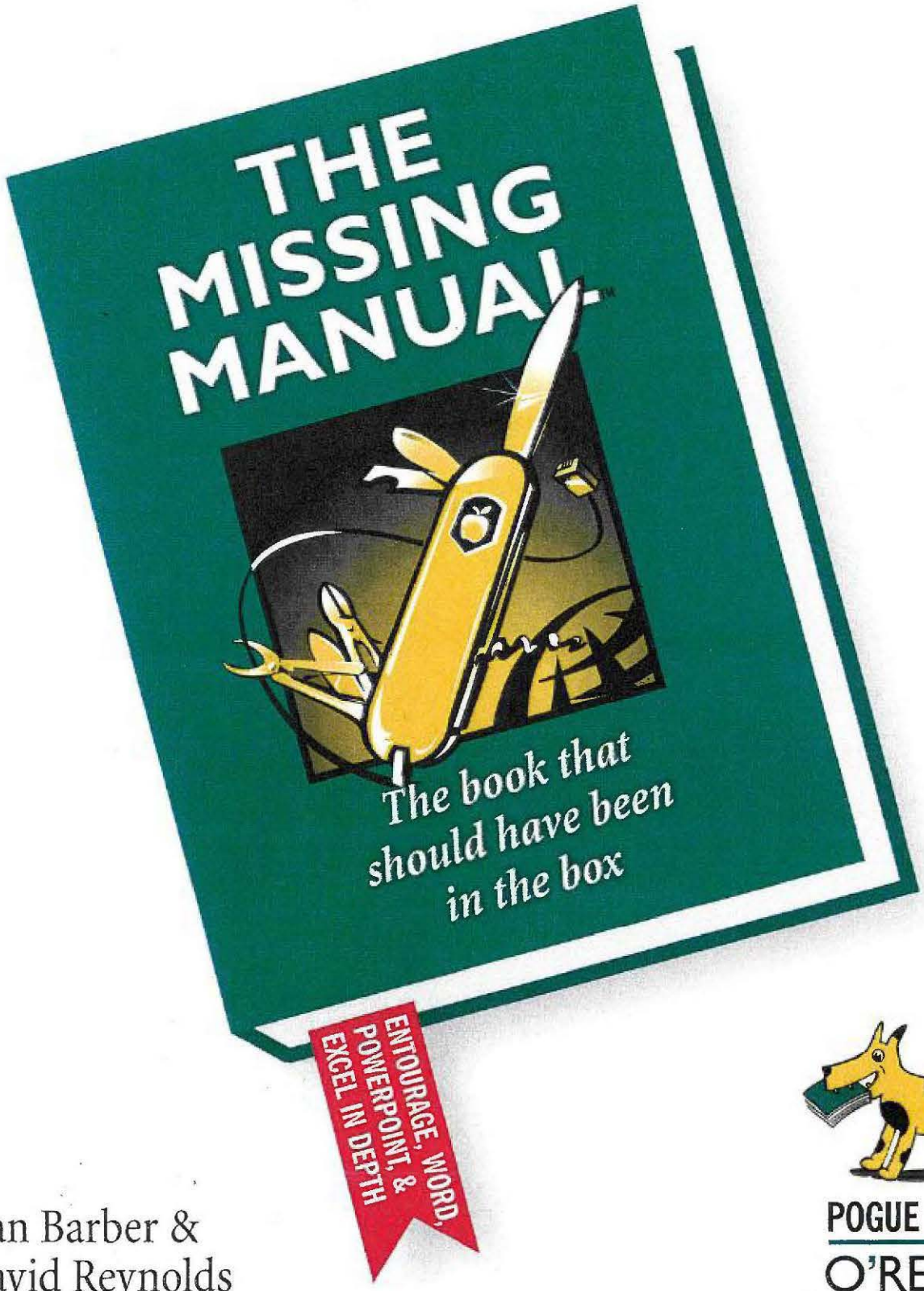
Office 2001 *for* Macintosh



Nan Barber &
David Reynolds

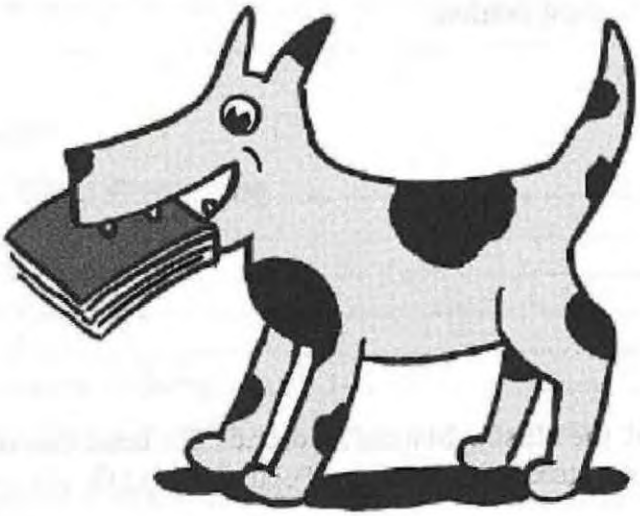
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Office 2001 *for* Macintosh

THE MISSING MANUAL



Nan Barber & David Reynolds

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Office 2001 for Macintosh: The Missing Manual
by Nan Barber and David Reynolds

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Introduction

Welcome to "2001"

Microsoft Office is a quartet of big, attractive, sophisticated computer programs: a word processor (Word), a spreadsheet application (Excel), a slide-show program (PowerPoint), and calendar/email/address book (the new Entourage). To say that Microsoft Office is the world's most frequently used software is the understatement of the century; in most Mac- or Windows-based corporations, anyone not using Office is considered a weirdo.

Office 2001: Microsoft Gets It

For years, Mac fans complained that Microsoft didn't understand the Macintosh way. There was plenty of evidence that Microsoft was bent on treating the Mac as a second-class citizen:

- The bloated, ugly Word 6 was a crude port from the Windows version of Word that took a lifetime to start up.
- Office for the Mac included only three programs (Word, Excel, PowerPoint) instead of the four you got in the Windows version.
- Word and Excel were slow, clumsy, and incompatible with anything else on their machines. (The Office menu alone was not only superfluous alongside the and Application menus, but its system extension made the Mac unstable.)

Worst of all, Microsoft programs just didn't look and feel at home on the Mac interface. They didn't satisfy the Mac user's constitutional desire for elegance. You always had the sense that the applications were plastered over, rather than integrated with, the Mac OS.

Office 98 began to change all that, and now Office 2001 finishes the job. Its introduction in October 2000 was a culmination of the alliance between Microsoft and Apple that began in 1997, and the product of Microsoft's largely independent Macintosh-software subsidiary.

The result is a smooth, polished application suite, rich with features not even available in the Windows version of Office. And, as noted above, Office for the Mac finally comes with four programs. Office 2001 includes Entourage, an email/calendar/address-book application that offers even more convenient and time-saving features that Windows users will just have to wait for.

Nobody says that Office isn't Mac-like anymore; Microsoft learned its lesson from the Word 6 days so thoroughly that its Mac programs are arguably even more Mac-like than the Mac itself. For example:

- Its dialog boxes are real Mac dialog boxes that get their handsome looks from Mac's Appearance Manager. Its Save and Open dialog boxes navigate just like the Finder (they use Apple's latest design for these dialog boxes, known as Navigation Services). Drag-and-drop is everywhere.
- You can use the tiny document icon in an Office document's title bar to move, delete, or copy the document just as though it's a Finder folder.
- Part of the Mac OS X revolution is translucence, the way you can see through objects as you drag them around the screen. Office 2001 beat Mac OS X to the punch—its palettes and toolbars become translucent shadows of themselves as you move them.
- Office 2001's toolbars have new icons with a three-dimensional look. They appear and disappear contextually, and you can open, close, and move them around to maximize screen space.
- Microsoft has become one of the industry's most respectful software companies when it comes to use of your screen. The toolbars and palettes use smaller type and a more compact design, leaving much more of your screen available for the actual work you're doing. In fact, each Office 2001 application opens with only a *single toolbar* at the top of the screen—a far cry from the seething metropolis of toolbars that gave Word 6 such a bad name.
- Power Point 2001 can incorporate QuickTime movies and QuickTime transitions to make presentations smoother and more exciting.

The Payoff of Office Integration

At one time, Microsoft sold these programs individually. Eventually, it began to sell the programs together in the same box for a discounted total price; but they still felt like individual programs.

In version 2001, however, the four programs feel like they were designed as a whole. They look and work alike, and more than in previous versions, they actually share each other's components. For example:

- In your Entourage email, you can use Word features such as AutoCorrect and AutoFormatting for bulleted lists and other fancy formatting.
- The names and addresses you enter in Entourage become AutoText entries in Word, so you can type just a few letters of a person's name to paste in the full address when typing up a letter. In fact, the Contact toolbar lets you select, find, update, and use contacts in any Office program, without even launching Entourage.
- Drag-and-drop among applications is such an obvious feature, it's amazing it never worked this well before. Any text, picture, or table that you select can be drag-and-dropped from any Office application into any other—or even to the desktop. If you've ever needed to put clip art in a spreadsheet, here's your chance.
- Office 2001 has an abundant selection of drawing tools and picture-editing tools (red-eye removal, cropping, and so on) that you can access using toolbars in Word, Excel, and PowerPoint.
- The Office Clipboard is another one of those "why didn't they think of it before?" features. Finally, you can copy or cut items to a multiple-capacity clipboard and then paste them—one by one or all at once—into any Office document.
- By clicking a new flag icon on Word, Entourage, Excel, and PowerPoint toolbars, you can set up onscreen reminders that get added to the Entourage calendar; when the time comes, a dialog box appears on the screen to remind you when to follow up on a specific document or project.
- A single spelling checker looks over your Word essays, Excel spreadsheets, PowerPoint slide shows, and even Entourage email; you can now scan or import digital-camera images directly into any of the programs; and the new Project Gallery lets you start a new Word, Excel, Entourage, or PowerPoint document from within any of the *other* programs.

Microsoft pushes the Office suite, rather than marketing the programs individually, for the same reason that there's one Missing Manual that covers all four programs: If you use only one of the Office programs without the others, you miss out on a lot of timesaving shortcuts.

What's New in Office 2001

This book highlights the new features of Office 2001, but here are the highlights (most of which, by the way, will take at least a year to show up in Office for Windows).

Best of the New Features: Word

- **Automatic typo corrections.** It would be hard to imagine a better spelling checker than the smartened-up one in Office 2001. When Word is absolutely, positively sure what word you intended (as when you type *baeutiful* or *teh* or *gramar),* it corrects the typo instantly and silently, without any action on your part; you may not even notice the fix, but the reputation Word saves could be your own.

- **Definitions.** Speaking of features for word nerds, there's more than just a spelling dictionary in this version of Word—there's now a *definitions* dictionary available in all four programs, so that you can look up the meanings of words you encounter (or are thinking of using in your writing). You can check the meaning of a word, in fact, just by Control-clicking it in a Word document.

- **Live Word Count.** Here's a godsend for anyone who's been given an assignment that must include a maximum (or minimum) number of words. Instead of choosing from a menu to get a word count, you can just glance at the continuously updated word count at the bottom of the screen. Watch the number rise as you type.

- **Click and Type.** We were all novices once—and most of us tried to start typing in the middle of a blank word processing screen, not yet having learned the counterintuitive lesson that we must press Return and Tab repeatedly to scoot the insertion point down the page and to the right.

  If we'd had the new Click and Type feature, we could have avoided learning that lesson; in Word's Page Layout or Online Layout views (see page 33), you can double-click anywhere in the document window and just start typing. You can even create headers and footers in this way.

Best of the New Features: Excel

- **List Manager.** Excel's List Manager (see page 425) facilitates the process of using worksheets as database-like *lists*. The List Wizard and List Manager help automate tasks such as sorting and summarizing list data.

- **Formula Calculator.** This on-screen calculator is the easiest way yet to build and design formulas for the cells in your spreadsheet; it shows you placeholders for the various formula chunks you need to fill in.

- **AutoComplete.** As you begin typing into a cell, Excel, in an effort to save you some typing, offers you a pop-up list of guesses as to what you might be in the process of typing. It creates its guesses by studying the *other* entries you've typed so far in the same column.

- **FileMaker Pro Import Wizard.** Year after year, Microsoft declines to make a Macintosh database program. Every time its programmers sit down to figure out what features such a program might have, they can only point longingly to FileMaker Pro, the towering giant of Mac databases (and one of the best Mac programs of any kind).

  As a testimony to FileMaker's dominance, therefore, Microsoft endowed Office 2001 with the FileMaker Pro Import Wizard (see page 490). Opening a FileMaker Pro database with Excel launches this assistant, which makes converting the FileMaker records to Excel format straightforward and speedy.

- **Tiny tweaks.** Most of Excel's new features are smaller blessings, all of which are welcome. You can now use the euro currency; there's a Font menu that shows

your font names in their actual typefaces, just as in Word; highlighting colored cells no longer inverts the color; you can choose to display years with four digits (and specify the cutoff date for assuming that a two-digit date is in the 21st century); and so on.

Best of the New Features: PowerPoint

- **Three-pane view.** You no longer have to spend your time flipping between three different views to get a feel for your slide show; the primary, three-pane Normal view now shows your outline, notes, and the image of the current slide simultaneously.
- **Multiple masters.** A single presentation can incorporate multiple master slides, and it's easy to apply a certain master many slides at once.
- **Graphics as bullets.** You don't have to be content with standard round bullets (•) to denote new points on each slide; you can use any little graphic you want for each bullet, such as pointing hands, golden stars, or Bill Gates glasses. And speaking of lists, PowerPoint can now autonumber the points on a slide; as you rearrange them, it handles the renumbering automatically.
- **PowerPoint QuickTime.** You can save a PowerPoint presentation as a QuickTime movie that works just like a PowerPoint show: click to advance the slide, on any Mac or Windows machine. What's amazing is that you, or a colleague, can then open that QuickTime movie in PowerPoint to make changes; the QuickTime movie retains, behind the scenes, all of its PowerPoint-ishness.

Best of the New Features: Entourage

Best new features in Entourage? Entourage *is* a new feature. This new calendar/email/address-book/to-do list program is based on the powerful email smarts of Microsoft's Outlook Express, but the benefits you gain with the addition of a calendar and address book may surprise you.

Better still, Entourage lets you transfer your appointments, to-do items, address book, and notes with the corresponding applications on a Palm organizer or clone.

Best of the New Features: Office as a Whole

- **Adios, Max.** Few features of Office 98, the previous version, infuriated as many Mac fans as that animated Mac, the dancing Help assistant called Max. Even if you closed his window, he still took up another few seconds of your time with an annoying wave—and he still reappeared from time to time, unbidden.

  Now, every Office program offers a Help→Turn Assistant Off command. It gets rid of Max and his window, instantly and permanently.

Tip: The Off switches for all of Word's other "helpful" features (automatically underlined Web addresses, automatically bulleted lists, automatically curlified quotes, and so on) are in one place: Tools→AutoCorrect. Page 92 offers complete instructions for toning down Word's infamous intrusiveness.

- **Navigation Services.** Office now uses Apple's Navigation Services. That's the techie way of describing the dialog boxes that appear when you choose File→Open or File→Save As from within any Office program (see Figure I-1); these new dialog boxes offer many helpful features for retrieving and saving your files. For a complete discussion of the new Open and Save dialog boxes, see *Mac OS 9: The Missing Manual;* in the meantime, Figure I-1 shows the most important features.

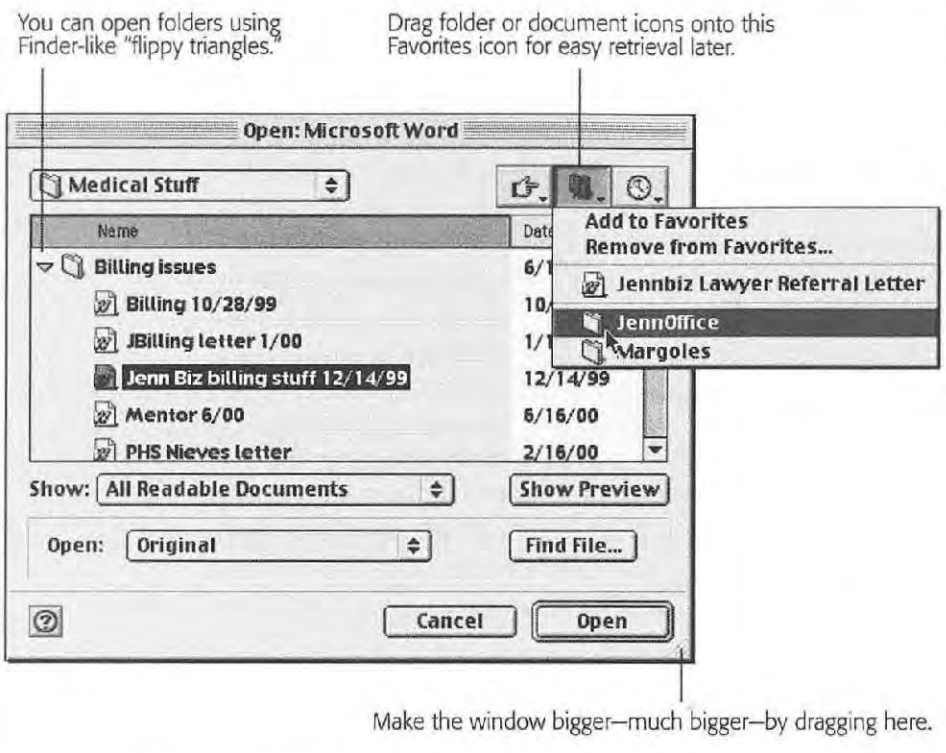


Figure I-1: *The new Open and Save dialog boxes appear everywhere in Office 2001. You won't discover one of their chief virtues until you try it: You can switch to another program, such as the Finder, while the Open or Save dialog box is still on the screen.*

- **Project Gallery.** This first command on the File menu presents a master catalog of canned templates. From within any of the four Office programs, you can double-click to open any kind of document or template in any Office program—even a to-do list task or a Web page. You can customize the Project Gallery by adding Word or PowerPoint templates you've created yourself.
- **The Formatting Palette.** This compact palette (see Chapter 3) packs a multitude of text, paragraph, image, drawing, slide, and document formatting features in a tiny amount of space. Because the Formatting Palette shrinks and grows depending on what's selected on the screen, screen clutter is greatly reduced.
- **Instant Web pages.** The Save as Web Page command, Web Page Preview, and other Web tools make it possible to design and create a Web page, complete with graphics, tables, links, and forms, without ever leaving Word, Excel, Entourage, or PowerPoint.
- **Windows suffixes.** One of Microsoft's greatest achievements (and greatest joys for its customers) is that documents created in Word, Excel, or PowerPoint for

the Macintosh are 100 percent compatible with the Windows versions. You and your Windows-using colleagues never have to convert or export your files; a Word file is a Word file, regardless of the computer it's on, making cross-platform collaboration simple. (Specifically, documents created in Office 2001 and Office 98 for the Mac, and Office 97 and 2000 for Windows, are all identical in format.)

There's only one fly in the ointment: Windows requires every document to have a three-letter suffix on the file name, such as *Letter to Mom.doc;* forget that step on the Macintosh, and your Windows colleague may have trouble opening the file. Fortunately, a new checkbox in Office 2001's Save As box automatically adds the three-letter Windows file extension.

- **Supplementary gifts.** The four aircraft carriers of the Office suite are accompanied by a flotilla of smaller, supplementary programs like WordArt, Microsoft Graph, Equation, Picture Tools, Organizer, and the table-making tools that were once confined to Word. These extra programs are covered in Chapter 18.

The Very Basics

You'll find very little jargon or nerd terminology in this book. There are, however, a few terms and concepts that you'll encounter frequently in your Macintosh life:

- **Clicking.** This book gives you three kinds of instructions that require you to use the mouse or trackpad attached to your Mac. To *click* means to point the arrow cursor at something on the screen and then—without moving the cursor at all—to press and release the clicker button on the mouse (or laptop trackpad). To *double-click,* of course, means to click twice in rapid succession, again without moving the cursor at all. And to *drag* means to move the cursor while pressing the button continuously.

  When you're told to *⌘-click* something, you click while pressing the ⌘ key (which is next to the Space bar). Such related procedures as *Shift-clicking, Option-clicking,* and *Control-clicking* work the same way—just click while pressing the corresponding key in the lower corner of your keyboard.

- **Menus.** The menus are the words in the light gray bar at the top of your screen. In Office 2001, the menu titles are slightly different in each of the Office programs. You can either click one of these words to open a pull-down menu of commands (and then click again on a command), or click and *hold* the button as you drag down the menu to the desired command (and release the button to activate the command). Either method works fine.

- **Keyboard shortcuts.** Every time you take your hand off the keyboard to move the mouse, you lose time and potentially disrupt your creative flow. That's why many experienced Mac fans use keystroke combinations instead of menu commands wherever possible. ⌘-B, for example, is a universal keyboard shortcut for boldface type throughout Office 2001 (as well as in most other Mac programs). ⌘-P

opens the Print dialog box and ⌘-S saves whatever document you're currently working in.

When you see a shortcut like ⌘-W (which closes the current window), it's telling you to hold down the ⌘ key, and, while it's down, type the letter W, and then release both keys.

- **Pop-up buttons.** The tiny arrows on many of Office 2001's buttons are easy to overlook—but don't. Each one reveals a pop-up menu of useful commands (see Figure I-2). For instance, the arrow button next to the Undo button on the Standard toolbar (see page 27) lets you choose any number of actions to undo; the arrow button next to the Insert Hyperlink button gives you a list of recently visited Web sites from which to choose; and the New button in Entourage lets you specify what *kind* of thing you want to create anew: an appointment for the calendar, an address-book entry, and so on.

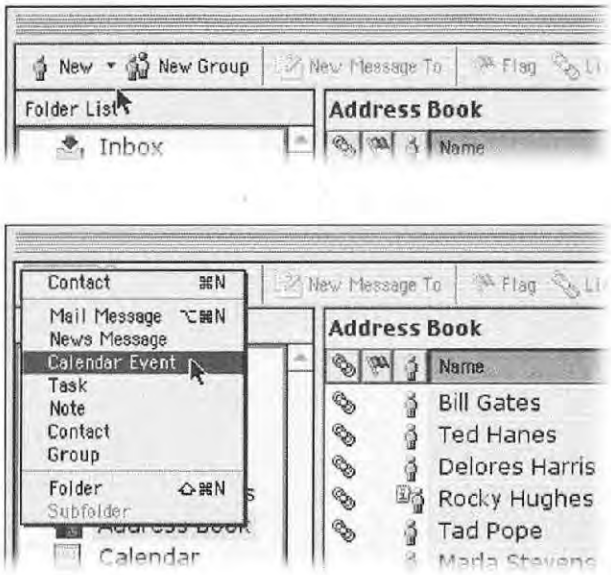


Figure I-2:
Office 2001 introduces a fascinating hybrid interface element: what you'll find called, in this book, the pop-up button. *Whenever you see the tiny black triangle pointing down from a toolbar icon (top), you can generally click the button to trigger the most likely option. But for a pop-up list of options (bottom), click the triangle and hold the cursor down.*

- **Choice is good.** Microsoft wouldn't be Microsoft if it didn't give you several ways to trigger a particular command; sure enough, everything you could ever wish to do in Office 2001 is accessible by a menu command, *or* by clicking a toolbar button, *or* by pressing a key combination. Some people prefer the speed of keyboard shortcuts; others like the satisfaction of a visual command array available in menus or toolbars.

  One thing is for sure, however: You're not expected to memorize all of them. In fact, Microsoft's own studies indicate that most people don't even *know* about 80 percent of its programs' features, let alone use them all. And that's OK. Great novels, Pulitzer-prize winning articles, and successful business ventures have all been launched by people who never got past Open and Save.

On the other hand, as you skim this book, be aware that the way you've been doing things in Word or Excel since 1994 may not be the fastest or easiest anymore. Every new keystroke or toolbar you add to your repertoire may give you more free time to teach ancient Greek to three-year-olds or start your own hang-gliding club.

As for the programmers in Redmond, let them obsess about how many different ways they can think of to do the same thing. You are under no obligation to try them all.

About this Book

Office 2001 doesn't actually come in a box, despite the alliterative phrase on this book's cover; instead, it comes in a translucent plastic clamshell. This flying-saucer shaped package for Office 2001's CD and literature is revolutionary in its compact size, sleek looks, and reusability (you can store your own CDs in it, thanks to the 10 plastic, lined CD pockets inside).

What's been lost in the shuffle, however, is a printed manual. To learn this vast set of software programs, you're expected to rely on Balloon Help, Help on the Web, and Max, the animated assistant (see Appendix B).

Such computerized help comes with built-in problems, however. There are no tutorials, annotated illustrations, or jokes. You can't mark your place (you lose your trail in the Help program every time you close an Office program), you can't underline or make notes, and reading in bed or by firelight just isn't the same.

The purpose of this book, then, is to serve as the manual that should have accompanied Office 2001. While you may still turn to online Help for the answer to a quick question, this book provides step-by-step instructions for all major (and most minor) Office features, including those that have always lurked in Office but you've never quite understood.

About the Outline

Office 2001 for Macintosh: The Missing Manual is divided into five parts, each containing several chapters:

- Parts 1 through 4, **Word, Entourage, Excel,** and **PowerPoint,** cover in detail each of the primary Office programs. Each part begins with an introductory chapter that covers the basics; additional chapters delve into the more advanced and less frequently used features.
- Part 5, **Office as a Whole,** shows how the programs work together for even more productivity and creativity. For example, it covers the supplementary programs (WordArt, Graph, and so on); changing the menus and keystrokes (one of the strongest and most useful Office features); and more.

At the end of the book, Appendix A offers guidance in installing, updating, and troubleshooting the software; Appendix B covers the help system.

Tip: A second, free appendix awaits you on the "Missing CD-ROM" page at *www.missingmanuals.com* in electronic form: Appendix C, "Office 2001: Menu by Menu." It describes the function of each menu command in each of the four major programs, with cross-references to the book in your hands where these features are discussed more completely.

About→These→Arrows

Throughout this book, you'll find sentences like this one: "Open the System Folder→Preferences→Remote Access folder." That's shorthand for a much longer instruction that directs you to open three nested folders in sequence, like this: "On your hard drive, you'll find a folder called System Folder. Open that. Inside the System Folder window is a folder called Preferences; double-click it to open it. Inside *that* folder is yet another one called Remote Access. Double-click to open it, too."

Similarly, this kind of arrow shorthand helps to simplify the business of choosing commands in menus, as shown in Figure I-3.

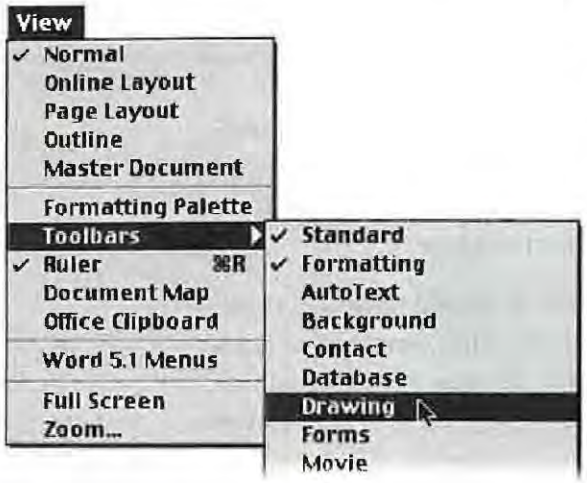


Figure I-3:
When you read in a Missing Manual, "Choose View→Toolbars→Drawing," that means: "Click the View menu to open it. Then click Toolbars in that menu; choose Drawing in the resulting submenu." (If you read "Choose Edit→Preferences→Mail tab," that means you should click the tab called Mail in the dialog box that appears.)

About MissingManuals.com

At the *missingmanuals.com* Web site, you'll find updates and corrections to this book, along with free downloadable bonus chapters. For example, you'll find Appendix C there (a list of every menu command in Office and what it does); and when Microsoft releases its Mac OS X version of Office for the Mac, you'll find a free downloadable appendix to this book there, too.

Using the Errata link on this book's page at *missingmanuals.com*, you're invited and encouraged to submit corrections and suggestions yourself. In an effort to keep the book as accurate as possible, each time we print more copies of this book, we'll make any confirmed corrections you've suggested. We'll also note such changes on the Web site, so that you can mark important corrections into your own copy of the book, if you like.

1

Part One: Word

Chapter 1: Basic Word Processing

Chapter 2: Editing in Word

Chapter 3: Formatting in Word

Chapter 4: Styles, Page Layout, and Tables

Chapter 5: Comments, Change Tracking, and Versions

Chapter 6: Advanced Word Processing

Chapter 7: Word Meets Web

CHAPTER
1

Basic Word Processing

It happens millions of times a day. Someone sits down at a computer, opens Microsoft Word, and starts typing. When he wants to start a new paragraph, he hits Return a couple of times and keeps going. When he's done, he clicks the Print button and *voila!*—a page of text that's perfectly fine for handing out at a meeting or posting on a bulletin board.

Of course, if that were the extent of your Office 2001 ambitions, you wouldn't be reading a book about it. As you'll discover later in the book, Word 2001 offers a staggering array of advanced features that were once found only in page layout programs and graphics software (not to mention space shuttles).

These first three chapters, however, cover the basics—all 128 pages of them: How to start a document, type, format the document, print it, and save it all. These may sound like standard Mac techniques, no different from SimpleText and not worth rehashing; but as you're soon to discover, Microsoft has its own, greatly enhanced idea of the Macintosh Way.

New, Open, and the Project Gallery

The first thing you see when you launch Word is the new Project Gallery (see Figure 1-1), where you tell Word what kind of document you wish to create.

If your reply is, "Well, *duh*—a word processing document!" then you must still be under the impression that Word is a word processor, which it stopped being some time in 1968.

The Project Gallery

The Project Gallery is proof. The icons in this window represent the kinds of documents Office 2001 (not just Word) can create for you (use the scroll bar to see all of them). They're canned *templates* for mailing labels, résumés, budgets, brochures, fax cover letters, and dozens of others—even Excel, PowerPoint, and Entourage documents like spreadsheets and blank email messages. The idea is that you can use Word as the launching point for your entire Office 2001 experience, without having to know ahead of time which of the four Office applications is most appropriate for creating the document you want.

Tip: If you'd rather not visit the Project Gallery every time you launch Word, simply turn on "Do not show at startup." (This checkbox appears only when you visit the Project Gallery by double-clicking the Word icon, *not* when you choose File→Project Gallery.) You can also choose Edit→Preferences→General tab and turn "Show Project Gallery at startup" on or off.

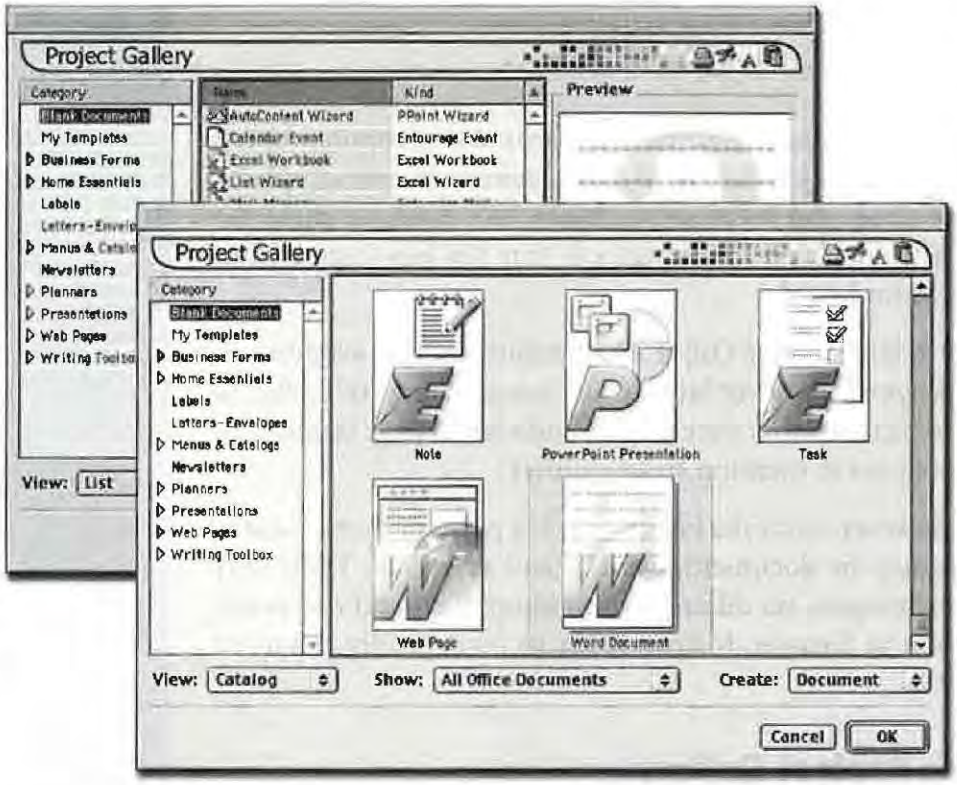


Figure 1-1:
The Project Gallery opens automatically when you first launch Word. When you wish to open another new document, you can open the Project Gallery anytime by choosing File→Project Gallery or pressing ⌘-Shift-P. Back left: The List view (use the lower-left pop-up menu), which gives you a better overview than the Catalog view and saves you some scrolling. This is the default view.

Right: The Catalog view.

When the Project Gallery opens, the Word Document icon is highlighted by default as shown in Figure 1-1; if you click OK or press Return now, a new, blank Word document opens, just as if you'd chosen File→New Blank Document (or pressed ⌘-N).

Here are the three pop-up menus at the bottom of the dialog box:

- **View.** This pop-up menu lets you choose to view the Project Gallery either in icon view or as a list view; both are shown in Figure 1-1. In list view, the panel of large document icons is replaced by a list of smaller icons, and a preview panel opens at the right where you can see a more detailed view of what you're about to open.
- **Show.** If you know you want to open a Word document, choose All Word Documents from this pop-up menu. This way, you will only see, and open, Word forms and templates.

  The setting called All Office Documents, however, further simplifies your life. From this one panel, you can instantly open up any kind of Office document or template, without so much as opening a folder or launching a program.
- **Create.** Choose Document or Template; Word opens your selected blank document as either a document or a template.

Tip: The lists of the Project Gallery simply reflect whatever files are in the Office→Templates folder on your hard drive. If you'd like to add to, trim down, rename, or reorganize the options in the Project Gallery, just return to the Finder, open the Microsoft Office 2001→Templates folder, and go to town. For example, you might add your corporate logo letterhead, after first saving it as a template (see page 188).

To dismiss the Project Gallery, click Cancel or press the Esc key (or ⌘-period). Word automatically opens a new, blank document. If you'd rather open an existing document, use one of the methods described below; Word, a prince among Mac applications, always closes its default blank document whenever you open one of your own.

POWER USERS' CLINIC

Keystrokes of the Very Busy

Within the Project Gallery, you can jump from the category list at left to the templates in the right or middle panel by pressing Tab. Once you've highlighted one of these lists, you can move up or down the lists by pressing the up and down arrow keys. When the templates are in icon view, you can press all four of the arrow keys to highlight successive icons. (Sorry, Mac OS purists: You can't jump to a particular template by typing the first letters of its name.)

When you've highlighted a category (in the left-side list) marked by a "flippy triangle," press ⌘-right arrow to expand it, or ⌘-left arrow to collapse it again. And when you've finally highlighted the template you want, pressing Return or Enter, of course, opens it.

Creating a New Document

There are at least three ways to create a new document from scratch:

- Choose File→Project Gallery and click the Word Document icon, as described above.
- Choose File→New Blank Document.

- Click the New Blank Document button (the very first icon) on the Standard Toolbar that appears just beneath your menu bar.

However you do it, the result is a fresh, empty document.

Tip: In fact, this new document is not really empty at all; behind the scenes, it's already loaded up with such settings as a default font, margin settings, keystroke assignments, macros, style sheets, and so on. It inherits these starter settings from a special document called your Normal Template.

You can read much more about Templates on page 188; for now, it's enough to know that, when you're ready, you can modify the Normal template so that each new document you open automatically contains your own favorite settings.

Opening Documents with the Open Command

If you're entering the world of Word for the purposes of editing an existing document, just double-click the document in the Finder. If you're already in Word, though, choose one of the following options, whichever is fastest:

- Click the Open button in the Project Gallery.
- Choose File→Open.
- Press ⌘-O.
- Click the second (folder-shaped) icon on the Standard toolbar.

No matter which method you use, the standard Open File box appears. Actually, it may not look so standard to you; it's Apple's gray-toned, relatively new Navigation Services dialog box, making its debut in Microsoft Mac software. It features several advantages over the traditional white Open box: You can resize it by dragging its lower-right corner, for example, or leave it open while you switch to another program. (See *Mac OS 9: The Missing Manual* for a complete list of Save and Open dialog box features, or the Introduction for a quick summary.)

Tip: When you choose File→Open, Word shows you the contents of whatever folder you last opened. But if you keep all your Word files in one folder, you might wish it would always show you *that* list of files when you use the Open command.

To make it so, choose Edit→Preferences. Click the File Locations tab, then Documents, then Modify; navigate to and highlight the folder you use most often, then click Choose. From now on, choosing File→Open automatically takes you to the folder you selected.

In addition, Microsoft has added some special features of its own to the Open dialog box:

- **Show.** The setting "All Readable Documents" lets the Open dialog box show you any possible document on your Mac that you can open in Word—not just Microsoft Office documents, but text files, JPEG graphics, HTML Web-page docu-

ments, and so on. If you know that the document you're looking for is of a certain type, you may be able to save time by telling Word to show you *only* those choices.

GEM IN THE ROUGH

In Search of Files

The Open dialog box offers a streamlined means of traveling directly to the document you want to open—assuming you remember where exactly you stored it. If you don't, the Find File button in the Open dialog box may be the quickest way of retrieving it.



Clicking Find File opens the Search dialog box. To find a file, type whatever portion of the file name that you can remember in the "File name" box. Choose a file type (Word document, text file, and so on) and folder location.

Word searches and displays a list of all files that have those characters in the title, as shown here. The Commands pop-up button lets you open, print, or even delete a file, right from within this dialog box. Its Sorting command lets you specify how you want the found-files list sorted—by name, date, size, and so on. (If you want to hang onto these results but add to them with a second search, turn on "Rebuild file list" first.)

The Saved Searches feature is useful when you frequently have to round up documents that have something in common. For instance, you may want to find all the Word files you've saved today, or all the documents that your assistant created. When you've found a document or documents and think that you may have to repeat the procedure later, click Save Search As and name the search. Thereafter, you just have to select that search from the "Saved searches" menu to do it again.



Sometimes you can remember just about everything about a document *except* its name. For those occasions, click Advanced Search. You get a dialog box with three tabs: **Location** (so you can specify which folder your sought-after file is nested in), **Timestamp** (when a document was created or by whom), and most interesting of all, **Summary**. This most powerful tab doesn't require that you know where the desired file is located or what it's called. You can search for it by any of the information in the File→Properties dialog box, such as Author or Keywords), or any *words*—or even partial words—contained in the body of the document.

