

Quick Results

Microsoft® Word

**The World's Most Popular Word Processor
Version 6.0**

Microsoft Corporation

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Contents

Before You Begin v

Chapter 1 Installing and Starting Word 1

Installing Word 2

Starting Word 4

Quitting Word 6

Detailed Information About Installing and Starting Word 7

Chapter 2 What's New in Word 6.0? 15

Where to Go for More Information 16

Wizards and "Auto" Features Simplify Common Tasks 17

New Editing Features 22

New Formatting and Style Options 24

New Page Layout Choices 26

Mail Merge Step by Step 27

Easier-to-Use Interface 28

Customize Word with New Options 30

Workgroup Features 32

Getting Help and Learning Word 33

Chapter 3 Introducing Word 37

What's on the Word Screen? 38

Using the Mouse 39

Choosing Commands 39

Changing Your View of a Document 42

Getting Online Help 45

Chapter 4 Creating Your First Document 49

Before You Start 50

Three Ways to Create a Document 50

Typing and Editing 52

Formatting: Fonts, Italic, Tab Stops, and Bulleted Lists 60

Checking Spelling 68

AutoText: Reusing Text and Graphics 69

Tables and Newspaper-Style Columns 70

Basic Page Setup 78

Opening, Saving, and Closing Documents 84

Printing Documents or Envelopes 85

Chapter 5 Wizards, Templates, and Business Letters 89

Wizards: The Easiest Way to Create a Document 90

Templates: Blueprints for Documents 101

Prewritten Business Letters 123

Chapter 6 Switching from a Previous Version of Word 127

New and Changed Menu Commands 128

Mouse and Keyboard Changes 142

New Specifications 146

Converting Word for Windows Files 147

Chapter 7 Switching from WordPerfect to Word 149

Online Help for WordPerfect Users 150

Five Things You Need to Know to Use Word 153

A Glossary of WordPerfect Terms vs. Word Terms 165

Converting WordPerfect Documents 169

Index 177

Before You Begin

What's in the Microsoft Word Documentation?

The Microsoft® Word documentation package contains detailed information about using Word for Windows™ and Word for the Apple® Macintosh™.

Microsoft Word Quick Results This is a “stand-alone” guide for users who want to get results quickly—for example, create a letter, memo, resume, or newsletter—without having to learn all the details about Word. It includes information on:

- Installing and starting Word.
- New features in Word version 6.0 and tips for upgrading from Word versions 1.x or 2.x.
- A quick introduction to Word basics, such as getting familiar with the Word screen, using the mouse, creating your first document, and using online Help.
- Creating documents with ready-to-use templates or wizards that take you step by step through the process of creating letters, memos, and so on. You can even choose from a set of prewritten business letters, such as a press release.
- Switching from WordPerfect® to Word.

Microsoft Word User's Guide This manual contains comprehensive information on Word, including “Quick Start” sections that show the basics for each feature.

Online Help: procedures, demos, and product support The online documentation includes step-by-step procedures, reference information, and demonstrations.

Help	Displays a list of Help topics
Contents	Displays a list of Help topics
Search for Help on...	Searches for Help on a topic that you specify
Index	Provides a quick demonstration of Word 6.0
Quick Preview	Provides a quick demonstration of Word 6.0
Examples and Demos	Gives examples and demonstrations of how to do tasks
Tip of the Day...	Gives examples and demonstrations of how to do tasks
WordPerfect Help...	Displays information about contacting product support
Technical Support	Displays information about contacting product support
About Microsoft Word...	Displays information about contacting product support

Why Is This Version 6.0?

In this new version, Word for Windows and Word for the Macintosh share the same file format, features, appearance, and documentation. Because this version of Word eliminates most of the differences between Word for Windows and Word for the Macintosh, both products are numbered version 6.0.

General Conventions

Text formatting convention	Indicates
Triangular bullet (▶)	Step-by-step procedures for mouse and keyboard users.
Bold type	Words or characters that you type.
<i>Italic type</i>	Placeholders for items you must supply, such as filenames. For example, if the manual says to type cd <i>directory_name</i> , you might type cd winword Italic type also indicates important new terms and the titles of other books in the Microsoft Word package.

Keyboard Conventions

All key names are shown in small capital letters. For example, the Control key is shown as CTRL and the Escape key is shown as ESC. (The keys on your keyboard may not be labeled exactly as they are in this manual.)

Keys	Comments
Shortcut keys	You can use many shortcut keys in combination or in sequence. For example, SHIFT+F1 means to hold down the SHIFT key while pressing F1, and ALT, F, A means to press and release each of those keys in order.
RETURN key and ENTER key	These keys usually perform the same action in Word. In this manual, "Press ENTER" means that you can press ENTER or RETURN, unless otherwise specified.
Arrow keys (↑, ↓, →, ←) HOME, END, PAGE UP, PAGE DOWN	Use these keys to move around in a document. Some keys can be used in combination, such as CTRL+HOME.
Numeric keypad keys	If you have an extended keyboard, you can type numbers with the numeric keypad if you first press NUM LOCK (Windows) or SHIFT+CLEAR (Macintosh).

If you're using a mouse See Chapter 3, "Introducing Word," for a description of pointing, clicking, and dragging. Chapter 7, "Switching from WordPerfect to Word," contains additional information about using a mouse.

CHAPTER 1

Installing and Starting Word

This chapter explains how to install Word on a stand-alone computer or on a network workstation. If you are a network administrator, you'll find more information about installing Word on a network file server or in a shared directory in Appendix B, "Installing and Using Word on a Network," in the *Microsoft Word User's Guide*.

The first part of this chapter is designed to get you up and running as quickly as possible by explaining how to install Word on your hard disk and how to start and quit Word.

The last section, "Detailed Information About Installing and Starting Word," provides more in-depth information about what kind of computer you need, upgrading from a previous version of Word, installing and removing optional components of Word, and other ways you can set up Word to suit your needs.

In This Chapter

- Installing Word 2
- Starting Word 4
- Quitting Word 6
- Detailed Information About Installing and Starting Word 7

Installing Word

If you're eager to install Word right away, follow the steps in "Running Setup," later in this section. You must use the Microsoft Word Setup program to install Word because the files on the program disks are compressed and can't simply be copied to your hard drive.

Setup checks your system and asks a series of questions about how you want to install Word. If you want more information about the requirements for running Word or the options you see during installation, see "Detailed Information About Installing and Starting Word," later in this chapter.

If you have a previous version of Word on your system, Setup will ask if you want to install Word version 6.0 over the existing version. If you want to keep the previous version, make sure that you specify a new directory where you want to install Word version 6.0. For more information, see "Upgrading from a Previous Version of Word," later in this chapter.

Important Microsoft Windows version 3.1 or later is required to install and run Word. You must install Windows before you can install Word.

Copying Word and the Word Disks

Before you install Word on your hard disk, you may want to copy the Program disks as a backup. You can copy the Word program disks for your own use, but be aware that the Microsoft Word license prohibits making more than one backup copy. Your license allows you to install Word on another computer, such as a laptop or a home computer, provided that you use only one copy of Word at a time and that you are the primary user where the software is installed most of the time. For more information, read your Microsoft Word license.

Running Setup

- 1 Make sure that Windows (version 3.1 or later) is already installed on your computer or workstation. You can run Word on any system that can run Windows 3.1, if the system has enough RAM and hard disk space. If Windows is not installed, run the Setup program for Windows before trying to install Word.

- 2 Start Windows. If you are using the supplied Word floppy disks, insert the first Setup disk in drive A or drive B. If you are installing Word from a network file server or a shared directory, connect to that server or directory and then write down the drive letter that designates it (you will need to use the same drive letter if you run Setup again later). Then, in the Windows Program Manager, choose Run from the File menu. In the Command Line box, type **a:setup** if you put the Setup disk in drive A or **b:setup** if you put the Setup disk in drive B. If you're installing Word from a network file server or a shared directory, type the full path plus **setup**. Choose the OK button.
- 3 When Setup starts, follow the instructions on your screen. You will be prompted to supply the path to the directory where you want to install Word. Setup checks your system and the available hard disk space. It asks whether you want a Typical, Complete/Custom, or Laptop (Minimum) installation. A workstation installation option is also available if you are running Setup from an administrator's installation on a network volume. If you do not have enough space on your hard drive for a particular type of installation, that button will be dimmed and unavailable. After you select an installation option, you may need to select check boxes and choose the Continue button on successive screens to specify which components you want to install. After you make your choices, Setup installs Word from the supplied disks (or from the network file server, if you're running Setup from a server).

If you later want to add or remove optional features, such as Equation Editor, you can run Setup again.

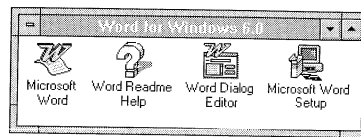
For more detailed information about running Setup, see "Detailed Information About Installing and Starting Word," later in this chapter.

Important While Setup is running, fill out your Microsoft Word registration card. Return the card to Microsoft as soon as possible. This will ensure that you are notified of future product updates, have access to Microsoft's Product Support staff by telephone, and qualify for the Microsoft product repair and replacement plan.

After you run Setup, you will see the Word program group in the Program Manager. Double-click the Word Readme Help icon to open a supplementary Help file that provides late-breaking information about Word.

Starting Word

After you run Setup, you'll see a program group in the Windows Program Manager called "Word for Windows 6.0" or another name you may have provided during installation. The Word program group includes icons for the major components you installed. For example, if you performed a Complete installation, the program group includes the following icons:



The Word for Windows 6.0 program group

Starting Word from Within Windows

Normally, you start Word from within Windows by double-clicking the Microsoft Word icon in the Word program group. If you want to start Word each time you start Windows, you can include the Microsoft Word icon in the Startup program group in Program Manager. For more information about starting programs from within Windows, see your Windows documentation.

▶ To start Word from the Windows Program Manager

Do one of the following:

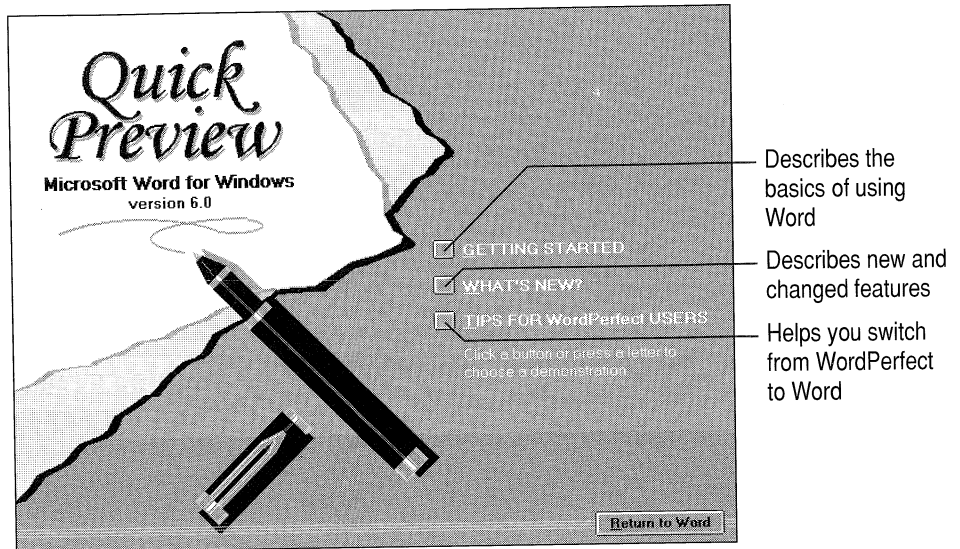
- Double-click the Microsoft Word icon.
- In the Word program group, use the arrow keys to select the Microsoft Word icon, and then press ENTER. If the Word for Windows 6.0 program group is not active, hold down CTRL and press TAB until its title bar and one of the icons are highlighted.

Starting Word and Opening a Document Simultaneously

You can start Word by simply opening a Word document. Double-click a Word document name in File Manager or a Word document icon in Program Manager to start Word and open the document.

Quick Preview Demonstrations

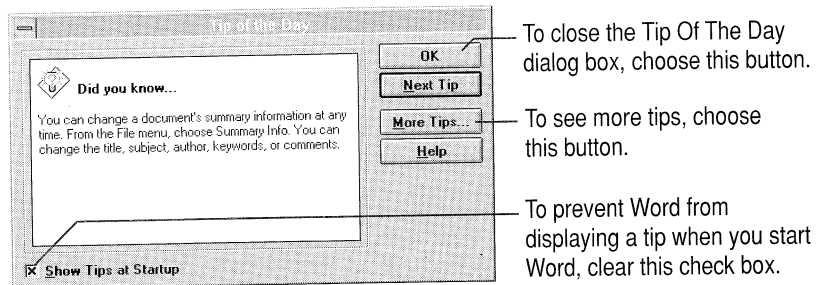
The first two times you start Word, you'll see the Quick Preview screen. You can choose to see one of three brief demonstrations of Word.



You can also run the Quick Preview demos at any time by choosing Quick Preview from the Help menu.

Tips of the Day

Each time you start Word, you'll see a Tip of the Day. Tips of the Day are useful hints and reminders about how you can use Word most productively.

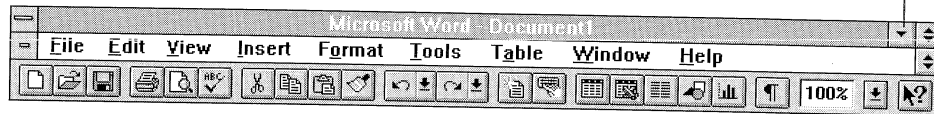


If you clear the Show Tips At Startup check box, you can still view tips by choosing Tip Of The Day from the Help menu.

Quitting Word

You don't need to quit Word each time you finish working on a document. If you think you'll need to use Word again soon, you can just click the Minimize button in the upper-right corner of the Word window. Minimizing Word gets it out of the way so that you can use other Windows applications more easily. Word is still readily available whenever you want to resume work on a document. Just double-click the minimized Word icon to restore the Word window.

The Minimize button gets Word out of your way.



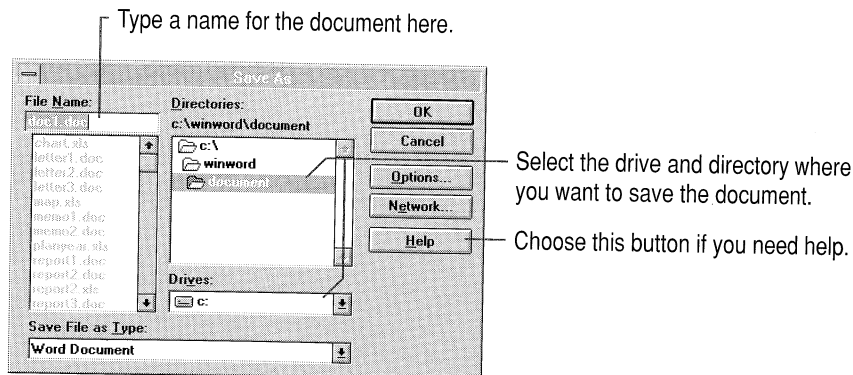
When you finish working on documents and want to quit Word, use the following procedure.

▶ To quit Word

From the File menu, choose Exit by doing one of the following:

- If you are using a mouse, point to the File menu and click the left mouse button; then point to the Exit command and click the left mouse button.
- If you are using the keyboard, hold down ALT and press F, and then press X.

If you haven't saved changes to a document, Word asks you if you want to save the document. To save the changes, choose the Yes button or press ENTER. If you haven't yet named the document, Word displays the Save As dialog box so that you can type a name and tell Word where you want to store the document.



Detailed Information About Installing and Starting Word

The following sections provide more information about the requirements for running Word and the options you can select during installation.

What Kind of Computer Do I Need?

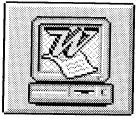
If your system can run Windows version 3.1, it can run Microsoft Word for Windows. The requirements for available hard disk space and system memory vary, depending on how you choose to install Word and how many Windows applications you want to run simultaneously. The following table describes the minimum requirements for installing and running Word.

Computer	An industry-standard computer with at least an 80286 or compatible microprocessor, Microsoft Windows version 3.1 or later, a hard disk, and a 1.2-MB or greater capacity floppy disk drive.
Available hard disk space	To install the Word program, you need at least 6 MB of space available on your hard disk. To install the complete Word package, you need at least 24 MB of disk space.
RAM	To run Word, you need at least 4 MB of random-access memory (RAM).
Display or monitor	Enhanced graphics adapter (EGA) or better resolution monitor.
Pointing device	A Microsoft Mouse or compatible pointing device is recommended, but not required.
Printer	Optional.

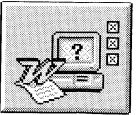
Installation Options

After Setup checks your system, fill in your name and specify the path where you want to install Word. Setup displays several installation options. If you do not have enough space available on your hard disk to install all of the files for a particular option, that option will appear on your screen, but it will be dimmed and unavailable.

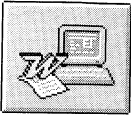
To select one of these options, click the appropriate button.



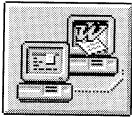
Typical Installation Installs the most common Word components, including the spelling and grammar checkers, the thesaurus, and online Help. The typical installation also includes supplementary applications such as WordArt and Graph. You need approximately 15 MB of hard disk space for this option. At least 6 MB of this space must be on the drive where Windows is installed.



Complete/Custom Installation Installs the entire Word package, unless you choose not to install certain components. For example, you can choose to install the spelling checker but not the thesaurus. As you select options, Setup shows you the approximate amount of hard disk space you will need and how much space will remain on your hard disk after installing the options you've selected. To install the complete Word package, you will need 24 MB of hard disk space.



Laptop (Minimum) Installation The most basic installation: Word, the spelling checker, and the Word Readme Help file. This type of installation is particularly useful for laptops or for systems where disk space is at a premium. You need approximately 6 MB of hard disk space for this option.



Workstation Installation This option appears only if you are running Setup from an administrator's installation on a network file server or a shared directory. You have two options for setting up Word on a workstation, depending on how your network is organized and what type of workstation you're using. For more information about workstation installations, see the following section. You need approximately 4 MB of hard disk space for this option.

Installing Microsoft Word on a Network Workstation

If your network administrator has performed an administrator's installation of Word on a network file server or in a shared directory in Windows for Workgroups, you can run Setup from that installation—you don't need to use the supplied floppy disks. If Word is not yet installed on a network file server or in a shared directory, you can use the supplied floppy disks to perform a network administrator's installation. Check with your network administrator before setting up Word on a network file server or in a shared directory.

For more information about performing an administrator's installation on a network file server or in a shared directory, see Appendix B, "Installing and Using Word on a Network," in the *Microsoft Word User's Guide*.

Options for Installing Word on a Workstation

You have two options for setting up Word on a workstation. Check with your network administrator to determine which method to use.

- Run Setup from an administrator's installation on a network file server or a shared directory, and then select the Typical, Complete/Custom, or Laptop (Minimum) installation. Select one of these options if you have enough hard disk space and you want to run Word entirely from your workstation instead of from a shared directory or a file server on the network.
- Run Setup from the administrator's installation on a network file server or a shared directory, and then select the Workstation Installation option. This option installs only a few files on your workstation and sets up a Program Manager icon so that you can run Word from the shared directory or the network file server. The advantage of this installation is that it requires little space on your hard disk. The disadvantages are that Word may run more slowly during some operations, and if the network file server or shared directory becomes unavailable, you won't be able to run Word at all.

Note The Workstation Installation option appears in the main Setup dialog box only if you run Setup from an administrator's installation on a network file server or a shared directory. This option also will not appear if Word was not installed in a shared directory or on a network file server by using the network administrator's installation procedure discussed in Appendix B, "Installing and Using Word on a Network," in the *Microsoft Word User's Guide*.

▶ To install Word for Windows on a network workstation

1. Start Microsoft Windows.
2. Connect to the network file server or shared directory where the administrator's installation of Word is installed (check with your network administrator if don't know where Word is installed).
3. From the File menu in either Program Manager or File Manager, choose Run.
4. Type the path to the network file server or shared directory where Word is installed, and then type **setup** at the end of the path. For example, if Word is installed in the WINWORD directory at the root level on drive N, you could type a path such as the following:

```
n:\winword\setup
```

Write down the drive letter that represents the network volume (such as "n" in the previous example) and keep it for later use.

5. Press ENTER, and then fill in the information that Setup asks for on the next few screens.
6. When the Microsoft Word 6.0 Setup dialog box appears, select an installation option.
7. After you select an installation option, you may need to select check boxes and choose the Continue button on successive screens to specify which components you want to install. After you make your choices, Setup installs Word from the network file server.
8. When the installation is finished, choose the OK button.

Upgrading from a Previous Version of Word

If there is a previous version of Word on your system when you run Setup, you can upgrade (replace) the previous version or install Word version 6.0 for Windows in a different directory.

If you upgrade, Setup will handle such “housekeeping” tasks as moving existing components into the new directory structure for Word version 6.0 for Windows, removing obsolete sections of the WIN.INI file, updating changed components, and so on. All of your existing files, including custom dictionaries and templates, can be opened normally in the upgraded version of Word.

If you choose to install Word version 6.0 for Windows in a different directory and keep the previous version of Word as well, Setup will not change the existing templates, Word files, or the WIN.INI file.

For more information about upgrading from an earlier version, see Chapter 6, “Switching from a Previous Version of Word.”

Installing and Removing Components

Once you’ve installed Word, you can run Setup again at any time to add or remove supplementary applications or files, such as Equation Editor, file converters, clip art, or other options. If you have already installed a component but Word can’t find or use it properly, you can run Setup to remove it and then run Setup again to reinstall it in an appropriate place.

You can also run Setup to remove Word. Most of the Word files and entries added to the WIN.INI and REG.DAT files are removed. (Setup cannot remove all of the files it installed, because some of them may be required by other applications.)

► **To install or remove individual components of Word for Windows**

If you set up Word from an administrator's installation on a network, you may need to connect to the network drive or shared directory from which you ran Setup—using the same drive letter you used originally—before you can perform this procedure.



1. Do one of the following:
 - On a stand-alone computer, double-click the Microsoft Word Setup icon in the Word for Windows 6.0 program group.
 - In the Windows File Manager, double-click SETUP.EXE in the Word program directory. If you originally set up Word from a network file server or a shared directory, run that copy of Setup. If you are not running Setup from a network file server or a shared directory and you cannot find Setup in the Word program directory on your computer, use the Setup disk that came with Word.
2. Word displays the groups of items that are currently installed. Select (click) the check boxes for additional groups you want to install (an "x" appears in the check box). If you want to remove a group of items, clear (click) its check box to remove the "x." If you don't want to remove a group that is already installed, leave its check box selected. Setup will not reinstall selected groups of items.
3. To add or remove specific items in a group, select the group and then choose the Change Option button. Repeat step 3 for the specific items, and then choose the OK button. For some groups of items, such as converters, you may need to select a subgroup of items and choose the Change Option button again to select specific items.
4. Choose the Continue button in the Custom Options dialog box.

Manually Decompressing a File

The files on the Word disks are compressed to save space and must be decompressed before you can use them. You should use the Setup program to decompress and install files automatically. However, you can decompress and copy files yourself. Note that some large files on the program disks are actually portions of much larger files that Setup combines during the installation process, so you cannot manually decompress every file on the program disks.

The filename extension for a compressed file usually ends with an underscore (_). When you decompress a file, you don't need to provide a new filename. Word retains the filename and replaces the extension with the correct extension for the file.

To manually decompress a file, run the DECOMP.EXE decompression utility that Setup installed in the Word program directory. If you cannot locate DECOMP.EXE, you can copy it from the Setup disk to the directory on your hard disk where you installed Word.

To decompress and copy a file	At the command prompt, type
To the same directory	decomp <i>filename</i>
To a different directory	decomp <i>filename path</i>

Filename is the name, including the path, of the compressed file. *Path* is the destination path for the file.

For example, to decompress the file GSTART.LE_ from a disk in drive A and copy it to the WORDCBT directory on drive C, switch to the Word program directory (usually WINWORD) and then type:

```
decomp a:\gstart.le_ c:\wordcbt
```

Changes Setup Makes to Your System

When Setup installs Word on your system, it may need to change your WIN.INI, REG.DAT, AUTOEXEC.BAT, and CONFIG.SYS files. The following changes are new to this version of Word:

- Setup adds or updates a statement in the AUTOEXEC.BAT file that runs the Share program (SHARE.EXE), which is required to run Word. SHARE.EXE lets you run more than one session of Word at a time and protects you from file management errors. On some systems, this statement is also found in the CONFIG.SYS file. Review your CONFIG.SYS file, and if you find a statement that calls SHARE.EXE, delete the statement. Calling SHARE.EXE from the AUTOEXEC.BAT file is now the preferred method.
- Setup does not add the Word program directory to the PATH statement in the AUTOEXEC.BAT file. However, you can update the path to include the directory where the main Word program file, WINWORD.EXE, is stored. For more information on how to edit the AUTOEXEC.BAT file, see your MS-DOS® documentation.

Starting Windows and Word from the Command Prompt

If Windows is not running, you can start Word and Windows simultaneously from the command prompt.

► **To start Word from the command prompt**

When you start Word from the command prompt, you can add a “switch” to the command you type. By using a switch, you can start Word and simultaneously open a specific document, run a WordBasic macro, or start an automated demo. You can also add these switches to the command line of the main Word program icon. For more information, see your Windows documentation.

Note The instructions in this section assume that the Word program directory is C:\WINWORD. If you have installed Word in another directory, substitute that directory name when you start Word from the command prompt or type a command line for the Word program icon.

To start Word	Type
And open a new document	<code>win c:\winword\winword</code>
With no documents open	<code>win c:\winword\winword /n</code>
And open an existing document	<code>win c:\winword\winword <i>filename</i></code>
And run a macro	<code>win c:\winword\winword /mmacroname</code>
Without templates or add-ins	<code>win c:\winword\winword /a</code>
And start the Quick Preview demo	<code>win c:\winword\winword /mHelpQuickPreview</code>

To open a specific document, type its location and its complete filename, including the extension if it’s something other than .DOC. To open more than one document, type each filename, separating each one by a space. For example, to open the documents MEMO.DOC and LETTER.DOC, type:

```
win c:\winword\winword memo.doc letter.doc
```

To start Word, open one or more documents, and run a macro, type the filenames and the macro name in any order, separated by spaces. For example, to start Word, open the documents MEMO.DOC and LETTER.DOC, and run a WordBasic macro called “dailyupdate,” type:

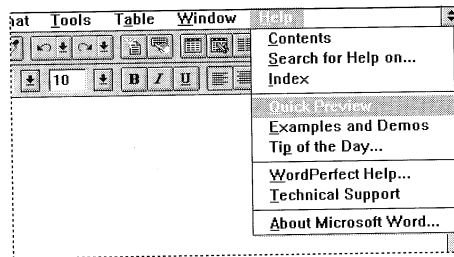
```
win c:\winword\winword memo.doc /mdailyupdate letter.doc
```

When you use the /m switch to start Word and run a WordBasic macro, make sure that you do not leave a space between the /m switch and the name of the macro. You can run only one macro at a time when you use this method.

CHAPTER 2

What's New in Word 6.0?

Microsoft Word version 6.0 includes many new features to help you create, format, and produce documents, whether you work individually or in a workgroup.



For a demonstration of new features, choose Quick Preview and then select What's New?

For example, *wizards* give you step-by-step help in creating documents. *AutoFormat* speeds up formatting, *AutoCorrect* fixes common typing errors as you work, and *master documents* help you manage long documents.

Additional toolbars, shortcut menus, and other improvements give you quick access to frequently used commands and features.

In This Chapter

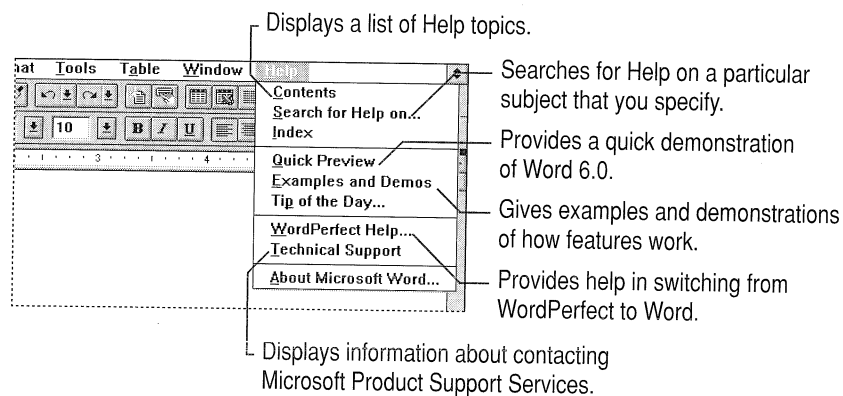
- Where to Go for More Information 16
- Wizards and “Auto” Features Simplify Common Tasks 17
- New Editing Features 22
- New Formatting and Style Options 24
- New Page Layout Choices 26
- Mail Merge Step by Step 27
- Easier-to-Use Interface 28
- Customize Word with New Options 30
- Workgroup Features 32
- Getting Help and Learning Word 33

Where to Go for More Information

The following sections introduce you to many of the new and improved features in Word. You can find more information about changes from previous versions of Word in Chapter 6, "Switching from a Previous Version of Word."

You can use online Help to search for the step-by-step procedures and topics that you're interested in. Or check the index in the *Microsoft Word User's Guide*, which points you to detailed explanations of each feature.

Word also includes quick demonstrations and examples of new features in online Help.



For more information about this topic

See this part in the *Microsoft Word User's Guide*

Creating and editing text with AutoText and other features

Typing and Editing

Using the automatic formatting features in Word

Formatting Text

Arranging text and graphics on the page

Page Design and Layout

Creating form letters and other mail merge documents

Assembling Documents with Mail Merge

Using and customizing the Word screen, commands, and features

Automating Your Work

Using Word to develop documents as a team

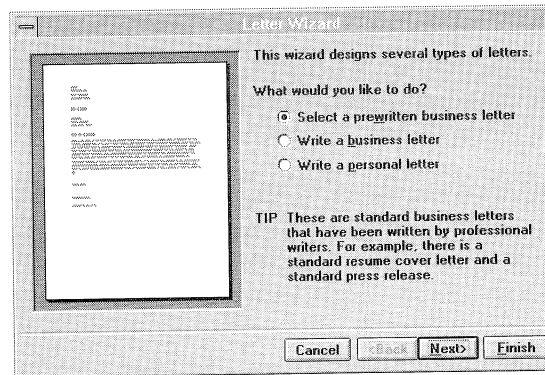
Using Word in a Workgroup

Wizards and “Auto” Features Simplify Common Tasks

Word now includes many features that automate and simplify the creation, formatting, and production of documents.

Wizards and prewritten business letters get you started

Using a wizard is often the fastest way to create a letter, memo, resume, newsletter, or other common type of document. Choose the New command from the File menu, and then select a wizard for the type of document that you want to create. After you answer a few questions, Word sets up the basic formatting and layout. Then just add text, graphics, and other items. The Letter Wizard and prewritten business letters can even give you a big head start in creating the text of business correspondence. Word also includes many new templates to help you format documents quickly.

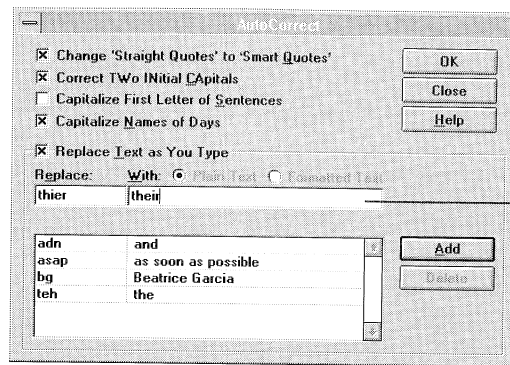


The Letter Wizard helps you start a letter. You can also add “boilerplate” text from the prewritten business letters.

AutoCorrect fixes common typing mistakes as you work

For example, if you type **teh**, AutoCorrect replaces it with “the” as soon as you press the SPACEBAR. You can add AutoCorrect entries for specific errors that you want to correct. AutoCorrect can also fix certain capitalization errors and change straight quotation marks to curly, or “smart,” quotation marks as you work. You control which AutoCorrect options are in effect.

You can also use AutoCorrect to quickly insert words or phrases that are long or difficult to type. For example, use AutoCorrect to replace “asap” with “as soon as possible.”



Add AutoCorrect entries here—for example, have Word replace “thier” with “their” as you type.

Word can correct phrases, names, and typing errors automatically as you work.

AutoText speeds up the addition of boilerplate text and graphics

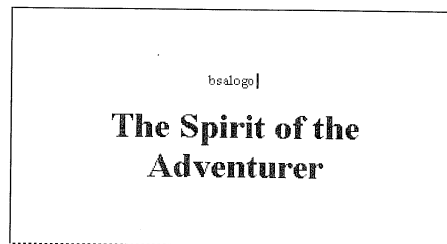
Use AutoText (called the “glossary” in previous versions of Word) if you frequently type the same words and phrases or often need to use a particular table layout, logo, or graphic. For example, you can create AutoText entries for:

- Text such as names, technical terms, and standard text for contracts.
- Formatted items such as tables, mastheads, and lists.
- Graphics such as pictures, logos, and charts.



AutoText button

You can use the AutoText button on the Standard toolbar to store and insert AutoText entries. To create an AutoText entry, select the text or graphic that you want to store, click the AutoText button, type a name for the entry that is easy to remember, and then choose the Add button.

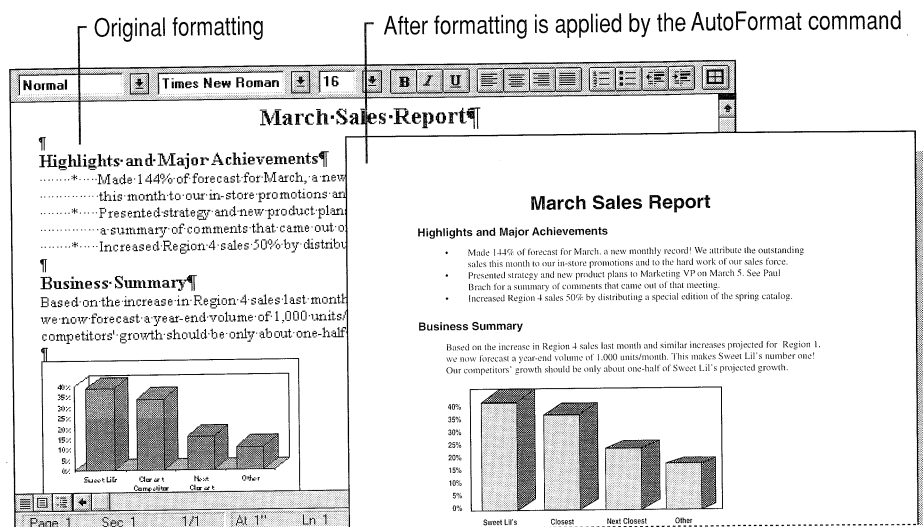


When you type an AutoText name—for example, **bsalogo**—and then click the AutoText button ...

Word inserts the text or graphic into your document.

AutoFormat analyzes a document and applies formatting for you

AutoFormat combines styles and templates in a powerful new way. AutoFormat analyzes and polishes a document for you. You can quickly reformat all or part of a document and approve the changes AutoFormat makes.



The AutoFormat command formats a document by applying styles to headings and other text.

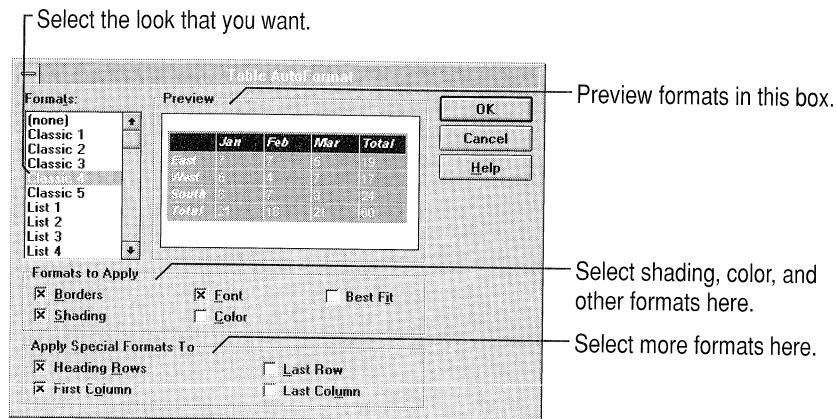
The Table Wizard helps you create and format a table quickly

If you need to organize data in a table, try the new Table Wizard. It helps you create and format a table and adjusts each column to accommodate its contents.

	Dallas	Hong Kong	Madrid	Paris
Dallas		8370	4965	4936
Hong Kong	8370		6554	6204
Madrid	4965	6554		649
Paris	4936	6204	649	
Rio de Janeiro	5218	11136	5064	5697

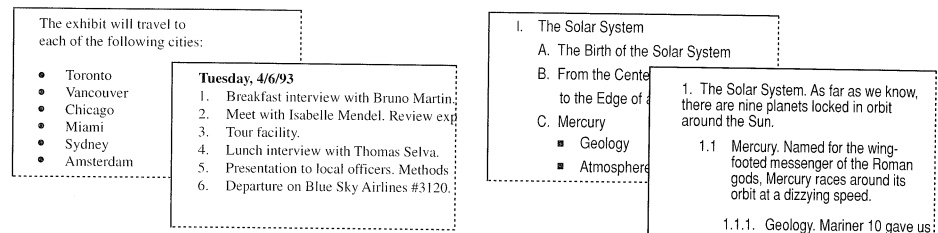
The Table Wizard helps you arrange data, text, and graphics in tables like this.

You can also use the Table AutoFormat dialog box to format a table quickly. Click anywhere inside a table and choose the Table AutoFormat command from the Table menu. Then select the look you want.



Add bullets and numbers to multiple-level lists

Creating bulleted and numbered lists in Word is easier than ever—even if you need to format complex multiple-level lists for legal and technical documents. Use the Numbering button or the Bullets button on the Formatting toolbar to set up simple lists. Use the Bullets And Numbering command to set up a multilevel list, and then click the Increase Indent and Decrease Indent buttons on the Formatting toolbar to change the hierarchy of items in the list. Later, as you edit a list, Word rennumbers the items automatically.



Bulleted and numbered lists

Multilevel lists

Create numbered headings with built-in heading styles

If your documents require numbered headings, use the built-in heading styles and the new Heading Numbering command on the Format menu. Word numbers headings in the format that you specify and updates the numbers whenever you move, add, or delete a heading.

AutoCaption helps you quickly add captions and create cross-references

When you insert a table, graphic, equation, or other item into a document, Word can now automatically add a caption to it. You can specify the label ("Figure," "Table," "Equation," and so on) that is added to an item, and Word adds a number. If you later rearrange, add, or delete items with captions, Word updates the numbers automatically.

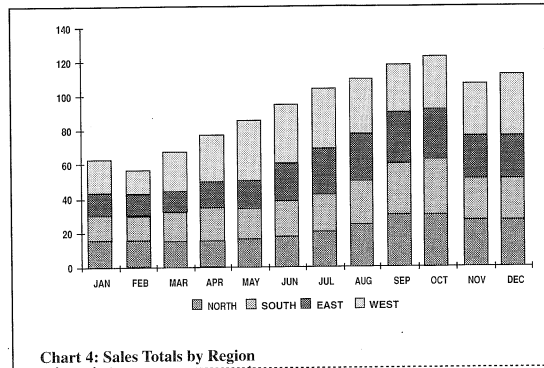
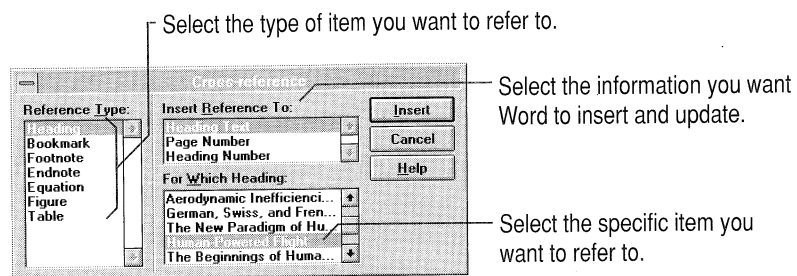


Chart 4: Sales Totals by Region

Optional caption text that you type
 Number that Word inserts and updates automatically
 Label

To create cross-references to captions, headings, tables, and other items, just select the item that you want to refer to from the list in the Cross-reference dialog box.

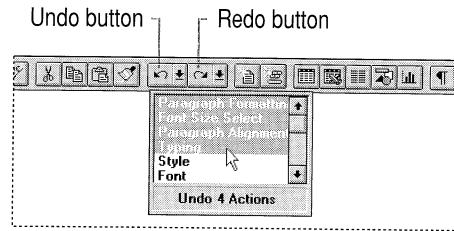


New Editing Features

Word includes improvements to such essential editing features as Undo, drag-and-drop editing, and Find and Replace.

Fix mistakes with multiple-level Undo

Word keeps track of all the editing or formatting changes that you make. To fix a single mistake or cancel certain actions such as finding and replacing text, click the Undo button on the Standard toolbar. To undo more than one action, click the arrow beside the Undo button, and then select the changes that you want to reverse. If you decide that you'd like to keep a change after all, click the Redo button. Or click the arrow beside the Redo button, and then select the items you want to redo.



Click or drag to select the actions you want to undo or redo.

Revise documents with smart cut and paste and drag-and-drop editing

When you cut and paste text or use drag-and-drop editing to move or copy text, Word adjusts spaces to make the text fit its surroundings.

(old-fashioned·ice·cream·cone)¶

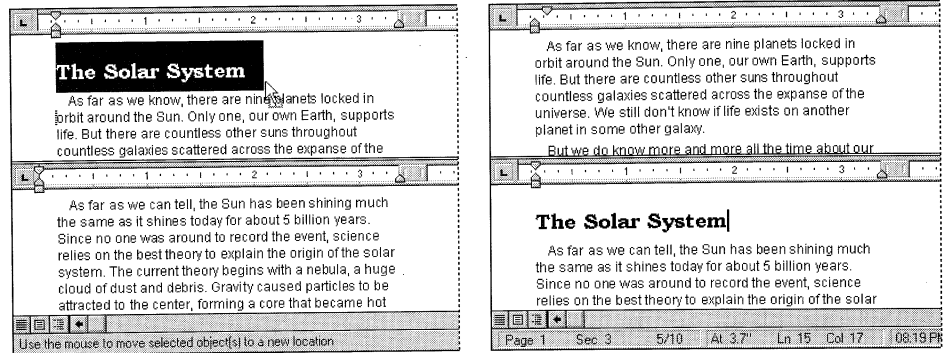
If you delete the last word before a parenthesis ...

(old-fashioned·ice·cream)¶

Word automatically deletes the remaining space.

Drag and drop text and graphics across windows

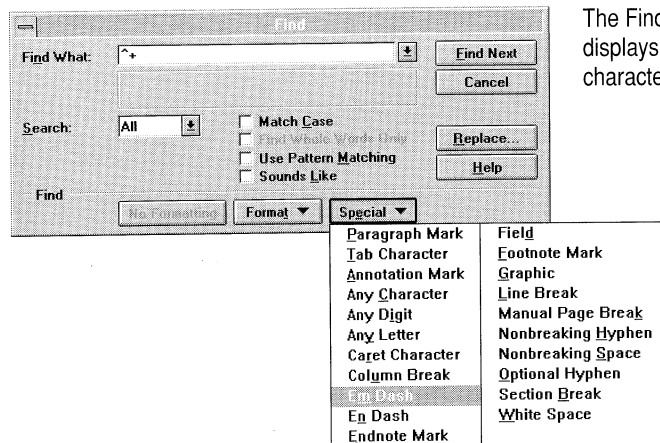
To move or copy text, graphics, or other items from one Word window to another, just drag and drop. You can also drag items between applications.



You can drag and drop items from one Word window or pane ... to another.

Use enhanced Find and Replace for more flexible searching

The Find and Replace commands are now both more flexible and more straightforward. For example, to find nonprinting characters (tab characters, paragraph marks, page breaks, and so on), just select the item that you're looking for from a list.



The Find dialog box now displays a list of special characters.

New Formatting and Style Options

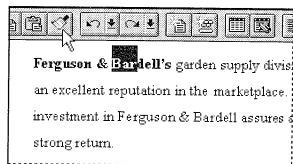
In addition to the AutoFormat feature, Word now includes other new ways for you to work with formatting and styles.



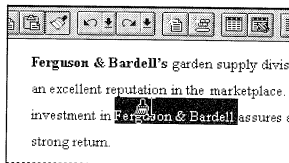
Format Painter button

Copy formatting with the Format Painter

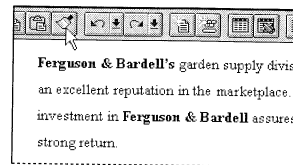
The Format Painter button provides a quick way to copy formatting. Just “pick up” the formatting that you want to copy, and then “paint it” onto the text you want to format. To copy formatting once, select the formatted text and click the Format Painter button, and then select the text you want to format. To copy formatting several times, double-click the Format Painter button before copying the formatting.



Select the text with the formats you want to copy, and then double-click the Format Painter button.



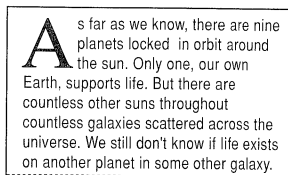
Word applies the formats to the next text you select.



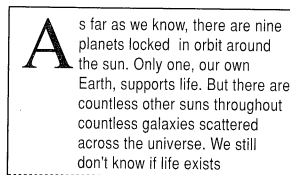
To return to the normal mouse pointer, click the Format Painter button again.

Add a dropped capital letter, word, or graphic to a paragraph

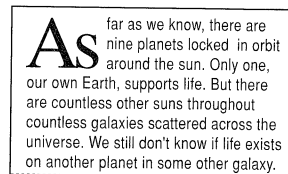
You can now add emphasis to a paragraph with a “dropped capital” format to produce dropped capital letters, words, and graphics. Select the text or graphic that you want to format, and then choose the Drop Cap command from the Format menu.



