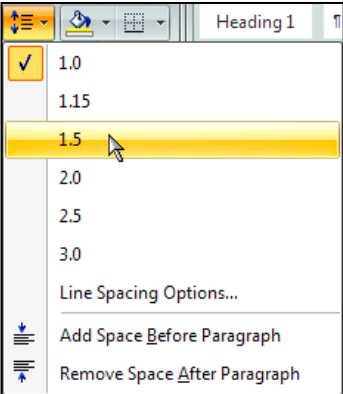

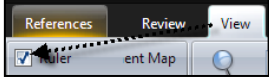


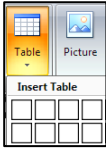
## Correcting Bad Habits in Word — for Word 2007

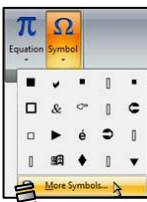
...with some Xtra Tips

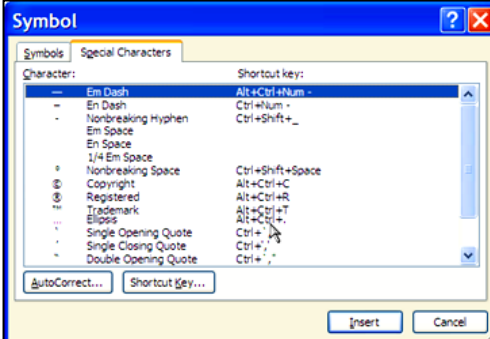
You use Word2007 and get things done—but have a sneaking suspicion that there is a better way: “things” happen when you try to reformat or move stuff around, or you glance at other people’s handouts and they look somehow...better. Here’s some help.


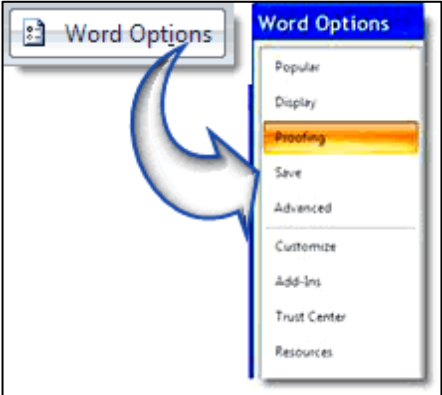
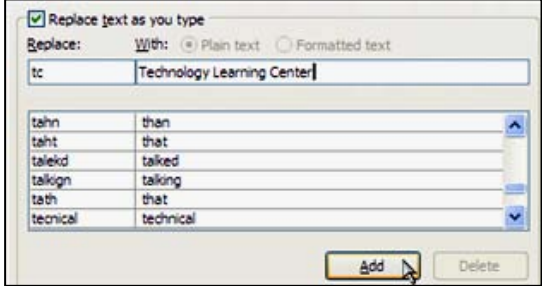
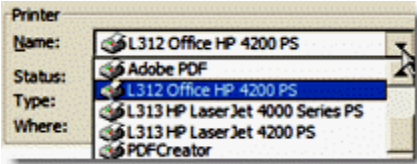
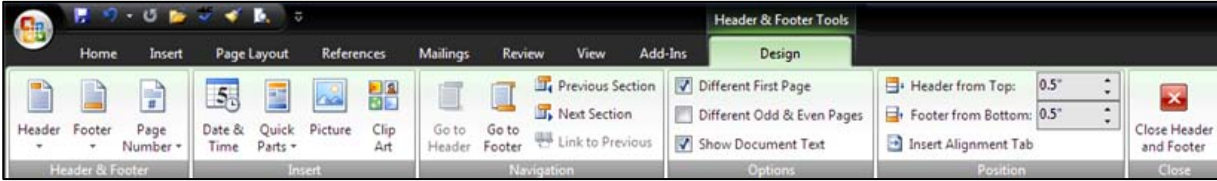
YOU WANT TO...	DON'T....	DO....
<p>Double Space</p> 	<p>Hit Enter (Mac: Return) twice at the end of each line</p>	<ol style="list-style-type: none"> <li>1. Click in a paragraph or <i>select paragraphs</i> by dragging through them (you don't have to select all words).</li> <li>2. On the <i>Home tab</i>, click the <i>Line Spacing</i> icon and select the spacing you want.</li> </ol> <p>As you can see, there is a lot more available than single or double spacing. 1.15 adds a subtle, airy amount of white space, and 1.5 will probably do what you want—and save space over 2.0 (double spacing).</p>
<p>Insert vertical space to separate paragraphs</p>	<p>Hit Enter (Mac: Return) twice at the end of each paragraph</p>	<p>Click in the paragraph you want to add space above (you don't have to select all words). In the Home tab, Paragraph section, click the <i>Line Spacing</i> icon (shown in the 1.5-Space entry above). Click <i>Add Space Before Paragraph</i>.</p> <p>Or, for even more control, click <i>Line Spacing Options</i>. Enter number of points (1 point=1/72") before and/or after. Best just choose after.</p> <p>Entering 3 points gives a tight look; 6 points gives plenty of white space without that typewriter look.</p>
<p>33Indent a paragraph</p> 	<p>Press the space bar at the beginning of every line</p>	<p>Select one or more paragraph(s) by dragging through them.</p> <p>Then: On the Home tab, Paragraph section, click the <i>Increase Indent</i> icon from the formatting toolbar. Remove indents by clicking the <i>Decrease Indent</i> icon.</p>
<p>Separate sentences with two presses of the space bar</p>	<p>Just Don't!</p>	<p>Word processors automatically make a single space between sentences a little wider than normal. Really.</p> <p>Two presses of the space bar after each sentence creates what designers call “rivers of white space” in your document, detracting subtly from its look.</p>