For the Summary feature to work well, use a word that's most likely to be found in the document you're looking for and not many others. For instance, searching for "people" is likely to find too many documents for you to weed through. A more specific term, such as "employees" or "benefactors," is more likely to round up the exact file you're looking for.

If you're really grasping at straws, enter whatever part of the word you remember—say you know the document mentions a person whose last name begins with "Ber." Type *Ber* in the "Containing text" box and turn on "Use pattern matching." Choose "Beginning of word" from the Special menu. The Special menu also presents options that let you search for documents that do *not* contain a certain word, that contain a mathematical expression, and so on.

Finally, click OK to begin the search.

To cancel any search while it's underway, press Esc or ⌘-period. Click Clear in the Search dialog box if you change your mind about your search criteria and want to start over.

Tip: Don't miss the "Recover text from any file" option listed in this pop-up menu; it's a spectacular tool. It lets you extract, into a new window, recognizable text from *any file*. It was intended to rescue usable prose from a corrupted Word document, of course, but it means what it says: *any file*. You'll find amazing secret messages, hidden credits, and other goodies stashed in your favorite applications and Mac system files.

- **Open.** This pop-up menu lets you choose one of the three different ways Word can open the same document. **Original** opens the document itself; **Copy** opens a copy, leaving the original untouched; and **Read-Only** opens the document but doesn't let you make changes to it.

  Most of the time, you'll open the original and get to work. But opening a *copy* is a convenient way of leaving an electronic paper trail of your work. No matter how many changes you make or how badly you mess up a document, you still have an unsullied copy saved on your Mac. The Read-Only option is useful when you don't want to risk even the possibility of altering the document—you won't be allowed to save any changes to it. (As explained on page 20, one of Word's security features is to recommend that a document be opened as Read-Only.)

- **Find File.** This button opens Office's search function. While not as powerful as the Mac's own Sherlock, it has charms of its own—such as being available right from *within* the Open dialog box. It lets you search for a document based on its name, file type, and location, and also gives you advanced search functions such as searching by author or by keywords contained in the file. (Don't miss the Advanced button in this dialog box, which offers you the option to search for words *inside* your Word files, even if you can't remember what they were called. See "In Search of Files" on page 17.)

Returning to Favorite Documents

Like most people, you probably work with the same documents and templates over and over again. Word offers two shortcuts to retrieving files you've used recently or that you intend to use frequently.

FREQUENTLY ASKED QUESTION

Purging the Recent List

I'm not so sure I want my spouse seeing what files I've been working on recently. Is there any way to delete the document names listed in the File menu?

You bet. Open any Word document. Choose Edit→Preferences→General tab. Turn off "Recently used file list" and press Return. The list of names at the bottom of the File menu disappears, and Word stops remembering them.

To cover your tracks even more completely, choose Edit→Preferences→General tab again and turn "Recently used file list" on again. Word again starts listing files you or your spouse open from now on, but that last embarrassing batch is still gone.

Of course, you can avoid the whole issue by not naming your documents things like *ILuvWorf*.

The Recent Files list

First, there's the list of recently opened Word documents at the bottom of the File menu. Just choose a file name to open the corresponding document, wherever it may be on your machine. (Unless it's no longer *on* your machine, of course, in which case you get only a cheerful error message.)

Tip: You control how many documents are listed here by choosing Edit→Preferences→General. The number called "Recently used file list" is what you want; set it to 0 if you don't want Word to track your files at all, or 9 for the maximum tracking.

The Work menu

Word's Work menu is one of the program's best, but most overlooked, features. It's simply a list of the documents you use most often. Store your book outlines there, templates for your invoices, or the different drafts of your thesis. Figure 1-2 shows how you install new documents to the list.

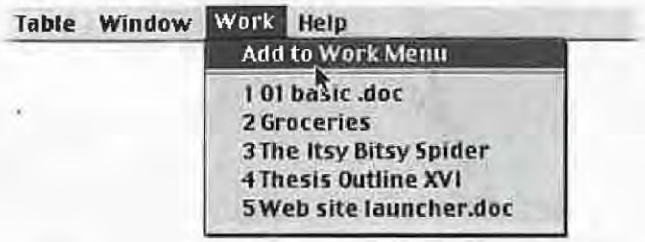


Figure 1-2:
To add to the Work menu, open the document (save it, if you haven't done so). Choose Work→Add to Work Menu. Now click the Work menu again; there's the name of your document, ready for opening just by choosing its name.

You can remove a document from the Work menu just as you'd remove any Word command (see page 578): press ⌘-Option-hyphen. The cursor turns into a thick, black minus sign. Use it to choose the name of the document you wish to banish from the Work menu; it goes away for good (the menu listing, not your actual document).

Word Processing Basics

Once a document is on the screen, your administrative efforts are complete, and the creative phase can begin. Odds are good that you've word processed before, and Chapter 2 covers the nuts and bolts of editing in detail.

As a reminder, however, here are the very, very basics of word processing:

- **Don't hit Return at the end of a line.** Word automatically wraps the text to the next line when you reach the edge of the screen.
- **Don't type hyphens to break end-of-line words, either.** If you want to divide words at the end of lines, use Word's hyphenation feature described on page 142.

- **Press Return at the end of a *paragraph*.** If you'd like to create a blank line between paragraphs, don't press Return twice; that can cause awkward problems, such as an extra space at the top of a page. Instead, change the paragraph's *style* to leave more space after each paragraph, as described on page 129. If you use this more advanced and graceful method of spacing between paragraphs, you can then edit, add, and subtract paragraphs at will; the spaces between them remain consistent.
- **For similar reasons, don't press Tab to indent the first line of a paragraph.** If, instead, you set a *first line indent* using the Formatting Palette as described on page 114, Word creates the indents automatically each time you start a paragraph. Indents created this way remain consistent as you edit the document, and you can choose an attractive amount of indentation that's not dependent on the positions of your tab stops.
- **Don't press Return at the end of a page.** Word automatically wraps the text to the next page. If you wish your next thought to start at the top of a new page, choose Insert→Break→Section Break (Next Page) instead. Now, no matter how much

POWER USERS' CLINIC

Document Protection

Word makes it easy to open documents; almost *too* easy, if you're trying to keep certain documents private or unmodified. Never fear: Word offers three levels of document-protection features that can keep spies and busybodies out of your files.



- **Suggest Read-Only.** If you save a document by this method, when someone tries to open the protected document, a dialog box politely suggests that the person doing the opening use the Read-Only option. That person can make changes, but can only save the file under a new name. The original, Read-Only file remains intact.

  To save a file this way, choose File→Save As; click Options. Turn on "Read-only recommended," and press Return. Click Save or press Return to complete the process.

- **Password Required for Editing.** This trick makes Word ask for a password at the moment the document is opened, using a dialog box like the one shown here. Readers to whom you give the password can edit the document and save the changes just as you can; for everyone else, the document opens as read-only, as described above.

  To protect a document this way, choose File→Save As; click Options. Turn on the "Password to modify" box and enter a password. (Word prompts you to confirm the password.) Click Save or press Return.

- **Full Password Protection.** This highest level of document protection requires readers to enter a password before they can even open the document. In the Save As dialog box, click Options and then turn on the "Password to open" box and assign a password as described above.

If you use one of the password methods, write the password down and keep it somewhere safe. If you lose the password, nobody—not you, not the Recover Text from Any File feature, not even Microsoft—can open the protected document.

you edit before or after the section break, your new section will always start at the top of a new page.

- **Press the Space bar only once, not twice, after punctuation such as periods, colons and semicolons.** Double-spacing after punctuation is a holdover from the days of the typewriter, when you had to manually add extra space after punctuation for an attractive, readable result. On a Mac, Word automatically places the correct amount of space after each period or other punctuation mark. Adding an extra space is superfluous and clutters your file with extra characters.
- **Save early, save often.** Choose File→Save after every paragraph or even sentence, or press ⌘-S.

A Window into Word

The tools you use most often—those for navigating your document and for basic formatting—are clustered around the main text window, which is shown in Figure 1-3.

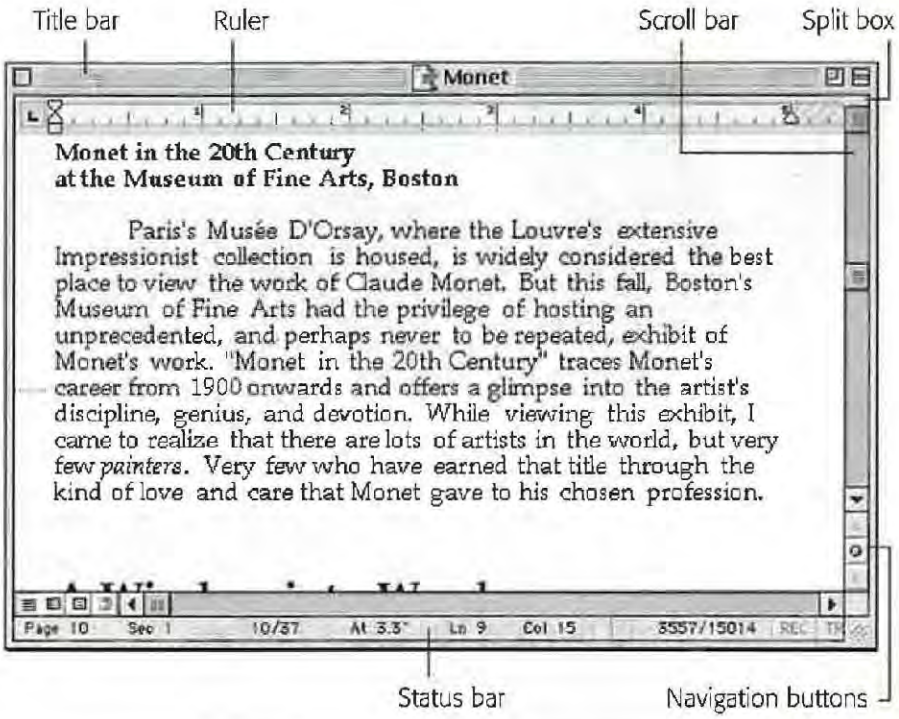


Figure 1-3: *A Word window is surrounded by controls, gizmos, and levers. Almost anything you click, drag, or double-click produces some change to your document or Word's own settings.*

Title Bar

Word 2001's Title bar has been genetically modified (see Figure 1-3) since the program's previous incarnation. It does all the usual Mac things—collapses when double-clicked, moves when dragged—but it has a few special mutant powers, too. It behaves exactly like a Mac OS 9 *folder* window in two key respects:

- To find out what folder your document is nested in, ⌘-click the document's title. As shown in Figure 1-4, a pop-up menu appears, identifying your document

icon's location on the hard drive. Click on any folder or drive on the drop-down list that appears to open it into a new window, as shown in Figure 1-4 at left.

- See the tiny Word icon next to the document's name in the title bar? That's your *document proxy icon,* which works just like the *folder* proxy icon in every Finder window title bar. As shown at right in Figure 1-4, you can drag that icon just as you would any icon in the Finder, to move the current document to a different folder, to copy it to a different disk, or even to drag it directly to the Trash (if you can see the Trash on your desktop behind the window). (You have to hold the cursor down on this icon for about one second, making it turn black, before you can drag it in this way. If you drag it too quickly, Word thinks you're simply trying to move the window on the screen.)

Tip: The document proxy icon appears grayed out (disabled) whenever you've edited your document without saving the changes. (And you can't drag it to move, copy, or trash your document when you haven't saved changes.) Only when you choose File→Save (⌘-S) does the icon spring to life, ready for dragging.

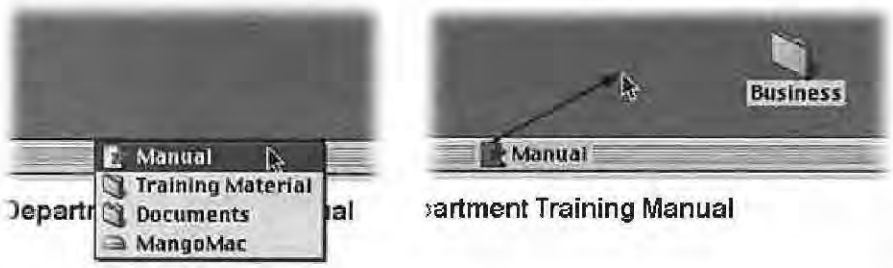


Figure 1-4:
Left: When you ⌘-click the document name, you can choose and open, in a Finder window, any folder or disk in the list.

Right: You can drag the tiny icon (after clicking and holding for a second) into any folder or disk.

The Ruler

The ruler across the top of the page shows the current settings for margins, tabs, and indents. See page 114 for details on how to use and change these settings.

Scroll Bar and Navigator Buttons

Figure 1-3 shows the *Navigator buttons:* double arrows flanking a little round button at the lower right of the Word window. When you first open a document, these Navigator buttons appear in black, and act as page up/page down buttons. But once you've used the Find/Replace command (see page 64), or in some other way changed the *browse object,* the double arrows change color and act differently. For instance, after you've used the Find and Replace command, clicking the Navigator buttons take you from each occurrence of the word you're trying to find to the next. For more detail on the Browse Object feature and Navigator buttons, see page 22.

Split Box

Figure 1-3 also shows the *Split box* at the upper-right corner of the window. When you point to it, the cursor changes to a double-pointing arrow. Dragging that arrow divides the window into two panes, each with its own, independent, vertical scroll bar. (Choosing Window→Split, or pressing ⌘-Option-S, accomplishes the same thing.) This is a great arrangement when you're working at the end of a long document and need to refer back to material earlier in the document. You can use the upper window to scroll through the entire document, while in the lower window, you can go right back to where you were typing without losing your place.

Tip: It's often faster to simply double-click the split box. Doing so gives you two evenly split panes of the window; if you want to adjust the relative proportions, you can then drag the *resize bar* (the gray dividing line between the panes) up or down.

Double-click this dividing line a second time to restore the window to its single-pane status. (The *bottom* half of the window disappears, even if it contained the insertion point–a behavior that can be distinctly alarming.)

Drag the light-gray bar between the two panes up or down to adjust their relative sizes. Like the scroll bars, the page up, page down, and arrow keys work as usual *within* each pane. You can't use them to travel from one pane to the next. To switch *between* panes, you can use the mouse, or just press F6, which acts as a toggle key to the other pane and back again.

To restore a split window to a single one, drag the resize bar all the way to the top of the window, double-click the resize bar, or press ⌘-Option-S again.

Window Menu

Using the Split box as described above, you can't split a window into more than two panes; you can't create *vertical* panes, either. However, you can get these effects using the Window menu (see Figure 1-5).

Choosing Window→New Window creates a clone of your document window, which you can scroll, position, or zoom independently; each can be in a different Word *view,* too (one in Outline view, one in Normal, and so on). The new windows are different peepholes into the same document; you haven't created a new document. Therefore, any change you make in one window appears in both windows simultaneously. When you use File→Save, you save *all* the windows.

There's almost no limit to the number of windows you can create in this way. You can place two windows side by side and work on the first and last pages of your document at the same time, or open five windows, each scrolled to a different region of your manuscript. The title bar identifies the windows as "Introduction:1," "Introduction:2," and so on.

To reconstitute your document, just close the other windows.

Status Bar

The faintly striped gray bar running across the bottom of the window (see Figure 1-3) is called the Status bar. Divided into segments by etched vertical lines, the Status bar gives a variety of statistics about your current location within the document.

- **Page 10, Sec 2.** At the far left is the number of the page that contains the insertion point (not necessarily the page you're looking at), followed by the section number. If you haven't divided your document into *sections* (see page 125), which is likely, then the section readout always says Sec 1.
- **10/37.** The third set of numbers looks like a fraction; it shows the page number containing the insertion point (again) followed by the total pages. For instance, if you're at the end of a three-page letter, this readout says 3/3.

Tip: Double-click anywhere on this first segment of the Status bar to open the Go To tab of the Find and Replace dialog box, described on page 64. The idea, of course, is to provide you with a quick way to jump to a different page of your document without scrolling.

- **At 3.3".** The Status bar's second segment provides information about your insertion point's location on the current page. The first number (3.3" in Figure 1-3, for example), is the distance, in inches, from the top of the page to the insertion point. It tells you where you're "at" along the length of your page, which could

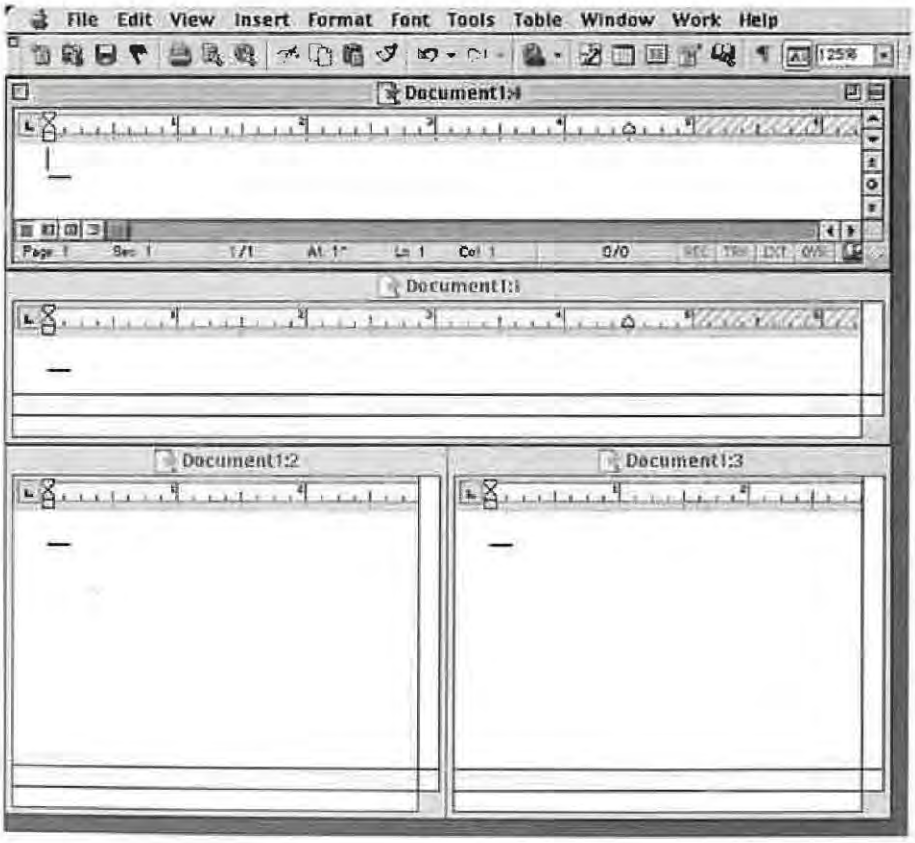


Figure 1-5:
If your screen is cluttered with documents and duplicate windows, the Window→Arrange All command turns each into a screen-wide strip and stacks them from top to bottom. It's not a very convenient arrangement, but at least you can see what you've got. You can now resize and arrange them as you wish.

conceivably be useful if, for example, you need to keep track of column inches for a newspaper.

- **Ln 9.** The second number identifies the current *line* of your document, counting down from the top of the *printed page* (not the window) to the insertion point. It's useful when the number of lines is important: when placing a personal ad, for example, or if you're a lawyer.
- **Col 15.** This peculiar statistic shows the number of characters you've typed from the left margin.

Tip: Double-clicking any of these statistics also opens the Go To dialog box, as described in the previous tip.

- **3557/15014.** The next divided segment of the status bar shows two numbers divided by a slash; the second number shows the total number of words in your document (journalists, kneel!), and the first indicates which word contains your insertion point, as counted from the first word of the document.

  If these numbers are blank, your word-count feature must be turned off. To turn it on, choose Edit→Preferences; in the Preferences dialog box, click the View tab. Turn on Live Word Count (under "Window") and click OK. Now, when you start typing, the word count number is revised after every few words that you type; hence the name "Live Word Count."

Tip: Double-click the word-count segment to summon the Word Count dialog box, which gives the number of pages, paragraphs, lines, and other countable items, as well as the word count. (It's the same box that appears when you choose Tools→Word Count.)

Tip 2: If you highlight some text in your document, the number before the slash tells you how many words are in the selected passage.

- **REC.** This button shows the status of the macro recorder (see page 254). It's almost always grayed out; it's not grayed out only when you're recording a macro.

Tip: Double-click the REC notation to open the Record New Macro dialog box, in readiness to create a new macro. See Chapter 6 for a full explanation of macros and how to record them.

- **TRK** corresponds to the *Track Changes* command (see page 169). When TRK is turned on, your own edits show up in a different color text, so that your collaborators can see exactly which changes you've made. (When you're not tracking changes, TRK is grayed out.)

Tip: Double-clicking the TRK indicator turns on revision tracking (or, if it's on, turns it off). That's a *huge* time-saver if you're used to having to turn on tracking the usual way (Tools→Track Changes→Highlight Changes; turn on "Track changes while editing"; click OK).

- Double-clicking EXT turns your cursor into a high-powered text-selection tool. Normally, when EXT is grayed out, clicking in your text just places the insertion point there. You have to drag the mouse to select anything. But after you double-click EXT, you're in *Extend Selection* mode. Your insertion point, wherever it is at that moment, marks the beginning of a new selection. Clicking the mouse, pressing the arrow keys, or even pressing the Page Up and Page Down keys highlights text, and keeps it highlighted until you double-click EXT again.

  Extend Selection mode is useful for selecting large amounts of text with a minimum of mouse work. (The Cut, Copy, and Paste commands work as normal in extend-selection mode.)

Tip: You can duplicate the mouseless-selection convenience of Extend mode without having to remember to double-click EXT again when you're done. Just hold down the Shift key to select text using the arrow keys and page up/down keys.

- OVR stands for *overtype* mode, another slightly peculiar editing mode. In overtype mode, when you click within existing text, what you type *takes the place of* what was typed there before. This is the opposite of the normal mode, where what you type is inserted *between* existing letters. Double-click OVR to turn overtype mode on and off.

  (There's nothing worse than entering overtype mode by *accident*, by the way; suddenly your typing eats away at whatever perfectly good prose was already there. Keep your cursor well clear of this Status-bar doohickey.)

- **The little book.** You're seeing the spelling and grammar-checking status indicator. You can watch this icon change as you type: a little pencil moves across the pages, indicating that Word is checking for spelling and grammar errors as you type. Most of the time, when you're at rest, a red X appears on the book icon, meaning that somewhere in your document, Word has found an error. (That is, an error according to Word's sense of grammar; see page 76.) When you've just completed a grammar check and made no new errors, the icon shows a check mark instead of an X.

  To look over Word's spelling and grammar flags starting from the beginning of the document, double-click the book icon. At each error, a pop-up menu offers alternative spelling and punctuation choices and commands that lead you to relevant spelling and grammar dialog boxes (see page 71).

Note: If you don't see the little book icon, it may be because you've turned off "as you type" spelling and grammar checking (Edit→Preferences→Spelling & Grammar tab).

- **The stack of papers.** If you've created multiple *versions* of the current document (a feature described on page 176), you'll see an icon that looks like an overlapping stack of documents. Double-clicking it calls up the Versions dialog box, in which you create and manage your various versions of a file.

Tip: You may have to enlarge the document window to see all of the Status Bar icons. Just drag the resize box at the lower-right corner of the window.

- **Tiny floppy disk.** This icon appears only during the fleeting moment when Word is automatically saving your document during idle moments, thanks to its background-saving feature (page 37).
- **Printer icon.** A printer-shaped icon indicates your background printing status, which appears only when you're printing. In theory, a number next to this icon shows which page is currently being printed, and you can double-click this icon to see a dialog box where you can cancel the print job. In reality, most Macs are so fast these days that your document is irretrievably sent to the printer (and the icon is gone) before you know it.

Tip: If you don't find any of these status indicators particularly helpful–and you'd rather dedicate the screen space to your writing–you can hide it. Choose View→Preferences, click the View tab, and turn off the "Status bar" checkbox near the bottom of the dialog box; then click OK.

Standard Toolbar

Word 2001 can slip in and out of many guises: a picture or movie editor, a database manager, or a Web browser, to name just a few. Each primary function comes complete with its own *toolbar* filled with icons relevant to that task.

If all these icons were available all the time, your screen would be filled with toolbars; you'd have to do all your typing in a leftover space the size of a Triscuit. (Thousands of Word 6 veterans are nodding in agreement as they read this and remember.) Fortunately, Word 2001 is very considerate of your screen real estate. You can open and close, resize, reshape, or relocate toolbars at will, like so:

- To open a toolbar, choose View→Toolbars and choose a toolbar from the submenu. (Alternatively, Control-click any open toolbar and choose from the resulting list.)

  Word comes with 19 toolbars, including the Standard toolbar; you can also design new toolbars of your own (see page 573). There's no limit to the number you can have open at once. To close a toolbar, click the tiny Close box in the upper-left corner, just like any other Mac window, or choose its name a second time from the View→Toolbars command.

- Each toolbar has a place where it likes to appear. The Drawing toolbar, for example, always opens vertically at the far left of the screen. But you can move them anywhere you like. To move a toolbar around on the screen, drag the textured bar at the top (or left side), just as though it's a shrunken version of a standard Mac title bar. As you drag a toolbar near one of the screen edges, or near another toolbar, it jumps neatly into place.

- To resize a toolbar, drag the tiny, triangular, striped, lower-right corner. Most toolbars can be changed from a long, narrow bar (either horizontal or vertical), into a squarish palette (see Figure 1-6).
- If you forget what a toolbar is for, position the cursor over the textured bar and wait for the yellow, identifying *tooltip* balloon to pop up. Similarly, to find out the name of a *button*, just point to it without clicking and wait one second; a yellow tooltip appears.

The Standard toolbar is the only one that opens by default when you create a new Word document; it has icons for printing, saving, and other things that you do frequently. Each button on it instantly does something that would normally take two or more mouse clicks: open a new blank document, open an existing file, save the document, and so on.

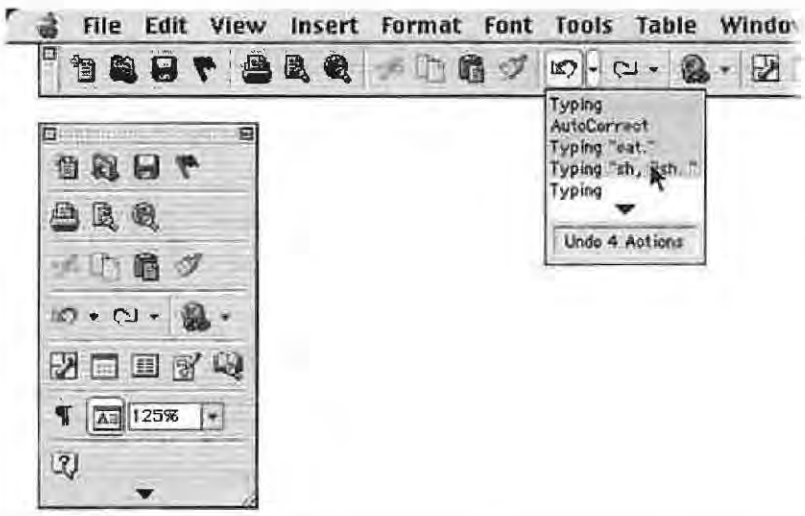


Figure 1-6:
Top: The default position of the Standard toolbar is at the top of the screen, just under the menu bar. You can also resize and reshape it by dragging the lower-left corner, and you can move it by dragging its narrow, textured control bar. Some of its commands, such as the Undo command, are pop-up buttons.

Bottom: When you drag it away from the side of the screen, the Standard toolbar becomes a palette.

From left to right, the buttons on the Standard toolbar are:

- **New Blank Document, Open, Save.** These buttons correspond to the equivalent commands in the File menu.
- **Flag for Follow Up.** This button opens the Flag for Follow Up dialog box (also available at Tools→Flag for Follow Up), where you set a date and time. Word automatically creates a reminder on your Entourage calendar. When the appointed moment arrives, a reminder dialog box opens to remind you that it's time to quit procrastinating and finish up your work; see page 310 for a full description of this new Office 2001 feature.
- **Print.** This button isn't the same thing as the File→Print command; it's a much more streamlined function. It prints the current document, all pages, one copy. For more control over what Word prints (number of copies, which pages), use the File→Print command (⌘-P), which opens the Print dialog box described on page 40.

- **Print Preview.** This button is another avenue into the printing process. It opens up the document in a window that offers a full view of the page, and a toolbar with various print commands. See page 42 for more on using the Print Preview feature. (*Keyboard shortcut:* ⌘-F2 or ⌘-Option-I.)
- **Web Page Preview.** This button—a globe signifying the World Wide Web with a magnifying glass for preview—shows you what your document would look like if translated into a Web page. Like its menu equivalent (File→Web Page Preview), the button launches your Web browser and displays the document in a new browser window. (If you're unaccustomed to using your word processor for churning out Web pages, welcome to Office 2001; much more on this topic in Chapter 7.)
- **Cut, Copy, Paste.** These buttons correspond to the Big Three of the Edit menu. Cutting, copying, and pasting are described on page 52.
- **Format Painter.** Just as you can pour color onto a selected area in a painting program, so can you "pour" a set of formatting choices onto an entire paragraph. See page 114 for details.
- **Undo.** Clicking this curved arrow undoes your last bit of typing, pasting, and so on. The tiny triangle next to it, however, is where the power of Undo is truly unleashed.

  Clicking on the Undo triangle pulls down a list of the last 194 things you did in Word—from major style changes to single deletions—in reverse order. You can

POWER USERS' CLINIC

Secrets of the Rebranching "Undo" Tree

Having a multiple-level Undo is great; there's no debating that a program *with* one is much better than a program without one.

But the multi-Undo can also be frustrating in one occasional circumstance. Imagine something like this: You decide that you really wanted paragraph 13 the way you originally wrote it. Trouble is, you've since rewritten it *and* made hundreds of other changes to the manuscript. How can you recapture the glory of paragraph 13 the way it was two hours ago?

You can't use a thousand Undos to re-create it—you've done a lot of great work in the meantime, in other paragraphs, that you want to keep. If you were to Undo all the way back to paragraph 13, just for the purpose of restoring it, you'll also lose all of the other paragraphs you've written or edited in the meantime.

The sneaky solution is this: Undo all the way back to the point where paragraph 13 was as you had it originally, pressing ⌘-Z over and over again, coolly watching all your great editing work disappear. When you see paragraph 13 return to its original version, highlight the paragraph and copy it (⌘-C).

Now *redo* all the changes, using ⌘-Y over and over again until Word beeps, indicating that you've restored the document to its latest condition.

Finally, highlight paragraph 13 (which is back to its bad version) and paste over it (⌘-V), replacing it with the good, earlier version. Fortunately, all those Redo's don't affect what you'd copied to the clipboard.

retrace your steps pages and pages into the past. As you drag down this pop-up menu, the button at the bottom of the list (see Figure 1-6) tells you how many things you're about to undo. Letting go of the mouse button triggers Undo: if you change your mind, be sure to move the cursor off the Undo list until the button says Cancel before letting go. (*Keyboard shortcut:* ⌘-Z or F1, either of which only undoes one action at a time.)

- **Redo.** This button and triangle let you *redo* whatever you've just undone. If you just undid your last ten actions, for example, the Redo list can be dragged as far as "Redo 2 Actions." As with the Undo list, you can scroll up and down in this list to redo as much or as little as you like. (*Keyboard shortcut:* ⌘-Y or Option-Return, either of which only redoes one action at a time.)
- **Insert Hyperlink.** This button (the World Wide Web with a chain link on it) opens the Insert Hyperlink dialog box, also accessible by choosing Insert→Hyperlink. This feature, which lets you create underlined links either to Web sites, other files on your Mac, or even other places in the same document, is fully described in Chapter 7.
- **Tables and Borders.** Clicking this button turns the cursor into a pencil, ready to draw a *table* anywhere in your document, and opens a palette of all the tools you need to work with a table. See page 155 for full detail on using tables.
- **Insert Table.** Another quick way to get a little table going is to click this button, whose pop-up menu is a small expanse of white squares. Drag over the squares to select the size table you want: 2 x 2 (two rows by two columns), 3 x 3, and so on.

Tip: Don't feel cramped by the 4 x 5 maximum shape of the pop-up menu itself; if you drag beyond the boundaries of the proposed 4 x 5 grid, the pop-up menu itself expands until it's enormous.)

When you let go of the mouse button, a table of the size you selected appears in your document at the insertion point. See page 155 for more on the Table tool.

- **Columns.** This button's pop-up menu lets you create columns; drag down and across to choose the number of columns you want. (You can drag beyond the borders of the pop-up menu if four columns across aren't enough, you crazed designer, you.) When you let go of the mouse button, you find yourself in Page Layout view, with your entire document divided equally into the number of columns you chose. For details on using columns, see page 140.
- **Drawing.** Opens the Drawing palette, just as though you'd chosen View→Toolbars→Drawing. See Chapter 18 for full detail on using the Drawing features of Office 2001.
- **Dictionary.** This tiny picture of a dictionary opens Word 2001's new definitions-dictionary feature (Tools→Dictionary). Click on one of the words in the scrolling list in the left pane to read a brief definition on the right. Word's Dictionary is an abridgement of the Encarta World English Dictionary (*www.worldenglish*

dictionary.com). There's no pronunciation guide, and the definitions may not be comprehensive enough for card-carrying word nerds, but it's great for those times when you want to look up a word and just don't want to get up out of your chair.

- **Show/Hide ¶.** Clicking this button exposes paragraph markers (¶) and other nonprinting characters. This display is useful when, for example, you're copying a paragraph and want to make sure you're copying *all* the formatting. (Word stores

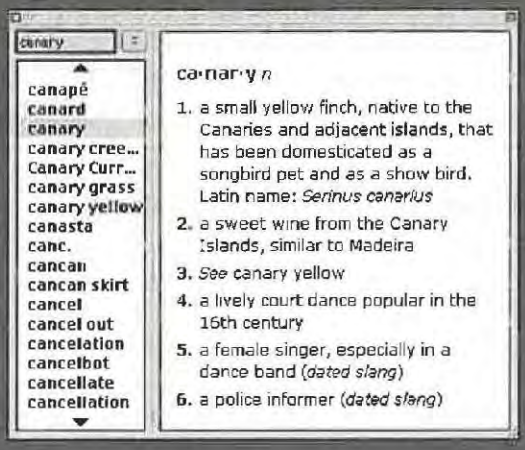
UP TO SPEED

Look It Up

Like a pocket dictionary, Word's built-in Encarta World English Dictionary is handy, easy to use, and out of the way until you need it. Because it's electronic, it also has some unexpected features.

To look up a word in a document, highlight the word. You can then proceed in any of three ways: choose Tools→ Dictionary, click the Dictionary icon on the Standard toolbar, or Control-click the word and choose Define from the contextual menu. (If no word is highlighted, you can still open the dictionary using either of the first two methods.)

Now all of the tens of thousands of words in the dictionary are listed in the left pane of the dictionary window, as shown here. When you click on a word in the left pane, the definition appears in the right pane. Here are some other ways you can use the dictionary:



- If you began this process with a highlighted word, the dictionary opens to that word, or to the most similar dictionary entry. When you open the dictionary as you're typing, it opens to the word, or fragment of a word, you've most recently typed.
- To go directly to a word, begin to type it in the small box at the upper left. The word list scrolls to match the word in progress, and the right pane automatically jumps to the current definition. Stop typing when the word you want appears.
- Both left and right panes have arrows for scrolling at top and bottom. If you're unsure how a word is spelled, you can also scroll through the word list until you find it.
- The striped lower-right corner resizes the dictionary window. This lets you to see more words in the left-hand list, and see the entire definition on the right without scrolling.
- The pop-up menu next to the word box lists words you've recently looked up. You add to the list whenever you double-click a word in the word list in the left pane. (When you quit Word, this list is erased. You start over the next time you start Word.)
- You can copy the text of the definition to paste in a Word document, email message, and so on. Just drag to select text in the definition window and then press ⌘-C (or Control-click the definition and choose Copy Article or Copy Selection from the contextual menu).
- As in any dictionary, sometimes a definition isn't very helpful because it in turn includes a word that you don't know. Word understands. To view the definition for any word *within* a definition, Control-click it and choose Define.

the formatting for each paragraph in the invisible ¶ marking that follows it.) Click it again to make the invisible characters invisible once again. (*Keyboard shortcut:* ⌘-8.)

- **Formatting Palette.** This button shows or hides the Formatting Palette (see page 97). It's the same as choosing View→Formatting Palette, but quicker.

- **Zoom.** There are two ways to zoom (enlarge or shrink your document's representation on the screen without affecting the printed size). First, you can enter a number in the % toolbar box and press Return. (100% is roughly life-size; 125% is a more comfortable size on high-resolution monitors.)

  Second, you can select a magnification from the pop-up menu. **Page Width** magnifies or reduces your view so that it fills the document window, no matter how wide or narrow you've made it. Even if you make the window bigger or smaller, Word automatically makes the text in it larger or smaller so that it always neatly fills the window, with nothing chopped off and no extra space.

  In Page View, you get a **Whole Page** command in this pop-up menu, which scales the picture of your document so that the entire page fits within the window. Similarly, the **Two Pages** command forces two side-by-side pages to fit inside your window. (Make your window as wide as possible before choosing this option; otherwise, the font may become too small to read.) These and more zoom options are also available by choosing View→Zoom.

Tip: When you zoom in, you may find that your words appear to run together. The solution is to choose Edit→Preferences→Print tab; turn on "Fractional widths," and click OK. Now Word feels free to use more precise positioning for each character—and the spaces between your words reappear.

- **Office Assistant.** This classic Help symbol—the question mark in the speech balloon—turns Max, the Office Assistant, on and off. (See page 624 if Max turns *you* off.) Whether you use Max or the traditional Help system index, this button is the way to fire it up.

Note: Not all of the buttons on the toolbar have keyboard shortcuts. In fact, two of them don't even have menu equivalents: Format Painter and Show/Hide ¶. (Of course, you can always *add* these commands to your menus, as described in Chapter 17.)

Clicking the tiny triangle at the right end of the Standard Toolbar reveals some extra buttons, plus commands that allow you to customize the toolbar (see Chapter 17). The extra buttons inexplicably remain hidden, accessible only by clicking the triangle, no matter how you resize the Standard toolbar. That's unfortunate, because some of them are just as useful as the buttons that are visible all the time.

- **Spelling and Grammar.** Like choosing Tools→Spelling and Grammar, this button initiates a spelling and grammar check starting from wherever you are in the document. See page 71 for more detail.

- **Web Toolbar.** Clicking this little icon summons the Web toolbar—like choosing View→Toolbars→Web, but faster. The Web toolbar (see Chapter 7) comes in handy if you've added any hyperlinks to your document.
- **Office Clipboard.** Displays the contents of the Office Clipboard, not to be confused with the Clipboard that Word uses to hold material that you've cut or copied. See the tip on page 53 for more on the Office Clipboard.
- **Document Map.** This button turns Document Map view (View→Document Map) on and off, as described on page 203.
- **Insert Microsoft Office Spreadsheet.** This button lets you create a small Excel worksheet right in your Word document. (You're embedding the spreadsheet there; you have to open Excel in order to edit it, which requires a considerable amount of free memory. See page 547 for full detail on embedded worksheets.) To insert other kinds of Excel items into Word, choose Insert→Objects.

