



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[Home](#)
[Permission to Use](#)
[LTS Help Desk](#)
[Workshops](#)
[Building Information](#)
[Technology Skills \(BITS\)](#)

## Microsoft Word 2007/2008

Documentation is also available for [Word 2003/2004](#)

### Word Environment

- [The Office 2007 Environment](#)
- [Customizing Toolbars](#)
- [Customizing the Status Bar](#)

### Word Basics Series

- [Learning Document Basics \(Win | Mac\)](#)
- [Editing a Document](#)
- [Working with Spell Check](#)
- [Using Grammar Check \(Win | Mac\)](#)
- [The Formatting Palette](#)
- [Paragraph Formatting Options \(Win | Mac\)](#)
- [Page Formatting Options \(Win | Mac\)](#)
- [Working with Section Breaks](#)
- [Working with Text Options \(Win | Mac\)](#)
- [Saving in Alternate Formats \(Win | Mac\)](#)
- [Printing Options for Specific Pages \(Win | Mac\)](#)
- [Hyphenation Options](#)
- [Inserting Symbols and Special Characters \(Win | Mac\)](#)  
(video: [Inserting Symbols](#))
- [Setting Tabs \(Win | Mac\)](#)
- [Borders and Shading Options \(Win | Mac\)](#)

### Bullets & Numbering

- [Using Bulleted Lists \(Win | Mac\)](#)
- [Using Numbered Lists \(Win | Mac\)](#)
- [Customizing Bulleted and Numbered Lists \(Win | Mac\)](#)
- [Using Multilevel List Numbering \(Win | Mac\)](#)
- [Using Outline View \(Win | Mac\)](#)

### Organizing Information with Word Tables

- [Table Basics \(Win | Mac\)](#)
- [Creating a Table from Existing Text \(Win | Mac\)](#)
- [Table Options \(Win | Mac\)](#)
- [Navigating and Selecting within a Table](#)
- [Merging and Splitting Table Cells \(Win | Mac\)](#)
- [Resizing Table Elements \(Win | Mac\)](#)
- [Formatting Tables](#)
- [Inserting a Quick Table](#)
- [Adding Borders and Shading \(Win | Mac\)](#)
- [Using the Sort Feature \(Win | Mac\)](#)
- [Calculations within Tables \(Win | Mac\)](#)

### Inserting Fields and Text

- [Summary of Word Fields](#)

*Excellence. Our Measure.*

- [Inserting Fields \(Win | Mac\)](#)

## Using Word Styles

- [Styles: An Overview](#)
- [Style Basics \(Win | Mac\)](#)
- [Style Options \(Mac\)](#)
- [Advanced Style Options \(Win | Mac\)](#)
- [Style Organizer](#)
- [Changing the Normal Style Defaults](#)

## Working Collaboratively

- [Working with the Track Changes Feature \(Win | Mac\)](#)
- [Protecting a Document \(Win | Mac\)](#)
- [Combining Word Files](#)

## Working with AutoCorrect

- [AutoCorrect: Corrections and Replacements](#)
- [AutoCorrect: Automatic Formatting \(Win | Mac\)](#)
- [Working with AutoText \(Mac only\)](#)

## Automating Your Work

- [Working with Templates \(Win | Mac\)](#)
- [Template Locations \(Win | Mac\)](#)
- [Automatic Page Cross-References](#)
- [Generating a Table of Contents \(Win | Mac\)](#)
- [Creating an Index](#)
- [Using Find and Replace](#)
- [Creating Macros](#)
- [Working with Macros \(Win | Mac\)](#)
- [Managing Bibliographic Sources \(Win | Mac\)](#)
- [Working with Bibliographic References \(Win | Mac\)](#)
- [Working with the Bibliographic Sources File](#)

## Labels and Envelopes

- [Labels: An Overview](#)
- [Creating Labels \(Win | Mac\)](#)
- [Customizing Labels](#)
- [Working with Envelopes \(Win | Mac\)](#)
- [Additional Options for Creating Envelopes \(Win | Mac\)](#)

## Mail Merge and Form Letters

- [Mail Merge: An Overview \(Win | Mac\)](#)
- [Mail Merge Terminology \(Win | Mac\)](#)
- [Working with the Recipient List \(Win\)](#)
- [Working with the Data Source \(Mac\)](#)
- [Filter and Sort Options \(Win | Mac\)](#)
- [Creating Merged Letters \(Win | Mac\)](#)
- [Using an Excel Database for Mail Merge \(Win | Mac\)](#)
- [Using Outlook Contacts for Mail Merge](#)
- [Creating Merged Mailing Labels \(Win | Mac\)](#)
- [Creating Merged Envelopes \(Win | Mac\)](#)
- [Creating an Email Merge](#)
- [Creating a Directory Merge](#)

## Customizing Word

- [Changing Word Default Selections \(Win | Mac\)](#)
- [Adding a Dictionary \(Win | Mac\)](#)

- Removing Hyperlink Formatting from URLs
- Working with File Properties (Win)
- Working with Summary Information (Mac)
- Changing the View for Email Attachments

### Inserting Clip Art

- Overview of Clip Art
- Using Clip Art
- Importing Clip Art from the Web
- Importing Clip Art from the Office 2003 Server

### Inserting WordArt

- Using WordArt
- Editing WordArt

### Working with the Equation Editor

- The Equation Editor Environment
- Creating Fractions
- Working with the Equation Editor (Mac only)
- Inserting Built-in Equations and Structures
- Equation Editor Options
- Creating Custom Mathematical Expressions

### Miscellaneous Topics

- Working with Columns
- Creating Headers and Footers (Win | Mac)
- Working with Images (Win | Mac)
- Adding and Removing Watermarks (Win | Mac)
- Adding Line Numbers
- Using Microsoft Office Help

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### The Office 2007 Environment

The updates in the Office 2007 environment make finding commands and tools easier for you. The new interface aims to make all of the Office programs more user-friendly and efficient. The following features will be explained in this document:

- The Ribbon
- Command Tabs
- Smart Tags
- The Help Task Pane
- Using ScreenTips



### The Ribbon

Gone in Office 2007 are the familiar pull-down menus and toolbars seen in previous versions of Office. These have largely been replaced by the *Ribbon*, a more intuitive and visual tab-based interface. Programs open in the *Home* command tab, which displays most of the tools you will need to create a basic document. Specialized features can then be quickly accessed from the other **command tabs**.

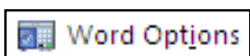
Tools for each command tab are divided into groups (e.g., the *Clipboard*, *Font*, and *Paragraph* groups in Word's *Home* tab). Some command tabs are context-sensitive, displaying only when a particular feature is being used. For example, when a table has been inserted into a Word document, the *Design* and *Layout* tabs appear in the *Ribbon*.

### The Office Button

The Office 2007 OFFICE BUTTON is located in the upper-left of the program window and is identified by the Office logo.




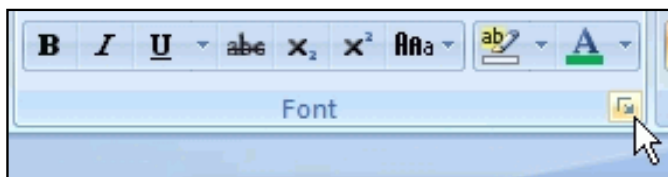
The OFFICE BUTTON allows you to open, save, and print documents, and perform other document output functions (e.g., fax and email). The OFFICE BUTTON is also where you go to change Word's options and preferences, by clicking the new *Options* button (e.g., *Word Options*, *Excel Options*, *PowerPoint Options*). From the *Options* button you can customize an Office program's display and settings.



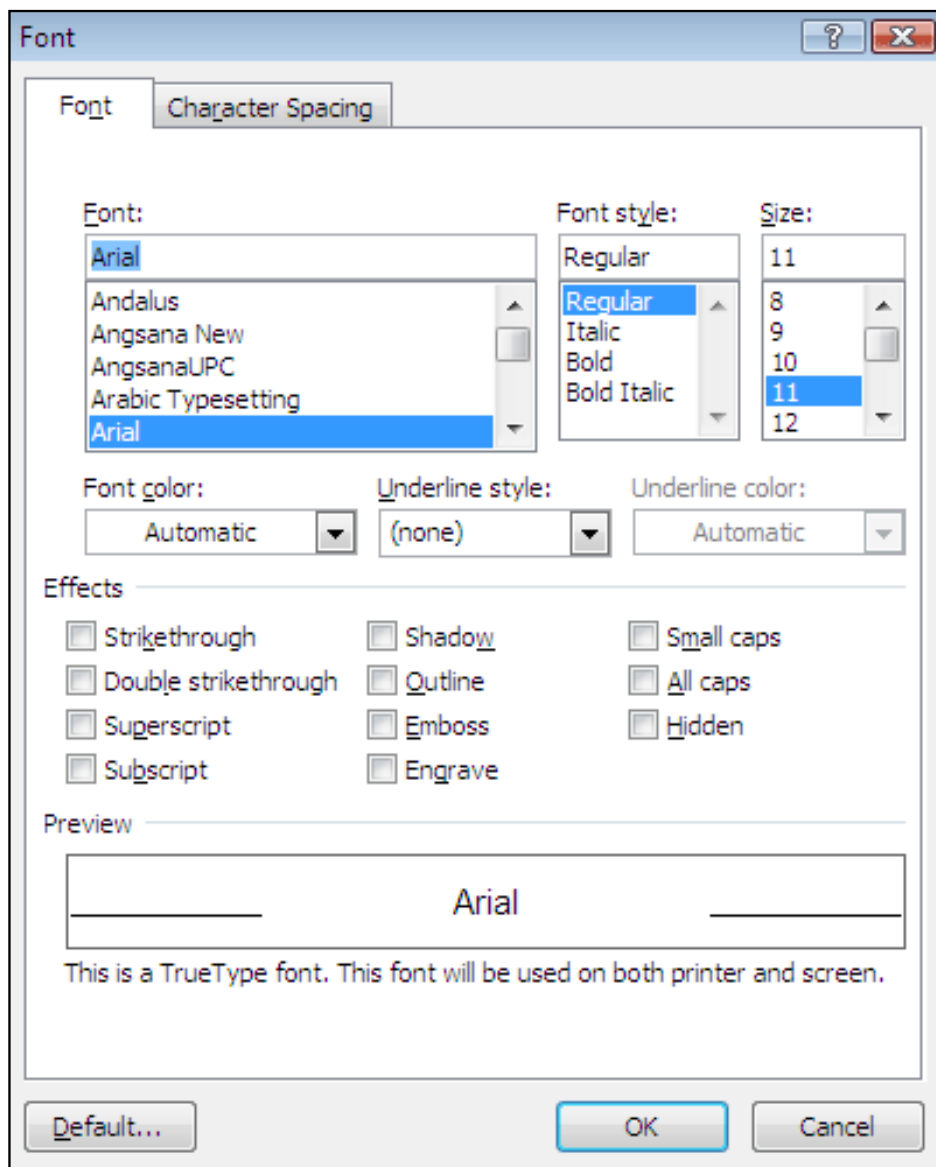
### Accessing Dialog Boxes and Task Panes

When using a tool from the *Ribbon*, you will often want to see additional options and settings. Office provides dialog

boxes and task panes for each group within a command tab. Dialog boxes and task panes are accessed by clicking the button  in the lower-right corner of each group. For example, in Word, to bring up the *Font* dialog box, click **FONT** in the lower-right corner of the *Font* group.



The resulting dialog box provides advanced features and settings for a given group:



## Command Tabs

Upon starting an Office 2007 program, the command tabs (such as *Write*, *Insert*, and *Page Layout*) are found along the top of the *Ribbon*. The command tabs are customized for each program and allow you to find the functions and controls that you will use. For certain functions, such as editing a table, the relevant command tab does not appear unless you are working with a table.

When you select the appropriate command tab at the top of the *Ribbon*, formatting options appear in groups relevant to

that command tab. For example, on the *Home* tab, you will find such groups as *Font*, *Paragraph*, and *Style*.



## Smart Tags

Like the commands on the *Ribbon*, *Smart Tags* put commonly used functions within easy reach. A *Smart Tag* is an icon containing a menu that temporarily appears within your document after you perform a certain action. The purpose of *Smart Tags* is to inform you of the options available in different situations when using Office 2007. For example, after you paste text, a *Smart Tag* appears with formatting options for that text; however, the tag will disappear when you begin typing more text. *Smart Tags* also appear when using the *AutoCorrect* feature and when errors occur in Excel formulas.

### EXAMPLE:

1. After pasting, to reveal your options, click the **PASTE OPTIONS** smart tag



## Smart Tags and AutoCorrect

When Word *AutoCorrects* your text, a *Smart Tag* allows you to change or turn off the *AutoCorrect* feature. For more information on *AutoCorrect*, see [AutoCorrect: Corrections & Replacements](#).



## The Help Task Pane

The Office 2007 Help system includes *Back* and *Forward* buttons to navigate through help menus and a text-based *Microsoft Office Help* dialog box. The Help system includes a table of contents, various search options, and updates on changes made from previous Office environments. For information on using Office 2007 Help, refer to [Using Microsoft Office Help](#).

To view Microsoft Office Help:

1. In the upper right corner of the *Ribbon*, click **HELP**



## Using ScreenTips

*ScreenTips* show information about the buttons available on the *Ribbon* and can be helpful if you are unsure about the function of a specific command or button. *ScreenTips* give you a brief description of the function of any button on the *Ribbon* by hovering your mouse over the button. You can also configure Office 2007 to show you keyboard shortcuts within *ScreenTips*.

## Activating ScreenTips

NOTE: The following instructions for activating tooltips apply to Word, PowerPoint, and Excel. For Publisher and Outlook, refer to [Viewing Screen Tips](#).

1. Click the **OFFICE BUTTON**

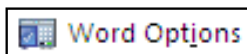


,

»

click **OPTIONS**

**EXAMPLE:** In Word, click **WORD OPTIONS**



The *Word Options* dialog box appears.

**NOTE:** Depending on which program you are working in, the *Options* button will appear as *PowerPoint Options*, *Excel Options*, or *Word Options*.

- From the *Categories* pane, select **Popular**
- In the task pane, under *Top options for working with Word*, from the *ScreenTip* style pull-down list, select **Show feature descriptions in ScreenTips**
- Click **OK**  
The tooltips function for buttons on the command tab is now activated.


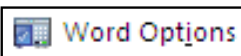
## Showing Shortcut keys

Options for showing or hiding shortcut keys within *ScreenTips* can be selected only when the *Show feature descriptions in ScreenTips* option is selected. To learn how to do this, refer to [Activating ScreenTips](#).

### NOTES:

Shortcut keys will remain visible even if the *ScreenTips* option is deactivated, but no additional information will be shown.



- Click the **OFFICE BUTTON**  , click **WORD OPTIONS** 

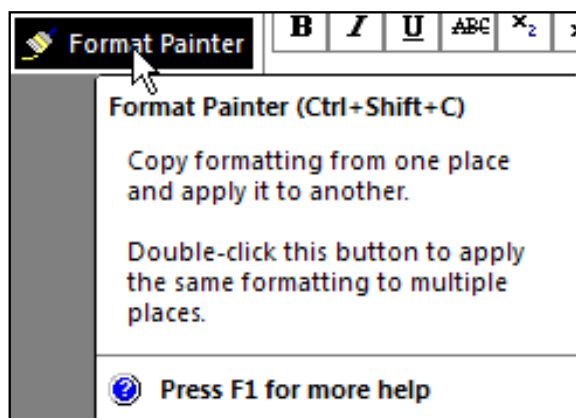
The *Word Options* dialog box appears.

**NOTE:** Depending on which program you are working in, the *Options* button will appear as *PowerPoint Options* or *Word Options*.

- In the *Categories* pane, select **Advanced**
- In the task pane, from the *Display* section, select **Show shortcut keys in ScreenTips**
- Click **OK**  
The shortcut keys for buttons on the *Ribbon* are now visible within *ScreenTips*.

## Viewing ScreenTips

- Hold the mouse over any button  
A *ScreenTip* appears for the selected button.



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### Customizing Toolbars

To help you work more efficiently, Office allows you to customize the *Quick Access* toolbar or to create entirely new toolbars in certain programs. The *Quick Access* toolbar is always visible on the screen and can be resized to fit as many options as you need. This option is available in Word, Excel, Access, and PowerPoint. Within Publisher and Outlook, you may create a customized toolbar containing your own most-used buttons. Custom toolbars lead to less time spent searching through tabs and groups and more time spent on actual tasks.

- [Customizing the Quick Access Toolbar](#)
- [Creating a Custom Toolbar](#)
- [Viewing a Custom Toolbar](#)
- [Deleting a Custom Toolbar](#)

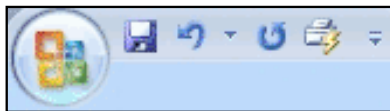


### Customizing the Quick Access Toolbar

The *Quick Access* toolbar is available in Word, Excel, Access, and PowerPoint. It is always visible, no matter which tabs are active on the *Ribbon*. If there are options that you use frequently with different types of tasks, you may want to consider putting them on your *Quick Access* toolbar. Office also gives you the option of customizing the *Quick Access* toolbar for all documents, or simply the one you are currently working with. To see a video of these procedures, refer to [Video: Customizing the Quick Access Toolbar](#).

**NOTE:** These instructions use the example of adding buttons to the Word *Quick Access* toolbar. In other programs, names of options and dialog boxes may change slightly.

1. From the *Quick Access* toolbar, click **CUSTOMIZE QUICK ACCESS TOOLBAR** 



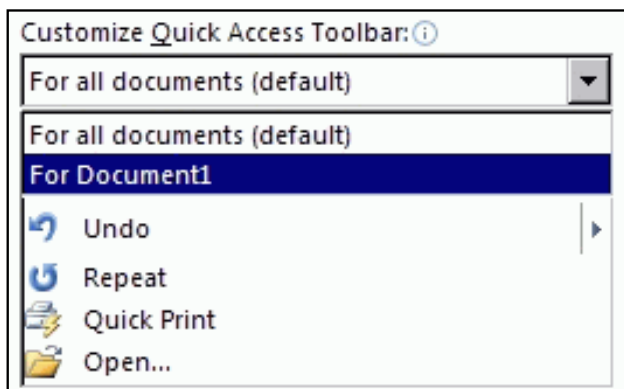
2. Select **More Commands ...**

The (*Program*) *Options* dialog box appears, displaying the *Customize* options.

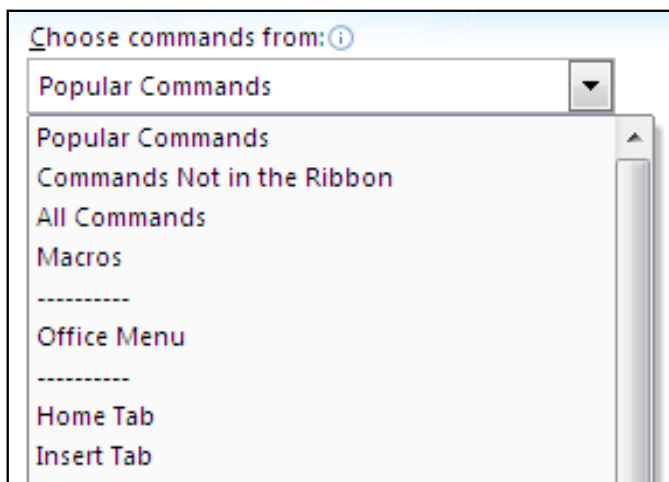
**NOTE:** Different options appear in each Office program. Even once customized, the *Quick Access* toolbar may contain different options in each program.

3. From the *Customize Quick Access Toolbar* pull-down list, select whether you would like these changes to appear in all documents or only the current document

**NOTE:** If you choose to modify the toolbar in only the current document, the options available in all documents will disappear from the list of current toolbar commands. They will still appear on the toolbar, however.



4. In the *Choose commands from* pull-down list, select a group of commands (e.g., *All Commands*, *Popular Commands*, *Commands Not in the Ribbon*).



All commands from the selected group appear in the scroll-box below.



5. From the list of available commands, select the one you want added to the *Quick Access* toolbar

6. Click **ADD >>**

The selected command is added to the list of toolbar commands.

7. Repeat steps 4–5 until all desired commands are added to the *Quick Access* toolbar

8. **OPTIONAL:** If you decide that you no longer want a command on the *Quick Access* toolbar

- a. From the list of toolbar commands, select the command you wish to remove
  - b. Click **REMOVE**  
The option is removed from the *Quick Access* toolbar.
9. **OPTIONAL:** To display the *Quick Access* toolbar below the *Ribbon*, at the bottom of the *Options* dialog box, select **Show Quick Access Toolbar below the Ribbon**
10. Click **OK**  
Your changes are applied to the *Quick Access* toolbar.

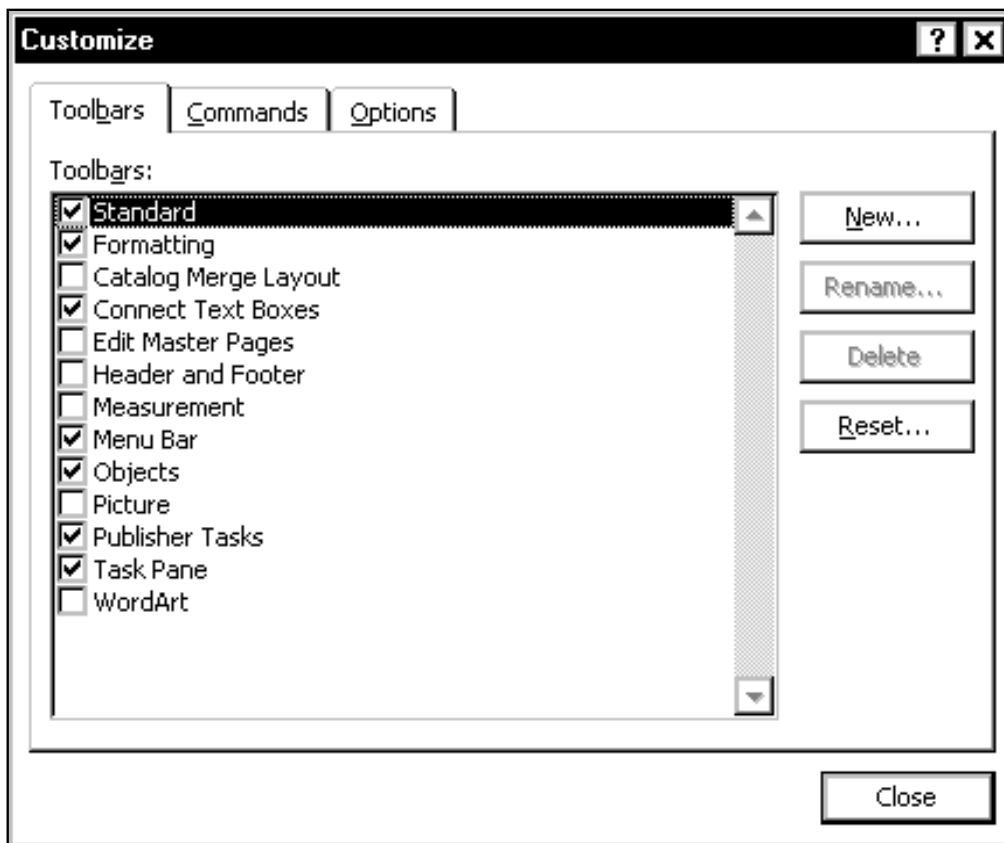


## Creating a Custom Toolbar

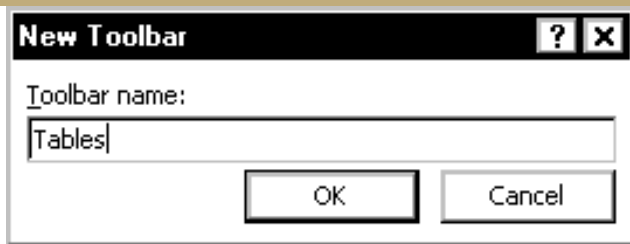
If there are options you use frequently and would like to access more easily, you may want to consider creating a customized toolbar.

**NOTE:** This option is available only in Publisher and Outlook.

1. From the *Tools* menu, select **Customize...**  
The *Customize* dialog box appears.



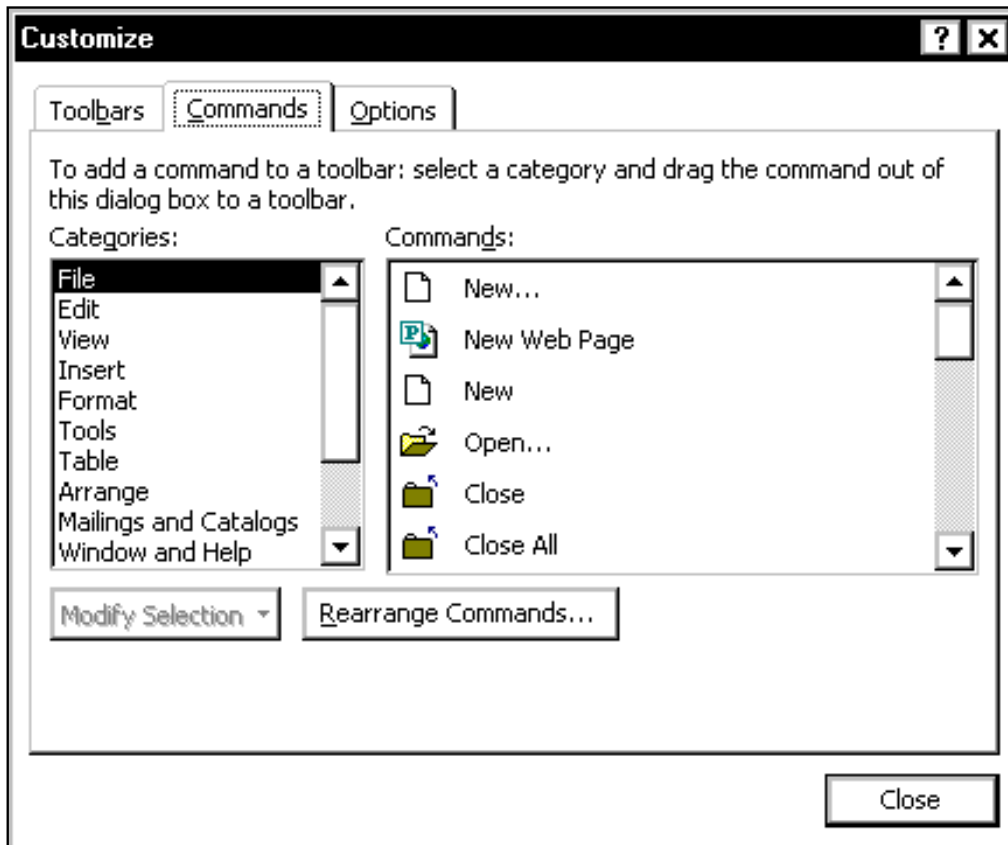
2. Select the **Toolbars** tab
3. Click **New...**  
The *New Toolbar* dialog box appears.



4. In the *Toolbar Name* text box, type a name for your toolbar
5. Click **OK**  
The new, empty toolbar appears beside the *Customize* dialog box.



6. From the *Customize* dialog box, select the **Commands** tab



7. From the *Categories* scroll list, select the category containing the option you wish to add to your custom toolbar
8. From the *Commands* scroll list, click and hold the desired option
9. Drag the command into the toolbar and release the mouse  
The command is added to the toolbar
10. Repeat steps 7–9 until all commands are added to the desired toolbar
11. **OPTIONAL:** To delete undesired buttons from your toolbar,

- a. From the toolbar, click and hold the button you want to remove
- b. Drag the button out of the toolbar and release the mouse  
The button is removed from the toolbar.

12. From the *Customize* dialog box, click **Close**

## Viewing a Custom Toolbar

### NOTES:

This option is available only in Publisher and Outlook.

The command is added to the *Quick Access* toolbar in the other Office programs will always be visible.

1. From the *View* menu, select **Toolbars** » select your custom toolbar  
The toolbar is displayed.

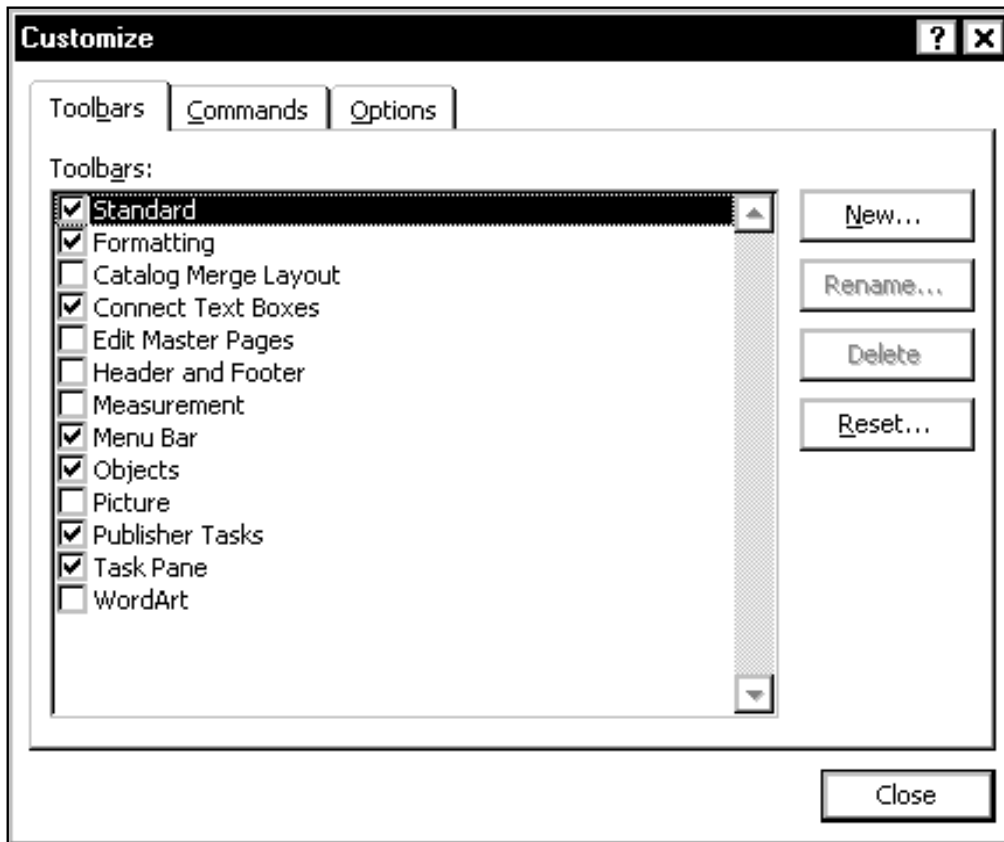
## Deleting a Custom Toolbar

### NOTES:

This option is available only in Publisher and Outlook.

Individual commands added to the *Quick Access* toolbar in the other Office programs can be deleted, but the toolbar itself will always be visible.

1. From the *Tools* menu, select **Customize...**  
The *Customize* dialog box appears.



2. Select the **Toolbars** tab
3. From the *Toolbars* list, select the toolbar you want to remove

4. Click **DELETE**  
A confirmation dialog box appears.
5. To delete the toolbar, click **OK**  
To keep the toolbar, click **CANCEL**
6. When finished, click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Customizing the Status Bar

Word's *Status Bar* can keep track of and display statistics about your document. Statistics (e.g., word count or line number) or features (e.g., the macro recorder or the zoom slider) can be added, removed, or viewed easily.

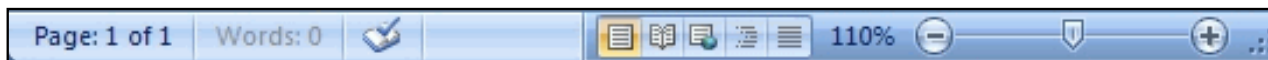
- Adding & Removing Status Bar Features
- Viewing Document Statistics



### Adding & Removing Status Bar Features

You may be working on a document when referring to a specific statistic is important (e.g., line number, word count). When that is the case, you can add that statistic to the *Status Bar* for easy reference.

1. With a document open, right click the **STATUS BAR**



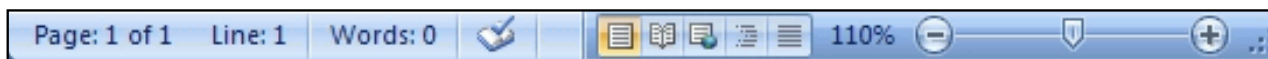
2. **To add a feature** to the *Status Bar*, from the pull-down list that appears, select the desired feature

**EXAMPLE:** Select **Line Number**

**NOTES:**

The feature is selected if a checkmark appears before it.

The feature appears on the *Status Bar*.



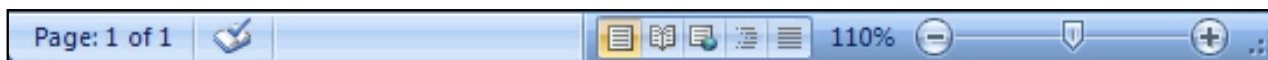
3. **To remove a feature** from the *Status Bar*, from the pull-down list that appears, deselect the desired feature

**EXAMPLE:** Select **Word Count**

**NOTES:**

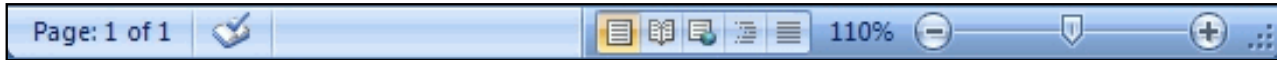
The feature is selected if a checkmark appears before it.

The feature is removed from the *Status Bar*.



### Viewing Document Statistics

You do not need to add a feature to the *Status Bar* to know its present status. The *Status Bar's* pull-down list provides updated information on your document.

1. Right click the **STATUS BAR**

2. From the pull-down list that appears, identify the feature which you want updated information on  
**EXAMPLE:** Identify the *Word Count* feature.

3. On the right side of the feature, identify the desired statistic

**EXAMPLE:** The *Word Count* feature provides the number of words in the document: 171.

Customize Status Bar		
	Formatted Page Number	2
	Section	1
<input checked="" type="checkbox"/>	Page Number	2 of 2
	Vertical Page Position	5.8"
	Line Number	15
	Column	27
	Word Count	171
<input checked="" type="checkbox"/>	Spelling and Grammar Check	Errors

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System





# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Document Basics

The blank screen is like a blank piece of paper. The following instructions will guide you through the basics of Word 2008 including saving, opening, printing, and exiting.

- [Creating a New Document](#)
- [Saving a Document](#)
- [Opening a Document](#)
- [Selecting a Printer](#)
- [Using Print Preview](#)
- [Printing a Document](#)
- [Closing a Document](#)



### Creating a New Document

You can create a new document by using either the menu option or the toolbar option.

#### Creating a New Document: Menu Option

1. From the *File* menu, select **New Blank Document**

#### Creating a New Document: Toolbar Option

1. From the *Standard* toolbar, click **NEW BLANK DOCUMENT**  
A new document appears.



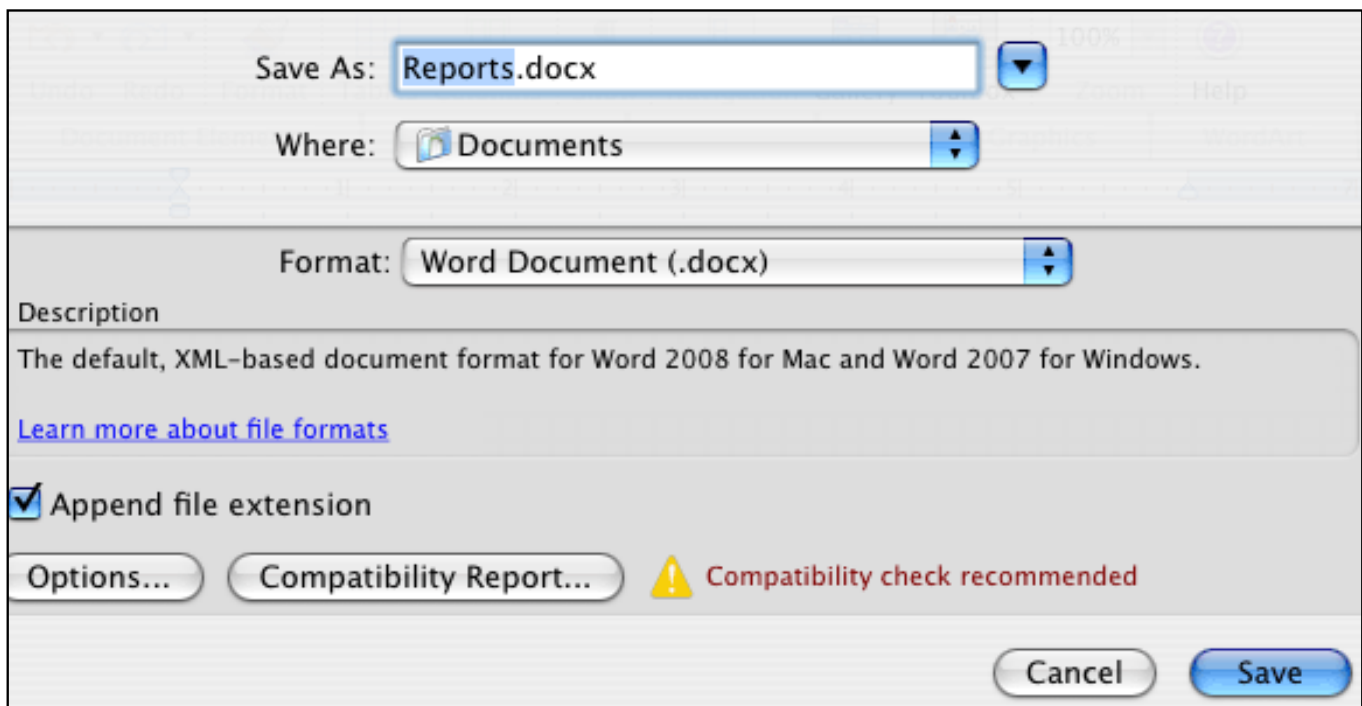
### Saving a Document

The *Save* and *Save As* commands are located under the *File* menu. If you are saving a document for the first time, either selection will take you to the *Save As* dialog box.

#### Saving a Document: Save As Option

To save and name your document or to save a copy of your document under another name:

1. From the *File* menu, select **Save As...**  
The *Save As* dialog box appears.



- From the *Where* pull-down list, select the desired save location  
**HINT:** Your personal home directory is generally your username followed by a \$.  
**EXAMPLE:** DOEJANE\$
- In the *Save As* text box, type the document name  
**WARNING:** Previous versions of Microsoft Word (e.g., Word 2004) cannot open **.docx** files.  
**HINTS:**  
 To help you locate the file in the future, use a descriptive filename.  
 By default, Word will automatically add a **.docx** extension.
- Click **SAVE**

### Saving a Document: Save Option

Use the *Save* command to save a document that has already been named and saved. If you select the *Save* command and you have not saved the document before, you will see the **Save As dialog box**. Use the *Save* command to save the changes you make to the original document.

#### To save a document using a menu:

- From the *File* menu, select **Save**  
 Word will automatically save your document to the location you previously selected.

#### To save a document using a button:

- From the *Standard* toolbar, click **SAVE**   
 Word will automatically save your document to the location you previously selected.



## Opening a Document

Follow these instructions if you have already created a document or if you want to open a document already created in Word.

1. From the *File* menu, select **Open...**

**OR**

From the *Standard* toolbar, click **OPEN** 

**OR**

On the keyboard, press [**Command**] + [**O**]

The *Open* dialog box appears.

2. From the *Where* pull-down list, navigate to the desired file

**NOTE:** Although all file types are shown, only file types associated with Word (e.g., .docx, .doc, .rtf) can be opened. The remainder are grayed out and cannot be selected.

3. To select the document, click the name of the document you want to open

4. Click **OPEN**



## Selecting a Printer

In order to print any document, a printer must be selected. These instructions will show you how to select a printer and set one as the default.

1. From the *File* menu, select **Print...**

The *Print* dialog box appears.

2. From the *Printer* pull-down list, select the printer you wish to use

Your printer is selected.

### To set a default printer:

To make selecting a printer from the *Print* dialog box easier, simply set a default printer that will automatically be used every time you print.

1. From the *File* menu, select **Print...**

The *Print* dialog box appears.

2. From the *Printer* pull-down list, select **Print and Fax Preferences...**

The *Print and Fax* dialog box appears.

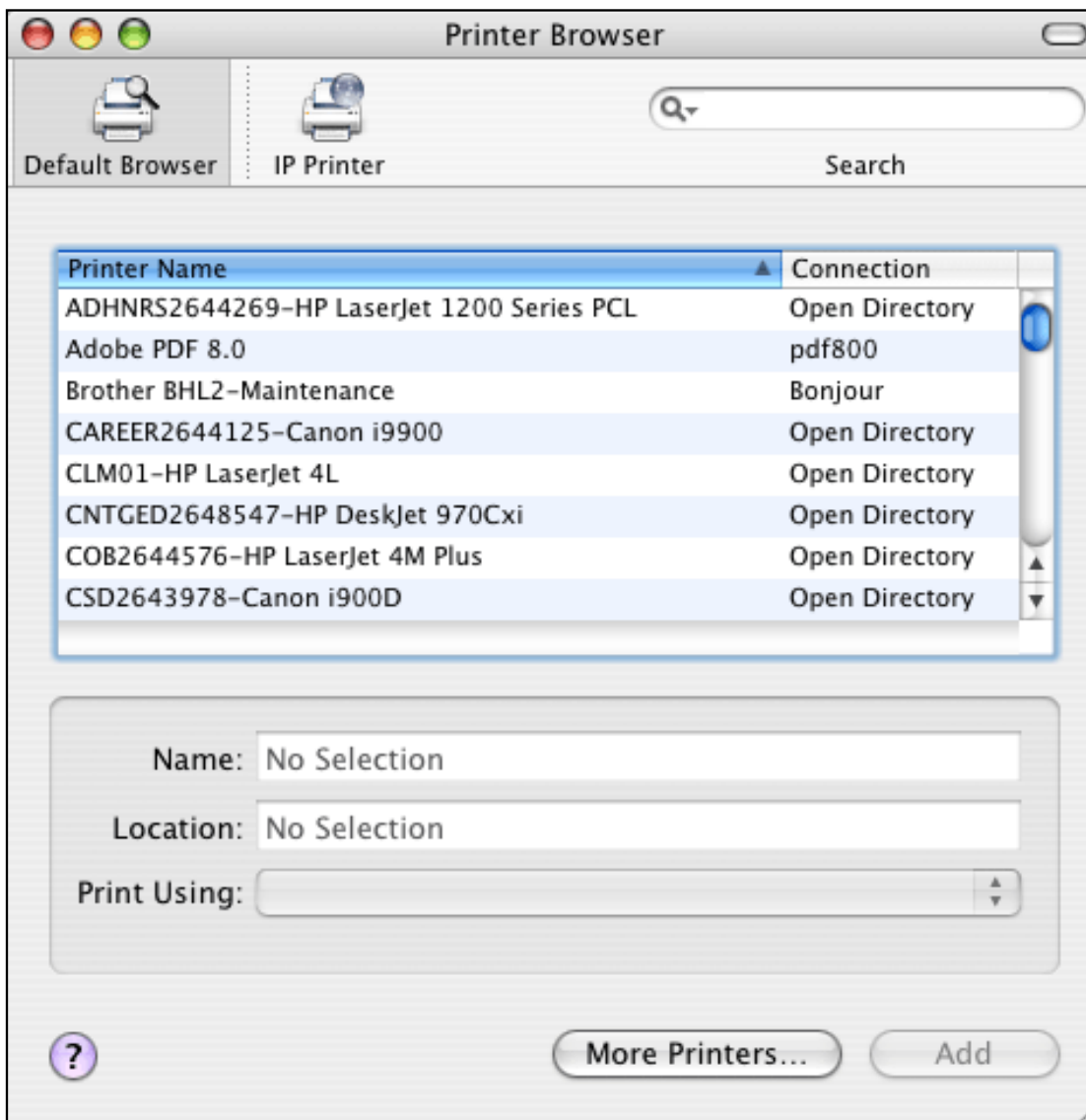
3. From the *Selected Printer in Print Dialog* pull-down list, select the desired printer

**OR**

If the desired printer does not appear in the list,

- a. Click 

The *Printer Browser* dialog box appears.



- b. Using the pull-down list and navigation window, locate and select the desired printer
- c. Click **ADD**

4. Click **CLOSE**  
You are returned to the *Print* dialog box.
5. From the *Printer* pull-down list, select the desired printer again  
The default printer is changed.
6. To print, click **PRINT**  
To return to your document without printing, click **CANCEL**



## Using Print Preview

The *Print Preview* feature is useful for viewing your document prior to printing. You can verify that the page breaks are acceptable and that there are not any extra pages in your document. You can also print directly from the *Print Preview* screen.

1. From the *File* menu, select **Print Preview**

The *Print Preview* screen appears.

2. **OPTIONAL:** To print from *Print Preview*, on the *Print Preview* toolbar, click **PRINT**



3. To return to your document, on the *Print Preview* toolbar, click **CLOSE**



## Printing a Document

The general steps to printing an open document are as follows:

### Printing a Document: Menu Option

1. From the *File* menu, select **Print...**

The *Print* dialog box appears.

2. In the *Copies* and *Pages* sections, specify the range of pages you want to print and/or the number of copies you want

**NOTE:** For more information about printing, refer to [Specifying the Pages to Print](#).

3. Click **PRINT**

### Printing a Document: Toolbar Option

1. From the *Standard* toolbar, click **PRINT**



**WARNING:** When you use the toolbar option, all pages of your document will be printed using default printer settings. This print process does not take you through the *Print* dialog box.



## Closing a Document

When you are done working with your document and would like to take it off the screen, you have two options, depending on whether you would like to start another Word document or exit Word. If you are finished using Word for the day, be sure to select the *Exit* command.

### To close the saved document and begin another document in Word:

1. From the *File* menu, select **Close**
2. [Open another document](#) or [create a new document](#) in Word

### To close the saved document and exit Word:

1. From the *Word* menu, select **Quit Word**

**NOTE:** If you have made changes that have not been saved, a dialog box may appear asking you if you want to save the document.

2. To save the document, click **SAVE**  
To close without saving, click **DON'T SAVE**

To continue working, click **CANCEL**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Editing a Document

Once you have created a Word document and typed some text, you may want to edit your work by adding, moving, or deleting text. This document covers the basic editing functions of selecting, moving, and deleting text as well as shows you how to use the *Undo* and *Redo* commands.

- Editing Basics
- Selecting Text
- Making Multiple Selections
- Using Drag and Drop
- Deleting Text







### Editing Basics

#### Insertion Point and Pointers

The blinking vertical line located in the window is the insertion point. As you type, keyed text will appear to the left of the insertion point.

If you move the mouse, it is the pointer that moves on screen. The pointer can appear in several ways. Four of the most common are discussed here.

Pointer	Description
	When the pointer moves over the page, it looks like an I-beam. When you click the mouse button, the insertion point is placed to the left of the I-beam pointer
	When the pointer moves over specific formatting areas, the following icons appear under the insertion point: align left, align right, center, left indent, left text wrap, and right text wrap. The text you type in that formatting area will appear in the format that corresponds to the icon
	When the pointer moves over the <i>Ribbon</i> , it takes the shape of an arrow pointing up and to the left. Clicking the mouse button once over a command tab or command tab option will select that option
	When the pointer moves past the left margin of the text on the page, it takes the shape of an arrow pointing up and to the right. Clicking the mouse button at this point will select that line of text. To select the entire paragraph, double click

### Typing Features

As you start on your document, you should be aware of some typing features in Word.

## Word Wrap

Text is wrapped at the end of each line and continues on the next line; you do not have to press [Enter] or [Return]

**NOTE:** This feature will not split up individual words that appear on the end of each line. Instead it will move the entire word to the next line.

## Delete Character

**Windows:** The [Backspace] key moves the insertion point to the **left** one space at a time, eliminating text or space. The [Delete] key eliminates text or space to the right of the insertion point and keeps the insertion point stationary.

**Macintosh:** The [delete] key moves the insertion point to the **left** one space at a time, eliminating text or space. The [del] key eliminates text or space to the right of the insertion point and keeps the insertion point stationary.

## Arrow Keys

The arrow keys move the insertion point up or down one line at a time and left or right one space at a time. The arrow keys do not delete; they allow you to position the insertion point exactly where you want it. This is especially helpful for inserting text into different parts of your document

## Using the Undo Command


If text was accidentally deleted or if there was some type of editing mistake, you **may** be able to reverse the last action using the *Undo* command. If your last action cannot be reversed, the option will read *Cannot Undo*.

### Using the Undo Command: Keyboard Option

1. **Windows:** Press [Ctrl] + [Z]  
**Macintosh:** Press [command] + [Z]  
Your last action is reversed.



### Using the Undo Command: Ribbon and Standard Toolbar Option

1. To undo your last action,

**Windows:** On the *Quick Access Toolbar*, click **UNDO** 

**Macintosh:** On the *Standard Toolbar*, click **UNDO** 

2. To undo multiple actions,

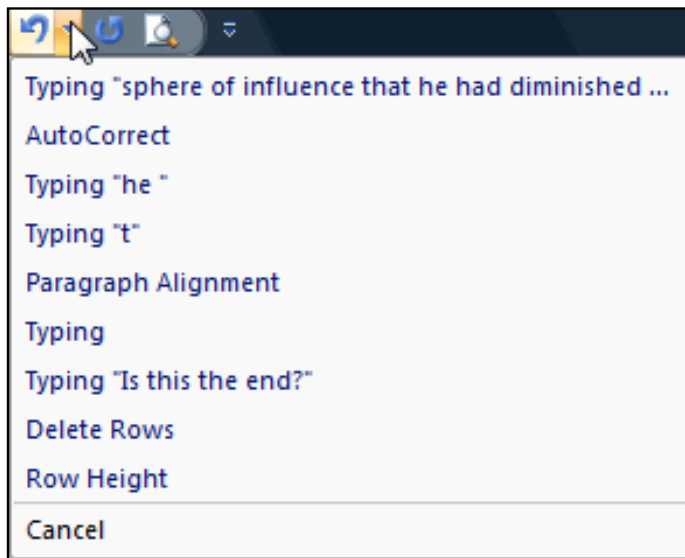
- a. **Windows:** On the *Quick Access Toolbar*, click the  to the right of the UNDO button  
**Macintosh:** On the *Standard Toolbar*, click the  to the right of the UNDO button

- b. Select the action(s) to undo  
The selected action(s) are reversed.

**HINT:** To locate the desired action to undo, use the scroll bar.


**WARNING:** When you undo an action, you also undo all actions above it in the list.





### Using the Redo Command: Ribbon and Standard Toolbar Option

1. To redo your last action,

**Windows:** On the *Quick Access Toolbar*, click **REDO** 

**Macintosh:** On the *Standard Toolbar*, click **REDO** 




## Selecting Text

Selecting text is a basic editing function used in Word. In most cases, text must be selected before it can be formatted. Once your text is selected, you can format, cut, copy, or paste your text; for more information, refer to [Cutting, Copying, and Pasting Text](#). For example, by selecting specific text you can change the font size of only the selected text.

Several methods are available for selecting text. Use the option that is most convenient for you or use the technique that best fits your task. Keyboard shortcuts can also be used to select text. For more information, refer to [Keyboard Shortcuts](#).

**HINT:** If a block of text is selected, any new text typed will replace the selected text. To restore the original text, refer to [Using the Undo Command](#).

### Selecting Text: Lines

1. Move the insertion point to the left side of the document until it turns into an arrow 
2. To select a **single** line of text, click the mouse button once  
To select **multiple** lines of text, click and drag to select the desired lines  
The line(s) of text is selected.

### Selecting Text: Specific Areas

**HINT:** If the text is near the left margin, it may be easier to start by selecting the last letter of the desired text.

1. Place the I-beam to the left of the beginning of the desired text
2. Click and hold the mouse button
3. Drag the mouse over the text to be selected
4. Release the mouse button  
The text is selected.

### Selecting Text: Single Words

1. Place the I-beam over the word to be selected
2. Double click the mouse button  
The word is selected.

### Selecting Text: Single Paragraphs

1. Place the I-beam over the paragraph to be selected
2. Triple click the mouse button  
The paragraph is selected.

### Selecting Text: Multiple Paragraphs

1. Place the I-beam at the beginning of the text to be selected
2. Press and hold [**Shift**]
3. Click at the end of the text to be selected  
All text between the two points is selected.

### Selecting Text: Entire Document

1. To select the entire text of the document,

**Windows:** From the *Home* command tab, in the *Editing* group, click **SELECT**  » select **Select All**

**Macintosh:** From the *Edit* menu, select **Select All**

**OR**

**Windows:** Press [**Ctrl**] + [**A**]

**Macintosh:** Press [**command**] + [**A**]

All text is selected.

#### To deselect text:

1. Click the mouse button anywhere outside or inside the selected text area



## Making Multiple Selections


You can make multiple, non-contiguous selections of text in your document. This is helpful for formatting multiple selections at one time.

