration experts used wood carvers' inscriptions to identify twelve of the animals as those missing, and assumed lost forever, from an 1888 carousel belonging to royalty. The dazzling dozen will be transported by royal guard from our museum to the palace carousel when this exhibit ends.

For this special event we've transformed the children's section of the museum into a glittering showcase that captures the sparkle and happiness of the carousel. Calliope music fills the room. Zebras smile at you from the mirrors. And to "round out" our exhibit, workers are busy assembling a 40-foot, fully working carousel. After all, carousels are built not just for us to admire, but to ride.

You and your family are cordially invited to gallop through time on the horse, hippo, or tiger of your choice. Bring a chair! Bring a grandparent! Come share the memories and the magic at The National Museum.

**"We're Going Round in Circles"**  
May 5th through July 10th

Children under 6	Free
Ages 6 - 65	\$3.00
Over 65	\$1.50

THE NATIONAL MUSEUM

- **Should your text flow around graphics?**

**Use frames to position graphics.** When you paste a graphic in Word and then make changes to the text, the graphic usually moves on the page to accommodate changes. By placing the graphic inside a frame, Word anchors a graphic at a specific location on a page, so that changes made to the text flowing around it will not change the graphic's position. In print preview, you can use the mouse to drag a framed graphic to a new location on the page. You can also place text inside a frame for the same effect.

See Chapter 21, "Positioning Text and Graphics on the Page."

- ▼ **Need a simple way to emphasize special text?**

**Add a border or shading.** When you want to make some text stand out from the rest of the document, use a border or apply some shading. One paragraph may require a simple box border, while a table would stand out with 10-percent shading. Still another element may use both a border and shading.

See Chapter 19, "Borders and Shading."

- **Want to format side-by-side columns of text?**

**Place them in columns or tables.** Word provides two ways to place more than one column of text on a page: columns and tables. Text in newspaper-style columns flows from the bottom of one column to the top of the next. Tables provide more precise positioning across rows of columns. The method you use depends on the amount of control you need. For example, for a three-column newsletter, newspaper-style columns work best; use tables to show a comparison in a report.

See Chapter 18, "Columns," and Chapter 17, "Tables."

- ▲ **Do you want to add a graphic quickly?**

**Draw without leaving Word.** You may want to illustrate a point by adding a graphic. With the draw feature, you can create and insert graphics in your documents without leaving Word. One command displays a new window, called the picture window, in which you create the graphic. Close the picture window when you're ready to insert the graphic into your document; if you need to work on the drawing again, just double-click the graphic, and the picture window opens again.

See Chapter 20, "Creating and Importing Graphics."



# Basics for Using Word



# The Word Workplace

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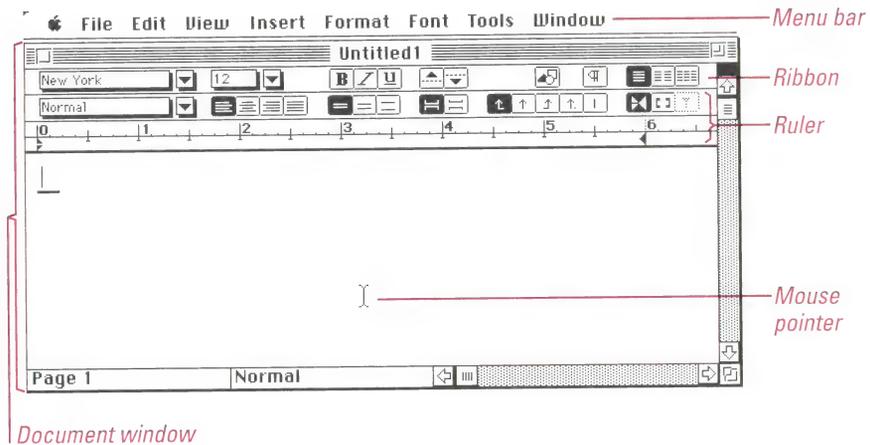
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## Overview

Word is a great place to work. All you need to produce professional-looking letters, memos, reports, and other documents is either on the screen or at your fingertips. The Word menus list commands that automate many tasks. The ruler and ribbon put commonly used commands in easy reach. You can change your view of a document to focus on the type of work you are doing. And, if you need help with a particular task, Help can give you step-by-step instructions.



The Word screen

**Note** In Word, the mouse works as it does in most other Macintosh applications. If you need to review how to point, click, and drag, see “Mouse Pointers and Techniques,” at the end of this chapter.

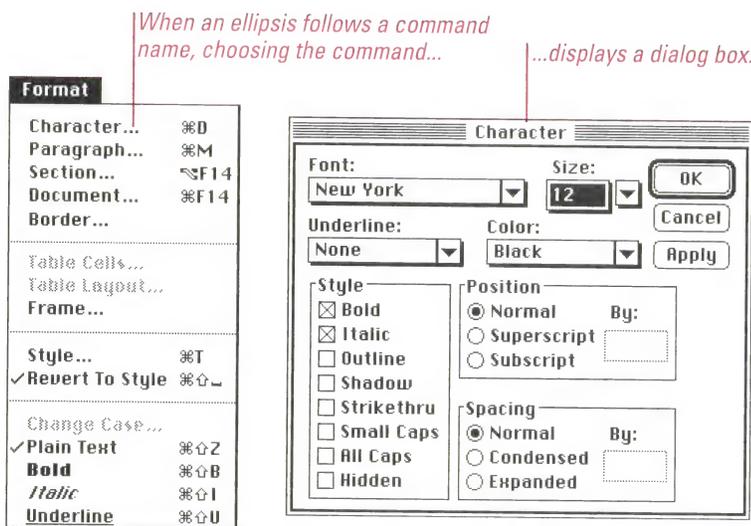
## Word Menus and Commands

Choosing a command tells Word what to do next—print a document, insert a footnote, format text, and so on. Commands that carry out similar actions are grouped on a menu. For example, the File menu has commands that you use to open, print, and save your documents. The menus are listed on the menu bar across the top of the Word screen.

To see the commands on a menu, point to the menu name and press the mouse button. The menu drops down, displaying the commands. To scroll through open menus, drag across the menu bar with the mouse.

To use some commands, you must first select the text or part of your document you want the command to act on. These commands are dimmed on a menu and unavailable until a selection is made. For example, you can't choose the Cut command on the Edit menu until you select the item you want removed from your document.

Word carries out some commands right away. If more information is needed to complete a command, Word displays a dialog box. You select options in the dialog box to control how the command is carried out.



*The shortcut keys for choosing the command appear beside its name.*

## Choosing Commands

You can choose commands from the menus or press the shortcut keys assigned to commonly used commands. On the menus, the shortcut key is shown to the right of the command. Keys also are assigned to many Word commands not listed on the menus. These commands are described in later chapters of this book.

You can also choose some commands by double-clicking certain areas in the document window. For example, double-clicking the page number in the window's lower-left corner is a quick way to choose the Go To command, which you can use to jump to a page you want to view. For a complete list of key and screen shortcuts, see Appendix C, "Keyboard and Mouse Shortcuts."

If you set up Word using the Easy Install option, the following commands were automatically installed:

- Find File, Open Mail, Send Mail (File menu)
- Voice Annotations (View menu)
- Symbol, Picture, Voice Annotation (Insert menu)
- Spelling, Grammar, Thesaurus, (Tools menu)

If you set up Word using the Customize option and didn't include one or more of these commands, they still appear on the menus. However, if you choose an uninstalled command, a message tells you the command is not loaded. Run the Installer again to load all the commands you want to use. For information about installing commands, see your *Getting Started* manual.

## To choose a command using the mouse

- 1 Point to the menu listing the command you want, and then press and hold down the mouse button.

The menu opens to display the list of commands.

- 2 Drag the highlighted selection bar to the command, and release the mouse button.

## To choose a command using shortcut keys

- ▶ Press the keys listed to the right of the command.

For example, to make a selected word bold, press COMMAND+SHIFT+B—hold down the COMMAND and SHIFT keys and press B.



The symbols in the key combinations represent the following keys.

Symbol	Key	Symbol	Key
	COMMAND		SPACEBAR
	OPTION		TAB
	SHIFT		DELETE (or BACKSPACE)
	CONTROL		Key following symbol is on the numeric keypad
	RETURN		ESC
	ENTER		Arrow keys

## Customizing Menus and Command Shortcut Keys

You can easily change menus in Word, adding commands and options you use frequently and removing those you seldom use. You can also change the shortcut keys assigned to commands. If you work a lot with tables, for example, you can add the options to delete and insert table columns to a menu instead of using the Table Layout command on the Format menu. You can even add a menu, the Work menu, to the menu bar. For details, see Chapter 40, “Customizing Word to Fit Your Work.”

### To choose a command using the keyboard

If you prefer to keep your hands on the keyboard, you can use this technique to choose any command from a menu—even a command that does not have shortcut keys assigned.

- 1 With NUM LOCK off, press the DECIMAL (.) key on the numeric keypad to switch to the menu bar. If your keyboard does not have a numeric keypad, press COMMAND+TAB.

You have five seconds to open a menu before Word switches you back to your document.

- 2 Press one of the following keys to open a menu.

Press this key	To open
0–9	The corresponding menu. For example, 0 opens the Apple menu at the far left, 1 opens the File menu, and so on. To open the Work menu if it's present, press 9.
LEFT ARROW	Menus from right to left, beginning with the Window menu or the Work menu.
RIGHT ARROW	Menus from left to right, beginning with the File menu.
SHIFT+ <i>first letter of a menu name</i>	The first menu starting with that letter. To open the Font or Format menu, continue to press SHIFT+F until the menu you want opens.

- 3 To select a command, press the first letter of the command name, and then press RETURN or ENTER. If more than one command starts with the same letter, continue to press the letter until the command you want is highlighted.

–or–

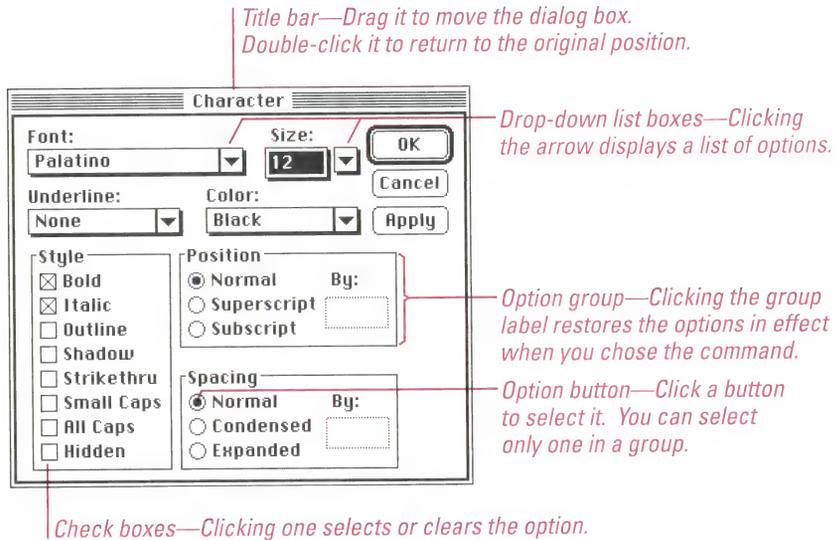
Press the DOWN ARROW key to select the command, and then press RETURN or ENTER.

### To switch back to your document from the menu bar

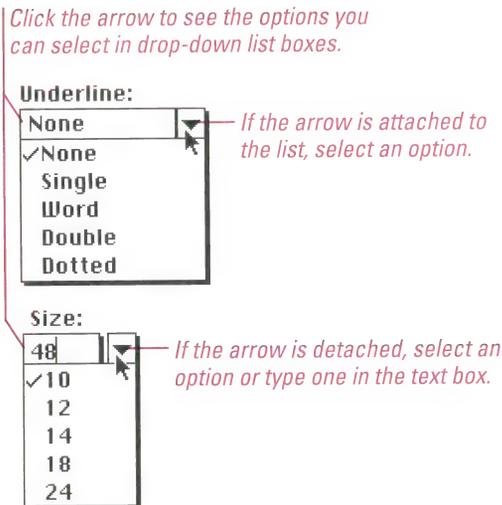
- ▶ Press ESC or DELETE (BACKSPACE on some keyboards).

## Selecting Options in a Dialog Box

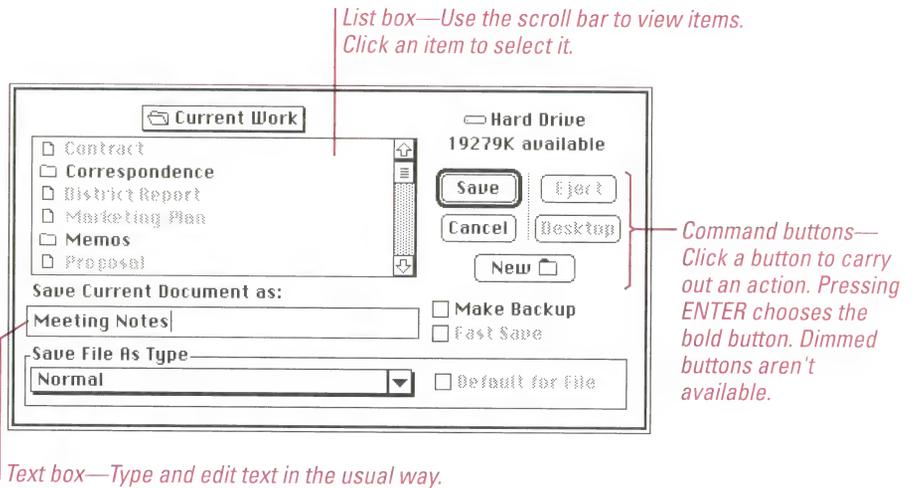
A dialog box is a special window containing options that you select to tell Word how to carry out a command. The dialog boxes displayed when you choose the Character command on the Format menu and the Save As command on the File menu illustrate some features common to dialog boxes.



Character dialog box



Drop-down list boxes in the Character dialog box



Save As dialog box

## Typing Measurements in Text Boxes

For formatting options, you need only to type a number to specify a measurement. Word supplies the unit of measure or uses a default unit that you choose. For font sizes, Word uses points, the unit traditionally used in the printing industry. To specify a different unit for other formatting options, type one of the following abbreviations after the number.

Unit of measure	Abbreviation
Inches	in or "
Centimeters	cm
Points	pt
Picas	pi
Lines (12 points high)	li

**Note** To change the default unit of measure, select a different measurement unit from the General options in the Preferences dialog box (Tools menu).

## The OK, Cancel, Close, and Apply Command Buttons

The OK, Cancel, and Close command buttons appear in many dialog boxes. Dialog boxes for most formatting commands, such as Character, Paragraph, Section, and Style, also contain an Apply button.

**OK** Choosing the OK button closes the open dialog box and completes the command using the selected options. For example, choosing OK in the Print dialog box starts printing the document.

**Cancel and Close** Choosing the Cancel button discards the options you have selected, closes the dialog box, and returns you to your document. When Word completes an action that cannot be canceled—for example, correcting the spelling of a word using the Spelling command—the Cancel button changes to Close. The Close button closes the dialog box without reversing any completed changes.

**Apply** Choosing the Apply button applies the selected format options to the current selection but does not close the dialog box. You can see how the formatting affects your document, and if you don't like the results, you can select other options. If the dialog box covers the text, drag the dialog box by its title bar to move it out of the way.

## The Keyboard Approach to Dialog Boxes

Use the following shortcut keys to select and edit options in a dialog box. To use the keys on the numeric keypad, NUM LOCK must be off.

### Moving around

To move to	Press these keys
Next text box and select its contents	TAB
Previous text box and select its contents	SHIFT+TAB
Next option	DECIMAL or COMMAND+TAB
Previous option	SHIFT+DECIMAL or COMMAND+SHIFT+TAB
An option directly and select it If more than one option starts with the letter, Word selects the first one.	COMMAND+ <i>first letter</i>

## Selecting Options

To do this	Press these keys
Select the active check box or option button. To clear a check box, use the same keys. To clear an option button, select another option in the group.	0 on the keypad or COMMAND+SPACEBAR.
Display a drop-down list box. To move to the list, press COMMAND+TAB.	0 on the keypad or COMMAND+SPACEBAR.
Select an item from a list box. To move to the list box, press COMMAND+TAB. To display a drop-down list box after moving to it, press 0 on the keypad or COMMAND+SPACEBAR.	UP ARROW, DOWN ARROW, or <i>first letter</i> . Then press ENTER.
Move directly to an option and select it. If more than one option starts with the letter, Word selects the first one.	COMMAND+ <i>first letter</i> .
Close a list box without selecting an item box.	ESC.
Open a selected folder. If no folder is selected, Word selects the next file or folder in the list.	COMMAND+DOWN ARROW.
Open the folder containing the current folder.	COMMAND+SPACEBAR.

## Undoing and Repeating Commands

As you work, keep in mind the Undo and Repeat commands on the Edit menu. Undo reverses the most recent command or action you completed. If you don't like the results of a command or you accidentally delete some text, choose Undo as the next action.

Some actions, such as saving a document, can't be reversed. In this case, Undo changes to Can't Undo and is dimmed on the menu. The effects of choosing Undo after certain commands are described later in this book.

The Repeat command repeats the last command or action you completed. It's often easier to choose Repeat than to choose the same command several times, particularly if the last command involved a complex formatting change you applied using the Character or Paragraph command. You can select other text and then choose Repeat to apply the same formatting in one step.

Repeat also duplicates typing. Choose Repeat if you've entered a long paragraph and want to type the same text elsewhere in your document.

### To undo a command or editing action

- ▶ From the Edit menu, choose Undo.

The Undo command changes to Redo followed by the name of the reversed command or action—for example, Redo Typing. After choosing Redo, you can choose Undo again to reverse the same action.

### To repeat a command or editing action

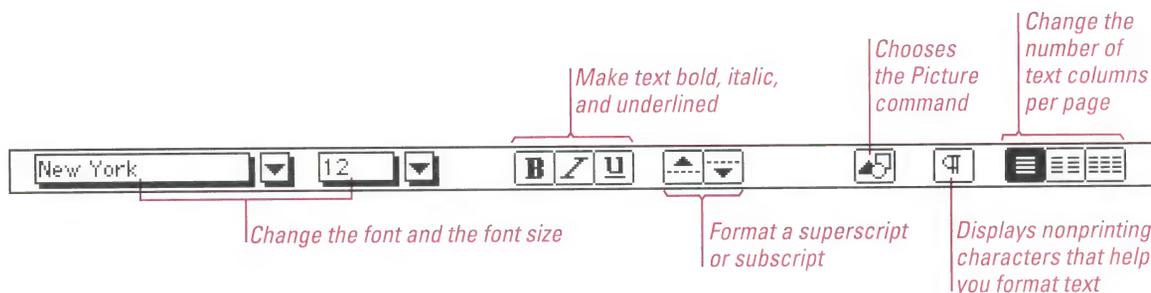
- ▶ From the Edit menu, choose Repeat.

## Displaying the Ribbon and Ruler

The ribbon and ruler make formatting your document convenient and fast. Just select the text that you want to change, and then click the button or drag the marker that represents the effect you want. As you type, you can choose options on the ribbon and ruler to change the formatting of the next text that you type.

### The Ribbon

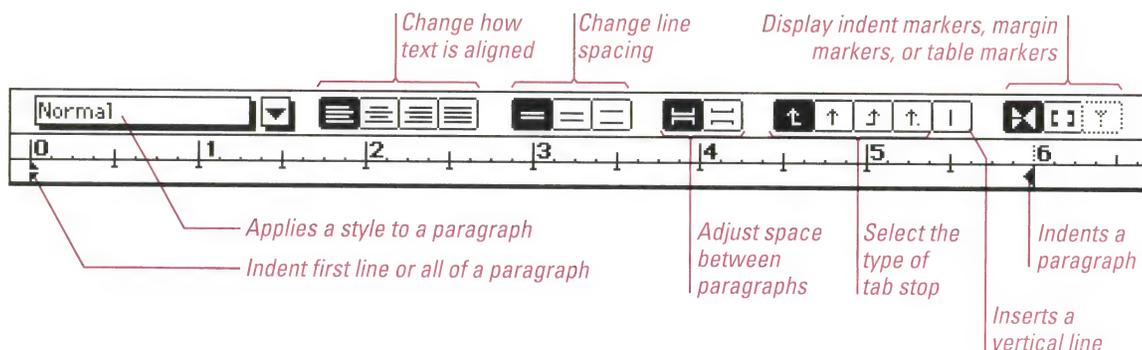
By clicking buttons on the ribbon, you can change the appearance of text—making a word bold or underlined, for example, or changing its font or font size. You also can click buttons to change the number of text columns on a page, to display nonprinting characters such as paragraph marks, and to open the Picture dialog box to create or edit a graphic.



### The Ruler

Using the ruler, you can change the formatting of paragraphs, your document's margins, or the column widths in a Word table. In the initial indent scale, the selected buttons indicate the paragraph formatting applied to the current paragraph. When you move the insertion point or selection to a paragraph with different formatting, the settings change to reflect those formats. By clicking a button, you can display the

ruler's margin scale or table scale, which display markers for adjusting margins or column widths, respectively. The following illustration shows the ruler's indent scale.



If your present work doesn't require a lot of formatting, you may want to hide the ribbon and ruler to show more of your document in the window. The Ribbon and Ruler commands on the View menu display or hide the ribbon and ruler.

### To display or hide the ribbon

- ▶ From the View menu, choose Ribbon.

### To display or hide the ruler

- ▶ From the View menu, choose Ruler.

**Note** By default, the ribbon and ruler are displayed in each new document window that you open. If you prefer to work without them, you can change the default ribbon and ruler settings, controlled by View options in the Preferences dialog box (Tools menu). For more information, see Chapter 39, "Setting Preferences."

For more information about formatting using the ribbon and ruler, see the following chapters.

#### For information about

Formatting text using the ribbon  
 Changing the number of text columns  
 Formatting paragraphs using the ruler  
 Changing column widths in tables  
 Changing margins using the ruler

#### See this chapter

Chapter 5, "Character Formatting"  
 Chapter 18, "Columns"  
 Chapter 6, "Paragraph Formatting"  
 Chapter 17, "Tables"  
 Chapter 8, "Margins, Paper Size, and Page Orientation," and Chapter 18, "Columns"

## Getting Help

To get information quickly about a command or task, use Help. You can use the Help command on the Window menu to display a list of Help topics, or you can display information about a particular command by pressing the HELP key or COMMAND+?.

If you're using System 7, you can use Balloon Help to display brief descriptions of menu commands, icons, and other items on the screen.

### To get help on a selected topic

- 1 From the Window menu, choose Help.

—or—

From the Help menu at the right of the menu bar, choose Microsoft Word Help (available only to System 7 users).

A dialog box displays an alphabetic list of Help topics. Use the scroll bar to view all the topics. Press a letter key to scroll to the topics beginning with that letter.

- 2 Double-click the topic you want help with, or select the topic and choose the Help button.

The selected topic is displayed. Use the scroll bar to view all the information.

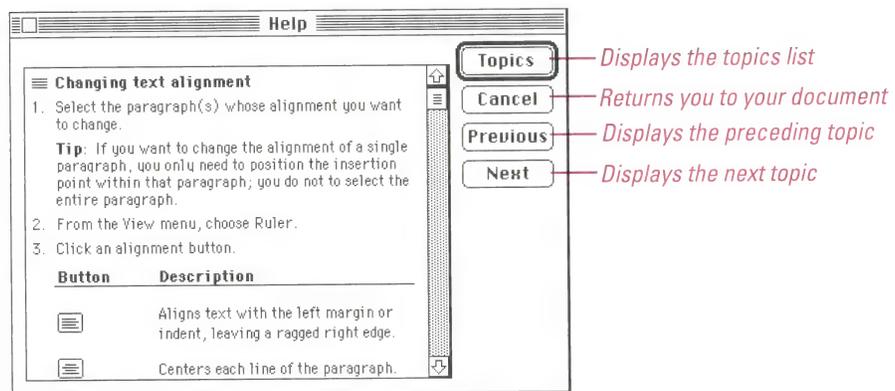
### To get help on a command or screen element

- 1 Press COMMAND+? or the HELP key.

If a dialog box is open, Word displays the Help information for the related command. If a dialog box is not open, the mouse pointer changes to a question mark.

- 2 If you don't see the Help dialog box yet, choose the command or click the element you want information on.

Instead of carrying out the command, Word will display the related Help topic. If you click a window element, Word displays the Help topic describing that element.



## To view another topic or return to your document

- ▶ When you finish reading a topic in the Help dialog box, take one of the following actions.

To do this	Choose this button
Close the Help dialog box and return to your document	Cancel
Redisplay the topic list to choose a new topic	Topics
View the previous topic in the list	Previous
View the next topic	Next

## To redisplay the last Help topic you looked up

- ▶ Press COMMAND+? or the HELP key twice.

## To locate Word Help the first time you use it

Follow these steps if you choose the Help command and a dialog box asks you to locate Word Help.

- 1 In the dialog box, open the folder that contains the document Word Help.  
If Word Help is not on your hard disk, insert the disk that contains Word Help in the drive.
- 2 In the list of documents shown in the dialog box, double-click the Word Help document.  
This displays the topics list in the Help dialog box. Word remembers the location of the Word Help document when you next use Help.

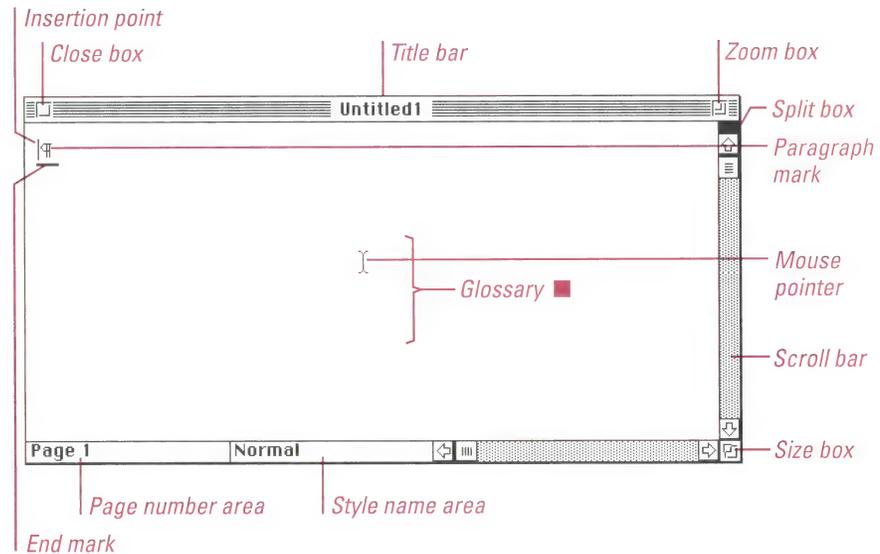
## To use the System 7 Balloon Help

- 1 To start Balloon Help, choose Show Balloons from the Help menu at the right of the menu bar.  
–or–  
Switch to the Finder, and then choose Show Balloons from the Help menu at the right of the menu bar.
- 2 As you point to an item on the screen, a brief explanation is displayed in a balloon.  
To work without Balloon Help, choose Hide Balloons.

If your Macintosh has a 9-inch screen and you are using the Work menu, you'll need to return to the Finder to turn Balloon Help on and off.

## Word Document Windows

Document windows in Word are similar to other Macintosh windows, though some window elements are unique to Word. If the Macintosh is new to you, you may want to read more about the window elements in your Macintosh manual.



A new document window

**Title bar** Displays the name of the document. Until you save and name the document, the window is untitled.

**Close box** Clicking the close box closes the window.

**Size box** Dragging the size box changes the window size.

**Zoom box** Clicking the zoom box switches the window between its original size and a smaller alternate size.

**Insertion point** This blinking vertical bar shows where the next character you type will be entered. Any item that you add to your document—a graphic pasted from the Clipboard, for example—is inserted at the insertion point.

**Mouse pointer** The mouse pointer is used to position the insertion point, to select text, to scroll, and to choose commands and options. The pointer changes shape depending on where you point on the screen. To move the pointer, roll the mouse on a flat surface. For a review of mouse basics, see “Mouse Pointers and Techniques,” later in this chapter.

**Paragraph mark** A new document window contains one empty paragraph, indicated by its ending paragraph mark. You can’t delete this paragraph mark unless you add others. This and other nonprinting characters that show where formatting has been applied are displayed or hidden using the Show/Hide ¶ command on the View menu.

**End mark** Marks the end of the document. You can’t type or move the insertion point past the end mark.

**Scroll bars** Clicking in the vertical or horizontal scroll bar or dragging the box in the scroll bar brings other parts of the document into view. For information about scrolling, see Chapter 3, “Typing and Revising a Document.”

**Split box** Double-clicking the split box splits the current document window in half, displaying the document in both parts. For information about working in a split window, see “Viewing a Document in Several Windows,” later in this section.

**Page number area** Displays the page number of the page visible at the top of the window. If the document is divided into sections, the section number is also shown. Some commands display status information, a prompt, or another type of message in this area instead.

**Style name area** Tells which style has been applied to the paragraph containing the insertion point or selection (highlighted area). Unless you’ve applied a different style to a paragraph, the Normal style is displayed. If you make the window very small, Word removes the style name area but restores it when you enlarge the window.

**Styles are the most efficient way to format similar paragraphs in your documents. For details, see Chapter 7, “Formatting with Styles.”**

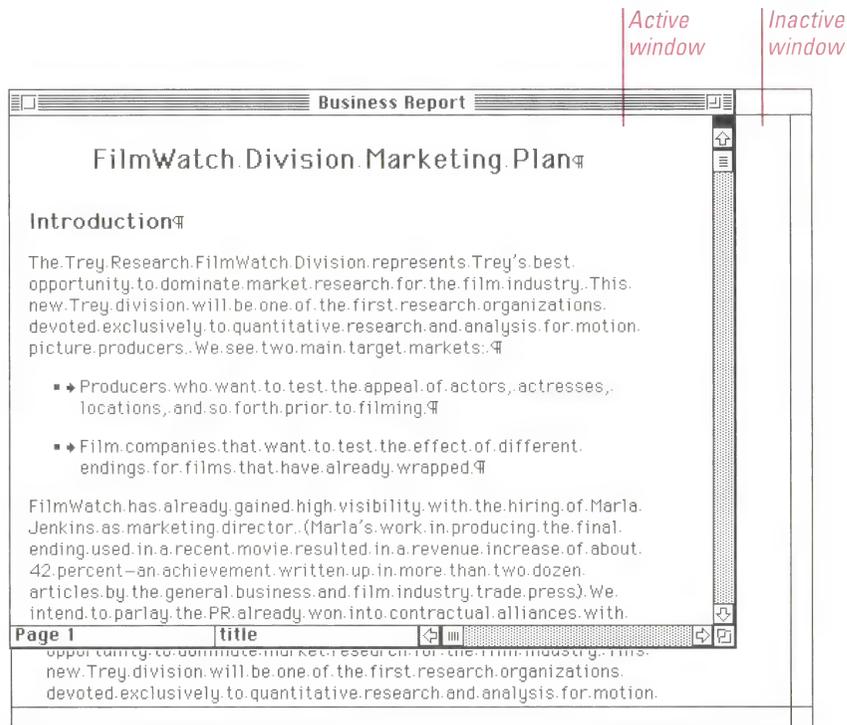
## Save Your Screen

If the same image remains displayed for a long time, it can leave behind a permanent ghost on your screen. To prevent damaging your monitor, use the screen saver provided with Word—the Screen Test command. A screen saver randomly changes the display without affecting any open documents or applications. You can use the Commands command on the Tools menu to assign the Screen Test command to a menu or a key shortcut. When you leave your Macintosh for any length of time, save your documents and choose Screen Test. To return to your document, click anywhere on the screen or press a key on the keyboard. A dialog box is displayed so you can modify the screen images. Change any options you want and choose OK. To stop Screen Test, choose the Cancel button.

## Switching to a Different Document Window

With Word, you can have more than one document open at a time. You can open approximately 20 if you are using System 6.2 or later and approximately 40 if you are using System 7. The exact number depends on how much memory is available on your Macintosh. Each document that you open is displayed in a separate document window, and its name is listed on the Window menu.

The window you are currently working in—the window containing the insertion point or selection of text—is called the active window, and the document you are working in is called the active document. Text that you type is entered in the active document, and most commands or actions you carry out affect only the active document. To work in a different document, you must make that document's window the active window.



Overlapping windows

### To make a document window active

- From the Window menu, choose the document you want to work in.

–Or–

Click a visible part of the window.

## Moving and Sizing Windows

When you open a document window, the window is large enough for you to see the main text area between the left and right margins. On standard 9-inch monitors or when you're working on wide documents on a large monitor, the window fills the screen. If you're working with several open documents, you may want to move windows out of your way or make them smaller so you can see several documents at once. To avoid cluttering the screen, close any windows you no longer need.

The window sizes and their positions on the screen are stored with other document information when you save a document.

### To move a window

- ▶ Drag the title bar (don't click the zoom box or close box).

You can't drag a window completely off the screen; at least some of the title bar must remain visible.

### To expand or shrink a window

- ▶ Click the zoom box in the window's upper-right corner.

–Or–

Double-click the window title bar.

Clicking the zoom box switches a window between its original full size and an alternate smaller size. If you have not resized the window using the size box, Word uses an alternate size based on the number of document windows open when you created the document.

### To resize a window

- ▶ Drag the size box in the window's lower-right corner in any direction.

### To close a window

- 1 Switch to the window you want to close.
- 2 Click the close box in the window's upper-left corner.

–or–

From the File menu, choose Close.

If you've made any changes to the document since you last saved it, Word asks if you want to save it.

## Viewing a Document in Several Windows

To see different parts of a document at the same time, you can open additional windows in the document or split the document window horizontally. You can scroll independently in each window or window part, comparing different parts of the document or moving and copying text over long distances. Changes that you make in one window are reflected immediately in other windows.

Suppose that you're working in a large table and you want to keep the column headings in view as you enter information. You can split the window and display the column headings in the top part of the window. If the table is very wide, you may want to see the first column while you view the columns on the extreme right. You can open a second window for the document and arrange the windows side by side.

*Double-click or drag the split box...*

*...to split the window.*

**Price List**

Synthetic Round • Series 56X

Product Number	Size	List Price	World Wide Import Price Each	
			1-6	7+
56XAE10	00	4.00	3.00	2.80
56XAE11	2	4.60	3.60	3.40
56XAE12	4	5.20	4.20	4.00
56XAE13	6	5.80	4.80	4.60
56XAE14	8	6.40	5.40	5.20
56XAE15	10	7.00	6.00	5.80
56XAE16	12	7.60	6.60	6.40
56XAE17	14	8.20	7.20	7.00
57XAE18	15	11.50	9.75	8.75
57XAE19	16	12.90	10.50	9.50
58XAE20	17	11.50	9.75	8.75
58XAE21	18	12.90	10.50	9.50

**Price List**

Synthetic Round • Series 56X

Product Number	Size	List Price	World Wide Import Price Each	
			1-6	7+
56XAE10	00	4.00	3.00	2.80
56XAE11	2	4.60	3.60	3.40
56XAE12	4	5.20	4.20	4.00
56XAE13	6	5.80	4.80	4.60
56XAE14	8	6.40	5.40	5.20
56XAE15	10	7.00	6.00	5.80
56XAE16	12	7.60	6.60	6.40
56XAE17	14	8.20	7.20	7.00
57XAE18	15	11.50	9.75	8.75
57XAE19	16	12.90	10.50	9.50

58XAE210 1/2" 11.50 9.75 8.75

58XAE211 3/4" 12.90 10.50 9.50

58XAE212 1" 15.60 13.00 12.00

58XAE213 1 1/4" 18.00 14.80 13.80

58XAE214 1 1/2" 22.50 19.70 18.70

58XAE215 1/2" 11.50 9.75 8.75

58XAE216 3/4" 12.90 10.50 9.50

58XAE217 1" 15.60 13.00 12.00

58XAE218 1 1/4" 18.00 14.80 13.80

58XAE219 1 1/2" 22.50 19.70 18.70

All of the 56X and 58X series brushes are available with a natural finish handle. Please add \$1.50 per brush to order the natural finish.

Page 1 Normal

### To open a new window for the active document

- ▶ From the Window menu, choose New Window.

A number identifying the window is added to the document name in the title bar and on the Window menu.

### To split a window into equal parts

This technique splits the window in half. When you split the window, the split box moves from the top of the vertical scroll bar to the center of the bar, beside the split bar.

- ▶ Double-click the split box.

–Or–

Press COMMAND+OPTION+S.

### To adjust the split

Use this technique if you want to split a window into unequal parts or adjust the split.

- 1 In the vertical scroll bar, point to the split box.

The mouse pointer changes shape.

- 2 Drag the split box to where you want the window split.

### To restore the whole window

- ▶ Double-click the split box.

–Or–

Press COMMAND+OPTION+S.



Mouse pointer over  
split box

## Changing Your View of a Document

**For more information about working in different document views, see Chapter 24, “Viewing Documents.”**

As you work, you can change your view of a document to best suit the tasks at hand. Word also allows you to show or hide the nonprinting characters that indicate where you have added formatting.

### Alternate Views

When you use Word for the first time, documents are displayed in what is known as normal view, which is ideal for most of your daily work. Text formatting is shown—for example, line spacing, the font and font size, italic text, and so on—but the layout of the page is simplified so you can type and edit more quickly. Text is displayed in one continuous column, with dotted lines representing page breaks.

With the Outline and Page Layout commands on the View menu, you can change your view of a document to focus on different aspects of your work.

For information about working in outline view, see Chapter 28, “Outline View: Creating Outlines and Reorganizing Documents.”

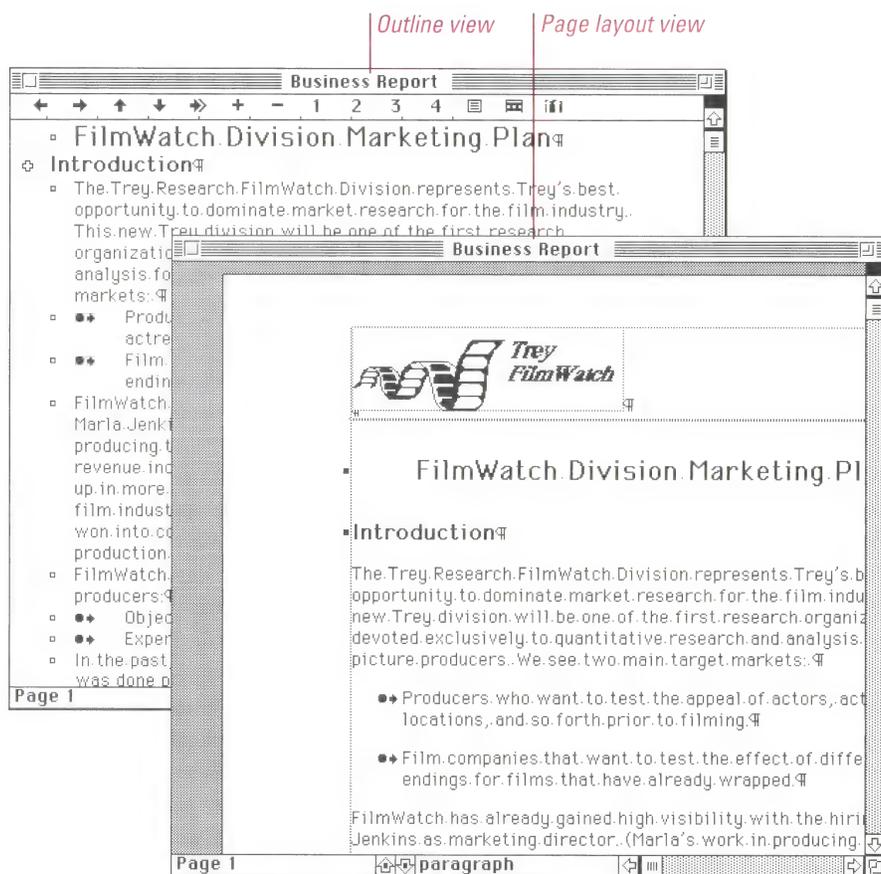
## Outline View

Outline view helps you examine the logical structure of your document. You can choose to display only headings, temporarily hiding the text beneath them. To reorganize your document, you can simply drag a heading to another place in the outline—all supporting subheadings and text automatically move with the heading. You also can raise or lower a heading’s level of importance in the outline.

## Page Layout View

Page layout view shows how each page of your document will look when printed. The page and text are displayed in actual size. You can edit and format the text and see the results on the screen. A similar command, Print Preview on the File menu, displays whole pages at a reduced size so that you can adjust margins, page breaks, and other aspects of the page layout.

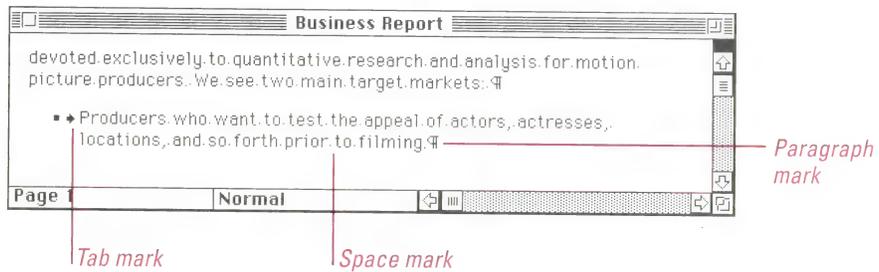
When you open a document, it is displayed in the view that was in effect when you last saved it.



## Viewing Formatting Characters and Other Elements

You may find it helpful to see where you have started a new paragraph or used tabs to align text, especially if you are new to Word. With the Show ¶ command on the View menu chosen, spaces are represented by dots, paragraph marks (¶) show where you've pressed RETURN or ENTER, and tab marks (↵) show where you have pressed TAB. Other formatting characters—for example, those representing hard line breaks and nonbreaking spaces—also are shown. These characters never print, even when they're displayed.

When Show ¶ is chosen, the command name changes to Hide ¶, which you can choose to hide the nonprinting characters. Clicking the show/hide ¶ button on the ribbon also displays or hides these characters.



A document displayed with the Show ¶ command chosen

Some elements of your document aren't shown in normal view. To see these elements, you must choose a command from the View menu. For example, to see headers and footers—the text printed in the top and bottom margins of each page—you open the appropriate header or footer window using a Header or Footer command.

Other aspects of the document are controlled by View options in the Preferences dialog box (Tools menu). For more information, see Chapter 39, "Setting Preferences."

## Mouse Pointers and Techniques

In Word, the mouse works similarly to how it works in other Macintosh applications, with a few variations. This section summarizes basic mouse shapes and techniques.

### Pointer Shapes

When you point with the mouse to different parts of your screen, the pointer shape changes, signifying the different tasks you can perform. Some commands also change the pointer shape; these pointer shapes are noted in the discussion about the related commands.

If the pointer assumes a shape you don't want to use—for example, you accidentally press **COMMAND+?** or the **HELP** key, changing the pointer to a bold question mark—press **COMMAND+PERIOD** or **ESC** to restore the pointer to its usual shape.

The following table lists the common pointer shapes.

Pointer shape	Significance
	The pointer is in the text area. This is sometimes called the “I-beam” pointer. In italic text, this pointer slants to make positioning and selecting easier.
	The pointer is in the menu bar, window title, ruler, ribbon, or scroll bars. Use this pointer to click or drag an item or choose commands.
	The pointer is in the selection bar along the window's left edge. Use this pointer to select a line, a paragraph, or the entire document.
	Pressing <b>COMMAND+?</b> changes the pointer to this shape. Use this pointer to get help with a command.
	Word is performing a task that will take a few seconds.

## Basic Mouse Techniques

The following table provides a review of basic mouse techniques you'll need to know to work on a Macintosh. For more information and practice using these skills, see “Your First Word Document,” earlier in this manual.

To	Do this
Point	Position the mouse pointer on or next to something.
Click	Position the pointer, and then quickly press and release the mouse button.
Double-click	Position the pointer, and then quickly press and release the mouse button twice.
Triple-click	Position the pointer, and then quickly press and release the mouse button three times.
Drag	Position the pointer. Press and hold down the mouse button as you move the pointer to the desired position. Then release the button. You often drag something to a new location or drag through a list to select an item.

# Opening, Saving, and Deleting Documents

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## Overview

To work on a document, you open the document to display it on your screen. You can add and edit text, change the appearance of the document, and print it. To preserve your work, you will need to save the document. Saving a document stores the version of the document you see on your screen in a file on a disk. You should be sure to save your documents regularly.

## Opening a Document

When you start Word by double-clicking a Word icon, an empty document window temporarily named Untitled 1 opens in a window on the screen. If you're ready to begin a new document, you can simply start typing. The new document will have the margins, fonts, font size, and other formats preset for Word. To open a new document window later in a Word session, you use the New command on the File menu.

You can save yourself the work of typing and formatting each new document from scratch by starting new documents from *stationery*. Stationery are templates that contain the standard text and preset formatting you routinely use for certain documents. For more information about stationery, see Chapter 27, "Stationery: Setting Up Document Templates."

To continue work on a document stored on a disk, you open the document using the Open command on the File menu. If you have worked on the document recently, you may be able to open it again by choosing it from a list at the bottom of the File menu. For information about these and other ways to locate documents quickly, see "Keeping Documents Within Easy Reach," later in this chapter.

You can open more than one document at a time and move between document windows as you work using the Find File command on the File menu. For instructions on using Find File, see Chapter 26, "Finding and Managing Files."

### To open a document and start Word

- ▶ On the Macintosh desktop, double-click the Word program icon to start a new document.



Microsoft Word

–Or–

- ▶ On the Macintosh desktop, double-click a Word document icon to open an existing document.



Word Document

### To open a new, untitled document

- ▶ From the File menu, choose New.

Word numbers each new document you open Untitled 2, Untitled 3, and so on. The new document has the default margins, page size, and other default formats you've selected for Word.

## To open an existing Word document

- 1 From the File menu, choose Open.

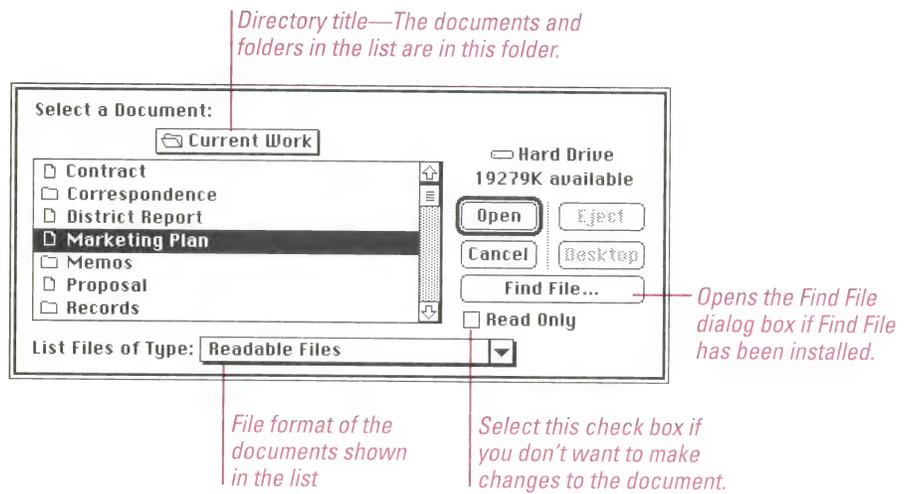
The dialog box lists files that Word can open in the current folder. To see them in another file format, select the format from the List Files Of Type box.

- 2 If the document is not in the current folder, open the folder or switch to the drive where the document is stored.

To open	Do this
A folder shown in the list and see its contents	Double-click the folder.
A folder or document in a higher-level folder or directory	Click the directory title and choose the folder from the directory list.
A document stored on another disk while using System 6	Insert the disk in the drive, or choose the Drive button to switch to the drive. (To eject a disk in the current drive, choose the Eject button.)
A document stored on another disk while using System 7	Insert the disk in the drive. To switch to another drive, choose the Desktop button and then double-click the drive to see its contents. (To eject a disk in the current drive, choose the Eject button.)

- 3 Double-click the document you want to open.

The document is displayed in a document window, with the insertion point at the beginning. Word adds the document to the Window menu.



This dialog box is displayed when you choose the Open command.

## Open Dialog Box Options

You can select the following options in the Open dialog box.

**Read Only** Lets you look at the document, but prevents you from making accidental changes. If you want to change the text or formatting, you can save the edited document under a different name. You'll then have two versions—the original document you opened and the updated one.

**List Files Of Type** Lets you change the display of files from the comprehensive default list, Readable Files, to a more limited and perhaps more manageable list that includes just files of the sort you want to work with—for example, Word Documents, Stationery, or Graphics Files. You can also choose All Files to list every file in the current folder. Word retains the selected file type until you change to another, or until the end of the Word session.

For details about opening documents in file formats other than Word, see Chapter 36, “Converting File Formats.”

## To open a recently opened document

If you're working on a 9-inch monitor and your File menu doesn't include a list of the four documents you opened most recently, see “Keeping Documents Within Easy Reach,” later in this chapter, for instructions on adding the list.

- ▶ From the File menu, choose the document you want to open.

## Picking Up Where You Left Off

To continue working where you stopped in the preceding session, choose the Go Back command (press 0 on the keypad or COMMAND+OPTION+Z) as soon as you open the document. Word stores the latest three editing locations when you save a document. If you don't get where you want to go the first time, choose Go Back again.

## To switch to a different open document

When you open a document, it becomes the active document. The active document contains the insertion point, and your editing and formatting actions affect only that document. To work with a different open document, you must first make it the active document.

- ▶ From the Window menu, choose the document you want to work in.

The document becomes the active document and is displayed on top of any other open documents.

For more information about document windows, see Chapter 1, “The Word Workplace.”

## Keeping Documents Within Easy Reach

On a large Macintosh monitor, the File menu always includes a list of the four documents you opened most recently. If you're using a standard 9-inch monitor, you can add the list by selecting the List Recently Opened Documents check box, one of the View options in the Preferences dialog box. You can scroll the menu to view the list. To start a new list, you can clear this check box to remove the current list. To remove an individual document from the list, use the Commands command on the Tools menu or the procedure "To remove a document from the File menu list, which follows.

Another convenient way to open documents you use frequently is to add them to your Work menu. For example, you might add your stationery so that you can quickly start new documents of the same type. Documents remain on the Work menu until you remove them. For information about the Work menu, see Chapter 40, "Customizing Word to Fit Your Work."

If you forget the name or location of a document, you can search for it using the Find File command on the File menu. For example, you can locate documents with a certain sequence of letters in their filenames or documents containing a certain word or phrase. For instructions on using Find File, see Chapter 26, "Finding and Managing Files."

### To start a new list of recently opened documents on the File menu

- 1 From the Tools menu, choose Preferences.
- 2 Select the View category, and then clear the List Recently Opened Documents check box.
- 3 Click the close box to close the Preferences dialog box.
- 4 Repeat steps 1 and 3, this time selecting the List Recently Opened Documents check box, to start a new list.

### To remove a document from the File menu list

Use the Remove From Menu command to remove one or more documents from the File menu.

- 1 Press **COMMAND+OPTION+MINUS SIGN** (on the keyboard, not the numeric keypad). The mouse pointer becomes a bold minus sign (■).
- 2 From the File menu, choose the document you want removed.  
To remove several documents from the menu without having to choose the Remove From Menu command each time, hold down **SHIFT** as you choose each document.

To cancel the Remove From Menu command, press **ESC** or **COMMAND+PERIOD**. The mouse pointer returns to its customary shape (I-beam or arrow).

### To insert a document in an open document

- 1 Position the insertion point where you want the document inserted.
- 2 From the Insert menu, choose File.
- 3 Choose the document you want to insert from the list of documents.

A copy of the document is inserted at the insertion point. You can make changes to the copy without affecting the original document.

## Saving a Document

When you open a document, Word copies it from the disk and displays the copy in a document window. As you work, you're actually making changes to the copy of the document temporarily stored in memory on the Macintosh. To keep your latest work safely on the disk, you should periodically save your document. You should also save backup copies of important documents. For information about backing up your work, see "Good Saving Habits," later in this section.

A good rule of thumb is to save every 10 to 15 minutes, or after you've completed any work you wouldn't want to redo. If you save frequently, you won't lose much work if a power failure or other problem occurs. It's also a good habit to save a document before you print or make a major change to it, such as changing text using the Replace command.

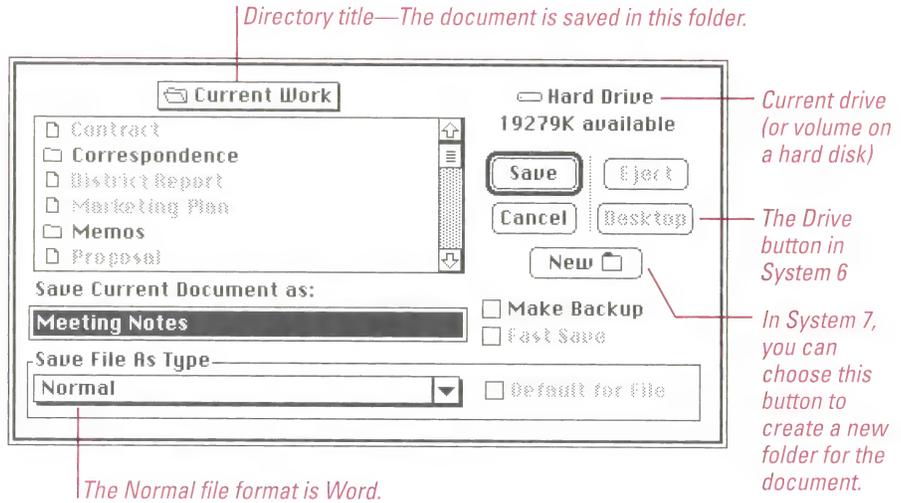
It's easy to forget to save your work as often as you should. To have Word periodically remind you to save, select the Save Reminder check box, an Open And Save option in the Preferences dialog box (Tools menu).

When you save a document, the document remains open on your screen so you can continue work. If you're finished with a document, close it to prevent cluttering your screen with unneeded document windows. When you quit Word, if any changes to a document have not been saved, a message asks if you want to save the changes.

When you save a document for the first time, Word displays the Summary Info dialog box. Information that you provide can help you recall important information about the document. You can also use the summary information when searching for documents using the Find File command.

You can fill in the summary information when you save the document or at any time using the Summary Info command on the File menu. If you don't want the Summary Info dialog box displayed when you save a document, clear the Prompt For Summary Info check box, an Open And Save option in the Preferences dialog box. For information about filling in and using the summary information, see Chapter 26, "Finding and Managing Files."

A Word document can be saved in many common file formats, which makes it easy to transfer documents to other word processors on a Macintosh or personal computer. For information about saving a document in other file formats, see Chapter 36, "Converting File Formats."



This dialog box is displayed the first time you save a document or when you choose the Save As command.

## To save a document

The first time you save a document, you name the document and tell Word where you want the document stored. Each time you save the document thereafter, the current version of the document on your screen replaces the version on the disk. The document remains open so you can continue working.

- 1 From the File menu, choose Save.

If you're saving the document for the first time, Word displays the Save As dialog box, shown above.

- 2 Type the document name in the Save Current Document As box.

The name can have as many as 31 characters, including spaces. You can use any character on the main keyboard except the colon (:).

- 3 Open the folder you want to save the current document in.

To save the document	Do this
In the current folder	Proceed to step 4.
In a different folder within the current folder	Double-click the folder in the list. If you're using System 7, you can choose the New Folder button to create a new folder to contain the document.
In a higher-level folder	Click the directory title and choose the folder from the directory list.
On another disk while using System 6	Insert the disk in the drive, or choose the Drive button to switch to the drive. (To eject a disk in the current drive, choose the Eject button.)
On another disk while using System 7	Insert the disk in the drive. To switch to another drive, choose the Desktop button and then double-click the drive to see its contents. (To eject a disk in the current drive, choose the Eject button.)

- 4 Choose the Save button.

If you assign the name of a document already on the disk or in the current folder, Word asks if you want to replace the existing document. Choose No to preserve the existing document, and then type a different name. Choose Yes to replace the existing document with the one on the screen.

Word displays the Summary Info dialog box. You can fill in information describing the document or leave the dialog box blank. Choose the OK button to close the dialog box. If you choose the Cancel button, Word will display the Summary Info dialog box again the next time you save the document.

## Save As Dialog Box Options

You can select the following options in the Save As dialog box.

**Make Backup** With this option selected, Word first copies the existing version of the document on the disk and names the copy Backup of *Document Name*. (The original document name may be shortened to keep the new name under 31 characters.) Then it performs a normal save to update the original document to reflect your latest changes. Keeping a backup copy allows you to go back to the earlier version if you make a change you don't like and can't undo.

**Fast Save** Makes saving faster, but your documents use more memory and disk space. For a discussion of fast and normal saves, see "Saving: Fast vs. Normal," later in this chapter.

For details about saving documents in file formats other than Word, see Chapter 36, "Converting File Formats."

**Save File As Type** Select a file format for the document from this list. The default option, Normal, saves the document in Word format.

**Default For File** Continues saving the document in the selected file format (the Save File As Type option) while you are working on the document. Without this option selected, the document subsequently is saved in the normal Word format unless you select the file format again. If you save the document in Interchange Format (RTF) or one of the earlier Word formats, the file format and default are reused when you next open the document. For other file formats, you must choose Save As and reselect the options each time you work on the document.

## Good Saving Habits

If you usually store your documents on your hard disk, you should store copies of important documents on a floppy disk or file server. That way, if there is ever a problem with your computer, you'll have a safe copy of your work. If you store your documents only on floppy disks, you should store copies of the disks separately. For instructions on making duplicate copies of files, see "To rename a document or copy it to another location," immediately following.

Selecting the Make Backup check box in the Save As dialog box preserves the previously saved version each time you save a file. This is not a good way to provide long-term safety for your files. The backup file, named Backup Of *Document Name*, does not contain the most recent changes. And, since it is saved on the same disk and folder as the original, problems with the drive or folder can affect both the backup and the original.

## To rename a document or copy it to another location

When you choose the Save command, Word saves the active document under the name and location you last gave it using the Save As dialog box. Use the Save As command to create more than one version of a document or to save copies on another disk for safekeeping. You can save each version under a different name, or save them under the same name in different folders or on different disks.

- 1 From the File menu, choose Save As.
- 2 If you want to rename the document, type a new name in the Save Current Document As box.
- 3 Open the folder or select the disk where you want to store the document.
- 4 Choose the Save button.

The original version of the document is closed, and the new document is opened. The new document contains any changes you made since saving the original document.

### To close a document

When you finish working with a document, close the document to prevent cluttering your screen with unneeded document windows.

- ▶ From the File menu, choose Close.

–Or–

Click the close box in the upper-left corner of the document window.

If you've made changes to the document since saving it, Word displays a message asking if you want to save the changes. Choose Yes to save the changes or No to discard them. Choose Cancel to leave the document open.

### To save open documents as you quit Word

- 1 From the File menu, choose Quit.

If you've made changes to any open document since you last saved it, Word displays a message asking if you want to save the changes.

- 2 Choose Yes to save the changes or No to discard them.

–or–

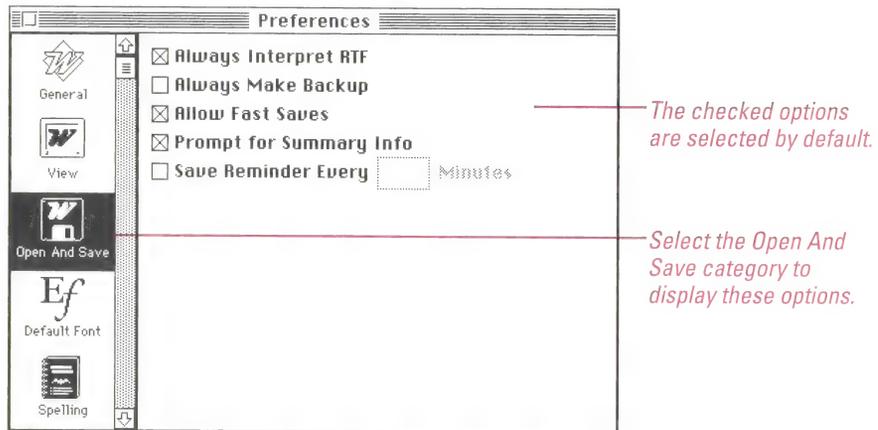
Choose Cancel to continue working in Word.

### You May Be Able to Recover Work from a Temporary File

As you work, Word records the changes you make in a document in a temporary file named WordTemp-1, WordTemp-2, and so on. When you quit Word in the usual way, the temporary files in most cases are automatically deleted. If a system error stops Word unexpectedly, these temporary files may still be in the folder with your documents, in your System folder, or, if you are using System 7, in the Temporary folder. You may be able to use a temporary file to recover the text you entered since saving the document. The first files you should check are the ones in the folder with your document; these will be the most complete. For more information about recovering lost work, see Chapter 26, "Finding and Managing Files."

## Controlling How Word Opens and Saves Documents

The Preferences command on the Tools menu has the following options, which control how Word routinely saves your documents. To see these options, select the Open And Save category in the Preferences dialog box.



Preferences dialog box with Open And Save options displayed

**Always Interpret RTF** With this option selected, if you open a document in RTF format, Word automatically interprets the RTF formatting codes and displays the document in Word format. Without this option selected, Word displays a message asking if you want the RTF formatting codes interpreted. Choose Yes to display the document in Word format. Choose No to display the RTF codes.

**Always Make Backup** Selects the Make Backup option in the Save As dialog box by default. Each time you save a document, Word copies the previous saved version, naming it Backup of *Document Name*. Unless you have ample disk space, it's recommended that you clear this option and select the Make Backup check box in the Save As dialog box only when saving your most important documents.

**Allow Fast Saves** With this option selected, Word saves all documents using the Fast Save option unless you request a normal save. (To request a normal save, choose Save As, and clear the Fast Save check box.) With Allow Fast Saves cleared, Word performs a normal save each time you choose the Save command. If you choose Always Make Backup, Word always performs a normal save.

**Prompt For Summary Info** Displays the Summary Info dialog box each time you save a document for the first time. For instructions on filling in the Summary Info dialog box, see Chapter 26, "Finding and Managing Files."

**Save Reminder** Displays a message asking you to save your document at the time interval you specify. If you do not specify an interval, Word clears the option.

## Saving: Fast vs. Normal

As you work on a document, Word records the editing and formatting changes you make. When you save a document, Word by default performs a *fast save*—that is, it stores the list of changes on the disk with the file rather than taking the time (actually only a few seconds) to rearrange all the text in the file.

When fast saves are turned off, Word performs a *normal save*, which consolidates all changes, clears the list of changes from memory, and reorders the text in the stored file.

Fast saves speed up saving but require more memory as you work and usually require more disk space for the saved documents. Word occasionally performs a normal save to clear the edit list and free memory even when fast saves are in effect. Word also performs a normal save when making a backup copy of a document.

Your documents are safely stored regardless of how they are saved. However, it's best to perform a normal save before you begin a task that uses a lot of memory, such as compiling an index, and before you transfer text from a Word document to another application.

You can clear fast saves for all documents, or you can request a normal save for an individual document.

If you want Word to perform a normal save each time you save a document, clear the Allow Fast Saves check box, an Open And Save option in the Preferences dialog box (Tools menu).

To request a normal save for an individual document when fast saves are in effect, clear the Fast Save option in the Save As dialog box. A message will ask whether you want to replace the existing document. Choose Yes to save the latest version. If you select Always Make Backup in the Save As dialog box, Word always performs a normal save on the document.

## Deleting a Document

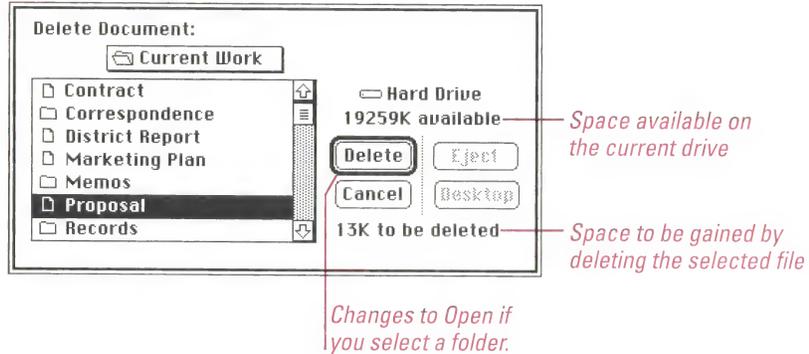
When you no longer need a document, you should delete it to make the disk space available for other documents.

The easiest way is to drag the document icon to the Trash on the desktop. The documents are stored in the Trash and continue to take up disk space until you choose Empty Trash from the Finder's Special menu. Until you empty the Trash, you can retrieve a document by double-clicking the Trash icon and dragging the document from the Trash directory window. For more information about the Trash, see your Macintosh manual.

**For instructions about assigning a command to a menu or key shortcut, see Chapter 40, “Customizing Word to Fit Your Work.”**

To delete a document or any other type of file while in Word, you can use the Delete command. This command displays a dialog box similar to the one for the Open command, allowing you to select a file from a list.

The Delete command does not initially appear on any menu. If you want to delete documents using this technique, you must first assign the Delete command to a menu or shortcut key using the Commands command on the Tools menu.



Delete dialog box

## To delete a document using the Delete command

- 1 Choose Delete from its menu, or press the key shortcut you've assigned to the command.
- 2 If the file is not in the current folder, open its folder or switch to the drive where it is stored.
- 3 Double-click the document you want to delete.

Word asks you to confirm that you want to delete the document. Choose Yes to delete the document or No to retain it; Word returns you to the Delete dialog box to delete another file. Click the Cancel button to cancel the command and close the dialog box.



# Typing and Revising a Document

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## Overview

When you open a new document, the insertion point is at the top of the window, ready for you to start typing. You'll find that typing on a word processor like Word is actually much easier than on a typewriter. Nothing's on paper until you print your document, so you can easily make corrections and move or copy items to other parts of the document.

This chapter shows you how to type text, move around in the document, and select and edit text. Once you're familiar with the basic techniques covered here, make sure you investigate commands on the Edit and Tools menus. They can help automate many of the routine changes you make to your document.

## Entering Text

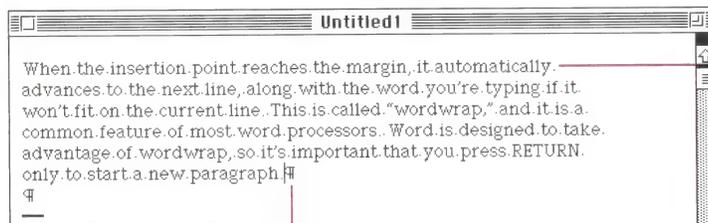
Like most word processors, Word automatically "wraps" the lines of text to fit between the margins as you type, starting a new line when needed. If you add or delete text, change the margins, or change the format of the text, Word adjusts the line breaks for you. To allow Word to work effectively, keep these important points in mind when you're typing:

- Press RETURN only to start a new paragraph, not at the end of each line of text.

Pressing RETURN inserts a paragraph mark at the end of the current paragraph and moves the insertion point to the first line of the new one.

- Don't use spaces to align text.

Instead, use a formatting command. In most cases, you'll get just the effect you want with a few keystrokes or by clicking a button on the ruler.



*Don't press RETURN at the end of each line.*

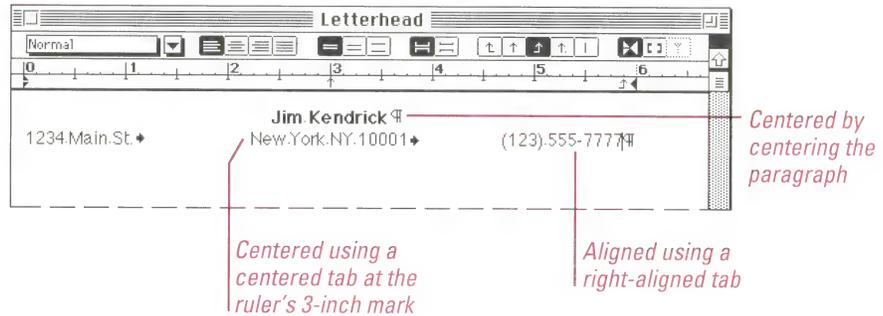
*Pressing RETURN here ends the paragraph and inserts a paragraph mark.*

---

**Note** On the Macintosh keyboard, the RETURN key and the ENTER key usually do the same thing, so you can press either one. For people new to word processing, the more familiar RETURN key is referred to in this chapter.

---

The formatting commands in Word make spacing and aligning text fast, easy, and accurate. You won't have to guess how many spaces to insert, and text remains aligned even if you edit or reformat the text. The following illustration shows how tabs and paragraph text alignment are used to space text in a custom letterhead. These and other formatting techniques are described in Chapter 6, "Paragraph Formatting."



Word also offers a variety of character formatting options you can use to change your text to italic, bold, underline, or many other styles. To apply the formatting, you just select the text, and then choose a command. The most popular formats can be applied by clicking buttons on the ribbon across the top of the document window. Other formats are available as commands on the Format menu, and an even larger set is available by choosing the Character command on the Format menu. You also can apply a format as you type. For more information about text styles, see Chapter 5, "Character Formatting."

### To add to text you've already typed

- 1 Click where you want to begin typing, or press the arrow keys to move the insertion point there.
- 2 Type the new text.

Word adjusts the rest of the paragraph to accommodate the new text.

### To start a new paragraph

- ▶ Press RETURN (or ENTER).

Word inserts a paragraph mark (¶) and moves the insertion point to the first line of the new paragraph.

### To start a new line in the same paragraph

Use this technique to force a line break as you type a series of short lines, as in an address or list. That way, you can format all the lines as a single paragraph.

- ▶ Press SHIFT+RETURN.

## To split a paragraph

Use this technique when you want to break a paragraph into two paragraphs and add more text to the first paragraph.

- ▶ Press **COMMAND+OPTION+RETURN**.

Word inserts a paragraph mark after the insertion point but keeps the insertion point in place so you can keep typing in the current paragraph.

---

**Tip** You probably will find yourself typing some text again and again—for example, your company’s name, policy statements, names and addresses of clients and vendors, or people you correspond with regularly. If you store these items in a glossary, you can insert them in any document using only a few keystrokes. See Chapter 12, “Glossaries: Storing Items for Reuse.” You also can store graphics in a glossary.

---

## To type numbers using the keypad

When typing numbers, you may prefer to use the numeric keypad that is available on some keyboards. The keys and symbols on the keypad are arranged like those on a conventional adding machine. Normally, these keys move the insertion point. With **NUM LOCK** on, they type numbers and math symbols.

- ▶ Press **NUM LOCK**.

When **NUM LOCK** is on, “Num. Lock” is displayed in the window’s lower-left corner. Press **NUM LOCK** again to use the keypad for moving the insertion point.

## To type words in uppercase letters

- ▶ Press **CAPS LOCK**.

Press **CAPS LOCK** again to type lowercase letters.

## Typing Special Characters

① ② ③ □ ◆ ⇄ € fl Œ Ì Æ § £ ¥ € Ò α β χ δ ε Φ Γ ☎ 📱 ☆

In many fonts (typefaces) available on the Macintosh, you can type characters that aren’t on the keyboard. To type the <sup>TM</sup> character, for example, press **OPTION+2**. Some fonts consist entirely of special characters. The LaserWriter Symbol font provides the Greek alphabet and many math symbols. Cairo font consists of graphic “clip art” characters, and Zapf Dingbats has bullets, numbers, and other graphics to enliven your document’s design. For details about inserting these special font characters in your document, see Chapter 5, “Character Formatting.”

## Typing Hyphens and Nonbreaking Spaces

You can use special hyphens and nonbreaking spaces to control line breaks in a paragraph. When printed, these characters look like ordinary hyphens and spaces, but you can tell them apart when you view your document with Show ¶ chosen on the View menu.

**Normal hyphen** Use the normal hyphen for hyphens that should always appear—for example, the one in long-range. Word breaks a line at a normal hyphen if the hyphen is at the end of the line.

**Optional hyphen** Use optional hyphens to suggest places where Word might hyphenate a word at a line break. With the Show ¶ command off, only optional hyphens occurring at line breaks are visible. Optional hyphens are printed only if they break a line.

---

**Note** It's a good idea to use the Hyphenation command on the Tools menu to insert optional hyphens in your document after you complete the final editing changes. For more information, see Chapter 13, "Proofing a Document."

---

**Nonbreaking hyphen** Use this hyphen when you don't want a hyphenated word broken by a line break—for example, Stratford-upon-Avon. Word moves the entire word to the next line. Nonbreaking hyphens are always visible and print as ordinary hyphens.

**Nonbreaking space** A nonbreaking or "hard" space keeps Word from breaking a line between two words. For example, you would not want a line break between "2" and "feet." Unlike spaces inserted with the SPACEBAR, nonbreaking spaces aren't expanded to fill out lines in justified text. Nonbreaking spaces are useful in math formulas or computer commands in which you don't want the spacing adjusted.

**Line break** By pressing SHIFT+RETURN instead of RETURN, you can force a line break without beginning a new paragraph. Use this technique to adjust awkward line breaks or to type short lines such as addresses.

The following table lists the keys you type to insert these characters in your document. With the Show ¶ command chosen on the View menu, they are displayed like the character shown in parentheses.

To type	Press
Normal hyphen (-)	HYPHEN
Optional hyphen (⚭)	COMMAND+HYPHEN
Nonbreaking hyphen (⚭)	COMMAND+TILDE (~) (You don't need to press SHIFT.)
Nonbreaking space (␣)	OPTION+SPACEBAR or COMMAND+SPACEBAR
Line break (↵)	SHIFT+RETURN

## Typing Attractive Documents

Here are some ideas for adding polish to your printed documents:

- After a period or colon, type one space instead of two—standard practice in the publishing industry.
- Don't type two hyphens in place of a dash character. Press **SHIFT+OPTION+HYPHEN** to insert an em dash—like the two dashes here—or **OPTION+HYPHEN** to insert an en dash (for example, the dash used in ranges of numbers such as 22–34).
- Instead of inserting blank lines to add space between paragraphs, use the Paragraph command on the Format menu to add space before or after them. You can control the spacing more precisely, adding one-half of a line, one-third of a line, and so forth. If you include the spacing in the paragraph's style formatting, you can easily adjust the spacing of all similar paragraphs to get the effect you want.
- Instead of typing three periods to make an ellipsis, press **OPTION+SEMICOLON (;)**. This inserts an ellipsis as one character, so the periods aren't separated at a line break.
- Use italic, not underlining, for titles of books and other publications.
- It's worth mentioning again: Don't align text using the **SPACEBAR**. Use indents, tabs, tables, or paragraph alignment.

## Moving the Insertion Point and Scrolling

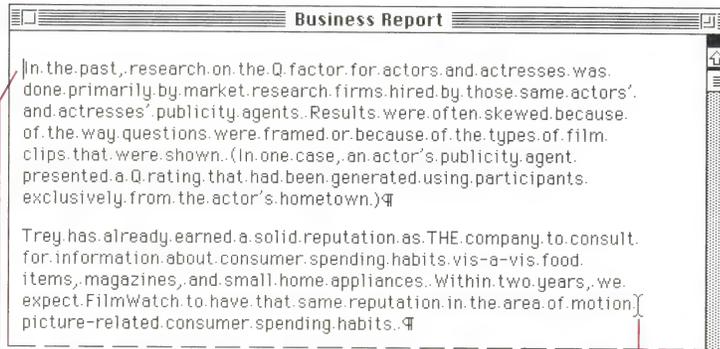
When you type, the text is inserted in your document at the insertion point, the blinking vertical bar. As you type or edit text, Word automatically scrolls through the document to keep the insertion point or selection visible in the window.

To bring other parts of your document into view, use the scroll bars along the right side and bottom of the window. Scrolling moves your document in the document window similarly to the way film rolls past the lens of a movie camera.

Keep in mind that scrolling doesn't necessarily move the insertion point. After scrolling to another part of your document, point with the mouse and click to move the insertion point where you want to start work. If you are working on page 4, for example, and then scroll to page 7 and begin typing, text is entered at the insertion point back on page 4.

## Moving the Insertion Point

The simplest way to move the insertion point is to point with the mouse and click—just pointing with the mouse in the text won't move the insertion point. If you prefer, you can move the insertion point using keys.



*To move the insertion point ...*

*... position the I-beam pointer  
using the mouse, and click.*

### To move the insertion point using the mouse

- ▶ Point the I-beam pointer where you want to type, and then click.

The insertion point always stays within text. If you click in the margins or after the end mark of your document, the insertion point moves to the closest text.

### To go back to a previous editing location

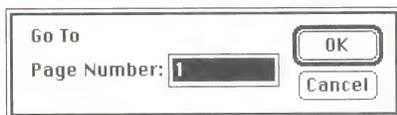
The Go Back command, **COMMAND+OPTION+Z**, returns the insertion point to the last three locations where you typed or edited text.

- ▶ Press **COMMAND+OPTION+Z** to return to the last location where you worked.

When you choose this command, the insertion point moves in turn to the three previous editing locations and then returns to its original position. The locations are stored when you save your document.

## To go to a specific page or section

- From the Edit menu, choose Go To.  
–or–  
Double-click the page number area in the window's lower-left corner.



- In the Go To dialog box, type a page number in the Page Number box using one of the following formats.

To go to	Type this
Page 12	12 or p12
Page 2 of Section 5	p2s5
Next page	p, or leave box empty
Forward two pages from the insertion point	+2
Back three pages from the insertion point	-3
Last page of the document	Any number greater than the last page number
First page of the document	0, or any number less than the first page number
First page of Section 3	s3

- Choose the OK button.  
Word moves the insertion point to the indicated location.

---

**Note** If the page numbers displayed at the bottom of the window are dimmed, the current pagination is not accurate. To update the page breaks, choose the Repaginate Now command on the Tools menu.

---

## Key Shortcuts for Moving the Insertion Point

Numbers in the following table are typed using keys on the numeric keypad (with NUM LOCK off) unless otherwise noted. The HOME, END, PAGE UP, and PAGE DOWN keys are only on the Apple Extended Keyboard.

To move the insertion point	Press
Up one line If text is selected, the insertion point moves to the line above the beginning of the selection.	UP ARROW or 8
Down one line	DOWN ARROW or 2
One character to the left If text is selected, the insertion point moves back from the first character of the selection.	LEFT ARROW or 4
One character to the right	RIGHT ARROW or 6
One word to the left	COMMAND+LEFT ARROW or COMMAND+4
One word to the right	COMMAND+RIGHT ARROW or COMMAND+6
Beginning of the line	7
End of the line	1
Beginning of the current sentence	COMMAND+7
Beginning of the next sentence	COMMAND+1
Beginning of the current paragraph	COMMAND+UP ARROW or COMMAND+8
Beginning of the next paragraph	COMMAND+DOWN ARROW or COMMAND+2
Top of the current page	COMMAND+5 or HOME
Top of the previous page	COMMAND+PAGE UP
Top of the next page	COMMAND+PAGE DOWN
End of the current page	END
Beginning of the document	COMMAND+HOME or COMMAND+9
End of the document	COMMAND+END or COMMAND+3

You can select the text as you move the insertion point by holding down SHIFT while you press these keys.

---

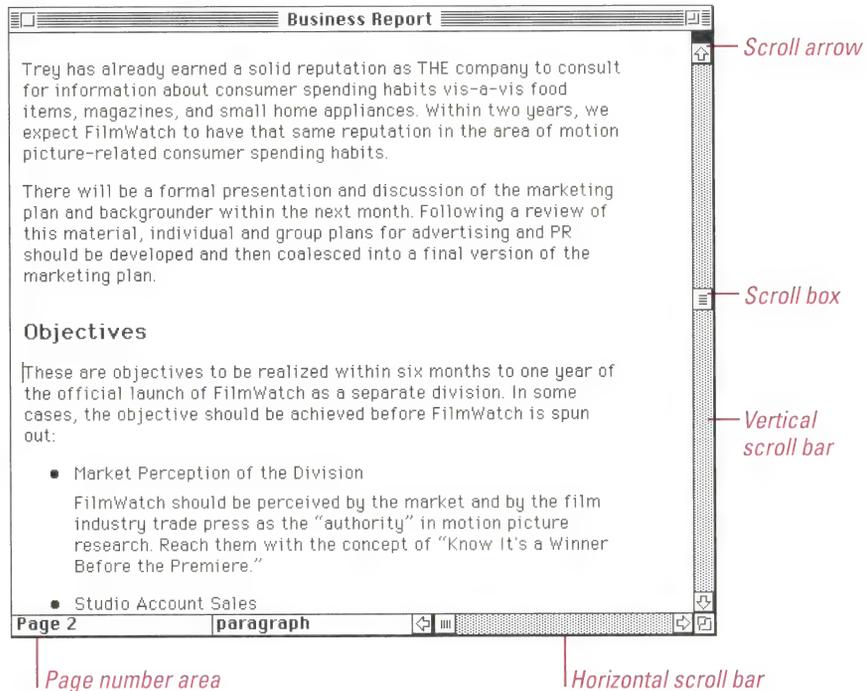
**Note** Some keys have a somewhat different effect in page layout view and within a Word table. For details, see Chapter 24, “Viewing Documents,” and Chapter 17, “Tables.”

---

## Scrolling

To scroll quickly to another part of your document, you can use the vertical scroll bar along the right side of the document window. The position of the scroll box indicates your approximate location in the document. If you're working with a wide document or a narrow window, you can use the horizontal scroll bar along the bottom of the window to scroll horizontally.

As you scroll up or down, the lower-left corner of the window shows the page number of the text visible at the top of the window. If you drag the scroll box, the page number indicates the page you would be in if you stopped scrolling at that point. Dimmed page numbers indicate you've edited or formatted the document since it was last repaginated so the displayed page breaks are out of date. To update the page breaks, choose Repaginate Now from the Tools menu.

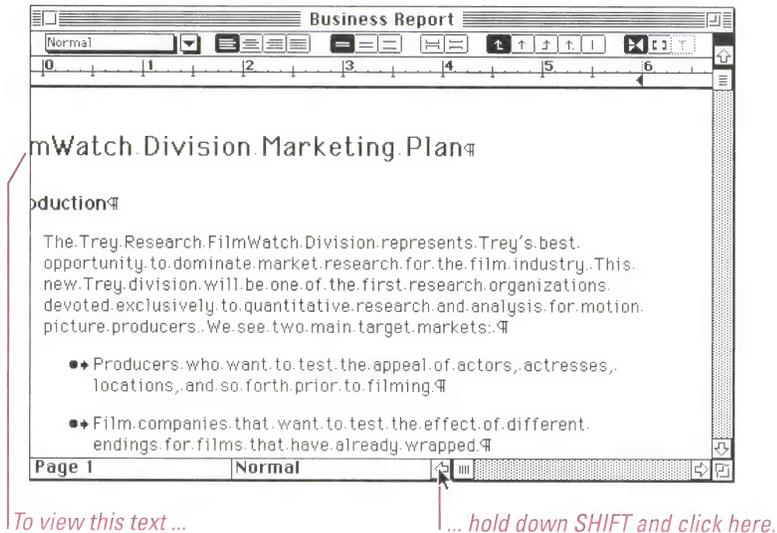


## To scroll using the mouse

- ▶ Use the scroll arrows or scroll box in one of the following ways to scroll in normal view.

To scroll	Do this
Up or down one line	Click the up or down scroll arrow on the vertical scroll bar.
Up or down one screen	Click above or below the scroll box.
Up or down by large amounts	Drag the scroll box up or down.
Left or right	Click the left or right scroll arrow on the horizontal scroll bar.
Left or right by large amounts	Click to the left or right of the scroll box.
Into the left margin, past the 0 mark on the ruler	Hold down SHIFT, and click the left scroll arrow.

Scrolling is somewhat different in page layout view and print preview. For more information, see Chapter 24, “Viewing Documents.”



## To scroll using the keyboard

- ▶ Use the following keys for scrolling in normal view. Make sure NUM LOCK is off before using the keypad.

To scroll	Press
Up one line without moving the insertion point	ASTERISK (*) on keypad
Down one line without moving the insertion point	PLUS SIGN on keypad
Up approximately one screen and also move the insertion point up	PAGE UP or 9 on keypad
Down approximately one screen and also move the insertion point down	PAGE DOWN or 3 on keypad

## Selecting Text

**For information about selecting graphics for sizing and scaling, see Chapter 21, “Positioning Text and Graphics on the Page.”**

To identify the text and graphics in your document that you want the command you choose to act on, you *select* the area. This is an important first step for much of the work you do in Word. You can select text a variety of ways using the mouse or the keyboard.

One technique, dragging over text with the mouse, is a standard way of selecting text on a Macintosh. Often, however, the editing and formatting changes you make involve whole words, sentences, lines, and paragraphs. In Word, you can quickly select the appropriate unit of text with a few clicks of the mouse. You will work more quickly if you learn several techniques and use the one best suited to a task.

The selected area in your document is called the *selection* and is highlighted on your screen. Text remains highlighted after many commands are completed. For example, if you select text and choose a formatting command, the text remains selected. You don't have to reselect the text again to apply additional formatting. When you finish working with the text, be sure to cancel the selection—just click anywhere in the text—before you continue typing.

To make selecting italic text easier, Word slants the pointer and the insertion point when you position them in italic text.

---

**Note** When applying paragraph formats or styles to text, you don't need to select all the text in the paragraph. The paragraph containing the insertion point or any part of a selection is considered selected.

---

## To select an area of text

- ▶ Click at the beginning of the selection, and drag the mouse pointer over the text.

–Or–

Hold down SHIFT as you move the insertion point using the keyboard.

A character is selected if at least half of it is highlighted.

You can use this technique to select any item in your document, including nonprinting characters such as paragraph marks (¶) and tab marks (⇥). To display the nonprinting characters, choose Show ¶ from the View menu or click the show/hide ¶ button on the ribbon.

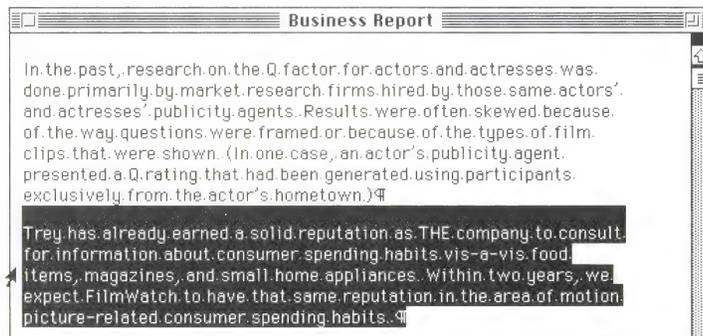
---

**Tip** To quickly select a paragraph mark, point to the end of the paragraph and double-click.

---

## To select a line, paragraph, word, sentence, or document

The *selection bar* is an unmarked area along the left side of the window. In the selection bar, the pointer shape changes to an arrow. Clicking one or more times in this area selects a line, paragraph, or the entire document.



In the selection bar, the pointer changes to an arrow. Double-clicking selects the paragraph to the right.

To select	Do this
Word	Double-click the word.
Sentence	With the pointer in the sentence, hold down <b>COMMAND</b> and click.
Line of text	With the pointer in the selection bar, point to the line and click.
Paragraph	With the pointer in the selection bar, point to the paragraph and double-click, or triple-click anywhere in the paragraph text.
Document	With the pointer in the selection bar, triple-click, or hold down <b>COMMAND</b> and click.

When you select a word or a sentence, the space after it is also selected, so no extra space is left behind if you delete or move the text.

To select additional units, hold down the mouse button after clicking or double-clicking, and drag over the text.

### **Choose Undo If You Accidentally Delete Selected Text**

If you begin typing or accidentally press a key while text is selected in your document, Word replaces the selected items with the new text you type. Choose **Undo** from the **Edit** menu as the next action, to “undo typing” and restore the deleted text to your document.

---

**Note** When you select a document, the headers and footers aren’t included. To select all of a header or footer, open the appropriate header or footer window using the **Header** command or the **Footer** command on the **View** menu. Then choose the **Select All** command or use one of the techniques described earlier to select the contents of the header or footer window.

---

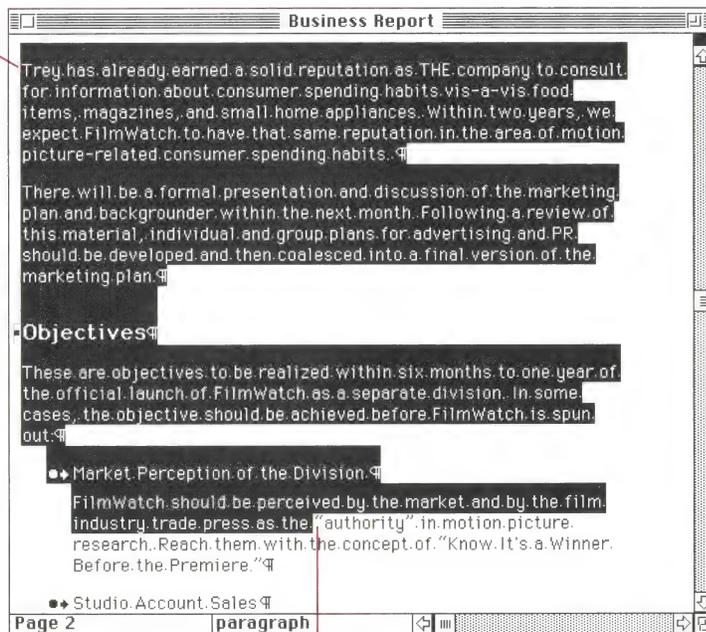
## To select a large area

If you're selecting more than a few words or paragraphs, this technique is faster than dragging the pointer over text. You establish an *anchor point* and then indicate where you want the selection to end.

- 1 Position the insertion point where you want to start the selection.
- 2 Hold down SHIFT, and click at the end of the range of text.

You can scroll to reach the end of the range.

To select this area, you can click here ...



... then hold down SHIFT and click here.

**For information about selecting columns and rows of cells in a Word table, see Chapter 17, “Tables.”**

## To select a column of text

This technique most often is used to select columns of text or numbers set up using tabs. Use a different technique to select a column of cells in a Word table. To keep the proper alignment if you move or copy the column elsewhere, be sure to include the trailing tab mark in each line. Choose Show ¶ from the View menu to display the tab marks.

- 1 Position the insertion point where you want to start the selection.
- 2 Hold down **OPTION**, and drag to the opposite corner of the text.  
–or–  
Hold down **OPTION+SHIFT**, and click at the opposite corner of the text.

*To select this column of text, hold down **OPTION** while dragging over it. Or click here ...*



*... then hold down **SHIFT + OPTION** and click here.*

## To adjust a selection

Usually, clicking the mouse cancels any selection. If you initially select too much or too little text, use the following technique to adjust the amount of text selected.

- ▶ Hold down **SHIFT**, and click the last character you want to select.  
If you initially selected whole units of text, the selection expands or contracts by whole units.

## To select an entire document

- ▶ Choose **Select All** from the **Edit** menu, or press **COMMAND+A**.
- Or–  
In the selection bar, triple-click or hold down **COMMAND** and click.

### To cancel a selection

- ▶ Press any arrow key, or click anywhere in the text area of the document window. (Don't click the ruler or a scroll bar.)

## Correcting and Deleting Text

To correct mistakes as you type, press DELETE (BACKSPACE on some keyboards). The DELETE key deletes the character preceding the insertion point. To delete more than a few characters, it's faster if you first select the text you want deleted and then press DELETE. You can also select text and then type new text to replace the selection, similar to a "typeover" mode on some word processors.

If you think you might use the text somewhere else in your document, use the Cut command to remove it. This stores the text on the Clipboard, and you can use the Paste command to insert it in another location. For more about the Cut command, see "Moving and Copying Text," later in this chapter.

---

**Note** If two paragraphs with different formatting are separated by a paragraph mark, you cannot backspace over the paragraph mark of the first paragraph to delete it. This prevents accidental loss of the formatting stored in the paragraph mark. Instead, select the paragraph mark and then press DELETE. The combined paragraphs take the formatting of the second paragraph.

---

### To delete text

- 1 Select the text you want to delete.
- 2 Choose Cut from the Edit menu, or press COMMAND+X.  
–or–  
Press BACKSPACE or DELETE, or choose Clear from the Edit menu.

Word deletes the text. When you choose the Cut command, the deletion is stored on the Clipboard. If you don't plan to use the material later or you want to keep the current contents of the Clipboard intact, use one of the other techniques.

### To restore deleted text

- ▶ From the Edit menu, choose Undo.

You must choose Undo as the next action after deleting the text. For instructions on restoring material on the Clipboard, see "Using the Clipboard," later in this chapter.

### To type over text

- 1 Select the text you want to replace.
- 2 Type the replacement text.

Word deletes the highlighted selection when you type the first character of the replacement text.

### To delete text using the keyboard

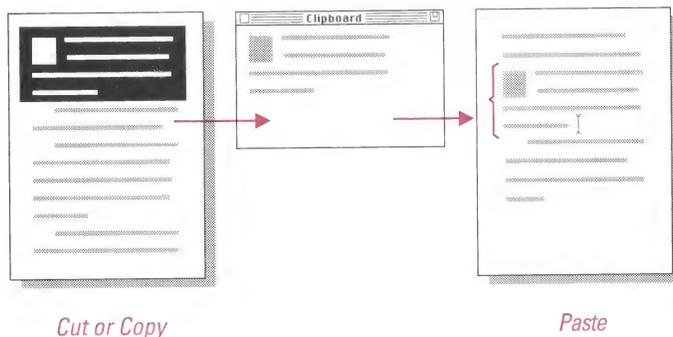
- ▶ Position the insertion point, and press one of the following key combinations.

To delete	Press these keys
Character before the insertion point	BACKSPACE or DELETE
Character after the insertion point	COMMAND+OPTION+F or DEL (Apple Extended Keyboard)
Word before the insertion point	COMMAND+OPTION+BACKSPACE or COMMAND+OPTION+DELETE
Word after the insertion point	COMMAND+OPTION+G

## Moving and Copying Text

Moving text to another place in your document typically involves cutting and pasting using the Cut and Paste commands on the Edit menu. To copy material leaving the original text in place, you use Copy and Paste in a similar way. Use Cut, Copy, and Paste to move and copy text within the same document, to another open document, or from or to a document created in another Macintosh application.

Text that you cut or copy is placed on the Clipboard, a temporary storage area of the Macintosh. An item placed on the Clipboard remains there until you choose Cut or Copy again, when it is replaced with the new item. Using the Paste command, you can paste an item from the Clipboard into your document as many times as you like.



When you cut or copy a selection to the Clipboard, you can then paste the selection back into your document at the insertion point.

If you choose Cut or Copy and accidentally replace material on the Clipboard, choose Undo from the Edit menu as the next action. This reverses the Cut or Copy command and restores the previous material to the Clipboard.

Items generally remain on the Clipboard when you quit Word, allowing you to paste them into other applications. When you quit Word after copying or moving large amounts of text on the Clipboard, you may get a message asking if you want to save the Clipboard contents. Save the Clipboard if you plan to use its contents. If not, choose No to clear the Clipboard and free memory.

You may find it more convenient to move and copy text using the keyboard Move Text and Copy Text commands. These commands provide a quick way to move a selection directly to its new location without using the Clipboard. You can also use the mouse to drag selected text or a graphic to a new location in a document.

---

**Tip** If you're pasting material from another Word document or application into your document, consider using the Paste Special command instead of Paste. Paste Special links the item pasted in your Word document with the original item in its source document or application. The item in the Word document is updated automatically when changes are made to the original. For information about various ways to use Paste Special, see Chapter 37, "Exchanging Information."

---

## Using the Clipboard

The following procedures show you how to move and copy text. You use the same techniques to move and copy any item or character you can select in a Word document, including graphics, special screen symbols, and items you insert from other applications. With few exceptions, you also use Cut, Copy, and Paste in the same way to edit text within a cell of a Word table. For information about selecting and editing text in a table, see Chapter 17, "Tables."

### To move text using Cut and Paste

- 1 Select the text you want to move.
- 2 From the Edit menu, choose Cut.  
Word removes the selected text from your document and places it on the Clipboard.
- 3 Position the insertion point at the new location, or select text to be replaced.
- 4 From the Edit menu, choose Paste.

### To copy text using Copy and Paste

- 1 Select the text you want to copy.
- 2 From the Edit menu, choose Copy.  
Word places a copy of the selected text on the Clipboard.
- 3 Position the insertion point at the new location, or select text to be replaced.
- 4 From the Edit menu, choose Paste.

### To move or copy text to another document

- 1 Open both documents.
- 2 In the document containing the text you want to move or copy, select the text and choose Cut or Copy from the Edit menu.
- 3 Switch to the document to receive the text.
- 4 Position the insertion point in the document, or select text to be replaced.
- 5 From the Edit menu, choose Paste.

### To see the contents of the Clipboard

- 1 From the Window menu, choose Show Clipboard.
- 2 To close the Clipboard window, click the close box in the window's upper-left corner.

### Fast Moves

To return to text you just selected or edited in another part of your document, press **COMMAND+OPTION+Z** (the Go Back command) to jump back to the text. Use Go Back to move around in the document quickly as you move and copy text.

Instead of reorganizing long passages of text using Cut and Paste, switch to outline view and collapse the text to show only the outline headings. Then drag the headings to reorder them. When you leave outline view, the headings and all their subheadings and text are in their new order. For details, see Chapter 28, "Outline View: Creating Outlines and Reorganizing Documents."

### Bypassing the Clipboard

As you edit your document, you may want to use the Move Text command (**COMMAND+OPTION+X**) or the Copy Text command (**COMMAND+OPTION+C**) to move or copy text directly to the current position of the insertion point. These commands allow you to position the insertion point in one part of your document, select text from another part, and then have Word automatically insert the selection at the insertion point.

Move Text and Copy Text don't send text to the Clipboard, so you can't use them to move or copy text to other applications. However, they're useful when you need to preserve the material currently on the Clipboard.

Using these commands, you can tell Word where to copy the text and then make the selection, or you can make a selection and then tell Word where to move it. The following procedures describe both techniques.

You can also use the mouse to move or copy text or to drag a selection to a new location.

### To move or copy text from another location

Use this technique to get text from another part of your document and then move it to the current insertion point.

- 1 Position the insertion point where you want to insert the text.
- 2 Press **COMMAND+OPTION+X** (Move Text) or **COMMAND+OPTION+C** (Copy Text).  
The message "Move from" or "Copy from" is displayed in the window's lower-left corner.
- 3 Scroll to the material you want to move or copy, and select it.  
Word marks the text you select with a dotted underline.
- 4 Press **ENTER** to complete the move or copy.  
Word inserts the selected text back at the insertion point and then scrolls to that location.

### To move or copy text to another location

Use this technique to move or copy a selection to another location in your document.

- 1 Select the text you want to move or copy.
- 2 Press **COMMAND+OPTION+X** (Move Text) or **COMMAND+OPTION+C** (Copy Text).  
The window's lower-left corner displays the message "Move to" or "Copy to."
- 3 Move the insertion point to where you want to move or copy the selection.  
Word displays the insertion point as a dotted line.
- 4 Press **ENTER** to complete the move or copy.

### To cancel Move Text or Copy Text

- ▶ Before pressing **ENTER**, press **COMMAND+PERIOD** or **ESC**.

### To move text by dragging it

Using the mouse button, you can quickly drag a selection to a new location. Use this procedure to move selections short distances within a document.

**1** Select the text or graphic.

**2** Point to the selection.

The mouse pointer becomes an arrow.

**3** Press the mouse button. Word displays a small, dotted box and a dotted insertion point. Drag the dotted insertion point to the new location, and then release the mouse button.

Word inserts the selection in the new location.

If you change your mind after moving the selection, choose the Undo command from the Edit menu as your next action. Word returns the selection to its original location.

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## Overview

Once you select a printer and the appropriate page setup options, printing is simple—just choose the Print command on the File menu. In this chapter, you will learn how to print all or part of a document and how to use options in the Print dialog box to control how your document is printed. You will also learn how to print envelopes and how to print a series of files connected as a single document. You will also learn how to create a PostScript file for use on a PostScript printer.

If you want to personalize form letters or create mailing labels, see Part 8, “Merging Documents,” for instructions on creating and printing the documents.

The printer you use affects how your document is displayed and printed. Instructions for selecting a printer and adjusting the page setup options for your document are described in this chapter. For instructions on installing your printer and connecting it to your Macintosh, see your printer manual.

## Printing a Document

Before you print, it’s a good idea to check your document using Print Preview on the File menu or Page Layout on the View menu. In print preview, you can see whole pages at a time and adjust such things as page breaks and margins. In page layout view, you can make last-minute changes to the text and formatting.

**For more information about print preview and page layout view, see Chapter 24, “Viewing Documents.”**

With few exceptions, these views show the document exactly as it will look when printed. (Line numbers don’t show in page layout view, and Word cannot display PostScript graphics, because a PostScript printer must interpret the PostScript instructions.) If your document contains hidden text that you want to be printed, choose Document from the Format menu, and select the Print Hidden Text check box. If you don’t want hidden text printed, make sure the check box is cleared before you choose Print Preview. To do this, choose Document from the Format menu, and clear the Print Hidden Text check box. This ensures that the previewed page breaks and text layout are accurate. For more information about working with hidden text in different document views, see Chapter 5, “Character Formatting.”

### To print a document

It’s a good idea to save your document before you print. That way, if a printer error or other problem occurs, you won’t lose any work you’ve done since you last saved.

- 1 Display the document you want to print in the active window.
- 2 If you have changed printers since printing the document, choose Page Setup from the File menu, and make sure the options you want to use are selected.
- 3 From the File menu, choose Print.
- 4 Select the options you want to use, and then choose the Print button. If you’re using a printer driver earlier than version 7.0, choose the OK button.

Unless you choose otherwise, Word prints one copy of the entire document. All other options you select in the Print dialog box remain in effect until you change them. For descriptions of the Print options, see “Print Dialog Box Options,” later in this chapter.

### To cancel printing

- ▶ Press COMMAND+PERIOD or ESC.

### To print a range of pages

If you have edited a document recently, it’s a good idea to repaginate and verify the starting and ending pages you want to print. Note that the page number in the window’s lower-left corner identifies the page (or part of the page) visible at the top of the window below the title bar. This is not necessarily the page containing the insertion point.

- 1 To repaginate the document, hold down SHIFT and choose Full Repaginate Now from the Tools menu.
- 2 Scroll to the first and last pages you want to print, noting the page numbers and section numbers (if present) in the lower-left corner of the window.
- 3 From the File menu, choose Print.
- 4 Next to Pages, type the starting and ending page numbers in the From and To boxes. If the document has sections, indicate the section range using one of the following formats.

To print	Specify these page and section ranges		
All pages in sections 2–4	Pages	All	
	Section Range	From: 2	To: 4
Section 2, page 12–section 4, page 28 (pages continuously numbered)	Pages	From: 12	To: 28
	Section Range	Leave blank.	
Section 2, page 18–section 4, page 7 (pages renumbered from 1 in each section)	Pages	From: 18	To: 7
	Section Range	From: 2	To: 4

- 5 Choose the Print (OK) button.

### Do You Plan to Bind Your Document?

To add extra margin space on the inside margin for binding double-sided documents, specify a gutter measurement using the Document command on the Format menu. The gutter spacing is added to the left margin on odd-numbered pages and to the right margin on even-numbered pages. For single-sided binding, increase only the left margin measurement. For more information about margins, see Chapter 8, “Margins, Paper Size, and Page Orientation.”

### To print a selected part of a document

Use this procedure to print only a small area of your document—for example, the contents of the screen. It's particularly useful if you want to print a paragraph or table that spans a page break. That way, you won't have to print both pages.

- 1 In the document, select the text or graphics you want to print.
- 2 From the File menu, choose Print.
- 3 Select the Print Selection Only check box, and then choose the Print (OK) button.  
The Print Selection Only option is available only if you have made a selection.

### To print several documents at once

Use this procedure to print a document when Word is not running or to print several documents at once. All documents must be in the same folder.

- 1 In the Finder or MultiFinder, hold down SHIFT while clicking the icons for the documents you want to print.
- 2 From the File menu of the Finder or MultiFinder, choose Print.  
Word starts, opens the first document, and displays the Print dialog box.
- 3 Select the Print options you want to use, and then choose the Print (OK) button.  
Word opens and prints each document in turn, using the print options you selected for the first document.

**You can also print a group of documents located using the Find File command. For details, see Chapter 26, "Finding and Managing Files."**

## Print Dialog Box Options

In the following discussion, print options common to both the LaserWriter and the ImageWriter are described first, followed by unique LaserWriter options and then those available only for the ImageWriter. Where similar options have different names in the LaserWriter and ImageWriter dialog boxes, the ImageWriter option is shown in parentheses. If you're using a StyleWriter, your options will be similar to those for the LaserWriter.

Some of the options may not be present in your Print dialog box, depending on the printer and the version of the printer driver in use. The top line in the dialog box gives information about the driver and printer selected in Chooser. The driver is shown on the left, followed by the printer name. The number to the left of the Print (OK) button is the version number of the driver.

**LaserWriter** 7.0

Copies:  Pages:  All  From:  To:

Cover Page:  No  First Page  Last Page

Paper Source:  Paper Cassette  Manual Feed

Print:  Black & White  Color/Grayscale

Destination:  Printer  PostScript® File

Section Range: From:  To:   Print Selection Only

Print Hidden Text  Print Next File  Print Back To Front

**Print** **Cancel** **Help**

Print dialog box for the LaserWriter

**ImageWriter** 7.0

Quality:  Best  Faster  Draft

Page Range:  All  From:  To:

Copies:

Paper Feed:  Automatic  Hand Feed

Section Range: From:  To:   Print Selection Only

Print Hidden Text  Print Next File

**Print** **Cancel**

Print dialog box for the ImageWriter

**Copies** You can print as many as 999 copies at one printing. On an ImageWriter, Word prints each complete copy before beginning the next one. On a LaserWriter, Word prints all copies of each page before beginning the next page—the pages are not collated.

**Pages (Page Range)** Allows you to print a range of pages rather than the entire document. If the document has sections and page numbering is not continuous, use the Section Range From and To boxes in addition to the Pages (Page Range) boxes. For instructions on using these options, see “To print a range of pages,” earlier in this chapter.

**Paper Source (Paper Feed)** Select Paper Cassette (Automatic) to have the printer feed the paper automatically. If you’re printing a custom paper size, an envelope, or, on an ImageWriter, cut sheets of paper, select Manual Feed (Hand Feed). (On the LaserWriter, the paper cassette feeds cut paper.) You will be prompted to insert each sheet. On some printers, you can select bin feeders to provide different paper sources for the first and subsequent pages.

**Section Range** If your document is divided into sections, you can select a range of sections to print or a range of pages that spans sections. To print a range of pages that spans two or more sections in which page numbering restarts from 1, specify the section containing the starting page number in the From box and the section containing the last page in the To box. Then type the page numbers under Pages (Page Range).

For examples, see the table in “To print a range of pages,” earlier in this chapter.

**Print Selection Only** Prints only the selected part of the document. This option is not available unless you have made a selection.

**Print Hidden Text** Prints any text that has the hidden text character format, even if hidden text is not displayed. Use this option to print PostScript instructions, index and table of contents codes, and notes to yourself formatted as hidden text. The dotted underline that indicates hidden text format on the screen is not printed. Selecting or clearing this check box also selects or clears the Print Hidden Text check box in the Document dialog box (Format menu).

For instructions on connecting a series of documents, see Chapter 10, “Setting Up Long Documents.”

**Print Next File** Prints a series of connected documents as one continuous document. This option is selected by default if the document is connected to another document. Word prints the active document and then the document specified as the next file in the series. The next file is specified using the File Series dialog box, available through the Document command on the Format menu. To print only the active document, clear the Print Next File check box. For instructions, see “Printing a Connected Series of Documents,” later in this chapter.

### Additional LaserWriter Print Options

**Cover Page** Prints a cover page telling the document name, time of printing, and other information. You can print the cover page before the document (First Page) or after the document (Last Page).

**Print** If you print on a color printer, select the Color/Grayscale option button to print in the colors selected using the Character command on the Format menu. On a black-and-white printer, the Color/Grayscale option prints the text in shades of gray based on the text color. If you don’t want color, select the Black & White option button.

**Print Back To Front** Prints the document starting with the last page. If your printer delivers pages print-side up (the LaserWriter Plus or the StyleWriter, for example), use this option to have the printed pages stacked in their proper order, with the first page on top. If your printer delivers pages print-side down (the LaserWriter II, for example), this option stacks pages back to front. Printing takes a little longer with this option, because Word must repaginate the entire document before printing starts.

**Destination** By default, Word sends the document to the printer. Selecting the PostScript® File option button sends the PostScript instructions describing your document to a file. For more information about directing PostScript to a file, see “Creating a PostScript File for Printing,” later in this chapter. This option is available only with the version 7.0 printer driver.

### Additional ImageWriter Print Options

**Quality** Specifies the print quality and speed of printing. For more information, see your ImageWriter manual.

- Best darkens text by printing each character twice (slowest).
- Faster prints each character once.
- Draft prints the text and graphics without character and paragraph formatting (fastest).

**Head Scan** With Bidirectional selected, the print head on the ImageWriter LQ prints in both directions as it moves back and forth across the page, speeding up printing.

## Do You Plan to Print the Final Document on a Different Printer?

If you plan to print the final document on a printer other than the one connected to your Macintosh, here are some things to check before you print:

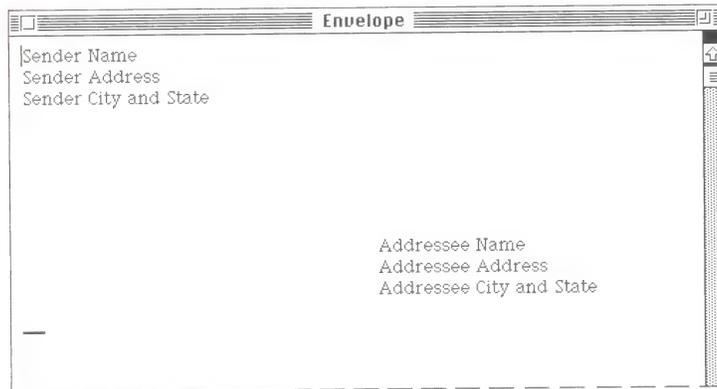
- Are you using the same system? Make sure the Macintosh you will use to print the document has the same versions of system software and printer driver as the Macintosh on which you prepare the document. If not, line and page breaks may change. Make sure you select page setup options identical to those used in preparing the final version of your document.
- Are you using the same type of printer? If you prepare your document on a Macintosh connected to an ImageWriter and plan to print the final document on a LaserWriter, you will need to adjust the page setup options, margin settings, and other formatting so that the displayed line and page breaks match those the LaserWriter will print. One way is to select the Tall Adjusted check box in the Page Setup dialog box. The line and page breaks on the screen will then match those that will print in the LaserWriter document. Or you can select the LaserWriter icon in Chooser even though you do not have a LaserWriter printer installed. Word displays your document as though you're connected to a LaserWriter, allowing you to complete the final formatting on your own Macintosh.
- Does the printer have the fonts you've used in your document? If you aren't sure which fonts are available on the printer you'll be using, the simplest solution may be to use Times, Helvetica, or some other widely available printer font. If you want to use a less common font, you'll need to make sure that the font is available. Minor differences between versions of fonts can affect printing also, so make sure you check the version in use. For more information about fonts and printing, see your printer manual.
- Are you sending your document to a printing service? If you plan to use a printing service, ask the following questions to determine the type of files to send. Does the service accept files in Microsoft Word format? Which version of Word does the service use? Should you send the files in normal Word format or in Interchange Format (RTF)? If the service accepts PostScript files, you may prefer to submit a file containing the PostScript description of your document. For information about how to do this, see "Creating a PostScript File for Printing," later in this chapter.

## Printing an Envelope

These instructions tell how to print a standard U.S. business envelope (a number 10, 9.5-by-4-inch envelope) on a LaserWriter or ImageWriter printer. The general process, page setup, and margin settings are similar for most types of laser printers. To print a different size envelope, you will need to adjust the settings in the instructions.

Stationeries for printing envelopes on most Apple printers are provided in the Sample Documents Folder on your Word disks. You can open the appropriate stationery and

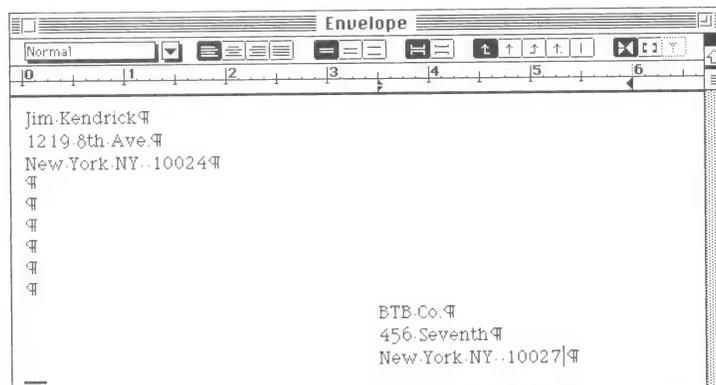
type your address information in the indicated paragraphs. Before printing, choose Print Preview from the File menu and make sure the addresses are within the printable area of the envelope. If not, adjust the margins, font, and font size as needed.



Stationery for printing envelopes on a Personal LaserWriter

### To print an envelope on a LaserWriter or StyleWriter printer

Follow this procedure to print standard business envelopes on any Apple laser printer or an Apple StyleWriter. On Apple printers such as the LaserWriter, the top edge of the envelope is placed against the right side of the manual feed area. On the Apple StyleWriter and LaserWriter IINT and IINTX, the manual feed slot centers the envelope in the paper feed. If you are using a different type of laser printer, follow these instructions and use the settings for an Apple printer that feeds envelopes similarly to your printer. For example, if you are using a Hewlett-Packard DeskWriter, follow the instructions for a StyleWriter, changing the top and left margins to 0.25 inch for envelopes with a return address.



- 1 Type the addresses in a new, untitled document:
  - If you aren't including a return address, type the addressee's name on the first line. The top and left margins will position the information correctly.
  - To include a return address, start the return address on the first line. After typing the address, press ENTER several times, until the document has a total of 10–12 lines. With the insertion point in the last paragraph, drag the ruler's left indent marker to the 3.5-inch mark, as shown in the preceding illustration. Then type the addressee information.



Portrait icon



Landscape icon

- 2 From the File menu, choose Page Setup, and select the following options:

Paper: US Letter (Envelope for LaserWriter IISC, Personal LaserWriter LS and SC, and StyleWriter)

Orientation: Landscape (Portrait for StyleWriter)

For best results if you are using the LaserWriter driver version 6.0 or 7.0, be sure you select the U.S. Letter size instead of the Envelope option.

If the printer driver you use supports the Larger Print Area option, you can use top and left margins of approximately 0.25 inch for envelopes with a return address. In the Page Setup dialog box, choose the Options button and select Larger Print Area. Then choose OK to close the Options dialog box.

- 3 Choose the Document button to open the Document dialog box. Then set the margins as indicated in the table following this procedure.
- 4 Choose the OK button twice to close the Document and Page Setup dialog boxes.
- 5 From the File menu, choose Print Preview, and make sure the address information is within the printable area of the envelope.

If any text is not showing, click the margins symbol and drag the margin handles (■) to adjust the margins.

- 6 In the Print Preview window, click the printer symbol to open the Print dialog box. Then select the type of paper feed you will use:
  - To use a manual feed guide, select Manual Feed.
  - To use an envelope cassette, select Paper Cassette.

- 7 Choose the Print (OK) button.

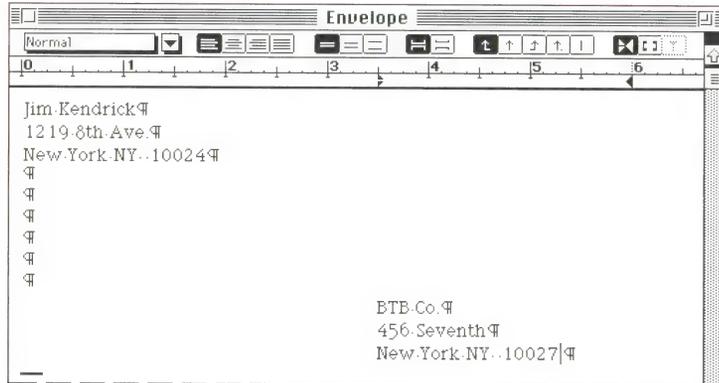
If you use MultiFinder and background printing is active, the Print Monitor displays a message saying it is ready to print the manually fed document. If you haven't yet loaded the envelope into the manual feed slot or envelope cassette, do so now. Then choose the OK button to close the message box and start printing. For instructions on loading the envelope, see your printer manual.

## Envelope Margin Settings (LaserWriter or StyleWriter)

Printer	With return address	Without return address
LaserWriter, LaserWriter Plus	Left: 0.5 Right: 2.0 Top: 0.5 Bottom: 4.5	Left: 4.5 Right: 2.0 Top: 2.5 Bottom: 4.5
Personal LaserWriter LS and SC	Left: 0.25 Right: 0.5 Top: 0.25 Bottom: 0.5	Left: 4.5 Right: 0.5 Top: 2.5 Bottom: 0.5
Personal LaserWriter NT	Left: 0.5 Right: 2.0 Top: 4.5 Bottom: 0.5	Left: 4.5 Right: 2.0 Top: 7.0 Bottom: 0.5
LaserWriter IINT and IINTX	Left: 0.5 Right: 2.0 Top: 2.5 Bottom: 2.25	Left: 4.5 Right: 2.0 Top: 4.5 Bottom: 2.0
LaserWriter IISC	Left: 0.5 Right: 0.5 Top: 0.5 Bottom: 0.5	Left: 4.5 Right: 0.5 Top: 2.5 Bottom: 0.5
StyleWriter	Left: 0.75 Right: 0.5 Top: 0.5 Bottom: 0.5	Left: 4.5 Right: 0.5 Top: 2.5 Bottom: 0.5

### To print an envelope on an ImageWriter II printer

- 1 Type the addresses in a new, untitled document:
  - If you aren't including a return address, type the addressee's name on the first line. The top and left margins will position the information correctly.
  - To include a return address, start the return address on the first line. After typing the address, press ENTER several times, until the document has a total of 10–12 lines. With the insertion point in the last paragraph, drag the ruler's left indent marker to the 3.5-inch mark, as shown in the following illustration. Then type the addressee information.



Portrait icon



Landscape icon

- 2 From the File menu, choose Page Setup, and select the following options:

Paper: US Letter  
 Orientation: Landscape  
 No Gaps Between Pages: Off

- 3 Choose the Document button to open the Document dialog box. Then set the margins as follows:

With return address		Without return address	
Left:	0.5	Left:	4.5
Right:	2.0	Right:	2.0
Top:	4.5	Top:	6.0
Bottom:	0.5	Bottom:	0.5

- 4 Choose the OK button twice to close the Document and Page Setup dialog boxes.
- 5 From the File menu, choose Print Preview, and make sure the address information is within the printable area of the envelope.

If any text is not showing, click the margins symbol and drag the margin handles (■) to adjust the margins.

When the text looks right, choose the Close button to close the Print Preview window.

- 6 Prepare your printer for loading envelopes as described in your ImageWriter II printer manual.
- 7 Place the envelope face down and sideways in the feed area, with the flap folded out toward the right side (your right as you face the printer). Align the envelope's bottom edge with the single-sheet icon on the back cover of the printer.
- 8 To position the envelope, turn the platen knob until the top of the form is just below the edge of the envelope.

- 9 From the File menu, choose Print.
- 10 Select the Hand Feed option button, and then choose the Print (OK) button.

## Printing a Connected Series of Documents

By connecting documents, you can print a number of documents as though they were one file, numbering all pages sequentially. To connect the documents, use the Document command on the Format menu. The File Series button displays a dialog box used to designate the next file in the series. For instructions on linking documents, see Chapter 10, “Setting Up Long Documents.”

You may occasionally need to print a range of pages from a connected document. If the document is not the first one in the series, you may need to adjust the page numbering. Instructions for this are given in the following procedures.

Before printing a series of documents, do the following:

- Connect the files in the order in which you want them to print. Make sure that no file is connected to a file printed earlier in the sequence.
- To print page numbers consecutively throughout the series, set the Number Pages From box in the File Series dialog box to 0 for all documents except the first in the series. This tells Word to base the starting page number on the last page number of the preceding document.

### To print a connected series of documents

- 1 Display the first document in the series as the active document.
- 2 From the File menu, choose Print.
- 3 Make sure the Print Next File check box is selected.
- 4 Specify any other print options you want, and then choose the Print (OK) button to begin printing.

### To print a range of pages from a connected document

If you are not concerned about printing the actual page numbers, follow the procedure “To print a range of pages,” earlier in this chapter. Make sure you clear the Print Next File check box in the Print dialog box. To print the actual page numbers in a document that is not the first in the series, you’ll need to change the starting page number specified for the document temporarily.

- 1 Open the document containing the pages you want to print.
- 2 From the Format menu, choose Document. Then choose the File Series button in the Document dialog box.
- 3 In the Number From box of the File Series dialog box, type the actual page number printed on the first page of the document.

- 4 Choose the OK button twice to close the File Series and Document dialog boxes.
- 5 From the Tools menu, choose Repaginate Now to update the page numbers displayed in the lower-left corner of the window.
- 6 Scroll to the first and last pages you want to print, noting the page numbers.
- 7 From the File menu, choose Print.
- 8 In the Print dialog box, type the beginning and ending page numbers in the From and To boxes next to Pages.
- 9 Clear the Print Next File check box.
- 10 Choose the Print (OK) button to start printing.

Make sure you reconnect the files and reset the starting page number before printing the document series again or creating a table of contents or index for it.

## Creating a PostScript File for Printing

When you print a Word document on a PostScript printer such as a LaserWriter, the printer driver translates the Word formatting commands into a set of PostScript instructions that describe each page. The instructions are then sent to the printer, which interprets them to produce the printed document.

Instead of printing a document from Word, you can direct the PostScript instructions to a file. This file describes each page as though it had been printed by Word from the Macintosh you used to create the PostScript file. You can then send the PostScript file to a printing service or print the file from another Macintosh.

The version of Word and the system software on the Macintosh used to print the PostScript file do not affect how the PostScript file prints. You can print the file on any PostScript printer and get identical line and page breaks if:

- The printer uses the same version of the LaserWriter printer driver used to create the PostScript file.
- The fonts used in the document are available on the printer.

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**Note** To print the resulting PostScript file to a LaserWriter or other PostScript printer, you can download the PostScript file to the printer using a special utility such as SendPS, available from Adobe Systems. To print the PostScript file from Word, you must first apply the standard PostScript style—select the entire document, hold down the SHIFT key, and choose PostScript from the style box on the ruler. Otherwise, the instructions are printed as text.

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If you are using version 7.0 or later of the printer driver, the Print dialog box contains an option you can select to send the document to a PostScript file rather than to the printer connected to your Macintosh. The file will not include the Laser Prep

PostScript definitions. If you're sending the PostScript file to a printing service or printing on a printer unlike your own, you'll need to provide your own Laser Prep file along with the PostScript file.

If you are using a printer driver earlier than version 7.0 to create the file, you must press either **COMMAND+F** or **COMMAND+K** when you begin to print.

- Press **COMMAND+K** if you will print the file on a printer other than your own. This saves the PostScript definitions from the Laser Prep file installed in your system in the file. This ensures that the line and page breaks of the printed file match those you would get from your own printer. Use this technique if you are sending a file to a printing service.
- Press **COMMAND+F** if you will print the file on your own printer or a printer running the same version of the Laser Prep file installed in your system. This omits the PostScript header information from the file.

### To create a PostScript file

- 1 Clear the Background Printing check box in Chooser so that an extra spool file won't be generated along with the PostScript file.
- 2 Prepare to print your document as you normally would. (See the procedures in "Printing a Document," earlier in this chapter.) Save any changes that you make.
- 3 From the File menu, choose Print, and then select the options you normally use.
- 4 If you are using version 7.0 of the printer driver, select the PostScript® File option button, and then choose the Save button. A dialog box asks you to name the file and select the folder or disk where you want to store it.

—or—

If you are using a printer driver earlier than version 7.0, choose the OK button to start printing. Then immediately press either **COMMAND+K** (to create a file for use on printers other than your own) or **COMMAND+F** (to create a file for use with a printer like your own).

Along with the usual printing message, you should see the message "Creating PostScript® File." If you get a different message, you didn't press the keys quickly enough. Press **COMMAND+PERIOD** or **ESC** to cancel printing, and try again.

The resulting file is named Postscript0, Postscript1, and so on. The file is stored in the Word folder. If you have the Word icon on your Desktop, the file is stored in the directory window of your startup disk (this is the root directory of the disk). If Background Printing is selected in Chooser, the file is stored in the Spool folder in your System folder.

You can open the file in Word as a text file to see the PostScript instructions.

---

**Note** Because COMMAND+F and COMMAND+K are the shortcut keys for the Find and Glossary commands in Word, a command dialog box may be displayed after printing. Choose Cancel to close the dialog box. (You can press just the F or K key to generate the PostScript file; however, using these keys alone can add unwanted strings of characters to your document.)

---

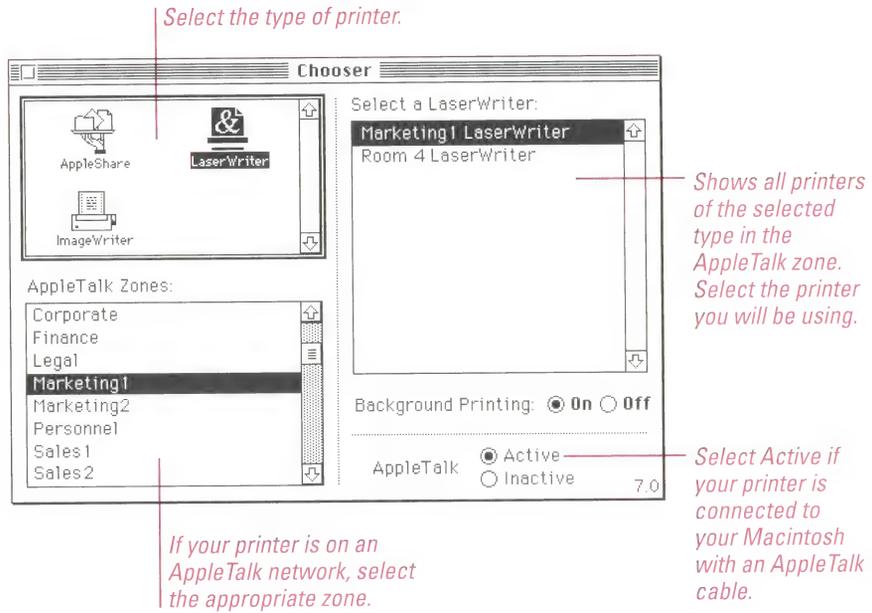
## Selecting and Changing Printers

The printer you use and the options selected in the Page Setup dialog box affect how the text in your document is displayed and printed. When you select a printer, Word uses settings from the printer driver to determine certain elements of the display. For example, the widths of characters printed on an ImageWriter are slightly different from the widths of characters printed on a LaserWriter. Thus, the appearance of text characters and the location of line breaks and page breaks can change if you change printers.

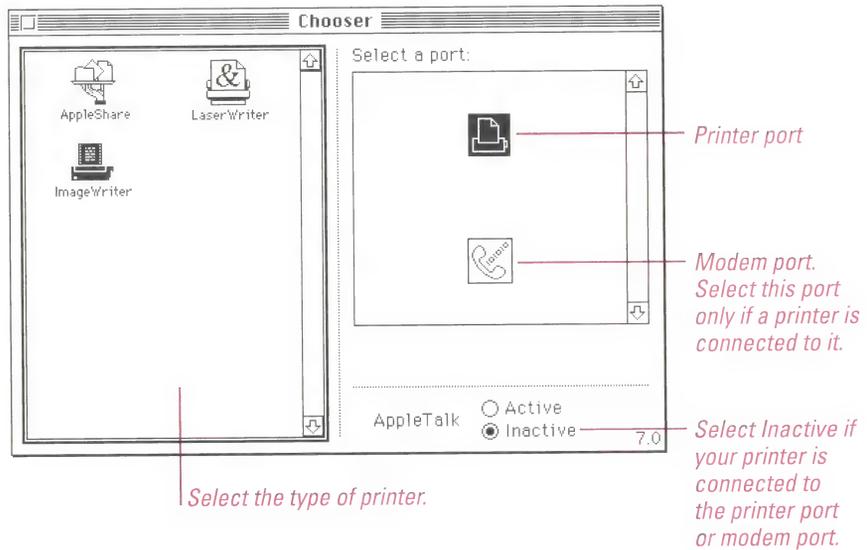
**For more information about fonts, see Chapter 5, “Character Formatting.”**

Your choice of fonts for the text in your documents also should take into account which printer you will use. Bitmap fonts such as New York, Geneva, and Monaco—the fonts named for cities—are recommended if you’re using an ImageWriter or another dot-matrix printer. If you use a LaserWriter or other high-quality laser printer, Times, Helvetica, Palatino, and other fonts designed for such printers look best.

For these reasons, it’s important to select the printer you will print your document on and adjust the appropriate page setup options before you determine the document’s final page breaks, layout, and formatting. (Page setup options are discussed later, in “Choosing the Correct Page Setup.”)



Chooser dialog box with the LaserWriter icon selected



Chooser dialog box with the ImageWriter icon selected

## To select or change a printer

If you have only one printer, you need to select a printer just once. If several printers are installed, follow these steps to switch printers.

---

**Warning**

In step 4, select the modem port for an ImageWriter only if a printer is attached to it. Do not select it if a hard disk or other drive is attached. Selecting the modem port when a disk drive is connected can erase or damage the disk.

---

- 1 From the Apple menu, choose Chooser.
- 2 Under AppleTalk, do one of the following:
  - If your printer is connected to the Macintosh with an AppleTalk cable, select the Active option button.
  - If your printer is attached directly to the Macintosh printer port or modem port, select the Inactive option button.
- 3 In the list of icons on the left, click the icon for your printer.

A message reminds you to check the page setup options. Choose the Continue button to close the message box.
- 4 If you selected the LaserWriter icon, select the name of the LaserWriter under Select A LaserWriter.  
–or–  
If you selected the ImageWriter icon, select the port (printer or modem) your printer is attached to under Select A Port.
- 5 Click the close box in the upper-left corner of the dialog box.

Before printing a document on the new printer, you will need to choose Page Setup from the File menu and select the page size and printer effects appropriate for your document.

---

**Note** If the Chooser dialog box doesn't show the icon for the printer you want to use, you need to install its printer driver on your startup disk. For instructions on installing a printer and connecting it to your Macintosh, see your printer manual.

---

## Choosing the Correct Page Setup

When you change printers, it's important that you check the page setup for your documents to make sure it is suitable for the selected printer. You may want to change the page setup at other times to control the print quality and formatting of a document. For example, if a document includes bitmap graphics to be printed on a LaserWriter, you can select an option to smooth the edges of the graphics. You control the page setup options using the Page Setup command on the File menu.

**You'll want to select the page size and orientation for your document well before you print. For information, see Chapter 8, "Margins, Paper Size, and Page Orientation."**

This section describes page setup options for LaserWriter and ImageWriter printers. StyleWriter page setup options are similar to those for LaserWriters. The options may not be present in the Page Setup dialog box, depending on the printer and version of the printer driver you use. For detailed descriptions of all the Special Effects (or Printer Effects for an ImageWriter) options your printer uses, see your printer manual.

The page setup options that you select for a document are saved with the document. If you want to use the options for all future documents, select the Use As Default check box. When you next choose the Page Setup command, make sure you clear the Use As Default check box if you want the options you select used only for the current document.

The page setup options you use as the default settings for your documents are stored in the Word settings file when you quit Word. If you switch to a different Word settings file, the default page setup options used may be different. For information about Word settings files, see Chapter 40, "Customizing Word to Fit Your Work."

### A Little Background About Fonts

Understanding some of the characteristics of fonts mentioned in the following pages can help you select the appropriate page setup options to get the best print quality.

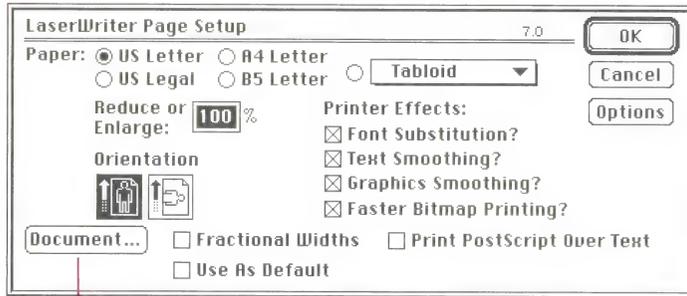
In proportionally spaced fonts, the character widths vary—the letter "i," for example, takes less space than a "w." Most of the fonts you'll use are of this type. In nonproportional, or monospaced, fonts, each character is the same width.

Bitmap fonts consist of dot-by-dot representations of the characters displayed on your screen. A bitmap font won't print as well as a font built into your printer. Printer fonts are stored as mathematical formulas that describe the outline of each character, which is then scaled to size and filled in when you print.

For more information about bitmap and outline fonts, see Chapter 5, "Character Formatting." For specific information about the fonts available for your printer, see your printer manual.

## LaserWriter Page Setup Options

The following illustration shows the LaserWriter Page Setup dialog box with default settings. To change margins and certain other settings, choose the Document button to display the Document dialog box.



*To change the margins and certain other settings, choose this button to display the Document dialog box.*

**Reduce Or Enlarge** Allows you to reduce or enlarge the elements of your document from 25 through 400 percent. A percentage below 100 shrinks the text, graphics, margins, indents, and other elements, allowing more information on each page. A percentage above 100 enlarges all elements, and less material fits on a page.

To indicate the line breaks and page breaks that will print, Word moves the ruler's right margin marker to make the page area between the margins look proportionally larger (for reduced text) or smaller (for enlarged text).

For example, if the text in your document is 12 points and you specify a reduction of 50 percent, the size of the printed text (and the text displayed in print preview) is 6 points. In normal view and page view, the text remains 12 points so you can still see and edit it. The right margin marker on the ruler moves right, showing the line breaks and page breaks for the printed document.

**Font Substitution** If you use only LaserWriter fonts in your document, this option has no effect. This option causes the printer to substitute a LaserWriter font for a similar bitmap font used in your document: Times replaces New York and other serif fonts; Helvetica replaces Geneva; and Courier, a nonproportional font, replaces Monaco. To use the bitmap font, clear the Font Substitution check box. The printer will create versions of the bitmap fonts used in your document, which slows printing.

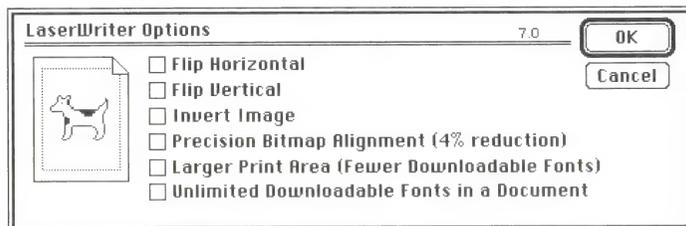
**Text Smoothing and Graphics Smoothing** By default, Word smooths the edges of bitmap fonts and bitmap graphics. This can blur other fonts. You'll usually get better results if you clear these check boxes. In any case, you should avoid using bitmap fonts in documents printed on a LaserWriter. These options slow down your printer.

**Faster Bitmap Printing** With this option selected, a PostScript printer prints bitmap graphics more quickly by using more of its built-in printer memory. Less memory is available for the text and other types of graphics. A page can fail to print if the printer runs out of memory. If this occurs, clear this check box and try printing again.

**Fractional Widths** During printing, this option improves the spacing of characters in proportionally spaced fonts such as Times. With Fractional Widths selected, Word simulates as closely as possible the character spacing of proportionally spaced fonts on your screen. The character spacing can exceed the display capabilities of the Macintosh screen, making the text more difficult to read, so you may want to clear this check box until you're ready to hyphenate text and decide final page breaks and formatting. Be sure to select Fractional Widths before you complete this final work, since it affects line and page breaks. Clear this check box when using monospaced fonts such as Courier. If you are using TrueType fonts, you must select this option to get the expected results.

**Print PostScript Over Text** Prints any PostScript graphics embedded in your Word documents on top of text or other graphics. For example, you can print PostScript leader lines on top of a MacDraw graphic. Without this option, the PostScript graphics are laid down first, and the text and other items are printed on top, covering up the PostScript. If you have used any PostScript glossary items in your document, you may need to select this check box, depending on the effect you want.

The following LaserWriter options are displayed when you choose the Options button in the LaserWriter Page Setup dialog box.



**Flip Horizontal** Flips the page image top to bottom.

**Flip Vertical** Flips the page image left to right.

**Invert Image** Prints white on black, making a negative image of the page.

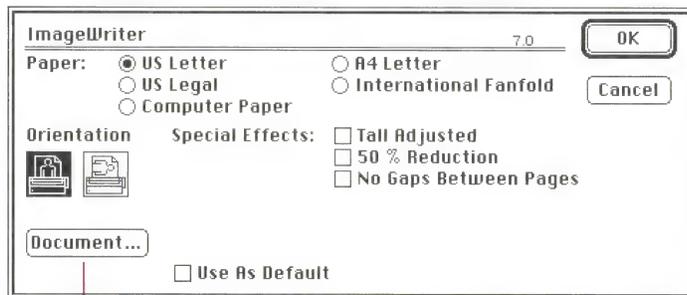
**Precision Bitmap Alignment** Reduces the page size by 4 percent to compensate for the discrepancy between the screen resolution (72 dots per inch) and the LaserWriter print resolution (300 dots per inch). Four LaserWriter dots represent each pixel, which improves the appearance of bitmap graphics. The option does not affect draw graphics such as those you create using the Insert Picture command on the Insert menu.

**Larger Print Area** Part of the LaserWriter memory is reserved for storing downloadable fonts. This option frees some of that memory for printing a larger page image than normal, allowing margins as small as 0.25 inch on an 8.5-by-11-inch page instead of the usual 0.5-inch minimum. If text is getting cut off at the margins in printed documents and you don't want to increase the margin size, try selecting this option.

**Unlimited Downloadable Fonts In A Document** With this option selected, the LaserWriter uses more of its memory for downloadable fonts. If all of the memory available for fonts is exhausted, the LaserWriter makes room for more fonts by clearing from memory those that are not in use. This can slow down printing, because the LaserWriter may have to download a font several times.

## ImageWriter Page Setup Options

The following illustration shows the ImageWriter Page Setup dialog box with default settings. Your page setup options may be different, depending on the printer driver version in use. To change margins and certain other settings, choose the Document button to display the Document dialog box.



*To change the margins and certain other settings, choose this button to display the Document dialog box.*

**Tall Adjusted** Without this option, some graphics appear “stretched” horizontally. For example, a circle prints as an oval, and the sides of a square may not be equal. This is because of different horizontal resolutions for the Macintosh screen (72 dots per inch) and the ImageWriter (80 dots per inch). The Tall Adjusted option prints graphics in their correct proportions, compensating by slightly stretching text vertically. Line breaks and page breaks will be those you would get by printing the document on a LaserWriter. If you're preparing your document with an ImageWriter selected but plan to print on a LaserWriter, select Tall Adjusted to show line and page breaks as they will print.

**50% Reduction** Prints elements of the page at half-size. Word adjusts the document display by doubling the measurements shown on the ruler and in print preview and page layout view. For an explanation of the effects, see the Reduce Or Enlarge option in “LaserWriter Page Setup Options,” earlier in this section.

**No Gaps Between Pages** Select this option to print continuous forms such as mailing labels. A formfeed will be inserted before printing the document.

**Fractional Widths** If you use TrueType or Adobe Type Manager fonts, this option improves spacing between characters and words in proportionally spaced fonts in printed documents. With Fractional Widths selected, Word simulates as closely as possible the character positioning of these fonts on the screen. This may exceed the display capabilities of the Macintosh screen, making text difficult to read. You may want to clear this option until you're ready to hyphenate text and decide final page breaks and formatting. Be sure to select it again before making these final changes, since it can affect line and page breaks. Clear this check box when using monospaced fonts such as Courier.

## Troubleshooting

This section describes some common printing problems and offers suggestions for overcoming them.

### Printer Won't Print Any Document

To make sure that your printer is ready to print, check that you've done the following:

- The printer is set up correctly and connected to your Macintosh. Make sure the right cables are plugged into the ports on the back of the computer and that the printer is plugged into an electrical outlet and turned on. On an ImageWriter or similar dot-matrix printer, make sure the printer is online. If you're using a LaserWriter, make sure the mode switch is set to AppleTalk.
- The correct printer driver and system software are installed on your Macintosh. For a LaserWriter, you must install AppleTalk and the Laser Prep file in addition to the LaserWriter driver.
- The correct printer has been selected using Chooser on the Apple menu. If you're using a LaserWriter, select the AppleTalk option button in the Chooser dialog box. If you're using an ImageWriter, don't select the modem port (the phone icon) unless a printer is attached to that port.

If these things check out and the printer still won't work, try resetting the printer by turning it off and on.

**For details about installing and selecting a printer, see the manuals that came with your Macintosh and printer.**

## Printer Runs Out of Memory Before Printing the Document

Unless your printer has its own memory, such as the LaserWriter IINT/NTX has, it uses the memory of the Macintosh to process and print a document. If enough memory is not available to your printer, printer memory errors can prevent a document from printing. To make more memory available, take one or more of the following actions:

- Take any startup documents you don't need out of your System folder. In System 7, these are called system extensions.
- Clear the RAM cache set in the Control Panel desk accessory.
- Restart your Macintosh under Finder instead of MultiFinder.
- Give Word less memory, but not less than 512K if it is running under System 6 or 1 MB if it is running under System 7. To reallocate memory, quit Word, select the Word icon, and use the Get Info command on the File menu in Finder to change the application memory size. See your Macintosh manual for details.

If you are using the ImageWriter printer driver version 2.6 or the Hewlett-Packard DeskWriter driver version 1.0, you can also eliminate printer memory errors by upgrading to a later version. For the Hewlett-Packard DeskWriter, use version 2.0.

## Text Is Cut Off near the Edges of the Page

Most LaserWriter printers and other laser printers cannot print to the edge of the page. A minimum margin area is needed to feed the paper through the printer. The printable area also depends on the amount of memory available to the printer. On many laser printers, the minimum margin is approximately 0.5 inch for an 8.5-by-11-inch page, almost an inch for legal page size, and even larger for tabloid sizes. For the LaserWriter, you can enlarge the printable page area by selecting the Larger Print Area option in the Page Setup dialog box (File menu). Choose the Options button in the main dialog box to display this option. This option reduces the minimum margin to approximately 0.25 inch. For more information, see your printer manual.

## Text Overlaps

This could be caused by a number of formatting errors:

- In multiple text columns, paragraphs with a negative right indent can cause overlapping. Select the text, and in the Paragraph dialog box (Format menu), type 0 in the Right box. This aligns the right indent with the column boundary.
- If a header overlaps the main text area, it may mean the top margin is set to an exact size, preventing Word from adjusting the margin to accommodate the header text. In the Document dialog box (Format menu), select the At Least option under Top.

**For information about overlapping text that is positioned using the Frame command, see Chapter 21, "Positioning Text and Graphics on the Page."**

## Text Is Not Printing Properly

View the document in print preview (choose Print Preview from the File menu). If the text looks the same on screen as on the printed page, the problem most likely is with the formatting. If you have not applied a style to the text, reapplying the Normal style will fix the problem in some cases. If you haven't redefined the Normal style, the text will be 12-point Geneva or New York, left-aligned, with single line spacing. You can then reformat the text to look the way you want.

### To reapply the Normal style

Before reapplying the Normal style, save your document; if you don't like the results, you can close the document without saving the changes.

- 1 Select the paragraphs that aren't printing properly. (To select the whole document, choose Select All from the Edit menu.)
- 2 Apply the Normal style. You can select it from the style box on the ruler or apply it using the Style command on the Format menu. If a message box appears, select the option to reapply the style, and then choose the OK button.

The text will now have the formatting defined for the Normal style.

## On a Reduced Page, Text Prints in a Single Column of Characters

When you use the Reduce Or Enlarge option in the Page Setup dialog box (File menu), the document's printable area is increased and then scaled down to fit the selected page size. If text is indented from the right margin, the right indent setting also increases proportionally. If the reduction increases the printable area to a point that the right indent extends beyond the 22.75-inch maximum page width, the text prints in a single column of characters.

### To prevent text from printing in a single column

- ▶ Cancel the right indent for the problem paragraphs. (Use the Paragraph command on the Format menu.)

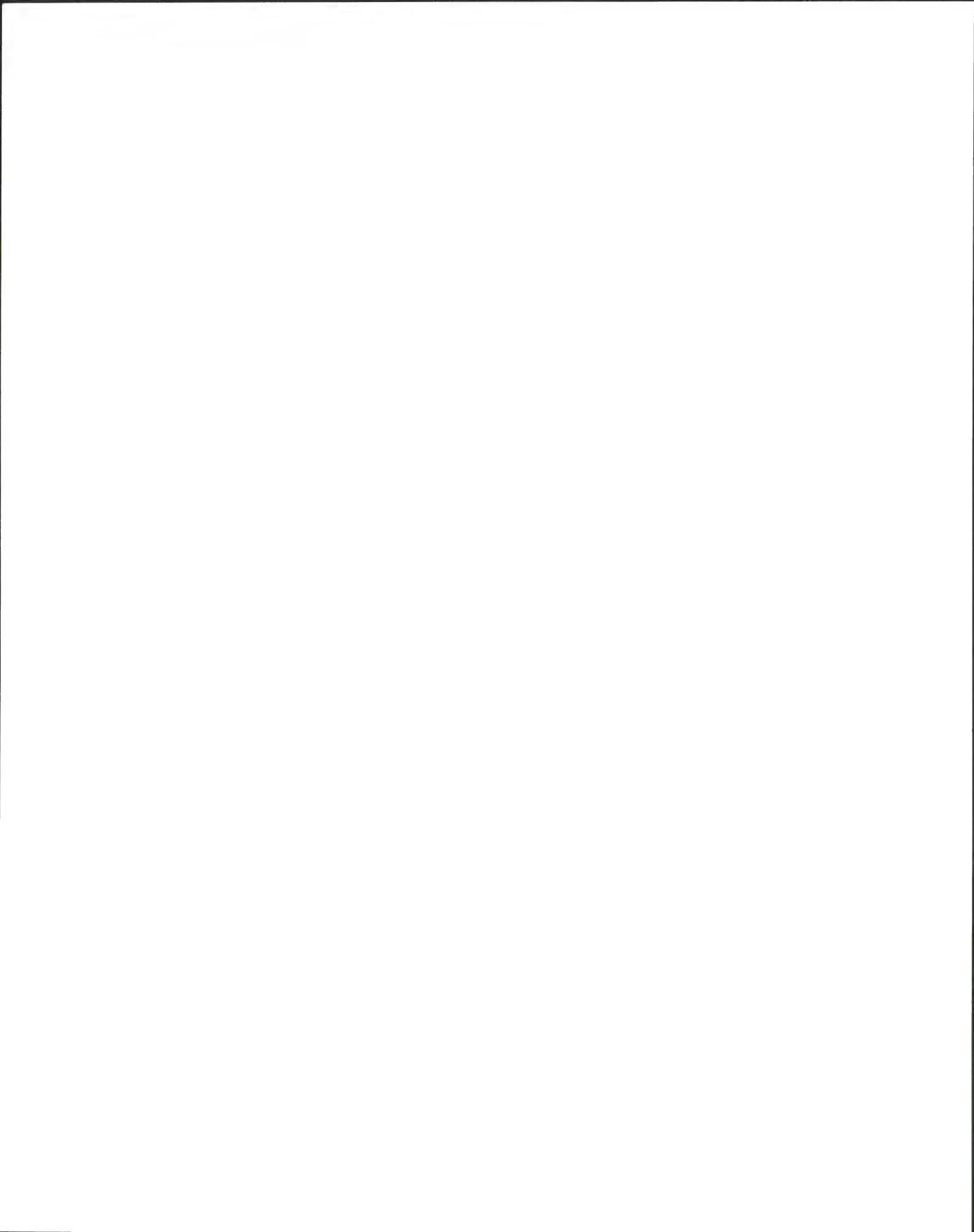
–Or–

Enlarge the page size until the normal column width returns. To do this, reset the Reduce Or Enlarge box in the Page Setup dialog box (File menu).

## Text Prints Differently When You Change Printers

This happens most often when you prepare a document with an ImageWriter selected and then print the document on a LaserWriter. Line breaks and page breaks change because of the different horizontal resolution of the ImageWriter. One remedy is to select the Tall Adjusted option in the ImageWriter Page Setup dialog box. For more information, see "Do You Plan to Print the Final Document on a Different Printer?" earlier in this chapter.

