

**JERRY'S
GUIDE
TO BETTER
WORD PROCESSING**

Version 2.0

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INTRODUCTION

This GUIDE TO BETTER WORD PROCESSING Version 2 is created as a benefit for dues paying members of the **Central Kentucky Computer Society, Inc.**, 160 Moore Drive, Lexington, Kentucky 40503. Phone (859) 373-1000. If you find this product useful, I urge you to have and maintain membership in your CKCS. If you are not currently a member, please join. Go to: <https://www.iglou.com/ckcsweb/other/onlineap.htm> to sign up.

This Guide is the product of a combination of topics presented at CKCS MS Word (SIGs) Workshops and from questions asked by my classmates since May 1, 2001. Also included are many tips I have learned over the past 30 years in working with computers and reading publications and viewing web sites. In no way do I intend to infringe on any copyrighted material or publication.

TIPS FOR USING THIS GUIDE

When viewing this document in Microsoft Word, I recommend that you turn off the SHOW/HIDE feature. I also recommend you use the PRINT (or  PAGE) LAYOUT view (found under the menu bar under VIEW).

Starting on page 2 is a **Contents** page. While viewing this Guide as a WORD document, if you find a topic of interest, simply hold down the CONTROL key while you click on the topic in the Content page and that should take you direct to that topic.

Throughout this document, if I suggest you “click” somewhere on a menu, you should use the LEFT mouse button. If you are to use the right mouse button, I will specifically mention RIGHT CLICK.

Please understand, much of the information is based on using Microsoft WORD ©. During 2001-2003, I presented our workshops using WORD 97, since the majority of my classmates used that version of WORD. Now however, I find the majority have upgraded to WORD 2000, or 2002 or now version 2003. Although there are some exceptions most all these instructions and information will be based on version 2003. Many of the shortcuts mentioned throughout this Guide, may not work on some other word processing programs. WORD has many ‘bells and whistles’ which makes it a powerful program and gives it extra capabilities generally not found in less sophisticated programs.

I do hope you find this Guide beneficial.

Enjoy

Jerry Heaton, CKCS Word Processing Workshop leader

CREDITS:

Thanks go to the following CKCS members who provided me tips on several subjects over the past two years. All of those tips have been incorporated into this document and these friends have further educated me about word processing topics.

Bob Brown
Lilly Crawley
Martha Crockett
Lewis Dawson
Jeannine Essig
Jerry Hubble
Joe Isaac
Alice McCormick
Paul Stackhouse
Larry Trivette
Haslem Smith

SUGGESTIONS AND CORRECTIONS

Suggestions and corrections to the guide are invited because periodically, this guide will be updated and provided to CKCS members. Be sure to refer to the topic heading concerned, along with your comments.

Please send your suggestions and corrections to

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or mail to

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Thank you.

THE BASICS

VIEW OF A TYPICAL NEW DOCUMENT PAGE.

When you first open a word document there are several toolbars at the top with a blank document page under that. The following is the way WORD is shipped to you.

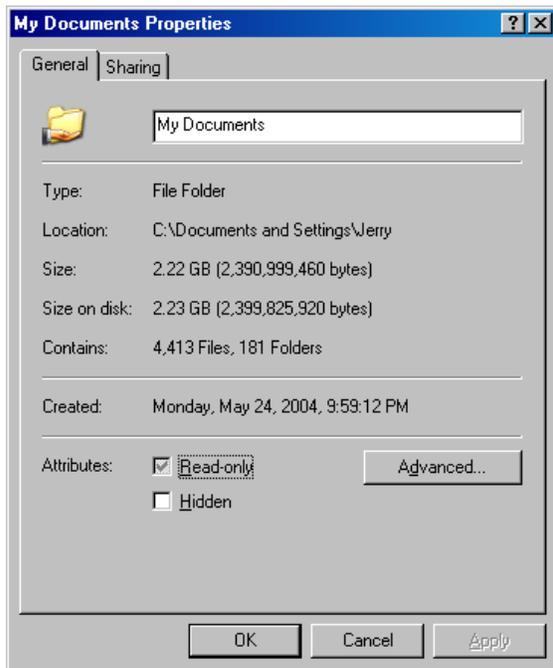
- The TITLE BAR is at the top
- The MENU BAR is next
- The STANDARD TOOLBAR is third
- And the FORMATTING TOOLBAR is next.
- A ruler is displayed just above the blank work space

There are maybe 2 dozen toolbars that may additionally be displayed, but the above list is what is normal.

The sequence of the toolbar display can be changed. For a detailed discussion of toolbars, click here: [WORKING WITH TOOLBARS](#). Check page number below to return here.

DETERMINE SPACE AND NUMBER OF FILES YOU HAVE IN A FOLDER.

Did you know you could determine how much space and how many files are in a particular folder? It's easy to do. Right click on START / then click on EXPLORE / then right click on the selected folder and click on PROPERTIES. I did this to the MY DOCUMENTS folder and find that I have more than 4,413 files there – occupying more than 2.23 GB of space.



DETERMINE SIZE / FREE AND USED SPACE ON YOUR HARD DRIVE

From START, click on MY COMPUTER and then right click on “C” (if that is the letter assigned your hard drive). Select PROPERTIES and a there will be displayed a numerical as well as a graph to indicate the space used and free space on your hard drive. The size of your hard drive is also listed.

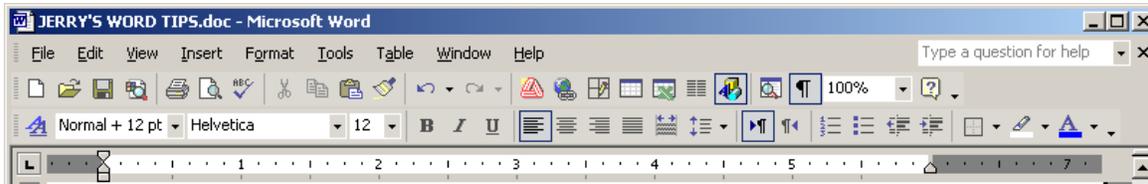
WORKING WITH TOOLBARS

(This is one of three pages on this topic)

If you used a link to this topic, click [here](#) to go back

There are 30 toolbars available to you. Each has its specific purpose. For example, you would only want to display a picture toolbar if working with pictures. If all the toolbars were displayed at once, there would hardly be enough workspace in which to type two or three lines of text.

The normal display of toolbars is below:



The default arrangements of toolbars shown above are:

At the top is the TITLE BAR

Next is the MENU BAR

Next is the STANDARD TOOLBAR

Next is the FORMATTING TOOL BAR

At the bottom is the RULER.

The above is the default arrangement. Personally, I try to keep these items in that sequence.

If one of your toolbars are missing or you wish to add another one for a special project, this is accomplished by going to VIEW > TOOLBARS. Active toolbars have a checkmark in front of them. You may activate a new toolbar by clicking on its name in that list.

DOCKING STANDARD AND FORMATTING TOOLBARS SIDE BY SIDE

You have the option to display the Standard and Formatting toolbars separately on two rows or they may be displayed side by side. To make your selection, go to TOOLS > CUSTOMIZE and check (or uncheck) the "SHOW STANDARD AND FORMATTING TOOLBARS ON TWO ROWS."

In the customize list you will find several dozens icons, any which you may add to a toolbar if you use that use that function frequently.

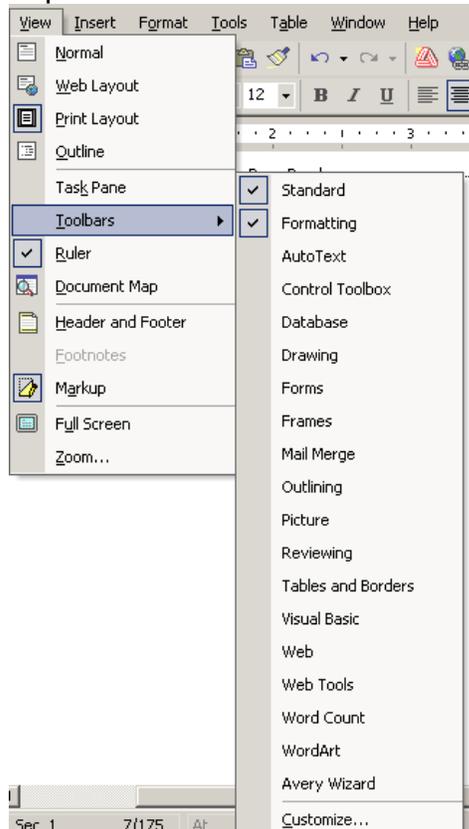
To remove an icon that you never use (on one that you have added and no longer need), YOU MUST HAVE THE CUSTOMIZE MENU OPEN, then select the icon on an existing toolbar, LEFT click on that icon and drag it to any open space on the page and drop it. It will disappear. All toolbars are still on the COMMANDS list and may be restored using the system listed above about adding an icon to a toolbar.

REARRANGING TOOLBARS

You may move a tool bar by pointing to an open space, where no icons resides, on the bar and hold down the left mouse button as you drag the bar down to the middle of your workspace and dropping it there. You may then left click and drag it back to place it in between two of the bars at the top of the page and the let go. Other bars move down to allow the new position.

ADDING SPECIAL TOOLBARS

It is appropriate to utilize the appropriate toolbar for the project you undertake. For example if you are working with a picture, you should activate your picture toolbar. (To activate any toolbar, go to VIEW > TOOLBAR and in this case you click on PICTURE.) Once you have a picture in place in a word document and the sizing handles showing, all icons on your picture tool bar are active. The drop-down list shown here offers the 19 most commonly used toolbars. To see



all 30 of the toolbars offered, go to CUSTOMIZE from this list with the TOOLBAR tab showing. A checkmark on that list activates that checked toolbar.

ADDING OR REMOVING ICONS TO A DISPLAYED TOOLBAR

One may add an icon to a tool bar by going to VIEW > TOOLBAR > CUSTOMIZE then select the COMMANDS Tab. Find and the icon you want to add then just left click and drag the icon to the place you want it on the toolbar and release it.

In the customize list you will find many dozens of icons you may add if you use that function frequently.

To remove an icon that you never use (on one that you have added and no longer need), YOU MUST HAVE THE CUSTOMIZE

MENU OPEN, then select the icon on an existing toolbar, LEFT click on that icon and drag it to any open space on the page and drop it. It will disappear. All icons are still on the COMMANDS list and may be restored using the system listed above about adding an icon to a toolbar.

MISSING TOOLBARS ON EMAIL OR WORD

Toolbars can be turned on or off on most any Microsoft product. The only Toolbar than cannot be turned off is the menu bar. The menu bar is the one with no icons, -- just words, i.e. in Outlook Express the menu bar has FILE, EDIT, VIEW, TOOLS, MESSAGE and HELP.

If some of your toolbars are missing, they may have accidentally (or on purpose) been 'turned off'. You might think that if the SEND icon is not in sight, you can't send your Email, but actually, even if the toolbars are 'off', you can go to TOOLS on the menu bar and find a SEND AND RECEIVE section.

Anyway, in Outlook Express to get all your toolbars turned on, right click in a vacant space on the menu bar and the following listings should show; TOOLBARS and VIEW BAR. When you left click on either one of those items it will turn that item on. It will be necessary to right click again and then left click on the second item to get both items turned on.

If you are using Windows Mail there is a third item you should turn on, and that is the SEARCH BAR which is a great feature that comes with Vista..

WORD COUNT IS AN AVAILABLE TOOLBAR.

If you ever want to know the number of words in one file you have open, you should activate the WORD COUNT Toolbar in MS Word. One way to find this toolbar is to right click on any unused space on the MENU toolbar, this will give a list of most available toolbars. You will find the word count toolbar close to the bottom. Click on that and that toolbar will be available until you close it. A click on it will tell you how many words you have in the open document. For example, *JERRY'S GUIDE TO BETTER WORD PROCESSING* has more than 49,140 words and final editing is not complete..

Much more detailed information is available about your currently open document if you click on FILE on the menu bar > PROPERTIES

This is handy, particularly for students who have to write an essay of say 500 words or someone who is writing for a newsletter and wants to track the amount of space your text might require in the Newsletter..

WORKING WITH MULTIPLE OPEN FILES

Go to MY DOCUMENTS and open four different Word documents.

The most efficient way to switch among multiple open documents involves using the ALTERNATE key plus the TAB key. With four documents open, using your left hand, hold down the ALT key with your thumb and with your index finger *tap* the TAB key and continue to hold down the ALT key. This provides an icon for each open document, and each additional time you *tap* the tab key, you will move to the next icon, which represents the next open document. To view a particular document that an active icon represents, simply remove your thumb from the ALT key and it is displayed instantly. Continue to use this process to skip and to view other open documents. In my opinion, this is the most proficient way to accomplish this task. Try it – practice this – you will like it!

I use this system to copy, into a new document, parts of other open documents.

MANEUVERING WITHIN A TEXT DOCUMENT

There are several ways to move around in a text documents. Try these:

1. Using your mouse pointer, you may place the INSERTION point anywhere between letters in text.
2. You can use the four arrow keys on your keyboard (up and down, to move one line at a time or left and right to move one character at a time).
3. You can use the PAGE UP and PAGE DOWN, to shift your screen view a few inches at a time.
4. Use the CONTROL plus a left or right arrow key to move one word left or right of the insertion point.
5. Use the CONTROL plus the up or down arrow key to move through a document one paragraph at a time.
6. Use the HOME or END key to move to the front of a line or the end of a line
7. Use the CONTROL plus the HOME or END key to move to the top of the first page or the bottom of the last page of a document.

I recommend you practice all of these to become more proficient in moving though your word processing documents.

BLOCKING TEXT (Highlighting)

Blocking or highlighting text is another way to say you are ‘selecting’ a portion of your document. You highlight text is your first step to revise or modify your document. Changes you make, only affects the portion of the document that highlighted.

There are many ways to highlight (block) text. Be aware of them all, but you will find a few, which will become your favorites.— the ones you use the most. It helps to be familiar with them all.

1. **CLICK AND DRAG IN TEXT** Use the click and drag system by placing the pointer “I” bar at the edge of the text you wish to highlight, press and down and hold the left mouse button and drag across the word, phrase sentence or paragraph.
2. **CLICK AND DRAG OUTSIDE TEXT** Use the click and drag system placing the arrow which appears when the pointer is to the left (outside) of the left margin. Click and hold down the left mouse button and drag up or down to the left side of your text. The same works when clicking outside the right margin.
3. **CLICK TWICE WITHIN TEXT** Using the left mouse button, click twice on a word to highlight that word.
4. **CLICK THREE TIMES WITHIN TEXT** Using the left mouse button, click three times anywhere within a paragraph, to highlight the entire paragraph.
5. **USE ARROW KEYS** Hold down the CONTROL plus SHIFT keys then tap or hold down any of the four arrow keys, and learn how that highlights text for you.
6. **ARROW KEYS PLUS END OR HOME** With your insertion point somewhere in your document, hold down the CONTROL plus SHIFT keys plus tap the HOME key, or the END key, and learn how that highlights text for you.
7. **HIGHLIGHT A SINGLE SENTENCE** Hold down the control key and click anywhere in a sentence to highlight that one sentence.
8. **CONTROL PLUS A** Hold down CONTROL and touch the letter A to highlight All the text and other items in a document. This may also be accomplished by using the mouse, clicking 3 times in the left margin of the page.

Once text has been highlighted, you can change the format, the font, and the size, as you need. You may also delete the highlighted text, or click and drag it to a new location, if that is what you need to do.

Remember, be careful as highlighted text is replaced with your next letter, number, space or enter key you might type. *(If this accidentally happens, See UNDO AND REDO topic in this document)*

To deselect highlighted text, simply click in a margin or any place where there is no highlighting.

SELECTIVE BLOCKING (HIGHLIGHTING) A COLUMN OF TEXT

Should you have a column of figures in the middle of a page, which you would like to bold face, or perhaps use a different type font, there are two ways to accomplish this.

I call this system, selective blocking of text.

To accomplish this task, place your insertion point at the top left of the column you wish to highlight. Touch **CONTROL + SHIFT + F8** and in the status bar, at the bottom of the display you will notice that the letters COL has appeared (COLUMN) and is active (not grayed out). You may then use your keyboard arrow keys to highlight the text you desire.

ELECTRICAL USAGE STUDY

MONTH	KWH	COMMENT
January	809	
February	549	Out of town for Conference
March	655	
April	689	
May	610	
June	838	Summer Air Conditioner
July	945	
August	971	
September	1146	Construction work began
October	823	Fall season began
November	615	No Air conditioner
December	601	

CUTTING OR COPYING BLOCKS OF TEXT

First, you must highlight any text you wish to move. Your options to move text include:

1. Use click and drag system. Somewhere in the highlighted text area, hold down the left mouse button and drag the text to the new location and DROP it there by releasing the left mouse button
2. Use the cut and paste system. Press the CUT icon on the standard toolbar (or use the shortcut key **CONTROL + X**) which removes your highlighted text from its original location and places it on your clipboard. Find your new location and press the PASTE icon (shortcut: **CONTROL + V**) which places your text at the new location.
3. Use the copy and paste system. If you wish to duplicate the text someplace else in your document but keep it at its original location, follow the steps in 2 above, but use the COPY icon on the standard toolbar (or shortcut key of **CONTROL + C**) instead of the CUT icon.

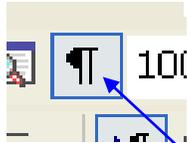
These same systems apply to moving clip art, pictures, etc. as well.

COPYING MULTIPLE BLOCKS OF TEXT AT ONCE

Should you have several paragraphs of text which are not contiguous, you may copy and paste them all at once rather than doing them one at a time. For example, if you had an eight paragraph document and you wanted to copy paragraphs 1, 4, 6 and 7, simply hold down the control key as you use your mouse to click and drag through paragraph one, then (with the control key still held down,) click and drag through paragraph 4, then paragraph 6, then seven. Once all paragraphs have been highlighted (blocked), you may cut (**CONTROL + X**) or copy (**CONTROL + C**) them and paste them (**CONTROL + V**) somewhere else.

SHOW / HIDE FEATURE – (NON-PRINTING CHARACTERS)

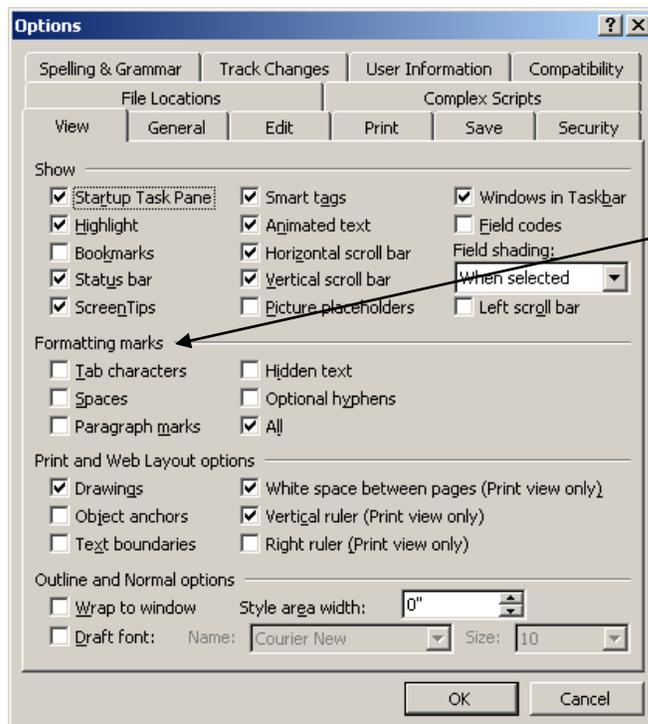
I prefer to have MS Word to identify spaces, tabs and paragraph marks on the display as I type. It makes it very clear exactly what you are doing as you type, and is particularly helpful when you need to highlight parts of a document.



When you press the space bar, it displays as a dot between words as you type. When you press the tab key, an arrow is display each time you tab and a paragraph mark display for each stroke of the enter key.

MS WORD has a [paragraph icon](#) on the tool bar, which toggles this feature on or off. If you do not have that symbol on your tool bar, it can be added (see

WORKING WITH TOOLBARS in the Table of Contents). . A second way this feature can be turned on or off is by going to **TOOLS > OPTIONS > the VIEW tab**, and under **FORMATTING MARKS > add or remove the check mark in front of ALL**. This action will toggle this feature on or off.



These dots, arrows and paragraph marks are called 'non-printing marks' as they show only on your display but do not show on the printed document.

REVEAL CODE

The first time I heard about Reveal Code is from users of COREL Word Perfect. MS WORD's version of that feature can be accessed by opening the task pane (VIEW > TASK PANE or use **CONTROL + F1**). At the top of the task pane section is a down pointing arrow (▼) which produces a drop down menu on which you will find REVEAL CODE. Selecting that will provide all kinds of information about the text located where you have your flashing insertion point. Information shown will include **font type, language, alignment, indentation, margins, layout** and **paper size** and all of this is in one place.

WORD WRAP

One of the best features of modern word processing program is WORD WRAP. This feature measure your line length as you type and automatically causes your text to flow to the next line with no decision making on your part. On the old manual typewriters, the typist had to constantly monitor line length while typing to be sure you did not type too close or even run off the right edge of the paper while typing.

Using a computer, the motto is, **while typing letters or reports, DO NOT press the enter key except to end a paragraph or to start some text anew.** Letting the computer make line-ending decisions allows you to later on, increase or decrease font size without destroying your paragraph appearance.

CUT AND COPY TEXT

When you CUT text, it removes it from your page and places it on your clipboard. From there you may paste to a new location.

When you COPY text, it leaves that text in its original location and places it on your clipboard. From there you may paste to a new location.

You may not 'CUT' and edit an Email that you have received. However, you may copy an Email you have received and paste into a NEW MESSAGE form and there you may use virtually all the editing tools with which you are familiar in your Word Processing program. You may also edit the original Email you receive if you click REPLY or FORWARD icons.

Remember that CUT and COPY only applies to the text you have highlighted. Touching **CONTROL + A** will highlight all the text in a Word document, an Email, and in most cases, a web page.

UNDO AND REDO

Two of the most valuable features of WORD allows you to UNDO changes you have made to a text document by clicking on the curved UNDO arrow on the standard tool bar. REDO (the other curved arrow on the tool bar) allows you to restore changes to which you previously applied UNDO.

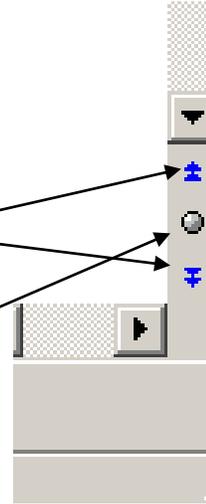
A impressive feature is that MS WORD records just about every edit you accomplish on your open document. I have been able to UNDO the last 60 edits I made to a document (and I do not believe that is the limit). You can even save the document, but as long as you do not close it, apparently all edits are recorded and one can still UNDO them.



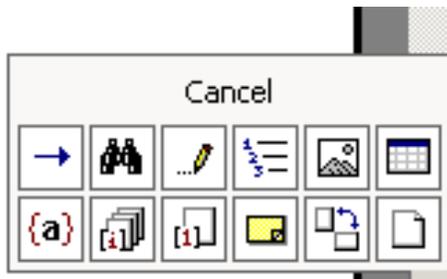
It some other word processing products, only one undo or one redo is possible.

USING NAVIGATOR BUTTONS

Navigator buttons are useful when you are working with a long document. They are the buttons located below the right scroll bar on your word desktop. When they are blue (as in the example to the right), clicking on the **down pointing twin arrows** will search for the next appearance of the word you originally typed in the FIND dialog box. If the **arrows point up**, you would move to the previous selection. Normally those arrows are black and when they are black, clicking on the double arrows moves you to the top of either the page before or the top of the page after the present page you are viewing on your desktop.



You may change the purpose of those double arrow buttons by clicking on the **round button** in the middle. Let your mouse pointer hover over the **icons produced by that round button** to determine your options.



As previously stated, when those arrows and buttons are black, clicking on one of them moves you to the top of the next page or the top of the previous page. You also may use the keyboard shortcut **CONTROL + PAGE DOWN** to accomplish the same thing.

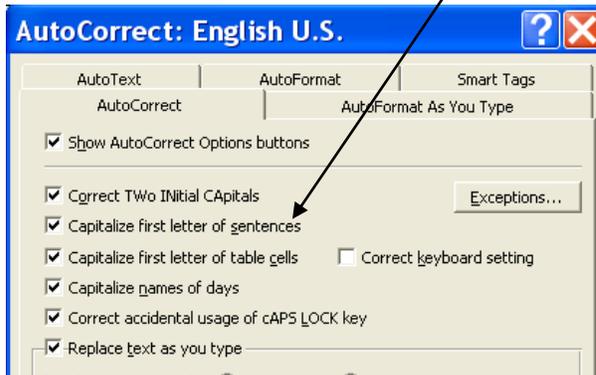
Thanks to Larry Trivette for this tip.

AUTOMATIC CAPITALIZATION OF THE FIRST LETTER OF A NEW SENTENCE.

When typing text, if you place a period to end a sentence, you would normally capitalize the first letter of the next word. In addition, when you press the enter key, WORD considers this a signal that you are ending a paragraph so again it would be normal that the first letter of the next word would be capitalized.

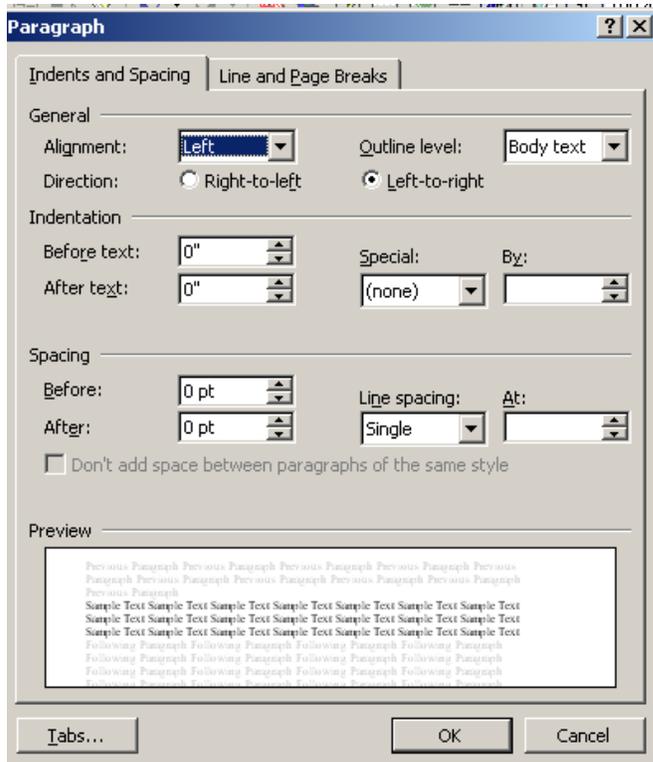
Word is set to insure that capitalization happens, in case you forget to do it. If this annoys you, you may turn this feature off by going to **TOOLS > AUTOCORRECT >** be sure the **AUTOCORRECT** tab is showing > and uncheck **CAPITALIZED FIRST LETTER OF SENTENCES**. I personally like this feature and keep it turned on (check marked).

Remember: do not use the enter key except when you want to end a paragraph. Let the “WORD WRAP” feature do its job. *Word Wrap is discussed elsewhere in this Guide.*



UNDERSTANDING PARAGRAPHS INDENTS AND LINE SPACING

To change from single to double spacing of your text, first you highlight the text that you want to double space. Then go to **FORMAT > PARAGRAPH** to see this dialog box:



For line spacing, you have several options: Single, 1.5 lines and double plus a few other options. Changing this setting adjusts the space between every typed line and blank line on the page.

You may choose to add spacing before or spacing after each paragraph. In the SPACING section you may add 6 pt or 12 points of space either before or after a new paragraph (6 pt. is about a half a space and 12 pt is about a full space). This eliminates the need for pressing an extra ENTER key between paragraphs.

When you import some web pages to a Word document, you

may find it necessary to adjust the spacing section for your imported document to appear as you want.

Several indentation options are available in this dialog box. In an open document, you may automatically have the text you type indented by a set number you place in the BEFORE TEXT box in the INDENTATION section.

Remember, making a change in this dialog box only applies to the section in which your insertion point is located. You must use **CONTROL +A** to highlight all text in your document if you want the changes to apply to the whole document.

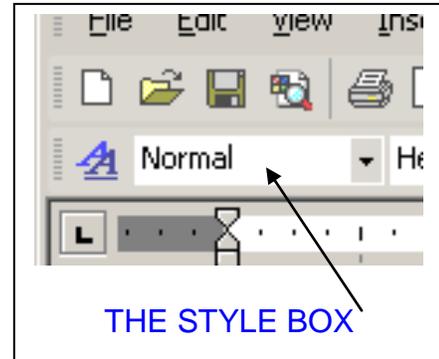
Shown above is the normal settings for the PARAGRAPH dialog box.

You may automatically create a line space between paragraphs by entering a number in the AFTER box in the SPACING section

Remember some of these changes may easily be made on the ruler. See *WORKING WITH THE RULER*

STYLES

There is an excellent, but little understood, tool in MS Word which, when used properly, will enhance your word processing experience. It is STYLE, which is a box that resides on the left of the formatting tool bar (it is to the left of the font type name box). Its purpose is to allow you to assign, uniformly, a combination of font types, size and styles to text you might highlight.



For example: let's say you have an article about Automobiles and you have typed a paragraph or two about several brands of cars. You would likely want to put a sub heading above each section, such as Chevrolet, Ford, Honda, etc. It would be normal for all those headings to be identical in type, size and style plus other formatting attributes. The best way to accomplish this is to highlight the heading (Chevrolet) and assign it a style in the STYLE box such as HEADING 1. The style box usually lists Heading 1; Heading 2, Heading 3 and Normal plus other styles you have used recently. You would then assign Heading 1 to all the sub heads in your document, by highlighting the heading and clicking on Heading 1 in the style box. Do not concern yourself whether Heading 1 is how you want the finished subheadings to look.

Once you have your document complete and all headings in place under Heading 1, then highlight any single sub heading. Change it to a font type you want (maybe Baskerville Old Face) select a size (maybe 16 pt), perhaps you would want to use bold face or italics or underscore or maybe even center the heading. Make all the changes you want to that one heading. Then while that one heading is highlighted, left click on the grey box to the right of the Heading 1 (option type) and answer the question "Update the style to reflect recent changes" with an OK.

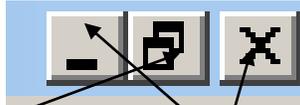
Instantly, all sub headings in your document which were tied to the Heading 1, match the new style you have established.

It is a great time saving tool when you are working with multiple sub headings within a document.

HOW TO CLOSE MOST ANY DIALOG BOX, DOCUMENT, OR PROGRAM

Web page advertisers now-a-days use all sorts of tricks to make it difficult to close their advertisements. I guess they figure it makes you look at their ad longer. To me, it is just very irritating.

Of course, if the title bar is showing, you may click on it and drag it around until you can see the normal close button shown below. (You may need to click the RESTORE DOWN button to be able to move a title bar.)



The obvious solution would be to use these normal buttons for this purpose. The three squares to the right of the title bar are the **MINIMIZE**, the **MAXIMIZE/RESTORE DOWN** and the **CLOSE** buttons.

Another option is to **right** click on the icon to the left of your title bar and from the menu that appears, click on **CLOSE**.

The best solution: You may close most any top dialog box, document or program by pressing **ALTERNATE + F4**. You can even exit Windows by using this keyboard shortcut. **See comments that follow. Thanks to Paul Stackhouse for this input.**

Some pop-up web advertisements move the focus away from themselves after loading. In these cases, pressing **ALT+F4** would close something unintended. It is best to make sure that the window that you want closed still has the "focus color" before pressing **ALT+F4**.

Note: Also some insidious porn sites can wreck the browser to the point that the only way to get rid of multiple spawning pop-ups is to completely shut down Internet Explorer.

SAVING YOUR DOCUMENT

No doubt, if you have used word processing a lot, at one time or another you may have done something, which causes you to lose some of your work. It is a devastating feeling and it seems that the nearly perfect work you had on the screen is virtually impossible to duplicate a second time.

The motto is “SAVE YOUR DOCUMENT FREQUENTLY”. It is a good habit to save your work every paragraph or two. A quick way to save is to use the keyboard shortcut **CONTROL + S**. Of course the primary way is to click on the save icon (shown at right) found on the Standard toolbar. The first time you save a new document, you will be asked to give it a name. Be sure to select a name for your document, which will aid you to find it later when you need it.



There are numerous ways to save your document. These include:

- Click on the save icon on the Standard tool bar,
- Use the keyboard shortcut **CONTROL + S**,
- Click on FILE on the menu toolbar and select SAVE
- Press **ALT**, then press F then press S.

There are times I use any one of those listed – however, just pick the ones you like best and stick with those.

SAVE VS SAVE AS

What is the difference between save and save as is a question I often hear.

The first time you save any document, you are asked to give it a name you can easily recall so you might find that document at some future date.

After that, anytime you use any of the techniques described on the previous page to save that document, it saves the latest version of the document over the top of the original saved document.

After you first save a document, and then make additional change, there may be a need to keep the first version of your document and keep the changed document separately. This is when you use SAVE AS (go to FILE > SAVE AS) you are then asked to provide a new name for the (save as) document. Once you click OK, you then will be working with the newly named document, and your original saved document will be intact under the original name. Changes made to the renamed (save as) document will not affect the original document.

PROTECTING A SPECIAL DOCUMENT

Should you create a document that you don't want to accidentally modify with new changes, you should then save it as a "read only" file. For example; should you create a MASTER PACKING LIST that would include items to pack if going on a trip to a hotel **plus** items you would need if going camping, **plus** items for the car should you be driving **plus** items you should take when you are flying to your destination, etc.. In such a case, you would want to preserve your master packing list. Then when ready to make a trip you would want to modify your master list by deleting those items from that master list that you won't need for your current trip. You could use your modified list to check off items as you pack. You would want to keep your master list intact and save your modified list with a name just for your current trip. Microsoft word offers a way to protect your master list in this case.

To prevent accidental modification, your master packing list should be a READ-ONLY file. When you modify and try to save a READ-ONLY file Microsoft Word will remind you that the original was a READ-ONLY file and you must save your modifications with a new name. This keeps your master list intact. This is a truly valuable feature.

HOW DO YOU DO THIS? Once you complete your master list and have it exactly as you want it, close it, then find it among your documents and right click on the title. Select PROPERTIES > select the GENERAL tab and at the bottom check READ-ONLY. That is all there is to it.

VIEWS

Microsoft Word provides you five ways to view a document on your display. By clicking VIEW on the menu bar the top five listings are your different view options. In addition, five very small icons at the bottom of your display (beside the bottom scroll bar) let you select those same different views. The most popular view is the PRINT LAYOUT view. Let's review the different views.

NORMAL

Document text appears continuous with a dotted line showing page ending / beginning and/or document sections.

WEB LAYOUT

Designed to show you how your document will look as a web page, with the text wrapping as it would in a web browser. Backgrounds and formatting will appear as they would in a web browser. All sorts of codes would be added to text so that web servers have enough information display pictures and text in the size color and placement that you desire. The codes are what web page designers refer to HTML (Hyper Text Markup Language).