Tip: Exactly as with the Insert Table and Columns toolbar pop-up menus, this one grows. As you drag your cursor beyond the 4 x 6-cell pop-up menu, the pop-up menu itself grows so that you can choose a much larger spreadsheet for insertion.

- **Close.** Like the File→Close command, this button closes the current document and gives you a chance to save it. (It's probably not worth asking who at Microsoft thought that it might be simpler to use this difficult-to-reach, hidden-away button to close a window instead of simply clicking the Close box of the upper-left corner of every Word window or pressing ⌘-W.)
- The next two buttons, **Create Envelope** and **Labels**, open their respective dialog boxes, which can also be found on the Tools menu. As described on page 44, these features make creating, aligning, and printing envelopes and labels more painless than they used to be.
- The final extra button, the universal magnifying glass icon for **Find**, is yet another way to open the Find and Replace dialog box, described on page 64. (*Keyboard shortcut:* ⌘-F.)

Formatting Palette

Chapter 3 is dedicated to this final, very important Word interface component.

The Views

Word can show you your document in any of five different views. Each offers different features for editing, reading, and scrolling through your work. Some people spend their entire lives in only one of these views, while power users may switch regularly back and forth between them.

In any case, using the Word 2001 views feature doesn't change your actual document in any way; regardless of what view you're using, the document *prints* exactly

the same way. Views are strictly for your benefit while still preparing the document on the screen.

Here are the five Word views, as they appear in the View menu.

Tip: You can also switch views by clicking the five tiny icons at the lower-left corner of your document window, to the left of the scroll bar.

Normal View

Normal view gives you the Standard toolbar, the Ruler, and all the window accessories described in the previous section. (See Figure 1-3.) In Normal view, your entire document scrolls by in a never-ending window, with only a faint dotted line to indicate where one page ends and the next begins. Normal view is where you can focus on *writing* your document; many page-layout elements, including headers and footers, drawing objects, and multiple columns, don't appear at all in Normal view. As a result, Normal view offers the fewest distractions and the fastest scrolling.

Online Layout View

This view shows what your document will look like if you converted to a Web page (see page 277). (And if you'd never in a million years dream of using Microsoft Word as a Web-design program, then this is only the first of many discussions you can safely skip in this book.)

For example, in Online Layout view, you don't see any page breaks, even if a particular page requires 47 consecutive feet of scrolling; as far as Word is concerned, that's what the Web is like. The Ruler goes away, too, because Web pages don't actually offer true indents for tabs. (Your existing tabs and margins still work, but you can't make changes to them in Online Layout view.) Any backgrounds, drawings, and images you've added to your document are visible, and look as they would when your document is viewed in a Web browser.

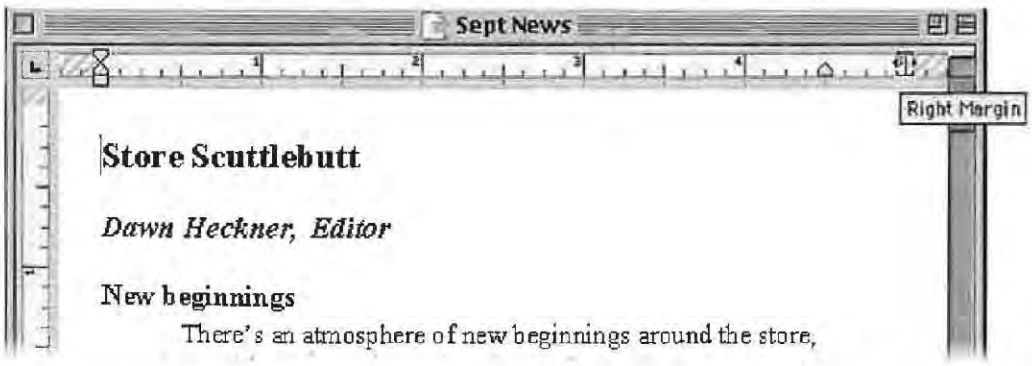


Figure 1-7: *When you point to the ruler at the margin boundary, the cursor turns into a double-sided arrow. You can now drag the arrow to reset the margin.*

Page Layout View

In this view, you get a second ruler along the *left* side of the page—a vertical ruler. (The parts of the ruler that are your page margins are blocked out with diagonal gray stripes.) In Page Layout view, you can see—and manipulate—everything. You can adjust margins by dragging them as described in Figure 1-7. You can edit headers and footers by double-clicking where the cursor changes (see page 83). You can create drawing objects by clicking the Drawing button on the Standard toolbar (see Chapter 17 more detail on drawings), and move them around by dragging. To see more of your page at once while in Page Layout view, change the setting in the Zoom box in the Standard toolbar.

Outline View

In Outline view (Figure 1-8), Word automatically formats your paragraphs into outline form, saving you from remembering whether your next point should be labeled I., a., i., or whatever. Outline view lets you move your topics and supporting facts up and down, in and out of the hierarchy using the mouse or keyboard—and remembers everything on the fly. Chapter 6 contains a full tutorial on using Word's outliner.

WORKAROUND WORKSHOP

Who is that computer and why is it staring at me?

Meet Max, the Microsoft Office for Mac mascot. This little animated, QuickTime-generated character acts as doorman to the Word Help system, and, when you're not using him, entertains you with various antics as you type. (*Attempts* to entertain you, anyway.)

You either love him or hate him. If Max gets on your nerves, you can dismiss him like any other window by clicking his Close box. (Ever the friendly one, Max makes sure to wave Good-bye before he leaves.)

Clicking inside Max's window does the same thing as choosing Help→Microsoft Word Help; it gives Max a speech balloon that helpfully asks, "What would you like to do?" Whatever you type appears in the balloon and, when you click Search, triggers a search of the Word Help system. (See Appendix B for more on the Word help program.)



Clicking the Search button in the Help toolbar, however, calls up Max and his type-your-question balloon again, even if you've shut him down with the Close box.

If you'd rather *never* see him, even when you click the Search button, here's the permanent solution: Choose Help→Turn Assistant Off. (This command is a new Windows 2001 feature, added by overwhelming, crushing, violent demand.) Max will stay away until you turn him back on from the same menu. From now on, when you choose Help→Microsoft Word Help, Word takes you directly to the Help Contents window, with a Max-free search function.

Master Document View

Master Document view is Outline view writ large. Where Outline view treats each *paragraph* as a movable, draggable entity, this view allows you to manipulate entire *documents* within a giant, overarching master file. If you write a novel as a master document, for example, each *chapter* could be considered a subdocument. Each chapter would have its own custom-tailored headers and footers, but the book would have a consistent look because all chapters would use the same master template. (Not to mention how much easier it is to change the character's name all the way through the novel if all the chapters are contained in a single file.)

See Chapter 6 for the full story on working with master documents.

Every Conceivable Variation on Saving

The first thing to do with a completed file—or even a barely begun file—is, of course, to save it onto the hard drive, preserving it in case of unforeseen system crash or accidental surge-suppressor power-switch toe-press. If you're still not in the habit of pressing ⌘-S every few sentences, paragraphs, or minutes, Word's AutoRecovery feature may save your hide.

WORKAROUND WORKSHOP

The "Disk is Full" Bug

If you've been working on a document for awhile, saving frequently like a good little Mac soldier, you may be rewarded with the ultimate bummer error message that says: "The disk is full." So you check your hard drive—and you've got *five gigabytes* free.

Has Word finally lost its mind completely?

You're witnessing a bizarre bug whose bite is reserved for people who save frequently. (Needless to say, it actually has nothing to do with the amount of disk space you have free.) Behind the scenes, every time Word saves a document, it creates a handful of invisible temporary files on your hard drive. They help Word remember the state of your file as it existed in various stages; that's how it's able to offer you a multiple Undo feature.

But if you save your work hundreds of times—after every sentence or two, for example (an excellent practice)—Word eventually has hundreds or thousands of these invisible files open. Eventually, it runs up against a limit of the Mac itself, which sets a cap on the number of files that can be open at one time.

Microsoft's tech-support staff may offer you various radical workarounds, such as quitting Word or even restarting the Mac. None of this is necessary.

Instead, simply copy what's in your document (⌘-A to select everything, then ⌘-C to copy it), or only what you've typed since your last save. Then close your document window *without* saving the changes. You've just set the "number of open files" counter back to zero.

Now reopen the same file, and paste over what's there (the entire document, if that's what you copied, or just the section you copied). You're ready to get back to work, with a document that's complete and saved as of the moment when the bogus error message occurred.

Tip: If you have more than one Word document open at a time, hold down the Shift key as you choose File→Save. The Save command becomes Save All, which saves the changes to all open documents one by one. You'll also notice that, when you hold down Shift, Close becomes Close All.

AutoRecovery

At preset intervals, Word saves your document into a separate AutoRecover file. If your Mac freezes, crashes, or blacks out in a power failure, the AutoRecover file opens automatically (once *you've* recovered, that is). If you're satisfied that the "Recovered" file is the most recent and the one you want to keep, you can save it under a new name and continue working. (The file under the old name is the file as it was when you last did a real Save.)

Although AutoRecovery works in the background as you work, it produces a momentary and detectable slowdown. In other words, you want Word to save often, but not *too* often. To set the AutoRecover interval, choose Edit→Preferences→Save tab. Under "Save options," turn on the "Save AutoRecover" box and enter a number of minutes in the adjoining box.

Save As Options

The first time you save a document, or anytime you choose File→Save As (*keyboard shortcut:* F12), you open the Save dialog box (see Figure 1-8).



Figure 1-8:
Word can convert your document into many formats. If you save it as a "Microsoft Word 2001 document" (the default choice), then any recent version of Microsoft Word–specifically Word 98 (on the Mac), Word 97 (Windows), or Word 2000 (Windows)–can open it without any conversion or translation. To share with earlier versions of Word, choose their names from the pop-up menu.

The first thing you do is choose a disk or folder for storing your newly created document (see Figure 1-8). Next, click in the Name box (or press Tab so that it's highlighted) and then name your document. (You certainly can do better than *Document1*.) Use the pop-up menu at the bottom to save your document into a different word-processing file format, if you like (Figure 1-8).

Tip: If you frequently save documents in a different format, you can change the default setting, so that you don't have to choose the preferred format every time the Save As box appears. Click the Options button in the Save dialog box, which is a shortcut to the Edit→Preferences→Save tab. There you'll find a pop-up menu called "Save Word files as," which lets you specify the format you prefer.

If you're sharing files over the Internet, or if you're not sure what software a document will be opened with, you may wish to try the Text or RTF options (page 53) on this pop-up menu.

One more thought: On your Office 2001 CD, in the Value Pack→Shared Applications→Text Converters folder, you'll find a freely distributable program called Word97-2001 Converter Installer. You can give it to anyone who uses Word 5.1 and advise them that they can use it to open Word 98/2001 documents.

Finally, if this document will be, or may be, opened on a Windows machine, turn on the "Append file extension" checkbox (new to Word 2001). The program automatically tacks a three-letter filename extension (*.doc* for standard Word files, *.dot* for templates, and so on) that Windows PCs need to identify the file. This suffix doesn't affect the file on Macs (except perhaps to inspire some dirty looks).

Fast Saves

In the olden days of Word, two conflicting urges raged inside you when working on long documents: the instinct to use the Save command a lot and the instinct *not* to, since every save took longer and longer as the document grew.

Microsoft's solution was the *fast save* feature. In a fast save, Word doesn't bother saving the entire document; instead, it tacks information about the changes you've made since the last save onto the *end* of the document file. That's why a fast-saved document takes up more disk space than one saved the regular way—and why a fast save is quicker than a standard one.

Tip: Not only does the fast-save feature make larger files, it also poses a hypothetical security risk. Material you've deleted is still, technically speaking, contained in a fast-saved document; a savvy villain could use a program like CanOpener (or even Word's own "open any file" option) to see every word you'd ever typed into the file.

You can solve both problems at once by using the File→Save As command as the last step before you're ready to submit a document. Doing so creates a new, non-fast-saved document that's both compact (in terms of disk space) and purged of all obsolete text.

You can turn this feature on and off like this:

1. **Choose Edit→Preferences→Save tab.**
2. **Turn the "Allow fast saves" box on or off. Click OK.**

Fast saving doesn't work for documents shared over a network, and you should do a full save when you save a document for the last time, as described in the tip above.

GEM IN THE ROUGH

Microsoft Gets Slick with Saving

Here's a delightful quirk of Word that few other programs can match: In general, renaming or moving the Finder icon of a document that's *open and active* is a dangerous, forbidden no-no.

But in Word, you can be rather cavalier. With a Word document open on the screen, try switching back to the Finder and renaming its icon. When you return to the document and next use the Save command, the Word document instantly takes on the new name you gave it in the Finder!

Now try switching to the Finder and moving the icon into a different folder. When you return to Word, yet again, Microsoft's magic is on display–if you ⌘-click the title of your Word window, you'll see that the program somehow knows about the icon's new location without missing a beat.

Another gem in the rough: When you close a document without first saving changes, Word displays the usual "Do you want to save the changes?" dialog box. Your choices–Don't Save, Cancel, and Save–can all be triggered from the keyboard. Just press D, C, or S, respectively.

Backing Up

No discussion of saving would be complete without a word about backing up your work. Saving preserves your document in its current condition; backing up creates an additional, *extra* copy of the same file. For an extra measure of security, you can place this extra copy on a floppy disk, Zip disk, or even your electronic iDisk (a free, 20-MB Internet-based hard drive; see *www.apple.com/itools*) in case something goes wrong with the copy on your Mac's hard drive.

Word can create backup copies automatically. To create a backup copy and set Word up for automatic backup:

1. **Choose File→Save As and click Options.**

   You can also get to this tab of Save options by choosing Edit→Preferences→Save tab.

2. **Check the "Always create backup copy" box and click OK. Click Save.**

   Word saves both the current document and an identical backup copy in the same folder; the duplicate has "Bkup" in front of its file name.

From now on, Word will automatically update the backup whenever you save the original document, providing a useful "last saved" version.

Note: When you turn on "Always create backup copy," the "Allow fast saves" box is automatically turned off (see above). Backups can only be created during full saves, not fast saves.

Printing

Even in our era of email, you can't use a Mac for very long without printing something out. As with so much else in Word, printing can be as simple or as complicated as you care to make it.

The Print Button

It doesn't get any simpler than this. Click the printer icon on the Standard toolbar to print one copy of your document. No dialog box, no page ranges, no options.

File→Print

This method is still simple, but a lot more specific. Choose File→Print (or press ⌘-P) to open the Print dialog box, where you can tell Word how many copies of which pages of your document to print. The features in this box vary depending upon which printer is connected to your Mac, but here are a few of the classics.

Tip: If you're printing on a laser printer, you may have to choose Microsoft Word from the General pop-up menu to see these special options.

- **Copies.** Enter the number of copies you need. Hit Return to print, or Tab to move on to more settings.
- **Pages.** The All button is the default; or hit Tab and enter page numbers for a page range. For more control over which pages to print, read on.
- **Range.** Clicking this button opens a dialog box where you can be more specific about which pages Word prints. Entries you make in this dialog box override the page range numbers you entered above. As explained in Figure 1-9, you can choose individual pages as well as ranges. (*Keyboard shortcut:* ⌘-R.)

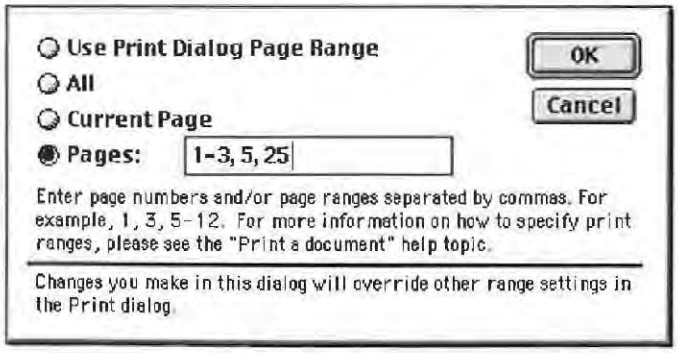


Figure 1-9:
The Range dialog box serves both as a temporary override for the same options (Current Page, All) in the Print dialog box and as a place to choose specific pages to print. In this example, Word will print pages 1–3, page 5, and page 25.

- **Print.** The Print pop-up menu near the bottom of the Print dialog box is usually set to Document. However, this menu lets you print out some fascinating behind-the-scenes information sheets.

Document Properties, for example, provides a page of statistics for the pathologically curious. In addition to the usual number of pages, title, and author, you can see how many editing changes you made and how many minutes you've spent on the document.

If you're using Word's reviewing feature (see page 167), you can choose **Comments** to print out just the comments that you've attached to the document. When you print out a document with comments, you don't get to see the comments; this way, you get the comments on separate pages.

- **All Pages in Range.** This menu allows you to choose to print odd or even pages only, which is in most cases the only way to print two-sided copies. Print the odd pages first, then turn them over, reinsert them into the printer, and then print the even sides. (Experiment with just a couple of pages first until you figure out how to turn them to get them right side up on both sides.)
- **Word Options.** This button opens the Print tab of the Preferences dialog box. Most of the options here are covered in Chapter 6, Advanced Word Processing. (*Keyboard shortcut:* ⌘-W.)
- **Color.** This button calls up a dialog box with options for your particular model of color printer, including Apple's ColorSync. (*Keyboard shortcut:* ⌘-C.)
- **Print Selection Only.** You can print out only a portion of your document—the text you highlighted before choosing File→Print—by turning on this box.
- **Utilities.** This opens a dialog box that can make your inkjet printer clean its print head and perform similar hardware operations. (*Keyboard shortcut:* ⌘-U.)
- **Cancel.** If you change your mind about printing at this moment, click Cancel or press Esc to dismiss the Print dialog box.

File→Page Setup

Unless otherwise directed, Word prints one page, top to bottom, on each sheet. In the Page Setup dialog box, you can overcome that limitation. The dialog box that appears when you choose Page Setup is actually a function of your printer's software, not of Word, but you'll generally find options like these:

- **Page Size.** Make sure the page size here matches what you've got in your printer. You can choose envelopes as well as paper, but if you use Word's envelope feature (see page 44), this setting is taken care of automatically.
- **Layout** refers to the number of pages Word fits on each sheet. 1 Up is normal size, one page per sheet. 2 Up prints two pages side by side on each sheet, and 4 Up prints 4 pages, at one-quarter of actual size, on each sheet. When you choose each option, the preview pane shows what's going to happen. This is a great way to save paper when printing out a rough draft; you'll be surprised at how clear and legible a document is even when printed four "pages" to a sheet.

Tip: Printing 2 Up on 8.5" x 11" paper results in pages that are just the right size for a Desk size Day-Timer or a Classic size Franklin Covey planner. Just fold the sheet in half before punching holes.

- **Scaling.** Most of the time, you print at 100%, but you can use this setting to adjust the printout to fit the page better. For instance, if your document is just two lines too long to fit on one page, try printing at 90%. (You'll know if you've adjusted the document correctly by checking the File→Print Preview before committing the document to paper.)
- **Orientation.** You can change the direction that Word prints the "page" on the paper (upright vs. "landscape" mode).

When you're done setting up your page, you can click the Print button to go directly to the Print dialog box, as described on page 40. Clicking OK (or pressing Return) saves your page settings without starting the printing process.

If you decide that you need to adjust the document's margins before printing, clicking the Margins button is a quick way to open the Format→Document→Margins tab, as described on page 123. Finally, if you find yourself frequently changing from the default settings to your own configuration (2 Up, 99% reduction, and so on), click the Default button to make that your *new* default page setup.

Print Preview

Word's Print Preview feature lets you see an on-screen representation of how your document will look on paper—a great way to avoid wasting paper on printouts that wind up getting chopped at the margin or contain straggling one-line hangovers on the last page. To see how your words on screen will look on the page, choose File→Print Preview or click the Print Preview button on the Standard toolbar. (*Keyboard shortcut:* ⌘-F2.)

A special preview window opens, showing a full view of one page of your document. You can't edit anything in this view; you're just looking.

Because most screens are smaller than 8.5" x 11", the image is probably reduced. You can see the percentage of reduction in the Print Preview toolbar, as shown in Figure 1-10. (Unlike most toolbars, you can't choose this one from the View menu; you have to open the Print Preview window to see it.)

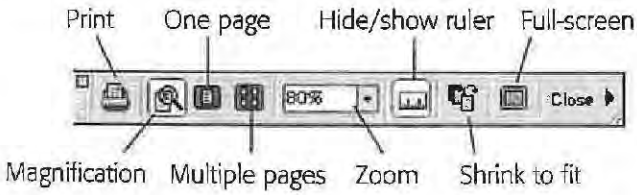


Figure 1-10:
When you're ready to print, click the printer icon on this toolbar to go to the Print dialog box (see page 40). You can dismiss the Print Preview window by clicking the close box or pressing Esc.

To get a closer look at a certain word or a small portion of your document, click the magnifying glass icon, as shown in Figure 1-10, and then click the page. The cursor changes into a magnifying glass and, with each click, toggles between the original view and the enlarged one. You can also change the view size by typing a percentage in the Zoom box (also shown in Figure 1-10). Remember, 100% is not necessarily life-size; it's the size that allows you to see one full printed sheet at a time.

If your document is going to be bound with facing pages, you can see how the two-page spread will look by clicking (and holding the cursor down on) the Multiple Pages pop-up button. Drag to highlight two or more panes, and then click; Word displays that number of pages at once.

The most powerful button on the Print Preview toolbar is the Shrink to Fit button. When the last page of a document contains just a few lines, you may wish you could avoid wasting that whole extra piece of paper. Or suppose you've been given a five-page limit, and you're just a couple of paragraphs too long. If you have neither the time nor the inclination to edit down your document, you can click the Shrink to Fit button. Word adjusts the type sizes, across the entire document, just enough to eliminate that last fraction of a page.

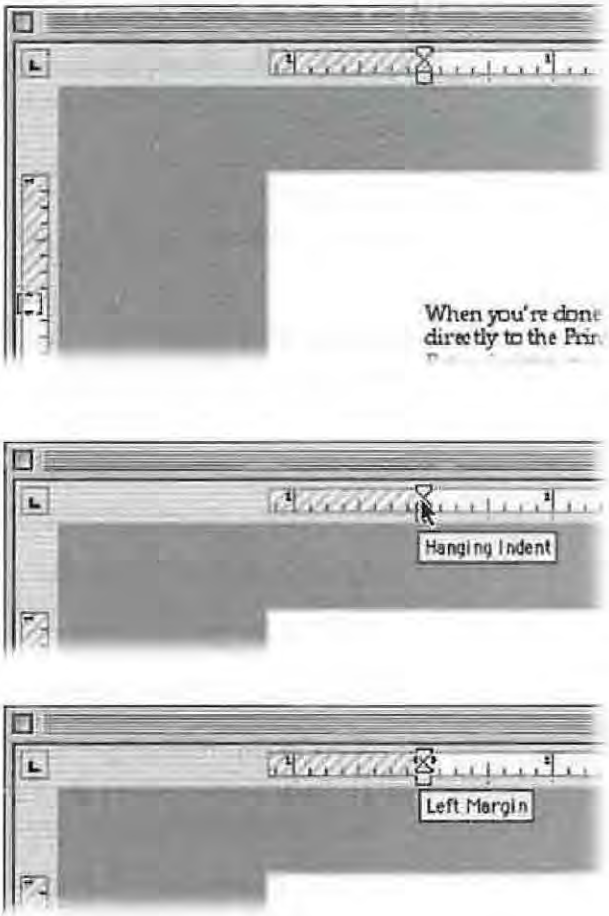


Figure 1-11:
Top: It's easy to adjust the top margin; drag the intersection of the white and gray-striped regions on the rulers (you can see the special cursor shape at left).

Middle: Finding the spot to drag is extremely important, especially when adjusting the left margin; this tooltip balloon indicates you're about to drag the wrong spot. The indentation *markers on the ruler don't do anything to the overall page margins.*

Bottom: When you've found the correct location, your cursor changes shape, as shown here, and a tooltip appears.

Note: If you don't like the effect of Shrink to Fit, you can choose Edit→Undo Shrink to Fit, press F1, or press ⌘-Z. But once you save and close the file, you can't restore the original font sizes with the Undo command; you have to restore the font sizes manually.

By pointing to the other buttons on the Print Preview toolbar without clicking, you can make an identifying tooltip balloon appear. These other buttons include:

- **View Ruler.** Click to make both horizontal and vertical rulers appear. As shown in Figure 1-11, you can use these rulers to adjust the margins of your document quickly and easily.
- **Full screen.** Because of the reduced view, Microsoft offers you this one-click way to maximize the available screen space. Clicking here collapses your tool palettes, enlarges the window to the edges of your monitor, and hides Word's usual assortment of status bars around the window edges.
- **Close button.** Click to return to whatever view you were using before opening the print preview.

Printing Envelopes and Labels

There's a big temptation to just hand-letter your envelope, but Word makes it so easy that there's no need to settle for anything less than a professional-looking, printed envelope. Moreover, the Labels command is equipped for printing business cards, Rolodex cards, and other odd-shaped items. These are tools worth learning.

Tip: Using Word's Data Merge feature, you can also print a whole mass of labels or envelopes at once, based on addresses in your Entourage Address Book; see page 239.

Printing envelopes

Before you get started, inspect your printer and the envelope you're going to use. Practice fitting the envelope into the feed slot. Check the printer's manual to see if you need to flip any levers to accommodate envelopes.

Now it's time for the Word part of envelope printing:

1. **Choose Tools→Envelopes.**

   The Envelope dialog box opens, as shown in Figure 1-12.

2. **Fill in the Delivery address and Return address boxes.**

   If you want to change the return address (Word automatically fills in your name and address as you entered them in the Edit→Preferences→User Information tab), uncheck the "Use my address" box.

   Alternatively, click the little person icon next to the address box to select a name and address from the Entourage address book.

Click the Font button to choose any of Word's fonts, type styles, and font sizes, as described on page 99.

3. **Click one of the Position buttons and use the arrow buttons in the Address Position dialog box to adjust the addresses on the envelope, if you wish.**

   The Preview pane lets you see the results of your repositioning actions. Click OK when done.

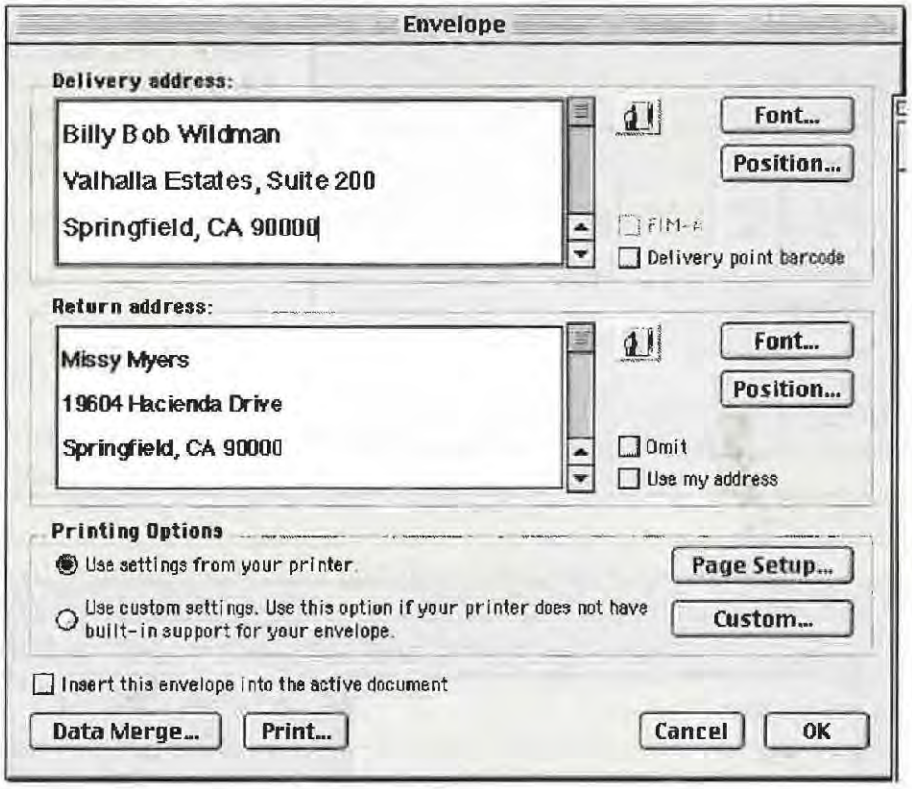


Figure 1-12: *When you check the "Delivery point barcode" box, Word will print the barcode used by the U.S. Postal Service machinery. You may actually speed your letter's delivery as a result. Check the FIM-A box as well if you're printing a reply envelope.*

4. **Click Page Setup or Custom in the Printing Options pane.**

   If your printer has an envelope slot, and you're using a standard envelope size (as opposed to an unusual size for a greeting card, for example), you're in luck. Click Page Setup and choose the envelope size in the Print dialog box (#10 is a standard business envelope), and click OK to print.

   Click Custom if your printer doesn't have an envelope feed or doesn't accommodate your size envelope. In the Custom Page Options dialog box (Figure 1-13), choose from the "Envelope size" menu and click the preview window that most closely shows how you plan to insert that envelope into your printer's feed. Click OK when done.

   You're almost ready to print. When you do, Word will create a new document to hold the envelope text. If you want to store the envelope in the same document

that you've been working in, check "Insert this envelope into the active document."

5. **If you'd like to use the envelope you've just set up in a *data merge* (see page 239), click Data Merge to open the Data Merge Manager and use the envelope with a list of addresses.**

   Otherwise, click Print or OK to print the envelope with the current address.

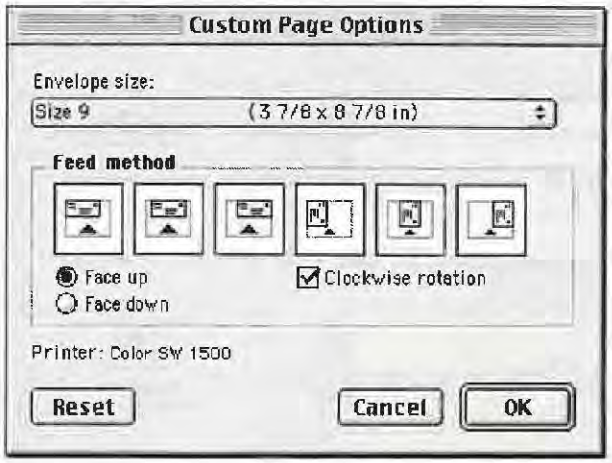


Figure 1-13:
When you check and uncheck the "Clockwise rotation" box, and click the "Face up" and "Face down" radio buttons, the small preview windows show you the differences in how you'll be feeding the envelope into your printer.

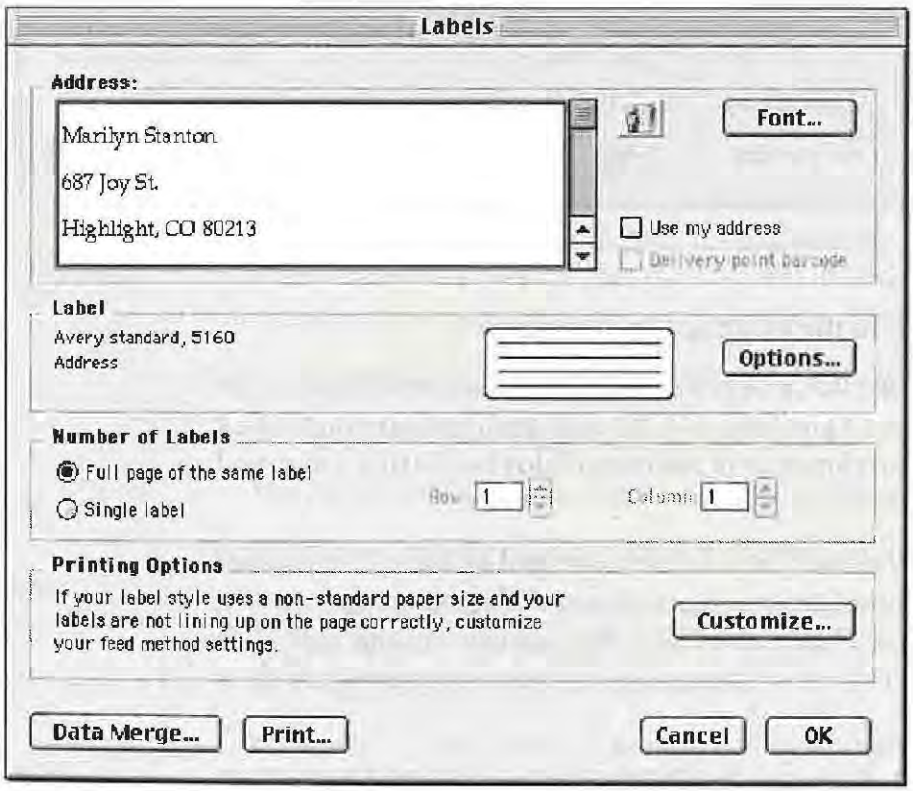


Figure 1-14:
When typing in the Address window, click Font to use any of Word's fonts or text formatting. Check the "Use my address" box to have Word insert your name and address from the Edit→Preferences→User information tab (which is also reflected in the Entourage Address Book entry you created for yourself). Click the contact icon to choose a name and address from the Entourage address book.

Printing labels

As mentioned above, Word's label function can print more than plain white address labels. You can make name tags, Rolodex or index cards, postcards, floppy disk labels, and so on.

Tip: When you buy the blank labels or cards that you're going to print on, make sure that they're going to work with your printer. Often, the labels or cards will come on an 8.5" by 11" sheet that fits into your printer's feed, and you detach them after printing.

To print labels in Word:

1. **Choose Tools→Labels.**

   The Labels dialog box opens, as shown in Figure 1-14.

2. **Type an address—or other label information—into the Address window.**

   (See Figure 1-14 for full detail.)

3. **Click Options in the Label pane to tell Word what kind of label or card you're using, as shown in Figure 1-15.**

   The choices may seem overwhelming, but Word can help. Once you've chosen a manufacturer and item number, click Details to see a preview, with measurements, of the label itself.

   If you truly have an odd-sized or unidentified label, click New Label. Word opens a dialog box where you can enter your custom dimensions. (You'll have to get out a ruler and measure the label itself in this case. But Word has enough built-in labels that you'll rarely have to get this creative.) Click OK.

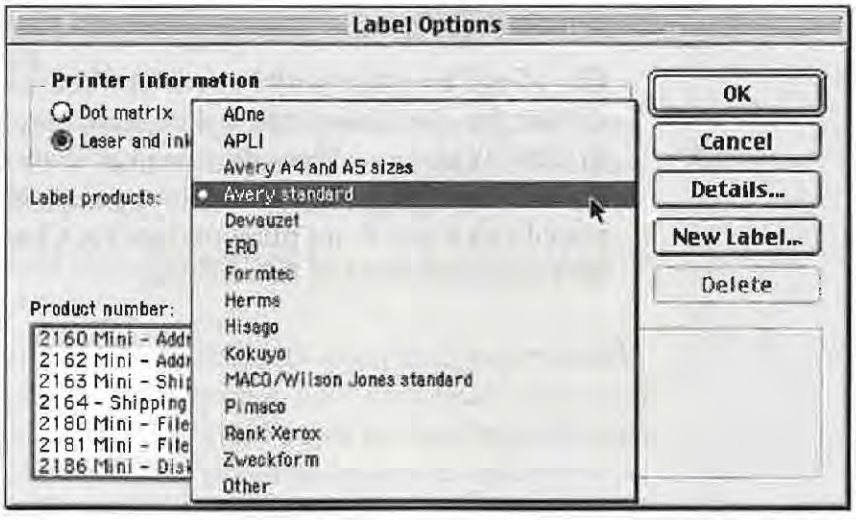


Figure 1-15: *Choose the name of the manufacturer from the "Label products" menu before choosing from the "Product number" list. Look on the label package for this information.*

4. **If you're printing only one label, click the "Single label" radio button and choose a row and column to tell Word where to print the label.**

   This way, if you have a sheet with some labels already used, you can have Word print on one of the remaining labels. No waste!

   If you're printing more than one label, on the other hand, click Data Merge and use the Data Merge Manager (see page 239) to give Word a list of addresses to use.

5. **Click Print or OK when done.**

   To avoid wasting labels, print on a blank piece of paper first. Hold the printed sheet over a label sheet against a window or light to see if the labels are going to line up. If they don't line up correctly, choose Tools→Labels, click Options, and click Details to adjust the print area and spacing of each label.

   If there's a problem with printing on the wrong side of the page, or if the entire page is misaligned, choose Tools→Labels and click Customize to correct Word's instructions to your printer.

Sending It Electronically

These days, you send your document into the world on paper or disk less and less often; instead, you transmit it electronically. Word's File→Send To command offers two ways of sending your work out there electronically: via email and as a PowerPoint presentation.

- **File→Send To→Mail Recipient (as Attachment).** This long-winded command launches Entourage and opens a new email message. The document you were just working on in Word is automatically attached to the message, and your address book is open, ready, and waiting for you to choose a recipient from your list of contacts. (See Chapter 8 for more on Entourage.) You've just saved several tedious steps.

- **File→Send To→Microsoft PowerPoint.** You can import a Word outline into PowerPoint for conversion into a slide show (see page 531), but why go to all the trouble? When your Word document is ready to become part of your big show, choose this command. PowerPoint opens with your Word document now displayed as a PowerPoint presentation. See Chapter 15 for full detail on working with your document in PowerPoint.

CHAPTER
2

Editing in Word

Despite all the innovations in Office 2001, some things haven't changed, including the basics of editing your text. Adding, deleting, or moving text around works essentially the same way as it did in Word 1.0, which fit on a single floppy disk and had to be started up with a hand crank.

Most of the editing and formatting techniques in Word and the other Office programs require a two-step procedure: select, then do. That is, first select the thing (word, paragraph, sentence) that you intend to act upon; then use keystrokes or menu commands to tell the Mac *what* to do to it.

Eight Ways to Select Text

Dragging with the mouse is the way we all first learned to select text. In this time-honored method, you click at the start of where you want to select text, and holding down the mouse button, drag until all the text you want is highlighted.

But there are other, more streamlined ways. Power users have made one or more of these ways second nature:

- **Shift-arrow.** If you undershoot or overshoot the mark when dragging manually, don't start over; remember the Shift-arrow key trick. After you release the mouse button, don't click again or do anything else. Hold down the Shift key and then press the arrow keys to expand or shrink the size of the selection, one character or line at a time. Add the Option key to expand or shrink the selection one *word* at a time.
- **Dragging with the mouse and Option key.** When you drag with the mouse, you'll notice that Word highlights text in one-word chunks, under the assumption that

you'll very rarely want to italicize, for example, only the first syllable of a word. Even if you begin dragging in the center of a word, the program instantly highlights all the way to the end of that word, including the space after it. Usually, this behavior is what you want, and lets you be sloppier with your dragging.

