

Word Wizardry

**Time-Saving and
Troubleshooting
in MS Word**

By Jessica Dumas

*The
Butterfly
Connection*



Topics for Discussion

- ❑ Magic Time-Saver Formulas
 - ? Template Tricks
 - ? Fast-forward with Fields
 - ? Manage Time with Mail Merge
 - ? A Touch of Style
 - ? Magic of Macros
 - ? Form Formulas
- ❑ Magician's Troubleshooting Tips



Template Tricks



What is a Template?

- ❑ A pattern or boilerplate used to create other documents with a similar design or function
- ❑ A “true” template has the file extension “.dot”
- ❑ Templates are stored in Word’s templates directory so you can access them easily by going to File, New
- ❑ Templates promote the development of high quality documents by
 - ? Reducing time in creating documents or changing formats
 - ? Ensuring consistency in format and layout
 - ? Significantly reducing cost by using instead of preprinted forms
- ❑ We use templates almost every day of our life
 - ? Proposals and reports
 - ? Newsletters and brochures
 - ? Memos and fax sheets
 - ? Invoices, employee records, forms, resumes

What's in a Template?

- A template can contain anything a document does but is more functional – some typical items are:
 - ? Styles for headings, bullets, body text, headers, footers, footnotes, etc.
 - ? Graphics such as logos & cover designs
 - ? Page and paper layouts
 - ? AutoText entries
 - ? Predefined or custom macros
 - ? Custom menus, commands or toolbars
 - ? Shortcut keys
 - ? Fields

Understanding Word's Templates

- Word's default template is called "Normal.dot"
 - ? It contains the formatting and default settings available when you choose File, New
 - ? Holds all styles, toolbars & AutoText, macros for all active documents – all new templates are based on it
 - ? Thus, it is considered the "global" template
- Get familiar with where templates are stored or make a shortcut to the templates folder
 - ? They may be stored in different locations depending on what version of Windows you are using
 - ? Because many viruses are designed to attack Word's default template, you need to safeguard it by making it read-only (with Word closed, locate normal.dot file & right click on it, go to Properties & check read-only box)
 - ? Make a back-up copy & store somewhere other than your C drive (diskette or your network user drive)

Tip: An indispensable tool which backs up all Office templates and option preferences/settings which can be used to restore or match PCs can be downloaded from Microsoft free, called the Profile Wizard included in the **Office Resource Kit core tool set.**

First Step...Plan your Template

- Determine what the objectives of this template are – what is it's purpose?
 - ? Is it client specific or generic?
 - ? Who will be using it?
 - ? Are you starting from scratch or a draft?
 - ? Is there a certain color scheme you want?
 - ? Is there another template or document that has styles in it you would like to use in this one – do you want all of it's styles or just a few?

- How automated do you want your template?
 - ? Should it have a TOC?
 - ? What AutoText entries could you add?
 - ? Do you want to prompt user for information?



Template Options

- ❑ Once you have an idea of what type of template you want and what needs modifying, make your selection from several available options
- ❑ Word's Built-in Templates
 - ? Word's Built-in Wizards
 - ? Create template based on existing template
 - ? Create template based on existing document
 - ? Applying another template's styles to existing document
 - ? Automated prompting templates
- ❑ The next few slides will discuss all of these options

Using Word's Built-in Templates

- Selecting a built-in template for a new document is the most common way to use a template
 - ? Go to File, New
 - ? Select from a variety of template types in 3 main categories: contemporary, elegant and professional, using similar design principles



Using Word's Built-in Wizards

- ❑ Select a Wizard the same way (File, New)
 - ? Agendas, calendars, newsletters
- ❑ Wizards are similar to templates but have prompts asking for information
- ❑ You can create your own wizard with WordBasic



Create Template Based on Existing Template

- Choose File, New, and click the template button
- Choose the Tab that contains the template you wish to modify, select the template, and click OK
- Change the layout and formatting of the template, make any other changes you want
- Go to File, Save as,
- Enter a file name and say OK

Note: If you change a template and preserve the original name the original template is replaced

Create Template Based on Existing Document

- ❑ Format document to your satisfaction by adding/changing styles, AutoText entries, macros
- ❑ Go to: File, Save As (or F12) & choose "Document Template (*.dot)" in the Save As Type - Word should point you to the template folder
- ❑ Name the template & click Save

Note: You can change a template from within a document by going to Format, Styles. You can modify the styles in the document and check the Add to Template box.

Applying Another Template's Styles to Existing Document

- ❑ In lieu of spending hours reformatting a document, you can copy and apply styles from another template to your document
 - ? Open document you want to reformat
 - ? Go to: Tools, Templates and Add-ins
 - ? Check "Automatically update document styles" box
 - ? Click Attach & browse to find the template you want
 - ? Click Open & OK, OK
 - ? Do a final proofing & save
- ❑ You can do the same by using the Organizer

Ingredients for an Automated Prompting Template

- ❑ The use of fields
- ❑ Fill-in fields
- ❑ Creating Bookmarks
- ❑ Nested fields



Note: Demonstration of automated prompting LOE template

Fast-Forward with Fields



What are Fields?

□ Types of Fields

- ? Result fields are fields that produce a visible result, e.g. author, date, and fillin field
- ? Action Fields are codes that perform an action but do not insert text, e.g. ask, go to, and macrobutton fields
- ? Marker fields mark a location in the document, like a placeholder or bookmark e.g. set, or ref

□ Parts of a field

- ? Field characters
- ? Field type
- ? Field instructions
 - ◆ Field Arguments

□ Nested Fields

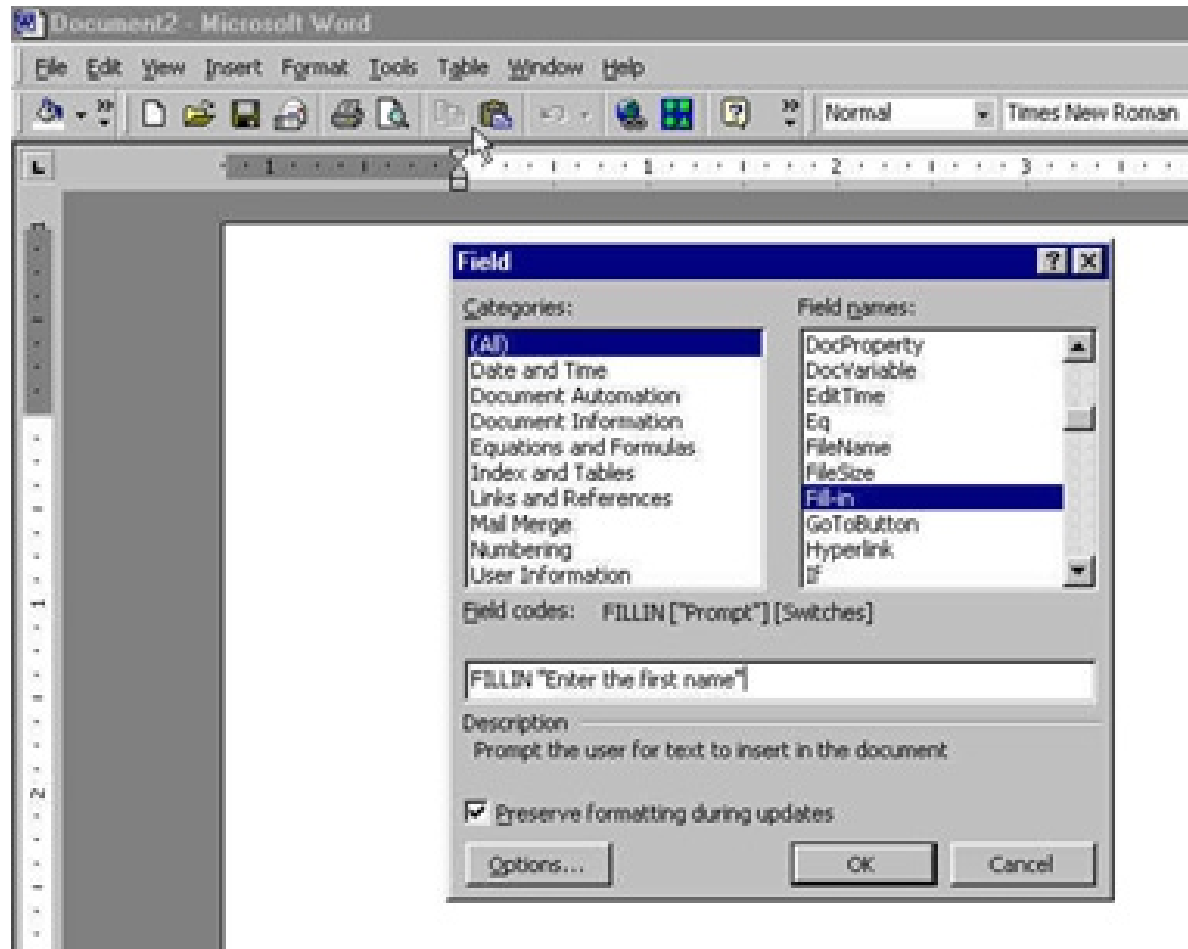


Creating a Field

- ❑ Insert field by selecting from the menu
 - ? Insert, Field, select type of field from Categories list, then from Field names list
- ❑ Insert field manually
 - ? Ctrl+F9, enter the field name, followed by space and field instructions between the field characters {}
- ❑ Updating a field
 - ? Press F9 or right-click on field and select update
- ❑ Deleting a field
 - ? Select the field and press delete
- ❑ Disabling a field
 - ? Select a field and do a Ctrl+Shift+F11
- ❑ Field shortcuts
 - ? To lock a field press Ctrl+F11, to unlock a field Ctrl+Shift+F11, press F11 to go to next field, Shift+F11 to go to previous field

