
Word XP Tips And Tricks

Word is arguably the most-used application in the MS Office suite. We present a new set of tips and tricks to help you and your users get the most from the newest release.

By Dennis Jarrett

Turn Off The Single Document Interface

Word 2000 used the new, much-debated Single Document Interface (SDI), which loads each new document in a new window. That's also the default in Word 2002, but at least you now get the option to choose how Word handles new-document windows - though it's not exactly explicit. Go to Tools, Options, View and untick the Windows In Taskbar checkbox if you want to go back to the old-style all-documents-in-one-window approach. Leaving it ticked means that you'll get a taskbar icon for each open document, and in practice that means a separate window for each document.

Reveal Formatting

The formatting tools in Word 2002 include the useful Reveal Formatting Task pane. You can select it from the main toolbar (go to Format, Reveal Formatting) or from any other task pane (click the little down arrow at the head of the pane to show a drop-down menu that includes Reveal Formatting).

Use the Reveal Formatting tool to show the format of selected text, including font, paragraph and section settings. You can then change any formatting for the selected text that is highlight in blue in the task pane.

You can also use Reveal Formatting Task to compare the formatting of selected text with formatting used in another part of the document - very handy if you're trying to understand why something isn't working as expected.

Of course, WordPerfect users of old will smile at this point, as they remember that the Reveal Formatting facility was one of the program's most useful features way back in the mid 1980's. It's good to see Microsoft finally catching up.

Fast Format

The other useful formatting tool available as a task pane sidebar is the paragraph styles display - go to Format, Styles And Formatting (or click the Styles and Formatting icon the taskbar: it looks like an italicised A overlaid on another) to see a list of all the one-click format selections available. They will include formatting in use in the document, all styles you've created, and standard heading styles.

To change text to a particular style, just select some text and click a style name in the task pane. That changes the selected text to the new style. If you don't have any text selected, the click will apply the style to the whole of the paragraph that contains the pointer. It's all a lot quicker than using the Format commands or the Formatting toolbar.

It's also easy to amend or delete a style from the task pane. Select the style name and click the little arrow that appears at the right to produce a drop down list. The options there are Modify, Delete and Update To Match Selection - the last one being a quick way to redefine a style so that it takes the attributes of the currently selected text.

There's a danger that the Styles and Formatting task pane is too cluttered. By default, the list shows "available formatting" - defined as formats currently in use, common heading styles, and styles you have created. But if someone has used the "Show:" selector box at the foot of the task pane to change the selection, you may have All Styles on offer. Select "Available Formatting" to restore the default view, or choose "Formatting In Use" to see only the formatting that appears in your document. Alternatively, you can use Custom to define a subset of the formats that could be on view.

Foreign Parts

Word 2002 ships with a language translator - a pretty rudimentary tool right now, but full of potential for future development. As it stands, the translator is good only for single words, though sometimes it will make a decent attempt to suggest appropriate usages (translate "fluent" and as well as the individual words you'll be advised on phrases like "be fluent in German" and "be a fluent speaker").

Bring up the Translate task pane via Tools, Language, Translate (it's also available from the drop-down list on the small arrow at the head of any other task pane; or you can just right-click on any text and select Translate from the drop-down menu). You can enter a word in the task pane's text box, or click on Current selection and highlight a word in your document. Don't bother with the third option, translating an entire document - it won't work at all.

Restore Formatting

Formatting changes that you have applied manually can be removed by selecting the text in question and pressing Ctrl-Q (to remove paragraph formatting) and/or Ctrl-Spacebar (for character formatting). If you want to temporarily ignore automatic formatting, immediately after Word has applied it you can remove the formatting by pressing Backspace or Ctrl-Z.

