CHAPTER ELEVEN

Setting Defaults and Customizing Word

Microsoft Word provides unprecedented capabilities for customizing the program to suit your needs and tastes. For example, you can customize Word in the following ways:

- Set defaults (predefined settings present when the program starts up) for basic document and section specifications such as margins.
- Save multiple configurations for different applications or users.
- Control "environmental" display and operation defaults.
- Add and remove menu commands.
- Add and remove command key assignments.
- Set default styles.

Configuration Files

Word saves defaults and customized settings in a **configuration file**. The first time you use the program, Word creates a default configuration file in your computer's System Folder called "Word Settings (4)." (The "4" distinguishes it from the Word 3.0

configuration file called simply "Word Settings.")

When you quit from Microsoft Word, the program updates the configuration file with any changes you made during the working session. If you suffer a Macintosh "bomb" during your work session and have to restart the computer, you lose any configuration changes you made during that work session.

You can create multiple configuration files, give them arbitrary names, and save them in any folder or disk of your choice. (Instructions for these operations are explained later in this chapter.) Each time you start Word, however, the program

automatically loads the default Word Settings (4) configuration file so that you have to specifically load any other configuration file you plan to use. (However, you can start Word by double-clicking on a configuration file icon, thereby loading that configuration at the same time.)

Setting Document Defaults

You can change document and section defaults by alternating specifications and clicking the "Set Default" button in the Document and Section dialog boxes. For example, to change your left and right margins from the preset 1.25 inches to 1 inch, follow these steps:

1. Open the Document dialog box (Format menu).

2. Change your left and right margins to 1 inch.

3. Click the "Set Default" button.

4. Close the dialog box. The next time you start the program, Word creates 1 inch margins for all new documents you create. (Defaults don't take effect until you quit from Word and start it up again. Setting defaults has no effect on existing documents.)

You can set Page Setup defaults by putting an "X" in the "Set Defaults" box in the Page Setup dialog box.

You can set "Print" dialog box defaults for some boxes within the dialog box, such as "Print Hidden Text," by making the change and printing a file. Other settings, such as page range to print, don't persist after you close the dialog box. This dialog box is awkward in that you actually have to print to make a change. (If you don't want to actually print a file, you must start to print, and then abort the operation with the cancel ["Command-Period"] command. Otherwise, Word doesn't save the change as a default.)

Environmental Defaults

Environmental settings control how Word displays text and

operates. The fundamental setting is the Short menus/Full menus toggle command on the Edit menu. The Preferences dialog box, shown in Figure 11-1 (with default settings),

controls the remaining environmental settings. Word automatically saves Preference changes in the configuration file when you quit.
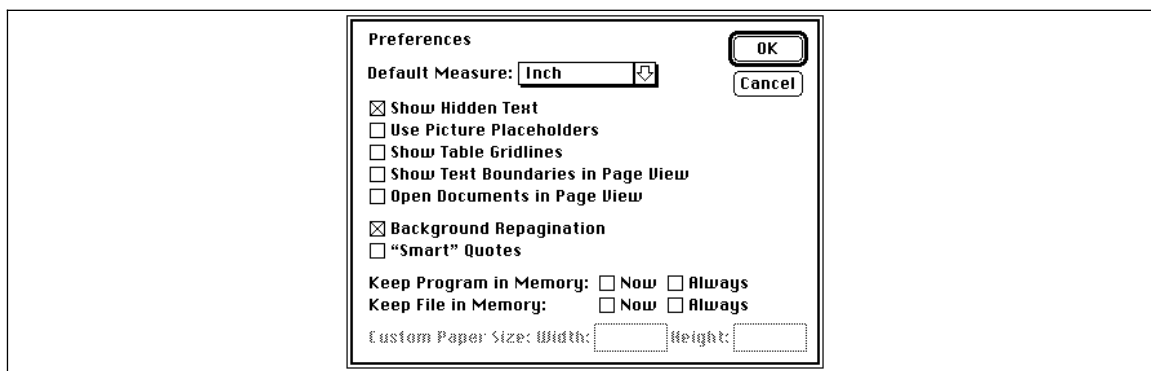
Figure 11-1 Preferences dialog box.