Tip: If you dislike the way Word automatically selects in one-word increments, you can turn it off by choosing Edit→Preferences and clicking the Edit tab. The checkbox called "When selecting, automatically select entire word" is the on/off switch for this feature.

Every now and then, however, you *do* want to highlight only the first syllable of a word—maybe not to italicize it, but perhaps to correct a typo. In those situations, Word's tendency to highlight the entire word can induce madness. On those occasions, press the Option key as you drag. Word responds by respecting the precise movements of your mouse.

Tip: Option-dragging *vertically* is a sneaky trick that lets you highlight only a tall, skinny block—a useful means of shaving off the garbage characters at the beginnings of the lines of text you've pasted in from an email message, for example.

- **Clicking with the mouse.** You can save time by using the mouse and *not* dragging. Double-click a word to select that one word as a whole. Triple-click to select an entire paragraph.

  With one paragraph selected in this way, you can hold down Shift and click the mouse elsewhere, even pages away, to select more text in one-paragraph increments.

- **Using the Shift key and the mouse.** By using the Shift key, you can get all the convenience of using the mouse without the wrist-wearying effort of holding down the mouse button. Just click at where you want to start selecting, hold down the Shift key, then click the mouse a second time where you want the selection to end (even if you had to scroll the document between clicks). Word highlights everything between the two clicks. If you overshoot the mark, you can back up in one-word increments by holding down Shift and clicking back into the selection. (You can't change the *beginning* of the selection using this method, unfortunately.)

- **Using Shift with other keys.** If you do a lot of word processing, you may find it faster to keep your hands at the keyboard as much as possible, without stopping to grasp the mouse. It's possible to select text without using the mouse at all. Just use the arrow keys to get to where you want to begin selecting. Hold down the Shift key and use the arrow keys to adjust the size of the selection; line by line for the up and down arrow keys, and one character at a time for the right and left arrow keys.

  If you hold down Option and Shift, the right and left arrow keys select in one-

word increments, and the up and down arrow keys select in one-*paragraph* increments. (Your original selection is preserved, however, even if it was only part of a paragraph.)

You can use the Shift key with the Home, End, and Page Up/Page Down keys as well. **Shift-Home** or **Shift-End** selects from the insertion point to the beginning or end of the line.

Shift-Page up/Page down selects one "screenful" (about half a page, depending on your monitor size) up or down from the insertion point.

- **Using ⌘ with the mouse.** Here's a great one to memorize: you can ⌘-click anywhere within a sentence to select exactly that sentence, neatly and quickly, period and all. ⌘-click again to select a different sentence. To add complete sentences to the selection, Shift-click inside other sentences.

- **Using the selection strip.** To the left of your text, just inside the left window edge, is an extremely thin margin—an empty white space about an eighth of an inch wide. It's an invisible but extremely useful tool called the selection strip.

  When your cursor ventures into this area, the arrow pointer points to the *right* instead of left as usual. Now you can click once to highlight a single line of text; twice to select a paragraph; or three times to select the whole document.

Tip: ⌘-clicking in the selection strip also highlights the entire document. As for the peculiar highlighting that appears when you ⌘-Option-click in the selection strip: You tell *us* what Word's doing.

You can also drag vertically through the selection strip to highlight a vertical chunk of lines of text, which may be one of the most frequent uses of this strip of all. (As always, you can click there once, then Shift-click elsewhere in your document to highlight all lines of text between the two clicks.)

- **Using Extend mode.** By clicking on the EXT button in the Status bar (see page 26) or pressing F8, you activate Extend mode, the most powerful (if disorienting) way to select text. Position the insertion point where you want to begin selecting, activate Extend mode, then use the arrow and Page Up or D own keys to select text automatically. You know when you're in Extend mode when the EXT button in the Status bar is on. To cancel Extend mode, double-click the button.

  Exactly as when you're *not* in Extend mode, pressing the Option key with the arrows forces Word to select in one-word (right and left arrow) or one-paragraph (up and down arrow) increments.

Note: In previous versions of Word, you could use the numeric keypad as cursor keys. By pressing Shift-Clear, you brought out the pad's second personality as a navigation keyboard, where the keys surrounding the 5 key acted as cursor keys, the 0 key acted as Insert, and so on. But Microsoft evidently fielded one too many desperate tech-support call from customers who'd entered this mode accidentally, and couldn't figure out why they suddenly couldn't type numbers with the numeric keypad anymore. In Word 2001, the number keypad does just one thing: types numbers.

Moving Text Around

Three commands—Cut, Copy, and Paste—appear in every word processing program known to humankind, Word included. But Office 2001 has more powerful ways of manipulating text once you've selected it.

Copy (or Cut) and Paste

To make a copy of some text, highlight it as described above. Then choose Edit→Copy (or click the corresponding Standard toolbar button), click the mouse or use the arrow keys to transport the insertion point to your new location, and choose Edit→Paste. A copy of the original text appears in the new locale. To move text instead of copying it, use Edit→*Cut* and Edit→Paste; the selected text moves from one place to another, leaving no trace behind.

If this procedure sounds like a lot of work, it is, especially if you're trying to choose all these menu commands using a laptop trackpad. Cut/Copy and Paste is a sequence

POWER USERS' CLINIC

Cut to the Spike

Suppose you have three paragraphs that you want to move to the end of your document. The problem is, each one of the three paragraphs is on a different page. Because you can't select them all at once, you may think you're faced with the laborious process of cutting and pasting each one individually.

You're not. Word has a little-known feature that allows you to collect several nonconsecutive bits of text and then paste them all at once. It's called the Spike. As you cut text and picture selections, the Spike quietly gathers them up until you're ready to paste.

Select the first thing you want to collect in the Spike. (It can be text, a drawing or painting image, or even a table.) Press ⌘-F3. You've just cut the selection to the Spike, much the way you might cut it to the Clipboard. Go on to collect the rest of the things you'll want to paste; they can even be in different Word documents. Word maintains a single Spike, even if you open or close documents.

When you're done collecting, scroll to the spot in the document where you'll want the collected material to appear. Click there and then press ⌘-Shift-F3. The entire contents of the Spike empty, in one fell swoop, into their new location.

A few more points about the oddly refreshing Spike:

- There is no menu command for the Spike. You have to use the ⌘-F3 key combinations.
- You can't copy text to the Spike, only cut.
- You can paste the Spike's contents without emptying it. Instead of pressing ⌘-Shift-F3, choose Insert→AutoText→AutoText and then click Spike in the list of entries; click Insert.
- Choosing Spike in the AutoText list as described above is also the way to look at what you've currently got saved in the Spike. You can view the contents of the Spike in the Preview pane of the AutoText dialog box. Just click Cancel (or press Esc) instead of Insert when you're done.
- Because the Spike is part of the AutoText feature, you can also paste the Spike by typing the first four letters of the word "spike" and pressing Return.
- If you accidentally empty the Spike, immediately press F1 or choose Edit→Undo AutoComplete. The Spike is restored, and you can now paste it repeatedly.

you'll probably use extremely often. By learning the keystroke equivalents for these commands, the time you save adds up. For example:

Function	Command	Keystrokes
Copy	Edit→Copy	⌘-C or F3
Cut	Edit→Cut	⌘-X or F2
Paste	Edit→Paste	⌘-V or F4

Tip: The Office Clipboard, new in Office 2001, remembers about the last so items you've cut or copied from any Office program. To see it, choose View→Office Clipboard. The Office Clipboard opens, showing every item you've cut or copied since you first launched an Office program for the day (memory permitting). The little letter in the lower-right corner of each window shows which Office program it came from.

To paste something from this window, drag it directly into your document, or click it and then use the Paste command.

Paste Special

The Edit→Paste Special command gives you the opportunity to alter text *as* you paste it. (There's no predefined keyboard shortcut for Paste Special; of course, you can always create one yourself, as described on page 581.) Here are the options in the dialog box that appears when you choose Edit→Paste Special:

- **Formatted Text (RTF).** RTF stands for Rich Text Format, a Microsoft file format that makes transferring formatted text documents between incompatible programs easier. Unlike a plain text file, most common formatting specifications—bold, italic, font selections, line breaks, style sheets, and so on—survive the conversion to RTF and back again. Every modern word processor, both on Macs and on Windows, can open and export RTF documents. On the Mac, you'll rarely need RTF for transferring text between programs, thanks to the Styled Text feature offered by most Mac programs (see below).

- **Unformatted Text.** Use this option when you want to paste the text without any formatting (font, bold or italic, Word style, and so on). Text pasted as unformatted picks up the current font, style, and formatting at the insertion point.

- **Picture.** When you paste text *as a picture,* from that moment on, Word treats it just like a picture (and switches you into Page Layout view). Text you paste in this way plays with your head a little bit; when you click inside it, you don't get an insertion point for editing. Instead, the Picture toolbar appears (see page 598); you can use any of its tools (color adjustment, brightness, contrast, and so on) to change the look of the text. (The Watermark toolbar icon is especially handy in this instance. It's harder to guess, on the other hand, what the Fix Red Eye button does to pasted text.)

  What you can never again do is *edit* the text—check spelling, delete words, and so on. But once you have text just the way you want it, Paste Special→As Picture is a great way to create a poster, letterhead, watermark, or any document that you *don't* want anyone to be able to edit later.

- **Styled Text.** This option preserves all font and paragraph styles in the pasted text. This Macintosh-only feature explains why you can copy some text from, say, a Web page or email; when you paste it into Word, the font sizes, boldface, and other formatting arrives intact.

  Most modern Mac programs, including word processors and page-layout programs, automatically copy styled text to the Clipboard whenever you copy.

- **HTML Format.** Use this option when you're creating a Web page (see Chapter 7) and pasting in text from another type of document. Word adds HTML formatting commands to the text you're moving.

- **Microsoft Word Document Object.** This command nests one self-sufficient Word document inside another, which Microsoft calls an *embedded object.* See page 547 for more detail.

Tip: If you've used older Macintosh programs, you may be wondering where the Publish and Subscribe features are in Word. What do you do when you want to update your logo and make it update automatically in every document where you've used the logo?

You can do this in Word, but not with Apple's Publish and Subscribe feature; Microsoft has officially discontinued the Publish and Subscribe commands in its software. (Come to think of it, so has Apple; these commands are missing from the latest version of AppleWorks, too.) You can achieve almost the same effect, however, using Microsoft's Object Linking and Embedding (OLE) technology, which is described in more detail on page 547.

Paste as Hyperlink

This command is at the heart of a truly wild Word feature, one that lets a Word document become a living table of contents—a launcher—for the chapters in your book project, pages on the World Wide Web, people in your email address book, or even applications on your hard drive.

Text that's pasted as a hyperlink remembers where it came from, wherever that may be. Chapter 7 offers much more detail on hyperlinks, but here's a crash course in the kinds of hyperlinks you can make in Word:

- **Within the same document.** Select some text, choose Edit→Copy, then use Edit→Paste as Hyperlink. Text that you've pasted as a hyperlink becomes a blue, underlined link to its point of origin. (You can change the color by visiting the Web panel of →Control Panels→Internet.)

  For example, using Paste as Hyperlink, you can paste text from the last chapter of your book into the introduction. From then on, you can click the link to jump directly to the last chapter. You can also use this command to construct a "live" table of contents, as shown in Figure 2-1.

  When you position the cursor over a hyperlink without clicking, a yellow tooltip balloon identifies the name and location of the file it's connected to.

- **Between two different Word documents.** You can use the same technique to create a link between two different Word documents, even if they're on different disks. When you click the hyperlink, Word opens the document to the page you've linked to.

Note: If you click a link to a file on a removable disk (such as a Zip or floppy) that isn't currently in the drive, you get only an error message.

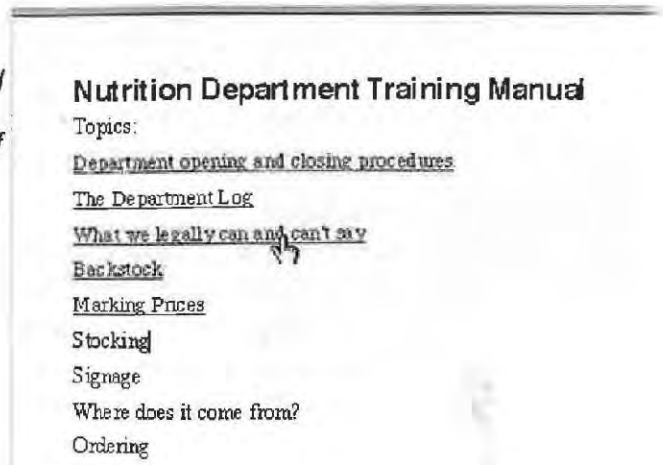


Figure 2-1:
To create this linked table of contents, the headings from each section of the training manual were copied (Edit→Copy) and pasted as hyperlinks (Edit→Paste as Hyperlink). When you move the cursor over one of these links, it turns into a pointing hand. When you click it, you jump to that heading in the document.

Editing a link can be tricky; after all, you can't exactly click to plant the insertion point or drag to highlight some text; whenever you try, you actually trigger the link itself. The secret is to Control-click the link and choose Hyperlink→Edit Hyperlink from the contextual menu. You get a dialog box that shows, and lets you easily edit, the link's text.

FREQUENTLY ASKED QUESTION

Linking Word to the Web

When I copy a link from a Web site to paste into a Word document, the Paste as Hyperlink command is grayed out. I want to create a tutorial in Word that new employees can read on their computers. I want to link it to Web sites that the employees can refer to for more information. How can I do this if the command is grayed out?

Don't make things harder for yourself! You can create a link to the Web in any Word document simply by *dragging* the link from your Web browser into your document. (If you want the actual URL, beginning with *http://www*, to appear in your Word document, drag the actual address out of the Web browser's Address bar. If you want the plain-English name of the Web page to appear instead, drag the tiny @ icon in the Address bar instead.)

When you click the resulting link in Word, your browser opens and takes you to the Web page specified by the link. (If you're not already online, the Mac may or may not dial up the Internet in the process, depending on the settings you've made in your Remote Access control panel.)

Note: When you put links of any kind into a Word document, the Web toolbar appears automatically. If it covers up any existing toolbars, just drag it out of the way using the handle at its left side. To dismiss it entirely, choose its name from the View→Toolbars submenu (or click its tiny close box).

Drag-and-drop

Drag-and-drop is the easiest way to move some text from one place to another, especially if both the starting and ending locations are on the screen at the same time. Because it lets you grab chunks of text and drag them directly around the paragraph or sentence before you, it's an extremely direct and satisfying way to rearrange your prose. As a bonus, drag-and-drop doesn't involve the Clipboard; whatever you've most recently copied or cut to the Clipboard remains there, ready for pasting, no matter how many times you drag-and-drop in the meantime.

After highlighting some text, position the cursor anywhere within the highlighted area. Press the mouse button and drag carefully. A dotted outline of the original text block moves as you drag, along with a nonblinking insertion point at your arrow-cursor tip. Move the mouse until the insertion point is where you want the relocated text to *start*. When you release the mouse button, the text jumps immediately into its new location. (If it didn't wind up exactly where you intended, choose Edit→Undo move, or press ⌘-Z or F1, to return everything to the way it was and start over.

Note: Within a Word document, drag-and-drop acts like a *Cut* and Paste operation—your text *moves* from one place to another. When you drag while pressing the Option key, however, or whenever you drag-and-drop *between Office programs* (see below), drag-and-drop acts like *Copy* and Paste—the original text remains where it was.

Drag-and-drop between programs

Drag-and-drop works not only within Word; it also lets you drag text or graphic elements *between* Office programs. Position the two windows side by side (see Figure 2-2). Select your text or graphic, and then drag the highlighted block towards the destination window. Watch what happens before you let go of the mouse button:

- If you're dragging to an Excel spreadsheet, a dotted outline appears around the destination cell.
- If you're dragging to an Entourage email message, a colored line appears around the message, subject, or address text boxes. You can drop text into any of these locations.
- If you're dragging into a PowerPoint presentation, you can drop into a slide, notes area, or list (see page 523). A colored outline to indicate where the dragged material will appear when you let go of the mouse.

When your desired destination is highlighted in the appropriate way, let go of the mouse button; your text appears in its new home.

Tip: You shouldn't feel limited to dragging and dropping within Microsoft programs. Almost every modern Macintosh program can accept drag-and-drops. For example, you can drag from Word into AppleWorks, an America Online email, SimpleText, or even Stickies. Conversely, Office 2001 programs can also accept drag-and-drops from other drag-and-drop-savvy applications.

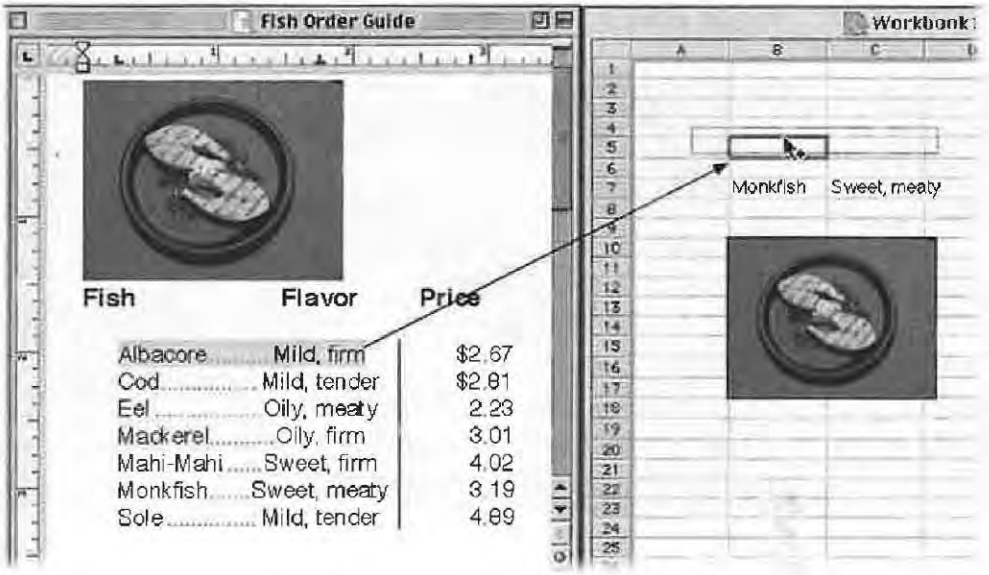


Figure 2-2: *Text being dragged from a Word file into an Excel spreadsheet. (The destination cell expands to accept the full text.) Pictures dragged from Word sit on top of the spreadsheet, without following cell boundaries.*

Dragging and dropping to the desktop

When you drag-and-drop a chunk of selected text outside the boundaries of your document and onto the desktop, Word creates a *clipping file* (see Figure 2-3). Clipping files are pieces of text-in-waiting that you can later drag-and-drop.

As a bonus, when you drag-and-drop to the desktop, Word copies, not cuts, the text to the clipping file. You can edit or even delete the original text, and still have an intact copy in safekeeping, in the form of a clipping file on your desktop.

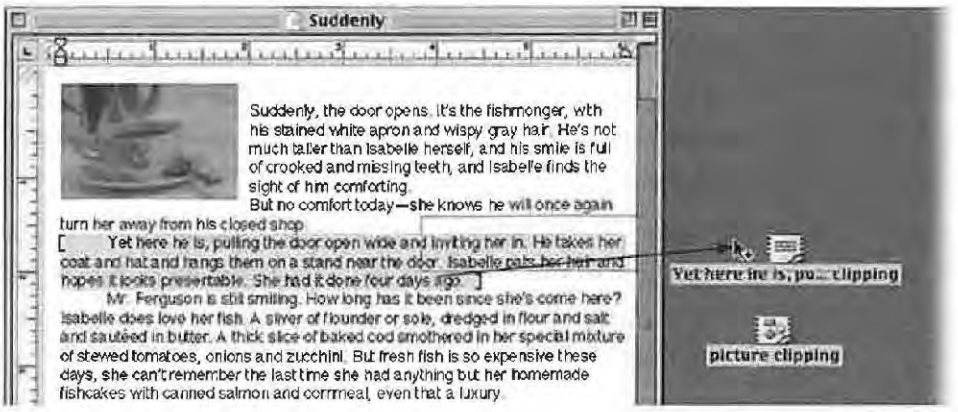


Figure 2-3: *A text clipping being dragged to the desktop. Word names clippings according to the first few words. You can rename a clipping file as you would any Finder icon: For example, click its name once, then twitch the mouse to make the "renaming rectangle" appear.*

Later, when you drag a clipping file back into a document, Word pastes a copy of the clipping text; the clipping file remains on the desktop, where you can use it again and again. In effect, you can use your desktop like a giant pasteboard to store boilerplate paragraphs that you use frequently.

You can also create clipping files from Word pictures or drawing objects. Just select the object and drag it to the desktop. (Word names it a *picture clipping*, as shown in Figure 2-3.)

GEM IN THE ROUGH

Cut Out to Be Smart

Have you noticed that when you cut and paste in Word, your pasted text is always perfectly spaced? In other words, when you paste a word with a space after it in front of a period, the extra space magically disappears and the period comes right smack after the word, where it belongs. And when you paste one word after another, a space appears between the two words, even if you forgot to put one there yourself. (Don't try *that* in SimpleText.)

That's Word's "Smart cut and paste" feature. You turn it on and off by the checkbox on the Edit→Preferences→Edit tab—but turning it off is probably a bad idea. The golden rule of computing: Whenever your software offers to take over boring, microscopic, annoying work for you, let it.

Navigating Your Documents

Word 2001 offers a multitude of ways of navigating your document, some of which aren't as immediately obvious as the scroll bar.

Tip: Using the scroll bar has its own reward; as you drag the "elevator" scroll-box handle up and down, a pop-out tooltip balloon identifies the major headings in your document as you scroll by. By scanning this readout, you know exactly where you'll be when you release the mouse to stop scrolling.

What the Keys Do

It's by far one of the most frequently asked questions among new (and unself-conscious veteran) Mac users: What on Earth are all of those extra keys for on the standard Mac keyboard?

In many cases, the answer is "nothing." In most Mac programs, such keys as the F-keys on the top row and the Num Lock key don't do anything at all. In Office, however, there's scarcely a single key that hasn't been given a function. For example:

- Esc. Short for "Escape," this key is a quick way of dismissing a dialog box without having to click the Close or Cancel button. It also closes a menu that you've pulled down, having decided not to use it. Esc acts the same as the ⌘-period key combination that Mac fans know and love.

- **Home** moves the insertion point to the beginning of the line it's currently in. (You were expecting it to take your insertion point to the top of the document, weren't you? It's a trick; to do that, you have to press ⌘-Home.)
- **End.** The End key, if you have one, takes you to the end of the current line. The ⌘-End combination takes you to the very end of the document.

Tip: The much ridiculed Apple USB keyboard of 1997–2000 doesn't have an End key, despite its obvious usefulness. If you'd like to add one to your keyboard, install KeySwapper, a shareware program available at *www.missingmanuals.com*. This little program lets you specify your own key combination (such as Shift-Home) to represent the End, Forward Delete, F13 through F15, and other missing key functions.

- **Ins.** If you have an Ins key (short for Insert), it's a very quick shortcut to the Paste command, even quicker than ⌘-V, and more intuitive than F4.
- **Delete** acts as a backspace key. It backs over and erases the last character you typed. In Word 2001, in fact, ⌘-Delete comes set to delete the entire *word* before the cursor, which is often far more useful than deleting just one character, especially when you're in the middle of a writing frenzy.
- **Forward Delete.** This key deletes the character to the *right* of the insertion point—not a function to which most Mac fans are accustomed, but an extremely useful one once you get to know it. When you're in a hurry and trying to correct a typo, for example, you sometimes click to place the insertion point on the wrong side of the letter you want, especially when you're working with italics. In such cases, one tap on this key does just what you want. (Many Mac keyboards lack this key. If you have a numeric keypad, you can use the Clear key instead, as described next; if not, you can use KeySwapper as described in the previous tip.)
- **Clear** acts as a forward delete key, too. On desktop keyboards, it shares a space with the Num Lock key.
- **Help.** Pushing the Help button opens the Word Help window or Max the Mac Plus's "what's your question?" window (depending on whether or not you have Max activated, as described on page 621). If the dog ate your Help key, ⌘-/ does the same thing.
- **Page up and Page down.** These keys move you up and down in the document, one screenful at a time. (If you do want to jump from the top of one *page* to the top of the next, use the Navigator buttons instead, as described on page 22.)

Tip: Remember that you can combine some of these keystrokes–Home, End, Page up, Page down–with the Shift key to *select* text instead of simply scrolling.

Keystrokes: The Missing Manual

Microsoft apparently employs seething crowds of programmers who do nothing but dream up keyboard shortcuts for every conceivable Word function. With the

Shift, Option, and ⌘ keys in various combinations, for example, the top-row function keys described in this chapter have second, third, fourth, and fifth functions, resulting in more keyboard shortcuts than any human being could possibly remember (or fit in a 650-page book).

To see the master list of shortcut keys, choose Help→Contents and Index; open the flippy triangle under the heading "Using Shortcut Keys." Then click either "About using shortcut keys" (for an overview) or "Shortcut keys" (to see the actual list).

POWER USERS' CLINIC

The Fkeys

On some Macs, they're tiny; on others, they're full-sized. On some Macs, you have 12 of them; on others, 15. They're the function keys (or Fkeys) stretched along the topmost row of your keyboard.

On modern USB Mac keyboards attached to modern Macs, pressing an Fkey summons a dialog box that invites you to associate a program, document, or folder to that Fkey. When you press the Fkey, the selected icon opens. (This is an Apple feature, not a Microsoft feature.)

If you turn *off* this feature (by choosing →Control Panels→Keyboard clicking the Function Keys button, and turning off "Use F1 through F12 as Hot Function keys"), the Mac will no longer intercept these keystrokes. Now you'll be allowed to use Word's own function-key features, which give you access to a variety of shortcuts, often tasks that would otherwise take *more* than one key or mouse click to carry out.

They may be a bit hard to reach, but once you get familiar with what the Fkeys can do for you, you may become addicted. Here's how the function keys come defined in a new copy of Word 2001—but remember that it's easy enough to change their functions as described in Chapter 17:

F1 means Undo (the same as ⌘-Z). (There's no predefined Fkey for Redo, although ⌘-Y or Edit→Redo are on hand if you change your mind *again.)*

F2, F3, and F4 correspond to the Cut, Copy, and Paste commands described earlier this chapter (⌘-X, ⌘-C, and ⌘-V).

Why should you use the Fkeys for simple functions like copying and pasting when you're already in the habit of using the ⌘-key combinations? The answer is in your keyboard. Most Mac laptops have only one ⌘ key, and it's on the left side. If you have one of these, you'll probably find the single Fkey to be more convenient than a two-key combination.

F5 (Go To Same, also ⌘-G) calls up the Go To tab of the Find and Replace dialog box (see page 64).

F6 (Other Pane) moves the insertion point to the other pane of a split window. You can use Shift-F6 to go back to the original pane, but why? Hitting F6 a second time does the same thing.

F7 (Proofing, also ⌘-Option-L or Tools→Spelling and Grammar) takes you to the first instance of a misspelling or instance of questionable grammar (by Microsoft's reckoning) and calls up the Spelling and Grammar dialog box.

F8 (Extend Selection) puts you in Extended selection mode, as described on page 26.

F9 (Update Fields) is useful only if you've added *fields* to your document, as described on page 218.

F10, all by itself, doesn't do anything. It's the key that time (or Microsoft) forgot. Open your Tools→Customize command and assign your favorite function to it (see page 581).

F11 (Next Field) works only when your document has fields (page 21).

F12 (Save As) opens the Save As dialog box. Note there is no Fkey shortcut for the Save function. (F10, anyone?)

To print out a list of all Word shortcut keys for future reference, choose Tools→Macro→Macros. Choose "Word commands" from the "Macros in" pop-up menu, click ListCommands in the macro list, then click Run. In the dialog box that comes up, click "Current menu and keyboard settings," then click OK. When the dialog box goes away, choose File→Print.

The list is several pages long and contains commands you may never use. But when you find yourself using the same menu commands over and over, it's worth taking a look to see if a keyboard shortcut exists.

The Go To Command

The scroll bar and arrow keys can get you pretty close to where you want to go in a long document, but it's possible to tell Word where you want to go today with much greater precision. Double-clicking the Status bar (see page 24), pressing ⌘-G (or F5), or choosing Edit→Go To opens the Go To tab of the Find and Replace dialog box, as shown in Figure 2-4.

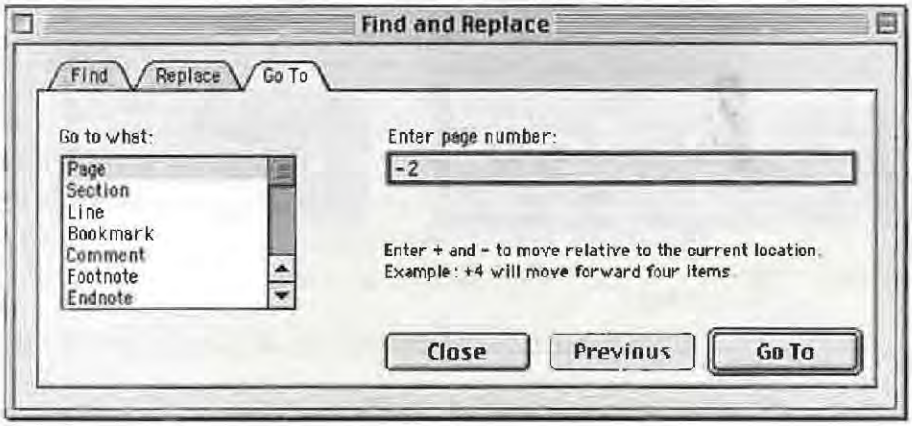


Figure 2-4: *Typing -2 in the "Enter page number" box will scroll, and move the insertion point, backwards exactly two pages. You choose your unit of measure (pages in this example) in the "Go to what" box.*

The Go To tab looks simple, but there's a lot you can do with it:

- **Enter a page number.** If you know what page you want to travel to, just enter the number in the "Enter page number" box and hit Return (or click Go To if you're a mouser).
- **Jump a certain number of pages forward or back,** as described in Figure 2-4.
- **Step through your document** page by page. Just keep pressing Return (or Enter) without doing anything else in between after entering 1, for example, in the "Enter page number" box. (Microsoft calls this "browsing.") (Of course, a less dialog box-intensive method of jumping from one page top to the next is to use the navigator buttons described below.)
- **Choose a specific item type to go to** in the "Go to what" box at the left. It can be as much as a section (see page 125) or as little as a line. You can check all your

comments (see page 167) or all your footnotes at once, by hitting Return repeatedly after selecting your unit of choice. (Jumping from one Heading, Graphic, Table, Comment, or Footnote to the next can be particularly useful in complex documents.)

The Navigator Buttons

All these nifty browsing features are also available by mouse, at the lower right corner of every Word window, as shown in Figure 2-5. As shown on the left in Figure 2-5, the double-headed arrows are called Navigator buttons. When you choose an item in the "Go to what" box (see Figure 2-4), you can click the Navigator buttons to go forward and back from one to the next.

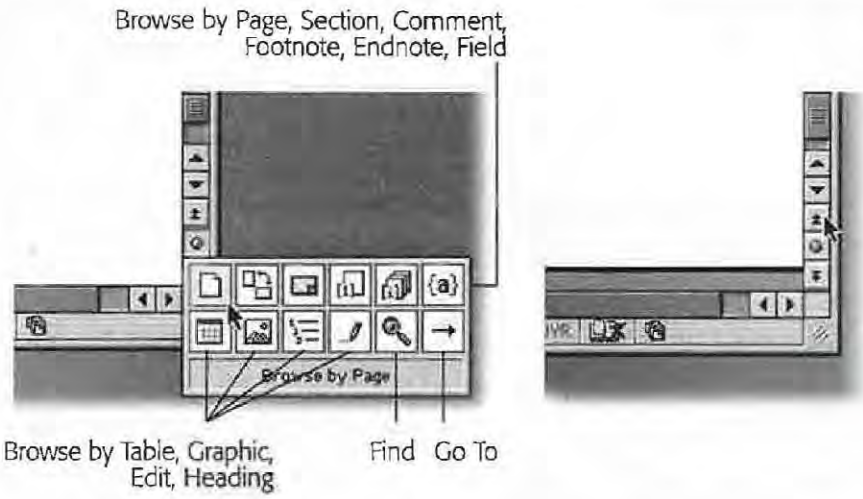


Figure 2-5: *The icons on the Select Browse Object palette (left) match the item types in the "Go to what" box in Figure 2-4. Once you've selected an item, you can click the Navigator buttons (right) to step directly to the next or previous one of the chosen item; page in this example.*

As shown at the left in Figure 2-5, you click the tiny round Select Browse Object button to choose *how* you want the Navigator buttons to take you through your document. Just click one of the icons, which are described below, in the pane that pops up.

When you change the browse object, the change affects all open documents. If you've been browsing a big document by *sections*, and then switch back to a shorter one that you want to look through by the *page*, you have to change the browse object again.

Tip: You can check the current setting by positioning the cursor over one of the double-arrow buttons without clicking. A little pop-up label says "next page," "previous page," or whatever. However, you don't even need to do that when the Navigator buttons are set to browse by page: In that case, the double arrows on the buttons are black. When any other browse object has been selected, the double-arrows are lighter and grayer.

- **Browse by Page.** This is the default setting when you open a new document. With each click of a double arrow, you jump to the top of the next (or previous) page.

(Contrast with the Page up/down keys, which scroll one *screen* at a time, even if that means you're jumping only half of a page.)

- **Browse by Section.** When this setting is selected, the Navigator buttons take you from the top of one *section* to the next. Needless to say, this is most helpful if you've actually used section breaks in a document (see page 125).
- **Browse by Comment.** Word's Reviewing features (see Chapter 5) lets you attach comments to a document, so that you can provide typed feedback to the author. Either way, this setting lets you skip from such one comment to the next, bypassing the remainder of the text. (It's a very good idea to browse by comment before you send a document with your comments out into the world.)
- **Browse by Footnote, Browse by Endnote.** Similar to Browse by Comment, these settings take you directly from one note to the next. (See page 183 for more on footnotes and endnotes.)

Tip: If you're viewing the notes in a split screen, the bottom screen (the one with the notes in it) has its own Navigator buttons, which are *always* set to the browse object of that pane's contents, be it footnotes, endnotes, or comments.

- **Browse by Field.** When you've used the Data Merge feature (see page 239) or otherwise placed *fields* in your document (page 213), you can use the Navigator buttons to skip from one field to the next. This browse feature is really useful, because fields can look exactly like ordinary text and be easily missed. When you use this feature to browse, Word helpfully highlights fields as it finds them.
- **Browse by Table.** This feature makes the Navigator buttons jump directly from one *table* to the next (see page 155).
- **Browse by Graphic.** Choosing this browse object does nothing unless your document contains pictures, drawings, paintings, or scanned photographs. If it does, then the Navigator buttons move you from one graphic to another, skipping everything in between.
- **Browse by Heading.** This command is actually a two-in-one browse object. If you're working in Outline view (see page 197), the Navigator buttons move the insertion point item by item, hitting each entry in your outline.

  This browsing method also works is if your document's *styles* (see page 129) include any Heading styles. You use these preformatted font styles to set off chapter titles, captions, or subtopics. When you browse by heading, your insertion point skips from one heading to the next, bypassing all the mere mortal body text in between.
- **Browse by Edit.** Unlike the other browse objects, this one has a limited short-term memory. Word only remembers the last three places you clicked in your document. See the sidebar below for details.

Tip: Once you've selected a browse object, you're not stuck with using the mouse to click the Navigator buttons. The keyboard shortcut *Shift*-Page up or Page down takes you from one item to the next.

GEM IN THE ROUGH

Back to Where You Once Belonged

The Go Back command is unique in Microsoft Word, and it's fantastically useful. No matter where you are in a document, this command scrolls directly back to the last place you clicked (which usually means the last place you edited text)—even if it was in another open document.

You'll find this command useful in a number of circumstances: After splitting the window and then unsplitting it and finding yourself deposited in the wrong part of a document; when you've just opened up a document that you were editing yesterday and want to return to the spot where you stopped; when you reconsider an edit that you just made and think the better of it after scrolling to a new location; and so on.

Better yet, Word doesn't just remember the last place you clicked; it remembers the last *three* places. Each time you use the Go Back command, your insertion point jumps among these four places—the last three edits and your current position—even if that means bringing different document windows forward.

You can trigger the Go Back command by pressing ⌘-Option-Z or using the Navigator buttons described above. If you fall in love with this feature, as you might, consider changing the keystroke to something easier to remember, such as ⌘-G or F10. (See Chapter 17 for instructions on changing a keystroke.)

Finding and Replacing

When you're editing a document, you sometimes know exactly what you want to revise, but you just don't know where it is. For instance, you want to go back and read the paragraph you wrote about *mansions*, but you don't remember what page it was on. Or suppose you've found out that you misspelled Sarah's name all the way through an article about her. You have to go back and replace *every* occurrence of Sara with Sarah—but how do you make sure that you've got them all?

That's where Find and Replace comes in.

Find

If you just want to find a certain word (or even part of a word), choose Edit→Find (or press ⌘-F). The Find and Replace dialog box opens, as shown in Figure 2-6. Type the word you're looking for, and then click Find Next (or press Return).

Now Word searches for your search term, starting from the position of the insertion point; if it finds what you're seeking, it scrolls to, and highlights, that word or phrase in your document. (If it doesn't find any occurrences, an error message tells you so.)

If Word finds an occurrence, but it's not the one you had in mind, you can keep clicking Find or hitting Return to find successive occurrences. When Word gets to the end of your document, it starts searching again from the beginning. When it

finally wraps around so far that it finishes searching the whole file, another dialog box lets you know.

The Find box remains on the screen throughout the process, but don't let that stop you; you can pause and edit your document at any time. Just click in your document window, sending the Find box to the background. To resume your search, click the Find dialog box to bring it forward, then click Find Next.

Tip: The keystroke ⌘-G means "find the next occurrence of whatever I just searched for." The advantage is that it works even after you've closed the Find box altogether—and (provided you haven't closed the document) even if you performed your search hours ago.

