Formatting E-text in Word

Checklist of General Tips

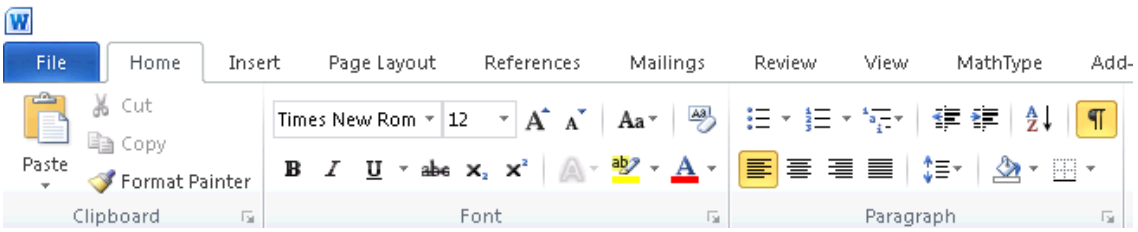
Change the AutoCorrect settings, and work with Show/Hide turned on (Ctrl + SHIFT + 8 to show invisibles).	
Do not use spaces to move words, use tabs.	
Do not use tabs to create columns, use the "column" feature under formats or create a table.	
Use one tab only for spacing. Adjust tabs with the ruler.	
Do not use hard returns to add space, adjust the spacing of the paragraph.	
Do not make adjustments to the appearance of a paragraph by hand, instead use styles.	
Do not use underlining.	
When using tables, mark the header row; if going out to PDF, also mark column heads as needed.	
To take the document into braille, use only the following styles: Normal/default paragraph/body text Heading 1 Heading 2 Heading 3 List/ List Bullet/ List Number Index (levels 1–9)	
For braille, remember, do not space around dashes/hyphens or other punctuation; use four hyphens for a blank line	

Knowing What Word Is Up To

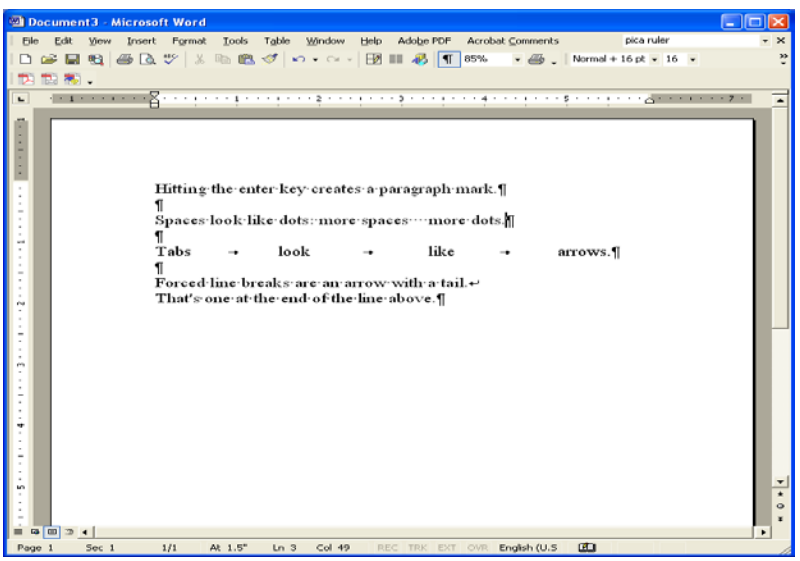
MS Word has a number of features intended to help less knowledgeable users format documents easily. Although these features appear to make life easier, when you are using a document for multiple purposes, they actually create problems. Setting the options below will give you more control over your document.

1. Work with the “Show Hidden” option turned on(Ctrl + Shift + 8).

   Word 2007/2010: Home tab > Paragraph group > ¶ symbol
   Also in Word 2007/2010, hold down the alt key to see the keyboard shortcuts (Esc turns off)

