

# Editing in Word

**D**espite all the innovations in Office 2001, some things haven't changed, including the basics of editing your text. Adding, deleting, or moving text around works essentially the same way as it did in Word 1.0, which fit on a single floppy disk and had to be started up with a hand crank.

Most of the editing and formatting techniques in Word and the other Office programs require a two-step procedure: select, then do. That is, first select the thing (word, paragraph, sentence) that you intend to act upon; then use keystrokes or menu commands to tell the Mac *what* to do to it.

## Eight Ways to Select Text

Dragging with the mouse is the way we all first learned to select text. In this time-honored method, you click at the start of where you want to select text, and holding down the mouse button, drag until all the text you want is highlighted.

But there are other, more streamlined ways. Power users have made one or more of these ways second nature:

- **Shift-arrow.** If you undershoot or overshoot the mark when dragging manually, don't start over; remember the Shift-arrow key trick. After you release the mouse button, don't click again or do anything else. Hold down the Shift key and then press the arrow keys to expand or shrink the size of the selection, one character or line at a time. Add the Option key to expand or shrink the selection one *word* at a time.
- **Dragging with the mouse and Option key.** When you drag with the mouse, you'll notice that Word highlights text in one-word chunks, under the assumption that

you'll very rarely want to italicize, for example, only the first syllable of a word. Even if you begin dragging in the center of a word, the program instantly highlights all the way to the end of that word, including the space after it. Usually, this behavior is what you want, and lets you be sloppier with your dragging.

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**Tip:** If you dislike the way Word automatically selects in one-word increments, you can turn it off by choosing Edit→Preferences and clicking the Edit tab. The checkbox called “When selecting, automatically select entire word” is the on/off switch for this feature.

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Every now and then, however, you *do* want to highlight only the first syllable of a word—maybe not to italicize it, but perhaps to correct a typo. In those situations, Word's tendency to highlight the entire word can induce madness. On those occasions, press the Option key as you drag. Word responds by respecting the precise movements of your mouse.

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**Tip:** Option-dragging *vertically* is a sneaky trick that lets you highlight only a tall, skinny block—a useful means of shaving off the garbage characters at the beginnings of the lines of text you've pasted in from an email message, for example.

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- **Clicking with the mouse.** You can save time by using the mouse and *not* dragging. Double-click a word to select that one word as a whole. Triple-click to select an entire paragraph.

With one paragraph selected in this way, you can hold down Shift and click the mouse elsewhere, even pages away, to select more text in one-paragraph increments.

- **Using the Shift key and the mouse.** By using the Shift key, you can get all the convenience of using the mouse without the wrist-wearying effort of holding down the mouse button. Just click at where you want to start selecting, hold down the Shift key, then click the mouse a second time where you want the selection to end (even if you had to scroll the document between clicks). Word highlights everything between the two clicks. If you overshoot the mark, you can back up in one-word increments by holding down Shift and clicking back into the selection. (You can't change the *beginning* of the selection using this method, unfortunately.)
- **Using Shift with other keys.** If you do a lot of word processing, you may find it faster to keep your hands at the keyboard as much as possible, without stopping to grasp the mouse. It's possible to select text without using the mouse at all. Just use the arrow keys to get to where you want to begin selecting. Hold down the Shift key and use the arrow keys to adjust the size of the selection; line by line for the up and down arrow keys, and one character at a time for the right and left arrow keys.

If you hold down Option and Shift, the right and left arrow keys select in one-

*word* increments, and the up and down arrow keys select in one-*paragraph* increments. (Your original selection is preserved, however, even if it was only part of a paragraph.)

You can use the Shift key with the Home, End, and Page Up/Page Down keys as well. **Shift-Home** or **Shift-End** selects from the insertion point to the beginning or end of the line.

**Shift-Page up/Page down** selects one “screenful” (about half a page, depending on your monitor size) up or down from the insertion point.

- **Using ⌘ with the mouse.** Here’s a great one to memorize: you can ⌘-click anywhere within a sentence to select exactly that sentence, neatly and quickly, period and all. ⌘-click again to select a different sentence. To add complete sentences to the selection, Shift-click inside other sentences.
- **Using the selection strip.** To the left of your text, just inside the left window edge, is an extremely thin margin—an empty white space about an eighth of an inch wide. It’s an invisible but extremely useful tool called the selection strip.

When your cursor ventures into this area, the arrow pointer points to the *right* instead of left as usual. Now you can click once to highlight a single line of text; twice to select a paragraph; or three times to select the whole document.

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**Tip:** ⌘-clicking in the selection strip also highlights the entire document. As for the peculiar highlighting that appears when you ⌘-Option-click in the selection strip: You tell *us* what Word’s doing.

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You can also drag vertically through the selection strip to highlight a vertical chunk of lines of text, which may be one of the most frequent uses of this strip of all. (As always, you can click there once, then Shift-click elsewhere in your document to highlight all lines of text between the two clicks.)

- **Using Extend mode.** By clicking on the EXT button in the Status bar (see page 26) or pressing F8, you activate Extend mode, the most powerful (if disorienting) way to select text. Position the insertion point where you want to begin selecting, activate Extend mode, then use the arrow and Page Up or Down keys to select text automatically. You know when you’re in Extend mode when the EXT button in the Status bar is on. To cancel Extend mode, double-click the button.

Exactly as when you’re *not* in Extend mode, pressing the Option key with the arrows forces Word to select in one-word (right and left arrow) or one-paragraph (up and down arrow) increments.

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**Note:** In previous versions of Word, you could use the numeric keypad as cursor keys. By pressing Shift-Clear, you brought out the pad’s second personality as a navigation keyboard, where the keys surrounding the 5 key acted as cursor keys, the 0 key acted as Insert, and so on. But Microsoft evidently fielded one too many desperate tech-support call from customers who’d entered this mode accidentally, and couldn’t figure out why they suddenly couldn’t type numbers with the numeric keypad anymore. In Word 2001, the number keypad does just one thing: types numbers.

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## Moving Text Around

Three commands—Cut, Copy, and Paste—appear in every word processing program known to humankind, Word included. But Office 2001 has more powerful ways of manipulating text once you've selected it.

### Copy (or Cut) and Paste

To make a copy of some text, highlight it as described above. Then choose Edit→Copy (or click the corresponding Standard toolbar button), click the mouse or use the arrow keys to transport the insertion point to your new location, and choose Edit→Paste. A copy of the original text appears in the new locale. To move text instead of copying it, use Edit→Cut and Edit→Paste; the selected text moves from one place to another, leaving no trace behind.

If this procedure sounds like a lot of work, it is, especially if you're trying to choose all these menu commands using a laptop trackpad. Cut/Copy and Paste is a sequence

#### POWER USERS' CLINIC

### Cut to the Spike

Suppose you have three paragraphs that you want to move to the end of your document. The problem is, each one of the three paragraphs is on a different page. Because you can't select them all at once, you may think you're faced with the laborious process of cutting and pasting each one individually.

You're not. Word has a little-known feature that allows you to collect several nonconsecutive bits of text and then paste them all at once. It's called the Spike. As you cut text and picture selections, the Spike quietly gathers them up until you're ready to paste.

Select the first thing you want to collect in the Spike. (It can be text, a drawing or painting image, or even a table.) Press  $\mathbb{A}$ -F3. You've just cut the selection to the Spike, much the way you might cut it to the Clipboard. Go on to collect the rest of the things you'll want to paste; they can even be in different Word documents. Word maintains a single Spike, even if you open or close documents.

When you're done collecting, scroll to the spot in the document where you'll want the collected material to appear. Click there and then press  $\mathbb{A}$ -Shift-F3. The entire contents of the Spike empty, in one fell swoop, into their new location.

A few more points about the oddly refreshing Spike:

- There is no menu command for the Spike. You have to use the  $\mathbb{A}$ -F3 key combinations.
- You can't copy text to the Spike, only cut.
- You can paste the Spike's contents without emptying it. Instead of pressing  $\mathbb{A}$ -Shift-F3, choose Insert→AutoText→AutoText and then click Spike in the list of entries; click Insert.
- Choosing Spike in the AutoText list as described above is also the way to look at what you've currently got saved in the Spike. You can view the contents of the Spike in the Preview pane of the AutoText dialog box. Just click Cancel (or press Esc) instead of Insert when you're done.
- Because the Spike is part of the AutoText feature, you can also paste the Spike by typing the first four letters of the word "spike" and pressing Return.
- If you accidentally empty the Spike, immediately press F1 or choose Edit→Undo AutoComplete. The Spike is restored, and you can now paste it repeatedly.

you'll probably use extremely often. By learning the keystroke equivalents for these commands, the time you save adds up. For example:

Function	Command	Keystrokes
Copy	Edit→Copy	⌘-C or F3
Cut	Edit→Cut	⌘-X or F2
Paste	Edit→Paste	⌘-V or F4

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**Tip:** The Office Clipboard, new in Office 2001, remembers about the last 30 items you've cut or copied from any Office program. To see it, choose View→Office Clipboard. The Office Clipboard opens, showing every item you've cut or copied since you first launched an Office program for the day (memory permitting). The little letter in the lower-right corner of each window shows which Office program it came from.

To paste something from this window, drag it directly into your document, or click it and then use the Paste command.

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## Paste Special

The Edit→Paste Special command gives you the opportunity to alter text as you paste it. (There's no predefined keyboard shortcut for Paste Special; of course, you can always create one yourself, as described on page 581.) Here are the options in the dialog box that appears when you choose Edit→Paste Special:

- **Formatted Text (RTF).** RTF stands for Rich Text Format, a Microsoft file format that makes transferring formatted text documents between incompatible programs easier. Unlike a plain text file, most common formatting specifications—bold, italic, font selections, line breaks, style sheets, and so on—survive the conversion to RTF and back again. Every modern word processor, both on Macs and on Windows, can open and export RTF documents. On the Mac, you'll rarely need RTF for transferring text between programs, thanks to the Styled Text feature offered by most Mac programs (see below).
- **Unformatted Text.** Use this option when you want to paste the text without any formatting (font, bold or italic, Word style, and so on). Text pasted as unformatted picks up the current font, style, and formatting at the insertion point.
- **Picture.** When you paste text *as a picture*, from that moment on, Word treats it just like a picture (and switches you into Page Layout view). Text you paste in this way plays with your head a little bit; when you click inside it, you don't get an insertion point for editing. Instead, the Picture toolbar appears (see page 598); you can use any of its tools (color adjustment, brightness, contrast, and so on) to change the look of the text. (The Watermark toolbar icon is especially handy in this instance. It's harder to guess, on the other hand, what the Fix Red Eye button does to pasted text.)

What you can never again do is *edit* the text—check spelling, delete words, and so on. But once you have text just the way you want it, Paste Special→As Picture is a great way to create a poster, letterhead, watermark, or any document that you *don't* want anyone to be able to edit later.

- **Styled Text.** This option preserves all font and paragraph styles in the pasted text. This Macintosh-only feature explains why you can copy some text from, say, a Web page or email; when you paste it into Word, the font sizes, boldface, and other formatting arrives intact.

Most modern Mac programs, including word processors and page-layout programs, automatically copy styled text to the Clipboard whenever you copy.

- **HTML Format.** Use this option when you're creating a Web page (see Chapter 7) and pasting in text from another type of document. Word adds HTML formatting commands to the text you're moving.
- **Microsoft Word Document Object.** This command nests one self-sufficient Word document inside another, which Microsoft calls an *embedded object*. See page 547 for more detail.

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**Tip:** If you've used older Macintosh programs, you may be wondering where the Publish and Subscribe features are in Word. What do you do when you want to update your logo and make it update automatically in every document where you've used the logo?


You can do this in Word, but not with Apple's Publish and Subscribe feature; Microsoft has officially discontinued the Publish and Subscribe commands in its software. (Come to think of it, so has Apple; these commands are missing from the latest version of AppleWorks, too.) You can achieve almost the same effect, however, using Microsoft's Object Linking and Embedding (OLE) technology, which is described in more detail on page 547.

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## Paste as Hyperlink

This command is at the heart of a truly wild Word feature, one that lets a Word document become a living table of contents—a launcher—for the chapters in your book project, pages on the World Wide Web, people in your email address book, or even applications on your hard drive.

Text that's pasted as a hyperlink remembers where it came from, wherever that may be. Chapter 7 offers much more detail on hyperlinks, but here's a crash course in the kinds of hyperlinks you can make in Word:

- **Within the same document.** Select some text, choose Edit→Copy, then use Edit→Paste as Hyperlink. Text that you've pasted as a hyperlink becomes a blue, underlined link to its point of origin. (You can change the color by visiting the Web panel of →Control Panels→Internet.)

For example, using Paste as Hyperlink, you can paste text from the last chapter of your book into the introduction. From then on, you can click the link to jump directly to the last chapter. You can also use this command to construct a “live” table of contents, as shown in Figure 2-1.

When you position the cursor over a hyperlink without clicking, a yellow tooltip balloon identifies the name and location of the file it's connected to.

- **Between two different Word documents.** You can use the same technique to create a link between two different Word documents, even if they're on different disks. When you click the hyperlink, Word opens the document to the page you've linked to.

**Note:** If you click a link to a file on a removable disk (such as a Zip or floppy) that isn't currently in the drive, you get only an error message.

**Figure 2-1:**

*To create this linked table of contents, the headings from each section of the training manual were copied (Edit→Copy) and pasted as hyperlinks (Edit→Paste as Hyperlink). When you move the cursor over one of these links, it turns into a pointing hand. When you click it, you jump to that heading in the document.*

### Nutrition Department Training Manual

Topics:

[Department opening and closing procedures](#)

[The Department Log](#)

[What we legally can and can't say](#)

[Backstock](#)

[Marking Prices](#)

[Stocking](#)

[Signage](#)

[Where does it come from?](#)

[Ordering](#)

Editing a link can be tricky; after all, you can't exactly click to plant the insertion point or drag to highlight some text; whenever you try, you actually trigger the link itself. The secret is to Control-click the link and choose Hyperlink→Edit Hyperlink from the contextual menu. You get a dialog box that shows, and lets you easily edit, the link's text.

#### FREQUENTLY ASKED QUESTION

### Linking Word to the Web

*When I copy a link from a Web site to paste into a Word document, the Paste as Hyperlink command is grayed out. I want to create a tutorial in Word that new employees can read on their computers. I want to link it to Web sites that the employees can refer to for more information. How can I do this if the command is grayed out?*

Don't make things harder for yourself! You can create a link to the Web in any Word document simply by *dragging* the link from your Web browser into your document. (If you want the actual URL, beginning with *http://www*, to

appear in your Word document, drag the actual address out of the Web browser's Address bar. If you want the plain-English name of the Web page to appear instead, drag the tiny @ icon in the Address bar instead.)

When you click the resulting link in Word, your browser opens and takes you to the Web page specified by the link. (If you're not already online, the Mac may or may not dial up the Internet in the process, depending on the settings you've made in your Remote Access control panel.)

