

# CCC Cybernetics FAST!™ Accessories for Microsoft Word™ 2.0x

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### 1. How to Install

If you did not unzip this unto a floppy, you will need to move all of these files to your A: drive.

The install.dot file should be in the root directory of drive A:

The \*.ini files should be in a sub directory called A:\FAST!

Insert your disk containing the files into drive A:. Start *Windows*™, then start *Microsoft Word*™. Close all active files. Then, open the *Word*™ Document Template “A:\Install.DOT”. The installation will prompt you for everything else.

When you exit *Word*™, it will ask you if you want to save changes to the Global Glossary/Document Template. Click “Yes”.

Note: If you are not familiar with the particulars of document template usage in *Microsoft Word*™, please read the next section...

### 2. Using the Accessories

To use the CCC Cybernetics FAST!™ accessories, choose “Macro” from the “Tools” menu. Then choose the accessory you would like to run. If you ever wish to abort the operating accessory, press the ESC key. This is not recommended, however.

Note: It is **much faster** if you add the accessories to your **toolbar**. See section below.

### 3. Global and Local Use

When an architect draws a floor plan, he/she will often use a template to trace common items, such as bathtubs or appliances. This saves a lot of time the architect would have spent drawing these items from scratch. *Microsoft Word*™ allows the user to establish document “templates” with many useful attributes, including style palettes, macros and toolbars.

For example, if I were doing company press releases on a regular basis, I might create a template that had my name and address as a press contact at the top, and styles established for headings and body text. I might also have a button on my

toolbar that uses a macro to startup my fax-modem and fax copies of my press release to all my contacts.

But, I wouldn't want all of this data to appear when I want to write a note to a friend. So, I store the press release information in a Document Template called "Press.DOT". That way the information will only appear when I create a new document based on my press release template—instead of every time I start *Word*<sup>TM</sup>. (Use "New" from the "File" menu instead of the "Default New" button on the toolbar to see your existing document templates.) This information is called "Template" or "Local" information. Changing the information in a document **based on** a template does **not** change the template itself, so you can re-use that template again and again without having to change anything.

But what if I **do** want an item to appear every time I start *Word*<sup>TM</sup>? *Microsoft Word*<sup>TM</sup> has its own template called "Normal.dot" that it uses to store functions and styles that are available every time you start the program. Macros stored in the "Normal" template are available **even if you open a different template**. This information is called "Global".

If you want the CCC Cybernetics FAST!<sup>TM</sup> accessories to be installed so that you can use them anytime, choose the "Normal.dot" This template will be in your WinWord directory. If you only want to use the tools sometimes, then choose a different template.

If you still aren't sure, check your *Microsoft Word*<sup>TM</sup> *Users Manual* for additional explanation.

#### 4. So What Do These DO, Anyway?

##### Revert

Revert restores the current document to its last save. (Say you are editing a document, and you realize that you have irreparably messed it up and want to return to your last save.) It is essentially the same as closing a document **without** saving, then opening it again.

##### QuickTools

QuickTools is a user-editable "Launch List" for *Microsoft Word*<sup>TM</sup>. (For example, you might frequently use "calculator" when you are typing documents at work. This will save switching to Program Manager, opening Accessories and launching calculator before you can return to your work.)

The launch window will store any five items. The "edit" button brings up a dialog where the user can add new items to the list by simply entering a description and the complete path and command line.

Please note, the total of your paths and descriptions should be less than 256 characters. However, unless you have exceptionally long paths, this should not be a problem.

## DocFormat

This accessory is designed for performing tedious pre-press operations on a *Word*<sup>TM</sup> document. It corrects a variety of common typist errors and corrects the document so it can be properly typeset. It also has several shortcuts for formatting bibliographies or lists of addresses.

DocFormat also stores four user-defined presets. This is useful if you use a certain combination of settings frequently. To save a preset, simply select the options you want and push the “Save as New Preset” button. A dialog box will prompt you for a name for your new preset and ask you which preset you would like to replace. The name may include spaces.