Dropped capital letter



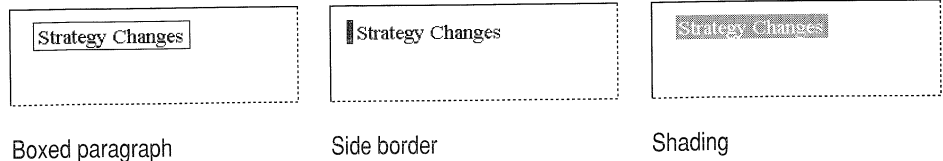
Hanging capital in margin



Dropped word

Add borders and shading quickly with the new Borders toolbar

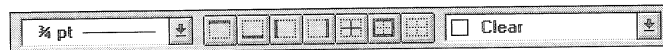
The Borders toolbar provides quick access to a variety of borders for paragraphs and frames—including dotted, dashed, and other new border styles.



Borders button

Click the Borders button on the Formatting toolbar to display the Borders toolbar. With the Borders toolbar, you can add or remove borders and apply shading directly in a document—without switching between the item you want to format and a dialog box.

Just click in the paragraph or frame you want to format, and then click buttons on the toolbar.



Character styles bring the power of styles to individual characters and words

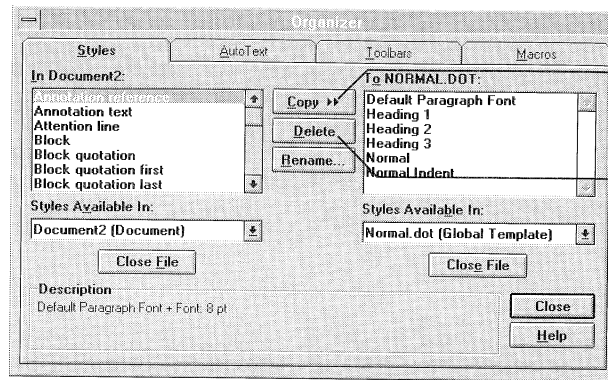
With character styles, you can apply several text formats simultaneously. For example, if you frequently apply bold and italic formats to text, or if you often need to format text in a specific font and size, you can save that formatting as a character style and apply it one step.

Character spacing and automatic kerning help you polish documents

With character spacing, available in the Font dialog box (Format menu), you can adjust the space that follows a letter or symbol. New kerning capabilities in Word also give you control over the spacing between certain letter pairs. Kerning is especially useful in headings and other text formatted in a large font size.

The Organizer dialog box helps you copy and manage styles

You can now copy individual styles, macros, AutoText entries, and toolbars between documents and templates. You can also use the Organizer dialog box to rename and delete these items so that you don't have unused styles and AutoText entries attached to a document. From the File menu, choose Templates or choose Style from the Format menu, and then choose the Organizer button.



You can copy styles and other items to or from a template or a document.

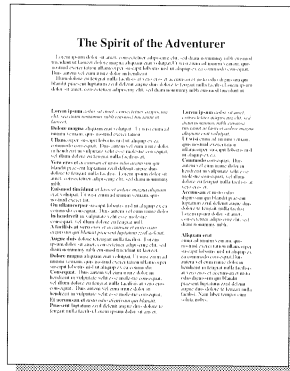
You can also delete unneeded items.

New Page Layout Choices

Improvements to such features as newspaper-style columns and headers and footers give you more choices in setting up pages. And now you can see multiple pages at once in an editable “thumbnail” view.

Create newspaper-style columns of unequal width

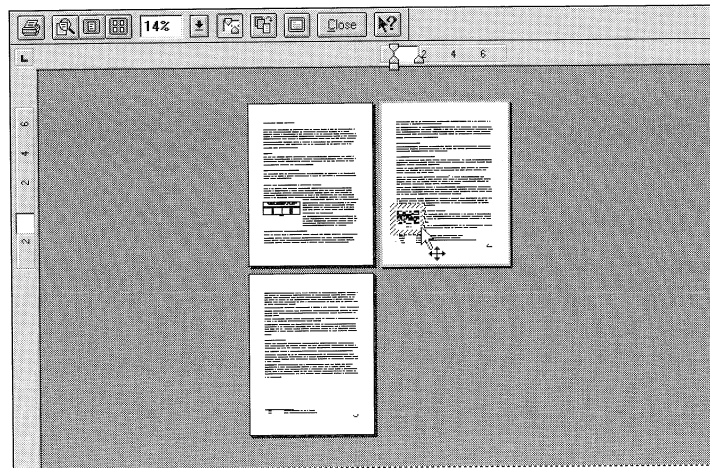
Now you can set the width of each newspaper-style column. You can select a preset format or adjust the width of columns individually. Just select the text that you want to format in columns, select a column layout, and Word arranges the columns.



You can change the number of columns on a page and vary the width of columns.

Get an overview of a document with “thumbnail” pictures in print preview

Print preview can now show you more than two pages. You can display a series of thumbnail pictures of a document, drag text and graphics from one page to another, and zoom in to edit text.

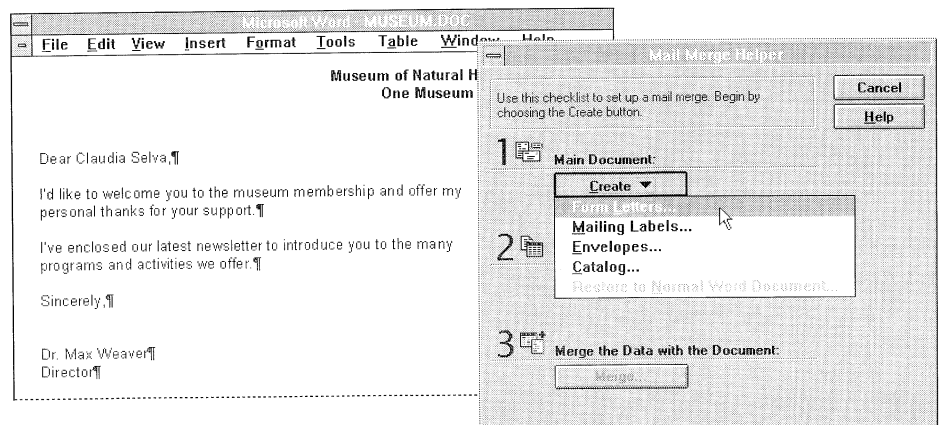


In print preview, you can drag text and graphics from one page to another.

Mail Merge Step by Step

Mail Merge simplifies the creation of form letters

Word takes you through the basic steps for creating any type of mail merge document. Just choose the Mail Merge command from the Tools menu and follow the instructions on the screen. You can create a letter and mailing list from “scratch,” or use an existing document and data from Microsoft Access®, Microsoft Excel, or another source.



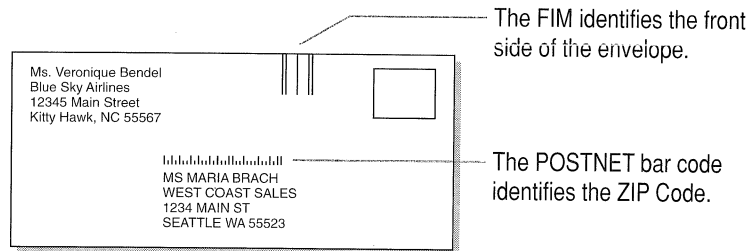
You can create form letters and other mail merge documents.

Print envelopes and labels easily

When you want to print just one envelope or mailing label, choose the Envelopes And Labels command. Word walks you through the process and handles formerly time-consuming steps for you. You don't have to measure labels and change page setups.

Add bar codes and FIM marks to envelopes

If you send mail within the United States, you can quickly add bar codes and FIM marks to envelopes.

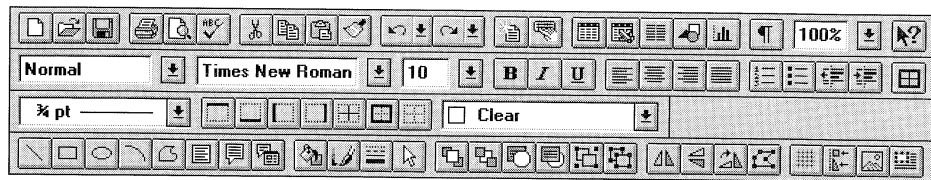


Easier-to-Use Interface

In Word version 6.0, more commands, options, and features are right where you need them. For example, toolbars and shortcut menus give you great flexibility as you work on documents.

New toolbars put more commands and options where you need them

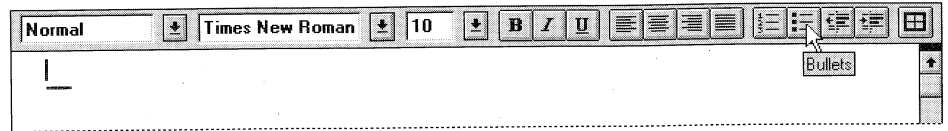
Word now has specialized toolbars that you can use for tasks that range from applying formatting to adding line drawings.



You can display or hide toolbars individually, and you can move them around on the screen so that they're accessible, yet out of the way as you work. You can also add, remove, and rearrange toolbar buttons. You can even create custom buttons (and create graphics for them) to run macros, apply formatting, or carry out commands that you use often.

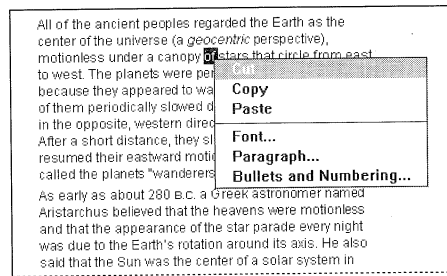
Use ToolTips to find out about toolbar buttons

When you point to a toolbar button and pause, Word shows you the name of the button.

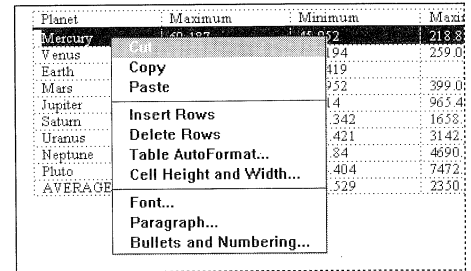


Shortcut menus and an improved status bar help you work quickly

You can now carry out many common commands by using shortcut menus. For example, if you are working in a table, click the right mouse button to see a menu of frequently used commands such as Insert Rows and Delete Rows. You don't have to move the mouse pointer up to the menu bar or search a long menu for a particular command.

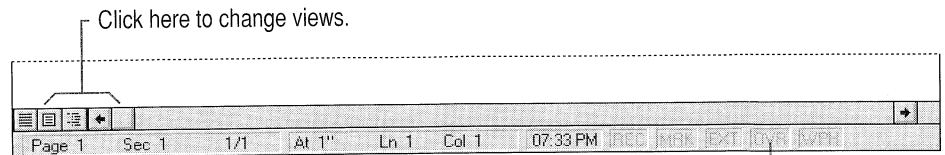


Shortcut menu for editing and formatting text



Shortcut menu for working with tables

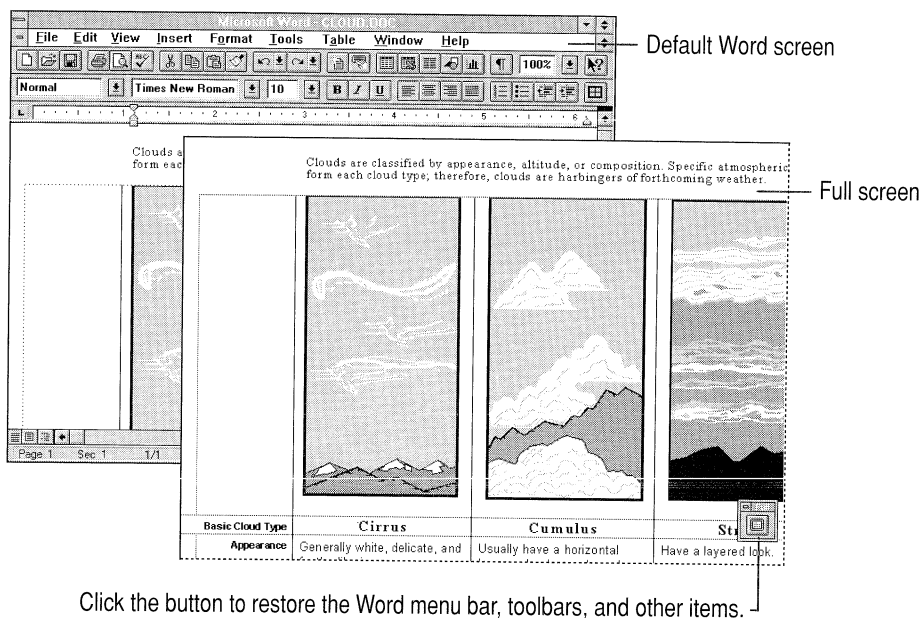
Click buttons on the horizontal scroll bar to change views quickly. Click indicators in the status bar to switch between insert and overtype modes.



Double-click here to switch to overtype mode.

Full screen view maximizes the text area on your screen

Full screen view quickly hides menus, toolbars, rulers, and other elements so that you can see more of a document on the screen as you work. Shortcut menus are still available and you can still press ALT followed by the appropriate letter to display a menu. For example, press ALT, V to display the View menu. To restore the previous screen arrangement, click the Full Screen button that remains at the bottom of the screen.



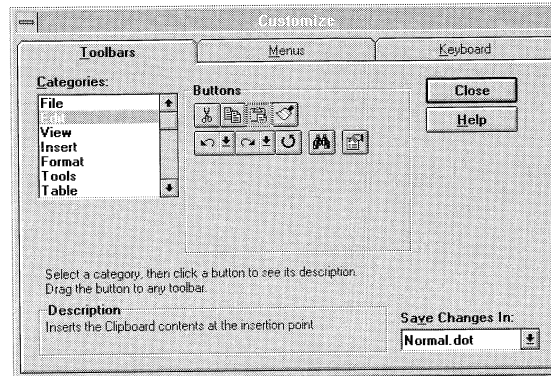
Customize Word with New Options

Word is one of the most flexible word-processing applications. You can add or delete commands from menus, create new menus, assign key combinations of your choice, and customize the appearance of the Word screen.

Drag buttons to customize toolbars

You can customize the built-in toolbars by adding, deleting, or moving buttons. To move a button between toolbars, hold down the ALT key and drag the button to the new location. To remove a button, just hold down the ALT key and drag the button off the toolbar. You can also use the Customize command on the Tools menu to add, delete, or move buttons.

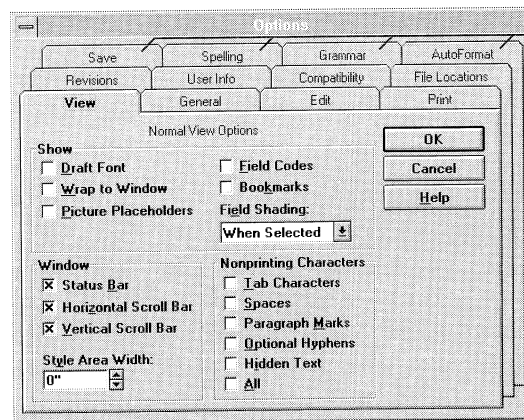
You can use the Customize command to create toolbar buttons or to make custom toolbars from “scratch.” You can also use the Customize command to modify the contents of menus and create new shortcut keys.



Use the tabs in the Customize dialog box to modify toolbars, menus, and shortcut keys.

Make Word work the way you work

You can use the Options command on the Tools menu to change default directories for documents and templates, modify the appearance of the Word screen, and set other options to suit the way you work.



Tabs help you find the options you want to change.

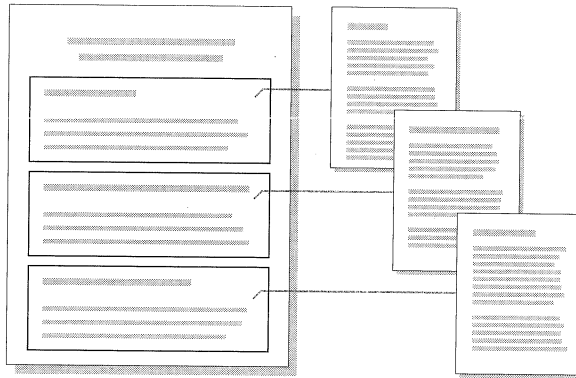
Use the Options dialog box to configure Word to match your needs.

Workgroup Features

Word now includes more features to help you create, distribute, and produce documents in a workgroup.

Master documents organize large, complex documents

To manage a long document that includes many files, create a master document.



A master document is a “container” for subdocuments.

With the Master Document toolbar, you can add, delete, reorganize, merge, split, and lock subdocuments. Using a master document also simplifies creation of cross-references, an index, a table of contents, or tables of figures or authorities for long documents.

Send documents to reviewers with the Add Routing Slip command

If you have Microsoft Mail or a compatible mail package, you can send copies of a document to reviewers. You can send a document to several reviewers simultaneously or route a single copy from one reviewer to another in the sequence that you specify.

New annotation features speed up reviews

You can now mark text for annotations. Selected items are highlighted, so instead of typing a long annotation like “Delete the second sentence in this paragraph,” you can just type “Delete.” When you consider comments from others, you can view all annotations at once or only those from a single reviewer.

Revision tracking shows you who did what when

Revision marking now shows you who made a change and when the change was entered. Including the date and time can help you determine if a comment is still relevant or if it has been superseded by new information. You can display or hide revision marks as you edit a document and select the color and character formatting used to mark changes.

Create forms to fill in on-screen

The new Forms toolbar makes it easy to create a complex form with text fields, check boxes, and drop-down lists. You can even provide customized help text for each part of a form.

The screenshot shows a Microsoft Word 6.0 window with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help) and a toolbar. The form contains the following elements:

- A checkbox labeled "New cust" followed by a text field for "Customer's PO#".
- Two sets of horizontal lines for "Sold to:" and "Ship to:".
- A table with four columns: "Date ordered:", "Terms:", "Date shipped:", and "Via:". The "Terms:" cell contains a dropdown menu with "Prepaid" selected, and the "Via:" cell contains "Surface".
- A table with five columns: "Qty.", "Part nu.", "Unit price", and "Amount". The "Part nu." column has a dropdown menu with "C.O.D." and "5% 10 net 30" options.

The status bar at the bottom shows: Page 1, Sec 1, 1/1, Ar 4.5", Ln 18, Col 1, 03:20 PM, File, Edit, View, Tools, WPH.

Online form

Getting Help and Learning Word

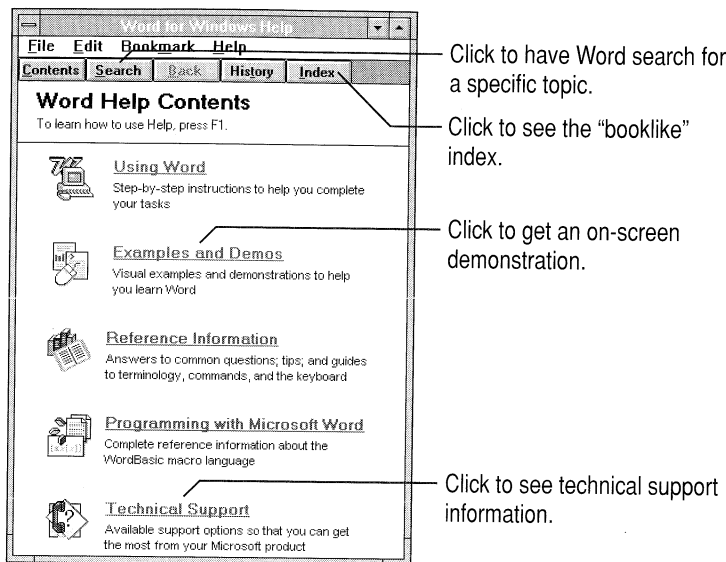


Help button

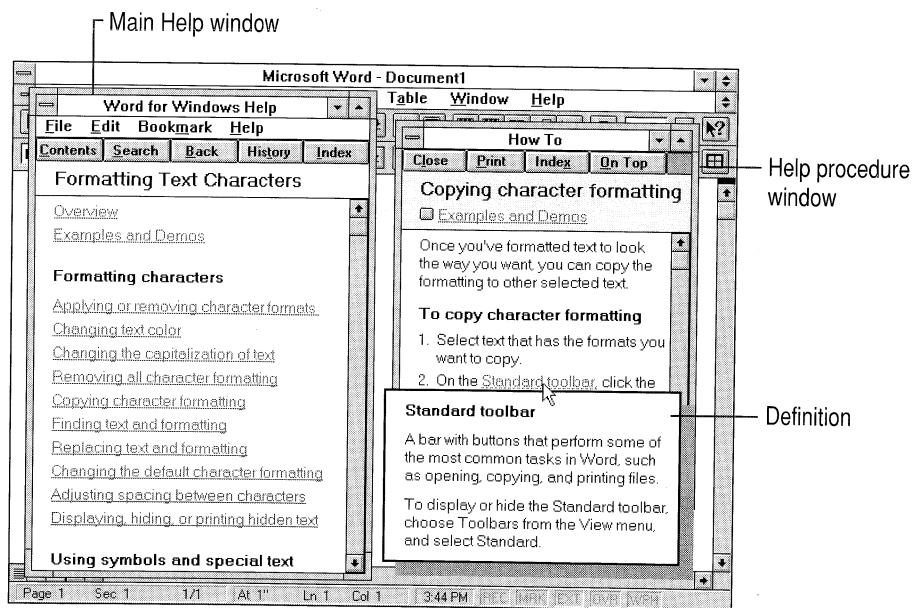
Use online Help to answer your questions

The online Help available as you work with Word is more accessible and useful than ever before. Whenever you have a question, just double-click the Help button on the Standard toolbar.

A booklike index helps you get to specific information quickly. Examples and Demos briefly introduce and explain features.

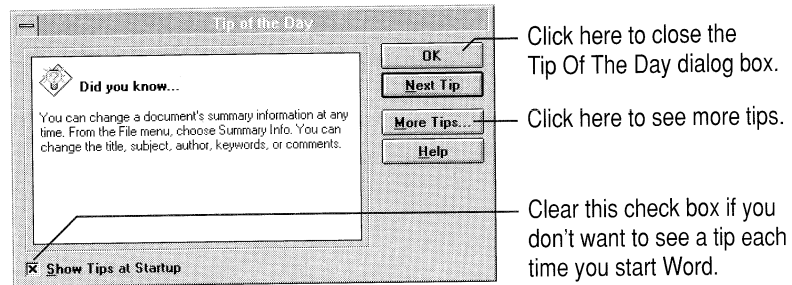


And now step-by-step procedures appear in separate windows that remain visible as you work on a document.



“Tip of the Day” makes you an expert one step at a time

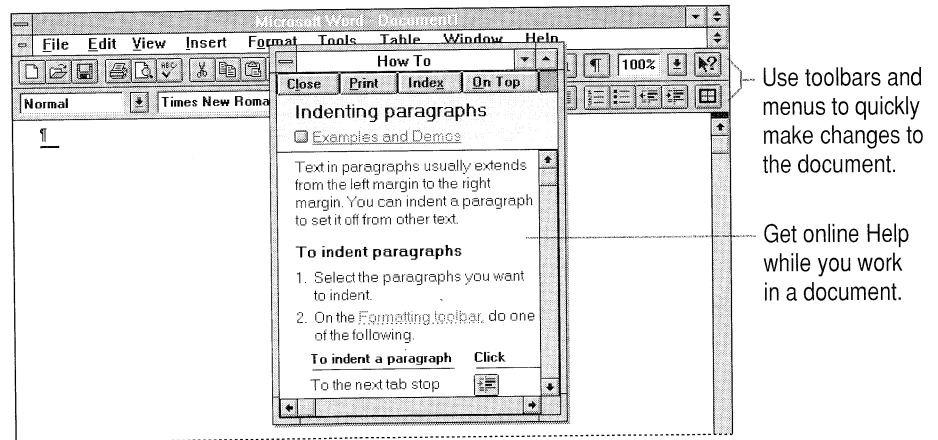
Each time you start Word, you'll see a tip about how to use Word more effectively. Tips tell you about useful shortcuts, suggest new ways to use familiar features, and introduce you to some of the new capabilities in Word.



CHAPTER 3

Introducing Word

This chapter introduces Word and some of its basic features—such as toolbars, menus, views, and the online Help system.



The Word screen contains your document surrounded by buttons and other controls you can use to quickly make changes to the document.

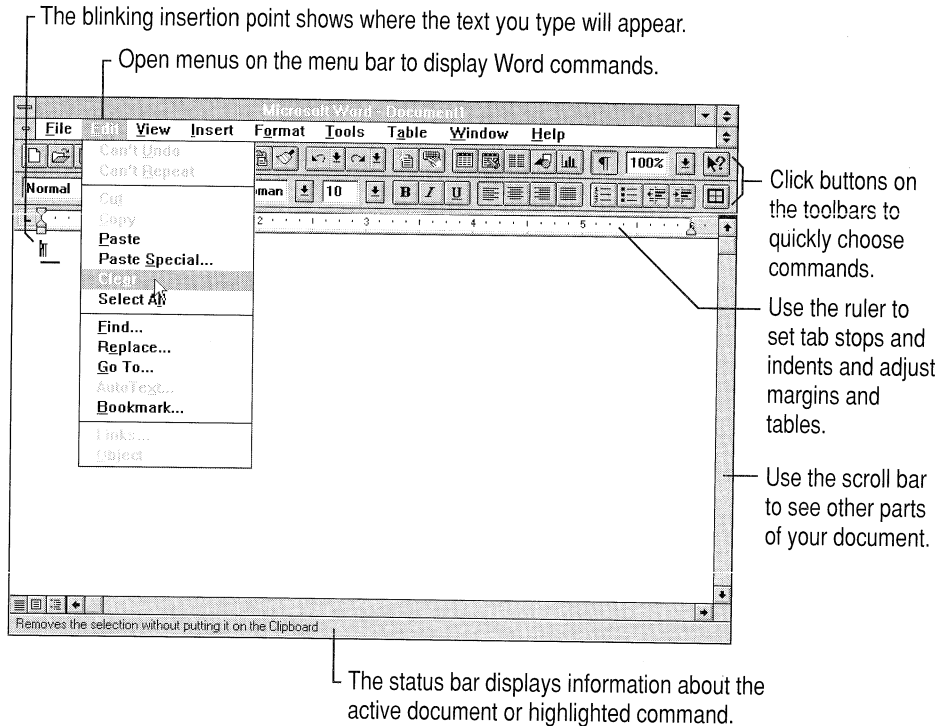
If you're familiar with Windows, you can skip ahead to the next chapter, which describes how to create a document. However, this chapter does describe new and improved features such as toolbars, shortcut menus, full screen view, and enhancements to the online Help system.

In This Chapter

- What's on the Word Screen? 38
- Using the Mouse 39
- Choosing Commands 39
- Changing Your View of a Document 42
- Getting Online Help 45

What's on the Word Screen?

When you start Word, a new blank document appears on the Word screen. The following illustration identifies each part of the Word screen.



Help button

Finding out about each part of the screen For more details on each part of the Word screen, see Chapter 1, “The Word Workplace,” in the *Microsoft Word User's Guide*. Or, click the Help button on the Standard toolbar, and then click the part of the screen you want to find out about—such as a menu command, toolbar, or the ruler. A description of the item appears in a Help window. For more information on working with Help windows, see “Getting Online Help,” later in this chapter.


If you don't see a specific part of the screen To display the ruler or toolbars, choose the appropriate item from the View menu. You can also display the status bar or scroll bars by choosing Options from the Tools menu, and then selecting the View tab.


Using the Mouse

Use the mouse to move the *pointer* around on the screen to quickly choose commands, click buttons, select text, and so on. To move the pointer, just move the mouse on your desktop. If you haven't used a mouse before, try the mouse tutorial that comes with Windows. In the Windows Program Manager, choose Windows Tutorial from the Help menu. For more details on using a mouse, see also Chapter 7, "Switching from WordPerfect to Word."

The following table reviews some basic mouse techniques. If your mouse has more than one button, make sure to use the left button unless otherwise specified.

To	Do this
Point	Position the pointer on an item.
Click	Point to an item, and then quickly press and release the left mouse button.
Double-click	Point to an item, and then quickly press and release the left mouse button <i>twice</i> .
Drag	Point to an item. Press and hold the mouse button as you move the mouse to a new location. Then, release the mouse button.


I-beam pointer

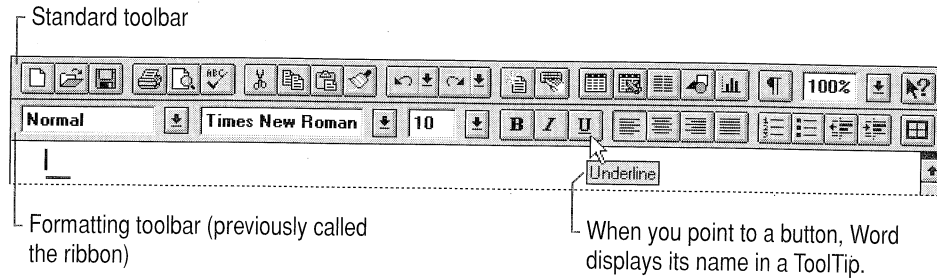

Arrow pointer

The pointer shape depends on the task you're doing For example, when you point to text, the pointer becomes an I-beam. When you point to a menu or toolbar, the pointer becomes a left-pointing arrow. For more information on the pointer shapes, see Chapter 1, "The Word Workplace," in the *Microsoft Word User's Guide*.

Choosing Commands

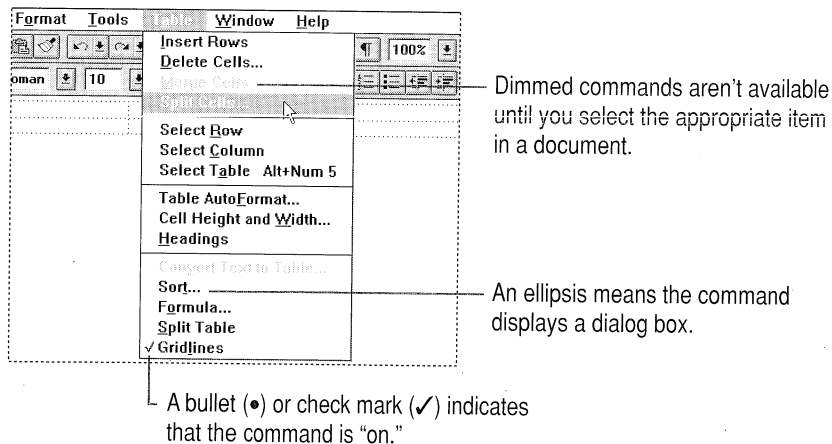
A *command* is an instruction that tells Word what to do next. To choose commands, you can click buttons on the toolbars, use the regular or shortcut menus, or press keys. (For details on choosing commands with the keyboard, and for more details on using toolbars and menus, see Chapter 1, "The Word Workplace," in the *Microsoft Word User's Guide*.)

Using toolbars for command shortcuts If you have a mouse, you can click buttons on the *toolbars* to choose the most common Word commands. When you first start Word, the Standard and Formatting toolbars appear.

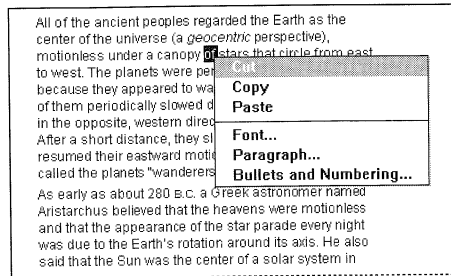


To display or hide a toolbar, point to a toolbar and click the right mouse button. When a shortcut menu appears, click the toolbar you want to display or hide. You can also choose Toolbars from the View menu, select the toolbar you want to display or hide, and then choose the OK button.

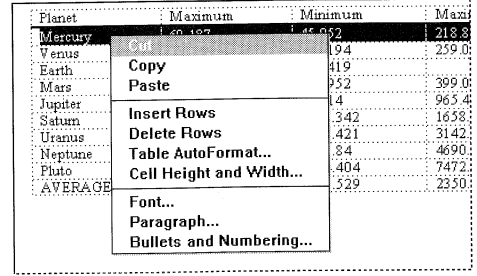
Choosing commands from menus You can also choose commands from *menus*, which are listed on the menu bar at the top of the Word window. Just click the menu name, and then click the command you want. To close a menu without choosing a command, click outside the menu or press ESC.



Saving time with shortcut menus You can choose many commands from *shortcut menus*, which contain commands related to the item you're working with. Shortcut menus save time because you don't need to search through the regular menus to find the command you want.



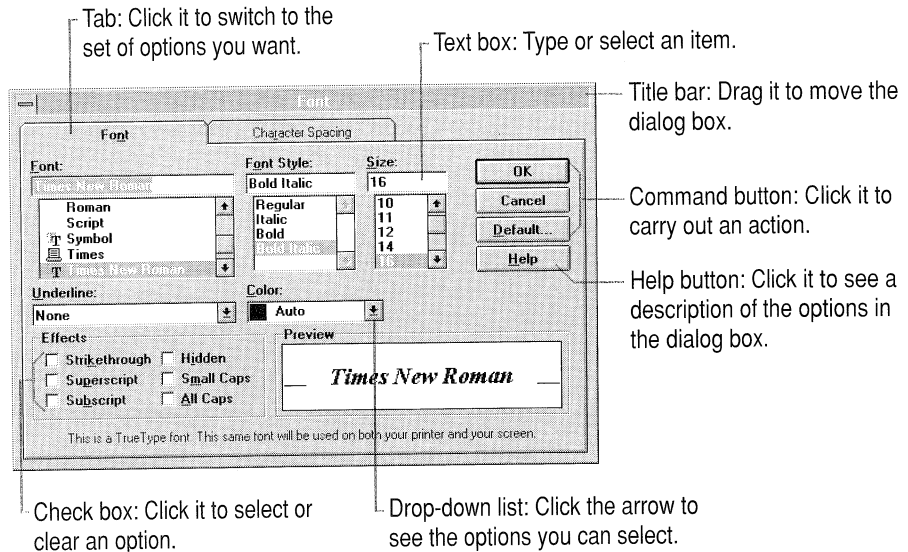
Shortcut menu for editing and formatting text



Shortcut menu for working with tables

To display a shortcut menu, first position the insertion point in the text or select the text or item you want to work with. Then, click the right mouse button, or press **SHIFT+F10**. When the shortcut menu appears, click the command you want. To close a shortcut menu without choosing a command, click outside the menu or press **ESC**.

Selecting options in a dialog box When you choose a command that's followed by an ellipsis (...), a *dialog box* appears so that you can select options.



Changing Your View of a Document

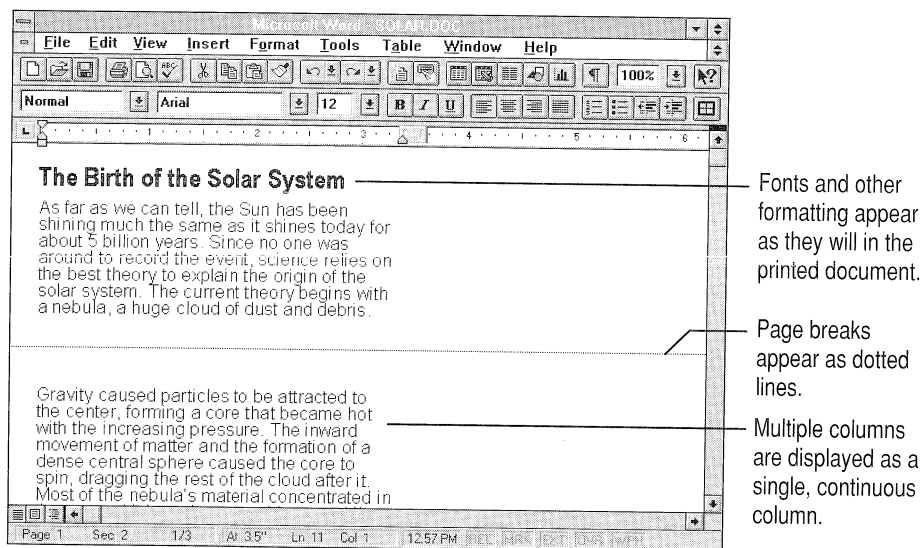
Word provides several ways to view a document. The main views are normal view, page layout view, print preview, and outline view. In addition, you can “zoom in” on part of a document to get a close-up view. If you want to see just your document on the screen (without the menu bar, toolbars, and so on), use full screen view.

Normal View: For Typing and Editing



Normal View button

Normal view—the preset view in Word—shows a simplified version of your document. It’s the best all-purpose view for typing, editing, and formatting text and for moving around in a document. To switch to normal view, click the Normal View button on the horizontal scroll bar, or choose Normal from the View menu.



In normal view, top and bottom margins and headers and footers don’t appear on screen.

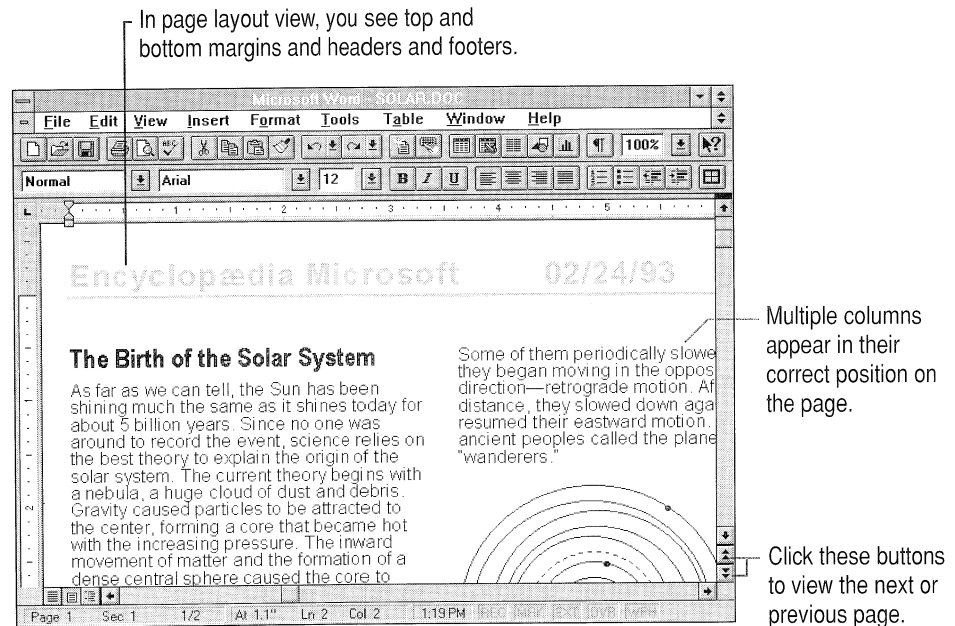
To increase the display speed, you can set “draft mode” options. From the Tools menu, choose Options, and then select the View tab. Then select the Draft Font, Wrap To Window, and Picture Placeholder check boxes. Finally, choose the OK button. In “draft mode,” text appears in one font and size, character formatting appears as underlining, and graphics appear as boxes.

Page Layout View: For Seeing the “Printed” Page



Page Layout View
button

Page layout view is WYSIWYG (What You See Is What You Get)—that is, you can see how elements such as graphics will be positioned on the printed page. This view is useful for checking the final appearance of your document. However, you may find that it slows down tasks such as text editing and scrolling. To switch to page layout view, click the Page Layout View button on the horizontal scroll bar, or choose Page Layout from the View menu. For more information, see Chapter 11, “Page Setup: Margins, Page Numbers, and Other Items,” in the *Microsoft Word User’s Guide*.

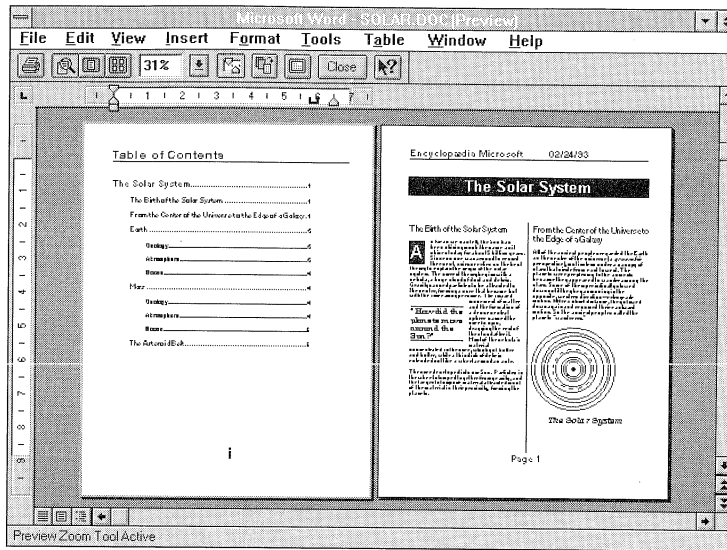


Print Preview: For Adjusting the Layout Before You Print



Print Preview button

Print preview shows entire pages at a reduced size, so you can adjust the document’s layout before you print. In print preview, you can see several pages at a time, zoom in or out, adjust margins, or edit and format text. You can also drag text and graphics between pages. To switch to print preview, click the Print Preview button on the Standard toolbar or choose Print Preview from the File menu. To return to the previous view, click the Close button on the Print Preview toolbar. For more information about previewing a document, see Chapter 23, “Printing,” in the *Microsoft Word User’s Guide*.



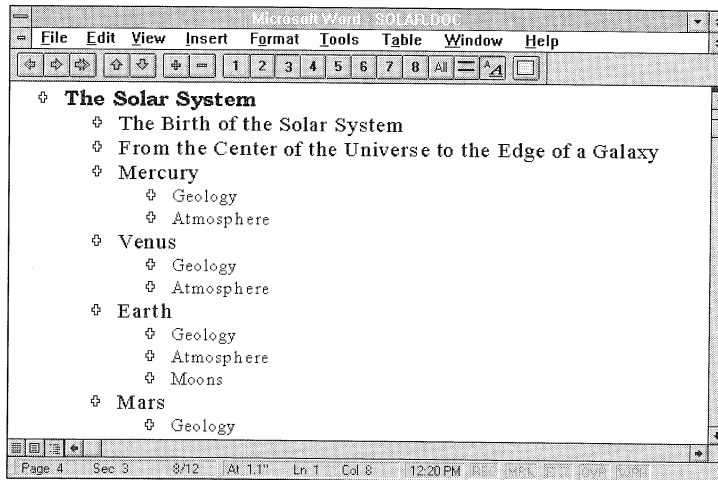
In print preview, you can see multiple pages at a time and adjust the layout.

Outline View: For Outlining and Organizing a Document



Outline View button

In outline view, you can collapse a document to see just the main headings or expand it to see the entire document. This view makes it easy to scroll or move text a long distance or to change the hierarchy of topics. To switch to outline view, click the Outline View button on the horizontal scroll bar, or choose Outline from the View menu. For more information, see Chapter 17, “Outlining and Organizing a Document,” in the *Microsoft Word User’s Guide*.



In outline view, you can collapse a document to see the main headings.



Full Screen button

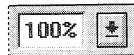
Full Screen View: For Maximizing the Screen Space

To see only a document on screen—without rulers, toolbars, and other screen elements—choose Full Screen from the View menu. In full screen view, you can choose commands with shortcut keys and display shortcut menus while you work. You can also display individual elements such as the vertical scroll bar or a toolbar. For example, to display the vertical scroll bar, press ALT, T, O to choose Options from the Tools menu. Select the View tab, and then select the Vertical Scroll Bar check box.

To return to the previous view, click the Full Screen button in the bottom-right corner of the screen or press ESC. The elements you display or hide in full screen view don't affect the settings for other views, such as normal view.

Zoom: For Magnifying Part of a Document

To magnify—or “zoom in” on—part of a document, use the Zoom Control box on the Standard toolbar. Just click the down arrow and select a percentage, or type a value. You can also choose Zoom from the View menu and select options in the Zoom dialog box.



Zoom Control box

Getting Online Help

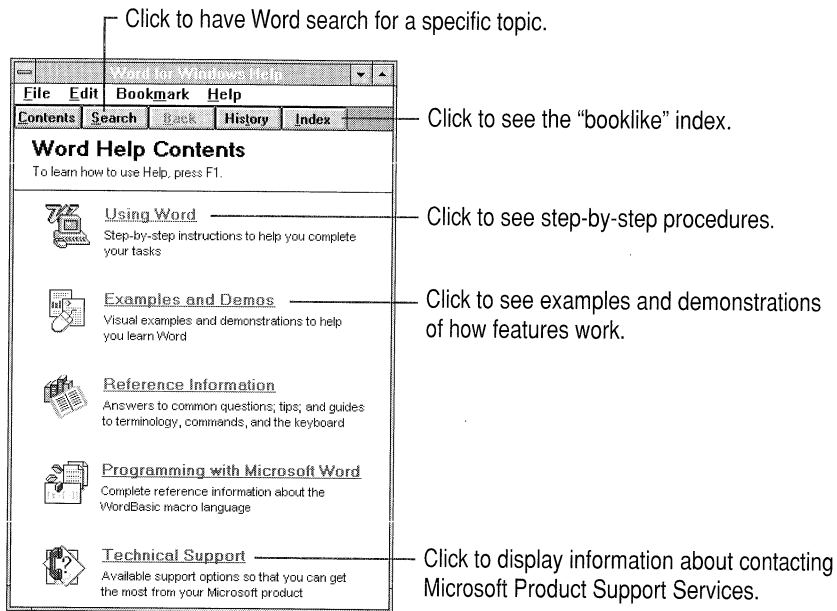
Word comes with Help—a complete online reference tool—that includes step-by-step procedures that you can follow as you work, examples and demonstrations, and reference information about using Word commands, fields, and the WordBasic macro language.

This section describes how to get online Help for any topic or screen element you want to find out about. For complete details on using the online Help system, see Chapter 1, “The Word Workplace,” in the *Microsoft Word User's Guide*. Or, see “Getting help on using the Help system,” later in this chapter. The online Help for WordPerfect users is described in Chapter 7, “Switching from WordPerfect to Word.”