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**Note:** When you put links of any kind into a Word document, the Web toolbar appears automatically. If it covers up any existing toolbars, just drag it out of the way using the handle at its left side. To dismiss it entirely, choose its name from the View→Toolbars submenu (or click its tiny close box).

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## Drag-and-drop

Drag-and-drop is the easiest way to move some text from one place to another, especially if both the starting and ending locations are on the screen at the same time. Because it lets you grab chunks of text and drag them directly around the paragraph or sentence before you, it's an extremely direct and satisfying way to rearrange your prose. As a bonus, drag-and-drop doesn't involve the Clipboard; whatever you've most recently copied or cut to the Clipboard remains there, ready for pasting, no matter how many times you drag-and-drop in the meantime.

After highlighting some text, position the cursor anywhere within the highlighted area. Press the mouse button and drag carefully. A dotted outline of the original text block moves as you drag, along with a nonblinking insertion point at your arrow-cursor tip. Move the mouse until the insertion point is where you want the relocated text to *start*. When you release the mouse button, the text jumps immediately into its new location. (If it didn't wind up exactly where you intended, choose Edit→Undo move, or press ⌘-Z or F1, to return everything to the way it was and start over.

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**Note:** Within a Word document, drag-and-drop acts like a *Cut* and Paste operation—your text *moves* from one place to another. When you drag while pressing the Option key, however, or whenever you drag-and-drop *between Office programs* (see below), drag-and-drop acts like *Copy* and Paste—the original text remains where it was.

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### *Drag-and-drop between programs*

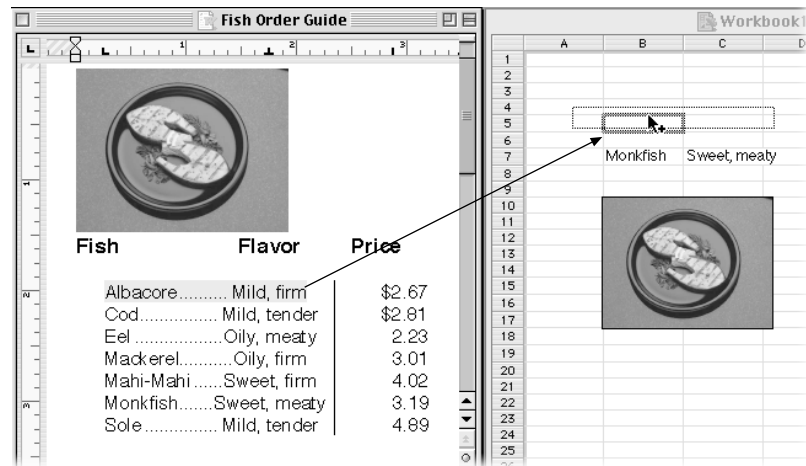
Drag-and-drop works not only within Word; it also lets you drag text or graphic elements *between Office programs*. Position the two windows side by side (see Figure 2-2). Select your text or graphic, and then drag the highlighted block towards the destination window. Watch what happens before you let go of the mouse button:

- If you're dragging to an Excel spreadsheet, a dotted outline appears around the destination cell.
- If you're dragging to an Entourage email message, a colored line appears around the message, subject, or address text boxes. You can drop text into any of these locations.
- If you're dragging into a PowerPoint presentation, you can drop into a slide, notes area, or list (see page 523). A colored outline to indicate where the dragged material will appear when you let go of the mouse.

When your desired destination is highlighted in the appropriate way, let go of the mouse button; your text appears in its new home.

**Tip:** You shouldn't feel limited to dragging and dropping within Microsoft programs. Almost every modern Macintosh program can accept drag-and-drops. For example, you can drag from Word into AppleWorks, an America Online email, SimpleText, or even Stickies. Conversely, Office 2001 programs can also accept drag-and-drops from other drag-and-drop-savvy applications.

**Figure 2-2:**  
Text being dragged from a Word file into an Excel spreadsheet. (The destination cell expands to accept the full text.) Pictures dragged from Word sit on top of the spreadsheet, without following cell boundaries.

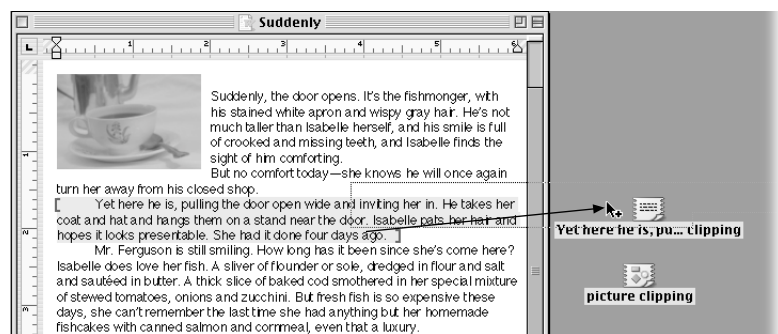


### Dragging and dropping to the desktop

When you drag-and-drop a chunk of selected text outside the boundaries of your document and onto the desktop, Word creates a *clipping file* (see Figure 2-3). Clipping files are pieces of text-in-waiting that you can later drag-and-drop.

As a bonus, when you drag-and-drop to the desktop, Word copies, not cuts, the text to the clipping file. You can edit or even delete the original text, and still have an intact copy in safekeeping, in the form of a clipping file on your desktop.

**Figure 2-3:**  
A text clipping being dragged to the desktop. Word names clippings according to the first few words. You can rename a clipping file as you would any Finder icon: For example, click its name once, then twitch the mouse to make the "renaming rectangle" appear.



Later, when you drag a clipping file back into a document, Word pastes a copy of the clipping text; the clipping file remains on the desktop, where you can use it again and again. In effect, you can use your desktop like a giant pasteboard to store boilerplate paragraphs that you use frequently.

You can also create clipping files from Word pictures or drawing objects. Just select the object and drag it to the desktop. (Word names it a *picture clipping*, as shown in Figure 2-3.)

#### GEM IN THE ROUGH

### Cut Out to Be Smart

Have you noticed that when you cut and paste in Word, your pasted text is always perfectly spaced? In other words, when you paste a word with a space after it in front of a period, the extra space magically disappears and the period comes right smack after the word, where it belongs. And when you paste one word after another, a space appears between the two words, even if you forgot to put

one there yourself. (Don't try *that* in SimpleText.)

That's Word's "Smart cut and paste" feature. You turn it on and off by the checkbox on the Edit→Preferences→Edit tab—but turning it off is probably a bad idea. The golden rule of computing: Whenever your software offers to take over boring, microscopic, annoying work for you, let it.

## Navigating Your Documents

Word 2001 offers a multitude of ways of navigating your document, some of which aren't as immediately obvious as the scroll bar.

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**Tip:** Using the scroll bar has its own reward; as you drag the "elevator" scroll-box handle up and down, a pop-out tooltip balloon identifies the major headings in your document as you scroll by. By scanning this readout, you know exactly where you'll be when you release the mouse to stop scrolling.

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### What the Keys Do

It's by far one of the most frequently asked questions among new (and unself-conscious veteran) Mac users: What on Earth are all of those extra keys for on the standard Mac keyboard?

In many cases, the answer is "nothing." In most Mac programs, such keys as the F-keys on the top row and the Num Lock key don't do anything at all. In Office, however, there's scarcely a single key that hasn't been given a function. For example:

- **Esc.** Short for "Escape," this key is a quick way of dismissing a dialog box without having to click the Close or Cancel button. It also closes a menu that you've pulled down, having decided not to use it. Esc acts the same as the ⌘-period key combination that Mac fans know and love.

- **Home** moves the insertion point to the beginning of the line it's currently in. (You were expecting it to take your insertion point to the top of the document, weren't you? It's a trick; to do that, you have to press ⌘-Home.)
- **End.** The End key, if you have one, takes you to the end of the current line. The ⌘-End combination takes you to the very end of the document.

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**Tip:** The much ridiculed Apple USB keyboard of 1997–2000 doesn't have an End key, despite its obvious usefulness. If you'd like to add one to your keyboard, install KeySwapper, a shareware program available at [www.missingmanuals.com](http://www.missingmanuals.com). This little program lets you specify your own key combination (such as Shift-Home) to represent the End, Forward Delete, F13 through F15, and other missing key functions.

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- **Ins.** If you have an Ins key (short for Insert), it's a very quick shortcut to the Paste command, even quicker than ⌘-V, and more intuitive than F4.
- **Delete** acts as a backspace key. It backs over and erases the last character you typed. In Word 2001, in fact, ⌘-Delete comes set to delete the entire *word* before the cursor, which is often far more useful than deleting just one character, especially when you're in the middle of a writing frenzy.
- **Forward Delete.** This key deletes the character to the *right* of the insertion point—not a function to which most Mac fans are accustomed, but an extremely useful one once you get to know it. When you're in a hurry and trying to correct a typo, for example, you sometimes click to place the insertion point on the wrong side of the letter you want, especially when you're working with italics. In such cases, one tap on this key does just what you want. (Many Mac keyboards lack this key. If you have a numeric keypad, you can use the Clear key instead, as described next; if not, you can use KeySwapper as described in the previous tip.)
- **Clear** acts as a forward delete key, too. On desktop keyboards, it shares a space with the Num Lock key.
- **Help.** Pushing the Help button opens the Word Help window or Max the Mac Plus's "what's your question?" window (depending on whether or not you have Max activated, as described on page 621). If the dog ate your Help key, ⌘-/ does the same thing.
- **Page up and Page down.** These keys move you up and down in the document, one screenful at a time. (If you do want to jump from the top of one *page* to the top of the next, use the Navigator buttons instead, as described on page 22.)

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**Tip:** Remember that you can combine some of these keystrokes—Home, End, Page up, Page down—with the Shift key to *select* text instead of simply scrolling.

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## Keystrokes: The Missing Manual

Microsoft apparently employs seething crowds of programmers who do nothing but dream up keyboard shortcuts for every conceivable Word function. With the

Shift, Option, and ⌘ keys in various combinations, for example, the top-row function keys described in this chapter have second, third, fourth, and fifth functions, resulting in more keyboard shortcuts than any human being could possibly remember (or fit in a 650-page book).


To see the master list of shortcut keys, choose Help→Contents and Index; open the flippy triangle under the heading “Using Shortcut Keys.” Then click either “About using shortcut keys” (for an overview) or “Shortcut keys” (to see the actual list).

## POWER USERS' CLINIC

### The Fkeys

On some Macs, they're tiny; on others, they're full-sized. On some Macs, you have 12 of them; on others, 15. They're the function keys (or Fkeys) stretched along the topmost row of your keyboard.

On modern USB Mac keyboards attached to modern Macs, pressing an Fkey summons a dialog box that invites you to associate a program, document, or folder to that Fkey. When you press the Fkey, the selected icon opens. (This is an Apple feature, not a Microsoft feature.)

If you turn *off* this feature (by choosing →Control Panels→Keyboard clicking the Function Keys button, and turning off “Use F1 through F12 as Hot Function keys”), the Mac will no longer intercept these keystrokes. Now you'll be allowed to use Word's own function-key features, which give you access to a variety of shortcuts, often tasks that would otherwise take *more* than one key or mouse click to carry out.

They may be a bit hard to reach, but once you get familiar with what the Fkeys can do for you, you may become addicted. Here's how the function keys come defined in a new copy of Word 2001—but remember that it's easy enough to change their functions as described in Chapter 17:

**F1** means Undo (the same as ⌘-Z). (There's no predefined Fkey for Redo, although ⌘-Y or Edit→Redo are on hand if you change your mind *again*.)

**F2, F3, and F4** correspond to the Cut, Copy, and Paste commands described earlier this chapter (⌘-X, ⌘-C, and ⌘-V).

Why should you use the Fkeys for simple functions like

copying and pasting when you're already in the habit of using the ⌘-key combinations? The answer is in your keyboard. Most Mac laptops have only one ⌘ key, and it's on the left side. If you have one of these, you'll probably find the single Fkey to be more convenient than a two-key combination.

**F5** (Go To Same, also ⌘-G) calls up the Go To tab of the Find and Replace dialog box (see page 64).

**F6** (Other Pane) moves the insertion point to the other pane of a split window. You can use Shift-F6 to go back to the original pane, but why? Hitting F6 a second time does the same thing.

**F7** (Proofing, also ⌘-Option-L or Tools→Spelling and Grammar) takes you to the first instance of a misspelling or instance of questionable grammar (by Microsoft's reckoning) and calls up the Spelling and Grammar dialog box.

**F8** (Extend Selection) puts you in Extended selection mode, as described on page 26.

**F9** (Update Fields) is useful only if you've added *fields* to your document, as described on page 218.

**F10**, all by itself, doesn't do anything. It's the key that time (or Microsoft) forgot. Open your Tools→Customize command and assign your favorite function to it (see page 581).

**F11** (Next Field) works only when your document has fields (page 21).

**F12** (Save As) opens the Save As dialog box. Note there is no Fkey shortcut for the Save function. (F10, anyone?)

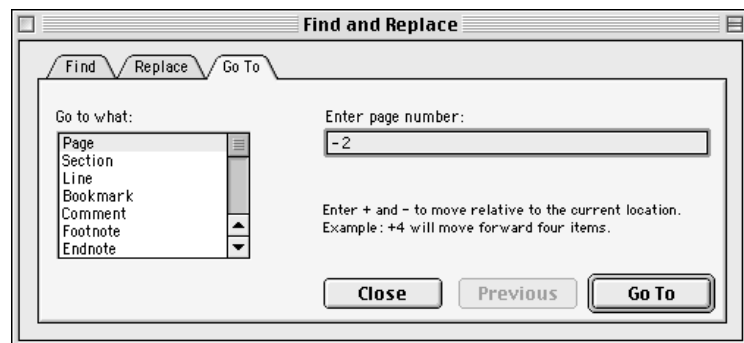
To print out a list of all Word shortcut keys for future reference, choose Tools→Macro→Macros. Choose “Word commands” from the “Macros in” pop-up menu, click ListCommands in the macro list, then click Run. In the dialog box that comes up, click “Current menu and keyboard settings,” then click OK. When the dialog box goes away, choose File→Print.

The list is several pages long and contains commands you may never use. But when you find yourself using the same menu commands over and over, it’s worth taking a look to see if a keyboard shortcut exists.

## The Go To Command

The scroll bar and arrow keys can get you pretty close to where you want to go in a long document, but it’s possible to tell Word where you want to go today with much greater precision. Double-clicking the Status bar (see page 24), pressing ⌘-G (or F5), or choosing Edit→Go To opens the Go To tab of the Find and Replace dialog box, as shown in Figure 2-4.