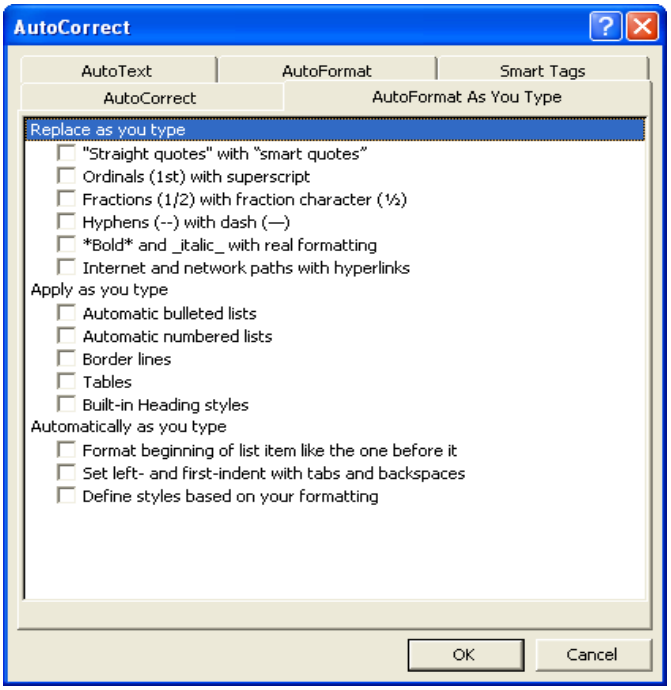


   Word 2003: The ¶ symbol on the standard toolbar.



2. Turn off Word's "autoformat as you type" correct features

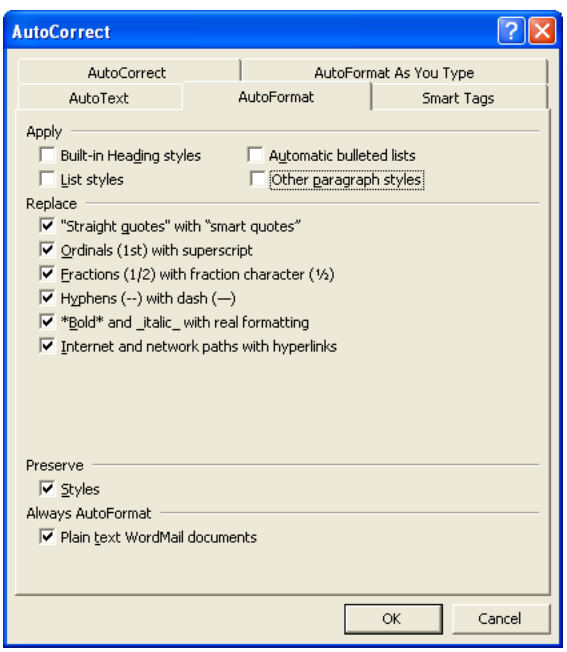
   Word 2010: File > Options > Proofing > Autocorrect Options Button
   Word 2007: (Office Button > Word Options > Proofing > Auto Correct) Leave on the "Define styles based on your formatting," but uncheck all the others.
   Word 2003: (Tools > Autocorrect) Leave on the "Define styles based on your formatting," but uncheck all the others.



Making the Changes When You Want Them

Although you need to turn off the AutoFormat As You Type features, leave the AutoFormat features turned on. These features you apply at your discretion.

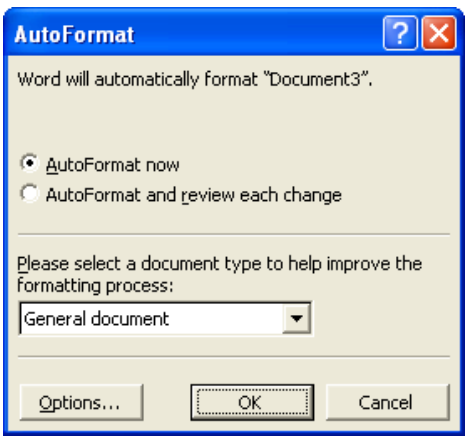
1. You can leave the replace features checked under AutoFormat.



2. Apply the changes manually if/when you choose.

   Word 2007: To access this option, go under the Office Button > Word Options > Customize > All Commands > AutoFormat. You will add it to the Quick Access Toolbar and can use it from there.

   Word 2003: To access this option, go under Format on the menu bar and choose AutoFormat.



