EXPERT ADVISOR

Microsoft® Word™ 5.0

FOR THE IBM® PC

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Acknowledgments

Introduction

This book is a complete reference to Microsoft Word version 5.0 for the IBM PC. Any Word user will find this book helpful and easy to use. Beginners who are somewhat familiar with Word will find that the topics in this book provide a good overview of Word's features and commands. Intermediate users will find that Word has many features that allow a great deal of flexibility in their work. Advanced Word users will find many hints and tricks as well as examples for new and interesting ways to use some of Word's basic features. For any level user, this book demonstrates how different Word commands interact, how to take advantage of many of Word's little-known secrets, and how to avoid some of Word's traps.

Since many topics in Word relate to more than one command or keyboard action, this book is organized alphabetically by subject, rather than by command name. Since many of Word's commands have names that do not clearly reflect their use (such as Library Table to create a table of contents), this encyclopedic organization lets you quickly find the command or commands that relate to the topics described. The book is heavily cross-referenced so that you can see which topics relate to other topics. A separate index organized by Word command name provides additional assistance.

Each Word entry has the following format:

Overview   The Overview section explains in simple terms what the command or feature does and also gives an idea of the scope of the entry. If the topic relates to others in the book, these topics are discussed here as well.

Procedure   The Procedure section provides the exact method or methods for using the command or feature. Any shortcuts (such as keyboard equivalents) are listed here. If features require the use of a combination of commands to realize the full use of a feature, these command combinations are explained in detail.

Examples   People who use only some of Word's features in their normal writing might overlook other features that do not seem to apply to their work. The Examples section affords an opportunity to get new ideas for using the

feature. These examples often use the same documents that are used elsewhere in the book. This approach allows the user to understand how to apply many ideas to the same piece of work.

Warnings   Of course, not every Word command is completely straightforward. The Warnings section lists ways in which using the feature can cause confusion, create unpleasant side effects, or result in the partial or total loss of documents. This section notes potential problems associated with the command.

Tips   You must go well beyond the Microsoft manual if you want to maximize Word's potential. The Tips section shows you how to increase the power of commands, sometimes by using a small variant. These tips will help you write more efficiently.

How to Use This Book

This book covers version 5 of Microsoft Word and is also helpful for people using version 4. Features new to version 5 are indicated in the headings. See the entry "Versions of Word" for a list of the improvements in version 5. Call Microsoft at 800/426-9400 for more information on updating your copy of Word.

Word was one of the first programs to allow extensive use of a mouse. Many Word users consider the mouse to be an integral part of Word, and they perform most of their tasks with the mouse; other users never use the mouse. This book accommodates both types of users by explaining all actions in terms of both mouse and keyboard use, though emphasis is given to either the mouse or keyboard in situations where one technique is easier to use (for example, it is much easier to split the screen with the mouse, but it is faster to save the current file with the keyboard).

Word's menus are not always easy to use from the keyboard since you cannot simply type the first character of the command to use it. In cases where two or more commands have the same first letter, only one of them is activated by typing that letter. For example, in the format menu three commands — running-head, replace, and revision-marks — start with the letter R.

Word uses capital letters to indicate the letters to type on the screen. This book uses boldface capital letters so that you can clearly see which letter you must type. Thus, the three Format commands are Format Running-head, Format repLace, and Format revision-Marks; in each command, you can easily see the letters that you will type to activate the command.

As you read this book, remember that what you print might look quite different from what you see in the screen shots or the samples of printed output. There is a wide variety of printers available for the PC, and each printer has different capabilities and output quality. Some printers support boldface characters, while others do not. Some printers let you choose many different fonts, while most let you choose only one or two. If you use more than one printer in your work, it is especially important that you use Word's style sheets for setting the formatting characteristics of your documents. This allows you to maximize each printer's capabilities.