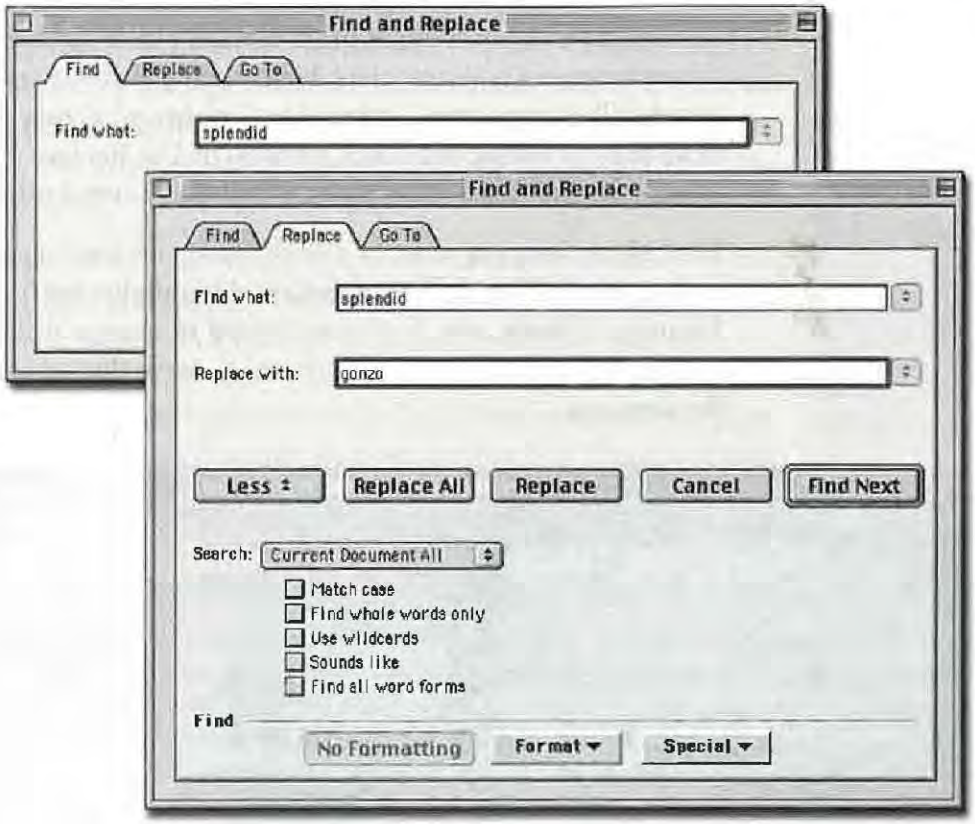


Figure 2-6:
Top left: The Find dialog box.

Bottom right: The expanded Replace box. The Format and Special menus as the bottom of this dialog box enable you to search for a font, typestyle, paragraph break, and so on. If you'd like to find all your italics and change them to boldface, or find all the dashes and delete them, this is the way to go about it.

Replace

Although you can do edits and replacements in conjunction with the Find command as explained above, Word has a more streamlined process for making the same replacement over and over. Choosing Edit→Replace (⌘-H) opens the Replace tab of the Find and Replace dialog box.

Once again, you start by typing the word or phrase you want to replace in the "Find what" box. This time, however, you press Tab or ⌘-I to jump into the "Replace with" box; and type the new, improved replacement text.

When you click Find Next or press Return, Word searches the document and stops at the first match. Now you have a decision to make. After examining the highlighted phrase in context, click one of these buttons:

- **Replace.** This button means, "Replace this search term with my replacement text, then find the next occurrence of the search term."

Caution: If you simply press Find Next or Return, Word doesn't make the replacement. You have to click the Replace button (or press ⌘-R) each time.

- **Replace All.** If you don't need this occurrence-by-occurrence interview, and you're sure you want to replace every occurrence of the search term in entire document, click Replace All (or press ⌘-A).

  Be very careful, however; in most cases, it's safer to check each case to make sure the replacement is appropriate. For instance, if you're replacing "rite" with "right," Word will change even "criteria" to "crightria," giving quite an unexpected surprise to your editor, professor, or boss. In Use Replace All only when there's little chance for that kind of confusion, and do a careful proofread afterwards.

- **Find Next.** Suppose that, as you're searching for every occurrence of "Sara" to replace it with "Sarah," Word finds and highlights the first four letters of the word Saratoga. Clearly, you don't want Word to change this occurrence. In that case, just click Find Next (or press Return) to leave this occurrence alone and jump to the next one.

FREQUENTLY ASKED QUESTION

Converting Quotes from Curly to Straight, or Vice Versa

I've been told to convert all of Word's automatic, typographically correct "curly quotes" into Internet-friendly "straight quotes" before posting it on a Web page or sending by email. How do I do that?

As you've noted, Word converts your quotes automatically as you type, curling open and close quotes (and single quotes) as appropriate. To turn this feature off, choose Tools→AutoCorrect; click the AutoFormat As You Type tab; and turn off "Straight quotes with curly quotes."

You can also leave this feature turned on, but just make the *occasional* curly quote straight—such as when you want a " mark to designate inches. The solution is simple: Just after typing the quote mark, press ⌘-Z or F1. Word straightens it instantly.

But to perform global surgery on an entire document, turning all curly quotes into straight ones (for example), choose Tools→AutoCorrect; click the AutoFormat As You Type tab; and turn off "Straight quotes with smart quotes." Click OK.

Now choose Edit→Replace. In both the "Find what" and "Replace with" boxes, type ' or ", and then click Find Next or Replace All. Word straightens all single or double quotes, as appropriate. (To curlify all straight quotes, repeat the procedure with the "Straight quotes with smart quotes" checkbox turned on.)

Advanced Find

Clicking the More button at the bottom of the Find or Replace tab (or pressing ⌘-M) makes the dialog box sprout an additional, secret panel. It offers even more precision controls for narrowing your search.

- The **Search** pop-up menu tells Word where to search. **Current Document All** starts the Find function from the very beginning of the document. **Current Document Down** and **Up** search forward and backward from the insertion point, and **All Open Documents** searches from the beginning of each document in the order that you opened them, moving automatically from one to the next.
- Turn on **Match case** (or press ⌘-H) when you want to find or change words only when they're capitalized a certain way; for instance, when you want to find the name Mike but skip over words like "mike."
- **Find whole words only** (⌘-Y) is a very powerful safety option. It tells Word to only look for the search term if it's separated from surrounding text by a space or punctuation mark—if it's a whole word unto itself, in other words. If you're searching for the word "men," for instance, checking this box prevents Find from stopping on (or, worse, replacing) "menu" and "document."
- Checking **Use wildcards** (⌘-U) lets you use special characters to *stand in* for actual letters, in cases where you're unsure of the right letter or want to look for more than one spelling at a time. For example, ? stands in for any one letter or character. Entering *f?r* in the "Find what" box finds occurrences of "far," "for," "ferry," and so on. You can use * to represent any string of one or more letters (or other characters). Thus, entering *c*r* would find words like "car," "carrier," and "rancor."

  When you'd settle for finding any one of *specified* characters, put them in brackets. For instance, use *f[au]nny* to find all occurrences of both "fanny" and "funny" in your document.

  Finally, an exclamation point indicates that you want to find any character *except* the one in the brackets. For example, *[!f]unk* finds "hunk," and "spunk," but not "funk."

Tip: There are quite a few more wildcard characters in Word, which you can use, independently or in combination, to send Word on incredibly complex, convoluted searches. To see a list of all wildcards, enter *wildcards* in the Office Assistant's or Word Help window's Search box, and choose "Type wildcards for items you want to find."

- **Sounds like.** Turn on this box and enter a phonetic spelling for the word or words you're hunting for. Entering "thare" finds every occurrence of "there," "their," and "they're." This option really comes in handy when you can't remember the spelling of a name; you can enter "lee" to find Mr. Leigh or Ms. Li.

- **Find all word forms.** This option finds all those irregularly spelled English nouns and verbs, and it's pretty smart. For instance, if you're trying to find all the places where your article mentions running, type *run* and turn on this box. Word finds "ran," "runs," and "running"—but not "runner."

Finding by Format

Word is sometimes described as the Feature List that Ate Cleveland. Dozens or hundreds of features lie untapped by the vast majority of its owners.

But here's a buried feature that's well worth noticing: It's the Format pop-up button at the bottom of the Find dialog box, which lets you search for text according to its *formatting* (alone, or in combination with words typed in the "Find what" box.) By opening this Format menu, you'll see that Word lets you search for:

- **Font.** You can find not just occurrences of, say, Times or Palatino, but also font *characteristics* like bold, italic, blue, 12-point, double-underline, shadow, and so on—in any combination.
- **Paragraph.** Locate paragraphs according to their indentation, line spacing, leading, outline level, page breaks, and so on.
- **Tabs.** Search for tab stops by position and type.
- **Language.** Searches for text you've designated as being in a certain language (by highlighting the text and then choosing Tools→Language).
- **Frame.** Locates any *frame* (page 152), according to any of its attributes.
- **Style.** Lets you search for, or replace, any of your document's styles (page 129).
- **Highlight.** Finds text you or a colleague has highlighted using the Highlight tool on the Reviewing toolbar (see page 168).

You can use this powerful feature in dozens of situations. Sometimes it's useful when you just want to *find* something, like this:

- Type *the* in the "Find what" box. Choose Format→Style and choose one of heading styles you've used in your document. (See page 129 for more on styles.) Word finds the word "the" only when it occurs in a heading.
- Click inside the empty "Find what" box; choose Format→Font. In the resulting dialog box, click Italic, and then click OK. Word will now find every italicized word in the document, one by one.

The uses of this feature become even more amazing when you use the Replace function at the same time:

- Suppose that, in keeping with your newspaper's style guide, you decide to put Microsoft's name in bold type, everywhere it occurs. Type *Microsoft Corporation* in the "Find what" box. Click in the "Replace with" box, choose Format→Font, choose Bold in the Font Style box, and click OK. Now, when you click Replace All, Word puts all occurrences of the phrase "Microsoft Corporation" in bold.

Tip: You don't have to type *Microsoft Corporation* again into the "Replace with" box; since you specified a format, Word assumes that you don't intend to change the text itself.

- You want to create a quick table-of-contents document. You decide that the easiest way is to remove all the words in your document that *aren't bold*, leaving behind only the paragraphs that appear in bold type (your headings, that is).

  So you'd leave both Find and Replace boxes empty. But you'd click in the "Find what" box, choose Format→Font, click NotBold, and click OK. By leaving the "Replace with" box empty, you're telling Word to *delete* every occurrence of the specified "Find what" item (in this case, text that's not bold). When you click Replace All, Word vaporizes all the body text of your document, leaving behind only the boldface type.

- Click in the "Find what" box and choose Format→Tabs. Word shows you a dialog box similar to the one where you set tabs (see page 115). Type .5 in the "Tab stop position" box and click OK. Click in the "Replace with" box, choose Format→Tabs and type *1* in the "Tab stop position box." Use the radio buttons in the "Find Tabs" dialog box to tell Word what kind of tab you're searching for. Word will not find tabs if the alignment doesn't match.

  Finally, click OK. Word finds all the paragraphs with half-inch tabs and changes them to one-inch tabs.

- Someone has turned in an article to you that contains headings. But the author used simple boldface for the headings, rather than using the Heading 1 *style* (see page 129); as a result, you can't use Word's Outline view to see just the headings.

  The solution is simple: Click in the empty "Find what" box. Choose Format→Font, choose Bold in the Font Style box, and click OK. Now click in the empty "Replace with" box; choose Format→Style, select the Heading 1 style, and click OK. Now, when you click Replace All, Word changes all bolded paragraphs to Heading 1 style.

Your formatting selections are shown just below the "Find what" box. Click No Formatting to erase them (in readiness for a different search, for example).

Note: If you've set up an elaborate string of formatting characteristics (Palatino, Heading 1 style, 12 point), there's no way to delete only one of them; you must click No Formatting to delete all of them and build the list again.

Finding Invisible Characters

The Special menu at the bottom of the Find and Replace dialog box lets you incorporate nonalphanumeric "characters" into your search. It also lets you search for document features that have nothing to do with words, such as column breaks, paragraph breaks, and hyphens.

When you choose one of these items from the Special menu, Word places the character code for it in the "Find what" box. You can use more than one of these choices and use them with wildcards, as described above.

The Special menu really shows its power in Find and Replace operations. Some examples:

- Suppose your document is filled with typographically correct dashes; but you're well aware that these dashes may turn into gibberish if posted on a Web page or emailed. To convert them into double hyphens, click in the "Find what" box and choose Special→Em Dash (for a long dash, like this —) or En Dash (for a shorter dash, like this –). Click in the "Replace with" box and type two hyphens (--). When you replace all, Word replaces dashes with hyphens.

Tip: To replace both kinds of dashes in one pass, choose both from the Special menu, one after the other, and place brackets around them in the "Find what" box.

- To eliminate all comment marks (see page 167), you must first take a step you might not guess: On the Formatting Palette, open the Document flippy triangle and click the ¶ button, so that Word shows symbols for such normally invisible symbols as spaces, tabs, and (here's the point) comment marks. Make sure revision tracking (page 169) is turned off.

  In the Find and Replace dialog box, click in the "Find what" box and choose Special→Comment Mark. Leave the "Replace with" box empty. When you click Replace All, Word will delete all comments (and yellow comment marks) from your file.

- To take out column breaks and let the text reflow, click in the "Find what" box and choose Special→Column Break. Click in the "Replace with" box and choose Special→Paragraph Mark to ensure that the paragraphs in the now-joined columns don't run into each other.

- A Word document may look fine if there's just one press of the Return key after each paragraph; the style in question may have built-in "blank lines" between paragraphs. But if you try to paste the document's text into an email message, you'll lose the blank lines between paragraphs.

  The solution is to replace every paragraph mark with *two* paragraph marks before copying the document into your email program. Click in the "Find what" box and choose Special→Paragraph Mark; then click in the "Replace with" box and choose Special→Paragraph Mark *twice*. Word replaces every paragraph mark (which Word represents with the code ^*p*) with two consecutive paragraph breaks (^*p*^*p*).

- To save yourself typing, you can insert abbreviation codes into a Word document, then replace them with much longer passages of boilerplate text. Before searching, copy the replacement text to the clipboard; type the abbreviation code

into the "Find what" box; click in the "Replace with" box; and choose Special→Clipboard Contents. Finally, click Replace All.

Tip: You'll see the Special→Clipboard Contents command only when you've clicked in the "Replace with" box. In other words, you can't search for something you've copied to the clipboard. That's unfortunate; almost everyone, sooner or later, comes across a Word document filled with some strange symbol–little white squares, Symbol-font squiggles, or some other mysterious character. It would be nice if you could copy one instance to the clipboard, so that you could replace all instances with, for example, nothing.

In such situations, you can usually get away with *pasting* the copied mystery symbol directly into the "Find what" box.

To undo selections you've made from the Special menu in the Find and Replace dialog box, select and delete the characters that Word placed in the "Find what" or "Replace with" boxes.

POWER USERS' CLINIC

The Hidden Dialog Box Keystrokes

If you find using the tiny menu buttons at the bottom of the Find and Replace dialog box a bit unwieldy to operate with the mouse, you wouldn't be the first. Just searching for all bold words and changing them to italic, for example, requires *ten* mouse clicks–and a lot of concentration.

Fortunately, you can do all of it from the keyboard–if you know the secret keystrokes. Unfortunately, there's no easy way to find out what they are; there's no way to make little underlines appear on the screen in Word 2001, as there was in Word 98.

Here, for your reference, are the keystrokes that operate the Format menu button and its menus (press ⌘ in conjunction with the underlined letters shown here):

Format, Font, Paragraph, Tabs, Language, Frame, Style, Highlight.

To change all occurrences of a style called BoldHead to Heading 1 style, for example, you could flail away at the keyboard like this:

⌘-O (opens the Format menu); S (to choose Style–once the menu is open, you don't actually need the ⌘ key); B (to highlight the closest style name); arrow keys (to highlight the BoldHead style name); Enter (to close the Style dialog box); Tab (to move to the "Replace with" box; ⌘-O (opens the Format menu again); S; H (to highlight Heading 1); Enter; ⌘-A (to trigger the Replace All command).

You may find it preposterous that anyone would use this feature enough to save time by learning these keystrokes–but if so, you're probably not an editor whose bread and butter is making such global formatting revisions to author manuscripts!

Spelling and Grammar

Whatever your document—term paper, résumé, or letter to the milkman—typos can hinder its effectiveness and your credibility. When you let mistakes remain in your document, your reader will begin to doubt that you put any time or care into it at all. Word helps you achieve the perfect result by pointing out possible errors, leaving the final call up to you.

Tip: A new spelling-related feature in Word 2001 may have been doing you good without your even noticing. When you make a typo that even a Sominex-drugged reader would notice, such as *wodnerful* or *thier*, Word makes the correction automatically, instantly, and quietly. (You can always press ⌘-Z or F1 immediately afterward if you really intended the misspelled version.) Technically, Word is using its spelling dictionaries as fodder for its AutoCorrect feature, as described on page 84.

As a bonus, the spelling checker in Word 2001 is finally smart enough to recognize run-together words (such as *intothe* and *giveme)* and propose the split-apart versions as corrected spellings.

There are two basic modes to Word's spelling and grammar features:

Check Spelling as You Type

Word's factory setting is to check spelling and grammar continuously, immediately flagging any error it detects as soon as you finish typing it. Each spelling error gets a red, squiggly underline; each grammatical error gets a green one. These squiggly underlines (which also show up in the other Office programs) are among the most noticeable hallmarks of Office documents, as shown in Figure 2-7.

If you can spot the problem right away—an obvious spelling error, for example—simply edit it. The squiggly underline disappears as soon as your insertion point leaves the vicinity. It's often more fun, however, to Control-click each error (see Figure 2-7), which opens a contextual menu to help you handle the correction process. Here are the commands you'll find in this contextual menu:

- **Help** opens the Word help system, as described in Appendix B.
- The next segment of the contextual menu contains **spelling suggestions** from Word's dictionary. It says "(no spelling suggestions)" if Word has none.

  If one of these suggestions is the word you were trying to spell, just click it; Word instantly replaces the error in your document and makes the squiggly line evaporate.
- Choosing **Ignore All** from the contextual menu tells Word to butt out—that this word is spelled exactly the way you want it. Once you've chosen this command, the underlines disappear from *all* occurrences of that term *in this document.* (If you use the same spelling in a new document, however, Word will flag it as an error again. To teach Word the word forever, add it to the custom dictionary, as described next.)
- As you've probably figured out by now, Word underlines a word not necessarily because it's spelled incorrectly, but because it's not on Word's list of correctly spelled words. Occasionally, you have to "teach" Word a new word. The **Add** command does exactly that.

  Word maintains word lists called custom dictionaries. When Word checks spelling as you type, the Add command on the contextual menu instantly adds the word to the current custom dictionary. You can also edit a custom dictionary directly, as described on page 79.

- The **AutoCorrect** pop-up menu gives you access to matching choices from Word's AutoCorrect list (see page 84). Often, but not always, these choices are the same as the alternate spellings from the custom dictionary.
- **Spelling** opens the Spelling dialog box; it's the equivalent of the Tools→Spelling & Grammar command, in that it initiates a spelling and grammar check starting from your current place in the document. It doesn't offer any more correctly spelled alternatives than the contextual menu does, but it's a convenience if, having discovered one typo, you figure you may as well go through with a full-fledged spell check.

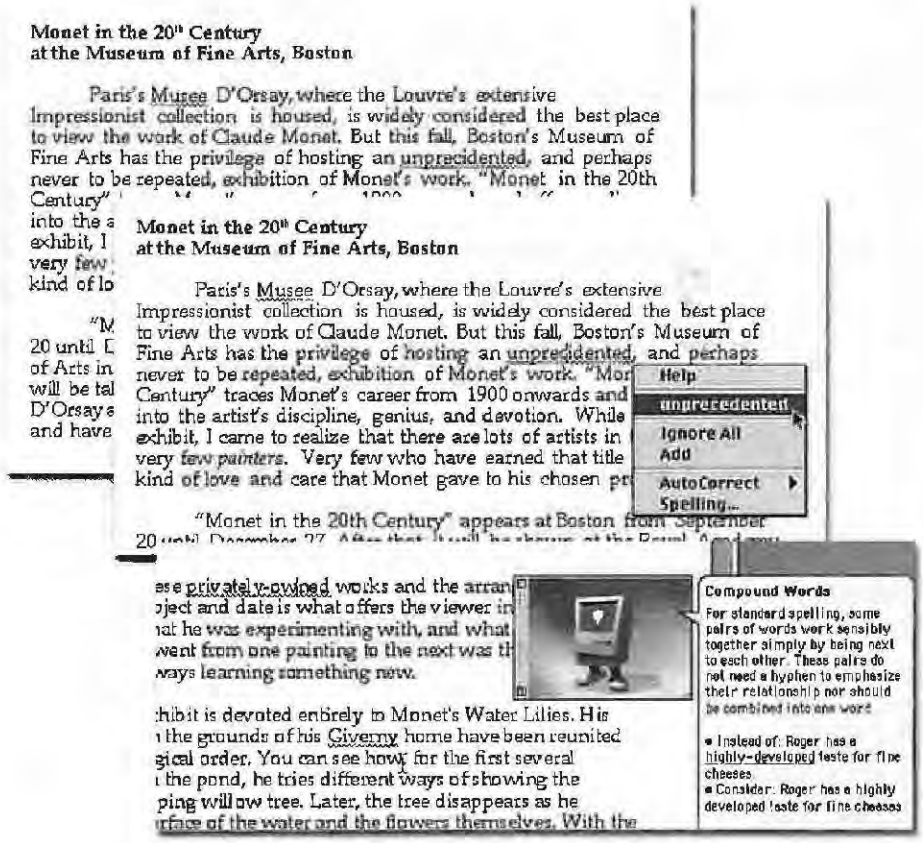


Figure 2-7:
Top: When Word is set to check spelling and grammar as you type, errors are underlined as you go.

Middle: Control-clicking each error opens a contextual menu that contains suggested spellings and commonly used Spelling & Grammar commands.

Bottom: Choosing "About this sentence" prompts the Office Assistant to explain the grammatical issue (bottom). Press Option-F7 to move on to the next misspelling (provided you've turned off interference from the Mac's own Fkey feature, described on page 60).

Checking Spelling and Grammar All at Once

If you find it annoying when Word flags incorrect or unusual spellings as you type, you can turn that feature off, as described in Figure 2-9, and check spelling on demand—once at the very end, for instance. If that's the way you like it, choose Tools→Spelling and Grammar (or press F7, or ⌘-Option-L) to open the Spelling and Grammar dialog box (Figure 2-8).

Word scans your document, starting at the insertion point, and shows you errors one by one in the "Not in dictionary" box, as shown in Figure 2-8. As a courtesy,

Word shows you the "error" in context, picturing the whole sentence in the text box with the specific spelling error shown in red. Your options are:

- Click **Ignore** (⌘-I) to skip over the error without doing anything. If you don't want Word to flag this particular error again (in this document), click **Ignore All** (⌘-G).

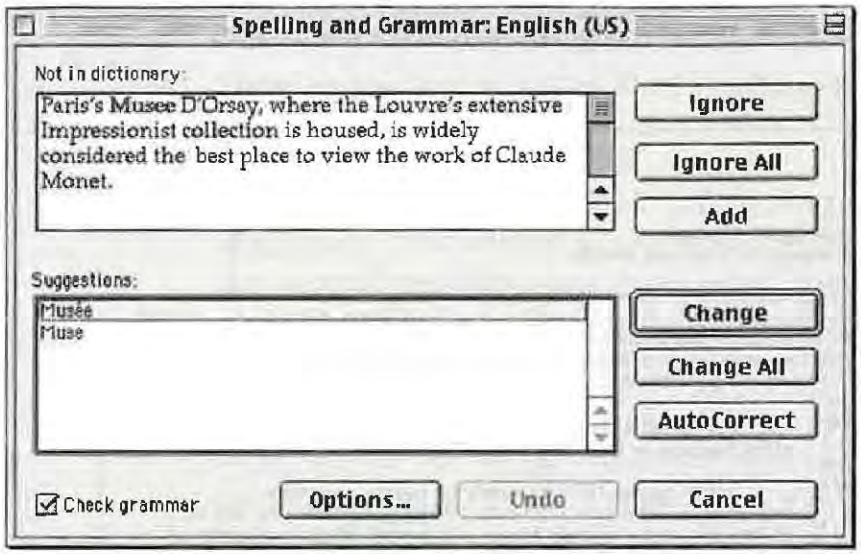


Figure 2-8:
If you want Word to check spelling only and keep its ideas about grammar to itself, uncheck the "Check grammar" box (⌘-K) in the lower-left corner.

- As described under "Check spelling as you type," clicking **Add** (⌘-A) adds the highlighted word to the custom dictionary. From here on out, in every document, Word will understand this spelling to be a correct one.
- In the lower, Suggestions list box, Word shows you some similarly spelled words from your main and custom dictionaries. Using the mouse or the up/down arrow keys, highlight one of them and click **Change** (⌘-H) to accept that spelling just this once, or **Change All** (⌘-L) to swap all occurrences of the highlighted word—in this document—with the selected suggestion.
- If you agree that something is misspelled, but you don't see the correct spelling in the Suggestions list, you can make the correction directly in the top text area, using any of Word's editing tools. (This is a handy trick when Word discovers a typo like ";lkjijjjjjjj"—a sure sign that you'd fallen asleep on the keys. It's a simple for you to drag across the mess—right there in the dialog box—and press the Delete key to fix the error.)

  Then click Change or Change All, as described above, to apply your change to the document itself. You can also click **Undo Edit** (⌘-U) if you change your mind. (The Ignore button changes into Undo Edit as soon as you start typing in the window.)
- Whether you make a choice from the Suggestions window or make a change in the editing window, clicking the **AutoCorrect** (⌘-R) button tells Word to make

the change as you type from now on, using the AutoCorrect feature. When you do so, Word enters your typo/correction pair to its AutoCorrect list, which you can view by choosing Tools→AutoCorrect and scrolling down through the list. (See page 84 for more information on working with the AutoCorrect feature and its dialog box.)

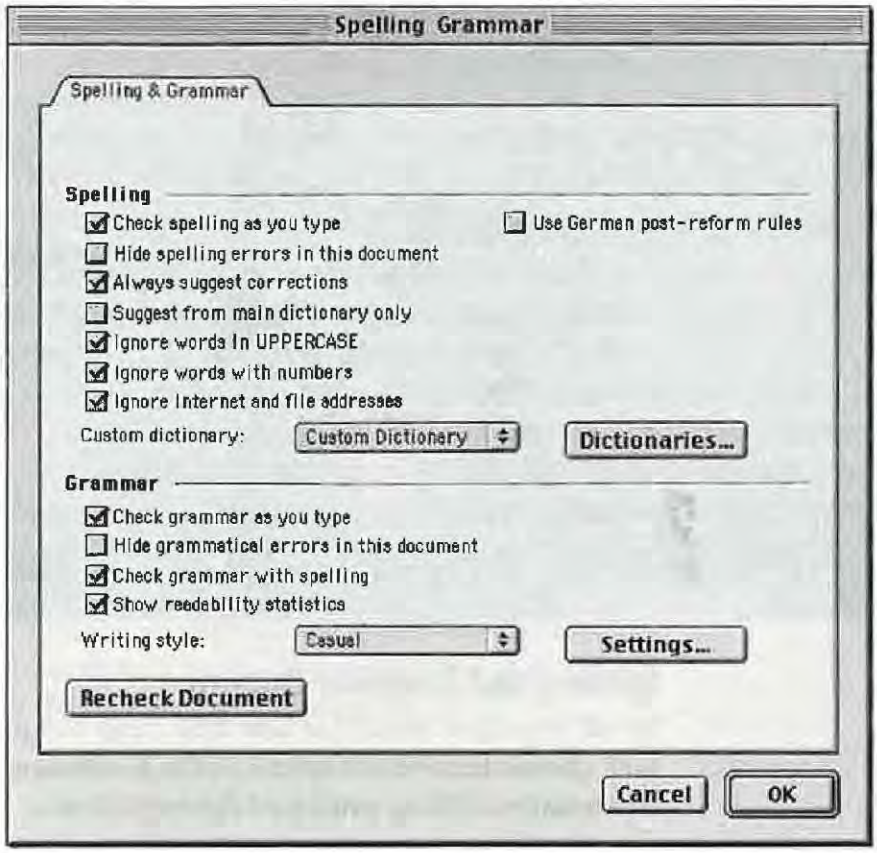


Figure 2-9: *The Edit→Preferences→ Spelling & Grammar tab is command central for making Word's spelling and grammar features work for you. When you click "Check spelling as you type" or "Check grammar as you type," Word automatically unchecks the "hide" choices. You can still check "Hide spelling errors" or "Hide grammatical errors" to temporarily, on a document-by-document basis, get Word's squiggly underlines out of your way.*

- The **Undo** (⌘-U) button is a lifesaver for the indecisive. After you've made a correction, after you've clicked Change, even after you've created a new AutoCorrect pair, you can click Undo and take back your last change. Better still, the Undo command works even after you click Change and Word has moved on to the next error. In that case, Word backtracks to the previous change and undoes it. In fact, you can keep on clicking Undo and reverse all changes you've made, all the way back to the start of your document.

  The beauty of the Undo button here is, of course, for those occasions when you're spell checking rapidly, and realize that you've just accepted one of Word's suggestions a bit too hastily.

- The **Options** (⌘-O) button opens the Spelling & Grammar tab of the Preferences dialog box, shown in Figure 2-9.

- **Close** (Esc) calls a halt to the spelling and grammar check and dismisses the dialog box.

When you're running a spelling and grammar check, the Office Assistant balloon often opens to explain the grammatical principle at work. Turn the Office Assistant off (see page 621) if you have no use for this reading material.

WORKAROUND WORKSHOP

Word Versus the Grammar Lady

Word's grammar-checking feature can come in handy for alerting you to obvious slip-ups or awkward sentences–but don't rely on it as the final arbiter of grammatical correctness. Some of Word's grammar error messages are unclear, too broad, or just plain wrong.

For example, in the name of avoiding the passive voice, Word would have you change "We are not permitted by law to diagnose or prescribe" to "Law, to diagnose or prescribe, does not permit us." Obviously, in this case, Word's solution is worse than the problem. Or Word will flag a hyphenated word like "check-out" and advise you that some compound words do not require a hyphen–but not whether *this* particular compound word does.

Word can also mislead you on whether to use a comma before "that" or "which." Word *always* advises you to use a comma before "which" and never before "that." However, in the sentence "Take all the clothes, including socks, that you'll need for your trip," the comma before "that" is necessary to set off the phrase with "including."

Clearly, you need to rely on your own knowledge of grammar (and a healthy dose of common sense) in order to decide when to accept Word's suggested grammar changes–and when to click Ignore. A quick, online place to look for answers to your grammar questions is *www.grammarlady.com*. This Web site offers a free question-and-answer service, message boards, newsletter, and so on.

Spelling and Grammar Options

To tell Word how much (or how little) help you need with your spelling and grammar, choose Edit→Preferences; in the Preferences dialog box, click the Spelling & Grammar tab. There you'll find these options:

- **Check spelling as you type** turns on and off the red, wavy underlines that mark spelling errors, in all Word documents.
- **Hide spelling errors in this document** turns off "Check spelling as you type" in the current document *only*.
- **Always suggest corrections** prompts Word to show you alternative spellings during spelling checks that use the Spelling dialog box. Without this option, Word will flag errors without proposing suggestions.

Note: Control-clicking a squiggly-underlined word produces spelling suggestions regardless of the "Always suggest corrections" setting.

- **Suggest from main dictionary only** tells Word to use only the list of words that came installed with it, ignoring your custom dictionaries. (See page 79 for more detail on custom dictionaries.)

- Turn on **Ignore words in UPPERCASE** if you frequently use acronyms or stock symbols (such as WFMI or ADM). Otherwise, Word will interpret them as misspelled words.
- Turn on **Ignore words with numbers** if you'd like Word to leave words like 3Com and R2D2 alone.
- **Ignore Internet and file addresses** governs whether or not Word interprets URLs *(www.missingmanuals.com)* and file names (Macintosh HD:Documents:Tests) as spelling errors. Because it's unlikely that most Web addresses are in Word's dictionaries, you'll usually want this option turned on.
- **Custom dictionary.** See page 79 for a full explanation of this feature.
- **Check grammar as you type** turns on and off the green, wavy underlines that mark what Word considers grammatical errors, in all Word documents.
- **Hide grammatical errors in this document** turns off "Check grammar as you type" in the current document only.
- Turn off **Check grammar with spelling** if you want to proceed through spelling checks without stopping for grammar issues.
- **Show readability statistics** will please educators and testers, but is probably of little value to anyone else. If you turn on this checkbox, Word applies a readability formula to the document. ("Check grammar with spelling" must be on as well.) The readability formula calculates an approximate grade level based on the number of syllables, words, and sentences in the document; these statistics are displayed in a box at the end of the spelling and grammar check.

  Word uses one of two formulas to interpret the results. The *Flesch Reading Ease* score uses a scale of 0 to 100, with 100 being the easiest. A score of 60 or 70 indicates text that most adults could comfortably read and understand. The Flesch-

GEM IN THE ROUGH

Checking Foreign-Language Text

The spelling checkers in ordinary, middle-class word processors choke on foreign terms. But not Word, King of the Feature List; it actually comes with different spelling dictionaries for dozens of languages. The program can actually check the English parts of your document against the English dictionary, the French portions against the French dictionary, and so on, all in a single pass.

This amazing intelligence works only if you've taken two preliminary steps. First, you must install the foreign-language dictionaries you intend to use (they're not part of the standard installation), as described on page 619.

Second, you must *tell* Word what language each passage is in. To flag a certain word, passage, or document as (for example) Danish, highlight it. Then choose Tools→Language; in the resulting dialog box, select the language and click OK. You've just applied what Microsoft calls language *formatting*—that is, you've flagged the highlighted text just as though you'd made it blue or bold. From now on, your spelling checks will switch, on the fly, to the correct spelling dictionary for each patch of foreign-language text in your documents.

Kincaid Grade Level Score, on the other hand, calculates grade level according to U.S. averages; a score of 8, for example, means that the document is on the eighth-grade reading level. If you're writing the minutes for your next MENSA meeting, this reading level may seem a little low; for a general audience, it's a good level to shoot for.

Either way, remember that this is a software program analyzing words written by a human being for specific audience. By no means should you base somebody's entrance to, say, a school according to the scores—they're only extremely crude approximations of approximations.

Writing Styles

As it's probably occurred to you by now, grammar can be very subjective. Contractions, for example, aren't incorrect; they're just appropriate in some situations and not in others. In an academic or medical paper, long sentences and the passive voice are the norm; in a magazine article, they're taboo. On the other hand, other kinds of errors, such as writing the contraction "it's" when you mean the possessive "its," are something you *always* want to avoid. And when writing poetry or a play in dialect, the usual rules of grammar simply don't apply.

In other words, there are different writing styles for different kinds of documents. Word 2001 not only recognizes that fact, it lets you choose which one you want to use in a given situation. Better still, it lets *you* decide what grammatical issues you want to be alerted to.

To select a writing style from Word's preconfigured list, choose Edit→Preferences→Spelling & Grammar tab. In the resulting dialog box, choose a writing style from the pop-up menu near the bottom of the box under Grammar.

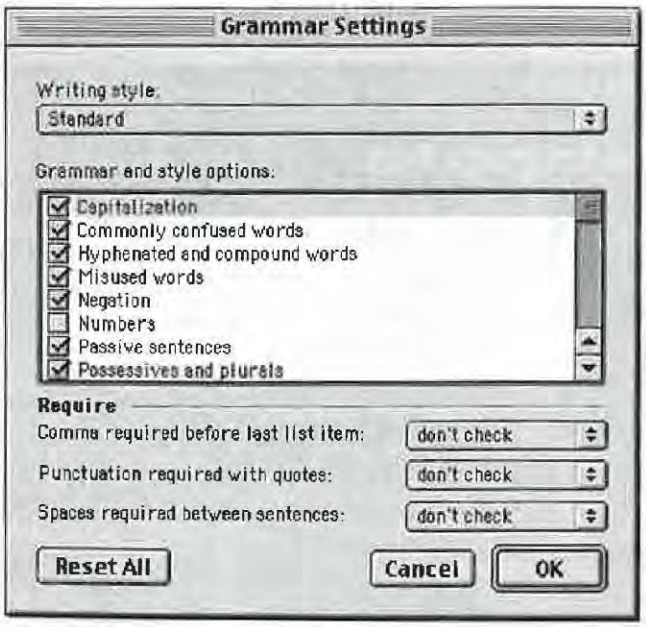


Figure 2-10:
You can modify existing writing styles (Standard, Casual, Formal, or Technical), or create your own combination of grammar standards (Custom), by checking and unchecking options in the list. Clicking Reset All returns the currently selected style to its original condition. (To restore all writing styles to their original settings, you have to reset them one by one.)

To customize writing styles to your own needs, thus becoming your own grammar czar or czarina, click Settings. The Grammar Settings dialog box opens, as shown in Figure 2-10. (If the Grammar settings are dimmed in the dialog box, it's because the Grammar module isn't installed. See Appendix A for installation instructions.)

The choices you make from the pop-up menus under Require apply to all writing styles. Each menu gives you a chance to customize points of style that are more a matter of individual choice than grammar. By default, Word doesn't check for any of the three Require items listed here: whether you put a comma after the second-to-last item in a list (as in: *planes, trains, and automobiles*), whether punctuation goes inside or outside of quotation marks, or the number of spaces between sentences.

If you learned how to write in England, you probably put periods and commas *after* the quotation marks at the end of a quote. In the United States, punctuation is expected to go *before* the quotes. You can choose "inside" or "outside" from the second pop-up menu to have Word check to make sure you're doing it consistently, one way or the other.

If you're going to be sending your text to an editor or layout person for desktop publishing, you'll probably to be asked to put just *one* space between sentences; you may have learned how to type with *two* spaces after every period. You can choose 1 or 2 from the bottom menu to instruct Word to check the spacing for you.

You can create your own unique style by choosing Custom from the pop-up menu at the top of the box and turning on any combination of options. When you click OK, the custom style applies to your document; you can't name the style or create more than one custom style at a time.

Custom Dictionaries and Preferred Spellings

As noted earlier, Word maintains a list of thousands of words that it "knows" how to spell. When it checks your spelling, Word simply compares the words in your document to the words in the list.

To teach Word the words that you're going to be using frequently, you have two options: you can add them to a *custom dictionary,* or, if you have large batches of words that you only use for specific situations, you can create multiple custom dictionaries. You then can choose which dictionary you wish to apply to the document you're currently working on.

You can't add words directly to Word's *main* (built-in) dictionary, which is permanently "hard-wired," specially encoded for speed. In fact, you aren't even allowed to see it. However, when you add words to a custom dictionary, Word uses them seamlessly along with the main dictionary (as long as you haven't turned on the "Use main dictionary only" box in the Edit→Preferences→Spelling & Grammar tab).

Editing the custom dictionary

To add words to a custom dictionary, choose Edit→Preferences→Spelling & Grammar tab (Figure 2-9). Then click the Dictionaries button; in the Custom Dictionar-

ies dialog box that opens, one custom dictionary, by default, is listed and checked, meaning that it's currently in use. Any words that you've ever added to Word's dictionary during a spell check appear in this custom dictionary.

If you'd like to look over the list of words, click Edit. (If a message appears to warn you that Word will now stop checking your spelling, click Continue.) Suddenly, all your added words appear listed in a new Word document, which you're now free to edit. You can add, delete, and edit words using any of Word's editing tools; just remember to use the Return key to make sure each word is on a separate line.