# Formatting a Document



# Character Formatting

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## Overview

Characters are the letters, punctuation marks, numbers, symbols, and special marks—such as @, \*, and \$—that you type as text. Character formatting determines how characters appear on the screen and in print. With character formatting, you can:

- Change the font (design) and point size (height and width) of characters.
- Add emphasis to characters by applying formats such as bold, underline, outline, and shadow.
- Make characters superscript or subscript.
- Adjust the spacing between characters to make them more readable or to create special effects.
- Add color to characters.
- Hide text so you can include information in your document, such as notes or comments, that you don't want to print.
- Change the case of characters—for example, from lowercase to uppercase or vice versa.
- Repeat character formatting quickly using a key combination.
- Copy character formatting without copying text and apply the formatting to other text.

In Word, you can also insert special characters such as mathematical symbols, bullets, and characters used in other languages, such as ü, é, and ç, that may not be available on your keyboard.

## Methods for Formatting Characters

Word uses preset, or default, formats to determine the font, size, and other character formatting of the text you type. You can change the default formatting by choosing new formats before you type or by selecting text and applying the new formats after you type.

You can also change the defaults so that any text you type automatically has the new formatting. For more information, see “Changing the Default Normal Style,” later in this section.

You can use the ribbon, menu commands, or key combinations to apply character formatting. Each method has its advantages.

<b>Method</b>	<b>Advantages</b>
Ribbon	Offers the quickest way with the mouse to apply fonts, sizes, and most commonly used formats.
Font menu	Lists the available fonts and point sizes, and includes commands to change point sizes and to change the default font and size.
Format menu	Provides quick access to commonly used character formats, contains commands for changing the case of letters, and contains the Character command.
Character command (Format menu)	Provides all character formatting options. Especially useful for changing several formats at one time and for previewing formatting before you finalize changes in your document.
Key combinations	Provide a quick way to format text while keeping your hands on the keyboard.

## Changing the Default Normal Style

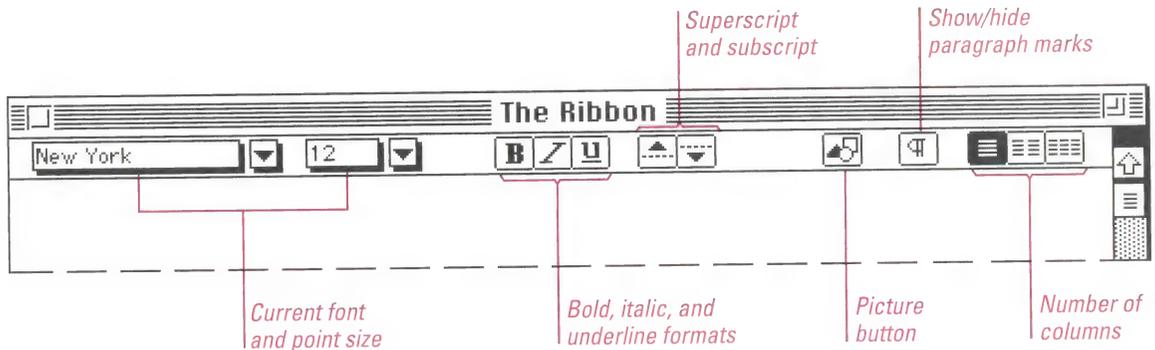
When you install Word, you choose the default font and point size for text. You can always change the font and point size using any of the methods presented in this chapter. However, if you frequently change to a specific format—a smaller point size, for example—you can save time and effort by changing the Normal style. The Normal style determines the formats—the font, point size, and other attributes—of the characters you type.

You can change the Normal style for a single document, or you can change the default Normal style for all your documents.

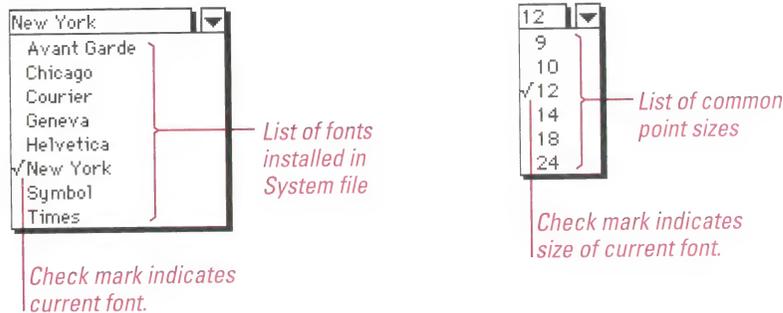
To change only the default font and point size, use the Default Font command, as described in the procedure “To change the default font and point size,” later in this chapter. To change additional defaults, redefine the Normal style using the Style command on the Format menu. For information about styles, see Chapter 7, “Formatting with Styles.”

## Using the Ribbon

With the ribbon, you can quickly change the font or point size of text or format text as bold, as italic, or with a single underline. You can also create superscript or subscript text.



The ribbon shows the current font and point size for the paragraph that contains the insertion point or the text that is selected. If you click the down arrows next to the font and point size boxes, Word displays a list of all the fonts installed in your System file and a list of point sizes installed for the selected font. You change the font or size by selecting from the list or by typing the font name or size in the box.



On the ribbon are buttons for applying the bold, italic, underline, subscript, and superscript formats. You apply one or more formats by clicking the appropriate buttons and remove the formats by clicking the buttons again. When one or more formats are in effect, the corresponding buttons are highlighted, and the formatting is applied to any text you type. If you have selected text, the formatting is applied to the selection.

If selected text has mixed formatting, the buttons on the ribbon appear dimmed. For example, if one word in a selection is bold and another is italic, the bold and italic buttons are dimmed.

---

**Note** The ribbon also has a button that is a shortcut for choosing the Picture command on the Insert menu and another one that is a shortcut for choosing the Show ¶ command on the View menu. The three buttons on the right are for setting the number of columns in a section of a document. For information on the Picture command, see Chapter 20, “Creating and Importing Graphics”; for information on the Show ¶ command, see Chapter 3, “Typing and Revising a Document”; for information on columns, see Chapter 18, “Columns.”

---

When you start Word, the ribbon is displayed immediately below the menu bar. You can hide the ribbon to allow more room for document text.

### To display and hide the ribbon

- ▶ From the View menu, choose Ribbon.

If you want the ribbon hidden every time you start Word, you can set this as a default using the Preferences command on the Tools menu. In the Preferences dialog box, clear the With Ribbon On check box under Open Documents, a View option.

## Using Commands on the Font and Format Menus

Commands on the Font and Format menus provide an alternative to the ribbon and offer additional formatting options.

You choose a formatting command from a menu to apply a format, and you choose the command again to remove the format. If you select text with a specific format, or if the next text you type will have a specific format, Word displays a check mark next to the corresponding command. If you select text and no check mark is displayed, it means that not all the text has the same formatting.

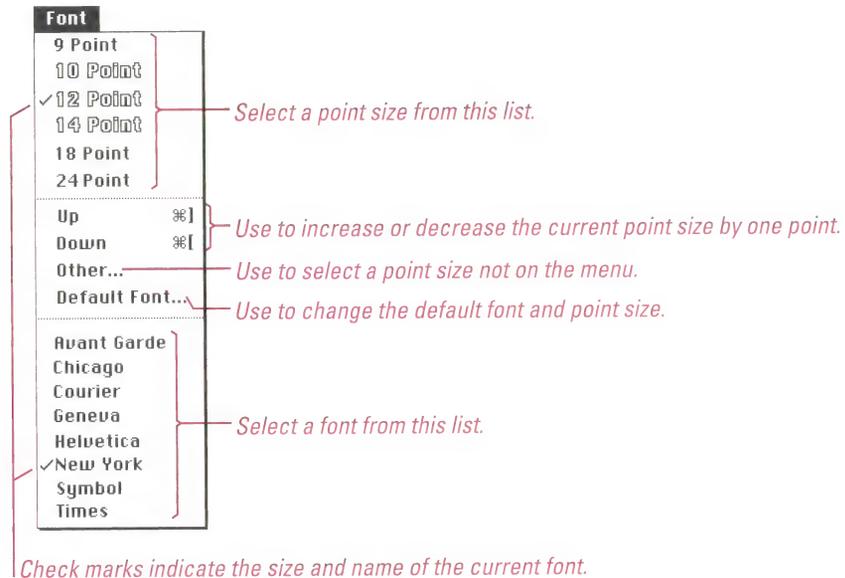
---

**Tip** For quick access, you can add any of the character formatting options in Word to a menu. For more information about adding commands and options to menus, see Chapter 40, “Customizing Word to Fit Your Work.”

---

## Font Menu

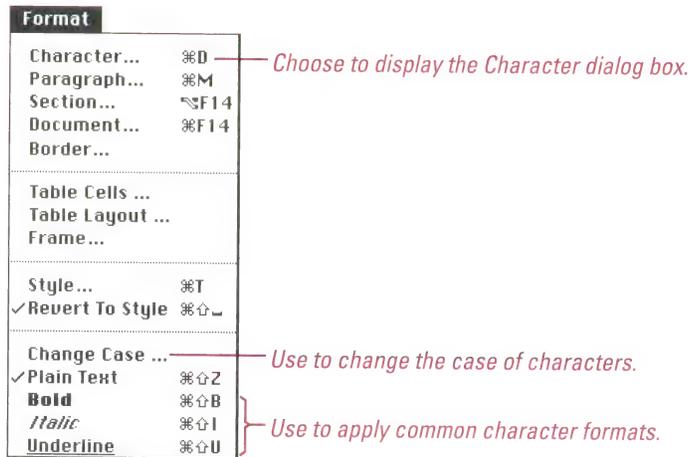
Like the ribbon, the Font menu lists all the fonts installed in your System file. It also lists some common point sizes and shows installed sizes in outline type. In addition, it contains commands for increasing and decreasing the size of text, for choosing a point size that is not listed on the menu, and for changing the default font and point size.



## Format Menu

The Format menu contains the following character formatting commands:

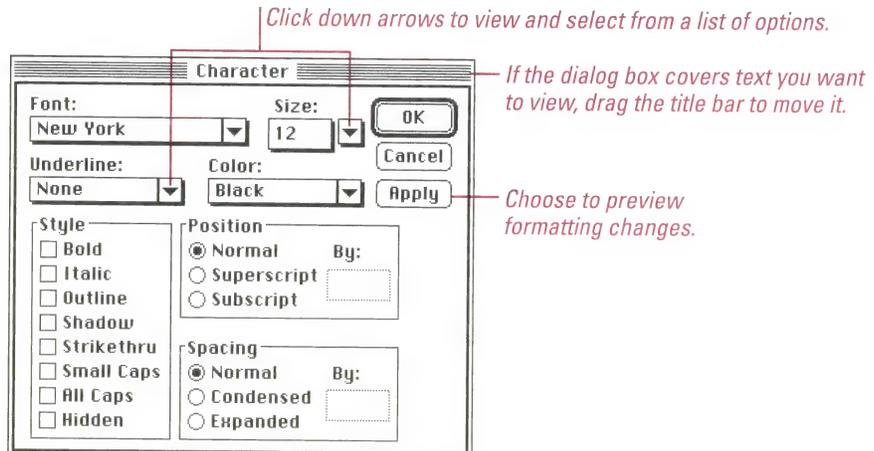
- Character
- Change Case
- Plain Text, Bold, Italic, and Underline



## Character Command

The Character command on the Format menu displays the Character dialog box. This dialog box provides all of the character formatting options available in Word. Some of these formats, such as outline and shadow, are available only through this dialog box or by using key combinations.

To view the Character dialog box, choose the Character command from the Format menu. You can also display the dialog box in one step by double-clicking any blank area on the ribbon.



When you display the Character dialog box, it shows the formats in effect for the current selection or for the next text you type. If some characters in a selection have one format and other characters have a different format, Word displays settings in this way: Check boxes are filled with gray, text boxes are blank, and list boxes have no item selected. When you apply new formats, the new formats are added to the existing formats for all characters in the selection.

**For more information about styles, see Chapter 7, “Formatting with Styles.”**

If you apply a style to a selection, the Character dialog box shows the character formats of that style, plus any formats you applied directly by using the ribbon, formatting commands, or key combinations.

Choosing the Apply button in the Character dialog box shows the effects of your formatting choices before you close the dialog box. After you make changes, you can move the dialog box to view the effect in your document. You can select different formats and choose the Apply button again, experimenting to get the look you want. When you are satisfied with the formatting, choose the OK button.

## Using Key Combinations

Key combinations are often the quickest way to apply formatting, especially formats such as bold and italic. They’re particularly useful for applying formats while you type. For a list of character formats and their key combinations, see “To apply and remove character formats,” later in this chapter.

## Changing Fonts and Point Sizes

Fonts and point sizes establish the basic look of characters in your document. In Word, a font is the design of a set of characters. Some common fonts are:

Helvetica	Courier
Times	Συμβολ (Symbol)
Monaco	Geneva

A single font comes in a range of point sizes. A point is a typographical measurement approximately equal to 1/72 inch. With Word, you can use any whole-numbered point size of 4 (1/18 inch) or greater, up through 16,383 points (227 inches).

The Macintosh comes with basic fonts in several different point sizes; you can also install additional fonts and sizes. You can use any font or size that is installed in your System file. You can also use sizes that are not installed, although they may not print as well as installed sizes if you are using System 6 or earlier. If you are using System 7, however, even sizes that are not installed will print well.

## To change the font or point size

- 1 Select the characters you want to format, or position the insertion point where you want to type characters in the new font or size.
- 2 Do one of the following:
  - On the ribbon, select a font or size from the font or size box. Or you can click the appropriate box, type the font or size, and then press ENTER.
  - From the Font menu, choose a font or size.
 

If the size you want isn't listed, choose Other from the Font menu. Type any whole number from 4 through 16,383 in the Size box and choose the OK button.
  - From the Format menu, choose Character. Click the down arrow next to the Font or Size box, select a font or size, and then choose the OK button. You can also type a point size in the Size box.

---

**Tip** You can choose a font quickly by pressing `COMMAND+SHIFT+E`. The word “Font” is displayed in the lower-left corner of the screen. Type enough of the font name, usually one or two characters, to distinguish it from other fonts, and press `ENTER`. To cancel this procedure at any time before pressing `ENTER`, press `ESC`.

---

## To change point size quickly

You can increase or decrease point size by 1-point increments or to the next size displayed on the Font menu. If you are making minor adjustments, change point size by 1-point increments. If you are making larger adjustments, use the interval displayed on the Font menu.

- 1 Select the characters you want to format, or position the insertion point where you want to type characters in the new size.
- 2 Do one of the following.

To	Do this
Increase by one point size	Choose Up from the Font menu or press <code>COMMAND+]</code>
Decrease by one point size	Choose Down from the Font menu or press <code>COMMAND+[</code>
Increase by the point-size intervals displayed on the Font menu	Press <code>COMMAND+SHIFT+&gt;</code>
Decrease by the point-size intervals displayed on the Font menu	Press <code>COMMAND+SHIFT+&lt;</code>

**Tip** When you change the font, size, or other character formatting, the next text you type will have the new formatting. You can return quickly to the original character formatting by choosing the Revert To Style command from the Format menu, or by pressing **COMMAND+SHIFT+SPACEBAR**. For more information, see “The Plain Text Command vs. the Revert To Style Command,” later in this chapter.

---

### To change the default font and point size

- 1 From the Font menu, choose Default Font.
- 2 In the Default Font and Default Size boxes, select or type the font and point size you want to use for the current document and all new documents.
- 3 Click the close box in the upper-left corner.

### About Fonts

There are two kinds of fonts available for the Macintosh. Bitmap fonts are stored as single characters made up of dots that are called to your screen as you use them. Outline fonts, which are composed of filled-in outlines, are built as you use them.

Both bitmap and outline fonts are available in a number of sizes. Outline fonts always look smooth and well-shaped, no matter the size; bitmap fonts look best if you use a point size that is installed in your System file. Point sizes that are installed in your System file are displayed on the Font menu in an outline character format.

If you use a bitmap font in a size that is not installed in your System file, Word has to create the new size by scaling—mathematically creating the new size based on the closest available installed size. In some cases, these scaled characters have a rougher, more jagged appearance. For best results, choose only sizes that are installed in your System file or use outline fonts.

System 7 includes outline fonts as basic fonts in your System file. With System 7, any outline font that is available on your system will print well, even if the particular size you choose is not installed in your System file. If you are using System 7 and the current font is an outline font, the Other command on the Font menu is displayed in an outline character format.

## Applying and Removing Character Formats

You can use character formats to emphasize text, mark editing changes, and create special effects in your documents. The following character formatting options are available in Word:

<b>Bold</b>	ALL CAPS	Subscript
<i>Italic</i>	<u>Underline</u>	Hidden text
Outline	<u>Word underline</u>	Character spacing
Shadow	<u>Double underline</u>	Character case
<del>Strikethru</del>	<u>Dotted underline</u>	Color
SMALL CAPS	Superscript	

---

**Note** You can choose character colors even if your system cannot display color or if you have cleared the color option using Monitor in the Control Panel. You can save color formatting with the document and then print it if you have a color printer.

---

You use the same basic procedures to apply and remove all character formats: You apply a format by choosing it and remove the format by choosing it again. You can apply multiple character formats, such as both bold and italic, to the same text.

When you apply formatting, Word checks the first character in a selection to determine the current format of the entire selection. For example, if the first character in a selection is not underlined but the rest are, Word assumes that no characters in the selection are underlined. To remove underline formatting from the selection, you must choose the Underline option twice—the first time to apply underline to the first character and the second time to remove all underlining from the selection.

The following procedures explain how to apply common character formats such as bold, italic, underline, or small capitals. For information about applying superscript and subscript, spacing between characters, hidden text formatting, and character case formatting, see the individual section about each, later in this chapter.

---

**Note** The All Caps and Small Caps options display lowercase characters as uppercase. If you apply All Caps or Small Caps formatting to numbers or to text that has been capitalized using the SHIFT or CAPS LOCK key, the characters do not change in appearance.

---

## To apply and remove character formats

- 1 Select the characters you want to format, or position the insertion point where you want to type characters with new character formats.
- 2 Do any of the following:

- On the ribbon, click the button for the format you want to add or remove.
- From the Format menu, choose Character. Select or clear the formats you want, and then choose the OK button.

If you want to preview the format in your document, choose the Apply button before choosing the OK button. You can make as many changes as you like before choosing the OK button.

- From the bottom of the Format menu, choose the character format.
- Press any of the following key combinations.

For this format	Press <b>COMMAND+SHIFT+</b>
Bold	B, or press <b>COMMAND+B</b>
Italic	I, or press <b>COMMAND+I</b>
Underline	U, or press <b>COMMAND+U</b>
Word underline	] (closing bracket)
Double underline	[ (opening bracket)
Dotted underline	\ (backslash)
Strikethrough	/ (slash mark)
Outline	D
Shadow	W
Small caps	H
All caps	K
Hidden text	X

## The Plain Text Command vs. the Revert To Style Command

You can also remove character formatting by using the Plain Text or the Revert To Style command on the Format menu.

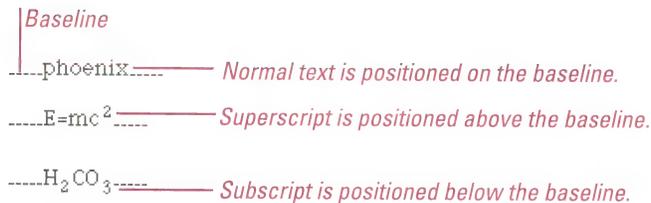
The Plain Text command removes only character formats such as bold, italic, and underline from the selected text or the next text you type. It does not affect font, size, expanded or condensed spacing, superscript, or subscript.

The Revert To Style command is more powerful than the Plain Text command. It removes character formatting and resets the selection or the next text you type to the paragraph's underlying style. If you have not set a different paragraph style, it resets the entire paragraph to Normal style.

For example, you could change the font for a paragraph, add italic and bold formatting to some words, and then select the paragraph. If you choose Plain Text, you remove only the italic and bold formatting; the font does not change back to the original font. However, if you choose Revert To Style, you remove the italic and bold formatting and restore the paragraph's original font.

## Making Characters Superscript or Subscript

All characters in a document are positioned in relation to the baseline. When you format characters as superscript or subscript, Word positions them either 3 points above or 2 points below the baseline, as shown in the following illustration.



When you apply or remove superscript or subscript formatting with options on the ribbon or in the Character dialog box, the size of the characters does not change. If you use a key combination to apply superscript or subscript formatting, however, the size of the characters is reduced to the next available point size. Using a key combination to remove the formatting returns the characters to their original size. If you apply the formatting with the ribbon or Character command and remove it with a key combination, or vice versa, you will have to resize the characters to match the surrounding text.

## To make characters superscript or subscript

- 1 Select the characters you want to format, or position the insertion point where you want to type superscript or subscript characters.
- 2 Do one of the following:
  - On the ribbon, click the button with the up arrow for superscript. Click the button with the down arrow for subscript.
  - On the keyboard, press `COMMAND+SHIFT+PLUS SIGN` for superscript reduced to the next available point size. Press `COMMAND+SHIFT+MINUS SIGN` for subscript reduced to the next available point size.
  - From the Format menu, choose Character. Under Position, select the appropriate option.

If you want to change how far above or below the baseline Word positions the characters, type a measurement in the By box, using 1-point increments.

To remove superscript or subscript formatting, first select the characters. Then do one of the following: Click the appropriate button on the ribbon again, press `COMMAND+SHIFT+SPACEBAR`, or select the Normal option under Position in the Character dialog box. To avoid having to resize the characters to match surrounding text, use the same method to remove superscript or subscript formatting as you used to apply it.

---

**Tip** When you use superscript or subscript in a line of text, the spacing between that line and the one above or below increases automatically. If you want the line spacing in a paragraph containing superscript or subscript text to be fixed and uniform, place the insertion point anywhere in the paragraph and choose the Paragraph command from the Format menu. In the Line box, type the line spacing measurement you want and then select the Exactly option. For more information about setting line spacing, see Chapter 6, “Paragraph Formatting.”

---

## Changing the Space Between Characters

Word automatically establishes the spacing between characters. (Adjusting the space between characters is called kerning.) You can expand or condense the character spacing to make the text more readable or to create special effects, such as dramatic spacing between the characters in a title.

**Conceptual Art** ————— *Chicago font, 12-point size*

**Conceptual Art** ————— *Character spacing condensed by 1.5 points ...*

**C o n c e p t u a l A r t** — *... and expanded by 3 points.*

The ability to control character spacing is especially important for large headings and for places in text where different fonts and formats meet. For example, if you apply italic formatting or a combination of bold and bold-italic formatting, you'll probably want to adjust the character spacing.

### To change the space between characters

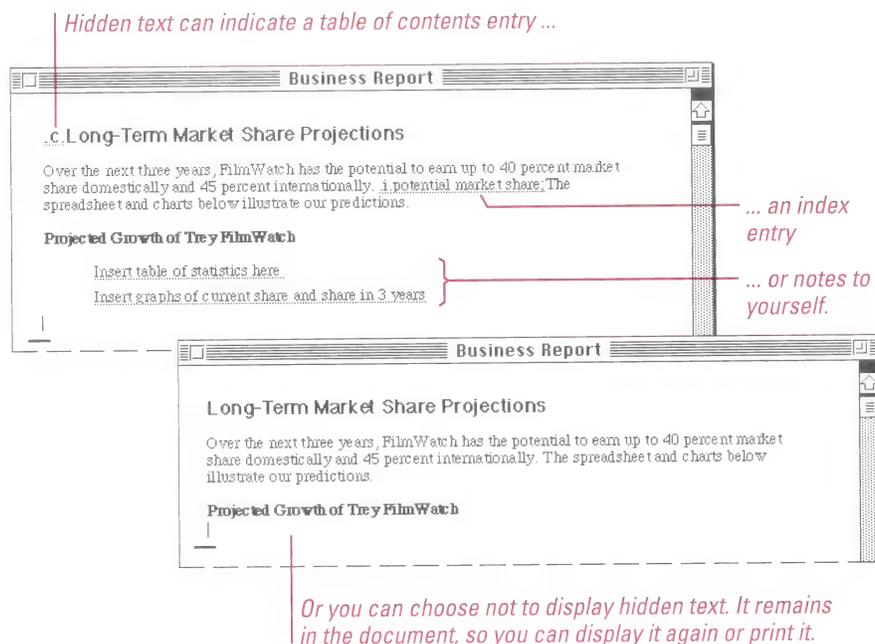
- 1 Select the characters you want to format, or position the insertion point where you want to type characters with the new spacing.
- 2 From the Format menu, choose Character.
- 3 To increase the space between characters, select the Expanded option button.  
The default expanded spacing is 3 points. If you want a different spacing, type any number from 1 through 14 in the By box, using 0.25-point increments.  
—or—  
To decrease the space between characters, select the Condensed option button. The default condensed spacing is 1.5 points. If you want a different spacing, type any number from 0.25 through 1.75 in the By box, using 0.25-point increments.
- 4 Choose the OK button.

## Using Hidden Text

Hidden text is text that you can choose not to display or print. You can use hidden text formatting to type notes or comments to yourself. Word also uses hidden text to insert codes for creating indexes and tables of contents and to add special markers on forms.

While you are editing a document, you can choose to display or hide hidden text. Word displays hidden text with a dotted underline. If you want Word to display hidden text automatically in all your documents, select Hidden Text, a View option in the Preferences dialog box (Tools menu).

Each time you print a document, you can choose to print or not to print hidden text. Editing and printing hidden text are not linked: You can display hidden text on your screen and not print it, or you can print hidden text without displaying it on your screen.



### To create hidden text

- 1 Select the characters you want to format as hidden text, or position the insertion point where you want to type hidden text.
- 2 Press COMMAND+SHIFT+X.  
—or—  
From the Format menu, choose Character, select the Hidden check box, and choose the OK button.

### To display and hide hidden text

- 1 From the Tools menu, choose Preferences.
- 2 Select the View category.
- 3 Under Show, do one of the following:
  - To view hidden text, select the Hidden Text check box.
  - To hide hidden text, clear the Hidden Text check box.
- 4 Click the close box in the upper-left corner of the dialog box.

Selecting the Hidden Text check box displays hidden text in all your documents until you clear the option.

### To print a document with or without hidden text

- 1 From the Format menu, choose Document.  
–or–  
From the File menu, choose Print.
- 2 To print hidden text, select the Print Hidden Text check box.

This prints all hidden text, whether or not it is displayed on the screen. If your document contains PostScript commands, Word prints the commands as text instead of interpreting them as PostScript commands.

–or–

To print without hidden text, clear the Print Hidden Text check box.
- 3 Choose the OK button.

The Print Hidden Text option is linked between the Document and Print dialog boxes. If you select the option in the Document dialog box, it is automatically selected in the Print dialog box and vice versa.

### Viewing and Printing Hidden Text

Before you print your document, you can view it in print preview. Print preview shows how printing or not printing hidden text affects pagination and page layout. To view your document in print preview, first select or clear the Print Hidden Text option in the Document dialog box. Then choose the Print Preview command from the File menu. Word displays your document the way it will look when it is printed.

If the Print Hidden Text option is cleared in the Document dialog box and the Show Hidden Text option is selected in the Preferences dialog box (or vice versa), you may see different page breaks in print preview than you see in page layout view. This is because the Print Hidden Text option affects how your document prints, while the Show Hidden Text option affects the display of text on the screen. What you see in normal view or page layout view depends on whether you choose to display hidden text. What you see in print preview or when you print your document depends on whether you choose to print hidden text.

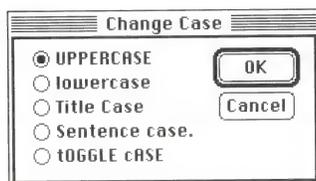
Page or section breaks that are inadvertently formatted as hidden text can affect the page numbering in a document and affect the accuracy of a table of contents and index. Such inadvertent formatting can happen easily if you insert a page or section break immediately after a table of contents entry or index entry, because the table of contents code, index code, and end-of-entry code use hidden text by default. If you add any characters, including a page or section break, after an end-of-entry code, they will be formatted as hidden text.

If you have problems with the page numbers in your table of contents or index, use the Replace command from the Edit menu to find all page and section breaks formatted as hidden text and clear hidden text formatting. For more information on the Replace command, see Chapter 11, “Finding and Replacing Text or Formatting.”

Hidden text can also affect tables. When you clear the Print Hidden Text option and print a document with a table that contains hidden text, the hidden text does not print. However, the space occupied by the hidden text still appears in the printed document. To remove the space, convert the table to text or temporarily remove the table from your document.

## Changing the Case of Characters

The All Caps and Small Caps options in the Character dialog box give you control over the case of characters. The Change Case command provides additional options. Using the Change Case dialog box, you can change characters to all uppercase, to all lowercase, or to various combinations of the two.



Unlike the All Caps and Small Caps options, which change only the way text looks, the Change Case command affects the underlying form of characters. For example, if you use All Caps to change lowercase to uppercase and then change the style of the paragraph that contains the characters, the uppercase characters return to lowercase. However, if you use Change Case to change lowercase to uppercase and then change the paragraph's style, the characters remain uppercase.

### To change the case of characters

- 1 Select the characters you want to format.
- 2 From the Format menu, choose Change Case.
- 3 Do any of the following.

To	Select
Change text to uppercase	UPPERCASE
Change text to lowercase	lowercase
Capitalize the first letter of each word	Title Case
Capitalize the first letter and add a period at the end	Sentence case.
Change all uppercase text to lowercase and all lowercase text to uppercase	tOGGLE cASE

- 4 Choose the OK button.

## Repeating and Copying Character Formats

For information on finding and replacing character formats, see Chapter 11, “Finding and Replacing Text or Formatting.”

Once you apply formatting to a selection, you can quickly apply the same formatting to other text. You can repeat the formatting using the Repeat command from the Edit menu, or you can copy the formatting without the text and apply the formatting in another location in the document or in another document.

### Consistent Formatting Using Styles

If you have character formatting that you want to use consistently throughout a document—for example, if you want to use a large, bold font for headings—you may want to use the style feature in Word.

With a style, you apply a group of formats to one paragraph and give the group of formats a name. Then you apply this new style to all the paragraphs you want to have the same formats. This is a quick way to ensure consistent formatting in your document or across different documents. Using styles also makes it very easy to change formatting for a number of paragraphs. You change the formatting for the style, and all paragraphs with that style name change automatically.

For more information on styles, see Chapter 7, “Formatting with Styles.”

### To repeat character formats

- 1 Immediately after applying the original formatting, select the next characters you want to format, or position the insertion point where you want to type characters in the new format.
- 2 On the keyboard, press **COMMAND+Y**.  
–or–  
From the Edit menu, choose Repeat.

If you apply multiple formats using the Character dialog box, the Repeat command repeats all the character formatting. However, if you apply multiple formats using the ribbon, the commands on the bottom of the Format menu, or the keyboard, the Repeat command repeats only the most recent character formatting.

### To copy character formats

- 1 Select the characters whose format you want to copy.  
Select only the characters. If you include a paragraph mark in your selection, Word copies the paragraph style and formats instead of the character formats.
- 2 Press **COMMAND+OPTION+V**.  
Word displays the message “Format to” in the lower-left corner of the window.
- 3 Position the insertion point where you want the formatting to begin or select the text you want to format. A dotted line marks the text you select.  
If you want to cancel the procedure, press **ESC**.
- 4 Press **ENTER**.  
Word applies character formatting to the text; it does not copy and paste any text.

If the characters you select in step 1 have mixed formats, Word copies only the formats from the first character in the selection. If you select an entire paragraph, including the paragraph mark at the end, Word copies only the paragraph style and formatting.

---

**Note** If you press **COMMAND+OPTION+V** before selecting the text whose format you want to copy, Word displays the message “Format from” in the lower-left corner of the window. Select the text whose format you want to copy and press **ENTER**. Word applies the format at the insertion point. The next text you type will be in that format.

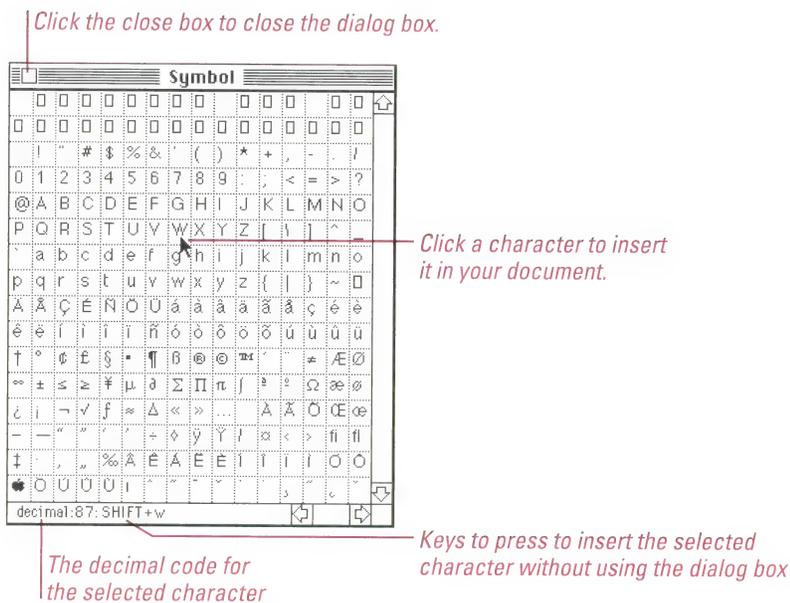
---

## Inserting Special Characters

In addition to the letters, numbers, and punctuation marks shown on the keyboard, most fonts include bullets and symbols (also known as *dingbats*), such as §, Σ, and ®. The Symbol font consists entirely of symbols, including the Greek alphabet and a variety of mathematical symbols. Most fonts also contain diacritical marks (umlauts, tildes, and other accents) used in languages other than English—for example, ü, ñ, é, â, and ç.

**Tip** If you need only a few characters from the Symbol font while you type your document, you can switch quickly to the Symbol font by pressing COMMAND+SHIFT+Q. If you have not selected any text, this command changes the font for one character and then reverts automatically to the previous font.

You can use the Symbol command on the Insert menu to insert symbols in your document or to view the set of characters available for a font and which key combinations insert those characters. You can also use the Key Caps command on the Apple menu to see the characters available for a font. Of the two methods, the Symbol command is more direct and easy to use. With the Symbol command, you can view the character set from inside Word and insert the characters directly into your documents.



---

**Note** You can use the decimal (ASCII) code at the bottom-left corner of the Symbol dialog box with the Find and Replace commands to find a special character in your document. For more information, see Chapter 11, “Finding and Replacing Text or Formatting.” For a complete listing of decimal codes, see Appendix E, “The Macintosh Character Set.”

---

### To insert a special character using the Symbol command

**1** Position the insertion point where you want the symbol to appear in your document.

**2** From the Insert menu, choose Symbol, or press `COMMAND+OPTION+Q`.

The dialog box displays the characters for the current font. To view different characters, choose a font from the Font menu.

**3** Click the character in the Symbol dialog box.

**4** Click the close box.

If you change fonts to insert a special character, the next text you type will be in the new font. You change back to the original font by choosing it from the Font menu.

---

**Note** The Symbol command is installed automatically if you use the Easy Install option to set up Word. If you get an error message when you choose the Symbol command, see *Getting Started* for information about installing the command.

If the Symbol command is not installed, you can still insert special characters using the keyboard. For information on this procedure and a complete listing of decimal codes, see Appendix E, “The Macintosh Character Set.”

---

# Paragraph Formatting

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## Overview

In Word, the meaning of “paragraph” is somewhat different from its normal English usage. A paragraph is not necessarily a series of sentences. It is any amount of text and graphics plus the paragraph mark, shown as ¶, that follows it.

Just as you control the appearance of individual characters by applying character formatting, you can control the appearance of a paragraph with paragraph formatting features. Using the ruler, the Paragraph command, or key combinations, you can:

- Center a paragraph or align it with the left indent or margin, with the right indent or margin, or with both, which is called *justified*.
- Indent an entire paragraph from the left, the right, or both, or apply an indent only to the first line.
- Adjust the line spacing within a paragraph or between paragraphs.
- Customize tab settings.

You change the formatting of a paragraph by first selecting the paragraph and then applying the formatting you want. Word stores the formatting instructions for the paragraph in the paragraph mark. When you start a new paragraph by pressing ENTER, Word copies the paragraph mark to the next paragraph, carrying with it the formatting instructions. If you delete, copy, or move a paragraph mark, you delete, copy, or move the formatting as well.

It’s a good idea to display paragraph marks as you work, so you don’t accidentally delete the paragraph mark that contains the formatting for the paragraph.

### To display paragraph marks

- ▶ Click  on the ruler.

–Or–

From the View menu, choose Show ¶.

---

**Tip** When you delete a paragraph mark, the text before the paragraph mark becomes part of the next paragraph, taking on any formatting it may have. If you accidentally delete a paragraph mark, immediately choose the Undo command from the Edit menu. Word restores the paragraph mark, and the paragraph mark restores the formatting.

---

Word offers a number of paragraph formatting options in addition to the ones discussed in this chapter. When you apply paragraph formats to a paragraph, you can save all the formatting as a style to use later. A style is merely a group of formats that you assign a name. For information, see one of the following chapters.

For information about	See
Controlling page breaks in paragraphs	Chapter 23, “Pagination”
Applying borders and shading	Chapter 19, “Borders and Shading”
Positioning paragraphs on the page	Chapter 21, “Positioning Text and Graphics on the Page”
Formatting with styles	Chapter 7, “Formatting with Styles”
Numbering paragraphs	Chapter 29, “Numbering Lines and Paragraphs”

## Methods for Applying Paragraph Formats

When you create a document, Word automatically applies its default, or preset, formats, so even if you only type and print, you produce a readable and presentable document. The default formats, unless you’ve changed them, include the following elements:

- Paragraphs: left-aligned, single-spaced
- Tab stops: every 0.5 inch, left-aligned
- Margins: 1 inch top and bottom; 1.25 inches left and right

There are three ways to apply paragraph formats, each with its own advantages.

Method	Advantages
Ruler	Offers the quickest way to set indents, tabs, alignment, line spacing, and spacing before paragraphs.
Paragraph command	Displays the Paragraph dialog box, giving you access to all paragraph formatting options. You can specify precise measurements for indents and line spacing.
Key combinations	Provides a quick way to format paragraphs while keeping your hands on the keyboard.

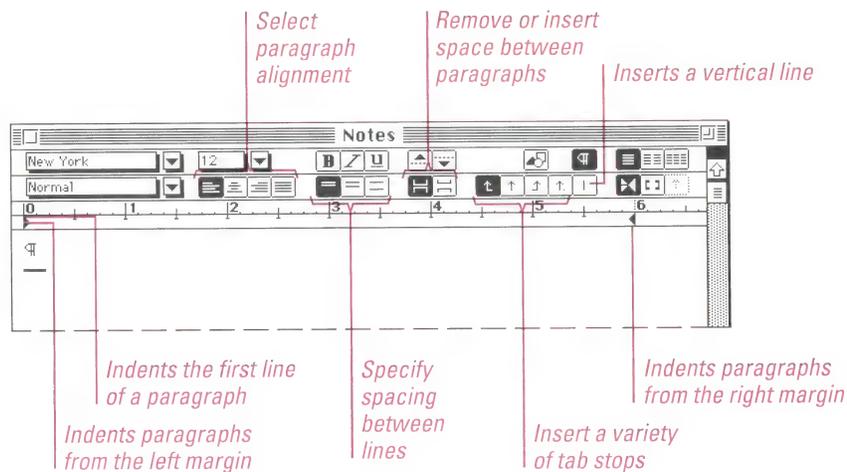
**Tip** If you are formatting only one paragraph, place the insertion point anywhere in the paragraph and then choose the formatting that you want. Paragraph formatting automatically affects the entire paragraph.

If you want to format more paragraphs than you can see on the screen at one time, click where you want the formatting to start. Scroll to view the end of the text you want to format. Then hold down the **SHIFT** key and click after the last character you want to format. Word selects everything between the two locations where you clicked. Any formatting you apply affects all selected paragraphs.

## Using the Ruler

The ruler is a horizontal scale at the top of a document window. Word displays the ruler when you start Word. If you need more room on the screen to view a document, you can hide the ruler, and then display it again when you need to format a paragraph.

To use the ruler, select the paragraph(s) you want to format. Then click the appropriate buttons or drag the indent markers on the ruler to the locations you want. If you prefer, you can choose the formats before you start typing, so that Word formats the text as you type. The ruler shows the formatting of the current paragraph—that is, the paragraph that contains the insertion point or that is selected.



If you select more than one paragraph and the paragraphs have different formatting—for example, one paragraph is centered and the other is justified—the ruler fills with gray. Any settings shown on the ruler are for formatting both paragraphs share.

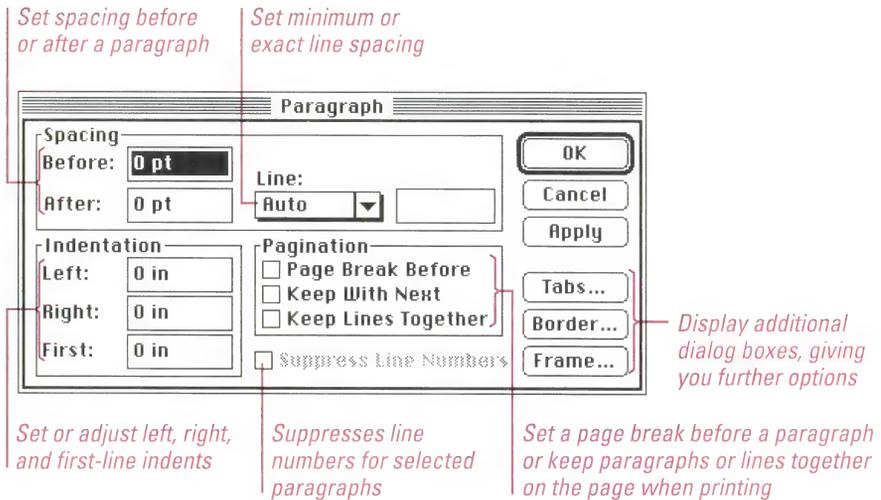
You can change the formatting of selected paragraphs, even if the ruler is gray. For example, if one selected paragraph is centered and the other is justified, clicking the left-aligned text button aligns both paragraphs on the left. Word changes only the characteristics that you specify; all other formatting remains the same.

### To display or hide the ruler

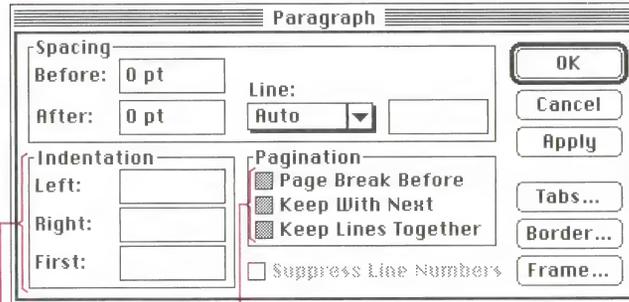
- From the View menu, choose Ruler.

## Using the Paragraph Command

When you choose the Paragraph command from the Format menu, Word displays the Paragraph dialog box and the ruler. The two work together. Some formats are available only in the Paragraph dialog box, some only on the ruler. Between the two, you can apply every paragraph format.



The settings in the dialog box reflect the formatting instructions for the current paragraph. If you select several paragraphs and they have different formatting instructions, the options in the Paragraph dialog box are filled with gray. Boxes that should contain measurements are empty. If you type a measurement or select an option, all selected paragraphs change to match your new instructions when you choose the OK or Apply button.



*If paragraphs in the selection have different measurements, the text boxes are empty.*

*If paragraphs in the selection are not formatted the same, the check boxes are filled with gray.*

You can type measurements in points (pt), picas (pi), centimeters (cm), inches (in), or lines (li). All measurements except points can be decimal fractions (for example, 0.5 in). You don't have to type a space between the measurement and the abbreviation. For example, Word understands both "2 cm" and "2cm" as two centimeters. When you choose the OK button, Word converts your measurement to inches, or, for spacing, to points. If you often type measurements in units other than inches, you can change the default unit of measurement. For information, see "Changing the Default Unit of Measurement," following.

**Tip** You can display the Paragraph dialog box by double-clicking the left or right indent marker on the ruler.

## Changing the Default Unit of Measurement

The default unit of measurement in the Paragraph command is inches. You can type measurements in points, picas, centimeters, or lines if you prefer. When you choose the OK button, Word converts the measurement you typed into inches.

If you often type measurements in units other than inches, consider changing the default unit of measurement to the one you most commonly use. Then you can type only the measurement. You will not need to type the unit of measurement after it. You'll have the added advantage of seeing your new default unit of measurement on the Word ruler.

To change the default unit of measurement, choose Preferences from the Tools menu. In the Measurement Unit box (one of the General options), select the unit you want to use. Close the dialog box.

The spacing measurements in the Paragraph dialog box always appear in points, regardless of the default you set in the Preferences dialog box. For convenience, you can specify other units of measurement for line or paragraph spacing by typing the abbreviation for the unit of measurement after the number. Word will convert your measurements to points for you when you choose the OK button.

## Aligning and Indenting Paragraphs

When you align paragraphs, you specify where you want them to line up horizontally—left, center, or right. When you indent a paragraph, you specify how far in from or out into the margin you want the text to print.

### Aligning Paragraphs

Word automatically aligns paragraphs on the left margin or, if you've set a left indent for the paragraph, on the left indent. A centered paragraph is aligned between the margins or, if indents are set, between the left and right indents. You use the ruler to align paragraphs.

You can choose from four alignment options on the ruler:



**Left-aligned** Each line of the paragraph is aligned on the left paragraph margin or indent, leaving a ragged right edge. This is the default alignment for Word.



**Centered** Each line of the paragraph is centered between the left and right margins or indents. This is useful for headings.



**Right-aligned** Each line of the paragraph is aligned on the right paragraph margin or indent, leaving a ragged left edge. This is useful for a date and return address in a letter.



**Justified** Spacing is adjusted between words so text is aligned on both left and right margins of the paragraph. This creates a block of text with crisp left and right edges. The last line of the paragraph remains left aligned, however. If you want the last line justified, press **SHIFT+RETURN** at the end of the last line of text. Note that the extra spacing in a justified paragraph may make the text harder to read.

## To change paragraph alignment

- 1 Select the paragraph(s) whose alignment you want to change.
- 2 On the ruler, do one of the following.

To do this	Click this
Align on the left	
Center the paragraph	
Align on the right	
Justify the paragraph	



---

**Tip** You can align text without taking your hands off the keyboard. After selecting the paragraph(s) you want to align, press **COMMAND+SHIFT** plus the first letter of your alignment choice: **L** for left, **C** for centered, **R** for right, or **J** for justified.

---

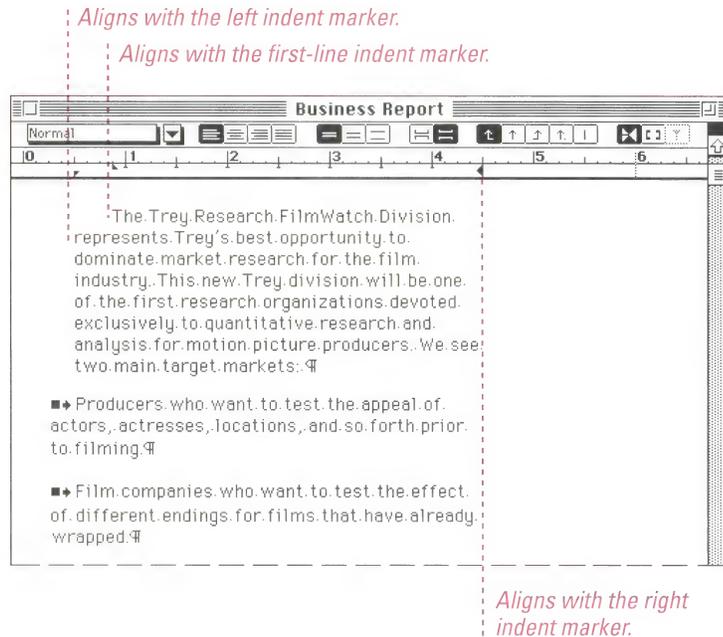
## Working with Justified Paragraphs

If you press **TAB** at the beginning of a line in a justified paragraph, the previous line in the paragraph may become left-aligned. To correct this, put a line break (**SHIFT+RETURN**), sometimes called a soft return, at the end of the line that precedes the tab.

Whenever you insert a line break, a manual page break, or a section break in a paragraph, Word adds as many spaces as necessary to justify the line preceding the break.

## Indenting Paragraphs

You can set indents with the ruler or with the Paragraph command. The Paragraph command is useful when you know the exact measurement for an indent and you prefer to type the measurement. The ruler is quick and convenient. You set indents with the ruler by dragging the indent markers. The three markers give you the flexibility to set left, right, and first-line indents. When you drag the indent markers on the ruler, text aligns under each marker when you release the mouse.



The right indent marker affects all lines in the paragraph. The left indent marker (bottom triangle) gives you flexibility in your formatting. You can drag the left indent marker and move all lines in the paragraph, or you can hold down **SHIFT** while dragging the left indent marker and move all lines but the first.

## Indents vs. Page Margins

Unlike indents, which affect only selected paragraphs, page margins affect an entire document. Margins specify the size of the usable page area for the whole document. You cannot change page margins for only part of your document. You set page margins using the **Document** command on the **Format** menu.

Indents affect only the paragraph(s) you select. When you set an indent, the measurement is added to the margin setting. For example, if the margin is 1 inch and the paragraph is indented 0.5 inch, the paragraph will print 1.5 inches from the edge of the paper. You set indents using the **Paragraph** command on the **Format** menu.

## To set left, right, or first-line indents with the ruler



- 1 If the bold, triangular indent markers are not displayed on the ruler, click 
- 2 Select the paragraph(s) you want to indent.
- 3 Drag the indent markers to get the look you want.

### To indent

### Do this

First line only

Drag the first-line indent marker (top triangle on the left)

Left edge of the paragraph

Drag the left indent marker (bottom triangle on the left)

Right edge of the paragraph

Drag the right indent marker

**Tip** To quickly adjust a left indent for one or more selected paragraphs, press **COMMAND+SHIFT+N**. Each time you press this combination, Word moves the left indent 0.5 inch to the right, unless you have changed the default tab stop setting. To move a selection to the left 0.5 inch, press **COMMAND+SHIFT+M**.

## Creating Hanging Indents

You may want to give a paragraph a hanging indent. Hanging indents can be used to create a numbered list, a bulleted list, or a bibliography. With a hanging indent, the first line aligns on the left and the rest of the paragraph “hangs” from the first line.

*Hold down the SHIFT key to drag the bottom triangle without moving the top triangle.*



### To set a hanging indent with the ruler

- 1 Select the paragraph(s) you want to indent.
- 2 Drag the first-line indent marker to the position where you want the first line to align.
- 3 Hold down SHIFT and drag the left indent marker to the location where you want the rest of the paragraph to align.

### To set a hanging indent with precise measurements

If you want to set a precise measurement for hanging indents, use the Paragraph command on the Format menu.

- 1 From the Format menu, choose Paragraph.
- 2 Under Indentation, in the Left box, type the measurement for all lines after the first.
- 3 In the First box, type a negative measurement for the first line. For example,  $-0.5$  instructs Word to extend the first line in the paragraph 0.5 inch to the left of the other lines in the paragraph.
- 4 Choose the OK button.

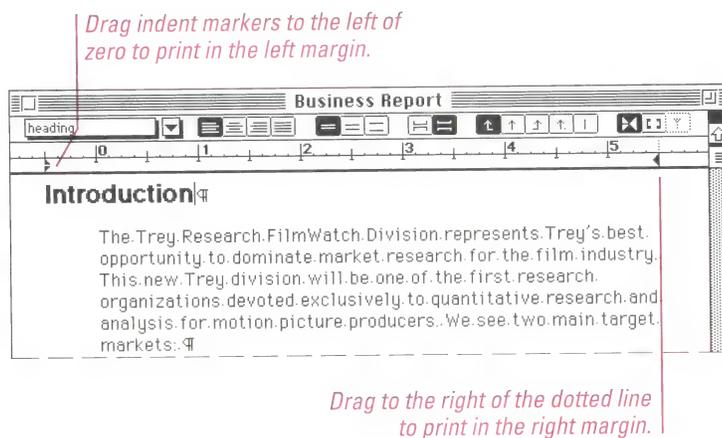
## To set a hanging indent with keys

- 1 Select the paragraph you want to indent.
- 2 Press COMMAND+SHIFT+T.

The first line of the paragraph remains unchanged; the other lines move to the right 0.5 inch—the position of the default tab stop.

## Setting a Negative Indent So Text Prints in the Margin

You can set a negative indent, which creates a paragraph that extends into the left or right margin of the page. For example, the heading “Paragraph Formatting” on the first page of this chapter was created by setting a left indent of  $-1.25$  inches to place the heading 1.25 inches to the left of the margin.



## To set a negative indent

- 1 Select the paragraph(s) you want to indent.
- 2 Drag the left indent marker or first-line indent marker to the left of zero, and/or drag the right indent marker to the right of the dotted line.

To indent with a precise measurement from the Format menu, choose Paragraph. Under Indentation, type a negative number in the Left, Right, or First box—for example,  $-0.5$  in in the Left box. Choose the OK button. Word moves the paragraph 0.5 inch into the left margin.

---

**Tip** As you drag the left indent marker to the left, Word displays negative numbers on the ruler. To scroll to the left of zero without adjusting the left indent, hold down SHIFT while you click the left scroll arrow at the bottom of the window.

---

## To set indents with the Paragraph command

- 1 Select the paragraph(s) you want to indent.
- 2 From the Format menu, choose Paragraph.
- 3 Under Indentation, type the measurement you want.

To set	Do this
Left indent	Type a measurement in the Left box.
Right indent	Type a measurement in the Right box.
First-line indent	Type a measurement in the First box.
Hanging indent	In the Left box, type a positive measurement for indenting all lines after the first. In the First box, type a negative measurement for the first line. For example, type <b>0.5</b> in the Left box and <b>-0.5</b> in the First box.
Negative indent	Type a negative measurement in the Left or Right box. For example, if you type <b>-0.5</b> Word moves the paragraph <b>0.5</b> inch into the margin.

- 4 Do one of the following:

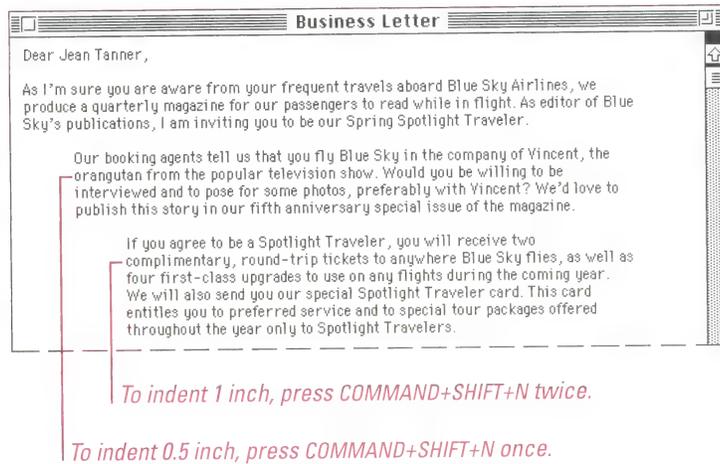
To see the results of your measurements without closing the Paragraph dialog box, choose the Apply button. If necessary, drag the dialog box to view the paragraph.

–or–

To close the dialog box and then view the effects of your measurements, choose the OK button.

## Creating “Nested” Indents

With Word you can nest indents—that is, indent successive paragraphs by incremental amounts. The amount is equal to the spacing between default tab stops, which is preset at 0.5 inch. Each time you press **COMMAND+SHIFT+N**, Word adds 0.5 inch to the left indent of selected paragraphs. To “unnest” and move the selected paragraphs outward incrementally, press **COMMAND+SHIFT+M**. Word subtracts 0.5 inch from the left indent of each selected paragraph. Repeat the key combination to continue moving the selected paragraph or paragraphs.



You can create an evenly staggered or nested appearance.

The 0.5-inch setting is the default tab setting. You can change this setting by changing the default tab stop with the Document command on the Format menu.

## Setting Tabs

Working with tab stops in Word is similar to working with tabs on a typewriter. When you press the TAB key (or OPTION+TAB if the insertion point is in a table), the insertion point jumps to the next tab stop position and the space is filled with a *tab character*.

Although the tab character is always inserted when you press TAB, it is not visible unless you choose the Show ¶ command from the View menu. Then a small right arrow (➤) appears wherever a tab character is inserted. The character does not print.

---

**Tip** When you use a typewriter, you use tabs to organize information into columns. With Word, if you want to produce columns and rows, use the Table command on the Insert menu. The Table command provides a grid that makes it easy to create, edit, and format columns of information. For more information, see Chapter 17, "Tables."

---

Each paragraph in a new document has default tab stops, which are preset at 0.5-inch intervals. You can use these tab stops, or you can:

- Change the default tab stops using the ruler or the Paragraph command on the Format menu. The ruler is quick and easily accessible. You see the results of your changes instantly. The Tabs button in the Paragraph dialog box, which works in conjunction with the ruler, offers more precision and more options.
- Set custom tab stops at any position. You can specify how text aligns at custom tab stops—centered, for example. You can also add leader characters—solid, dotted, or dashed lines that fill the space taken by the tab character.

You select the paragraph(s) you want to set tab stops for, and then set the tabs. If no paragraph is selected, any tab stops you set affect the paragraph that contains the insertion point. Each paragraph can have a different set of tab stops. When you set a custom tab stop, Word automatically clears all default tab stops to the left of the custom tab stop for the selected paragraphs.

Word stores settings for tab stops in the paragraph mark at the end of each paragraph. If you delete a paragraph mark, you delete the tab stop settings for that paragraph. The text of the paragraph becomes part of the paragraph that follows it. If you immediately choose Undo from the Edit menu, Word restores the paragraph mark and the paragraph mark restores the tab stops.

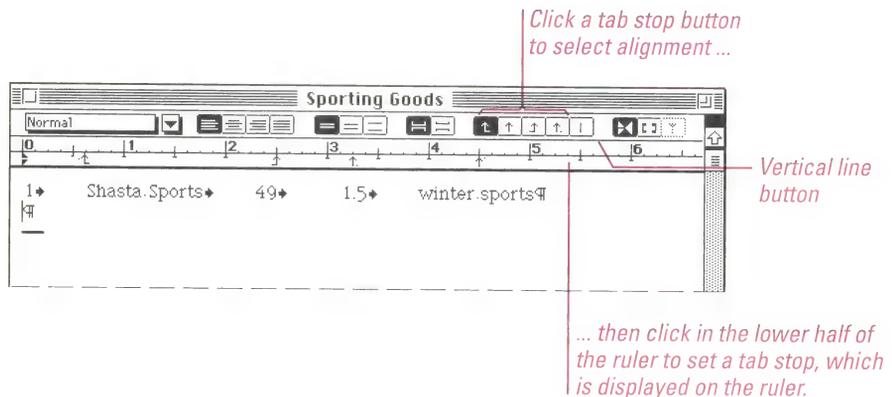
---

**Note** If the selection includes two or more paragraphs with different tab stops, the ruler is filled with gray and shows the tab stops for only the first paragraph. If you remove a tab stop in the first paragraph, tab stops in other selected paragraphs that are within a few hundredths of an inch of the tab stop you removed are also removed.

---

## Setting Tab Stops with the Ruler

You can use the mouse to insert, remove, and move tab stops on the ruler. You can also insert vertical lines between columns of text using the vertical line button on the ruler.



### To set tab stops with the ruler

- 1 With the ruler displayed, select the paragraph(s) you want to set a tab stop for.
- 2 Choose the alignment you want.

To set this tab	Click
Left-aligned	
Centered	
Right-aligned	
Decimal-aligned	

- 3 Click below the ruler scale at the position(s) where you want to insert tab stops.

### To move or clear tab stops with the ruler

- 1 With the ruler displayed, select the paragraph(s) whose tab stops you want to move or clear.
- 2 Do one of the following:
  - To move a tab stop, drag the tab stop to the new location on the ruler.
  - or–
  - To clear a tab stop, drag the tab stop below the ruler.

### To insert vertical lines

You can insert vertical lines between tab stops to separate columns of text. The vertical lines are not tab stops themselves.

- 1 Select the paragraph(s) in which you want to insert vertical lines.
- 2 On the ruler, click the vertical line button.
- 3 Click below the ruler scale at the position(s) where you want to insert vertical lines.

To move or clear vertical lines, use the same procedures you use to move or clear tab stops.

## Saving Time When Setting Tabs

You can have different tab settings for each paragraph. To save yourself some time, if you know tab settings will be the same for several paragraphs, set tabs in the first paragraph that needs them. When you press ENTER to start a new paragraph, Word copies the paragraph formatting instructions—including the tab settings—to the next paragraph.

When changing tab settings, make sure you select every paragraph you want the change to affect. Then you'll only have to change the settings once.

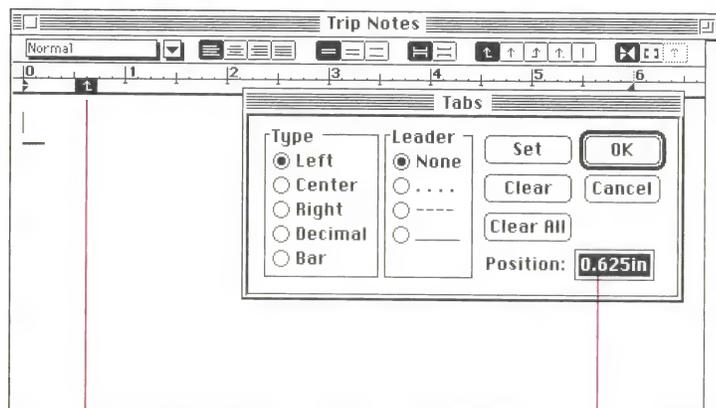
If you use the same tab settings often in your work, save the settings in a style. You can apply the style, including the tab settings, quickly in any document. For more information about styles, see Chapter 7, "Formatting with Styles."

## Customizing Tab Stops with the Tabs Dialog Box

With the Tabs dialog box, you can:

- Position tab stops with more precision than you can using the ruler.
- Change the tab leader character—a solid, dotted, or dashed line that fills the space taken by the tab character.
- Clear all the tab stops that you set for a paragraph. (The default tab stops set by Word remain.)

The Tabs dialog box and ruler work together. With the dialog box displayed, you can set, clear, and move tab stops on the ruler.



*Double-click on a tab stop marker as a quick way of displaying the Tabs dialog box.*

*The dialog box displays the exact position of the tab stop marker you selected.*

### To set a tab using the Tabs dialog box

You can also use this procedure to change the alignment and leader character of a tab stop after it is set.

- 1 Select the paragraph(s) whose tab stop settings you want to change.
- 2 From the Format menu, choose Paragraph, and then choose the Tabs button.
- 3 In the Position box, type the position at which you want to set a tab.  
You can enter measurements in decimal fractions (0.8, 1, 1.5). Measurement is in inches, unless you type an abbreviation for a different unit of measure (cm, pt, or pi)—for example, 2 cm.
- 4 Under Type, select the alignment option you want.  
Select Bar if you want to insert vertical lines between columns of text. These lines are not actual tab stops.
- 5 Under Leader, select the type of leader character you want, if any.
- 6 Choose the Set button.  
To set additional tab stops, click the ruler at a new tab stop position and select the tab options from the Tabs dialog box. (Move the Tabs dialog box, if necessary.) Choose the Set button for each additional tab.
- 7 Choose the OK button in the Tabs dialog box, and then choose the OK button in the Paragraph dialog box.

### To clear a tab stop using the Tabs dialog box

- 1 Select the paragraph(s) whose tab stop settings you want to change.
- 2 From the Format menu, choose Paragraph, and then choose the Tabs button.
- 3 In the Position box, type the position of the tab you want to clear, or click the tab stop marker on the ruler.
- 4 Do one of the following:  
To clear the selected tab stop, choose the Clear button.  
—or—  
To clear all the tab stops set for the selected paragraph(s), choose the Clear All button. The default tab stops remain.
- 5 Choose the OK button in the Tabs dialog box, and then choose the OK button in the Paragraph dialog box.

---

**Tip** If you select a tab stop on the ruler before displaying the Tab dialog box, the dialog box displays the position of the selected tab stop. Any changes you make in the dialog box affect that tab stop. To change a different tab stop, type its position in the Position box or select a different tab stop on the ruler.

---

## Adding Leader Characters

The space taken by a tab character is normally blank. You can fill the space with leader characters: a dotted line, a dashed line, or a solid line. This is useful for many kinds of lists, such as a cast of characters or table of contents. Each custom tab stop in a paragraph can have a different leader character.

Hamlet . . . . .	Bruno Martin	<i>Dotted leader</i>
Ophelia _ _ _ _ _	Anne Caspare	<i>Dashed leader</i>
Director _____	Maria Tanner	<i>Solid leader</i>

### To add or delete leader characters

- 1 Select the paragraph(s) for which you want to add or delete leader characters.
- 2 From the Format menu, choose Paragraph, and then choose the Tabs button.
- 3 Do one of the following:
  - If the tab stop already exists, type its tab position in the Position box or click the tab stop on the ruler.
  - or–
  - If the tab stop does not exist, type a position for the tab stop in the Position box.
- 4 Under Leader, select the option you want.
- 5 Choose the Set button.
- 6 Choose the OK button in the Tabs dialog box, and then choose the OK button in the Paragraph dialog box.

---

**Tip** When you print a table of contents, the spacing of the dots in a dotted leader may differ from line to line. This occurs if the tab character is formatted with a proportional space font. You can make the space between dots equal by formatting the tab characters in the table of contents with a monospace font such as Courier or Monaco.

---

## Changing Default Tab Stops

If you have not set any custom tab stops, pressing the TAB key moves the insertion point over 0.5 inch to the next default tab stop. You can change the distance between default tab stops by choosing the Document command from the Format menu.

### To change the default tab stops

- 1 From the Format menu, choose Document.
- 2 In the Default Tab Stops box, type the distance you want between tab stops.  
You can use inches (in), points (pt), centimeters (cm), or picas (pi).
- 3 Do one of the following:  
To change default tab stops for the current document, choose the OK button.  
–or–  
To change default tab stops for the current document and for future documents, choose the Use As Default button, then choose the OK button.

## Adjusting Spacing Between Lines and Paragraphs

You can adjust the space between lines of text in paragraphs or between the paragraphs themselves. Spacing improves the look of the document and often improves the readability.

### Adjusting Line Spacing Within Paragraphs

You can adjust the spacing between the lines in one, several, or all the paragraphs in your document. By default, Word single spaces lines of text and automatically adjusts line height to accommodate larger or smaller font sizes, graphics, or superscript or subscript text. Word measures line spacing in points; there are approximately 72 points to the inch.

You can set line spacing with the ruler or with the Paragraph command. If you set line spacing with the ruler, Word always adjusts for larger fonts or graphics. If you set line spacing with the Paragraph command, you have the choice of setting a particular measurement as the minimum spacing, which Word can make larger, or setting fixed spacing, which Word does not adjust.

### To set line spacing with the ruler

- 1 With the ruler displayed, select the paragraph(s) in which you want to set the spacing.
- 2 Click the appropriate line-spacing button.

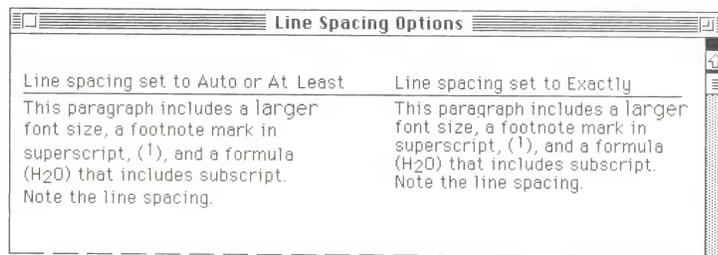
Button	Appearance	Space between lines
Single space		12 pts
One-and-one-half space		18 pts
Double space		24 pts

**Note** If you are working with very small type (less than 8 points) or very large type (more than 18 points), you may prefer to set a measurement for line spacing using the Paragraph command.

## Adjusting Line Spacing with the Paragraph Command

When you use the Paragraph command, you can type a line spacing measurement. Then, under Line, you can select the At Least option so that Word uses the measurement as a minimum line height, adjusting the spacing to accommodate larger fonts and graphics. Or, if you don't want Word to adjust the height, select the Exactly option. If you change your mind about the measurement, you can choose Auto and return to the default line spacing.

The following illustration compares line spacing set with the Auto and At Least options to line spacing set with the Exactly option. Note that Word adjusts the line spacing of the paragraph on the left but does not adjust the line spacing of the paragraph on the right.



### To adjust line spacing with the Paragraph command

- 1 Select the paragraph(s) whose spacing you want to adjust.
- 2 From the Format menu, choose Paragraph.
- 3 Under Line Spacing, do one of the following:
  - To set a minimum line spacing that Word can increase if necessary, select the At Least option.
  - or–
  - To set fixed line spacing that Word does not adjust, select Exactly.
- 4 Type a measurement.
  - Word assumes your measurement is in points unless you type another abbreviation—for example, li (lines), in (inches), or cm (centimeters).
- 5 Choose the OK button.
  - To return to the default line spacing for Word, select Auto.

**Note** If you select the Exactly option, and you've chosen to make superscript or subscript text that is larger than the normal 3-point font size for superscript or subscript, it may not display on the screen except in print preview. It will print in the font size you specify.

Graphic designers and typesetters usually measure line spacing from baseline to baseline. Word measures line spacing from descender to descender.

## Adjusting Spacing Between Paragraphs

In addition to changing the line spacing within a paragraph, you can adjust the spacing between two or more paragraphs. For example, the title of a document often has additional spacing after it. Throughout a document, headings, lists, tables, and graphics usually have larger amounts of space before and after them than do paragraphs of text.

You can press ENTER to create blank lines just as you do on a typewriter, but the Spacing Before and Spacing After options in the Paragraph dialog box offer several advantages:

- You can be more precise than if you press ENTER to create blank lines. You can indicate an exact amount of space before or after a paragraph, such as 5 centimeters or 0.7 inches.
- If you move a heading, graphic, or table that you have formatted with extra space before or after, the space moves with it. If you inserted extra space by pressing ENTER, you would have to copy the correct number of extra paragraph marks.
- If you press ENTER to create blank lines between paragraphs, Word adjusts the space between the paragraphs if you change font size. If you specify a measurement for the space before or after a paragraph, the space between paragraphs stays the same regardless of the font size.

When you print, Word ignores the Spacing Before setting if the paragraph begins at the top of a page following an automatic page break. Word observes the Spacing Before setting, however, if the paragraph follows a section break or a manual page break (that is, a page break inserted using the Page Break command on the Insert menu). Word also observes the Spacing Before setting if the Page Break Before option is selected under Pagination in the Paragraph dialog box.

### When to Add Space Before or Space After a Paragraph

Because space can be added both before and after a paragraph, you may find the following guidelines helpful for deciding where to add space.

- For most paragraphs with Normal style, add space before.
- For a paragraph that is widely separated from its neighbors, add space both before and after so that you format only one paragraph.
- For headings, add space after to separate them slightly from their following text. Add space before to set off headings from previous sections.
- For signature spaces in letters, add space after the closing.
- For graphics and tables, add space before and after the graphic or table itself. Then if you need to add text before and after the item, the spacing remains correct.

## To adjust paragraph spacing with the ruler

With the ruler, you can adjust the space before paragraphs. If you need to adjust the space after paragraphs, use the Paragraph command.

- 1 Select the paragraph(s) you want to add or remove space before.
- 2 Click one of the following.

### To do this

### Click

Add 12 points of space before each selected paragraph.



Remove extra space before each selected paragraph.



## To adjust paragraph spacing with the Paragraph command

- 1 Select the paragraph(s) you want to add or remove space before or after.
- 2 From the Format menu, choose Paragraph.
- 3 Under Spacing, type the measurement you want in the Before box or After box.  
You can type measurements in points (pt), picas (pi), centimeters (cm), inches (in), or lines (li). Word converts the measurement to points when you choose the OK button.
- 4 Choose the OK button.

**Note** If you add space after a paragraph and the next paragraph has space added before it, the amount of space between them is the total of the two amounts.

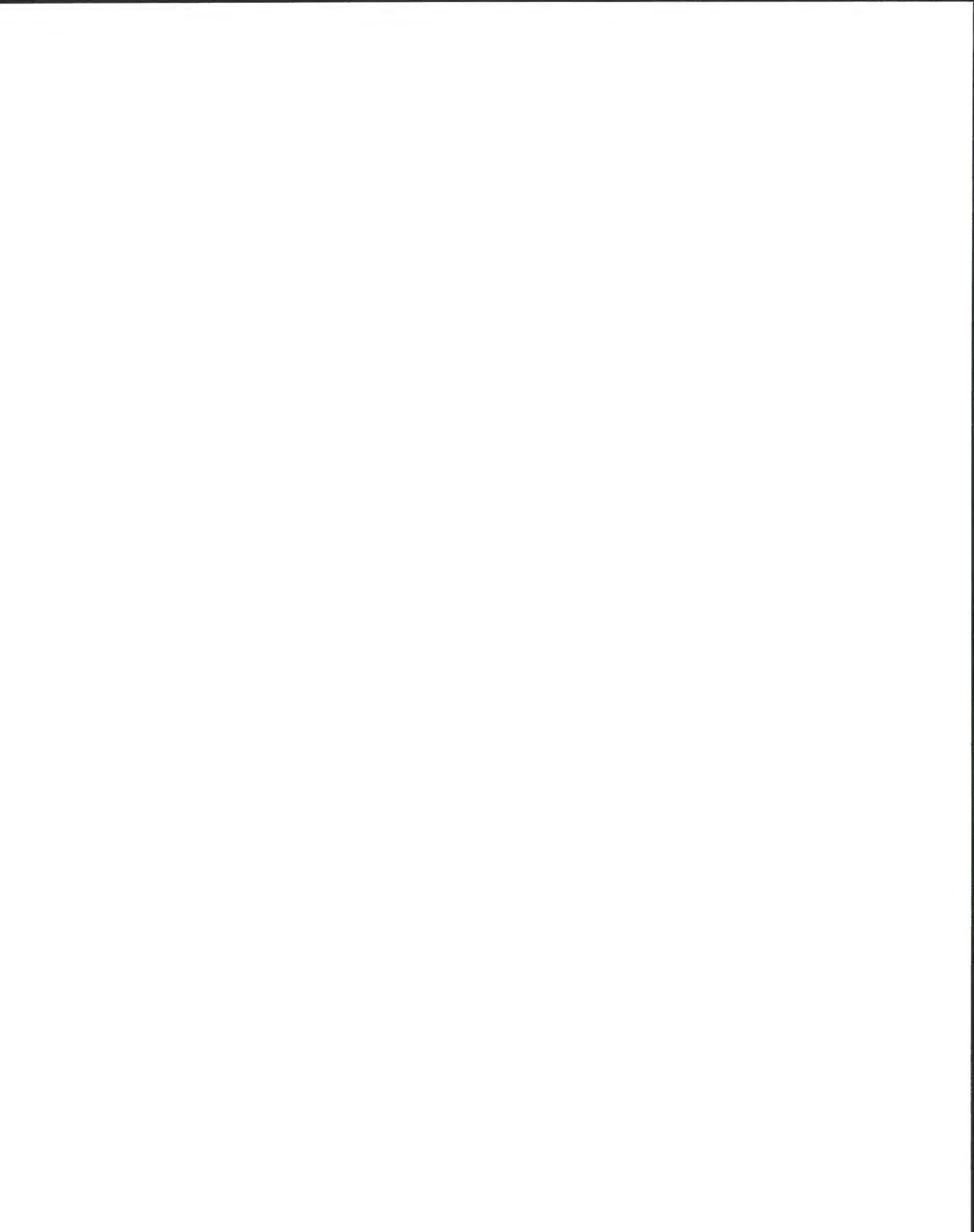
## Saving Time with Formatting

Do you usually press TAB when you begin a paragraph to indent the first line? Do you usually press ENTER to insert a blank line of space between each paragraph? If so, save time by storing this formatting as your Normal style. You'll never again need to press TAB to indent the first line or press ENTER an extra time to add a blank line between paragraphs. For more information, see Chapter 7, "Formatting With Styles."

## To return to Normal paragraph formatting

You can apply many formats to a paragraph and remove them all with one command if you change your mind. The paragraph returns to Normal style.

- 1 Select the paragraph(s) from which you want to remove the paragraph formatting.
- 2 Do one of the following:  
Press COMMAND+SHIFT+P.  
—or—  
In the style box on the left side of the ruler, select Normal. Choose the OK button to reapply the Normal style.



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## Overview

Suppose you've spent a few minutes formatting a paragraph to look the way you want. You've changed the font and point size, made the text italic, and indented the paragraph. Now you want several other paragraphs formatted to look the same. You could copy the paragraph several times and replace the text. But that's extra work, and if you wanted to change the formatting later, you'd have to reformat each paragraph.

Instead, you can save the formatting as a style. Select the paragraph you've formatted and give its combination of formats a name. That's all a style is: a group of character and paragraph formats that you've given a name. Assigning the same style name to other paragraphs applies the same formats in one step—you don't have to choose each formatting command separately. Some other advantages are:

- Styles save time formatting any type of document. You can quickly produce professional-looking memos, reports, and letters.
- Styles help ensure a consistent format. For long documents or projects involving many documents and writers, styles are virtually indispensable.
- Styles make design changes easy to incorporate, even at the last minute. Changing the format of a style reformats all paragraphs with that style in the document.
- Styles are easy to use. Just by choosing a few styles from a list, you can complete much of the formatting for a document.

**FilmWatch Division Marketing Plan**

**Introduction**

The Trey Research FilmWatch Division represents market research for the film industry. This new research organization devoted exclusively to motion picture producers. We see two main target markets:

- Producers who want to test the appeal of a prior to filming.
- Film companies who want to test the effect already wrapped.

FilmWatch has already gained high visibility with marketing director. (Marla's work in producing resulted in a revenue increase of about 42 percent than two dozen articles by the general business to parlay the PR already won into contractual production companies.)

FilmWatch offers two key advantages for motion picture producers:

- Objectivity and the ability to quantify results
- Expertise in consumer research and analysis

In the past, research on the Q factor for actors a

*Applying the same style to several paragraphs gives them exactly the same format.*

**FilmWatch Division Marketing Plan**

**Introduction**

The Trey Research FilmWatch Division represents Trey's best opportunity to dominate market research for the film industry. This new Trey division will be one of the first research organizations devoted exclusively to quantitative research and analysis for motion picture producers. We see two main target markets:

- Producers who want to test the appeal of actors, actresses, locations, and so forth prior to filming.
- Film companies who want to test the effect of different endings for films that have already wrapped.

FilmWatch has already gained high visibility with the hiring of Marla Jenkins as marketing director. (Marla's work in producing the final ending used in a recent movie resulted in a revenue increase of about 42 percent—an achievement written up in more than two dozen articles by the general business and film industry trade press.) We intend to parlay the PR already won into contractual alliances with several major film production companies.

FilmWatch offers two key advantages for motion picture producers:

- Objectivity and the ability to quantify results
- Expertise in consumer research and analysis

In the past, research on the Q factor for actors and actresses was done primarily by

*Changing a style's format reformats any paragraphs with that style.*

## Getting Started with Styles

If you've already formatted a few documents, most of the work to create a style is behind you. Now all you have to do is name each combination of formats you want to use again. This section explains how to:

- Create a style based on a formatted paragraph you select.
- Apply the style to other paragraphs that you want to format the same way.
- Change the format of a style. For example, you may want to change the style you used for all body text from justified to left-aligned.

### Creating a Style

For information about character formatting, see Chapter 5, "Character Formatting."

When you create a style, Word defines the style as having all of the paragraph formats applied to the selected paragraph, including borders, shading, and the paragraph's position in the page layout. Word bases the character formats defined for the style on the format of most of the selected paragraph's text. For example, if most of the text is 10-point Times and only a few words are italic, Word defines the style character format as 10-point Times. If most or all of the paragraph is italic, Word includes italic as a character format for the style.

Suppose you want to define a style based on the indented paragraph in the following illustration. Character formats include 12-point Geneva font. Paragraph formats include left text alignment, spacing after the paragraph, and left and right indents.

For information about paragraph formatting, see Chapter 6, "Paragraph Formatting."



*A style based on this paragraph would have 12-point Geneva font, left and right indents, left text alignment, and spacing after the paragraph.*

Styles you create for a document are saved when you save the document. You can create as many as 221 styles for a document. In addition, Word provides a number of standard styles that you can use to format many common elements in your document, such as headings.

You can use the styles defined in one document in other Word documents, so you only have to create a set of styles once. For more information about sharing styles among documents, see “Ensuring a Consistent Format Among Documents,” later in this chapter.

### To display the ruler

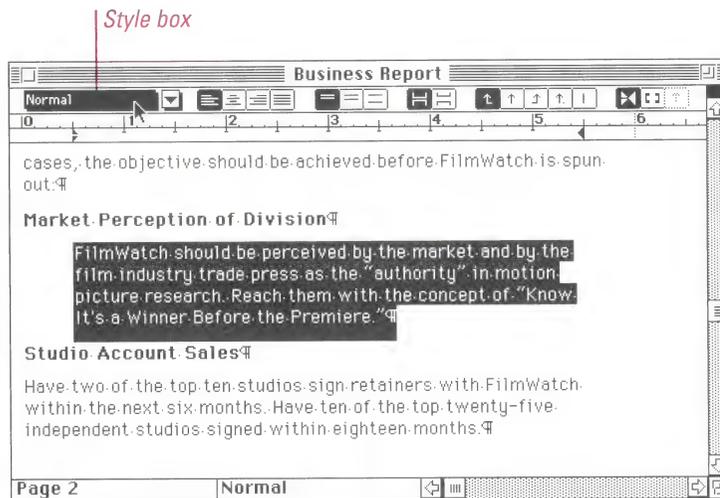
In most cases, it is easiest to create and apply styles by using the ruler. Before continuing with the instructions in this chapter, make sure the ruler is displayed.

- ▶ From the View menu, choose Ruler.

### To create a style based on a formatted paragraph

- 1 Select a paragraph that has the formats you want to define as a style.
- 2 Using the mouse, point to the style box on the ruler and click once.

The name of the style currently applied to the paragraph (probably Normal) is highlighted in the style box.



- 3 Type a new style name in the box and press ENTER or RETURN.  
You can use any combination of uppercase and lowercase letters and spaces.
- 4 Word asks you to confirm that you want to define the new style based on the selected paragraph. In the message box, choose the Define button.  
If you don't want to continue—for example, if you want to give the style a different name or change some of the formats—choose the Cancel button.

### Rules for Style Names

Style names can contain up to 254 characters and can include any combination of characters and spaces except a comma (or a semicolon for some non-English Macintosh systems). Style names are case-sensitive; Word treats “quote” and “Quote” as different styles.

You can give styles more than one name. A longer, descriptive name such as “margin note” helps you identify the style, and a brief alternate name such as “mn” makes it easy to apply the style using the keyboard. When naming the style, type both names in the style box on the ruler, separating them with a comma: margin note,mn. You can rename styles and add alternate style names using the Style command.

The name you assign a style must be unique for a particular document. For example, a document can have only one style named “body text.” Formatting with styles is more effective if you use a consistent set of style names for all your documents. The importance of consistent style names is discussed in “Working with Style Sheets,” later in this chapter.

### Applying a Style

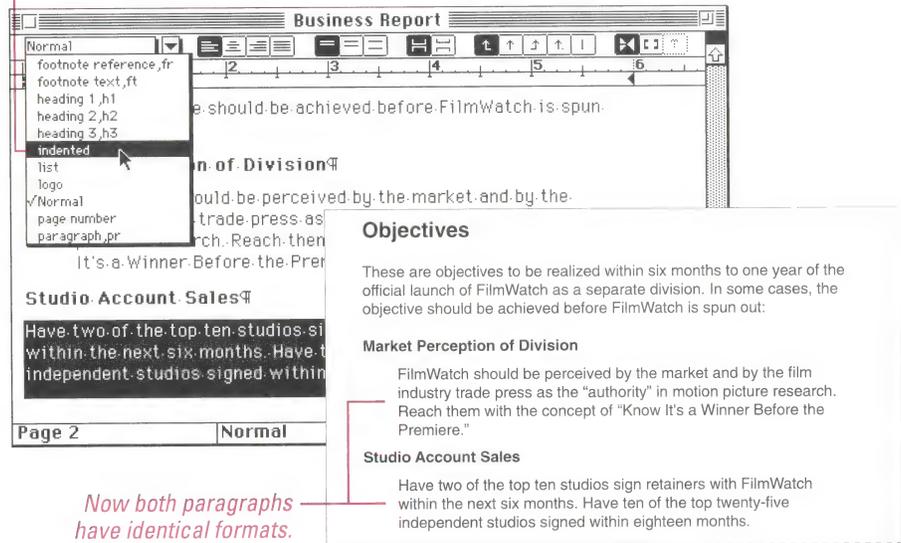
Once a style is defined, you can apply it to any number of paragraphs in your document. Applying a style to a paragraph gives that paragraph the same formatting as the paragraph you used as the model for that style.

When selecting a paragraph to apply a style to, you can place the insertion point anywhere in the paragraph or select any part of the paragraph's text. Word considers the paragraph selected and uniformly applies the style formatting to the entire paragraph. All of the character formatting defined for the style is applied to all text in the selected paragraph, even though all of the paragraph text may not be highlighted on your screen.

## To apply a style with the ruler

- 1 Select the paragraph or paragraphs to which you want to apply the style.
- 2 In the style box on the ruler, select the style you want to apply.

*Choosing a style from the list applies that style to the selected paragraph.*



*Now both paragraphs have identical formats.*

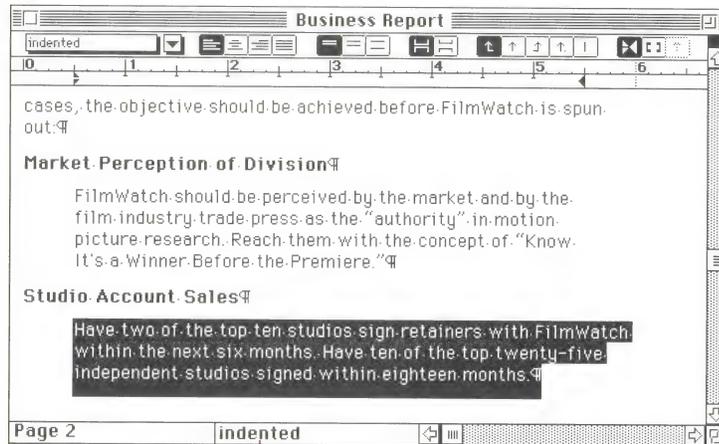
## To apply a style with the keyboard

Use this technique if you prefer to keep your hands on the keyboard or if you like to work without the ruler.

- 1 Select the paragraph or paragraphs to which you want to apply the style.
- 2 Press COMMAND+SHIFT+S.  
Word displays the word “Style” in the status bar.
- 3 Type the style name and press ENTER.

You need to type only enough of the style name to identify the style. If you’ve included an alternate name for the style, you can type the alternate name.

**Tip** To apply the same style to other paragraphs, select the paragraphs and choose the Repeat command from the Edit menu (or press COMMAND+Y) immediately after applying the style. If you want to apply the style to several groups of paragraphs, continue selecting paragraphs and choosing Repeat until you've applied the style to all the paragraphs you want to have the identical format.



*The style applied to a selected paragraph is shown at the bottom of the window.*

## Redefining the Format of a Style

Suppose you've indented the first line of all body text paragraphs in your document. You later want to change all body text to a block paragraph style and include a line of space after each paragraph. If you've used a style to format the body text, you need only redefine the style. Word immediately changes the format of all body text throughout the document.

Redefining the formats of a style updates that style only in the current document. To make the change in other documents that use the same style, see "Working with Style Sheets," later in this chapter.

### To redefine the formatting of a style

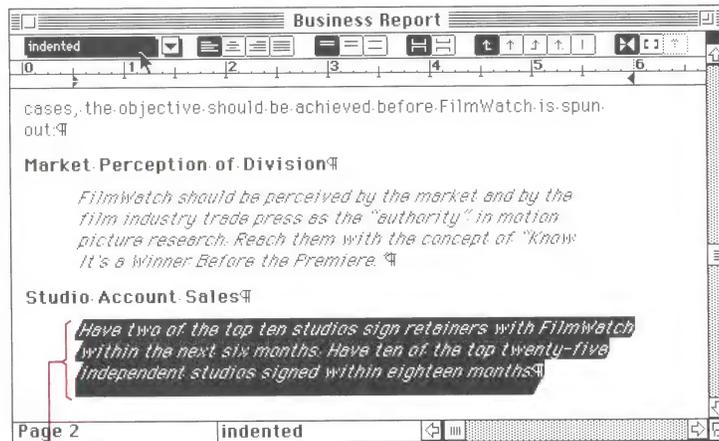
- 1 Select any paragraph that has the style you want to redefine.
- 2 Make any changes to the formatting, using commands from the Format and Font menus or the ribbon and ruler.

- 3 In the style box on the ruler, click to highlight the name of the style. Then press RETURN or ENTER.

You can also choose the name of the style from the list.

- 4 Word asks whether you want to reapply the original style to the selection or redefine the style based on the selection. Double-click the option to redefine the style.

All paragraphs with the style you have redefined are updated with the new formatting.



*The style "indented" is redefined to have the new formats applied to the selected paragraph.*

## Using the Standard Styles in Word

For many elements in your documents—body text, headings, footnotes, headers, and footers, for example—Word provides a number of ready-to-use standard styles. Standard styles have preset formats designed for use in most types of documents. If you like, you can redefine their formats just as you redefine styles you create yourself.

In your day-to-day work, Normal style is the standard style you'll probably use most often. Normal style controls the default font, point size, line spacing, text alignment, and other text formats. In new documents you create using the New command on the File menu, Normal is applied to the first empty paragraph. As you type, each new paragraph is formatted with Normal style until you apply a different style, such as a heading style.

Word applies standard styles to the appropriate document elements as you use them in your document. If you create an index using the Index command on the Tools menu, Word applies the standard styles Index 1 through Index 9 to the index entries. The text you type in the header of a document is automatically formatted using the standard style Header.

The following illustration shows some standard styles in Word and the elements in the document whose formatting they control.

The diagram illustrates the application of various Word styles to a document. The document content is shown in a box with line numbers on the left. Labels with arrows point to specific elements, identifying the style used for each. Below the document content, a 'Table of Contents' and an 'Index' are shown, with labels pointing to their respective styles.

**Document Content and Style Labels:**

- Header:** Section 1: Objectives and Strategy
- Page number:** 1
- Heading 1:** Film Watch Division Marketing Plan
- Normal:** Introduction, The Trey Research Film Watch Division represents Trey's best opportunity to dominate market research for the film industry. This new Trey division will be one of the first research organizations devoted exclusively to quantitative research and analysis for motion picture producers.
- Heading 2:** Objectives, These are objectives to be realized within six months to one year of the official launch of Film Watch as a separate division. In some cases, the objective should be achieved before Film Watch is spun out.
- Footnote:** For reprint, see Dave Howell.
- Footer:** Film Watch Marketing Plan
- Line number:** 5, 11, 15, 20, 25, 30, 35

**Table of Contents and Index Styles:**

Introduction	1	} Table of Contents styles
Objectives	1	
Long-Term Market Share Projections	1	
Positioning	2	
Market Perception	3	
Studio Account Sales	4	
Marketing Programs	5	

Market share competitors	4-6	} Index styles
objectives	4	
projections domestic	5	
international	6	
Positioning	7	

By default, Normal style is defined as 12-point New York font (on some computers the font may be Geneva) with left-aligned text and single line spacing. If you prefer a different format for main body text and other common document elements, you can redefine Normal and other standard styles to have any format you want. The easiest way to change the font and font size of Normal is to use the Default Font command on the Font menu. To change other formats of Normal style in addition to the font and font size—to make text double-spaced and justified, for example—you redefine the format of Normal as you would any other standard style.

Keep in mind that the formats of all standard styles are based on Normal style. This means that a standard style has all of the formats defined for Normal style plus additional formats tailored for a particular element in the document. Redefining the formats of Normal style can also change some formats of other standard styles. Redefining the font used by Normal to Times, for example, changes the font used by most standard styles, thus ensuring a consistent text design.

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**Tip** The formatting you want for ordinary body text may be unsuitable for other elements in a document—for example, you probably don't want headers, footers, and footnotes to have an indented first line and double line spacing. One way to avoid unwanted changes in the format of other standard styles is to create a new style for body text and use it instead of Normal. Any of the formatting you define for the new body text style won't affect the standard styles in the document.

---

## Use Heading Styles to Produce a Table of Contents

If you're planning a table of contents for your document, make sure you format the headings in your document using the standard heading styles, Heading 1 through Heading 9. When you use the Table Of Contents command on the Insert menu, Word will automatically collect the headings to create the table of contents. If you manually format headings in your document or use your own styles for the headings, you need to mark each heading paragraph as a table of contents entry.

For instructions on applying the heading styles to paragraphs in your document, see the procedure "To apply standard styles with the ruler," later in this section. If you prefer a different format for the headings, you can redefine the heading styles; see the procedure "To redefine the format of a standard style with the ruler," later in this section.

In outline view, you can also drag paragraphs to the desired outline level to apply the appropriate heading style. For details on the use of heading styles with other Word features, see Chapter 30, "Indexes and Tables of Contents," and Chapter 28, "Outline View: Creating Outlines and Reorganizing Documents."

## To change the default font and font size of Normal style

Use this procedure to change the default font and font size of Normal for the active document and all new documents you create. The font and font size used for Normal style in existing documents is not changed by this procedure.

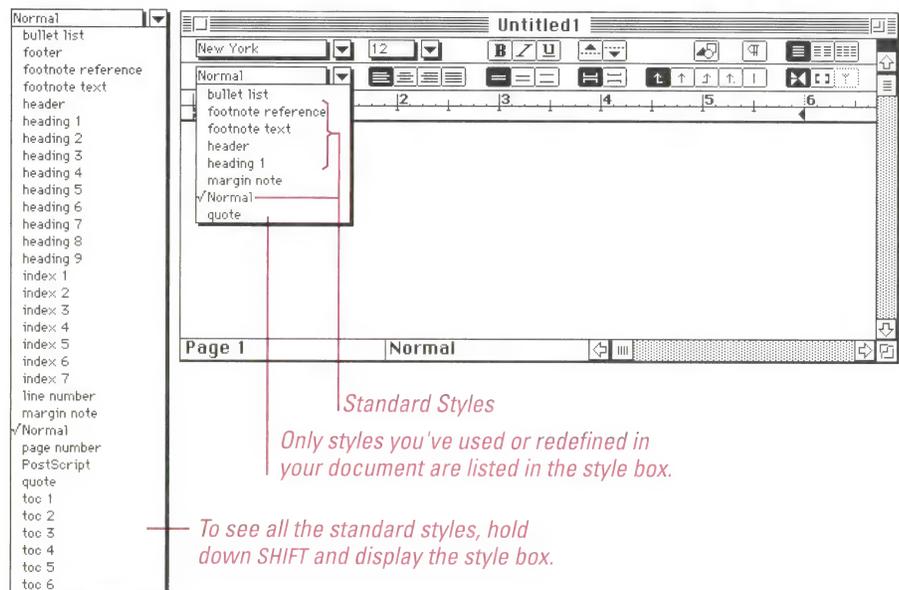
- 1 From the Font menu, choose Default Font.  
Word displays the Default Font options in the Preferences dialog box.
- 2 In the Default Font box, select the font you want used for Normal style.
- 3 In the Default Size box, select or type the desired point size.
- 4 To close the dialog box, click the close box in the upper-left corner.

## To apply standard styles with the ruler

A standard style is not listed in the style box on the ruler until you insert the related element into your document or apply the style to text. For instance, the standard Footnote style isn't listed until you insert a footnote. That way, only the styles you are likely to need appear in the list; however, all standard styles are still available. Use the following procedure to apply any standard style with the ruler, such as a heading style.

- 1 Select the paragraph to which you want to apply the standard style.
- 2 Hold down SHIFT and display the style box on the ruler.  
All of the standard styles are listed.
- 3 Select the style you want to apply.

The standard style you apply is added to the style box on the ruler.



### To redefine the format of a standard style with the ruler

Once you apply a standard style to text, the easiest way to redefine its format is to use the ruler. The style format changes only in the active document. Standard styles in existing documents or new documents you create are not affected.

- 1 If you have not already applied the standard style to a paragraph in your document, select the paragraph and apply the standard style you want to redefine. See the preceding procedure, “To apply standard styles with the ruler.”
- 2 With the paragraph still selected, apply the formats you want to define for the standard style. Use the ruler, ribbon, and commands from the Format and Font menus.
- 3 In the style box on the ruler, click to highlight the name of the style. Then press RETURN or ENTER.  
You can also select the name of the standard style in the style box.
- 4 Word asks whether you want to reapply the original style formatting or redefine the style. Select the option to redefine the style.

All paragraphs formatted using the standard style are updated with the new format.

### To redefine the format of a standard style with the Style command

Use this procedure to redefine the format of any standard style, including standard styles not currently used in your document. For example, you may want to redefine the format of several standard styles before you type the document. You can redefine the format for the standard styles for the active document only, or also change the default format used for the standard styles in all new documents.

- 1 From the Format menu, choose Style.
- 2 In the Style dialog box, select the All Styles option button to list the standard styles.
- 3 From the styles list, select the standard style you want to redefine.

Word displays the formatting defined for the style in the box below the Style box. Refer to the illustration following this procedure.

- 4 Using the ruler, ribbon, and commands from the Format and Font menus, choose the formats you want to define for the style just as you would apply the formatting to text in your document. If the Style dialog box hides the ribbon or ruler, drag the dialog box by its title bar.

For example, to define bold as a format for the selected style, click the bold button on the ribbon. The Style dialog box remains open as you choose the formatting commands.

- 5 To redefine the style, choose the Define button.
- 6 To use the redefined style in all new documents, not just the active document, choose the Use As Default button.

Word prompts you to confirm that you want to change the default style sheet. Choose the Yes button in response to the message.

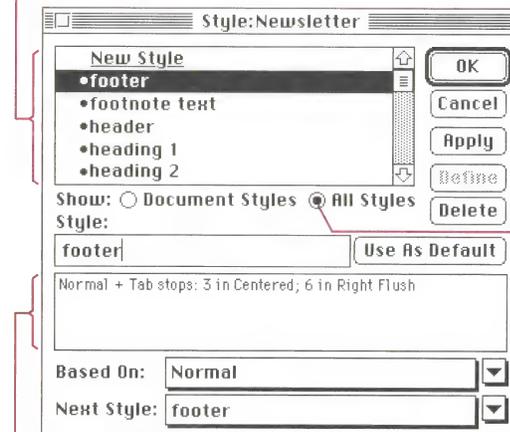
If you don't choose the Use As Default button, the format of the selected standard style is redefined only for the active document.

- 7 Choose the Close button.

If you choose the OK button to close the dialog box, Word applies the selected standard style to the paragraph containing the insertion point or selection in your document.

*Styles for the document "Newsletter" are shown in the list.*

*A bullet beside the style name identifies standard styles in Word.*



*Select All Styles to show all standard styles in the list box.*

*Standard styles have all the formatting of Normal style plus additional formats tailored to their special use.*

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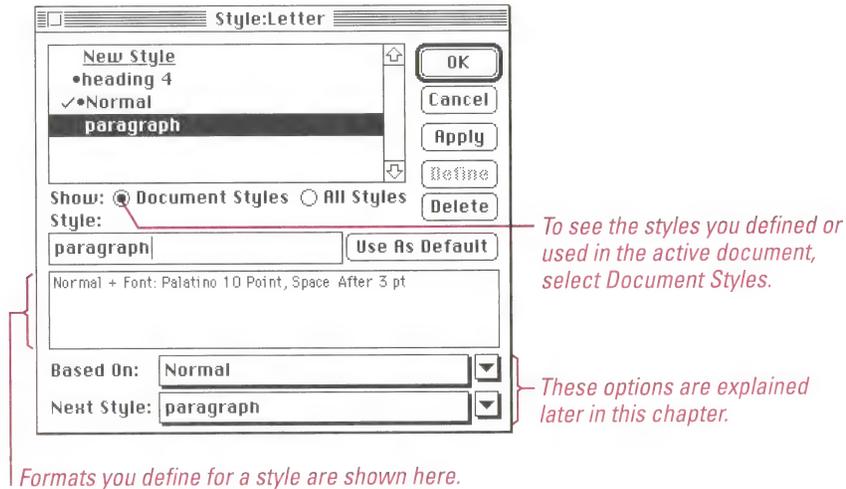
**Tip** If you've already redefined the format of a standard style using the ruler and want to use that formatting as the default, you can choose the Style command, select the standard style from the styles list, and then choose the Use As Default button. Word will use the formatting defined for the standard style in all new documents you create.

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## Working with Style Sheets

The styles available for a document—that is, the styles you define yourself and the standard styles supplied by Word—are referred to as a document's style sheet. A style sheet is an integral part of any Word document. You cannot detach a style sheet from a document. You can, however, change the document's style sheet in various ways. You'll do most of this work using the Style command on the Format menu. This section shows you how to use the Style command to do the following:

- Define and redefine styles
- Delete styles from a style sheet
- Add styles to the default style sheet used for all new documents
- Rename styles
- Print the style sheet, showing you all styles defined for the document



### To define a style using the Style command

In general, the easiest way to define a style is to select a formatted paragraph in your document and give the paragraph's format a style name using the ruler. On occasion, however, you may prefer to use the Style command, especially if you're defining a number of styles at once. You could be working from design specifications, for example, that identify the formats for each style in the document. Or you may have specific formats in mind for a style.

- 1 From the Format menu, choose Style.
- 2 In the styles list, select New Style.

- 3 In the Style box, type a name for the style.  
Use any combination of uppercase and lowercase characters and spaces, except commas or semicolons. For more information about style names, see “Rules for Style Names,” earlier in this chapter.
- 4 The formatting of the new style is initially based on the style applied to the selected paragraph in your document. The style name is displayed in the Based On box. Delete the style name shown in the Based On box unless you want the formatting of the new style to be based on the selected paragraph’s format.
- 5 Using the ruler and ribbon, and commands from the Format and Font menus, choose the formats you want to define for the new style just as you would apply the formatting to text in your document. If the Style dialog box hides the ribbon or ruler, drag the dialog box by its title bar.  
  
For example, to define bold as a format for the new style, click the bold button on the ribbon. The Style dialog box remains open as you choose the formatting commands.
- 6 Choose the Define button to define the style.  
If you want to define another new style, select New Style in the styles list and repeat steps 3 through 6.
- 7 Choose one of the following buttons.

Choose	To do this
Apply	Apply the new style (or any selected style) to the selected paragraph in your document. The Style dialog box remains open, so you can see the results and redefine the format if you like. If the dialog box hides the paragraph, drag the dialog box by its title bar.
OK	Define the style (if you have not already chosen the Define button). Choosing OK also applies the style to the selected paragraph and closes the Style dialog box.
Cancel/Close	Close the dialog box. The button is named Cancel until you perform an action that cannot be reversed, such as defining a style. Then the button changes to Close.

---

**Note** If you change a format for a style and do not choose Define before choosing Cancel, Word warns you that the formatting changes won’t be saved. In the message box, choose Cancel to return to the Style dialog box; then choose the Define button to save the changes. To discard the changes and close the Style dialog box, choose the OK button in the message box.

---

### To redefine the format of a style using the Style command

- 1 From the Format menu, choose Style.
- 2 From the styles list, select the style you want to redefine.
- 3 Using the ruler, ribbon, and commands from the Format and Font menus, choose the new formats for the style just as you would to change the formatting of text in your document. If the Style dialog box hides the ribbon or ruler, drag the dialog box by its title bar.

For example, to define bold as a format for the selected style, click the bold button on the ribbon. The Style dialog box remains open as you choose the formatting commands.

- 4 To redefine the style, choose the Define button.  
If you want to redefine another style, select the style from the list and repeat steps 3 and 4.
- 5 To close the dialog box after you have redefined the styles you want, choose Close.

### To delete a style from a style sheet

When you no longer need a style in the document, you can delete it from the document's style sheet. Any paragraph formatted with the deleted style in your document is changed to Normal style. You cannot delete a standard style.

- ▶ In the Style dialog box, select the style you want to delete from the styles list and choose the Delete button.

### To add a style to the default style sheet

New documents you create using the New command on the File menu use the default style sheet for Word. Initially, the default style sheet contains only standard styles. You can add your own styles to the default style sheet to make your styles readily available in all new documents you create, along with Normal and the other standard styles.

- 1 From the Format menu, choose Style.
- 2 Select the style you want to add to the default style sheet and choose the Use As Default button.
- 3 Word prompts you to confirm that you want to change the default style sheet. Choose the Yes button in response to the message.

Changes you make to the default style sheet are saved in the current Word settings file when you quit Word. You can create several settings files, each with its own set of default styles tailored for a particular type of document. For more about settings files, see Chapter 40, "Customizing Word to Fit Your Work."

### To rename a style

- 1 In the Style dialog box, select the style you want to rename.
- 2 In the Style text box, delete the name and type a new name for the style.
- 3 Choose the Define button.

When Word asks whether you want to change the style name, choose the OK button in the message box.

Only the name of the style is changed; the formatting defined for the style is not changed.

---

**Note** If you change the name of a style to the name of an existing style in the document, the formatting characteristics of the existing style override the formatting of the style you are renaming.

---

### To print a style sheet

Print a style sheet when you want to see the actual style names and definitions on paper; this is useful when you want to redefine styles or compare the style sheets of several documents. Word lists all the styles defined for the document and each style's formats.

- ▶ With the Style dialog box open, choose Print from the File menu.

### Finding and Replacing Styles

Using the Find and Replace commands on the Edit menu, you can:

- Find all paragraphs formatted with a particular style in your document.
- Find all paragraphs that have a certain combination of character and paragraph formats and apply a style to them.
- Find paragraphs formatted with one style and apply a different style to them.

For more information, see Chapter 11, "Finding and Replacing Text or Formatting."

## Ensuring a Consistent Format Among Documents

Suppose you're working on a large documentation project. The formatting of each of the many documents in the project must exactly match strict design specifications. Or perhaps you want all your memos and letters to match your company's standard format. Styles help ensure a consistent format in all documents of a certain type, but they can do so only if you use them in a consistent way in your documents.

The style names you use in your documents are the key to consistent formatting. Using a common set of style names helps you remember which style to apply to the various

elements in your documents and also allows you to easily update your documents' formatting as often as you like. If you use a style you've named "List" to format bulleted lists in one document, for example, use the same style, with the same name, to format bulleted lists in all other documents of that type.

## Using Stationery

One way to ensure that your documents use a common set of style names is to start all new documents from stationery. Stationery is a type of document that works like a template. You can create stationery for each type of document for which you want a consistent format. For example, create one type of stationery for memos, another for letters, and another for reports. The styles and other format settings for a particular type of document are ready for you to use as soon as you start a new document based on the stationery. Each new document will have the same set of styles as the stationery.

**For more information about stationery, see Chapter 27, "Stationery: Setting Up Document Templates."**

When you want to change the format of a style, make sure you redefine the format of the style in the stationery. The change in the stationery formatting will be reflected in new documents you create from the stationery.

The benefits of this strategy are especially apparent if you later want to change the format of existing documents. For example, design changes often occur late in a large documentation project. Instead of redefining the styles in each document, you need only to redefine the styles once in the stationery. Then, to update the styles in all of the related documents, you use the Style command to merge the stationery's style sheet with the style sheet of each document. Updating the style sheets in this way ensures that all documents in your project retain identical formatting.

## Merging Styles from Another Document

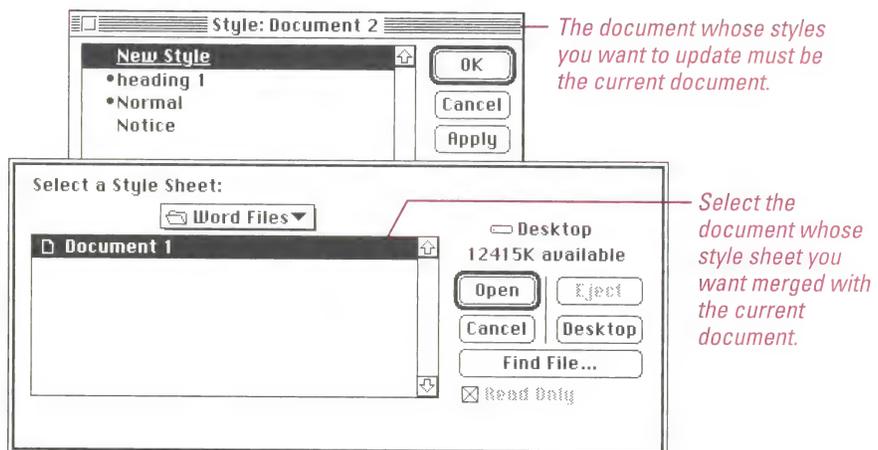
Merging style sheets combines the style sheet from a selected document with the style sheet of the active document. The formats defined for styles in the active document are updated to match the formats of styles of the same names in the incoming style sheet. Styles from the incoming style sheet that are not defined in the active document are added to its style sheet.

If you created a document using the New command on the File menu, you can also merge a style sheet to quickly add to the new document styles you defined in another document.

If you have just made changes to the incoming style sheet, you must first save that document to record the changes in its style sheet before merging it with the active document's style sheet. It's also a good idea to save the active document before you merge the style sheets. If you get results you don't want, you can close the document without saving the changes to its style sheet.

## To merge styles from another document

- 1 Open the document that has the styles you want to update.
- 2 From the Format menu, choose Style.
- 3 With the Style dialog box open, choose Open from the File menu.  
Word displays a dialog box that directs you to select the style sheet you want merged.
- 4 From the list of documents in the dialog box, double-click the document that has the style sheet you want to merge with the style sheet of the active document.  
Word changes the formats of the styles in the active document to match the formats of the styles with the same name in the selected style sheet.
- 5 To close the Style dialog box, choose the Close button.



As an example of what happens when you merge the style sheets of two documents—and to illustrate the importance of consistent style names—suppose you merge the style sheet of Document 1 (the incoming style sheet) with Document 2. Both documents include the styles Heading 1 and Normal, but the formatting defined for these styles is different in the two documents. Document 1 also has the styles “Note” for formatting notes and “List” for formatting bulleted lists. Document 2 has a style for formatting notes named “Notice.” After you merge the style sheets, Document 2 will have a style sheet that includes the styles Heading 1, Normal, “Note,” and “List,” formatted as they are in Document 1, and the style “Notice,” with its original formatting unchanged.

The following list summarizes the rules Word observes in merging style sheets:

- Styles that have identical style names are merged. The styles from the incoming style sheet override, or replace, the styles in the active document. In this example, Heading 1 and Normal in Document 1 override the formatting of the same styles in Document 2.

- Styles in the active document that have unique style names are not changed. In Document 2, the formatting of the “Notice” style is not changed, because there is no style by that name in Document 1.
- Styles in the incoming style sheet that are not defined in the active document are added to the active document’s style sheet. The “List” and “Note” styles from Document 1 are added to Document 2’s style sheet.
- The case of the letters in the style names does matter. For example, the styles “list” and “List” are considered different styles.
- Word recognizes any alternate name for a style. If two styles from different style sheets have the same alternate name, the formatting of the incoming style replaces the formatting of the style that has the same alternate name in the active document. For example, suppose the style used to format notes in Document 1 were named “Note,n ” and the style for notes in Document 2 were named “Notice,n.” Because both styles have the same alternate name “n,” Word would merge the styles and the names. In Document 2, the style would be named “Note,n,Notice” and take on the formatting of the “Note,n” style from Document 1.

---

**Tip** If style names of the incoming style sheet and the current document conflict, first use the Style command to rename the styles in the active document so they match the names in the incoming style sheet. Then, when you merge the style sheets, the appropriate styles will be updated.

---

## What Happens When You Copy Text to Other Documents?

When you copy a paragraph from one document to another, the formatting of the paragraph may change after you paste it into the second document. For instance, you may copy a paragraph formatted with Normal style into a document that has Normal defined with a different font and font size. The format of the paragraph changes to match the formatting defined for Normal style in the second document. On the other hand, if the copied paragraph is formatted with a style that is not defined in the second document, Word adds the style to the second document to retain the formatting of the paragraph.

Copying paragraphs formatted with styles is a convenient way to bring only a few styles you’ve already created into another document. If you want only a few styles copied, make sure you copy fewer than 50 paragraphs at a time. That way, only the styles applied to the copied paragraphs are brought into the document into which you paste the paragraphs. If you copy more than 50 paragraphs or copy the entire document, all of the styles in that document’s style sheet are merged with the style sheet of the document in which you paste the text. If styles in both documents have the same names, the style formatting of the incoming document—the one containing the text you selected and copied—overrides the styles in the document in which you pasted the text.

Other commands that insert text into a document, such as the Glossary, Link Options, Paste Special, and Subscribe To commands on the Edit menu, can also bring styles into a document. If the text is formatted with a style that is also defined in the document into which the text is inserted, the text takes on the format defined for that style in the document. If the inserted text is formatted with a style that is not defined in the document, the style is added to the document’s style sheet.

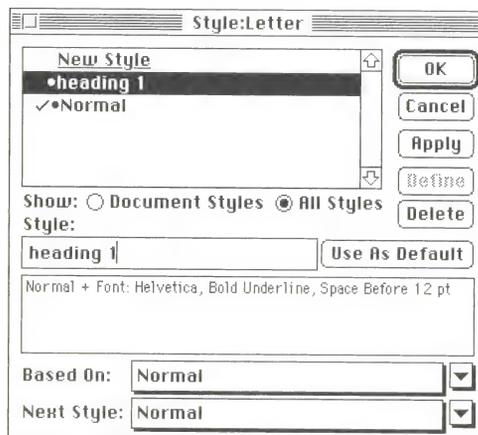
## Using the Next Style and Based On Options

The Next Style and Based On options of the Style command can automate formatting a few steps further:

- Use the Next Style option in cases where a paragraph formatted with a particular style is routinely followed by another paragraph with a different style. For example, paragraphs of body text usually follow headings. Using the Next Style option, you can have Word automatically apply the appropriate style when you press ENTER to start a new paragraph.
- Use the Based On option to control the format of several related styles by basing them on a single master style. You can update the formatting of an entire group of styles just by redefining the format of the style on which they are based.

### Next Style: Applying Styles Automatically

To see the Next Style option at work, press ENTER to start a new paragraph. Without moving the insertion point, apply a heading style to the paragraph (hold down the SHIFT key and choose Heading 1 from the list of styles in the style box on the ruler). Type some sample heading text, and then press ENTER again: Word automatically applies Normal style to the new paragraph. If you look in the Style dialog box, you'll see that Normal is specified in the Next Style box for all standard heading styles. Normal style, on the other hand, is its own next style. You can continue typing in Normal style until you apply a different style.



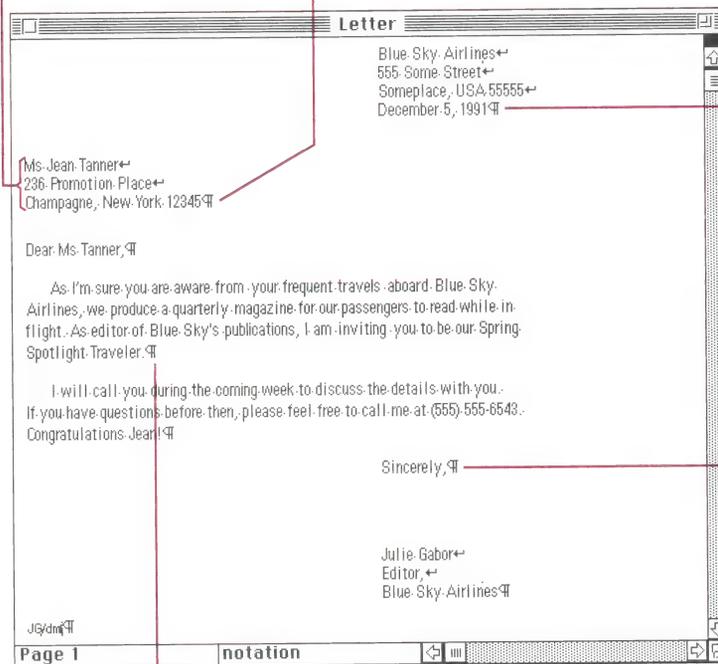
Business letters are good examples of documents in which the Next Style option can help automate formatting. In the following illustration, the two inside addresses, salutation, and other parts of the letter are formatted using styles. The style “address 1” is defined to have “address 2” as the next style; the style “address 2” is defined to have

“salutation” as the next style; and so on. Since you will most likely type several paragraphs in the body of the letter, the style “body” is its own next style. If you set up your letter styles this way, the letter practically formats itself as you type. Once you apply the style “address 1” to the first paragraph, the only time you must apply a style is when you reach the closure.

Because the formats defined for the “address 1” and “address 2” styles include paragraph spacing, SHIFT+RETURN is used to break the address lines without adding space after each line.

*Press SHIFT+RETURN to type several lines without starting a new paragraph.*

*Pressing ENTER here applies the style “salutation” to the next paragraph.*



**Tip** If you use a style other than Normal for the majority of the body text in your documents, you should specify that style as the next style for all of the standard heading styles.

## To specify a next style

When you define a style using the ruler, it's used as its own next style by default. You can specify a different next style by using the Style command. You must first create the style you want to specify as the next style.

- 1 From the Format menu, choose Style.
- 2 In the styles list, select the style for which you want to specify a next style.
- 3 In the Next Style box, select the name of the style you want to follow the selected style.

If you prefer, you can type the style name in the Next Style box.

- 4 Choose the Define button to redefine the selected style.
- 5 To close the Style dialog box, choose the Close button.

## To override the Next Style option

On occasion, you may want to override the Next Style option and continue typing in the style of the current paragraph.

- ▶ Press **COMMAND+RETURN** to start the new paragraph.

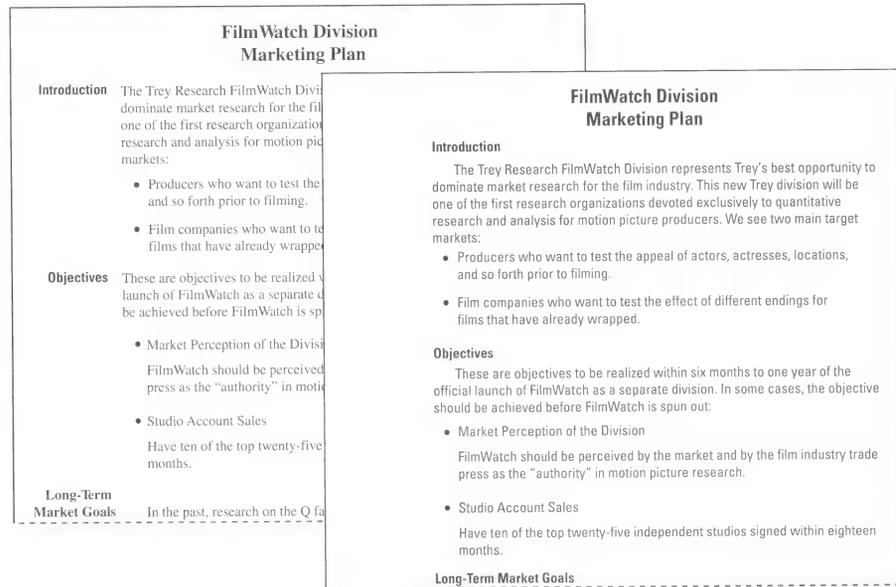
The style of the current paragraph, instead of the specified next style, is applied to the next paragraph.

## Based On: One Style Controls the Format of Many

Particularly in long documents, there may be many distinct elements—various heading levels, bulleted lists, notes, step-by-step instructions, and several types of tables. Although each element is formatted with a different style, there are probably a number of formats you want certain elements to share, such as the font and text alignment.

To help ensure consistent formatting among related styles—and make working on large style sheets easier—you can base a number of related styles on a single master, or base, style. For example, with one base style you can control the font of all heading styles, and with a different base style you can control the font, font size, line spacing, and alignment of all other text. By redefining only the two base styles, you can change all headings from Helvetica to Univers, for example, or change all body text from justified to left-aligned.

In the following illustration, the heading styles are all based on the style “base headings,” and all body text is based on the style “base text.” Redefining the font and position of the style “base headings” changes the formatting of all headings. Redefining the font and specifying a first-line indent for the style “base text” changes the formatting of the body text.

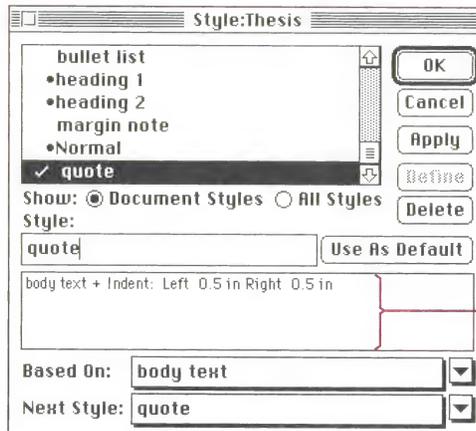


Changing the format only for the styles “base headings” and “base text” changes the formatting of all styles based on them.

By default, all standard styles are based on Normal style. For example, if you redefine Normal style to use a different font, the font of many standard styles such as headers, footers, and footnotes is also changed, maintaining a consistent look throughout your document. If you’ve redefined a particular standard style to use a different font, that font will not change. To control the formatting of some standard styles without affecting others, as in the earlier example of the heading styles, you can base selected standard styles on a style other than Normal.

Keep in mind that when you define a style based on a selected paragraph in your document, the style currently applied to the paragraph—often Normal—is used as the default base style. For example, suppose you’ve used the style “body text” to format text in your document. To define a new style for quotations, you select a paragraph formatted with the “body text” style, indent the paragraph from the left and right margins, and define a new style, “quote.” The style “body text” will be the base style for “quote.” All of the formatting for the style “quote” except the left and right indents depends on the formatting of its base style, “body text.”

If you later redefine the line spacing of “body text” to be double-spaced, for example, the line spacing of “quote” is also changed to match. If you do not want a style’s formatting to be linked in this way to another style in your document, you can use the Style command to break the link to the base style.



*Except for the left and right indents, the formatting of the style "quote" is identical to the formatting of its base style "body text."*

### To create a base style

It is advisable to first create the base style, and then use the base style as a model to create the styles that you want to share some common formatting.

- 1 In your document, type a new paragraph of sample text and apply Normal style.
- 2 Apply the font and other formats to the paragraph.
- 3 Point to the style box on the ruler and click to highlight the style name Normal. Then type a name for the new style and press ENTER.

It's best to give the style a name that you can easily distinguish from the names of other styles in the document, such as "\*headings."

- 4 To define the new style, choose the Define button in the message box.

The new style is applied to the selected paragraph. Now you can model other styles on the base style you've defined.

### To base the formatting of a style on another style

Once you create the base style, you can use the following procedure to create new styles that are modeled on that base style. You can also use this procedure to redefine a standard style as having a base style other than Normal.

- 1 In your document, select a paragraph and apply the style you want to use as a base style.
- 2 From the Format menu, choose Style.
- 3 Make sure New Style is selected in the styles list.

The new style you create will be based on the style specified in the Based On box, which is the style applied to the selected paragraph in your document.

- 4 In the Style box, type a new name for the style.  
If you are redefining a standard style to have a base style other than Normal, type the name of the standard style in the Style box.
- 5 Choose any formats you want the new style to have in addition to the formatting it receives from the style specified in the Based On box.  
You can use the ruler, ribbon, and commands from the Format and Font menus to apply the formats.
- 6 To define the style, choose the Define button.  
If you are changing the base style of a standard style, Word asks whether you want to change the definition of the standard style to match New Style. Choose the Yes button.  
Repeat steps 3 through 6 for each style you want to base on the style applied to the selected paragraph in your document.
- 7 To close the Style dialog box, choose the Close button.

### To break the link of a style to its base style

Do this if you don't want a style affected by changes you make to the style it was originally based on.

- 1 In the Style dialog box, select the style and delete the style name specified in the Based On box.
- 2 Choose the Define button.
- 3 To close the Style dialog box, choose the Close button.

## About Styles and Manual Formatting

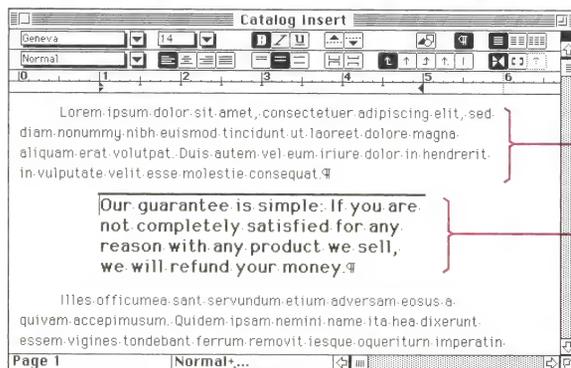
Once you apply a style to a paragraph, you can apply additional formatting to the paragraph using the ruler, ribbon, and commands on the Format and Font menus. To ensure consistent formatting, however, it's generally best to avoid manually changing a paragraph's format in this way. By relying on the style to apply the formatting to a paragraph, you can ensure that all paragraphs to which you apply the style will have the same format. If formatting changes are needed for certain paragraphs, you can redefine their style or create a new style for these paragraphs.

Occasionally, you may need to make minor adjustments to a few paragraphs but not want to redefine the style or create a new style. It is helpful to understand the interaction of these extra formats with a paragraph's underlying style formatting. You can think of this additional formatting as another formatting layer applied on top of the style formatting.

Suppose you select a paragraph that is formatted using Normal style, which is defined as having 12-point Geneva font, a 0.5-inch first-line indent, and one-and-one-half line spacing. You apply bold, indent the paragraph from the left and right margins, add 15 points of space before and after, increase the font size to 14 points, and apply a border.

You later redefine Normal style to have 10-point Times font, single line spacing, no indenting, and 8 points of space after the paragraph. Changing the style has the following effects on the paragraph:

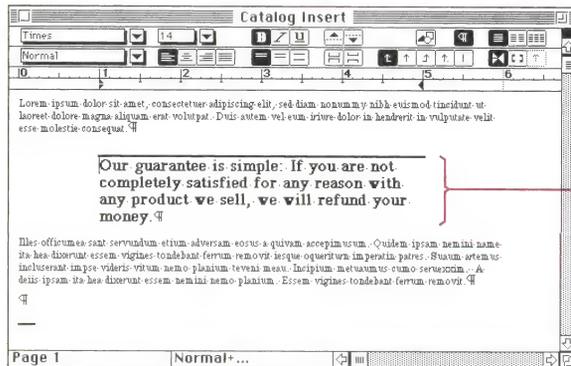
- Formats you did not change—in this case, the font and line spacing—are still determined by the Normal style. Therefore, these formats are updated to match the new formats you defined for Normal.
- Formats that you changed from the style's formats are not updated. For example, the font size, the indents, and paragraph spacing you manually applied to the paragraph override the font size, indents, and paragraph spacing defined for the style. Additional formats you applied to the paragraph—the border and bold character format—also are not removed.



Paragraph formatted with Normal style

Paragraph with additional formatting

The plus sign and ellipsis indicate that the selected paragraph has formats in addition to those applied through the style Normal.



After you redefine Normal, the font and line spacing are updated, but other formatting isn't changed.

## To reapply a style to a paragraph

Reapplying a style to a paragraph returns all of its formatting to that defined for the style, removing any additional formats you applied using formatting commands.

- 1 Select the paragraph or paragraphs to which you want to reapply the style.
- 2 In the style box on the ruler, select the style you want to reapply.
- 3 Word asks whether you want to reapply the original style formatting or redefine the style. Select the option to reapply the style.

## Styles and Character Formatting

The Style options in the Character dialog box (Bold, Italic, Outline, Shadow, Strikethru, Small Caps, All Caps, and Hidden) act like “toggle switches,” turning a format on and off. Suppose you select a few words in a paragraph and apply bold formatting with the bold button on the ribbon. Later you select the paragraph and apply a style that includes bold as a character format. Applying the style makes all nonbold text bold and removes the bold format from the few words you formatted manually. On the other hand, if you apply bold to most or all of the text in the paragraph and then apply the style, the existing bold format remains. In this case, all the text becomes bold—the bold format defined for the style doesn’t remove the bold formatting you applied manually.

Since Trey already has a reputation as the premiere consumer market research firm, we can focus positioning for **FilmWatch** around our ability/record for delivering results at the box office. Positioning here is targeted primarily at producers; secondary positioning is aimed at theater owners (“The **FilmWatch** name means box office success”).

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## To restore the character formatting defined by a style

You can use the Revert To Style command to remove from text any character formats that are not defined for the style of the selected paragraph.

- ▶ Select the text and choose Revert To Style from the Format menu.

# Margins, Paper Size, and Page Orientation

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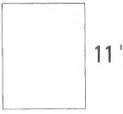
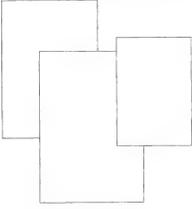
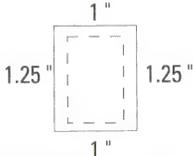
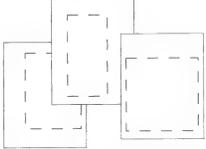
To change the default orientation or default paper size 209

## Overview

The settings you choose for margins, paper size, and page orientation affect all pages of your document. These three settings determine how large an area you have in which to print the body text of the document.

The default margins and page size in Word are set so you can produce attractive documents without having to change the settings. However, if you frequently use other settings in your documents, you can change the default settings in Word to those that you most often use.

You can use the Document command on the Format menu to change these settings at any time, but if you set the options you want when you begin a document, you can watch the document take shape on the screen, just as it will look when printed.

	<b>Default Settings</b>	<b>Other options</b> (depending on the choice of printer)
<b>Paper size</b>	8.5"  11" US letter	 Legal size A4 (European standard) B5 Tabloid Computer Paper International Fanfold Custom sizes
<b>Orientation</b>	 Portrait	 Landscape
<b>Margins</b>	 1" 1.25" 1.25" 1"	Measurements of your choice 

## Working with Margins

Margins set the distance between the text and the edges of the paper. Text is printed within the boundaries set by the margins.

By default, Word sets margins 1 inch from the top and bottom of the page and 1.25 inches from the left and right edges of the page. You can adjust any of these settings.

There are several reasons you might adjust the margins in a document:

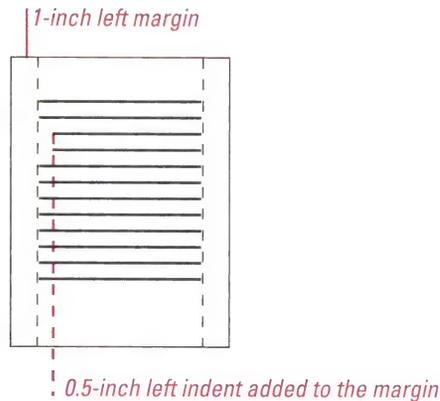
- To improve readability. Wide left and right margins create a narrower area for text. It's generally easier to read a short line of text than a long one.

- To change the length of a document. Narrow margins leave more room on each page for text and can reduce page count in a long document.
- To allow room for binding. Depending on the binding method you choose, a portion of the margin is hidden by the binding. You may want to increase the margin width to compensate.

### Margins vs. Indents

Margin settings affect every paragraph in the document, moving the text in from the edge of the page. If you want to emphasize certain paragraphs, you can indent them to set them off from the margins.

When you indent a paragraph, Word adds the indent measurement to the margin measurement. For example, if you have a 1-inch left margin and a 0.5-inch left indent, the paragraph begins 1.5 inches from the left edge of the paper. For details about setting indents, see Chapter 6, “Paragraph Formatting.”



## Adjusting Margins

There are three ways to adjust margin settings. You may find it easiest to adjust margins in print preview, but each method has its own advantages. Whichever method you choose, your changes affect the entire document.

<b>With this method</b>	<b>You can</b>
Print preview	Drag each margin boundary where you want it and view the effect on the entire page and document. You can also view headers, footers, and page numbers as they will appear in the margins.
Ruler	Drag the left and right margin brackets, and continue editing text.
Document command (Format menu)	Set precise measurements for all margins.

Print preview, the ruler, and the Document dialog box show the same margin settings. If you change the margins in any one of the three locations, all three reflect the change.

Note that if your document contains tables, you may need to adjust the width of the table columns to fit within the new margins.

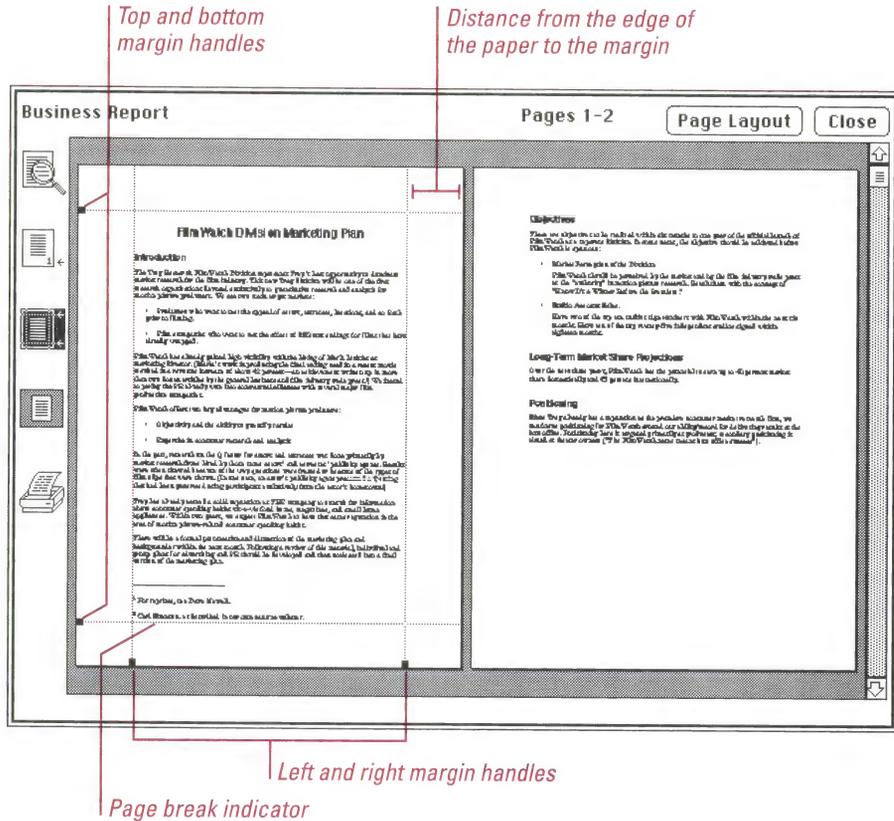
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**Note** Some printers do not print to the edge of the page. For example, the Apple LaserWriter does not normally print less than 0.5 inch from the edge of the page. If you are using the Apple LaserWriter, set the margins at 0.5 inch or more, or choose Page Setup from the File menu, choose Options, and select Larger Print Area. For more details, see your printer manual.

---

### Adjusting Margins with the Print Preview Command

When you choose the Print Preview command, margin boundary lines appear on the page you are previewing. Each margin boundary line ends with a square margin handle. To move a margin boundary line, drag the handle. You can drag all margin boundaries except the gutter measurement to the locations you want. When you drag a margin boundary line, all pages in the document are affected.



## To adjust margins with the Print Preview command

- 1 From the File menu, choose Print Preview.
- 2 Click the page whose margins you want to adjust.
- 3 Position the pointer over a margin handle to change the pointer to a cross-hair pointer (+).
- 4 Drag the margin handle to a new location on the page.

As you drag the handle, Word shows the margin position as a measurement in the top of the window.

- 5 To view the effect of the changes, click anywhere off the page.

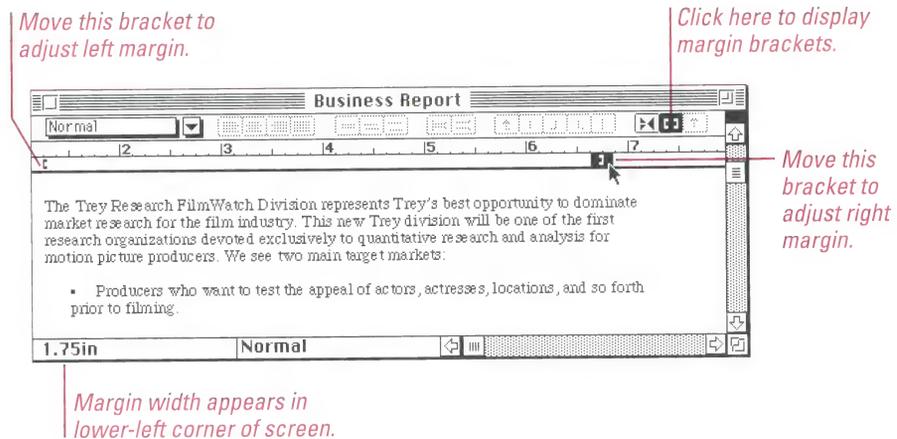
Word repaginates the document and adjusts the layout to reflect the new settings.

**Tip** If you've selected the Mirror Even/Odd check box in the Document dialog box and need to adjust the inside or outside margin, make sure you display two pages in print preview. Word always displays even-numbered pages on the left and odd-numbered pages on the right, just as you would see them in a bound document. You can easily see and adjust the inside or outside margins.

If you need to adjust the gutter margin, exit print preview and choose the Document command from the Format menu. Type the measurement you need.

## Adjusting Margins with the Ruler

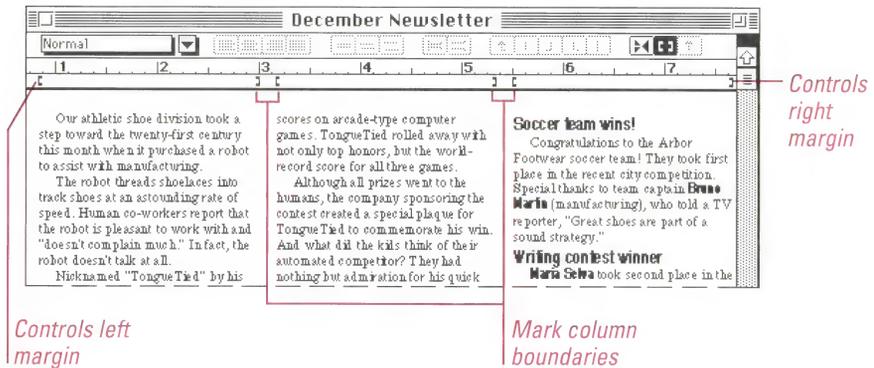
You can adjust the left and right margin settings in normal or page view by dragging the margin markers ([ ] ) on the ruler. To adjust the top or bottom margin, see "To adjust margins with the Document command," later in this section.



## To adjust margins with the ruler

- 1 If the ruler is not displayed, choose the Ruler command from the View menu.
  - 2 On the ruler, click ([ ]) to display the margin markers.
  - 3 Drag the left and/or right margin markers to the appropriate position.
- As you drag either marker, Word displays the margin width in the lower-left corner of the window.
- Word adjusts the layout of the text to reflect the new margin settings.

If the insertion point is in a multiple-column section of your document, the margin marker pairs (| |) on the ruler reflect the column boundaries as well as margins. The markers at the far left and right of the ruler control the margins. When you move the margin markers, Word adjusts the column boundaries to maintain equal-size columns and even column spacing. For more information about working with columns, see Chapter 18, “Columns.”



## Adjusting Margins with the Document Command

If you want to specify the exact measurements of your margins, you can do so using the Document command on the Format menu.

### To adjust margins with the Document command

- 1 From the Format menu, choose Document.
- 2 Type the measurements you want in the Top, Bottom, Left (or Inside), and Right (or Outside) boxes.
- 3 Choose the OK button.

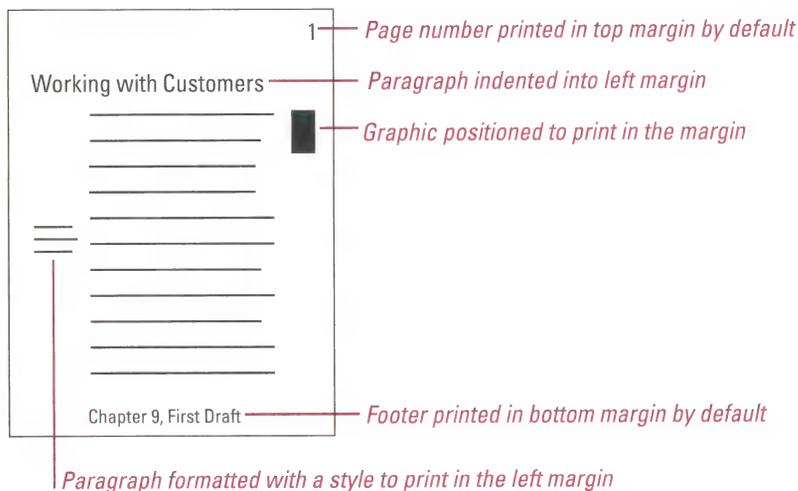
## How Margin Settings Affect Headers and Footers

Word automatically adjusts the top and bottom margins to accommodate headers and footers that are several lines long. If you do not want Word to adjust your margin settings, select the Exactly option next to the Top or Bottom margin setting in the Document dialog box. The header or footer will overlap the body text to create special effects such as watermarks.

## Printing in the Margins

By default, Word prints page numbers, headers, and footers in the margins.

You can also print text or graphics in the margin. You may need to adjust the margin setting to accommodate the text and graphics that you want to print in the margin. The following illustration shows items that you can print in the margins.



### For information about printing this item in the margin

Text

Graphics

Margin notes

### See

Chapter 6, “Paragraph Formatting”

Chapter 21, “Positioning Text and Graphics on the Page”

Chapter 7, “Formatting with Styles”

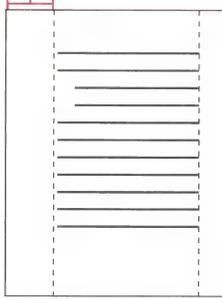
## Adjusting Margins for Facing Pages and Binding

If your document will be bound, you may want to increase the margin on one side of each page to allow room for the binding. The following passages explain how you can adjust margins for different types of binding.

## Single-Sided Pages

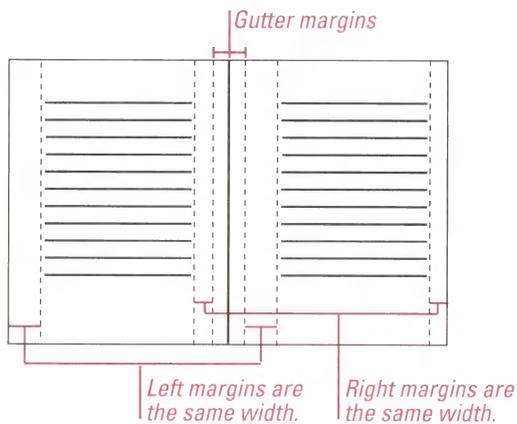
If you want to bind single-sided pages—pages with printing on one side only—increase the left margin to allow space for binding.

*If binding single-sided pages, increase the left margin.*



## Gutter Margins

If you bind pages that are printed on both sides, you need to insert extra space on the inside margin—the edge next to the binding. This extra space is called a *gutter margin* and will be hidden by the binding. Word provides a special option for creating gutter margins. You type the measurement required for the binding, and Word adds the measurement to the inside margins.



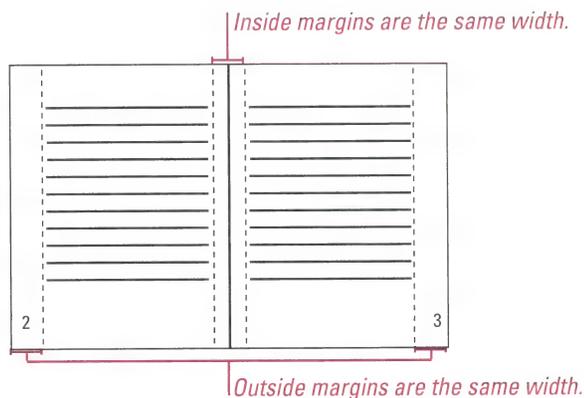
### To add gutter margins

- 1 From the Format menu, choose Document.
- 2 In the Gutter box, type a measurement.
- 3 Choose the OK button.

Word adds the gutter measurement to the inside margins. If you choose Print Preview from the File menu, you'll see the gutter margins displayed as gray areas.

### Mirror Margins

If you select the Mirror Even/Odd check box in the Document dialog box, the Left and Right labels change to read "Inside" and "Outside." Word applies the appropriate margin to even and odd pages. The margins on odd and even pages now "mirror" each other, as in the following illustration.



### To set up mirror margins

- 1 From the Format menu, choose Document.
- 2 Select the Mirror Even/Odd check box.
- 3 Under Margins, type the measurements you want.

Note that Word changed the Left and Right margin options to Inside and Outside, respectively.

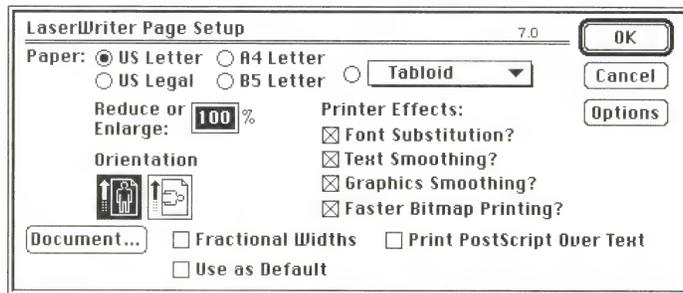
- 4 Choose the OK button.

## Adding Gutter Margins to Mirror Margins

For pages with mirrored margins that require extra space for binding, you can select the Mirror Even/Odd check box and also specify a gutter measurement. Word adds the gutter measurement to the inside margin of each page.

## Choosing a Paper Size

When you choose the Page Setup command from the File menu, a dialog box lists standard paper sizes. If your printer is an Apple ImageWriter, you can add custom paper sizes to the list. The following illustration shows the paper sizes available when you use a LaserWriter.



The paper sizes available to you depend on the printer you use. The following table gives the measurements of some common paper types.

Paper	Measurements
US Letter (default)	8.5 inches wide, 11 inches high
US Legal	8.5 inches wide, 14 inches high
A4 Letter (European Standard)	21 centimeters wide, 29.7 centimeters high
B5 Letter	17.6 centimeters wide, 25 centimeters high
Tabloid	11 inches wide, 17 inches high
International Fanfold	8.25 inches wide, 12 inches high
Computer paper	14 inches wide, 11 inches high
Custom	User-specified

### To print on a standard paper size

- 1 From the File menu, choose Page Setup.
- 2 Select the paper size on which you want to print.
- 3 Choose the OK button.

### To print on a custom paper size

If your printer can print on custom paper sizes, you can include your favorite size in your list of choices. The custom paper size is available for use with all documents until you choose to delete it.

- 1 From the Tools menu, choose Preferences.
- 2 Next to Custom Paper Size, type the width and height of the paper.  
You can type **in** for inches or **cm** for centimeters—for example, **11.25 in**
- 3 Close the Preferences dialog box.
- 4 From the File menu, choose Page Setup.
- 5 Select the Custom option you want.
- 6 Choose the OK button.

---

**Note** If you specify two custom paper sizes, both sizes are listed in the Page Setup dialog box. You can select either custom paper size.

---

### To delete a custom paper size

If you are printing with an ImageWriter, your custom paper size may replace a standard paper size in the Page Setup dialog box. To display the standard size again, delete the custom paper size. You cannot delete the paper size if it is selected in the Page Setup dialog box.

- 1 From the File menu, choose Page Setup.
- 2 Select any paper size other than the one you want to delete, and choose the OK button.
- 3 From the Tools menu, choose Preferences and then select the General category.
- 4 Next to Custom Paper Size, delete the width and height measurements.
- 5 Close the Preferences dialog box.

## Choosing the Page Orientation

Word offers you a choice between *portrait* (vertical) and *landscape* (horizontal) page orientations. The page-orientation setting affects the entire document.

The Macintosh represents page orientation by two buttons.

### This button indicates

### Text is printed like this



Portrait



Reader holds page vertically



Landscape



Reader holds page horizontally

### To change the page orientation

- 1 From the File menu, choose Page Setup.
- 2 Select the orientation you want.
- 3 Choose the OK button.

**Tip** You can quickly adjust the margins of your document when changing the paper size or orientation. The Page Setup dialog box provides a Document button for displaying the Document dialog box, where you can specify margin settings. After you choose the OK button in the Document dialog box, you can continue to change the Page Setup options.

### To change the default orientation or default paper size

When you begin a document, Word assumes you will print on paper that is 8.5 inches by 11 inches in portrait orientation. If you usually print on different size paper or in a landscape orientation, you can save time by changing the Word defaults. Each new document will then automatically have the page setup you prefer.

- 1 From the File menu, choose Page Setup.
- 2 Select the paper size and orientation you use most frequently.
- 3 Select the Use As Default check box.
- 4 Choose the OK button.



# Sections: Formatting Parts of a Document

## **Overview 212**

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- To remove a section break 214
- To format a section 214

## **Controlling Section Breaks 215**

## **Examples of Section Formatting 216**

- Headers and Footers 216
- Line Numbers 217
- Page Numbers 218
- Footnotes 218

## **Changing Default Settings for Sections 219**

- To change default section formatting with the Section command 219

## Overview

You can divide a document into any number of sections and format each section as you like. A section can be as short as a single paragraph—for example, a banner headline in a newsletter—or as long as an entire document. You decide where each section begins and ends.

