

## Chapter 1

# Life beyond the Basic Word

PRETTY MUCH ANYONE CAN use a computer and figure out how to use Word. The program has been so successful that it's essentially unchanged from its Word 97 version. The name of the game is to get your stuff down on paper and make it look good. The rules are easy. This chapter here elaborates on some of the more basic concepts you may not know, plus a few new rules and tricks designed to help you make your word processing chores all the easier:

- ◆ Helpful hints on properly saving your stuff
- ◆ Password protection advice
- ◆ Better ways to cut and paste and search and replace
- ◆ Resetting defaults without messing with `NORMAL.DOT`
- ◆ Making the spell checker behave
- ◆ Printing a document backward
- ◆ Setting margins for printing on three-hole-punch paper
- ◆ Printing two pages per sheet

## Saving and Opening Documents Can Be Torture if You Don't Know a Few Things

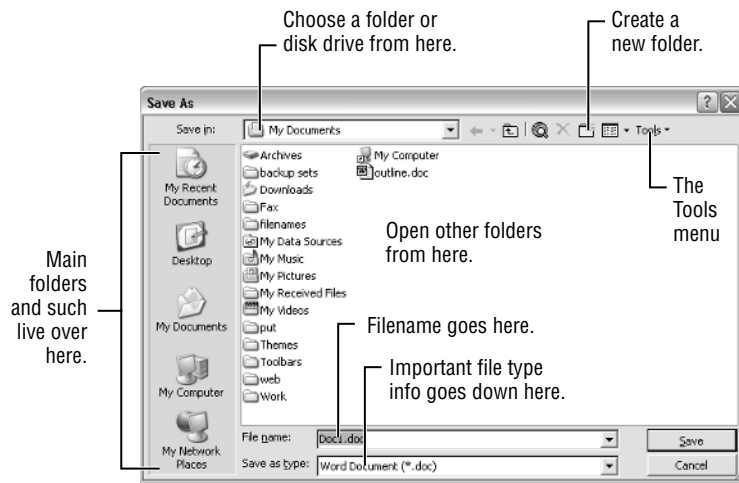
Save now! Save early! Save often!

The three biggest issues whenever you save a document (in Word or in any application) are

- ◆ The document's name
- ◆ The document's location
- ◆ The document's type

The Save As dialog box (Figure 1.1) handles all these details for you, which is basic baby Windows stuff. Of course, that doesn't mean you can't screw them up. So heed these words of advice before getting into the intermediate-level knowledge nuggets:

**FIGURE 1.1**  
Your typical Office  
Save As dialog box



First, the document name must be descriptive of the contents. You have up to 200 characters to use for the name, including numbers and letters and a smattering of symbols, but brief is best.

Second, be thoughtful of the file's final folder destination. Don't just shove everything into the My Documents folder. Organize. Use subfolders. In fact, the filename can be simpler if the folder it lives in is more descriptive. Consider this: The file is named 14.DOC. But it lives in the October folder. And that lives in the 2004 folder. And that lives in the Letters to the Editor folder. Consider:

Letters to the Editor/2004/October/14.doc

versus a single file in the My Documents folder:

Letter to the editor on October 14.doc

Finally, there is the document file type, which is found in the bottom part of the Save As dialog box. You can use that list to save or *export* your document into a variety of different word processor formats. Most often you'll be using the Word Document format (thus a .doc extension on the file), but be careful not to neglect the power that drop-down list gives you—and to avoid the confusion that can result should you choose the wrong option.

### Why Save a Document in Another Format?

The primary reason for *not* using the Word Document file format is to share your stuff with some loser, uh, I mean someone who doesn't have Word as his or her word processor. For example, if they

### MAKING A LONGER RECENTLY USED FILE LIST

Without otherwise scolding Word into action, the recently used file list keeps track of only the last four files you've opened, saving their names at the bottom of the File menu. You can adjust the number of file-names Word remembers up or down, depending on your whim:

1. Choose Tools ➤ Options.
2. In the Options dialog box, click the General tab.
3. Adjust the value by the "Recently Used File List" item (which must be checked on). Values can go from 1 through 9. To choose zero, just uncheck the box.
4. Click OK.

I personally like having only four items, though when I'm doing a big project and shuffling files quite a bit, six seems like a more logical value.

have WordPerfect, you can choose one of the WordPerfect file formats from the Save as Type drop-down list (Figure 1.1).

Another instance may be where you have to save a document in plain text format. For example, say you deleted something important in Windows and you have to replace it by creating a list and saving it to disk as an ASCII or text file. If so, choose "Plain Text (\*.txt)" from the Save as Type drop-down list.

**NOTE** *The best non-Word format to choose is the Rich Text Format (\*.rtf). That format is the most common among all the major word processing applications for most computers. In fact, I would save a document as RTF instead of attempting to save in WordPerfect or even HTML format; it's just that much more common—and better.*

### Should I Ever Have to Save a Document as a Web Page?

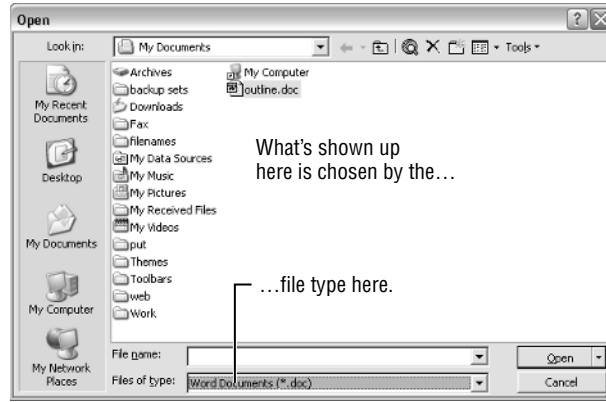
My advice is never to use any web page or HTML format in the Save As dialog box, and by all means avoid the File ➤ Save as Web Page command. These options are designed for those who use Word as their web page editor. The problem with that is that Word is not a very good web page editor. (I've even gotten Microsoft personnel to admit that—off the record.)