Display Defaults

Many of the Preferences dialog box settings control display defaults, as shown in Table 11-1 (see following page). The default measure applies only to horizontal (ruler) settings. Vertical spacing (line and paragraph spacing, etc.) is always in points. You can enter a specific figure, using other dimensions, such as inches; for example, you can type ".5 in" for "After:" in the Paragraph dialog box. However, the box always displays points when you reopen; in this case, you would see "36 pts."

Unfortunately, Word divides the pica ruler into tenths instead of points (twelfths), the division normally used for picas.

Operational Defaults

Two settings control how Word operates. If "Background Repagination" is on, Word automatically calculates page breaks as you type. "Smart Quotes" automatically puts in typographic quotation marks ("curly" quotes) when you press the regular quotation mark keys. It doesn't change quotation marks on documents you import into Word.

PREFERENCE	DEFAULT	COMMENTS
Default measure (for ruler)	Inches	Can be changed to points, picas, or centimeters.
Show Hidden Text	On	Hidden text appears on screen (with dotted underline when "Show ¶" is on). Use Print dialog box to control printing of hidden text.

Use Picture Placeholders	Off	Replaces graphics with gray screen to speed up scrolling. (Has no effect on printing.)
Show Table Gridlines	Off	Places gridlines around tables whether "Show ¶" is on or off.
Show Text Boundaries in Page View	Off	Places gridlines around text blocks whether "Show ¶" is on or off.

Table 11-1 Display defaults.

Memory Defaults

Memory refers to the "RAM," or working memory, available only while your computer is on. Word provides two settings in the Preferences dialog box that affect memory: "Keep Program in Memory" and "Keep File in Memory." When these settings are off, Word pulls some information from disk while you work on a file. The more information Word keeps in memory, the faster the program operates. However, even if you turn these settings on, Word still accesses the disk if you don't have enough memory. In practical terms, you may not see much performance improvement unless you have more than one megabyte of memory. If you are tight on memory (for example, when using MultiFinder), you may experience fewer problems by keeping one or both memory settings turned off.

Custom Paper Size

Because the "Custom Paper Size" option only applies to ImageWriter printing, it appears dimmed when you set up for LaserWriter printing.

The Commands Dialog Box

The Commands dialog box, shown in Figure 11-2, provides useful controls:

- You can save and open configuration files.

- You can see all the commands available in Word (including many not displayed on menus).
- You can save lists of commands to a file and print out the file as a reference aid.
- You can look up an explanation of any command.
- You can add, remove, and switch menu commands.
- You can add and remove command key assignments.
- You can execute any command from the dialog box.
- You can change many dialog box settings and defaults.
- You can reset all settings to Word's original default specifications.
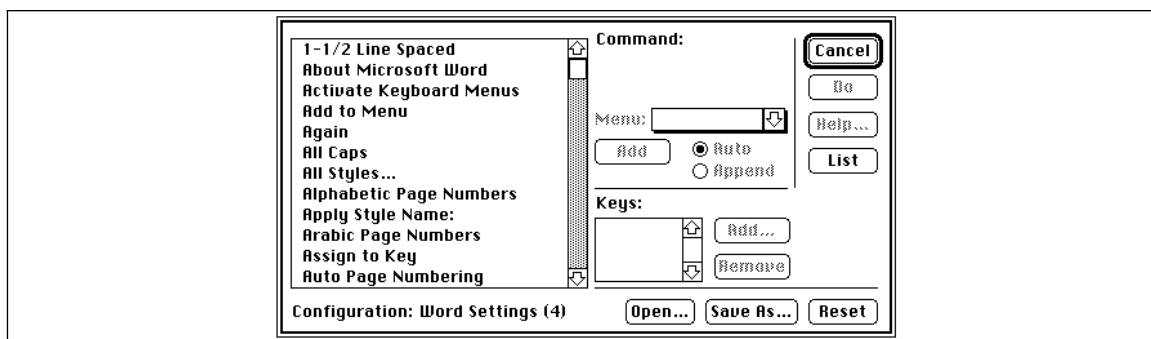
Figure 11-2 Commands dialog box.

