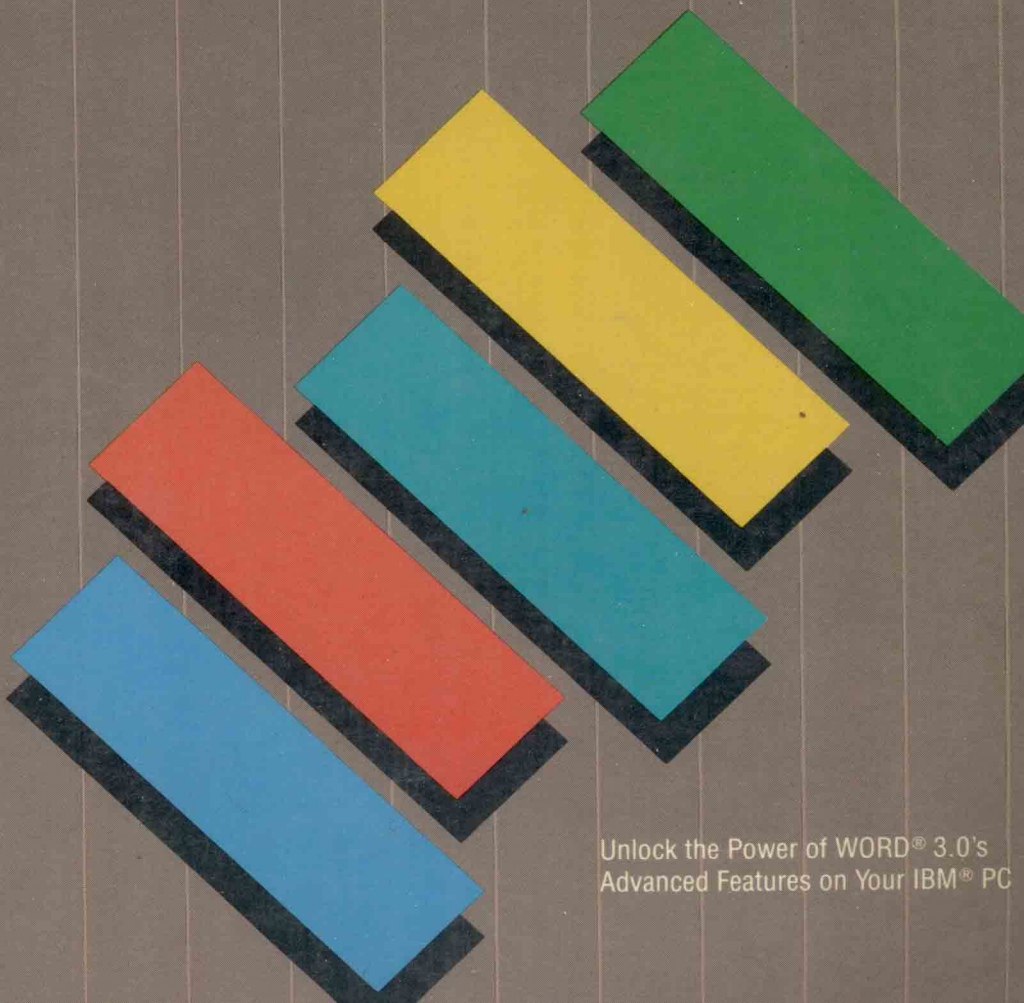# A D V A N C E D
MICROSOFT®
WORD®

Mark Brownstein

Unlock the Power of WORD® 3.0's
Advanced Features on Your IBM® PC

ADVANCED MICROSOFT® WORD®

Mark Brownstein

ADVANCED MICROSOFT® WORD®

*To Barbara and Charles, two great kids, and to Vonnie,
who helped make them so special.*

ACKNOWLEDGMENTS

Writing a book takes a lot more than just sitting in front of a typewriter, word processor, notepad, or whatever tool an author uses. A book of this type takes effort from many different people.