There may be some time when you need to "share" your precious Word document with others, and the suggested format may just be HTML. If so, then go ahead and use the File ➤ Save as Web Page command to create the HTML document. I suppose if your hands are tied to doing that, then do that you must. But don't make it a habit if you can help it.

### Why Does the Document Open All Weird?

Again, you can blame the Save as Type drop-down list for any weirdness that happens when you open a document, though in this case the weirdness takes place in the Open dialog box with the Files of Type drop-down list, as shown in Figure 1.2.

**FIGURE 1.2**  
The typical Open  
dialog box for Office



The Files of Type drop-down list not only tells Word which types of files to display in the Open dialog box, but it tells Word how to open the files as well.

For example, if you choose the option “Recover Text from Any File,” then Word dutifully does that—even to its own files. So if that option is chosen and you open a Word document, you will see junk on the screen.

The solution is to pay attention to the file type choices in the Open dialog box. If the document looks like junk, then follow these steps:

1. Immediately close the weird document; do not save it to disk.
2. Choose File ➤ Open to bring up the Open dialog box again.
3. Confirm that the proper type is chosen in the Open dialog box.
4. Open the file.

**NOTE** Be careful not to save the file if it's opened in a weird format. If you do so, then you cannot recover the original. Uh-oh! (As a suggestion, consider using Windows to make a copy of the original; then work on the copy only.)

#### JUST YOUR BASIC OPEN AND CLOSE KEYBOARD COMMANDS

Here are the keyboard commands used in Word, as well as other Office and Windows applications, for the standard operations of opening, closing, and saving documents:

- Ctrl+S** Save the document to disk, or summon the Save As dialog box if the document has yet to be saved.
- Alt+F, A** Specifically summon the Save As dialog box.
- Ctrl+O** Open a document previously saved to disk.
- Ctrl+W** Close a window, prompting to save the document if it's unsaved.

*Continued on next page*

### JUST YOUR BASIC OPEN AND CLOSE KEYBOARD COMMANDS (*continued*)

When used with the Shift key, the commands apply to all open Word windows:

**Shift+Ctrl+S** Save all open documents.

**Shift+Ctrl+W** Close all open windows.

Finally, from before Windows was standardized, there are some leftover keyboard commands from the very early days of Word:

**F12** Summon the Save As dialog box (even for an already-saved document).

**Shift+F12** Save the document to disk.

**Ctrl+F12** Summon the Open dialog box.

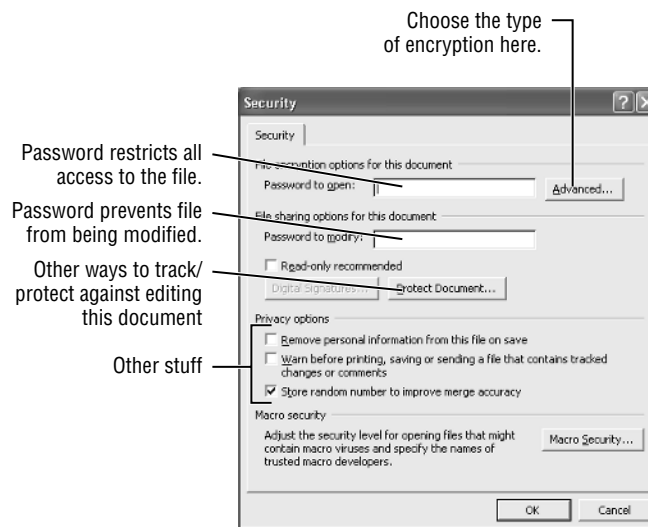
## Can I Password-Protect My Document?

Certainly! After summoning the Save As dialog box, use the Tools menu to modify the way the file is saved to disk. (Refer to Figure 1.1.)

1. In Word 2003/XP, choose Tools ➤ Security Options; in Word 2000, choose Tools ➤ General Options. The Save or Security dialog box appears, such as shown in Figure 1.3. It's very similar for all versions of Word, though the location of the open and modify password text boxes is different.
2. If you like, enter an open password. This password prevents the document from being opened unless the person knows the password.

**FIGURE 1.3**

Entering a password or two for your document



3. If you like, enter a modify password. This password allows the file to be opened as a “read-only” document. If they know the password, however, then they can modify the document.

**NOTE** Passwords are case-sensitive. They consist of up to 15 letters and numbers. Do not forget them or you’re screwed!

4. Click OK after entering one or both passwords. If you don’t enter any passwords, then the document is not protected.
5. Confirm the password(s). Type them again to ensure that you remember them. Don’t forget them!
6. Continue using the Save dialog box to save the file to disk.

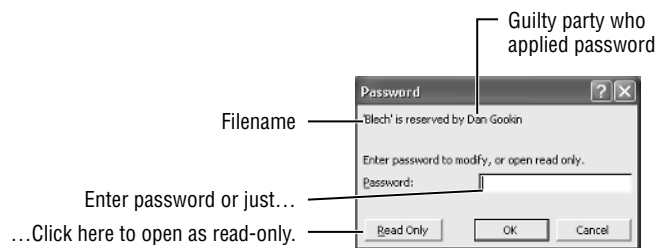
The password-protected file doesn’t look any different on disk, nor does it look any different when you’re working on it in Word. But once you close the document, the password encryption takes over, and only by knowing the password can you get at the document’s contents.

When you go to open a password-protected document, either in Word or by double-clicking the document’s icon in Windows, you’ll be presented with a Password dialog box or two. The first may be required for merely opening the document—that’s the open password.

A second dialog box, such as the one shown in Figure 1.4, is the modify password dialog box. Note that there is a Read Only option in that dialog box in case you do not know the password; only by entering the password can you modify the document.

**FIGURE 1.4**

Oops! Better know the password to modify that document!