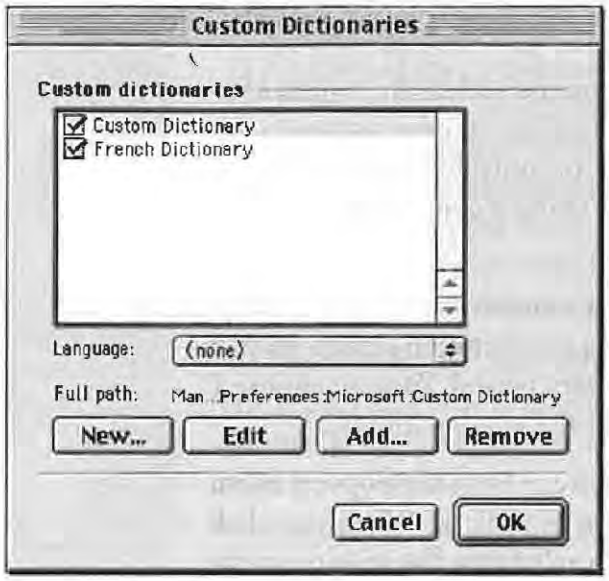


Figure 2-11:
The checked boxes show the custom dictionaries currently in effect. Uncheck one if you would like Word to stop using it in spell checks. For example, if you uncheck French Dictionary, Word will interpret French words as spelling errors!

Creating a new custom dictionary

In some cases, you may want to create a new custom dictionary for specific projects. For instance, suppose that you're writing something in a foreign language or a paper filled with technical terms. If you add these foreign or technical terms to the same custom dictionary that you use for everyday correspondence, they'll show up in spelling checks and sometimes even create false errors.

To create a new custom dictionary, click New in the Custom Dictionaries dialog box (Figure 2-11). Type a name for the new dictionary, and then click Save. Word saves the new custom dictionary in the System Folder→Preferences→Microsoft folder.

Now you can add words to the custom dictionary in one of two ways:

- To add new words occasionally, in the course of your everyday writing career, click the name of the new dictionary in the Custom Dictionaries dialog box. (Turn off any other dictionaries that may be listed in the box. Otherwise, Word will add newly learned terms to, for example, the default custom dictionary instead of your own foreign/technical one.) Then just go to work in your document. When-

ever you check spelling, choose Add (see page 74) to place the unfamiliar term in your new custom dictionary.

- You can also add words all at once, by selecting the custom dictionary in the Custom Dictionaries dialog box and clicking Edit as described above. If you have a list of vocabulary words or technical terms in front of you, you can type or paste them into the text document that is the custom dictionary. Just make sure, before you click Save, that each word is on a separate line.

You can also copy and paste words from one custom dictionary into another. Thus, you can always copy the contents of the original custom dictionary into your specialized dictionary, so that you'll always have access to all your preferred spellings.

Tip: When you want to edit custom dictionaries, you can get to them easily by going directly to the System Folder→Preferences→Microsoft folder. Their icons look like little blue dictionaries; just double-click them and edit the words in them, as you would any text file.

You can also rename these files. For example, if you've created new custom dictionaries, you may want to rename the default custom dictionary "original," "default," or "old."

Adding and removing custom dictionaries

After creating a new custom dictionary, you may decide to exclude it from certain documents. To do so, uncheck its box in the Custom Dictionaries dialog box as described in Figure 2-11.

If you select a dictionary and click Remove, it disappears from this list, and no longer appears in the pop-up menu in the Preferences→Spelling & Grammar tab. This is the way to go if you never again want this custom dictionary as an option and don't want anyone else to see it in Preferences. However, a removed custom dictionary doesn't go away forever. It remains in the System Folder→Preferences→Microsoft folder, or wherever you stored it on your Mac's hard drive. To return it to the Custom Dictionaries dialog box, click Add and choose it in the Add Dictionary dialog box.

Foreign-language dictionaries

If your new dictionary is in a foreign language, there's an extra step. After creating the new custom dictionary as described above, select the new foreign dictionary in the Custom Dictionaries dialog box. Then choose the appropriate language from the Language pop-up menu. Now Word will know to apply the correct spelling rules for that language.

Choosing custom dictionaries before spell checking

From now on, before you check spelling, you can specify which custom dictionaries you want Word to consider as it pores over your document. To do so, choose Edit→Preferences→Spelling & Grammar tab, and choose a custom dictionary from the pop-up menu.

Exclude dictionaries

As noted earlier, you can't edit the built-in Word dictionary. The previous discussions guide you through *adding* words to Word's spelling wisdom—but how do you *delete* a word from the built-in dictionary? After all, as noted above, the main dictionary is a hermetically sealed, specially encoded, untouchable entity that you can't edit using any tool known to man.

The answer: by creating an *exclude dictionary*. It's a special kind of dictionary document format that stores the words that you want Word to flag as spelling errors. Whereas a custom dictionary "teaches" Word which words are spelled correctly, the exclude dictionary teaches Word what spellings are *wrong*, even though Word's main dictionary lists the spelling as correct.

For instance, say you prefer "focussed" to "focused." The second spelling, "focused," is the one that comes installed in Word. You should put the word "focused" into the exclude dictionary, so that Word will question that spelling during spell checks, and give you a chance to change it to "focussed."

To create an exclude dictionary, open a blank document. Type in, or paste in, any standard spellings that you want Word to treat as errors. For instance, if you work for the Trefoil Theatre, you'll want to put "Theater" in the exclude dictionary. (The exclude dictionary is case-sensitive: If you want Word to flag both "focused" and "Focused," you'll have to type both versions into the dictionary.)

When your list of excluded spellings is complete, choose File→Save As. In the Save box, navigate to the System Folder→Preferences→Microsoft folder. Before saving, also do the following:

- Type a name for the exclude dictionary. "Exclude dictionary" is fine.
- Most important, you have to choose a special format for this dictionary. In the Format pop-up menu, choose Speller Exclude Dictionary.

Click Save. You have to quit and relaunch Word for the exclude dictionary to take effect.

Five Ways to Do Less Typing

At first glance, the Word window looks much like any computer screen. You type, and letters appear, just as in that classic Mac word processor, SimpleText. But there's much more to it than that. While you're typing, Word is constantly thinking, reacting, doing things to save you precious keystrokes.

As noted earlier, for example, Word corrects obvious spelling errors as you go along. But it also lets you create your own typing shortcuts, and even tries to anticipate your next formatting move, sometimes to the frustration of people who don't understand what the program's doing. The more you know what Word is thinking (it means well, it really does), the more you can let Word do the work, saving those precious brain cells for the important stuff—like writing.

Click and Type

Since the beginning of Word time, our screens have given us an insertion point, always blinking, always starting in the upper-left corner of the screen. That's where you typed, period. If you wanted to type in the middle of the page—for example, to create a title page of a report—you couldn't just click there and start typing. Instead, you had to take the ludicrously nonintuitive step of moving the insertion point over and down by tapping the Space bar, Tab key, or Return key until it was where you wanted it.

No more. The Click and Type feature, new to Office 2001, lets you go directly to where you want to type just by double-clicking. Here's how it works:

1. **Switch to Online view or Page Layout view.**

   These are the only views where Click and Type works; choose from the View menu to change views.

2. **Move the cursor around on the blank page, letting it hover for a second at the point where you'd like to place some text.**

   In some cases, you'll see the cursor change to show that Word is about to give you some free formatting help. If your cursor is near the left or right margin, Word assumes that you want your text to be left- or right-aligned; you'll see tiny left- or right-justified lines appear next to the hovering insertion point (see Figure 2-12). When you hover in the middle of the page, the insertion-point icon changes to centered text. If your cursor is near the top or bottom of the page, the cursor changes shape again to illustrate that you're about to edit the document's *header* or *footer* (see page 179).

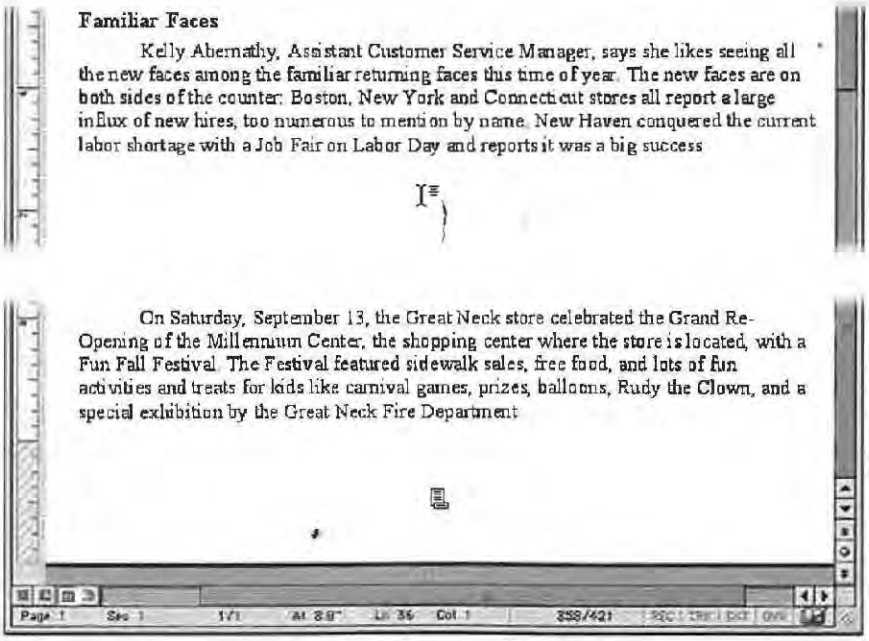


Figure 2-12:
Top: The Click and Type I-beam cursor is poised to click and type centered text.

Bottom: This special cursor appears to let you know that you're about to create a footer (see page 179) using Click and Type.

If Word guesses wrong about the alignment, you can always adjust the text alignment later using the Alignment and Spacing tools in the Formatting Palette (see page 110).

3. **Double-click.**

   The insertion point turns into a standard blinking bar, and you're ready to begin typing. (If the insertion point doesn't end up quite where you want it, just double-click again.)

Note: Behind the scenes, Word actually fills the page with Tabs and Returns, exactly as you had to do manually in the old days; that's how it gets your insertion point to the spot where you double-clicked. Knowing that (or *seeing* that, by clicking the ¶ button on the Standard toolbar) makes troubleshooting or adjusting Click-to-Type text much easier.

To turn Click and Type on and off, choose Edit→Preferences→Edit tab. Check or uncheck the "Enable click and type" box.

AutoCorrect

Word seems psychic at times. You type *teh*, and Word changes it to "the" before you even have a chance to hit Delete. You start to type the name of the month, and all of a sudden today's date pops up on the screen—and you didn't even know what day it was.

You're witnessing Word's AutoCorrect and AutoType features at work—two of the least understood and most useful tools in Word's arsenal. They can be frustrating if you don't understand them, and the writer's best friend if you do.

Think of AutoCorrect as Word's *substitution* feature. All it does is replace something you're typing (the typo) with a replacement that Word has memorized and stored (the correct spelling). The correction takes place as soon as you type a space after the incorrect word. No further action is required from you, and it happens so fast that you may not notice you've just been autocorrected unless you're watching for it.

Crucial Tip: If you retain one tip from this book's advice about Microsoft Word, remember this: *You can undo any automatic change Word makes,* under any circumstance, by pressing ⌘-Z or F1 just after Word makes it. That goes for automatic capitalization help, spelling help, formatting help, curly quote help, and anything else that seems to take place without your explicit command.

Word maintains a file of common misspellings and the corrections. That's why Word makes some kinds of corrections and not others: not all possible error/correction combinations that you need come installed on the list. To see this list, choose Tools→AutoCorrect and click the AutoCorrect tab (Figure 2-13). (Here you'll also find the most important checkbox in the world of AutoCorrect: the master on/off switch, called "Replace text as you type.")

The first three checkboxes cover capitalization errors; they save you from the errant ways of your pinky fingers on the Shift keys. When the first two boxes are checked (see Figure 2-13), Word makes sure that you get a capital letter at the beginning of every sentence, whether you hold the Shift key down too long ("Correct TWo INitial CApitals") or not long enough ("Capitalize first letter of sentences").

Tip: Efficiency-addicted Word fans eventually stop capitalizing the first letters of sentences altogether. Word does it automatically, so why twist your pinkies unnecessarily?

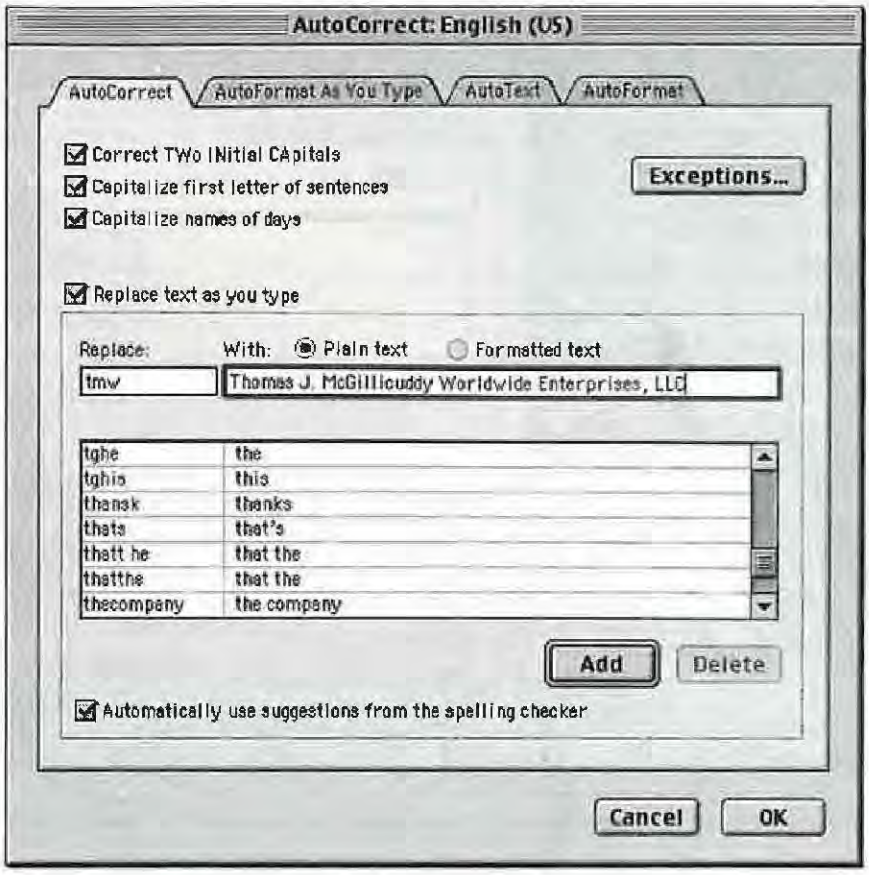


Figure 2-13: *You should feel free to add your own word combinations here, too. Put the typo in the Replace box, and the replacement version in the "With" box, then click Add. Think beyond typos, too—you can make Word expand anything into anything. Make it replace* int *with* Internet, *your initials with your full name, and so on.*

If you turn on "Capitalize first letter of sentences," bear in mind that Word assumes every period is the end of a sentence. So why doesn't it autocap the first word after you type *U.N.* or *Jan.?* Because it's smart enough not to autocap after all-cap abbreviations (U.N.) and because it maintains a list of lowercase abbreviations that *shouldn't* be followed by capitals. (To see the list, choose Tools→AutoCorrect, then click Exceptions; you can add your own abbreviations to this list, too.)

The checkbox "Automatically use suggestions from the spelling checker" is a new feature in Office 2001 for the Mac. If you check this box, AutoCorrect will go above and beyond the list of substitution pairs in this dialog box. It will use Word's main

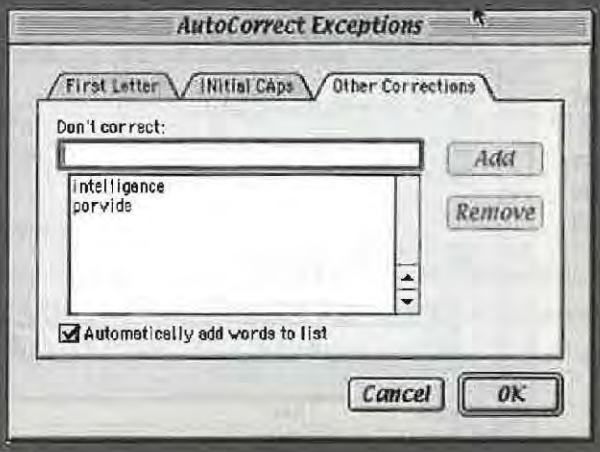
dictionary as a guide to proper spelling and automatically change words that almost, but not quite, match ones in the dictionary. (When Word can't decide on a match, it simply squiggly-underlines the misspelled word in the document.)

WORKAROUND WORKSHOP

Telling AutoCorrect to Shut Up

Sometimes Word is more diligent in correcting errors than you'd like. What if you're trying to type a letter to a Ms. Porvide, and Word changes it to Provide? Or maybe you work for a company called Intelligance, and you're tired of going back and changing the "e" to an "a" every time Word helpfully "corrects" it.

You don't want to turn AutoCorrect off, because you want Word to catch all your *other* typos. And you could press ⌘-Z after Word makes each change, but that gets wearisome about the 35th time.



Click the Exceptions button on the AutoCorrect tab (see Figure 2-13). Then click the Other Corrections tab. Type your preferred spelling into the "Don't correct" text box and click Add. If you have lots of preferred spellings that you'll need to reeducate Word about, click the "Automatically add words to list" checkbox. Now, each time Word makes an incorrect correction, click the Undo button on the Standard Toolbar, choose Edit→Undo, or press ⌘-Z. *Intelligence* turns back into *Intelligance*, for example, and Word automatically adds your exceptional spelling to its AutoCorrect Exceptions list.

But you're not done yet; the substitution pairs in the AutoCorrect dialog box (Figure 2-13), *override* the list in the Exceptions box. In other words, even though you have listed a preferred spelling as an exception, Word will still make the correction, and change Porvide to Provide, for example. The final step, then, is to *delete* the original AutoCorrect substitution pair. Choose Tools→AutoCorrect→AutoCorrect tab, scroll down until you find the offending correction pair, click to select it, and then click Delete. You may now Porvide to your heart's content.

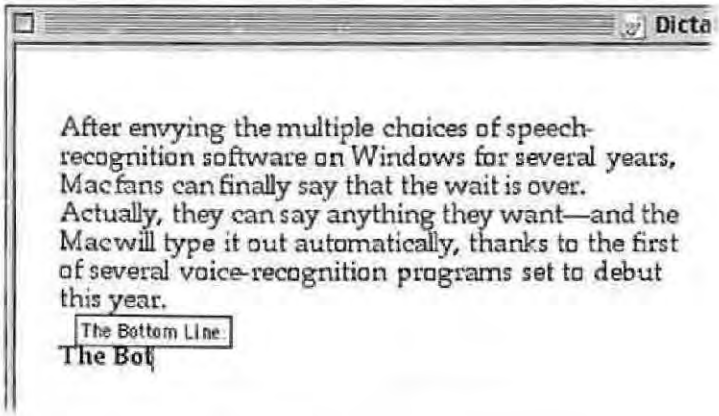


Figure 2-14:
You're typing along. You type jan. *Suddenly you see a floating yellow tooltip just above the insertion point. That's Word's AutoText feature in action. It's proposing a replacement for what you just typed—in this case, the complete date. If you want to accept the suggestion, press Return or Enter; if not, just keep typing and pretend the tooltip never happened.*

AutoText: Abbreviation Expanders

AutoText is another Word feature that makes changes to what you've typed automatically, once again delighting the expert and driving novices batty. In short, it's an abbreviation expander.

Figure 2-14 shows AutoText in action.

AutoText works by maintaining a preinstalled list of commonly typed terms and their replacements. You can also add your favorite terms to the list: the name of your company, your phone number, email address, and so on (see Figure 2-15). You can also add longer items: entire paragraphs, full addresses, lists, and even graphics, as described on page 89.

Setting up an AutoText entry

Word comes set up with dozens of ready-to-use AutoText entries; in fact, it's more powerful in Office 2001 than in previous versions. It completes not only the names of days of the week and months of the year, but also today's date and names from your Entourage address book (see Chapter 10).

But the real joy of becoming an AutoText addict is creating your own abbreviations. You can use AutoText to save form letters or contracts that go on for pages and pages, and then dump them into your documents just by typing a few keys. If you're

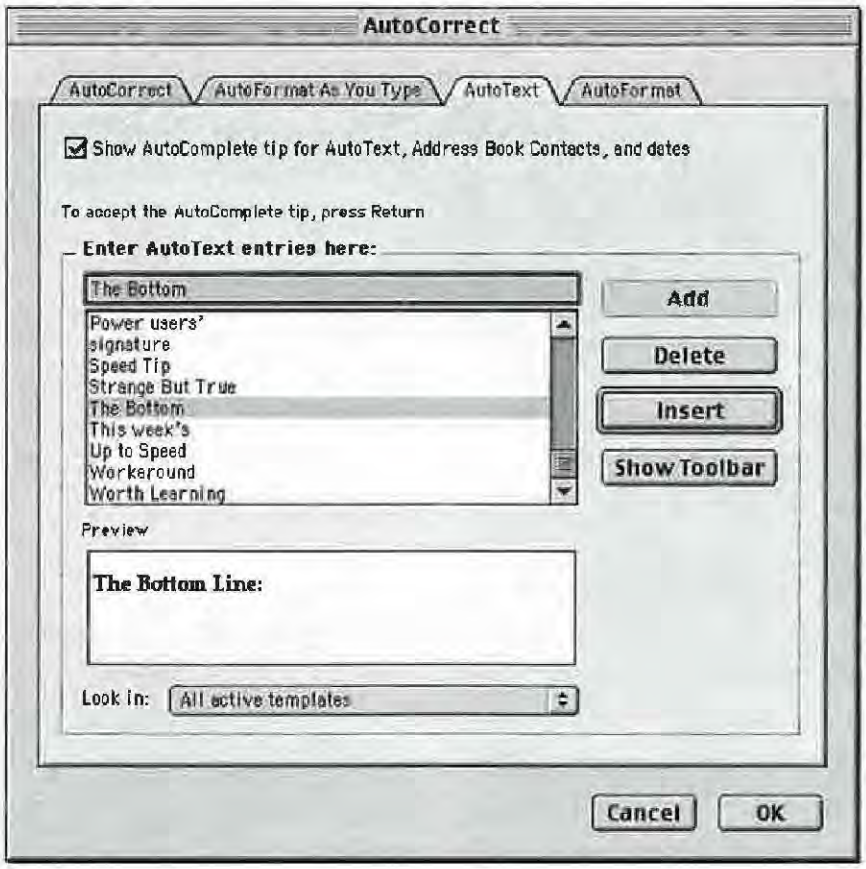


Figure 2-15: *This tab (Insert→AutoText→ AutoText tab, or Tools→ AutoCorrect→AutoText tab) is where you choose words, phrases, and fields to insert into your document without typing. You can also add your own items to the list by typing them into the "Enter AutoText entries here" box and clicking Insert. Select and click Delete to banish from your list any items you never use. You can also insert AutoText items into your document from this tab. Press the down arrow or Page Down key to scroll down until your desired entry appears in the Preview box (you can also use the scroll bar). Hit Return to drop the entry into your document; it lands wherever your insertion point has been blinking.*

a lawyer, realtor, or medical professional who's not using this feature to build your reports and contracts using boilerplate chunks of AutoText paragraphs, you're missing out on a great time-saver.

To create a new entry, select a block of text (from a word or two to many paragraphs) and choose Insert→AutoText→New. (If the AutoText toolbar is visible—to make it so, choose View→Toolbars→AutoText—you can just click its New button.) Name your selection carefully; the name you choose is the abbreviation that will trigger the expansion. Choose something easy to remember but not something that you might type unintentionally. Click OK.

Tip: If you have carefully formatted the copy that you want to use as AutoText, with different type styles and colors, for example, you can preserve that formatting no matter what the style of the document you eventually use it in. Click the Show/Hide button (a ¶ symbol) on the Standard toolbar or Formatting Palette. Now when you select the text, select the gray ¶ symbol at the very end along with it; the selection's formatting will come along into AutoText.

Triggering AutoText entries

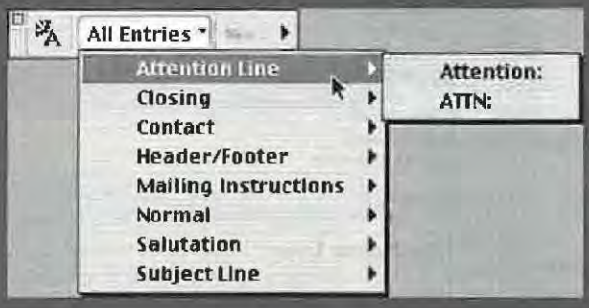
You can drop any item in the list into your document in one of two ways.

- **AutoComplete.** It doesn't get any less labor-intensive than this. When you type the first four letters of any word on the AutoText menu, AutoComplete, if turned on, shows you the full, expanded version in a pop-up tooltip (see Figure 2-14), hovering above where you're typing.

POWER USERS' CLINIC

AutoText Toolbar

If you use AutoText frequently, or when you're first using Word 2001 and adding lots of new entries, consider keeping the AutoText toolbar visible at all times. Choose View→Toolbars→AutoText, or click Show Toolbar on the AutoText tab of the AutoCorrect dialog box (see Figure 2-15).



The first button on the toolbar, which looks like an A (representing text) and a mechanical cog-wheel (representing automation), calls up the AutoText tab, saving you several clicks.

All your AutoText entries are found under the All Entries menu, making them more easily accessible than the Insert→AutoText submenu.

The New button is usually grayed out. It's active only when you *select* a word, phrase, paragraph, or graphic. Then clicking New brings a dialog box where you can confirm, and name, your selection as a brand-new AutoText entry, never to be typed in full again. (The first four letters of the name that you enter here are what will trigger AutoComplete, so make sure to use the first four letters of what you want to type, or something equally easy to remember.)

To accept it, just hit Return; Word finishes the typing for you. If you don't want the choice that AutoComplete is showing you, just keep typing (or hit Esc). (If you inadvertently accept a completion that you didn't want, just press ⌘-Z to undo it. You can also choose Edit→Undo AutoComplete, but F1 for Undo doesn't work in the AutoComplete and AutoText features.)

There's little downside to leaving AutoComplete turned on; after all, you can ignore all of its tooltip suggestions, if you dislike the feature. But to turn off even these suggestions, you'll find the on/off switch by choosing Tools→AutoCorrect→AutoText tab; it's the "Show AutoComplete tip for AutoText, Address Book Contacts and dates" box (see Figure 2-15).

- **Choosing from AutoText menu.** Choose Insert→AutoText. The current AutoText items are listed in the submenus that have arrows. (Any items you added yourself, as described in Figure 2-15, are under the Normal submenu.) Drag through the submenus until you find the entry that you're trying to avoid typing, and click it to drop it into your document. Your choice appears wherever you left your insertion point, and it inherits whatever text style and formatting is in place at that point.

AutoText graphics

Despite its name, AutoText can be used to automate more than just text. You can also easily use it to store frequently used graphics. Create a drawing in Word (see Chapter 18), or paste a graphic from another program into a Word document—a logo that you've created in a drawing or painting program, your scanned signature, or a favorite photograph, for example. Click the graphic to select it, then choose Insert→AutoText→New (or click the New button on the AutoText tab or toolbar).

POWER USERS' CLINIC

AutoText for Polyglots

If you have the English version of Office 2001, and you never type in any language other than English, this sidebar is not for you.

But suppose you're typing a letter to your lover in Paris, only to realize—*sacre bleu!*—that the entries listed in the AutoText tab of the AutoCorrect dialog box are in English, and will do you no good at all.

Not to worry. Instead of using the AutoText tab, use the submenus on the Insert→AutoText menu, or the All Entries menu on the AutoText toolbar. Those menus reflect the language *currently in effect at the insertion point*, while the list in the AutoCorrect box always reflects the language of the *version* of Word that you've purchased.

How does Word know what language you're typing in? You told it so by highlighting the foreign-language text, choosing Tools→Language, and then selecting a language in the dialog box that appears. So, before you start to type your letter to Jean-Marc, choose Tools→Language, select French in the list that appears and click OK. *Et voila!*—your choices on the AutoText submenus and AutoText tab are in French. (If you've already begun typing in French, be sure to select that text first. Otherwise, Word will think it is very poorly spelled English.)

You can't insert an AutoComplete graphic by typing; to drop it into a document, you have to choose its name from the Insert→AutoText submenu (or the AutoText toolbar).

AutoText fields

Some of the preinstalled AutoText entries are *fields*: placeholders that, when you print, Word fills in with the date, type, page number, and so on. Word lists them in the Header/Footer section of the AutoText submenu, because that's where you're most likely to use them.

For example, you can place a page number at the top of each page of your document by putting a—*PAGE*—AutoText field in the header. To remind yourself (and everyone else) who wrote a particular document and when, place the "Author, Page #, Date" AutoText in the footer. (Word uses the name you entered when first setting up Office. To override that name, enter a different name in the Edit→Preferences→User Information tab.)

Project Gallery Templates

A *template* is like Word stationery; it's a special kind of document that's all set up with formatting and preferences options set the way you like them. A *wizard*, on the other hand, is Microsoft's term for a series of interview-style dialog boxes that request information from you and process your responses.

The templates in Office 2001's Project Gallery combine the two features, with the ultimate aim of, once again, saving you much of the grunt work of typing and formatting. Here's how you might use one of these template/wizard combos to create a business brochure:

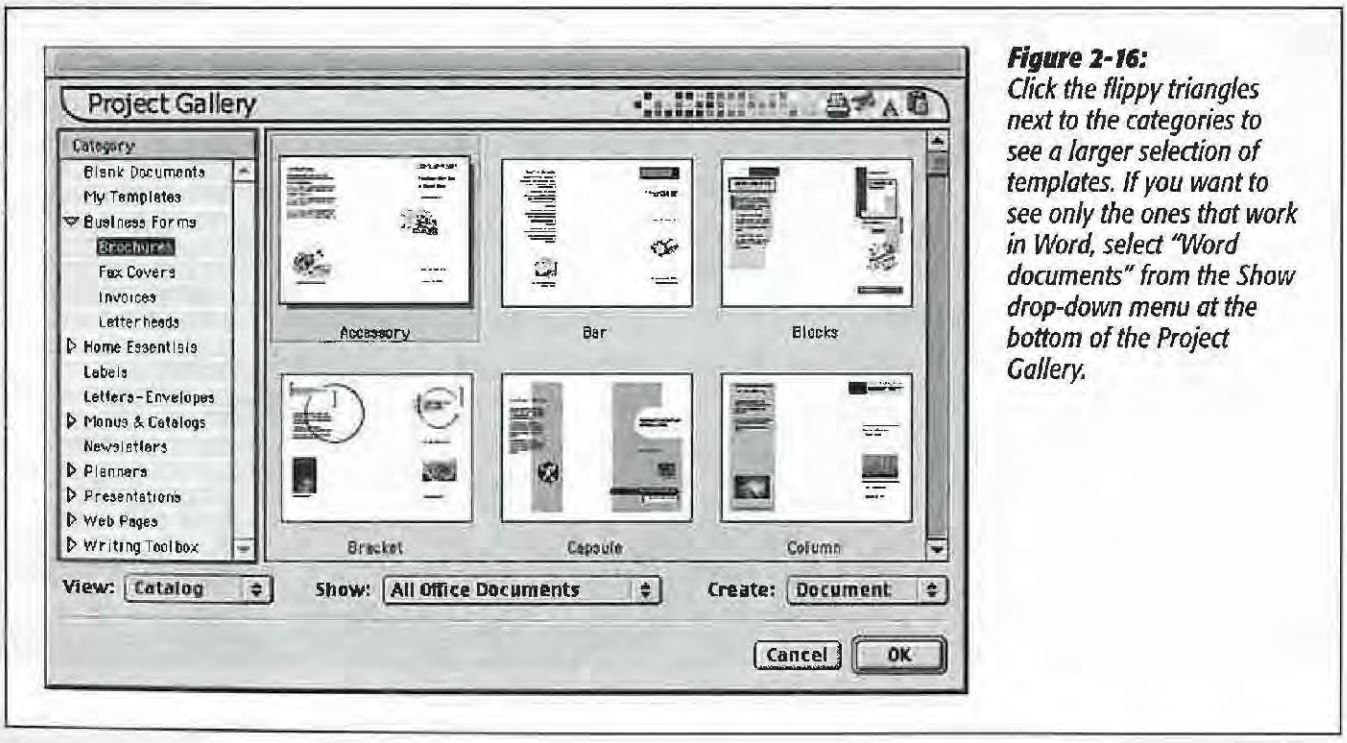


Figure 2-16: *Click the flippy triangles next to the categories to see a larger selection of templates. If you want to see only the ones that work in Word, select "Word documents" from the Show drop-down menu at the bottom of the Project Gallery.*

1. **Choose File→Project Gallery.**

   The Project Gallery opens, as described on page 14. Except for Blank Documents and My Templates, all the categories in the list box at the left contain lists of built-in templates (see Figure 2-16).

2. **Click Business, then Brochure.**

   Word shows you a list of prefab brochure designs. (If you're not seeing the thumbnail images, make sure the View pop-up menu says Catalog.)

3. **Double-click the brochure design you want.**

   The template's wizard windows open. Some of the wizard fields may be already filled in, using information from the Edit→Preferences→User Information tab or from the last template you used.

   The Content and Layout tab, as shown in Figure 2-17, collects information that will be inserted into corresponding fields in the template.



Figure 2-17:
Top right: Wizard with fields filled in, which are reflected in the template (top left).

Bottom: Template with text substituted for what was in the template. The picture at the top right is selected because it is going to be changed. Any picture file or clip art can be pasted into a template.

4. **Fill in the blanks; specify the tables or other elements you'll want in your finished brochure.**

   As you make changes to the wizard, you can see them reflected in the new document window behind the wizard window, although while the wizard remains open, you can't click in or scroll the new document.

   If you have the option of changing the color scheme, the wizard offers you a Theme & Color tab. (You do, in the case of the Brochure.) If you like, click the tab and specify a different color scheme or graphic design theme.

5. **Click Save & Exit.**

   The wizard closes. (If you click Cancel, the wizard closes, and everything that was in the template disappears, leaving a blank document.)

   Finally, you arrive in your new document: a heavily formatted Word file, almost ready to print, but filled with dummy text and placeholder images. Although this dummy text isn't going to be around very long, it's worth a quick read. It contains advice and tips for your own writing (such as "This is a good place to briefly, but effectively, summarize your products or services.")

If you have prepared your letter, newsletter or other text in another document, open that document and select the text. Choose Edit→Copy or press ⌘-C. Return to the template, select the prefab dummy text that you want to get rid of, and choose Edit→Paste or press ⌘-V. You may have to adjust the size of text boxes by clicking on them and dragging their handles; see page 144 for more detail on text boxes.

AutoFormatting

Has it happened to you?

- You're typing up a numbered list, and suddenly the next number in sequence appears on its own.
- You type a Web address, and suddenly Word turns it into a blue, underlined, working hyperlink (that you can't edit; clicking inside it opens your Web browser).
- You type an email smiley—which looks like this :)—and Word, on its own, decides to replace your punctuation symbol with an actual graphic smiley face, like this ☺.
- You start typing a letter, and Office Assistant Max offers to help. How did *he* know you're writing a letter—and how do you convince him that you're perfectly capable of formatting a letter on your own?

A repeated tip: Just because Word steps in and formats something for you doesn't mean you're stuck with it. You don't even have to backspace over it; just press ⌘-Z or F1 (or choose Edit→Undo Automatic Change). Whatever it is that Word just did—make a smiley face, turn a URL into blue underlined text, number a list—is restored to the way you'd typed it.

All of these behaviors—considered helpful by Microsoft, unspeakably rude by many Word users—are triggered by a technology called AutoFormat. It doesn't have to be annoying; once you learn the workings behind AutoFormat, you can control and use it to your own advantage.

There are two ways to use AutoFormat: You can have Word autoformat words and paragraphs as you type them, or you can autoformat manually, in one pass, after the typing is complete.

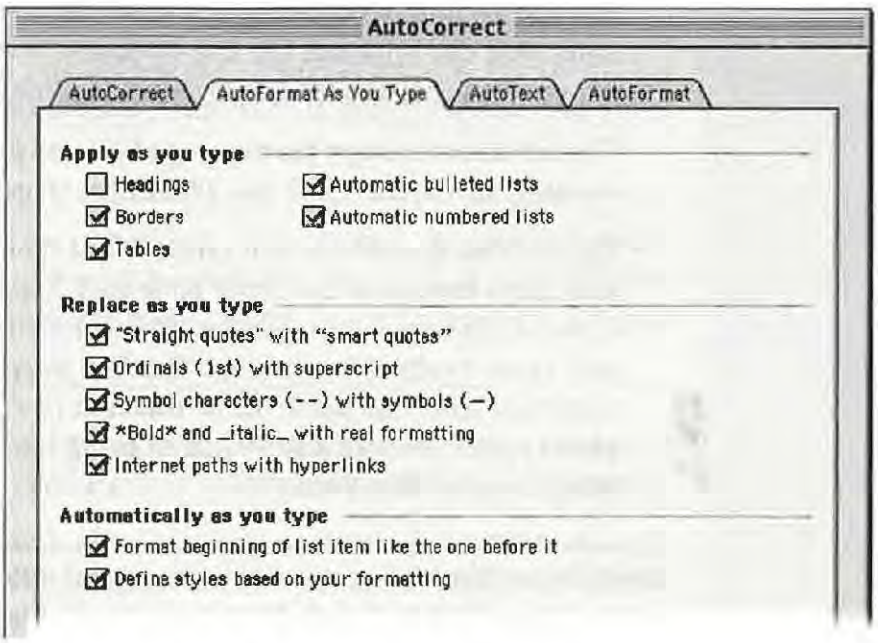


Figure 2-18: *There are two separate tabs in the AutoCorrect dialog box for the two different ways of using AutoFormat. This one, called AutoFormat As You Type; and the one on the far right, simply called AutoFormat.*

AutoFormatting as you type

To turn AutoFormatting on and off, choose Tools→AutoCorrect→AutoFormat As You Type tab. There they are: the master on/off switches for all of Word's meddlesome behavior (see Figure 2-18).

To turn AutoFormat off completely, uncheck *all* the boxes and click OK. Now Word won't change any of your typing.

You should also turn AutoFormatting off if your document is destined for plain text or if you're going to paste and format it in a different program anyway. Also, be aware that curly quotes and bullets can turn into funny characters when pasted into an email. (They look fine in Entourage email, but your recipient's email program may not translate them properly. Borders don't work at all.) Later, you can turn the same plain text into a nicely formatted Word document by doing a single AutoFormat pass, as described below.

There's a different checkbox for each feature that Word can autoformat. For instance, you may want Word to turn your straight quotes into curly quotes, but *not* to make a thick black line every time you type a few hyphens in a row. Here's what each AutoFormat option does:

- **Headings.** If you type a short phrase and press Return, Word interprets it as a heading and automatically applies a big, bold style (Heading 1) to it. See page 129 for more detail on styles.