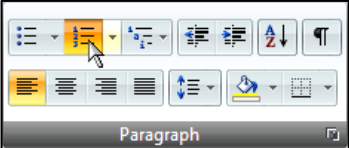

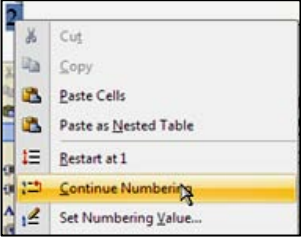
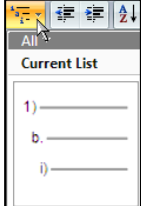

YOU WANT TO...	DON'T....	DO....
<p>Line up small items in successive lines</p> 	<p>1: Squint and press the space bar as many times as it takes</p> <p>2: Press the tab key as many times as it takes</p>	<p>Use tabs!</p> <p>Different character take up different amounts of horizontal space, so using the space bar will never really line things up. And reformatting will be a nightmare.</p> <p>See <b>More on Tabs</b> on the last page....</p> <p>Put in only one tab between items. Then, after you've entered everything, <i>set tabs all at the same time for the entire area</i> where you need to line things up.</p> <p>With all the lines highlighted, adjust tabs in the top ruler (If the ruler isn't visible: on the <i>View</i> tab, check the <i>Ruler box</i> to show the ruler).</p>