**Figure 2-4:**  
*Typing -2 in the “Enter page number” box will scroll, and move the insertion point, backwards exactly two pages. You choose your unit of measure (pages in this example) in the “Go to what” box.*



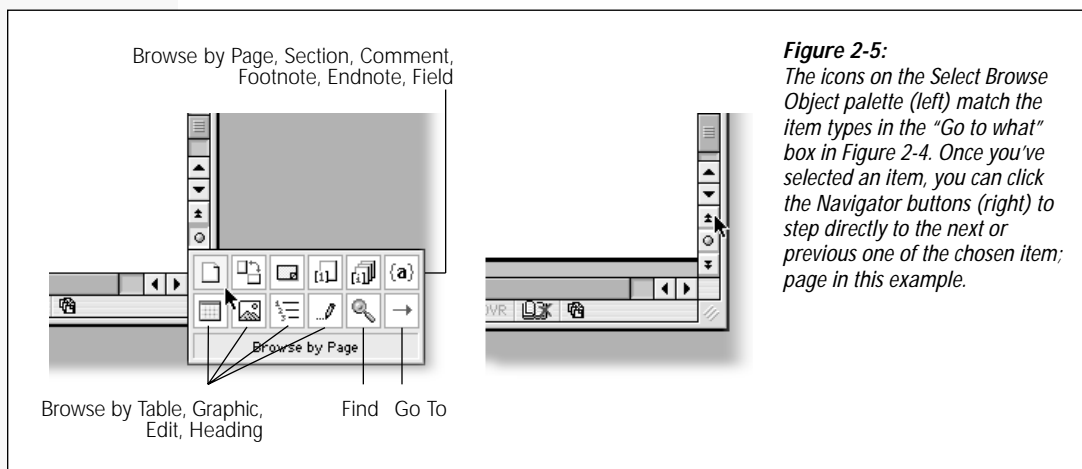
The Go To tab looks simple, but there’s a lot you can do with it:

- **Enter a page number.** If you know what page you want to travel to, just enter the number in the “Enter page number” box and hit Return (or click Go To if you’re a mouser).
- **Jump a certain number of pages forward or back,** as described in Figure 2-4.
- **Step through your document page by page.** Just keep pressing Return (or Enter) without doing anything else in between after entering 1, for example, in the “Enter page number” box. (Microsoft calls this “browsing.”) (Of course, a less dialog box-intensive method of jumping from one page top to the next is to use the navigator buttons described below.)
- **Choose a specific item type to go to** in the “Go to what” box at the left. It can be as much as a section (see page 125) or as little as a line. You can check all your

comments (see page 167) or all your footnotes at once, by hitting Return repeatedly after selecting your unit of choice. (Jumping from one Heading, Graphic, Table, Comment, or Footnote to the next can be particularly useful in complex documents.)

### The Navigator Buttons

All these nifty browsing features are also available by mouse, at the lower right corner of every Word window, as shown in Figure 2-5. As shown on the left in Figure 2-5, the double-headed arrows are called Navigator buttons. When you choose an item in the “Go to what” box (see Figure 2-4), you can click the Navigator buttons to go forward and back from one to the next.



**Figure 2-5:** The icons on the Select Browse Object palette (left) match the item types in the “Go to what” box in Figure 2-4. Once you’ve selected an item, you can click the Navigator buttons (right) to step directly to the next or previous one of the chosen item; page in this example.

As shown at the left in Figure 2-5, you click the tiny round Select Browse Object button to choose *how* you want the Navigator buttons to take you through your document. Just click one of the icons, which are described below, in the pane that pops up.

When you change the browse object, the change affects all open documents. If you’ve been browsing a big document by *sections*, and then switch back to a shorter one that you want to look through by the *page*, you have to change the browse object again.

**Tip:** You can check the current setting by positioning the cursor over one of the double-arrow buttons without clicking. A little pop-up label says “next page,” “previous page,” or whatever. However, you don’t even need to do that when the Navigator buttons are set to browse by page: In that case, the double arrows on the buttons are black. When any other browse object has been selected, the double-arrows are lighter and grayer.

- **Browse by Page.** This is the default setting when you open a new document. With each click of a double arrow, you jump to the top of the next (or previous) page.

(Contrast with the Page up/down keys, which scroll one *screen* at a time, even if that means you're jumping only half of a page.)

- **Browse by Section.** When this setting is selected, the Navigator buttons take you from the top of one *section* to the next. Needless to say, this is most helpful if you've actually used section breaks in a document (see page 125).
- **Browse by Comment.** Word's Reviewing features (see Chapter 5) lets you attach comments to a document, so that you can provide typed feedback to the author. Either way, this setting lets you skip from such one comment to the next, bypassing the remainder of the text. (It's a very good idea to browse by comment before you send a document with your comments out into the world.)
- **Browse by Footnote, Browse by Endnote.** Similar to Browse by Comment, these settings take you directly from one note to the next. (See page 183 for more on footnotes and endnotes.)

---

*Tip:* If you're viewing the notes in a split screen, the bottom screen (the one with the notes in it) has its own Navigator buttons, which are *always* set to the browse object of that pane's contents, be it footnotes, endnotes, or comments.

---

- **Browse by Field.** When you've used the Data Merge feature (see page 239) or otherwise placed *fields* in your document (page 213), you can use the Navigator buttons to skip from one field to the next. This browse feature is really useful, because fields can look exactly like ordinary text and be easily missed. When you use this feature to browse, Word helpfully highlights fields as it finds them.
- **Browse by Table.** This feature makes the Navigator buttons jump directly from one *table* to the next (see page 155).
- **Browse by Graphic.** Choosing this browse object does nothing unless your document contains pictures, drawings, paintings, or scanned photographs. If it does, then the Navigator buttons move you from one graphic to another, skipping everything in between.
- **Browse by Heading.** This command is actually a two-in-one browse object. If you're working in Outline view (see page 197), the Navigator buttons move the insertion point item by item, hitting each entry in your outline.

This browsing method also works if your document's *styles* (see page 129) include any Heading styles. You use these preformatted font styles to set off chapter titles, captions, or subtopics. When you browse by heading, your insertion point skips from one heading to the next, bypassing all the mere mortal body text in between.

- **Browse by Edit.** Unlike the other browse objects, this one has a limited short-term memory. Word only remembers the last three places you clicked in your document. See the sidebar below for details.

---

**Tip:** Once you've selected a browse object, you're not stuck with using the mouse to click the Navigator buttons. The keyboard shortcut *Shift*-Page up or Page down takes you from one item to the next.

---

GEM IN THE ROUGH

## Back to Where You Once Belonged

The Go Back command is unique in Microsoft Word, and it's fantastically useful. No matter where you are in a document, this command scrolls directly back to the last place you clicked (which usually means the last place you edited text)—even if it was in another open document.

You'll find this command useful in a number of circumstances: After splitting the window and then unsplitting it and finding yourself deposited in the wrong part of a document; when you've just opened up a document that you were editing yesterday and want to return to the spot where you stopped; when you reconsider an edit that you just made and think the better of it after scrolling to a new location; and so on.

Better yet, Word doesn't just remember the last place you clicked; it remembers the last *three* places. Each time you use the Go Back command, your insertion point jumps among these four places—the last three edits and your current position—even if that means bringing different document windows forward.

You can trigger the Go Back command by pressing ⌘-Option-Z or using the Navigator buttons described above. If you fall in love with this feature, as you might, consider changing the keystroke to something easier to remember, such as ⌘-G or F10. (See Chapter 17 for instructions on changing a keystroke.)

## Finding and Replacing

When you're editing a document, you sometimes know exactly what you want to revise, but you just don't know where it is. For instance, you want to go back and read the paragraph you wrote about *mansions*, but you don't remember what page it was on. Or suppose you've found out that you misspelled Sarah's name all the way through an article about her. You have to go back and replace *every* occurrence of Sara with Sarah—but how do you make sure that you've got them all?

That's where Find and Replace comes in.

### Find

If you just want to find a certain word (or even part of a word), choose Edit→Find (or press ⌘-F). The Find and Replace dialog box opens, as shown in Figure 2-6. Type the word you're looking for, and then click Find Next (or press Return).

Now Word searches for your search term, starting from the position of the insertion point; if it finds what you're seeking, it scrolls to, and highlights, that word or phrase in your document. (If it doesn't find any occurrences, an error message tells you so.)

If Word finds an occurrence, but it's not the one you had in mind, you can keep clicking Find or hitting Return to find successive occurrences. When Word gets to the end of your document, it starts searching again from the beginning. When it

finally wraps around so far that it finishes searching the whole file, another dialog box lets you know.

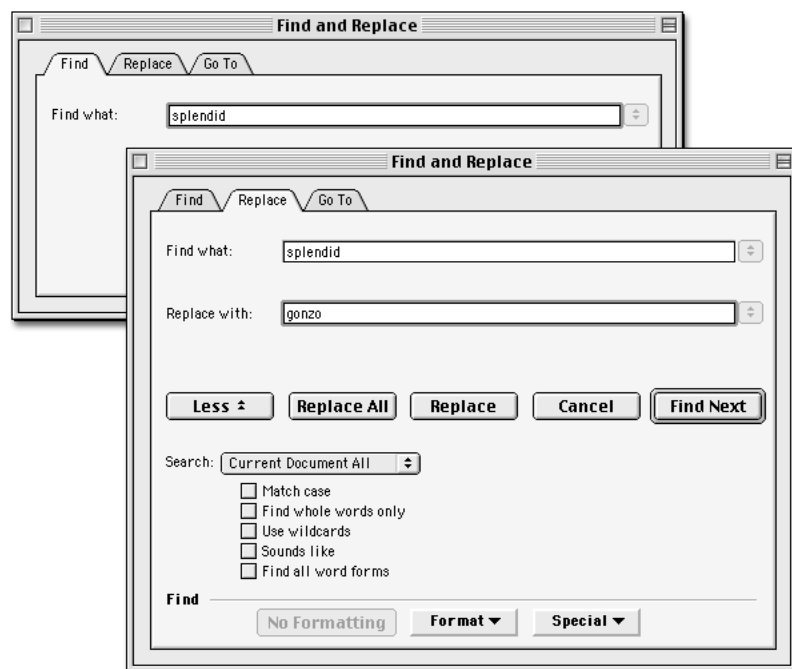
The Find box remains on the screen throughout the process, but don't let that stop you; you can pause and edit your document at any time. Just click in your document window, sending the Find box to the background. To resume your search, click the Find dialog box to bring it forward, then click Find Next.

**Tip:** The keystroke ⌘-G means “find the next occurrence of whatever I just searched for.” The advantage is that it works even after you've closed the Find box altogether—and (provided you haven't closed the document) even if you performed your search hours ago.

**Figure 2-6:**

*Top left: The Find dialog box.*

*Bottom right: The expanded Replace box. The Format and Special menus as the bottom of this dialog box enable you to search for a font, typestyle, paragraph break, and so on. If you'd like to find all your italics and change them to boldface, or find all the dashes and delete them, this is the way to go about it.*



## Replace

Although you can do edits and replacements in conjunction with the Find command as explained above, Word has a more streamlined process for making the same replacement over and over. Choosing Edit→Replace (⌘-H) opens the Replace tab of the Find and Replace dialog box.

Once again, you start by typing the word or phrase you want to replace in the “Find what” box. This time, however, you press Tab or ⌘-I to jump into the “Replace with” box; and type the new, improved replacement text.

When you click Find Next or press Return, Word searches the document and stops at the first match. Now you have a decision to make. After examining the highlighted phrase in context, click one of these buttons:

- **Replace.** This button means, “Replace this search term with my replacement text, then find the next occurrence of the search term.”

---

**Caution:** If you simply press Find Next or Return, Word doesn't make the replacement. You have to click the Replace button (or press ⌘-R) each time.

---

- **Replace All.** If you don't need this occurrence-by-occurrence interview, and you're sure you want to replace every occurrence of the search term in entire document, click Replace All (or press ⌘-A).

Be very careful, however; in most cases, it's safer to check each case to make sure the replacement is appropriate. For instance, if you're replacing “rite” with “right,” Word will change even “criteria” to “crightria,” giving quite an unexpected surprise to your editor, professor, or boss. In Use Replace All only when there's little chance for that kind of confusion, and do a careful proofread afterwards.

- **Find Next.** Suppose that, as you're searching for every occurrence of “Sara” to replace it with “Sarah,” Word finds and highlights the first four letters of the word Saratoga. Clearly, you don't want Word to change this occurrence. In that case, just click Find Next (or press Return) to leave this occurrence alone and jump to the next one.

#### FREQUENTLY ASKED QUESTION

### Converting Quotes from Curly to Straight, or Vice Versa

*I've been told to convert all of Word's automatic, typographically correct “curly quotes” into Internet-friendly “straight quotes” before posting it on a Web page or sending by email. How do I do that?*

As you've noted, Word converts your quotes automatically as you type, curling open and close quotes (and single quotes) as appropriate. To turn this feature off, choose Tools→AutoCorrect; click the AutoFormat As You Type tab; and turn off “Straight quotes with curly quotes.”

You can also leave this feature turned on, but just make the *occasional* curly quote straight—such as when you want a “ mark to designate inches. The solution is simple: Just

after typing the quote mark, press ⌘-Z or F1. Word straightens it instantly.

But to perform global surgery on an entire document, turning all curly quotes into straight ones (for example), choose Tools→AutoCorrect; click the AutoFormat As You Type tab; and turn off “Straight quotes with smart quotes.” Click OK.

Now choose Edit→Replace. In both the “Find what” and “Replace with” boxes, type ‘ or “, and then click Find Next or Replace All. Word straightens all single or double quotes, as appropriate. (To curlify all straight quotes, repeat the procedure with the “Straight quotes with smart quotes” checkbox turned on.)

## Advanced Find

Clicking the More button at the bottom of the Find or Replace tab (or pressing ⌘-M) makes the dialog box sprout an additional, secret panel. It offers even more precision controls for narrowing your search.

- The **Search** pop-up menu tells Word where to search. **Current Document All** starts the Find function from the very beginning of the document. **Current Document Down** and **Up** search forward and backward from the insertion point, and **All Open Documents** searches from the beginning of each document in the order that you opened them, moving automatically from one to the next.
- Turn on **Match case** (or press ⌘-H) when you want to find or change words only when they're capitalized a certain way; for instance, when you want to find the name Mike but skip over words like "mike."
- **Find whole words only** (⌘-Y) is a very powerful safety option. It tells Word to only look for the search term if it's separated from surrounding text by a space or punctuation mark—if it's a whole word unto itself, in other words. If you're searching for the word "men," for instance, checking this box prevents Find from stopping on (or, worse, replacing) "menu" and "document."
- Checking **Use wildcards** (⌘-U) lets you use special characters to *stand in* for actual letters, in cases where you're unsure of the right letter or want to look for more than one spelling at a time. For example, ? stands in for any one letter or character. Entering *f?r* in the "Find what" box finds occurrences of "far," "for," "ferry," and so on. You can use \* to represent any string of one or more letters (or other characters). Thus, entering *c\*r* would find words like "car," "carrier," and "rancor."

