

Word for Office 2000 tips or:

KILL THE PAPER CLIP!

Mysterious Symbols

These are the wavy underlines, enigmatic bands of color and spontaneous umlauts which plague your document display. Here's how to outwit them.

Tools/Options/Track Changes Set all change flags to (none).

Tools/Options/Edit Turn them all off.

Tools/Spelling & Grammar/Options Unclick "Check spelling as you type" and "Check grammar as you type."

Dizzying, Irritating Drop-Down Menus

Okay, here's my theory: One of the programmers who worked on MSW2K had never experienced motion sickness, and thought that this "personalized menu" idea would replicate it nicely. This miscreant was nauseatingly successful. The fix: go to **View/Toolbars/Customize/Options**. Unclick "Menus show recently used commands list." While you're there, set "Menu animations" to none. This will give you full, normal menus in the same order every time.

Autoformat turnoff

To turn Autoformat off: go to **Format/Autoformat/Options/Autoformat**. I have all but "Replace: Straight quotes with smart quotes" unchecked. It's much faster to compose that way. Autocorrect is also easy to turn off; **Format/Autoformat/Options/Autocorrect** will get you there. I have unchecked all the options and find it much less distracting.

Squirrely "File/Open" Locale

You have MSW2K up and you want to open a file. **File/Open/** takes you to some weird directory deep in the bowels of the Office folders. To set the directory to someplace logical: go to **Tools/Options/File Locations/Document** and for file type, choose Documents and click the "Modify" button. Pick a name from the "Look In:" list.

Can I orient pages portrait and landscape in the same document?

Yes, you can. Select the page or pages you want to turn. Go to **File/Page Setup/Paper Size/Orientation** and choose. The program will automatically put in section breaks, so be aware of this when you add/modify page numbering.

How do I get rid of that blessed paper clip?!

Click on the **Office Assistant/Options**. Unclick "Use the Office Assistant." To turn it on, go to **Help/Show Office Assistant**.

I downloaded this e-mail attachment and it has paragraph marks at the end of every line.

Go to Format/Autoformat. Choose "general document" and the autoformat process should strip the end-of-line paragraph marks from most e-mail attachments.

How come my MSW2K-generated Web page looks bad?

This is because you didn't use Web Authoring software to make a Web page. The Web toolbar and "Save As HTML..." options are not very efficient, accurate or user-friendly. Use Netscape's Web page creation wizard, Front Page, or Pagemill. These are programs available at CSSCR. Dream Weaver and (surprise!) EMACS are also good.

The items in my list don't line up. Why?

I don't know, why don't you **TURN YOUR NON-PRINTING SYMBOLS ON** and we'll find out?! Non-printing symbols are paragraph marks, tab marks, spaces, indents—if you can't see them, you don't know how to fix them. Click on the paragraph mark on the toolbar, or go to **Tools/Options/View** and click "All" under "Formatting Marks."

I'm writing a book. Should I use this "Master Document" MSW2K recommends?

Noooo! It's so full of bugs it should come with a can of Off! If you're writing a book, use Pagemaker, Framemaker or Publisher. Or if you must use Word, stick each chapter in a different file and manually create your table of contents and index. It may seem like a lot of work, but losing your entire book and having to rewrite it is much, much harder.

How can I insert Excel data so that it still calculates?

When you insert an Excel Worksheet, an entire workbook is inserted, so that when you double-click on the Excel object, Word launches an Excel window within your Word document. If you're working in a program other than Excel, you can insert objects from other programs which link back to their source programs by going to **Insert/Object/Create from File**. Type in the file name and click on the "Link to file" checkbox. This inserts the file into your Word document and allows you to modify your linked object in the source program. An embedded object becomes part of your Word document, and modifying the source file will not change it. To embed an object, go to **Insert/Object** and choose the type in the Object Type box. Remember that only programs which are installed on your computer and that support linked/embedded objects appear as choices in the Object Type box.

I pasted a table/graph/chart/picture and it doesn't show on my page!

Possibly your graphics are hidden: **Tools/Options/View** and look at the Picture Placeholders checkbox. If this is checked, Word will display an outline rather than your inserted graphic.

You may have turned off the Drawings view option. Turning off this option improves scrolling speed when a document contains drawing objects, such as AutoShapes. To display drawings, click Options on the Tool menu, click the View tab, and under "Print and Web Layout Options," select the Drawings check box.

Field codes for linked inline graphics may be displayed. Field codes are instructions enclosed in field characters ({}). To turn field codes off and display your graphic, press SHIFT+F9.

The graphic you want to see may be a drawing object — such as a text box, an AutoShape, clip art, or WordArt. Drawing objects are not visible in normal, outline, or master document view. To view, draw, and modify drawing objects, you must be working in page layout view, online layout view, or print preview.

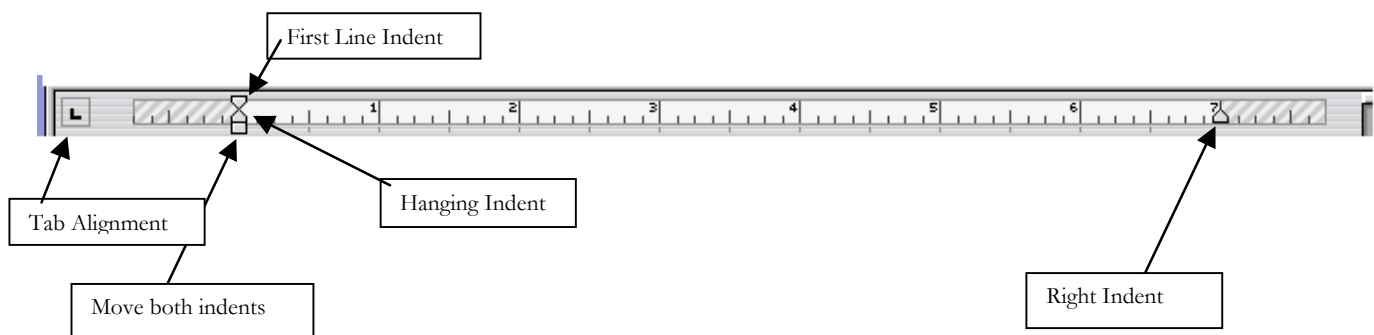
If only part of your inserted graphic appears, the line spacing in your document may be set to an exact amount that is smaller than the height of the graphic. Select the graphic, go to **Format/Paragraph/Indents and Spacing**. In the Line spacing box, choose Single. If you select Exactly in the Line spacing box, be sure to increase the measurement in the At box to match the height of the graphic.

What the hey is wrong with my footnotes!?!?!?!?

This url takes you to the best set of tips about footnote problems.

http://www.microsystems.com/exp_fracturedfootnotes.htm

I've included an illustration of the ruler. If you've turned it off, you can turn it back on by going to View/Ruler. The ruler is the easiest way to arrange interior white space (as opposed to margin white space), like when you need to indent an extended quote.



Books I really like:

Word 2000 in a Nutshell, Walter Glenn, ISBN 1-56592-489-4

Running Microsoft Word 2000, Charles Rubin, ISBN 1-57231-943-7