Using Bookshelf with Word

You can use Word and Bookshelf to great advantage as individual applications; however, because these products are natural complements there are special added features to make it easier and more fun to use the products together.

▪ **One button to Bookshelf** The Toolbar in Word includes a button that takes you directly to Bookshelf.

Bookshelf button

▪ **Quote of the Day** If you like, you can have the first Word session of the day start with the display of a new, randomly chosen "quote of the day." These quotes are drawn automatically from quotation references in Bookshelf. If you can't resist, you can use a command in Word to see more quotes at any time.

▪ **Send to Word** When you find a topic in Bookshelf that interests you, you need only click the Send button to copy the information to Word. You can choose to insert a topic or portion of a topic in the current Word document or in another document. You can also have the information automatically footnoted.

Once you send information to Word, you can use any of the tools in Word to shape what you've sent for best presentation. You can simply add formatting, or make more elaborate transformations. For example, you can send columnar information from Bookshelf to Word, change the columns of text to a Word table, and then convert the table to a chart.

To start Bookshelf from within Word

To turn the automatic Quote of the Day feature on and off

To send a Bookshelf topic to Word

To set options for sending Bookshelf topics to Word

To copy an image from Bookshelf to Word

To start Bookshelf from within Word

1 On the Word Toolbar, click the Bookshelf button.

-- or --

From the Tools menu, choose Bookshelf (ALT, O, F).

If you want to quickly look up a word in the Bookshelf dictionary or thesaurus, select the word before starting Bookshelf.

2   To return to Word, click anywhere in the Word window, or press ALT+TAB to cycle through active Windows applications until you get to Word.

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See also

Bookshelf command

To turn the automatic Quote of the Day feature on and off

1   From the View menu in Word, choose Quote Of The Day (ALT, V, Q).

2   Select or clear the Display Quotation Daily check box.

> **Note**   If you turn off the automatic Quote of the Day feature, you can still use the Quote Of The Day command to view a quotation at any time.

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See also

Quote Of The Day command

To send a Bookshelf topic to Word

▶   On the Bookshelf button bar, click the Send button.
        Depending on the option you've set for the Send button, Bookshelf sends the entire topic immediately to Word or displays a dialog box to control what portion of the topic to send and which document to send it to. If Word is not running, the Send feature starts Word.

> **Note**   The Send button sends text to Word. For information about sending a picture, see <u>To copy an image from Bookshelf to Word</u>.

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See also
        <u>Send command</u>

To set options for sending Bookshelf topics to Word

▶   From the Edit menu in Bookshelf, choose Send (ALT, E, N) and set options in the dialog box.
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See also
  Send command

To copy an image from Bookshelf to Word

1   From the Edit menu in Bookshelf, choose Copy Picture.
    If Copy Picture is unavailable, you cannot copy the picture in the current topic.
2   Paste the contents of the Clipboard into Word.

Send command (Edit menu in Bookshelf)

This command sends text from a topic in Bookshelf to the Word document you specify.

Shortcut

Button bar: Send

Dialog Box Options

Select Text To Send To Word
Select the portion of the topic you want to send to Word. If you make no selection, Bookshelf sends all the text.

Send To
Select the location in Word where you want to send the text. The first time you send text, the default location is a new document. Thereafter, the default location is immediately below wherever you last sent text.

New Document	To a new document
Current Location	To the insertion point location
[Document Name]	To the end of an open document

In addition to displaying names for all open documents, Word also displays the name of the document to which you last sent text, even if that document is no longer open. Exception: If the document has been renamed, it will not appear in the list.

The Send Button In Bookshelf
Controls the function of the Send button on the Bookshelf button bar.

Sends Entire Topic Immediately   This is the default. When you click the Send button on the Bookshelf button bar, Bookshelf sends the entire text of the topic to the default location. For information on the default location, see Send To, above.

Displays This Dialog Box   When you click the Send button on the Bookshelf button bar, the Send dialog box appears.

Include Footnote Reference
Automatically includes a footnote reference to the source of the text sent from Bookshelf.

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See also
Using Bookshelf with Word

Quote Of The Day command (View menu in Word)

This command displays a quotation chosen at random from one of Bookshelf's two books of quotations: The Concise Columbia Dictionary of Quotations and Bartlett's Familiar Quotations.

Dialog Box Options

Quotation
  Displays the quotation.

Display Quotation Daily
  Select this check box if you want a quotation to appear automatically the first time you start Word on any given day.

Another Quote
  Displays another quotation chosen at random from Bookshelf.

Paste Quote
  Pastes the quotation into the active document at the insertion point.

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See also
  Using Bookshelf with Word

Bookshelf command (Tools menu in Word)

Use this command to look up a selected word in Bookshelf's dictionary or thesaurus, or to find all occurrences of the selected word in Bookshelf.

Shortcut

Toolbar:

Dialog Box Options

Find What
Displays the word or two-word phrase you selected before choosing the Bookshelf command. You can edit the text as necessary.

Find In Dictionary
Displays the definition of the word in the American Heritage Dictionary. If the dictionary does not contain the word, a list appears showing the closest alphabetical match.

Find In Thesaurus
Displays synonyms for the word in Roget's Thesaurus. If the thesaurus does not contain the word, a list appears showing the closest alphabetical match.

Search All Books
Performs a full-text search in Bookshelf for the word in the Find What box. A list of topics containing the word appears.

Switch To Bookshelf
Switches to Bookshelf without performing any other operation; same as clicking the Bookshelf button on the Toolbar when there is no selection.

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See also

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