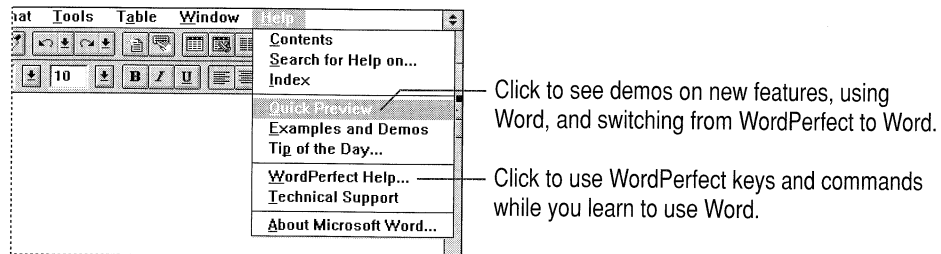
If Help isn't installed For details on how to install Help, see Chapter 1, “Installing and Starting Word.”

What's in Help?

Step-by-step instructions, online demos, and product support The following illustration shows the items you can choose in the Word Help Contents window. To see this window, choose Contents from the Help menu. From this window, you can “jump” to more specific information.



Notice that many of the options in the Help Contents window are also available on the Help menu itself. In addition, you can choose items on the Help menu to see an online demo or get help on switching from WordPerfect.





Help button



Help pointer

Context-sensitive Help To find out about an item on the screen—such as a menu command, toolbar, button, or the ruler—click the Help button on the Standard toolbar, or press SHIFT+F1. When the pointer changes to a question mark, click an item. You can also choose the Help button in a dialog box or message box to see a description of the options in the box. To check the formatting of text in a document, click the Help button on the Standard toolbar, and then click the text you want to check. When you finish checking formatting, press ESC.

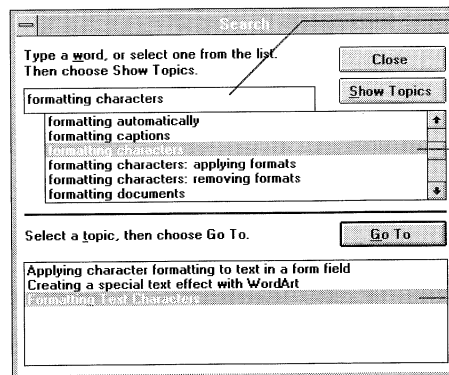
Getting help on using the Help system If you prefer to read about the online Help system on your computer screen, first choose Contents from the Help menu, and then press F1. Or, in the Help window, choose How To Use Help from the Help menu. The topics listed include the same information about Help that you'll find in this manual and in the *Microsoft Word User's Guide*. Plus, you'll see additional information on adding notes to Help topics, marking the topics you use frequently, and so on.

An Example: Having Word Look Up a Topic for You

The fastest way to get Help on a topic is to use the search feature. First, double-click the Help button on the Standard toolbar, or choose Search For Help On from the Help menu. The Search dialog box appears so that you can have Word locate the topic.



Help button

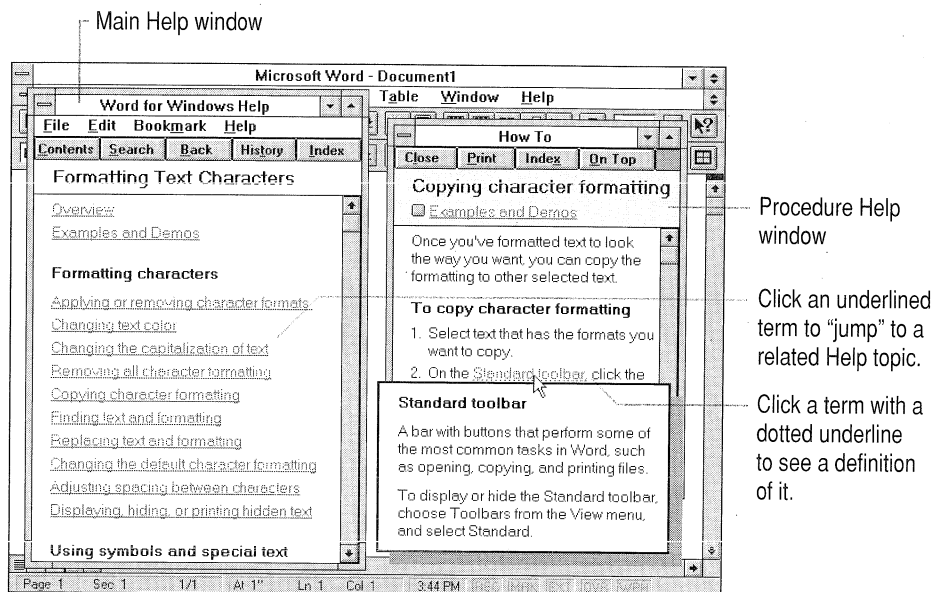


Start typing the words you want to search for. Word displays a list of words that match the letters you type.

Select an item from the list, and then choose the Show Topics button.

Select a topic from the list, and then choose the Go To button.

Working with the Help windows There are two types of Help windows. The main Help window contains overviews, descriptions of commands, and other information. The procedure (or “how to”) Help window contains step-by-step instructions that you can view while you’re working. You can move and resize the Help windows to keep them out of your way.



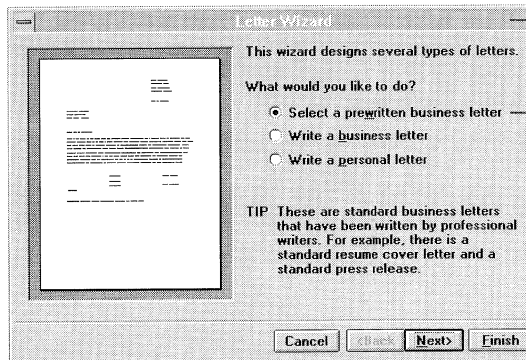
To keep a procedure Help window open while you work, choose the On Top button in the procedure window. Then, click in the document and follow the Help instructions. You can click Examples And Demos below the topic title in many procedures to see an online demonstration of the procedure. You can also jump directly to the Help index by clicking the Index button. If you want to close the window, choose the Close button.

If you want to keep the main Help window out of the way as you work, click in the document. The Help window moves behind other windows. To bring the main Help window back, press ALT+TAB. If you want the main Help window to stay open while you continue working in a document, choose Always On Top from the Help menu in the main Help window. It’s not necessary to close the main Help window; this will happen automatically when you exit Word. However, if you do want to close the main Help window while you’re working in Word, choose Exit from the window’s File menu.

CHAPTER 4

Creating Your First Document

Using a *wizard* is probably the fastest and easiest way to create your first document—because the wizard builds it for you. All you need to do is answer questions about how you want the document to look, and then type your text.



This Letter Wizard sets up the address, date, closing, and so on.

To get a head start on business correspondence, use the prewritten business letters.

This chapter contains pictures and examples to help you quickly learn basic Word skills, such as typing, editing, saving, and printing a document. It also includes tips and shortcuts that show you the fastest and easiest way to do many tasks.

In This Chapter

- Before You Start 50
- Three Ways to Create a Document 50
- Typing and Editing 52
- Formatting: Fonts, Italic, Tab Stops, and Bulleted Lists 60
- Checking Spelling 68
- AutoText: Reusing Text and Graphics 69
- Tables and Newspaper-Style Columns 70
- Basic Page Setup 78
- Opening, Saving, and Closing Documents 84
- Printing Documents or Envelopes 85

Before You Start

Make sure to install and start Word as described in Chapter 1, “Installing and Starting Word.” If you performed a Laptop (Minimum) installation, you may need to install the demos, wizards, and other components mentioned in this chapter.

Have you seen the online demo? From the Help menu, choose Quick Preview, and then choose Getting Started.

Troubleshooting tip This chapter assumes that you’re using the preset settings in Word. If a feature doesn’t work the way it’s described in this chapter, see online Help or the *Microsoft Word User’s Guide* for more information. Online Help and the user’s guide also list the keyboard shortcuts for many tasks in this chapter.

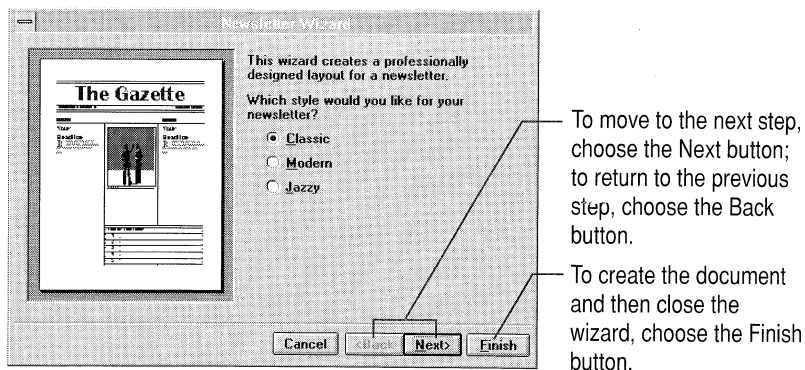
Three Ways to Create a Document

This section shows you how to start a document by using a wizard, which gives you step-by-step help in creating the document. You can also start with a template, which sets up the structure and formatting (margins, boilerplate text, styles, and so on) of the document. Or you can start by typing in the blank document that Word displays on the screen.

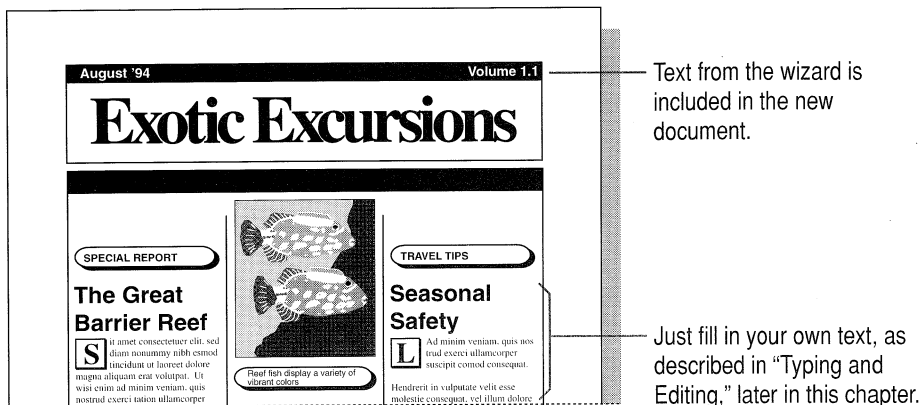
Wizards: The Easiest Way to Create a Document

Word provides wizards for creating letters, memos, resumes, newsletters, and other common types of documents. To see samples of what you can produce with each wizard, see Chapter 5, “Wizards, Templates, and Business Letters.”

Starting a wizard From the File menu, choose New. Select a wizard from the Template list, select the Document option button, and then choose the OK button. Then just follow the instructions on the screen.



Finishing the document When you choose the Finish button, Word displays the new document on the screen. If you chose the Help option button on the final wizard screen, you can select one of the Help topics about how to finish and customize the document. For more information about working with wizards, see Chapter 5, “Wizards, Templates, and Business Letters.”



Templates: Blueprints for Documents

A *template* is a blueprint or pattern for all documents of a certain type—such as letters, memos, or reports. Wizards use a template to set up the margins, boilerplate text, and formatting used in a document. You can use a template by itself when you don’t want to spend time answering the questions posed by a wizard. To see pictures of the templates that are provided with Word, see Chapter 5, “Wizards, Templates, and Business Letters.”

To start a new document that’s based on a template, choose New from the File menu, select a template from the Template list, select the Document option button, and then choose the OK button. Word displays the new document on the screen. For more information on working with templates, see Chapter 5, “Wizards, Templates, and Business Letters.”

Starting from “Scratch”

When you first start Word, a new, blank document called “Document1” appears. To begin working, just start typing. If you want to create a new document at any time, click the New button on the Standard toolbar.



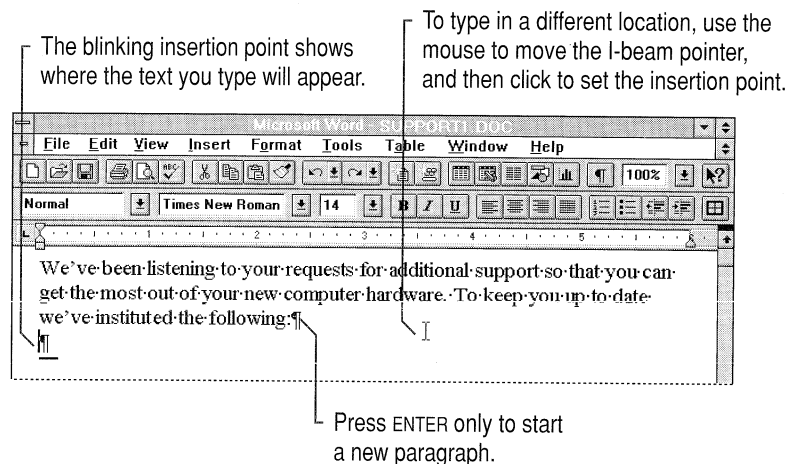
New button

Typing and Editing

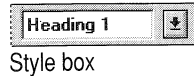
This section provides some quick tips for typing text; moving around in a document; selecting text; undoing mistakes; and deleting, moving, and copying text. For more information, see Chapter 2, “Typing and Revising,” in the *Microsoft Word User’s Guide*.

Typing Text

To add text to a document, just start typing. When the text reaches the right margin, Word automatically “wraps” the following text to the next line. Make sure that you *don’t* press ENTER at the end of each line; if you press ENTER, Word isn’t able to wrap the text. You should press ENTER only to start a new paragraph.

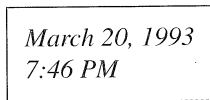


Inserting vs. overtyping When you insert text in a line, Word moves the existing text to the right to make room for the new text. If you want to type over the existing text, switch to overtype mode. To do this, double-click “OVR” on the status bar at the bottom of the window. To switch back to insert mode, double-click “OVR” again.



Letting Word format the headings for you Word includes nine built-in heading styles that you can use to give titles or headings a consistent and polished appearance. To use one of these styles, click in a heading, and then select a heading style in the Style box on the Formatting toolbar. For example, use Heading 1 for main headings and Heading 2 for subheadings. Once you've applied heading styles, you can quickly compile a table of contents or see the structure of a document in outline view. For more information about working with styles, see Chapter 9, "Automatic Formatting and Styles," in the *Microsoft Word User's Guide*.

Inserting characters such as @, ¥, ô, ¼, ß, ☉, □, ⇔, and ... To insert a character that doesn't appear on your keyboard, choose Symbol from the Insert menu, and then select the Symbols tab. In the Font box, select the font that contains the symbol you want. Double-click a symbol (you can click the symbol to see a close-up view of it). In the Symbol dialog box, you can also select the Special Characters tab to insert common characters such as em dashes (—), ellipses (...), and copyright symbols (©). When you finish inserting symbols, choose the Close button. For more information on working with symbols, see Chapter 2, "Typing and Revising," in the *Microsoft Word User's Guide*.



Date and time formats

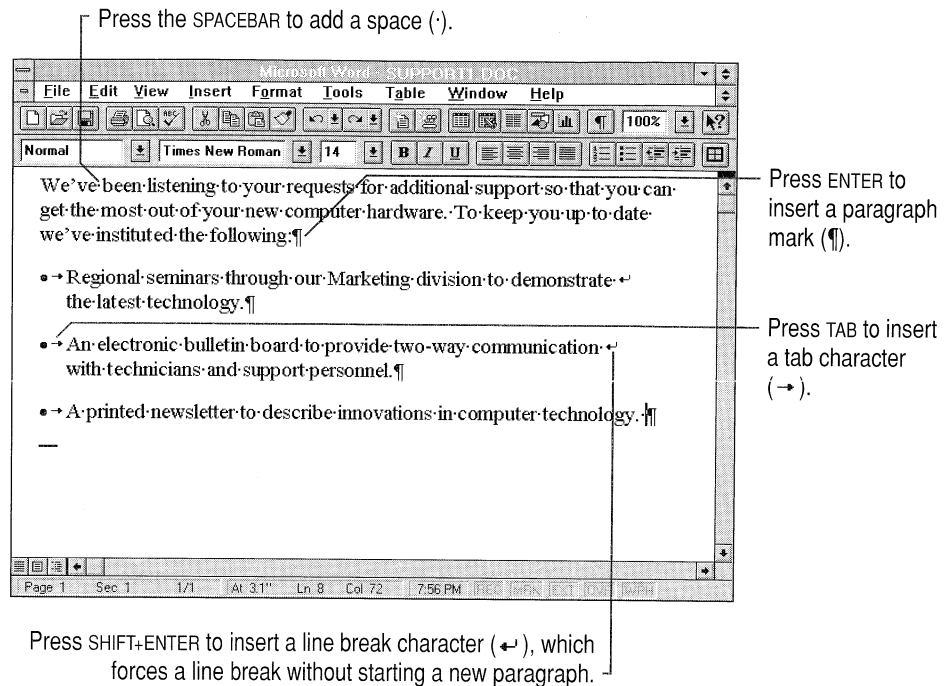
Adding the date or time From the Insert menu, choose Date And Time, and then select a format for the date or time. If you want to be able to update the date or time, select the Insert As Field check box, and then choose the OK button. To update the date or time, click in it and then press F9. You can also update the date or time each time you print. To do this, choose Options from the Tools menu, select the Print tab, and then select the Update Fields check box.

What Are the ¶ Symbols on the Screen?

The paragraph marks (¶) and certain other symbols you see on the screen are *nonprinting characters*. Word uses them to show the "invisible" characters you type, such as carriage returns, spaces, and tab characters. It's a good idea to display these characters to see if you've added extra space between words, typed spaces instead of a tab character, and so on. As the name implies, nonprinting characters appear on the screen but are never printed. If you don't see the nonprinting characters, click the Show/Hide ¶ button on the Standard toolbar.



Show/Hide button



Three Important Tips for Typing and Editing

Don't use the SPACEBAR to line up text If you're used to working on a typewriter, you might expect to use the SPACEBAR to line up individual lines. This technique works if you're using a monospaced font (such as Courier), in which every letter has the same width. However, you'll probably want to use a more attractive, proportionally spaced font—in which a “w” is wider than an “i,” for example. If you try to use the SPACEBAR to line up proportionally spaced text, the text may not be properly aligned in the printed document.

In Word, you align *all* of the lines in a paragraph by using the built-in indent, tab, alignment, and table features (for more information, see “Paragraph Formats,” later in this chapter). This way, you'll ensure that the text is aligned properly, and Word can automatically readjust the paragraph if you add or delete text.

1. For thousands of years, people
have imagined patterns in the
stars. Once named, these patterns

Don't use spaces to line up text, because it may not be properly aligned when printed.

1. → For thousands of years, people
 have imagined patterns in the
 stars. Once named, these patterns

Instead, use tab stops and indents.



Undo button

Don't delete the ¶ marks A paragraph mark (¶) indicates the end of a paragraph. A paragraph's format (such as alignment, indents, and tab stops) is stored in the ¶ mark—not in the text itself. Don't separate a ¶ mark from its corresponding paragraph, or the text will lose its formatting and merge with the next paragraph. For example, if you move or copy a paragraph, make sure to include its ¶ mark. If you accidentally delete a ¶ mark, you can restore it by clicking the Undo button on the Standard toolbar.

Deleting this mark deletes the paragraph formatting for the preceding paragraph.

Gems are valued according
 to their beauty, rarity,
 durability, and weight. ¶
 The unit of weight for gems
 is the metric carat, 200
 milligrams. ¶

The first paragraph is left aligned; the second is right aligned.

Gems are valued according
 to their beauty, rarity,
 durability, and weight. The
 unit of weight for gems is
 the metric carat, 200
 milligrams. ¶

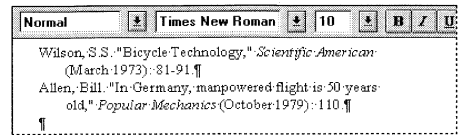
The combined paragraphs take on the formatting of the second paragraph.

Set the formats once, and then type new paragraphs with the same formats

When you press ENTER to start a new paragraph, Word carries over the preceding paragraph's formatting—such as font and tab stops—to the new paragraph. (Remember, the formats are stored in the ¶ mark.)



Once you've formatted a paragraph the way you want ...

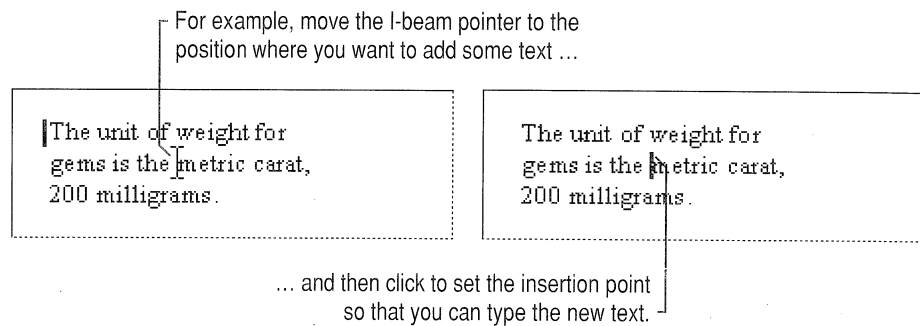


press ENTER to continue typing new paragraphs with the same format.

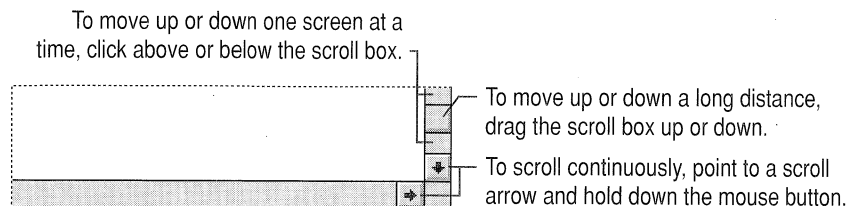
You may have already noticed this feature of Word—especially if you tried to press ENTER to end a format and go back to typing regular text. To remove formats you don't want, select the paragraph and then apply the formats you do want. You can also remove character formats from selected text by pressing CTRL+SPACEBAR, or remove paragraph formats by pressing CTRL+Q. For more information, see “Formatting: Fonts, Italic, Tab Stops, and Bulleted Lists,” later in this chapter.

Moving Around in a Document

Positioning the insertion point The blinking insertion point indicates where the text you type will appear. If you want to work in a different location in a document, you need to move the insertion point. To do this, use the mouse to move the I-beam pointer to the new location, and then click.



Scrolling through a document To bring other parts of a document into view, use the scroll bars at the right edge and bottom edge of the window. The following illustration shows how to scroll up or down, but you can use the same techniques for scrolling to the left or right.



Keep in mind that scrolling doesn't move the insertion point. You need to point and click to position the insertion point where you want to start working.

Going back to a previous location Word remembers the last three locations where you typed or edited text. Press SHIFT+F5 to return to each of these previous locations, in sequence.

Going to a specific page From the Edit menu, choose Go To, or press F5. Type the page number, choose the Go To button, and then choose the Close button.

Selecting: Highlighting the Text You Want to Change

Select, then do Suppose that you want to change some text—for example, you want to make it bold or copy it to a new location. To tell Word what you want to change, first *select* (block) the text; that is, drag over the text to highlight it. Then choose a command or click a button to *do* the action. For example, click the Bold button on the Formatting toolbar to make the selected text bold.

To select text, position the I-beam pointer where you want the selection to begin.

For thousands of years, people have imagined patterns in the stars. Once named, these patterns became

For thousands of years, people have imagined patterns in the stars. Once named, these patterns became

Press and hold down the mouse button while you drag the pointer to the end of the selection, and then release the mouse button.

This general rule of “select, then do” applies to nearly everything you do in Word. Remember that Word is WYSIWYG (What You See Is What You Get), so you don’t need to turn codes on or off to see changes you’ve made to formats.



Drag-and-drop pointer



Undo button



Pointer in the selection bar

What if you try to select text but it moves instead? You may have accidentally “dragged and dropped” the text. Drag-and-drop editing is a fast way to move or copy text. The pointer changes shape to indicate that drag-and-drop editing is activated. To move the text back to its original location, click the Undo button on the Standard toolbar. Then try again to select the text. If you want to turn off drag-and-drop editing, choose Options from the Tools menu, select the Edit tab, clear the Drag-And-Drop Text Editing check box, and then choose the OK button.

More ways to select The following table describes ways to select text or graphics using the mouse. To select lines, paragraphs, or an entire document, use the *selection bar*—an invisible area along the left side of each paragraph. When you point in the selection bar, the pointer changes to an arrow.

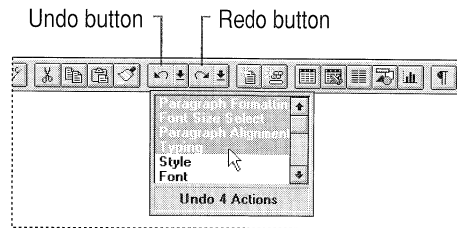
To select	Do this
A word	Double-click the word.
A graphic	Click the graphic.
A line	Click in the selection bar to the left of the line. To select multiple lines, drag in the selection bar.
A sentence	Hold down CTRL and click the sentence.
A paragraph	Double-click in the selection bar to the left of the paragraph. To select multiple paragraphs, drag in the selection bar.
Any area of text	Click where you want the selection to begin. Then hold down SHIFT and click where you want the selection to end.
An entire document	Triple-click in the selection bar.

If you want to cancel a selection, just click anywhere outside the selection in the document window.

Undoing Mistakes

If you make a mistake in Word, you can “undo” the action or command. For example, if you accidentally delete a word, you can bring it back again. If you decide to go through with the action after all, you can also “redo” it. Keep in mind, though, that there are certain actions you can’t undo, such as saving or printing a document.

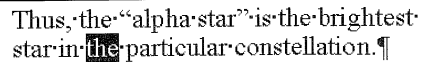
To undo or redo the most recent action, click the Undo button or the Redo button on the Standard toolbar. To undo or redo multiple actions, first click the arrow beside either the Undo or Redo button. Then click or drag to select the actions you want to undo or redo. Note that they must be undone or redone in sequential order.



Click or drag to select the actions you want to undo or redo.

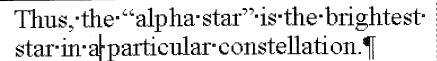
Deleting, Moving, and Copying Text

Deleting text To delete a few characters, press BACKSPACE or DELETE. Or delete any amount of text by selecting the text and then pressing BACKSPACE or DELETE. If you plan to replace the text you're deleting, here's a shortcut.



Thus, the "alpha star" is the brightest star in the particular constellation. ¶

Select the text you want to replace ...



Thus, the "alpha star" is the brightest star in a particular constellation. ¶

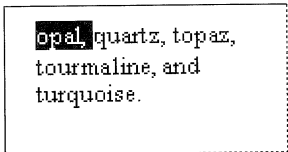
and then start typing. As soon as you press a key, the selected text disappears and Word starts inserting the new text.

If you don't want selected text to be replaced as you type, choose Options from the Tools menu, select the Edit tab, and then clear the Typing Replaces Selection check box.



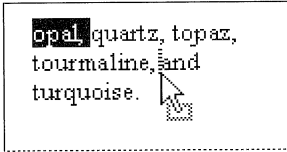
Drag-and-drop pointer

Moving and copying with drag-and-drop editing The easiest way to move text a short distance is to use drag-and-drop editing. First, select the text and then point to it. Press and hold down the mouse button until you see the drag-and-drop pointer, drag the pointer to a new location, and then release the mouse button to "drop" the text into place. To copy text, use the same technique, but hold down CTRL as you drag the pointer.



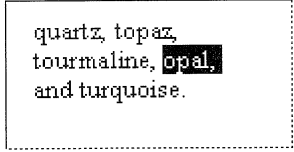
opal, quartz, topaz, tourmaline, and turquoise.

Select the text you want to move.



opal, quartz, topaz, tourmaline, and turquoise.

Point to the selected text, and then drag the dotted pointer to a new location.



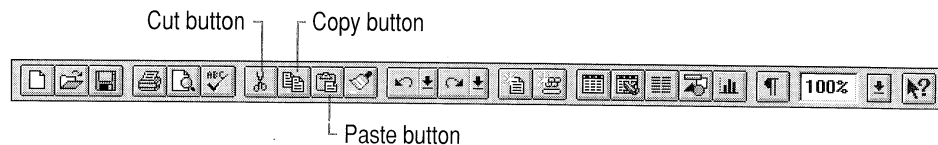
quartz, topaz, tourmaline, opal, and turquoise.

Then release the mouse button.

You can drag and drop text or graphics within a document, between different documents, or between many applications.

If you are unable to use the drag-and-drop feature, choose Options from the Tools menu, and then select the Edit tab. Under Editing Options, select the Drag-And-Drop Text Editing check box.

Moving and copying with Cut, Copy, and Paste To move or copy text a long distance, first select it. Then, to move the text, click the Cut button on the Standard toolbar. If you want to copy the text, click the Copy button on the Standard toolbar. Finally, position the insertion point in the new location for the text, and then click the Paste button on the Standard toolbar. (You can continue pasting the text into new locations as many times as you want. The text remains on the Clipboard—a temporary storage area—until you cut or copy more text.)



“Smart” cutting and pasting When you cut, paste, or drag and drop text, Word automatically adjusts the spaces remaining in a sentence. For example, if you paste a word in front of a period, Word removes any spaces between the word and the period. If you prefer not to use the Smart Cut And Paste option, choose Options from the Tools menu, select the Edit tab, and then clear the Use Smart Cut And Paste check box.



AutoText button

Using the Spike (a multiple cut-and-paste tool) You can use the Spike feature to remove a number of items from one or more documents and insert them as a group in another location. To store text or graphics in the Spike, select an item and then press CTRL+F3. Repeat this step for each item you want to add to the Spike. To insert the group of items without clearing the Spike, type **spike** and then press F3 or click the AutoText button on the Standard toolbar. To insert the items and clear the Spike, press CTRL+SHIFT+F3.

Formatting: Fonts, Italic, Tab Stops, and Bulleted Lists

You can apply various *formats*—such as fonts, point sizes, italic, tab stops, indents, and bulleted lists—to change the appearance of text. The following sections describe how to apply character and paragraph formats, and they provide some important tips for working with these formats. If you want to change the layout of the page (for example, if you want to adjust the margins or add page numbers) see “Basic Page Setup,” later in this chapter.

For more information about formatting, see Chapter 6, “Formatting Text Characters,” and Chapter 7, “Formatting Paragraphs,” in the *Microsoft Word User’s Guide*.

Character Formats

Character formats include font, point size, bold, italic, and underline. You can apply these formats to any amount of text, from a few characters or paragraphs to an entire document.

8 point Helvetica
10 point Courier
12 point Times
14 point Arial

Font and font size

A Summer Concert
A Summer Concert
~~A Summer Concert~~
A SUMMER CONCERT

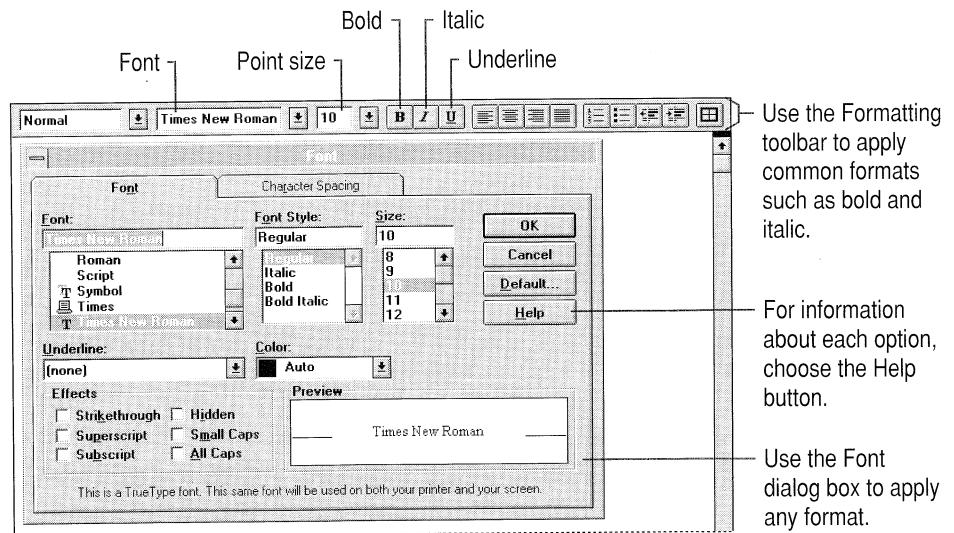
Bold, italic, underlining,
strikethrough, and capitals

A S u m m e r
A Summer Concert
²³⁸U a₁a₂...a_n

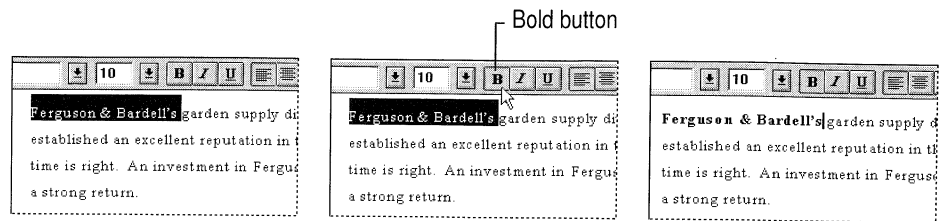
Character spacing, text color,
superscripts, and subscripts

Applying Character Formats

To apply character formats, first select the text you want to change. Then use the Formatting toolbar to set the font or the point size or to apply bold, italic, or underline formatting. To change other character formats, choose Font from the Format menu, and then select the options you want in the dialog box.



For example, to apply the bold format, just select some text and then click the Bold button on the Formatting toolbar.



Select the text you want to format.

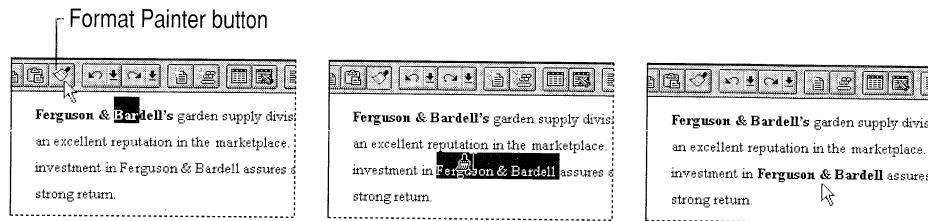
Click the Bold button. Notice that it appears “pushed in.”

Word changes only the text that you selected.

You can also format text as you type. For example, to type bold text, click the Bold button or press CTRL+B and then type the text. To return to regular text, click the Bold button or press CTRL+B again.

Copying Character Formats

Once you’ve formatted text to look the way you want, use the Format Painter button on the Standard toolbar to “paint” the formatting onto other text you select.



Select text with the formats you want to copy, and then click the Format Painter button.

Then drag over the text you want to format and release the mouse button.

The formats are copied.

To copy formatting several times, double-click the Format Painter button, and then select text you want to format. When you finish copying formats, click the Format Painter button again or press ESC.

Changing the Preset Font

You can change the font, point size, and other preset character formats. From the Format menu, choose Font. Select the formats you want to use in the current document and in all new documents based on the current template. Then choose the Default button.



Help button

Finding Out Which Formats Are Applied to Text

Click the Help button on the Standard toolbar, or press SHIFT+F1. When the pointer becomes a question mark, click the text you want to check.

Click here to see which formats are applied to the text.

You'll see the formatting applied with styles and the formatting you applied directly.

When you finish clicking the text you want to find out about, press ESC. (For information about character and paragraph styles, see Chapter 9, “Automatic Formatting and Styles,” in the *Microsoft Word User’s Guide*.)

You can also check the text formatting by selecting the text and then looking at the settings on the toolbars and ruler. Or check the settings in the Font and Paragraph dialog boxes. For more information, see Chapter 6, “Formatting Text Characters,” and Chapter 7, “Formatting Paragraphs,” in the *Microsoft Word User’s Guide*.

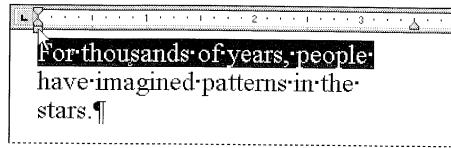
Paragraph Formats

You can apply paragraph formats—such as alignment, indents, tab stops, line spacing, bullets, and numbers—to entire paragraphs. Keep in mind that a paragraph is any amount of text or graphics, plus the paragraph mark (¶) that follows it. (Remember, each time you press ENTER, a ¶ mark appears to indicate a new paragraph. If you don’t see the ¶ marks on the screen, click the Show/Hide ¶ button on the Standard toolbar.)

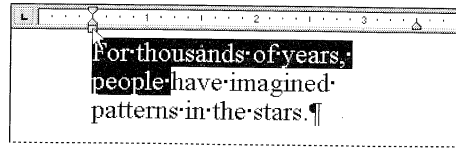


Show/Hide ¶ button

Paragraph formats affect an *entire* paragraph You cannot apply paragraph formats to just part of a paragraph, such as individual words or lines (although you can have a paragraph that's only one line or one word long).



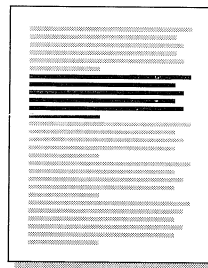
For example, if you position the insertion point in a paragraph—or select any part of it—and then drag the indent marker ...



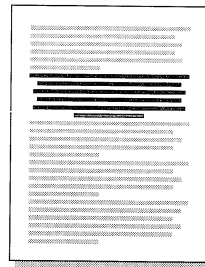
the entire paragraph is indented.

Alignment

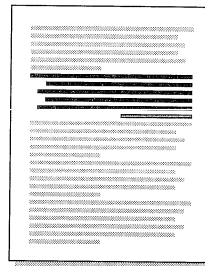
Alignment is the way text lines up horizontally. There are four ways text can be aligned: on the left, centered, on the right, or justified (aligned both left and right). Paragraphs are aligned relative to the margins on the page (or to the left and right indents, if you've set them).



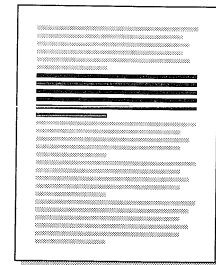
Left-aligned



Centered

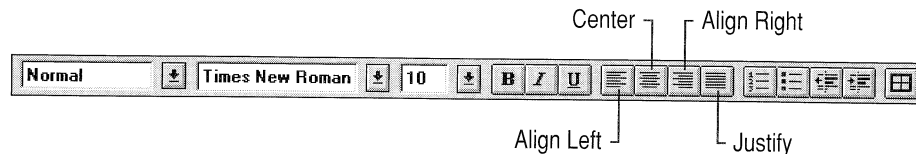


Right-aligned



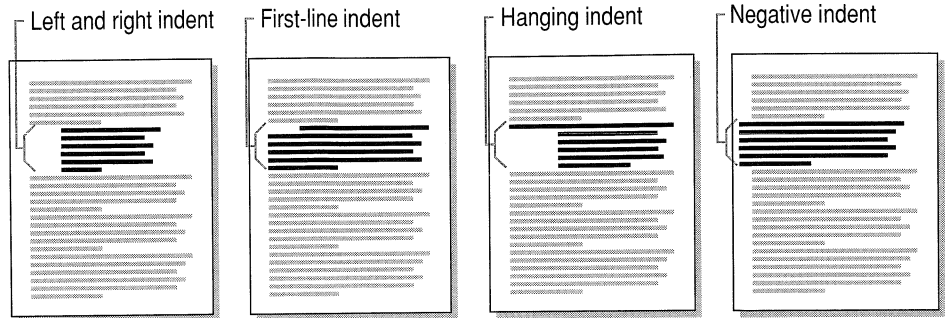
Justified

Changing the alignment To change the alignment, select the paragraphs and then click one of the following buttons on the Formatting toolbar.



Indents

An *indent* is the distance that a paragraph is pushed in from or extends into the left or right margin. You can indent all lines in a paragraph or only the first line.



Sets off a paragraph. Use for subordinate information or quotations.

Use instead of pressing TAB to indent the first line of a paragraph.

Aligns the first line with the margin and indents subsequent lines.

Extends the text into the margin.



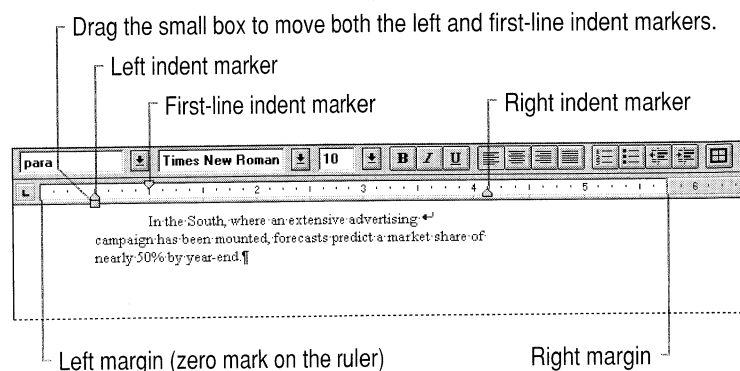
Increase Indent button



Decrease Indent button

Setting indents To quickly indent paragraphs to the next tab stop, just select the paragraphs and then click the Increase Indent button on the Formatting toolbar. To “unindent” the paragraphs to the previous tab stop, click the Decrease Indent button.

You can also set indents by using the ruler. Just select the paragraphs and then drag the markers on the ruler.

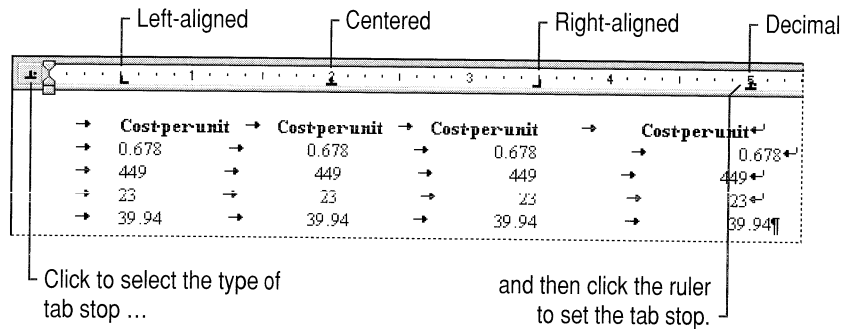


If you want to scroll into the left margin to set a “negative” indent, hold down SHIFT while you click the left scroll arrow on the horizontal scroll bar.

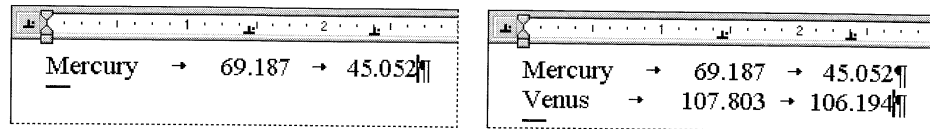
Tab Stops

Tab stops are already set for you at half-inch intervals. Just press TAB to move the insertion point to the next tab stop. Notice that a nonprinting tab character (→) fills the empty space on the screen (if you’ve chosen to display nonprinting characters). The first line of text you type will be aligned at this tab stop.

Setting, moving, and removing custom tab stops You can set custom tab stops at a particular location or change the way text aligns at a tab stop. First, select the paragraphs. Then click the button on the left edge of the ruler to choose the type of tab stop you want: left-aligned, centered, right-aligned, or decimal. Finally, click the ruler where you want to position the tab stop. If you want to move the tab stop, drag the tab marker to the left or right. To remove a tab stop, drag the tab marker “off” the ruler.



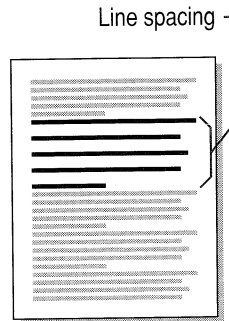
Before setting tab stops, select all of the text you want to change For example, select the entire document before you set the tab stops so that you don’t have to reset the tab stops for each paragraph. Here’s another timesaving tip: If you’re just starting a document, set tab stops for the first paragraph. Then, whenever you press ENTER, Word carries over the current tab settings to the new paragraph.



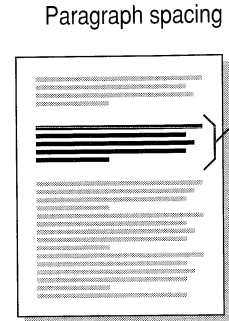
Once you’ve set the tab stops for a paragraph ... press ENTER to continue typing new paragraphs with the same tab settings.

Line Spacing and Paragraph Spacing

You can adjust line spacing and paragraph spacing to improve the appearance or readability of a document.



The amount of vertical space between lines in a paragraph



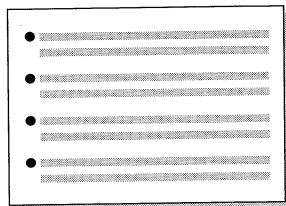
The amount of vertical space between paragraphs

Don't press ENTER to insert blank lines between paragraphs. (If you later move the paragraph, you'll have to move the extra ¶ marks.) Instead, add space before or after a paragraph so that the space will always "travel" with the paragraph.

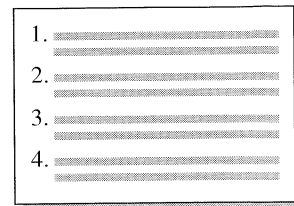
Changing the line or paragraph spacing Select the paragraphs, choose Paragraph from the Format menu, and then select the Indents And Spacing tab. To change the line spacing, select an option in the Line Spacing box. To change the paragraph spacing, type or select values in the Before and After boxes. When you finish, choose the OK button.

Bulleted Lists and Numbered Lists

You can use bullets or numbers to emphasize the items in a list.



Bulleted list: puts a bullet (such as ●) before every paragraph.



Numbered list: puts a sequential number before every paragraph.



Bullets button



Numbering button

Type of Service

- Color Prints
- Color Slides
- Reprints

Check boxes

Creating a bulleted or numbered list Type the list, select it, and then click the Bullets button or the Numbering button on the Formatting toolbar. Or click either of these buttons before you type a list. If you press ENTER at the end of a list, Word adds another bullet or number in the sequence. If you press ENTER in the middle of a list, Word adds a bullet or number to the paragraph and renumbers the rest of the list (if it's a numbered list). When you finish typing the list, press ENTER and click the Bullets button or the Numbering button again to “turn off” bullets or numbers.