When you'd settle for finding any one of *specified* characters, put them in brackets. For instance, use *f[au]nny* to find all occurrences of both "fanny" and "funny" in your document.

Finally, an exclamation point indicates that you want to find any character *except* the one in the brackets. For example, *[!f]unk* finds "hunk," and "spunk," but not "funk."

---

**Tip:** There are quite a few more wildcard characters in Word, which you can use, independently or in combination, to send Word on incredibly complex, convoluted searches. To see a list of all wildcards, enter *wildcards* in the Office Assistant's or Word Help window's Search box, and choose "Type wildcards for items you want to find."

---

- **Sounds like.** Turn on this box and enter a phonetic spelling for the word or words you're hunting for. Entering "there" finds every occurrence of "there," "their," and "they're." This option really comes in handy when you can't remember the spelling of a name; you can enter "lee" to find Mr. Leigh or Ms. Li.

- **Find all word forms.** This option finds all those irregularly spelled English nouns and verbs, and it's pretty smart. For instance, if you're trying to find all the places where your article mentions running, type *run* and turn on this box. Word finds "ran," "runs," and "running"—but not "runner."

## Finding by Format

Word is sometimes described as the Feature List that Ate Cleveland. Dozens or hundreds of features lie untapped by the vast majority of its owners.

But here's a buried feature that's well worth noticing: It's the Format pop-up button at the bottom of the Find dialog box, which lets you search for text according to its *formatting* (alone, or in combination with words typed in the "Find what" box.) By opening this Format menu, you'll see that Word lets you search for:

- **Font.** You can find not just occurrences of, say, Times or Palatino, but also font *characteristics* like bold, italic, blue, 12-point, double-underline, shadow, and so on—in any combination.
- **Paragraph.** Locate paragraphs according to their indentation, line spacing, leading, outline level, page breaks, and so on.
- **Tabs.** Search for tab stops by position and type.
- **Language.** Searches for text you've designated as being in a certain language (by highlighting the text and then choosing Tools→Language).
- **Frame.** Locates any *frame* (page 152), according to any of its attributes.
- **Style.** Lets you search for, or replace, any of your document's styles (page 129).
- **Highlight.** Finds text you or a colleague has highlighted using the Highlight tool on the Reviewing toolbar (see page 168).

You can use this powerful feature in dozens of situations. Sometimes it's useful when you just want to *find* something, like this:

- Type *the* in the "Find what" box. Choose Format→Style and choose one of heading styles you've used in your document. (See page 129 for more on styles.) Word finds the word "the" only when it occurs in a heading.
- Click inside the empty "Find what" box; choose Format→Font. In the resulting dialog box, click Italic, and then click OK. Word will now find every italicized word in the document, one by one.

The uses of this feature become even more amazing when you use the Replace function at the same time:

- Suppose that, in keeping with your newspaper's style guide, you decide to put Microsoft's name in bold type, everywhere it occurs. Type *Microsoft Corporation* in the "Find what" box. Click in the "Replace with" box, choose Format→Font, choose Bold in the Font Style box, and click OK. Now, when you click Replace All, Word puts all occurrences of the phrase "Microsoft Corporation" in bold.

---

**Tip:** You don't have to type *Microsoft Corporation* again into the "Replace with" box; since you specified a format, Word assumes that you don't intend to change the text itself.

---

- You want to create a quick table-of-contents document. You decide that the easiest way is to remove all the words in your document that *aren't bold*, leaving behind only the paragraphs that appear in bold type (your headings, that is).

So you'd leave both Find and Replace boxes empty. But you'd click in the "Find what" box, choose Format→Font, click NotBold, and click OK. By leaving the "Replace with" box empty, you're telling Word to *delete* every occurrence of the specified "Find what" item (in this case, text that's not bold). When you click Replace All, Word vaporizes all the body text of your document, leaving behind only the boldface type.

- Click in the "Find what" box and choose Format→Tabs. Word shows you a dialog box similar to the one where you set tabs (see page 115). Type .5 in the "Tab stop position" box and click OK. Click in the "Replace with" box, choose Format→Tabs and type 1 in the "Tab stop position box." Use the radio buttons in the "Find Tabs" dialog box to tell Word what kind of tab you're searching for. Word will not find tabs if the alignment doesn't match.

Finally, click OK. Word finds all the paragraphs with half-inch tabs and changes them to one-inch tabs.

- Someone has turned in an article to you that contains headings. But the author used simple boldface for the headings, rather than using the Heading 1 *style* (see page 129); as a result, you can't use Word's Outline view to see just the headings.

The solution is simple: Click in the empty "Find what" box. Choose Format→Font, choose Bold in the Font Style box, and click OK. Now click in the empty "Replace with" box; choose Format→Style, select the Heading 1 style, and click OK. Now, when you click Replace All, Word changes all bolded paragraphs to Heading 1 style.

Your formatting selections are shown just below the "Find what" box. Click No Formatting to erase them (in readiness for a different search, for example).

---

**Note:** If you've set up an elaborate string of formatting characteristics (Palatino, Heading 1 style, 12 point), there's no way to delete only one of them; you must click No Formatting to delete all of them and build the list again.

---

## Finding Invisible Characters

The Special menu at the bottom of the Find and Replace dialog box lets you incorporate nonalphanumeric "characters" into your search. It also lets you search for document features that have nothing to do with words, such as column breaks, paragraph breaks, and hyphens.

When you choose one of these items from the Special menu, Word places the character code for it in the “Find what” box. You can use more than one of these choices and use them with wildcards, as described above.

The Special menu really shows its power in Find and Replace operations. Some examples:

- Suppose your document is filled with typographically correct dashes; but you’re well aware that these dashes may turn into gibberish if posted on a Web page or emailed. To convert them into double hyphens, click in the “Find what” box and choose Special→Em Dash (for a long dash, like this —) or En Dash (for a shorter dash, like this –). Click in the “Replace with” box and type two hyphens (--). When you replace all, Word replaces dashes with hyphens.

---

**Tip:** To replace both kinds of dashes in one pass, choose both from the Special menu, one after the other, and place brackets around them in the “Find what” box.

---

- To eliminate all comment marks (see page 167), you must first take a step you might not guess: On the Formatting Palette, open the Document flippy triangle and click the ¶ button, so that Word shows symbols for such normally invisible symbols as spaces, tabs, and (here’s the point) comment marks. Make sure revision tracking (page 169) is turned off.

In the Find and Replace dialog box, click in the “Find what” box and choose Special→Comment Mark. Leave the “Replace with” box empty. When you click Replace All, Word will delete all comments (and yellow comment marks) from your file.

- To take out column breaks and let the text reflow, click in the “Find what” box and choose Special→Column Break. Click in the “Replace with” box and choose Special→Paragraph Mark to ensure that the paragraphs in the now-joined columns don’t run into each other.
- A Word document may look fine if there’s just one press of the Return key after each paragraph; the style in question may have built-in “blank lines” between paragraphs. But if you try to paste the document’s text into an email message, you’ll lose the blank lines between paragraphs.

The solution is to replace every paragraph mark with *two* paragraph marks before copying the document into your email program. Click in the “Find what” box and choose Special→Paragraph Mark; then click in the “Replace with” box and choose Special→Paragraph Mark *twice*. Word replaces every paragraph mark (which Word represents with the code ^p) with two consecutive paragraph breaks (^p^p).

- To save yourself typing, you can insert abbreviation codes into a Word document, then replace them with much longer passages of boilerplate text. Before searching, copy the replacement text to the clipboard; type the abbreviation code

into the “Find what” box; click in the “Replace with” box; and choose Special→Clipboard Contents. Finally, click Replace All.

**Tip:** You’ll see the Special→Clipboard Contents command only when you’ve clicked in the “Replace with” box. In other words, you can’t search for something you’ve copied to the clipboard. That’s unfortunate; almost everyone, sooner or later, comes across a Word document filled with some strange symbol—little white squares, Symbol-font squiggles, or some other mysterious character. It would be nice if you could copy one instance to the clipboard, so that you could replace all instances with, for example, nothing.

In such situations, you can usually get away with *pasting* the copied mystery symbol directly into the “Find what” box.

To undo selections you’ve made from the Special menu in the Find and Replace dialog box, select and delete the characters that Word placed in the “Find what” or “Replace with” boxes.

## POWER USERS’ CLINIC

### The Hidden Dialog Box Keystrokes

If you find using the tiny menu buttons at the bottom of the Find and Replace dialog box a bit unwieldy to operate with the mouse, you wouldn’t be the first. Just searching for all bold words and changing them to italic, for example, requires *ten* mouse clicks—and a lot of concentration.

Fortunately, you can do all of it from the keyboard—if you know the secret keystrokes. Unfortunately, there’s no easy way to find out what they are; there’s no way to make little underlines appear on the screen in Word 2001, as there was in Word 98.

Here, for your reference, are the keystrokes that operate the Format menu button and its menus (press  $\mathbb{O}$  in conjunction with the underlined letters shown here):

Format, Font, Paragraph, Tabs, Language, Frame, Style, Highlight.

To change all occurrences of a style called BoldHead to Heading 1 style, for example, you could flail away at the keyboard like this:

$\mathbb{O}$ -O (opens the Format menu); S (to choose Style—once the menu is open, you don’t actually need the  $\mathbb{O}$  key); B (to highlight the closest style name); arrow keys (to highlight the BoldHead style name); Enter (to close the Style dialog box); Tab (to move to the “Replace with” box);  $\mathbb{O}$ -O (opens the Format menu again); S; H (to highlight Heading 1); Enter;  $\mathbb{O}$ -A (to trigger the Replace All command).

You may find it preposterous that anyone would use this feature enough to save time by learning these keystrokes—but if so, you’re probably not an editor whose bread and butter is making such global formatting revisions to author manuscripts!

## Spelling and Grammar

Whatever your document—term paper, résumé, or letter to the milkman—typos can hinder its effectiveness and your credibility. When you let mistakes remain in your document, your reader will begin to doubt that you put any time or care into it at all. Word helps you achieve the perfect result by pointing out possible errors, leaving the final call up to you.

---

**Tip:** A new spelling-related feature in Word 2001 may have been doing you good without your even noticing. When you make a typo that even a Somnolent reader would notice, such as *wodnerful* or *thier*, Word makes the correction automatically, instantly, and quietly. (You can always press **⌘-Z** or **F1** immediately afterward if you really intended the misspelled version.) Technically, Word is using its spelling dictionaries as fodder for its AutoCorrect feature, as described on page 84.

As a bonus, the spelling checker in Word 2001 is finally smart enough to recognize run-together words (such as *intothe* and *giveme*) and propose the split-apart versions as corrected spellings.

---

There are two basic modes to Word's spelling and grammar features:

### Check Spelling as You Type

Word's factory setting is to check spelling and grammar continuously, immediately flagging any error it detects as soon as you finish typing it. Each spelling error gets a red, squiggly underline; each grammatical error gets a green one. These squiggly underlines (which also show up in the other Office programs) are among the most noticeable hallmarks of Office documents, as shown in Figure 2-7.

If you can spot the problem right away—an obvious spelling error, for example—simply edit it. The squiggly underline disappears as soon as your insertion point leaves the vicinity. It's often more fun, however, to **Control-click** each error (see Figure 2-7), which opens a contextual menu to help you handle the correction process. Here are the commands you'll find in this contextual menu:

- **Help** opens the Word help system, as described in Appendix B.
- The next segment of the contextual menu contains **spelling suggestions** from Word's dictionary. It says "(no spelling suggestions)" if Word has none.

If one of these suggestions is the word you were trying to spell, just click it; Word instantly replaces the error in your document and makes the squiggly line evaporate.

- Choosing **Ignore All** from the contextual menu tells Word to butt out—that this word is spelled exactly the way you want it. Once you've chosen this command, the underlines disappear from *all* occurrences of that term *in this document*. (If you use the same spelling in a new document, however, Word will flag it as an error again. To teach Word the word forever, add it to the custom dictionary, as described next.)
- As you've probably figured out by now, Word underlines a word not necessarily because it's spelled incorrectly, but because it's not on Word's list of correctly spelled words. Occasionally, you have to "teach" Word a new word. The **Add** command does exactly that.

Word maintains word lists called custom dictionaries. When Word checks spelling as you type, the **Add** command on the contextual menu instantly adds the word to the current custom dictionary. You can also edit a custom dictionary directly, as described on page 79.

- The AutoCorrect pop-up menu gives you access to matching choices from Word's AutoCorrect list (see page 84). Often, but not always, these choices are the same as the alternate spellings from the custom dictionary.
- **Spelling** opens the Spelling dialog box; it's the equivalent of the Tools→Spelling & Grammar command, in that it initiates a spelling and grammar check starting from your current place in the document. It doesn't offer any more correctly spelled alternatives than the contextual menu does, but it's a convenience if, having discovered one typo, you figure you may as well go through with a full-fledged spell check.

**Figure 2-7:**

*Top: When Word is set to check spelling and grammar as you type, errors are underlined as you go.*

*Middle: Control-clicking each error opens a contextual menu that contains suggested spellings and commonly used Spelling & Grammar commands.*

*Bottom: Choosing "About this sentence" prompts the Office Assistant to explain the grammatical issue (bottom). Press Option-F7 to move on to the next misspelling (provided you've turned off interference from the Mac's own Fkey feature, described on page 60).*

**Monet in the 20<sup>th</sup> Century at the Museum of Fine Arts, Boston**

Paris's Musee D'Orsay, where the Louvre's extensive Impressionist collection is housed, is widely considered the best place to view the work of Claude Monet. But this fall, Boston's Museum of Fine Arts has the privilege of hosting an unprecedented, and perhaps never to be repeated, exhibition of Monet's work. "Monet in the 20th Century"

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**Monet in the 20<sup>th</sup> Century at the Museum of Fine Arts, Boston**

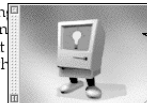
Paris's Musee D'Orsay, where the Louvre's extensive Impressionist collection is housed, is widely considered the best place to view the work of Claude Monet. But this fall, Boston's Museum of Fine Arts has the privilege of hosting an unprecedented, and perhaps never to be repeated, exhibition of Monet's work. "Monet in the 20th Century" traces the career from 1900 onwards and into the artist's discipline, genius, and devotion. While exhibit, I came to realize that there are lots of artists in very few painters. Very few who have earned that title kind of love and care that Monet gave to his chosen pr

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- Spelling...

"Monet in the 20th Century" appears at Boston from September 20 until December 27. After that it will be shown at the Royal Acad

see privately-owned works and the arrangement and date is what offers the viewer in that he was experimenting with, and what went from one painting to the next was the ways learning something new.



**Compound Words**

For standard spelling, some pairs of words work sensibly together simply by being next to each other. These pairs do not need a hyphen to emphasize their relationship nor should be combined into one word.