Understanding Styles

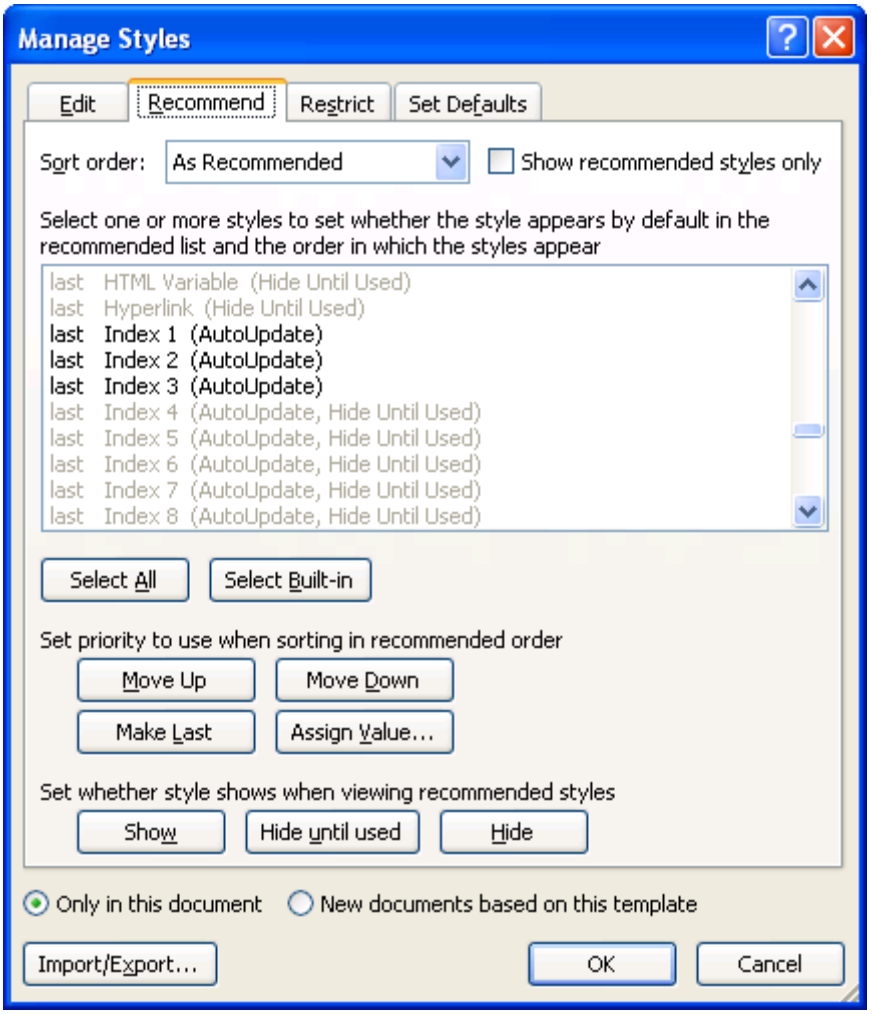
Styles contain information about how a paragraph is to be formatted. You set options for the font, including which font, its size, its style, and special effects. You also set options for the paragraph as a whole, including alignment, amount of indent, spacing before and after, borders and shading, etc.

The wonderful benefit of styles is that they allow you to take one e-text document seamlessly into a number of applications: Duxbury, PDF, html, etc. They also allow you to make global changes to a document when you need to make slight modifications for various e-text uses.

Limiting Styles

Word 2007 and 2010 have a nice new feature that allows you to choose which styles to show on the list in the Styles Pane.

Go under the Home Tab to the Styles Group and click on the bottom right corner to bring up the Styles dialogue box (Ctrl + Alt + Shift + S). Then click on the Manage Styles button (third button). You can choose to show only the styles that you want used in the document. To hide a style, go to the Recommend tab, click on s style you do not want listed, then choose “Hide Until Used.”