**NOTE** Actually, you can use the Save As command in any read-only Office document to save that document to disk using another filename. Then you can open that second document for editing. (Sneaky, but it works.)

### Can I Remove the Passwords from a Password-Protected Document?

To remove the passwords, simply repeat the steps from the previous section, but leave both password input boxes blank. Click OK, and that resets the passwords back to nothing, and there are no more restrictions on opening or modifying the file.

## But I Forgot the Document's Password!

You're screwed. Really. Don't be dumb: follow these handy password-remembering rules:

- ◆ If you feel you're going to forget your password, then write it down! But don't write it down on a sticky note and stick it on the monitor. Instead, put it in your day planner, perhaps on the bottom of the page with your birthday. But whatever you do, write that password down so you can at least find it later.
- ◆ Shorter, memorable passwords work best.
- ◆ Passwords mixing letters and numbers are also good, such as the number and street where you used to live or where a relative lives.
- ◆ There is also a school of thought that absurdity often makes a memorable password. For example, stick together two obnoxiously unrelated words like "baby-meat" or "armored-nun."

Finally, there is really no hope if you forget your password. Microsoft cannot help you, nor are there any secret tools or tricks available on the Internet. So remember that password!

## I Can't Find My Document!

If you're missing a document, then you have a few tricks you can pull before you consider tossing the computer before an oncoming train.

First, check the File menu. Is your document down near the bottom, in the list of recently used files?

Second, check the Documents or My Recent Documents submenu from the Start button. Is the file listed there?

Third, you can use Window's Find or Search command to look for the document, but you can also use the Find or Search command in the Open dialog box to help you quickly find your document based on its contents. Follow these steps for your version of Word.

### FINDING A WAYWARD WORD FILE IN WORD 2003/XP

1. Summon the Open dialog box.
2. From the Tools menu, choose Search. The File Search dialog box appears, and like its ancestors it's too vast and ugly to reproduce on these pages. But fortunately it's not as complex or weird as the Word 2000 variation.
3. Make sure that the Basic tab is showing, not the Advanced tab.
4. Type some words from your document into the Search text box. For example, that letter to the editor you wrote comparing the snow plow driver to Adolf Hitler. If you lost that document, then consider searching for the words "Hitler" and "snow plow" to find what you want.

Fortunately, all the other settings are made for this type of search (the most common), so...

5. Click the Search button.

6. Eventually a list of matches appears, which you can sift through. Click the file you want to check out.
7. Click the OK button.
8. Back in the Open dialog box, click the Open button to open the file.

If the list appearing in the File Search dialog box is *way too long*, then you'll need to rethink your approach. Try using more specific words, or click the Advanced tab and heed these instructions:

1. From the Property drop-down list, choose Contents. Not "Comments" but "Contents."
2. Enter the words you're searching for in the Value text box. For example, "Hitler" and "snow plow."

**NOTE** *If the words appear together in your document, then surround them with double quotes. "Snow plow" searches for the word "snow" followed by "plow." But if you type each word individually, then the document can contain either word in any order any number of words apart.*

3. Click the Add button.
4. Now you can enter another bit-o-information to search for. From the Property drop-down list choose "Creation Date."
5. From the Condition drop-down list choose an option, such as "On" or "On or After" or "This Week."
6. If you chose a condition that requires a date, then enter the date in the Value text box.
7. Click the Add button.
8. Now you have two search criteria, which should be enough. Click the Search button.

And off Word goes to look for the document matching your specifications.

#### LOCATING LOST DOCUMENTS IN WORD 2000

1. Summon the Open dialog box.
2. From the Tools menu, choose Find. The Find dialog box appears, but it's much too complex and obtuse to show here in a figure.
3. From the Property drop-down list, choose Contents. The Condition drop-down lists self-modifies to say "Includes Words."
4. Type some words from your document into the Value text box. For example, if you lost the document about how you cheated the Brundlemans at cards, then searching for the words "Brundleman" and "cards" would most likely yield successful results.



5. Click the Add to List button. Ah-ha! This is the step everyone forgets (and the reason they changed all this with Word XP). If you forget to click the Add to List button, you'll be reminded to do it later.
6. Optionally choose a location from the Look In drop-down list. It already shows you the My Documents folder, which is an ideal place to look. But if you feel the file is on a disk in another drive or a specific folder, then choose it from the list as well. To search the entire computer, select My Computer from the list.
7. Put a check mark by "Search Subfolders" so that the search expands down into the very depths of your disk drive's folder structure.
8. Click the Find Now button. Word scurries around the folders you told it to look in and finds all files matching your search criteria. They appear in a tree structure that unfolds in the Open dialog box.

**NOTE** *If a multitude of files were found, then consider redoing the search with more specific information, or even repeating steps 3 through 5 and adding a range of dates to narrow the search.*

9. Ctrl+click to select all the files found.
10. Click the Open button to open all the selected files. Now you can sift through each of them in Word until you find the one you want.

Yes, it's possible to open more than one file at a time in the Open dialog box. The Open button opens any and all selected files shown in the list.

#### **FIXING THE STUPID MENUS!**

Tired of the menus in Office changing size on you? Sick of having to click the "show more" chevron to see the entire menu? Me too! A program should never conceal its options. So to fix Word's timidity of its own menus, follow these steps:

1. Choose Tools ➤ Customize.
2. Click the Options tab in the Customize dialog box.
3. In Word 2003/XP, click to select "Always Show Full Menus;" in Word 2000, remove the check mark by "Show Full Menus after a Short Delay."
4. Click OK.

That way the menus stay open and visible all the time. It's also the way I prefer to use Office applications, and the way they're shown in the screen shots in this book.

### How Do I Save a Document to Drive A?

You can save a document to any disk in your system, whether it's another hard drive or a removable disk such as a floppy, Zip, or writable CD or DVD. The secret is to choose that disk from the Save In drop-down list at the top of the Save As dialog box (see Figure 1.1).