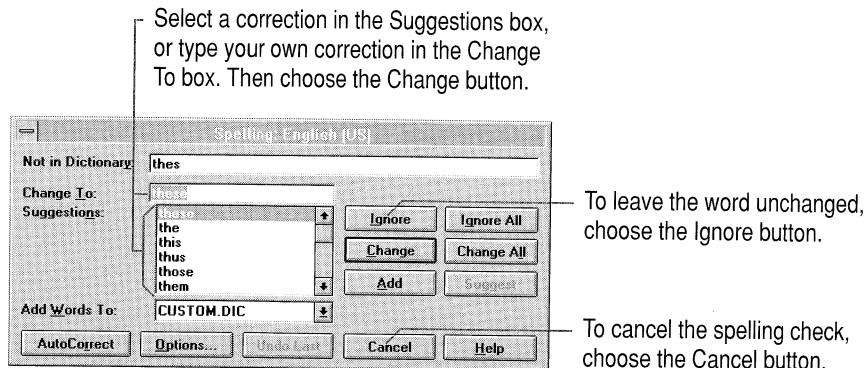
A quick way to create check boxes Just use a bullet symbol (such as or) for the check boxes. To do this, select the list, choose Bullets And Numbering from the Format menu, and then select the Bulleted tab. Next, choose the Modify button and then the Bullet button. In the Symbols From box, select the font that contains the symbol you want, and then double-click the symbol. (You can click a symbol to see a close-up view of it.) When you finish, choose the OK button. You can also create check boxes that you can “check” or “uncheck” in an online form. For more information, see Chapter 14, “Forms,” in the *Microsoft Word User's Guide*.

Checking Spelling



Spelling button

To check spelling, click the Spelling button on the Standard toolbar. When Word finds a possible mistake, it displays the word in the Spelling dialog box.



Preventing Word from questioning a word that's spelled correctly Your document may contain words such as acronyms, technical terms, and proper names that Word doesn't recognize. The first time Word questions such a word, choose the Add button to add the word to the custom dictionary. Once a word is in the custom dictionary, Word won't question it again unless it's misspelled.

Automatically correcting typing and spelling mistakes You can use the AutoCorrect feature to fix common mistakes, such as typing “adn” instead of “and.” When Word finds a mistake during a spelling check, type the correct spelling in the Change To box, and then choose the AutoCorrect button. If Word asks whether you want to turn on AutoCorrect, choose the Yes button. The next time you make the same mistake and type a space or a tab character, AutoCorrect fixes it for you.

To see AutoCorrect in action, type **teh**, press the SPACEBAR, and then watch AutoCorrect replace “teh” with “the.” If AutoCorrect doesn't work, choose AutoCorrect from the Tools menu, select the Replace Text As You Type check box, and then choose the OK button.

You don't need to wait for a spelling check to add AutoCorrect entries. From the Tools menu, choose AutoCorrect. Then type a word you commonly misspell in the Replace box, and type its correct spelling in the With box. Choose the Add button. When you finish, select the Replace Text As You Type check box, and then choose the OK button. Keep in mind that AutoCorrect entries don't have to be mistakes; they can be words or symbols that are difficult or time-consuming to type. For example, you could store “tdf” as an entry and then watch it expand to “Tierra del Fuego” as you type.

For more information about the options for checking spelling, choose the Help button in the Spelling dialog box, and see also Chapter 5, “Editing and Proofing Tools,” in the *Microsoft Word User's Guide*.

AutoText: Reusing Text and Graphics

You can use the AutoText command on the Edit menu to store frequently used text and graphics—such as company names, addresses, and customized tables—and insert them into documents. (AutoText entries were called “glossary entries” in previous versions of Word.)

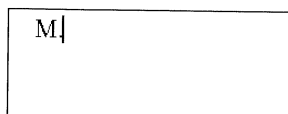


AutoText button

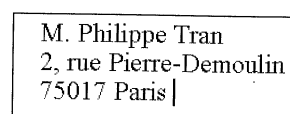
Creating and inserting an AutoText entry To create an AutoText entry, select the text or graphic, and then click the AutoText button on the Standard toolbar. Accept the default name or type a new name for the entry in the Name box, and then choose the Add button. When you're ready to insert the AutoText entry, type the entry's name in the document, and then click the AutoText button again.



For example, store this address as an AutoText entry.



To insert the AutoText entry, type the entry's name ...



and then click the AutoText button.

Using other AutoText options If you don't remember the name of an entry or want to set other AutoText options, choose AutoText from the Edit menu. Then select an entry name from the list. If you want to insert the entry with its original formatting, select the Formatted Text option button; if you want the entry's formatting to match that of the surrounding text in the document, select the Plain Text option button. Then choose the Insert button.

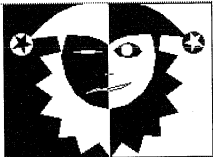
Modifying an AutoText entry Insert the AutoText entry into the document, make the changes you want, and then select the entire revised entry. Click the AutoText button on the Standard toolbar. Select the entry in the list, choose the Add button, and then choose the Yes button.

For more information about the AutoText options, choose the Help button in the AutoText dialog box. See also Chapter 4, "AutoCorrect and AutoText: Reusing Text and Graphics," in the *Microsoft Word User's Guide*.

Tables and Newspaper-Style Columns

You can use *tables* to create columns of text or numbers or to place text or graphics side by side. Or you can use *newspaper-style columns* when you want text to wrap from the bottom of one column to the top of the next column.

	Dallas	Hong Kong	Madrid	P
Dallas		8370	4965	4
Hong Kong	8370		6554	6
Madrid	4965	6554		
Paris	4936	6204	649	
Rio de Janeiro	5218	11136	5064	3
Sydney	8575	4586	10974	10
Tokyo	6445	1804	8701	10

	Theater in Mad, Mad
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Sunrise Special	Start the day with a sunrise breakfast sading in a balloon! Bring your sweetheart or just yourself; it's an incredible ride. (This package is our most popular choice every year, so be sure to make your reservations early.)	Eight dad Departur on the w
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Use tables to position text and graphics in resumes, brochures, and forms.

Encyclopædia Microsoft 02/24/93

The Solar System

The Birth of the Solar System

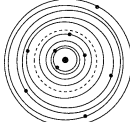
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut tamen amet nonummy veniam, quis nuncius exero laoreet ultramcorper scapit lobortis nisi ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse mollis; consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duiis dolore feugiat nulla facilisis. Nam liber tempor cum soluta nobis eleifend. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

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From the Center of the Universe to the Edge of a Galaxy

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Page 1

Use newspaper-style columns for newsletters or articles.

For more information about newspaper-style columns and tables, see Chapter 12, “Newspaper-Style Columns,” and Chapter 13, “Working with Tables,” in the *Microsoft Word User’s Guide*.

Creating and Modifying a Table

This section describes how to use the Table Wizard—a built-in feature in Word—to create a table. It also tells you how to create a table from “scratch,” and how to modify the table by adding rows or columns or by changing the column width.

Table Wizard: The Easiest Way to Create a Table

The Table Wizard asks questions about how you want the table to look, and then it creates the table for you. The following illustration shows some of the table options you can select.

Automatically fill in the row or column headings with days, months, quarters, years, or numbers.

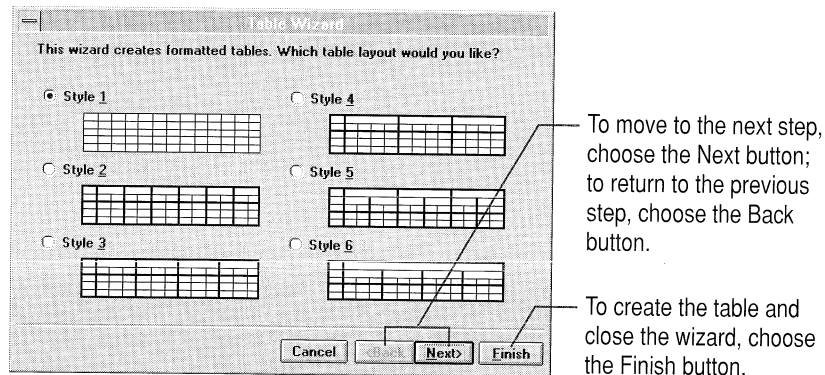
Fiscal Year Earnings				
	East	West	North	South
Q 1	3,456.00	5,436.00	6,201.00	2,398.00
Q 2	-980.00	6,734.00	5,489.00	8,094.00
Q 3	1,230.00	8,956.00	7,865.00	1,289.00
Q 4	4,521.00	-560.00	9,834.00	1,239.00

Line up columns of numbers.

Automatically adjust the column width to fit the data.

Enhance the table with borders and shading.

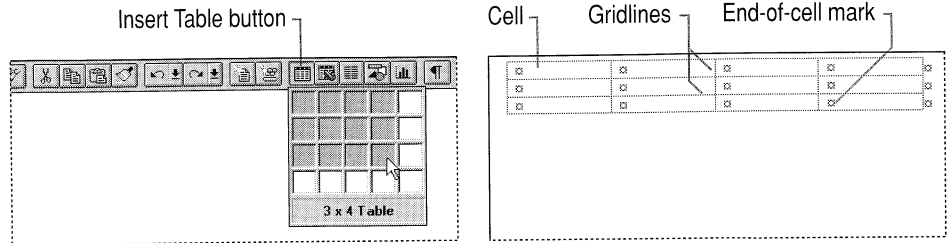
Starting the Table Wizard From the Table menu, choose Insert Table, and then choose the Wizard button. Then just follow the instructions on the screen.



Finishing the table When you choose the Finish button, Word displays the Table AutoFormat dialog box so that you can set the border style and other formats for the table. If you chose the Help option button on the final wizard screen, you can select one of the Help topics about how to finish and customize the table. For information about how to fill in the table, see “Adding Text or Graphics to a Table,” later in this chapter.

Creating a Table from “Scratch”

Position the insertion point where you want to add the table. Then click the Insert Table button on the Standard toolbar.



Drag over the grid to select the number of rows and columns for the table.

Then release the mouse button to see the table inserted into your document.



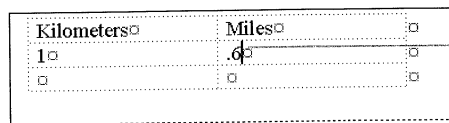
Show/Hide ¶ button

The table consists of *rows* and *columns* of boxes called *cells*. On the screen, Word uses dotted *gridlines* to mark the boundaries of the table and *end-of-cell marks* to show where the text will appear in a cell. These items don't appear in the printed version of your document. (If you don't see the gridlines, choose Gridlines from the Table menu; if you don't see end-of-cell marks, click the Show/Hide ¶ button on the Standard toolbar.)

Adding printable borders To format a table quickly, choose Table AutoFormat from the Table menu. Or select the table, choose Borders And Shading from the Format menu, select the type of border you want, and then choose the OK button.

Adding Text or Graphics to a Table

Just click in any cell, and then type text or insert a graphic. The height of a cell increases as you add text or graphics. You can add, delete, and format text in a cell just as you would in any paragraph of text.



To add text, click in a cell and start typing.

To move to a different cell, click in it. You can also press TAB to move to the next cell or SHIFT+TAB to move to the previous cell. If you want to insert a tab character, press CTRL+TAB.

Selecting Parts of a Table

Kilometers	Miles
1	.6
5	3.1
10	6.2

To select a cell, click the cell selection bar.

Kilometers	Miles
1	.6
5	3.1
10	6.2

To select a row, click the row selection bar.

Kilometers	Miles
1	.6
5	3.1
10	6.2

To select a column, click the top gridline or border.



Insert Rows button

Adding Rows and Columns

To add rows or columns, select the number of rows or columns you want to insert, and then click the Insert Rows or Insert Columns button on the Standard toolbar. Word inserts new rows above the selected rows, and it inserts the new columns to the left of the selected columns.

	Celsius
Boiling point of water	100°
Freezing point of water	0°
Absolute zero ¹	-273°

When you select two rows and click the Insert Rows button ...

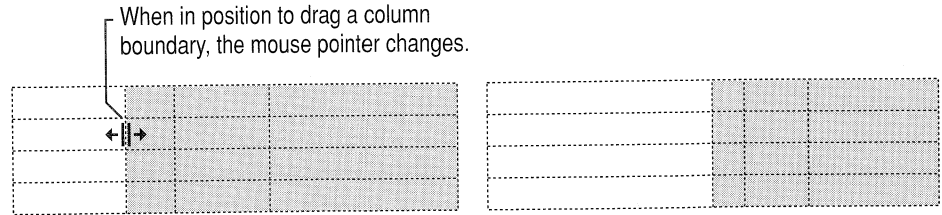
	Celsius
Boiling point of water	100°
Freezing point of water	0°
Absolute zero ¹	-273°

Word inserts two new rows above the selected rows.

To add a row to the end of a table, position the insertion point in the bottom-right cell and press TAB. To add a column to the right side of a table, position the insertion point outside the rightmost column, choose Select Column from the Table menu, and then choose Insert Columns from the Table menu.

Changing Column Width

You can have Word adjust the width of all columns automatically. First, select the entire table. From the Table menu, choose Cell Height And Width. Select the Column tab, and then choose the AutoFit button. To change the width of a column, just drag the column's boundary.



When you drag a column boundary ...

columns to the right are resized proportionately; overall table width doesn't change.

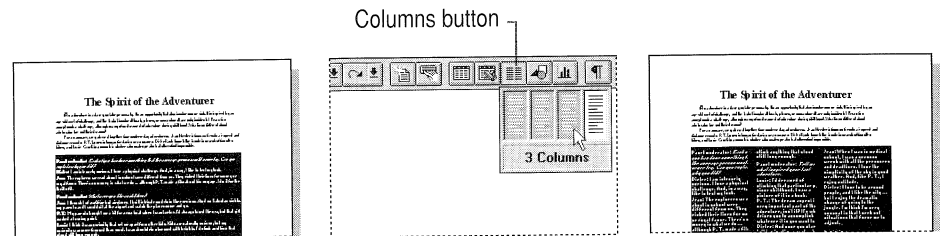
If you hold down **SHIFT** and drag a column boundary, only the column to the right is resized; the overall table width doesn't change. If you hold down **CTRL+SHIFT** and drag a column boundary, columns to the right retain their size; the overall table width changes.

Creating Newspaper-Style Columns

In newspaper-style columns, text flows from the bottom of one column to the top of the next column. You can create two or more columns of equal width, or you can create columns of unequal width.

Creating Columns of Equal Width

To format an entire document in columns, first click in the document. To format only part of the document in columns, select the text you want to change. Then click the **Columns** button on the Standard toolbar to select the number of columns.



Select the text you want to format in newspaper-style columns.

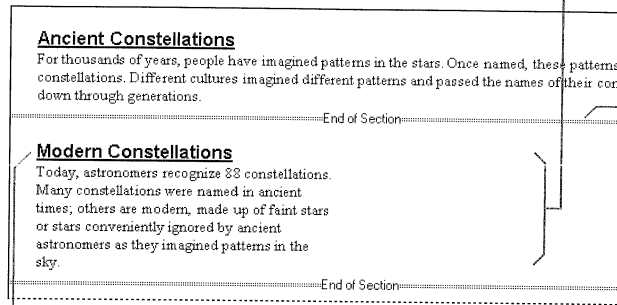
Click the **Columns** button, and then drag to select the number of columns.

Release the mouse button to see the columns.

If you don't see multiple columns In normal view, you'll see only one column on the screen. To see multiple columns, switch to page layout view by choosing **Page Layout** from the **View** menu.

Sections enable you to create multiple column layouts You can use *sections* to divide a document into multiple parts so that each part can have its own distinct page layout (margins, headers, number of columns, and so on).

If you format part of a document in columns, Word automatically creates a separate section for the columns.



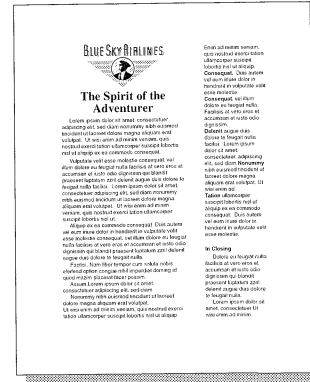
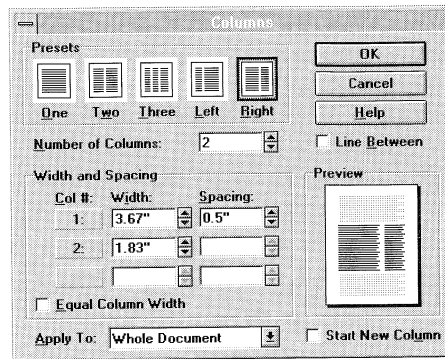
In normal view, section breaks appear as dotted lines.

If your document is already divided into sections, click in the section you want to format before you click the Columns button.

For more information about working with sections, see Chapter 11, “Page Setup: Margins, Page Numbers, and Other Items,” in the *Microsoft Word User’s Guide*.

Creating Columns of Unequal Width

Click in the document, or select the part of the document you want to format in columns. From the Format menu, choose Columns. Select the Left or Right preset format or specify the width of columns under Width And Spacing, and then choose the OK button.

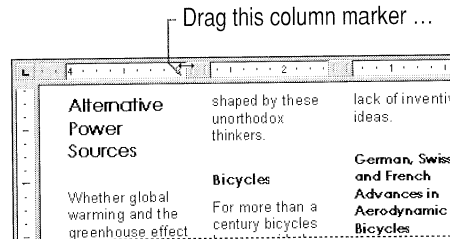


Select the Right preset format ...

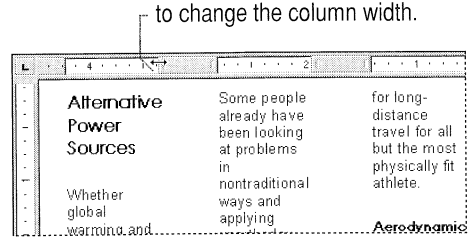
to create a narrow column on the right and a wider column on the left.

Changing Column Width

On the ruler, drag the left or right column marker of the column you want to change. If the columns are of equal width, all of the columns change. If the columns are of unequal width, only the column you're adjusting changes. To switch from columns of equal width to columns of unequal width, or vice versa, choose Columns from the Format menu, and then select or clear the Equal Column Width check box.



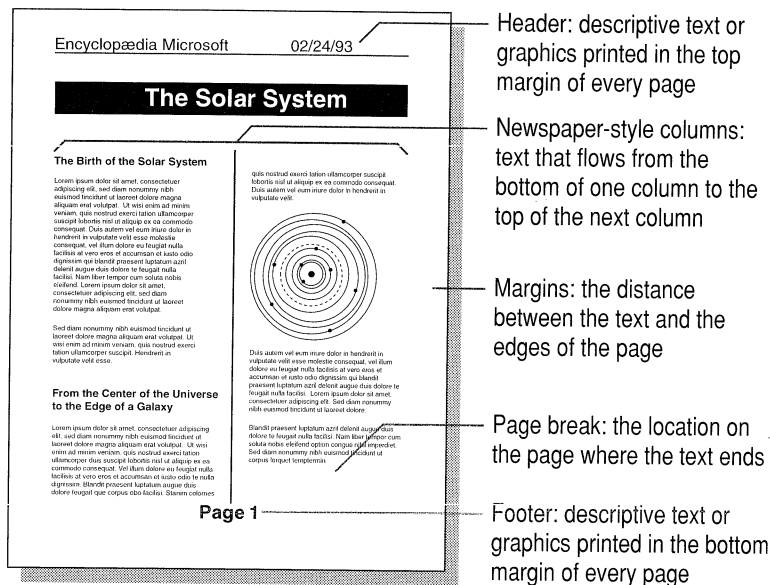
Drag this column marker ...



to change the column width.

Basic Page Setup

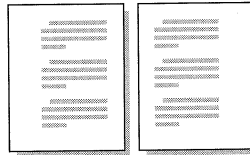
This section describes how to set options that affect the entire page, such as margins, page numbers, headers and footers, and page breaks. Page setup options also include newspaper-style columns, which are discussed in the preceding section.



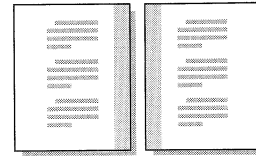
Other page setup options You can also change the page orientation, page size, and paper source. For more information, see Chapter 11, “Page Setup: Margins, Page Numbers, and Other Items,” in the *Microsoft Word User’s Guide*. Chapter 11 also describes how to use sections to vary the page layout within a page or between pages. For example, you can use sections to separate a document’s table of contents from the rest of the document and to number the table of contents pages with roman numerals.

Margins

Setting exact margins From the File menu, choose Page Setup, and then select the Margins tab. Then type or select values in the Top, Bottom, Left, and Right boxes. If you plan to print on both sides of the page, you can select the Mirror Margins check box so that the margins on facing pages mirror each other. If you plan to bind the document, type or select a value in the Gutter box to add extra space to the inside margins so that the text isn't hidden by the binding. When you finish, choose the OK button.

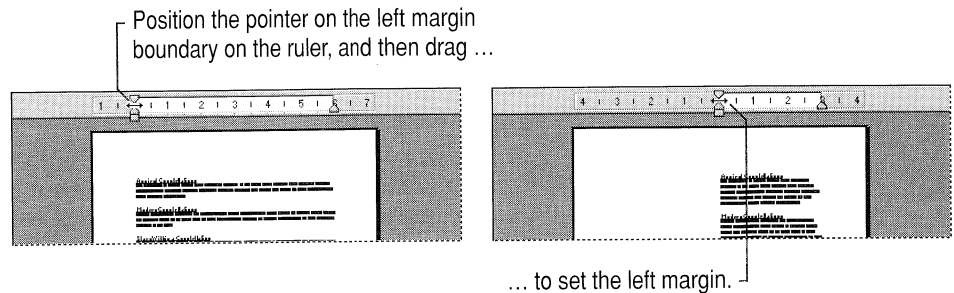


With mirror margins, the inside margins are the same width and the outside margins are the same width.



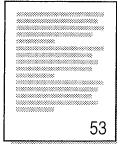
Use a gutter margin to add extra space to allow for binding.

Setting margins with the ruler This method enables you to preview the effect on the page as you change the margins. Choose Print Preview from the File menu. Then change the margin widths by dragging the margin boundaries on the horizontal ruler or the vertical ruler. When you finish, choose the Close button.



You can also drag the margin boundaries in page layout view. If you want to see the measurements of the text area and margins as you adjust the distance, hold down ALT as you drag a margin boundary.

Page Numbers



Page number location

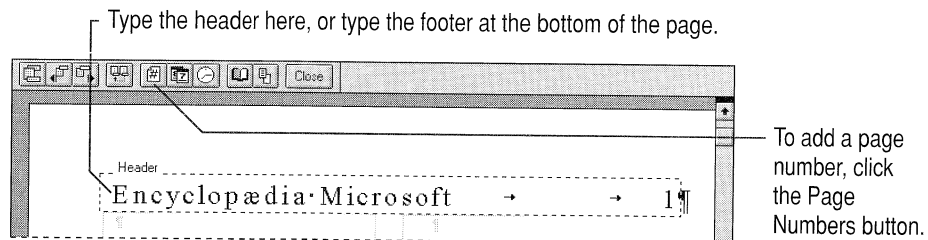
When you choose Page Numbers from the Insert menu, the Page Numbers dialog box appears. If you want to use arabic numerals (1, 2, 3, and so on) for the page numbers and position them at the bottom right of each page, choose the OK button. Otherwise, choose the page number options you want before you choose the OK button. (Note that a page number is actually part of the header or footer for a page. For more information about headers and footers, see the next section.)

If you don't see the page numbers Page numbers don't appear in normal view. To see them on the screen, choose Page Layout from the View menu.

Headers and Footers

Headers and footers—such as a page number, chapter title, or date—are text or graphics that appear on every page. Headers appear in the top margin, and footers appear in the bottom margin.

Adding a header or footer From the View menu, choose Header And Footer. The insertion point moves to the header area, and the Header And Footer toolbar appears. Note that the text in the main document is dimmed.

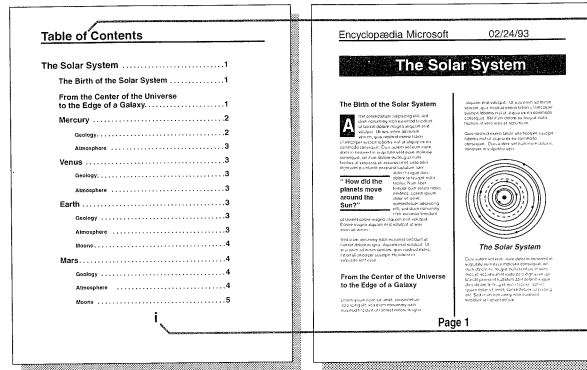


Switch Between Header And Footer button

You can click the Switch Between Header And Footer button on the Header And Footer toolbar to move the insertion point between the header area and the footer area. When you finish adding headers and footers, choose the Close button on the Header And Footer toolbar.

Modifying a header or footer In normal view, choose Header And Footer from the View menu. In page layout view, you can double-click the dimmed header or footer. Then make the changes you want. When you finish, choose the Close button on the Header And Footer toolbar or double-click the dimmed main document text.

Varying the headers and footers You can use a different header or footer on the first page, or you can set different headers or footers on odd and even pages.



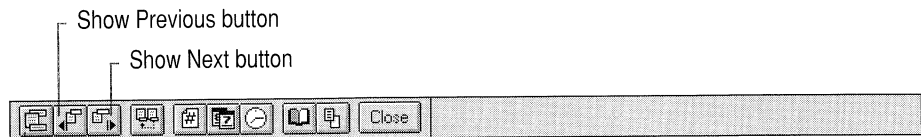
Notice that the table of contents has a different header ...

... and uses roman numerals (i, ii, iii, and so on) for the footer.



Page Setup
button

First, choose Header And Footer from the View menu. On the Header And Footer toolbar, click the Page Setup button, and then select the Layout tab. Select the Different Odd And Even check box or the Different First Page check box, and then choose the OK button. Then create headers and footers as described in the preceding section. You can click buttons on the Header And Footer toolbar to switch to the header or footer you want. For example, once you type the header for the first page, click the Show Next button to type the header for the rest of the document.



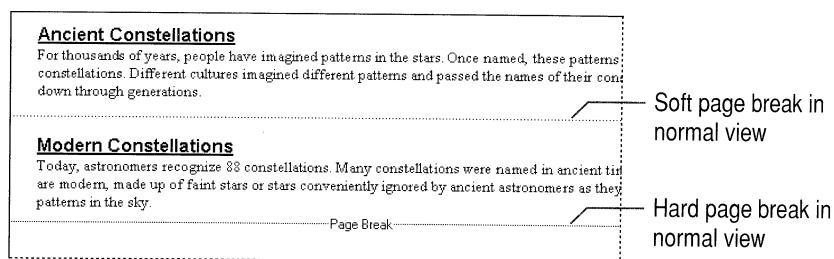
Click here to switch between the header and footer.

You can also create different headers or footers for each section in a document. It's important to note that headers and footers are initially connected—that is, if you change one header, all other headers of the same type are also changed. To change the headers and footers for individual sections, you need to disconnect them. For more information, see Chapter 11, “Page Setup: Margins, Page Numbers, and Other Items,” in the *Microsoft Word User's Guide*.

If you don't see the headers and footers Headers and footers don't appear in normal view. To see them on the screen, choose Page Layout from the View menu.

Page Breaks

When the text reaches the bottom of the page you're working on, Word adds a *soft* page break and flows text onto the next page. As you edit and format the text, Word adjusts the soft page breaks accordingly. You can also add a *hard* page break to force the page to break at a particular location. In normal view, page breaks appear as dotted lines. In page layout view, you can see the page breaks in a representation of the printed page.



Inserting hard page breaks Position the insertion point where you want the page break, and then press CTRL+ENTER. To remove a hard page break, just select it and then press BACKSPACE or DELETE.

Background repagination Word normally updates the page breaks when you pause while typing or editing. This is called *background repagination*. If you want Word to work faster, you can turn off background repagination by choosing Options from the Tools menu, selecting the General tab, and then clearing the Background Repagination check box. Keep in mind that Word automatically repaginates when you switch to page layout view or print preview or when you print a document.

Designing the Page Layout

The following illustrations show some more ideas for designing the layout of a document. For more information about each of these options, see the *Microsoft Word User's Guide*.

Encyclopædia Microsoft 02/24/93

The Solar System

The Birth of the Solar System

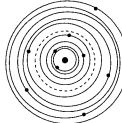
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How did the planets move around the Sun?

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From the Center of the Universe to the Edge of a Galaxy

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The Solar System

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Page 1

Drop cap: an enlarged initial letter used as part of the design and as a focal point.

Pull quote: a phrase or quotation that's emphasized by using a larger point size and extra space or a border.

Graphic: clip art, charts, drawings, WordArt, and so on.

Caption: the text that describes a picture.

The Solar System

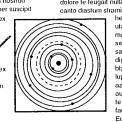
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From the Center of the Universe to the Edge of a Galaxy

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The Birth of the Solar System

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The Solar System

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Geology

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Atmosphere

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Moons

Azri dolor augue dui feugiat nulla facilisis. Nam tunc tempor cum soluta habitis euismod option congue imperdiet dicitur a quod nichil placerat laoreet posuisti assum.

Orbit

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Border: a box that surrounds text or graphics. Borders can be filled with a solid color, or they can use a drop shadow for a three-dimensional effect.

Sidebar: a short topic that presents the sidelights of the main text.

You can also use a border to create a horizontal or vertical line.

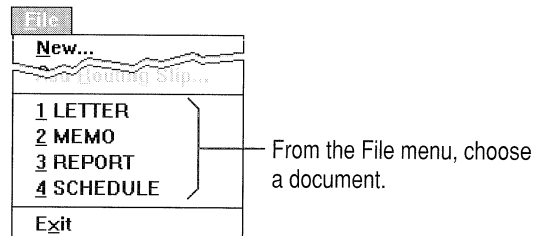
Frame: a "box" of text or graphics, such as an illustration. Frames let you wrap text around a graphic, position headings in the margin, and so on.

Opening, Saving, and Closing Documents

This section gives you basic information about opening, saving, and closing existing documents. For more information, see Chapter 21, “Opening, Saving, and Protecting Documents,” in the *Microsoft Word User's Guide*.

Opening a Document

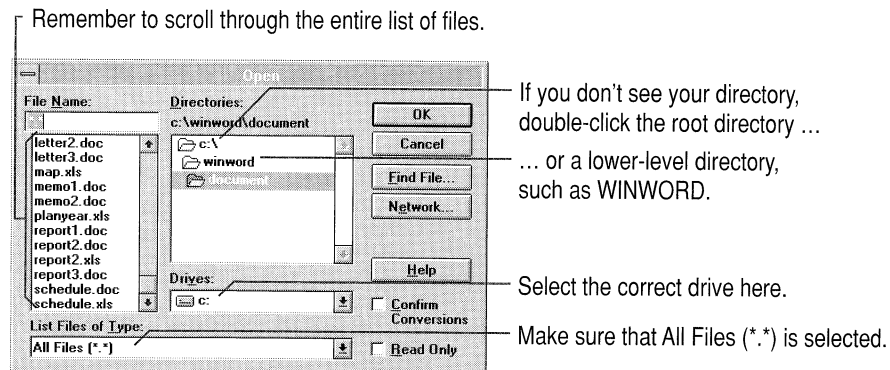
To quickly open one of the last documents you worked on, choose it from the bottom of the File menu.



Open button

To open any document, click the Open button on the Standard toolbar. When the Open dialog box appears, select the document from the File Name list, and then choose the OK button.

if you don't see the document you want Try the tips shown in the following illustration. If you need more information, choose the Help button in the Open dialog box.



You can also choose the Find File button to locate documents. For more information, see Chapter 22, “Locating and Managing Documents,” in the *Microsoft Word User’s Guide*.

Saving a Document



Save button

Click the Save button on the Standard toolbar.

If you’re saving a particular document for the first time, Word displays the Save As dialog box so that you can type a name for the document. You can also select the drive and directory where you want to save the file. (For information about selecting the drive and directory, see the preceding section, “If you don’t see the document you want.”)

Closing a Document and Quitting Word

If you’ve finished working in Word, close the active document and quit Word by choosing Exit from the File menu. If you want to work on another document in Word, close the active document by choosing Close from the File menu, and then open the other document.

If you haven’t saved the latest changes, Word asks if you want to save them.

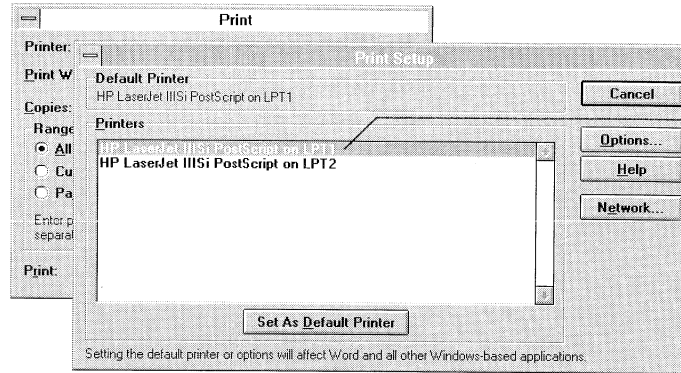
Printing Documents or Envelopes

This section gives you a quick overview of printing documents and envelopes. For more information, see Chapter 23, “Printing,” in the *Microsoft Word User’s Guide*.

Before You Print

Connecting the printer Make sure that you connect the printer either directly to your computer or to your computer over a network. For more information, see your printer manual and the *Microsoft Windows User’s Guide*.

Selecting the printer In Word, choose Print from the File menu, choose the Printer button, and then select the printer you want to use. If your printer isn't listed, you must install the printer driver software. For more information, see the *Microsoft Windows User's Guide*.



Select a printer, and then choose the Set As Default Printer button.

When you finish selecting a printer, choose the Close button, and then choose the OK button.



Print Preview button

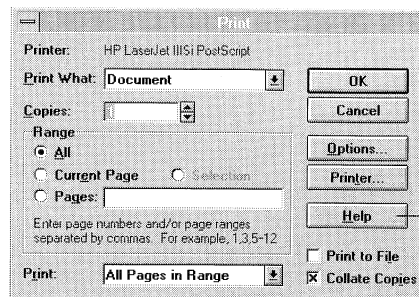
Previewing the document You can preview the document as it will look when printed and make final adjustments to the layout. To do this, just click the Print Preview button on the Standard toolbar. Choose the Close button to return to the previous view.

Printing a Document



Print button

To print a document, click the Print button on the Standard toolbar. If you want to change the preset options—for example, if you want to specify a range of pages or print more than one copy—choose Print from the File menu.

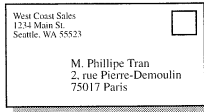


To find out what each option does, choose the Help button.

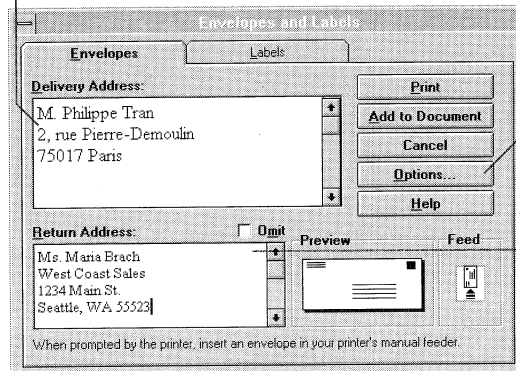
In the Print dialog box, select the options you want, and then choose the OK button.

Creating and Printing an Envelope

To create and print an envelope, choose Envelopes And Labels from the Tools menu, and then select the Envelopes tab.



If the document doesn't contain a mailing address, or if you want to use a different one, type it here.



To select the envelope size, the type of feed, and other options, choose the Options button.

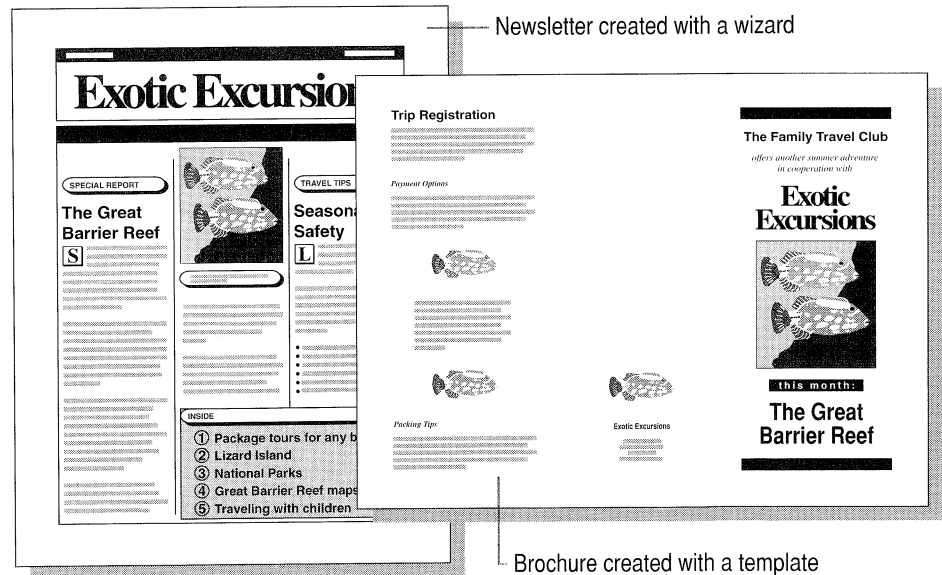
To change or add a return address, type the address in this box.

When you're ready to print the envelope, insert the envelope in the printer as shown in the Feed box, and then choose the Print button.

CHAPTER 5

Wizards, Templates, and Business Letters

You can use a *wizard* for step-by-step help in creating such documents as memos and newsletters. Or use a *template*, which is a “blueprint” for documents. To create business correspondence, use the *prewritten business letters*. (If you performed a Laptop (Minimum) installation, see Chapter 1, “Installing and Starting Word,” for information on installing the wizards, templates, and business letters.)



In This Chapter

- Wizards: The Easiest Way to Create a Document 90
- Templates: Blueprints for Documents 101
- Prewritten Business Letters 123

Wizards: The Easiest Way to Create a Document

A *wizard* is probably the fastest and easiest way to create a document. Just answer a few questions about how you want the document to look, and then type your text.



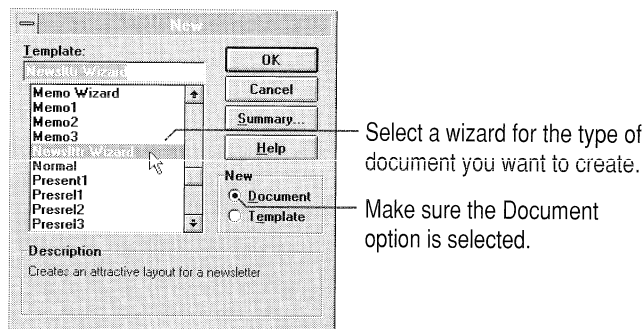
Help button

Word provides nine wizards to help you create the following types of documents: agenda, award, calendar, fax cover sheet, legal pleading, letter, memo, newsletter, and resume. You can also use a wizard to create a table. (For details on the Legal Pleading Wizard, double-click the Help button on the Standard toolbar, type **readme**, press ENTER twice, and then click Word For Windows Product Update.)

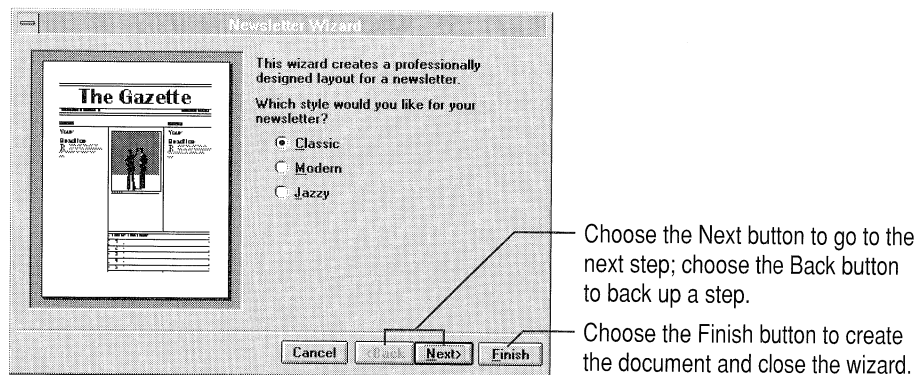
The following sections explain how to use a wizard and how to customize documents created with a wizard. They also describe each wizard in detail.

Using a Wizard

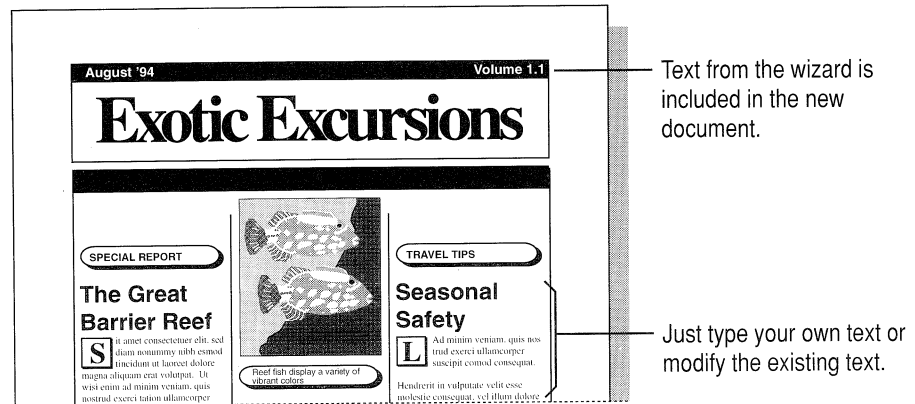
Starting a wizard From the File menu, choose New. Select a wizard from the Template list, select the Document option button, and then choose the OK button.



Then follow the instructions on the screen, selecting the options you want.



Finishing the document When you choose the Finish button, Word displays the new document on the screen. If you chose the Help option button on the final wizard screen, Word also displays a list of Help topics that can assist you in customizing the document. If the document contains sample text such as [Names] or [Recipient], select the text including the brackets, and then type your own text. For more information about modifying and printing the document, see Chapter 4, “Creating Your First Document.”



Example of a newsletter created using the Newsletter Wizard

Each time you use a wizard, Word saves the settings you select. The next time you use the wizard, you can choose the Finish button on any wizard screen to create a document using the options you previously set.

Customizing Documents Created with a Wizard

You may want to customize all of the documents you create with a specific wizard—for example, add a logo to a memo. You can use the wizard to help you create a customized template, which you can then use as a basis for new documents.

Creating a customized template Start the wizard as usual and create a document with the boilerplate text and design you want. Next, customize the document—for example, add a logo or edit the document’s title. Choose Save As from the File menu and select Document Template in the Save File As Type box. Then type a name for the new template in the File Name box and choose the OK button.

Using the template to create a new document From the File menu, choose New. In the Template list, select the name of the new template you created. Under New, select the Document option button, and then choose the OK button. Word creates a new document with the options you set in the template.

Agenda Wizard

The Agenda Wizard creates an organized agenda for a meeting. When you use this wizard, you can specify the following options:

- One of three agenda styles: Boxes, Modern, or Standard.
- The meeting date, starting time, and location.
- The title or main topic of the meeting.
- The headings to include, such as the type of meeting and special notes.
- The names on the agenda, such as the facilitator, attendees, and note taker.
- Information about each agenda topic, such as the person responsible and the number of minutes allocated. (You can easily change the order of these topics.)
- A form for recording the meeting minutes.

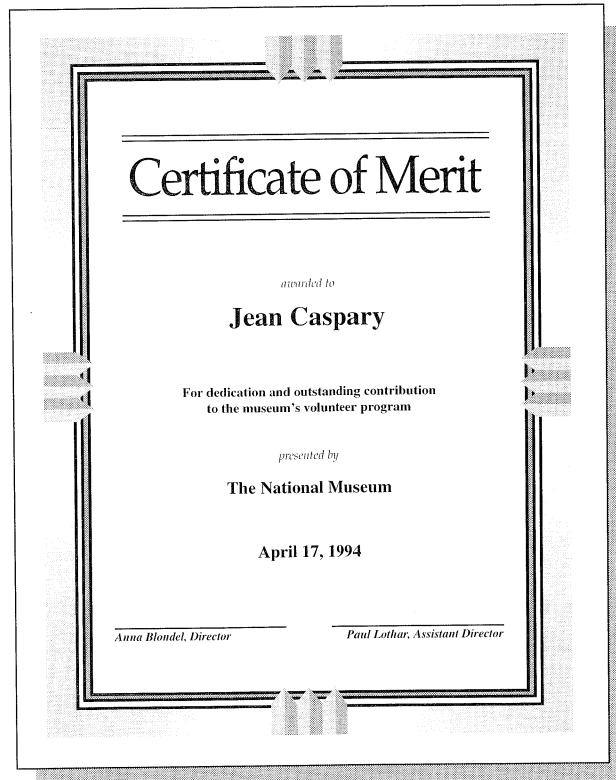
Agenda		Monthly Sales Meeting	
		4/5/94 2:00 pm to 3:00 pm Building 16, Conference Room	
Meeting called by:			
Type of meeting:			
Facilitator:			
Note taker:			
Timekeeper:			
Attendees:			
Please read:			
Please bring:			
Agenda Topics			
2:00-2:15 pm	Business summary	Anna Blondel	
2:15-2:35 pm	Product line changes	Hans-Peter Niemeier	
2:35-2:45 pm	Revised market share projections	Phillip Garnier	
2:45-3:00 pm	Objectives for next two months	Anita Kopf	
Observers:			
Resource persons:			
Special notes:			
<small>Monthly Sales Meeting 4/5/94 page 1</small>			

Modern-style agenda

Award Wizard

The Award Wizard creates a certificate that you can tailor to your preferences. When you use this wizard, you can specify the following options:

- One of four award styles: Formal, Modern, Decorative, or Jazzy.
- A portrait or landscape orientation.
- A border.
- The name of the person who will receive the award, and the title of the award, such as “Certificate of Merit.”
- The names of the people who will sign the award and the name of the group presenting the award.
- The date for the award.
- Any additional text for the award.