You create a new section when you want to change the following elements in part of a document:

- Number of newspaper-style columns per page
- Format, position, and sequence of page numbers
- Contents and position of headers and footers
- Line numbering
- Location where footnotes print

To format a section of a document, you insert a section break to indicate where the new formatting should begin, and then move the insertion point into the section you want to format. To change the formatting, you use the Section command on the Format menu.

## Changing Formatting Within a Document

The following illustration shows a document with two sections. Each section is formatted with a different number of columns.

For more information about newspaper-style columns, see **Chapter 18, “Columns.”**

<b>Robot Added to Work Force</b>	
<p>Our athletic shoe division took a step toward the twenty-first century this month when it purchased a robot to assist with manufacturing.</p> <p>The robot threads shoelaces into track shoes at an astounding rate of speed. Human co-workers report that the robot is pleasant to work with and “doesn’t complain much.” In fact, the robot doesn’t talk at all.</p> <p>Nicknamed “TongueTied” by his co-workers, the 5’6” tall robot was originally programmed to whistle as he worked. Fellow workers soon voted to shut off this function. Does TongueTied make any noise at all now? Supervisor Paul Martin reports, “At the end of the day his hydraulic system decompresses and he sort of sighs.”</p> <p>For Martin’s fortieth birthday, workers dressed the robot in a company T-shirt and a party hat. It gave TongueTied so much personality that Martin left him that way.</p> <p><i>Autographs, anyone?</i></p>	<p>scores on arcade-type computer games. TongueTied rolled away with not only top honors, but the world-record score for all three games.</p> <p>Although all prizes went to the humans, the company sponsoring the contest created a special plaque for TongueTied to commemorate his win. And what did the kids think of their automated competitor? They had nothing but admiration for his quick reflexes.</p> <p>As top scorer in the contest, TongueTied will have his name displayed in arcades around the world, along with the names of the top five human contestants.</p>
<p><i>One-column formatting</i></p>	
<p><i>Two-column formatting</i></p>	

---

**Tip** To create side-by-side paragraphs (sometimes called parallel columns), you do not need to create a new section. Word's table feature is the easiest way to create side-by-side paragraphs. For more information, see Chapter 17, "Tables."

---

## The Section Command vs. the Document Command

Both the Section command and the Document command are on the Format menu, but they differ in important ways. The Document command options always affect the entire document, no matter how many sections you create within a document.

The Section command affects your entire document until you divide the document into sections. Once a document is divided into sections, the Section command affects only the section containing the insertion point.

## To insert a section break

- 1 Position the insertion point where you want the new section to start.
- 2 From the Insert menu, choose Section Break.  
–or–  
Press COMMAND+ENTER.

In normal view you'll see that a double dotted line is inserted at the location of the insertion point to mark the end of the previous section. If the insertion point is at the end of the document when you insert the section break, Word inserts the section mark and moves the insertion point into the new section. The section mark does not print, although it shows on the screen in normal view.

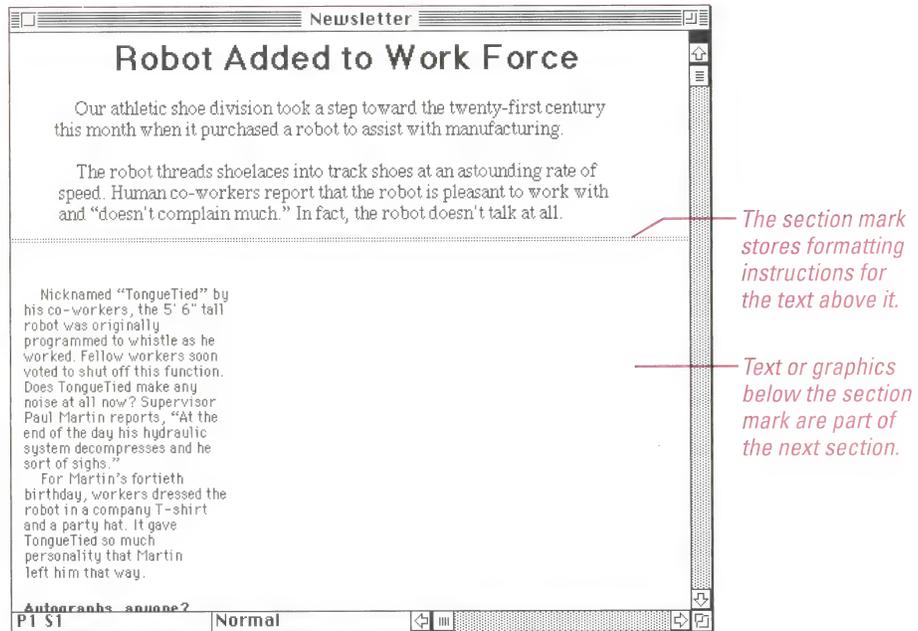
### **Important**

---

All section formatting is stored in the section mark. When you delete a section mark, you delete the section formatting for the text that *precedes* it. The text becomes part of the section below it, and it assumes the formatting characteristics of that section.

If you accidentally delete a section mark, immediately choose the Undo command from the Edit menu. Word restores the section mark and the section mark restores the section formatting. You must choose Undo before performing any other action.

---



**Note** The Table Of Contents command and the Index command on the Insert menu automatically insert section breaks into a document to store formatting information.

### To remove a section break

- 1 Select the section mark by clicking the left end of the section break.
- 2 Press BACKSPACE or DELETE.

**Tip** You can copy section formatting by copying the section mark. When you paste the section mark in a new location, the text above the section mark takes on the formatting instructions contained in the section mark.

You can save the section mark and the formatting instructions it contains as a glossary entry for future use. For more information, see Chapter 12, "Glossaries: Storing Items for Reuse."

### To format a section

- 1 Position the insertion point anywhere in the section you want to format.
- 2 From the Format menu, choose Section.
- 3 In the Start box, indicate where you want the new section to begin printing.

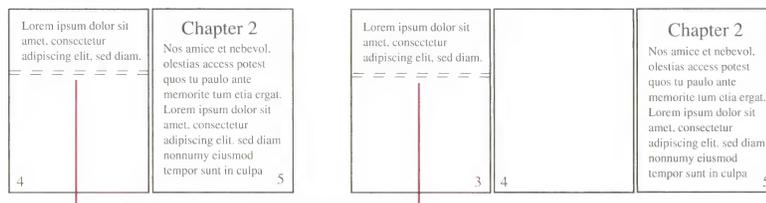
- 4 Specify any other options you want for the section.
- 5 Choose the OK button.

**Tip** You can display the Section dialog box by double-clicking a section mark. The dialog box displays the formatting for the text that precedes the section mark.

## Controlling Section Breaks

With the Start box in the Section dialog box, you decide where you want a section to begin printing: on a new page, on the next odd page, on the next even page, or on the same page as the section that precedes it.

This option	Has this effect
No Break	The default setting for Word. Word fills the last page of the previous section with text from the new section. If there are multiple columns in the previous section, Word balances the columns above the section mark and then fills out the page with the new section. If the previous section contains footnotes, the new section will start on a new page even if you have selected No Break.
New Page	Word breaks the page at the section mark. The next section starts on the next page.
New Column	Word breaks the column of text at the section mark and begins printing the new section at the top of the next column.
Odd Page	Word starts printing the text of the new section on the next odd-numbered page. This section break is often used for chapters that begin on odd-numbered pages.  If the section break falls on an odd-numbered page, Word leaves the next even-numbered page blank.
Even Page	Similar to Odd Page, but Word starts printing the text of the new section on the next even-numbered page. If the section break falls on an even-numbered page, Word leaves the next odd-numbered page blank.



*Odd Page moves text to next available odd page.*

## Shortcuts for Formatting Sections

When you begin a document, it is all one section. Any section formatting applies to the entire document. You can use this to your advantage to get a head start on formatting all sections.

Before you divide the document into sections, set the formatting options that apply to most of the sections. For example, if you want most of the sections to print in succession, select the No Break option in the Section dialog box. If you want most of the document to be two-column format, specify that under Columns. If you want to have the same header or footer for most of the sections, create it now.

Next, divide the document into sections. Each section will have the settings you just set. You can customize the formatting of each section as you need to, building on the basic section formatting.

Applying the basic section formatting before inserting any section breaks saves time. If, on the other hand, you insert section breaks first, you need to format each section individually, even though the sections may have many formatting characteristics in common.

If you know that you'll be creating many documents similar to one you've already formatted, give yourself a head start by saving the formatting, along with any reusable text and graphics, as a pattern for future documents. In Word, this pattern is called *stationery*. For more information, see Chapter 27, "Stationery: Setting Up Document Templates."

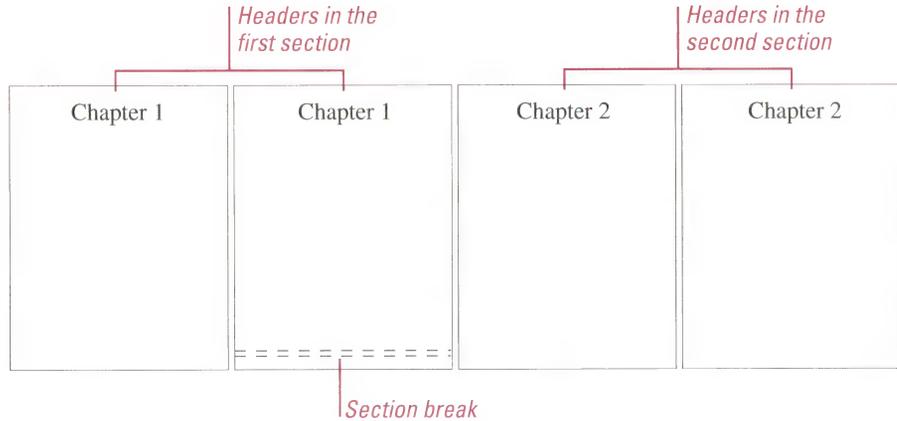
## Examples of Section Formatting

The following examples show section formatting possibilities. Note that the section break does not print; it is included here for example only.

### Headers and Footers

**For more information, see Chapter 31, "Headers and Footers."**

A *header* (sometimes called a running head) is text that appears in the top margin of every page of a section; a *footer* appears in the bottom margin of every page of a section. You can create a different header and footer for each section in a document.



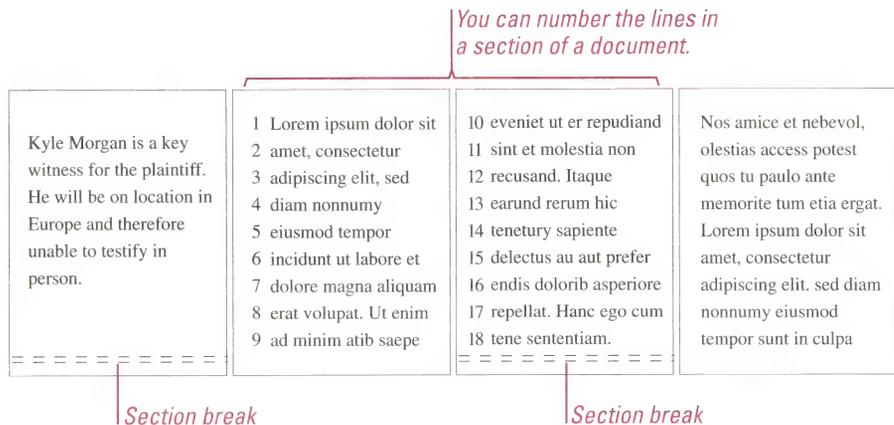
**Tip** A header or footer can include the section number as well as the page number—for example, “Section 3, Page 27.” Word automatically keeps track of the section and page numbers for you. For more information, see Chapter 31, “Headers and Footers.”

## Line Numbers

For more information, see Chapter 29, “Numbering Lines and Paragraphs.”

You can number lines for an entire document or for certain sections. This is useful for legal documents, scripts, and poems.

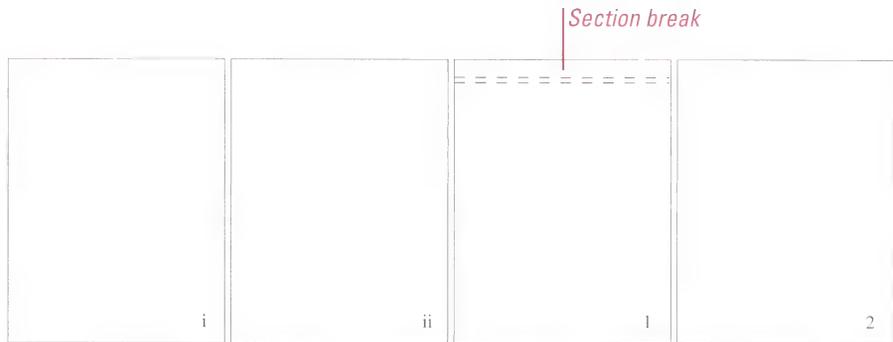
Word normally restarts line numbers at 1 on every page of a document. You can number lines continuously throughout a section or throughout the entire document.



## Page Numbers

For more information, see Chapter 22, “Numbering Pages.”

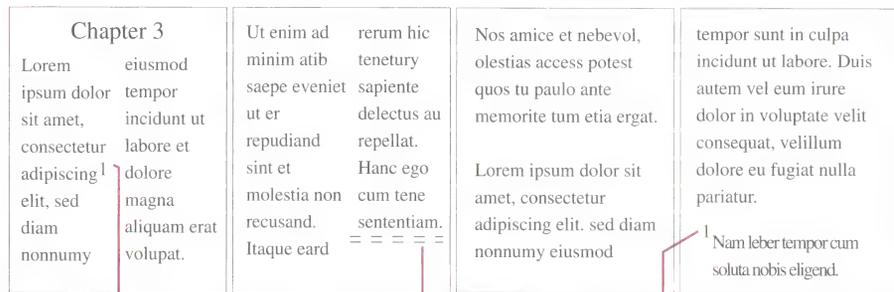
You control where page numbers appear on the page, which pages they appear on, the numbering format (arabic [1, 2, 3] or roman numerals [i, ii, iii] or letters), and the numbering sequence. You can vary the numbering format, position, and sequence from one section to another.



## Footnotes

For more information, see Chapter 32, “Footnotes.”

Word prints footnotes on the same page as their footnote reference marks, or collects them to print at the end of a section or document (known as “endnotes”). You can print endnotes using the Section command. You can also choose not to include endnotes in a particular section, but rather collect and print them in a later section.



Footnote reference mark occurs in this section, but the Include Endnotes check box is cleared for this section.

Section break

Endnote prints at end of the next section.

## Changing Default Settings for Sections

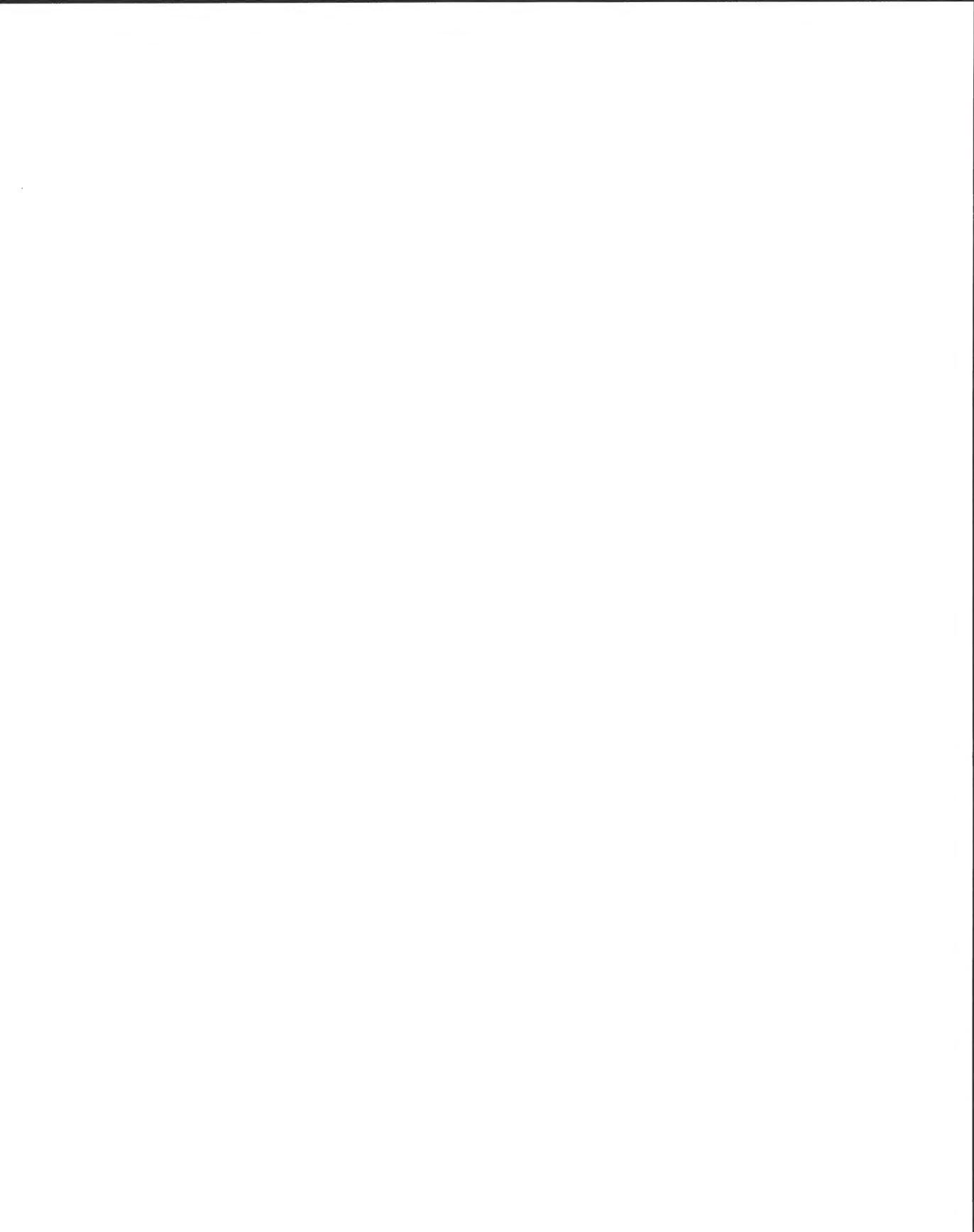
Section formats are preset to produce attractive documents without having to change any formats. However, if you change the Word section formats for most of your documents, you can save time by changing the default settings. New documents will automatically have the formats you specified.

The Word section defaults are as follows.

Section dialog box formatting options	Default
Start	No Break
Page numbers	
Format	Arabic numerals
Restart at 1	Clear
Margin Page Numbers	Clear
From Top (if Margin Page Numbers selected)	0.5 inch
From Bottom (if Margin Page Numbers selected)	0.5 inch
Line Numbers	Off
Columns	
Number	1
Spacing (if more than 1 column specified)	0.5 inch
Footnotes	Endnotes included
Header/Footer	None
From Top (if header specified)	0.5 inch
From Bottom (if footer specified)	0.5 inch
Different First Page	Clear

### To change default section formatting with the Section command

- 1 From the Format menu, choose Section.
- 2 Set the measurements and options you want as the default.
- 3 Choose the Use As Default button.
- 4 Choose the OK button.



# Setting Up Long Documents

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## Overview

You can create documents of any length with Word. If you are creating documents that are around 20 pages in length, it is helpful to do a little planning before you begin working.

When you plan a long document, there are two main considerations: controlling the formatting throughout the document and increasing efficiency as you work. This chapter suggests ways to do both and refers you to chapters that provide specific procedures.

## Controlling the Formatting of a Long Document

Word provides several methods to ensure consistent formatting in long documents while maintaining the flexibility you need. Consider these suggestions:

**For more information, see Chapter 27, “Stationery: Setting Up Document Templates.”**

**Create a template** If your document is longer than 20 pages, consider creating several smaller documents. Complete your work in the smaller documents and then connect the documents so they print in series. To ensure that all of the documents have the same margins and other formatting, create a template (called *stationery*) that has the margin settings and other options you want. When you create a new document in the series, base it on the stationery so the new document has the same margins and other settings.

**For more information, see Chapter 7, “Formatting with Styles.”**

**Create styles** Format a paragraph of body text in your document to look exactly the way you want it. Then save the formatting as the Normal style. Word applies the Normal style automatically as you type. Word provides a number of additional standard styles for common document elements such as headings and footnotes. You can create your own styles for other elements; you can also customize the standard styles Word provides.

Create all the styles you need and save them as stationery. If you must make substantial formatting changes to the document, change the styles in the stationery, then read the updated styles into any other documents that are based on the stationery.

**For more information, see Chapter 7, “Formatting with Styles.”**

**Use the standard heading styles** Word provides standard heading styles—named Heading 1 through Heading 9—that you can change to match your design. Use the heading styles to:

- Create a table of contents.
- Display an outline of the document.
- Expand the outline to view the text below each heading.
- Reorganize the document by dragging a heading to a new location in outline view. The text below the heading moves with its heading.

For more information on tables of contents and outlining, see Chapter 30, “Indexes and Tables of Contents,” and Chapter 28, “Outline View: Creating Outlines and Reorganizing Documents.”

**For more information, see Chapter 12, “Glossaries: Storing Items for Reuse.”**

**Store text and graphics as glossary entries** You can store frequently used text and graphics (commonly referred to as boilerplate text) as glossary entries so that you can quickly insert them into your document without having to retype. You can store the formatting or style with the glossary entry. In addition, you can create a table with the number of columns and type of borders that you need and save it for later use.

Examples of glossary entries include proper names, copyright notices, watermarks such as “confidential,” or unusually formatted text that you use often. Glossaries save you time and help ensure consistency throughout a long document.

## Saving a Long Document

It’s especially important to save your work regularly when working on long documents. If you want Word to remind you at regular intervals to save the document you are working on, choose Preferences from the Tools menu. Then select the Open And Save category and type the number of minutes you want between reminders in the Save Reminder box. When Word displays a reminder, you can save the document as you usually do.

Word normally performs a “fast save,” which saves time as you work but may consume disk space. If you need to conserve disk space, choose the Preferences command from the Tools menu. Then select the Open And Save category and clear the Allow Fast Saves check box.

## Changing the Formatting of Parts of a Document

**For more information, see Chapter 9, “Sections: Formatting Parts of a Document.”**

Long documents are often organized into chapters or other sections. If each major section or chapter of your document is more than 20 pages long, it’s a good idea to divide the document into separate, smaller documents. However, if the sections or chapters are short and you prefer to keep them in one document, separate the document into sections and then format each section differently. You can also vary page layout settings among sections.

*Number of columns differs between sections.*

<p><b>Contents</b></p> <p>Loren ipsum dolor 1</p> <p>Adipiscing elit 2</p> <p>Sed diam atib 3</p> <p>Saepe eveniet 4</p> <p>Ut labore et 5</p> <p>Hanc ego cum 6</p> <p>Contents i</p>	<p><b>Chapter 1 Installation</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eiusmod tempor incididunt ut labore et dolore magna aliquam erat volupat. Ut enim ad minim.</p> <p>Installation 1</p>	<p><b>Chapter 2 Operating Guide</b></p> <p>Atib saepe eveniet ut er repudiand sint et molestia non recusand. Itaque earud rerum hic tenetur sapiente delectus au aut prefer endis dolorib asperiore repellat.</p> <p>Operating Guide 15</p>	<p><b>Index</b></p> <p>Hanc ego cum ten quos tu paulo ante sententiam, quid est memorie tum etia cur veterare ad ergat. Nos amice et eam non posing nebevul, desitas accomodare. access potest. Nostrosiw Lorem ipsum dolor.</p> <p>Index 31</p>
--	---	---	--

*Format for page numbers differs between sections.*

*Footers differ between sections.*

In this example, the table of contents, index, and each chapter are separate sections. All sections in this example are formatted to begin on odd-numbered (right-hand) pages.

Create a new section and use section formatting when you want to change the following elements in a document:

- Number of columns
- Format, position, and sequence of page numbers
- Line numbering
- Contents and position of headers and footers
- Location where footnotes print

**Tip** If you want to print information about the current version of a draft on every page, create a header or footer that shows the name of the writer, the time and date printed, and other pertinent information. Format the header or footer text as hidden text. Then print drafts with hidden text displayed. When you are ready to print the final version, make sure that you clear the Print Hidden Text option in the Print dialog box.

## Creating a Template for Long Documents

When you produce a long document such as an annual report from several shorter documents, margins and other settings must be the same for all documents. One way to ensure this consistency is to create a template. In Word, templates are called “stationery.” Just as letterhead stationery gives you a head start on a letter and ensures consistent formatting of the company’s name and address, a document called “report stationery” can help standardize the look of your report. You save time because you set most options only once. For details about creating stationery documents, see Chapter 27, “Stationery: Setting Up Document Templates.”

---

## Improving Efficiency as You Work

You can work most efficiently if your documents are less than 20 pages long. The best document size depends on the memory in your Macintosh. Generally, the more graphics and formatting you have in a document, the better off you are with smaller documents. Create smaller documents and connect them when you print. You can set up a long document using two basic approaches.

- Divide the long document into several smaller documents and connect the documents so they print in succession. Number paragraphs, lines, and footnotes sequentially across documents to print a cohesive final document.
- Create a main document that contains INCLUDE instructions. The instructions specify other documents you've created. When you print the main document, use the Print Merge command on the File menu. Word inserts the contents of the specified documents in the master document.

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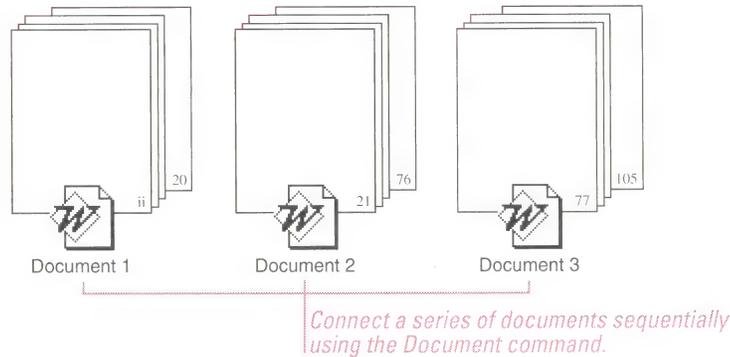
**Tip** It takes extra memory to display graphics as you work. Displaying graphics can also slow scrolling time and slow some commands such as the Find command and the Spelling command. To work more efficiently, display placeholders instead of the real graphics. Choose the Preferences command from the Tools menu. Then select the View category and under Show select the Picture Placeholders check box. This option speeds up scrolling and does not affect the way graphics print.

---

## Connecting Documents to Print in Series

One way to make a long document easier to work with is to divide it into several smaller documents, which are more efficient to edit. You then choose the Document command on the Format menu to connect the documents in the proper sequence for printing.

You can number pages sequentially through the series of documents. You can then compile a table of contents and an index as though the series of documents were a whole document. Page numbers in the index and the table of contents look as though the document were one long document.



Divide a long document into several documents. Then use the Document command to connect the series of documents in the appropriate order.

### To connect documents in series and number pages

By default, Word restarts the page numbering at 1 in each document. You can, however, choose to number pages sequentially across documents at the time you connect the documents. If you add or delete text in any of the documents in the series, Word automatically adjusts the page numbers across all the documents. If you prefer, you can set a special starting number for each document.

- 1 Open the first document in the series.
- 2 From the Format menu, choose Document.
- 3 Choose the File Series button.
- 4 To number pages consecutively across documents, select the Continue option button under Page Numbers.  
–or–  
To set a special starting number for the active document, select the Number From option button under Page Numbers, and then type a starting number.
- 5 Choose the Next File button.  
Word displays the Open dialog box.
- 6 Select the name of the next document you want to connect, and then choose the Open button.
- 7 To close the File Series dialog box, choose the OK button.
- 8 To close the Document dialog box, choose the OK button.
- 9 Close the document and save the changes.
- 10 Open the next document in the series and repeat steps 2 through 9 for each document in the series except the last document.
- 11 For the last document, repeat steps 2 through 4, close the document, and save the changes.

---

**Note** If you select the Continue option to number pages sequentially, you will see the correct page numbers in the first document but not in the other documents in the series. Word repaginates when you print and inserts the correct page numbers at that time.

---

### To print documents that are connected in series

When you instruct Word to print the first document in a series of connected documents, Word prints the entire series.

- 1 Open the first document in the series.
- 2 From the File menu, choose Print.

The connected documents are printed in sequence.

---

**Tip** To print a document without printing the documents that follow it in the series, from the File menu, choose Print and clear the Print Next File check box.

---

## Numbering Items Sequentially Across Documents

You can number paragraphs, lines, and footnotes sequentially across several connected documents. You note the ending number in the first document and manually set the starting number in the second document and so forth. Word does not adjust the starting numbers for paragraphs, lines, or footnotes. To save time, set these numbers after your editing is complete so you do not need to change the numbering.

### Numbering Footnotes Sequentially

Use the following procedure after you've typed the footnotes for all documents in the series. Note that if the footnotes are not automatically numbered, you must change the footnote numbers manually. For details about footnotes, see Chapter 32, "Footnotes."

### To number footnotes sequentially across documents

- 1 Open the first document in the series.
- 2 From the View menu, choose Footnotes.
- 3 Scroll to the end of the footnotes and note the last footnote number.

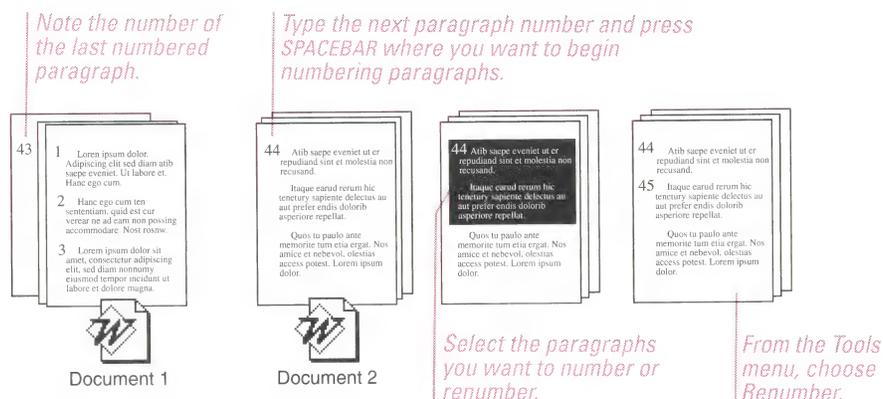
- 4 Save the document.
- 5 Open the next document in the series.
- 6 From the Format menu, choose Document.
- 7 Under Footnotes, select the Number From option button and type the number that follows the last footnote number in the previous document.
- 8 Choose the OK button.
- 9 Repeat steps 2 through 8 until you've set the starting footnote number for all documents in the series.
- 10 Save the document.

## Numbering Paragraphs Sequentially

For more information about numbering paragraphs, see Chapter 29, "Numbering Lines and Paragraphs."

Make sure that you've finished editing all documents in the series before you number the paragraphs.

In the first document in the series, note the last paragraph number and then open the second document and type the next paragraph number.



## To number paragraphs sequentially across documents

Numbering or renumbering a long document can use a lot of memory. To free memory, choose the Save command before and after doing this procedure.

- 1 Open the first document in the series with numbered paragraphs.
- 2 Select the paragraphs you want to number.
- 3 From the Tools menu, choose Renumber.
- 4 Choose the OK button.
- 5 From the File menu, choose Save.
- 6 Note the last paragraph number in the document.
- 7 Open the next document in the series.
- 8 Type the next paragraph number, and then press SPACEBAR in front of the paragraph where you want to continue numbering.
- 9 Select the paragraphs you want numbered, including the paragraph with the starting paragraph number.
- 10 From the Tools menu, choose Renumber.
- 11 Choose the OK button.
- 12 Repeat steps 5 through 11 for each document in the series in which you want paragraphs numbered consecutively.
- 13 Save the last document.

## Numbering Lines Sequentially

You number lines sequentially after you've finished editing the documents and have numbered lines in each document in the series.

There are two parts to this procedure. First, you check to see that options are set the way you want them so that line breaks are correct. Then you check the ending line number in each document and set the starting line number in the next document.

**For more information about numbering lines, see Chapter 29, "Numbering Lines and Paragraphs."**

## To number lines sequentially across documents

- 1 To ensure that line breaks are correct, check the following commands.

To confirm that	Check this command
Correct printer is selected	Chooser on the Apple menu
Options are set the way you want them	Page Setup command on the File menu
Print Hidden Text option is set the way you want it	Document command on the Format menu

- 2 Open the first document in the series.
- 3 From the Tools menu, choose Repaginate Now.
- 4 To check the last line number, choose Print Preview from the File menu.
- 5 Click the zoom in symbol to view the line numbers, and note the last line number.
- 6 To close the Print Preview window, choose the Close button.
- 7 Save the active document, and then open the next document in the series.
- 8 From the Format menu, choose Document.
- 9 Choose the File Series button.
- 10 In the Number Lines From box, type the number that follows the last line number in the previous document, and then choose the OK button.
- 11 Open the next document in the series and repeat steps 3 through 10 until you've set the starting line number for all documents in the series.

## File Management

A long, printed document may consist of more than one document, and several people may work on the same document. To set up an orderly way to manage your documents, use the Summary Info command to record important information about each document. You can use the Find File command to locate documents if you don't remember where they are stored. For more information, see Chapter 26, "Finding and Managing Files."

## Using INCLUDE to Assemble a Long Document

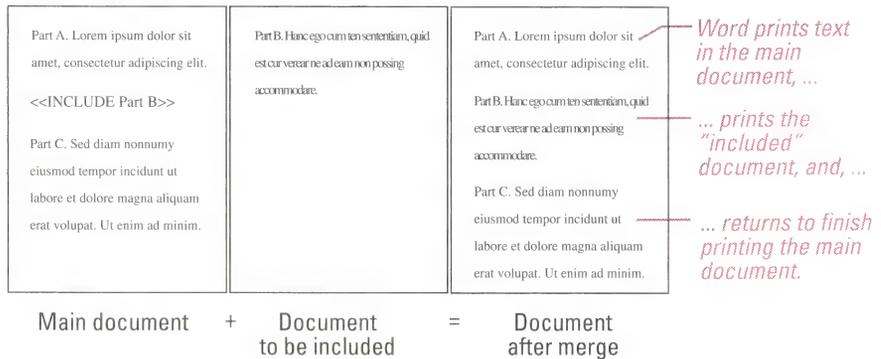
For instructions on using INCLUDE, see Chapter 35, "Form Letters and Other Merged Documents."

When you print documents one after another, you connect them in series using the Document command on the Format menu. Sometimes you may want to insert the contents of a document into the middle or some other location in another document. To do this, you use the INCLUDE instruction. An INCLUDE instruction in one document instructs Word to insert the contents of another document into it when you choose the Print Merge command from the File menu. For example, you might use

INCLUDE instructions to insert a description of a successful sales promotion that you've already written into a broader marketing plan.

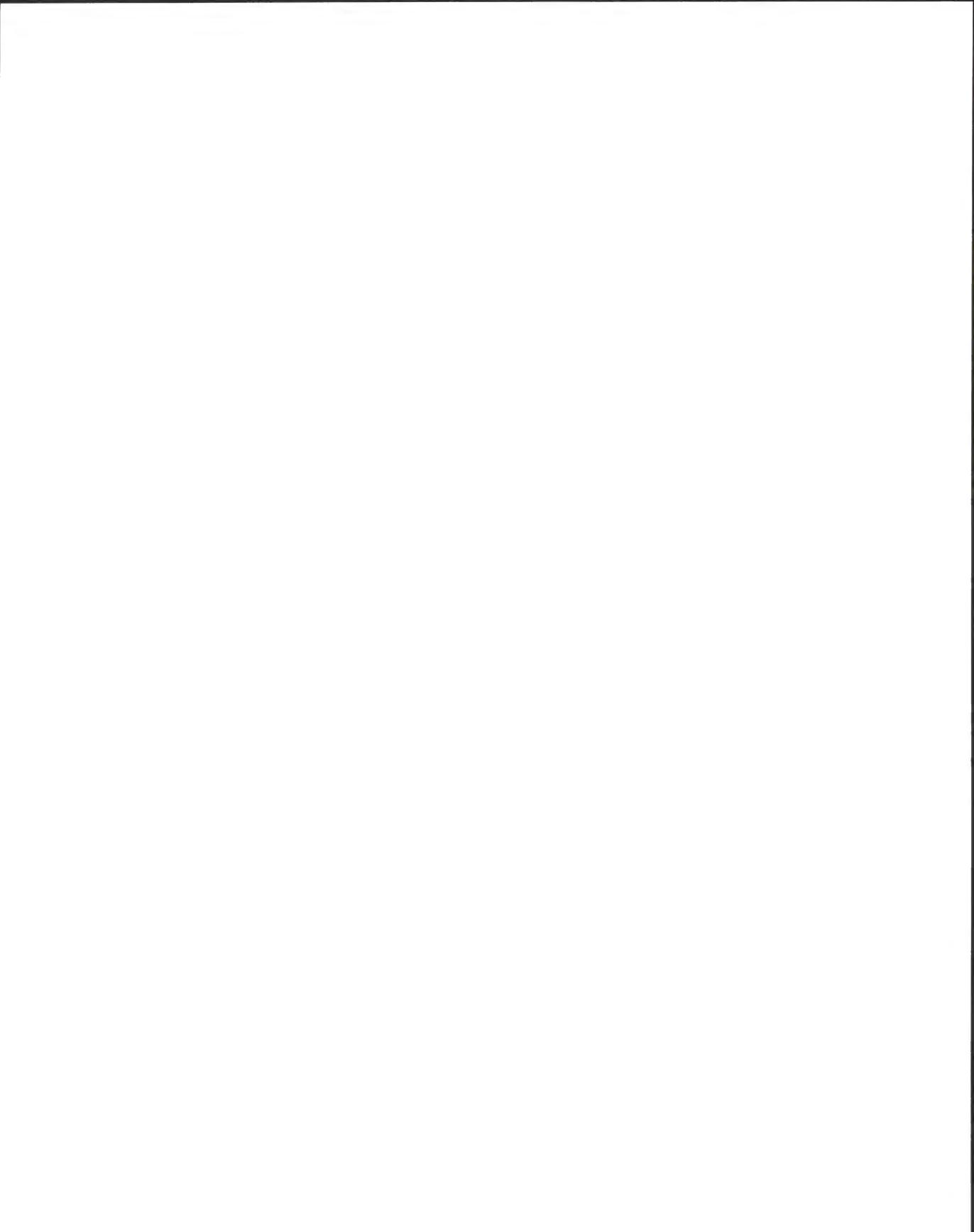
The INCLUDE instruction offers two advantages. You can insert information into the middle of a document, but, because the INCLUDE instruction is only a placeholder, your document stays small until you are ready to print.

If you use INCLUDE instructions in a document, you must print the document using the Print Merge command. After you choose the Print Merge command, you select the Merge And Save Results In New File option to merge the documents into a new file. In the new merged document, you can compile a table of contents or index that includes entries from all documents.

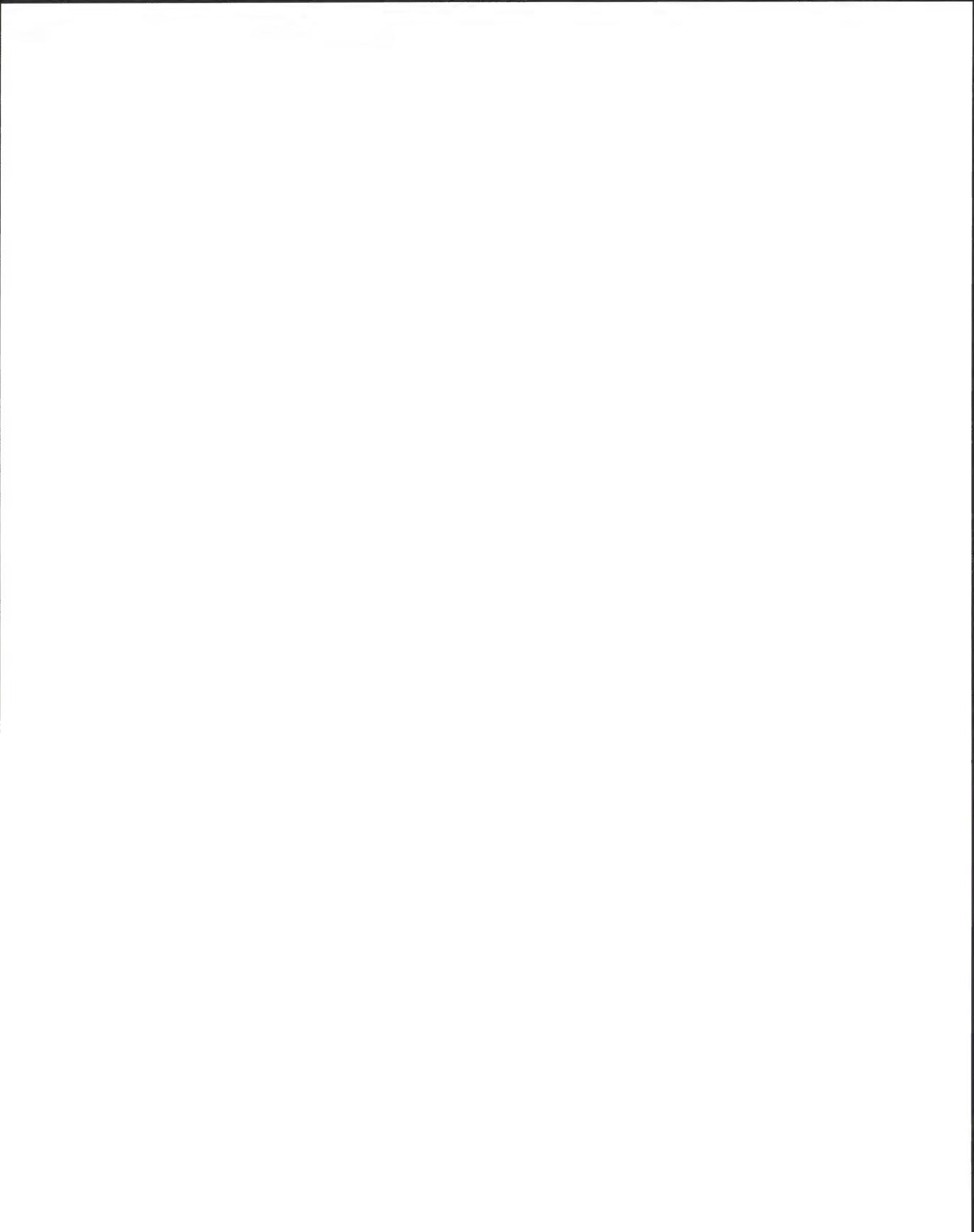


## Using System 7

If you're using System 7 and working with others on a network, you can easily include in your document the latest version of a co-worker's file if it is stored on a file server. For information on the Apple Edition Manager, see Chapter 37, "Exchanging Information."



# Editing and Proofing Tools



# Finding and Replacing Text or Formatting

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## Overview

When you need to review or change text in your document, use the Find and Replace commands on the Edit menu. Use Find to quickly locate all occurrences of the text you specify. To change a certain word or phrase used throughout your document, use Replace to make all the changes quickly and accurately. With Find and Replace, you can also:

- Find all occurrences of a certain word, phrase, or sequence of characters.
- Find text that has a certain format such as bold. You can replace the text with different text and also change the formatting. For example, you can replace Winmark Corporation with **Winmark, Inc.**
- Find and replace special characters such as tabs, optional hyphens, and paragraph marks.

## Finding and Replacing Text

When you use Find and Replace, you can have Word find text that makes up a whole word only or that has a certain pattern of capitalization. For example, you can find “and” but skip “candle” and “band” or find all occurrences of the name Green but skip the color green.

Word normally searches the main text of the document that is displayed on the screen. To include hidden text in the search, make sure the text is displayed. Select the Show Hidden Text check box, a View option in the Preferences dialog box (Tools menu) to display the text. To search in footnotes, headers, or footers you must first open the footnote, header, or footer window. Then place the insertion point in the window and choose Find or Replace.

### To find text

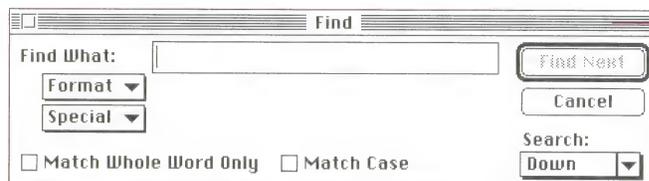
Word searches for the specified text throughout the main text of the document unless you select the part of the document you want searched.

- 1 From the Edit menu, choose Find.
- 2 In the Find What box, type the text you’re searching for.

If you used Find or Replace in your current work session, the text you last searched for is selected in the Find What box. Type over the text to search for different text.

You can type up to 255 characters in the Find What box. Text scrolls horizontally in the box as you type.

If text formats are listed below the Find What box, select Clear from the Format box. Otherwise, Word finds only occurrences of the text having the listed formats.



*To see more of the text in your document, drag the dialog box by its title bar.*

- 3 Select any options you want to control the search.

#### To do this

#### Select

Find only separate words, not the sequence of characters occurring in other words.	Match Whole Word Only
Find only words having a certain pattern of uppercase and lowercase letters.	Match Case
Change the proposed search direction or part of the document in which Word searches.	An option in the Search box

- 4 Choose the Find Next button to begin searching.

Word selects the first occurrence of the text and scrolls to it in the document so you can see the text in your document. To find the next occurrence of the text, choose the Find Next button again.

To edit the found text, click in the document. The Find dialog box remains open behind the document window. To continue the search after editing, click in the Find dialog box to make it active, or choose Find from the Edit menu again, and then choose the Find Next button.

If you began the search from the middle of the document, Word asks if you want to continue searching from the beginning (or end, depending on the search direction). Choose the Yes button to search the remainder of the document, or choose the No button to stop the search. When all text is searched, Word notifies you that it's reached the end of the document.

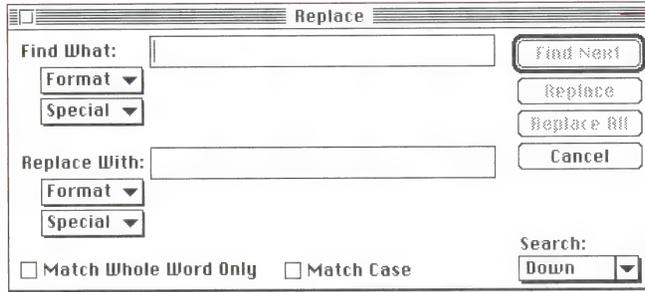
## To replace text

Word replaces the specified text throughout the document unless you select a part of the document. If you're making major changes, it's a good idea to save your document before you start the replace procedure. That way, if you don't like the results, you can close the document without saving the changes.

- 1 From the Edit menu, choose Replace.
- 2 In the Find What box, type the text you want to find and replace with different text.

If you used Find or Replace in your current work session, the text you last searched for is selected in the Find What box. Type over the text to search for different text.

If text formats are listed below the Find What box, select Clear from the Format box unless you want to find only occurrences of the text that have that formatting.



*To see more of the text in your document, drag the dialog box by its title bar.*

- 3** In the Replace With box, type the replacement text.

If you used Replace in your current work session, the replacement text you last specified is selected in the Replace With box. Type over the text to specify different replacement text.

You can type up to 255 characters in the Replace With box. Text scrolls horizontally in the box as you type.

If text formats are listed below the Replace With box, select Clear from the Format box unless you want to change the formatting of the found text.

- 4** Select any options you want to control the search.

#### To do this

#### Select

Replace only separate words, not the sequence of characters occurring in other words.

Match Whole Word Only

Replace only words having a certain pattern of uppercase and lowercase letters.

Match Case

Change the proposed search direction.

An option in the Search box

- 5 To begin searching, choose the Find Next or Replace All button.

To do this	Choose this button
Confirm each change. When Word finds an occurrence of the search text, choose the Replace button to change the text or choose the Find Next button to continue without changing this occurrence.	Find Next
Replace all occurrences of the search text without confirmation. Word displays the number of changes in the lower-left corner of the window. If you selected a range of text and Selection is the Search option, Word makes changes only in the selected part of the document.	Replace All

---

**Note** If you make many changes using the Replace command, Word uses a considerable amount of memory. To free memory so that Word can work more quickly, perform a normal save on your document after using Replace. For instructions on saving documents, see Chapter 2, “Opening, Saving, and Deleting Documents.”

---

### To cancel the Find or Replace command

- ▶ To cancel a search or replacement in progress, choose the Cancel button in the dialog box, or press **COMMAND+PERIOD** or the **ESC** key.

### To delete text using Replace

It’s a good idea to save your document before deleting text with the Replace command. That way, if you delete the wrong text, you can simply close the document without saving the changes.

- 1 In the Find What box of the Replace dialog box, type the text you want to find and delete.
- 2 Delete any text in the Replace With box.
- 3 If formats are shown below the Replace With box, select Clear from the Format box.  
If formats are specified, Word changes the format of the found text instead of deleting it.
- 4 Choose the Find Next or Replace All button.

### To repeat a search for the same text

After using Find or Replace, you can continue searching for the same text.

- ▶ Press = on the numeric keypad or COMMAND+OPTION+A to choose the Find Again command.

If you edit the found text, you can use Repeat on the Edit menu to repeat the editing action on each subsequent occurrence of the text.

### To undo changes completed using Replace

- ▶ To undo the effects of Replace, choose Undo from the Edit menu as the first action after completing the changes.

Only the last change is reversed if you confirmed each change separately (that is, if you chose the Find Next button to start the search). All changes are reversed if you made the changes in one step (that is, if you chose the Replace All button to start the search).

## Find and Replace Dialog Box Options

These options control the effects of the Find and Replace commands.

**Match Whole Word Only** With this check box selected, Word finds or replaces only whole words. If you're searching for the word "his," for example, select this check box to avoid finding the characters "his" in words such as "this" and "whisper." Without this check box selected, Word finds or replaces any sequence of characters matching the search text.

**Match Case** With this check box selected, Word observes the pattern of uppercase and lowercase letters exactly as you type the search and replacement text in the Find What and Replace With boxes. If you type "Catering" as the search text, Word finds "Catering" but ignores "CATERING" and "catering." Without Match Case selected, Word finds all instances of the search text, regardless of the case of the letters.

If you replace text with the Match Case check box cleared, the case of the replacement text matches the case of the found text occurrence. For example, if you replace "if" with "when," Word replaces "If" at the beginning of a sentence with "When." Select the Match Case check box, however, if you want the case of the replacement text to differ from the case of the found text—for example, if you're replacing the abbreviation "WHO" (all uppercase) with "World Health Organization" (initial capitals only).

**Search** Unless you select a different option, Word begins searching from the insertion point to the end of the document (Down) or, if text is selected, from the beginning to the end of the selection (Selection). Use options in this box to change the direction of the search.

**To find or replace**

From the insertion point to the end of the main text of the document

From the insertion point to the beginning of the main text of the document

From the beginning to the end of the document

Only in the selected part of your document

**Select**

Down. If you begin the search in the middle of the document, Word loops back to continue searching from the beginning. If text is selected in your document and you select Down, the search starts from the beginning of the selection.

Up. If you begin the search in the middle of the document, Word loops back to continue searching from the end. If text is selected in your document and you select Up, the search starts from the end of the selection.

All.

Selection. This option is available only if you select text before choosing Find or Replace. In this case, it is the default option.

## Using the Clipboard to Specify Find and Replace Text

If you've already typed the text in your document that you want to find or use as replacement text, you can avoid having to retype the text in the Find or Replace dialog box. Before choosing Find or Replace, copy the text to the Clipboard. Then, in the Find or Replace dialog box, use the Paste command on the Edit menu to paste the contents of the Clipboard into the Find What or Replace With box.

The formats applied to the pasted text are listed below the Find What or Replace With box. To have Word disregard the formats when performing the search or replacement, select Clear from the Format box below either box.

You can paste up to 255 characters in the Find What and Replace With boxes. To specify larger amounts of text in the Replace With box, first copy the text to the Clipboard. Then to designate the Clipboard contents as the replacement text, position the insertion point in the Replace With box and select Clipboard Contents from the Special box. When you use this technique to specify replacement text, the text on the Clipboard retains its current formatting, rather than taking on the formatting of the text it is replacing in your document. You can also select Clipboard Contents from the Special box below the Replace With box to replace text with a graphic you've copied to the Clipboard.

## Finding and Replacing Formatting

If you've used styles to format your text, you can replace formatting by simply redefining the styles.

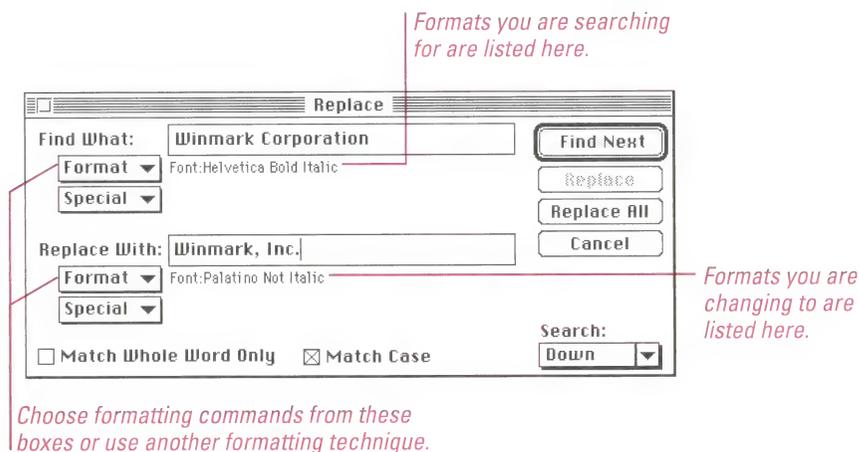
For more information about styles, see Chapter 7, "Formatting with Styles."

When you use Find and Replace, you can specify formats when searching for or replacing text. For example, you can:

- Search for text having a format such as bold or underlining and change the text, change its formatting, or both. For example, you can search for **Winmark Corporation** and change it to **Winmark, Inc.**, **Winmark Corporation**, or **Winmark, Inc.**
- Search for any text having a particular format and change only the formatting, leaving the text as is. For example, if you've underlined the titles of publications in your document and want to make them italic instead, you can search for any underlined text and change the underlining to italic.

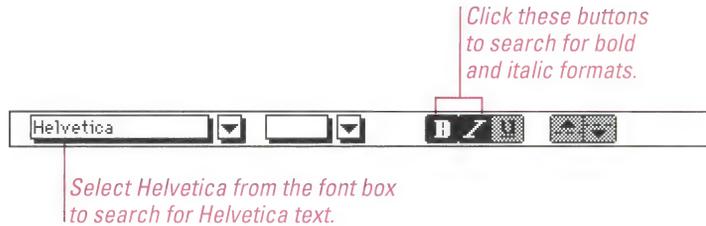
You can also search for and replace paragraph formats and styles. For example, you can find all paragraphs having an indented first line and 10-point Times font and change the formatting by applying a style. Or you can find all paragraphs having the style Heading 1 and change the style to Heading 2. If you specify search text in the Find What box and also select a paragraph format or style, Word finds only occurrences of the search text that appear in paragraphs having the indicated format or style.

To indicate the format to search for and to make formatting changes from the Find and Replace dialog boxes, you use the same formatting techniques as you do when formatting text in your document. You can use the ribbon, ruler, formatting shortcut keys, or the Character, Paragraph, or Style commands.



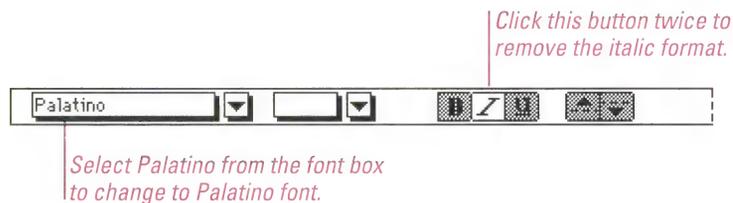
If the text has many formats applied to it, you don't need to select all of them—just enough formats to distinguish it from any other text. In the Character and Paragraph dialog boxes and on the ribbon and ruler, formats that you are not searching for or are not changing are indicated by dimmed check boxes or buttons and blank text boxes. Clicking a check box or button on the ruler or ribbon selects the format.

The following illustration shows how you use the ribbon to specify the formats for the search text in the Replace dialog box shown in the previous illustration. The insertion point should be in the Find What box.



Ribbon showing formats you are searching for

When specifying the formatting for the replacement text, you need to select only the formats you want to be different. Formats you do not select are not changed. The insertion point should be in the Replace With box.



Ribbon showing formats you are changing to

## To find formatted text or just formatting

- 1 From the Edit menu, choose Find.
- 2 In the Find What box, do one of the following.

To find	Do this
Specific text having a specific format	Type the text you are searching for.
All text having a specific format	Make sure the Find What box is empty, deleting any text in the box.

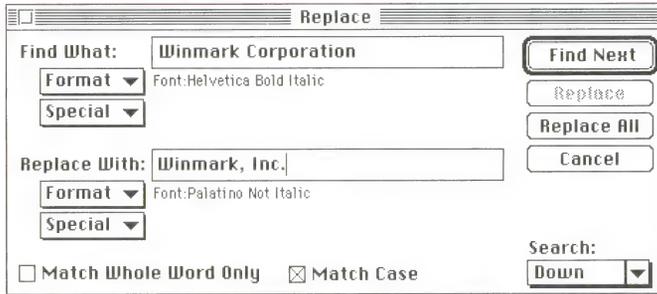
- 3 With the insertion point or selection in the Find What box, select the formats you are searching for, using any of the formatting techniques described earlier.  
Select Clear from the Format box to remove existing formats listed below the Find What box.
- 4 Select any other options you want, and choose the Find Next button.

## To replace formatted text or its formatting

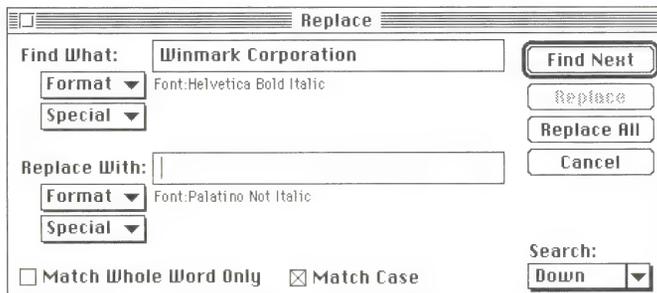
- 1 From the Edit menu, choose Replace.
- 2 In the Find What box, type the text you want to replace.
- 3 With the insertion point or selection in the Find What box, select the formats you are searching for, using any of the formatting techniques described earlier.  
Select Clear from the Format box to remove existing formats listed below the Find What box.
- 4 In the Replace With box, do one of the following.

To replace	Do this
Specific text but not its formatting	Type the replacement text in the Replace With box. If replacement formats are listed below the box, select Clear from the Format box.
Specific text and its formatting	Type the replacement text in the Replace With box. With the insertion point in the Replace With box, use the techniques described earlier to change the format.
Only the formatting of specific text	Make sure the Replace With box is empty, deleting any text in the box. With the insertion point in the Replace With box, use the techniques described earlier to change the format.

- 5 Select any other options you want, and choose the Find Next button to confirm each change or choose the Replace All button.



In this example, Word replaces the found text occurrences with different text and also changes the formatting.



In this example, Word replaces only the formatting of the found text occurrences.

## To replace only formatting

- 1 From the Edit menu, choose Replace.
- 2 Make sure the Find What box is empty, deleting any text in the box.
- 3 With the insertion point or selection in the Find What box, select the formats you are searching for, using any of the formatting techniques described earlier.  
Select Clear from the Format box to remove existing formats listed below the Find What box.
- 4 Make sure the Replace With box is empty, deleting any text in the box.
- 5 With the insertion point in the Replace With box, use the techniques described earlier to change the format.  
Select Clear from the Format box to remove existing formats listed below the Replace With box.
- 6 Select any other options you want, and choose the Find Next button to confirm each change or choose the Replace All button.

## Finding and Replacing Special Characters

You can select options from the Special boxes in the Find and Replace dialog boxes to search for characters other than ordinary text. To remove blank lines in your document, for example, you can search for two consecutive paragraph marks and replace them with a single paragraph mark. If you're searching for similar words or are unsure how a word is spelled, you can use wildcards to represent any character in the search text. For example, to find all references to "Greece" or "Greek" you can search for "Gree??".

When searching for or replacing special characters, make sure you display paragraph marks, tab marks, and other nonprinting characters. (Click the show/hide ¶ button on the ribbon, or choose Show ¶ from the View menu.) If you don't display the nonprinting characters, Word finds and selects the space these characters occupy.

### To specify a special character as find or replacement text

- ▶ With the insertion point in the Find What or Replace With box, select an option from the Special box below it.

Word inserts a two-character code to represent the special character in the Find What or Replace With box.

If formats are listed below the Find What or Replace With box and you don't want the formats to influence the action of Find or Replace, select Clear from the Format box. Otherwise, Word finds only the special characters or combination of text and special characters having those formats.

The following table describes the Special box options. You can specify some options only when searching for text. For example, you can use the wildcard options Unspecified Letter, Unspecified Digit, End of Cell, and White Space only in the Find What box. You can use the Clipboard Contents option only in the Replace With box.

To specify this character	Select
Tab mark (⇨) and the space up to the next tab stop.	Tab Mark (^t)
End-of-line mark (⇩).	End Of Line Mark (^n)
Paragraph mark (¶).	Paragraph Mark (^p)
Manual page break (inserted using SHIFT+ENTER). Also finds section break marks.	Page Break (^d)
Nonbreaking space (␣).	Non-breaking Space (^s)
Optional hyphens (␣). If you specify search text without optional hyphens, Word finds all matching text, including text containing optional hyphens. If you specify optional hyphens in the search text, however, Word finds only words having optional hyphens in the indicated position. For instance, if your search text is “type^-writer,” Word finds only “type ␣writer”—that is, “type”(optional hyphen) “writer” but not “typewrit ␣er” or “type-writer” (with a normal or nonbreaking hyphen).	Optional Hyphen (^-)
Question mark. For example, “Where^?” finds “Where?”	Question Mark (^?)
Any footnote reference mark.	Footnote (^5)
Any type of graphic and empty graphic frames. If you specify a graphic as replacement text, Word inserts an empty graphic frame.	Graphic (^1)
Any number and combination of spaces: normal and nonbreaking spaces, tab marks, paragraph marks, end-of-line marks, end-of-cell marks, section breaks, and manual page breaks.	White Space (^w)
Any letter of the alphabet. For example, specify “^*nsure” in the Find What box to find “ensure” and “insure.”	Unspecified Letter (^*)
Any single number. For example, specify “99^#” in the Find What box to find the numbers 990 through 999.	Unspecified Digit (^#)
^	Caret (^ ^)
Word formula command character (␣). If the character is part of a complete Word formula, Word can find the formula character only with the Show ¶ command chosen.	Formula Character (^@)
Any letter, number, space, or special character.	Any Character (^?)
The text or graphics on the Clipboard.	Clipboard Contents

---

**Tip** You can search for and replace any character in the Macintosh character set by specifying `^n` in the Find What or Replace With box, where *n* is the ASCII decimal code for the character. You can look up the decimal code for a character using the Symbol command on the Insert menu. For information about the Symbol command, see Chapter 5, “Character Formatting.”

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# Glossaries: Storing Items for Reuse

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To print a glossary 260

## Overview

With glossaries you can store frequently used text and graphics (commonly referred to as boilerplate text) so that you can quickly insert them in your document with just a few keystrokes or a couple of mouse clicks.

You could store a long name such as Esmeralda Papathanasiou. Or, if you frequently type “If you have any questions, please feel free to contact me at my office, Room 227 of Building D,” you could store that sentence as a glossary entry so that you never have to type it again.

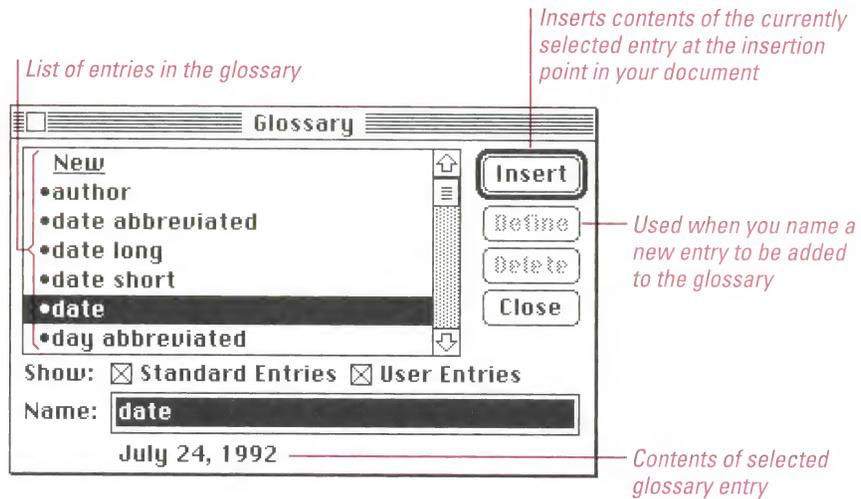
Here are some other examples of what you might store in a glossary:

- Often-used mailing addresses
- Your company name or logo
- A common closing to a letter
- A long distribution list for memos
- Copyright notices
- Standard clauses in contracts
- Text with unusual formatting
- A signature scanned into your computer and copied to Word as a graphic

Even if you don’t create your own glossary entries, you can still use the glossary entries that are included with Word. You can, for example, use the glossary entries supplied with Word to insert the current date in your documents. For a list of the standard glossary entries that are supplied with Word, see “Standard Entries,” later in this chapter.

## Using a Glossary

Glossaries, like documents, are stored as separate files. A glossary file, however, contains a series of glossary entries rather than the more free-form text in a document. You use the Glossary command on the Edit menu to use the entries in a glossary file.



When you first choose the Glossary command during a work session, Word automatically opens and displays the entries in the Standard Glossary. For many people, the Standard Glossary is all that's required to make good use of the glossary feature.

For some work situations, it is more efficient to use glossaries other than the Standard Glossary. For example, if you work with different types of documents, you may want to set up a glossary for each type—perhaps a glossary that stores addresses and other elements common to letters and a glossary that stores scientific terms for academic papers.

In addition to its Standard Glossary, Word also ships with Page Layout, Date and Time, and Formulas glossaries. You can use these to add special effects to your page like crop marks or text overlays, to build specialized date and time formats, or to add scientific or mathematical formulas to a document. These glossaries are stored in the Glossaries folder. For information on opening glossaries other than the Standard Glossary, see "Managing Glossary Files," later in this chapter.

## Working with Glossary Entries

Most of your work with glossaries involves the use of glossary entries, the separate items of stored text or graphics that you insert into your document. This section describes how to:

- Create entries
- Insert entries into a document—either entries that you’ve created or those that come with Word
- Edit the contents of an entry
- Delete an entry

When you create, edit, or delete a glossary entry, you make changes to the glossary file that stores the entry. Word automatically keeps track of these changes so that the glossary file is current throughout your work session. When you quit a session, Word prompts you to save the updated glossary on disk for future sessions. For more information on saving glossaries, see “To save a glossary file,” later in this chapter.

### Creating a Glossary Entry

A glossary entry can include any amount of text and graphics. To create a glossary entry, you type text or insert a graphic into a document, select the text or graphic, and then save the selection with a unique name—usually a brief, descriptive abbreviation that you can easily recall when you want to insert the entry.

#### To store text or graphics as a glossary entry

- 1 If necessary, type the text or create the graphic you want to use for a glossary entry.
- 2 Select the text or graphic you want to store as a glossary entry.  
If you want to store the paragraph formatting of the text or graphic, make sure you include the paragraph mark in your selection.
- 3 From the Edit menu, choose Glossary.
- 4 In the Name box, type a name for the glossary entry.  
Glossary entry names must be unique. If you use an entry name that already exists in the current glossary, Word displays a message telling you that the name is already defined. Rename the new entry.
- 5 Choose the Define button.  
The entry text is displayed at the bottom of the dialog box. If the text is too long to fit the space, the beginning of the text is shown, followed by an ellipsis (...). If the entry is a graphic, Word represents it with a small box.
- 6 To close the Glossary dialog box, choose the Close button.

If you choose the Paste command with the Glossary dialog box open, Word pastes the contents of the Clipboard to the glossary entry.

**Tip** If you are saving a phrase, such as a company name, that you insert in sentences, select one blank space after the phrase when you create the glossary entry. Then, when you insert the phrase in a sentence, the blank space you normally insert after typing a word is already there.

### Storing Formatting with a Glossary Entry

Word stores paragraph formatting, such as alignment, indents, and vertical space before or after, in the paragraph mark that follows text or graphics. If you want glossary entries to retain their paragraph formatting, include the paragraph mark in the selection when you create the glossary entry. For example, if you are storing text that is double-spaced and you want the text to be double-spaced no matter where you insert it, select the paragraph mark that follows the text when you create the glossary entry.

If, instead, you want the text or graphics to take on the formatting of the paragraph into which you insert them, do not include the paragraph mark in your selection. For example, if you store your complete job title as a glossary entry and you want your title to match the font and font size of any text into which it is inserted, do not select the paragraph mark.

### Inserting a Glossary Entry into a Document

When you insert a glossary entry, Word copies the contents of the entry to the location of the insertion point in the document. You can insert glossary entries that you create or entries that come with Word. For a complete list of the glossary entries included with Word, see “Standard Entries,” later in this section.

There are three ways to insert glossary entries:

- Use the Glossary command on the Edit menu if you’re not sure of the glossary entry name or you prefer to perform tasks with menu commands.
- Use the keyboard method and type the name of the entry. The keyboard method is faster when you know the glossary entries you’re using.
- Add glossary entries to the Work menu and choose the names as if they were commands.

For information on using the Work menu, see “Adding Glossary Entries and Files to the Work Menu,” later in this chapter.

### To insert a glossary entry with the Glossary command

- 1 Position the insertion point where you want the glossary entry to be inserted, or select the text or graphic you want to replace with the glossary entry.
- 2 From the Edit menu, choose Glossary.
- 3 To view only the entries you've created or only the entries supplied with Word, select either the User Entries or Standard Entries check box.

If both boxes are checked, Word displays all entries for the glossary.

- 4 Type or select the name of the glossary entry you want to insert.

The entry text is displayed at the bottom of the dialog box. If the text is too long to fit the space, the beginning of the text is shown, followed by an ellipsis (...). If the entry contains a graphic, Word represents it with a small box.

- 5 Choose the Insert button.

---

**Tip** As a shortcut, double-click the name of any glossary entry to select and insert it at the same time and close the dialog box.

---

### To insert a glossary entry with the keyboard

- 1 Position the insertion point where you want the glossary entry to be inserted, or select the text or graphic you want to replace with the glossary entry.

- 2 Press **COMMAND+BACKSPACE** or **COMMAND+DELETE**.

Word highlights the word “Name” at the bottom-left corner of your screen.

- 3 At the “Name” prompt, type the full name of the glossary entry or, as a quick alternative, just enough of the entry's first letters so that Word recognizes the name.

For example, type **address** or simply **a** if address is the only glossary entry that begins with the letter *a*.

- 4 To insert the glossary entry into your document, press **ENTER**.

You can cancel this procedure by pressing **ESC** before step 4. You can undo the insertion by choosing Undo from the Edit menu before choosing any other command.

## Standard Entries

The following table describes the standard glossary entries supplied with Word. For many of the entries—for example, the date—you can choose a glossary entry that is current for the time you insert it, or a similar entry that updates so that it is current when you print your document.

These glossary entries are available in the Standard Glossary, other glossaries supplied with Word, and any glossaries you create.

<b>Glossary entry</b>	<b>Example or content</b>
author	Name of author from Summary Info dialog box
date <i>or</i> print date	December 1, 1991
date abbreviated <i>or</i> print date abbreviated	Sun, Dec 1, 1991
date long <i>or</i> print date long	Sunday, December 1, 1991
date short <i>or</i> print date short	12/1/91
day abbreviated <i>or</i> print day abbreviated	Sun
day long <i>or</i> print day long	Sunday
day of month <i>or</i> print day of month	1
file name only	Name of the current file
file name with path	Volume, folder, and filename
keywords	Keywords from the Summary Info dialog box
month abbreviated <i>or</i> print month abbreviated	Dec
month long <i>or</i> print month long	December
month short <i>or</i> print month short	12
page number	Current page number
print merge	« »
section	Current section number
subject	Subject from the Summary Info dialog box
time <i>or</i> print time	1:55 PM
time with seconds <i>or</i> print time with seconds	1:55:43 PM
title	Title of document from Summary Info dialog box
version	Document version number from Summary Info dialog box
year long <i>or</i> print year long	1991
year short <i>or</i> print year short	91

## Editing or Deleting a Glossary Entry

To keep glossaries up-to-date, you can edit or delete glossary entries.

### To edit a glossary entry

- 1 Insert the glossary entry into a document.
- 2 Make the changes to the entry.
- 3 Select the entry.

If you want to store the paragraph formatting with the text and graphics, include the paragraph mark in the selection.

- 4 From the Edit menu, choose Glossary.
- 5 Type or select the name of the original glossary entry.
- 6 Choose the Define button.

The text or graphic selected in the document replaces the existing entry and is shown at the bottom of the dialog box.

### To delete a glossary entry

- 1 From the Edit menu, choose Glossary.
- 2 Select the name of the glossary entry you want to delete.
- 3 Choose the Delete button.
- 4 When Word asks you to confirm the deletion, choose the Yes button.

## Adding Glossary Entries and Files to the Work Menu

**For more information about adding and removing commands from menus, see Chapter 40, “Customizing Word to Fit Your Work.”**

You will probably use some entries more often than others. You may, for example, add the date your document prints to a footer in all your documents. To improve access to commonly used glossary entries, you can add the entries as commands to the Work menu. Then, to insert the entry, choose the name of the entry from the Work menu. The Work menu is not displayed in Word initially, but when you add a command to it, it appears at the far right on the menu bar.

In addition to glossary entries, you can also add whole glossary files to the Work menu. This can be useful if you often switch to other glossaries in the course of your work. For example, you could add the Page Layout Glossary supplied with Word to the Work menu, so entries for desired page effects would be easily accessible. When you choose a glossary that’s been added as a command to the Work menu, Word opens the glossary and merges it with the current glossary.

### To add a glossary entry to the Work menu

- 1 Press COMMAND+OPTION+SHIFT+PLUS SIGN (+).  
Use the plus sign on the keyboard, not the one on the numeric keypad. The mouse pointer becomes a bold plus sign.
- 2 From the Edit menu, choose Glossary.
- 3 Select or type the glossary entry name.
- 4 To close the Glossary dialog box, choose the Close button.  
The glossary item you selected is now on the Work menu.

### To add a glossary file to the Work menu

- 1 Press COMMAND+OPTION+SHIFT+PLUS SIGN (+).  
Use the plus sign on the keyboard, not the one on the numeric keypad. The mouse pointer becomes a bold plus sign.
- 2 From the Edit menu, choose Glossary.
- 3 From the File menu, choose Open.
- 4 Select the glossary file you want.
- 5 Choose the Open button.
- 6 To close the Glossary dialog box, choose the Close button.  
The glossary file you selected is now on the Work menu.

### To delete a glossary entry or file from the Work menu

- 1 Press COMMAND+OPTION+MINUS SIGN (-).  
Use the minus sign on the keyboard, not the one on the numeric keypad. The mouse pointer becomes a bold minus sign.
- 2 From the Work menu, choose the glossary entry or file you want to delete.  
If you remove the last command from the Work menu, the menu is no longer displayed.

---

**Tip** You can create custom glossary entries based on the entries supplied with Word. For example, if you join the print date and print time entries, and then save them as a new glossary entry, the current date and time would be printed.

---

## Managing Glossary Files

A glossary is a file; when you work with a glossary—especially more than one glossary—you perform file management tasks. Some tasks are for housekeeping purposes and others for convenience as you work.

<b>Do this</b>	<b>To</b>
Save	Store a glossary on disk with any changes you've made to its entries. You can save after making changes or at the end of your session when Word prompts you.
Open	Make the entries in a glossary available. The Standard Glossary opens automatically whenever you start Word, but others have to be specifically opened.
Merge	Merge the entries of a second glossary with those of the open glossary.
Start a new glossary file	Create a glossary for a new category of entries or separate a large number of entries in an existing single glossary so they are easier to look at and use.

When you install Word, the Standard Glossary and the other glossaries included with Word are copied to the Word folder. You may want to save any other glossaries you create to this folder so that you'll know where your glossaries are when you need to open them.

---

**Important** Do not move the Standard Glossary from the Word folder to any other folder. If you do, Word will not be able to find the Standard Glossary to open when you start a new Word session.

---

### To save a glossary file

When you quit Word and have made changes to a glossary, Word asks if you want to save the glossary changes. If you choose Yes, Word displays the Save Glossary As dialog box.

- ▶ To accept the proposed glossary filename—either Standard Glossary or the name of another glossary that you've opened—choose the Save button.

–Or–

Type another name in the Save Glossary As box to create a new glossary file, and then choose the Save button.

Although it's convenient to save glossary changes when you quit Word, you can also save at any time by choosing Glossary from the Edit menu, and then, with the Glossary dialog box open, choosing Save or Save As from the File menu.

### To open a glossary file

- 1 From the Edit menu, choose Glossary.
- 2 From the File menu, choose New to clear all entries except those supplied with Word.
- 3 When Word asks if you want to delete all nonstandard entries, choose Yes. Deleting the nonsupplied entries does not remove them from the original, opened glossary. It only clears them so that they are not merged into the glossary you open.
- 4 From the File menu, choose Open.
- 5 From the list in the Open box, select the glossary you want.

### To open a glossary and merge it with the current glossary

- 1 From the Edit menu, choose Glossary.
- 2 From the File menu, choose Open.
- 3 From the list in the Open box, select the glossary you want.

When you merge a glossary with the current glossary and both glossaries have an entry with the same name, Word uses the text from the second glossary for the glossary entry.

### To start a new glossary file

- 1 From the Edit menu, choose Glossary.
- 2 From the File menu, choose New to clear all entries except those supplied with Word.
- 3 Create as many glossary entries as you like.
- 4 When you're ready to save the new glossary, choose Glossary from the Edit menu.
- 5 From the File menu, choose Save As.
- 6 Type a name for the glossary in the Save Glossary As box.
- 7 Choose the Save button.

## Printing a Glossary

You can print a glossary so that you can see all entries in their entirety at a glance. In the Glossary dialog box, you can see only the contents of one entry at a time at the bottom of the box. If the entry is too long to fit the space, only its first few words are displayed. Also, since the font used in a dialog box cannot represent graphics or graphical fonts, printing gives you an accurate view of entries that contain either of these elements.

Glossaries are printed separately from the document that is open when you print. Entries print in alphabetical order and are formatted as they would appear when inserted into a document.

### To print a glossary

- 1 From the Edit menu, choose Glossary.
- 2 From the File menu, choose Print.

# Proofing a Document

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## Overview

The proofing commands in Word help you quickly find and correct many common writing errors. You can:

- Use the Spelling command to check spelling as a routine step in editing your documents.
- Check for grammatical errors and stylistic weaknesses with the Grammar command. The Grammar command can also evaluate the readability of a document, to help you ensure that your writing is suitable for your audience.
- Find a synonym or antonym for a particular word using the Thesaurus command.
- Hyphenate words at line breaks with the Hyphenate command, to reduce the raggedness at the margins and the extra spacing between words in justified text.
- Check the number of words, lines, or paragraphs in your manuscript using the Word Count command.

If you install Word with the Easy Install option, the Spelling, Grammar, and Thesaurus commands are automatically installed in their correct folders. If you install Word with the Customize option and don't include the proofing commands, you must run Install again before using them.

## Checking Spelling

**If you didn't install the Spelling command when you set up Word, see *Microsoft Word Getting Started*.**

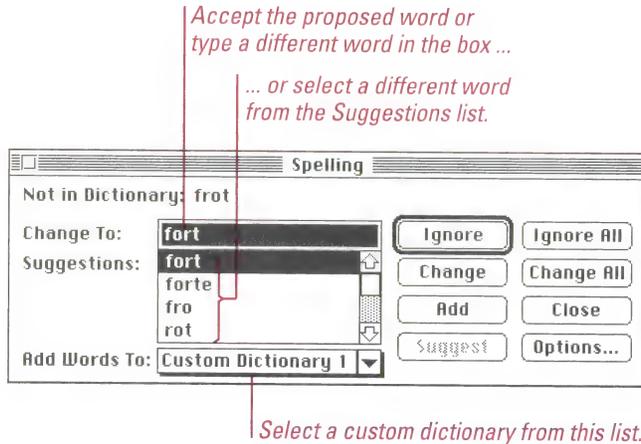
When you choose the Spelling command, Word checks your document for spelling errors using a standard English dictionary. Any word not found in the dictionary is displayed in the Spelling dialog box, where you can correct the possible misspelling. You can also create custom dictionaries, for words such as specialized terms, acronyms, abbreviations, and names of business associates that are not in the main dictionary. During a spell check, you can have Word use both the main dictionary and custom dictionaries.

In addition to simple misspellings, Word also alerts you to duplicate words, such as “the the,” and words that have an unusual pattern of capitalization, such as “JUpiter.” You can set additional rules for checking spelling with the Preferences command on the Tools menu.

---

**Note** Unless you select text before you choose the Spelling command, Word checks the entire document. This includes footnotes, headers, and footers. Hidden text is included in the spelling check if it is visible—that is, if the Show Hidden Text option in the View category of the Preferences command (Tools menu) is selected.

---



Spelling dialog box with misspelled word displayed

## To check spelling

Word normally checks all of your document beginning at the insertion point. To check only part of the document, select that part before choosing the Spelling command.

- 1 From the Tools menu, choose Spelling.

Word begins checking the document or the selected text. On finding a word that is not in any open dictionary, Word displays the word in the Spelling dialog box and selects the word in your document. Word scrolls the document so you can see the word in its context. To see more text, drag the dialog box by its title bar.

- 2 Each time a word is displayed in the dialog box, do one of the following:

- Correct the spelling. As a shortcut, you can simply type the correct spelling in the Change To box, as long as the box is highlighted.

If you agree with the suggested correction in the Change To box, choose the Change button to correct the current instance of the word. To correct all instances of the same word subsequently found in the your document, choose the Change All button.

If you want a different correction, select a word from the Suggestions list and choose Change (or double-click the word) or Change All. If the Suggestions list is empty, choose the Suggest button to list possible spellings.

If you want to change the spelling of the word instead of accepting a suggested correction, point to the misspelled word in the dialog box. The mouse pointer changes to a down-pointing arrow. Press the mouse button once. The misspelled word is displayed in the Change To box, where you can correct its spelling.

If Word cannot suggest a correction, it inserts the questionable word in the Change To box. You can correct its spelling without retyping the whole word.

- Leave the word unchanged and continue the spell check.

To skip only the current instance of the word, choose the Ignore button. To skip all instances of the word subsequently found in the document or selection, choose Ignore All. Word ignores the word until you complete the spell check.

- Add the word to a custom dictionary.

To add the word to the dictionary shown in the Add Words To box, choose the Add button.

To add the word to a different dictionary, click the arrow beside the Add Words To box and select the dictionary from the list. Then choose Add.

If the dictionary you want is not listed, choose the Options button and open the dictionary. For more instructions, see “To open or close a custom dictionary,” later in this chapter.

- Delete a repeated word.

Choose the Delete button to remove the duplicate word.

- 3 When Word reaches the end of the document, it displays a message asking if you want to continue checking from the beginning. Choose the OK button to continue checking; choose Cancel to stop checking and return to your document.

When Word finishes checking all of the document or the part you selected, it displays a message to that effect. Choose OK to return to the document.

---

**Note** If you choose Change All to correct all instances of a misspelled word, Word makes the specified change as it finds subsequent instances of the word in the document. If you cancel the Spelling command before the entire document has been checked, some instances of the word may not be changed.

---

### To check the spelling of a selected word

- 1 Select the word you want to check.
- 2 From the Tools menu, choose Spelling.
- 3 Do one of the following:
  - If the word is not in any open dictionary, Word displays the Spelling dialog box. You can correct the word, or you can ignore it and add it to a custom dictionary.
  - If the word is spelled correctly, Word displays a message to that effect. Either close the message box and return to your document by choosing the OK button, or to check the rest of your document for misspelling, choose the Continue Checking button.

## To interrupt the spell check to edit your document

While you are checking spelling, you can return to your document to make other changes and then continue checking.

- 1 Click in the document window to make it active.

Your document is displayed on top of the Spelling dialog box. Make any changes to the document, or scroll to see more text.

- 2 After editing the document, choose Spelling from the Tools menu, or click in the Spelling dialog box. Choose the Start button to continue checking.

Word continues checking from the current location of the insertion point or selection in your document.

---

**Tip** Sometimes you know approximately how a word is spelled, but aren't sure of a few letters. In the Change To box of the Spelling dialog box, you can type the word as you think it's spelled, using "wild card" characters ? or \* for the letters you're unsure of. Use ? to represent a single character and \* to represent any number of characters. Then click the Suggest button to display the possible spellings. For example, you can type "for??gn" to verify the spelling of "foreign," or type "knowle\*e" to verify the spelling of "knowledge." You can also type the word in your document using wild cards, select the word, and then choose the Spelling command.

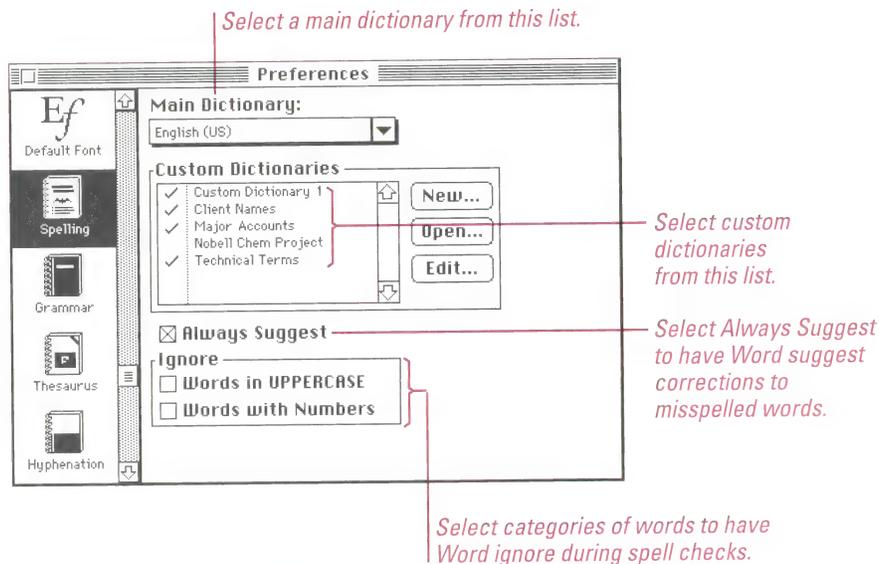
---

## Selecting Spelling Options and Dictionaries

You can control how Word checks spelling using the Preferences command on the Tools menu, or by choosing the Options button in the Spelling dialog box. With the Spelling options displayed in the Preferences dialog box, you can do the following:

- Have Word ignore words that are typed in all uppercase letters or that contain numbers. This allows you to skip acronyms and many abbreviations during spell checks, even if you have not added them to a custom dictionary.
- Select a different main dictionary, such as a dictionary in another language.
- Select custom dictionaries to use in checking spelling.

The changes you make in selected dictionaries and spelling options take place immediately.



## To select spelling options

To see which spelling options are currently in effect, follow these steps before you choose the Spelling command. To change the options after you start checking spelling, choose the Options button in the Spelling dialog box.

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Spelling to display the spelling options.
- 3 Under Ignore, select the class of words you want Word to skip during spell checks.

### To ignore

### Select this option

Words typed in all uppercase letters and any combination of uppercase letters and numbers, such as UNESCO, NNW, T42D, or FY92.

Words In UPPERCASE

Word continues to check the spelling of words that were originally typed in lower case and capitalized by means of the All Caps or Small Caps character formatting options.

Any combination of characters that includes numbers, such as 20 mg, 408tx1, ac501d4, or TX102.

Words With Numbers

Even if this option is not selected, Word ignores combinations of numbers and letters that contain only one letter, such as 3a or 40K.

- 4 If you do not want Word to suggest corrections for misspellings, clear the Always Suggest check box. Word checks spelling more quickly with this option cleared.  
For example, if you are using many custom dictionaries, it's best to work with the Always Suggest option cleared. If you would like to see suggestions for a particular misspelled word, and Always Suggest is cleared, choose the Suggest button in the Spelling dialog box.
- 5 To close the Preferences dialog box, click the close box in the upper-left corner.  
Word skips the indicated classes of words in this and subsequent spell checks.

### To select a main dictionary

Make sure the dictionary you intend to use is in the Word Commands folder.

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Spelling to display the spelling options.
- 3 Under Main Dictionary, select the dictionary you want to use as the standard dictionary for spell checks.
- 4 To close the Preferences dialog box, click the close box in the upper-left corner.  
Word uses the selected dictionary when you next choose the Spelling command.

## Using Custom Dictionaries

You will probably use words in your documents that are not in a main dictionary, such as specialized terms, product codes, acronyms and abbreviations, and names of clients and business associates. So that Word doesn't question the words during spell checks, you can add them to a custom dictionary. Word can then check that these words are also correctly spelled.

The first time you use the Spelling command, the dictionary Custom Dictionary 1 appears in the Spelling dialog box. The dictionary is empty until you add words to it. You can create as many new custom dictionaries as you want. For example, you can add client names to one dictionary for use in checking letters and memos, and add technical terms and product codes to another dictionary for checking specifications and operator manuals. You might need to use both dictionaries for checking reports and proposals.

When you add a word to a dictionary during a spell check, the word is entered in the dictionary exactly as it appears in your document. If the word is in all lowercase letters, it will be recognized in subsequent spell checks even if it begins with an uppercase letter or is typed in all uppercase letters. If you add a word that contains some uppercase letters, however, the word may not be recognized in your document during the next spell check if it has a different pattern of capitalization. The following table describes the results of adding to a custom dictionary words having various patterns of capitalization.

If you add	Word recognizes	Word questions
ylem	ylem, Ylem, YLEM	yLem
Cambrian	Cambrian, CAMBRIAN	cambrian
UNESCO	UNESCO	Unesco, unesco
AppleTalk	AppleTalk	APPLETALK, appletalk

---

**Note** If you are upgrading from Microsoft Word 4.0 to Microsoft Word 5.0, and you created custom dictionaries in Word 4.0 (called user dictionaries in Word 4.0), those dictionaries appear in the Add Words To box in the Spelling dialog box.

---

### To create a new custom dictionary

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Spelling to display the spelling options.
- 3 Under Custom Dictionaries, choose the New button.  
Word displays a dialog box asking you to name the new dictionary.
- 4 In the Save New Custom Dictionary As box, type a name for the dictionary.  
Dictionary names can contain up to 32 characters, including spaces.
- 5 Open the folder or switch to the drive where you want the dictionary stored.  
It's recommended that you store custom dictionaries in the same folder as the main dictionaries, so Word can automatically locate them. If you store the dictionary in another location, you may have to tell Word where to find it when you want to use it again.
- 6 Choose the Save button.  
Word creates and opens the dictionary. The dictionary is listed in the Preferences dialog box with a check mark beside the name, indicating it is open.

### To open or close a custom dictionary

To have Word consult a custom dictionary when checking spelling, make sure the dictionary is open before you choose the Spelling command. Word can check spelling more quickly if you close any custom dictionaries that are not needed to check a particular document.

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Spelling to display the spelling options.  
All custom dictionaries that Word finds are displayed in the Custom Dictionaries list. Open dictionaries are checked.
- 3 Open or close dictionaries as follows.

---

To	Do this
Open a dictionary	Click to the left of the dictionary name to add a check mark.
Close a dictionary	Click the check mark to remove it.
Open a custom dictionary in another folder, on another disk, or on an AppleTalk file server	Choose the Open button. Word displays a dialog box asking you to locate the dictionary. Select the dictionary from the list, and then choose the Open button. The opened dictionary is added to the Custom Dictionaries list.

- 4 Click the close box to close the Preferences dialog box.  
Word uses the open dictionaries as soon as you begin checking spelling again.

### To remove words from a custom dictionary

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Spelling to display the spelling options.
- 3 From the Custom Dictionaries list, select the dictionary you want to change, and then choose the Edit button.

Word displays a dialog box where you can edit the custom dictionary.

- 4 Select the word you want to remove, and then choose the Delete button.  
Continue selecting words and choosing Delete until you remove all the words you want.
- 5 Choose the OK button to close the dialog box and implement your changes.  
–or–  
Choose the Cancel button to close the dialog box without changing the dictionary.

---

**Tip** To add many words to a custom dictionary, first create a document that lists words you want in the dictionary. Open the custom dictionary or dictionaries you want to contain the words and then use the Spelling command to check the spelling of the list. As the words are displayed in the Spelling dialog box, you can add them to a custom dictionary.

---

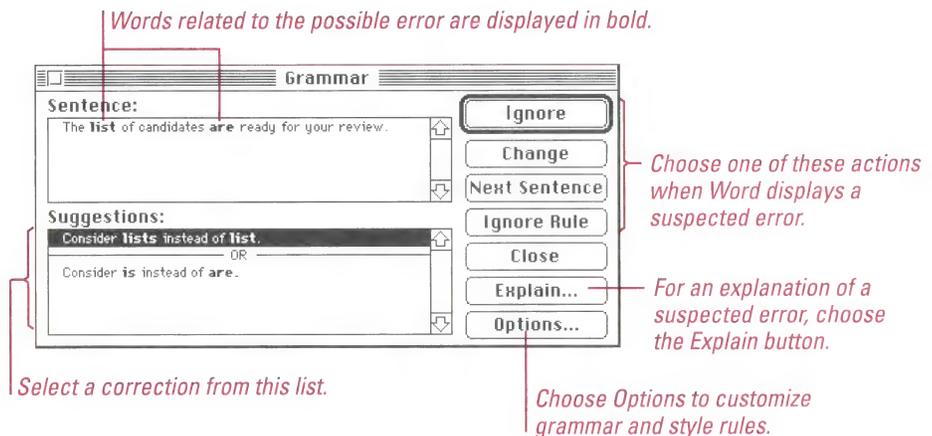
## Checking Grammar

**If you didn't install the Grammar command when you set up Word, see *Microsoft Word Getting Started*.**

The Grammar command identifies sentences in your document that may have grammatical errors or a weak writing style. For many errors, the Grammar command suggests ways to correct the sentence. You can choose the correction you want and have Word change the sentence in your document. You can also make changes directly in your document and then continue checking.

You can select which rules of style and grammar Word observes during grammar checks by using the Preferences command on the Tools menu. For example, if you don't want Word to question sentences containing passive verbs, you select the Grammar category in the Preferences dialog box and then clear the Passive Verb Usage rule in the list of grammar rules. For more information, see "Selecting Rules to Observe in Grammar Checks," later in this chapter.

**Note** When you choose the Grammar command, Word also checks the document or selection for spelling errors. If a questionable word is found, the Spelling dialog box is temporarily displayed over the Grammar dialog box so you can correct the word or add it to a custom dictionary. If you don't want to check spelling during grammar checks, choose Preferences from the Tools menu, and then select Grammar. Under Rule Groups, select Grammar and clear the Spelling Errors option.



Grammar dialog box showing suspected error

## To check grammar

Word normally checks all of your document beginning at the insertion point. To check only part of the document, select that part before choosing the Grammar command.

- 1 From the Tools menu, choose Grammar.

Word displays the Grammar dialog box and begins checking the document or selection. If Word finds a sentence with questionable grammar or style, it displays the sentence in the Grammar dialog box. Words related to the suspected error are displayed in bold.

- 2 Take one of the following actions.

To	Do this
View a corrected version of the sentence	Point to a correction in the Suggestions list (the pointer shape changes to a hand) and hold down the mouse button. In cases where the Grammar checker can suggest a replacement, a corrected version of the sentence is displayed in the Sentence box.
Select a suggested correction	Select a correction from the Suggestions list and choose the Change button, or double-click the suggestion. Word updates the sentence in your document.
Type a correction in the document	Click in the document window to make it active. Edit the sentence, and then click the Grammar dialog box or choose the Grammar command from the Tools menu to continue checking from the insertion point.
Skip this occurrence of the possible error and continue checking	Choose the Ignore button.
Skip this and similar occurrences of the possible error	Choose the Ignore Rule button. For example, to allow passive verbs for the remainder of the grammar check, choose Ignore Rule the first time Word questions a passive verb construction.
Leave the current sentence unchanged, skipping all other possible errors in it	Choose the Next Sentence button. Word begins checking the next sentence.

To	Do this
Get more information about the error	Choose the Explain button. Word displays the Grammar Explanation dialog box, which describes the related grammar or style rule. Click the close box in the Grammar Explanation dialog box to resume the grammar check.
Have Word ignore the grammar or style rule during this and future checks	Choose the Options button to display the Grammar options in the Preferences dialog box. The rule for the suspected error is highlighted. Click the check mark next to the rule to have Word ignore the rule for the current grammar check and for all future grammar checks.

- 3** When Word reaches the end of the document, it displays a message asking if you want to continue checking from the beginning. Choose the OK button to continue checking; choose the Cancel button to stop checking and return to your document.

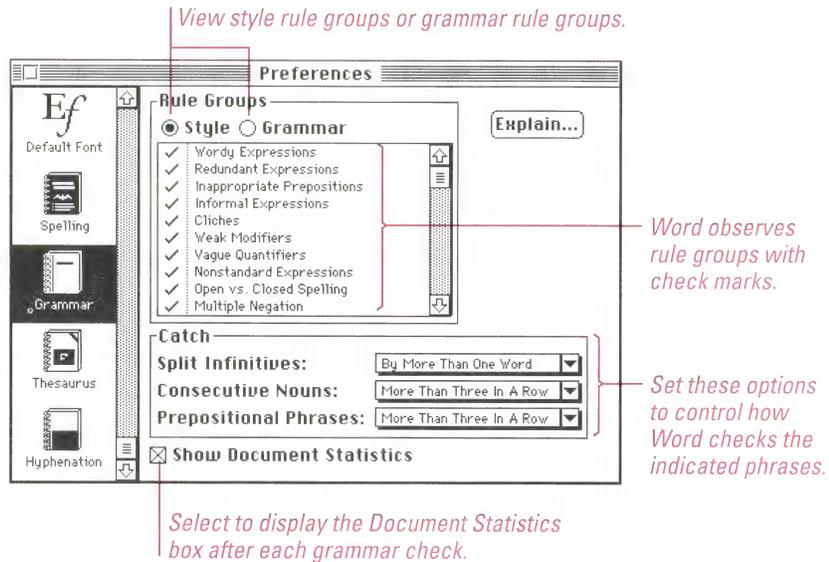
When Word finishes checking the entire document or the part you selected, it displays a message to that effect. Choose OK to return to your document.

If the Show Document Statistics option in the Grammar category of the Preferences dialog box is selected, Word displays the Document Statistics box following a grammar check. For more information about the Document Statistics box, see “Evaluating the Readability of a Document,” later in this chapter.

## Selecting Rules to Observe in Grammar Checks

You may not want to observe all rules of style and grammar when you check a document. Rules of style are often subjective. Your subject and audience, among other things, influence the writing style that is appropriate for your documents. Rules of grammar, on the other hand, are less subject to choice. Circumstances may justify turning off a grammar rule, however, when you are checking certain documents. Technical and legal documents, for example, may contain sentences in the passive voice or other sentence constructions that you do not want repeatedly questioned by the Grammar command. Also, the Grammar command may not recognize certain valid sentence constructions used in your documents.

The rules Word uses to check your documents are classified into rule groups. To prevent Word from questioning certain uses of style or grammar, you can turn off the governing rule group using the Preferences command on the Tools menu.



Preferences dialog box showing Grammar options

## To change rules for checking grammar or style

- 1 From the Tools menu, choose Preferences and select Grammar to display the grammar options.  
—or—  
If you've already started checking grammar, choose the Options button in the Grammar dialog box.
- 2 Under Rule Groups, select Style to list rule groups for style or Grammar to list rule groups for grammar.
- 3 Click to the left of the rule group name in the check-mark column to select or clear the rule.

Word observes checked rule groups during grammar checks.

- 4 If you want an explanation of a rule group, click the rule group name itself, and then choose the Explain button.
- 5 Under Catch, select options to control how Word checks for the following phrases.

<b>For this type of phrase</b>	<b>Select an option to control</b>
Split Infinitives	<p>How many words can fall between the word “to” and an infinitive verb before Word questions the sentence.</p> <p>With the setting <b>By More Than One Word</b>, Word questions an infinitive phrase split by more than one word, such as “to rather quickly get,” but does not question an infinitive phrase split by only one word, such as “to quickly get.” Select <b>Always</b> to have Word question all split infinitives; select <b>Never</b> to have Word ignore all split infinitives.</p>
Consecutive Nouns	<p>How many nouns can modify another noun before Word questions the sentence.</p> <p>With the setting <b>More Than Three In a Row</b>, Word questions a long sequence of nouns such as “task resource management group,” but does not question “resource management group.” Select <b>Never</b> to have Word ignore all instances of consecutive nouns.</p>
Prepositional Phrases	<p>How many prepositional phrases can fall consecutively before Word questions the sentence.</p> <p>With the setting <b>More Than Three In A Row</b>, Word questions a sequence of prepositional phrases such as “the can of paint on the floor by the chair in the corner,” but does not question “the can of paint on the floor by the chair.” Select <b>Never</b> to have Word ignore all instances of consecutive prepositional phrases.</p>

- 6 Click the close box to close the Preferences dialog box.  
Word observes selected options as soon as you begin checking grammar again.

---

**Note** When you quit Word, the set of selected grammar and style rules are saved in the Word settings file currently in use. Word observes the selected rules in grammar checks as long as you use that settings file. For more information about Word settings files, see Chapter 40, “Customizing Word to Fit Your Work.”

---

## Evaluating the Readability of a Document

If the Show Document Statistics option in the Grammar category of the Preferences dialog box is selected, Word displays the Document Statistics box following every grammar check. The information in the Document Statistics box helps you evaluate how easily an average adult reader can understand your writing.

Word counts words, characters, sentences, and paragraphs in your document and displays averages, such as the average number of sentences in a paragraph. All of these factors affect the readability of a document.

The Document Statistics box also displays readability statistics, measured by standard readability indexes. Most readability indexes assign a reading grade level. A Flesch Grade Level of 7, for example, indicates writing that can be understood by an average English-speaking reader who has completed seven years of education in the United States.

---

**Note** Word displays document statistics for the portion of the document that is checked by the Grammar command. If you don't start the grammar check from the beginning of a document, or you check only a selected part of a document, the statistics and readability indexes displayed after a grammar check are not valid for the whole document. This is also true if while checking grammar you click in your document to edit a sentence and then return to the Grammar dialog box to continue checking. The document statistics are recalculated from the point where you edited your document.

To report statistics for the entire document, choose the Preferences command from the Tools menu and clear the Show Document Statistics option. Then choose the Grammar command. When all proofing is complete, choose the Preferences command again. Select the Show Document Statistics option and turn off all grammar and style rules. Position the insertion point at the beginning of the document and choose the Grammar command. Word reports accurate statistics for the entire document without checking grammar or style rules.

---

## Readability Indexes That Word Uses

**Passive Sentences** Reports the percentage of sentences that are passive (“The work was finished by Patrick.”) instead of active (“Patrick finished the work.”). Avoid passive sentences unless the person or thing performing the verb action is unimportant or unknown.

**Flesch Reading Ease and Flesch Grade Level** Indexes based on the average number of words per sentence and the average number of syllables per 100 words. “Standard” writing averages approximately 17 words per sentence and 147 syllables per 100 words.

Flesch Reading Ease	Flesch Grade Level	Reading ease
90–100	4	Very easy
80–90	5	Easy
70–80	6	Fairly easy
60–70	7–8	Standard
50–60	Some secondary school	Fairly difficult
30–50	Secondary school, some higher education	Difficult
0–30	Higher education	Very difficult

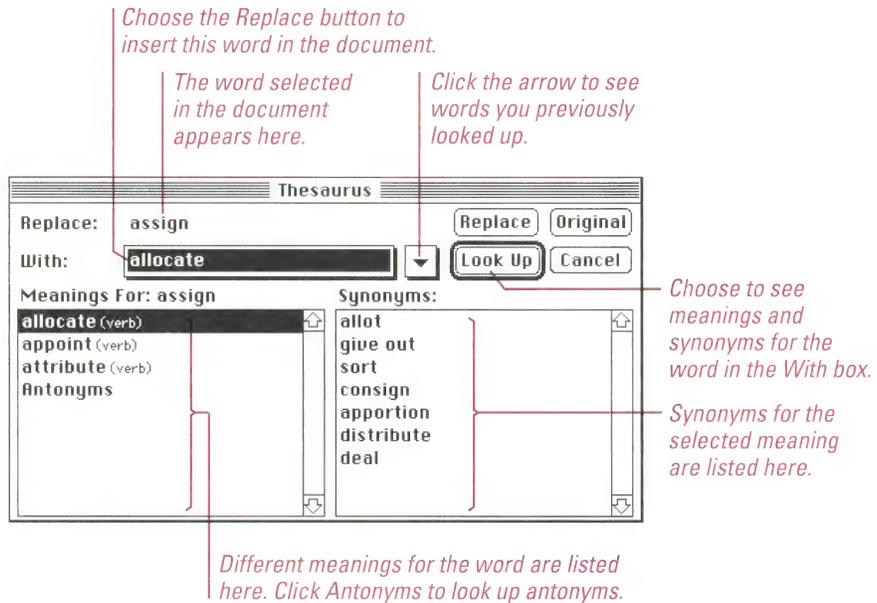
**Flesch-Kincaid** Also assigns a grade level. A Flesch-Kincaid index of 7 or 8 is roughly equivalent to a Flesch Reading Ease score of 70–80, the range for standard writing.

**Gunning Fog Index** Based on the overall sentence length and the number of words per sentence that contain more than one syllable. Sentences that contain many multisyllabic words are rated difficult to read.

## Looking Up Words in the Thesaurus

**If you didn't install the Thesaurus command when you set up Word, see *Microsoft Word Getting Started*.**

Use the Word thesaurus to add interest and precision to your writing. You can quickly look up a synonym—a word with the same or similar meaning—for a selected word in your document. If the word has several different meanings, you can select the meaning you want, and Word will display a list of alternative words and phrases. For many words, you can also look up antonyms—words with the opposite meaning.



Thesaurus dialog box

## To look up words in the thesaurus

- 1 Select the word in your document you want to look up.

If you don't select a word, Word looks up the word containing or closest to the insertion point.

- 2 From the Tools menu, choose Thesaurus.

Word displays the Thesaurus dialog box. The word you selected appears next to Replace. Possible meanings for the word are listed in the Meanings For list. Word inserts the first meaning from the list in the With box and displays alternative words and phrases for it in the Synonyms list.

If Word cannot find a synonym, it displays a list of words close in alphabetical order to the selected word. If you misspelled the word in your document, select a word from the alphabetical list or type the correct word in the With box. Then choose the Look Up button.

**3** Take one of the following actions.

<b>To</b>	<b>Do this</b>
Use a synonym from the Synonyms list	Click the synonym you want. The word is inserted in the With box.
Use a different meaning	Select a different meaning from the Meanings For list if the word in the With box does not match the meaning you want. Word inserts the selected meaning in the With box and lists synonyms for it in the Synonyms list.
Look up related words or antonyms	If the Related Words or Antonyms option appears in the Meanings For list, click the option. You can then select a related word or antonym from the list Word displays.
Look up further meanings and synonyms for the word in the With box	Choose the Look Up button. You can also type a word in the With box and then choose Look Up or look up a word in the Meanings For or Synonyms list by double-clicking the word.
Redisplay the meanings and synonyms for the word you originally selected in your document	Choose the Original button. The word you originally selected appears next to With. Choose the Look Up button to display meanings and synonyms.

- 4** Choose the Replace button to replace the selected word in your document with the word or phrase in the With box.
- or–
- Choose the Cancel button to close the dialog box without changing the selected word in your document.

---

**Note** Word keeps track of the words you look up each time you use the Thesaurus command. To redisplay the meanings and synonyms for any word you previously looked up, click the arrow beside the With box and select the word from the list. Then choose Look Up to view meanings and synonyms.

---

## To use a different thesaurus

Follow these steps to use a thesaurus other than the U.S. English Thesaurus. Make sure you installed the thesaurus you want to use in the same folder as the U.S. English Thesaurus. To save disk space, remove any thesaurus you're not using from the Macintosh.

- 1 From the Tools menu, choose Preferences.
- 2 In the Preferences dialog box, select Thesaurus.
- 3 Under Language, select the thesaurus file you want to use.  
Word automatically closes the current thesaurus and opens the new one.
- 4 Click the Close box to close the Preferences dialog box.

## Hyphenating Words

Hyphenating words at line breaks improves the appearance of your document by reducing the raggedness of text at the margins. In justified text, hyphenation reduces the amount of space inserted between words to fill out each line. Hyphenation is especially useful for documents having narrow text columns, such as newsletters and brochures.

**For instructions on manually typing hyphens, including nonbreaking hyphens and dashes, see Chapter 3, "Typing and Revising a Document."**

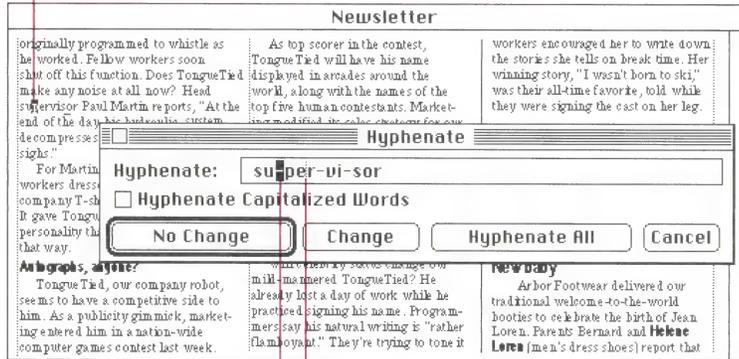
When you choose the Hyphenation command on the Tools menu, Word scans your document and examines each line of a paragraph after the first line. If the first word in the line can be hyphenated, Word inserts a special hyphen called an optional hyphen and moves the first part of the word to the preceding line. Optional hyphens, unlike the hyphen characters you type from the keyboard, are printed in your document only if they are needed to break a word at the end of a line.

How optional hyphens are displayed in your document depends on whether the show/hide ¶ button on the ribbon is selected or not. With the show/hide ¶ button selected, optional hyphens are displayed as the character ¯ to distinguish them from the normal hyphen character (-). With the show/hide ¶ button not selected, only optional hyphens that will actually print—that is, those occurring at line breaks—are displayed. In this case, they are displayed and printed like the normal hyphen character.

It's best to use the Hyphenation command after you complete writing and editing, but before you make final decisions about page breaks. That way, you'll only need to hyphenate your document once. If you extensively edit your document after using the

Hyphenation command, line breaks may change, and you'll need to rehyphenate the document (or the parts that were edited) to ensure that words now appearing at line breaks are hyphenated where possible.

*A highlight bar marks the proposed hyphen point.*



*The dotted vertical line indicates the margin or text column boundary.*

*Proposed hyphen point. Click a different hyphen to break the word at a different syllable.*

Hyphenation dialog box with hyphenated word shown in document

## To hyphenate words automatically

Word hyphenates all text in your document beginning at the insertion point. To hyphenate text in only part of the document, select that part before choosing the Hyphenation command.

- 1 From the Tools menu, choose Hyphenation.

Word displays the Hyphenation dialog box.

To allow hyphenation of capitalized words, select the Hyphenate Capitalized Words check box. With this option cleared, Word skips all capitalized words, including the first word in a sentence and words typed in all uppercase.

- 2 Do one of the following to begin hyphenation.

To	Do this
View and confirm every suggested hyphenation from the insertion point to the end of the document	Choose the Start Hyphenation button.
View and confirm every suggested hyphenation only in the selected part of your document	Choose the Hyphenate Selection button.
Have Word complete hyphenation without your confirming each change	Choose the Hyphenate All button.

Word examines the first word of each line of text, to see if the word can be hyphenated. If you chose Start Hyphenation or Hyphenate Selection, the word is displayed in the dialog box. If you chose Hyphenate All, Word inserts an optional hyphen and goes to the next line.

- 3 If you chose the Start Hyphenation or Hyphenate Selection buttons, each word that can be hyphenated is displayed next to Hyphenate in the Hyphenation dialog box. Do one of the following.

To	Do this
Hyphenate the word at the proposed location	Choose the Change button.
Hyphenate the word at another point	In the Hyphenate box, click the word where you want it hyphenated, and then choose the Change button.
Not hyphenate the word	Choose the No Change button.

- 4 When Word reaches the end of the document, it asks if you want to continue hyphenation from the beginning. Choose the OK button to continue or choose the Cancel button to stop.

Word displays a message when it has hyphenated all of the document or the part you selected. Choose OK to close the Message box.

## To remove optional hyphens from a document

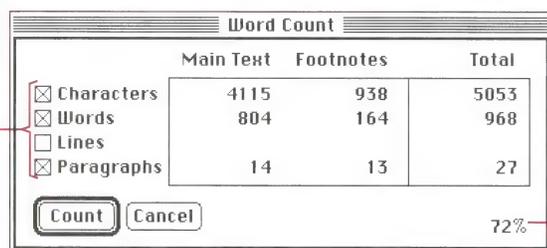
If you edit a document after using the Hyphenation command, the text may contain optional hyphens that no longer appear at line breaks. Although the extra hyphens won't be printed, you may find them distracting and want to remove them. If your document is very long, you may prefer to remove all optional hyphens at once. Then you can rehyphenate the document to insert hyphens only where needed at line breaks.

- 1 From the Edit menu, choose Replace.
- 2 With the insertion point in the Find What box, select Optional Hyphen from the Special box.  
Word inserts the code ^- in the Find What box.
- 3 Delete any contents from the Replace With box and clear any formats listed below it.
- 4 To remove each optional hyphen individually, choose the Find Next button and then choose the Replace button for each hyphen.  
–or–  
To remove all optional hyphens at once, choose the Replace All button.
- 5 Choose the Hyphenation command from the Tools menu to rehyphenate the document.

## Counting Words and Other Text Items

The Word Count command displays the number of characters, words, lines, and paragraphs in the main text and footnotes of an entire document or in a selection. The Word Count command does not count text in the headers and footers of a document.

Select items you want Word to count.



Percentage of document counted (appears only while count is in progress).

Word Count dialog box with count in progress

**Note** If your document contains paragraphs positioned using the Frame command, the line count may not be accurate.

## To count text items

Word normally checks all of the main body of your document. To evaluate only a part of the document, select that part before choosing Word Count.

- 1 From the Tools menu, choose Word Count.

The character count from the last time you saved the document is shown in the Total column.

- 2 Select the items you want counted and choose the Count button.

The Count button changes to Stop. Click Stop to stop the counting while it is in progress.

- 3 To close the Word Count dialog box and return to your document, click the Cancel button.



# Sorting

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## Overview

Using the Sort command, you can quickly arrange text alphabetically or numerically. You can sort rows in tables, paragraphs, and lists created with tabs. Word sorts your whole document or any portion that you select before choosing the Sort command.

The Sort command is also useful for organizing data documents prior to using the print merge feature. You can use the Sort command to change the print order of data records by sorting, for example, the name or postal code column.

You should save your document before performing a sort. You can undo a sort but you must choose Undo immediately after the sort. Saving your document before a sort provides an extra backup if the sort does not produce the desired result. You can then close the document without saving changes and reopen it in its presorted form.

## Sort Order and Sequence

Word sorts text alphabetically or numerically based on the leftmost characters in the selection.

You can also sort alphanumerically (by numbers first, then letters). You can choose to sort the text in ascending sequence (smallest to largest; for example, 0–9 or A–Z) or descending sequence (largest to smallest; for example, 9–0 or Z–A).

If the text is a combination of letters, numbers, and special characters, Word sorts in ascending or descending alphanumeric order according to the following rules:

- Paragraphs or lines beginning with punctuation marks (for example, ! ; \* « » # \$ % or &) come before all others, those beginning with numbers come next, and those beginning with letters come last.
- Uppercase letters come before lowercase letters.
- If paragraphs or table rows begin with the same character, Word goes on to evaluate subsequent characters to determine which paragraph or table row should come first.
- Diacritical marks (accents, umlauts, and so on) are ignored; for example, an accented character such as “Ê” is treated as equal to the nonaccented “E” character.
- International characters are sorted as they appear in the alphabet; for example, the ß character—which represents a double s in German—is sorted as an ss. If it follows a double ss, however, the sort order would be s, ss, ß.

## Sorting Tables

Word changes the order of rows in a table based on the column or columns you select for sorting. You can sort table rows based on the contents of one column, several columns, or all of the table columns.

When you sort based on more than one column, Word evaluates the entire first column and then uses the second column to further evaluate the sort. In the second part of the following example, Word evaluates the “Last Name” column and, finding two Browns there, uses the “First Name” column to determine that Don Brown is placed before John Brown.

Last Name	First Name	Employee #
Brown	Don	45
Brown	John	78
Archer	William	396

*One column selected to sort rows by employee number*

Last Name	First Name	Employee #
Archer	William	396
Brown	Don	45
Brown	John	78

*Two columns selected to sort by last and first names*

## To sort a table

- 1 Select the column or columns you want to sort by.

If your table has headings, do not include the headings in the selection unless you want them sorted.

- 2 To sort in ascending order (A–Z, 0–9), choose Sort from the Tools menu.

–or–

To sort in descending order (Z–A, 9–0), hold down the SHIFT key, and choose the Sort Descending command from the Tools menu.

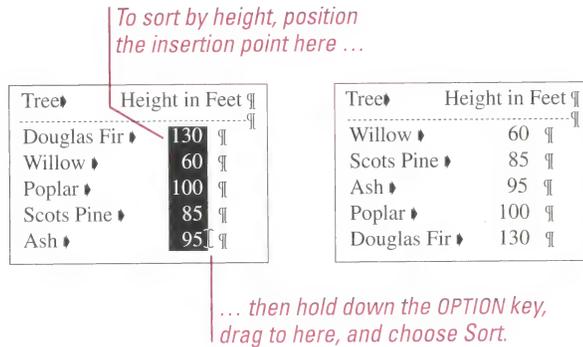
---

**Note** If you add borders to cells and then sort the cells, the borders stay with the content of the cell, not with the cell itself. As a result, sorting a table may change its borders.

---

## To sort lists created with tabs

If you used tabs instead of a table to set up columns of text, you can select any column of your list to sort by. The following example shows a list sorted by tree height.



**For more information about column selection, see Chapter 3, "Typing and Revising a Document."**

- 1 Select the items in the list you want to sort.  
To sort the list based on the contents of the first tabbed column, select all the paragraphs you want to sort.  
—or—  
To sort the list based on the contents of a second or subsequent tabbed column (as in the preceding example), hold down the **OPTION** key and drag across the column you want to select.
- 2 To sort in ascending order (A–Z, 0–9), choose **Sort** from the **Tools** menu.  
—or—  
To sort in descending order (Z–A, 9–0), hold down the **SHIFT** key, and choose the **Sort Descending** command from the **Tools** menu.

## Sorting Paragraphs

You can arrange paragraphs in numeric or alphanumeric sequence by the first word or number in each paragraph. The paragraphs can be a list of items you want to arrange alphabetically, a numbered list whose items are not in numeric order, or an entire document whose paragraphs are numbered but out of order. In numbered lists or paragraphs, the number must be the first character.

Word sorts only the selected part of your document. The **Sort** command will be unavailable until you make a selection.

## To sort paragraphs

- 1 Select the paragraphs you want to sort.  
To select your entire document, choose Select All from the Edit menu.
- 2 To sort in ascending order (A–Z, 0–9), choose Sort from the Tools menu.  
–or–  
To sort in descending order (Z–A, 9–0), hold down the SHIFT key, and choose the Sort Descending command from the Tools menu.

---

**Note** If your document contains tables and you sort the entire document, Word treats the table as one unit and sorts the table within the document based on the contents of the first cell in the table.

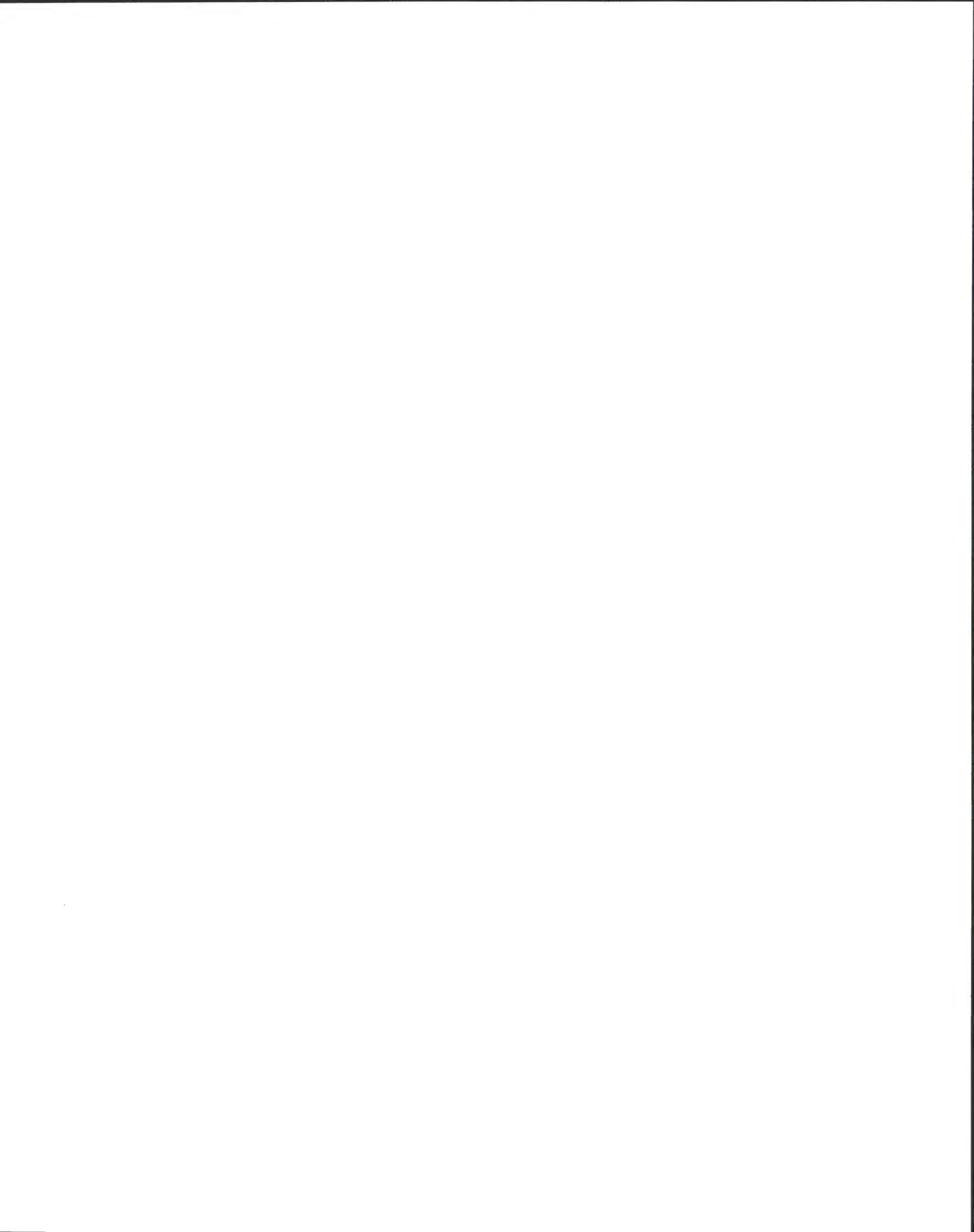
---

## Undoing a Sort

The Undo command on the Edit menu returns sorted text to its previous order. However, because Undo reverses only the most recent editing or formatting action, you must use it immediately after you sort.

### To undo a sort

- ▶ From the Edit menu, choose Undo.



# Voice Annotations

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## Overview

Voice annotations provide a quick and easy way to insert comments into a document. Instead of typing comments, you simply record a voice annotation. Word inserts a speaker symbol where you insert the annotation in the document, so you or anyone else can locate and listen to the comments.

Use following commands to create and listen to voice annotations:

- The Voice Annotation command on the Insert menu, to record new annotations
- The Voice Annotations command on the View menu, to locate voice annotations and listen to them
- The Edit Voice Annotation command, which appears on the Edit menu when you select a voice annotation, to modify existing annotations

## Creating Annotations

**If you didn't install the voice annotations module when you set up Word, see *Getting Started*.**

You use the Voice Annotation command on the Insert menu to record voice annotations. After you record an annotation, it is saved with the Word document, and a speaker symbol is inserted next to the annotated text. When you record an annotation, you can adjust the quality and level, or volume, of the sound.

Although Word automatically saves the voice annotation with the Word document, you can choose to save the annotation in a separate file, to use it again in another document. You can also merge sounds into the current annotation from a file on disk. For more information, see “Saving, Opening, and Merging Sound Files,” later in this chapter.

---

**Note** You can listen to voice annotations on any Macintosh. But to record annotations, your Macintosh must have a built-in microphone (as in the LC or the Macintosh IIx models), or you must have a recording device attached to your Macintosh, such as Voice Impact or Voice Impact Pro. Check the Control Panel to make sure the recording device is selected. See your computer or recording device documentation for complete details.

---

## Recording Annotations

When you choose the Voice Annotation command on the Insert menu, Word displays the following dialog box.

Use these buttons to record and play annotations.



The level meter indicates the volume of the sound.

The pie chart shows how much of the available recording time has been used.

You use the buttons in the Voice Annotation dialog box to record and play back annotations. The dialog box shows the level, or volume, of the sound and the elapsed recording time. Using commands on the menus in the dialog box, you can do the following:

- View information about the current sound and the recording device, using the menu labeled with a question mark (?).
- Save and open sounds in separate files, using the File menu.
- Copy and delete sounds, using the Edit menu.
- Adjust the sound quality and the recording time, using the Quality menu.
- Modify the sound quality and the input/output device settings, using the Options menu.

### To record a voice annotation using the mouse

- 1 Position the insertion point in front of the text you want to annotate, or select the text.
- 2 From the Insert menu, choose Voice Annotation.
- 3 Click the Record button and start speaking.

The amount of available recording time is displayed under Total. A pie chart shows how much time has elapsed. As you record, the pie chart progressively changes from empty (white) to full (black).

To pause while recording, click the Pause button. Click Pause again to resume recording.

- 4 When you finish your comment, click the Stop button.
- 5 To hear your comment, click the Play button.  
To stop the playback, click Stop.
- 6 Choose the OK button to close the dialog box and insert the voice annotation in your document.

If you decide you don't want to save the voice annotation, choose the Cancel button instead of OK.

### To record a voice annotation using key combinations

- 1 Position the insertion point in front of the text you want to annotate or select the text.
- 2 From the Insert menu, choose Voice Annotation.
- 3 Do the following.

For this action	Press
Record	COMMAND+R
Pause/Resume	TAB
Stop	COMMAND+PERIOD
Play	COMMAND+Y

- 4 When you finish recording, choose the OK button to close the dialog box and insert the voice annotation in your document.

---

**Tip** You can bypass the Voice Annotation dialog box and use a key combination to record messages. Using the key combination makes more memory available for recording time. Press CONTROL+COMMAND+A, or press the OPTION key as you click the Voice Annotation command on the Insert menu. Then start speaking. The message “Recording Voice” appears in the lower left corner of the window alternately with the percent of elapsed recording time. Press COMMAND+PERIOD to stop the recording.

---

### To display or hide annotation symbols

The speaker symbols that Word inserts to indicate voice annotations are formatted as hidden text. You can view or hide them.

- 1 From the Tools menu, choose the Preferences command.
- 2 In the Preferences dialog box, choose the View category.
- 3 Under Show, select or clear Hidden Text to display or hide the symbols.
- 4 Click the close box in the upper-left corner of the dialog box.

## Adjusting Sound Quality and Volume

The amount of available recording time depends on how much memory is available when you record. It also depends on the quality of the recording. Word is automatically set to record your annotation at the highest quality setting. Sometimes the available recording time is not enough. You can increase the time available for recording by decreasing the quality of the sound.

You may also want to adjust the recording level, or volume, to ensure that your voice is loud enough to be heard, but not so loud that it becomes distorted. The level meter in the Voice Annotation dialog box measures the volume of the sound. The optimal volume fills one-half to three-fourths of the level meter.

Changes you make to quality and level affect all annotations you record after you make the change. The changes do not affect existing annotations.

### To adjust sound quality

- 1 From the Insert menu, choose Voice Annotation.
- 2 From the Quality menu, choose the setting you want: Good, Better, or Best.  
Next to each setting is the recording time available with that setting.
- 3 Record the annotation.  
To hear the quality setting you chose, click the Play button after recording the annotation.
- 4 When you're satisfied with the sound quality, choose the Cancel button.

---

**Note** You cannot change the sound quality of an existing annotation. Instead, delete the existing annotation using the Clear command on the Edit menu in the dialog box.

---

### To adjust volume

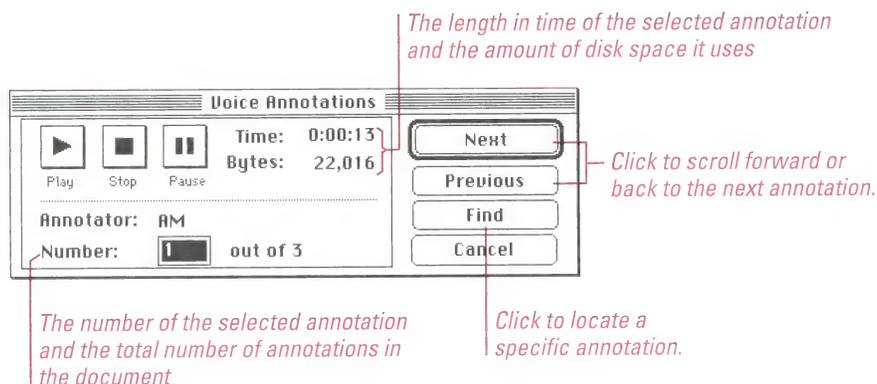
Usually you will get the best results if you record sounds with the recording level, or volume, measuring between one-half and three-quarters on the meter next to Level. If the recording level reaches the right end of the meter, the volume is probably too loud.

- 1 From the Insert menu, choose Voice Annotation.
- 2 Click the Record button and begin speaking.
- 3 Watch the meter next to Level. If the recording level measures less than half on the meter, speak louder or move closer. If the level reaches the right end of the meter, speak more softly or move farther away.  
If you have a recording device with separate volume controls, adjust the volume with the controls on the recording device.
- 4 Click the Play button to play back your comment and check the volume.
- 5 When you're satisfied with the volume, choose the Cancel button.

## Listening to Annotations

After you have inserted voice annotations into a document, you or anyone else reviewing the document can listen to all or just a selected few of the annotations. You use the Voice Annotations command on the View menu to locate and listen to voice annotations in a document.

When you choose the Voice Annotations command from the View menu, you see the following dialog box.



Use the dialog box options to locate and listen to voice annotations. You can scroll to each annotation in turn, or locate a specific annotation.

The dialog box also provides information about the voice annotations, such as how long the selected annotation is, how much memory it uses, who recorded it, and the total number of annotations in the document. The initials displayed next to Annotator are taken from the Your Initials text box in the General category of the Preferences dialog box (Tools menu).

You cannot use this dialog box to record new sounds or edit existing ones. Use the Voice Annotation command on the Insert menu to record new annotations and the Edit Voice Annotation command on the Edit menu to edit annotations.

---

**Note** Even if you can't record voice annotations on your computer, you can listen to annotations using the Voice Annotations command on the View menu.

---

### To listen to annotations

- 1 From the View menu, choose Voice Annotations.  
Word scrolls to the annotation that follows the insertion point or selected text and displays information about it.
- 2 To listen to the annotation, click the Play button.  
–or–  
To stop or interrupt playback, click the Stop or Pause button.
- 3 To go to the next annotation, choose the Next button.  
–or–  
To return to the annotation just before the current one, choose the Previous button.
- 4 When you finish listening to annotations, choose the Cancel button.

---

**Tip** You can also use key combinations to play messages, bypassing the dialog box. Press the **OPTION** key and double-click the speaker symbol for the annotation you want to hear. Press **COMMAND+PERIOD** to stop playback.

---

### To locate a specific annotation

- 1 From the View menu, choose Voice Annotations.  
Word scrolls to the next annotation and displays the information about the annotation in the dialog box.
- 2 In the Number box, type the number of the annotation you want to locate.  
Word automatically numbers voice annotations sequentially.
- 3 Choose the Find button.  
Word locates the annotation and displays the information in the dialog box.
- 4 Click the Play button to play the annotation.
- 5 When you finish locating and playing annotations, choose the Cancel button.

## Editing Voice Annotations

When you select an annotation, the Edit Voice Annotation command appears on the Edit menu. Choosing this command displays the Voice Annotation dialog box, which has its own Edit menu. You use the commands on this Edit menu to modify the current annotation, adding sound to it, replacing it with different sound or content, or deleting the sound.

You can also use the Cut, Copy, and Paste commands on the Edit menu on the Word menu bar to modify, move, or delete voice annotations. Which menu you use depends on your task. The Edit menu commands in the Voice Annotation dialog box affect only the sound of a selected annotation; the commands on the Word Edit menu affect the entire annotation, including its corresponding speaker symbol.

For example, choosing Cut from the Edit menu in the dialog box deletes the sound, or content, of the current annotation, but does not delete the speaker symbol in the document. On the other hand, choosing the Cut command from the Word Edit menu affects the entire annotation, removing both the sound and the speaker symbol and renumbering the other annotations.

### To add to an annotation

- 1 Select the speaker symbol for the annotation you want to append comments to.
- 2 From the Edit menu on the Word menu bar, choose Edit Voice Annotation.
- 3 In the Voice Annotation dialog box, click the Record button and start speaking. Your new message is appended to the end of the existing message.
- 4 When you finish, choose the OK button.

### To copy or move an annotation

When you select a speaker symbol and use the Cut or Copy command on the Word Edit menu, the annotation is placed on the Clipboard, so you can paste it into another location.

- 1 Select the speaker symbol for the annotation you want to move or copy.
- 2 To copy the annotation, choose Copy from the Edit menu on the Word menu bar.  
–or–  
To move the annotation, choose Cut from the Edit menu on the Word menu bar.
- 3 Position the insertion point where you want to insert the annotation.
- 4 From the Edit menu on the Word menu bar, choose Paste.

### To copy or move a sound

This procedure copies or moves the sound from one annotation to another; it does not copy or move the entire annotation. The sound is placed on the Clipboard to be pasted into another annotation. Sound pasted into another annotation completely replaces the original sound. For information about adding sound from an existing annotation to a second annotation without replacing the original sound, see “Saving, Opening, and Merging Sound Files,” later in this chapter.

- 1 Select the speaker symbol for the annotation whose sound you want to copy or move.
- 2 From the Edit menu on the Word menu bar, choose Edit Voice Annotation.
- 3 To copy the sound, choose Copy from the Edit menu within the Voice Annotation dialog box.  
–or–  
To move the sound, choose Cut from the Edit menu within the Voice Annotation dialog box.
- 4 Choose the OK button.
- 5 Select the speaker symbol for the annotation you want to add the sound to.
- 6 From the Edit menu on the Word menu bar, choose Edit Voice Annotation.
- 7 From the Edit menu within the Voice Annotation dialog box, choose Paste.

### To replace the sound in an annotation

Use this procedure to remove a sound from an annotation and then replace it with a different sound. This procedure does not remove the annotation completely from the document.

- 1 Select the speaker symbol for the annotation whose sound you want to replace.
- 2 From the Edit menu on the Word menu bar, choose Edit Voice Annotation.
- 3 From the Edit menu within the Voice Annotation dialog box, choose Cut or Clear.
- 4 Click the Record button and start recording the new message.

### To delete an annotation

This procedure removes the annotation completely from the document.

- 1 Select the speaker symbol for the annotation you want to delete.
- 2 From the Edit menu on the Word menu bar, choose Cut.

Word deletes the annotation and corresponding symbol, and renumbers the annotations.

---

**Note** You can undo your most recent action with the Undo command on the Edit menu within the dialog box.

---

## Saving, Opening, and Merging Sound Files

You may want to save a sound you recorded as a separate file, so you can use it again. After you save a sound as a separate file, you can open it and insert it into another document. Or you can insert a sound you recorded previously into an annotation you're currently recording by merging the existing sound file into the current recording.

You use commands on the File menu in the Voice Annotation dialog box to save, open, and merge sound files. You can open the Voice Annotation dialog box from the Insert menu if you're inserting a new annotation or from the Edit menu if you are editing an existing annotation.

### To save a sound as a separate file

- 1 From the File menu in the Voice Annotation dialog box, choose the Save As command.
- 2 Type a filename in the Save Sound As box.
- 3 In the Format box, select the format you want.

To create	Select this format
A sound compatible with Macintosh sound applications SoundWave and SoundEdit (FSSD file)	SoundWave
A standard Macintosh sound file in the Audio Interchange File Format	Audio IFF
A standard compressed Macintosh sound file in the Audio Interchange File Format	Audio IFF-C
An SND resource for storing sounds inside a file	Resource (If you select this format, select the file you want to save the sound to and double-click to open it.)

- 4 Choose the Save button.

### To open a sound file

Once you save a sound as a separate file, you can use the Open command on the File menu within the Voice Annotation dialog box to open the file and use it in another document.

- 1 From the File menu in the Voice Annotation dialog box, choose Open.
- 2 In the list of files, select the sound file you want, and then choose Open.  
If you saved the files in Resource format, you need to select Resource under Format in the Open dialog box; then double-click the file the sound is stored in to open it. All other formats are displayed under File.
- 3 Choose the OK button to insert the annotation at the insertion point.

## To merge annotations

- 1 From the Insert menu on the Word menu bar, choose Voice Annotation.
- 2 Record your comment, and then click the Stop button.
- 3 From the File menu within the Voice Annotation dialog box, choose the Merge command.
- 4 In the list of files, select the one you want, and then choose the Open button.  
If you saved the files in Resource format, you need to select Resource under Format in the Open dialog box; and then double-click the file the sound is stored in to open it.  
Word places the sound from the file at the end of the comment you recorded.
- 5 Play the sound back to make sure the result is what you want.
- 6 When you're satisfied, choose the OK button.

## Additional Voice Annotation Options

You can use the menu commands in the Voice Annotation dialog box to view information about the current sound or the recording device. You can also use dialog box commands to modify memory allocations. If you're working on an existing annotation, select its speaker symbol, and then choose the Edit Voice Annotation command on the Word menu bar to open the Voice Annotation dialog box. If you're going to work on a new annotation, use the Voice Annotation command on the Insert menu on the Word menu bar.

### To view information about the current sound

- 1 Select the speaker symbol for the annotation you want information about.
- 2 From the Edit menu on the Word menu bar, choose Edit Voice Annotation.
- 3 From the ? menu in the Voice Annotation dialog box, choose Current Sound Info.

A box appears, displaying information about the current sound.

**Sample Rate** A measure of the level of detail at which the sound is being recorded. The more detail, the better the sound—and the more memory used.

**Compression** A measure of how many bytes of sound are compressed to form one byte. A higher compression allows more recording time but lowers the quality.

**File Size** Displays the amount of memory the sound takes up.

**Total Time** Displays the length of the recording time.

### To view information about the recording device

- 1 From the Insert menu on the Word menu bar, choose Voice Annotation.
- 2 From the ? menu in the Voice Annotation dialog box, choose Device Info.

A box appears, displaying information about the type of recording device, plus the quality settings with sample rate and compression information on each.

### To modify memory allocations for sound

There are two ways you can adjust memory allocation for sound. You can type a number in seconds for the recording time, or you can limit your ability to undo your actions. By default, Word allocates memory so you can use the Undo command on the Edit menu within the Voice Annotation dialog box to undo any action. If you limit ability to undo, you may not always have enough memory to undo your action.

- 1 From the Insert menu on the Word menu bar, choose Voice Annotation.
- 2 From the Options menu in the Voice Annotations dialog box, choose Preferences.
- 3 Type a new number in the box to set recording time.
  - or–  
Select whether you want longer recording instead of unlimited undo.
  - or–  
Select a quality setting.

---

**Note** You can use the Device Options command on the Options menu in the Voice Annotation dialog box to change the device settings that Word set up during installation. For information on the best settings for your particular device, see the documentation that came with your recording device.

---

### Advanced Voice Annotation Capabilities

Additional Voice Record software will provide you with advanced voice annotation capabilities beyond the standard capabilities described in this chapter. The additional software allows you to perform useful editing functions on the annotations themselves, using the Show Editing command on the Edit menu in the Voice Annotation dialog box. For example, after recording an annotation you can either delete unwanted sections or add new sections without re-recording the entire annotation. For more information, contact Articulate Systems, Inc., Woburn, MA, or their local distributor.

# Math Calculations

**Overview 304****Adding Figures in Columns or Rows 304**

To add figures in columns or rows 305

To insert a calculation result into your document 305

**Performing Other Math Calculations 305**

To perform math calculations 306

Guidelines for Calculating in Word 307

## Overview

With the Calculate command in Word, you can perform basic math calculations quickly and easily, within the document itself. If you are working on a quarterly report, for example, or writing a cover letter for a financial statement, chances are you'll need to add rows of figures, multiply or divide numbers, or determine percentages. When you choose the Calculate command, Word quickly adds, subtracts, multiplies, or divides numbers or calculates percentages.

Word displays the result of each calculation in the lower-left corner of the window and puts a copy on the Clipboard, so you can paste the result wherever you want.

## Adding Figures in Columns or Rows

The calculate feature is especially useful if you want to add numbers in table columns or rows or in columns created with tabs. Just select the row or column and then choose Calculate from the Tools menu. Word figures the total for you.

Word ignores text and reads only numbers when calculating a selection. Also, you don't need to type the plus sign (+). Unless you specify another kind of mathematical operation, Word automatically assumes addition.

*Select a column or row and choose Calculate.*

*Results of the calculation are displayed here.*

*Word ignores text and reads only numbers when calculating a selection.*

Salesperson	Previous total	This month	Yearly total
Joe	3,712 units	742 units	
Jill	2,965 units	955 units	
Jim	2,942 units	605 units	
<b>Total</b>	<b>9,619 units</b>		

Salesperson	Previous total	This month	Yearly total
Joe	3,712 units	742 units	4,454 units
Jill	2,965 units	955 units	
Jim	2,942 units	605 units	
<b>Total</b>	<b>9,619 units</b>	<b>2,302 units</b>	

3,920      Normal

## To add figures in columns or rows

- 1 Select the column or row of numbers you want to add.

To select	Do this
A column in a table	Press the <b>OPTION</b> key and click in the column.
A column created with tabs	Hold down the <b>OPTION</b> key and drag across the column.
A row in a table	Double-click in the selection bar next to the row.

- 2 From the Tools menu, choose Calculate.

You don't need to type the plus sign (+). Unless you type another kind of operator, Word automatically assumes a plus sign and adds the numbers.

Word displays the result of the calculation in the lower-left corner of the window and puts a copy on the Clipboard. You can paste the result anywhere in your document—for example, in the “Totals” row of a table—or into any other document.

As soon as you perform any other action, including moving the insertion point, Word removes the result of the calculation from the lower-left corner of the window.

However, because the result remains on the Clipboard, you can still paste it into your document, even if it is no longer displayed.

## To insert a calculation result into your document

- 1 Position the insertion point where you want the result to appear.
- 2 From the Edit menu, choose Paste.

## Performing Other Math Calculations

You can also use the Calculate command to subtract, divide, or multiply numbers or to calculate percentages. When you perform calculations other than addition, you need to include mathematical operators. If, for example, you want to use Word as a calculator to quickly figure percentages, just type the numbers and the percentage operator into your document, select them, and then choose Calculate. Word performs the calculation and displays the result in the lower-left corner of the window. The result is also stored on the Clipboard.

The following table shows the operators to use for various calculations, including optional operators for addition.

To	Use	Example	
Subtract	-	Budget for rest of month	1500-976
Divide	/	Cost per month	7000/12
Multiply	*	Rent per year	12*583
Calculate percentage	%	Taxes due	155.79*6%
Add	+ or space	Joint income	14,000+12,500 or 14,000 12,500

You can also specify that a number be subtracted by enclosing it in parentheses. This is standard practice for many financial statements where numbers are listed in columns. In the following example, Word would subtract 125 from the total profits.

<u>Month</u>	<u>Profit</u>
January	500
February	(125)
March	250

### To perform math calculations

- 1 Type the numbers you want to calculate, along with mathematical operators.
- 2 Select the numbers and operators.  
Numbers may be in a line, in a column or row in a table, or in a column separated from other columns with tabs.
- 3 From the Tools menu, choose Calculate.  
Word calculates the result and displays it in the lower-left corner of the window.
- 4 To insert the result into your document, position the insertion point and choose Paste from the Edit menu.

As soon as you perform any other action, including moving the insertion point, Word removes the result of the calculation from the lower-left corner. However, the result remains on the Clipboard, so you can still paste it into your document.