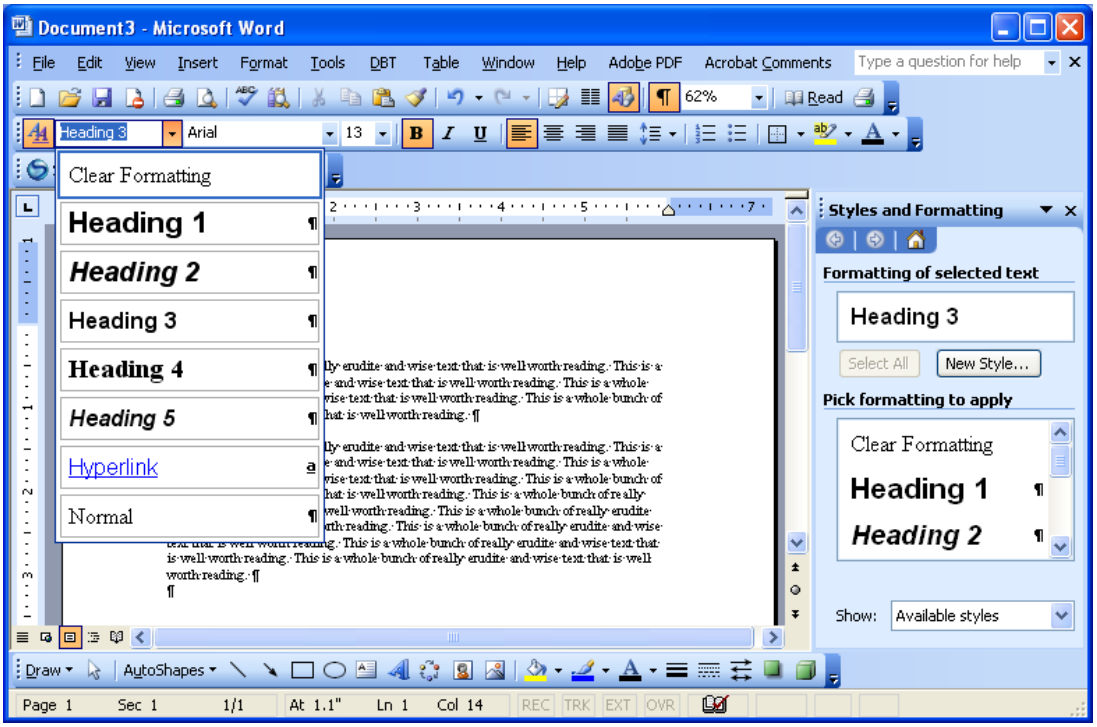
Applying Paragraph Styles

To apply a paragraph style, you simply need to be clicked in the paragraph that you want to format and choose the appropriate style.

Word 2007/2010: Pick from the styles list on the Home tab of the Ribbon. Use the Styles dialogue box on the Quick Access Toolbar. Open the Styles and Formatting Pane: Ctrl + Alt + Shift + S; or open the Apply Styles task pane: Ctrl + Shift + S.

Word 2003: Pick from the formatting list—either from the Style menu on the Formatting toolbar or from the list on the Styles and Formatting pane.

Note that the Style drop-down list on the menu bar is keyboard sensitive, while the list in the Styles and Formatting pane is not.



VERY IMPORTANT: If you want to retain font styles (bold, italic, underline) within a paragraph when you are changing its style, you must click in the paragraph and NOT highlight any of the text. Highlight will change characters; applying paragraph styles without highlighting leaves the characters alone.

Format Painter

If you already have styles in your document, you can easily apply the style of one paragraph to another by using the Format Painter tool.

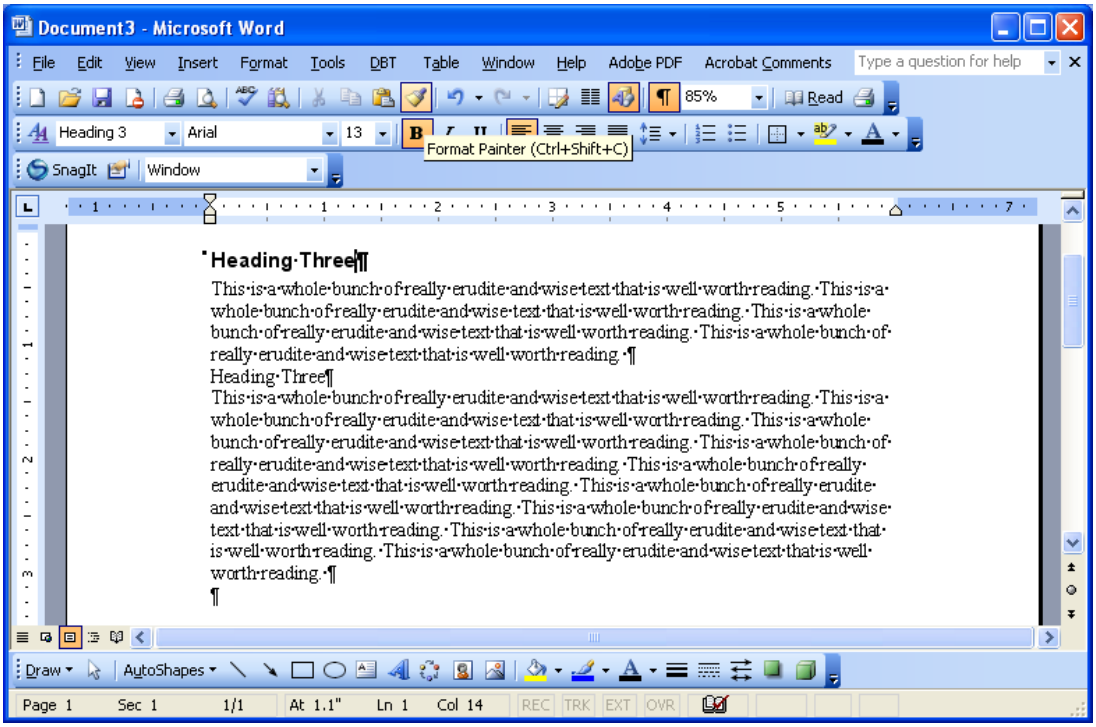
Click in the paragraph that has the style that you want to transfer. Choose the Format Painter tool and then click on the paragraph that you want to transfer the style to. This text will now take on the style of the paragraph you had originally chosen.

