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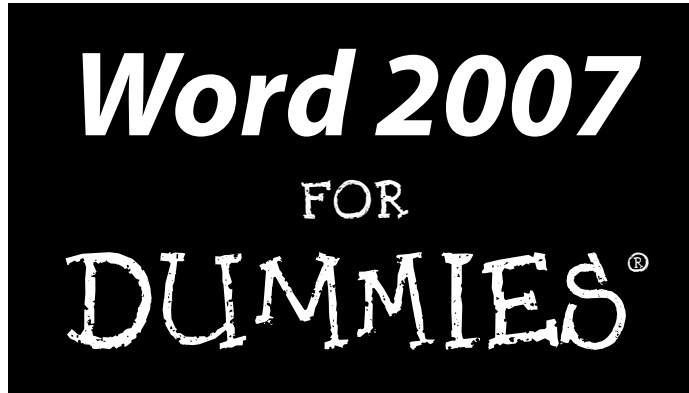
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Dan Gookin

Author of PCs For Dummies, 10th Edition



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Published by
Wiley Publishing, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

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Published by Wiley Publishing, Inc., Indianapolis, Indiana

Published simultaneously in Canada

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Library of Congress Control Number: 2006934826

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

ISBN-10: 0-470-03658-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2

1B/QV/RS/QW/IN



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About the Author

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

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

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

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

Publisher's Acknowledgments

We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

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Introduction

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

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

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

What's New in Word 2007?

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

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

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

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

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

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

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

About This Book

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

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

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

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

How to Use This Book

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

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

This is a keyboard shortcut:

Ctrl+P

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

Ctrl+Shift+T

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

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



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

Menu commands are listed like this:

Table⇨Insert Table

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



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

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

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

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

Foolish Assumptions

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

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

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

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

How This Book Is Organized

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

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

Part I: Hello, Word!

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

Part II: Word Processing Basics

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

Part III: Formatting

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

Part IV: Making Your Document All Fancy-Schmancy

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

Part V: What Else Is Left?

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

Part VI: The Part of Tens

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

What's Not Here

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

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

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

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

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



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



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

Where to Go from Here

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

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

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

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

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

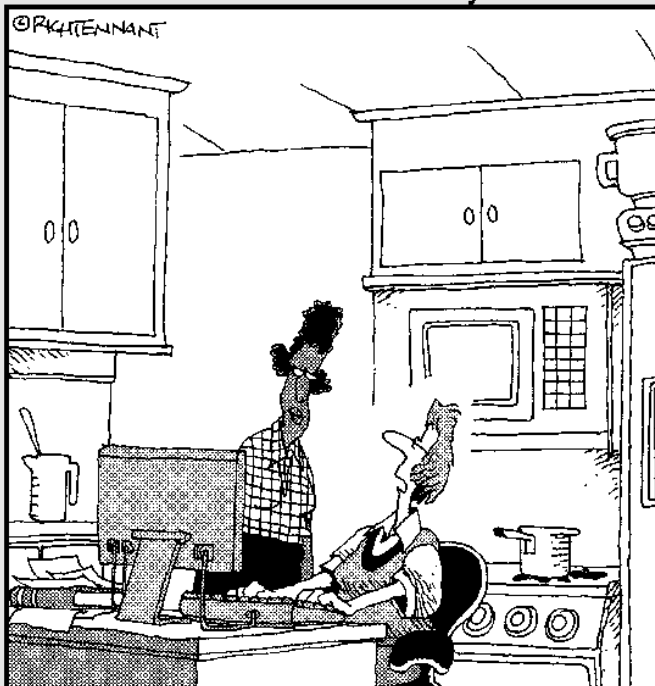
Enjoy the book. And enjoy Word. Or at least tolerate it.

Part I

Hello, Word!

The 5th Wave

By Rich Tennant



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

In this part . . .

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

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

The Greeks collectively went “Huh?”