This book has three appendices. Appendix A contains a chart of all of Word's menus and may be used to get an overview of how the program is set up and its conceptual organization. Appendix B is a chart of gallery commands. Appendix C is a set of quick reference charts for many features of Word and the PC.

Expert Advisor: Microsoft Word 5.0 for the IBM PC is much more than a reference to Word. You will find that it is a solution-oriented guide to all of Word's features. It is full of examples and ideas for expanding your use of Word and for creating more attractive documents with less effort. We hope that this book will help you take advantage of Word's many capabilities.

Contents

Alphabetical
Entries

Annotations

Overview   Adding comments and notes to your work is often useful. For example, you may want to leave notes to yourself about material that you want to write about later. Or people reviewing a document in Word might want to add comments. Ideally, you might want to be able to make the annotations disappear so that you can see how the document looks without notes, but then be able to make the annotations reappear when you edit.

Word has two methods of adding annotations. The primary method uses the Format Annotation command (new in version 5), which puts the annotations with the footnotes at the end of your document and acts very much like Word's Format Footnote command. (See Footnotes.) The second method of adding annotations is to use styles with hidden text. This technique places the annotations next to the text on which you are commenting. Unfortunately, these annotations are more difficult to remove than the version 5 annotations.

Procedure   **Format Annotation Command (Version 5 Only)**   To add an annotation in your text, select the character to which you want to anchor the annotation and give the Format Annotation command. Enter the annotation type (maximum 28 characters) in the *mark* field and press Enter. Word automatically jumps you to the end of the document where the footnote and annotation text is kept. Each person annotating a document may use his or her name as an annotation mark.

Annotations are marked in the text with a number in the footnote numbering sequence and the specified annotation mark. The annotation text is preceded by the same number and mark. You can also specify that the date and time when the annotation was created be included in the annotation. These items can be edited or removed if desired.

Give the Window Split Footnote command to view annotations in their own window. This command lets you see both the regular text and annotations simultaneously. Since you usually want the annotation window to be smaller than the regular window, enter a number such as 17 in the *at line* field in the Window Split Footnote command. The footnote and annotation window scroll as you scroll through your main text to show you the footnotes and annotations closest to the main text you are viewing.

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To jump back and forth between the main text and the annotations, use the Jump Annotation command. This command has three possible points to jump to, depending on what is selected when you give the command.

SELECTED	WORD JUMPS TO
Annotation mark in main text	That annotation at the end of the document
Annotation text at the end of the document	Annotation mark for that text
Some text in main text	Next annotation mark in main text

To remove an annotation, simply delete its annotation mark; Word will delete the associated annotation text.

An especially handy feature of the Format Annotation command is its ability to use a macro to merge annotations from different people into one document. For example, if three people are to separately annotate a document, you can copy the document three times, give the copies different names, and give each person a copy. Each person then adds annotations (but no other edits) and returns the annotated copies. To begin, load the glossary file called MACRO.GLY that came with Word with the Transfer Glossary Load command. Press Ctrl AM to run the "annot _ merge.mac" macro. The macro prompts you for the name of the original document into which you want the annotations added, then asks for the name of the first document. Word then merges in the annotations. Repeat this for each copy, and your document will then have all the reviewers' annotations. If you are on a network, you can use copies of the file that reside on different disks in the network.

You can also list annotations into another file to look at them separately from the main document. (This is useful when you want a summary of a note but do not want to see the associated text.) To begin, load the glossary file called MACRO.GLY that came with Word with the Transfer Glossary Load command. Press Ctrl AC to run the "annot _ collect.mac" macro. The macro prompts you for the name of the destination document where you want the annotations listed. You can then choose whether to give the name of each document individually or use Word's document retrieval feature to select the documents. (See Retrieving Documents.) Each entry in that file contains the page number, line number, annotation mark, and annotation text, formatted so you can view and sort the annotations easily.

Hidden Text   Word allows you to create one or more styles for annotations, depending on the type of annotation involved. (See Styles.) If all of your annotations are paragraphs, create paragraph styles; if the annotations appear in the same line with other text, create character styles.