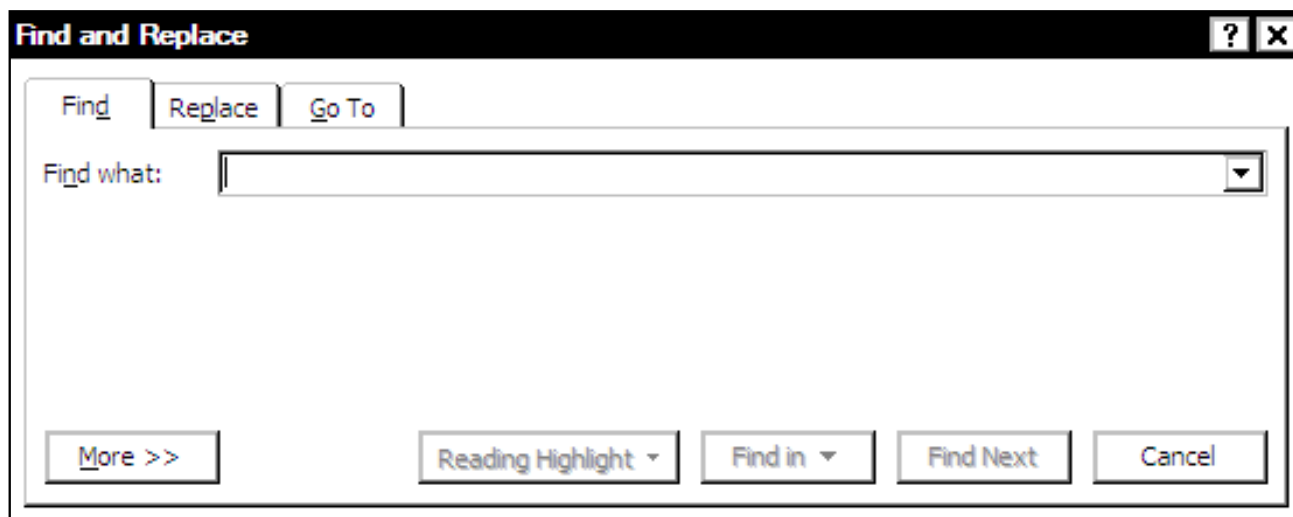
## Making Multiple Selections: Click and Drag


1. Make the initial text selection
2. To make additional selections,  
**Windows:** Press [**Ctrl**] and click and drag  
**Macintosh:** Press [**command**] and click and drag
3. **OPTIONAL:** To exclude (drop) one of your selections,  
**Windows:** While pressing [**Ctrl**], click the selection you want to deselect  
**Macintosh:** While pressing [**command**], click the selection you want to deselect

## Making Multiple Selections: Find and Replace Dialog Box

The *Multiple Selections* feature can also aid you when you want to find and select all occurrences of specific text without searching for all instances manually.

1. **Windows:** From the *Home* command tab, in the *Find* group, click **FIND**   
**Macintosh:** From the *Edit* menu, select **Find...**  
**OR**  
**Windows:** Press [**Ctrl**] + [**F**]  
**Macintosh:** Press [**command**] + [**F**]  
 The *Find and Replace* dialog box appears.



2. Select the **Find** tab
3. In the *Find what* text box, type the text to be selected
4. **Windows:** Click **FIND IN** » select the document area to be searched  
**Macintosh:** Select **Highlight all items**, then click  » select the document area to be searched
5. Click **FIND NEXT**  
**OR**

Click **FIND ALL**

6. Click **CLOSE**

You are returned to your document.

All occurrences of the desired text are selected.



## Using Drag and Drop

*Drag and Drop* is another option for moving blocks of text. This option is best for moving text short distances. Because you use the mouse, *Drag and Drop* text is never placed on the *Clipboard*. As you are dragging the text, a gray insertion point appears. When you let go of the mouse button, the text drops in that location.

### Using Drag and Drop: Moving Text

1. Select the text to be moved

**NOTE:** For more information, refer to [Selecting Text](#).

2. Click on the text and hold the mouse button

3. Drag the text to the desired location

**HINT:** The insertion line will indicate where the text will be dropped.

4. To drop the text, release the mouse button

The text is moved.

**HINT:** If you dropped the text in the wrong spot, refer to [Using the Undo Command](#).

### Using Drag and Drop: Moving Copied Text

1. Select the text to be copied

**NOTE:** For more information, refer to [Selecting Text](#).

2. **Windows:** Press and hold the **[Ctrl]** key

**Macintosh:** Press and hold the **[option]** key

3. Click on the text and hold the mouse button

4. Drag the text to the desired location

**HINT:** The insertion line will indicate where the text will be dropped.

5. **Windows:** To drop the text, release the mouse button and the **[Ctrl]** key

**Macintosh:** To drop the text, release the mouse button and the **[option]** key

The text is copied to the new location.

**HINT:** If you copied the text to the wrong spot, refer to [Using the Undo Command](#).



## Deleting Text

You can delete anything from a few characters to several pages of text. You can also restore deleted text using the *Undo* command.

## Deleting Text: Characters

1. Place the insertion point to the right of the text to be deleted
2. **Windows:** Press [**Backspace**] as many times as needed  
**Macintosh:** Press [**delete**] as many times as needed  
The desired character(s) is deleted.

## Deleting Text: Type Over

1. Select the text to be replaced  
**NOTE:** For more information, refer to [Selecting Text](#).
2. Begin typing  
The selected text is deleted and replaced with what you type.

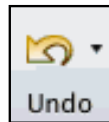
## Deleting Text: A Line or Block of Text

1. Select the text to be deleted  
**NOTE:** For more information, refer to [Selecting Text](#).
2. Press [**Backspace**] or [**Delete**]  
The selected text is deleted.

### To retrieve deleted text:

1. **Windows:** From the *Quick Access Toolbar*, click **UNDO** 

**Macintosh:** On the *Standard Toolbar*, click **UNDO**



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Office 2007

### Working with Spell Check

*Spell Check* is a feature that checks for spelling errors in a document. *Spell Check* can be useful in preventing embarrassing mistakes, but be aware that *Spell Check* is not always right.

Spelling can be checked simultaneously with grammar. For information on checking grammar, refer to [Working with Grammar Check](#).

**NOTE:** Although options and instructions vary slightly by program, the *Spell Check* feature is available in all Office programs. This document uses Word's *Spell Check* feature as an example.

- [Activating Automatic Spell Check](#)
- [Modifying the Dictionary](#)
- [Correcting Spelling](#)

#### **Activating Automatic Spell Check**

By default, *Spell Check* is automatically on whenever an Office program is open. When you turn this feature off, *Spell Check* will not run as you work on your document. The feature can be easily activated using the *Review* command tab. You can also check the spelling in a document after you are finished typing.

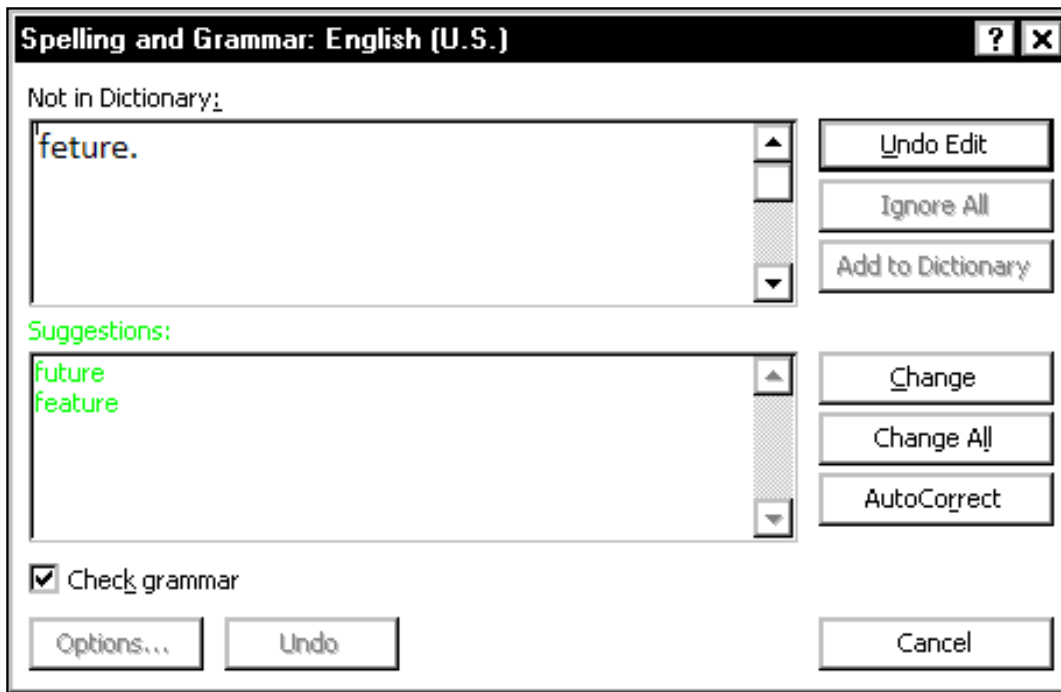
1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**  
**OR**

Press **[F7]**

**NOTES:**

The **[F7]** key can be used from any command tab.

The *Spelling and Grammar* dialog box appears.



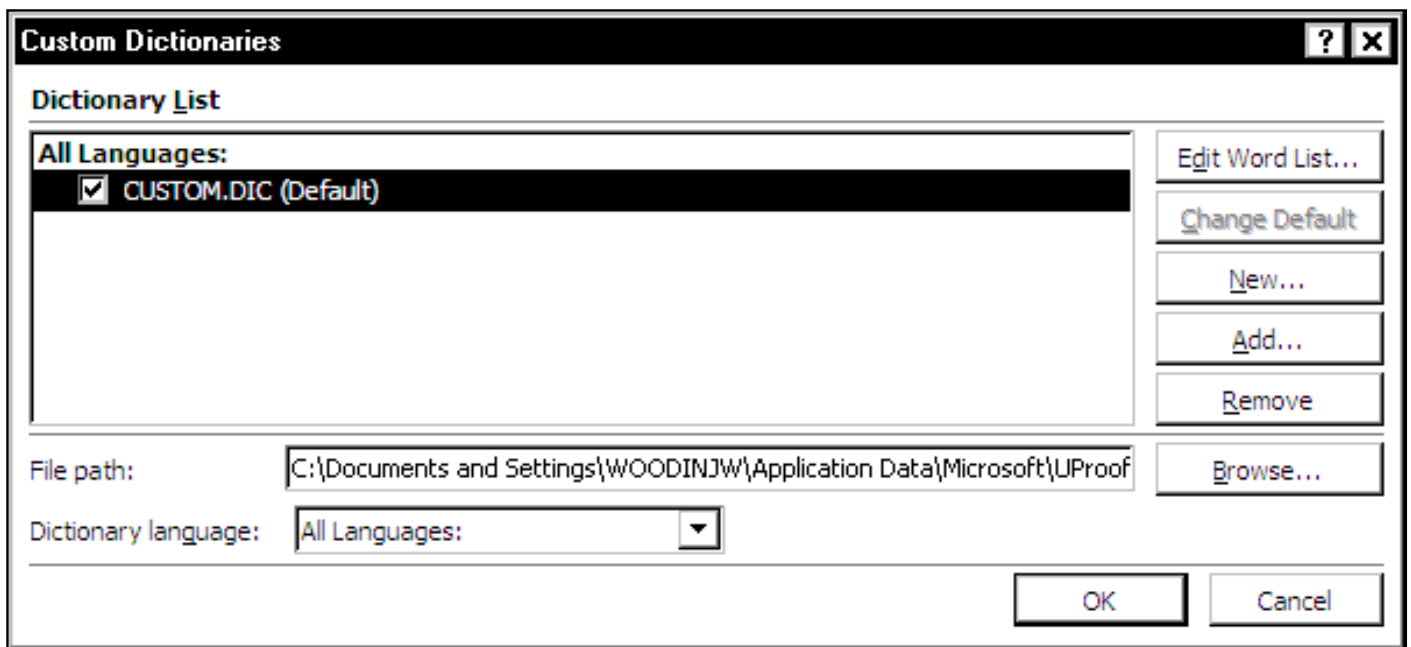
2. In the *Spelling and Grammar* dialog box, click **OPTIONS...**  
The *Options* dialog box appears.
3. In the Categories pane, select Proofing
4. To activate *Automatic Spell Check*, in the *When correcting spelling and grammar in Word* section, select **Check spelling as you type**  
**NOTE:** The option is selected if a checkmark appears in front of it.
5. Click **OK**
6. To exit the *Spelling and Grammar* dialog box, click **CANCEL**



## Modifying the Dictionary

Modifying text in a dictionary can be useful so that *Spell Check* does not mark certain words and names as misspelled. In order to remove words from or add words to a dictionary, you must first open the dictionary from the *Custom Dictionaries* dialog box. Your changes to the dictionary are then saved for future use.

1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**  
The *Spelling and Grammar* dialog box appears.
2. Click **OPTIONS...**  
The *Options* dialog box appears.
3. In the *When correcting spelling in Microsoft Office programs* section, click **CUSTOM DICTIONARIES...**  
The *Custom Dictionaries* dialog box appears.



4. Click **EDIT WORD LIST...**  
The *Custom Dictionary* appears. If this is your first time modifying the dictionary, the list will contain no items.
5. To add words to the dictionary,
  - a. In the *Word(s)* text box, type the word to be added
  - b. Click **ADD**  
The word appears in the *Dictionary* scroll box.
6. To delete words from the dictionary,
  - a. In the *Dictionary* scroll box, select the word(s) to be deleted
  - b. Click **DELETE**  
The word(s) is removed.
7. Click **OK**
8. Click **OK**
9. To return to the *Spelling and Grammar* dialog box, click **OK**
10. To exit the the *Spelling and Grammar* dialog box, click **CANCEL**



## Correcting Spelling

When the dictionary recognizes a word as misspelled, the word is underlined with a wavy red line. You can correct misspelled text through the *Quick* menu or through a dialog box. For words that are often misspelled or mistyped, you may use **AutoCorrect** to automatically correct the mistakes as they are typed.

For information on correcting grammar, refer to **Word 2007: Working with Grammar Check**.

### Correcting Spelling: Quick Menu Option



Using the *Quick* menu to modify misspelled text allows you to manage your misspelled word(s) quickly and easily.

1. Right click the misspelled word » select the appropriate option:

### Spelling Suggestions

Gives suggestions for correcting the misspelled word

### Ignore

Ignores that instance of the word

### Ignore All

Ignores that word and every other instance of that word

### Add to Dictionary

Adds the word to the custom dictionary

### AutoCorrect

Provides word choices for the automatic correction of the misspelled word

### Language

Allows the misspelled word to be corrected according to the selected language

### Spelling...

Opens the *Spelling* dialog box, which allows you to change the misspelled word

### Look Up...

Opens the *Research* task pane, which allows you to search an online reference site

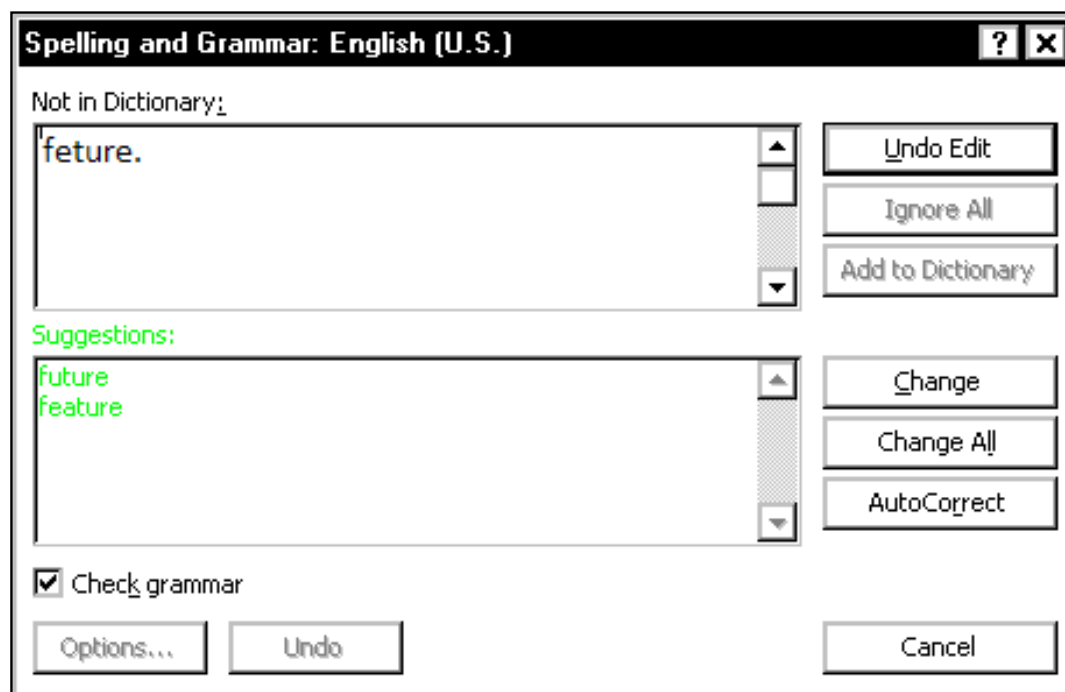
## Correcting Spelling: Dialog Box Option

Using the dialog box option is a little more time-consuming, but you have more options for correcting misspelled words.

Using the dialog box option is a little more time-consuming, but you have more options for correcting misspelled words.

1. From the *Review* command tab, in the *Proofing* group, click **SPELLING & GRAMMAR**

**NOTE:** The *Spelling and Grammar* dialog box appears.



2. Make the desired selection for each misspelling

**NOTE:** The dialog box options include all [Quick menu options](#) in addition to the following options.

**Ignore Once**

Ignores that particular occurrence of that word

**Change**

Changes the word to the selected suggestion

**Change All**

Changes all identical misspellings to the selected suggestion

4. When *Spell Check* is complete, in the dialog box that appears, click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Using Grammar Check

*Grammar Check* is a feature that checks for grammatical mistakes in a document. *Grammar Check* can be useful in preventing embarrassing mistakes, but be aware that *Grammar Check* is not always right.

Grammar can be checked simultaneously with spelling. For more information, refer to [Office 2007: Working with Spell Check](#).

- [Activating & Deactivating Automatic Grammar Check](#)
- [Correcting Grammar](#)
- [Spelling and Grammar Options](#)



### Activating & Deactivating Automatic Grammar Check

By default, *Grammar Check* is on whenever Word is open. When you turn this feature off, *Grammar Check* will not run as you work on your document. You can also grammar check a document after you are finished typing.

1. From the *Tools* menu, select ***Spelling and Grammar...***

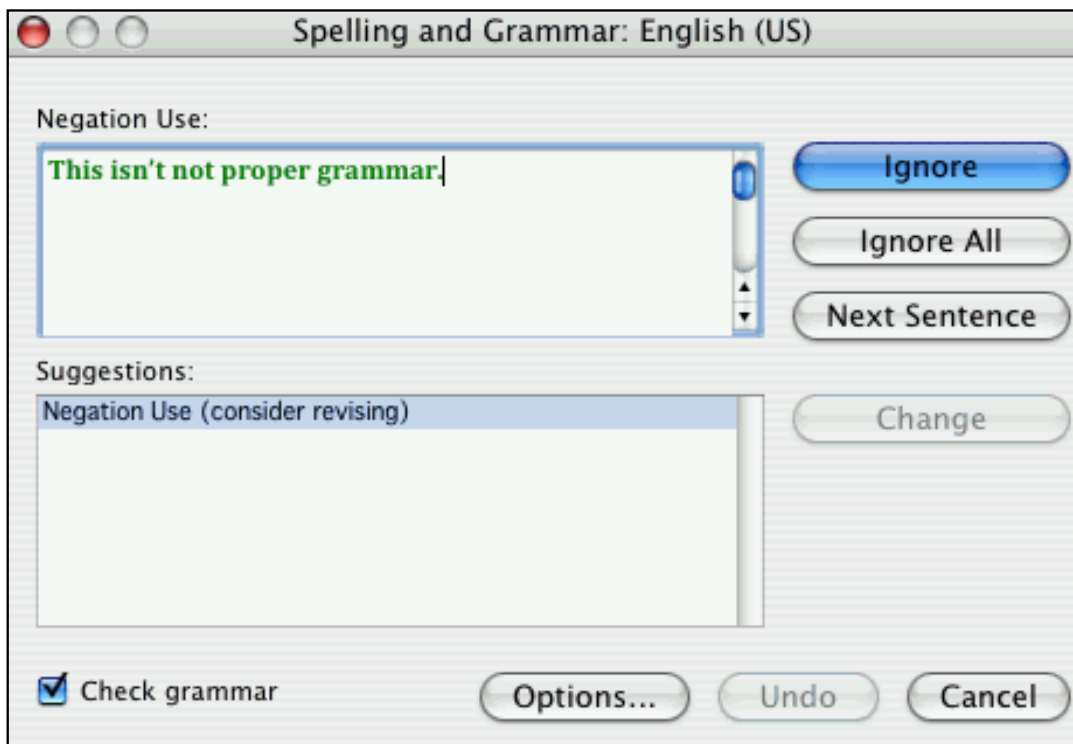
**OR**

Press **[Option]+[Command]+[L]**

The *Spelling and Grammar* dialog box appears.

**NOTES:**

The *Spelling and Grammar* dialog box appears **only** if Word detects spelling or grammar errors.



2. To deactivate *Automatic Grammar Check*, deselect **Check grammar**.  
To activate *Automatic Grammar Check*, select **Check grammar**.

**NOTE:** The option is selected if a checkmark appears in front of it.

3. To exit the *Spelling and Grammar* dialog box, click **CANCEL**.



## Correcting Grammar

When *Grammar Check* finds a sentence that appears to have improper grammar, the possible error will be underlined with a wavy green line. You can correct mistakes through the *Quick* menu or through a dialog box. If an error has no clear solution, Word displays the grammatical rule being violated.

### Correcting Grammar: Quick Menu Option

Using the *Quick* menu to access correction options allows you to manage grammar mistakes quickly and easily.

1. **[Control]** + click the grammatical error.  
The *Quick Menu* appears.



2. Select the appropriate option

**Help**

Opens Microsoft Word 2008 Help

**Suggestion**

Changes the highlighted error to the suggested correction

**Ignore**

Ignores the highlighted error

**Grammar...**

Opens the *Spelling and Grammar* dialog box

**Correcting Grammar: Dialog Box Option**

Using the dialog box option is a little more time-consuming, but you have more options for correcting grammatical errors.

1. From the *Tools* menu, select **Spelling and Grammar...**

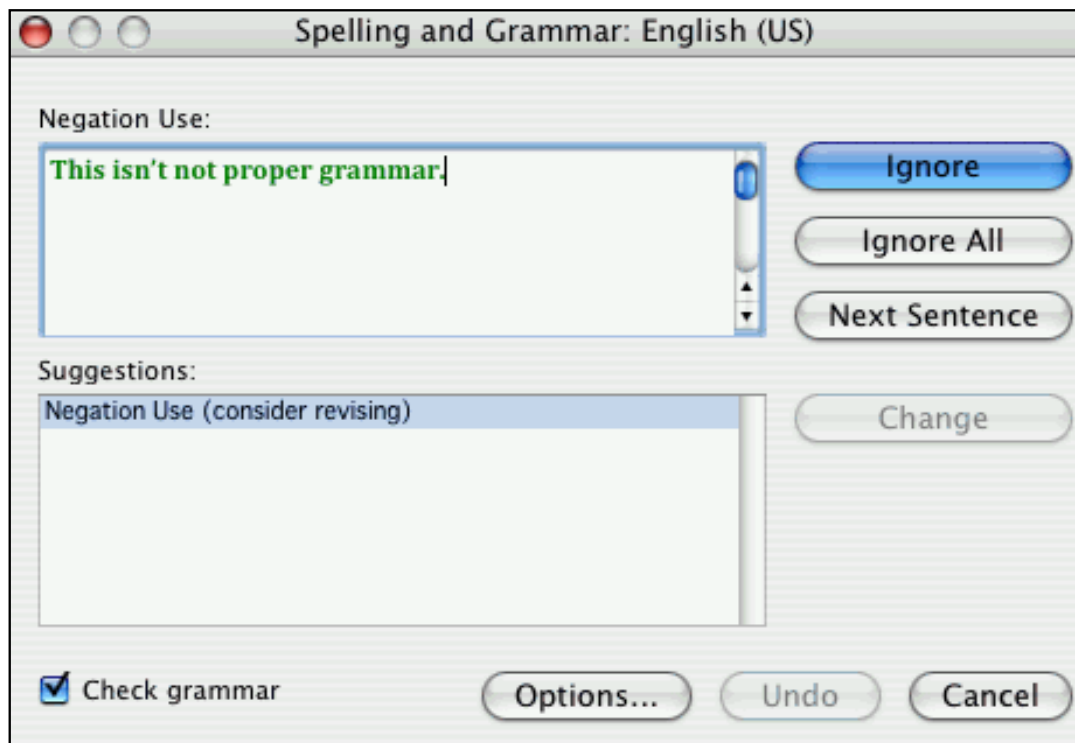
**OR**

Press [**Option**]+[**Command**]+[**L**]

The *Spelling and Grammar* dialog box appears.

**NOTES:**

The *Spelling and Grammar* dialog box appears **only** if Word detects spelling or grammar errors.



2. Select the desired option:

**Ignore**

Ignores the highlighted error

**Ignore All**

Ignores all occurrences of the highlighted error

**Next Sentence**

Skips to the next grammatical error

**Change**

Changes the error to the selected suggestion

- When *Spelling and Grammar Check* is finished, in the dialog box that appears, click **OK**



## Spelling and Grammar Options

The *Spelling and Grammar options* dialog box allows you to customize the spelling and grammar check function. You can specify an array of preferences including which words you want the function to ignore, what dictionary the function uses as a reference, and whether or not the function checks the document as you type.

- From the *Tools* menu, select **Spelling and Grammar...**

**OR**

Press [**Option**]+[**Command**]+[**L**]

The *Spelling and Grammar* dialog box appears

**NOTES:**

The *Spelling and Grammar* dialog box appears only if Word detects spelling or grammar errors.

- At the bottom of the *Spelling and Grammar* dialog box, click **OPTIONS...**

The *Spelling and Grammar options* dialog box appears.

**Spelling and Grammar**

Back/Forward    Show All    Search Word Preferences

**Spelling**

Check spelling as you type     Ignore words in UPPERCASE  
 Hide spelling errors in this document     Ignore words with numbers  
 Always suggest corrections     Ignore Internet and file addresses  
 Suggest from main dictionary only     Use German post-reform rules

French Modes: Traditional and new spellings

Custom dictionary: Custom Dictionary    Dictionaries...

**Grammar**

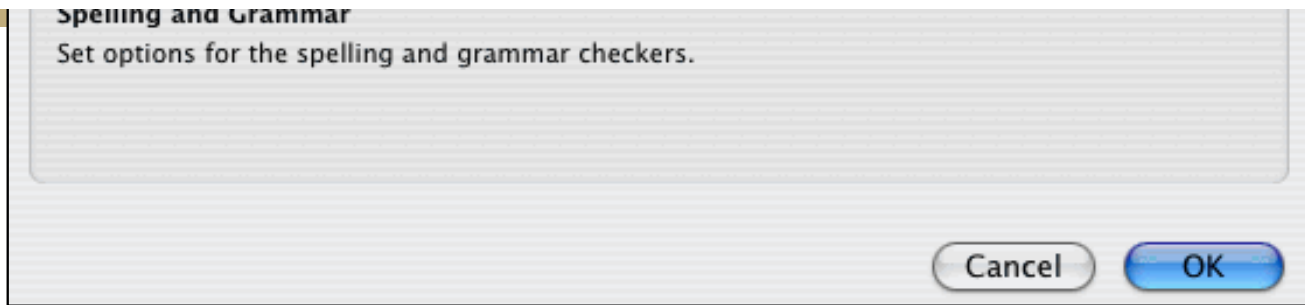
Check grammar as you type  
 Show grammatical errors in Notebook Layout View  
 Hide grammatical errors in this document  
 Check grammar with spelling  
 Show readability statistics

Writing style: Standard    Settings...

Recheck Document

Description of preference

**Spelling and Grammar**  
Set options for the spelling and grammar checkers.



3. Select the desired options
4. Click **OK**
5. Click **CANCEL**  
**OR**  
Click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



Find it

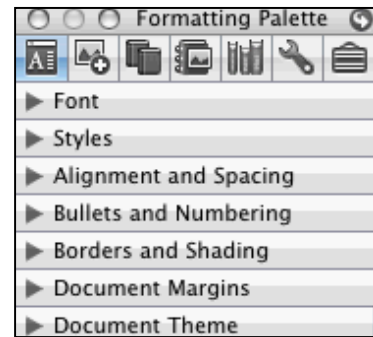
# University of Wisconsin-Eau Claire LTS Online Help Documentation

Skip  
LinksHomeLTS Help Desk  
WorkshopsPermission to Use

## Microsoft Word 2008

### The Formatting Palette

The *Formatting Palette* allows you to format your document in areas of font, styles, alignment and spelling, bullets and numbering, borders and shadowing, document margins, and document theme. This document describes each of the main sections of this palette.

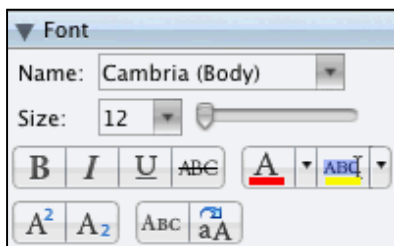


- Font
- Styles
- Alignment and Spacing
- Bullets and Numbering
- Borders and Shading
- Document Margins
- Document Theme



### Font

The *Font* toolbar allows you to edit aspects of the text in your document, as well as add customizations.



Name	Image	Description
Font style pull-down menu		Selects text font
Font size pull-down menu		Selects text size from pull-down menu
Font size slider		Selects text size using slider
Bold		Applies boldface to text
Italic		Applies italics to text

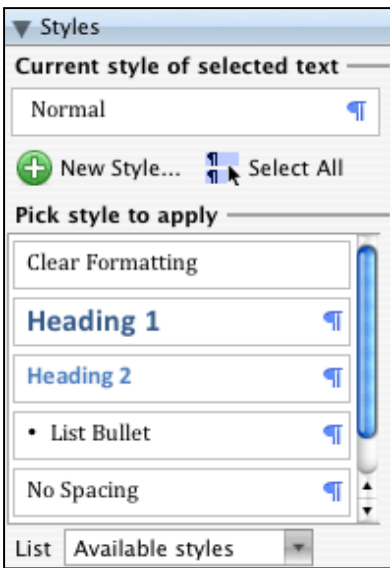


Underline		Applies underline to text
Strikethrough		Applies strikethrough
Font color pull-down menu		Selects text color
Highlight		Adds highlighting to text
Superscript		Creates superscript text
Subscript		Creates subscript text
Small caps		Applies small caps
All caps		Applies all caps



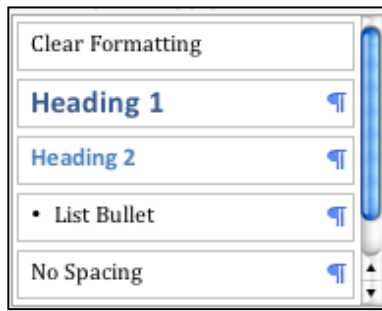
## Styles

The *Style* toolbar allows you to add preformatted styles to your text, create your own style, as well as clear any formatting.



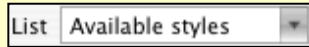
Name	Image	Description
Style display		Allows you to select text with similar formatting, and displays the style of the selected text
New style		Allows you to create your own style and save it
Select all		Selects all text with similar formatting to the text already selected

## Style List



Allows you to choose from pre-made styles including *Heading 1*, *Heading 2*, *Bulleted list*, and *No spacing*. The *Clear Formatting* option removes any style that has been applied to the selected text. Each option on the *Style List* has pull-down menu with the following options: *select all*, *modify style*, *delete*, *update to match selection*.

## Style List pull-down menu

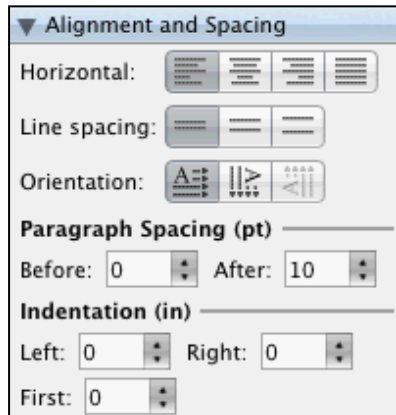


From this menu you can choose between *Available Styles* and *All Styles*. This will affect what styles are present on the *Style List*.



## Alignment and Spacing

The *Alignment and Spacing* toolbar allows you to designate the horizontal and vertical alignment, text orientation, paragraph spacing, and indentation.

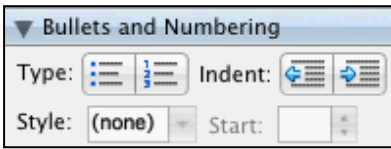


Name	Image	Description
Horizontal alignment		Sets the horizontal alignment for the text at left, center, right, or justified
Vertical alignment		Sets the vertical alignment for the text at top, center, or bottom
Text orientation		Sets the text direction to portrait, or landscape
Paragraph spacing pull-down menus		Sets the spacing before and after paragraphs
Indentation text boxes		Sets left, right, and first line paragraph indentations



## Bullets and Numbering

The *Bullets and Numbering* toolbar allows you to add bullets or numbering, adjust indents, customize bullets and numbering, and designate what number or letter a list starts on.

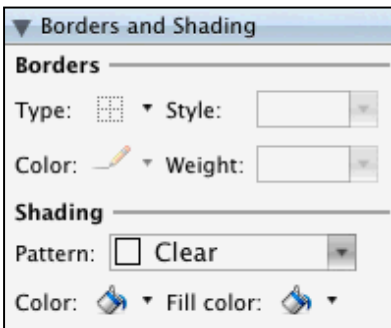


Name	Image	Description
Bullet type		Chooses between bullets or numbering
Indent adjustment		Allows you to increase or decrease the depth of indentation
Style pull-down menu		Allows you to select different types of bullets or numbering <b>EXAMPLE:</b> Roman numerals.
Start pull-down menu		Designates the number or letter that the list will start from



## Borders and Shading

The *Borders and Shading* toolbar allows you to edit a border in terms of type, style, color, size, shading, and shading pattern.

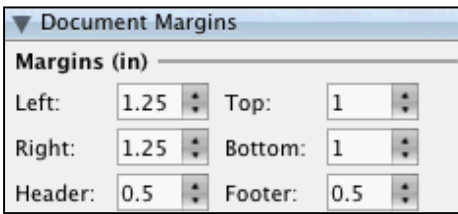


Name	Image	Description
Border type		Selects type of border:
Border style		Selects border style
Border color		Select border color
Border weight		Applies border size
Shading pattern pull-down menu		Selects the degree of shading applied
Pattern color pull-down menu		Selects the color of the pattern
Fill color pull-down menu		Selects the color of the shading



## Document Margins

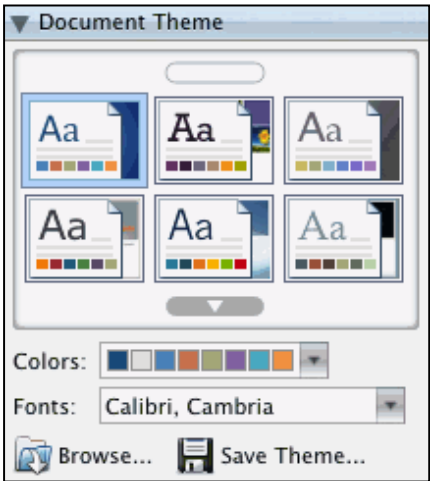
The *Document Margins* toolbar allows you to designate the left, right, top, bottom, header, and footer margins.



Name	Image	Description
Left margin text box		Sets the left margin
Right margin text box		Sets the right margin
Top margin text box		Sets the top margin
Bottom margin text box		Sets the bottom margin
Header margin text box		Sets the header margin
Footer margin text box		Sets the footer margin

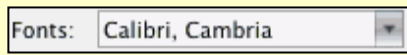
## Document Theme

The *Document Theme* toolbar allows you to choose a preset theme for your document, or create and save your own theme.



Name	Image	Description
Theme list		Allows you to select a preformatted theme
Color scheme pull-down menu		Allows you to select a color scheme

Font scheme pull-down menu



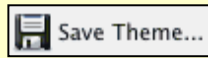
Allows you to select a font scheme

Browse button



Opens the browse dialog box

Save theme button



Saves your custom settings as a new theme

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Paragraph Formatting Options

This document will help you use paragraph formatting options to enhance your Word 2008 experience.

- Changing Paragraph Alignment
- Adjusting Line Spacing
- Adjusting Paragraph Spacing
- Working with Indents







### Changing Paragraph Alignment

Changing text alignment, margins, and line spacing will affect the entire paragraph even if you have only a single word selected or the insertion point placed in the paragraph. To format multiple paragraphs, you need to select at least one character from each paragraph. You can align text with the right or left margins, center the text, or align the text with both margins.

#### Understanding Text Alignment

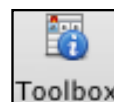
The following table will help you discern the difference between the four given alignments.

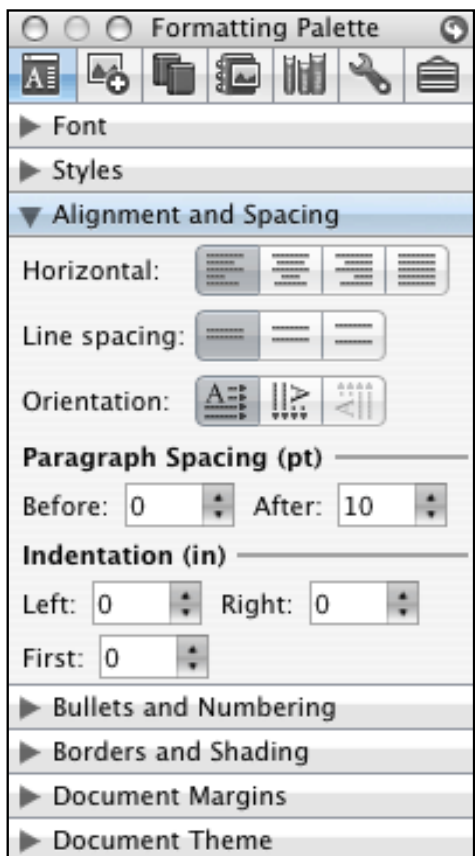
Button Name	Image	Description
Align Text Left		Adjusts text so it flows from left to right.
Align Center		Adjusts text so it flows outward from the center.
Align Text Right		Adjusts text so it flows from right to left.
Justify		Adjusts text so it flows evenly throughout the page.

#### Changing Text Alignment

1. Place your insertion point anywhere in the desired paragraph

2. To open the *Formatting Palette*, on the ribbon, click **TOOLBOX**  
The *Toolbox* pane appears displaying the *Formatting Palette*.





3. If the *Alignment and Spacing* options do not display, select ***Alignment and Spacing***
4. In the *Horizontal* section, click the desired text alignment  
The text aligns accordingly.



## Adjusting Line Spacing

You can add space between lines within a paragraph by adjusting the line spacing. For example, you may want your text double-spaced. This is an efficient way of adding white space.

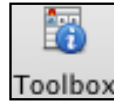
### Understanding Line Spacing

The following table will help you discern the difference between the three given line spacing options.

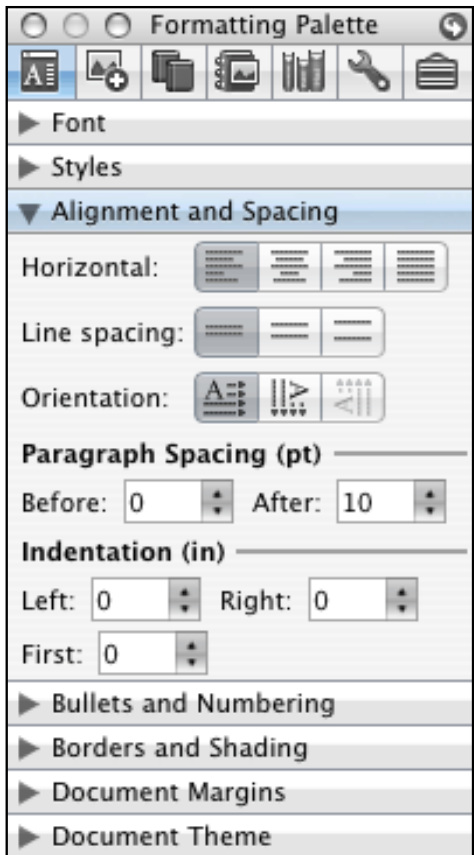
Button Name	Image	Description
Single Space		Restores vertical spacing to its original size.
1.5 Space		Adjusts vertical spacing to one and a half times its original size.
Double Space		Adjusts vertical spacing to twice its original size.

## Adjusting Line Spacing

1. Place your insertion point anywhere in the desired paragraph



- To open the *Formatting Palette*, on the ribbon, click **TOOLBOX**. The *Toolbox* pane appears displaying the *Formatting Palette*.



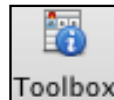
- If the *Alignment and Spacing* options do not display, select ***Alignment and Spacing***.
- In the *Line spacing* section, click the desired vertical width button.



## Adjusting Paragraph Spacing

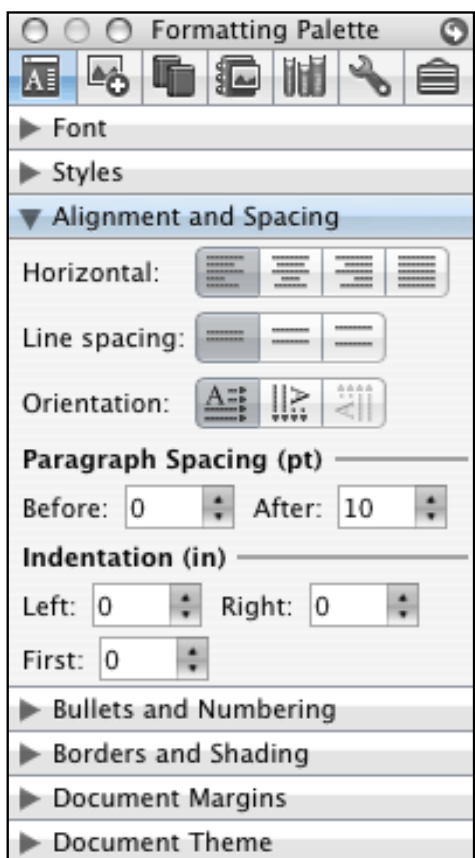
Rather than adding extra returns at the end of paragraphs, additional spaces before and after paragraphs can be added automatically with paragraph spacing.



- Place your insertion point anywhere in the desired paragraph.



- To open the *Formatting Palette*, on the ribbon, click **TOOLBOX**. The *Toolbox* pane appears displaying the *Formatting Palette*.





3. If the *Alignment and Spacing* options do not display, select ***Alignment and Spacing***
4. To change the amount of space **before a paragraph begins**, in the *Paragraph Spacing (pt)* section, in the *Before* text box, type the desired space  
**OR**  
To select the desired spacing, use the nudge buttons 
5. To change the amount of space **after a paragraph ends**, in the *Paragraph Spacing (pt)* section, in the *After* text box, type the desired space  
**OR**  
To select the desired spacing, use the nudge buttons 

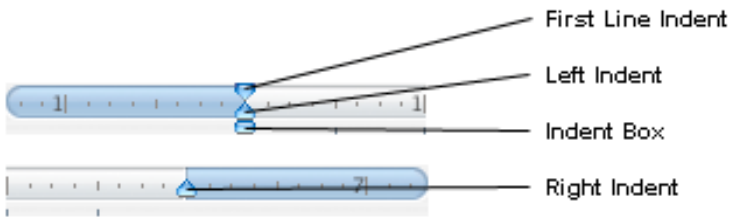


## Working with Indents

Rather than tabbing in the first line of every paragraph, or tabbing in every line of a paragraph, you can create an automatic indent.

### Working with Indents: Understanding the Ruler

The following image and descriptions provide information on how to use the ruler to adjust indentation.



### **First Line Indent**

Adjusts the left indentation of the initial line in a paragraph

### **Left Indent**

Adjusts the full left indentation of the paragraph

### **Indent Box**

Adjusts the *First Line Indent* button and *Left Indent* button simultaneously

### **Right Indent**

Adjusts the full right indentation of the paragraph

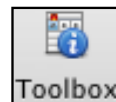
## **Working with Indents: Ruler Option**

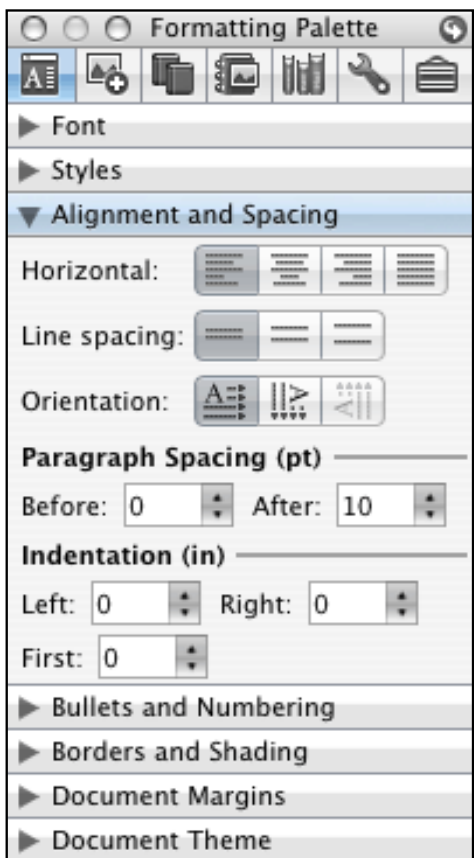
1. Place your insertion point anywhere in the desired paragraph
2. To adjust the **first line indent**, on the ruler, click and drag the **FIRST LINE INDENT** slider to the desired width
3. To adjust the **left indent**, on the ruler, click and drag the **LEFT INDENT** slider to the desired width
4. To adjust the **right indent**, on the ruler, click and drag the **RIGHT INDENT** slider to the desired width




## **Working with Indents: Formatting Palette Option**

1. Place your insertion point anywhere in the desired paragraph

2. To open the *Formatting Palette*, on the ribbon, click **TOOLBOX**  
The *Toolbox* pane appears displaying the *Formatting Palette*.





3. If the *Alignment and Spacing* options do not display, select ***Alignment and Spacing***
4. To adjust the **left indent**, in the *Indentation (in)* section, in the *Left* text box, type the desired indent width  
**OR**  
To select the desired indentation, use the nudge buttons 
5. To adjust the **right indent**, in the *Indentation (in)* section, in the *Right* text box, type the desired indent width  
**OR**  
To select the desired indentation, use the nudge buttons 
6. To adjust the **first line indent**, in the *Indentation (in)* section, in the *First* text box, type the desired indent width  
**OR**  
To select the desired indentation, use the nudge buttons 

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

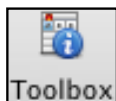
### Page Formatting Options

This document describes page formatting options which will affect your entire document.

- Adjusting Document Margins
- Inserting Page Breaks


#### Adjusting Document Margins

Document margins are white spaces between your printout's paper edges and the edges of the typing area. These margins are adjustable from the *Toolbox*.



1. On the *Ribbon*, click **TOOLBOX**.  
The *Formatting Palette* appears.
2. In the *Toolbox*, select **Document Margins**.  
The *Document Margins* options appear.



3. To set the desired page margins, in the *Top*, *Bottom*, *Left*, and *Right* text boxes, type or use the nudge buttons 

#### Inserting Page Breaks

Word's page breaks provide different ways to indicate a completed page of your document. For example, inserting a *Page* break will move everything right of the break to the top of the next page. This stark use of white space tells readers that new content begins on the next page.

## Inserting Page Breaks: Keyboard Shortcut

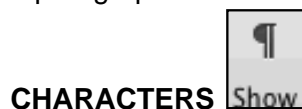
1. Place your insertion point where you want to insert the break
2. Press **[Command]+[Shift]+[Enter]**

## Inserting Page Breaks: Menu Option

1. Place your insertion point where you want to insert the break
2. From the *Insert* menu, select **Break » Page Break**  
The break is inserted.

## Removing Page Breaks

1. If paragraph markers are not shown on your page, from the *Ribbon*, click **SHOW ALL NON PRINTING**



2. Place your insertion point to the immediate left of the desired page break
3. Press **[delete]**  
The break is removed.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Working with Section Breaks

Section breaks give you additional options for formatting your documents. Especially with lengthy documents, you can have multiple headers or footers or different page orientation. This document will help you understand what section breaks are and how you might use them in your documents.

- [Comparing Page Breaks and Section Breaks](#)
- [When to Use Section Breaks](#)
- [Types of Section Breaks](#)
- [Adding a Section Break](#)
- [Removing a Section Break](#)
- [Section Breaks Illustrated](#)



### Comparing Page Breaks and Section Breaks

Both page breaks and section breaks can be used to add a page; however, section breaks offer more options and more flexibility for formatting.

For more information on page breaks, refer to [Inserting Page Breaks](#) in the *Page Formatting Options* document.

#### Page Breaks

Adds the next, consecutive page

Retains the page formatting of the previous page (e.g., margins, orientation)

#### Section Breaks

Can be used to add another page: the next consecutive, the next odd-numbered, or the next even-numbered page

Can be formatted differently from the previous text or page (e.g., columns, margins, orientation)



### When to Use Section Breaks

Use a section break when you want:

- different headers or footers for certain pages  
**EXAMPLE:** You want to number your table of contents with Roman numerals (i, ii) and the main text with Arabic numerals (1, 2).
- one or more pages in landscape orientation

**EXAMPLE:** Your main text is on pages with portrait orientation, but you have a wide table of data that fits best with the page sideways (landscape). Then you want to follow with more text on pages with portrait orientation.

- multiple main sections or chapters in one document to each start on an odd-numbered page.
- a certain amount or section of text displayed in columns, while the rest of your text is in a single column.



## Types of Section Breaks

There are four types of section breaks. Each offers a different option for formatting in your document.

### Next Page

Inserts a new page or continues text on the next consecutive page.

### Continuous

Starts a new section without adding a page. A common use of this type of section break is for columns.

### Even Page

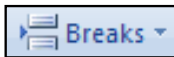
Inserts a new even-numbered page or continues text on the next even-numbered page.

### Odd Page

Inserts a odd-numbered new page or continues text on the next odd-numbered page.



## Adding a Section Break

1. Place your insertion point where you want the section break to appear
2. From the *Page Layout* command tab, in the *Page Setup* section, click **BREAKS**  » select the desired section break  
The section break appears at the insertion point.



## Removing a Section Break

Section breaks are easily removed. Formatting for pages reverts to the previous section/page formatting.

### Removing a Section Break: Next, Even or Odd Page

1. On the *Home* tab, in the *Paragraph* section, click **SHOW/HIDE ¶**
2. Place your insertion point just before the section break

quis·elit·Donec·fermentum·massa·id·cursus·tempus·mi·dui·congue·lacus·nec·nonummy·  
tortor·magna·ac·eros·¶.....Section Break (Next Page) .....



3. Press [**Delete**]

### Removing a Section Break: Continuous

*Continuous* section breaks frequently occur in pairs (e.g., to begin and end columnar formatting). In those cases, it is important to remove both section breaks.

1. On the *Home* tab, in the *Paragraph* section, click **SHOW/HIDE ¶**
2. Place your insertion point just before the first section break  
**HINT:** This is the section break that begins the section (and related formatting).

Donec tempor vestibulum turpis. Suspendisse pulvinar. Suspendisse est. Sed tempus orci eget libero. ¶ ..... Section Break (Continuous) .....  
Phasellus massa. Mauris at enim vel. Praesent vitae orci nec neque sagittis.

3. Press **[Delete]**  
**NOTE:** The formatting of your document will appear disordered until you remove the second section break.
4. Place your insertion point just before the second section break  
**HINT:** This is the section break that ends the section (and related formatting).

Ut lacus neque, consequat ac, fermentum id, laoreet vitae, urna. Curabitur vel wisi. Maecenas dictum dui sit amet dolor. ¶  
torquent per conubia nostra, per inceptos hymenaeos. ¶ ..... Section Break (Continuous) .....  
Nullam lorem nisl, varius non, porttitor sed, viverra ut, risus. Donec tortor leo, porttitor id, interdum a, consequat non, tortor. Fusce a sapien. Cras in felis ac turpis pretium.

5. Press **[Delete]**



## Section Breaks Illustrated

### Section Break: Odd Page

The following shows an *Odd Page* section break. Notice the page numbering. The section break occurs on page one, continuing the text on page 3.



Morbi in risus ut justo pellentesque sodales. Pellentesque in felis. Aliquam facilisis, massa hendrerit pharetra scelerisque, purus wisi euismod justo, ut interdum turpis eros quis elit. Donec fermentum, massa id cursus tempus, mi dui congue lacus, nec nonummy tortor magna ac eros. ¶

Section Break (Odd Page) ¶

1 ¶

Lorem Ipsum →

→

3 ¶

Phasellus massa. Mauris at enim vel neque accumsan sodales. Vestibulum eget massa tristique urna facilisis sagittis. Pellentesque pellentesque. Maecenas cursus, enim et porta

### Section Break: Continuous

The following shows a *Continuous* section break used to create columns.