PRINT LAYOUT

Using this view, pages appear pretty much as your printer will print. The acronym WYSIWYG applies here (What You See Is What You Get). Everything that will appear in the printed document appears on the screen. The layout is more complete and accurate than in the other layout options. If you're having problems finding something you inserted in your document, try this view before you start troubleshooting.

OUTLINE

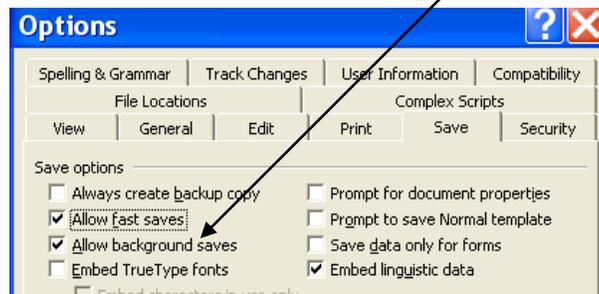
Shows the headings and subheadings in your document. Allows you to reorganize sections of your document and/or delete sections. This is NOT recommended for general editing.

READING VIEW

Excellent way to simply read any document. Your text shows on the display as if it were an open book, two pages side by side. Your document is divided by small screen views rather than by pages. I think you will find that errors are spotted more easily using this view. You move from page to page by touching the space bar.

ALLOW BACKGROUND SAVES

Any experienced computer user knows that it is important to save your work every few minutes to prevent loss should the power fail for any reason. I check mark the feature “allow background saves” which is found under TOOLS > OPTIONS > select the SAVE tab > **ALLOWS BACKGROUND SAVES** because when you take action to save your work, this allows you to immediately continue to edit your document while the ‘saving’ is done in the background. This is not too important in a short document, but if you have a very long or large file (such as this one,) to save, it might take several seconds. Depending on your computer speed, the time to save a big file might take a while causing you sit and wait. This feature is ‘on’ when you receive MS Word and I would leave it on.



INFORMATION ABOUT PROGRAM ICONS ON YOUR DESKTOP

You may use your pointer to determine the location of program files represented by icons displayed on your desktop. You first must click in an open space on your desktop. Then by hovering the pointer over an icon, an information box will appear giving you the file location. On icons for Microsoft products, additional revision and other information is displayed instead of the location.

NOTE: To make this work, you first must click on an open (blank) space on your Windows desktop.

AUTO CORRECT FEATURE

AUTOCORRECT is located under the TOOLS > AUTOCORRECT.

This is a WORD feature, which automatically corrects common typing errors people make. For example if you intend to type the word across but accidentally press the “c” twice, (accross) word will automatically remove the extra c so the word is spelled correctly. Also if you accidentally type aUTOMOBILE , the autocorrect feature would change that to Automobile once you touch the space bar.

With some thought and planning you may put this tool to good use for your situation. Don't forget to add any words you typically misspell (which are not already on the autocorrect list). Then autocorrect will correct them as you type. Go to TOOL > AUTOCORRECT and select the AUTOCORRECT tab and look over the two boxes in the center of that menu. I prefer to keep all options check marked in this section.

You may customize the autocorrect feature. For example if you constantly had to type Central Kentucky Computer Society (about 33 keystrokes), you could add to the autocorrect list of words, a key word, but not a real word, such as ckcsx -- after which you would type Central Kentucky Computer Society. Then every time you type ckcsx and touch the space bar, those 5 letters would be converted to the full name of the organization. Note: A shortcut to accomplish this task, type the words you want to autotext (part of autocorrect), highlight them.

You may want to use mysig as a key word to insert, automatically, your full name within your document.

Autocorrect will also do this

Type :) = ☺

Type : (= ☹

Type : | = ☺

Type (tm) = ™

Thpe (c) = ©

Type (r) = ®

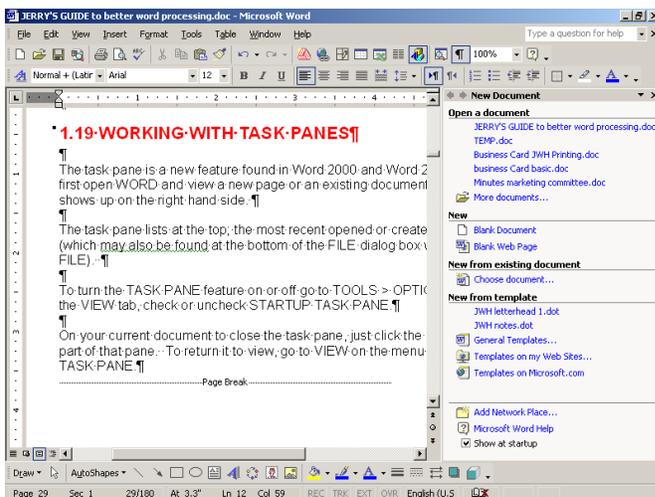
When you type smiley faces in word using a colon and a close parenthesis, like this :) and autocorrect will change those keystrokes to make a proper face.

WORKING WITH TASK PANES

The task pane is a new feature found in Word 2000, 2002 and Word 2003. When you first open WORD and view a new page or an existing document, the task pane shows up on the right hand side.

The task pane lists at the top; the most recent opened or created documents. This same information may also be found at the bottom of the FILE dialog box when you click on FILE.

To turn the TASK PANE feature on or off go to TOOLS > OPTIONS > and under the VIEW tab, check or uncheck **STARTUP TASK PANE**.



On your current document to close the task pane, just click the **CLOSE X** which is part of that pane. To return it to view, go to **VIEW** on the menu bar and click **TASK PANE**.

View of task pane on right side of document

DOCUMENT MAP

The DOCUMENT MAP helps you navigate through a long document with chapters / or heading.

You turn this function on or off by going to VIEW > and clicking DOCUMENT MAP. A pane appears at the left of your document showing only the headings in your document, one under the other. By clicking on a previous heading, you immediately move to that place in your document. You may return to your original place by finding that heading and clicking on it.

This feature works somewhat like a table of contents. See *CREATING A TABLE OF CONTENTS*. Note your current page number then click here go to [CREATING A TABLE OF CONTENTS](#)

THE DIFFERENCE BETWEEN DEFAULT / APPLY / OK

On some menus, there are three buttons at the bottom, DEFAULT, APPLY and OK. Some just have APPLY and OK

If you only want to make just one change to a dialog box, just click OK, that change applies only to the one document that you have open and the dialog box will close immediately.

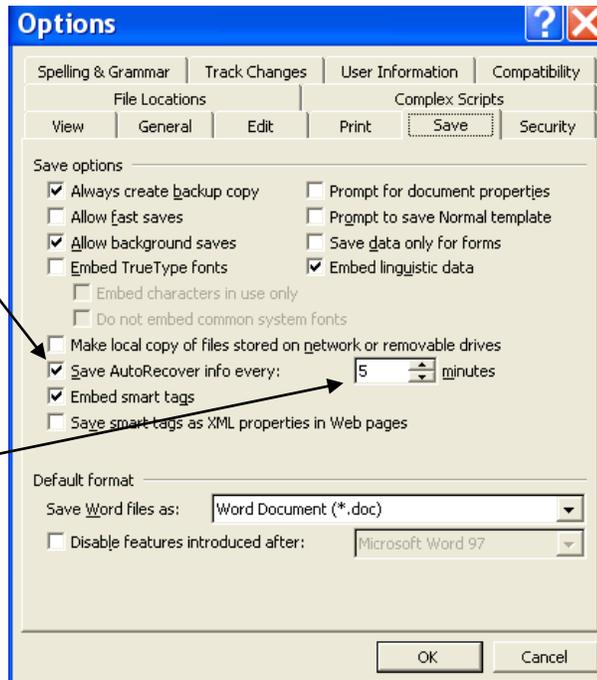
If you make one change to an open dialog box, and click APPLY, that change apply only to the one document that you have open, but the dialog box remains open which will allow you to make additional changes or perhaps additional tabs within that dialog box.

Not every dialog box has a default button, but if it does and you click on DEFAULT, you will get a caution message that those changes you are making will apply to all future documents that you open under the NORMAL template. (You would still have to click APPLY or OK to apply that change to the open document.

UNDERSTANDING AUTO RECOVERY FEATURE

The auto recovery time you set under OPTIONS actually SAVES your file at the interval you set. It can help you make up for the times you forget to manually save your document as you type. Be sure this feature is check marked so it will **on**. It is so important in the event of an unexpected power failure or if you fail to close out your document before shutting your computer down.

This feature is found under **TOOLS > OPTIONS > SAVE TAB > SAVE > AUTORECOVER INFO EVERY **xx** MINUTES**. You may set the time for anything from 1 to 120 minutes. The program is shipped with that setting at 10 minutes.



Set this for a time with which you are comfortable. Every minute or two is probably an excessive number.

GO TO A WEB PAGE NON STOP

It is not necessary to open a search engine, then wait for that engine's home page plus all graphics to load (plus maybe commercials) before you type in the web site you want to visit.

GO NON STOP: Save time and go direct to that web site by clicking on the START button and select RUN and type your web site name, for example WWW.CKCS.ORG then click OK and the next page you see will be your web site. Another plus: about the last 20 web sites you visited will still be available by looking at the drop down menu where you typed you web URL – no extra typing required (this is not always the case in some search engines).

This is a much faster way to get to a known web site.

PLACE A URL LINK IN WORD OR AN EMAIL

To create a Uniform Resource Locator (URL) in a word document or an Email, you may type your URL or if you are visiting a particular website, you may copy the URL that shows in the address bar at the top of your display, and paste it into your word document or an Email. If the URL does not change to a blue color (like this example: www.ckcs.org) all you need to make it a active URL is to touch the space bar on your keyboard adding a space at the end, and that should do it.

Special note: If you paste or type a URL into an Email or a word document, the URL will not work until you SEND the e-mail or you SAVE the word document with a document name – after that, the URL will work.

ENLARGE TEXT ON A WEB PAGE

If you have a wheel mouse, to a degree, by holding down the CONTROL key and turning the wheel a slight change in text size will sometime occur.

If the text is still too small, highlight and copy that text and paste it into a new Word document. There you can highlight the text and increase the size by holding down **CONTROL + SHIFT** and pressing the (>) key several times.

For more information, note your current page number in case you wish to return here, and then click below to see **TRICKS USING A WHEEL MOUSE**.

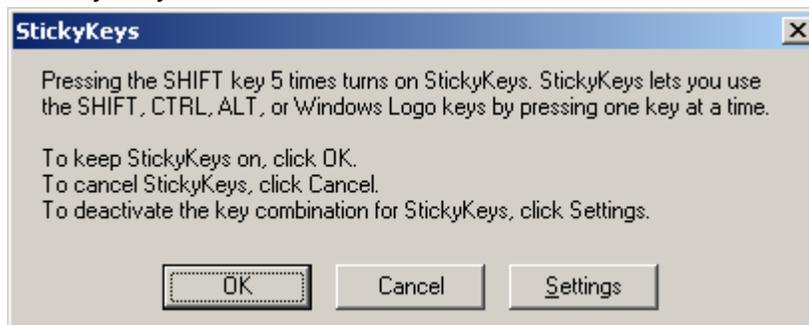
STICKY KEYS

Touch your SHIFT key 5 times in a row and a dialog box will appear regarding STICKY KEYS.

STICKY KEYS is a feature intended to help someone who is handicapped, perhaps with a disabled hand or fingers.

Some shortcut key combinations such as **CONTROL + ALTERNATE + (the letter) C** will place a copyright mark © among your text. This requires that you press all three keys at the same time. Once you activate StickyKeys, in my example, you are able to press and release each of the three keys one at a time and still get the same results.

Below is the Sticky Key menu.



WORKING WITH MACROS

A MACRO is a simple method of recording a series of keystrokes and playing them back later. If you occasionally have some repetitive typing sequence which you use from time to time, you may choose to use a macro.

TO RECORD A MACRO

Go to TOOLS > MACRO > RECORD NEW MACRO. It will ask you to assign a name for your new macro. Once you do that, immediately on the screen you will see a small toolbar with two buttons, a STOP button and a PAUSE button. From that point forward your keystrokes will be recorded until you press one of the two buttons on the toolbar. Let's say you name your macro SIGBLOCK. (You must either assign a special keyboard shortcut or have an icon placed on your toolbar for your new macro and once you do that, and click ASSIGN, a small "STOP RECORDING" and "PAUSE RECORDING" dialog box appears and your following key strokes are recorded until you press a stop button.) Then type a few tabs, the word Sincerely, then after several enter keys and more tabs you type your name, etc. Pressing the **STOP** button ends the recording.

TO PLAY A MACRO



Once recorded, anytime you want your signature block (or whatever you recorded) just click your icon or use your keyboard shortcut. Another way is to go to TOOLS > MACRO > MACROS and then from the list, click on your SIGBLOCK and click RUN.

In the box below is an example of a macro I recorded and ran.

<p>Sincerely,</p> <p>JOE DOKES President</p>

USING FOOTNOTES

Should you need to use a **footnote**¹ in your document, Word has an efficient system to help you do so.

The word footnote is an example on this page.

To set your first footnote in your document; place your insertion point after the appropriate word, go to INSERT > REFERENCE > FOOTNOTE. Word automatically inserts the numeral 1 in superscript by that word and also places a footnote number at the bottom of that same page. If you have several footnotes in a document, Word takes care of the proper numbering sequence.

Should subsequent editing of your document moves the paragraph with that footnoted number to another page, Word will keep the footnote reference to the bottom of the appropriate page.

¹ a note of text placed at the bottom of a page in a book or document

MAKE YOUR WP PROGRAM MORE USER FRIENDLY.

This is page 1 of 2 pages on this topic

You are able to adjust the set-up of your word processing program to suit yourself. There are several dozen things you can change or modify as you desire.

THE DISPLAY

When you open WORD, the normal display of tool and other bars at the top of your WORD window is as follows:

1. TITLE BAR
2. MENU BAR
3. STANDARD TOOLBAR
4. FORMAT BAR

The above is the recommended sequence.

THE RULER

Under that is the RULER. I recommend that you keep the ruler showing however you may turn it off if you desire. Go to VIEW on the menu bar > click on RULER. This action toggles the ruler on or off.

ADDING TOOLBARS

There are a dozen or more toolbars available to you. One way to view them is to go to VIEW on the menu bar > and click on TOOLBAR. Another way is to RIGHT CLICK on the blank space at the right side of the Menu bar.

When you have specific tasks to accomplish, you should turn on the appropriate toolbars you need for that task. For example if you are working with pictures in your word document, you should turn on the PICTURE TOOLBAR. If you are working with a database, you should activate the DATABASE TOOLBAR etc. Simply select the toolbar you need and CLICK it. If that toolbar is on, that action turns it off or if off, it turned it on.

CHANGING THE ARRANGEMENT OF THE TOOL BARS

Note the discussion of THE DISPLAY above. If you desire, you are able to change the sequence of the toolbars as they are displayed on your screen. Simply find an inactive portion of the tool bar you wish to move, left click and hold as you drag that tool bar to a different position in your display.

CHANGING THE DEFAULT FOR THE NORMAL TEMPLATE

The Normal Template is a general purpose template for any type of document. When you first start WORD, or when you click on NEW, the document that appears is based on the Normal Template. You may modify this template to change the default document formatting or content.

CHANGING FONT AND FONT SIZE. Microsoft set the default normal template using TIMES NEW ROMAN font ,10 point size. Let's say you prefer to use Arial 11 pt for your default new document.

Go to FORMAT > FONT change the font to Arial and the font size to 11 pt. In the lower left of the dialog box is a DEFAULT button. Left click on that and confirm your desire to make that change to your current document and to all NEW future documents you create should start Arial 11 pt.

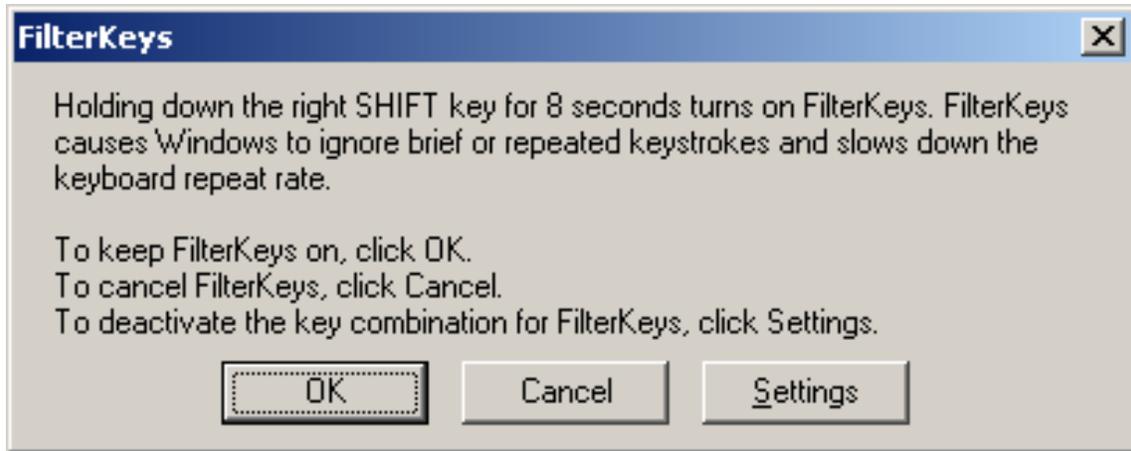
CHANGING MARGINS, PAPER SIZE OR PAPER SOURCE. To change any of these items in your NORMAL TEMPLATE, go to FILE > PAGE SETUP and change any of those items you desire. In the lower left of the dialog box is a DEFAULT button. Left click on that and confirm your desire to make that change to the current document and all future NEW documents should reflect those changes as your new default setting.

REVERSE PRINT ORDER If your printer deposits printed page face up – on top of each other, it would be to your advantage to go to TOOLS > OPTIONS > select the PRINT tab and check mark REVERSE PRINT ORDER in the first section. Therefore, in the future, when printing a five page document the first page out will be page 5, followed by 4, 3, 2 then 1. When you pick them up – they will be in the proper order.

FILTER KEYS AND THEIR PURPOSE

To call up the FILTER KEYS dialog box, you hold down the RIGHT shift key for 8 full seconds and the dialog box below appears. This dialog box does not show if you hold down the left shift key.

The dialog box explains one of the uses for FILTER KEYS. It has other purposes with which I am not familiar. This feature can be most helpful to persons with an arthritic fingers which are slow in releasing individual keys. Slow finger movement can cause repetitive typing when it is not desired.



If you accidentally activate this dialog box, be sure to read the instructions. You should click CANCEL unless you want to activate FilterKeys.

Once activated, you may always turn this feature off by calling up the above dialog box a second time and click SETTINGS.

CREATING AND EDITING

CREATING AN ICON ON YOUR DESKTOP

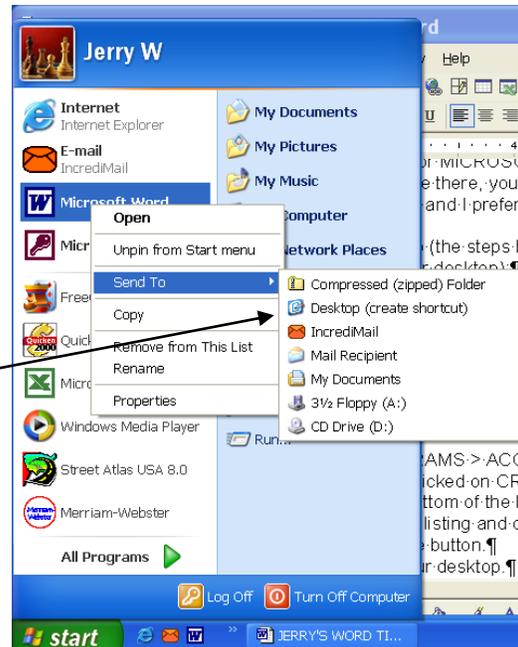
This is page 1 of 2 pages on this topic

If you don't have an icon on your desktop for MICROSOFT Word (or some other program you use often) and would want one there, you may easily accomplish this task. There are two systems to do this and I prefer the first system below.

To put MICROSOFT Word on your desktop (the steps below apply to any program for which you want an icon on your desktop):

FIRST SYSTEM

1. Go to START> and if you don't find an MICROSOFT Word Icon there, look under PROGRAMS> and locate MICROSOFT Word there (sometimes you will find it under MICROSOFT Office) Once you find MICROSOFT Word (or whatever program you want)
2. RIGHT CLICK on the Microsoft Word >hover over SEND TO > click on **DESKTOP (CREATE SHORTCUT)**
3. Close your programs
4. Go back to your desktop and you should find a Word shortcut.



SECOND SYSTEM *(In this example we will place NOTEPAD on your desktop).*

1. We left clicked on START > PROGRAMS > ACCESSORIES
2. Right click on WORDPAD one time (don't open it) and left clicked on CREATE SHORTCUT
3. This puts a WORDPAD (2) at the bottom of the list of documents
4. Left click and hold down on the new listing and drag it to a blank area of the desktop, then release the mouse button.
5. A shortcut to Notepad is then on your desktop.

USING NOTEPAD

Notepad is the perfect program for taking all notes (just as the name implies). Consider using this program instead of the little pieces of notepaper you may presently be using that get lost or the notes are or are often incomplete or confusing. When one takes notes using NOTEPAD, I believe you tend to enter complete messages, which tends to correct that problem.

Recommended: When on the phone, instead of reaching for a notepaper and trying to find a pencil, open Notepad, type your basic message, finish your message after you get off the phone and complete the note by pressing F5 on the keyboard. The F5 key automatically puts the time and date you completed the message. Then save the message with a name. It will be saved (normally) under My Documents. For your information, all notepad documents are .TXT documents.

To later find the note, simply open Notepad, right click on open and your list of Notepad documents are there. You may delete them or print them when needed.

Just so you know, Notepad is a very basic little program. Not many “bells and whistles” as you find under MICROSOFT Word or even MICROSOFT Works. Don’t plan to do much text editing on your notes as it is limited as to what you can do.

WORD PAD

Everyone who uses Microsoft Windows has at least one basic word processing program at their fingertips. It is part of Windows and is a companion to Notepad. It is found by clicking on **START > ALL PROGRAMS > ACCESSORIES** and select **WORDPAD**.

As indicated, WordPad is a very basic word processing program. It is easy to use to do some word processing; however, if a more advanced word program is available, such as Microsoft Word, of course you would and should use that.

As a basic program, WordPad does fine. You can accomplish a lot with it but there is very little computer help available to you. For a few examples, WordPad:

- Does not signal any misspelling or grammar problems
- There is no autocorrect help;
- There is not a dictionary available for spelling, synonyms or a thesaurus
- There is no automatic numbering
- You cannot create our use tables like you can in Word

In addition, there are several other differences.

OPENING A NEW (BLANK) WORD DOCUMENT.

1. Those with MS Office go to the Office tool bar and click on the W to open a blank word document page or go to Office tool bar and click on NEW DOCUMENT >then click on BLANK (WORD) DOCUMENT.
2. Those with only MS Word, click on START > PROGRAMS > MICROSOFT WORD. (There may be a Word icon visible as soon as you click on START.)
3. Click on the Microsoft Word listing (or icon).

If you use MS Word a lot, the ideal system is to create an icon on your desktop. To do this;

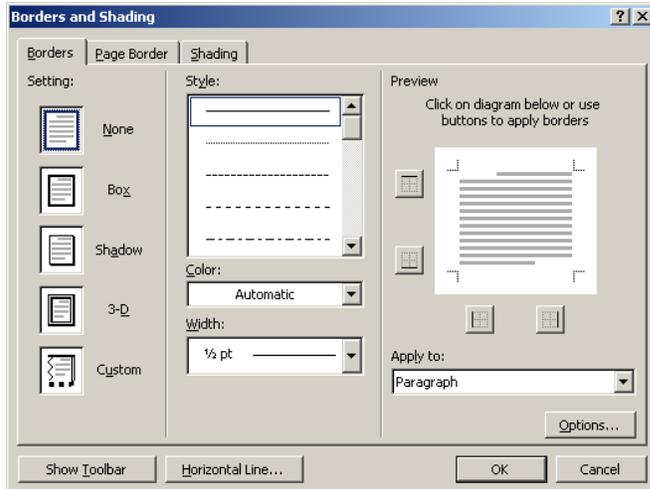
See **PUT AN MS WORD (or any) ICON ON YOUR DESKTOP.**

First, check the page number below in case you want to return here.

USING BORDERS AND SHADING

This is page 1 of 2 pages on this topic

Most word processing programs provide you some tools to "dress up" your documents rather than just sticking with plain text. One way is to use borders and shading.



To put a border around a heading, first you select the heading by highlighting it. Then go to FORMAT select BORDERS AND SHADING and select the BORDERS tab. You have several buttons, offering a box, a shadow box or 3D etc. You select the style line from the STYLE section and there are probably 20 types of lines to select. In the COLOR section,

you may assign a certain color to the line or leave it black. In the WIDTH section you determine how wide to make the line - something from ½ point to 6 points in width. Once you click on OK the style of the line, the color and width you have selected will appear around the whole word to form a box from the left margin to the right margin.

If you desire that the borders not be the full width of the page margins, all you have to do is change your margins for bordered text.

SHADING

Another way to dress up a document is to add colors or shades of gray behind selected text. To do this you go to FORMAT, select BORDERS AND SHADING, be sure you have selected the SHADING tab, then you may add a color or shade of gray inside a box or around any text you have highlighted.

PRINTING DOCUMENTS WITH SHADING

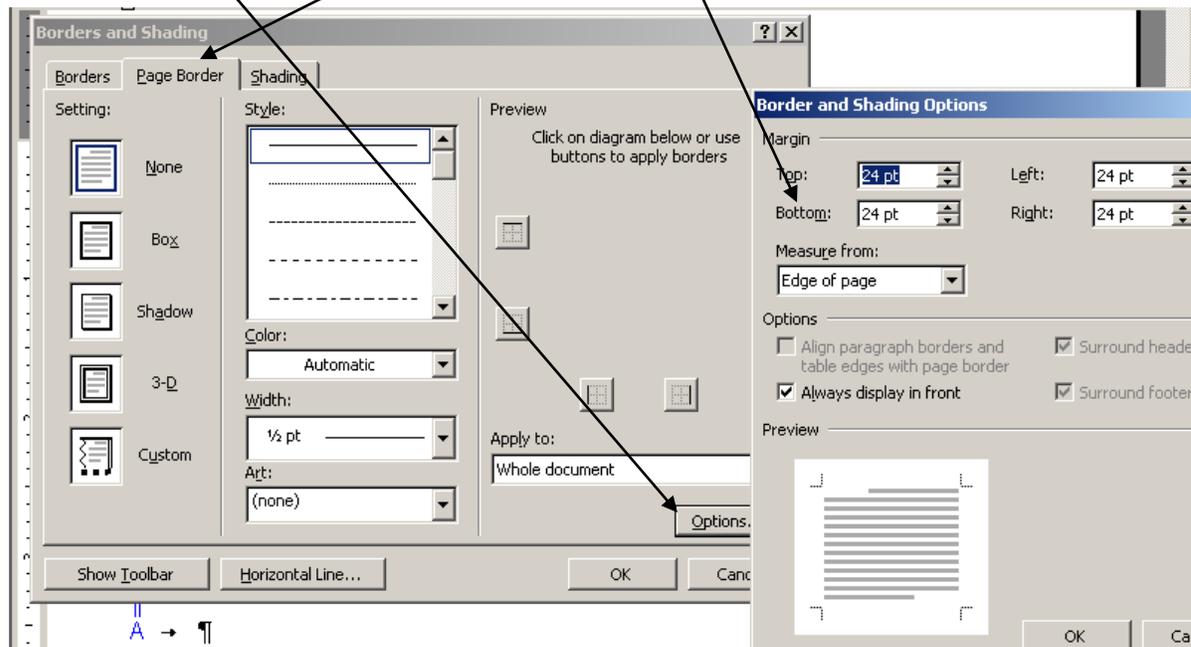
If you choose to print a document or an Email with a background color, which you copy, and paste into Word, it may consume a lot of your color ink cartridge. Before you print it, highlight the text that has the color background and go to

FORMAT > BORDERS AND SHADING > and with the SHADING tab selected, click on NONE.

PAGE BORDERS

You may add a page border around an entire page. To do this go to FORMAT, select BORDERS AND SHADING, be sure you have selected the PAGE BORDERS tab, then select a border you like under ART section click OK and that selected border appears all around the outside of your page. It is about 3/8th inch from the outside edge of the page.

On some printers this prints just fine. I have a laser printer and it works great - all sides of the page borders do print. I have a color printer which uses an ink cartridge and on it, the bottom border is too close to the bottom of the page and does not print. If this happens, you need to adjust the distance of the border from the edge of the page. This is accomplished by going to FORMAT > BORDERS AND SHADING > select the **PAGE BOARDER tab** > then click on **OPTIONS** which will produce the BORDER AND SHADING OPTIONS dialog box shown at right. Increase the size of the **bottom** margin from maybe 24 to 48 points and try printing again. Keep adjusting the bottom margin until your border prints on all four sides of the page.



USING BULLETS AND NUMBERING

This is page 1 of 2 pages on this topic

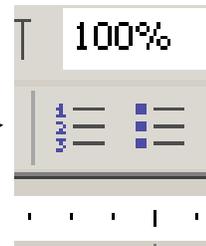
NUMBERING

If you type a list of steps to accomplish a certain task and then wish to number those steps, Word can automatically do this for you. The following example of numbering explains the steps you should follow:

1. Highlight the text you decide you want to number.
2. Go to FORMAT.
3. Then click on BULLETS AND NUMBERING.
4. Make sure the NUMBERING tab is selected.
5. Several numbering systems options are displayed.
6. Click on the display showing the number system you want to use.
7. Then click OK.

The advantage of using the automatic numbering system is that if you later add a new step in the middle of your list, Word will assign the proper number and automatically renumber and update subsequent steps (in sequence).

Once the proper numbering button has been selected using the above system, you may then automatically add numbers to a list in your document by highlighting your list, and clicking on the [numbering button](#) on the FORMATTING TOOLBAR.



If you desire to double space between items, be sure not to put a space or tab on that blank line otherwise it will be also be numbered.

OUTLINE NUMBERING

To set up outline numbering go to FORMAT, then select BULLETS AND NUMBERING, be sure the OUTLINE NUMBERING tab is selected and then you select the button showing the outline numbering style you desire to use. Then you adjust the text you type with one or two tabs in front of each step you list and Word will assign appropriate outline numbering to your text. Example:

- 1) Project
 - a) Step 1
 - i) New task
 - b) Step 2

- 2) New project
 - a) Step 1
 - b) Step 2
 - c) Step 3

USING BULLETS

“Bullets” is the name given to the symbols that are placed in front of a list of topics or items which you may want to emphasize and draw your reader’s eye to that item. An example:

HOW TO USE A TV REMOTE

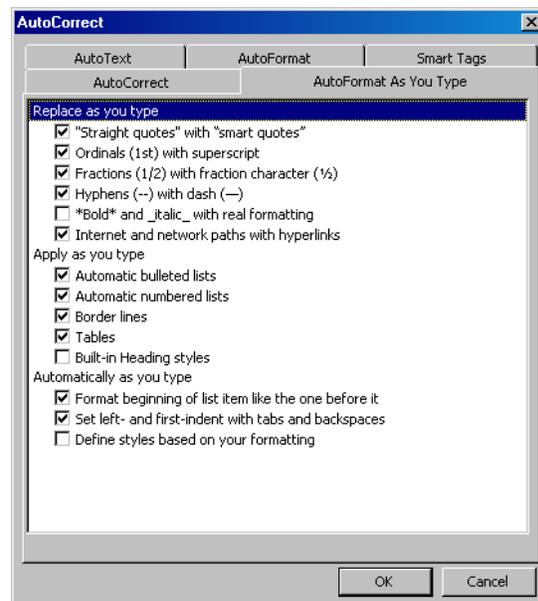
- Locate the remote.
- Point the transmitter end of the remote toward the TV.
- Find the ON button on the remote.
- Press the ON button.
- Etc.

The small squares in this example are called bullets. There are a variety of bullet styles from which to select. Go to **FORMAT > BULLETS AND NUMBERS >** and be sure the **BULLETS** tab is selected to see some of those options. You click on the style bullet you desire to use and click **OK**. If you don’t find the style bullet you want, click on a square you don’t intend to use then click on **CUSTOMIZE** and see what else is available.

TURNING OFF BULLETS AND NUMBERING

Under certain circumstances you may want to stop the auto bullets and auto numbering system. To do this, Just go to **TOOLS > AUTO CORRECT** and select the **AUTO FORMAT AS YOU TYPE** tab, in the middle section➔, simply remove the check marks in **AUTOMATIC BULLETED LISTS** and **AUTOMATIC NUMBERED LISTS**.

THANKS TO JEANNINE ESSIG FOR THIS TIP.



LINE NUMBERING

1 PURPOSE

2 The lines have been numbered in this section as an illustration of what we're
3 talking about. Should you be working with a program, an essay or a legal
4 document and are seeking help from others with editing that document it is a
5 good idea to use line numbering. This way you can request their suggestions via
6 Email or over phone with greater ease and a less chance of error. Should you
7 not number your lines then your communications might go something like:

8
9 ***"on page 1, paragraph under Purpose, fifth line down change the word
10 suggestions to input"***

11

12 If you have used the word suggestions several places the wrong one might be
13 changed. However, if your lines are numbered, they may refer to a specific word
14 on a particular line. An example of changing a word using line numbering in this
15 section would be:

16

17 ***"in line number 5, change suggestions to input".***

18

19 This is much easier to find and change with the lines in this example being
20 numbered. There is greater chance for error if the lines are not numbered.

21

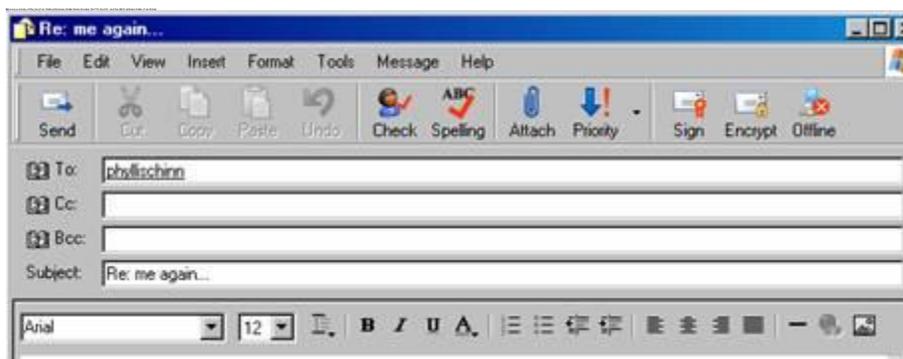
22 Line numbering is accomplished by going to FILE > PAGE SETUP select the
23 LAYOUT tab and at the bottom of that dialog box, you click on LINE NUMBERS.
24 Another dialog box regarding line numbers opens and you check the box ADD
25 LINE NUMBERING. You then decide if you want the number 1 to RESTART
26 ON EACH PAGE or RESTART ON EACH SECTION or run CONTINUOUS
27 which would start number one on the first page and would run continuously on
28 subsequent pages.

29

30 REMOVING LINE NUMBERING

31 To remove line numbers simply go back to the second dialog box and uncheck
32 ADD LINE NUMBERING.

SENDING EMAIL – USING BCC



You may place an address of someone in any of the three spaces.