"Cancel" Warning

Before going any further, you need to know about Microsoft's eccentric use of the "Cancel" button in some dialog boxes, especially the Commands dialog box. In most Macintosh programs, clicking on the "Cancel" button exits you from the dialog box and abandons any changes you made in the box. While this is true in most Microsoft Word dialog boxes as well, in a few cases, clicking the "Cancel" button means "exit and keep the changes." If you make changes in the Commands dialog box, such as adding or removing commands from menus, clicking "Cancel" *confirms* these changes and returns you to the editing screen. You can use the Commands dialog box's "Reset" button to undo changes you have made, but it removes all changes you made since you last saved or opened

the configuration file. In other words, "Reset" doesn't limit itself to the changes you just made while the dialog box was last open, it undoes all changes you made every time the dialog box was open.

The Print Preview window provides another example of "Cancel" abuse. As a general rule, if you see a "Cancel" button but no "OK" button, you are probably looking at the "bad Cancel." (Even this rule is not ironclad, as the "Cancel" button in the Define Styles dialog box — which has an "OK" button — sometimes works as a "Cancel" and sometimes works as an "OK.")

For this reason, be cautious when you experiment with the Commands dialog box. Use "Save As" to save your configuration in an alternative configuration file (as explained in the next section) before making drastic changes.

Saving and Opening Configuration Files

The first time you use Word, the program automatically creates the default "Word Settings (4)" configuration file in the System Folder. Each time you quit from Word, the program automatically updates the "Word Settings (4)" file.

You may wish to create alternative configuration files. For example, you might want one for everyday work and another for a large project such as a book. If several people share a computer, each person may want to have his or her own configuration file. Use "Save As" to create new configuration files, naming and locating them as you please. The current configuration file's name always appears in the bottom left of the dialog box.

When you start up the Word program, it always opens the "Word Settings (4)" configuration file. You have two ways of opening other configuration files:

- Open Word, open the Commands dialog box, and use the "Open" button to locate and open the desired configuration file.

- Start Word by double-clicking on the desired configuration file.

On rare occasions, a configuration file becomes damaged and affects Word's operation. If Word is malfunctioning, or causing repeated Macintosh bombs, try removing the active configuration file from your disk as part of your troubleshooting.
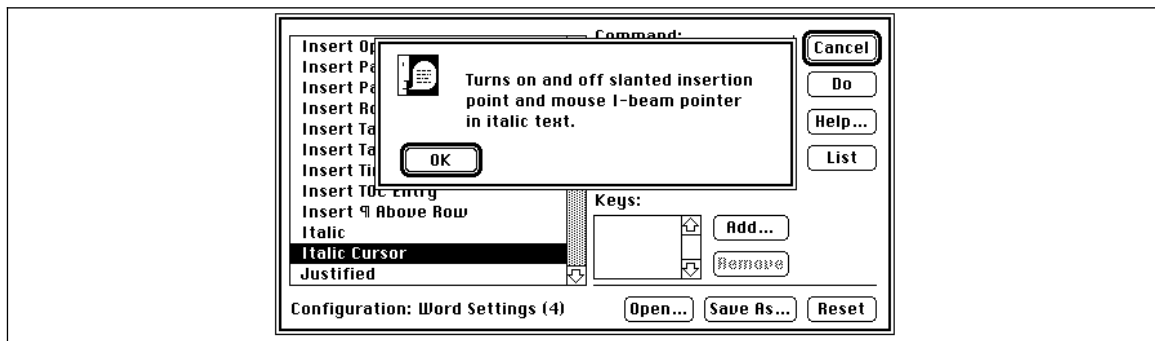
Listing Commands

Word provides around 300 commands (including many dialog box options listed as separate commands in the Commands dialog box). The default menus display only about a third of these commands. By browsing through the Commands dialog box, you can find interesting and useful commands you never knew existed.