Donec tempor vestibulum turpis. Suspendisse pulvinar. Suspendisse est. Sed tempus orci eget libero. Nullam risus. Suspendisse vel urna non enim egestas varius. ¶

Section Break (Continuous) ¶

Phasellus massa. Mauris at enim vel neque accumsan sodales. Vestibulum eget massa tristique urna facilisis sagittis. Pellentesque pellentesque. Maecenas cursus, enim et porta suscipit, ipsum lectus convallis leo, in molestie ante purus sed nunc. Proin lobortis, wisi at porta tempus, felis magna mollis arcu, vel porta ante dolor vel pede. Phasellus dolor nulla, vulputate id, condimentum id, viverra eu, arcu. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nullam porttitor aliquam leo. Nullam eu tellus. Ut lacus neque, consequat ac, fermentum id, laoreet vitae, urna. Curabitur vel wisi. Maecenas dictum dui sit amet dolor. ¶

Praesent vitae orci nec neque sagittis consequat. Vestibulum turpis. Maecenas pede nunc, egestas vel, cursus ut, consectetur vitae, sapien. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Duis ultricies, tortor vel ornare consequat, libero lacus placerat est, in venenatis risus erat at mauris. Donec ultrices. Sed lorem lorem, fringilla vitae, consectetur eget, posuere in, arcu. In hac habitasse platea dictumst. Curabitur pharetra metus a wisi. Etiam ligula. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. ¶

Section Break (Continuous) ¶

Nullam lorem nisl, varius non, porttitor sed, viverra ut, risus. Donec tortor leo, porttitor id, interdum a, consequat non, tortor. Fusce a sapien. Cras in felis ac turpis pretium

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with Text Options

You can format the text in your Word documents by changing the font, size, color, character formatting, and text alignment. This document provides instructions for many different formatting options that can give your document a unique look. For more information, refer to [Paragraph Formatting Options](#) and [Fonts Overview](#).

- [Formatting Text](#)
- [Changing Font, Size, and Color](#)
- [Changing Character Formatting](#)

#### [Formatting Text](#)

The following are some rules to keep in mind when you are formatting your text:

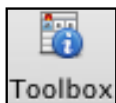
- If you know what formatting options you want, you can enable them before you type. After you finish typing the section, you can disable them.
- When formatting text that is already typed into the document, the first step is to select it. Only selected text will take on the format that you are applying. For instructions, refer to [Selecting Text](#).
- Using too many fonts, sizes, and other formatting in one document often looks cluttered and is hard to read. Try to limit yourself to no more than two or three fonts, sizes, and formats per document.
- Once the text is formatted, deselect the text by clicking away from the text or pressing an arrow key. Selected text is vulnerable and can easily be deleted or changed unintentionally.

#### [Changing Font, Size, and Color](#)

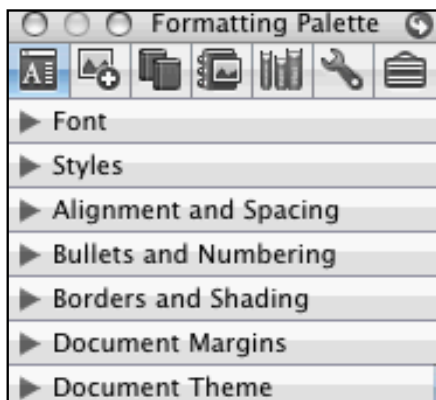
Word allows you to change the font, size, and color from the *Font* dialog box, or the *Formatting Palette*. The *Formatting Palette* option is an easier and faster way of changing the look of your text. However, the *Font* dialog box provides more options and allows you to preview your text through the *Preview* box. For more information, refer to [Fonts Overview](#).

### Changing Font, Size, and Color: Formatting Palette Option

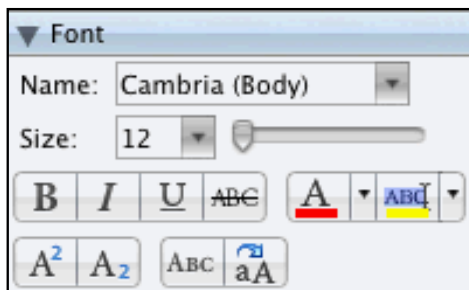
1. Select the desired text



2. Click **TOOLBOX**  
The *Formatting Palette* appears.



3. If the *Font* section is not expanded, click it



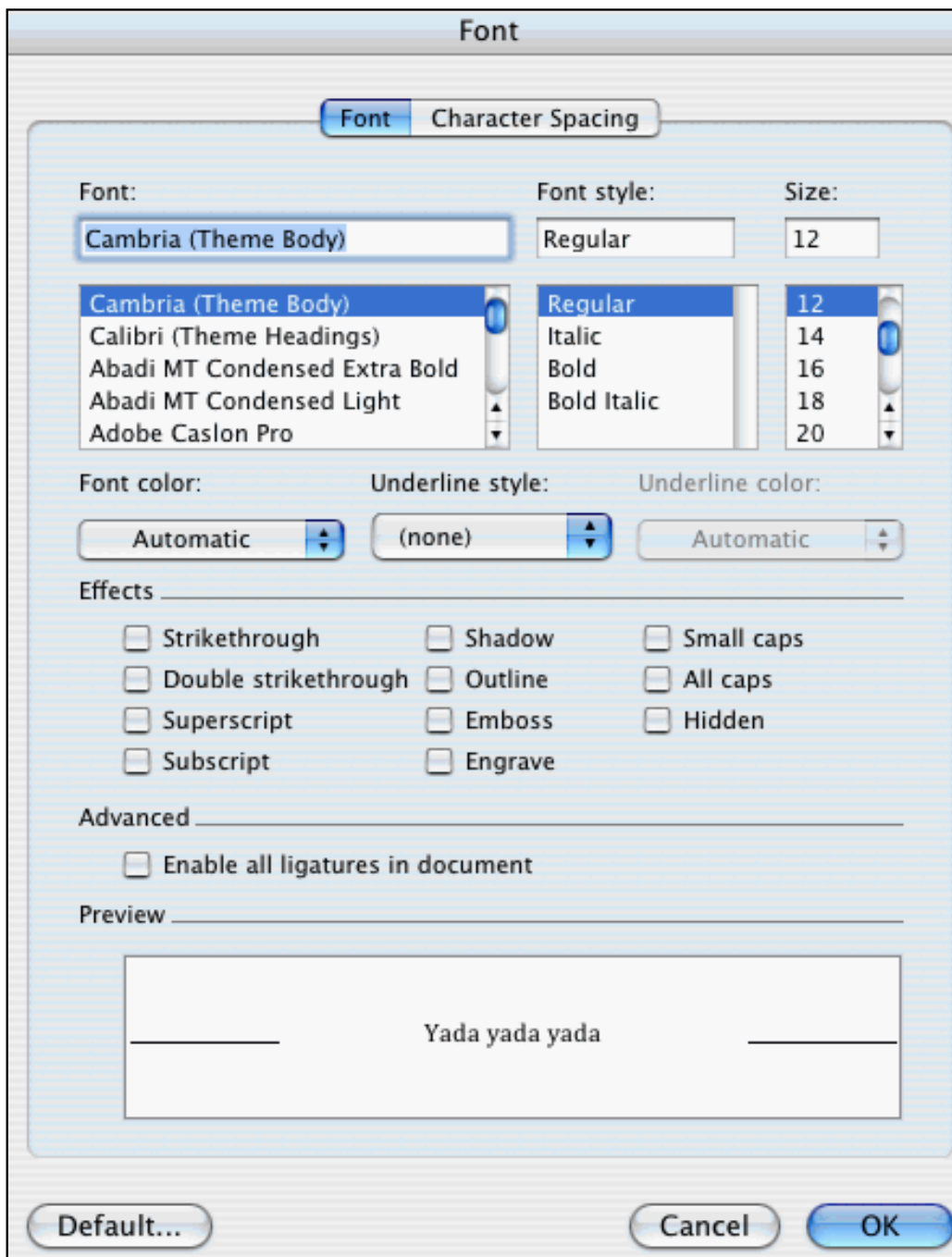
4. To select a different font, from the *Name* pull-down menu, select the desired font

5. To select a different size, from the *Size* pull-down menu, select the desired font size

6. To select a different color, click **FONT COLOR**  » select the desired font color

### Changing Font, Size, and Color: Menu Option

1. Select the desired text
2. On the *Command* bar, from the *Format* pull-down menu, select **Font...**  
The *Font* dialog box appears.  
**NOTE:** A preview of the selected font appears in the *Preview* section.



3. In the *Font* text box, type the desired font name  
**OR**  
From the *Font* scroll menu, select the desired font
4. In the *Size* text box, type the desired font size  
**OR**  
From the *Size* scroll menu, select the desired size
5. From the *Font color* pull-down menu, select the desired font color
6. In the *Effects* section, select any additional font effects  
**EXAMPLES:** *Small caps, Superscript, Subscript*
7. Click **OK**

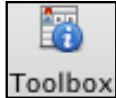


## Changing Character Formatting

Word allows you to format text characters using the menu, *Formatting Palette*, or keyboard options. The *Formatting Palette* and keyboard options are faster; however, the menu option offers more options. Some of the styles you can apply are boldface, italics, underlining, shadow, superscript or subscript, single or double strikethrough, small or all caps, and color.

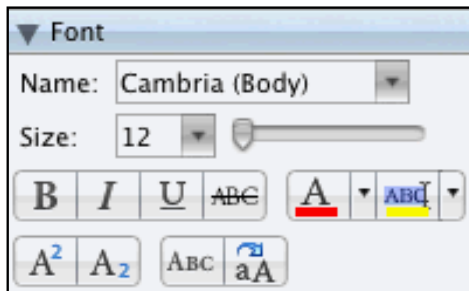
### Changing Character Formatting: Formatting Palette Option

1. Select the text to be formatted



2. Click **TOOLBOX**  
The *Formatting Palette* appears.

3. **OPTIONAL:** If the *Font* section is not expanded, click it



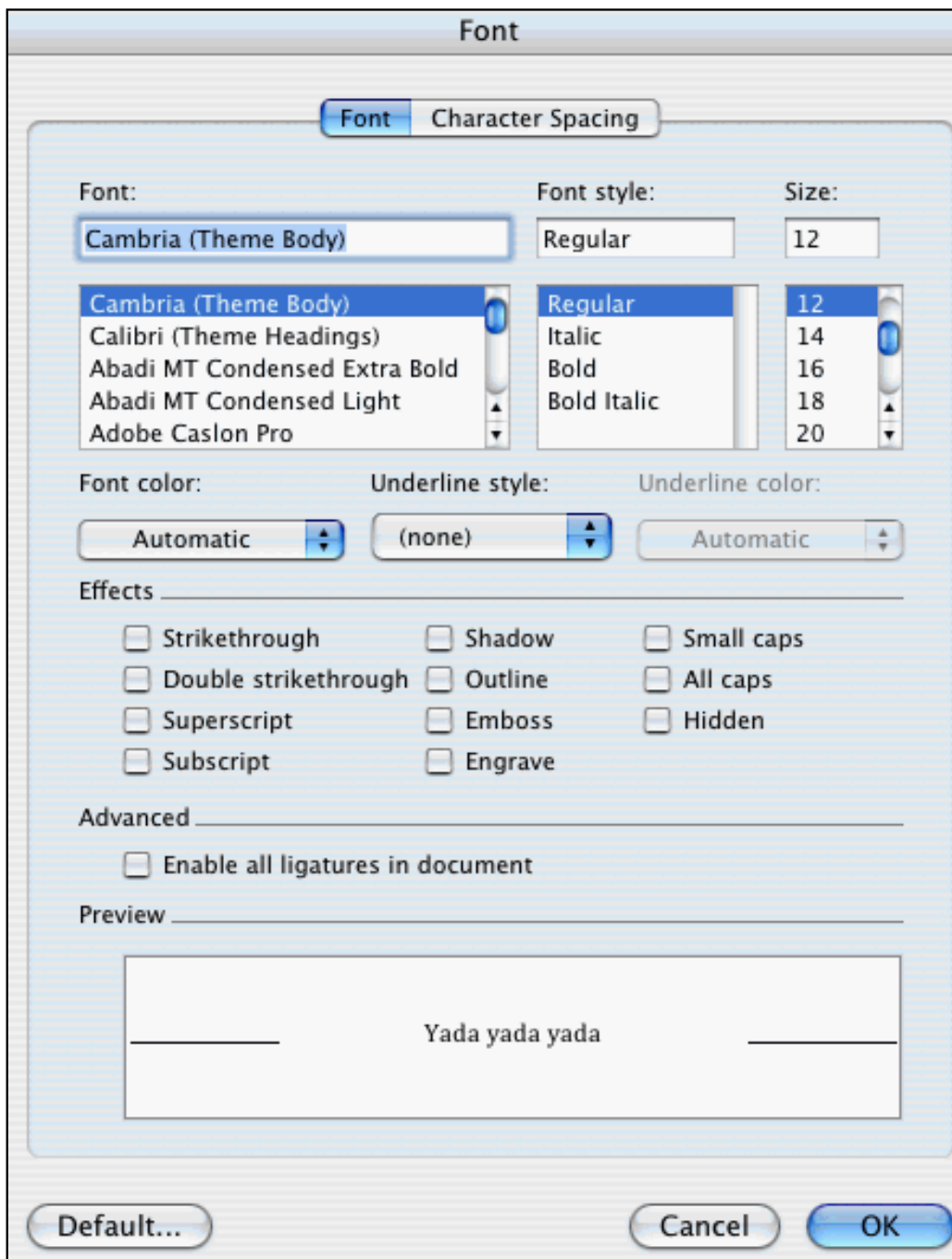
4. In the *Font* section, click one or more of the appropriate formatting buttons

**EXAMPLE:** Click **ITALIC**

**HINT:** To deselect character formatting, select the text and click the previously chosen formatting button a second time.

### Changing Character Formatting: Menu Option

1. Select the text to be formatted
2. On the *Command* bar, from the *Format* pull-down menu, select **Font...**  
The *Font* dialog box appears.  
**NOTE:** A preview of the selected font appears in the *Preview* section.



3. In the *Font style* scroll menu, select one or more of the appropriate formatting effects

**EXAMPLE:** Select *Italic*.

**HINT:** To deselect character formatting, select the text and click the formatting effect a second time.

### Changing Character Formatting: Keyboard Option

1. Select the text to be formatted
2. Press the appropriate key(s):

Enhancement	Keystroke
<i>Italics</i>	[Cmd] + [I]

**Bold** [Cmd] + [B]

Underline [Cmd] + [U]

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Saving in Alternate Formats

This document explains how to save your Word document in two alternate formats. Saving in RTF format can prevent the spread of viruses, while saving in Word 97-2004 format enables the inclusion of more users.

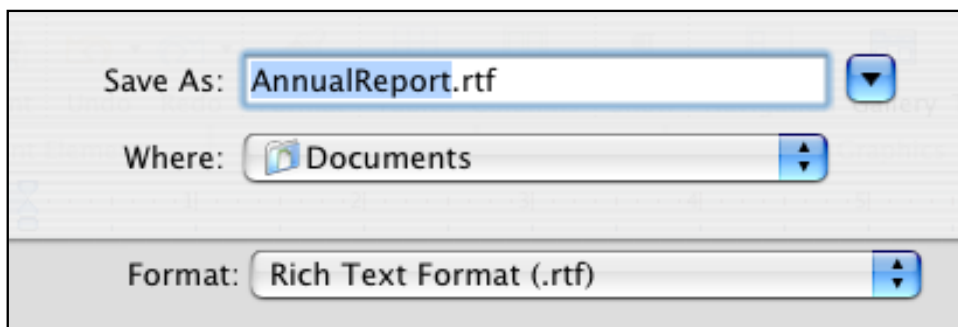
- [Saving in RTF Format](#)
- [Saving in Word 97-2004 Format](#)



### Saving in RTF Format

Saving your Word document in RTF (Rich Text Format) file format helps prevent the spread of viruses. The .doc extension has been the #1 file format for virus transmission over the past few years because it allows the attachment of hidden macros, which may actually be viruses. RTF format does not allow appendages such as macros, and, thus, the document cannot contain a virus. Saving in RTF format also preserves your document's formatting for easy transfer between different applications.

1. From the *File* menu, select **Save As...**  
The *Save As* dialog box appears.



2. In the *Save As* text box, type the document name  
**HINT:** To help you locate the file in the future, use a descriptive filename.
3. From the *Where* pull-down menu, select the desired save location  
**HINT:** Your personal home directory is generally your username followed by a \$.  
**EXAMPLE:** DOEJANES\$
4. From the *Format* pull-down menu, select **Rich Text Format (.rtf)**
5. Click **SAVE**

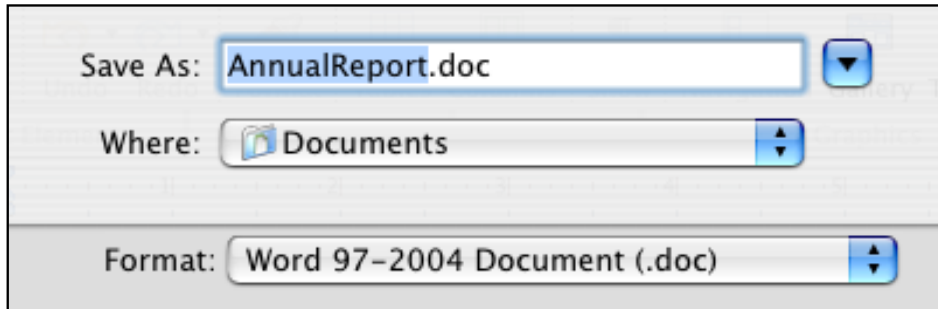


## Saving in Word 97-2004 Format

Saving your Word document in Word 97-2004 file format allows you to include more users in the viewing of your document. Users who do not use Word 2008 will not be able to open a .docx file on an older version of Word. Saving your Word document in Word 97-2004 file format allows those users to access your document.

1. From the *File* menu, select **Save As...**

The *Save As* dialog box appears.



2. In the *Save As* text box, type the document name  
**HINT:** To help you locate the file in the future, use a descriptive filename.
3. From the *Where* pull-down menu, select the desired save location  
**HINT:** Your personal home directory is generally your username followed by a \$.  
**EXAMPLE:** DOEJANES
4. From the *Format* pull-down menu, select **Word 97-2004 (.doc)**
5. Click **SAVE**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Printing Options for Specific Pages

You may not always want to print your entire Word document. There are times when you may want to print only certain pages. The *Page Range* section of the *Print* dialog box allows you to select or specify the pages that you want to print.

- Terminology
- The Print Dialog Box
- Specifying the Pages to Print

#### Terminology

The following is a short list of terms used within this document. Understanding them will help you to understand the instructions provided herein.

##### **Contiguous**

Next to in sequence. For example, page 3 is contiguous to pages 2 and 4.

##### **Noncontiguous**

Not next in sequence. For example, page 3 and page 7 are noncontiguous pages.

##### **Section**

In Word, a document is separated into sections by a section break. Each section is referred to by number. For example, documents that are the result of a mail merge are individual sections.

#### The Print Dialog Box

To use the options described in this document, you must access the *Print* dialog box:

1. From the *File* menu, select **Print...**  
The *Print* dialog box appears.
2. In the *Pages* section, **specify the pages** you want to print
3. Click **PRINT**

#### Specifying the Pages to Print

The table shown lists options for printing and the selection or specifications that you must make in the *Page Range* section of the *Print* dialog box to achieve the desired results.

**To print only selected text**

1. Under *Pages*, select **Selection**

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1  
 Page range:

**To print all pages of your document**

1. Under *Pages*, select **All**

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1  
 Page range:

**To print the page your insertion point is currently in**

1. Under *Pages*, select **Current Page**

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1  
 Page range:

**To print noncontiguous pages**

1. Under *Pages*, select **Page range**
2. Type the page numbers separated by commas

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1

Page range:  
3,7,12

### To print a range of contiguous pages

1. Under *Pages*, select **From**
2. In the *From* text box, type the first page to print
3. In the *To* text box, type the last page to print

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 3  
to: 6

Page range:

### To print a combination of noncontiguous pages and a range

1. Under *Pages*, select **Page range**
2. Type the page numbers, separating the noncontiguous pages by commas and the range by a hyphen

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1

Page range:  
3,5,12-14

### To print a section of your document

1. Under *Pages*, select **Page range**
2. Type **s** and the section number

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1

Page range:  
s2

### To print noncontiguous sections

1. Under *Pages*, select **Page range**
2. Type **s** and the section number for each section you want to print  
Separate the section numbers by commas.

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1

Page range:  
s3, s5

### To print a range of pages that crosses sections

1. Under *Pages*, select **Page range**
2. Reference the pages and their respective sections by typing **p** before the page number and **s** before the section number  
Place a hyphen between the beginning page/section and the ending page/section.

Copies: 1  Collated

Pages:  All  
 Current page  
 Selection  
 From: 1  
to: 1

Page range:  
p3s2-p1s4

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Hyphenation Options

Word provides four options for controlling how and when hyphenation occurs. This document will review each option.

**NOTE:** The best practice is to hyphenate your document after you have finished writing and editing. Later additions and deletions of text may affect hyphen placement.

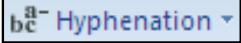
- Hyphenating Automatically
- Hyphenating Manually
- Inserting an Optional Hyphen
- Inserting a Non-Breaking Hyphen



### Hyphenating Automatically

Word allows you to automatically hyphenate your document through the *Hyphenation* dialog box. This option is useful for hyphenating completed documents and documents in progress.

#### Windows:

1. From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION**  » select **Automatic**

#### Macintosh:

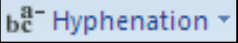
1. From the *Tools* menu, select **Hyphenation...**  
The *Hyphenation* dialog box appears.

2. Select **Automatically hyphenate document**

3. Click **OK**

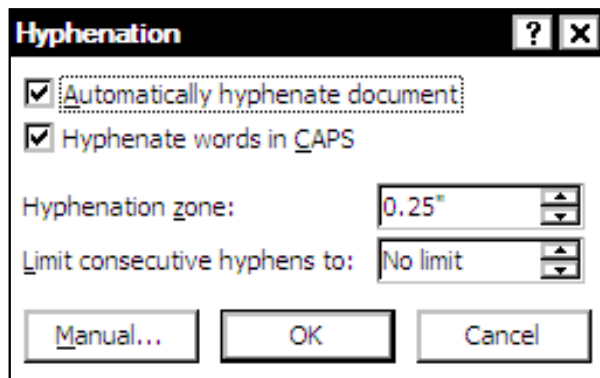
## Setting Hyphenation Options

The *Hyphenation Options* dialog box allows you to engage/disengage automatic hyphenation, allow words in all caps to be hyphenated, designate the *Hyphenation zone*, and designate the number of consecutive hyphens in your document. The hyphenation zone is the distance between a word and the right margin. By adjusting the *Hyphenation zone* you can designate how close a word comes to the right margin before it is hyphenated. By limiting consecutive hyphens you can prevent occurrences in which many lines of your document end in hyphens. This is relevant to personal and aesthetic choice.

1. **Windows:** From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION**  » select **Hyphenation Options...**

**Macintosh:** From the *Tools* menu, select **Hyphenation...**

The *Hyphenation* dialog box appears.



2. To indicate the amount of space to leave between the end of the last word in a line and the right margin, in the *Hyphenation zone* text box, use the nudge buttons to select or type the desired setting

### HINTS:

To reduce the number of hyphens, make the hyphenation zone wider.

To allow more hyphens, make the hyphenation zone narrower.

3. To indicate the number of consecutive lines that can be hyphenated, in the *Limit consecutive hyphens to* text box, use the nudge buttons to select or type the desired setting

**NOTE:** In some documents, the number of consecutively hyphenated lines should be limited. Particularly in documents with narrow columns, consecutive hyphenation can cause sentences to look fragmented.

4. Click **OK**

Automatic hyphenation and any additional alterations are set.



## Hyphenating Manually

If you would like to make hyphenation decisions on a case-by-case basis, select manual hyphenation. Word will search the document for words to hyphenate and then ask whether to include a hyphen and where to position it.

1. To access the *Manual Hyphenation* dialog box,

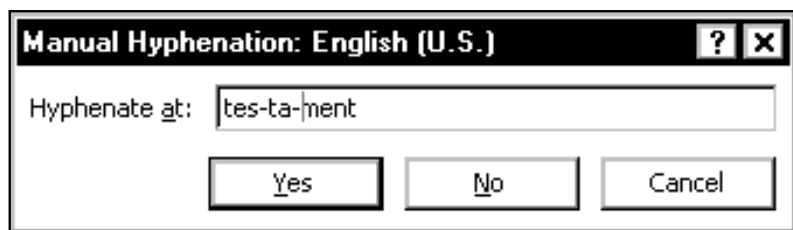
**Windows:** From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION** » select **Manual**

**Macintosh:** From the *Tools* menu, select **Hyphenation...**, then click **MANUAL...**



The *Manual Hyphenation* dialog box appears with the first instance of a possible hyphenation found in your document.

**NOTE:** Word will suggest grammatically correct hyphenation divisions.



- To set the hyphen in another location, in the *Hyphenate at* text box, place the cursor in the desired location within the word

**NOTES:**

The horizontal line shows where the line would break the word, so the chosen hyphenation must be before that horizontal line. If hyphenation after the vertical line is chosen, the word will not be broken.

- To accept the hyphenation, click **YES**  
If you do not want to hyphenate the word, click **NO**  
Word locates the next word you may want to hyphenate.  
To cancel the manual hyphenation process, click **CANCEL**



## Inserting an Optional Hyphen

Inserting an optional hyphen allows you to control where to break if a word or phrase falls at the end of a line. Otherwise (i.e., the word or phrase is in the middle or at the beginning of a line) the optional hyphen does not appear in the printed document.

- Place your cursor where you want to insert the optional hyphen
- Windows:** Press [**Ctrl**] + [ - ] (hyphen)  
**Macintosh:** Press [**Command**] + [ - ] (hyphen)  
The optional hyphen is inserted.



## Inserting a Non-Breaking Hyphen

Inserting a non-breaking hyphen will prevent a hyphenated word or phrase from breaking at the end of a line. This is used to keep a word or phrase together (e.g., UW-Eau Claire).

- Place your cursor where you want to insert the non-breaking hyphen
- Windows:** Press [**Ctrl**] + [**Shift**] + [ - ] (hyphen)  
**Macintosh:** Press [**Command**] + [ - ] (hyphen)  
The non-breaking hyphen is inserted.

*Excellence. Our Measure, Our Motto, Our Goal.*

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Inserting Symbols and Special Characters

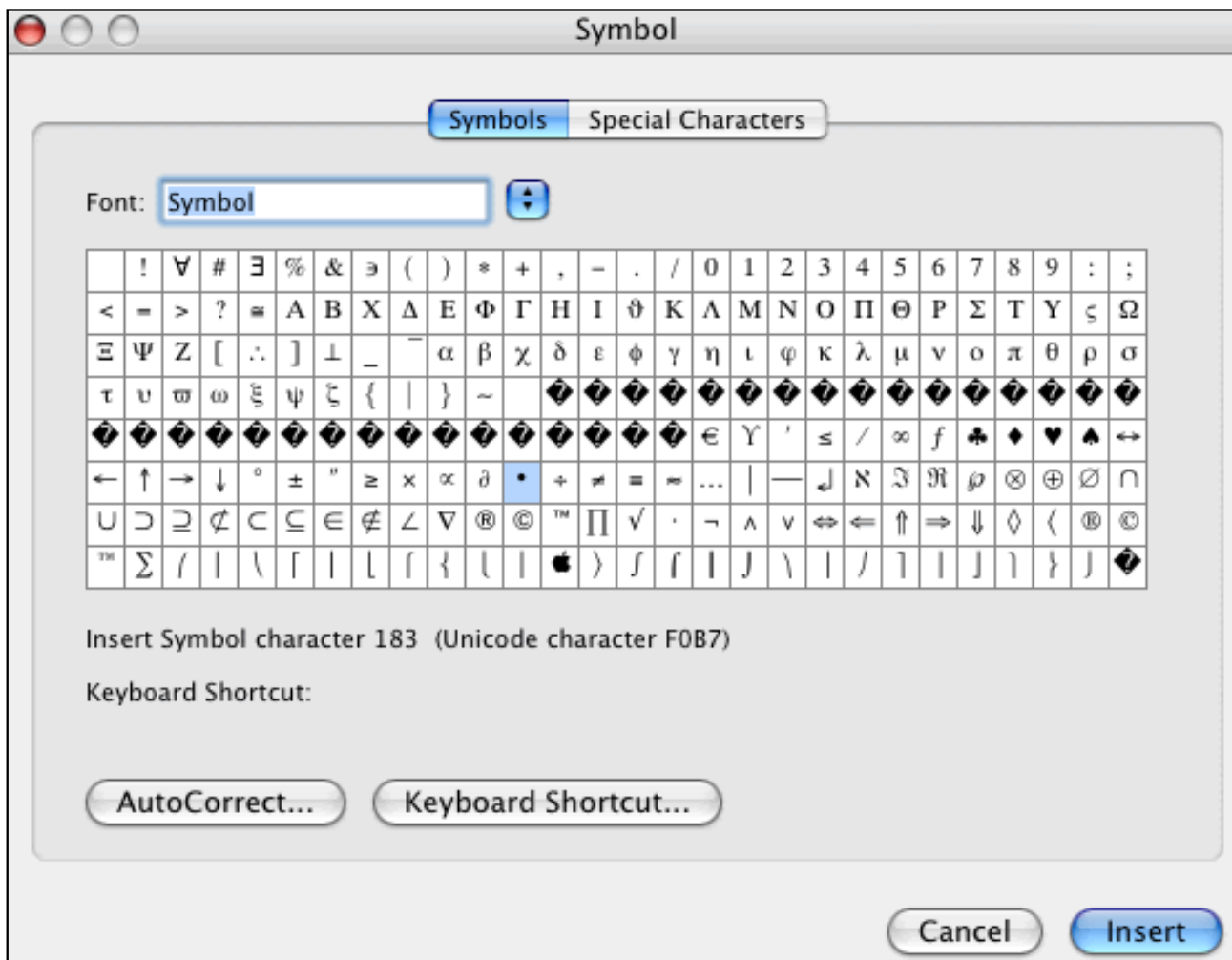
When creating documents, you may need to use a symbol or special character that does not appear on the keyboard. These symbols and special characters can be accessed through the *Symbol* dialog box.

- [Inserting Symbols](#)
- [Inserting Special Characters](#)

#### **Inserting Symbols**

Use the *Symbol* dialog box to locate symbols, characters from other languages, arrows, and other characters. Symbols inserted into documents can then be formatted as regular text.

1. Place the insertion point where the symbol will be inserted
2. From the *Insert* menu, select ***Symbol...***  
The *Symbol* dialog box appears.

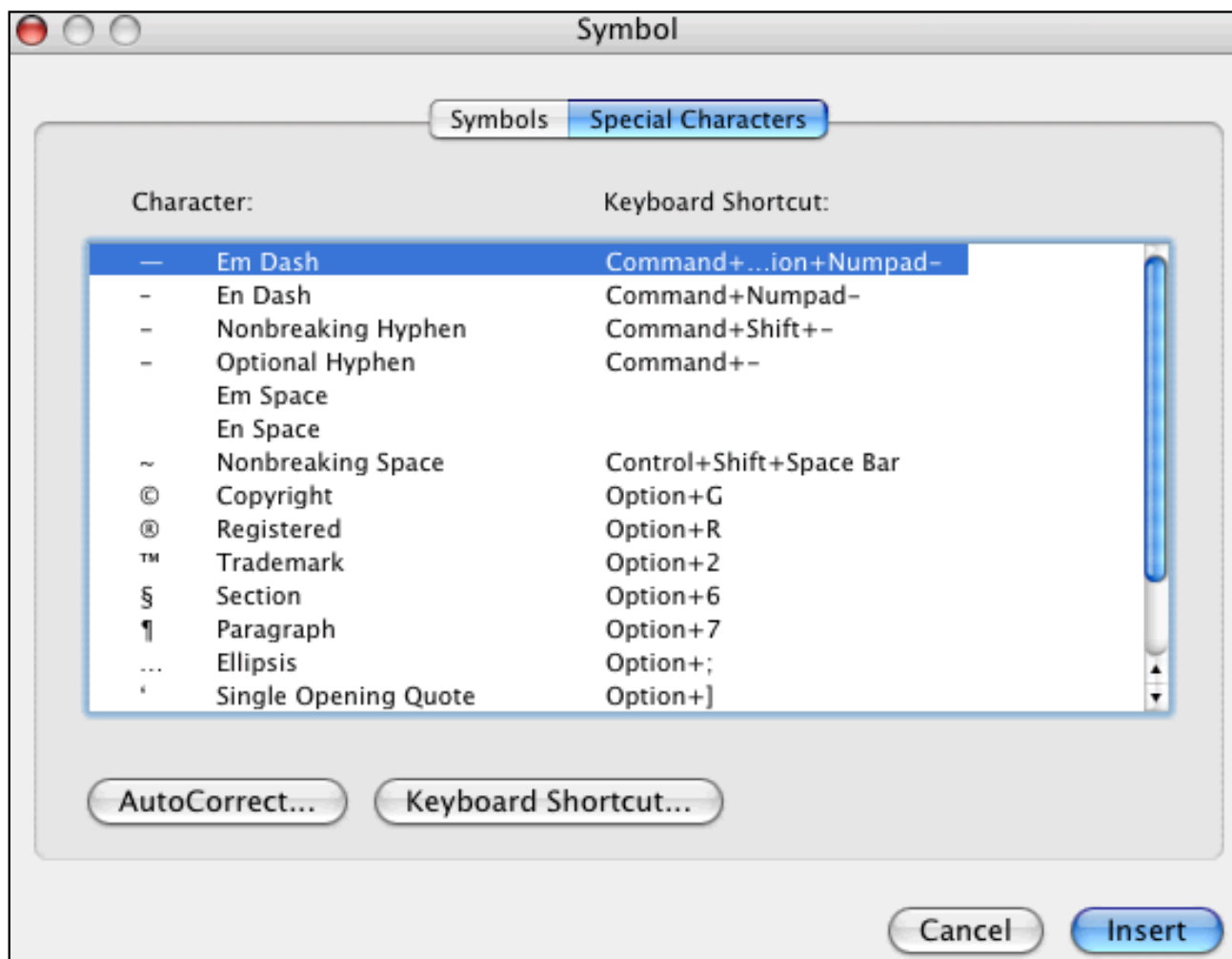


3. Select the **Symbols** tab
4. Select the desired symbol  
**NOTE:** If you do not see the desired symbol, from the *Font* pull-down list, select another font.
5. Click **INSERT**  
 The symbol appears in your document.
6. Repeat steps 4-5 until you insert all symbols you want
7. Click **CLOSE**

## Inserting Special Characters

Special characters, like symbols, do not appear on the keyboard; however, some have more functionality than symbols. For example, the nonbreaking hyphen appears like any other hyphen, but the words it separates will always remain on the same line (i.e., they will not be broken apart).

1. Place the insertion point where the special character will be inserted
2. From the *Insert* menu, select **Symbol...**  
 The *Symbol* dialog box appears.



3. Select the **Special Characters** tab
4. From the *Character* scroll box, select the desired character
5. Click **INSERT**  
The special character appears in your document.
6. Repeat steps 4-5 until you insert all characters you want
7. Click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System





# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008






### Setting Tabs

Tabs allow you to position text exactly where you would like it. To avoid problems with text alignment, use tabs rather than spaces. The default tab settings for Microsoft Word are every half-inch. If you do not like the Word settings, you can set your own tabs.

- [Tab Types](#)
- [Working with Tabs from the Ruler](#)
- [Working with Tabs from the Tabs Dialog Box](#)

#### Tab Types

Tabs come in different types which are defined by the way text aligns with the tab. The following table explains the different tab types.

Tab Type	Icon	Purpose
<b>Left (Normal)</b>		With the <i>Left</i> tab, text will begin at the tab position and continue to the right of the tab.
<b>Right</b>		With the <i>Right</i> tab, text will end at the tab and flow to the left.
<b>Center</b>		The <i>Center</i> tab works similar to centering a line of text but instead of centering between margins, text is centered at the tab location.
<b>Decimal</b>		The <i>Decimal</i> tab is used to align numbers and text with a period. This is useful for a group of numbers or a list of instructions.
<b>Bar</b>		The <i>Bar</i> tab is used to add a vertical line at that position. This could be used when you want to set off some text.

Setting a tab does not automatically align your text. You still have to press [**Tab**] at the appropriate places.

#### Working with Tabs from the Ruler

Working with tabs using the *Ruler* option is a quick and easy way to set and adjust tabs. The *Ruler* options allow you to set, move, delete, or change tabs.

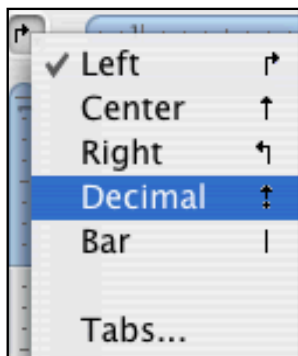
#### Working with Tabs from the Ruler: Setting Tabs

1. Select the paragraph(s) that will receive new tab settings

2. Click the **TAB TYPE** icon

The *Tab Type* pull-down menu appears.

**NOTE:** For definitions of the different tab types, refer to [Tab Types](#).



3. Select the desired tab type

4. On the *Ruler*, click where you want the tab

**NOTE:** Be sure to click **below** any numbers or dash marks.

### Working with Tabs from the Ruler: Changing Tab Type

To **move a tab**, click and drag it to the desired position on the ruler.

To **change the tab type**, you can either delete the tab and add a new tab of the correct type or you can use the **Tabs dialog box**.

### Working with Tabs from the Tabs Dialog Box

The *Tabs* dialog box allows you to adjust the placement and type of tab. Although the *Ruler* option is a quicker way to adjust tabs, the dialog box allows you to use leaders and enter specific tab locations.

In the *Tabs* dialog box, you can set leaders for the tabs. Leaders are lines (solid, dashed, or dotted) that appear in the blank space created by a tab. The most common use for a leader is in a table of contents where a dotted line leads up to the page number. Leaders guide the reader's eye across the page.

#### To access the Tabs dialog box

1. Select the paragraph(s) that will receive new tab settings
2. Click the **TAB TYPE** icon  
The *Tab Type* pull-down menu appears.
3. Select **Tabs...**  
The *Tabs* dialog box appears.



### Working with Tabs from the Tabs Dialog Box: Setting Tabs

1. Access the Tabs dialog box
2. In the *Tab stop position* text box, type the desired value (in inches)
3. In the *Alignment* section, select the desired alignment
4. **OPTIONAL:** In the *Leader* section, select the desired leader
5. Click **SET**
6. To set additional tabs, repeat steps 2-5
7. After all tabs have been set, click **OK**

### Working with Tabs from the Tabs Dialog Box: Moving Tabs

Moving tabs in the *Tabs* dialog box involves adding a new tab and deleting the old one.

1. Access the Tabs dialog box
2. In the *Tab stop position* scroll box, select the desired tab
3. Click **CLEAR**

4. In the *Tab stop position* text box, type the new tab location
5. Adjust the tab alignment and leader if necessary
6. Click **SET**
7. Click **OK**

### Working with Tabs from the Tabs Dialog Box: Deleting Tabs

1. Place the insertion point within the paragraph with the tab settings you want to delete
2. [Access the Tabs dialog box](#)
3. From the *Tab stop position* scroll box, select the tab to be deleted
4. Click **CLEAR**  
**HINT:** To delete all tabs, click **CLEAR ALL**
5. To delete other tabs, repeat steps 3-4
6. Click **OK**

### Working with Tabs from the Tabs Dialog Box: Changing Tab Type

1. Select the desired paragraph(s) whose tab settings you want to change
2. [Access the Tabs dialog box](#)
3. From the *Tab stop position* scroll box, select the tab to be changed
4. In the *Alignment* section, select the new tab type  
**NOTE:** Depending on the text alignment, the tab position may need to be adjusted. For more information, refer to [Moving Tabs](#).
5. Click **SET**
6. To change other tabs, repeat steps 3-5
7. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Borders and Shading Options

Borders and shading help you to emphasize information and guide a reader's eye through a document. When adding borders and shading, remember that they are both applied to **entire** paragraphs. This document covers the following options for adding borders and shading to paragraphs.

- Borders and Shading Options: Toolbar Option
- Borders and Shading Options: Dialog Box Option

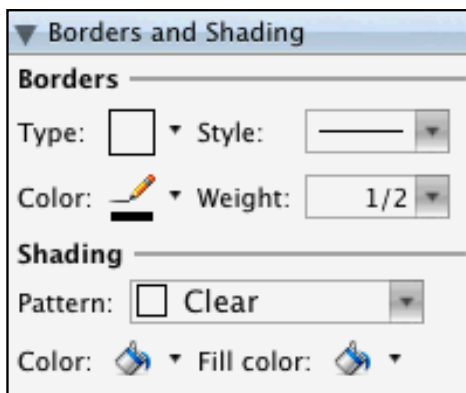


#### Borders and Shading Options : Toolbar Option

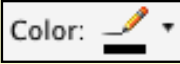
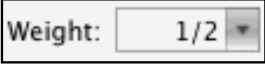
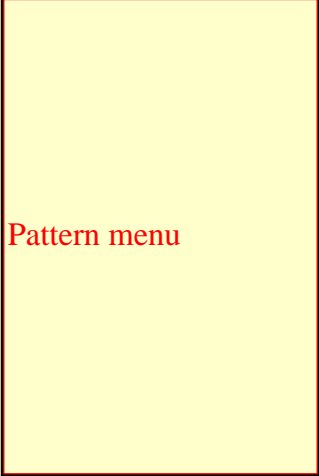
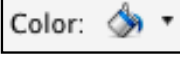
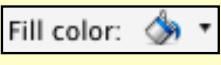
Use the *Borders and Shading* toolbar to quickly add borders and shading to paragraphs. Both borders and shading can be applied to the same paragraph.

#### The Borders and Shading Toolbar

The *Borders and Shading* toolbar allows you to customize aspects of the border and cells. This includes the type, style, color, weight, shading, and background color.




Name	Image	Description
Type Menu		Allows you to select the type of border
Style Button		Allows you to select the style of border

Color Button		Allows you to select the color of the border
Weight Button		Allows you to select the thickness of the border
Pattern Menu		Allows you to select the degree of shading applied to the selected cells
Shading Color Button		Allows you to select the color of the shading of the selection
Background Color Button		Allows you to select the color of the background of the selection

## Adding Borders and Shading

1. Select the paragraph(s) to which you want to add shading and/or border(s)


2. To add a border, click **TYPE**  » select the desired border option

3. To add shading, click the  next to **COLOR**  » select the desired shading option

## Removing Borders and Shading


1. Select the paragraph containing the border or shading you want to remove

2. To remove the border, click **TYPE**  » select **No Border**

3. To remove the shading, click the  next to **COLOR**  » select **No Fill**

## Modifying Borders and Shading

1. Select the paragraph containing the border or shading you want to modify

2. To modify the border, click **TYPE**  » select the desired border option

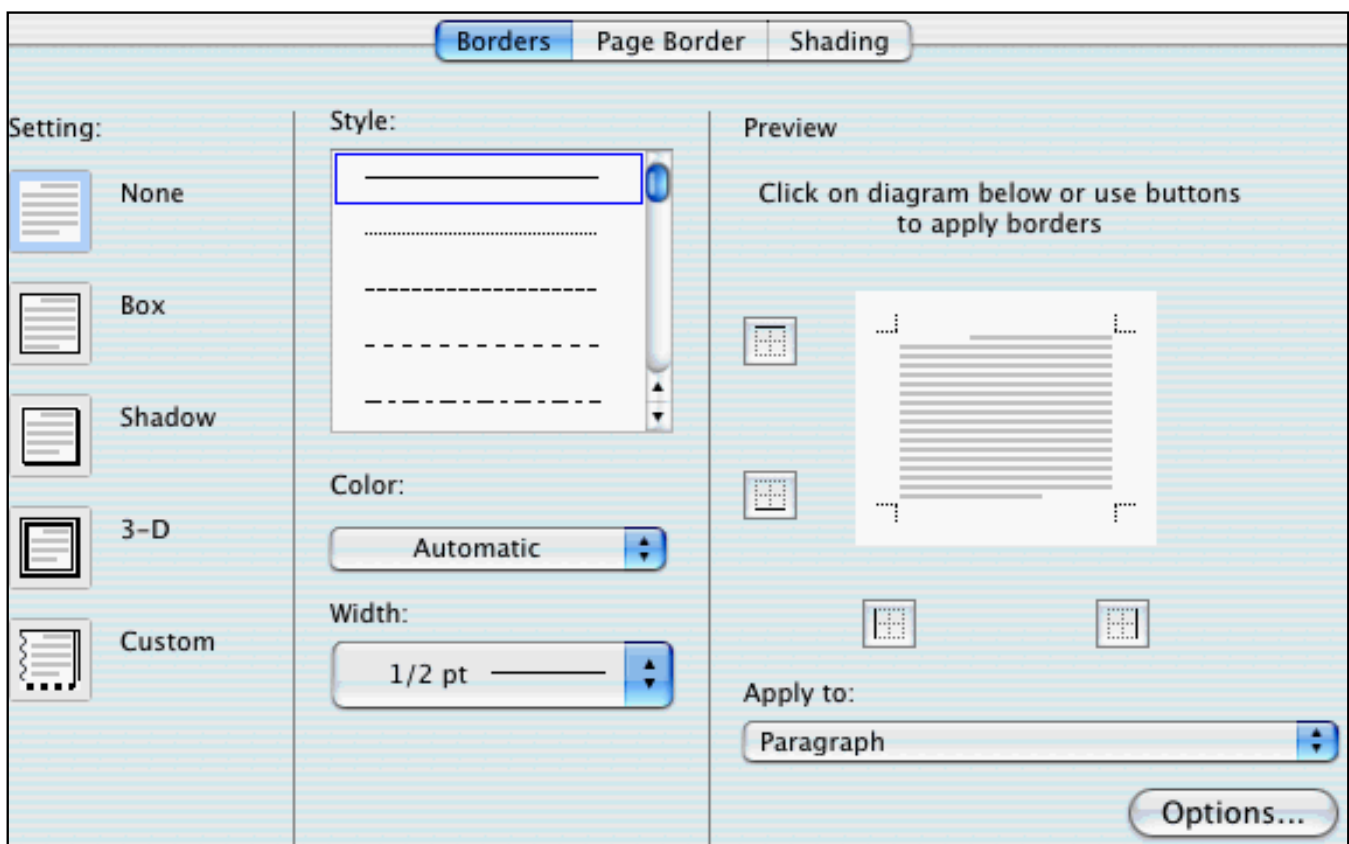
3. To modify the shading, click the  next to **COLOR**  » select the desired shading option



## Borders and Shading Options: Dialog Box Option

To view the **Borders and Shading** dialog box:

1. Select the paragraph(s) to which you want to add shading and/or border(s)
2. From the *Format* menu, select **Borders and Shading...**  
The *Borders and Shading* dialog box appears.



### Adding Borders

1. Select the paragraph(s) to which you want to add border(s)
2. Open the **Borders and Shading** dialog box
3. Select the **Borders** tab
4. From the *Style* scroll box, select the desired border style
5. From the *Color* pull-down list, select the desired border color

6. From the *Width* pull-down list, select the desired border width
7. Click **OK**

## Modifying Borders

1. Select the paragraph containing the border you want to modify
2. Open the [Borders and Shading dialog box](#)
3. Select the **Borders** tab » select the desired border option
4. Click **OK**

## Removing Borders

1. Select the paragraph containing the border you want to remove
2. Open the [Borders and Shading dialog box](#)
3. Select the **Borders** tab
4. Under *Setting*, select **None**
5. Click **OK**

## Adding Shading

1. Select the paragraph(s) to which you want to add shading
2. Open the [Borders and Shading dialog box](#)
3. Select the **Shading** tab
4. From the *Fill* box, select the desired fill effect
5. **OPTIONAL:** Under *Patterns*, from the *Style* pull-down list, select the desired pattern style
6. **OPTIONAL:** Under *Patterns*, from the *Color* pull-down list, select the desired pattern color
7. Click **OK**

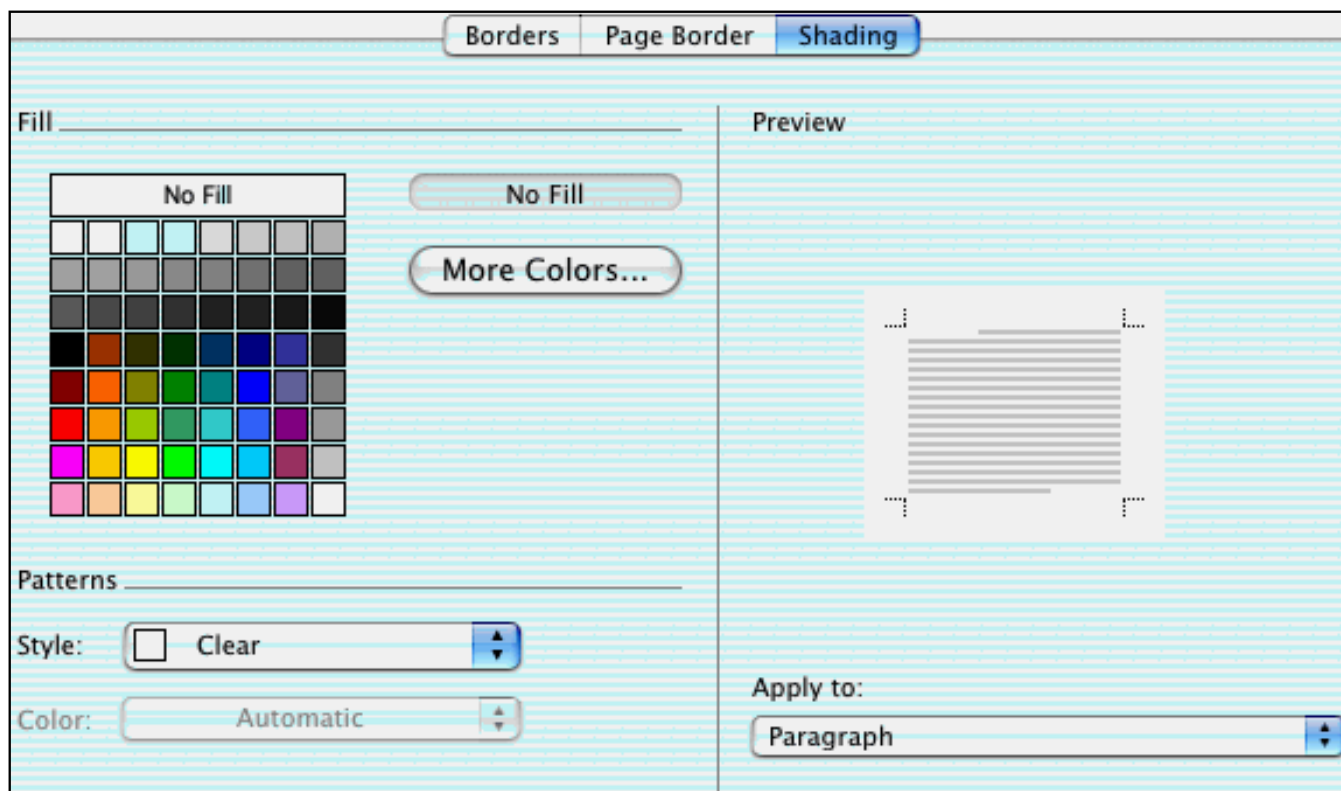
## Modifying Shading

1. Select the paragraph containing the shading you want to modify
2. Open the [Borders and Shading dialog box](#)

3. Select the **Shading** tab » select the desired shading option
4. Click **OK**

## Removing Shading

1. Select the paragraph containing the shading you want to remove
2. Open the Borders and Shading dialog box
3. Select the **Shading** tab



4. From the *Fill* box, select **No Color**
5. In the *Patterns* section, from the *Style* pull-down list, select **Clear**
6. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Using Bulleted Lists

With Word, you can make bulleted lists, numbered lists, or outlines. You can create bulleted lists using the *Bullets and Numbering* toolbar or *AutoFormatting*. For information on numbered lists, refer to [Using Numbered Lists](#).

- [About Bulleted Lists](#)
- [Using the Bullets and Numbering Toolbar](#)
- [Using AutoFormatting](#)
- [Working with Formatted Bullets](#)



#### About Bulleted Lists

- This is an example of a bulleted list
- When the text wraps, it does not wrap all the way to the bullet, but only to where the first line of text began
- The BULLETS button on the *Bullets and Numbering* toolbar acts like a toggle switch. Clicking once turns it on; clicking a second time turns it off



#### Using the Bullets and Numbering Toolbar

You can easily apply bullets to your lists using the *Bullets and Numbering* toolbar.