**IMPORTANT NOTE:** If you use the “Convert to Paragraph Spacing” Function, be sure to apply your styles **after** you run DocFormat. Applying paragraph styles before you do so may cause you to have to re-do all that work.

### 5. DocFormat, An In-Depth Explanation

If you are not a heavy-duty user of word processors, or are not an experienced typesetter, some of the features of DocFormat may be unclear. The following is a complete explanation of DocFormat’s features and why they are useful.

#### Convert Document to Paragraph Spacing

Ever look at a magazine or book and notice how all of the columns neatly line up at the bottom of the page, even though the text in the section might be different point sizes? Ever tried to do that yourself by double-spacing between paragraphs? It’s nearly impossible! Typesetters use something called “paragraph spacing” to line up text and prevent unsightly gaps.

*Microsoft Word*<sup>TM</sup> supports paragraph spacing, as well as “hard” and “soft” carriage returns. To see these characters in your *Word*<sup>TM</sup> document, press the “Show/Hide Special Characters” button on your Ribbon Bar. (It looks like a backward “P” with an extra line on it.) In your document, a hard return will look like the symbol on the “Special Characters” button. A soft return will look like an arrow with a tail on it—the same symbol as on the ENTER key on most keyboards.

Any typist knows that when you type on a manual typewriter, you must put a carriage return (or “hard” return) at the end of each line, and two at the end of each paragraph. Most people who use a word processor know that you should “let the text flow” in your paragraphs, and the computer will break the text at the correct places for you. However, most people who use a word processor still put two hard returns at the end of each paragraph.

When you use a page-setting program, such as *Aldus PageMaker*<sup>TM</sup> or *Quark Xpress*<sup>TM</sup>, or a sophisticated word processor such as *Microsoft Word*<sup>TM</sup> (Sorry, guys, *Word Perfect*<sup>TM</sup> for Windows does not fully support these features!) a paragraph should only have ONE hard return at the end of it.

“But won’t all the paragraphs run together?”, you ask. This is when you adjust the

paragraph spacing. To correct the paragraph spacing in a *Word*<sup>TM</sup> document, first highlight the paragraph. Then select “Paragraph...” from the “Format” menu. You will see an option group entitled “Spacing” with the options “Before” and “After”. Enter an appropriate value in these boxes. An appropriate value for 10pt. body text would be 0 inches before, and somewhere between .056 and .083 inches after. An appropriate value for a paragraph that is a heading would be .056 inches before, and .022 inches after. *Word*<sup>TM</sup> will also allow you to save paragraph spacing values as part of a style. As a matter of fact, the default styles Heading 1, Heading 2 and Heading 3 have paragraph space already built in!

“But what if I have a list in my document!” This is when you use a “soft” return. A soft return is like a hard return, but does not end the paragraph. It is useful when you don’t want text to run together, but you do not want space after it—nor do you want to change the paragraph style. An address, for example, should have a soft return at the end of each line and a hard return at the end of the whole thing. You can get a soft return in *Microsoft Word*<sup>TM</sup> by pressing SHIFT+ENTER at the same time.

In the DocFormat accessory, “Convert Document to Paragraph Spacing” takes a traditionally typed document and converts it to a correctly typed document with paragraph spacing. Anywhere there are two hard returns, it converts them to a single hard return. Anywhere there is a single hard return, it converts it to a soft return. It does not affect single, pre-existing soft returns. You will need to add the amount of paragraph spacing you want to your existing styles.(See directions above.)

### **Remove Boldface**

This will remove all **boldfacing** in a document.

### **Remove Italics**

This will remove all *italicizing* in a document.

### **Remove Underlines**

This will remove all underlining in a document.

A properly formatted document should **never** use underlining—if you look at underlined type, you will notice that it lays too close to the baseline of the characters, making them less readable. You will also notice there are tiny breaks in an underline between characters. This looks very unprofessional.

Your English teacher may have told you that book titles and the such should be underlined, and stories quoted. In reality, book titles should be **italicized** and stories quoted. Underlines exist because manual typewriters can not produce italicized type. Body text that is underlined for emphasis should be boldfaced.