Quick Task Panes

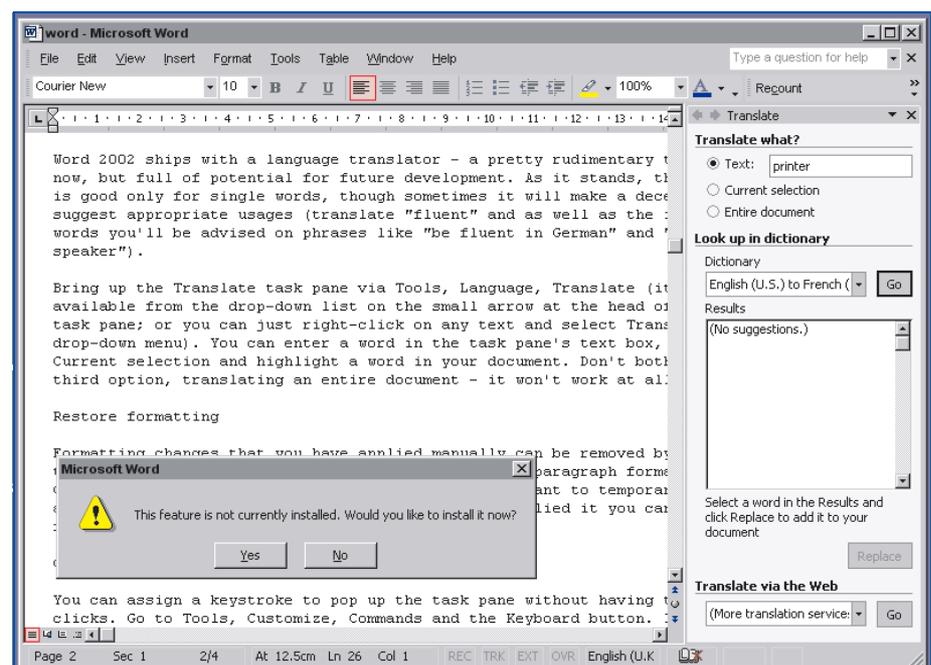
You can assign a keystroke to pop up the task pane without having to use mouse clicks. Go to Tools, Customize, Commands and the Keyboard button. In the Categories list, select All Commands. Scroll down the Commands list on the right to find View Task Pane. Click to select it, then enter a key combination in the Select new shortcut key box. Ctrl-T seems reasonable - by default it's a quick way to produce a hanging indent but showing a task pane seems more useful. Now Ctrl-T makes the task pane appear immediately, and a second Ctrl-T will make it disappear.

Multiple Selections

Word 2002 borrows from Excel the ability to select non-contiguous text items, which is handy for fast formatting and clever copying. Select some text (individual characters, words, sentences, paragraphs) and then hold down the Ctrl key while making another selection. Word highlights everything you have selected.

Another way to make multiple changes quickly: use the Styles And Formatting task pane. Put the cursor on to any style name in the list, then click the small arrow that

"There's always been a word counter in Microsoft Word, though it hasn't always been obvious. Microsoft used to argue that word counting was only of interest to students and journalists."



will appear to the right of the format name. If that format features in the current document, you'll see that the first item in the drop-down menu lets you Select All the instances of its use. Click on this and Word will highlight all text that has this format. You can delete or reformat all the text with a single command.

There's a third way too: use the Find command. Ctrl-F opens the Find dialog. Enter the search-for term and tick the Highlight all items found in: checkbox. Press Enter and Word will highlight all instances of the text.

Quick Counts

There's always been a word counter in Microsoft Word, though it hasn't always been obvious. Microsoft used to argue that word counting was only of interest to students and journalists, but these days there are many applications of relevance - assembling emailed newsletters, for instance, or enforcing preferred House Style for the maximum number of words used to respond to customer queries and the like.

Word 2002 acknowledges this, albeit with a degree of overkill. Go to View, Toolbars, Word Count and the toolbar that pops up will let you count the number of words in the selected text (or the whole document, if there's no current selection). The overkill comes from the option to count characters excluding space, characters including spaces, lines, pages, and paragraphs as well as words - click the down arrow beside the view box to select the one you want. Word-counting is the default, but the last-selected counting method remains in force until you shut down and restart Word.

You can check a revised count in two ways. The obvious one is to use the mouse to click the Recount button on the toolbar, but there's a built-in keyboard shortcut - Alt-C will also display the new count in the toolbar. Sadly there's no option to continually update the word counter automatically.

Save Paper

The new Zoom feature lets you print multiple pages on a single sheet of paper. Go to File, Print and you'll see the Zoom options at the bottom right of the dialog box. Be careful when selecting the desired number in the Pages Per Sheet field - you'll find that anything more than two pages per sheet is unreadable unless you're using a wasteful large point size (though it might just be useful for checking the general layout of a document).

The Web View

As with other versions of Word, you can switch between a normal editing view of your work and a Print Layout view showing how the thing will actually look when printed. There's also an Outline view, which lets you see an outline of the document while you're still working on it. Word 2002 also has a Web Layout view. Select this and Word 2002 will wrap the document text to fit the available window. This view will also show any background and it will place graphics precisely where they would appear when viewed with a Web browser. To see how the document appears with a specific browser, go to File, Web Page Preview and Word will save a copy of the document as an HTML file and launch your browser with the page loaded.