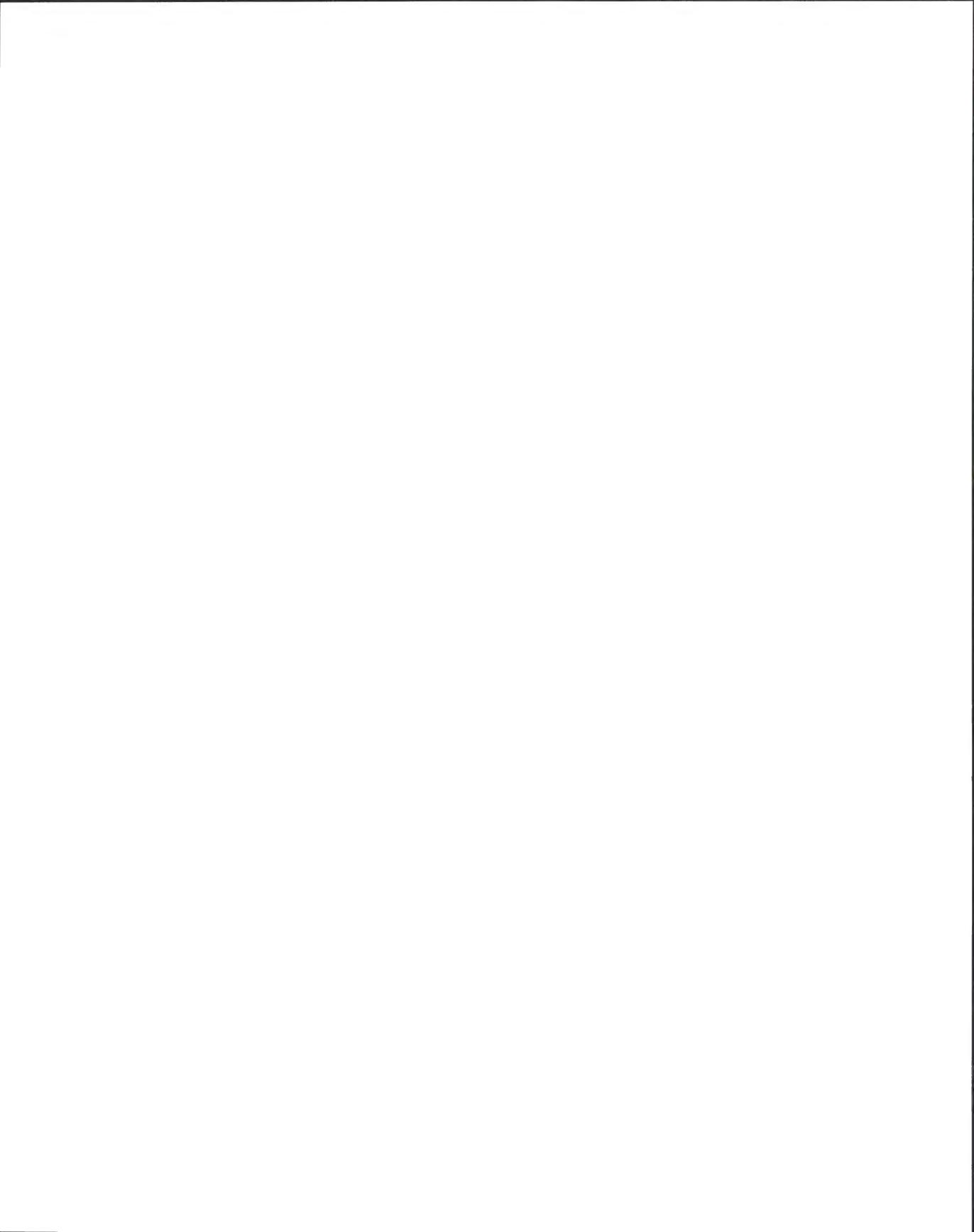
## Guidelines for Calculating in Word

Word uses the following guidelines when performing calculations:

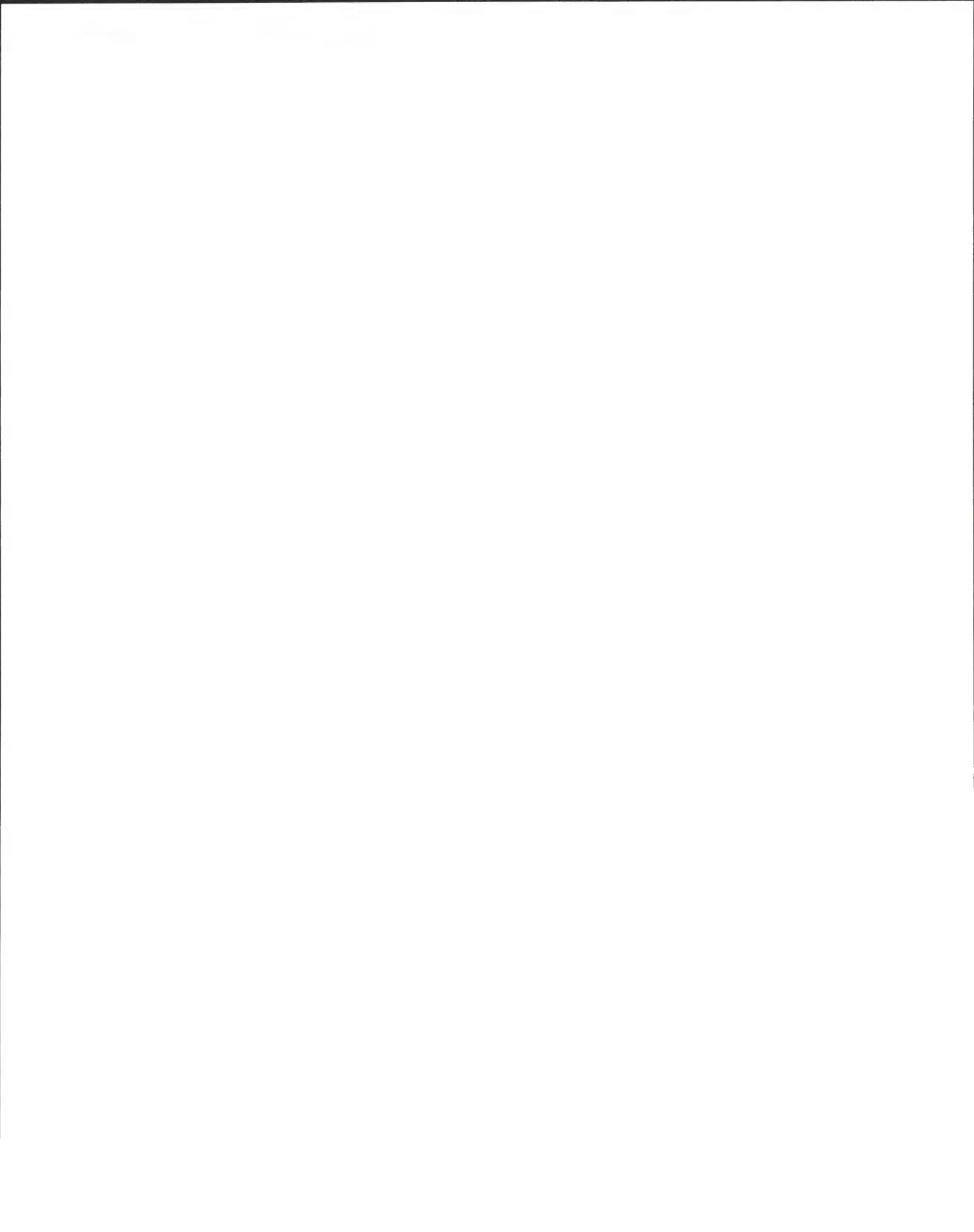
- Word calculates from left to right within a line, and then line by line from top to bottom.
- Word observes parentheses in expressions. Therefore, you can group numbers and operator signs in parentheses to have Word perform those calculations separately. For example, if you type  $25+5*20$ , Word calculates 600 as the result. But if you type  $25+(5*20)$ , Word calculates a result of 125.

Enclosing numbers and an operator sign within parentheses tells Word to perform the enclosed operation separately. However, enclosing a single number within parentheses tells Word to treat the number as a negative and to subtract it from the total. For example, if you type  $25(5*2)$ , Word calculates a result of 35. But if you type  $25(5)$ , Word calculates a result of 20.

- If one of the numbers in a calculation contains a comma (for example, 1,000), Word treats the comma as part of the number and shows a comma in the result. In some countries the separator is a period instead of a comma (for example, 1.000). Word treats the period as if it were a comma. Word ignores other characters often associated with numbers (for example, \$ or #). Word reads only numbers and operators when calculating a selection, ignoring text.
- When Word calculates, it displays the result with the same number of decimal places as the number with the most decimal places in the selection.
- Word displays an error message when the answer to any calculation is greater than 99,999,999,999,999, or when you attempt to divide a value by 0 (zero).



# Arranging Text and Graphics on the Page



# Tables

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# Overview

Word tables give you a quick and easy way to arrange and adjust columns of text and numbers—much easier than using tabs. Tables give you a convenient way to group paragraphs side by side and to arrange text beside related graphics on a page. You can use tables to organize information in the data documents you merge to create form letters, mailing labels, and other merged documents. By adding borders and shading to a table, you can create many types of forms. For newsletters and brochures, you can create interesting page layouts with side-by-side columns of text and graphics.

If you have used Microsoft Excel, tables will seem very similar to the spreadsheets you have worked with. In fact, if you copy a Microsoft Excel spreadsheet into your Word document, you can work with the spreadsheet just as you would with a Word table. All of the commands and techniques for working with tables also can be used on any spreadsheet in your Word document. The reverse is also true: If you create a table in Word, you can copy the table into a Microsoft Excel spreadsheet and work with it as a spreadsheet.

This chapter shows you how to set up and work with tables—rearranging the rows and columns, changing column widths, adding spacing between the rows, and making other changes to the table structure. With the few exceptions discussed here, you edit and format text in a table just as you do in the rest of your document.

Synthetic Flat • Series 58X				
Product Number	Size	List Price	World Wide Import Price Each	
			1-6	7+
58XAE10	1/2"	11.50	9.75	8.75
58XAE11	3/4"	12.90	10.50	9.50
58XAE12	1"	15.60	13.00	12.00
58XAE13	1 1/4"	18.00	14.80	13.80
58XAE14	1 1/2"	22.50	19.20	18.20

*Type and position columns of text and numbers without using tabs.*

PROFESSIONAL EMPLOYMENT	
November, 1985 to present	<b>PRINCIPAL, LOREN &amp; ASSOCIATES</b> Currently operating Loren & Associates, a consulting firm specializing in project management for public agencies.
September, 1982 to October, 1985	<b>ASSOCIATE DIRECTOR, WINMARK ENTERPRISES</b> Worked with the major lenders in the Whatcity area to incorporate energy into the underwriting process. Also administered a \$750,000 federal grant.
August, 1978 to August, 1982	<b>MANAGER, WHATCITY TOWN DEVELOPMENT DIVISION.</b> Responsible for an annual administrative budget of over \$10 million with a

*Arrange paragraphs side by side.*

	<p><b>Museum Hours</b> Daily 10:00 A.M. to 7:00 P.M. Admission free to members</p>
---	--

*Easily position caption text beside a graphic.*

A few of the ways you can use tables

## Setting Up a Table

You can think of a table as rows and columns of boxes, called cells, that you can fill with text and graphics. Within each cell, text wraps just as it does between the margins in other areas of your document. You can press ENTER to start new paragraphs, and you can easily add or delete text without affecting the columns of your table.

When you create a table, Word displays dotted gridlines between the cells to help you see which row and column of cells you're working in. A round end-of-cell mark in each cell is used to select the cell itself, in addition to its contents, as you edit the table. Similar end-of-row marks at the end of each row of cells are used to position the insertion point for adding columns on the right.

If you choose Hide ¶ on the View menu, only the gridlines are displayed. To hide gridlines when other formatting marks are hidden, clear the Table Gridlines check box, a View option in the Preferences dialog box (Tools menu).

**Note** Table gridlines, like other formatting marks, don't print. To add borders to the cells in a table, use the Border command on the Format menu. You can also choose the Border command from the Table Cells dialog box as you use the Table Cells command on the Format menu. For information, see Chapter 19, "Borders and Shading."



A simple Word table

You can either insert a new table and fill in the empty cells, or you can convert existing paragraphs to a table. Word can convert tab-aligned columns of text to a table, making it easier for you to work with the text.

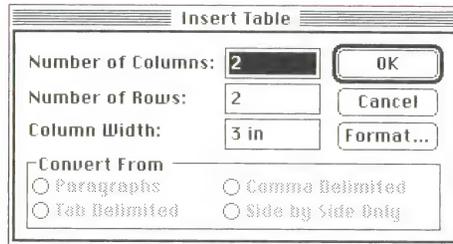
### To display table gridlines and end-of-cell marks

If you prefer to work with gridlines only showing, make sure the Table Gridlines check box, a View option in the Preferences dialog box (Tools menu), is selected.

- From the View menu, choose Show ¶.

–Or–

Click the show/hide ¶ button on the ribbon.



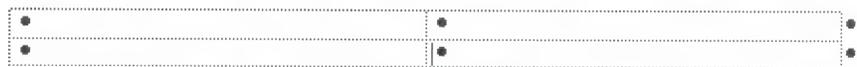
Insert Table dialog box

## To insert an empty table

- 1 Position the insertion point where you want to insert the table.
- 2 From the Insert menu, choose Table.
- 3 In the Number Of Columns box, indicate the number of columns you want.
- 4 Choose the OK button.

Don't be concerned about the number of rows and the column widths now. You can add more rows of cells as you need them, and you can easily adjust column widths using the ruler.

Word inserts an empty table similar to the following one in your document. The insertion point is in the first cell, so you can begin typing. Type the text for the first cell, pressing ENTER as needed to start new paragraphs in the cell. Then press TAB to move to the next cell. When you reach the rightmost cell, pressing TAB moves you to the first cell in the next row. When you reach the last cell in the table, you can press TAB to add another row of cells. For more information about entering text in a table, see "Moving, Selecting, and Editing Within a Table," later in this chapter.



*Pressing TAB here adds a row of cells.*

An empty table

---

**Note** If you're using a table to create a two-column layout, make sure to limit the text within any one cell to a full page. If a cell won't fit on a page, Word inserts a page break before the row containing that cell. Word cannot, however, insert a page break within a cell. If a single cell contains more text than fits on the page, the text is displayed in normal view, but any text that exceeds the page boundary does not print. To prevent this, break the row that contains the cell into several rows.

---

### To convert existing text to a table

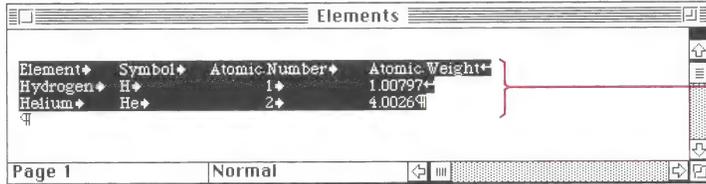
Before converting text to a table, you may need to remove extra paragraph marks, commas, and tab characters—depending on the Convert From option you plan to use—to get the table arrangement you want.

- 1 Select the lines of text or paragraphs you want to convert to a table.
- 2 From the Insert menu, choose Text to Table.

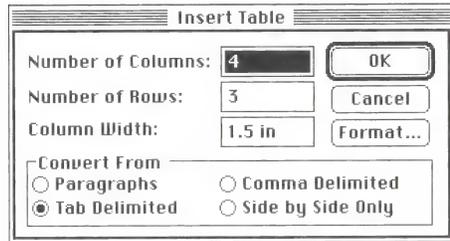
In the Insert Table dialog box, Word proposes a Convert From option based on the contents of the selection. Select a different option button under Convert From if you want the text arranged differently in the table. Convert From option descriptions follow this procedure.

- 3 Choose the OK button.

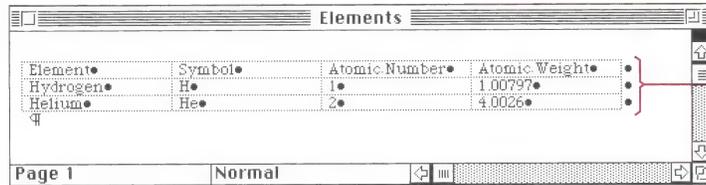
If the resulting table is not what you want, choose Undo from the Edit menu as the next action.



*When you convert this selection to a table ...*



*... Word proposes these options, ...*



*... which produce this table.*

Tab-aligned columns converted to a Word table

## Convert From Options

Use the following Insert Table options to determine how Word distributes text in a table's cells.

**Comma Delimited or Tab Delimited** If you select a comma or tab as the separating character (delimiter), Word converts each paragraph and each line ending in a hard line break (inserted by pressing SHIFT+RETURN) to a row of cells. Word bases the proposed number of columns on the greatest number of tab characters or commas in any one paragraph or line.

**Paragraphs** When converting whole paragraphs, Word proposes one column and as many rows as there are paragraphs in the selection. If you change the number of columns, Word adjusts the number of rows, and vice versa. For example, if you select eight paragraphs and specify two columns, Word changes the number of rows to four. Word orders the paragraphs in the table from left to right across each row.

**Side By Side Only** Choose this option only if you're converting paragraphs that have the side-by-side paragraph format in Word 3. Word inserts the paragraphs in a table matching the original arrangement of the side-by-side paragraphs.

### To insert text between rows of a table

Use this technique to split a table and insert regular text between the two parts. If you started a table at the beginning of your document, you can also use this to insert a heading or other text above the table.

- 1 Position the insertion point in the row beneath where you want the paragraph. To add a text paragraph above the table, position the insertion point anywhere in the first row of cells.
- 2 Press COMMAND+OPTION+SPACEBAR (the Insert ¶ Above Row command).  
Word inserts a paragraph mark formatted with Normal style above the row.

### To convert a table to regular text paragraphs

If you decide to present information in the table in a different way, you can convert the table text to ordinary text paragraphs. You can separate the contents of cells with commas or tab characters or convert the contents of each cell to one or more paragraphs. Paragraph conversion is best if any cells have several paragraphs.

- 1 Select the rows of the table that you want to convert to text paragraphs.
- 2 From the Insert menu, choose Table To Text.
- 3 If you want to use a format different from the one Word proposes, select an option button under Convert To.
- 4 Choose the OK button.

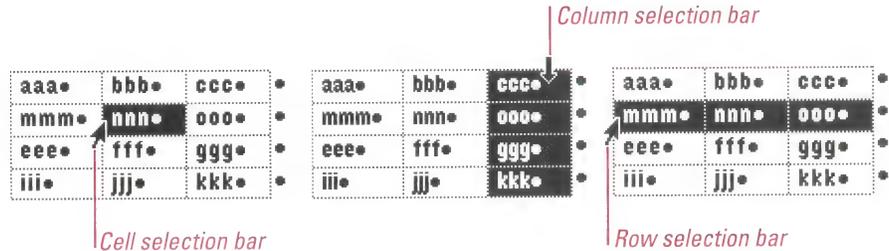
## Moving, Selecting, and Editing Within a Table

For the most part, you move the insertion point and select and edit text in a table just as you do in the rest of your document. This section describes techniques that are unique to tables.

### Moving the Insertion Point and Making Selections

Within a cell, you can move and select text as you do in the rest of your document using the mouse and arrow keys. For example, you can drag over text or double-click a word. The following keys and features have different uses in a table:

- Press **TAB** to move to the next cell in a row. (To insert a tab character in a cell, press **OPTION+TAB**.)
- Use the arrow keys on the main keyboard and numeric keypad to move the insertion point through the text in the current cell before moving it to the adjacent cell. For example, pressing the **RIGHT ARROW** key moves through the current cell and then the next cell to the right. For a complete list of keys you can use to move within a table, see Appendix C, “Keyboard and Mouse Shortcuts.”
- Use the selection bars to the left of each cell and at the top of each column to quickly select cells, rows, or columns. In the selection bars, the pointer shape changes to one of two styles of arrow.



In the cell, row, and column selection bars, the pointer shape changes to one of these two styles of arrow.

---

To select	Do this
Next cell's contents	Press TAB.
Previous cell's contents	Press SHIFT+TAB.
Entire cell	Click in the cell selection bar. Or drag over the cell's contents, including the end-of-cell mark.  For some actions, such as adding or deleting cells, Word considers a cell selected if it contains the insertion point or a selection.
Row of cells	Double-click in the selection bar of any cell in the row. Or click in the row selection bar to the left of the row.
Column of cells	Click in the column selection bar at the top of the column. Or hold down OPTION and click anywhere in the column.
Table	Hold down OPTION and double-click anywhere in the table.  If one table immediately follows another table with no separating paragraph mark, this selects both tables.
Adjoining cells	Drag through the cells. When you cross cell boundaries, the selection automatically changes to include the entire cells.

---

**Note** A table selection can include elements outside the table. A mixed selection affects the way deletions work. For information, see “Making Deletions,” which follows.

---

## Making Deletions

Pressing DELETE (or BACKSPACE) removes only the contents of the first cell in a selection. If you want to delete the contents of several cells, use the Cut command on the Edit menu.

### To delete cells

- 1 To delete text from several cells, select the cells you want to delete.
- 2 Choose Cut from the Edit menu.

Word moves the selected cells and their contents to the Clipboard, leaving empty cells in their place. If the selection includes any text outside the table, no empty cells remain. For information about deleting cells from a table, see “Adding, Deleting, and Moving Rows and Columns,” later in this chapter.

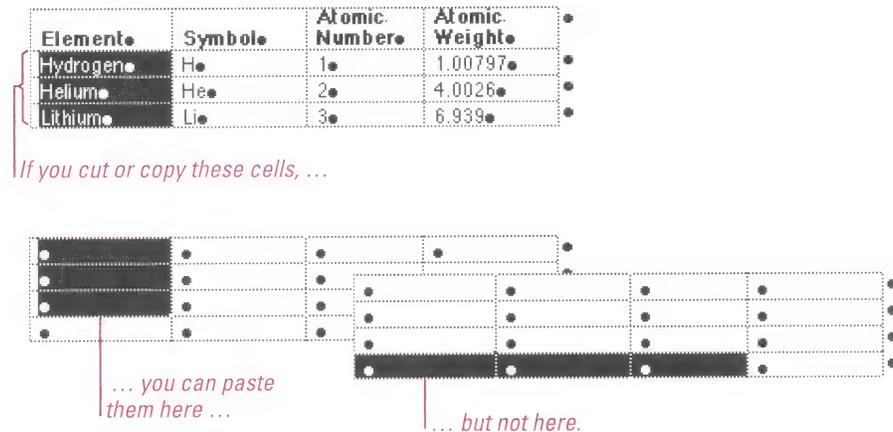
## Cutting, Copying, and Pasting Cells

You use the Cut, Copy, and Paste commands on the Edit menu to move and copy text and graphics within a cell just as you do outside a table. If you select entire cells, including their end-of-cell marks, choosing Cut or Copy places the cells themselves, as well as their contents, on the Clipboard. When you paste the cells back into the table using the Paste command, they replace entire cells. Use these techniques to copy or move cells within a table or to copy a table to another place in your document.



When you paste multiple cells into a table, position the insertion point in the upper-left cell of the area you want to paste into. Or select an area in the table that matches the pattern of cells on the Clipboard. When you choose Paste, Word replaces the cells in the paste area one for one with the cells from the Clipboard.

To copy or move text to new cells, first use the Table Layout command on the Format menu to add empty cells where you want them. Then paste the cut or copied cells into the area. For instructions, see “Adding Rows, Columns, and Cells,” later in this chapter.



To paste cells, you must first select a paste area that matches the Clipboard contents.

### To move or copy cells

- 1 Select the cells you want to move or copy.
- 2 From the Edit menu, choose Cut or Copy.  
Word places the cells and their contents on the Clipboard. If you choose Cut, empty cells remain in the table.
- 3 Position the insertion point in the upper-left cell of the area where you want to paste the cells.
- 4 From the Edit menu, choose Paste.

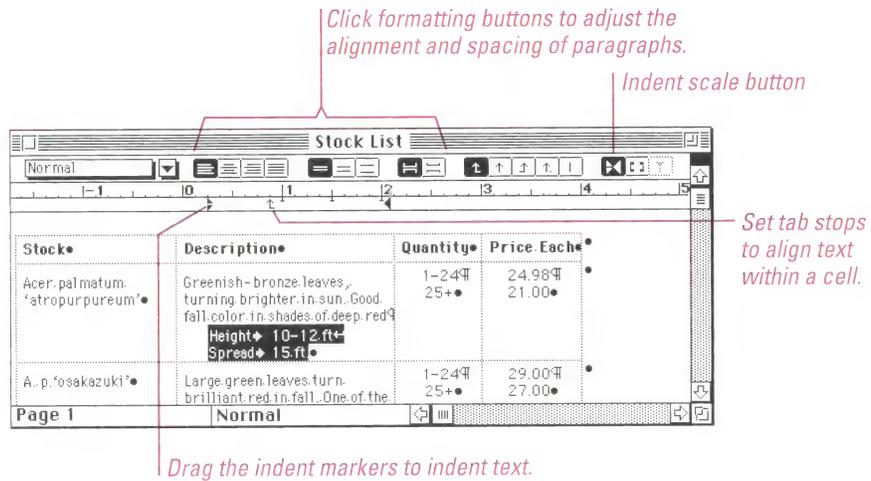
## Formatting Text

When you insert a new table in your document, all cells in the table initially have the text format of the paragraph that contained the insertion point. You can use the ruler, ribbon, and commands on the Format and Font menus to change the text formatting within the cells just as you do in the paragraphs in the rest of your document. For example, to make column headings bold, just select the row and click the bold button on the ribbon.

When you're working in a table, the ruler has two available scales, which you can use to do different tasks. Using the table scale, you can drag markers to change column widths and indent rows of cells. This use of the ruler is described in "Changing the Spacing of Columns and Rows," later in this chapter.

To format text in a table, you use the indent scale, which makes available paragraph indent markers and formatting buttons. While formatting table text using the ruler, keep in mind that the paragraph indent markers are set relative to the left and right cell boundaries.

With the ruler in indent scale, 0 marks the selected cell's left boundary, and a dotted vertical line marks the right cell boundary. If the indent settings for the text are too large in relation to the width of the cell, there is no room for the text in the cell, and the characters are displayed in a long vertical string. To fix this, line up the left indent marker with the 0 mark and the right indent marker with the dotted line.



Ruler in indent scale

### To insert a tab character in a table

In a table, the TAB key moves the insertion point or selection from cell to cell. Use the following technique to insert a tab character.

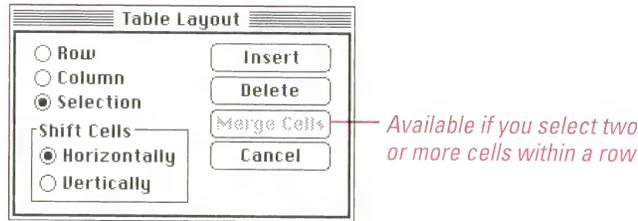
- ▶ Press OPTION+TAB.

If you set a decimal tab within a cell, Word automatically lines up numbers at the decimal tab position as you type them—you don't have to press OPTION+TAB each time to insert a tab character.

## Adding, Deleting, and Moving Rows and Columns

Using the Table Layout command on the Format menu, you can change the structure of a table in the following ways:

- Insert new rows, columns, and cells
- Delete selected rows, columns, and cells
- Merge cells to span several columns
- Move rows, columns, and cells



The Table Layout dialog box

**Tip** If you frequently work with tables, you can add options from the Table Layout dialog box to a menu or assign key combinations to them using the Commands command on the Tools menu. For example, you can add the Insert Columns option to a menu. Then, to insert new columns in an existing table, you simply select in the table the number of columns you want to insert and choose Insert Columns from the menu, bypassing the Table Layout dialog box. For more information, see Chapter 40, “Customizing Word to Fit Your Work.”

## Adding Rows, Columns, and Cells

If you’re adding more than one row, column, or cell at a time, you first select an area with the same number and arrangement of cells that you want to insert. The selected cells indicate how many new cells to insert and where you want them inserted.

### To insert a new row at the end of a table

- ▶ Position the insertion point in the table’s last cell, and press TAB.

Each cell in the new row has the text and cell formatting of the corresponding cell in the preceding row.

### To insert new rows within a table

- 1 To add one row, position the insertion point in the row beneath where you want the new row.  
–or–  
To add several rows, select as many rows as you want to add, directly beneath where you want them added.
- 2 Press COMMAND+CONTROL+V.  
The selected rows move down to accommodate the new ones.

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

*Select these two rows ...*

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

*... to insert two new rows here.*

### To add a single column to the right of a table

If end-of-row markers aren't showing on your screen, choose Show ¶ from the View menu, or click the show/hide ¶ button on the ribbon before following these steps.

- 1 Position the insertion point at the end of the table's first row, just before the end-of-row mark.
- 2 From the Format menu, choose Table Layout.
- 3 Select the Column option button, and then choose the Insert button.

To insert additional columns, choose Repeat from the Edit menu.

If the new columns extend past the document's right margin, you can resize the columns. For information, see "Changing the Spacing of Columns and Rows," later in this chapter.

---

**Tip** If you're adding more than one column to the right of the table, you can select the number of whole columns you want to add and choose Copy from the Edit menu. Then position the insertion point at the end of the first row of the table, and choose Paste from the Edit menu. You can also use this technique to paste one or more cells at the end of a particular row. To delete any text from the pasted cells, select the cells, and then choose Cut from the Edit menu.

---

## To add new columns within a table

- To add one column, position the insertion point in the column to the right of where you want to add the new column.  
–or–  
To add several columns, select as many columns as you want to add, directly to the right of where you want the new columns added.
- From the Format menu, choose Table Layout.
- Select the Column option button, if it's not already selected, and then choose the Insert button.

The selected columns move to the right to accommodate the new ones.

*Select these two columns ...*

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

*... to insert two new columns here.*

Element	Symbol			Atomic Number	Atomic Weight
Hydrogen	H			1	1.00797
Helium	He			2	4.0026
Lithium	Li			3	6.939

## To add any number of cells to a table

Use the following procedure when you don't want to add a whole row or column.

- Select as many cells as you want to add in the configuration in which you want to add the new cells.
- From the Format menu, choose Table Layout.
- Under Shift Cells, select the Horizontally option button to add the new cells to the left of the selection.  
–or–  
Select the Vertically option button to add the new cells above the selection.
- Choose the Insert button.

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen	H	1	1.00797
Helium	He	2	4.0026
Lithium	Li	3	6.939

The initial selection for a cell shift

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen			1.00797
Helium			4.0026
Lithium	Li	3	6.939

A horizontal shift moves cells to the right to accommodate the new ones.

Element	Symbol	Atomic Number	Atomic Weight
Hydrogen			1.00797
Helium			4.0026
Lithium	H	1	6.939
	He	2	
	Li	3	

A vertical shift adds new rows to contain the shifted cells.

## Deleting Rows, Columns, and Cells

The quickest way to delete rows of cells at the end or beginning of a table—or to delete a whole table—is to simply select the rows, including at least one character outside the table in the selection. Then press **DELETE**, or choose **Cut** from the **Edit** menu, just as you delete text in the rest of your document. The cells are deleted along with their contents.

If you can't conveniently include a character outside the table in the selection—for example, if you want to delete cells from the middle of a table—use the **Table Layout** command on the **Format** menu or the shortcut keys for deleting whole rows. Text and graphics in the deleted cells are also deleted; they are not stored on the **Clipboard**.

### To delete rows of cells

- 1 Select the rows you want to delete.
- 2 Press **COMMAND+CONTROL+X**.

### To delete columns of cells

- 1 Select the columns you want to delete.
- 2 From the **Format** menu, choose **Table Layout**.
- 3 Make sure the **Column** option button is selected.
- 4 Choose the **Delete** button.

### To delete any number of cells

- 1 Select the cells you want to delete.
- 2 From the **Format** menu, choose **Table Layout**.
- 3 Under **Shift Cells**, select the **Horizontally** option button to shift the remaining cells

left to fill the space.

–or–

Select the Vertically option button to shift the remaining cells up to fill the space.

- 4 Choose the Delete button.

## Merging Cells Within a Row

You sometimes may want to combine, or merge, two or more selected cells within a row to create a single cell. By merging cells, you can create a heading that spans several columns. Word converts the contents of each merged cell to paragraphs within the combined cell, and the text retains its formatting.

To create the heading in the following illustration, type the heading text in the first cell of the table. Then select and merge the three cells in the first row. You can then center the text in the merged cell and make it bold using the ruler and ribbon.

Quarterly Sales by Region		
East	Central	West
177,000	189,500	310,000

A table heading created by merging cells

You can split a merged cell back into its constituent cells, but you cannot split cells that have not been merged.

### To merge cells

- 1 Select the cells you want to merge.

Clicking the cell selection bar of one cell and then dragging across cell boundaries ensures that entire cells are selected.

- 2 From the Format menu, choose Table Layout.
- 3 Choose the Merge Cells button.

### To split a merged cell

- 1 Select the cell that was previously merged.
- 2 From the Format menu, choose Table Layout.
- 3 Choose the Split Cell button.

If the Split Cell button is not available, the selection is not a merged cell. You can get the effect you're looking for by adding a new cell to the left of the selected cell (choose the Insert button), and then adjusting the widths of the cells.

## Moving Rows, Columns, and Cells

The easiest way to move whole rows up or down in a table is to switch to outline view and drag the rows where you want them. To move columns or a few individual cells, you first need to insert new cells where you want the cells moved. Then you can copy the cells you want to move into the new cells.

### To move a row of cells

For information about working with tables in outline view, see Chapter 28, “Outline View: Creating Outlines and Reorganizing Documents.”

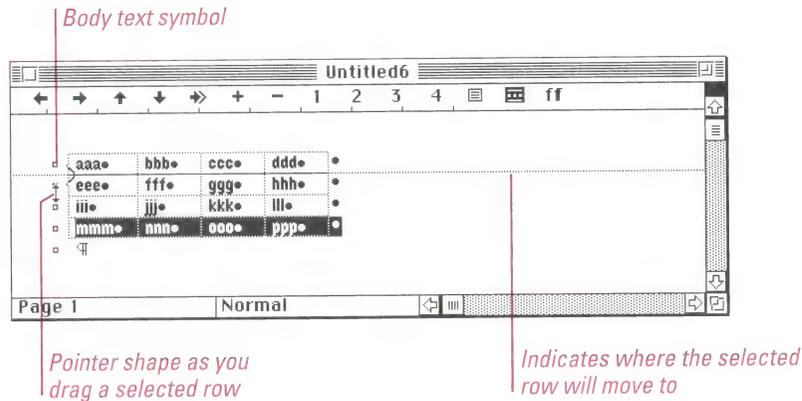
- 1 From the View menu, choose Outline.

In outline view, a small box is displayed to the left of each row, indicating the table rows contain body text.

- 2 Click the body text symbol to select the row, and press **OPTION+UP ARROW** or **OPTION+DOWN ARROW** to move it.

–or–

Drag the body text symbol beside the row up or down.



A table displayed in outline view. Drag the body text symbols at the left of a row to move the row up or down.

### Using the Sort Command to Reorder Rows in a Table

As with other text, you can sort entries in a table to arrange them in alphabetic or numeric order. Suppose you've used a table to set up the membership list of your organization. Each row of cells in the table contains the name, address, phone number, and other information for one member. To list information in alphabetic order by each person's last name, type the first name and last name in separate columns of the table. Select the column containing the last names, and then choose the Sort command from the Tools menu. Word orders each row alphabetically according to the name in the selected column. To add new members to the list, enter their information in new rows at the end of the table. Then sort the table again to place the new entries in their proper order. For details about using Sort, see Chapter 14, “Sorting.”

### To move a column or individual cells

- 1 Add new columns or cells where you want to move the existing ones. The number and arrangement of cells must match the number and arrangement of cells you want to move. For instructions, see “Adding, Deleting, and Moving Rows and Columns,” earlier in this chapter.
- 2 Select the columns or cells you want to move, and choose Copy or Cut from the Edit menu.
- 3 Select the new cells you inserted, and choose Paste from the Edit menu.

You can now delete the moved cells from their original position using the Table Layout command on the Format menu.

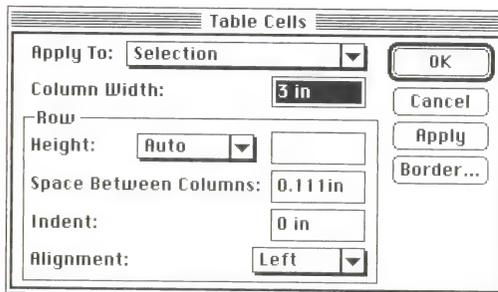
## Changing the Spacing of Columns and Rows

You can change the width of selected cells and entire columns using the ruler or the Table Cells command on the Format menu, with which you can also:

- Adjust the spacing between the columns in each row.
- Set a minimum or fixed height for each row, which is useful for creating forms.
- Indent whole rows from the left margin to align the rows with other text in your document.
- Center a table, or align a table left or right.
- Open the Borders dialog box to specify borders or shading for a table’s cells.

For instructions on applying borders and shading to table cells, see Chapter 19, “Borders and Shading.”

As you work with the cell formatting, you can choose the Apply button to preview the formatting’s effect. If the dialog box blocks your view of the table, drag it by its title bar to move it.



The Table Cells dialog box

Ordinarily, the formatting you apply using Table Cells affects only the cells you select in the table. If you forget to select the appropriate number of cells before you choose Table Cells, you can extend the selection with the following options from the Apply To box.

**To apply formatting to**

Only the selected cells

All columns containing a selected cell

All rows containing a selected cell

The entire table

**Select**

Selection. The cell containing the insertion point or a selection is considered selected.

Entire Columns Selected.

Entire Rows Selected.

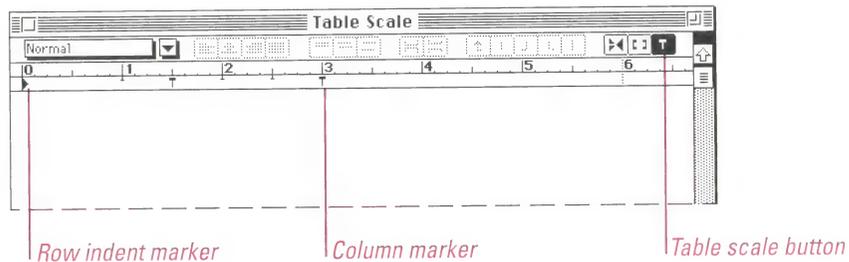
Each Cell In Table.

## Changing Column Width and Column Spacing

If you do not specify a column width when you insert a new table, Word bases the initial column width on the size of the main text area between the margins, with a small amount of spacing between the columns.

When changing the column width and column spacing, keep in mind that the column spacing affects cells' usable column width. For example, in cells with a column width of 1.5 inch and a column spacing of 0.25 inch, the column area available for text and graphics is 1.25 inch.

Unless your table design requires very precise column dimensions, change the column width using the ruler in table scale. If the column markers (T) are not showing, click the table scale button on the ruler.

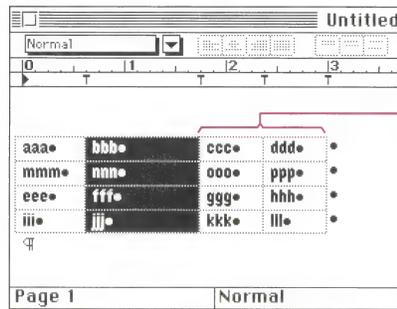
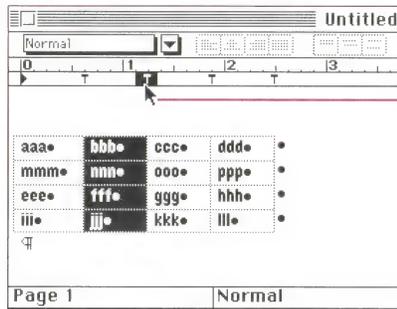


Ruler displaying table scale

### To change column widths using the ruler

If the ruler is not displayed, choose Ruler from the View menu.

- 1 Select the cells whose width you want to change.
- 2 Click the table scale button to display column markers.
- 3 To resize a column changing the table width proportionately, drag the column markers on the ruler. Column markers to the right of the marker that you drag also move to maintain the width of other columns in the table.  
—or—  
To resize a column but not change the overall table width, hold down SHIFT as you drag. The markers to the right of the selected marker do not move.



## To change column widths with the Table Cells command

Use the Table Cells command if you want to specify the column width in a unit of measure different from the ruler units. For example, you may want to specify the column width in picas or points when the ruler units are inches or centimeters.

- 1 Select the columns you want to adjust.
- 2 From the Format menu, choose Table Cells.
- 3 In the Column Width box, type a number to indicate how much space you want to give each column.

To use a different unit of measure, type the appropriate unit after the number—for example, **5 pi**

- 4 Choose the OK button.

## To change the column spacing

This procedure adjusts the standard spacing between columns.

- 1 Select the row you want to adjust.
- 2 From the Format menu, choose Table Cells.
- 3 In the Space Between Columns box, type a number to indicate how much space you want between the columns.
- 4 Choose the OK button.

**Tip** In some cases, you may want different amounts of space between the columns of a table. To vary the spacing, you can select each column and indent the text or graphics from the cell boundaries using the ruler or the Paragraph command on the Format menu.

## Setting Row Height

Ordinarily, the height of each row depends on the material in the cells of that row. The amount of paragraph spacing you add before or after text in a cell also affects its row height. You can override the automatic row adjustment by setting the row height in the Table Cells dialog box. All cells in a row have the same height, but you can vary the height for each row.

In the following form, the row heights have been adjusted to give the applicants room to write appropriate answers. The height of the first row is 60 points. The height of the second row is 72 points.

The screenshot shows a window titled "Application Form" with a "Miscellaneous" section. It contains a table with two rows and two columns. Red arrows on the right side of the table point to the first and second rows, labeled "Row 1" and "Row 2" respectively. The first row contains two questions: "Were you previously employed by Company?" and "Will visa or immigration status prevent lawful employment?". The second row contains two questions: "Do you have any relative(s) currently employed by Company?" and "Have you been convicted of crimes other than minor traffic violations during the past seven years?".

Miscellaneous	
Were you previously employed by Company? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give date of employment:	Will visa or immigration status prevent lawful employment? <input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any relative(s) currently employed by Company? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list here: Name Relationship	Have you been convicted of crimes other than minor traffic violations during the past seven years? (A conviction record will not necessarily bar you from employment) <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list offense and conviction date:

Page 1 | Normal

## To set the height of rows

- 1 Select the rows you want to adjust.
- 2 From the Format menu, choose Table Cells.
- 3 Select one of the following options from the Height box under Row. If you select At Least or Exactly, type the minimum or fixed height in the box to the right of the Height box.

Option	Effect
Auto	Adjusts row height to accommodate any text or graphics in any cell in the row, up to the height of the page.
At Least	Sets a minimum row height of the size you specify in the box to the right of the Height box. If a cell's text or graphics exceed the minimum height, Word adjusts the height to accommodate the material.
Exactly	Sets a fixed row height of the size you specify in the box to the right of the Height box. If a cell's text or graphics exceed the fixed height, the material in the cells is cut off at printing.

- 4 Choose the OK button.

## Spacing Between Rows

To add spacing between rows of cells, you can use the space before paragraph button on the ruler or the Paragraph command on the Format menu.

Synthetic Flat • Series 58X				
Product Number	Size	List Price	World Wide Import Price Each	
			1-6	7+
58XAE10	1/2"	11.50	9.75	8.75
58XAE11	3/4"	12.90	10.50	9.50
58XAE12	1"	15.60	13.00	12.00
58XAE13	1 1/4"	18.00	14.80	13.80
58XAE14	1 1/2"	22.50	19.70	18.70

To provide a small amount of space between the rows of table entries, 6 points of paragraph spacing was applied to each cell.

## To add space between rows using the ruler

If the paragraph formatting buttons are not displayed on the ruler, click the indent scale button.

- 1 Select the rows to which you want to add spacing.
- 2 On the ruler, click the space before paragraph button to add 12 points of space before the row.

## To add space between rows with the Paragraph command

- 1 Select the rows to which you want to add spacing.
- 2 From the Format menu, choose Paragraph.
- 3 Under Spacing, type a number in the Before box indicating how much space you want.

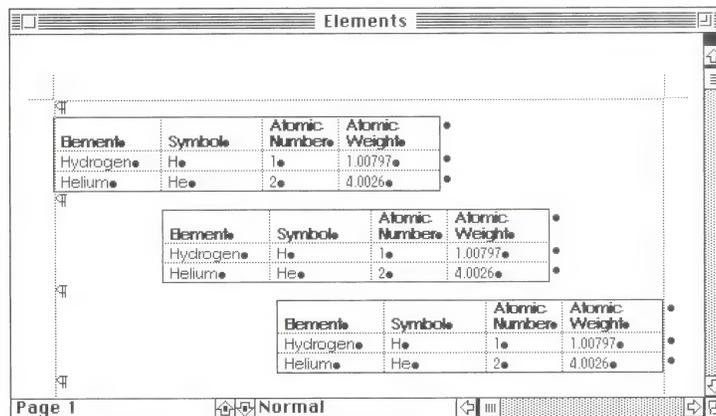
For example, to add 10 points of space before a selected row, type **10 pt**

- 4 Choose the OK button.

**Tip** You can control the spacing between rows more easily if you use styles to format the table cells. Using styles ensures that all rows are evenly spaced. If you need to adjust the spacing, you can redefine the table styles to change the spacing of all rows in one step. For more information about using styles, see “Techniques for Working with Tables,” later in this chapter.

## Aligning and Indenting Rows

You may want to center a small table between the margins or indent a table so it aligns with other text in your document. You can control the horizontal placement of a table by changing the row alignment or indenting selected rows from the left margin. The row alignment and indenting do not affect the paragraph indents and the alignment of text within the table cells.



Tables with left, centered, and right row alignment

## To change the row alignment

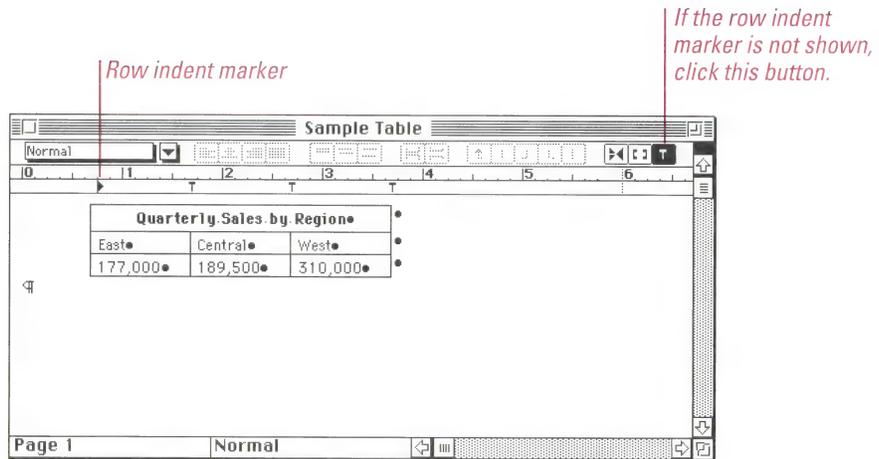
- 1 Select the rows you want to realign.
- 2 From the Format menu, choose Table Cells.
- 3 From the Alignment box, select the alignment you want.
- 4 Choose the OK button.

## To indent rows using the ruler

If you need to indent a table row a precise distance from the left margin, you may prefer to specify a measurement in the Indent box in the Table Cells dialog box. Otherwise it's more convenient to indent rows using the ruler. If the ruler is not in table scale, click the table scale button.

- 1 Select the rows you want to indent.
- 2 Drag the left indent marker to where you want the row indented.

To create a negative indent, starting the row in the left margin, drag the left indent marker to the left of the 0 mark.



**Note** In table scale, the row indent marker (▶) is used to indent selected rows of a table. Don't confuse this marker with the left indent and first-line indent markers (▸) in indent scale, used to indent the text within a cell.

## Techniques for Working with Tables

This section includes some tips and techniques that can speed up your work and help you use tables to greatest advantage.

### Save a Table as a Glossary Entry

If you frequently use a certain type of table, you can store the table as a glossary entry. Then you can insert the ready-to-use table in any of your documents. You need to store only a few rows of the table. After you insert the table in a document, you can press TAB to add rows to the end of the table as you need them.

It saves time to format the table before you store it in the glossary. Format the first row the way you want your column headings and the remaining rows as table entries. You can include boilerplate text in the cells if you want. When you finish entering and formatting the rows, select them and use the Glossary command on the Edit menu to define the table as a glossary entry. For more information about glossaries, see Chapter 12, “Glossaries: Storing Items for Reuse.”

### Use a Table as a Simple Spreadsheet

To add a column or row of numbers in a table, simply select the cells containing the numbers, and choose Calculate from the Tools menu. Word calculates the sum, ignoring any text in the cells, and stores the result on the Clipboard. You can then use the Paste command on the Edit menu to insert the sum in your document. For more information about using the Calculate command, see Chapter 16, “Math Calculations.”

### Use Styles to Format Your Tables

Using styles to format the text in a table ensures a consistent look for all tables in a document. In simple tables, you might create one style for the table column headings and another style for the table entries. To change the text format—for example, to change the text alignment of the column headings from centered to left-aligned—you can redefine the table styles to update the formatting of all tables in your document at once.

You can use the table styles to specify uniform paragraph spacing between rows of cells. In some tables, cells may contain several paragraphs, each differently formatted. You can define a style for each group of formats you use in a table. If the paragraphs follow each other in a predictable order, you can choose Style from the Format menu and use the Next Style option to automatically apply the appropriate styles to each succeeding paragraph as you type.

In the following table, the style “table text” is applied to all rows after the column headings. The formats defined for “table text” include 8 points of space before the paragraph to ensure that all the rows are evenly spaced. In the second column, the second paragraph is formatted with the style “table text 2,” which includes a left indent, a tab, and 4 points of space before the paragraph. Word automatically applies the “table text 2” style to the second paragraph as you type, because “table text 2” has been specified as the next style in the “table text” style. For more information about styles, see Chapter 7, “Formatting with Styles.”

*Each cell's first paragraph has the style Table Text.*

Stock	Description	Quantity	Price Each
Acer. palmatum. 'atropurpureum'	Greenish-bronze leaves, turning brighter in sun. Good fall color in shades of deep red Height 10-12 ft Spread 15 ft	1-24 25+	24.98 21.00
A. p. 'osakazuki'	Large green leaves turn brilliant red in fall. One of the	1-24 25+	29.00 27.00

*Word automatically applies Table Text 2 style to subsequent paragraphs in a cell.*

A table formatted using styles

## Repeat Column Headings on Each Page

If a table spans several pages, you can automatically repeat the column headings at the top of each page by adding the headings to the header for those pages.

To do this, you first create a separate section for the table. Then add the column headings to the header for that section of your document. Next, you preview the pages and adjust the paragraph formatting within the header to align the column headings with the top margin and position them immediately above the first row of table entries.

The following procedures tell how to do these three tasks. If paragraph marks aren't showing on your screen, choose Show ¶ from the View menu before beginning.

### To create a separate section for the table

- 1 Position the insertion point in the first row of cells in the table. Then choose Section Break from the Insert menu to insert a section break before the table.
- 2 Position the insertion point at the beginning of the paragraph following the table, and choose Section Break from the Insert menu to insert a section break following the table.
- 3 With the insertion point anywhere in the table, choose Section from the Format menu.
- 4 In the Start box, select No Break if you don't want the table to start on a new page.  
–or–  
Select New Page if you want the table to start on a new page.
- 5 Choose the OK button.

### To copy the column headings into the section header

If you already are using a header for the pages that contain the table, you can add the column headings beneath your normal header text.

- 1 Select the row of cells containing the table headings.
- 2 From the Edit menu, choose Copy.
- 3 From the View menu, choose Header.
- 4 If the header window is empty, press ENTER to add a second empty paragraph mark in the header.  
–or–  
If the header contains text, position the insertion point before the paragraph mark at the end of the header text and press ENTER.
- 5 Choose Paste from the Edit menu to paste the column headings into the header.
- 6 Click the close box to close the header window.

### To adjust the spacing of the column headings

Now you need to adjust the header spacing so that the row of column headings is printed below the top margin and just above the table entries. This is best done in page layout view so you can see both the header and the main text of your document.

- 1 From the View menu, choose Page Layout.  
  
If the table does not start on a new page, you may need to scroll to the second page of the table to see the header containing the column headings. If the table starts on a new page, the header containing the column headings is on that page (for now, you will see two rows of column headings at the top of the table).
- 2 In the header, select the paragraph above the column headings.  
  
This is either the first empty paragraph in the header or the paragraph containing other header text.

- 3 From the Format menu, choose Paragraph.
- 4 In the After box, type a spacing measurement to move down the header so that the top of the headings aligns with the top margin of the page.

For example, you might type **21 pt**

- 5 Choose the Apply button to see the effects of the spacing.

If the Paragraph dialog box is blocking your view of the page, drag the dialog box by its title bar to move it out of the way.

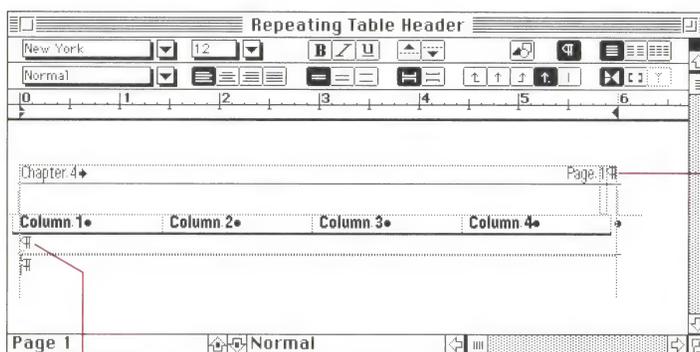
If you need to adjust the spacing, type a different number in the After box, and choose the Apply button again.

- 6 When the column headings align with the top margin of the page, choose the OK button.
- 7 To hide the empty paragraph between the column headings and the first row of table entries, select the paragraph mark just below the column headings. Then press **COMMAND+SHIFT+X** to apply the hidden text character format.

If the table starts on a new page, the column headings printed in the header will replace the headings at the beginning of the table. In the main text, select the row of cells containing the original column headings, and use the Table Layout command on the Format menu to delete the row.

When you print the document, make sure that the Print Hidden Text check box is cleared in the Print dialog box. If you don't want the blank line to appear when you display the document, clear the Show Hidden Text check box, a View option in the Preferences dialog box (Tools menu).

When you finish these procedures, scroll through the table in page layout view to make sure the column headings appear at the top of each page of continued table entries and stop after the final page of the table.



*Apply the hidden character format to this paragraph mark.*

*The first paragraph has 20 points of space after it.*

A header that repeats table headings in a multiple-page table

## Troubleshooting

This section describes some common problems you might encounter while working with tables and offers suggestions for overcoming them.

### Table Text Is Cut Off at the Bottom of the Page

If you type more text in a row than will fit on a single page, the text that exceeds the page is not printed. Move some of the text to another row so that Word can insert a page break between the rows.

### Text Is Not Visible or Is Displayed in One Long Vertical Column

Most likely the text indents are not in proportion to the width of the cell. For example, if the cells of the table are 2 inches wide and the text in the cells has 1-inch left and right indents, the cells have no room for the text. Use the following procedure to remove the indents from the text in all cells.

- 1 Select the entire table by holding down **OPTION** and double-clicking anywhere in the table.
- 2 From the **Format** menu, choose **Paragraph**.
- 3 Under **Indentation**, type **0** (zero) in the **Left**, **Right**, and **First** boxes.
- 4 Choose the **OK** button.

This realigns all indents with the cell boundaries, so that the text wraps properly in the cells.

### Scrolling in a Large Table Is Very Slow

If the table has more than about 100 rows, try increasing the memory allocated to Word. Quit Word, select the Word icon, and use the **Get Info** command on the **Finder File** menu to change the application memory size. For details, see your Macintosh manual.

# Columns

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## Overview

Using Word, you can produce two general types of columns. The first are table columns created with the Table command, as explained in Chapter 17, “Tables.” The second are “snaking” columns, in which text flows from the bottom of one column to the top of the next, as in newspaper columns. This chapter describes how you can format your entire document, or any section of it, in multiple columns of the second type.

Product Number	Size	List Price
58XAE10	1/2"	11.50
58XAE11	3/4"	12.90
58XAE12	1"	15.60
58XAE13	1 1/4"	18.00
58XAE14	1 1/2"	22.50

The Table command organizes text into columns and rows. Column widths can vary.

Robot added to work force		
<p>Our athletic shoe division took a step toward the twenty-first century this month when it purchased a robot to assist with manufacturing.</p> <p>The robot threads shoelaces into track shoes at an astounding rate of speed. Human workers report that the robot is pleasant to work with and “doesn’t complain much.” In fact, the robot doesn’t talk at all.</p> <p>Nicknamed “TongueTied” by his co-workers, the 5’6” tall robot was originally programmed to whistle as he worked. Fellow workers soon voted to shut off this function. Does TongueTied make any noise at all now? Supervisor Paul Martin reports, “At the end of the day his hydraulic system decompresses and he sort of sighs.”</p> <p>For Martin’s fortieth birthday, workers dressed the robot in a company T-shirt and a party hat. It gave TongueTied so much personality that Martin left him that way.</p> <p><b>Autographs, anyone?</b></p> <p>TongueTied, our company robot, seems to have a competitive side to him. As a publicity gimmick, market-</p>	<p>he worked. Fellow workers soon voted to shut off this function. Does TongueTied make any noise at all now? Supervisor Paul Martin reports, “At the end of the day his hydraulic system decompresses and he sort of sighs.”</p> <p>For Martin’s fortieth birthday, workers dressed the robot in a company T-shirt and a party hat. It gave TongueTied so much personality that Martin left him that way.</p> <p><b>Autographs, anyone?</b></p> <p>TongueTied, our company robot, seems to have a competitive side to him. As a publicity gimmick, market-</p>	<p>scores on arcade-type computer games. TongueTied rolled away with not only top honors, but the world-record score for all three games.</p> <p>Although all prizes went to the humans, the company sponsoring the contest created a special plaque for TongueTied to commemorate his win. And what did the kids think of their automated competitor? They had nothing but admiration for his quick reflexes.</p> <p>As top scorer in the contest, TongueTied will have his name displayed in arcades around the world, along with the names of the top five human contestants. Market-</p>

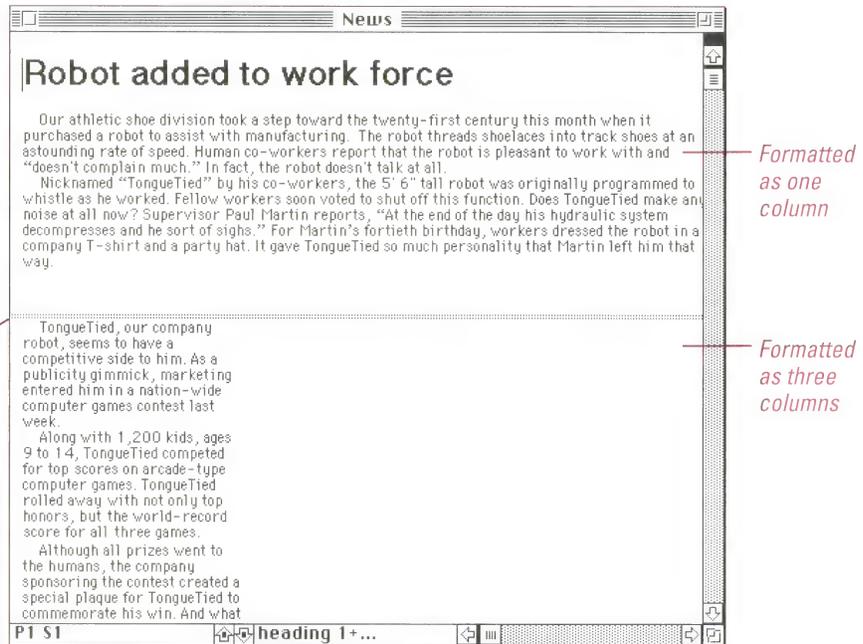
This chapter describes how to create newspaper-style columns such as these and others that are of equal width.

Using the ribbon, you can quickly format text in two or three newspaper-style columns. If you want more than three columns, you can use the Section command on the Format menu.

With the Section command, you can format your document with a large number of columns as narrow as only one character each. In fact, you can have as many as 100 columns in a document, depending on the width of each column, the spacing between them, the margins of your document, the size of your font, and the size of the paper on which you plan to print the document. For more information on margins and paper size, see Chapter 8, “Margins, Paper Size, and Page Orientation.”

If you want to apply both one-column and two-column format within the same document, you insert a section break where you want to change the number of columns. You can change the number of columns on a single page, or you can change the formatting between major parts of a document, such as the main text and the index.

The following illustration shows a document formatted partly in one column and partly in three columns, as the document is displayed in normal view. Note that in normal view, you do not see the three columns side by side.

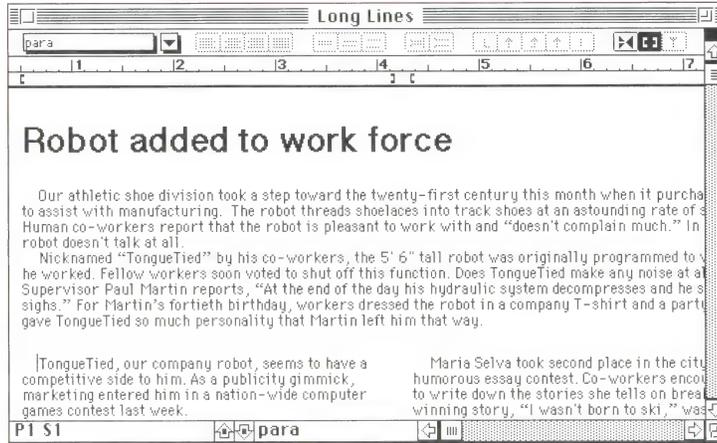


*The section break shows on the screen, but not when the document is printed.*

## Viewing Multiple-Column Documents

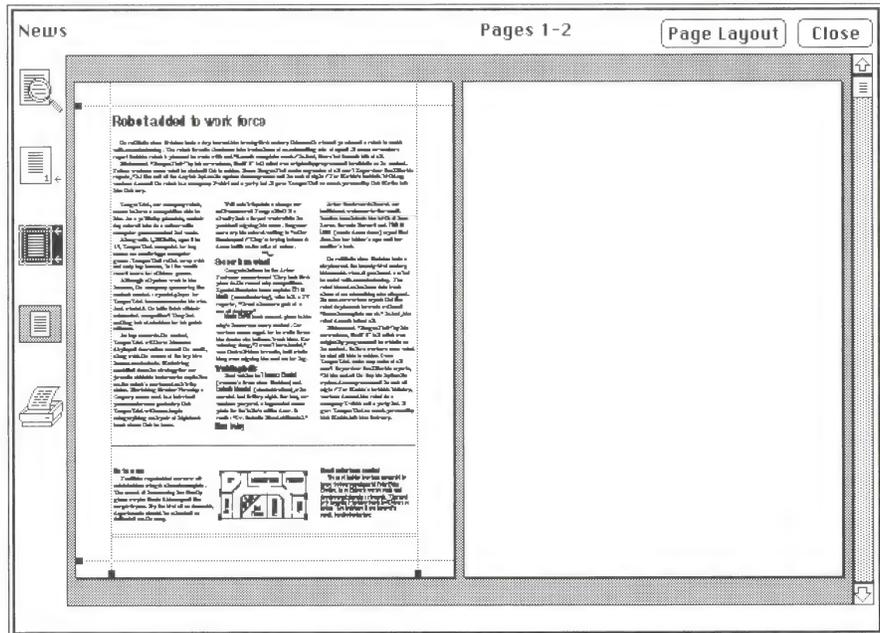
Word provides three views that are especially useful when working with multiple columns. Each view offers its own advantages.

View	Advantages
Normal on the View menu	Faster for text entry. Shows section marks. Does not display columns side by side but does show them in actual width.
Page Layout on the View menu	Shows columns side by side. Good for final editing and adjusting column width.
Print Preview on the File menu	Shows overall page layout. Good for final adjustments to margins.



Scroll horizontally to view line breaks that are not visible in the window.

Page layout view displays multiple columns. You can type, edit, and use the ruler to adjust column widths and see the effects of your changes.

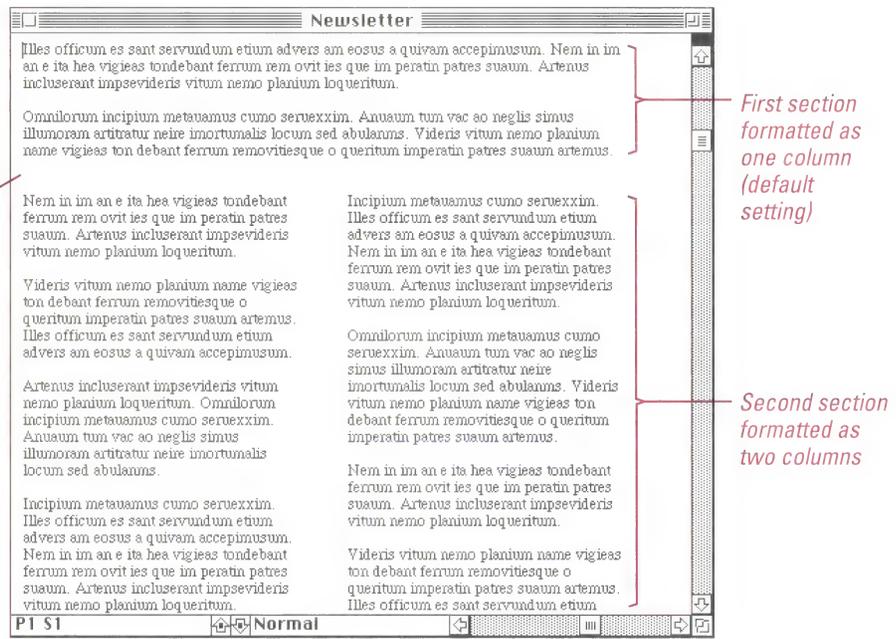


Print preview shows how pages will look when printed. You cannot edit or type in print preview, but you can change margin boundaries.

## Formatting a Document in Multiple Columns

**For more information about sections, see Chapter 9, “Sections: Formatting Parts of a Document.”**

When you begin a Word document, it is all one section. Changing the number of columns affects the layout of the entire document. To change the number of columns in part of the document, you make that part a separate section. You insert a section break at the point where you want to start the new columns, and then specify the number of columns you want in the new section.



The columns appear side by side on the screen in page layout view.

Within each section, Word automatically adjusts the width of the columns to fit between the margins. If you adjust the margin settings or if you adjust the setting for the space between columns, Word changes the width of the columns so that they continue to fit within the margins. If you adjust the width of the columns, Word adjusts the space between the columns to create equal amounts of space.

You can type, edit, and format text in multiple columns just as you edit any other text. If you change the number of columns in your document, you may want to adjust the size of graphics or tables to fit in the new columns.

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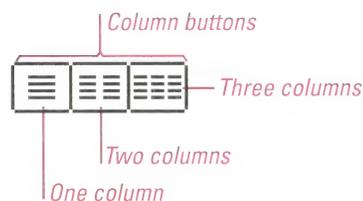
**Tip** Word stores formatting characteristics for the section in the section mark. If you delete a section mark, any text in the section above it assumes the format of the section below it. If you accidentally delete a section mark, immediately choose Undo from the Edit menu. Word restores the section mark, and the mark restores the formatting.

---

### To create a one-, two-, or three-column layout

To see the columns side by side on the screen, choose Page Layout from the View menu before or after this procedure.

- 1 If you've inserted section breaks in your document, click anywhere within the section you want to format.
- 2 If the ribbon is not displayed, choose Ribbon from the View menu.
- 3 On the ribbon, click the button for the column configuration you want.



Word automatically adjusts the width of the columns to fit between the margins. The default spacing between columns is 0.5 inch. If you want to change this measurement, take steps 2, 4, and 5 of the following procedure.

### To create more than three columns

- 1 If you've inserted section breaks in your document, click anywhere within the section you want to format.
- 2 From the Format menu, choose Section.
- 3 In the Number box under Columns, type the number of columns you want (maximum 100).
- 4 To change spacing between columns, type a measurement in the Spacing box.
- 5 Choose the OK button.

If you've chosen a spacing too great for the number of columns and the width of your document page, Word displays a message telling you the maximum spacing you can apply. Choose the OK button, retype the measurement in the Spacing box, and choose OK again.

- 6 To see your columns side by side, choose Page Layout from the View menu.

**Tip** You can use this procedure to format any number of columns (maximum 100); however, for one-, two-, or three-column formatting, it's faster to use the ribbon.

### A Note on Reading the Ruler in Multiple-Column Text

In multiple-column text, the ruler starts at zero for the column containing the insertion point or selection. The dotted vertical line on the ruler aligns with the right column boundary. To indent text in a column, move the indent markers relative to the column boundaries.

*Zero marks the boundary of the column that contains the selection or insertion point.*



*The vertical dotted line marks the right boundary of the column.*

*Indent markers reflect the indents for the paragraphs in the first column.*

*When you move the insertion point or selection to a different column, the ruler settings reflect the formatting of the text in that column.*



## To use different column layouts on the same page

- 1 Place the insertion point where you want to change the number of columns.
- 2 From the Insert menu, choose Section Break, or press COMMAND+ENTER.  
In normal view, Word inserts a double dotted line to mark the end of the preceding section.
- 3 Make sure the insertion point is in the new section, and then, from the Format menu, choose Section.
- 4 In the Start box, make sure No Break is selected.
- 5 In the Number box under Columns, type the number of columns you want.
- 6 If you want to change the spacing between columns, type a measurement in the Spacing box.
- 7 Choose the OK button.

If you've chosen a spacing too great for the number of columns and the width of your document page, Word displays a message telling you the maximum spacing you can apply. Choose the OK button, retype the measurement in the Spacing box, and choose OK again.

## Creating Banner Heads

You can create a full-width banner, or head, to call attention to the title of a multiple-column newsletter or report. Type the text you want in the banner heading (the example has "Arbor Report" along with "Arbor Footwear," the volume number, and date). Then insert a section break between the text you want in the banner head and the text you want to format in multiple columns. By default, the multiple columns print immediately after the banner head.



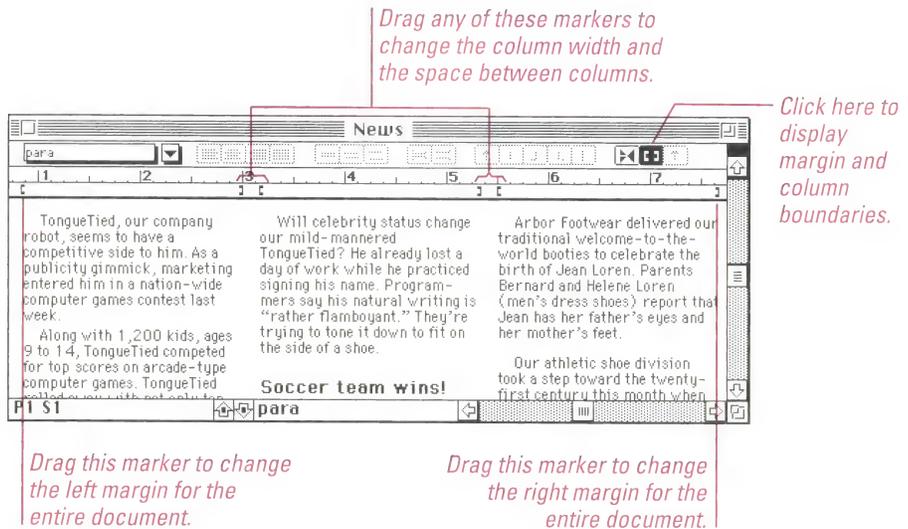
## To change the column width

To format columns of uneven widths, use the Table command. For more information, see Chapter 17, "Tables."

When you create multiple columns, Word maintains the same column width for all columns in the section. If you change the width of one, Word changes the others to match.

- 1 From the View menu, choose Page Layout to see the columns displayed side by side.
- 2 If the ruler is not displayed, choose Ruler from the View menu.
- 3 On the ruler, click the margin scale button to display the margin markers ([ and ]).
- 4 Drag a margin marker to adjust the width of the column.

Word automatically adjusts the width of the other columns and the corresponding space between the columns.



### To change the spacing between columns

It's usually quickest to use the foregoing procedure to adjust the space between columns, as well as the column width. However, if you know the exact measurement you want between columns, you can use this procedure to enter the measurement.

- 1 From the Format menu, choose Section.
- 2 In the Spacing box under Columns, type the measurement you want.

The default unit of measurement is inches. You can specify another unit of measurement—for example, **3 cm**

- 3 Choose the OK button.

If you've chosen a spacing too great for the number of columns and the width of your document page, Word displays a message telling you the maximum spacing you can apply. Choose the OK button, retype the measurement in the Spacing box, and choose OK again.

### To change the default number of columns

New documents are formatted in a single column by default. If most of the documents you create are formatted in multiple columns, you can save time by changing the default column setting. Each new document has the number of columns you set as the default.

- 1 From the Format menu, choose Section.
- 2 In the Number box under Columns, type the number of columns you want as the default.
- 3 Change any other settings you want as the default.
- 4 Choose the Use As Default button.
- 5 Choose the OK button.

---

**Tip** If you apply multiple-column formatting to your document after you've applied paragraph indents, some or all of your columns may turn out narrower than you want them. In this case, you need to adjust the paragraph indents. To do this, display the ruler, click the Indent Scale button, click within the column of text, and drag the left indent marker to zero.

To avoid the problem, make sure you format the multiple columns before you set any indents. For more information about indents, see Chapter 6, "Paragraph Formatting."

---

## Controlling Column Breaks

Word automatically breaks columns when you apply multiple-column formats. If you'd like to change where the columns break, you can use the Insert menu to insert column breaks. The text following the column break moves to the top of the next column. For example, to make sure a certain paragraph such as a heading appears at the top of a column, you insert a column break immediately before it.

Within a section, you can insert as many column breaks as you need to get the look you want. You use a section break to start text on a new page.

### To change a column break

To indicate where you want to break a column, you use the Page Break command on the Insert menu.

- 1 From the View menu, choose Page Layout to see columns side by side.
- 2 Place the insertion point where you want to break the column.
- 3 From the Insert menu, choose Page Break.

### To insert a page break in a multiple-column section

If you want to insert a page break in a multiple-column section, you insert a section break and then format the new section to begin on a new page.

- 1 Place the insertion point where you want to break the page.
- 2 From the Insert menu, choose Section Break, or press **COMMAND+ENTER**.
- 3 With the insertion point in the new section, choose Section from the Format menu.
- 4 In the Start box, select New Page.
- 5 Choose the OK button.

### Controlling Unwanted Column Breaks

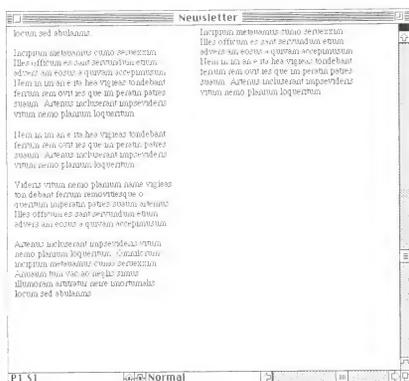
You can use the Paragraph command on the Format menu to keep two paragraphs together in the same column. For example, you could keep a graphic and its caption together, or keep a heading with the text it describes.

To prevent unwanted column breaks, you select the first of the two paragraphs you want to keep together, and then choose the Paragraph command on the Format menu. Select the Keep With Next check box; this ensures that the paragraphs will be printed in the same column. If a column break should naturally fall between the paragraphs, Word moves both paragraphs into the next column instead of separating them.

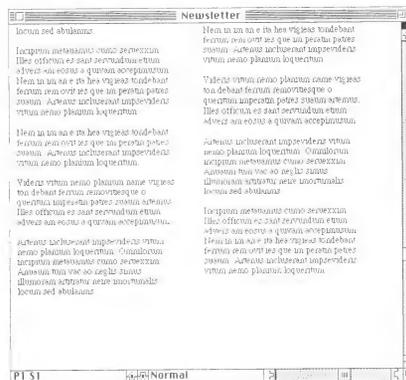
The Paragraph command has a similar option that keeps all lines in a paragraph together. For more information, see Chapter 6, "Paragraph Formatting."

## Balancing the Length of Columns

The last page of a section or document often isn't a full page of text. In a multiple-column layout, Word fills each column to the length of the page and leaves the last column empty or partially filled. This gives the columns an "unbalanced" appearance. To balance the length of the columns, you can insert a section break after the text.



Columns appear uneven when text does not fill the page. To balance the columns, follow the procedure described below.



Word distributes the text evenly between the two columns.

### To balance the length of columns

Use this procedure at the end of a document or at the end of a section when columns end unevenly.

- 1 From the View menu, choose Normal so you can easily see section breaks.
- 2 Place the insertion point at the end of the text in the columns you want to balance. If the columns are followed by a section break that starts the next section on a new page, make sure you place the insertion point before the existing section mark.
- 3 From the Insert menu, choose Section Break, or press **COMMAND+ENTER**.
- 4 With the insertion point just after the new section break mark, choose Section from the Format menu and select No Break in the Start box.

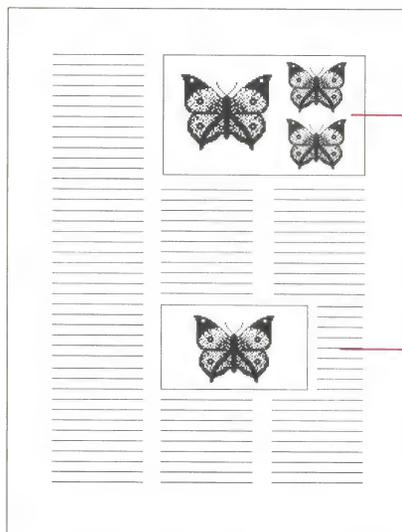
If you inserted the new section break before an existing section break, make sure the insertion point is between the section breaks.

To see the columns side by side, choose the Print Preview command from the File menu or choose Page Layout from the View menu.

## Working with Graphics in Multiple-Column Documents

You can position graphics so that they span one or more newspaper-style columns. If you want the graphic to span two columns, as in the following example, measure the width of both columns and add the space between the columns to get the width of the graphic.

If the graphic does not completely span a column, or if the graphic extends partway into another column, text flows around the graphic. If there is less than 1 inch between the graphic and the column boundary, the space is left empty. For more information about positioning graphics on the page, see Chapter 21, "Positioning Text and Graphics on the Page."



*Positioned graphics can span two or more columns.*

*If there is at least one inch of space left in a column after the graphic is positioned, Word flows text around the graphic.*



# Borders and Shading

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# Overview

With the Border command on the Format menu, you can add lines and boxes to paragraphs of text, graphics, or the cells in a table. You can also shade the background of paragraphs and tables. The Border command also is available as you format paragraphs or table cells using the Paragraph command or the Table Cells command on the Format menu. The following illustration shows a few of the effects you can achieve using the Border command.

**ARBOR REPORT**  
Arbor Footwear Vol. 11 • No. 12 • Dec. 5, 1991

**Fool Facts** The children's shoe division walked away with this month's production award, exceeding their production goal by 7 percent!

**Production Statistics for the Month**

Division	Production Goal	Actual Production
Children's	1000	1070
Men's	800	780
Women's	600	590

**Robot added to work force**  
Our athletic shoe division took a step toward the twenty-first century this month when it purchased a robot to assist with manufacturing. The robot threads shoe laces into track shoes at an astounding speed. Human co-workers report that the robot is pleasant to work with and "doesn't complain much." In fact, the robot doesn't talk at all.

**[The 5'6" tall robot was originally programmed to whistle as he worked. Fellow workers soon voted to shut off this function.]**

Nicknamed "Tongue Tied" by his co-workers, the 5'6" tall robot was originally programmed to whistle as he worked. Fellow workers soon voted to shut off this function. Does Tongue Tied make any noise at all now? Supervisor Paul Martin reports, "At the end of the day his hydraulic system decompresses and he sort of sighs."

For Martin's fortieth birthday, workers dressed the robot in a company T-shirt and a party hat. It gave Tongue Tied so much personality that Martin left him that way.

**Autographs, anyone?**  
Tongue Tied, our company robot, seems to have a competitive side to him. As a publicity gimmick, marketing entered him in a nation-wide computer games contest. Along with 1,200 other contestants, Tongue Tied competed for top scores on an arcade-type computer game. Tongue Tied rolled away with one of the top honors, but the world-record score for all three games. Although all prizes went to the humans, the company sponsoring the contest created a special plaque for Tongue Tied to commemorate his win. And what did the kids think of their automated competitor? They had nothing but admiration for his quick reflexes.

As top scorer in the contest, Tongue Tied will have his name displayed in arcades around the world, along with the names of the top five human contestants. Marketing modeled its sales strategy for its juvenile athletic footwear to capitalize on the robot's new found celebrity status. Marketing director Veronique Caspary announced in a televised press conference yesterday that Tongue Tied will soon begin autographing each pair of high-tech track shoes that he laces.

**Employee News**

**Soccer team wins!**  
Congratulations to the Arbor Footwear soccer team! They took first place in the recent city competition. Special thanks to team captain **Bruno Martin** (manufacturing), who told a TV reporter, "Great shoes are part of a sound strategy."

**Writing contest winner**  
**Marie Selva** took second place in the city's humorous essay contest. Co-workers encouraged her to write down the stories she tells on break time. Her winning story, "I wasn't born to ski," was their all-time favorite, told while they were signing the cast on her leg.

**Wedding bells**  
Best wishes to **Thomas Bendel** (women's dress shoe division) and **Isabelle Mendel** (administration), who married last Friday night. For first co-workers to marry, they posed many thanks for Isabelle's office dose. It was "Dr. Isabelle Konkel Bendel."

**New baby**  
Arbor Footwear delivered our traditional welcome-to-the-world booties to celebrate the birth of Jean Loren. Parents Bernard and **Magdeleine Loren** (men's dress shoes) report that Jean has her father's eyes and her mother's feet.

**On the move**  
Facilities reports that our new administration wing is almost complete. The sound of hammering has finally given way to the dull thumps of the carpet layers. By the first of next month, departments should be relocated as indicated on the map.

**Move Schedule**

<b>Human Resources</b>	Jan. 15	Pack up office
	Jan. 16	Furniture and boxes to be moved
<b>Public Relations</b>	Feb. 15 AM	Pack up office
	Feb. 16 PM	Furniture and boxes to be moved
<b>Support Services</b>	March 15 AM	Pack up office
	March 16 PM	Furniture and boxes to be moved

Offices must be vacated before the movers enter the premises!

A box can give a graphic a finished look ...

... or emphasize a text paragraph.

Shading can call attention to a paragraph ...

... or highlight a column in a table.

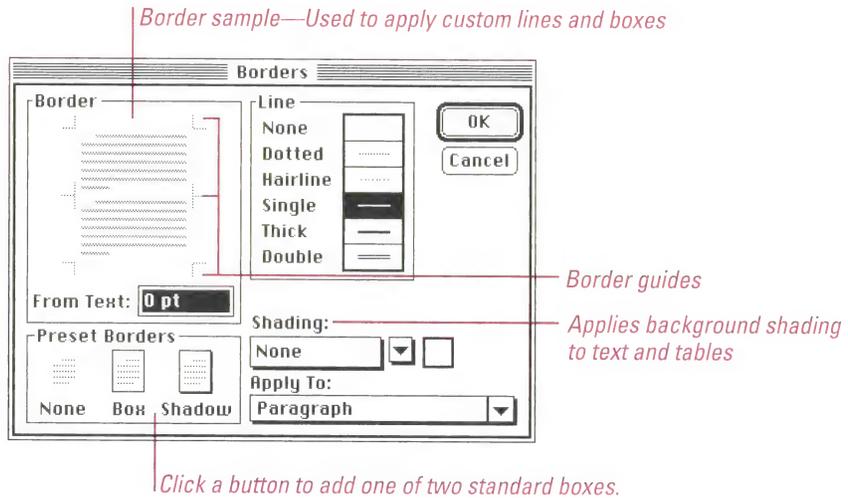
Borders can separate sections of your layout ...

... or make table headings and entries easy to scan.

## Applying Borders

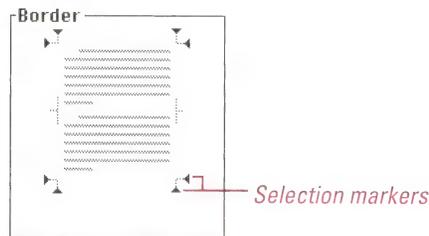
Whether you're applying borders to graphics, to paragraphs, to the outer edges of a table, or to individual cells in a table, you use essentially the same technique:

- Select the paragraphs, table cells, or graphic in your document.
- If you want to enclose the selection in a box, click one of two styles of preset border in the Border dialog box. Or you can select a line style and then click the sides of the border sample to indicate where you want to add a border to the selected items.



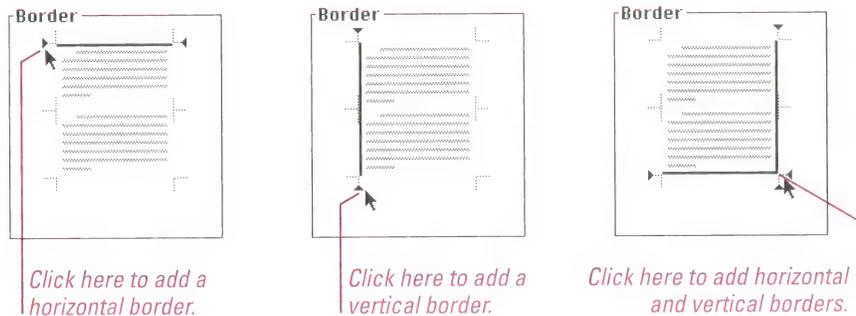
The Border dialog box

The border sample in the Border box changes to represent the type of selection you make. A border guide—an intersecting horizontal and vertical dotted line—marks each place where you can click to add a border to that type of selection. If you change the area that the border will be applied to by selecting an Apply To option, the sample shows the border options available for that area. When you click a border guide to apply a border, triangular selection markers indicate the borders that will be affected.



Selection markers show where a border will be applied.

Clicking a horizontal part of a border guide applies a horizontal border, and clicking a vertical part of a border guide applies a vertical border. Clicking the intersection of two border guides applies a border in both directions. Double-clicking any corner guide places a box around the entire selection. If the selection contains several paragraphs or several cells, you can click the guides between the units in the sample to apply borders between the items.



The border sample shows each border as you add it.

When a selection includes items that have different types of borders applied, the borders that represent items with more than one format are dimmed in the border sample. You can click a dimmed border if you want to apply a line style to that side of all the selected items or to remove all borders on that side.

Word applies borders to the selected area in your document. If there is no selection in a table, the border is applied to the cell containing the insertion point. If the insertion point is in regular text, the border is applied to the paragraph containing the insertion point. With the Apply To options, you can specify which part of a mixed selection to apply the border to. For example, you can apply a border to a paragraph within a cell or to the row containing a selected cell.

If you would like more white space between a border and the text beside it, you can specify a distance from the text in the From Text box. The measurement is added to the 2 points of spacing that is provided automatically.

To shade the background of a text selection or table, you can select or type the percentage of shading you prefer using the Shading box. For more information, see “Shading Paragraphs and Tables,” later in this chapter.

This chapter presents the basic procedures for applying borders, followed by specific techniques for working with paragraphs, tables, and graphics. Then the chapter presents procedures for shading text and tables.

## To apply borders

To apply borders, you first select the item or items you want to place a border around. Methods for selecting graphics and parts of tables follow this procedure.

- 1** Select the graphic, paragraphs, or table cells to which you want to apply borders.
- 2** From the Format menu, choose Border.
- 3** To apply borders to something other than the selection, select an option from the Apply To box.

For example, if you selected cells in a table and want borders around the entire table as a block, select Each Cell In Table in the Apply To box, and then select

Box under Preset Borders. For more information, see “Border Options,” later in this section.

- 4 To apply a standard box, click a box style under Preset Borders.  
–or–  
Click the sides of the border sample where you want to apply a border.
- 5 Under Line, click the line style you want to use for the border.
- 6 Choose the OK button.

The border extends between the indents of the paragraph. If this is wider than you want, see “Indents and Paragraph Borders,” later in this chapter, for instructions on changing the border width.

## Selecting Graphics and Tables

Use the following methods to select a graphic or various components of a table. In addition to these methods, you can drag to select any combination of consecutive cells in a table.

To select	Do this
Graphic	Click the graphic. Small black sizing handles mark the selection.
Cell in a table	Click the left side of the cell.
Row of cells	Double-click the right or left side of any cell in the row.
Column of cells	Hold down the <b>OPTION</b> key and click anywhere in the column or click the upper edge of the topmost cell in a column.
Entire table	Hold down the <b>OPTION</b> key and double-click anywhere in the table.

## Shortcuts for Applying Borders

- Use styles to apply paragraph borders. The borders you apply to a paragraph are part of the paragraph’s formatting. Therefore, you can include border effects when you define styles. Just apply the border along with the other paragraph formatting you want to define as the style. For more information, see Chapter 7, “Formatting with Styles.”
- Add a border effect to a menu, or assign it shortcut keys. You can add any of the options from the Border dialog box to a menu or assign a key combination to any option. For example, if you frequently format paragraphs with a box around them, you can save time by adding a preset border command to your Format menu. If you frequently apply 10 percent shading, add that option to your Format menu. For information about adding options to menus and assigning keys to them, see Chapter 40, “Customizing Word to Fit Your Work.”

### To remove borders

- 1 Select the paragraphs, table cells, or graphic that has the borders you want to remove.
- 2 From the Format menu, choose Border.
- 3 To remove all borders, under Preset Borders, click None.  
–or–  
To remove borders one at a time, under Line, click None and then in the border sample click the borders you want to remove.
- 4 Choose the OK button.

### To change the line styles of borders

- 1 Select the paragraphs, table cells, or graphics that have the borders you want to change.
- 2 From the Format menu, choose Border.
- 3 In the border sample, click a border that you want to change.
- 4 Under Line, select the line style you want to use.
- 5 Click other borders that you want to apply the line style to.
- 6 Repeat steps 3 through 5 to apply as many line styles as you like.
- 7 Choose the OK button.

---

**Tip** The single and hairline line styles look the same on your screen. To determine which line style is used for a particular border, select the paragraphs, table cells, or graphic that has the borders. Then, in the Border dialog box, hold down **OPTION** and click the border that you want to check in the border sample. The selection in the Line box moves to the style of the border.

---

### To increase the spacing between a paragraph and its borders

You indicate the distance between a paragraph and its border in points—a standard unit of measurement in publishing. There are 72 points in an inch, 36 points in a half-inch, and 18 points in a quarter-inch.

- 1 Select the paragraph that you want to adjust.
- 2 From the Format menu, choose Border.
- 3 In the From Text box, type a measurement from 1 through 31 points.  
The measurement is added to the 2 points of spacing that Word automatically provides.
- 4 Choose the OK button.

## Border Options

You can set the following options in the Border dialog box.

**Line** The line style you select is used for the selected border(s) and any you subsequently apply. If you select a line style and then click an existing border in the border sample, Word changes the border to the new line style.



Line style	Effect
None	Removes any border you click in the border sample.
Dotted	Applies a line of 1-point dots with 1 point of space between them.
Hairline	Applies the narrowest width available on the printer. This border can be printed only on a LaserWriter or equivalent PostScript printer. On the screen and on non-PostScript printers, hairline is displayed and printed as a 1-point border.
Single	Applies a 1-point border.
Thick	Applies a 2-point border.
Double	Applies two 1-point borders, with 2 points of space between the lines.

**Shading** To apply shading to a selection, type or select the percentage of shading that you want. For more information, see “Shading Paragraphs and Tables,” later in this chapter.

**From Text** Word maintains at least 2 points of space between paragraphs and their borders. To increase the spacing, type a measurement from 1 through 31 points in the From Text box. The space is added to the automatic 2 points.

**Apply To** If your selection contains several items that can have borders, you can select one of the following Apply To options to determine which item gets the border. If you open the Border dialog box from the Paragraph or Table Cells dialog box, the list includes only the options that apply to your selection.

<b>Option</b>	<b>Applies the border to</b>
Paragraph	All paragraphs in the selection.
Picture	The selected graphic.
Selected Cells	The selected cell, or to the group of selected cells as a block.
Each Cell In Table	Each cell individually instead of applying it to the cells as a block. To apply a border to the entire table, apply borders to the outer edges of the cells.
Entire Columns Selected	All columns that contain a selected cell. The borders are applied to the columns as a block.
Entire Rows Selected	All rows that contain a selected cell. The borders are applied to the rows as a block.

For example, a cell in a table can contain a picture and a paragraph of text. You can place a border around the cell, the selected picture, or the selected paragraph. You can also apply the border to a larger area of the table—to the column or row that contains the selected cell, or even to all cells in the table.

## More About Borders for Paragraphs

The borders that you apply to a paragraph become part of its paragraph formatting. As with other paragraph formats, if you apply a border to a paragraph and then continue typing, each new paragraph you start by pressing ENTER also has the border. If this is not what you want, move the insertion point down into a paragraph that does not have borders before you continue typing, or return to the Border dialog box and remove the borders from the next paragraph that you type.

If you regularly apply borders to certain types of paragraphs, you can define a style that includes the border formatting. For example, if you want headings to have a thick top border, you can define the heading styles to apply the border along with the other paragraph formats.

For more information about indents, see Chapter 6, "Paragraph Formatting."

## Indents and Paragraph Borders

**Adjusting border width** A top or bottom border extends margin to margin unless you have adjusted the paragraph indents. To control the length of the paragraph border, you drag the indent markers on the ruler, as shown in the following illustrations. In the first illustration, the border above the heading extends to the right indent of the paragraph. By dragging the right indent marker, you can shorten the border to the length of the heading.



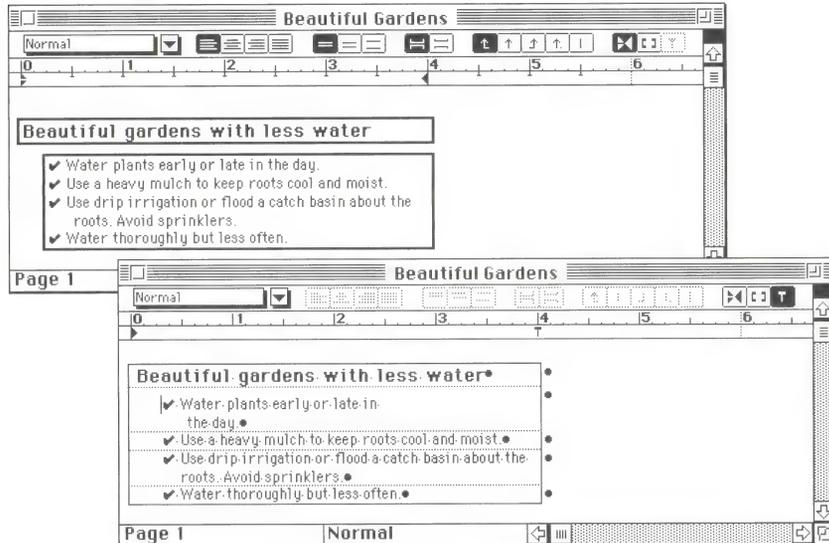
*Initial border width*



*Drag the right indent marker to change the width.*

**Working with varying indents** If you want to apply the same border to a group of paragraphs—for example, if you want to place several paragraphs in a single box—all the paragraphs must have the same indents. Otherwise, Word places the paragraphs in separate boxes. To get around this, you can convert the paragraphs to a one-column table, and then apply cell borders rather than paragraph borders.

For example, in the following illustration, the paragraphs in the checklist on the top have an indent, and the heading above the checklist does not. To enclose the heading and the checklist in one box, you first select the paragraphs and remove the paragraph borders. Then convert the paragraphs to a table (select them, and choose Text to Table from the Insert menu). You can then apply a box around the table, as shown in the checklist on the bottom. Table gridlines between the paragraphs aren't printed.



To put a box around paragraphs with different indents, you can convert the paragraphs to a single-column table.

**Aligning a border with the margins** If you print a document that includes borders, or choose the Print Preview command from the File menu, you'll see that left and right borders are placed just outside the margins unless you've indented the paragraph that has the border. If you want the borders even with the margins, you adjust the paragraph's indents.

The amount you need to indent the text depends on the line style and the amount of space you specify with the From Text option, which are both set in the Border dialog box.

### To align paragraph borders with the margins

- 1 From the Format menu, choose Paragraph.
- 2 In the Left and Right boxes under Indentation, type one of the following measurements.

To align	Type
Single line	3 pt
Thick line	4 pt
Double line	6 pt
Dotted line	3 pt

If you have increased the distance in the From Text box in the Border dialog box, add the amount of the increase to this measurement.

- 3 Choose the OK button.

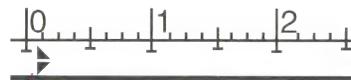


The spreadsheet and charts below three years, FilmWatch has the pot share domestically and 45 percent

#### Long-Term Market Share

Over the next three years, FilmWa up to 40 percent market share dow internationally. The spreadsheet an

*With a zero indent, text aligns with the left margin, and the border is slightly outside it.*



The spreadsheet and charts below three years, FilmWatch has the pot share domestically and 45 percent

#### Long-Term Market Share

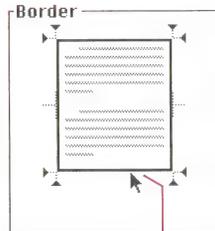
Over the next three years, FilmWa up to 40 percent market share dow internationally. The spreadsheet an

*Set a left indent to move the text in slightly and align the border.*

To align a border with the text's left margin, indent the paragraph slightly.

## Boxing Groups of Paragraphs

You can select a Preset Borders option in the Border dialog box if you want to enclose all of the selected paragraphs in a single box or a shadow box. If you want a box with a different line style, first select the line style. Then click the Box button under Preset Borders or double-click any side of the sample to place a box around the selected paragraphs as a block. Double-click the center of the sample to place a box around each selected paragraph.

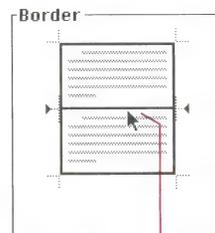


**On the move** — Facilities reports that our new administration wing is almost complete. The sound of hammering has finally given way to the dull thumps of the carpet layers. By the first of next month, departments should be relocated as indicated on the map.

**Soccer team wins!** — Congratulations to the Arbor Footwear soccer team! They took first place in the recent city competition. Special thanks to team captain Bruno Martin (manufacturing), who told a TV reporter, “Great shoes are part of a sound strategy.”

**Writing contest winner** — Maria Selva took second place in the city’s humorous essay contest. Co-workers encouraged her to write down the stories she tells on break time. Her winning story, “I wasn’t born to ski,” was their all-time favorite, told while they were signing the cast on her leg.

*Double-click here to enclose all paragraphs in a box.*



**On the move** — Facilities reports that our new administration wing is almost complete. The sound of hammering has finally given way to the dull thumps of the carpet layers. By the first of next month, departments should be relocated as indicated on the map.

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*Double-click here to box each paragraph separately.*

---

**Note** If the paragraphs in your selection have different indents, you must convert them to a table to apply a box to the group. For more information, see “Indents and Paragraph Borders,” earlier in this chapter.

---

## Drawing Lines Above, Below, and Between Paragraphs

If you apply a top or bottom border to a selected group of paragraphs, Word displays one border above or below the paragraphs as though they were a single block of text. If you want borders between the paragraphs, click the center border guides in the border sample. In the following illustration, thick borders have been applied above and below the paragraphs, with a single line between paragraphs.




---

**On the move** — Facilities reports that our new administration wing is almost complete. The sound of hammering has finally given way to the dull thumps of the carpet layers. By the first of next month, departments should be relocated as indicated on the map.

---

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---

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---

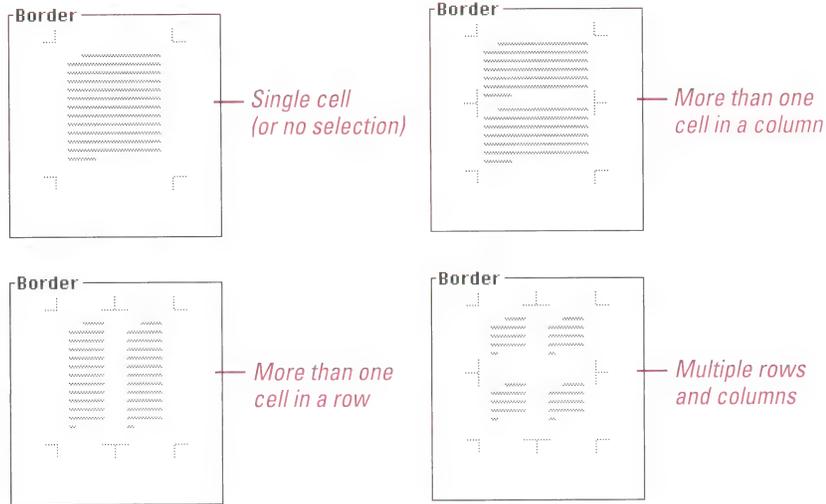
If you select several paragraphs and apply a top or bottom border, all the paragraphs in the stack have the formatting instructions for the border, even though the border is displayed only for the top or bottom paragraph. Deleting the first or last paragraph doesn’t disturb the border layout.

## More About Borders for Tables

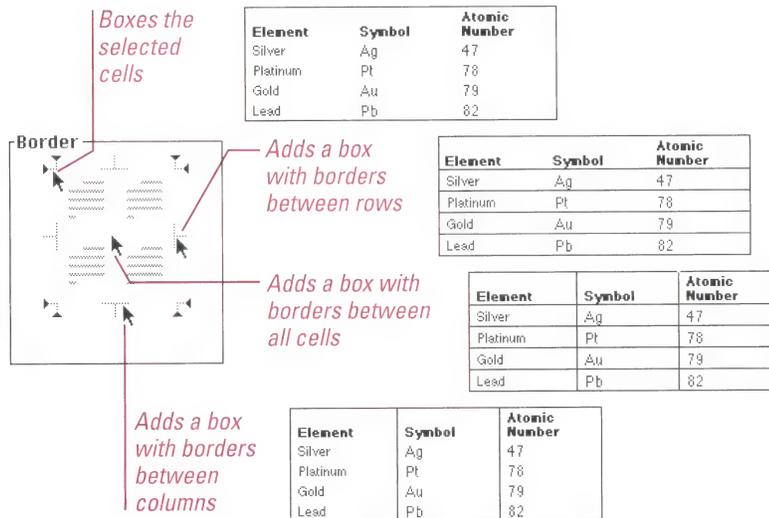
The gridlines of a table show on the screen but do not print. You can apply borders on top of any of the gridlines to make a table easier to read. If you want to display a table’s gridlines, choose Preferences from the Tools menu. In the View category, select Table Gridlines under Show.

**For more information about working with tables, see Chapter 17, “Tables.”**

When you select cells in a table and choose the Border command, the border sample reflects the arrangement of the selected cells. A different sample is shown if you select a single cell, cells in a column or row, or cells in multiple columns and rows, with border guides for applying the full range of borders available for that type of selection. If you change the area that the border is applied to by selecting an Apply To option, the diagram shows the options available for that area. The following illustration shows the four possible table samples.



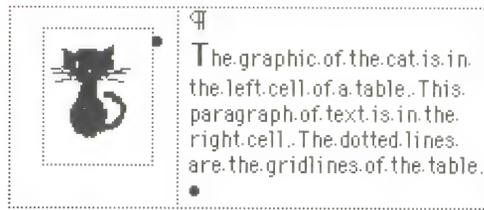
You can quickly apply several box and border combinations to selected table cells by double-clicking different areas of the border sample. To enclose the selected cells in a box, double-click any corner guide. To box the selection and add borders between all cells, double-click the center of the sample. To box the selection and add borders between columns or rows, double-click the border guide between the columns or rows.



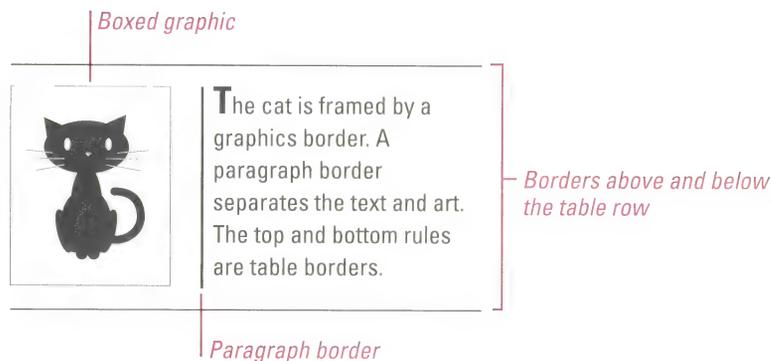
To quickly apply one of four combinations of box and borders, select the table, and double-click one of the sample areas shown above.

You can apply borders to paragraphs and graphics within a table cell in addition to the borders you apply to the cell itself. The following illustration shows three types of

borders applied to two cells within a table. The graphic in the left cell was enclosed in a box. A vertical border was applied to the left side of the text paragraph in the right cell. And the table row was given top and bottom borders.



The initial table



The table with three types of borders applied

You can use different line styles for any borders you apply to table cells. For example, to add a double border to separate the column headings from the table entries as shown in the following table, first apply single borders on all sides of the cells (select the table, and then double-click the center of the border sample). Then select the first row of the table, and change the line style of the border below the row.

Element	Symbol	Atomic Number	Atomic Weight
Silver	Ag	47	107.870
Platinum	Pt	78	195.09
Gold	Au	79	196.967
Lead	Pb	82	207.19

You can apply a standard box with single borders to a selection in a table by clicking the Box button under Preset Borders. The Shadow button is not available for tables.

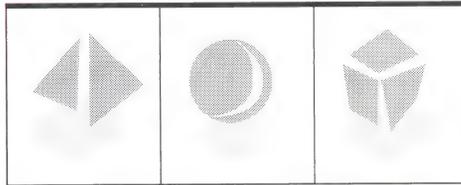
**Tip** To increase the spacing between borders and the contents of the table cells, use the Paragraph command on the Format menu to add space before and after paragraphs in the cells. Indent paragraphs to add space to the left and right of the text.

## More About Borders for Graphics

For more information about working with graphics, see Chapter 20, “Creating and Importing Graphics.”

Word applies borders to the frame of a selected graphic. If you’ve cropped very close to the image, you may want to allow more space between the border and the image. Click the graphic to select it, displaying its sizing handles. Then drag the center handles on the right side and bottom of the graphic to increase the space between the edge of the graphic and the image. The size of the image does not change.

You can select and apply borders to one graphic at a time. To apply borders to a group of graphics, you can place the graphics in a table and then apply the borders to the table cells.



Three graphics in a table, with borders applied to the table cells

## Shading Paragraphs and Tables

You can shade the background of paragraphs and the cells in a table. You cannot shade a graphic. As with borders, shading is another paragraph format that you can include in a style.

Shading can be used effectively in a variety of ways. You might, for instance, shade a short feature story in a newsletter or an important column of numbers within a table. In the following office form, a shaded paragraph (30 percent shading) creates a wide border at the top of the page. Lighter shading (10 percent) within a cell distinguishes an area for office use from entries the applicant must supply.

[Shaded Paragraph]												
Last Name			First		Middle		For personnel use		Date of application			
Street address					Types of work desired			Social security no.				
City			State		ZIP code		Telephone no.					
How were you referred to Company?		A By your	B Advertisement	C Employment	D By an	If so, give name		E Military	F Walk	G Re-engage	H Open	I Other

A border created by shading an empty paragraph

Shading indicates the cell should be left blank.

The shading patterns that look best in your documents depend on the resolution of your printer, which is measured by the number of dots per inch (dpi) your printer can produce. The higher the resolution, the finer the shading.

If you’re using a dot-matrix printer, shading looks best if you choose patterns that are multiples of 12.5 percent—12.5 percent, 25 percent, 37.5 percent, 50 percent, and so on. You can use any pattern if you’re using a high-quality laser printer, which

generally prints 300 dpi. Of course, shading looks best if printed at even higher resolutions.

### To apply shading to paragraphs or table cells

- 1 Select the paragraphs or table cells you want to shade.
- 2 From the Format menu, choose Border.
- 3 In the Shading box, type or select the percentage of gray you want.
- 4 Choose the OK button.

To see the shading, click anywhere outside the selection.

When applied to paragraphs, shading begins at the left indent for the selected paragraphs and extends to the right indent. Shading within table cells fills the cells.

---

**Tip** Shading affects the legibility of text. Generally speaking, the smaller the font size, the lighter the shading should be. You might begin experimenting with 20 percent shading and adjust the percentage as needed. Sans serif text such as Helvetica is often easier to read in shaded areas than is serif text. Applying bold to text may also increase legibility.

---



# Creating and Importing Graphics

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## Overview

You can add simple graphics to a Word document without even opening a drawing program. Using the Picture command on the Insert menu, you can create and edit graphics directly in Word. To include more complex art, you can import scanned images and art created in paint and illustration programs.

In Word, you can:

- Create and modify graphics.

The Word picture window is like a miniature drawing program.

- Add special effects to text.

By converting text to a graphic, you can use tools in the picture window to modify the text. For example, you can rotate it, flip it, or stretch it to create special effects.

- Import graphics from paint and illustration programs.

You can import bitmap, PICT, encapsulated PostScript (EPS), and TIFF graphics from other programs.

- Copy graphics in other programs and paste them into Word.

- Crop and scale imported graphics and graphics created in Word.

With cropping, you can choose to show only a particular part of a graphic. With scaling, you can resize a graphic, either maintaining or distorting its original proportions.

## Creating Graphics in Word

You create and modify graphics in the picture window.

### The Picture Window

If you install Word with the Easy Install option, the Picture command is automatically installed in the correct folder. If you install Word with the Customize option and don't include the Picture command, you must run Install again before using it.

## To open the picture window

- ▶ From the Insert menu, choose Picture, and in the dialog box that Word displays choose the New Picture button.

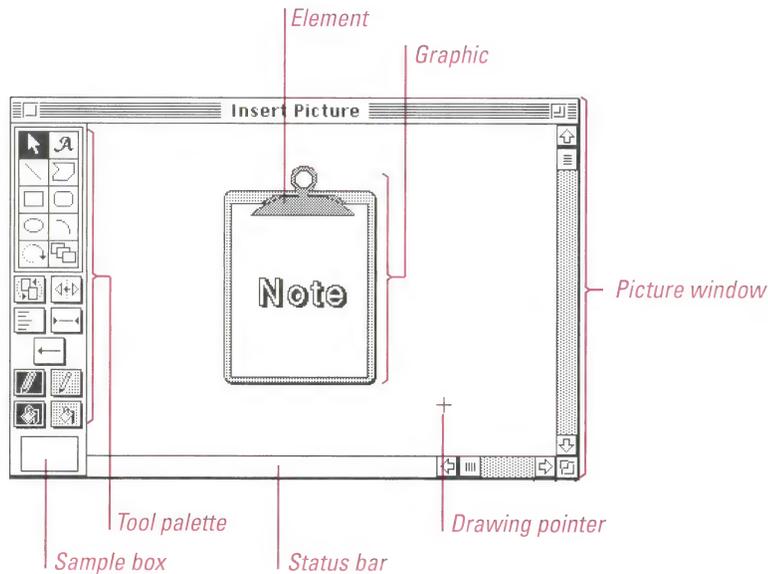
–Or–

Click the picture button on the ribbon.

–Or–

Double-click an existing graphic in your Word document.

If you choose the New Picture button or the picture button on the ribbon, the title bar of the picture window reads “Insert Picture.” If you double-click an existing graphic to open the window, the title bar reads “Edit Picture.”



In the picture window, you can select and modify the elements that make up a graphic. The sample box shows you the color and pattern of the selected element or, if no element is selected, the color and pattern of the next element you draw. The status bar gives you information about the size of the element you're drawing or resizing and the degree of rotation when you rotate an element.

## The Tool Palette

Using the tools in the tool palette, you can draw and modify the text and elements that make up a graphic. The pointer changes shape, depending upon which tool you are currently using.

Here are the tools and their functions.

With this tool	You can
 Selection tool	Select, move, and resize elements
 Text tool	Type text in a graphic
 Line tool	Draw lines
 Arc tool	Draw arcs
 Rectangle tool	Draw rectangles and squares
 Rounded-rectangle tool	Draw rounded rectangles and rounded squares
 Polygon tool	Draw irregular elements
 Ellipse tool	Draw ellipses and circles
 Rotation tool	Rotate selected elements
 Duplication tool	Duplicate selected elements
 Front/back tool	Switch the order of stacked elements
 Flip tool	Flip selected elements horizontally or vertically
 Text alignment tool	Specify the alignment of text
 Line width tool	Specify line width

---

With this tool	You can
 Arrowhead tool	Apply an arrowhead to selected lines
 Line color palette	Apply a color to selected lines or text
 Line pattern palette	Apply a pattern to selected lines or text
 Fill color palette	Apply a color to the fill of selected elements
 Fill pattern palette	Apply a pattern to the fill of selected elements

### To close the picture window

► Click the close box in the upper-left corner of the picture window.

–Or–

From the File menu, choose Close.

–Or–

Press **COMMAND+W**.

When you close the picture window, all the elements you've drawn make up the graphic that's inserted into your Word document. Word treats this graphic as a single character.

---

**Tip** You may find that scrolling through a document that contains many graphics is slower than scrolling through a document that contains mostly text. You can make scrolling faster by having Word display a gray rectangle in the place of each graphic. From the View menu, choose Preferences, select the View category, and then select the Picture Placeholders check box. Although graphics do not appear on screen when the Picture Placeholders check box is selected, they appear when you print.

---

## Creating the Elements of a Graphic

After you have opened the picture window, you can begin to draw.

### To draw lines and arcs

- 1 Select the line or arc tool.
- 2 Drag the pointer in the picture window to draw a line or arc.



As you drag, the status bar shows the length of the line or the width and height of an imaginary rectangle surrounding the arc.

You can use the line tool to draw a horizontal or vertical line by holding down **SHIFT** until you release the mouse button.

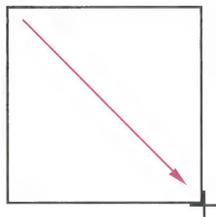
You can use the arc tool to draw an arc that curves along an imaginary circle by holding down **SHIFT** until you release the mouse button.

Word applies the current line color and pattern to the line or arc.

### To draw rectangles and ellipses

- 1 Select the rectangle, rounded-rectangle, or ellipse tool.
- 2 Drag the pointer in the picture window to draw a rectangle or an ellipse.

You can draw a uniform square or a circle by holding down **SHIFT** until you release the mouse button. The status bar displays the width and height of the element you are drawing.



Hold down **SHIFT** and drag to draw a uniform square.

You can draw an element from the center out by holding down **OPTION** and then drawing the element. The status bar displays the width and height of the element you are drawing.

You can draw a uniform square or circle from the center out by holding down **SHIFT+OPTION** and then dragging to draw the element.

Word applies the current fill color and pattern to the element.

---

**Note** While you are drawing one of these elements, you can press **SHIFT** at any time to make the element uniform, as long as the **SHIFT** key is pressed when you release the mouse button. However, if you want to draw from the center out, make sure you press **OPTION** before beginning to draw.

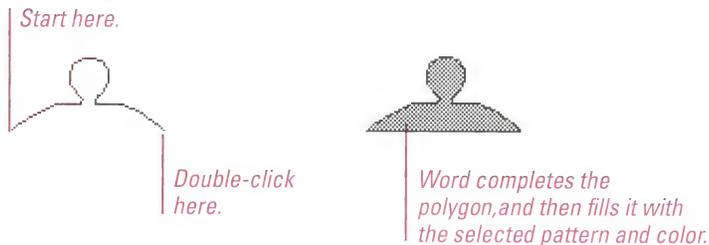
---

### To draw polygons

You can draw irregular shapes with the polygon tool.

- 1 Select the polygon tool.
- 2 Click in the picture window to start drawing.
- 3 Click where you want to place each corner of the polygon.
- 4 When you want to close the polygon, either double-click in the picture window to place the last corner, or click the first point again.

Word adds a line connecting the last corner with the first point you placed and applies the current fill color and pattern to the polygon.



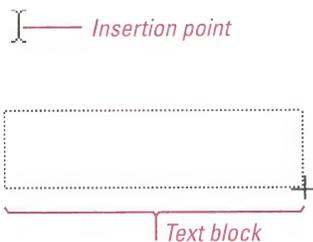
## Adding Text to a Graphic

With the text tool, you add captions or other text to graphics in your Word document.

### To add text to a graphic

- 1 Select the text tool.
- 2 From the Font menu, choose the font and font size for the text. To make the text bold, italic, or underlined, choose a command from the Format menu.  
If you don't specify text formats, text you type will have the character formats defined for Normal style in the current document.
- 3 Click in the picture window to position the insertion point, or drag with the pointer to create a text block of a certain size.

If you simply click to position the insertion point, the text block extends to the right edge of the picture window.



- 4 Type the text you want.

When you finish typing and either position the insertion point in a new location or select another tool, the boundaries of the text block snap to fit the amount of text you typed.

When the text you type reaches the end of the text block, the text automatically wraps to the next line, even though the boundaries of a text block you dragged to create have disappeared. If you want to change the size of the text block or move it, see "Moving and Resizing Elements," later in this chapter.

### To change the alignment of text within a text block

- Use the text alignment tool to select a new alignment option.

After you have moved the insertion point from within a text block, the text boundaries snap to fit the amount of text. Therefore, if a text block contains only one line, selecting it and then selecting a new alignment option has no apparent effect.

## Converting Text to a Graphic

You can copy text from a Word document and paste it into the picture window, allowing you to add the text to a drawing and modify the text using tools in the picture

window. You can copy the text to the picture window two ways, depending on how you want to use the text.

- Use the Copy command on the Edit menu.

When you paste the text in the picture window, the text is inserted as a text block. You can edit, format and modify the text just as though you had typed it using the text tool. The text has the font, font size, and other character formats that are defined for Normal style in your Word document. Additional character formats that you applied to the text using the ribbon or formatting commands are removed.

- Use the Copy as Picture command to first convert the text to a graphic in Word.

By converting the text to a graphic, you can copy the text just as it looks on your screen. The text retains all of the character formatting you've applied, such as character spacing, shadow or outline style, and super- or subscripting. You can paste the graphic directly into a Word document or paste it in the picture window. If the text runs more than one line, each line of text is inserted in the picture window as a separate graphic.

### To convert existing text to a graphic

- 1 In your Word document, select the text you want to convert to a graphic.

If paragraph marks, tab characters, and other nonprinting characters are showing and you don't want them included in the graphic, choose Hide ¶ from the View menu.

- 2 Press COMMAND+OPTION+D to copy the text to the Clipboard as a graphic.

- 3 From the Edit menu, choose Paste to paste the text as a graphic at the insertion point.

–or–

From the Insert menu, choose Picture, and then paste the graphic into the picture window.

After pasting the graphic into the picture window, you can modify it using one or more of the following tools:

- Rotation tool
- Duplication tool
- Front/back tool
- Flip tool
- Line color palette

For example, the following text element was duplicated and then the lower element was flipped vertically.

**Mirror image**  
**WILLOL IW9D6**

## Moving and Scaling Elements

When you want to modify an element in the picture window—for example, to move it, scale it, or change its lines or fills—you must first select the element with the selection tool.

To select more than one element at a time, hold down SHIFT while you select each element, or drag a selection box around the outer boundaries of all the elements you want to select.

---

**Tip** You can select all the elements in the picture window by double-clicking the selection tool.

---

### To move an element

- 1 With the selection tool, click the edge of an element.  
Handles appear at the corners of the element, indicating that it's selected.
- 2 Position the pointer on one edge of the element.
- 3 Drag the element to a new location.

### To scale an element

If the element was ever rotated or flipped, select the flip tool, and then select the Undo All Flips And Rotations option before scaling.

- 1 With the selection tool, click the edge of an element.
- 2 Position the pointer on one of the element's handles.
- 3 Drag the handle to scale the element.  
The status bar displays the dimensions of the element as you scale it.

## Changing Lines and Fills

You can change the width of a line, add arrowheads to lines, and apply colors and patterns to both lines and fills. A fill is the shading or pattern inside a closed element. When you change the line width, arrowhead, or color and pattern of lines and fills, the next element you draw has the same appearance.

### To change line width, color, or pattern

- 1 With the selection tool, select an element.  
To select more than one element, hold down SHIFT while selecting.
- 2 Do one or more of the following:
  - Select a new width from the line width tool.
  - Select a new color from the line color palette.
  - Select a new pattern from the line pattern palette.

### To add arrowheads to lines

- 1 With the selection tool, select a line.  
Handles appear at either end of the line.
- 2 Do one of the following:

To do this	Click
Apply an arrowhead to the beginning of the line	The arrow pointing left
Apply an arrowhead to the end of the line	The arrow pointing right
Apply arrowheads to both ends of the line	The line with two arrowheads
Remove any existing arrowheads from the line	The line with no arrowheads

### To change fill colors or patterns

You can change the color and pattern of any element drawn with the rectangle tool, the rounded-rectangle tool, the polygon tool, and the ellipse tool.

- 1 With the selection tool, select an element.  
To select more than one element, hold down SHIFT while selecting.
- 2 Select a new color from the fill color palette.
- 3 Select a new pattern from the fill pattern palette.

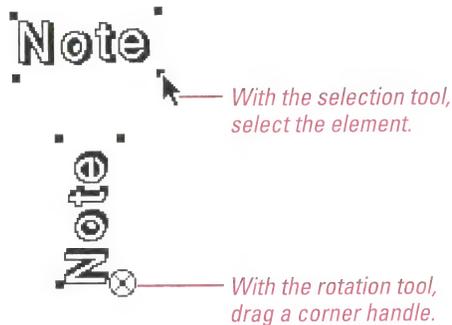
## Modifying Elements

Once you have drawn an element in the picture window, you can modify it in several ways. You can:

- Rotate it.
- Duplicate it.
- Switch the order of stacked elements.
- Flip the element vertically or horizontally.

### To rotate an element

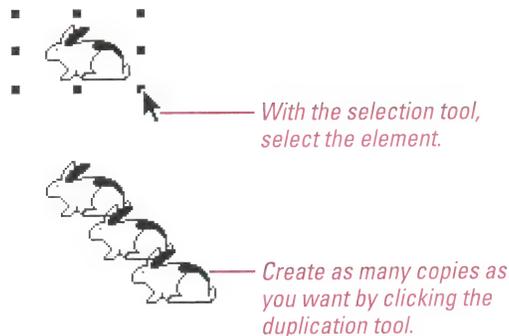
- 1 With the selection tool, select an element.
- 2 Select the rotation tool.
- 3 Position the pointer on one of the element's corner handles.
- 4 Drag to rotate the element.



The element rotates around its center. As you drag, the degree of rotation is displayed in the status bar.

### To duplicate an element

- 1 With the selection tool, select an element.
- 2 Select the duplication tool.  
A copy of the element appears below and to the right of the original element.
- 3 Select the duplication tool again to create as many copies as you need.



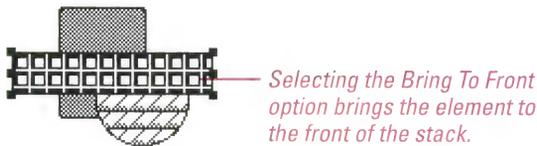
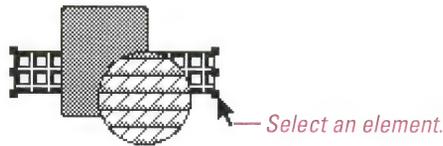
### To switch the order of stacked elements

When you draw elements on top of one another in the picture window, the elements are stacked in the order in which they were drawn, with the first element at the back

and the most recently drawn element at the front. You can switch the order of stacked elements using the front/back tool.

- 1 With the selection tool, select an element.
- 2 Select the front/back tool, and then select the Bring To Front or Send to Back option.

Bring To Front brings the selected element to the front; Send To Back sends the selected element behind all other elements.



### To flip elements

- 1 With the selection tool, select an element.
- 2 Select the flip tool, and then select one of the following options:
  - Flip Horizontal flips the element from side to side.
  - Flip Vertical flips the element from top to bottom.
  - Undo All Flips And Rotations returns the element to the orientation it had when it was originally drawn or imported.



## Importing Graphics from Other Applications

Importing graphics into your Word document is easy. You can import graphics in the following formats:

- Bitmap graphics created in paint programs such as MacPaint
- PICT and PICT2 graphics created in drawing programs
- Encapsulated PostScript (EPS) graphics created in illustration programs or written in PostScript code
- TIFF images

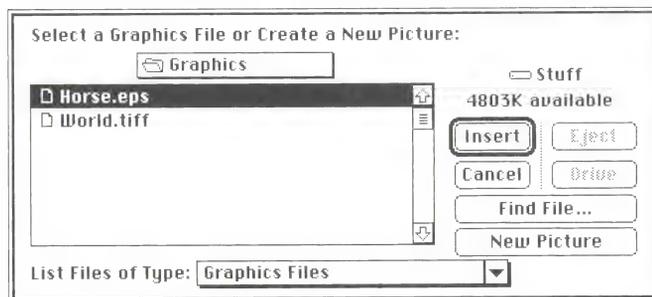
You can import graphics in two ways: by selecting a file in the Picture dialog box or by copying a graphic in the source application and then pasting it into Word. The following table explains when to use each method.

Use this method	When these apply
Import the graphic using the Picture command	You are not using MultiFinder, the application containing the graphic is not open, or when the graphic is too large to fit on the Clipboard.
Copy the graphic in the source application, and then paste it into Word	You are using MultiFinder, and both Word and the application containing the graphic are open.

**Note** If you're using System 7, see Chapter 37, "Exchanging Information."

### Importing Using the Picture Command

When you choose Picture from the Insert menu, Word displays the following dialog box.



In this dialog box, you can either select a file to import or choose the New Picture button to draw your own graphic in the picture window.

---

## To import graphics with the Picture command

- 1 Position the insertion point where you want the graphic to appear.
- 2 From the Insert menu, choose Picture.
- 3 Select the graphics file you want to insert.
- 4 Choose the Insert button.

Word inserts the graphic at the insertion point.

---

**Tip** If only a portion of an imported graphic appears on screen, it may be because the line spacing for the paragraph that contains the graphic is too small for the entire graphic to be visible. To view the entire graphic, click the graphic to select it, and then choose Paragraph from the Format menu. In the Line box, select Auto.

---

## Other Ways to Import Graphics

In addition to importing graphics with the Picture command, you can import in other ways, depending upon the type of graphic.

### Importing Non-EPS Graphics

Bitmap graphics are created in paint programs such as SuperPaint (paint layer) and MacPaint. PICT and PICT2 graphics are created using drawing programs, such as SuperPaint (draw layer), Cricket Draw, and MacDraw. TIFF graphics files are produced by many scanning programs.

To import graphics, copy the graphic in the graphics or scanning program and paste it into your Word document using the Paste command on the Edit menu. Regardless of its original format, the graphic is pasted into Word as a PICT image.

---

**Note** If you are working with graphics that contain 32-bit color, it's best to edit them or add callouts in the source application, rather than opening them in the Word picture window. Editing a color graphic in the picture window reduces its colors to the eight available in Word. To restore a color graphic to the way it looked when you first imported it, choose Undo from the Edit menu immediately after you close the picture window.

---

## Importing EPS Graphics

Illustration programs such as Aldus FreeHand and Adobe Illustrator produce graphics in a format called encapsulated PostScript (EPS). This format gives you the highest possible resolution when you print the graphic in Word, even if you have scaled it.

An illustration program produces two versions of your graphic: the version you see on screen and a version consisting of PostScript code, which determines how the graphic looks when printed. You can choose whether to import both the screen version of the graphic and its PostScript code or just the code, if you don't need to see or modify the graphic in your Word document.

### To import EPS graphics and their PostScript code

- 1 In the illustration program, select the graphic.
- 2 Hold down **OPTION** and choose the program's Copy command.  
This copies both the screen version and the accompanying PostScript code to the Clipboard. This format is called "PICT with embedded PostScript."
- 3 In your Word document, position the insertion point where you want to insert the graphic.
- 4 From the Edit menu, choose Paste.

You see the screen version in your document, but resolution of the printed version is of a much higher quality if you print to a PostScript printer.

---

**Tip** Graphics, especially PICT graphics with embedded PostScript, can dramatically increase the size of your Word file. If you're working with long documents containing many graphics, it's best to divide the document into several smaller documents. For information about connecting documents, see Chapter 10, "Setting Up Long Documents."

---

## To import only the PostScript code for an EPS graphic

To import only the PostScript version of an EPS graphic and not the screen version, you can open the file that contains the graphic as a Text Only document. You can do this with any text file containing PostScript code or an EPS file from an illustration program such as Aldus FreeHand or Adobe Illustrator. If you use this method to import, you won't see the graphic on the screen, but it is printed correctly if you are using a PostScript printer.

- 1 In Word, choose Preferences from the Tools menu, and in the View category select Show Hidden Text.

Displaying hidden text allows you to see the PostScript code as you follow these steps.

- 2 From the File menu, choose Open.

Select Readable Files in the List Files Of Type list if it is not already selected.

- 3 Select the file that contains the PostScript code, and then choose the OK button.

Word opens the file in Text Only format.

- 4 Select all of the PostScript instructions.

- 5 From the Format menu, choose Style.

- 6 Make sure the All Styles option is selected, and then select the PostScript style from the list, and then choose the OK button.

The PostScript style applies the hidden text format to the instructions.

- 7 With the PostScript code still selected, choose Copy from the Edit menu.

- 8 In your Word document, position the insertion point where you want to insert the graphic, and then choose Paste from the Edit menu.

You may need to create vertical white space in the Word file so that the PostScript graphic doesn't overlap anything else when it's printed.

When you print your document, make sure you clear the Print Hidden Text check box in the Print dialog box. If Print Hidden Text is selected, Word prints the PostScript code rather than the graphic.

If you want to preserve the text file that contains the original PostScript code, close the text file without saving changes.

## Adding Callouts to Graphics

An easy way to add callouts to graphics is by using a table. Create a table with rows or columns where you want the callouts to appear, and then paste the graphic in one cell, and type the callouts in other cells to position them below or beside the graphic. For information about using tables, see Chapter 17, "Tables."

## Cropping and Scaling Graphics

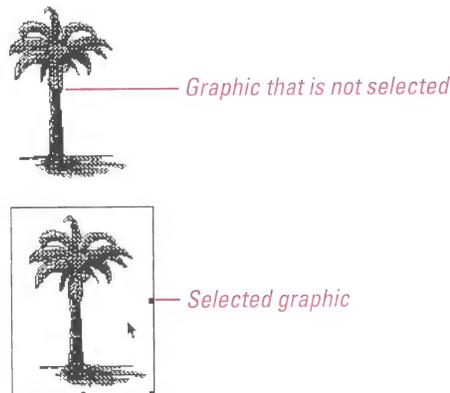
You can easily crop (trim) and scale (resize) graphics in Word. By cropping a graphic, you can leave the actual image in its original size, while hiding the portions you don't want to display. By scaling, you can enlarge or reduce the size of the actual image. Word "remembers" the way the graphic looked when you first imported it so you can later restore it to its original size.

---

**Note** If the format of a graphic is PICT with embedded PostScript, Word automatically updates the accompanying PostScript code when you modify the graphic.

---

When you insert a graphic into a document, Word encloses the graphic in a frame. Clicking within the frame selects the graphic and displays handles that you can drag to change the dimensions of the frame. If you simply drag a handle, the graphic is cropped to fit the new frame size. If you hold down SHIFT while dragging, the graphic is scaled as you resize the frame.



As you drag a side handle, Word displays the width or height of the graphic in the status bar. As you drag the corner handle, Word displays the percentage that the graphic is scaled. If you want to check the current size of the graphic, you can click a sizing handle and hold down the mouse button.

You cannot both scale and crop a graphic in Word. If you crop the graphic, you undo any scaling and vice versa. If you want to both crop and scale a graphic, you must first scale it in the picture window, and then crop it in your Word document. First, double-click the graphic to open it in the picture window, drag a corner handle to resize the graphic, and then close the picture window. You can then crop the graphic in Word.

## To crop a graphic

- 1 Click the graphic to select it.
- 2 Drag one of the handles.



*Dragging the right or bottom handle ...*



*... changes the width or height of the frame.*



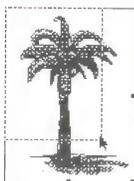
*Dragging the corner handle ...*



*... maintains the proportional length and width of the frame.*

## To scale a graphic

- 1 Click the graphic to select it.
- 2 Hold down SHIFT while dragging a handle.



*To scale a graphic proportionally, hold down SHIFT while you drag the corner handle.*



*This graphic is scaled to 75 percent of its original size.*



*Holding down SHIFT while dragging a side handle distorts the graphic.*

**To restore a scaled graphic to its original size**

- ▶ Hold down the **COMMAND** key and double-click the graphic.

The graphic returns to its original unscaled, uncropped size.

# Positioning Text and Graphics on the Page

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## Frame Basics

You can use one of two commands to position an item in your document.

- Use the Frame command on the Insert menu when you don't need to specify the width of the framed item before inserting it. This command is ideal for positioning tables, graphics, formulas, and other items whose width is already determined. Word automatically sets the frame width to fit the selected item.
- Use the Frame command on the Format menu to adjust the width of the framed object before inserting it. For example, to position several lines of text in the page margin, you first need to specify a frame width that fits in the margin.

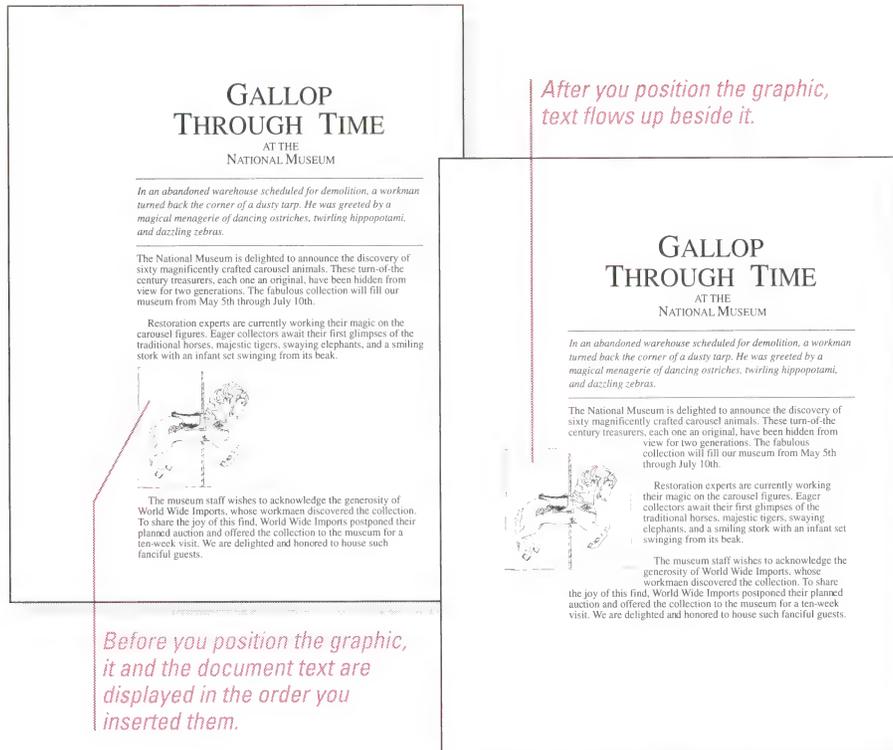
When you use the Frame command on the Format menu, Word displays the Frame dialog box. In addition to the frame width, you can specify the spacing between the frame and surrounding text. You also use this command to adjust the size, spacing, and position of existing frames. For information about the options in the Frame dialog box, see “Aligning Frames with a Selected Reference,” later in this chapter.

The position you assign using either command becomes part of the selected paragraph's formatting, just like line spacing or indenting. When you use the Frame command on the Insert menu and select only part of a paragraph to position, the selection is placed in a separate paragraph, and only that paragraph is positioned in the frame. When you use the Frame command on the Format menu, on the other hand, the entire paragraph containing the selection or the insertion point is positioned in the frame. In other words, the Frame command on the Format menu works like any other paragraph formatting command—it applies the formatting to the entire paragraph containing the selection or insertion point.

## Positioning Graphics and Tables

Many of the items you insert in documents, such as graphics, equations, tables, and charts, have fixed widths that you won't change before you position them. You also may have a title, heading, or other short section of text that you want to position without changing the width. For these situations, the Frame command on the Insert menu is the quickest and easiest way to frame and position an object.

Suppose, for example, that you're working on a report that includes a graphic. To improve the appearance of the report and keep it on one page, you want the text of the report to flow up beside the graphic. Simply select the graphic and then choose the Frame command from the Insert menu. Word displays the document in the print preview window, where you can drag the graphic to the position you want. Other text then flows up beside it.



You can use the Frame command on the Insert menu to position the following items:

- Word tables. You can position an entire table or any selected rows of cells.
- Spreadsheets and charts from Microsoft Excel. Position an entire spreadsheet or any selected rows, or position a chart. If you've linked the chart or spreadsheet from Microsoft Excel, you can continually update the information without disturbing the placement of the spreadsheet or chart on the page.
- Equations. If you created the equation using the Microsoft Equation Editor, you select and position the equation just as you would a graphic. If you created the equation using the Insert Formula key combination (COMMAND+OPTION+=), first display the document with paragraph marks showing or in page layout view. That will show you how the equation will look when printed. When you select the equation to position it, Word automatically determines the frame width.

You can also use the Frame command on the Insert menu to position brief selections of text or a combination of text and a graphic or table, as long as you don't need to adjust the width of the text frame before positioning it. For example, you may want to position a short heading in a margin, add a caption to a graphic, or insert a note below a table. Word sets the frame to fit the width of the selected item, whether it is a single letter, a few words, or a graphic with a brief caption below it.

If the text is too wide for the place where you want to position it, or if the text is wider than the graphic or table it accompanies, use the Frame command on the Format menu. That way you can specify the frame width, and the text will wrap within the frame. For more information, see “Positioning Text,” later in this section.

### To position a graphic, table, or other item of fixed width

- 1 Select the item you want to position.

If the item you select is part of a paragraph, Word places the item in a separate paragraph.

- 2 From the Insert menu, choose Frame.

Word frames the selection and displays the current page in print preview. A dotted line marks the boundaries of the frame. The frame is aligned with the left side of the main text column. Other text in the document flows around the frame, provided there is at least 1 inch of space between the frame and a margin, text-column boundary, or other page element. If this is how you want the frame positioned, just choose the Close button.

- 3 To adjust the position of the frame, drag it to where you want it.

As you drag, measurements in the top of the print preview window show the location of the top left corner of the frame relative to the edges of the page.

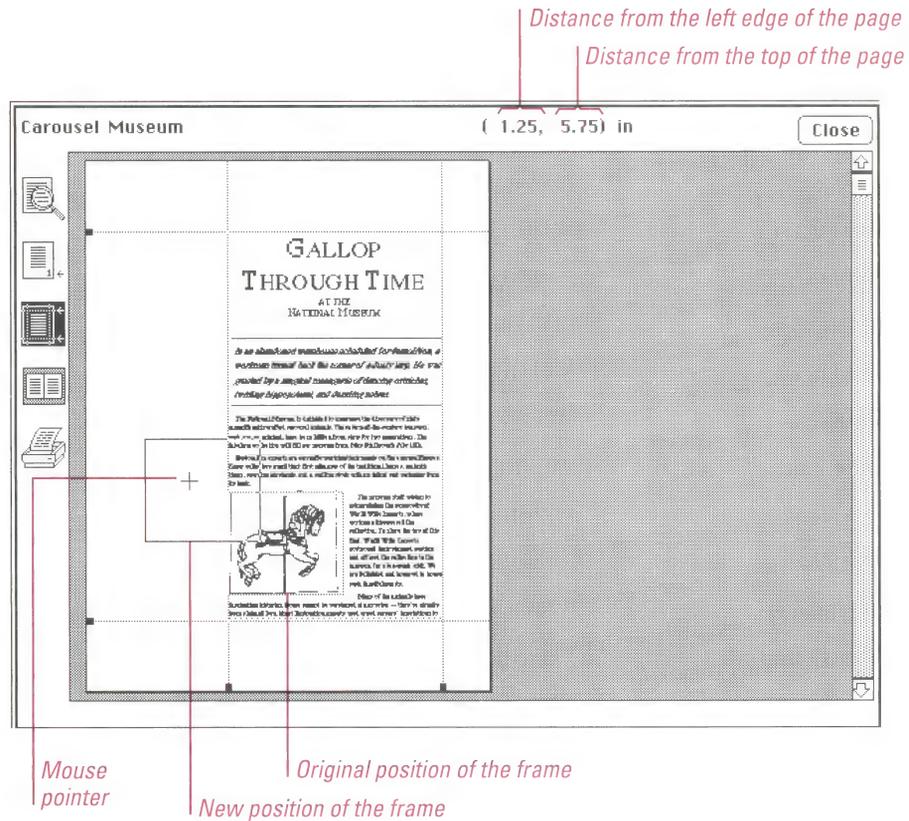
When you release the mouse button, Word updates the page display after a brief pause. You can drag the frame again to adjust its position.

- 4 When you get the effect you want, choose the Close button.

---

**Note** When you position an item using the Frame command on the Insert menu, the frame is positioned on the page on which you inserted it in normal view. If you select an item near the top or bottom of the page, however, the text wrapping around the frame may force it to the next or preceding page in print preview. If the frame is not on the correct page when displayed in print preview, switch to normal view and use the Cut and Paste commands on the Edit menu to move the frame closer to the center of the page on which you want it to print. Then switch to print preview to make sure the frame is positioned where you want.

---



## Positioning a Frame Anchors It in the Layout

Positioning a frame anchors it to a particular location in the page layout, but does not anchor the frame to a specific page. Adding or deleting text or changing the document format may cause the frame to shift to a different page from the one in which you originally inserted it. If this happens, the frame will retain its assigned position in the page layout on whichever page it falls.

For example, suppose you position a table at the bottom of page 3. You then add several paragraphs to page 2, causing paragraphs on page 3, including the table, to shift to the next page. When you repaginate the document and view it in print preview or page layout view, you see that the table is in its assigned position at the bottom of the page, but that it is now on page 4.

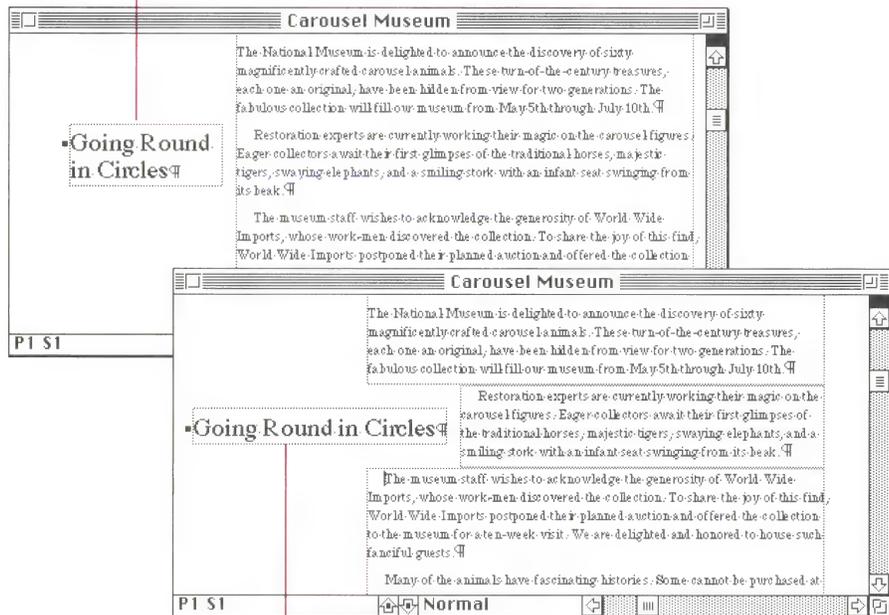
## Positioning Text

You can assign a position on a page to one or more words, lines, or paragraphs of text. Usually, however, the text you select to position will be wider than the space where

you want it to print, so you will need to specify a width for a text frame. For example, if you want to position a note in the left margin, you need to set the frame width smaller than the margin. Or, if a caption is wider than the graphic it describes, you need to specify a frame width that matches the width of the graphic. Text wraps within the frame, just as it does between the margins of a document. To set the frame width, use the Frame command on the Format menu.

If the text is already the width you want, however, it's easier to use the Frame command on the Insert menu. Word automatically sets the frame width to match the widest part of the selection, whether it's a single character, a few words, or an entire paragraph. Use this command, for example, to position a single letter as a “dropped” capital letter, so the following text flows around the letter. Or, if a caption is narrower than the graphic it describes, simply include the caption when you select the graphic. Word will base the frame width on the graphic, the widest item in the selection.

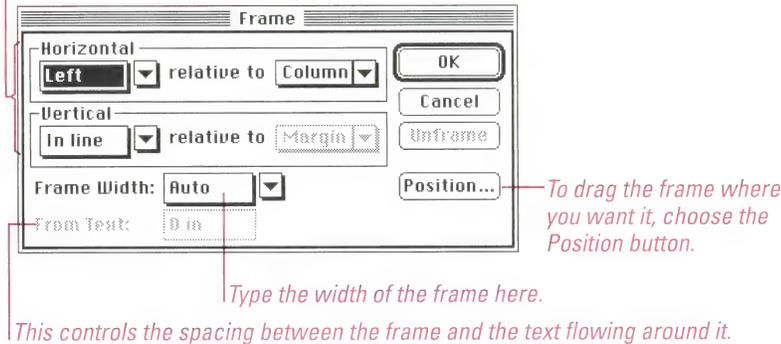
*Set a specific frame width using the Frame command on the Format menu. The text wraps within the frame.*



*Have Word fit the frame width to the selected text using the Frame command on the Insert menu.*

When you choose the Frame command from the Format menu, Word displays the Frame dialog box. After you set the frame width, you can position the frame by dragging it or by selecting options in the dialog box. For instructions on using the positioning options, see “Aligning Frames with a Selected Reference,” later in this chapter.

*Use these options to position a frame relative to a reference on the page.*



Frame dialog box (Format menu)

**Note** Unlike the Frame command on the Insert menu, which positions only the selected part of a paragraph, the Frame command on the Format menu positions the entire paragraph that contains the insertion point or selection. For example, if you select a graphic that is not in a separate paragraph or select just a few words in a paragraph, Word frames the entire paragraph that contains the selection.

## To position text and specify the frame width

- 1 Select the paragraph or paragraphs you want to position.

If you select only part of a paragraph, Word frames the entire paragraph. If you make no selection, Word frames the paragraph that contains the insertion point.

- 2 From the Format menu, choose Frame.

- 3 In the Frame Width box, type the width you want for the text.

If you do not specify a width, the frame width is automatically set to extend margin to margin or, if you're working with newspaper-style text columns, the width of the text column.

- 4 Choose the Position button.

Word displays the page in print preview. If you didn't change the default Horizontal and Vertical options, the frame is initially positioned with the left edge of the frame aligned with the left edge of the text column. Other text in the document flows around the frame, provided there is at least 1 inch of space between the frame and a margin, text-column boundary, or other page element. If this is how you want the frame positioned, just choose the Close button.

- 5 To adjust the position of the frame, drag it to where you want it.

As you drag, measurements in the top of the print preview window show the location of the top left corner of the frame relative to the edges of the page. When

you release the mouse button, Word updates the page display after a brief pause. You can drag the frame again to adjust its position.

- 6 When you get the effect you want, choose the Close button.

## To position text and have Word set the frame width

- 1 Select the text.

If you select less than an entire paragraph, Word inserts a paragraph mark after the selection, making the selected text a separate paragraph.

If you select text that wraps within the page margins, Word sets the frame width to extend margin to margin; if you select text that wraps within newspaper-style text columns, Word sets the frame width to extend the width of the text column. If the selection does not extend the width of the column, the frame width will be that of the widest element in the selection.

- 2 From the Insert menu, choose Frame.

Word frames the selection and displays the page in print preview. The frame is aligned with the left edge of the text column. Other text in the document flows around the frame, provided there is at least 1 inch of space between the frame and a margin, text-column boundary, or other page element. If this is how you want the frame positioned, just choose the Close button.

- 3 To adjust the position of the frame, drag it to where you want.

As you drag, measurements in the top of the print preview window show the location of the top left corner of the frame relative to the edges of the page. When you release the mouse button, Word updates the display after a brief pause.

- 4 When you get the effect you want, choose the Close button.

## Formatting Text in a Frame

When you position text, it retains its original formatting, including indents. If the indents are too large in relation to the frame width, the text in the frame won't be displayed properly—it may be displayed in a vertical string of characters, for example. Before positioning text, it's best to remove any indents from the paragraphs. To do this, select the paragraphs and, on the ruler, drag the left indent marker to line up with the 0 (zero) mark, and drag the right indent marker to line up with the vertical dotted line.

After you have positioned the text, you can select it in the frame and change its formatting using the ruler, ribbon, or any formatting commands, just as with other text in your document. When the insertion point or selection is in the frame, the 0 (zero) mark on the ruler aligns with the left edge of the frame, and the vertical dotted line lines up with the right edge of the frame. Within the frame, text wraps just as it does between the margins of a document. You can indent the text within the frame by dragging the indent markers.

**For more information about how frames are displayed in different views, see Chapter 24, “Viewing Documents.”**

## Working with Frames in Different Views

When you’re working with positioned text and graphics, switch to whichever view best suits your task.

- Use normal view when it is not important to see the position of the frame in the layout. The frame is displayed on the page on which it will print in the order you entered its contents in your document. To move a frame to a different page, use the Cut and Paste commands on the Edit menu.
- Use print preview to see the frame in the overall page layout and to adjust the frame’s position. You can magnify part of the page to view the text that flows around the frame.
- Use page layout view to get a closer look at the frame in relation to its surrounding text. You can edit and format text in a frame, size and scale graphics, and make other changes to the frame contents and the surrounding text. For example, you may want to change the alignment of text in a frame or adjust the line spacing of the text wrapping around the frame to improve the spacing between the frame and the text.

If you have Show ¶ selected in normal or page layout view, you’ll see a small black “bullet,” called a paragraph properties mark (■), displayed at the left of each paragraph in the frame. The mark, which isn’t a real bullet character and isn’t printed, indicates that the paragraph has special formatting that may not be apparent until you preview or print the document. Double-clicking the properties mark of a framed paragraph opens the Frame dialog box so you can review or change the settings.

### Repeat the Contents of a Frame on Each Page

To print a frame on each page of your document, insert the frame in a header or footer. If you’re positioning a frame so it overlaps the main text area of the document, first choose the Document command from the Format menu and select Exactly in the Top and Bottom boxes under Margins. That way, Word won’t adjust the top or bottom margins to make room for the frame in the header or footer. Then position the item on the current page as you want it to appear. Select the entire frame, including the paragraph mark following each paragraph in the frame, and choose Cut from the Edit menu to remove the frame from the main text area. Then open the header or footer window by choosing Header or Footer from the View menu, and paste the frame into the header or footer.

## Aligning Frames with a Selected Reference

Dragging a frame in print preview generally positions the frame a fixed distance from the left and top edges of the page. As you edit your document, the frame remains fixed to that spot on the page. This is often just what you want. For some effects, however, you’ll get better results by selecting positioning options in the Frame dialog box. With these options, you can select a point of reference on the page and then position the

frame in relation to that reference. For example, you can align a graphic with the left margin by selecting the Margin option under Horizontal for the reference and the option Left for the relative position. If you later change the margin, the graphic remains aligned.

In other situations, you might want a frame to remain next to a certain paragraph. A heading positioned in the margin, for example, needs to remain with the topic it introduces. Using the positioning options in the Frame dialog box, you can position the heading so that it “floats” vertically in the margin, staying with its related text even if you add or delete other text.

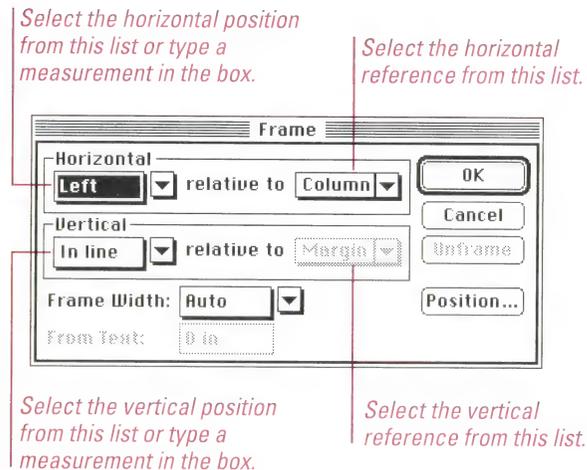
The position you assign a frame becomes part of the selected paragraph’s formatting. Like other paragraph formats, such as line spacing, the position formatting is applied to the entire paragraph containing the insertion point or a selection. If you want to position a single graphic, for example, but not any surrounding text, make sure that the graphic is in a separate paragraph.