Please don't try to save to Drive A—or any removable disk—as opposed to using the hard drive. The hard drive is designed to be your primary file storage location. Use it! Then, after the file is safely saved on the hard drive, consider using the Save As command to save a *copy* of the file to a removable disk. Or you can use Windows to simply copy the document to a removable disk.

**NOTE** *Floppy disks are notoriously unreliable. They're fine for backups or for moving files between computers, but not for permanent storage.*

### Word Crashed! What Can I Recover?

Word is smart about document recovery. If there is anything to recover, then you'll see that file appear in a window the next time you start up Word. The window will have the original file's name followed by the text "(Recovered)."

In Word 2003/XP, point the mouse at the recovered file, and a menu button appears. Click that button to select a recovery option.

In Word 2000, use the Save As dialog box to save that recovered file back to disk and overwrite the original.

Yes! It's okay to overwrite an original file with a recovered version. I would say 99 percent of the time that's the option I've chosen. (The other 1 percent of the time the recovered file was no different from the original.)

Of course, to make Word recover files, you need to turn on the AutoRecovery feature:

1. Choose Tools ➤ Options.
2. Click the Save tab.
3. Put a check mark by "Save AutoRecover Info Every" (if a check mark isn't there already).
4. Enter a time interval to save the AutoRecover information. Ten minutes is okay for most people.
5. Click OK.

Now your computer is semiprotected against bad things happening. Word will automatically save your documents (whether you do or not) every 10 minutes or so. Of course, nothing gets hurt by your pressing the Ctrl+S key combination every few minutes just to be safe.

**NOTE** *If there are no recovered documents after a crash, then don't worry. Your stuff was probably all up-to-date and there was nothing necessary for Word to recover.*

## A Gaggle of Nifty Word Formatting and Editing Tricks

Just when you think you know every Word trick there is, some doofus pops up and shows you something new, something useful, something you wish you would have known for the last project you did. Well, for the next few pages I plan on being your personal doofus and showing you what I think are some handy, unknown, or under-used tools in the Word toolbox.

### How Do I Select Only One Sentence of Text?

A sentence is an irregular beast, not a single word or paragraph. Therefore selecting it using the mouse or the keyboard requires tedious skill...unless you know this trick: Press the Ctrl key and click the mouse somewhere in the sentence. Zloop! The entire sentence is selected and ready for action!

And for your passing enjoyment, Table 1.1 lists other quick and nifty ways of instantly selecting text.

**TABLE 1.1: SELECTING CHUNKS OF TEXT IN WORD**

TO SELECT THIS CHUNK OF TEXT	TAKE THIS ACTION	OR THIS ONE
Word	Double-click the word.	With the insertion point in the word, press the F8 key twice.
Sentence	Ctrl+click the sentence.	With the insertion point in the sentence, press the F8 key three times.
Line	Click in the margin to the left of the line.	
Paragraph	Double-click in the margin to the left of the paragraph.	With the insertion point in the paragraph, press the F8 key four times.

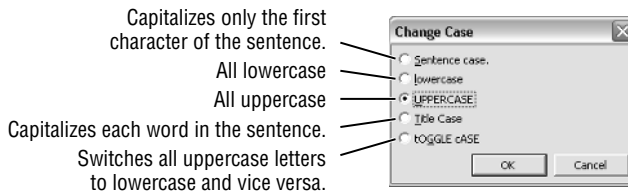
### Can I Change the Capitalization without Retyping the Whole Sentence?

The easiest way to change capitalization of a word is to put the insertion point in the word and press Shift+F3. That changes the capitalization to one of three modes: Initial Caps, ALL CAPS, or all lowercase. Keep pressing Shift+F3, toggling back and forth until you get the capitalization you want.

As an alternative, you can select the text you want to recapitalize and choose Format > Change Case from the menu. Doing so displays five options for changing the case of the selected text, as shown in Figure 1.5. Select an option and click OK.

**FIGURE 1.5**

Even more ways to change the case



**NOTE** Despite the earnestness of the *Change Case* command (Shift+F3) referring to its *Initial Caps* command as “*Title Case*,” it is a common convention not to capitalize prepositions, articles, or conjunctions in a title. So, words such as *of*, *in*, *and*, *on*, *by*, *with*, *for*, and *so on* are not capitalized, well, unless they appear at the start or end of the title. (I asked my editor about this issue and she trembled in fear, citing some obscure tome called the *Chicago Manual of Style*. But then she also mentioned about 1,600 exceptions. So I suppose whatever you capitalize in your title is okay with me.)

### How Can I Paste in Text without Pasting in All the Formatting?

I suppose it’s handy that when you normally paste text into Word, all the text’s original formatting follows along like so much emotional baggage. For example, if you copy text from a web page into Word, you’ll notice that any formatting the text had on the web page automatically follows that text into Word.

If you don’t want the formatting to follow the text—for example, you want the text to appear in the document using the document’s own formatting styles (just as if you had manually typed the text yourself), then you need to know how to *Paste Special*. Obey these steps:

1. Choose **Edit** ➤ **Paste Special**. The *Paste Special* dialog box appears.
2. Choose “**Unformatted Text**” from the list.
3. Click the **OK** button.

And the text is pasted into the document *minus* any formatting it may have had. The end result is text that appears as if you’ve typed it yourself.



In Word 2003/XP, you can choose the *Unformatted* option *after* you paste the text by clicking the *Paste Options* button that appears after the text has been pasted. Choose “**Keep Text Only**” from the pop-up menu, and it’s the same thing as pasting in unformatted text.

**NOTE** If there isn’t an “*Unformatted Text*” option, then there is no text in the *Clipboard* to paste. Also note that you can *Paste Special* only from the *Paste Special* dialog box, not from the *Clipboard* task pane in Word 2003/XP.