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

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

Chapter 1

Word Hokey-Pokey

In This Chapter

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

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

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

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

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

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

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

1. Ensure that your computer is on and toasty.

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

2. Prepare yourself physically.

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

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

3. Prepare yourself mentally.

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



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

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

The good, yet unimaginative, way to start Word

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

1. Click the Start button.

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

Clicking the Start button displays the Start menu.

2. Choose Word from the All Programs menu.



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



Automatically starting Word every ding-dong time you start Windows

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

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

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

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

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

The better and best ways to start Word

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

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

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

2. Right-click the Microsoft Word menu item.

A pop-up menu appears.

3. Choose Send To→Desktop (Create Shortcut).

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

4. Click the mouse on the desktop.

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

5. Locate the Microsoft Word shortcut icon.

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



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

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

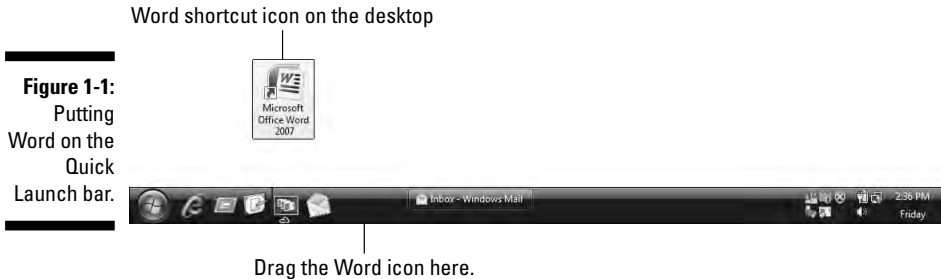
The *Quick Launch Toolbar*, found right next to the Start button on the taskbar, is a row of icons representing programs, which you can start with a single click of the mouse. And, unlike the desktop, the Quick Launch bar is always handy.

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

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

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





Starting Word by opening a document

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

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

1. Open the Documents folder.

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

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

2. Locate a Word document.

A Word document appears, as shown in the margin.



3. Double-click the Word document icon.

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

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

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



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

Behold Word!