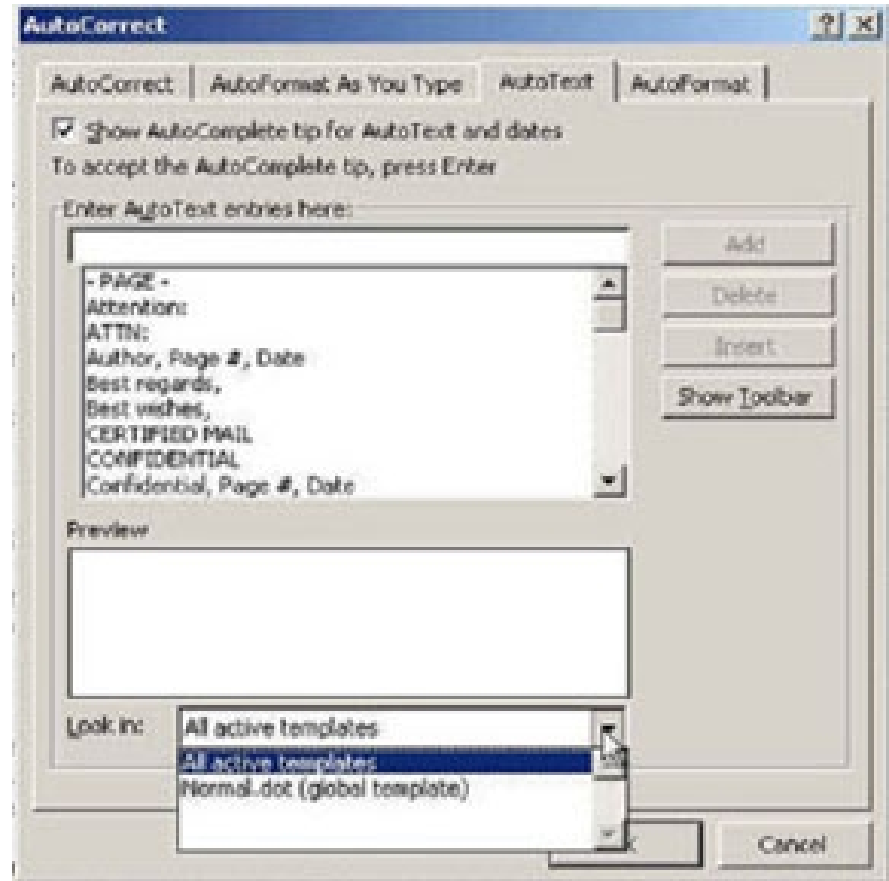
The {fillin} Field

Your best bet for a simple prompting template

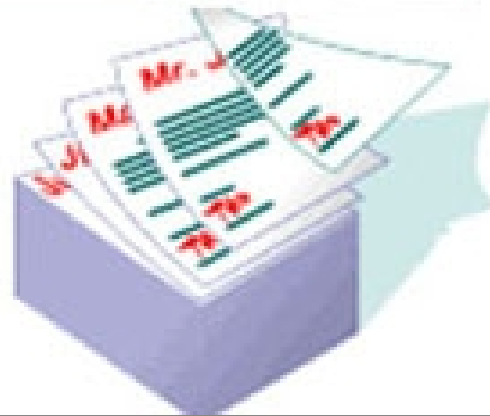


AutoText and AutoTextList fields

- Insert AutoText
 - ? Predefined AutoText submenu, e.g. Attention line, closing line etc.
 - ? Customized submenus, e.g. signature> Associate, Signature Company>First Co
- Adding AutoText
 - ? to normal.dot
 - ? to another template
- Creating AutoText submenus
- Insert AutoTextList



Manage Time with Mail Merge



Merging Mail

- ❑ One of the most powerful and time-saving feature in Word that uses fields is mail merge - it lets you create multiple letters or envelopes by merging a list of names and addresses with letters, envelopes, or address labels
- ❑ It has two components
 - ? The Main document – Open or create a main document which contains the generic information to be repeated
 - ? The Data Source – Open or create a data source, which contains data that varies in the merged documents, e.g. name and address of recipients. It can be a Word table or tabbed document, a spreadsheet or database file, or an :



Step 1: The Document

- ❑ Open existing document or create a new document
- ❑ Choose Tools, Mail Merge
- ❑ In the Mail Merge Helper, click Create

March 23, 2001

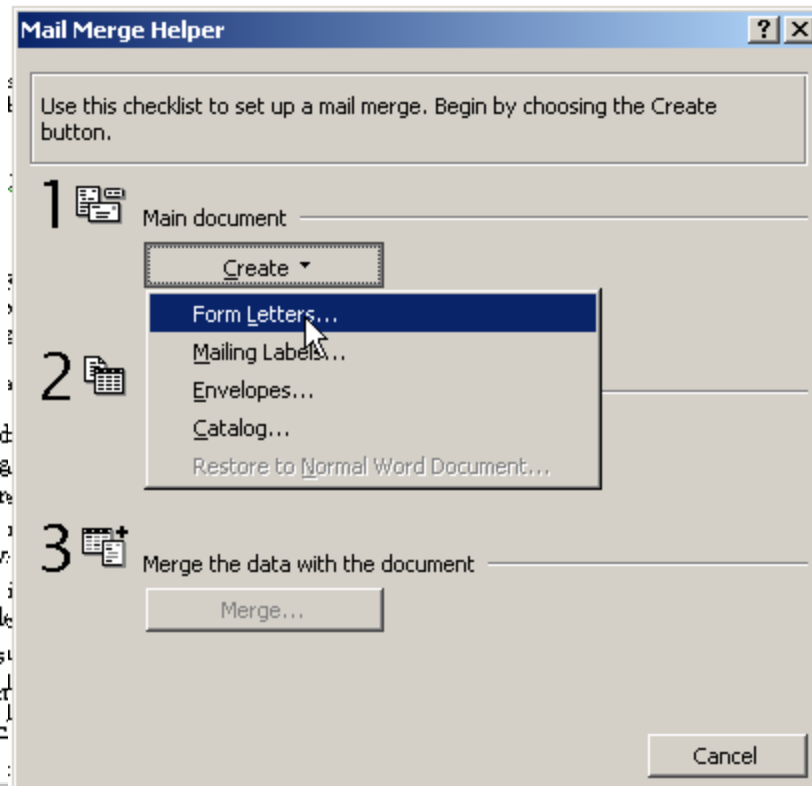
Mr. Mike Ferrante
Manager Information Resources
Kaiser Permanente Health Plan
Mid-Atlantic States, Inc.
2221 Broadburch Drive
Silver Spring, Maryland 20904

Dear Mike:

First Consulting Group (FCG) is pleased to respond to your request for assistance in developing our current understanding of your requirements.