Note that single clicking on the Format Painter will allow one transfer if the style. Double-clicking on the Format Painter will allow the cursor to retain that style until you click again on the Format Painter tool.

Word 2010: The format painter is on the Home tab in the Clipboard subgroup.

Word 2007: Right click anywhere in the text, the format painter is on the Mini Toolbar.

Word 2003: The Format Painter is on the Formatting toolbar and looks like a paint brush.



Keyboard Shortcuts

The following styles have built-in keyboard shortcuts:

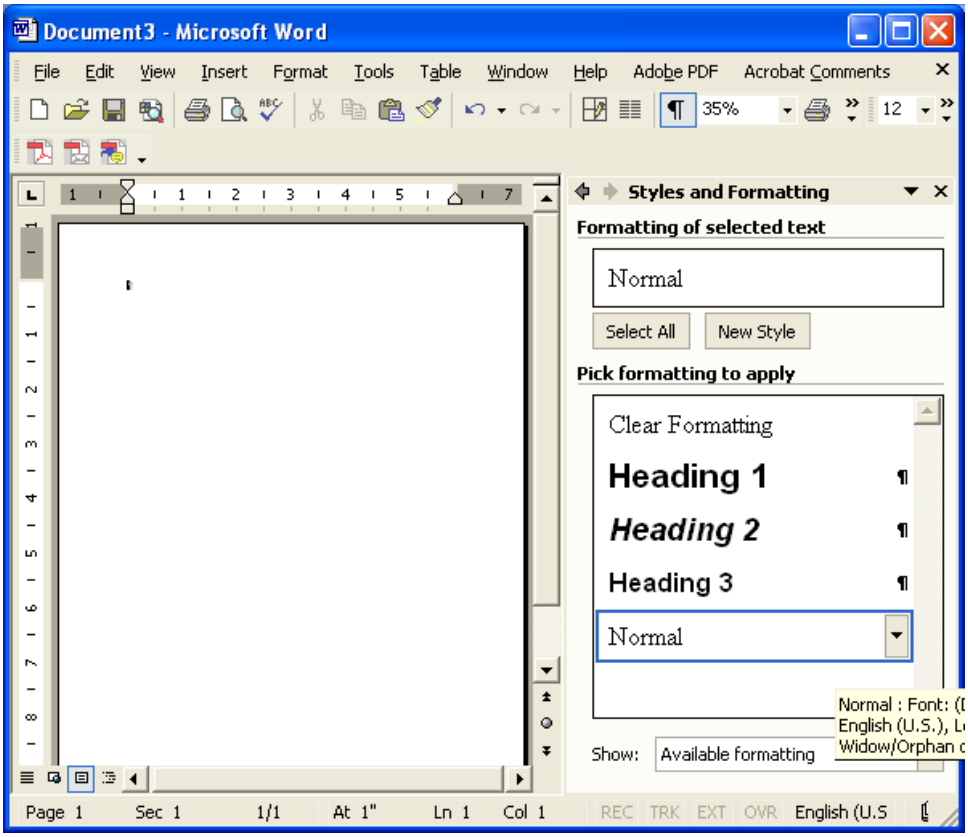
Heading One = Ctrl + Alt + 1
Heading Two = Ctrl + Alt + 2
Heading Three = Ctrl + Alt + 3
Remove manual formatting = Ctrl + Spacebar
Normal style = Ctrl + Shift + N
Change case = Shift + F3