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

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

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

Maximize Word's window size



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

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

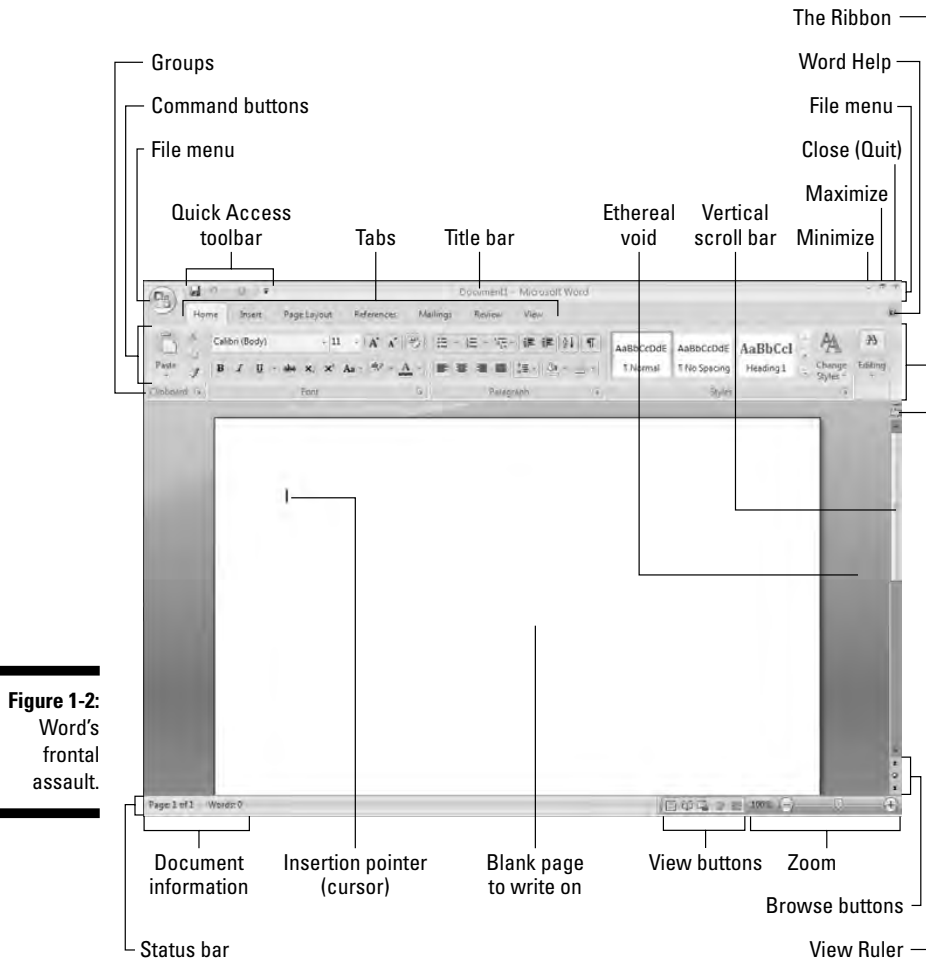


Figure 1-2:
Word's
frontal
assault.

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



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

Look! Up on the screen!

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

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

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

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

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

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

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



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

The blank place where you write

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

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



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



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

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

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

The mouse pointer in Word

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

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



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



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



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

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

Chapter 8

Proofing Your Document (Spelling and Grammar)

In This Chapter

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

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

— Mark Twain

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

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

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

Hun Dewing Yore Mist Aches



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

Check Your Spelling

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

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

The red zigzag of shame

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

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

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

"What do you mean?"

"It's a *snail*! You're not supposed to eat them?"

Benny continued to chew. Most of the crunch was gone, yet he could still roll the warm sticky ball around on his *tounge*. He just stared at Sharon, a waterfall of drool covering his chin.

"Gross," she screamed.

"You should really try one," Benny said, swallowing the gooey mass. He reached into the juniper bush and plucked a pitiful snail from the moist ground. "Here," he said, handing the slow, sad little creature over to Sharon.

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

1. Locate the misspelled word.

Look for the red zigzag underline.

2. Right-click the misspelled word.

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

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

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

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



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



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

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

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

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

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

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

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

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



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

Undoing an Ignore All command

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

1. **Click the Word Options button on the Office Button menu.**
The Word Options window appears.
2. **Choose Proofing on the left side of the window.**
3. **Scroll down the right side of the window (if necessary) until you can see the Recheck Document button; click that button.**
A warning dialog box appears, reminding you of what you're about to do.
4. **Click the Yes button.**
Everything you've told Word to ignore while proofing your document is now ignored. It's the ignore-ignore command!
5. **Click the OK button to return to your document.**



The 25 most frequently misspelled words

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

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



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

Un-adding words to the dictionary

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

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

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

The Word Options window shows up.

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

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

The Custom Dictionaries dialog box appears.

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

It's probably the only item in the list.

5. Click the button labeled Edit Word List.

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

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

The word is selected by clicking it once.

7. Click the Delete button.

8. Repeat Steps 6 and 7 to, optionally, remove more words.

9. Click the OK button when you're done editing the dictionary.

Close any other open windows.

Instant Text-Fixin' with AutoCorrect

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

AutoCorrect in action

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

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

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

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

Do your own AutoCorrect entries

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

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

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

- 2. Click the AutoCorrect item.**

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

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

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

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

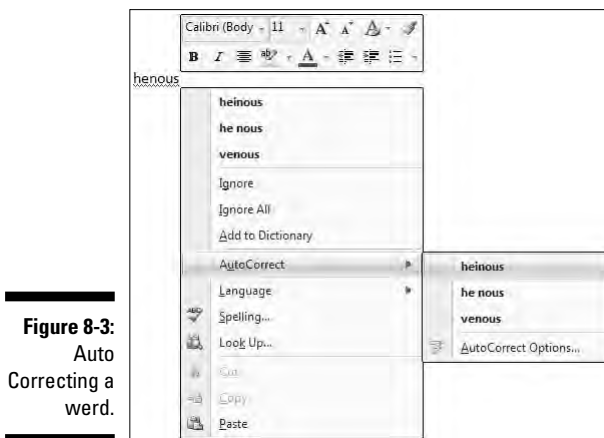
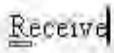


Figure 8-3:
Auto
Correcting a
word.