---

**Tip** You can define the position you assign a frame as a paragraph style. For example, if you frequently use margin notes, you can define a style that automatically frames and positions the notes, in addition to applying other text formatting to them. For more information about styles, see Chapter 7, “Formatting with Styles.”

---

The following procedures provide basic guidelines for using the Frame dialog box. For illustrations and information about the effects each combination of options yields, see “Positioning Frames Horizontally” and “Positioning Frames Vertically,” later in this section.



## To position an item using options in the Frame dialog box

- 1 Select the item you want to position.

If you're adjusting the width, spacing, or position of an existing frame, select all of the paragraphs in the frame. If there is only one paragraph in the frame, just position the insertion point in the frame.

- 2 From the Format menu, choose Frame.
- 3 In the Frame dialog box, do the following.

Under	Do this
Horizontal	Select the horizontal alignment or type a measurement. Then select the part of the page you want to use as a reference.
Vertical	Select the vertical alignment or type a measurement. Then select the part of the page you want to use as a reference.
Frame Width	If the selection includes text, type the width you want for the frame. Accept Auto, the default width, if you want the frame to extend margin to margin or, if you're working with newspaper-style text columns, the width of the text column.  If you're positioning a graphic, table, or other item having a fixed width, accept Auto. Word will adjust the frame width to fit the item.
From Text	Type a measurement in the box to change the minimum space Word maintains between the frame and adjacent text.

- 4 Choose the OK button to close the dialog box and return to the current view of the document.  
–or–  
Choose the Position button to display the frame in print preview and adjust its position.

## To restore items in a frame to their original position

- 1 Select the items in the frame.

If you want to restore all items in the frame, make sure you include the entire frame in the selection. Otherwise, only the selected paragraphs are restored to their original positions.

- 2 From the Format menu, choose Frame.
- 3 Choose the Unframe button, and then choose the OK button.

The selected items are removed from the frame and restored to their original, sequential order in your document.

## Positioning Frames Horizontally

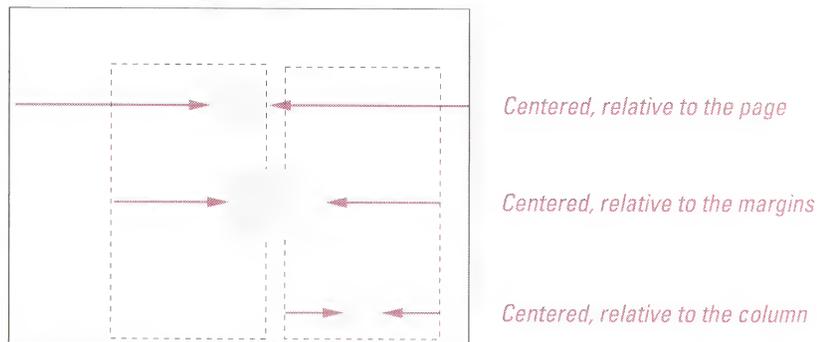
You can center a frame horizontally or align it flush with the right or left margins or edges of the page. If you're using newspaper-style text columns, you can also align the frame in relation to the column boundaries. Under **Horizontal** in the Frame dialog box, you select the frame alignment—such as left or centered—and select the part of the page you want to use as the reference. To position the frame at a specific distance from the selected reference, type a measurement in the alignment box directly under **Horizontal**.

The following table shows the horizontal alignment options available in the Frame dialog box. Combine any alignment option from the left column with any reference from the right.

Select an alignment	Relative to a reference
Left	Margin
Center	Page
Right	Column
Inside	
Outside	

### Centering a Frame Horizontally

You can center a frame between the edges of the page, the left and right margins, or the left and right edges of the text column containing the frame by selecting **Center** from the alignment box under **Horizontal** and then selecting the reference you want: page, margin, or column.

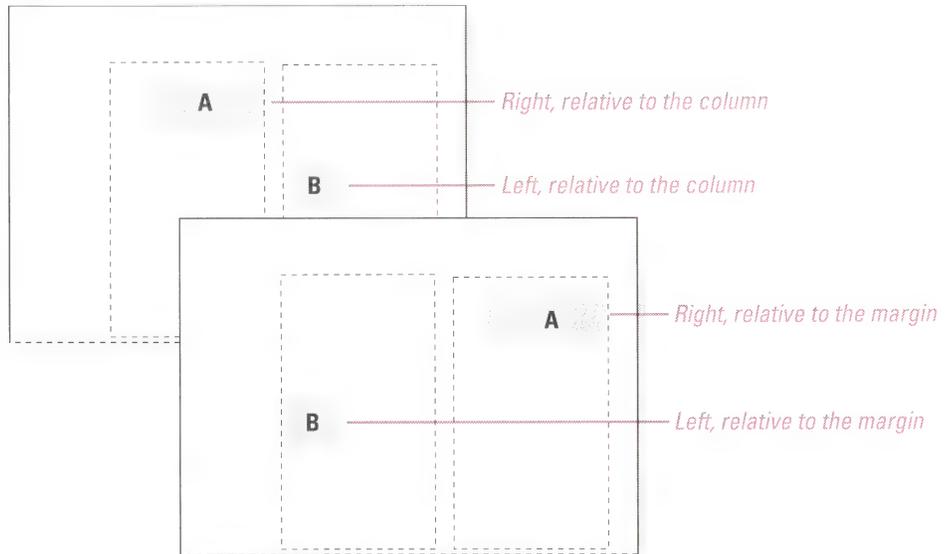


### Aligning a Frame Left or Right in the Text Column

You can align a frame with the left or right edge of the text column or page margin by selecting the **Left** or **Right** options and using **Column** or **Margin** as the reference.

If the page has one main text column, you'll get the same results whether you use the Margin or the Column option as the reference. If you are using multiple newspaper-style text columns, however, you'll get a different result with each option.

For example, assume you have a page with two text columns. You insert one frame (A) in the left column and another frame (B) in the right column and then position the two frames. Selecting Column as the reference aligns the frames with the right or left edge of their respective columns. Selecting Margin as the reference, however, aligns the frames with the right or left margin, possibly moving the frames into a different text column. This situation is shown in the following illustration.



The following table summarizes the effects you can achieve by selecting various combinations of left or right alignment options.

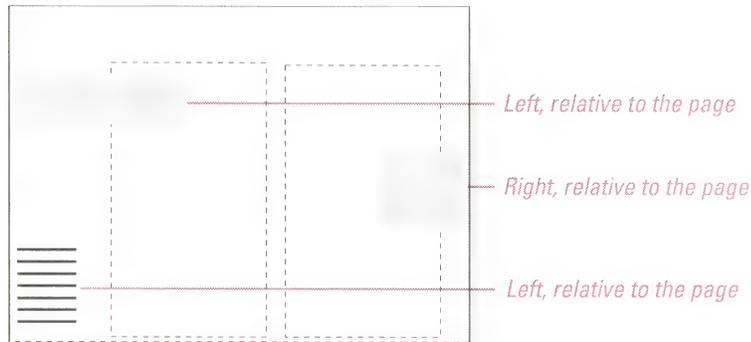
<b>To align the frame</b>	<b>Select</b>
With the left side of the text column containing the frame	Left, Relative To Column
With the left page margin	Left, Relative To Margin
With the right side of the text column containing the frame	Right, Relative To Column
With the right page margin	Right, Relative To Margin

### Positioning Frames in the Left and Right Margins

The easiest way to place headings, notes, and other items in the margin is to select the Left or Right options under Horizontal and use Page as the reference. If you want the

frame to stay with its related text, even if the text shifts vertically on the page, leave the alignment option under Vertical set to In Line, the default.

If you want the frame to fit entirely within the margin, make sure you set the frame width so that it's smaller than the margin. Word uses the spacing you specified in the From Text box to determine the frame's distance from the main text body. If the frame is wider than the margin, the frame extends from the edge of the page into the main text area.

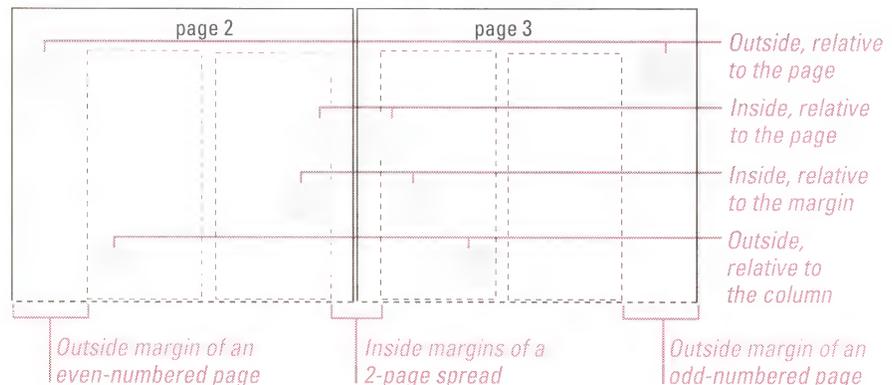


## Positioning Frames in Facing Page Layouts

**For information about facing page layouts, see Chapter 8, "Margins, Paper Size, and Page Orientation."**

Use the Inside and Outside options under Horizontal to position frames on pages that will be bound in two-page spreads, with even-numbered pages on the left and odd-numbered pages on the right. Inside works like the Right option on even-numbered pages and like the Left option on odd-numbered pages. Outside has the opposite effect. For example, suppose you want to position notes in the outside margins of facing page layouts. Select Outside, with Page as the reference. Word places the notes in the right margin on odd-numbered pages and in the left margin on even-numbered pages.

In the following illustration, the page on the left shows how frames positioned with the Outside and Inside options would print on an even-numbered page. The page on the right shows how the same items would print on an odd-numbered page.



The following table summarizes the effects you can get using the Inside and Outside options to position frames on facing pages.

To position the frame	Select
Aligned with the right side of its respective text column on even-numbered pages, and with the left side of its respective text column on odd-numbered pages	Inside, Relative To Column
Aligned with the right margin on even-numbered pages and with the left margin on odd-numbered pages	Inside, Relative To Margin
In the right margin on even-numbered pages, and in the left margin on odd-numbered pages	Inside, Relative To Page
Aligned with the left side of its respective text column on even-numbered pages, and with the right side of its respective text column on odd-numbered pages	Outside, Relative To Column
Aligned with the left margin on even-numbered pages and with the right margin on odd-numbered pages	Outside, Relative To Margin
In the left margin on even-numbered pages, and in the right margin on odd-numbered pages	Outside, Relative To Page

### Positioning a Frame a Fixed Distance from the Reference

Typing a measurement in the alignment box under Horizontal positions the frame the specified distance from the left edge of the text column containing the frame, the left margin, or the left edge of the page. You can specify the measurement in inches (in or "), points (pt), picas (pi), or centimeters (cm). For example, to position a frame 13 points from the left margin, type **13 pt** in the alignment box, and select Margin as the reference.

### Positioning Frames Vertically

Using the Vertical options in the Frame dialog box, you can center a frame vertically on a page or between page margins, or align a frame flush with the top or bottom margins or edges of the page. Select an alignment or type a measurement in the Vertical box, and then select the part of the page to use as a reference.

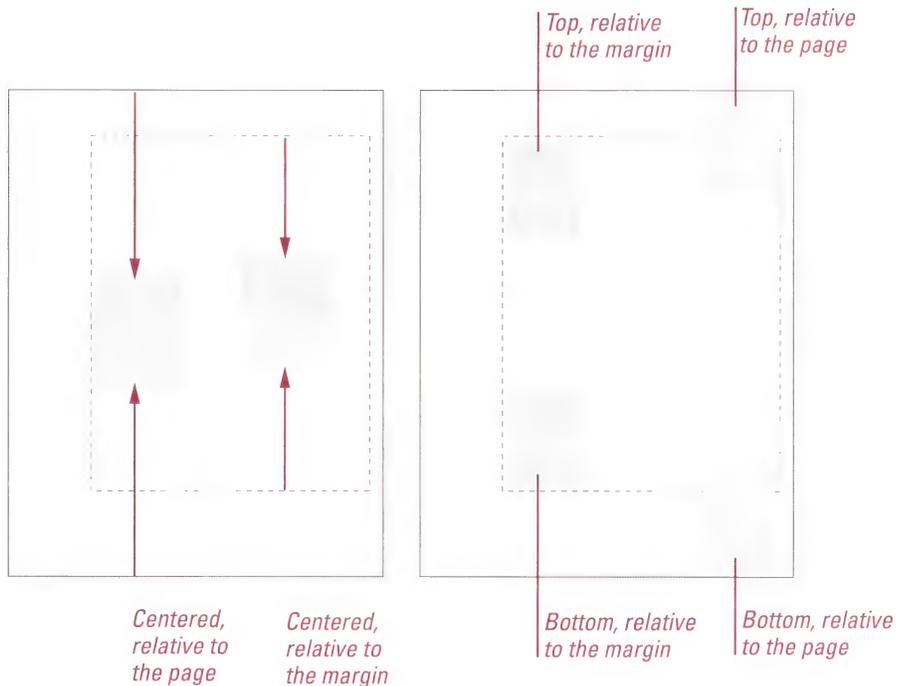
The following table shows the vertical alignment options available in the Frame dialog box. Combine the Top, Center, or Bottom alignment option from the left column with a reference from the right. The In Line option positions a frame relative to other text; it is described next in this section.

**Select an alignment**

Top  
Center  
Bottom

**Relative to a reference**

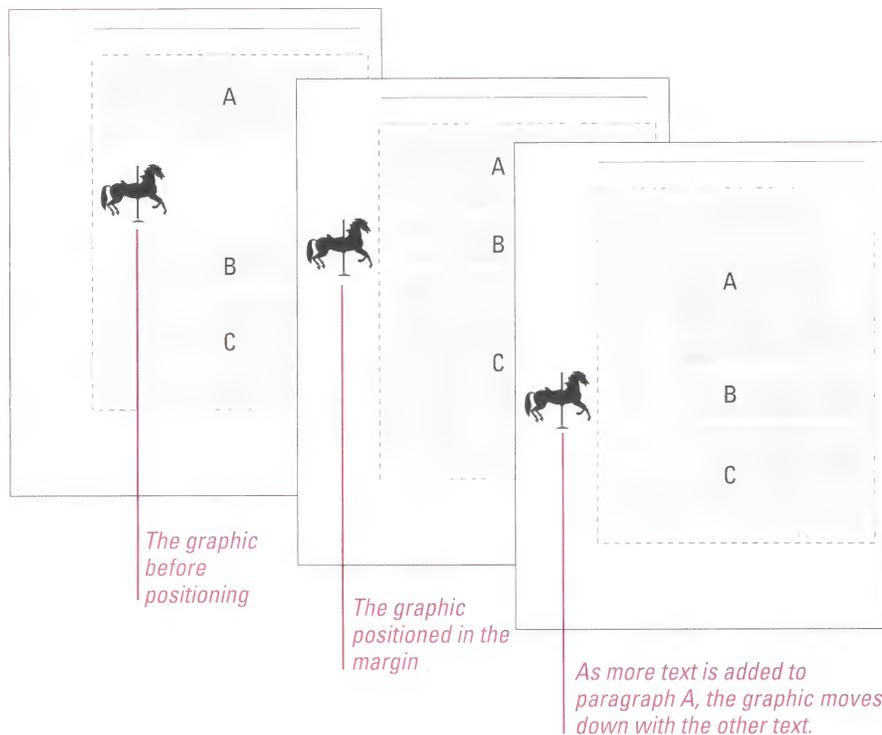
Margin  
Page

**Positioning a Frame Relative to Text**

When you want a frame to remain close to the text that originally preceded and followed it, select **In Line** under **Vertical**. Regardless of the frame's horizontal position, Word automatically adjusts the vertical position, keeping the frame next to, or "in line" with, related text.

For example, assume you inserted a graphic between two text paragraphs and then used the **Horizontal** options to position the graphic in the margin. If you select **In Line** as the **Vertical** option, the graphic is positioned in line with the text paragraphs and maintains its relative position, even if the paragraphs shift vertically on the page.

In the following illustration, the drawing on the left shows the graphic in the position it was inserted in the document. The middle drawing shows the graphic positioned in the left margin, with **In Line** selected as the vertical option. As shown on the right, the graphic maintains its position relative to the text paragraphs that originally preceded and followed it, even if the paragraphs shift vertically on the page.



## Keeping the Frame in the Printable Area of the Page

If you're printing your document on a laser printer, remember that most laser printers can't print within approximately 0.5 inch of the page edge. (The minimum printer margin varies according to your printer and paper size.) When you position a frame near the edge of the page, it's a good idea to check the frame in print preview to make sure it lies within the printable area of the page. If part of the frame is cut off, you can remedy the problem by dragging the frame. However, doing this may alter the frame position in ways you don't want. A better solution is to change the formatting of the framed paragraph or paragraphs, to offset the frame into the printable area of the page.

Suppose, for example, you position a frame in the left margin, and the frame is wider than the margin. The part of the frame within the minimum margin required by your printer will not print. To prevent this, select all of the paragraphs inside the frame and set a 0.5-inch left indent. To offset the text or graphics from the top and bottom edges of the page, use the Paragraph command on the Format menu to apply space before or after the last paragraph in the frame. For example, if you've positioned a frame flush with the bottom edge of the page, you can apply 0.5 inch of space after the last paragraph in the frame.

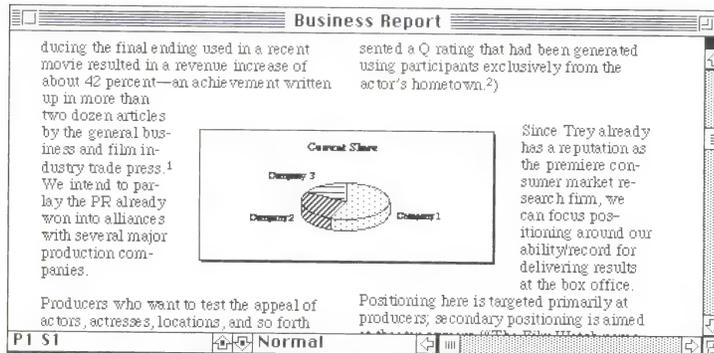
## Ideas and Examples

The following examples suggest various ways to position items in documents. Accompanying each example are the Frame dialog box settings used to position the frame shown in the illustration. Use these examples as starting points for your own documents. To get similar results, follow the instructions in the procedure “To position an item using options in the Frame dialog box,” earlier in this chapter, using the Frame settings provided for each example.

For instance, to center a paragraph of text instead of a chart on the page, as shown in the first example, simply select the paragraph and use the Horizontal and Vertical settings as indicated for the chart. Make sure you set the Frame Width and From Text options as appropriate for the text.

### Center a Chart in a Two-Column Page Layout

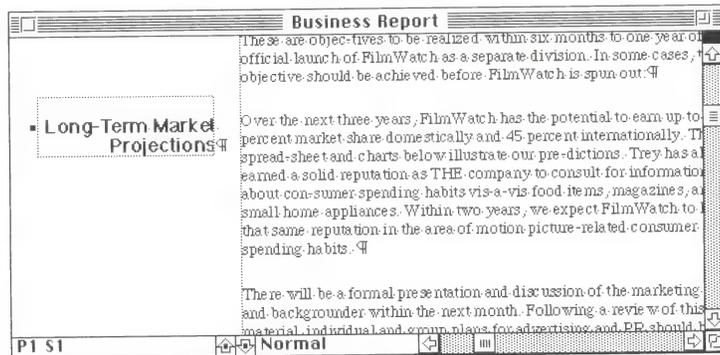
If you’re centering a chart by itself, with no accompanying text, leave the Frame Width box set to Auto—Word will set the frame width to match the width of the chart. If the chart has accompanying text, make sure you include the text paragraphs in the selection before choosing the Frame command. You’ll also need to specify the width of the chart in the Frame Width box. The same is true if you’re centering a graphic, table, or equation.



Horizontal: Center, Relative To Margin  
 Vertical: Center, Relative To Margin  
 Frame Width: Auto  
 From Text: 0.25 in

## Print Sideheads in the Left Margin

First, set a large left margin for your document—in the following illustration, the margin is 2.5 inches. Set the Frame Width so it fits within the printable area of the margin and allows sufficient space between the sidehead and the main text. In this example, the Frame Width and From Text settings allow a nonprinting area of 0.5 inch from the edge of the page. The text in the heading is right-aligned. An equal amount of space was inserted above the sidehead and above the text paragraph on its right, so the top of the sidehead aligns with the top of the text. The illustration is shown in page layout view, with paragraph marks displayed.



Horizontal: Left, Relative To Page

Vertical: In Line

Frame Width: 1.75 in

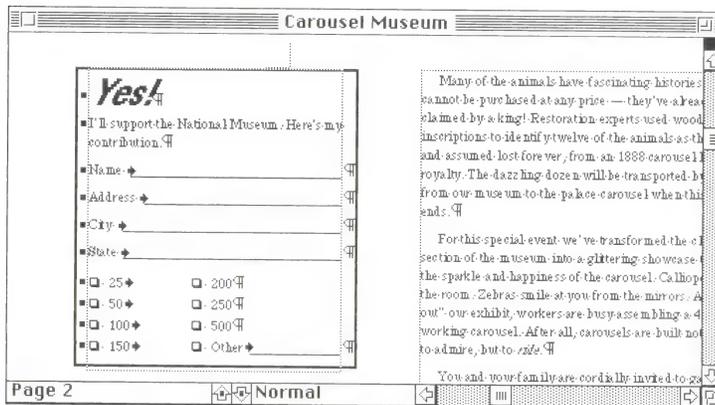
From Text: 0.25 in

You can use similar settings to print notes, small graphics, and other items in the outside margin of each page. Using the Document command on the Format menu, select the Mirror Even/Odd check box in the dialog box and set the Outside margin to 2.5 inches. In the Frame dialog box under Horizontal, select Outside, Relative To Page. Notes will print in the left margin on even-numbered pages and in the right margin on odd-numbered pages.

## Position Several Paragraphs as a Single Block

The small form shown in the following illustration is positioned 1 inch from the left edge of the page. The blank lines for the name and address were created with tab leader lines. The right-aligned tabs were set at the 2.5-inch mark on the ruler to fit them within the frame. The group of paragraphs was boxed using the Border command on the Format menu. The illustration is shown in page layout view with paragraph marks showing.

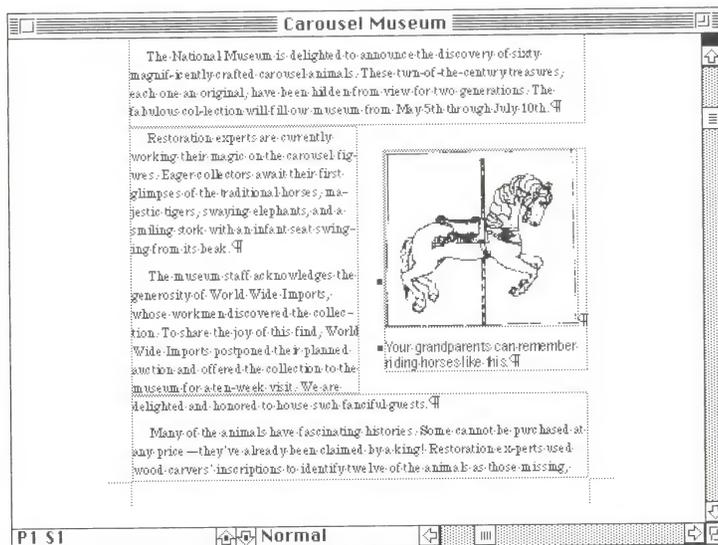
When positioning two or more paragraphs together as in this example, make sure you select all of the paragraphs and apply the identical Frame settings. If the paragraphs have conflicting Frame settings, they may overlap.



Horizontal: 1 in, Relative To Page  
 Vertical: Top, Relative To Margin  
 Frame Width: 2.5 in  
 From Text: 0.5 in

## Position a Graphic with Its Caption

The graphic and caption shown in the following illustration are positioned on the right side of the text column. The text paragraphs that followed the graphic now flow up beside it. The Frame Width box is set to match the width of the graphic, so the caption wraps within that width. The frame width and spacing from the text is specified in points; Word will convert these dimensions to the default unit of measure after the Frame dialog box is closed. The illustration shows the graphic displayed in page layout view with paragraph marks showing.



Horizontal: Right, Relative To Column

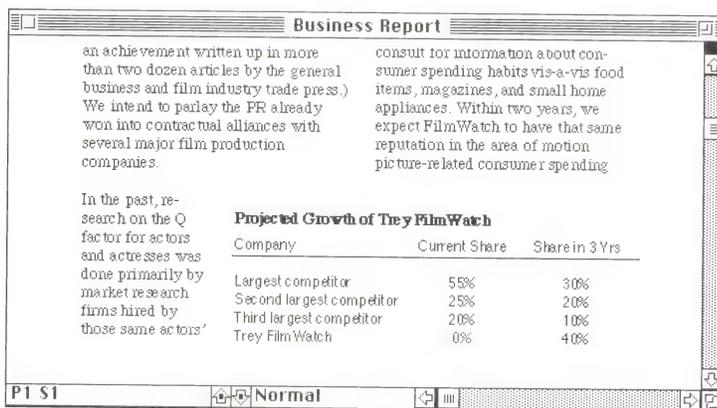
Vertical: In Line

Frame Width: 100 pt

From Text: 18 pt

## Position a Table with Its Title at the Bottom of the Page

The following table and its title are aligned with the right and bottom margins of the page. Make sure you select the entire table as well as its title, so that the Frame options are identical for both. The frame width is 4 inches, the width of the table. If you're positioning a table without accompanying text, leave Auto in the Frame Width box—Word will set the width to match the width of the table. You can position a Microsoft Excel spreadsheet in the same way.



Horizontal: Right, Relative To Margin  
 Vertical: Bottom, Relative To Margin  
 Frame Width: 4 in  
 From Text: 0.25 in

## Troubleshooting

If you're not getting the results you want, this section may help you identify the problem.

### Positioned Items Overlap

Items in a frame may overlap if all paragraphs in the frame do not have exactly the same settings in the Frame dialog box. In normal view, select all the paragraphs or table rows, choose the Frame command, and specify all of the options. Make sure that no box is empty, indicating conflicting settings. If you can't get the effect you want, select the paragraphs and click the Unframe button in the Frame dialog box to restore the paragraphs to their original positions. Then reset the Frame Width, From Text, and Horizontal and Vertical options.

Overlapping may also occur if you assign nonconsecutive paragraphs to the same position on the page. Suppose in normal view you select three consecutive paragraphs, A, B, and C, and position them anywhere on the page. Later you select paragraph B and change its position—for example, you unframe it. Because A and C are separated by an intervening paragraph with a different position, they are no longer positioned with a single frame and therefore overlap. To prevent overlapping in this case, make sure that the paragraphs you want positioned as a unit follow one after the other in normal view.

### The Frame Doesn't Print on the Page You Want

Positioning items in a frame places them on the page where they were originally inserted; that is, the page on which they would print if they were not positioned. If the frame moves to another page, you can remedy the problem in the following way. In normal view, select the entire contents of the frame and, using the Cut and Paste commands on the Edit menu, move the frame up or down a few paragraphs to the page where you want it printed. You may need to insert a manual page break or use the page break control options of the Paragraph command to get the paragraph on the page you want.

### Text Does Not Flow Around Frame

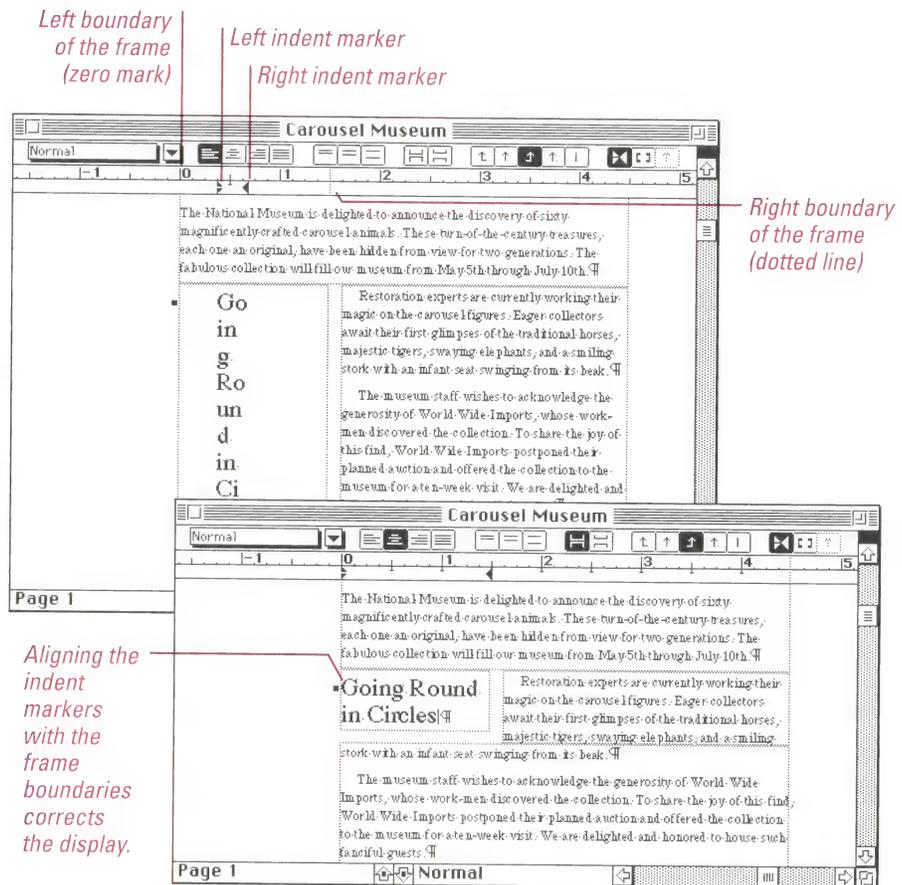
Make sure you set the frame width. If you position a paragraph of text using the Frame command on the Format menu, the default frame width will equal the width of the main text column. This prevents the following text from flowing around the frame. Select the paragraphs in the frame and, using the Frame command on the Format menu, type the desired width of the frame in the Frame Width box.

Also, keep in mind that there must be at least 1 inch of space available for text between the frame and another text boundary, such as a margin, text-column boundary, or other page element.

## Text Is Not Displayed Properly in the Frame

If the text is displayed in long vertical strings of characters or is not visible in the frame, most likely the paragraph has left and right indents too large in relation to the frame width. Remove the indents or make them smaller. To do this, select the paragraphs in the frame and reset the indent markers on the ruler to align with the boundaries of the frame. It may be easier to remove the indents by selecting the contents of the frame and, using the Paragraph command on the Format menu, setting the First, Left, and Right boxes to 0 (zero).

In the following illustration, the text in the frame has left and right indents that are too large for the frame. Resetting the indents to zero allows the positioned text to wrap within the frame.





# Numbering Pages

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## Overview

With Word, you have great flexibility when adding page numbers to your documents. You select the numbering format (arabic or roman numerals, or letters), the position of numbers on the page, and the numbering sequence.

You can number pages quickly and easily using the Header or Footer command. Just open the header or footer window and click the page number symbol; Word inserts page numbers on every page. Word updates the page numbers automatically so they're always current for your document.

There are several ways to make numbering long or complex documents easier. For example, you can skip numbering the first page and begin numbering the second page of your document as page 1 (useful when you use the first page for a title page or abstract). Or you can skip numbering the first page and begin numbering the second page from 2 (useful when the first page is an overview).

You can also customize page number formats for different sections of your document. For example, you can number a table of contents with roman numerals and number the other sections with arabic numerals.

## Inserting Page Numbers

There are three methods of adding page numbers to a document. You can add page numbers using the Header or Footer command (each page number is part of the header or footer) or using the Section command or Print Preview command. It's usually easiest to add page numbers using the Header or Footer command, but there are advantages to each method.

To	Use the
Incorporate text with page numbers—for example, "Page 1"	Header or Footer command
Place page numbers at the top or bottom of the page	Header or Footer command
Insert, format, and position page numbers in one step	Section command
Insert a different number format for each section (roman, arabic, and so on)	Section command
Insert page numbers and view the results immediately	Print Preview command
Reposition page numbers using the mouse	Print Preview command

---

**Note** If you insert page numbers using the Header or Footer command, you should remove any page numbers that were already inserted using the Section command or Print Preview command. Otherwise, Word prints both sets of numbers.

---

## Inserting Page Numbers with the Header or Footer Command

**For more information on headers and footers, see Chapter 31, “Headers and Footers.”**

You can include page numbers as part of a header or footer. Headers and footers often include information such as the author’s name and document title, the section or chapter title, and the date. Headers print within the top margin of the page, and footers print within the bottom margin.

You can use the Header or Footer command to add page numbers even if you don’t include any other text in the header or footer.

Page numbers inserted in the header or footer are formatted with the standard style Header or Footer. To change the formatting of the page numbers, you change the definition for the standard style or apply character formatting directly to the page number in the header or footer window. For more information on standard styles, see Chapter 7, “Formatting with Styles.”

If your document has more than one section and you would like page numbers in the header or footer in each section, create the header or footer and insert the page numbers before you create the other sections. If you’d like the header and footer to differ from section to section, create the sections and then create the header or footer for each section individually.

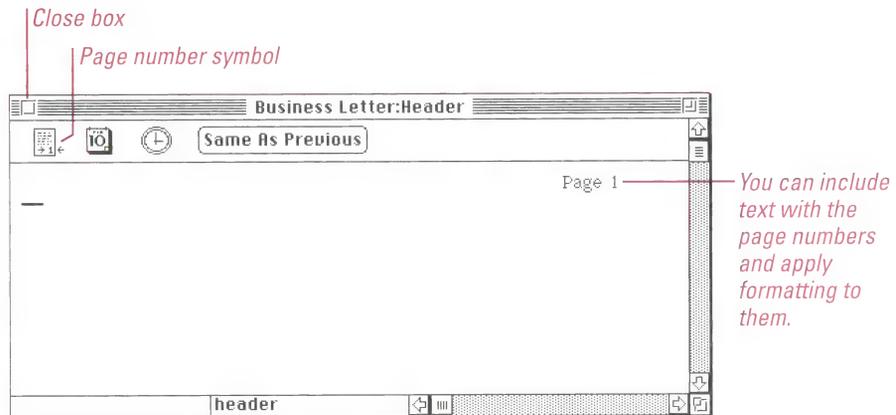
### To insert page numbers with the Header or Footer command

If your document has a different header or footer on the first page, or different headers and footers on even and odd pages, you will see many choices on the View menu. Choose each command individually, and follow this procedure.

- 1 From the View menu, choose Header or Footer.

The header or footer window is displayed at the bottom of the screen.

- 2 Use tabs or alignment to position the insertion point where you want the page number to appear within the header or footer. By default, the header or footer paragraph contains two tab stops: one center-aligned tab set at the center of the page and one right-aligned tab set at the right margin.
- 3 To insert a page number, click the page number symbol.
- 4 Type any additional text.
- 5 To close the header or footer window, click the close box.



To view the position of page numbers in relation to the rest of the text on the page, use either the Print Preview command or the Page Layout command.

## Inserting Page Numbers with the Section Command

**For more information on headers and footers in sections, see Chapter 9, "Sections: Formatting Parts of a Document."**

**For more information on numbering sections in long documents, see Chapter 10, "Setting Up Long Documents."**

The Section command provides a quick, one-step method to insert page numbers and change several of the page numbering default characteristics. You can select a different numbering format or restart numbering at 1 in each new section. For more information on numbering format and numbering different sections, see "Adjusting Page Numbers," later in this chapter.

The default position for page numbers inserted with the Section command is 0.5 inch from the top of the page and 0.5 inch from the right edge of the page. You can change the position by typing different measurements in the From Top and From Right boxes in the Section dialog box. Page numbers you insert using the Section command are independent of any text or page numbers inserted in headers or footers.

Page numbers inserted using the Section command are formatted using the standard style Page Number. To change the character formatting of the page numbers, you need to change the definition of the style. For more information on standard styles, see Chapter 7, "Formatting with Styles."

### To insert page numbers with the Section command

- 1 If your document has multiple sections, position the insertion point on any page in the section you want to number.
- 2 From the Format menu, choose Section.
- 3 Select the Margin Page Numbers check box.

The default position for page numbers is in the upper-right margin, but you can position page numbers anywhere on the page.

To position page numbers other than at the default position (0.5 inch from the top of the page and 0.5 inch from the right side), type the measurements for the desired location in the From Top and From Right boxes.
- 4 Choose the OK button.

To confirm the position of these page numbers, choose Print Preview.

### Inserting Page Numbers with the Print Preview Command

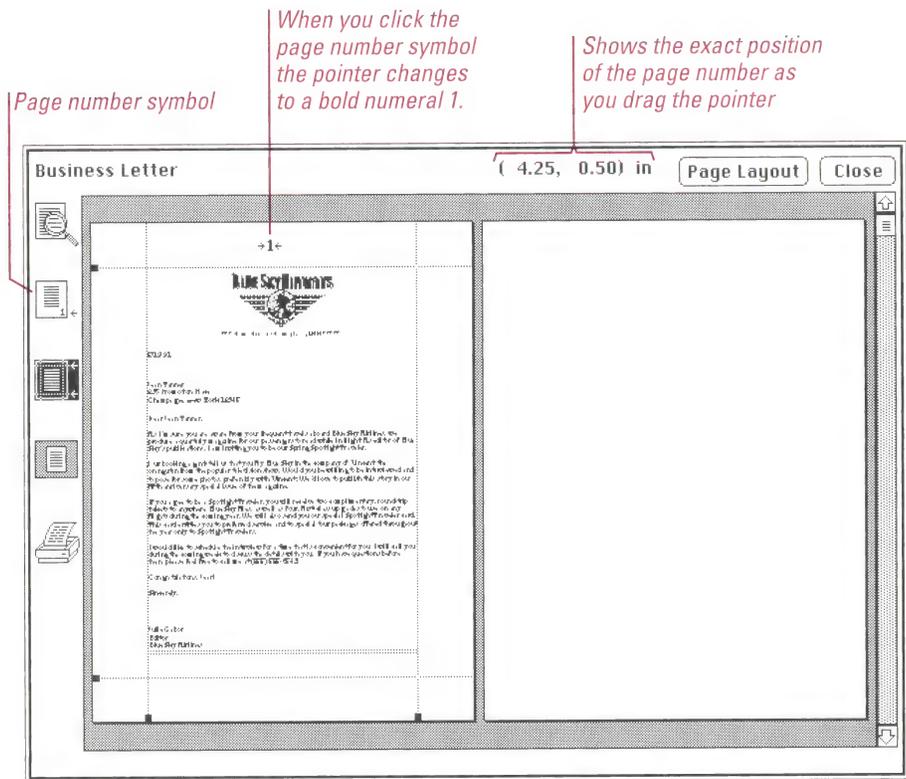
Use the Print Preview command to insert a page number at the default page number position or at any other location on the page and view the results immediately. You can easily reposition page numbers by dragging them with the mouse. The default page number position is 0.5 inch from the top of the page and 0.5 inch from the right edge of the page.

Page numbers inserted using the Print Preview command are formatted with the standard style Page Number. To change the character formatting of page numbers, you need to change the definition of the style. For more information on standard styles, see Chapter 7, “Formatting with Styles.”

## To insert a page number at the default position

- 1 From the File menu, choose Print Preview.
- 2 If the document has multiple sections, scroll to display a page from the section to which you want to add page numbers.
- 3 Double-click the page number symbol. Word inserts page numbers in the upper-right corner of each page in the section.
- 4 Choose the Close button to return to the view you were working in.

Page numbers are set independently for each section in your document. If you've created more than one section, make sure you insert page numbers in each section.



## To insert a page number at a different location

- 1 From the File menu, choose Print Preview.
- 2 If your document has multiple sections, scroll to display a page from the section to which you want to add page numbers.
- 3 Click the page number symbol.  
The pointer changes to a bold numeral 1—the page number pointer.
- 4 Move the pointer to where you want to insert the page number, and then press and hold down the mouse button.  
Word displays the exact position of the page number pointer at the top of the print preview window. The position is measured from the top and right edges of the page.
- 5 While holding down the mouse button, adjust the pointer position as needed, and then release the mouse button.
- 6 Choose the Close button to return to the view you were working in.

Page numbers are set independently for each section in your document. If you've created more than one section, make sure to insert page numbers in each section.

After you position a page number, you can move it to another location by clicking the page number symbol again and then clicking where you want to move the number. For other ways to move page numbers, see “Repositioning Page Numbers,” later in this chapter.

---

**Note** Positioning the page numbers inside the text area can lead to some unexpected results. For example, if you type over the page number position, the page number will print behind the text. Make sure you position the page numbers in the document margins unless you're certain you want them inside the text area.

---

## Adjusting Page Numbers

You can adjust, or customize, page numbers in your document. Specifically, you can:

- Choose a different page number format.
- Remove page numbers.
- Reposition page numbers on the page.
- Skip numbering on the first page.

If you're numbering documents connected in series—for example, chapters in a very long document—you can continue the numbering in each document or set a new starting page number for each document in the series.

## Changing the Number Format

Choose from the following number formats, regardless of which method you use to insert page numbers:

- Arabic numerals
- Uppercase or lowercase roman numerals
- Uppercase or lowercase letters

### To change the number format

- 1 If the document has multiple sections, position the insertion point on any page in the section where you want to change the number format.
- 2 From the Format menu, choose Section.
- 3 Under Page Numbers, select a format from the Format box.
- 4 Choose the OK button.

## Removing Page Numbers

To remove page numbers from your document, use one of the following procedures. Note that numbers are removed automatically when you use any of these procedures.

### To remove page numbers in a header or footer

Use this procedure to remove page numbers you inserted using the Header or Footer command.

- 1 If your document has multiple sections, position the insertion point in the section from which you want to remove page numbers.
- 2 From the View menu, choose Header or Footer.
- 3 Select the page number, and then press DELETE.
- 4 To close the header or footer window, click the close box.

### To remove page numbers using the Section command

Use this procedure to remove page numbers you inserted using either the Section command or the Print Preview command.

- 1 If your document has multiple sections, position the insertion point in the section from which you want to remove page numbers.
- 2 From the Format menu, choose Section.
- 3 Clear the Margin Page Numbers check box.
- 4 Choose the OK button.

Word removes the page numbers from every page in the section.

If your document has more than one section, repeat this procedure for each one. Make sure you move the insertion point into each section.

### To remove page numbers in print preview

- 1 From the File menu, choose Print Preview.
- 2 If your document has multiple sections, scroll to display a page from the section from which you want to remove page numbers.
- 3 Position the pointer on the page number.  
The pointer turns into a cross hair when positioned on the page number.
- 4 Drag the page number completely off the page.  
The page numbers are removed and the page is redisplayed after a brief pause.
- 5 Choose the Cancel button to return to the view you were working in.

## Repositioning Page Numbers

You can change the position of page numbers inserted using either the Section command or the Print Preview command in two ways:

- To see the result as you reposition the page number, use the Print Preview command.
- To specify an exact position, use the Section command.

---

**Note** Change the position of page numbers in the header or footer by changing the tab stop position, text alignment, or other paragraph format options. For more information on paragraph formatting, see Chapter 6, “Paragraph Formatting.”

---

## To reposition existing page numbers with the Print Preview command

- 1 From the File menu, choose Print Preview.
- 2 Position the pointer on the page number you want to reposition.  
The pointer changes to a cross hair when positioned on the page number.
- 3 Drag the page number to the new location.

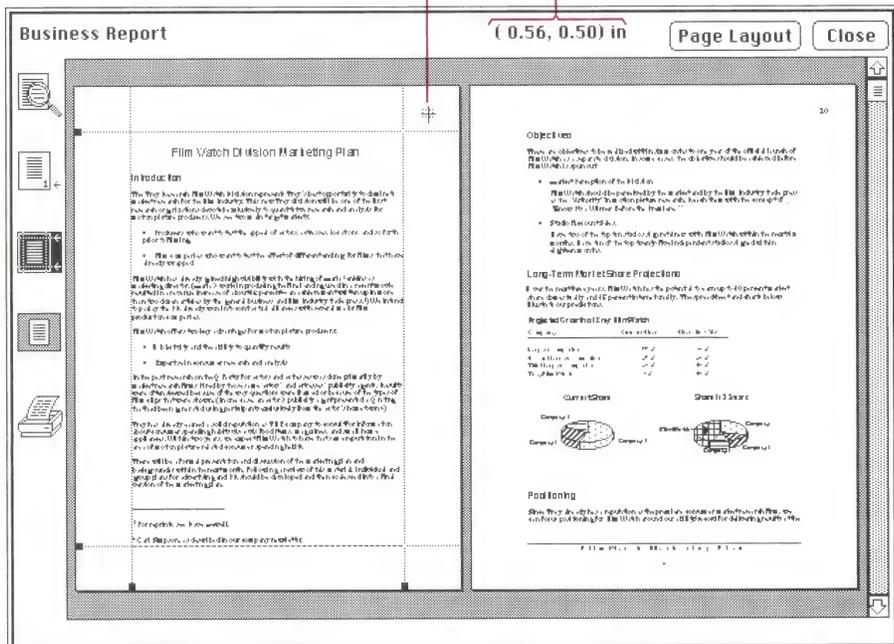
The pointer position is displayed at the top of the window as you drag the page number. After a brief pause, the page is redisplayed to show the new position of the page number.

- 4 Choose the Cancel button to return to the view you were working in.

If your document has multiple sections, you can reposition the page number quickly for all of them. Position the pointer on the page number you just repositioned and note the measurements at the top of the window that indicate its exact location. Choose the Close button. From the Edit menu, choose Select All. Then choose Section from the Format menu. Select the Margin Page Number check box and type the exact measurements for the page number position in the From Top and From Right boxes.

*The pointer changes to a cross hair when positioned on the page number.*

*The page number position is displayed here.*

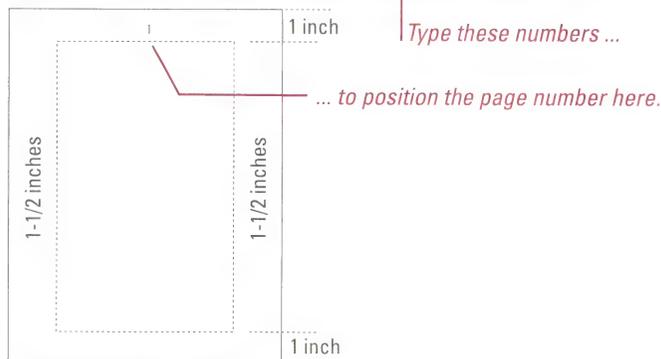
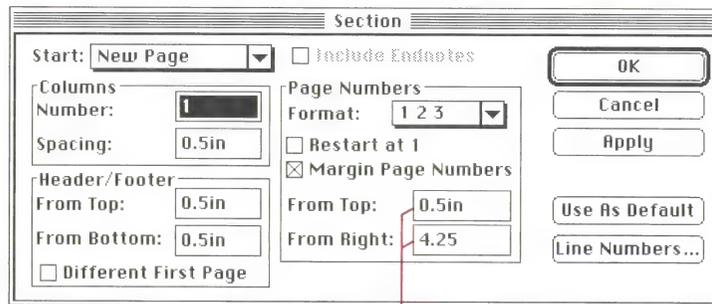


## To reposition page numbers with the Section command

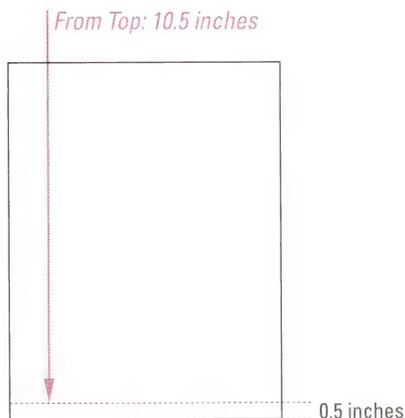
- 1 If you don't know the dimension of the margins, from the Format menu, choose Document and note the margin size in the Top and Right boxes.
- 2 From the Format menu, choose Section.
- 3 In the From Top and From Right boxes, type the measurements for the page number position.

If you want the page number to print in the top margin, make sure the measurements are less than the corresponding measurements in the Top and Right boxes in the Document dialog box; otherwise, the page numbers will print in the text area.

- 4 Choose the OK button.



Use the From Top and From Right boxes in the Section dialog box to position page numbers in any margin, not just the top right. For example, if you want the page number to print 0.5 inch from the bottom of an 11-inch page, type **10.5** in the From Top box.



Some printers require a minimum margin area and cannot print within that area. For example, the Apple LaserWriter can't print less than 0.5 inch from the edge of the page.

## Beginning Numbering After the First Page

You can prevent the page number from printing on the first page of your document and begin numbering subsequent pages from 1 or 2. For example, if you are creating a document with an introduction or overview as the first page, you may not want to number the first page and, instead, start numbering on page 2.

The same is true for documents that have an abstract or title page; you can begin numbering the following pages with 1.

To suppress the first page number, insert page numbers with one of the methods discussed in the beginning of this chapter and then use the following procedures.

### To begin numbering the second page from 2

- 1 From the Format menu, choose Section.
- 2 Select the Different First Page check box.
- 3 Choose the OK button.

## To begin numbering the second page from 1

Use this procedure only after you have completed editing the first page. If you edit the first page and alter the pagination after you have suppressed the page number with this technique, you must delete the section break and repeat this procedure.

- 1 From the Tools menu, choose Repaginate Now.
- 2 Position the insertion point at the beginning of the first line on the second page.
- 3 From the Insert menu, choose Section Break.
- 4 From the Format menu, choose Section.
- 5 Under Page Numbers, select the Restart At 1 check box.  
Make sure that the New Page option in the Start box is selected.
- 6 Choose the OK button.

If you inserted page numbers before doing this procedure, you'll need to remove them from the first page of your document. Move the insertion point onto the first page, and then see the section "Removing Page Numbers," earlier in this chapter.

## Starting Each Section with Page 1

You may want to begin numbering each section of your document with 1. For instance, you may want to number the pages of your introduction with roman numerals i through v and the body of your document starting with arabic numeral 1.

### To start numbering each section from 1

- 1 Position the insertion point in the first section you want to number from 1.
- 2 From the Format menu, choose Section.
- 3 Select the Restart At 1 check box.
- 4 In the Format box, select the page number format you want.
- 5 Choose the OK button.

If you want the page numbers in each section to restart from 1, first choose Select All from the Edit menu. Then choose the Section command and select the Restart At 1 check box.

## Specifying a Starting Page Number Other than 1

You can have Word begin numbering your document with any number you choose, not just 1. If you are writing a document with several chapters and have stored each chapter as a separate file, you may find this useful. You can number the first file from 1 through 24, for instance, and then number the second file from page 25 on. However, if you have connected your files in series, you should number your pages using the procedure under "Numbering Documents Connected in Series," later in this chapter.

**For more information on connecting files in series, see Chapter 10, "Setting Up Long Documents."**

### To start numbering pages with a number other than 1

- 1 From the Format menu, choose Document.
- 2 Choose the File Series button.
- 3 Under Page Numbers, select the Number From option button.
- 4 In the Number From box, type the starting number you want Word to use.  
For example, to start numbering your document with number 25, type **25** in the Number From box.
- 5 Choose the OK button.  
Word closes the File Series dialog box.
- 6 Choose the OK button.

## Numbering Documents Connected in Series

If you are working with a long document that you've divided into several documents, you can number the pages across the documents by connecting them in series. You can continue the numbering in each file where the last file stopped. This would be useful for numbering chapters in separate files. Or you can choose a starting number for each file you connect. You might do this if you were connecting several sections of a book that used different numbering. If you want more information about how and why to connect files in series, see Chapter 10, "Setting Up Long Documents."

### To number documents connected in series

- 1 Open the first document in the series.
- 2 From the Format menu, choose Document.
- 3 Choose the File Series button.
- 4 If you want the pages to be numbered consecutively across the files, select the Continue option button.  
–or–  
To set the starting page number, select the Number From option button, and then type the starting number in the Number From box.
- 5 Choose the Next File button.  
The Open dialog box is displayed.
- 6 Select the name of the file you want to connect, and then choose the Open button.
- 7 Choose the OK button.  
Word closes the File Series dialog box.
- 8 To close the Document dialog box, choose the OK button.

- 9 From the File menu, choose Open.
- 10 Select the file you just designated as the next file, and then choose the Open button.

Repeat steps 2 through 10 for each file you want to connect in a series except the last one.

## Changing the Page Number Defaults

The page numbers you insert in the margin using the Section or Print Preview command are preset to use arabic numerals. They are inserted 0.5 inch from the top of the page and 0.5 inch from the right edge of the page. You can change the default number format and page position using the Section command. Word will use the new default settings for selected sections of the active document and all new documents you create.

### To change the page number defaults

- 1 From the Format menu, choose Section.
- 2 In the Format box under Page Numbers, choose a number format.
- 3 Under Page Numbers, type the measurement you want in the From Top and From Right boxes.
- 4 Set all other options in the Section dialog box to reflect the default settings that you want to use for the selected sections in the active document and all new documents.
- 5 Choose the Use As Default button.
- 6 Choose the OK button.



# Pagination

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## Overview

As you are working on a document, Word breaks pages automatically every time you add a pageful of text or graphics. These breaks are called automatic page breaks. As you edit and reformat, Word continually recalculates the amount of text on the page and adjusts automatic page breaks accordingly.

You can insert page breaks manually whenever you want to force a page break at a particular spot—before a large graphic, for example. When you insert a manual page break, Word automatically adjusts the automatic page breaks that follow. Word cannot move manual page breaks; you must adjust them yourself.

There are a number of options you can select to indicate how you want pages to break around certain elements within your document. For example, you may want a certain heading at the top of each new page; you can instruct Word to insert a page break before that heading. As you edit your document, Word will always break pages according to that instruction.

## Breaking Pages

Word is a document-oriented word processor; it treats your document as one continuous stream of text. Word inserts automatic page breaks according to the page size, margin settings, font size, line spacing, and other formatting within your document. The number of lines of text on a page can vary throughout a document depending on the formatting of each page.

Word repaginates automatically whenever you do the following:

- Print your document.
- Choose Page Layout from the View menu or Print Preview from the File menu.
- Choose Repaginate Now from the Tools menu.
- Compile an index or table of contents.

Word also breaks the page at the end of each document in a series of linked documents.

By default, Word updates page breaks whenever you pause while editing or typing. This is called *background repagination*. You can cancel this function by clearing the Background Repagination check box in the Preferences dialog box; doing so may provide additional memory and speed. To update pagination and page numbering with background repagination off, you use the Repaginate command.

### To change background repagination

- 1 From the Tools menu, choose Preferences.
- 2 Select or clear the Background Repagination check box in the General category.
- 3 Choose the OK button.

### To repaginate a document

If you've turned off background repagination, you can use this procedure to repaginate your document.

- ▶ From the Tools menu, choose Repaginate Now.

### To insert a manual page break

You can insert manual page breaks anywhere in a document. On your screen, they are displayed as heavy dotted lines, which you can select and delete, move, or copy like any other characters. For information about adjusting page breaks in page layout and print preview, see “Viewing Page Breaks” later in this chapter.

- 1 Position the insertion point where you want the page break to occur.
- 2 From the Insert menu, choose Page Break.  
–or–  
Press SHIFT+ENTER.

### To delete a manual page break

You can delete a manual page break like any other character; however, you cannot delete an automatic page break.

- 1 Select the manual page break you want to delete.
- 2 From the Edit menu, choose the Cut command.  
–or–  
Press DELETE.

You can also delete manual page breaks (and move automatic page breaks) in print preview. See “Viewing Page Breaks” for more information.

## Viewing Page Breaks

Word displays automatic page breaks as thinly dotted lines. You cannot delete or move automatic breaks; however, you can prevent them from occurring in places where they would be awkward.

There are several ways to view page breaks before you print your document:

- In normal view, you can scroll through your document and look at page breaks, editing and reformatting as you go.
- In page layout view, you see the current page, complete with headers, footers, and footnotes, as it will look when printed. You can edit and format the page and immediately see the effects on pagination.
- Print preview shows you entire pages at a reduced size. You can see one or two pages at a time. You cannot edit or format text. You can check and adjust page breaks, add page numbers, adjust the margins, and move positioned text and graphics.

For more information about page layout and using page layout view and print preview, see Chapter 21, “Positioning Text and Graphics on the Page,” and Chapter 24, “Viewing Documents.”

---

**Note** Whenever you choose Page Layout or Print Preview, Word repaginates the document automatically and then displays it. When you choose Page Layout, Word repaginates up through the page that contains the insertion point or selection.

---

### To view page breaks in page layout view

- 1 From the View menu, choose Page Layout.
- 2 Use the scroll bar, or the UP or DOWN ARROW key, to scroll to the tops and bottoms of pages.

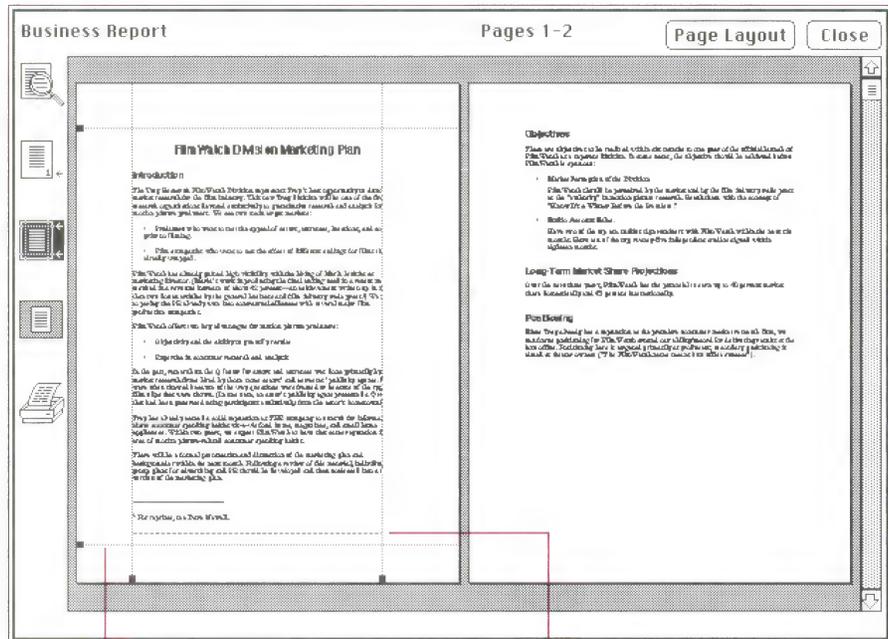
---

**Tip** To view a specific page, use the Go To command on the Edit menu. If your document has multiple sections, type the page number first followed by the section number. For example, to go to page 6 in section 4, type **6s4**

---

### To view page breaks in print preview

- 1 From the File menu, choose Print Preview.
- 2 You can adjust page breaks in print preview. With the mouse, drag the page break to the position you want. Word will adjust subsequent automatic page breaks.
  - Drag an automatic page break up the page to make the page shorter.
  - Drag a manual page break up the page to make the page shorter. To delete a manual page break, drag it down the page or off the page.
- 3 When you've finished, close the print preview window.



*Page margins—notice that these lines are heavier than page breaks.*

*Automatic page break—drag it up to shorten the page.*

## Searching for Page Breaks

You can use the Find command on the Edit menu to search for manual page breaks. This is helpful when you have a long document and want to find manual page breaks quickly.

### To search for manual page breaks

- 1 From the Edit menu, choose Find.
- 2 From the Special box, select Page Break.  
Word inserts ^d in the Find What box.
- 3 Choose the Find Next button.

If you've inserted section breaks in your document, Word also finds these.

**Tip** You can search for and delete manual page breaks using the Replace command on the Edit menu. Select Page Break for the Find What box and leave the Replace With box empty.

## Controlling Pagination

In Word, automatic pagination may sometimes produce page breaks where you don't want them—for example, in the middle of a list or between a graphic and the text that refers to it.

Some of the things that affect pagination are:

- When hidden text is displayed in normal or page layout view, it affects page breaks. It's a good idea to hide hidden text before final repagination or printing. For information on hidden text, see Chapter 5, “Character Formatting.”
- Print preview will show correct pagination and will not display hidden text when the Print Hidden Text option in the Print or Document dialog box is cleared even if you're working with hidden text displayed.
- Hyphenation can affect page breaks by changing line breaks. Hyphenate your document before final repagination and printing.
- You can print footnotes either at the bottom of the page, just below the last text on the page, or at the end of the document or section. If you print them at the bottom of the page or beneath text, Word leaves space for them and paginates accordingly.
- Graphics are treated as indivisible objects. Word breaks a page just before a graphic rather than dividing the graphic.
- If a cell in a table has multiple lines of text, Word does not break the cell; instead, it breaks the page just above the row containing the cell.

You can specify that certain lines or paragraphs be kept together, or that certain paragraphs start a page. You can also control whether or not Word permits “widow” and “orphan” lines—single lines at the top and bottom of a page.

### To keep lines together on a page

You can specify that Word keep lines within a paragraph together to prevent an unwanted page break.

- 1 Select the lines you want to keep together.
- 2 From the Format menu, choose Paragraph.
- 3 Under Pagination, select the Keep Lines Together check box.
- 4 Choose the OK button.

## To keep paragraphs together on a page

This procedure is useful when you want to keep two paragraphs together—for example, to keep a heading on the same page as the paragraph that follows it, to keep all the items of a list together, or to keep introductory text with a graphic.

- 1 Select the paragraph you want to keep with the next paragraph.
- 2 From the Format menu, choose Paragraph.
- 3 Under Pagination, select the Keep With Next check box.
- 4 Choose the OK button.

---

**Tip** Word treats rows in a table as separate paragraphs. If you want to keep all the rows of a table together, use the Keep With Next option.

Also, to make sure that a heading is never left at the bottom of a page, you can make Keep With Next part of a heading style.

---

## To print a paragraph at the top of a page

You may have a paragraph that you always want at the top of a page—for example, you may have a chapter heading that should always start a page.

- 1 Select the paragraph you want to start the page.
- 2 From the Format menu, choose Paragraph.
- 3 Under Pagination, select the Page Break Before check box.
- 4 Choose the OK button.

---

**Note** When any of these paragraph formats are on, you'll see a small black square just to the left of the paragraph when Show ¶ (View menu) is turned on. You can remove any of the formats that you apply with the Paragraph command as described above by clearing the check boxes.

---

## To allow widow and orphan lines

Word automatically checks to prevent widow and orphan lines, but you can change this setting. You might permit widows and orphans, for example, if you want to print a specific number of lines on a page or minimize page count.

- 1 From the Format menu, choose Document.
- 2 Clear the Widow Control check box.
- 3 Choose the OK button.

**For more details on formatting with the Paragraph command, see Chapter 6, "Paragraph Formatting."**

For more details on formatting sections, see Chapter 9, “Sections: Formatting Parts of a Document.”

## How Section Breaks Affect Pagination

You use sections to vary page formatting within a document—for example, you may want to format part of your document in two-column text. You separate a document into sections so that you can have a distinctive format in each section.

Section breaks affect pagination because they vary the format of pages and because you can choose to break the page at section breaks. For example, you may want each section of your document to begin on a new page or on a new odd-numbered page. Using the Section command on the Format menu, you can control section break options:

- No Break starts the next section immediately.
- New Column starts the new section at the top of the next column.
- New Page breaks the page at the section mark and starts the new section on the next page.
- Even Page starts the next section on the next even-numbered page (leaving a blank page if the previous section ended on an even-numbered page).
- Odd Page starts the next section on the next odd-numbered page (leaving a blank page if the previous section ended on an odd-numbered page).

### To insert a section break

- 1 Position the insertion point where you want the new section to start.
- 2 From the Insert menu, choose Section Break.
- 3 Position the insertion point in the section before the section break.  
–or–  
Select the section break.
- 4 From the Format menu, choose Section.
- 5 In the Start box, select the option that describes where you want the text in the section to start printing: No Break, New Column, New Page, Even Page, or Odd Page.
- 6 Choose the OK button.

---

**Note** All section formatting is stored in the section mark. You can select the section mark like any other character and copy, move, or delete it. If you delete it, all the section formatting is lost—columns, line numbering, page numbering, headers and footers, and so on. If you delete it by accident, choose Undo from the Edit menu immediately.

---

## Troubleshooting

The way your document has been formatted can complicate pagination. The following pages describe some common problems and offer suggestions for overcoming them.

### Unwanted Page Breaks in Midpage

Automatic page breaks that occur in the middle of a page can be caused by any of several feature settings. The following table lists some common causes of the problem and suggests solutions.

Cause	Solution
A special paragraph format, such as Page Break Before, Keep With Next, or Keep Lines Together, may have been applied.	Check the paragraph just after the unwanted page break for paragraph formats such as these. From the Format menu, choose Paragraph and clear the unwanted options.
Section breaks may have the New Page option selected in the Start box.	If you don't want a page break at the section break, choose Section from the Format menu. In the Start box, select No Break.
Word will not break a page in the middle of a table cell. Note that hidden text within a table can affect pagination.	If you want to break the page in the middle of a cell, split it manually into two cells at the point where you want the page to break. Use the Table Layout command on the Format menu to insert a new row below the row you want to split. Then copy some of the text into the empty row.

### Page Break Is Ignored

If you inadvertently format a manual page break as hidden text—this is easy to do if your break is immediately before or after an index or table of contents entry—and then specify in the Print dialog box that hidden text not print, your page break will be ignored.

To solve this problem, select the page break and choose the Character command from the Format menu. Under Style, clear the Hidden check box. Make sure that some portion of the paragraph immediately following the manual page break is not hidden.

## Word Doesn't Repaginate When Repaginate Now Is Chosen

If no changes have been made to your document since you last repaginated it, Word won't repaginate again when you choose Repaginate Now. If you want to force Word to repaginate, press Shift and choose the Repaginate Now command from the Tools menu.

## Page Break in Framed Paragraph Is Ignored

If you specify an absolute position for a paragraph in a frame and then try to insert a manual page break within it, Word will ignore the page break.

If you must break a framed paragraph, insert a section break. Choose Section from the Format menu, and then select New Page from the Start box to force a new page.

## PostScript Commands Won't Print After Page Break

When a PostScript command is applied to a paragraph that breaks over a page, printing will not continue after the page break because PostScript commands are sent to the LaserWriter page by page. To solve this problem, use the following procedure:

- 1 From the Tools menu, choose Preferences.
- 2 In the View category, select the Show Hidden Text check box, and then close the dialog box.
- 3 In your document, select the PostScript instructions.
- 4 From the Edit menu, choose Copy.
- 5 From the Tools menu, choose Preferences.
- 6 In the View category, clear the Show Hidden Text check box.
- 7 From the Tools menu, choose Repaginate Now to get a true representation of your page breaks.
- 8 Position the insertion point just below the dotted line representing the page break in the middle of the paragraph.
- 9 Press SHIFT+ENTER to insert a manual page break.
- 10 Without moving the insertion point, choose Paste from the Edit menu to insert the PostScript instruction into the second part of the paragraph.

# Viewing Documents

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## Overview

Word provides four ways to view your document on the screen. Each view allows you to concentrate on different aspects of your work in the document.

- Normal view is the best all-purpose working view. You will probably do most of your typing, editing, and formatting in this view.
- Page layout view displays each page in your document as it will look when printed. You can see multiple-column layouts, headers, footers, footnotes, and positioned items in place on the page. Use this view to check the final appearance of your document and to make last-minute changes to the text and formatting.
- Print preview shows a miniature version of your document, reduced to display two pages on the screen. Although you can't edit text in this view, it provides a convenient way to review the final page layout, check page breaks, adjust the margins, insert page numbers, and move positioned text and graphics.
- Outline view is useful even if you don't write your documents from an outline. This view makes it easy to move and copy text and to reorganize long documents.

For information about outline view, see Chapter 28, "Outline View: Creating Outlines and Reorganizing Documents."



## Normal View: For Most of Your Work, Most of the Time

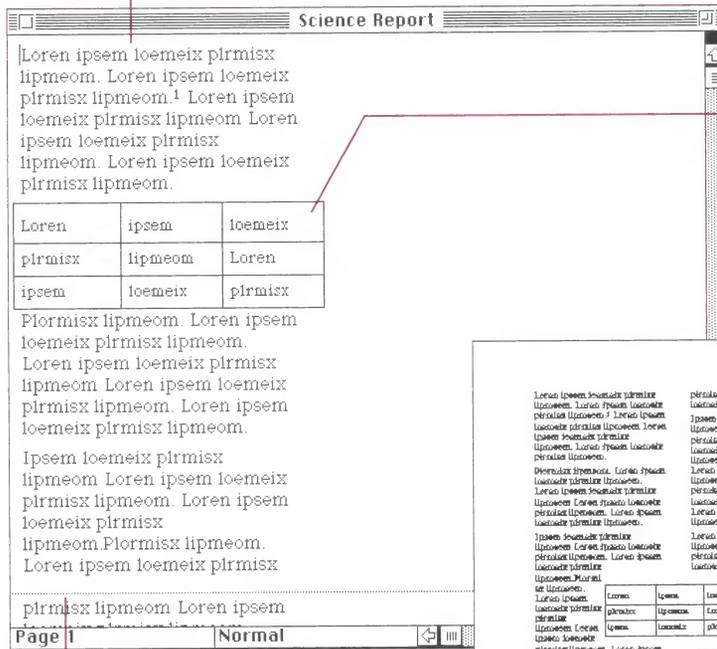
Normal view, the default view in Word, is best for the everyday work of entering and formatting text and graphics. You can see most text formatting—the font, font size, line spacing, indents, and so forth—as it will look when printed, but the arrangement of text and graphics on the page is simplified. For example, text formatted in columns, though shown in its actual width, is displayed in one continuous column, instead of in columns arranged side by side on the page. Text and graphics you positioned using the Frame command on the Format menu appear in the order you inserted them in your document, not in the position where they will print.

Normal view makes it easy to edit text across page breaks, shown as dotted lines, and section breaks, shown as double dotted lines. To work with elements outside the main body of text, such as headers, footers, and footnotes, you open a separate window. For example, to see a header (the text printed in the top margin of each page), open the header window using the Header command on the View menu. Switch to print preview or page layout view to see the page elements as they will look when printed.

### To display a document in normal view

- ▶ From the View menu, choose Normal.

*Multiple columns are shown in their actual width, but not side by side.*



*The positioned graphic is shown where it was inserted in the text.*

*The page break is marked by a dotted line.*

*The printed document*



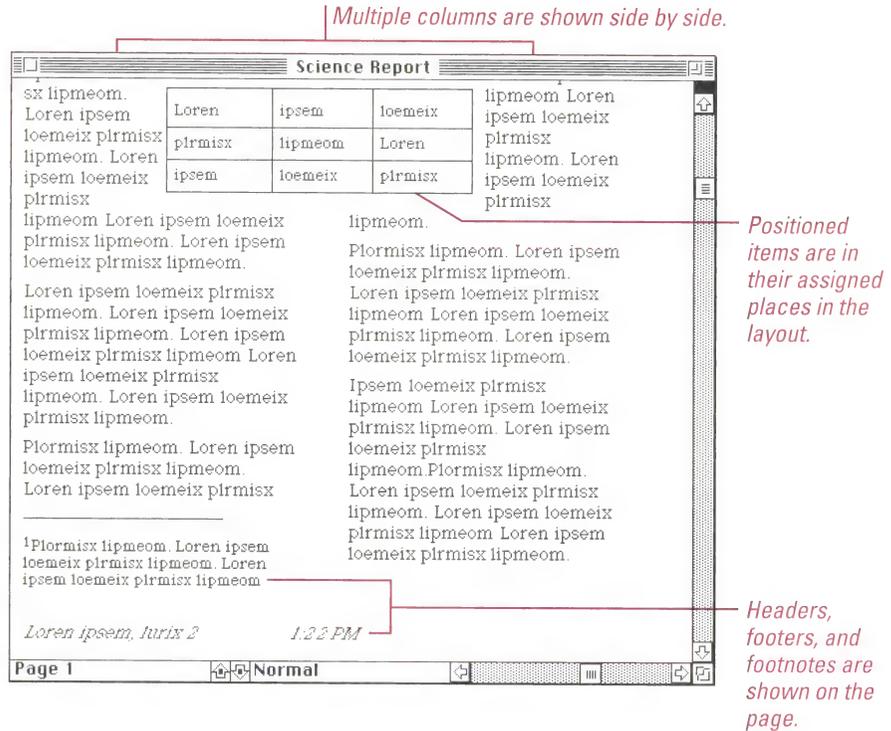
Document in normal view

## Page Layout View: See and Edit the “Printed” Page

After you’ve entered text and graphics into your document, switch to page layout view. You’ll see how page elements such as columns, graphics, headers, footers, and footnotes will be positioned on the printed page. You can also continue to type, edit, and format text in this view. The only page element not visible is line numbers, which are displayed only in print preview.

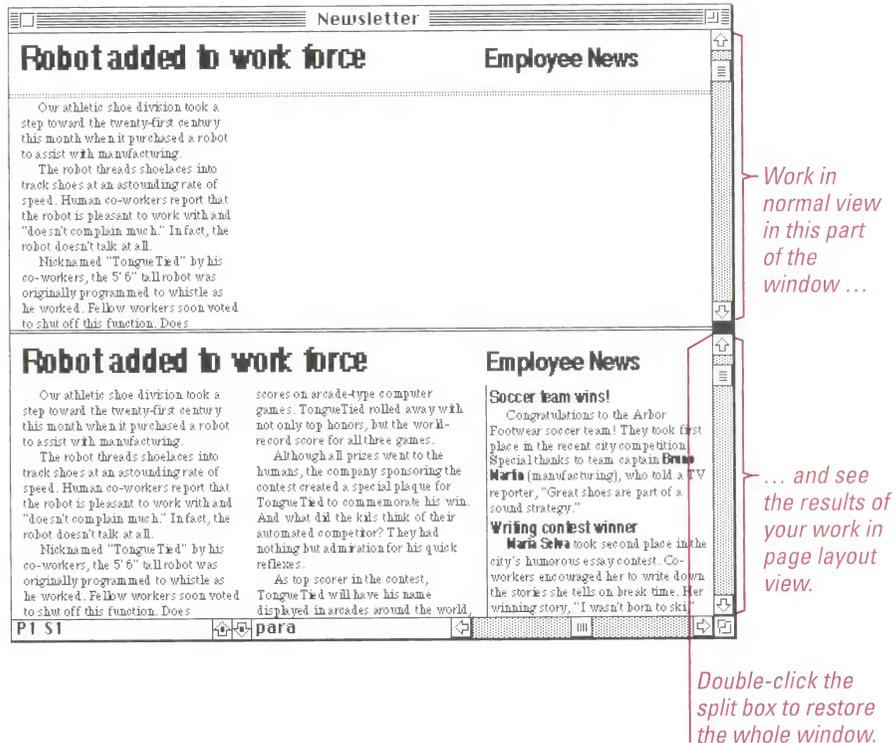
### To display a document in page layout view

- From the View menu, choose Page Layout.



### Document displayed in page layout view

You should do most of your typing and editing in normal view and use page layout view to make final changes. To take advantage of both the editing speed of normal view and the immediate results shown in page layout view, you can split the document window. Display the document in page layout view in one part of the window and work in normal view in the other. You can scroll and edit the document in either part of the window, and changes you make in one part are shown instantly in the other.



## To split a window and display another view

- 1 Double-click the split box, or press **COMMAND+OPTION+S**.
- 2 Click the top or bottom half of the window.
- 3 From the **View** menu, choose the view you want for that half of the window.

## To restore the whole window

- ▶ Double-click the split box, or press **COMMAND+OPTION+S**.

## Working in Page Layout View

With a few exceptions, you edit and format your document in page layout view exactly as you do in normal view. Here are some differences you'll notice:

- You can move the insertion point directly to any part of the page, allowing you to type and edit headers, footers, and footnotes without opening a separate window.
- The 0 (zero) mark on the ruler doesn't always line up with the left margin. Instead, it aligns with the left boundary of the paragraph containing the insertion point or selection, which may be the right column of a two-column page. This alignment gives you precise measurements when you set tabs or indents in a column.

- You can scroll one page at a time. When you reach the bottom of a page, scrolling down changes the display to show the top of the next page. You cannot see the bottom of one page and the top of another at the same time.
- When you choose Show ¶ from the View menu, dotted lines mark the boundaries of the individual blocks of text and graphics on the page—each main text column, the headers and footers, footnotes, frames containing text and graphics, and so forth. If you want Word to display boundaries around the page elements every time you switch to page layout view, select Text Boundaries In Page Layout View, a View option in the Preferences dialog box (Tools menu).

---

**Note** Formulas are displayed in their final form in page layout view. To edit formulas, return to normal view and choose Show ¶ from the View menu.

Formulas that were created with The Microsoft Equation Editor must be edited in The Equation Editor window. For more information about formulas created with the Equation Editor, see *Microsoft Equation Editor User's Guide*.

---

## Use Background Repagination in Page Layout View

By default, Word updates the page breaks in your document whenever you pause while typing or editing. This is called background repagination. You can clear this option in the General category of the Preferences dialog box (Tools menu), but it is best to have it selected when you are working in page layout view.

Without background repagination, the page display isn't automatically updated unless you make a change that affects the page breaks. For example, if you increase the font size of a heading, causing text to overflow the current page, or delete text, causing text to flow onto the current page from the next page, Word updates the page display.

However, if your typing and editing affects only text within the current page, Word does not automatically update the page display, and text areas may temporarily seem to overlap or otherwise not appear in their final position. Adding text in the left column of a two-column layout, for example, may shift a footnote reference mark in the first column to the next column. The footnote related to the reference mark, however, may not immediately move to the bottom of the right column. If this happens, you can update the display by choosing Repaginate Now from the Tools menu. You also can update the display by switching quickly out of and then back into page layout view.

## Moving the Insertion Point and Selecting Text

You select text in page layout view the same way you select it in normal view. In page layout view, however, paragraph selection bars are active at the left of each paragraph, including paragraphs in multiple columns and frames containing text or graphics.

For the most part, you use the scroll bars and move the insertion point in page layout view just as you do in normal view. Page layout view also allows you to move quickly to the previous or following page by clicking the page forward or page back button at the bottom of the window.

**Note** After scrolling to a new page, make sure you click in the window to position the insertion point on the current page before you begin typing or editing.



Selection bars are at the left of each paragraph.

Use the scroll bar to view more of the current page or to scroll to another page.

When you use arrow keys to move the insertion point in page layout view, the insertion point first moves through the current page element—that is, through the text column, header or footer, positioned paragraph, table, or graphic—before it proceeds to the adjacent element. For example, if you have multiple columns in your document, pressing the RIGHT ARROW key moves the insertion point to the end of the current text column before moving it into the next column.

To move directly to an adjacent page element, combine `COMMAND+OPTION` with a key on the numeric keypad. For example, pressing `COMMAND+OPTION+2` on the keypad moves the insertion point into the next page element. For a complete list of keys you can use to move quickly through a page in page layout view, see Appendix C, “Keyboard and Mouse Shortcuts.”

## Working with Headers, Footers, and Footnotes

In page layout view, choosing the Header or Footer commands from the View menu moves the insertion point into the appropriate header or footer area instead of opening the header or footer window. You also can use the arrow keys or the mouse to move the insertion point directly to existing header or footer text. When you type, edit, or format header or footer text, the changes are reflected on all pages on which that header or footer appears.

To insert the date, time, or page number in the header or footer when you are working in page layout view, use the Glossary command on the Edit menu. For information on glossaries, see Chapter 12, “Glossaries: Storing Items for Reuse.”

Inserting footnotes in page layout view works in a similar way. Choosing the Footnote command from the Insert menu inserts the selected reference mark in the text. Word then moves the insertion point to the area in your document where the footnote text is printed, whether it’s the bottom of the page, end of the section, or end of the document.

---

**Tip** After typing or editing the header, footer, or footnote text, use the Go Back command (`COMMAND+OPTION+Z`) to return the insertion point to where you were previously working.

---

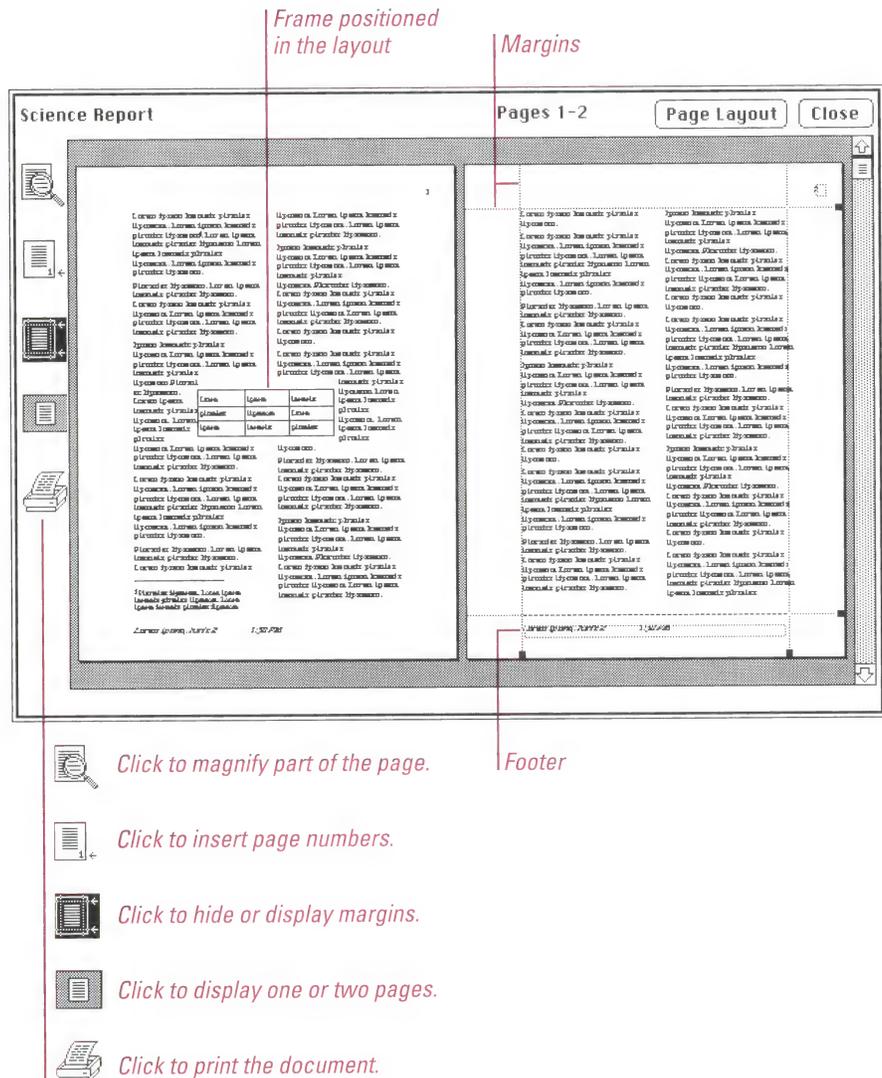
## Print Preview: See Results Before You Print

Print preview shows you how your document will look when you print it. You can see whole pages one or two at a time and see parts of the document that aren’t shown in normal view. If you decide you’re ready to print after checking the pages, click the print symbol to open the Print dialog box.

All page elements that appear within the printable area of the page are shown in print preview. Some printers, including most laser printers, cannot print to the edge of the page. If you’ve placed page elements in the margins, you can use print preview to make sure that they lie within the printable area.

If your document contains hidden text that you do not want to print, clear the Print Hidden Text check box of the Document command on the Format menu before using Print Preview. Otherwise, the previewed page breaks and text layout will not be accurate.

**Tip** If you want to print a header or footer so it overlaps the main text area, switch to print preview and then hold down the SHIFT key as you drag the header or footer. Word automatically sets a fixed margin measurement in the Document dialog box. For more information about positioning headers and footers, see Chapter 31, “Headers and Footers.”



Document displayed in print preview

## To display a document in print preview

- 1 From the File menu, choose Print Preview, or press **COMMAND+OPTION+I**. Word displays the page visible at the top of the document window and the following page, if two-page display is selected.
- 2 Use the scroll bar or **UP ARROW** and **DOWN ARROW** keys to see more of the document.

To	Do this
Display the next page or set of pages	Click the bottom scroll arrow or below the scroll box.
Display the previous page or set of facing pages	Click the top scroll arrow or above the scroll box.
Scroll forward or backward several pages at a time	Drag the scroll box down to scroll forward or up to scroll backward.

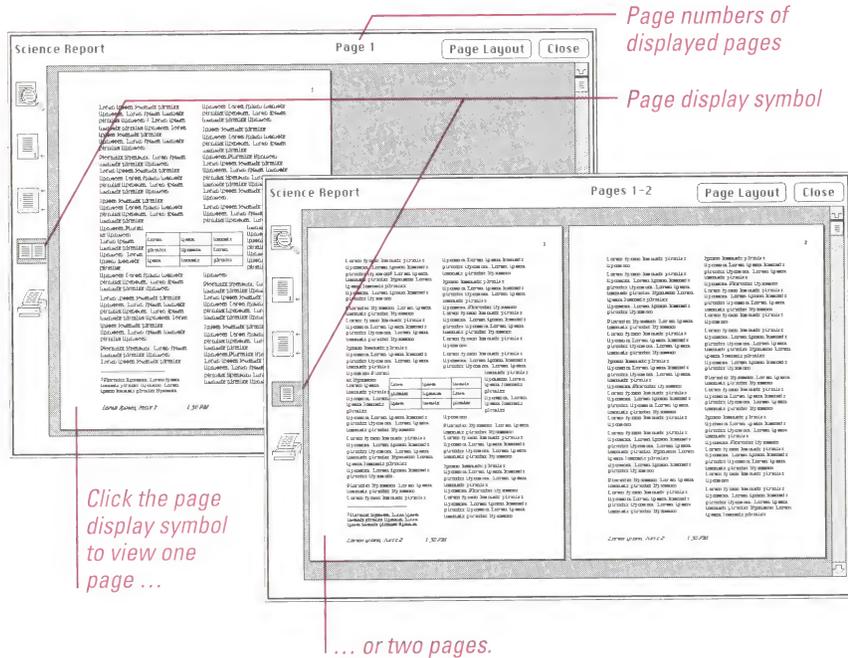
- 3 After viewing the document, you can do one of the following.

To	Do this
Print the document	Click the printer symbol to choose the Print command.
Return to the previous view of the document	Choose the Close button.
Switch to page layout view	Choose the Page Layout button.

## Viewing One or Two Pages

You can view one or two pages at a time in print preview. Single-page display is useful if you're working with a wide document. With two-page display, adjacent pages are shown side by side. As you scroll through the document, the right page shifts to the left, and the next page is displayed on the right.

If you specified a gutter margin, mirrored margins, or different headers and footers on odd- and even-numbered pages in the Document dialog box, Word displays your document in two-page spreads. Even-numbered pages are on the left, and odd-numbered pages are on the right. These two-page spreads scroll two pages at a time, as though you are turning the pages of a book.



## To switch between one-page and two-page display

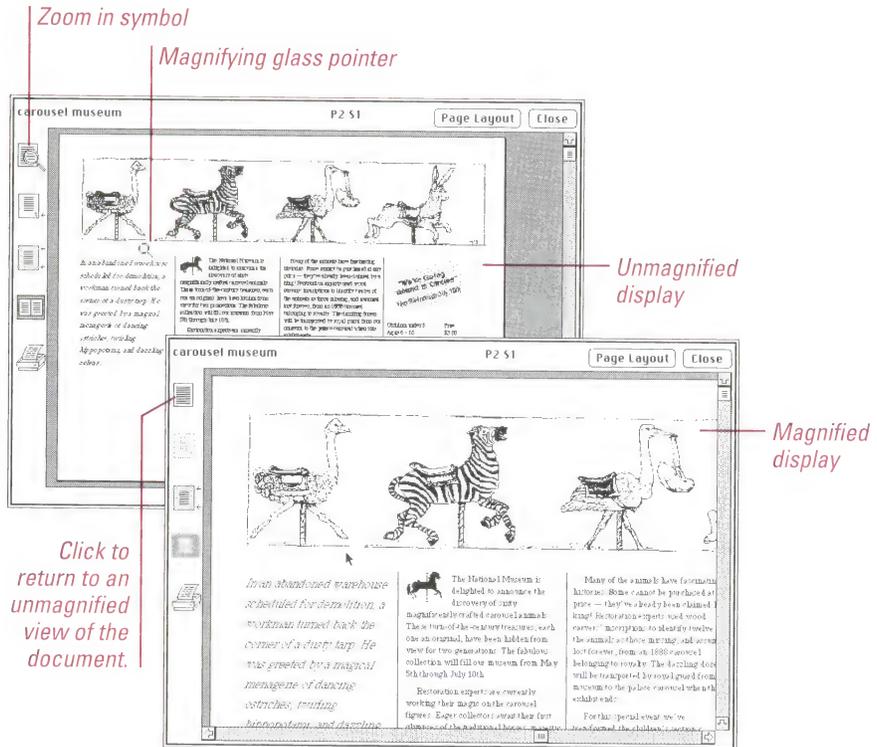
- ▶ Click the page display symbol.

## Magnifying Part of the Page

If you need a closer look at the text, you can magnify, or zoom in, the part of the page you want to see. Once the view is magnified, you can scroll to see different parts of that page. You cannot edit in this view.

### To magnify part of the page

- 1 Click the zoom in symbol.  
Double-clicking the zoom in symbol enlarges the upper-left corner of the page.
- 2 Move the magnifying glass pointer to the part of the page you want to see, and then click.  
Use the scroll bars or arrow keys to move different parts of the page into view.
- 3 Click the zoom in symbol again to return to the unmagnified view of the entire page.



## Adding Page Numbers

**For more information about page numbers, see Chapter 22, "Numbering Pages."**

Adding page numbers in the print preview window allows you to see immediately where page numbers will print on the page. You can drag the page number to other locations on the page until you get the effect you want. If you choose the Section command after adding or moving page numbers in print preview, you'll see that Word has selected the Margin Page Numbers check box and updated the From Top and From Right boxes to reflect the new page number location.

Inserting or moving a page number on a page affects all pages in the section. If you divide your document into more than one section, you need to add the page numbers to each section where you want page numbers printed.

## To insert page numbers

- 1 In the print preview window, click the page number symbol.

The mouse pointer changes to a page number pointer.

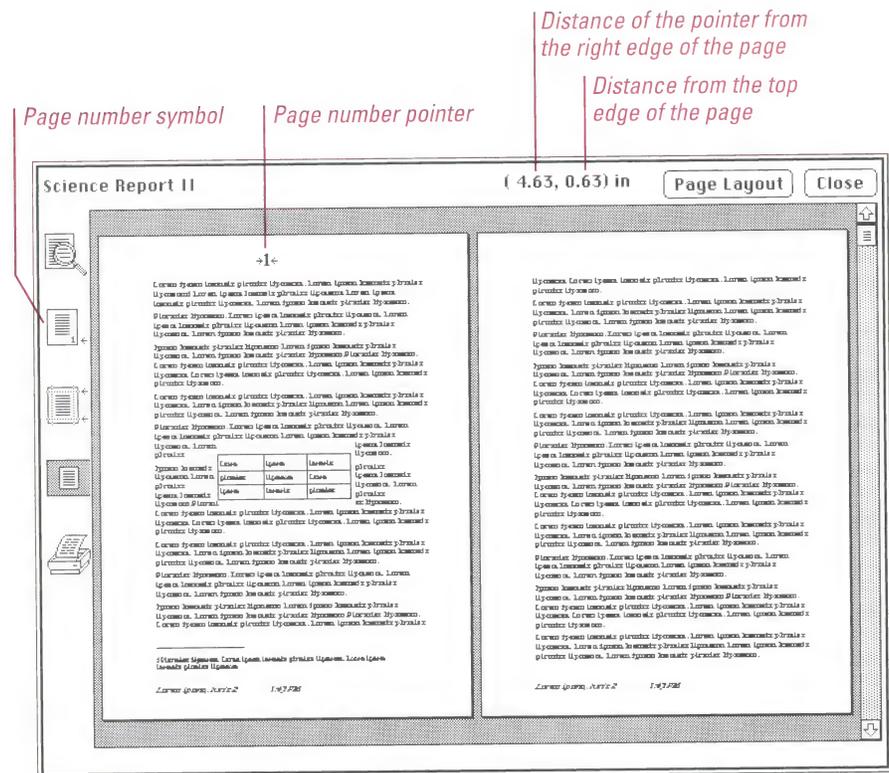
Double-clicking the page number symbol automatically inserts page numbers in the top margin, 0.5 inch from the top and right edges of the page.

- 2 Point to where you want the number printed on the page, and then press and hold the mouse button.

In the top of the window, Word displays the distance of the page number from the right and top edges of the page.

- 3 Drag the pointer to adjust its position, and then release the mouse button.

Word automatically updates the display to show the page number. To speed the update, click outside the page in the background of the window.



## To remove page numbers

This procedure removes page numbers that were inserted in print preview or using the Section command on the Format menu. To remove page numbers inserted with the Header or Footer command, you must use the Header or Footer command again.

- 1 In the print preview window, click the margins symbol if it's not already selected.
- 2 Point to the page number and drag it from the page.

Word updates the display automatically. To speed the update, click outside the page in the background of the window.

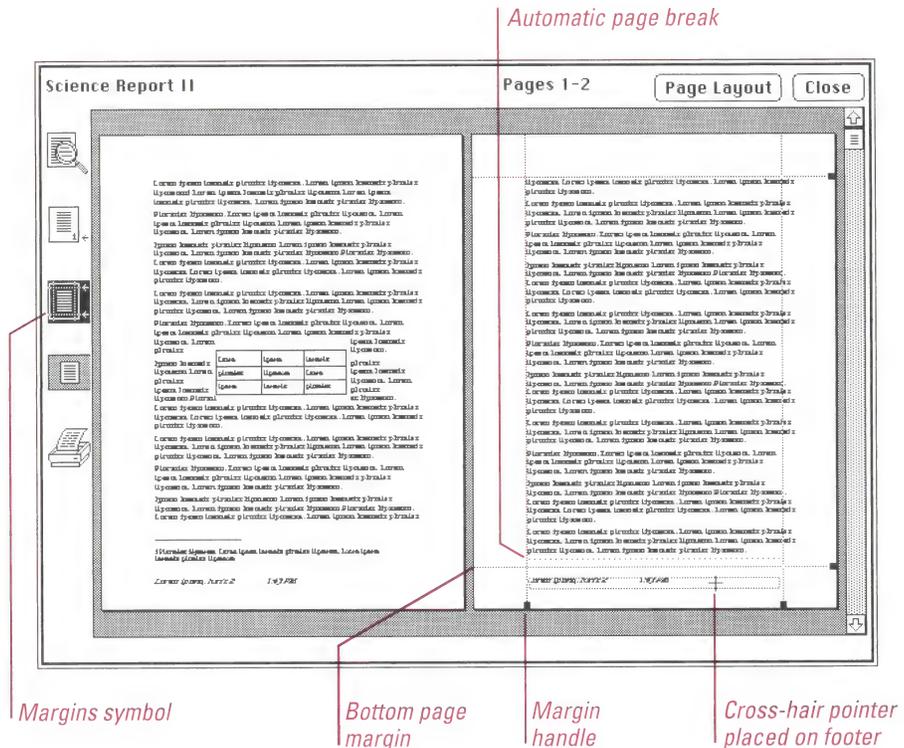
When you remove a page number in print preview, Word automatically removes the page numbers from all pages in the current section and clears the Margin Page Numbers check box of the Section dialog box.

## Adjusting the Layout in Print Preview

Although you can't type or format text in print preview, you can adjust the layout of the pages. When the margins symbol is selected, dotted lines mark document margins and the boundaries of the following page elements. By dragging these, you can:

- Insert, move, and delete page breaks.
- Change the document margins.
- Move text and graphics you positioned using the Frame command on the Format menu.
- Adjust the positions of headers and footers for the current section.
- Move page numbers you inserted in print preview or using the Section command on the Format menu.

When you drag a margin or page element, the measurements in the top of the window change to show each new position of the element relative to the edges of the page. Once you change the placement of an element, Word updates the settings in the appropriate dialog box. For example, when you change the margins, Word updates the margin settings in the Document dialog box.



Print preview also makes it easy to adjust page breaks and to see the effects immediately. For example, you can adjust a page break so that a heading appears at the top of the next page. Adjusting page breaks in print preview helps you avoid having to reprint your document. If sections of your document have newspaper-style, or snaking, text columns, you can also control column breaks.

When you click the margins symbol, Word displays the document's page and section breaks. Unlike the lines marking the top and bottom document margins, which extend across the page and end with a handle, page and section break lines extend only between the left and right margins. In print preview, you can adjust page breaks, but not section breaks.

**For more information about breaking pages, see Chapter 23, "Pagination."**

### Type of break

- Automatic page break
- Manual page break
- Section break

### Appearance

- .....
- .....
- .....

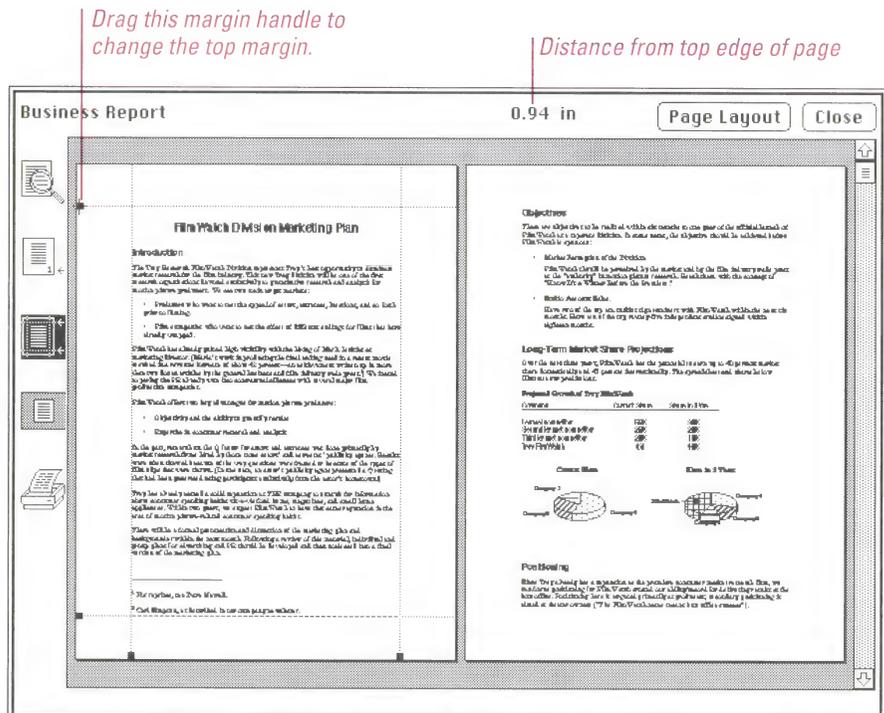
## To adjust margins or reposition page elements

Use this procedure to adjust margins or to move page numbers or positioned graphics and text. Note that adjusting the margins for any page affects all pages in the document.

- 1 In the print preview window, click the margins symbol if it's not already selected.
- 2 If you are displaying two pages, click the page on which you want the boundaries displayed.
- 3 Point to a margin handle or to the item you want to move.
 

The pointer changes to a cross-hair pointer over any object that can be moved.
- 4 Drag the margin handle or item to its new position and then release the mouse button.

Word updates the display automatically. To speed the update, click outside the page in the background of the window.



## Positioning Objects on the Page

With the Frame command on the Format menu or the Frame command on the Insert menu, you can place a paragraph containing text or graphics in any location within the printable area of the page. You can specify the position of the paragraph relative to the margins, edges of the page, or the column boundaries of newspaper-style, or snaking, text columns. Text or graphics that you place using the Frame command generally are referred to as positioned objects or frames.

In print preview, you can fine-tune the positioning of any positioned object by dragging it on the page. Word displays the measurements of the current location as you drag the object across the page. For more information about positioned objects, see Chapter 21, “Positioning Text and Graphics on the Page.”

### To move page breaks and column breaks

- 1 In the print preview window, click the margins symbol if it's not already selected.
- 2 If you are displaying two pages, click the page on which you want to adjust page or column breaks.
- 3 Point to the page or column break you want to move.  
The pointer changes to a cross-hair pointer.
- 4 Do one of the following.

To	Do this
Insert a manual page break	Drag the automatic page break (usually near the bottom margin) up to where you want the page to break. You cannot insert a page break within a table cell.
Move a manual page break	Drag the page break up or down. If Word needs to insert an automatic page break before the new manual page break, it does so and deletes the manual break.
Delete a manual page break	Drag the manual page break into the bottom margin. Word fills the page with text from the next page. You cannot delete automatic page breaks.
Break a column at a different location	Drag the page break mark up or down in that column. Make sure the pointer is in the text column when you release the mouse button.

# Forms

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## Overview

By combining some of the powerful features available in Word, you can quickly produce professional-looking forms. Using the table features, borders and shading options, graphics features, and tabs, you can create customized forms for messages, employment applications, invoices, purchase orders, or whatever you need.

This chapter shows how to produce the elements that make up a typical form. The first section illustrates how to use the table and borders features to create boxes or multiple-column grids. The second section illustrates how to create elements such as check boxes, horizontal lines, and vertical lines by using the tabs and graphics features.

The following sample illustrates how Word features can be used to create a form.

*Use the vertical line button on the ruler to separate elements within the cell.*

*Add shading to sections of the form.*

*Use table features and Paragraph spacing and borders options to create groups of individual boxes.*

*Use tab leaders or paragraph border options to create blank lines to be filled in.*

*Create check boxes by inserting and formatting picture frames.*

**While You Were Out**

To |

Date | Time |

From |

Company |

Phone |

Will call again  Please see

Returned your call  Please call

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Before you create a form in Word, sketch it on paper. This helps you decide which sections to create using the table features in Word and which to create using graphics or tabs.

## Using Tables in a Form

**For more information about working with tables, see Chapter 17, “Tables.”**

If the form you design has a number of evenly spaced sections, use the Table command on the Insert menu to create a framework. You can format the table cells either as a grid or as individual boxes.

---

**Tip** When you’re creating a form, make sure the ribbon and ruler are displayed so formatting options are easily accessible. Also you will find it helpful to display nonprinting characters such as paragraph marks and table gridlines. To display nonprinting characters, click the show/hide ¶ button on the ribbon.

---

### To create a table

- 1 Position the insertion point where you want to insert the table.
- 2 From the Insert menu, choose Table.
- 3 In the Number Of Columns and Number Of Rows boxes, specify how many columns and rows you want.

You can add or remove columns or rows later using the Table Layout command on the Format menu.

- 4 In the Column Width box, type a measurement for the width of the columns.  
If you’re not sure how wide you want the columns, accept the default width. Changing the width of columns later is easy, as explained in the next procedure.
- 5 Choose the OK button.

### To change the width of columns or individual cells

- 1 Select the column or cell whose width you want to change.
- 2 On the ruler, click the table scale button: 
- 3 Adjust the width of the column or cell by dragging the column markers on the ruler to the positions you want.

When you drag a column marker, any markers to its right also move. This maintains the width of other columns to the right, but changes the overall width of the table. If you want to change the width of a column without changing the width of the table, hold down the SHIFT key as you drag. Only the widths of the columns on either side of the column marker are changed.

## To merge cells

Sometimes you may want to merge two or more cells into one. For example, you may want to add a heading that spans more than one column. You can merge cells horizontally within a row but not vertically within a column.

- 1 Select the cells you want to merge.

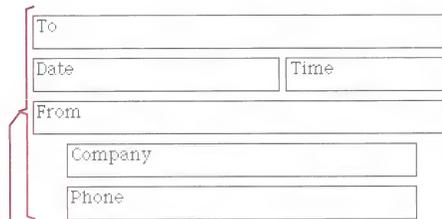


- 2 From the Format menu, choose Table Layout.
- 3 Choose the Merge Cells button.

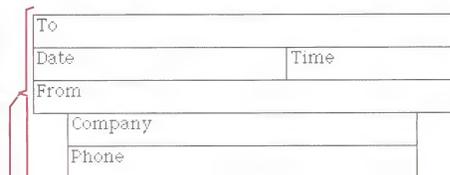


## Adding Borders

You use the Border command on the Format menu to add borders to the boxes in your forms. To add borders between the table cells, forming a grid, you apply borders to the cell boundaries. To create boxes with space between them, you apply borders to the text in the cells rather than the cell boundaries. You can then adjust the spacing above and below the boxes by adjusting the paragraph spacing of the text with the Paragraph command. You can also adjust the horizontal space between boxes using the Table Cells command.



*Borders were applied to the text in these table cells.*



*Borders were applied to the boundaries of these table cells.*

## To add borders to the text in the cell

- 1 Select the cells to which you want to add borders.
- 2 From the Format menu, choose Paragraph.
- 3 Under Spacing, type **4** in the Before box.

This creates a space of 4 points before each row of boxes in your form. Enter a larger number for more space or a smaller number for less.

- 4 Choose the Border button.
- 5 Under Line, select the type of line you want.
- 6 Under Preset Borders, select the Box option.
- 7 Choose the OK button to close each dialog box.

### To add borders to the cell boundaries

- 1 Select the cells to which you want to add borders.
- 2 From the Format menu, choose Border.
- 3 Under Line, select the type of line you want.
- 4 Under Preset Borders, select the Box option. Then click the center of the border sample to add borders along the gridlines between cells.
- 5 Choose the OK button.

## Creating Check Boxes, Lines, and Shading in a Form

In this section, you'll see how the following elements can be used to create a typical form:

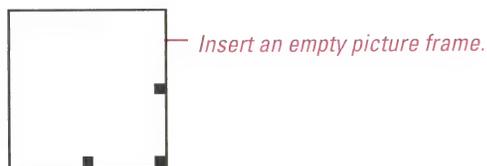
- Check boxes
- Horizontal lines
- Vertical lines
- Shading

### Creating Check Boxes

You can create check boxes in two ways. You can insert an empty picture frame using the Picture button on the ribbon, or you can draw your own box in the picture window. If you use an empty picture frame, you can resize it easily. To make the frame visible, apply formats such as bold, outline, or shadow. If you draw your own box, you can make it look the way you want using the tools in the picture window.

## To insert an empty picture frame

- 1 Position the insertion point where you want to place the check box.
- 2 On the ribbon, click the Picture button.
- 3 Click the close box in the upper-left corner of the picture window.  
Word inserts an empty picture frame. If the picture frame is not visible, click the show/hide ¶ button on the ribbon.
- 4 Click the empty frame to display the black sizing handles. Drag the handles until the frame is the size and shape you want.



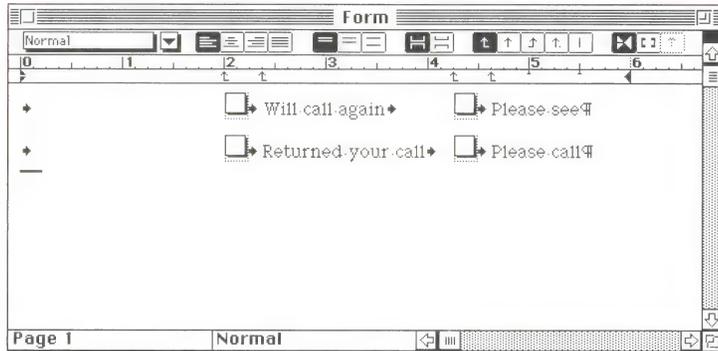
- 5 From the Format menu, choose Border.
- 6 Select the type of border you want for the check box.

For this border	Under Line, select	Under Preset Borders, select
<input type="checkbox"/>	Single	Box
<input type="checkbox"/>	Thick	Box
<input type="checkbox"/>		Shadow

If you don't apply a border, the check box does not appear when you print the document.

- 7 Choose the OK button.

Use tabs to position check boxes and the text beside them.



For more information about drawing in Word, see Chapter 20, “Creating and Importing Graphics.”

### To draw your own box

- 1 Position the insertion point where you want to place the check box.
- 2 On the ribbon, click the Picture button.
- 3 Select the drawing tool you want.

For example, to insert a rectangular box, select the rectangle tool.

- 4 To draw a uniform square, hold down the SHIFT key, and then drag the black sizing handles until the box is the size you want.
- 5 Click the close box in the upper-left corner of the picture window.

### To adjust spacing around a check box

If a check box is too close to whatever is above or below it, you can easily adjust the spacing.

- 1 Position the insertion point in the paragraph containing the check box.
- 2 From the Format menu, choose Paragraph.
- 3 Under Spacing, type a measurement in the Before box, the After box, or both.

## Creating Horizontal Lines

You can use borders and tab leaders to create horizontal lines in a form. If you want the lines to extend from one margin to the other, create them with the border feature. If you want the lines to follow text or to extend only a certain distance between the margins, create them using tab leaders.

Message: \_\_\_\_\_ — Line created using a tab leader.  
 \_\_\_\_\_ }  
 \_\_\_\_\_ } Lines created using paragraph borders.  
 \_\_\_\_\_ }

### To create horizontal lines using borders

- 1 Position the insertion point where you want the first line to appear.
- 2 From the Format menu, choose Border.
- 3 Select the type of line you want, and then click the center and bottom of the border sample.

If you want to remove the line, select the None option under Line, and then click the line on the border sample again. If you want to change the line type, select another option under Line.

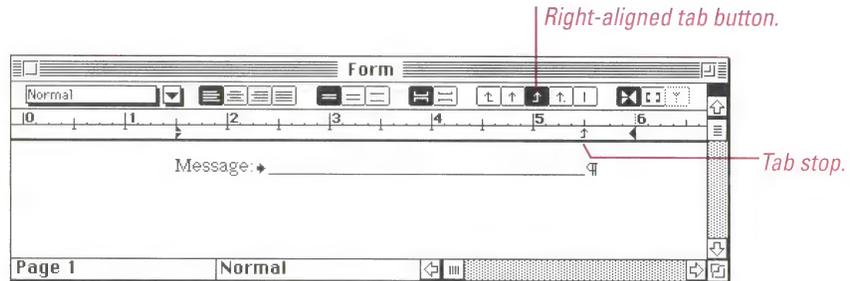
- 4 Choose the OK button.
- 5 Press the ENTER key repeatedly to add as many lines as you need.

If you want to change the spacing between the lines, choose Paragraph from the Format menu. Under Spacing, type a measurement in the Before box, the After box, or both.

## To create horizontal lines using tab leaders

If your form requires lines of varying lengths with varying spaces between, using tab leaders in paragraphs is the best way to create horizontal lines. For example, in the sample form at the beginning of this chapter, tab leaders were used to create the line that extends from the end of the word “Message” to the right edge of the form.

- 1 Position the insertion point where you want the line to begin.
- 2 Click the right-aligned tab button on the ruler.
- 3 Click the ruler to set a tab stop where you want the line to end.
- 4 Double-click the tab stop you set to open the Tabs dialog box.
- 5 Under Leader, select the solid-line option.
- 6 Choose the OK button.
- 7 Press the TAB key to create the line.



## Creating Vertical Lines

You may want to use vertical lines to separate parts of your form. For example, you could insert a vertical line in a paragraph, between columns, or to separate elements within a table cell.

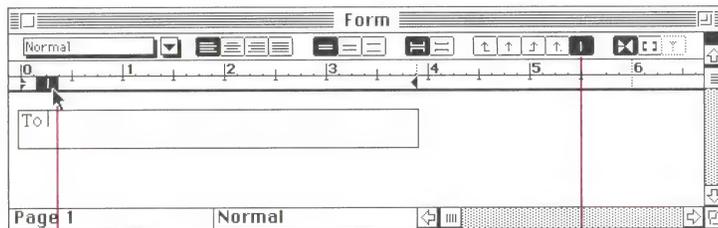
### To create vertical lines

- 1 Select the paragraphs or cells in which you want to insert vertical lines.

If you are creating a vertical line in a single paragraph, position the insertion point anywhere within that paragraph.

- 2 Click the vertical line button on the ruler.
- 3 Click the ruler where you want each vertical line.

A line appears in that position in each selected paragraph or cell.



*Click the vertical line button ...  
... and then click the ruler where  
you want the vertical line to appear.*

---

**Tip** If you want to type text beside a vertical line, click the left-aligned tab button on the ruler, and then set a tab stop to the right of the line.

---

### To move a vertical line

- ▶ Drag the vertical line marker to a new position on the ruler.

### To delete a vertical line

- ▶ Drag the vertical line marker off the ruler.

## Adding Shading

You can add shading to paragraphs and table cells. When applied to table cells, shading fills the entire area between the table gridlines. When applied to paragraphs, the shading fills the area between the left and right indents set for the paragraph.

### To add shading to paragraphs or cells

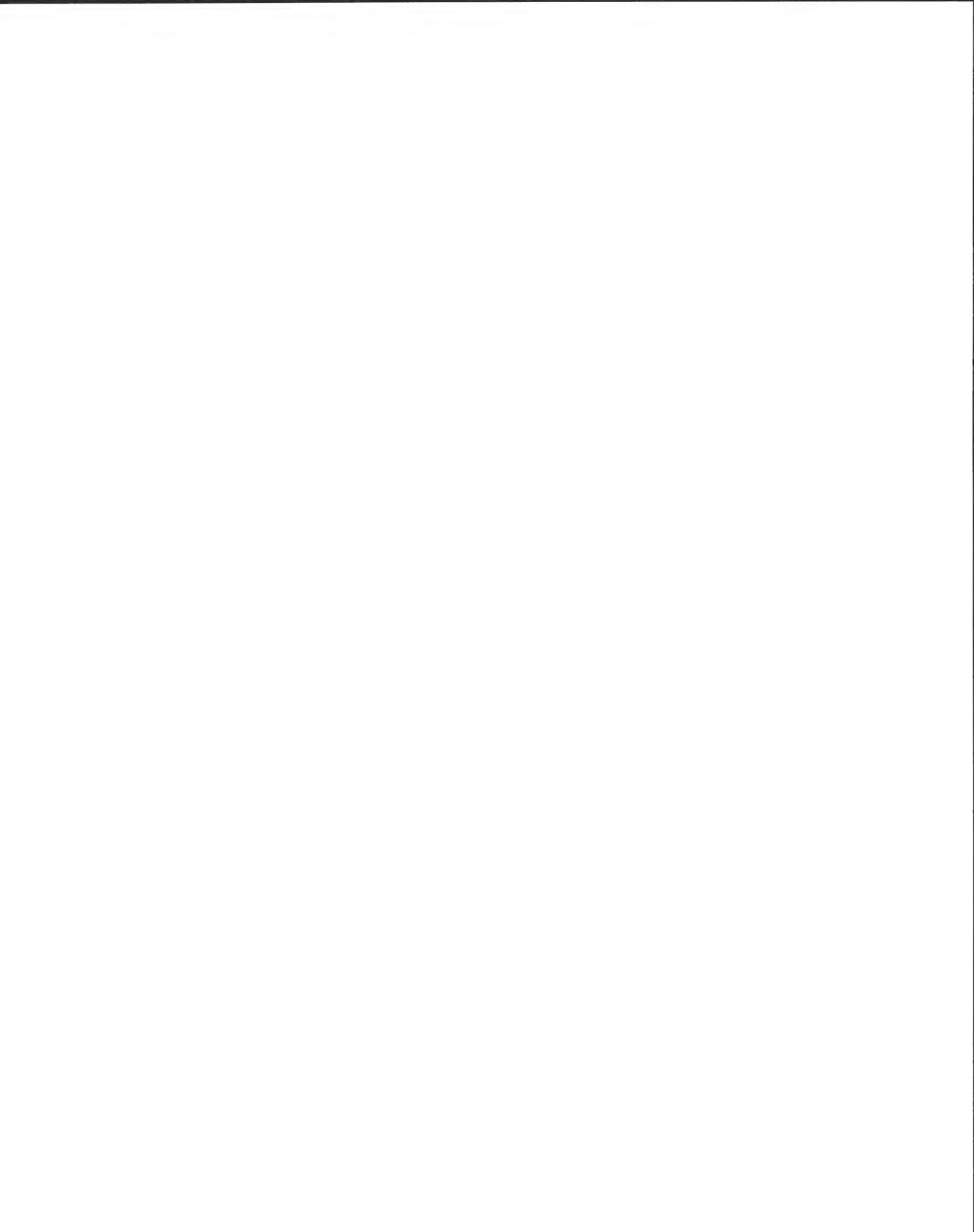
- 1 Select the paragraphs or cells you want to shade.
- 2 From the Format menu, choose Border.
- 3 In the Apply To box, make sure the item you want shaded is selected.
- 4 Click the down arrow next to the Shading box, and then select a percentage from the list.

In the sample form, 50 percent shading was used, and single-line borders were applied to the top and sides of the paragraph.

- 5 Choose the OK button.



# Managing Documents



# Finding and Managing Files

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## Overview

Over time, you will probably create many documents that contain information you want to reference or reuse. With Word, if you want to locate a quotation, reuse a graphic, review a document's contents, or compare information with a co-worker, you can quickly locate the information you need from any drive or directory to which you have access.

With the Find File command, you can locate a document by basing your search on almost any information you can remember—or guess—about the document. For example, if you remember the name of a file, or even part of the name, you can search by filename. Or, if you want to find all files that contain a particular phrase, such as “annual income,” you can search specifically for that phrase. If you need information from a memo that a colleague wrote last May, you can search for files created by your colleague, concerning that subject, during the month of May.

## Using Summary Information

When you save a file for the first time, Word automatically displays the Summary Info dialog box. Although you don't have to fill in this dialog box, taking a minute to type information about the document, such as its title and subject, will help you locate the documents you need more quickly, especially if you work with many documents over a network or on a project involving many people.

You can also review, fill in, or edit summary information for the current document at any time by choosing the Summary Info command from the File menu. If you fill in the summary information before saving a document for the first time, Word does not display the Summary Info dialog box when you save.

If you don't want Word to display the Summary Info dialog box when you save documents, clear the Prompt For Summary Info check box, an Open And Save option in the Preferences dialog box (Tools menu).

In the Summary Info dialog box, you can do any of the following:

- Fill in the information you want.
- Choose OK without filling in any information.
- Choose Cancel to have Word display the Summary Info dialog box the next time you save the document.

Type information in one or more text boxes.

The Summary Info dialog box

**Title** The title for the active document.

**Subject** A description of the document's contents.

**Author** By default, the name you typed when you installed Word on your computer. Change the author for the current document by typing a new name in the text box. Change the author for all documents by typing a new name in the Your Name text box, one of the General options in the Preferences dialog box (Tools menu).

**Version** A number, word, or phrase, such as Version 1 or Review draft, that identifies the document version.

**Keywords** General topics in the document or other important information, such as client names and account numbers.

### To fill in and edit summary information

- 1 If the Summary Info dialog box is not already displayed, choose Summary Info from the File menu.
- 2 Fill in the information you want for the document. You can type up to 255 characters, including spaces, for each category of information.  
Use the same procedures for editing that you use for document text. Use the mouse or the TAB key to move from box to box.
- 3 Choose the OK button.

---

**Note** When you save a document to a file format other than Normal (Word), Interchange Format (Rich Text Format, or RTF), or Word for Windows (MS Word for Win 2.0) Word does not display the Summary Info dialog box. If you choose Summary Info from the File menu and fill in summary information for the document, Word automatically changes the file format to Word format and records the summary information so you can use it in a search. If you save the file again in a file format other than Word, RTF, or MS Word for Win 2.0, the summary information is deleted from the document.

---

## Using Summary Information to Define Glossary Entries

In Word, you can type text once, define it as a glossary entry, and then insert the text anywhere in a document without having to retype it. Word provides standard glossary entries that already contain text, such as the page number and current date. Word also provides the following standard glossary entries for summary information: Title, Subject, Author, Version, and Keywords. The text for these glossary entries comes from the corresponding text boxes in the Summary Info dialog box. For example, if you type a document title in the Title box in the Summary Info dialog box and choose OK, you provide the text for the standard glossary entry Title for that document. You can then insert the title anywhere you want in the document—in a header, footer, or elsewhere—by selecting the Title glossary entry in the Glossary dialog box.

The first time the Summary Info dialog box is displayed, the boxes are blank, except for the Author text box. The Author text is automatically inserted from the Your Name option in the Preferences dialog box. If you choose Cancel in this dialog box, the Summary Info is not saved with the document and the glossary entries will not contain any text. This is true for all glossary entries, including Author.

Note also that if you change the information in the Summary Info dialog box, Word does not automatically update the corresponding text where you inserted glossary entries in your document. For more information on glossaries, see Chapter 12, “Glossaries: Storing Items for Reuse.”

## Retrieving Documents Using Find File

The information that you use to locate a document—filename, author, subject, and so on—is called the search criteria. When you choose Find File from the File menu, Word displays the Search dialog box. In the Search dialog box, you specify the search criteria that you want Word to use in determining the list of files it displays in the Find File dialog box. When you choose the OK button, Word searches the disk and displays the Find File dialog box. From the list in the Find File dialog box, you can learn the file’s location, display its contents, and search for specific text without opening the file. You can also perform file management tasks, such as opening and printing one or more files.

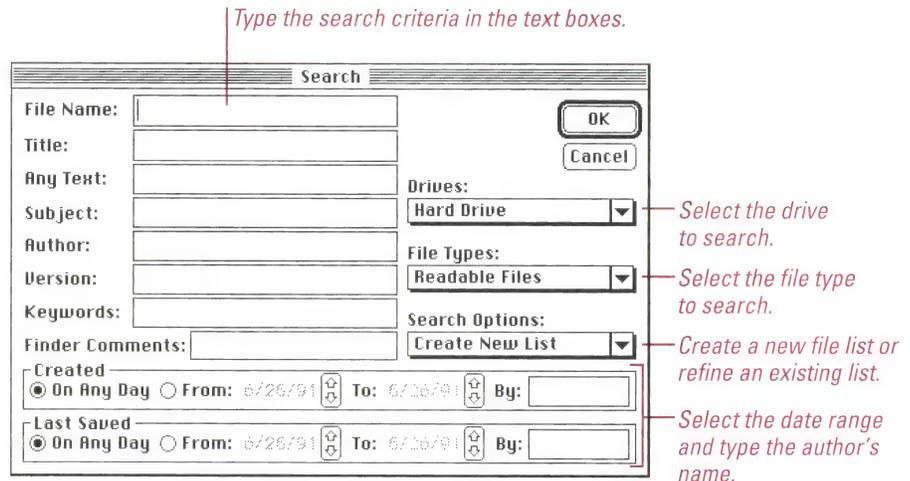
### Specifying Search Criteria

By default, the Find File dialog box lists readable files that are on the startup disk. By specifying criteria in the Search dialog box, you can create a list of files in the Find File dialog box that have similar filenames, that contain specific text, that were created and/or modified during a specific time frame or by a specific person, or that include specific text in the Get Info box in the Macintosh Finder.

If you provided summary information for your files, you can also locate files that contain any of the information you typed—title, subject, author, version, and keywords.

You can further target your search by specifying a specific drive on your computer or on a network to which you are connected. You can also search through a specific file type, such as text or graphics, or through all file types that Word can read.

After you create a list in the Find File dialog box, you can return to the Search dialog box, change the search criteria, and use the search options to create a new list or revise the existing list.



The Search dialog box

**File Name** The name, or part of the name, of the file to locate.

**Title, Subject, Author, Version, Keywords** Text you previously typed in a document's Summary Info dialog box. If the selection in the File Types list does not include Word or RTF documents, these fields aren't considered in the search.

**Any Text** Text that appears in the documents you want to locate. Word searches all the characters in your documents for matching text.

**Finder Comments** Text you typed in the Get Info box in the Macintosh Finder. For more information on Get Info, see your Macintosh documentation.

**Created, Last Saved** The first and last date the file was saved and the name (or part of the name) of the person who created or modified the file. The From option is the earliest date you want included in the search, and the To option is the most recent date you want included in the search.

**Drives** The drive you want to search.

**File Types** The file format or formats to be considered in the search.

**Search Options** Create New List replaces the current list in the Find File dialog box. Add Matches To List applies another set of criteria and adds files to the current list. Search Only In List applies another set of criteria to the files in the current list. For more information, see "Changing the Search Criteria," later in this chapter.

---

**Note** If you are using System 6 and switch to the Macintosh MultiFinder and type information in the Get Info box, you must restart your system to view the information in the Find File dialog box.

---

### To search for a file

- 1 From the File menu, choose Find File.
- 2 From the Drives list, select the drive you want to search.
- 3 From the File Types list, select a file format that will include the file you want to locate.
- 4 In the text boxes, type information to specify additional search criteria.  
You can type up to 255 characters, using partial words and any combination of uppercase and lowercase letters. For example, you can type **sa** or **SA** or **Sa** in the File Name box to list the files named 1992 Sales Figures and Salesmanship.
- 5 Under Created and Last Saved, set a range of dates, if desired.  
To set a date, select the From option button. Select the month, day, or year, and then click the up or down arrow to display the date you want.
- 6 To create a new list in the Find File dialog box, make sure that the Create New List option is selected in the Search Options list. This is the default setting.  
–or–  
To revise an existing list, select another option from the Search Options list. For more information, see “Changing the Search Criteria,” later in this chapter.
- 7 Choose the OK button.  
Word closes the Search dialog box, locates the files that match the criteria you specified in steps 2 through 6, and lists them in the Find File dialog box.

To cancel a search in progress, press **COMMAND+PERIOD**.

### Tips for Specifying Search Criteria

**Pinpointing a file** The more criteria you specify, the more you narrow the list in the Find File dialog box and the faster you can locate the exact file you want. For example, when you search for Any Text, Word searches all the text in all your files, including headers, footers, footnotes, and any text you formatted as hidden text. If you have a number of files and Any Text is the only criterion you specify, the search may take a long time.

Although it's often a good idea to include more than a single criterion for a search, including only the search criteria you need to locate a file speeds up the search. For example, if you want a list of all the graphics files on the current drive, the only criterion you should specify is the file type. Make sure that the text boxes are blank and select the following options: the current drive in the Drives list, On Any Day under Created and Last Saved, Create New List in the Search Options list, and Graphics Files in the File Types list.

**Searching more than one drive or file type** If you want to search the files on more than one drive, or if you want to search a combination of file types, first search one drive or file type, and then choose the Search button in the Find File dialog box. Select a different drive or file type, and select Add Matches To List in the Search Options list.

**Allowable characters in a text box** You can type up to 255 characters in any text box in the Search dialog box. You don't have to type all of the text to locate the file, nor do you have to match uppercase and lowercase letters. However, the text you type must otherwise match the text in the file.

For example, if the Keywords text box in the Summary Info dialog box contains *dance, modern* you can locate the file by typing **dance, modern** in the Keywords text box of the Search dialog box. Or you can type **da** or **DA** or **Mo** or any other partial string of text. However, if you type **dance modern** you will not locate the file because the text you are matching includes a comma.

In the Any Text box, you can also use wildcards, such as **^w** to search for white space and **?** to search for any character. For example, typing **the** would find both *the* and *theater*, while typing a space on either side of *the* (or typing **^wthe^w**) would find only the word *the* (with space on either side of it). Typing **th?n** would find the words *than*, *thin*, and *then*, but not the word *thorn*. To find *thorn*, type **th??n**

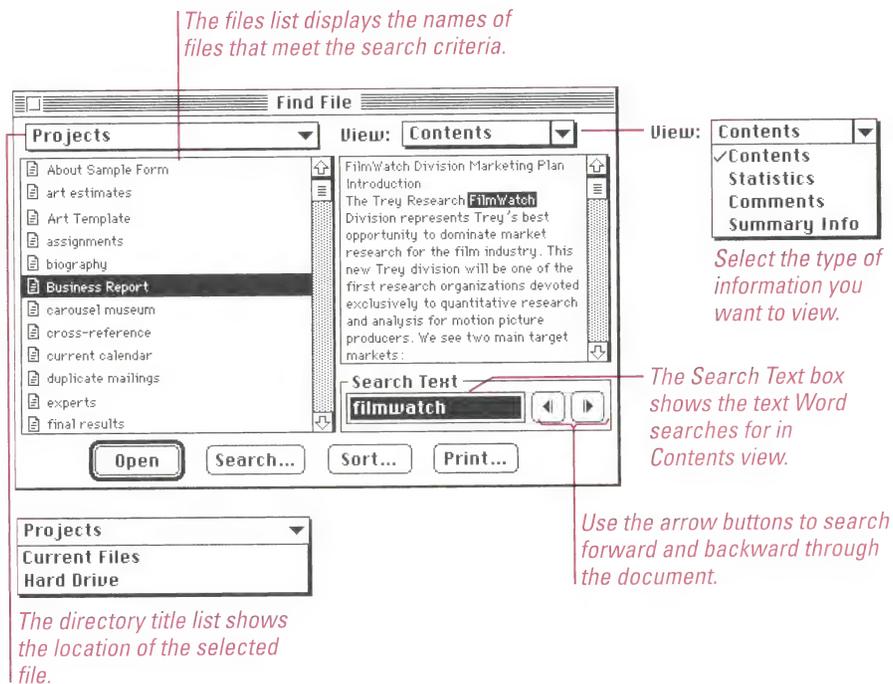
**For more about wildcards, see Chapter 11, "Finding and Replacing Text or Formatting."**

## Locating and Viewing Information About a File

Once the files that meet your search criteria are listed in the Find File dialog box, you can:

- Easily determine the location of a particular file in the list.
- Select a file in the files list and view different types of information about the file.
- Search through the file from the Find File dialog box for specific characters, words, or phrases.

**If you did not install Find File when setting up Word, see Getting Started.**



### The Find File dialog box

In the left list box of the Find File dialog box, Word displays a list of the files that meet your search criteria. Above the list box is the directory title, which shows the location of the file selected in the list and the complete path through the directory hierarchy.

In the View box, you can select the type of information you want to view. You can view the file contents, statistics about the file, comments about the file, or summary information.

Contents view shows all of the text in the selected file, without formatting. When you use the contents view, the Search Text box displays what you typed in the Any Text box in the Search dialog box. If the file you are viewing in contents view contains the text, Word scrolls to the first occurrence and selects the text. You can use the arrow buttons to search forward and backward through the file for each occurrence of the text. You can also type different text in the Search Text box, including wildcards and special characters, and click an arrow button to begin the search. For more information on partial text and wildcard characters, see “Tips for Specifying Search Criteria,” earlier in this chapter. The specific steps for using Search Text are presented in “To search for text in a file,” later in this section.

You can also select the Statistics, Comments, or Summary Info option next to View. These views are described below, in the procedure “To view information about a file.”

### To locate the directory where a file is stored

- 1 In the files list in the Find File dialog box, select the file you want to locate.
- 2 Point to the directory title above the list of filenames and hold down the mouse button.

Word displays the complete path through the directory hierarchy for the file.

### To view information about a file

- 1 In the files list in the Find File dialog box, select the file you want to view.
- 2 In the View box, click the down arrow and select the type of information you want.

To view	Select
Author, version, file type, date and time created and last saved, file size	Statistics
Contents of the file	Contents
Information you typed in the Get Info box in the Macintosh Finder	Comments
Information from the Summary Info dialog box: title, subject, author, version, keywords (available only for Word 5 files)	Summary Info

If you selected more than one file in the files list, Word displays the information for the first file in the list.

---

**Tip** You can view information about the number of characters, words, lines, and paragraphs in a document by choosing the Word Count command from the Tools menu. For more information, see Chapter 13, “Proofing a Document.”

---

## To search for text in a file

- 1 In the files list in the Find File dialog box, select the file you want to search for specific text.
- 2 In the View box, select Contents if it is not already selected.

If you typed text in the Any Text box in the Search dialog box, the text is displayed in the Search Text box.
- 3 Use the arrow buttons to search forward and backward through the file for each occurrence of the text.

–or–  
Type different text in the Search Text box and use the arrow buttons to search forward and backward through the file.

---

**Tip** In the Find File dialog box, you can open a document and immediately locate specific text or a graphic. With Contents selected in the View box, select the filename in the files list. Then select the text or graphic in the right box and choose the Open button. Word opens the document, scrolls to the text or graphic, and selects it.

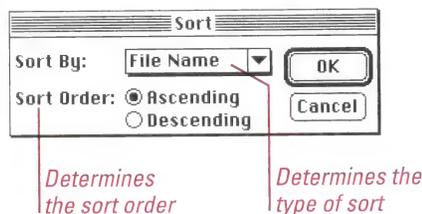
You can copy text to the Clipboard from contents view by selecting it and pressing COMMAND+C or by choosing the Copy command from the Edit menu.

---

## Sorting the File List

When a search is complete, the Find File dialog box lists in alphabetic order the files that match your criteria. For example, the file American Authors would be at the top of the list and Zoology would be at the bottom of the list.

You can use the Sort button in the Find File dialog box to sort the list of files in the order you find most convenient. You can sort by filename, file size, file type, creation date, or date last saved and choose either ascending or descending order.



The Sort dialog box

## To sort a list of files

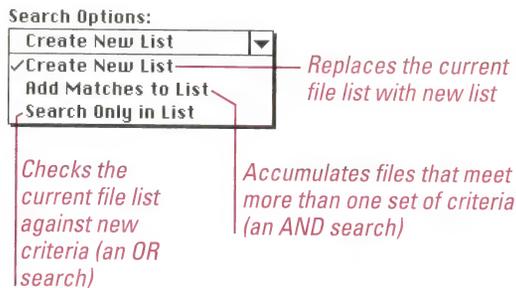
- 1 In the Find File dialog box, choose the Sort button.
- 2 In the Sort By box, select the type of sort you want.
- 3 Select Ascending or Descending to determine the order in which files are listed.

If you sort by	Ascending order lists files	Descending order lists files
File Name	From A to Z and 0 to 9	From Z to A and 9 to 0
File Size	Smallest file first	Largest file first
File Type	From A to Z and 0 to 9	From Z to A and 9 to 0
Date Created	Oldest file first	Most recent file first
Date Last Saved	Oldest file first	Most recent file first

- 4 Choose the OK button.

## Changing the Search Criteria

After you create a list in the Find File dialog box, you can return to the Search dialog box by choosing the Search button. Then you can change the search criteria and use the search options to create a new list or to revise the existing list.



The Search Options list in the Search dialog box

You change the search criteria by selecting one of the following options in the Search Options list.

**Create New List** Word revises the files list in the Find File dialog box to include only those files that meet the new set of criteria. The new list replaces the list you previously created. This is the default setting.

**Add Matches To List** Word adds files that meet the new set of criteria to the current list of files in the Find File dialog box. This option usually increases the number of files in the Find File list because it includes files that meet one set of criteria plus files that meet another set of criteria. The Add Matches To List option is especially useful if you want to search a different drive or file type using the same set of criteria you used for files in the current drive or of the current file type.

**Search Only In List** Word adds files that meet both the former criteria and the new criteria to the list in the Find File dialog box. This option usually decreases the number of files in the list because Word applies the new search criteria only to the files already listed in the Find File dialog box.

For example, if you search your files twice, once for the word “apple” and the second time for the word “orange”, you will get the following results after the second search.

<b>If you select</b>	<b>Word lists</b>
Create New List	Only files that contain “orange”
Add Matches To List	Files that contain “apple”, files that contain “orange”, and files that contain both “apple” and “orange”
Search Only In List	Only files that contain both “apple” and “orange”

**Tip** The files list in the Find File dialog box remains intact until you specify new criteria and search again or until you quit Word. If you have changed a file so that it no longer matches your search criteria, or have changed the file’s location, you can redo the search using the existing criteria to remove the file from the list.

## Managing Files Using Find File

If you want to open, print, or duplicate a file and you already know the file’s name and location, the simplest method is to choose the Open, Print, or Save As command from the File menu. However, if you choose one of these commands, you can select only one file at a time in the command’s dialog box. If you want to open, print, or duplicate more than one file at a time, or if you need to locate a file before you open, print, or duplicate it, you can do so from the Find File dialog box.

---

**Note** If you attempt to open a locked document, or if you are connected to an AppleTalk network and attempt to open a document in use by someone else, Word displays a message to let you know that the file is in use. You can read or print the document, but you can't save any changes you make unless you save the document under a different name, on a different drive, or in a different directory.

---

### To manage files from the Find File dialog box

- 1 Use the Find File command to locate the files, as described in the procedure “To search for a file,” earlier in this chapter.
- 2 In the files list in the Find File dialog box, select the file you want.  
To work with more than one file, hold down the **SHIFT** key while clicking each filename with the mouse. If you select a file by mistake, hold down the **SHIFT** key and click the filename again.
- 3 Do any of the following.

To	Choose
Open the files	The Open button, or the Open command from the File menu
Print the files	The Print button, or the Print command from the File menu
Duplicate the files	The Save As command from the File menu

If you select several files at once, the action you choose affects the files in the order they are listed in the list box. If you are printing or duplicating files, a standard dialog box appears for each file.

- 4 Select any options you want, and then choose the OK button.

If you are duplicating files, make sure you type a new filename or choose a different folder or drive.

---

**Note** If you have assigned the Delete command to a menu in Word, you can also select multiple files using the Find File dialog box and delete them. You cannot, however, delete an open document or a document from which you cut or copied information during the current session without first quitting Word. For more information on the Delete command, see Chapter 2, “Opening, Saving, and Deleting Documents.”

---

## Recovering Lost Work

**For information on saving and making backups of your documents, see Chapter 2, "Opening, Saving, and Deleting Documents."**

While you work in Word, you may encounter problems with your power source, system, or software that cause you to lose your work. The most important precaution against losing work is to save your work frequently. If a file is especially important, save an extra copy to a floppy disk or to a network server.

Another precaution against losing work is to make backup copies of your documents. If the original document is accidentally deleted, changed, or damaged, you can use the backup copy to recreate it.

If there is a system or power failure, or if you turn off your computer or quit Word without choosing the Quit command from the File menu, you may be able to recover some of your work by using temporary files.

Word uses temporary files to store documents while you work. A temporary file is located in the System folder and is given the name WordTemp followed by a number (for example, WordTemp-4).

When you quit Word under normal conditions (by choosing the Quit command from the File menu), temporary files are automatically deleted from your disk. However, if you don't quit Word normally, some temporary files may remain on your disk. If you saved your open documents using the Save As command with the Full Save option selected, you can retrieve some of your lost work.

### To restore your work using temporary files

- 1 Move the WordTemp files from the System folder into another folder and rename them.
- 2 From the File menu, choose Open.
- 3 From the file list, select the folder you moved the WordTemp files to.
- 4 In the List Files Of Type box, make sure All Files is selected.
- 5 Select a renamed WordTemp file, and then choose the Open button.
- 6 Cut or copy the lost work to a new or existing file.

---

**Important**

While you are working, Word needs to refer to the information in temporary files. Do not delete temporary files from the Macintosh Finder while Word is running. Close all documents and quit Word before deleting any temporary files.

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# Stationery: Setting Up Document Templates

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## Overview

Stationery is a type of document that works like a template. Just as letterhead stationery saves you time and helps standardize the look of company letters by including a formatted company name and address, stationery saves you time and standardizes the look of your letters, memos, monthly reports, newsletters, or other documents.

To create custom stationery, you save the basic text and graphics as stationery. Saving in this format protects the original, master document. When you choose the Open command from the File menu, Word displays a copy of the stationery—never the stationery itself—for you to name and edit. You can finish documents in record time because the basic text, formatting, and layout are already complete. You only need to fill in the text that is unique to the document you are writing.

Stationery can contain:

- Text and graphics

Text and graphics that you use frequently are often referred to as boilerplate. Building a document with boilerplate text and graphics saves you work and time.

- Styles

Styles ensure a consistent look in each document you create based on a stationery. Store the formatting of each unique document element—headings, body text, tables, headers and footers—so you can quickly apply the formatting to similar elements in later documents.

- Special layouts

Multiple columns, special margin settings, page numbers, line numbers, and headers and footers are examples of special layouts. Use the Section and Document commands on the Format menu to use them in stationery. Each document based on the stationery will have identical settings.

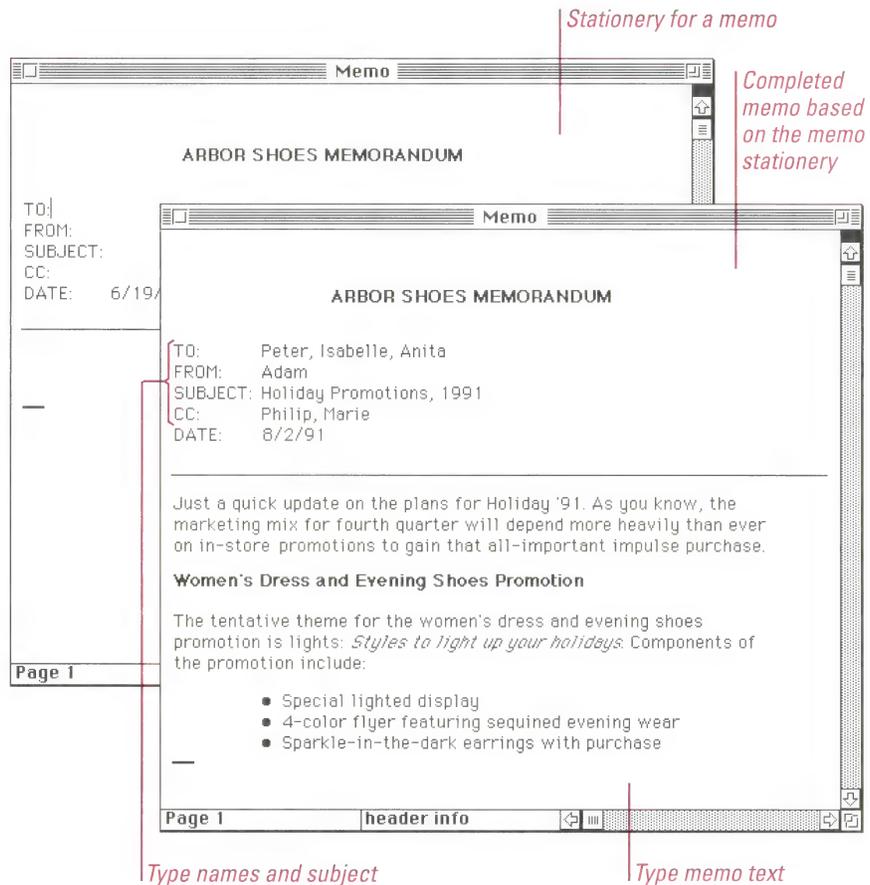
## Creating Stationery

Word provides several types of stationery—memo stationery, business letter stationery, business report stationery, resume stationery, and stationery for brochures, forms, and newsletters. You can tailor these documents for your own use, or you can create your own stationery from scratch, just as you create any document.

**For more information about glossary entries, see Chapter 12, “Glossaries: Storing Items for Reuse.”**

The following illustration shows the head start you can get creating a memo by storing the basic text as memo stationery. The example includes the company name and a standard heading for a memo. The standard Word print date glossary entry is inserted so that Word inserts the correct date at the time each memo is printed. Finally, a border is inserted below the last paragraph in the heading. The finished product is saved as stationery.

Creating a memo based on stationery is quick and easy because the basic formatting work is already done. You just fill in the specifics of the heading and type the memo text.



The next example is stationery for a newsletter. The stationery provides the masthead that appears in every edition and the multiple-column layout of the text. The two borders that appear in every issue are in place. Placeholder text indicates where the headlines and volume information go. Styles were created for the headlines and body text and saved as part of the stationery. Each copy of the stationery has the styles available.

With the layout and formatting complete, including styles, it's easy to replace the placeholder text with the correct date and appropriate headlines. You can add finishing touches such as a chart and caption. Finally, you type the body text, and the newsletter is complete.



### To save a file as stationery

- 1 From the File menu, choose Save As.
- 2 In the Save Current Document As box, type a name for the file.
- 3 In the Save File As Type box, select Stationery.
- 4 Choose the Save button.
- 5 In the Summary Info dialog box, type information that describes the stationery, and then choose the OK button.

Word stores the stationery, and a copy of it is displayed on the screen. If you want to use the new stationery for a new document, save the copy under a new name with Normal format.

---

**Tip** If you want each copy of a stationery to have the correct date at the time of its printing, you can insert one of the Word date glossary entries in the stationery. When you print, Word inserts the date from the computer's internal calendar so the printed copy has the correct date. For more information, see Chapter 12, "Glossaries: Storing Items for Reuse."

---

## Using Stationery

When you choose the Open command from the File menu and select the name of a stationery, Word displays a copy of the stationery as an untitled document—not the stationery itself. You can edit, save, and delete the copy as you would any other document, without affecting your stationery.

### To create a new document based on stationery

- 1 From the File menu, choose Open.
- 2 Select the name of the stationery you want to use.
- 3 Choose the Open button.  
Word displays an untitled copy of the stationery.
- 4 From the File menu, choose Save.
- 5 Type a name for the new document, and choose the Save button.

---

**Tip** To display only stationery in the list of files when you choose the Open command, choose Stationery from the List Files Of Type box.

---

## Revising Stationery

You can make changes to the text, graphics, or styles of stationery. Open a document based on the stationery, make any changes, and then save the changed version in place of the stationery itself. As a safeguard, you must type the exact name of the stationery in the Save As dialog box before Word replaces it.

### To edit stationery

- 1 From the File menu, choose Open.
- 2 Select the name of the stationery you want to edit, and choose the Open button.
- 3 Edit the document.
- 4 From the File menu, choose Save As. Scroll through the file list to view the name of the stationery.
- 5 In the Save Current Document As box, type the exact name of the stationery.
- 6 In the Save File As Type box, select Stationery. Then choose the Save button.
- 7 To replace the existing document, choose the Yes button.

---

**Tip** You delete stationery just as you delete other documents.

---

## Using Stationery with Other Word Features

Using other Word features with stationery, you can create documents that automatically include data from other sources, or you can insert phrases you use often with one keystroke, avoiding constant retyping. You can also speed up access to your most often used stationery.

### Including Up-to-Date Information from Other Documents

If you create weekly or monthly reports that require up-to-the-minute information from other documents, you can create stationery that retrieves the information for you.

For example, suppose you write a monthly sales report that summarizes sales data from four regions. This data is stored in four worksheets to which you regularly post the latest sales figures. In your stationery you can type the introductory text that you use each month and create a link to each of the four worksheets. If you are using System 7, you can link stationery to documents produced by others in your group and stored on your network server.

**For more information about retrieving data from other documents, see Chapter 37, "Exchanging Information."**

For more information, see Chapter 12, “Glossaries: Storing Items for Reuse.”

## Using Glossaries with Stationery

With glossaries you can store text and graphics that you use frequently. You can insert the stored text anywhere in a document with just a few keystrokes or mouse clicks.

For example, you can save time by dividing large passages of standard text used in sales letters, customer response letters, or contracts into smaller chunks and storing each chunk as a separate glossary entry. This provides you with tremendous flexibility—you can create entire documents by mixing and matching glossary entries. You may also want to store distribution lists for memos or frequently typed names, addresses, telephone numbers, or similar information.

For more information about the Work menu, see Chapter 40, “Customizing Word to Fit Your Work.”

## Adding Custom Stationery to the Work Menu

With Word, you can create a new menu called the Work menu. The Work menu is not displayed until you add an item to it; then it appears to the right of the Window menu. You can list your most useful stationery on the Work menu, along with Word options, glossary entries, glossary files, and styles you often use.

Choosing the name of a stationery from the Work menu displays an unnamed copy of the stationery—never the stationery itself—just as if you had used the Open command from the File menu.

### To add stationery to the Work menu

- 1 From the File menu, choose Open.
- 2 Scroll through the file list to locate the name of the stationery you want.
- 3 Press **COMMAND+OPTION+PLUS SIGN** on the keyboard, not the numeric keypad. The cursor changes to a bold plus sign (**+**).
- 4 Double-click the name of the stationery that you want to add to the Work menu. If this is the first item you have added to the Work menu, Word adds “Work” to the menu bar.

## Working with Glossary Entries on the Work Menu

There are two ways to work with glossaries on the Work menu. You can customize the Work menu to include individual glossary entries, such as your company name or logo. You insert the entries into documents simply by choosing their names from the Work menu.

If you have many glossary entries that you use with a stationery, consider creating a glossary file. You could create a glossary file for each type of stationery you use. For example, you could create a glossary file for use with business letters that contains the business addresses you need. Each time you type an address that you know you'll need in the future, you can add it to the glossary file and never have to type it again. As another example, you could create a glossary file to hold the distribution lists for your memos and to hold standard memo phrases such as, "If you have questions, drop by my office in Room ..." If you add the name of a glossary file to the Work menu, you can quickly locate and attach the glossary file you want as you work. Once the glossary file is attached, you insert glossary entries using the Glossary command on the Edit menu.