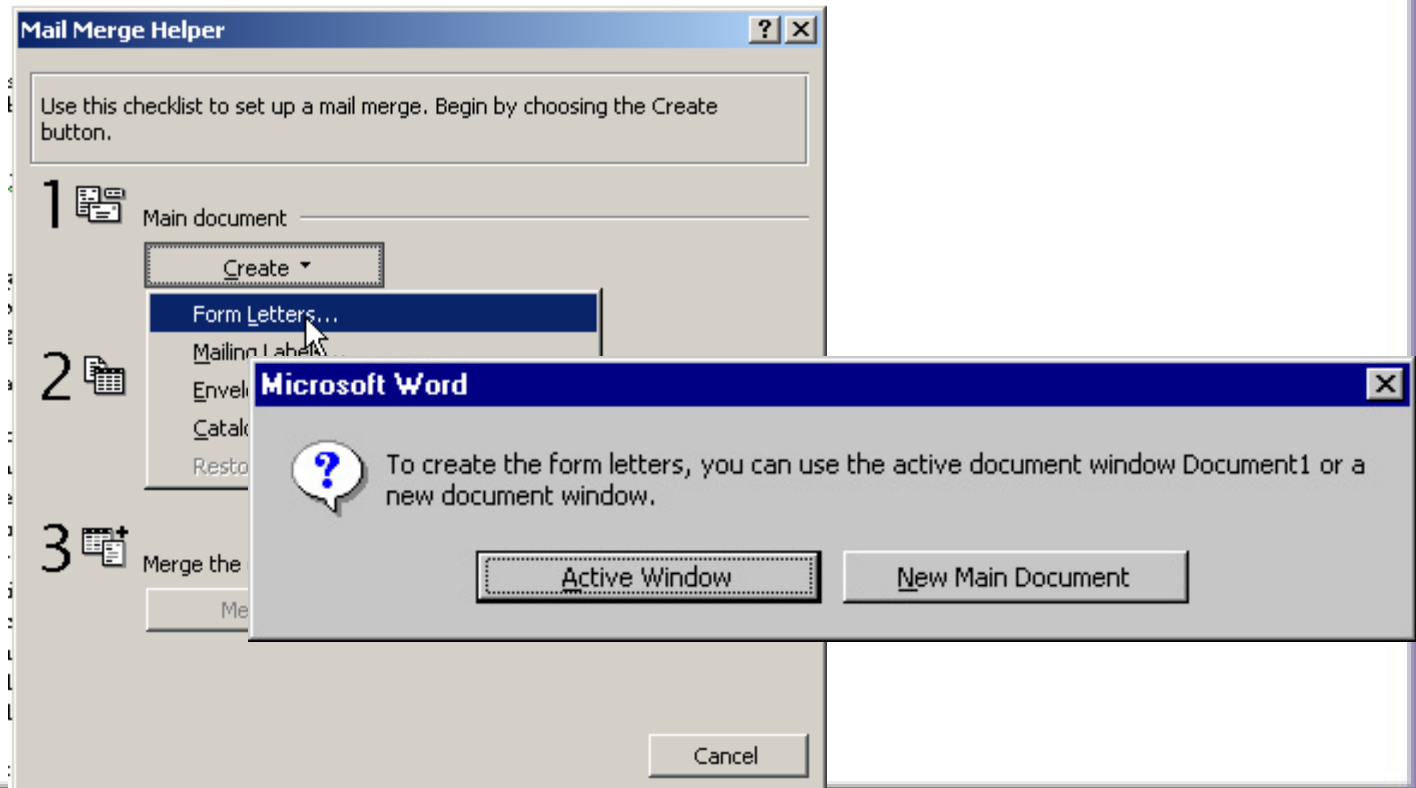
The attached LOE contains the following:

- Background and Understanding
- Scope and Objectives
- Expected Engagement
- Engagement Approach
- Quality Management



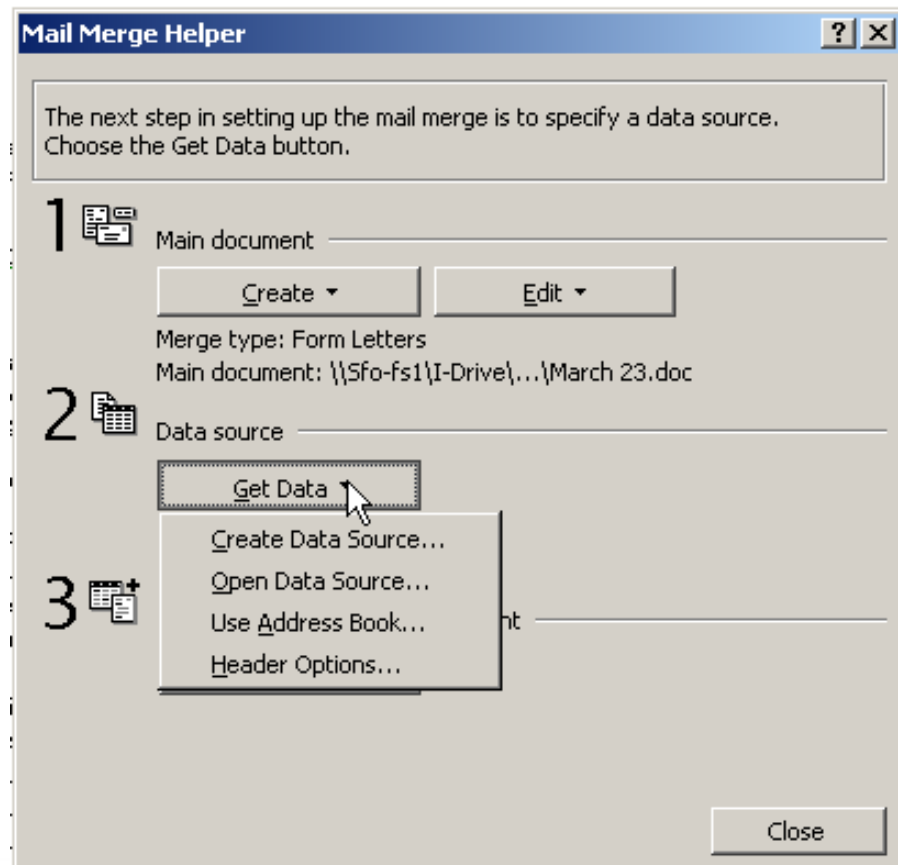
Step 1: The Document cont'd.

- ❑ The drop-down list shows 3 alternatives, choose Form letters
- ❑ A decision box appears. In this instance we will select Active Window

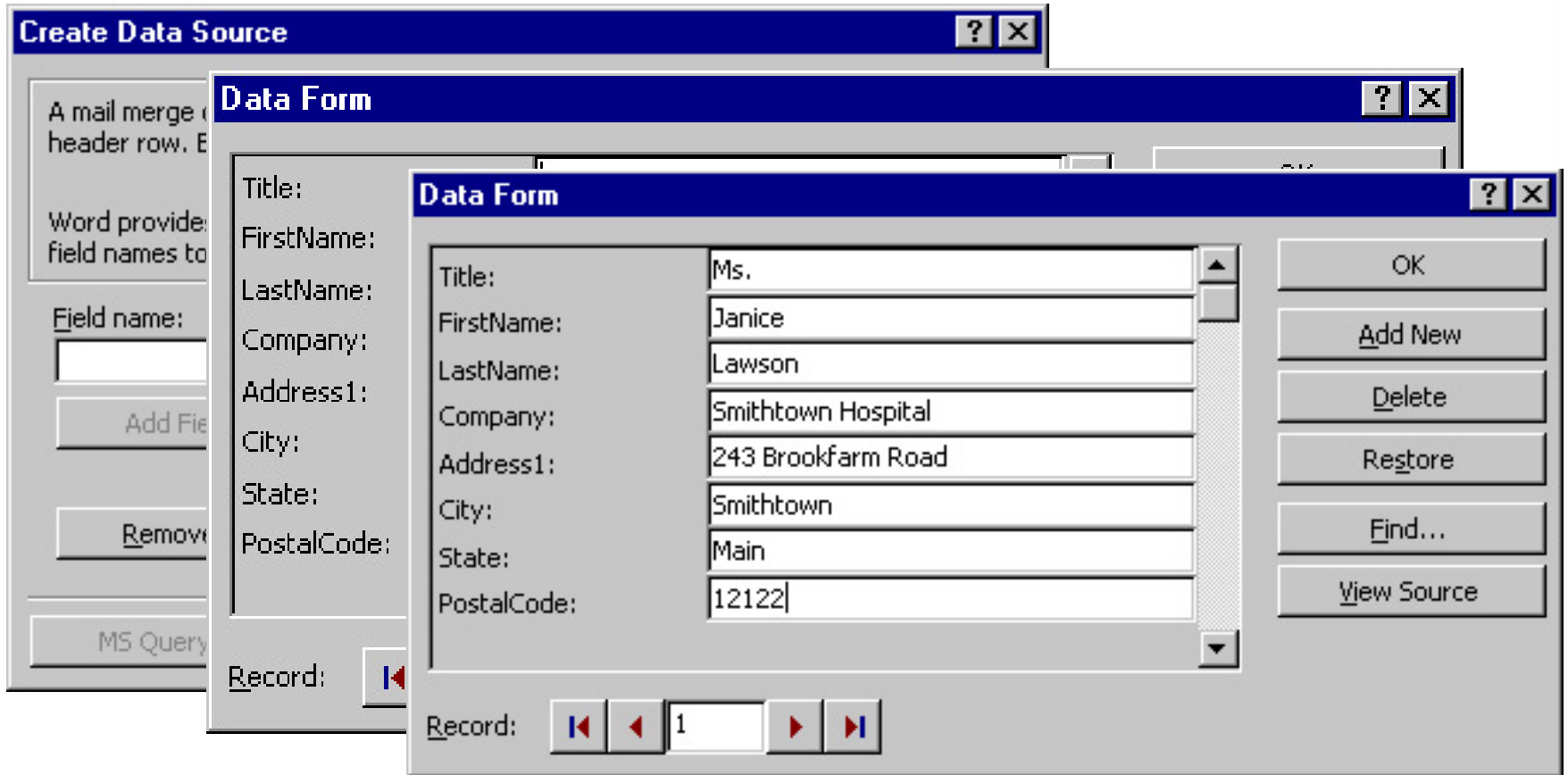


Step 2: The Source

- Under the data source heading click the Get Data button
 - ? Create data source
 - ? Open data source
 - ? Use Address book