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

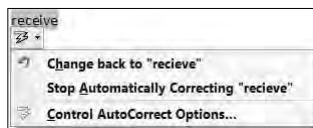
Undoing an AutoCorrect correction



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

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

Figure 8-4:
Adjusting
an Auto
Correction.



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



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

Grammar Be Good

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

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

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



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

Proofing Your Entire Document at Once

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

Additional options in the Line Spacing drop-down list require you to also use the At box. Values you set in the At box indicate line spacing as described here:

- ✓ **At least:** The line spacing is set to the specified value, which Word treats as a minimum value. Word can disobey that value and add more space whenever necessary to make room for larger type or different fonts on the same line of text.
- ✓ **Exactly:** Word uses the specified line spacing and doesn't adjust the spacing to accommodate for larger text.
- ✓ **Multiple:** This option is used to enter line-spacing values other than those specified in the drop-down list. For example, to set the line spacing to 4, choose Multiple from the Line Spacing drop-down list and type 4 in the At box. Word's 1.15 line spacing value is set with the Multiple option.



You can specify values in the At box in increments of 0.1. So, when you want to tighten up text on a page, select all the paragraphs on that page, choose Multiple from the Line Spacing drop-down list, and then type **0.9** in the At box. Or, to add more room subtly, type **1.2**.

Click the OK button to confirm your settings and close the Paragraph dialog box.

That space between paragraphs

It's really a silly thing to do: Press Enter twice to end a paragraph. People say that they need the extra space between the paragraphs, but what they don't realize is that Word can add that space for you, automatically. Here's how:

1. **Position the insertion pointer in the paragraph that you want more air around, or mark a block of paragraphs to affect them all.**
2. **Check the point size of your text.**
3. **Click the Page Layout tab.**
4. **Use the After button in the Paragraph group to add space after the paragraph.**

As you adjust the value, the paragraph (or paragraphs) grow extra spacing.

For example, if your text size is 12, click the up arrow by After until the value 12 appears in the box. This adds 12 points, or one blank line, of space after each paragraph you type.

The space you add to the paragraph becomes part of its format, just like line spacing would, although the space afterward appears only *after* the paragraph's text. (You can see this space if you select the paragraph as a block.)

Most of the time, space is added following a paragraph, as just described. Word also lets you add space before a paragraph. For example, you could do this to further separate a paragraph from a heading or graphical image. To add the space before, repeat the preceding steps and put a value into the Before box in Step 4.

- ✓ You can manually enter values in the After (or Before) box. But remember that the values are *points*, not inches or potrzebie.
- ✓ This trick is a great way to spread out a list of bullet points or numbered steps without affecting the line spacing within the bullet points or steps.
- ✓ Refer to Chapter 11 for more information points as they relate to text size.
- ✓ Adding space before or after a paragraph isn't the same as double-spacing the text inside the paragraph. In fact, adding space around a paragraph doesn't change the paragraph's line spacing.

Paragraph Indentation

Do you suffer from the shame of manual paragraph indenting? It's a hidden secret. Yes, even though computers enjoy doing things automatically, too many Word users still begin a paragraph of text by pressing the Tab key. It's ugly, but it's something that must be discussed.

Word can indent your paragraphs for you just as easily as you can indent your car door in a crowded mall parking lot. This section discusses various paragraph-indenting options.