- Instead of: Roger has a highly-developed taste for fine cheeses.
- Consider: Roger has a highly developed taste for fine cheeses.

hibit is devoted entirely to Monet's Water Lilies. His grounds of his Giverny home have been reunited gical order. You can see how for the first several i the pond, he tries different ways of showing the ping willow tree. Later, the tree disappears as he urface of the water and the flowers themselves. With the

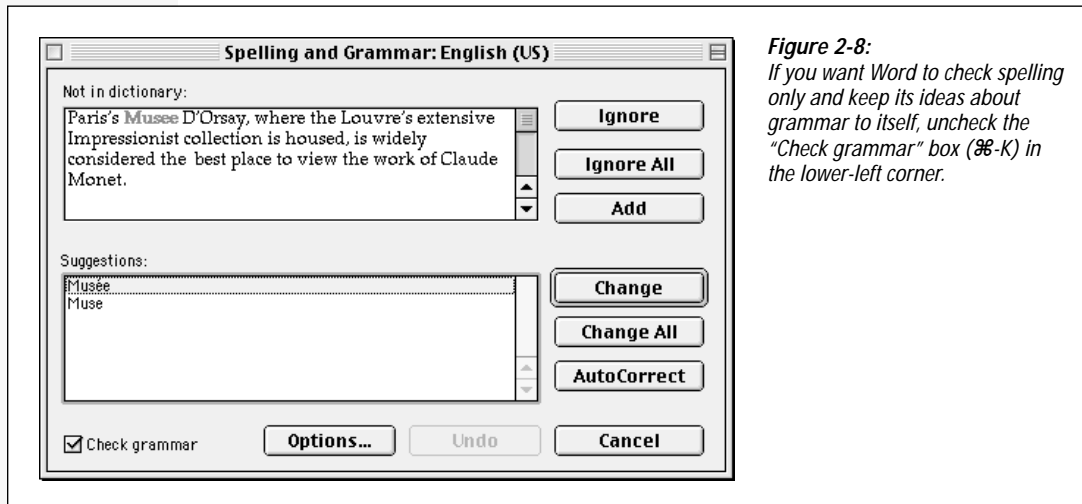
## Checking Spelling and Grammar All at Once

If you find it annoying when Word flags incorrect or unusual spellings as you type, you can turn that feature off, as described in Figure 2-9, and check spelling on demand—once at the very end, for instance. If that's the way you like it, choose Tools→Spelling and Grammar (or press F7, or ⌘-Option-L) to open the Spelling and Grammar dialog box (Figure 2-8).

Word scans your document, starting at the insertion point, and shows you errors one by one in the "Not in dictionary" box, as shown in Figure 2-8. As a courtesy,

Word shows you the “error” in context, picturing the whole sentence in the text box with the specific spelling error shown in red. Your options are:

- Click **Ignore** (⌘-I) to skip over the error without doing anything. If you don’t want Word to flag this particular error again (in this document), click **Ignore All** (⌘-G).



**Figure 2-8:**  
If you want Word to check spelling only and keep its ideas about grammar to itself, uncheck the “Check grammar” box (⌘-K) in the lower-left corner.

- As described under “Check spelling as you type,” clicking **Add** (⌘-A) adds the highlighted word to the custom dictionary. From here on out, in every document, Word will understand this spelling to be a correct one.
- In the lower, Suggestions list box, Word shows you some similarly spelled words from your main and custom dictionaries. Using the mouse or the up/down arrow keys, highlight one of them and click **Change** (⌘-H) to accept that spelling just this once, or **Change All** (⌘-L) to swap all occurrences of the highlighted word—in this document—with the selected suggestion.
- If you agree that something is misspelled, but you don’t see the correct spelling in the Suggestions list, you can make the correction directly in the top text area, using any of Word’s editing tools. (This is a handy trick when Word discovers a typo like “;lkjijijijijj”—a sure sign that you’d fallen asleep on the keys. It’s a simple for you to drag across the mess—right there in the dialog box—and press the Delete key to fix the error.)

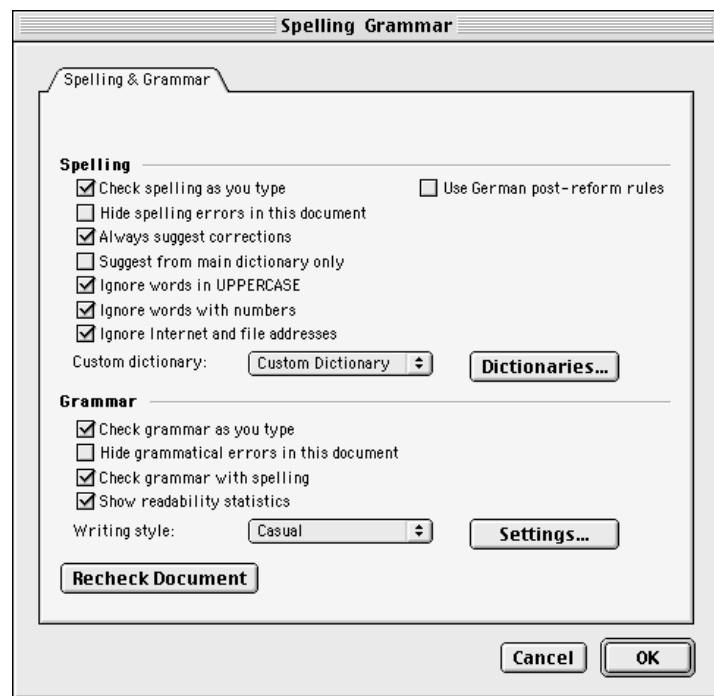
Then click **Change** or **Change All**, as described above, to apply your change to the document itself. You can also click **Undo Edit** (⌘-U) if you change your mind. (The **Ignore** button changes into **Undo Edit** as soon as you start typing in the window.)

- Whether you make a choice from the Suggestions window or make a change in the editing window, clicking the **AutoCorrect** (⌘-R) button tells Word to make

the change as you type from now on, using the AutoCorrect feature. When you do so, Word enters your typo/correction pair to its AutoCorrect list, which you can view by choosing Tools→AutoCorrect and scrolling down through the list. (See page 84 for more information on working with the AutoCorrect feature and its dialog box.)

**Figure 2-9:**

*The Edit→Preferences→Spelling & Grammar tab is command central for making Word's spelling and grammar features work for you. When you click "Check spelling as you type" or "Check grammar as you type," Word automatically unchecks the "hide" choices. You can still check "Hide spelling errors" or "Hide grammatical errors" to temporarily, on a document-by-document basis, get Word's squiggly underlines out of your way.*



- The **Undo** (⌘-U) button is a lifesaver for the indecisive. After you've made a correction, after you've clicked Change, even after you've created a new AutoCorrect pair, you can click Undo and take back your last change. Better still, the Undo command works even after you click Change and Word has moved on to the next error. In that case, Word backtracks to the previous change and undoes it. In fact, you can keep on clicking Undo and reverse all changes you've made, all the way back to the start of your document.

The beauty of the Undo button here is, of course, for those occasions when you're spell checking rapidly, and realize that you've just accepted one of Word's suggestions a bit too hastily.

- The **Options** (⌘-O) button opens the Spelling & Grammar tab of the Preferences dialog box, shown in Figure 2-9.
- **Close** (Esc) calls a halt to the spelling and grammar check and dismisses the dialog box.

When you're running a spelling and grammar check, the Office Assistant balloon often opens to explain the grammatical principle at work. Turn the Office Assistant off (see page 621) if you have no use for this reading material.

WORKAROUND WORKSHOP

### Word Versus the Grammar Lady

Word's grammar-checking feature can come in handy for alerting you to obvious slip-ups or awkward sentences—but don't rely on it as the final arbiter of grammatical correctness. Some of Word's grammar error messages are unclear, too broad, or just plain wrong.

For example, in the name of avoiding the passive voice, Word would have you change "We are not permitted by law to diagnose or prescribe" to "Law, to diagnose or prescribe, does not permit us." Obviously, in this case, Word's solution is worse than the problem. Or Word will flag a hyphenated word like "check-out" and advise you that some compound words do not require a hyphen—but not whether *this* particular compound word does.

Word can also mislead you on whether to use a comma before "that" or "which." Word *always* advises you to use a comma before "which" and never before "that." However, in the sentence "Take all the clothes, including socks, that you'll need for your trip," the comma before "that" is necessary to set off the phrase with "including."

Clearly, you need to rely on your own knowledge of grammar (and a healthy dose of common sense) in order to decide when to accept Word's suggested grammar changes—and when to click Ignore. A quick, online place to look for answers to your grammar questions is [www.grammarlady.com](http://www.grammarlady.com). This Web site offers a free question-and-answer service, message boards, newsletter, and so on.

### Spelling and Grammar Options

To tell Word how much (or how little) help you need with your spelling and grammar, choose Edit→Preferences; in the Preferences dialog box, click the Spelling & Grammar tab. There you'll find these options:

- **Check spelling as you type** turns on and off the red, wavy underlines that mark spelling errors, in all Word documents.
- **Hide spelling errors in this document** turns off "Check spelling as you type" in the current document *only*.
- **Always suggest corrections** prompts Word to show you alternative spellings during spelling checks that use the Spelling dialog box. Without this option, Word will flag errors without proposing suggestions.

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**Note:** Control-clicking a squiggly-underlined word produces spelling suggestions regardless of the "Always suggest corrections" setting.

---

- **Suggest from main dictionary only** tells Word to use only the list of words that came installed with it, ignoring your custom dictionaries. (See page 79 for more detail on custom dictionaries.)

- Turn on **Ignore words in UPPERCASE** if you frequently use acronyms or stock symbols (such as WFMI or ADM). Otherwise, Word will interpret them as misspelled words.
- Turn on **Ignore words with numbers** if you'd like Word to leave words like 3Com and R2D2 alone.
- **Ignore Internet and file addresses** governs whether or not Word interprets URLs (*www.missingmanuals.com*) and file names (Macintosh HD:Documents:Tests) as spelling errors. Because it's unlikely that most Web addresses are in Word's dictionaries, you'll usually want this option turned on.
- **Custom dictionary.** See page 79 for a full explanation of this feature.
- **Check grammar as you type** turns on and off the green, wavy underlines that mark what Word considers grammatical errors, in all Word documents.
- **Hide grammatical errors in this document** turns off "Check grammar as you type" in the current document only.
- Turn off **Check grammar with spelling** if you want to proceed through spelling checks without stopping for grammar issues.
- **Show readability statistics** will please educators and testers, but is probably of little value to anyone else. If you turn on this checkbox, Word applies a readability formula to the document. ("Check grammar with spelling" must be on as well.) The readability formula calculates an approximate grade level based on the number of syllables, words, and sentences in the document; these statistics are displayed in a box at the end of the spelling and grammar check.

Word uses one of two formulas to interpret the results. The *Flesch Reading Ease* score uses a scale of 0 to 100, with 100 being the easiest. A score of 60 or 70 indicates text that most adults could comfortably read and understand. The Flesch-

## GEM IN THE ROUGH

### Checking Foreign-Language Text

The spelling checkers in ordinary, middle-class word processors choke on foreign terms. But not Word, King of the Feature List; it actually comes with different spelling dictionaries for dozens of languages. The program can actually check the English parts of your document against the English dictionary, the French portions against the French dictionary, and so on, all in a single pass.

This amazing intelligence works only if you've taken two preliminary steps. First, you must install the foreign-language dictionaries you intend to use (they're not part of the standard installation), as described on page 619.

Second, you must *tell* Word what language each passage is in. To flag a certain word, passage, or document as (for example) Danish, highlight it. Then choose Tools→Language; in the resulting dialog box, select the language and click OK. You've just applied what Microsoft calls language *formatting*—that is, you've flagged the highlighted text just as though you'd made it blue or bold. From now on, your spelling checks will switch, on the fly, to the correct spelling dictionary for each patch of foreign-language text in your documents.

Kincaid Grade Level Score, on the other hand, calculates grade level according to U.S. averages; a score of 8, for example, means that the document is on the eighth-grade reading level. If you're writing the minutes for your next MENSA meeting, this reading level may seem a little low; for a general audience, it's a good level to shoot for.

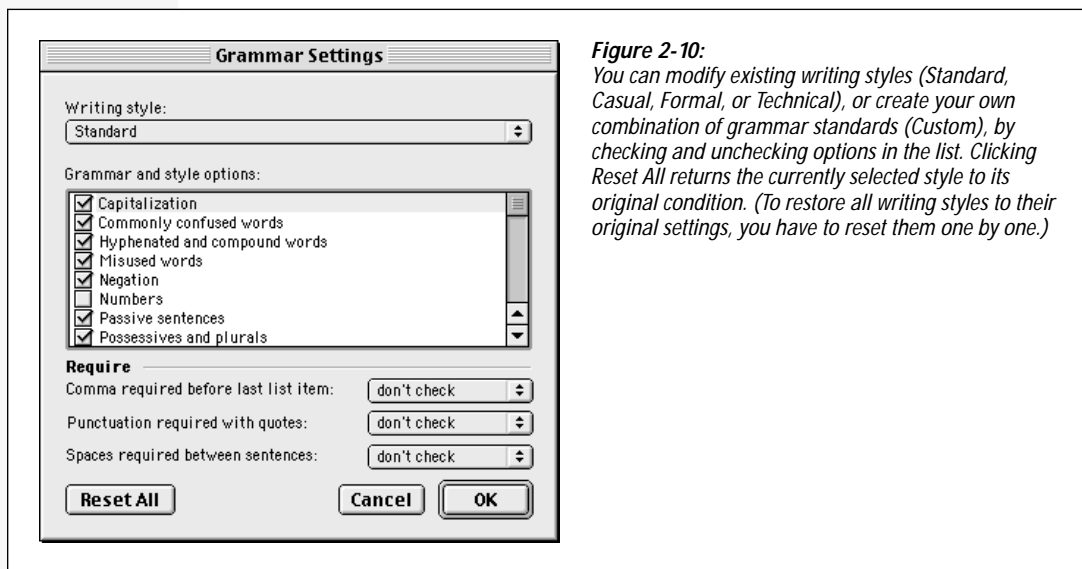
Either way, remember that this is a software program analyzing words written by a human being for specific audience. By no means should you base somebody's entrance to, say, a school according to the scores—they're only extremely crude approximations of approximations.

## Writing Styles

As it's probably occurred to you by now, grammar can be very subjective. Contractions, for example, aren't incorrect; they're just appropriate in some situations and not in others. In an academic or medical paper, long sentences and the passive voice are the norm; in a magazine article, they're taboo. On the other hand, other kinds of errors, such as writing the contraction "it's" when you mean the possessive "its," are something you *always* want to avoid. And when writing poetry or a play in dialect, the usual rules of grammar simply don't apply.

In other words, there are different writing styles for different kinds of documents. Word 2001 not only recognizes that fact, it lets you choose which one you want to use in a given situation. Better still, it lets *you* decide what grammatical issues you want to be alerted to.