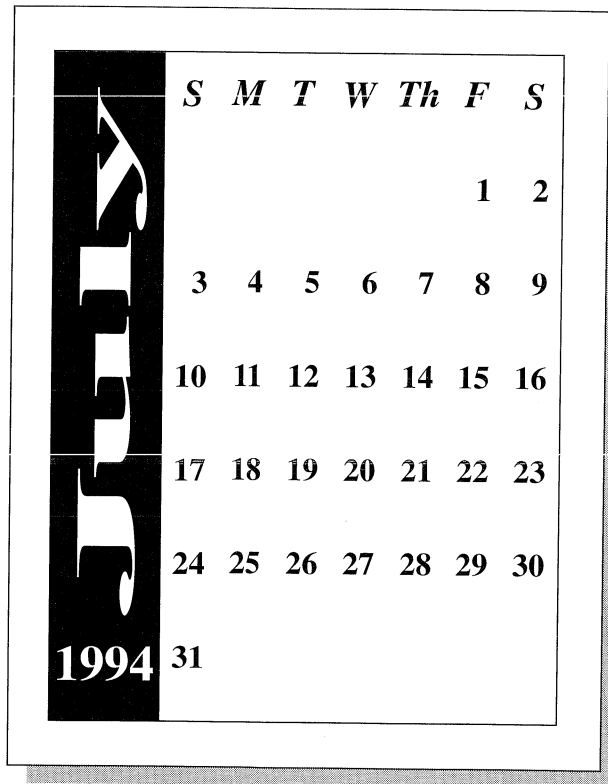


Formal-style award

Calendar Wizard

The Calendar Wizard creates a monthly calendar. When you use this wizard, you can specify the following options:

- One of three calendar styles: Boxes And Borders, Banner, or Jazzy.
- A portrait or landscape orientation.
- A placeholder for a picture, such as a company logo.



Banner-style calendar

Fax Wizard

The Fax Wizard creates a fax cover sheet. When you use this wizard, you can specify the following options:

- One of three styles: Contemporary, Modern, or Jazzy.
- A portrait or landscape orientation.
- Your name, company name, mailing address, phone number, and fax number.

FAX

World Wide Importers
234 Main Street Anytown, WI 55512

Date: 05/04/94

Number of pages, including cover sheet:

To: _____

Phone: _____
Fax phone: _____
CC: _____

From: Anita Kopf

Phone: 555 123 4567
Fax phone: 555 654 3210

REMARKS:

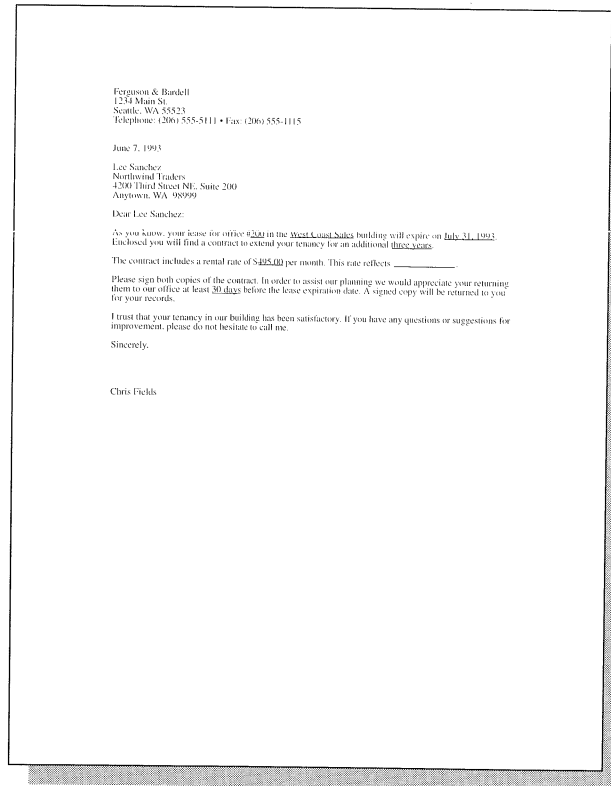
Urgent For your review Reply ASAP Please comment

Modern-style fax cover sheet

Letter Wizard

The Letter Wizard creates a business or personal letter. When you use this wizard, you can:

- Use one of three styles: Classic, Contemporary, or Typewriter.
- Use one of the prewritten business letters included with Word. (For more information, see “Prewritten Business Letters,” later in this chapter.) Or create your own business or personal letter.
- Add other items to the letter—such as page numbers, the current date, the writer’s initials, and enclosures.
- Print on letterhead or plain paper.
- Add the recipient’s name and address; change the return address.
- Create a corresponding envelope or mailing label.



Classic-style prewritten business letter

Memo Wizard

The Memo Wizard creates a memo that you can tailor to your preferences. When you use this wizard, you can:

- Use one of three styles: Classic, Contemporary, or Typewriter.
- Include and customize a memo heading.
- Put the distribution list on a separate page.
- Add such items as: Date, To, Cc, From, Subject, Priority, Enclosures, and Attachments. Include a separator line.
- Include a different header for the second and following pages of the memo.
- Add a footer that contains a “confidential” notice, the date, and page number.

Memorandum

Date: 05/18/94
To: All Subsidiary Managers
Cc: Claudia Ritz
Lisa Dupon
Paul Bart
From: Anne Gabor, General Manager
Subject: Yearly Sales
Priority: Urgent

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip.

- Ex ea commodo consequat.
- Duis autem vel eum iriure.

Dolor in hendrerit in valputate veli esse molestie consequat vel illum dolore eu feugiat:

1. Nulla facilisis at vero eros et accumsan et iusto odio dignissim.
2. Qui blandit praesent luptatum zzril delenit augue duiis dolore.

Te feugiat nulla facilisis. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minima veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

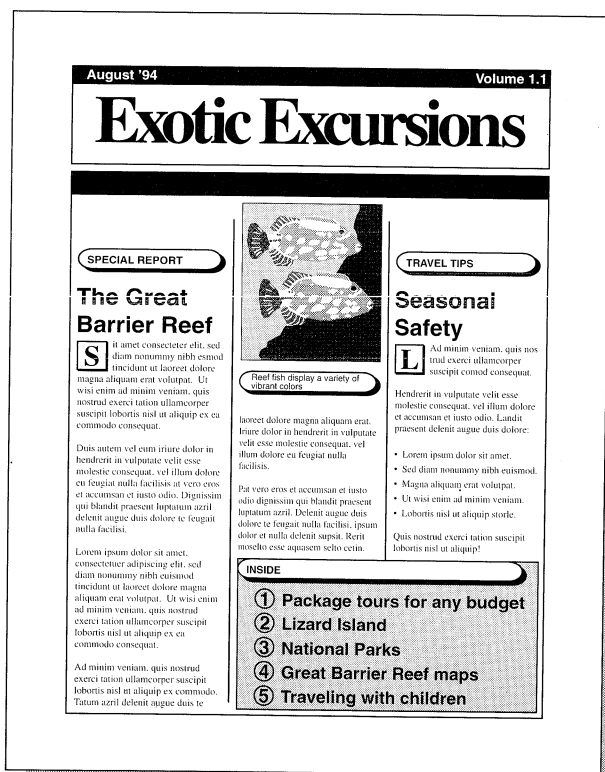
05/18/94 *Confidential* 1

Classic-style memo

Newsletter Wizard

The Newsletter Wizard creates a newsletter with multiple columns, a table of contents, and other elements. When you use this wizard, you can:

- Use one of three newsletter styles: Classic, Modern, or Jazzy.
- Include up to four newspaper-style columns on each page.
- Type the name of the newsletter.
- Specify if you plan to print or copy the newsletter on both sides of the paper.
- Specify the number of pages for the newsletter.
- Include these additional options: a table of contents, fancy first letters, the date, and the volume and issue.



Modern-style newsletter

Resume (Curriculum Vitae) Wizard

The Resume Wizard helps you create a concise and attractive resume. (Note: In English versions of Word distributed outside the U.S. and Canada, the Resume Wizard is called the Curriculum Vitae or Cv Wizard.) When you use this wizard, you can specify these options:

- One of three resume styles: Classic, Contemporary, or Elegant.
- One of four types of resumes: entry-level, chronological, functional, or professional.
- Name and mailing address; a second address; home and work phone numbers.
- Basic headings such as objective, work experience, and education. Optional headings such as volunteer experience and awards received. You can also insert your own headings, and rearrange the order of headings.
- A prewritten cover letter for the resume.

	<p>Roger Selva 1234 Main St. Seattle, WA 55523 (206) 555-8111</p> <p><i>Position as public relations director at a major art museum.</i></p>
November, 1988 to Present	<p>Work Experience</p> <p>Selva & Associates Seattle, Washington <i>Principal</i> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam.</p> <p>The National Museum Seattle, Washington <i>Associate Director</i> Quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure.</p> <p>Ferguson & Bardell San Francisco, California <i>Research Assistant</i> Dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat.</p>
August, 1978 to October, 1988	
October, 1973 to August, 1978	
1971 to 1973	<p>Education</p> <p>State University San Francisco, California M.A., Administration</p> <p>Art College Seattle, Washington B.A., Art History</p>
1967 to 1971	
1989	<p>Organizations</p> <p>City Council Seattle, Washington City Council Member</p>

Classic-style resume

Table Wizard

The Table Wizard creates and formats a table. If you want to create a new document and insert a table into it, choose New from the File menu, and then select Table Wizard from the list. If you want to insert a table into the current document, choose Insert Table from the Table menu, and then choose the Wizard button. When you use this wizard, you can specify the following options:

- One of six table styles.
- The number of columns.
- Column and row headings that contain days, months, quarters, years, or numbers. You can also select an alignment for column and row headings, and repeat column headings if the table is split across pages.
- The format of text or numbers in table cells.
- A portrait or landscape orientation.

When you finish using the Table Wizard, Word displays the Table AutoFormat dialog box so that you can set the border style and other formats for the table.

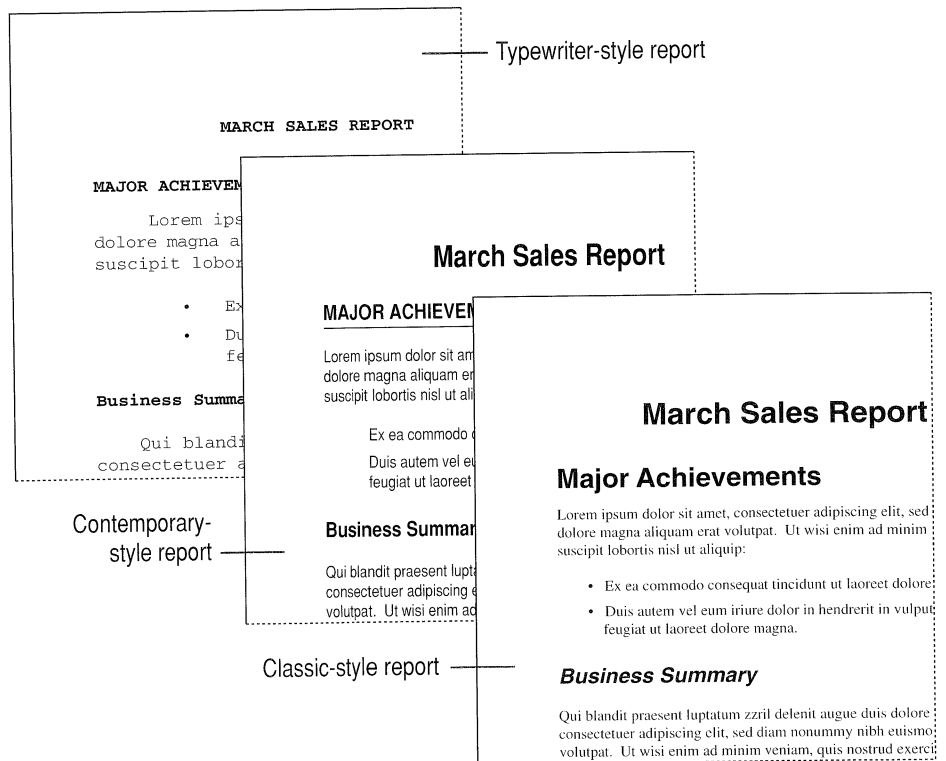
Fiscal Year Earnings				
	East	West	North	South
Q 1	3,456.00	5,436.00	6,201.00	2,398.00
Q 2	-980.00	6,734.00	5,489.00	8,094.00
Q 3	1,230.00	8,956.00	7,865.00	1,289.00
Q 4	4,521.00	-560.00	9,834.00	1,239.00

Examples of tables

Templates: Blueprints for Documents

A *template* is a blueprint or pattern for all documents of a certain type—such as letters, memos, or reports. Templates preset the margins and other formats for documents, insert “boilerplate” text and graphics, store macros, and so on. Templates also contain *styles*—customized formatting commands that you can use to format text quickly and to ensure that text has consistent formats. You may find templates especially helpful for setting up a complex document that includes a title page, table of contents, multiple parts, a facing page layout, an index, and so on.

Word provides 24 templates for the following types of documents: brochure, directory, fax cover sheet, letter, manual, manuscript, memo, presentation, press release, report, resume, and thesis. The templates are organized into four families—Classic, Contemporary, Typewriter, and Elegant—which offer a variety of attractive corporate and casual looks.



The next sections provide the following information about templates:

- A list of the templates provided with Word and their corresponding filenames. Also, how to preview a template's formatting and design so you can decide which template to use.
- How to use a template to create a new document—including applying styles to format the document.
- Tips on switching to a different template family, and on modifying a template.
- Details about each template—brochure, letter, report, and so on.

For complete information about working with templates, see Chapter 10, “Document Templates,” in the *Microsoft Word User's Guide*.

Which Templates Are Provided with Word?

Word provides 24 templates organized into four groups or *families*: Classic, Contemporary, Typewriter, and Elegant. For information on previewing the appearance of template families, see “Previewing Templates,” later in this chapter.

The following table lists the templates available in each family and their corresponding filenames. Notice that the number in the template filename identifies its family (“1” for Classic, “2” for Contemporary, “3” for Typewriter, and “4” for Elegant).

Template type	Classic	Contemporary	Typewriter
Brochure	BROCHUR1.DOT		
Directory	DIRECTR1.DOT		
Fax cover sheet	FAXCOVR1.DOT	FAXCOVR2.DOT	
Letter	LETTER1.DOT	LETTER2.DOT	LETTER3.DOT
Manual	MANUAL1.DOT		
Manuscript	MANUSCR1.DOT		MANUSCR3.DOT
Memo	MEMO1.DOT	MEMO2.DOT	MEMO3.DOT
Presentation	PRESENT1.DOT		
Press release	PRESREL1.DOT	PRESREL2.DOT	PRESREL3.DOT
Report	REPORT1.DOT	REPORT2.DOT	REPORT3.DOT
Resume *	RESUME1.DOT	RESUME2.DOT	
Thesis	THESIS1.DOT		

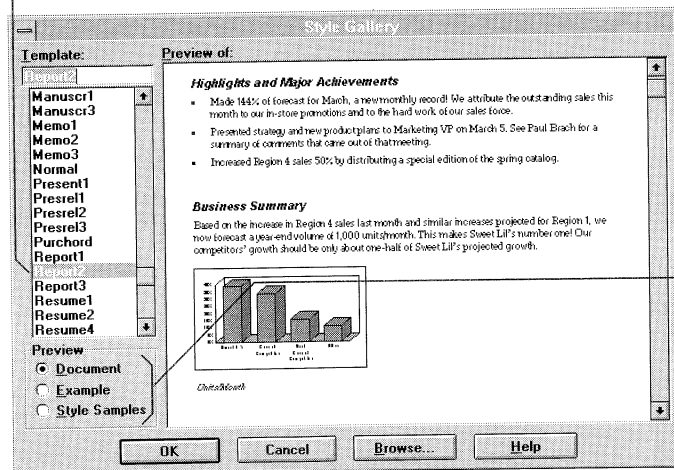
* In addition, one resume template (RESUME4.DOT) from the Elegant family is also available.

Using template families to give documents a consistent look If you want all of your documents to have the same look, it's a good idea to use templates from the same family. For example, use the Classic resume template (RESUME1.DOT) to create a resume, and the Classic letter template (LETTER1.DOT) to create a resume cover letter.

Previewing Templates

To help you decide which template to select, use the style gallery to preview the formatting and design of each template. From the Format menu, choose Style Gallery, select a template from the Template list, and then select the Example option button under Preview. Word displays a sample document formatted with the template's styles. When you finish previewing templates, choose the Cancel button.

Click a template to preview its formatting.



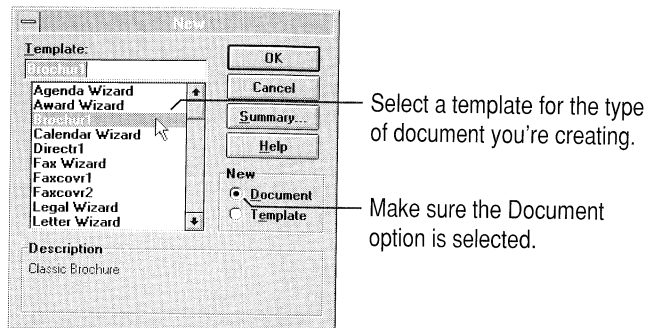
Select an option to preview your document or an example.

After previewing the templates, choose the Cancel button to close the dialog box.

If you want to preview the Classic templates, you can also see later sections in this chapter, which include sample documents created with each type of Classic template—brochure, letter, memo, and so on.

Using a Template to Create a Document

Selecting a template From the File menu, choose New. Select a template, select the Document option button, and then choose the OK button.

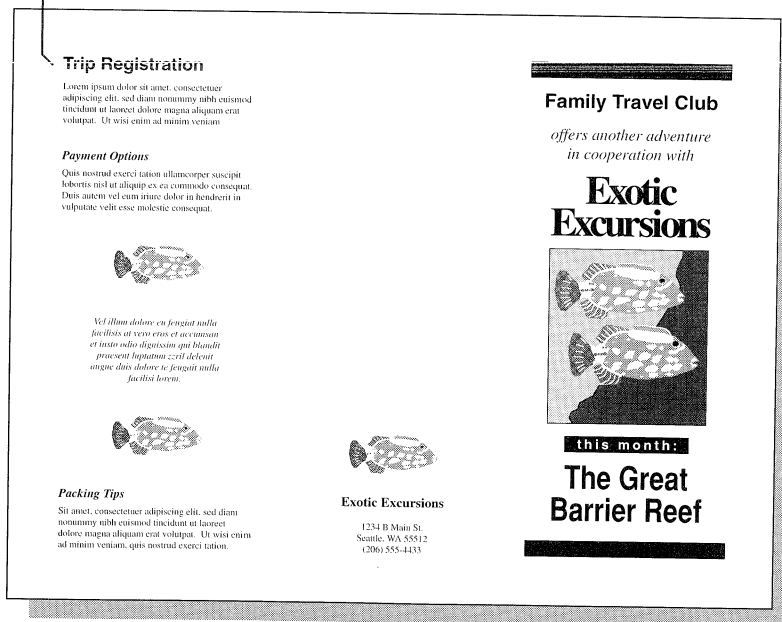


Select a template for the type of document you're creating.

Make sure the Document option is selected.

Creating the document After you select a template, Word displays the new document. To give you a head start, some types of documents—letters, fax cover sheets, memos, press releases, and resumes—contain “boilerplate” text that you can replace. Just type your own text, and then apply styles to format the headings, body text, and other document elements. For more information about applying styles, see the following section, “Using Styles to Format a Document.”

Add text to the new document. To format text, apply styles from the Style box on the Formatting toolbar.

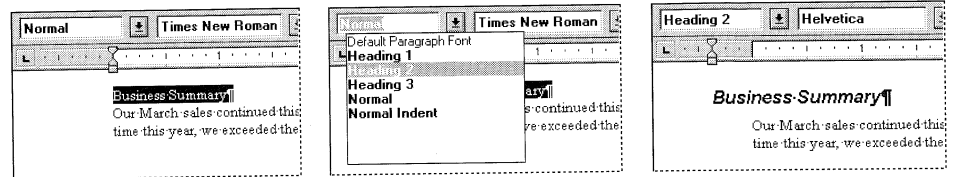


Example of a brochure created by using the Brochure template

Using Styles to Format a Document

Each template contains a collection of professionally designed styles for most elements in a document—such as titles, headings, bulleted lists, headers and footers, footnotes, and captions. A style is like a customized formatting command that applies several formats at once. For example, if you apply the Title style to a paragraph, Word might format the text as Arial, 20 point, bold, and centered.

If you want to apply a different style to a paragraph, first select the paragraph or position the insertion point in it. Then select the style you want in the Style box on the Formatting toolbar.



For example, to format a heading, select the heading.

Then select a heading style in the Style box.

Word applies all of the heading style's formatting in one step.

Paragraph styles vs. character styles You can use two kinds of styles to format text. *Paragraph styles* format whole paragraphs of text, such as body text and headings. *Character styles* format specific words and phrases, such as page numbers and text that you want to emphasize. In the list of styles in the Style box, paragraph style names are bold and character style names are not bold.

Keep in mind that Word automatically applies styles to some elements—such as footnotes and headers—when you create them. Also, when you type text and then press ENTER, Word may apply the appropriate style to the next paragraph. For example, if you type a date in a letter and then press ENTER, Word automatically applies the Inside Address style to the new paragraph that follows the date.

For more information about formatting, modifying, and printing the document, see Chapter 4, “Creating Your First Document.”

Finding Out About the Styles in a Template

If you want to see illustrations of the styles that are available in each template, refer to the sections on specific templates later in this chapter. Keep in mind that each template contains many more styles than are illustrated in this chapter.

Printing a list of styles You can print a list of the styles (and their formats) in a template by choosing Print from the File menu, selecting Styles in the Print What box, and then choosing the OK button.

Viewing styles on the screen You can also see the styles on the screen by using the Style Gallery command. Just choose Style Gallery from the Format menu, select a template from the Template list, and then select the Style Samples option button under Preview. Word displays sample text formatted with the template's styles. When you finish previewing the styles, choose the Cancel button.

The formatting in styles varies between template families Keep in mind that the styles in different template families have the same names but may have different formats. For example, the Heading 1 style in templates from the Classic family is Arial, 18 point, bold, while the Heading 1 style in templates from the Typewriter family is Courier New, 12 point, bold, all caps. These differences in the style formatting give each template family a distinctive look.

For more information about styles, see Chapter 9, "Automatic Formatting and Styles," in the *Microsoft Word User's Guide*.

Tips for Using Templates

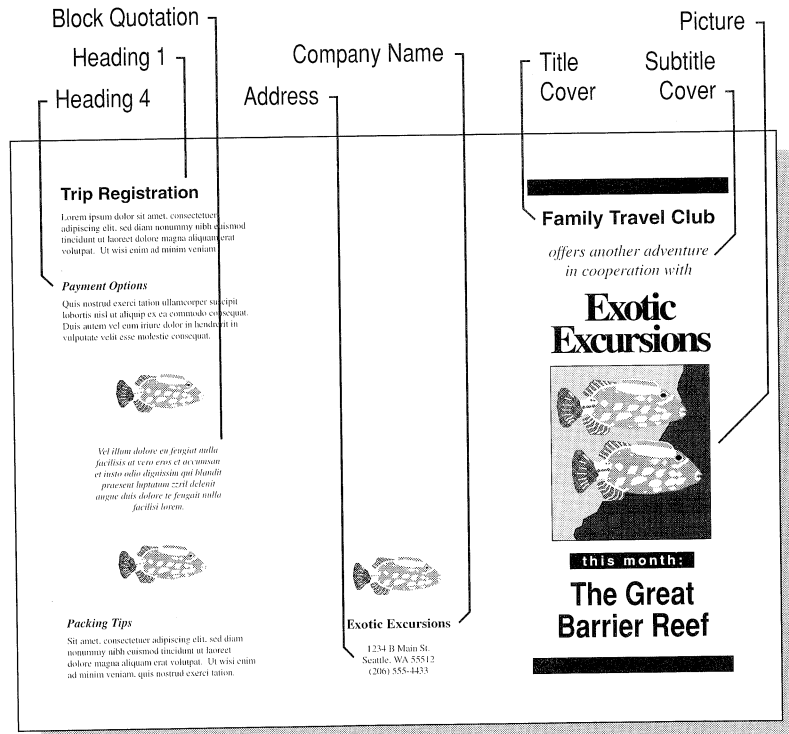
"Switching" to a different template family To quickly change the overall look of a document, you can apply the styles from a different template family—without actually attaching a different template to the document. For example, if you created a memo based on the Classic memo template, you can apply the styles from the Contemporary or Typewriter memo template. To do this, open the document, and then choose Style Gallery from the Format menu. Select a template from the Template list, and then choose the OK button.

Creating a customized template You can customize any template by adding text or graphics or by redefining the styles. To modify a template, first choose Open from the File menu, and then select Document Templates (*.dot) in the List Files Of Type box. If necessary, switch to the template subdirectory of the Word program directory. Select the template you want, and then choose the OK button. If you want to keep the original template unchanged, choose Save As from the File menu, type a new filename for the template, and then choose the OK button. Next, customize the template—for example, insert boilerplate text or add a logo. When you finish, choose Save from the File menu.

Brochure Template

Word provides a template from the Classic family (BROCHUR1.DOT) for creating a three-panel, two-fold (gate-fold) brochure. The brochure has three columns for text and pictures, a landscape orientation (wider than taller), and is designed to be printed on both sides of the page and then folded into three sections.

Working with multiple columns To see multiple columns side by side on the screen, choose Page Layout from the View menu. You can specify where you want the columns to break—for example, you can end a column before the bottom of a page, or force a heading to appear at the top of the next column. Just position the insertion point where you want to start the new column, and then choose Break from the Insert menu. Select the Column Break option button, and then choose the OK button.



Styles available in the BROCHUR1.DOT template for the inside flap (left column), back cover (middle column), and front cover (right column)

Directory Template

Word provides a template from the Classic family (DIRECTR1.DOT) for creating a directory of group members or employees. A directory has a two-column layout and can include a title page. You can separate directory entries into groups with headings (such as letters of the alphabet or divisions of a company), and you can include information about each person—such as a company name, job title, address, and phone number.

Creating a title page or banner heading You may want to put the directory title on a separate page, or create a banner heading that spans both columns and balances the columns beneath the heading. To do this, first position the insertion point at the beginning of the paragraph that follows the title or heading. Then choose Break from the Insert menu. Select the Next Page option to put the title on a separate page, or select Continuous to create a banner heading. Choose the OK button. Position the insertion point in the title or heading, choose Columns from the Format menu, select the One preset option, and then choose the OK button.

Orchestra		Document Label	
Name	Extension	Name	Extension
Violin		Bass	
Anna Bendel <i>Luxum ipsum dolor sit amet, consetetur elit</i>	123	Barbara Blondel	139
Marie Caspary <i>Laureet dolore magna, consetetur erat</i>	124	Roger Hafiz <i>Nostrud exerci tatum suscipit, lobortis nisl</i>	140
Theodor Hoffman <i>Ut wisi enim ad minim veniam, quis</i>	125	Trumpet	
Stephanie Kohler <i>Ullaucorper suscipit lobortis, commodo consequat</i>	126	Richard Kopf <i>Megam aliquam erat volutpat, ad minim veniam</i>	141
Patricia Loren <i>Consectetur adipiscing elit, sed diam nonummy</i>	127	Carmen Lafoux <i>Dolor in hendrerit in velit, esse consequat</i>	142
Sophie Mendel <i>Megam aliquam erat volutpat, ad minim veniam</i>	128	Trombone	
Viola		Claudia Chellah <i>Fraucant ligillum zzril enim, lorem ipsum</i>	143
Tom Brach <i>Nostrud exerci tatum suscipit, lobortis nisl</i>	131	Paul Leroy <i>Ullaucorper suscipit lobortis, commodo consequat</i>	144
Vincent Legros <i>Accusantium et justo nulla, dignissim qui blandit</i>	132	Horn	
Anne Smith <i>Dolor in hendrerit in velit, esse consequat</i>	133	Rosalie Mignon <i>Consectetur adipiscing elit, sed diam nonummy</i>	145
Cello		Michael Flanwez <i>Luxum ipsum dolor sit amet, consetetur elit</i>	146
Isabella Guyot <i>Agene datus dolore te feugiat, nulla facilisi</i>	134	Tuba	
Anne Koller <i>Fraucant ligillum zzril enim, lorem ipsum</i>	135	Marc Loblianc <i>Dolor in hendrerit in velit, esse consequat</i>	147
Daniel Mirvaut <i>Megam aliquam erat volutpat, enim veniam</i>	136	Percussion	
		Daniel Wallace <i>Ut wisi enim ad minim veniam, quis</i>	148

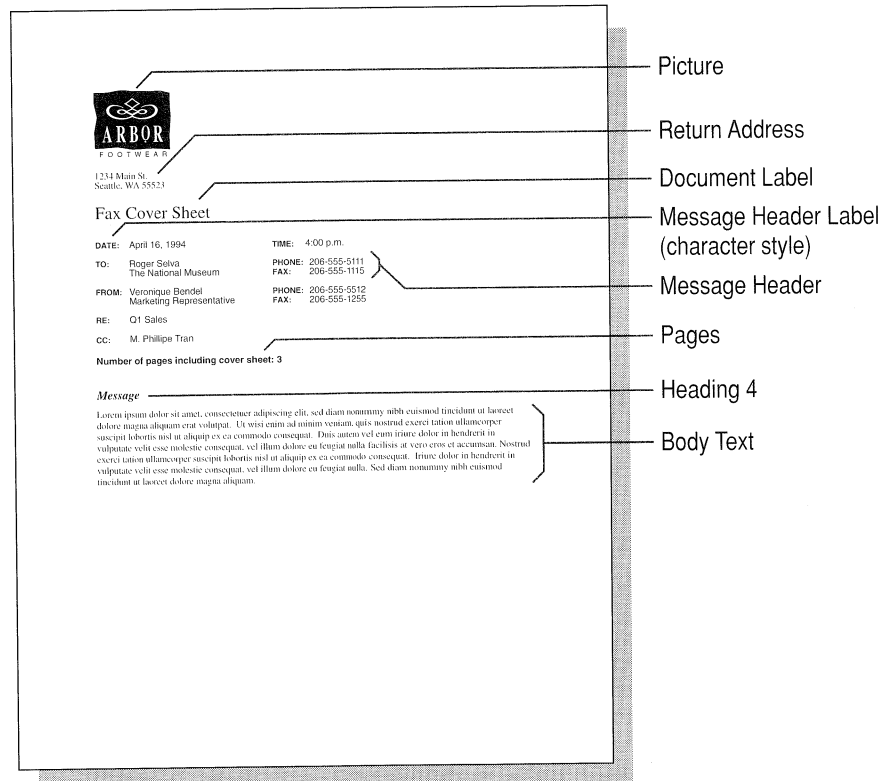
Styles available in the DIRECTR1.DOT template

Fax Cover Sheet Templates

Word provides two fax cover sheet templates from the Classic (FAXCOVR1.DOT) and Contemporary (FAXCOVR2.DOT) families. You can use these templates to create a standard one-page fax cover sheet. To give you a head start on creating a fax cover sheet, these templates contain boilerplate text. Just select the sample text including the brackets—such as [Company Name]—and then type your own text.

The Fax Wizard provides three additional styles of fax cover sheets. For more details, see “Fax Wizard,” earlier in this chapter.

Adding message header items If message header items such as names or addresses have multiple lines, press SHIFT+ENTER instead of ENTER at the end of each line. This keeps the names or addresses together in one paragraph and doesn’t insert extra space between each line.



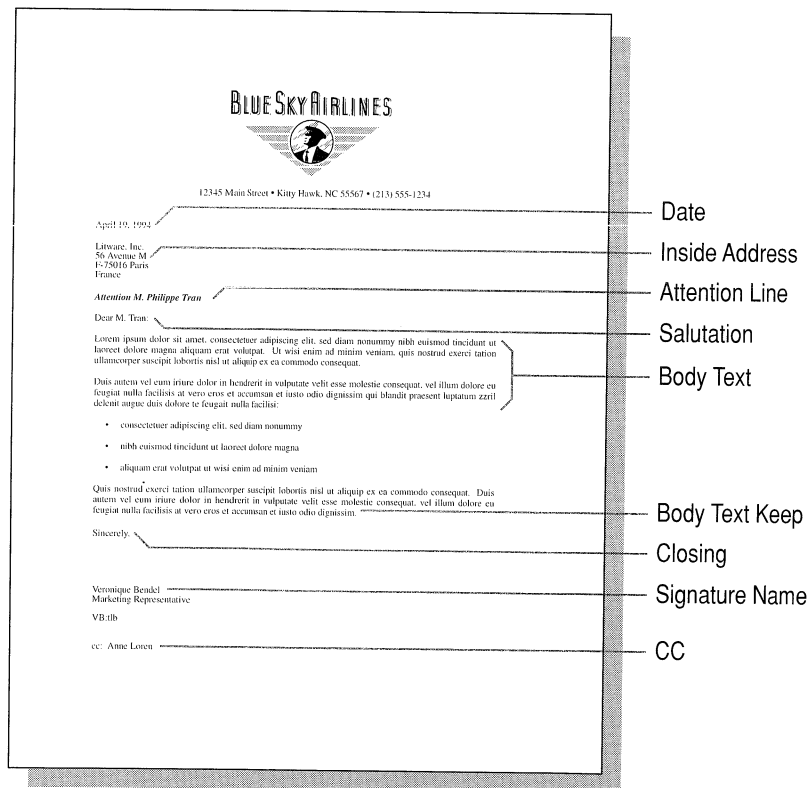
Styles available in the FAXCOVR1.DOT template

Letter Templates

Word provides three letter templates from the following template families: Classic (LETTER1.DOT), Contemporary (LETTER2.DOT), and Typewriter (LETTER3.DOT). To give you a head start on creating a letter, the letter templates contain boilerplate text. Just select the sample text including the brackets—such as [Address]—and then type your own text.

The letter templates provide the styles that are used in the Letter Wizard. For more information, see “Letter Wizard,” earlier in this chapter.

Keeping Cc lines and the signature block together When you use the CC style, press SHIFT+ENTER instead of ENTER at the end of each line; this keeps the Cc list together in one paragraph and doesn’t insert extra space between each line. To prevent the signature block from appearing by itself on a separate page, use the Body Text Keep style for the final paragraph of body text.

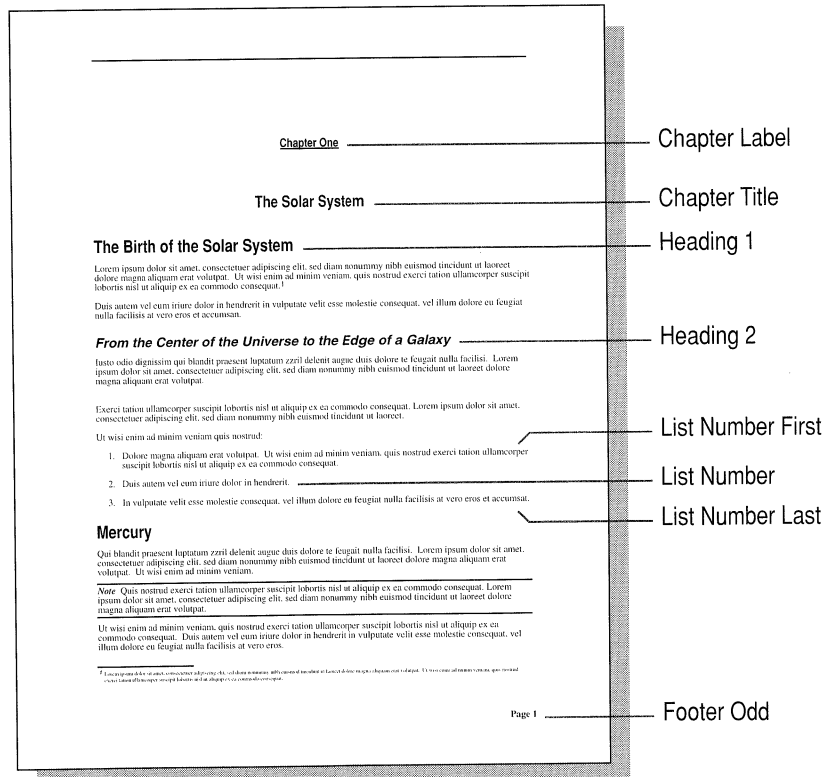


Styles available in the LETTER1.DOT template

Manual Template

Word provides a template from the Classic family (MANUAL1.DOT) for manuals or books. This template is designed to produce the look of a typeset document. It provides for a facing pages layout, and includes styles for a cover page, title page, part and chapter dividers, table of contents, table of authorities, table of figures, and an index. In addition, you can use bulleted, numbered, or multilevel lists and indented body text to format easy-to-follow descriptions and procedures. To illustrate points, you can also include pictures and captions.

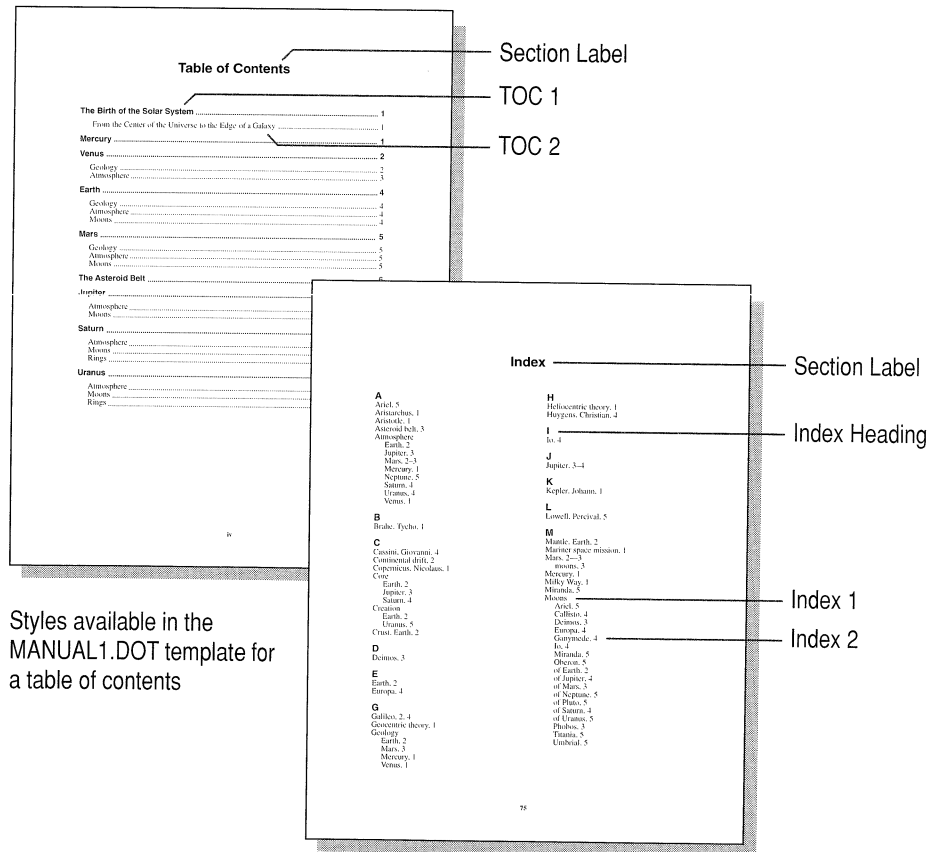
The following illustrations show the styles available for a chapter page, table of contents, and index. To see illustrations of the styles available for a title page, see “Thesis Template,” later in this chapter.



Styles available in the MANUAL1.DOT template for a chapter

Applying styles for a table of contents or index When you create a table of contents or index, Word automatically applies the correct styles to the table of contents or index entries. If you want to include a section heading such as “Table of Contents” or “Index,” use the Section Label style. (If you’re creating an index heading, press ENTER after the paragraph that precedes the index, and then type the index heading.)

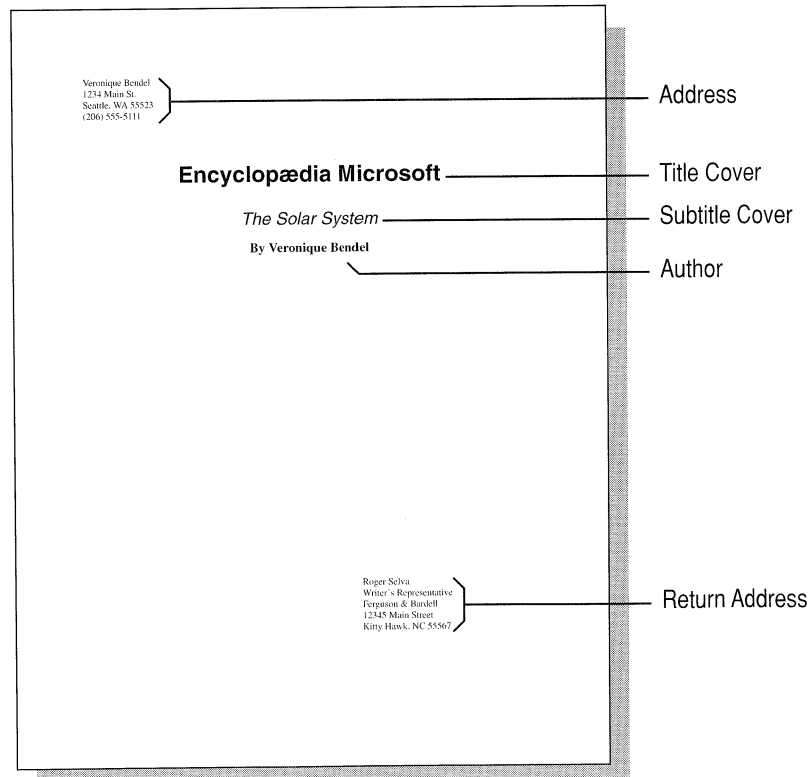
You might want to separate the table of contents or index from the text that follows or precedes it. To do this, position the insertion point at the beginning of the paragraph that follows the table of contents, or at the beginning of the first paragraph of the index. Then choose Break from the Insert menu. Under Section Breaks, select the Next Page, Even Page, or Odd Page option button, and then choose the OK button.



Manuscript Templates

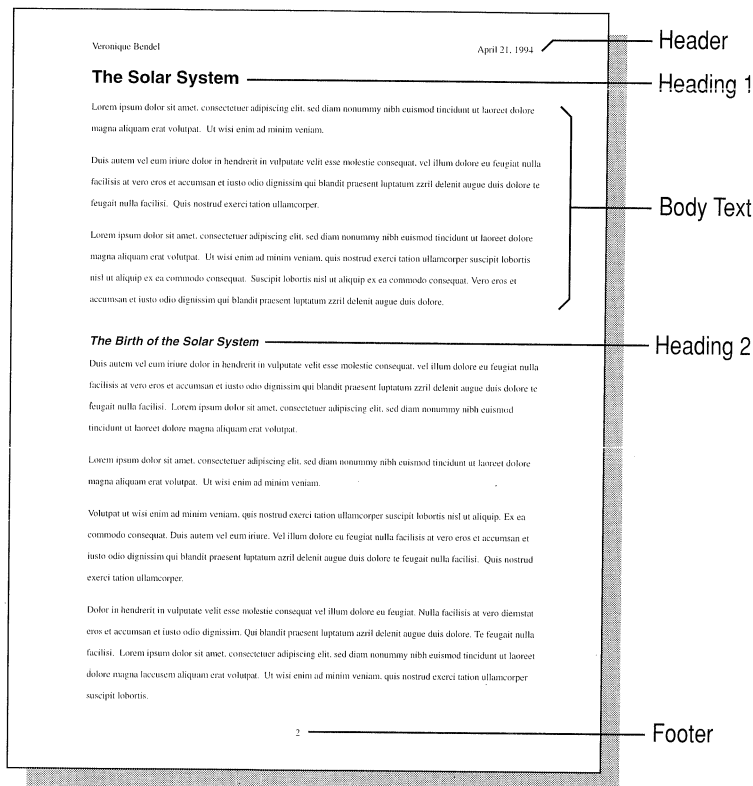
Word provides two manuscript templates from the following template families: Classic (MANUSCR1.DOT) and Typewriter (MANUSCR3.DOT). You can use these templates to create a standard manuscript for submission and publication of a book, play, story, movie, or article. If your manuscript is required to have a typewritten look, use the MANUSCR3.DOT template; otherwise, use the condensed formatting in the MANUSCR1.DOT template to fit more text on each page.

The manuscript templates include styles for the manuscript proposal and title page, as well as for the manuscript itself and separate chapter dividers. Because manuscripts are generally double-spaced, the Body Text style is formatted as double-spaced.



Styles available in the MANUSCR1.DOT template for a title page

Creating a header From the View menu, choose Header And Footer. Type your name in the header area, and then press TAB twice. Type a date, or insert the current date by clicking the Date button on the Header And Footer toolbar. When you finish, choose the Close button on the Header And Footer toolbar. The new header appears on every page of the document. If you want to omit the header on the first page or use different headers for different sections, see Chapter 11, “Page Setup: Margins, Page Numbers, and Other Items,” in the *Microsoft Word User’s Guide*.



