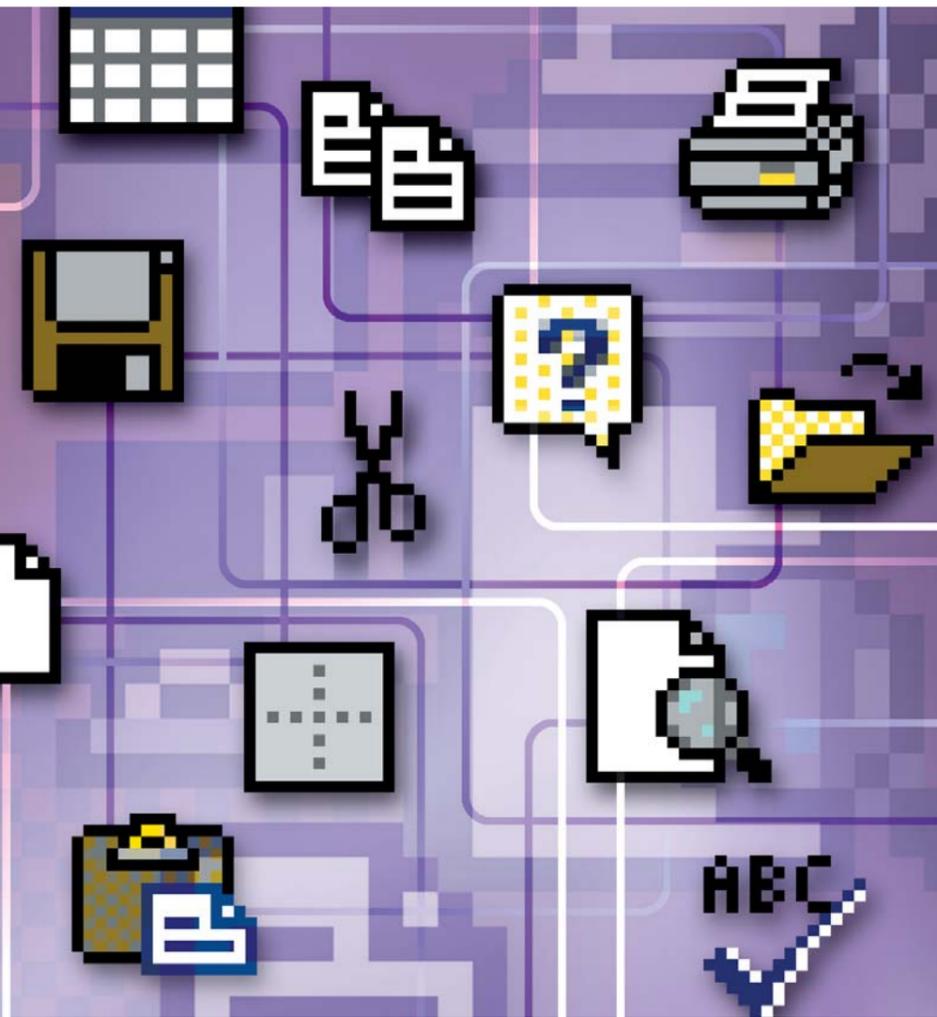


# workshop



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## Word processing tips & tricks

Computers – and computer users – come in all shapes and sizes and have differing capabilities. The one common denominator is that we all regularly use a word processor. George Campbell's expert tips will help you work more effectively with the one application you simply can't do without

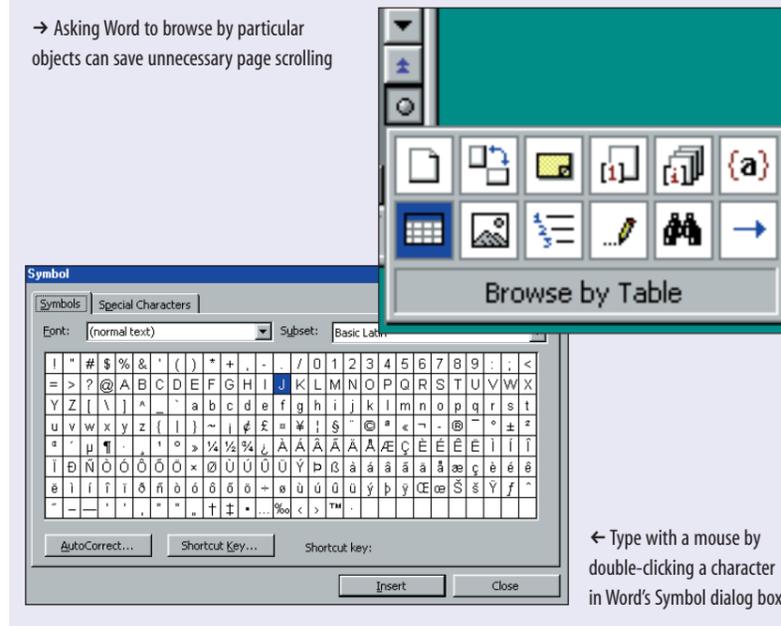
These days, we expect our PCs to be able to perform a dizzying array of operations, from rendering realistic 3D images and editing video to managing contact databases and organising our finances. But whether you're a relative computing novice or a fully-networked PC guru almost all of us use a word processor on a regular basis.