If you use the TO and the CC spaces, and you send an Email to 6 of your friends, all six will see just the names of those you sent it to and can obtain their Email address. If it is a personal type message, which they are not likely to forward to anyone else, that probably is no problem.

The problem can easily occur when you send a funny joke or story or picture and all six decide to share it with 6 of their friends ($6 \times 6 = 36$) and those 36 find it funny and each share it with 6 of their friends. Now you have 259 Email addresses on that message. And so it goes. Then somewhere along the line, a spammer gets this joke / story and captures all these great Email addresses and suddenly you and your 6 friends and their friends all begin to get Spam messages you and they did not want. I don't think anyone really likes to receive Spam sales messages. They just clutter up your mailbox.

So here is what you should do. If it is a personal message which you are sharing with only relatives and close good friend, it is okay to use the TO and CC fields.

When you put someone's Email address in the BCC blind carbon copy field, no one gets to see the names of those to whom you sent the message nor are they able to capture any Email addresses. If everyone would do this, it protects your friends and it would be a spammer's nightmare. Such Emails do them absolutely no good.

Now you know when to use TO, CC, and BCC.

WHAT IF YOU DON'T HAVE A BCC LINE ON YOUR EMAIL FORM

If that is the case, open a blank Email form, go to VIEW > and click on ALL HEADERS. (Outlook Express and Windows Mail) That should do it.

INSERTING PICTURES IN TEXT

This is page 1 of 2 pages on this topic

It is easy to insert a picture in with your text. The picture must be scanned to create a digital image or taken with a digital camera and transferred into your computer. Another source for digital pictures is various web sites.



This picture was taken in 1952 of a new Kelvinator refrigerator – one of the early side by side home refrigerators.

Take note of the file name of the picture you wish to insert, go to INSERT on the menu bar > PICTURE > FROM FILE. Then we browse to find the scanned image – in this example it was refrigerator.jpg. Once found, click on INSERT and the image appears at the insertion point in your document. The image will likely almost fill most of your page.

If you need to change the size of the picture, just click on the image and eight "sizing handles" appear around the outside edge of the image.

CHANGING THE IMAGE SIZE

By grabbing a corner sizing handle with your mouse pointer, and holding the left mouse button down you are able to decrease the size of the image by moving the sizing handle toward the middle of the picture until it is the size you desire. The picture will maintain the correct ratio (height and width) if you use a corner sizing handle. If you choose to use the center sizing handles, the picture will become distorted like it was viewed in a fun house mirror, so don't use the middle sizing handles unless you desire a funny looking image.

CROPPING YOUR PICTURE

By double clicking on your picture a PICTURE tool bar should appear.



To crop your picture, just click on the [cropping tool icon](#). You then must center the cropping icon over a sizing handle you want to move. Then pressing your left mouse button and moving the mouse toward the middle of the picture, you may crop out any part of your picture you desire to make the image more eye appealing. You may use any one of the 8 sizing handles. I recommend you use a corner sizing handle otherwise, you may distort the picture.

If the above toolbar does not readily appear, you may turn it on PICTURE toolbar on by going to VIEW > TOOLBARS > PICTURE

(Thanks to Lilly Crawley for this tip on how to use the cropping tool). ,

LET TEXT FLOW AROUND YOUR PICTURE

If you desire your text to flow around your picture, as was done on the previous page, first CLICK ON THE PICTURE then go to FORMAT > PICTURE > select the FORMAT tab > select SQUARE and click OK.

If you want to include text under the photo as was done on the previous page, you may need to use a text box (See WORKING WITH TEXT BOXES). An afterthought: probably the picture and the text under the picture should both be put in a text box. Then when you move the text box, the two items would remain together regardless where you place it.

Click here to go to [WORKING WITH TEXT BOXES](#). First if you plan to return here, note the page number below.

GETTING TEXT TO FLOW AROUND A PICTURE

Once you type some text and then insert a picture in the middle, the text stays above and below the inserted picture.

To get the text to 'flow' around the picture, first you must CLICK on the picture which causes the eight sizing handles to appear around the edges. Under FORMAT the bottom item will be PICTURE. When you click on that, the FORMAT PICTURE menu appears > select the WRAPPING tab > then select the option you want and the text you have typed will flow around the picture (if you make the correct selection). It is a good idea to type all your text first, however, editing is possible after picture insertion.

PLACING CLIP ART INTO A DOCUMENT

Open (or create) the document into which you want to place clip art. Go to INSERT on the menu bar > PICTURE > and CLIP ART you will find (in Word 97) that there are less than 100 images you may select. By placing your WORD 97 program disc in your CD drive, that number of clip art images increases to maybe two or three thousand images. (You may purchase Clip Art programs for about \$30 which can add 250,000 images.)

Select an image find (search text) "Lincoln" to find Once you select the INSERT document at the full page size. Any and below the Just as with photos, be 8 sizing handles. By pointer, and holding the the size of the image by moving the sizing handle toward the middle of the clip art until it is the size you desire. The picture will maintain the correct ratio (height and width) if you use a corner sizing handle. If you choose to use the center sizing handles, the picture will become distorted like it was viewed in a fun house mirror, so don't use the middle sizing handles unless you desire a funny looking image.



from the images you view or you may use the button and type in a key word such as images related to the former president. your image by right clicking on it, you click on button and that image is inserted into your insertion point. The image comes in almost text in your document will be moved above insertion point where the image was placed. when you click on your clip art image, there will be 8 sizing handles. By grabbing a corner sizing handle with your mouse left mouse button down you are able to decrease the size of the image by moving the sizing handle toward the middle of the clip art until it is the size you desire. The picture will maintain the correct ratio (height and width) if you use a corner sizing handle. If you choose to use the center sizing handles, the picture will become distorted like it was viewed in a fun house mirror, so don't use the middle sizing handles unless you desire a funny looking image.

Click on the image and under FORMAT > PICTURE select the LAYOUT tab. There you will have several options as to how you text will flow around your clip art. For the clip art illustration above, I chose TIGHT which causes the text to adjust to the edges of the clip art.

USING SPELL CHECK / GRAMMAR CHECK

The MS Word program is shipped to you with a feature turned on to automatically check your spelling and the grammar of your document as you type. I recommend this feature be left on all the time. This feature is activated by going to **TOOLS > OPTIONS >** select the **SPELLING AND GRAMMAR** tab and be sure there is a check mark in the boxes **CHECK SPELLING AS YOU TYPE** and **CHECK GRAMMAR AS YOU TYPE**. These check marks turn these two features on.

Words spelled incorrectly (or at least not found in the MS Word dictionary), are denoted by a red squiggly underline. You can correct those, using the mouse, by right clicking on the underlined word and a drop-down window appears offering one or more suggested correct spellings -- with the most likely word you want, being the top one. By left clicking on one of the offered corrected spellings, Word automatically substitutes your selection for the incorrect spelling. Should you not agree with the suggested correction, you should click on **IGNORE ALL** and that word will not be challenged in your current document.

A green squiggly underline denotes what word thinks is a grammar problem. Using the same system used for checking spelling, a right click on the challenged sentence or phrase will offer a suggested change. Clicking on that suggested change will replace the challenged text in your document. If you choose to ignore the suggested change, click on **IGNORE SENTENCE**, which removes the underline.

Note: The squiggly underlines are non-printing symbols so they won't show up in your printed document.

SPELL AND GRAMMAR CHECKING YOUR DOCUMENT BEFORE PRINTING

After you finish your document, it is a good idea to do a spelling and grammar check of the entire document before printing. This is done by clicking on the [spell-check icon](#) on the standard tool bar or use the shortcut key F7. It will review the contents of your entire document and offer suggestions for each error Word considers wrong. You may accept or reject those suggestions.



IF YOU DON'T AGREE WITH THE SUGGESTED CORRECTION but do see a need for a change, or if you spot another needed change, touch **CONTROL + TAB** which makes your document active and the spell-check dialog box inactive. Make your changes and then click on the **RESUME** button on the dialog box to continue your spell and grammar checking.

USING SYMBOLS

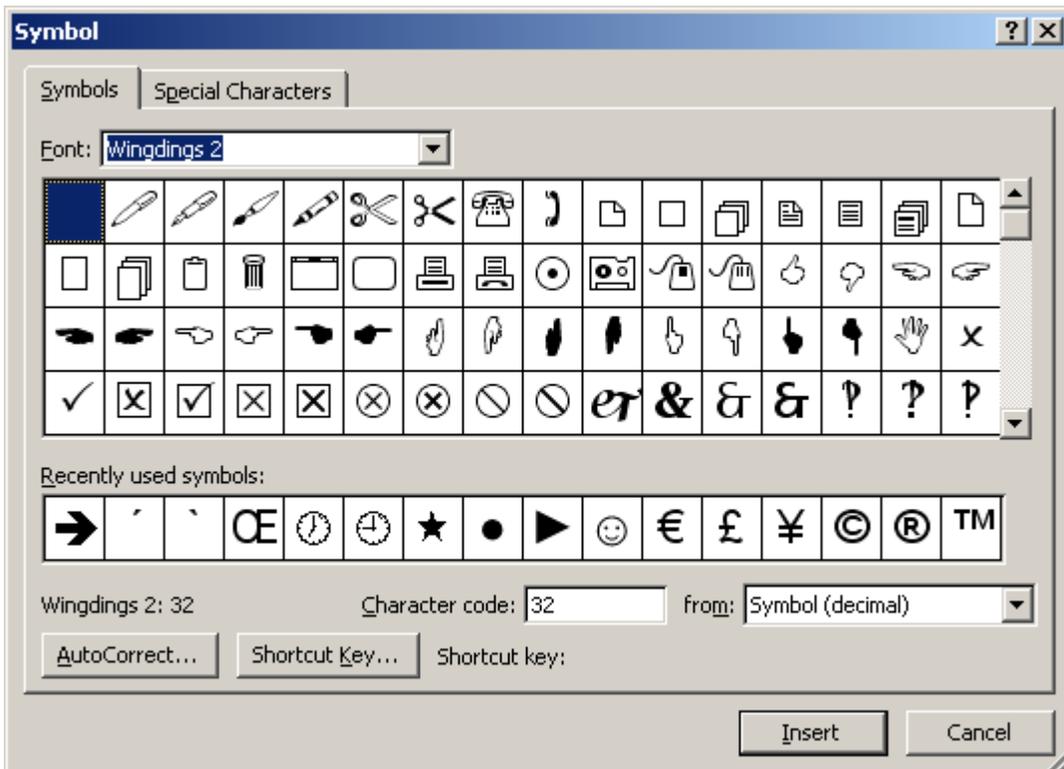
Word offers you thousands of symbols you may place within your document. Go to the MENU BAR > INSERT > SYMBOLS, select a font type and see what is available. A great variety of symbols are available in the Wingding type fonts. Once you find one you like and click on it, simply click on INSERT and that symbol is placed at your insertion point in your open document. If I wanted to use the same symbol many times, I would then copy it and paste it, one at a time, at each point where I wanted it in my list. These are a few examples of the many symbols available using the Wingdings type font.



Two other fonts, Wingdings 2, Wingdings 3 are also loaded with symbols. The following is created by using a scissors symbol and a dashed line:



You may enlarge ★ or reduce ★ the selected symbol size by highlighting it and changing the font size after you paste it into your document.



The symbol dialog box after selecting one of the WINGDING type fonts.

SHORTCUT TO CHANGE CASE

(Thanks to Joe Isaac for this tip)

Normally you change case by highlighting text then going to FORMAT, then select CHANGE CASE and make your selection of all LOWER CASE or ALL CAPITOLS or SENTENCE CASE (first letter of each sentence is capitalized) or TITLE CASE (where the first letter of each word is capitalized).

SHORTCUT: Highlight your text and hold down the Shift key plus the F3 key. If the highlighted text **ends in a period** each time you touch the two keys the text changes to the following:

ALL CAPITOLS.
to all lower case.
To sentence case.

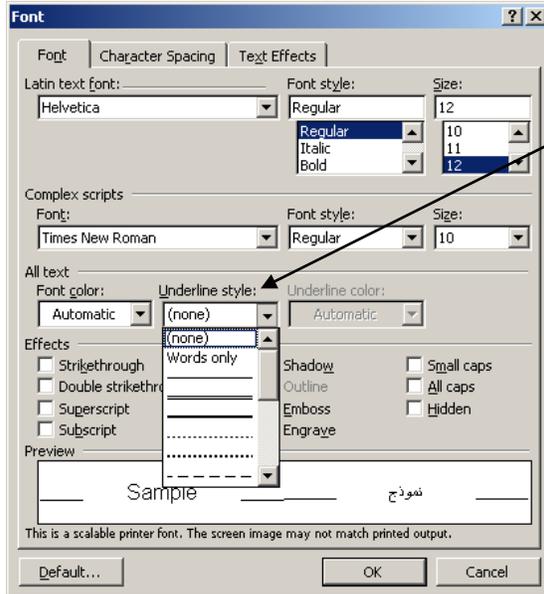
If the text **does not end in a period**, touching those two keys causes the highlighted text to change to the following:

ALL CAPITOLS
to all lower case
To Title Case

DOUBLE UNDERSCORE A COLUMN OF FIGURES

If you ever need to type a column of figures with a total at the bottom, you possibly will want to have a double underscore mark between the column and total.

The best way to accomplish this, is to go to highlight the last figure in your column under which you want the double underscore. Go to **FORMAT > FONT >** and in the middle is **UNDERLINE STYLE**. There you will find maybe 16 different underline styles. Selecting one and clicking OK will cause the highlighted text to be underlined. underline text **INSERT > SYMBOLS** and I find a double underscore mark there and inserted it below your column and before your total. Then highlighted that insertion, copy just the insertion and paste it repeatedly and that works very well.



An example:

\$2,488.78
\$1,339.12
\$2502.17

Thanks Jeannine Essig for this tip.

I have since learned a better way to accomplish this using keyboard shortcuts: **HIGHLIGHT** your text under which you want a double underscore > press **CONTROL + SHIFT + D** and you get the results shown below:

\$2,488.78
\$1,339.12
\$2502.17

The reason this system is necessary, if you use 3 or more = marks in your text, word automatically creates a double underscore from left to right margins, as illustrated below, unless that feature is turned off.

(See **DRAWING LINES** for more information on that topic. First note the page number below if you want to return here)

CHANGING THE DIRECTION OF TEXT

WORD offers the opportunity to change the direction of text for the occasion where you need to change the look of a document or when you need to maximize the space with which you have to work..

Changing direction of text is only available for text in Callouts, Text Boxes, Autoshapes or in Cells in a table.

EXAMPLE IN USING A TABLE

In the example below, we gained some space in the individual weekday cells of the following table by changing the direction of our text.

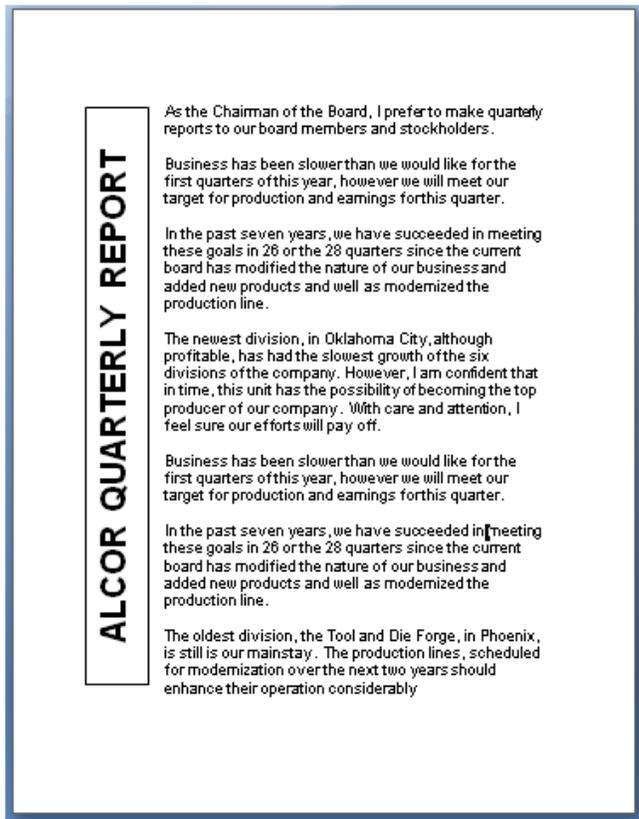
This is accomplished by highlight the text you want to change and go to **FORMAT > TEXT DIRECTION** and clicking on the text direction of your choice.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Week 1							
Week 2							

EXAMPLE USING A TEXT BOX

Once you establish your text box, you may select your text direction for any of four directions. Go to **FORMAT > TEXT DIRECTION** dialog box to make your selection.



ALCOR QUARTERLY REPORT

As the Chairman of the Board, I prefer to make quarterly reports to our board members and stockholders.

Business has been slower than we would like for the first quarters of this year, however we will meet our target for production and earnings for this quarter.

In the past seven years, we have succeeded in meeting these goals in 26 or the 28 quarters since the current board has modified the nature of our business and added new products and well as modernized the production line.

The newest division, in Oklahoma City, although profitable, has had the slowest growth of the six divisions of the company. However, I am confident that in time, this unit has the possibility of becoming the top producer of our company. With care and attention, I feel sure our efforts will pay off.

Business has been slower than we would like for the first quarters of this year, however we will meet our target for production and earnings for this quarter.

In the past seven years, we have succeeded in meeting these goals in 26 or the 28 quarters since the current board has modified the nature of our business and added new products and well as modernized the production line.

The oldest division, the Tool and Die Forge, in Phoenix, is still is our mainstay. The production lines, scheduled for modernization over the next two years should enhance their operation considerably.

CREATING A TABLE WITH NO LINES

You have the option of creating a table with or without the grid lines. When you create a table, the grid lines show automatically.

You may turn those lines off if you desire. Just HIGHLIGHT the table contents, go to TABLE on the menu bar > click on the option HIDE GRIDLINES*. (If the gridlines are already turned off, that option will be SHOW GRIDLINES*). The table created below has the gridlines turned on. (The gridlines may show below but are grayed out therefore will not print.)

This is	A table	Without	Lines	Row 1 Cell 5
Row 2 Cell 1	Row 2 Cell 2	Row 2 cell 3	Row 2 Cell 4	Row 2 Cell 5

*NOTE: If the system described above does not work, use this system. Highlight the table go to FORMAT >BORDERS AND SHADING > select the BORDERS tab and click NONE. This is your second option and should be used if the first system did not work for you.

USING DROP CAP FEATURE

Word offers you the opportunity to dress up your documents by using DROP CAPS. This feature is found under **FORMAT > DROP CAP** where you have two options: **DROPPED** and **IN MARGIN**.

Using the **DROPPED** button allows the distinctive letter you select to be set into the text of what you are typing at the time. The **U** in this text is a demonstration of this feature. To do this you highlight the letter you wish to accent, go to **FORMAT > DROP CAP** and select the **DROPPED** button and click **OK**.

Should you highlight the first letter in your paragraph (or list), then go to **FORMAT > DROP CAP** and select the **IN MARGIN** button and click **OK**, the accented letter does show in the margin of the text, as done with the **S** in this paragraph.

(Note: If these Drop Cap letters don't display properly, try using the page layout view and they should display correctly. Regardless, they will print correctly.

This is an excellent way to set off and draw attention to a particular category or paragraph.

CREATING CAPS AND LOWER CAPS

Don't confuse this with UPPER CASE and LOWER CASE

This is a sample of Upper and Lower Case text.

THIS IS A SAMPLE OF CAPS AND LOWER CAPS.

Should you desire to create caps and lower caps, highlight the heading you wish to change to Caps and Lower Caps, hold down the **CONTROL + SHIFT + K**.

This works with any virtually all font styles you choose.

DRAWING LINES

This is page 1 of 2 pages on this topic

If you need to draw lines from the left margin to the right margin in a Word document, all you need to do is type a few dashes (-) or underscore marks (_) and press the enter key. The result is below -- a single line from margin to margin:

If you type several equal signs (=) in a row and press an ENTER key, you get the following results:

If you type several asterisks (*) in a row and press an ENTER key, you get the following results:

.....

If you type several number signs (#) in a row and press an ENTER key, you get the following results:

If you type several tildes (~) in a row and press an ENTER key, you get the following results.

TIP 1: If you wish to put a few dashes in a word document but not have it draw a line, simply put a space at the end of the line dashes and Word will not automatically draw a line for you.

TIP 2: If when you type several dashes or underscore marks and nothing happens, go to TOOLS> AUTOCORRECT OPTIONS > select the AUTOFORMAT AS YOU TYPE OPTION and in the APPLY AS YOU TYPE section, be sure BORDERS or BORDER LINES is check marked.

CAN'T DELETE ONE OF THE LINES?

When you automatically place a line from margin to margin, we think of those as lines, like underscore lines. Normally they can be deleted by highlight the space before the line and the line and touching the DELETE key.

Should you run across a line in which this system does not work, you may be looking at a BORDER, not a line. Two things to try:

1. The way to delete that line is to highlight the space before the line and CUT that space and the line. It helps to have the SHOW/HIDE feature turned ON, to determine better what you have highlighted.
2. If that does not work, place your insertion point in front of the paragraph mark above your line, but don't highlight the paragraph mark itself. Go to FORMAT > BORDERS AND SHADING > select the BORDERS tab, click on NONE > OK.

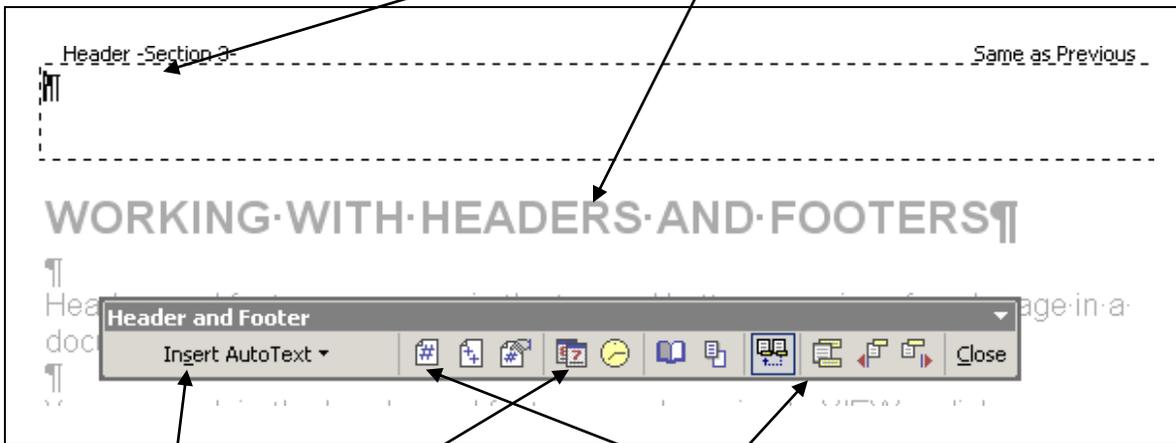
My advice, don't give up, keep trying, sooner or later you will have success. This is a problem that surely will be fixed in future versions of MS Word.

WORKING WITH HEADERS AND FOOTERS

This is page 1 of 2 pages on this topic

Headers and footers are ½ inch areas in the top of your page and footers are ½ inch areas below your bottom margin of each page in a document.

You can work in the header and footer areas by going to VIEW > click on HEADER AND FOOTER. It automatically places a header and footer toolbar for your use. At the same time, it causes the header space to be active on your current document while the body text becomes grayed out.



You may type header information there and you may insert text or graphics in headers and footers. You may also insert automatic page numbers. The computer date and or the time may be added and it will be updated to the current date and time every time you send your document to the printer.

There is an icon on the toolbar to switch from header to the footer space.

Under INSERT AUTOTEXT on the left of your toolbar, you may either add to the header or footer area, the document's title or file name, or the author's name – may be printed at the top or bottom of each page in your document.

Text and graphics placed in header and footer information appear on every page of your document. In our example of a "things to do" list, we listed THINGS TO DO, under which we inserted a date by clicking on the CALENDAR icon and then following a space, we clicked on the Clock icon to add the time. These will show the current date and time, however that information is updated each time you print that document. The date and time will be the exact date and time you sent the document to the printer (if you have selected both items to appear).

HEADERS AND FOOTERS STARTING ON PAGE 2

Header and Footer information you enter into your document appears on every page of that document. However there may be occasions where you want something different. One such situation is if you have a COVER PAGE with the title of your report or document.

If you want no header on page one, or something different to start on page two follow these instructions.

- Go to VIEW > HEADER AND FOOTER
- The Header and footer toolbar will appear.
- Click on the icon on that toolbar which looks like an open book. It is called PAGE SETUP.
- Select the LAYOUT tab
- Checkmark DIFFERENT FIRST PAGE
- Click OK
- You may have no text or a different text on the first page than that which will appear on the rest of the document.

HEADER OR FOOTER IS LARGER THAN ½ INCH

Word normally allocates only ½ inch for the header and ½ of space for the footer. This normally is above your top margin or below your bottom margin. If you type information that is greater than ½ inch, Word simply takes additional space from that allocated for body text and automatically adds that to space for your header or footer.

PLACING DIFFERENT HEADERS / FOOTERS IN ONE DOCUMENT.

If you wish to have no header or footer on the first page of a document but have information in those areas on subsequent pages, here are the steps to follow.

- Type your document.
 - At the bottom of the page before the one you wish to have a different header or footer, insert a section break. (INSERT > BREAK > in section breaks type select NEXT PAGE and click OKAY.)
 - Type your header, footer in the following page and on the Header/Footer toolbar, click on the fourth icon to the left of the word CLOSE, which is LINK TO PREVIOUS.
- Following this procedure, allows you to have different headers/footers on different sections of your document.

SEPARATING TEXT USING PAGE BREAKS

If you have several recipes in one document and want to separate them to individual pages – one page per recipe -- you insert a 'page break' between each recipe. To do this, go to INSERT > BREAK > be sure page break is selected and click OK.

For a short cut: CONTROL + the ENTER key also inserts a page break in a Word document.

(Thanks Alice McCormick for this tip.)

PREPARING AND PRINTING LABELS

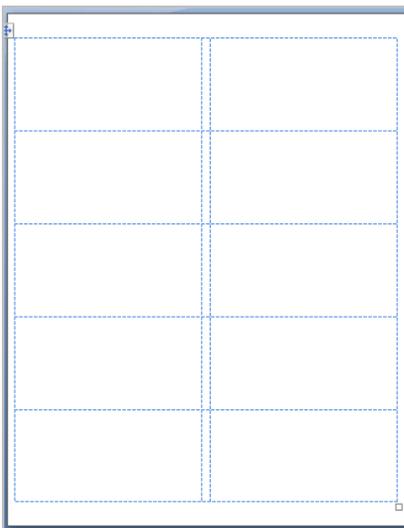
This is page 1 of 2 pages on this topic

MS Word is very proficient in doing labels and envelopes, but don't forget that the major label manufacturer AVERY™ provides a free downloadable program that also does a excellent job with labels. It is free. Go to www.arvery.com and select the label program to download that matches your Windows version on your computer. There is a learning curve in using this program this program

USING MS WORD

A **good way** to use MS Word to do a label is to first type your address information into a blank word document. You may apply changes to that text, such as changing the font size of the first line, add color, or making some or all of your text bold etc. Once your address appears as you want, go to TOOLS > LETTERS AND MAILINGS > ENVELOPES AND LABELS. The highlighted text is displayed in the dialog box. First you must identify the label style with which you are working. Go to options, and select the number of the label with which you are working. Your text will print on a single label once you select the row and column on which you want it to print. If you want a whole page of this same label, just select FULL PAGE OF THE SAME LABEL You may add a delivery point bar code if you check that box (in Word 2000-2003)

FIX A TEMPLATE FOR YOUR LABEL NUMBER



A **better way** when using MS Word to do a single label is to set up a page format for the label number you are using. This is done by going to TOOLS > LETTERS AND MAILINGS > ENVELOPES AND LABELS > OPTIONS and select the number of the label with which you are working and click OK. There should be no address information in the address box. Select FULL PAGE OF THE SAME LABEL and then click on NEW DOCUMENT. This will give you the template you need, with each blank label in position where you need it. Then SAVE with a name like a **label format NNNN** with 'N' equaling your label number. From that day forward when you are using that style label for a single label, all you need to do is type the address in the

appropriate position on that page. Using this system and is easy to apply things

like bold increased font sizes and other formatting features. You may even place clip art / tiny pictures there if you wish. This system is for single labels only. A sample of a label format page is shown here.

NOTE; For more information on this subject, click here [PRINTING LABELS](#). First, note the page number below in case you want to return here.

SETUP FOR SMALLER PAGES SUCH AS FILE CARDS.

If you want to print out a recipe on certain size cards say a 5X7 inch card, I would follow these steps.

- Using FILE > PAGE SETUP > with the PAPER tab active, set your page width to 7 inches and the height to 5 inches.
- With the MARGINS tab active, set your margins as appropriate, perhaps ½ inch (.5) inch all around.
- You may find it best to set your orientation to LANDSCAPE but that depends on your printer.
- Lay out your heading and recipe to suit yourself. No doubt, you would need to reduce the font size to be sure the recipe fits on one card.
- When satisfied, send it to the printer.

TIP: Before you spend a lot of time setting up text for a number of cards, make sure they feed properly through your printer first.

PLACE YOUR EXCEL SPREADSHEET IN WORD

An Excel spreadsheet may be copied and pasted into a word document without any set-up effort on your part. The Excel table should import intact. The two programs are both MS Office products and are designed to work together. Once the Excel spreadsheet is in Word, it handles and adjust just like a table you might create in Word.

The spreadsheet will normally come in without the grid lines. If you desire to have the grid line show, they may be turned on; HIGHLIGHT the spreadsheet text, go to FORMAT > BORDERS AND SHADING > with the BORDER tab showing > select ALL or GRID > OK.

An EXCEL spreadsheet below was copied and pasted into WORD and grid lines were turned off afterwards:

1/31/03	76	21	97	78%	10	2	78%
2/28/03	63	13	76	83%	18	2	81%
3/31/03	86	21	107	80%	16	3	81%
4/30/03	135	27	162	83%	13	2	81%
5/31/03	69	15	84	82%	9	3	81%
6/30/03	101	28	129	78%	17	5	81%

QUICKLY RETURN TO THE LAST PLACE YOU EDITED A DOCUMENT

If you have been editing several pages of text but then need to close out of that document for any reason, it is easy to find where you left off when you return to the computer because WORD will remember where you did that last edit. Open the document, click somewhere on the first page of your document, then press **SHIFT + F5** and you are there!

TIP 1: If you are just reading the document and wish to pick up where you left off when you return, remember, this feature does not take you to the last page you viewed – it takes you to the last edit you made. If you are just reading the document, I suggest you just add a space there and then backspace over that keystroke which causes an 'edit'. After closing the document, next time you open it, use **SHIFT + F5**. WORD will take you right to that spot when you return.

TIP 2: The above actions are based on your closing the Word program and returning at a later time. If however, you have done your editing and have not closed your document Word will help you locate the last three edits you did. Just continue to press **SHIFT + F5** several times to cycle through them.

USE WORD ART TO DRESS UP YOUR DOCUMENT

To make the heading in your document or on a poster stand out, I suggest you use WordArt. Go to INSERT on the menu bar > PICTURE > and select WORD ART. You will find about 30 examples you might use. Select one and try it. You can change its size just like you would change a picture size, (see Inserting Pictures in text). Below is a sample of word art:

Word Art toolbar

You are not limited to those 30 styles, colors and designs. Word Art has its own tool bar which pops up when you click on the word art you have placed in your document. To see the toolbar (below) – just left click on the inserted WordArt.



Once you insert some word art into your document, it is possible to change the colors of the lines and to fill your art with a color.

Word Art Text

RIGHT CLICK on the word art text, select FORMAT WORDART and select a fill color and/or a line color you desire. In the example below I filled the above text with red and made the lines dark blue:

Word Art Text

Experiment using the features on that toolbar, -- remember, you may change shapes, colors, letter heights, and if desired, covert your WordArt to vertical alignment.

Try it you will like it.

GETTING TEXT INTO YOUR COMPUTER WITHOUT TYPING

OPTICAL CHARACTER RECOGNITION AND YOUR SCANNER

If the text you want to get into your computer without typing, is from a printed page, your best solution is to use your scanner and a program that comes with some scanners, called optical character recognition.

The steps you would follow are listed below.

1. Using your scanner, scan the page of text you wish to get into your computer.
2. Select the portion of the text you wish to use and identified (identify) the output type (type) as text.
3. Select "copy" so that your scanner rescans the selected text into your computer memory placing it on your clipboard.
4. Open a word document and paste from your clipboard, the scanned text that has been produced by your optical character recognition program.
5. Once you have the information in your word document, it may be edited, modified and printed just like any word document.

This is one of two systems you may use to get text into your computer without typing. The second system is using SPEECH RECOGNITION. See the following page.

SPEECH RECOGNITION PROGRAM

This is page 1 of 3 pages on this topic.

TALKING TO YOUR COMPUTER (SPEECH or VOICE RECOGNITION)

No Microsoft Word topic I have presented in recent times has attracted more interest than my presentation of Microsoft's speech recognition feature. This feature is actually part of **Microsoft Windows**, therefore it works not only with **Word**, but it works with other Microsoft products such as **Outlook**, **Outlook Express** (email), **Excel** and **Access**, however the usefulness in the latter two products is marginal.

The speech recognition feature allows you to dictate to your computer rather than typing at a keyboard. This is a big advantage in that most people can speak faster than they can type. For some persons with certain handicaps, this feature is a godsend.

Microsoft says that Speech Recognition is a 'work in progress'. It is, in fact getting better every new version they have offered. The early versions I have used (ten years ago) were not very accurate which made the programs virtually useless because of all the corrections you had to go back and make. In windows XP, the program was much improved, but in the latest version in Vista – is outstanding and I am confident, in the next version of windows it will be even better.

HEADSET MICROPHONE

If you plan to speak to your computer, it is best that you have a headset microphone of reasonable quality. Other types of microphones will work but not as well. Mikes run from \$10 to over \$100, but I found that a \$20 model works quite well.

BEGINNING SPEECH RECOGNITION

Plug in your headset microphone. Go to START > CONTROL PANEL > click on SPEECH,

I would probably accept the 'language' listed.

Click on NEW and type your first name in the profile. (Different family members can also use speech recognition using their own profile.)

Click n NEXT and follow the instructions

Microsoft's speech recognition requires that you train your computer to recognize your voice, and your specific dialect. This is accomplished by reading a series of stories to your computer as the text appears on the screen. There are about 7 stories you can read to train your computer. The more training you do, the more accuracy you will enjoy when you choose to dictate to your computer.

After training and with careful consideration of what you're going to say, before you say it, the voice recognition program is quite successful.

In using speech recognition, there are a couple of perks you will enjoy. If you are a good typist, you should be able to speak three times as fast as you are able to type. The second perk is that, when the system recognizes exactly what you say, and if the word you select is in the Microsoft dictionary, the word you use will be spelled correctly – even if you didn't know how to spell it yourself.

This is exciting technology, and most who witness a demonstration of it, are anxious to try to put it to use.

MAKING KEYBOARD CORRECTIONS ARE NECESSARY.