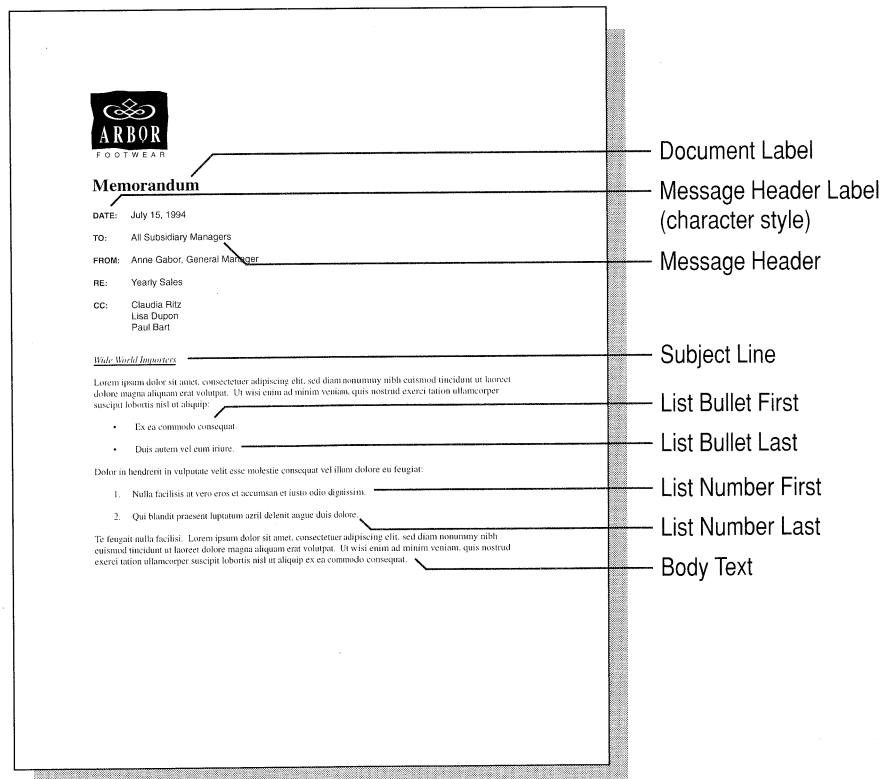
Styles available in the MANUSCR1.DOT template for a manuscript

Memo Templates

Word provides three memo templates from the following template families: Classic (MEMO1.DOT), Contemporary (MEMO2.DOT), and Typewriter (MEMO3.DOT). To give you a head start on creating a memo, the memo templates contain boilerplate text. Just select the sample text including the brackets—such as [Names]—and then type your own text.

The memo templates provide the styles that are used in the Memo Wizard. For more information, see “Memo Wizard,” earlier in this chapter.

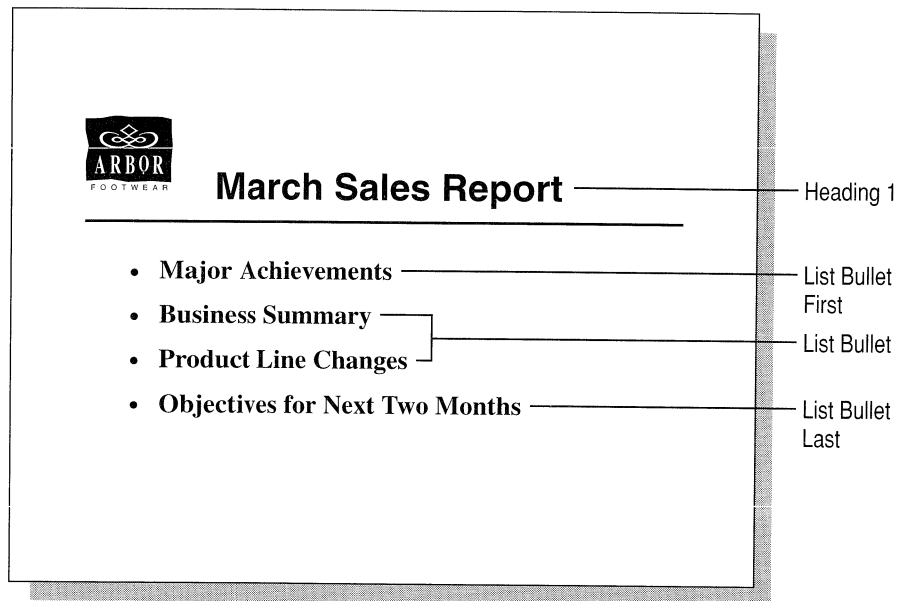
Adding message header items If message header items such as names or addresses have multiple lines, press SHIFT+ENTER instead of ENTER at the end of each line. This keeps the items together in one paragraph and doesn’t insert extra space between each line.



Styles available in the MEMO1.DOT template

Presentation Template

Word provides a template from the Classic family (PRESENT1.DOT) for creating overhead transparencies or a printed presentation. The template uses a landscape orientation (wider than taller), and the text has a large point size for easy readability. You can include bulleted, numbered, or multilevel lists, different levels of indentation, and pictures with captions.



Styles available in the PRESENT1.DOT template

Press Release Templates

Word provides three press release templates from the following template families: Classic (PRESREL1.DOT), Contemporary (PRESREL2.DOT), and Typewriter (PRESREL3.DOT). Note that most elements in these templates are double-spaced. To give you a head start on creating a press release, the press release templates contain boilerplate text. Just select the sample text including the brackets—such as [Title]—and then type your own text.

Adding a contact name and address Make sure you press SHIFT+ENTER instead of ENTER at the end of each contact line. This keeps the items together in one paragraph and doesn't insert extra space between each line.

The diagram illustrates the structure of a press release template. It includes a logo for Arbor Footwear, the company name and address, a title, a heading for immediate release, the date, contact information, a lead-in sentence, a block quotation, and the main body text. Each element is labeled with a line pointing to its location in the template.

Picture

Company Name

Return Address

Title

Heading 2

Date

Contact

Lead-in Emphasis

Block Quotation

Body Text

Styles available in the PRESREL1.DOT template

Report Templates

Word provides three report templates from the following template families: Classic (REPORT1.DOT), Contemporary (REPORT2.DOT), and Typewriter (REPORT3.DOT). A report can contain a table of contents, table of authorities, table of figures, list of illustrations, part and chapter dividers, and an index. You can include bulleted, numbered, or multilevel lists, headers and footers, pictures with captions, and so on.

The following illustration shows the styles available for the body of the report. To see illustrations of the styles available for a table of contents or index, see “Manual Template,” earlier in this chapter.

The illustration shows a report page with the following elements and their corresponding labels on the right:

- Picture:** The ARBOR FOOTWEAR logo.
- Title:** The main title, "March Sales Report".
- Heading 1:** The section heading, "Major Achievements".
- Text:** A paragraph of placeholder text following the heading.
- List-Group:** A bulleted list of three items.
- Heading 2:** The section heading, "Business Summary".
- Text:** A paragraph of placeholder text following the heading.
- Table:** A table with three columns: Veniam, Lertiam, and Stefiam. The rows list sales figures for Manto's Plores, Plores Expectus, Galaxent Plores, and Galaxent Expectus.
- Caption:** The label "Figure 1" below the table.
- Heading 3:** The section heading, "Strategy Changes".
- Text:** A paragraph of placeholder text following the heading.
- List-Group:** A numbered list of two items.
- Text:** A paragraph of placeholder text following the list.
- Footnote:** A small footnote at the bottom left: "1 Apis reovnis, gacem Roger Schu."
- Page Number:** The page number "Page 1" at the bottom center.

Styles available in the REPORT1.DOT template

Resume Templates

Word provides three resume templates from the following template families: Classic (RESUME1.DOT), Contemporary (RESUME2.DOT), and Elegant (RESUME4.DOT). To give you a head start on creating a resume, the resume templates contain boilerplate text. Just select the sample text including the brackets—such as [Name]—and then type your own text.

The resume templates provide the styles that are used in the Resume Wizard. For more information, see “Resume (Curriculum Vitae) Wizard,” earlier in this chapter.

Working with a resume To see the dates in their correct locations on the page, choose Page Layout from the View menu. For the easiest way to add an item to a resume, just copy an existing item (including the date) and paste it into a new location.

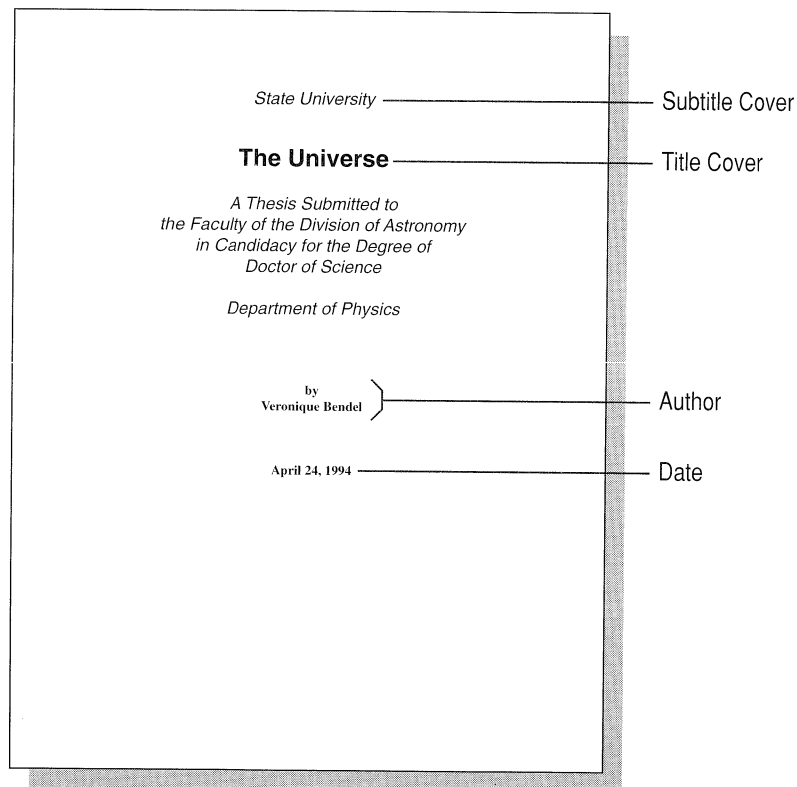
	Roger Selva 1234 Main St Seattle, WA 98523 (206) 555-5111	Name
	Position as public relations director at a major art museum.	Address
	Work Experience	Objective
November, 1988 to Present	Selva & Associates Seattle, Washington <i>Principal</i> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam.	Section Title
August, 1978 to October, 1988	The National Museum Seattle, Washington <i>Associate Director</i> Quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure.	Company Name
October, 1973 to August, 1978	Ferguson & Bardell San Francisco, California <i>Research Assistant</i> Dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat.	City/State
1971 to 1973	Education State University San Francisco, California M.A., Administration	Job (character style)
1967 to 1971	Art College Seattle, Washington B.A., Art History	Body Text
1989	Organizations City Council Seattle, Washington City Council Member	Institution
		Achievement
		Date

Styles available in the RESUME1.DOT template

Thesis Template

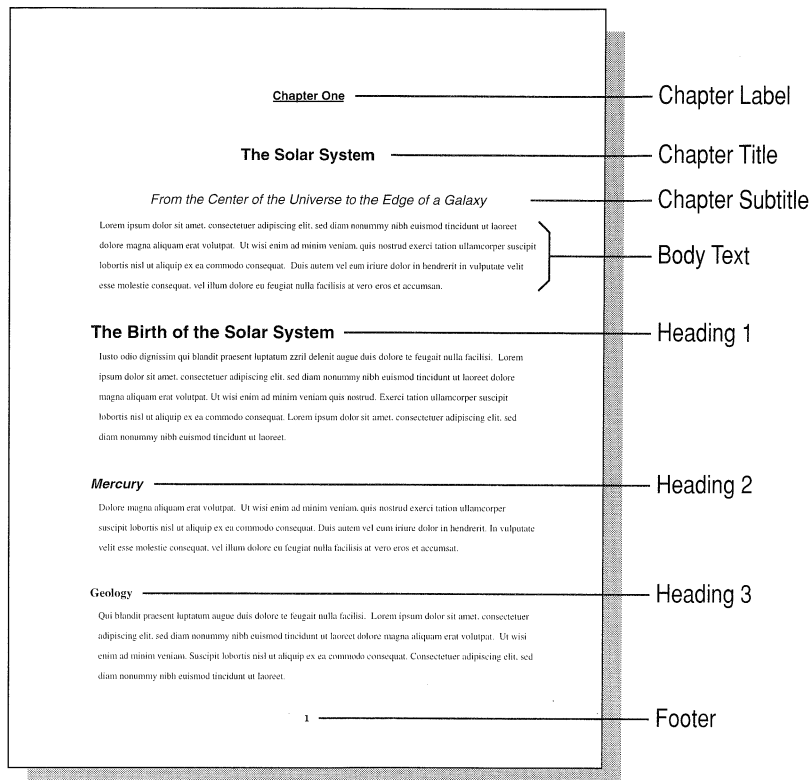
Word provides a template from the Classic family (THESIS1.DOT) for creating a thesis, dissertation, or term paper. You can use this template to create a title page, table of contents, table of figures, table of authorities, list of illustrations or abbreviations, part and chapter dividers, notes, glossary, bibliography or reference, and an index. You can include bulleted, numbered, or multilevel lists, headers and footers, block quotations, pictures with captions, and so on.

The following illustrations show the styles available for a title page, chapter page, and glossary. For illustrations of the styles available for a table of contents or index, see “Manual Template,” earlier in this chapter.



Styles available in the THESIS1.DOT template for a title page

Starting the chapter on a new page Position the insertion point at the beginning of the first paragraph on the page. Choose Break from the Insert menu, select the Next Page option button, and then choose the OK button.



Styles available in the THESIS1.DOT template for a chapter

Adding a glossary entry and definition Type the glossary entry and definition, and then apply the Glossary Definition style to it. Select the glossary entry, and then apply the Glossary Entry character style to it.

The screenshot shows a page titled "Glossary" with several entries. Each entry consists of a bolded term followed by a paragraph of placeholder text. Labels on the right side of the page point to specific parts of the entries:

- Section Label:** Points to the "Glossary" title at the top center.
- Glossary Entry (character style):** Points to the bolded term "Asteroid" in the first entry.
- Glossary Definition:** Points to the paragraph of placeholder text following the bolded term in the "Planet" entry.
- Footer:** Points to the page number "72" at the bottom center.

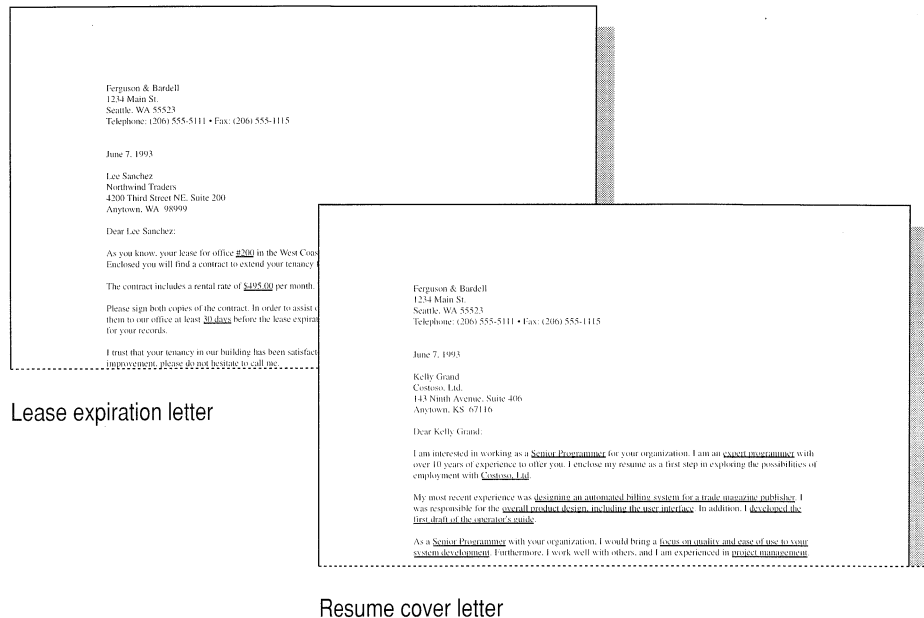
The entries shown are:

- Asteroid** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
- Atmosphere** Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis.
- Continental Drift** At vero cras et accumsan et justo odio dignissim qui blandit praesent luptatum azril delectat imperdiet. Nulla facilisis. Lorem ipsum dolor sit amet.
- Density** Consectetur adipiscing elit, sed diam nonummy nibh euismod.
- Epicycles** Tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis.
- Galaxy** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- Gravity** Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero cras et accumsan et justo odio dignissim qui blandit praesent
- Greenhouse Effect** Luptatum azril delectat imperdiet augue duiis dolore te feugiat nulla facilisis. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna
- Helioentric** Aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- Orbit** Uidipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore
- Planet** Magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat
- Retrograde** Nulla facilisis at vero cras et accumsan et justo odio dignissim qui blandit praesent luptatum azril delectat augue duiis dolore te feugiat nulla facilisis. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Solar** Sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo.
- Subduction** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- Telescope** Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat.
- Terrestrial** Vel illum dolore eu feugiat nulla facilisis at vero cras et accumsan et justo odio dignissim qui blandit praesent luptatum azril delectat augue duiis dolore te feugiat nulla facilisis. Consectetur adipiscing elit.

Styles available in the THESIS1.DOT template for a glossary

Prewritten Business Letters

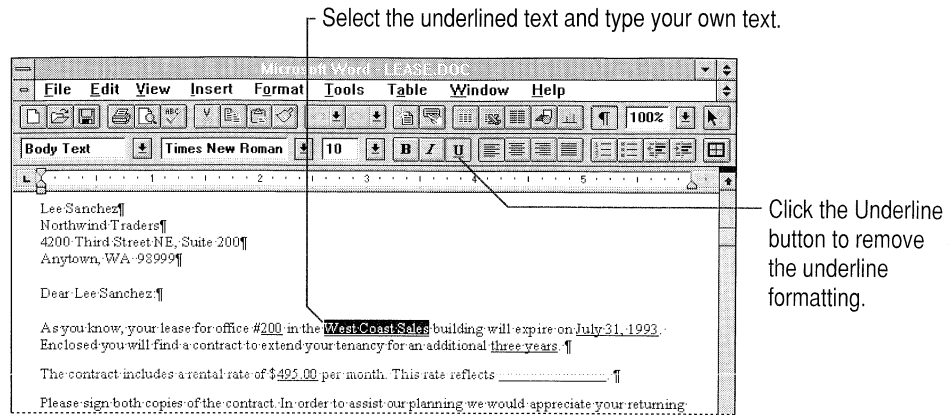
To give you a head start in creating business correspondence, Word provides sample text for 15 of the most common types of business letters including a press release and resume cover letter. Just use the Letter Wizard to give you step-by-step help in creating a customized letter and a corresponding envelope.



Creating a Business Letter

Starting a business letter To work with one of the prewritten business letters, use the Letter Wizard to take you step by step through creating and formatting the letter. From the File menu, choose New. Select Letter Wizard from the Template list, select the Document option button, and then choose the OK button. Then just follow the instructions on the screen. On the first Letter Wizard screen, make sure to select the Prewritten Business Letter option. For more information, see “Letter Wizard,” earlier in this chapter.

Filling in your own information After you finish running the Letter Wizard, the letter appears on the screen. Just replace the underlined text and change any other information you want—such as the date and company name. To remove the underline formatting, select the text, and then click the Underline button on the Formatting toolbar.



For more information on formatting, saving, and printing a business letter, see Chapter 4, “Creating Your First Document.”

Which Business Letters Are Provided with Word?

The following letter templates are included in the LETTERS subdirectory of the Word program directory.

Type of business letter	Filename
Announcement of price increase	CSTMRR03.DOT
Apology for delayed delivery	CSTMRC03.DOT
Collection letter (30 days past due)	CRED01.DOT
Credit report request	CRED11.DOT
Customer complaint under investigation	CSTMRC01.DOT
Direct mail offer for existing customer	MKTG07.DOT
Lease expiring (price increase)	SPACE03.DOT
Letter to Mom	OTHER10.DOT
Press release for new product	ADPR01.DOT
Resume cover letter	EMPRL02.DOT
Return product for credit	SUPPL14.DOT
Returned check (request for payment)	CRED05.DOT
Thank you for inquiry (information enclosed)	MKTG02.DOT
Thank you for job application	EMPRL03.DOT
Thank you for suggestion	CSTMRR05.DOT

Tips for Using Business Letters

Printing an envelope If you use the Letter Wizard to create a business letter, select the Create An Envelope Or Mailing Label option button on the final wizard screen. Otherwise, choose Envelopes And Labels from the Tools menu. Then select the Envelopes tab, fill in the options you want, and then choose the Print button. For more information on printing envelopes, see Chapter 4, “Creating Your First Document,” in this manual, or Chapter 23, “Printing,” in the *Microsoft Word User’s Guide*.

“Switching” to a different letter template family To quickly change the overall look of a letter, you can apply the styles from a different template family—without actually attaching a different template to the letter. For example, if you created a letter based on the Classic letter template, you can apply the styles from the Contemporary or Typewriter letter template. To do this, open the letter document, and then choose Style Gallery from the Format menu. Select Letter1, Letter2, or Letter3 from the Template list, and then choose the OK button.

Customizing a letter template You can customize a letter template in order to modify the letters produced by the Letter Wizard. For example, you might want to add your own text or graphics to a letter. (However, make sure that you *don’t* rename the Inside Address or Return Address styles, or the Letter Wizard won’t be able to supply the addresses for the letter.)

To modify a letter template, first choose Open from the File menu, and then select Document Templates (*.dot) in the List Files Of Type box. If necessary, switch to the LETTERS subdirectory of the Word program directory. Select the letter template you want. (For a list of the names of the letter templates, see “Which Business Letters Are Provided with Word?” earlier in this chapter.) Then choose the OK button. Next, customize the template—for example, insert boilerplate text or add a logo. When you finish, choose Save from the File menu.



AutoText button

Storing and reusing “boilerplate” text You can use the AutoText feature to store boilerplate text such as names, addresses, and other items you want to reuse in your letters. Just select the address or other item, click the AutoText button on the Standard toolbar, edit the AutoText entry name, and then choose the Add button. When you’re ready to insert the AutoText entry, type its name and then click the AutoText button again.

Automatically inserting the current date or time You can replace the date in a letter with a field, which you can then update to show the current date or time. First, select the date in the letter. Then choose Date And Time from the Insert menu, select the Insert As Field check box, select a date or time format, and then choose the OK button. Whenever you want to update the date or time, select it and press F9. You can also update the date or time when you print. To do this, choose Options from the Tools menu, select the Print tab, and then select the Update Fields check box.

CHAPTER 6

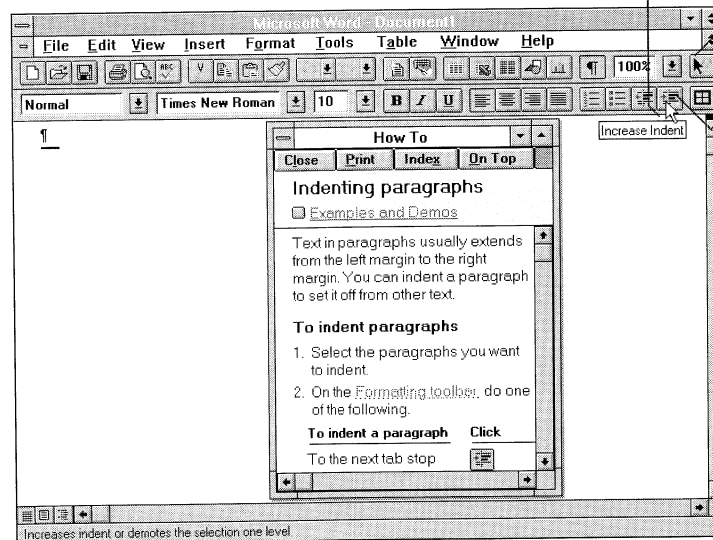
Switching from a Previous Version of Word

For a description of new features, see Chapter 2, "What's New in Word 6.0?"

This chapter describes changes to menu commands, mouse actions, and key combinations from Word version 2.x for Windows to Word version 6.0 for Windows. It also includes new specifications and tips for converting Word files.

Keep in mind that you can also use the online Help to find out about any toolbar button or menu command.

To see the name of a button, point to the button and then pause.



To see a Help topic, click the Help button ...
... and then click a button or a menu command.

In This Chapter




- New and Changed Menu Commands 128
- New Specifications 146
- Mouse and Keyboard Changes 142
- Converting Word for Windows Files 147

New and Changed Menu Commands

This section describes changes to menu commands from Word version 2.x for Windows to Word version 6.0 for Windows. New commands are listed in *italic*.

Note that some commands have been deleted from specific menus, and they now appear on different menus or are available in dialog boxes. A few commands have been removed from the menus altogether, but they are still available via a shortcut menu, shortcut key, or other method. If you want to add these commands back to menus or assign them to buttons or keys, see Chapter 31, “Customizing and Optimizing Word,” in the *Microsoft Word User’s Guide*.

File Menu

Command name	What’s new or different
 New button	<p data-bbox="632 612 772 642">You can now:</p> <ul style="list-style-type: none"> <li data-bbox="632 656 1233 685">▪ Use wizards to help you create documents step by step. <li data-bbox="632 699 1251 748">▪ Use new and improved templates for letters, memos, and other documents.
 Open button	<p data-bbox="632 765 772 795">You can now:</p> <ul style="list-style-type: none"> <li data-bbox="632 808 1271 892">▪ Type multiple filename extensions in the File Name box to see a list of several types of files. Open multiple files at once. <li data-bbox="632 906 1200 965">▪ Convert documents using new and improved import converters and graphics filters.
 Save button	<p data-bbox="632 973 1261 1060">You can now choose to have Word prompt you to provide summary information. (Use the Save tab in the Options dialog box, Tools menu.)</p>
Save As	<p data-bbox="632 1069 772 1098">You can now:</p> <ul style="list-style-type: none"> <li data-bbox="632 1112 1279 1203">▪ Choose the Options button to set new save and file-sharing options. Note: The Lock File For Annotations option is now available in the Protect Document dialog box (Tools menu). <li data-bbox="632 1216 1195 1274">▪ Convert documents using new and improved export converters and graphics filters.

Command name	What's new or different
Find File	<p>You can now:</p> <ul style="list-style-type: none">■ Save and reuse search criteria. Use advanced search criteria to find documents that contain specific occurrences of text.■ Select directories by using a graphical representation of the directory tree. Use the Commands button to choose the Delete, Print, Copy, Summary, Open Read Only, or Sorting commands. Use the View box to choose whether you preview a document or show information about it.
Templates	<p>You can now:</p> <ul style="list-style-type: none">■ Use new and improved templates for letters, memos, and other documents.■ Load any template as a “global” template so that you can use its macros, toolbars, AutoText entries, menus, and keyboard settings with any document.■ Select templates from more than one directory or drive. (Use the File Locations tab in the Options dialog box, Tools menu.)■ Choose the Organizer button to move or copy AutoText entries, styles, toolbars, and macros to other templates.■ Run add-ins, which are programs written in the C programming language.
Page Setup	<p>This command was previously located on the Format menu.</p> <p>On the Margins tab, the Mirror Margins check box was previously called Facing Pages. The From Edge option was moved from the Header/Footer dialog box (View menu) to the Margins tab.</p> <p>The Page Setup dialog box now includes a Layout tab:</p> <ul style="list-style-type: none">■ The Section Layout options were moved from the Format menu to the Layout tab. The Different Odd And Even and Different First Page options were moved from the Header/Footer dialog box (View menu) to the Layout tab.■ The Suppress Endnotes check box was previously called the Suppress Footnotes check box.■ You can now save layout settings in the attached template so that they're available for new documents based on that template.



Print Preview button

Command name	What's new or different
Print Preview	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Edit a document in print preview. ▪ Use buttons on the new Print Preview toolbar. For example, click the Magnifier button to zoom in on a page, or click the Multiple Pages button to view several pages at once. ▪ Use the rulers to set margins, indents, and tab stops.
Print	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Print nonconsecutive pages or only odd or even pages. ▪ Use the Printer button in the Print dialog box to specify the default printer and printer settings. ▪ Choose the Options button to set new printing options, such as printing the entire online form or only the data. Note: The Widow/Orphan Control option is now located on the Text Flow tab in the Paragraph dialog box (Format menu).
Print Merge	This command is now located on the Tools menu, and it's now called Mail Merge.
Print Setup	This command was removed. To change the Print Setup options, choose the Printer button in the Print dialog box (File menu).
<i>Add Routing Slip</i>	This is a new command that routes an online document to reviewers if you have Microsoft Mail (or other compatible electronic mail software).

Edit Menu

Command name	What's new or different
Undo	You can now click the arrow beside the Undo button or Redo button on the Standard toolbar to undo or redo multiple actions.
<i>Clear</i>	This is a new command that removes the selection without overwriting the contents of the Clipboard.
Find	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Choose the Special button to select items to find—for example, graphics and manual page breaks. ▪ Repeat the previous search. ▪ Find text with specific language formats. ▪ Find text that sounds like the search text (for example, specify “Cathy” to find “Kathy”).



Undo button



Redo button

Command name	What's new or different
Find (<i>continued</i>)	<ul style="list-style-type: none"> ■ Use search criteria to find any pattern of characters, such as all three-letter words that begin with “w.” ■ Choose the Replace button in the Find dialog box to switch to the Replace dialog box. Work in the document while the Find dialog box is displayed.
Replace	See the previous description of the Find command.
Go To	<p>You can now:</p> <ul style="list-style-type: none"> ■ Select from a list of items to go to—for example, footnotes, annotations, and tables. ■ Go to the next or previous item in the document.
Glossary	This command is now called AutoText.
AutoText	<p>This command was previously called Glossary.</p> <p>You can now preview an AutoText entry before you insert it.</p>
Bookmark	<p>This command was previously located on the Insert menu.</p> <p>You can now:</p> <ul style="list-style-type: none"> ■ View bookmarks by displaying square brackets at the beginning and end of each bookmark. (Use the View tab in the Options dialog box, Tools menu.) ■ Sort bookmarks by name or location.
Object	If the selected object was created with an application that supports “in-place editing,” you can edit the object from within Word. Or you can edit the object by opening the application in a separate window.



AutoText button

View Menu

Command name	What's new or different
Normal	You can now use the Normal View button on the horizontal scroll bar to switch to normal view.
Outline	<p>You can now:</p> <ul style="list-style-type: none"> ■ Use buttons on the Outlining toolbar to show or hide character formatting or to switch between showing all body text or just the first line of each paragraph. ■ Use the Outline View button on the horizontal scroll bar to switch to outline view.



Normal View button



Outline View button



Page Layout
View button

Command name	What's new or different
Page Layout	<p>You can now:</p> <ul style="list-style-type: none"> ■ Display the vertical ruler. ■ Use the Page Layout View button on the horizontal scroll bar to switch to page layout view.
Draft	<p>This command was removed. In normal view, you can select draft view options—Draft Font, Wrap To Window, and Picture Placeholders—on the View tab in the Options dialog box (Tools menu).</p>
<i>Master Document</i>	<p>This is a new command that switches to master document view so that you can divide a single document into subdocuments. Master documents make it easier for members of a workgroup to create and revise long documents. You can easily create a table of contents or index for a document that contains multiple files.</p>
<i>Full Screen</i>	<p>This is a new command that removes screen elements such as toolbars so that you can see more of your document on the screen. This feature was previously available only in the Options dialog box (Tools menu).</p>
Full Screen button	
Toolbars	<p>This command was previously called Toolbar.</p> <p>You can now:</p> <ul style="list-style-type: none"> ■ Display new built-in toolbars, including the Standard, Formatting, Borders, Database, Drawing, Forms, Microsoft, and Word For Windows 2.0 toolbars. ■ Show or hide ToolTips—button names that appear when you point to a button and pause. ■ Display buttons in color or increase the button size. ■ Choose the Customize button to customize toolbars (for example, you can now drag buttons on or off a toolbar). Choose the New button to create toolbars. You can also create or modify buttons.
Ribbon	<p>This command was deleted. The ribbon is now called the Formatting toolbar.</p>
Ruler	<p>You can now:</p> <ul style="list-style-type: none"> ■ Drag the boundaries of the margins, table columns, and newspaper-style columns on the horizontal ruler. (Note: You can't drag the margins in normal view.) Click the Tab Alignment button to the left of the ruler to set left, right, centered, or decimal tab stops. ■ In page layout view, use the vertical ruler to adjust the top and bottom margins or the height of table rows.



Full Screen button

Command name	What's new or different
Header And Footer	<p>This command was previously called Header/Footer. The Different Odd And Even Pages and Different First Page options are now located on the Layout tab in the Page Setup dialog box (File menu). The From Edge option is now located on the Margins tab in the Page Setup dialog box (File menu).</p> <p>You can now:</p> <ul style="list-style-type: none"> Switch to header and footer view to add and edit headers and footers. Use buttons on the Header And Footer toolbar to add a page number, date, or time; go to the next or previous header or footer; jump between the header and footer area; display or hide the main document text; open the Page Setup dialog box; and connect or disconnect headers and footers to and from those in the previous section. Edit headers and footers only in header and footer view.
Footnotes	You can now view all footnotes or all endnotes.
Annotations	You can now view the annotations from one or more reviewers and see the text to which an annotation refers.
Field Codes	This command was removed. To view field codes for a single field, choose Toggle Field Codes on the shortcut menu. To view all field codes in a document, press ALT+F9, or select the Field Codes check box on the View tab in the Options dialog box (Tools menu). To restore the Field Codes command to a menu, use the Customize command (Tools menu).
Zoom	You can now preview the zoom level and view multiple pages simultaneously.

Insert Menu

Command name	What's new or different
Page Numbers	<p>You can now:</p> <ul style="list-style-type: none"> Align page numbers on the inside or outside of facing pages. Include chapter numbers (for example, 12-5), and specify the separator character. Omit a page number from the first page. <p>Note: You can also add page numbers using the Page Numbers button on the Header And Footer toolbar.</p>
Bookmark	This command is now located on the Edit menu.





Page Numbers
button




Command name	What's new or different
Annotation	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Mark the text to which an annotation refers. ▪ Include voice or pen annotations.
Date And Time	<p>You can now insert a date or time as regular text or as a field that you can update.</p>
Field	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Choose the Options button to specify switches or formatting. ▪ Preserve formatting when you update fields. ▪ Use shading to identify fields. (Use the View tab in the Options dialog box, Tools menu.) ▪ Use new fields such as ADVANCE and DATABASE. ▪ Get context-sensitive Help on field codes in your document.
Symbol	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Insert symbols and special characters as “protected” characters instead of as fields. Then, if you change the text font, you won’t inadvertently change the symbols or characters as well. ▪ Use the Special Characters tab to insert characters such as em dashes (—), nonbreaking hyphens, ©, and ®. ▪ Assign a shortcut key to a symbol. ▪ You can view the shortcut key for a selected symbol in the Symbol dialog box and view its character code in the status bar. ▪ Keep the Symbol dialog box open so that you can continue to work in the document and insert multiple symbols.
<i>Form Field</i>	<p>This is a new command that adds form fields for text, check boxes, and drop-down lists to online forms. You can also:</p> <ul style="list-style-type: none"> ▪ Add online instructions or prompts to help users fill in a form. ▪ Print an entire filled-in form or print only the data on pre-printed forms. (Use the Print tab in the Options dialog box, Tools menu.) ▪ Save data as a database record. (Use the Save tab in the Options dialog box, Tools menu). ▪ Use the new Forms toolbar.

Command name	What's new or different
Footnote	<p>You can now:</p> <ul style="list-style-type: none">■ Include both footnotes and endnotes in a document.■ Change the number format (such as 1, 2, 3 or *, †, ‡, §) or use symbols for custom reference marks.■ Convert footnotes to endnotes, and vice versa. <p>Note: The Footnote Separators options are now available in the Notes box at the top of the Note pane.</p>
<i>Caption</i>	<p>This is a new command that adds numbered captions to tables, pictures, charts, and other items in a document. Choose the AutoCaption button to automatically add numbered captions to tables, pictures, and other items as you insert them in a document.</p>
<i>Cross-reference</i>	<p>This is a new command that creates cross-references to headings, figures, footnotes, and other items in a document.</p>
<i>Index And Tables</i>	<p>This is a new command that replaces the Index Entry, Index, and Table Of Contents commands.</p> <p>You can now:</p> <ul style="list-style-type: none">■ Use the Index And Tables dialog box to create, format, and compile indexes, tables of contents, and tables of figures; you don't have to insert fields.■ Create a table of authorities.■ Select from a visual gallery of predefined formats for indexes and tables.■ Use a concordance file to automatically create index entries.■ Include symbols in index entries. You don't have to turn off hidden text to ensure that index page numbers are correct.■ Keep the Mark Index Entry and Mark Citation dialog boxes open so that you can mark multiple index and citation entries.■ Generate a table of contents using any style—not just heading styles.
Frame	<p>A frame now has an easier-to-see crosshatched border.</p>
Picture	<p>You can now:</p> <ul style="list-style-type: none">■ Use new and improved graphics import filters.■ Reduce the file size by saving a graphic representation of a linked picture—instead of the source picture—in a Word document.

Command name	What's new or different
Object	<p>You can now:</p> <ul style="list-style-type: none"> ▪ Select the Create From File tab to insert an existing object. ▪ Display an object as an icon. <p>Note: Word now supports OLE 2.0, which allows for “in-place editing.” This means that you can use applications such as Equation Editor and WordArt from within Word. When you create an object with one of these applications, the toolbars, menus, and other controls of these applications temporarily replace the Word menus and controls.</p>
<i>Database</i>	This is a new command that inserts information from a database as a Word table.

Format Menu

Command name	What's new or different
Font	<p>This command was previously called Character.</p> <p>You can now:</p> <ul style="list-style-type: none"> ▪ Select font styles such as bold italic or select a dotted underline style (Font tab). ▪ Adjust the vertical position and font kerning (Character Spacing tab).
Paragraph	<p>Single line spacing (the default) is now based on text height, as in the Auto option available in Word version 2.x. Spacing Before and Spacing After is now measured in points.</p> <p>You can now:</p> <ul style="list-style-type: none"> ▪ Select a preset hanging indent or first-line indent or set multiple line spacing (Indents And Spacing tab). ▪ Set the Widow/Orphan Control option, or turn off hyphenation for paragraphs (Text Flow tab).
 Borders button	<p>Borders And Shading</p> <p>This command was previously called Border.</p> <p>You can now:</p> <ul style="list-style-type: none"> ▪ Select from more line styles, such as dotted lines. ▪ Display the Borders toolbar, which makes available common border and shading effects.
 Columns button	<p>Language</p> <p>This command is now located on the Tools menu.</p> <p>Page Setup</p> <p>This command is now located on the File menu.</p> <p>Columns</p> <p>You can now create variable-width newspaper-style columns.</p>

Command name	What's new or different	
Section Layout	This command was removed. Section Layout options are now located on the Layout tab in the Page Setup dialog box (File menu).	
<i>Change Case</i>	This is a new command that changes the capitalization of text—for example, from lowercase to Title Case or UPPERCASE.	
<i>Drop Cap</i>	This is a new command that formats large initial capital letters, words, or graphics.	
	Bullets And Numbering	This command was previously located on the Tools menu. You can now:
		<ul style="list-style-type: none"> ■ Create lists with more than one level of numbered and/or bulleted items. ■ Create outline-style numbers for headings with the options in the Heading Numbering dialog box (Format menu). ■ Use a visual gallery of predefined formats for bulleted, numbered, and multilevel lists. ■ Automatically renumber a list when you rearrange it. ■ Number rows and columns in a table.
<i>Heading Numbering</i>	This is a new command that provides a visual gallery of predefined number formats that you can apply to headings.	
	<i>AutoFormat</i>	This is a new command that analyzes your document and then “cleans up” its formatting by applying styles to the text. These styles improve the appearance of the document and give it consistent formatting.
<i>Style Gallery</i>	This is a new command that provides a visual gallery of styles from templates, which you can use to quickly change the overall document design.	
Style	<p>You can now:</p> <ul style="list-style-type: none"> ■ Create character styles by naming and saving a collection of character formats. ■ Create an alias, or abbreviation, for any style name. ■ Choose the Modify button to redefine styles, or choose the New button to create styles. In the Modify Style or New Style dialog box, choose the Format button to change any of the formats (such as bulleted and numbered list formats) for a style. ■ List all styles, all user-defined styles, or the styles in use. ■ Choose the Organizer button to copy styles between templates and documents or to delete and rename styles. 	

Command name	What's new or different
Frame	You can now lock a frame to a specific paragraph so that the frame appears in a fixed position on the same page as the paragraph.
<i>Drawing Object</i>	This is a new command that provides options for formatting objects created with the tools on the new Drawing toolbar. You can set the line, fill, size, and position attributes for an object, and add arrowheads to lines.

Tools Menu

Command name	What's new or different
Spelling	You can now add AutoCorrect entries so that Word automatically corrects words you commonly misspell.
Grammar	You can now create custom grammar rule groups.
Thesaurus	Choose the Previous button to display the previous word you looked up.
Hyphenation	The Confirm check box is now called Automatically Hyphenate Document. Choose the Manual button to specify where to insert a hyphen in a word. You can now prevent consecutive lines from ending with hyphenated words.
Bullets And Numbering	This command is now located on the Format menu.
Language	This command was previously located on the Format menu.
<i>Word Count</i>	This is a new command that counts the number of characters, words, lines, paragraphs, and pages. You can also select a check box to count the number of footnotes and endnotes.
<i>AutoCorrect</i>	This is a new command that automatically corrects common typing and spelling mistakes as well as capitalization and punctuation errors. You can also use AutoCorrect to automatically insert text or graphics as you type.
Mail Merge	This command was previously located on the File menu, and it was previously called Print Merge. You can now: <ul style="list-style-type: none"> ■ Use the Mail Merge Helper to take you step by step through the process of creating form letters, envelopes, mailing labels, and documents such as catalogs and parts lists. ■ Use the new Mail Merge and Database toolbars. ■ Merge data from file-based database applications that support open database connectivity (ODBC).



Spelling button

Command name	What's new or different
Envelopes And Labels	<p>This command was previously called Create Envelope.</p> <p>You can now:</p> <ul style="list-style-type: none">■ Choose the Options button to set a custom size for envelopes. Easily change the font used on envelopes and the placement of both the delivery and return address. Print bar codes and FIM-A marks on envelopes.■ Preview the appearance of an envelope before you print it, and see graphical instructions on how to feed the envelope into the printer.■ Print an address on a single mailing label or on an entire sheet of mailing labels.
<i>Protect Document</i>	<p>This is a new command that consolidates some of the document protection options, such as protection for revisions, annotations, and forms. You can now use a password for each of these protection options.</p>
Revisions	<p>This command was previously called Revision Marks. It also now includes the former Compare Versions command.</p> <p>You can now:</p> <ul style="list-style-type: none">■ Choose the Options button to customize the formatting of revision marks.■ Review revisions and accept or reject individual changes.■ Track revisions without displaying revision marks on the screen.■ Merge revisions from multiple reviewers so that you can view all revisions in a single document.
Compare Versions	<p>This command was removed. To compare two versions of a document, choose the Compare Versions button in the Revisions dialog box (Tools menu).</p>
Sorting	<p>This command is now located on the Table menu, and it's now called Sort or Sort Text (depending on the selected item).</p>
Calculate	<p>This command is now located on the Table menu, and it's now called Formula.</p>
Repaginate Now	<p>This command was removed. Word automatically repaginates whenever you switch to print preview or page layout view. You can restore this command to a menu by using the Customize command (Tools menu).</p>
Record Macro	<p>This command was removed. To record a macro, choose the Record button in the Macro dialog box (Tools menu) or double-click "REC" on the status bar.</p>

Command name	What's new or different
Macro	Choose the Record button to record a macro. Choose the Organizer button to copy macros between templates or to delete or rename macros. Use the new Macro toolbar to work with macros.
<i>Customize</i>	This is a new command that customizes toolbars, menus, and shortcut keys. (For example, you can now drag buttons on or off a toolbar or create a new menu.) Previously, you used the Options dialog box (Tools menu) to customize these items.
Options	The Options dialog box now contains 12 tabs: View, General, Edit, Print, Revisions, User Info, Compatibility, File Locations, Save, Spelling, Grammar, and AutoFormat.

Table Menu

Command name	What's new or different
Insert Table	You can now use the Table Wizard to help you quickly create and format a table. Choose the AutoFormat button to choose from a gallery of predefined formats for tables.
<i>Split Cells</i>	This is a new command that splits any table cell; you don't need to have previously merged the cell.
<i>Table AutoFormat</i>	This is a new command that provides a gallery of predefined formats for tables. To automatically adjust the width of columns to fit the table data, select the AutoFit check box.
<i>Cell Height And Width</i>	This is a new command that replaces the Row Height and Column Width commands. You can now: <ul style="list-style-type: none"> ■ Choose the AutoFit button to automatically adjust the width of columns to fit the table data (Column tab). ■ Clear the Allow Row To Break Across Pages check box to prevent selected rows from splitting across a page break (Row tab).
<i>Headings</i>	This is a new command that repeats table headings when Word inserts an automatic page break between rows of a table.
Convert Text To Table	You can now: <ul style="list-style-type: none"> ■ Specify a different number of columns or rows or specify an exact column width. ■ Choose the AutoFormat button to apply a predefined set of formats to the table. ■ Choose the Wizard button to help you quickly create and format a table.



Insert Table button

Command name	What's new or different
Sort or Sort Text	<p>This command was previously located on the Tools menu, and it was previously called Sorting. The name of this command changes between Sort and Sort Text, depending on the selected item.</p> <p>You can now:</p> <ul style="list-style-type: none"> ▪ Sort by up to three fields or columns. ▪ Sort by most date formats. ▪ Choose not to sort headings with the rest of the data. ▪ Sort by case (that is, by the capitalization of text).
Formula	<p>This command was previously located on the Tools menu, and it was previously called Calculate.</p> <p>You can now use formulas to add, subtract, divide, or multiply numbers in a table or to perform many additional mathematical functions. You don't need to use expression fields.</p>

Window Menu

Command name	What's new or different
<i>Split</i>	This is a new command that splits the document window into two panes.

Help Menu

Command name	What's new or different
Contents	This command was previously called Help Index.
<i>Search For Help On</i>	This is a new command that searches for help on a specific topic. You can also search for a topic by double-clicking the Help button on the Standard toolbar or by choosing the Search button in the Word Help Contents window.
<i>Index</i>	This is a new command that provides a detailed, "booklike" index of Help topics. You can also choose the Index button in the Word Help Contents window.
Getting Started	This command was deleted. To see online examples and demos, use the Examples And Demos or Quick Preview command.
Learning Word	This command was deleted. To see online examples and demos, use the Examples And Demos or Quick Preview command.
<i>Quick Preview</i>	This is a new command that provides three online demos: What's New In Word 6.0?, Getting Started, and Tips For WordPerfect Users.



Help button

Command name	What's new or different
<i>Examples And Demos</i>	This is a new command that provides online examples and demos of common tasks. You can also click Examples And Demos in the Word Help Contents window.
<i>Tip Of The Day</i>	This is a new command that provides productivity tips for using Word.
WordPerfect Help	You can now see demos that simulate using the mouse and prompt you for input. You can also double-click "WPH" on the status bar.
Technical Support	This command was previously called Product Support. You can also click Technical Support in the Word Help Contents window.
About Microsoft Word	This command was previously called About.