I would like to thank the good people at the Waggener Group, Microsoft's public relations firm, for their willing assistance in providing me the copies of Word 3.0 and the mouse I needed to write this book. I would like to thank Microsoft for supporting a "competing" book. Microsoft's technical support staff was excellent; they indicated areas where special attention was needed and helped me to make this book even more relevant to new and experienced readers.

The folks at Osborne/McGraw-Hill were also great. I want to thank Jean Stein for suggesting the book and riding herd on me as I wrote it. Thanks to Liz Fisher for all of her many questions about the figures. And thanks to the technical reviewer whose very few comments were on target. I'd like to thank the copy desk for cleaning up my drafts and not bothering me with silly questions.

I'm also grateful to NCR and NEC for the use of their systems and am especially grateful to Cordata for the use of their laser printer.

I'd like to thank my kids, Charles and Barbara, for forfeiting part of their short summer vacation so that Daddy could write the book. I'd like to thank my wife, Vonnie, for her support and for putting up with the long hours and deadline pressure.

Finally, I'd like to thank you, the reader, for buying this book and proving that all the effort was worthwhile.

INTRODUCTION

Many authors look forward to writing the introductions to their books. This is true for me also. Contrary to what you may expect, and somewhat contrary to logic, the introduction is usually one of the last parts of a book to be written. This is because an author may not really know, going into a book, how it will develop: what explanations are needed, what conventions are used for text, instructions, and so on. The goal of the introduction is to put the book that follows into perspective for the reader.

When I was approached to write a book on Microsoft Word, I was not overly enthusiastic about the project. I had just finishing writing *Advanced Guide to MultiMate and MultiMate Advantage* and really liked the program. Word was a package somewhat foreign to my experience with many different word processors: it worked best with a mouse, didn't give you character or line numbers, and had odd menus and strange terminology.

But I looked at Word again. Version 3.0 had been released and boasted dozens of improvements over Version 2.0. Microsoft provided me with a copy of Word 3.0 (thanks, Microsoft), and I loaded it onto my system. The first good thing I noticed was that copy protection had been removed — I didn't have to worry about losing Word if the system somehow ate it. The second thing I noticed was that this version was considerably faster than 2.0.

So I began a crash course in Word 3.0. I wrote letters, made forms, designed columns — did the things that are a real headache using most word processing programs.

A call to Microsoft's excellent technical support staff gave me the perspective I needed to really appreciate Word: Microsoft Word is not a word processing program. Although I address this point near the close of this book, it's also worth discussing here. It's a point that any dyed-in-the-wool, traditional word processor user (like me) should stop and consider.

Microsoft Word is a page processing program. It isn't designed just to put words onto paper. The real value of Microsoft Word is the flexibility it

gives you in allowing you to mix type sizes, styles, and characteristics easily and with a fairly good approximation of what the actual print will look like. If you have a dot matrix printer (including laser printers, which, when you boil it all down, are just fancy, high-performance dot matrix printers) that allows you to use different-sized fonts, you will quickly appreciate the benefits a page processor provides.

For example, if you are producing an in-house newsletter, you can set the heading in an 18- or 24-point typeface and drop into a readable 8-, 10-, or 12-point body style. Headlines can be in another type size, or merely a bold version of your body text. But no matter which type styles you use, the system can automatically adjust the vertical spacing to make your printed page look good. This is beyond the capabilities of most word processors.

As I continued to use Word, I was sometimes frustrated by the user interface. When I wanted to save a file, I wanted to tell the system to do just that, not to have to select Transfer Save and then type in a name. Using a mouse, this took three steps. I was used to hitting a single key combination and having the save performed for me.

Many of Word's menus are two or more levels deep. If you use a mouse, you have to click the buttons a lot. I'm not a mouse person. I like to keep my hands on a keyboard. Taking my hands off the keys, finding a mouse, and then carefully moving it around my cluttered desk was a chore I preferred to avoid. Although my mouse was hooked to the system, I barely used it at all; I found it faster to press the keys to select a command, and almost as fast to use the function keys to highlight text.

I found that for the basic things — text input and editing — Word was not unusual. Deletions, insertions, moves, copies, and searches were all fairly easy to do. Using the scrap takes some getting used to, but is an efficient way to move or copy text from one area to another.