To select a writing style from Word's preconfigured list, choose Edit→Preferences→Spelling & Grammar tab. In the resulting dialog box, choose a writing style from the pop-up menu near the bottom of the box under Grammar.



**Figure 2-10:** You can modify existing writing styles (Standard, Casual, Formal, or Technical), or create your own combination of grammar standards (Custom), by checking and unchecking options in the list. Clicking *Reset All* returns the currently selected style to its original condition. (To restore all writing styles to their original settings, you have to reset them one by one.)

To customize writing styles to your own needs, thus becoming your own grammar czar or czarina, click Settings. The Grammar Settings dialog box opens, as shown in Figure 2-10. (If the Grammar settings are dimmed in the dialog box, it's because the Grammar module isn't installed. See Appendix A for installation instructions.)

The choices you make from the pop-up menus under Require apply to all writing styles. Each menu gives you a chance to customize points of style that are more a matter of individual choice than grammar. By default, Word doesn't check for any of the three Require items listed here: whether you put a comma after the second-to-last item in a list (as in: *planes, trains, and automobiles*), whether punctuation goes inside or outside of quotation marks, or the number of spaces between sentences.

If you learned how to write in England, you probably put periods and commas *after* the quotation marks at the end of a quote. In the United States, punctuation is expected to go *before* the quotes. You can choose "inside" or "outside" from the second pop-up menu to have Word check to make sure you're doing it consistently, one way or the other.

If you're going to be sending your text to an editor or layout person for desktop publishing, you'll probably be asked to put just *one* space between sentences; you may have learned how to type with *two* spaces after every period. You can choose 1 or 2 from the bottom menu to instruct Word to check the spacing for you.

You can create your own unique style by choosing Custom from the pop-up menu at the top of the box and turning on any combination of options. When you click OK, the custom style applies to your document; you can't name the style or create more than one custom style at a time.

### Custom Dictionaries and Preferred Spellings

As noted earlier, Word maintains a list of thousands of words that it "knows" how to spell. When it checks your spelling, Word simply compares the words in your document to the words in the list.

To teach Word the words that you're going to be using frequently, you have two options: you can add them to a *custom dictionary*, or, if you have large batches of words that you only use for specific situations, you can create multiple custom dictionaries. You then can choose which dictionary you wish to apply to the document you're currently working on.

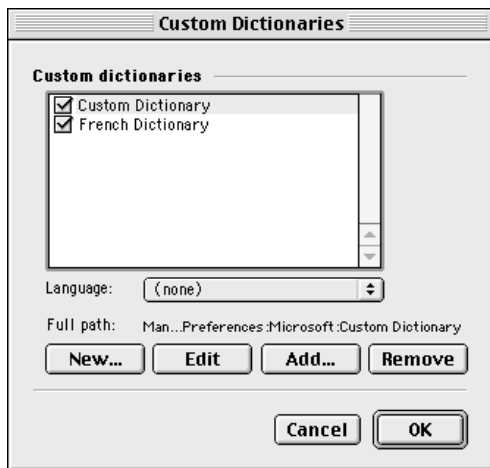
You can't add words directly to Word's *main* (built-in) dictionary, which is permanently "hard-wired," specially encoded for speed. In fact, you aren't even allowed to see it. However, when you add words to a custom dictionary, Word uses them seamlessly along with the main dictionary (as long as you haven't turned on the "Use main dictionary only" box in the Edit→Preferences→Spelling & Grammar tab).

#### *Editing the custom dictionary*

To add words to a custom dictionary, choose Edit→Preferences→Spelling & Grammar tab (Figure 2-9). Then click the Dictionaries button; in the Custom Dictionar-

ies dialog box that opens, one custom dictionary, by default, is listed and checked, meaning that it's currently in use. Any words that you've ever added to Word's dictionary during a spell check appear in this custom dictionary.

If you'd like to look over the list of words, click Edit. (If a message appears to warn you that Word will now stop checking your spelling, click Continue.) Suddenly, all your added words appear listed in a new Word document, which you're now free to edit. You can add, delete, and edit words using any of Word's editing tools; just remember to use the Return key to make sure each word is on a separate line.



**Figure 2-11:** The checked boxes show the custom dictionaries currently in effect. Uncheck one if you would like Word to stop using it in spell checks. For example, if you uncheck French Dictionary, Word will interpret French words as spelling errors!

### Creating a new custom dictionary

In some cases, you may want to create a new custom dictionary for specific projects. For instance, suppose that you're writing something in a foreign language or a paper filled with technical terms. If you add these foreign or technical terms to the same custom dictionary that you use for everyday correspondence, they'll show up in spelling checks and sometimes even create false errors.

To create a new custom dictionary, click New in the Custom Dictionaries dialog box (Figure 2-11). Type a name for the new dictionary, and then click Save. Word saves the new custom dictionary in the System Folder→Preferences→Microsoft folder.

Now you can add words to the custom dictionary in one of two ways:

- To add new words occasionally, in the course of your everyday writing career, click the name of the new dictionary in the Custom Dictionaries dialog box. (Turn off any other dictionaries that may be listed in the box. Otherwise, Word will add newly learned terms to, for example, the default custom dictionary instead of your own foreign/technical one.) Then just go to work in your document. When-

ever you check spelling, choose Add (see page 74) to place the unfamiliar term in your new custom dictionary.

- You can also add words all at once, by selecting the custom dictionary in the Custom Dictionaries dialog box and clicking Edit as described above. If you have a list of vocabulary words or technical terms in front of you, you can type or paste them into the text document that is the custom dictionary. Just make sure, before you click Save, that each word is on a separate line.

You can also copy and paste words from one custom dictionary into another. Thus, you can always copy the contents of the original custom dictionary into your specialized dictionary, so that you'll always have access to all your preferred spellings.

---

*Tip:* When you want to edit custom dictionaries, you can get to them easily by going directly to the System Folder→Preferences→Microsoft folder. Their icons look like little blue dictionaries; just double-click them and edit the words in them, as you would any text file.

You can also rename these files. For example, if you've created new custom dictionaries, you may want to rename the default custom dictionary "original," "default," or "old."

---

### *Adding and removing custom dictionaries*

After creating a new custom dictionary, you may decide to exclude it from certain documents. To do so, uncheck its box in the Custom Dictionaries dialog box as described in Figure 2-11.

If you select a dictionary and click Remove, it disappears from this list, and no longer appears in the pop-up menu in the Preferences→Spelling & Grammar tab. This is the way to go if you never again want this custom dictionary as an option and don't want anyone else to see it in Preferences. However, a removed custom dictionary doesn't go away forever. It remains in the System Folder→Preferences→Microsoft folder, or wherever you stored it on your Mac's hard drive. To return it to the Custom Dictionaries dialog box, click Add and choose it in the Add Dictionary dialog box.

### *Foreign-language dictionaries*

If your new dictionary is in a foreign language, there's an extra step. After creating the new custom dictionary as described above, select the new foreign dictionary in the Custom Dictionaries dialog box. Then choose the appropriate language from the Language pop-up menu. Now Word will know to apply the correct spelling rules for that language.

### *Choosing custom dictionaries before spell checking*

From now on, before you check spelling, you can specify which custom dictionaries you want Word to consider as it pores over your document. To do so, choose Edit→Preferences→Spelling & Grammar tab, and choose a custom dictionary from the pop-up menu.

### *Exclude dictionaries*

As noted earlier, you can't edit the built-in Word dictionary. The previous discussions guide you through *adding* words to Word's spelling wisdom—but how do you *delete* a word from the built-in dictionary? After all, as noted above, the main dictionary is a hermetically sealed, specially encoded, untouchable entity that you can't edit using any tool known to man.

The answer: by creating an *exclude dictionary*. It's a special kind of dictionary document format that stores the words that you want Word to flag as spelling errors. Whereas a custom dictionary "teaches" Word which words are spelled correctly, the exclude dictionary teaches Word what spellings are *wrong*, even though Word's main dictionary lists the spelling as correct.

For instance, say you prefer "focussed" to "focused." The second spelling, "focused," is the one that comes installed in Word. You should put the word "focused" into the exclude dictionary, so that Word will question that spelling during spell checks, and give you a chance to change it to "focussed."

To create an exclude dictionary, open a blank document. Type in, or paste in, any standard spellings that you want Word to treat as errors. For instance, if you work for the Trefoil Theatre, you'll want to put "Theater" in the exclude dictionary. (The exclude dictionary is case-sensitive: If you want Word to flag both "focused" and "Focused," you'll have to type both versions into the dictionary.)

When your list of excluded spellings is complete, choose File→Save As. In the Save box, navigate to the System Folder→Preferences→Microsoft folder. Before saving, also do the following:

- Type a name for the exclude dictionary. "Exclude dictionary" is fine.
- Most important, you have to choose a special format for this dictionary. In the Format pop-up menu, choose Speller Exclude Dictionary.

Click Save. You have to quit and relaunch Word for the exclude dictionary to take effect.

## **Five Ways to Do Less Typing**

At first glance, the Word window looks much like any computer screen. You type, and letters appear, just as in that classic Mac word processor, SimpleText. But there's much more to it than that. While you're typing, Word is constantly thinking, reacting, doing things to save you precious keystrokes.

As noted earlier, for example, Word corrects obvious spelling errors as you go along. But it also lets you create your own typing shortcuts, and even tries to anticipate your next formatting move, sometimes to the frustration of people who don't understand what the program's doing. The more you know what Word is thinking (it means well, it really does), the more you can let Word do the work, saving those precious brain cells for the important stuff—like writing.

## Click and Type

Since the beginning of Word time, our screens have given us an insertion point, always blinking, always starting in the upper-left corner of the screen. That's where you typed, period. If you wanted to type in the middle of the page—for example, to create a title page of a report—you couldn't just click there and start typing. Instead, you had to take the ludicrously nonintuitive step of moving the insertion point over and down by tapping the Space bar, Tab key, or Return key until it was where you wanted it.

No more. The Click and Type feature, new to Office 2001, lets you go directly to where you want to type just by double-clicking. Here's how it works:

### 1. Switch to Online view or Page Layout view.

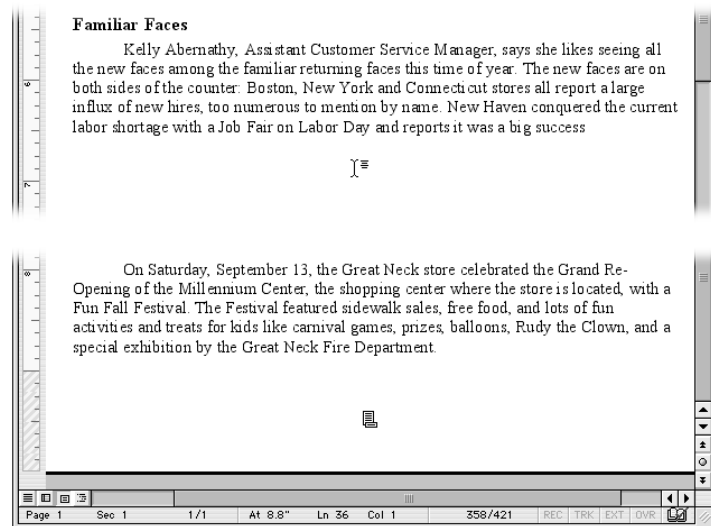
These are the only views where Click and Type works; choose from the View menu to change views.

### 2. Move the cursor around on the blank page, letting it hover for a second at the point where you'd like to place some text.

In some cases, you'll see the cursor change to show that Word is about to give you some free formatting help. If your cursor is near the left or right margin, Word assumes that you want your text to be left- or right-aligned; you'll see tiny left- or right-justified lines appear next to the hovering insertion point (see Figure 2-12). When you hover in the middle of the page, the insertion-point icon changes to centered text. If your cursor is near the top or bottom of the page, the cursor changes shape again to illustrate that you're about to edit the document's *header* or *footer* (see page 179).

**Figure 2-12:**  
*Top: The Click and Type I-beam cursor is poised to click and type centered text.*

*Bottom: This special cursor appears to let you know that you're about to create a footer (see page 179) using Click and Type.*



If Word guesses wrong about the alignment, you can always adjust the text alignment later using the Alignment and Spacing tools in the Formatting Palette (see page 110).

### 3. Double-click.

The insertion point turns into a standard blinking bar, and you're ready to begin typing. (If the insertion point doesn't end up quite where you want it, just double-click again.)

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**Note:** Behind the scenes, Word actually fills the page with Tabs and Returns, exactly as you had to do manually in the old days; that's how it gets your insertion point to the spot where you double-clicked. Knowing that (or *seeing* that, by clicking the ¶ button on the Standard toolbar) makes troubleshooting or adjusting Click-to-Typed text much easier.

---

To turn Click and Type on and off, choose Edit→Preferences→Edit tab. Check or uncheck the “Enable click and type” box.

## AutoCorrect

Word seems psychic at times. You type *teh*, and Word changes it to “the” before you even have a chance to hit Delete. You start to type the name of the month, and all of a sudden today's date pops up on the screen—and you didn't even know what day it was.

You're witnessing Word's AutoCorrect and AutoType features at work—two of the least understood and most useful tools in Word's arsenal. They can be frustrating if you don't understand them, and the writer's best friend if you do.

Think of AutoCorrect as Word's *substitution* feature. All it does is replace something you're typing (the typo) with a replacement that Word has memorized and stored (the correct spelling). The correction takes place as soon as you type a space after the incorrect word. No further action is required from you, and it happens so fast that you may not notice you've just been autocorrected unless you're watching for it.

---

**Crucial Tip:** If you retain one tip from this book's advice about Microsoft Word, remember this: *You can undo any automatic change Word makes*, under any circumstance, by pressing ⌘-Z or F1 just after Word makes it. That goes for automatic capitalization help, spelling help, formatting help, curly quote help, and anything else that seems to take place without your explicit command.

---

Word maintains a file of common misspellings and the corrections. That's why Word makes some kinds of corrections and not others: not all possible error/correction combinations that you need come installed on the list. To see this list, choose Tools→AutoCorrect and click the AutoCorrect tab (Figure 2-13). (Here you'll also find the most important checkbox in the world of AutoCorrect: the master on/off switch, called “Replace text as you type.”)

The first three checkboxes cover capitalization errors; they save you from the errant ways of your pinky fingers on the Shift keys. When the first two boxes are checked (see Figure 2-13), Word makes sure that you get a capital letter at the beginning of every sentence, whether you hold the Shift key down too long (“Correct TTwo INitial CApitals”) or not long enough (“Capitalize first letter of sentences”).

**Tip:** Efficiency-addicted Word fans eventually stop capitalizing the first letters of sentences altogether. Word does it automatically, so why twist your pinkies unnecessarily?