<p>Line up items of different lengths (as on this page)</p> 	<p>Press the tab or space bar as often as it takes</p>	<p>Use a <i>table</i> (like the one presenting this information). It's the only way to get items of varying lengths to line up horizontally.</p> <ol style="list-style-type: none"> <li>Place your cursor where you want the table. Open the Insert Tab and click the Table icon to draw a table.</li> <li>Drag through the rows and columns that you want and click to create the table. Or choose <i>Quick Tables</i> to select from preformatted tables.</li> </ol>
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<p>Insert an em dash (or other special characters)</p> 	<p>Press the hyphen twice: -- for an em dash</p>	<ol style="list-style-type: none"> <li>On the <i>Insert tab</i>, click the Symbol icon</li> <li>Click <i>More Symbols</i></li> <li>On the Symbol window, click the <i>Special Characters</i> tab</li> <li>Select a character</li> <li>Click the <i>Insert</i> button (lower right)</li> <li>Close the Symbol window</li> </ol> <p>Tip: Use this key combo to insert an em-dash: Ctrl-Alt-Numeric keyboard – key (extreme upper right on most keyboards).</p>
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	<p><b>Tips:</b></p> <p>Note the Shortcut keys on the Special Characters list for characters that you use often.</p> <p>Some of the special characters have <i>Autocorrect</i> entries:</p> <p>Type (c) and you get © or (r) for ® or (tm) for ™</p> <p>:) becomes ☺ and :( becomes ☹</p> <p>==&gt; turns into ➡ and --&gt; becomes ➔</p> <p>&lt;== turns into ⬅ and &lt;-- becomes ⬅</p>
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YOU WANT TO...	DON'T....	DO....
<p>Type the same long organization or committee name again and again in a long document</p>  	<p>Type the same long organization or committee name again and again in a long document</p>	<p>Use <b>Autocorrect</b> to shorten typing.</p> <ol style="list-style-type: none"> <li>1. Click the Office button (top left of the Word 2007 Window).</li> <li>2. At the bottom of the menu, click the <i>Word Options</i> button</li> <li>3. Click the <i>Autocorrect</i> Options button.</li> </ol>  <ol style="list-style-type: none"> <li>4. In the <i>Replace</i> box, type a few characters (not a complete word). In the <i>With</i> box, type the long phrase. Click <i>Add</i>; then <i>OK</i>.</li> </ol> <p>Now, whenever (on that computer) you type the characters on the left and press the space bar, the complete replacement phrase appears.</p>
<p>Print (but can't find the printed document)</p>  <p>(Your screen will look different.)</p>	<p>Print without checking which printer is selected</p>	<p>Click the <i>Office Button</i>, then <i>Print</i>, then <i>Print</i> again.</p> <p>On the Print Dialog, you can click the down arrow (triangle) at the right of the Printer Name box to choose a printer as in the illustration.</p> <p>If you're in an unfamiliar area, ask a local person which printer is which. Or consult an ITS staffer nearby or call the Help Desk (239-3711)</p>
<p>Print a footer (or header) on every page Or: Print a footer (or header) on every page but the first</p>	<p>Type your header or footer on each page</p>	<p>Click the <i>Insert</i> tab. Click the <i>Header</i>, <i>Footer</i> or <i>Page Number</i> icon and either choose one of the preformatted headers/footers or click <i>Edit Header</i> (or <i>Edit Footer</i>) to type in your own text.</p> <p>You are sent into Header/Footer view and the <i>Header &amp; Footer Tools</i> tab appears. If you click the tab, you get this special set of tools:</p>
		
<ul style="list-style-type: none"> <li>• If you are not on the first page, and you check the <i>Different First Page</i> box, the header or footer will not appear on the first page.</li> <li>• Insert what you need from this set of tools.</li> <li>• When finished, press the <i>Esc key to exit Header/Footer view</i> to continue editing the main document.</li> </ul>		

YOU WANT TO...	DON'T....	DO....
<p>Number items (and get the benefit of automatic renumbering when you delete or move numbered items)</p> 	<p>Type in the numbers by hand</p>	<p>Select through the lines you want to number. On the <i>Home tab</i>, Paragraph group, click the <i>numbering icon</i>. If you want more choices, click the down arrow (triangle) at the right of the icon and choose one.</p> <p>The lines will automatically indent. If you don't want the indent, highlight the lines and click the <i>Decrease Indent icon</i> (left arrow).</p> 
<p>Number lines that are not next to each other</p>	<p>Type in the numbers by hand</p>	<p><b>Control-Click</b> (Mac: <i>Cmd/Apple-Click</i>) in the margin beside the lines you want numbered (they will highlight as you do so) and then, with all the lines selected, click the numbering icon.</p>
<p>If you number many lines throughout a document, Word sometimes makes them into one long sequence, from 1 to whatever, or else breaks up sequences and restarts at 1 when you don't want that. Use this method to either: Number several sequences, always restarting at 1 Or Continue numbering after a break</p>	<p>Type in the numbers by hand</p>	<p>To number as one sequence:</p> <ol style="list-style-type: none"> <li>1. Select all the lines you want to number and click the numbering icon.</li> <li>2. <b>Right-click</b> the first number (cursor on the number).</li> </ol>  <p>If that doesn't work, and you still get breaks in the numbering</p> <ol style="list-style-type: none"> <li>1. Position the cursor on the first number after a break and <b>right-click</b>.</li> </ol> <ol style="list-style-type: none"> <li>2. From the popup menu, click <b>Continue numbering</b>.</li> </ol> <p>If you want to restart numbering:</p> <ol style="list-style-type: none"> <li>1. Position the cursor on the number that you want to restart at 1 and <b>right-click</b>.</li> <li>2. Click <b>Restart at 1</b> from the popup menu.</li> </ol>
<p>Number questions 1, 2, 3 with a, b, c, answers —</p>  <p>(and get the benefit of automatic renumbering when you delete or move numbered items)</p> 	<p>Type in the numbers and/or letters by hand</p>	<ol style="list-style-type: none"> <li>1. Before you start typing, on the <i>Home tab</i>, Paragraph group, click the <i>Multilevel list icon</i> and choose the numbering scheme you want.</li> <li>2. Start typing. Your first line starts with 1 (or whatever else you chose).</li> <li>3. Press Enter to go to the next line. To indent to the next level of numbering (for the first answer), press <i>Tab</i> or the <i>Increase Indent icon</i> before you type anything.</li> <li>4. When you want to go back to the first level, press Enter; then press <i>Shift-Tab</i> or the <i>Decrease Indent icon</i> before typing anything.</li> </ol>