When you use voice recognition, it is necessary to make corrections using the keyboard. In case you are wondering, these paragraphs in this section were not typed by me but instead were dictated to my computer. It took less than six minutes to dictate the text from start to finish. Then I spent another twelve minutes editing the document to capitalize words, and punctuation as necessary and to correct maybe a dozen places where the computer misunderstood the word or words I intended to use.

GUIDANCE FOR SPEECH RECOGNITION

The best way to start is to go to the help menu and type in **speech recognition**; you will receive guidance as what you need to do. You should follow a setup procedure before you use voice recognition. Look for a tutorial on speech recognition. It is best to use the ones available with your version of Windows, but be aware that there are some good tutorials available on the Internet. You definitely will benefit by completing a tutorial.

An extra note. The voice recognition system allows you to issue voice commands to your computer for the purpose of activating items on your menu bar and making changes such as font types, sizes and making words boldface and such. I will admit though that these functions are sometimes much easier to

do on the keyboard rather than constantly switching from dictation to voice commands and back to dictation to do all of your editing.

FORMATTING TEXT

USING PAGE SETUP

Under FILE on the menu bar, there is PAGE SETUP. This controls the margins, paper size and layout for your present open document. If the changes you make to page setup are ones you would like to use on all future documents, you may click the DEFAULT button on the bottom of the dialog box and that will cause your current open document and all future document to open with those margins, tabs etc which you have set.

Normally, page setup is set for you to use 8.5 x 11 inch paper with a one-inch margin at the top and bottom and a 1.25-inch margin on the page left and right edge. These may be changed to suit your needs. For example you may changes these settings as appropriate to print on 6 x 9 inch note paper. Those changes only apply to the open document when you click OK.

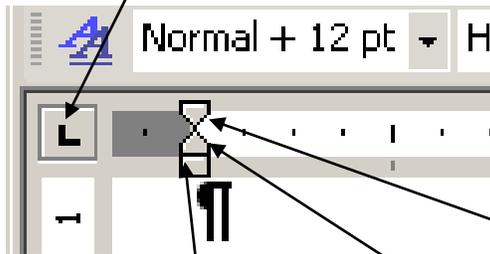
You must keep in mind that some printers do not handle small pieces of paper well. You may just need to experiment to see how well your printer will handle unusual paper sizes.

In addition, you should keep in mind that most printers CAN NOT print on the edges of a page, therefore you probably should NOT set your margins closer than ½ inch to the page edge.

WORKING WITH THE RULER

If activated, the ruler is displayed in an open document just above the space provided for typing. It may be turned on or off by going to the VIEW section of the menu bar. Clicking on RULER toggles this feature on or off.

The [symbol at the left](#) of the ruler involves working with tabs, which is discussed elsewhere in this document.



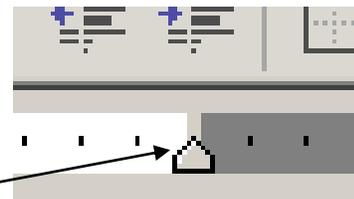
Next, at the left of the ruler, is something that looks like an hourglass sitting on a block of wood. This symbol consists actually three separate parts.

The [top of the hourglass](#) is the FIRST LINE INDENT. Moving just the top to the right one inch will cause the first line of each new paragraph you type to automatically indent one inch.

If you only move the [bottom of the hourglass](#) (which is called HANGING INDENT) to the right say $\frac{1}{2}$ inch, the first line will of your paragraph will start at the left margin and the second and all subsequent lines will automatically be indented $\frac{1}{2}$ inch creating a hanging indention.

Moving the [block](#) (called LEFT INDENT) to the right, causes all text that is highlighted (or in the paragraph where the insertion point is located) to be indented by the amount you move it.

NOTE: Movement of any part of the hourglass only affects the paragraph in which your insertion point is located unless you highlight additional paragraphs or portions of your text.



At the right end of your ruler is an [arrow](#) (called RIGHT INDENT) moving this to the left, indents the text at the right margin of the paragraph in which you have your insertion point, or the highlighted text accordingly.

IS YOUR RULER MISSING?

The ruler may be turned on or off. Like you, I always prefer it to show because there are so many things you can do there. Click on VIEW on the menu bar and the seventh item down is RULER. Click on that and the ruler will be in place.

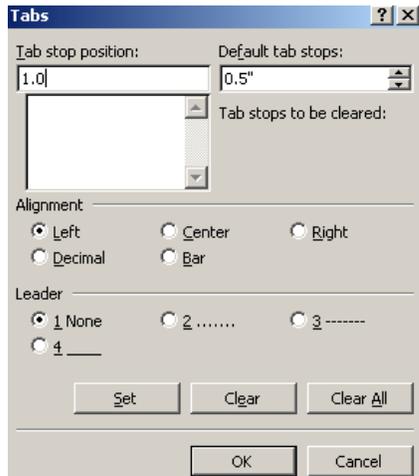
Next time you go to view there will be a check mark in front of the ruler item, you would simply click on that to turn it off.

If you have the ruler turned OFF -- it will magically show up if you hover your pointer over where the ruler should be. As soon as you move the mouse pointer away, it disappears. This does free up some typing space, if that is important to you.

SETTING TABS (short for tabulators)

This is page 1 of 2 pages on this topic

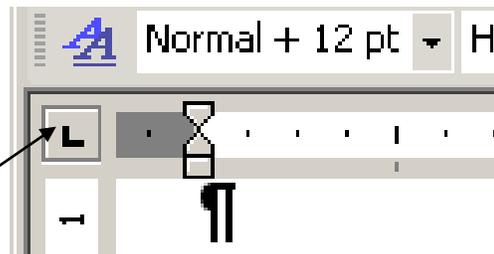
The default for tabs is every half inch along your ruler unless you set a tab somewhere in your document. Of course tabs every half inch is not satisfactory for all documents, for example when you wish to create columns of figures. If you do set a tab, that default of every half inch applies on the remaining part of the ruler after the last tab you set.



To set your own tabs, highlight the area for which you want the tab(s) to apply, go to **FORMAT > TABS...** Under alignment, there are five types of tabs, **LEFT TAB**, **RIGHT TAB**, **CENTER TAB**, **DECIMAL TAB**, and **BAR TAB**. In the space provided, type the position you want for a tab, say 1 inch, be sure the proper button is selected for the type tab you wish to use. Press **SET**. The first tab is then set. Continue that system to set all remaining tabs you desire. When finished be sure to click on **OK**.

USE THE RULER.

A better and quicker way to set tabs is to do so, on the ruler. At the left of the hourglass is a square containing a symbol which, when clicked with either mouse button, toggles from **LEFT TAB**, to **CENTER TAB**, to **RIGHT TAB** to **DECIMAL TAB**, in that sequence. There are three other items you can set (bar tab, first line indent and hanging indent) These will be discussed following this section.



1. Highlight the text on which you wish to set tabs.
2. Toggle the **tab button** to obtain the type tab you wish to use (left, center, right, decimal). Hovering over that symbol will identify the tab alignment with which you are working.
3. Left click on the ruler where you want to place that type tab.
4. The new tab is positioned where you clicked and applies to all highlighted text.

To remove a tab from the ruler, you first must highlight the text involved, then on the ruler, click and hold down on the tab symbol you no longer wish to use and drag it downward off the ruler. The tab is then removed from the highlighted text.

USING THE RULER TO SET BAR TABS

When you select the bar tab symbol in that square to the left of the ruler, you may place a bar tab line wherever you place it on the ruler. The results is shown below when that bar tab is set at the middle of the page with a center tab set at the 4.5 inch mark. Example:

MATCH THE WORDS

Lexington		Tennessee
Nashville		Texas
Atlanta		Kentucky
Dallas		Georgia

SETTING TABS A MINUTE AMOUNT

You may move a tab but the minimum movement is 1/16th of an inch. If in using a ruler to set tabs, the 1/16th of an inch does apply. If you have having difficulty in moving a minute amount, increase the view option on the TOOLBAR from 100% to 200%, which would make it easier to make such a change. (See WORKING WITH THE RULER)

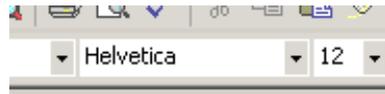
USING THE RULER TO SET FIRST LINE INDENT AND HANGING INDENT

The best way to start a hanging indent paragraph of text is to go to FORMAT > PARAGRAPH and under INDENTATIONS in the SPECIAL section change it from NONE to HANGING. To end a hanging indent, go to the same menu and change the SPECIAL section from HANGING to NONE. However, they may be set by selecting either the first line indent, the hanging indent symbol (part of that hourglass discussed above) and placing them by clicking on the ruler where you want the first line indent or the hanging indent.

FONTS AND FONT SIZE

Using the drop down windows on the **FORMAT BAR**, you may view a variety of fonts and see how they could be applied to any highlighted portion of a document.

Fonts may be selected and set using the **FONT** window on the **Formatting tool bar**. Most programs have about 45 fonts from which to select. If you have a need for specialty fonts, search the web for 'fonts'. Many free fonts are there. You may also purchase **MS Fonts pack 1** and **pack 2** for additional fonts.



FONTS WINDOW FONT SIZE

The **FONT SIZE** window is next to the fonts windows on the **formatting tool bar**

To change **FONT SIZE** go to **FORMAT > FONT** and make your selections from there.

MY FAVORITE KEYBOARD SHORTCUT -- Increasing or decreasing font size shortcut.

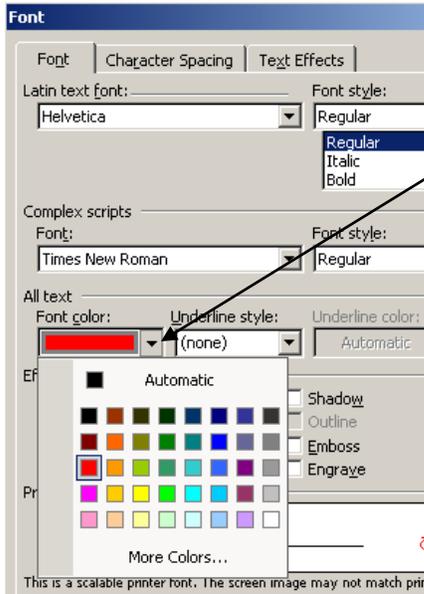
Highlight the word / letter or sentence you want to change. Hold down **CONTROL** plus **SHIFT** keys with your left hand and with those keys depressed, repeatedly press the greater than key (>) (same as the period key) to increase the size of the highlighted text -- or repeatedly press the less than key (<)(same as the comma key) to decrease the size of highlighted text.

NORMAL SYSTEM to increase or decrease font size is more complicated. The normal way to do this is to use the "font size" drop-down dialogue box on the **FORMAT BAR** -- the drop down menu of numbers there will go up to 72 point type. If you want a font size number larger than 72, just highlight the number in that font size window and type in the number you want – 100 or 300 or 500 or 700 or whatever. Check the results and if you don't like the results, highlight that number again and type in a different number.

Obviously, using the shortcut key as mentioned above is quicker

USING COLORS IN TEXT

We mostly use bold, italics and underscoring to emphasize a word or phrase in text. Don't forget to use color to liven up your posters, notes and letters as well as adding emphasis to parts of your text documents.



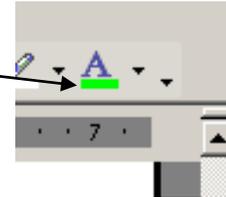
First, highlight the text you want to change.

Go to **FORMAT** > select **FONT** > click the **FONT COLOR** box and from the drop-down dialogue box, select your color. Then click **OK**. In Word 2000 or 2002, you have literally hundreds of colors from which to select.

Once you have selected your color and click **OK**, the highlighted text will be in color.

Another way to accomplish this, if you have many words or phrases in a document to change to one color, is to use the **A icon** on your formatting tool bar, Once you choose

your color, then all you have to do is to highlight your text and click on the **A icon**. Your selected color will be in place.



Needless to say, unless you have a color printer, this is wasted effort.

SELECTION OF COLORS

In **MS WORD 97**, your choice of colors is limited to about 17 colors (including shades of grey).

In **WORD XP**, your option includes multiple shades of all the basic colors totaling maybe 125 shades, plus maybe 15 shades from white to grey to black.

CHANGING TEXT ALIGNMENT



Four buttons (shown at left) on the format bar allows you configure text to flush left, flush right, center or justified. The following are examples of each of these configurations.

FLUSH LEFT

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

FLUSH RIGHT

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

CENTER

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

JUSTIFIED

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

USING KEYBOARD SHORTCUTS

You may find that text alignment is more easily accomplished by using keyboard shortcuts. These are the keyboard shortcut you should remember:

To align text to the left	use Control + L
to a line text of the right	use Control + R
To center text	use Control + E
To justify text	use Control + J

Remember any change you make in alignment will be applied to the entire paragraph in which the insertion point is located. If you want your alignment to be applied to several paragraphs or the entire document, you must highlight all text to which you want the alignment applied.

CREATING COLUMNS

This is page 1 of 2 pages on this topic

You may create an entire document in multiple columns or if desired, only a portion of your text may be placed in columns. The following is an example of creating two columns with the text of only a partial page.

Columns are created by going to **FORMAT > COLUMNS** and clicking on the number of columns you desire. You may set 6 or 8 columns if you would like but they would be pretty skinny on an 8.5 inch wide page. If desired, you may have lines separate your columns – simply

checkmark **LINE BETWEEN** on the menu.

It may be easiest to view your columns in the print layout format (called page layout format on older versions of MS WORD). By doing so you get a realistic view of all your document.

NOTE: To move from column 1 to column 2, use your mouse, or if you are using the down arrow keys, when you get to the bottom of column one you must use the right arrow key to move across the bottom line to jump to the top of column 2.

NOTE: Remember – in the **NORMAL** view (under **VIEW** on the menu bar), the columns appear as continuous – on the left side of the page. You need to view columns in the **PRINT LAYOUT** view to see the columns side by side.

GUTTER

Under **PAGE SETUP** menu, if you choose to have two or more columns on a page, The 'gutter' is the space between the two columns. You may increase or decrease the size of the gutter.

CREATING TWO COLUMNS THAT RELATE ONE TO THE OTHER

The above example is simply creating two columns where the text in the right column follows the text at the bottom of the left column. However, let's say you want to type a two column document in which the information in column 1 relates

to the information in column 2. In this case, creating two columns won't work. You need to use a table.

DATE	ACTION
June 14, 2003	Seek bids to demolish the building at 400 South Drive.
June 30, 2003	Last date to receive bids.
July 1, 2003	Open bids with board of directors invited to watch.
July 5, 2003	Interview top two bidders.
July 7, 2003	Award contract.

This is the preferred way to handle text in multiple columns yet keep related items side by side.

You control the appearance of your table by highlighting the table, go to **TABLE > PROPERTIES** and select the appropriate tabs and icons, adjusting the table's appearance to suit your needs.

GRIDLINES

Gridlines may be turned on or off by going to **TABLE > SHOW GRIDLINES** or **HIDE GRIDLINES**.

ADDING WORDS TO YOUR CUSTOM DICTIONARY

MS WORD has several dictionaries. Among them is a STANDARD dictionary and your personal CUSTOM dictionary. Word will automatically check both dictionaries when it spell-checks your words as you type. If you have an unusual name and want to add it to your custom dictionary, when you type that name, it will be marked with a red squiggly line as a word not in either dictionary. To add that spelling or any new word to your custom dictionary, right click on the marked word and click on ADD. From that point forward, your name will not be challenged if you spell it correctly.

EDITING YOUR CUSTOM DICTIONARY

What if you accidentally add to your custom dictionary a misspelled word and want to get it out of the dictionary so that misspelled word will be challenged in the future? You will need to edit your custom dictionary.

Go to TOOLS > OPTIONS, select the SPELLING AND GRAMMAR tab > click on the CUSTOM DICTIONARY button and it will show you a list of words in your personal dictionary. There you may delete or add any word or words to that list you desire.

MOVING YOUR CUSTOM DICTIONARY TO A NEW DRIVE

Your custom dictionary file is **CUSTOM.DIC**. Use the Windows Explorer to find that file. When you know it's location, you can follow that 'tree' to it's location and copy your original Custom.dic file and paste it to a similar location on your new hard drive, or a laptop, or new computer. Then the words in your original file will be on your new drive, laptop or computer

FINDING WORDS YOU DON'T KNOW HOW TO SPELL

There is a particularly good web site for this purpose. Go to www.onelook.com . *(Thanks to Bob Brown for this tip.)*

In the WORD OR PHRASE box, you type the letters you are confident are in the word then use a wildcard (*) to replace several letters in a word about which you are not sure.

For example, if you don't know how to spell "**gyroscopically**" but know parts of it, you might type **gyros*ly** and in less than one second you will find one or more words which likely will include the one you want.

If you are working a crossword puzzle, and have a definition of "A musical wind instrument" and it is a 7 letter word that starts with **ca????e**, ONE LOOK will help you find **calliope**.

When using question marks each ? counts for only one letter, where the * can be a substitute for several letters.

CHANGING THE NORMAL TEMPLATE

Anytime you open a new document in MS Word, the system automatically goes to the NORMAL TEMPLATE to determine the settings under which your new document will open. Microsoft decided that the new document should have the following parameters:

Font:	Times New Roman
Font Size:	10 Point
Font Style:	Regular
Page Left Margin	1.25 Inches
Page Right Margin	1.25 inches
Top of page Margin	1 inch
Bottom of page margin	1 inch

Should you not like the default settings chosen by Microsoft, you may change them to suit yourself. Personally, I prefer to use a type font such as Arial or Helvetica – (my favorites) and I prefer to use a font size of at least 12 points. To cause all future documents to open with my preferred selection, I must change the Normal Template. To make this change, I open a blank page and go to

- FORMAT on the menu bar
- Select FONT
- Make the changes to the Font, Font Size, Font Style and anything else I would like to change on that menu and

> In the bottom left hand corner of the dialog box is DEFAULT. Click the default button and if you answer YES to the next question, every future document will open with your new preferences.

If for any reason you do not like the Microsoft default settings for the margins, you may change those to your preferences. It is done in the same manner, only going to

- FILE
- Select PAGE SETUP
- Make your changes and
- Click the DEFAULT button in the lower left hand corner.

REQUIRE A SET NUMBER OF SPACES AT THE END OF A SENTENCE

Some persons desire at least two spaces to follow the end of the sentences while others may prefer only one space. (My preference is 2 spaces.) MS Word allows you to set your preference.

To have Word alert you when too few or too many spaces are in a sentence, go to **TOOLS > OPTIONS** select the **SPELLING AND GRAMMAR** tab. Click on **Settings** and you have the option of checking for **1 space** or **2 spaces** or **Do Not Check**.

All this does is to mark as a grammar error, (underscored in green) when an incorrect number of spaces follow a sentence.

CHANGING A CUSTOM TEMPLATE

*For tips on how to create a custom template, see **CREATING YOUR PERSONALIZED LETTERHEAD** in the table of contents.*

This section is how you CHANGE a custom template.

Templates provide the setup for all word documents you open. They also store all sorts of setup information you have made to your default setup as discussed in the previous section.

You may create a custom template for your personal letterhead or for the heading of a “thank you note” on notepaper, and all sorts of special purpose new documents you wish to prepare in advance. You edit a template just like you edit a regular document; the only difference is that the file is saved with a DOT filename extension (instead of DOC).

How to edit your template:

- Choose Open from the File menu, or click on the Open tool on the toolbar. You will see the Open dialog box. In the List Files of Type box, select DOCUMENT TEMPLATES (*.dot). Once you do this your display will be changed to show all template files.
- Change to the directory where the template is stored. Go to EXPLORE > look for APP DATA (applications data) > MICROSOFT > TEMPLATES
- Select the template file you want to edit.
- Click on OK.

When you are done making changes to your template, you can save it the same as any other document. Be sure to pay attention to the name of the template you are saving, as it likely will not be the same as the one you are modifying. If you want to save it over the top of the file you are editing, you will likely have to retype the name of the original template to do so.

You may also delete templates you no longer need while in this area.

MOVING TEXT

CUTTING OR COPYING BLOCKS OF TEXT

(This same information appears earlier in this document)

First, you must highlight any text you wish to move. Your options to move text include:

1. Use click and drag system. Somewhere in the highlighted text area, hold down the left mouse button and drag the text to the new location and DROP it there by releasing the left mouse button
2. Use the cut and paste system. Press the CUT icon on the standard toolbar (or use the shortcut key **CONTROL + X**) which removes your highlighted text from its original location and places it on your clipboard. Find your new location and press the PASTE icon (shortcut: **CONTROL + V**) which places your text at the new location.
3. Use the copy and paste system. If you wish to duplicate the text someplace else in your document but keep it at its original location, follow the steps in 2 above, but use the COPY icon on the standard toolbar (or shortcut key of **CONTROL + C**) instead of the CUT icon.

These same systems apply to moving clip art, pictures, etc. as well.

COPYING MULTIPLE BLOCKS OF TEXT AT ONCE

Should you have several paragraphs of text, which are not contiguous, you may copy and paste them all at once rather than doing them one at a time. For example, if you had an eight paragraph document and you wanted to copy paragraphs 1, 4, 6 and 7, simply HOLD DOWN THE CONTROL KEY as you use your mouse to click and drag through paragraph one, then (with the control key still held down,) click and drag through paragraph 4, then paragraph 6, then paragraph 7. Once all paragraphs have been highlighted (blocked), you may cut (**CONTROL + X**) or copy (**CONTROL + C**) them and paste them (**CONTROL + V**) somewhere else.

CREATE A NEW FOLDER

Right click on your desktop > click on NEW > select FOLDER. A new folder will appear on your desktop, ready to be renamed. Give it an appropriate name, then click somewhere on a blank area of your desktop.

The folder with the new name will be there. You may click and drag items from your desktop or other programs and place them in the new folder.

If you go to your Document list, you may right click on a document name > select COPY > hover over the new folder > right click and select PASTE

COPYING WEB INFORMATION INTO WORD

At times, I find information on the web which I desire to copy and paste into a Word document for handy future reference. This is true of some CKCS reviews that you may see on the CKCS web site. Many of those are only there for one month. If you do desire to save some of those reviews, I recommend you keep them in sequence in one document. That way you are able to use WORD's FIND feature to locate a specific subject you need.

These procedures apply to any web page.

1. Highlight the text that you wish to copy or if you wish to copy it all, touch CONTROL plus A (which highlights everything).
2. Copy your text to your clipboard*.
3. Close the Web page (or your Email document)
4. Open an existing word processing document or create a new one and give it a name.
5. If it is an existing word document, find the place you want to insert you text.
6. Touch **CONTROL + V** (shortcut for paste) which adds your copied web page text to your word document.
7. Remember, It will be easy to search for the topics you want using **CONTROL + F**

* The clipboard is a WINDOWS feature where copied or cut text is temporarily stored inside your computer until you are ready to place it (paste) it to a new location.

EClean

Some web pages and Emails, when copied into a Word document often lose some of the formatting information and cause the page to display improperly on your screen. If that happens, use a program called EClean, a shareware program available on the internet.

See **TWO WEB PRODUCTS I USE MOST EVERY DAY**, by clicking this link to learn more about EClean. First note the page number below in case you desire to return here.

MOVING TEXT BLOCKS

First you highlight a block of text that you want to move to another location within your document. Then hover your mouse pointer somewhere within your highlighted text and click (and hold down) your left mouse button and while continuing to hold down that button, drag that block of text and 'drop' it to the new location by releasing the mouse button at your new location.

Another way to move a block of text is to highlight the text you wish to move, cut that to your clipboard (**CONTROL+X**) then place your insertion point at the new location for your text and paste it (**CONTROL+V**) there.

COPYING EXCEL TABLES INTO WORD

Highlight and copy (**CONTROL + C**) the portion of the Excel table you wish to paste into word.

Place your insertion point where you want to the Excel table and paste it there (**CONTROL +V**). Your table may appear something like that below:

1/31/03	76	21	97	78%	10	2	78%
2/28/03	63	13	76	83%	18	2	81%
3/31/03	86	21	107	80%	16	3	81%
4/30/03	135	27	162	83%	13	2	81%
5/31/03	69	15	84	82%	9	3	81%
6/30/03	101	28	129	78%	17	5	81%

Note: Although the gridlines appear on your display here, they are 'grayed out' which means they will not print when this document is sent to the printer.

If you want the gridlines to show when printed,

1. Highlight your table,
2. Hover your pointer over the upper left hand cell and RIGHT click
3. From the dialog box select TABLE PROPERTIES
4. Be sure the TABLE tab is showing and at the bottom, click on BORDERS AND SHADING
5. With the BORDERS tab showing select either ALL or GRID

You will get the results below

1/31/03	76	21	97	78%	10	2	78%	
2/28/03	63	13	76	83%	18	2	81%	
3/31/03	86	21	107	80%	16	3	81%	
4/30/03	135	27	162	83%	13	2	81%	
5/31/03	69	15	84	82%	9	3	81%	
6/30/03	101	28	129	78%	17	5	81%	

HELPFUL FEATURES

LOCATING ICONS ON WORD 2007 RIBBON BAR

One you purchase and install Word 2007 you will need to learn where old familiar icons from 2003 are placed on the ribbon bar in 2007. Microsoft has created a terrific tool to assist you in learning the new locations of icons.

To download this tool to your desktop, go to Google and type “Word 2003 to 2007” without the quotes. This will offer you a Microsoft’s site where an interactive Word 2003 to Word 2007 command reference guide. In the middle of the page select .START THE GUIDE.

When you start this program, it displays the original toolbars you see in word 2003. Select a familiar icon from the 2003 toolbar and immediately the 2007 ribbon bar appears and the located of that icon feature is displayed on the 2007 ribbon bar. Clicking anywhere in the 2007 display will immediately take you back to the 2003 display. Try this feature, it is very helpful.

You may want to create a shortcut on your desktop that will take you directly to this command a reference guide.

*More information about this feature is on the last page of this document. Touch **CONTROL + END** to get there. Note the page number below in case you wish to return to this page.*

CREATING A PRACTICE DOCUMENT

Microsoft has provided a way to create a simple multi paragraph document. Should you wish to practice on a document, other than your own, simply use the following formula:

`=rand(4,5)` and then press enter.

In the formula shown above, the instructions are to randomly create a four paragraph document with five sentences in each paragraph. The result will be what you see below.

NOTE: You may use any numbers in the formula should you want more or less sentences and/or more or less paragraphs.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

If you are teaching or demonstrating how something in Word is accomplished or just practicing, this is a handy document with which to do that.

KEYBOARD SHORTCUTS

This is page 1 of 3 pages on this topic

WHY KEYBOARD SHORTCUTS?

Some people love keyboard shortcuts (I am one of those) and some don't. **It is a fact that it is quicker to use a keyboard shortcut than it is to use a mouse.** You can accomplish just about every task without a mouse, however, you would need to know several hundred shortcuts. Therefore it is not practical to try to memorize them all.

If you want to get a list of different shortcuts available, you may find them by going to www.google.com and search for KEYBOARD SHORTCUTS. Depending on which list you view, there are 350 to 600 keyboard shortcut listed on the web. Perhaps you choose to limit your list to the program you use, search for:

WORD KEYBOARD SHORTCUTS or
EXCEL KEYBOARD SHORTCUTS or
WORKS KEYBOARD SHORTCUTS or
ACCESS KEYBOARD SHORTCUTS.

Remember, the majority of keyboard shortcuts only apply to highlighted text.

MY TWO FAVORITE KEYBOARD SHORTCUTS.

To grow highlighted font size, **CONTROL + SHIFT + >**

To shrink highlighted text, **CONTROL + SHIFT + <**

SHORTCUT TO CLOSE A DIALOG BOX OR A WINDOW

A quick way to close a dialog box or a window, without using the mouse is to touch and hold ALTERNATE key and press the F4 key. If you have several items open, repeatedly touching those two keys will end up closing them all.

SHORTCUTS I USE THE MOST

The following is a list of the keyboard shortcuts I use the most. Your list of shortcut you favor could be quite different than these. This is only a short list of the hundreds of keyboard shortcuts available.

ACTION DESIRED	KEYBOARD SHORTCUT
Bold	Ctrl + b
Cancel	Esc
Caps and lower caps	Ctrl + Shift + k
Center text	Ctrl + e
Change case	Shift + F3 (cycles through options)
Clear	Delete
Close a dialog box	Alt + F4 or Ctrl + F4
Close a dialog box	Esc
Close a document	Alt + F4 or Ctrl + F4
Close a program	Alt + F4 or Ctrl + F4
Close down your computer	Alt + F4 then touch the underscored letter in shut down
Copy	Ctrl + c
Cut	Ctrl + x
Date field insert	Alt + Shift + d
Delete one letter or highlighted text	Delete
Double underscore highlighted text	Ctrl + Alt + d
Go back to recent changes	Shift + F5
Go to	Ctrl + g or F5
Go to beginning of document	Ctrl + home
Go to beginning of line	End key
Go to end of document	Ctrl + end
Go to end of line	Home key
Grow font size 1 level	Ctrl + Shift + >
Help	F1
Highlight all text in document	Ctrl + a
Highlight from insertion pt to doc begin	Ctrl + Home
Highlight from insertion pt to doc end	Ctrl + Shift + End
ACTION DESIRED	KEYBOARD SHORTCUT
Highlight one character to left	Shift + left arrow
Highlight one character to right	Shift + right arrow
Highlight one character to the right	Right Arrow key
Highlight one line up	Shift + page up
Highlight one word to left	Ctrl + Shift + left arrow
Highlight one word to right	Ctrl + Shift + right arrow
Highlight one word to the right	Right arrow + Shift

Highlight several lines down
Highlight several lines up
Italic

Shift + page down
Shift + page up
Ctrl + i

ACTION DESIRED

KEYBOARD SHORTCUT

Justify Paragraph
Move backward in dialog box
Move forward in dialog box
New
Next Misspelling
Overwrite existing text
Page break
Paste
Print
Replace find then replace
Save
Save
Search down after first search
Search up after first search
Select All
Shrink font size 1 level

Ctrl + j
Ctrl + Tab
Tab
Ctrl + n
Alt + F7
Insert (toggles this on or off)
Ctrl + Enter
Ctrl + v
Ctrl + p
Ctrl + h
Ctrl + s
Alt + f + s
Ctrl + Page Down
Ctrl + Page Up
Ctrl + a
Ctrl + Shift + <

ACTION DESIRED

KEYBOARD SHORTCUT

Time Field
Underline
View titles of several open Word documents

Alt + Shift + t
Ctrl + u
Alt + w

CREATE YOUR OWN KEYBOARD SHORTCUTS

Should you have a program you use extensively, you may want to consider creating a **keyboard shortcut** for that program, which is the quickest way to access that program while working in other programs. Follow the steps below to create a keyboard shortcut.

1. Find the program for which you want to create your own keyboard shortcut. If you already have a shortcut icon on your desktop, skip step 2
2. Right click on the program name and select SEND TO (Create Desktop Shortcut)
3. Right click on the shortcut icon on your desktop for your program and select PROPERTIES
4. On the line SHORTCUT KEY should be the word None. Don't try to highlight that word – it won't work.
5. Simply click somewhere on that line and put the keyboard combination you want to use, Perhaps **Control+Shift+F12** or some combination of your choice.
6. Click OK to close that dialog box.
7. Then in the future, by pressing that keyboard combination, the program will open regardless of what other program you are in.

Yes, you may create a shortcut on your desktop, but often you have to minimize the program in which you are working to get to that. Yes, you could have a shortcut in your quick launch section but if you have too many of those that becomes impractical.

AUTOMATIC NUMBERING OF ITEMS IN A LIST.

WORD is set to automatically number, in sequence, any list or sentences as you type. This feature is started by typing a number at the beginning of a line (such as typing the number 1, then a period and a tab as shown below)

1. Any text
2. The next enter key resulted in MS Word automatically helping you by numbering the next and subsequent lines in sequence with appropriate numbers.
3. A question was how do you turn this off?
4. The answer is when you want it to quit numbering lines or paragraphs; all you have to do is touch the backspace key once to back over the last automatic number and the system will quit numbering lines.
5. You may also stop the numbering by pressing the ENTER key twice.

If you have already typed a list and want to number that list, highlight the list to indicate what you want numbered, then on the FORMATTING tool bar, click the **NUMBERING** icon.



WORD comes with the numbering feature turned on. To turn this feature off, go to TOOLS > AUTOCORRECT > be sure the AUTOFORMAT AS YOU TYPE tab is selected and uncheck AUTOMATIC NUMBERED LISTS

FIND AND REPLACE FEATURE

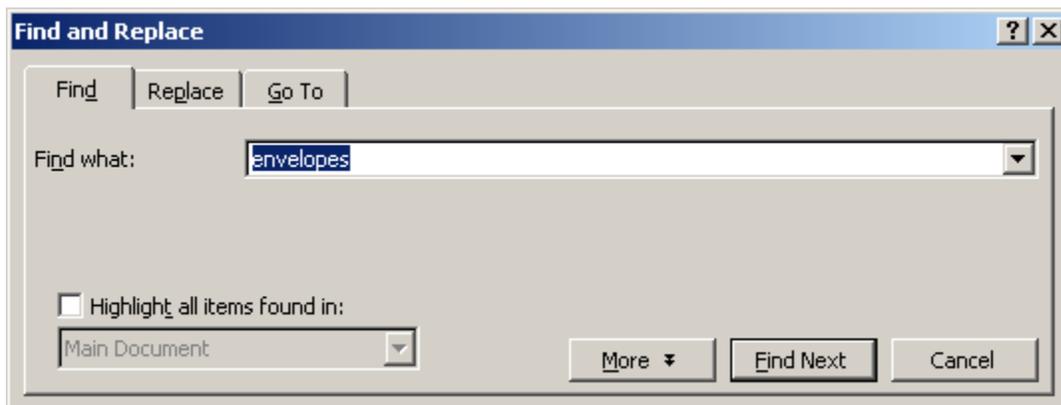
This is page 1 of 2 pages on this topic

FIND

The title of this feature tells you its purpose. It's a powerful tool that can save a lot of time locating words or phrases in a long document. To get to the Find feature Go to EDIT and select FIND. **Control + F** is a shortcut to get to the find menu. A word typed in the "FIND WHAT box will be located in your document each time you click on the FIND NEXT button. This box 'jumps' around your display so as to not cover the word it found. I therefore prefer not to use the mouse but I use the ENTER key since the find next button is active on that menu. *An ACTIVE key is one that has a bold border around it compared to other buttons on your display.*

A GREAT SHORTCUT TO SEARCH A DOCUMENT

- Type the word you want to find in the FIND WHAT box.
- Click the FIND NEXT button to locate the first incident of your search.
- Then touch ESCAPE key.
- This will close your FIND dialog box.
- From this point on you may search forward by holding down the **CONTROL key + PAGE DOWN** key. This find occurs without the FIND dialog box being in the way.
- You may search backward through the document by holding down the **CONTROL key + PAGE UP** key.



REPLACE

The replace menu can be accessed by going to EDIT > REPLACE. **Control + H** is a shortcut to get to the Replace menu. Something you type in the FIND WHAT box will be replaced with what you type in the REPLACE WITH box.

For example, if you do a membership brochure in which you used CKCS several times, you later could search and replace that with Central Kentucky Computer Society.

You may chose to use the FIND FIRST button and replace them individually by clicking the REPLACE button. Or one may click the REPLACE ALL and all CKCS entrees will be replaced with the REPLACE WITH the Central Kentucky Computer Society.