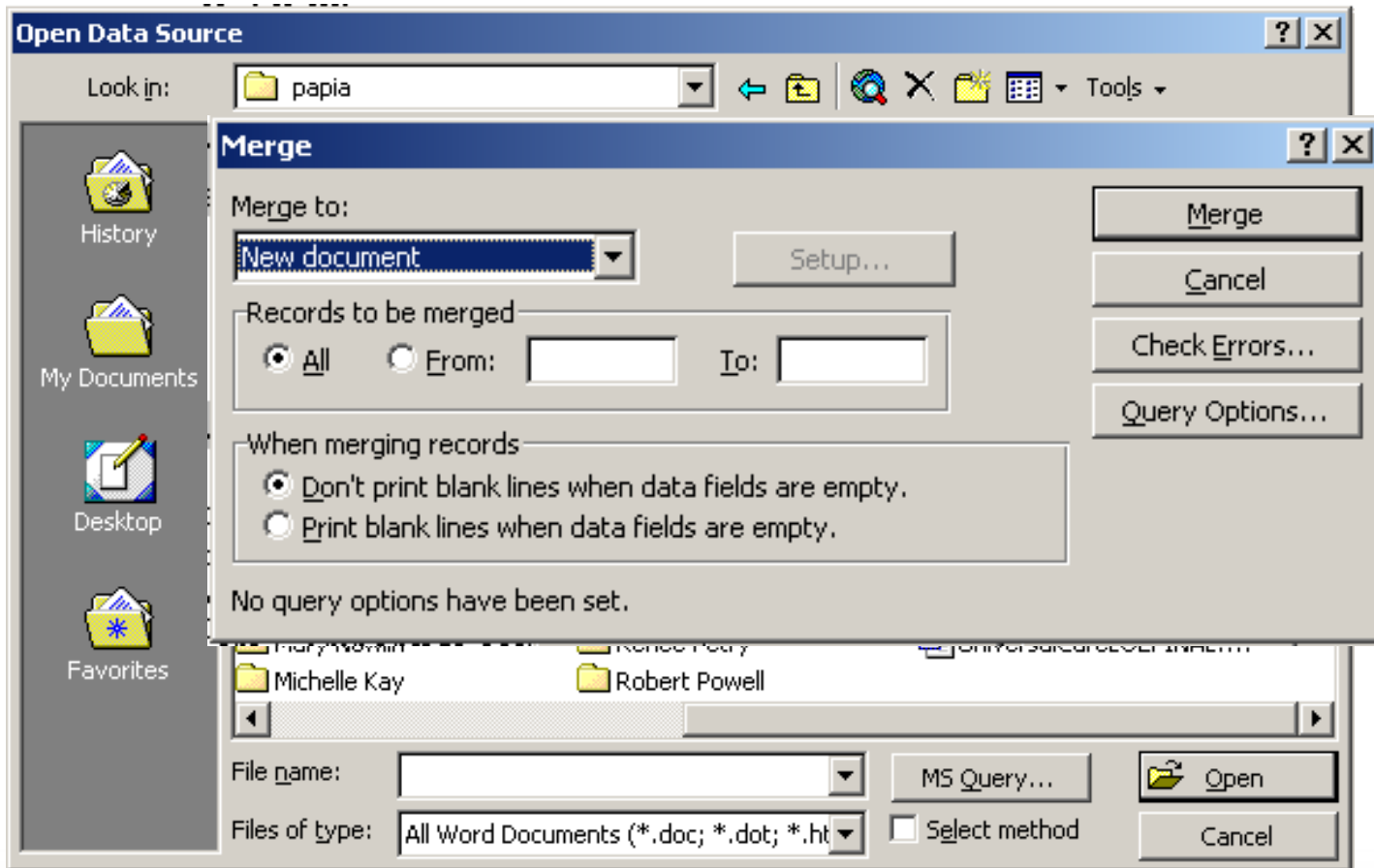


Create a Data Source

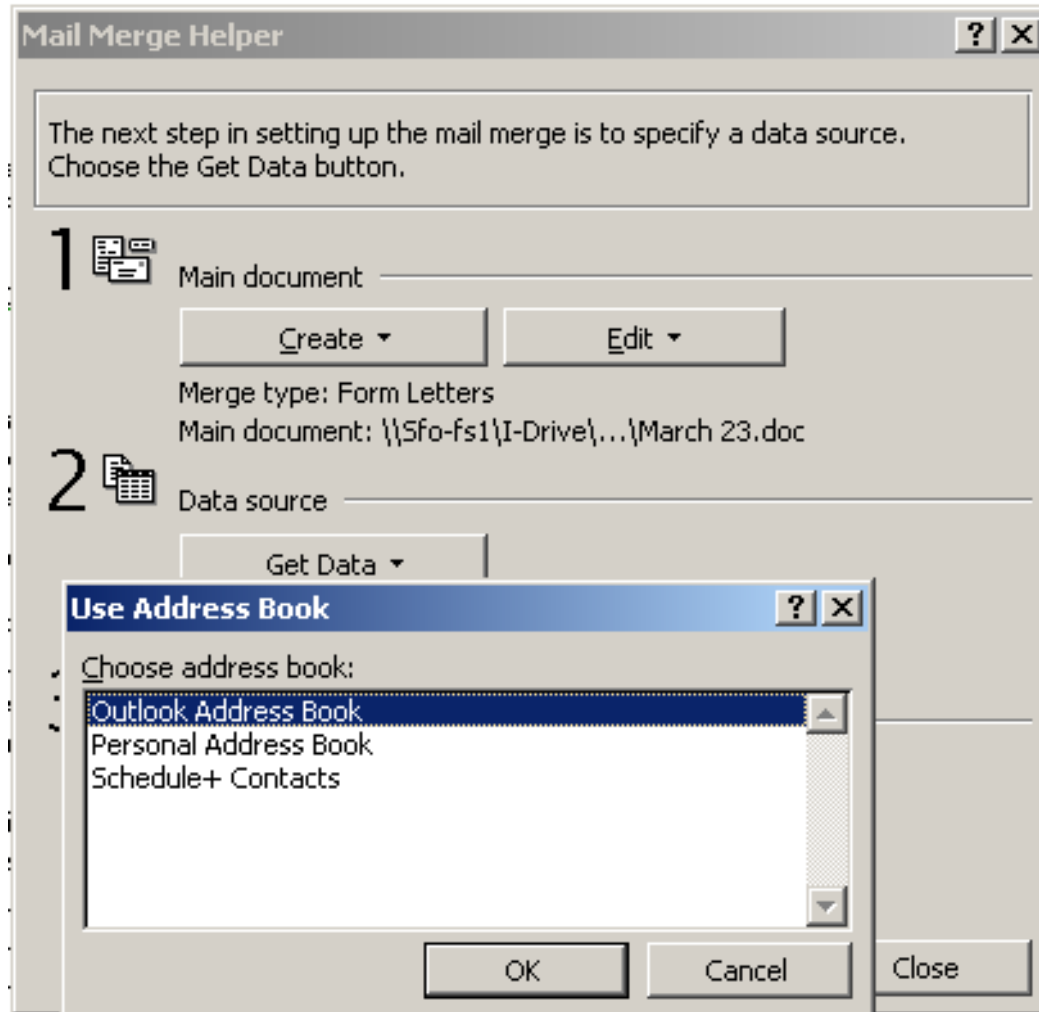


Data from Table, Spreadsheet or a Database

- You can import from Word, Excel, Access, dBase, Paradox, MS FoxPro, WordPerfect, Lotus



The Personal Address Book



Step 3: Merge Data

- In the main document insert merge fields

The screenshot shows a Microsoft Word document titled "Document2 - Microsoft Word". The "Insert" tab is active, and the "Insert Merge Field" button is highlighted. The "Insert" menu is open, showing a list of merge fields including: Courtesy Title, First Name, Last Name, Generation, Title, Company, Department, Postal Address, Office Location, Street Address, City, State or Province, Postal Code, Country, Business Phone, Business Phone 2, Business Fax, Assistant Name, Assistant Phone, Spouse, Home Phone, Home Phone 2, Home Fax, Home Street Address, Home City, Home State or Province, Home Postal Code, Home Country, Other Phone, Primary Fax, and Other Street Address. The main document area displays a letter template with the following content:

March 23, 2001

«First_Name»«Last_Name»
«Title»
«Company»
«Street_Address»
«City»«State_or_Province»«Postal_Code»

Dear :

First Consulting Group (FCG) is pleased to present this Letter of Engagement (LOE) in response to your request for assistance in developing an Information Management strategy. This letter illustrates our current understanding of your requirements and a proposed project approach.

The attached LOE contains the following sections:

- Background and Understanding
- Scope and Objectives
- Expected Engagement Benefits
- Engagement Approach and Deliverables
- Quality Management
- Professional Resources and Fees
- Qualifications and Experiences
- Working Arrangements
- Appendix A (Resumes)
- Appendix B (Website)

We look forward to working with you and your organization. If you have any questions or comments, please feel free to contact me at (310) 873-0940.