“What if I want to make a heading look underlined for emphasis?” This is when you use what is called a “Paragraph Rule”. A paragraph rule is similar to an underline, but you can change the distance it is from your type and preserve readability. A paragraph rule is also a continuous line—there are no breaks between characters. You can also change its thickness and other attributes.

To give a paragraph a paragraph rule in *Word*<sup>TM</sup>, first highlight your selection. Then

choose “Border” from the “Format” menu. Click on the bottom of the “type” in the little picture on the left hand side of the dialog. Choose your line style from the pictures on the right, and then enter an appropriate number in the “Distance from Text” box. One point is good for 10pt. text.

### **Replace excessive spacing with tabs**

Manual typewriters are only capable of what is known as “monospaced type”. Monospaced type means that each character takes up **exactly** the same amount of space. Some fonts on your computer, such as Courier, are also monospaced.

Most modern fonts, however, are “proportional”, meaning that each character takes up a slightly **different** amount of space in order to increase readability. Traditional fonts that typesetters use, such as Times or Helvetica, have always been proportional fonts.

When a manual typist wants to type a numbered list, for example, he/she will commonly type the number and put five or so spaces in front of the item. This works fine for the typist because the typewriter is monospaced. Try and do the same thing on a computer with a proportional font, however, and the list ends up ragged!

Example:

Item One (1)    This is a list  
Item Two (2)    Using monospaced type.

Item One (1)    This is a list  
Item Two (2)    Using proportional type.

The solution? Use tabs instead of spaces! Tabs will ensure your type is always in the same place. To set tabs in *Word*<sup>TM</sup>, highlight your selection and click on the ruler where you want the tab to be.

DocFormat’s “Replace Excessive Spacing With Tabs” will replace sequences of three or more spaces with a tab.

### **Correct Dashes and Hyphens**

Your English Teacher probably also told you that you should put a double-hyphen or a hyphen with spaces around it between phrases. For example:

The chicken crossed the road to get to the other side--but he didn’t anticipate the fox!  
The chicken crossed the road to get to the other side - but he didn’t anticipate the fox!

Both of these, however, are incorrect. In typesetting, there are three major categories of dashes. They are the “hyphen”, the “en dash”, and the “em dash”. The dash that goes between compound words is the hyphen. The dash that goes between phrases is the em dash, which is slightly longer than the hyphen. The en dash is shorter than a hyphen, and is used for things such as dates or times.

You can access the en dash in *Word*<sup>TM</sup> by holding down the ALT key and typing 0150 on the numeric keypad. You can access the em dash by holding down ALT and typing 0151 on the numeric keypad.

The “Correct Dashes and Hyphens” option in DocFormat changes all traditional variations on the double-hyphen to an em dash. It also changes existing hyphens into non-breaking hyphens so phone numbers and compound words are not broken up over a line break.

### **Remove Trailing Spaces**

This removes trailing spaces at the end of paragraphs.

### **Make Addresses Into Independent Paragraphs**

Typists will often omit the double hard return when a description follows an address. “Make Addresses Into Independent Paragraphs” separates the address and the description into independent paragraphs so that you may apply a style to an address without affecting the description. For example, you may want to justify your descriptions, but you will want to left-set the addresses.

### **Boldface the First Line of Each Paragraph**

This will boldface the first line of every paragraph in your document.

This function is useful for lists of addresses or bibliographies. If you have a list of addresses, however, and you have put **hard** returns at the end of each line, don’t forget to “Convert to Paragraph Spacing”. *Word*<sup>TM</sup> considers **every hard return** the end of a paragraph, and so does DocFormat—if you don’t use paragraph spacing, your entire document will end up bold!

### **Sort Paragraphs in Alphabetical Order**

This will sort all the paragraphs in your document into alphabetical order.