It is possible to find text of one font type and size with text with a different font and font size. Go to the replace menu (**Control +H**) then type the text you want to find and the text you will use to replace and while still in your replace field, click MORE > then FORMAT > then FONT. Select the font and size you use to use then either replace the findings individually or all at once as described in the paragraph above.

Oft times, you may need to find formatting characters, such as tabs, or paragraph marks to edit some documents and quickly make them look as you want. A list of those formatting characters are not initially displayed when you call up the FIND AND REPLACE dialog box. By clicking on the MORE button in that box, you get an expanded dialog box which provides a series of “search options” plus a FORMAT button and a SPECIAL button. Under the special button you will find about 20 of the formatting characters found in word documents. By selecting one of them, these may be placed in either the “find what” or the “replace with” sections of that dialog box. These are extremely useful when you are working with text you have copied from a web page or an encyclopedia program (such as Encarta) and pasted into your word document. You will find that adjusting such text is much easier in WORD than in an Email message panel.

In working with such documents, it helps if you turn on the show/hide paragraph mark on the tool bar. That way, you may spot in your WP document, numerous spaces which some programs substitute for normal tabs and manual returns in place of paragraph marks and such. It is very satisfying to straighten up a document using search and replace feature which you want to save it or attach to an Email.

The find and replace feature is a most powerful word processing tool and has many uses. The key is analyzing your document to note what is unique about the text and formatting characters you are trying to find and replace.

COMPLETING FORMS WITH UNDERSCORE LINES

If you ever receive a form with blanks for you to fill in, see example below, you are able to complete that form on your computer, filling in those underscore blanks if you use the following five-step system.

“NAME_____” (with underscore blanks),

1. Once you view the form on your monitor, click somewhere on the line on which you wish to type (fill in information).
2. Turn on your UNDERLINE feature (**CONTROL + U**)
3. Turn on the OVERTYPE feature (press the INSERT key).
4. As you type, your keystrokes will replace existing underlines with your underlined text. For Example:
“NAME_____John Q. Public_____”
5. Repeat steps 1 to 4 for each line you plan wish to fill in.

Then you may print (or Email) that neatly typed completed form –, a much neater presentation and you may incorporate more information on each line if needed by changing font size.

Depending on the form, this may not be perfect in that the underscore lines used by the form designer, may be slightly different sizes, but this system generally works very well.

WORKING WITH TEXT BOXES

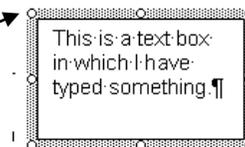
The purpose of text boxes is to allow you to easily place blocks of text in and around other unrelated blocks of text, yet keeping them separate. For example, a story written by someone, you may wish to include a biographical sketch of the author to one side and have the story flow around the biographical sketch. You may create a text box and type inside it or copy text and paste that text inside your text box. However, the best way is to type your text in your document somewhere, highlight that text and from the INSERT menu select TEXT BOX and a text box surrounds the highlighted text. Then using sizing handles you may format and change the text box size as needed.

(This is an example of the use of a text box)

Jerry Heaton has been leading the Word Processing SIG at CKCS for several years now.

Regarding pictures, or clip art, if you wish to type underlines to describe the picture, place that picture in a text box and place the underlines with it. This way the underlines stay with the picture wherever you place or move it around in your document. Placing pictures and underline inside a text box allow you complete control over the placement of your photo even while you edit or change your base document.

One way to place and empty text blocks into a word document, on the menu bar select INSERT > TEXT BLOCK. Your mouse pointer becomes an X (or cross hair). Using the left mouse button you can click and drag to create a text box of any size or shape needed. Once created, you may adjust the size of any box using one of the eight **sizing handles** that appear around the outside edge of the box.



When the insertion point is inside of any text box, you may type within that box or may insert any text, photo or art that is in that text box.

Text boxes may be moved easily around a page by clicking on the outer edge of the box, then click and drag the box to another location on the page. After clicking on the outer edge of the box, rather than the click/drag system, I prefer to use my four arrow keys to move the box. Each click of an arrow key moves the box maybe ¼ inch. Holding down the CONTROL key while clicking the arrow keys moves the box 1/16th of a inch for greater control.

After you get your page and text boxes arranged as you desire, the text box(s) are outlined with a black line. You may change / remove / color that line by

- First Click on the text box to show the borders
- Selecting FORMAT on the menu bar
- Select TEXT BOX (bottom listing) and

- Under the LINE section select NO LINE.

This action will remove the line of the text box or you may choose a color should you want that line to show and stand out.

CAUSE TEXT TO FLOW AROUND YOUR TEXT BOX

When you initially insert a text box, the text will stop above and start below your installed text box, regardless of its size. If you want the text to flow around your text box, as was done in the illustration above, be sure your insertion point is in your text box, click on **FORMAT > TEXT BOX** and on the **LAYOUT** tab, select **SQUARE** and the text will flow around the text box regardless where you move it.

MOVING THE TEXT BOX

To move the text box, you first must double click on the text box border, then you can move it. You can click and drag the box using the border or you may use your arrow keys on your keyboard to move the text box. The latter give you considerable control.

SEVERAL TEXT BOXES MAY BE LINKED TOGETHER

Should you have more text than can fit into a text box on page one of a document, you may create a second and other text box on a subsequent page and link the second text box to the first. This is done by clicking on the border of the first text box, then right click on that text box border and select **CREATE A TEXT BOX LINK**. Once you do that, your pointer will change to an image that looks like a measuring cup. Take your measuring cup to the second text box and the image will pour the overflow text from the first text box to the second text box. If necessary you may link multiple text boxes together, in this fashion

BURNING A DISC

If your computer includes a CD or DVD drive, you can copy documents, music or videos to a writeable disc. This process is called, *burning a disc*. There are many programs available to burn a disc, but without an additional purchase, you may use Windows to burn a data disc.

First you need to be aware of the type burner/ player you have in your computer. There are two drive capabilities and on the front of your disc tray it should tell you what that drive is capable of doing.

- R stands for Read and if it only has an R on the tray, it can only PLAY a previously recorded disc.
- If it has RW on the tray, it is capable of reading and writing to a disc another way to say it can Play or Record a disc.

NOTE: Discs come in two formats; plus (+) or minus (-). This information is generally on the front of your disc tray – usually in very tiny print. It tells you the type disc you need to buy. Most newer drives can handle both + and – discs. However, you need to know this information BEFORE you buy discs. This information is also in the manual, which came with your drive. *You do read those manuals, don't you?*

- You might see CD+dl or CD-dl (dl stands for data life)
- Or you might see DVD+dl or DVD-dl
- Or you might see both listed.

To accomplish this task using Windows or Windows Media Player:

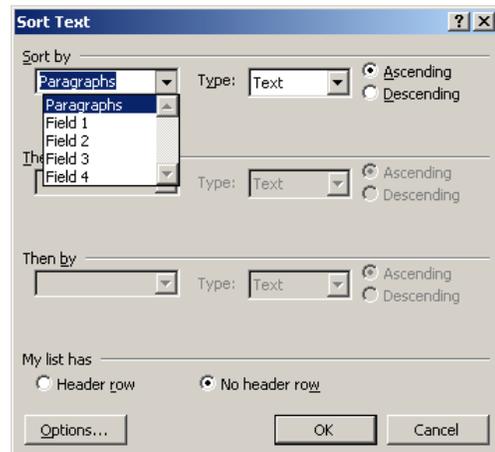
1. Place an appropriate recordable disc in your CD or DVD recording drive.
2. Find the file / program / music / video you wish to copy to disc.
3. Right click on that file, select SEND TO > and select the drive letter appropriate for your disc drive usually D or E or F. In a few seconds, that file will be burned to the disc.
4. Repeat step 2 and 3 for each additional item you want on the disk.
5. Once step 4 is complete for all selected files, click the button on the computer to open the door to the disc.
6. The tray won't open immediately as the computer FINALIZES the disc so he may be played on any computer disc drive.
7. Label the disc with a special disc-marking pen as to its contents.
8. That is all there is to it.

NOTE: a DVD drive can play CDs and DVDs. However, a CD drive normally cannot play a DVD.

ALPHABETIZING LISTS IN WORD

If you have a table or a word document with the fields separated by tabs, Word can easily sort / alphabetize those fields for you. A sample list of names with four fields follows:

LAST	FIRST	MI	CITY
Swim	Ann	B.	Frankfort
Peter	Ann	C.	Bardstown
Riester	Alice	D.	Jackson
Robertson	Barbara	E.	Frankfort
Jarvis	Anna	F.	Barbourville
Jaeger	Ann	G.	Frankfort
Ochoa	George	I.	Elizabethtown
Hughes	Betty	J.	Frankfort
Jaegers	Betty	K.	Louisville
Haynes	Bev		Nicholasville



To alphabetize the above sample list, you would HIGHLIGHT the text to be sorted, go to TABLE > click on SORT. Notice that at the bottom of the (above) dialog box, in the MY LIST HAS area the NO HEADER ROW has been checked. This is appropriate only if there is no header row. Since my list above does have a header row, (last first mi and city) once you select HEADER ROW, instead of field 1, field 2, etc. which shows in the SORT BY section, the name of each field would be listed in the sort by, then by, then by sections of the dialog box.

You may sort this list in any order you desire, using the three sections of the dialog box. To sort the list by city and the individual's name, you would start with CITY, then by LAST, then by FIRST.

Remember; it is important to select HEADER ROW when you do have a header row otherwise the header row will be included in the sort and likely be placed in the middle of your list along with the other names.

CREATING A WATERMARK IMAGE

One may create a watermark image on your paper, such as has been done on this page. Find the image or logo or whatever you desire to use from your clip art or scanned image.

Type your letter or document you wish to use. Establish your insertion point where you want your image. Insert the image and size it using the sizing handles. Remember, by grabbing a corner sizing handle with your mouse pointer, and holding the left mouse button down you are able to decrease the size of the image by moving the sizing handle toward the middle of the clip art until it is the size you desire. The picture will maintain the correct ratio (height and width) if you use a corner sizing handle. If you choose to use the center sizing handles, the picture will become distorted like it was viewed in a fun house mirror, so don't use the middle sizing handles unless you desire a funny looking image.

Click on the image. Go to **FORMAT**, select **PICTURE** and then with the **FORMAT** tab at the top select the **BEHIND TEXT** button. Then select the **PICTURE** tab (next to the format tab) and under **IMAGE CONTROL** section where it says **Automatic** select **WASHOUT** (Word 2002) or **WATERMARK** (Word 97) then click **OK**. You may then adjust the placement of your image by clicking on it and once you see the sizing handles you click, hold down and move the image to suit yourself. This watermark may be used for that one document or you may save the document as a **TEMPLATE**, so it may be called up and used repeatedly as needed.

INSERTING HYPERLINKS INTO WORD DOCUMENTS

This is page 1 of 2 pages on this topic

Word makes it easy to insert a hyperlink into your document. The dictionary provides us this definition:

A HYPERLINK is a segment of text or a graphical item that serves as a cross-reference between parts of a hypertext document or between files or hypertext documents. Also called hotlink, hyperlink”

It may be turned on by going to TOOLS > AUTO CORRECT > select the tab AUTO FORMAT then be sure you checkmark INTERNET AND NETWORK PATHS WITH HYPERLINKS The checkmark turns this feature on. Word is shipped with this feature turned on. If your program does not make this conversion for you, the feature has probably been turned off.

When this feature is active, WORD automatically detects Email and Web addresses as you type them and convert them to a hyperlink. An example: www.ckcs.org or another example: j.dokes@insightbb.com . In an Email you simply click on the hyperlink and often go straight to that web site. (In word documents you normally must hold down the CONTROL key while you click on the hyperlink.)

CLICKING ON THE HYPERLINK DID NOT WORK

A hyperlink is shown below. If the document or page you view, has a blue underlined web address, and you wish to link to that site, normally all you have to do is hover your pointer over the link and the pointer will change to a hand. Then a left click will let you follow that link.

Sometimes, as you hover your pointer you will get a message, advising you to use CONTROL + CLICK TO FOLLOW LINK. If that happens, hold the control key as you hover your pointer on the link and the pointer will change to a hand. Again, a left click with your mouse using the ‘hand’ pointer should allow you to follow that link.

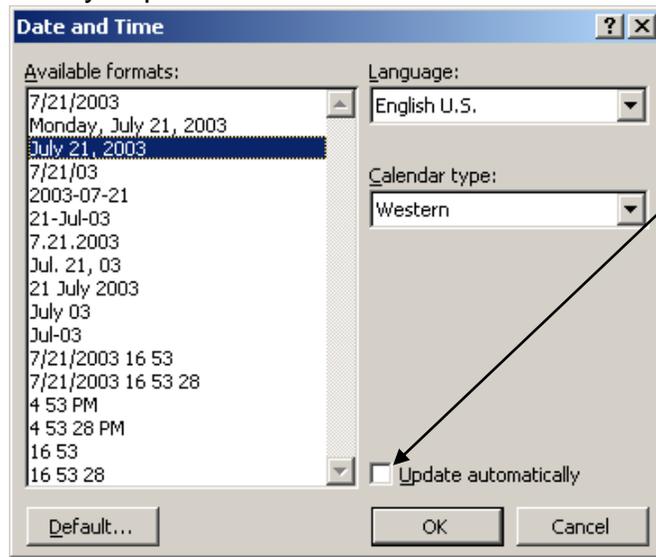
This definitely will work if you have a DSL line or Cable Modem line – since you are on line all the time. If you have a 56 K modem, it will be necessary to sign on to the internet before you click on the hyperlink.

HOW TO UNDO A HYPERLINK

When you type a web address, such as www.ckcs.org – when you touch the space bar, Word recognizes it as a web address and converts that to a hyperlink (blue and underlined) as is normal providing this feature is turned on. If for any reason you don't want it identified as a hyperlink, all you have to do (after you touch the space bar and it converts to a hyperlink), is to simply press the backspace key, it won't actually backspace, but instead, it will turn off the hyperlink markings that one hyperlink. The following is an example of using the backspace to turn off the hyperlink: www.ckcs.org This works in Word and in most Email programs *(Thanks Jeannine Essig for this tip)*

TYPING DATES INTO A DOCUMENT

When you type a date into a document, the date remains the same as you typed it. However, if you let Word insert the date (and / or time) by going to **INSERT > DATE AND TIME**, that information can be updated to a current date and time when you print it.



On the **DATE AND TIME** menu, if you check mark the box **UPDATE AUTOMATICALLY**, then the program will use the current date and or time you last use the document. In **WORD 97**, the update does not show on the screen, but when you send it to a printer, the date and time group will be the date and time you sent the document to the printer.

That same feature is available in headers and footers only

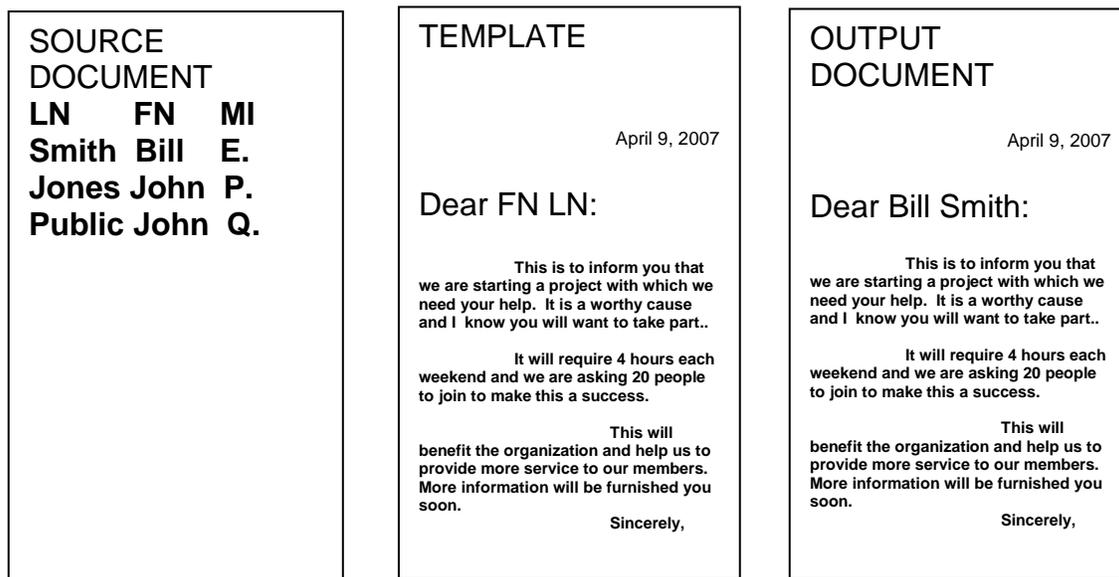
there are icons on the header and footers toolbar to insert the (current) date and or the time. This is most useful in case you print a document twice and don't discard the older copy, but later mix them up, the header / footer date and time will tell you which was printed last.

MERGING FILES AND TEXT

This is page 1 of 5 pages on this topic

Merging Files and Text is a wonderful feature available to MS WORD users.

The idea is to take a list of information from a source document (generally a database of some sort) and use a template to produce individual or multiple output document (s) The example which follows is an system one could use to produce a form letter.



We Merge Files with Text to produce:

- Letters (form letters)
- Envelopes
- Labels
- Catalog (which is a directory)

In our example, we will work entirely in WORD, however if you have your list of names and addresses in a database (such as Access) or a spreadsheet (such as MS Excel) it is better to use those products as the source document – only because they are easier to maintain and update. Word will also work with a Works database or with OUTLOOK EXPRESS if you have your names and addresses there. (I am unfamiliar with OE as I have never used it for this purpose.)

Note: *If you plan to produce multiple envelopes, make sure that your printer will accept and correctly feed the envelope size and shape you plan to use. The*

same goes with labels. Some printers are not very efficient with this task. It would be a waste of time to discover a printer problem after you go through all the following steps.

Note 2: These instructions are based on using WORD 2000 or 2002, 2003, Word. If you are using WORD 97 the menus and dialog boxes are different, but the concept and system is much the same.

For our example, we want to create a database, in a word table, to contain the names and addresses of the members of a mythical Kentucky Garden Club.

PREPARING YOUR ADDRESS LIST

1. Determine the number of fields you will need in your table (database). We assign a field for each element of information. For example, one field might contain just the last name (LN) of an individual member. Other fields might be named FN, MI, ST (for subtitle), address, city, state, zip. We could add any number of fields, like officer titles, or perhaps dues information, phone numbers, SSNs, but in our sample database I will stop with the 8 fields.
2. I would open a new Word Document and name it "GCA MEMBERSHIP DB.DOC" I would add DB to the title to make it clear this is my database. I would probably go to FILE > PAGE SETUP > and select LANDSCAPE. Then I would go to TABLE > INSERT > TABLE creating 8 columns across and a large number of rows – one for each member. (For the example I will only start with two rows) In entering information, use the tab field to move from column to column (hereafter I will call them fields) by using the TAB key. When you get to the end of a row, you continue to use the TAB key (not the Enter key) to move to the next row
3. The first row in the database must be the field names like LN, FN, MI, etc. After labeling the fields in my table, and adding some member information, my new table might look like this:

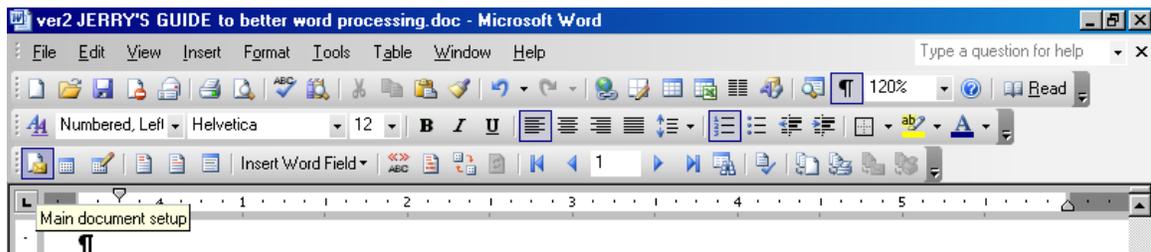
LN	FN	MI	ST	ADDRESS	CITY	STATE	ZIP
Jones	John	P.	Jr.	123 Main St	Lexington	KY	40508
Smith	Mary	A.		2727 Alumni Dr	Lexington	KY	40511
Brown	George	G.	III	141 Southridge Dr	Lexington	KY	40505

4. When finished, save and close your document.

Note: If you have a long list of names, you may want to sort them alphabetically. To accomplish this, highlight your table > go to TABLE on the menu bar, > SORT > (be sure the 'MY LIST CONTAINS A HEADER ROW' is selected) then select the field names by which to sort, like LN. then FN, then MI > and click OK.

PREPARING YOUR WORD MERGE DOCUMENT

5. Open a new document and save it as KGC <purpose of letter> TP.doc (I use TP to indicate that this is my Word TEMPLATE document to merge with a database DB).
6. On the menu bar select VIEW > TOOLBAR and select MAIL MERGE which will activate the mail merge toolbar usually positioned just above the ruler as shown below. (NOTE : there are other ways to accomplish these tasks, however, based on my experience, the steps I suggest are the best.

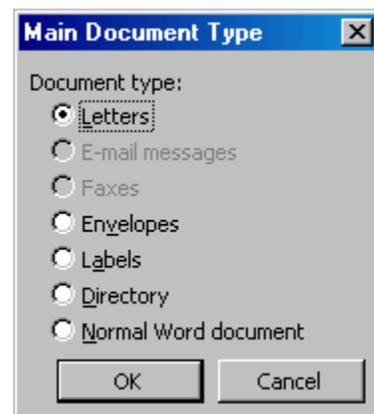


Pictured above, the MAIL MERGE Toolbar is just above the ruler.

Note: by hovering over the icons on the toolbar, Word identifies the purpose of each icon.

Note: initially most of the icons will be 'grayed out' out until you use the first two icons.

7. By clicking on the first icon (MAIN DOCUMENT SETUP), a dialog box like the one shown here appears for you to identify the purpose of this main document (template), letters, envelopes, labels or directory. In this example we selected a letter.



8. The second icon (OPEN DATA SOURCE), allows you to find and identify the document

containing the Word table you plan to use – (the one I named with the DB in the title) in my example I named this doc GCA MEMBERSHIP DB.DOC

9. I would then type my letter, leaving space for the name and address information from my database DB.
10. The third icon on the mail merge toolbar (MAIL MERGE RECIPIENTS) allows you to select those who should receive your letter. You may select all name, or just a few name or omit a few on your list. This is done by the use of checkmarks in front of the names.
11. For this step be sure the SHOW HIDE feature is turned on. I don't recommend the use of the next few icons on the toolbar. Instead, just skip to the 6th icon INSERT MERGE FIELDS. Insert all fields you plan to use such as «FN»«MI»«LN»«ST»«ADD1»«CITY»«STATE»«ZIP» «FN»
After closing that dialog box, add appropriate spaces between the words and appropriate enter key (paragraph marks) to result in the following:

«FN» «MI» «LN» «ST»
«ADD1»
«CITY», «STATE» «ZIP»

Dear «FN»:

12. Once I am satisfied with the appearance of my letter template (TP), I would save it and then I skip to the fourth icon from the end of the Mail Merge toolbar MERGE TO A NEW DOCUMENT.
13. Even if you have a hundred or so names in your database, in just seconds, you will have a letter for each recipient. If you spot any error, just delete the new document and this again reveal your template (TP). Just make corrections to your template and run MERGE TO A NEW DOCUMENT again. Repeat this project until you get your letters (output document, exactly the way you want it).
14. You are ready to print.

Below is a sample of the letter you might create

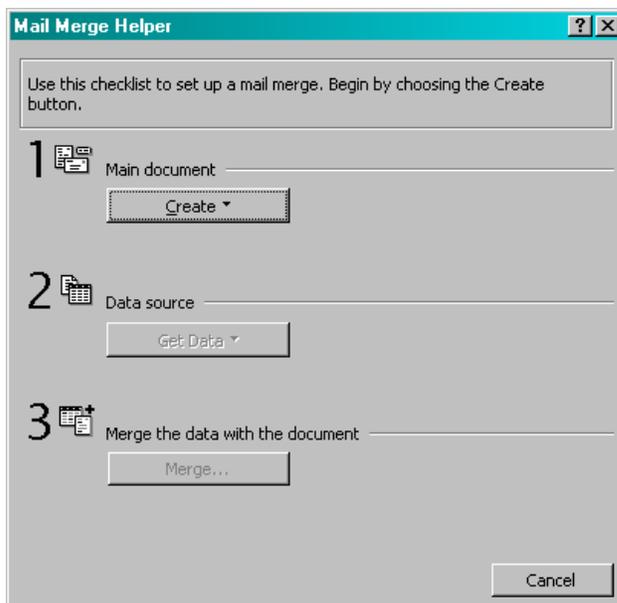
«FN» «MI» «LN» «ST» «ADD1» «CITY», «STATE» «ZIP»	April 9, 2007
--	---------------

Dear «FN»:

I need your help with a special project etc.....

1. Save your document(s) (TP, DB) as appropriate. Generally, if I decide to save the output document, I give it the same name as the TP document but I leave the letters TP off the document. Generally I don't save the output document after I print it. If I need it again, I just run it again.

This is a terrific feature available to you using MS Word. Once you master it, it's fun and very satisfying to use.



FOR YOUR INFORMATION: At left is the dialog box used for WORD 98. With this –
#1. You create your new document.
#2. Identify your data source and then insert your fields (LN, FN, etc.) as appropriate.
#3. Merges your main document with your data source to create your new documents.

The system basically is the same.

MERGING FILES AND TEXT TO PRODUCE LABELS

The procedures mention above do apply, however a couple of tips to get labels from your data base and ready to print.

1. At the start, when you choose LABELS you first must tell the computer the NUMBER of the label you will be using. It then sets up a page of blank labels based on that number.

2. Once you identify the database you will use, it puts the words NEXT RECORD in each of the blank labels on that page, except the first label. There you need to insert the fields and spaces you want to use, perhaps
«FN» «MI» «LN» «ST»
«ADD1»
«CITY», «STATE» «ZIP»
3. IMPORTANT. The next step is one you must do to get labels in sequence. About the middle of the MAIL MERGE toolbar is an icon, PROPAGATE LABELS hover over the different icons to determine which icon to use – (it looks like a miniature page of labels). Once you click on it, that carries the necessary format information to each subsequent label on that page based on the first label.
4. Once you are satisfied with the appearance of your label template (TP), I would save it and then I skip to the fourth icon from the end of the Mail Merge toolbar MERGE TO A NEW DOCUMENT.
5. You are ready to print.

USING THE OUTLINING TOOLBAR TO ESTABLISH HEADLINES IN YOUR DOCUMENT

This is another system but uses the Outlining toolbar instead of the format painter. A discussion of Format Painter follows this page.

Once you have a document typed and organized your text with headings throughout and then decide you need a table of contents at the top, all you need to do is go to VIEW > OUTLINE and a new toolbar called OUTLINING is added among the toolbars at the top of the Word document. The Outlining toolbar consists mostly of arrows pointing left and right which are used to PROMOTE a heading or DEMOTE a heading. You can determine which is which by hovering your pointer over the top of the arrow symbols.

Go into your document, and highlight a heading and PROMOTE it. Do that to each of your headings that you want listed in your table of contents. Using the 'demote' arrow the highlighted heading becomes a sub listing in your table.

USING THE FORMAT PAINTER TO ESTABLISH HEADINGS IN YOUR DOCUMENT

1. First, decide which will be the first headings you want to promote. This will become your model for the rest of the main headings in your document.
2. Then in the style box at the left part of the formatting toolbar, select a heading of the color, size and font you wish to use.
3. This sets your model primary heading the way you want it.
4. Place your insertion point somewhere in that new model heading
5. DOUBLE click on the format painter icon, which turns that feature on, keeps it turned on and memorizes the style, color, font and font size so it may be used multiple times.
6. Find each subsequent heading -- place your arrow to the left of the subsequent lines you want to become headings, click once to the left of each subsequent headings. It will become identical to your model heading.
7. When finished, you may turn off the format painter by touching ESCAPE on your keyboard or by clicking on the format painter icon.
8. Once all your main headings have been done, go back to your first sub heading and select the appropriate color, font etc for subheadings from the style box.
 - a. Note: if you don't find exactly what you want in the style box, RIGHT click on a heading in the style box and modify it to suit your needs. Then and in the future your modified heading should be available for your use.

NOTE: If you want to add a TABLE OF CONTENTS to your document, follow the instructions on the following page. .

CREATING A TABLE OF CONTENTS

This is page 1 of 2 pages on this topic.

Once you have your document finished with headings in place you may want to add a TABLE OF CONTENTS. (TOC)

There are some steps you need to follow to create a TOC

1. Highlight the first heading you want in your TOC.
2. Click on the STYLE box on the formatting tool bar (located to the left of the font name and the size box.
3. There you will find HEADING 1, HEADING 2, and HEADING 3 (2 would be a sub heading of 1; 3 would be a subheading of 2). Make your choice and click on it. This will identify this as a heading you want in your TOC.
4. Repeat steps 1, 2 and 3 until you have identified all heading in your document.
5. Place your insertion point where you want your TOC to be located.
6. Click on INSERT > REFERENCE > INDEX AND TABLES
7. Select the TABLE OF CONTENTS tab.
8. Then click OK
9. If the resulting TOC is not as you want, delete it and repeat this process until satisfied.

Using the above system, an example of a table of contents, (which is not based on anything in this document) is illustrated below:

TABLE OF CONTENTS	
Abraham Lincoln as a boy.....	6
Education	12
Setting up a law office.....	33
On the campaign trail.....	40
The election.....	48
The fateful night.....	54

On an actual table of contents in Word, you can hover your insertion point over a listing in your TOC and the insertion point indicator should change to a small hand. Then clicking on the listing in your TOC your view will instantly 'jump' to that topic even though it might be many pages away. If by any chance your insertion point does not change to a hand when you hover over the listing, it may be necessary to hold down the control key as you click on a listing, and it should then 'jump' to the results.

If you transfer your word document with a table of contents to an Email or Web Page, you usually get the same 'jump to' results without holding down the control key.

TIP 1: Once you identify your first heading and assign it say HEADING 1, if you want to add color to that heading do it then.

TIP 2: Once you have your first heading exactly as you want it, consider using the format painter to promote subsequent headings for your table of contents. Click here to view [USING THE FORMAT PAINTER TO ESTABLISH HEADLINES IN YOUR DOCUMENT](#). First note the page number below.

PREPARING AN ENVELOPE

Word allows you prepare an address setup which may be sent to your printer to print an envelope. With a document open, selecting TOOLS on the menu bar and ENVELOPES AND LABELS a dialog box appears in which you may type your address. There is also a space for a return address if you desire which may be turned on or omitted with a check box.

Note: Once you type a return address in the field provided and use that one time, that return address is in place until you choose to replace it.

Another way to prepare your envelope is to type it in the open document, then highlight the text you have typed, open the ENVELOPE AND LABELS dialog box and the highlighted text will be there ready to print. I prefer this system as you may bold face some of your text and if desired change the font style and that will be what is printed on your envelope. Word, however, does not allow you to print several different font styles in the envelope space. It may show several styles on your monitor but it will select the first font style and all type will be the same. It will also ignore centering and other instructions on the envelope. Another advantage of using this system; Word spell checks your text as you type.

You may add a **delivery point bar code** if you Select OPTIONS and check that box.

If you have typed a letter and the address is part of that letter, you may highlight that address, open the ENVELOPES AND LABELS dialog box and there is button there to ADD TO DOCUMENT. Clicking that button actually places an envelope above your letter. It is actually a separate page. Then when you send your letter to the printer, your computer will first call for you to insert an envelope to print and then it will print the letter, all in one action. If you have an automatic envelope feeder attached it automatically prints the envelope first then the letter with no further action on your part.

MERGING FILES AND TEXT

This is a wonderful feature of most word processing programs. In MS Word it is found under TOOLS on the menu bar. It allows you to take a source document containing a list of names and addresses plus other information you may desire,

and merge that list to prepare a address labels or envelopes, all based on those names in your source documents.

Using this system is a big time saver compared to individually preparing envelopes.

*For details about **MERGING FILES AND TEXT** click this link. First, note the page number below. .*

EVERY LABEL WIZARD PROGRAM

This is a free program you may download from www.avery.com is the Avery Label Wizard.

At the Avery web site home page, look for the 'SOFTWARE CENTER' section and there is which has a tall wizards hat by the text, 'FREE AVERY WIZARD SOFTWARE. Click on the word FREE and follow the step-by-step instructions to download. Be sure the select the version of Windows and MS Word you are using, since this program does work in conjunction with Word.

It actually puts an Avery icon on your Word standard toolbar.

The program is fairly straight forward. The advantages, in a few words, it is very user friendly. You may align text left, center and right. You may type a page of different labels from your keyboard, one at a time, and print the whole page in one run. You may use different fonts, different font sizes. It is easy to draw a line from margin to margin. Business cards are much easier to create. Many of these features you cannot do using Word label and envelope program. A CD is available from Office Depot for about \$10 if you don't desire to use the internet.

You may use an existing database of names and addresses to merge files and text using the Avery Wizard plus you are able to filter and sort your data as you need. It works very well.

The disadvantage of using Word 97 to produce labels is it is difficult to change a font size of individual lines or even to change one line to a different font and I have been unable to add clip art to a label or a business card.

Word 2003 (part of Office 2003) is much more flexible and can easily accomplish some of the tasks offered by the Avery Wizard. With 2003, you may include Clip Art on business cards, etc. I still do like the Avery Wizard program.

DIFFERENT POINTERS

This is page 1 of 2 pages on this topic

There are several pointer options and schemes, which might enhance your ability to work in WORD.

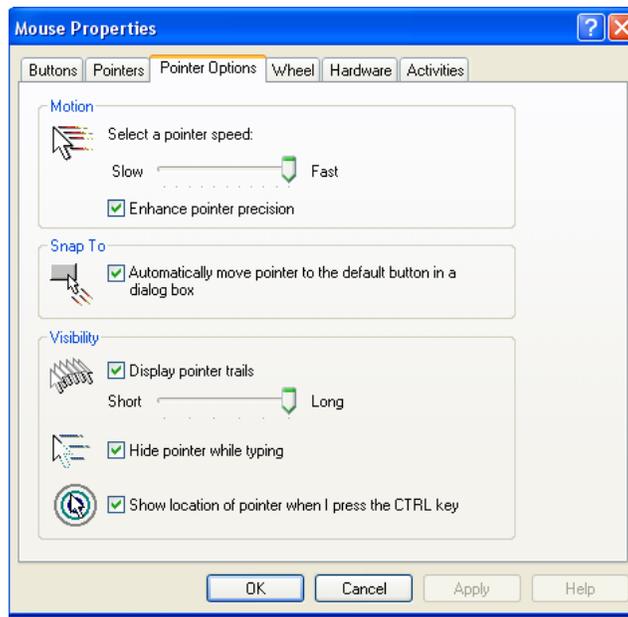
POINTER SCHEMES

These schemes are found through your CONTROL PANEL. Go to START button > CONTROL PANEL and select the MOUSE icon. There are several tabs across the top --select POINTERS.

There are pointer SCHEMES shown there. Unless you have changed it WINDOWS DEFAULT SYSTEM SCHEME will be in that window. The selection of a pointer is a personal thing, I suggest you look at a few other schemes, select them one by one and click APPLY and move the pointer around to see what you think of that selection. If you like one of the following suggestions better than the windows default, apply it last before you close out the Pointers window. Before you start, write down the default scheme you presently have so you may return to it if you do not like others you may try.