Mouse and Keyboard Changes

This section describes changes in mouse actions and key combinations from Word version 2.x for Windows to Word version 6.0 for Windows.

Editing Text

Word now includes shortcut keys for inserting special characters.

To insert	Press
A single opening quotation mark (‘)	CTRL+^,`
A single closing quotation mark (’)	CTRL+','
A double opening quotation mark (“)	CTRL+^,"
A double closing quotation mark (”)	CTRL+',',"
An ellipsis (...)	ALT+CTRL+PERIOD
A nonbreaking hyphen	CTRL+SHIFT+HYPHEN
An optional hyphen	CTRL+HYPHEN
A nonbreaking space	CTRL+SHIFT+SPACE
A copyright symbol (©)	ALT+CTRL+C
A registered trademark symbol (®)	ALT+CTRL+R
A trademark symbol (™)	ALT+CTRL+T

Selecting Text

Make sure NUM LOCK is off before using the numeric keypad.

To select	You used to use	You now use
An entire document	CTRL+5 on numeric keypad	CTRL+A
A column of text	Drag with the right mouse button	ALT+drag with the left mouse button
A column in a table	Click with the right mouse button <i>or</i> ALT+SHIFT+PAGE DOWN (with the insertion point in the top cell of the column)	ALT+click with the left mouse button
An entire table	ALT+5 on numeric keypad	ALT+5 on numeric keypad <i>or</i> ALT+double-click with the left mouse button

Character Formatting

To apply or change	You used to use	You now use
<u>Word underline</u>	CTRL+W	CTRL+SHIFT+W
<u>Double underline</u>	CTRL+D	CTRL+SHIFT+D
SMALL CAPS	CTRL+K	CTRL+SHIFT+K
ALL CAPS	CTRL+A	CTRL+SHIFT+A
Hidden text	CTRL+H	CTRL+SHIFT+H
Copy formats	Not available	CTRL+SHIFT+C
Paste formats	Not available	CTRL+SHIFT+V
Font	CTRL+F	CTRL+SHIFT+F *
Symbol font	Not available	CTRL+SHIFT+Q
Point size	CTRL+P	CTRL+SHIFT+P *
Next larger size	Not available	CTRL+SHIFT+>
Next smaller size	Not available	CTRL+SHIFT+<
Up one point	CTRL+F2	CTRL+]
Down one point	CTRL+SHIFT+F2	CTRL+[

* Word selects the current font name in the Font box or the font size in the Font Size box on the Formatting toolbar. To change the font name or font size, use the arrow keys to select from the list, or type a different font or font size, and then press ENTER.

Paragraph Formatting

To	You used to use	You now use
Increase the indent from the left margin	CTRL+N	CTRL+M
Decrease the indent from the left margin	CTRL+M	CTRL+SHIFT+M
Remove a hanging indent	CTRL+G	CTRL+SHIFT+T
Switch between adding 12 points of space before a paragraph, or deleting space before a paragraph.	CTRL+O to add space before; CTRL+0 (zero) to delete space before	CTRL+0 (zero)
Restore default formatting (reapplies Normal style)	ALT+SHIFT+5 on numeric keypad	CTRL+SHIFT+N

Styles

To	You used to use	You now use
Apply or format a style	CTRL+S	CTRL+SHIFT+S *
Apply Normal style	ALT+SHIFT+5 on numeric keypad	CTRL+SHIFT+N
Apply Heading 1 style	Not available	ALT+CTRL+1
Apply Heading 2 style	Not available	ALT+CTRL+2
Apply Heading 3 style	Not available	ALT+CTRL+3
Apply List Bullet style	Not available	CTRL+SHIFT+L
List all the built-in styles in the Style box on the Formatting toolbar	Not available	Press SHIFT, and then click the down arrow next to the Style box.
Use AutoFormat	Not available	CTRL+K

* Word selects the current style name in the Style box on the Formatting toolbar. To change the style, use the arrow keys to select a name from the list, or type a different style name, and then press ENTER.

Outlining

To	You used to use	You now use
Show all body text or just the first line in a paragraph	ALT+SHIFT+F	ALT+SHIFT+L

Fields

To	You used to use	You now use
Switch between showing all field codes or all field results	SHIFT+F9 (in page layout view)	ALT+F9

Windows and Menus

To	You used to use	You now use
Display a shortcut menu	Not available	SHIFT+F10 or click the right mouse button
Make the next document window active	ALT+F6 or CTRL+F6	CTRL+F6
Make the previous document window active	ALT+SHIFT+F6 or CTRL+SHIFT+F6	CTRL+SHIFT+F6
Minimize the Word window to an icon	ALT+F9	Not available

Ruler

The key combinations for activating and using the ruler are no longer available.

Menu Commands

The following shortcut keys for choosing commands have changed.

To choose this command	You used to use	You now use
New (File menu)	Not available	CTRL+N
Print Preview (File menu)	Not available	CTRL+F2 or ALT+CTRL+I
Select All (Edit menu)	CTRL+5 on numeric keypad	CTRL+A
Find (Edit menu)	Not available	CTRL+F
Replace (Edit menu)	Not available	CTRL+H
Normal (View menu)	Not available	ALT+CTRL+N
Outline (View menu)	Not available	ALT+CTRL+O
Page Layout (View menu)	Not available	ALT+CTRL+P

To choose this command	You used to use	You now use
Annotation (Insert menu)	Not available	ALT+CTRL+A
Footnote (Insert menu)	Not available	ALT+CTRL+F
Font (Format menu)	Not available	CTRL+D
AutoFormat (Format menu)	Not available	CTRL+K
Split (Window menu)	Not available	ALT+CTRL+S

New Specifications

Item	Maximum
Document size	32 megabytes (not including graphics)
Number of open documents	Limited only by available memory
Number of custom toolbars	Limited only by available memory
Number of custom tools	Limited only by available memory
Number of custom dictionaries	10
Number of bookmarks per document	32,000
Number of fields per document	32,000
Maximum macro size	Limited only by available memory
Number of styles per document	4,093
Length of a style name	253 characters
Number of fonts per document	32,767
Number of characters per line	768
Font size	1,637 pt (22 inches)
Amount of space between characters	1,637 pt
Distance text can be raised or lowered	1,637 pt

Converting Word for Windows Files

Word version 6.0 for Windows can read document files (.DOC) and user dictionaries (.DIC) created with earlier versions of Word. However, documents saved in Word version 6.0 format cannot be opened in Word version 2.x or earlier. To save a document so that it can be opened in an earlier version of Word, choose **Save As** from the **File** menu, select the version of Word in the **Save File As Type** box, and then choose the **OK** button. Then open the document in the earlier version of Word.

Using templates and macros created in Word version 2.x You can use templates created in Word version 2.x for Windows. When you open a template or base a new document on a template, macros and glossary entries from version 2.x are automatically converted for use with Word version 6.0. The same is true of customized menu, toolbar, and keyboard settings. Glossary entries are listed in the **AutoText** dialog box (**Edit** menu) of Word version 6.0. When you close the template or document, or when you quit Word, you can either save the template in Word version 6.0 or leave it in version 2.x format.

Using templates and macros created in Word version 1.x To use templates you created in Word version 1.x for Windows, you must edit the stored macros for consistency with the current version of **WordBasic** and with the current menus, toolbars, and keyboard settings. You must also update customized menu and keyboard settings. As an alternative, you can open the version 1.x templates in Word version 2.x for Windows and then save them in version 2.x format. You can then use the templates in the current version of Word. Menu and keyboard settings from a Word version 1.x for Windows template do not affect the current Word settings.

Using styles modified in previous versions of Word The built-in (standard) styles in Word have been redesigned for Word version 6.0. If you have redefined the formats of the built-in styles in previous versions of Word, your changes are preserved when you install Word version 6.0. The built-in styles you have not redefined are updated to reflect the new design. For more information, see Chapter 9, “Automatic Formatting and Styles,” in the *Microsoft Word User’s Guide*.



Help button

Getting more information about converting Word files See Chapter 26, “Converting File Formats,” in the *Microsoft Word User’s Guide*. You can also double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click File Conversion.

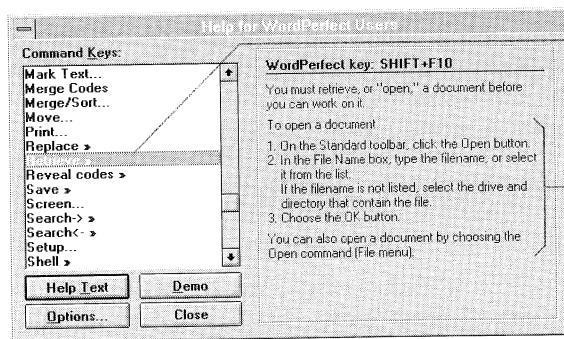
Getting more information about converting macros Double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click Converting Word Macros.

Note If you have problems with a converted macro or with menu and key assignments, the easiest and best solution is to record the information again in Word version 6.0. A macro that doesn’t convert well will not cause problems with Word or Windows; however, it could adversely affect your documents. Make sure you back up your documents before running a converted macro.

CHAPTER 7

Switching from WordPerfect to Word

If you're a former WordPerfect user, this chapter helps you get up to speed quickly with Word. For example, it describes the WordPerfect Help feature in Word, which lets you use WordPerfect keys and commands while you learn how to use Word.



Select a WordPerfect command ...

... to see instructions for the corresponding Word command, or a demo that carries out the command for you.

This chapter also discusses the main differences between WordPerfect and Word, and includes a glossary of different terms. It also describes how to convert WordPerfect documents to Word format, and vice versa. Keep in mind that this chapter is intended for users of WordPerfect for MS-DOS, although users of other programs may also find it useful.

Have you seen the online demo for former WordPerfect users? From the Help menu, choose Quick Preview, and then select Tips For WordPerfect Users.

In This Chapter

- Online Help for WordPerfect Users 150
- A Glossary of WordPerfect Terms vs. Word Terms 165
- Five Things You Need to Know to Use Word 153
- Converting WordPerfect Documents 169

Online Help for WordPerfect Users

In Word, the WordPerfect Help feature allows you to use familiar WordPerfect keys and commands while you learn how to use Word. For example, you can choose a WordPerfect key or command and have Word display step-by-step instructions for the corresponding action in Word. Or Word can demonstrate and actually carry out the corresponding action. You can also set the navigation keys (such as PAGE UP and ESC) to function as they do in WordPerfect.

Have you installed Help for WordPerfect users? If you performed a Typical or Complete/Custom installation during setup, the Help For WordPerfect Users file was installed automatically. If you performed a Laptop (Minimum) installation, you need to run the Microsoft Word Setup program again to install it. Just follow the instructions in “Installing and Removing Components” in Chapter 1, “Installing and Starting Word.”

Navigation Keys for WordPerfect Users

You can set the navigation keys—PAGE UP, PAGE DOWN, HOME, END, and ESC—to function as they do in WordPerfect. For example, if you press ESC, you can repeat the previous keystroke a specific number of times (as in WordPerfect); ESC doesn't cancel a dialog box (as it normally does in Word).

Turning on WordPerfect Navigation Keys

There are two ways to do this:

- Double-click “WPH” on the status bar, or choose WordPerfect Help from the Help menu. Then choose the Options button, and select the Navigation Keys For WordPerfect Users check box. Choose the OK button, and then choose the Close button.
- From the Tools menu, choose Options. Select the General tab, and then select the Navigation Keys For WordPerfect Users check box. Then choose the OK button.

To indicate that WordPerfect navigation keys are on, “WPN” appears on the status bar.

Automatic Help for WordPerfect Keys and Commands

You can press a WordPerfect key and have Word either automatically demonstrate the corresponding feature or list the steps you need to perform in Word. If you're not sure which WordPerfect key to press, you can choose from a list of WordPerfect commands instead.

Turning on Automatic Help for WordPerfect Keys

There are three ways to do this:

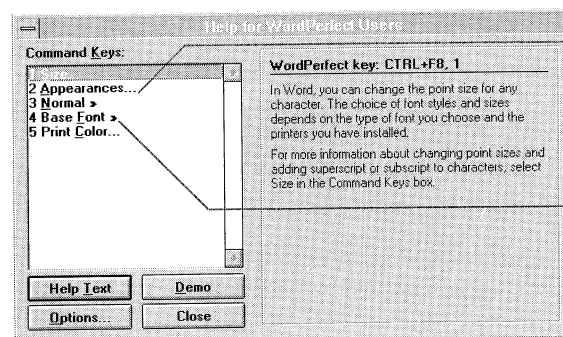
- During setup, choose Yes when Word asks if you want to turn on Help for WordPerfect users.
- Double-click “WPH” on the status bar, or choose WordPerfect Help from the Help menu. Then choose the Options button, and select the Help For WordPerfect Users check box. Choose the OK button, and then choose the Close button.
- From the Tools menu, choose Options. Select the General tab, and then select the Help For WordPerfect Users check box. Then choose the OK button.

To indicate that Help for WordPerfect keys is on, “WPH” appears on the status bar. If you’ve also turned on WordPerfect navigation keys, “WP” appears instead.

Displaying Step-by-Step Instructions or Demos

You need to indicate whether you want to see step-by-step instructions or demos whenever you press WordPerfect keys. To do this, double-click “WPH” on the status bar or choose WordPerfect Help from the Help menu. Choose the Options button, select either the Help Text or Demo option button under Help Type, choose the OK button, and then choose the Close button.

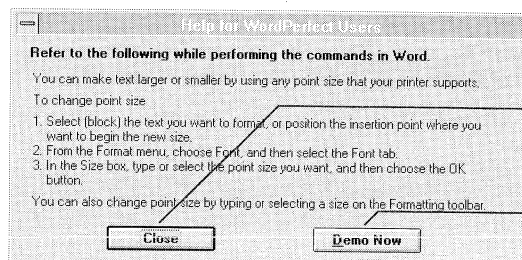
Then press a WordPerfect key to see the instructions or demo. If you press a WordPerfect key combination—such as CTRL+F2 to check the spelling of a document—a dialog box appears. Just press the number or underlined letter of the command you want. Or select a command and then choose either the Help Text or Demo button.



If you select a command followed by an ellipsis (...), a submenu of commands appears. (You can press F1 to return to the previous menu.)

If a command is followed by an angle bracket (>), a demo is available. Otherwise, only step-by-step instructions are available.

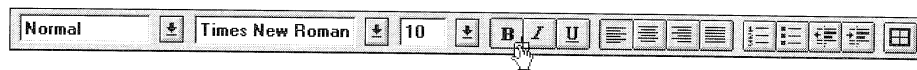
If you chose to display step-by-step instructions, a dialog box appears. The instructions remain on the screen while you work in the document. If the dialog box covers part of the document, you can drag the title bar of the dialog box to move it out of your way.



When you finish following the instructions, choose the Close button.

To see a demo of the task, choose the Demo Now button.

If you chose to display a demo, Word demonstrates the actions necessary to complete the command. If Word needs some input from you, such as a filename, a message tells you what to do.



For example, if you chose the Bold command, the demo shows you how to click the Bold button on the Formatting toolbar.

To customize the way demos work, you can set the demo speed, turn off mouse simulation, and turn off the display of messages that ask for user input. For more information, see "Customizing Help for WordPerfect Users," later in this chapter.

Getting Help on WordPerfect Commands

First, indicate whether you want to see instructions or demos when you select a WordPerfect command. For more information, see "Displaying Step-by-Step Instructions or Demos," earlier in this chapter.

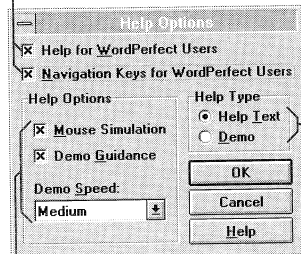
To select a WordPerfect command, double-click "WPH" on the status bar or choose WordPerfect Help from the Help menu. In the Help For WordPerfect Users dialog box, select a command, and then press ENTER. Or select a command, and then choose either the Help Text or Demo button.

For more information on selecting commands, see "Displaying Step-by-Step Instructions or Demos," earlier in this chapter. (Note that you can use the F1 key to return to a previous menu only if you've selected the Help For WordPerfect Users check box.)

Customizing Help for WordPerfect Users

You can easily customize the Help for WordPerfect users. Just double-click “WPH” on the status bar, or choose WordPerfect Help from the Help menu. Choose the Options button, and then select the options you want in the Help Options dialog box.

Clear these check boxes to turn off Help for WordPerfect users and WordPerfect navigation keys.



Select the type of help you want displayed when you press a WordPerfect key or select a WordPerfect command.

Use the options under Help Options to change the demo speed, turn off simulated mouse actions, or turn off the display of messages that ask for user input.

Five Things You Need to Know to Use Word

This section describes the five main differences between the way you work in WordPerfect and the way you work in Word:

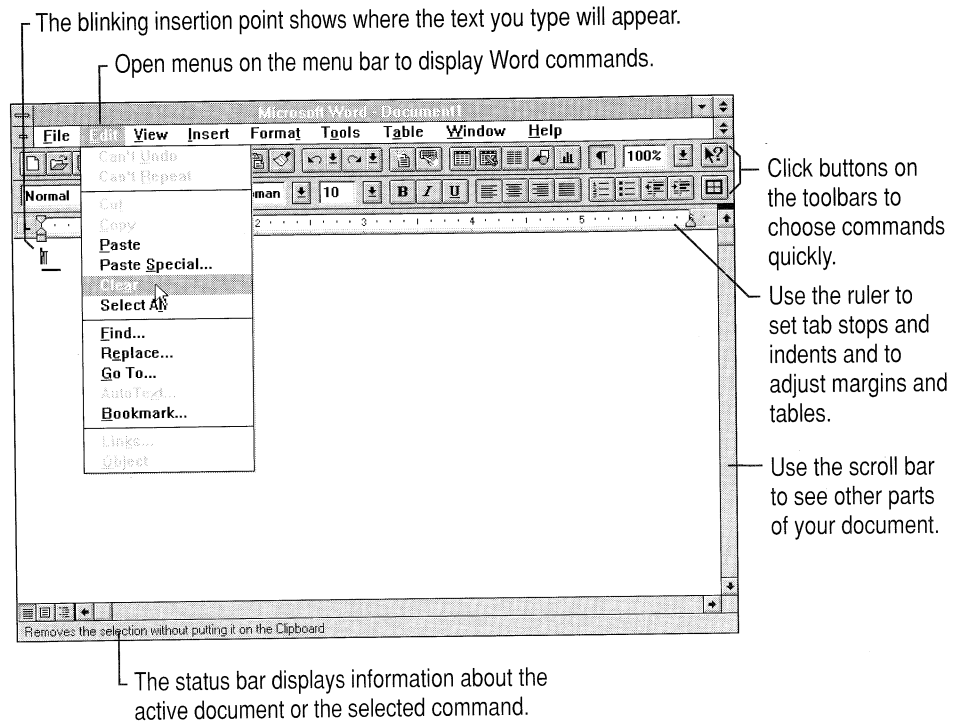
- Using the graphical screen in Word
- Using a mouse to save time
- Selecting (blocking) the text you want to change
- Editing and formatting text
- Correcting mistakes—including troubleshooting formatting errors by revealing the formats that are applied to text

Once you've become familiar with these concepts, you'll be able to get up to speed quickly with Word. The following table lists some other resources for learning basic Word and Windows skills.

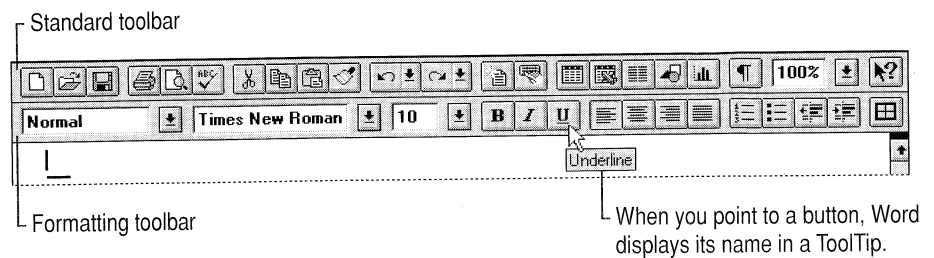
To	Do this
See an online demo that helps WordPerfect users make the transition to Word	From the Help menu, choose Quick Preview, and then select Tips For WordPerfect Users. (If you haven't installed the online demos, see "Installing and Removing Components," in Chapter 1, "Installing and Starting Word.")
Use an online tutorial that provides detailed information and "hands-on" practice on using Windows and the mouse	In Program Manager, choose Windows Tutorial from the Help menu.
Learn how to use the graphical screen in Word and how to get online Help	See Chapter 3, "Introducing Word," in this manual, or Chapter 1, "The Word Workplace," in the <i>Microsoft Word User's Guide</i> .
Learn how to create a document	See an online demo by choosing Quick Preview from the Help menu and then selecting Getting Started. (If you haven't installed the online demos, see "Installing and Removing Components," in Chapter 1, "Installing and Starting Word.") Or see Chapter 4, "Creating Your First Document."

Using the Word Screen

In Word, you can choose commands by using keystrokes or pull-down menus—just as you did in WordPerfect. However, the quickest and easiest way to complete a task is to use the mouse with the buttons, rulers, scroll bars, and other graphical elements on the Word screen. For example, you can click the Print button on the Standard toolbar to print a document. The following illustration shows the parts of the Word screen.



Finding out about toolbar buttons If you have a mouse, you can click buttons on the toolbars to choose the most common Word commands. When you first start Word, the Standard and Formatting toolbars appear. To see the name of each button, point to it and then pause; a brief description of the button also appears in the status bar.





Help button

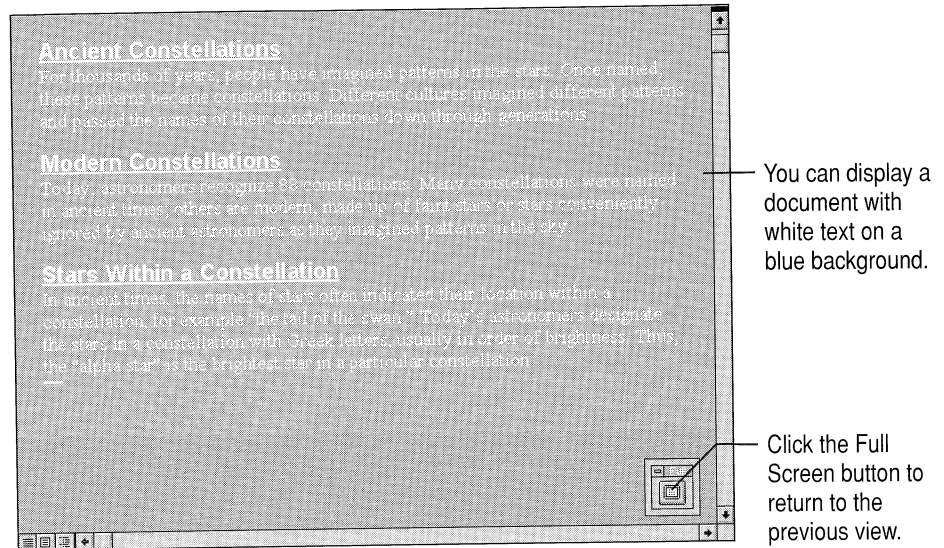
Finding out about any part of the Word screen Click the Help button on the Standard toolbar. You can also press SHIFT+F1 (if you haven't turned on Help for WordPerfect users). When the mouse pointer changes to a question mark, click the part of the screen you want to find out about—such as a toolbar, button, or the ruler. A description of the item appears in a Help window. To quit Help, double click the upper-left corner of the Help window. For more information about each part of the Word screen, see Chapter 3, “Introducing Word,” in this manual, or Chapter 1, “The Word Workplace,” in the *Microsoft Word User's Guide*.

If you click the Help button and then click text in the document window, Word displays a list of the formats applied to that text. For more information, see “Reveal Formats: Troubleshooting Formatting Errors,” later in this chapter.

Using a “Clean Screen” for Typing and Editing

If you want to maximize the screen space that's available for displaying documents, you can clear the screen of elements such as toolbars, rulers, the status bar, the menu bar, and scroll bars. Just choose Full Screen from the View menu. In full screen view, you can choose commands with shortcut keys and display shortcut menus while you work. You can also display individual elements such as the vertical scroll bar or a toolbar. For example, to display the vertical scroll bar, press ALT, T, O to open the Options dialog box. Select the View tab, and then select the Vertical Scroll Bar check box.

To return to the previous view, click the Full Screen button in the bottom-right corner of the screen. You can also press ESC (if you haven't turned on Help for WordPerfect users). The elements you display or hide in full screen view don't affect the settings for other views, such as normal view.



Full screen view gives you more room for typing and editing.

Using white text on a blue background Choose Options from the Tools menu, select the General tab, select the Blue Background, White Text check box, and then choose the OK button.

Basic Mouse Skills

You'll probably want to use a mouse with Word so that you can quickly modify a document by clicking buttons and using the ruler; you don't need to memorize keystrokes or commands. If you haven't used a mouse before, it's a good idea to try the mouse tutorial that comes with Windows version 3.1. Or continue reading this section for a quick introduction to basic mouse skills.

Pointing, Clicking, and Dragging

Use the mouse to move the *pointer* around on the screen and to quickly choose commands, select options, click buttons, select text, and so on. The pointer takes on different shapes depending on the task you're doing. For example, when you point to a toolbar, the pointer becomes an arrow; when you point to text, the pointer becomes an I-beam.

To move the pointer, just move the mouse on your desktop. You don't need to make large movements with the mouse; if you run out of room on your desktop, pick up the mouse, put it down in a convenient location, and then move it again. (The pointer doesn't move while the mouse is in the air.)



Arrow pointer



I-beam pointer

The following table gives an overview of some basic mouse techniques:

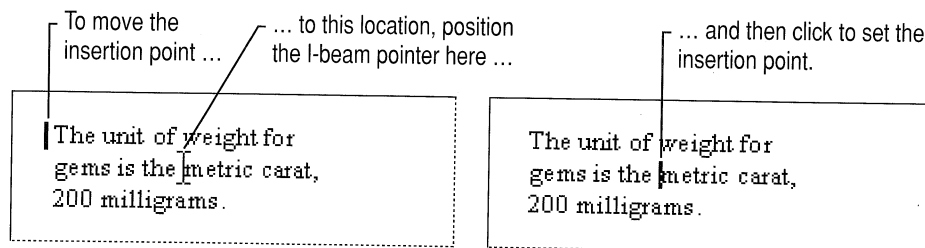
To	Do this
Point	Position the pointer on an item.
Click	Point to an item, and then quickly press and release the left mouse button.
Double-click	Point to an item, and then quickly press and release the left mouse button <i>twice</i> .
Drag	Point to an item. Press and hold the mouse button as you move the mouse to a new location. Then release the mouse button.

Troubleshooting Tips for Using the Mouse

The left mouse button vs. the right mouse button Unless you have configured your mouse differently, the left mouse button is the primary button. Make sure to use the left mouse button unless otherwise specified. In Word, you use the right mouse button only to display a shortcut menu of commands. (Shortcut menus are discussed in Chapter 3, “Introducing Word.”)

Single-clicking vs. double-clicking A single click is used to move the insertion point or to select an option or command; a double click is used to start a program, select and carry out (choose) a command, or close a window. If you double-click and nothing happens—or if the wrong thing happens—Word may have interpreted the double click as two single clicks. You can use the Windows Control Panel to adjust how fast the pointer moves across the screen and the speed at which Windows registers a double click. For more information, see your Windows documentation.

The insertion point vs. the I-beam pointer The *insertion point* (a blinking vertical line) and the I-beam pointer are not the same. The insertion point indicates where the text you type will appear (it works the same as the WordPerfect cursor). You need to move the I-beam pointer and then click to reposition the insertion point before you begin typing in a new location.

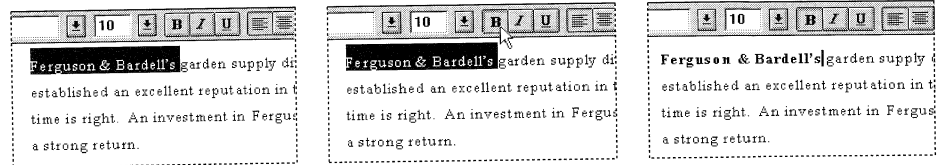


You can also move the insertion point by using the keyboard, just as you did in WordPerfect.

Blocking vs. Selecting

The “select, then do” rule applies to nearly everything you do in Word. To change some text—for example, to make it bold or copy it to a new location—you first *select*, or highlight, the text. (Selecting is similar to blocking in WordPerfect.) Then choose a command or click a button to *do* the action.

To select text, hold down the left mouse button as you drag the I-beam pointer over the text; then release the mouse button. Or hold down SHIFT as you press one of the arrow keys. After you select the text, choose the action you want to carry out.



For example, select the text you want to make bold.

Click the Bold button. Notice that it appears “pushed in.”

Word changes only the text you selected.



Undo button

Notice that you can quickly replace selected text with new text; as soon as you start typing, the selected text disappears and Word starts inserting the new text. If you accidentally delete selected text in this way, you can bring it back by clicking the Undo button on the Standard toolbar.

For more information about selecting text, see Chapter 4, “Creating Your First Document,” in this manual, or Chapter 2, “Typing and Revising,” in the *Microsoft Word User’s Guide*.



Drag-and-drop pointer

What if you try to select text but it moves instead? You may have accidentally “dragged and dropped” the text. (Drag-and-drop editing is a fast way to move or copy text. The pointer changes shape to indicate that drag-and-drop editing is activated.) To move the text back to its original location, click the Undo button on the Standard toolbar. Then try again to select the text. If you want to turn off drag-and-drop editing, choose Options from the Tools menu, select the Edit tab, clear the Drag-And-Drop Text Editing check box, and then choose the OK button.

Formatting text as you type If you don't want to select text first, you can format the text as you type—just as you did in WordPerfect. For example, to type bold text, press CTRL+B and then type the text. Press CTRL+B again to return to regular text. Keep in mind that Word doesn't insert formatting codes before and after the text you type. You can see the text's formats right on the screen, and you don't need to worry about duplicating codes if you later move or copy the text. For more information about applying formats, see Chapter 4, "Creating Your First Document."

Differences Between WordPerfect and Word Formatting

This section helps you get up to speed quickly on formatting text in Word, and it also provides information about troubleshooting formatting problems you might encounter. For example, this section discusses the basic differences between text-stream formatting in WordPerfect and paragraph-based formatting in Word. It also includes tips on formatting text in Word.

Text-Stream Formatting in WordPerfect

In WordPerfect, a document is a continuous *text stream*. To change the appearance of text, you insert codes in the text stream to add attributes or change the line format settings. For example, you make text bold by inserting the [BOLD] on code, typing the text, and then inserting the [bold] off code. You can't directly "attach" formatting to the text. If you separate the codes from the text—for example, by moving a word but leaving behind its formatting codes—the text loses its formatting.

```
[Tab]For thousands[SRT]
of [BOLD]years[bold], [SRT]
people have imagined[SRT]
patterns in the stars. [HRt]
```

In WordPerfect, you use codes to specify text formatting. The text may not appear on the editing screen as it will appear in the printed document.



Show/Hide ¶ button

Paragraph-Based Formatting in Word

In Word, a document is a collection of *paragraphs*. A paragraph is any amount of text or graphics, plus the paragraph mark (¶) that follows it. (A ¶ mark is similar to the WordPerfect hard return [HRt] code.) If you don't see ¶ marks on the screen, click the Show/Hide ¶ button on the Standard toolbar.

To change the appearance of text, you select (block) the text and then apply formats. There are two kinds of text formats: *character formats* such as bold and italic, which you can apply to any amount of text; and *paragraph formats* such as tabs and indents, which you can apply to one or more entire paragraphs.

Keep in mind that in Word you apply formats directly to the text; you don't need to use formatting codes. (Character formats are "attached" to the text; paragraph formats are stored in the ¶ mark at the end of each paragraph.) Therefore, the text is WYSIWYG (what you see is what you get), which just means that text appears on the screen as it will appear in the printed document. Also, if you move text to a new location, the formatting travels with the text; you don't need to move formatting codes along with the text.

For *thousands of years*,
people have imagined patterns
in the stars. ¶

In Word, you apply formats directly to text. The text appears on the screen as it will appear in the printed document.

For information about applying formats, see Chapter 4, "Creating Your First Document."

Troubleshooting Tips for Formatting Text in Word

Set the formats once, and then type new paragraphs with the same formats

When you press ENTER to start a new paragraph, Word carries over the preceding paragraph's formatting—such as indents and tab stops—to the new paragraph.

Wilson, S.S. "Bicycle Technology," *Scientific American*
(March 1973): 81-91 ¶

Wilson, S.S. "Bicycle Technology," *Scientific American*
(March 1973): 81-91 ¶
Allen, Bill. "In Germany, manpowered flight is 50 years
old," *Popular Mechanics* (October 1979): 110 ¶

Once you've formatted a paragraph the way you want ...

press ENTER to continue typing new paragraphs with the same formats.

You may have already noticed this feature of Word—especially if you tried to press ENTER to end a format and go back to typing regular text. To remove formats you don't want, select the paragraph and then apply the formats you do want. You can also remove character formats from selected text by pressing CTRL+SPACEBAR, or remove paragraph formats by pressing CTRL+Q.

Don't delete the ¶ marks A paragraph mark (¶) indicates the end of a paragraph. A paragraph's formatting (such as alignment, indents, and tab stops) is stored in the ¶ mark—not in the text itself. Don't separate a ¶ mark from its corresponding paragraph, or the text will lose its formatting and merge with the next paragraph. For example, if you move or copy a paragraph, make sure to include its ¶ mark.

Deleting this mark deletes the paragraph formatting for the preceding paragraph.

Gems are valued according to their beauty, rarity, durability, and weight. ¶
The unit of weight for gems is the metric carat, 200 milligrams. ¶

The first paragraph is left aligned; the second paragraph is right aligned.

Gems are valued according to their beauty, rarity, durability, and weight. The unit of weight for gems is the metric carat, 200 milligrams. ¶

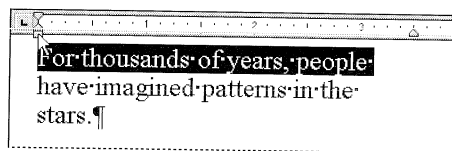
The combined paragraphs take on the formatting of the second paragraph.



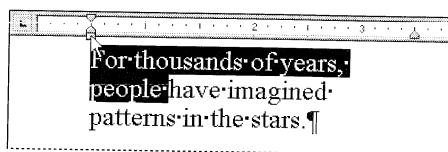
Undo button

If you accidentally delete a ¶ mark, you can restore it by clicking the Undo button on the Standard toolbar.

Paragraph formats affect an *entire* paragraph In WordPerfect, a paragraph is a series of lines. For example, you can center a single line in a paragraph or align part of a line flush right. In Word, you can't apply paragraph formats to just part of a paragraph, such as individual words or lines. (However, you can apply paragraph formats to a paragraph that consists of only one line or one word.)



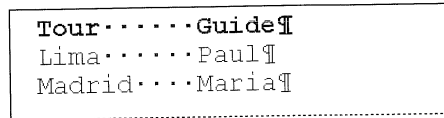
If you position the insertion point in a paragraph—or select any part of it—and then drag the indent marker ...



the entire paragraph is indented.

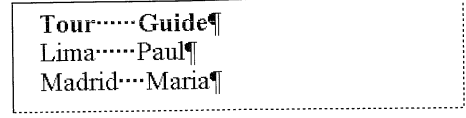
Here are a few tips for working with paragraphs in Word. If you want to justify one part of a line flush left and the other part flush right, use tab stops or tables. If you want to set any indent (including a first-line, left, right, double, or hanging indent), you don't need to press TAB or an indent key. Instead, select the paragraphs you want to indent, and then drag the indent markers on the ruler. For more information, see Chapter 4, "Creating Your First Document."

Don't use the SPACEBAR to line up text In WordPerfect, you may have used the SPACEBAR to line up text. This technique works if you're using a monospaced font (such as Courier), in which every letter has the same width. However, in Word you'll probably want to use a more attractive, proportionally spaced font—in which a “w” is wider than an “i,” for example. If you try to use the SPACEBAR to line up proportionally spaced text, the text may not be properly aligned in the printed document.



```
Tour.....Guide¶
Lima.....Paul¶
Madrid.....Maria¶
```

Because each letter is the same width, you can use spaces to align monospaced fonts.



```
Tour.....Guide¶
Lima.....Paul¶
Madrid.....Maria¶
```

But you can't use spaces to align proportionally spaced fonts.

In Word, you can use the built-in indent, tab stop, alignment, and table features to quickly align *all* of the lines in a paragraph. (For more information, see Chapter 4, “Creating Your First Document.”) This way, you'll ensure that the text is aligned properly, and Word can automatically readjust the paragraphs if you add or delete text.

Correcting Mistakes

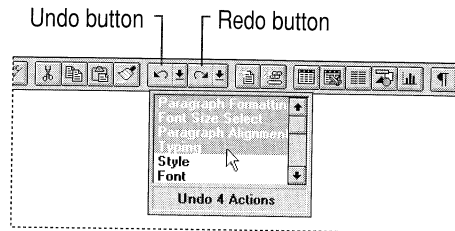
In Word, you can use the Undo and Redo commands to correct mistakes such as accidentally deleting text.

If you want to troubleshoot text formatting errors, you don't reveal and modify codes as you did in WordPerfect. (In Word, there's no need for codes because the formatting appears on the screen as it will in the printed document.) Instead, you can click text and display a Reveal Formats box, which lists the formatting that's applied to the text.

Undo and Redo

If you make a mistake in Word, you can “undo” the action or command. For example, if you accidentally delete a word, you can bring it back again. (Undo is similar to the WordPerfect Restore command, but it can reverse commands as well as restore text.) If you decide to do the action after all, you can also “redo” it. However, keep in mind that there are certain actions you can't undo or redo, such as saving or printing a document.

To undo or redo the most recent action, click the Undo button or the Redo button on the Standard toolbar. To undo or redo multiple actions, first click the arrow beside either the Undo or Redo button. Then click or drag to select the actions you want to undo or redo.



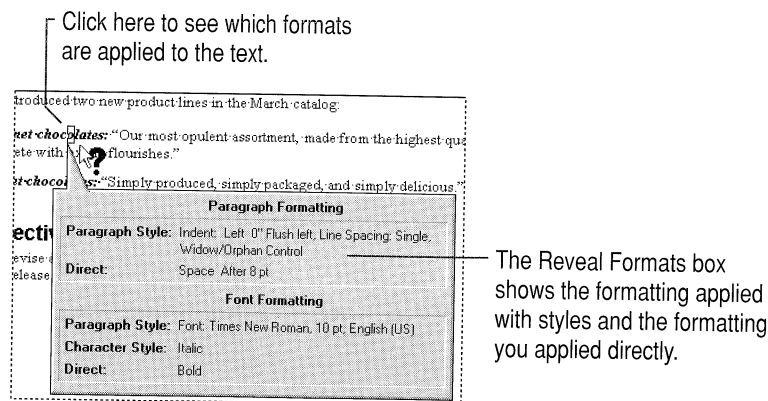
Click or drag to select the actions you want to undo or redo. (They must be undone or redone in sequential order.)

Reveal Formats: Troubleshooting Formatting Errors

To see which formats are applied to text, click the Help button on the Standard toolbar. You can also press SHIFT+F1 (if you haven't turned on Help for WordPerfect users). When the pointer becomes a question mark, click the text you want to check. The pointer remains a question mark so you can check additional text.



Help button



When you finish clicking the text you want to find out about, click the Help button again or press ESC. (For information about character and paragraph styles, see Chapter 9, "Automatic Formatting and Styles," in the *Microsoft Word User's Guide*.)

You can also check the text formatting by selecting the text and then looking at the settings on the toolbars and ruler. Or check the settings in the Font and Paragraph dialog boxes. For more information, see Chapter 6, “Formatting Text Characters,” and Chapter 7, “Formatting Paragraphs,” in the *Microsoft Word User’s Guide*.

Viewing the “printed” page To get more information about the formatting in your document, switch to a different view. For example, to see the layout of text, graphics, and multiple columns as they will appear in the printed document, choose Page Layout from the View menu. To see multiple pages at a reduced size, choose Print Preview from the File menu.



Show/Hide ¶ button

Displaying nonprinting characters You can display the “invisible” characters you type, such as paragraph marks (¶), spaces (·), and tab characters (→). It’s a good idea to display these characters to see if you’ve added extra space between words, typed spaces instead of a tab character, or accidentally added a hard return (paragraph mark). As the name implies, nonprinting characters appear on the screen but are never printed. If you don’t see the nonprinting characters on the screen, click the Show/Hide ¶ button on the Standard toolbar.

A Glossary of WordPerfect Terms vs. Word Terms

This section provides a glossary of WordPerfect terms and the corresponding Word terms or features. The Word terms are *italic* so that you can look them up in the index or in online Help.

WordPerfect term	Description of Word term or feature
advance	To position text in an exact location on a page, use the <i>ADVANCE field</i> .
append	To add text to the end of another document, use the <i>Cut</i> or <i>Copy</i> and the <i>Paste</i> commands (Edit menu); or use the <i>drag-and-drop editing</i> feature.
attribute	Attributes such as bold, italic, underline, superscript, and text size are called <i>character formats</i> .
base font	When you first start typing, Word uses a plain font that doesn’t have attributes such as bold or underline. However, you can change the <i>default font</i> that Word uses.
binding offset	To add extra space to the inside margins so that text isn’t hidden when you bind the document, set a <i>gutter margin</i> .
block	To highlight an area of text so that you can modify it, <i>select</i> the text. The highlighted text is called the <i>selection</i> .

WordPerfect term	Description of Word term or feature
block, copy or move	To copy or move text, select it and then use the <i>Cut</i> or <i>Copy</i> and the <i>Paste</i> commands (Edit menu); or use the <i>drag-and-drop editing</i> feature.
block protect	To prevent page breaks from occurring in the middle of a paragraph or between specific paragraphs, use the <i>Keep Lines Together</i> or <i>Keep With Next</i> option (<i>keeping together</i>).
box	See “graphics box,” later in this glossary.
center page	To center paragraphs vertically on a page, use the <i>vertical alignment</i> feature.
clean screen	To maximize the screen space that’s available for displaying documents, use <i>full screen view</i> .
codes	Word is WYSIWYG (what you see is what you get), which means that text appears on the screen as it will appear in the printed document. There’s no need to display formatting codes on the screen. See “Reveal Codes: Troubleshooting Formatting Errors,” earlier in this chapter.
compose	Use the <i>symbols</i> available in a font such as <i>Symbol</i> or <i>Wingdings™</i> . To include mathematical symbols or equations, use the <i>Equation Editor</i> .
conditional end of page	To prevent page breaks from occurring in the middle of a paragraph or between specific paragraphs, use the <i>Keep Lines Together</i> or <i>Keep With Next</i> option (<i>keeping together</i>).
cursor	The <i>insertion point</i> is the blinking vertical line that indicates where the text you type will appear.
document comments	To add comments to a document, use <i>annotations</i> .
document compare	To compare two versions of a document, use the <i>Compare Versions</i> feature.
document summary	You can include <i>summary information</i> for a document, such as author and date.
dot leader	The solid, dashed, or dotted line in the space filled by a tab character is called the <i>tab stop leader</i> .
edit-screen options	To change the way a document appears on the screen, switch to a different <i>view</i> or display the <i>nonprinting characters</i> .
environment setup	To set options such as the unit of measurement or the interval between automatic saves, use the <i>Options</i> command (Tools menu). You can also use the Windows Control Panel to set other options, such as the speed at which the pointer moves across the screen.

WordPerfect term	Description of Word term or feature
flush right	To align text flush with the right margin (or with the right indent), you <i>right align</i> it.
generate	After you mark items for an index, table of contents, or table of authorities, you <i>compile</i> the index or table. To update cross-references, you <i>update fields</i> .
graphics box	To create a “box” of text or graphics, use a <i>frame</i> . For example, you can wrap text around a frame.
hard hyphen	A <i>nonbreaking hyphen</i> prevents hyphenated words from breaking if they fall at the end of a line.
hard return	When you press ENTER to end a paragraph, a nonprinting <i>paragraph mark</i> (¶) appears.
hard space	A <i>nonbreaking space</i> prevents multiple words (such as a proper name or a date) from breaking if they fall at the end of a line.
justification	You can horizontally <i>align</i> text on the left, centered, on the right, or justified (aligned both left and right).
leading adjustment	To adjust the space between lines, change the <i>line spacing</i> . To add space between paragraphs, adjust the <i>paragraph spacing</i> .
line draw	To draw circles, squares, polygons, and other shapes, use the <i>Drawing toolbar</i> .
line formats	To set options such as justification, line spacing, and tab stops, use <i>paragraph formats</i> . To set the left and right margins, use the horizontal ruler or the <i>Page Setup</i> command (File menu). To set <i>hyphenation</i> options, use the Hyphenation command (Tools menu).
list files	You can see an on-screen list of the files in a directory whenever you <i>open</i> or <i>save</i> a document. Or you can use the <i>Find File</i> command (File menu) to list and then open, copy, print, or delete multiple documents. To change the <i>default directories</i> for documents or templates, use the File Locations tab in the Options dialog box (Tools menu). To copy or rename files, use the <i>Save As</i> command (File menu).
locked documents	To prevent other users from opening or changing a document, you can <i>protect</i> it with a <i>password</i> .
look	To preview a document before you open, copy, print or delete it, use the <i>Find File</i> command (File menu).
mark text	You can mark text to be included in an <i>index</i> , <i>table of contents</i> , or <i>table of authorities</i> .
math	To perform <i>math calculations</i> , use a formula.

