Microsoft® Word 2000
Product Enhancements Guide

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Introduction

Microsoft® Word 2000 was designed to be the easiest way to create common Web, e-mail and print documents around the world. Microsoft Word is currently the application of choice for creating print documents. Word 2000 embraces HTML as a first-class file format and extends Word's industry-leading ease of use to the Web and e-mail. Word 2000 also extends that ease of use to international users, making it easy to create multilingual documents. The key focus for Word 2000 includes four main goals:

- *Enable Web-centered document creation*. The Web has great potential to improve user productivity through better communication and enhanced collaboration. Word 2000 provides an easy way to access this power through tools users are familiar with, balancing the fit between today's individual and tomorrow's Web work styles.

- *Seamlessly support rich e-mail creation*. Word 2000 is tightly integrated with the Microsoft Outlook™ 2000 messaging and collaboration client, allowing users to create and edit all of their e-mail with Word. Microsoft Office E-mail is displayed with full fidelity on any HTML-compliant e-mail reader.

- *Take ease of use to the next level*. New levels of intelligence enable Word 2000 to become personalized based on usage patterns, making it easier than ever to create business documents.

- *Provide unparalleled support for international users*. Word 2000 provides a single code base for all worldwide users, making it as easy to handle multiple languages in Word as it is to handle one. For instance, proofing tools and other language-dependent functions work just as well when the user is creating documents in more than one language as in a monolingual document. Word 2000 also includes added support for new features tailored to Asian customers.

Overview of New Features

The new features in Word 2000, a direct result of extensive research and customer feedback, have been added to make Word 2000 the easy way to create common Web, e-mail and print documents around the world.

Web-Centered Document Creation

As more organizations develop intranets where users publish, share, collaborate and manage their projects in a Web work space, Word 2000 assists in enabling this new level of integration with the Web. Customers have told us they did not want to learn an entirely new set of tools for this task. With Word 2000, users can use HTML as their default file format and can easily create and share rich Web-based documents with the same tools they use to create printed documents.

HTML Support

	Feature	Description
Improved	**HTML as a Native File Format**	All of Word's features (except versioning and passwords) will be preserved during the "round-trip" from .doc format to HTML and then back to Word .doc format. This means Word 2000 lets users create documents in Word, save them as HTML, open them back in Word and still use the features available in Word.
New	**Preserve Unknown HTML Tags**	Word 2000 preserves all HTML code it does not understand. Instead of losing, or destroying, incomprehensible code, Word retains all HTML tags in newly read files.
New	**HTML Encoding and Automatic Detection**	Word 2000 supports import and export of most HTML encodings. Word 2000 automatically uses the correct encoding and applies a compatible font on import. This is especially important in Asia, where using the wrong encoding shows garbled text.

HTML Document Creation

	Feature	Description
Improved	**Web Page Wizard**	Word 2000 provides an easy way for users to create professional-looking Web pages and multipage Web sites using a wizard.
New	**Browser Compatibility**	Users often create Web pages that are not viewable in lower versions of browsers. To make sure others can view their pages, Word 2000 allows users to turn off features that are not supported in older browsers.
Improved	**Web Page Preview**	From Word 2000, users can preview Web pages in the default browser, even without saving them first.
Improved	**Default Font Size**	Times New Roman 12 is the default font and size for Word online and print documents.
New	**Themes**	Themes have been created and coordinated between some of the Office applications (including Word) and the Microsoft FrontPage® Web site

	Feature	Description
		creation and management tool. This makes it easy to create consistent-looking Web pages.
New	**WYSIWYG Frames**	Frames provide a simple way to make Web sites easier to navigate. As a full HTML editor, Word 2000 provides powerful tools to create and view WYSIWYG frames pages.
Improved	**Tables of Contents**	Word 2000 can automatically generate tables of contents with several options that work well for online viewing, including the use of frames.
Improved	**Hyperlinks**	Word 2000 offers an improved hyperlink interface to make it easier to create, edit, follow and remove hyperlinks in documents.
Improved	**Horizontal Lines**	Word 2000 natively supports horizontal lines with full HTML functionality.
Improved	**Table Formatting**	Word 2000 supports HTML table formatting options, including tables within tables, AutoFit and floating tables.
Improved	**Table Borders**	Word 2000 provides new border formatting and table AutoFormat styles for "Web-looking" tables.
Improved	**Pictures in Web Layout View and Print View**	Word 2000 provides HTML style alignment options for inserted objects. It also maps layouts available in Print View (but not in HTML) to reasonable configurations in Web View.