TRY THESE SCHEMES:

- Large
- Windows Animated (system scheme)
- Windows Black (system scheme) also look at Large and Extra Large
- Windows Inverted (system scheme) also look at Large and Extra Large



The POINTER OPTIONS tab is active in the Mouse Properties Dialog box

POINTER OPTIONS

Go to START > CONTROL PANEL > click on MOUSE icon and you will see the MOUSE PROPERTIES dialog box. There are several tabs across the top -- select POINTER OPTIONS.

There are three sections in that dialog box; **MOTION**, then **SNAP TO** and **VISIBILITY**.

You may experiment with the MOTION sliding bar to suit your needs.

Under SNAP TO; I prefer to have this option turned on (with a check mark). What this does, when a dialog box opens and your choices are YES, NO, or CANCEL, your pointer automatically jumps to one of the default buttons without you having to move your mouse. I like this feature as it is a time and motion saver. You may have to get use to it if you have never used this feature before.

Under the VISIBILITY section, I personally prefer to have all three of these items check marked.

1. The first is POINTER TRAILS. I like this feature as it helps to spot your pointer if it is "hiding" among a lot of text or images.
2. The second is HIDE POINTER WHEN TYPING. Should you want to insert some text in the middle of a paragraph, sometime the "I" bar you use to indicate your preferred insertion point, hangs around and actually, at times, distort some the letters over which it hovers. With this item check marked, at the first keystroke, the "I" bar disappears.
3. The last item in this section is SHOW LOCATION OF POINTER WHEN I PRESS THE CTRL KEY. Check mark this item and see what happens. Press Control.

In short, I recommend that all items check marked on the Mouse Properties Pointer Options dialog box. (Go to START button > CONTROL PANEL > click on MOUSE icon and you will see the MOUSE PROPERTIES > select the POINTER OPTIONS dialog box.)

TRICKS USING A WHEEL MOUSE

At my home and in the CKCS Workshop room, we use a wheel type mouse. This is a mouse with a regular left and right button on it, but in the middle is a wheel which can be pressed (as you might click one of your mouse buttons) or you may turn (roll) the wheel.

A WHEEL BUTTON MOUSE PROVIDES YOU THREE NEAT FEATURES

1. When turning the wheel, text scrolls by without have to use the scroll bar to the right of your word screen.
2. Hold down the control key on your keyboard and turn the mouse wheel back and forth and you will increase or decrease the ZOOM level shown in the zoom window on your Standard toolbar. Try this in the page layout view. Go to VIEW > select PAGE LAYOUT. With that wheel and the control button held down, you may change your zoom level from 10% to 500%. How neat that can be so that you can quickly fill your display with text from margin to margin in your word document or you may view all pages of your multiple page document without going to PRINT PREVIEW (under FILE on the menu bar).
3. **NOTE:** This also works on most internet pages and when viewing your Email – only to a lesser degree (you can't go as small or as large as you can in WORD).
4. See **THE WHEEL MOUSE -- LET YOUR TEXT SCROLL BY AUTOMATICALLY** which follows this page.

THE WHEEL MOUSE -- LET YOUR TEXT SCROLL BY AUTOMATICALLY

MS Word offers the ability to have text slowly scroll by automatically allowing you time to read it without using the scroll bars at the right of the display. This feature is really a function of Windows so it works on

- MS word processing documents
- Outlook Express Email
- American Online Email
- Most Web pages.

With a wheel mouse, you may cause text to scroll by automatically at a set speed. To start this feature:

- Place your pointer near the right of your display
- Click (push down) the wheel quickly (instead of turning it)
- This puts a symbol at the right of your display with an **up arrow a down arrow with a dot in between**. See the image at right. The mouse pointer also changes to an arrow.
- The further you move the mouse pointer above or below the symbol, the faster the text moves by on the screen.
- To stop this feature, you click the left mouse button.



If you don't have a wheel mouse, most computer stores offer them, some for as little as \$10 all the way to maybe \$100. Some wireless model fall in this range.

BACKUP YOUR FILES

The smart computer user not only regularly saves the document on which they are working, they also make it a point to periodically back up all important files to a DVD, a CD or a stand-alone hard drive. Imagine working for several years on a thesis and suddenly accidentally deleting that document and not having a backup. That would be devastating and certainly would be the hard way to learn how important it is to back up your documents and your computer on a regular basis.

There are several good programs you can buy or download that will help you back up your important documents. Windows has a decent backup program you can use at no additional cost for this purpose. To back up my entire computer, the program I use Acronis, about once a week, which allows me to backup my entire hard drive to an external drive, which I store in a safe place away from my primary computer. Then should you lose your computer or should it be stolen, you still have your data (as of your last backup).

LET WORD CREATE AUTOMATIC BACKUP OF YOUR DOCUMENTS

This is page 1 of 2 pages on this topic

MS Word has a feature which you may activate to automatically create a backup document of everything document you save. If you have ever just about finished an important document and then done something, which causes you to lose it, you will love this feature. Just for safety, I keep this feature active on my system.

It works this way. Let's say you are typing a document named FAMILY REUNION.doc. As a smart computer user, about every paragraph or two you SAVE your document. With this "**Always create a backup copy**" feature turned on, WORD saves the previously saved version of your document into a back up file named BACKUP OF FAMILY REUNION.wbk. (Notice the different extension .wbk which I assume stands for "word back"). Stating it another way, if you type two paragraphs in your .doc and save it, then type a third paragraph, and save that, the latest version with three paragraphs will be in your .doc file. The version with only two paragraphs will be in your .wbk file. Then if you lose the important document (.doc) with which you are working, and you have saved your work regularly, you may always go to your .wbk document and at least will only lose your most recent work (in the example, just the third paragraph).

Remember; always save your document every paragraph or two as you type. CONTROL+S will save your document.

Here is how to activate automatic backup:

1. Open up a blank or other word document
2. Go to TOOLS > OPTIONS > select the SAVE tab.
3. The top item is ALWAYS CREATE A BACKUP COPY be sure that is check marked. The second item is ALLOW FAST SAVES and that will automatically be unchecked when you turn on the backup copy feature.
4. Click OK

From then on, all previously saved text of all future documents you create will go to a backup (wbk) file for all documents you create and save.

FINDING YOUR BACKUP COPY

Then to view your back up copy, use the OPEN icon on your standard toolbar, and be sure that the FILES OF TYPE box is set for ALL FILES in the bottom of

the dialog box, otherwise you won't see files ending in the extension .wbk. You should find your backup copy there.

Every few weeks you may want to delete all your backup files to regain the space they take up (although the space used is not excessive).

To do this, with the ALL FILES showing in that bottom box, find your BACKUPS, highlight them and touch delete.

If later you choose to turn this feature off, just put a checkmark in the ALLOW FAST SAVES box. That removes the checkmark from the backup feature.

LEARN ABOUT YOUR COMPUTER THROUGH MS WORD

If you forget the capabilities and capacities of the computer you own, you can use MS Word to learn things like

- your processor speed,
- how much Random Access Memory (RAM) you have,
- the amount of storage in your C drive and
- the types and capabilities of other drives in your computer.

Those answers are obtained by opening MS Word and on the menu bar, click on HELP -> ABOUT MICROSOFT WORD -> SYSTEM INFO (This process takes a while to gather the information you seek -- so be patient)

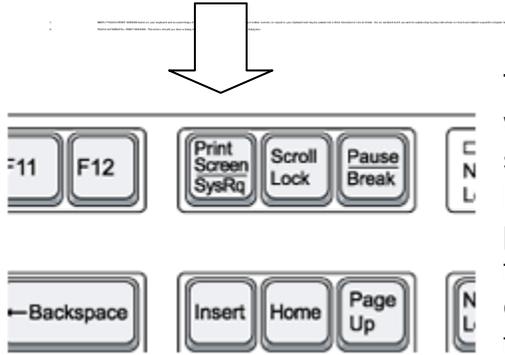
The type processor and its speed will be listed on the first screen and also the amount of RAM (random access memory) will be shown there after the listing TOTAL PHYSICAL MEMORY (round up to the next whole number for the amount of RAM you purchased).

If you right click on the plus sign in front of COMPONENTS > then click STORAGE > then DRIVES, it will list the drives you have in your computer and the size of the hard drive (and how much is free space you have).

Yes, there are other places to obtain this information but this is a great place to go if you have forgotten the details about your computer.

PRINT SCREEN

Print screen is an extremely hand tool. Every keyboard has a **PRINT SCREEN** key usually located to the right of the F12 key.



The image on this page was copied from a web site and pasted here by using the print screen key. The image was of the complete keyboard and was cropped after it was placed here. The print screen image is treated the same as a picture and may be cropped to suit your needs using the picture tool bar. (See **INSERTING PICTURES IN**

TEXT).

ERROR MESSAGES

If you have an error message or some other dialog box on your screen, hold down the **ALTERNATE key + PRINT SCREEN** key and your copied image will only be of the dialog box. It is ideal to have the exact error message in front of you when you talk to technical support.

NOTE: Remember when you print screen you automatically copy to your _____

If you type instructions around the print screen image, which you paste into your document, you might want to use some lines and arrows pointing to the buttons, etc. to which that instruction applies. Activate your **DRAWING TOOLBAR** and the appropriate icons are available accomplish this task.

(Thanks to Martha Crockett, who contributed information for this section.)

HELP FOR PERSONS WITH IMPAIRED VISION

Should you or someone you know have problems reading small text in your WP documents, the following are some things you (THEY) might try:

UTILIZE ALL OF YOUR PAGE VIEW IN EACH DOCUMENT. Oft times Word will have the zoom level at a number less than is required to display the full width of the page to fill your monitor. First I suggest you set your VIEW option on the menu bar at NORMAL. Then set your ZOOM level window at the largest number to show the full length of the line from the left to the right side of your display. In my case, I find that the number 124% does this on my display (your display may require a slightly different number.) That will help the vision impaired.



TIP: This change may be easier to accomplish by using the wheel on your mouse as you hold down the control key.

USE LARGER FONT SIZES WHEN YOU TYPE YOUR LETTER. I suggest you set your font size at a larger size than you normally would print your finished document. You may use any size that suits; perhaps 72 points (1 inch). Use the larger font as you type and edit your document, then when you are finished typing and editing, switch to the normal font size you would use for your printed document just before you print. Word's word wrap feature will adjust all lines as needed. That will help the vision impaired.

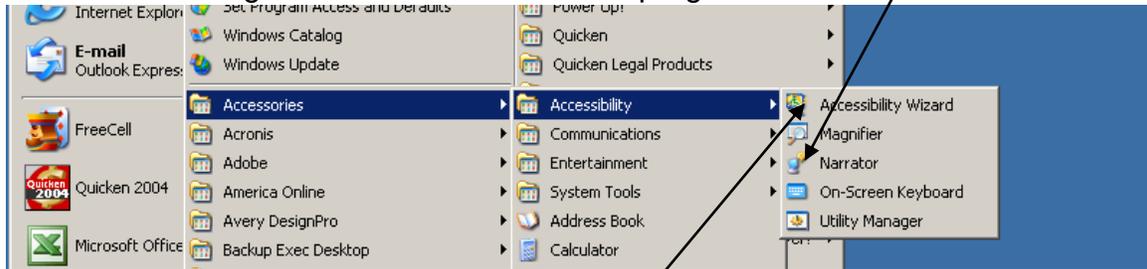
INCREASE THE SIZE OF YOUR WORD ICONS. Go to TOOLS > CUSTOMIZE select the OPTIONS tab and check mark LARGE ICONS. This will make the icons on your toolbars about 4 times as large as normal. This affects the Standard Toolbar, the Formatting tool bar plus any other toolbar you choose to activate. Due to the large size of the individual icons, some of those icons on the end of your toolbar will not show. To see those icons, you must double click in a blank area on that toolbar and that tool bar will jump to your page desktop. Clicking on the blue bar of that relocated toolbar, returns it to where it belongs. That will help the vision impaired.

INCREASE THE SIZE OF YOUR WINDOWS ICONS. Go to your Windows desktop. Right click on the desktop, select PROPERTIES, select APPEARANCE tab, select the EFFECTS button and checkmark large icons, click apply. If you need, you may also increase the font size under those icons. From that same APPEARANCE tab, the bottom button is FONT SIZE. Try a larger font size and see if you like it. That will help the vision impaired.

INCREASE THE SIZE OF YOUR MOUSE POINTER. For more information on pointers, click [DIFFERENT POINTERS](#) *First note the page number below.*

ACTIVATE THE MAGNIFIER FEATURE

Windows offers a feature for the vision impaired individual which allows you to view every program (even non Microsoft programs) using a split screen with a top window showing a much enlarged view of text and the typing area for those who can't read smaller text fonts. You get to this by clicking on START > ALL PROGRAMS > ACCESSORIES > ACCESSIBILITY > MAGNIFIER (See image below). It takes practice to understand how this works. Try it – you might find it useful when using Quicken and other similar programs.



USE THE ACCESSIBILITY WIZARD

Consider using the [Accessibility Wizard](#) as it can make several of the adjustments discussed in this section and make your computer more friendly to the vision and / or hearing impaired.

WORKING WITH MULTIPLE DOCUMENTS

At times you need to work with two or more documents at the same time. The ideal thing is to open the documents, one at a time, until you get all the documents open that you want to use.

In WORD 2000 or WORD 2003, it is easy to move from one document to another. The trick is using a shortcut involving two keys. They are the ALT key and the TAB key. You hold down the ALT key and just tap the TAB key – while continuing to hold down the ALT key. This shows you a menu of all the documents you have open. There will be an icon for each document and when that icon is active, the title of the document will be listed in large letters below. Keeping the ALT key depressed, tap the TAB key again, and again, to continue to move from icon to icon.

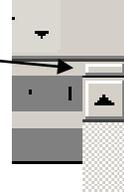
When you get the icon/document that you want, just release the ATL key and instantly you have the document or program on the screen. When ready to access another 'open' document, just depress the ALT key again and keep it held down and tap the TAB key. Practice this some and see how it works.

Using Word 2000, 2002 and 2003, this works with several word documents open, you may have a database open, a web page open, America Online open, etc. It was easy to switch from one to another and copy, paste items from one document or the web page to another. Try this – it works great.

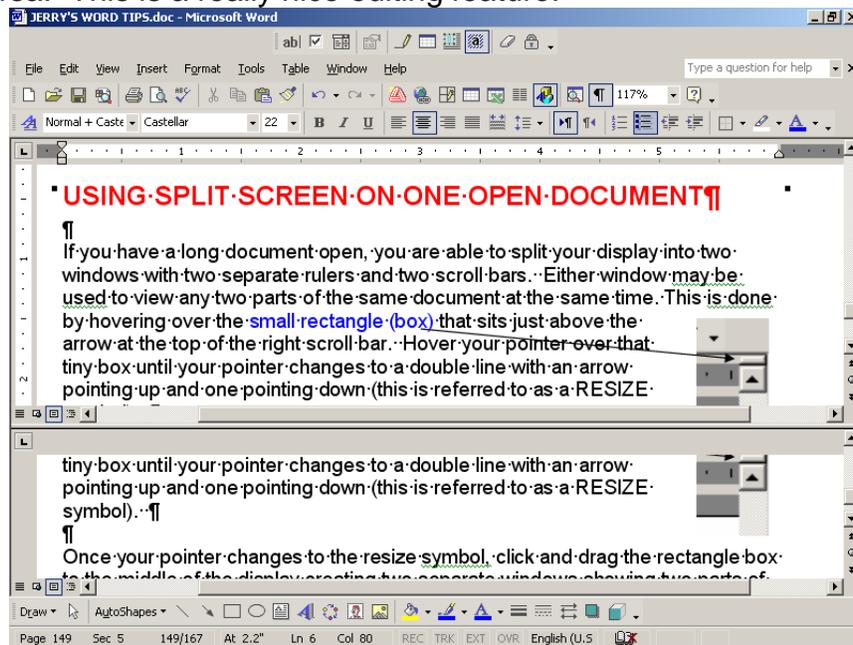
If you are using WORD 97, this system works fine if moving from one program to another, but you can only open one Word Processing document in the grouping using the system described above. However, (while in WORD), you may look at a list of all open word documents by pressing **ALT + W**. If you have 4 word documents open, their titles will be listed and numbered 1 through 4. If you want to view document #3, simply press 3 on your keyboard. By the way, if using 97, I recommend you upgrade to the newest available version of Word.

USING SPLIT SCREEN ON ONE OPEN DOCUMENT

If you have a long document open, you are able to split your display into two windows with two separate rulers and two scroll bars. Either window may be used to view any two parts of the same document at the same time. This is done by hovering over the **small rectangle (box)** that sits just above the arrow at the top of the right scroll bar. Hover your pointer over that tiny box until your pointer changes to a double line with an arrow pointing up and one pointing down (this is referred to as a RESIZE symbol). Once your pointer changes to the resize symbol, click and drag the rectangle box to the middle of the display creating two separate windows showing two parts of the same document.



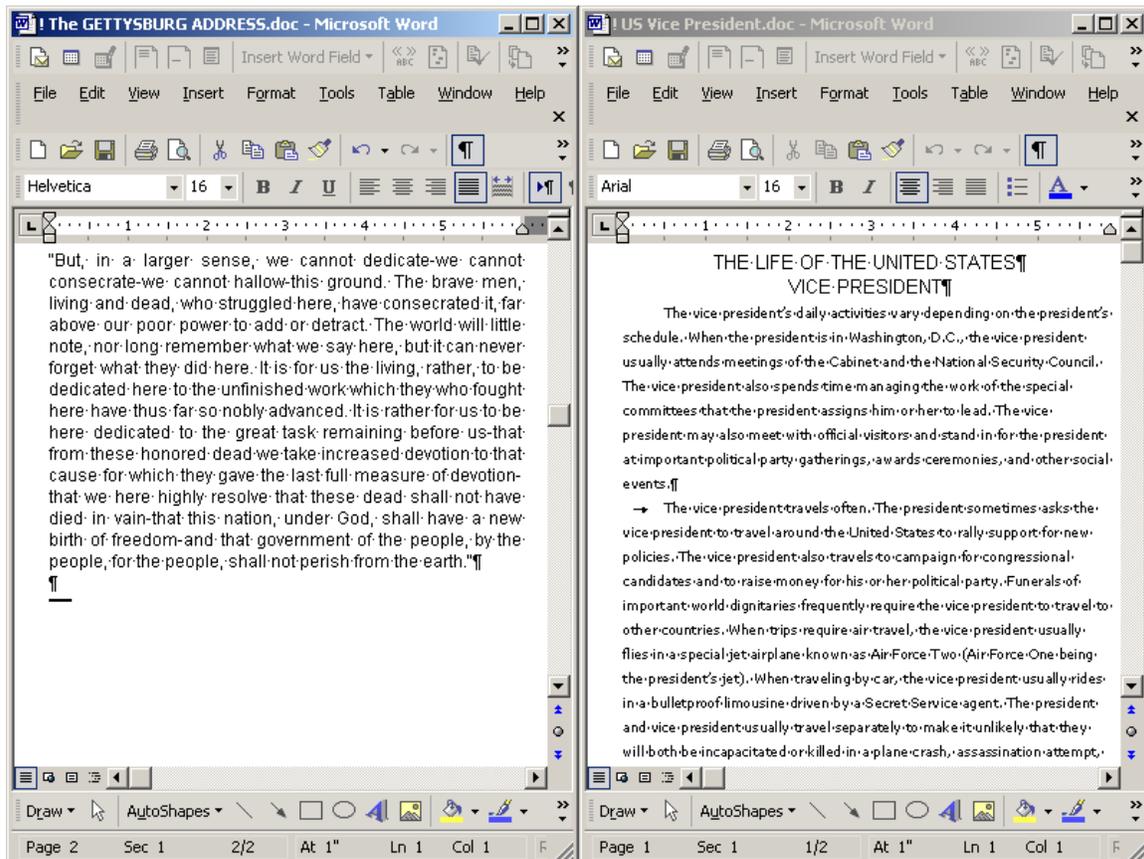
Since each window has its own ruler and its own scroll bar, this allows you to visit two parts of the same document in one view. It makes it very convenient to cut and paste something from the back portion of document and move it to the front or vice versa. This is a really nice editing feature.



You may return to a normal (single window) view by hovering your pointer just over the rectangle box line which sits above the middle ruler and click and drag it back to the top of your display. Another way to return to a single window is to save and close your document then reopen it.

TIP: You may quickly switch from the top window to the bottom window by pressing **SHIFT + F6**

DISPLAY TWO DOCUMENTS SIDE BY SIDE



This is easily accomplished by using a Windows feature. Find a blank space on your task bar. Right click on the blank space and select TILE WINDOWS VERTICALLY.

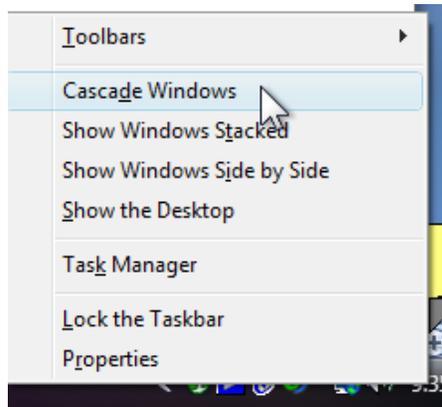
Note: you may have to change the zoom viewing level of each document to view all the text, margin to margin, in each document (as in the examples above). The type might be rather small though. To change the zoom level, go to VIEW ZOOM and manually change the zoom level., If you have a wheel mouse, it is easier to adjust the zoom level

FROM TRICKS USING YOUR WHEEL MOUSE – Hold down the control key on your keyboard and turn the mouse wheel back and forth and you will increase or decrease your ZOOM level shown in the zoom window on your Standard toolbar. Try this in the page layout view. Go to VIEW > select PAGE LAYOUT. With that wheel and the control button held down, you may change your zoom level from 10% to 500%.

USE CASCADE TO DISPLAY MULTIPLE DOCUMENTS.

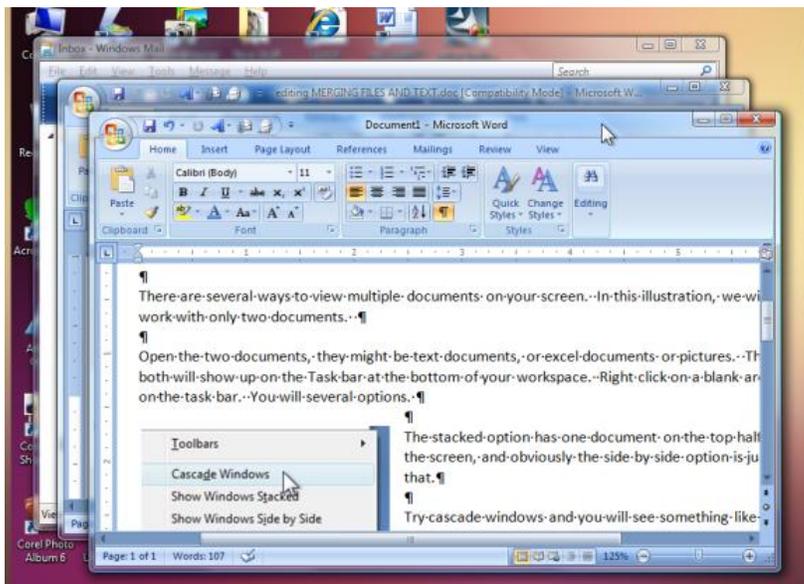
There are several ways to view multiple documents on your screen.

The system to use works best when working with only two documents. Open the two documents, they might be text documents, or spreadsheets or pictures. They both will show up on the Task bar at the bottom of your workspace. Right click on a blank area on the task bar. You will see several options shown below.



The stacked option has one document on the top half of the screen, with the second document on the bottom half. Obviously the side by side option is just that.

You may try cascade windows and you will see something like this with three documents open:



The system described above is not my favorite.

DEALING WITH THE “LOSS” OF TEXT

Most everyone, at one time or another will have created a document and worked on it for maybe an hour or more, and at the last moment all your work disappears from the display. If this has not happened to you – you are a rare exception.

The first thing to do is **STOP**, don't panic and **don't touch the keyboard**. Think what you last did which may have caused your work to disappear. **DO NOT CLOSE YOUR DOCUMENT**, because your best tool to use is the UNDO feature. ***The undo and redo button is discussed in detail elsewhere in this document.***



The **UNDO AND REDO** Buttons on the standard tool bar

Pressing the UNDO button may quickly put things right.

Sometimes, people “lose” their work by accidentally highlighting a block (or all) of their text and then touching a space bar or letter key on their keyboard. Remember that your next letter key, number key or space bar that you touch replaces highlighted text. Of course the text is not really ‘lost’ since you have an undo button which you may click.

TWO WEB PRODUCTS I USE MOST EVERY DAY

This is page 1 of 2 pages on this topic

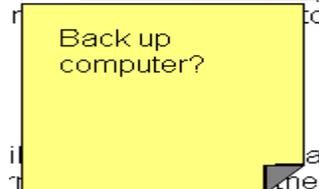
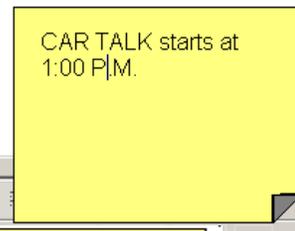
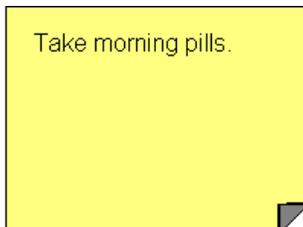
There are two items I downloaded from web sites, which have proved really beneficial to me. They are NOTE WHEN and EClean. When executed, both of these products put an icon in your tray. I recommend you try them.

NOTE WHEN

The first one is free, and may be downloaded from the PC Magazine web site. It is NOTE WHEN. The following is a link you might copy and paste into a search engine to go direct to the PC Magazine site.

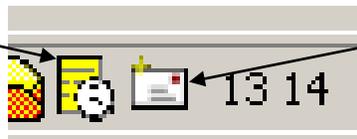
NOTE This program was originally offered on the internet, but is no longer available. However, it is in the JOE'S TIPS folder on this disc. Open the JOE'S TIPS folder, view the contents – look for **PUT A NOTE ON YOUR DESKTOP** for a free download.

Shown here are some pop-up notes that could appear on your display at the day and hour you schedule them. They may be scheduled daily, weekly or monthly or for one time reminders of an appointment. Should you not have your computer on, when a note is scheduled, it will pop-up next time you start up your computer – I guess, in that case you will know what you missed.



The Note When Icon

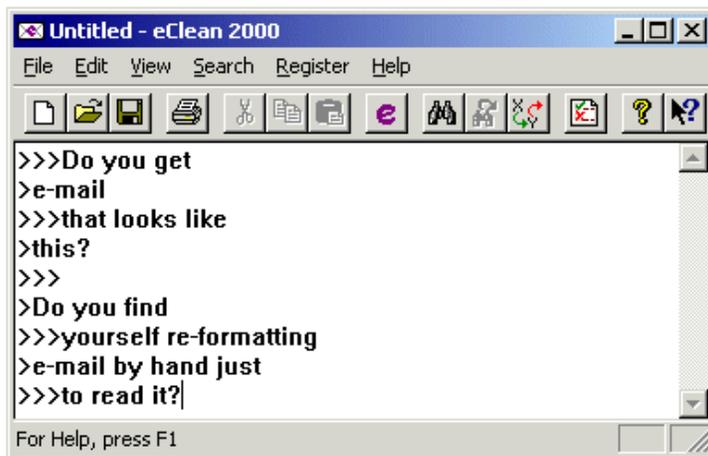
The EClean Icon



EClean

This is an excellent program you may try for 30 days and if you like it you should send \$10 to the author for a lifetime license to use it.

It is intended to be used on Email but it also will clean up things in Word which you have copied from a web page. This is very handy program. In an Email, it will take a document like this:



And change it to one which looks like this.



You may download the latest version 3.0 of eClean from this web site <http://www.jd-software.com/eClean2000/> It is no longer free – credit cards accepted. See note in yellow below.

NOTE An older version of eClean is my be found on this disc. Open JOE'S TIPS, view the contents of his folder and click on **eCLEAN** for a download. This would be a free version if it works.

The way you use it, once you copy onto your clipboard, the web page, an Email or a problem Word document you have received, just RIGHT CLICK on the EClean icon in your tray, > select CLEAN CLIPBOARD CONTENTS and then paste the revised version over the original or wherever you want it..

SAVING WEB PAGE INFORMATION

Often I have suggested that if you find some information on a web page which is valuable to you and you wish to keep it for future reference, you should copy and paste it into a Word Document where it readily can be available when you need it. Unfortunately, when you copy and paste into Word, depending on how that web page is set up, some of the original formatting may be lost.

I have learned a better solution. When you are viewing a web page, there is a MENU BAR at the top usually with FILE, EDIT, VIEW, FAVORITES and HELP. Instead of copy and pasting it into Word, simply go to FILE on the menu bar > select SAVE AS > give the web information a name and in the SAVE AS TYPE, select WEB ARCHIVE SINGLE FILE (*.mht). You may want to create a new folder on your desktop named WEB PAGES for this purpose, and if you do, be sure to save your new .mht file there.

Like magic -- your new web file is saved with all the graphics and information in which you were interested. Even graphics that have motion are there – even when you are not connected to a web site. I really like this very useful tip

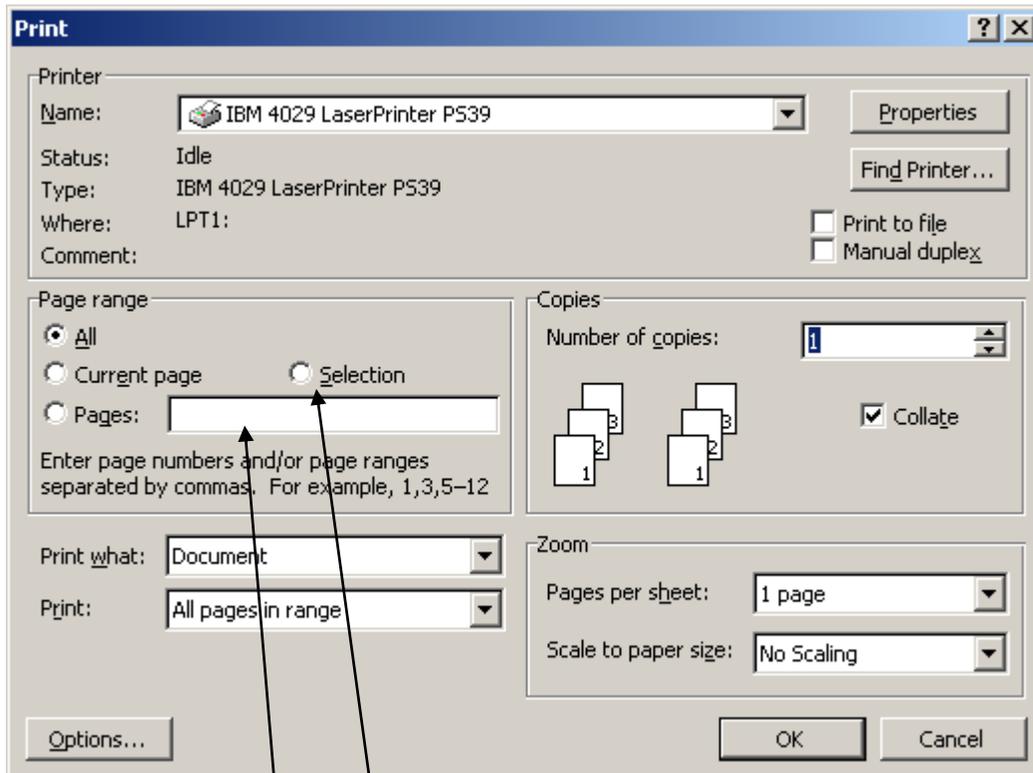
PRINTING

PRINTING DOCUMENTS

This is page 1 of 2 pages on this topic

TO PRINT ONE COPY OF YOUR ENTIRE DOCUMENT. When ready to send a document to the printer, the default is to print the entire document. To do this you only need to be sure the printer you want to use, is listed in the PRINTER NAME section. PRINT RANGE – ALL is the default and 1 is the default for the NUMBER OF COPIES. Clicking on OK sends the open document to your printer. The Print dialog box, shown below, is found under FILE > PRINT.

TO PRINT ONLY ONE PAGE OF A MULTIPLE PAGE DOCUMENT. One way is to place your insertion point on that page and in PAGE RANGE select CURRENT PAGE and click OK.



TO PRINT PART OF A PAGE. If you desire to only print part of a document page, or something split between two pages, simply highlight that text, in PAGE RANGE > select **SELECTION**, then click OK.

PRINT A RANGE OF PAGES. You may also print a range of pages. For example if you type **3, 8, 12, 15** in the box after PAGES under PAGE RANGE, your printer will print those 4 pages in that order when you click OK. In that same

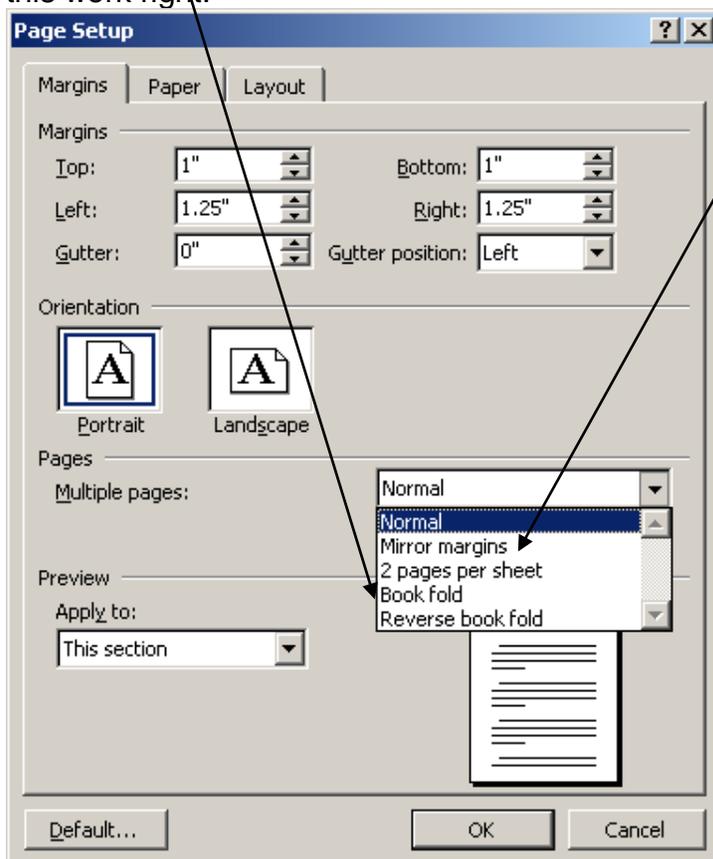
box, if you type **4-9, 15** and click OK, your printer should print page, 4, 5, 6, 7, 8, 9, and 15 in that sequence.

DUPLEX PRINTING. This feature allows you to print the front and back of pages, even if your printer is not one to do this automatically – feeding each page twice – once for each side of the paper. In this case you would checkmark **MANUAL DUPLEX**.