#### Applying Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

1. Place the insertion point where you want the bullets to begin


2. Click the **TOOLBOX** 

3. From the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **BULLETS** 


**NOTE:** Word inserts the first bullet and moves the insertion point a quarter-inch to the right, where you can begin




typing text.

4. Type the desired text  
If the text wraps, Word maintains the quarter-inch indent.
5. Press [**Enter**]  
Another bullet appears.
6. Repeat steps 4 and 5 as necessary
7. When finished typing the last line of bulleted text, press [**Enter**]  
The insertion point should appear on a blank bulleted line.
8. To end the bulleted list, from the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **BULLETS**   
**OR**  
To end the bulleted list, press [**Enter**]

## Applying Bullets to Existing Text

1. Select the text to be bulleted
2. From the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **BULLETS** 

### To remove bullets:

1. Select the bulleted text
2. From the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **BULLETS** 



## Using AutoFormatting


Bulleted lists can be created automatically as you type if you have those options selected in the *AutoCorrect* dialog box. If you have created a specific bullet style, you may want to turn this option off. For more information, refer to [AutoCorrect: Automatic Formatting](#).



## Working with Formatted Bullets

The paragraph character ¶ influences the formatting of the bullet of a list item. If one or more bullets has an undesired color, the paragraph character was included when the color formatting was applied.

### To remove the formatting from the bullet only:

1. On the *Standard* Toolbar, click **SHOW ALL NONPRINTING CHARACTERS**   
Your document's non-printing symbols are displayed.

- Read·Chapter·3¶
- Complete·assignment¶
- Study·for·test¶

2. Select the paragraph symbol for the list item with the formatted bullet
3. From the *Formatting Palette*, on the *Font* toolbar, use the formatting tools to remove the formatting

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



Find it

# University of Wisconsin-Eau Claire LTS Online Help Documentation

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Using Numbered Lists

With Word, you can make bulleted lists, numbered lists, or outlines. You can create numbered lists using the *Home* command tab or *AutoFormatting*. For information on bulleted lists, refer to [Using Bulleted Lists](#).

- [About Numbered Lists](#)
- [Using the Formatting Palette](#)
- [Using AutoFormatting](#)
- [Working with Formatted Numbers](#)



#### About Numbered Lists

- I. This is an example of a numbered list
- II. When the text wraps, it does not wrap all the way to the number, but only to where the first line of text began
- III. The NUMBERING button on the *Bullets and Numbering* toolbar acts like a toggle switch. Clicking once turns it on; clicking a second time turns it off



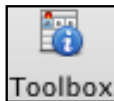
#### Using the Formatting Palette

You can easily create numbered lists from the *Bullets and Numbering* section.

#### Applying Numbering as You Type

When you are ready to add numbered text to your document, use the following steps:

1. Place the insertion point where you want the numbering to begin



2. Click **TOOLBOX**

- From the *Formatting Palette*, in the *Bullets and Numbering* section, click **NUMBERING** 

**HINT:** If the *Bullets and Numbering* section is not expanded, click it.

**NOTE:** Word inserts the first number and moves the insertion point a quarter inch to the right, where you can begin typing text.


- Type the desired text  
If the text wraps, Word maintains the quarter-inch indent.
- Press **[return]**  
Another number appears.
- Repeat steps 4 and 5 as necessary
- When finished typing the last line of numbered text, press **[enter]**  
The insertion point should appear on a blank numbered line.
- To end the numbered list, from the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **NUMBERING**




**OR**

To end the numbered list, press **[enter]**

## Applying Numbering to Existing Text

- Select the text to be numbered
- From the *Formatting Palette*, in the *Bullets and Numbering* section, click **NUMBERING** 

### To remove numbering:

- Select the numbered text
- From the *Formatting Palette*, on the *Bullets and Numbering* toolbar, click **NUMBERING** 



## Using AutoFormatting


Numbered lists can be created automatically as you type if you have those options selected in the *AutoCorrect* dialog box. If you have created a specific number style, you may want to turn this option off. For more information, refer to [AutoCorrect: Automatic Formatting](#).



## Working with Formatted Numbers

The paragraph character ¶ influences the formatting of the numbering of a list item. If one or more numbers is formatted (e.g., boldfaced, italicized, colored), the paragraph character was included when the formatting was applied.

### To remove the formatting from the number only:

1. On the *Standard* toolbar, click **SHOW/HIDE**   
Your document's non-printing symbols are displayed.

1.→Read·Chapter·3¶  
2.→Complete·assignment¶  
3.→Study·for·test¶

2. Select the paragraph symbol for the list item with the formatted numbering
3. From the *Formatting Palette*, use the formatting tools to remove the formatting

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Customizing Bulleted & Numbered Lists

By modifying numbered or bulleted lists, you are able to change the way the information is displayed. For example, you can create multilevel lists. By customizing numbered or bulleted lists, you are able to change the appearance of each bullet or number. For example, instead of a plain bullet, you could use a symbol or a picture.

This document discusses the methods for modifying and customizing lists. For information on creating bulleted lists, refer to [Using Bulleted Lists](#).

- [Modifying Bulleted Lists](#)
- [Customizing Bulleted Lists](#)
- [Modifying Numbered Lists](#)
- [Customizing Numbered Lists](#)



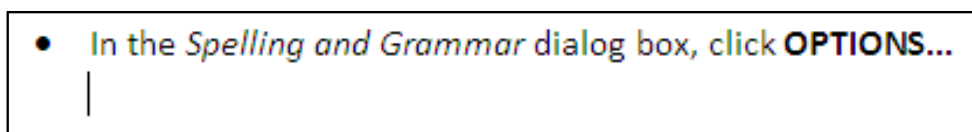
### Modifying Bulleted Lists

Word gives you ways of modifying the format of your bulleted list. The following instructions will show you how to add explanatory text within your list without creating additional bullets and how to create a multilevel list.

#### Adding Text to the List

Perhaps you want to add information to a list item but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a bullet appearing.

1. Place the insertion point after the last character in the list item where you want to add text
2. Press **[Shift] + [Enter]**  
The insertion point appears under the previous list item.



3. Type the additional text

#### Creating a Multilevel List (Outline)

Sometimes, one level of numbering is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the **INDENT** buttons as described here. For more information, refer to [Using Multilevel List](#)

## Numbering.

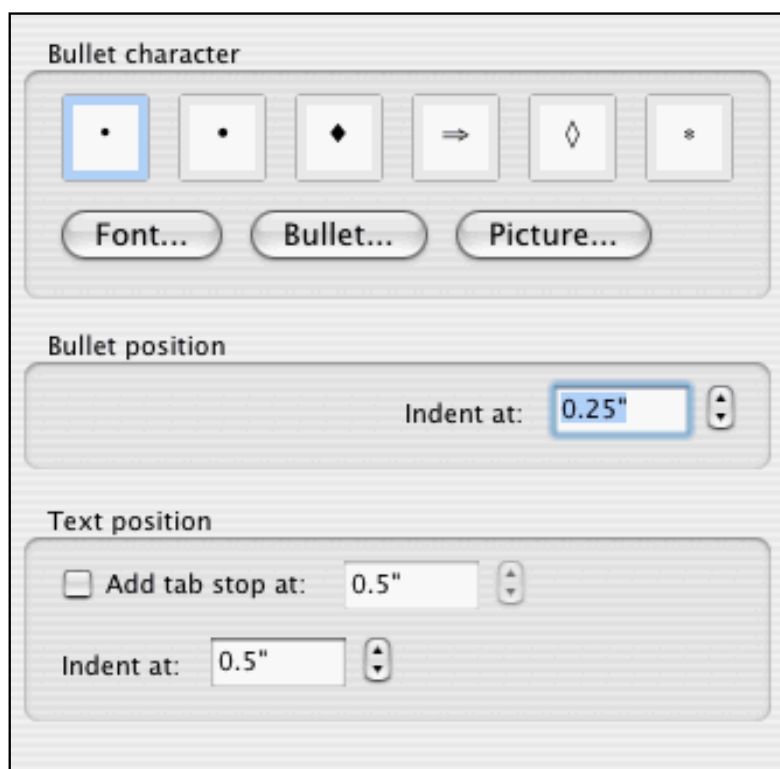


## Customizing Bulleted Lists

Customizing your bulleted list allows you to use creative and eye-catching bullets. Word provides many different images from which to choose. The following instructions assume that a bulleted list has already been created. If you do not have a bulleted list, refer to [Using Bulleted Lists](#).

### Customizing Bulleted Lists: Dialog Box Option

1. Select the bulleted list you want to customize
2. From the *Format* menu, select **Bullets and Numbering...**  
The *Bullets and Numbering* dialog box appears.
3. Select the desired preset bullet option
4. If the desired bullet option does not appear, click **CUSTOMIZE...**  
The *Customize bulleted list* dialog box appears.



5. To select a symbol for your bullet,
  - a. Under *Bullet character*, click **BULLET...**  
The *Symbol* dialog box appears.
  - b. Select the desired bullet character
  - c. Click **OK**
6. To select a picture for your bullet,
  - a. Under *Bullet character*, click **PICTURE...**
  - b. The *Choose a Picture* dialog box appears.

- c. Navigate to and select the desired image
  - d. Click **INSERT**
7. To add a first line tab, select **Add tab stop at:**
  8. To change the location of the first line tab, in the *Add tab stop at:* text box, type or use the nudge buttons to select the position of the tab
  9. To change the second line indentation, in the *Indent at:* text box, type or use the nudge buttons to select the width of the indentation
  10. Click **OK**

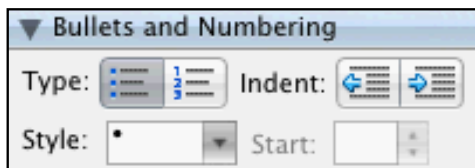
## Customizing Bulleted Lists: Toolbar Option

1. Select the bulleted list you want to customize

2. On the *Standard* menu, click **TOOLBOX**  
The *Formatting Palette* appears.



3. Select the **Bullets and Numbering** toolbar



4. From the *Style* pull-down menu, select the desired style

5. To adjust the indentation of your entire list, click **DECREASE INDENT**



**OR**

Click **INCREASE INDENT**



## Modifying Numbered Lists

Word gives you ways of modifying the format of your numbered list. The following instructions will show you how to add explanatory text within your list without creating additional numbers and how to create a multilevel list.

### Adding Text to the List

Perhaps you want to add information to a step but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a number appearing.

1. Place the insertion point after the last character in the step where you want to add text
2. Press **[Shift] + [Enter]**



Your insertion point appears under the previous list item.

1. In the *Spelling and Grammar* dialog box, click **OPTIONS...**

3. Type the additional text

### Creating a Multilevel List (Outline)

Sometimes, one level of numbering is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the **INDENT** buttons as described here. For more information, refer to [Using Multilevel List Numbering](#).



### Customizing Numbered Lists

Customizing your numbered list allows you to have a wider variety of styles for numbers. Word provides several different ways of customizing your numbers in order to create an effective numbered list. The following instructions assume that a numbered list has already been created. If you do not have a numbered list, refer to [Using Numbered Lists](#).

#### Customizing Numbered Lists: Dialog Box Option

1. Select the numbered list you want to customize
2. From the *Format* menu, select **Bullets and Numbering...**
3. Select the desired preset numbering option
4. If the desired option does not appear, click **CUSTOMIZE...**  
The *Customize numbered list* dialog box appears

5. To change the number style, from the *Number style* pull-down list, select the desired option
6. To change the number format, in the *Number format* text box, make the desired changes  
**EXAMPLE:** Instead of following numerals with a period (1.), you may want to follow them with a dash (1-).
7. To change the numbering alignment, from the *Number position* pull-down list, select **Left**, **Right**, or **Centered**.

#### Left-aligned

8. Eight
9. Nine
10. Ten
11. Eleven

#### Centered

8. Eight
9. Nine
10. Ten
11. Eleven

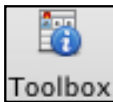
#### Right-aligned

8. Eight
9. Nine
10. Ten
11. Eleven

8. To add a first line tab, select **Add tab stop at:**
9. To change the location of the first line tab, in the *Add tab stop at:* text box, type or use the nudge buttons to select the position of the tab
10. To change the second line indentation, in the *Indent at:* text box, type or use the nudge buttons to select the width of the indentation
11. To change the starting number, in the *Start at:* text box, type or use the nudge buttons to select the starting number
12. Click **OK**

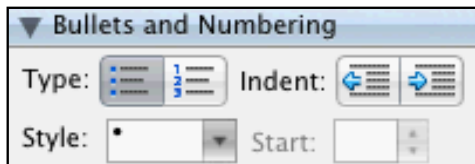
## Customizing Numbered Lists: Toolbar Option

1. Select the numbered list you want to customize



2. On the *Standard* menu, click **TOOLBOX**  
The *Formatting Palette* appears.

3. Select the **Bullets and Numbering** toolbar



4. From the *Style* pull-down menu, select the desired style

5. To adjust the indentation of your entire list, click **DECREASE INDENT**



**OR**

Click **INCREASE INDENT**



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Using Multilevel List Numbering

Word's multilevel list feature takes bullets and numbering to the next step. It makes creating sublists or subpoints in a list easy. An example of a multilevel list is an outline where the first level takes a Roman numeral and the next level takes a capital letter. Another use for multilevel lists is quiz or test questions where the question uses a number and the possible answers use lower case letters.

#### Example: Outline

- I. Biology Studies
  - A. Animal
  - B. Human
  - C. Plant

#### Example: Test Question

- 1) Which of the following best describes a phylum?
  - a) A phylum ranks above the kingdom
  - b) A phylum ranks below the kingdom
  - c) A phylum is at the same level as the kingdom
  - d) Phylum is another word for kingdom

This document describes the following:

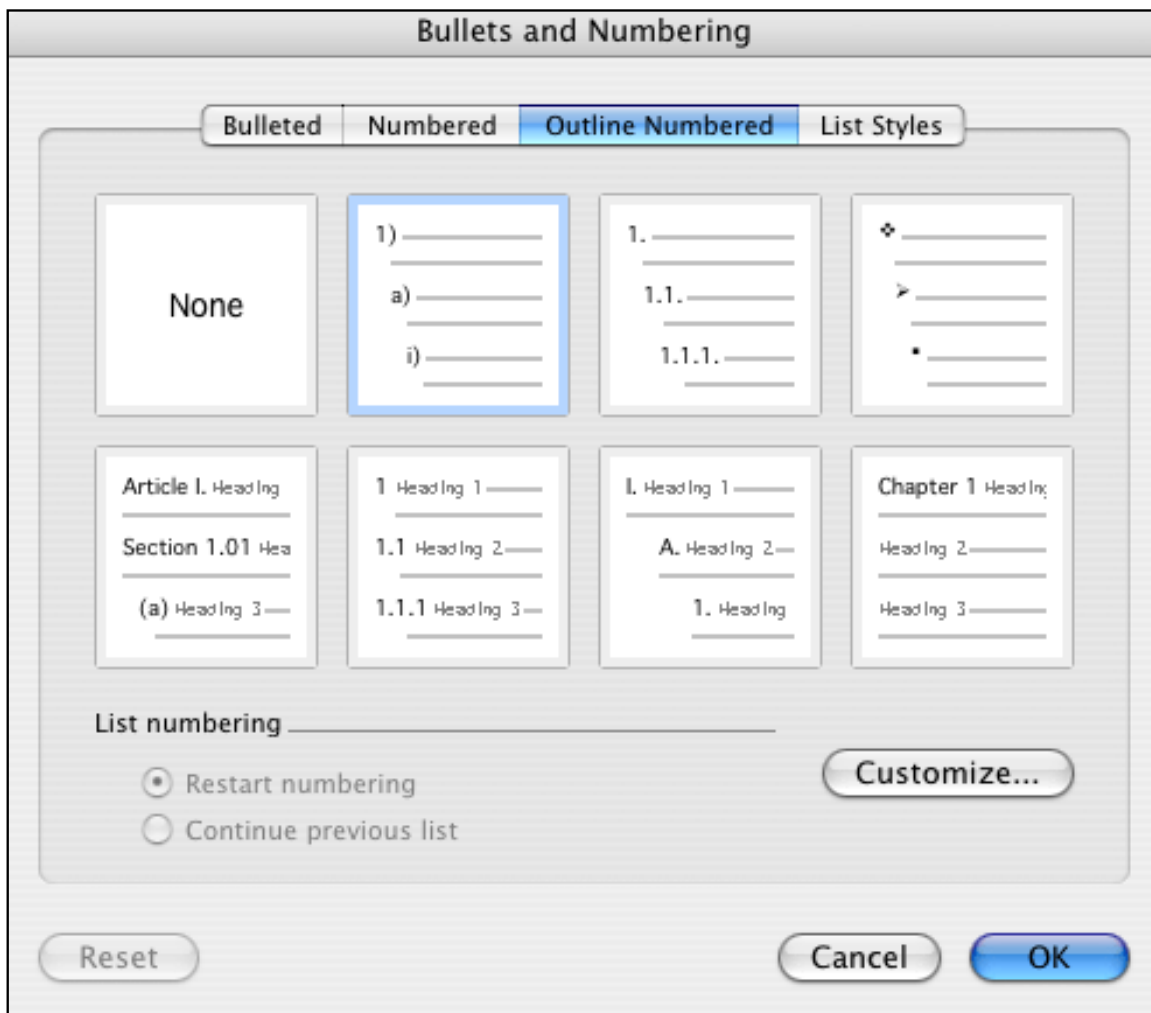
- [Applying Multilevel Numbering to Existing Text](#)
- [Applying Multilevel Numbering as You Type](#)
- [Keyboard Shortcuts](#)
- [Other Helpful Hints](#)



### Applying Multilevel Numbering to Existing Text

Multilevel bulleted or numbered lists can be applied to selected text at any time. The following steps will use the example of creating a test question. In such a case, you can type the questions and answers for the test without numbering or indenting them. After you have finished typing, you can apply the multilevel list numbering.

1. Select the text you want to apply multilevel numbering to  
**EXAMPLE:** Select the text of the test questions and answers.
2. From the *Format* menu, select **Bullets and Numbering...**  
The *Bullets and Numbering* dialog box appears.



3. Select the **Outline Numbered** tab

4. Select the desired outline option

**EXAMPLE:** Select the option that starts with numbers and uses lower case letters for the next level.

**NOTES:**

The bullets or numbers are applied to your selected text.

At this point all text is assigned the first level character. In the case of our example, all text is numbered.

5. Continue with [Promoting and Demoting Text](#)

## Promoting and Demoting Text

You can promote and demote lines of text to adjust your list. Promoting a line of text moves it to the left (up a level); demoting text moves it to the right (down a level). These steps continue with the example of a test question.

1. Select the text to be promoted or demoted

**EXAMPLE:** Select the answers beneath a question.

2. To demote, from the *Formatting Palette*, in the *Bullets and Numbering* toolbar,

click **INCREASE INDENT** 

Text is demoted to the next level of the outline.

**EXAMPLE:** Click **INCREASE INDENT**

In this example, the answers are now lettered beneath the numbered question.

3. To promote, from the *Formatting Palette*, in the *Bullets and Numbering* toolbar,

click **DECREASE INDENT** 

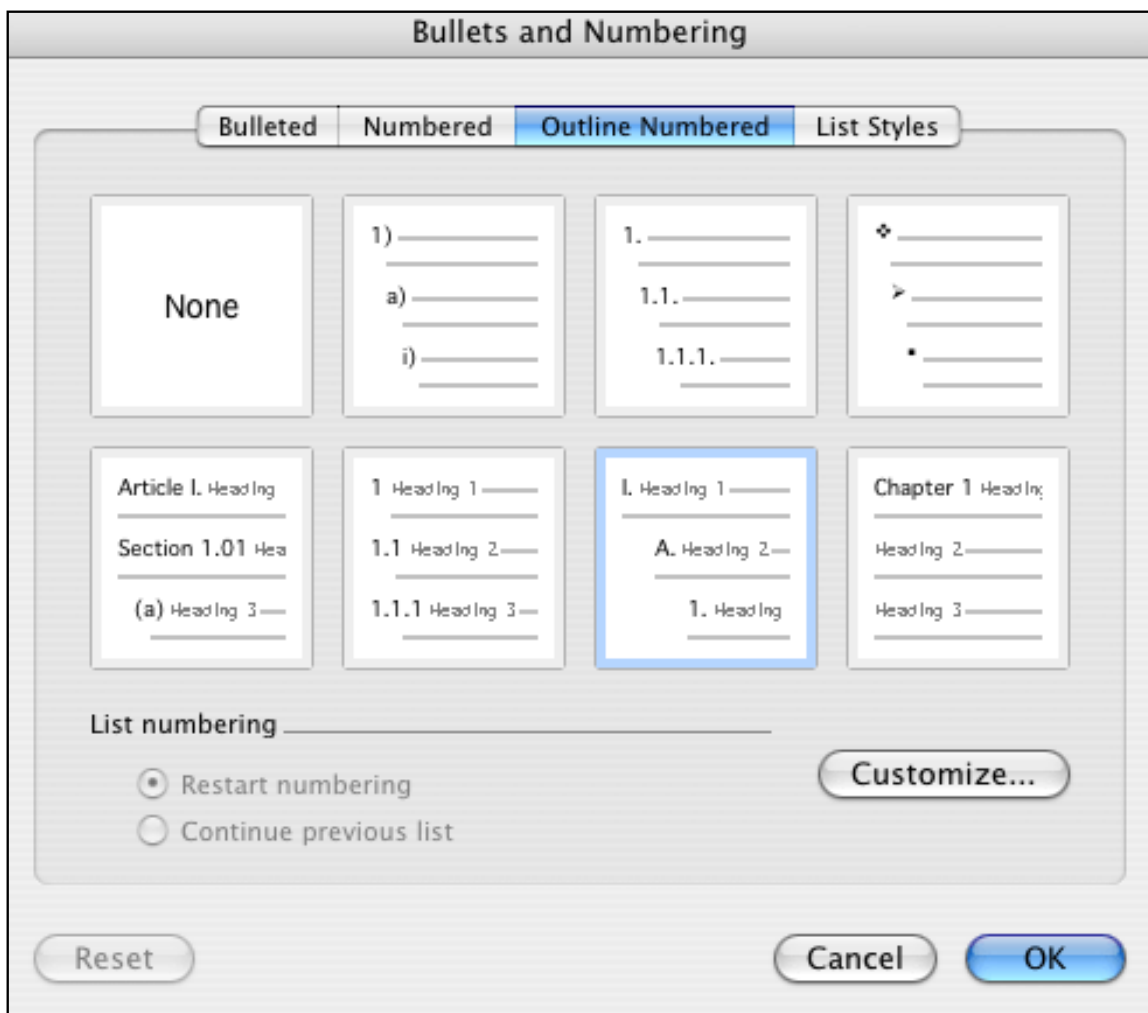
Text is promoted to the next level of the outline.



## Applying Outline Numbering as You Type

You can select the type of outline numbered list you want to use prior to typing any list items. The following steps will use the example of creating an outline.

1. Place the insertion point where the list is to begin
2. From the *Format* menu, select **Bullets and Numbering...**  
The *Bullets and Numbering* dialog box appears.



3. Select the **Outline Numbered** tab
4. Select the desired list option  
**EXAMPLE:** Select the option that starts with Roman numerals and uses capital letters for the next level.
5. Type the text for the first list item  
**EXAMPLE:** Type **Biology Studies**

**NOTES:**

Word will automatically number or bullet your headings accordingly.  
In this example, the first item will be numbered 1.

- To add a subpoint under this first item, continue with [Promoting and Demoting Text](#)

**Promoting and Demoting Text**

You can promote and demote lines of text to adjust your list. Promoting a line of text moves it to the left (up a level); demoting text moves it to the right (down a level). These steps continue with the example of an outline.

- To demote, from the *Formatting Palette*, in the *Bullets and Numbering* section, click **INCREASE INDENT** 

**EXAMPLE:** Click **INCREASE INDENT**

- Type the text for this subpoint/level

**EXAMPLE:** Type **Animal**

**NOTES:**

Text is positioned in the next level of the outline.  
In this example, this item is lettered A

- To promote, from the *Formatting Palette*, in the *Bullets and Numbering* section, click **DECREASE INDENT** 

Text will be positioned in the next level of the outline.

- To end the outline, press **[return]**

**Keyboard Shortcuts**

Here are some helpful keyboard shortcuts to use when promoting/demoting the different levels and paragraphs of your outline.

Action	Key Combination
Advance to next list item	<b>[return]</b>
Promote a list item	<b>[shift] + [tab]</b> OR <b>[control] + [shift] + [Left Arrow]</b>
Demote a list item	<b>[tab]</b> OR <b>[control] + [shift] + [Right Arrow]</b>
Demote to body text	<b>[cmd] + [shift] + [N]</b>
Select list item above	<b>[control] + [shift] + [Up Arrow]</b>
Select list item below	<b>[control] + [shift] + [Down Arrow]</b>

**HINT:** To promote/demote levels, you can also click **INCREASE INDENT**  or **DECREASE INDENT** 



## Other Helpful Hints

While forming your outline, special needs may arise. For example, you may want to renumber a list so it restarts at the number one at a given point. You may also want to include a non-numbered/lettered line, called a **soft return**, beneath a numbered/lettered item.

### Restarting Numbering with the Number One

1. Press **[control]** and click the numbered line to be restarted » select ***Bullets and Numbering...***  
The *Bullets and Numbering* dialog box appears.
2. In the *List numbering* section, select ***Restart numbering***
3. Click **OK**

### Adding a Line without a Number/Letter

1. Place your insertion point at the end of the line before your desired non-numbered line
2. Press **[shift] + [return]**
3. Type the desired information
4. When finished, press **[return]**  
The next numbered/lettered line appears.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Using the Outline View

Viewing your document using the *Outline* view gives a more organized look to your document compared to the *Draft* or *Print Layout* views. The *Outline* view allows you to see the different heading levels of the document. Each break in the text has a symbol indicating the hierarchy of heading and subtext. Using these symbols, you can format the heading style and position.

- [About Outline View](#)
- [The Outline Tools](#)
- [Organizing Text](#)
- [Adding Text](#)
- [Deleting Text](#)



### About Outline View

The *Outline* view shows the different levels of headings as designated by the styles applied in your document. Headings are like titles in your document that explain the section of text to follow. Each heading in the *Outline* view is indicated by symbols. These symbols can be used to format the heading style and position.

The *Outline* view can show all of the text in your document as do *Draft* or *Print Layout* views or you can choose the level of headings to display. The *Outline* view shows the stairway of different levels used throughout the document and, therefore, looks different. It is easier to change the headings and subtext in the *Outline* view because of the versatility of the symbols and buttons on the *Outlining* toolbar. Compare the differences between the *Normal* and *Outline* views of the same text.

Normal View

Outline View

- |   |  |
|---|--|
| + | <b>LTS Strategic Overview and Priorities</b> |
| + | Vision _____                                 |
| + | Mission _____                                |
| + | <b>Long Range Plan Summary</b>               |
| + | Establishing Shared Governance               |
| = | Increasing Self-Service Access to Data       |

## LTS Strategic Overview and Priorities

### Vision

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Su  
metus quis sem condimentum semper.

### Mission

Pellentesque pellentesque. Maecenas cursus, enim et porta  
molestie ante purus sed nunc. Proin lobortis, wisi at porta t  
porta ante dolor vel pede. Core Values

## Long Range Plan Summary

Praesent vitae orci nec neque sagittis consequat. Vestibulum  
vel, cursus ut, consectetur vitae, sapien.

### Establishing Shared Governance

Donec ultrices. Sed lorem lorem, fringilla vitae, consectetur  
habitasse platea dictumst. Curabitur pharetra metus a wisi.

### Increasing Self-Service Access to Data

## To view your document in Outline view:

1. From the *View* menu, select **Outline**

## Text Symbols

While in *Outline* view, you will notice the different symbols to the left of each heading or subtext. These two symbols, the plus sign and minus sign, indicate whether the text has subtext. These symbols can be used as a tool to position your text or subtext.

Icon	Symbolizes	Example
+	Heading with subtext	 <b>LTS Strategic Overview and Priorities</b>
-	Heading with no subtext	 <b>Increasing Self-Service Access to Data</b>
□	Text in outline view	 Donec ultrices. Sed lorem lorem, fringilla vitae, habitasse platea dictumst. Curabitur pharetra r



## The Outline Tools

If you want to do more than position the text in *Outline* view, the *Outline* tools can help. You can change the position of the heading and subtext similar to **dragging the symbols**. You can also view your document several ways using the various view buttons. The *Outline* tools are available on the *Outlining* toolbar anytime you view your document in *Outline* view.

The table below lists the *Outline* tools and their functions.

Tool(s)	Name	Function
---------	------	----------



Promote/Demote

Moves selected heading and subtext symbols by promoting them (moving them up a level and to the left) or demoting them (moving them down a level and to the right)



Demote to Body Text

Changes the selected paragraph to body text



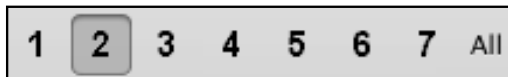
Move Up/Move Down

Moves selected heading and subtext up or down in sequential level



Expand/Collapse

Expands and/or collapses selected heading and subtext groups



Show Level

Shows the level selected and all those above



Show First Line Only

Shows only the first line of the levels displayed







Show Text Formatting

Shows and hides the formatting of all text in the *Outline* view



## Organizing Text

Using *Outline* view makes organizing or reorganizing your document easy.

Action	Using Outline Tools	Using Text Symbols
To promote a heading or subtext one level	Click <b>PROMOTE</b> 	Drag the appropriate symbol to the left
To demote a heading or subtext one level	Click <b>DEMOTE</b> 	Drag the appropriate symbol to the right
To move the heading or subtext up within the document	Click <b>MOVE UP</b> 	Drag the appropriate symbol up
To move the heading or subtext down within the document	Click <b>MOVE DOWN</b> 	Drag the appropriate symbol down



## Adding Text

Once you have created and rearranged your text, you may want to add more text.

1. Place the insertion point after the text immediately above where you want the new text to begin
2. Press **[return]**  
The new paragraph with the same level as the previous paragraph appears with an outline symbol to the left.
3. To adjust the position of the new level, refer to [Organizing Text](#)



## Deleting Text

Once you have created and rearranged your text, you may want to delete some text.

1. Click the symbol next to the level which you want to delete  
Text and subtext included in that level is selected.
2. Press [**delete**]  
The text and subtext in that level is deleted.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Table Basics

A table is a grid of cells with individual cells occurring at the intersection of corresponding rows and columns. Tables are highly customizable and are useful for a variety of tasks, from presenting numerical data to creating unique text layouts. As just one example, you could create a table showing course assignments and their respective due dates. In a table like this, course names could be placed in the far left column, and due dates could go in the top row. Each cell would then represent a specific assignment due for a particular class on a given date.

The following graphic is an example of a basic table with three columns and four rows. The highlighted cell is just one of the 12 cells in the table.


Tables are virtually unlimited in both their size and their ability to be modified. You can create a table with just one cell, with two cells, even with 1000 cells or more. Table cells, rows, and columns can be added, deleted, split, and merged at any time. Once a table has been created, you can insert anything into a cell that you could in a normal document (e.g., text, images, or another table) and then format it with any of Word's tools.

This introductory document contains information on the following:

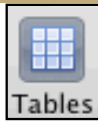
- [Creating a Table](#)
- [Adding Information to the Table](#)

### Creating a Table

When creating a table, some preliminary planning reduces the amount of time needed later to make the table look right. Sometimes even a simple sketch of one or two lines of the table can save a great deal of time. Once you know what you want the finished table to look like, you can begin creating it by **dragging out** the table with your mouse, with the **Insert Table** feature, or by using the **Draw Table** option. For information on creating *Quick Tables*, refer to **Inserting a Quick Table**.

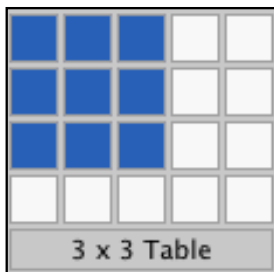
#### Creating a Table: Drag Option

1. Place the insertion point where you want the table to appear



- From the toolbar, click **TABLES**.  
The *Table* sub-menu appears.

- Select the appropriate dimensions by dragging your mouse in the table grid



An empty table appears on your screen and you are ready to begin adding information.

#### HINTS:

To select columns, drag **across**; to select rows, drag **down**.

Your table will appear with borders; to modify or remove the borders, refer to [Tables: Adding Borders and Shading](#).

## Creating a Table: Insert Option

- Place the insertion point where you want the table to appear
- On the *Command* bar, from the *Table* pull-down menu, select **Insert » Table...**  
The *Insert Table* dialog box appears.

- Under *Table size*, type a value or use the nudge buttons to specify the number of columns and rows

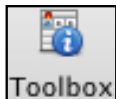
- To specify column width, under *AutoFit behavior*, select **Fixed column width** and type a value or use the nudge buttons to specify the desired size  
To allow the table to expand as you type, under *AutoFit behavior*, select **AutoFit to contents**  
To allow the table to expand or shrink depending on the size of the window it is displayed in, under *AutoFit behavior*, select **AutoFit to window**
- To create the table, click **OK**  
An empty table appears on your screen, and you are ready to begin adding information.  
**NOTE:** Your table will appear with borders; to modify or remove the borders, refer to [Tables: Adding Borders and Shading](#).

## Creating a Table: Drawing Option

You can also draw a table into your document by selecting Word's *Draw Table* feature. This option allows you to create a table with rows and columns in the desired positions.

- On the *Command* bar, from the *Table* pull-down menu, select **Draw Table**  
Your insertion point turns into a pencil.
- To create the frame of your table, click and drag the pencil until the outline of the table reaches the desired size
- Release the mouse button  
The outside frame of a table appears.
- To draw vertical and horizontal lines to create your columns and rows, click and drag the pencil within the table
- To stop the *Draw Table* command, on the *Command* bar, from the *Table* pull-down menu, select **Draw Table OR**  
Press **[Esc]**

### To correct a mistake:



- Click **TOOLBOX**  
The *Formatting Palette* appears.
- Expand the *Table* tools
- Click **ERASER**  
The pointer turns into an eraser.
- Click the eraser on the mistake  
The selected line(s) disappears.  
**NOTE:** Some lines may remain in gray even after having been erased; while gray lines do not appear in the printed document, they restrict where text can be typed. To completely remove gray lines, you may have to erase some of the lines they are connected to and re-draw the area according to your needs.

## Adding Information to the Table

You can add any text or objects to table cells that you could add to the document outside the table. To place information in separate cells, however, you will need to move your insertion point from cell to cell in the table. To move from one cell

to another, use one of the following methods:

- Press [**Tab**]
- Press an arrow key
- Using the mouse, click in the appropriate cell
- For more information, refer to [Navigating and Selecting within a Table](#)

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Creating a Table from Existing Text

The *Convert Text to Table* feature allows you to create a table from existing text. You specify how columns are defined based on separators (i.e., recurring symbols or breaks) in your text. For example, if strings of text are separated by commas, each such string would be converted into a separate column. Paragraphs generally indicate rows.

**EXAMPLE:** Text strings separated by commas

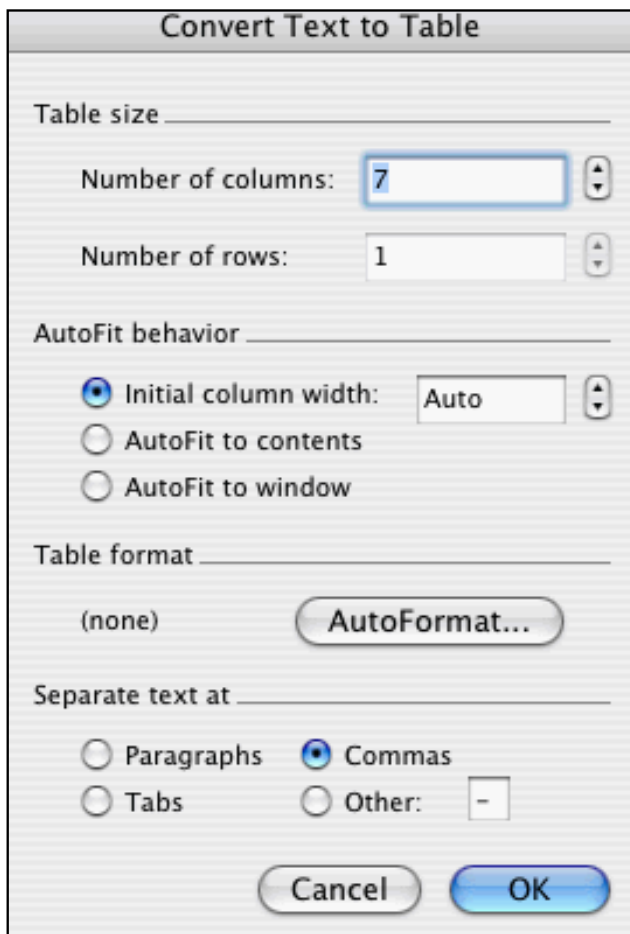
```
Doe,Robin,1234·Main·St.,Anytown,WI,55555¶
Doe,Chris,4321·High·St.,Mytown,WI,44444¶
```

**EXAMPLE:** Above text converted to a table

Doe	Robin	1234 Main St.	Anytown	WI	55555
Doe	Chris	4321 High St.	Mytown	WI	44444

**To create a table from existing text:**

1. Select the text to be converted to a table
2. On the *Command* bar, from the *Table* pull-down menu, select **Convert » Convert Text to Table...**  
The *Convert Text to Table* dialog box appears.



- Under *Separate text at*, select where you want Word to divide your text into table cells

**EXAMPLES:**

If you select *Paragraphs*, the text between each paragraph break will be given its own row in a single column table.

If you select *Tabs*, the text between each tab will be given its own column.

If you select *Commas*, the text between each comma will be given its own column.

If you select *Other*, and type a particular symbol in the corresponding box, the text between each instance of that symbol will be given its own column.

**NOTE:** As you change the *Separate text at* setting, you will see the *Table size* settings change. This occurs because the table specifications are changing.

- Under *Table size*, review the number of columns

**NOTES:**

Since Word automatically updates the *Table Size* based on your *Separate text at* selection, you will want to double-check the number of columns and see if it is correct for your table. If it appears incorrect, return to your text and review the placement and occurrences of the separators.

The number of rows is automatically determined by the selected text and *Separate text at* setting. This setting is grayed out and cannot be changed.

- Click **OK**

The selected text is converted to a table.

- OPTIONAL:** Adjust the table's appearance to your project's specifications

**HINT:** For more information working with tables, refer to [Table Options](#) or [Resizing Table Elements](#).

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Table Options

After you create a table, you may want to fine-tune its appearance. This document explains the following basic formatting options:

- [Creating Heading Rows](#)
- [Setting Margins](#)
- [Changing Table Position](#)

#### [Creating Heading Rows](#)

To identify the content of each column in a table, you may want to use the top row of your table as a heading row. To create a heading row, simply type the appropriate column heading in each cell across the top row and, if desired, use unique formatting to distinguish the text (e.g., bold or all caps).

#### [Repeating Rows on Subsequent Pages](#)

If your table spans more than one page, you may want to repeat the heading row(s) on each page of the table. This makes columns easier to identify.

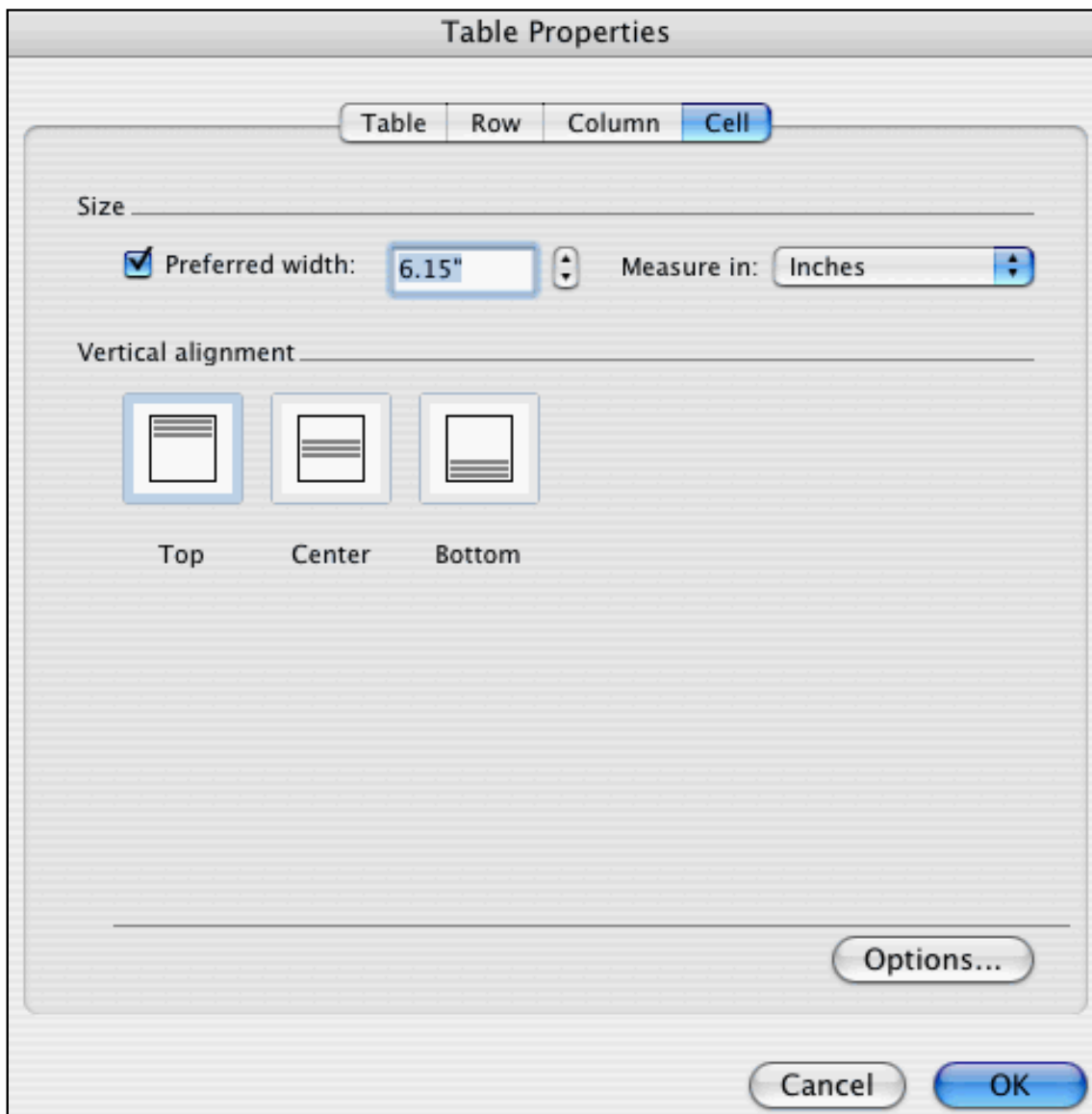
1. Select the heading row(s) that you want to repeat
2. From the *Table* pull-down menu, select **Heading Rows Repeat**

#### [Setting Margins](#)

Just as with page margins, cell margins refer to the space around text in a table cell.

**NOTE:** To alter table placement within the document, refer to [Changing Table Position](#).

1. Select the table to which you would like to apply cell margins
2. From the *Table* pull-down menu, select **Table Properties...**  
The *Table Properties* dialog box appears.



3. Select the **Cell** tab

4. Click **OPTIONS...**

The *Cell Options* dialog box appears.

Cell Options

Cell margins

Same as the whole table

Top: 0"

Left: 0.08" Right: 0.08"

Bottom: 0"

Options

Wrap text

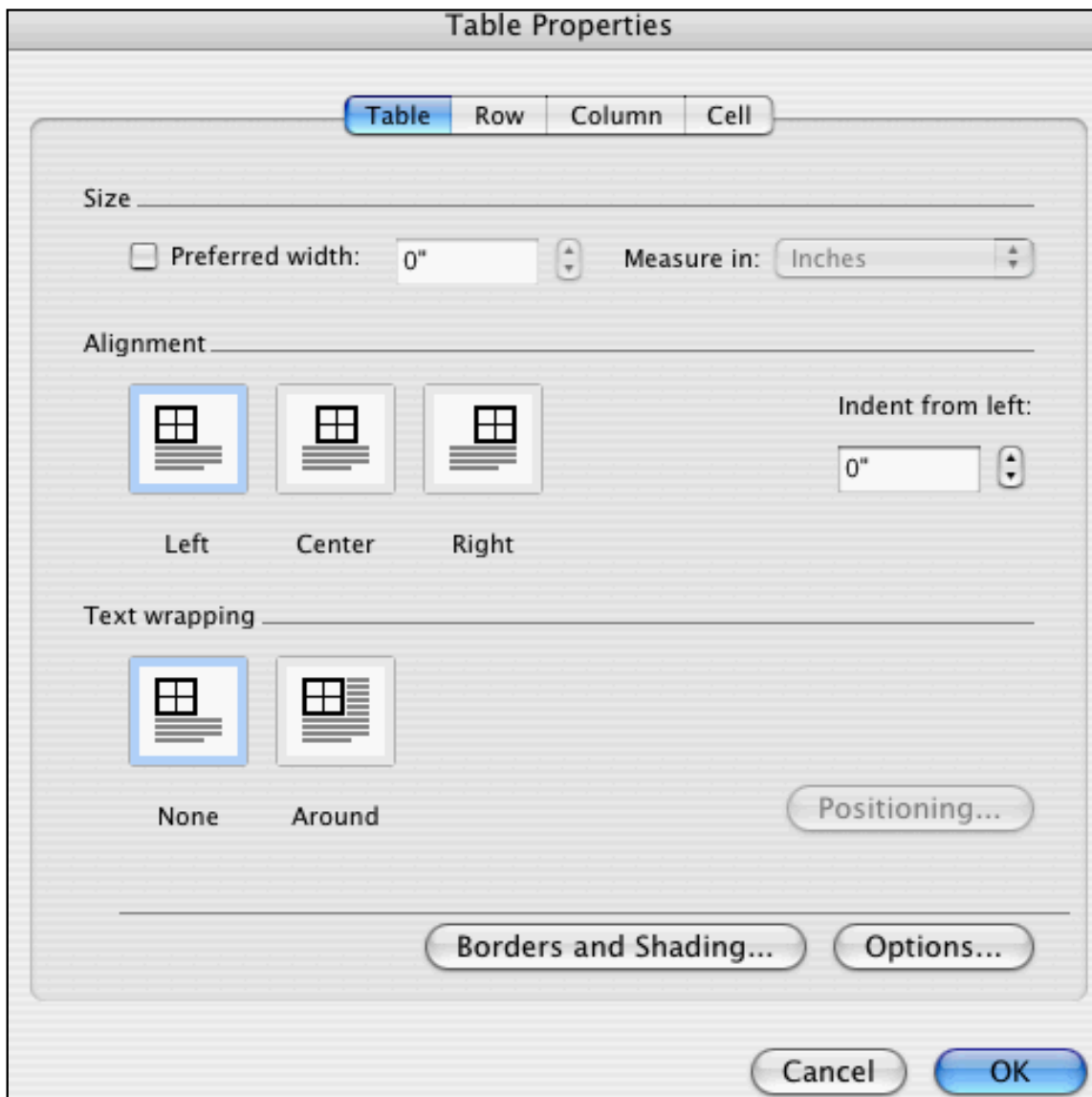
Cancel OK

5. In the *Cell margins* section, nudge or type the settings according to your needs
6. Click **OK**

## Changing Table Position

Tables are automatically aligned to the left margin of the page. However, tables can also be positioned along the right margin, in the center, or set at a specific distance from the left margin.

1. From the *Table* pull-down menu, select **Table Properties**  
The *Table Properties* dialog box appears.



2. Select the **Table** tab
3. Under *Alignment*, select the desired alignment
4. **OPTIONAL:** If positioning the table a set distance from the left margin, in the *Indent from left* text box, type or use the nudge buttons to set the desired value
5. If necessary, under *Text wrapping*, select a text wrap option
6. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2007/2008

### Navigating and Selecting within a Table

Because table cells usually require unique information and/or formatting, a good understanding of Word's cell navigation and selection options can save time and prevent frustration when working with tables. And while you can navigate and select with either your **mouse** or your **keyboard**, most users prefer one method over the other. Accordingly, this document discusses all navigation and selection options while focusing on time-saving keyboard combinations.

- [Using the Tab Key for Alignment](#)
- [Navigating within a Table Using Keys](#)
- [Selecting within a Table](#)



#### Using the Tab Key for Alignment

Within a table, the [Tab] key is used to move between cells, rather than for its traditional function of inserting tabs.

To use the [Tab] key for **alignment** within a table cell:

1. Set the tab  
For information on how to set tabs, refer to [Setting Tabs](#).
2. Place the insertion point within the cell that contains the tab stop
3. Press **[Ctrl] + [Tab]**



#### Navigating within a Table Using Keys

You can use the keyboard to navigate through your table. The following table illustrates these keyboard shortcuts and their functions.

To Move to...	Press...
Next cell	[Tab] OR [Right Arrow]
Previous cell	[Shift] + [Tab] OR [Left Arrow]





Next row	[Down Arrow]
Previous row	[Up Arrow]
Add a tab for alignment within a cell	[Ctrl] + [Tab]
First cell in a row	<b>Macintosh:</b> [Ctrl] + [Home] <b>Windows:</b> [Alt] + [Home]
Last cell in a row	<b>Macintosh:</b> [Ctrl] + [End] <b>Windows:</b> [Alt] + [End]
First cell in a column	<b>Macintosh:</b> [Ctrl] + [Page Up] <b>Windows:</b> [Alt] + [Page Up]
Last cell in a column	<b>Macintosh:</b> [Ctrl] + [Page Down] <b>Windows:</b> [Alt] + [Page Down]



## Selecting within a Table

You can use the keyboard and mouse to select cells and data in your table.

To Select...	Steps
Data in next cell	[Tab] <b>NOTE:</b> There must be <b>data</b> (e.g., text) in the cell for this option to work; if the cell is empty the [Tab] key only moves to the cell without selecting it.
Data in previous cell	[Shift] + [Tab] <b>NOTE:</b> There must be <b>data</b> (e.g., text) in the cell for this option to work; if the cell is empty the [Tab] key only moves to the cell without selecting it.
Entire row	Click and drag your mouse across the row <b>OR</b> Hold your mouse at the left of the row; when an arrow  appears, click to select the row
Entire column	Click and drag your mouse down the column <b>OR</b> Hold your mouse at the top of the column; when a down arrow  appears, click to select the column
Entire table	With the <b>number lock off</b> , press [Alt] + [5] <b>NOTE:</b> The [5] must be pressed from the 10-key pad.
Multiple contiguous cells, rows, or columns	Click and drag your mouse across the cells

Multiple non-contiguous cells, rows, or columns

**Windows:** Make your first selection; then press **[Ctrl]** + click and drag across additional cells, rows, or columns

**Macintosh:** Make your first selection; then press **[Cmd]** + click and drag across additional cells, rows, or columns

**Windows only:**

To Select...	Steps
Entire table	With the <b>number lock off</b> , press <b>[Alt] + [5]</b> <b>NOTE:</b> The <b>[5]</b> must be pressed from the 10-key pad.
Multiple non-contiguous cells, rows, or columns	Make your first selection; then press <b>[Ctrl]</b> + click and drag across additional cells, rows, or columns

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Merging and Splitting Table Cells

When working with tables, you may occasionally want to merge two or more cells, or split one cell into multiple cells. Word makes this easy.

- [Merging Cells](#)
- [Splitting Cells](#)



#### Merging Cells

Cells can be merged either from the **Quick Menu** or the **Toobox**.

#### HINTS:

To avoid having to redo your table headings, use the merge and split features as the final step in formatting your table. If there is text in more than one of the cells being merged, the text from each cell will be separated by paragraphs in the resulting cell.

#### Merging Cells: Command Bar Option

1. Select the cells you want to merge


2. From the *Table* pull-down menu, select **Merge Cells**  
The selected cells are merged.


#### Merging Cells: Toolbox Option

1. Select the cells you want to merge
2. Click **TOOLBOX**

3. On the *Formatting Palette*, click the **TABLE** toolbar  
The *Table* toolbar expands.

4. Click **MERGE**   
The selected cells are merged.



## Splitting Cells

As with merging, cells can be split from either the **Quick Menu** or the **Toolbox**.

### Splitting Cells: Command Bar Option

#### HINTS:

Word will attempt to evenly divide any text in the cell you are splitting based on the number of paragraphs. You can only split one cell at a time using the *Quick Menu* option.

1. Select the cell you want to split


2. Press **[Ctrl]** + click within the selected cell » select **Split Cells...**  
The *Split Cells* dialog box appears.

**Split Cells**

Number of columns:  ▲▼

Number of rows:  ▲▼

Merge cells before split

3. In the *Number of columns* and/or *Number of rows* boxes, type or use the nudge buttons to select the desired number of rows and/or columns
4. Click **OK**  
The selected cell is split according to your settings.