Modifying Styles

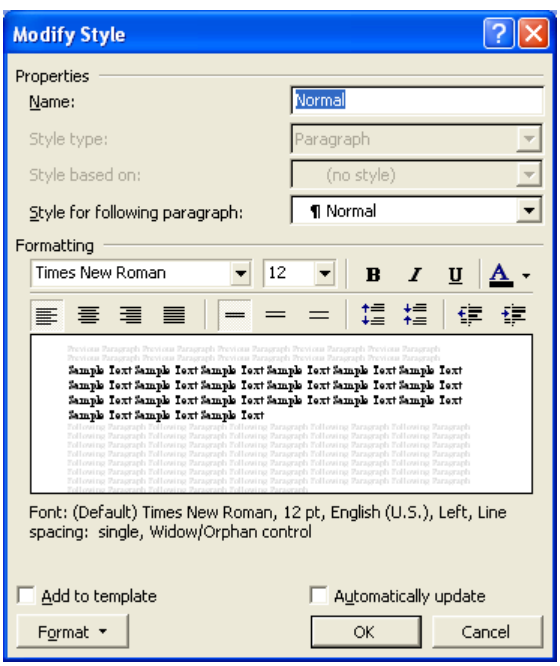
Styles are preset attributes for paragraphs or characters. Using styles is a powerful way of ensuring that the formatting you create carries into other programs.

Word 2007/2010: Go to the Home tab > Styles command group. Click the Dialog Box launcher icon in the lower right corner of the title pane of the Styles command group (Ctrl + Alt + Shift + S). Use the Styles Pane the same way that you do in 2003. (Or use Ctrl + Shift + S to open the Apply Styles window.)

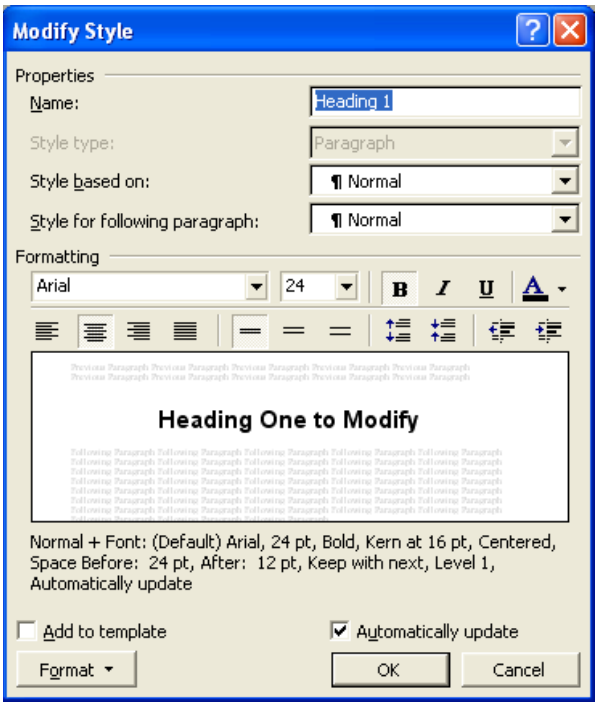
Word 2003: Styles can be accessed in the styles and formatting task pane (Format > Styles and Formatting):



Right clicking on the down arrow next to a style's name allows you to access the option to modify the style. Selecting the modify option will access another window that allows you to choose whether you want to modify the font, the paragraph, the borders, etc.



If you wish to adjust the style manually, working in the regular document, you can use the "Automatically update" to change the style so that your modifications will be applied globally. Note that this feature does not work with the "Normal" style.



Make sure, however, that once you have finished making your changes, you uncheck the "Automatically update" box.

Note that you can add the style to your template by clicking on the "Add to template" checkbox in the lower left-hand corner of the Modify Style box.

Using “Clear Formatting”