Rich E-Mail Creation

Customer research showed that more and more business communication is conducted through e-mail. Microsoft also found that 75 percent of users who could use WordMail in Word 97 did use it, with reported satisfaction. Word 2000 takes this functionality one step further with various improvements.

Microsoft Office E-Mail Improvements

	Feature	Description
New	**Personal Stationary**	Users can now customize e-mail by choosing personalized font settings, backgrounds and themes.
Improved	**Threading**	Microsoft Office E-mail messages can now include in-line discussions. Users can clearly see who made what changes and when in e-mail threads.
Improved	**E-Mail AutoSignature**	Word 2000 includes a signature creation tool that lets users easily manage multiple AutoSignatures.
Improved	**Office E-Mail Performance**	Because of architectural changes in Word 2000, those using Word as their e-mail editor will find tremendous performance improvements.

Ease of Use

Word has a long history of implementing ease-of-use features that enhance user productivity. Word 2000 builds on this heritage with new features that enable users to create even complex printed and Web-based documents more easily than ever.

	Feature	Description
New	**Click-n-type**	Users can move the cursor anywhere on a page, double-click and start typing. This simplifies complex document layout.
New	**Print Zoom**	Word 2000 lets users scale pages of documents at print time. This is useful for multinational companies that use different paper sizes. It also lets users print more than one document page on a piece of paper, great for reviewing long documents or just saving trees.
Improved	**Viewing Options**	Word 2000 improves on Word 97's Online View with new Web Layout View. Word 2000 also simplifies the View menu by targeting specific user goals: print, Web, and long, structured documents.
Improved	**Collect and Paste**	This new functionality provides easy management of multiple items in the Microsoft Office Clipboard, making it simple to gather information from multiple sources at once.
New	**Personalized Menus**	Only the items that users access most often are prominently featured on the menus. Menus are easily expanded to reveal all commands and also expand automatically based on IntelliSense® technology rules.
Improved	**Tables**	Word 2000 tables now support nested tables (tables within table cells), floating tables (text wraps around a table), arbitrarily positioned tables including side-by-side tables, and integrated header rows (header rows integrated with the outside border). Word tables can be easily grabbed and moved on a page or resized in one motion.
Improved	**Table Tool**	The Word Table Tool is an intuitive way to "draw" and create simple or complex tables. It has been improved to let users draw nested and floating tables and integrated header rows. It supports many features inspired by Asian usage needs, such as drawing on text, splitting text, adding rows and columns to the outside of a table, converting existing paragraph borders to tables, and creating diagonal cell borders. Users can also block erase borders, single-click erase, delete an entire table by erasing it, and split and apply borders in the same action.
Improved	**Graphics in**	Users can wrap text around images inside a table

	Tables	cell. Word 2000 users can now expect same graphics behavior, inside and outside a table cell.
Improved	**Graphics Behavior**	Word 2000 has new graphics behavior to work the way users expect (based on usability tests).

	Feature	Description
New	**Pixel and Percentage Measurements**	Word 2000 users can use pixels and percentages of a page as alternate units of measurements.
New	**24-Bit Color**	Word 2000 now supports 24-bit colors to set text, borders and shadings in any color.
Improved	**WordArt as In-line Object**	WordArt objects can now be either in-line objects or floating objects. Users can easily use WordArt objects for bullets and banners.
Improved	**ClipArt Gallery**	Word 2000 provides an easier-to-use interface for ClipArt with more pictures for creating professional-looking documents.
New	**Picture Bullets**	Graphics as bullets are popular among users. Word 2000 makes it easy for users to use pictures as bullets in their documents.
Improved	**Bulleting and Numbering**	Word 2000 makes various improvements to make it easier for users to use bullets and numbering, both in HTML and print documents.
Improved	**Intelligent AutoCorrect**	AutoCorrect in the previous version of Word looked for corrections to misspellings from a list. AutoCorrect now intelligently looks for obvious spelling mistakes that may not be in the AutoCorrect list and corrects them on the fly.
Improved	**Speller and Grammar Checker**	Word 2000 improves both of these popular proofing tools by adding new words to its dictionary, improving the logic for providing suggestions and decreasing the number of "false" grammar flags.
New	**Version Compatibility**	In Word 2000, users can turn off features that will not be viewable in older versions of Word. Especially in offices that interchange files between different versions of Word, this allows Word 2000 users to be sure that they will not use document features that will not be visible in older versions of Word.