Very truly yours,

To the right of the document, a list of merge fields is shown in a larger font: «First_Name»«Last_Name», «Title», «Company», and «Street_Address».

- Merge data from the data source into the main document

Mail Merges for Labels

The screenshot shows the Mail Merge Helper dialog box with three numbered steps:

- 1 Main document**: A 'Create' dropdown menu is open, showing options: Form Letters..., Mailing Labels... (highlighted), Envelopes..., Catalog..., and Restore to Normal Word Document.
- 2 Merge the data with the document**: Includes 'Merge...' and 'Query Options...' buttons. Below, it lists 'Options in effect: Suppress Blank Lines in Addresses' and 'Merge to new document'.
- 3**: A 'Close' button is visible at the bottom right.

Overlaid on the Mail Merge Helper are two other dialog boxes:

- Label Options**: Shows printer information (Laser and ink jet selected, Manual Paper feed tray), Label products (Avery standard), Product number (Hanging Folder Inserts 1/5 - Tabs), and Label information (Type: Tabs). Buttons include OK, Cancel, Details..., New Label..., and Delete.
- Create Labels**: Contains instructions to use the 'Insert Merge Field' button. It features two buttons: 'Insert Merge Field' (highlighted) and 'Insert Postal Bar Code...'. Below is a 'Sample label' text box containing: «First_Name»«Last_Name», «Courtesy_Title», and «Street_Address». Buttons at the bottom are OK and Cancel.

Mail Merges for Envelopes

The screenshot shows the Mail Merge Helper dialog box in Microsoft Word. It is divided into three numbered steps:

- 1 Main document**: Includes a 'Create' dropdown menu with options: Form Letters..., Mailing Labels..., **Envelopes...** (highlighted by a mouse cursor), Catalog..., and Restore to Normal Word Document.
- 2 Merge the data with the document**: Includes a 'Merge...' button.

Two sub-dialog boxes are open over the main dialog:

- Envelope Options**: Has two tabs: 'Envelope Options' (selected) and 'Printing Options'. Under 'Envelope Options', there is a dropdown for 'Envelope size' set to 'Size 10 (4 1/8 x 9 1/2 in)'. Below that are checkboxes for 'If mailed in the' (with sub-options 'Delivery point' and 'FIM-A court'), a 'Delivery address' section with a 'Font...' button, and a 'Return address' section with a 'Font...' button.
- Envelope address**: Contains a text box with instructions: 'Choose the Insert Merge Field button to insert merge fields into the sample envelope address. You can edit and format the merge fields and text in the Sample Envelope Address box.' Below the text box are two buttons: 'Insert Merge Field' and 'Insert Postal Bar Code...'. At the bottom is a text area labeled 'Sample envelope address:' containing the text: «First_Name»«Last_Name», «Title», «Company», and «Street_Address». The text area has a vertical scrollbar and a cursor. At the bottom of this dialog are 'OK' and 'Cancel' buttons.

A Touch of Style

Memo

To: _____
From: _____
Subject: _____

Times New Roman



Verdana



Table with 2 columns	
Item 1	Value 1
Item 2	Value 2
Item 3	Value 3
Item 4	Value 4
Item 5	Value 5
Item 6	Value 6
Item 7	Value 7
Item 8	Value 8
Item 9	Value 9
Item 10	Value 10

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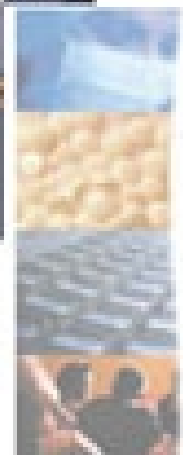


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Styles are the Magic Wand of Word

- We will be learning...
 - ? What is a style?
 - ? Awesome automatic style formatting tools
 - ? How to apply styles
 - ? Built-in keyboard shortcuts for common styles
 - ? Modifying & Assigning a Shortcut Key
 - ? Creating, copying & deleting styles
 - ? Troubleshooting styles
 - ? Building a TOC using styles



What is a style?

- ❑ Que's definition of a style: A series of formats that can be applied all at once to one or more paragraphs (or characters). Rather than applying formats by clicking toolbar buttons or dialog boxes, you choose a style & Word automatically applies all format for you. To change appearance of entire document, just change a few styles.
- ❑ The difference between manual & defined styles
 - ? **Manual: very time consuming** - applying formats by clicking toolbar buttons or dialog boxes for each individual component (bold, italics, etc.)
 - ? **Defined: faster** - choose a style & Word automatically applies all format components at the same time throughout the document
 - ? Format paintbrush can copy either manual or defined styles
- ❑ Other advantages of defined styles:
 - ? dramatically reduce reformatting time by 90% or more
 - ? govern a documents appearance, readability and consistency
 - ? are the building blocks in the design of a template
 - ? allow several time-saving automated tools to work such as:
 - ◆ AutoText, AutoFormat & Themes (next slide)
 - ◆ Automatic section heading numbering, master documents and more
 - ◆ Generating table of contents (more on this later)



OR

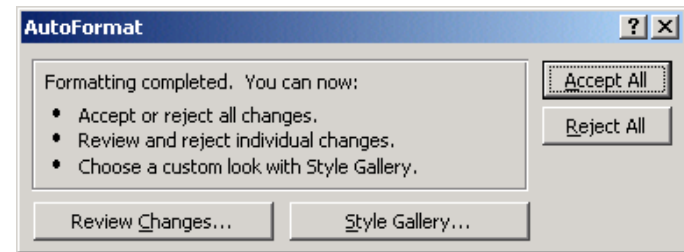
Ctrl+Shift+C = copy format
Ctrl+Shift+V = paste format

Awesome Automatic Style Formatting Tools

- Two automatic ways of adding a touch of style on the Format menu:

- ? AutoFormat

- ◆ Use to cleanup an unformatted document - use option that allows you to review accept/reject changes
- ◆ Apply another look from Style Gallery (templates)

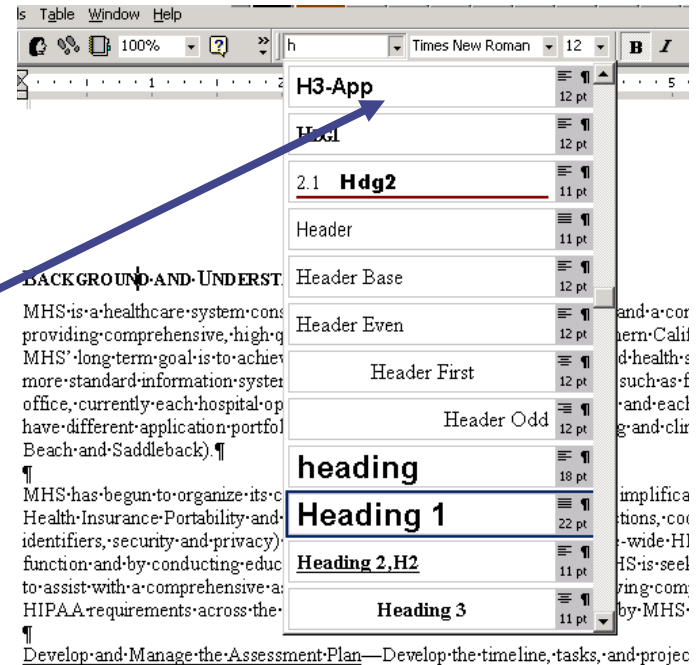


- ? Themes

- ◆ Designed for web layout but can be used in other documents as long as the format is acceptable (i.e., bullets will become graphics & won't be hanging indents, etc.)
- ◆ Select design that would work in printed doc (light background, darker headings, etc.)
- ◆ After applying, return to page layout & check for consistency
- ◆ Note that if your document has several newly created styles, they may not change since only the basic styles are affected (headings, bullets)

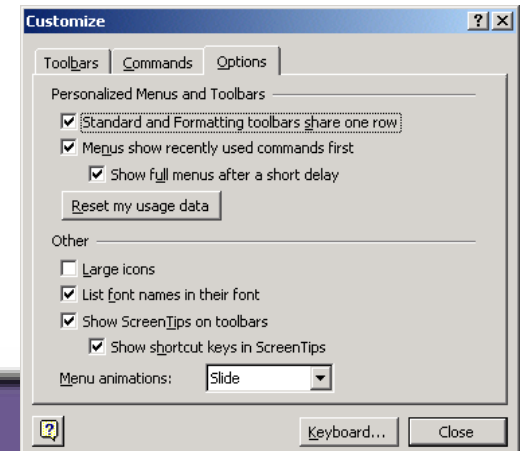
Adding a Touch of Style – Apply a Style

- ❑ Go to drop down style box and browse – each style is listed in the format as it appears in document
- ❑ Applying a style
 - ? Select text you want to change
 - ? Click on arrow in Style box scrolling to your choice
 - ? Click on it to apply
- ❑ If you don't like the choices, you should change them rather than adding a new style – see Modifying a Style