- **Borders.** Word draws a bold horizontal line across the page when you type three hyphens in a row (or three underlines) and press Return—a handy way to break up sections in a document, if that's what you want.

  AutoFormat also creates a double line if you type three equal signs (===), a dotted line for asterisks (***), a wavy line for tildes (~~~), and a triple, picture frame-like line for number signs (###). (To get the line, press Return after the symbols.) Later, you can reformat the line or turn it into a full border by clicking in the paragraph and using the Borders and Shading tools on the Formatting Palette.

  The first time you type the three symbols and press Return, Word asks you before creating the border. Click Yes. Thereafter, Word does it without asking.

- **Tables.** This feature lets you create Word tables (see page 155) by using typed characters instead of the Draw Table tool. Type a plus sign (+) to start the table, a row of hyphens (---) to set the width for the first cell, another + sign to end the cell, more hyphens, and so on. The line must begin and end with + signs. To create the next line, click below this first row and start typing + signs and hyphens again. You can also switch to using Word's table tools to reformat or expand the table at any time.

Note: Because Word's table feature is so easy to use, it's hard to imagine why anyone would create a table using + signs and hyphen symbols. The answer is that tables sent by email, and posted on Web pages and newsgroups, *already* use this format. By pasting them into Word and applying an AutoFormatting pass, you turn existing Internet tables into proper Word tables.

- **Automatic bulleted lists.** When you type a common bullet character, such as *, -, >, or =>, and follow it with a space or a tab, some text, and a return, Word changes it to a proper bullet symbol (like ◎ or ➢) and switches to the ListBullet style in your document's template (page 188). When you type a return at the end of a line, Word continues with the next bullet; press Return twice to end the list.

  You can also start a bulleted list by inserting a bullet of your own choice by choosing Insert→Symbol (see page 186) followed by *two* or more spaces and your first list item, then pressing Return. You can even use picture bullets (small graphics of your own design); just choose Insert→Picture→Clip Art, and then click Web Bullets and Buttons in the Category pane. Select a bullet by clicking it. (Keep them small; a graphic used as a bullet must be no more than one-and-a-half times the line height of your text.)

- **Automatic numbered lists.** When you type a number followed by a period (or a hyphen, close parenthesis, or close angle bracket [>]) and a space or tab, Word understands that you're starting a numbered list. After you press Return, Word types the next number in the series. Press Return twice to end the list.

- **"Straight quotes" with "smart quotes."** When you type a quotation mark (Shift-apostrophe), Word replaces the double-apostrophe straight quotes with more attractive, typographically correct curly quotes.

  Most of the time, this is a useful option. If your document is going to be used as plain text or sent by email, however, you should turn this feature off. See page 66 for more on this topic.

- **Ordinals (1st) with superscript.** If you type "1st," Word instantly changes it to 1st.

- **Symbol characters (--) with symbols (—).** When you turn on this box, Word changes a single hyphen to an en (short) dash–like this–and two hyphens to an em (long) dash—like this. It's a handy feature, especially because the keystrokes to produce those dashes are so hard to remember (Option-hyphen and Shift-Option-hyphen, respectively.)

Tip: Grammatically speaking, you use an en dash to indicate a range or gap in a sequence ("The poetry reading went from 6:30 pm–11:00 pm, and featured a reading from pages 23–142 of *Letters My Father Never Wrote Me*"). The em dash is the real dash, which indicates a pause for impact ("I can't stand readings–especially poetry.")

- ***Bold* and _italic_ with real formatting.** When Word encounters words bounded by asterisks and underscores, it changes them to boldface and italics, respectively.

  You may already be familiar with this use of asterisks and underscores for emphasis, as it's common practice on the Internet. For the same reason, you can use this feature during a final AutoFormat pass (see below) to reformat text you've copied from an email or chat room. (In fact, it's safe to say that few people use this feature *while typing*. Most people use it only when massaging text that has come from the Internet.)

- **Internet paths with hyperlinks.** When this box is checked, Word changes URLs that you type (*www.msn.com*, for instance) into working, blue, underlined hyperlinks (see page 92).

- **Format beginning of list item like the one before it.** Suppose you want to start each item in your list with a Roman number, followed by a space, followed by the first word in bold, followed by a period and the rest of the sentence in plain text. First, type the first item that way and press Return. If this option is turned on, Word asks if you want to start a numbered list. Click Yes and continue. Word starts a new list item every time you hit Return. Press Return twice to end the list.

  The key is to start each item with a number or bullet to let Word know that you're starting a list. If you want the first word or words to appear in bold or any different typeface from the rest of the item, you must follow it with a period, colon, hyphen, dash, or other punctuation mark.

- **Define styles based on your formatting.** Here's the most powerful option on this tab. It tells Word to update the document's styles (see page 129), based on the

formatting you do directly in the document. For example, if you change your first heading to 14 point Helvetica Bold, Word applies that font to *all* occurrences of that style; you've just redefined the style, in fact. This option *overrides* any formatting you've done in the Styles dialog box (page 129), so use it with caution.

Tip: You can memorize the AutoFormat "cues" for other autoformat options, too (in addition to using asterisks for bold and underlines for italic). For instance, if you frequently make bulleted lists, you can get in the habit of typing an asterisk for a bullet, knowing that Word will automatically change it to a •.

To see the list of Word's autoformatting cues, type *formatting automatically* into the Search box of Word's Help window or the Assistant's Help balloon. Click Search. In the resulting list of links, click "Results of formatting a document automatically." The resulting Help window contains a table correlating what you type with Word's automatic replacements. Peruse this table and memorize the characters to type to get your favorite kinds of borders, bullets, and so on. You can now do some complex document formatting without ever reaching for the mouse.

AutoFormatting in one pass

Even if you don't like Word making changes as you type, you can still take advantage of AutoFormat—by running your finished document through what you might call its AutoFormat-O-Matic. For instance, you can take text that uses the Internet style for *bold* and _italic_ and have Word change them into proper **boldface** and *italics*. An AutoFormat pass through a document with lots of URLs can change them all into live hyperlinks or add attractive bullets to lists, all at once.

First, choose Tools→AutoCorrect→AutoFormat As You Type tab and turn off all the boxes; now Word won't make any of these corrections *during* your typing.

When you're ready to autoformat, click the AutoFormat tab; the checkboxes here correspond, for the most part, to those described above. When you click OK, you won't notice any changes in your document; all you've done is to specify what will happen when Word *does* do its editorial pass through your document. To trigger that event, choose Format→AutoFormat. Choose a document type from the pop-up menu—General document, Letter, or Email—which tells Word what kind of document it's going to be autoformatting. For instance, if the document is a letter, Word knows to apply letter styles such as Inside Address and Closing. If you choose Email, Word eliminates such formatting as first line indents, which usually don't work in email. (Clicking Options returns you to the AutoFormat tab described above.)

If you choose "AutoFormat and review each change," Word opens a dialog box that shows each change Word is about to make; you can choose to accept or reject it. If you choose "AutoFormat now," Word goes through the document and prepares all autoformatting changes without pausing. Even so, you have a second chance to click Review Changes at the end, or to accept or reject all Word's changes outright. You can also click Style Gallery to apply one of Word's document templates (see page 188), with all its colors and fonts, to the finished document.

CHAPTER
3

Formatting in Word

Formatting is the part of word processing that lets you loosen up and have a little fun, dressing up your bland 12-point Times with any typeface you choose, bold or italic for emphasis, color for variety, borders around certain paragraphs, and so on.

It's important to understand that Word offers independent formatting controls for each of four entities: *characters* (individual letters and words), *paragraphs* (anything you've typed that's followed by a press of the Return key), *sections* (which are like chapters, as described on page 125), and the entire *document.* Attributes like bold and italic are *character* formatting; line spacing and centering are *paragraph* attributes; page numbering is done on a *section-by-section* basis; margin settings are considered *document* settings. Keeping these distinctions straight will help you know where to look when you want to achieve a desired effect.

The Formatting Palette

The Formatting Palette, shown in Figure 3-1, is the Big Kahuna on the Office 2001 new-features list. It opens when you first open a Word document. If it's been hidden, you can bring it back by choosing View→Formatting Palette or clicking the Formatting Palette button on the Standard toolbar (see page 27); both methods alternately hide and show the palette.

The options on the Formatting Palette change depending on what you're doing. When you click a photo or drawing, for example, the palette changes to show the tools you need to work with graphics. Most of the time, however, the Formatting

Palette shows the commands you most frequently need to work with fonts, paragraph formatting, and other elements of text.

Character Formatting

The Font panel of the Formatting Palette, the one that's open the first time you use the Formatting Palette, deals mostly with what your letters, numbers, and other characters look like.

Choosing Fonts

Installing Office 2001 adds about 50 fonts to your System Folder→Fonts folder—an unannounced gift from Microsoft. (Another unannounced gift: a font conflict between one of these fonts and iMovie 2, resulting in screwy lettering on your movie clips. Solution: remove Microsoft's Curlz font from your Fonts folder.)

To change the font of text you've already typed, select the text first, using any of the methods described on page 49. If you choose a new font in the middle of a sentence or even a word, the new font will take effect with the next letter you type.

Now, open the Font menu to reveal your Mac's typeface names *in* their own typefaces (a Mac-only feature). This what-you-see-is-what-you-get (WYSIWYG) fonts feature has a few ramifications:

- If you have a very long list of fonts, you don't have to scroll all the way down to, say, Zapf Chancery, waiting for the font menu to scroll; once the menu (or Formatting Palette pop-up list) is open, you can *type* the first letter or two of the target font. The menu shifts instantly to that alphabetical position in the font list.

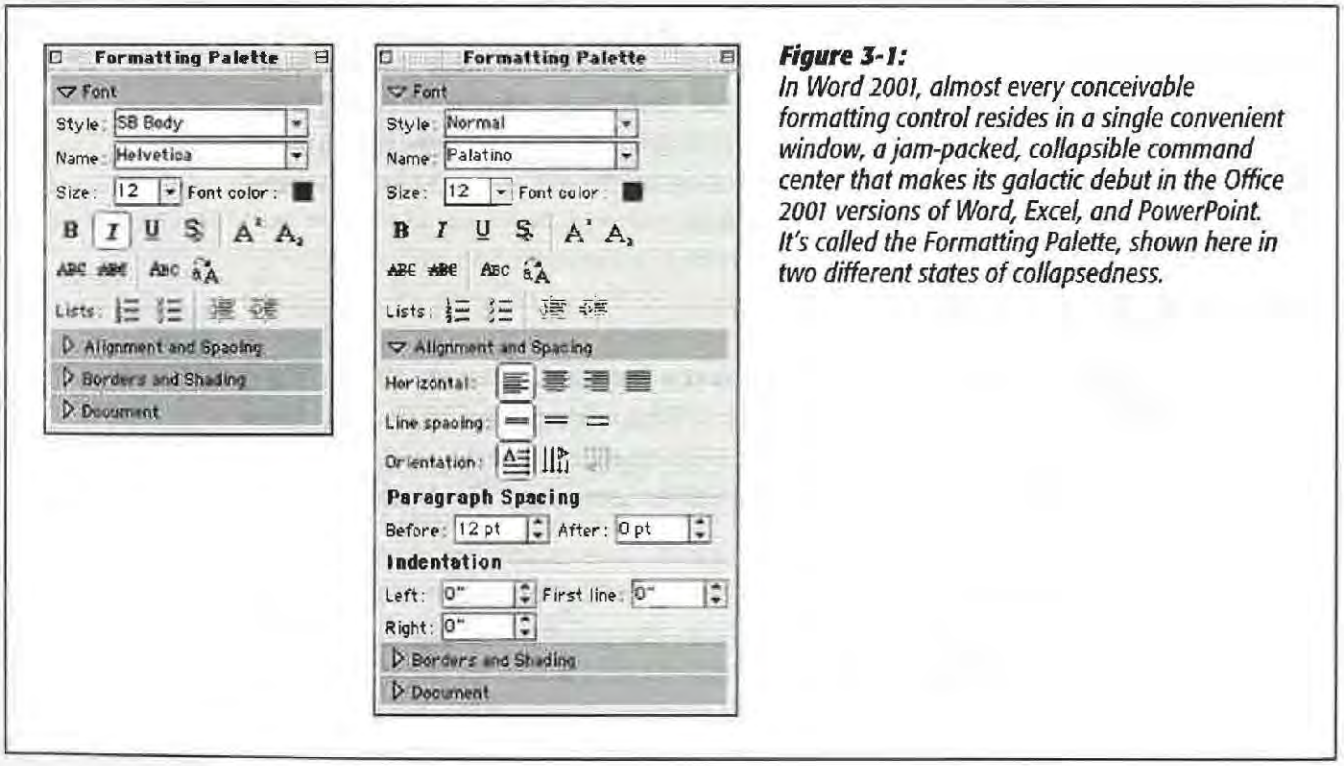


Figure 3-1:
In Word 2001, almost every conceivable formatting control resides in a single convenient window, a jam-packed, collapsible command center that makes its galactic debut in the Office 2001 versions of Word, Excel, and PowerPoint. It's called the Formatting Palette, shown here in two different states of collapsedness.

- You can open the font list faster if you *don't* use the WYSIWYG fonts feature. If you press Shift before opening the Font menu or Fonts list in the Formatting Palette, you see all the fonts listed in plain type. This is also the solution to the person trying to figure out the name of the font that shows up named Wingdings. (You can turn off the WYSIWYG feature for good by choosing Edit→Preferences→General tab and turning off "WYSIWYG font and style menus," then clicking OK.)
- Once you've turned off WYSIWYG font menus, you can still summon the WYSIWYG font when you *do* want it by pressing Shift before opening one of the Font menus.

Even the Formatting Palette doesn't offer every possible font manipulation tool; for that, you'll need the Font dialog box, as shown in Figure 3-2. To open it, choose Format→Font or press ⌘-D. In the following pages, you'll read about both the Formatting Palette and the more complete controls available in the Font dialog box.

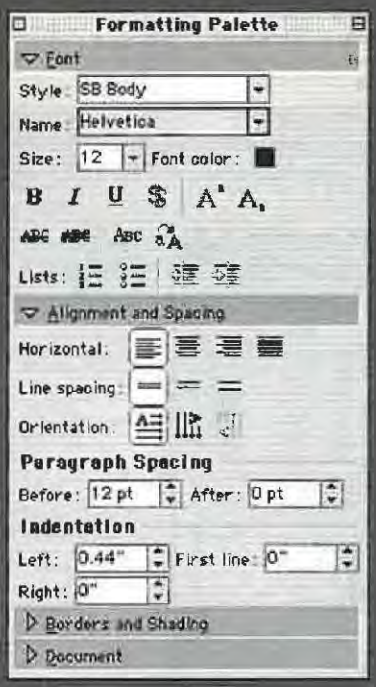
FREQUENTLY ASKED QUESTION

Keyboard Formatting

It's great to have so many controls in one place, but I haven't got time for the mouse. Is there a keyboard shortcut for the Formatting Palette?

Yes, but only if you know the secret.

You can gain keyboard entry to the Formatting Palette by pressing ⌘-Shift-F, which underlines the first letter of each section, as shown here. (It works only if the Font portion of the Formatting Palette is already expanded.)



The Font box is highlighted; you now can use the Tab key to move from one button to the next, or Shift-Tab to go backwards. The arrow keys move you up and down through list items such as the lists of font names and type sizes.

When the Tab key takes you to a new menu section, use the Return key to pull down the panel of commands, as though you'd clicked to open the flippy triangle. When you get where you want to go, hit Return to execute the highlighted command and return to your document. (To get the cursor back to your document without doing anything in the Formatting Palette, press Esc.)

One of the most frequent tasks, for example, is changing the font of a selected batch of text. To do so entirely from the keyboard, you'd press ⌘-Shift-F (to highlight the Font box), then type enough of the font name to distinguish it from the others (*palat* to specify Palatino, for example). (Alternatively, you can press the down-arrow key enough times so that *Arial Black* appears in the Font box.) Then press Return.

Bear in mind, too, that many of the buttons on the Formatting Palette have even shorter keyboard shortcuts of their own, such as ⌘-I for Italic and ⌘-B for Bold.

If you use lots of styles (see page 129), you can also use ⌘-Shift-S to hop directly to the list of styles in the top (Font) panel of the palette.

Font Sizes

Font sizes are measured in points. A point is 1/72 of an inch in letter height, but all you need to know is that most text is printed at 10 or 12 point sizes.

Some fonts (New York) look too large at 12 point. Other fonts (Times and Times New Roman) are almost uncomfortably small at 10 point. Print a test page to be sure; the font size may look different on paper than on the screen, depending on your monitor's resolution. (If you have a high-resolution monitor, your tendency will be to make the font too large in order to achieve a comfortable size to read on the screen. Use the Zoom box [page 32], rather than increasing the font size, to make sure your font will print out in a proper size.)

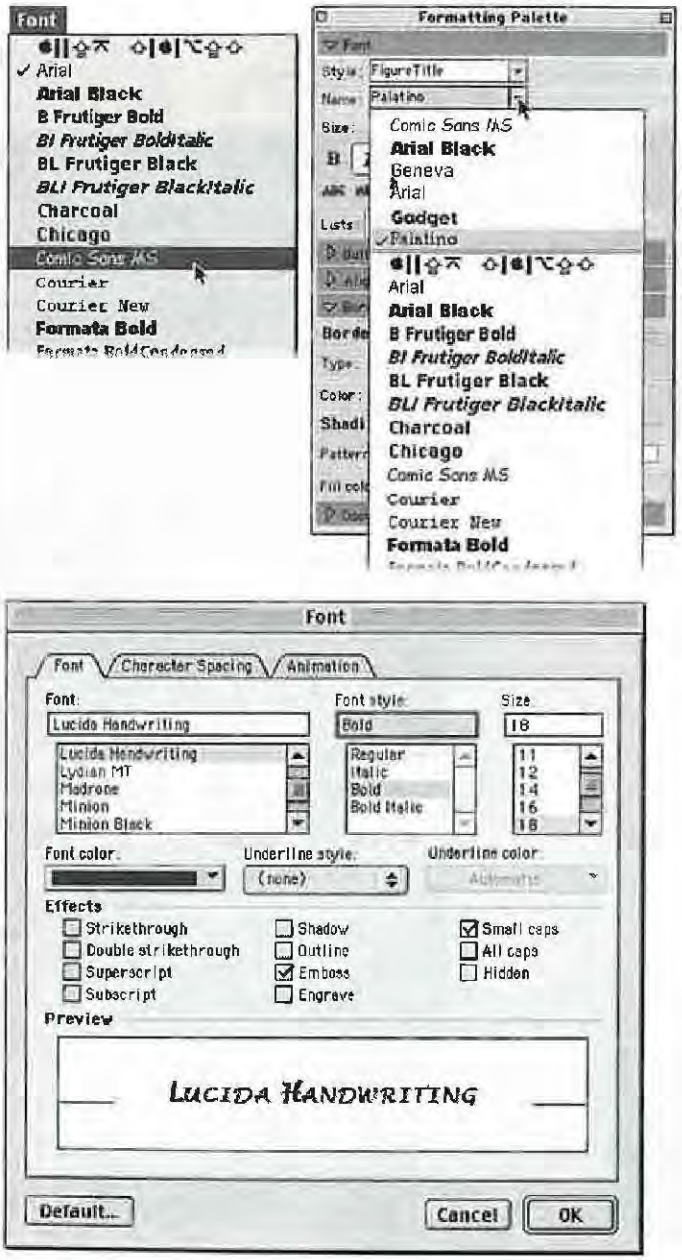


Figure 3-2:
Top left: First on the Mac, only on the Mac: When you pick from the Font menu, you get to see what each font looks like.

Top right: If you use the Formatting Palette to choose a font, the fonts you've used most recently are grouped conveniently together at the top.

Bottom: The Font dialog box. Not only are there more font style options here than in the Formatting Palette, but you get to see a preview at the bottom of the box. If you like what you see, click OK.

To select a font size, choose one from the list in the Formatting Palette, type a size into the Size box in the Formatting Palette, or choose a point size in the Font dialog box (Format→Font or ⌘-D).

Tip: You can always bump some selected text to a slightly higher or lower point size by pressing ⌘-Shift-→> (that is, period) or ⌘-Shift-< (comma) for larger and smaller type, respectively. Each time you press the combination, the text grows or shrinks by the intervals listed in the Formatting Palette's Size box (from 12 to 14 to 16, for example).

Styles of Type

You can apply different type styles to your regular, unembellished font for emphasis or effect. Most font styles are available in the Formatting Palette with a single click; a few extra ones are in the "Font style" box in the Font dialog box (see Figure 3-2). Those type styles, as they appear in the Font dialog box, are:

- **Regular** denotes plain, unadulterated text. Not bolded, not underlined.

Tip: You can return to plain text at any time without even opening the Font dialog box. Just highlight the text you've been playing with in your document and press ⌘-Shift-N.

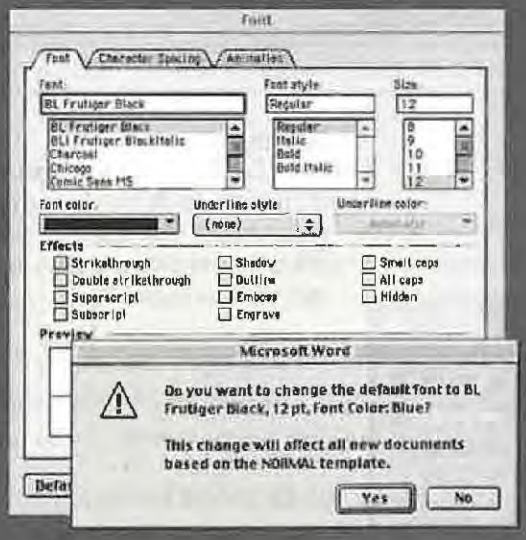
That keystroke, however, takes you all the way back to the Normal *style* (see page 129), which generally means your 12-point body type. To strip font effects from selected text without changing its underlying style definition (such as 24-point Futura for a headline), press ⌘-Shift-Space instead.

UP TO SPEED

What's Normal?

When you open a new document, notice the name in the Name box of the Formatting Palette: Normal. Word's idea of normal is black, 12-point Times.

But who's to say what's normal? You may prefer a soothing blue color. Or you want to use boldface all the time because you find it easier to read. You may want to make Sand your signature font—forget boring old Times! Fortunately, it's easy enough to specify the typeface you prefer to see whenever you start a new document.



Choose Format→Font to open the Font dialog box. Now you can choose a font, a color, a size, or any of the other effect described in this section. When you've selected the font you want, click the Default button at lower left. Word asks if you're sure that you want all new documents to use this font, as shown here. Click Yes. (Technically, you've just redefined the Normal *style*; see page 129 for more on the canned sets of formatting characteristics known as styles.)

- **Italic.** Use *italics* for foreign words and phrases. Also italicize the titles of books, movies, and magazines. *Shortcuts*: Click the capital I in the Formatting Palette, or press ⌘-I.
- **Bold** is the most common way of making a single word or phrase stand out from the surrounding landscape. Use bold for emphasis. *Shortcuts:* Click the capital B in the Formatting Palette, or press ⌘-B.
- **Bold Italic.** This is a beautiful effect for headings and headlines. Use any method described above to choose both bold and italic, one right after the other. You'll know you've got it when both the B and the I are highlighted in the Formatting Palette. In the Font dialog box, just choose Bold Italic.
- **Underline.** Clicking the underlined U in the Formatting Palette, or pressing ⌘-U (⌘-Shift-D for a double underline) draws a line under text as well as the spaces between words. In the Font dialog box, use the "Underline style" pop-up menu to choose from a number of fancy underscores, and to specify whether you want Word to underline the words only, not the spaces.

  In the Font dialog box, you can also choose a color for the underline itself; see the next section for more detail.

Typing in Color

You can use color to liven up your documents—an increasingly useful option in a world where many documents get read on the screen.

Click the tiny "Font color" color swatch or pop-up menu in the Formatting Palette or the Format→Font dialog box to survey your selection of 40 colors, as shown in Figure 3-3. To choose a color, just click it.

Tip: If you're using Word to prepare a document for the Web, remember that colors look different on different computers; someone viewing your page on a Windows machine or an older monitor may see your true colors very differently.

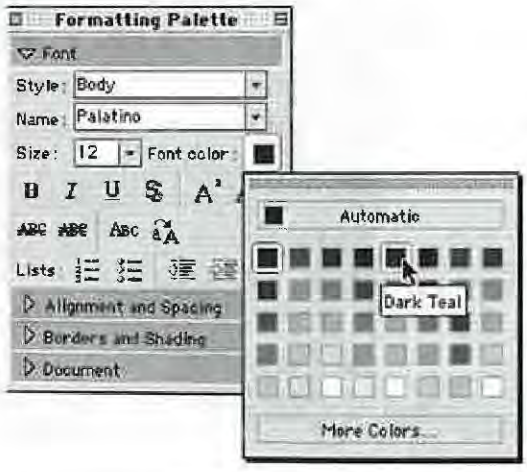


Figure 3-3:
Word has helpful, if unimaginative, pop-up labels for all colors in the palette. To choose from a broader rainbow, click the More Colors button; you open the Apple Color Picker dialog box, which offers several different ways to specify any color under the sun, as described on page 600.

Special Text Effects

Bold and italic offer enough variety for most documents, but many more buttons await in the Formatting Palette, and still more choices in the Font dialog box. Some of them, such as Outline and Shadow, are clearly just for show (they usually look amateurish in printed documents); others, such as Subscript and All Caps, are invaluable tools.

Here are the options, in order, as they appear in the Font dialog box:

- **Strikethrough** and **Double strikethrough** indicate that something's crossed out, but you don't want to delete it outright. (Word's change-tracking feature adds strikethrough style to deleted text automatically; see page 172.) *Shortcuts:* Click the ~~ABC~~ or ~~ABC~~ buttons on the Formatting Palette.

- **Superscript** and **Subscript** effects shift a letter slightly higher or lower than the other text on its line, and also shrinks it slightly—perfect for chemical formulas and exponents. (You don't need it for footnotes; Word handles footnoting formatting automatically, as described on page 183.)

  You can make letters or symbols super- or subscript, too, not just numbers—very handy if you like taking things to the N^{th} degree. *Shortcuts:* Click the A^2 or A_s in the Formatting Palette, or press ⌘-= for Superscript or ⌘-Shift-= for Subscript.

- **Shadow** and **Outline** text effects reverse the color of the type, making the letter white and the outline black (or whatever text color you're using). Shadow creates a heavier outline that makes the words appear slightly raised. Both were popular when the Mac first appeared, but feel dated nowadays. *Shortcut:* For Shadow, click the shadowed capital S on the Formatting Palette. There's no shortcut for Outline.

- **Emboss and Engrave** effects make letters appear slightly raised or carved out, as if with a chisel. They work best on a colored background, such as on a Web page. On a white background, the words gain a subtle drop shadow. (These infrequently used effects are available only in the Font dialog box; they don't appear on the Formatting Palette.)

Small Caps, All Caps

Word offers several variations on the when-to-capitalize scheme you probably learned in English class. For example, you can apply either of these formats to text you've highlighted (or are about to type):

- **Small Caps** create a formal look for headings and letterheads; all the letters are capped, but "lowercase" letters are shown in smaller capitals, SOMETHING LIKE THIS. *Shortcut:* Click the ABC button on the Formatting Palette.

- **All Caps** simply converts some highlighted text to all capital letters. You can choose "All caps" in the Font dialog box, or click the a→A button in the Formatting Palette.

Even though the visual result is the same, there's a big difference between using the All Caps style and simply typing some words with the Caps Lock key down. Text you've formatted as All Caps is still, in Word's brain, actually mixed upper- and lowercase letters; you've applied the all-cap format just as a visual, the way you'd apply bold or blue or underlining. That is, by turning off the All Caps style, the text reverts to the capitalization you originally used when typing it—something you can't say about text you typed with the Caps Lock key.

You can therefore search for text in the All Caps style using the Find and Replace command, or define it as part of a *style* (see page 129).

Tip: To change the capitalization of words you've already typed—or to fix an email message that arrived IN ALL CAPITAL LETTERS—highlight the text and then choose Format→Change Case. By choosing from the list in the Change Case dialog box, you can make Word instantly "retype" the text as all lowercase (all small letters), all uppercase (all caps), Sentence case (where the first letter of every sentence is capitalized, as usual), or Title Case (where the first letter of every word is capped).

(Unfortunately, these options aren't terrifically smart; Sentence case still leaves names and the word *I* lowercase, and Title Case doesn't leave small words like *of* and *the* lowercase.)

The most interesting choice here is tOGGLE cASE, which reverses the existing capitalization, whatever it may be.

POWER USERS' CLINIC

Drop Caps

Have you ever wished you could duplicate those extra-large capitals that start the chapters of so many books (like this one)? Just enlarging the point size of the first letter doesn't work; true *drop caps*, as they're called, are not only large, but they drop *below* the other letters on the line; hence the name.

Word 2001 can do it. After you've typed the first paragraph of your chapter, choose Format→Drop Cap. Choose one of the drop-cap styles, then adjust the Options settings (font, number of lines to drop down, and distance from text) until you've got the look you like. When you click OK, Word sends you into Page Layout view, if you weren't there already, where the drop cap shows up as an independent graphic box that you can enlarge or drag as you would any graphic (see page 589).

If you return to Normal view, you won't see the drop cap in its correct position; that's perfectly normal.

Hidden Text

You can keep your own personal notes and reminders out of sight in a document by using Word's Hidden Text feature. You can make the hidden text reappear only when you want to, and you can choose to have it show up when printed or not.

To make some text invisible, first select it. Choose Format→Font→Font tab. (There's no button for hidden text on the Formatting Palette.) Turn on the Hidden box and click OK; the text disappears until you choose to show it. (To turn hidden text back

into normal text, show the hidden text as described next, select it, choose Format→Font→Fonts tab, and uncheck the Hidden box.)

When you want Word to show you the text you've designated as hidden, you can use either of these techniques:

- Choose Edit→Preferences→View tab. Turn on "Hidden text" and click OK.
- Click the Show/Hide button (¶) on the Standard Toolbar (or the Document section of the Formatting Palette).

Either way, hidden text appears with a dotted underline to distinguish it from the rest of the text.

Tip: Whether or not hidden text *prints* is up to you. To print hidden text along with the rest of the document, choose Edit→Preferences; click the Print tab; check the Include with Document→Hidden text box and click OK.

Lists

If you're in the business world, or even the business of organizing your thoughts, you can't get far without using numbered or *bulleted* lists.

Bulleted lists are an attractive way of presenting little nuggets of information. Here, for example, is a bulleted list that illustrates how useful they can be:

- Each paragraph is indented from the left margin, like this one; and it's preceded by a *bullet* (the round dot shown at left).
- You can always create a numbered list by typing a number at the beginning of each line, but it won't be nicely indented.
- You may even know how to create a bullet (•) at the beginning of every line by using the keyboard shortcut Option-8. But again, you won't get the nice left margin on your bulleted paragraphs.
- Furthermore, doing lists manually can get messy. For example, if you want to insert an item between two existing ones in a numbered list, you then have some renumbering to do. If you want your list to be indented, you'll have to fiddle with the indent controls (see page 114) quite a bit.

Word has partially automated the process. A quick way to start a numbered or bulleted list is to click one of the list icons on the Formatting Palette (next to where it says Lists). Word promptly indents the paragraph containing the insertion point and adds a bullet (or the number 1). Even the indenting is perfect: The second and following lines of a list item start under the first letter, not all the way back to the left margin. To start a new list item, just hit Return. When you're finished building the list, press Return once more and then click the same icon in the Formatting Palette a second time.

If you create a *numbered* list this way, Word does the numbering automatically as you go. Better yet, if you insert a new list item between two others, Word knows enough to renumber the entire list.

When you click one of the list icons in the Formatting Palette, a new palette segment, labeled Bullets and Numbering, appears directly below, complete with its own flippy triangle (see Figure 3-4).

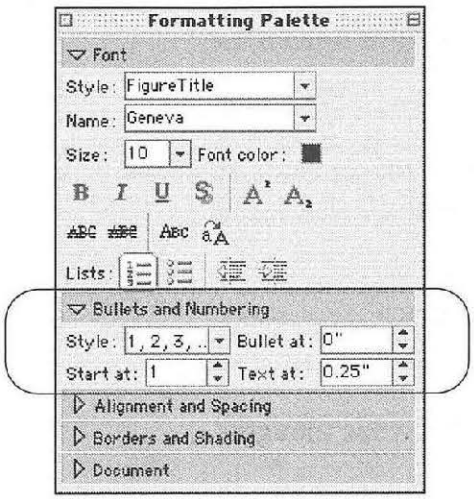


Figure 3-4:
After clicking the icon for a numbered list, a new Bullets and Numbering panel appears (click the flippy triangle to expand it).

Each of the four pop-up menus in the Bullets and Numbering panel controls an aspect of how your list will look. When the insertion point is in *any* item in the list, the changes you make will apply to the entire list.

- Style specifies the kind of numbering (Arabic numerals, roman numerals, and so on) or the size and shape of the bullet.
- Start at tells Word what number to start the list with.
- Bullet at tells Word how far from the left margin to set the bullet, in inches.
- Text at tells Word, in inches, how far to indent the words from the left margin. It must always be a larger number than "Bullet at."

You can also adjust the indents by clicking the indent left and indent right icons on the Formatting Palette, which are right next to the list icons.

Extra Features in the Bullets and Numbering Dialog Box

The Formatting Palette is great for quickly designing a list, but you have even more options if you use the Bullets and Numbering dialog box. You open it by choosing Format→Bullets and Numbering (see Figure 3-5).

Customizing a bulleted list

Bulleted lists as delivered by the Formatting Palette are fine, but there may come a day when simple black, round bullets just don't cut it for the radical new-age busi-

ness plan you're writing up. In such cases, click the Bulleted tab in the Bullets and Numbering dialog box. If one of the styles appeals to you, choose it by clicking; then click Customize to open the dialog box shown at bottom in Figure 3-5. Watch what happens in the Preview box as you make changes:

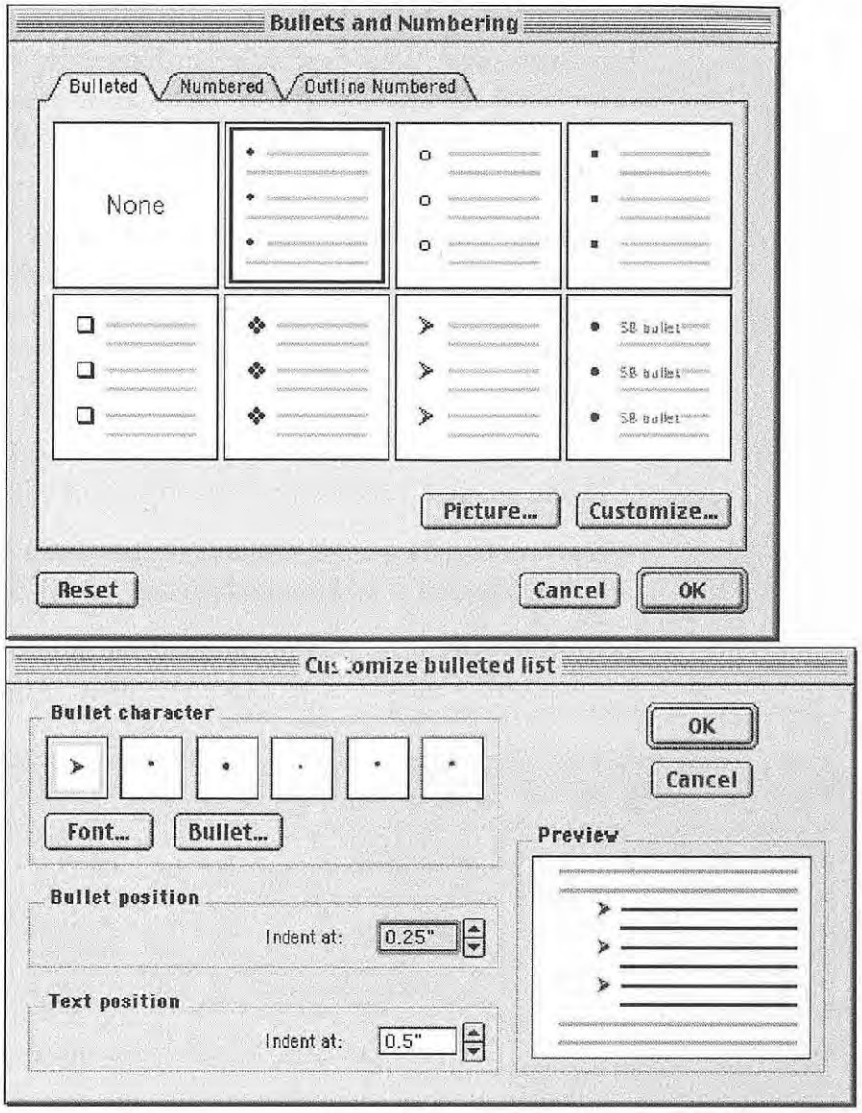


Figure 3-5:
Top: After you've customized a bulleted or numbered list (see below), clicking Reset returns a list icon to its original configuration.

Bottom: Clicking the Font button opens the Font dialog box (see page 98). You can then choose bold, italics, or even a different font altogether for your new bulleted list style. The Preview window shows you a representation of how your numbered list will look relative to the surrounding text.

- **Bullet character.** Choose an alternate bullet symbol, or click the Bullet button to open the Symbol dialog box (see page 186), where you can choose any character in any font to become your new bullet.
- **Bullet position.** The indentation point of the bullet is measured from the left margin.
- **Text position.** The text indentation is also measured from the left margin. It's usually indented further than the bullet; note how in Figure 3-5, the text position indent is a larger number than the bullet position one.

Click OK to return to the Bullets and Numbering dialog box; the bulleted list style now appears as one of the eight list icons (see Figure 3-5), easily accessible if you want to use the same style of bulleting later in the document. Click OK again to apply the new bulleted style to the current paragraph.

Customizing a numbered list

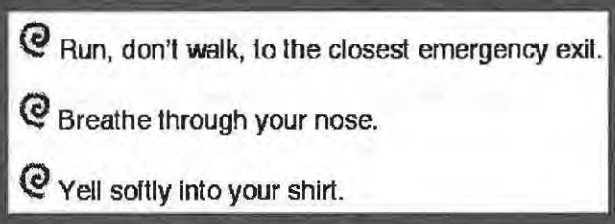
Like the Bulleted tab, the Numbered tab in the Bullets and Numbering dialog box shows you a selection of eight preconfigured list styles (one of which is None). Click the one that suits your purposes, or that comes the closest. Click Customize to open a dialog box much like the one at the bottom of Figure 3-5, but this time applying to numbers:

- **Number Format.** You can't edit the number or numeral shown here; it's determined by your choices in the "Number style" and "Start at" tools. You can, however, type additional text into this window, such as the word *Figure, Item,* or *Commandment*—whatever word you want to appear before the number itself in each list item.
- **Number style.** This pop-up menu lets you choose Arabic or roman numerals, letters (*A, B, C,* and so on), or even words (*First, Second,* and so on).
- **Start at.** Usually, you'll start at 1, but you can also start at 0 or any other number by entering it in the box or choosing it with the arrows.
- **Number position.** Choosing Left, Right, or Centered from the pop-up menu aligns the number relative to the space between "Aligned at" and "Indent at."