### What the Heck Is Wrong with This Formatting?

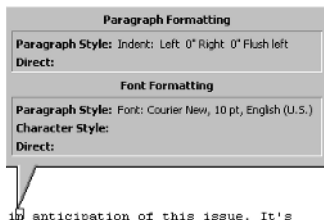
Most of the e-mail questions I get regarding Word deal with some sort of weird formatting, such as a blank at the start of each line or a border following random paragraphs. Fortunately, nothing in Word is truly hidden from you. And while Word lacks a *Reveal Codes* command (that I so loved back in the days of DOS WordPerfect), it does have a *Show Formatting* command.

To see what evils lurk in a paragraph’s formatting, press the Shift+F1 key combination. This has two different effects, depending on your version of Word.

In Word 2000, the mouse pointer changes to a question mark–arrow, which you can use to point-and-click at any text in Word. Doing so displays a pop-up cartoon bubble that lists the formatting for whatever text you clicked on, as shown in Figure 1.6.

**FIGURE 1.6**

Checking the text formatting in Word 2000

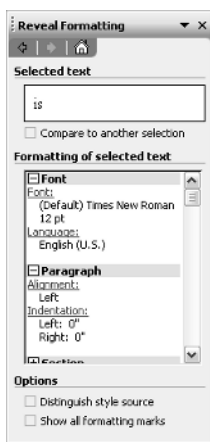


The problem here is that only information is displayed. It's up to you to figure out where the problem lies, not only from the terms used in the description but from knowing which Word commands control those formatting options. (Fortunately all formatting options exist in the Format menu.)

In Word 2003/XP, information about the formatting appears in the Reveal Formatting task pane, as shown in Figure 1.7. This is very similar to the information shown for Word 2000, but with the advantage that you can click the underlined (blue) links to get at the proper dialog boxes required to fix things.

**FIGURE 1.7**

Checking the formatting in Word 2003/XP



## How Come Changing the Format of One Paragraph Changes the Formatting of Them All?

I encountered this problem a while back and it bugged the bejoobies out of me: whenever I made one line of text bold, every other paragraph in the document bolded up. Very annoying, until I figured out that it was a Style issue.

### THE MIGHTY F2 KEY

One of the easiest ways to copy or move a block of selected text in Word is to employ the handy F2 key. Unlike any of the other 10,000 ways to copy or move text, F2 is a breath of fresh air, giving you an immediate command versus a combination of commands or windows or prayers and incantations. It works like this:

1. Select the text you want to move or copy.
2. Press the F2 key to move that text, or press Shift+F2 to copy. You'll see "Move to Where?" or "Copy to Where?" appear on the status bar.
3. Click the mouse where you want the text moved. You can scroll to anywhere else in the same document, but you cannot use this trick to move or copy between two different documents.
4. Press the Enter key to move or copy the text.

Note that moving or copying text in this manner does *not* place that text into the Clipboard for repasting. No, the F2 command is more of a quick-move/quick-copy command than a traditional copy- or cut-and-paste operation.

Styles can be programmed to be automatically updated. So when you modify a paragraph in a document, all other paragraphs formatted with that style also change. This can be handy if you like to mess with styles after they're created, but it can also be a pain in the butt. To fix it, you must visit the Style dialog box:

1. Put the insertion pointer in the paragraph having the style you need to fix.
2. Choose Format ➤ Styles and Formatting in Word 2003/XP; choose Format ➤ Style in Word 2000.
3. Choose Modify from the drop-down list next to the highlighted style in the Styles and Formatting Task Pane in Word 2003/XP; in Word 2000, click the Modify button in the Style dialog box. The Modify Style dialog box appears.
4. Uncheck the item that reads "Automatically Update."
5. Click OK.

With the Automatically Update option disabled, your document's paragraphs can be modified without changing the underlying style. Or, conversely, if you do want styles to be updated on the fly, then you can check that option so that changes to one paragraph affect all other paragraphs of the same style. (But either way, I find it annoying.)

### Why Would I Want to Search and Replace Styles?

Word's Search and Replace function is powerful enough to wreak havoc on even the most innocent of things, such as a style. So suppose you discover that for some arcane legal reason all your *italic text*

has to be changed into boring old underline. Here's how you can do that without wasting a ton of time by using the Search and Replace command:

1. Press Ctrl+Home to zip to the tippy-top of your document.
2. Choose Edit ➤ Replace. The Find and Replace dialog box appears, ready to "Find What" and "Replace With." But you need more information than that, right?
3. Click the More button. More stuff appears!
4. Click the Format button.
5. Choose Font from the pop-up menu. The standard Font dialog box appears.
6. Choose Italic in the Find Font dialog box, or select whatever font attributes you're searching for.
7. Click OK.

Now notice in the Find and Replace dialog box how the text "Format: Font: Italic" appears below the Find What text box. That means Word is searching for a format, not a specific chunk of text. The format it's searching for is any text that's italic. Time to select what to replace the italic text with:

8. Click the mouse in the Replace With text box.
9. Click the Format button.
10. Choose Font from the pop-up menu.
11. Choose the solid underline from the Underline Style drop-down list. That's the replacement style.
12. Click OK. Now under the Replace With text box you'll see "Format: Underline." You're searching for italic text and replacing it with underline—a style or formatting search and replace instead of a text search and replace.
13. Click the Replace All button to convert all your document's italic text into Underlined text.

You can search and replace any formatting attribute with any other formatting attribute, including text color, paragraph formatting, even styles you've created. Just choose the proper formatting command from the Format button.

**NOTE** Word remembers the last formatting item you searched and replaced! To clear the formatting information from the Find and Replace dialog box, click the No Formatting button. If you forget to do this, then Find and Replace will not behave as you expect it to.

## Where Was I Last Editing?

A handy key to remember is the Shift+F5 combination. Pressing Shift+F5 returns the insertion point back to the place in your document where you last edited. So if you're scrolling through text reading, or bouncing from here to there editing, remember Shift+F5 to return to where you once were.