Browsing the Commands List

Use the scroll bars to browse through the commands list on the left side of the dialog box. When you select a command by clicking on its name, Word shows menu and key assignments, if there are any.

Commands Help

Use the Command dialog box "Help…" button to get information on unfamiliar commands by selecting the unknown command, and then clicking the "Help" button. Word displays a brief definition message, as shown in Figure 11-3 .

Figure 11-3   Commands Help message.

Creating List Files

Use the "List" button to create files listing Word's commands, and print out the files to use as reference aids. Word creates two types of command list files:

- Click "List" to create an alphabetical list of **assigned commands**. This list contains all commands assigned to a menu, to a key, or both. It omits all unassigned commands.

- Hold down the "Shift" key and click "List" to create an alphabetical list of **all commands**. This list contains assigned and unassigned commands.

The list appears in table format (see Chapter 20 for more information about tables). You can use the "Sort" command to list commands by menu or by key command. The MIS:Press tutorial disk contains sorted lists of commands to help in planning customization. [1*]

Menu Assignments

When you select a command in the dialog box, Word indicates whether or not the command is already assigned to a menu. If the command is already assigned, the "Menus:" box shows the menu containing the command in dimmed letters. Clicking the "Remove" button removes the command from the menu.

*Caution: Do not remove vital commands such as "Save," "Open," and "Commands" from menus.*
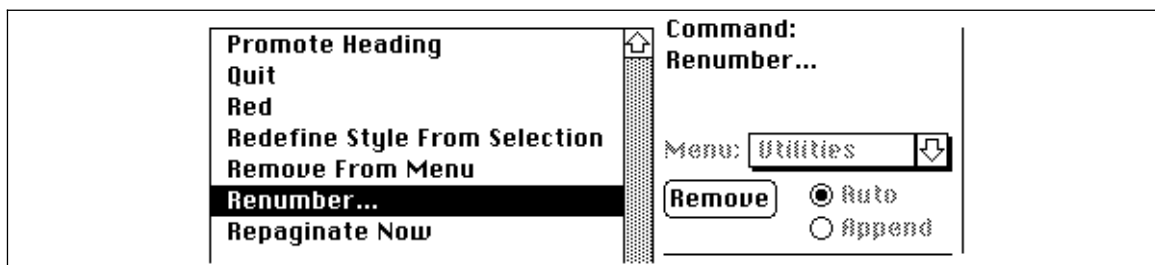
Figure 11-4 Assigned command.

If the command isn't assigned, the "Menus:" box shows the default menu type for the command in dark letters and the action button changes to "Add," as shown in Figure 11-5.

Each unassigned command has a default menu type and a default position on that menu. You can accept or modify these defaults as follows:

[1*] Also available as a public domain file on several bulletin boards.

- Click on the "Add" option to assign the command to the default menu shown in the "Menu:" box, in the default position on the menu, indicated by the "Auto" button.

- Click on the "Append" button before clicking the "Add" button to add the command to the bottom of the menu instead of putting it in the default position.

- Open the pop-up menu to select a different menu type before clicking the "Add" button.
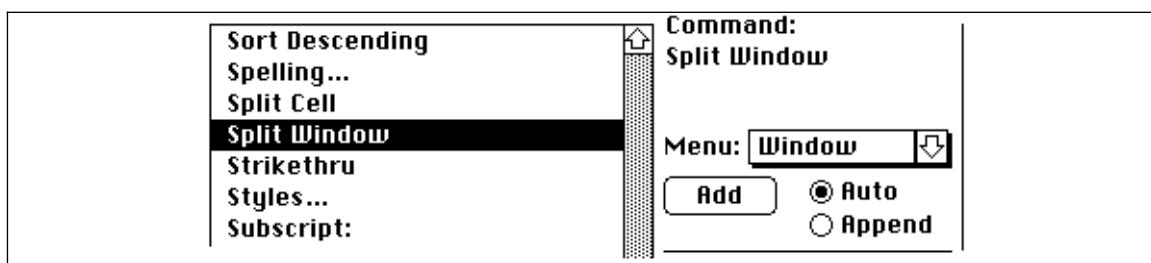
Figure 11-5 Unassigned command.