Each successive incarnation of Word, WordPerfect is more jam-packed with features than the last. (No wonder they require ever more megabytes in order to function.) But menu after menu of choice can soon leave you bewildered and

wondering where a fairly simple feature is hidden. Over the following pages we cut to the chase with shortcuts and page layout tips that help you create great looking documents and reports in no time at all.

Reflecting the fact that it's still the world's most popular office application, many of the following tips relate to various versions of Microsoft Word. However, we haven't forgotten WordPerfect users. We've also included hints on how to ensure the text documents you create can be opened and read by users of other word processing programs, with their formatting perfectly preserved.

→ Asking Word to browse by particular objects can save unnecessary page scrolling



### Browse instantly in long documents

Moving around long documents can be time consuming and imprecise. Word's instant browsing feature keeps your page scrolling to a minimum, allowing you to jump through documents by page, section, table or other feature.

- **Word 97 and 2000** Start by clicking the small button between the two double arrows at the bottom of the vertical scrollbar. In response, a selection palette will pop up (see the screenshot above, right), letting you choose the object to use in browsing the document. To display a description of an object, simply move the pointer over it. Click the desired browse object to select it and close the palette. Click one of the two double arrows on the scrollbar to jump forwards or backwards in the document to the next occurrence of the object.

- **WordPerfect 9.0** This program has a tool similar to Word at the bottom of the vertical scrollbar. Click the small icon between the double arrows to cycle through available browsing objects, which are described next to the icon when you click. Use the double arrows to jump up or down in the document from object to object. WordPerfect 8.0's double scrollbar arrows can also be used to browse, but they are limited to browsing by page.

### Use your mouse to enter text

Maybe you're not the world's fastest typist or you make so many typing errors your spellchecker has resigned. Perhaps you're just fed up of typing. Whatever the reason, put your mouse to good use and give your keyboard a rest.

- **Word 97 and 2000** There's an easy way to enter text in a document with just your mouse. Start by selecting Insert, Symbol to display the Symbol dialog box as shown in the screenshot above left, then drag the box out of the way of your typing position in the document. To work with text in your document's normal font, select the '(normal text)' option from the Font list.

If you need a special character or symbol font, select it from the drop-down list.

Click on the location in the document where you want the text to go, then insert a character by double-clicking it in the dialog box. You'll find the standard English text characters near the top of the Symbol dialog box's characters window; foreign-language characters and other symbols are near the bottom. You can see an enlarged version of any character by clicking it once.

Word 2000 supports even more foreign-language characters and additional symbols, which are visible when you scroll down the character display. All the characters will appear onscreen, but not all will print out. To be sure print a test page. And don't forget the Special Characters tab, where you'll find em and en dashes and spaces, breaking and non-breaking hyphens, ellipsis marks, various types of quotation marks and other useful symbols.

### Keep words together on a line

Word and WordPerfect can be set up to automatically wrap text at the end of a line. Here's how to do it.

- **Word 97 and 2000** To keep two or more words on the same line of type, press Ctrl, Shift, Space to insert a non-breaking space. To prevent a hyphenated word splitting at the end of a line, press Ctrl, Shift, Hyphen.

- **WordPerfect 8.0 and 9.0** Press Ctrl, Space to insert a hard space code instead of a normal space. Insert a non-breaking hyphen by pressing Ctrl, Hyphen.

## Word 2000's hidden function key toolbar

Word's function key shortcuts can save you a considerable amount of time, but because they're difficult to remember they are rarely used. Most of Word 2000's toolbars pop up automatically when needed, but the one that lets you use your mouse to activate function key shortcuts can't be found by right-clicking a toolbar or selecting View, Toolbars.

To activate the function key toolbar Select Tools, Customize then click the Toolbars tab in the Customize dialog box. Select Function Key Display in the Toolbars list then click Close. A new toolbar will appear just above Word's status bar. Click a Function Key button on the bar to activate the shortcut. To access shifted functions, press Shift, Alt or Ctrl key (or a combination of those keys) to see the new function on the toolbar, then click the button without releasing the keys. Now you just have to remember to use it.