WordPerfect term	Description of Word term or feature
merge codes	Use <i>merge fields</i> to insert variable text and merge instructions into merge documents.
page formats	To set margins and paper size, center text vertically, and set up facing pages, use the <i>Page Setup</i> command (File menu). To create headers and footers, use the <i>Header And Footer toolbar</i> . To add page numbers, use the <i>Page Numbers</i> command (Insert menu).
parallel columns	Use a <i>table</i> to create side-by-side paragraphs of text.
pitch	Text size is measured in <i>points</i> , which determine the height of characters. To convert points to pitch, divide 120 by the number of points.
redline	To identify text that has been added to a document, use <i>revision marks</i> .
restore	To restore deleted text and reverse many commands, use the <i>Undo</i> command. If you change your mind, use the <i>Redo</i> command.
retrieve	You can <i>open</i> a document and display it on the screen. To insert a document within another document, use the <i>File</i> command (Insert menu).
reveal codes	See “codes,” earlier in this glossary.
rewrite	To update page breaks whenever you pause while typing or editing, use <i>background repagination</i> .
search	To search for specific text or formatting, use the <i>Find</i> command (Edit menu).
soft hyphen	An <i>optional hyphen</i> tells Word where to hyphenate a word if it falls at the end of a line.
strikeout	To identify text that has been deleted from a document, use <i>revision marks</i> . You can also use the <i>strikethrough</i> character format to mark revisions manually.
style	In Word, a <i>style</i> is a collection of formats you name and save. To save boilerplate text for reuse, use the <i>AutoText</i> feature.
switch	To switch between open documents, use the Window menu. To change uppercase text to lowercase (or vice versa), use the <i>Change Case</i> command (Format menu).
text in/out	To <i>convert</i> a text only file to Word format, just <i>open</i> the document. To convert a Word document to text only format, save the document as plain text.
typeover	Use <i>overtyping mode</i> when you want to type over existing text.
undelete	If you accidentally delete text, you can restore it by using the <i>Undo</i> command.

Converting WordPerfect Documents

This section describes how to convert WordPerfect documents to Word format, or vice versa. You can also use a macro to quickly convert multiple WordPerfect documents to Word format. If a document isn't converted the way you want, you can customize the conversion process. This section also includes troubleshooting tips for the most common conversion problems.

Have you installed the WordPerfect converter? Before you can convert documents, the WordPerfect converter and graphics filters must be installed on your computer. If you performed a Typical or Complete/Custom installation during setup, the converter and filters for WordPerfect version 5.x for MS-DOS and Windows are installed automatically. If you performed a Laptop (Minimum) installation, you need to run the Microsoft Word Setup program again to install the files. Just follow the instructions in “Installing and Removing Components,” in Chapter 1, “Installing and Starting Word.”



Help button

Note For information about how to obtain the converter and graphics filters for WordPerfect versions 4.1 and 4.2, double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click File Conversion.

Converting a WordPerfect Document to Word Format

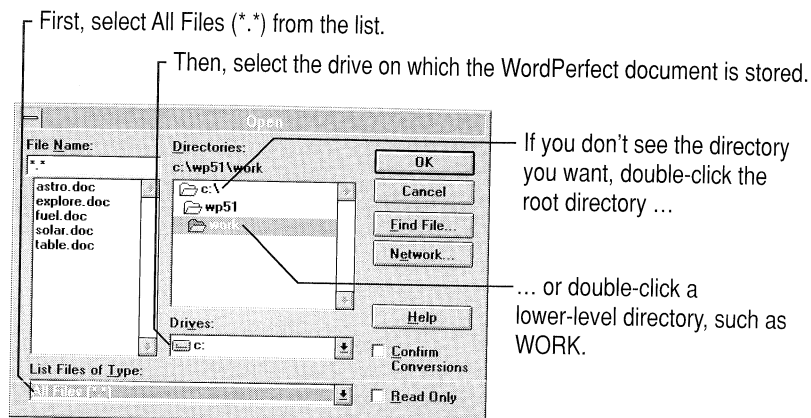
To convert a WordPerfect document to Word format, you simply open (retrieve) the document. Word handles the conversion automatically. To complete the conversion, you save the document in Word format.



Open button

Opening and Converting the WordPerfect Document

First, click the Open button on the Standard toolbar, or choose Open from the File menu. In the List Files Of Type box, select All Files (*.*). If necessary, select the drive and directory where the document is located. In the File Name box, type or select the name of the document. (If you prefer, you can type the full path—for example, c:\wp51\work\letter.doc—in the File Name box.) Then choose the OK button or press ENTER.



Finally, in the File Name box, type or select the filename of the document, and then choose the OK button.

Word converts the WordPerfect document and opens it. If the WordPerfect converter isn't installed or if Word can't identify the format of the document, Word displays the Convert File dialog box. For information about installing the WordPerfect converter, see "Installing and Removing Components," in Chapter 1, "Installing and Starting Word."

Saving the Converted Document

After you convert a WordPerfect document to Word format, the converted document exists only in your computer's memory; the original document remains unchanged on disk. To complete the conversion, you need to save the converted document in Word format.



Save button

If you want to keep the original WordPerfect document as a backup, choose Save As from the File menu and give the converted document a new name. Otherwise, click the Save button on the Standard toolbar, or choose Save from the File menu. When Word displays the Save Format dialog box, choose the Word button.

When you close the document or quit Word, Word may ask if you want to save changes to the document. Choose the Yes button.

Converting Multiple WordPerfect Documents to Word Format

To convert multiple WordPerfect documents, you can open multiple documents at the same time in the Open dialog box or in the Find File dialog box (File menu). To select a contiguous group of documents in the list, click the name of the first document you want to convert, and then hold down SHIFT and click the name of the last document you want to convert. Or hold down CTRL and click the names of the individual documents you want to convert. When you choose the OK button, Word converts and opens each document you've selected. When you finish editing the documents, you need to save each document as described in the previous section, "Saving the Converted Document."



Help button

Using the BatchConversion macro If you want to convert multiple documents to or from WordPerfect format, use the BatchConversion macro. For information about running this macro, double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click Supplied Macros.

The BatchConversion macro is stored in the CONVERT.DOT template. If you want to make the BatchConversion macro readily accessible, you can load this template as a global template. For more information, double-click the Help button on the Standard toolbar, and then type **global templates**

Converting a Word Document to WordPerfect Format

To convert a Word document to WordPerfect format, you simply use the Save As command.

Converting the Word Document

First, choose Save As from the File menu. In the Save File As Type box, select either WordPerfect 5.0 or 5.1. If necessary, specify the drive or directory where you want to store the converted document. In the File Name box, type a name for the converted document. (It's a good idea to save the document with a different name; this way, you still have the document in Word format as a backup.) Then choose the OK button.

When you close the document or quit Word, Word asks if you want to save changes to the document. Choose the Yes button. This message appears even if you have not changed the document since converting it. You may need to confirm the format again.

Customizing WordPerfect Conversions

When you convert a WordPerfect document to Word format, Word preserves the document's original content and formatting. However, Word and WordPerfect have different sets of features—and even similar features work differently—so you might not always get the results you expect. For example, the converted document may look different from the original document if text was aligned using spaces instead of tab stops; or line and page breaks may occur in different locations due to differences in fonts or printer drivers.

To control how Word handles some of these differences, read the following sections. For example, Word provides compatibility options that change the behavior of Word so that it more closely matches the behavior of WordPerfect. Also, if the converted document contains fonts that aren't available in Word, you can specify the fonts you want to substitute. Keep in mind that the compatibility and font substitution options change the way Word behaves—without changing the document itself. Therefore, they're especially useful if you plan to convert the document back to WordPerfect format.



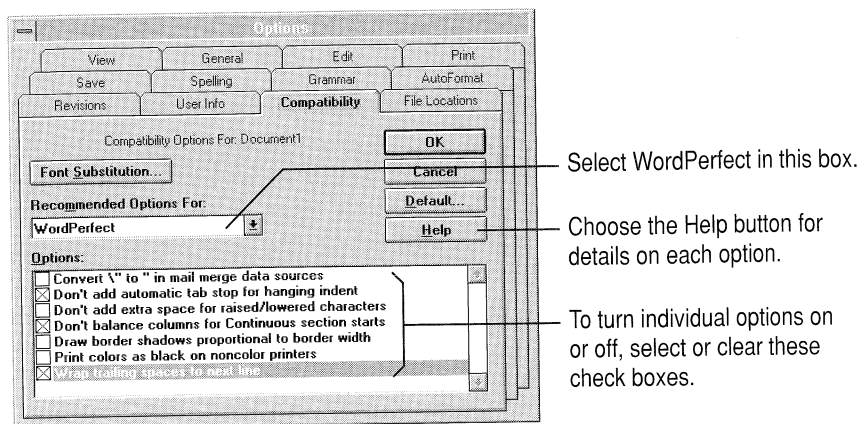
Help button

Note For more detailed information about conversion limitations and options and about importing graphics, double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click File Conversion or Graphics Filters.

Improving Compatibility with WordPerfect

Word provides special compatibility options that allow you to change the behavior of Word so that it more closely matches the behavior of WordPerfect. For example, in Word, blank spaces at the end of a line extend beyond the right margin; however, you can set a compatibility option to wrap the blank spaces to the next line, as in WordPerfect.

When you convert a WordPerfect document, Word automatically sets the compatibility options that are applicable to the type or format of the document. If you want to change these settings, choose Options from the Tools menu, and then select the Compatibility tab. Select WordPerfect in the Recommended Options For box, and then select or clear the options you want.



Select WordPerfect in this box.

Choose the Help button for details on each option.

To turn individual options on or off, select or clear these check boxes.

When you save a converted document, the compatibility options are saved with it. Keep in mind that these options affect only the *behavior* of a document while you work with it in Word—they don't change the document itself. Therefore, if you later convert the document back to WordPerfect format, it will behave in WordPerfect just as it did before you converted it to Word format.

If you want to use the compatibility options for all new documents that you create in Word, choose the Default button on the Compatibility tab. In the message box, choose the Yes button. The compatibility options are saved in the NORMAL.DOT template.

Specifying Fonts for Converted Documents

The fonts originally used to format a converted WordPerfect document may not be available on your computer or printer. In this case, Word automatically substitutes similar available fonts to display and print the document. (The substituted fonts aren't actually applied to the text; if you later convert the document back to WordPerfect format, the document will retain the original fonts it had in WordPerfect.)

If you want, you can specify the fonts Word *substitutes* for each missing font in the converted WordPerfect document. Or you can permanently *replace* the missing fonts. These options are useful if the line breaks, page breaks, and the length of the converted document don't match those in the original WordPerfect document.

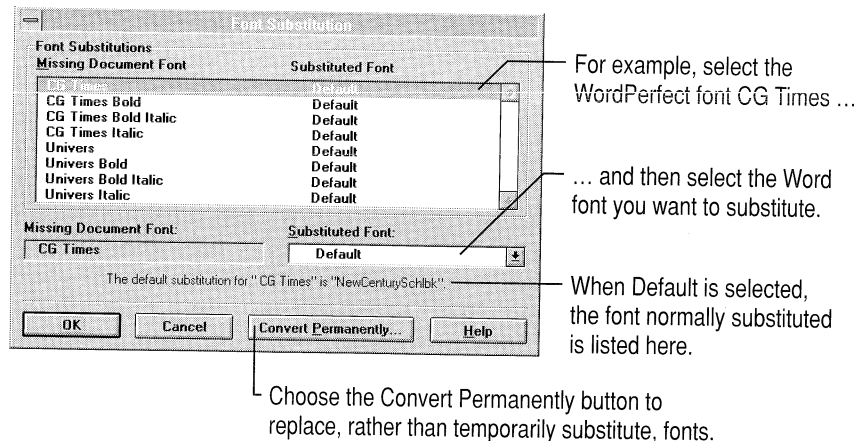
If you plan to convert Word documents to WordPerfect format, you can also use a font-mapping file to specify which fonts to use in the converted documents.

Substituting fonts for WordPerfect documents converted to Word format

First, choose Options from the Tools menu, select the Compatibility tab, and then choose the Font Substitution button. If all the fonts used in the converted WordPerfect document are available in Word, a message appears. Otherwise, the Font Substitution dialog box shows the fonts that Word substitutes for the missing fonts used in the converted document.

If a substituted font is listed as “Default,” this indicates that Word may not always substitute a single font for the missing font. Word may substitute a different font if it more closely matches the appearance of text that’s formatted with the missing font. To see which font Word normally substitutes, select the “Default” font in the list, and then read the message that appears near the bottom of the dialog box.

To substitute a different font, select a font in the Font Substitutions list, and then select a font in the Substituted Font box. If you want Word to permanently replace the fonts in the converted document, choose the Convert Permanently button. When you finish assigning substitute fonts, choose the OK button.



Word saves the font substitution settings with the converted document. It also saves these settings in the MSFNTPMAP.INI file in the Windows directory—so the next time you convert a WordPerfect document, Word knows which fonts to substitute. Sometimes the font substitution settings saved with a document may differ from the settings in the MSFNTPMAP.INI file—for example, if you open a document that was converted by another person. In this case, the MSFNTPMAP.INI settings override the settings in the document.



Help button

Substituting fonts for Word documents converted to WordPerfect format

If you convert a Word document to WordPerfect format, you can specify which fonts to substitute for the original fonts in the document. To do this, create a font-mapping file that overrides the default font substitutions performed by the converter. Word comes with sample font-mapping files, which you can edit to specify which fonts you want to substitute. For more information, double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click File Conversion.

Troubleshooting WordPerfect Conversions

The fonts are different in the converted document.

If the WordPerfect document you're converting contains fonts that aren't available on your computer or printer, Word automatically substitutes different fonts to display and print the document. However, you can specify the fonts you want Word to substitute for the missing fonts. For more information, see "Specifying Fonts for Converted Documents," earlier in this chapter.

Line breaks and page breaks are different, or the document increased or decreased in size.

There are two reasons why a converted document may have different line breaks and page breaks—even if you use the same printer. First, Word and WordPerfect calculate line spacing, line breaks, and page breaks in slightly different ways. Second, different printer drivers use slightly different fonts and character spacing information even when printing to the same printer. You may be able to adjust the line breaks and page breaks by substituting different fonts. For more information, see "Specifying Fonts for Converted Documents," earlier in this chapter.

Text doesn't line up correctly.

In the original WordPerfect document, you probably lined up text using spaces instead of tab stops. This technique works if you're using a fixed-pitch or monospaced font (such as Courier), in which every letter has the same width. However, in Word you'll probably want to use a more attractive, proportionally spaced font—in which a “w” is wider than an “i,” for example. Therefore, when you convert a fixed-pitch font to a proportionally spaced font, the alignment may not be correct. To solve this problem, you can use a fixed-pitch font (such as Courier New) in Word. If you plan to create more WordPerfect documents and then convert them to Word format, make sure to use tab stops, indents, parallel columns, or tables to line up text.

Graphics aren't imported, or they aren't imported correctly.

To import graphics, you must have the appropriate graphics filters installed on your computer. If you performed a Typical or Complete/Custom installation during setup, the graphics filters for WordPerfect version 5.x for MS-DOS and Windows were installed automatically. If you performed a Laptop (Minimum) installation, you need to run the Microsoft Word Setup program again to install the files. Just follow the instructions in “Installing and Removing Components,” in Chapter 1, Installing and Starting Word.”



Help button

Note For more information about importing graphics, see Chapter 16, “Importing and Creating Graphics,” in the *Microsoft Word User's Guide*. For troubleshooting tips on importing graphics and a complete list of filters, double-click the Help button on the Standard toolbar, and then type **readme**. Press ENTER twice, and then click Graphics Filters.

Index

- (bullet) 40, 67–68 *See also* special characters
- ™ (trademark symbol) *See* special characters
- ✓ (check mark) 40
- ↵ (line break character) 53–54
- (tab character) 53–54, 66, 73
- … (ellipsis) 41 *See also* special characters
- <> (angle brackets) 151
- © (copyright symbol) *See* special characters
- ® (registered trademark symbol) *See* special characters
- ¶ (paragraph mark) 53–56, 160–62

A

- accidentally moving text 159
- adding
 - rows and columns to tables 74
 - text and graphics to tables 73
 - words to custom dictionaries 69
- addressing envelopes 87
- ADPR01.DOT template 124
- advance 165
- ADVANCE field 165
- Agenda Wizard 92
- agendas for meetings, creating 92
- aligning text 64, 66, 162–63, 176
- all caps *See* character formatting
- Always On Top (Help menu) 48
- angle brackets (>) 151
- annotations 32 *See also* *Microsoft Word User's Guide*
- append 165
- applying
 - character formatting by using keys 143
 - paragraph formatting by using keys 144
 - styles by using keys 144
- arrow keys vi
- arrow pointer 39, 57
- arrows
 - See also* pointers; special characters
 - for scrolling 56
- articles, creating *See* manuscript templates; newspaper-style
 - columns
 - assistance, customer *See* product support
 - attributes 165
 - AutoCaption 21 *See also* *Microsoft Word User's Guide*
 - AutoCorrect 17–18, 69 *See also* *Microsoft Word User's Guide*
 - AUTOEXEC.BAT 12
 - AutoFormat 19 *See also* *Microsoft Word User's Guide*
 - automatic kerning 25 *See also* character formatting; *Microsoft Word User's Guide*
 - automatic WordPerfect Help 150–53
 - AutoText 18, 69–70 *See also* *Microsoft Word User's Guide*
 - AutoText button 70
 - Award Wizard 93
 - awards, creating 93

B

- background repagination 82
- background, blue 157
- backing up Word Program disks 2
- BACKSPACE key 59
- bar codes 28 *See also* *Microsoft Word User's Guide*
- base font 165
- basics, Word *See* demos, Word
- BatchConversion macro 171
- bibliographies, creating *See* thesis template
- binding offset 165
- blinking insertion point 38, 56, 158–59
- block protect 166
- blocking 159–60, 165 *See also* selecting
- blue background 157
- boilerplate text and graphics *See* AutoText; templates
- bold
 - applying 61
 - use of, in this manual vi
- Bold button 61
- books, creating *See* manual template; manuscript templates
- borders
 - See also* *Microsoft Word User's Guide*
 - around text and graphics 25, 83
 - for tables 73
- Borders button 25
- boxes 167 *See also* borders
- brackets (>) 151
- breaks, page 78, 82
- bringing back *See* undoing actions
- BROCHUR1.DOT template 107
- brochure template 107
- brochures, creating 107 *See also* tables
- bulleted lists 20, 67–68 *See also* *Microsoft Word User's Guide*
- bullets (•) 40, 67–68 *See also* special characters
- Bullets button 68
- business letter templates 110, 123–26
- business letters 17, 96, 110, 123–26

- buttons
 - mouse 158
 - toolbar 39–40
- C**
- Calendar Wizard 94
- calendars, creating 94
- canceling
 - See also* undoing actions
 - selections 58
- capital letters *See* character formatting
- captions 83
- carriage returns *See* paragraph marks (¶)
- case, changing *See* character formatting
- cell selection bar 74
- cells in tables 73, 74
- center page 166
- centering text 64
- certificates of merit, creating 93
- character formatting 61–62, 143
- character spacing 25 *See also* character formatting; *Microsoft Word User's Guide*
- character styles 25, 105 *See also* *Microsoft Word User's Guide*
- characters, nonprinting 53–54, 165
- check boxes 41, 68 *See also* special characters
- check marks (✓) 40
- checking spelling 68–69
- choosing
 - commands 39–41
 - printers 86
- clean screen 156–57, 166
- clicking 158
- Clipboard, pasting text from 60
- closing
 - documents 85
 - Help 48
 - menus 40
 - Word 6
- codes 166 *See also* reveal codes
- codes, field 145
- columns
 - in tables 70–75
 - newspaper-style 26, 70–71, 75–77
 - width of 75, 76–77
- command buttons 41
- commands
 - choosing 39–41
 - dimmed (grayed) 40
 - keys for choosing 142–46
 - new and changed 128–42
 - WordPerfect, Help on 152–53
- comparing versions of documents 166
- compatibility options 172–73
- Complete/Custom Installation option 8 *See also* installing Word
- components, Word
 - decompressing 11–12
 - installing 10–11
 - removing 10–11
 - upgrading 10
- compose 166
- conditional end of page 166
- CONFIG.SYS 12
- connecting printers 85
- context-sensitive Help 47
- conventions, documentation vi
- converters, WordPerfect 169
- converting
 - documents from earlier versions of Word 147–48
 - WordPerfect documents to Word 169–76
- Copy button 60
- copying
 - formats 62
 - paragraph formatting 161–62
 - paragraph marks (¶) 161–62
 - text 59–60, 166
- copyright symbol (©) *See* special characters
- correcting mistakes 22
- cover letters for resumes, creating 99, 119
- creating
 - agendas for meetings 92
 - awards 93
 - brochures 107
 - business letters 96, 110, 123–26
 - calendars 94
 - certificates of merit 93
 - cover letters for resumes 99, 119
 - curricula vitae 99, 119
 - directories 108
 - documents 49–51, 90–122
 - envelopes 87, 125
 - fax cover sheets 95, 109
 - manuals 111–12
 - manuscripts 113–14
 - memos 97, 115
 - newsletters 98
 - presentations 116
 - press releases 117
 - reports 118
 - resumes 99, 119
 - tables 70–75, 100
 - theses 120–22
- CRED01.DOT template 124
- CRED05.DOT template 124
- CRED11.DOT template 124
- CSTMRC01.DOT template 124
- CSTMRC03.DOT template 124

CSTMRR03.DOT template 124
 CSTMRR05.DOT template 124
 Curriculum Vitae Wizard 99
 curricula vitae, creating 99, 119
 cursor 166 *See also* insertion point
 custom dictionaries 69
 customer assistance *See* product support
 customizing
 document conversions 172–75
 documents created by using wizards 91
 installation *See Microsoft Word User's Guide*
 templates 106
 WordPerfect Help 153
 Cut button 60
 cutting text 59–60 *See also* deleting, text
 Cv Wizard 99

D

dashes *See* special characters
 date, inserting 53
 decimal tab stops 66
 DECOMP.EXE 12
 decompressing Word files 11–12
 Decrease Indent button 65
 defaults
 compatibility options 173
 font, changing 62
 deinstalling Word 10–11
 delete key 59
 deleting
 paragraph marks (¶) 161–62
 paragraphs 161–62
 tab stops 66
 text 59
 Word components 10–11
 demos
 for WordPerfect users 151–53
 of Word 4–5, 16
 designing page layouts 70–83
 dialog boxes 41
 dictionaries, custom 69
 dimmed (grayed) commands 40
 dingbats *See* special characters
 directories
 shared, installing Word on 8–10 *See also Microsoft Word User's Guide*
 creating 108
 directory template 108
 DIRECTR1.DOT template 108
 displaying
 end-of-cell marks in tables 73
 headers and footers 82
 newspaper-style columns 75

displaying (*continued*)
 nonprinting characters 165
 page numbers 80
 rulers 38
 scroll bars 38
 status bar 38
 table gridlines 73
 templates 103
 toolbars 38, 40
 document comments 166
 document summary 166
 documentation conventions vi
 documentation, creating *See* manual template
 documents
 closing 85
 comparing versions of 166
 converting 147–48, 169–76
 creating 49–51, 90–122
 editing 54–60
 listing 167, 170
 locking 167
 moving around in 56–57
 opening 4, 84–85
 previewing 43–44
 printing 85–86
 saving 85, 170
 scrolling through 56
 selecting entire 58
 summary information about 166
 switching 168
 typing 52–56
 dot leaders 166
 double-clicking 158
 draft-mode options 42
 drag-and-drop editing 22–23, 57, 59
 drag-and-drop pointer 57, 59
 drop caps 24 *See also Microsoft Word User's Guide*
 drop-down lists 41
 dropped capital letters 24 *See also Microsoft Word User's Guide*

E

earlier versions of Word 147–48
 edit-screen options 166
 editing
 keys for 142–44
 text and graphics 54–60
 ellipses (...) 41 *See also* special characters
 em dashes (—) *See* special characters
 employee directories, creating 108
 EMPRL02.DOT template 124
 EMPRL03.DOT template 124
 en dashes (–) *See* special characters

- END key vi
 - end-of-cell marks in tables 73
 - ENTER key vi
 - envelopes 87, 125
 - environment setup 166
 - errors, correcting 22
 - examples and demos 16
 - Exit command (File menu) 6
 - exiting
 - documents 85
 - Help 48
 - Word 6
- F**
- facing pages, setting margins for 79
 - fax cover sheet templates 108
 - fax cover sheets, creating 95, 109
 - Fax Wizard 95
 - FAXCOVER1.DOT template 109
 - FAXCOVER2.DOT template 109
 - features, new 15–35, 127–46
 - fields
 - DATE 53
 - TIME 53
 - viewing codes for 145
 - files
 - See also* converting; documents
 - AUTOEXEC.BAT 12
 - CONFIG.SYS 12
 - DECOMP.EXE 12
 - REG.DAT 12
 - WIN.INI 12
 - WINWORD.EXE 12
 - Word, decompressing 11–12
 - Word, installing 1–3, 7–12
 - Word, removing 10–11
 - Word, upgrading 10
 - FIM-A codes 28 *See also* Microsoft Word User's Guide
 - finding 23 *See also* Microsoft Word User's Guide
 - finishing documents created by using wizards 91
 - first-line indents 65–66
 - flashing insertion point 38, 56, 158–59
 - flush-left alignment 64
 - flush-right alignment 64, 167
 - fonts
 - applying 61–62
 - base 165
 - documentation conventions for vi
 - monospaced 54
 - substituting 173–75
 - footers 78, 80–82
 - foreign characters *See* special characters
 - form letters 27–28 *See also* Microsoft Word User's Guide
 - Format Painter button 24
 - format revealer *See* formatting, revealing
 - formatting 60–68
 - characters 61–62, 143
 - codes 164–65
 - copying 62, 161
 - headings 53
 - paragraphs 63–68, 144
 - revealing 63, 164–65
 - WordPerfect compared to Word 160–63
 - Formatting toolbar 40
 - forms 33 *See also* Microsoft Word User's Guide
 - frames 83
 - Full Screen button 45
 - full screen view 30, 45, 156–57
- G**
- gate-fold brochures, creating 107
 - generate 167
 - Getting Started demo 4–5
 - glossaries, creating *See* thesis template
 - glossary entries from earlier versions of Word 147 *See also* AutoText
 - glossary of WordPerfect and Word terms 165
 - going to
 - a previous location 57
 - a specific page 57
 - graphics 83
 - importing 176
 - in tables 73
 - reusing 69–70
 - selecting 58
 - graphics boxes 167
 - grayed (dimmed) commands 40
 - gridlines, table 73
 - gutter margins 79
- H**
- hanging indents 65–66
 - hard hyphens 167
 - hard page breaks 82
 - hard returns 167
 - hard spaces 167
 - headers 78, 80–82
 - heading styles 20, 53, 71 *See also* Microsoft Word User's Guide
 - headings *See* formatting characters; formatting paragraphs; heading styles
 - Help 16, 33–35, 38, 45–48, 150–53
 - Help button 41, 47
 - Help pointer 47
 - hidden text 53

hiding toolbars 40
 highlighting *See* selecting
 hints for using Word *See* Word, tips
 HOME key vi
 horizontal ruler
 setting indents by using 65–66
 setting margins by using 79
 setting tab stops by using 66
 hyphens 167, 168

I

I-beam pointer 39, 56, 158–59
 importing graphics 176
 Increase Indent button 65
 indents 65–66, 162–63
 index, online Help 34
 insert mode 52
 Insert Rows button 74
 Insert Table button 73
 inserting
 current date or time 53
 graphics in tables 73
 tab characters in tables 73
 tables 70–75
 text 52
 insertion point 38, 56
 installing
 Word 1–3, 7–12
 WordPerfect Help 150
 invisible characters *See* hidden text; nonprinting characters
 italic
 applying 61
 use of, in this manual vi
 Italic button 61

J

justification 167
 justifying text 64

K

kerning 25 *See also* character formatting; *Microsoft Word User's Guide*
 keys
 changes in, for this version of Word 142–46
 customized, converting from earlier versions of Word 147
 documentation conventions for vi
 for applying styles 144
 for choosing commands 145–46
 for editing 142–44
 for formatting characters 143

keys *(continued)*
 for formatting paragraphs 144
 for outlining 144
 for selecting 143
 for shortcuts vi
 for using windows and menus 145
 for WordPerfect users 150–51

L

labels, mailing 28 *See also* *Microsoft Word User's Guide*
 Laptop (Minimum) Installation option 8 *See also* installing
 Word
 laying out pages *See* columns; frames; page setup; tables
 leading adjustment 167
 left alignment 64, 162–63, 176
 left indents 65–66, 162–63, 176
 left justification 64, 162–63, 176
 letter templates 110, 123–26
 Letter Wizard 17, 49, 96, 123–26
 LETTER1.DOT template 110
 LETTER2.DOT template 110
 LETTER3.DOT template 110
 letters, creating 17, 27–28, 96, 110, 123–26
 limits for Word *See* specifications
 line break characters (↵) 54
 line draw 167
 line formats 167
 line spacing 67
 lines
 See also borders
 longer or shorter after converting a file 175
 selecting 58
 lining up text *See* aligning text
 list files 167
 listing documents 167, 170
 lists 20, 67–68 *See also* *Microsoft Word User's Guide*
 locked documents 167
 logos, adding to documents *See* AutoText; customizing
 templates
 look 167
 looking up Help topics 47
 lowercase text *See* character formatting

M

macros, converting from earlier versions of Word 147, 148
 magnifying the view 45
 Mail Merge 27–28 *See also* *Microsoft Word User's Guide*
 mailing labels 28 *See also* *Microsoft Word User's Guide*
 main Help window 48
 manual template 111–12
 MANUAL1.DOT template 111–12
 manuals, creating 111–12

MANUSCR1.DOT template 113–14
 MANUSCR3.DOT template 113–14
 manuscript templates 113–14
 manuscripts, creating 113–14
 mapping, font *See* fonts, substituting
 margin markers 79
 margins 78, 79, 155
 mark text 167
 master documents 32 *See also* *Microsoft Word User's Guide*
 math 167
 maximums for Word *See* specifications
 meetings, creating agendas for 92
 memo templates 115
 Memo Wizard 97
 MEMO1.DOT template 115
 MEMO2.DOT template 115
 MEMO3.DOT template 115
 memos, creating 97, 115
 menus

- choosing commands from 40–41
- customized, converting from earlier versions of Word 147
- keys for using 145
- shortcut 40–41

 merge codes 168
 Microsoft Product Support Services 16, 46
 Microsoft Word

- commands, new and changed 128–42
- compatibility options 172–73
- converting documents from earlier versions of 147–48
- converting documents to and from 169–76
- corresponding WordPerfect terms 165–68
- demos 4–5
- documentation conventions vi
- documentation, description of v–vi
- files, decompressing 11–12
- installing and setting up 1–3, 7–12
- minimizing 6
- new features 4–5, 15–35, 127–46
- new specifications for 146
- opening documents in earlier versions of 147–48
- program group 4
- Quick Preview 4–5
- quitting 6
- screen, parts of 154–56
- starting 4, 12–13
- switching to, from WordPerfect 149–68
- tips 5
- upgrading 10
- version number vi

Microsoft Word User's Guide, about the 16
 minimizing Word 6
 mirror margins 79
 mistakes, correcting 22
 MKTG02.DOT.DOT template 124

MKTG07.DOT template 124
 monospaced font 54
 monthly calendars, creating 94
 mouse

- buttons 158
- pointers 39, 156, 157, 158–59
- using 39, 157–59

 moving

- around in documents 56–57
- around in tables 73
- insertion point 56
- paragraph marks (¶) 161–62
- paragraphs 161–62
- tab stops 66
- text 59–60, 166
- text accidentally 159

 MSFNTMAP.INI file 175
 multiple columns *See* columns
 multiple documents, converting 171

N

negative indents 65–66
 networks, installing Word on 8–10 *See also* *Microsoft Word User's Guide*
 New button 51
 new commands 128–42
 new documents, starting 49–51
 new features 4–5, 15–35, 127–46
 new paragraphs, starting 52, 161
 new specifications for Word 146
 Newsletter Wizard 98
 newsletters, creating 98 *See also* newspaper-style columns
 newspaper-style columns 26, 70–71, 75–77 *See also* *Microsoft Word User's Guide*
 nonbreaking hyphens 167
 nonbreaking spaces 167
 nonprinting characters, displaying 53–54, 165
 normal view 42
 Normal View button 42
 numbering

- lists 20, 67–68 *See also* *Microsoft Word User's Guide*
- pages 80

 Numbering button 68

O

On Top button 48
 online forms 33 *See also* *Microsoft Word User's Guide*
 online Help 16, 33–35, 38, 45–48, 150–53
 Open button 84, 169
 Open command (File menu) 169
 opening documents 4, 84–85, 147
 optional hyphens 168

- options
 - compatibility 172–73
 - installation 7–11
 - Options command (Tools menu) 31 *See also Microsoft Word User's Guide*
 - options in dialog boxes 41
 - Organizer dialog box 25–26 *See also Microsoft Word User's Guide*
 - orientation, page 78
 - OTHER10.DOT template 124
 - outline view 44
 - Outline View button 44
 - outlines 144
 - overhead transparencies, creating *See presentation template*
 - overstrike (strikethrough) *See character formatting*
 - overtyping 52, 59
 - overview for WordPerfect users 153–65
 - OVR (overtyping mode) 52
- P**
- page breaks 78, 82, 166
 - PAGE DOWN key vi
 - page formats 168
 - page layout *See page setup*
 - page layout view 43
 - Page Layout View button 43
 - page numbers 80
 - page setup 78–83
 - PAGE UP key vi
 - pages
 - breaking 78, 82, 166
 - centering 166
 - formatting 168
 - going to specific 57
 - longer or shorter after converting a file 175
 - numbering 80
 - orientation of 78
 - setting up 78–83
 - size of 78
 - paper source 78
 - paragraph formats 63–68
 - paragraph marks (¶) 53–56, 160–62
 - paragraph spacing 67
 - paragraphs
 - aligning 64
 - copying 161–62
 - deleting 161–62
 - formatting 144, 160–62
 - moving 161–62
 - selecting 58
 - starting new 52, 161
 - parallel columns 168
 - Paste button 60
 - pasting text 59–60
 - phone directories, creating 108
 - phone support *See product support*
 - pitch 168
 - plays, creating *See manuscript templates*
 - point size 61
 - pointers
 - arrow 39, 57
 - drag-and-drop 57, 59
 - Help 47
 - I-beam 39, 56, 158–59
 - question mark 47
 - selection 57
 - pointing by using the mouse 158
 - positioning
 - graphics *See frames; tables*
 - insertion point 56
 - postal codes 28 *See also Microsoft Word User's Guide*
 - POSTNET codes 28 *See also Microsoft Word User's Guide*
 - practice, online 16
 - PRESENT1.DOT template 116
 - presentation template 116
 - presentations, creating 116
 - presets *See defaults*
 - PRESREL1.DOT template 117
 - PRESREL2.DOT template 117
 - PRESREL3.DOT template 117
 - press release template 117
 - press releases, creating 117
 - previewing
 - documents 43–44
 - templates 103
 - Print button 86
 - print preview 26–27, 43–44
 - Print Preview button 43
 - printing
 - documents 85–86
 - envelopes 87, 125
 - lists of styles in templates 106
 - procedure Help window 48
 - product support 16, 46 *See also Help*
 - proofing *See checking spelling*
 - pull quotes 83
- Q**
- question mark mouse pointer 47
 - questions *See product support*
 - Quick Preview 4–5
 - quitting
 - Help 48
 - Word 6

R

reassigning fonts 173
 redline 168
 Redo button 22
 redoing actions 22
 REG.DAT 12
 registered trademark symbol (®) *See* special characters
 removing
 tab stops 66
 text 59, 60
 Word components 10–11
 repaginating 82
 repeating *See* redoing actions
 replacing 23 *See also* finding; overtyping
 report templates 118
 REPORT1.DOT template 118
 REPORT2.DOT template 118
 REPORT3.DOT template 118
 reports, creating 118
 requirements for running Word 7
 restore 168
 restoring text 163–64, 168
 resume templates 119
 Resume Wizard 99
 RESUME1.DOT template 119
 RESUME2.DOT template 119
 RESUME4.DOT template 119
 resumes, creating 99, 119
 retrieving documents 168 *See also* opening documents
 RETURN key vi
 returns 167
 reusing text and graphics 69–70 *See also* AutoText;
 templates
 reveal codes 164–65
 revealing formatting 63
 revisions, tracking 33 *See also* Microsoft Word *User's Guide*
 rewrite 168
 ribbon *See* Formatting toolbar
 right alignment 64, 162–63, 176
 right indents 65–66, 162–63, 176
 right justification 64, 162–63, 176
 routing documents online 32 *See also* Microsoft Word
 User's Guide
 rows in tables 73, 74
 rulers 65–66, 79
 rules *See* borders
 running
 Setup 2–3, 7–11
 Word demos 4–5

S

Save button 85, 170
 saving documents 85, 170
 screen
 See also views; windows
 blue 157
 clean 156–57
 parts of 37, 38, 154–56
 scroll bars 38, 56
 scrolling 56
 search 168
 searching
 See also finding
 in Help 47
 section breaks 76
 sections 76, 78
 selecting
 graphics 58
 in tables 74
 keys for 143
 printers 86
 text 57–58, 159–60
 selection bar
 selecting table cells and rows by using 74
 selecting text by using 57
 sentences, selecting 58
 servers, installing Word on 8–10 *See also* Microsoft Word
 User's Guide
 setting
 indents 65–66
 margins 79
 tab stops 66
 setting up pages *See* page setup
 setting up Word 1–3, 7–12
 Setup, running 2–3, 7–11
 shading 25 *See also* Microsoft Word *User's Guide*
 SHARE.EXE 12
 shared directories, installing Word on 8–10 *See also*
 Microsoft Word *User's Guide*
 SHIFT+F1 (Help) 47
 shortcut keys vi, 142–46
 shortcut menus 40–41 *See also* Microsoft Word *User's*
 Guide
 Show/Hide ¶ button 53–54
 sidebars 83
 size
 of pages 78
 text 61–62
 small caps *See* character formatting

- Smart Cut And Paste option 22, 60
 - snaking columns *See* newspaper-style columns
 - soft hyphens 168
 - soft page breaks 82
 - SPACE03.DOT template 124
 - spaces, wrapping when converting documents 172–73
 - spacing
 - between lines 67
 - between paragraphs 67
 - between text characters 25
 - special characters 53, 68
 - specifications, Word 146
 - Spelling button 68
 - spelling, checking 68–69
 - Spike 60
 - Standard toolbar 40
 - starting
 - new paragraphs 161
 - wizards 90
 - Word 4, 12–13
 - status bar 29, 38 *See also* *Microsoft Word User's Guide*
 - stories, creating *See* manuscript templates
 - storing text and graphics for reuse 69–70
 - strikeout (strikethrough) 168 *See also* character formatting
 - Style Gallery command (Format menu) 106
 - styles 168
 - applying by using keys 144
 - character 25, 105 *See also* *Microsoft Word User's Guide*
 - heading 20, 53 *See also* *Microsoft Word User's Guide*
 - in built-in templates 105–6
 - paragraph 105 *See also* *Microsoft Word User's Guide*
 - printing lists of available 106
 - subheadings *See* headings
 - subscripts *See* character formatting
 - substituting fonts 173–75
 - summary information 166
 - superscripts *See* character formatting
 - SUPPL14.DOT template 124
 - support services *See* product support
 - switching
 - case 168
 - documents 168
 - to Word from WordPerfect 149–68
 - symbols *See* special characters
 - system requirements for running Word 7
- T**
- tab characters (→) 53–54, 66
 - tab stops 66, 73, 155
 - Table Wizard 19, 71–72, 100
 - tables 70–75
 - adding rows and columns to 74
 - changing column width in 74
 - tables (*continued*)
 - creating 19, 70–75, 100
 - displaying end-of-cell marks in 73
 - displaying gridlines in 73
 - graphics in 73
 - inserting tab characters in 73
 - moving around in 73
 - reusing *See* AutoText
 - selecting cells, rows, columns in 74
 - tabs in dialog boxes 41
 - technical support *See* Help; product support
 - telephone directories, creating 108
 - telephone support *See* product support
 - templates 101–22
 - brochure 107
 - customizing 106
 - directory 108
 - fax cover sheet 108
 - from earlier versions of Word 147
 - letter 110, 123–26
 - list of available 102–3
 - manual 111–12
 - manuscript 113–14
 - memo 115
 - presentation 116
 - press release 117
 - previewing 103
 - printing lists of styles in 106
 - report 118
 - resume 119
 - selecting 103–4
 - styles in built-in 105–6
 - thesis 120–22
 - text
 - aligning 64, 66, 162–63, 176
 - blocking 159–60, 165
 - copying 59–60, 161–62
 - cutting 59–60, 161–62
 - deleting 59, 161–62
 - editing 54–60, 161–62
 - formatting 60–68, 160–63
 - highlighting *See* text, selecting
 - indenting 65–66, 162–63, 176
 - inserting 52
 - moving 59–60, 161–62
 - moving accidentally 57, 159
 - overtyping 52, 59
 - pasting 59–60
 - positioning *See* frames; tables
 - reusing 69–70
 - reversed out 157
 - selecting 57–58, 159–60
 - size of 61–62
 - typing 52–56

text (*continued*)
 typing over 52, 59, 168
 typing, in tables 73
 undeleting 168
 white 157
 wrapping 52

text boxes 41

text in/out 168

text-stream formatting 160

theses, creating 120–22

thesis template 120–22

THESIS1.DOT template 120–22

thumbnails 26–27 *See also Microsoft Word User's Guide*

time, inserting 53

Tip of the Day 5

Tips for WordPerfect Users demo 4–5

tips, Word 5

titles *See* headings

toolbar buttons 39–40

toolbars 28–29, 30–31, 39–40, 147

ToolTips 29

trademark symbol (™) *See* special characters

troubleshooting
See also Help; product support; undoing actions
 accidentally moving text 159
 converted WordPerfect documents 175–76
 deleting paragraph marks (¶) 161–62
 importing graphics 176
 revealing formats 164–65

typeover 168

Typical Installation option 8 *See also* installing Word

typing
 in tables 73
 lists 67–68
 over text 52, 59, 168
 special characters 53, 68
 text 52–53

U

unavailable commands 40

undelete 168

Underline button 61

underlining 61

Undo button 22

undoing actions 22

uninstalling Word 10–11

updating dates or times 53

upgrading Word 10

uppercase text *See* character formatting

user guides, creating *See* manual template

User's Guide, about the 16

V

version number of Word vi

vertical ruler, setting margins by using 79

viewing *See* displaying

views
See also screen; windows
 changing 42–45
 full screen 30, 45, 156–57
 magnifying 45
 normal 42
 outline view 44
 page layout 43
 print preview 43–44

vitae, creating 99, 119

W

weekly calendars, creating 94

What's New demo 4–5

white text 157

width
 of columns in tables 74
 of newspaper-style columns 75, 76–77

windows
See also screen; views
 Help 48
 keys for making active 145

Wingdings *See* special characters

WIN.INI 12

WINWORD.EXE 12

wizards 17, 50–51, 90–100
 Agenda 92
 Award 93
 Calendar 94
 Curriculum Vitae 99
 customizing documents created by using 91
 Fax 95
 finishing documents created by using 91
 Letter 49, 96, 123–26
 Memo 97
 Newsletter 98
 Resume 99
 starting 90
 Table 71–72, 100

Word
 commands, new and changed 128–42
 compatibility options 172–73
 converting documents from earlier versions of 147–48
 converting documents to and from 169–76
 corresponding WordPerfect terms 165–68
 demos 4–5

Word (*continued*)

- documentation conventions vi
 - files, decompressing 11–12
 - installing and setting up 1–3, 7–12
 - minimizing 6
 - new features 4–5, 15–35, 127–46
 - new specifications for 146
 - opening documents in earlier versions of 147–48
 - program group 4
 - Quick Preview 4–5
 - quitting 6
 - screen, parts of 38, 154–56
 - starting 4, 12–13
 - switching to, from WordPerfect 149–68
 - tips 5
 - upgrading 10
 - version number vi
- WordPerfect**
- compatibility options 172–73
 - converting documents to and from 169–76
 - corresponding Word terms 165–68
 - demos for users of 151–53
 - Help for users of 46, 150–53
 - keys 150–51
 - switching to Word from 149–68
- words**
- checking spelling of 68–69
 - selecting 57–58
- wordwrap** 52
- Workstation Installation option** 8
- workstations, installing Word on** 8–10 *See also Microsoft Word User's Guide*
- WPH (WordPerfect Help)** 151
- wrapping**
- spaces when converting documents 172–73
 - text 52
- WYSIWYG** 161 *See also* page layout view

Y

- yearly calendars, creating 94

Z

- Zapf Dingbats *See* special characters
- Zoom Control box 45
- zooming in 45

Microsoft Word Quick Results

See this book for:

- Information about installing, starting, and quitting Word.
- What's new in Word version 6.0.
- A quick introduction to Word and basic instructions for creating your first document.
- Ways to work faster by using wizards, templates, and prewritten business letters.
- Information about upgrading from a previous version of Word and switching from WordPerfect.

Microsoft Word User's Guide

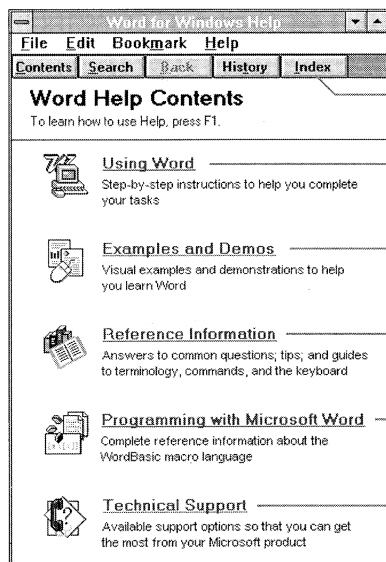
See this book for:

- Step-by-step procedures for working with Word.
- Quick Starts in each chapter that summarize tasks and features.
- Tips, shortcuts, and troubleshooting information.
- Instructions for customizing and optimizing Word.
- Information about contacting Microsoft Product Support Services.

Help



- To get context-sensitive Help for items on the screen, click the Help button on the Standard toolbar, and then click an item.
- To search for a specific topic, double-click the Help button, and then type a keyword.
- To view an online demonstration of Word, choose Quick Preview from the Help menu.
- For other types of Help, choose Contents from the Help menu, and then click the topic you want.



Click to view the "booklike" index.

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