## Is There an Easier Way to Edit a Document Full of Pictures?

Word doesn't do desktop publishing very well. Instead of forcing too many pictures into Word, I recommend using a "real" desktop publishing program, such as Microsoft's Publisher or Adobe's InDesign. But anyway...

If you're suffering through a document that has lots of pictures and it seems to be slowing things down, then shift into this mode:

1. Choose Tools ➤ Options.
2. Click the View tab in the Options dialog box.
3. Put a check mark by "Picture Placeholders."

That replaces the images in your document with placeholders, which makes scrolling around work a lot easier. When you're done editing, simply repeat the above steps to reactivate the pictures.

## Why Would I Need the Document Map?

The Document Map is one of those seldom-used features that can really save you time both navigating a larger document and getting "the big picture" on what you're writing.

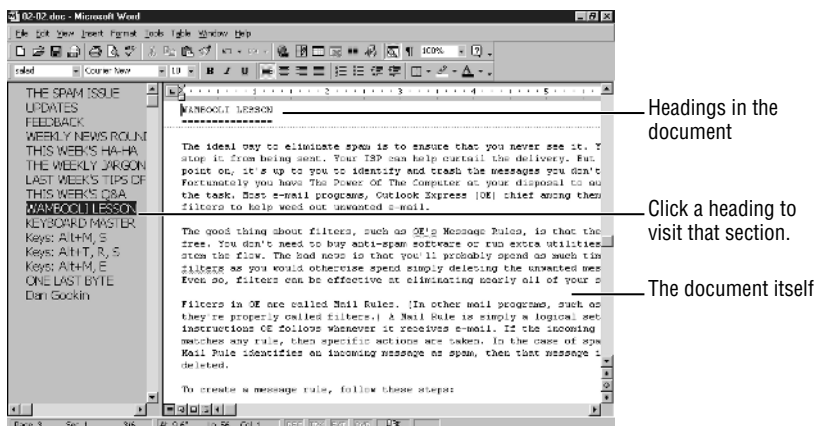
To switch on the Document Map, choose View ➤ Document Map from the menu, or click the Document Map button on the toolbar. A slice of the screen is split off to show you the various headings in your document, as illustrated in Figure 1.8.

Alas, if your document lacks headings, doesn't use the Headings styles, or is too short, then the Document Map isn't of much help.

Choose View ➤ Document Map again, or click the toolbar button, to make the Document Map view vanish.

**FIGURE 1.8**

Viewing the Document Map





## What's the Point of NORMAL.DOT?

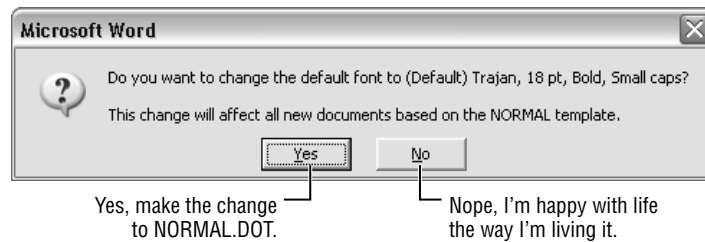
NORMAL.DOT is a template file, not a document. As such, it is the standard (or “default” if you want) template used by Word whenever you open a new document and don’t specify any other template. It contains the standard settings for any new document, such as Times New Roman font at 12 points, single-spaced, and so on. (See Chapter 5, “Using Styles and Templates to Save Oodles of Time,” for more information on templates.)

If you want to change the way Word starts new blank documents, then you merely need to edit the NORMAL.DOT template and update the settings. NORMAL.DOT can be opened like any template file in Word, edited, then saved back to disk. The secret is to choose “Document Templates (\*.dot)” from the Files of Type drop-down list in the Open dialog box.

A better way to make subtle changes in the NORMAL.DOT file is to take advantage of the various Default buttons located in many of Word’s dialog boxes. These buttons can be used to modify the NORMAL.DOT template without having to go through the ordeal of trying to find it on disk and opening it.

For example, say you want all your new documents to be in the Bookman font at 10 points. Just choose Format ➤ Font and select Bookman as the font and 10 points as the size. Then click the Default button. Word asks if you want to save that change to the NORMAL.DOT template, making it stick for all new documents you open (Figure 1.9). Click Yes to make it so.

**FIGURE 1.9**  
Changing the  
default font



There are other Default buttons in other formatting dialog boxes as well. These also modify the settings of the NORMAL.DOT template. Use them to change the settings for your new, blank documents.

**NOTE** NORMAL.DOT also contains any modifications you make to the toolbars or other aspects of Windows. So if you modify the toolbar and are eventually asked to “Save the Changes to NORMAL.DOT?” click the Yes button to keep your modifications.

**NOTE** It's a bad idea to over-modify the NORMAL.DOT template. If you find yourself making too many modifications, consider moving them all from the NORMAL.DOT template into another, custom template file you create. That way you can leave NORMAL.DOT basically “nude,” which may come in handy. Refer to Chapter 5 for information on copying and deleting information in a template file.

### What's the Best Way to Alphabetically Sort a List of Items?

Word is entirely capable of sorting text. The problem is that the Sort command is hidden in the Table menu. I suppose that's because Sort is a more powerful tool when it comes to messing with tables. But in any event, you can also use the Sort command to sort just any text. Here's how:

1. Select the text you want to sort. For example, it can be a list of items, each on its own line. If you sort paragraphs, then only the first word in the paragraph is used for the sort.
2. Choose Table ➤ Sort. The Sort Text dialog box appears, but you needn't pay any attention to it; it's already set up to sort alphabetically, A to Z.
3. Click OK. And your text is sorted.

Often what you want to sort is an inline list of items. For example:

My favorite fruits are apples, oranges, bananas, pears, grapes, cherries and peaches.

To sort the list of fruit, first edit the paragraph so that each fruit appears on a line by itself:

My favorite fruits are  
apples,  
oranges,  
bananas,  
pears,  
grapes,  
cherries and  
peaches.