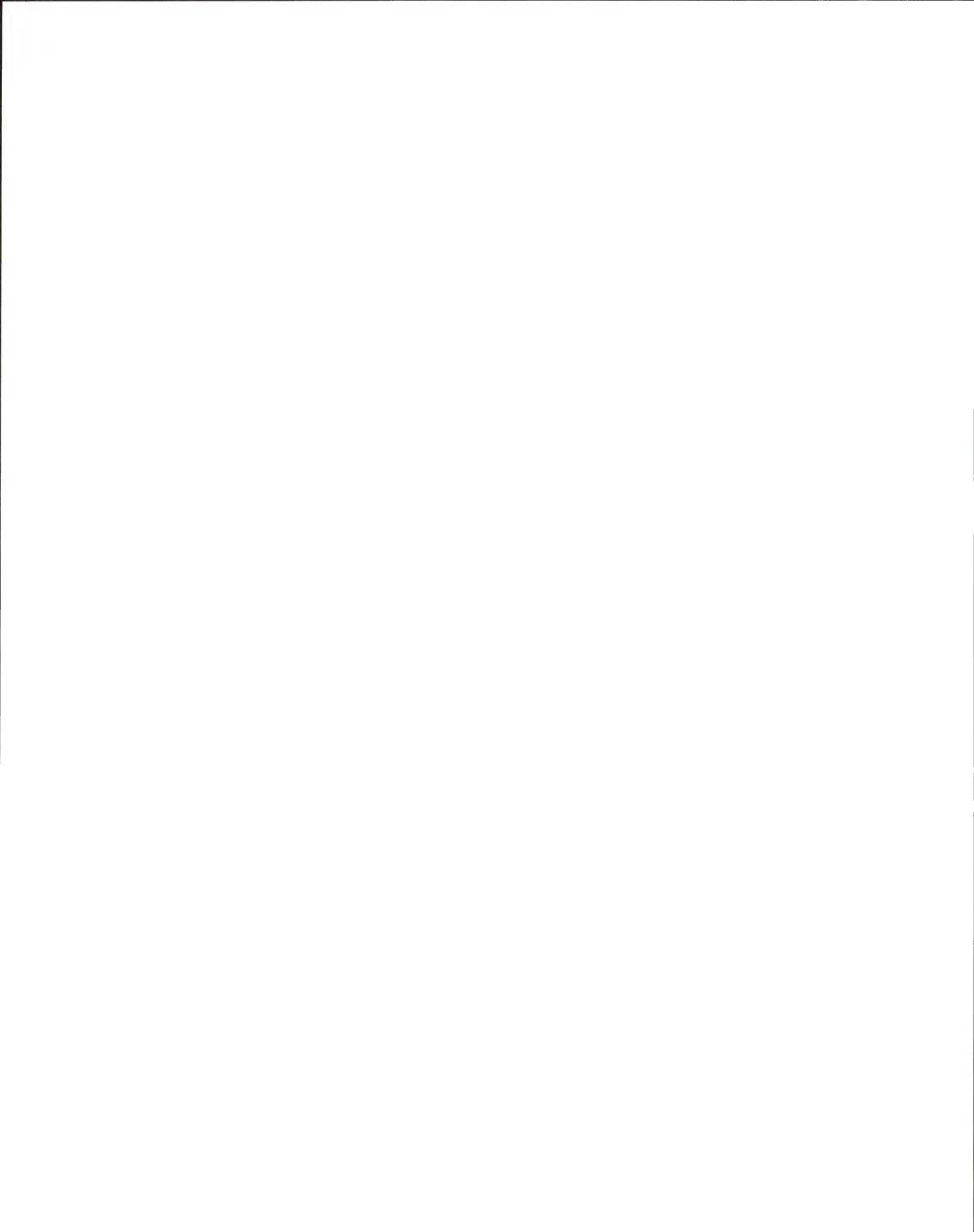
## Creating Styles in Stationery

**For more information about styles, see Chapter 7, "Formatting with Styles."**

Styles you create in stationery are saved with the stationery. You can create as many as 221 styles for a stationery. Once you've created a style, you can apply the style to any number of paragraphs in documents based on the stationery. Applying a style to a paragraph gives it the same formatting as the paragraph you used as the model for that style.

You may want to type sample text in a stationery, create the styles you need, then delete the text before saving the document in stationery format. Styles remain even if the sample text is deleted. Every document based on an individual stationery has the styles of that stationery.

# Special Features for Documents



# Outline View: Creating Outlines and Reorganizing Documents

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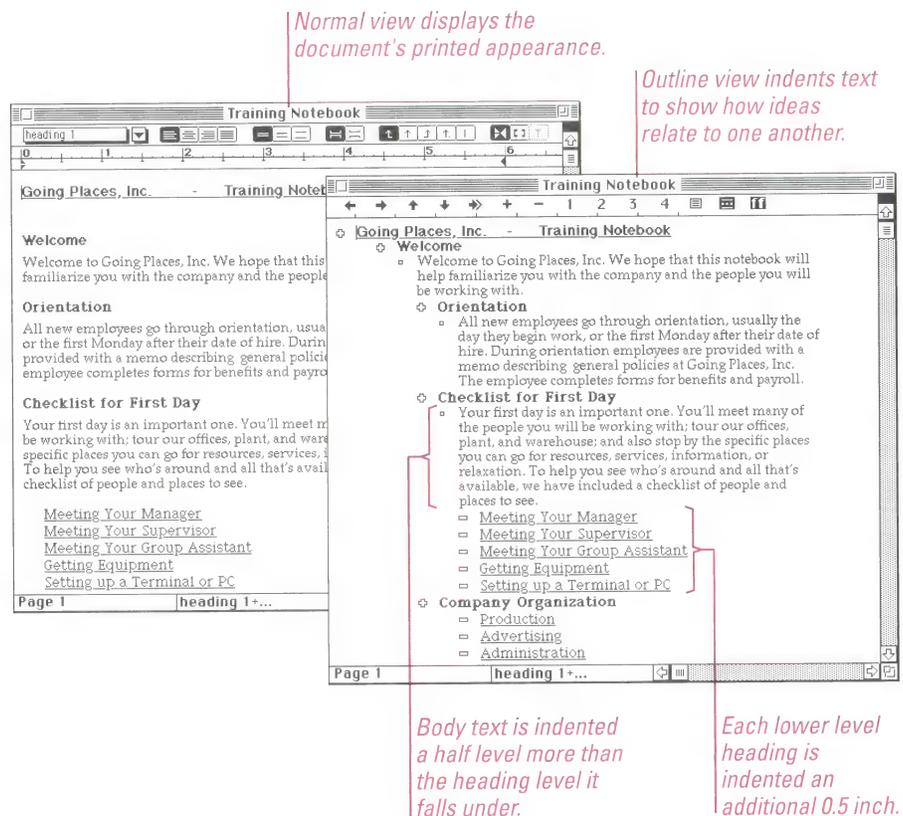
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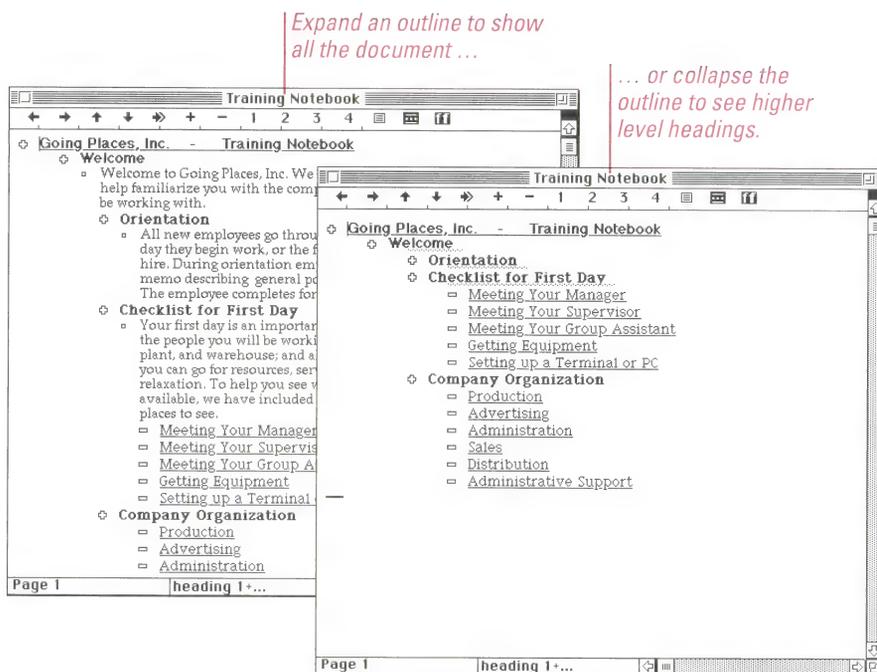
## Overview

Most people are familiar with outlining—you create headings for key ideas and move them around until you work out a structure for your document. Outline view includes features to ease the task of putting together this sort of traditional outline. Equally important, outline view is a powerful tool for reorganizing a document.

With outline view, you don't have to create an outline independently and then refer to it as you do your "real" work. Outline view is a view of a document in which you can create, review, and rearrange headings. If you type text, the text becomes part of the document. If you reorganize, which you can do easily in outline view by moving headings and their associated subtext, the whole document is reorganized.



In outline view, you can *expand* and *collapse* the headings in an outline. You expand headings to see more of the outline—main headings, subordinate headings, and any body text associated with a heading. You collapse headings to focus more on higher-level structure and less on detail. You might, for example, look only at the main headings and one or two subordinate headings.



In addition to using the expand and collapse feature to view documents at different levels of detail, you can use it to move large chunks of material efficiently and accurately. Just collapse a heading and move it; all subordinate text moves with the heading. You can also collapse headings to navigate quickly through a long document. If you show only main headings, you can move directly to a heading in the part of the document that interests you.

## Creating an Outline

If you are creating a document from scratch and want to outline it, you can use outline view to add and arrange headings. If a supporting thought occurs to you while you work, you can immediately add it as a body text paragraph in outline view. Then, after you switch to normal or page layout view, you can refine your ideas, adding more detail, tables, formatting, or anything else that you are more comfortable adding when you see your document in a more standard form.

---

**Tip** Except for moments of inspiration, it's likely that you'll do most outline-related work, such as adding headings or doing major reorganization, in outline view and most detail work in normal or page layout view. You can move between two views by "splitting" the document window, showing a different view in each window. When you scroll in either window, the document scrolls accordingly in the other window.

---

**For a tutorial that guides you through the creation of an outline, see *Getting Started*.**

As you build an outline, you create the content for headings and also move the headings into the arrangement you want. This section describes how to add headings in outline view and select text in a heading to edit it. This section also includes some minimal information about how to move headings from one level to another. For information about all the ways you can view and arrange headings in outline view, see the following section, "Organizing in Outline View." You'll probably want to move between these two sections as you work on your first outline.

### Styles in Outlines

Word uses styles—stored groups of formats—to define how each heading level in an outline looks. When you move a heading to a given level, Word automatically applies that level's style and displays the defined character formats. The paragraph formats for the style are not shown because they could disrupt the ordered arrangement of indents that an outline requires.

Because heading styles are automatically applied, they allow you to simultaneously develop the structure of a document and format headings. The advantage comes when you switch back to normal or page layout view: The document will be arranged the way you want, and every heading in your document will be formatted (with all formats, including paragraph formats, displayed). Word ships with default styles for heading levels 1–9. To get the look you want for a document, you may want to change the formats for these styles.

Although you can't apply styles directly in outline view, you can split the document window and apply the styles in another view. In normal or page layout view, drag the split bar—the small black box at the top of the vertical scroll bar—to split the window. Click in the lower part of the window and switch to outline view. Then, in the upper part, select the paragraphs and apply the style you want using the ruler. For information about styles, see Chapter 7, "Formatting with Styles."

## To switch to and from outline view

- ▶ From the View menu, choose Outline, or press **COMMAND+OPTION+O**.

You can switch to outline view from normal view or page layout view. To return from outline view, press **COMMAND+OPTION+N** for normal view or **COMMAND+OPTION+P** for page layout view.

## To type an outline

- 1 In outline view, type the text for the heading, and then, at the end of the paragraph, press **RETURN**.

A first-level heading is inserted. When you pressed **RETURN**, the insertion point moved to the next line, where you can type the next heading.

- 2 Type the second and subsequent headings, pressing **RETURN** at the end of each paragraph.

As you work, you can demote or move subordinate headings to a lower level. Click the demote heading level symbol (➡) in the outline bar at the top of the screen. To demote a heading to body text, click the demote to body text symbol (➡➡) on the outline bar. Similarly, if you've typed the last in a series of subordinate headings, and you want your next heading to start at a higher level, you can "promote" the next heading by clicking the promote heading level symbol (⬅) in the outline bar.

There are three ways to demote and promote headings. For more information, see "To promote and demote headings and body text," later in this chapter.

## Selecting Text for Editing in Outline View

You select text in outline view pretty much as you do in normal view—double-click a word, click in the selection bar next to a heading or body text paragraph, hold down the **COMMAND** key and click a sentence, drag across text, and so on.

---

**Note** When you drag to select text, make sure you drag across the actual text you want to select. If the pointer changes to a ↕, you have positioned the pointer over one of the outline view symbols adjacent to a heading or body text paragraph. If you drag at this time, you will reposition the heading or body text paragraph.

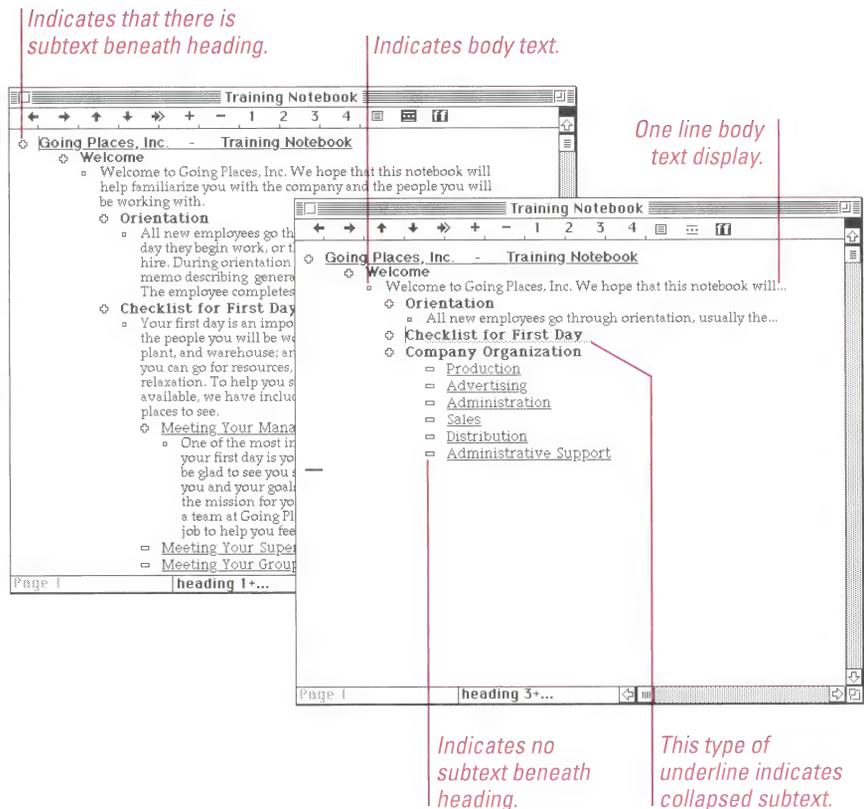
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## Organizing in Outline View

Whether you're building a new outline or rearranging an existing document, you need to see the current order of your ideas and then move the ideas into new arrangements. Word helps you with both these tasks.

To see your ideas clearly, and at a level of detail that's useful, you can expand and collapse headings. You can focus on a specific area in the outline or pull back for a view of only the main ideas. When you expand headings, you open out subtext under

higher-level headings, and when you collapse headings, you fold away the subtext. In addition to expanding and collapsing, you can also change the body text display, showing just the first line of body text paragraphs or complete paragraphs.



You move headings in outline view for either of two purposes. To change the order in which you present ideas, you can move a heading up and down in the outline without changing the heading level. To establish which ideas are superior and which subordinate, you can promote and demote headings to different levels.

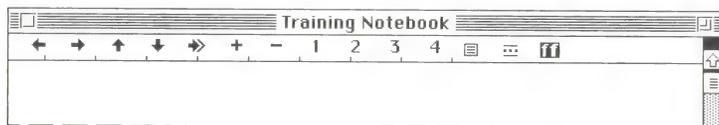
Whether moving headings to a new place in the outline or to a new level, you can easily bring along subordinate headings and body text. If subtext is collapsed beneath a heading, it moves with the heading. If subtext is expanded, it will move with the heading if you include it in the selection.

## Methods for Working in Outline View

There are three methods you can use to control your view of an outline or arrange headings, each of which has its advantages.

Method	Advantages
The outline bar	Displays symbols for all the viewing and organizational actions you can take in outline view. You just click a symbol to perform the action.
Heading and body text symbols	Adjacent to headings and body text paragraphs are symbols (☞, □) you can click to select and drag headings or body text simultaneously to a new location. All subtext for a heading is included in the selection.
Key combinations	Allow you to perform outline actions without taking your hands off the keyboard.

You can click the symbols on the outline bar at the top of the screen to perform the following actions in outline view.



To	Click
Move a heading up one level or down one level	← →
Move a heading above or below adjacent heading	↑ ↓
Convert a heading to body text	☞
Expand or collapse subheadings or body text beneath a heading	+ -
Expand outline to display to a desired heading level—show first level, second level, and so on	1 2 3 4
Expand entire outline	☰
Show all body text or just first line of body text	☰
Show or suppress character formatting	ff

In addition to the symbols for outline view actions, the outline bar also displays tick marks just below the symbols to indicate the indent position for each lower level heading.

## To select headings or body text

- ▶ Do one of the following to select headings or body text.

To select	Do this
A single heading at a time or a paragraph of body text	Click once in the selection bar to the left of the heading or paragraph. –or– Hold down the <b>OPTION</b> key and click the selection symbol next to the heading or paragraph (☒, □).
A heading, including its subtext, or a paragraph of body text	Click the selection symbol next to the heading or paragraph (☒, □).
Several adjacent headings or body text paragraphs	Drag across them or drag down through the selection bar. (Do not point to a selection symbol and drag—this drags the single heading with the symbol to a new position; it does not select.)

## To promote and demote headings and body text

- 1 In outline view, select a heading you want to promote or demote, or the body text paragraph(s) you want to promote to a heading.  
If the heading is collapsed, Word includes all subtext in the selection and promotes or demotes the subtext with the heading. If a heading is expanded, Word promotes or demotes the heading and selected subheadings only. Body text always travels with its corresponding heading.
- 2 Do one of the following, repeating the action where appropriate to promote or demote by more than one level:
  - Click the promote heading level (☐), demote heading level (☒), or demote to body text (☒) symbol on the outline bar.
  - Click the selection symbol next to the heading and drag left to promote or right to demote.
  - Press **OPTION+LEFT ARROW** or **OPTION+RIGHT ARROW**.

## To move headings or body text in an outline

Moving headings in outline view affects the whole document. This makes outline view a convenient way to reorganize material. If you collapse the subtext under a heading, you need only move the single heading to move all the subtext.

- 1 Select the heading(s) you want to move.

If a heading is collapsed, Word includes all subtext in the selection and moves the subtext along with the heading. If a heading is expanded, Word moves the heading and specifically selected subtext.

- 2 Do one of the following:

- Click the move paragraph up (↑) or move paragraph down (↓) symbol on the outline bar.
- Click the symbol next to the heading and drag up or down.
- Press OPTION+UP ARROW or OPTION+DOWN ARROW.

## To expand or collapse headings and body text

There are several ways to expand and collapse text, and you can choose the one you want, depending on your intention and preferred method.

- ▶ Do one of the following.

To	Do this
Expand or collapse all subheadings and body text below a heading	Double-click the selection symbol (☒) next to the heading. –or– Select the entire heading, and click the show subtext (⊕) or hide subtext (⊖) symbol in the outline bar.
Expand subheadings and body text below a heading, one level at a time, starting at the highest level	Position the insertion point in the heading and click the show subtext symbol (⊕) in the outline bar. –or– Position the insertion point in the heading and press PLUS SIGN (+) on the numeric keypad.
Collapse subheadings and body text below a heading, one level at a time, starting at the lowest level	Position the insertion point in the heading and click the hide subtext symbol (⊖) in the outline bar. –or– Position the insertion point in the heading and press MINUS SIGN (-) on the numeric keypad.

To	Do this
Expand or collapse several headings at once	Select the highest level headings you want to expand or collapse, and then click the show subtext (+) or hide subtext (−) symbol in the outline bar. –or– Press the PLUS SIGN or the MINUS SIGN on the numeric keypad.
Expand or collapse the entire outline to a specified level	Click the number for the level on the outline bar (1 2 3 4). –or– Press COMMAND+OPTION+T. Then press 1, 2, 3, or 4 on the main keyboard.
Expand all headings and body text	Click the show heading/body text symbol (☰) on the outline bar. –or– Press the asterisk (*) on the numeric keypad.

## Displaying Character Formats in an Outline

You can choose to display character formats in outline view by clicking the show/hide formatting symbol (ff) on the outline bar. Character formats can help you distinguish heading levels from one another and also distinguish headings from body text. You might also display character formats to improve the look of an outline that you plan to use as a public document or as part of a presentation.

## To display complete body text paragraphs or first lines only

When you work in outline view, much of the focus is on headings. Headings may be obscured by body text as you add more and more supporting detail to your outline. To make it easier to concentrate on headings, you can display only the first line of each body text paragraph instead of the whole paragraph.

- ▶ To switch back and forth between first line only and complete paragraph display, do one of the following:
  - Click the show first line symbol (☰) on the outline bar.
  - Press OPTION+SHIFT+DOWN ARROW.

---

**Tip** If you're working with all headings displayed, alternately click the show heading/body text symbol (☰) on the outline bar to display and hide the body text paragraphs in your outline, or press the asterisk (\*) on the numeric keypad.

---

### To change the indent distance for heading levels

The indent distance for each lower-level heading usually matches the settings for default tab intervals. If the intervals are 0.5 inch, each lower-level heading is indented an additional 0.5 inch.

- 1 From the Format menu, choose Document.
- 2 In the Default Tab Stops box, type a measurement for default tab stop intervals.  
The indents for different heading levels match these intervals.

## Working with an Existing Document

You can use the advantages of outline view with an existing document, moving headings to reorganize the document or collapsing headings to help you navigate through the document more quickly. For information on reorganizing, see “Organizing in Outline View,” earlier in this chapter.

If you formatted the headings in your document with standard heading styles, you don’t have to convert the headings as you switch to outline view. However, if the headings have been formatted any other way, you’ll have to convert the headings in your document to official outline view headings.

### To outline an existing document

- 1 To switch to outline view, press **COMMAND+OPTION+O**.  
All the text in your document is initially formatted as paragraphs of body text.
- 2 Use any of the methods for promoting and demoting to set up the outline structure you want. (See the procedure “To promote and demote headings and body text,” earlier in this chapter.)

### To navigate through a long document

An outline displays a condensed view of a document, so it’s easier to move through the document to a desired spot.

- 1 To display just the number of heading levels you need for quick navigation, click the appropriate heading level symbol on the outline bar (**1 2 3 4**).
- 2 Move to the heading you want or the heading above the body text you want.
- 3 If you want to see body text, double-click the selection symbol (⊕) next to the heading above the body text.

Once you’ve located the text you want, you can work on it in outline view. To work on the text in normal or page layout view, use the scroll bar to scroll the text you want to the top of the window in outline view, and then change views.

## Generating a Table of Contents

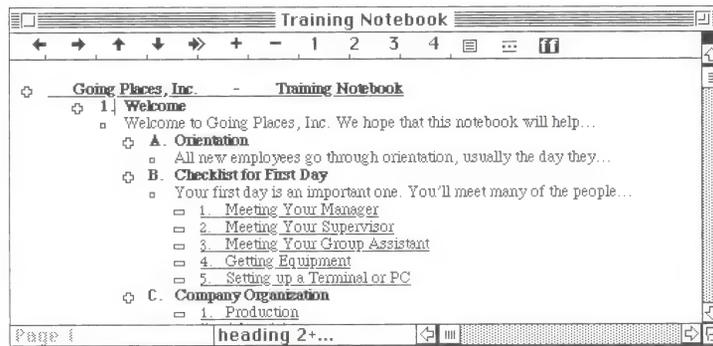
The headings in a document often correspond to the entries that appear in a table of contents. Rather than retype these entries or manually add table of contents codes to each, you can use the Table Of Contents command on the Insert menu to read an outline's headings and collect them in a table of contents that's inserted at the beginning of the document. You can specify how many heading levels to include in the table of contents.

It's a good idea to wait until you are ready to print your final document before compiling the table of contents. Page numbers can vary if you add or delete text or change formatting.

For more information about creating and controlling the appearance of tables of contents, see Chapter 30, "Indexes and Tables of Contents."

## Numbering an Outline

You can number the headings in an outline using one of several formats. The following procedure describes how to number an outline with a traditional outline numbering format. For more information on numbering outlines and numbering in general, see Chapter 29, "Numbering Lines and Paragraphs."



### To number an outline in traditional outline format

Word numbers only visible headings. If there are headings you don't want to number—for example, lower-level headings—collapse them before numbering.

- 1 Select the part of the outline that contains the headings you want to number.  
Usually, you will want to exclude the title of a document if it's at heading level 1.
- 2 From the Tools menu, choose Renumber.
- 3 Type **1** in the Start At box.

- 4 Type **I.A.1.a.i** in the Format box.

By default, Word inserts a tab character between the numbering character (I, A, and so on) and the first character of a heading. If you'd rather separate these characters with a space than a tab character, press the SPACEBAR after typing the last character in the Format box to indicate your intention.

- 5 Choose the OK button.

If you move headings in your outline after you number, the moved headings bring their corresponding number with them. Repeat the above procedure to renumber in the correct sequence.

## Printing an Outline

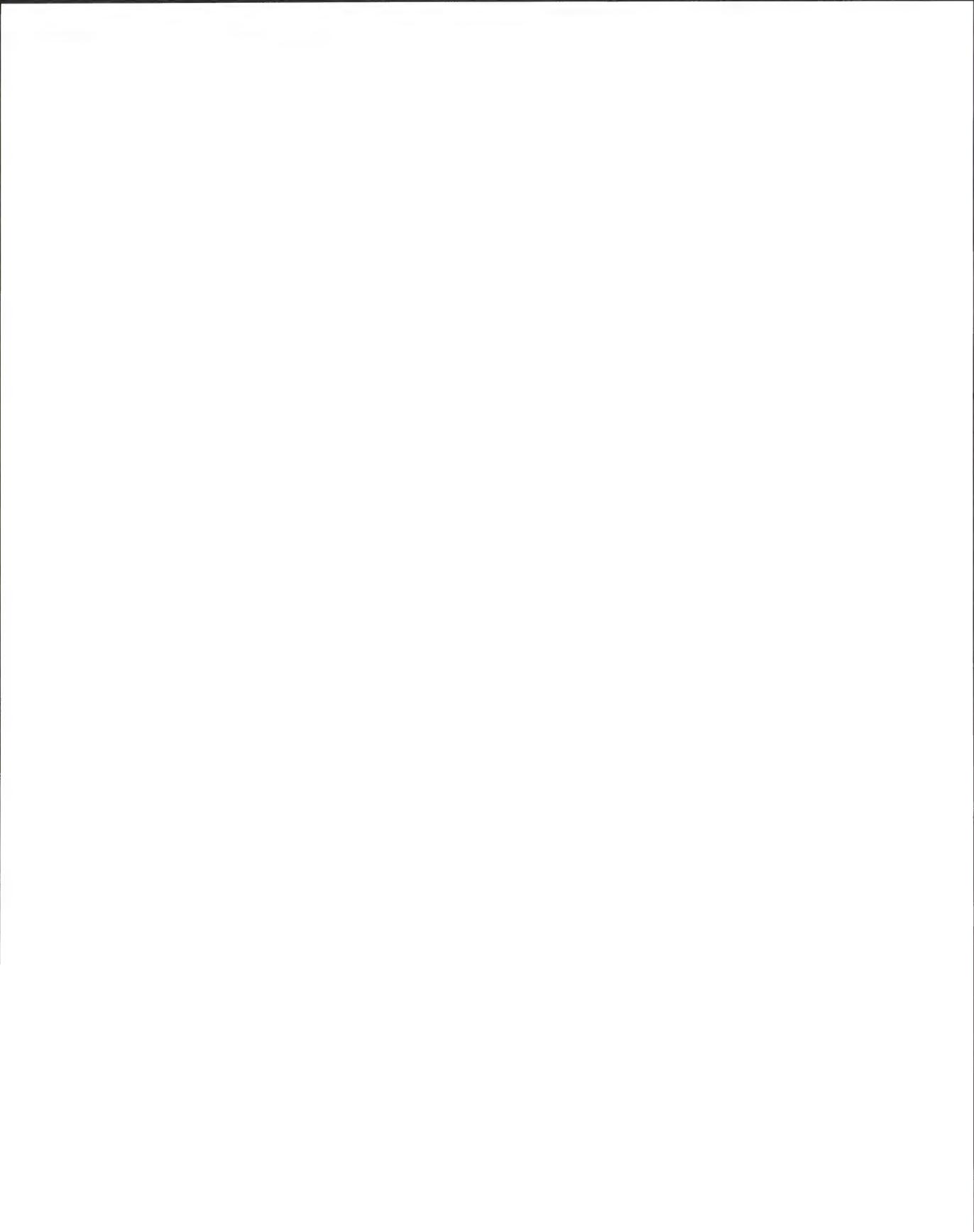
Generally, when you want to view an outline you switch to outline view and look at it there. The main benefit is that if you decide to make a change as you review, that change applies to the whole document. Sometimes, though, it seems easier or simply more familiar to review materials when they're in print.

If you want to print an outline, you print it as you would a document in normal view. Word prints only what shows in the outline, so you can focus on as much detail as you want.

### To print an outline

- 1 Display as much of the outline as you would like to print.
- 2 From the File menu, choose Print.

For more information about printing, see Chapter 4, "Printing a Document."



# Numbering Lines and Paragraphs

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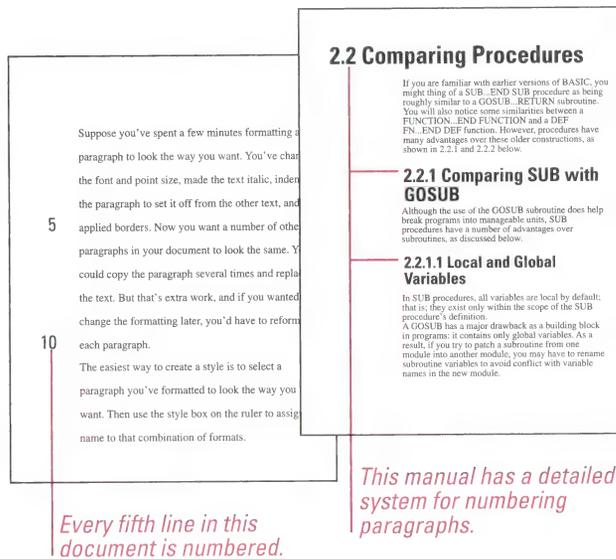
To remove paragraph numbers 526

## Overview

Adding numbers to lines or paragraphs in your documents is an easy way to enhance their readability, usefulness, design, and professional look. Word has numbering options to fit almost any need.

Line numbers are especially useful for legal documents, scripts, and poems. You can determine where the numbers fall in relation to the text and the increment for line numbering. For example, you can number every fifth line in a document.

Paragraphs are often numbered in outlines, legal documents, tests or questionnaires, academic papers, and technical manuals. When numbering paragraphs, you can specify the increment, position, and format of the numbers. Word provides a range of number formats. In addition to arabic numerals, you can use uppercase or lowercase roman numerals, uppercase or lowercase letters, or any combination of these.



## Numbering Lines

You add line numbers to your document using the Section command on the Format menu. Line numbers appear only in print preview and when you print your document. You don't see them while you work in normal view, page layout view, or outline view.

Word numbers every line of text in the current section, including lines in titles, headings, and empty paragraphs (paragraph marks without any text). Word does not, however, number lines in footnotes, tables, headers, footers, or Word side-by-side paragraphs. The numbers are positioned 0.25 inch from single columns of text and 0.13 inch from multiple columns. You can change these settings.

## To add line numbers

- 1 Position the insertion point in the section whose lines you want to number.
- 2 From the Format menu, choose Section.
- 3 Choose the Line Numbers button.
- 4 From the Line Numbers list, select an option.

If you want	Select
No line numbering	Off
To number lines starting with 1 at the top of each page	By Page
To number lines starting with 1 at the beginning of each section	By Section
To number lines sequentially throughout the entire document	Continuous

- 5 In the Count By box, type the line number increment you want. For example, type 5 to assign a number to every fifth line.
- 6 To specify the distance from the end of the line number to the beginning of the text, type a measurement in the From Text box. Use Auto for the default measurements of 0.25 inch from a single column of text and 0.13 inch from multiple columns.
- 7 Choose the OK button.

## To number lines selectively

You can suppress line numbering for selected paragraphs in your document. For example, you might choose not to number titles, headings, or empty paragraphs. Line numbers won't appear next to the lines in the paragraphs you select, and those lines won't be included in a line count.

- 1 Select the paragraphs you want to leave unnumbered.
- 2 From the Format menu, choose Paragraph.
- 3 Select the Suppress Line Numbers option.
- 4 Choose the OK button.

---

**Tip** Use the Word Count command from the Tools menu to have Word count the lines in your document for you. For more information, see Chapter 13, "Proofing a Document."

---

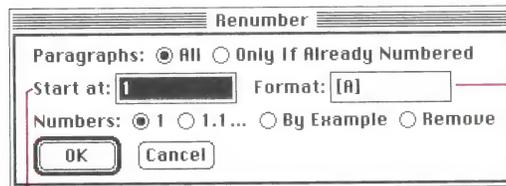
## Numbering Paragraphs

Using the Renumber command on the Tools menu, you can number paragraphs in your document in a variety of ways. You can create your own numbering system and format, specifying any of the following:

- The number format.
- The separator characters, which follow, enclose, or separate the numbers.
- The formats for numbering subordinate levels of paragraphs.
- The amount of space between the numbers and the paragraphs.

Or you can accept the default numbering system of arabic numerals followed by a period and a tab.

When you choose Renumber from the Tools menu, Word displays the Renumber dialog box, where you can specify the paragraph numbering options you want to use.



*Type the number format and the separator characters in the Format box.*

*Type the number you want to begin with in the Start At box.*

### Number Format

You can choose from the following number formats.

Format	Examples
Arabic numerals	1, 2, 3
Roman numerals (uppercase or lowercase)	I, II, III or i, ii, iii
Letters of the alphabet (uppercase or lowercase)	A, B, C or a, b, c

If you have more than one level of paragraph, you can use a different format for each level. For more information, see “Numbering Paragraphs of Different Levels,” later in this chapter.

## Separator Characters

Separator characters follow, enclose, or separate paragraph numbers. They set the number off from the text and divide the components of a multilevel numbering scheme. You can combine numbers and separators in a variety of ways, such as 1), -1-, (A), 1-a.

When you number paragraphs, Word automatically uses a period as the separator character. You can choose one of the following symbols or punctuation marks instead:

- , (comma)
- - (hyphen)
- / (slash)
- ; (semicolon)
- : (colon)
- () (opening and closing parentheses)
- [] (opening and closing brackets)
- {} (opening and closing braces)

If you have more than one level of paragraph, you can use a different separator character for each. For more information, see “Numbering Paragraphs of Different Levels,” later in this chapter.

## Numbering Paragraphs of the Same Level

The following procedure is for numbering paragraphs of the same level, that is, paragraphs that have the same heading level style or paragraphs that have the same indent. If you are working with paragraphs of different levels, as in an outline, see “Numbering Paragraphs of Different Levels,” later in this chapter.

Word doesn't number empty paragraphs (paragraph marks without any text), so you can include them in your selection even if you don't want them numbered. For information about numbering empty paragraphs, see “Numbering Paragraphs Selectively,” later in this chapter.

### To number paragraphs of the same level

- 1 Select the paragraphs you want to number.  
If you don't make a selection, Word numbers the entire document.
- 2 From the Tools menu, choose Renumber.
- 3 If you want the numbering to start with a number other than 1, type that number in the Start At box.

- 4 In the Format box, specify the number format and separator character you want. For example, if you want to use arabic numerals enclosed in parentheses, type **(1)** in the Format box.

For this format	Type
Arabic numerals	1
Roman numerals, uppercase	I
Roman numerals, lowercase	i
Letters, uppercase	A
Letters, lowercase	a

If you do not specify a number format, Word uses arabic numerals. If you do not specify a separator character, Word uses a period.

Word automatically inserts a tab between each number and paragraph. If you want to substitute a space for the tab, type a space after the last number or separator character in the Format box.

- 5 Choose the OK button.

If you want to use letters or roman numerals and start in the middle of the numbering sequence, type the number corresponding to the letter or roman numeral you want to start with in the Start At box. Then, type the number format and separator character in the Format box. For example, to start numbering with the letter C, type **3** in the Start At box and type **A** in the Format box.

---

**Tip** If Word encounters a paragraph beginning with a single number or letter followed by one of the accepted separator characters, it replaces those characters with your numbering format. For example, if a paragraph begins with “A. Smith,” Word changes it to “1. Smith.”

To avoid this, before numbering or renumbering you could type **1.** and a space as a placeholder before A. Smith. Word would then automatically replace your placeholder with your numbering format.

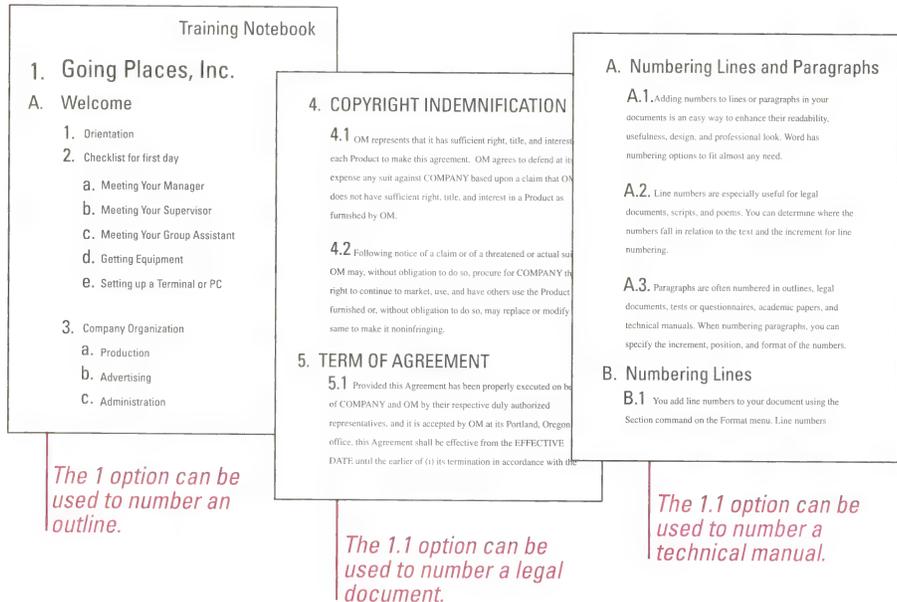
---

## Numbering Paragraphs of Different Levels

Often you organize and format the information in your documents to show a hierarchy of importance. For example, you might have several levels of headings, or you might have an outline with the information organized into three or four levels of relative importance.

When numbering documents with multiple levels of paragraphs, Word treats paragraphs with different styles applied or with different indents as paragraphs of different levels. You can use a different number format or separator character for each level.

When you number paragraphs of different levels, you can choose from two numbering schemes: the 1 option and the 1.1 option. The 1 option displays and prints one number for each paragraph. The 1.1 option displays and prints the number of the current paragraph, along with the number of each superior level.



**Note** Word recognizes different levels of paragraphs and numbers if you created them with heading styles, with the Outline command on the View menu, or by changing the indent in the Paragraph dialog box or the indent markers on the ruler. If you used tabs and spaces to indent paragraphs, Word does not recognize the paragraphs as having different levels.

## To number paragraphs of different levels

- 1 Select the paragraphs you want to number.
 

If you don't make a selection, Word numbers the entire document.
- 2 From the Tools menu, choose Renumber.
- 3 In the Format box, specify the number format you want for each level. Separate the numbers or letters with a period or other separator character. For example, if you want to use traditional outline numbering, type **1.A.1.a.i**.
 

If you don't specify a number format, Word uses arabic numerals with periods.

- 4 Next to Numbers, select a numbering scheme.

For this numbering scheme	Select this option
One number or letter assigned to each paragraph	1
Two or more numbers or letters assigned to each paragraph, reflecting different paragraph levels	1.1

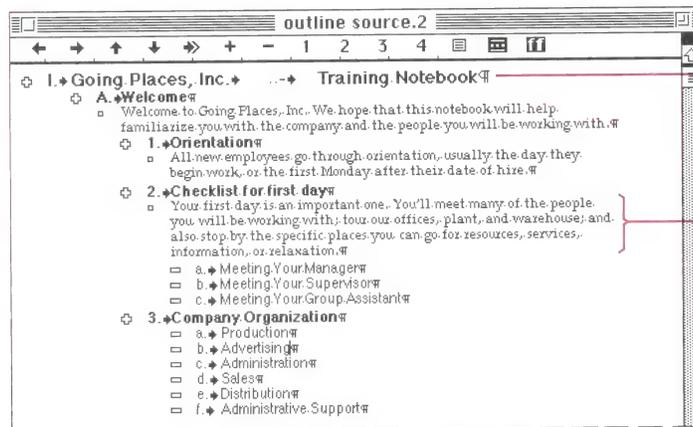
- 5 Choose the OK button.

## Numbering Headings

For more information about standard styles, see Chapter 7, “Formatting with Styles.”

For more information about using outline view, see Chapter 28, “Outline View: Creating Outlines and Reorganizing Documents.”

If you used the standard heading styles to designate different heading levels in your document, you may want to use outline view to number the headings. In outline view, you can have Word number only headings formatted with a standard style. Also, Word numbers only expanded headings, making it easy for you to number headings selectively. For information on numbering selected paragraphs that are not formatted with standard heading styles, see the following section, “Numbering Paragraphs Selectively.”



*This paragraph uses a Heading 1 style and so it is numbered.*

*This paragraph is a regular text paragraph and so it is not numbered.*

### To number headings

- 1 From the View menu, choose Outline.
- 2 Collapse any headings you don't want numbered.
- 3 Select the part of your document that contains the headings you want numbered. Begin your selection with a heading formatted with a standard heading style. If your selection begins with a regular paragraph, Word numbers all of the paragraphs in the document, regardless of their style.
- 4 From the Tools menu, choose Renumber.

- 5 In the Start At box, type the starting number.
- 6 In the Format box, specify the number format and separator character you want.
- 7 Choose the OK button.

To return to normal view, choose Normal from the View menu.

## Numbering Paragraphs Selectively

You can number only selected paragraphs using the Only If Already Numbered option of the Renumber command. For example, your document might be a test or questionnaire that requires numbers next to some paragraphs and not others. You can also number the empty paragraphs in the document (paragraph marks with no text).

Name \_\_\_\_\_  
Date \_\_\_\_\_

1. List all the continents.

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

2. Following is a list of bodies of water. Circle any that are in Western Europe.  
Red Sea  
Mississippi  
Danube  
Nile

3. Water covers more than 97% of the surface of the earth. T/F?

*You can number some paragraphs and not others.*

*You can also number empty paragraphs.*

If all the paragraphs you want to number have heading styles applied, see the preceding section, “Numbering Headings.” Otherwise, use the following procedure.

### To number paragraphs selectively

- 1 At the beginning of each paragraph and empty paragraph you want to number, type any number followed by a tab.

To separate the numbers or letters from the text with a space instead of a tab, type a space after the number.

You can type the same number for each paragraph.

- 2 Select all of the paragraphs you want to number.

In your selection, you can include even those paragraphs you don’t want numbered, because Word will number only those paragraphs already preceded by a number.

- 3 From the Tools menu, choose Renumber.

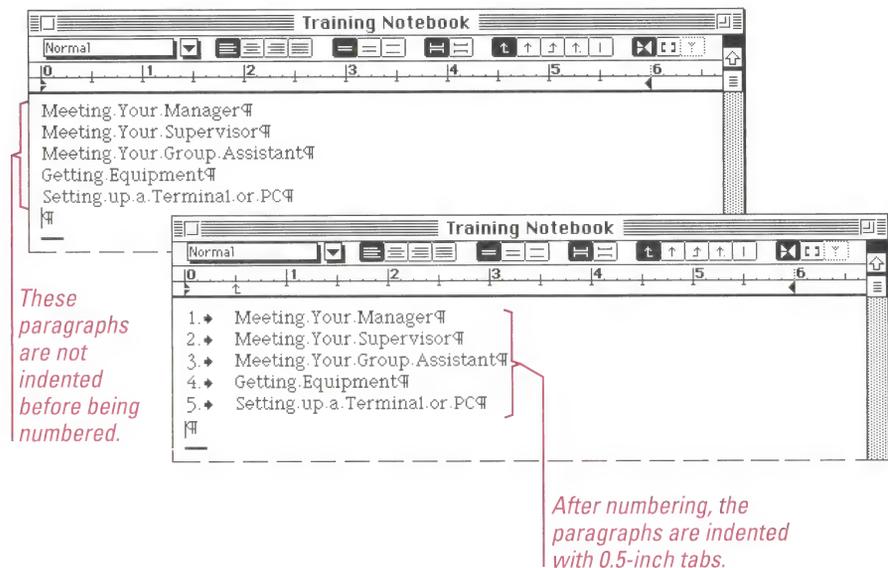
- 4 Select the Only If Already Numbered option.
- 5 In the Start At box, type the starting number you want.
- 6 In the Format box, specify the number format and separator character you want.
- 7 Choose the OK button.

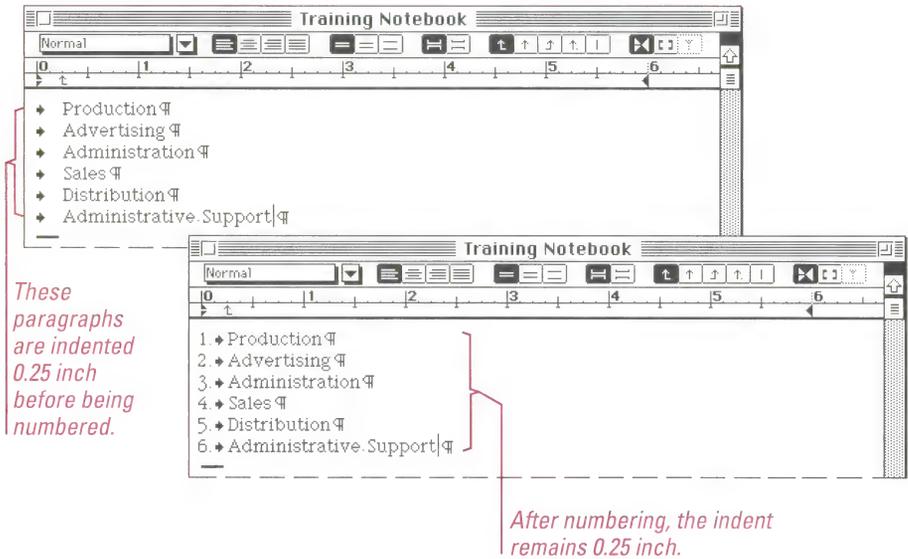
**Tip** You can type the number and tab mark, or the letter, period, and tab mark once, and then use the Repeat command on the Edit menu to repeat the insertion for each paragraph.

## Aligning Paragraph Numbers and Text

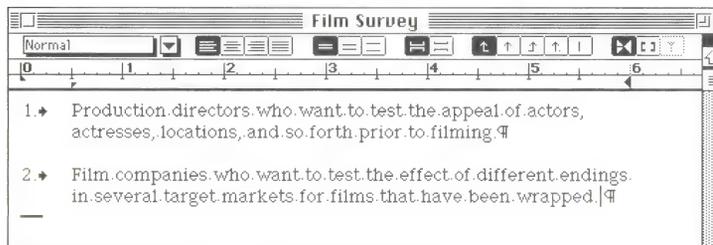
When Word numbers paragraphs, it inserts a tab between the number and the first line of text in the paragraph. Unless you changed the default tab setting, the tab measurement is 0.5 inch. You can adjust this tab width just as you do any tab.

If the paragraphs you are numbering already contain tab stops, Word does not insert another. The text remains aligned with the original tab stops.





If you are numbering lists of paragraphs and each paragraph is several lines in length, format the paragraphs with hanging indents. Numbers and text formatted with a hanging indent align vertically, as shown in the following illustration, making them easier to read. For information about creating hanging indents, see Chapter 6, “Paragraph Formatting.”



Paragraphs formatted with a hanging indent

## Updating Paragraph Numbers

After you number the paragraphs in your document, you might add or delete paragraphs or change their order. If so, it is easy to update paragraph numbers to reflect editorial changes.

### To update paragraph numbers

- 1 Select the paragraphs you want to update.  
If you don't make a selection, Word rennumbers the entire document.
- 2 From the Tools menu, choose Renumber.
- 3 Select the Only If Already Numbered option.
- 4 In the Start At box, type the starting number.
- 5 Select the By Example option.  
Word applies the numbering format and scheme already used in the document.
- 6 Choose the OK button.

## Removing Paragraph Numbers

If you just numbered some paragraphs and want to remove the numbers, choose the Undo command from the Edit menu as the first action immediately after numbering. If you want to remove only certain numbers, select each number and the following tab mark, and then press the DELETE key. To remove numbers from larger selections, use the following procedure.

### To remove paragraph numbers

- 1 Select the paragraphs from which you want to remove numbers.  
If you don't make a selection, Word removes the paragraph numbers from the entire document.
- 2 From the Tools menu, choose Renumber.
- 3 Select the Remove option.
- 4 Choose the OK button.

# Indexes and Tables of Contents

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## Overview

A Word document can include an index, a table of contents, and other lists, such as lists of tables and lists of illustrations.

You can create a simple index, with a single level of entry and with text separated from page numbers by a single space, or you can create a more complex index, with multilevel entries and text instead of page numbers. In a more complex index, you can also:

- Use special formatting, such as adding a comma between text and page numbers and making page numbers bold.
- Include entries that match the exact text in a document and entries that are synonyms for text, even if the synonym itself doesn't appear in the document.

You can create a simple table of contents by using heading styles or a more complex table of contents by using special codes that you insert in your document. A document can include a table of contents and several similar lists. To include a table of contents and a number of lists in the same document, you can use either heading styles or codes, or use both methods.

---

**Tip** If your document will include an index, table of contents, and other lists, you may want to create the index and other lists before you create your table of contents. That way, the table of contents can include page numbers for the index and the other lists.

---

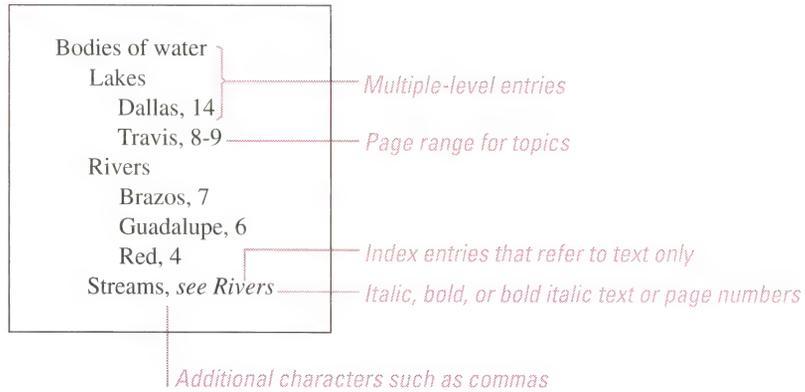
If you are working with a very long document, you can often work more efficiently by dividing the document into several files and connecting the files later. When the files are connected in series, you can compile the index, table of contents, and other lists for the whole document. The entire index is inserted at the end of the last file in the series, and the entire table of contents and any other lists are inserted at the beginning of the first file in the series. For information on generating a table of contents and index for a series of connected documents, see “Creating Indexes and Table of Contents for Long Documents,” later in this chapter.

## Creating an Index

You can create a simple index or a complex index in Word. A simple index has a single level of entry with text separated from page numbers by a single space.

sand flea 14  
sanderling 12, 33, 35  
sandpiper 45

A more complex index can include the following kinds of entries.



To understand the fundamentals for creating an index, first read the following section, “Creating a Basic Index.” Then, to create a more complex index, refer to “Using Other Indexing Features,” later in this chapter.

## What to Include in an Index

The real value of an index is determined by the entries you include. Some topics you might want to include as index entries are:

- The main ideas in a document.
- The main subject of a chapter.
- Variations of headings and subheadings.
- Any special terms.
- Abbreviations and acronyms.
- Synonyms: other words that describe the topics.
- Inverted phrases. For example, if you have the entry “Vacation policies,” also include “Policies, vacation.”

For more information on how to plan and organize your index, refer to a book on indexing or *The Chicago Manual of Style*, University of Chicago Press, Chicago, 13th edition or later.

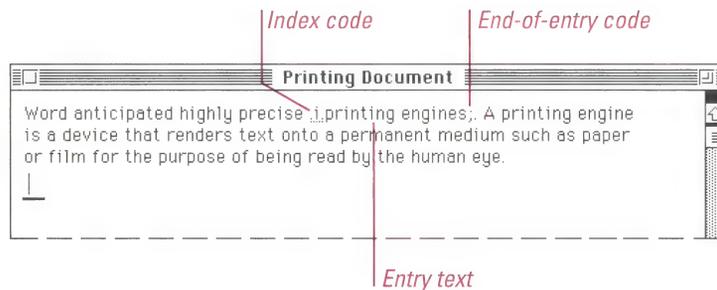
## Creating a Basic Index

You create an index in two basic steps. First, you identify the text you want in the index. Then, after you identify all of the entries you want to include, you compile the index.

### Identifying Index Entries

You identify the text you want in the index by choosing the Index Entry command from the Insert menu. When you choose the Index Entry command, Word inserts codes into your document and formats them as hidden text. To see these codes, you choose Preferences from the Tools menu, select the View category, and then select the Show Hidden Text check box.

An index entry has three parts, as follows.



The index code (.i.) and the end-of-entry code (;) enclose the text to be included as an index entry. If an index entry immediately precedes a paragraph mark, Word doesn't insert the end-of-entry code, but still considers the text as an index entry. The index code and the end-of-entry code must be formatted as hidden text.

Entry text is the actual text to be included in the index. If entry text is formatted as hidden text, it will appear in the index but not in the document text.

There are two ways to identify the text you want in the index:

- Selecting text in the document
- Typing text that is not in the document

Selecting text is the easiest way to create entries, but typing text gives you more flexibility. By typing text, you can capitalize main entries, include a synonym for a term, or create a second entry in your index. For example, if the text contains the words "carousel figures," you could include the following entries in the index.

Select text to create this entry.

Restoration experts are currently working their magic on the carousel figures. Eager collectors await their first glimpses of the traditional horses, majestic tigers, swaying elephants, and a smiling stork with an infant seat swinging from its beak.

.i.animals; .i.horses, carousel;

Text with index codes in place

Type this text as hidden text to include it in the index.

animals  
carousel figures  
horses, carousel

Sorted index

---

**Note** By typing text, you can also take advantage of other indexing features discussed under “Using Other Indexing Features,” later in this chapter.

---

### To insert an index entry by selecting text

- 1 Select the text in the document (up to 252 characters) that you want to be an entry in the index.
- 2 From the Insert menu, choose Index Entry.  
Word inserts the index code and end-of-entry code and formats them as hidden text. The entry text itself is not formatted as hidden text.

### To insert an index entry with text you type

- 1 Position the insertion point where you want to type the index entry.
- 2 From the Insert menu, choose Index Entry.  
Word inserts an index code and an end-of-entry code and positions the insertion point between them. The codes are formatted as hidden text.
- 3 Type the index entry.  
Word formats the entry text you type as hidden text. The text is displayed on the screen if you have Show Hidden Text selected in the Preferences dialog box, but it will not appear when you print the document. It appears in the index.

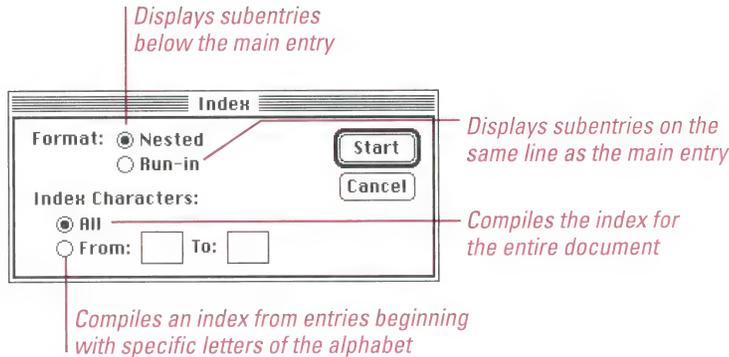
---

**Tip** You can type the index code and end-of-entry code (.i. and ;) yourself, instead of using the Index Entry command. Always include a period on both sides of the *i* and remember to format the codes as hidden text. If you want the entry text to appear only in the index, make sure you format the entry text as hidden text.

---

## Compiling an Index

When you are ready to collect the index entries, you choose the Index command from the Insert menu. In the Index dialog box, you select the format for your index—either nested or run-in.



In a nested index, subentries are indented and placed below the main entry, whereas the entries in a run-in index are on one line. In both index formats, Word adds punctuation, and text wraps to the next line if necessary. A run-in index can save space, but a nested index is often easier to read. To create a run-in index, index entries must include subentries. For more information, see “To create index subentries,” later in this chapter.

<p>Birds            nightingale 23            robin 49, 131, 209            stork 279</p>
---

A nested index entry indents subentries.

<p>Birds: nightingale 23; robin 49,          131, 209; stork 279</p>
--

A run-in index entry puts all entries on the same line.

You can compile a complete index for the entire document at once, or you can compile a partial index for selected letters of the alphabet. A complete index includes entries for all letters of the alphabet (as long as there is at least one entry beginning with that letter).

If you want to review your index letter by letter, or if you have an especially long or complex (over 1,500 entries) index, you can create partial indexes and combine them later. For example, you could compile an index with entries starting with the letters A through M and another with entries starting with the letters N through Z.

When you choose the Start button in the Index dialog box, Word collects the index entries by searching for index codes and end-of-entry codes in the document. Word does not include the text in headers, footers, footnotes, or embedded objects in the index. Word places the index at the end of your document and inserts a section break (a double-dotted line) before the index to separate it from the main document.

---

**Note** If you create an index and then add or delete text in your document, the page numbers may no longer be accurate. If you make changes, update your index before you print the document. For more information, see “Updating an Index,” later in this chapter.

---

### To compile a complete index

- 1 Insert index entries into your document.
- 2 From the Insert menu, choose Index.
- 3 Select a format:
  - If you want subentries displayed below the main entry, select the Nested option button.
  - If you want subentries on the same line as the main entry, select the Run-in option button.
- 4 Select the All option button.
- 5 Choose the Start button.

If you want to cancel the compilation in progress, press **COMMAND+PERIOD**.

If an error message indicates that no entries were found, or if some entries do not appear in the compiled index, make sure that the index codes and end-of-entry codes are formatted as hidden text.

---

**Tip** Page or section breaks that are inadvertently formatted as hidden text can affect the page numbering in a document and the accuracy of an index. This can happen easily if you insert a page or section break immediately after an index entry, because the index code and end-of-entry code use hidden text by default. If you add characters, including a page or section break, after the end-of-entry code, they will be formatted as hidden text. If you have problems with the page numbers in your index, use the Replace command from the Edit menu to find all page and section breaks formatted as hidden text and clear hidden text formatting. For more information on the Replace command, see Chapter 11, “Finding and Replacing Text or Formatting.”

---

## To compile a partial index for a range of letters

- 1 Follow steps 1 through 3 in the preceding procedure, “To compile a complete index.”
- 2 In the From box, type one letter for the beginning of the range you want to index. For example, type **a**
- 3 In the To box, type one letter for the ending of the range you want to index. For example, type **m**
- 4 Choose the Start button.  
Word collects all index entries that begin with the range of letters you indicated.
- 5 Repeat steps 1 through 4 for each section you want in your index, choosing No when Word asks if you want to replace the existing index.

Word puts each partial index after the last index and places a section break (a double-dotted line) between each partial index. When you are ready to print the final index, delete all section breaks except the first one.

## Using Other Indexing Features

You can create multilevel entries and indicate a range of pages for an entry. You can also follow an entry with text or a blank space instead of a page number and include characters that aren’t usually used in a basic index, such as a semicolon.

### To create index subentries

To create a nested index, you type the index entries. Each index entry contains the main entry, followed by a colon and the subentry. Additional subentries are separated by colons. Although two or three subentry levels are most common, an index can contain up to seven subentries, each separated by a colon.

- 1 Position the insertion point where you want to type the index entry.
- 2 From the Insert menu, choose Index Entry.
- 3 Between the index code and the end-of-entry code, type the main entry text, followed by a colon. For example, type the entry text **Tuxedo:**
- 4 Type text for each subentry, up to seven levels, with each level separated by a colon.

When you compile the index, Word automatically lists subentries in alphabetical order under the main entry.

#### For these entries in the index

Tuxedo  
     jacket style 69  
         morning coat 71  
     tails style 46

#### Your entry should be

.i.Tuxedo;jacket style;  
 .i.Tuxedo;jacket style:morning coat;  
 .i.Tuxedo;tails style;

**Tip** If you want to use an index entry in more than one place, you don't have to retype it. Just copy the entire entry, including the index code and the end-of-entry code, and paste the entry in a new location. If you want to make changes to the entry, you can edit it just as you edit normal text.

You can also type and format index codes and define them as a glossary entry for automatic insertion in your document. For more information on glossaries, see Chapter 12, "Glossaries: Storing Items for Reuse."

### To indicate a range of pages in an index entry

If a topic spans two or more pages, you can create an index entry that indicates the range of pages covered by the topic.

- 1 Position the insertion point just before or just after the first occurrence of the topic you want to index.
- 2 From the Insert menu, choose Index Entry.
- 3 Between the *i* and the second period in the index code, type an opening parenthesis: (
 

The code should now be hidden text and look like this: .i(.
- 4 After the second period in the index code, type the entry text.
 

For example, type the entry text **Microphone**
- 5 Position the insertion point just before or just after the last occurrence of the topic you want to index.
- 6 From the Insert menu, choose Index Entry.
- 7 Between the *i* and the second period in the index code, type a closing parenthesis: )
 

The code should now be hidden text and look like this: .i).
- 8 Type the same entry text you typed in step 4.

For this entry in the index	On this page	Your entry should be
Microphone 2-4	2	.i(.Microphone;
	4	.i).Microphone;

**Tip** You can use the opening and closing parentheses to create a range that spans multiple files. Place the index entry with the opening parenthesis in the first file and the index entry with the closing parenthesis in the second file. Then connect the files following the instructions in Chapter 10, "Setting Up Long Documents." When you place the insertion point in the first file and compile the index, Word creates an entry in the index that includes the page numbers from both files.

### To follow an entry with text or a blank space

- 1 Select the text you want to index, or position the insertion point where you want to create the index entry.
- 2 From the Insert menu, choose Index Entry.
- 3 If you did not select text for the index entry, type the entry.
- 4 To follow an entry with text instead of a page number, after the entry text, type # (number sign) followed by the text you want.
- 5 To follow an entry with a blank space instead of a page number, type two colons after the entry text.

#### For this entry in the index

Streams (see Rivers)  
Texas Rivers

#### Your entry should be

.i.Streams#(see Rivers);  
.i.Texas Rivers::;

### To include a semicolon, number sign, or colon in an index entry

When a semicolon (;), number sign (#), or colon (:) follows an index code, each is assumed to be an indexing instruction. These characters are not ordinarily displayed in an index. To include these characters in an index, follow this procedure.

- 1 Select the text you want to index, or position the insertion point where you want to create the index entry.
- 2 From the Insert menu, choose Index Entry.
- 3 If you did not select text for the index entry, type the entry.
- 4 Surround the entry text with single quotation marks.

#### For this entry in the index

Bodies of water: oceans, rivers,  
lakes 16  
  
Punctuation  
# number sign 44  
; semicolon 46

#### Your entry should be

.i.'Bodies of water: oceans, rivers,  
lakes';  
  
.i.Punctuation:'# number sign';  
.i.Punctuation:'; semicolon';

## Updating an Index

Ordinarily, you compile an index after you have finished the document. However, if you make changes to the document that affect how pages will break (for example, adding or deleting text), compile the index again by choosing the Index command from the Insert menu.

Word asks if you want to replace the existing index. If you choose No, Word inserts a section break and places the new index at the end of the document. If you choose Yes, Word replaces the existing index.

If you move the index to another location in the document and choose to update it, Word replaces the index in its current location. If you have more than one index, Word replaces the first index in the document.

## Formatting an Index

When you compile an index, Word formats it for you. If you want a different look for the index, or for specific entries in the index, you can change the format:

- At any time, by redefining the index standard styles.
- After you compile the index, by using formatting commands.
- Before you compile the index, by editing the index entries.

**For more information about redefining styles, see Chapter 7, “Formatting with Styles.”**

When you compile an index, it is automatically based on the Index 1 through Index 7 styles. This means that, no matter what formatting or style you have applied to text in the document, the text in the index will have an index style. The index styles are like the Normal paragraph style, except that each succeeding level is indented 0.25 inch. You can change these standard styles if you want a different look for your document.

You can also change character formatting directly by using the ribbon or Font and Format menus; you can make paragraph and section changes by using the Paragraph and Section commands on the Format menu. However, if you recompile the index after making formatting changes, Word discards the changes along with the old index. For this reason, it is usually better to redefine the index styles than to make direct formatting changes.

Word automatically inserts one space between an index entry and a page number or text reference. You can change this spacing and add additional characters, such as a comma, after the entry text. You can also add characters to the index code to make page numbers or a text reference bold, italic, or both.

## To apply special formatting to index entries

To	Do this
Apply bold to page number or text reference Examples: Bodies of water <b>4</b> Streams, <b>see Rivers</b>	Type <b>b</b> between the <i>i</i> and the second period in the index code. Examples: .ib.Bodies of water; .ib.Streams,#see Rivers;
Apply italic to the page number or text reference Examples: Bodies of water <i>4</i> Streams, <i>see Rivers</i>	Type <b>i</b> between the <i>i</i> and the second period in the index code. Examples: .ii.Bodies of water; .ii.Streams,#see Rivers;
Apply bold and italic to page number or text reference Examples: Bodies of water <b><i>4</i></b> Streams, <b><i>see Rivers</i></b>	Type <b>bi</b> between the <i>i</i> and the second period in the index code. Examples: .ibi.Bodies of water; .ibi.Streams,#see Rivers;
Add extra space between text and page numbers Example: Bodies of water 4	Press the SPACEBAR at the end of your entry text. Example: .i.Bodies of water ;
Add a character between text and page numbers Example: Bodies of water, 4	Type the character you want after the entry text. Example: .i.Bodies of water,;

## Creating a Table of Contents and Other Similar Lists

You can create a table of contents with several levels of headings and you can include other lists in a document—for example, lists of figures, lists of photographs, and lists of tables.

Unless otherwise noted, wherever you see references to a table of contents in this chapter, assume that the information also applies to similar lists.

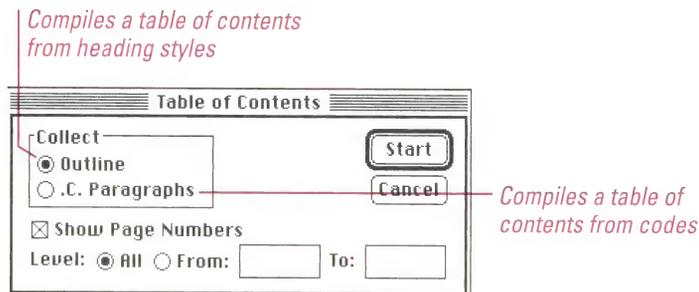
You create a table of contents in two basic steps:

- Identify the text you want to include in the table of contents.
- Compile the table of contents.

You can identify table of contents entries in two different ways. The fastest and easiest way is to use heading styles.

The second way is to use codes. Codes are especially useful if you are creating different kinds of lists for one document, or if you want special effects, such as creating entries that are different from the headings in your document. For example, you might have photographs and charts sequentially labeled “Figure 1,” “Figure 2,” and so on. If you want to make separate lists for the photographs and charts, you can create entries for the list of photos and for the list of charts that include a description of the figure, but not the word “Figure” and its accompanying number.

You compile a table of contents using the Table Of Contents command from the Insert menu.



In the Table Of Contents dialog box, you indicate whether you are collecting the table of contents from heading style entries or code entries. You can include all of the heading style or code entries or only a subset of the entries. For example, you may have six heading levels in your document and only want to include the first three.

When you choose the Start button in the Table Of Contents dialog box, Word paginates the document, compiles the table of contents, and inserts it at the beginning of the document. Word does not include text in headers, footers, footnotes, or embedded objects in the table of contents.

Each table of contents entry is placed on a separate line as shown below.

Sorting	Page
Sorting	1
Sort Order and Sequence	1
Sorting Paragraphs	1
To sort paragraphs	2
To sort columns of text separated by tabs	2
Sorting a Table	3
To sort a table	3
Sorting in Outline View	4
To sort in Outline View	4
Sorting Records in a Data Document	4
To sort records with fields separated by commas or tabs	5
Undoing a Sort	5
To undo a sort	5

*Word inserts a section break to separate the table of contents from the main document.*

If the Show Page Numbers check box is selected, Word inserts a tab character with leader characters, a page number, and a paragraph mark for each entry. This is part of the standard table of contents style and can be changed. For more information, see “Formatting a Table of Contents,” later in this chapter.

Word inserts a section break (a double-dotted line) after the table of contents to separate it from the main document. This allows you to create different formatting for the table of contents and the main document. For example, you can use roman page numbers i, ii, and iii for the table of contents and arabic page numbers 1, 2, and 3 for the main document.

---

**Note** If you create a table of contents and then add or delete text in your document, the page numbers may no longer be accurate. If you make changes, update the table of contents before you print the document. For more information, see “Updating a Table of Contents,” later in this chapter.

---

## Creating a Table of Contents Using Heading Styles

**The basic information you need to create a table of contents using styles is included in this chapter. For more information on styles, see Chapter 7, “Formatting with Styles.”**

The simplest way to create a table of contents is by applying a standard heading style from Heading 1 through Heading 9 to each heading, subheading, caption, or other text you want to appear in the table of contents. When you compile the table of contents, each entry is displayed at the level determined by its heading style. For example, an entry with a Heading 1 style will be aligned with the left margin and an entry with a Heading 2 style will be indented one-half inch from the left margin.

If you’ve already applied standard heading styles to the headings and subheadings in your document, you’re ready to compile the table of contents. If you haven’t used styles, refer to the following procedure to apply standard heading styles to your text.

### Using Styles

You can apply a group of formats to a paragraph and give the group of formats a name. You then apply the style name to all the paragraphs that you want to have the same formats. This is a quick way to ensure consistent formatting in your document or among different documents. Using styles also makes it very easy to change formatting for a number of paragraphs. You just change the formatting for the style, and all paragraphs with that style name change automatically.

Word provides standard styles, which already have specific formatting applied. For example, Word provides the heading styles Heading 1 through Heading 9 for document headings. You can use these styles to create consistent headings in your document, to create an outline, and to create tables of contents and similar lists. You can also change the formatting of a standard style to adjust the appearance of all paragraphs that contain that style.

For more information on styles, see Chapter 7, “Formatting with Styles.”

## To apply heading styles

- 1 Select the paragraph in your document that you want to be an entry in the table of contents.
- 2 From the Styles box on the ruler, select the appropriate heading level for the paragraph. For example, for a first-level heading, select Heading 1.  
If you have not chosen the style before, hold down the SHIFT key and then, from the Styles box, select the heading level.
- 3 Repeat steps 1 and 2 for each paragraph you want to be an entry in the table of contents.

---

**Tip** If you are creating several lists, choose a different heading level (or range of levels) for each list. For example, apply heading levels 1 through 3 for entries in a table of contents and heading level 4 for entries in a list of illustrations.

---

## To compile a table of contents using heading styles

- 1 Apply heading styles to paragraphs you want to appear in the table of contents, as explained in the preceding procedure.
- 2 From the Insert menu, choose Table Of Contents.
- 3 Select the Outline option button.
- 4 If you want to include page numbers, select the Show Page Numbers check box.
- 5 You can create a table of contents using all or a subset of heading levels.

### To use

### Do this

All heading levels

Select the All option button.

A subset of available headings

In the From box, type a number for the largest level you want in your table of contents. For example, to collect levels 3 through 5, type **3** in the From box, and type **5** in the To box.

One heading level

Type the same number in both the From and To boxes.

- 6 Choose the Start button.

If you want to cancel the compilation in progress, press `COMMAND+PERIOD`.

---

**Note** If you are compiling a table of contents using heading styles and you see a message that says no entries are found, or if some entries do not appear in the compiled table of contents, make sure that the table of contents entries are not formatted as hidden text.

---

### To collect one or more additional lists

- 1 Repeat steps 1 through 4 in “To compile a table of contents using heading styles,” earlier in this chapter.
- 2 Type a different number or range of numbers in the From and To boxes.
- 3 Choose the Start button.
- 4 Choose No when Word asks if you want to replace the table of contents.
- 5 Repeat as necessary.

Word places each successive list at the beginning of the document, but you can move it anywhere you want.

---

**Tip** Page or section breaks that are inadvertently formatted as hidden text can affect the page numbering in a document and the accuracy of a table of contents and other such lists. This can occur if you are using codes and insert a page or section break immediately after a table of contents entry, because the table of contents code and end-of-entry code use hidden text by default. If you add characters, including a page or section break, after an end-of-entry code, they will be formatted as hidden text. If you have problems with the page numbers in your table of contents, use the Replace command from the Edit menu to find all page and section breaks formatted as hidden text and clear hidden text formatting. For more information on the Replace command, see Chapter 11, “Finding and Replacing Text or Formatting.”

---

## Creating a Table of Contents Using Contents Codes

You can use the TOC Entry command from the Insert menu to identify text as a table of contents entry. When you choose the command, Word inserts codes into your document and formats them as hidden text. To see and work with these codes, you choose Preferences from the Tools menu, select the View category, and then select the Show Hidden Text check box.

A table of contents entry has three parts, as follows.



The contents code (.c.) and the end-of-entry code (;) identify the text they enclose as a table of contents entry. If an entry comes right before a paragraph mark, Word doesn't insert the end-of-entry code, but still treats the text as a table of contents entry. The contents code and the end-of-entry code must be formatted as hidden text.

You can vary the level of a table of contents entry by adding a number to the contents code. For example, .c2. indicates a second-level entry.

Entry text is the actual text to be included in a table. If entry text is formatted as hidden text, it will appear in the table of contents but not in the document text.

There are two ways to create table of contents entries with codes:

- Selecting text in the document.
- Typing the table of contents entry yourself.

Selecting text is the easiest way to create entries, but typing text gives you more flexibility. By typing text you can create multilevel entries and create entries without a page number. You could suppress the page number for a chapter heading that immediately precedes a section heading, as shown in the following illustration.

<p><i>This chapter heading has a page number by default.</i></p>	<p>Chapter 1: Sorting.....1          Sort Order and Sequence.....1          Sorting Paragraphs.....1              To sort paragraphs.....2</p>	<p><i>You can use codes to suppress page numbering for an entry.</i></p>	<p>Chapter 1: Sorting          Sort Order and Sequence.....1          Sorting Paragraphs.....1              To sort paragraphs.....2</p>
--	--	--	--

### To insert a table of contents entry for existing text

- 1 Select the text (up to 252 characters) for an entry in the table of contents.
- 2 From the Insert menu, choose TOC Entry.

Word inserts the contents code and end-of-entry code and formats them as hidden text. The table of contents entry text itself is not hidden text.

### To insert a table of contents entry with text you type

- 1 Position the insertion point just after the text you want referenced in the table of contents.
- 2 From the Insert menu, choose TOC Entry.  
Word inserts a contents code and an end-of-entry code and positions the insertion point between them. The codes are formatted as hidden text.
- 3 Type the text you want to use as a contents entry.  
Word formats the text you type as hidden text. Hidden text appears on the screen if you have Show Hidden Text selected in the Preferences dialog box, but it does not appear in the document when it is printed.

---

**Tip** You can type the contents code and end-of-entry code (.c. and ;) yourself, instead of using the TOC Entry command. Always include a period on both sides of the *c* and remember to format the codes as hidden text. If you want the entry text to appear only in the table of contents, not in the document, make sure you format the entry text as hidden text.

---

### To create sublevels using codes

When you use heading styles to create a table of contents, the headings automatically create sublevels. Heading 2 is a sublevel for Heading 1, Heading 3 is a sublevel for Heading 2, and so on. If you are typing codes, you indicate a sublevel by adding a number from 1 through 9 to the contents code.

- 1 Select the text you want in the table of contents, or position the insertion point where you want to create the table of contents entry.
- 2 From the Insert menu, choose TOC Entry.
- 3 If you did not select text for the table of contents entry, type the entry.

- 4 Type a number from 1 through 9 immediately before the second period in the contents code.

**For these entries in the TOC****Your entry should be**

In the Rose Garden .....	.c1.In the Rose Garden;
Songs of a Wild Rose .....	.c2.Songs of a Wild Rose;
The Rose in Autumn .....	.c3.The Rose in Autumn;

You can use either .c. or .c1. for a first-level entry.

**Tip** You can also indicate sublevels in a table of contents by typing the main entry text followed by a colon and typing text for each subentry (up to nine levels), each separated by a colon. For example, a complete entry might be:

.c.Auction Catalog: Silent Auction: Auction Items;

When you use this method, Word adds the page number and leader characters to the last level entry. For example:

Auction Catalog	
Silent Auction	
Auction Items .....	14

### To create a table of contents entry without a page number

- 1 Select the text you want in the table of contents, or position the insertion point where you want to create the table of contents entry.
- 2 From the Insert menu, choose TOC Entry.
- 3 If you did not select text for the table of contents entry, type the entry.
- 4 After the contents text, type a colon.

**For this entry in the TOC****Your entry should be**

Logical Answers to Illogical Questions	.c.Logical Answers to Illogical Questions;;
--	---

### To include a semicolon or colon in a table of contents entry

A semicolon indicates the end of a table of contents entry, and a colon indicates a subentry. These characters are not ordinarily displayed in a table of contents. To include these characters in a table of contents entry, follow this procedure.

- 1 Select the text you want in the table of contents, or position the insertion point where you want to create the table of contents entry.
- 2 From the Insert menu, choose TOC Entry.
- 3 If you did not select text for the table of contents entry, type the entry.
- 4 Surround the text, including the semicolon or colon, with single quotation marks formatted as hidden text.

#### For this entry in the TOC

#### Your entry should be

Auction Catalog; Item List .....	.c. 'Auction Catalog; Item List';
----------------------------------	-----------------------------------

### To compile a table of contents using contents codes

- 1 Insert table of contents entries into your document using the TOC Entry command.
- 2 From the Insert menu, choose Table Of Contents.
- 3 Select the .C. Paragraphs option button.
- 4 If you want to include page numbers, select the Show Page Numbers check box.
- 5 You can create a table of contents using all or a subset of heading levels.

#### To use

#### Do this

All .c. levels

Select the All option button.

A subset of available .c. levels

In the From box, type a number for the largest level you want in your table of contents.

In the To box, type a number for the smallest level you want in your table of contents. For example, to collect levels 3 through 5 type **3** in the From box and type **5** in the To box.

One .c. level only

Type the same number in both the From and To boxes.

- 6 Choose the Start button.

If you want to cancel the compilation in progress, press COMMAND+PERIOD.

---

**Note** If you see a message that says no entries are found, or if some entries do not appear in the compiled table of contents, make sure that the codes are formatted as hidden text.

---

For information on how to collect additional lists, see “To collect one or more additional lists,” earlier in this chapter.

## Strategies for Creating Other Lists

Creating other lists—lists of illustrations, lists of tables, lists of figures, and so on—is essentially the same as creating a table of contents.

You create a table of contents by applying either heading styles or contents and end-of-entry (.c. and ;) codes. You create other lists using either or both of these methods, which are described earlier in this chapter.

You can create several different lists by reserving a style or code level for a specific purpose. For example, you can reserve Heading 9 for the captions under the illustrations in your document. Because Heading 9 is a standard style, it has a specific font, size, and other formatting. You can change the captions by redefining the Heading 9 style. After you compile the table of contents, you can also redefine the Toc 9 style to change the formatting in the list of illustrations.

## Creating Both a Table of Contents and Another List

First, identify the text you want to include in each list:

- If you want to use heading styles to create a list, apply a heading style to entries in the second list that you are not using in the table of contents. For example, if you are creating a table of contents and a list of illustrations for a document, apply Heading 1 through Heading 3 to the paragraphs you want in the table of contents and Heading 4 to the paragraphs you want in the list of illustrations. If you want to create a third table, apply Heading 5 to the paragraphs you want in that table. For information on applying heading styles, see “To apply heading styles,” earlier in this chapter.
- If you want to use codes, use a code for the entries in the second list that you are not using in the table of contents. For example, if you are using .c1. through .c4. for the list of contents, use .c5. for the list of illustrations. Use .c6. if you want to create a third list. For information on using numbers with codes, see “To create sublevels using codes,” earlier in this chapter.
- You can also combine methods: Use outline heading styles for the table of contents and use codes for any additional lists. If you combine methods, you can have up to nine heading levels in the table of contents and up to nine additional lists. If you have fewer heading levels in the table of contents, you can include even more lists in your document.

---

**Tip** When you are creating both a table of contents and another list, compile the table of contents last. Any other tables will then be entries in the table of contents. Also, because Word places a new table at the beginning of a document, your table of contents and other lists will automatically be placed in the correct order in your document—you won’t have to cut and paste to put them in the right order.

---

### To compile multiple tables or lists

- 1 From the Insert menu, choose Table Of Contents.
- 2 Type the number or range of numbers of heading levels or contents code levels you want for one table or list.
- 3 Choose the Start button.  
Word places the table at the beginning of the document, followed by a section break.
- 4 From the Insert menu, choose Table of Contents again.
- 5 Type the number or range of numbers of outline heading levels or contents code levels you want for another table or list.
- 6 Choose the Start button.
- 7 When Word asks if you want to replace the existing table, choose No.

### Updating a Table of Contents

Ordinarily, you compile a table of contents after you have finished a document. However, if you make changes to the document that affect how pages break (for example, adding or deleting text), compile the table of contents again by choosing the Table Of Contents command from the Insert menu.

Word asks if you want to replace the existing table of contents. If you choose No, Word inserts a section break and places the new table of contents at the beginning of the document. If you choose Yes, Word replaces the existing table of contents.

If you move the table of contents to another location in the document and choose to update it, Word replaces the table of contents in its current location. If you have more than one list in a document, Word replaces the first list in the document.

---

**Tip** If your table has a title, such as “Table of Contents,” make sure that the title does not have a table of contents style applied to it. If a title has a table of contents style and the title does not appear in the text of the main document, the title will be deleted if you update and replace the existing table of contents.

---

## Updating Page Numbers

When you compile a table of contents, Word inserts a section break after the table of contents to separate it from the main text. This makes it easy for you to have different formatting in the table of contents and in the main document. For example, you can have a single column on the table of contents page and two columns in the main document. When you compile a table of contents, Word automatically numbers the page following the section break as page 1.

If you set a page number other than 1 for the page after the table of contents and then update the table of contents, your page numbers will begin at 1, rather than the number you set. To reset the starting number, use the Section and Document commands on the Format menu. With the insertion point on the first page after the table of contents, in the Section dialog box, clear the Restart At 1 check box. In the Document dialog box, choose the File Series button. In the Number From box, type one number less than the page number you want to start with. For example, if you want page numbering to start at 2, type 1 in the text box. This numbers the page containing the table of contents as page 1 and the first page of the document as page 2. Note that you cannot type a negative number in the Number From box.

## Formatting a Table of Contents

When you compile a table of contents, Word formats it for you and inserts it at the beginning of the document. If you want a different look for the table of contents, you can change the format:

- At any time, by changing the table of contents standard styles.
- After you compile the table of contents, by using formatting commands.

**For more information about styles, see Chapter 7, “Formatting with Styles.”**

A table of contents that you compile is automatically based on the Toc 1 through Toc 9 styles. This means that, no matter what formatting or style you have applied to text in the document, the text in the table of contents will have a table of contents style. The table of contents styles are based on the Normal paragraph style, with a 0.5-inch left indent for each level, a 0.5-inch right indent, a left-aligned tab at 5.75 inches, dot leaders, and a right-aligned tab at 6 inches. These styles are standard styles that you can change if you want a different look for your document.

You can also make character formatting changes directly to the text by using the ribbon or Font and Format menus, and make paragraph and section changes by using the Paragraph and Section commands on the Format menu. However, if you recompile the table of contents after making formatting changes, Word discards the changes along with the old table of contents. For this reason, it is usually better to redefine the table of contents styles than to make direct formatting changes.

## Special Formatting Tips

If the spacing or leader characters in your table of contents are not formatted the way you want, whether you are using standard styles, your own styles, or manual formatting, the following information may assist you.

### Double-Spacing

**For more information about space after paragraphs, see Chapter 6, “Paragraph Formatting.”**

If you use double-line spacing in a table of contents, an entry that wraps to a second line will be double-spaced within the entry. To double-space between entries and single-space within an entry, select the table of contents entry that you want to be single-spaced and choose the Paragraph command from the Format menu. Under Spacing, adjust the line spacing for the entry. Don't use the double-line spacing option on the ruler.

### Spacing Between Leader Characters

When you print a table of contents, the spacing of the leader characters may differ from line to line when the tab character is formatted with a proportional space font. You can make the space between dots equal by formatting the tab characters in the table of contents with a monospace font such as Courier or Monaco. The space between the dots may be larger than the space between characters in the proportionally spaced text, but the distance between each dot on each line will be the same.

### Word Spacing

Words on some lines in a table of contents may be spaced farther apart than you would like. For example, your text may print like this:

B. Social Science, semester hour..... 2

when you want this:

B. Social Science, semester hour..... 2

This occurs if you are using a proportional space font for the table of contents style; the spacing between characters varies when you use a proportional space font.

This problem is likely to occur if you number paragraphs manually (without using the automatic numbering feature in Word) and use spaces to separate the line number from the text. To correct the problem, do one of the following:

- If you have a LaserWriter printer, select the Fractional Widths check box in the Page Setup dialog box on the File menu before you print.
- Use tabs to separate the number from the text.

Note that tabs will line up the beginning of text properly, but letter spacing within an entry may still be inconsistent and you may create the situation described under “Tabs and Leaders,” immediately following.

### Tabs and Leaders

Table of contents styles include leaders for tabs, which create the dots between the text and page number. If you include a tab in your table of contents entry, the tab character in the entry displays leader characters, followed by the rest of the text. For example, this entry on page 10 contains a tab mark between the number and the text:

II. The Seven Keys

Word compiles the entry like this in the table of contents:

II.....The Seven Keys 10

This is likely to occur if you number heading paragraphs with the Renumbr command. To format the table of contents properly, modify the table of contents styles to include an additional tab stop before the 5.75-inch tab stop.

**For information about redefining styles, see Chapter 7, “Formatting with Styles.”**

## Creating Indexes and Tables of Contents for Long Documents

If a document is long or contains a lot of formatting, you can usually work more efficiently if you divide the document into several smaller documents. You can later connect the documents and create a table of contents or index for the entire document without recombining the separate files. For more information about connecting documents, see Chapter 10, “Setting Up Long Documents.”

---

**Note** If you are compiling an index or table of contents for a series of documents, you must position the insertion point in the first document in the series before you choose the Index command or the Table Of Contents command. If you choose either command with the insertion point in another document, entries in the previous documents in the series are ignored.

---

**To update footnote numbers in a series of documents, see Chapter 32, “Footnotes.”**

### To create a table of contents or index for a series of documents

If you are creating both an index and a table of contents for a series of documents, create the index first so that it will be included as an entry in the table of contents.

- 1** Insert index and table of contents entries by following the procedures earlier in this chapter.
- 2** Connect the documents and number their pages in series as explained in Chapter 10, “Setting Up Long Documents.”
- 3** Open the first document in the series.
- 4** From the Insert menu, choose Index.
- 5** Select a format.
- 6** If the index is especially long or complex (over 1,500 entries), use letter ranges in the From and To boxes to create several partial indexes. For example, create an index for the letters A through M and a separate index for the letters N through Z, and combine the indexes by deleting section breaks between parts of the index.
- 7** Choose the Start button.  
Word inserts the index or indexes at the end of the last document.
- 8** With the insertion point in the first document, choose Table Of Contents from the Insert menu.
- 9** Select any options you want, and then choose the Start button.  
Word inserts the table of contents at the beginning of the first document in the series.

# Headers and Footers

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## Overview

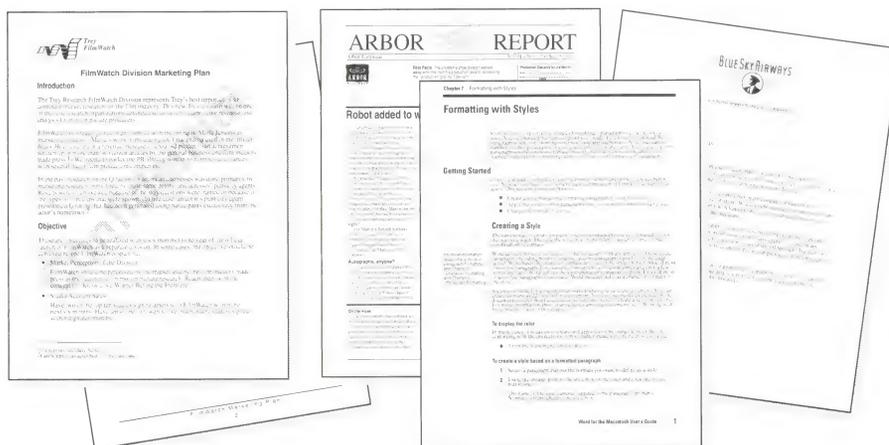
A header or footer is descriptive text that prints at the top or bottom of every page. Most headers and footers are simple, consisting simply of the document name and the page number. However, you can create headers and footers that contain a variety of information, multiple paragraphs, and even graphics. For example, you could include the date and author's name in a header or footer for a report. In a promotional piece or brochure, you might include the company logo. Headers and footers for books often have the book title on the left page and the chapter title on the right.

Header text prints in the top margin of each page of a document or section. Footer text prints in the bottom margin. Word automatically adjusts the size of the margins to accommodate the text or graphics in the header or footer.

Creating headers or footers is easy. You open the header or footer window, type the text you want, and that's it. Word automatically inserts and positions it on every page.

If you want to change the way headers and footers print on the page, you have a great deal of flexibility, as shown in the following illustration. For example, you can:

- Put a unique header or footer on the first page of the document or on the first page of each section, or have no header or footer on the first page.
- Position the header or footer anywhere on the page.
- Use different headers or footers on odd and even pages.
- Format the header or footer text using options such as bold or italic, or change the font or font size.
- Specify a different set of headers and footers for each section within a document.



## Adding Headers and Footers

You create a header or footer using the Header or Footer command on the View menu. Unless you specify a header or footer, Word does not insert one into the document. Headers and footers appear in a separate window. To see headers and footers as they will appear when printed, choose the Print Preview or Page Layout command.

### Creating Headers and Footers

When you choose Header or Footer from the View menu, Word opens a window for typing or editing text. This window is like any other document window, with scroll bars, a title bar, and text area. You can also display the ribbon and ruler in the header or footer window and reposition the window by dragging the title bar.

By clicking the appropriate symbol in the upper-left side of the window, you can insert the page number, date, or time into the header or footer. These symbols insert a single-character placeholder for the current date, time, or page. Word updates these entries automatically for you.



A header window

### To create a header or footer

- 1 From the View menu, choose Header or Footer.
- 2 Type the header or footer text in the window.

You can press the TAB key to align the text. The header and footer windows have three default tab settings: The first aligns text on the left, the second centers the text, and the third aligns text on the right.

- 3 If you want, you can insert the following into the header or footer.

To insert	Click
The page number	
The date of printing	
The time of printing	

- 4 To close the window, click the close box.

If you choose the Header or Footer command while you're in page layout view, Word positions the insertion point in the header or footer. If you haven't created the header or footer yet, Word creates an empty header or footer in the margin and places the insertion point there.

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**Tip** You can display the ribbon and the ruler in the header or footer window and apply formatting options from them to the text. Make sure the insertion point is positioned in the header or footer window, and then choose Ribbon and Ruler from the View menu.

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Word uses the following default settings for headers and footers:

- The same header or footer is used for all subsequent sections in the document.
- The top of the header prints 0.5 inch from the top edge of the page.
- The bottom of the footer prints 0.5 inch from the bottom edge of the page.

## Viewing Headers and Footers

Word does not show header or footer text in normal view. To view headers and footers, use one of the following methods:

- Open the header or footer window by choosing Header or Footer from the View menu.
- Choose Page Layout from the View menu and scroll up to see headers or down to see footers. You can also edit and format headers and footers in this view.
- Choose Print Preview from the File menu to see the entire page in reduced size. You can reposition headers and footers in print preview, but you can't edit or format the text.

---

## Editing and Formatting Headers and Footers

For more information about formatting characters, see Chapter 5, “Character Formatting.”

For more information on using styles, see Chapter 7, “Formatting with Styles.”

You can edit header or footer text like any other text. To apply formatting such as bold or italic, or to use a different font or point size, use the ribbon or the Character command on the Format menu.

You can also indent headers and footers or change their alignment, using the ruler or the Paragraph command. For more information about controlling where headers and footers print, see “Positioning Headers and Footers,” later in this chapter.

For header or footer text, Word uses the standard Header or Footer style, both of which are based on the Normal style. If you want to make header or footer text smaller, larger, or different in some other way, you can modify the Header or Footer style using the Style command on the Format menu.

Page numbers are in the numbering style specified in the Section dialog box for the current section.

### To edit or format a header or footer

- 1 From the View menu, choose Header or Footer.
- 2 In the header or footer window, edit and format the text as you would text in any other Word window.

The text you insert with the time, date, or page number symbols is treated as a single character when you select it.

- 3 To close the header or footer window, click the close box.

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**Tip** You can also use page layout view to edit or format header and footer text. Choose Page Layout from the View menu, and then scroll up to the header or down to the footer. Edit or format the text as you would text in any Word window.

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### To delete a header or footer

- 1 From the View menu, choose Header or Footer.
- 2 Delete all the text within the window.
- 3 To close the window, click the close box.

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**Note** If the document has several sections and you want to change or delete the header or footer for a specific section, make sure the insertion point is in that section before you choose the Header or Footer command. For information about revising, deleting, and formatting headers and footers in a multiple-section document, see “Headers and Footers in Multiple-Section Documents,” later in this chapter.

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# Positioning Headers and Footers

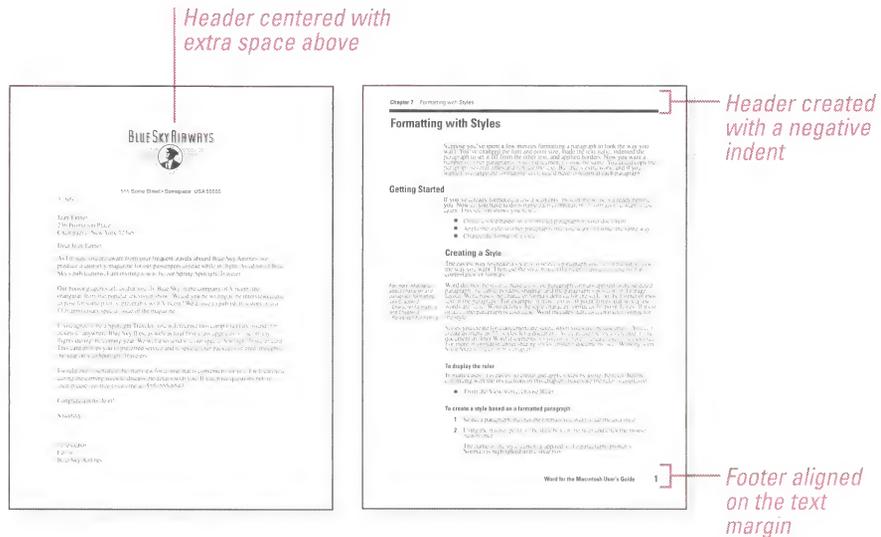
In some cases, you may want to change the default position of headers or footers. You can change the vertical position, increasing or decreasing the distance from the top or bottom of the page. Or you can change the horizontal position, centering the header or footer on the page or moving it into the page margin. You can also adjust the space between the header or footer text and the document text.

The Section command on the Format menu affords you the greatest control over the vertical position of the header or footer. You can also change the vertical position by dragging the header or footer in print preview or by pressing the ENTER key to add extra space above or below.

With the paragraph formatting options on the ruler or in the Paragraph dialog box, you can change the horizontal position of the header or footer. For example, you can center the header or footer on the page, align it with the right or left text margin, or extend it beyond the document text to print in the margin area itself.

The following examples illustrate various ways to position headers and footers on the page.

**For information on formatting and indenting paragraphs, see Chapter 6, "Paragraph Formatting."**



## To position headers and footers vertically using print preview

You can change the vertical position of headers and footers in print preview, but you cannot edit the text.

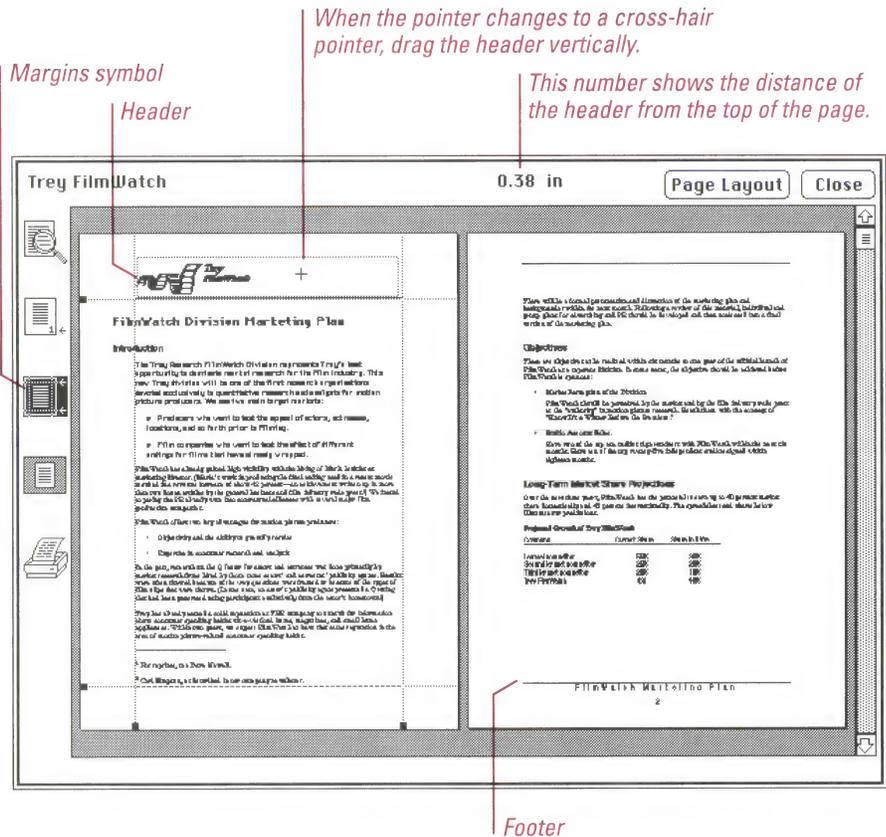
- 1 From the File menu, choose Print Preview.
- 2 Make sure the margins symbol is selected.

Headers and footers are shown with a dotted line around them.

- 3 Point to the header or footer. When the mouse pointer changes to a cross hair, drag the header or footer vertically to a new position.

If you want to override the text margins and move the header or footer into or overlapping the text area, hold down the SHIFT key while you drag the header or footer. Word automatically sets a fixed margin measurement, which it displays in the Document dialog box.

- 4 Click outside the page to update the display.



Two pages of a document shown in print preview

### To position headers or footers vertically using the Section command

If you have more than one section in your document, you need to change the header or footer position for each section.

- 1 From the Format menu, choose Section.
- 2 Under Header/Footer, type the distance to the edge of the page.
  - For a header, type the distance from the top of the header in the From Top box.
  - For a footer, type the distance from the bottom of the footer in the From Bottom box.
- 3 Choose the OK button.

---

**Tip** To add space between the header or footer and the document text, you can increase the size of the top and bottom margins using the Document command on the Format menu. For information about setting margins, see Chapter 8, “Margins, Paper Size, and Page Orientation.”

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### To position headers or footers horizontally

- 1 Select the header or footer text.
- 2 Use tab settings or paragraph formatting options on the ruler to change the horizontal position of the header or footer.
  - or–
  - Choose Paragraph from the Format menu, and then select the paragraph formatting options you want.

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**Note** If you want headers or footers to print in the side margins of the page, set negative indents using the ruler or the Paragraph command.

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For information about formatting and indenting paragraphs, see Chapter 6, “Paragraph Formatting.”

## Varying Where Headers and Footers Print

Word prints the same header or footer on every page in the same position. For some documents, you may want to change this. For example, you could print different headers on even and odd pages, with the even headers displaying the document title and the odd headers displaying the section or chapter name. Or you may want the even and odd pages to be mirror images of each other, so you can bind them with even pages on the left and odd pages on the right. In this case, you could print the headers or footers aligned with the outside page margins.

You can also add a different header or footer to the first page of a document. For example, you may want to use a logo on the first page of a presentation, or you may want to omit the header or footer on the first page of a business letter.

## To add a different first-page header or footer

- 1 From the Format menu, choose Section.
- 2 Under Header/Footer, select the Different First Page check box.
- 3 Choose the OK button.
- 4 From the View menu, choose First Header or First Footer, and then type the header or footer text in the window.  
If you don't want a header or footer on the page, leave the header or footer window empty.
- 5 From the View menu, choose Header or Footer, and then type the header or footer text in the window.

This header or footer text will appear on every page except the first page.

## To add separate headers or footers for even and odd pages

- 1 From the Format menu, choose Document.
- 2 Select the Even/Odd Headers check box.
- 3 Choose the OK button.
- 4 From the View menu, choose Odd Header or Odd Footer.
- 5 Type the header or footer text, and then close the window.
- 6 From the View menu, choose Even Header or Even Footer.  
The even header or even footer window contains the text you typed in the odd header or odd footer window, which you can change or accept.
- 7 Type the new header or footer text, and then close the window.

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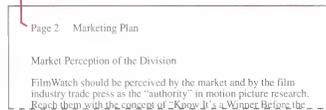
**Note** If you subsequently clear the Even/Odd Headers check box in the Document dialog box, Word uses the contents of the odd header or footer for all pages of the document and only the Header and Footer commands are displayed on the View menu.

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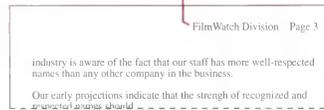
## Varying Headers and Footers on Facing Pages

When documents are printed on both sides of the paper and bound with facing pages—sometimes called mirrored pages—the header and footer text is usually different on odd and even pages. Also, the header or footer is typically positioned on the outside edge of each page.

*Even page—Header contains the document title and aligns on the left.*



*Odd page—Header contains the section title and aligns on the right.*



### Headers on facing pages

**Note** If you plan to use facing pages that have both text and page numbers in the headers or footers (as shown in the preceding examples), use the page number symbol in the header or footer window to insert the page numbers.

### To vary headers and footers on facing pages

- 1 From the Format menu, choose Document.
- 2 Under Margins, select the Mirror Even/Odd check box.
- 3 Select the Even/Odd Headers check box.
- 4 Choose the OK button.
- 5 From the View menu, choose one of the header or footer commands.
- 6 Type the text and insert the page number, date, and/or time.
- 7 Repeat steps 5 and 6 until you have created even and odd headers or footers for your entire document.

## Headers and Footers in Multiple-Section Documents

**For more information on multiple-section documents, see Chapter 10, “Setting Up Long Documents.”**

When you use headers and footers in documents with more than one section, keep the following in mind:

- If you want to add a header or footer for a specific section, place the insertion point in the appropriate section before choosing Header or Footer from the View menu.
- Once you add a header or footer to a section, Word proposes the same header or footer for every subsequent section when you open the header or footer window. If you want different headers or footers for each section, you need to supply new header or footer text for each section.
- If Word encounters a section with an empty header or footer, it inserts the header or footer text from the preceding section. To print a section without a header or footer, open the header or footer window for that section and then press SPACEBAR to create a blank space. Word prints the “content” of the new header or footer—in this case, a blank space.

## Making Headers and Footers Consistent

If you want the header or footer text in one section to be the same as the header or footer text in the previous section, click the Same As Previous button in the header or footer window. Word uses the same type of header or footer from the previous section. That is, if the header or footer is even, Word locates the even header or footer from the previous section and copies it into the current window. If there is no header or footer in the previous section, Word searches toward the beginning of the document until it finds a header or footer or until it reaches the beginning of the document.

If the header or footer is already the same as the one in the previous section, the Same As Previous button is not available.

## Troubleshooting

If you encounter any difficulties working with headers and footers, read this section. It describes some common problems and offers suggestions for overcoming them.

### Page Number Seems Incorrect

If the page number in the header or footer doesn't correspond with the page number displayed at the bottom of the screen, do the following:

- Check the first line of text at the top of the document window. Word displays the page number for the first text line in the window, and you may be looking at portions of two pages. For example, the first line in the window may be on page 3, with the page break just below it and the rest of the text on page 4.
- Repaginate your document to update page numbering by choosing Repaginate Now from the Tools menu.
- Check to see whether the page number was created with a page number symbol. If a dotted box encloses the page number when Show ¶ is selected, then the page number was created with a symbol. Page numbers not created with a page number symbol may be inaccurate at times on the screen but will print correctly. Choose Repaginate Now from the Tools menu to update pagination.

### No Header or Footer Appears on First Page of Section

If a document has two or more sections with different headers or footers, the new header or footer may not appear until the page following the section break. This occurs when the No Break option is selected in the Start box in the Section dialog box. When the No Break option is selected, information specified with a section break, including header and footer information, does not take effect until after a page break.

To correct the problem, choose Section from the Format menu. In the Start box, select the New Page option for section breaks. Insert the section break at the top of the page where a new header or footer should begin. Make sure the insertion point is in the appropriate section when the header or footer is defined.

### **PostScript Code Prints in Header or Footer**

If you're inserting PostScript code into a header or footer, make sure the Print Hidden Text option for the Print command on the File menu is cleared when you print.

### **Headers or Footers Won't Print in Text Area**

Unless you specify otherwise, Word prints headers and footers in the margin and adjusts the margin to accommodate them. If you want to print the header or footer to overlap the text area, you need to set the margin so Word won't adjust it. There are two ways to do this:

- Choose Document from the Format menu. Under Margins, select the Exactly option next to the Top and Bottom text boxes. This sets the margins at exactly the distance specified in the text boxes. Choose the OK button. Then choose Section from the Format menu and under Header/Footer, type vertical positions for headers and footers.
- Choose Print Preview from the File menu. Click the margins symbol, and then hold down the SHIFT key while you drag the header or footer into the text area.

# Footnotes

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## Overview

With Word, it is easy to add footnotes to your document. You can type footnote text of any length, with as many paragraphs as you want, and format footnote text just as you would any other text. You can also add pictures or graphics.

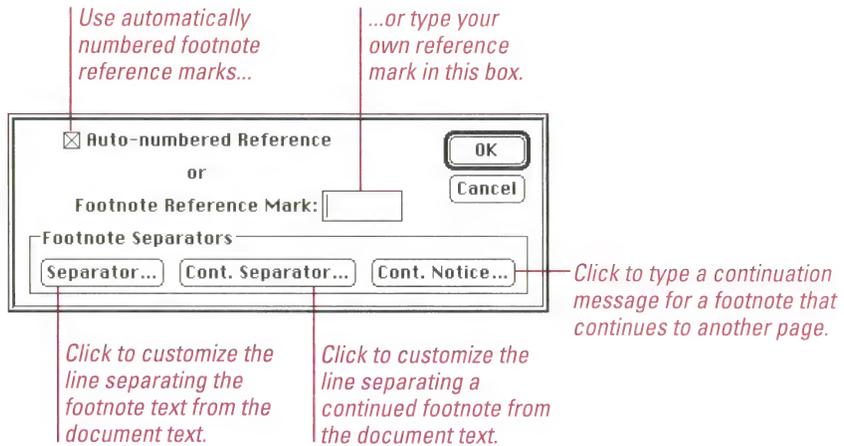
Word automatically reserves space at the bottom of each page for footnote text. Word also adjusts text on the page so the footnote text and its reference mark—the corresponding superscript character in the body of the document—are on the same page. If you use numbered footnotes, Word automatically renumbers footnotes and reference marks whenever you add, delete, or move footnotes.

You can use the Word automatic settings to add footnotes quickly and easily. If you want to customize footnotes, you have a great deal of control and flexibility in how you format and print footnotes:

- You can use any character as a reference mark or have Word automatically number footnotes.
- You can change the formatting of reference marks and footnote text.
- You can print footnotes at the bottom of the page, at the end of each section, or at the end of the document. If the text does not fill a page, you can print footnotes directly below the last line of text.
- You can customize the line that separates footnote text from document text on a page.
- You can add a continuation notice for footnotes that continue from one page to another.

## Adding Footnotes

To add a footnote to your document, use the Footnote command on the Insert menu. Word displays the Footnote dialog box, where you can determine the appearance of the reference mark and the separator—the line between the document text and the footnote text.



#### The Footnote dialog box

After you select the options you want and close the Footnote dialog box, Word inserts a footnote reference mark at the insertion point or preceding the current selection. Word also opens the footnote window, where you type the footnote text.

Word uses the following default settings for inserting footnotes in a document:

- Word automatically numbers footnotes sequentially throughout the document and renumbers automatically when you add, delete, copy, or move footnotes.
- Word formats footnote text as 10-point and reference marks as 9-point superscript.
- Footnotes print at the bottom of the page, with a line separating the footnote text from the document text.

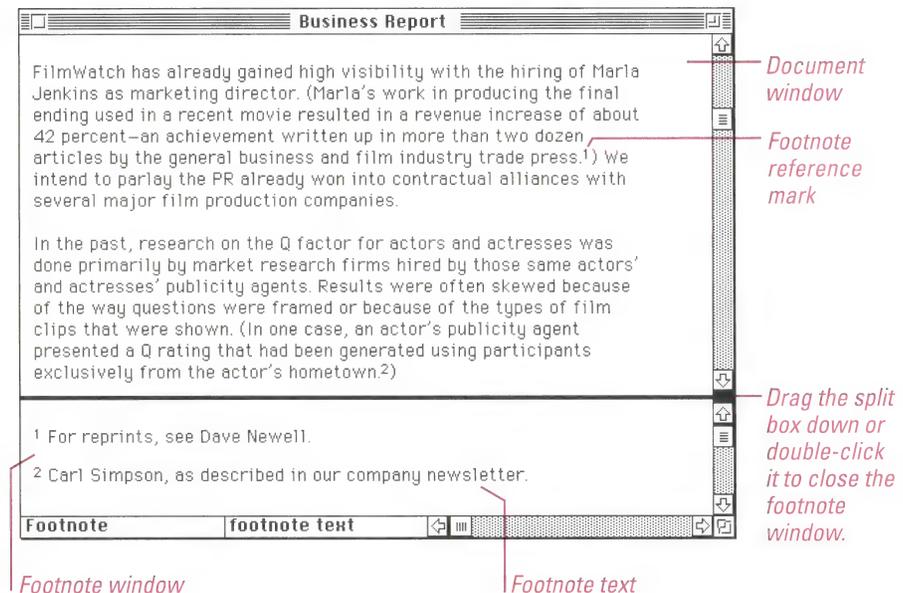
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**Note** Do not insert index or table of contents entries in footnotes. Word does not include footnotes in indexes or tables of contents.

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## To add a footnote

- 1 Position the insertion point where you want the footnote reference mark to appear.  
If you have a block of text selected, Word inserts the reference mark preceding the selection.
- 2 From the Insert menu, choose Footnote.
- 3 To have Word automatically number the footnote, accept the default setting, Auto-numbered Reference.  
–or–  
To use a different type of reference mark, such as a dagger, asterisk, or word, type up to 10 characters in the Footnote Reference Mark box.
- 4 Choose the OK button.  
Word inserts a footnote reference mark at the insertion point or before the selection. The footnote window opens at the bottom of the document window.
- 5 Type your footnote text in the footnote window.
- 6 Close the footnote window and return to your document by double-clicking the split box or by dragging the split box to the bottom of the scroll bar.  
–or–  
Leave the footnote window open and return to your document by clicking in the document window.



---

**Tip** You can insert automatically numbered footnotes quickly by using shortcut keys. Position the insertion point where you want the reference mark, and then press **COMMAND+E**. To bypass the Footnote dialog box, press **ENTER** immediately. Type the footnote text. To return to your previous position in the document, press **COMMAND+OPTION+Z**, or press 0 (zero) on the numeric keypad with **NUM LOCK** off.

---

## Viewing Footnotes

You can open the footnote window at any time while you work on your document to view or edit the existing footnotes. The footnote window is like any other window in Word. It has scroll bars, a title bar, and text area. You can display the ribbon and ruler in the footnote window and apply character formatting options from it.

When the footnote window is open, it shows the footnotes corresponding to the reference marks in the document window. As you scroll through your document window, the footnote window scrolls automatically, and vice versa. You can expand or shrink the footnote window by dragging the split box up or down.

You can also view and edit footnotes by switching to page layout view. Page layout view shows the footnotes as they will be positioned on the printed page.

### To view footnotes

- ▶ To view footnotes and edit the text without adding a new footnote, do one of the following.

Action	Result
Double-click a footnote reference mark.	The footnote window opens, displaying the footnote text that corresponds to the reference mark.
Choose Footnotes from the View menu.	The footnote window opens, displaying the footnote text for the current page.
In normal view, press the <b>SHIFT</b> key while you drag the split box down from the top of the screen.	The footnote window opens, displaying the footnote text for the current page.
From the View menu, choose Page Layout. Scroll to the bottom of the page.	The footnote text is displayed where it will be positioned in your document.

## Revising and Customizing Footnotes

Word makes it easy to edit, revise, and customize your footnotes. You can:

- Add or revise footnotes.
- Delete footnotes.
- Copy the text of a footnote you use repeatedly and insert it elsewhere in the document.
- Change the reference mark of an existing footnote.
- Change the style used for the footnote text or reference marks.
- Customize separator lines or add a continuation notice.

With Word, you can add new footnotes anywhere in a document, including between existing footnotes. Simply follow the procedures described in “To add a footnote,” earlier in this chapter. Word adjusts automatically numbered reference numbers each time you add a footnote. You can also revise existing footnotes. First display the footnote text by following the procedures described under “Viewing Footnotes,” earlier in this chapter, and then edit the text as you want. You type and edit text in the footnote window the same way you do in any other document window. You can also apply character formats, such as bold, italic, or small capitals.

The font, font size, and formatting of the footnote text and reference mark are predefined as standard styles in Word. To change the font or formatting of these elements, you redefine the standard styles using the Style command on the Format menu, as explained later in this section.

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**Tip** If you want to search quickly through a document for footnotes—for example, to view, edit, or reformat them—use the Find and Replace commands on the Edit menu. For information about how to use these commands, see Chapter 11, “Finding and Replacing Text or Formatting.”

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## To delete a footnote

- 1 In the document text, select the reference mark for the footnote you want to delete.
- 2 From the Edit menu, choose Cut.  
–or–  
Press the DELETE key.

Word deletes the footnote reference mark from the document window and the text associated with the mark from the footnote window. If you are using automatically numbered footnotes, Word rennumbers the footnotes.

If you accidentally delete a footnote reference mark, you can restore it by immediately choosing Undo from the Edit menu.

---

**Note** You cannot delete a footnote by deleting the text in the footnote window. Although the text disappears, the last paragraph mark for the footnote text isn't deleted, and the footnote reference mark remains in the document.

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## To copy a footnote

- 1 In the document window, select the reference mark of the footnote you want to copy.
- 2 From the Edit menu, choose Copy.
- 3 Position the insertion point where you want the new footnote.
- 4 From the Edit menu, choose Paste.

Word inserts the reference mark in the document window and copies the corresponding footnote text to the appropriate position in the footnote window. If you are using automatically numbered footnotes, Word also inserts the correct reference number in the appropriate positions in both document and footnote text and automatically updates all subsequent numbers.

---

**Tip** If you plan to use a footnote repeatedly, save the footnote reference mark as a glossary item. You can then insert the footnote wherever you want, without retyping or copying it. For more information, see Chapter 12, “Glossaries: Storing Items for Reuse.”

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### To change a footnote reference mark

- 1 Select the reference mark in the document.
- 2 From the Insert menu, choose Footnote.
- 3 In the Footnote Reference Mark box, type a new reference mark.
- 4 Choose the OK button.

Word changes the reference mark in both the footnote and document windows and automatically adjusts numbered footnotes.

### To change the footnote text or footnote reference mark style

- 1 From the Format menu, choose Style.
- 2 Next to Show, select All Styles.
- 3 From the styles list, select Footnote Reference or Footnote Text.
- 4 Using the ruler, ribbon, or commands from the Format or Font menus, make any font or formatting changes you want.
- 5 Choose the Define button to redefine the style.
- 6 To use the redefined style for all new documents, not just the current document, choose the Use As Default button. Word displays a message asking if you want to add the new style to the default style sheet. Choose the Yes button.
- 7 In the Style dialog box, choose the Close button.

Make sure you choose the Close button rather than the OK button or the Apply button. If you choose the OK or Apply button, Word reformats the whole paragraph containing the insertion point or selection.

It is best to redefine the footnote reference mark style before you add footnotes to your document. If you redefine the style after you add footnotes, Word does not update the formats of existing reference marks. If you apply the new reference mark style to an existing mark, Word changes all the styles of the whole paragraph containing the reference mark, not just the reference mark itself.

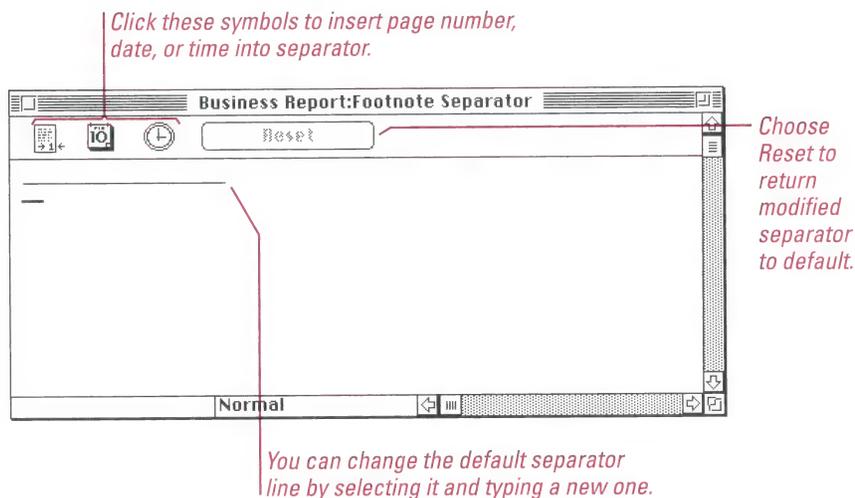
If you've redefined the footnote reference mark style after adding footnotes to a document and need to update the format of only a few reference marks, use the formatting commands on the Font and Format menus to apply the new format directly. However, if you need to update the format of a number of footnotes, use the Replace command on the Edit menu. For more information, see Chapter 11, "Finding and Replacing Text or Formatting."



## To change the footnote separator

- 1 From the Insert menu, choose Footnote.
- 2 Under Footnote Separators, choose the Separator or the Cont. Separator button.

A window opens containing the default footnote separator line.



- 3 Select the existing separator line, and then type the characters or insert the graphics you want to use to replace the line. You can also click the symbols next to the Reset button to have Word insert the current page number, date, or time into the separator.
- 4 To close the window, click the close box.

## To add a continuation notice

- 1 From the Insert menu, choose Footnote.
- 2 Under Footnote Separators, choose the Cont. Notice button.

A separate window opens.

- 3 Type the text you want to use as a continuation notice. You can also click the symbols next to the Reset button to have Word insert the current page number, date, or time into the continuation notice.
- 4 To close the window, click the close box.



### To change the position of footnotes

- 1 From the Format menu, choose Document.
- 2 Under Footnotes, select one of the Position options to specify where you want footnotes to print.

To have footnotes print	Select
Flush with the bottom margin	Bottom Of Page
Directly below the last line of text on the page	Beneath Text
At the end of the current section	End Of Section
At the end of the document	End Of Document

- 3 Choose the OK button.

If you select the Bottom Of Page or the Beneath Text option, Word always keeps footnotes on the same page as their reference numbers, even if it means printing only a couple of sentences on the page.

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**Tip** If you print footnotes at the end of each section, Word automatically selects the Include Endnotes option in the Section dialog box. To print footnotes at the end of only some sections, choose the Section command from the Format menu and clear this option for those sections in which you want to suppress footnote printing.

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## Controlling Footnote Numbering

Word begins numbering footnotes with the number 1 and numbers them sequentially throughout a document. You can change this default numbering scheme by using options in the Document dialog box. For example, if you have a very long document composed of several linked documents, you may need to start footnotes in some of the documents at a number other than 1. Or you may want to restart numbering footnotes on each page or at the beginning of each section.

## To change footnote numbering

- 1 From the Format menu, choose Document.
- 2 Under Footnotes, do one of the following.

To	Do this
Use any number or character other than 1 as the first footnote number	Type the appropriate number or character in the Number From box.
Restart footnote numbering with 1 on each page	Next to Position, select the Bottom Of Page or Beneath Text option. Then select the Restart Each Page option button.
Restart footnote numbering with 1 in each section	Next to Position, select the End Of Section option. Then select the Restart Each Section option button.

- 3 Choose the OK button.

## To number footnotes in longer documents

For a longer document composed of several connected documents, you need to indicate what number footnotes start at for each document. For example, the second document may start with footnote 9, the third document with footnote 16, and so on.

- 1 Open the first document in the sequence.
- 2 From the Format menu, choose Document.
- 3 In the Number From box under Footnotes, type the number you want for the first footnote in the document.
- 4 Choose the OK button.
- 5 Repeat steps 1 through 4 for each document in the sequence.

---

**Note** To maintain automatic footnote numbering in sequence across documents, make sure the Restart Each Page option in the Document dialog box is cleared.

If you use the INCLUDE statement to merge two or more documents that include footnotes, Word automatically adjusts the footnote numbers. For more information on using INCLUDE statements, see Chapter 33, “Print Merge Basics.”

---

**For more information on working with long documents, see Chapter 10, “Setting Up Long Documents.”**

## Troubleshooting

If you experience any difficulties working with footnotes, read the following section. It describes some common problems and explains how to address them.

### **Can't Delete Paragraph Mark in Footnote Window**

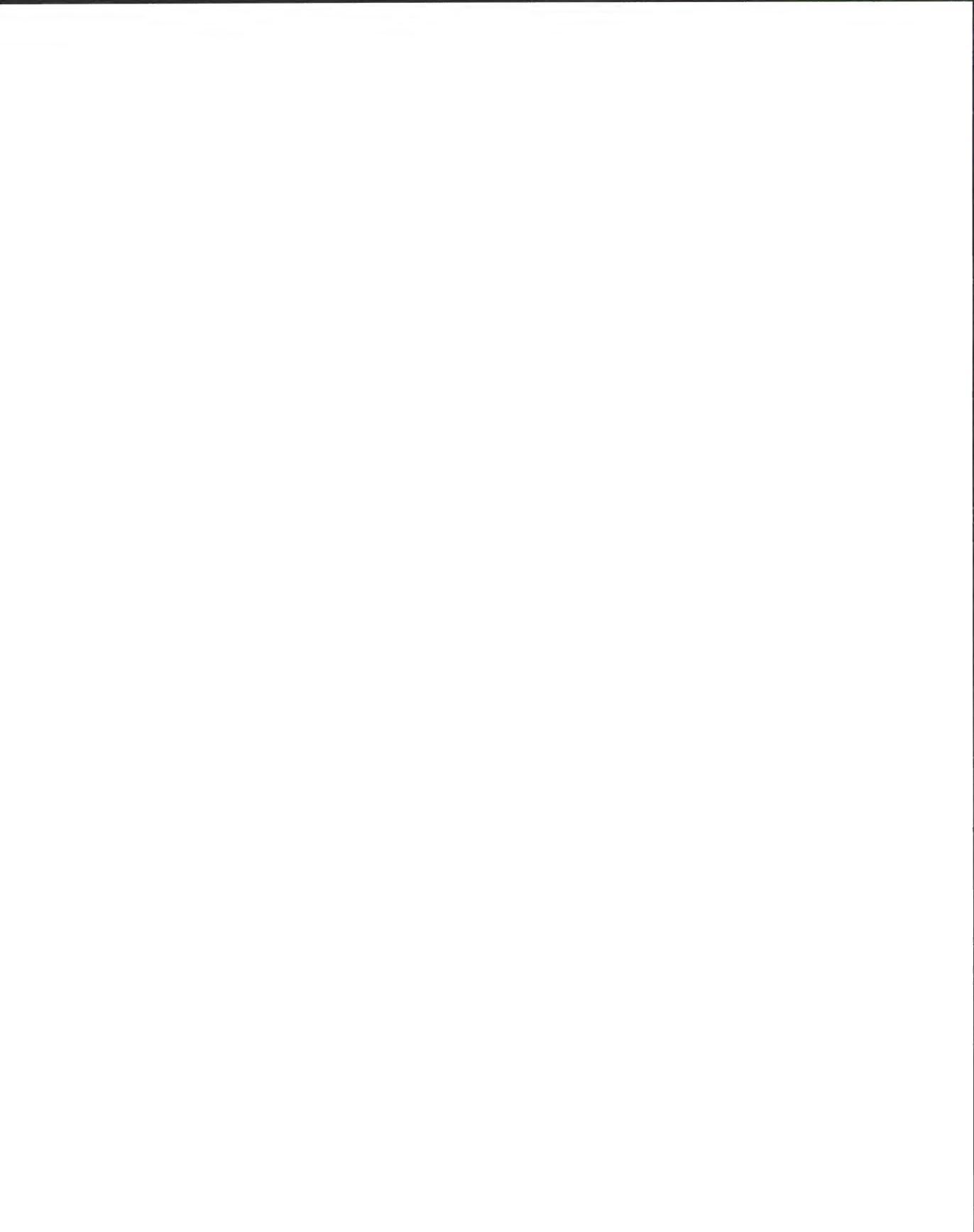
In the footnote window, you can delete footnote text but not the final paragraph mark. Also, deleting footnote text does not remove the corresponding reference mark from the document window.

To delete a footnote or to remove an empty paragraph mark from the footnote window, delete the corresponding footnote reference mark in the document window.

### **Separator Won't Print on Letter-Quality Printer**

Word uses line graphics for footnote separator lines. However, some letter-quality printers—daisy-wheel printers, for example—don't print line graphics. To print separator lines in such a case, choose Footnote from the Insert menu, and then choose the Separator button. In the footnote separator window, replace the line graphic by selecting it and typing any characters that will print on your printer.

# Merging Documents



# Print Merge Basics

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## Overview

With the print merge feature, you can automatically combine, or merge, lists of variable information with standard text to create unique versions of form letters, mailing labels, legal documents, and other types of documents that you use frequently.

Preparing any type of merged document typically involves two documents, the *main document* and the *data document*. The main document contains the text, punctuation, spaces, and other information that you want to be identical in each printed version of the merged document. The information that varies with each version is usually organized in a data document. You insert special instructions in the main document text where you want to print the variable information from the data document.

When you merge the main document with the data document, Word inserts the appropriate information from the data document in the main document's standard text to create unique versions of the main document.

*The main document contains the text that is the same in all versions of the letter.*

«DATA:New-Members»

**Museum of Natural History**  
One Museum Place

«title» «first-name» «last-name»  
«address: 1»  
«address: 2»

Dear «title» «last-name»,

I'd like to welcome you to the museum thanks for your support.

I've enclosed our latest newsletter, fascinating programs and activities.

Sincerely,

Dr. Max Weaver  
Director

title	first name	last name	address 1	address 2
Mr. and Mrs.	Herbert	Walker	101 Belle Drive	Denton WA 92001
Ms.	Carol	Krasnowski	2234 33rd Ave.	Hemlock Bay WA 92109
Mr.	Gerard	LaSalle	12 Waverly Circle	Springwood WA 92112

*The data document contains the text that is different in each version of the letter.*

Mr. and Mrs. Herbert Walker  
101 Belle Drive  
Denton WA 92001

Dear Mr. and Mrs. Walker,

I'd like to welcome you to the museum thanks for your support.

I've enclosed our latest newsletter, fascinating programs and activities we offer.

Sincerely,

Dr. Max Weaver  
Director

Ms. Carol Krasnowski  
2234 33rd Ave.  
Hemlock Bay WA 92109

Dear Ms. Krasnowski,

I'd like to welcome you to the museum thanks for your support.

I've enclosed our latest newsletter, fascinating programs and activities we offer.

Sincerely,

Dr. Max Weaver  
Director

**Museum of Natural History**  
One Museum Place

Mr. Gerard LaSalle  
12 Waverly Circle  
Springwood WA 92112

Dear Mr. LaSalle,

I'd like to welcome you to the museum membership and offer my personal thanks for your support.

I've enclosed our latest newsletter to introduce you to the many fascinating programs and activities we offer.

Sincerely,

Dr. Max Weaver  
Director

*Merging the main document and data document creates unique versions of the letter.*

## Introduction to Merging Documents

Whether you're printing mailing labels or a form letter, you use the same basic techniques to create any merged document. The Print Merge Helper command on the View menu guides you through the following steps, doing much of the work for you:

- Creating the data document. Merging documents is easiest if you create the data document first. For step-by-step instructions and some tips on information to include in the data document, see "Creating a New Data Document," later in this chapter.

If the data you're merging was created in another application such as Microsoft Excel or another word processor, check that the data is in the correct form. For instructions on using your existing data in Word, see "Using Data from Other Applications," later in this chapter.

- Creating the main document. You insert the appropriate merge instructions in the standard text of the main document. For step-by-step instructions, see "Creating the Main Document," later in this chapter.
- Merging the main document with the data document, described in "Merging and Printing the Documents," later in this chapter.

## About Data Documents

If you've used Microsoft Excel or another spreadsheet or database application, you are probably already familiar with the terms used with data documents. If the terms *records* and *fields* sound unfamiliar to you, read this section before you continue.

The data document contains the text and graphics that are different in each printed version of a main document—for example, names, addresses, identification numbers, and product codes. So that Word can correctly merge the variable information with the main document, you group each set of related information into *records*. For example, all information about one customer in a customer mailing list—customer name, mailing address, and account number—makes up one record in the data document.

The different types of information in each record are called *fields*. Each type of information must have a unique name. In most cases, you type the field names in the first record of the data document, called the *header record*. The remaining records in the data document, the *data records*, contain the different types of information corresponding to each field name.

Tables are the easiest way to arrange the data into fields and records. In the following illustration, each row of cells in the table contains the information for one record of a mailing list, and each column contains the information for one field. This is how Word sets up the data document when you use the Print Merge Helper command.

name	company	house	road	town	county	postcode
Mr C Evans	Evans Ltd	Evans House	10 Willow Road	Newtown	Berks	RG5 6GH
Mrs Groves		The Red House	Bridge Road	Middletown	Berks	RG7 4BP
Miss Gardener	Wheeler Bicycles Ltd	Wheeler House	2 Field Road	Lowtown	Berks	

The table is annotated with red lines and text:

- A bracket above the first row is labeled "Field names".
- A bracket to the right of the first row is labeled "Header record".
- A bracket to the right of the last two rows is labeled "Data records".
- A bracket below the first column is labeled "Fields".

Data document for a simple mailing list

## Creating a New Data Document

No matter what type of documents you are merging, all data documents are created and organized in the same way. You can merge the same data document with any number of main documents. For example, you can use the same data document to produce a form letter and also to print the mailing labels for the letters.

The first step in creating a data document is to decide which information you want merged with the main document. If you have a good idea of the fields you need to define in the data document, it's best to create the data document first. That way, you can insert the field names as you type the main document.

If you're not sure of the fields you need to include in the data document, you may find it helpful to first type the standard text in the main document. If you're creating a form letter, for example, type the text that appears in each version of the letter, inserting blanks or x's where the text changes with each letter. After creating the data document, you can go back and insert the field names at the appropriate points in the standard text. For some issues to consider in planning the fields, see "Planning the Data Document," later in this chapter.

If you have a great deal of information to merge, you may prefer to organize the data as ordinary paragraphs instead of a table, with different types of information separated by tabs. For details, see "Other Ways of Organizing the Data Document," later in this chapter.

### To create a new data document

When you create the data document, Word inserts information in the main document to identify the name and location of the data document. This information is used when you later merge the data document with the main document.

- 1 If you're creating the data document first, choose New from the File menu to open a new document. You'll use the new document as your main document.

–or–

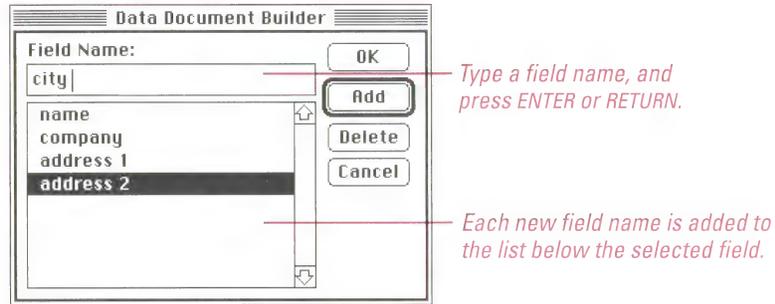
If you've already typed the standard text for the main document, open that document. Position the insertion point at the beginning of the document, making sure that there are no spaces, characters, or blank lines before the insertion point.

- 2 From the View menu, choose Print Merge Helper.
- 3 Word displays a dialog box asking you to choose or create the data document. Choose the New button.

Word displays the Data Document Builder dialog box.

- 4 In the Field Name box, type the name of each field, and press ENTER or RETURN.

Use any combination of characters for the field names, but do not use commas. If you are using a non-U.S. version of the Apple system software, do not use semicolons. Field names can have as many as 253 characters, including spaces. Word disregards capital letters you type and makes all letters lowercase.



You can list the fields in any order. The order of fields in the data document does not affect the order in which you can insert the fields in your main document. However, to insert a new field at a specific point in the list, type the field name in the Field Name box, and select the existing field in the list that you want the new field to follow. Press ENTER or RETURN. The new field is inserted below the selected field in the list.

To delete a field name from the list, select the field name, and choose the Delete button.

- 5 When you've typed all the fields you want to define in the data document, choose the OK button.

Word opens a new document window for the data document and displays the Save As dialog box.

- 6 Type a name for the data document in the Save Current Document As box, and select the folder where you want the data document stored. Then choose the Save button.

If you use commas in your data document, Word automatically encloses it in quotation marks when it inserts the DATA instruction.

If you like, you can fill in information about the data document in the Summary Info dialog box, and then choose the OK button to close the dialog box.

Word then carries out the following steps:

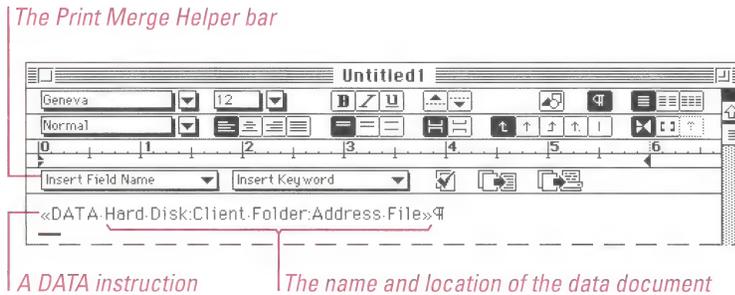
- In the new data document, Word inserts a table with two rows of cells. The field names are listed in the first row of the table, which is the header record of the data document.

name	company	address 1	address 2	city	state	post code

Header record in the new data document

- Word switches to the main document you opened in step 1 and inserts a DATA instruction at the insertion point. The DATA instruction tells Word where to find the data document when you merge it with the main document. The Print

Merge Helper bar is displayed at the top of the main document window. Field names from the data document are added to the list in the Insert Field Name box on the Print Merge Helper bar.



At this point, you can do either of the following:

- 7 Fill in the data records. The new data document remains open and is listed on the Window menu. For instructions, see the following procedure, “To fill in information in a new data document.”
- or–
- Prepare the main document. For instructions, see the procedure “To create the main document” in “Creating the Main Document,” later in this chapter.

### To fill in information in a new data document

**For more information about working with tables, see Chapter 17, “Tables.”**

Use these instructions to fill in the data records of the new data document you created using the Print Merge Helper command.

- 1 From the Window menu, choose the data document to make it the active document.  
If you’re returning to Word after doing other work, choose Open from the File menu to open the data document.
- 2 Position the insertion point in the first cell of the second row of the table, below the field names in the header record.
- 3 Beginning with the first cell, type the information for each field in the record. Press TAB to move to the next cell.

Make sure the information you type in each cell corresponds to the field name at the top of the column.

If a record does not have information for a field, press TAB to leave the cell for that field blank. Make sure you don’t type spaces in the empty cells. Otherwise, blank spaces will appear in your merged documents.

When you reach the end of a row of cells, press TAB to insert a new row of cells for the next record. You can add as many records as you like, and you can later add more records as you need them.

- 4 From the File menu, choose Save to save the data records.  
The table should look similar to the following illustration.

*Leave cells blank if a record does not have information for a particular field.*

<b>name</b>	<b>company</b>	<b>address1</b>	<b>address2</b>	<b>city</b>	<b>state</b>	<b>post code</b>
Mr. Joseph Blynch		1818 S.W. 70th Blvd		South City	NY	00154
Ms. January Bloom	Winmark Corporation	1234 Central St.	P.O. Box 97017	Denton	WA	98119
Dr. N. B. Knees		2499 Medical Assoc. Center	17 Hemlock Place	Downy	CA	95501

*Field names in the header record*

*Each cell contains one type of information, or field.*

*Each row of cells contains one data record.*

#### Data document

Field information can wrap within a cell without affecting how the text is printed when merged with the main document. If you want the field text to be printed on more than one line, insert paragraph marks by pressing RETURN or ENTER or line breaks by pressing SHIFT+RETURN where you want to break the lines of text.

<b>name</b>	<b>street</b>	<b>city</b>
Jon Piazza	2234 33rd Ave.	Kansas City, MO
C/O William Piazza	Paramount Bldg., Apt. 367	60098 USA

*This text wraps within the cell but is printed on one line.*

*The paragraph marks in these two cells break the lines so the text prints on two lines.*

#### Data document with paragraph marks displayed

At this point, you can prepare your main document. For instructions, see the procedure “To create the main document” in “Creating the Main Document.”

## Planning the Data Document

Taking a few minutes to plan the information you want to include in the data document can save you time and work in the long run. Here are a few questions to ask yourself when you're preparing the data document.

**Will some records have more information than others?** Some entries in a mailing list might have a business name, department title, and up to three lines for the address. Other entries might have only a name, a one-line street address, and the city, state, and postal code. In the data document, however, each record must have the same number of fields. One way to accommodate varying amounts of record information is to include the extra information in a field that all of your records are certain to have. For example, if a record in your mailing list requires two extra lines for a department title and company name, include the title and company name in the field containing the addressee name, inserting a line break (SHIFT+RETURN) or paragraph mark (RETURN or ENTER) after the addressee name and department title. In a simple address list used for printing mailing labels, you can even include the entire address in one field. However, if you need to use the various pieces of record information in different ways, not as a single block of text, you should plan enough fields to accommodate the records with the most information. If a record doesn't have a particular type of information, you can leave the field blank for that record in the data document.

**Do you plan to sort the data?** For example, the city, state, and postal code are almost always printed on the same line of a mailing label, so you could include this information in one field. However, if you want to sort the records by the postal code, state, or city, you must divide the information into separate fields. The same is true if you want to sort your mailing list by the addressee's last name—the last name and first name must be in separate fields.

**Do you plan to use information in a particular field in different ways?** In the form letter shown at the beginning of this chapter, the first line of the address contains a title and the recipient's complete name, Mr. Gerard LaSalle. The salutation, on the other hand, contains only the title and last name: Dear Mr. LaSalle. By placing the title, first name, and last name in separate fields, you can use the same field to print the last name in both the address and salutation.

**Do you plan to use the data for several types of documents?** Consider the types of main documents you want to merge with the data. For example, you can use the same data document for printing both an invoice and a shipping label. In the case of a form letter, plan the addressee information so that you can use the same data document for the inside address and salutation and the address on the mailing label or envelope.

## To add a new field in a data document

If you need to add a new type of information to the data document, you insert a new column in the table to contain the new field. If the end-of-cell marks (●) are not showing in the table, click the show/hide ¶ button on the ribbon, or choose Show ¶ from the View menu before following these instructions.

- 1 In the data document, click at the end of the first row of cells, outside the dotted gridlines. Make sure the insertion point is positioned just before the end-of-row mark.

The order in which you insert the new field is not important. If you want to add the field at a particular point in the data document, however, select the column of cells to the right of where you want the new field inserted. Click at the top of the column to select it.

- 2 From the Format menu, choose Table Layout.
- 3 Select the Column option button, and then choose the Insert button.  
Word inserts a column of cells to contain the new field information.

---

**Note** If you need to use more than 31 fields in the data document, you must organize your data records as paragraphs, using tabs to separate the fields. See “Other Ways of Organizing the Data Document,” later in this chapter.

---

### If You Don't Use Print Merge Helper

If you're merging documents for the first time, it's best to use the Print Merge Helper command to create the data document. If you're setting up the table for the data yourself, make sure you observe the following rules:

- The table must have one column for each field you want to define in the data document. Unless the header record is in a separate document, the first row of cells must contain the field names.  

The easiest way to create the table is to type the field names in a new document window, separating each name with a tab. Then select the paragraph containing the field names, choose the Text To Table command on the Insert menu, and choose the OK button. Word creates a table with the correct number of columns. You can think of the field names as column headings for the table. To add rows of cells for the data records, click in the last cell of the row and press TAB. Make sure you delete any text or blank lines, shown as paragraph marks (¶), before the table.
- Each record (row of the table) must have the same number of fields (columns) as there are field names in the header record.
- Information you enter in the subsequent rows of the table must be in the same order, left to right, as the corresponding field names in the header record. However, the order in which you list the field names in the header record is not important.
- If a record doesn't have information for a certain field, leave the cell for that field blank.

## Creating the Main Document

The main document contains the standard text, spaces, and punctuation you want printed in all versions of the merged document. To tell Word where you want variable information printed in each version, you insert the field names that identify the various types of information in your data document.

Inserting the field names in your main document is easiest if you first create the data document. Word then lists the field names from the header record of your data document on the Print Merge Helper bar, which is displayed at the top of the main document window. You can easily insert the field names in the main document by selecting the fields from the list.

If you use the Print Merge Helper bar to insert the field names, Word automatically encloses the field names in the print merge characters (« »). These characters indicate the enclosed text is a field name, not text to be printed. If you prefer to type the field names, see the procedure “To manually insert field names,” later in this chapter. Do not type the characters < and > for the print merge characters.

The following illustration shows the main document for a simple form letter.

*The DATA instruction identifies the data document you want merged with the main document.*

*Choose field names from the Insert Field Name box to insert into the standard text.*

*Word replaces field names with text from the data document during printing.*

*Print merge characters (« ») indicate that the enclosed text is a field name, not ordinary text.*

title	first name	last name	address 1	address 2
Mr. and Mrs.	Herbert	Walker	101 Belle Drive	Denton WA 92001
Ms.	Carol	Krasnowski	2234 33rd Ave.	Hemlock Bay WA 92109
Mr.	Gerard	LaSalle	12 Waverly Circle	Springwood WA 92112

In addition to field names, you can use merge instructions such as IF, ASK, and SET to control how the variable text is merged with the main document. For example, you can use an IF instruction to send mailings only to clients living within a certain state or postal-code area. For information about merge instructions, see “Using Merge Instructions,” later in this chapter.

## To create the main document

Use this procedure if you've already created the data document using the Print Merge Helper command to build the list of field names. Make sure that the DATA instruction identifying the data document is at the beginning of the document and that the Print Merge Helper bar is displayed.

- 1 If you haven't typed the text of the main document, type and format the standard text as you would in any Word document.

Type only the text, spaces, punctuation marks, and other information that you want printed in each version of the document.

Make sure you do not insert any text, spaces, or blank lines before the DATA instruction. The DATA instruction must be the first item in your main document.

- 2 Position the insertion point where you want variable information printed, and select the appropriate field name from the Insert Field Name box. Do this at each point at which you want information printed from the data document. You can insert the same field name more than once.

Word inserts the selected field names enclosed in the print merge characters (« »).

You're now ready to merge the main document and the data document. For instructions, see "Merging and Printing the Documents," later in this chapter.

## To create the main document using an existing data document

Use this procedure if you're using an existing data document that you created without using the Print Merge Helper command—for example, a data document from an earlier version of Word or data you created in another application.

- 1 If you're typing a new main document, choose New from the File menu to open a new document window.  
—or—

If you've already typed the standard text you want to merge with the data, choose Open from the File menu, and open the document containing the text.

- 2 Position the insertion point at the beginning of the document.

Make sure there are no spaces, characters, or blank lines before the insertion point.

- 3 From the View menu, choose Print Merge Helper.

Word displays a dialog box asking you to choose or create the data document.

- 4 Select the data document you want merged with the current main document, and choose the Open button.

At the insertion point, Word inserts a DATA instruction specifying the name of the selected data document. If the data document is in a different folder from the current document, the instruction also includes the location of the data document.

The field names defined in the header record of the selected data document are added to the list in the Insert Field Name box on the Print Merge Helper bar.

- 5 Type and format the standard text as you would in any Word document. Type only the text, spaces, punctuation, and other information that you want to be printed in each version of the document.
- 6 Position the insertion point where you want variable information printed, and select the appropriate field name from the Insert Field Name box. Do this at each point at which you want information printed from the data document. You can insert the same field name more than once.

Word inserts the selected field names enclosed in the print merge characters (« »).

You're now ready to merge the main document and the data document. For instructions, see "Merging and Printing the Documents," later in this chapter.

### To format the merged information

Text merged from the data document takes on the formatting you apply to the corresponding field name in the main document. If you want each client's name in a form letter to be bold, for example, apply bold to the field name for the client name in your main document. The format of the data document has no effect.

- 1 In the main document, select the field name corresponding to the information you want to format.
- 2 Apply any formatting to the field name using the ribbon or formatting keys, by choosing Character from the Format menu, or by using character formatting commands from the Format menu.

Word prints the variable information in the format applied to the first character of the field name.

### To manually insert field names

If you type field names in the main document yourself, make sure that the field names exactly match the field names in the header record of your data document. To ensure that the names match, you can copy the header record from the data document and paste the field names into the main document. You must enclose each field name in the print merge characters (« »). Do not type the characters < and >.

- 1 Press **OPTION+)** to insert the opening merge character («).
- 2 Type or paste the field name.  
Do not include any space between the merge characters and the field name.
- 3 Press **SHIFT+OPTION+)** to insert the closing merge character (»).

---

**Tip** You can insert the pair of print merge characters using the Glossary command on the Edit menu. Select the Print Merge glossary entry from the list in the Glossary dialog box, and choose the Insert button. Word inserts the pair of print merge characters with the insertion point between them.

---

## To define a new field for use in the main document

While preparing the main document, you may discover that you need to insert information that is not yet defined in the data document. You can define a new field so that you can easily insert the field into the main document as many times as needed. The new field initially has no value defined for it. Make sure to define information for the new field in your data document or in an ASK or SET instruction before merging. For information about ASK and SET instructions, see “Using Merge Instructions,” later in this chapter.

- 1 In the main document, position the insertion point where you want to insert the new field name in the standard text.
- 2 If the Print Merge Helper bar is not displayed, choose Print Merge Helper from the View menu.
- 3 From the Insert Field Name box, select Define New Field.  
Word displays the Insert New Field dialog box.
- 4 Type the field name in the Field Name box, and then choose the OK button.  
The field name is inserted in your document and also added to the list in the Insert Field Name box on the Print Merge Helper bar.

## Insert the RecordNumber Field to Print the Data Record Number

Word automatically keeps track of the record number of the current data record that is merged with the main document. If you'd like to know which record in your data document produced a particular version of a merged document, insert the RecordNumber field in your main document. Select RecordNumber from the Insert Field Name list on the Print Merge Helper bar.

If you are merging the documents to a file, you can apply the hidden text character format to the RecordNumber field in your main document. With the Show Hidden Text option selected in the Preferences dialog box (View options), you can see the appropriate record number displayed in each version of the merged document. The record number won't be printed unless you select the Print Hidden Text option in the Print dialog box when you print the file.