**Figure 2-13:**

*You should feel free to add your own word combinations here, too. Put the typo in the Replace box, and the replacement version in the “With” box, then click Add. Think beyond typos, too—you can make Word expand anything into anything. Make it replace int with Internet, your initials with your full name, and so on.*



If you turn on “Capitalize first letter of sentences,” bear in mind that Word assumes every period is the end of a sentence. So why doesn’t it autocap the first word after you type *U.N.* or *Jan.*? Because it’s smart enough not to autocap after all-cap abbreviations (U.N.) and because it maintains a list of lowercase abbreviations that *shouldn’t* be followed by capitals. (To see the list, choose Tools→AutoCorrect, then click Exceptions; you can add your own abbreviations to this list, too.)

The checkbox “Automatically use suggestions from the spelling checker” is a new feature in Office 2001 for the Mac. If you check this box, AutoCorrect will go above and beyond the list of substitution pairs in this dialog box. It will use Word’s main

dictionary as a guide to proper spelling and automatically change words that almost, but not quite, match ones in the dictionary. (When Word can't decide on a match, it simply squiggly-underlines the misspelled word in the document.)

WORKAROUND WORKSHOP

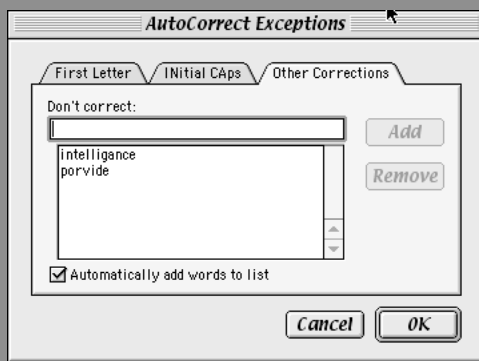
### Telling AutoCorrect to Shut Up

Sometimes Word is more diligent in correcting errors than you'd like. What if you're trying to type a letter to Ms. Porvide, and Word changes it to Provide? Or maybe you work for a company called *Intelligence*, and you're tired of going back and changing the "e" to an "a" every time Word helpfully "corrects" it.

You don't want to turn AutoCorrect off, because you want Word to catch all your *other* typos. And you could press ⌘-Z after Word makes each change, but that gets wearisome about the 35th time.

Click the Exceptions button on the AutoCorrect tab (see Figure 2-13). Then click the Other Corrections tab. Type your preferred spelling into the "Don't correct:" text box and click Add. If you have lots of preferred spellings that you'll need to reeducate Word about, click the "Automatically add words to list" checkbox. Now,

each time Word makes an incorrect correction, click the Undo button on the Standard Toolbar, choose Edit→Undo, or press ⌘-Z. *Intelligence* turns back into *Intelligence*, for example, and Word automatically adds your exceptional spelling to its AutoCorrect Exceptions list.



But you're not done yet; the substitution pairs in the AutoCorrect dialog box (Figure 2-13), *override* the list in the Exceptions box. In other words, even though you have listed a preferred spelling as an exception, Word will still make the correction, and change Porvide to Provide, for example. The final

step, then, is to *delete* the original AutoCorrect substitution pair. Choose Tools→AutoCorrect→AutoCorrect tab, scroll down until you find the offending correction pair, click to select it, and then click Delete. You may now Porvide to your heart's content.

After envying the multiple choices of speech-recognition software on Windows for several years, Mac fans can finally say that the wait is over. Actually, they can say anything they want—and the Mac will type it out automatically, thanks to the first of several voice-recognition programs set to debut this year.

The Bottom Line:  
The Bot

**Figure 2-14:**

*You're typing along. You type jan. Suddenly you see a floating yellow tooltip just above the insertion point. That's Word's AutoText feature in action. It's proposing a replacement for what you just typed—in this case, the complete date. If you want to accept the suggestion, press Return or Enter; if not, just keep typing and pretend the tooltip never happened.*

## AutoText: Abbreviation Expanders

AutoText is another Word feature that makes changes to what you've typed automatically, once again delighting the expert and driving novices batty. In short, it's an abbreviation expander.

Figure 2-14 shows AutoText in action.

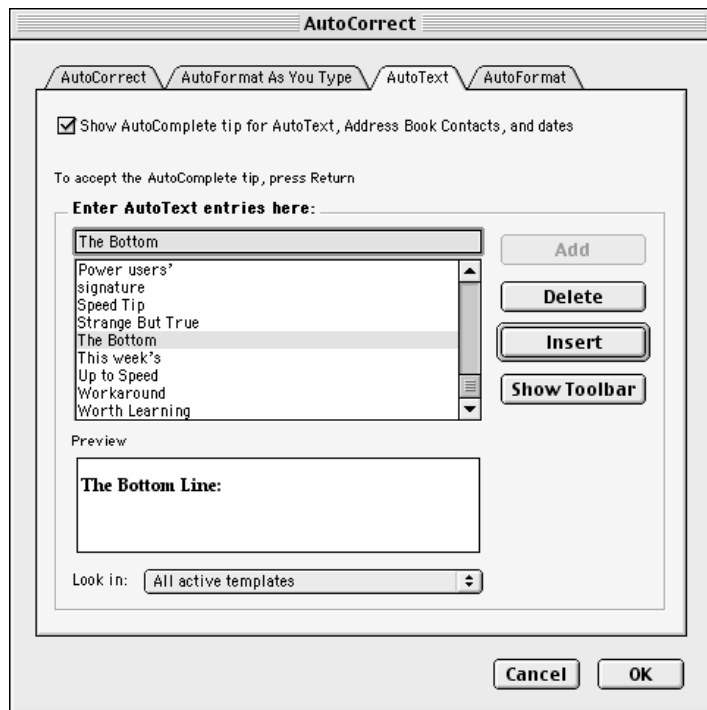
AutoText works by maintaining a preinstalled list of commonly typed terms and their replacements. You can also add your favorite terms to the list: the name of your company, your phone number, email address, and so on (see Figure 2-15). You can also add longer items: entire paragraphs, full addresses, lists, and even graphics, as described on page 89.

### Setting up an AutoText entry

Word comes set up with dozens of ready-to-use AutoText entries; in fact, it's more powerful in Office 2001 than in previous versions. It completes not only the names of days of the week and months of the year, but also today's date and names from your Entourage address book (see Chapter 10).

But the real joy of becoming an AutoText addict is creating your own abbreviations. You can use AutoText to save form letters or contracts that go on for pages and pages, and then dump them into your documents just by typing a few keys. If you're

**Figure 2-15:**  
This tab (Insert→AutoText→AutoText tab, or Tools→AutoCorrect→AutoText tab) is where you choose words, phrases, and fields to insert into your document without typing. You can also add your own items to the list by typing them into the "Enter AutoText entries here" box and clicking Insert. Select and click Delete to banish from your list any items you never use. You can also insert AutoText items into your document from this tab. Press the down arrow or Page Down key to scroll down until your desired entry appears in the Preview box (you can also use the scroll bar). Hit Return to drop the entry into your document; it lands wherever your insertion point has been blinking.



a lawyer, realtor, or medical professional who's not using this feature to build your reports and contracts using boilerplate chunks of AutoText paragraphs, you're missing out on a great time-saver.

To create a new entry, select a block of text (from a word or two to many paragraphs) and choose Insert→AutoText→New. (If the AutoText toolbar is visible—to make it so, choose View→Toolbars→AutoText—you can just click its New button.) Name your selection carefully; the name you choose is the abbreviation that will trigger the expansion. Choose something easy to remember but not something that you might type unintentionally. Click OK.

---

**Tip:** If you have carefully formatted the copy that you want to use as AutoText, with different type styles and colors, for example, you can preserve that formatting no matter what the style of the document you eventually use it in. Click the Show/Hide button (a ¶ symbol) on the Standard toolbar or Formatting Palette. Now when you select the text, select the gray ¶ symbol at the very end along with it; the selection's formatting will come along into AutoText.

---

### Triggering AutoText entries

You can drop any item in the list into your document in one of two ways.

- **AutoComplete.** It doesn't get any less labor-intensive than this. When you type the first four letters of any word on the AutoText menu, AutoComplete, if turned on, shows you the full, expanded version in a pop-up tooltip (see Figure 2-14), hovering above where you're typing.

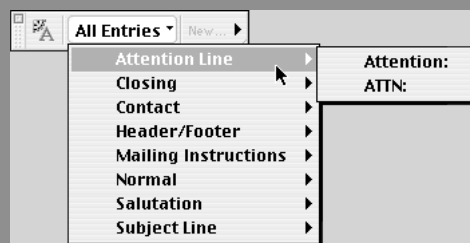
## AutoText Toolbar

If you use AutoText frequently, or when you're first using Word 2001 and adding lots of new entries, consider keeping the AutoText toolbar visible at all times. Choose View→Toolbars→AutoText, or click Show Toolbar on the AutoCorrect dialog box (see Figure 2-15).

The first button on the toolbar, which looks like an A (representing text) and a mechanical cog-wheel (representing automation), calls up the AutoText tab, saving you several clicks.

All your AutoText entries are found under the All Entries

menu, making them more easily accessible than the Insert→AutoText submenu.



The New button is usually grayed out. It's active only when you *select* a word, phrase, paragraph, or graphic. Then clicking New brings a dialog box where you can confirm, and name, your selection as a brand-new AutoText entry, never to be typed

in full again. (The first four letters of the name that you enter here are what will trigger AutoComplete, so make sure to use the first four letters of what you want to type, or something equally easy to remember.)

To accept it, just hit Return; Word finishes the typing for you. If you don't want the choice that AutoComplete is showing you, just keep typing (or hit Esc). (If you inadvertently accept a completion that you didn't want, just press ⌘-Z to undo it. You can also choose Edit→Undo AutoComplete, but F1 for Undo doesn't work in the AutoComplete and AutoText features.)

There's little downside to leaving AutoComplete turned on; after all, you can ignore all of its tooltip suggestions, if you dislike the feature. But to turn off even these suggestions, you'll find the on/off switch by choosing Tools→AutoCorrect→AutoText tab; it's the "Show AutoComplete tip for AutoText, Address Book Contacts and dates" box (see Figure 2-15).

- **Choosing from AutoText menu.** Choose Insert→AutoText. The current AutoText items are listed in the submenu that have arrows. (Any items you added yourself, as described in Figure 2-15, are under the Normal submenu.) Drag through the submenu until you find the entry that you're trying to avoid typing, and click it to drop it into your document. Your choice appears wherever you left your insertion point, and it inherits whatever text style and formatting is in place at that point.

### *AutoText graphics*

Despite its name, AutoText can be used to automate more than just text. You can also easily use it to store frequently used graphics. Create a drawing in Word (see Chapter 18), or paste a graphic from another program into a Word document—a logo that you've created in a drawing or painting program, your scanned signature, or a favorite photograph, for example. Click the graphic to select it, then choose Insert→AutoText→New (or click the New button on the AutoText tab or toolbar).

#### POWER USERS' CLINIC

### AutoText for Polyglots

If you have the English version of Office 2001, and you never type in any language other than English, this sidebar is not for you.

But suppose you're typing a letter to your lover in Paris, only to realize—*sacre bleu!*—that the entries listed in the AutoText tab of the AutoCorrect dialog box are in English, and will do you no good at all.

Not to worry. Instead of using the AutoText tab, use the submenu on the Insert→AutoText menu, or the All Entries menu on the AutoText toolbar. Those menus reflect the language *currently in effect at the insertion point*, while

the list in the AutoCorrect box always reflects the language of the *version* of Word that you've purchased.

How does Word know what language you're typing in? You told it so by highlighting the foreign-language text, choosing Tools→Language, and then selecting a language in the dialog box that appears. So, before you start to type your letter to Jean-Marc, choose Tools→Language, select French in the list that appears and click OK. *Et voilà!*—your choices on the AutoText submenu and AutoText tab are in French. (If you've already begun typing in French, be sure to select that text first. Otherwise, Word will think it is very poorly spelled English.)

You can't insert an AutoComplete graphic by typing; to drop it into a document, you have to choose its name from the Insert→AutoText submenu (or the AutoText toolbar).

### AutoText fields

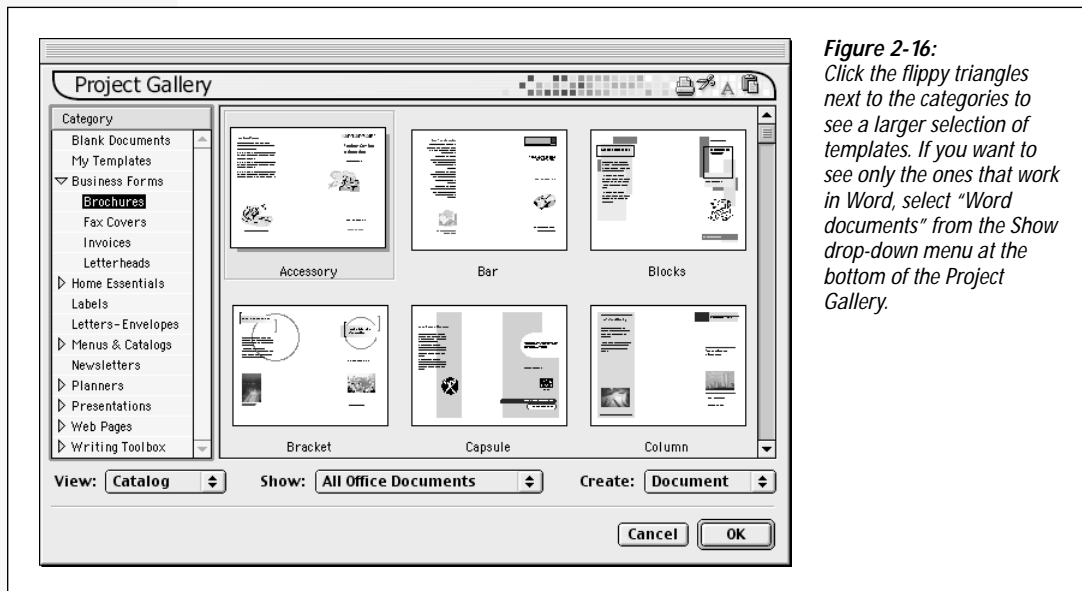
Some of the preinstalled AutoText entries are *fields*: placeholders that, when you print, Word fills in with the date, type, page number, and so on. Word lists them in the Header/Footer section of the AutoText submenu, because that's where you're most likely to use them.

For example, you can place a page number at the top of each page of your document by putting a—PAGE—AutoText field in the header. To remind yourself (and everyone else) who wrote a particular document and when, place the “Author, Page #, Date” AutoText in the footer. (Word uses the name you entered when first setting up Office. To override that name, enter a different name in the Edit→Preferences→User Information tab.)

### Project Gallery Templates

A *template* is like Word stationery; it's a special kind of document that's all set up with formatting and preferences options set the way you like them. A *wizard*, on the other hand, is Microsoft's term for a series of interview-style dialog boxes that request information from you and process your responses.