Now follow the steps above, selecting the fruits only and sorting them by name. You'll end up with:

My favorite fruits are  
apples,  
bananas,  
cherries and  
grapes,  
oranges,  
peaches.  
pears,

Now re-edit the paragraphs back into a single sentence, moving the "and" and the punctuation into the proper positions, and you have a sorted list.

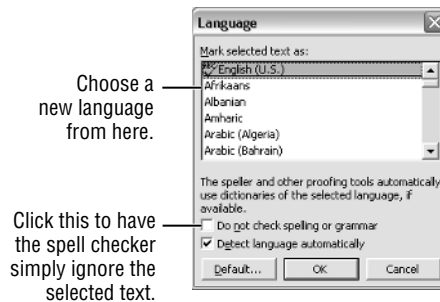
### This Chunk of Text Is in Latin; How Can I Tell the Spell Checker to Ignore It?

The easiest way to avoid spell-checking foreign words is to format that chunk of text with the foreign language's attribute—yet another seldom-used feature of Word. Here's how:

1. Select the portion of text in a foreign language—or select any chunk of text that you merely don't want Word to spell-check, such as a code listing, filler block, or whatever you tire of seeing flagged as “misspelled.”
2. Choose Tools ➤ Language ➤ Set Language. The Language dialog box appears, described in Figure 1.10.

**FIGURE 1.10**

Setting a new language for the spell checker



3. Scroll through the list until you find Latin.
4. Click OK.

Now the Latin text will be identified as such. In fact, if you had the optional Latin dictionary installed, Word would spell check the Latin text.

Optional dictionaries exist for all the languages listed in the Language dialog box. Alas, I've had a heck of time trying to find or order them from Microsoft. So unless you meet with better luck, I suggest merely using the Language dialog box to mark your foreign language text as “Do Not Check Spelling or Grammar.” That way, you won't have to suffer through all the red and green wavy lines.

## Printing Fun

The final step to the word processing process is getting your stuff down on paper, the hard copy, the printing part. This normally doesn't even receive a second thought. That is, until you come across one of the issues covered in the following sections.

### PRINTING KEYS

The printing keyboard shortcut is one of the basic Windows shortcut keys: Ctrl+P.

Another handy keyboarding combination worth knowing is the command to quickly summon the popular Page Setup dialog box: Alt+F, then U. The F is from File and the U comes from the word “Setup.” Try to remember those special words as opposed to any others that the F-U combination might make you think of.

Note that some of the items here are printer specific. Your printer’s manufacturer, not Microsoft, creates the printer driver, the software used to control the printer. Printing is the spot where Word hands over control to that other software. So how your printer works may be subtly different than what’s described below.

### How Can I Stop Printing?

I find the most satisfying way to stop printing is to stand up and immediately yell at the printer, “Stop, you idiot!” This is quite satisfying, but sadly this method has been found to be less than effective in most situations.

First, use your printer’s queue list to try to stop the document from printing.

Because your printer is printing, there should be a tiny printer icon that appears in the System Tray/Notification Area on the right end of the taskbar. Double-click that little printer icon to open your printer’s window and view the queue list.

Click to select your document in the list. Then choose Document ➤ Cancel from the menu (or Document ➤ Cancel Printing, depending on your version of Windows).

Wait patiently. Eventually the document will stop printing.

If the document doesn’t stop printing, and the printer keeps spewing out page after page, then consider turning off your printer. Do this only as a last resort: Turn off the printer. Wait a few moments, and then turn the printer on again. Eject a page from the printer just in case a page was “stuck” in the printer when you turned it off.

### How Come the Document Comes out of the Printer Backward?

Many ink printers and a few laser printers spew out their documents face up in the printer tray. The result here is that page 1 is always on the bottom of the stack, meaning that you have to reshuffle your printer’s output. *And aren’t computers supposed to save you time!?*

Anyway, it’s entirely possible to have your printer send out its pages in reverse order, providing that you remember these steps in Word:

1. Bring up the Print dialog box. Choose File ➤ Print or press Ctrl+P.
2. Click the Options button. This summons a second Print dialog box with a few special options custom to Word.

3. Click to check “Reverse Print Order.” That’s the secret!
4. Click OK.
5. Click OK to print in reverse order, and the pages come out of the printer backward!

Now the last page prints first. If your printer spits out pages face up, then on top of the last page comes the next-to-last page, and so on all the way down to page 1, which prints on top the pile.

### Can I Print on Both Sides of the Page?

Printing on both sides of a page is tricky. Well, it’s tricky unless you have a printer that’s capable of printing on both sides of the page. If you do, then you’ll see the “Print on Both Sides” option deep in the printer’s Properties dialog box.

For example, in Figure 1.11 you see the Properties dialog box for my HP color LaserJet, which has a dual-sided printing option attached. Alas, most printers lack this option, so you’ll have to do things like this:

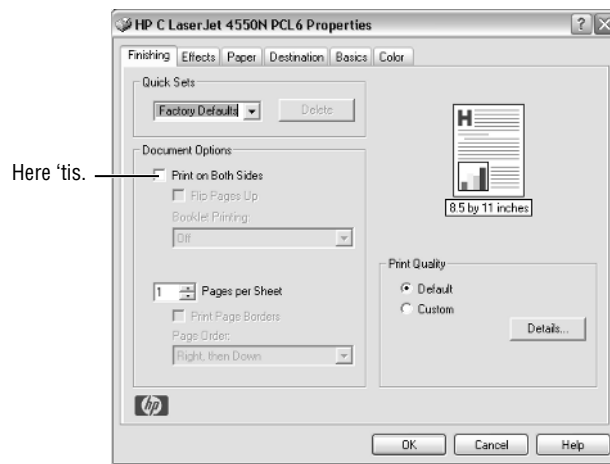
1. Save your document to disk, all nice and neat and ready to print.
2. Summon the Print dialog box. Choose File ➤ Print or use the handy Ctrl+P keyboard shortcut.
3. In the Print dialog box, choose “Odd Pages” from the Print drop-down list. Figure 1.12 shows where to find this.