Indenting the first line of a paragraph

To have Word automatically indent the first line of every paragraph you type, heed these steps:

- 1. Conjure up the Paragraph dialog box.**

Refer to the section "Where the Paragraph Formatting Commands Lurk," earlier in this chapter, for proper conjuring incantations plus a bonus picture of what the Paragraph dialog box looks like (refer to Figure 12-3).

- 2. In the Indentation area, locate the Special drop-down list.**

- 3. Select First Line from the list.**



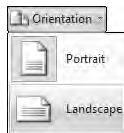
- ✓ To select a size not shown on the menu, choose the More Paper Sizes command to summon the Paper tab of the Page Setup dialog box. Refer to the section “Behold the Page Setup dialog box,” elsewhere in this chapter, for more information.
- ✓ Page-size changes are reflected in the entire document, from first page to last. That is, unless you divide your documents into sections. Then you can use different page sizes within each section. Refer to Chapter 15 for information on sections.
- ✓ Most PC printers can print on several sizes of paper. Weird sizes, although available on the list, may not be compatible with your printer.
- ✓ A typical sheet of paper, at least in the United States, measures 8½ inches across by 11 inches tall. Most of the rest of the world uses the A4 paper-size standard, which is slightly longer and a tad narrower.
- ✓ If you’re printing on an odd-size piece of paper, remember to load that special paper into your printer before you start printing. Some smarter printers even tell you which paper size they want to print on. Mine nags at me all the time for the proper paper size. It’s like a second mother.

Page orientation (landscape or portrait)

Word normally prints on a sheet of paper from top to bottom with the narrow edge on top. This is called *portrait* mode because its orientation is vertical, like a portrait.

Word can also be told to print longways, or in *landscape* mode. This trick is done by choosing Landscape from the Orientation command in the Page Layout tab’s Page Setup group, as shown in Figure 14-2.

Figure 14-2:
Setting
a page’s
orientation.



Choosing Orientation ▾ Landscape directs Word to shift the paper orientation for every page in your document. This doesn’t mean that the text is sideways more than it means that the text prints wide on a page (though I suppose that it could be looked at as printing sideways).

To change the pages back, choose Orientation↔Portrait.



- ✓ Changing between portrait and landscape modes may require you to adjust the document's margins; see the next section.
- ✓ Make the decision to have your document in landscape mode before you do any extensive formatting. That mode affects your paragraphs and other “lower-level” formatting, so you should have it done first, before you start composing your text.
- ✓ Scientists and other people in white lab coats who study such things have determined that human reading speed slows drastically when people must scan a long line of text, which happens when you use landscape mode. Reserve landscape mode for printing lists, tables, and items for which normal paper is too narrow.
- ✓ Consider using multiple columns in landscape mode. See Chapter 21.
- ✓ Also see the section “Behold the Page Setup dialog box,” later in this chapter, for more page-orientation settings and options.

Marginal information

Every page has *margins*. They provide the air around your document — that inch or so of breathing space that sets off the text from the rest of the page. As with other things in Word, these margins can be adjusted, fooled, cajoled, or otherwise obsessed with.

Word automatically sets your margins at 1 inch from the top and bottom of the page and 1.25 inches from the left and right sides of the page. Most English teachers and book editors want margins of this size because these people love to scribble in margins. (They even write that way on blank paper.) In Word, you can adjust the margins to suit any fussy professional.

To change the margins, use the Page Setup group on the Page Layout tab. Clicking the Margins button in that group displays a menu full of common margin options, as shown in Figure 14-3.

Specific margins can be set by clicking the Custom Margins button at the bottom of the Margins menu. Doing so displays the Margins tab in the Page Setup dialog box, where specific margin information can be entered, including information on printing more than one page on a sheet of paper. Refer to the next section for more information.