The templates in Office 2001's Project Gallery combine the two features, with the ultimate aim of, once again, saving you much of the grunt work of typing and formatting. Here's how you might use one of these template/wizard combos to create a business brochure:



1. Choose File→Project Gallery.

The Project Gallery opens, as described on page 14. Except for Blank Documents and My Templates, all the categories in the list box at the left contain lists of built-in templates (see Figure 2-16).

2. Click Business, then Brochure.

Word shows you a list of prefab brochure designs. (If you're not seeing the thumbnail images, make sure the View pop-up menu says Catalog.)

3. Double-click the brochure design you want.

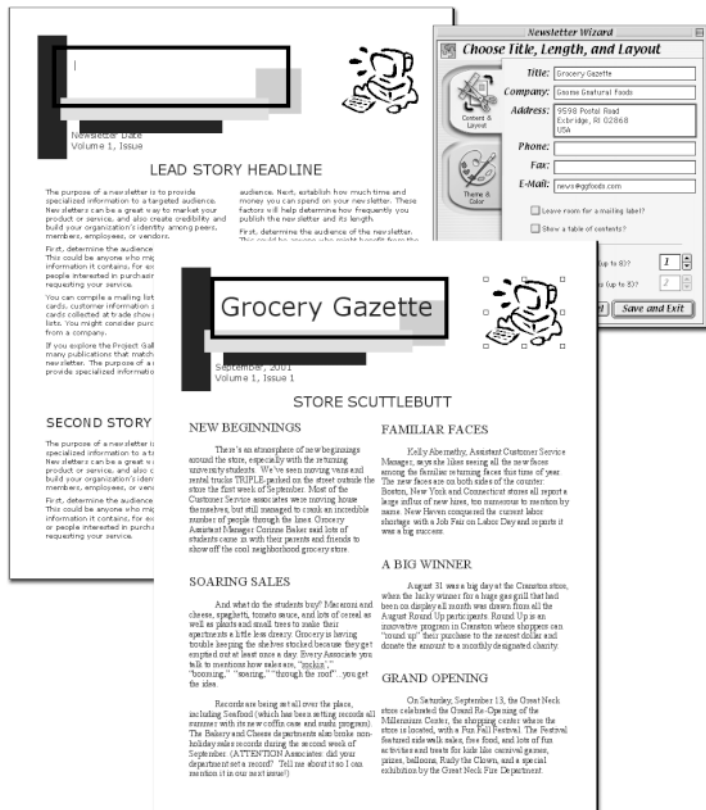
The template's wizard windows open. Some of the wizard fields may be already filled in, using information from the Edit→Preferences→User Information tab or from the last template you used.

The Content and Layout tab, as shown in Figure 2-17, collects information that will be inserted into corresponding fields in the template.

Figure 2-17:

Top right: Wizard with fields filled in, which are reflected in the template (top left).

Bottom: Template with text substituted for what was in the template. The picture at the top right is selected because it is going to be changed. Any picture file or clip art can be pasted into a template.



#### 4. Fill in the blanks; specify the tables or other elements you'll want in your finished brochure.

As you make changes to the wizard, you can see them reflected in the new document window behind the wizard window, although while the wizard remains open, you can't click in or scroll the new document.

If you have the option of changing the color scheme, the wizard offers you a Theme & Color tab. (You do, in the case of the Brochure.) If you like, click the tab and specify a different color scheme or graphic design theme.

#### 5. Click Save & Exit.

The wizard closes. (If you click Cancel, the wizard closes, and everything that was in the template disappears, leaving a blank document.)

Finally, you arrive in your new document: a heavily formatted Word file, almost ready to print, but filled with dummy text and placeholder images. Although this dummy text isn't going to be around very long, it's worth a quick read. It contains advice and tips for your own writing (such as "This is a good place to briefly, but effectively, summarize your products or services.")

If you have prepared your letter, newsletter or other text in another document, open that document and select the text. Choose Edit→Copy or press ⌘-C. Return to the template, select the prefab dummy text that you want to get rid of, and choose Edit→Paste or press ⌘-V. You may have to adjust the size of text boxes by clicking on them and dragging their handles; see page 144 for more detail on text boxes.

### AutoFormatting

Has it happened to you?

- You're typing up a numbered list, and suddenly the next number in sequence appears on its own.
- You type a Web address, and suddenly Word turns it into a blue, underlined, working hyperlink (that you can't edit; clicking inside it opens your Web browser).
- You type an email smiley—which looks like this :)—and Word, on its own, decides to replace your punctuation symbol with an actual graphic smiley face, like this ☺.
- You start typing a letter, and Office Assistant Max offers to help. How did *he* know you're writing a letter—and how do you convince him that you're perfectly capable of formatting a letter on your own?

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**A repeated tip:** Just because Word steps in and formats something for you doesn't mean you're stuck with it. You don't even have to backspace over it; just press ⌘-Z or F1 (or choose Edit→Undo Automatic Change). Whatever it is that Word just did—make a smiley face, turn a URL into blue underlined text, number a list—is restored to the way you'd typed it.

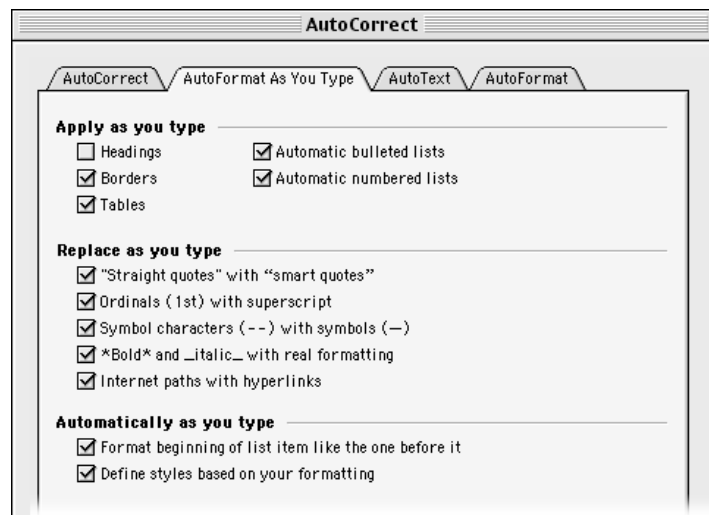
---

All of these behaviors—considered helpful by Microsoft, unspeakably rude by many Word users—are triggered by a technology called AutoFormat. It doesn't have to be annoying; once you learn the workings behind AutoFormat, you can control and use it to your own advantage.

There are two ways to use AutoFormat: You can have Word autoformat words and paragraphs as you type them, or you can autoformat manually, in one pass, after the typing is complete.

**Figure 2-18:**

*There are two separate tabs in the AutoCorrect dialog box for the two different ways of using AutoFormat. This one, called AutoFormat As You Type; and the one on the far right, simply called AutoFormat.*



### *AutoFormatting as you type*

To turn AutoFormatting on and off, choose Tools→AutoCorrect→AutoFormat As You Type tab. There they are: the master on/off switches for all of Word's meddlesome behavior (see Figure 2-18).

To turn AutoFormat off completely, uncheck *all* the boxes and click OK. Now Word won't change any of your typing.

You should also turn AutoFormatting off if your document is destined for plain text or if you're going to paste and format it in a different program anyway. Also, be aware that curly quotes and bullets can turn into funny characters when pasted into an email. (They look fine in Entourage email, but your recipient's email program may not translate them properly. Borders don't work at all.) Later, you can turn the same plain text into a nicely formatted Word document by doing a single AutoFormat pass, as described below.

There's a different checkbox for each feature that Word can autoformat. For instance, you may want Word to turn your straight quotes into curly quotes, but *not* to make a thick black line every time you type a few hyphens in a row. Here's what each AutoFormat option does:

- **Headings.** If you type a short phrase and press Return, Word interprets it as a heading and automatically applies a big, bold style (Heading 1) to it. See page 129 for more detail on styles.
- **Borders.** Word draws a bold horizontal line across the page when you type three hyphens in a row (or three underlines) and press Return—a handy way to break up sections in a document, if that's what you want.

AutoFormat also creates a double line if you type three equal signs (===), a dotted line for asterisks (\*\*\*), a wavy line for tildes (~~~), and a triple, picture frame-like line for number signs (###). (To get the line, press Return after the symbols.) Later, you can reformat the line or turn it into a full border by clicking in the paragraph and using the Borders and Shading tools on the Formatting Palette.

The first time you type the three symbols and press Return, Word asks you before creating the border. Click Yes. Thereafter, Word does it without asking.

- **Tables.** This feature lets you create Word tables (see page 155) by using typed characters instead of the Draw Table tool. Type a plus sign (+) to start the table, a row of hyphens (---) to set the width for the first cell, another + sign to end the cell, more hyphens, and so on. The line must begin and end with + signs. To create the next line, click below this first row and start typing + signs and hyphens again. You can also switch to using Word's table tools to reformat or expand the table at any time.

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**Note:** Because Word's table feature is so easy to use, it's hard to imagine why anyone would create a table using + signs and hyphen symbols. The answer is that tables sent by email, and posted on Web pages and newsgroups, *already* use this format. By pasting them into Word and applying an AutoFormatting pass, you turn existing Internet tables into proper Word tables.

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- **Automatic bulleted lists.** When you type a common bullet character, such as \*, -, >, or =>, and follow it with a space or a tab, some text, and a return, Word changes it to a proper bullet symbol (like © or ➤) and switches to the ListBullet style in your document's template (page 188). When you type a return at the end of a line, Word continues with the next bullet; press Return twice to end the list.

You can also start a bulleted list by inserting a bullet of your own choice by choosing Insert→Symbol (see page 186) followed by *two* or more spaces and your first list item, then pressing Return. You can even use picture bullets (small graphics of your own design); just choose Insert→Picture→Clip Art, and then click Web Bullets and Buttons in the Category pane. Select a bullet by clicking it. (Keep them small; a graphic used as a bullet must be no more than one-and-a-half times the line height of your text.)

- **Automatic numbered lists.** When you type a number followed by a period (or a hyphen, close parenthesis, or close angle bracket [>]) and a space or tab, Word understands that you're starting a numbered list. After you press Return, Word types the next number in the series. Press Return twice to end the list.

- **“Straight quotes” with “smart quotes.”** When you type a quotation mark (Shift-apostrophe), Word replaces the double-apostrophe straight quotes with more attractive, typographically correct curly quotes.

Most of the time, this is a useful option. If your document is going to be used as plain text or sent by email, however, you should turn this feature off. See page 66 for more on this topic.

- **Ordinals (1st) with superscript.** If you type “1st,” Word instantly changes it to 1<sup>st</sup>.
- **Symbol characters (--) with symbols (—).** When you turn on this box, Word changes a single hyphen to an en (short) dash—like this—and two hyphens to an em (long) dash—like this. It’s a handy feature, especially because the keystrokes to produce those dashes are so hard to remember (Option-hyphen and Shift-Option-hyphen, respectively.)

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*Tip:* Grammatically speaking, you use an en dash to indicate a range or gap in a sequence (“The poetry reading went from 6:30 pm–11:00 pm, and featured a reading from pages 23–142 of *Letters My Father Never Wrote Me*”). The em dash is the real dash, which indicates a pause for impact (“I can’t stand readings—especially poetry.”)

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- **\*Bold\* and italic with real formatting.** When Word encounters words bounded by asterisks and underscores, it changes them to boldface and italics, respectively.

You may already be familiar with this use of asterisks and underscores for emphasis, as it’s common practice on the Internet. For the same reason, you can use this feature during a final AutoFormat pass (see below) to reformat text you’ve copied from an email or chat room. (In fact, it’s safe to say that few people use this feature *while typing*. Most people use it only when massaging text that has come from the Internet.)

- **Internet paths with hyperlinks.** When this box is checked, Word changes URLs that you type (*www.msn.com*, for instance) into working, blue, underlined hyperlinks (see page 92).

- **Format beginning of list item like the one before it.** Suppose you want to start each item in your list with a Roman number, followed by a space, followed by the first word in bold, followed by a period and the rest of the sentence in plain text. First, type the first item that way and press Return. If this option is turned on, Word asks if you want to start a numbered list. Click Yes and continue. Word starts a new list item every time you hit Return. Press Return twice to end the list.

The key is to start each item with a number or bullet to let Word know that you’re starting a list. If you want the first word or words to appear in bold or any different typeface from the rest of the item, you must follow it with a period, colon, hyphen, dash, or other punctuation mark.

- **Define styles based on your formatting.** Here’s the most powerful option on this tab. It tells Word to update the document’s styles (see page 129), based on the

formatting you do directly in the document. For example, if you change your first heading to 14 point Helvetica Bold, Word applies that font to *all* occurrences of that style; you've just redefined the style, in fact. This option *overrides* any formatting you've done in the Styles dialog box (page 129), so use it with caution.

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**Tip:** You can memorize the AutoFormat “cues” for other autoformat options, too (in addition to using asterisks for bold and underlines for italic). For instance, if you frequently make bulleted lists, you can get in the habit of typing an asterisk for a bullet, knowing that Word will automatically change it to a •.

To see the list of Word's autoformatting cues, type *formatting automatically* into the Search box of Word's Help window or the Assistant's Help balloon. Click Search. In the resulting list of links, click “Results of formatting a document automatically.” The resulting Help window contains a table correlating what you type with Word's automatic replacements. Peruse this table and memorize the characters to type to get your favorite kinds of borders, bullets, and so on. You can now do some complex document formatting without ever reaching for the mouse.

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### ***AutoFormatting in one pass***

Even if you don't like Word making changes as you type, you can still take advantage of AutoFormat—by running your finished document through what you might call its AutoFormat-O-Matic. For instance, you can take text that uses the Internet style for *\*bold\** and *\_italic\_* and have Word change them into proper **boldface** and *italics*. An AutoFormat pass through a document with lots of URLs can change them all into live hyperlinks or add attractive bullets to lists, all at once.

First, choose Tools→AutoCorrect→AutoFormat As You Type tab and turn off all the boxes; now Word won't make any of these corrections *during* your typing.

When you're ready to autoformat, click the AutoFormat tab; the checkboxes here correspond, for the most part, to those described above. When you click OK, you won't notice any changes in your document; all you've done is to specify what will happen when Word *does* do its editorial pass through your document. To trigger that event, choose Format→AutoFormat. Choose a document type from the pop-up menu—General document, Letter, or Email—which tells Word what kind of document it's going to be autoformatting. For instance, if the document is a letter, Word knows to apply letter styles such as Inside Address and Closing. If you choose Email, Word eliminates such formatting as first line indents, which usually don't work in email. (Clicking Options returns you to the AutoFormat tab described above.)

If you choose “AutoFormat and review each change,” Word opens a dialog box that shows each change Word is about to make; you can choose to accept or reject it. If you choose “AutoFormat now,” Word goes through the document and prepares all autoformatting changes without pausing. Even so, you have a second chance to click Review Changes at the end, or to accept or reject all Word's changes outright. You can also click Style Gallery to apply one of Word's document templates (see page 188), with all its colors and fonts, to the finished document.