

Sample Word Settings Files

Introduction

You can make Microsoft Word 4.0 work more efficiently and comfortably by customizing menus and command keys. However, the program's arcane interface and overwhelming number of options make it difficult to know how to start.

The enclosed materials serves as a "kit" to help you get started on customizing Word. It consists of the following items:

- Chapter 11 from my book, *Microsoft Word 4.0 for the Macintosh*: "Setting Defaults and Customizing Word." (The text has been reformatted slightly for your convenience in printing: the Normal font has been changed from Garamond to Palatino and the margins have been changed for standard size paper.) This is copyrighted material, but you may print it for personal, non-commercial use.
- Three sample customized Word Settings files, showing a range of simple, moderate, and complex modifications.
- Worksheets to help you choose and record custom command keys.

If you wish more information on learning to use Microsoft Word 4.0 efficiently, purchase my book, *Microsoft Word 4.0 for the Macintosh*, published by MIS:Press (\$21.95, retail). You can buy this book from your local bookstore, from the publisher, or directly from me. If you order it from me, you can save \$3.00 (with free shipping in the U.S.). To order, send a check or money order for \$18.95 to:

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Please allow 2-3 weeks for delivery.

Your comments, corrections, and suggestions are welcome. Send them to the above address, or by electronic mail via one of the following info services:

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Examples

This package contains three sample settings files:

- Word Settings.beginning
- Word Settings.intermediate
- Word Settings.advanced

These files demonstrate some of the modifications I find most useful in my work. Of course, each person's needs and tastes are different, so consider these files as a starting point for your own customization, rather than a final product.

Word Settings.beginning

File Menu

Added: **Fractional Widths** (File/Page Setup)

The **Fractional Widths** command provides better spacing on PostScript printers such as the Apple LaserWriter, but makes the screen harder to read.

Edit Menu

Added: **“Smart” Quotes** (Edit/Preferences)

I like to have **“Smart” Quotes** on for regular work, but off for Print Merge and telecommunications work.

Format Menu

Added: **Paragraph Borders** (Format/Paragraph)

Cell Borders (Format Cells)

I added **Paragraph Borders** and **Cell Borders** so I don’t have to go through other dialog boxes to get to them.

Document Menu

Added: **Select Whole Document** (Commands Dialog Box)

Insert New Section (Commands Dialog Box)

I’ve added two commands that are not always easy to remember if they are not on a menu: **Select Whole Document** and **Insert New Section**.

Work Menu

Added: **Add to Menu** (Commands Dialog Box)

Assign to Key (Commands Dialog Box)

Fast Save Enabled (Commands Dialog Box)

Open Documents with Ruler (Commands Dialog Box)

Use Picture Placeholders (Edit/Preferences)

Normal Paragraph (Commands Dialog Box)

Move to Next Page (Commands Dialog Box)

Move to Previous Page (Commands Dialog Box)

To keep the other menus from being overloaded (especially on a small screen), I added the **Work** menu. In the Commands dialog box, you can use the popup menu to change the choice of menu for any command. I also added “separator” lines to group commands. The separator line command is the last one in the list of commands in the Commands dialog box.

Add to Menu and **Assign to Key** allow you to make changes to menus and keys “on the fly” without using the Commands dialog box.

Fast Save Enabled allows you to turn off Word’s default “Fast Save” mode for saving documents. (This mode saves changes only instead of rewriting the entire document.) You should turn Fast Save off when you export MS Word files to programs such as PageMaker, Ready,Set,Go!, and Quark Express.

Open Documents with Ruler allows you to set a default for automatic rulers on new windows and documents.

Use Picture Placeholders allows you to mask graphics for faster scrolling.

Normal Paragraph allows you to change a paragraph’s character and paragraph formatting to match the Normal style definition.

Move to Next Page and **Move to Previous Page** have been assigned keys for one-key scrolling. The Move to Next Page symbol is misleading — it’s really the “+” key on the number keypad.

Word Settings.intermediate

This file builds on the settings shown in the beginning file. Commands already explained in the previous section (Word Settings.beginning) are marked with a superscript “b.” (b)

File Menu

Added: **Fractional Widths** (File/Page Setup)^b
Removed: **Print Preview** (moved to Document menu)

Edit Menu

Added: **“Smart” Quotes** (Edit/Preferences)^b
Changed: **Select Whole Document** (to Command-A)
 Edit/Format Again (to Command-Option-Shift-A)

Select Whole Document has been added to the Edit menu and assigned the “Command-A” key consistent with other Macintosh programs. The **Edit/Format Again** command key has been changed to “Command-Option-Shift-A.”

Format Menu

Added: **Paragraph Borders** (Format/Paragraph)^b
Removed: **Cells...** (to Work Menu)

Document Menu

Added: **Insert New Section** (Commands Dialog Box)
Moved: **Print Preview** (File Menu)

All the “Views” have been gathered into one section. **Print Preview** has been moved here from the File menu.