Work Menu

When you assign certain commands (such as styles) to a menu, Word creates a new menu called the "Work" menu, intended to hold miscellaneous items that don't fit neatly on other menus.

Assigning by Key

Some commands can be assigned to menus by a key command, removing the need to use the Commands dialog box. The assign key sequence is "Command-Option-Plus" (the key that has the equal sign and the plus sign — but it is easiest to think of it as "Command-Option-Plus" because this key combination causes the mouse pointer to turn into a plus sign).

For example, you must first open the Paragraph dialog box before you can open the Paragraph Borders dialog box. If you frequently use paragraph borders, you might want to add the command as a separate menu item. Follow these steps:

1. Open the "Paragraph" dialog box (Format menu).

2.   Press "Command-Option-Plus." The mouse pointer turns into a plus sign.

3.   Click the plus pointer on the "Borders" button. The top of the screen flashes, indicating the command has been successful. To double-check, pull down the Format menu and locate the new command: "Paragraph Borders…."

You can add a variety of commands, using the "Command-Option-Plus" pointer, including the following:

- **Fonts.** To add a font to the Font menu, click the font name in the Character dialog box.

- **Point Sizes.** To add a point size to the Font menu, open the Character dialog box, type the point size, and click it with the plus pointer.

- **Styles.** To add a style to the Work menu, activate the plus pointer and click the style name in a dialog box or in the style name area at the bottom of the screen.

You can assign many of these specifications through pop-up menus in the Commands dialog box, but the method described above is faster and easier.

Removing Menu Commands

To remove a command from a menu, follow these steps:

1.   Press "Command-Option-Minus" (the hyphen key on the main keyboard — but it is easiest to think of it as "Command-Option-Minus"). The mouse pointer turns into a minus symbol.

2.   Open the appropriate menu, and click the minus sign pointer on the command you want to remove. The top of the screen flashes and the menu closes.

Reopen the menu to confirm the command has been removed.

Key Assignments

You can add and remove key assignments for any command. If the command also appears on a menu, the menu shows the key assignment. You can assign more than one key to a command, but only one key appears on the menu.

When you select a command in the dialog box, Word shows existing key assignments in the "Keys:" box, as shown in Figure 11-6.
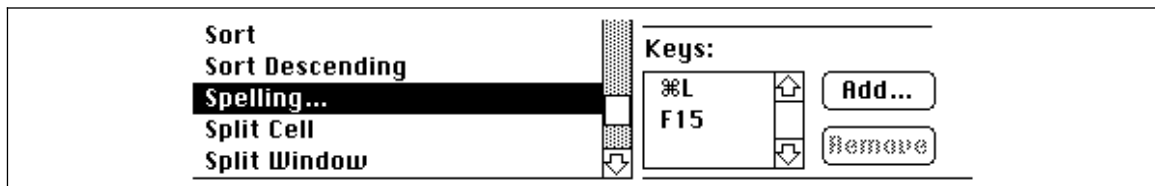
Figure 11-6 Key assignments in Commands dialog box.

Table 11-2 lists the special symbols used to represent various keys.

KEY SYMBOL	KEY	KEY SYMBOL	KEY
⌘	Command Key	▬	Spacebar
⌥	Option Key	⌫	Delete (Backspace) Key
⇧	Shift Key	←	Cursor Arrow Key
⌨	Numeric Keypad	✐	Clear Key (Number Keypad)
↩	Return Key	⇥	Tab Key
⌤	Enter Key	F9	Function Key

Table 11-2 Command Key Symbols.