### Splitting Cells: Toolbox Option

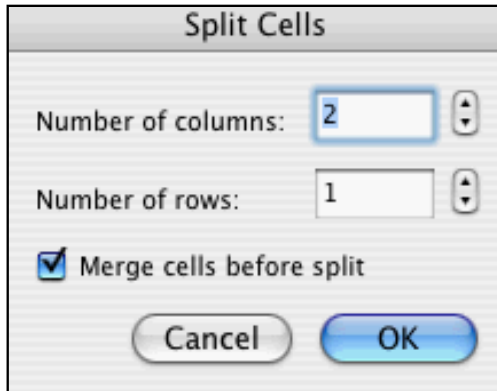
1. Select the cells you want to merge

2. Click **TOOLBOX**

3. On the *Formatting Palette*, click the **TABLE** toolbar  
The *Table* toolbar expands.

4. Click **SPLIT** 

The *Split Cells* dialog box appears.



5. In the *Number of columns* and/or *Number of rows* boxes, type or use the nudge buttons to select the desired number of rows and/or columns

6. Click **OK**

The selected cells are merged.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Resizing Table Elements

As you create your table, Word will assign it default dimensions which may not suit your purposes. This document explains how to modify and resize various table elements.

- Adding and Deleting Rows and Columns
- Adjusting Column and Row Sizes

#### Adding and Deleting Rows and Columns

When working with tables, adding or deleting rows and columns is one of the most common tasks you will need to perform.

#### Adding Rows

To add a row at the bottom of a table:

1. Place your insertion point in the last cell (i.e., in the last row and last column)
2. Press [**Tab**]  
A new row is inserted at the bottom of your table.

To add a row within the table:

1. Place your insertion point in a row directly above or below where you want to add a row
2. On the *Command* bar, from the *Table* pull-down menu, select **Insert** » select the appropriate option

#### Deleting Rows

1. Place your insertion point in the row to be deleted
2. On the *Command* bar, from the *Table* pull-down menu, select **Delete** » **Rows**

#### Adding Columns

To add a column at the end of the table:

1. Place your insertion point in the last column
2. On the *Command* bar, from the *Table* pull-down menu, select **Insert** » **Columns to the Right**

**To add a column within the table:**

1. Place your insertion point in a column to the right or left of where you want to add a column
2. On the *Command* bar, from the *Table* pull-down menu, select **Insert** » select the appropriate option

**Deleting Columns**

1. Place your insertion point in the column to be deleted
2. On the *Command* bar, from the *Table* pull-down menu, select **Delete** » **Columns**

**Adjusting Column and Row Sizes**

When a table is first created, all columns have equal widths. If you need to adjust column widths, you can do so using the **Ruler** or the **Dialog Box**.

**Adjusting Column and Row Sizes: Ruler Option****To adjust column width:**

1. Place your insertion point in the table you want to adjust
2. From the *View* pull-down menu, select **Ruler**  
A horizontal ruler, with *Move Table Column* handles for each column divider appears



3. On the horizontal ruler, click and hold the **MOVE TABLE COLUMN** handle **at the right** of the column you want to adjust  
**OR**  
Within your table, click and hold the column divider of the column you want to adjust
4. Drag the *Move Table Column* handle or the table border to the desired location

**To adjust row height:**

1. Place the insertion point in the table you want to adjust
2. From the *View* pull-down menu, select **Ruler**  
A vertical ruler, with *Move Table Row* handles for each row divider, appears to the left of your document.



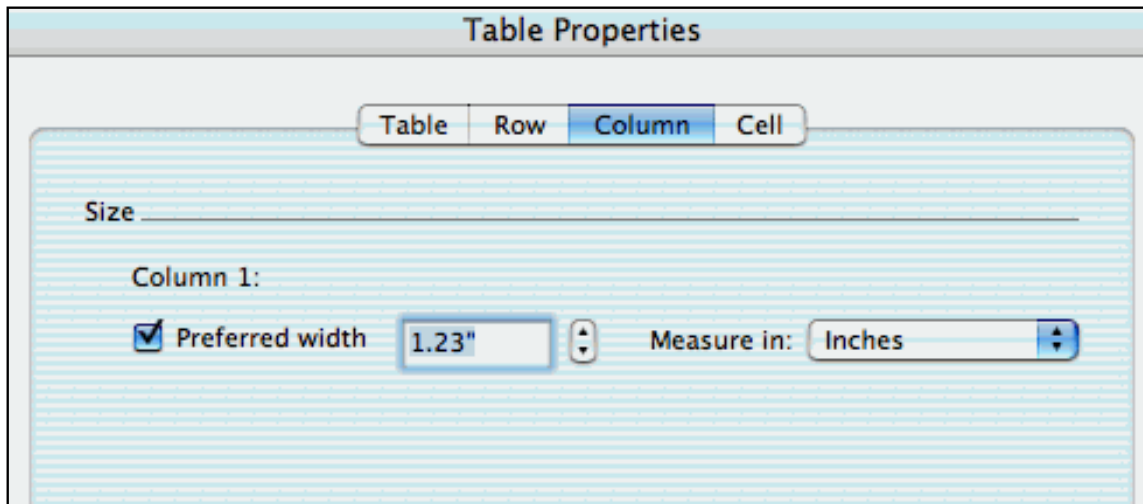
3. Place the insertion point within the table
4. On the vertical ruler, click and hold the **MOVE TABLE ROW** handle **at the bottom** of the row you want to adjust  
**OR**  
Within your table, click and hold the row divider **at the bottom** of the row you want to adjust

5. Drag the *Move Table Row* handle or the table border to the desired location
6. Release the mouse button

### Adjusting Column and Row Sizes: Dialog Box Option

#### To adjust column width:

1. Place the insertion point within the column you want to adjust
2. On the *Command* bar, from the *Table* pull-down menu, select ***Table Properties...***
3. Select the ***Column*** tab



4. In the *Preferred width* text box, type or use the nudge buttons to set the desired column width
5. **OPTIONAL:** Use the PREVIOUS COLUMN and NEXT COLUMN buttons to cycle between columns
6. Click **OK**

#### To adjust row height:

1. Place the insertion point within the row you want to adjust
2. On the *Command* bar, from the *Table* pull-down menu, select ***Table Properties...***
3. Select the ***Row*** tab



**Table Properties**

Table Row Column Cell

Size \_\_\_\_\_

Row 1:

Specify height: 0" \_\_\_\_\_ Row height is: At least \_\_\_\_\_

Options \_\_\_\_\_

Allow row to break across pages

Repeat as header row at the top of each page

4. In the *Specify height* text box, type or use the nudge buttons to set the desired column width
5. **OPTIONAL:** Use the PREVIOUS ROW and NEXT ROW buttons to cycle between rows
6. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Formatting Tables

Word 2007 makes it easy to format your table using table styles. Table styles are predefined formatting options that can be quickly applied to any table, greatly enhancing its appearance and readability. You can add table styles to your table in just a few clicks.

- [Applying Built-In Table Styles](#)
- [Working with Custom Table Styles](#)



### Applying Built-In Table Styles

Word provides an extensive library of built-in table styles, which can quickly give your table a professional look by applying predefined combinations of borders, shadings, and fonts. You can control how these styles will appear in your table with the *Table Style Options* settings.

1. Place the insertion point inside your table
2. From the *Design* tab, in the *Table Styles* group, click **MORE** ▼  
The *Table Styles* scroll box appears.



- From the *Built-In* section, select a style

**NOTE:** When you hover your mouse over a style, Word previews the style on your table.

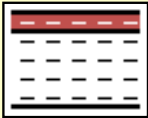
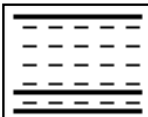
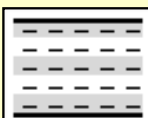
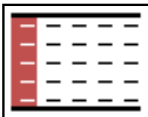
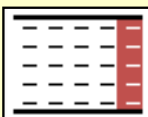
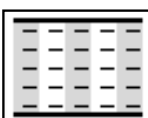
- To determine which aspects of the style are applied to your table, in the *Table Style Options* group, select or deselect the desired options

**NOTES:**

An option is selected if there is a check mark in front of it.

Options can be applied individually (as shown in the examples below) or in any combination.

These options will affect each table style differently; some options will not affect particular styles at all.


Example	Option	Function
	<b>Header Row</b>	Gives a special format to the top row
	<b>Total Row</b>	Creates a bottom row for column totals <b>NOTE:</b> This option does not create the formulas necessary to automatically calculate a total, but simply sets the last row slightly apart. To create a formula for the last row, please refer to <a href="#">Calculations within Tables</a> .
	<b>Banded Rows</b>	Formats even and odd rows differently, improving readability
	<b>First Column</b>	Gives a special format to the first column <b>NOTE:</b> This option may not be visible in some styles.
	<b>Last Column</b>	Gives a special format to the last column <b>NOTE:</b> This option may not be visible in some styles.
	<b>Banded Columns</b>	Formats even and odd columns differently, improving readability



## Working with Custom Table Styles

If Word does not have the right predefined style for your table, you can define and apply a custom style.

### Creating a Custom Table Style

- Place the insertion point within your table
- From the *Design* tab, in the *Table Styles* group, click **MORE**  » select **New Table Style**  
The *Create New Style from Formatting* dialog box appears.

**Create New Style from Formatting** [?] [X]

Properties

Name:

Style type:

Style based on:

Formatting

Apply formatting to:

Calibri (Body) 11 **B** *I* U Automatic

½ pt


	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17

Priority: 100, Based on: Table Normal

Only in this document  New documents based on this template

- In the *Name* text box, enter a name for your style
- From the *Style type* pull-down list, select **Table**
- OPTIONAL:** From the *Style based on* pull-down list, select a basic style upon which to base your custom style  
**HINT:** To see a preview of a basic style, you must select it; Word then previews the style in the middle of the *Formatting* section.
- In the *Formatting* section, from the *Apply formatting to* pull-down list, select the first part of the table to apply formatting to
- Select desired formatting options for that part of the table  
**HINT:** To apply more detailed formatting, click **FORMAT** » select the desired formatting options.
- Repeat steps 7–8 until you achieve the desired results
- Click **OK**

## Applying a Custom Table Style

1. Place the insertion point in your table
2. From the *Design* tab, in the *Table Styles* group, click **MORE**   
The *Table Styles* scroll box appears.
3. In the *Custom* section of the *Table Styles* scroll box, locate and select your custom table style  
The custom table style is applied to your table.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



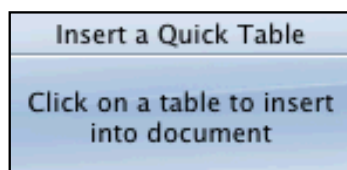
## Microsoft Word 2008

### Inserting a Quick Table

Microsoft Word 2008 allows you to insert a *Quick Table*. *Quick Tables* are preexisting, preformatted tables that you can insert into your document. This saves you the time involved in creating one from scratch. Once a table has been inserted into your document, you can add information and customize it.

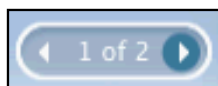
1. Under the *Standard* toolbar, select the **Quick Tables** tab  
The *Quick Tables* palette opens.

**NOTE:** If you hover over a *Quick Table*, a description of it will appear in place of the instructions located to the left of the *Quick Tables* menu.



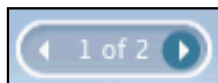
2. In your document, place the cursor where you want to insert a table
3. To insert a *Basic* formatting style,
  - a. Click **BASIC**
  - b. Click the desired style

**NOTE:** There are two pages of styles. You can cycle between them by clicking the arrows on the left.



4. To insert a *Complex* formatting style,
  - a. Click **COMPLEX**
  - b. Click the desired style

**NOTE:** There are two pages of styles. You can cycle between them by clicking the arrows on the left.



*Excellence. Our Measure, Our Motto, Our Goal.*





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Tables: Adding Borders and Shading

Word automatically applies a ½ point border and a white background (i.e., no shading) to all tables and table cells. However, to emphasize certain aspects of your table, you might want to add, remove, or modify table borders, or to add shading to certain cells, rows, or columns in your table.

- [Adding Borders and Shading: Palette Option](#)
- [Adding Borders and Shading: Dialog Box Option](#)



### Adding Borders and Shading: Palette Option

Word's *Formatting Palette* provides quick access to the table borders and shading features.

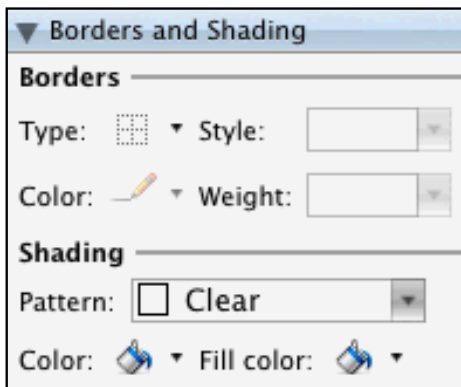
#### Adding Borders

1. Select the cell(s) you want to apply borders to

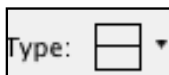


2. Click **TOOLBOX**  
The *Formatting Palette* appears.

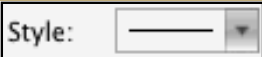
3. To expand the tools, click **BORDERS AND SHADING**  
The *Borders and Shading* tools are displayed.




4. From the *Type* pull-down menu, select the desired border style





5. From the *Style*  pull-down menu, select the desired border style

6. From the *Color*  pull-down menu, select the desired border color

7. From the *Weight*  pull-down menu, select the desired border thickness


## Adding Shading

1. Select the cell(s) you want to add shading to

### HINTS:

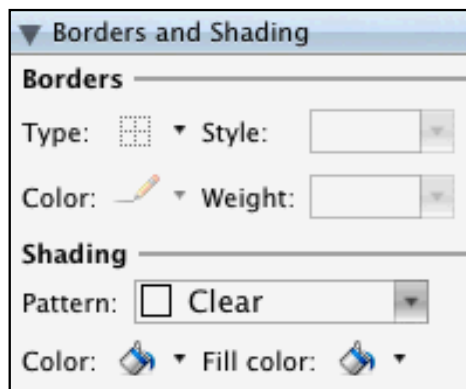
To select multiple contiguous cells, click in one cell and hold the mouse button while dragging across the desired cells.

To select multiple non-contiguous cells, press and hold [**Cmd**] while clicking each desired cell.

To select the entire table, click the **TABLE MOVE** handle  .

2. Click **TOOLBOX**  **Toolbox**  
The *Formatting Palette* appears.

3. To expand the tools, click **BORDERS AND SHADING**  
The *Borders and Shading* tools are displayed.



4. From the *Pattern* pull-down menu, select the desired pattern

5. From the *Color* pull-down menu, select the desired color

6. From the *Fill color* pull-down menu, select the desired color

**HINT:** These two colors will combine with the selected pattern to create the shading effect.

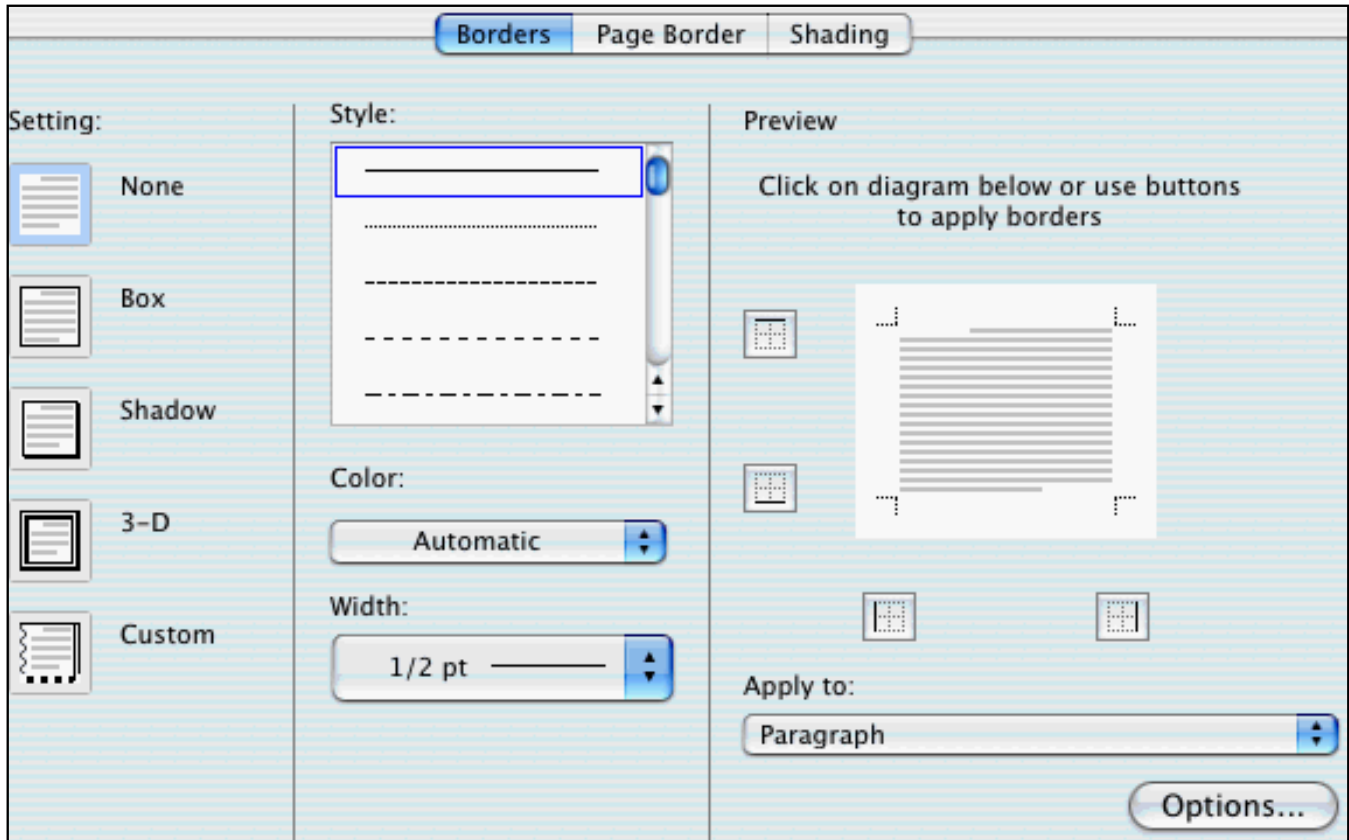


## Adding Borders and Shading: Dialog Box Option

The *Borders and Shading* dialog box provides another way to add borders and shading to your table.

## Adding Borders

1. Select the cell(s) you want to apply borders to
2. On the *Command* bar, from the *Table* pull-down menu, select **Table Properties...**  
The *Table Properties* dialog box appears.
3. Select the **Table** tab
4. Click **BORDERS AND SHADING...**  
The *Borders and Shading* dialog box appears.



5. In the *Setting* section, select the desired table setting
6. On the *Styles* scroll menu, select the desired line style
7. From the *Color* pull-down menu, select the desired color
8. From the *Width* pull-down menu, select the desired border thickness
9. **OPTIONAL:** To apply additional border settings
  - a. In the *Preview* section, select or deselect the desired borders by clicking the diagram or the surrounding buttons
  - b. From the *Apply to* pull-down menu, select where you want the border styles applied:

**Text**

Applies border style only to text (i.e., a text border is created inside the cell border)

**Paragraph**

Applies border style based on selected paragraph breaks within selected cells and/or throughout the table

**Cell**

Applies border style to selected cell(s)

**Table**

Applies border style to the entire table

10. Click **OK**  
You are returned to the *Table* properties dialog box.
11. Click **OK**  
The border changes are applied to your table.


## Adding Shading

1. Select the cells you want to apply shading to

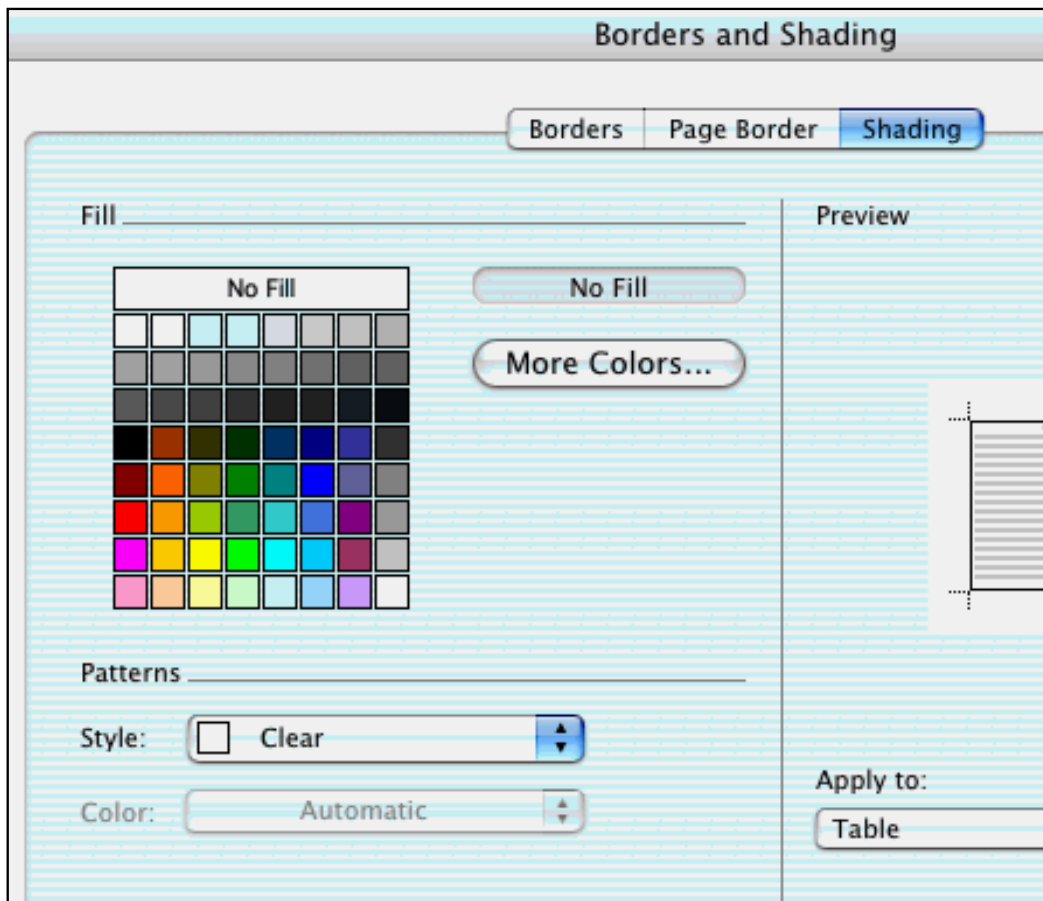
**HINTS:**

To select multiple contiguous cells, click in one cell and hold the mouse button while dragging across the desired cells.

To select multiple non-contiguous cells, press and hold **[Ctrl]** while clicking each desired cell.

To select the entire table, click the **TABLE MOVE** handle  .

2. On the *Command* bar, from the *Table* pull-down menu, select **Table Properties...**  
The *Table Properties* dialog box appears.
3. Select the **Table** tab
4. Click **BORDERS AND SHADING...**  
The *Borders and Shading* dialog box appears.



5. Select the **Shading** tab
6. To select a shading color, under *Fill*, select the desired shading option
7. **OPTIONAL:** Under *Patterns*, from the *Style* pull-down list, select the desired shading pattern
8. From the *Apply to* pull-down list, select where you want the color applied

**Text**

Applies border style only to text (i.e., a text border is created inside the cell border)

**Paragraph**

Applies border style based on selected paragraph breaks within selected cells and/or throughout the table

**Cell**

Applies border style to selected cell(s)

**Table**

Applies border style to the entire table

9. Click **OK**  
You are returned to the *Table* properties dialog box.
10. Click **OK**  
The border changes are applied to your table.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Using the Sort Feature

Sorting tables is a feature designed for organizing lists that are contained within a table (e.g., experiment sites, number grades, bibliographies). You can sort a table by up to three columns, in either ascending or descending order. For example, you can sort a table of committee members initially by last name and then, within that sort, by first name. You can also sort numbers or dates. In addition, the *Sort* feature can be used for paragraph text outside of tables. This can be useful in creating bibliographies, glossaries, and other types of lists.

- [Sorting a Table](#)
- [Sorting a List](#)

#### [Sorting a Table](#)

Sorting elements of your table is useful for organizing your data, whether that data consists of text, numbers, or dates. You can also perform subsequent sorts on the data, initially sorting by one criterion and then sorting by a second criterion within that sort.

1. Select the table or column(s) to be sorted
2. On the *Command* bar, from the *Table* pull-down menu, select **Sort...**  
The *Sort* dialog box appears.

3. From the *Sort by* pull-down menu, select the first column by which to sort  
**HINT:** If your table contains a row with headings that should be excluded from the sort, in the *My list has* section, select **Header row**.
4. From the *Type* pull-down menu, select **Text**, **Number**, or **Date**
5. Select **Ascending** or **Descending** order
6. **OPTIONAL:** To sort additional columns, from the *Then by* pull-down menus, select the desired sorting criteria
7. **OPTIONAL:** To make the sort **case-sensitive**,
  - a. Click **OPTIONS...**  
 The *Sort Options* dialog box appears.
  - b. Under *Sort options*, select **Case sensitive**
  - c. Click **OK**
8. Click **OK**

## Sorting a List

The *Sort* feature and various sorting options can also be used non-tabled text. This feature can be particularly helpful for sorting bibliographies, glossary entries, indexing, lists of names, and so on.

1. Select the list to be sorted
2. On the *Command bar*, from the *Table* pull-down menu, select **Sort...**  
 The *Sort Text* dialog box appears.

Sort Text

Sort by \_\_\_\_\_

Paragraphs Type: Text  Ascending  
 Descending

Then by \_\_\_\_\_

Type: Text  Ascending  
 Descending

Then by \_\_\_\_\_

Type: Text  Ascending  
 Descending

My list has \_\_\_\_\_

Header row  No header row

Options... Cancel OK

3. From the *Sort by* pull-down menu, select whether your text should be sorted according to paragraphs or fields
4. From the *Type* pull-down menu, select **Text**, **Number**, or **Date**
5. Select **Ascending** or **Descending** order
6. **OPTIONAL:** To sort additional fields, from the *Then by* pull-down menus, select the desired sorting criteria
7. **OPTIONAL:** To make the sort **case-sensitive**,
  - a. Click **OPTIONS...**  
The *Sort Options* dialog box appears.
  - b. Under *Sort options*, select **Case sensitive**
  - c. Click **OK**
8. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Calculations within Tables

Word can do basic calculations within a table, rather than forcing you to perform the calculations by hand. If your table contains several calculations, however, a spreadsheet created in a program like **Excel** may be a more efficient option.

The same principles that are used to do calculations in Word are used in Excel worksheets. Instead of entering the actual value you want to use for the calculation, you will be referring to the cell containing the value. The cell reference is in the form of "Column ID, Row ID." The columns are referred to by letters starting at A. The rows are referred to by numbers starting at 1. The first cell of the table (i.e., first column, first row) is referred to as A1.

		COLUMN B		
	A1	B1	C1	
ROW 2	A2	B2	C2	
	A3	B3	C3	
	A4	B4	C4	

This document explains how to use calculations within tables.

- [Formula Examples](#)
- [Inserting Formulas](#)
- [Recalculating Formulas](#)

#### [Formula Examples](#)

You need to designate the appropriate actions when writing a formula, much like pressing addition or multiplication keys on a calculator. These actions are referred to as operators. The following comprise the basic formula operators:

Addition +      Multiplication \*

Subtraction -      Division /

The following table is an example of a completed travel budget, created using formulas in a Word table, that could be included in a proposal for attending a conference. Following the first table is a description of the formulas used to perform the calculations within the table (indicated by the gray shading).



## Travel Budget

Airfare	\$210.00
Transportation	34.00
Hotel (3 nights @ \$69.95)	209.85
Meals (4 days @ \$50.00)	200.00
Conference Fee	350.00
<b>Total Conference Budget</b>	<b>\$1003.85</b>
Grant Request	500.00
<b>Department Contribution</b>	<b>\$503.85</b>

Formula for	Actual Formula	About the Formula
Hotel	<b>=69.95*3</b>	Computes the total cost for the hotel stay by multiplying 69.95 by 3
Meals	<b>=50*4</b>	Computes the total cost of the meals by multiplying 50 by 4
Total Conference Budget	<b>=sum (above)</b>	Calculates the total of the costs by adding the values above the formula (B2 through B6)
Department Contribution	<b>=b6-b7</b>	Calculates the department contribution by subtracting the grant request from the total conference budget



## Inserting Formulas

To insert a formula, determine the values or cell references required for the formula and then follow these instructions:

1. Place your insertion point in the cell where you want to place the formula
2. On the *Command* bar, from the *Table* pull-down menu, select **Formula...**  
The *Formula* dialog box appears.

**HINT:** Similar to Excel, based on the numbers in the table and the location of the cell in which you want to place the formula, Word will guess what type of formula you may want (e.g., to add all cells to the left of the formula, **=SUM (LEFT)** may be placed in the *Formula* text box).

3. In the *Formula* text box, type the desired formula
4. If necessary, from the *Number format* pull-down list, select the desired format for the result
5. Click **OK**  
The formula is inserted.



## Recalculating Formulas

To update values in a table, recalculate the formula(s) using the following method.

1. Highlight the cell containing the formula
2. On the *Command* bar, from the *Table* pull-down menu, select **Formula...**  
The *Formula* dialog box appears.  
**NOTE:** The original formula appears in the *Formula* text box.
3. Click **OK**  
Your formula is recalculated.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2007/2008

### Summary of Word Fields

Many documents you may create contain information such as the date, writer or reviewer, or page number, which need to be updated frequently if typed by hand. Word provides the option of creating fields, which automatically update selected information. In Word, many fields are available for insertion into a document. Although not every field is summarized here, the most commonly used fields are listed below. For more information about using fields in your documents, refer to *Inserting Fields* ([Windows](#) | [Macintosh](#)).

- [Date and Time](#)
- [Document Information](#)
- [User Information](#)



#### Date and Time

The following fields insert date and time information.

Field Name	Inserts...
<b>CreateDate</b>	The date the document was created
<b>Date</b>	Today's date
<b>EditTime</b>	The total document editing time
<b>PrintDate</b>	The date the document was last printed
<b>SaveDate</b>	The date the document was last saved
<b>Time</b>	The current time



#### Document Information

The following fields insert general information about the document and data gathered from *Summary* information. For information on creating or editing a document summary, refer to [Viewing or Editing Summary Information](#).


Field Name	Inserts...
<b>Author</b>	The name of the document's author from <i>Summary</i> information
<b>Comments</b>	The comments from <i>Summary</i> information


<b>DocProperty</b>	Inserts the value of the selection from the <i>Property</i> scroll list
<b>FileName</b>	The document's filename
<b>FileSize</b>	The size on disk of the active document
<b>Info</b>	The data from <i>Summary</i> information
<b>Keywords</b>	The keywords from <i>Summary</i> information
<b>LastSavedBy</b>	The name of the user who last saved the document
<b>NumChars</b>	The number of characters in the document
<b>NumPages</b>	The number of pages in the document
<b>NumWords</b>	The number of words in the document
<b>Subject</b>	The document's subject from <i>Summary</i> information
<b>Template</b>	The name of the template attached to the document
<b>Title</b>	The document's title from <i>Summary</i> information

## Viewing or Editing Summary Information

Below is a brief guide to making *Summary* information changes. For more complete instructions, refer to *Working with File Properties* ([Windows](#) | [Macintosh](#)).



- Windows:** From the OFFICE BUTTON  , select the **Prepare » Properties**. The *Document Properties* pane appears below the *Ribbon*.

**Macintosh:** From the *File* menu, select **Properties...**. The *Document Name Properties* dialog box appears. Any existing summary information appears in the appropriate fields of the *Properties* pane.
- In the text boxes, make the appropriate changes
- Windows:** To close the *Properties* pane, once finished, click .

**Macintosh:** To close the *Document Name Properties* dialog box, click **OK**.



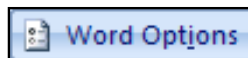
## User Information


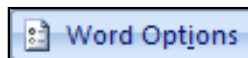
The following fields insert information gathered from the *User Information*:

Field Name	Inserts...
<b>UserAddress</b>	The address from <i>Advanced Word Options</i>
<b>UserInitials</b>	The initials from <i>Personalize your copy of Office</i>
<b>UserName</b>	The name from <i>Personalize your copy of Office</i>
<b>UserProperty</b>	The information from <i>Personal Contact Information</i>

## Viewing or Editing User Information

### Windows:



1. From the OFFICE BUTTON , click **WORD OPTIONS** .  
The *Word Options* dialog box appears.
2. To change the user initials or name,
  - a. From the *Categories* list, select **Popular**
  - b. In the *Personalize your copy of Microsoft Office* section, make the appropriate changes
3. To change the user address,
  - a. From the *Categories* list, select **Advanced**
  - b. In the *General* section, in the *Mailing address* text box, type the desired address
4. Click **OK**

### Macintosh:

1. From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
2. In the *Personal Settings* section, click **USER INFORMATION**  
Make the desired changes.
3. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Inserting Fields

Inserting fields into a Word document can save you time and hassle. Fields contain information that automatically updates whenever you save your document. Information such as the file name, last date saved, total number of pages, and user initials can be placed into a field in your Word document. You can insert a field into a **header or footer** or you can insert the field anywhere within the document. For a description of other field options, refer to **Summary of Word Fields**. If the following types of fields do not fit your needs, you may want to review the **AutoText** feature.

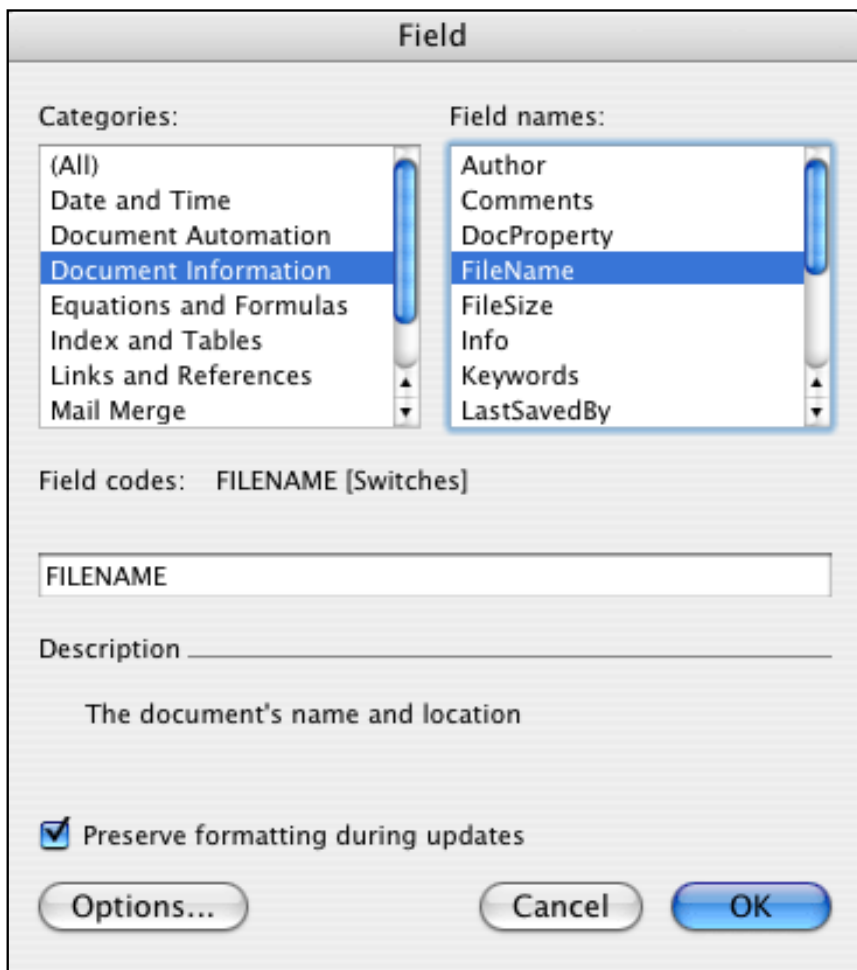
- [Inserting the FileName Field](#)
- [Inserting the SaveDate Field](#)
- [Inserting the NumPages Field](#)
- [Inserting the UserInitials Field](#)



### Inserting the FileName Field

By inserting the *FileName* field, you will create a field which will insert the document's name and location.

1. Place the insertion point where the field should appear
2. From the *Insert* menu, select **Field...**  
The *Field* dialog box appears.



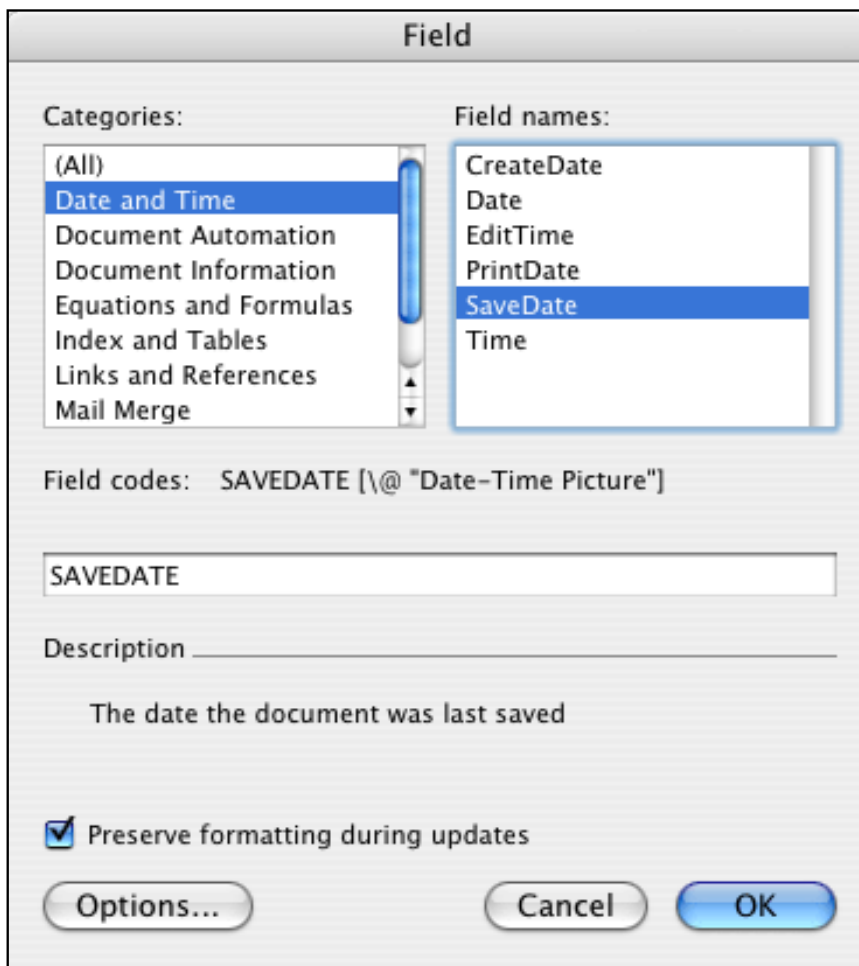
3. From the *Categories* scroll box, select **Document Information**
4. From the *Field names* scroll box, select **FileName**
5. **OPTIONAL:** To include the path (location) of the file in the file name field,
  - a. Click **OPTIONS...**  
The *Field Options* dialog box appears.
  - b. Select the **Field Specific Switches** tab
  - c. Select **\p**
  - d. Click **ADD TO FIELD**
  - e. To close the *Field Options* dialog box, click **OK**
6. To close the *Field* dialog box, click **OK**



## Inserting the SaveDate Field

By inserting the *SaveDate* field, you will create a field which will insert the date the document was last saved.

1. Place the insertion point where the field should appear
2. From the *Insert* menu, select **Field...**  
The *Field* dialog box appears.



3. From the *Categories* scroll box, select ***Date and Time***
4. From the *Field names* scroll box, select ***SaveDate***
5. **OPTIONAL:** To select a specific format for the date,
  - a. Click **OPTIONS...**  
The *Field Options* dialog box appears.
  - b. From the *Date-time formats* list, select a format
  - c. Click **ADD TO FIELD**
  - d. Click **OK**
6. Click **OK**

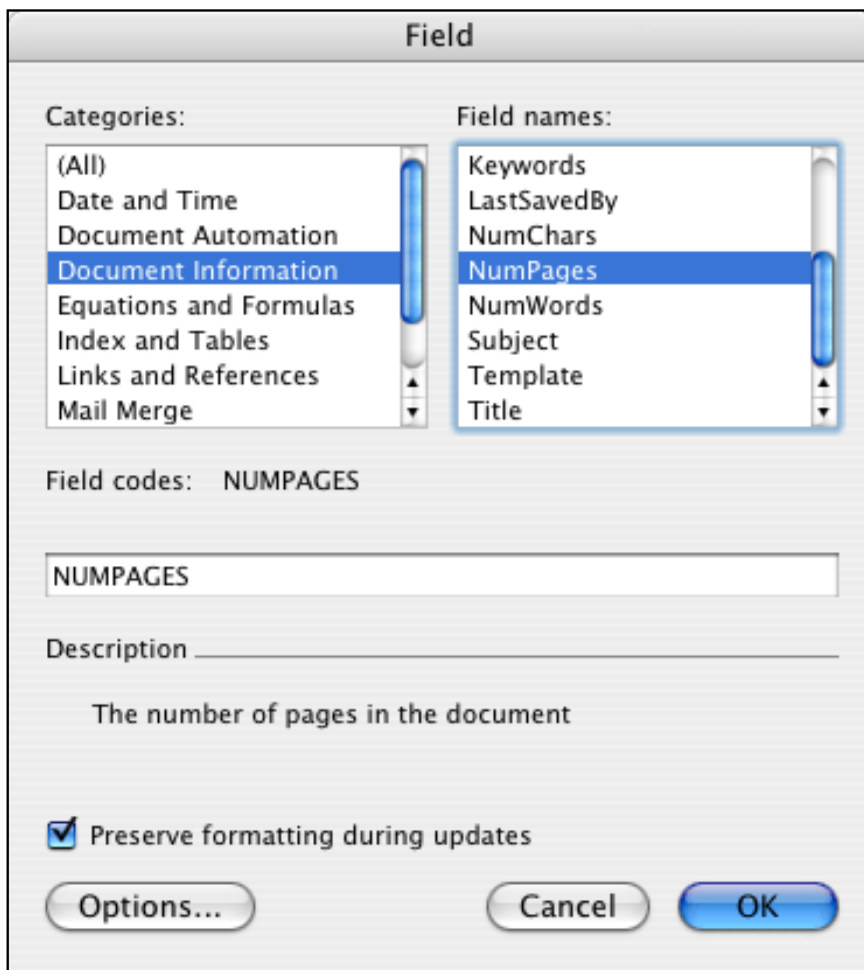


## Inserting the NumPages Field

By inserting the *NumPages* field, you will create a field which will insert the total number of pages in the document.

1. Place the insertion point where the field should appear
2. From the *Insert* menu, select ***Field...***  
The *Field* dialog box appears.





3. From the *Categories* scroll box, select **Document Information**
4. From the *Field names* scroll box, select **NumPages**
5. **OPTIONAL:** To select a specific format for the date,
  - a. Click **OPTIONS...**  
The *Field Options* dialog box appears.
  - b. From the *Formatting* scroll box, select a format
  - c. **OPTIONAL:** From the *Numeric formats* scroll box, select a format
  - d. Click **ADD TO FIELD**
  - e. Click **OK**
6. Click **OK**



## Inserting the UserInitials Field

By inserting the *UserInitials* field, you will create a field which will insert the initials taken from the *User Information*.

To make changes to the *User Information*:

### NOTES:

Changes to the *User Information* will affect all documents.

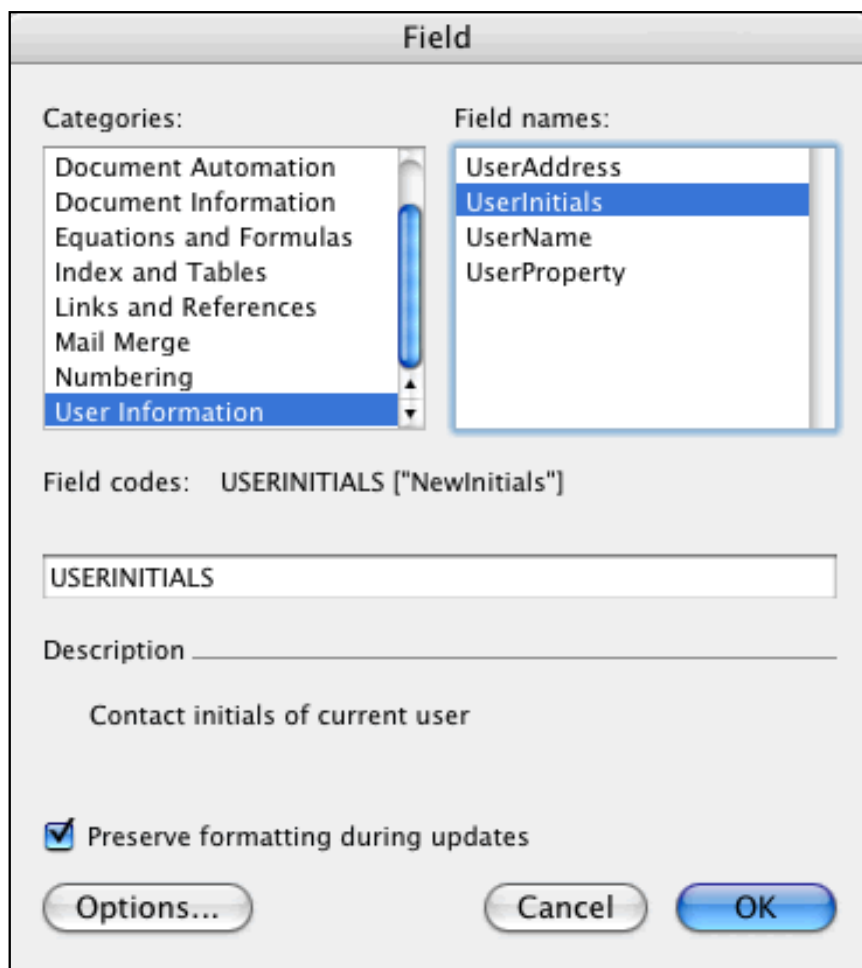
For more detailed information regarding *User Information* settings, refer to [Changing Word Default Settings: User](#)

**Information.**

1. From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
2. From the list on the left, select **User Information**
3. Under *User Information*, make the appropriate changes
4. Click **OK**

**To insert the UserInitials field:**

1. Place the insertion point where the field should appear
2. From the *Insert* menu, select **Field...**  
The *Field* dialog box appears.



3. From the *Categories* scroll box, select **User Information**
4. From the *Field Names* scroll box, select **UserInitials**
5. **OPTIONAL:** To select a specific format for the initials,
  - a. Click **OPTIONS...**

The *Field Options* dialog box appears.

b. From the *Formatting* list, select a format

c. Click **ADD TO FIELD**

d. Click **OK**

6. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2007/2008

### Styles: An Overview

Styles are an efficient way to define the appearance of various text elements in your document (e.g., headings, captions, body text). They help you keep your document consistent by applying the same style to various elements in a document. With styles, you can apply character or paragraph formatting or both in one simple operation.

Word 2007/2008 offers convenient one-click formatting options for styles. Additionally, templates allow you to apply preformatted styles to an entire document. The *Style Gallery* offers several common style options, such as different headings, quotes, or captions.

Each document you create is based on a template. When you create a new document, the styles that belong to the selected template are copied into that document. Each template contains a set of standard styles, most of which are available with all Word templates.

- [Character and Paragraph Styles](#)
- [Word Templates](#)
- [Quick Styles](#)

#### Character and Paragraph Styles

In Word, there are two main types of styles you can create and apply: character styles and paragraph styles. In Word 2007, both are available on the *Home* command tab. In Word 2008, both are available on the *Formatting Palette*. A style is automatically created every time you apply unique formatting to text, and Word automatically saves any styles that are being used by the active document.

#### Character styles

Include any of the options available from the *Font* group, such as **bold**, *italic*, and underline. Character styles store only character formatting and apply it to selected text or to the entire word containing the insertion point.

#### Paragraph styles

Store both character and paragraph formatting, as well as tab settings, paragraph positioning, borders, and shading, and apply them to selected paragraphs or the paragraph containing the insertion point.

Formatting	Paragraph Styles	Character Styles
Font	X	X
Font Size	X	X
Font Effects	X	X

<b>Line Spacing</b>	X
---------------------	---

<b>Margins</b>	X
----------------	---

<b>Tab Setting</b>	X
--------------------	---

<b>Borders</b>	X
----------------	---

## Word Templates

A template is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents. By storing styles in a template, the styles are available for use when you access that template. You can save time and effort by creating new documents based on templates designed for a frequently used type of document.

Word provides templates for many common types of documents. You can use these templates just as they are, you can modify them, or you can create your own templates. Word automatically bases new documents on the *Normal* template unless you specify another template. For more information, refer to *Working with Templates* ([Windows](#) | [Macintosh](#)).

Some useful templates include the following:

- Agenda
- Letter
- Memo
- Report
- Calendar
- Newsletter
- Resume
- Thesis

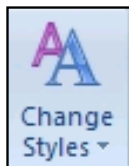
## Quick Styles

### Windows only:

Styles in one template may differ from those in another. On the *Home* tab, you can use the options in the *Style* group to preview and change the appearance of the active document by applying the style definitions of another template. When you modify the styles in the *Style* group, you are not replacing the template; you are only replacing the style definitions. The formatting of the active document will update to the most recent style you select. Once you have applied styles to your document text, you can use the *Style* group options to preview and change the overall appearance of a document.

### Using Quick Styles

- To view the *Style* group, select the **Home** tab  
The *Home* tab options appear.  
The *Style* gallery appears on the *Ribbon* showing options for formatting styles in your document



- In the *Style* group, click **CHANGE STYLES**  
The *Change Styles* sub-menu appears.
- From the *Change Styles* sub-menu, select **Style Set** » select a new *Quick Style*  
**EXAMPLE:** Select **Distinctive**.  
The *Quick Style* is applied to the document.  
**HINT:** Hold your cursor over a *Quick Style* to preview changes before applying them.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Style Basics

The proper use of styles will help you save time in formatting your documents as well as provide a consistent look to them. When you change the formatting in the style, all paragraphs that are formatted with this style will automatically change. For more information about styles, refer to [Styles: An Overview](#).

- [Accessing the Formatting Palette](#)
- [Creating Your Own Styles](#)
- [Applying a Style](#)
- [Modifying a Style](#)
- [Deleting a Style](#)
- [Clearing All Formatting](#)

#### [Accessing the Formatting Palette](#)

Styles can be quickly set, applied, and modified by using the *Formatting Palette*. The *Formatting Palette* should appear automatically on the right side of the screen when you open Word 2008. If the palette is not open, or for information about using it, refer to [The Formatting Palette](#).

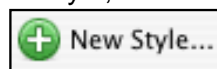
#### [Creating Your Own Styles](#)

You can create styles of your own by formatting an example paragraph using the *Formatting Palette*. Specify formatting choices like paragraph indentations, line spacing, font, and font size. If your example paragraph contains left and right indents and a border, those formatting choices will also be part of your style. Then you create a new style based on the formatting in that paragraph.

When you create a style using the *Formatting Palette*, you have the option to apply that style to the currently selected paragraph or simply add it to the list of styles you created for your document or for your template. If the *Formatting Palette* is not open, refer to [The Formatting Palette](#).

1. Select the text you wish to format
2. Using the *Formatting Palette*, apply the desired formatting  
**NOTE:** For more information about formatting options, refer to [Paragraph Formatting Options and Fonts Overview](#).
3. To create a new style, from the *Formatting Palette*, with the formatted text selected, in the *Styles* section, click

**NEW STYLE**  
**OR**



From the *Current Style of Text Selected* pull-down menu, select **New Style...**  
The *New Style* dialog box appears.

4. In the *Properties* section, in the *Name* text box, type the name of the new style
5. Click **OK**  
Your new style is added to the *Style* scroll box.

## Applying a Style

You can apply a paragraph or a character style by selecting a style name using the *Formatting Palette*. If the palette is not open, refer to [The Formatting Palette](#).

1. Select the text you wish to apply the style to
2. In the *Formatting Palette*, in the *Style* section, from *Pick style to apply* scroll box, select the style you want to apply  
The selected style is applied.

## Modifying a Style

When you modify a style, all the text that has been formatted with that style is updated to reflect the changes you have made. Suppose that you finish a 35-page report with many subheadings formatted with a style called *Subhead* which includes 18-point, bold, Arial, centered text. Now you decide that the subheadings should be smaller and justified left. Simply modify the *Subhead* style to reflect the new formatting and all the text within the *Subhead* style will change.