Utilities Menu

Added: **Add to Menu** (Commands Dialog Box)
 Assign to Key (Commands Dialog Box)

Add to Menu and **Assign to Key** allow you to make changes to menus and keys “on the fly” without using the Commands dialog box.

Work Menu

Added

- Fast Save Enabled** (Commands Dialog Box)^b
- Open Documents with Ruler** (Commands Dialog Box)^b
- Use Picture Placeholders** (Edit/Preferences)^b
- Normal Paragraph** (Commands Dialog Box)^b
- Move to Next Page** (Commands Dialog Box)^b
- Move to Previous Page** (Commands Dialog Box)^b
- Insert Rows** (Format/Cells Dialog Box)
- Insert ¶ Above Row** (Format/Cells Dialog Box)
- Delete Rows** (Format/Cells Dialog Box)
- Insert Columns** (Format/Cells Dialog Box)
- Delete Columns** (Format/Cells Dialog Box)
- Cell Borders** (Format/Cells Dialog Box)

Moved: **Cells...** (from Format menu)

All the **Table** commands have been collected into one menu, instead of being scattered among the Edit, Format, and Document menus. Several “hidden” Table commands have been added to the menu: **Insert Rows, Insert ¶ Above Row, Delete Rows, Insert Columns, Delete Columns.**

Word Settings.advanced

This file builds on the settings shown in the beginning file and intermediate files. Commands already explained in the previous sections (Word Settings.beginning and Word Settings.intermediate) are marked with a superscript “b” (^b) or superscript “i” (ⁱ) respectively.

I added a number of command keys for this settings file and removed commands I don’t normally use, in order to unclutter menus. I also changed the order of items (a tedious process, as all menu items have to first removed, then added again in the desired order).

File Menu

Added: **Fractional Widths** (File/Page Setup)^b

Removed **Print Preview** (moved to Document menu)ⁱ

As I don’t use it, I removed the Microsoft Mail options.

I added the following key commands:

Save As...	Command-Option-3
Print Merge...	Command-Option-Shift-M
Page Setup...	Command-Option-Shift-P
Fractional Widths...	Command-Option-Shift-W

Edit Menu

Added: **“Smart” Quotes** (Edit/Preferences)^b

Show Hidden Text (Edit/Preferences)

Changed **Select Whole Document** (to Command-A)

Edit/Format Again (to Command-Option-Shift-A)

I reorganized the command order.

I added **Show Hidden Text**

I added the following key commands:

Preferences...	Command-Option-Shift-Enter
Commands...	Command-Option-Enter
Smart Quotes...	Command-' (single quote)

Format Menu

Added: **Paragraph Borders** (Format/Paragraph)^b
 Hidden Text (Format/Character)
 Redefine Style from Selection (Commands Dialog Box)

Removed: **Cells...** (to Work Menu)ⁱ

If you work with styles, the **Redefine Style from Selection** command is indispensable. It allows you to quickly revise styles from revisions in the text, bypassing the need to go into dialog boxes.

I added the **Hidden Text** command (useful for indexing and table of contents commands).

I added the following key commands:

Paragraph Borders...	Command-Option-Shift-B
Section...	Command-Option-4
Document...	Command-Option-Shift-D
Position...	Command-Option-5
Redefine Style from Selection	Command-Option-Shift-R

Document Menu

Added: **Insert New Section** (Commands Dialog Box)ⁱ
Moved: **Print Preview** (File Menu)ⁱ

I added the following key commands:

Open Header...	Command-Option-Shift-Up Arrow
Open Footer...	Command-Option-Shift-Down Arrow
Insert Graphics	Command-Option-Shift-G

Utilities Menu

Added: **Add to Menu** (Commands Dialog Box)ⁱ
 Assign to Key (Commands Dialog Box)ⁱ

I added the following key commands:

Hyphenate...	Command-Option-Shift-H
Renumber...	Command-Option-Shift-R

Work Menu

Added

- Fast Save Enabled** (Commands Dialog Box)^b
- Open Documents with Ruler** (Commands Dialog Box)^b
- Use Picture Placeholders** (Edit/Preferences)^b
- Normal Paragraph** (Commands Dialog Box)^b
- Move to Next Page** (Commands Dialog Box)^b
- Move to Previous Page** (Commands Dialog Box)^b
- Insert Rows** (Format/Cells Dialog Box)ⁱ
- Insert ¶ Above Row** (Format/Cells Dialog Box)ⁱ
- Delete Rows** (Format/Cells Dialog Box)ⁱ
- Insert Columns** (Format/Cells Dialog Box)ⁱ
- Delete Columns** (Format/Cells Dialog Box)ⁱ
- Cell Borders** (Format/Cells Dialog Box)ⁱ

Moved:

- Cells...** (from Format menu)ⁱ

I added the following key commands:

Use Picture Placeholders	Command-Option-Shift-X
Table...	Command-Option-Shift-T
Cells...	Command-Option-Shift-C
Cell Borders...	Command-Option-Shift-I