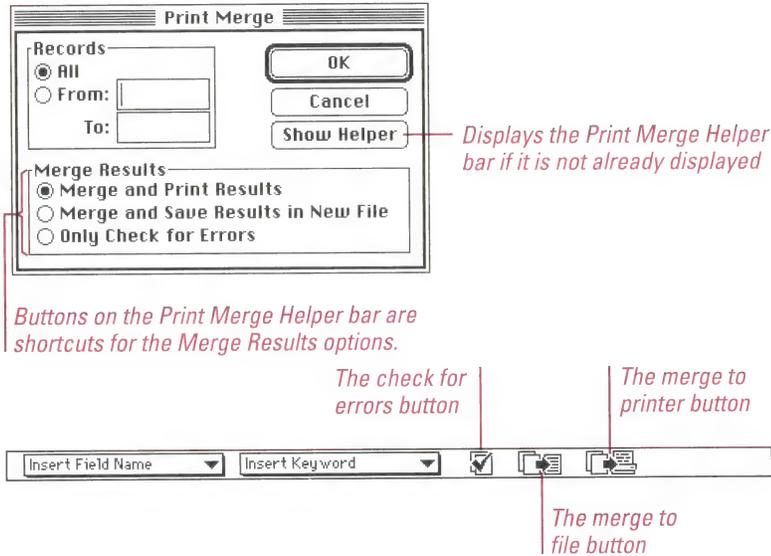
# Merging and Printing the Documents

Once you've prepared the main document and data document, you're ready to merge the documents using the Print Merge command on the File menu. If the Print Merge Helper bar is displayed, you can just click the appropriate button to merge the documents.

Unless you choose otherwise, Word merges each record in the data document with the main document. The records are merged in the order in which they occur in the data document. To merge only part of the records, you can specify the starting and ending record numbers of the range of records you want merged.

For instructions on sorting, see Chapter 14, “Sorting.”

To merge only the data records of a certain type, you can sort the records to group them together according to specified field information, such as postal code or last name. You can then merge only the range of records having the information you want. You can also use the IF merge instruction to screen the data records so you can merge only records that meet certain criteria. For information on IF instructions, see “Using Merge Instructions,” later in this chapter. For an example of an IF instruction used to screen data records, see Chapter 35, “Form Letters and Other Merged Documents.”



The Print Merge dialog box and the Print Merge Helper bar

### To merge the main document and data document

Use the Print Merge command on the File menu if you want to merge only a specified range of records from the data document. If you want to merge each record, just click the button on the Print Merge Helper bar that corresponds to the Merge Results option you want.

- 1 Make sure the main document is open and is the active document.
 

If you're merging data from a data document, make sure the main document contains a DATA instruction that identifies the data document. The DATA instruction must be the first item in the main document. You don't need to open the data document.
- 2 From the File menu, choose Print Merge.
 

Word displays the Print Merge dialog box.
- 3 If you don't want all records of the data document merged, specify the range of record numbers in the From and To boxes under Records.

- 4 Under Merge Results, select the merge option you want, and then choose the OK button.

Select this option button	To do this
Merge And Print Results	Merge and print each version of the main document. Word displays the Print dialog box. Select the printing options you want, and then choose the OK button.
Merge And Save Results in New File	Merge the documents and place them in a new document called Merge1. You can view each version of the merged document on-screen and check formatting, spacing, and other details. To print the Merge1 document, use the Print command on the File menu.
Only Check For Errors	Scan the main document and data document and have Word alert you to errors. For example, Word notifies you if the » character is missing after a field name.

- 5 If Word can't find the data document specified in the DATA instruction, it displays a dialog box asking you to locate the document. Select the data document, and choose the Open button.

### To cancel merging

- ▶ Press **COMMAND+PERIOD** or **ESC**.

## Continuing Merging After an Interruption

If your printer jams or another error occurs to interrupt merging, you can continue from the point of interruption rather than restart the entire merge job. If you know the record number of the next data record to be merged, you can use the Print Merge command to restart merging from that data record. In the Print Merge dialog box, specify the appropriate record number in the From box under Records.

If you don't know the record number, you can use an IF instruction and the automatic SequenceNumber field to restart the merge with the next eligible record from your data document.

Word uses the SequenceNumber field to count the number of data records that were actually merged in the current merge job. This number may be different from the value of the automatic RecordNumber field, which is the record number of the data record that is currently being merged. For example, suppose you merged only data records 10 through 25. When you begin merging, Word sets the SequenceNumber to 1, even though the record number of the first document merged is 10.

## To restart the merging

If the Print Merge Helper bar is not displayed in the main document, choose Print Merge Helper from the View menu.

- 1 Count the number of documents that were successfully merged.
- 2 In the main document, position the insertion point following the merge character (») that closes the DATA instruction.
- 3 From the list in the Insert Keyword box, select IF.  
Word displays the Insert IF dialog box.
- 4 From the Field Name box, select SequenceNumber. From the list of operators, select >, and in the Value box, type the number of documents that were successfully merged. Then choose the OK button.

At this point the IF instruction should look like the following:

```
«IF SequenceNumber>number»
```

where *number* is the number of successfully merged documents.

- 5 Position the insertion point at the end of the main document, and then select ENDIF from the list in the Insert Keyword box.  
All other contents of the main document must be between the IF instruction and the closing ENDIF instruction.
- 6 In the main document, choose Print Merge from the File menu or click the button on the Print Merge Helper bar to restart the merge.

The IF instruction tells Word to skip the data records that were previously merged and continue with the next eligible record. Word resumes merging the documents only when the SequenceNumber exceeds the value of *number*.

## Using Merge Instructions

Merge instructions act like special commands that tell Word how you want a particular main document merged with the variable text from the data document. You're probably already familiar with the DATA instruction, which identifies the data document you are merging with the main document. Other merge instructions give you more precise control over the variable text printed in each merged document:

- IF and ELSE set conditions for Word to consider before printing the variable text for a particular version of the merged document. Information is printed only if the specified conditions are met.
- ASK and SET allow you to define variable information that is not included in a data document. SET lets you update information that may vary for a set of merged documents from printing to printing. The same text is printed in each version of the document. ASK works similarly to SET, but lets you enter different information for each version of a merged document.

- INCLUDE inserts a document into the main document at the place you specify. The documents are stored separately and are merged during printing.
- NEXT lets you skip a data record entirely or print information from different data records in the same merged document. For example, you can print several addresses to fill one label form.

The easiest way to insert these instructions is to select the appropriate keyword from the list in the Insert Keyword box on the Print Merge Helper bar. Word displays a dialog box asking you to enter information for the instruction. Detailed procedures for entering the instructions are provided in this section.

For examples of how these instructions can be used in various types of merged documents, see Chapter 34, “Mailing Labels,” and Chapter 35, “Form Letters and Other Merged Documents.”

### To display the Print Merge Helper bar

If the Print Merge Helper bar is not already displayed in the main document, display it before you continue with the procedures to insert the merge instructions.

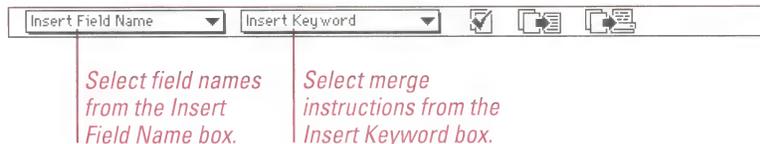
- 1 In the main document, position the insertion point at the beginning of the document.
- 2 From the View menu, choose Print Merge Helper.

If you have not already inserted the DATA instruction, Word displays a dialog box asking you to choose or create the data document.

- 3 Do one of the following.

To	Do this
Merge data defined in an existing data document	Select the data document, and choose the Open button.
Merge data defined using only ASK, SET, and/or INCLUDE instructions	Choose the None button.
Create a new data document	Choose the New button. For step-by-step instructions, see “Creating a New Data Document,” earlier in this chapter.

Word displays the Print Merge Helper bar at the top of the document window. If you selected an existing data document, Word also inserts a DATA instruction and adds the field names from the data document header record to the list in the Insert Field Name box.



The Print Merge Helper bar

- 4 To insert the merge instruction you want, follow the procedure listed under that instruction later in this chapter.

### To manually insert merge instructions

If you type a merge instruction yourself, you must ensure the instruction is entered in its correct form and enclosed in the print merge characters (« »). Do not type the characters < and >.

- 1 Press **OPTION+\ $\backslash$**  to insert the opening merge character («).
- 2 Type the merge instruction in its correct form. See the examples for each instruction later in this chapter.
- 3 Press **SHIFT+OPTION+\ $\backslash$**  to insert the closing merge character (»).

---

**Tip** You can insert the pair of print merge characters using the Glossary command on the Edit menu. Select the Print Merge glossary entry from the list in the Glossary dialog box, and choose the Insert button. Word inserts the pair of print merge characters with the insertion point between them.

---

## DATA

The DATA instruction tells Word where to find the data document containing the variable information you want merged with the main document. Word automatically inserts the DATA instruction in the main document when you use the Print Merge Helper command.

To merge a different data document after you've inserted the DATA instruction, you can replace the name of the data document in the instruction. The list in the Insert Field Name box on the Print Merge Helper bar is updated with the field names from the new data document when you perform some merge action, such as checking for merge errors, or when you return to the main document after working on another document. If the specified data document is not in the same folder as the main document, Word asks you to locate the data document.

To have the list of field names immediately updated, you can insert a new DATA instruction to replace the existing one.

## To insert a DATA instruction

- 1 Position the insertion point at the beginning of the main document.

The DATA instruction must be the first paragraph of the main document. Make sure there are no spaces, characters, or blank lines preceding the insertion point.

If you are replacing an existing DATA instruction, select the entire instruction, including the current data document name and the print merge characters (« »).

- 2 From the list in the Insert Keyword box of the Print Merge Helper bar, select DATA.

Word displays a dialog box asking you to choose or create the data document.

To	Do this
Use an existing data document	Select the data document from the list, and choose the Open button. This tells Word where to find the data document when you merge the main document; the data document is not actually opened. Unless you move the data document from its present folder or disk, you won't need to locate the data document again.
Create a new data document	Choose the New button. Word displays a dialog box so you can type the list of field names for the data document header record. For detailed instructions, see "Creating a New Data Document," earlier in this chapter.

Word then inserts the DATA instruction in the following form:

```
«DATA data document name»
```

If the data document is not in the current folder or disk, the location of the data document is included in the instruction. If the data document name contains a comma (or, on international systems, a semicolon), Word automatically encloses the data document name in quotation marks when it inserts the DATA instruction.

---

**Note** If the header record defining the field names is not in the same document as the data records, select the document containing the header record you intend to use—the header document—instead of the data document in step 2 of the procedure. Word inserts the header document name in the DATA instruction. You'll need to add the data document name to the DATA instruction. For more about header documents, see "Using Data from Other Applications," later in this chapter.

---

## IF, ENDIF, and ELSE

The statement "If the weather is sunny, we'll go to the park" is an example of a conditional statement. It identifies a condition that must be met (the weather being sunny) for a certain action to take place (going to the park). You can use the IF instruction in a similar way to control how text is printed in a particular version of a merged document.

Typically, an IF instruction tells Word to examine a field in the data record that is currently being merged with the main document. If the field information meets the condition you set, Word prints the text or carries out another action you specify in the merged document produced for that record. If the field does *not* meet the condition, Word skips to the text, field name, or other merge instruction immediately following the ENDIF that closes the IF instruction.

---

**Note** All IF instructions must always be paired with a corresponding ENDIF. Otherwise, errors occur when you merge the documents.

---

An example of an IF instruction is shown in the following illustration. As each record from the data document is merged with the main document, Word examines the value of the “amount” field in the record. If the field contains a number over 50, additional text is included in that version of the merged document. Otherwise, the text is omitted.

```
«IF amount > 50»We'd like to offer you 10% off on new orders you place.«ENDIF»
```

The diagram shows the syntax «IF amount > 50» with three red annotations:

- A bracket above "amount" is labeled "The field that is being evaluated".
- A bracket above ">" is labeled "The operator indicating how the field is evaluated".
- A bracket above "50" is labeled "The text or number that the field information is compared with".

```
We'd like to offer you 10% off on new orders you place.
```

The text "We'd like to offer you 10% off on new orders you place." is underlined, with a red annotation below it: "The text you want printed if the field information meets the condition".

```
«ENDIF»
```

The text «ENDIF» is underlined, with a red annotation below it: "The ENDIF instruction closing the IF instruction".

Elements of a simple IF instruction

You can include a paragraph mark, line break, page break, or section break in the text you specify between the IF and ENDIF instructions. Like ordinary text, the character is inserted only if the condition is met. In the following example, IF instructions are used to prevent blank lines in the address if the “company” and “street2” fields of an address record are empty. The paragraph marks that are entered when you press RETURN or ENTER following “«IF company»«company»” and “«IF street2»«street2»” are inserted and start a new line only if the “company” and “street2” fields are *not*

empty. If the fields are empty for a particular record, Word skips to the next field following the ENDIF instruction.

```
«DATA.Address.File»«name»¶
«IF.company»«company»¶
«ENDIF»«street»¶
«IF.street2»«street2»¶
«ENDIF»«city»..«state»..«postal.code»¶
```

*These paragraph marks are skipped if the “company” and “street2” fields are empty.*

You can also nest other merge instructions in an IF instruction. In the following example, an INCLUDE instruction inserts the contents of the document “Price List” if the value of the “amount” field is over 50.

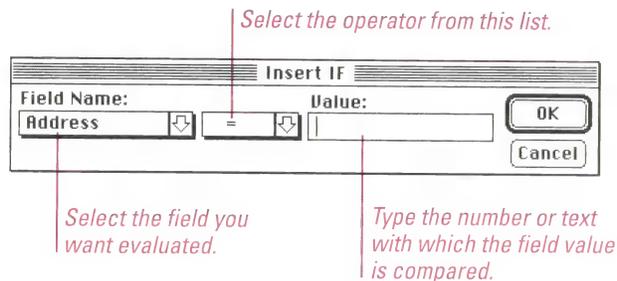
```
«IF amount>50»«INCLUDE Price List»«ENDIF»
```

### To insert an IF instruction

- 1 Position the insertion point where you want to insert the IF instruction.  
If you want to print text if the condition is met, position the insertion point where you want the text printed.
- 2 From the list in the Insert Keyword box on the Print Merge Helper bar, select IF...ENDIF.

If you select IF, make sure to pair it with an ENDIF to close the instruction.

Word displays the following dialog box.



- 3 From the Field Name box, select the field that you want evaluated.

- 4 From the operator list, select the option to indicate how you want the field information evaluated.

This option	Checks that the field value
=	Equals a specified number or exactly matches a sequence of text characters
<	Is less than
<=	Is less than or equal to
>	Is greater than
>=	Is greater than or equal to
<>	Is not equal to a number or does not match the specified text
Field Not Empty	Contains any character, including a space; it is not a blank field

If you select the operators >, >=, <, or <= when evaluating a field that contains text, Word compares the sort order of the sequence of characters, based on the ASCII International sorting order. For example, the text “apple” is considered less than the word “berry” because alphabetically “apple” precedes “berry.”

- 5 In the Value box, type the value that you want the field information compared with.

The value can be text or numbers, including decimal fractions. If you type text, specify uppercase and lowercase letters as appropriate. For example, “red” does not match “Red.”

Leave the Value box blank if you selected Field Not Empty from the operator list or if you are comparing the field value to the value of another field or the result of a calculation. See examples of IF instructions following this procedure.

- 6 Choose the OK button.

Word inserts the IF instruction in your document in the following form, with the insertion point between the IF and ENDIF instructions.

| *The insertion point*  
 «IF *field name* < *value*»|«ENDIF»  
| *The operator you select from the list is shown here.*

If you specified text in the Value box, the text is enclosed in quotation marks to indicate the value is a sequence of characters rather than a number.

- 7 With the insertion point just before the «ENDIF» instruction, type the text you want printed in the merged document or insert the merge instruction that you want carried out if the condition is met.

To compare the selected field with the value of another field or the result of a calculation, insert the field name or calculation after the operator, before the » character. Enclose the compared field name in quotation marks ( " " or " "). Refer to the following examples.

## Examples of IF Instructions

The following examples illustrate the different forms of IF instructions. Note that each IF instruction must be paired with a closing ENDIF instruction.

**«IF rate = discount»We'll offer you a larger discount.«ENDIF»** Compares the value of the “rate” field with the value of the “discount” field; if the values are identical, the specified text is printed.

**«IF company»«company address»«ENDIF»** If the “company” field contains any value, text from the “company address” field is printed.

**«IF company = ""»«home address»«ENDIF»** If the “company” field is empty, indicated by the pair of double quotation marks (“”), text from the “home address” field is printed.

**«IF postal code >= 98500»«IF postal code < 99000»Residents in your area can receive additional discounts.«ENDIF»«ENDIF»** When you nest IF instructions as in this example, the condition specified in each IF instruction must be met in order for the conditional action to be carried out. In this case, the specified text is printed only if the “postal code” field in the data record is within the range of 98500 through 98999—that is, the value is greater than or equal to 98500 *and* less than 99000. Note that each IF instruction must end with «ENDIF». You can also use the AND operator to specify multiple conditions. See “Setting Multiple Conditions Using AND, OR, and NOT,” later in this chapter.

**«IF product code = "2301XL" »We regret we are out of stock for this item.«ENDIF»**

The product code value is enclosed in quotation marks because you are comparing a sequence of digits and characters (text) rather than a number. When comparing a field value with text, use uppercase and lowercase letters as appropriate when specifying the text. For example, if the “product code” field contains the text “2301xl,” it does not match “2301XL.” Make sure there are no extra spaces between the quotation marks and the text you are comparing; otherwise, the spaces are considered part of the text compared with the field value.

**«IF unit cost > 99.99»This item is 20% off.«ENDIF»** The value of the “unit cost” field is compared with a number, so quotation marks are omitted.

If a field name you are using in an IF or other merge instruction includes one of the logical operators—AND, OR, NOT—you must enclose the entire field name in the print merge characters (« »). For example, **«IF «rate and charges» <=999.99» You are eligible for a rebate. «ENDIF»**

**Note** You'll probably use IF instructions most often to compare a field with a specified value, as shown in the preceding examples. However, you can also compare any two values in an IF instruction. The values can be actual text or numbers, the value contained in a specified field, or a value computed using the Calculations option of the Insert Keyword list. For instructions on using calculations in IF fields, see "Using Calculations in Merged Documents" later in this chapter.

## Using ELSE to Print Alternative Text

What if the examined field doesn't meet the condition? In the statement "If the weather is sunny we'll go to the park; if not, we'll go to a movie," an alternative activity is proposed in case the weather *isn't* sunny. Suppose in the first example in the previous section you want to print different text in the event the "amount" field is 50 or less. Within an IF instruction, you can insert the ELSE instruction to specify the alternative text, as shown in the following illustration.

*This text is printed only if the value of the "amount" field is greater than 50.*

```
«IF amount > 50» We'd like to offer you 10% off on new orders you place.«ELSE»We certainly hope you order more next time!«ENDIF»
```

*This text is printed only if the value of the "amount" field is 50 or less.*

ELSE instruction used with IF instruction

### To insert an ELSE instruction

- 1 Insert the IF...ENDIF instruction as described earlier in "To insert an IF instruction."
- 2 With the insertion point in the IF instruction just before «ENDIF», type the text you want printed or insert the merge instruction you want carried out if the condition is met.
- 3 From the list in the Insert Keyword box, select ELSE.
- 4 With the insertion point between «ELSE» and «ENDIF», type the text you want printed if the condition is *not* met.

The instruction should look similar to the following illustration.

```
«IF field name = value»conditional text or action«ELSE»alternative text or action«ENDIF»
```

Insert the ELSE instruction and alternative text before the ENDIF.

## Setting Multiple Conditions Using AND, OR, and NOT

You can also use the following logical operators to specify multiple conditions in a single IF instruction. First insert the IF instruction and appropriate fields, and then type the operator you want to use. You can use uppercase or lowercase letters to type the operators.

Use this operator	To indicate
AND	A record must meet both of the conditions
OR	A record must meet at least one of the specified conditions
NOT	The specified field must not match the specified value

The following examples show some ways you can use the operators in IF instructions. In all of the examples, the compared values, all text, are enclosed in quotation marks. When several fields are being compared, enclose each comparison in parentheses.

**«IF (item number = "2301XL") AND (color="Red")»We regret we are out of stock for this item.«ENDIF»** The text is printed only in reply to orders for the specified item in the color red.

**«IF (state = "CA") OR (state = "OR") OR (state = "WA") OR (state = "BC")»Our Pacific Rim clients can take advantage of extra low rates to Japan and the Far East.«ENDIF»** The text is printed in the letters sent to all clients living in the states on the U.S. West Coast or in British Columbia.

**«IF (state = "NY") AND NOT (city = "New York")»Have you ever visited New York City?«ENDIF»** The text is printed only in letters sent to residents in New York state who do not live in New York City.

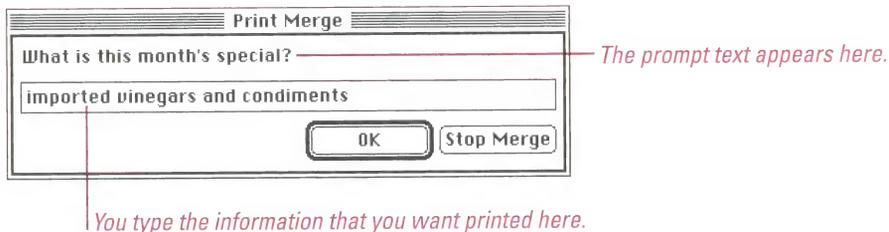
## SET and ASK

Using SET and ASK instructions, you can print variable information that is not defined in a data document. For example, you may want to send a letter to a number of people whom you will probably contact only once. Instead of setting up the names and addresses in a data document, you can use ASK and SET merge instructions in your main document to type the name and address for each letter as it is merged.

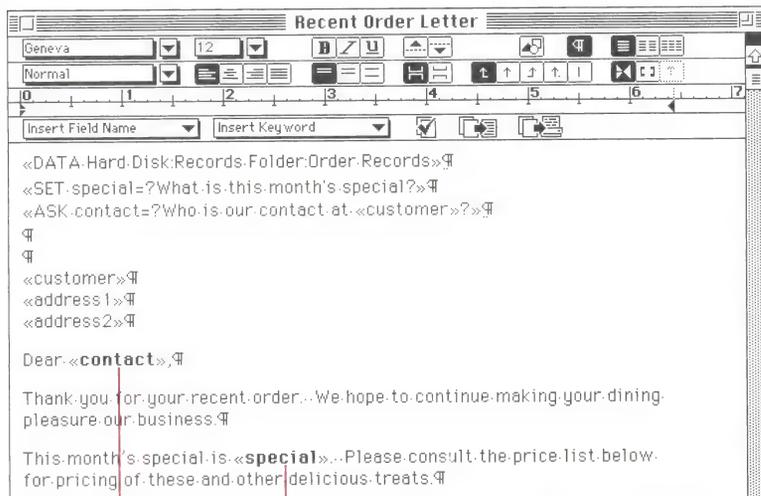
Use SET to print the same information in all versions of the merged document. You can specify the text to be printed within the SET instruction itself or have Word prompt you for information when the first document in the series is merged.

Use ASK to print different information in each version of the merged document. Word prompts you to supply information for each version of the merged document.

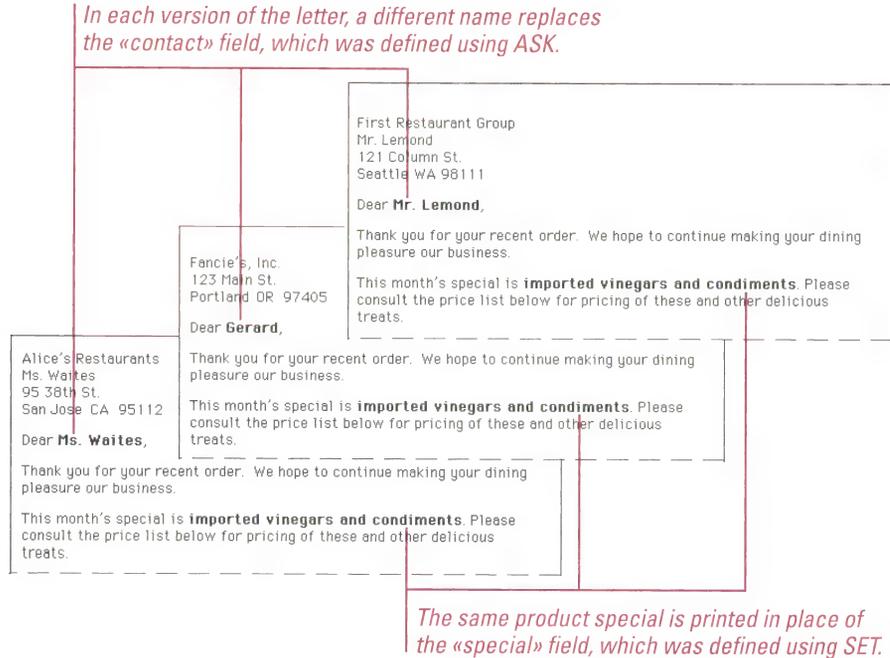
ASK and SET instructions define field names. You can use the fields only in the main document containing the ASK or SET instruction. To print the information for the field in the merged document, you insert the field name in the standard text of the main document. In the ASK or SET instruction, you can specify the prompt you want displayed when you merge the main document. Word displays the prompt in a dialog box so you can enter the information you want printed for the field.



In the main document in the following illustration, a SET instruction defines the field “special” and an ASK instruction defines the field “contact.” When this document is merged, Word displays a prompt asking for the name of the product special. The prompt is displayed once, and the response is printed in each version of the letter. However, the prompt asking for the contact’s name is displayed as each record is merged so you can specify a different contact at each company.



The following illustration shows the resulting text printed in each version of the preceding main document.



**Note** Although the SET and ASK instructions aren't printed in the merged documents, inserting an instruction on a line by itself produces a blank line in the merged documents. For ways to prevent blank lines in a merged document, see Chapter 35, "Form Letters and Other Merged Documents."

## To insert a SET instruction

If you are using SET and ASK instructions to define all of the variable information you want to merge with the main document, you do not need to use a data document. When you choose the Print Merge Helper command and Word asks you to select the data document, choose the None button.

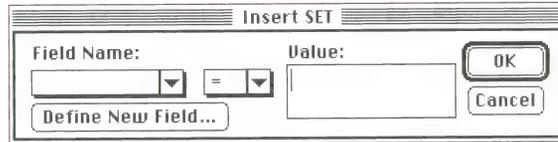
- 1 Position the insertion point where you want to insert the SET instruction.

You can insert the SET instruction anywhere in your document, as long as it precedes the field name it defines in the main text of the document.

If you are also merging information from a data document, the SET instruction must be placed after the DATA instruction.

- 2 From the Print Merge Helper bar, select SET from the list in the Insert Keyword box.

Word displays the following dialog box.



- 3 To define a new field in the SET instruction, choose the Define New Field button. Word displays the Insert New Field dialog box. In the Field Name box, type a name for the new field, and choose the OK button.

Word adds the field to the list in the Insert Field Name box on the Print Merge Helper bar.

The field name you define in the SET instruction must not be a field name used in the data document or in another SET or ASK instruction.

If you already inserted the new field in the main document and are using the SET instruction to define its value, the field name appears in the list in the Field Name box. Select the field from the list.

- 4 Do one of the following.

To	Do this
Specify the field value in the instruction	Choose = from the operator list, and type the number or text you want to define for the field in the Value box.
Have Word prompt you for the information	Choose =? from the operator list, and type the prompt text in the Prompt box.

You can enter up to 253 characters in a SET instruction, including the SET keyword, field name, operator, and field value or prompt text.

- 5 Choose the OK button to close the Insert SET dialog box.  
Word inserts the SET instruction in your document at the insertion point.
- 6 Position the insertion point in the main document where you want to print the information for the field you defined in the SET instruction.
- 7 From the Insert Field box, select the name of the field you defined in the SET instruction.

When you merge the main document containing the SET instruction, Word either displays a dialog box asking you to enter information for the field or prints the field value you typed in the Insert SET dialog box. The field information is printed in place of the field name you inserted in the standard text of the main document.

### Examples of SET Instructions

In the first two examples below, text for the field is specified within the instruction. If you later must change the prompt text or field value, you can edit the instruction in the

main document. The value specified for the field defined by the SET instruction is used in all versions of the merged document.

«**SET bonus offer= "10% off your next order"**» Sets the “bonus offer” field to the specified text, which must be enclosed in quotation marks (" " or " "). Word inserts the quotation marks for you if you insert the SET instruction using the Print Merge Helper.

«**SET rate= 25.3**» Sets the “rate” field to the specified number. Because the value is a number, no quotation marks are needed.

«**SET bonus offer=?**» The SET instruction has this form if you choose the =? operator in the Insert SET dialog box and do not specify prompt text. Word displays the standard prompt to enter the field value—in this case, “Enter bonus offer:”.

«**SET rate=?Enter the current interest rate;**» Word displays the specified prompt when the first document in the series is merged. Including your own prompt in the SET instruction helps you recall what information you should enter for the field, especially if you have used several SET instructions in the same document.

«**SET rate=«cost \*10%»**» Sets the value of the “rate” field to 10 percent of the value of the “cost” field.

## To insert an ASK instruction

If you are using SET and ASK instructions to define all of the variable information you want to merge with the main document, you do not need to use a data document. When you choose the Print Merge Helper command and Word asks you to select the data document, choose the None button.

- 1 Position the insertion point where you want to insert the ASK instruction.

You can insert the ASK instruction anywhere in the main document as long as it precedes the field name it defines. If you’re also merging data from a data document, the ASK instruction must follow the DATA instruction.

- 2 From the Print Merge Helper bar, select ASK from the list in the Insert Keyword box.

Word displays the following dialog box.



- 3 To define a new field in the ASK instruction, choose the Define New Field button. Word displays the Insert New Field dialog box. In the Field Name box, type a name for the new field, and choose the OK button.

Word adds the field to the list in the Field Name box on the Print Merge Helper bar.

The field name you define in the ASK instruction must not be a field name used in the data document or in another SET or ASK instruction.

If you already inserted the new field in the main document and are using the ASK instruction to define its value, the field name appears in the list in the Field Name box. Select the field from the list.

- 4 In the Prompt box, type the prompt that you want displayed when you merge the main document, and then choose the OK button to close the Insert ASK dialog box.

You can enter up to 253 characters in an ASK instruction, including the ASK keyword, field name, operator, and the prompt text.

Word inserts the ASK instruction in your document at the insertion point.

- 5 Position the insertion point in the main document where you want to print the information you enter in response to the prompt.
- 6 From the Insert Field box, choose the name of the field you defined in the ASK instruction.

When you merge the main document containing the ASK instruction, Word displays a dialog box that prompts you to enter different information for the field as each version of the document is merged. The field information is printed in place of the field name you inserted in the standard text of the main document.

## Examples of ASK Instructions

If you later want to change the prompt, you can edit the instruction in the main document.

**«ASK client name=?»** The ASK instruction has this form if you do not specify prompt text. Word displays the standard prompt to enter the field value—in this case, “Enter client name:”.

**«ASK rate=?Enter the current interest rate:»** Word displays the specified prompt as each document in the series is merged. You can specify a different value for the “rate” field in each version of the merged document.

**«ASK date=?Please enter the appointment date for «patient name»:»** In this example, a field name is included in the prompt text to identify the person for whom the date is being set. When the prompt is displayed, the name of the current patient is displayed in place of the field “patient name.” The value of the “patient name” field must be defined before the ASK instruction, either in the data document or in a SET or ASK instruction inserted earlier in the main document. To include a field name in the prompt, type all the prompt text except the field name in the Prompt box when you insert the ASK instruction. Then select the field name from the Insert Field Name box to insert it in the appropriate place in the prompt text.

## You Can Use ASK or SET to Reset the Value of a Single Field

You can specify the same field name in more than one ASK or SET instruction in a single main document. Insert the field name you define in the ASK or SET instruction as many times as you want the field info printed. To redefine the value for each occurrence of the field, be sure to insert an ASK or SET instruction before each occurrence of the field name. For example, you can use ASK instructions to repeatedly reset the value of the field “time”:

«ASK time=?Enter the appointment time for Michel:»

Michel’s Appointment: «time»

«ASK time=?Enter the appointment time for Gregory:»

Gregory’s Appointment: «time»

## To fill in information for a field defined using ASK or SET

If the main document contains an ASK instruction, or a SET instruction with a prompt, Word displays the prompt text in a dialog box when you merge the main document. If you are merging documents without a data document—that is, if fields are defined only in ASK and SET instructions—Word creates new merged documents as long as you continue to fill in information for the fields defined in the ASK instructions. If you’ve used only SET instructions in your main document, only one version of the document is merged.

- 1 In the box following the prompt, type the information you want printed in place of the field name.
- 2 Choose the OK button to continue with the next merged document.

When you’ve merged all the documents you want, choose the Stop Merge button.

## INCLUDE

The INCLUDE instruction tells Word to insert the contents of another document at the location of the instruction. The documents are stored separately and are merged during printing. You can insert another Word document or any file with a format that Word recognizes.

You do not need to use a DATA instruction to use INCLUDE, and you can use the instruction in any Word document. However, you must print a document containing an INCLUDE instruction using the Print Merge command on the File menu rather than the Print command.

## To insert an INCLUDE instruction

- 1 Position the insertion point where you want the text of the included document to be printed.
- 2 From the list in the Insert Keyword box, select INCLUDE.

Word displays a dialog box asking you to select the document to include. Select the document from the list, and choose the Open button. Selecting the document tells Word where to find the document when you print the current document using Print Merge. The document is not actually opened. Unless you move the document from its present folder or disk, you won't need to locate it again.

Word inserts the instruction in the following form:

```
«INCLUDE document name»
```

A document named in an INCLUDE instruction may itself contain INCLUDE instructions. You can nest INCLUDE instructions in a chain of at most 55 documents, depending on the number of other documents you have open when using the Print Merge command. However, the document specified in an INCLUDE instruction cannot be the document containing that INCLUDE instruction; that is, a document cannot include itself.

A document specified in an INCLUDE instruction can contain field names and print merge instructions. However, the included document cannot contain a DATA instruction. If the field names contained in the included document are defined in a data document, insert the DATA instruction specifying that data document in the main document. Only one data document can be used to define field names in the main document and any included documents. If the main document and one or more included documents contain field names defined in different data documents, first merge each included file with its respective data document, and then merge those documents to a new file. Specify this new merge file in the INCLUDE instruction you insert in the main document.

---

**Note** In a merged document, section formats such as page number, number of columns, and headers and footers are set by the main document, unless the included document contains a section break. Including a section break in the included document is generally not recommended. When the included document is copied into the main document, the section formatting “stored” in the section break mark of the included document may affect the section formatting of the main document.

However, if you want to retain the headers and footers or other section formats of the included document, insert a section break in the main document before the INCLUDE instruction. In the included document, insert a section break at the end of the document. Any section formatting you've applied in the included document is stored in the section break mark. When the documents are merged, the included document is inserted in a separate section of the main document with its section formatting intact. For more information about sections, see Chapter 9, “Sections: Formatting Parts of a Document.”

---

## NEXT

The NEXT instruction tells Word to print information from the next data record without starting a new version of the merged document. NEXT is useful for mailing lists when you want to print several addresses on a single label form. When you use NEXT with the IF instruction, you can skip data records not meeting the specified condition.

For examples of how to use NEXT instructions, see Chapter 34, “Mailing Labels.”

### To insert a NEXT instruction

- 1 Position the insertion point in the merge instruction or document text where you want information from the next data record to begin printing.
- 2 From the list in the Insert Keyword box, select NEXT.

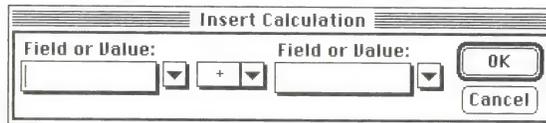
Word inserts the instruction enclosed in the print merge characters (« »). From that point on in the main document, field information is drawn from the next record in the data document.

## Using Calculations in Merged Documents

By enclosing mathematical calculations in the print merge characters (« »), you can print the results in a document. You can include numbers in the calculation or specify field names. Word uses the value of the field in computing the result. You can also use calculations to evaluate a field in an IF instruction and to set values for fields in SET instructions.

Word computes the calculation in the order in which the operators are encountered in the instruction. There is no precedence of operators. Expressions in parentheses are computed first.

To print the result of the expression rather than the expression itself, you print the document using the Print Merge command rather than the Print command.



The Insert Calculation dialog box

## To insert a calculation

- 1 Position the insertion point where you want the result of the calculation inserted.
- 2 From the list in the Insert Keyword box, select Calculations.
- 3 In each Field Or Value box, type a value, or select a field name from the lists.
- 4 From the operator list, select the operator.

Operator	Function
+	Addition
-	Subtraction
*	Multiplication
/	Division

- 5 Choose the OK button.

## Examples of Calculations

To use calculations in other merge instructions, first insert the instruction, and then insert the calculations in the instruction. If a field name is used in the calculation, the value of the field must be defined in the data document or in an ASK or SET instruction that precedes the calculation.

**«item cost+tax»** Prints the sum of the two fields “item cost” and “tax.”

**«item cost\*10%»** Prints 10 percent of the value of the “item cost” field.

**«SET refund=«item cost+tax»»** Sets the value of the “refund” field equal to the value of the “item cost” field plus the value of the “tax” field. First insert the SET instruction, leaving the Value box empty in the Insert SET dialog box. Then position the insertion point in the SET instruction just after the = operator, and select Calculations from the Insert Keyword box.

**«SET total=«item cost+(item cost\*10%)»»** Sets the value of the “total” field equal to the sum of the “item cost” value plus 10 percent. Word first calculates the value “item cost\*10%” and then adds the result to the value of “item cost.”

**«IF order>«gross total-refund»»Thank you for your order.«ENDIF»** The IF instruction determines whether the value of the field “order” is greater than the value of the field “gross total” minus the value of the field “refund.” If so, the specified text is printed.

**«IF «balance+new charges» >= limit»Your current balance exceeds your allowed credit»** This IF field first adds the values of the “balance” and “new charges” fields, and then compares the sum with the value of the “limit” field. To insert an IF instruction in this form, select the IF...ENDIF option from the Insert Keyword list, select the operator >=, and then choose the OK button. Select the field name that appears in the IF instruction, and then choose the Calculations option to replace the field name with the calculation **«balance+new charges»**. To insert the field “limit,” position the insertion point after the operator and select the field name from the Insert Field Name list.

## Using Data from Other Applications

Information you want to merge may be in a document created in another application, such as Microsoft Excel, Microsoft File, or FileMaker IV. To merge this information with a Word document, you must convert the data file to Word format or copy the information to a Word document. The technique you use depends on the application that contains the data and the System version you are using.

If the data file does not define the data field names in a header record, you'll need to insert a header record in the data document or use a separate header document. The field names must match the field names you insert in the main document that you plan to merge with the data.

### Using Data from Microsoft Excel

If you don't expect your Microsoft Excel data to change, you can simply copy the data from your worksheet to Word using the usual Cut and Paste commands. The worksheet is copied as a table, which you can edit and format just as though you had created the table in Word. However, if the Microsoft Excel data frequently changes, it's best to bring the data into Word in a way that allows you to easily update it.

If you have both Word and Microsoft Excel on your own Macintosh, you can link your Word data document to its source worksheet in Microsoft Excel. If you're using System 7 and Microsoft Excel version 3.0 or later, you can also use the Apple Edition Manager to bring the data into Word.

The following procedures describe how to link or subscribe to the Microsoft Excel data from Word. For more information, including instructions on updating the Microsoft Excel data, see Chapter 37, "Exchanging Information."

#### To subscribe to an edition file containing Microsoft Excel data

You can use this procedure only if you are using System 7 and Microsoft Excel version 3.0 or later.

- 1** In your Microsoft Excel worksheet, select the worksheet cells containing the data.  
Select only cells containing data, including the row of cells containing the field names. Don't include empty cells before or after the data.
- 2** From the Microsoft Excel Edit menu, choose Create Publisher.
- 3** In the Name Of New Edition box, type the edition name. Select the drive and folder where you want the edition file stored, and then choose the Publish button.
- 4** Switch to Word, and from the File menu, choose New to open a new, untitled document.
- 5** From the Edit menu, choose Subscribe To, select the edition file, and choose the Subscribe button.
- 6** Save the new data document.

### To link the data document to a Microsoft Excel worksheet

- 1 In your Microsoft Excel worksheet, select and copy the worksheet cells containing the data.  
Select only cells containing data, including the row of cells containing the field names. Don't include empty cells before or after the data.
- 2 Switch to Word, and from the File menu, choose New to open a new, untitled document.
- 3 From the Edit menu, choose Paste Special.
- 4 Under Paste, select Formatted Text (RTF), and choose the Paste Link button.
- 5 Save the new data document.

## Converting Data from Other Applications

In most applications, you can save a file in text (ASCII) format. You can then convert the text file to Word format and use it as your data document. Each record is converted to a paragraph, with each field separated by tabs or, less frequently, commas.

After converting the data, you'll need to ensure that the header record listing the field names is the first paragraph in the document. Make sure to delete any empty paragraphs before the header record and after the data records. If the converted document doesn't include a header record, you'll need to add one or use a separate header document. For instructions, see "Adding a Header Record," later in this chapter.

You must also ensure that the records are in the proper format. For example, if the text in a field contains a tab, quotation marks, a line break, or a paragraph mark, you must enclose the field in quotation marks (" " or " "). If you use commas to separate each field, you also must put quotation marks around any fields containing commas. For requirements for data records organized in paragraphs, see "Other Ways of Organizing the Data Document," later in this chapter.

### To convert data from another application to Word format

- 1 In the application where you created the data file, save the file in text (ASCII) format.  
If the option is available, select tab-delimited or comma-delimited records. This inserts a tab or comma between fields in the converted records.
- 2 Start Word, and choose Open from the File menu. From the List Files Of Type box, select All Files.  
Word lists all files in the dialog box regardless of their file format.
- 3 Double-click the file containing the data records.  
Word opens the file in normal Word format.

- 4 From the File menu, choose Save As, and save the file. Make sure Normal is selected in the Save File As Type box.

If you want to keep a version of the data file in its original format, save the file using a different name, or save the file in Word format in another folder.

Some files created in other applications do not include a header record. You can add a header record to the data document or use a header document to define the fields.

## Adding a Header Record

If the data document you convert to Word doesn't contain a header record, you must add a header record to the data document or use a separate header document that contains the header record.

If you use a separate header document, you can use the same header record—and same set of field names—for merging data from various sources without having to repeat the header record in each data document. For example, you may frequently use large text files converted from a database. Each file of data records contains the same type of information (fields), but the field names are not defined in each file. To create the header document, insert a one-row table in a new document with as many columns as there are fields in your data document. Then type field names in each cell. Or you can simply type the field names in a new document, using tabs or commas to separate the names.

All data documents used with the header document must contain the same number of fields as there are field names in the header record.

You also can use a data document that contains a header record as a header document. For example, if you break up your data into several documents, you can define the field names in a header record in the first data document. When you're merging from other data documents that don't have a header record, specify the first data document as the header document. Word uses only the header record, ignoring all of the data records in the file.

### To create a header document

- 1 From the File menu, choose New.
- 2 From the Insert menu, choose Table.
- 3 In the Number Of Columns box, specify the number of fields that are contained in your data document. In the Number Of Rows box, type 1
- 4 Choose the OK button.

### To add a header record to an existing data document

If the data document is set up as paragraphs, you can insert a new paragraph at the beginning of the data document and type the field names, using tabs or commas to separate fields. Use the following procedure to insert a header record in a data document set up as a Word table.

- 1 Position the insertion point in the first row of cells in the data document.
- 2 From the Format menu, choose Table Layout, select the Row option button, and choose the Insert button.

Word inserts a new row of cells at the beginning of the table.

- 3 Beginning with the first cell in the row, type a field name for each field in the data document. Press TAB to move to the next cell.

If you've already inserted field names in the main document, make sure that the field names you type in the header record exactly match the field names in the main document.

### To specify the header document in the DATA instruction

- ▶ Insert the header document name in the DATA instruction in the following form, using a comma to separate the header document name and data document name. Do not insert extra spaces between the document names and the comma. If either of the document names contains a comma, you must enclose the name in quotation marks.

```
<<DATA header document,data document>>
```

## Other Ways of Organizing the Data Document

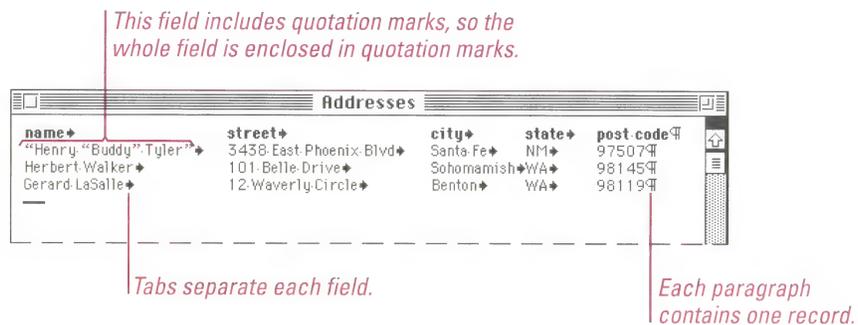
You can have at most 31 columns in a table. If you have more than 31 fields in your data records, you'll need to make each record a separate paragraph, using tabs or commas to separate the fields. Your data document may already be in this format if you created it in another application and converted it to Word format.

As with any data document, you must organize the data so that Word can correctly merge the data with the main document. Check that the data document is organized as follows:

- Each record has the same number of fields as there are field names in the header record.
- Each record ends in a paragraph mark (¶), and there are no extra paragraph marks between or following the data records. Word interprets any blank lines as incorrect records.

- Use the same character, either a tab or comma, to separate the fields in all records of the data document. For example, you can't use tabs in the header record and commas in the data records. Since the text in many fields may contain commas, it's best to use tabs to separate the fields.
- If text in a field contains a tab, line break, paragraph mark, or single or double quotation marks, you must enclose the entire field in quotation marks. If you use commas to separate the fields, you must also include quotation marks around any fields that contain commas.

The following illustration shows a data document set up as paragraphs. To see the tabs and paragraph marks on your screen as shown in the illustration, choose Show ¶ from the View menu, or click the show/hide ¶ button on the ribbon.



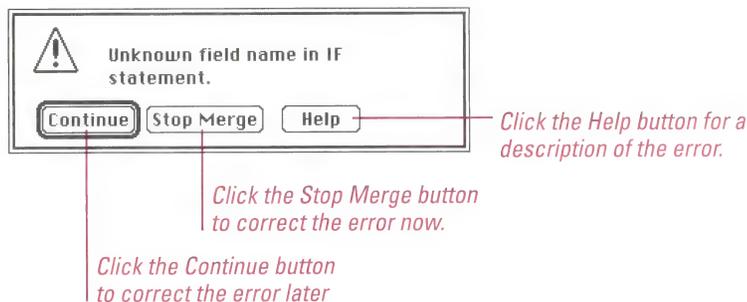
**Tip** If your data is in paragraphs, consider converting the paragraphs to a table. Fields that do not have information are easier to see as empty cells in a table, and you don't have to use quotation marks to set off fields containing line breaks, quotes, commas, or tabs. The records are also easier to sort using the Sort command. For more information about converting paragraphs to tables and working with tables, see Chapter 17, "Tables."

If you use commas to separate fields and some fields also contain commas, Word can't tell how many columns the table should have. In this case, use the Replace command on the Edit menu to replace the commas separating the fields with tabs before converting the paragraphs.

## Troubleshooting

If Word encounters an error in the fields or merge instructions in the main document when merging documents, it displays a message describing the error and selects the data record in the data document or merge instruction in the main document that caused the error.

If the error is in the main document, it's best to stop the merge and correct the error as soon as you are notified. If the error is in a single data record, you can continue merging the remaining records, and then correct the data record and remerge that record. For an explanation of the error message, choose the Help button. Word displays a dialog box listing the error message and suggesting ways to correct the problem.



Some other problems you may encounter are described here.

### The Data Document or Main Document Text Is Printed as It Appears on the Screen

Make sure that the main document is the active document and that you choose the Print Merge command from the File menu rather than the Print command.

### Field Names Are Being Printed Rather than the Field Information

Make sure the field name is enclosed in the print merge characters (« »). If you insert the field names using the Print Merge Helper bar, Word automatically encloses the field names in the print merge characters. If you insert the field names manually, you can choose Glossary from the Edit menu and select the Print Merge glossary entry to insert the print merge characters, or you can press `OPTION+\\` to insert « and `SHIFT+OPTION+\\` to insert ». Do not type the < and > characters. Also, when you merge and print documents, make sure that you choose the Print Merge command from the File menu rather than the Print command.

# Mailing Labels

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## Overview

This chapter shows you how to use the merge feature in Word to print names and addresses from a mailing list on standard types of mailing labels.

Step-by-step instructions in this chapter describe how to do the following:

- Create a new data document using the Print Merge Helper command.  
If you've already prepared your address data in another application such as Microsoft Excel or another word processor, you'll need to ensure that it is in the proper format for Word. For details, see "Using Data from Other Applications" in Chapter 33, "Print Merge Basics."
- Create the main document by inserting merge instructions and the field names representing your address information. Some addresses may include more information than others. You'll use the IF merge instruction to avoid blank lines in shorter addresses.
- Set the page size, margins, and other formats in your main document so that the address information is correctly printed on the labels you are using. What size are your labels and how many labels are on each label form or sheet? Are you printing labels on a LaserWriter or ImageWriter? You'll need this information to complete the main document.
- Merge and print the labels.

Procedures in this chapter assume that you're familiar with terms such as "fields" and "records," and that you understand the basic concepts behind merging a data document and main document. If you've never used the print merge feature before, it's recommended that you first read the background information on creating the data document and main document in Chapter 33, "Print Merge Basics."

## Creating a New Data Document

When defining the address fields in your data document, you'll need to consider the kinds of information that will be printed for each address. For business purposes, a complete address might include a company name and the person's title or department. Some addresses will include a postal box and a street address, or a building name and number. As a rule, you should define fields to accommodate records with the most address information. In records containing shorter addresses, leave a field blank if the record does not contain that type of information.

Do you intend to sort the mailing list by name, city, or postal code? If so, you'll want to use separate fields for the addressees' first and last names, and the city, state, and postal code. For instructions on sorting data in a table, see Chapter 14, "Sorting."

If only a few address records have additional information—and your data records are organized in a Word table—you can simply insert a paragraph mark or a line break to include more than one line of information in a single field. For example, suppose some addressees in your mailing list have a long business title, such as "Director, Sales and

Marketing, West Division.” To avoid creating an extra field for this type of information, you can type it on a second line following the addressee’s name in the “name” field.

The following illustration shows a typical data document for a mailing list. The data records are organized in a Word table, with each row of cells containing information for one record. By using the Print Merge Helper command to create the data document, you can have Word set up the table for you.

*Field names in the header record*

name	company	street1	street2	city	state	post code
Mr. Joseph Blynch		1818 S.W. 70th Blvd		South City	NV	00154
Ms. January Bloom Director, Sales and Marketing	Winmark Corporation	123 Main St.	P.O. Box 97017	Redwing	WA	98000
Dr. N. B. Knees		2499 Medical Assoc. Center	17 Hemlock Place	Downy	CA	95501
Mr. Henry Tyler		3458 East Phoenix Blvd.	Building D, Suite 2201	Santa Fe	NM	97507

*This record has only one line for the street address, so the “street2” field is blank.*

*Two lines of information are included in this field.*

*Each cell contains one type of information, or field.*

*Each row of cells contains one data record.*

Data document for a mailing list (with paragraph marks showing)

## To create a new data document

- 1 From the File menu, choose New.

You’ll use this new document as the main document for the mailing labels.

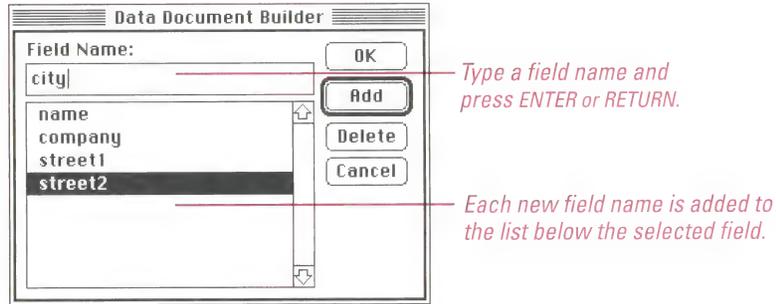
- 2 From the View menu, choose Print Merge Helper.

- 3 Word displays a dialog box asking you to choose or create the data document. Choose the New button.

Word displays the Data Document Builder dialog box.

- 4 In the Field Name box, type the name of each field, and press ENTER or RETURN.

Use any combination of characters for the field names, but do not use commas. If you are using a non-US version of the Apple System software, do not use semicolons. Field names can have as many as 253 characters, including spaces. Word disregards capital letters you type, and makes all letters lowercase.



You can list the fields in any order. The order of fields in the data document does not affect the order in which you can insert the fields in your main document.

To delete a field name from the list, select the field name and choose the Delete button.

- 5 When you've typed all the fields you want to define in the data document, choose the OK button.

Word opens a new document window for the data document and displays the Save As dialog box.

- 6 Type a name for the data document in the Save Current Document As box and select the folder where you want the data document stored. Then choose the Save button.

If you like, you can fill in information about the data document in the Summary Info dialog box; choose the OK button to close the dialog box.

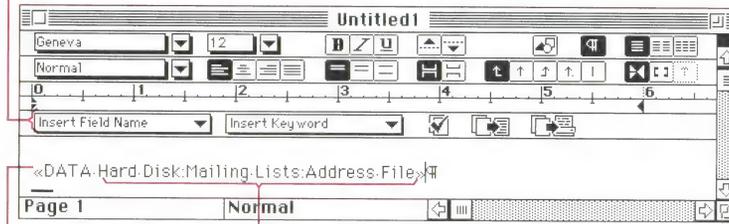
Word then carries out the following steps:

- In the new data document, Word inserts a table with two rows of cells. The field names are listed in the first row of the table, which is the header record of the data document.

name	company	street1	street2	city	state	post code
------	---------	---------	---------	------	-------	-----------

Header record in the new data document

- Word switches to the main document you opened in step 1 and inserts a DATA instruction at the insertion point. The DATA instruction tells Word where to find the data document when you merge it with the main document. The Print Merge Helper bar is displayed at the top of the main document window. Field names from the data document are added to the list in the Insert Field Name box.

*Print Merge Helper bar**DATA instruction**Name and location of the data document*

- 7 From the File menu, choose Save and save the main document.

Now you're ready to fill in the data records for your data document. See the following procedure, "To fill in information in a new data document."

**For more information about working with tables, see Chapter 17, "Tables."**

### To fill in information in a new data document

- 1 From the Window menu, choose the data document to make it the active document.

If you're returning to Word after doing other work, choose Open from the File menu to open the data document.

- 2 Position the insertion point in the first cell of the second row of the table, below the field names in the header record.

- 3 Beginning with the first cell, type the information for each field in the record. Press TAB to move to the next cell.

Make sure the information you type in each cell corresponds to the field name at the top of the column.

If a record does not have information for a field, press TAB to leave the cell for that field blank. Make sure you don't type spaces in the empty cells. Otherwise, blank spaces will appear in the printed mailing labels.

When you reach the end of a row of cells, press TAB to insert a new row of cells for the next record. You can add as many records as you like, and you can later add more records as you need them.

- 4 From the File menu, choose Save to save the data records.

The table should look similar to the following illustration.

name	company	street1	street2	city	state	post code
Mr. Joseph Blynch		1818 S.W. 70th Blvd		South City	NV	00154
Mrs. January Bloom	Winmark Corporation	123 Main St.	P.O. Box 97017	Redwing	WA	98000
Dr. N. B. Knees		2499 Medical Assc. Center	17 Hemlock Place	Downy	CA	95501
Mr. Henry Tyler		3438 East Phoenix Blvd.	Building D, Suite 2201	Santa Fe	NM	97507

Data records in a Word table

Now you are ready to insert the field names in the main document and complete the formatting for the document. See the procedures in the following section, “Creating the Main Document for Mailing Labels.”

## Creating the Main Document for Mailing Labels

In the main document for a mailing label, you insert the address field names and type the spaces and punctuation that you want to appear in every address. You arrange the address fields names so that addresses are printed in rows and columns corresponding to the labels on the label form you are using. You need one complete set of address fields for each label on the label form. The easiest way to arrange the address fields is in a Word table.

Setting up a main document for mailing labels involves the following basic steps:

- First, you insert one complete set of address fields in the main document. If an address field may be empty in some records of your data document, you can insert IF instructions to prevent blank lines in the printed addresses. For instructions, see the next section, “Inserting the Field Names and Merge Instructions.”
- Second, you insert a table in which the rows and columns of the table cells match the layout of the labels on the label form or sheet. You then copy the set of address field names and merge instructions in each cell of the table. For instructions, see “Setting Up Labels for LaserWriter Printers” or “Setting Up Labels for ImageWriter Printers,” later in this chapter.

### Use the Mailing Label Stationery Provided with Word

Word provides a number of main documents ready for you to use for printing common sizes of mailing labels on both LaserWriter and ImageWriter printers. These are in the Mailing Labels folder in the Sample Documents folder. Before you can use the mailing label stationery, you must use the Installer to install them. For details on using the mailing label stationery, see the instructions in the Mailing Label Readme document, which is also in the Mailing Labels folder.



### To create a main document using an existing data document

Use this procedure to create a new main document and insert the DATA instruction.

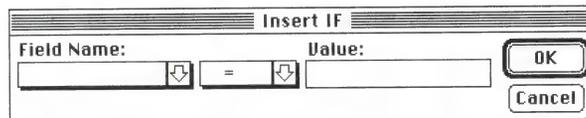
- 1 From the File menu, choose New.
- 2 From the View menu, choose Print Merge Helper.  
Word displays a dialog box asking you to select the data document.
- 3 Select the data document containing the addresses and choose the Open button.  
Word inserts a DATA instruction at the beginning of the main document. Field names from the data document are added to the list in the Insert Field Name box of the Print Merge Helper bar, which is displayed at the top of the window. You can now insert the field names as described in the preceding procedure.

### To insert an IF instruction to prevent blank lines

If an address field might be empty for some records, follow these steps to insert an IF instruction so you won't have blank lines on your label.

- 1 Position the insertion point where you want information from the address field printed if the address field is not empty.
- 2 From the list in the Insert Keyword box, select IF...ENDIF.

Word displays the Insert IF dialog box:



- 3 From the Field Name list, select the name of the address field that may be empty for some records.
- 4 From the operator list (middle list), select Field Not Empty, and then choose the OK button. Word inserts the instruction with the insertion point between the IF and ENDIF keywords.
- 5 Without moving the insertion point, select the name of the address field you selected in step 3 from the Insert Field Name box of the Print Merge Helper bar.  
Word inserts the address field name at the insertion point.
- 6 Press ENTER to insert a paragraph mark after the address field name.

If an address record does not have information for the selected field, Word will skip to the end of the ENDIF instruction and will not insert the paragraph mark, thus preventing a blank line.

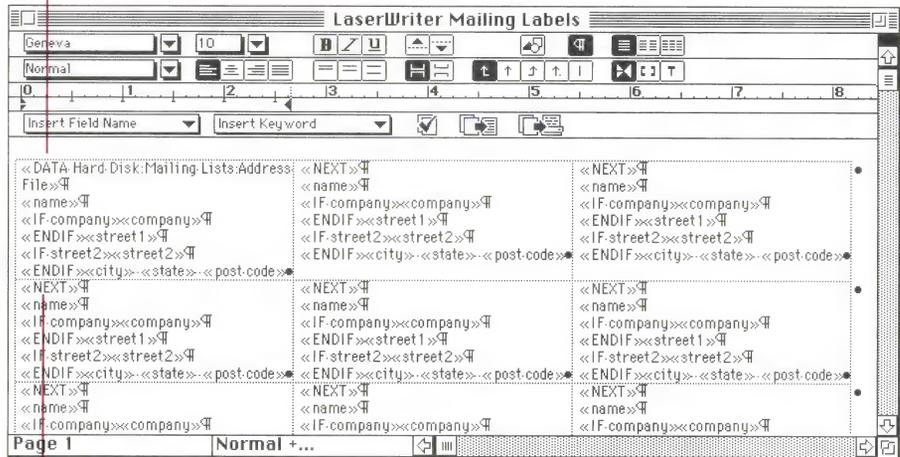
You can then continue inserting additional address fields after the ENDIF instruction. Continue to use as a guide the illustration of the main document in “Inserting the Field Names and Merge Instructions,” earlier in this chapter.

## Setting Up Labels for LaserWriter Printers

Mailing labels for LaserWriters and other laser printers are generally on label sheets 8.5 x 11 inches, with two or more columns of labels per sheet.

The following illustration shows a main document set up for printing labels on a LaserWriter printer. The DATA instruction is the first item in the first cell of the table. The NEXT instruction is the first item in all other cells. To allow space before the first line of each address, the DATA and NEXT instructions are placed on separate lines. This will produce a blank line before each address when the labels are printed. If you are using 1-inch-high labels and are printing as many as six lines of address information, you can include the DATA and NEXT instructions on the same line as the first address field name to avoid leaving a blank line at the top of the label.

*The first cell of the table contains the DATA instruction.*



*The NEXT instruction tells Word to print text from the next data record on the same label sheet.*

## To set up a main document for LaserWriter printers

The following procedure describes how to create a Word table to contain the address fields and merge instructions that you inserted in your main document, as described in the previous section. For specific command settings appropriate for common label sizes, see the tables following the procedure.

- 1 If the main document is not the active document, choose it from the Window menu or open the main document by choosing Open from the File menu.

The main document contains the DATA instruction and address field names from the data document.

- 2 From the File menu, choose Page Setup. Select US Letter or A4 Letter, depending on the label sheet size you are using. Make sure the Reduce or Enlarge option is set to 100% and Portrait (Tall) orientation is selected. Click the Options button and select the Larger Print Area (Fewer Downloadable Fonts) option. Choose the OK button twice to close the dialog boxes.

Selecting the Larger Print Area option allows you to use margins smaller than the usual 0.5-inch minimum.

- 3 From the Format menu, choose Document. Set the Top, Bottom, Left, and Right margins to the sizes specified in the tables following this procedure. Choose the OK button.
- 4 Position the insertion point at the end of the field names and merge instructions you previously entered in the document, just before the last paragraph mark.
- 5 From the Insert menu, choose Table. In the Insert Table dialog box, set the Number Of Columns and Number Of Rows options as specified in the tables following this procedure. Choose the OK button.
- 6 Select the paragraphs containing the DATA instruction and the complete set of address field names.
- 7 From the Edit menu, choose Cut.
- 8 Position the insertion point in the first cell of the table and choose Paste from the Edit menu. Then position the insertion point in the second cell in the row and choose Paste again.
- 9 In the second set of address field names, select the entire DATA instruction, including the name and location of the data document and the enclosing print merge characters (« »).
- 10 From the list in the Insert Keyword box on the Print Merge Helper bar, select NEXT.

Word replaces the entire DATA instruction with the NEXT instruction.

- 11 Copy the NEXT instruction and the set of address fields and paste them into the remaining cells in the first and second row of cells.  
After pasting the instructions in the second row of cells, copy the row and paste it into the remaining rows of the table.
- 12 Select the entire table by holding down the OPTION key and double-clicking anywhere in the table.
- 13 From the Format menu, choose Table Cells.
- 14 In the Table Cells dialog box, specify the height of the label in the Row Height box from the tables following this procedure. From the Row Height list, select Exactly to fix the height at the specified size.
- 15 In the Column Width box, specify the width from the tables following this procedure. In the Space Between Columns box, type 0 and then choose the OK button.
- 16 With the entire table still selected, choose Paragraph from the Format menu. In the Left and Right boxes, set the indents as specified in the tables following this procedure. Choose the OK button.
- 17 Save the document.

You're now ready to merge the data document with the mailing label main document.

---

**Note** The address field names and merge instructions in each cell may be longer than the actual address text that will be printed on the labels. Because the height of the table rows is fixed to match the label height, all of the field names and merge instructions may not be visible in the cells. However, all of the address information should fit on the label when you merge the documents. If not, select the main document—choose Select All from the Edit menu—and choose a smaller font size from the Font menu.

---

### Settings for Label Sheets for LaserWriter Printers

The following tables list the command settings appropriate for common label sizes for use with US Letter and A4 Letter label sheet sizes. Unless otherwise noted, dimensions for US Letter label sheets are in inches, and dimensions for A4 Letter label sheets are in centimeters.

If you are using a label size that isn't listed in the tables, measure the row height from the top edge of one label to the top edge of the next. Measure the column width from the left edge of one column of labels to the left edge of the next column of labels to the right. Set the right indent at least the width of the gap between the columns of labels.

## US Letter Label Sheet Sizes

<b>Label Size</b> (height x width)	<b>Document</b> Margins		<b>Insert Table</b> Number of Columns, Rows		<b>Table Cells</b> Column Width, Row Height (Exactly)		<b>Paragraph</b> Indentation	
1 x 2 5/8	Left: 0.194	Top: 0.5	Right: 0.194	Bottom: 0	Columns: 3	Width: 2.75	Left: 0.25	Right: 0.375
1 x 4	Left: 0.153	Top: 0.5	Right: 0.153	Bottom: 0	Columns: 2	Width: 4.194	Left: 0.25	Right: 0.444
1 1/3 x 4	Left: 0.153	Top: 0.833	Right: 0.153	Bottom: 0	Columns: 2	Width: 4.194	Left: 0.25	Right: 0.444
2 x 4	Left: 0.153	Top: 0.5	Right: 0.153	Bottom: 0	Columns: 2	Width: 4.194	Left: 0.25	Right: 0.444
1 1/2 x 4	Left: 0.153	Top: 1.0	Right: 0.153	Bottom: 0	Columns: 2	Width: 4.194	Left: 0.25	Right: 0.444
1 2/3 x 3 1/2	Left: 0.5	Top: 0.5	Right: 0.5	Bottom: 0	Columns: 2	Width: 4.0	Left: 0.25	Right: 0.75
1 5/6 x 3 1/16	Left: 1.069	Top: 0.917	Right: 1.069	Bottom: 0	Columns: 2	Width: 3.306	Left: 0.25	Right: 0.486
2/3 x 3 7/16	Left: 0.528	Top: 0.5	Right: 0.528	Bottom: 0	Columns: 2	Width: 4.0	Left: 0.25	Right: 0.806
1/2 x 1 3/4	Left: 0.278	Top: 0.5	Right: 0.278	Bottom: 0	Columns: 4	Width: 2.069	Left: 0.125	Right: 0.444
1 x 2 5/6	Left: 0	Top: 0.5	Right: 0	Bottom: 0	Columns: 3	Width: 2.833	Left: 0.25	Right: 0.25
1 1/3 x 4 1/4	Left: 0	Top: 0.833	Right: 0	Bottom: 0	Columns: 2	Width: 4.25	Left: 0.25	Right: 0.25
2 x 4 1/4	Left: 0	Top: 0.5	Right: 0	Bottom: 0	Columns: 2	Width: 4.25	Left: 0.25	Right: 0.25

### A4 Letter Label Sheet Sizes

Label Size (mm) (height x width)	Document Margins			Insert Table Number of Columns, Rows	Table Cells		Paragraph Indentation
					Column Width, Row Height (Exactly)		
38.1 x 63.5	Left: 0.721 Right: 0.721	Top: 1.587 Bottom: 0		Columns: 3 Rows: 7	Width: 6.504 Height: 108pt	Left: 0.501 Right: 0.755	
46.56 x 63.5	Left: 0.721 Right: 0.721	Top: 0.954 Bottom: 0		Columns: 3 Rows: 6	Width: 6.603 Height: 132pt	Left: 0.501 Right: 0.755	
33.87 x 99.06	Left: 0.467 Right: 0.467	Top: 1.376 Bottom: 0		Columns: 2 Rows: 8	Width: 10.16 Height: 96 pt	Left: 0.501 Right: 0.755	
38.1 x 99.06	Left: 0.467 Right: 0.467	Top: 1.587 Bottom: 0		Columns: 2 Rows: 7	Width: 10.16 Height: 108 pt	Left: 0.501 Right: 0.755	
71.97 x 63.5	Left: 0.721 Right: 0.721	Top: 0.529 Bottom: 0		Columns: 3 Rows: 4	Width: 6.603 Height: 204 pt	Left: 0.501 Right: 0.755	
67.73 x 99.06	Left: 0.467 Right: 0.467	Top: 1.376 Bottom: 0		Columns: 2 Rows: 4	Width: 10.16 Height: 192 pt	Left: 0.501 Right: 0.755	
93.13 x 99.06	Left: 0.467 Right: 0.467	Top: 0.952 Bottom: 0		Columns: 2 Rows: 3	Width: 10.16 Height: 264 pt	Left: 0.501 Right: 0.755	
21.17 x 38.1	Left: 0.467 Right: 0.467	Top: 1.164 Bottom: 0		Columns: 5 Rows: 15	Width: 4.063 Height: 60 pt	Left: 0.25 Right: 0.504	

### To print up to six lines on 1-inch labels

Use the following procedure if you're printing on 1-inch-high labels and need to print as many as six lines on each label.

- 1 In the main document, choose Select All from the Edit menu.
- 2 From the Format menu, choose Paragraph.
- 3 In the Line box, type **12 pt** and select Exactly from the Line list. Choose the OK button.

Setting the line height to a fixed size ensures that each line of text is exactly 12 points, which allows up to six lines of text to fit on one label.

- 4 From the Font menu, choose 10 Point.

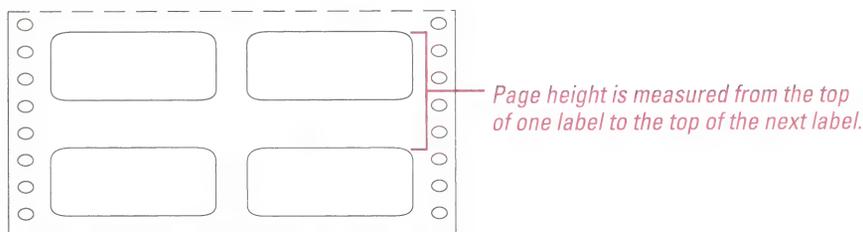
## Setting Up Labels for ImageWriter Printers

Mailing labels for ImageWriter printers and similar dot matrix, impact, or “daisy wheel” printers are on label forms having perforated edges for the form feed. The label forms usually contain one, two, or three columns of labels. When preparing mailing labels for this type of printer, you specify a custom paper size so that the printable page area contains one row of labels.

---

**Note** If you are using an ImageWriter LQ printer, set up the labels as you would for LaserWriter printers. For instructions, see “Setting Up Labels for LaserWriter Printers,” earlier in this chapter.

---



### To set up a main document for ImageWriter labels

The following procedure describes how to create a Word table to contain the address fields and merge instructions that you inserted in your main document, as described in the section “Setting Up Labels for LaserWriter Printers,” earlier in this chapter. For specific command settings appropriate for common label sizes, see the tables following the procedure.

- 1 If the main document is not the active document, choose it from the Window menu or open the main document by choosing Open from the File menu.

The main document contains the DATA instruction and address field names from the data document.

- 2 From the Tools menu, choose Preferences. Under Custom Paper Size (an option in the General category), specify the width and height of the page in the Width and Height boxes from the tables following this procedure.
- 3 From the File menu, choose Page Setup and select the following options:

Option	Selection
Paper	Select the custom size you specified in step 2
No Gaps Between Pages	On
Orientation	Portrait (Tall)

- 4 From the Format menu, choose Document. Set the Top, Bottom, Left, and Right margins to the sizes specified in the table following this procedure. Choose the OK button.
- 5 Position the insertion point at the end of the field names and merge instructions you previously entered in the document, just before the last paragraph mark.
- 6 From the Insert menu, choose Table. In the Number of Columns box, specify the number of columns of labels on the label form—1, 2, or 3, depending on the type of label you are using. In the Number of Rows box, type **1** and then choose the OK button.
- 7 Select the paragraphs containing the DATA instruction and the complete set of address field names.
- 8 From the Edit menu, choose Cut.
- 9 Position the insertion point in the first cell of the table and choose Paste from the Edit menu.

If you're using two- or three-column labels, position the insertion point in the second cell in the row and choose Paste again. In the second cell, select the entire DATA instruction, including the name and location of the data document and the enclosing print merge characters (« »). From the list in the Insert Keyword box on the Print Merge Helper bar, select NEXT. Word replaces the entire DATA instruction with the NEXT instruction.

If you are using three-column labels, copy the NEXT instruction and the set of address fields in the second cell and paste them into the third cell in the row.

- 10 Select the entire table by holding down the OPTION key and double-clicking anywhere in the table.
- 11 From the Format menu, choose Table Cells.
- 12 In the Table Cells dialog box, specify the height of the label in the Row Height box from the tables following this procedure. From the Row Height list, select Exactly to fix the row height at the specified size.
- 13 In the Column Width box, specify the width from the tables following this procedure. In the Space Between Columns box, type **0** and then choose the OK button.
- 14 With the entire table still selected, choose Paragraph from the Format menu. In the Left and Right boxes, set the indents as specified in the tables following this procedure. Choose the OK button.
- 15 Save the document.

You're now ready to merge the data document with the mailing label main document.

**Note** The address field names and merge instructions in each cell may be longer than the actual address text that will be printed on the labels. Because the height of the table rows is fixed to match the label height, all of the field names and merge instructions may not be visible in the cells. However, all of the address information should fit on the label when you merge the documents. If not, select the main document—choose Select All from the Edit menu—and choose a smaller font size from the Font menu.

## Settings for Label Forms for ImageWriter Printers

The following table lists the command settings appropriate for common label sizes. All dimensions are in inches unless otherwise noted.

If you are using a label size that isn't listed in the table, set the custom page width to 8.5 inches unless you are using a wider label form. Measure the page height and row height from the top edge of one label to the top edge of the next. If you are using one-column labels, set the column width to the width of the label. Set the left and right indents to 0.25 inch and adjust as needed. If you are using two- or three-column labels, measure the column width from the left edge of one column of labels to the left edge of the next column of labels to the right. Set the right indent at least the width of the gap between the columns of labels.

Label Size (width x height)	Preferences		Document		Insert Table	Table Cells	Paragraph
	Custom Paper Size	Margins	Left, Right:	Top, Bottom:	Number of Columns, Rows	Column Width, Row Height (Exactly)	Indentation
4 x 15/16 (Address label)	Width: 8.5 Height: 1.0	0.194	Left, Right:	Top, Bottom: 0	Columns: 2 Rows: 1	Width: 4.125 Height: 68 pt	Left: 0.25 Right: 0.375
2 1/2 x 15/16 (Address label)	Width: 8.5 Height: 1.0	0.375	Left, Right:	Top, Bottom: 0	Columns: 3 Rows: 1	Width: 2.625 Height: 68 pt	Left: 0.25 Right: 0.25
3 1/2 x 15/16 (Address label)	Width: 8.5 Height: 1.0	0	Set all to 0		Columns: 1 Rows: 1	Width: 3.5 Height: 68 pt	Left: 0.25 Right: 0.25
4 x 1 7/16 (Address label)	Width: 8.5 Height: 1.5	0	Set all to 0		Columns: 1 Rows: 1	Width: 3.75 Height: 103 pt	Left: 0.25 Right: 0.25
3 1/2 x 2 7/16 (Name badge)	Width: 8.5 Height: 2.5	0	Left, Right:	Top: 0.25 Bottom: 0	Columns: 1 Rows: 1	Width: 3.25 Height: 144 pt	Left: 0.25 Right: 0.25
4 x 2 15/16 (Shipping label)	Width: 8.5 Height: 3.0	0	Left, Right:	Top: 0.125 Bottom: 0	Columns: 1 Rows: 1	Width: 3.75 Height: 212 pt	Left: 0.25 Right: 0.25

<b>Label Size (width x height)</b>	<b>Preferences Custom Paper Size</b>	<b>Document Margins</b>	<b>Insert Table Number of Columns, Rows</b>	<b>Table Cells Column Width, Row Height (Exactly)</b>	<b>Paragraph Indentation</b>
3 1/2 x 15/16 (Clear address label)	Width: 8.5 Height: 1.0	Set all to 0	Columns: 1 Rows: 1	Width: 3.25 Height: 68 pt	Left: 0 Right: 0
5 x 3 (Index card)	Width: 8.5 Height: 3.0	Set all to 0	Columns: 1 Rows: 1	Width: 5 Height: 215 pt	Left: 0.25 Right: 0.25
6 x 3 1/2 (Postcard)	Width: 8.5 Height: 3.5	Set all to 0	Columns: 1 Rows: 1	Width: 6 Height: 251 pt	Left: 0.25 Right: 0.25
4 x 2 1/6 (Rotary index card)	Width: 8.5 Height: 2.167	Set all to 0	Columns: 1 Rows: 1	Width: 4 Height: 117 pt	Left: 0.25 Right: 0.25
5 x 3 (Rotary index card)	Width: 8.5 Height: 3.0	Set all to 0	Columns: 1 Rows: 1	Width: 5 Height: 180 pt	Left: 0.25 Right: 0.25
4 3/4 x 1 1/4 (Diskette label)	Width: 8.5 Height: 1.5	Set all to 0	Columns: 1 Rows: 1	Width: 4.75 Height: 90 pt	Left: 0.25 Right: 0.25
2 3/4 x 2 3/4 (Diskette label)	Width: 8.5 Height: 3.0	Left, Right: 0.375 Top, Bottom: 0	Columns: 1 Rows: 1	Width: 2.75 Height: 198 pt	Left: 0 Right: 0
3 1/2 x 7/16 (File folder)	Width: 8.5 Height: 0.5	Set all to 0	Columns: 1 Rows: 1	Width: 3.5 Height: 32 pt	Left: 0.25 Right: 0.25

## Merging and Printing the Labels

Before you print the labels, you may want to merge the addresses to a new document and then print that document on ordinary paper. You can check whether the addresses are being merged properly and whether the spacing and arrangement of the addresses match the label configuration. If the labels are not printing where you want, adjust the margins, table settings, and other formatting.

Make sure the Page Setup options are correct for the type of printer you are using and check the printer settings. On ImageWriter printers, make sure that the print head, carriage, and form feed are adjusted so that the first address starts printing at the top of a label.

Some label sheets for laser printers have different top and bottom margins from the ends of the label sheet to the rows of labels. When loading the label sheets in the printer, insert them so that the top of the label sheet corresponds to the Top margin setting in the Document dialog box.

### To merge the mailing labels

Use Print Merge on the File menu if you want to merge only a specified range of records from the data document. Otherwise, just use one of the buttons on the Print Merge Helper bar.

- 1 Make sure the mailing label main document is the active document.
- 2 Click one of the following buttons on the Print Merge Helper bar.

#### Click this button

#### To do this



Print the labels.



Merge the addresses to a new file.



Check for errors in the data document and main document without merging the documents.

## Merging Addresses on Envelopes

If you have an envelope cassette on your printer, you may prefer to print the addresses from your mailing list on envelopes rather than labels. The following procedure describes the basic steps for creating a main document to use in printing address information on envelopes.

### To print address information on envelopes

- 1 In a new document, choose Print Merge Helper from the View menu and insert the address field names and merge instructions as shown in the illustrations following this procedure.

If you are using a return address, type the return address after the DATA instruction. Then insert the address field names and merge instructions, indenting the paragraphs as shown in the second illustration following this procedure.

- 2 Using the Page Setup command on the File menu and the Document command on the Format menu, set the page size and margins as appropriate for the type of printer you are using.

For details on setting the page size and margins for printing envelopes on various types of printers, see Chapter 4, “Printing a Document.”

If you are not using a return address, set the top and left margins to position the address where you want it to print.

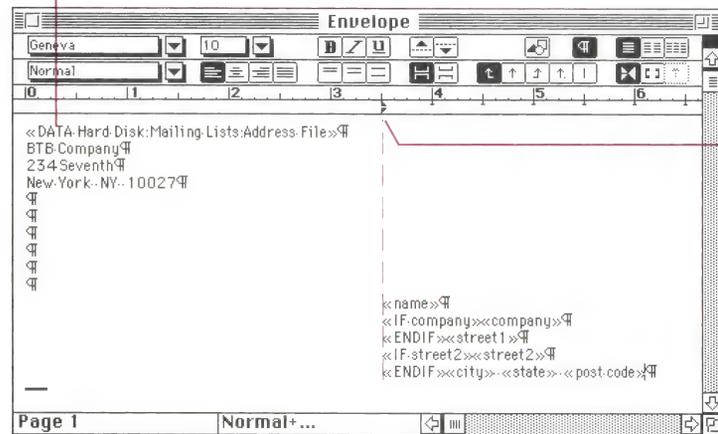
To see where the addresses will print on the envelope, choose Print Preview from the File menu. You can drag the margin handles to adjust the placement of the address information.

You can now merge the envelope main document and the data document to print the envelopes.

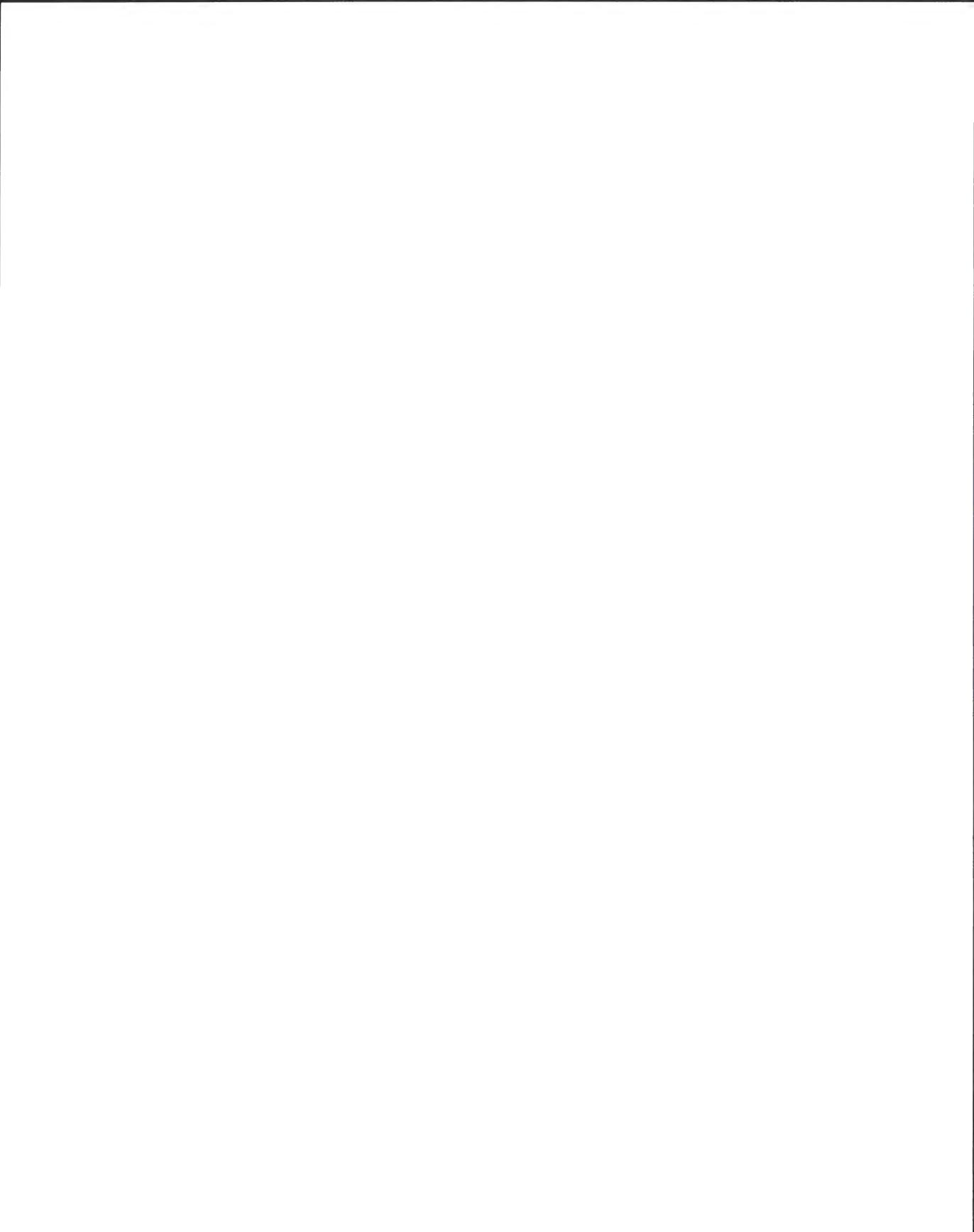


Main document for printing envelopes without a return address

*Be sure the DATA instruction is before the return address.*



Main document for printing envelopes with a return address



# Form Letters and Other Merged Documents

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Screening Records to be Merged 646

Preventing Blank Lines 647

Printing Variable Text Using IF Instructions 649

Using SET and ASK to Print Variable Information 650

**Fill-In Forms 651****Legal Document Assembly 653**

## Overview

This chapter explains how to create common types of merged documents. The following techniques are useful in any type of merged document:

- Screening records in the data document, merging only particular records
- Preventing blank lines in the printed documents
- Customizing the text printed in each version of a document using IF instructions
- Using ASK and SET instructions to fill in additional information not defined in a data document
- Inserting text from another document using INCLUDE instructions

This chapter also explains how to use ASK, SET, and IF instructions to create forms that you can fill in on-screen.

Information in this chapter assumes that you're familiar with the fundamentals for creating the data document, and that you know how to insert field names and merge instructions in the main document. For step-by-step instructions for a particular task, see Chapter 33, "Print Merge Basics."

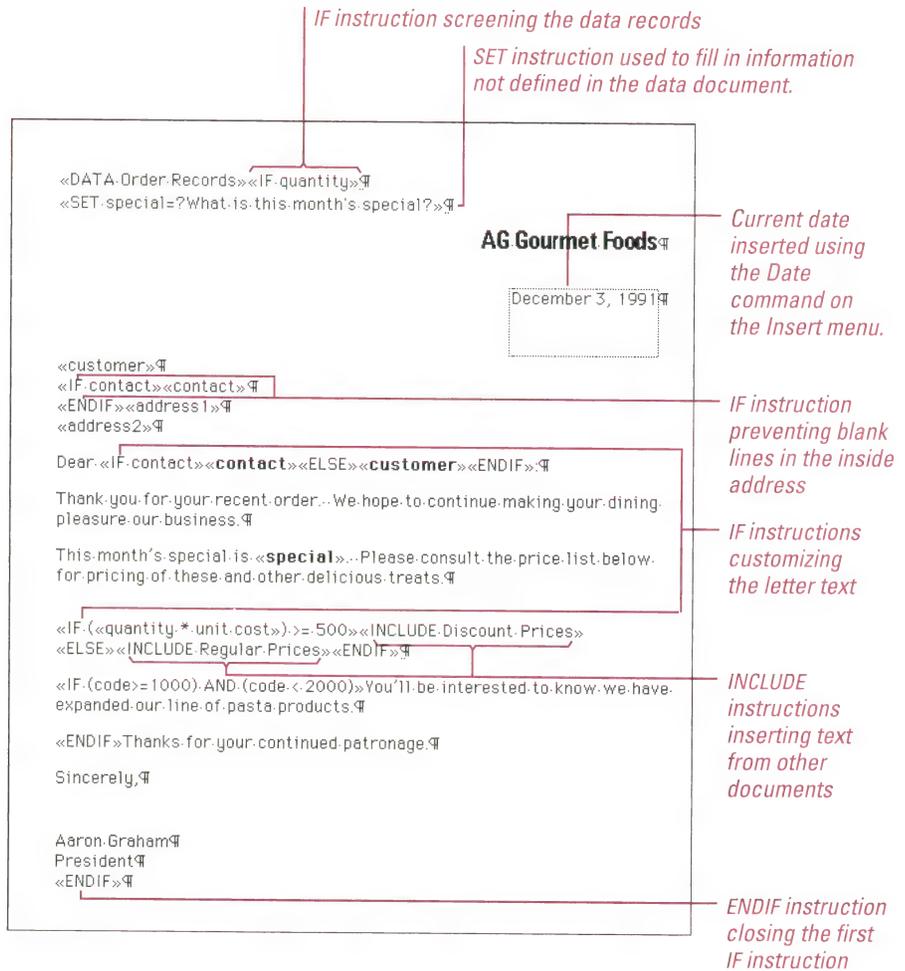
## Form Letters

When merging form letters, you must consider which records you want to merge from the data document and how to customize the text of each letter. This section explains how to do both.

The following illustrations show the data document and main document that are merged to produce unique versions of a form letter. The merge instructions inserted in the main document text and the results are described in detail later in this chapter.

customer	contact	address1	address2	code	quantity	unit cost
Pierre's	Mr. LeBrun	456 Seventh	New York, NY 10027	3109	20	17.00
First Restaurant Group		121 Column St.	Seattle, WA 98111	1067	24	29.99
Alice's Restaurants	Ms. Waites	95 38th St.	San Jose, CA 95112			
Fancie's, Inc.	Mr. Lawencia	123 Main St.	Portland, OR 97405	2189	10	10.99

Order records data document



Main document for a form letter

Merging the main document with the data document produces the letters shown in the following illustration.

AG Gourmet Foods  
December 3, 1991

Pierre's  
Mr. LeBrun  
456 Seventh  
New York, NY 10027

Dear Mr. LeBrun:

Thank you for your recent order. We hope to continue making your dining pleasure our business.

This month's special is **imported vinegars and condiments**. Please consult the

---

AG Gourmet Foods  
December 3, 1991

First Restaurant Group  
121 Column St.  
Seattle, WA 98111

Dear First Restaurant Group:

Thank you for your recent order. We hope to continue making your dining pleasure our business.

This month's special is **imported vinegars and condiments**. Please consult the price list below for pricing of these and other delicious treats.

Product	Description	Quantity	Price
Chocolate	Smooth milk chocolate with Macadamias	4 dozen	23.95
Country Plate	Delightful pork liver pate with an accent of country herbs	32 oz	21.95
Cucumbers Treats	Big-size pieces of Cucumbers cheese covered in spicy bread crumbs	4 dozen	28.95
Pesto Sauce	A perfectly Italian pesto sauce—perfect as an accent in many Italian dishes	64 oz	19.95

Thanks for your continued patronage.

Sincerely,

Aaron Graham  
President

---

AG Gourmet Foods  
December 3, 1991

First Restaurant Group  
121 Column St.  
Seattle, WA 98111

Dear First Restaurant Group:

Thank you for your recent order. We hope to continue making your dining pleasure our business.

This month's special is **imported vinegars and condiments**. Please consult the price list below for pricing of these and other delicious treats.

Product	Description	Quantity	Price
Chocolate	Smooth milk chocolate with Macadamias	5 dozen	21.55
Country Plate	Delightful pork liver pate with an accent of country herbs	48 oz	19.75
Cucumbers Treats	Big-size pieces of Cucumbers cheese covered in spicy bread crumbs	6 dozen	26.05
Pesto Sauce	A perfectly Italian pesto sauce—perfect as an accent in many Italian dishes	72 oz	17.95

You'll be interested to know we have expanded our line of pasta products.

Thanks for your continued patronage.

Sincerely,

Aaron Graham  
President

Versions of the form letter produced by merging the main document and data document

## Screening Records to be Merged

Suppose you want to send a letter to certain clients on your mailing list. There are two approaches you can take. You can send the letter to clients living in a certain city, state, or postal code area, by sorting the mailing list according to the selected field. Then you can use the Print Merge command on the File menu to merge only the range of records with the desired field information.

In other cases, you may want to send the letter only if a certain condition is met. You can use an IF instruction to screen the records before merging them, as shown in the example form letter.

In the example, the IF instruction checks the value of the “quantity” field in each record of the data document before that particular record is merged with the main document. If the field is empty, the entire text of the document is skipped and Word proceeds to the next record in the data document.

*The IF instruction used to screen the records merged with the main document*

```

«DATA.Order.Records»«IF.quantity»¶
«SET.special=?What.is.this.month's.special?»¶
¶
      [Text.of.rest.of.main.document]¶
Aaron.Graham¶
President¶
«ENDIF»¶

```

*The ENDIF instruction closing the IF instruction*

Note that the IF instruction is inserted at the beginning of the letter, just after the DATA instruction. It is included on the same line with the DATA instruction to avoid an extra blank line in the letter.

The following examples show other ways you might screen data records. In each case, the ENDIF to close the IF instruction is placed at the end of the document.

**«IF (last name >"M") AND (last name <"N")»** A letter is merged from a record only if the name in the “last name” field of the record begins with “M.” The AND operator requires that both conditions be met. You can use an IF instruction similar to this to limit the number of records merged at one time.

**«IF (postal code >= 98877) AND (postal code <= 98890)»** Letters are sent only to postal codes within the specified range.

## Preventing Blank Lines

Although merge instructions are not printed, if you press ENTER or RETURN after inserting an instruction, you enter a paragraph mark (¶). The paragraph mark produces a blank line in the merged documents.

In the example letter, the first merge instructions in the main document—the DATA, IF, and SET instructions—are placed in two separate lines to make them easier to insert and edit. Although you can see these instructions on your screen, no text is printed in their place when the letter is merged. The paragraph marks at the end of each line, which were inserted when ENTER was pressed, would ordinarily insert two blank lines in each letter. To prevent the blank lines, the paragraph marks were formatted as hidden text.

If you work with paragraph marks showing when you create the main document, you can see paragraph marks that may cause unwanted blank lines. To display the paragraph marks, click the show/hide ¶ button on the ribbon or choose Show ¶ from the View menu.

There are several ways to prevent the extra blank lines:

**Format a paragraph mark as hidden text.** Select the paragraph mark at the end of each instruction and apply the hidden text character format using the Character command on the Format menu or by pressing COMMAND+SHIFT+X. You can also format the entire instruction as hidden text. To view or edit the instructions, select the Show Hidden Text option in the View category of the Preferences dialog box (Tools menu).

When you merge and print the letters, make sure the Print Hidden Text option is cleared in the Print dialog box.

```
«DATA.Order.Records»«IF.quantity»¶
«SET.special=?What.is.this.month's.special?»¶
```

*Paragraph marks formatted as hidden text*

**Omit the closing » character.** In some cases, you can omit the » character before a paragraph mark. Word uses the paragraph mark to “close” the merge instruction instead of starting a new paragraph on the next line. Use this technique, however, only if the instruction is the only text in the paragraph and the » character is immediately followed by a paragraph mark. Omitting the » character in other cases causes an error when you merge the documents.

```
«DATA.Order.Records»«IF.quantity¶
«SET.special=?What.is.this.month's.special?»¶
```

*Closing merge character (») omitted before each paragraph mark*

**Use an IF instruction to account for empty fields.** Blank lines can also be caused by empty fields in a data record. In the inside address of the example letter, an IF instruction is used to prevent a blank line if there is no name specified in the “contact” field. The paragraph mark inserted at the end of the second line is part of the conditional text of the IF instruction. If the “contact” field is empty, the conditional text is ignored, and the address is printed on the second line instead of the contact’s name.

```
«customer»¶
«IF.contact»«contact»¶
«ENDIF»«address1»¶
«address2»¶
```

*Word ignores this paragraph mark if the “contact” field is empty, thus preventing a blank line.*

**Embed merge instructions within the standard text.** In other cases of unwanted blank lines, the simplest solution is to insert the instructions within the standard text. For example, the last IF instruction in the letter inserts additional text if the item code is within a certain range. If the text is inserted, the paragraph mark within the conditional text—that is, the paragraph mark before the ENDIF instruction—is inserted to place the conditional text in a separate paragraph. If the item code is not within the specified range, the additional text and the paragraph mark are not inserted.

```
<<IF.(code>= 1000).AND.(code.<.2000)>>You'll be interested to know we have
expanded our line of pasta products.¶
```

```
<<ENDIF>>Thanks for your continued patronage.¶
```

```
Sincerely,¶
```

*The ENDF instruction that closes the IF instruction is placed on the same line as the standard text.*

*This paragraph mark is inserted only if the specified text is printed.*

## Printing Variable Text Using IF Instructions

In the example letter that follows, IF instructions are used to further customize each letter, based on information from the data document.

```
Dear <<IF.contact>><<contact>><<ELSE>><<customer>><<ENDIF>>.¶ A
```

```
Thank you for your recent order. We hope to continue making your dining
pleasure our business.¶
```

```
This month's special is <<special>>. Please consult the price list below
for pricing of these and other delicious treats.¶
```

```
<<IF.(quantity.*.unit.cost)>>.>=500>>INCLUDE:Discount
Prices>><<ELSE>><<INCLUDE:Regular.Prices>><<ENDIF>>.¶ B
```

```
<<IF.(code>= 1000).AND.(code.<.2000)>>You'll be interested to know we have
expanded our line of pasta products.¶ C
```

```
<<ENDIF>>Thanks for your continued patronage.¶
```

```
Sincerely,¶
```

**A** In the salutation, the IF instruction checks whether the “contact” field contains an entry for the current record. If so, the contact’s name is printed. Otherwise, the customer name is printed.

**B** In this instruction, the value of the “quantity” and “unit cost” fields are multiplied using the \* operator. The expression is enclosed in parentheses so that Word will compute the result first. Then the IF instruction evaluates the result. If the resulting order amount is more than 500, the customer is eligible for the discount price list. The conditional text to be printed in this case is in a separate document, “Discount Prices.” An INCLUDE instruction inserts the price list from the document in the letter. If the resulting order amount is less than 500, the alternative INCLUDE instruction inserts the price list from the document “Regular Prices.”

**C** This IF instruction tests whether the item number is within the range for pasta products. The AND operator is used to require that two conditions are met; each

condition is enclosed in parentheses. If the product code is greater than 1000 *and* less than 2000, the text about the expanded line of pasta products is printed. To prevent a blank line in letters to customers who did not order pasta, the ENDIF instruction closing the IF instruction is placed on the line with the standard text.

## Using SET and ASK to Print Variable Information

Often a number of different mailings use the same standard text in a form letter. With each mailing, you can change particular types of information printed for each set of letters.

In the example letter, the SET instruction defines the field “special.” Prompt text is specified in the instruction, so Word displays a dialog box for you to enter the information when you merge the documents. Information you type in response to the prompt is printed in each letter at the point you insert the field “special” in the standard text. The example field name “special” is formatted in bold. You can apply any character formatting to the field name.

```
«DATA:Order.Records»¶
«SET:special=?What is this month's special?»¶
```

**AG Gourmet Foods**¶

December 3, 1991¶

*The SET instruction defines the field “special.”*

```
«Customer»¶
«IF:contact»«contact»¶
«ENDIF»«address1»¶
«address2»¶
```

Dear:«IF:contact»«**contact**»«ELSE»«**customer**»«ENDIF»¶

Thank you for your recent order. We hope to continue making your dining pleasure our business.¶

This month's special is «**special**». Please consult the price list below for pricing of these and other delicious treats.¶

*Text you type in response to the prompt is printed here in bold.*

If you don't want to be prompted to enter the special, you can specify the text to be printed in the SET instruction:

```
«SET special = "imported vinegars and condiments"»
```

In some cases, the variable information you want to include in a form letter changes frequently or perhaps is used only once. Rather than set up a data document, you can enter the variable information as each document is merged, using ASK instructions.

The following illustration shows how you might have set up the example form letter using ASK instructions instead of a data document to provide the variable information.

Because you are not using a data document, no DATA instruction is needed. The IF instruction screening the data records is also omitted.

*ASK instructions instead of a data document define each field.*

```
«SET special=?What is this month's special?>>¶
«ASK customer=?Enter the customer name:>>¶
«ASK contact=?Who is our contact at.<<customer>>?>>¶
«ASK address1=?Enter the street address for.<<customer>>:>>¶
«ASK address2=?Enter the city, state, and postal code for.<<customer>>:>>¶
«ASK code=?Enter the product code:>>¶
«ASK quantity=?Enter the quantity ordered:>>¶
«ASK unit cost=?Enter the unit cost of.<<code>>:>>¶
```

**AG Gourmet Foods**¶

December 3, 1991¶

```
<<customer>>¶
«IF contact>><<contact>>¶
«ENDIF>><<address1>>¶
<<address2>>¶
```

*Text typed in response to the prompts, printed where you insert the field names in the main document text.*

As each new letter is merged, Word asks you to enter the information for the fields you've defined in each ASK instruction. You must insert the field name defined in the ASK instruction in the main document text where you want the field information printed.

You can insert the field name at any point following the ASK instruction in which it is defined, including in other ASK instructions. In this example, the "customer" field name is inserted in the prompt text for the next ASK instruction. The customer name entered in response to the first prompt is displayed in the prompt asking for the contact. Inserting fields in the prompt text helps identify the version of the letter for which you are entering information.

## Fill-In Forms

If you frequently fill in forms created in Word, you may find it easier to fill in the blanks using ASK instructions. Word asks you for all of the information, ensuring that the form is completely filled out, and inserts your responses in their proper place in the form.

For some types of forms, the information you fill in requires that certain conditions are met. The following example shows you how you can use ASK, IF, and SET instructions to control how the form is filled in.

Claim Form	
«ASK-employee.name=?Enter the employee's name. Give last name first, then first name and middle initial.»¶	
«ASK-address=?Employee's address:»¶	
«ASK-patient=?Is patient the employee or a family member? Enter 1 if employee or 2 if family member.»¶	
«IF-patient.=2»«ASK-patient.name=?Enter the patient's name. Give last name first, then first name and middle initial:»«ASK-relation=?What is patient's relation to employee?»«ENDIF»¶	
«ASK-treatment=?Is treatment due to injury? y/n.»¶	
«IF-treatment="y"»«ASK-history=?Describe how and where injury occurred:»«ELSE»«ASK-history=?Describe the illness:»«ENDIF»¶	
EMPLOYEE NAME●	«employee.name»●
ADDRESS●	«address»●
PATIENT IS:¶	IF PATIENT IS A FAMILY MEMBER, PROVIDE:¶
«IF-patient.=1»Employee«ELSE»Family member«ENDIF»●	PATIENT'S NAME: «IF-patient.=2»«patient.name»«ENDIF»¶
	RELATION TO EMPLOYEE: «IF-patient.=2»«relation»«ENDIF»●
IS TREATMENT FOR ILLNESS OR INJURY?¶	IF TREATMENT IS FOR INJURY, HOW AND WHERE DID INJURY OCCUR? IF FOR ILLNESS, DESCRIBE THE ILLNESS:¶
«IF-treatment="y"»Injury«ELSE»Illness«ENDIF»●	«history»●

Page 1      Normal

Main document for a fill-in form

**A** These ASK instructions simply prompt you to enter the employee name and address, which are printed in the form where you insert the “employee name” and “address” fields.

**B** This ASK instruction defines the field “patient.” The number you enter in response to the prompt is evaluated by the next IF instruction. If you enter a 2, indicating the patient is a family member, the two ASK instructions nested in the IF instruction ask you to enter the patient name and the patient’s relation to the employee. These ASK instructions define the fields “patient name” and “relation.”

**C** This ASK instruction defines the field “treatment,” which is then evaluated by the following IF instruction. The nested ASK instructions both define the field “history.” However, only one ASK instruction will be carried out for each version of the form, so the response for “history” is defined once.

**D** In the third row of the form, three IF instructions also evaluate the number entered for the “patient” field defined in the earlier ASK instruction. The IF instruction in the first box prints the text “Employee” if the value of the “patient” field is “1”; otherwise, it prints “Family member.” In the second box, the two IF instructions print the patient’s name and the patient’s relation to the employee. This is the information you entered in response to the earlier ASK instructions that defined the fields “patient name” and “relation.”

**E** In the last row of the form, the IF instruction in the first box prints the text “Injury” if the value of the “treatment” field is “y”; otherwise, it prints “Illness.” The

description of the injury or illness you entered to define the field “history” is printed in the second box.

The following illustration shows two completed claim forms. In one, the patient is the employee and the treatment is due to an injury. In the other, the patient is a family member of the employee and the treatment is due to an illness.

EMPLOYEE NAME		Schmidt, Frederick O.	
ADDRESS		1502 Maple Street, Any Town	
PATIENT IS: Family member		IF PATIENT IS A FAMILY MEMBER, PROVIDE: PATIENT'S NAME: Schmidt, Jonathan RELATION TO EMPLOYEE: Son	
EMPLOYEE NAME	Berger, Mari	IS TREATMENT FOR ILLNESS OR INJURY? Illness	IF TREATMENT IS FOR INJURY, HOW AND WHERE DID INJURY OCCUR? IF FOR ILLNESS, DESCRIBE THE ILLNESS: Measles
ADDRESS	22 Avenue C,	RELATION TO EMPLOYEE:	
PATIENT IS: Employee	IF TREATMENT IS FOR INJURY, HOW AND WHERE DID INJURY OCCUR? IF FOR ILLNESS, DESCRIBE THE ILLNESS:	At work. I was moving some office furniture and hurt my back.	
IS TREATMENT FOR ILLNESS OR INJURY? Injury			

#### Completed forms

**Tip** To help prevent blank lines in the printed forms, the paragraph mark at the end of each instruction is formatted as hidden text. Select the paragraph mark and apply hidden text using the Character command on the Format menu or by pressing COMMAND+OPTION+X. When you merge and print the filled-in forms, make sure that the Print Hidden Text option is cleared in the Print dialog box.

If you don't want the merge instructions displayed in the main document, you can apply the hidden text format to the instructions themselves. Word will carry out the instructions even though they are not displayed. If you want to display the hidden instructions, use the Preferences command on the Tools menu and select the Show Hidden Text option (View category). The instructions are displayed with a dotted underline, indicating they are formatted as hidden text.

## Legal Document Assembly

You can automate much of the routine work of preparing legal briefs, contracts, wills, and so forth using the print merge feature in Word. You can prepare the standard text of each document in a main document and insert the variable case information using fields.

If there is not a lot of information to enter or if the case involves only one or two documents, you may prefer to have Word prompt you for the information. However, in cases that require several documents, you'll save time by listing basic information for the case in a single data document. Instead of retyping information in each document associated with a particular case, just insert field names in the main document text.



The documents specified in the INCLUDE instructions can be located on different AppleTalk file servers, allowing you to print the text even though the document isn't stored on your own Macintosh.

### **Other Features for Legal Documents**

Word has many other features that can further automate your work with legal documents. Be sure to investigate the features described in the following chapters:

Chapter 12, "Glossaries: Storing Items for Reuse"

Chapter 27, "Stationery: Setting Up Document Templates"

Chapter 29, "Numbering Lines and Paragraphs"

Chapter 37, "Exchanging Information with Other Applications or Documents"

Chapter 38, "Distributing Documents Using Microsoft Mail"

Chapter 40, "Customizing Word to Fit Your Work"



# Using Word with Other Applications



# Converting File Formats

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**Saving Word Documents in Another File Format** 663

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## Overview

You can open and save documents created by many other applications directly in Microsoft Word. Word recognizes the file formats of many other word processors and converts the files. You can also save your Word documents in other file formats to use with other applications.

Word can open documents created in the following file formats, converting them automatically to Word format. In addition, Word can save documents in any of these formats:

- Microsoft Word for the Macintosh versions 1.0, 3.0, 4.0
- Microsoft Word for DOS versions 1.0, 2.0, 3.0, 3.1, 4.0, 5.0, 5.5
- Microsoft Word for Windows versions 1.x, 2.0
- Microsoft Works for the Macintosh version 2.0
- Interchange Format (RTF)
- MacWrite versions 4.5, 5.0
- MacWrite II
- WordPerfect for DOS versions 5.0, 5.1
- Text (Text Only, Text Only With Line Breaks, Text With Layout)
- Stationery

With Word, you can open files in many graphics formats. Word places the contents of these files in a Word document, which you can edit as you would any Word document. Word can read from these graphics formats:

- MacPaint
- Encapsulated PostScript (EPS)
- TIFF (tagged image file format)
- PICT, PICT 2

## Text File Formats

Word can save documents as text files in a number of different ways, each for specific uses.

**Text Only With Line Breaks** Saves all of the text in a document without the formatting but places a paragraph mark at the end of every line. This format is useful when you want to keep your lines at a certain length—for example, when transferring files to an electronic mail system.

**Text With Layout** Preserves indents, tables, line spacing, paragraph spacing, and tab positions by inserting spaces in the file. This is useful for converting a document in text file format and maintaining the page layout. You can reformat the document in the new application, using the converted layout as a guideline. Use with a monospace font.

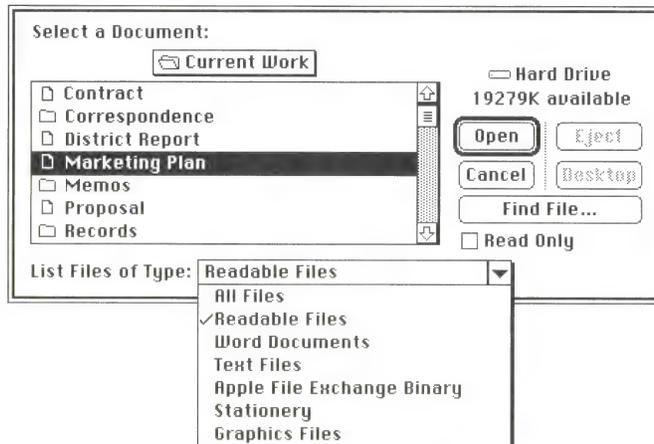
**Text Only** Saves text without the formatting. End-of-line marks, section breaks, and page breaks are all converted to paragraph marks. Use this basic text file format only if the application to which you're converting the document is unable to read any of the other available file formats.

**Interchange Format (RTF)** Sometimes called Rich Text Format, this text file format saves all of the formatting in the file. Formatting is converted to instructions that other applications can read and interpret. Interchange format is especially useful for converting files from one Microsoft application to another. It is also useful for transferring files between a Macintosh and a DOS system when a direct conversion is unavailable. You can also use RTF to transfer fully formatted documents using communications software that accepts only text files.

## Opening Files Created in Other Applications

You can open files created in another application or in another file format directly in Microsoft Word. For a list of all the file formats Word can open, see the introduction to this chapter.

You open files created in another application or file format as you would a Word document, by choosing Open from the File menu. You specify the types of documents you want to display in this dialog box in the List Files of Type box.



Select	To display
All Files	All files in the selected folder or current disk.
Readable Files	Files Word can open and save. (Which files Word can open and save depends on the converters installed.) This is the default.
Word Documents	All Word documents.
Text Files	All text files. Includes files saved as Interchange Format (RTF), Text Only, Text Only With Line Breaks, and Text With Layout.
Apple File Exchange Binary	All files moved into the folder or onto the disk using the Apple File Exchange application.
Stationery	Stationery.
Graphics Files	All graphics files in MacPaint or PICT file formats, and EPS and TIFF files if the proper converters are installed.

**For more information on installing converters, see *Getting Started*.**

You can display the following file types if you have the appropriate external converters installed:

- Microsoft Works version 2.0
- MacWrite II
- Text with layout
- EPS
- TIFF
- PICT, PICT 2

---

**Note** When you select an Interchange Format (RTF) document in the Open dialog box, Word automatically converts it to Word format. If you want to open the document and see the RTF codes, clear the Always Interpret RTF check box in the Open And Save category of the Preferences dialog box (Tools menu). Then when you select an RTF document to open, Word displays a message asking if you want the document to be converted to Word format. Choose No.

---

For more information on using the Find File command, see Chapter 26, “Finding and Managing Files.”

## To open a file created by another application

You must have the appropriate converter installed to convert files from a particular application.

- 1 From the File menu, choose Open.
- 2 If you want Word to display files of a certain file format, select the appropriate file type from the List Files of Type box.

If you aren't sure which type to select, select All Files to display every file in the selected folder or disk. The names of any subfolders are displayed regardless of the file type you select.

Word continues to use the file type you select until you select a new one or quit Word.

- 3 From the files list, select the file you want to open.  
If necessary, you can choose the Find File button to help you locate the file.
- 4 Choose the Open button.

---

**Tip** You can instruct Word to list all available files automatically. Hold down the SHIFT key, and choose Open from the File menu. The list of files in the dialog box shows all of the files in the folder or disk.

---

After you've converted a document, you may notice that some things have changed. For example, formatting is not always retained exactly when a file is converted from one application to another. For more information about the details of converting from a specific file format, see Conversion Information, a file on one of your Word disks.

## Using Word Version 4.0 or MacWrite Settings Files

If you frequently work with documents created in Word 4.0 or MacWrite, you may find it helpful to use special settings files that ship with Word 5.0. The Word 4.0 and MacWrite settings files change the organization of Word menus so they match the applications with which you are familiar. You can use the standard Word 5 settings file when you work with new documents and the special settings files when you work with documents created by Word 4.0 or MacWrite. For more information on changing settings files, see Chapter 40, “Customizing Word to Fit Your Work.”

## Saving Word Documents in Another File Format

You can create documents using Word and then save them in file formats that can be used by other applications. You can then work on the documents using other applications or share them with people who don't have Word.

## To save a Word document in another file format

Before following this procedure, you may want to save the document once using the Save command on the File menu. This ensures that you have a copy of the document in Word format in case you need it later.

**1** From the File menu, choose Save As.

**2** In the Save File As Type box, select the file format you want.

If the file format you're looking for doesn't appear in the list, you may need to install that converter. Save your document, and quit Word. Use the Customize option of the Installer to put the converter in the correct folder. The appropriate file type is now displayed in the Save File As Type box.

For more information on choosing a text file format, see "Text File Formats," earlier in this chapter.

**3** In the Save Current Document As box, type a new name for the document.

If you've already saved the document once and you use the same name to save in the new file format, Word displays a message asking if you want to replace the existing version of the document. Choose the Yes button if you want to replace the version in Word format. It's best not to replace the version in Word format.

**4** If you are going to continue working with and saving the document in the file format you selected, select the Default For File check box.

Every time you save the document from now until you close it or clear the Default For File check box, Word will save the document in the file format you selected.

**5** Choose the OK button.

Word displays the document in the file format you've selected.

## Transferring Files Between the Macintosh and PCs

There are several ways to transfer files between your Macintosh and PC running DOS or Windows. Three of the most common methods are Apple File Exchange, transfer by telephone or network, and using a PC drive card in your Macintosh.

You can use the Apple File Exchange program and your Macintosh internal hard drive to transfer files to or from 3.5-inch DOS disks. For more information, see the documentation that came with your Macintosh.

In addition, you can use a telephone or network connector to transfer files directly from a PC running DOS or Windows to your Macintosh. You can use an Apple 5.25-inch PC drive and the appropriate PC drive card for your Macintosh to convert files to or from 5.25-inch DOS disks.

# Exchanging Information

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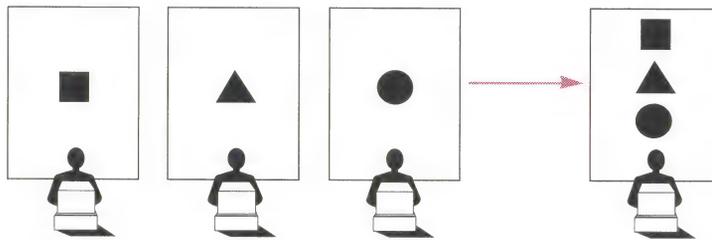
## Overview

Word makes it easy for you and people in your group to share information among Word documents or with other applications and receive updated information automatically. You can now avoid repetitive copying and pasting using any of the three techniques available with Word and System 7:

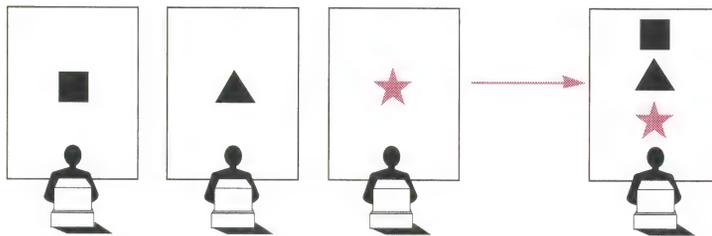
- Publish and Subscribe (Apple Edition Manager)
- Linking (dynamic data exchange or DDE)
- Embedding

### Publishing and Subscribing

Using Publish and Subscribe, several people can work on different parts of a document at the same time and share their work with one another. The work can be in Word documents or in documents created in other applications.



Members of a group can publish information that can be incorporated into one document.

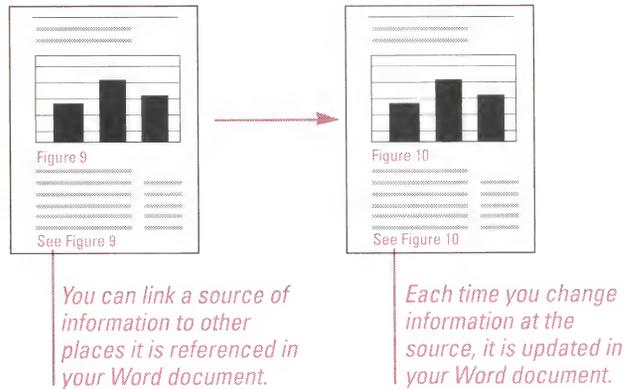


Any time the original information changes, Word can make those changes automatically in any document that subscribes to the original.

For more information on Publish and Subscribe, see “Publishing and Subscribing,” later in this chapter.

### Linking

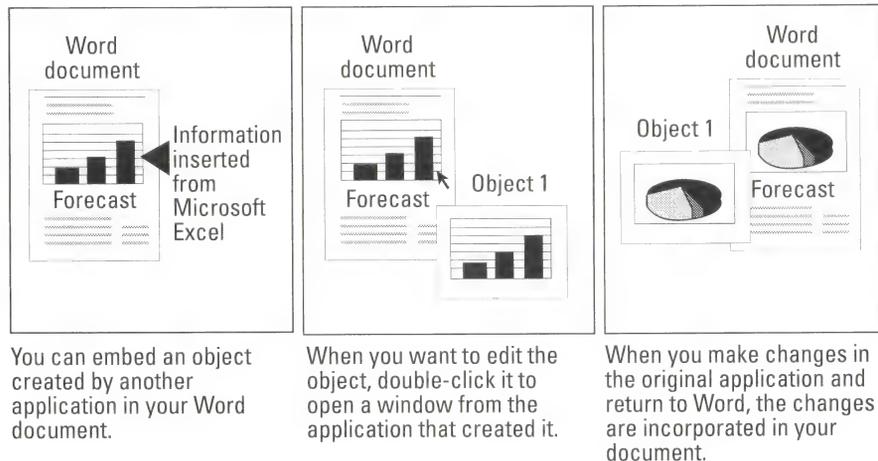
Using System 7 and Word, you can link with other Word documents or with Word documents and files created by other applications.



For more information on linking, see “Linking,” later in this chapter.

## Embedding

*Embedding* means inserting information, such as charts, graphics, and spreadsheet data, in a Word document. When you embed information in a Word document, you make that information part of the document. Once embedded, the chart or other item is called an *object*. All of the information needed to edit or change the object is added to the Word document so you have just one file. You can edit objects directly from Word; there’s no need to find or open any other files or applications—Word automatically opens the applications for you. Embedding is like adding features for charting, spreadsheets, or graphics to Word.



For more information on embedding, see “Embedding,” later in this chapter.

## Choosing the Best Method for Exchanging Information

There are three different ways to exchange information, each suited for specific types of tasks. This section provides some tips about which method of exchanging information to use when you perform different tasks.

### Working with Documents with Multiple Authors

Some documents are actually composed of various parts created by different people. A technical manual is one example of this type of document. A technical manual typically includes the following elements:

- Text written by several different authors
- Art created by different designers
- A table of contents and index prepared by a production group

If each person working on the manual has a Macintosh connected to the same AppleTalk network, each can use the Create Publisher and Subscribe To commands to compile a final document composed of the different elements.

### Working with Frequently Used Text

You may have text and graphics that you want to include in more than one document, such as a legal disclaimer, a logo, or a copyright notice.

The person responsible for creating and maintaining this information can publish it, and then anyone who needs to include it in a document can subscribe to it. Using the Create Publisher and Subscribe To commands ensures that all the documents have the most recent and correct versions of the information.

### Ensuring Information Is Up-to-date

You may create documents that require up-to-date information from other sources. For example, you may write a report each week that compares the forecasted and actual expenses for your group. You need the latest statistics on expenses before you can write the report.

If you create links between the spreadsheet containing the expense data and the report you're composing, you can be sure you're working with the latest available numbers.

### Automating Cross-references

You can use linking to automate cross-references in your documents. For example, if you are writing a long document and want to make cross-references to other chapters, you can create a link between the name of the chapter and all of the cross-references to that chapter. You can do this even if your chapters are in files linked in a series or if they are in separate files.

## Connecting Dedicated Files

Some documents you create may contain information created specifically for that document. For example, if you are creating handouts for a presentation, you might create some special pie charts in another application to illustrate your analysis.

You can embed those charts in the handout document. Any time you want to make a change to the chart, you simply double-click it, and Word opens the spreadsheet application with the embedded chart displayed ready for you to edit. Once your changes are in place and you switch back to Word, the chart is automatically updated in your document.

## Making Documents More Portable

If you often create documents that you transport or hand off, embedding is useful when you include information from other sources. For example, you may create a report that you must submit to your manager for review. You can embed the spreadsheets or charts you use in the report. Then, when you pass it to your manager, there is only one file.

A comparison of the three techniques is shown in the following table.

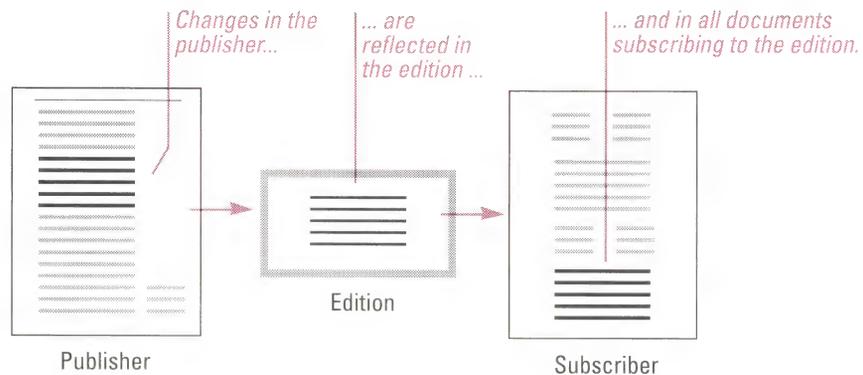
<b>Publishing and subscribing</b>	<b>Linking</b>	<b>Embedding</b>
Requires System 7.	Requires System 7.	Requires System 7.
Works with a single Macintosh or work group connected by a network.	Works with a single Macintosh.	Works with a single Macintosh.
Data is updated automatically, on demand, or when you save.	Data is updated automatically or on demand.	Data is updated automatically.
No applications except Word need to be on your Macintosh.	All source applications and Word must be on your Macintosh.	All source applications and Word must be on your Macintosh.
Uses three files (publisher, edition, subscriber).	Uses two files (source, destination).	Uses one file.
Most useful for sharing information between applications, people, or machines.	Most useful for linking parts of the same document. Also good for linking between applications on one machine.	Most useful for documents that include tailor-made information from other applications or for documents that are handed off or transported on disks.

The amount of memory required for each method of exchange—Publish and Subscribe, linking, and embedding—varies depending on the applications you are using. You can use Publish and Subscribe and linking between Word documents with 2 megabytes (MB) of memory. If you want to link using two different applications or you want to embed information, your computer should have enough memory to work with both of the applications at once. For example, to link or embed from Word to Microsoft Excel, you need at least 4 MB.

## Publishing and Subscribing

Use the Create Publisher and Subscribe To commands on the Edit menu when you want to share information between documents in different applications or on different computers connected by a network. To make part of a document available for use with other applications or for other users on your network, you create a *publisher* for that portion of the document. A publisher is the part of the document that includes the material you want to share automatically—text, graphics, spreadsheets, and so on. Word identifies publishers by enclosing them in brackets. When you create a publisher, an *edition* is created that contains a copy of the information.

Editions are separate files that may be saved on a floppy disk, on a hard disk, or on a network server. When you change the information in the publisher, all changes are automatically reflected in the edition and in all documents subscribing to the edition. You can specify how frequently Word sends updated information from the publisher to the edition. You can also specify how frequently subscribers receive updated information from the edition.



Publishing and subscribing are an excellent solution for people working in groups connected by a network or for single users who are creating information they want to use several times.

You can publish and subscribe from applications that support both System 7 and Publish and Subscribe.

## Publishing Parts of a Word Document

Using the Create Publisher command on the Edit menu puts a copy of a publisher in an edition. Using the Subscribe To command on the Edit menu, anyone on the network can then include the information contained in the edition in their documents.

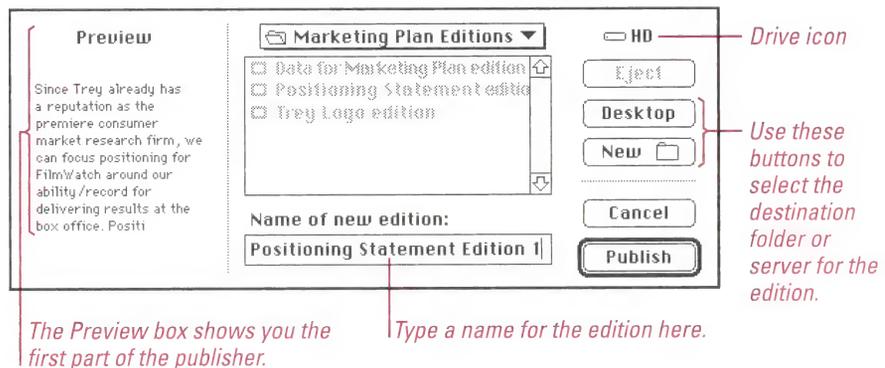
Whenever the publisher changes, those same changes are reflected in the edition and in any subscribers to the edition (when the documents containing the subscribers are opened).

You can name and move editions just as you would any other files. Editions are available in different formats depending on which application created the edition. You double-click an edition to see a short preview of its contents, which appear in a special window, much like the Clipboard. You can also use the edition window to open the publisher directly. You must keep the edition on the same server volume or hard disk as the publisher for Word to maintain the connection to all publishers and subscribers. The connection is maintained even if you change the name of the edition.

When you create a publisher, Word encloses it in brackets. You can see the brackets when paragraph marks are displayed, but the brackets don't print.

## Creating a Publisher

Use the Create Publisher command when you want to publish information.



The Create Publisher dialog box

If you want to store the edition on another Macintosh, connect to that Macintosh before starting this procedure.

## To create a publisher

- 1 In your document, select the information you want to publish.  
If you publish an entire document, including the final paragraph mark, anything you add to the document later is included as part of the publisher. If you want to add information you don't want to publish to the end of the document, exclude the final paragraph mark from your selection.
- 2 From the Edit menu, choose Create Publisher.
- 3 Switch to the disk or open the folder where you want to store the edition.  
If you want to store the edition on another Macintosh, choose the Desktop button. Word displays all available hard disks and servers. Select the Macintosh you want, and then select the folder you want from the list.
- 4 In the Name Of New Edition box, type a name for the edition.
- 5 Choose the Publish button.

Word encloses the published information in brackets.

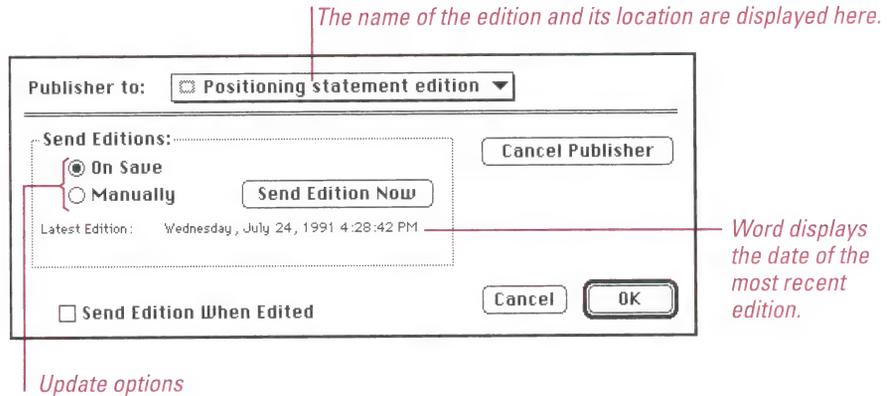
Each time you create a new publisher, a new edition is created. If you publish several separate parts of the same document, each publisher has a separate edition.

If you want to make editions available to other people in your group, store the editions on your hard disk and make sure file sharing is turned on. File sharing is a Macintosh Control Panel command. For more information, see your Apple documentation.

## Updating a Publisher

Once you've created a publisher and an edition, you can specify how frequently you want to send changes you make in the publisher to the edition. Unless you specify otherwise, Word updates the edition as soon as you save changes to the publisher.

You can use the Publisher Options command on the Edit menu to select one of three update options.



The Publisher Options dialog box

**On Save** Whenever you save changes to the publisher, those changes are sent to the edition. This is the default option. You don't have to remember to send updates. The edition always has the most recently saved information.

**Manually** You send changes to the edition only when you want to. This option gives you control over which versions of the information are published; it is especially useful if you make many intermediate changes to the publisher.

**Send Edition When Edited** Whenever changes are made to the publisher, they're sent immediately to the edition. This option is most useful when the information in the publisher changes frequently. Sending editions frequently may slow down Word down slightly. This option is available only when you have the On Save option selected.

When you send a new edition, the previous copy of the edition is replaced with the latest version from the publisher.

## To change the update frequency of a publisher

- 1 Select the publisher in your document.
- 2 From the Edit menu, choose Publisher Options.
- 3 Under Send Editions, select the On Save or Manually option button.  
—or—  
Select the On Save option button, and then select the Send Edition When Edited check box.
- 4 Choose the OK button.

Changing the update frequency in the publisher only affects how often the edition receives updates; it does not affect how frequently subscribers receive new editions. You set the update option for subscribers independently. For more information, see “Updating a Subscriber,” later in this chapter.

### To send an edition manually

If you chose to send editions manually, use the following procedure to send changes to the edition.

- 1 Select the publisher you want to update.
- 2 From the Edit menu, choose Publisher Options.
- 3 Choose the Send Edition Now button.

### Editing a Publisher

You can change a publisher at any time just as you edit other parts of the document: You can add or delete text, change styles or style names, change formatting, and so on. Any changes you make to the publisher are sent to the edition at the interval specified by the selected update option in the Publisher Options dialog box (On Save, Manually, or Send Edition When Edited).

### To edit a publisher

- 1 Open the document that contains the publisher you want to edit.
- 2 Make the changes you want to the publisher.
- 3 From the File menu, choose Save.

If you deleted the entire publisher—that is, all the text enclosed in the brackets—the brackets remain in your document. You can write an entirely new publisher. If you no longer want the brackets in your document, cancel the publisher.

### Canceling the Publisher

If you decide that you no longer want to publish information in your document, you can cancel the publisher. The contents of the publisher remain in your document, but the brackets surrounding the publisher are deleted, and the edition is no longer updated. Others can subscribe to the edition, but it is no longer updated. If you want to delete the edition, delete it in the Finder like any other file. If you've reached the final version of your document and don't want to delete the edition, you can set the update option in the Publisher Options dialog box to Manually.

## To cancel a publisher

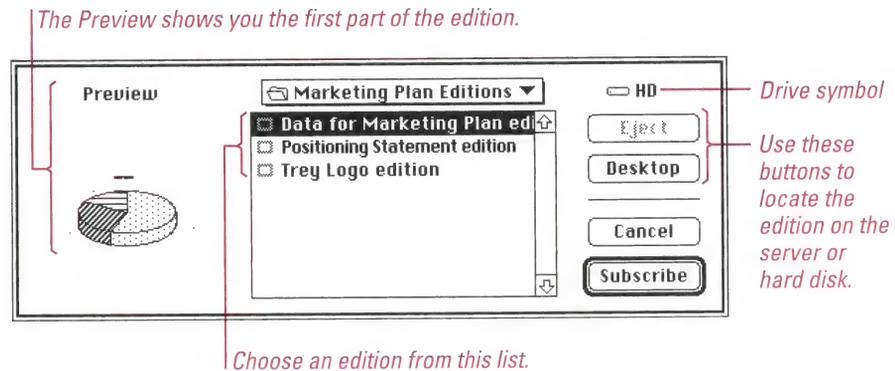
- 1 Position the insertion point anywhere in the publisher.
- 2 From the Edit menu, choose Publisher Options.
- 3 Choose the Cancel Publisher button.

Word displays a message asking you to confirm that you want to remove the publisher.

- 4 Choose the Yes button.

## Subscribing to an Edition

You use the Subscribe To command on the Edit menu to insert into your document a copy of an edition that you or someone else created. This copy is called a subscriber. Once you have inserted a subscriber into your document, any updates received by the edition are sent to the subscriber. As long as the edition remains on the same server volume or hard disk, Word maintains the connection between the edition and subscriber, even if you change the name of the edition or subscriber.



The Subscribe To dialog box

Word identifies the beginning and end of subscribers with brackets. It's a good idea to work with paragraph marks displayed so that you can see the brackets.

## To subscribe to an edition

If the edition you want to subscribe to is stored on another Macintosh, make sure to connect to that Macintosh before starting this procedure. For more information on sharing files on a network, see your Apple documentation.

- 1 Position the insertion point in your document where you want to insert a copy of the edition.

Make sure that the insertion point is not positioned within another subscriber in your document.

- 2 From the Edit menu, choose Subscribe To.
- 3 From the list of files, select the edition to which you want to subscribe.  
If the edition is located on another hard disk or Macintosh, choose the Desktop button. Word displays all of the available hard disks and Macintoshes. Select the disk or Macintosh you want, and then select the edition from the list.
- 4 Choose the Subscribe button.

The contents of the edition, enclosed in brackets, are inserted in your document.

## Updating a Subscriber

When you've subscribed to an edition, you can specify how frequently you want to receive updated information from the edition. Unless you choose otherwise, Word updates the subscriber automatically as soon as a new edition is available. A new edition is available any time the publisher sends changed information to the edition.

Use the Subscriber Options command on the Edit menu to select an update option.

**Automatically** Word updates the subscriber whenever a change is made in the edition. This is the default option.

**Manually** The subscriber is updated only when you want. This option gives you more control over your document.

---

**Note** If you select the Automatically option button, you can make formatting changes only to the subscriber as a whole block. For example, you can change the font of the entire subscriber, but you cannot change the formatting of single words or edit any of the text.

If you select the Manually option button, you can make editing or formatting changes to any part of the subscriber. For example, you can make one word bold.

In either of these cases, when the subscriber receives an updated edition, all of the changes are lost. For more information see "Editing a Subscriber," later in this chapter.

---

## To change the update frequency of a subscriber

- 1 Select the subscriber you want to update.
- 2 From the Edit menu, choose Subscriber Options.
- 3 Under Get Editions, select the Automatically or Manually option button.
- 4 Choose the OK button.

Changing the update frequency in the subscriber only affects how often the subscriber receives updates from the edition. It does not affect how frequently the publisher sends updates to the edition. You set the update frequency for the publisher independently. For more information, see "Updating a Publisher," earlier in this chapter.

## To update a subscriber manually

If you have chosen to get new editions manually, use this procedure whenever you want a new edition.

- 1 Select the subscriber you want to update.
- 2 From the Edit menu, choose Subscriber Options.
- 3 Choose the Get Edition Now button.

## Editing a Subscriber

Although you can edit a subscriber, any changes you make are lost when the subscriber receives an updated edition. Also, the types of changes you can make depend on the update option you select in the Subscriber Options dialog box. For more information, see “Updating a Subscriber,” earlier in this chapter.

If you need to change the contents or the formatting of a subscriber, it’s best to make the changes in the publisher.

## To jump from a subscriber to its publisher

If you are connected to a network, you need to have access to the publisher to perform this procedure.

- 1 Select the subscriber you want to edit.
- 2 From the Edit menu, choose Subscriber Options.
- 3 Choose the Open Publisher button.

Word opens the document that contains the publisher.

- 4 Make the changes to the publisher.

When you are finished making changes in the publisher, save and close the document as you normally would. The changes are reflected in each subscriber according to the update options selected in the publisher and subscriber.

If you don’t have access to the publisher to make changes and you don’t need to receive any more updates from the edition, you can cancel the subscriber. Then you can edit the information as you do any other text, without changes being lost when updates are sent.

## Canceling a Subscriber

When you cancel a subscriber, it no longer receives updates from the edition. The contents of the subscriber remain in your document, but the brackets surrounding the subscriber no longer appear.

## To cancel a subscriber

- 1 Select the subscriber you want to cancel.
- 2 From the Edit menu, choose Subscriber Options.
- 3 Choose the Cancel Subscriber button.

Word displays a message asking you to confirm that you want to cancel the subscriber. Choose the Yes button.

## Linking

For information about exchanging information using System 6, see Appendix B, "Exchanging Information Using System 6."

By creating links in Word, you save time and ensure consistency in your documents. You copy a selection called the *source* and paste it at another point called the *destination*. Anytime the information changes in the source, Word can update the destination. For example, you might create a link between a caption name and a cross-reference to that name, in which the caption name is the source and the cross-reference is the destination. Word gets the most recent name for the cross-reference from the caption. You can create links between parts of a Word document, between two different documents, or between two files created by different applications.

Once you establish links, you can specify how frequently Word sends updated information from the source to the destination.

You can also use the Paste Special command to link information in a variety of formats such as unformatted and formatted text.

---

**Note** To establish links between two files created by different applications, your computer must have enough memory to run both applications at once. If your computer doesn't have enough memory to do this, you may be able to accomplish the same tasks using the Create Publisher and Subscribe To commands on the Edit menu. For more information, see "Publishing and Subscribing," earlier in this chapter.

---

You can create links between applications that support both System 7 and dynamic data exchange, such as Microsoft Excel.

## Creating Links

You can link information in different documents or different applications using the Copy and Paste Link commands on the Edit menu. If you've copied and pasted text in Word before, you're already familiar with the basics of linking.

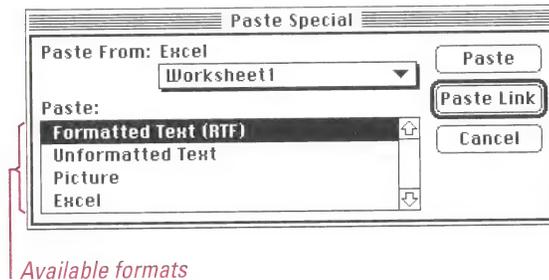
You can also specify the format of the information in a link using the Paste Special command on the Edit menu.

Word encloses linked material in brackets. It's a good idea to work with paragraph marks displayed so that you can see the brackets.

## To create a link

- 1 In the application containing the information you want to use in your document, select the information, and from the Edit menu of the application, choose Copy.  
The selected information is copied to the Clipboard.
- 2 If you're linking information created in another application, switch to Word.
- 3 Position the insertion point where you want to insert the copied information.
- 4 Hold down the SHIFT key, and from the Edit menu, choose Paste Link.  
The information, surrounded by brackets, is inserted in your document.

When you copy information to the Clipboard, it is available for linking in a variety of formats. Which formats are available depend on which application created the information. If you want to link the information into your document in a format other than the default, you can use the Paste Special command on the Edit menu.



The Paste Special dialog box

## To link in a specific format

- 1 In the application containing the information you want to use in your document, select the information, and from the Edit menu of the application, choose Copy.  
The selected information is copied to the Clipboard.
- 2 If you're linking information from another application, switch to Word.
- 3 Position the insertion point where you want to insert the copied information.
- 4 From the Edit menu, choose Paste Special.
- 5 From the Paste box, select the file format you want.

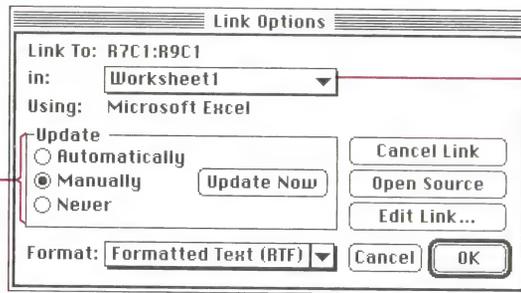
If you select the format that contains the application name—for example, Excel—Word embeds the information instead of linking it. For more information on embedding, see “Embedding,” later in this chapter.

- 6 Choose the Paste Link button.

The information, surrounded by brackets, is inserted into your document.

## Updating Links

You can specify how frequently you want to update a link in a document. Word updates the information automatically whenever a change is made in the source, unless you specify otherwise. You can use the Link Options command on the Edit menu to select one of three update options.



*The name of the source link is displayed here.*

*Update Options*

The Link Options dialog box

**Automatically** Whenever a change is made in the source, that change is shown immediately in each destination. This is the default option. You don't have to remember to ask for updates, and you always have the most recent information.

**Manually** You receive changes from the source document only when you want them. This option gives you more control over your document.

**Never** Word does not update the link when you select this option. You can select this option when you've completed the final draft of the destination document and don't want the information to change.

---

**Note** If you select the Automatically option button, you can only make formatting changes to the linked information as a whole, not to parts of it. For example, you can change the font of the linked information, but you cannot change the formatting of single words or edit any of the text.

If you select the Manually or Never option button, you can make any editing or formatting changes that you want to the linked information.

In both of these cases, when the link is updated, all of the changes are lost.

---

### To change the update frequency of a link

You can set the update frequency for each link in your document independently. This is useful if you are linking to several different sources. Some links may need to be updated frequently and others only when you ask for changes.

- 1 Select the link destination for which you want to change the update frequency.  
The destination is where you inserted the linked information.
- 2 From the Edit menu, choose Link Options.
- 3 Under Update, select the option you want.
- 4 Choose the OK button.

### To update a link manually

If you choose to update a link manually, use the following procedure whenever you want to update the destination.

- 1 Select the link destination you want to update.  
The destination is where you inserted the linked information.
- 2 From the Edit menu, choose Link Options.
- 3 Choose the Update Now button.

Any changes that have been made to the source since the last update are now reflected in the destination.

### Editing Linked Information at the Source

You can change the source of a link at any time in all of the same ways you edit other parts of the document: You can add or delete text; change styles, style names, or formatting; and so on. Any changes you make to the source are sent to the destination at the interval specified by the update option (Automatically, Manually, or Never).

### Editing Linked Information at the Destination

Although you can edit the linked information at the destination, any changes you make are lost when the destination receives an update. The types of changes you can make depend on the update option you select in the Link Options dialog box. For more information, see “Updating Links,” earlier in this chapter.

If you need to change the contents or the formatting of linked information, it’s best to make the changes at the source. You can jump directly from the destination to the source of a link using the Link Options command.

### To jump from a destination to its source

- 1 Select the destination information you want to edit.
- 2 From the Edit menu, choose Link Options.
- 3 Choose the Open Source button.

Word opens the source. If the source comes from a different application, Word starts the application and then opens the source.

When you are finished making changes to the source, save it as you normally would. The changes are reflected in the destination according to the update option you have selected.

If you don't need to receive any more updates from the source, cancel the link. Then you can edit the information as you do any other text without changes being lost when updates are sent.

### Canceling a Link

When you cancel a link, the information is no longer updated in the destination document. The information remains in your document, but the brackets surrounding it are deleted.

---

**Note** You can keep the link in your document but turn off updating by selecting the Never option button in the Link Options dialog box. You may want to do this instead of canceling the link unless you are sure you won't need to update the destination again. For more information, see "Updating Links," earlier in this chapter.

---

### To cancel a link

- 1 Select the linked information.
- 2 From the Edit menu, choose Link Options.
- 3 Choose the Cancel Link button.

# Embedding

**For information about exchanging information using System 6, see Appendix B, “Exchanging Information Using System 6.”**

Using the Copy and Paste Objects commands on the Edit menu, you can create documents that include information created by other applications, such as charts, graphics, and spreadsheet data. This technique is known as *embedding*, and the information you insert is called an *object*.

You embed objects in much the same way that you copy and paste ordinarily. The difference is that you aren't just inserting the information you select, you're also including all of the details used to create the object, including its file format, which application created it, and all of the information about how to display it.

Embedding makes editing and updating the object a snap. In your Word document, you can just double-click on the object and Word opens an *object window*, which contains the commands you need to edit the information. For instance, if you embed a spreadsheet in your Word document, the object window has the commands you need to edit or reformat the spreadsheet in any way. You make your changes in the object window, and when you close it, the object in Word is updated automatically.

You may also want to use the Object command on the Insert menu to actually create new objects in Word. For example, if you are writing a report and need to include some data, you can choose the Object command from the Insert menu and choose an object type from the list (for example, Excel Worksheet). Word opens the object window, and all of the commands you need to create the worksheet are available. When you finish creating the object, you just close the object window, and the object is inserted into your document automatically. You never have to leave Word or create another file. Using embedding, you can expand the capabilities of Word to meet your specialized needs.

You may want to use embedding instead of Publish and Subscribe or linking if you're creating information to use in one Word document only. Because the information is actually added to your Word documents when you use embedding, you must save it in a separate document if you want to share it with other people or use it in other documents.

## Embedding Objects

Using the Copy and Paste Object commands on the Edit menu, you can embed information created in different documents or applications. Or, using the Object command on the Insert menu, you can insert new, blank objects and create the information right in your document.

### To embed an existing object

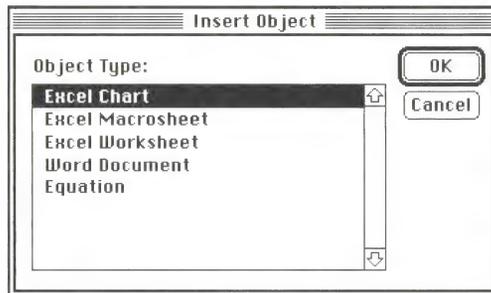
Use this procedure when the information you want to embed is already created.

- 1 In the application containing the information you want to embed in your document, select the information, and from the Edit menu of the application, choose Copy.

The selected information is copied to the Clipboard.

- 2 Switch to Word.
- 3 Position the insertion point where you want to embed the information.
- 4 Hold down the SHIFT key and from the Edit menu, choose Paste Object.

You can use the Object command on the Insert menu to create a new object and embed it in your document in one step.



The Object dialog box

**Important** If you have never run the application you want to use to create an object, you must do so before you use the following procedure. The first time you run an application that supports embedding, the application adds information to the Embedding Preferences document stored in the Preferences folder of your System folder. Word does not list an application unless it has stored the correct information in the Embedding Preferences document.

### To embed a new object

Use this procedure when you want to create a new object. You can choose to embed information from any application on your computer that supports embedding. These applications are listed in the Object Type box in the Insert Object dialog box.

- 1 Position the insertion point where you want to embed the new object.
- 2 From the Insert menu, choose Object.
- 3 In the Object Type list box, choose the type of object you want to create.  
Word opens the application and an object window.
- 4 In the object window, create the object. Use any of the commands available in the new application.
- 5 From the File menu of the application, choose Close.  
The object window closes, and the new object is displayed in your document.

## Editing an Object

When you want to change or update an object you have embedded, you can double-click it, and Word opens an object window and an application you can use to edit the object. Most often, the application is the one used to create the object originally.

However, if the original application is not currently accessible on your computer, a similar application may be opened instead. For example, you may write a report on your home computer and include an embedded chart created in Microsoft Excel. Then you may take the report to work and find you need to change some of the data in the chart. If you do not have Microsoft Excel on your computer at work, but you do have another spreadsheet program that supports embedding, Word opens the other spreadsheet program along with the object window.

### To edit an object

- 1 Double-click the object you want to edit.  
Word opens an object window and an application you can use to edit the object.
- 2 Make the changes you want to the object, and save them by choosing Save from the application's File menu.
- 3 From the File menu, choose Close.

## Canceling Embedding

Since the objects you embed include the information necessary to create them, embedding increases the size of your files. You can reduce your file size by changing each object to a picture. The object remains in your document as a picture, and you can no longer edit it in the original or in a similar application by double-clicking it. However, you can still edit or format it using the commands normally available in Word.

### To cancel embedding

- 1 Select the object in your Word document.
- 2 From the Edit menu, choose Object Options.
- 3 Choose the Change To Picture button.

# Troubleshooting

This section contains information that may help you to work through problems you encounter.

## **More than One Publisher for the Same Edition**

This may happen if you create a publisher and name the edition, and then save the document under a different name, or if you copy and paste text containing a publisher. The edition receives updated information from both the original document and the newly named one. You may want to cancel the publisher in one of the documents, or if you want to keep both publishers, first cancel one publisher, and then republish and give the edition another name.