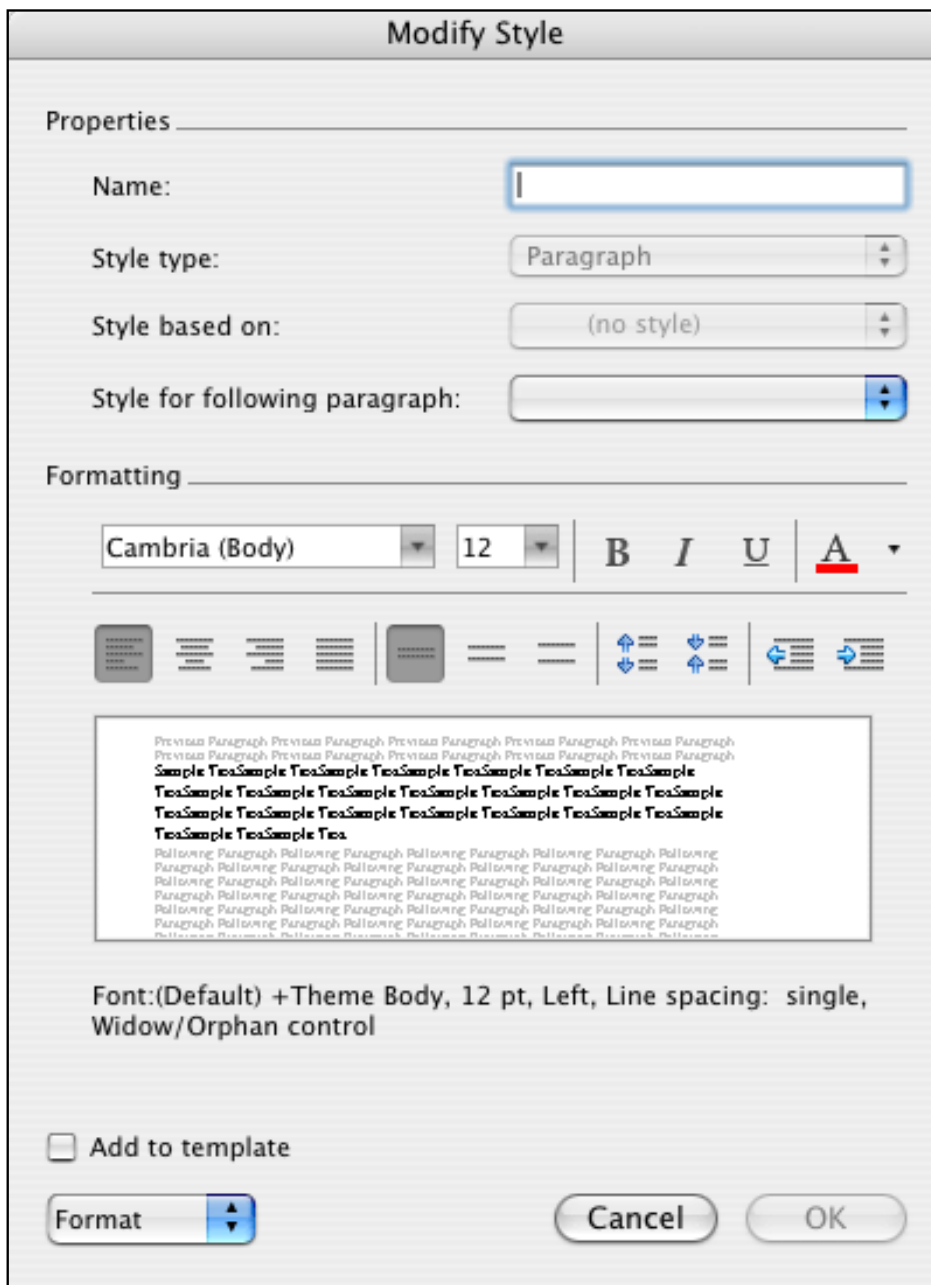
Each time you begin a new document based on the *Normal* template, Word uses the *Normal* style to determine the font, font size, line spacing, and other formats. If you find that you are always changing the font, the point size, or some other aspect of the *Normal* style, you can change its default format settings. If you are working in a lab, Word will not permanently update the *Normal* template.

**NOTE:** For more information about formatting options, refer to [Paragraph Formatting Options](#) and [Fonts Overview](#).

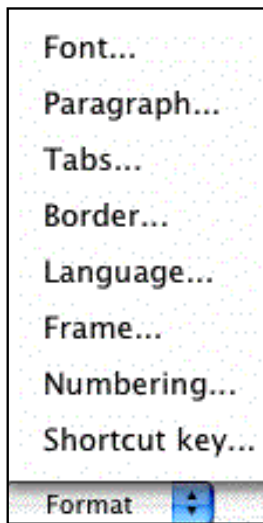
## Modifying a Style

1. From the *Formatting Palette*, select the **Styles** toolbar  
The *Styles* toolbar appears.
2. In the *Pick style to apply* scroll menu, from the desired style's pull-down menu, select **Modify Style...**  
The *Modify Style* dialog box opens.





- From the *Format* pull-down menu, select the formatting option you want to change. The selected formatting dialog box opens.



4. Make the desired changes
5. Click **OK**  
You are returned to the *Modify Style* dialog box.
6. **OPTIONAL:** Repeat steps 2 through 4 until you have made all of your formatting changes.

## Deleting a Style

When you delete a paragraph style that you created, Word applies the *Normal* style to all paragraphs formatted with that style. If you delete a character style you created, Word removes the style formats from any text that you applied the character style to.

**NOTE:** Not all built-in styles can be deleted.

1. From the *Formatting Palette*, select the **Styles** toolbar  
The *Styles* toolbar appears.
2. In the *Pick style to apply* scroll menu, from the desired style's pull-down menu, select **Delete...**  
A confirmation dialog box appears.
3. Click **YES**  
The style is deleted.

## Clearing All Formatting

There may be times when you want to clear all formatting from selected text or even an entire document. You could be working with text from another source or you might want to start fresh with unformatted text.

1. Select the text you want to remove the formatting from  
**HINT:** To select all the text in your document, press **[Cmd] + [A]**
2. From the *Formatting Palette*, in the *Styles* section, from the *Style* pull-down menu, select **Clear Formatting**  
All formatting is removed from the selected text and the *Normal* style is applied.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Style Options

Using style options can help to ease your workload and help improve consistency within and across documents. With these options, you can format with styles automatically, create a style based on an existing style, apply a new style to a paragraph, and display or hide style names. For more information about styles, refer to [Styles: An Overview](#) and [Style Basics](#).

- [Creating a Style Based on an Existing Style](#)
- [Applying the Next Style to a Paragraph](#)
- [Displaying or Hiding Style Names](#)

#### **Creating a Style Based on an Existing Style**

You may need a group of styles that are similar to each other but have slight variations. You can create a "family" of styles based on one foundation style.

1. From the *Format* menu, select **Style...**  
The *Style* dialog box appears.
2. Click **NEW...**  
The *New Style* dialog box appears.

**New Style**

**Properties**

Name:

Style type:

Style based on:

Style for following paragraph:

**Formatting**

Verdana 24 **B** *I* U

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

**Normal + Font: Verdana, 24 pt, Bold, Italic, Underline, Strikethrough, Outline, Shadow, All caps, Superscript**

Add to template  Automatically update

3. In the *Name* text box, type a name for the new style  
**NOTE:** All names are case sensitive, so be sure to type it in exactly as you want it.
4. To create a **character** style, from the *Style type* pull-down list, select **Character**  
 To create a **paragraph** style, from the *Style type* pull-down list, select **Paragraph**
5. From the *Style based on* pull-down list, select an existing style to base the new style on  
**NOTE:** To create a completely new style, select **(no style)**.
6. **OPTIONAL:** To make additional formatting selections,
  - a. From the *Format* pull-down list, select the attribute you want to change  
 A dialog box appears corresponding to the attribute you chose.  
**EXAMPLE:** *Font* dialog box, *Borders and Shading* dialog box.
  - b. Complete the corresponding dialog box
  - c. Click **OK**  
 To do more formatting, repeat steps a-c.

7. Click **OK**

8. Click **CLOSE**



## Applying the Next Style to a Paragraph

Often a paragraph formatted with a particular style is routinely followed by a paragraph with another specific style. When you press [**return**] to end the first paragraph, Word can apply a specific style to the following paragraph. For example, headings are usually followed by *Normal* text.

1. From the *Format* menu, select **Style...**  
The *Style* dialog box appears.
2. From the *Styles* scroll list, select the style for which you are setting a following paragraph style
3. Click **MODIFY...**  
The *Modify Style* dialog box appears.
4. From the *Style for following paragraph* pull-down list, select the style you want to apply to paragraphs which follow the style selected in step #2
5. Click **OK**
6. Click **CLOSE**



## Displaying or Hiding Style Names

To see which paragraph styles are applied to text, you can display style names at the left side of the document window. Word displays the style names in *Draft* and *Print Layout* view only.

1. From the *View* menu, select **Draft** or **Print Layout**
2. If the style names are not displayed,
  - a. From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
  - b. From the *Authoring and Proofing Tools* section, select **View**  
The *View* dialog box expands.
  - c. To display style names, from the *Window* section, in the *Style area width* text box, type **1"**  
To hide style names, from the *Window* section, in the *Style area width* text box, type **0"**  
**HINT:** You can also hide the style area by dragging the style area boundary to the left until the style names are no longer visible. You must be in your document in *Draft* or *Print Layout* view to hide the style area in this manner.
  - d. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*





# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Advanced Style Options

Using style options can help to ease your workload and improve consistency within and across documents. With these advanced options, you can rename a style, work with aliases, update styles across documents, and add a keyboard shortcut for a style. For information about style templates and paragraph and character formatting, refer to [Styles: An Overview](#). For information about creating and applying styles, refer to [Style Basics](#).

- [Renaming a Style](#)
- [Updating Styles Across Documents](#)
- [Working with Shortcuts](#)



### Renaming a Style

Word allows you to rename a style which changes the style name throughout your document but leaves the text in the document unaltered. Renaming a style can make it easier to remember or to access.

**EXAMPLE:** While creating a style in your document, you realize that four of them will be used for text that is quoted. To have the styles grouped together, you may use a prefix (q-author, q-body, etc.). You can rename any styles to use this convention.

1. From the *Format* menu, select **Style...**  
The [Style dialog box](#) appears.
2. In the *Styles* list, select the style name you wish to rename or add an alias to
3. Click **MODIFY...**  
The *Modify Style* dialog box opens.
4. To rename the style, in the *Name* text box, type a new style name (e.g., Green Font)  
To add an alias to the style, in the *Name* text box, type a comma after the name and then type the alias (e.g., H2)

The screenshot shows the 'Modify Style' dialog box with the following fields:

- Name:** Heading 2,H2
- Style type:** Paragraph
- Style based on:** Normal



5. Click **OK**

You are returned to the *Style* dialog box.

6. Click **CLOSE**

## Updating Styles Across Documents

If you create a group of documents, each based on the same template, you will want to make sure that any change to a style is reflected in each of the documents. For example, if you are writing a book with each chapter in a separate file, you may want any style changes to be copied to each of the document files. When you use the **Automatically Update Document Styles** command, Word copies the attached template styles to the document each time you open it. The **Automatically Update Document Styles** feature follows these rules:

- Styles in the template that have the same name as a style in the document override the document style. The formatting from the template style replaces the formatting from the document style.
- Styles not found in the document are copied from the template to the document.
- Styles found in the document, but not in the template, are left unchanged.  
**NOTE:** Make sure that you use identical style names in each of the documents, otherwise Word will not properly update the styles.

**To update styles across documents each time a document opens:**

1. Place the insertion point anywhere in the document that you want updated automatically
2. From the *Tools* menu, select **Templates and Add-Ins...**  
 The *Templates and Add-ins* dialog box appears.  
**NOTE:** The template attached to the current document is named in the *Document template* text box.
3. To update your styles, select **Automatically update document styles**
4. Click **OK**



## Working with Shortcuts

You can quickly apply styles you use most often by assigning a shortcut key combination to a style. Then anytime you want to apply a style that you use regularly, all you have to do is press a key combination to apply the style to selected paragraphs.

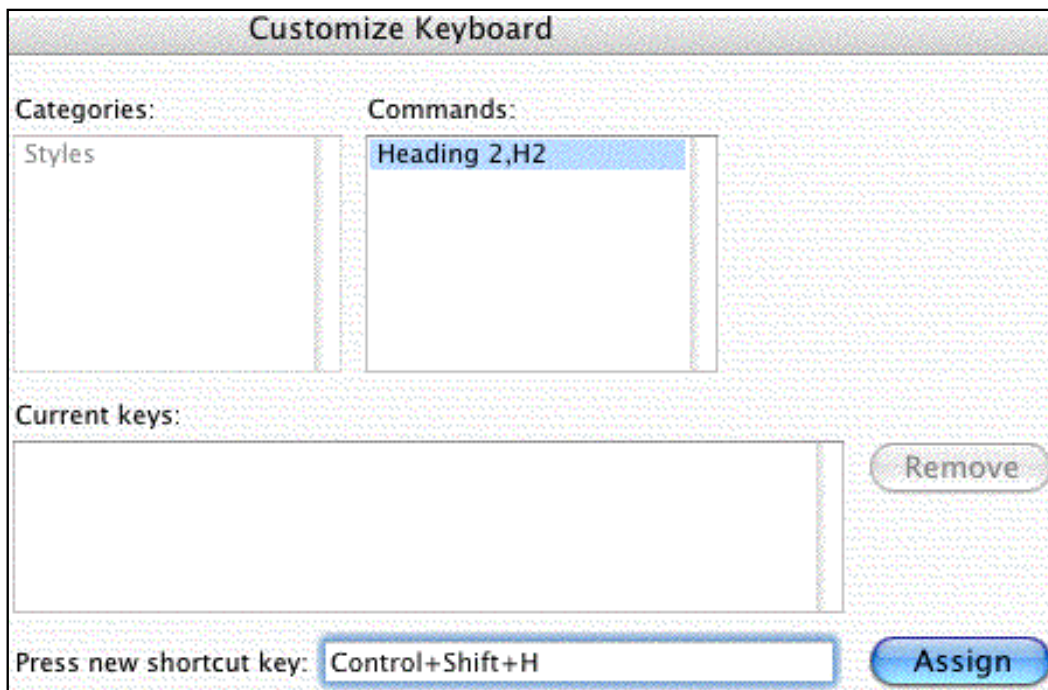
Before you create a shortcut key for a style, first determine what styles are already built into Word's template. Word may already have assigned a shortcut key that you want to use.

### Working with Shortcuts: Assigning a Shortcut

When assigning shortcut keys, the **[Ctrl]** key is already assigned to the majority of the shortcut keys built into Word. You may want to use **[Ctrl]+[Alt]** or **[Shift]+[Alt]** and a letter.

**HINT:** When choosing the key combination, it is easier to remember the combination if you use the first letter of the style name.

1. From the *Format* menu, select **Style...**  
The *Style dialog box* appears.
2. In the *Styles* scroll box, select the style name you wish to assign a shortcut to
3. Click **MODIFY...**  
The *Modify Style* dialog box opens.
4. From the *Format* pull-down list, select **Shortcut key...**  
The *Customize Keyboard* dialog box appears.



5. In the *Press new shortcut key* text box, type the desired shortcut key combination

**HINTS:**

For example, to assign [control] + [shift] + [H], press all three at once.

The *Currently assigned to* prompt tells you whether the key combination that you have chosen is currently selected for another use in Word. If you see an existing description for that particular key combination, you can overwrite the existing Word key assignment or you can try another combination until the *Currently assigned to* prompt tells you that it is unassigned.

6. To assign the shortcut key to the style, click **ASSIGN**
7. Click **OK**  
You are returned to the *Modify Style* dialog box.
8. Click **OK**  
You are returned to the *Style* dialog box.
9. Click **CLOSE**

## Working with Shortcuts: Using a Shortcut

1. To apply a style with a shortcut, select the text you want to format
2. Press the shortcut key combination  
**EXAMPLE:** [control] + [shift] + [H]  
The style is applied.

### Working with Shortcuts: Removing a Shortcut

1. Repeat steps 1-4 from *Working with Shortcuts: Assigning a Shortcut*  
The *Customize Keyboard* dialog box appears.
2. In the *Current keys* text box, select the shortcut key combination
3. To remove the shortcut key combination, click **REMOVE**  
The shortcut key is removed.
4. Click **OK**  
You are returned to the *Modify Style* dialog box.
5. Click **OK**  
You are returned to the *Style* dialog box.
6. Click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Style Organizer

The *Organizer* dialog box allows you to copy styles from one document or template to another. This makes creating documents easier, so you do not have to create or modify the same style twice. For more information on styles, refer to Style Basics ([Windows](#) | [Macintosh](#)).

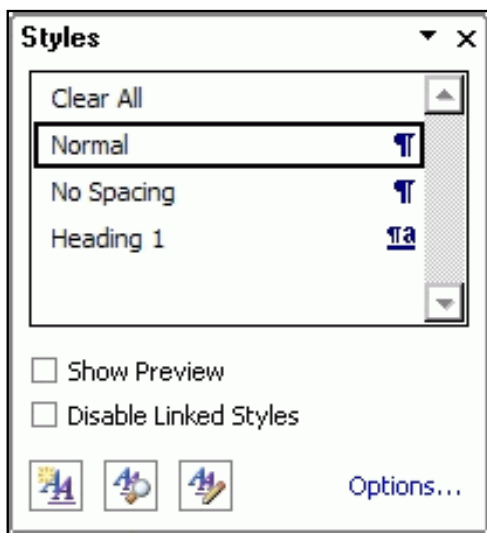
- [Accessing the Organizer Dialog Box](#)
- [Copying Styles from a Document or Template](#)
- [Deleting Styles from a Document or Template](#)



### Accessing the Organizer Dialog Box

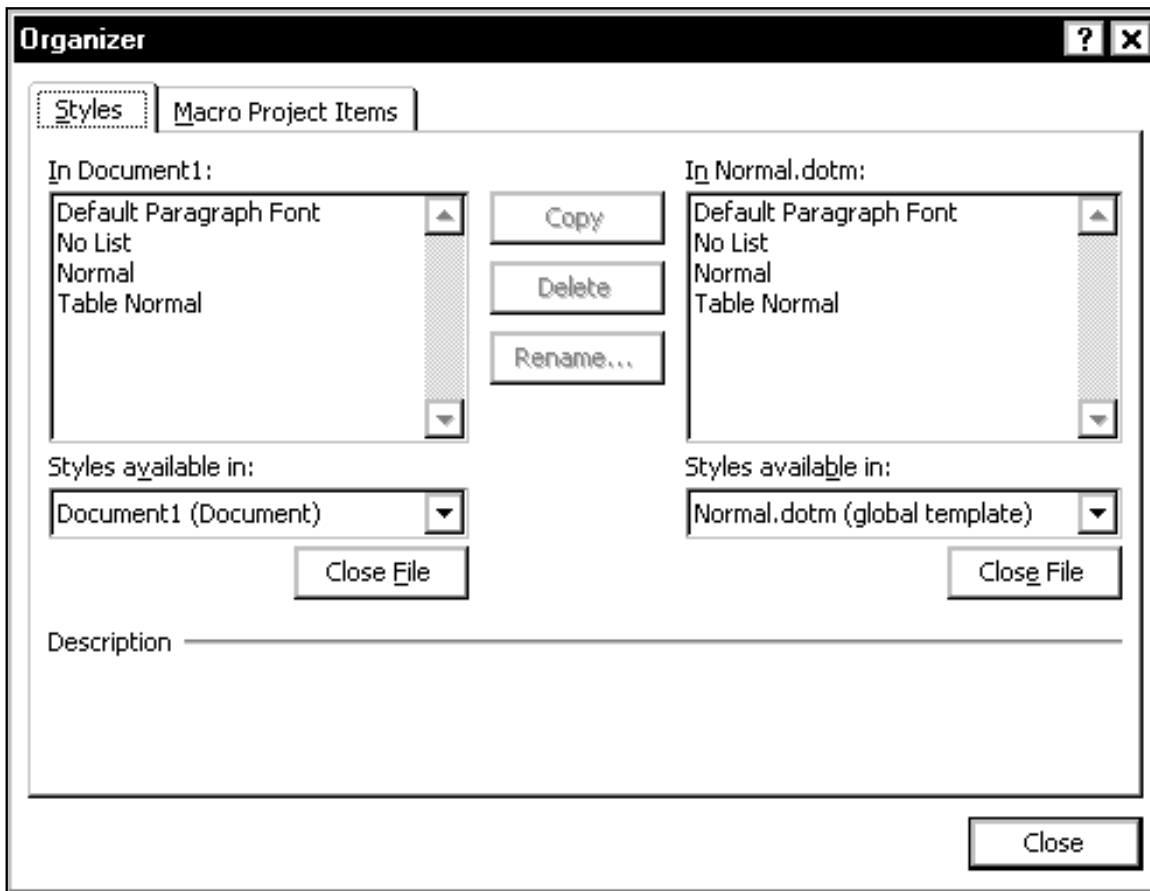
#### Windows:

1. Open the document or template containing the styles to be copied
2. From the *Ribbon*, select the **Home** command tab
3. In the *Styles* group, click **STYLES**   
The *Styles* task pane appears.



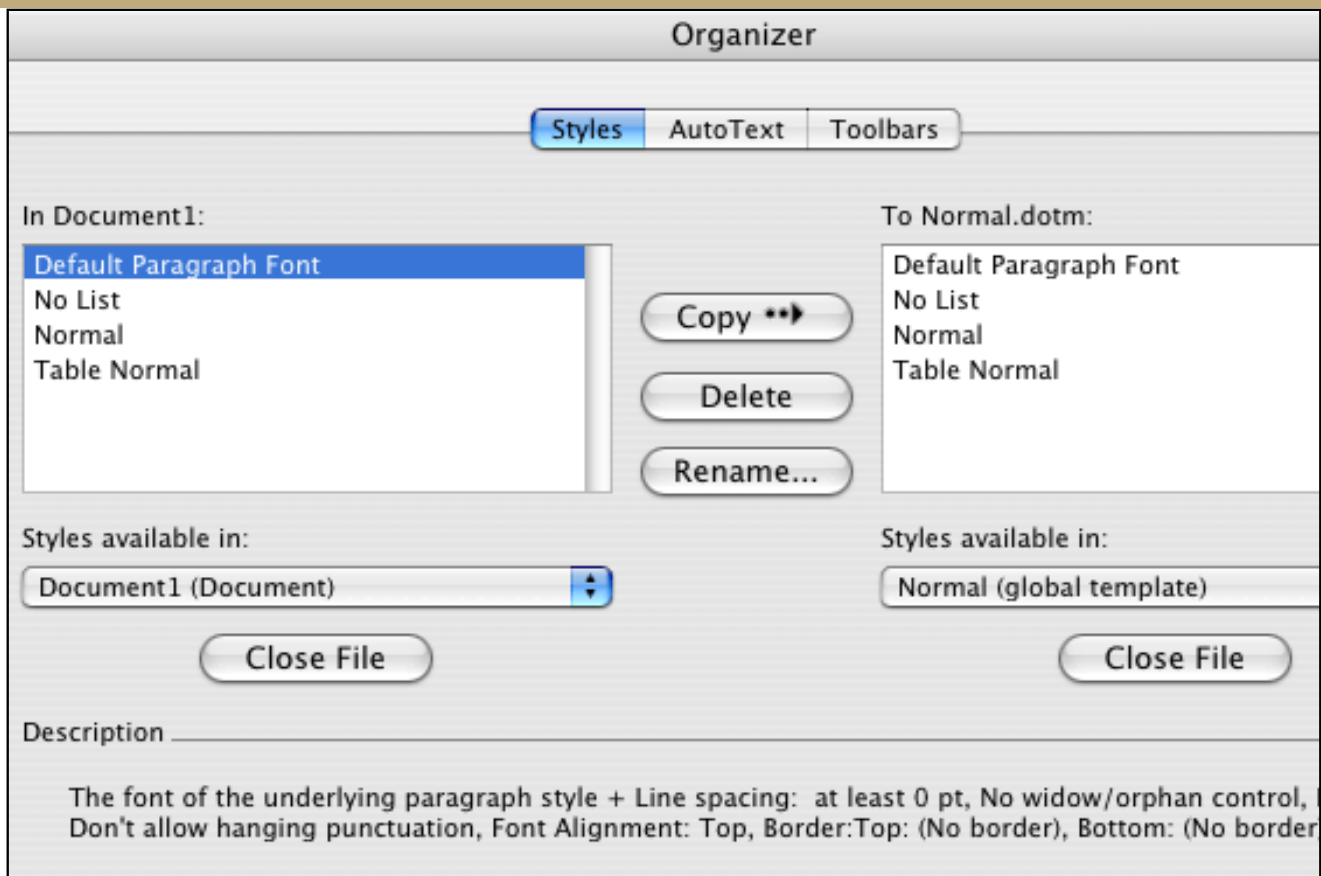
4. Click **MANAGE STYLES**   
The *Manage Styles* dialog box appears.

- Click **IMPORT/EXPORT...**  
The *Organizer* dialog box appears.



### Macintosh:

- Open the document or template containing the styles to be copied
- From the *Tools* menu, select **Templates and Add-Ins...**  
The *Templates and Add-ins* dialog box appears.
- Click **ORGANIZER...**  
The *Organizer* dialog box appears.  
Styles used in the current document are displayed in the scroll list on the left.



## Copying Styles from a Document or Template

Using the *Organizer* dialog box, you can copy styles from one document or template to another without re-creating those styles.

### 1. Access the Organizer dialog box

The document you are working on and its related styles appears on the left.

### 2. To select the file which will send the styles

- Below the scroll list on the **right**, click **CLOSE FILE**  
The button changes to OPEN FILE...
- Click **OPEN FILE...**  
The *Open/Choose a file* dialog box appears.
- Windows:** From the *Files of type* pull-down menu, select **All Word Documents**  
**Macintosh:** From the *Enable* pull-down menu, select **Word Documents**
- Windows:** Using the *Look in* pull-down menu, navigate to and select the file to which you want to copy styles  
**Macintosh:** Navigate to and select the file to which you want to copy styles
- Click **OPEN**  
The current document's styles are now displayed in the *To (Document's Name)* scroll list

### 3. From the scroll box to the right of the *Copy* button, in the *In (Document's Name)* scroll list, select the style(s) to be copied

#### HINTS:

**Windows:** To select a series of styles, click and drag the mouse over the desired styles.

**Macintosh:** To select a series of styles, hold [**Shift**] and click the first style and the last style.

**Windows:** To select an unordered list of styles, hold [**Ctrl**] and click the desired styles.

**Macintosh:** To select an unordered list of styles, hold [**Cmd**] and click the desired styles.

4. Click **COPY**



**NOTES:**

The arrow on the COPY button indicates the direction in which the style(s) will be copied.

If a style of the same name already exists, a dialog box appears asking if you want to overwrite the style entry.

5. To overwrite the existing style, click **YES**

To overwrite all existing styles, click **YES TO ALL**

To keep the existing style and continue copying any other selected styles, click **NO**

To cancel the entire process, click **CANCEL**

6. When finished, click **CLOSE**

A dialog box appears, asking if you want to save changes to the document containing the newly copied style(s).

7. **Windows:** To save the copied style(s), click **YES**

**Macintosh:** To save the copied style(s), click **SAVE**

**Windows:** To discard the copied style(s) and cancel the entire process, click **NO**

**Macintosh:** To discard the copied style(s) and cancel the entire process, click **DON'T SAVE**

To return to the *Organizer* dialog box, click **CANCEL**



## Deleting Styles from a Document or Template

You can delete styles from a document or template using the *Organizer* dialog box. Styles can also be deleted as you are working in the document. For more information, refer to Deleting a Style ([Windows](#) | [Macintosh](#)).

**NOTE:** Built-in styles (i.e., styles in the *Normal.dotm* template) cannot be deleted.

1. **Access the Organizer Dialog Box**

2. Below either scroll list, click **CLOSE FILE**

The button changes to OPEN FILE...

3. Click **OPEN FILE...**

The *Open/Choose a file* dialog box appears.

4. **Windows:** From the *Files of type* pull-down menu, select **All Word Documents**

**Macintosh:** From the *Enable* pull-down menu, select **Word Documents**

5. **Windows:** Using the *Look in* pull-down menu, navigate to and select the file containing the styles you want to delete

**Macintosh:** Navigate to and select the file to which you want to copy styles

6. Click **OPEN**

The document's styles are now displayed in the scroll list

7. From the scroll box, select the style(s) to be deleted

**HINTS:**

**Windows:** To select a series of styles, click and drag the mouse over the desired styles.

**Macintosh:** To select a series of styles, hold [**Shift**] and click the first style and the last style.

**Windows:** To select an unordered list of styles, hold [**Ctrl**] and click the desired styles.

**Macintosh:** To select an unordered list of styles, hold [**Cmd**] and click the desired styles.

8. Click **DELETE**  
A confirmation dialog box appears, specifying the first selected style to delete.
  
9. To delete the style, click **YES**  
To delete all selected styles, click **YES TO ALL**  
To keep the selected style, click **NO**  
To cancel the entire process, click **CANCEL**
  
10. Click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007


### Changing the Normal Style Defaults

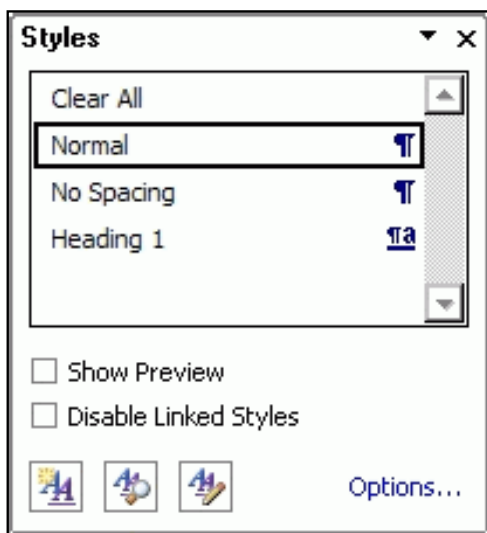
Word's *Normal* style affects the style of text in all new documents. In Word 2003, *Normal* style included Times New Roman, 12-point font with no specified paragraph spacing (i.e., the 0 space after a paragraph meant you pressed [Enter] twice to get a blank line between paragraphs). In Word 2007, *Normal* style is set to Calibri, 11-point font with 10-point spacing after each paragraph. The 10-point spacing after each paragraph means that you need to press [Enter] only once.

If you find yourself adjusting either the font or paragraph spacing regularly, you may want to modify the *Normal* style to reflect your word processing preference.

**NOTE:** For general information on styles, refer to [Styles: An Overview](#).

The following instructions show you how to modify *Normal* style using the example of setting the font to Times New Roman, 12-point font with 0 space after paragraphs.

1. From the *Home* command tab, in the *Styles* group, click **STYLES**   
The *Styles* task pane appears.



2. From the styles list, select the  next to **Normal** » select **Modify...**  
The *Modify Style* dialog box appears.

**Modify Style** [?] [X]

Properties

Name:

Style type:

Style based on:

Style for following paragraph:

Formatting

Calibri (Body) 11 **B** *I* U Automatic

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text  
 Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text  
 Sample Text Sample Text Sample Text Sample Text Sample Text  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Font: (Default) +Body, Left, Line spacing: single, Space After: 10 pt, Widow/Orphan control, Style: Quick Style

Add to Quick Style list

Only in this document  New documents based on this template

Format OK Cancel

3. From the *Formatting* section, make your desired changes

**EXAMPLE:**

From the *Font* pull-down list list, select ***Times New Roman***.

From the *Font Size* pull-down list, select **12**.

**HINTS:**

If you do not know the function of a button, hover your mouse over it. The button's title will appear. The changes are reflected in the *Text Sample* viewing pane.

4. For advanced formatting options,
- Click **FORMAT** » select a desired formatting category  
**EXAMPLE:** Click **FORMAT** » select **Paragraph**  
 The *Paragraph* dialog box appears.
  - From the dialog box that appears, make your desired changes  
**EXAMPLE:** In the *Spacing* section, in the *After* text box, type **0**
  - Click **OK**  
 The dialog box closes.
  - Repeat steps a-c as necessary

5. To apply your changes only **to the open document**, from the *Modify Style* dialog box, select ***Only in this document***  
To apply your changes **to all future documents**, select ***New documents based on this template***  
**EXAMPLE:** Select ***New documents based on this template***
6. To save the reformatted *Normal* style, click **OK**  
The *Modify Style* dialog box closes.
7. In the *Styles* task pane, click **CLOSE**  
The *Styles* task pane closes.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Working with the Track Changes Feature

Microsoft Word's tracking and editing features are designed to simplify collaborative work. The key feature, *Track Changes*, records all document revisions and registers who made which changes at each point in the revision process. From these revisions, the author can decide whether to accept or reject each change.

- [Understanding the Reviewing Toolbar](#)
- [Making Edits with Track Changes](#)
- [Inserting Comments](#)
- [Viewing Options](#)
- [Editing and Deleting Comments](#)
- [Accepting and Rejecting Changes](#)

#### [Understanding the Reviewing Toolbar](#)

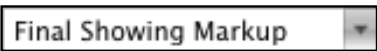


You use *Track Changes* with the *Reviewing* toolbar. Making yourself familiar with its operations will simplify your tracking and editing experience.






#### Displaying/Hiding the Reviewing Toolbar

1. To access the toolbar, from the *View* menu, select ***Toolbars » Reviewing***  
The *Reviewing* toolbar appears.

#### The Reviewing Toolbar

The following table provides information on the buttons and commands found on the *Reviewing* toolbar.

Name	Button	Action
Display for Review		Provides a pull-down list to specify a document view <b>HINT:</b> For more information, refer to <a href="#">Viewing Options</a> .
Show		Provides a pull-down list to specify editing features to be displayed <b>HINT:</b> For more information, refer to <a href="#">Viewing Options</a> .
Previous		Shows the previous change or comment in the text

<b>Next</b>		Shows the next change or comment in the text
<b>Accept Change</b>		Accepts a change permanently
<b>Reject Change/ Delete Comment</b>		Rejects a change or deletes a selected comment
<b>Insert Comment</b>		Adds a comment to the selected area
<b>Track Changes</b>		Enables and disables the <i>Track Changes</i> feature

## Making Edits with Track Changes

As an editor, you can turn on *Track Changes* and edit a document while preserving the original text. The author can then **accept or reject** the changes.

1. To access the *Reviewing* toolbar, from the *View* menu, select **Toolbars » Reviewing**  
The *Reviewing* toolbar appears.

2. From the *Reviewing* toolbar, click **TRACK CHANGES**



The *Track Changes* feature activates.

3. Make your document edits

4. When finished, from the *Reviewing* toolbar, click **TRACK CHANGES**



The *Track Changes* feature deactivates.

## Inserting Comments

Word allows users to create comments within documents. Comments can be used to guide a reviewer's attention to areas where special input is needed. The writer or reviewer can insert comments by using the *Insert* menu or the *Reviewing* toolbar.

1. Select the text to which you want to add a comment
2. From the *Insert* menu, select **Comment**  
**OR**

On the *Reviewing* toolbar, click **NEW COMMENT**

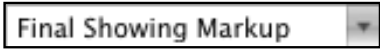


A *Comment* box appears.


3. In the *Comment* box, type your comment
4. When finished, click outside the *Comment* box

## Viewing Options

While viewing your document, you can select the desired viewing option and the desired *Track Changes* features. By changing to different views you can view the document at different stages of the writing process including the original text, the original text with markups, the revised text, and the final version with changes marked.

1. Open the document to be reviewed
2. On the *Reviewing* toolbar, from the *Display for Review* pull-down list , select a view:

View	Description
<b>Final Showing Markup</b>	Displays the final version of the document with changes noted as markups
<b>Final</b>	Displays the document after it has been revised
<b>Original Showing Markup</b>	Displays the text of the original document with changes noted as markups
<b>Original</b>	Displays the text of the original document

3. On the *Reviewing* toolbar, from the *Show* button , select the editing features to be displayed:

Editing Feature	Description
<b>Comments</b>	Shows comments that were added to the document
<b>Insertions and Deletions</b>	Shows what reviewers added and deleted from the original document
<b>Formatting</b>	Shows what changes have been made to the formatting of the document
<b>Reviewers</b>	Shows which reviewer created which edit or comment
<b>Reviewing Pane</b>	Displays a pane which sorts tracked changes by type
<b>Preferences...</b>	Displays a dialog box that provides options to stylize tracked changes



## Editing and Deleting Comments

As a document reviewer, once you add comments you can edit or delete them. You cannot make changes to comments made by other reviewers.

### Editing Comments

1. Select the comment to be edited
2. In the *Comment* box, type your changes
3. When finished, click outside the *Comment* box

### Deleting Comments

1. Select the comment to be deleted

2. On the *Reviewing* toolbar, click **REJECT CHANGE/DELETE COMMENT**  
The comment is deleted.



## Accepting and Rejecting Changes

As the document author, when you have finished editing your document you will want to review and accept or reject the changes and comments that have been made. Accepting and rejecting changes works much like the *Spell Check* feature. By cycling through the changes made to a document, the reviewer can accept or reject any or all changes.

**WARNING:** It is critical to perform these steps prior to sharing the final version of your document. If you do not do this, others will be able to turn on *Track Changes* and see early mistakes and edits.


1. Open the document to be reviewed
2. From the *View* menu, select **Toolbars » Reviewing**  
The *Reviewing* toolbar appears.

3. On the *Reviewing* toolbar, click **NEXT**  
The first change is displayed.



4. To accept the change, click **ACCEPT CHANGE**



To accept **all** changes, click the arrow button  next to **ACCEPT CHANGE** » select **Accept All Changes in Document**

To reject the change, click **REJECT CHANGE/DELETE COMMENT**



To reject **all** changes, click the arrow button  next to **REJECT CHANGE/DELETE COMMENT** » select **Reject All Changes in Document**

5. Repeat steps 3-4 until all changes/comments have been reviewed

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Protecting a Document

Microsoft Word's tracking and editing features are designed to make collaborative work run more smoothly. The key feature, *Track Changes*, records all revisions to a document and registers who made which changes at what point in the revision process. *Protect Document* can provide a document with different levels of protection so that only collaborators are allowed to make changes to the document.

- [Protecting for Tracked Changes and Comments](#)
- [Protecting with a Password](#)
- [Unprotecting a Document](#)



### Protecting for Tracked Changes and Comments

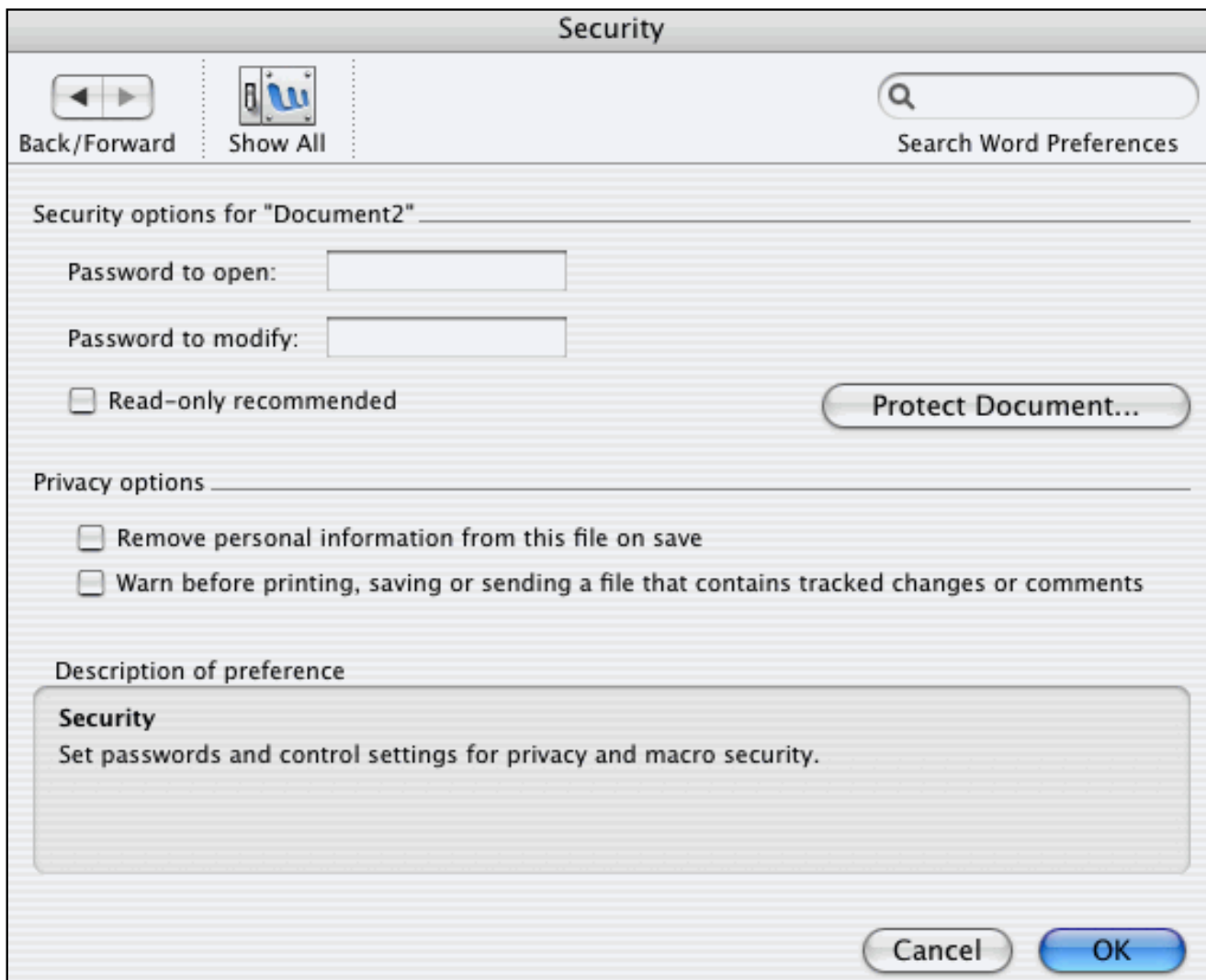
Preparing a document for review is the first step in a collaborative project. By protecting the document for review, a writer can specify how much revision he or she wants to allow reviewers. By selecting *tracked changes*, reviewers are free to edit the document's text, format and style, but not to change edits made by other reviewers. By selecting *Comments*, reviewers can add comments, read other comments, but not change or delete others comments.

1. Open the document for review
2. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.



3. In the *Personal Settings* section, click **SECURITY**  
The *Security* dialog box appears.





4. Click **PROTECT DOCUMENT...**

The *Protect Document* dialog box appears.



5. In the *Protect document for* section, select the appropriate option

6. **OPTIONAL:** In the *Password* text box, type a password

## 7. Click **OK**



## Protecting with a Password

You can designate a password to protect the document from changes made by unauthorized reviewers. Before changes can be made to the document, it must be unprotected using the password. Keep a list of passwords and their corresponding documents in a safe place. If the password is lost, the document may be unrecoverable.

### Protecting with a Password: To Open

1. Open the document for review
2. From the *Word* menu, select **Preferences...**

3. In the *Personal Settings* section, click **SECURITY**  
The *Security* dialog box appears.



4. In the *Password to open* text box, type your password
5. Click **OK**  
The *Confirm Password* dialog box appears.
6. In the *Reenter password to open* text box, retype your password
7. Click **OK**  
The *Security* dialog box closes.

### Protecting with a Password: To Modify

1. In the *Password to modify* text box, type your password
2. Click **OK**  
The *Confirm Password* dialog box appears.
3. In the *Reenter password to modify* text box, retype your password
4. Click **OK**



## Unprotecting a Document

When you no longer need to have your document protected, you can remove the protection and remove passwords.

### Removing a password

1. In the password text box, highlight the characters

2. Press [**Delete**]

## Unprotecting your document

1. From the *Word* menu, select **Preferences...**



2. In the *Personal Settings* section, click **SECURITY**

3. Click **UNPROTECT DOCUMENT...**

4. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)

[Skip  
Links](#)

[HomeLTS  
Help Desk](#)

[WorkshopsPermission to Use](#)

## Microsoft Word 2007/2008

### Combining Word Files

When working with information to be included in one document (e.g., sections of a report), you may find it easier to initially group the information into separate files. If so, you will need to later combine the files into a single final document. You can do this using the *Copy* and *Paste* functions or using the method described in this document.

#### Windows:

1. In the file that will contain all files, place the insertion point where you want another file to be inserted
2. From the *Insert* tab, in the *Text* group, click the  next to **INSERT OBJECT** » select **Text from File**  
The *Insert File* dialog box appears.
3. Using the *Look in* pull-down menu, locate and select the file to be inserted
4. To insert the file as **text**, click **INSERT**  
To insert the file as **linked text**, click the  next to **INSERT** » select **Insert as Link**

#### NOTES:

Linking text allows you to easily update the inserted text if the linked document is still being edited.

To update linked text when changes have been made to the original document, right click the linked text » select **Update Field**.

5. To insert more files, repeat steps 1-4

#### Macintosh:

1. In the file that will contain all files, place the insertion point where you want another file to be inserted
2. From the *Insert* menu, select **File...**  
The *Insert File* dialog box appears.
3. Locate and select the file to be inserted
4. **OPTIONAL:** To link inserted text to the original file, select **Link to file**  
**NOTE:** Linking text allows you to easily update the inserted text if the linked document is still being edited.
5. Click **INSERT**
6. To insert more files, repeat steps 1-5  
**NOTE:** To update linked text when changes have been made to the original document, press [**control**] + click the linked text » select **Update Field**.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### AutoCorrect: Corrections and Replacements

To automatically correct common errors as you type, use the options in the *AutoCorrect* tab of the *AutoCorrect* dialog box to set up automatic correction of capitalization errors and commonly misspelled words. You can also create special characters. Several options are preset with Word, but you can delete and modify existing entries. This document discusses the options available and how to make changes.

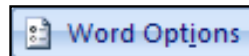
- Accessing the AutoCorrect Dialog Box
- Selecting/Deselecting AutoCorrect Options
- Creating Exceptions to AutoCorrect Options
- Overriding AutoCorrect
- Creating Replacement Text Entries



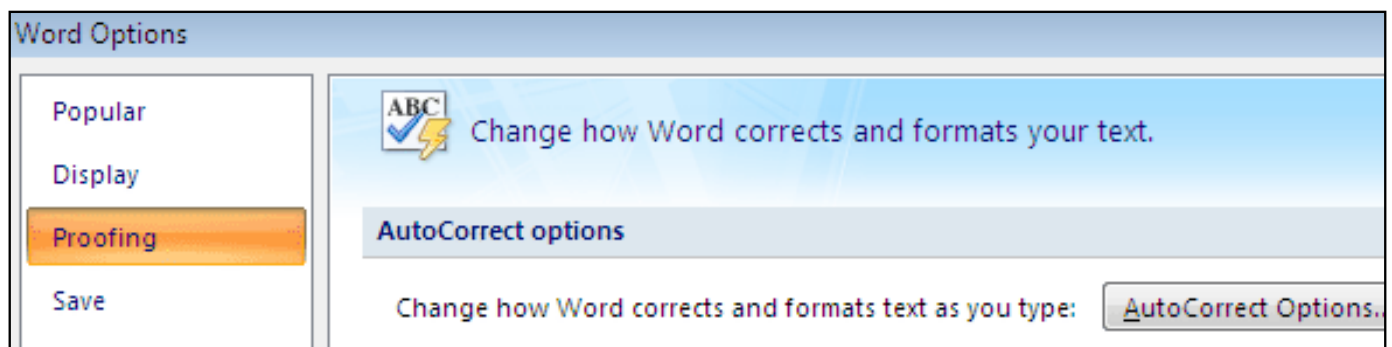
### Accessing the AutoCorrect Dialog Box

#### Windows:

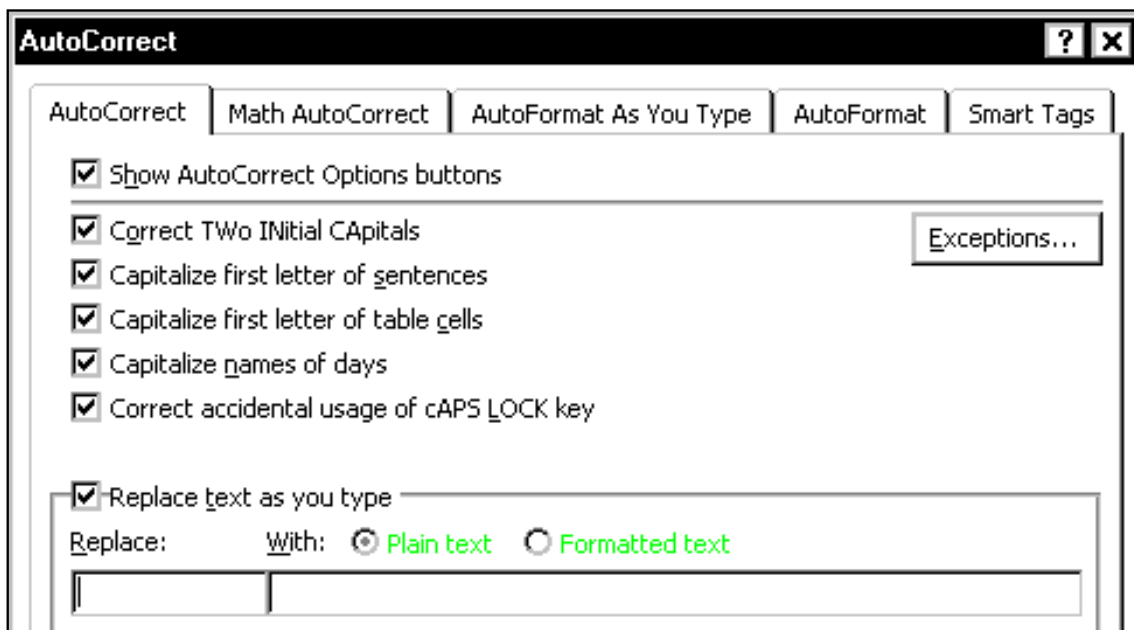
1. From the *File* menu, click **WORD OPTIONS**



The *Word Options* dialog box opens.



2. In the *Categories* pane, select **Proofing**
3. Under *AutoCorrect options*, click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.



## Macintosh:

1. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.





- In the *Authoring and Proofing Tools* section, click **AUTOCORRECT**. The *AutoCorrect* dialog box appears.

**AutoCorrect: English (US)**

Automatically correct spelling and formatting as you type

Show AutoCorrect smart button

- Correct Two Initial Capitals
- Capitalize first letter of sentences
- Capitalize names of days
- Capitalize first letter of table cells

Replace text as you type

Replace:  With:  Plain text  Formatted text

-->	→
:-(	☹
:-)	☺
:-	☹

Automatically use suggestions from the spelling checker



## Selecting/Deselecting AutoCorrect Options

You can use the *AutoCorrect* options that are appropriate for your work while turning off the others. This table shows the options and the automatic corrections Word makes when they are selected. These options can also be changed through the use of **smart tags**.

- Access the AutoCorrect dialog box
- Select the **AutoCorrect** tab  
The *AutoCorrect* options are preceded by checkboxes.



3. Select the options you want to activate  
**NOTE:** A checkmark in the box indicates an option is selected and active.
4. Click **OK**

## AutoCorrect Options

The *AutoCorrect* dialog box offers the following customization options.

Option Selected	What You Type	AutoCorrection
Correct <b>TWO</b> Initial Capitals	<b>T</b> oday's meeting was cancelled.	<b>T</b> oday's meeting was cancelled.
Capitalize first letter of sentences	<b>d</b> epartmental budgets are due.	<b>D</b> epartmental budgets are due.
Capitalize first letter of table cells	<b>t</b> otal cost	<b>T</b> otal cost
Capitalize names of days	Our staff will meet <b>t</b> hursday.	Our staff will meet <b>T</b> hursday.
<b>Windows only:</b> Correct accidental usage of <b>cAPS</b> LOCK key	<b>tHE GRADES HAVE BEEN TURNED IN.</b>	<b>The grades have been turned in.</b>
Replace text as you type	<b>Your</b> their academic advisor.	<b>You're</b> their academic advisor.
Automatically use suggestions from the spelling checker	n/a	Works in conjunction with the <i>Replace text as you type</i> option, replacing misspelled text with words from Word's dictionary.

### Accidental usage of Caps Lock key correction:

Correction occurs if the first letter is typed lowercase and following letters are uppercase, which is the case when *Caps Lock* is on and you press **[Shift]** to capitalize the first letter of a word. The correction makes the first letter uppercase and then turns off the *Caps Lock*. No correction will occur if the first letter is typed in caps.



## Creating Exceptions to AutoCorrect Options

The *AutoCorrect* feature can save you time during editing. However, if you have special abbreviations or company names that are exceptions to the rules Word uses in determining corrections, the *AutoCorrect* feature may seem like a nuisance. Word allows you to record these exceptions so you can take advantage of the *AutoCorrect* feature without worrying about words or phrases particular to your work.

### First Letter

Word normally capitalizes the next word after a period and a space. For example, if you use the abbreviation *num.* for *number* and type **num. five**, Word will correct it to **num. Five**. You can record your abbreviation as an exception so Word will not make the correction.

### Initial Caps

Word will automatically correct two initial capital letters. However, if you use a word or company name that has two initial capital letters, you would not want the correction made. For example, if you correspond with a company called **REmax**, when you type the name, Word will correct it to **Remax**. You can record a name or term as an exception so Word will not correct it.