## Mark text for an index

• **Word 97 and 2000** When your document page count creeps into double digits, you may need a way to direct readers to specific topics. Word's indexing tools take much of the mystery and hard work out of the process.

Scroll through a document looking for a word or phrase you want to index. When you find one, select it and then press Alt, Shift, X. You'll see the Main Entry field of the Mark Index Entry dialog box filled with the selected text (see the screenshot above,

left). If you want to mark the term as a Main Index entry, click Mark. To mark all identical text in the document as a series of separate index entries, click Mark All.

To create a subentry, type the text in the Subentry field and to create a third-level entry, type a colon after the subentry text, followed by the text for the index item.

The Mark Index Entry dialog box stays on the screen after you click Mark to allow you to create new index entries. When you finish marking entries, click Close. To create the index, press Ctrl, End to move the cursor to the bottom of the document. Then select Insert, Index and Tables, click the Index tab in the Index and Tables dialog box and click ok.

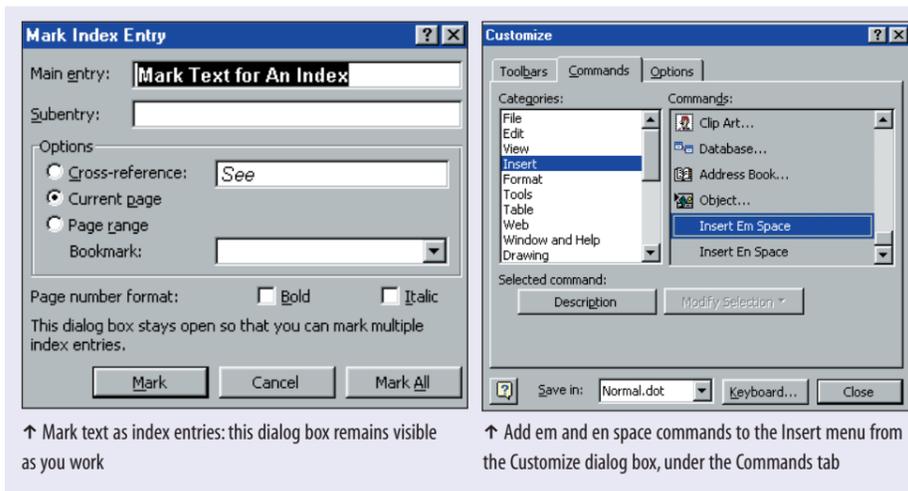
## Easy em and en spaces

• **Word 97 and 2000** Typographical em and en spaces are useful formatting tools, but few users know how to access them. They

are wider than normal spaces and are useful in lists, following a number or anywhere a fixed-width space will help align text or numbers.

Select Insert, Symbol and, in the Symbol dialog box, click the Special Characters tab. Choose Em Space or En Space and click Insert. Add the characters to your Insert menu by selecting Tools, Customize and clicking the Commands tab in the Customize dialog box. Then select Insert in the Categories list and scroll to the Insert Em Space or the Insert En Space entry in the Commands list. Click an entry and drag it to the Insert menu (see the screenshot above, right).

When the Insert menu drops down, drag the mouse pointer to where you want the command, then release the mouse button. Repeat these steps for the other Insert Space command, then click Close in the Customize dialog box.



↑ Mark text as index entries: this dialog box remains visible as you work

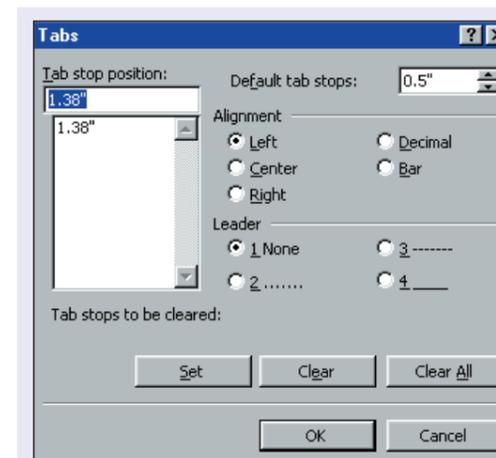
↑ Add em and en space commands to the Insert menu from the Customize dialog box, under the Commands tab

## Where's My Document?

• **Word 97 and 2000** Word 97 and 2000 no longer show the full path specification of your documents in the program's titlebar. Many Word users who store documents in multiple directories for version control or save documents to removable media drives sorely miss this feature. If you need to know exactly where a document is stored, you can find out by selecting File, Properties, then clicking the General tab in the Properties dialog box. You'll find the full path in the Locations field.