Adding a Key

To add a key, follow these steps:

1. Select a command from the list in the Commands dialog box.

```
Type the keystroke for the "Open Footer..."
command.


        [ Cancel ]
```
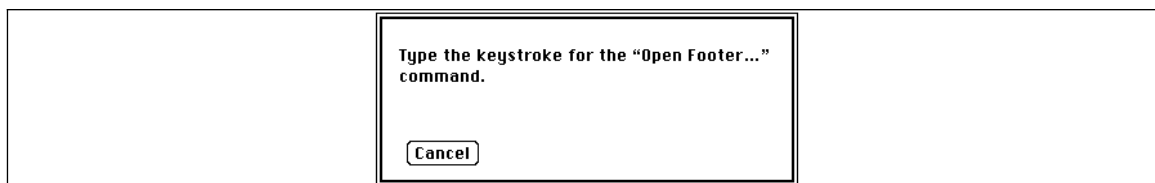
Figure 11-7   Assign key prompt.

> 2.   Click the "Add…" button. Word displays the dialog box shown in Figure 11-7, prompting you for a key.

> 3.   Type your command key choice. If the key is unused, it appears in the box. If the key is already assigned to another command, Word displays the warning shown in Figure 11-8. Click "Cancel" to protect the original key assignment; click "OK" to reassign the key.

```
  /!\    Is it OK to remove ⌘⌥F from the
         "Delete Forward" command?
 [[ OK ]]   [ Cancel ]
```

Figure 11-8   Command key conflict warning.

Removing a Key

To remove a key assignment, follow these steps:

> 1.   Select a command from the list in the Commands dialog box.

> 2.   Click the key assignment you want to remove in the "Keys:" box.

> 3.   Click the "Remove" button.

Using a Key Command to Assign Keys

You can use the "Assign to Key" command to assign keys without using the Commands dialog box. You can assign "Assign to Key" to a menu, or you can use the "Command-Option-Left Arrow" key command. (This key command combination may vary on some keyboards.) To assign by key, follow these steps:

1.   Press "Command-Option-Shift-Left Arrow." The mouse pointer changes into a cloverleaf command symbol.

2.   Click the name of a command. The command can be on a menu, in a dialog box, or in the style name area. Word prompts you for the command key.

3.   Press the desired command key. (If this key is already assigned, Word cautions you.)

To remove a key assignment, you must use the "Remove" button in the Commands dialog box. You can't remove it by key or menu command.

Available Keys

Because so many keys are already assigned to Word's commands, you may find it difficult to locate unused keys. The MIS:Press tutorial disk contains charts showing both assigned and unassigned keys to aid you in customizing Word. Here are some useful groups of *mostly* unused keys:

- Command 0-9
- Command-Option 0-9
- Command-Shift 5-9
- Command-Option-Shift A-Z and 0-9

Executing Commands

Select a command name and click the "Do" button to execute the command from within the dialog box. Your cursor position or selection must be appropriate for the command to operate.

Resetting Commands

The "Reset" button in the Commands dialog box provides three ways to change your configuration:

- Clicking "Reset" restores the configuration to the state before you last opened a configuration file or before you last saved the current file, whichever came last.

- Clicking "Reset" while holding down the Shift key restores the configuration to Microsoft's defaults (the state when Word is started for the first time). This can be handy if you share a computer and someone alters the configuration so drastically that you have trouble using the program.

- Clicking "Reset" while holding down the Option key assigns every command to a menu, producing the longest menus you have ever seen on a Macintosh. It's fun to take a look at the results of running this command, even though it's not of much practical use.

Setting Style Defaults

Styles are commands that store a group of paragraph and character formats under one name. When you apply a style to a paragraph, you apply all the style's formatting specifications in one step rather than in many steps.

One style — the "Normal" style — is always present in every document you create, as explained in Chapters 3 and 4. Because the default Normal style is set to 12-point New York, flush left, every new document you start automatically appears in that typeface and alignment. You can change the Normal style default to any specification you want. You can set defaults for other styles as well. See Chapter 12 for details on how to create and modify styles and set style defaults.

And Now for Something
Completely Different…

Someone at Microsoft was feeling playful when he or she worked on the Commands dialog box. Just for fun, try this :

1. Make sure a file window is open on the screen and open the Commands dialog box.
2. Select "Screen Test" from the commands list.
3. Click the "Do" button.
4. When you have watched enough, click the mouse to stop the display. Then click "Cancel" to return to your normal screen.