**NOTE:** Word does not correct two initial capital letters followed by a lowercase s (e.g., RNs).

#### To record exceptions:

1. Access the AutoCorrect dialog box
2. Select the **AutoCorrect** tab
3. Click **EXCEPTIONS...**  
The *AutoCorrect Exceptions* dialog box appears.
4. Select the appropriate tab
5. In the text box, type your exception
6. Click **ADD**
7. Click **OK**  
**Windows:** You are returned to *Word Options* dialog box.  
**Macintosh:** You are returned to the *AutoCorrect* dialog box.
8. Click **OK**  
You are returned to the document.




## Overriding AutoCorrect

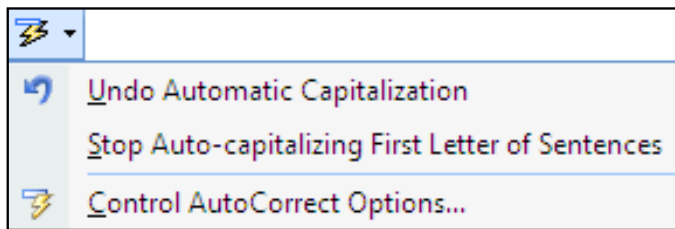
Word may sometimes automatically "correct" a word or phrase that you do not want changed. If you do not use the word often enough to warrant creating an exception, you can undo the individual *AutoCorrection* without changing *AutoCorrect* settings. You may also use this method to override *AutoFormatting* such as bulleted and numbered lists.

1. Move your mouse over the *AutoCorrected* word  
A small rectangle appears under the first letter.



2. Move your mouse over this rectangle  
A *Smart Tag* appears.

3. Click the  » select the desired *AutoCorrect* option



Your options and the implications are listed here, using the example of automatically correcting a misspelled word. For more information about *Smart Tags*, refer to [The Office 2007 Environment: Smart Tags](#).

Some *AutoCorrect* options include:

### Undo Automatic Capitalization

Selecting this option affects only this occurrence of the capitalization in the current document

### Stop Auto-capitalizing First Letter of Sentences

Selecting this option corrects this occurrence and turns off this option for all documents

### Windows: Control AutoCorrect Options...

### Macintosh: Control AutoFormat Options...

Selecting this option takes you to the *AutoCorrect* dialog box, where you can choose from multiple **AutoCorrect options** that will affect all documents



## Creating Replacement Text Entries

Word provides several preset entries for commonly used **plain text**, **formatted text**, and misspelled words. In the *AutoCorrect* dialog box, you can view the list of preset entries by scrolling through the list. What you type appears on the left and Word's replacement text appears on the right. If you regularly use the copyright symbol or misspell words like *achieve* and *knowledge*, you will want to select this option.

**NOTE:** Word's preset entries can be added to, modified, or deleted, depending on your needs.

### Considerations:

- If the name is typed in lowercase, it is **not** case sensitive.
- If the replacement text contains at least one uppercase letter, typing the text in all lowercase will not convert it completely.
- *AutoCorrect* can correct only **one** problem at a time.

**EXAMPLE:** If you are trying to type "America" and type "ameria," the *AutoCorrection* would be "Ameria." The *AutoCorrect* will only correct the capitalization and will not correct the spelling error. However, if you later use the spell checker, the spelling error will be detected.

What You Type	AutoCorrection	What Was Corrected
Ameria	America	spelling
ameria	Ameria	capitalization only

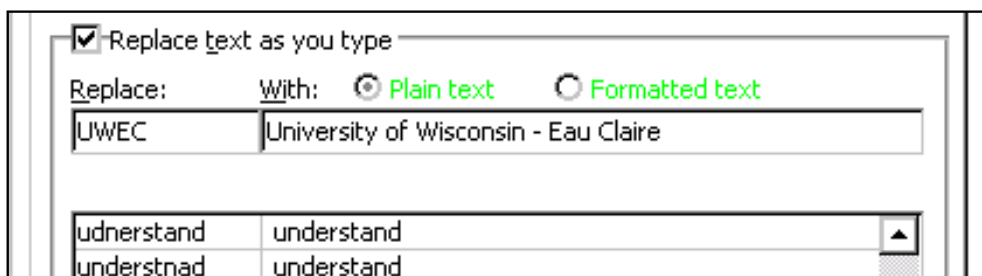
When creating replacement text entries, two options are available: plain text and formatted text. The plain text is primarily phrases, while the formatted text can often be symbols. For formatted text, you must first select the text.

### Creating a Replacement Text Entry: Plain Text

If you frequently type the same phrase in many of your Word documents, you can create a replacement text entry and

save keystrokes.

1. Access the AutoCorrect dialog box
2. Select the **AutoCorrect** tab
3. In the *Replace* text box, type the keystrokes to be replaced  
**EXAMPLE:** Type **UWEC**
4. In the *With* text box, type the word(s) to be used as replacement text  
**EXAMPLE:** Type **University of Wisconsin-Eau Claire**



5. Click **ADD**

6. Click **OK**

**NOTES:**

Each time you type the keystrokes followed by **[Space]** or **[Enter]** they will be replaced by the text you specified. If desired, you can override the *AutoCorrect* options. For more information, refer to [Overriding AutoCorrect](#).

7. **Windows:** Click **OK**

## Creating a Replacement Text Entry: Formatted Text

If you regularly use a symbol in your documents, you can define the symbol as replacement text.

### Considerations:

- If *Formatted text* is selected, the symbol (or text) you selected in your document will **retain its formatting** (e.g., font and size).
- If you select *Plain text*, what you have selected in your document will be stored **without formatting** and will assume the formatting of your document when later inserted as replacement text.
- These options are available only when you are working with a selection in your document.

1. **Windows:** From the *Insert* command tab, in the *Symbols* group, select **Symbol** » select **More Symbols**

**Macintosh:** From the *Insert* menu, select **Symbol...**

The *Symbol* dialog box appears.

2. Select the desired symbol
3. Click **INSERT**
4. Click **CLOSE**
5. Select the symbol you just inserted

6. Access the [AutoCorrect dialog box](#)  
The *AutoCorrect* dialog box appears.
7. Select the **AutoCorrect** tab  
The selected symbol appears in the *With* text box.
8. Select **Formatted text** or **Plain text**
9. In the *Replace* text box, type the keystrokes to be replaced by the symbol
10. Click **ADD**
11. Click **OK**  
**NOTES:**  
Each time you type the keystrokes followed by **[Space]** or **[Enter]** they will be replaced by the text you specified. If desired, you can override the *AutoCorrect* options. For more information, refer to [Overriding AutoCorrect](#).
12. **Windows:** Click **OK**

### Creating a Replacement Text Entry: Symbol Dialog Box Option

1. **Windows:** From the *Insert* command tab, in the *Symbols* group, select **Symbol** » select **More Symbols**  
**Macintosh:** From the *Insert* menu, select **Symbol...**  
The *Symbol* dialog box appears.
2. Select the desired symbol
3. Click **AUTOCORRECT...**  
The *AutoCorrect* dialog box appears.
4. In the *Replace* text box, type the keystrokes to be replaced by the symbol
5. Select **Formatted text** or **Plain text**
6. Click **ADD**
7. Click **OK**  
The *AutoCorrect* dialog box appears.
8. Click **CLOSE**  
**NOTES:**  
Each time you type the keystrokes followed by **[Space]** or **[Enter]** they will be replaced by the text you specified. If desired, you can override the *AutoCorrect* options. For more information, refer to [Overriding AutoCorrect](#).

### Editing a Replacement Text Entry

You can make changes or corrections to your replacement text entries.

1. Access the [AutoCorrect dialog box](#)  
The *AutoCorrect* dialog box appears.

2. Select the **AutoCorrect** tab
3. From the scroll box, select the entry to be changed
4. In the *Replace* and/or *With* text boxes, make the desired change(s)
5. **Windows:** Click **ADD**
6. Click **OK**  
Your old entry is replaced with the edited one. The revised entry will be used in all future text replacements.
7. **Windows:** Click **OK**

### Deleting a Replacement Text Entry

1. Access the AutoCorrect dialog box  
The *AutoCorrect* dialog box appears.
2. Select the **AutoCorrect** tab
3. From the scroll box, select the entry to be deleted
4. Click **DELETE**
5. Click **OK**  
The entry is deleted.
6. **Windows:** Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### AutoCorrect: AutoFormat

*AutoFormat* applies specific formats to your document. Each format has a particular function and is cued by signifier text in your document. When you apply *AutoFormat*, each option you have selected will take effect where signifier text has been placed.

- [AutoFormat Options](#)
- [Customizing AutoFormat Options](#)



### AutoFormat Options

When using *AutoFormat* you can choose what options you want applied to your document.

**AutoFormat Options**

Apply \_\_\_\_\_

Headings     Automatic bulleted lists

Lists         Other paragraphs

Replace \_\_\_\_\_

"Straight quotes" with "smart quotes"

Ordinals (1st) with superscript

Fractions (1/2) with fraction character (½)

Symbol characters (--) with symbols (—)

\*Bold\* and *\_italic\_* with real formatting

Internet paths with hyperlinks

Spaces at beginning of paragraph with first-line indent

Preserve \_\_\_\_\_

Styles

Name

Description

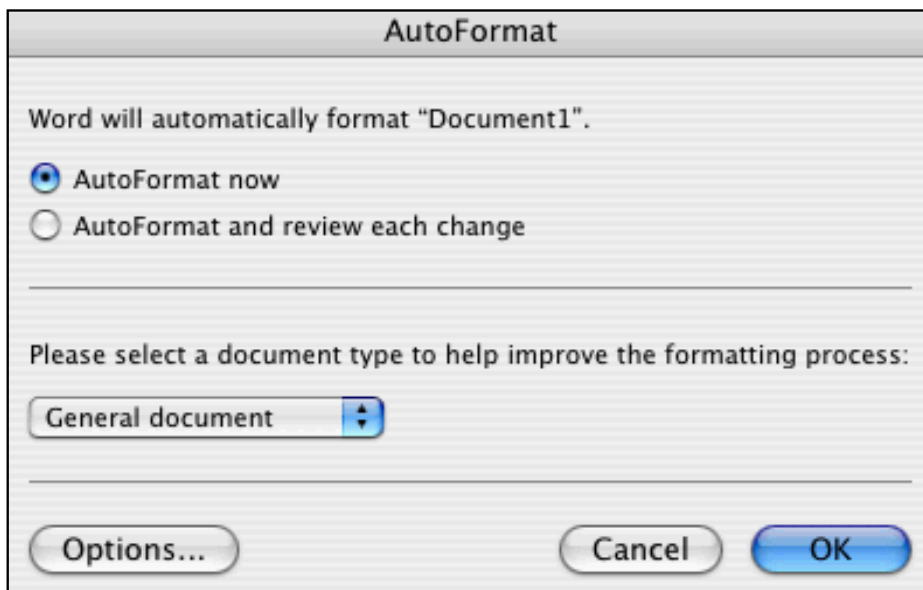
Headings	Applies heading 1 through heading 9 styles to headings
Automatic bulleted lists	Applies bullet list formatting if you type an asterisk, >, or hyphen followed by a space or tab at the beginning of a paragraph
Lists	Applies numbered list formatting if you type a number followed by a space or tab at the beginning of a paragraph
Other paragraphs	Applies styles other than for headings and lists (e. g., body text)
Straight quotes with smart quotes	Replaces straight quotation marks with smart quotation marks; smart quotation marks curl to indicate their position at the beginning or the end of the quoted text
Ordinals with superscript	Replaces ordinals (1st, 2nd, 3rd) with superscript character
Fractions with fraction character	Replaces fractions (1/4, 1/2, 2/3) with fraction character
Symbol characters with symbols	Replaces hyphen (-) with an en-dash (—), and replaces two hyphens (--) with an em-dash (—)
Bold and italic with real formatting	Applies bold to words enclosed in asterisks, and applies italic to words enclosed in underscore characters
Internet paths with hyperlinks	Formats internet paths as hyperlinks
Spaces at beginning of paragraph with first-line indent	Converts two or more typed spaces at the beginning of a paragraph to a first-line indent
Styles	Retains the styles you have already applied in your document



## Customizing AutoFormat Options

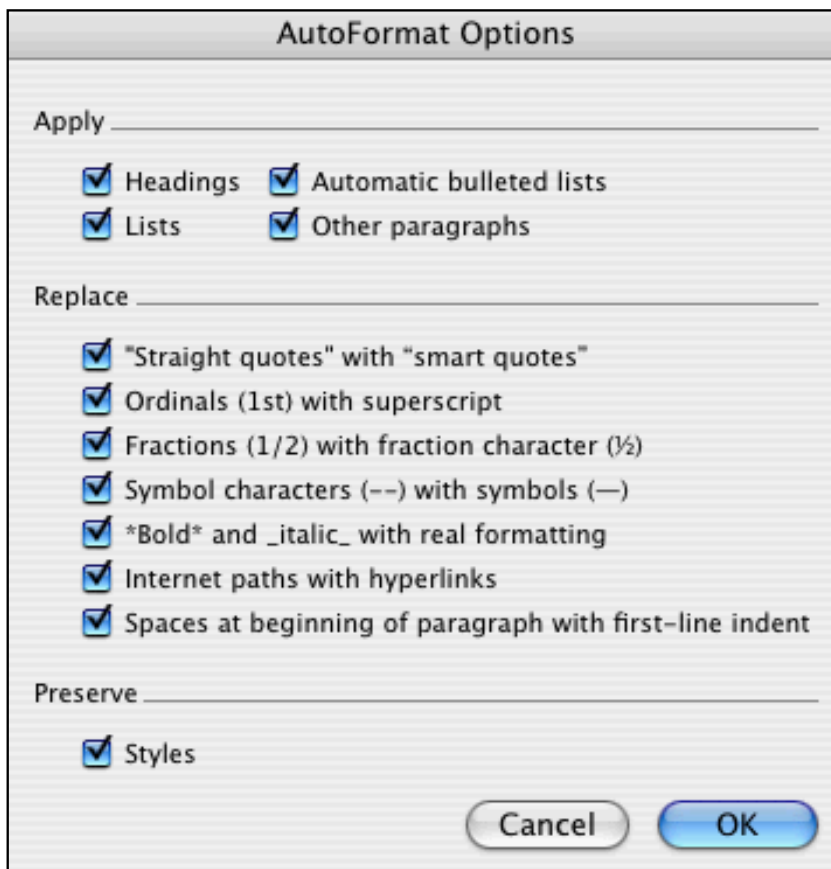
1. From the *Format* menu, select ***AutoFormat...***  
The *AutoFormat dialog box* appears.





2. Click **OPTIONS...**

The *AutoFormat Options* dialog box appears.



3. Select/deselect the desired options

4. Click **OK**

You are returned to the *AutoFormat* dialog box.

5. Click **OK**

The *AutoFormat options* are applied and you are returned to your document.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Working with AutoText

An *AutoText* entry is composed of an abbreviation and an associated phrase. This is an excellent way to reduce the number of keystrokes for frequently used phrases such as your name, department name, the University's address, and a signature block on a letter. *AutoText* entries can include both text and graphics. *AutoText* allows you to retain the formatting (e.g., font, size, justification) used when you created the entry or match the entry to the current document's formatting. Once an entry is created, it can be used throughout the current document and other documents associated with the same template.

In addition to the entries you create, Word's *AutoText* entries include some standard entries to be used as they are or reformatted to your specifications.

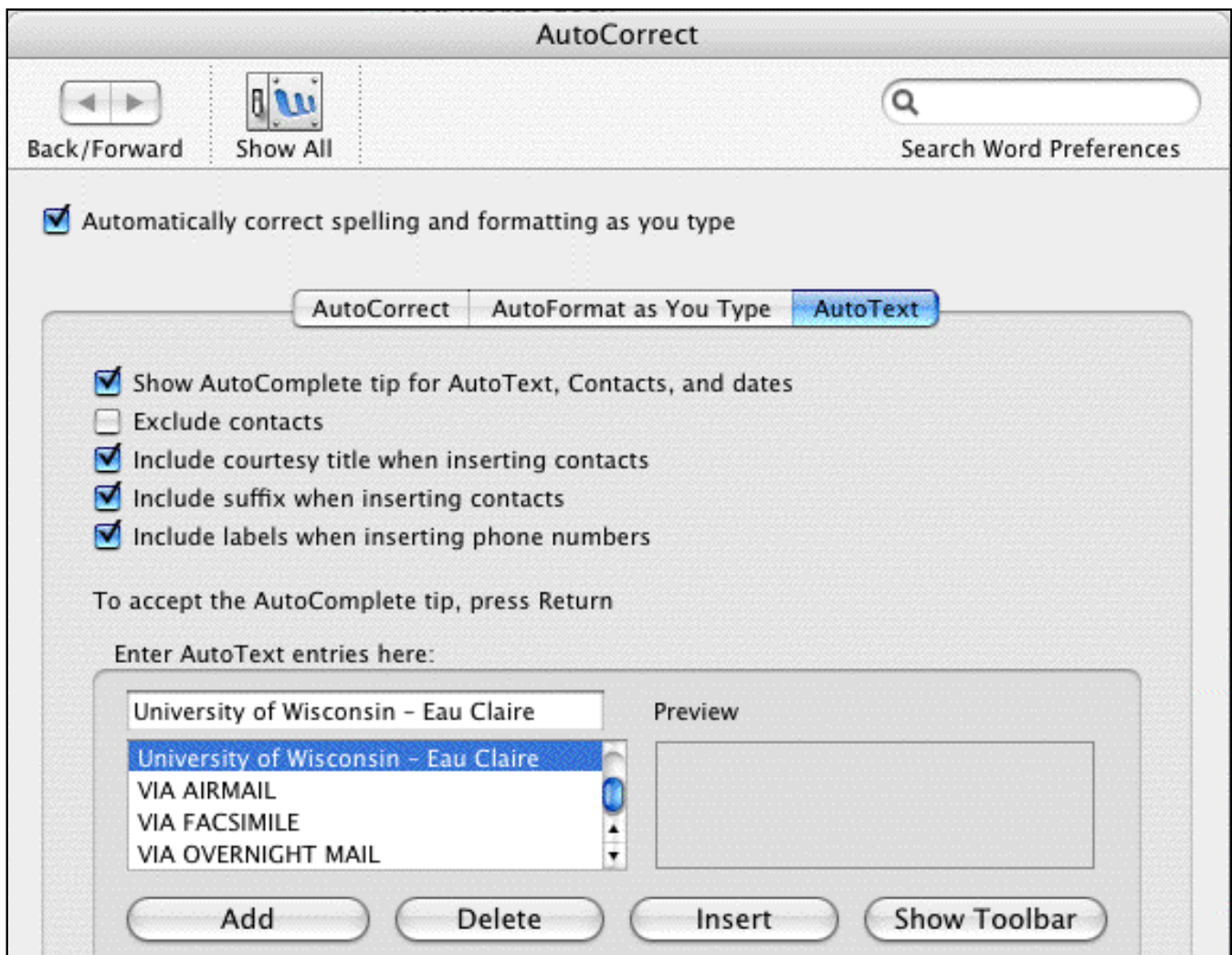
- [Creating an AutoText Entry](#)
- [Inserting an AutoText Entry](#)
- [Deleting an AutoText Entry](#)



### Creating an AutoText Entry

Word allows you to create an *AutoText* entry by using the dialog box. The dialog box allows you to edit or modify your *AutoText* option entry.

1. In your Word document, type the desired phrase and/or insert the graphic
2. Select the phrase and/or graphic
3. From the *Insert* menu, select ***AutoText*** » ***AutoText...***  
The *AutoCorrect* dialog box appears.



4. Verify that the *AutoText* tab is selected
5. In the *Enter AutoText entries here:* text box, type the word or phrase you want to make an entry.  
**NOTE:** If you selected the word or phrase, it should automatically appear in the *Enter Autotext entries here:* text box.
6. Click **ADD**  
 The *AutoText* entry is created.



## Inserting an AutoText Entry

Once your AutoText entry has been created, you will be prompted to use it when you begin typing the first letters of the entry.

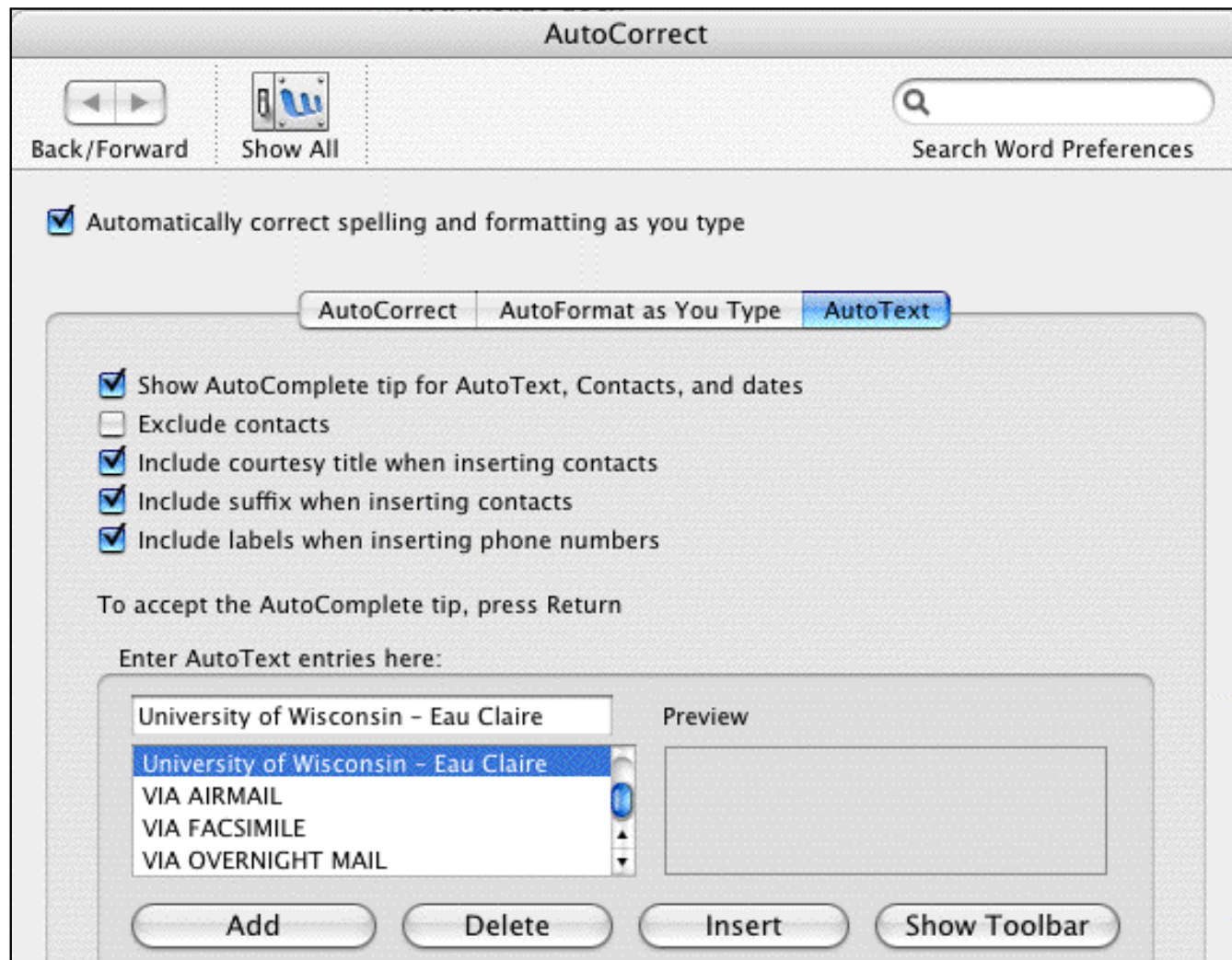
1. In your Word document, begin typing the desired phrase  
 A bubble with the desired *AutoText* entry appears above the cursor.
2. Press **[Enter]**  
 The *AutoText* entry appears in the document.



## Deleting an AutoText Entry

If you wish to delete some or all of your *AutoText* entries, use the following steps:

1. From the *Insert* menu, select **Autotext » Autotext...**  
The *AutoCorrect* dialog box appears.
2. Verify that the *AutoText* tab is selected



3. From the scroll list of AutoText entries, select the one you want to delete  
The *AutoText* will appear in the *Enter AutoText entries here:* text box.

4. Click **DELETE**

5. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with Templates

You can save time and effort by creating new documents using templates. If you create many similar documents, templates save time by formatting the page to predefined settings, allowing you to start writing immediately. Word features a variety of built-in preset templates that can be used or altered to meet your custom needs. You can also create new templates that function as a custom design for frequently used documents. This document provides instruction on using and customizing built-in templates, and creating new templates in Word 2008.

- [What is a Template?](#)
- [Types of Templates](#)
- [Choosing a Word Template](#)
- [Customizing an Existing Template](#)
- [Creating a Template](#)

#### [What is a Template?](#)

A template is a document with preset formatting and settings that acts as a basic structure for a document. Many programs offer templates as a guide for creating readable, uniform documents. For example, when you open Word, it starts with a blank document based on the *Normal* template, which uses the following preset options:

- font type and size (Cambria at 12 points)
- language (US English)
- alignment (flush left)
- line spacing (single)
- widow/orphan control (set to on)

Other templates use modifications of the above features and may include different page margins, text, graphics, macros, and styles. For information on macros, refer to [Automating Word with Macros](#). For information on styles, refer to [Word Styles: An Overview](#).

#### [Types of Templates](#)

There are two basic types of templates in Word: built-in templates and custom templates.

#### **Built-in Templates**

Built-in templates provide a preset structure for several common types of documents, including memos, reports, and business letters.

You can create documents using these basic templates as they are, or you can modify them for more personalized use. Although most Word documents are based on Word's *Normal* template, there are built-in templates for a variety of functions, including:

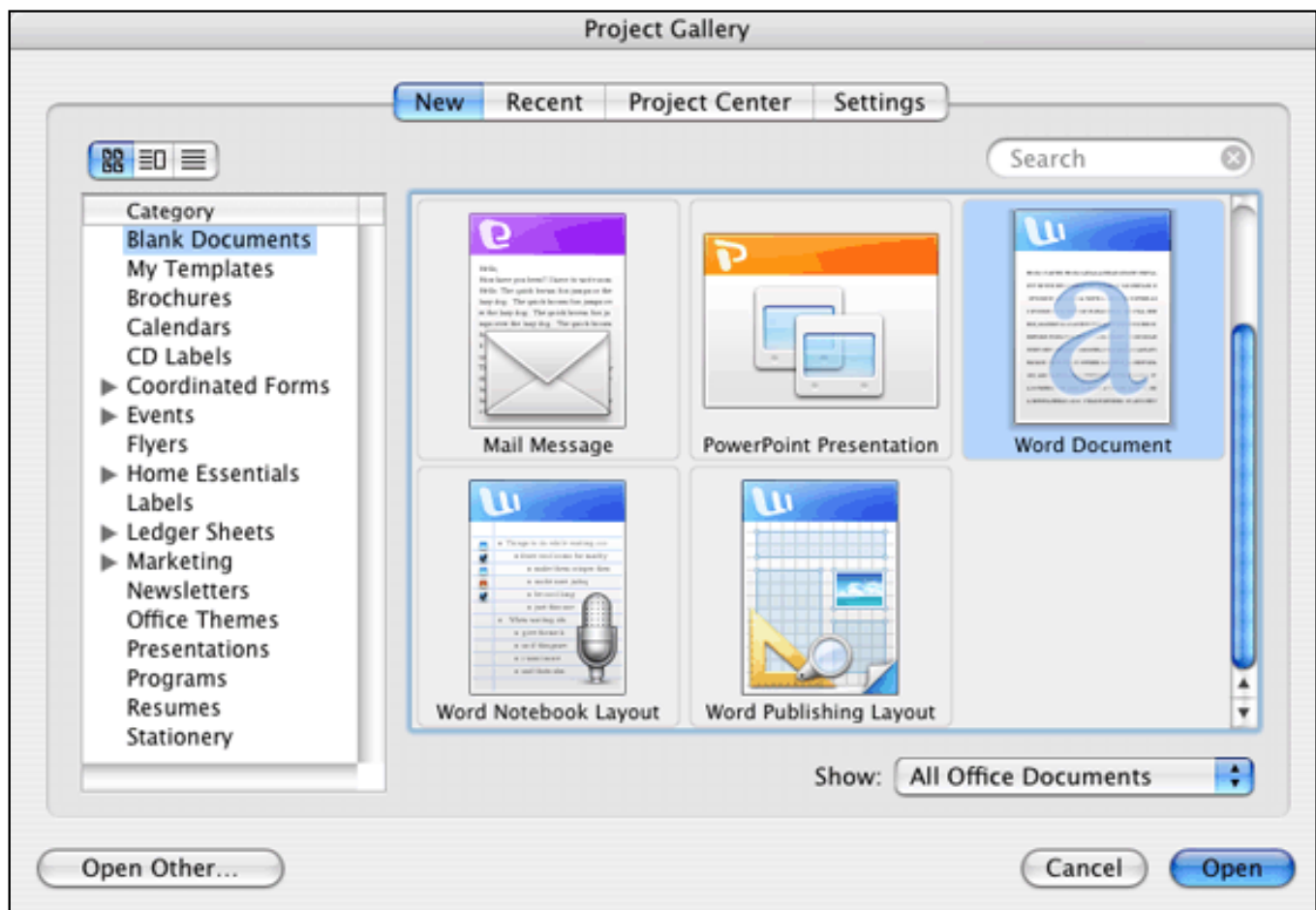
- Normal documents
- Fax covers
- Letters
- Resumes
- Memos

## Custom Templates

If there is a format you use frequently in your work, but that is not offered in Word's collection of preset templates, you can easily create a template using your own formatting and setting selections. The new template can then be saved with Word's other templates, and accessed each time you want to use the custom format (refer to [Creating a Template](#)).

### Choosing a Word Template

1. From the *File* menu, select **Project Gallery...**  
The *Project Gallery* dialog box appears.



2. Select the **New** tab
3. From the *Category* list, select the desired category  
**HINT:** If the category has sub items, click the arrow ► next to the category. The arrow turns ▼ and the sub items are listed.
4. Select the desired template

5. Click **OPEN**

The template is applied to the layout and format of the new document.

6. **OPTIONAL:** To save,

- a. From the *File* menu, select **Save As...**

The *Save As* dialog box appears.

- b. In the *Save As* text box, type the template name

**HINTS:**

To help you locate the file in the future, use a descriptive filename.

Word will automatically add a **.docx** extension.

- c. From the *Where* pull-down list, select the desired save location

**HINT:** Your personal home directory is generally your *username\$*.

**EXAMPLE:** **DOEJANES**

- d. Click **SAVE**

## Customizing an Existing Template

If you like the overall style of an existing template but would like to make a few changes, you can customize the template to more efficiently meet your needs. To do this, you can either modify the template file or create a new file closely based on the old template.

**WARNING:** If you modify the file, the original template will be permanently changed.

### Modifying the Original Template File

## 1. To open a template,

- a. From the *File* menu, select **Open...**

The *Open* dialog box appears.

- b. Locate and select the original .dot file

- c. Click **OPEN**

## 2. Modify the template by adding the text, graphics, and formatting you want to use in every document created with the altered template

3. From the *File* menu, select **Save**

The template is saved with your changes applied.

### Creating a New Template File Based on an Existing Template

## 1. To open a template,

- a. From the *File* menu, select **Open...**

The *Open* dialog box appears.

- b. Locate and select the original .dot file

- c. From the *Open* pull-down list, select **Copy**

- d. Click **OPEN**

## 2. Modify the template by adding the text, graphics, and formatting you want in every document created with the altered template

3. From the *File* menu, select **Save As...**

The *Save As* dialog box appears.



4. In the *Save As* text box, type the desired filename
5. From the *Format* pull-down list, select **Word Template**
6. From the *Where* pull-down list, select the directory where the template will be saved
7. Click **SAVE**

## **Creating a Template**

If there is a format you use frequently in your work, but that is not offered in Word's collection of preset templates, you can easily create a new template using your own format and settings.

1. Create a file that contains the elements and settings that you want included in the template
2. From the *File* menu, select **Save As...**  
The *Save As* dialog box appears.
3. In the *Save As* text box, type the desired filename
4. **OPTIONAL:** From the *Where* pull-down list, select the directory where the template will be saved
5. From the *Format* pull-down list, select **Word Template**
6. Click **SAVE**  
The template will now be stored with the other Word templates.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Template Locations

You can save time and effort by creating new documents using templates designed to format a specific type of document. If you create many similar documents, templates save time by formatting the page to pre-defined settings, allowing you to start writing immediately. For information on how to use templates, refer to [Working with Templates](#).

As you create and customize templates, it is important to consider the location you will use to save those templates. To prevent accidental changes, do not save templates in the same location you save your document files. Save templates in either the Word templates folder or in a folder you designate specifically for templates. Be sure to give the folder an easily identifiable name like *Working Templates*.

- [Defining a User Templates Location](#)
- [Defining a Workgroup Templates Location](#)



### Defining a User Templates Location

User templates are your personal collection of templates.

1. From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
2. In the *Personal Settings* section, click **FILE LOCATIONS**  
The *File Locations* dialog box opens.
3. In the *File locations* scroll box, select **User templates**
4. Click **MODIFY...**  
The *Choose a Folder* dialog box appears.
5. Locate and select the appropriate location
6. To confirm the drive and directory location, click **CHOOSE**
7. Click **OK**



### Defining a Workgroup Templates Location

Workgroup templates are available to a group of people (e.g., members of a department). They should be saved to the

*Workgroup templates* area on a shared network drive. You can use Word to set the location of *Workgroup templates* (e.g., on a network drive).

1. From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
2. In the *Personal Settings* section, click **FILE LOCATIONS**  
The *File Locations* dialog box opens.
3. In the *File locations* scroll box, select **Workgroup templates**
4. Click **MODIFY...**  
The *Choose a Folder* dialog box appears.
5. Locate and select the appropriate location
6. To confirm the drive and directory location  
Click **CHOOSE**
7. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Automatic Page Cross-References

Page cross-references can direct readers to related sections of your document, greatly improving the document's usability and minimizing the work involved when updates to your document cause page numbers to change. The reference is inserted as a field referring to existing document divisions (e.g., headings) or to bookmarks you have created. The page cross-reference field can then be updated each time you edit your document.

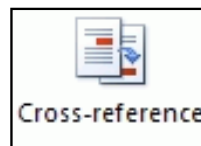
- [Adding Page Cross-References: Existing Document Divisions](#)
- [Adding Page Cross-References: Bookmarks](#)
- [Updating Page Cross-References](#)

#### [Adding Page Cross-References: Existing Document Divisions](#)

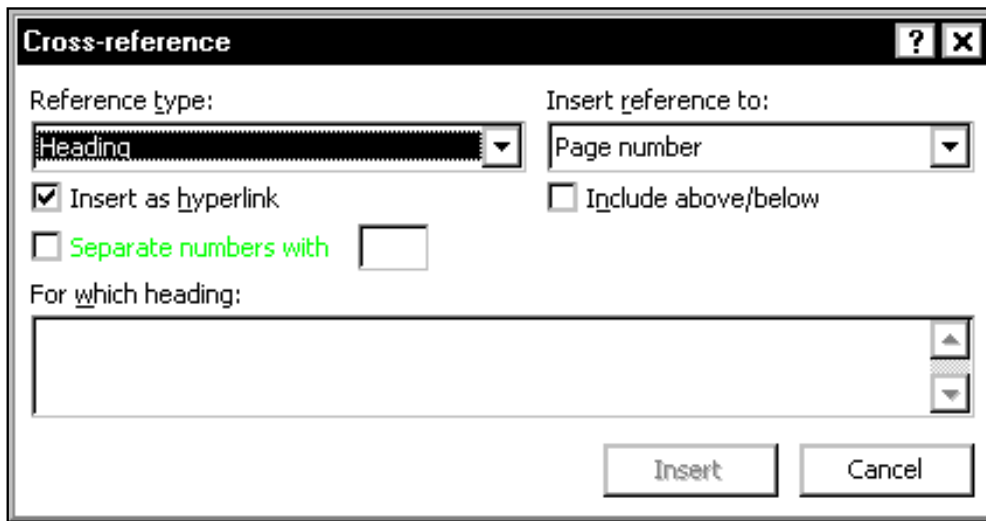
Automated page cross-references can be based on existing document divisions. These instructions show you how to insert a page cross-reference to a section heading.

Section headings can be created by applying styles. For more information about using styles, refer to [Applying Your Own Style](#).

1. Place your insertion point where the page cross-reference should appear
2. **Windows:** From the *Ribbon*, select the **Insert** command tab  
**Macintosh:** From the *Insert* menu, select **Cross-reference...**  
The *Cross-reference* dialog box appears.



3. **Windows:** From the *Links* group, click **CROSS-REFERENCE**  
The *Cross-reference* dialog box appears.



4. From the *Reference type* pull-down list, select **Heading**
5. From the *Insert reference to* pull-down list, select **Page number**  
**HINT:** To have Word insert the text "on page..." before the page number, select **Include above/below**
6. From the *For which heading* scroll list, select the heading you want to reference
7. Click **INSERT**
8. Click **CLOSE**  
 The page number appears in your document.

#### To delete a page cross-reference:

1. Place your insertion point after the page number you want to delete
2. **Windows:** Press [**Backspace**]  
**Macintosh:** Press [**Delete**]  
 The page number (field) is selected.
3. Press [**Delete**]  
 The page cross-reference is deleted.



## Adding Page Cross-References: Bookmarks

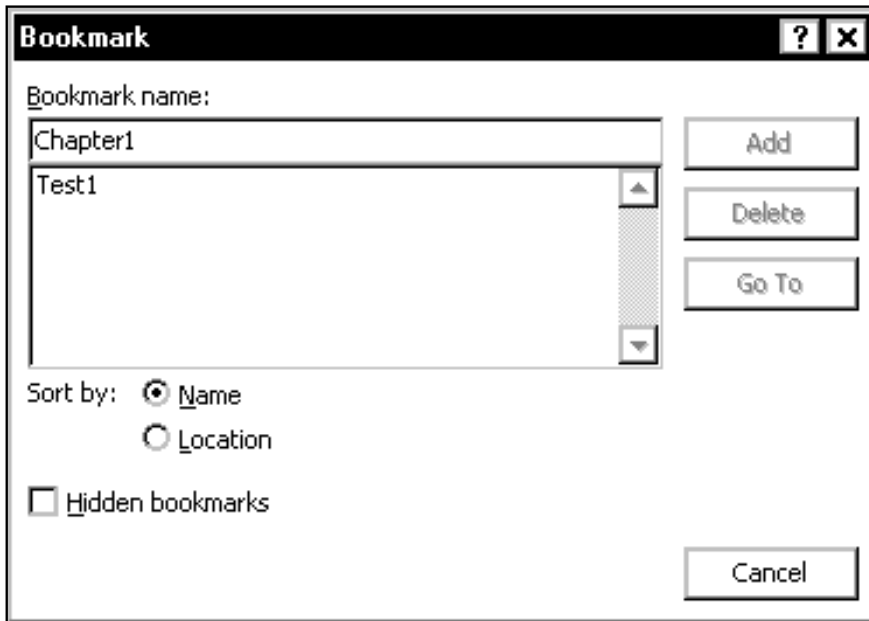
You may want to insert a cross-reference to material that is not part of a defined section (heading, footnote, etc.) in your document. In this case, you must create a bookmark for the material you want to reference.

### Creating the Bookmark

1. Select the word or phrase identifying the desired section
2. **Windows:** From the *Ribbon*, select the **Insert** command tab  
**Macintosh:** From the *Insert* menu, select **Bookmark...**



3. **Windows:** From the *Links* group, click **BOOKMARK**  
The *Bookmark* dialog box appears.



4. In the *Bookmark name* text box, type a name for the bookmark  
**NOTE:** Bookmark names should be short and descriptive; they should not contain spaces.
5. Click **ADD**  
The bookmark is created and can now be cross-referenced.

#### To delete a bookmark:

1. **Windows:** From the *Ribbon*, select the *Insert* command tab  
**Macintosh:** From the *Insert* menu, select **Bookmark...**

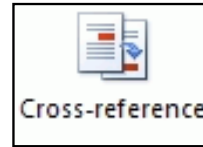


2. **Windows:** From the *Links* group, click **BOOKMARK**  
The *Bookmark* dialog box appears.
3. From the *Bookmark name* scroll list, select the bookmark you want to delete
4. Click **DELETE**
5. Click **CLOSE**  
The bookmark is deleted.

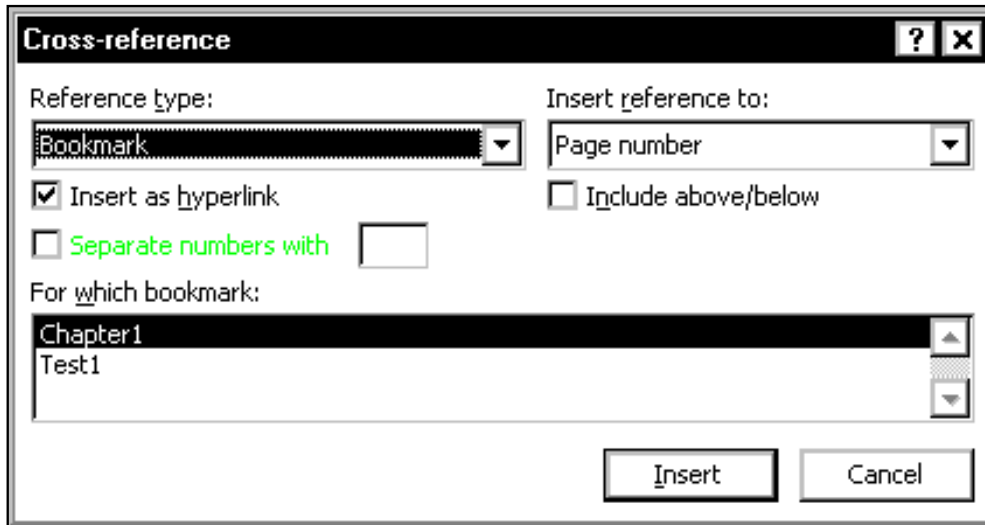
### Adding the Page Cross-Reference

Once you have created a bookmark, you are ready to insert the page cross-reference to it.

1. Place your insertion point where the page cross-reference should appear
2. **Windows:** From the *Ribbon*, select the **Insert** command tab  
**Macintosh:** From the *Insert* menu, select **Cross-reference...**



3. **Windows:** From the *Links* group, click **CROSS-REFERENCE**  
The *Cross-reference* dialog box appears.



4. From the *Reference type* pull-down list, select **Bookmark**
5. From the *Insert reference to* pull-down list, select **Page number**  
**HINT:** To have Word insert the text "on page..." before the page number, select **Include above/below**
6. From the *For which bookmark* scroll list, select the bookmark you want to reference
7. Click **INSERT**
8. Click **CLOSE**  
The page number appears in your document.

#### To delete a page cross-reference:

1. Place your insertion point after the page number you want to delete
2. **Windows:** Press [**Backspace**]  
**Macintosh:** Press [**Delete**]  
The page number is selected.
3. Press [**Delete**]  
The page cross-reference is deleted.



## Updating Page Cross-References

Changes to your document may cause page numbers to change. Page cross-references update automatically before printing.

## Updating Cross-References Manually

### Windows:

1. To update an **individual cross-reference**, select the page number cross-reference  
To update **all cross-references** in your document, from the *Home* tab, from the *Editing* group, select **Select » Select All**.  
**NOTE:** [Ctrl]+[A] will update **all cross references** as well.
2. Press [F9]

### Macintosh:

1. Press [Ctrl] and click to the left of the page number cross reference  
A *Quick* menu appears.
2. Select **Update Field**  
The page number is updated.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Generating a Table of Contents

To simplify your document production process, Microsoft Word 2008 automates the generation of a table of contents (TOC). This feature allows you to easily and efficiently generate and update a table of contents. This document will guide you through the following:

- [Preparing for a Table of Contents](#)
- [Inserting a Table of Contents](#)
- [Updating a Table of Contents](#)





#### Preparing for a Table of Contents

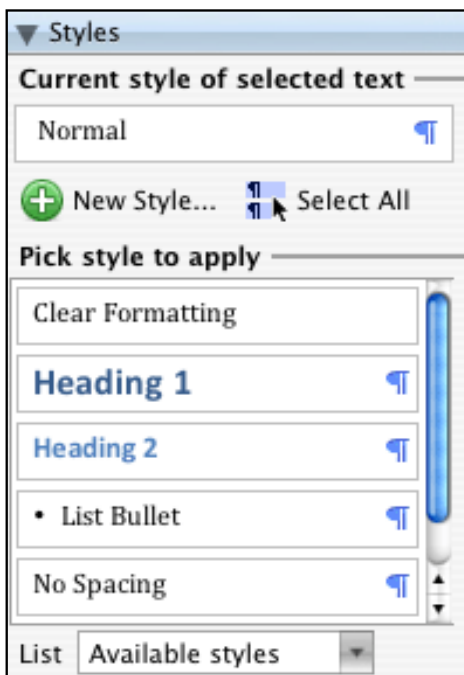
Before Word can create the table of contents (TOC), you must decide which text will be included and how it should appear. To indicate which text should be included, you should designate the text using the **headings** option.

You can designate which text will be included in the table of contents, as well as how they are arranged. For example, a page title might be labeled Heading 1, and the subtopics that fall below it might be labeled Heading 2. When the table of contents is generated, its style will reflect the differences in your Heading designations.

For additional information on styles, refer to [Using Word Styles](#).

#### Preparing for a Table of Contents: Using Heading Styles

1. Place your insertion point within the text that you want to include in the TOC
2. On the *Formatting Palette*, in the *Styles* section, from the *Pick style to apply* scroll list, select the desired heading  
**NOTE:** The arrow next to the sections on the *Formatting Palette* indicate whether it is minimized (not shown) or maximized (shown). An arrow pointing down  indicates the section is maximized, and an arrow pointing to the right  indicates the section is minimized.



- Repeat steps 1-2 as necessary for each item you want to include in the TOC

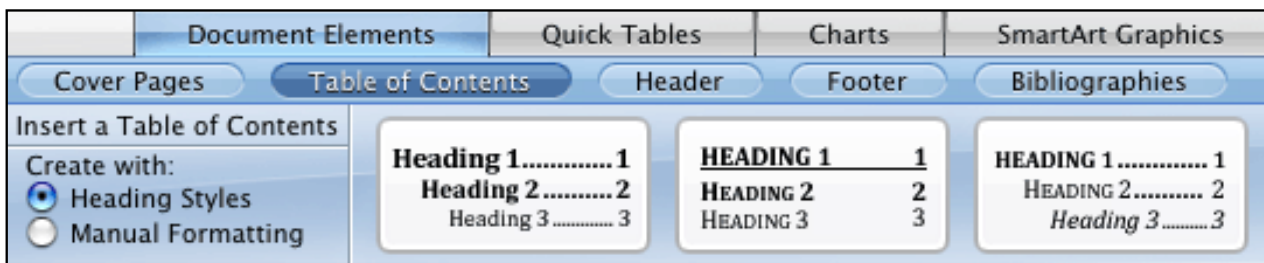


## Inserting a Table of Contents

After you have **prepared a document**, you can insert a table of contents (TOC) with two different methods. The quickest way to insert a TOC is by using the Elements Gallery. If you want more options to work with, use the **Index and Tables dialog box**.

### Element Gallery: Document Elements

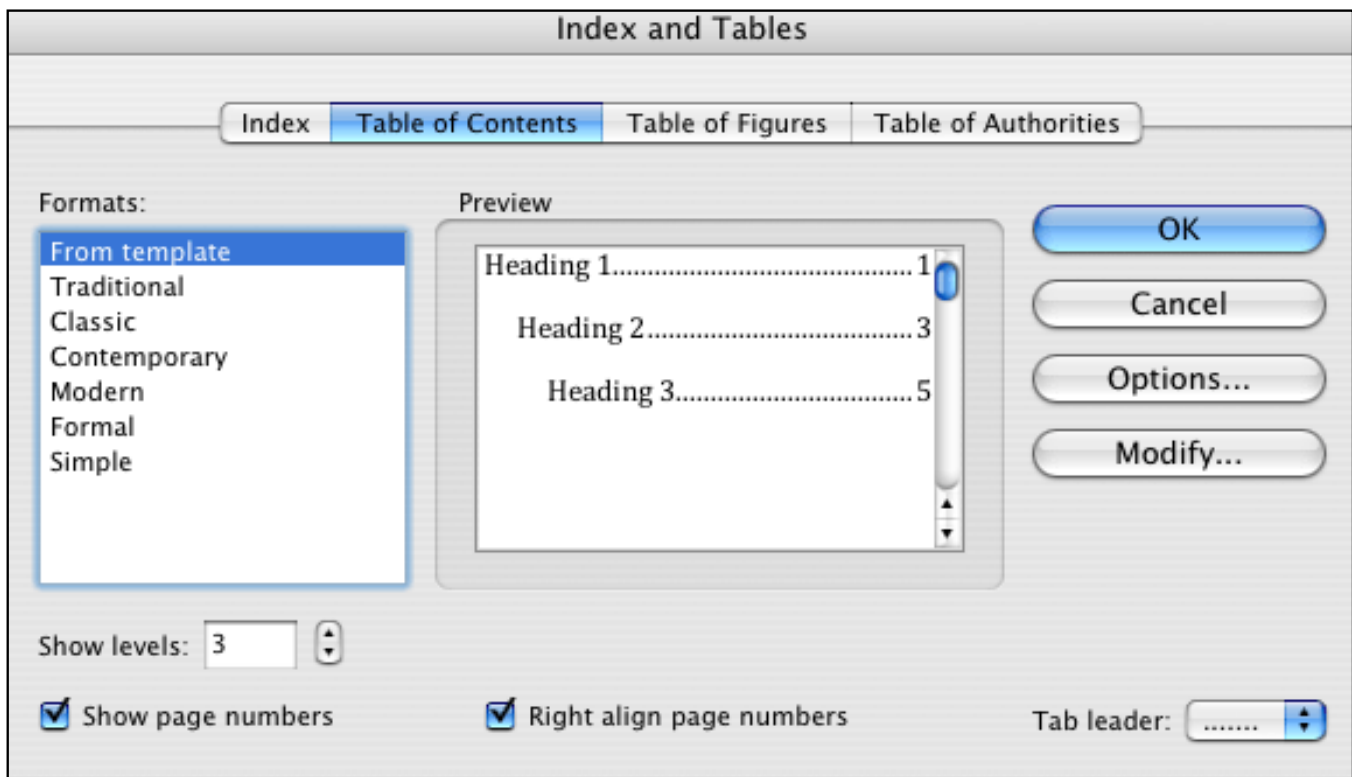
- From the *View* menu, select **Print Layout**
- From the *Elements Gallery*, select the **Document Elements** tab » select **Table of Contents**



- Under *Insert a Table of Contents*, select **Heading Styles**
- Place your insertion point where the TOC should appear
- From the *Elements Gallery*, select the desired TOC style  
The TOC is generated and appears in your document.

### Index and Tables Dialog Box

1. Place your insertion point where the TOC should appear
2. From the *Insert* menu, select **Index and Tables...**  
The *Index and Tables* dialog box appears.
3. Select the **Table of Contents** tab



4. From the *Formats* list, select the desired style for the TOC  
**NOTES:**  
Your selection appears in the *Preview* scroll list.  
Once a formatting style is selected, you cannot modify it unless *From template* is selected.
5. Click **OPTIONS...**  
The *Table of Contents Options* dialog box appears with the available styles listed on the left, and the corresponding TOC levels on the right.
6. To include a heading in the TOC, in the *TOC level* text box for the appropriate style, type the TOC level at which the style should be included
7. Click **OK**
8. **OPTIONAL:** To change the formatting of a level within the TOC when using the *From template* format,
  - a. Click **MODIFY...**  
The *Style* dialog box appears.
  - b. From the *Styles* scroll list, select the level that you want to modify
  - c. Click **MODIFY...**  
The *Modify Style* dialog box appears.
  - d. Make the desired formatting changes
  - e. Select **Automatically update**  
The option is selected if a checkmark appears.
  - f. Click **OK**

You are returned to the *Style* dialog box.

g. To make additional changes to other levels, repeat steps b-f

h. Click **APPLY**

You are returned to the *Index and Tables* dialog box.

9. Click **OK**

The TOC is generated and appears in your document.



## Updating a Table of Contents

After you have worked on a document which contains a table of contents (TOC), you have the option of updating the TOC to reflect the changes you have made. You can make formatting changes (e.g., text size, color) to the TOC as you would to ordinary text. For more information on formatting text, refer to [Working with Text Options](#).

1. Press **[ctrl]** and click to the left of the TOC

A quick menu appears.

2. Select **Update Field**

The *Update Table of Contents* dialog box appears.

3. If only page numbers have changed in the document, select **Update page numbers only**

If headings have changed, select **Update entire table**

4. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2007

### Creating an Index

Indexes allow you to reference words, phrases, or symbols and list the page numbers on which they are found. Instead of searching your document for the desired entries and manually creating an index, Word makes this process easier. For shorter documents you have the option of manually marking your entries, and for longer documents you can use *AutoMarking*.