Toggle Print Preview Mode

The useful Print Preview mode lets you toggle easily between a 100% view of the current page and a reduced view. Go to File, Print Preview and select the number of pages to appear in the zoom mode by using one of the buttons on the toolbar line (either Multiple Pages or the percentage zoom). With multiple pages on show, you'll find that the cursor changes to a magnifying glass with a "plus" sign. Click and you'll get the 100% view of whatever page you were last viewing. The magnifying glass cursor will then have changed to a "minus" sign - click and you'll go back to the multiple-page view.

Hide Text

There may be times when your document contains sensitive information that you wouldn't wish everyone to see - confidential matters, perhaps, or input from

“Office XP comes with a basic scanning applet - it can scan paper documents, turn them into digital text via an OCR routine, then export the results directly to a new Word document.”

different collaborators. You can hide such text by using Format, Font, Font. Tick the Hidden checkbox and the selected text won't be printed. It won't be seen in Print Preview, but it will be visible in any of the normal editing view modes - including Print Layout - if the Show/Hide option has been switched on (by clicking the paragraph-mark button on the toolbar). Your other option is to force Word to print all hidden text. Go to File, Print, Options and tick the Hidden Text checkbox.

Scan And Go

Office XP comes with a basic scanning applet - it can scan paper documents, turn them into digital text via an OCR routine, then export the results directly to a new Word document. Be warned, though - this is nowhere near as capable an application as OmniPage Pro (on which it is based) or Xerox's TextBridge. You can't for instance scan directly from within Word - you have to run the scan application as a separate program - and you can't automatically insert scanned text into an existing document (exporting from the OCR reader into Word involves creating a new Word document).

Nor can the Microsoft applet cope with anything more complicated than a single-column original, preferably typed or printed text. It baulks at multiple columns, and isn't keen on several different typefaces or originals that mix type with a lot of images. The results won't handle formatting like font selection and type sizes, either.

But in the absence of anything else, it is worth using. You'll have to go to Start, Programs, Microsoft Office Tools, Microsoft Office Document Imaging to run it. (And a custom install might have omitted the function, so you may need to use Add/Remove Programs in the Control Panel to add it.) Microsoft Office Document Imaging actually has two components listed separately in the Windows Start menu. Microsoft Office Document Scanning gets the document into your computer via an installed scanner, while Microsoft Office Document Imaging lets you view scanned documents on the screen before processing, handles the OCR translation, and exports the results as Word-readable files or emails them to others.

Multiple File Convert

Word 2002 comes with a wizard that allows users to convert multiple files to and from Word formats as a simple batch operation - look for it among the Office templates (File, New and click on General Templates in the task pane). This is certainly a handy tool, but one unfortunate side-effect is that documents can become corrupted during conversion.

Salvage Exercise

The "Recover Text from Any File" converter discards binary characters and salvages all text that it finds. This is very useful for support staff who need to recover as much as possible from a corrupted document file.

Change The Squiggle Colour

Those clever folk at Woody's Office Watch have come up with a little freebie that lets you select a different colour for the squiggly underline indicator on misspelled words. You can change the colour of the underlines for grammar and formatting errors and smart tags, too. A free 64 KB download is available from <http://woodyswatch.com/util/curlly>.

“Word 2002 comes with a wizard that allows users to convert multiple files to and from Word formats as a simple batch operation.”

PCSA

Copyright ITP, 2002

New Reviews from [Tech Support Alert](#)

[Anti-Trojan Software Reviews](#)

A detailed review of six of the best anti trojan software programs. Two products were impressive with a clear gap between these and other contenders in their ability to detect and remove dangerous modern trojans.

[Inkjet Printer Cartridge Suppliers](#)

Everyone gets inundated by hundreds of ads for inkjet printer cartridges, all claiming to be the cheapest or best. But which vendor do you believe? Our editors decided to put them to the test by anonymously buying printer cartridges and testing them in our office inkjet printers. Many suppliers disappointed but we came up with several web sites that offer good quality cheap inkjet cartridges with impressive customer service.

[Windows Backup Software](#)

In this review we looked at 18 different backup software products for home or SOHO use. In the end we could only recommend six though only two were good enough to get our "Editor's Choice" award

[The 46 Best Freeware Programs](#)

There are many free utilities that perform as well or better than expensive commercial products. Our Editor Ian Richards picks out his selection of the very best freeware programs and he comes up with some real gems.