International Usage

Approximately 60 percent of Microsoft Office customers come from outside the United States, and they often face problems that U.S. users do not notice. Word 2000 made specific improvements to make it just as easy and powerful for users in a global environment to create Web, e-mail and print documents.

	Feature	Description
New	**Worldwide Executable**	Word 2000 combines all language versions into one worldwide executable (except Thai, Vietnamese and Indic languages) version. This integration allows companies to install one version of software around the world, reducing support and training costs.
New	**Global Interface With Microsoft Office 2000 Multi-Language Pack**	Users can set the language of the user interface and the help files, without affecting the operation of the application. This allows Word 2000 users to work in the language of their preference.
New	**Microsoft Proofing Tools Kit With Microsoft Office 2000 Multi-Language Pack**	The Microsoft Proofing Tools Kit is a subset of the Microsoft Office 2000 Multi-Language Pack (see above). The Proofing Tools Kit allows users to install various proofing tools needed for various languages without changing the UI or the help files.
Improved	**Worldwide Thesaurus**	Word 2000 exposes and improves the Thesaurus API to encourage third-party vendors to provide solutions.
New	**Language AutoDetect**	By automatically detecting the language users type in, Word 2000 can intelligently use the correct spelling, grammar checking, AutoCorrect and other proofing tools. In addition, manual language settings have been redesigned to be more accessible.
New	**Multilingual AutoCorrect**	Word 2000 now supports multiple AutoCorrect lists, so the automatic correction works correctly for multilingual authors.
New	**Global Input Method Editor (IME)**	Word 2000 users can now type in any Asian language, in addition to the full set of European languages already supported by all 32-bit versions of the Microsoft Windows® operating system. This means users with Western operating systems can now type in Asian languages such as Japanese, Korean and Chinese (both simplified and traditional).
Improved	**Multilingual Binary Converters**	Word 2000 can have multiple Word 6.0 for Word 95 binary converters for all supported languages. This allows users to save files in a lower version file format in different languages.
New	**Encoded Text File Import/Export**	Word 2000 can read and write files stored in an encoding different from the user's operating system. If it can not automatically detect it, Word 2000 gives the user an option to choose from various encodings.

Improved	International Ease of Use	Word 2000 improves on various usability issues to make it as easy for international users to use Word as users in the United States.
	Feature	**Description**
Improved	Support for Asian Users	Several features have been improved and several new features added, including Japanese Typography, User-Defined Character Embedding, and Simplified/Traditional Chinese Translation.

Feature Details

HTML Support

Word 2000 offers a new Web-productivity work style that integrates core productivity tools with the Web to streamline the process of sharing information and working with others. As intranets become the repositories for company-critical information, users look to Web servers to provide some of the same — or better — tools and functionality of regular file servers. Word enables intranets to be used as a two-way work space, where users can publish, share, collaborate and manage documents in one place. To enable this new level of integration with the Web, Word 2000 has elevated HTML to the same level as its proprietary file format. This means users can have HTML as their default file format and still use the document features they're used to with Word's .doc format. The most important benefit of this greatly enhanced integration with the Web is that rich Word content is universally viewable by anyone with a browser.

HTML as a Native File Format
After converting files to HTML, users often want to make changes or edit the formatting of the document. Word 2000 makes this easy: When a document is saved in HTML format, it preserves the rich features (except versioning and passwords) of the original Word document. This allows users to round-trip, reopen the HTML document in Word, and see the original edit state. For example, if a user inserts a comment in a paragraph within a Word document, saves the document to HTML and reopens the HTML file in Word the comment will still be in the document. Word also preserves rich formatting applied in Word using Cascading Style Sheets (CSS) and Extensible Markup Language (XML). This ability to round-trip features and formatting provides a way to make HTML documents easily accessible through a browser, while maintaining the original edit state of the documents.

Preserve Unknown HTML Tags
When opening an HTML file, Word 2000 maintains all HTML tags, even if it cannot render them. This is important both to maintain the integrity of the original HTML file and to support new tags in future versions of the HTML format not yet invented.