Built-in Keyboard Shortcuts for Built-in Styles

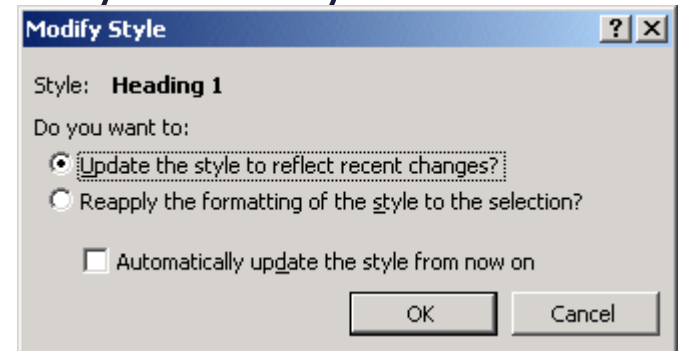
- Apply style with built-in shortcut keys for the 5 default styles most used - save on those mouse clicks by using:
 - ? Ctrl+Shift+N = Normal style
 - ? Alt+Ctrl+1 = Heading 1
 - ? Alt+Ctrl+2 = Heading 2
 - ? Alt+Ctrl+3 = Heading 3
 - ? Ctrl+Shift+L = List Bullet
- Other shortcuts are built-in – to see them on your menu go to View, Toolbars, Customize, Options
- You can assign your own shortcut keys to any frequently used style - see Assigning a Shortcut Key



Modifying a Style

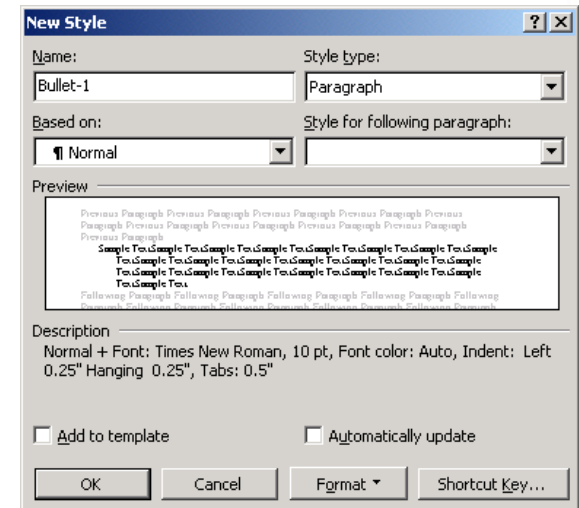
- ❑ To change or redefine a style
 - ? Make desired changes to text that already has a style assigned (i.e., Heading 1)
 - ? Click on drop-down arrow in Style box & click on Heading 1
 - ? Click the “Automatically update the style from now on” ONLY when you want that style to change throughout your document if you change it again as in a heading style

- ❑ Use caution when changing the “normal” style
 - ? Change it only if you want a global font change
 - ? Many other styles are based on it & will also change



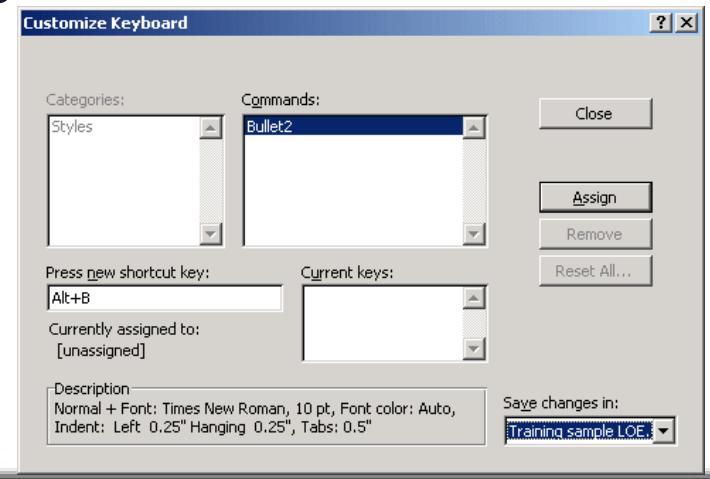
Creating Styles

- ❑ Before creating a style check what's already available
 - ? Format text as desired & select paragraph
 - ? Go to Format/Styles/New
 - ? Name the new style – type in Bullet-1
 - ? Make it based on Normal so it changes if normal changes
 - ? Style for following paragraph should be same style for bullets
 - ? Check that description is same font – click on Format to make desired changes
 - ? DO NOT check the Add to template (do this only when working with a template)
 - ? DO NOT check Automatically update on a style being used in any kind of body text – you don't want it to change globally if you happen to bold one bullet!
- ❑ Before clicking OK, ask yourself...do you have a lot of reformatting to do using this style? If so, here's another very useful time-saving trick...



Assigning a Shortcut Key to a Style

- ❑ You can assign a shortcut key to a command, macro, font, AutoText entry, symbol, or a style
- ❑ While in the Modify Style, click on Shortcut Key button
 - ? Under Press new shortcut key: press Alt B for bullet
 - ? Always select keys not commonly used for other shortcuts – notice it will tell you if it's already assigned
 - ? If you want this shortcut to be active in only the current document, change the "Save changes in:" box to show the current document
 - ? Click Assign & Close, OK & Apply



Copying Styles

- Like everything in Word, there are several ways to copy styles from one document (or template) to another
 - ? The most common way to copy styles is just by copying text and pasting to new doc – that’s how you get all those extra styles
 - ? Use format paintbrush – doesn’t always work & time consuming
 - ? Use Templates & Add-ins when you want to bring in all styles plus all other components (AutoText, macros, toolbars)
 - ◆ Go to Tools, Templates & Add-ins
 - ◆ Check the “Automatically update document styles” box
 - ◆ Click Attach & browse to the template you want & click Open
 - ? Use the Organizer if you want to bring in a specific style or other component
 - ◆ Format/Styles/Organizer
 - ◆ Click Close File button on right side, then Open File & locate file to copy desired styles from

Deleting Styles

□ Deleting a Style

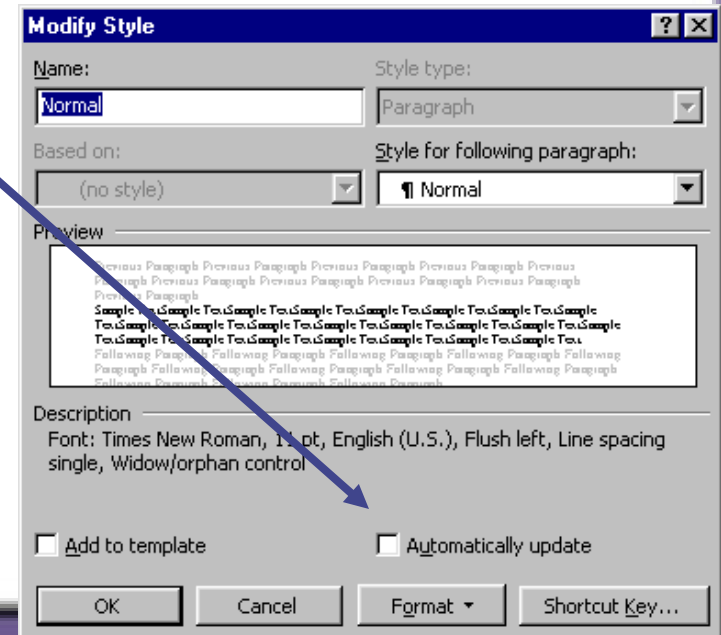
- ? Go to Format, Style
- ? Select the style you want to delete
- ? Click the delete button and press yes

For Steps on Quick Reformatting Tips
& more about styles ask us for...
F1 Word Tip – Working with Styles



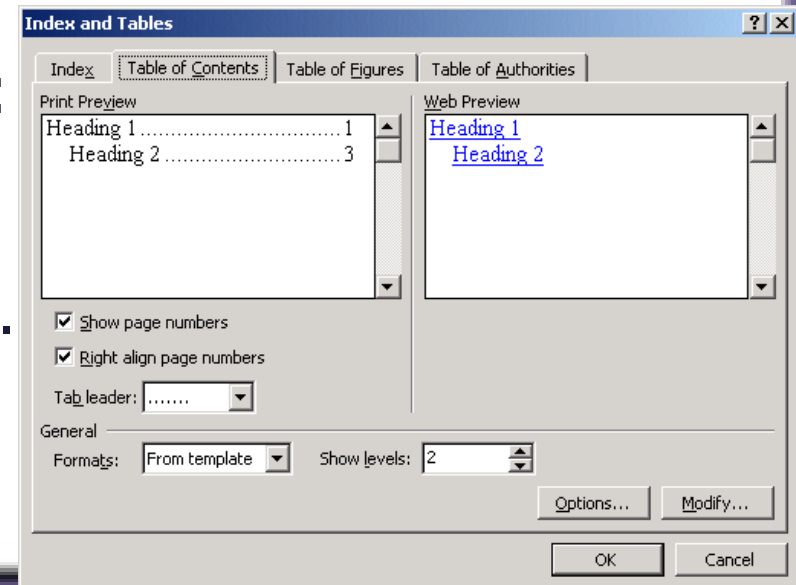
Troubleshooting Styles

- ❑ Did you change a style that other styles are based on?
 - ? If you change normal default style, all other styles based on it may also change
 - ? Limit defined style changes to normal
- ❑ Text style suddenly changes when you weren't expecting it
 - ? Go to Format, Style, Modify
 - ? Uncheck Automatically Update
- ❑ Know when to allow automatic style updates
 - ? Use only when you want all text with that style to change (such as a heading)