## Paste without formatting

• **Word and WordPerfect** How often does this happen to you? You copy text from one Word or WordPerfect document to another, but the text you move doesn't match the font, size or colour of the destination document. So you reselect the text you have just pasted and



↑ Choose an Alignment and a Leader if required, from the Tabs dialog box.

reformat it. There's a much simpler option: Paste Special.

First, remove the formatting from the text you want to copy. Select the block of text in the source document and choose Edit, Copy (or press Ctrl, C) to copy it to the Clipboard as usual. Switch to the destination document, position the cursor where you want the text to appear and select Edit, Paste Special. Choose Unformatted Text in the Paste Special dialog box then click ok. All applied formatting disappears, leaving the text in the default style of the destination document.

You can also use this process to unformat an entire document. Press Ctrl, A to select the text, then copy and paste

horizontal ruler isn't visible, choose View, Ruler in Word or WordPerfect.)

• **Word 97 and 2000** To set a new tab stop and tab options, double-click where you want the tab to be (use the lower portion of the ruler). This displays the Tabs dialog box (see the screenshot above). Choose an Alignment and a Leader (if desired), adjust the 'Tab stop position' and click ok.

To modify the settings of an existing tab stop, move the mouse pointer over the tab marker on the ruler and wait to see a box identifying the tab type. In Word 97, double-right-click to display the Tabs dialog box. In Word 2000, double-click with either mouse button. To remove an existing tab, position the mouse pointer over the tab

marker on the ruler, then click and drag the marker off the ruler and on to the document window. Highlight the URL and choose Edit, Cut. Without moving the cursor, select Edit, Paste Special, Unformatted Text to restore the URL without the blue type and underlining that indicate a link.

## Quick tab options

You can install a tab stop and choose its characteristics all in one quick operation. (If the

marker on the ruler, then click and drag the marker off the ruler and on to the document window.

• **WordPerfect 8.0 and 9.0** To set a new tab stop, right-click anywhere in the tab area of the ruler, pick the type of tab you want from the Context menu and click where you want the tab stop to appear. To modify an existing tab, right-click to set a new tab type (as described earlier) and click the tab. To remove a tab stop, click and drag it off the ruler and on to the document window.

## Save paper in Word 2000

If you want a reference copy of a long document, why not print several pages on a single sheet of paper? Here's how to diminish your load and save a tree. Open the document and select File, Print, just as you normally do. When the Print dialog box appears, drop down the 'Pages per sheet' list in the bottom-right corner, choose four pages then click ok. Your document will print with four pages on each sheet. (More than that per sheet is difficult to read.)

## Little-known character shortcuts in Word

When you need a special character, it's fairly easy to choose Insert, Symbol and select the character in the resulting dialog box. But if you use a particular special character frequently, you can save time and effort by using one of Word's built-in keyboard shortcuts. The table, below left, shows the shortcut keystrokes of several commonly used characters.

## Experiment safely with documents

The formatting features in modern word processing programs may tempt you to experiment with layouts and styles to get just the right look. If you want to return to a document's original format, simply using repeat undo (Ctrl, Z) can be ineffective. Play it safe and work on a copy of the document, rather than on the original. To create a copy, select File, Save As (or press F12) and give your document a different filename. Now you can revert to the previous format by reloading the original document. ■

To insert...	...press this key combination
Degree symbol (°)	Ctrl, @, space
Copyright symbol (©)	Ctrl, Alt, C
Trademark symbol (®)	Ctrl, Alt, R
Spanish initial question mark (¿)	Ctrl, Alt, ?
Spanish initial exclamation point (¡)	Ctrl, Alt, !
Cent mark (¢)	Ctrl, /, C
Left double chevron («)	Ctrl, ` , <
Right double chevron (»)	Ctrl, ` , >



More word processing tips can be found in our Special report section at [www.pcadvisor.co.uk/registered](http://www.pcadvisor.co.uk/registered)

## Format documents for other word processors

If you're creating a document in Word 97 or 2000 that you plan to share with users of another word processing program, you can do more than save the document in the other program's file format. A little-known feature in Word lets you fine-tune a document to look the same in the format of another word processing program as it does in Word.

Select Tools, Options and click the Compatibility tab in the Options dialog box. Drop down the 'Recommended options for' list and select the word processing program the recipient will use. You'll see specific features of that program checked in the Options list. If the exact version of the recipient's word processor isn't on the list, choose the closest version.

Take this step before you begin working on the document to see it, while you create it, the way your recipient will see it. Use File, Save As to save the document in the other program's format.

Hint: to apply these compatibility settings to all documents, open the default normal.dot template as you would any other document and follow the steps above. Select File, Save. To locate normal.dot, select Tools, Options, click the File Locations tab in the Options dialog box and note the directory in which templates are stored. If the folder name is truncated, double-click it and you'll see a list of the full path in the Modify Locations dialog box.