HTML Encoding and Automatic Detection
HTML files are saved in one of many possible text encodings. An encoding is a way to represent text in a binary format, and there are many standards around

the world. The most common is ISO-8859-1 (a subset of Windows 1252 code page), but languages that are not supported by ISO-8859-1 (e.g., Japanese) use different encodings. Word 2000 supports import and export of all standard HTML encodings.

On export, Word 2000 tags the HTML file with the encoding used to write it. HTML files that were never tagged with encoding are automatically detected during import by Word 2000. Word 2000 also applies an appropriate default font to the text, based on the encoding used for the HTML page. This is important in Asia, where applying an invalid default font may cause text to display improperly.

HTML Document Creation

Working with HTML pages brings new functionality. Using an online medium, users can add elements that were unavailable in print documents. Word 2000 adds to and improves on HTML features in Word 97, making it easier and quicker for users to create professional-looking Web pages in Word.

Web Page Wizard

Most users know little HTML and do not care to know the technical details involved in HTML coding. The Web Page Wizard in Word 2000 helps these users make professional-looking Web pages quickly and easily. Furthermore, because most Web pages are created to be integrated with other Web pages to form a Web site of related information, the Web Page Wizard facilitates the creation of Web sites by providing features such as common themes and navigation between pages.

Browser Compatibility

In customer research, Microsoft found that companies often have a standard browser for their desktops, and it often takes time to move to a newer version. To make sure they create Web pages that will be viewable to users within their organizations, users can specify which browser version is the company standard. This will turn off any features in Word 2000 that will not be displayed in that browser version.

Web Page Preview

It is now possible to preview published documents in the default Web browser right from Word. On the main command bar, the Print Preview button has been expanded to support Web Preview; the File menu also includes this command. Web Preview makes it easy to see the final result just the way others will see it.

Default Font Size

To become a full HTML editor, Word 2000 adopts Times New Roman 12 as the default font. In studying common Web page formats, Microsoft found that most used Times New Roman 12 as the standard font; the majority of customer print documents were in this font, as well. Finally, most other HTML editors in the market use Times New Roman 12 as the default font. By having one standard font and size for all Web and print documents, users will find it easy to change their files between online and print purposes.

Themes

To create compelling, graphically rich and consistent-looking Web pages, Word 2000 provides Themes. These Themes are also included in other Office 2000 applications (Microsoft Access supports Themes; the Microsoft PowerPoint® presentation graphics program has Design Templates that work in the same way) and were selected from those that shipped with FrontPage 98. Theme design elements include backgrounds, color definitions, bullets, and text formatting such as font type, size, format and color. Some Themes also include animations. Each Theme also provides a dual color option, letting users select the default mix or a more vivid color scheme. Themes can be shared with and edited by FrontPage 2000.

WYSIWYG Frames

Frames provide a simple way to make Web sites easier to navigate. As a full HTML editor, Word 2000 provides powerful tools to create and view WYSIWYG Frames pages. Users can use the new Frames toolbar to add new frames. Users can easily resize a frame by dragging its border to a new location, delete a frame with a single click, and drag and drop content between frames. This WYSIWYG functionality allows users to see exactly how their pages will appear in a Web browser.

Tables of Contents

Word 2000 makes several improvements to tables of contents for online documents. Users can easily create a table of contents for a long document using a frame for simplified navigation. In addition, page numbers in tables of contents automatically change to hyperlinks in online documents. Conversely, hyperlinks in online documents automatically change to page numbers in a print format.

Hyperlinks

Word 2000 offers an improved hyperlink interface to make it easier to manage hyperlinks in documents. Users can create different kinds of links, such as jumps or e-mail triggers, without having to know the HTML jargon. Users can easily specify the text displayed in hyperlinks and create links to new files as well as to multiple files from the same source. When users save documents, Word 2000 checks the links and repairs those that aren't working because of moved files or other conditions.

Horizontal Lines

Horizontal lines are common in online documents. Word 2000 improves on the horizontal lines from Word 97 by displaying horizontal lines as they appear in the browser and supporting full authoring of horizontal line properties such as color, size, width, alignment and shading.