THERE ARE MANY PRINTING OPTIONS. I recommend you study the print menu and explore the features listed under **PROPERTIES** and **OPTIONS** of that menu.

Two other useful printing options are available to you but they are not controlled on the print menu. If you go to **FILE > PAGE SETUP >** with the **MARGINS** tab selected, under **PAGES**, the setting is **NORMAL**, but you may create **MIRROR MARGINS** – ideal for printing pages front and back for a notebook where a wider margin favors the location where the notebook holes would be punched.

BOOK FOLD is another option in that box, which allows you to print two pages on an 11 inch wide by 8.5 inch piece of paper that would be stapled in the middle. For example on a 10 page document, pages 1 and 10 would be on the same page, backed up with pages 2 and 9, etc. It takes some practice to make this work right.



CANCELING A PRINT JOB

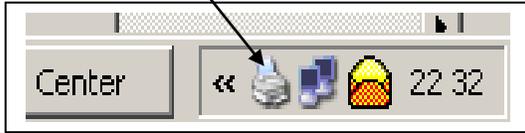
If by accident, you send a 40-page document to the printer when you only intended to print one or two pages you will want to immediately cancel print.

THE FIRST THING TO DO

REMOVE THE PAPER. Even if you do this, the document will remain on the print queue so you still must follow the steps below to clear the cue.

IF YOU HAVE A LASER PRINTER:

Once you click on OK on the print dialog box, your computer starts sending your designated document to the printer memory. When it is ready, printing starts. A [small icon of a printer shows](#) up in the tray near the computer clock. Double clicking on that icon will bring up your printer dialog box with the document name that is currently printing. Right click on that document name and select CANCEL. The computer will begin to cancel printing, however, whatever text is in printer memory may still print, however, some of that can be cancelled by pressing the reset button on your printer (if you have one).



IF YOU HAVE AN INK JET PRINTER:

Many ink jet printers actually have a printer dialog box that immediately show up once you press OK on the print dialog box. On the printer dialog box, there is usually a CANCEL button somewhere and shortly after clicking on it, printing will cease, consuming very little ink.

PRINT PREVIEW

You should always use the print preview feature before sending a document to the printer. You get a visual check of how the finished document will print before it goes to the printer. How many times have you printed a document only to decide to modify the spacing and appearance – then print it again. This wastes paper and more importantly printer ink. As the name implies PRINT PREVIEW allows you to view the pages of your document before you send it to the printer. Go to FILE > PRINT PREVIEW.

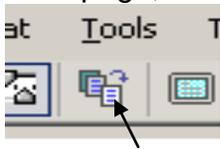
If you have a five page document, when you go to PRINT PREVIEW, the first page that shows is page 1. To view page 2 or subsequent pages, use the PAGE DOWN key on the right side of your keyboard. To go backward through the previews, use the PAGE UP key. You may also view several pages at once by clicking on the MULTIPLE PAGE icon, which is the 4th icon from the left on your print preview window. Normally the single page view icon (3d from the left) is the active icon.

USE YOUR WHEEL MOUSE

ANOTHER WAY TO PREVIEW YOUR DOCUMENT: If you have a wheel mouse, without going to print preview, you may simply hold down the CONTROL key as you turn the wheel and you may decrease your page view to the point where you can view every page in your document.

SHRINK TO FIT

Should you have a word processing document that is just a few lines longer than one page, but you want it to fit on just one page, Word has a feature, which will adjust your font size of all your text very slightly so that your document will fit on just the one page. It is called 'SHRINK TO FIT'. To use this feature go to FILE > PRINT PREVIEW and there you will find the icon, which if you hover over it, is identified as SHRINK TO FIT.



Clicking on that icon will cause your document fit on one page, except when there is just too much text to put on one page and make it look okay.

It is a neat and handy feature of Word!

PRINTING LABELS

When purchasing a printer, I am careful to select a printer that is nearly as possible feeds papers straight through the printer (the paper path makes no U turns as some printers do). When feeding labels through a printer that makes a U turn there is always the possibility that a label will peel off and stick on the printer rollers, creating major headaches and expense for the printer owner and / or the repair shop.

PROBLEM IN PRINTING LABELS

I have heard some people blame the word processing program when their printer prints a page of labels splitting the text between two labels. This, of course, ruins the whole page. I have had that experience also. I have found this problem is generally a printer problem, not a word processing problem. When this happens to me, my printer feeds in the label page too late. (I always use the manual feed for labels.)

If this happens to you, I recommend that, if you can get to them, clean the rollers using cotton and rubbing alcohol or some similar product. (Never use gasoline.) Over time rubber rollers pick up paper residue and lose their grip. I don't ever feed labels from the paper tray, for in my case, it makes a U turn and I am afraid it would loosen some labels and get them caught in the printer.

PRINTING ENVELOPES

In most printers, unless you buy one with an envelope feeder, envelopes must be fed a few at a time – and some printers, only one at a time. On your first effort, you need to send an addressed envelope format to the printer, (only print it on regular 8.5 X 11 paper. Check to see how it prints and that will tell you how to set the PRINTING OPTIONS information (face up / face down, stamp side first or last etc. The printing options tab is found under TOOLS -> ENVELOPES AND LABELS > then select OPTIONS.

If you are having problems getting envelopes to feed properly, try a different setup under options and relocate the position from which you feed the envelope.

Different brands of printers work differently your first determine how your printer is set to 'feed' envelopes (usually return address side first). Using one of the systems described below to set up your envelope information and to save envelopes, just use blank paper until you confirm that the set up prints in the proper position before using good envelopes.

MICROSOFT PRIMARY SYSTEM

There are a couple of ways you can do your envelopes setup.

1. Open a blank word document and type the mailing address you desire to use. You may edit this text using bold, color, or size of adjustments if you wish.
2. Under TOOLS > LETTERS AND MAILING > ENVELOPES AND LABELS. Your mailing address should appear in the DELIVERY ADDRESS BOX.
3. Type the return address you wish to appear on the all envelopes. (The display of the return address may be turned on or off by placing checkmark in the OMIT box.) This information will remain in place for future use until you choose to change it.
4. Click on OPTIONS to select the proper size of the envelope you intend to use under ENVELOPE SIZE. If you want the delivery point bar code to be placed above your delivery address, just checked that box. You may also change the type and size for the return address, if you choose not to accept Microsoft's default settings. Click OK on the envelope options once that information is as you want it.
5. Click PRINT when you are satisfied that the information and your setup is correct. a section at the bottom of the list.

Avery, the label making people, offer you a free program designed to help you in doing envelopes and labels, should you like to explore a different system other than the one Microsoft offers. Just go to their website, www.avery.com

PRINTER FEEDING PROBLEMS

Some printers are persnickety about feeding certain envelopes. Should you have trouble, try changing your setup as to how the envelope enters the printer. Under envelope options, (LETTERS AND MAILING > ENVELOPES AND LABELS > OPTIONS) there is a tab for printing options by which you may change the setup.

PRINTING ON SMALL INVITATION ENVELOPES

Many printers have difficulty in handling some greeting card envelopes, invitation envelopes mainly because of their small size. They sometime will get hung up in the printer because they are not long enough to feed through properly. If this happens to you, try using a blank piece of paper and place the envelope on the top with the flap over the paper edge. Feeding that combination through the printer, your envelope more than likely will travel through satisfactory.

Of course, you must setup your text according to the direction of feed, to have the text print properly. Select **TOOLS > ENVELOPES AND LABELS**, (**In Word 2003 this is found under TOOLS and LETTERS AND MAILINGS > then ENVELOPES AND LABELS**). Select **OPTIONS** and the **PRINTING OPTIONS** tab. Select the appropriate feed method.

(Thanks to Alice McCormick for this tip)

PRINTING GREETING CARD ENVELOPES.

Consider addressing a greeting card envelope using 30 point Lucida Calligraphy.

*Happy Birthday
Eva Jane*

Since various printers handle envelopes differently, I recommend you find which way your printer best handles your envelopes – either side ways or long ways. Then go to FILE > PAGE SETUP > select the MARGINS tab and under ORIENTATION, select either PORTRAIT or LANDSCAPE according to the way your printer best handles your envelopes. Print your first samples on blank or scrap paper to determine the exact location of your text. Adjust your WORD document as needed. Save your setup as a permanent Word Processing document for use the next time. In the future usually only minor adjustments will be required which is usually only influenced by the size of your greeting envelope.

The same system is used to address a greeting card envelope for mailing. Again, select a font style and size to suit your needs. I often select my favorite: Lucida Calligraphy only slightly small size type – perhaps 24 point. An example

*Kevin Brewer
1111 Lake Street
Cincinnati, OH 45000*

CREATE AN IMPRESSIVE ENVELOPE TEMPLATE

Word provides an easy way to create a 'dressed up' business style envelope with a logo. You may also dress up your envelope by using word art or clip art. It's a good idea to create an envelope template which you can call up and use whenever you need.

An example of such an envelope is below



To create an envelope template follow these steps:

1. Open a new word document
2. On the menu bar select TOOLS > LETTERS AND MAILINGS > ENVELOPES AND LABELS
3. In the ENVELOPES AND LABELS dialog box that opens, take note of whether you have a return address typed in the return address section. If you plan to use the existing return address, be sure that there is no checkmark in the OMIT checkbox. If you want to use a different address on the return section of your template envelope, place a checkmark in the OMIT checkbox. For these instructions let's assume that you plan to use the address that is in the return section in that dialog box.
4. In the envelopes and labels dialog box click ADD TO DOCUMENT – this will create a blank envelope at the top over a blank first page of a letter.
5. The return address will be in the upper left corner of your envelope. Keep in mind that if you need to, you are able to change the information in the return address area.
6. At this point you may add a business logo or clip art or word art to this area. In the example above, I searched for a sailing vessel among those offered in the clip art task pane. I placed my insertion point in front of the mailing

address and then click on the clip art so that it would be placed above the return address. It came in very large, therefore, it was necessary to click on the art and use a corner-sizing handle to reduce its size. The art could be a multicolored image except that I chose a black and white image in this case. Should you wish to do so you could change the person's name and / or to a color of your choosing..

7. Once you have this information exactly as you would like, you should save it giving an appropriate title. In this case the title I might use could be *Jones #10 envelope TP*. You could save this in MY DOCUMENTS file and call it up anytime you need it, requiring that you only type and individuals mailing address before printing.
8. Another option would be to save this as a template. To do this, you would simply click on the SAVE AS icon and in the SAVE AS TYPE section you would select WORD TEMPLATE, before giving the document a name. By doing this, any time you clicked on the NEW icon clicking the envelopes symbol would provide you a fresh blank envelope on which to type someone's name and address.
9. If you wish to use the merge files text feature of Ms Word, it would be necessary to select ENVELOPE in the setup part of merge file/ text, and then follow the same procedure described above to produce an envelope with a logo or clipart on it.

You may have to follow this procedure several times, if you periodically use different size envelopes, so that you would have a template for each size envelope you use.

ADDING COLOR TO YOUR DOCUMENTS

To make something print in color, you don't do that at the printer. Printers work from instructions sent by the computer. Your printer receives thousands of lines of coded instruction to convert those instructions into text, pictures and art for you. The following are steps you may take to cause your printer to print in color.

1. Open Word.
2. Open a document you have already typed or prepare a document of new text.
3. Highlight the word or sentence or paragraph, or heading that you may want in color.
4. Go to **FORMAT > FONT >** and in about the middle of the Font dialog box, you will see **FONT COLOR**. It will probably state **AUTOMATIC**. Automatic lets it print in Black.
5. Select the **FONT COLOR** and a drop down list will provide you a variety of colors from which to select. In Word 97 you have about 16 colors. In later Word versions, you have over 200 shades of those colors from which to select.
6. Select your color and click **OK**

Using some color on your letters and reports and other documents adds a professional touch to your work.

SPECIAL NOTE FOR USERS OF INK JET PRINTERS

The ink jet cartridges are, for most printers, expensive. It is important that at least once a month, you 'exercise' your color cartridge by printing something in color.

I suggest that you prepare a page of text such as that shown below with several different words in different colors on it. An example:

RED BLACK GREEN YELLOW BLUE
RED BLACK GREEN YELLOW BLUE

Unless you have printed something in colors recently, at least once a month you should print that color page to exercise your color and black cartridges. I know a person who buys a color cartridge to print out a Christmas newsletter each December. Next December she tries to print the next year's newsletter and she has to buy a new cartridge because the first one has dried up. It doesn't take a lot of ink to print a document containing color, like the above color, so my recommendation is to regularly exercise your ink jet cartridges.

By the way, some ink jet printers do have a test page to run. If your printer offers a test page with multiple colors and patterns, run it from time to time, but I would still use my created test page from time to time.

SOLVING PROBLEMS

CHANGES I MAKE DON'T ALWAYS OCCUR

I hear this comment often. Everyone, at one time or another will make a change to their document in font or font size, and then when they start typing, the original font or font size is still in place. Ninety-nine percent of the time, this is caused by not highlighting any text before you make changes.

If you did not highlight any text in advance, any change you make only occurs to the one small space where the insertion point is currently positioned. If you start typing without moving the mouse or the insertion point, you would see the changes that you made but only to the next text, you type.

SLOWING DOWN THE REPEAT TYPING KEY

This is a WINDOWS function. Some persons might have an arthritic finger that moves slowly, therefore, sometimes before they are able to release a key, it might repetitively type the same letter several times. Something like:

advannnnnnnnnnnnnn

SOLUTION: Go to CONTROL PANEL > KEYBOARD and under REPEAT DELAY, change the delay to LONG. This should change the amount of time that elapses before a character begins to repeat should you be slow in releasing a particular key. This may help.

NOTE: Another solution is to activate FILTER KEYS. [Click here to view FILTER KEYS AND THEIR PURPOSE](#). But first, note the page number below in case you want to return here.

TEXT SPEEDS BY – WHEN USING CLICK AND DRAG

This problem exists in MS WORD 97. I am pleased to report it seems to have been corrected in more recent versions of WORD.

Summary Of The Problem: Most of the time in Word 97, when using click and drag to highlight text in a long document, when you reach the bottom of the screen, the text zips by to the bottom of the document. You try to correct that, still holding down the mouse button and move back to where you were and zip you are at the top of the document almost instantly. How do you stop that?

The solution: First, highlight the first word or line of the text you wish to highlight, then switch to the keyboard, holding down the SHIFT key and using the arrow keys. This way you have considerable control to move up or down your text.

Holding down the SHIFT plus the DOWN (or UP) ARROW key moves down (or up) one line at a time. Holding down the SHIFT plus the LEFT (or RIGHT) ARROW moves left (or right) one character at a time. This way you have perfect control to highlight exactly what you want.

A tip: If you hold down the **SHIFT + CONTROL** plus touching one of the **arrow keys** moves your highlighting goes up or down one paragraph at a time, or moves left or right one word at a time.

THAT DIRTY MOUSE

This applies ONLY to a roller ball mouse.

If your mouse does not always respond properly to movements, it may be that there is dirt or lint collected inside your mouse on the roller ball. By removing the circular lid around the ball, you are able to remove it and remove any lint you find inside. Sometimes a puff of air is all that is needed. You may wish to wash the ball, but be sure it is dry. The use of rubbing alcohol is a good way to clean that ball (don't use gasoline).

Another option is an OPTICAL mouse, which does not use a roller ball but instead, shines a light on your desk surface (or preferably a mouse pad) and detects movement that way. You may use a mouse pad if you desire but in most cases, that is not necessary with an optical mouse.

My favorite mouse option is a WIRELESS OPTICAL mouse, which has a receiver hooked to your computer, but there is no wire to your mouse. I guess you would call that a tailless mouse ☺.

Regardless which type mouse option you choose, I always recommend you have a **WHEEL** mouse.

WORKING WITH A DEAD MOUSE

Occasionally you may find a time when your mouse, for some reason, does not work. There is no need to panic if you find yourself in that situation.

Should that happen while you are working on a document, I would take the following steps:

1. Save my open document using **CONTROL + S** (shortcut for Save)
2. Then I would close that open document using **ALTERNATE + F4**.
3. If you have more than one document open repeat steps 1 and 2 until all programs are saved and closed and you are viewing the desktop.
4. Then repeat step 2 touching **ALTERNATE + F4**. This will give you the shut down menu. I press the proper letter, which is underscored in the word Shut Down. (On some programs the underscored letter is **U** and on others it is **S**.)
5. I would then restart my computer and see if my mouse is then working. If not if I had something I had to complete and maybe print, you have a good chance to do it all without a working mouse.

- From your desktop you would get to view your start button menu by touching **CONTROL + ESCAPE**
- You move through a menu using the arrow keys
- Understand, you maneuver forward thru toolbars by using the tab button
- You maneuver backward thru toolbars by using **SHIFT + TAB**
- In an open WORD document, you get to your menu toolbar by touching ALTERNATE one time. This should highlight FILE button and by touching a letter key that corresponds with the underscored letter in the menu bar, you activate the drop down menu for that item.
- Once on the Menu toolbar, using **CONTROL + TAB** moves you down to the Standard toolbar and a second time you move to the Formatting toolbar.

These tricks enable you to maneuver through many of your menus and you can accomplish most all tasks.

Most frequently used keys when working without a mouse, include the Escape, Tab, Shift, Control, Alternate, Space bar, the arrow keys and the F4 key. The majority of your actions can be accomplished by using keyboard shortcuts. The motto: just be patient and try different individual keys and key combinations. Give this a try when your mouse is working, to train for the time when it may not work. For more information click here to view [USING KEYBOARD SHORTCUTS](#). Note page number below to return here.

I CAN'T FIND THE DOCUMENT I JUST DOWNLOADED.

When you are ready to download something from a Web site or Email, **always** write down the exact name of the document you're downloading **before** you start.

Tip 1: Direct all downloads to your desktop as you can always find them and then move them later as you need. Otherwise, unless you know the name and location of where things are set to download, they most times become difficult to find – even when you use the search feature.

When looking for a WORD document -- the last 15 documents you opened can be found under START> DOCUMENTS. This however, may not help you find a downloaded file that you have not yet opened. The 15-document limit is a feature of Windows 98 but has been changed in Word 2002 - 2003) where a list of the last 150 documents / programs you accessed are listed in sequence. Click on the OPEN icon in Word and on the left are several LOOK IN buttons. Select HISTORY to view the last 150 documents.

Thanks Lewis Dawson for this reminder.

DOCUMENTS ALWAYS OPEN MINIMIZED

If your document always opens minimized and you would prefer them to open maximized..

- Click on any desktop icon or go to Start, Programs
- Click on the icon or program
- Click on properties
- Most of the time you'll get an option of opening a screen NORMAL, MINIMIZED, or MAXIMIZED.

ALL ABOUT THE TASK BAR

The **task bar**, which shows up on the bottom of your display in MS Word, consists of four parts.

1. The **start button** at the left.
2. The **quick launch** section is next.
3. The active tasks are in the middle (when a program is open).
4. The **tray** is at the right.

PS: Yes I know that the task bar can be moved to either side or even the top of your display but the normal position is at the bottom. (See next page)

I recommend that you have a shortcut in the quick launch section for any program you use the most, or places you frequently visit. For example, in my quick launch section, I have an icon for Internet Explorer, MS Word, the desktop icon, my Email icon and a web site I visit every couple of days (Netflix). Having icons in Quick Launch does not use any memory at all -- which is no different than any icon you may have on your desktop.

The advantage of Quick Launch is you may keep a program open (such as a MS Word doc) and have quick access to say the internet, desktop or some other icon you might have in the quick launch section. . With quick launch, you don't have to minimize your Word program to open another program.

Now, Items you have in the tray, is different. Those programs in the tray are running and at times do use some memory, but that may not all bad. For example, I have an icon in my tray, which monitors my Email program. Every five minutes it checks to see if I have any new Email. If I do, it puts a (number) symbol in the tray and sounds a chime. That program is idle except every five minutes – for just a few seconds.

However, since some memory is used on many programs, you should only have things that are important to you in the tray. Unfortunately, for many programs you install on your computer, the writers most times think that their product is so important that they add an icon in the tray that does use some of your memory. Real player is one that comes to mind that irritates me to death. Anyway, what is active in your tray is for you to decide.

THE TASK BAR IS NOT WHERE I WANT IT ON MY DISPLAY

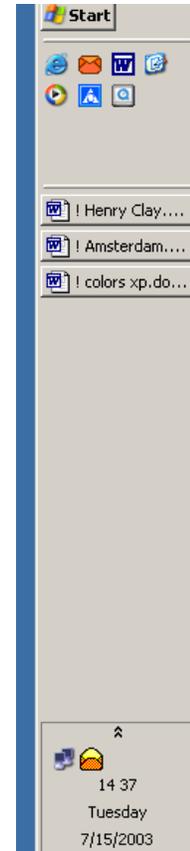
The task bar can be located anywhere you want it.

It normally is kept at the bottom of the display but can be moved to the right, the top, or the left side of your display. To move your task bar, find an open space on it (where there is no listings or icons) and left click, hold down the mouse button and drag it to the position you want. If it is on the side now, you may drag it to the bottom if that is where you want it. I prefer my task bar to be at the bottom.

Two different views of the task bar are shown on this page

The view with the task bar at the right. ⇨

Below is the normal position for that same task bar. ⇩



HIDING THE TASK BAR

To hide the taskbar.

- Right click on the START button > select PROPERTIES.
- On the TASKBAR tab > and checkmark AUTOHIDE THE TASKBAR

When hidden, to display the taskbar.

- Simply move your mouse pointer to the edge of the display where your taskbar is located.

I WANT TO CHANGE THE FONT USED ON MY EMAIL

If the font type and size is not as you prefer for your Email,

In **AOL** go to **SETTINGS > PREFERENCES** and click on **FONT, TEXT AND GRAPHICS**. You may change the font, the size and appearance of your Email.

In **Outlook Express** or **Windows Mail**, go to **TOOLS > OPTIONS >** select the **COMPOSE** tab and there you may select an appropriate font and size for your Emails.

Most every Email provider has a system to make this change. Look in either **PREFERENCES** or **OPTIONS**.

I WAS SENT A DOCUMENT AND CAN'T OPEN IT

This is page 1 of 2 pages on this topic

Should someone send you a floppy or CD, or an Email, with an attached document you cannot open, there are several things you may try. Here are some of the document extensions you might find in your problem document:

- .doc – Microsoft Word*
- .dot – Templates for Microsoft Word
- .jpg – JPEG graphic file
- .pdf – Adobe Acrobat
- .pps – MS PowerPoint
- .rtf – Rich Text Format*
- .sit – Stuffit (compressed) file
- .txt – Text files*
- .wk1 .wk3 .wk4 – Lotus 1 2 3 worksheet*
- .wpd – Corel WordPerfect*
- .wps – MS Works word processor*
- .xls – MS Excel worksheet
- .zip – Zip (compressed) file

If you own the program

Of course if you own the program in which a document was created, you surely should be able to open it. If you don't own the program here is what you should do:

WORD may open your document

Those file extensions listed above, marked with an (*) can usually be opened using the Open dialog box of MS WORD. Go to OPEN, type in the name of the document you want to open, and in the FILE TYPES window at the bottom of the open screen and pick the appropriate extension for the document you have you wish to open. Don't forget to try RECOVER TEXT FROM ANY FILE. If you don't have MS WORD, consider obtaining a viewer from the manufacturer's website. Microsoft has a free viewer for all of their programs.

NOTEPAD may open your document

On occasion you may find an old file created in an updated version, which your older version will no longer open. Should this happen to you, consider using NotePad. You may be amazed how many non-notepad programs this old workhorse can open for you. To access NotePad which is part of windows, all

versions. Go to START / ALL PROGRAMS / ACCESSORIES/ and select NOTEPAD. From there try to open your uncooperative file. If trying to open an old database that is a bit more difficult. In this case I might try a spreadsheet such as MS Excel.

Free viewers

If the program cannot be opened in WORD, then there are a number of freeware viewers available

.doc - Microsoft Word Viewer

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0e56d944-38f6-4eb5-aca6-8bd280d5e6b1&DisplayLang=en>

.pps - PowerPoint Viewer

<http://microsoft.com/downloads/details.aspx?FamilyId=D1649C22-B51F-4910-93FC-4CF2832D3342&displaylang=en>

.xls - Excel Spreadsheet Viewer

<http://office.microsoft.com/downloads/2000/xlviewer.aspx>

.wpd - Wordperfect

Access through MS Word

.pdf - Acrobat Reader

<http://www.adobe.com/products/acrobat/readstep2.html>

.jpg - You can view these in your web browser or most imaging software.

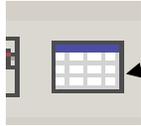
Nowadays, program files that come in a zip format are usually automatically unzipped with modern versions of Windows. There are also hundreds of freeware/shareware programs for opening .zip files.

So, next time you get an attached file in your email but don't have the program to open it, there just may be a viewer out there for you.

(Thanks Martha Crockett for finding and sending me this list)

INSERTING A TABLE IN WORD

Inserting a table into Word is easy.



There is a **TABLE icon** on the standard toolbar, but the primary way to work with tables is to go to TABLE on the menu bar, select INSERT > TABLE and identify the number of columns and the number of rows you want. For example if you wanted a table with 2 columns and 6 rows, you end up with 12 'cells' in which you may enter or paste data. You move from one cell to the next by using the TAB key. The cells expand based on how much typing you do. You do not have to be exact on the number of rows you will need, because after you fill the last row on the screen, you add another row by simply pressing the TAB key at the end of the last existing cell – a new row is automatically created.

Should you not know how many rows you will need for your table, I normally only select two rows to start. As you begin to fill in the sales, always use the tab key to move from cell to cell, even when you finish the last cell, you still use the tab key to move the next row. When the second row has been filled and you press the tab key, word automatically starts a new row for you.

HOW TO DELETE A TABLE FROM YOUR WORD DOCUMENT

Now later if you decided to delete that table, it may not respond to the delete key like you would expect. Normally you highlight the table, text and all, and touch delete and you might expect everything to disappear. Instead, only the text disappears AND THE TABLE REMAINS.

The proper way to delete a table is go to TABLE > DELETE > and make the proper selection of TABLE or ROWS or COLUMNS or CELLS.

If you have any problems, HIGHLIGHT the table text and all, and use the CUT icon on the standard toolbar or use **CONTROL + X** (keyboard shortcut). This moves both table and text to the clipboard where it can die if you don't choose to paste it somewhere else.

USEFUL PROJECTS TO TRY

PUT AN MS WORD (or any) ICON ON YOUR DESKTOP

This is Page 1 of 2 pages on this topic



There are two ways to create a shortcut to a program such as WORD, I will review the best way here. *Note that any icon – which has an arrow on it such as the one shown to the left here – that is a SHORTCUT. Deleting the shortcut icon does not delete the program – only the shortcut.*

Go to START and there you may find an icon for Microsoft Word. If there is no icon showing, go to MY PROGRAMS and locate one there. (It may be found under MICROSOFT OFFICE if you have the Office Suite. Right click on the Microsoft Word listing. Select SEND TO > and click on DESKTOP (CREATE SHORTCUT). When you close those menus, there will be a shortcut for WORD on your desktop.

PUT AN ICON IN THE QUICK LAUNCH PORTION OF YOUR TASK BAR.

It is handy to have icons you use most in the QUICK LAUNCH section next to the START button on your task bar. Should you do word processing a lot, you would want a WORD icon there. On your quick launch section, I suggest you keep at least a Word icon, your Email icon, and access to the internet. Then regardless which other program you have open, those key icons are handy without closing any open program in order to get to the same icon located on your desktop.

Here is what I do to get a Word Icon in my quick launch section -- next to the start button:

First, you must get a word icon on your desktop. See the above section

Left click and hold down on that icon that is on your desktop and drag it down to the quick launch section. You are looking for a giant "I" bar to appear in between any other icons you have in the quick launch section when you position that I bar where you want it, let go of your left mouse button and your icon should be where that I bar was located.

In the picture below, you can see the black 'I' bar in under the big W. In this illustration, I would be placing a second Word Icon in between my original Word Icon and my Email Icon.





The new icon may push another icon you had in quick launch -- out of sight. That icon would still be there -- just out of sight and available by clicking on the tiny twin arrows at the edge of that quick launch section. (In the above illustration I have no icons out of sight therefore no double arrows show.) You may rearrange icons in the quick launch section by clicking and dragging them to a different position.

If you don't want the same icon on both your quick launch section and your desktop, all you have to do is right click on the icon on your desktop and touch DELETE. To remove an icon from your quick launch section, just click and drag it to your desktop and drop it there. Then you may delete it by right clicking on it on your desktop and selecting DELETE.

Note: The icon on the desktop with the small arrow on it, confirms that is a shortcut to Microsoft Word. Deleting any icon with an arrow on it does not delete the program itself.

Note: When you move the icon to your quick launch section, the arrow will not show there, but it will be a shortcut anyway.

YOUR MOST IMPORTANT WORD PROCESSING DOCUMENT EVER

I recommend you consider creating a document, which would be read by a surviving relative immediately after your death.

I once read a suggestion by a newspaper columnist in Nashville who had to handle the affairs of his last deceased parent, whom he only occasionally had the opportunity to visit. In trying to handle the final arrangements, he couldn't find any of the information or things that he needed. He couldn't find a social security number which he needed. He didn't know where important papers were stored or where the deed to the property, the auto papers, keys and many other items were located. Was there insurance in force and if so, with whom? If that information was around, he didn't know where. Some items he never found. He noted how helpful it would have been if his parent had put on paper, the many details he needed to know.

This caused me to create a document which I call **DEATH DATA**. (Please don't view me as being morbid.) My Death Data document contains things my surviving children would need to know, plus what I would want them to know at the time of my death.

A few years ago, I decided on a format for my Death Data document and I have expanded it ever since. One could easily follow the format of my document and develop a similar document with modification to suit one's particular situation.

I suggest you copy my format to a word document of your own and use it as a guide to answer the questions for each heading, creating your own narrative regarding important information that perhaps only you might know. This format follows my personal document, which, by the way, is now 30 typewritten pages long and it covers everything I think one might need to handle my affairs.

HOW YOU MIGHT HANDLE THIS DOCUMENT.

1. I suggest it should be a word processing document only. You should not print this out as it should be a working document -- one you must update every couple of months or even more frequently.
2. It is not a document you would give a relative in advance of your death. You decide.

3. It does not replace your WILL, a document which is generally only accessed after the funeral is over.
4. Your surviving relative needs to know how to access this word processing document, so they need to know how to start your computer and your password (if any) and the document name. They need to understand that this document should be accessed immediately after one's death as it would provide information needed for funeral and arrangements.
5. You should do this even if your spouse is with you now as it still would be just as helpful to the surviving spouse. It puts all the needed information in one place.
6. It will take time to completely prepare your document, but you should systematically create your document section by section and update it regularly.
7. When finished, it will give you much peace of mind, knowing it has been done
8. It is a document that your surviving relative will thank you many times for having the foresight to create.

**SUGGESTED FORMAT FOR A DEATH DATA DOCUMENT
TO BE VIEWED BY RELATIVES AT TIME OF DEATH ONLY**

Date prepared / updated

NOTE TO FAMILY MEMBERS:

You may want to start with a note to your relative(s) as to why you have created this document. Be sure to change the date each time you update information herein.

VALUABLE PAPERS

Where do you keep your valuable papers?
 Bank deposit box?
 Fireproof safe? (how do they get access?)
 File cabinet?

SOCIAL SECURITY NUMBER

My SSN is :-----

Needed by

- Funeral Home
- Armed Forces for benefits

- If military where is the Form DD214 (Report of Separation from the Armed Forces of the United States)

BIRTH CERTIFICATE

Location of your birth certificate, the certified copy and photocopies. More than one copy may be needed.

WILL

Where is the original copy of your will? Do you have more than one original copy? (Recommended)

Who are your witnesses and how to locate the witnesses? (If they are all deceased or not available, you may want to do a new will)

OBITUARY

Have you written your obituary?
Location?

FUNERAL ARRANGEMENTS

If you have made funeral arrangements what are the details?
Where is the information?

BURIAL PLOT

Have you purchased a cemetery lot?
Where?
Status of it?
Location of deed?

HOUSE

Where is the deed to the house?
How much did you pay for the house and when did you buy it?
If renting, where is the rental agreement?
Where are the tax assessment papers?
Is there a mortgage? Status?
Where are house insurance papers?

OTHER REAL ESTATE

Do you own other property. If so where? Answer same questions found under house above.

CAR

Where are the registration papers on the car(s)?

Is there a car loan?

Where is the motor vehicle license?

BANK ACCOUNT(S)

What bank accounts do you have?

In what bank(s)?

What are the account numbers? Name of person to contact at the bank?

Are you a treasurer for any club where you control someone else's money?

Where do you have account balances stored? Are they in your computer?

Where are the bank statements? Who should those funds go to?

BANK LOCK BOX

Do you have a bank lock box and if so where is it? Where are the keys? (Some banks charge \$150 if the box is closed with no keys)

SAVINGS ACCOUNT

Give information about any savings / money market account you may have.

DEBTS

What debts do you have?

To whom?

Where are the papers on them?

BANK / DEBIT CARD

List the bank card you have with a card number.

Who should be contacted if stolen? List a phone number and contact to call.

Do you normally carry these cards with you?

CREDIT CHARGE CARDS

List, one by one, each of the credit cards in your wallet or purse.

List the numbers.
List the phone number to call in case the card is stolen.
Do you carry these cards with you?

STORE CHARGE CARDS

Give complete information about any store charge you may have or carry.
How to cancel the card.

GASOLINE CREDIT CARD

Give complete information about any store charge you may have or carry.
How to cancel the card.

LOST WALLET

If your wallet or purse isn't found with you, in addition to canceling credit cards the following agencies should be notified also.

Call the three national credit reporting organizations immediately to place a fraud alert on your name and SSN. This keeps someone from applying for credit via the Internet or other means in my name. The alert means any company that checks your credit knows your information was stolen and they have to contact you by phone to authorize new credit.

The numbers are:

Equifax 1-800-722-9281 or 1-800 525 6285

Experian (formerly TRW) 1 888 397 3742

Trans Union 1-800-680-7289

Social Security Administration also has a fraud line at 1-800-269-0271

(Note these numbers were updated in July 2003)

INVESTMENTS

If you have investments, who handles them?
What are the account numbers?
Do you keep account of them in your computer?
Where are the monthly reports?

HOUSE AND OTHER KEYS

Where do you keep extra house keys if any?
What keys do you carry with you?
What do they fit?

MORE KEYS

Do you possess keys to anyone else's house?
Where do you keep them? Who should get them?

COMBINATION LOCK

What is the combination to any combination locks you have on hand.
Do you have padlocks?
Where are padlock keys?

PROPERTY SURVEY

Has your property been surveyed?
Where is the survey?

INSURANCE POLICIES

List each insurance policy you have one by one.
List the policy number
List the company which underwrites it.
Phone number and person to contact.
Where are the original policies? (If you don't know, maybe you should apply to the company and ask for a duplicate policy.)

HIDDEN CASH MONEY.

Do you have cash hidden somewhere? (Wouldn't it be a shame if the old sofa was sold for \$100 and you had \$200 in cash hidden in it?)

RETIREMENT FUND

Do you receive any retirement checks?
Will they continue to be paid to beneficiaries?
Who pays them?
Who do you contact?

POST OFFICE BOX

Do you have a PO Box?
Number?
Where is the key?

PETS

Discuss the disposition for any pets you may have.