When I got beyond basics, however, I saw how Word really shines. Style sheets, for example, became an extremely useful part of my writing regimen. I quickly developed a specific style that I applied to my section headings, a different style for body text, a third style for my page headers, and yet another for my tips and notes. I made use of the system's hidden characters to set up an index of illustrations and of section headings for each chapter.

The system's gallery was a tremendous help. Words and phrases I used frequently were saved into the gallery (actually a macro facility) where they could be called up with a few keystrokes. For example, every time I wanted to type Microsoft Word, I just typed mw and then pressed F3. The system

automatically replaced my two letters with two words. My computer-generated letterhead and a date line were automatically inserted after I had typed just two letters.

When used to its fullest, Microsoft Word is a great time-saver. It gives you tremendous flexibility in your document preparation and provides you with a great deal of power. All but the first chapter of this book was written using Microsoft Word exclusively. The writing was done on an NCR PC4 computer. A second computer, an NEC APC-III, was used to test all the examples. This system was also used to capture the graphics used in this book. All the figures and illustrations were captured using a program called Inset. The graphics were printed on a Cordata Laser 300 printer.

As I wrote the book, I began appreciating more and more the great features of Word. It takes quite a bit for this jaded word processing skeptic to say that he really likes a word processing program, but it is now easy to say — I really do like Microsoft Word.

I've been doing word processing almost continuously since the first wave of semi-affordable word processing equipment became available in the late seventies. I started with a system that had a 31 character display, moved up to one with 16 lines, and finally got into CP/M and PCDOS word processing. For quite some time, I resisted the move from dedicated word processors to word processing programs for personal computers primarily because they didn't have the power of the dedicated systems. This is no longer true.

After using (or at least trying) dozens of word processing programs, I realized that a few actually surpassed the dedicated machines I was used to. Microsoft Word certainly does. It makes many of the difficult jobs simple. I assume that many word processor operators who will be the eventual users of this book have had the same experience and developed the same basic biases. Microsoft Word is an excellent word processing package; don't feel apprehensive about leaving a dedicated system, because Word *will* work for you.

My goal when I took on this writing project was to write a book that was of value to the reader. I wanted to explain how to use the special features that have made Word so valuable to me. I wanted to address the areas of confusion that Microsoft's technical support staff indicated were frequent problems. My goal was to make this book, and Microsoft Word, of maximum value to you. I hope I succeeded.

So that you can get the most out of Microsoft Word, I am making available a range of products that enhance the use of this package. These

include instructions and printer definition tables for additional laser printers, basic merge documents and glossary listings for quick and easy preparation of form letters, input devices to speed the entry of text and commands, and other utilities.

For a catalog or further information, send $2.50 to cover postage and handling to:

Mark Brownstein
P.O. Box 3904
Northridge, CA 91323

CONTENTS

INSTALLATION AND SETUP

If you have just gotten your copy of Microsoft Word, you're probably eager to load it on your computer. Resist the temptation for now. If you are already using Word, feel free to skip this section, although you may possibly miss some options that may make start-up easier for you. This chapter demonstrates some of the choices you can make to tailor your version of Word to best fit your needs, so that Word can work almost as an extension of yourself.

BACKING UP YOUR DISKS
(VERSION 3.0 ONLY)

Before you do anything, you must back up your disks. Versions 1.0 and 2.0 of Microsoft Word don't allow you to set up your system using backups, but Microsoft has wisely removed copy protection from version 3.0 of Word. This helps prevent you from recording over the supplied programs. You should always make a copy of all your programs and then run the programs from your backup disks.

The reason for this concern is simple: floppy disks are extremely vulnerable to magnetic fields (such as the field created by a fluorescent light or magnet, for example), and they can also wear out. Many things can make a floppy disk fail. It doesn't happen very often, but you can be sure that it will happen when you can least afford it. Although Microsoft will

replace defective disks, you probably will not want to wait for them to send you a replacement disk.