Table Formatting

Word 2000 improves previous table functionality to allow users to create table formatting found in common Web pages. These changes include nested tables, autofitting table cells when graphics are included, white space and border setting

elements such as cell spacing and padding, and floating tables to allow text or formatting to flow around a table without putting it in a text box or frame. Now users have a single way to work with tables, regardless of whether the file is in native Word or HTML format.

Table Borders

Word 2000 improves the Borders and Shading dialog box and the Table AutoFormat dialog box to better facilitate the creation of "Web-looking" tables. In studying various tables on the Web, Microsoft found that many authors use specific Inset and Outset borders. Word 2000 adds these borders styles to the Borders dialog box. Also, to make it easy for users to quickly create such table formatting, Word 2000 provides those as "Web" styles in Table AutoFormat dialog box.

Picture Behavior in Web Layout View and Print View

Word 2000 provides options to make graphic placement easy for HTML authors. These additional properties will be useful for traditional users who want to enhance their documents with graphics. In addition, Word 2000's Web Layout View shows users how their documents will look on the Web. If a document is designed for print and includes formatting or layouts not achievable in HTML, Word 2000 provides a corresponding HTML layout that closely approximates the original configuration.

Microsoft Office E-Mail Improvements

Word 2000 makes it easy to use Word as an e-mail editor and to use e-mail for collaboration on Word documents. WordMail in Word 97 provided the ability to use Word to edit e-mail, but only other WordMail users could view those messages with complete fidelity. Word 2000 includes a revised WordMail, now called Microsoft Office E-mail. It uses HTML as the mail format, so any reader with an HTML-compliant e-mail reader will be able to view the mail with full fidelity. HTML-compliant e-mail readers include Microsoft Outlook and Outlook Express, Eudora, several Lotus clients and several Netscape clients.

Personal Stationary

Word 2000 allows users to create personalized stationary in their e-mail messages. This means users can set background images and colors and font colors and styles, as well as apply Themes to customize e-mail messages.

Improved Threading

Word 2000 provides an advanced threading feature that uses various font colors and indentations to show who made which changes in what order in a given e-mail message. This allows users to easily find needed information in a discussion thread and communicate that information much more efficiently. Furthermore, because the feature is HTML-enabled, in-line discussions can be viewed universally.

E-Mail AutoSignature

Word 2000 provides easy-to-use support for multiple AutoSignatures with a new AutoSignature creation and application tool. This tool makes it possible to easily provide the correct signature for a given situation and allows a user to see which signature will be applied in an e-mail message before it is sent. Signatures can be changed on the fly by right-clicking on the given signature.

Office E-Mail Performance

In Word 97, many customers complained about slower performance of WordMail, or using Word as their e-mail editor. To use Word as the e-mail editor, Outlook had to host Word as a separate (and large) OLE component, creating a demand on the memory as well as processing power. Word 2000, on the other hand, now uses a new architecture to host the mail program. Instead of opening Word, Outlook and the OLE component, Word 2000 uses a very small mail envelope, decreasing the demand on memory and performance.

Ease of Use

Although Word 2000 focuses heavily on providing business value to corporate customers through improved management and extending productivity to the Web, this version also makes great progress in enhancing user productivity and conforming to user habits and preferences. Usability studies indicate that users can often be overwhelmed by the complexity of application interfaces. Microsoft's approach isn't to simplify by removing features, but to continue innovating the user interface and make applications even smarter for users throughout the world. Improved IntelliSense technology in Word 2000 understands the meaning and context of the user's actions and automatically produces the correct result.

Click-n-type

Click-n-type allows users to insert text in a document by simply double-clicking where they want to type. Word shows users what formatting will be applied through simple cursor hinting and automatically applies the appropriate formatting such as extra lines, tabs, alignment and text wrapping. This makes it easy to center-align titles, to create indented paragraphs, or to create a single line with text in different places (e.g., left aligned on the left, right aligned on the right).

Print Zoom

Word 97 eliminated most of the problems related to moving documents between the A4 and letter paper sizes but didn't provide help for other formats. Word 2000 provides copy-machine-like print zoom, allowing the user to scale a document to any paper size at print time. This is especially useful for multinational companies that use different paper sizes. In addition, it is now possible to print multiple pages on a single sheet of paper using Word 2000.

Viewing Options

Online View in Word 97 focused on a reading view, but research found that customers wanted a Web page authoring view. Word 2000 delivers on that demand with Web Layout View, a default view for editing Web documents.