Using Styles to create an Automated Table of Contents (TOC)

- ❑ 1st check that Heading levels you want in your TOC are defined correctly throughout document
- ❑ Insert/Index & Tables/Table of Contents
 - ? Select 2 levels
 - ? Select From template for the format
 - ? Options – scroll to style used for Appendix headings & insert a 1 under TOC level & OK
- ❑ Once inserted, regenerate by:
 - ? F9 or Insert/Index & Tables
 - ? To change style of TOC listing, click on Modify, modify font, etc.
 - ? After OK answer Yes to replace



Form Formulas

2017 JULY 2017 BUDGET REQUEST FORM

Please submit completed form to the PMO (exterior/interior)

Project No: Request No:

Request Title:

Comments:

Approved:

Do you require a cost estimate for this project? Yes

Category	Subcategory (if any)
1. Labor	1.1. Labor (including subcontractors)
	1.2. Material
	1.3. Equipment
	1.4. Other
	1.5. Contingency
	1.6. Other
	1.7. Other
	1.8. Other
	1.9. Other
	1.10. Other
	1.11. Other
	1.12. Other
	1.13. Other
	1.14. Other
	1.15. Other
	1.16. Other
	1.17. Other
	1.18. Other
	1.19. Other
	1.20. Other
	1.21. Other
	1.22. Other
	1.23. Other
	1.24. Other
	1.25. Other
	1.26. Other
	1.27. Other
	1.28. Other
	1.29. Other
	1.30. Other
	1.31. Other
	1.32. Other
	1.33. Other
	1.34. Other
	1.35. Other
	1.36. Other
	1.37. Other
	1.38. Other
	1.39. Other
	1.40. Other
	1.41. Other
	1.42. Other
	1.43. Other
	1.44. Other
	1.45. Other
	1.46. Other
	1.47. Other
	1.48. Other
	1.49. Other
	1.50. Other



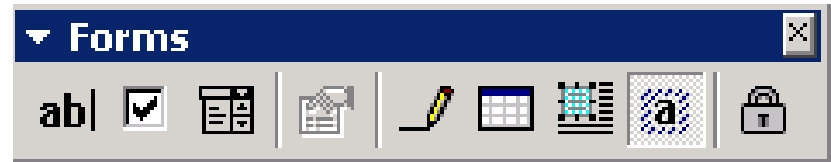
Form Facts to Consider First

- ❑ Do you need to create several forms with a consistent look?
 - ? Create a form template first
 - ? Add AutoText entries of items you need to repeat several times, i.e., yes/no boxes
- ❑ Important to know your audience before developing the format of a form
- ❑ Getting to know form toolbar - text fields, check boxes, and drop-down lists
- ❑ Tables are the foundation of most forms for both on-line or manual

Know your User

- Important to first ask the requestor how the form will be used to determine the type of layout to use
 - ? If it needs to be for both manual input and online, need to add more space and detail to instructions
 - ? If it's going to be faxed don't use shading
 - ? Are drop-downs appropriate? (i.e., user can only select 1 answer from a drop-down list so check boxes may be better)
 - ? Do you want "Help" tips included with text fields?
 - ? Do you want others to be able to edit form or should it be password protected?
 - ? Plan ahead – if the form is a "working" form, allow for future changes

Forms Toolbar



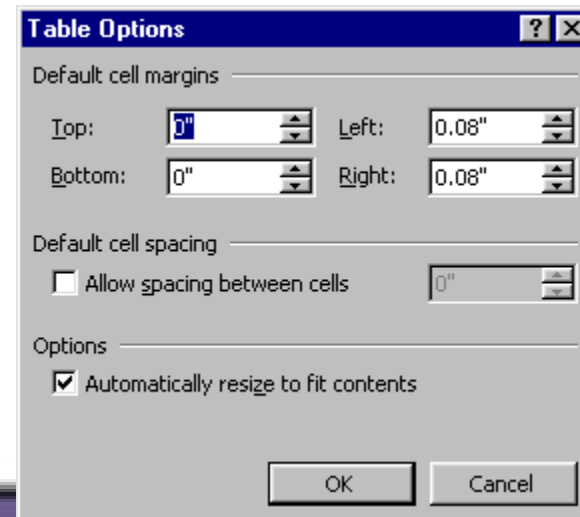
- Inserting text fields
- Adding check boxes
- Drop downs
- Table options
- Inserting frames
- Field shading on/off
- Locking/protecting
 - ? How do you unprotect only a portion of a form?



**See F1 Word Tip
Protect/Unprotect
Form Sections**

Use Tables for a Foundation

- ❑ Most forms work best in a table format
 - ? Add table rows, click on table button or use the pencil
 - ? Resize cells individually to accommodate fields
- ❑ Set table options to wrap text so the columns do not adjust in size when filled in by user
 - ? Table/Properties/Table, click on Options
 - ? Remove check from the "Automatically resize to fit contents"



Magic of Macros



Verdana



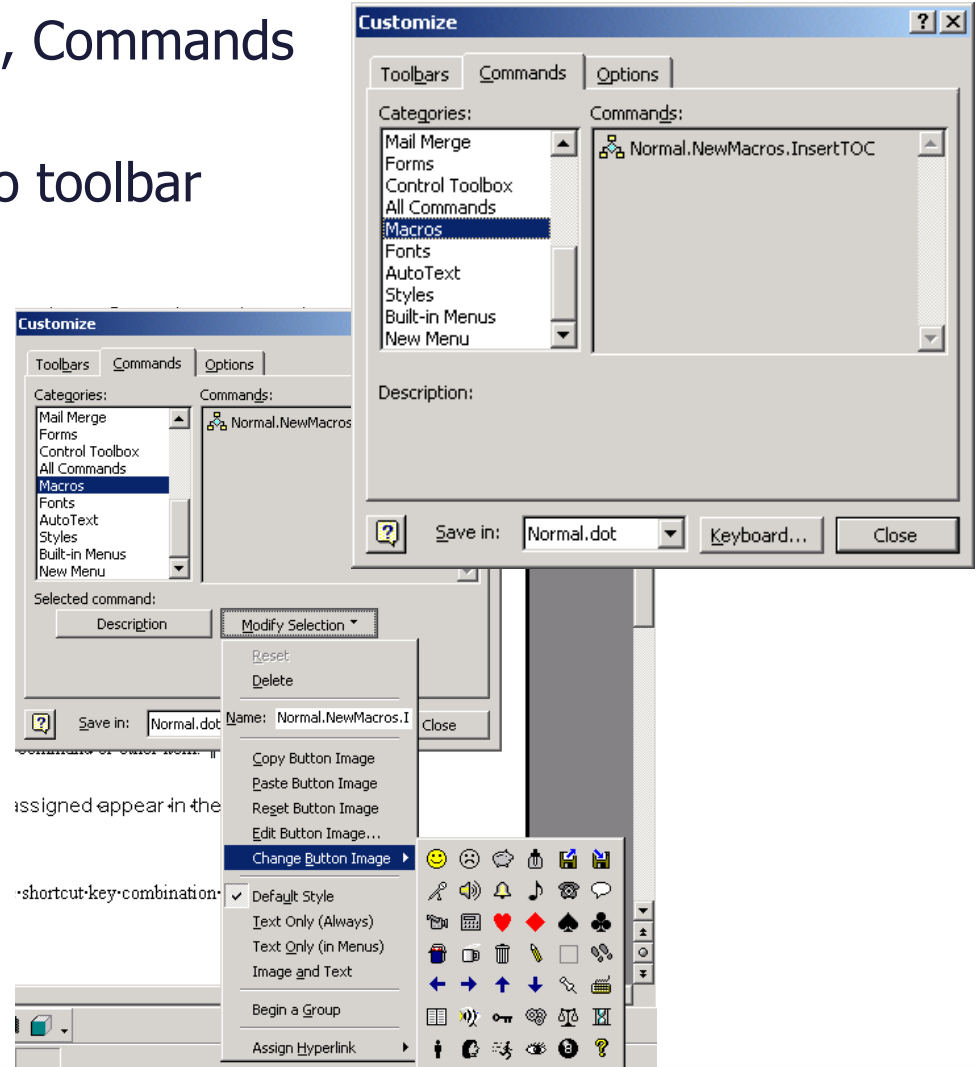
Recording Macros

- ❑ Ever think there must be an faster way to do something?
- ❑ Before making a macro, check to see if what you want to do is already done
 - ? Example – when working with styles you tend to go to the Organizer often but did you know there’s a button already made for that? Get it off your toolbar customize selection (under All Commands).
- ❑ Recording a simple macro is like turning on a tape recorder
- ❑ Let’s make one to insert a TOC
 - ? Tools, Macro, Record new macro, name it, click on toolbar button, select & close
 - ? When you see the recorder button, go thru the steps of inserting a TOC - Insert/Index & Tables/Table of Contents/select 2 levels
 - ? Click OK and then Stop button on the recorder
 - ? To assign a button to your macro...