This function is also useful for lists of addresses or bibliographies. Don’t forget—a hard return denotes the end of a paragraph here too! If your list of addresses **does not** use paragraph spacing and **does not have soft returns instead of hard returns** between each line, **they will end up jumbled!**

### **Remove Sentence Double-Spacing**

Traditional typists using a manual typewriter will put two spaces after every sentence. This is fine, since a typewriter uses monospaced type (see above for definition). However, the fonts you find on your computer are normally proportional. In a proportional font, such as Times, that extra space after a period or explanation point is already built into the font. If you put two spaces after each sentence, it will cause an unsightly gap and look far less professional than a sentence with only one space. “Remove Sentence Double-Spacing” removes these extra spaces between sentences.

### **Convert Quotes**

When most people want to use a quotation mark or an apostrophe, they use the straight up and down dash and double dash, normally found near the ENTER key on most keyboards. **Contrary to popular belief, these are NOT quotation marks or apostrophes.** These marks denote inches and feet, minutes and seconds, or division marks when referring to lines of latitude and longitude.

Quoted words and contractions should use what are called “typographer’s quotes” or

“curly quotes”. They can be accessed in *Word*<sup>TM</sup> by holding down the ALT key and typing numeric keypad 0147 (open quote), 0148 (closed quote), 0146 (apostrophe), or 0145 (reversed apostrophe).

Example:

This is a “correct” example of quotation marks. This sentence is about 4.5" long.

This is an "incorrect" example of quotation marks. This sentence is about 4.75" long.

DocFormat’s “Convert Quotes” will convert all inches and feet marks into proper quotations. When they are following an ordinal number, DocFormat will assume that they are denoting a mathematical expression and ignore them.

## 6. Adding Accessories to Your Toolbar

*Microsoft Word*<sup>TM</sup> will allow you to create a custom toolbar. If you would like to add the CCC Cybernetics FAST!<sup>TM</sup> accessories to your toolbar, first open the original document template that contains the accessories. If you have installed the accessories globally, you do not need to open anything.

Choose “Options...” from the “Tools” menu. Scroll down the “Categories” icon-bar on the left of the dialog until you see the icon for “Toolbar”. Click on the “Toolbar” icon.

In the “Show” option group, click on “Macros”. Choose the appropriate context from the “Context” option group. Select a tool to change from the list box, pick an icon from the other, and then click on the accessory you would like to add to your toolbar. When you have made your selections, press “Change”. When you are done making changes, click on the “Close” button.

*Word*<sup>TM</sup> will prompt you to save changes to the Global Glossary/Document Template when you end the session. Click the “Yes” button.

## 7. Adding Hot Keys

The procedure for changing keyboard shortcut keys is virtually the same as altering the toolbar. Simply choose the “Keyboard” icon after you click “Options...” on the “Tools” menu.

(see section above.)

## 8. Disclaimer Licensing/Distribution Information

CCC Cybernetics FAST!<sup>TM</sup> accessories are distributed “as is”.

Use of these programs are at the user’s own risk. The user is fully responsible for any and all damages or alterations to their equipment or data.

If you, your computer or *Microsoft Word*<sup>TM</sup> explodes, loses data, or is otherwise damaged, impaired, possessed by evil spirits or **absolutely anything else** because of this program **TOUGH ROCKS!** There is however, no known reason why this should

ever happen if used properly.

**NO commercial use** of CCC Cybernetics FAST!<sup>TM</sup> accessories or their component parts is permitted. **NO capital gains** are permitted through distribution or copying of this product or its components. Intellectual theft of any of the programming or design techniques used in CCC Cybernetics FAST!<sup>TM</sup> accessories or its component parts may be subject to prosecution. Licensing of techniques, components, or concepts may be available with prior written consent of the author.

CCC Cybernetics FAST!<sup>TM</sup> accessories may be distributed freely as long as all files are distributed

one-hundred percent intact and together. Users interested in future releases and other accessories may find out more information by sending e-mail or a SASE to the address below. (Please allow plenty of time for me to get back with you.) If you have any questions or suggestions, please feel free to pass them along.

Users of CCC Cybernetics FAST!<sup>TM</sup> accessories absolutely agree to all conditions mentioned above.

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## 9. About the Author

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