## **Contents of Edition or Subscriber Are Not Updated as Expected**

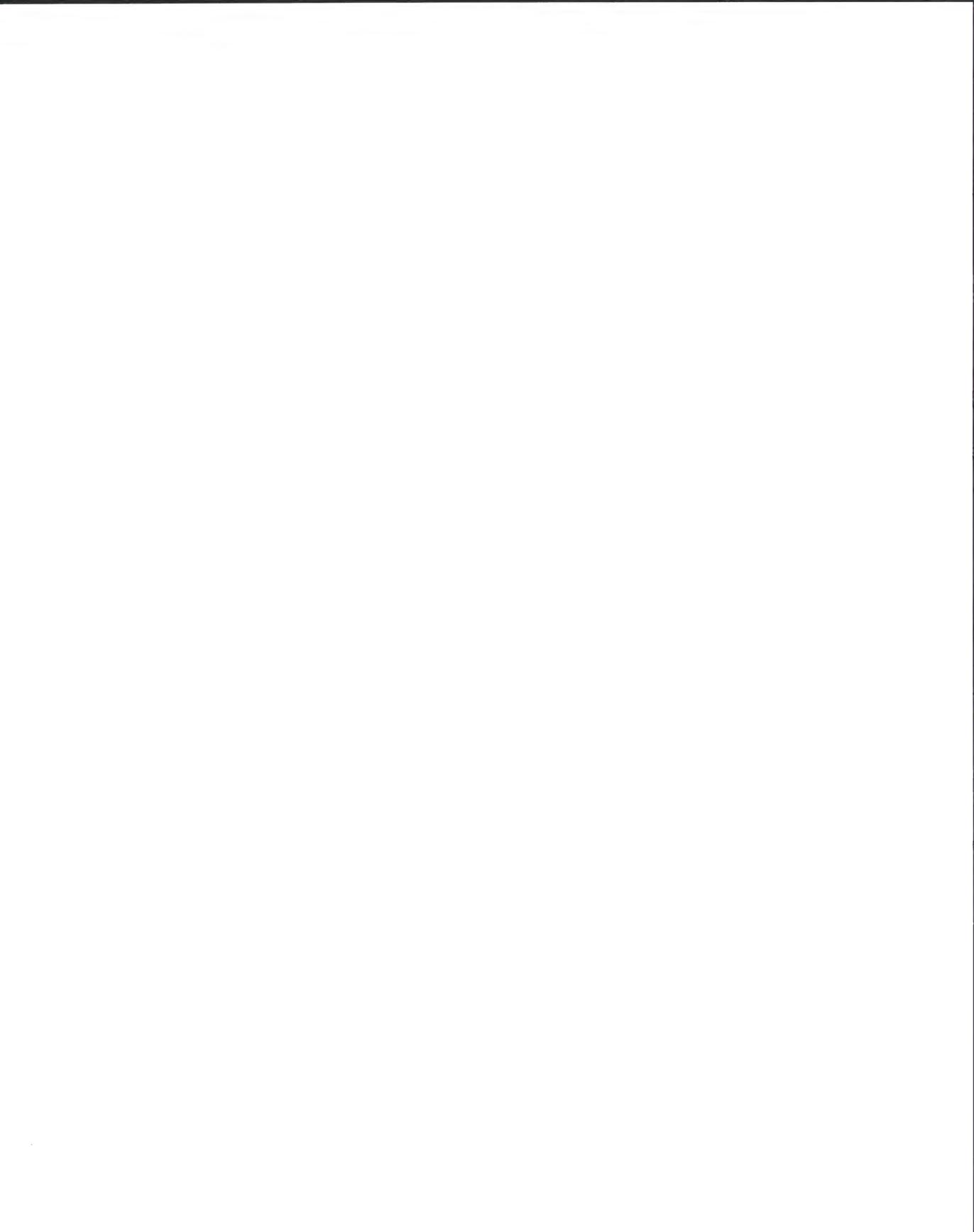
You set the update frequency for the edition and for the subscriber separately. If either of these is not updating as you expect, check that you have set the correct update frequency in the correct place. For the edition, place the insertion point in the corresponding publisher and, from the Edit menu, choose Publisher Options to set the correct update frequency. For the subscriber, place the insertion point in the subscriber and, from the Edit menu, choose Subscriber Options to set the correct update frequency.

## **There Is No Link Information in the Clipboard**

You may see this message if you are attempting to create a link from an application that does not support linking. Check the application's documentation for more information.

## **Word Cannot Update a Link**

Usually, a link update fails when the source of the link cannot be found. There are several reasons why, but the most common is that the source of the link has been deleted or moved. You may be able to fix this by checking that both the source and the destination have the same name for the link. To find out the name of the source, place the insertion point in the destination link you are trying to update. From the Edit menu, choose Link Options. The Link box at the top of the dialog box displays the name of the source of the link. Then open the document containing the source of the link. Place the insertion point in the linked information, and from the Edit menu, choose Link Options. Check that the name in the Link box in the source is the same as that in the destination. If the names are not the same, go back to the destination document, choose Link Options, then choose the Edit Link button and change the name of the destination to match that of the source.



# Distributing Documents Using Microsoft Mail

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## Overview

You can use the Microsoft Mail electronic mail program within Word to communicate with your colleagues and send documents to them without interrupting your work.

With Microsoft Mail, you can:

- Use Word to compose longer messages, using any Word formatting and styles, and send them as mail enclosures.
- Send entire Word documents to users on your network. You can send documents to any user connected to your network. Recipients receive the document in the form you send it.
- Read enclosed Word files that you receive without having to interrupt your work and leave Word.
- Edit, print, or save enclosures you receive from other users as you would any other documents.
- Receive document enclosures created in other programs. You can open documents in any format that Word is able to convert.

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**Note** This chapter describes using Word with Microsoft Mail version 3.0. You can use other versions of Mail with Word, but the dialog boxes are slightly different.

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## Opening and Sending Mail

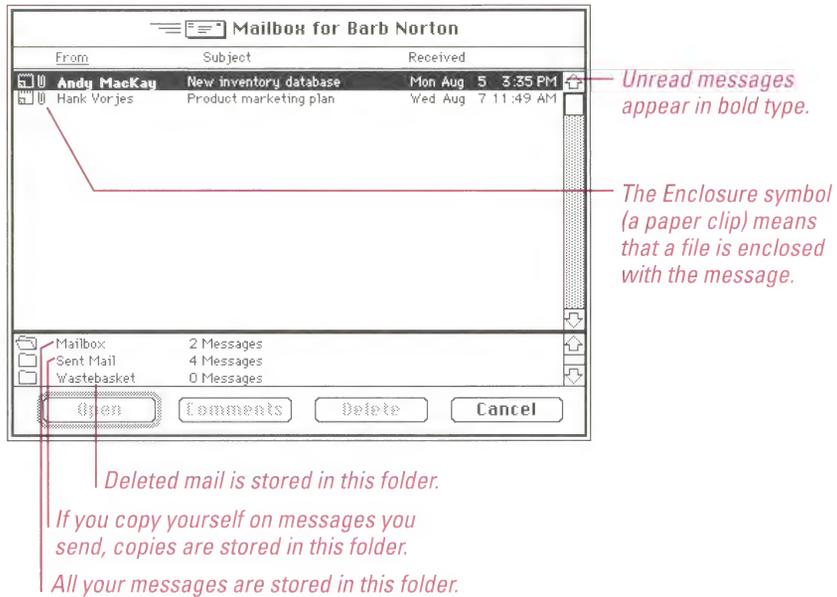
**For a complete description of installation and other basic procedures, see your Microsoft Mail manual.**

To use Mail within Word, you first must install Microsoft Mail on your Macintosh. When you install Word, you can install support for Mail. If you use Easy Install when installing Word, Word automatically installs Mail support. If you use the Customized Install, you must choose to install Mail support.

If you're new to the Microsoft Mail system, familiarize yourself with the basic Mail techniques described in your Microsoft Mail manual. This chapter assumes that you know the basic Mail techniques; it does not cover Microsoft Mail features and procedures in detail.

### Opening Mail

When you choose the Open Mail command from the File menu, a window called the *mailbox* is displayed, listing mail messages that contain enclosures.



The mailbox

## To open mail

- 1 From the File menu, choose Open Mail.  
Messages that contain enclosures are listed in the mailbox.  
If you want to close the mailbox without viewing any enclosed messages, click the Cancel button.
- 2 To view a message, select the message from the list and click the Comments button. To close the message window, click the Close button.
- 3 To open the enclosures for a message, select the message from the list and click the Open button. Word displays a second dialog box where you can select the enclosures you want to open. To select more than one enclosure, hold down the SHIFT key as you click the enclosure names. Then click the Open button.  
If you select and open more than one message title, Word opens all of the enclosures for those messages, or as many enclosures as available memory permits.  
Word closes your mailbox and opens each selected enclosure in a separate document window.
- 4 When you're finished reviewing the enclosures, close each document window by clicking its close box. You are prompted to save the enclosures. If you choose to save, Word displays the Save As dialog box. Save the enclosures as you would any other Word documents.

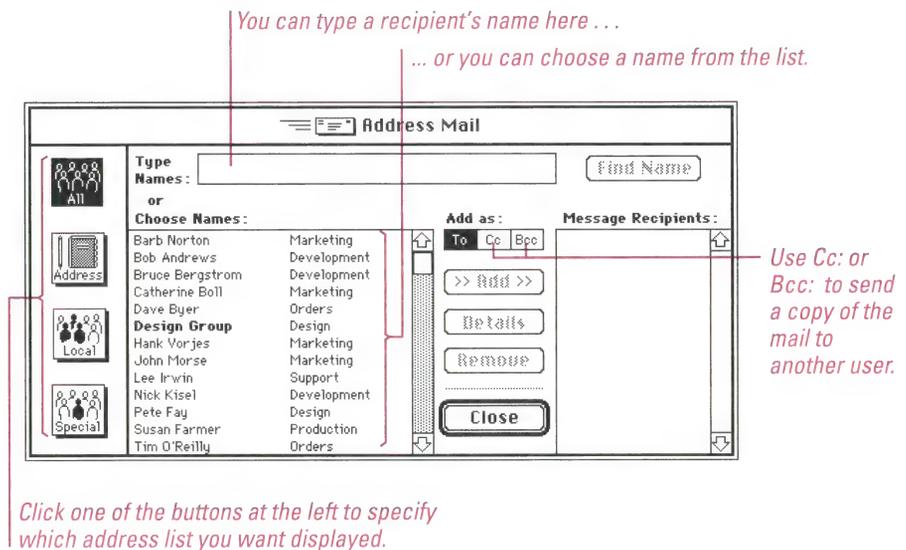
## Sending Mail

When you send mail within Word, a window is displayed for addressing the mail. When you specify a recipient, the Send Document window is displayed, where you can specify additional options and attach a message.

### To send a message

- 1 Compose your message in Word as you would compose any other Word document.
- 2 From the File menu, choose Send Mail.

By default, the Address Mail window is displayed. If you've changed this, you need to click the Address button to display this window.



The Address Mail window

- 3 Specify the names of the recipients by typing the names in the Type Names box, or select names from the Choose Names box.

#### To

Specify the names of recipients

Select names from a list of all users and groups on all available mail servers

#### Do this

In the Type Names box, type the recipient name.

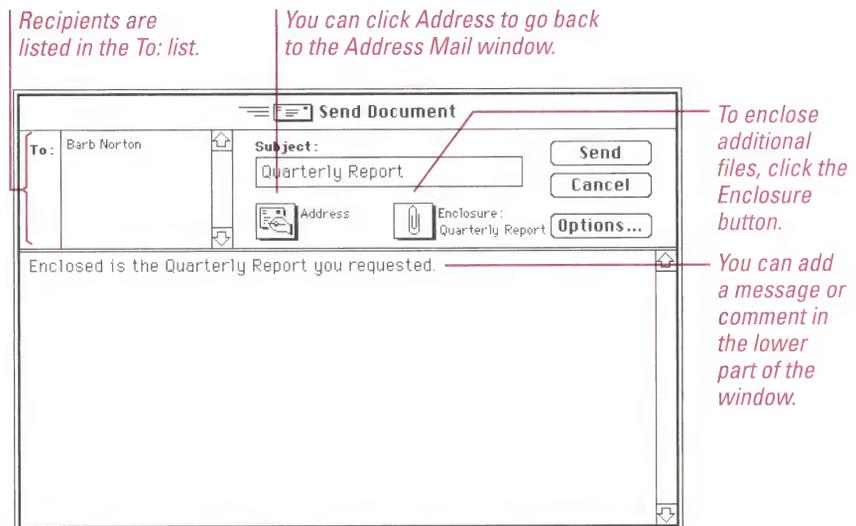
Click the All button, and then select recipient names from the Choose Names box.

To	Do this
Select names from a list of all users on your Microsoft Mail server	Click the Local button, and then select recipient names from the Choose Names box.
Specify a recipient on an external mail system	Click the gateway button—for example, the Special button shown in the previous illustration—and then select recipient names from the Choose Names box. A gateway button is displayed if your system is connected to external mail systems by gateways.

You can select multiple names by holding down **SHIFT** while you click the names. You can select single names by double-clicking on the name.

- 4 When you've selected your recipients, click the Add button.
- 5 To carbon copy or blind carbon copy someone on the message, click the Cc or Bcc button, and then repeat steps 3 and 4 to select recipients.
- 6 When you're finished addressing the mail, click the Close button. The Send Document window is displayed. The name of the active document is displayed in the Subject box. If you like, you can type a different title for the subject.
- 7 To enclose a different document or include additional enclosures, click the Enclosure button in the Send Document window. Word displays a dialog box for you to select the enclosures. Select each document, and click the Add button.

To remove an enclosure, select it from the Enclosures list, and click the Remove button.



- 8 To attach a comment to the document, click in the message area in the lower part of the window, and then type your comment.
- 9 Click the Send button to send the mail.

Additional mail options are available when you click the Options button in this window; see “Additional Mail Options” for more information on mail options.

### Opening and Sending Enclosures in Other Formats

Ordinarily, Word displays only those messages in the mailbox that contain enclosures that are in a format that Word can read or convert. If you want to see all messages, including those containing files that Word can't convert, press **SHIFT** while choosing Open Mail from the File menu.

Also, if you want to send a message enclosure in some format other than its current Word format, press **SHIFT** while choosing Send Mail from the File menu. Word displays a dialog box where you can specify another format, such as Text Only Format or Interchange Format (RTF).

## Additional Mail Options

There are several additional options available with Microsoft Mail:

- You can send an urgent message to another user. The message appears with an exclamation point next to it in the summary window.
- You can request a return receipt so that you're notified when your message has been read.
- You can automatically carbon copy yourself on all messages you send.
- If you send mail to recipients who aren't in your personal address book, you can have them automatically added to the address book.

### To choose mail options

- 1 From the File menu, choose Send Mail.  
The Send Document window is displayed, and then the Address Mail window is displayed in front of it.
- 2 Select the recipients, and close the Address Mail window.
- 3 In the Send Document window, click the Options button. The Send Mail Options dialog box is displayed.
- 4 Select the options you want.
- 5 Click the OK button.



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**Note** The options you set in this dialog box are for this Mail session only. To permanently change these settings, switch to Microsoft Mail and use the Send panel in the Preferences dialog box (Mail menu). See your Microsoft Mail manual for details.

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## Deleting Mail

All mail you receive is stored in the Mailbox folder until you delete it. Deleted messages are stored in the Wastebasket folder until you sign out of Mail.

### To delete a message

- 1 Select the message or messages you want to delete from the mailbox.  
You can select multiple messages by holding down SHIFT while clicking the titles.
- 2 Click the Delete button.  
If you try to delete a message that you haven't read, Word asks you to confirm that you want to delete the message. Click the Yes button to delete the unread message.



# Customizing Word



# Setting Preferences

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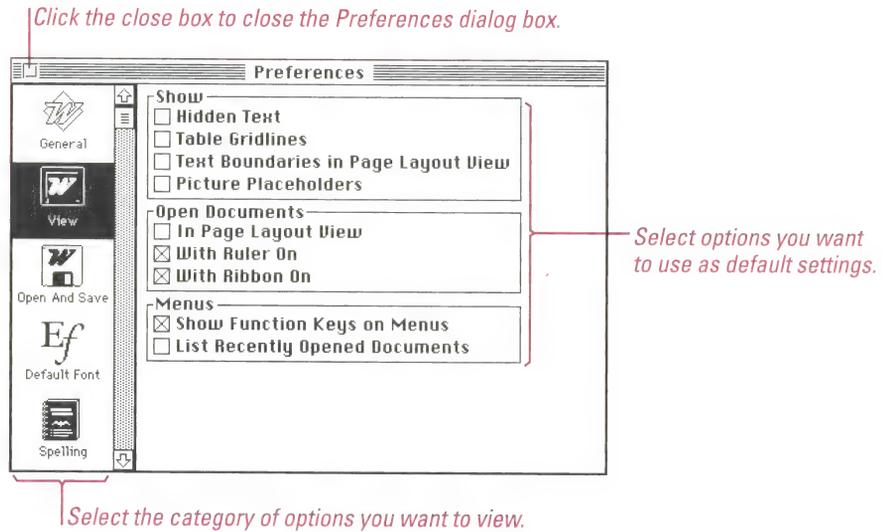
## Overview

You probably have certain preferences for how documents, menus, and other screen elements are displayed or how certain commands function. With the Word Preferences command, you can tailor Word to better fit your writing and editing needs. For example, you can specify what font and font size are used when you first type in a new document, what rules of style are applied by the Grammar command, and whether or not the ruler and ribbon are displayed when you open documents.

Many of these options are preset as default settings in Word. When you choose the Preferences command, you can accept the default settings or change them. For example, you can:

- Have Word automatically make backup copies of your documents when you save them.
- Be prompted periodically to save your documents.
- Use a different font or font size in new documents than the one Word automatically selects.
- Have the ruler or ribbon hidden whenever you open a new document.
- Always be able to view text that is usually hidden, such as index entries and table of contents codes.
- Specify a custom page size for certain documents.
- Have the Spelling, Thesaurus, or Hyphenation command use a different language dictionary.

When you choose Preferences from the Tools menu, Word displays the Preferences dialog box.



The Preferences dialog box

There are eight major categories of options you can change using the Preferences command.

<b>Use this category</b>	<b>To set these preferences</b>
General	General defaults, such as your user name, a custom paper size, a preferred measurement unit, and whether or not to use typeset quality quotation marks.
View	View and menu defaults, such as showing hidden text or table gridlines, opening documents in page layout view, or always displaying the ribbon or ruler.
Open And Save	Opening and saving defaults, such as whether or not to always translate RTF documents, make backup documents when you save, use fast saves, or be periodically reminded to save documents.
Default Font	The default font and font size used for new documents.
Spelling	The main and custom dictionaries used by the Spelling command.
Grammar	The style and grammar rules used by the Grammar command.
Thesaurus	The dictionary language used by the Thesaurus command.
Hyphenation	The dictionary language used by the Hyphenation command.

The individual options for each category are described in “Preferences in Detail,” later in this chapter.

## Setting Preferences

The Preferences dialog box is divided into two parts: The list of preferences categories is on the left and the options panel is on the right. When you select a category from the list, the options panel changes to display the default settings for that category. You determine the default settings for any category by selecting or clearing the options in the panel. To change the options for several categories, select the category, select the options, and then select the next category from the list. The new default settings do not take effect until you close the dialog box by clicking the close box.

After you use Word for the first time, Word creates a file called Word Settings (5) in your System folder. (Note: If you're using System 7, Word stores the Word Settings (5) file in the Preferences folder in the System folder.) When you customize your preferences, menu settings, and key assignments, and then quit Word, your changes are saved in the current settings file.

### To set preferences

- 1 From the Tools menu, choose Preferences.
- 2 From the list on the left side of the dialog box, select the preferences category whose default options you want to change.
- 3 In the panel on the right, specify the default settings you want Word to use by selecting or clearing the appropriate options.

For detailed information about each option in a particular category, see the following section, "Preferences in Detail."

- 4 Select another preferences category, or close the dialog box by clicking the close box.

## Saving Preferences in Settings Files

**For more information about settings files, see Chapter 40, "Customizing Word to Fit Your Work."**

Because Word allows multiple settings files, you can set different defaults for different editing situations and store each group of defaults in a separate settings file. Then when you start Word, you can open the settings file that contains the defaults best suited to your writing or editing task. For example, you might want to create different preferences suitable for particular documents or tasks. You can save these preferences in a new settings file and open Word with that settings file when working on those types of documents or tasks.

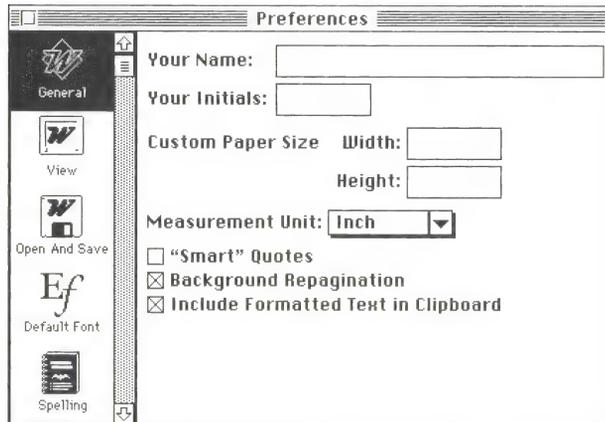
To save your preferences in a different settings file, use the Preferences command to set the defaults you want, then choose Commands from the Tools menu. Under Settings File, choose the Save As button and type the name of a settings file for the collection of new default settings.

## Preferences in Detail

This section describes the default options you can set using the Preferences command.

### General

Select the General category of options to set defaults such as your user name, a custom paper size, and the unit of measure used on the ruler.



The General category of options

### Your Name

Type the name you want Word to use when a document author name is used, such as in the Author text box of the Summary Info dialog box or when the Author glossary item is inserted. The default name is the one supplied when Word was installed.

### Your Initials

Type the initials you want Word to display with an icon when a voice annotation is recorded. Voice annotation icons are placed in a document and the accompanying initials identify who recorded that annotation.

## Custom Paper Size (Width and Height)

Type a custom paper size to use for nonstandard size documents. When you choose Page Setup from the File menu, this custom size is listed as an option. You can specify a custom paper size only if you use an Apple ImageWriter or ImageWriter LQ printer.

## Measurement Unit

Select the unit of measure you want displayed on the ruler, in text boxes, and for measurements such as margins and tab settings. You can choose inches, centimeters, points, or picas. Note, however, that spacing measurements such as superscript and subscript, expanded and condensed space, and line spacing continue to use points even if you change the default measurement, unless you type a different unit of measure when specifying those measurements.

## “Smart” Quotes

Unless you specify otherwise, Word uses straight quotation marks (" or '). Select this option to substitute typeset-quality, curly quotation marks (“ ” or ‘ ’) when you type " or ' on the keyboard. When you select this option, Word uses the typeset-quality quotation marks in subsequent typing but does not replace straight quotation marks previously typed.

## Background Repagination

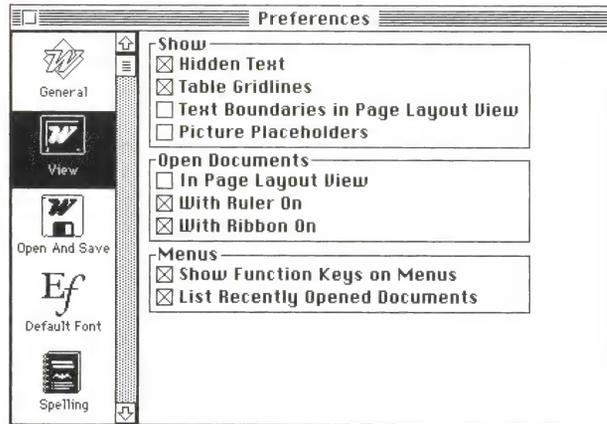
If you select this option, Word automatically repaginates documents when the program is idle—that is, while you are not typing. Word stops paginating if you start typing and resumes paginating when you pause. Selecting background repagination may slow some operations. If this happens, clear this option and use the Repagate Now command on the Tools menu when you want to repagate your document.

## Include Formatted Text In Clipboard

Select this option if you want text copied to the Clipboard from Word to retain character formatting such as bold, italic, or small capitals; and paragraph formatting such as centered, borders, or double line spacing. Then when you paste the text into a different document, it has its original formatting. If you want text copied to the Clipboard to be plain text that you can format after you paste it into a new document, clear this option.

## View

Select the View category to specify how Word displays your documents and menus.



The View category of options

## Show

Use the options under Show to determine the default display Word uses when you open a document. For example, if you frequently need to view hidden text such as index entries, you could select the Hidden Text option. Then, each time you open a document, hidden text is visible. Once the document is open, you can always change the display using the appropriate commands.

**Hidden Text** Select this option if you want each document opened to display text formatted as hidden text. Hidden text is indicated by a dotted underline when it is displayed in a document. Displaying hidden text affects line wrapping and page breaks in normal and page layout view, but not in print preview or when printing. Word ignores hidden text when creating a table of contents or an index.

Selecting this option determines only whether or not hidden text is displayed. To print hidden text, you must select the Print Hidden Text option in either the Document or Print dialog box.

**Table Gridlines** Select this option to have Word always display dotted lines between rows and columns in tables. These gridlines can help you determine the boundaries of cells when working with tables. Word does not print the gridlines.

**Text Boundaries In Page Layout View** If you select this option, Word displays dotted rectangles around elements such as text areas, headers, footers, and framed objects in page layout view. This is useful for recognizing various text areas when viewing or editing complex page layouts in page layout view.

**Picture Placeholders** Select this option to display gray rectangles in place of graphics. Scrolling through a document containing many graphics while you want to edit only text can be slow. Selecting this option speeds up scrolling because Word does not have to draw each graphic on the screen as you scroll. Graphics still print correctly with this option selected.

## Open Documents

Use the options under Open Documents to specify whether Word opens all documents in page layout view, or whether the ribbon and ruler are displayed or hidden each time you open a document.

**In Page Layout View** Select this option to have Word open new documents in page layout view instead of in normal view.

**With Ruler On** If you use the ruler frequently to speed formatting, select this option to open the ruler by default with each document. Clear this option to open documents without displaying the ruler.

**With Ribbon On** If you use the ribbon frequently to speed formatting, select this option to display the ribbon by default each time you open a document. Clear this option to open documents without displaying the ribbon.

## Menus

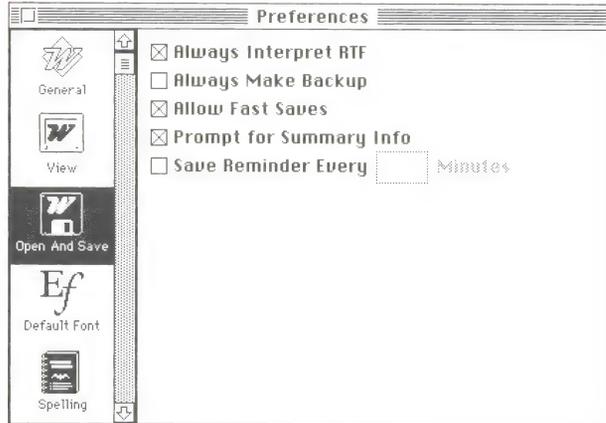
Use the options under Menus to control what items are displayed on menus.

**Show Function Keys On Menus** Some items on menus have equivalent function keys that also perform that command. Select this option if you want the function key equivalents displayed on menus; clear this option if you do not want them displayed. For example, if you are using a small keyboard that does not have function keys, you may want to clear this option.

**List Recently Opened Documents** Select this option if you want the last four documents opened or saved to appear on the File menu. You can then reopen these documents by choosing them from the menu. If a file has been deleted or moved to a different disk location, it still appears on the list, but when you select the file, Word displays a message asking you to locate it.

## Open And Save

Select the Open And Save category to set the default options that Word uses when opening and saving documents.



The Open And Save category of options

**For more information about Rich Text Format, see Chapter 37, “Exchanging Information.”**

**Always Interpret RTF** Select this option to have Word always translate documents saved in Interchange Format (RTF—Rich Text Format), without displaying the message “Interpret RTF?” when opening the file. Rich text format is an optional way to save documents so they can be opened by other applications with the formatting preserved. Clear this option if you want to decide on a case-by-case basis whether or not to have Word convert an RTF document.

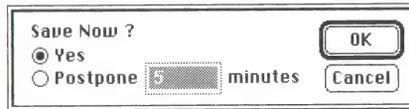
**For more information about backup copies and fast saves, see Chapter 2, “Opening, Saving, and Deleting Documents.”**

**Always Make Backup** Select this option to have Word automatically create a backup copy whenever you save a document. Word saves backup copies under the name Backup of *Document Name*. Each time you save, Word updates the backup copy with the latest changes. Selecting Always Make Backup does not allow fast saves. You can also control this option on a document-by-document basis in the Save As dialog box.

**Allow Fast Saves** Select this option to save documents more quickly than usual. Fast saves attach the changes you make to the end of a document file, rather than updating the entire file as in a normal save. However, with this option selected, your documents grow in size and consume more memory, so Word occasionally performs a normal save to consolidate accumulated changes. If the Always Make Backup option is selected, Word performs normal, not fast saves. You can also control this option on a document-by-document basis in the Save As dialog box.

**Prompt For Summary Info** If you select this option, Word displays the Summary Info dialog box when you save a new document. The Summary Info dialog box allows you to attach information such as subject, author, keywords, and comments to a document. If you clear the option, Word does not display the Summary Info dialog box; you must choose Summary Info from the File menu to fill it in.

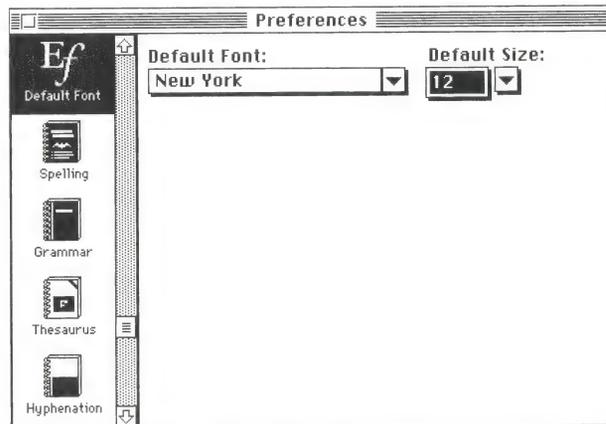
**Save Reminder Every ( ) Minutes** Select this option to have Word prompt you to save your document at regular intervals. Type a time interval in minutes. As you work in a document, Word displays the following dialog box at the time interval you specify.



Each time the dialog box appears, you can choose OK to save your document, postpone the display of the reminder by the interval you specify, or choose Cancel.

## Default Font

Select the Default Font category to set the default font and font size used when you first open a new document. This category is also displayed when you choose Default Font from the Font menu.



The Default Font category of options

### Default Font

Select the default font for new documents. Choose the font you use most often when typing new documents. This defines the Normal style font, which Word uses every time you open a new document.

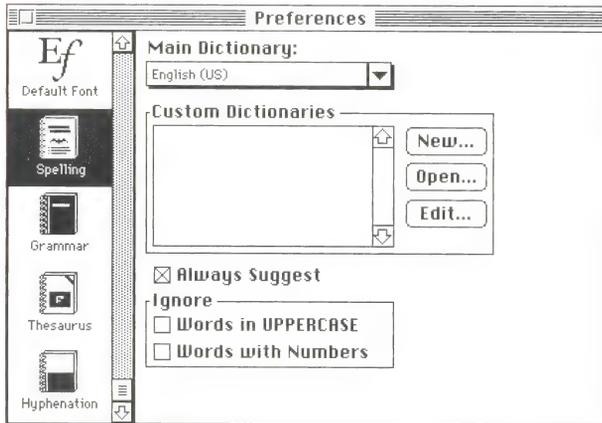
### Default Size

Select the default font size for new documents. Choose the font size you use most often when typing new documents. This defines the Normal style font size, which is selected every time you open a new document.

## Spelling

For more information about the Word Spelling command, see Chapter 13, “Proofing a Document.”

Select the Spelling category of options to specify what dictionaries and general rules Word uses when you choose the Spelling command on the Tools menu. This category is also displayed when you choose the Options button during a spell check.



The Spelling category of options

### Main Dictionary

Word displays all available dictionaries under Main Dictionary. Select the main dictionary you want Word to use during a spell check. The only dictionaries listed are those located in the Word Commands folder. Word uses the selected dictionary when you next choose the Spelling command.

### Custom Dictionaries

You often use words in your documents that are not in a main dictionary, such as specialized terms, acronyms and abbreviations, and names of clients and business associates. So Word doesn't question the words during spell checks, you can add them to a custom dictionary. Custom dictionaries are empty until you add words to them during a spell check. You can create as many new custom dictionaries as you want using this option. For example, you can add client names to one dictionary for use in checking letters and memos, and add technical terms and product codes to another dictionary for checking specifications and operator manuals.

All custom dictionaries that Word finds are displayed in the Custom Dictionaries list. You can select the custom dictionaries Word uses for the spell check from this list. To open a custom dictionary for use by the Spelling command, click to the left of the dictionary name to add a check mark. To close a custom dictionary, click to the left of the dictionary name to remove the check mark.

The buttons to the right of the custom dictionary list allow you to create new custom dictionaries, open dictionaries located in other folders or on other disks, or edit the content of existing dictionaries.

- To create a new custom dictionary, choose the New button. Word displays a dialog box asking you to name the new dictionary. In the Save New Dictionary As text box, type a name up to 32 characters in length, and then choose the Save button. The new dictionary is added to Custom Dictionaries list and used by Word when you next choose the Spelling command.

It's recommended that you store custom dictionaries in the same folder as the main dictionary, so Word can automatically locate it. If you store the dictionary in another location, you may have to tell Word where to find the dictionary when you want to use it.

- To open a custom dictionary stored in another folder, on another disk, or on an AppleTalk file server, choose the Open button. Word displays a dialog box asking you to locate the dictionary. Using the dialog box, find the dictionary and choose the OK button. The opened dictionary is added to the Custom Dictionaries list and used by Word when you next choose the Spelling command.
- To view the words and phrases contained in a custom dictionary, click the Edit button. Word displays a dialog box that lists all the words contained in that custom directory. You cannot add words, but you can remove unwanted words by selecting each word and choosing the Delete button. Choose OK to close the dialog box and save your changes, or choose Cancel to close without saving changes.

### Always Suggest

Select this option if you want Word to automatically display suggested spellings every time it encounters a misspelled word during a spell check. If you clear this option, you can still use the Suggest button in the Spelling command dialog box. Word displays suggested spellings each time you choose the Suggest button.

### Ignore

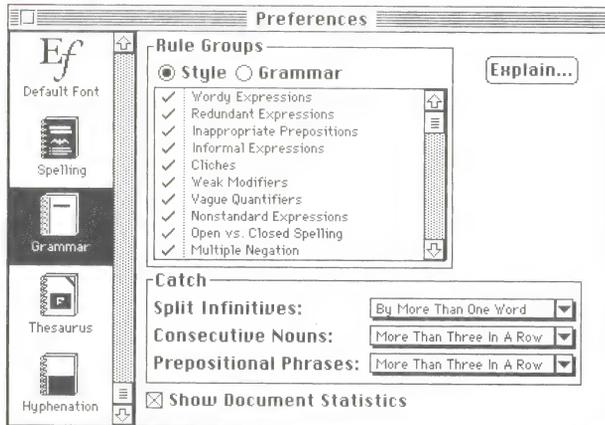
During a spell check, Word checks every word in your document, including acronyms, proper names, and words with numbers, such as the measurement "800K." To speed up your spell checks, you can have Word ignore certain types of words by selecting options under Ignore.

**Words in UPPERCASE** Select this option to have Word ignore words typed in all uppercase letters. Use this option if you use many acronyms and abbreviations and don't want Word to question the spelling of these during a spell check. Word continues to check the spelling of words that were typed in lowercase and were capitalized by the All Caps or Small Caps character formatting options.

**Words With Numbers** Select this option to exclude from the spell check any combination of characters containing a number. Clear this option to include words with numbers in the spell check.

## Grammar

Select the Grammar category of options to specify what rules Word applies when you choose the Grammar command from the Tools menu. Word also displays this option when you choose the Options button during a grammar check.



The Grammar category of options

## Rule Groups

Under Rule Groups, you can specify which style and grammar rule groups Word applies and which it ignores during a grammar check. Select Style to view a list of style rule groups; select Grammar to view a list of grammar rule groups.

**Style Rules** Selecting the Style option displays a list of style rule groups. Word uses rules of style to evaluate the tone or characteristics of your writing, querying constructions such as wordy expressions or cliches. Checked rule groups are observed by Word during grammar checks. Click to the left of a rule group name in the check mark column to select or clear the rule. To view an explanation of any rule group, select it and choose the Explain button. This displays a window containing an explanation, often with examples.

**Grammar Rules** Selecting the Grammar option displays a list of grammar rule groups. Word uses rules of grammar to evaluate the structure of your writing, querying things such as pronoun errors or punctuation errors. Checked rule groups are observed by Word during grammar checks. Click to the left of a rule group name in the check mark column to select or clear the rule. To view an explanation of any rule group, select it and choose the Explain button. This displays a window containing an explanation, often with examples.

**For more information about the Grammar command, see Chapter 13, "Proofing a Document."**

## Catch

During a grammar check, Word flags, or notifies, you when it finds sentences with consecutive nouns, consecutive prepositional phrases, or split infinitives. Under Catch, you can control how Word checks for these structures, accepting the suggested default guidelines or changing them. To view an explanation of any of these structures, select the name of the structure, and then choose the Explain button.

**Split Infinitives** With these options, you can control whether or not Word flags you when it finds split infinitives during a grammar check. You can also specify how many words can fall between the word “to” and the infinitive verb before Word questions the sentence. With the setting Always, Word would flag all split infinitives. With the setting By More Than One Word, Word would flag an infinitive split by more than one word, such as “to very quickly get,” but would not flag infinitives split by only one word, such as “to quickly get.” Select Never to have Word ignore split infinitives.

**Consecutive Nouns** The option you select determines how many nouns Word allows to modify another noun before questioning the sentence during a grammar check. For example, with the setting More Than Three In A Row, Word would flag “task resource management group,” because more than three nouns fall in sequence. However, Word would not flag “resource management group.” If you select the Never option, Word never flags you when it finds consecutive nouns.

**Prepositional Phrases** The option you select determines how many consecutive prepositional phrases Word allows before questioning the sentence during a grammar check. For example, with the setting More Than Two In A Row, Word would flag “the can of paint on the floor by the chair,” but would not flag “the can of paint on the floor.” If you select the Never option, Word never flags you when it finds consecutive prepositional phrases.

**Show Document Statistics** If you select this option, Word displays a dialog box after a grammar check that displays statistical counts of the words, characters, paragraphs, and sentences in the document and several readability indexes that help you evaluate how easily your writing can be understood by the average adult reader.

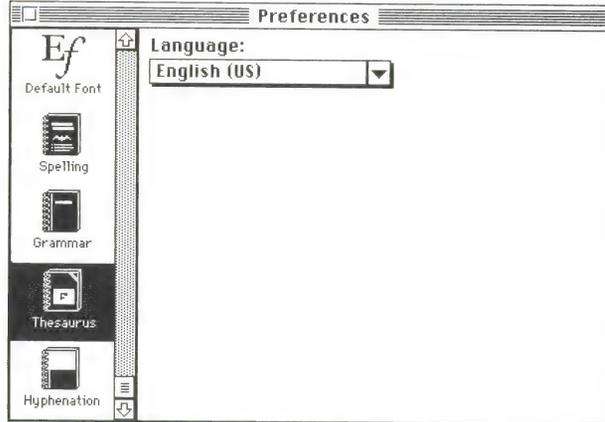
## Explain

Choose the Explain button for a definition of the style or grammar rule group selected under Rule Groups or under Catch. Word opens the Grammar Explanation window, which provides a definition, with examples, of the selected rule. Click the close box to close the Grammar Explanation window.

**For more information about document statistics, see Chapter 13, “Proofing a Document.”**

## Thesaurus

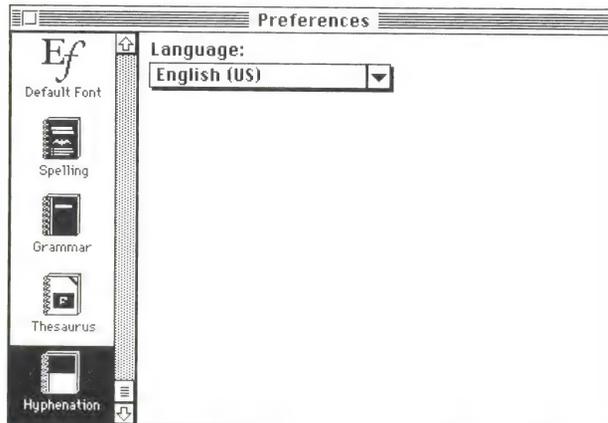
Select the Thesaurus category to set the default dictionary language used by the Thesaurus command.



The Thesaurus category of options

## Hyphenation

Select the Hyphenation category to set the default dictionary language used by the Hyphenation command.



The Hyphenation category of options



# Customizing Word to Fit Your Work

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## Overview

Imagine designing your own word processor with menu commands, key assignments, and dialog box defaults set up precisely the way you want. The versatile customizing features of Word make it possible for you to do just that.

You can add to menus the features you use regularly (such as commands, dialog box options, and actions represented by icons) and remove from menus the features you rarely use. You can customize key assignments by creating the key combinations handiest for you. And you can preserve the original menu settings, key assignments, and defaults of Word in one settings file and create separate files for customized settings.

Because you can customize menus and key assignments, you can make Word work more quickly and efficiently for you. For example:

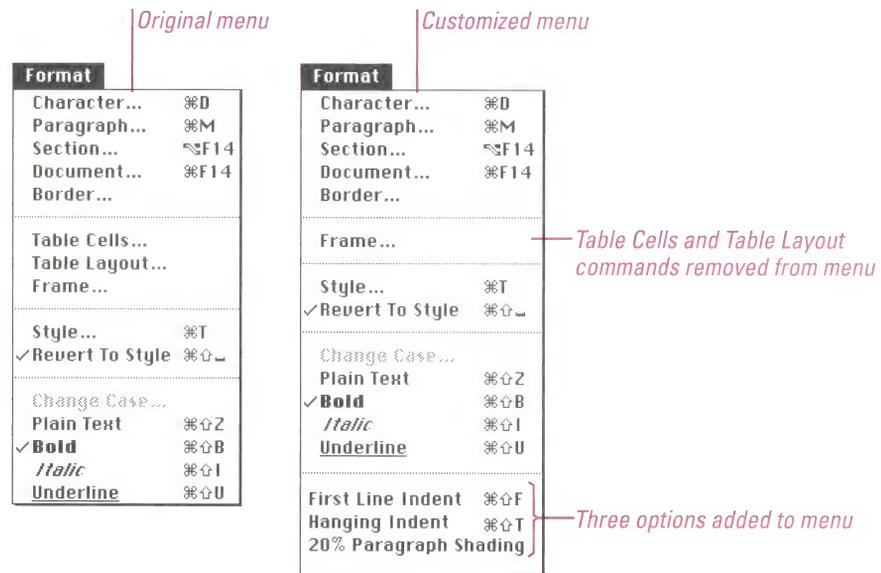
- If you frequently use options that are located in dialog boxes, you can assign those options to any menus or key combinations you want. Then you can easily use the options without going through the dialog boxes.
- Perhaps you want a special set of commands readily available from a menu or the keyboard—but only when you need them. For example, when you're working on tables, you might want the options to insert, modify, and format tables available as menu commands. You can add those options to a menu and then save the menu changes in a new settings file called Table Settings. When you're ready to work with tables, switch to that settings file. The commands you need will be listed on their assigned menu.
- Suppose you're starting a long project involving many people. Create a master settings file containing the appropriate styles, option settings, and defaults, and distribute it to your group. You'll save everyone time and help ensure consistent document formatting.

## Customizing Menu Commands

You can customize menus by adding or removing commands, specifying where commands appear, and adding or removing lines that separate groups of related commands. You can even create a new menu, called the Work menu.

The easiest way to customize menus is to use the shortcut keys for the Add To Menu and Remove From Menu commands. Using these shortcut keys, you simply click an item to add it to a menu, and click a menu to remove an item from it. To control which menu a command is added to, however, or to change shortcut key assignments, you must use the Commands dialog box.

To	Use this method
Quickly add a Word feature to its default menu without opening the Commands dialog box	Shortcut keys: COMMAND+OPTION+PLUS SIGN
Quickly remove a command from a menu without opening the Commands dialog box	Shortcut keys: COMMAND+OPTION+MINUS SIGN
Assign any command, option, or feature to whichever menu you choose	Commands dialog box
Make many changes from one location	Commands dialog box
Change both menu and keyboard assignments	Commands dialog box



The Format menu in its original form and after it has been customized

## Where Settings Are Stored

Word saves menu settings, key assignments, and certain defaults in the current settings file. The name of the settings file appears in the lower-left corner of the Commands dialog box. You can let Word save customized changes in the Word Settings (5) file (the default settings file), or you can leave the original settings intact and create your own unique settings files. For information about using different settings files, see “Using Settings Files,” later in this chapter.

## Customizing Menus Quickly

Using the shortcut keys for Add To Menu and Remove From Menu, you can quickly customize menus without opening the Commands dialog box. You can change menus by adding or removing dialog box options, commands on buttons in dialog boxes, and actions represented by symbols. For example, you could add any of the following to a menu:

- The “Smart” Quotes option from the General category of the Preferences dialog box
- The Merge Cells command from the Table Layout dialog box
- The one-and-one-half space option from the ruler

If you want to add commands or options that you don’t see on the Word screen or in a dialog box, or if you want to specify a menu other than the default, use the Commands dialog box.

### To add commands quickly

- 1 Display the dialog box, ruler, ribbon, or other location of the item you want to add to a menu.

If you’re adding a particular setting for a dialog box option (such as the number of columns in a section), type the setting in the appropriate text box.

- 2 Press the Add To Menu shortcut keys, **COMMAND+OPTION+PLUS SIGN** (on the keyboard, not the numeric keypad).

The mouse pointer becomes a bold plus sign (**+**).

To cancel the Add To Menu command, press **COMMAND+PERIOD** or **ESC**. The mouse pointer changes back to its customary shape (I-beam or arrow).

- 3 Click the item you want to add to a menu.

To add several commands to menus without pressing the Add To Menu key combination each time, hold down the **SHIFT** key as you click each item. The pointer remains a bold plus sign.

Word adds the command in the default position on the appropriate menu, based on the command’s function.

---

**Tip** If you know the shortcut keys for a command, you can quickly add the command to a menu. Press **COMMAND+OPTION+PLUS SIGN**. The pointer becomes a bold plus sign. Then press the command’s shortcut keys. Word adds the command to the default menu. For example, pressing **COMMAND+OPTION+PLUS SIGN** and then **COMMAND+OPTION+C** adds the Copy Text command to the Edit menu.

---

The following table provides procedures for quickly assigning different types of items to menus.

To add	Do this
An option from a dialog box	With the bold plus sign pointer, choose the command that opens the dialog box. Then click the option you want. For example, to add the command Insert Rows to the Format menu, click the Row option button in the Table Layout dialog box, and then choose the Insert button.
An action represented by a button on the ribbon or ruler	With the bold plus sign pointer, click the button on the screen. Actions will be represented on menus by names rather than symbols. For example, the button representing centered alignment on the ruler becomes the Centered command on the Format menu.
A specific setting for an option	Open the dialog box that contains the option and type or select the setting you want. Then, with the bold plus sign pointer, click the option in the dialog box.
A command appearing on a button in a dialog box	With the bold plus sign pointer, click the button.

### To remove commands quickly

- 1 Press the Remove From Menu shortcut keys, **COMMAND+OPTION+MINUS SIGN** (on the keyboard, not the numeric keypad).  
The mouse pointer becomes a bold minus sign (**—**).

To cancel the Remove From Menu command, press **COMMAND+PERIOD** or **ESC**. The mouse pointer changes to its customary shape (I-beam or arrow).
- 2 Click the command you want to remove from a menu.

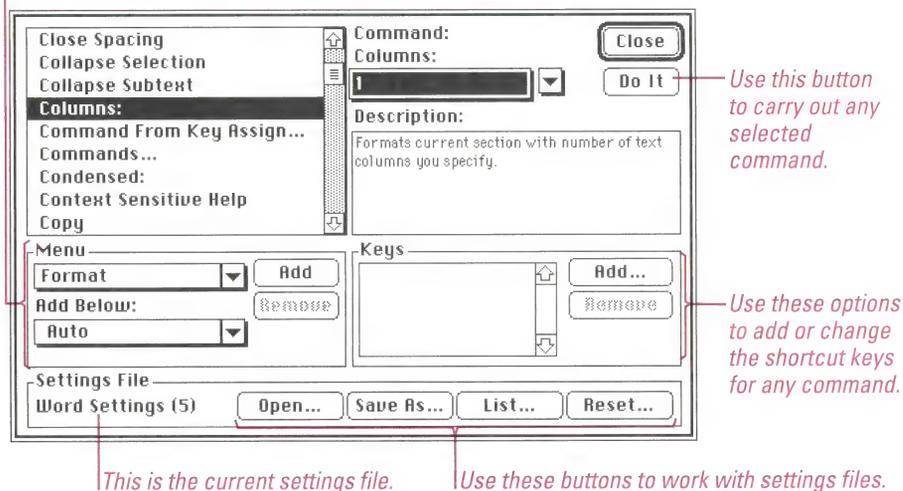
To remove several commands from menus without pressing the Remove From Menu key combination each time, hold down the **SHIFT** key as you click each command. The pointer remains a bold minus sign.

Any command you remove from a menu (other than those on the Work menu) remains listed in the Commands dialog box, so you can use it later.

## Customizing Menus Using the Commands Dialog Box

When you choose Commands from the Tools menu, Word displays the Commands dialog box, which lists all of the commands, options, and features available in Word. When you select an item from the list, Word displays a description of the item, identifies any shortcut keys assigned to it, and shows a recommended menu position.

*Use these options to add or remove items on menus.*



Using the Commands dialog box, you can assign key combinations to commands, options, or features. For more information on assigning key combinations, see “Customizing Shortcut Keys,” later in this chapter.

Choosing the Do It button carries out the related action for the selected item in the commands list, even if the item is not currently on a menu. With the Do It button, you can carry out infrequently used actions without adding commands to menus.

---

**Note** If you accidentally remove Commands from the Tools menu, you can open the Commands dialog box by pressing **COMMAND+OPTION+SHIFT+C**.

---

### To add commands using the Commands dialog box

- 1 From the Tools menu, choose Commands.
- 2 In the commands list, select the command that you want to add to a menu.

To skip to a particular location in the list, press the key for the first letter of the command name. Or, if you know the shortcut keys for the command you want, press these keys.

Word displays the selected name under Command, to the right of the commands list, and describes it in the Description box.

- 3 Under Menu, select the menu where you want the command to appear.  
Word displays the recommended, or default, menu. To select a different menu, click the down arrow and select the menu you want.
- 4 In the Add Below box, select the position for the command on the menu by doing one of the following.

To position the command	Select
In the recommended position on the default menu	Auto (this is the default setting)
At the top or bottom of a menu	At Top or At Bottom
Below a particular command on a menu	The command you want the new command to follow

- 5 Under Menu, choose the Add button.  
Word adds the command to the selected menu.
- 6 Repeat steps 2 through 5 for each command you want to add to a menu.
- 7 To close the dialog box, choose the Close button.

---

**Note** If you select a command name that includes a colon (for example, Columns:), Word displays specific settings for that command in an option list under Command. A diamond marks any settings already on a menu. Select or type the specific setting you want.

For example, to add a command for formatting text in four columns, select the command Columns, and then select the setting Columns 4. Choose the Add button in the Menu box. The command Columns 4 is added to the Format menu.

---

### To remove commands using the Commands dialog box

- 1 From the Tools menu, choose Commands.
- 2 In the commands list, select the command that you want to remove from a menu.  
To skip to a particular location in the list, press the key for the first letter of the command name. Or, if you know the shortcut keys for the command you want, press these keys.
- 3 Under Menu, choose the Remove button.  
Word removes the command from the menu it appeared on, but the command is still listed in the commands list of the dialog box.
- 4 To close the dialog box, choose the Close button.

### To add separator lines between commands on menus

When you have added several commands to a menu, you may want to add a dotted line to separate groups of related commands.

- 1 From the Tools menu, choose Commands.
- 2 In the commands list, select Separator.
- 3 Assign the menu and menu position in the same way you add a command to a menu. Follow steps 3 through 7 of the procedure “To add commands using the Commands dialog box,” earlier in this section.

### To remove separator lines from menus

Use the Remove From Menu shortcut keys to remove separator lines from menus.

- 1 Press the Remove From Menu shortcut keys, COMMAND+OPTION+MINUS SIGN (on the keyboard, not the numeric keypad).  
The mouse pointer changes to a bold minus sign (—).
- 2 On a menu, click the separator line you want to remove.

Word removes the separator line.

---

**Note** Default separator lines preset by Word cannot be removed. If you remove the commands they separate, the lines disappear automatically.

---

### To use a command not listed on a menu

If you want to use a command not currently listed on a menu, you can do this from the Commands dialog box. For instance, if you choose the Screen Test command, and then click the Do It button, the Word screen saver is activated. To turn the screen saver off, click the mouse button, and then choose the Cancel button.

- 1 From the Tools menu, choose Commands.
- 2 In the commands list, select the command you want to use.
- 3 Choose the Do It button.

Word carries out the action for the selected command.

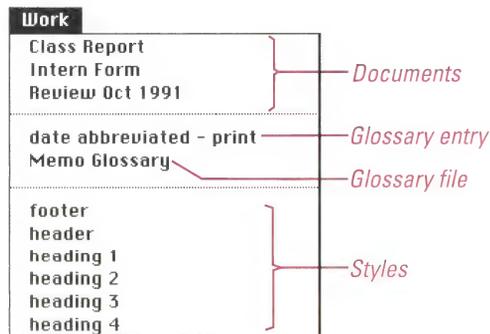
## Adding a New Menu

With Word you can create a new menu called the Work menu. On the Work menu, you can list the names of documents, glossary files, glossary entries, and styles that you use most often, so they're handy whenever you need them. For example, you can

add the name of a file to the Work menu, and then open that file simply by choosing the name from the menu.

**Note** Glossary files and documents must be open before you can add them to the Work menu. To add glossary entries or style names to the Work menu, the glossary file or style sheet containing them must be open.

The Work menu is not displayed until you add an item to it; then it appears on the right side of the Word menu bar. Similar items are grouped, and dotted lines separate the groups.



The Work menu

## To add items to the Work menu

- 1 Open the dialog box that displays the item you want to add to the Work menu.
- 2 Press the Add To Menu shortcut keys, **COMMAND+OPTION+PLUS SIGN** (on the keyboard, not the numeric keypad).  
The cursor changes to a bold plus sign.
- 3 Depending on which item you are adding, do one of the following.

To add this item	Do this
Style name	Click the style name.
Glossary entry	Click the name of the glossary entry.
Document filename	Select the name of the file, and then choose <b>Open</b> .
Glossary filename	Select the name of the file, and then choose <b>Open</b> .

Word creates a Work menu (if one does not already exist), and adds the item to it.

### To remove items from the Work menu

- 1 Press the Remove From Menu shortcut keys, **COMMAND+OPTION+MINUS SIGN** (on the keyboard, not the numeric keypad).

The mouse pointer becomes a bold minus sign.

If you want to cancel the Remove From Menu command, press **COMMAND+PERIOD** or **ESC**. The mouse pointer changes to its customary shape (I-beam or arrow).

- 2 Choose the command you want to remove from the menu.

## Customizing Shortcut Keys

You can assign key combinations to commands, dialog box options, and other items in two ways: using the Commands dialog box or using the Assign To Key shortcut keys. You remove key assignments using the Commands dialog box.

Follow these guidelines when creating key assignments:

- Use a maximum of four keys in a single key combination.
- Hold down whatever combination of the **COMMAND**, **SHIFT**, **OPTION**, and **CONTROL** keys you want to use, and then press the character key.
- You can assign more than one key combination to a single command, but a particular key combination can relate to only one command in the same settings file.
- Use the **COMMAND** or **CONTROL** key in any key combination that includes keys on the typing keyboard. Make sure **NUM LOCK** is off when you use keys on the numeric keypad.
- You also can reassign the function keys of the extended keyboard (the longer keyboard that includes function keys and a numeric keypad). Function keys can be used alone or in combination with the **COMMAND**, **OPTION**, **SHIFT**, and **CONTROL** keys; for example, you could use **COMMAND+OPTION+F7**.

Word recognizes the following key combinations.

<b>From this keyboard</b>	<b>You can use these key combinations</b>
The typing keyboard	<p>COMMAND+<i>character</i></p> <p>COMMAND+OPTION+<i>character</i></p> <p>COMMAND+SHIFT+<i>character</i></p> <p>COMMAND+SHIFT+OPTION+<i>character</i></p> <p>CONTROL+<i>character</i></p> <p>CONTROL+SHIFT+<i>character</i></p> <p>CONTROL+SHIFT+OPTION+<i>character</i></p> <p>COMMAND+CONTROL+<i>character</i></p> <p>COMMAND+CONTROL+SHIFT+<i>character</i></p> <p>COMMAND+CONTROL+OPTION+<i>character</i></p>
The numeric keypad (with NUM LOCK off)	<p>COMMAND+<i>character</i></p> <p>COMMAND+OPTION+<i>character</i></p> <p>COMMAND+SHIFT+<i>character</i></p> <p>COMMAND+SHIFT+OPTION+<i>character</i></p> <p>CONTROL+<i>character</i></p> <p>CONTROL+SHIFT+<i>character</i></p> <p>CONTROL+SHIFT+OPTION+<i>character</i></p> <p>COMMAND+CONTROL+<i>character</i></p> <p>COMMAND+CONTROL+SHIFT+<i>character</i></p> <p>OPTION+<i>character</i></p> <p>SHIFT+<i>character</i></p> <p>SHIFT+OPTION+<i>character</i></p>

The following keys are reserved and cannot be used: ESC, COMMAND+PERIOD, TAB, ENTER, and RETURN.

## To create command key assignments quickly

- 1 Press the Assign To Key shortcut keys, COMMAND+OPTION+PLUS SIGN (on the numeric keypad, not on the keyboard).

The mouse pointer changes to a bold command sign ()

To cancel the Assign To Key command, press COMMAND+PERIOD or ESC. The mouse pointer changes back to its customary shape (I-beam or arrow).

- 2 Click the command, dialog box option, or symbol you want to create a key combination for.

Word displays a message asking you to type the key combination.

- 3 Press the keys to define the key combination.

If the combination you enter is already linked to a command, Word asks whether you want the key combination removed from that command. Choose the OK button to reassign the key combination. Choose the Cancel button to retain the key combination as currently assigned.

## To create command key assignments using the Commands dialog box

- 1 From the Tools menu, choose Commands.

Word displays the Commands dialog box, which lists all the commands, dialog box options, and features you can add to menus.

- 2 In the commands list, select the command you want to create a key combination for.

If the command is already linked to a key combination, Word displays the keys in the list box under Keys. Symbols are used to represent the following keys.

Symbol	Key	Symbol	Key
	COMMAND		SPACE
	OPTION		TAB
	SHIFT		BACKSPACE or DELETE
	CONTROL		Numeric keypad key
	RETURN		ESC
	ENTER		Arrow keys

- 3 Under Keys, choose the Add button.

Word displays a message asking you to type the key combination.

- 4 Press the keys to define the key combination.

If the combination you enter is already linked to a command, Word asks whether you want the key combination removed from that command. Choose the OK button to reassign the key combination. Choose the Cancel button to retain the key combination as currently assigned.

- 5 Repeat steps 2 through 4 to create additional key assignments.
- 6 To close the dialog box, choose the Close button.

### To remove command key assignments

You remove key assignments from commands by using the Commands dialog box.

- 1 From the Tools menu, choose Commands.
- 2 In the commands list, select the command whose key assignment you want to remove.
- 3 In the list box under Keys, select the key combination.
- 4 Choose the Remove button.

When you return to your document, the key assignments reflect the changes you made.

### To see what key combination is assigned to a command

If you're not sure what key combination is assigned to a command, you can find out easily.

- 1 From the Tools menu, choose Commands.
- 2 Press the key combination.

The commands list scrolls, and the command corresponding to that key combination is highlighted. If pressing the key combination has no effect, then it has not been assigned to a command.

## Using Settings Files

When you use Word for the first time, Word creates a file called Word Settings (5) in your System folder. (If you're using System 7, Word stores the Word Settings (5) file in the Preferences folder in the System folder.)

Settings files store menu and shortcut key settings and certain defaults from these dialog boxes:

- Page Setup
- Preferences
- Print
- Spelling
- Glossary
- Document
- Section
- Style

The only settings in the Document, Section, and Style dialog boxes that are stored in a settings file are those you specified as defaults by selecting them and choosing the Use As Default button. For instance, you can create many new styles in the Style dialog box and store only the ones you want in the current settings file by selecting each one and choosing the Use As Default button.

When you customize menu and key assignments, Word saves your changes in the current settings file, which is Word Settings (5) unless you specified a different one. Each time you close a file or quit a Word session, Word updates the settings file currently in use to reflect any changes you made. When you double-click the Word icon to start the application, Word opens with the settings stored in the Word Settings (5) file.

## Using More Than One Settings File

You can store different groups of settings suitable for particular documents or tasks in separate settings files, each containing a unique set of menu commands, key assignments, and defaults.

### To create a new settings file

- 1 From the Tools menu, choose Commands.
- 2 Under Settings File, choose the Save As button.

Word displays the Save As dialog box, where you can name the new settings file.

- 3 Type a name for the new settings file.
- 4 Choose the Save button.

Word creates a new settings file. Its name appears in the lower-left corner of the Commands dialog box. Any changes you make in menus, key assignments, or in the dialog boxes listed previously are saved in the new file you created.

### To open a settings file

Whenever you start Word by double-clicking the Word icon or the icon for an existing file, Word uses the settings saved in the Word Settings (5) file. If you want to use a different settings file, you can open it in one of two ways.

- ▶ From the Tools menu, choose Commands. Choose the Open button. In the Open dialog box, select the settings file you want to use, and then choose the Open button.

–Or–

Start Word by double-clicking the icon for the settings file you want to use. You can keep the settings file icon in any folder or on the desktop.

## Restoring the Original Word Settings

After you make changes to a settings file, you may decide to reverse those changes. You can restore the original Word menus, key assignments, and default options by choosing the Reset button in the Commands dialog box.

### To restore the original Word settings

- 1 From the Tools menu, choose Commands.
- 2 Under Settings File, choose the Reset button.
- 3 Select the option you want.

To	Select
Change the current settings file to match the menus, key assignments, and defaults originally set by Microsoft	Reset To Microsoft Standard Settings.
Restore the settings in effect when you last opened the current settings file or started Word with the current settings file	Revert To Last Saved Settings. (Any changes you made during the current session will not be saved in the current settings file.)
Add all commands in the commands list to their default menus	Add All Commands To Their Default Menus.

- 4 Choose the OK button.
- 5 To close the dialog box, choose the Close button.

---

**Tip** If you want to preserve changes you made to the Word Settings (5) file and have Word create a new file containing the original settings, select the modified Word Settings (5) file icon on the desktop and rename it. Then restart Word. If Word can't find a file named Word Settings (5) when you start the application, Word creates a new Word Settings (5) file containing the original Microsoft settings.

---

## Creating a List of Commands and Key Assignments

You can create a document listing either just the commands and key assignments in the current settings file or all commands available in Word.

### To create a list of commands and key assignments

- 1 From the Tools menu, choose Commands.
- 2 Choose the List button and select an option.

To list	Select
Only commands assigned to a menu or key combination in the current settings file	Current Menu And Keyboard Settings
All commands listed in the Commands dialog box, including those not assigned to keys or menus for the current settings file	All Word Commands

Word closes the Commands dialog box and creates a new document listing the commands with their assigned menus and key combinations. The list is in a Word table, which you can sort, format, and print as usual.

# Appendixes



# Using Word with System 7

**For complete details on System 7, see your Macintosh documentation.**

Word is designed to operate with versions 6.02 through 7 of the Macintosh operating system. This appendix briefly describes some of the things you can do using System 7 with Word:

- Exchange information using Publish and Subscribe, linking, and embedding
- Use TrueType fonts
- Share files over a network
- Get online help with the Finder's new balloon help
- Make the desktop more accessible from dialog boxes within Word
- Work in a multitasking environment
- Use stationery format to create document templates

If you do not have System 7, some features that are unique to System 7 are not available with earlier versions of the system.

## Exchanging Information

With System 7, there are several ways to exchange information between different applications and users:

- Use the Publish and Subscribe feature to exchange information between different applications and users on networked computers.
- Use linking to exchange information among different applications or documents on the same computer, or to update information automatically in different parts of the same document.
- Use embedding to embed information or files from one application into Word.

## Using Publish and Subscribe

**For more information on Publish and Subscribe, linking, and embedding, see Chapter 37, "Exchanging Information."**

You can use the Publish and Subscribe commands to exchange information between applications on your Macintosh or between multiple users or computers connected by an AppleTalk network. Publish and Subscribe make it easy to share documents with a group of people using different applications on different machines and to update these documents automatically. Since all of the information is shared, anytime a change is made in an original document it is also reflected in all the other documents. This is particularly useful when several people are collaborating on the same document—a large report, for example. All users share information and update their documents with the most current information.

When you create a publisher, you make sections of documents or entire documents available to other users or applications. To distribute all or part of a document, use the

Create Publisher command on the Edit menu to place a copy of the document in a special file called an edition. The edition is available to other users on your network. They subscribe to that edition using the Subscribe To command on the Edit menu.

When you create a publisher, you control how the information in the edition is updated: automatically, when the publisher is saved, or only when you request it.

Whenever you change the original information in the publisher, the edition receives the changes. Other users on the network who subscribe to the edition using the Subscribe To command on the Edit menu receive the updated information.

## Linking Information

You can also use links—connections to other documents or applications—to share information. Use the Copy and Paste Link commands on the Edit menu to link information in a source document with other documents or files. (Paste Link appears on the Edit menu when you press SHIFT while choosing the menu.) Whenever you update the source link, the destination links in other documents or files are automatically updated. For example, you could link spreadsheets and Word documents to compile weekly and monthly expense reports quickly.

You use the Link Options command on the Edit menu to indicate whether you want to update the linked information automatically whenever you change it, or only when you specifically instruct Word to update. Also use this command to cancel a link.

If you want to use links with more than one application, it is helpful but not essential to have enough memory to run both applications at once. When you work with linked documents, you switch between documents or applications to make the changes.

## Embedding Information

You can embed information from another application if you're using two applications that support both System 7 and information embedding. You use the Copy and Paste Object commands on the Edit menu to embed objects in a Word document. (Paste Object appears on the Edit menu when you press SHIFT while choosing the menu.) Information embedding is useful when you want to insert one object in a document—a graphic, for example—that was created in another application file.

Embedding is different from linking. When you embed an object, you insert the object, such as a graphic, from another application in Word; it becomes part of that Word document. Embedding makes it easy to keep all your data and document components in one place. Any changes you make to the embedded object are reflected only in the Word document. Once you embed an object, you double-click that object to return to the source application and update the object.

To embed an object from another application, you must have enough memory to run both applications at once.

For information on using fonts, see Chapter 5, "Character Formatting."

## Getting Better Fonts with TrueType

System 7's TrueType fonts help make your printed documents look better than ever. With TrueType's "outline" fonts, you get well-defined characters of any size. Each font is created by a mathematical formula and scaled automatically to the correct size. You can easily increase the font size by one point, using the Up and Down commands on the Font menu. The fonts are displayed on the screen at a high resolution and are accurately drawn when you print.

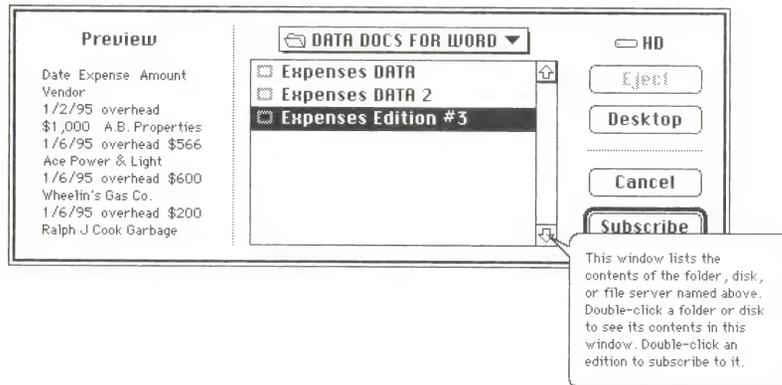
TrueType fonts are easy to install, too—just drag the fonts into the System folder (instead of using Font/DA Mover).

## Sharing Files

With System 7, users on AppleTalk networks can share up to ten folders or disks over the network, without having to set up a dedicated file server on AppleShare. Use the Sharing command on the Finder's File menu to indicate which folders you want to share, and to set up access privileges.

## Getting Online Help

System 7 provides online visual Help about menus, commands, and parts of the screen. Just choose Show Balloons from the  menu to get online help.

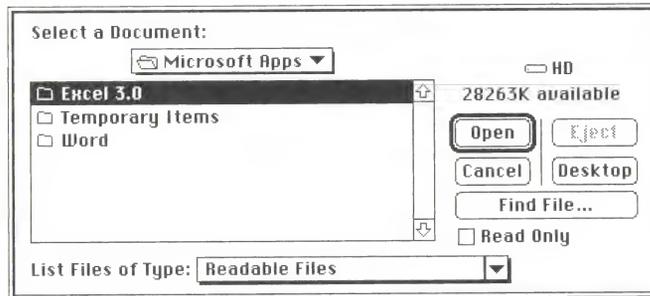


When you move your mouse pointer to an element on the screen, a pop-up balloon appears that provides a brief description of the element you're pointing to.

**Note** If you have a nine-inch screen (on a Macintosh Plus, SE, or SE/30) and are using the Work menu, the Work menu extends to the right of the screen and covers up the Help menu. To get to Help, click the Finder icon to switch back to the Finder, where you can choose commands on the Help menu.

## Using the Desktop: New File Menu Dialog Boxes

You can easily locate files on the desktop with System 7. The Open and Save As commands on the File menu have a new button in their dialog boxes—Desktop—which replaces the Drive button.



Clicking the Desktop button lists all the disks, folders, and files that are on the desktop, so you can easily find what you want.

## Working in a Multitasking Environment

The new Finder enhances the System 6 MultiFinder. System 7 is a multitasking environment; you can run several applications simultaneously. All open applications are listed on the Application menu to the right of the title bar. You can hide open applications when you're not using them. In addition, you can perform some tasks in the background.



## Using Stationery

Stationery is a type of document that works like a template. Instead of recreating the same type of document over and over, you can create the text and graphics you want to use and save them as customized stationery. With stationery, you can easily standardize your letters, reports, newsletters, or any other type of document you produce in the same format frequently.

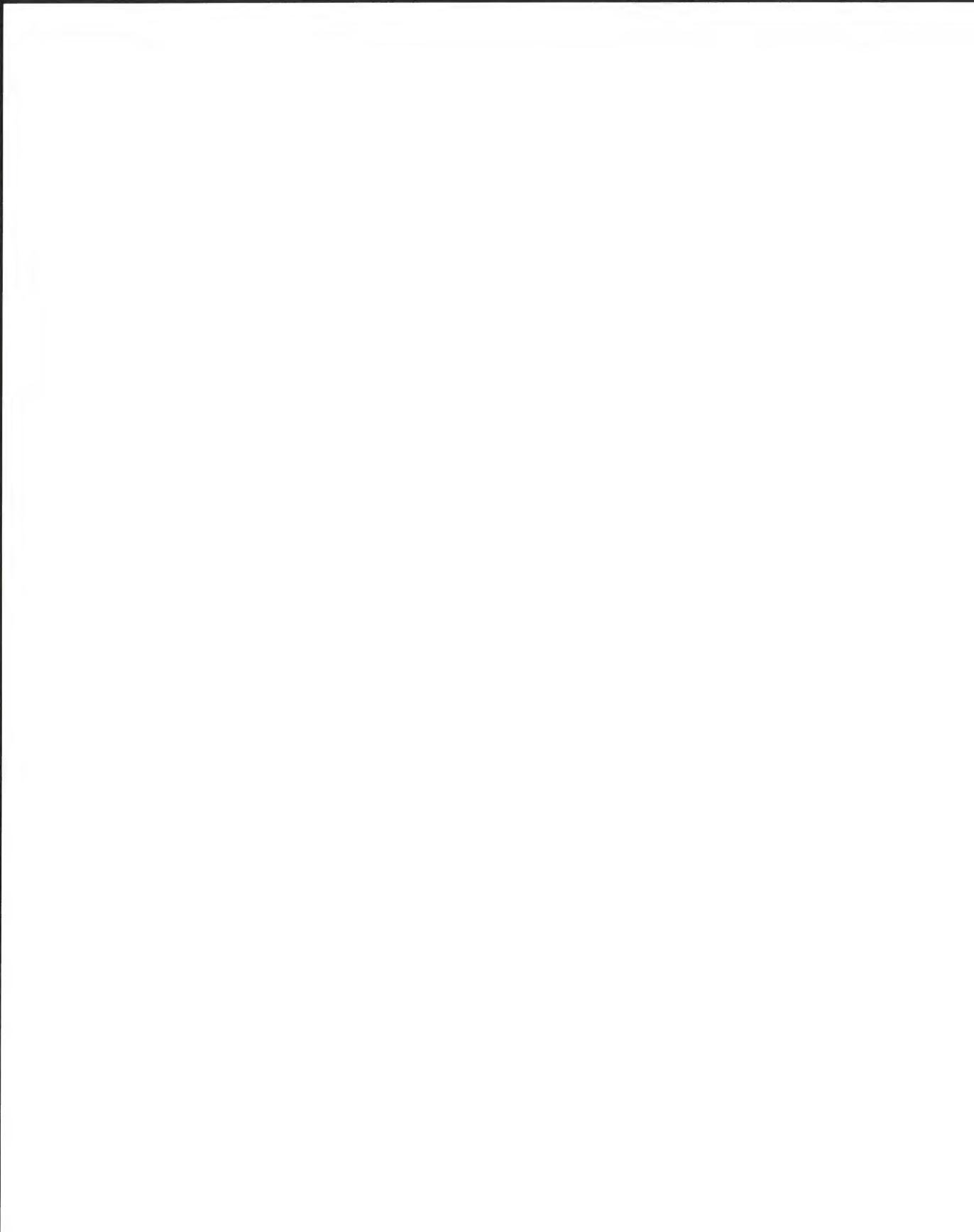
Stationery can contain text, graphics, styles, and any other Word formats. For information on creating stationery, see Chapter 27, “Stationery: Setting Up Document Templates.”

Word provides several stationery that you can use as templates for your own stationery, or as examples.

---

**Note** All Word users can use stationery, even if they don't have System 7. In earlier System versions, stationery are read-only files.

---



# Exchanging Information Using System 6

Using System 6 and the QuickSwitch feature in Word, you can create documents that include information created by other applications, such as graphics, charts, and spreadsheet data. You can copy a selection from the source document and paste it into the destination document you're working on. Anytime you make changes to the information in the source document, you use the Link Options command on the Edit menu to make the same changes in the destination document.

---

**Note** You can create links between Word and other applications, but not between two Word documents.

---

## To create a QuickSwitch link

- 1 In the application containing the information you want to use in your document, select the information, and from the Edit menu of the application, choose Copy.

The selected information is copied to the Clipboard.

- 2 Switch to your Word document.
- 3 Position the insertion point where you want to insert the copied information.
- 4 Hold down the SHIFT key and from the Edit menu, choose Paste Link.

The information, surrounded by brackets, is inserted into your Word document. The brackets are visible only when paragraph marks are displayed. You cannot delete the brackets, and they won't appear in your printed document. To see the brackets around links in your document, choose Show ¶ from the View menu, or click the show/hide ¶ button on the ribbon.

---

**Note** If you are using Apple System software earlier than version 7.0, you can link only Formatted Text (RTF). To use information from another application in text-only format, copy the information in the source application, switch to Word, and choose the Paste Special command from the Edit menu. Under Paste, select the Unformatted Text option and choose the Paste button. The pasted information has none of the formatting it may have had in the source application, and line breaks are replaced by paragraph marks. The information is not linked. If the information changes in the source application, recopy the information to your Word document.

---

## Updating QuickSwitch Links

Once you've created links in your documents, you need to request updated information from the source document when you want it. Word retrieves the most recent version of

the linked information from the source document and displays it in the destination document.

There are three update options available.

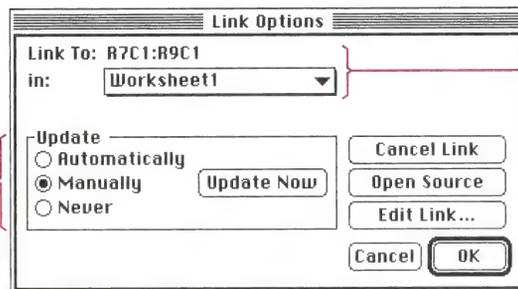
**Automatically** This option is included for compatibility with System 7. Choosing Automatically in System 6 is equivalent to choosing Manually.

**Manually** You receive updated information only when you ask for it. This is the default option.

**Never** Word does not update the link. You can select this option when you've completed the final draft of the document and don't want the information to change anymore. The link is still in place, so you can change the update option at another time to begin receiving updates again.

### To change the update frequency of a QuickSwitch link

- 1 In the destination document, select the linked information for which you want to change the update frequency.
- 2 From the Edit menu, choose Link Options.
- 3 Under Update, select the option you want.
- 4 Choose the OK button.



*This indicates the name and path of the source of the linked information.*

*Update Options*

### To update a QuickSwitch link

- 1 In the destination document, select the linked information you want to update. When you update spreadsheet data, you can select particular rows or columns. Only the selected range of spreadsheet cells is updated.
- 2 From the Edit menu, choose Link Options.
- 3 Choose the Update Now button.

Any changes that you made in the source document since the last update are now reflected in the destination document.

---

**Note** When updating a SuperPaint graphic, Word copies only the original area that was copied to Word. If you have moved or resized the graphic in SuperPaint since you linked it, the updated graphic in the destination document may not be complete. If you need to resize or move linked graphics in SuperPaint, cancel the link and then recreate it when the graphic is in its final form in SuperPaint.

---

## Editing Linked Information

Once you have inserted linked information into the destination document, you can change the formatting as you would for any other text or graphic. When you update the linked information, the formatting changes will remain.

You can also make editing changes to the linked information in the destination document. For instance, you may change some numbers in a linked spreadsheet. However, any editing changes you make in the destination document will be lost during the next update unless you paste them into the source document. It's often easier to switch to the source document to make editing changes. After your changes are made there, Word will automatically update the destination document when you return from the source.

### To jump from a destination document to its source document

- 1 In the destination document, select the linked information you want to edit.
- 2 From the Edit menu, choose Link Options.
- 3 Choose the Open Source button.

If Word cannot find the source document or application, it displays a dialog asking you to locate the document or application.

If Word cannot start the source application, it displays a dialog asking you to start the application. Start the application, and then resume this procedure at step 1.

- 4 When you are finished making changes in the source document, press COMMAND+COMMA.

Word switches back to your destination document and updates the linked information.

### To paste information from the destination document into the source

You can make editing changes in the destination document and then copy and paste them into the source without deactivating the link. You cannot copy formatting using this procedure.

- 1 In the destination document, select the linked information you edited.
- 2 From the Edit menu, choose Link Options.

- 3** Choose the Open Source button.  
Word starts the source application, if necessary, and selects the linked information in the source document.  
If Word cannot locate the source application or document, it displays a dialog box asking you to locate the program or file.
- 4** In the source application, from the Edit menu, choose Paste.  
The edited information from the destination document is pasted into the source document.
- 5** Press **COMMAND+COMMA**.  
Word switches back to the destination document.

## Canceling a QuickSwitch Link

When you cancel a link, Word no longer updates the information in the destination document. The information remains in your document, but the brackets surrounding it are deleted.

### To cancel a QuickSwitch link

- 1** Select the linked information.
- 2** From the Edit menu, choose Link Options.
- 3** Choose the Cancel Link button.  
Word displays a message asking you to confirm that you want to cancel the link.
- 4** Choose the Yes button.

# Keyboard and Mouse Shortcuts

This appendix summarizes the shortcut procedures you can use, with either the keyboard or the mouse, to help speed your work with Word. The first sections of the appendix list and describe the keyboard shortcuts available to you. The final section summarizes the mouse shortcuts.

## Keyboard Shortcuts: Commands and Options

You don't always have to use the mouse to use Word; most commands and operations are accessible with function keys or key combinations—two or more keys pressed at the same time. Once you learn the keys, you can perform most tasks quickly and easily with the keyboard. If you are a touch typist, you may find that this speeds up your work significantly.

If a command on a menu has an assigned key combination, the menu shows the key combination beside the command name. Key combinations that you assign to menu commands are also shown.

The descriptions of the keyboard found in this appendix apply to the Macintosh Plus keyboard, the Macintosh SE keyboard, and the Macintosh II extended keyboard (Apple Extended Keyboard). Function keys and the keys HOME, END, PAGE UP, PAGE DOWN, and HELP are available only on the extended keyboard.

---

**Note** The key combinations identified here reflect the original Word keyboard configuration set by Microsoft. If you change the keyboard configuration, the key combinations used for the original keyboard commands may no longer be accurate. However, the commands function in the same manner regardless of the key combination you assign. You also can add any keyboard command to a menu.

---

On the menus, special symbols identify the following keys.

Symbol	Press this key	Symbol	Press this key
	COMMAND		SPACEBAR
	OPTION		TAB
	SHIFT		BACKSPACE or DELETE
	CONTROL		Key following symbol is on the numeric keypad
	RETURN		ESCAPE
	ENTER		Arrow keys

**For more information about mouse keys and sticky keys, see your Apple documentation.**

**Note** If you are using version 5.0 or later of the Macintosh system software and have difficulty typing with both hands or using the mouse, you can use the Macintosh Easy Access features “sticky keys” and “mouse keys.” With the sticky keys feature, you can type key combinations without having to press the modifier keys COMMAND, OPTION, CONTROL, or SHIFT simultaneously. With the mouse keys feature, you can point, click, and drag the mouse pointer using the numeric keypad instead of the mouse.

## Choosing Commands with Key Combinations

Using a key combination, you can bypass the step of opening a menu. Assigned key combinations are displayed to the right of the commands on the menu. If you have an Apple Extended Keyboard, you can choose some commands with an even shorter function-key combination.

If you want to eliminate the display of function-key assignments on the menu, you can do so. Choose the Preferences command from the Tools menu, and then, in the View category, clear the Show Function Keys On Menus check box.

To choose	Press	Or this function key
File		
New	COMMAND+N	F5
Open	COMMAND+O	F6
Close	COMMAND+W	
Save	COMMAND+S	F7
Save As		SHIFT+F7
Print Preview	COMMAND+OPTION+I	OPTION+F13
Page Setup		SHIFT+F8
Print	COMMAND+P	F8
Quit	COMMAND+Q	
Edit		
Undo	COMMAND+Z	F1
Repeat	COMMAND+Y	
Cut	COMMAND+X	F2
Copy	COMMAND+C	F3
Paste	COMMAND+V	F4
Paste Object		COMMAND+F4
Paste Link		OPTION+F4
Select All	COMMAND+A	

To choose	Press	Or this function key
Find	COMMAND+F	
Replace	COMMAND+H	
Go To	COMMAND+G	
Glossary	COMMAND+K	
View		
Normal	COMMAND+OPTION+N	
Outline	COMMAND+OPTION+O	SHIFT+F13
Page Layout	COMMAND+OPTION+P	F13
Ribbon	COMMAND+OPTION+R	
Ruler	COMMAND+R	
Show/Hide ¶	COMMAND+J	
Footnotes	COMMAND+OPTION+SHIFT+S	
Insert		
Page Break	SHIFT+ENTER	
Section Break	COMMAND+ENTER	
Footnote	COMMAND+E	
Format		
Character	COMMAND+D	F14
Paragraph	COMMAND+M	SHIFT+F14
Section		OPTION+F14
Document		COMMAND+F14
Style	COMMAND+T	
Revert To Style	COMMAND+SHIFT+SPACEBAR	F9
Plain Text	COMMAND+SHIFT+Z	SHIFT+F9
Bold	COMMAND+B or COMMAND+SHIFT+B	F10
Italic	COMMAND+I or COMMAND+SHIFT+I	F11
Underline	COMMAND+U or COMMAND+SHIFT+U	F12

To choose	Press	Or this function key
Font		
Up	COMMAND+]	
Down	COMMAND+[	
Tools		
Spelling	COMMAND+L	F15
Grammar	COMMAND+SHIFT+G	
Hyphenation		SHIFT+F15
Word Count		OPTION+F15
Renumber		COMMAND+F15
Calculate	COMMAND+= (equal sign)	
Commands	COMMAND+OPTION+SHIFT+C	
Window		
Help	COMMAND+ / (slash mark)	
New Window		SHIFT+F5
Other commands		
Zoom Window	COMMAND+OPTION+] (closing bracket)	
Move To Next Window	COMMAND+OPTION+W	
Split Window	COMMAND+OPTION+S	

Some commands also have pointers associated with them; when you choose the command, the mouse pointer turns into the pointer for that command. You then use the pointer to select the item you want to act upon.

To choose this command	Press	Mouse pointer
Help	COMMAND+ / (slash mark)	?
Add To Menu	COMMAND+OPTION+= (equal sign)	+

To choose this command	Press	Mouse pointer
Remove From Menu	COMMAND+OPTION+ HYPHEN	—
Assign To Key	COMMAND+SHIFT+ OPTION+LEFT ARROW	⌘

## Choosing Commands from the Menus

You can also choose commands using the following procedure, which steps through the menu as you press the keys.

### To choose a command from a menu with keys

- 1 Press COMMAND+TAB to activate the menu bar.
- 2 Press the LEFT or RIGHT ARROW key to go to the menu you want.
- 3 Press the UP or DOWN ARROW key to highlight the command you want, and press RETURN to choose it.
- 4 Press ESC to cancel a command or to cancel the menu selection.

## Choosing Options in Dialog Boxes

You can also use the keyboard to choose and edit any of the options in a dialog box.

To do this	Press this key
Select next text box	TAB
Select previous text box	SHIFT+TAB
Move right or left within a text box	RIGHT or LEFT ARROW
Select next option (list box, check box, or button)	COMMAND+TAB
Select previous option (list box, check box, or button)	COMMAND+SHIFT+TAB
Select next item in list box	DOWN ARROW
Select previous item in list box	UP ARROW
Choose check box or button*	COMMAND+SPACEBAR or COMMAND+INITIAL LETTER
Display list in list box	COMMAND+SPACEBAR
Choose item in list box	RETURN or ENTER

\* If there is more than one check box or button having the same initial letter, the COMMAND+INITIAL LETTER combination does not work.

To do this	Press this key
Choose the outlined button to complete the command (for example, the OK, Open, or Save button)	RETURN or ENTER
Cancel the command	ESC or COMMAND+PERIOD
Open folder	COMMAND+DOWN ARROW
Close folder	COMMAND+UP ARROW

**Note** The Cancel button closes an open dialog box, cancels the command, and discards any options you've chosen. However, if you have completed a command action before choosing the Cancel button, that action is not undone. For example, in dialog boxes that have an Apply button, only the changes that you make after choosing the Apply button are discarded when you choose the Cancel button.

## Keyboard Shortcuts: Formatting Text

To format text with key combinations, you usually press COMMAND+SHIFT in combination with another character. If there is no selection, the formats are applied to the next text you type.

In some cases, you press the same key combination to stop applying a format as you do to start applying it. In other words, the key combination acts like a toggle switch; pressing it the second time reverses the formatting command. The following table shows you which formatting keys act in this fashion.

**Note** To remove all character formatting for commands that are not reversible, choose the Plain Text command from the Format menu, or press COMMAND+SHIFT+Z.

### Character Formatting

For information on character formats, see Chapter 5, "Character Formatting."

For this format	Press	Or	Toggle action?
Bold	COMMAND+B or COMMAND+SHIFT+B	F10	Yes
Italic	COMMAND+I or COMMAND+SHIFT+I	F11	Yes
Underline	COMMAND+U or COMMAND+SHIFT+U	F12	Yes
Word underline	COMMAND+SHIFT+] (closing bracket)	COMMAND+F12	Yes
Double underline	COMMAND+SHIFT+[ (opening bracket)	SHIFT+F12	Yes

For this format	Press	Or	Toggle action?
Dotted underline	COMMAND+SHIFT+\ (backslash)	OPTION+F12	Yes
Strikethrough	COMMAND+SHIFT+/ (slash mark)		Yes
Outline	COMMAND+SHIFT+D	SHIFT+F11	Yes
Shadow	COMMAND+SHIFT+W	OPTION+F11	Yes
Small capitals	COMMAND+SHIFT+H	OPTION+F10	Yes
All capitals	COMMAND+SHIFT+K	SHIFT+F10	Yes
Hidden text	COMMAND+SHIFT+X	OPTION+F9	Yes
Change font	COMMAND+SHIFT+E		No
Symbol font	COMMAND+SHIFT+Q		No
Next larger standard font	COMMAND+SHIFT+>		No
Next smaller standard font	COMMAND+SHIFT+<		No
Increase font 1 point size	COMMAND+] (closing bracket)		No
Decrease font 1 point size	COMMAND+[ (opening bracket)		No
Subscript	COMMAND+SHIFT+ MINUS SIGN		No
Superscript	COMMAND+SHIFT+ PLUS SIGN		No
Copy formatting	COMMAND+OPTION+V	SHIFT+F4	No

---

**Note** You can copy formatting for both character and paragraph formats.

---

For information on paragraph formats, see Chapter 6, “Paragraph Formatting.”

## Paragraph Formatting

To select a paragraph for formatting, you need not select the entire paragraph; just position the insertion point within the paragraph.

When you use a key combination to indent a first line or set a hanging indent, Word indents to the first tab stop. When you “nest” a paragraph, Word indents the paragraph the width of the default tab, in addition to any indentation already in place. The “unnest” key combination returns the paragraph to its previous indentation.

<b>For this format</b>	<b>Press</b>
Normal paragraph	COMMAND+SHIFT+P
Apply new style	COMMAND+SHIFT+S
Left-aligned	COMMAND+SHIFT+L
Right-aligned	COMMAND+SHIFT+R
Centered	COMMAND+SHIFT+C
Justified	COMMAND+SHIFT+J
First-line indent	COMMAND+SHIFT+F
“Nest” paragraph	COMMAND+SHIFT+N
“Unnest” paragraph	COMMAND+SHIFT+M
Hanging indent	COMMAND+SHIFT+T
Double space	COMMAND+SHIFT+Y
Open spacing	COMMAND+SHIFT+O
Copy formatting	COMMAND+OPTION+V or SHIFT+F4

## Keyboard Shortcuts: Moving, Scrolling, and Editing

You can use keys to move the insertion point to any place in your document. If you hold down SHIFT, the insertion point selects as it moves. You can move the insertion point with the arrow keys or with keys on the numeric keypad. When using the numeric keypad, make sure NUM LOCK is off.

To move to	Press	Numeric keypad
Up	UP ARROW	8
Down	DOWN ARROW	2
Left	LEFT ARROW	4
Right	RIGHT ARROW	6
Previous word	COMMAND+LEFT ARROW	COMMAND+4
Next word	COMMAND+RIGHT ARROW	COMMAND+6
Beginning of line		7
End of line		1
Previous sentence		COMMAND+7
Next sentence		COMMAND+1
Next page	COMMAND+PAGE DOWN	
Previous page	COMMAND+PAGE UP	
Beginning of paragraph*	COMMAND+UP ARROW	COMMAND+8
Next paragraph	COMMAND+DOWN ARROW	COMMAND+2
Top of window	HOME	COMMAND+5
Bottom of window	END	
Start of document	COMMAND+HOME	COMMAND+9
End of document	COMMAND+END	COMMAND+3
Scroll up one screen	PAGE UP	9
Scroll down one screen	PAGE DOWN	3
Scroll one line up		* (asterisk)
Scroll one line down		+ (plus sign)

\* If you are already at the beginning of the paragraph, pressing the key combination takes you to the beginning of the previous paragraph.

**For more information about moving in page layout view, see Chapter 24, “Viewing Documents.”**

## Moving in a Table or in Page Layout View

You can use these keys to move within a table or, in page layout view, from one page element to another. Note that all numerals in the following list refer to keys on the numeric keypad, not to the numbers on the keyboard. When using these key combinations, make sure NUM LOCK is off.

To move to	Press
First cell in table or first page element	COMMAND+OPTION+7
End of table or last page element	COMMAND+OPTION+1
Next cell in table	TAB or COMMAND+OPTION+3
Previous cell in table	SHIFT+TAB or COMMAND+OPTION+9
Next page element	COMMAND+OPTION+3
Previous page element	COMMAND+OPTION+9
Cell or page element above	COMMAND+OPTION+8
Cell or page element below	COMMAND+OPTION+2
Cell or page element to the left	COMMAND+OPTION+4
Cell or page element to the right	COMMAND+OPTION+6

## Editing

As with the moving and scrolling keys, you can extend the selection by holding down SHIFT and using the key combinations. This extends the selection to the item you moved to.

To do this	Press
Select the entire document (Select All)	COMMAND+A
Delete character to left or selected text	DELETE (BACKSPACE)
Delete character to right or selected text	COMMAND+OPTION+F or DEL
Delete previous word	COMMAND+OPTION+DELETE (BACKSPACE)

To do this	Press
Delete next word	COMMAND+OPTION+G
Insert formula character	COMMAND+OPTION+\ (backslash)
Copy text	COMMAND+OPTION+C
Move text	COMMAND+OPTION+X
Insert glossary entry	COMMAND+DELETE
Copy formats	COMMAND+OPTION+V
Insert special character (symbol)	COMMAND+OPTION+Q
Copy as picture	COMMAND+OPTION+D

---

**Note** When you insert a glossary entry or a special character, you need to type the name of the entry or the decimal code for the character and then press RETURN. When you copy or move text, or copy formats, you have to select a destination and then press RETURN. If you press COMMAND+OPTION+Q to insert a special character, or symbol, and you don't have the Symbol command installed, you need to type the decimal code for the character you want and then press RETURN.

---

## Inserting Special Characters

You use the following key combinations for inserting line breaks, paragraph marks, nonbreaking spaces, nonbreaking and optional hyphens, and manual page breaks.

To insert this character	Press
Paragraph mark	RETURN
Line break	SHIFT+RETURN
Section break	COMMAND+ENTER
Paragraph mark after insertion point	COMMAND+OPTION+RETURN
Paragraph mark above table row	COMMAND+OPTION+SPACEBAR
Paragraph mark with same formatting	COMMAND+RETURN
Nonbreaking space	COMMAND+SPACEBAR
Nonbreaking hyphen	COMMAND+~ (tilde)
Optional hyphen	COMMAND+HYPHEN
Manual page break	SHIFT+ENTER

**For more information about diacritical marks and other special characters, see Chapter 5, “Character Formatting.”**

## Diacritical Marks

For some diacritical marks, you can use the keys in the following table by pressing the key combination followed by the letter you want. However, these key combinations work just for the most common cases; for example, you can type “ñ” using this method, but you cannot place the tilde over an “e.” For a more comprehensive set of characters and symbols, use the Symbol command on the Insert menu.

To get this character	Press
` (accent grave)	OPTION+`
^ (accent acute)	OPTION+E
^ (circumflex)	OPTION+I
¨ (umlaut)	OPTION+U
~ (tilde)	OPTION+N

## Keyboard Shortcuts: Outlining

In outline view, you can use the OPTION key with the arrow keys or the ruler symbols shown in the first column to perform outlining actions.

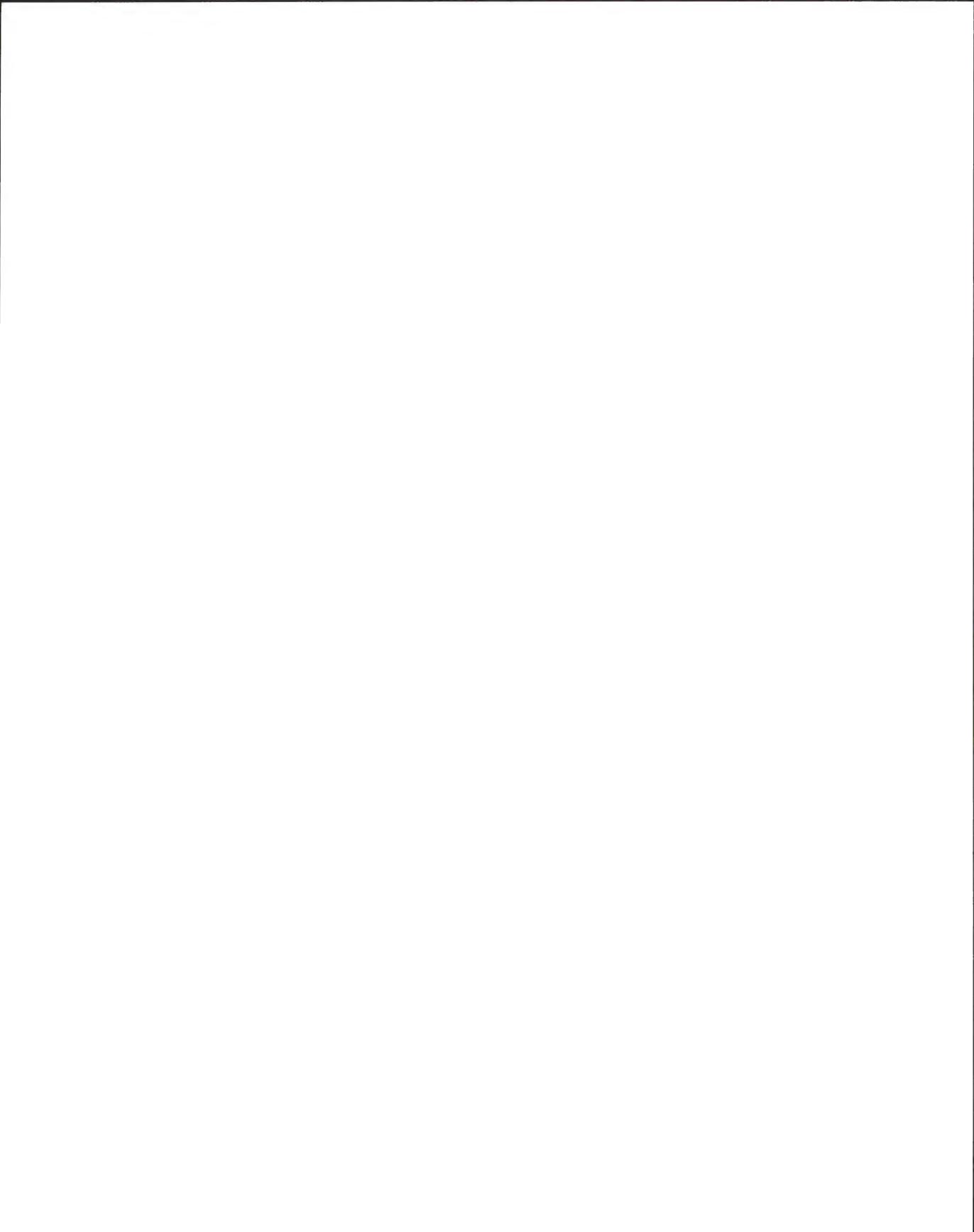
To do this	In outline view, press
Switch to outline view	COMMAND+OPTION+O
Switch from outline to normal view	COMMAND+OPTION+N
Promote heading ←	OPTION+LEFT ARROW
Demote heading →	OPTION+RIGHT ARROW
Move heading up ↑	OPTION+UP ARROW
Move heading down ↓	OPTION+DOWN ARROW
Demote to body text ⇨	COMMAND+RIGHT ARROW
Show text below heading +	OPTION+SHIFT+RIGHT ARROW or PLUS SIGN (numeric keypad)
Hide text below heading -	OPTION+SHIFT+RIGHT ARROW or MINUS SIGN (numeric keypad)
Display all ☰	OPTION+SHIFT+LEFT ARROW or * (asterisk on numeric keypad)
Switch between displaying first line only and all text ☰	OPTION+SHIFT+DOWN ARROW or = (equal sign on numeric keypad only)
Display or hide character formatting ff	OPTION+SHIFT+UP ARROW or / (slash mark on numeric keypad only)

## Mouse Shortcuts

Double-clicking in certain areas of the window immediately opens a dialog box or window for you.

To do this	Double-click here
Open the Tabs dialog box in the Paragraph dialog box	A tab stop marker on the ruler or one of the tab buttons
Open the Paragraph dialog box	An indent marker on the ruler
Open the Go To dialog box	The page number in the status area (lower-left corner of screen)
Open the Style dialog box	The style name in the status area (to the left of the bottom scroll bar)
Open the Section dialog box	Any section mark*
Open the footnote window at a particular footnote	The footnote reference mark (automatically numbered reference marks only)
Open the Document dialog box	On the ruler, the margin markers; in page layout, the corners of the page outside the margins
Open the Character dialog box	On the ribbon between any of the boxes or buttons
Split the current window and display the current document in both halves	On the split box
Zoom into or out from a window	On the title bar of the window
Return to an application that an embedded object was created in	On the embedded object in the Word document (for example, on a picture to return to the original graphics application)

\* The settings shown in the Section dialog box affect the text above the section mark you double-click.



# Operating Limits

Editing documents is easier if you keep within the operating limits recommended for Word. The following table shows absolute and recommended operating limits.

<b>Operating parameter</b>	<b>Absolute limit</b>	<b>Recommended limit</b>
Number of open windows	23	Limited by memory allocated to Word
Number of open documents†	30+ (under System 7) 23 (System 6 and earlier)	Limited by memory allocated to Word
Maximum file size	16 million characters	1 million characters
Finder memory requirements (minimum)	512K Grammar: 1.5 MB Speller: 750K	1 MB Grammar: 2 MB Speller: 1 MB
Length of style names	254 characters	No recommended limit
Number of styles in a style sheet	Standard: 33 User-defined: 221	No recommended limit
Maximum size of a user dictionary	Limited by memory allocated to Word	30,000 characters
Number of open dictionaries (including user and main dictionary)	Limited by memory allocated to Word	No recommended limit
Length of a glossary entry name	31 characters	No recommended limit
Number of glossary entries in a glossary	Limited by available disk space	Limited by available disk space
Number of print merge fields in a data document	Limited by memory allocated to Word	No recommended limit
Number of columns in a table	31 (excluding column of trailing cells)	No recommended limit
Number of rows in a table	Maximum file size ÷ average row content	No recommended limit
Maximum cell height	Page height less margins	No recommended limit
Minimum column width	0 (will not be visible)††	No recommended limit

† Headers, footers, and footnotes each count as one open document. Also, when you merge material using INCLUDE statements, each INCLUDE counts as one open document.

†† Theoretical limit. Column width, however, must be greater than space between columns (or equal, if 0).



# The Macintosh Character Set

This appendix presents an alternate method of inserting special characters—useful if the Symbol command is not installed in your system. It also shows samples of the character sets used by several Macintosh fonts.

## To insert a special character with the keyboard

- 1 Position the insertion point in the text where you want the character.
- 2 Press COMMAND+OPTION+Q.  
Word displays the prompt “Code” at the lower-left corner of the screen.
- 3 Type the ASCII (decimal) code for the character and press RETURN.  
See the table in the following section for a list of codes.

---

**Note** If you do have the Symbol command installed and try to follow this procedure, pressing COMMAND+OPTION+Q displays the Symbol dialog box. You must then follow the procedure using the Symbol command, described in Chapter 5, “Character Formatting.”

---

## Macintosh Character Sets

The following table contains ASCII codes for Chicago, New York, Geneva, Times, Helvetica, and Symbol fonts, shown in 12-point size.

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
0						
1						
2						
3						
4						
5						
6	\		\	\	\	∴
7						
8						
9						

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
10						
11						
12						
13						
14						
15						
16	☺					
17	⌘					
18	✓					
19	◆					
20	♣					
21						
22						
23						
24						
25						
26						
27						
28						
29						
30	-	-	-	-	-	-
31						
32						
33	!	!	!	!	!	!
34	"	"	"	"	"	∇
35	#	#	#	#	#	#
36	\$	\$	\$	\$	\$	₯
37	%	%	%	%	%	%
38	&	&	&	&	&	&
39	'	'	'	'	'	ᶞ
40	(	(	(	(	(	(

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
41	)	)	)	)	)	)
42	*	*	×	*	*	*
43	+	+	+	+	+	+
44	,	,	,	,	,	,
45	-	-	-	-	-	-
46	.	.	.	.	.	.
47	/	/	/	/	/	/
48	<b>0</b>	0	0	0	0	0
49	<b>1</b>	1	1	1	1	1
50	<b>2</b>	2	2	2	2	2
51	<b>3</b>	3	3	3	3	3
52	<b>4</b>	4	4	4	4	4
53	<b>5</b>	5	5	5	5	5
54	<b>6</b>	6	6	6	6	6
55	<b>7</b>	7	7	7	7	7
56	<b>8</b>	8	8	8	8	8
57	<b>9</b>	9	9	9	9	9
58	:	:	:	:	:	:
59	;	;	;	;	;	;
60	<	<	<	<	<	<
61	=	=	=	=	=	=
62	>	>	>	>	>	>
63	?	?	?	?	?	?
64	@	@	@	@	@	≅
65	<b>A</b>	A	A	A	A	A
66	<b>B</b>	B	B	B	B	B
67	<b>C</b>	C	C	C	C	X
68	<b>D</b>	D	D	D	D	Δ
69	<b>E</b>	E	E	E	E	E
70	<b>F</b>	F	F	F	F	Φ

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
71	<b>G</b>	G	G	G	G	Γ
72	<b>H</b>	H	H	H	H	H
73	<b>I</b>	I	I	I	I	I
74	<b>J</b>	J	J	J	J	ϑ
75	<b>K</b>	K	K	K	K	K
76	<b>L</b>	L	L	L	L	Λ
77	<b>M</b>	M	M	M	M	M
78	<b>N</b>	N	N	N	N	N
79	<b>O</b>	O	O	O	O	O
80	<b>P</b>	P	P	P	P	Π
81	<b>Q</b>	Q	Q	Q	Q	Θ
82	<b>R</b>	R	R	R	R	Ρ
83	<b>S</b>	S	S	S	S	Σ
84	<b>T</b>	T	T	T	T	T
85	<b>U</b>	U	U	U	U	Υ
86	<b>V</b>	V	V	V	V	ς
87	<b>W</b>	W	W	W	W	Ω
88	<b>X</b>	X	X	X	X	Ξ
89	<b>Y</b>	Y	Y	Y	Y	Ψ
90	<b>Z</b>	Z	Z	Z	Z	Z
91	<b>[</b>	[	[	[	[	[
92	<b>\</b>	\	\	\	\	∴
93	<b>]</b>	]	]	]	]	]
94	<b>^</b>	^	^	^	^	⊥
95	<b>_</b>	_	_	_	_	—
96	<b>`</b>	`	`	`	`	—
97	<b>a</b>	a	a	a	a	α
98	<b>b</b>	b	b	b	b	β
99	<b>c</b>	c	c	c	c	χ
100	<b>d</b>	d	d	d	d	δ
101	<b>e</b>	e	e	e	e	ε

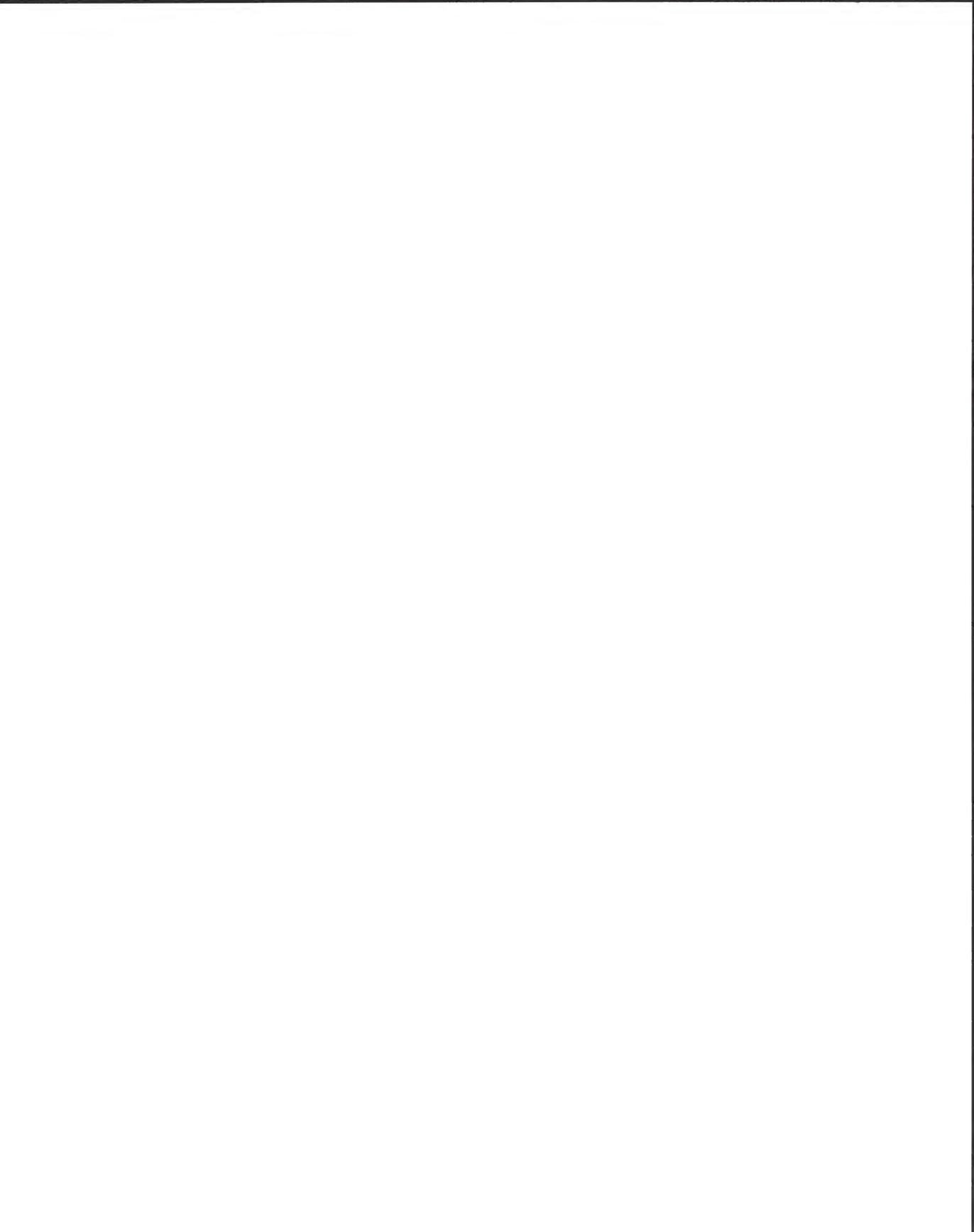
Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
102	<b>f</b>	f	f	f	f	φ
103	<b>g</b>	g	g	g	g	γ
104	<b>h</b>	h	h	h	h	η
105	<b>i</b>	i	i	i	i	ι
106	<b>j</b>	j	j	j	j	φ
107	<b>k</b>	k	k	k	k	κ
108	<b>l</b>	l	l	l	l	λ
109	<b>m</b>	m	m	m	m	μ
110	<b>n</b>	n	n	n	n	ν
111	<b>o</b>	o	o	o	o	ο
112	<b>p</b>	p	p	p	p	π
113	<b>q</b>	q	q	q	q	θ
114	<b>r</b>	r	r	r	r	ρ
115	<b>s</b>	s	s	s	s	σ
116	<b>t</b>	t	t	t	t	τ
117	<b>u</b>	u	u	u	u	υ
118	<b>v</b>	v	v	v	v	ϖ
119	<b>w</b>	w	w	w	w	ω
120	<b>x</b>	x	x	x	x	ξ
121	<b>y</b>	y	y	y	y	ψ
122	<b>z</b>	z	z	z	z	ζ
123	{	{	{	{	{	{
124						
125	}	}	}	}	}	}
126	~	~	~	~	~	~
127						
128	<b>Ä</b>	Ä	Ä	Ä	Ä	
129	<b>Å</b>	Å	Å	Å	Å	
130	<b>Ç</b>	Ç	Ç	Ç	Ç	
131	<b>É</b>	É	É	É	É	
132	<b>Ñ</b>	Ñ	Ñ	Ñ	Ñ	

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
133	Ö	Ö	Ö	Ö	Ö	
134	Ü	Ü	Ü	Ü	Ü	
135	á	á	á	á	á	
136	à	à	à	à	à	
137	â	â	â	â	â	
138	ä	ä	ä	ä	ä	
139	ã	ã	ã	ã	ã	
140	å	å	å	å	å	
141	Ç	Ç	Ç	Ç	Ç	
142	é	é	é	é	é	
143	è	è	è	è	è	
144	ê	ê	ê	ê	ê	
145	ë	ë	ë	ë	ë	
146	í	í	í	í	í	
147	ì	ì	ì	ì	ì	
148	î	î	î	î	î	
149	ï	ï	ï	ï	ï	
150	ñ	ñ	ñ	ñ	ñ	
151	ó	ó	ó	ó	ó	
152	ò	ò	ò	ò	ò	
153	ô	ô	ô	ô	ô	
154	ö	ö	ö	ö	ö	
155	õ	õ	õ	õ	õ	
156	ú	ú	ú	ú	ú	
157	ù	ù	ù	ù	ù	
158	û	û	û	û	û	
159	ü	ü	ü	ü	ü	
160	†	†	†	†	†	
161	°	°	°	°	°	Y

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
162	¢	¢	¢	¢	¢	'
163	£	£	£	£	£	≤
164	§	§	§	§	§	/
165	•	•	●	•	•	∞
166	¶	¶	¶	¶	¶	f
167	ß	ß	ß	ß	ß	♣
168	®	®	®	®	®	♦
169	©	©	©	©	©	♥
170	™	™	™	™	™	♠
171	'	'	'	'	'	↔
172	..	..	..	..	..	←
173	≠		≠	≠	≠	↑
174	Æ	Æ	Æ	Æ	Æ	→
175	Ø	Ø	Ø	Ø	Ø	↓
176	∞		∞	∞	∞	°
177	±		±	±	±	±
178	≤		≤	≤	≤	"
179	≥		≥	≥	≥	≥
180	¥	¥	¥	¥	¥	×
181	μ		μ	μ	μ	∞
182	∂		∂	∂	∂	∂
183	Σ		Σ	Σ	Σ	•
184	Π		Π	Π	Π	÷
185	π		π	π	π	≠
186	∫		∫	∫	∫	≡
187	ä	ä	ä	ä	ä	≈
188	ö	ö	ö	ö	ö	∴
189	Ω		Ω	Ω	Ω	
190	æ	æ	æ	æ	æ	—
191	ø	ø	ø	ø	ø	┘

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
192	¿	¿	¿	¿	¿	⌘
193	¡	¡	¡	¡	¡	⌚
194	¬		¬	¬	¬	⌘
195	√		√	√	√	⌘
196	f		f	f	f	⊗
197	≈		≈	≈	≈	⊕
198	△		△	△	△	∅
199	«	«	«	«	«	∩
200	»	»	»	»	»	∪
201	...	...	...	...	...	⊃
202						⊇
203	À	À	À	À	À	♀
204	Ã	Ã	Ã	Ã	Ã	∩
205	Õ	Õ	Õ	Õ	Õ	⊆
206	Œ	Œ	Œ	Œ	Œ	∈
207	œ	œ	œ	œ	œ	∉
208	-	-	-	-	-	∠
209	—	—	—	—	—	∇
210	“	”	“	“	“	®
211	”	”	”	”	”	©
212	‘	’	‘	‘	‘	™
213	’	’	’	’	’	∏
214	÷		÷	÷	÷	√
215	◇	◇	◇	◇	◇	·
216	ÿ	ÿ	ÿ	ÿ	ÿ	¬
217		Ÿ	Ÿ	Ÿ	Ÿ	^
218				/	/	∨
219				⌘	⌘	↔
220				<	<	←
221				>	>	↑
222				fi	fi	⇒
223				fl	fl	↓

Code	Chicago	New York	Geneva	Times	Helvetica	Symbol
224				‡	‡	◊
225				·	·	<
226				,	,	®
227				”	”	©
228				‰	‰	™
229				Â	Â	Σ
230				Ê	Ê	ƒ
231				Á	Á	
232				Ë	Ë	\
233				È	È	⌈
234				Í	Í	
235				Î	Î	⌋
236				Ï	Ï	ƒ
237				Ì	Ì	}
238				Ó	Ó	⌋
239				Ô	Ô	
240						
241				Ò	Ò	}
242				Ú	Ú	ƒ
243				Û	Û	ƒ
244				Û	Û	
245				ı	ı	J
246				ˆ	ˆ	)
247				˜	˜	
248				-	-	)
249				˘	˘	⌋
250				·	·	
251				◦	◦	⌋
252				˙	˙	)
253				˚	˚	}
254				˛	˛	
255				˜	˜	˘



# International Default Values

Word takes a number of its default values, or operating parameters, from the Macintosh System file. Some of them vary according to the language version of the system. Those that vary are listed below.

**Date and time formats** in glossaries, headers, and footers.

**Negative sign convention** determining whether Word uses a minus sign or parentheses.

**Decimal separator** in mathematical expressions, decimal tabs, print merge fields, and user-specified measurements.

**Thousands separator** in mathematical expressions, decimal tabs, print merge fields, and user-specified measurements.

**List separator** in formulas, tables, and print merge fields.

**Currency symbol** determining whether Word uses a dollar sign or other currency symbol.

**Keyboard layout** including keys for entering commands as well as key combinations for special characters—for example, bullets or mathematical symbols.

**Page size** including paper size default, in Page Setup and Print dialog boxes.

**Sorting** alphabetically in file-related list boxes, speller and thesaurus list boxes, the Commands dialog box, and the Work menu, as well as in sorting, indexing, tables of contents, styles and glossaries, and the Find File dialog box.

**Metric/Imperial measurement system** determining default measurements, such as those for margins, tabs, and style sheet indents.

The following table includes some of the more important inch-to-centimeter equivalents, rounded off. Measurements can vary slightly depending on your system version.

Measurement	Inches	Centimeters
Top and bottom margins	1	2.54
Left and right margins	1.25	3.17
Default tabs	0.5	1.27
Style sheet indents	0.25 and 0.5 increments	0.635 and 1.27 increments
Space between table columns	0.11	0.28



# PostScript

**For more information on PostScript, see the *PostScript Language Reference Manual* and the *PostScript Language Tutorial and Cookbook*, published by Addison-Wesley.**

This appendix presents an overview of how to use PostScript with Microsoft Word. PostScript is a page-description language developed, marketed, and trademarked by Adobe Systems, Inc. Word provides a well-defined environment for using PostScript commands with the Apple LaserWriter family of printers.

Word users can apply PostScript commands, or *operators*, with any of three methods, described in this appendix:

- By using glossary entries from the Page Layout glossary, included with Word
- By importing encapsulated PostScript (EPS) graphics from other programs
- By using PostScript group commands and variables with Word—a method recommended only for experienced PostScript users

If you have a PostScript printer, you can embed PostScript commands in your document text and Word sends them to the printer as native PostScript. PostScript is supported on all LaserWriter printers except the LaserWriter II SC.

PostScript commands embedded in your document are ordinarily carried out before the text and graphics on the page are drawn. However, if you select the Print PostScript Over Text check box in the LaserWriter Page Setup dialog box (File menu), PostScript commands are instead printed last.

If you print the document on a printer other than a PostScript LaserWriter, PostScript commands are ignored.

Word includes the style PostScript as one of its standard styles; the style's format is Normal + 10-point, bold, hidden text. The PostScript style is displayed in the Style dialog box if you have selected the All Styles button.

You must format the commands in PostScript style if you want them interpreted as commands; otherwise, Word prints them as text. You can change the formats for this style, but the style definition must include hidden text. If it doesn't, the PostScript commands will be printed verbatim instead of being carried out.

## Using Glossary Entries

The Page Layout glossary contains ready-to-use PostScript operators for creating graphics in your Word document. You can use these just as you would any other glossary entries. The Page Layout glossary is copied to your hard disk during installation.

**For more details on glossaries, see Chapter 12, “Glossaries: Storing Items for Reuse.”**

The glossary contains some common examples of PostScript commands, such as those for drawing crop marks on a page, or for a gray box around a paragraph. These commands are already formatted with the PostScript style.

Before you use the Page Layout glossary, you might find it helpful to review the introductory document describing the glossary. You can find this document in the Glossaries folder.

### **To use the Page Layout glossary**

- 1** From the Edit menu, choose Glossary.
- 2** From the File menu, choose Open.
- 3** Select the Page Layout glossary.
- 4** Choose Open.
- 5** In the Glossary list box, select the PostScript entry you want to use.
- 6** Choose the Insert button.

If necessary, you can modify the PostScript commands to customize the output. If you use the glossary entries often, you may want to add them to the standard glossary. Alternatively, you can add the Page Layout glossary to the Work menu. For more information about the Work menu, see “Adding a New Menu,” in Chapter 40, “Customizing Word to Fit Your Work.”

## **Importing PostScript Graphics**

You can copy PostScript graphics from other programs, such as Adobe Illustrator, and insert them into Word. There are several ways to do this:

- You can import a PostScript graphic file using the Picture command on the Insert menu.
- You can copy the PostScript text and graphic using the Copy command on the Edit menu.
- You can copy only the PostScript code for a graphic.

**For more information on using graphics in Word, see Chapter 20, “Creating and Importing Graphics.”**

### To import a PostScript graphics file

You can use this procedure when you want to import an entire EPS file into Word.

- 1 Position the insertion point where you want to insert the graphic.
- 2 From the Insert menu, choose Picture.
- 3 Select a file to insert.
- 4 Choose the Insert button.

### To import a PostScript graphic

You can paste PostScript images of graphics copied from Adobe Illustrator or Aldus FreeHand into Word documents. Word displays the graphic as a bitmap in QuickDraw PICT format. When you print the graphic on a PostScript printer, the PostScript embedded with the bitmap produces the image.

- 1 Open the Adobe Illustrator or Aldus FreeHand document.
- 2 Select the graphic.
- 3 Hold down **OPTION** and, from the Edit menu, choose Copy.
- 4 Open the Word document you want to put the graphic into and, from the Edit menu, choose Paste.

The printed version of the graphic may not correspond exactly to the bitmap version—for example, it may be narrower.

---

**Note** If you have System 7, you can choose Paste Special from the Edit menu in step 3 above and preserve the link to the original application.

---

## Importing PostScript Commands Only

You may find it useful to import PostScript commands—but not the graphic itself—into Word for the purpose of modifying the commands or using the graphic in other applications.

To bring only the PostScript commands into Word, you open the file containing the PostScript commands as a text file. The file can be any text file with PostScript commands in it, or it can be an EPS file you’ve saved in a graphics application supporting EPS format, such as Adobe Illustrator or Aldus FreeHand.

You do not see the graphic on the screen in Word, but you can print it if you’re using a PostScript printer.

## To import only the PostScript commands for a graphic

- 1 Open the document you want to copy in Word as a text file.
- 2 Select the PostScript commands.

The PostScript commands are formatted as hidden text. To display them, follow steps 3 through 5. If you do not need to display the PostScript commands, skip to step 6.
- 3 From the Tools menu, choose Preferences.
- 4 Select the View category.
- 5 Under Show, select the Hidden Text check box.
- 6 Copy the PostScript commands, and paste them into the Word document where you want to include the graphic.
- 7 To apply the PostScript style, select the PostScript commands, and then select the PostScript style from the style box on the ruler.

## Resetting the Page

To print the graphic correctly, you may need to reset the graphics origin to the default page origin used by Word, which is the lower-left corner of the page. To do this, locate the picture's origin. Look for the following PostScript comments:

```
%% Bounding Box: n1 n2 n3 n4
```

where  $n$  is a number. This indicates the origin and size of the rectangle containing the PostScript graphic. If the number  $n2$  is positive, you need not change the origin. If  $n2$  is negative, insert the following commands after the line containing `%%EndSetup`:

```
%%BeginDocument  
0 730  
%%EndDocument
```

730 is a point measurement and applies to an 8.5-by-11-inch page. If you're using a different page size, use the appropriate number—for example, for A4 letter size, you'd use 780 points.

## Using PostScript Commands

This section contains a description of the PostScript command groups and the variables that apply to each group. It does not give complete instructions on how to use the PostScript language.

The x,y-coordinate space used for PostScript commands in Word is the same as that in normal PostScript. The graphics origin (0,0) is the lower-left corner of the page, and positive directions are to the right and up. Note that this is different from the coordinate system used by the Macintosh.

Drawing takes place within the bounds of a clipping rectangle referred to as the drawing rectangle. The graphics origin is translated to the lower-left corner of the drawing rectangle.

You can change the origin using the PostScript command `Translate`. You can change the clipping rectangle using the `Clip` or `Initclip` command.

### To enter a PostScript command

- 1 Type a valid PostScript command as a paragraph in your Word document.

Exactly where you type the command depends on the command itself and the part of your document to which the PostScript style applies. See the following sections of this appendix.

- 2 Select the command paragraph you've just typed.
- 3 From the View menu, choose Ruler if the ruler is not already displayed.
- 4 From the style box on the ruler, select PostScript.

If you haven't used this style before in the document, hold down `SHIFT` while you display the list; this displays all styles regardless of whether or not you've used them.

## Groups

The PostScript commands for one page are combined in groups. A group of commands is any sequential set of paragraphs with the PostScript style that operate on the same drawing rectangle.

Groups are independent. All commands within a group operate on the same drawing rectangle. One group cannot define procedures or variables for use by another because the state of PostScript virtual memory is saved and restored for each group.

The following group commands define these drawing rectangles.

<b>Command</b>	<b>Description of rectangle or group</b>
<code>.page.</code>	The drawing rectangle is the entire page containing the first line of the next non-PostScript paragraph.
<code>.para.</code>	The drawing rectangle is the portion of the next non-PostScript paragraph that fits on the same page containing the first line of that paragraph.
<code>.pic.</code>	The drawing rectangle is the enclosing frame of the next sequential graphic (picture) in the next non-PostScript paragraph.
<code>.cell.</code>	The drawing rectangle is the table cell containing the PostScript. Use <code>.cell.</code> groups only in tables created with the Table command on the Insert menu.
<code>.row.</code>	The drawing rectangle is the table row containing the PostScript. Use <code>.row.</code> only in tables created with the Table command on the Insert menu.
<code>.dict.</code>	Use <code>.dict.</code> to create a PostScript group containing definitions and procedures for one page.

---

**Note** When using the `.pic.` group, you may enter multiple commands in front of the paragraph containing the graphics frame; however, Word applies all of the `.pic.` commands to the first graphic in the paragraph.

---

When using PostScript group commands, follow these guidelines:

- You specify a drawing rectangle by placing one of the group commands at the beginning of a paragraph and applying the PostScript style. The group begins at the group command, or at the first PostScript paragraph found, and continues until another group command or a non-PostScript paragraph is found.
- If no group command is used, `.page.` is assumed.

### More About the `.dict.` Group

Use the `.dict.` group with care. It is intended for defining procedures to be used later on the same page, so you should not actually draw from it. Word does not define any of the `wps$` variables for `.dict.` groups and does not change the drawing environment (origin, clipping, axes, etc.). LaserWriter drivers earlier than version 5.0 may not support `.dict.` groups. The header is scanned for PostScript before any other elements of a page, so the header is a good place for `.dict.` groups. The PostScript defined in the `.dict.` group remains in effect until the end of the page; there is no easy way to define PostScript that remains in effect until the end of the document.

## Using PostScript in Tables

You can use `.para.`, `.pic.`, `.cell.`, and `.row.` in tables created with the Table command on the Insert menu.

The `.cell.` group uses certain `wp$` variables that are also available with the `.para.` group. (See “Variables for Paragraphs,” later in this section.) The values of the variables refer to the first paragraph in the cell.

The `.para.` group applies to the entire row when used in front of a table row.

PostScript is applied only to the paragraph or picture included in the defined drawing rectangle. If you use a `.cell.` or a `.row.` group within a table or row of a table positioned using the Frame command on the Format menu, the height of the drawing rectangle equals the height of the positioned table or consecutive positioned rows. The width of the drawing rectangle is not affected.

## Variables

Word provides variables for use with embedded PostScript commands. All measurements are specified in points, the standard PostScript unit.

### Variables for All Groups

Variable	Defines the
<code>wp\$box</code>	Path containing the drawing rectangle
<code>wp\$x</code>	Width of the drawing rectangle
<code>wp\$y</code>	Height of the drawing rectangle
<code>wp\$xorig</code>	Left edge of the drawing rectangle
<code>wp\$yorig</code>	Bottom edge of the drawing rectangle
<code>wp\$fpage</code>	String giving the current page number in the appropriate format (arabic, roman, or alphabetic)
<code>wp\$page</code>	Current page number
<code>wp\$date</code>	Current date string
<code>wp\$time</code>	Current time string

## Variables for Pages

Variable	Specifies
wp\$top	Top margin
wp\$bottom	Bottom margin
wp\$left	Left margin, including the gutter margin on facing pages
wp\$right	Right margin, including the gutter margin on facing pages
wp\$col	Number of columns
wp\$colx	Column width
wp\$colxb	Space between columns

---

**Note** The last three variables listed above are derived from the first paragraph on the page. If the page has multiple sections with different numbers of columns, these variables are of little use.

---

## Variables for Paragraphs

Variable	Specifies
wp\$top	Space before the paragraph*
wp\$bottom	Space below the paragraph*
wp\$left	Left indent*
wp\$right	Right indent*
wp\$first	First indent
wp\$style	Name of the style for the paragraph to which the PostScript applies

---

\* These variables can also be used with `.cell.` groups.

---

**Note** All of these variables correspond to formatting options in the Paragraph dialog box, reached by choosing Paragraph from the Format menu.

---

## Operators to Avoid

Because Word text and graphics will be printed on the same PostScript page as your PostScript commands, you should not use operators that reset the LaserWriter or the PostScript environment. Following is a list of some of the operators you should avoid when using PostScript with Word:

banddevice	grestoreall
initmatrix	renderbands
copypage	initgraphics
nulldevice	showpage
framedevice	

## Troubleshooting

This section outlines remedies for some common problems you might encounter in using PostScript.

### PostScript Image Is Shifted to the Right

When printing a document containing PostScript to a LaserWriter, the image on the first page is shifted approximately 0.5 inch on the paper. This problem occurs when you're using a print spooler or background printing. There are two ways to correct this:

- In the Chooser, select the Background Printing Off option button.
- Insert a blank page at the beginning of the document.

### Word Prints the PostScript Commands Instead of the Image

Make sure that the PostScript style is applied to the commands and that the PostScript style contains the hidden text character format. Also make sure that the Print Hidden Text check box in the Print or Document dialog box is cleared.

### PostScript Within a Table Leaves Extra Space

If you changed Normal style so that it has spacing before or after paragraphs, the placement of PostScript graphics in a table may be affected because the PostScript style is based on Normal. For example, the text in the cell could be forced down vertically to accommodate the amount of space that the PostScript commands use.

To correct the problem, redefine the PostScript style to remove all spacing before or after paragraphs.

## PostScript Commands Won't Work After a Page Break

PostScript commands are sent to the LaserWriter on a page-by-page basis. Therefore, when a PostScript command is applied to a paragraph that breaks at the bottom of a page, the PostScript style is not applied to the portion of the paragraph that falls after the page break.

There are two ways to correct this problem:

- From the Format menu, choose Paragraph, and select the Keep Lines Together check box. This ensures that the paragraph never breaks.
- Copy the PostScript commands from the first page and insert them on the top line of the second page.

# Formulas

You can type many simple mathematical formulas—for example,  $E = mc^2$ —using the standard keyboard characters and the appropriate Word character formats, such as superscript. You can also use the Microsoft Equation Editor to type the formulas.

If you haven't installed the Equation Editor, you can use the formula-typesetting commands in Word to create complex formulas containing symbols such as radicals, brackets, and integrals.

The Word formula-typesetting commands are described briefly in the following list. Detailed descriptions of each command and its options appear later in this appendix.

- Array (`\A`) draws a two-dimensional array.
- Bracket (`\B`) inserts a bracket in a size appropriate to the argument.
- Displace (`\D`) positions a character horizontally relative to the previous character or draws a horizontal line between the characters.
- Fraction (`\F`) creates a fraction.
- Integral (`\I`) creates an integral.
- List (`\L`) creates a list of values separated by commas; the commas are displayed within the formula.
- Overstrike (`\O`) allows you to overstrike a character with any other character.
- Radical (`\R`) draws a radical.
- Superscript or Subscript (`\S`) positions arguments relative to the current baseline.
- Box (`\X`) draws a box around characters.

When you're typing the formula, always use the Show ¶ command on the View menu to display the formula with typesetting commands. When you've finished typing the formula, you can use Hide ¶ to see the formula in its printed form.

Word also includes a Formula Glossary, which includes some of the more frequently used formulas. This glossary includes ready-made formulas and equations, Greek characters, and symbols.

**For details on installing the Symbol font, see your Apple documentation.**

---

**Note** For Word to display the symbols specified by the typesetting commands, the Symbol font must be installed in the System folder.

---

## Typing Formulas

A formula typically consists of the formula-typesetting command and its options, with its arguments listed last. Arguments are the characters that are printed according to the typesetting command preceding them; they can be numbers, letters, symbols created by special key combinations, or even other formulas.

This is the syntax for entering formula-typesetting commands:

`\command.\option (argument,argument)`

When you're typing formula-typesetting commands, follow these guidelines:

- Precede typesetting commands with the *formula characters*, a period and a backslash (`\`), made by pressing `COMMAND+OPTION+\`
- If the command has options, such as alignment or spacing options, you also precede each option with the formula characters `.\`
- Always start typing the formula on a new line or paragraph. You can use uppercase or lowercase letters.
- Enclose arguments in parentheses, and separate the arguments in the list with commas.

---

**Note** If you are using a non-U.S. system, you may need to use semicolons instead of commas to separate the arguments in the list.

---

### To type a formula

This is the basic procedure for entering a formula using typesetting commands. The detailed descriptions of each command are given in “Formula Typesetting Commands,” later in this appendix.

- 1 From the View menu, choose Show ¶ if it has not already been chosen or click the show/hide ¶ button on the ribbon.
- 2 At the beginning of a new line or paragraph, press `COMMAND+OPTION+\` to enter the formula characters.
- 3 Immediately after the formula characters, type the one-letter typesetting command that corresponds to the element you want to create.
- 4 If you add options for the typesetting command, press `COMMAND+OPTION+\` before each option; then type the option characters and any measurements required.
- 5 Type the arguments, enclosing them in parentheses and separating the arguments with commas.

---

**Note** Do not edit, copy, or cut a formula when viewing it in final form. Although it may appear that you can select the formula or parts of it in final form, you cannot be certain which characters you have selected. Choose the Show ¶ command before editing or selecting the formula.

---

### To display a formula in its final (printed) form

► From the View menu, choose Hide ¶. You can quickly switch between Hide ¶ and Show ¶ by pressing COMMAND+J. Or click the show/hide ¶ button on the ribbon.

–Or–

From the File menu, choose Print Preview or from the View menu, choose Page Layout.

The printed form of the formula must fit within the width of the paragraph and on one line, although the formula command line can be any length. If the formula is too wide, it cannot be displayed in its final form.

---

**Tip** Once you've created a formula, you can use the Copy As Picture keyboard command to copy the formula as a graphic to the Clipboard. Then you can use the graphic in another document or application. To do this, choose Hide ¶, select the formula, then press COMMAND+OPTION+D.

If you have problems displaying your formulas, see “Troubleshooting,” at the end of this appendix.

---

## Using the Formula Glossary

Your Word disks include a Glossaries folder. This folder contains the following:

- The Formula Glossary
- A Word document describing how to use the Formula Glossary

You use the Formula Glossary as you would any other Word glossary. The following steps summarize how to use it.

### To use the Formula Glossary

For details on using glossaries, see Chapter 12, “Glossaries: Storing Items for Reuse.”

To use the Formula Glossary, you can open the glossary and use the entries you want.

- 1 From the Edit menu, choose Glossary. With the Glossary dialog box still displayed, choose the Open command from the File menu.
- 2 Locate the Formula Glossary and choose the Open button.  
Word opens the glossary, displaying the glossary entries in the list box.
- 3 Select the glossary entries you want and choose the Insert button to insert the entries into your text.
- 4 Choose the OK button to close the dialog box when you’ve finished.

In some cases, Word inserts text within equations to serve as placeholders for your own information. Later you can replace this placeholder text with your own data. For more details on using the Formula Glossary entries, see the Word document in the Glossaries folder.

## Formula Typesetting Commands

This section gives more detailed descriptions of the formula-typesetting commands and options.

Remember to precede commands with the formula characters ( $\cdot \backslash$ ), created by pressing COMMAND+OPTION+ $\backslash$

For commands that specify vertical and horizontal positioning in points, type measurements in integers (designated, in the following pages, by  $n$ ). For example, type the command characters followed by **10** to specify horizontal spacing of 10 points.

Optional characters (designated by  $c$ ) must be preceded by the formula characters. If you want to print a comma or a single “unbalanced” parenthesis as part of an argument, precede it, too, with the formula characters.

The commands and examples are shown as uppercase characters, but it doesn’t matter whether you type them in uppercase or lowercase.

## .\A (Array)

This command draws a two-dimensional array, using a maximum of 39 arguments. In a multiple-column array, arguments are displayed in order by rows.

Option	Description
.\AL	Aligns left within columns.
.\AR	Aligns right within columns.
.\AC	Centers within columns.
.\CO $n$	Sets the number of columns to $n$ . The default is one.
.\VS $n$	Sets the vertical spacing between lines to $n$ points.
.\HS $n$	Sets the horizontal spacing between columns to $n$ points.

For example, to draw this array:

```
1 2
3 4
5 6
7 8
```

you type `.\A.\CO2.\HS4(1,2,3,4,5,6,7,8)`

## .\B (Bracket)

This command brackets an argument with a character of your designation ( $c$ ) in a size appropriate to that argument. If you do not specify a bracketing character, Word uses parentheses.

Option	Description
.\LC.\c	Puts character $c$ on the left side of the argument
.\RC.\c	Puts character $c$ on the right side of the argument
.\BC.\c	Puts character $c$ on both sides of the argument

For example, to draw this bracket:

```
3 }
5 }
7 }
11 }
```

you type `.\B.\RC.})(.\A.\HS10(3,5,7,11))`

---

**Note** If the character you specify with BC is {, [, (, or <, Word uses that character on the left of the argument, and the corresponding closing character on the right. If you specify any other character, Word uses that character on both sides.

---

## .\D (Displace)

This command moves the next character horizontally, relative to the previous character. You can also use it to draw a horizontal line between the previous character and the next character.

This command does not use arguments, but you must type empty parentheses ( ) following it.

Option	Description
.\FO $n$	Spaces forward $n$ points
.\BA $n$	Spaces backward $n$ points
.\LI	Draws a line from the end of the previous character to the beginning of the next

For example, to create this formula with a bracket and then position text next to it:

$$\left. \begin{array}{l} 3 \\ 5 \\ 7 \\ 11 \end{array} \right\} \text{ samples of prime numbers}$$

you first type this Bracket command `.\B.\RC.\}(.A.\HS10(3,5,7,11))` and then the Displace command `.\D.\FO15()samples of prime numbers`

The entire command looks like this:

```
.\B.\RC.\}(.A.\HS10(3,5,7,11)).\D.\FO15()samples of prime numbers
```

## .\F (Fraction)

This command creates a fraction with the numerator centered above the division line and the denominator centered below. This command uses two arguments in this order:

*(numerator, denominator)*

The arguments can consist of numbers, letters, symbols, or other formulas.

For example, to create the following fraction:

$$\frac{99}{100}$$

you type `.\F(99,100)`

## .\I (Integral)

This command creates an integral, using three arguments in the following order:  
(*lowerlimit, upperlimit, integrand*)

Option	Description
.\SU	Creates a capital sigma ( $\Sigma$ ), signifying a summation
.\PR	Creates a capital pi ( $\Pi$ ), signifying a product
.\IN	Specifies inline format with the limits displayed to the right of the symbol instead of above and below
.\FC.\ c	Uses a fixed-height character ( <i>c</i> ) as the operator
.\VC.\ c	Uses a variable-height character ( <i>c</i> ) as the operator, matching the height of the integrand (third argument)

To create this integral:

$$\sum_{i=0}^m i$$

you type `.\I.\SU(i = 0,m,i)`

---

**Note** Integrals of simple radical equations (square roots) align with the equation centered vertically; complex radical equations center the integral on the radical value.

---

## .\L (List)

This command creates a list of values (arguments) separated by commas. This is useful when you want to print a comma within a formula, because Word ordinarily uses the comma to separate arguments. Without the List command, you'd have to insert the formula characters before each comma to be printed. The List command enables you to print a list of values separated by commas within a formula, without repeating the formula characters before each comma. You can specify any number of arguments.

For example, to create this list:

$$\frac{2,3,3,9,25}{5,6,8,42}$$

you use the `.\L` command with the `.\F` command, typing:  
`.\F(.\L(2,3,3,9,25),.\L(5,6,8,42))`

## .\O (Overstrike)

The Overstrike command draws each successive argument on top of the previous one. You can use any number of arguments. When using overstrike, visualize each character being printed inside a box that is proportional to the character's width, similar to these:

2 4 6 8

The following options control the alignment of these boxes.

Option	Description
.\AL	Aligns the left edges of the boxes.
.\AR	Aligns the right edges of the boxes.
.\AC	Centers the boxes. This is the default.

For example, to create Ø you type `.\O(0,)`

---

**Note** Individual fonts align differently. To achieve the result you want, you may need to experiment with different fonts or different alignment options.

---

## .\R (Radical)

This command draws a radical using one or two arguments. If you specify only one argument, Word draws the argument inside the radical, forming a square root. If you specify two arguments, the first argument (the exponent) is drawn above the radical and the second argument is drawn inside.

For example, to create the following radical:

$$10\sqrt{25}$$

you type `.\R(10,25)`

## .\S (Superscript or Subscript)

The Superscript or Subscript command positions arguments above or below the current baseline. If you don't specify the spacing with any of the following options, Word raises the argument 3 points above the current baseline for superscript and 3 points below the current baseline for subscript.

Option	Description
<code>.\UPn</code>	Draws the argument <i>n</i> points above the baseline.
<code>.\DNn</code>	Draws the argument <i>n</i> points below the baseline.
<code>.\AI n</code>	Alters the space allowed above the baseline of the argument (ascender increment) <i>n</i> points. A positive number ( <i>n</i> ) increases the space allowed (increases the height of the bounding box of the argument), and a negative number decreases the space allowed.
<code>.\DI n</code>	Alters the space allowed below the baseline of the argument (descender increment) <i>n</i> points. A positive number ( <i>n</i> ) increases the space allowed below the baseline of the argument, and a negative number decreases the space allowed below the baseline of the argument.

If you specify more than one argument, Word stacks and left-aligns the arguments left as shown:

$$a_m^n$$

To create the preceding formula, type `a.\S(n,m)`

## .\X (Box)

This command encloses the argument in a box. The options are:

Option	Description
<code>.\B0</code>	Draws the bottom border of the enclosing box
<code>.\LE</code>	Draws the left border of the enclosing box
<code>.\RI</code>	Draws the right border of the enclosing box
<code>.\T0</code>	Draws the top border of the enclosing box

If you do not specify any options, Word draws all sides of the box.

For example, to draw the following:

$$|-290|$$

you type `.\X.\LE.\RI(-290)`

## Building Complex Formulas

You create a complex formula part by part. For example, here is a complex formula, followed by the procedure for creating it.

$$x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

### To create the preceding formula

- 1 Type the standard characters using normal fonts, and format the numbers as subscript.

$x_{1,2} =$

- 2 Type the formula characters followed by the fraction command, **F**

$x_{1,2} = .\backslash F$

- 3 Type an opening parenthesis followed by the argument for the numerator of the fraction.

To enter the  $\pm$  sign, choose the Symbol font from the Font menu and press **OPTION+SHIFT+PLUS**.

Use the **.\R** command to draw the radical symbol.

Remember to enclose the argument to the **.\R** command within parentheses. This is called a nested command.

$x_{1,2} = .\backslash F(-b \pm .\backslash R(b^2 - 4ac)$

- 4 Type a comma, type the argument for the denominator, and type the closing parenthesis.

$x_{1,2} = .\backslash F(-b \pm .\backslash R(b^2 - 4ac), 2a)$

---

**Note** A complex element can be nested within another complex element; however, Word cannot print or display formulas with more than 39 levels of nested elements.

---

## More Formula Examples

The following examples illustrate complex formulas and the commands you type to produce them.

**To create the formula**

**Type the command**

$$\sum_{i=0}^{n^2} \sqrt{i}$$

`.L\SU(i = 0,n\S(2),\R(i))`

$$\begin{bmatrix} 1 & 4 & 7 \\ 2 & 5 & 8 \\ 3 & 6 & 9 \end{bmatrix} \times \frac{1}{2}$$

`.B\BC\[(\A\CO3(1,4,7,2,5,8,3,6,9)) x \F(1,2)`

$$\sum_{i=1}^m \sum_{j=1}^n (\sin x_i + \cos x_j)$$

`.L\SU(i = 1,m,i) .L\SU(j = 1,n,(sin x_i + cos x_j))`

$$\begin{vmatrix} x & 2 & 3 \\ 4 & y & 6 \\ 7 & 8 & z \end{vmatrix}$$

`\B\BC\[(\A\CO3\HS10(x,2,3,4,y,6,7,8,z))`

<p>large, larger, largest tall, taller, tallest small, smaller, smallest</p>
--

`.X(\A\VS6(\L(large, larger, largest),\L(tall, taller, tallest),\L(small, smaller, smallest)))`

## Troubleshooting

If Word does not display the formula in its printed form, first check the typesetting commands for errors, such as typing mistakes, mismatched parentheses, or missing arguments.

### Formula Is Not Printed or Displayed

The printed form of the formula must fit within the width of the paragraph or within the table cell. If the formula is wider than the paragraph, the formula cannot be printed or displayed in its final form. If this is the case, try one or more of these actions to widen the print area:

- Move the paragraph indents.
- Change the document margins to increase the width of the printed area.
- Break the formula into two or more parts and type each part on a separate line.

### Fraction or Integral Is Not Displayed

If you are creating a fraction or integral formula, you must type all specified arguments or insert argument placeholders (commas).

For example, for an integral that incorporates a lower limit of  $i=l$  and an upper limit of  $k$  while no integrand is specified, the formula should be typed as  $\int(i=l,k,)$

### LaserWriter Does Not Print Fractions

A fraction formula within a radical formula may not be printed properly on the LaserWriter; for example, the radical line above the fraction may appear as a dashed line. Copying the formula as a graphic (by pressing **COMMAND+OPTION+D**) and pasting it will allow the formula to be printed normally.

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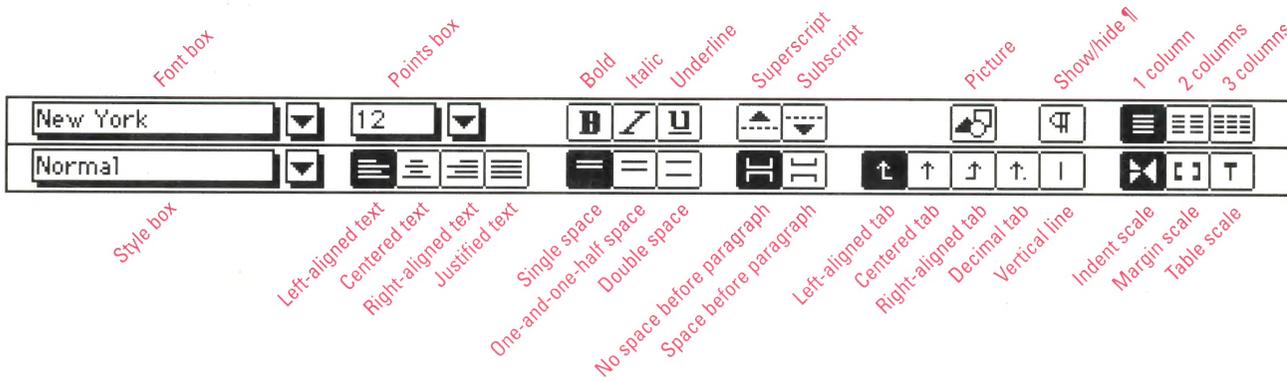








## Ribbon and Ruler



## Getting Help

Choose Help from the Window menu, or press COMMAND+/ and use the Help pointer to click the part of the screen or Word command you want help on.

## Mouse Shortcuts

### Selecting Text

To select	Do this
A word	Point to the word and double-click the mouse.
A sentence	Hold down COMMAND and click the mouse anywhere in the sentence.
A line	Point in the selection bar next to the line and click the mouse.
A paragraph	Point in the paragraph and triple-click the mouse.
The entire document	Point in the selection bar, hold down COMMAND, and click the mouse.
A table column	Hold down OPTION and click the mouse anywhere in the column.
A table row	Point in the selection bar next to the table row and double-click the mouse.
An entire table	Hold down OPTION and double-click anywhere in the table.

## Keyboard Shortcuts

### Character Formatting

Select text before applying the format.

For this format	Press
Bold	COMMAND+B
Italic	COMMAND+I
Underline	COMMAND+U
Double-underline	COMMAND+SHIFT+[
All caps	COMMAND+SHIFT+K
Hidden text	COMMAND+SHIFT+X
Subscript (3 points only)	COMMAND+SHIFT+MINUS SIGN
Superscript (3 points only)	COMMAND+SHIFT+PLUS SIGN
Remove character formatting	COMMAND+SHIFT+Z

### Paragraph Formatting

Make sure the insertion point is in the paragraph you want to apply the format to.

For this format	Press
Left-aligned paragraph	COMMAND+SHIFT+L
Centered paragraph	COMMAND+SHIFT+C
Right-aligned paragraph	COMMAND+SHIFT+R
Justified paragraph	COMMAND+SHIFT+J
Double-spaced lines	COMMAND+SHIFT+Y
Apply Normal style	COMMAND+SHIFT+P
Apply a style	COMMAND+SHIFT+S, and then type a style name