TICKETS

If you have purchased season tickets to stage shows, basketball or football games, where do you keep your tickets?

PAPERS FOR FAMILY MEMBERS

If you have established file folders for specific family members to have – perhaps some collectables -- where do you keep them?

OTHER ITEMS YOU THINK TO LIST -- APPLICABLE TO YOUR PARTICULAR SITUATION

CREATE A CREDIT CARD INFORMATION DOCUMENT

It is a great idea to keep a list of your credit cards with the "Customer Service" toll free number that are on the back each of your credit cards, in a word processing document in case you lose your wallet or purse. List every card you carry, including your library card, video rental card and such, so you can notify everyone in case of a lost or theft of your wallet or purse.

Suggestion: Do not list the expiration date of those cards. A thief who finds your credit card list and try to use the credit card numbers would have to guess an expiration date for that card.

Suggestion: Do not carry your Social Security Card. Memorize that number. A thief who obtains your SSN has a good head start toward identify theft.

Suggestion: In event of credit card lost or SSN card lost, immediately notify the three credit agencies which will help prevent fraudulent use of your card and to prevent a thief from opening up lines of credit in your name. Also notify the Social Security Office Fraud Line

TRANS UNION	1 800 680 7289
EQUIFAX	1 800 722 9281 or 1 800 525 6285
EXPERIAN	1 888 397 3742
SOCIAL SECURITY FRAUD LINE	1 800 269 0271

CREATING YOUR PERSONALIZED LETTERHEAD

This is page 1 of 2 pages on this topic

Everyone should create a Personalized letterhead so that when you wish to write a formal letter to a company or organization, all the basic letterhead information may be called up for your use whenever you need it.

To create your letterhead, open a blank word document. The normal page setup is 1 inch at the top, however for a letterhead; I recommend that that setting be $\frac{1}{2}$ inch. Go to FILE > PAGE SETUP, set the top margin at .5 inch, and click OK.

On your ruler set a LEFT tab at the $\frac{1}{4}$ inch from the left margin. (see section on SETTING TABS discussed elsewhere in this document). We set a CENTER tab at half way between the left and right margins, which at the typical 6-inch line length would be at the 3-inch mark. Then set a RIGHT tab $\frac{1}{4}$ inch from the right margin.

Using this set up I would type something like this:

YOUR FULL NAME

	Home/Office Phone (859) 123-4567	
Home Address 111 Robards Street Lexington, KY 40508	Cell Phone (859) 222-9999 Email: cutiepie@yahoo.com	Office Address P. O. Box 1234 Lexington, KY 40588

Date

Notes:

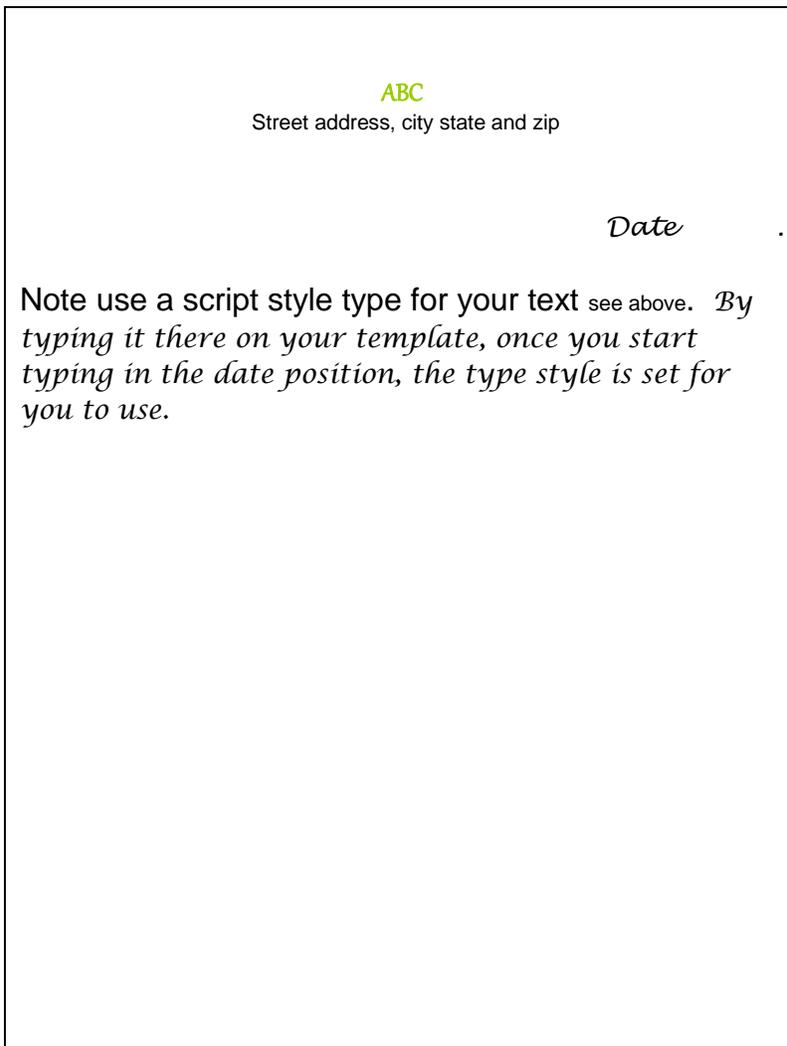
1. I used the tab key to reach each of the points at which I typed text.
2. If you have only one address and two phone numbers, then of course I would put a phone number on each side and center your address.
3. In the example for the name, I used 16 point type of a font I liked and added color. I also selected BOLD for the type face.
4. The tiny headings like Home Address, are 6 point type.
5. I used 8 point type for the address information like 111 Robards Street
6. Add the word date in the font size and the font type you would normally want to use for your body text. This way, by double clicking on the word **date** you may start your letter by just typing the date and it will be in the normal font and size you would use.

Once we got this document the exact way we wanted, we clicked FILE -> SAVE AS, give it a name like; **yourname ltrhead**, at the very bottom of the screen, change the SAVE AS TYPE block from WORD DOCUMENT to DOCUMENT TEMPLATE (*.dot) and left clicked SAVE.

Then in the future, when you want start a new document using that letterhead, click on FILE >NEW then on **yourname ltrhead** or whatever name you used.

NOTE PAPER

Consider doing a template for other letterhead documents you might use. For example, if you use 6X9 inch notepaper with your initials for thank you notes and such, set up a **yourname notes** template. In a blank document you will need to change the PAGE SETUP information for your new page sizes. Consider buying good looking quality note paper from a stationary or book store for this purpose.





CREATE A “THINGS TO DO” LIST

NOTE: Refer to sections in this document on

- CREATING COLUMNS and
- WORKING WITH HEADERS AND FOOTERS

If you would like to have a computerized THINGS TO DO LIST, I suggest you put a header at the top labeled, “THINGS TO DO” with a date that is automatically updated each time you print your list. See example below.

Go to FORMAT > COLUMNS, click on 3 and click on OK

Set your font size for 8 point and begin listing things you want to do – even those projects which might be a month or so in the future.

Print this on a standard 8.5 x 11 inch page and fold it 3 ways and it makes a nice small list of things to do which you may carry with you.

Keep your list updated and delete tasks you have accomplished. For best results, this handy list needs to be updated and printed regularly (every couple of days) to be useful.

Leave about 3 inches of space at the top left column so you may add handwritten items when you think of them. Type those in your list the next time you update it.

As of May 21, 2010 17:00 hours

HOME DEPOT Gasoline Can	BOOKS Deep South Jennie Brown Books by Ed McBain
WALGREENS Aspirin Mints	Do a will w/ multiple originals
Help Frank with Wiring	Set date for a garage sale
Need Candle and Lamp Oil	Rework fuse listings for entire house.
Add GM Card insurance to Death Data	Clean basement windows
Call Paul, dinner Thursday	
Look at Kawai piano	

-----ABOVE IS A EXAMPLE OF A THINGS TO DO LIST-----

CREATE YOUR OWN PACKING LIST

This is page 1 of 2 pages on this topic

Consider creating a master packing list which contains just about everything you might want to take with you on a trip, regardless under what conditions you might travel.

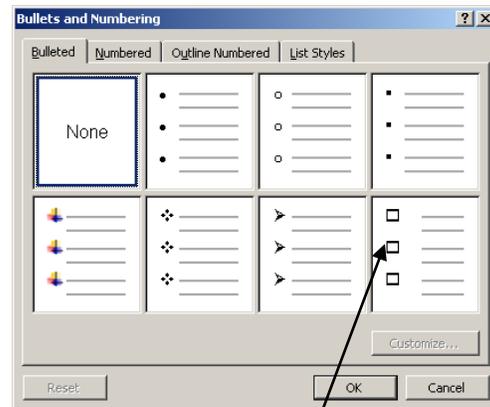
List the luggage or classes of luggage you might carry with you. Assign them categories as I have done below. Place a number in front of each with two spaces in front.

- 1 CLOTHING
- 2 ACCESSORIES
- 3 OUTERWEAR
- 4 BRIEFCASE (CARRY ON)
- 5 TENT CAMPING ITEMS
- 6 CAR ITEMS
- 7 BEFORE LEAVING

Then enter items to take on a trip or things to do before leaving. Don't worry about the sequence, but list items as you think of them and as you list an item assign it a number to correspond with your luggage category. This time only put one space between the number and the item. For example

- 1 Sox
- 4 Sleeping bag
- 1 Shirt
- 3 Airline Tickets
- 6 Adjust thermostat etc.
- 6 Turn off water
- 1 Pants

Once you finished your random list, highlight the entire list and headings. Go to TABLES on the menu bar > selected SORT the default is PARAGRAPHS and ASCENDING and then clicked OK. The list then was alphabetical with all 5 headings in place and the items we wanted under those headings were where they belonged.



Then highlight each list, section by section, (but not the headings) and using the BULLETS feature of Word, we went to FORMAT > BULLETS AND NUMBERING > Be sure the bullets tab is selected. Select the style, **checkboxes** which will provide you a box to check off as you pack each item.

Set your list up with 3 columns. (See CREATING COLUMNS)

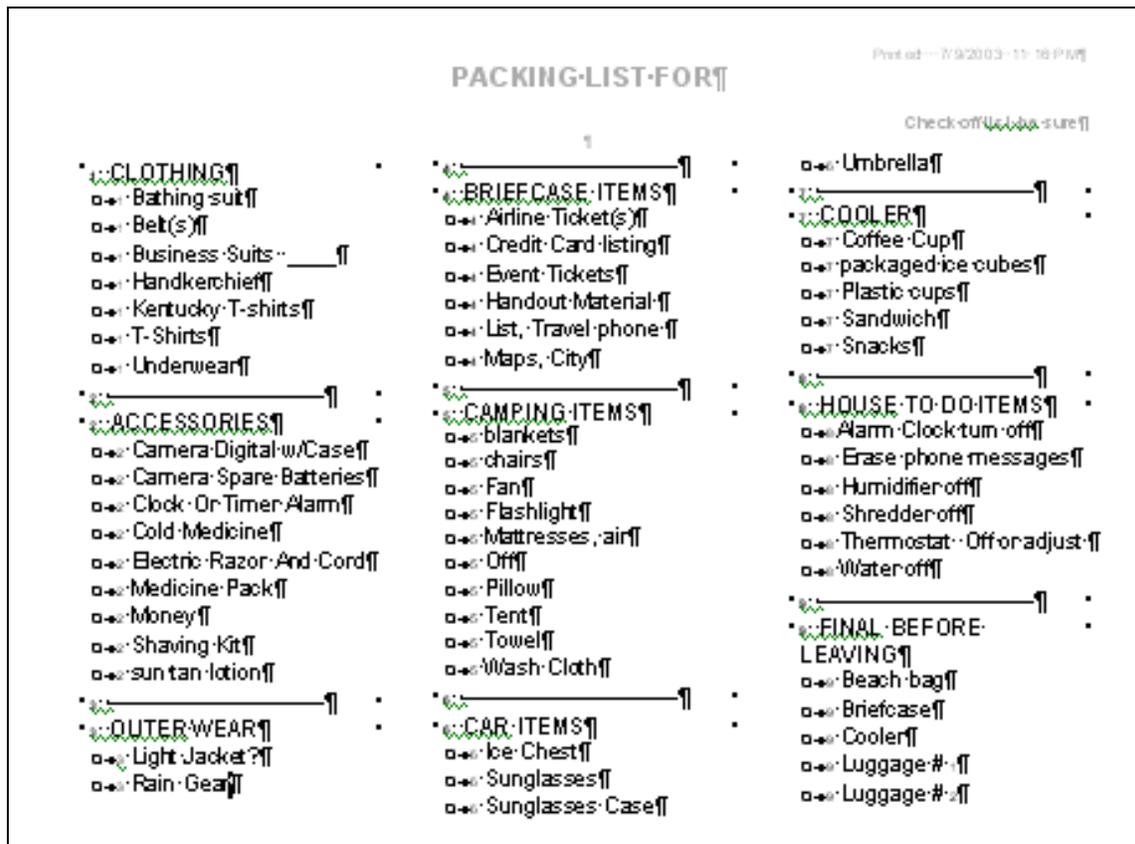
Add a HEADER to the document like PACKING CHECK LIST and we added the automatic Date and Hour buttons so that each time you print your revised document, the current date and hour was on it. (See WORKING WITH HEADERS AND FOOTERS)

Then before time to pack, take your master list and SAVE AS (give it a name i.e. CALIFORNIA TRIP or whatever). Then on your 'save as' document delete those section or items you won't need for that particular trip.

Before packing, print your CALIFORNIA TRIP document. Then as you pack an item, check it off your list.

Using this system, it is rare when you forget to pack something you need.

Below is an abbreviated packing list as an example. A master packing list might have 150 items on it.



CREATING A SIGNATURE FOR EMAILS

A signature is the system you can use with Email to insert preset information such as a closing and your name. (i.e. Best regards, Joe Dokes) you may also include an address and phone number or more. There are two ways to do this.

USING WINDOWS BUILT IN SIGNATURE OPTIONS

In Outlook Express or Windows Mail go to TOOLS > OPTIONS > select the SIGNATURES tab and in the text area type whatever you want to be in the closing area of your Email. This may be set to appear at the bottom of every e-mail if you choose to click on the check box for that purpose, otherwise, it will be inserted only when you want to insert it by going to INSERT > SIGNATURE when preparing your Email.

You may also insert a combination of text and clip art or pictures if you create those in a word document. That combination may be inserted into your Email if you list the file that contains this combination at the bottom of the dialog box when you go to TOOLS > OPTIONS > SIGNATURES .

USING INTERNET PROGRAMS FOR SIGNATURES

There are several programs that can assist you with this if you go to Google and type in EMAIL SIGNATURES. Many of them are free. I used one called MY MAIL SIGNATURES.

CREATING CHRISTMAS LETTERS

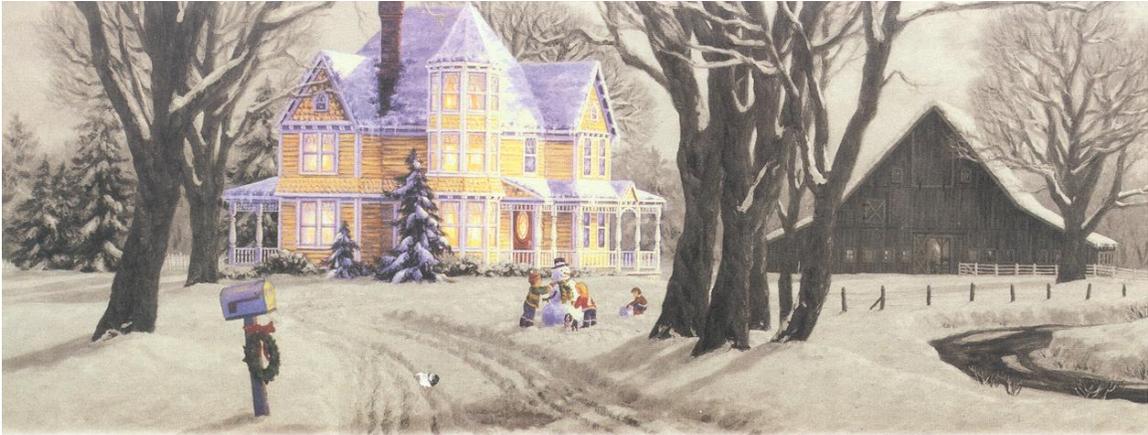
This is page 1 of 3 pages on this topic

This project is for those who prepare annual Christmas letters to extend greetings and at the same time keep friends and relatives up to date. MS Word has all the tools you need to create an attractive newsletter.

The following are three examples of letters provided me by classmates or relatives. They use many of the tips contained in this book to produce these newsletters.

The first example, was a simple heading following by typed text of the year's events. It was printed on colorful "Holiday Stationary" blanks, a variety of which can be purchased at most any office supply house. An example follows:

Example #1-----reproduced partial page below:-----



GREETINGS FROM FIRSTNAME IN LEXINGTON

December 2009

With every passing year, it seems more important than ever that I get in touch with all my friends and loved ones to let you know of my heartfelt greetings, my best wishes and blah blah blah

The multiple colors are created by highlighting the heading and setting the font color using FORMAT > FONT dialog box. Then the second color is set by highlighting one word at a time and changing to a second font color.

The second example was much more involved in that it included a lot of text and many pictures.

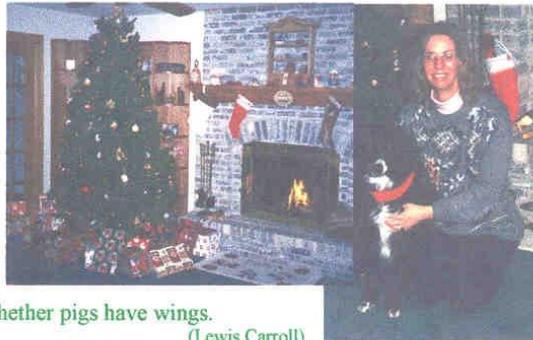
It was created by typing text about the events of the year, then adding a heading and many pictures around the text. As you place each picture and have it highlighted, you should go to FORMAT > PICTURE select the WRAPPING tab (called LAYOUT tab in Word 2002) and be sure to select one which causes text to flow around the pictures as they are inserted and / or resized. It was printed on high quality photo paper which generally enhances photo images. (A modified partial page is reproduced here with permission. The names have been changed)

Example #2-----reproduced partial (modified) page below:-----

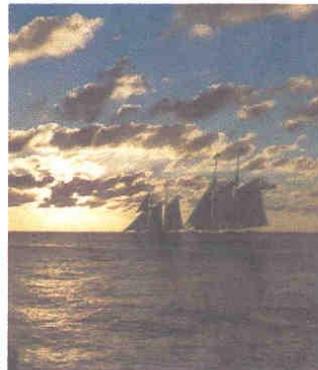
Holiday Greetings

The time has come, the Walrus said,
to talk of many things:
Of shoes – and ships – and sealing
wax – of cabbages – and kings
And why the sea is boiling hot – and whether pigs have wings.

(Lewis Carroll)



It has indeed been a year rich in diverse experiences and plentiful challenges. Work has continued much as before with Anna at DOE managing energy conservation programs and James at Argonne working on projects in pollution control and transportation. Changes look to be in the offing at both places with much uncertainty surrounding the installation of new shrubbery in Washington. On the home front, we spent many evenings with the local city council trying to forestall development on neighboring property. Again, the only result seems to have been installation of some shrubbery – not very satisfying in either case. In addition to the usual business trips to DC, we motored south



Example #3: Jerry Hubble who lives in Arizona furnished this excellent example of a Christmas Newsletter he used recently. He uses pictures to provide a review of his year. This is another interesting approach to a Christmas Newsletter. *(This is reproduced with permission)*

Example #3------(Only first page reproduced here)-----

Christmas 2002

These pictures are from Elderhostels I attended this year. I am now in Tucson for the winter. My best wishes for the Holiday Season and trust you will have a prosperous New Year.

Jerry Hubble, 5 E. Grant Road, Apt. A-1, Tucson, AZ 85712

Brown County INDIANA - April 2002



Overlook

Lunch at Story Inn

Redbuds

Flint Hills of KANSAS - May 2002



Open prairie

A tornado warning for Emporia

Emporia University campus

Niagara Falls - July 2002



American and Canadian Falls

Niagara Falls

Niagara Falls

CREATING A SALES FLYER

Should you desire to create an advertising flyer to put on a bulletin board with small tabs at the bottom here is what I would do. The tabs allow an interested buyer to tear off a phone number to take with them

1. After typing the sales information I would use a table to prepare the tabs across the bottom.
2. Go to TABLE > INSERT > TABLE and type in 1 row and 8 or 9 cells
3. In the first cell, type in the product for sale and a phone number. Even though that text will probably appear jumbled and not formatted as you want, copy and paste that text into each of the other cells.
4. Highlight all the cells and go to FORMAT>TEXT DIRECTION and orient the text sideways and click on OK. The text will still be jumbled somewhat.
5. Now using your mouse insertion pointer, hover over the bottom grid line of your table and when that insertion point changes to a double line with an arrow pointing both up and down, click and drag the bottom line downwards until the text straightens up as you desire.

The following illustration may look like a small version of your sales flyer.

See next page

**FOR SALE
REFRIGERATOR**

- **Brand X**
- **10 cubic feet**
- **Works Great**

MAKE AN OFFER

Refrigerator
(859) 373-1000

CREATING CALLING CARD

Microsoft Word can be used to produce a simple, attractive business/calling card you can produce on your own printer. Business card stock is available for your printer at most any office supply store. The Avery Corporation is one of the prime manufacturer of card stock and labels and they also have several free (as for purchase) software program to generate very attractive labels and business card at their web site; www.avery.com . Additionally, at office supply stores there are commercial software programs available. Here, I present three different ways to produce a calling card.

BUSINESS CARDS USING MICROSOFT WORD (2003)

Simple Business cards are can be made using Word. In a open document, you use page setup to adjust your left and right margins to the width of your calling card (most cards are 3.5 inches wide). At the left margin, type your text and adjust your spacing by using the space bar. Do not use tabs and do not use word's align center feature. Use your space bar to center your text visually within the 3.5 inch margins the way you want it on the card. Change font color as desired

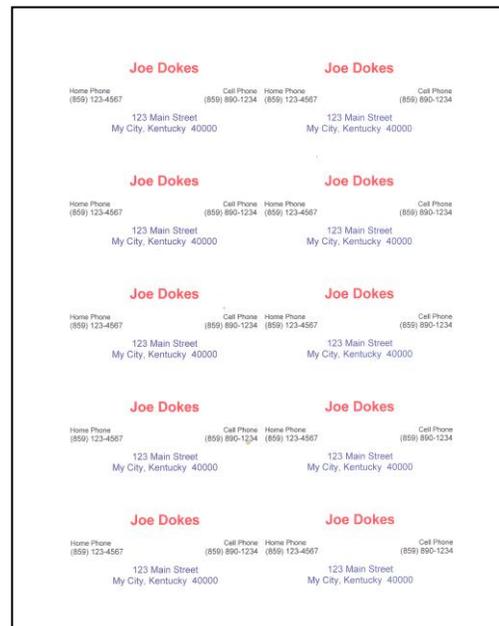
Joe Dokes

Home Phone
(859) 123-4567

Cell Phone
(859) 890-1234

123 Main Street
My City, Kentucky 40000

- Once text is as you want it,
- Highlight the text being sure to include at least one blank line at the top.
- Go to TOOLS > LETTERS AND MAILING > ENVELOPES AND MAILING. Select the LABELS tab and click on OPTIONS.
- Select the manufacturer's stock number for the business card stock you have purchased (It might be Avery stock or some other brand but both will use the same business card form number.
- Click OK.
- Then click on NEW DOCUMENT and OK, which will produce a new layout



page for 10 business cards, like the illustration in this section.

- Then in the top left card make adjustments to the spacing and such to get the card exactly as it should be on the first card.
 - Then copy the text in the from the top left card and paste over the top of each of the subsequent 9 cards
 - You may print that page and then give that card a file name to save it for future use so you won't have to redo the card layout and text next time.
- Don't print excess cards, only what you plan to carry with you. Later, if a phone number or Email changes you have wasted very little card stock.

CREATING CALLING CARDS USING AVERY

The major manufacturer for gummed labels and business cards, the Avery Corporation, offers a free program at their web site: www.avery.com . It is keyed to work directly with MS Word and in fact will put an icon among your toolbars. They also offer a variety of software to enhance your card and label making experience. One of several programs they offer is AVERY DESIGN PRO. In addition to a slightly limited version they offer free, they also offer for a fee, an expanded version of this program. This program will work in conjunction with MS Word and as you use it you may note the page layout mimics MS Word with similar tool bars and features. If you wish to insert pictures and clip art, this is the program to use.

BUSINESS CARD MAKER PRO

Haslem Smith introduced us to an efficient program from 'QUICKSTART' titled Business Card Marker Pro Deluxe. I had hundreds of clip art that could be used and many templates of various card layouts. Of course pictures you have, could be inserted. Simply by completing a 'data sheet' (shown left) with information such as name, address

(and company name) phone etc. the program would fill in the blanks to create an attractive card regardless of which template you choose. Fields left blank in the data sheet were automatically left out of the card. It was efficient, quick and simple . The program is reasonably priced.

Personal Info - 4/26/01 10:10 AM

Quick & Easy Business Card Maker Pro WIZARD STEP 4 of 5

You can enter personal information or you can create a contact and enter all personal information.

Name	John	Mr	john.smith@stank.com
Title	President		
Company	CKCS		
Address 1	1111111111		
Address 2			
City, St, Zip	Chicago	IL	60603
Country	USA		
Phone 1	44	44	44
Phone 2	44	44	44

1 2 3

Back Next Cancel Help



START A DOCUMENT WITH YOUR FAVORITE RECIPES

Consider creating a MS Word Document named Recipes in which you enter (copy or paste) recipes you have tested and want to keep handy.

Place them one under the other in your RECIPES document.

Place a PAGE BREAK between each recipe. (See *SEPARATING TEXT USING PAGE BREAKS*) This will allow you to print only the recipes you plan to use on a given day. If you spill something on a printed recipe page – no problem -- as I generally discard them when finished using it.

I generally add a table of contents to the front of my recipe document that allows one to immediately find a recipe when you need it. *For more information click [CREATING A TABLE OF CONTENTS](#), but first note the page number below in case you desire to return here..*

The following pages are a few of my favorite recipes that many friends have shared with me.

HOT ARTICHOKE DIP

Bill Hellard

1 Can of Artichokes, drain and chopped

1 Cup Mayonnaise

1 Cup grated Parmesan Cheese

Minced garlic to taste (roughly 1 teaspoon)

Optional 2 dashes of Tabasco sauce

Optional bread crumbs on top

Combine all ingredients, put in 9 inch pie pan, bake at 350 degrees until brown
Approximately 30 to 40 minutes.

Serve with sesame crackers

KENTUCKY BOURBON SWEET POTATOES

Judy Winkler

2 No. 2 ½ (29 oz can) cans sweet potatoes
1 cup sugar
1 stick oleo
½ teaspoon vanilla
Bourbon to taste (3 oz.) ¼ cup says Judy
Marshmallow topping

Heat potatoes until hot, drain water but save some of that water. Mash potatoes well. Then add sugar, butter vanilla and Bourbon. Beat well and pour in baking pan. Put a little of that water into potatoes or they may be too dry. Top with marshmallows, cook for approximately 30 minutes in 350 degree oven.

ZUCCHINI CHOCOLATE CAKE

Lillian Markussen

¼ cup butter or margarine
¼ cup sugar
¼ cup cooking oil
1 egg
¼ teaspoon vanilla
1 ½ cups of shredded, unpeeled zucchini
2 tablespoons milk
1 ¼ cup unsifted all purpose flour
2 tablespoons unsweetened cocoa
½ teaspoon soda
½ teaspoon salt
½ cup semi-sweet chocolate pieces

Requires a small Bundt pan – microwavable

MICROWAVE (high) butter in glass mixing bowl 15 to 30 seconds or until softened.

Blend in sugar and oil; beat well. Add egg; beat well. Stir in vanilla, zucchini and milk. Add flour, cocoa, soda and salt; mix well. Stir in chocolate pieces.

Oil 5 cup fluted mini tube pan. Sprinkle with sugar; shake out excess sugar.

Spoon batter into dish, spreading evenly.

MICROWAVE medium - 50%, uncovered, 7 minutes, rotating dish once. Rotate dish. Then, MICROWAVE (high) 2 ½ to 3 1/2 minutes or until no longer doughy, rotating dish once.

COOL 10 minutes; Invert onto serving plate. If desired, glaze or sprinkle with powdered sugar.

Eight to ten servings.

TIP: With Full Power in step 3, MICROWAVE 6 ½ to 7 ½ minutes, rotating dish 3 or 4 times.

HOT GRUYERE DIP

Unknown

4 to 6 oz Gruyere cheese
8 oz cream cheese
4 finely chopped onions

Mash cheese with fork and add cream cheese and onions place in a baking dish,
bake 30 to 40 minutes @ 350 till lightly browned Serve with Carr Crackers

CORN PUDDING

Beaumont Inn recipe
Margaret Heaton

*Note: Two 15 oz cans will easily feed 6 adults.
Recipe can be cut in half or doubled*

2 15 oz cans corn drained and save juice. **Prefer mix of 1 whole corn and 1 cream style corn**
8 T well rounded flour
2 T melted butter
4 t sugar
4 well beaten eggs
4 cups of liquid Use juice from cans and add 2% or better milk to make 4 cups

Preheat oven to 275 degrees
Mix sugar, flour, salt and corn (no liquid) and mix in bowl
Combine eggs, melted butter and liquid and mix in second bowl
Combine content of both bowls Mix above items in serving bowl
It will seem very soupy – lots of liquid
Grease baking dish and fill with mixture
Bake at 275 for 15 minutes
At 10 minute mark stir pudding
At 15 minute mark increase temp to 350 degrees
At 20 minutes stir again.
At 30 minutes turn off oven and let pudding continue to bake for 30 minutes.

Serves 6 adult people

30 SECOND PINEAPPLE PIE

Tom Douglas

1 package of instant vanilla pudding (6 serving size)

20 oz crushed pineapple with all juice -- heavy Syrup

8 oz Sour Cream

Mix together and pour into a graham cracker crust

Refrigerate until ready to serve.

Microwave Peanut Brittle

Time: 8 to 11 minutes
Kay Stivers

1 cup sugar
1/2 cup white corn syrup
1 cup Planters salted peanuts
1 tsp. butter/margarine
1 tsp vanilla
1 tsp. baking soda

1. In a 2 quart container stir together sugar and syrup. Microwave on HIGH 3:45 minutes.
2. Stir in peanuts--Micro on HIGH 2.5 to 5 minutes (I do 2.5 minutes)
3. Add butter and vanilla to syrup blending well. Micro HIGH 30 seconds to 1 minute. (I do 30 sec.)
4. Add soda, quickly and gently stir until light and foamy.
5. Working QUICKLY, pour mixture on to lightly greased/buttered cookie sheet - let cool - break into pieces and store in air-tight container.

TIP: Use an 8 cup (2 quart Pyrex or Anchor Hocking) mixing pitcher for this mixture. It gets VERY hot and is easier and safer to handle and pour in this type bowl. Usually can be found at K Mart or Wal-Mart for about \$7.00.

TIP: If you have a Sam's Club membership you can get the Planters peanuts in a 3 1/2 pound can. This version of brittle is not for raw peanuts.

TIP: Use a table knife for stirring as it is easy to clean with another knife.
Good Luck!

BROWN SUGAR PIE

Science Hill in Shelbyville
Recipe given to Judy Winkler

9 inch unbaked pie shell
1 pound light brown sugar
3 eggs
4 tablespoons flour
 $\frac{3}{4}$ cup melted butter
 $\frac{3}{4}$ cup half and half cream
 $\frac{1}{4}$ cup of chopped pecans

In a mixing bowl, combine sugar and flour. Beat in eggs, one at a time. Gradually add butter and cream and mix until well combined. Pour into pie shell and bake 350 degrees for 40 – 50 minutes. Serve warm, topped with lightly sweetened whipped cream. Sprinkle a few pecans on top of whipped cream.

BROWNIE SHEET CAKE (to die for)

Virginia Luscher

½ cup of vegetable shortening
A stick of margarine
A cup of water
4 tablespoons of cocoa

Bring these ingredients to a boil

HAVE READY

2 cups flour
2 cups sugar
A teaspoon soda

Pour broiled mixture over dry mixture and quickly add:

½ cup of buttermilk
2 well beaten eggs
A teaspoon Vanilla

Mix well. Pour into large sheet pan 11X16 or larger well greased. Bake at 400 degrees for 20 minutes.

ICING

A stick of margarine melted
4 tablespoons COCOA
6 tablespoons milk

Mix and bring to a boil: Add:
A 1 pound box of powdered sugar
A teaspoon vanilla.
¾ to 1 cup of black walnuts

Cool slightly and spread over hot cake

GARLIC CHEESE GRITS

Lillian Markussen

1 cup of Quaker quick grits
4.5 cups water
1 teaspoon of salt
6 oz roll of garlic cheese
1 stick of butter **see caution***
½ cup of milk
1 egg

*If the grits you buy includes butter in the grits, reduce butter to 2/3s of a stick

Get water boiling add salt.

Grate Garlic cheese

Turn burner down then Sprinkle the grits in the water. Keep stirring

Cook it until thick about 5 minutes

Cool it for 5 minutes

Start oven at 350 degrees

Use part of the one stick of butter to grease casserole dish

Add grated cheese to mixture

Add balance of 1 stick of butter

Beat egg and milk in side dish

Let cool longer, then stir egg/milk combo slowly into the grits (Don't want to cook the egg)

Pour into casserole dish

Bake for 30 minutes at 350.

Stir a couple of times

Cook longer if not firm at 30 minutes

PUNCH Best I have ever tasted

Better Homes and Gardens cookbook
Furnished by Alice McCormick

1/2 gallon sherbet
One 12-oz. can frozen lemonade concentrate, thawed
One 12-oz. can of water
2 liters lemon-lime soda

Spoon sherbet into punch bowl
Add lemonade concentrate
Add water
Pour soda down the side of the bowl
Stir gently to combine

The flavor mellows if you can allow the mixed punch to sit for 15-20 minutes at room temperature before serving.

You can use any flavor of sherbet except rainbow sherbet.
(If you use rainbow sherbet, the punch is a very ugly color)

Makes 32 servings.

WORD 2007

WHAT IF I ALREADY HAVE WORD 2007?

It is a fact, that this book has been written for the users of Word 2003 and earlier versions. However this book will also be useful for the computer user who has already purchased and is using Word 2007.

Yes, there are a number of new features in Word 2007 that are not in previous versions of this Microsoft product, however the majority of the icons, shortcut and tips work the same. One most significant difference is that Word 2007 has a ribbon bar instead of tool bars.

Microsoft has wisely produced a program that helps the individual who is very familiar with earlier versions of Word, to find where the icons and features are located, on the new ribbon bar.

I recommend that you go to this Microsoft web site and put a shortcut on your desktop, which will aid you in locating the new location on the ribbon bar of many familiar Word icons from older versions. Use the following link to get to the appropriate Microsoft web site:

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Should this link not work, go to Google and type **WORD 2003 TO 2007**. Google will find the same web site for you, just as if you used the above link.