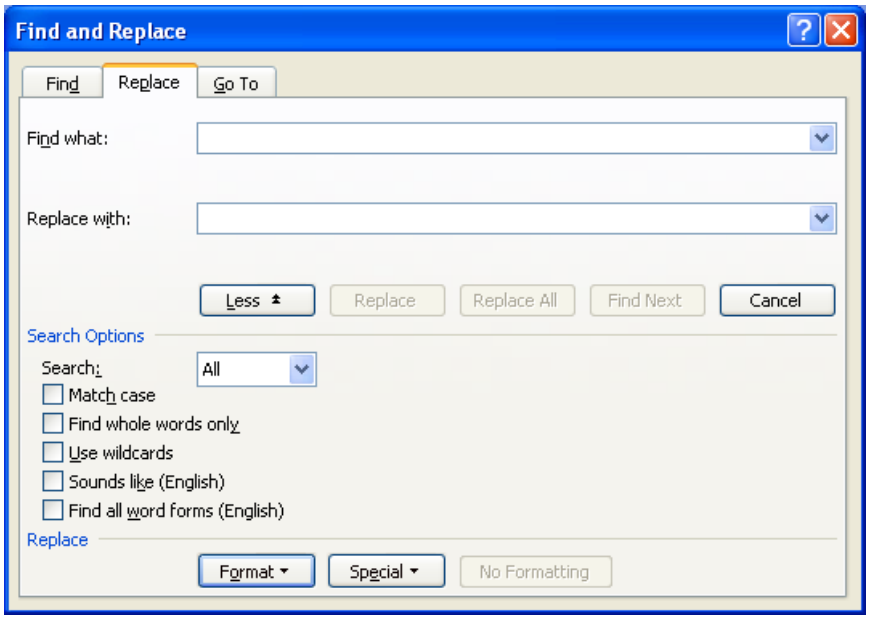
Sometimes when you try to apply a style the paragraph does not react the way you expect it to. There may be embedded formatting in the paragraph. One way to get rid of all the formatting on a paragraph is to select the paragraph and choose “Clear Formatting” from the formatting menu. Clear Formatting is always the first choice on the list.

Changing Styles with Search and Replace

Sometimes you have a document that uses styles that you do not want or that you want to replace with a different style.

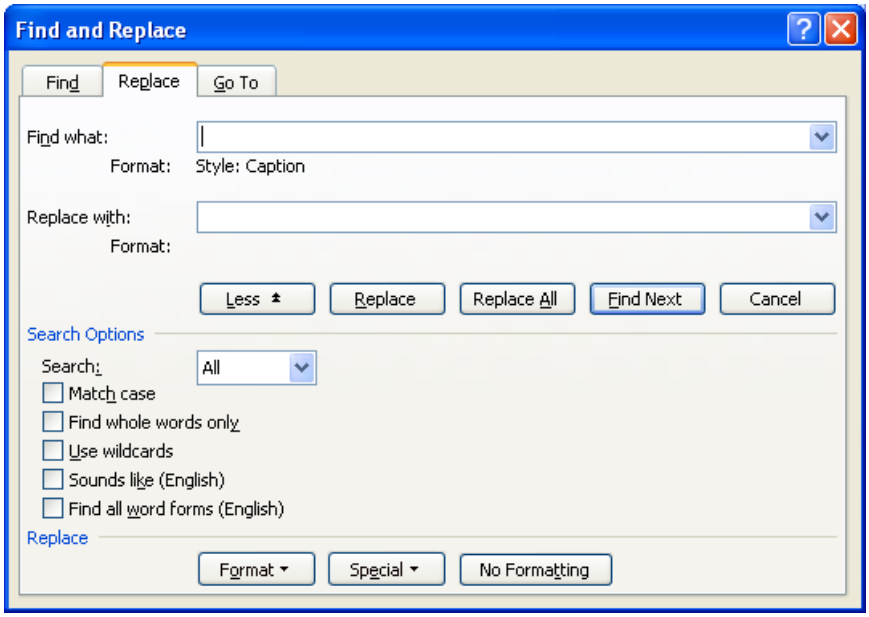
One way to change these styles is to use the Replace feature. You can actually search for a particular style and replace it with another style.

Use Ctrl + H (“H” for hunt—because we’re going on a hunt for something) to bring up the find and replace window. Click on the More button to expand the window so that you can see the Format and Special buttons. Select the Format button.