Seeing annotations in a different character format is helpful. In the gallery, give the Format command, and set the *boldface* field to *Yes*. Now give the Exit command to return to your document. Any annotations that you format with that style will show in boldface.

To make the annotations disappear (for example, when you repaginate), add the hidden character format to the annotation's style. Give the Gallery command and select the style you want to change. Give the Format command, and select *Yes* for the *hidden* field. The annotations will disappear from the screen when you give the Exit command. When you want to see the annotations, use the gallery to turn off the hidden formatting. You can also turn on *show hidden text* in the Options command to make the annotations reappear.

To remove an annotation, use the Window Options command (version 4) or the Options command (version 5) to show hidden text, then search for the styles with the Format sEarch command to find each occurrence of the style. You can then delete the annotations in the same way you delete any text. (See Deleting Text.)

Examples   **Format Annotation Command (Version 5 Only)**   Assume that you have two people, Chris and Terry, reviewing a document called REPORT that you have just finished editing. In DOS, make two copies of REPORT.DOC called CREPORT.DOC and TREPORT.DOC, and give them to Chris and Terry.

After they have added annotations and given you back the copies, run Word and load the MACRO.GLY glossary. Press Ctrl AM to run the "annot_merge.mac" macro, and enter REPORT.DOC for the name of the original document. When prompted for the first file, enter CREPORT.DOC, and then enter TREPORT.DOC at the next prompt. Finally, enter n since you have entered all the documents you want to merge. You now have both sets of annotations in one file.

If you want to see all the annotations by themselves, use the "annot_collect.mac" macro. Create REPORTAN.DOC, part of which looks like Figure 1. If you wish, you can sort this list by selecting a column and using the Library Autosort command. (See Columns.)

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Hidden Text   Assume that you are leaving notes just for yourself in a document and, thus, need only one character style of annotation. Give the Gallery command, and in the gallery, give the Insert command to create the new style. Type AN to name the key code, select *Character* for the *usage*, and enter Annotation for the remark. Press Enter to add this new entry to the style sheet. You will see an entry similar to Figure 2.

If you have many reviewers, create a style sheet that contains a style for each person who will comment. That style sheet might look like Figure 3.

Page 1:

    Terry I'll have Sandy check the quote with Roger.

    Terry They're not going to like this...

    Chris Nice way of stating this.

    Chris Check this quote with Roger.

    Chris What about gross sales?

    Chris Can't we get a strong lead sentence?

Page 2:

    Terry "Changeover" or "Transition"?

Figure 1

```
1   AN Character 1                          Annotation
       Palatino (roman k} 12 Hidden.
2   FR Character Footnote reference          Normal footnote reference
       NewCentSchlbk (roman j) 10 Superscript.
3   ND Division Standard                     Normal division
       Page break. Page length 11"; width 8.5". Page # format Arabic. Top margin 1";
       bottom 1"; left 1"; right 1". Top running head at 0.5". Bottom running head
       at 0.5". Footnotes on same page.
4   NP Paragraph Standard                    Normal paragraph
       Palatino (roman k) 12/14. Flush left, space after 1 li. Tabs at: 3" (left
       flush).
```

Figure 2

```
1    TE Character 2                    Annotations from Terry
        Palatino (roman k) 12 Hidden.
2    CH Character 1                    Annotations from Chris
        Palatino (roman k) 12 Hidden.
```

Figure 3

Warnings   If a division has footnotes or annotations, the *Continuous* choice in the Format Division Layout command does not work. Word will always go to a new page if there is a footnote or annotation.

Tips   You will benefit by having different types of annotations to yourself. For example, you might classify your comments into categories such as "question," "weak point," "check citation," "get quotation permission," and so on. Use different words or phrases in your annotation mark names or style names.

Version 5 annotations are remembered when you cut or copy text that includes them to the scrap. Thus, any annotations in that text will be preserved if you use the scrap to hold text that is being moved.