First you want to print pages 1, 3, 5, and so on. Those will go on one side of the paper.

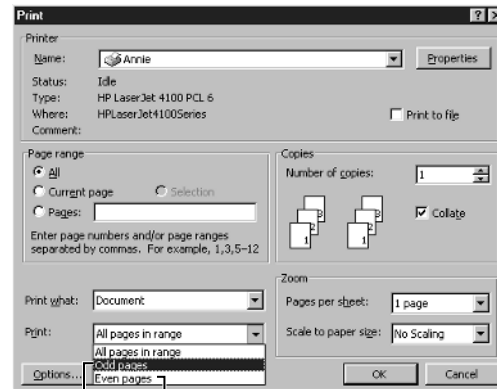
4. Click OK to print.

**FIGURE 1.11**

An option for printing on both sides of the page



**FIGURE 1.12**  
Printing odd pages,  
then even pages



Choose Odd here first.      The second pass you'll choose Even.

And the printing goes on. . . . When the printing is done, gather the sheets and put them back into the printer's paper tray, but oriented so that printing takes place on the back side.

Further, you need to ensure that the first page is on top and the last page is on the bottom of the stack. That's because page 2 needs to go on the back of page 1, and so on. (See the previous section on printing in reverse order, if that helps you stack up your pages properly.)

When the odd pages are properly ordered and oriented in the printer, you're ready to print on the even side.

1. Choose File ➤ Print.
2. Choose "Even Pages" from the Print drop-down list.
3. Click OK, and page 2 prints on the back of page 1, and so on for the rest of your document.

Yes, this can be a pain. It takes a bit of practice and patience to get it right. I recommend starting with a simple two-sided, one-page document. Then move up into longer documents. And if this is something you plan on doing often, look into buying a printer that has a dual-sided or duplex printing option built in. That certainly saves a lot of time and guesswork.

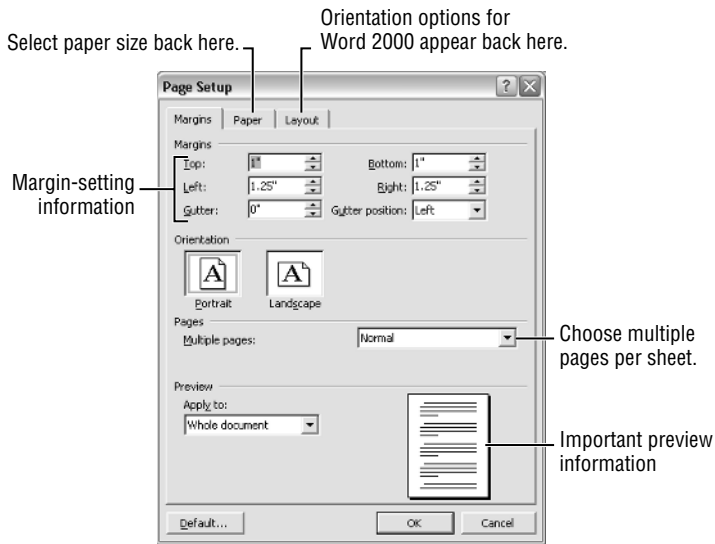
### Is There a Better Way to Print on Three-Hole-Punch Paper?

I prefer printing out lots of stuff on three-hole-punch paper. Rather than mess with a paper punch, I prefer to buy my printer paper prepunched. As long as the paper is properly oriented when you stick it into the printer, everything comes out fine—unless you forget to adjust the margins.

Generally speaking, I prefer a 0.5" margin on the left side of three-hole-punch paper. That gives enough room so that my text isn't too close to the holes. To set the margins that way, you use the Page Setup dialog box:

1. Choose File ➤ Page Setup.
2. Click the Margins tab (if you need to). Figure 1.13 shows you what's up with the Page Setup dialog box.

**FIGURE 1.13**  
The Page Setup dialog box



3. Adjust the Gutter margin up to 0.5". The "gutter" is a typesetting term for the edge of a page that is used for binding. Also note in Word 2003 that you can set the Gutter Position for a document, though for three-hole-punch paper the position is Left, which is already defined.
4. Click OK, and the margins are properly set for three-hole-punch page printing.

The margins you set for the page are different from the margins set for individual paragraphs. In fact, the values you use for a paragraph's margin are all relative to these page margins. (Paragraph margins are set by using the Format ➤ Paragraph command.)

### How Can I Print Two Pages on an 11 × 14 Sheet?

It's simple to direct Word to print two or more "pages" on a sheet of paper. The problem comes, however, when you want to fold the paper in some way to make a book. Word lacks the smarts to intelligently print for binding purposes. (For that task you need a desktop publishing program, such

as Microsoft's Publisher or Adobe's InDesign.) In any event, you can print more than one page on a sheet of paper if you follow these steps:

1. Choose File ➤ Page Setup.
2. Click the Paper or Paper Size tab.
3. Select Legal size paper from the Paper size drop-down list.
4. Change the Orientation to Landscape. Note that this is done in the Paper Size tab for Word 2000, but in the Margins tab for Word 2003/XP.
5. Click the Margins tab.
6. In Word 2003/XP, choose "2 Pages per Sheet" from the Multiple Pages drop-down list; in Word 2000, put a check mark by "2 Pages per Sheet."
7. Click OK.

Now your document will print two pages on a single sheet. In this case, an  $8.5 \times 14$  sheet of legal paper.

Again, the big problem here is binding. While Word can print two pages on a sheet of paper, it's very difficult to glue or staple the multiple pages together to make a book. If you attempt it, then the pages will be out of sequence. In fact, it's just better to print the pages, cut them out (with a scissors), then paste them (with glue) into a book form.