UNKNOWN TYPE OF SIDEBAR

Picture Bullets

There are a host of bullets preinstalled in Word, both in the Bullets and Numbering dialog box and in the Symbol dialog box, as described on page 186. However, a new Office 2001 feature lets you turn any image that your Mac can grab into a custom bullet–a *picture bullet,* as in the example shown here.



To do so, choose Format→Bullets and Numbering→ Bulleted tab. Click Picture. Now you can choose any graphics file on your Mac; Word starts you off with a folder full of its own preinstalled picture bullets. Choose one of those to add the selected picture as a bullet to the current paragraph. Otherwise, navigate to your own picture file (something you've scanned, drawn, or downloaded from a Web site, perhaps), select the file in the list box, and click Insert.

More often than not, the typical picture will be unreasonably large for a bullet. Click to select it and drag the resize handles (at its corners) to make it smaller. In fact, you can actually edit the picture right within Word; see Chapter 18 for full detail on Word's picture tools.

A lot of work, perhaps, but you only have to do it once. When you press Return to make another list item, Word automatically continues using the edited picture bullet.

- **Aligned at.** The distance from the left margin to the numbered item. For instance, if you choose Left from the number position menu and .5" for "Aligned at," the number itself will be placed half an inch from the left margin.
- **Text position.** The distance from the left margin to the text part of the numbered item. The larger you make this measurement, the further from the number the text begins.

Click OK to return to the Bullets and Numbering dialog box; the custom numbered list style now appears as one of the eight list icons (see Figure 3-5). Click OK again to apply the new numbered style to the current paragraph.

Tip: If you have more than one numbered list in your document–if you're writing, say, a book about Office 2001 that contains many numbered tutorials–you'll need a way to make the numbering start over at 1 for the second list. (Otherwise, Word will cheerfully keep your number sequence going, all the way through a document.)

To tell Word to start over, click the first item in the *second* list and choose Format→Bullets and Numbering. Click the radio button for "Restart numbering," or press ⌘-R. ("Continue previous list" gives the list item the next number in the series, no matter how many pages have elapsed since the first part of the list.) Click OK.

Paragraph Formatting

The lower half of the Formatting Palette pertains mostly to settings that affect entire *paragraphs*. Just as the Formatting Palette's top section offers the most useful controls of the Format→Font dialog box, so its second section offers a subset of the Format→Paragraph dialog box, shown in Figure 3-6.

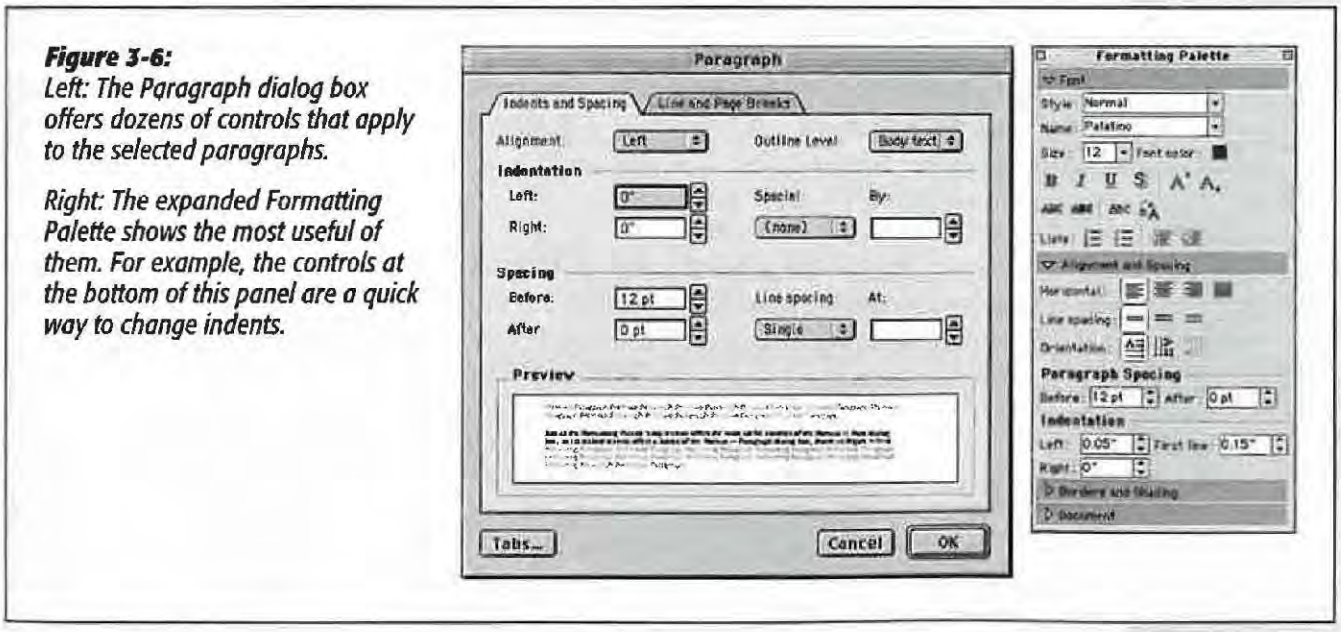


Figure 3-6:
Left: The Paragraph dialog box offers dozens of controls that apply to the selected paragraphs.

Right: The expanded Formatting Palette shows the most useful of them. For example, the controls at the bottom of this panel are a quick way to change indents.

And just as character formatting applies *either* to highlighted text *or* to text you're about to type, so paragraph formatting applies only to a selected paragraph (the one containing the blinking insertion point), several selected paragraphs, or the paragraph you're about to type (from the insertion point's location).

Alignment and Spacing

When you click the flippy triangle next to Alignment and Spacing, the Formatting Palette almost doubles in size, as shown in Figure 3-6 at right. All the commands here have to do with how your text lies upon the page.

Horizontal

The icons illustrate how your paragraph will be aligned with the left and right page margins: left aligned, centered, right aligned, or fully justified. (*Justified* refers to straight margins on both sides; Word automatically adjusts the spacing between letters and words to make the right margin come out even, exactly as in a newspaper. Justification works best if you turn on hyphenation, too, as described on page 142.)

You may find yourself changing alignment frequently if you're writing something like a newsletter, going from a centered headline to a left-aligned article to a justified column of classified ads. Fortunately, alignment is fully equipped with keyboard shortcuts: ⌘-R right-aligns the current paragraph, ⌘-L is for left alignment, ⌘-E centers the current line or paragraph, and ⌘-J justifies the current paragraph.

Line spacing

Word's factory setting is for single-spaced lines, like the ones in this book. If you like more space between lines, or if you're required to use double-spacing for schoolwork or legal work, use these icons to change the spacing. The three line-spacing controls on the Formatting Palette correspond to single-spaced, one-and-a-half-spaced, and double-spaced text.

You gain more spacing options by choosing Format→Paragraph→Indents and Spacing tab (⌘-Option-M). As shown in Figure 3-6, you can choose a setting from the pop-up menu under "Line spacing" and, to get even more specific, type an exact number in the At box.

- **At least.** Choose this setting if you plan to add graphics or vary font sizes within a paragraph. In the box, type a minimum number of points (12 is a good number for single-spacing); Word will automatically adjust the spacing to accommodate any larger items in a line.

Tip: Here's a trick you can use in this or any Office 2001 measurement text box: You don't have to be content with *points* as the units. After the number you want, you can type *cm, mm, in,* or *pi* for centimeters, millimeters, inches, or picas, respectively. The software makes the conversion automatically. (You can also change the proposed (default) measurement value by choosing Edit→Preferences→General tab and using the "Measurement units" pop-up menu.)

- **Exactly.** Choose this setting for projects where you've been asked to use a specific line spacing in points. Enter the number of points in the box. (If any letters or pictures are too high for the spacing you've specified, they'll simply be decapitated.)

- **Multiple.** Use this setting to refine the double-single-triple spacing system. For instance, choosing Multiple and entering *1* in the At box denotes single spacing. Typing *1.3* in the At box tells word to increase single-spacing, whatever it may be for the font you're using, by 30 percent. Specifying *3* in the At box creates triple spacing.

  Finally, you can change line spacing using the keyboard: ⌘-1 tells Word to single-space the current paragraph, ⌘-5 is for one-and-a-half space (1.5, that is), and ⌘-2 results in double-spacing.

Orientation

The Orientation icons on the Formatting Palette aren't actually paragraph-specific, like the other controls in their section. In fact, they work very differently depending on what you're editing:

- In a table cell, they rotate the text in the selected cell (see page 162).

- If you've divided your document into sections (page 125), you can use one of these icons to rotate *entire pages* within a document—to get a couple of horizontally oriented (landscape) pages in a document whose pages are otherwise oriented vertically (portrait). The trick is to insert a "Section Break (Next Page)" break before and after the pages you'll want to rotate, as described on page 125, before using the Orientation controls.

POWER USERS' CLINIC

Windows, Orphans, and Paragraph Relationships

Ordinarily, when your text reaches the bottom of the page, Word chops a paragraph in half, if necessary, so that it continues on the top of the next page. The result isn't always especially good-looking, however; it may leave what publishers call a *widow* (the first line of a paragraph all by itself at the bottom of a page) or an *orphan* (the last line of a paragraph at the top of a new page). You can avoid these problems by highlighting a paragraph (or paragraphs), choosing Format→Paragraph→Line and Page Breaks tab, and turning on "Widow/Orphan control." This control instructs Word to allow no less than two lines at the top of any page before a paragraph break.

Similarly, to keep *any* paragraph or group of lines unbroken, just select any number of paragraphs or lines, choose Format→Paragraph→Line and Page Breaks tab, and turn on the "Keep lines together" box.

Another easily avoided typographical problem: a heading at the bottom of a page whose body text gets split onto the next page. The solution: select the heading, choose Format→Paragraph→Line and Page Breaks tab, and turn on "Keep with next." (It means, "Keep with next *paragraph*.")

These tools are useful when applied to individual paragraphs, sure, but they're especially ideal for defining *styles* (see page 129). For example, you may as well turn on "Keep with next" for *all* of your heading styles; it's virtually always ugly when a heading appears on one page, with its body text on the next.

- If your document has neither tables nor section breaks, these icons rotate your *entire window* by 90 or 180 degrees. They don't affect how the document is *printed;* for that purpose, use the Orientation icons in the File→Page Setup dialog box, described on page 469. Instead, this feature rotates the image of your document on the screen to make it easier for you to edit *text* that you've rotated 90 degrees, such as the vertical label of a table cell.

In other words, if you were hoping that these icons would let you rotate, say, a particular heading, thus mixing text direction on a single page, forget it; Word can't do it. Your best bet would be to fill your page with a borderless table (page 155) that confines the rotated text to a cell of its own.

Paragraph Spacing

If you're in the habit of pressing Return twice to create space between paragraphs, it's time to consider the automatic alternative. The Paragraph Spacing tools on the Formatting Palette let you change the amount of space that appears, automatically, before and after the current or selected paragraph. (The same controls show up in the Format→Paragraph→Indents and Spacing tab, as shown in Figure 3-6.) When you click the arrows beside the Before and After boxes, the spacing increases and decreases in six-point increments; for finer control, you can enter any numbers into the boxes. (Four to eight points is a good place to start.)

Change the spacing in the Formatting Palette or Paragraph dialog box at the outset of your document, or press ⌘-A to select all existing paragraphs first. The advantage of doing it this way is that the extra space is added automatically, with no danger of accidentally deleting any of the extra line breaks. Furthermore, if you change your mind about the extra space, you can press ⌘-A and readjust paragraph spacing, without having to delete any extra line breaks.

POWER USERS' CLINIC

Formatting Revealed

When you look at a Word document, you have very few cues to tell you what's going on in terms of formatting; you can't see the behind-the-scenes formatting parameters. Sometimes, when troubleshooting some formatting snafu, you might want to see exactly what Word is *thinking.*

You can. Choose View→Reveal Formatting. The cursor turns into a small word-balloon. If you click the balloon on any word or in any paragraph, it opens into a larger balloon listing all of its font and paragraph formatting specifics: font, type style, indents, spacing before and after, and so on. You can click as many places as you like. As soon as you start to type again, or if you click anywhere outside the margins, Reveal Formatting turns off and the balloon goes away.

Indentation

To the horror of academics and typesetters everywhere, most people indent the first line of each paragraph by hitting the Tab key. Trouble is, Word's default tab stops are set at half-inch intervals—much too wide for professional use.

It's a far better idea (from the purist's standpoint, anyway) to use Word's dedicated indenting feature, which lets you specify individual *paragraph* margins (and first-line indents) that are independent of the document margins (see page 114).

Tip: If you do indeed press Tab to begin a paragraph, Word tries to guide you toward the proper way. It automatically moves the first-line indent marker (see Figure 3-7) to the first tab stop on your ruler. Now you've got a quick way to correctly indent your paragraphs; adjust that marker (making the indent *smaller*, for best results) and then type away. All subsequent paragraphs will have the same first-line indent.

If you'd prefer that Word abandon this behavior, choose Tools→Preferences→Edit tab and turn off "Tabs and backspace set left indent." Now the Tab key and indents are totally disconnected.

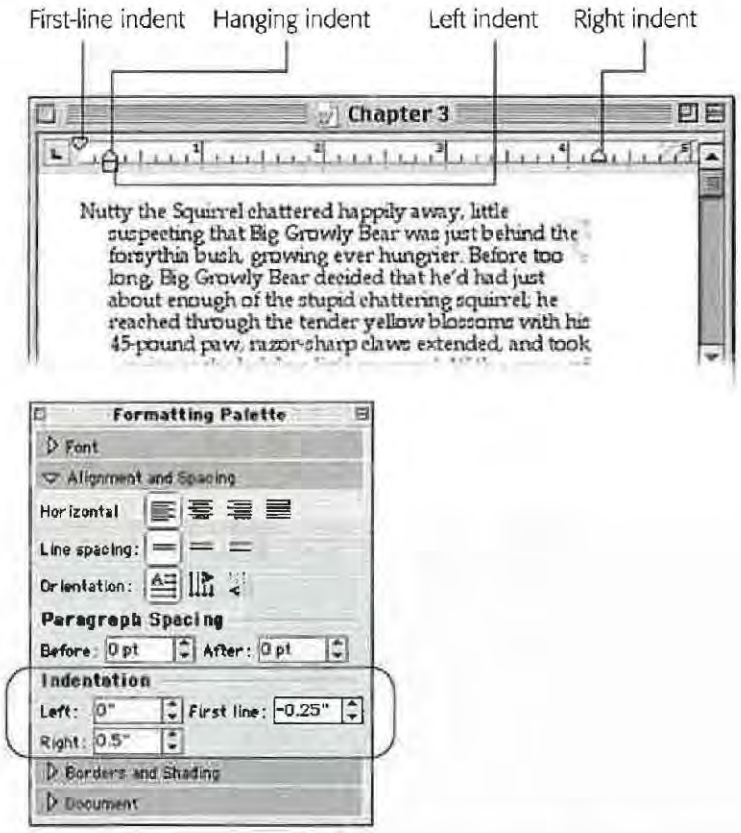


Figure 3-7:
Top: A paragraph with a hanging indent *of a quarter-inch, and a right indent of a half-inch, as shown on the ruler.*

Bottom: The Indentation settings on the Formatting Palette for the paragraph shown above. Note that, to create a hanging indent, type a negative number in the "First line" box.

There are two ways to adjust indents for highlighted paragraphs: by dragging the indent markers on the ruler, as shown in Figure 3-7, or by setting numerical values (in the Formatting Palette or Format→Paragraph→Indents and Spacing tab). When you want to give a paragraph its own distinctive style, use any of these kinds of indents:

- **First line indent.** Drag the top left marker (the first-line indent handle) to where you'd like the first line of each paragraph to begin. One-quarter inch is a typical amount. To set an exact measurement, adjust the "First line" indent setting in the Formatting Palette (or Paragraph dialog box).

- **Hanging indent.** As illustrated in Figure 3-7, you create a *hanging indent* by dragging the lower, house-shaped marker. (The square left-indent marker moves along with it.) To set an exact measurement, type a negative number into the "First line" box on the Formatting Palette (such as *-.25"*); or, in the Paragraph dialog box, click the Indents and Spacing tab and select Hanging from the Special pop-up menu.

- **Left and right indents.** Left and right indents are the internal left and right margins for a paragraph. Most people aren't aware of them, because they usually match the right and left margins of the *document*. But there are times when you want a paragraph to be narrower, either indented from the left margin or on both sides—such as when creating a *block quote*, for example (a longish quotation that you want to set apart from the rest of the text).

  To adjust the paragraph margins for highlighted text, drag the left and right indent markers (identified in Figure 3-7) on the ruler, or change the Left and Right settings on the Formatting Palette. (The Indents and Spacing tab of the Paragraph dialog box offers the same options.) The distances you specify here are measurements from the document's right and left margins, not from the edges of the paper.

Tip: You can also drag the first line indent or left indent marker *left,* into the margin, to make a line or paragraph extend into the margin. This is called a *negative indent,* which gives the effect of a hanging indent without changing the left margin. However, if you have a narrow left margin and use negative indents, you may get an error message when you print the document, because the negative indent is too close to the left edge of the page.

GEM IN THE ROUGH

Format Painter

It could happen to anyone. You finally have a paragraph exactly the way you want it. In fact, you want to use these settings for all the paragraphs you've previously typed.

Instead of going back to change them one by one, now is the time to use the Format Painter. Select the text you worked so hard to perfect. (If it's just the font characteristics you want to copy, you can select as little as a single letter; if paragraph formatting is involved, triple-click a paragraph to select the entire thing.)

Once you've selected the text, click the Format Painter—the paintbrush icon in the Standard toolbar. Now you can do the following:

- Drag across the text to which you want to apply the new formatting. As you as you let go of the mouse button, Word applies the formatting.
- To copy the new formatting to a large amount of text or to nonadjacent paragraphs, double-click the Format Painter to lock it on. (A tiny + symbol on the toolbar icon lets you know that it's locked.) From now on, every paragraph you click, or every blurb you select, will get the new formatting, until you click the paintbrush again or press ⌘-period.

Press Esc or ⌘-period to cancel the Format Painter; press ⌘-Z or F1 (repeatedly, if necessary) to back out of what you've just done.

Tabs

To tell the truth, the era of the Tab key is fading.

In the typewriter days, it was useful in two situations: when indenting a paragraph and when setting up a table. But in the Microsoft Age, newer, far more flexible tools have replaced the Tab function in both of those circumstances. The indentation controls described above are much better for paragraph indents, and the Table tool (page 155) is a far superior method of setting up tabular data.

Still, millions of people are more comfortable with the tab-stop concept than Word's newfangled tools; this section shows you how they work (and assumes that you remember how tab stops used to work on typewriters).

Default tabs

Every Word document has a ruler (choose View→Ruler if you don't see it), which starts out with an *invisible* tab stop every half inch across the page. These are the *default* tab stops; you can prove that they exist by pressing Tab over and over again, watching as the insertion point moves from one to the next, exactly on a typewriter.

But the default tab stops aren't permanent; they start to disappear when:

- You choose Format→Tabs to open the Tabs dialog box (Figure 3-8) and change their default placement (in the "Default tab stops" box). You can do this by clicking the arrow buttons beside the box or by entering a new setting.
- You set new tab stops, as described next. When you do so, all of Word's default tab stops to the *left* of your hand-placed ones tabs disappear. For instance, when you set a new tab at .75" from the margin, the default tab stop at .5" goes away; when you press Tab, the insertion point goes straight to .75". (All remaining default tab stops to the *right* of the new tab remain in place until you add more new tab stops.)

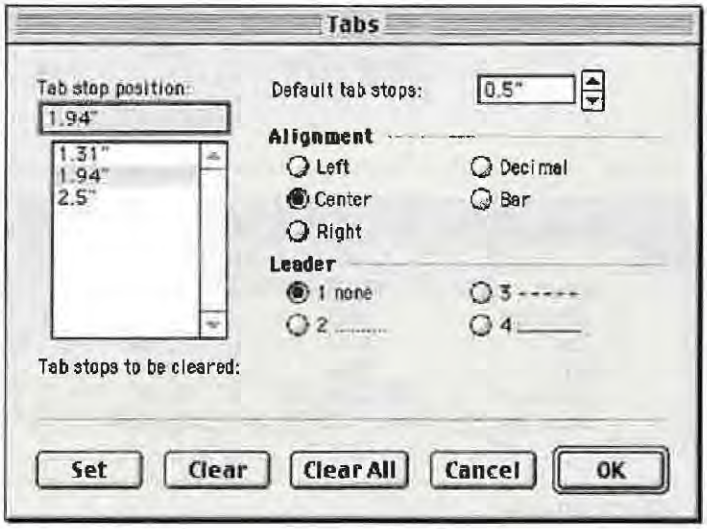


Figure 3-8:
You can change the spacing of the default tabs in the "Default tab stops" box (or by clicking the arrows next to it). You can also add a tab leader*–that is, a dashed or dotted line, or an underline, that automatically fills in the gap between the end of your previous typing and the tab stop.*

Setting tabs

The quickest way to set new tab stops is by using the ruler; just click anywhere in its tick marks to place a new tab stop. After tabs are set, you can reposition them by simply dragging them along the ruler. And you can get rid of one by dragging it directly down *off* the ruler; it disappears into thin air.

To set tabs with more exactitude, choose Format→Tabs (or double-click any tab stop on your ruler) to open the dialog box shown in Figure 3-8. Any hand-placed tab stops are listed in the list at the left, listed according to their distances from the left margin.

To create a new tab, type its location in the "Tab stop position" box, choose an alignment (described next) and click Set. To clear a tab, click on it and then click Clear. To delete a tab, click on it and then click Clear; to change a tab's position, you have to clear the existing tab and type the new position in the "Tab stop position" box.

Tab types

When you click a tab stop in the dialog box list, you'll be shown its *type;* as shown in Figure 3-9, pressing the Tab key doesn't necessarily line up your insertion point with the *left* side of your tab stop. The different types of tab alignments help you arrange text on the page:

- Left. This is kind of tab stop you're probably used to. When you press Tab and then start typing, your text flows rightward from its origin beneath your tab stop.

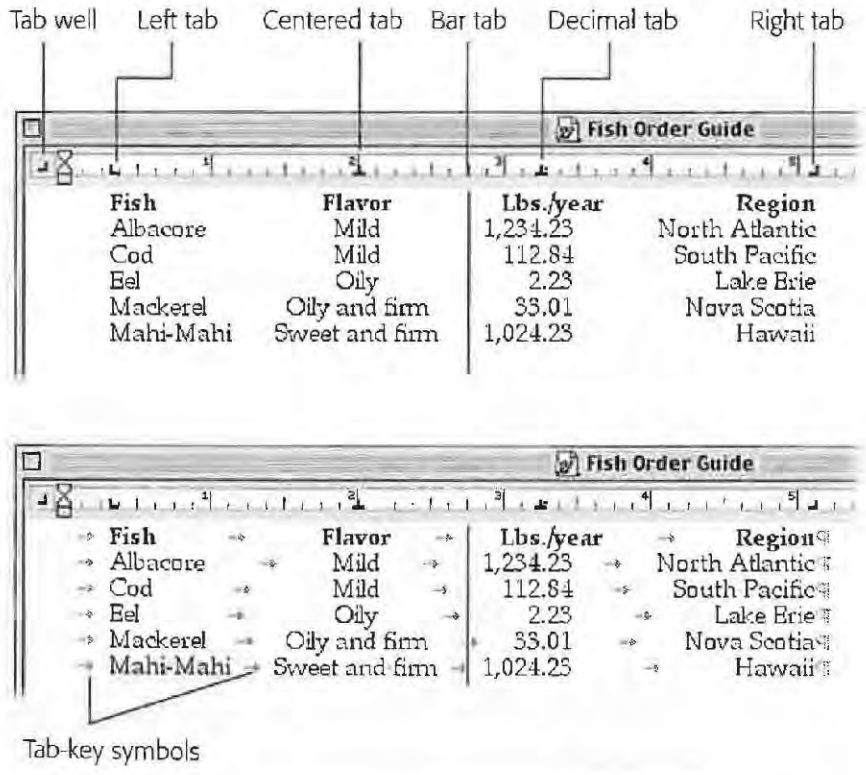


Figure 3-9:
Top: Using different tab types, you can make your text align neatly from one line to the next.

Bottom: By turning on the Show ¶ option (on the Standard toolbar, for example), you see the tiny gray arrows that indicate where you pressed the Tab key to jump from one of these tab stops to the next.

- **Centered.** The text is aligned with the tab stop at its centerline, creating a balanced effect that's great for things like invitations and brochures.
- **Right.** When you press Tab and then start typing, your text flows *left*ward from its origin beneath your tab stop. When you create several rows like this, you create a neat right margin.
- **Bar.** This kind of tab stop isn't a tab stop at all; instead, it's a method of producing a *vertical line* down your page, directly beneath the tab stop. You don't even have to press Tab to get this vertical line; any paragraph that contains this tab type on the ruler continues the line down through the page. (Insert your own joke here about picking up the bar tab.)
- **Decimal.** This kind of tab stop behaves exactly like a right tab stop—until you type a period (a decimal point, in other words), at which point your text flows to the right. In other words, this very useful tab type lets you align a series of numbers (such as prices) neatly, so that the decimal points are aligned from row to row.

You don't have to use the Tabs dialog box to change tab-stop types, by the way. If you repeatedly click the *tab well* at the upper-left corner of the ruler (see Figure 3-9), Word shows you the icon of each tab type until you stop. If you click the spot on the ruler where you want the tab to go, you'll plant that tab type. For example, to set a left tab at 1/4", click the tab button until the L appears, then click at 1/4" on the ruler.

Applying tabs to paragraphs and styles

When you set, clear, and move tabs, the changes apply to the paragraph that contains your insertion point. Often, however, you'll want to use the tab settings for many paragraphs—or an entire document. Here are the ways you can do that:

- **Set the tabs before you start typing.** This is a common trick if, for example, you need to insert a little columnar table in the middle of a report. Each time you press Return to begin a new line, the same tab stops will be available.
- **Select all paragraphs.** If you've already done some (or a lot of) typing, select the paragraphs by dragging over them, or press ⌘-A to select the entire document. Set tabs as described above.
- **Make tab stops part of a style.** If you make your preferred tab stops part of a *style* (see page 129), you can apply them to any paragraph just by clicking that paragraph and choosing from the Style menu on the Formatting Palette. If you're *really* attached to certain tab stops, you can even make them part of your Normal style.

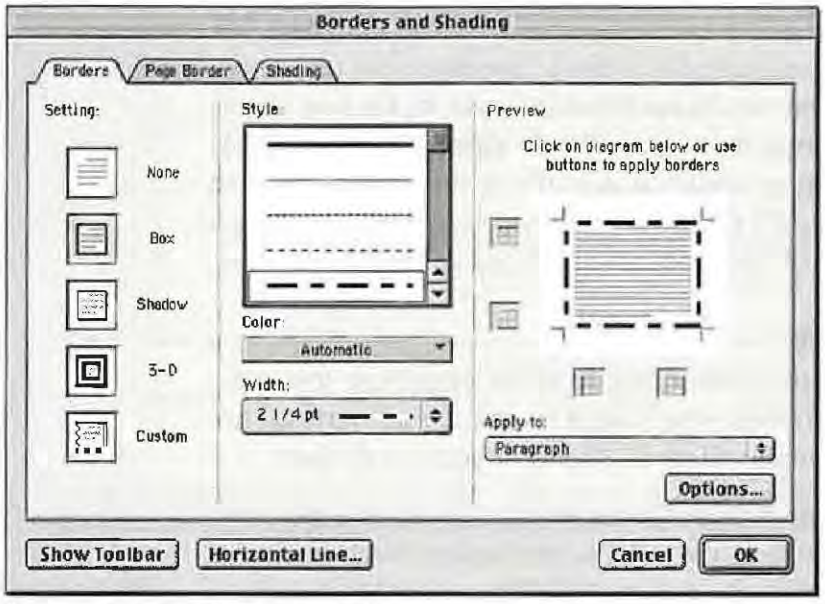
Tip: There are buttons for tabs, as well as other controls for alignment and spacing, on the Ruler *toolbar*. To open it, choose View→Toolbars→Ruler.

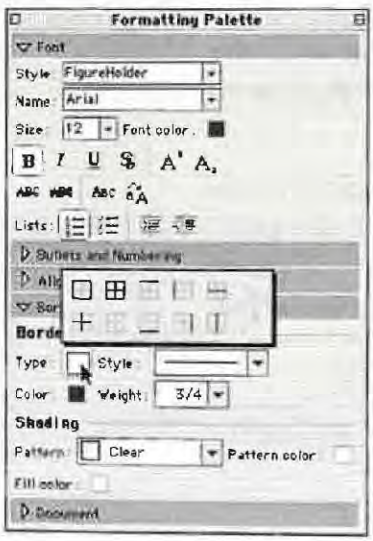
Borders and Shading

Black text on a white page is clear and easy to read, but it can get monotonous. When a little zest is required, you can use borders, background shading, and fill patterns to emphasize various parts of your document. For instance, light gray background shading can highlight a useful list in the middle of your article. A plain border can set off a sidebar from the body of your text. A fancy border can be part of an invitation.

Text and paragraph borders

To put a border around some text, first select it; to put a border around an entire paragraph, just click anywhere in the paragraph. Click the flippy triangle next to Borders and Shading on the Formatting Palette to expand it, as shown in Figure 3-10. The controls are:





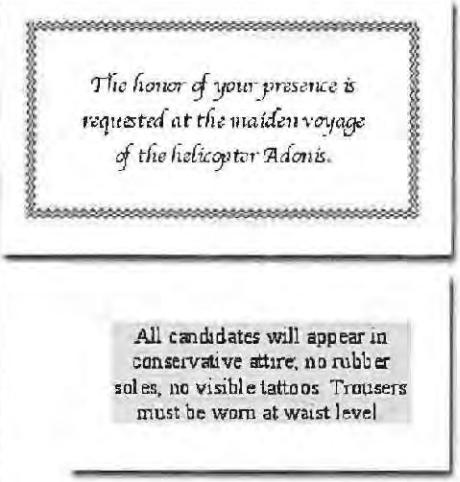


Figure 3-10:
Top: As you work, watch what happens in the Preview box at the right of the dialog box; however, the only way to see how the final result really looks is to go back to your document.

Bottom left: The Formatting Palette, expanded to show the border controls and the Type pop-up menu–the first step in applying a border–open.

Bottom right: Borders and shading can go from the ridiculous to the sublime. Here are two examples of borders used to different effect. Above, 3/4 point double wavy-line border, 12 points from text, no shading. Below: 15% gray shading, 1 point from text, no border.

- **Type.** Clicking the square icon next to Type opens a palette of placement choices for your border: a square, a line above or below, and so on. Click the one you want. The light dotted line, No Border, automatically disables the remaining controls described here.
- **Style.** This pop-up menu shows a selection of solid, dashed, and multiple line styles to apply to the border you've just specified.
- **Color.** Clicking the color square displays Word's standard palette of 40 colors. You can choose one, or click More Colors to use Office's color picking tools, as described on page 600.
- **Weight** denotes the thickness of the line in points (in 1/72 of an inch). The pop-up menu shows a variety of thicknesses ranging from 1/4 point to 6 points.

Extra features in the Borders and Shading dialog box

For more customization options than are available on the Formatting Palette, highlight the paragraphs you want to change and choose Format→Borders and Shading. The dialog box shown in Figure 3-10 opens. When you click the Borders tab, shown in Figure 3-10, you see these options:

- **Setting.** Most of the time, you'll choose to put a *box* around your paragraphs, as represented by one of the lower icons on the left. The shadow and 3-D options create a very professional, modern look.

  If you choose Custom, Word doesn't assume anything—not even that you want a four-sided box. As the Custom button itself implies, you can use a different line style on each side of the box—solid top and bottom and dotted on the sides, for instance. Click the sides you wish to use from the buttons in the Preview panel, then design each one in the Style panel. If you wish to make changes, click the side button again.
- **Style.** Choose a line style, a width in points, and a color.
- **Horizontal Line.** Rather than a border, this tool adds a horizontal line *under* the paragraph in question. The line is actually a picture embedded into your document; that's why the lines you choose from are stored in a clip art folder. You also have the option of turning on "Link to File" to make the line a *linked object* instead of an embedded one. (See page 547 for more detail on linked and embedded objects.)
- **Options.** Clicking the Options buttons opens a dialog box where you can choose how far away from the text you want to set your border. The default settings are 4 points on each side, 1 point top and bottom. If you have room, consider increasing the amount of space between text and border for a clean, elegant look.

Note: If your text is in a *text box* (see page 144), don't add a border around it—you'll just end up with two borders. Text boxes come with *built-in* borders, which you can format using the line tools on the Drawing toolbar (see page 593) and the Colors and Lines tab of the Format→Text Box tab.

That said, you *can* put borders on parts of the text *inside* text boxes. (If you also want to hide the border surrounding the text box, click the border, then choose No Line from the Line Color palette on the Drawing toolbar.)

Once your border is complete, click OK. You can now use the tools in the Borders and Shading section of the Formatting Palette (or the Tables and Borders toolbar) to make further refinements.

Page borders

When it's time to create a title page, certificate, or phony diploma, nothing says "professionally published" like a handsome border around the edges of your page. To add one, choose Format→Borders and Shading→Page Border tab. (The Formatting Palette has no controls for adding a page border.)

Most of the tools for designing a page border are the same as for a paragraph border as described above. But page borders trace the page margins, regardless of the size or amount of text on the page. The page border changes size automatically as you change the margins.

The Page Border tab contains a few extra features specific to page borders:

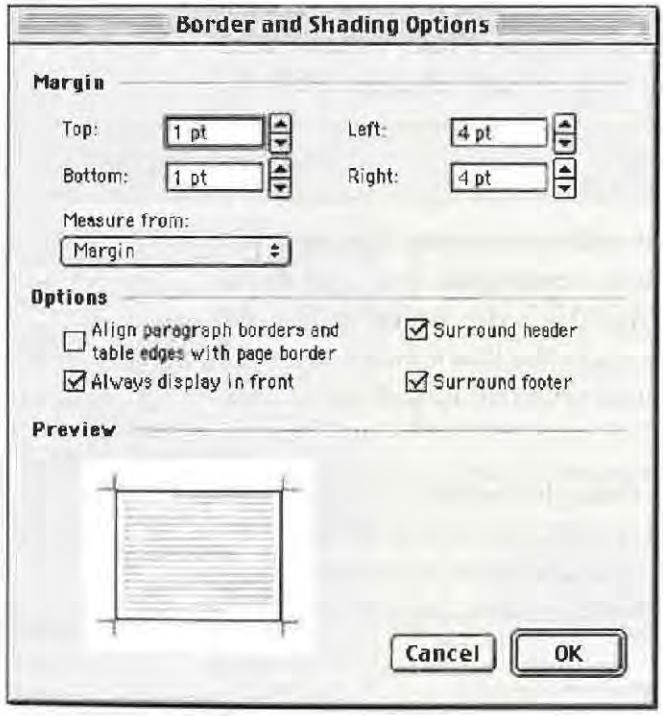


Figure 3-11:
The Margin settings control the distance of the text *from the margin (or the paper edge, depending on what you choose from the "Measure from" menu). The border, however, still hugs the margins. In other words, when you increase the Margin settings in this dialog box, the text area will get smaller as it moves further in from the page margins. (Yes, some of the text may have to flow onto the next page as you do this.)*

- **Art.** The Art pop-up menu offers dozens upon dozens of small clip-art border motifs in repeating patterns (little marquees, banners, and, for those "You've Been Potty-Trained!" certificates, ice-cream cones).
- The **Apply to** menu on the Page Border tab lets you put a border on the first page of your document or section only. (Can you say "title page"?)
- **Options.** The Options button opens a dialog box with settings that control how the border frames the page, including the Margin settings described in Figure 3-11.

  "Align paragraph borders and table edges with page border" does more than align them. It actually *connects* them if they're adjacent. Thus, the side borders of a paragraph will extend out to and meld with the side borders of the page.

  Turn on "Always display in front" unless you plan to place text boxes or images *over* the page border. (If you do so, you may want to give the border a lighter shading or lighter color.)

  The "Surround header" and "Surround footer" options determine whether or not the page border encompasses the header and footer (see page 179) along with the rest of the page.

Shading

When you decide to fill in a gray or colored background behind a paragraph or text box, the key words to remember are *light* and *subtle.* Patterns and shading can make text difficult to read, and the interference is often worse on the printed page than on screen.

To put a fill or pattern behind some text, first select it the text (or click anywhere in a paragraph). Click the flippy triangle next to Borders and Shading on the Formatting Palette to expand it, as shown in Figure 3-12.

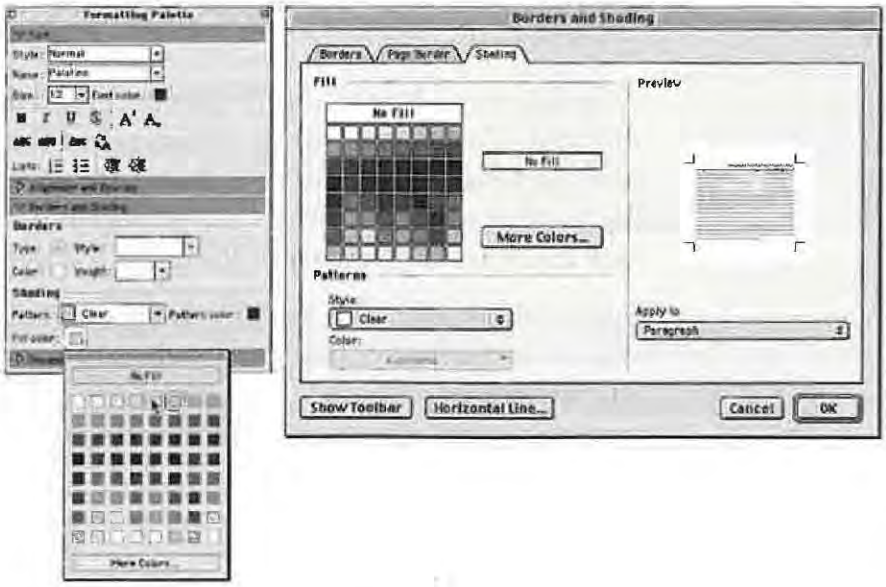


Figure 3-12:
Left: The Formatting Palette shows that even if you don't think you're using a pattern, you are. Text with no background or a plain, unshaded fill color has a clear *pattern. The Fill color is a background that underlies both text and any pattern you apply.*

Right: The Borders and Shading dialog box offers more options.