To assign a button to your macro...

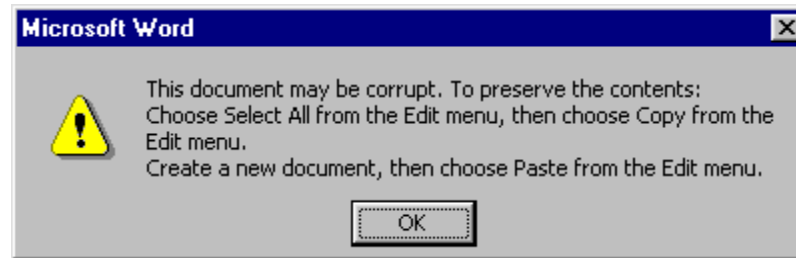
- ❑ View, Toolbars, Customize, Commands
- ❑ Select Macros
- ❑ Drag the name of macro to toolbar
- ❑ Click Modify Selection
- ❑ Click on Default Style
- ❑ Click Modify Selection again & go to Change button image & select an icon



Magician's Troubleshooting Tips



Saving Corrupt/Damaged Files



- ❑ Symptoms of a corrupted file: Continuous illegal errors, corrupt messages, not allowing you to save, print or to move past a certain point
- ❑ Most effective ways to save a file if you can open it
 - ? Insert damaged document into new document
 - ? Save as RTF file & then convert back to a doc
 - ? Save as HTML file & then convert back to a doc

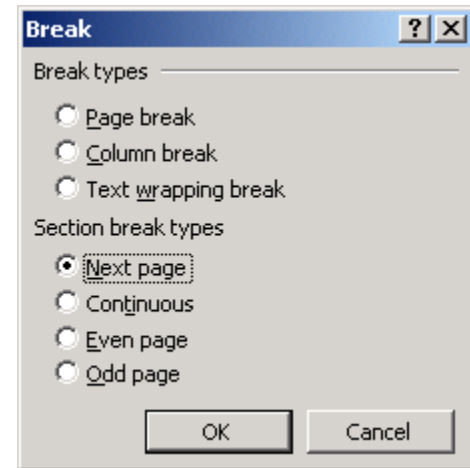


**For More Details...
See F1 Word Tip
Saving a Corrupt File**

Section Breaks...

Breaking up is NOT Hard to Do!

- ❑ Importance of section breaks
 - ? Separates headers/footers when they need to be different
 - ? Holds information for header/footer
 - ? Allows different page layouts in same document
 - ? Allows page numbers to start over or have different formats
- ❑ To insert a break
 - ? Place cursor where to insert
 - ? Go to Insert – Break
 - ? Select Next page (if you want it to also act as a page break)
- ❑ How to remove a section break without removing header/footer
 - ? Quick fix...make it a continuous break



Stop the Header and Footer Nightmares



- ❑ Same as previous or “SAP” button is the key to getting headers/footers to cooperate when working with multiple sections
 - ? When adding section breaks, remember that the default setting for headers/footers is to be SAP
 - ? When you don't want the header or footer to be the same, you must click the SAP before changing

Table Tricks

□ Changing Table properties

? Text Wrapping – around vs. none

- ◆ If tables are floating over text or on top of each other, make sure text wrapping is on None

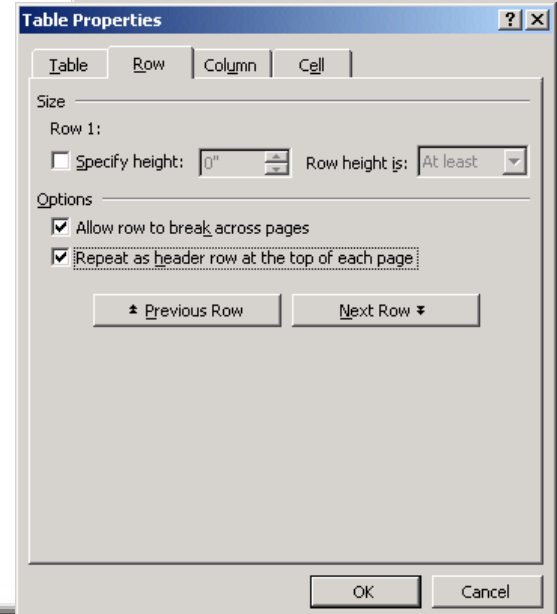
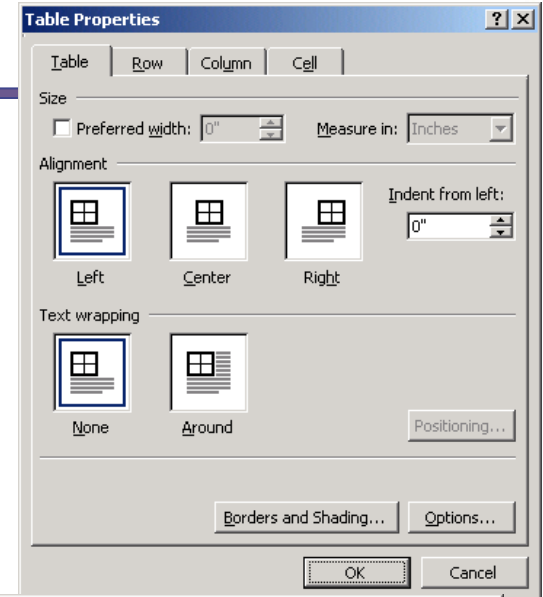


? Stop data from breaking up a row

- ◆ Uncheck Allow row to break

? Repeat header row on next page

- ◆ Check Repeat header row



Object Tips...graphics, charts, spreadsheets

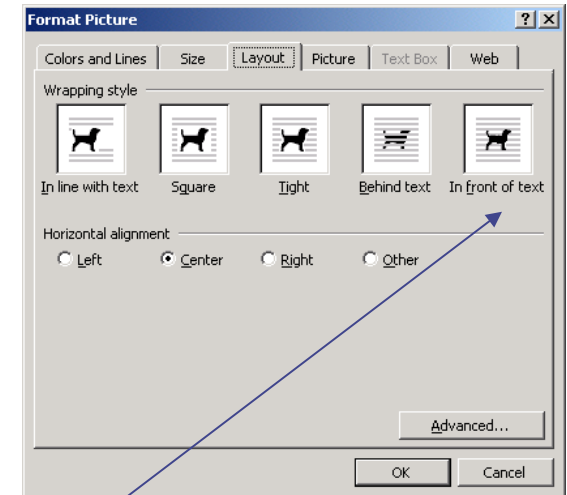
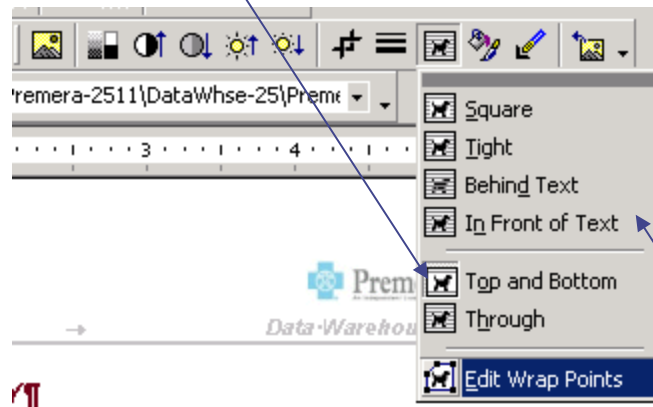
- Know the objective of the object before importing – determine which “Paste Special” format to use
 - ? If it needs to be edited later?
 - ◆ Word drawing vs. a PowerPoint object
 - ? Pros/cons of pasting as a picture
 - ◆ Less file size but limited editing
 - ◆ MS Project’s “copy picture” camera
 - ? Pros/cons of linking
 - ◆ Great tool for updating 2 documents at same time but both files need to stay together to work

Object Tips...know the picture toolbar

□ Text wrapping vs. Format picture/Layout

? Text wrapping is similar to the layout in format picture but with different choices

- ◆ Use Top to bottom under Text wrapping to place between text paragraphs



- ◆ Use In Front of Text to float over the text
 - Format picture gives alignment options (text wrapping does not)

Q and A

- ❑ We will try to answer as many questions as time allows
- ❑ Please write down your questions and send us an email
- ❑ Remember to call or email me with your troubleshooting questions