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## More about Tabs

Word automatically sets tab stops at ½” intervals—which is normally fine. But, if you want, you can easily set your own tabs. To set tabs in a section of text:

- **Before you type in the text**—set tabs in the first line of the section.
- **After you’ve typed in text**—highlight all the text you want to set tabs in and *then* set your tabs. You only affect the tab settings in highlighted.

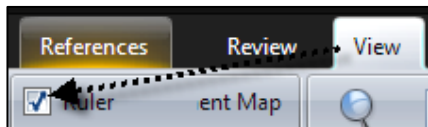
### Setting tabs

There are four commonly used tab types in Word (and a lot of others that are not so common):

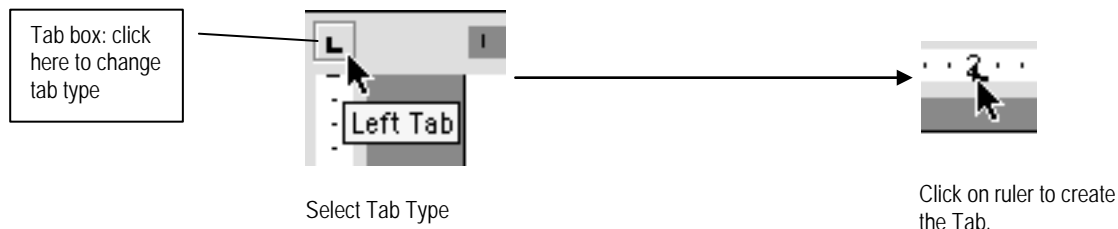


### To Set and Use Tabs

If you can’t see the top ruler: On the *View* tab, check the *Ruler box* to show the ruler).



1. Choose the type of tab you want by clicking on the tab box in the upper left corner of the Word ruler until you see your tab type.



2. Click on the position in your top ruler where you want your tab. You may have to experiment to click on exactly the right place on the ruler before the tab appears.
3. When you’re done, press the tab key to go to your designated tab position.

### To move a Tab

If you can’t see the top ruler: On the *View* tab check the box beside *Ruler*.

1. Highlight the text whose tab settings you want to change. You can only change tab settings in highlighted text.
2. In the Horizontal ruler, click and drag the tab you want to change.

### To Delete a Tab

1. Highlight the text whose tab settings you want to change.
2. Click and hold down on the tab in the horizontal ruler.
3. Drag the tab down and out of the ruler, and then release your mouse.

## Keyboard shortcuts for international characters

Press	To get this
CTRL+` (ACCENT GRAVE); then type the letter	à, è, ì, ò, ù,   À, È, Ì, Ò, Ù
CTRL+' (APOSTROPHE); then type the letter	á, é, í, ó, ú, ý   Á, É, Í, Ó, Ú, Ý
CTRL+SHIFT+^ (CARET); then type the letter	â, ê, î, ô, û   Â, Ê, Î, Ô, Û
CTRL+SHIFT+~ (TILDE); then type the letter	ã, ñ, ã   Ã, Ñ, Õ
CTRL+SHIFT+: (COLON); then type the letter	ä, ë, ï, ö, ü, ÿ,   Ä, Ë, Ì, Ö, Ü, ÿ
CTRL+SHIFT+@, a or A	å, Å
CTRL+SHIFT+&, a or A	æ, Æ
CTRL+SHIFT+&, o or O	œ, Œ
CTRL+, (COMMA), c or C	ç, Ç
CTRL+' (APOSTROPHE), d or D	đ, Đ
CTRL+/, o or O	ø, Ø
ALT+CTRL+SHIFT+?	ı
ALT+CTRL+SHIFT+!	ı
CTRL+SHIFT+&, s	ß