TIP: Be sure to keep your originals in a safe place, away from your backup copies. This protects your originals from whatever might damage your backup disks. Putting your eggs in many baskets is the best way to protect yourself from data loss. ■

If you are using Word on a hard disk system, you can install the program without using a backup. For versions 2.1 and earlier, you must use your original to install the program. The few minutes it takes to back up version 3.0 can be extremely valuable if anything ever goes wrong with your hard disk drive or your original disks. To make backup copies, follow the directions in your computer's manual.

INSTALLING WORD

A number of choices can be made to make the start-up of Word fit your needs. If you have a floppy disk system, do you want to bring up Word on a system disk and automatically load the program every time you turn on the computer? If you use a hard disk, do you want the system to load Word automatically every time you turn on the computer? Do you want to see your formatting marks as you edit a document, or is a "clean" screen preferable?

Before you make these choices, you must make another choice. Will you run Word on a floppy disk system or a hard disk system? Word is a fairly large program. Including the dictionary and utilities, it takes up more than one disk. You may be able to get by with only the word processing features, but if you want to use the spelling checking or hyphenation features, the disk swapping involved can become quite a nuisance.

Putting the entire program, including dictionary and utilities, onto a single hard drive provides the computer with very fast access to all the programs and data it needs to perform any function you might select. On this basis alone a hard disk is a tremendous help. Another advantage of having a hard disk is your system's ability to boot automatically from the

hard disk. To start your computer using a hard disk system, you only have to turn on the power, make sure that your floppy drive door is open, and wait until the system comes up. In addition, you can store thousands of pages of documents on a hard disk drive. It makes sense to back up all the documents onto floppy disks, but as a readily available, rapidly accessed file system, a hard disk drive is hard to beat.

Finally, the cost of hard disks may be less than you expect. At the time of this writing, a 10 MB (10 million byte) drive is available for as little as $350, and a 20 MB drive costs only about $100 more. The added convenience and time savings of using a hard disk drive should quickly make this your third most important computer purchase. (The first most important is the computer itself; the second is Word.) This book assumes that most users operate a hard disk system.

Installing on a Floppy Disk System

If you want to start your computer with Word, you should first make a formatted system disk on which to copy the Word program. To do this, put your DOS startup disk in the A: drive, and a blank disk in the B: drive. Boot DOS in the A: drive, making sure both drive doors are closed.

Type: **Format B: \s**

Depending upon your system and which version of DOS you use, the system prompts you to place a blank disk in the B: drive and press a key to begin formatting. Once this is done, the disk in the B: drive spins, and after a short time the system reports that formatting is complete, tells you how many bytes are available, and asks if you want to format another disk. Tell the system you don't want to make another formatted system disk by pressing N.

Next, insert the copy of your Word utility disk into the A: drive, and

Type: **setup** RETURN

to begin installation of your copy of Word. If you use Word 2.0, the screen looks like the one at the top of the following page.

```
SETUP will help you set up your hard disk by:

    - copying the necessary Word programs
    - telling Word what kind of printer you have.

SETUP will copy information from the Word Program disk,
the Word Utilities disk, and the Microsoft Spell disk.

You can copy the Word programs onto a hard disk only once.


              ┌──────────────────┐
              │ A:  ──■■■■■──     │
              └──────────────────┘
              Put the Program disk
              into the disk drive.

When you're
ready:        ┌──────────────────────────────┐
              │ TO                 PRESS      │
              ├──────────────────────────────┤
              │ Continue            C         │
              │ Quit                Q         │
              └──────────────────────────────┘
```

If you use Word 3.0, the screen looks like this:

```
SETUP helps you set up your hard disk by:

        - copying the necessary Word programs
        - telling Word what kind of printer you have
        - copying the Learning Word programs if desired
        - allowing you to copy the mouse software if desired

SETUP gives you step-by-step instructions.
SETUP copies information from the Word Program disk,
the Microsoft Spell disk, the Printer Disk,
the Learning Word disk, and the Utilities disk to your
hard disk.

When you're
ready:        ┌──────────────────────────────┐
              │ TO                 PRESS      │
              ├──────────────────────────────┤
              │ Continue            C         │
              │ Quit                Q         │
              └──────────────────────────────┘
```

Follow the system's prompts to install the program onto your system.