Through customer research, Microsoft also found that users were often confused by the variety of viewing options in Word. Word 2000 simplifies the view menu by targeting user scenarios: Print View for printed documents, Web Layout View for HTML documents and Outline View for longer, structured documents.

Collect and Paste

Gathering information from several sources has always been a common and arduous task. Users are demanding better integration with multiple sources of information and the ability to manage several pieces of information at once. Collect and Paste provides the means to more easily manage multiple pieces of information in Office 2000, going beyond the single step Copy/Paste used with previous versions.

Using the standard Windows clipboard, users typically copy information, switch windows, paste, switch windows, copy, switch windows, paste and so on. The Microsoft Office Clipboard allows Word 2000 users to easily copy multiple blocks of text or pictures from one or more of their documents, e-mail messages, Web pages, presentations or other files. Users can then paste these blocks into any Office application, either individually or all at once using the handy "Paste All" feature.

Personalized Menus

When users first start Word, the application menus will contain those commands that are used 95 percent of the time; infrequently used commands do not immediately clutter the menus. At the bottom of each menu is a button that expands the menu to the full selection of choices so users can still easily find all menu commands.

In addition, the menu will automatically expand based on IntelliSense rules (e.g., timing, hovering). As users access menu commands, the commands are "promoted" and displayed higher on the list. Unused menu commands eventually are visually suppressed and not displayed on Personalized Menus. After a period of usage, menus display the commands used most often and visually suppress the ones never or rarely used. When users want to explore new features, they can quickly expand the menus to find other commands. In the meantime, they are only shown what they use, greatly simplifying the interface.

Tables

Word 2000 tables are much more flexible than the tables in Word 97. It is now possible to build nested tables, tables with an integrated header row and tables with diagonal lines through cells. Tables can now be moved around the page, positioned side by side, or have text flow around them. These improvements make it easier for users to work with tables in Word 2000.

Table Tool

The table drawing UI has been improved by making the behavior of the tools more intuitive. The Table Tool can now be used to draw text around text that already exists on a page. The eraser can now be used to remove a number of lines at once. Tables can be drawn one cell at a time rather than drawing a big

box and breaking it up as was required in Word 97. The enhanced Table Tool helps users create the specific table layout they need to display their data.

Graphics in Tables
While visiting customers, Microsoft learned that many users like to use tables to create their documents. This provides them with a structure in layout on a page. However, when they use tables, users could not position graphics and have text wrap around them. For example, some users create newsletters using tables; if they wanted to place graphics, it had to be done in-line. Word 2000 makes improvements in the table structure so users can wrap text around images inside table cells.

Graphics Behavior
As users become more sophisticated, they are including more graphics in their documents, both for print and Web publishing. With Word 2000, users can easily create typical layouts involving graphics. Word 2000 also provides more advanced options for expert users while focusing on making the most important and common tasks easy. Users will be able to quickly and easily insert objects, change between floating and in-line pictures, turn text wrapping on and off, and set alignment and position of graphics.

Pixel and Percentage Measurements
Currently the pixel and percentages are the units of measurement for HTML. To become a full Web page editor, Word 2000 will support these measurements where appropriate. Web page creators will be able to continue using pixels and percentages as a measure, so they will not need to learn any kind of conversions between any other measure and pixels.

24-Bit Color
To fully support HTML editing, Word 2000 allows users to use 24-bit colors in their graphics. Previously, users were only able to use the VGA color palette in Word 97. With Word 2000, users can use 24-bit colors to set text, borders and shadings, making their Web pages look more live and professional.

WordArt as In-line Object
In talking to customers, Microsoft found that many users wanted to use WordArt objects for buttons and banners. However, because the objects were floating, users had a hard time aligning them next to text. In Word 2000, WordArt objects are inserted in-line by default.

ClipArt Gallery
As graphics are used more often in documents and Web pages, users need better tools to find and manage graphics files. The ClipArt Gallery (CAG) in Office 2000 provides several advanced tools to make these tasks easier. New improvements include search functions, drag-and-drop capabilities and more pictures, as well as various user interface improvements to make it easier to use. For more details, please refer to the Office 2000 Product Enhancements Guide.