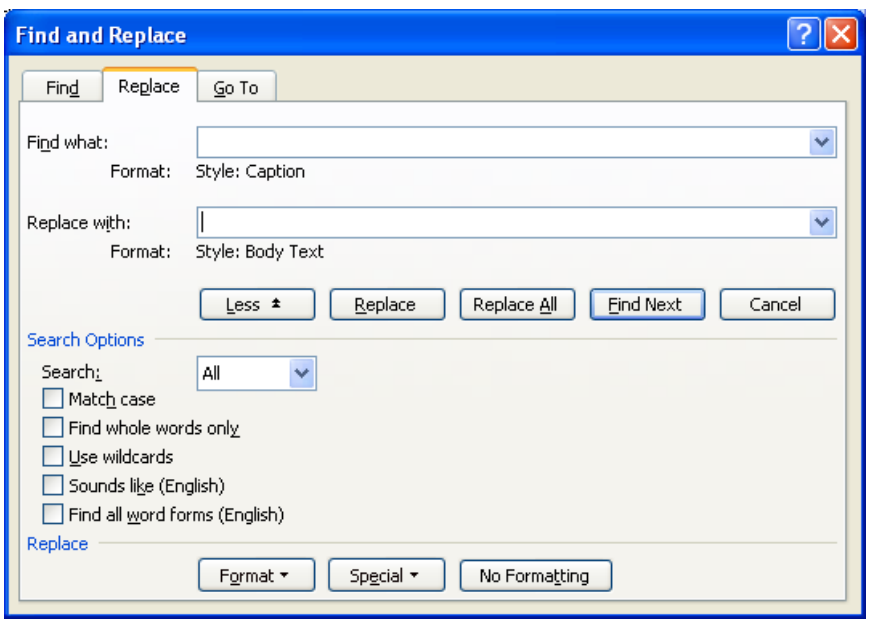
While clicked in the Find what box, choose Format and then Style. The Find Style window will open.

Choose the style you want to replace. Note that this window is keyboard sensitive, so you can quickly find the style you want by typing its first letter on the keyboard.



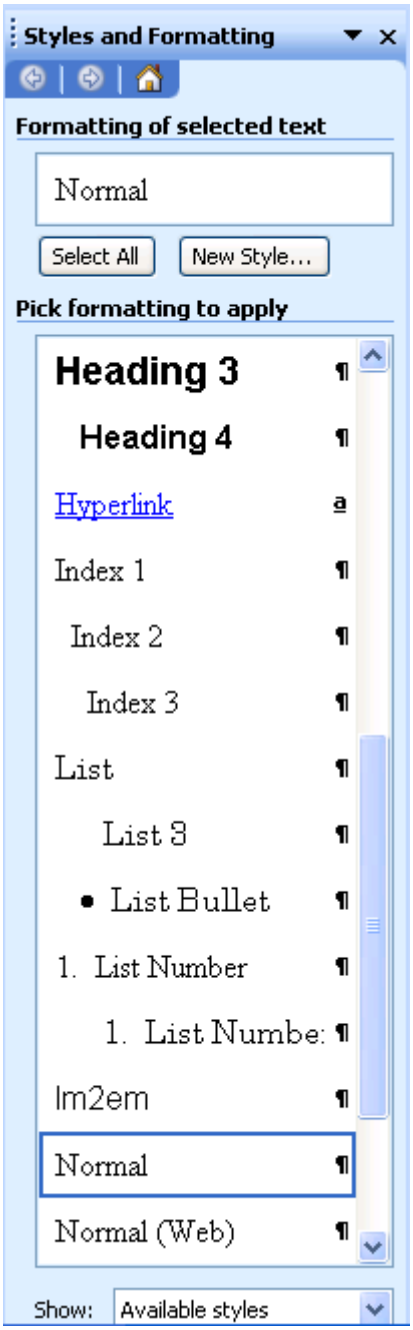
Note that they Find What box remains empty, and the style you have selected appears below the bar.

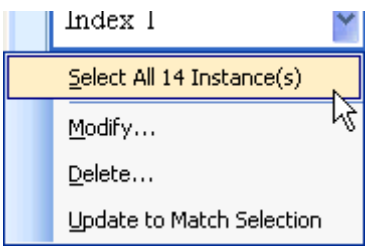
Tab down to the Replace with box and again choose Format, Style, and the style that you want instead.



To clear the styles you have selected, you can choose the No Formatting button while you are clicked in either the Find What or Replace With bars.

To globally replace a style, select all occurrences of the style in the Styles and Formatting pane.





Once all the instances have been selected, click on the name of the replacement style.

Formatting Individual Words/Phrases

Sometimes individual words or phrases need to be bold or italic. In those cases, you will manually select the text to change then use the Strong style for **bold** and the Emphasis style for *italic*.

Selecting Text

Text can be selected in quite a few ways other than swiping with the mouse.

- Double click on individual words to select them.
- Triple click on a paragraph to select it.
- Use the right- or left-arrow keys while holding the shift key to select individual characters.
- Use the up- or down-arrow keys while holding the shift key to select lines.
- Hold the shift key and tap home or end to select a line from the cursor point to the beginning (home) or to the end (end).
- Use shift page up or page down to select from the cursor point up or down a page.
- Use the "shift-click" technique to select text between two points.