- ✓ Margins on a page are covered in this chapter. To set the indents for a single paragraph, you need to use a paragraph-formatting command. See Chapter 12.
- ✓ The stars on the Margin menu's icons represent popular or recent margin choices you've made.
- ✓ Keep in mind that most laser printers cannot print on the outside half-inch of a piece of paper — top, bottom, left, and right. This space is an absolute margin; although you can tell Word to set a margin of 0 inches right and 0 inches left, text still does not print there. Instead, choose a minimum of 0.5 inches for the left and right margins.
- ✓ Likewise, many ink printers have a taller top or bottom margin requirement. If you attempt to print outside that area, a dialog box appears, informing you of your offense.

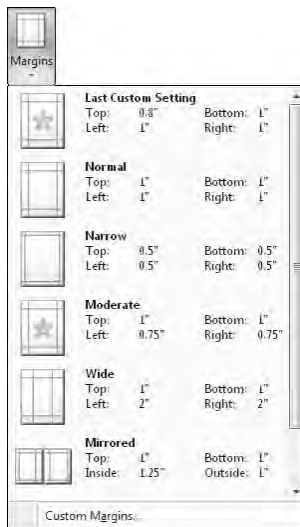


Figure 14-3:
Stuff on the
Margins
menu.

Behold the Page Setup dialog box

As with many things in Word, when you want more control over page formatting, you must surrender from the Ribbon interface and use an old-fashioned dialog box. In this case, it's the Page Setup dialog box, shown in Figure 14-4.



Dangerous treading in the Multiple Pages area of the Page Setup dialog box

Nestled on the Margins tab of the Page Setup dialog box is the Pages area (refer to Figure 14-4). The Multiple Pages drop-down list tells Word how to use the paper on which your document is printed. Surprisingly, there's more than one way to print a document on a page. The following definitions help, as does the little preview page at the bottom of the Page Setup dialog box:

Normal means one page per sheet of paper. You can't get more normal than that.

Mirror Margins is used when your printer is smart enough to print on both sides of a sheet of paper. That way, every other page is flip-flopped so that your margins always line up. For example, the "gutter" may be on the left of one page, but on the right for the page's back side.

2 Pages per Sheet splits the paper right down the center and forces Word to print two "pages" per sheet of paper. Note that this option works best when used in landscape mode.

Book Fold is Word's attempt to create a multiple-page booklet by printing the proper pages on both sides of a sheet of paper. This option works best if you have a printer capable of printing on both sides of a sheet of paper. The Sheets Per Booklet option that appears helps tell Word how long your booklet is.

Despite these options, Word is a poor book-binding program. If you're into any type of publishing, consider getting a desktop publishing program, such as Adobe InDesign or Microsoft Publisher, which are far better equipped to deal with such things.

To summon the Page Setup dialog box, click the Dialog Box Launcher in the lower-right corner of the Page Setup group on the Page Layout tab. Or, you can use the keyboard shortcut: Alt+P, P, S.

The Page Setup dialog box sports three tabs: Margins for setting margins, Paper for selecting the paper size, and Layout for dealing with other page-formatting issues.

Click the OK button to confirm your changes and close the Page Setup dialog box.



✓ To print on three-hole paper, use the Margins tab in the Page Setup dialog box to set the gutter margin to about half an inch. That moves the entire margin "frame" over one half-inch from where the three holes are punched. You can set the Gutter Position to Left option, unless the holes are punched on the top of the page, in which case you set the Gutter Position to Top option.

✓ Changes made to a page's format — paper size, orientation, and margins — normally affect an entire document. By using the Apply To drop-down list in the Page Setup dialog box, however, you can determine which portion of a document will be affected by the margin change. You have three options:

- **Whole Document** changes the margins for your whole document, from bonnet to boot.
- **This Point Forward** means that the new margins take place from the toothpick cursor's position onward.
- **This Section** means that the margins apply to only the current section. (See Chapter 15 for more information on sections.)



Figure 14-4:
The Page
Setup
dialog box;
Margins tab.

Page Numbering

Woe to the human who manually numbers pages in a word processor! Yea, ye shall be smote upon with fire, brimstone, and blistering typos!

Your word processor will number your pages for you!

Memorize it. Live it. Be it.