Picture Bullets

From customer studies, Microsoft found that when users create Web pages, they frequently find graphics on the Web and use them in their own documents, often as graphical bullets. Word 2000 makes it very easy for users to do this. They can cut and paste graphical bullets from other Web pages and use them as graphical bullets in their own documents. Users will also find the same behavior for these imported bullets as with Word's regular bullets, automatically repeating in bulleted lists. Word 2000 also adds many new choices of picture bullets. Finally, Word 2000 integrates picture bullets with Themes so that when users change the Themes, the picture bullets also change accordingly.

Bulleting and Numbering

Our customer data shows that bulleting and numbering are the most frequently used features in Word. Word 2000 improves on bulleted or numbered lists so that they are displayed identically in Word and in the browsers. Word 2000 also improves the interface so users have one interface for inserting bullets in HTML authoring mode and print document mode.

Intelligent AutoCorrect

AutoCorrect has been popular as a way to correct common spelling mistakes. The new AutoCorrect in Word 2000 looks for obvious corrections to misspelled words as they are typed and automatically replaces them without requiring users to select a correction from the list.

Speller and Grammar Checker

In Word 2000, the spell-checker has been improved through the addition of many new words (particularly names) and will reduce the number of false flags. The grammar checker has been improved to reduce the number of false flags and the number of grammar critiques with no suggested resolution (e.g., "your sentence is too long"). These improvements help users edit their documents more quickly — and often automatically.

Version Compatibility

Through customer research, Microsoft found that most companies do not upgrade all their machines to a new program in one day. The process often takes two to three years, and during this time, files created in the older and the newer version must co-exist. To help in this migration effort, Word 2000 allows users to turn off features that are not supported by the company standard format. For example, if most users are using Word 97, Word 2000 users can disable features that are not supported in Word 97; those will be turned off in the user interface.

International Usage

Deploying Word 2000 across the world is much easier than with previous versions because Word 2000 uses a single worldwide executable in every version except the Thai, Vietnamese and Indian language versions. This means the same product can be rolled out everywhere and meet the needs of all users. This tremendously reduces complexity for administrators supporting Word in multiple languages and also improves multilingual support within documents for users.

Worldwide Executable

Word 2000 reduces complexities and makes sharing files easier for multinational companies and users. Word 2000 uses a single code base, meaning that there is only one worldwide executable. Users around the world can enter, display and edit text in supported languages, including European languages, Japanese, Chinese, Korean, Hebrew and Arabic. (The exceptions to the worldwide executable feature are Thai, Vietnamese and Indian languages.)

Because of this, there is only one set of Word 2000 files to manage for any system, making deployment and administration much simpler. From a user's perspective, this allows formatting and features that were previously only available in specific language versions.

Global Interface with Microsoft Office 2000 Multi-Language Pack

Word 2000 makes it easy to change the language of the user interface and help files. Because all features of most languages are built into the worldwide executable, changing the interface language doesn't affect the operation of the applications.
This gives end users great flexibility in how they work. For example, users in a U.S. subsidiary in Japan can customize their UI and help to the language of their liking. Whether users choose the Japanese setting or the U.S. setting, the functionality will remain the same and the two will have no trouble interacting. In another case, a U.S. worker visiting the company's office in Germany may not be able to understand German, but with a Word 2000-installed machine, he or she can easily change the UI and work in English as in the United States.

The level of support for the global interface is also affected by the user's operating system. With operating systems prior to Windows NT® 5.0, some languages are only supported on particular language versions of Windows. For example, with the English version of Windows 95 and Windows 98, users will be able to type in Asian languages but will not be able to change the UI to a particular Asian or bi-directional language. With the English version of Windows NT 4.0, users will be able to set the UI to any language except bi-directional (Arabic and Hebrew). With the English version of Windows NT 5.0, users will be able to set the UI to any language. To use Asian and bi-directional languages fully on versions of Windows prior to Windows NT 5.0, it is recommended to use the matching language version of Windows.

Microsoft Proofing Tools Kit

The Microsoft Proofing Tools Kit is a subset of the Microsoft Office 2000 Multi-Language Pack. The Proofing Tools Kit contains the full set of spell-checkers, grammar-checkers, thesauri and hyphenation engines covering approximately 25 languages. In addition, it includes the Global Input Method Editors for Asian input, fonts for various Asian languages, and several useful tools such as a tool to translate between traditional and simplified Chinese and a tool to convert between Korean Hangul and Hanja. This kit allows users to install various language proofing tools without changing the standard UI and help files.