If you are using the hidden text, you can merge these style sheets into a current style sheet with the Transfer Merge command in the gallery. When you want to hide the annotation styles, be sure that Word is not showing hidden text. If you can still see an annotation after formatting it as hidden, use the Window Options command (version 4) or the Options command (version 5) to prevent Word from showing hidden text in that window.

ASCII Files.   *See* Importing and Exporting Files

Autosave   [Version 5 Only]

Overview   Many operating systems are tolerant of power failures and secure from events that cause the computer to stop. Unfortunately, MS-DOS does not fit this description. Thus, you should save your work to disk every few

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minutes; if the power fails or another program causes Word or MS-DOS to stop, you will lose only the work done after your last save.

Word's autosave feature allows you to tell Word to save your work automatically at predefined intervals. If you use this feature, Word saves temporary files for any open file that has been changed, including documents, style sheets, and glossaries. If you wish, Word can ask whether it should save the temporary file. If saving on your system takes a long time, you can skip over an automatic save and continue working.

The autosave feature is designed to be efficient and unobtrusive. After the first automatic save, the autosave feature saves only the changes you have made in the file rather than saving the entire document. When you save the document you are working on with the Transfer Save command or when quitting, Word saves all changes as normal to the document. Since saving only the changes is much faster than saving the whole document, the autosave feature does not take as much time as full saves.

If you are making many changes to a file, Word waits until it is idle before starting the autosave, thereby allowing you to work without distraction. Since the autosave feature saves to a temporary file instead of to your document's file, you can decide to quit without saving your changes just as you can without autosave.

Word will never attempt an autosave while you are running a macro. If you have autosave set on and Word runs low on memory and displays the blinking *SAVE* light, it will autosave immediately.

It is easy to recover if a failure occurs while you are editing a file. Rename the temporary file that was saved by the autosave command, open it up, and immediately save it with the Transfer Save command. Word will process the changes it made to the temporary file and create a complete fresh file.

Procedure   **Setting Autosave**   Use the Options command to turn on autosaving. In the *autosave* field, enter the number of minutes you want between saves. If you do not want to use autosaving, set the *autosave* field to 0. Generally, setting autosave to 5 is a reasonable balance between safety and convenience.

If you want Word to ask you whether to save files when autosaving, set the *autosave confirm* field to *Yes*. Although this can help save time, it can also be annoying, so you may want to leave *autosave confirm* set to *No*.

Recovering From a Failure With Autosave   Autosave files are stored in the same directory as the Word program. Documents are saved with the extension .SVD, style sheets with .SVS, and glossaries with .SVG. If you have files that were never named before the failure occurred, they are stored with names such as UNTITLED.

Word prompts "Autosave backup files exist. Enter Y to recover files, or Esc to ignore." If you enter Y, Word recovers the files and deletes the autosave files. If you do not recover, Word keeps the autosave files on disk unless you edit the unrecovered files, in which case it will delete the autosave backups.

Recovering From a Failure Without Autosave   Word saves the temporary files in the same directory from which Word was run. The files are listed below.

FILE NAME	HOLDS
MWDOCn.TMP	Document in window n. For example, MWDOC1.TMP is the document that is in window 1.
MWSTYn.TMP	Style sheets for the documents. If you have a style sheet that you are working on in the gallery that is not attached to any document, it is called MWSTY9.TMP.
MWGLY.TMP	The glossary.

If you have a failure, follow these steps:

1. Use the MS-DOS RENAME command to rename the document on which you were working to a different name. You may want to refer back to this version of the document later.
2. Use the MS-DOS RENAME command tb rename the temporary file to the name of the document.
3. Start Word and load the renamed temporary file.
4. Immediately save the file with the Transfer Save command.

Warnings   Because Word stores the temporary files from the autosaving on the Word program directory, autosaving is of little use if you are starting Word from