Worldwide Thesaurus

To encourage third-party vendors to provide proofing tools for Word worldwide, Word 2000 exposes and improves the Thesaurus API. This gives international

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users of Word the opportunity to use the best language tools available through any vendor.

Language AutoDetect

Word automatically determines what language a user is typing and applies the correct proofing tools, eliminating the need for the user to manually tag text for language. Language AutoDetect works for 21 languages and is approximately 95 percent accurate on sentences five words or longer. In addition, it is now much easier for the user to manually tag text for language with a new "Language" toolbar button and a new UI for the dialog box.

Multilingual AutoCorrect

Word 2000 now supports one AutoCorrect list for each language, rather than one shared list for all languages, eliminating the problems that arose from a list for one language breaking correctly typed text in another language. For example, the English AutoCorrect list capitalizes all cases of the single letter "i", but in Swedish this is a correct preposition. A user typing Swedish on an English system would previously have all of the "i's" capitalized in error.

Global Input Method Editor (IME)

A large segment of Microsoft's Asian users (in Hong Kong and Taiwan primarily, but also in the People's Republic of China) use the English version of Windows. This provides them stability and compatibility, and oftentimes they feel more comfortable with the English user interface. However, because the English version of Windows does not support input in the local language until the Microsoft Windows NT operating system version 5.0 is released, many users resort to using "shells" that sit on top of Windows for their language input. The Global IME removes the need for the shells, which often destabilize the system and cause a lot of headaches for users.

Also, multinational companies have told Microsoft they want to install Word on a standard operating system everywhere, because this saves them time and administration. With Global IME, companies will be able to roll out Word on the English version of Windows NT 4.0 or Windows 95 and still allow casual users such as expatriates to use the local language without maintaining a second system running in the local language.

Finally, there is a substantial niche market of people in the United States and other countries that simply want to be able to type Asian text. These include students and employees of Asian multinational corporations.

Multilingual Binary Converters

In Word 97, only one binary converter to save as Word 6.0 or Windows 95 could be installed at one time. This was a problem because different languages used different file formats and users could not save to a lower version of a file in a different language. For example, if a Word 97 user in Japan wanted to send a document to a Word 95 user in the United States, he or she couldn't, because the two languages used different file formats in Word 95 and the Japanese version of Word 6.0 Windows 95 binary converter could not create the U.S. Word 95 file format.

In Word 2000, users can have multiple converters installed at one time. This will allow the user to select whether to save to the European, Japanese, Korean, simplified Chinese or traditional Chinese format.

Encoded Text File Import and Export

With increasing access to the Web, users are more likely to receive plain text files with an encoding that is different from their Windows-based code page. This is because users in various countries use different encodings for their text.

Even within countries, there are often different encodings; it is also common for users in Asia to receive text files that are encoded in an encoding that is foreign to their own system (i.e., not in the system code page). For example, a Chinese or a Korean user may receive a file from a different text encoding (there are two major types in use for each language: Big5 for traditional Chinese and GBK for simplified and traditional Chinese, Wansung or Johab for Korean). This will also become more common with the increase in network use and the Internet.

Word 2000 users will be able to open text files of just about any encoding. If Word 2000 recognizes that the encoding is the same as that of the user's operating system, then it will automatically display. However, if it is not the same and Word cannot make a reasonable guess, it will allow users to choose from various standard encodings available.

International Ease of Use

Although previous versions of Word made various improvements for users in the United States, international users still faced problems when creating basic documents. For example, dates in some parts of the world are written in day/month/year format, and this caused sorting errors. In countries that use year/month/day formatting, such entry triggered unwanted AutoComplete text. Word 2000 improves on these and various other international issues to make it easy for multilingual users to create professional-looking documents.

Support for Asian Users

Word 2000 provides a number of improvements for Asian users, including Fit Text, Asian Typography, End User Defined Character Embeddings, Character Unit Ruler, and Support for Chinese Envelopes and Addresses.

Conclusion

Microsoft Word 2000 was created to be the easiest way to create common Web, e-mail and print documents around the world. Word 2000 embraces HTML as a first-class file format and extends Word's industry-leading ease of use to the Web and e-mail. Word 2000 also extends that ease of use to international users, making it easy to create multilingual documents.

For more information: http://www.microsoft.com/office/

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