- [Creating an Index: Manually Marking Entries](#)
- [Creating an Index: AutoMarking Entries](#)



### Creating an Index: Manually Marking Entries

For short documents, manually marking entries for your index is a quick way to create an automated index. Creating an index this way is a two-step process: mark the entries and then insert the index.

#### Marking the Entries

1. With the document open, select the desired text to mark for the first entry



2. From the *References* command tab, in the *Index* group, click **MARK ENTRY**.  
The *Mark Index Entry* dialog box appears.

**Mark Index Entry** ? X

Index

Main entry:

Subentry:

Options

Cross-reference:

Current page

Page range

Bookmark:

Page number format

Bold

Italic

This dialog box stays open so that you can mark multiple index entries.

3. To create a subentry, from the *Index* section, in the *Subentry* text box, type the desired text  
**NOTE:** A subentry is subordinate to the main entry and is usually more specific. For example, *Apple* would be a subentry for *Fruit*.
4. To create a cross-reference,
  - a. From the *Options* section, select **Cross-reference**
  - b. In the *Cross-reference* text box, after "See," type the desired text  
**NOTE:** A cross-reference refers readers to related material in the same document.
5. To modify the text formatting for entries in the index,
  - a. In the *Main entry*, *Subentry*, or *Cross-reference* text box, right click the text » select **Font...**  
 The *Font* dialog box appears.

**Font** ? X

Font Character Spacing

Font:

Font style:

Size:

Font color:

Underline style:

Underline color:

- b. Select the desired options
  - c. Click **OK**  
The *Font* dialog box closes.
6. To change how the page numbers will appear in the index, from the *Page number format section*, select **Bold** and/or **Italic**  
**NOTE:** A checkmark appears when the option is selected.
  7. To mark the occurrence, in the *Mark Index Entry* dialog box, click **MARK**  
To mark all occurrences in the document, in the *Mark Index Entry* dialog box, click **MARK ALL**  
The entry marks appear in your document.
  8. Repeat steps 1-7 until the desired entries are marked
  9. When finished, click **CLOSE**  
The *Mark Index Entry* dialog box closes.

## Creating the Index

1. Place the insertion point where you want the index to appear
2. From the *References* command tab, in the *Index* group, click **INSERT INDEX**  
The *Index* dialog box appears.
3. Click **OK**  
The index appears at the insertion point.



## Creating an Index: AutoMarking Entries

When creating an index for a long document, it may be difficult and time consuming to manually select all of the desired entries. Using the *AutoMark* option is an efficient way to mark entries and create an index. Using *AutoMark* is a three-step process: Create the *AutoMark* file (also referred to as a concordance), *AutoMark* the entries, and then insert the index.

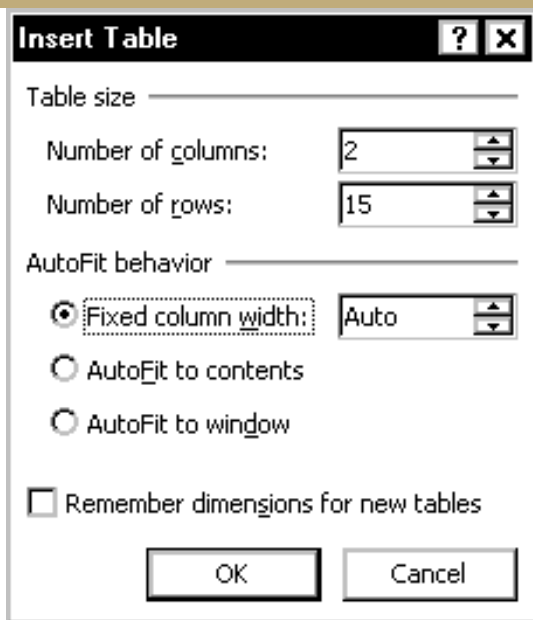
### Creating the AutoMark File

The *AutoMark* file is a two-column table. The first column contains the entries as they appear in your document. The second column contains the entries as you want them to appear in the index.

1. Open a blank Word document



2. From the *Insert* command tab, in the *Tables* group, click **TABLE** » select **Insert Table...**  
The *Insert Table* dialog box appears.



3. From the *Table size* section, in the *Number of columns* text box, type **2**
4. In the *Number of rows* text box, type the number of rows equal to the number of entries for your index
5. Click **OK**  
A table appears in your document.
6. In the first column, type the entry title as it is found in the document to be indexed  
**EXAMPLE:** William Shakespeare
7. In the second column type the entry as you would like it to appear in the index  
**EXAMPLE:** Shakespeare, William
8. Repeat steps 6-7 until all entries are listed for *AutoMarking*

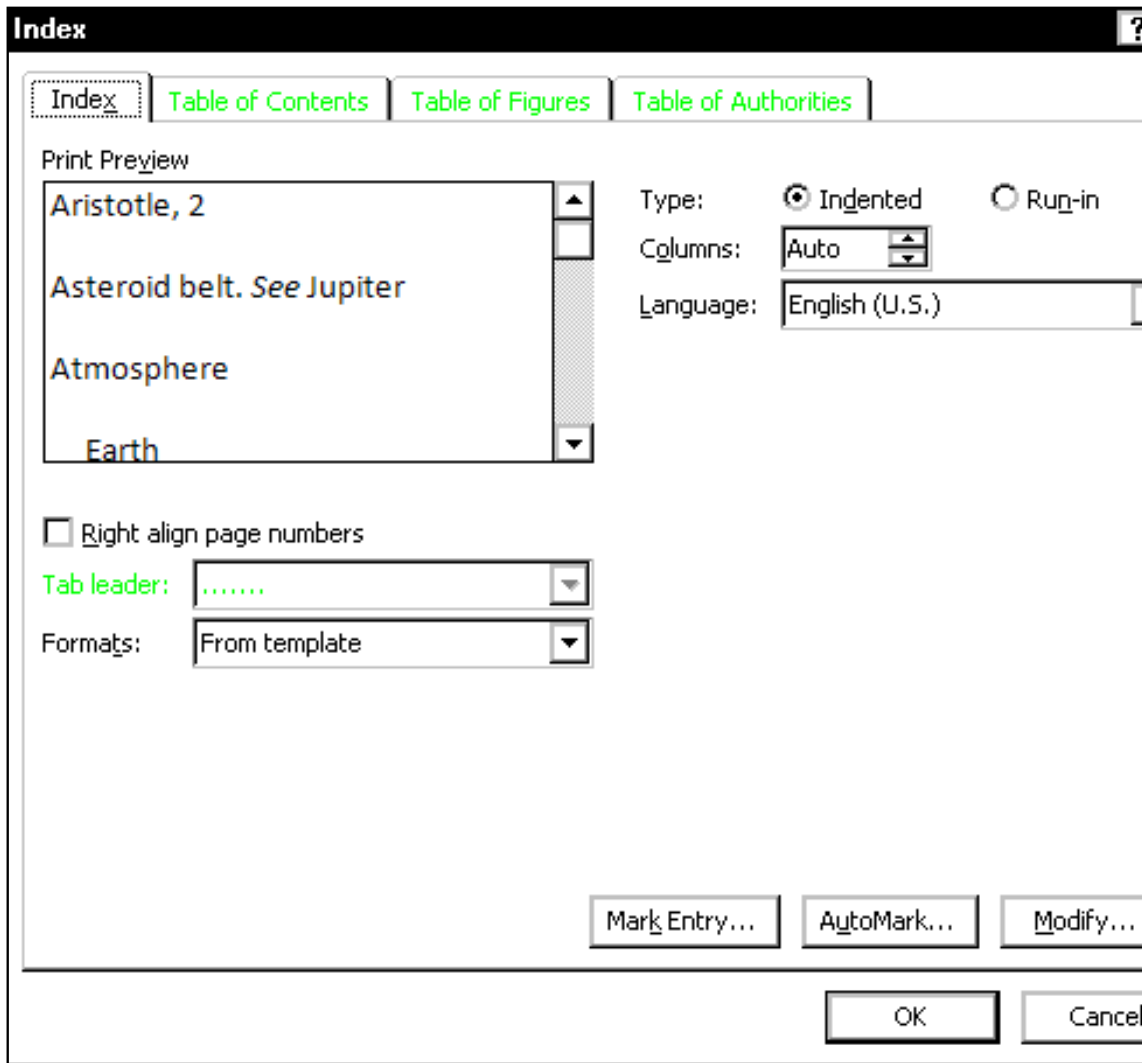


9. When done, click the **OFFICE BUTTON** » select **Save As...** » **Word Document**  
The *Save As* dialog box appears.
10. Using the *Save in* pull-down list, navigate to and select the desired save location
11. In the *File name* text box, type the desired name for the *AutoMark* file
12. Click **SAVE**
13. Close the document
14. Continue with [AutoMarking the Entries](#)

## AutoMarking the Entries



1. If the document you would like to index is not already open, open it
2. Place your insertion point where you would like the index to appear
3. From the *References* command tab, in the *Index* group, click **INSERT INDEX**  
The *Index* dialog box appears.



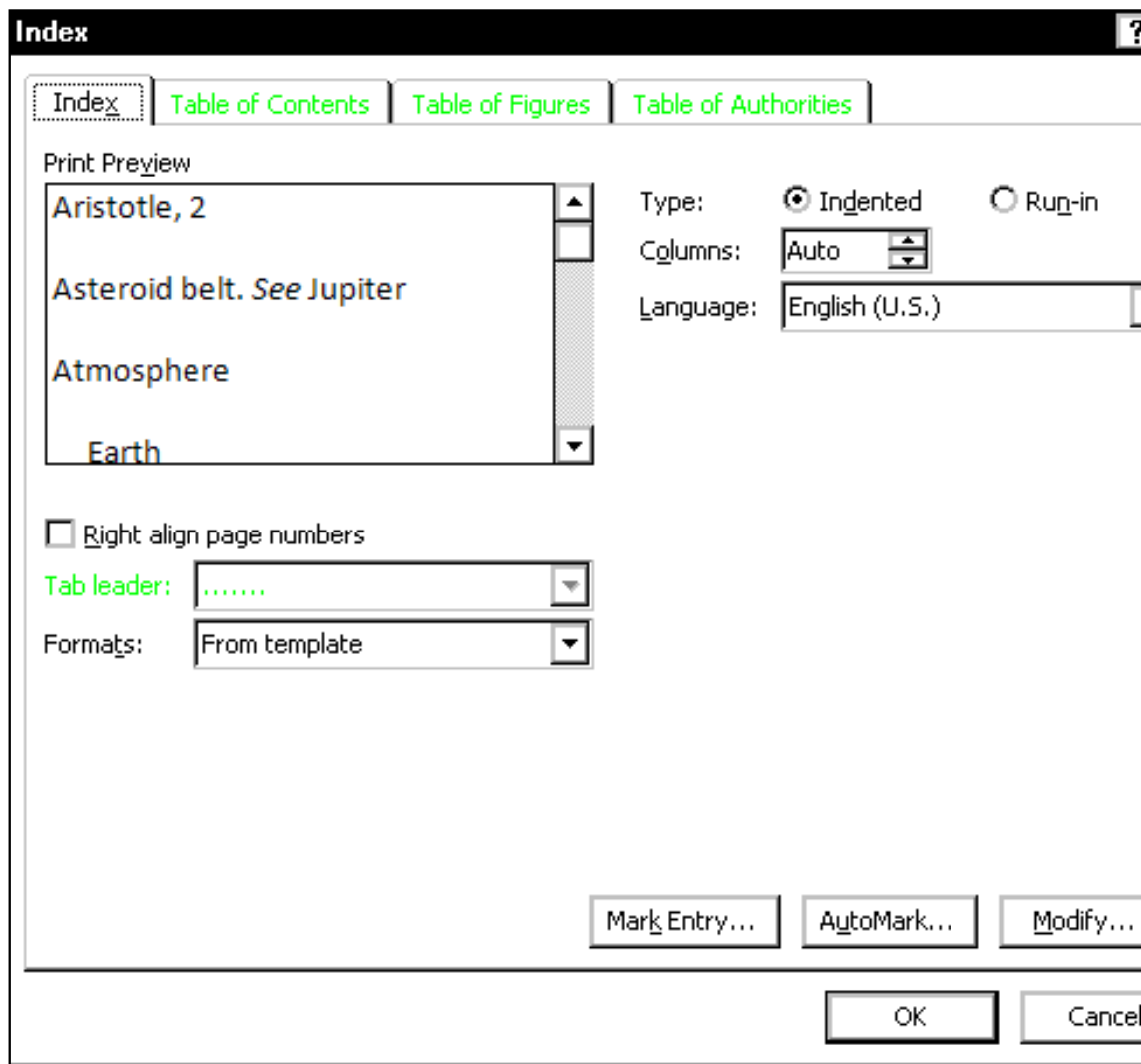
4. Click **AUTOMARK...**  
the *Open Index AutoMark File* dialog box appears.



5. Use the *Look in* pull-down list to navigate to and select the file that contains your *AutoMark* table  
**HINT:** From the *Files of Type* pull-down list, make sure that **All Word Documents** is selected.
6. Click **OPEN**  
 The entries are marked in the document.
7. Continue with [Creating the Index](#)

## Creating the Index

1. From the *References* command tab, in the *Index* group, click **INSERT INDEX**  
 The *Index* dialog box appears.



2. Click **OK**  
The index appears at the insertion point.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Using Find and Replace

Word's *Find and Replace* function will search your documents for specific text, which can then be highlighted, replaced with different text or formatting, or left as-is. This function provides many advanced options to help make your search as specific as necessary to find what you are looking for.

- Finding Text
- Replacing Text
- Advanced Options



#### Finding Text

Word allows you to find specific text in a variety of ways. You may choose to view each occurrence of the text individually, see all occurrences selected at once, or highlight all occurrences even after the *Find and Replace* dialog box is closed.

#### Accessing the Find and Replace Dialog Box

To find text, you must first access the *Find and Replace* dialog box.

1. **Windows:** From the *Home* command tab, in the *Editing* group, click **FIND**



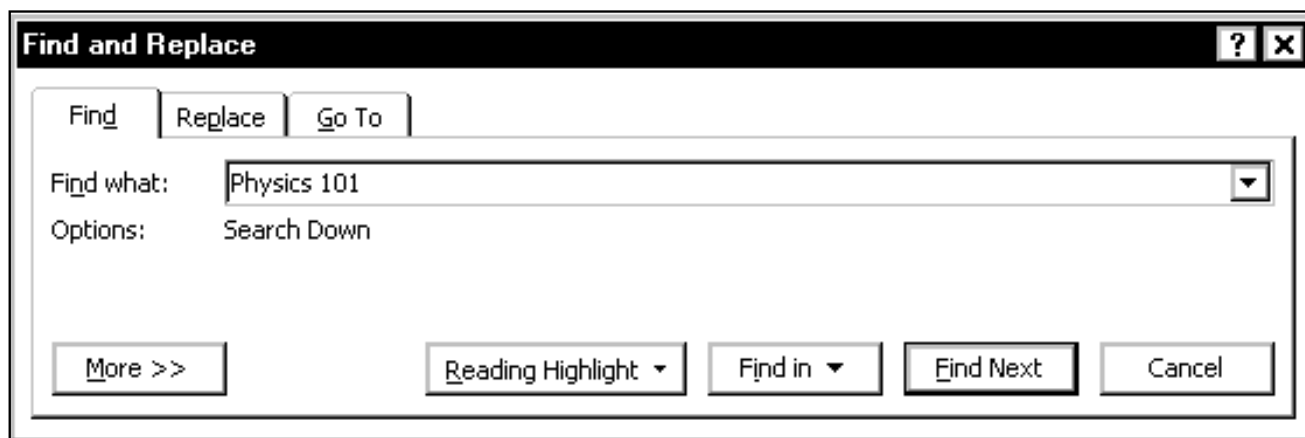
**Macintosh:** From the *Edit* menu, select **Find...**

OR


**Windows:** Press [Ctrl] + [F]

**Macintosh:** Press [command] + [F]

The *Find and Replace* dialog box appears, with the *Find* tab displayed.




## Finding Individual Occurrences

1. Access the Find and Replace dialog box
2. In the *Find what* text box, type the text you want to search for
3. To set advanced options
  - a. **Windows:** Click **MORE >>**  
**Macintosh:** Click 
  - b. Select the desired options
4. Click **FIND NEXT**  
The first occurrence of the text is highlighted.  
**NOTES:**  
The appearance of your document may change as it moves to display the highlighted item.  
The text that is highlighted will be the first occurrence in the document after the location of your insertion point. (i. e., if your insertion point was placed in the middle of the document, this may not be the first occurrence in the document as a whole.)
5. To find more occurrences of the text, repeat step 4  
**NOTE:** When Word has shown you every occurrence of the text, a dialog box will appear with the message "Word has finished searching the document."
6. Click **OK**
7. When finished, to close the *Find and Replace* dialog box, click **CLOSE**  
**OR**  
Click **CANCEL**

## Finding All Occurrences

This option will highlight all occurrences of your text until the *Find and Replace* dialog box is closed.

1. Access the Find and Replace dialog box
2. In the *Find what* text box, type the text you want to search for
3. To set advanced options
  - a. **Windows:** Click **MORE >>**  
**Macintosh:** Click 
  - b. Select the desired options
4. **Windows:** Click **FIND IN »** select **Main Document**  
**Macintosh:** Select **Highlight all items found in** and from the pull-down list, select **Main Document**
5. Click **FIND ALL**  
All occurrences of the text are highlighted.
6. To close the *Find and Replace* dialog box, click **CLOSE**

**OR**

Click **CANCEL**

## Highlighting All Occurrences

This option will highlight all occurrences of your text until you choose to clear the highlighting.

**NOTE:** This option is for **Windows only**.

**To highlight all occurrences:**

1. Access the Find and Replace dialog box
2. In the *Find what* text box, type the text you want to search for
3. To set **advanced options**
  - a. Click **MORE >>**
  - b. Select the desired options
4. Click **READING HIGHLIGHT** » select **Highlight All**  
All occurrences of the text are highlighted in yellow.
5. To close the *Find and Replace* dialog box, click **CLOSE**  
**OR**  
Click **CANCEL**

**To clear all highlighting:**

1. Access the Find and Replace dialog box
2. Click **READING HIGHLIGHT** » select **Clear Highlighting**  
All highlighted text returns to normal.
3. To close the *Find and Replace* dialog box, click **CLOSE**  
**OR**  
Click **CANCEL**

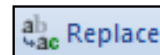


## Replacing Text

Word allows you to choose how to replace text in your document. You may choose to replace all occurrences of a particular word or phrase or look at each occurrence before deciding which to replace.

### Accessing the Find and Replace Dialog Box

1. **Windows:** From the *Home* command tab, in the *Editing* group, click **REPLACE**



**Macintosh:** From the *Edit* menu, select **Replace...**

**OR**


**Windows:** Press [**Ctrl**] + [**H**]

**Macintosh:** Press [**shift**] + [**command**] + [**H**]

The *Find and Replace* dialog box appears, with the *Replace* tab displayed.



## Replacing Individual Occurrences


1. Access the Find and Replace dialog box
2. In the *Find what* text box, type the text you want to be replaced
3. In the *Replace with* text box, type the text that you want to insert
4. To set advanced options
  - a. **Windows:** Click **MORE >>**
  - Macintosh:** Click 
  - b. Select the desired options
5. To find the first occurrence of your text, click **FIND NEXT**  
The first occurrence of the text is highlighted.  
**NOTES:**  
The appearance of your document may change as it moves to display the highlighted item.  
The highlighted text will be the first occurrence in the document after the location of your insertion point (i.e., if your insertion point was placed in the middle of the document, this may not be the first occurrence in the document as a whole).
6. To replace the selected text, click **REPLACE**  
To leave this instance as-is and proceed to the next item, click **FIND NEXT**  
The next occurrence is highlighted.
7. Click **OK**
8. Repeat step 6 until you have replaced all desired occurrences  
**NOTE:** When Word has shown you every occurrence of the text, a dialog box will appear with the message "Word has finished searching the document."
9. To close the *Find and Replace* dialog box, click **CLOSE**  
**OR**

Click **CANCEL**

## Replacing All Occurrences

This option will replace every occurrence of your text without showing you where the text was replaced.

**WARNING:** Use this option with care, as it may change the meaning of your document if text is replaced where it should not be.


1. Access the Find and Replace dialog box
2. In the *Find what* text box, type the text you want replaced
3. In the *Replace with* text box, type the text that you want to insert
4. To set advanced options
  - a. **Windows:** Click **MORE >>**  
**Macintosh:** Click 
  - b. Select the desired options
5. Click **REPLACE ALL**  
A dialog box appears, informing you of how many instances of the text were replaced.
6. Click **OK**
7. To close the *Find and Replace* dialog box, click **CLOSE**  
**OR**  
Click **CANCEL**



## Advanced Options

Word provides additional options to further refine your search.

To access these options:

1. Access the Find and Replace dialog box
2. **Windows:** Click **MORE >>**  
**Macintosh:** Click   
The *Search Options* section of the dialog box appears.



The following list defines the available search options:

### Search

Selects whether Word should search for instances of the text below the insertion point (**down**), above the insertion point (**up**), or throughout the entire document (**all**). The default choice is *Down*.

### Match case

Returns only those instances of the text that have the same case (i.e., uppercase or lowercase) as the text in the *Find what* text box.

### Find whole words only

Returns matching whole words only. Word will not return words that contain your text within them.

**EXAMPLE:** If you search for **the**, this option will ensure that words such as **theater** or **theme** are not included in the search results.

### Use wildcards

By using certain characters, allows you to search for very specific words or phrases.

**EXAMPLE:** Searching for **b?ll** will find words with any one character between **b** and **ll**, such as **ball**, **bill**, and **bull**.

### Sounds like (English)

Searches for both exact matches of your text and other text that may sound or look similar to your text.

**EXAMPLE:** Searching for **color** will find the words **collar** and **caller**.

### Find all word forms

Searches for all related forms of your word.

**EXAMPLE:** If you search for **is**, Word would also find the forms **was** and **were**.

### Format

Allows you to search for text with specific formatting, as well as replace text with specific formatting.

**EXAMPLE:** If you search for occurrences of the word **Sincerely** that were in Times New Roman font, you could replace them with the words **Yours Truly** in Calibri font.

### Special

Allows you to search for special characters (e.g., dashes or paragraphs), as well as replace them in your document.

### No Formatting

This will clear any formatting requirements (e.g., searching for text in a specific font) that were set in previous searches.

## Windows only:

### Match Prefix

Searches for words beginning with your entry.

### Match Suffix

Searches for words ending with your entry.

### Ignore punctuation characters

Returns text that is similar to your text, but contains punctuation within it.

**EXAMPLE:** If you search for *recreated*, your search results would also include instances of *re-created*.

### Ignore white-space characters

Finds text that is similar to your text, but may contain spaces in different places.

**EXAMPLE:** If you search for *Annamarie*, your search results would also include instances of *Anna Marie*.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Creating Macros

A macro is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks. Macros are helpful if work is being shared with someone else, because it is easier to explain how to use a shortcut than it is to explain several steps. For a macro to be worthwhile, the series of actions you wish to accomplish must be consistent.

When creating a macro, planning can be very helpful. Knowing specifically what you want the macro to accomplish in what order can save a lot of time, editing, and frustration. When the macro is saved, the information is stored as a part of the current template and will be available for all documents based on that template. You can also copy macros to documents based on other templates. For more information on tips for advanced macros and how to run, suspend, or delete macros, refer to [Working with Macros](#).

- [Macro Tips](#)
- [Accessing the Record New Macro Command](#)
- [Creating & Recording a New Macro](#)
- [Assigning Macros to Additional Locations](#)



### Macro Tips

As you are creating a macro, you will be requested to assign a name to the macro and to indicate where it will be stored. The following guidelines and tips can help you make the best decision.

#### Naming a Macro

Macro names must:

- begin with a letter
- contain no spaces
- contain no unusual characters (e.g., @, %, &, ^)
- have the appropriate name from the following list to run automatically:

<b>AutoExec</b>	The macro runs when Word is opened
<b>AutoExit</b>	The macro runs when you exit Word
<b>AutoOpen</b>	The macro runs when you open a document
<b>AutoNew</b>	The macro runs when you create a new document
<b>AutoClose</b>	The macro runs when you close the current document

### Saving a Macro

A macro is saved as part of a template. If you want the macro available whenever you use Word, the macro should be saved as part of the **normal.dotx** template. However, if the use of the macro is limited to specific types of documents and you have a template for that type of document, it should be stored in that template.

## Assigning Macros

While it is not required to assign a macro to a second location, doing so can make the macro easier to use and save more time. Depending on your personal style of working with Word, you may want to assign the macro to a keystroke combination or the *Quick Access* toolbar. You can assign the macro to both if you want.

## Recording Notes

Macros can be created by recording keystrokes (not mouse actions like selecting text) or by writing the macro using the *Visual Basic* programming language. This document focuses on macros that can be created through the recording method.

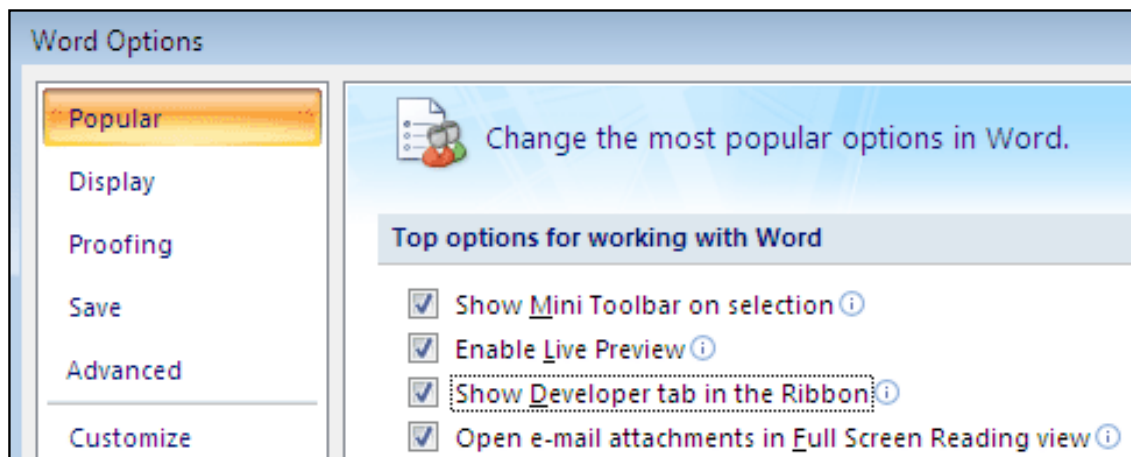
**WARNING:** If you are working with a multi-layer dialog box (one with tabs at the top), only the changes on the current tab are recorded when you click OK. If you want to record changes on more than one layer, you will need to access the dialog box once for each layer, clicking OK as you complete the changes on that layer.



## Accessing the Record New Macro Command

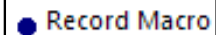
To access the *Record New Macro* command, you will first need to display the *Developer* command tab on the *Ribbon*.

- From the OFFICE BUTTON , click **WORD OPTIONS** . The *Word Options* dialog box appears.



- From the *Categories* list, select **Popular**
- In the *Top options for working with Word* section, select **Show Developer tab in the Ribbon**
- Click **OK**  
The *Developer* command tab appears on the *Ribbon*.
- From the *Ribbon*, select the **Developer** tab  
The commands for macros are available.

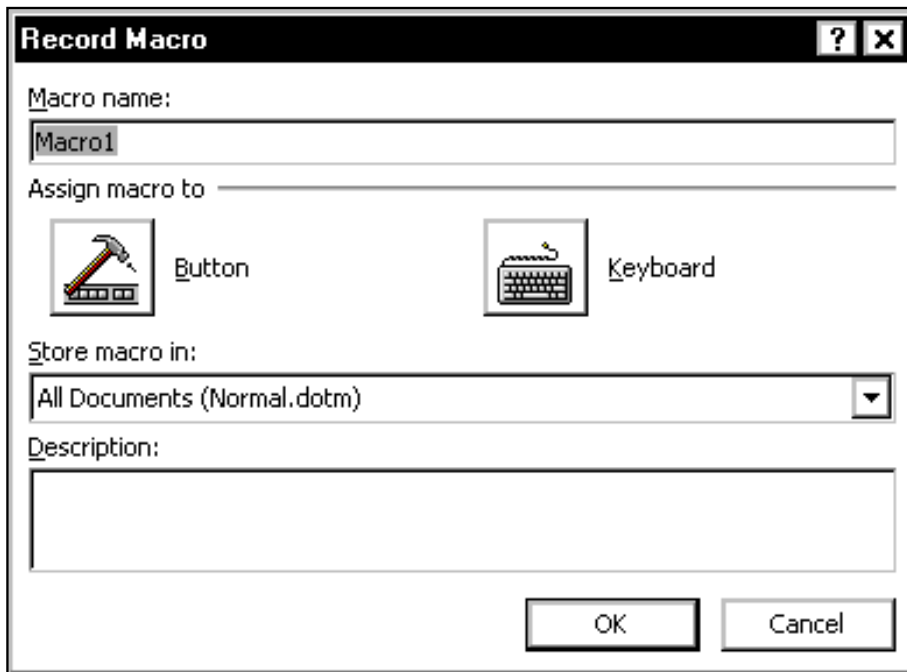
6. To record a new macro, from the *Code* group, click **RECORD MACRO**  
The *Record Macro* dialog box appears.




## Creating & Recording a New Macro

The *Record New Macro* command of Word creates macros using the *Record Macro* dialog box. Using this dialog box, you will name, describe, and assign the storage and access locations of the macro(s) you create.

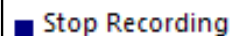
1. Access the Record Macro dialog box



The **Record Macro** dialog box is shown. It has a title bar with a question mark and a close button. The dialog contains the following fields and options:

- Macro name:** A text box containing "Macro1".
- Assign macro to:** A section with two radio buttons: "Button" (with a hammer icon) and "Keyboard" (with a keyboard icon).
- Store macro in:** A pull-down list showing "All Documents (Normal.dotm)".
- Description:** A large empty text box.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

2. In the *Macro name* text box, type the name for the new macro  
For information on naming conventions, refer to [Naming a Macro](#).
3. **OPTIONAL:** In the *Description* text box, type a short narrative description for the macro
4. From the *Store macro in* pull-down list, select the appropriate option  
**NOTE:** For more information, refer to [Saving a Macro](#).
5. **OPTIONAL:** Assign the macro to a button or keyboard combination
6. Click **OK**  
Recording of the macro begins: any action you perform within Word will be saved as a part of this macro.
7. Perform the activity that you want the macro to accomplish
8. When done, in the *Code* group, click **STOP RECORDING**  
The macro will be saved as part of the template you chose.



9. Continue with [Running a Macro](#)



## Assigning Macros to Additional Locations

The following instructions assume that you are assigning the macro to either a keyboard combination or a toolbar as part of the creating process (step 6 of [Creating & Recording a New Macro](#)).

### Selecting Keyboard Combinations

Many keyboard combinations are already assigned to menu choices and dialog boxes. Below are the potential keyboard combinations you could use for a macro. It is often simply trial-and-error to locate the combination that will work for you.

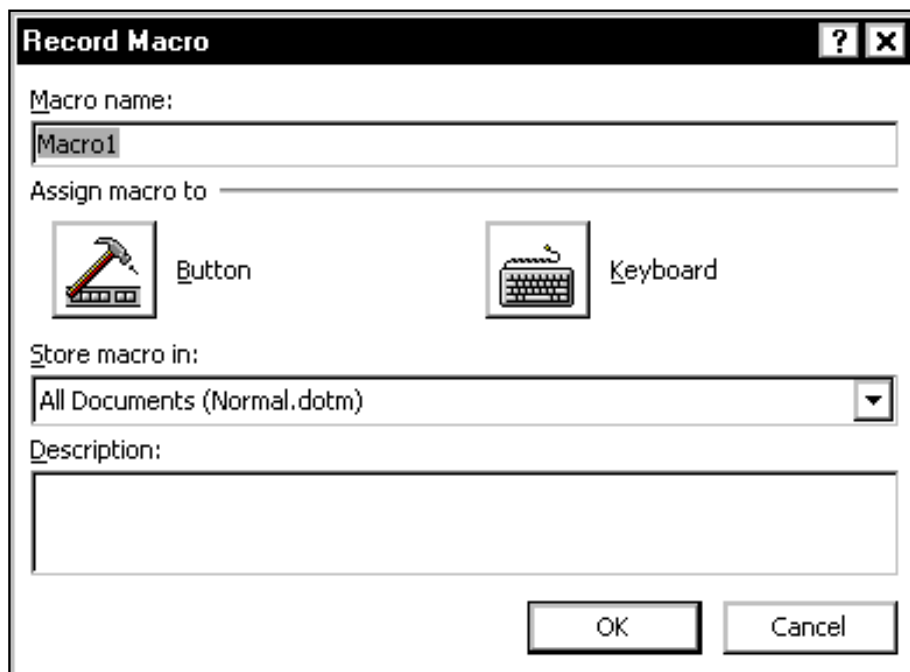
**NOTE:** After typing the keyboard combination, a message will appear showing the assignment of the combination.

- [Alt] + [Ctrl] + character
- [Alt] + [Shift] + character
- [Alt] + [Shift] + [Ctrl] + character
- [Ctrl] + [Shift] + character

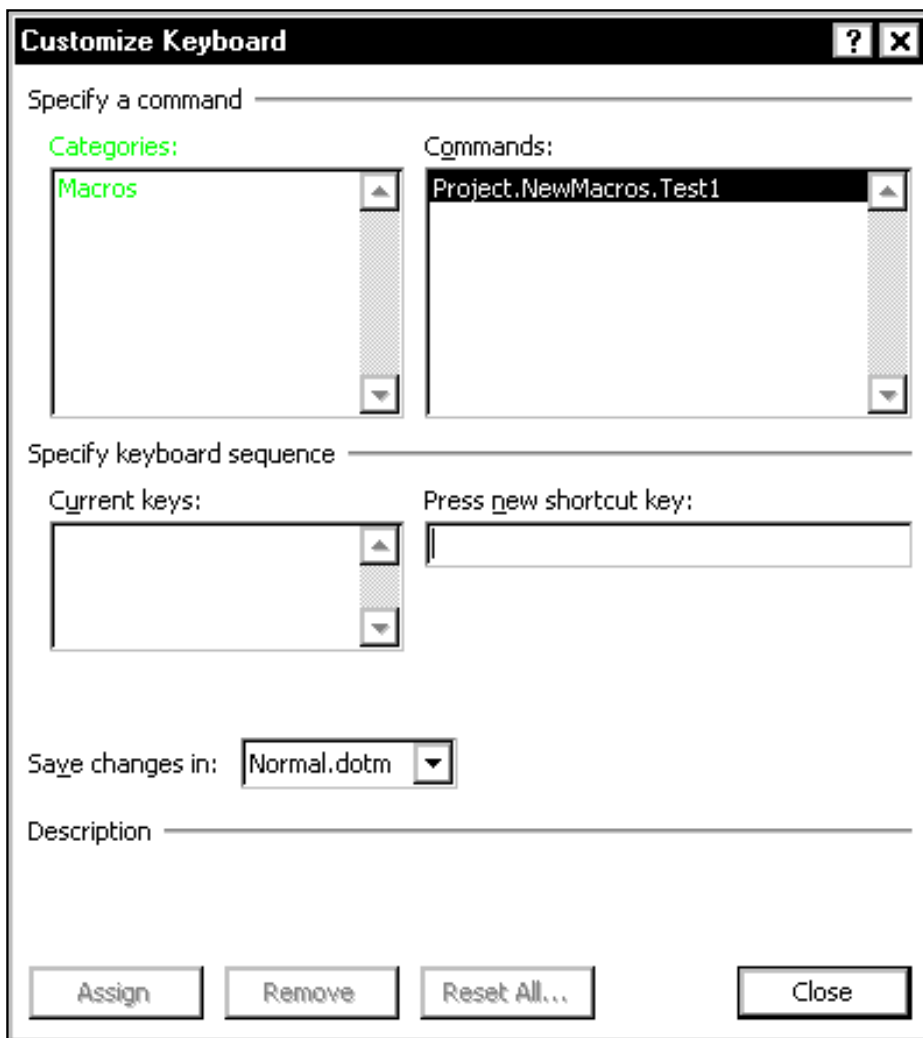
### Assigning a Keyboard Combination

The following directions show you how to assign your new macro to a keyboard combination before recording is finished.

1. Access the Record Macro dialog box



2. Under *Assign macro to*, click **KEYBOARD**  
The *Customize Keyboard* dialog box appears.



3. With your insertion point in the *Press new shortcut key* text box, press the [keyboard combination](#) that you want to use to execute the macro  
**NOTE:** The shortcut will be displayed in the text box. If there is an action currently associated with the shortcut, it appears below the *Current keys* scroll list. If you do not want to override the shortcut's original function, delete the shortcut from the text box and press another combination.
4. Click **ASSIGN**  
Your shortcut key appears in the *Current keys* scroll list.
5. Click **CLOSE**
6. To finish creating the macro, continue with step 7 of [Creating & Recording a New Macro](#)

### Assigning to a Button

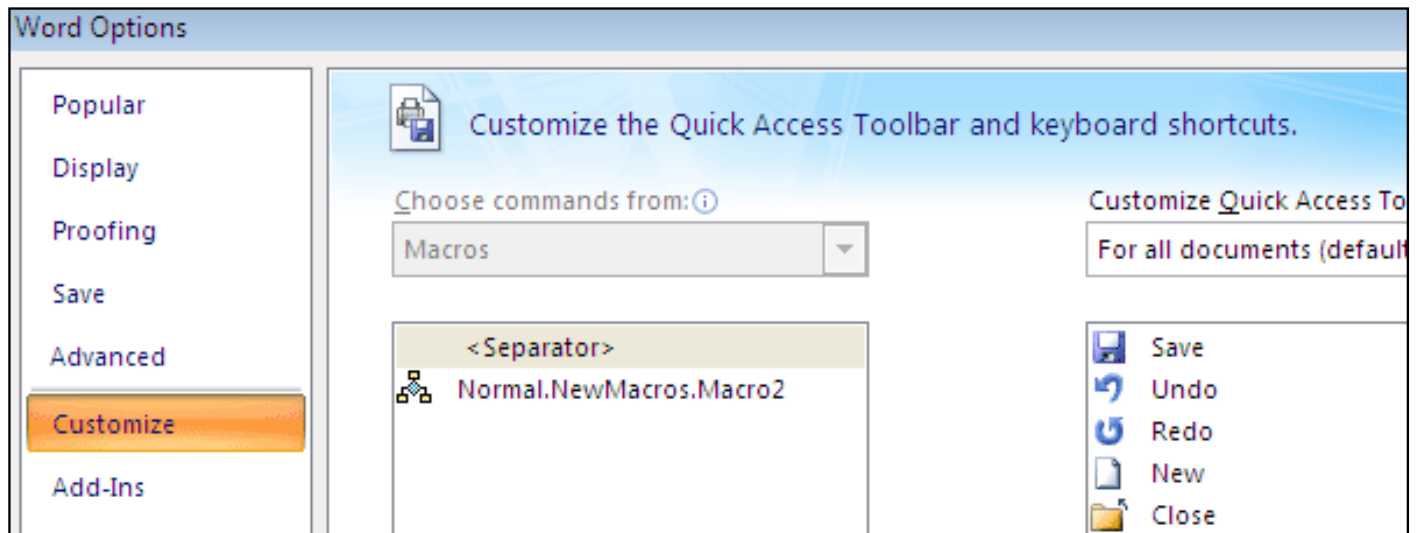
If your macro will be used frequently, you may choose to assign it to a button available on the *Quick Access* toolbar.

1. [Access the Record Macro dialog box](#)
2. In the *Macro name* text box, type a name for your macro



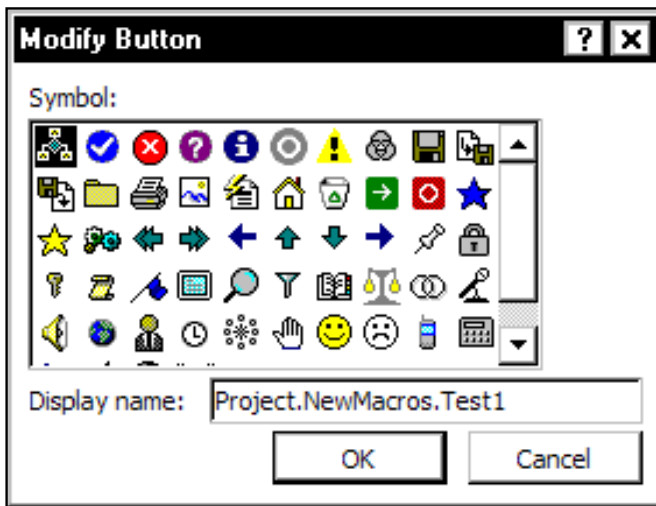
3. Under *Assign macro to*, click **BUTTON**

The *Word Options* dialog box appears.



4. From the *Categories* list, select **Customize**
5. From the *Customize Quick Access Toolbar* pull-down list, select whether you would like this button to appear in all documents or only the current document  
**NOTE:** If you choose to modify the toolbar in only the current document, the options available in all documents will disappear from the list of current toolbar commands. They will still appear on the toolbar, however.
6. From the list of available macros, select the desired macro
7. Click **ADD >>**  
 The macro appears in the list of buttons available on the *Quick Access* toolbar.
8. Click **OK**  
 The *Word Options* dialog box closes. Recording of your macro has begun.
9. To finish creating the macro, continue with step 7 of [Creating & Recording a New Macro](#)
10. To change the icon for the button,  
 a. On the *Quick Access* toolbar, right click the button » select **Customize Quick Access Toolbar...**  
 The *Word Options* dialog box appears.  
 b. From the list of existing buttons on the right, select the macro button  
**NOTE:** If the macro button was added only to the current document, **For [this document]** must be selected in the *Customize Quick Access Toolbar* pull-down list for the button to be available.  
 c. Click **MODIFY...**  
 The *Modify Button* dialog box appears.





- d. From the *Symbol* list, select the desired icon
- e. **OPTIONAL:** To change the name of the button which appears in the *ScreenTip*, in the *Display name* text box, type the new name
- f. Click **OK**
- g. Click **OK**  
The button takes the appearance of the selected icon.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Working with Macros

A macro is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks. Macros are helpful if the work is being shared with someone else because it is easier to explain how to use a shortcut than it is to explain several steps. For a macro to be worthwhile, the series of actions you wish to accomplish must be consistent.

Once a macro is created, you can activate (run) it by using the *Macro* dialog box. Or, if you choose to assign a shortcut to the macro, you can activate it by pressing a keyboard combination, selecting a menu choice, or making a choice from a toolbar. If you have not created your macro, refer to [Creating Macros](#) for more information.

**NOTE:** It is not possible to create macros using Word 2008. To do so you must use Word 2007 for Windows.

- [Running a Macro](#)
- [Suspending a Macro](#)
- [Advanced Macros](#)



### Running a Macro

When creating the macro, you were able to assign the macro to a specific access location; however, you can also use the *Macros* dialog box to access the macro.

It is recommended that you save your file before running the macro. Then, if the results are undesirable you can close the file without saving it and reopen the version that was saved just prior to running the macro.

#### Running a Macro: Dialog Box Option

1. If insertion point is critical, set the insertion point in the appropriate location
2. From the *Tools* menu, select **Macros...**
3. From the *Macro name* scroll list, select the macro you want to run  
**HINT:** The *Description* text box contains the description of the macro which you provided while creating it.
4. Click **RUN**

#### Running a Macro: Keyboard Option

1. If the insertion point is critical, set the insertion point in the appropriate location

2. Press the appropriate keyboard combination

## Running a Macro: Toolbar Option

1. If the insertion point is critical, set the insertion point in the appropriate location
2. Click the appropriate toolbar button



## Suspending a Macro

If you are running a macro and need to stop or pause it, you may do so.

1. Press **[Esc]**



## Advanced Macros

### Interactive Macros

Some macros allow you to ask the user for input. In order to do this, you need to work with the *Visual Basic* programming language.

### Editing a Macro

The editing of macros requires some programming knowledge. Simple macros are often easier to recreate than edit

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Managing Bibliographic Sources

Word's *Source Manager* allows you to enter bibliographic information, which can be saved and used later to generate **bibliographies** and **citations**. After a source is added, you can also edit it, add it to a new document, or delete it from your saved list.

- [Considerations and Terminology](#)
- [Adding a New Source Using the Source Manager](#)
- [Adding a Saved Source to the Current List](#)
- [Editing Source Information](#)
- [Deleting Sources](#)



### Considerations and Terminology

When you add information for a bibliographic source, Word can save the information in two places: the *Master list* or the *Current list*.

#### Master list

This list will save bibliographic information from all of your documents, so you don't have to re-type the information if you use a source in several documents. The information in your *Master list* is saved on the **local computer** on which you create the reference, and **will not transfer** if you save the document to another source (e.g., a CD-R or your H: drive). However, all sources that you add to any document on that computer will be available from the *Master list*.

#### Current list

This list contains bibliographic information that you intend to use in the document you are working with. Each document will have a separate *Current list*. References in this list can be used for **in-text citations** and will be included in your **bibliography**. The information in this list is saved **with your document**, and will transfer if you save your document to another source (e.g., a CD-R or your H: drive).

When you are ready to add your in-text citations and your bibliography to your document, all the sources you would like to cite will need to be in the *Current list* for that document. To do this, you can either add **new sources** or **sources from your Master list** to your *Current list*.




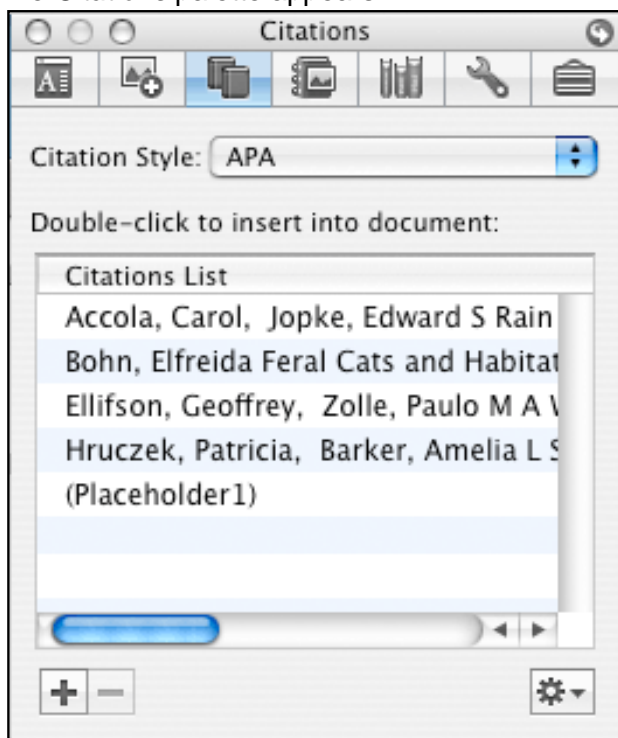
### Adding New Sources


#### Adding New Sources: Using the Source Manager

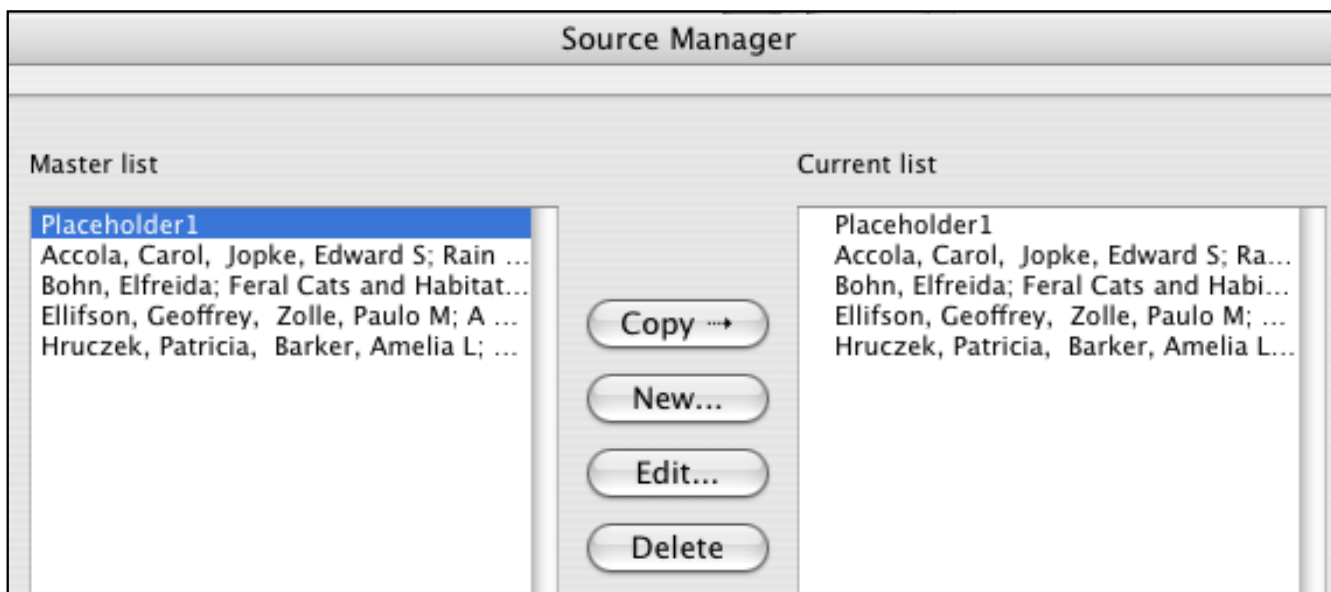
References added with the *Source Manager* can be used by Word's automatic reference features (i.e., **citations** and **bibliographies**). When you add a new reference with the *Source Manager*, it will be saved in both that computer's **Master**

**list** and the current document's **Current list**.

1. On the *Formatting* palette, click **CITATIONS**   
The *Citations* palette appears.



2. Click **CITATION OPTIONS**  » select **Citation Source Manager...**  
The *Source Manager* dialog box appears.



3. Click **NEW...**  
The *Create New Source* dialog box appears.

**Create New Source**

Type of Source: Article in a journal

**Bibliography Fields for APA (\* Recommended Field)**

\* Author:  Edit...

Author as organization:

\* Title:

\* Journal name:

Publisher:  City:

\* Year:  Month:  Day:

Volume:  Issue:  \* Pages:

Editor:  Edit...

Short title:  Standard number:

Comments:

4. From the *Type of Source* pull-down menu, select the type of source  
**NOTE:** Word provides seventeen source templates, including one for *Miscellaneous*.
5. In the *Bibliography Fields* section, enter the relevant information
6. **OPTIONAL:** To allow Word to format the author's name or to enter multiple author names,
  - a. Click **EDIT...**  
 The *Edit Name* dialog box appears.
  - b. Type all relevant author information
  - c. Click **ADD**
  - d. To add more authors, repeat steps a–c
  - e. To exit the *Edit Name* dialog box and save the author's names, click **OK**  
 To exit the *Edit Name* dialog box without saving, click **CANCEL**
7. To save your changes in the master list of references for all documents and the current list of references for your current document, click **OK**  
 To exit without saving your changes, click **CANCEL**  
 The *Create New Source* dialog box closes.
8. To return to your document, in the *Source Manager* dialog box, click **CLOSE**

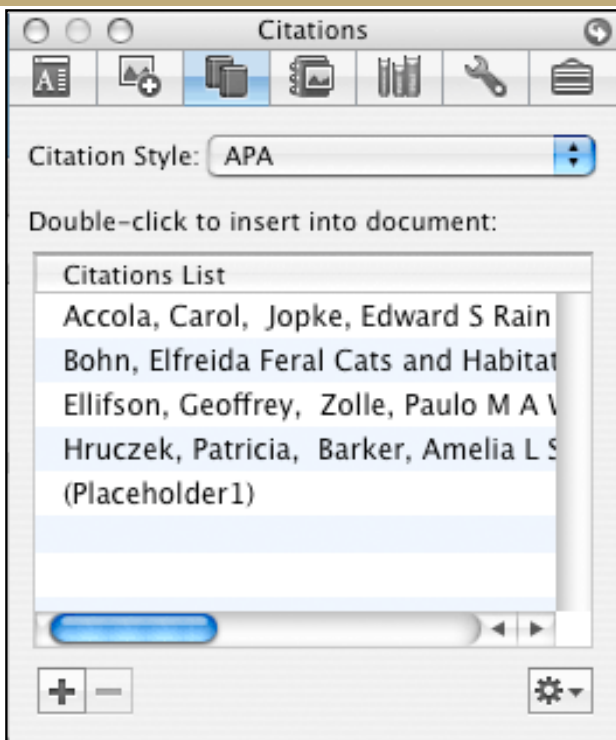
### Creating New Sources: With the In-Text Citation

This method adds the new source to your *Master* and *Current lists* and inserts the in-text citation when you are finished.

1. On the *Formatting* palette, click **CITATIONS**



The *Citations* palette appears.



2. Click **CREATE NEW SOURCE**   
The *Create New Source* dialog box appears.

3. From the *Type of Source* pull-down menu, select the type of source  
**NOTE:** Word provides seventeen source templates, including one for *Miscellaneous*.


4. In the *Bibliography Fields* section, enter the relevant information

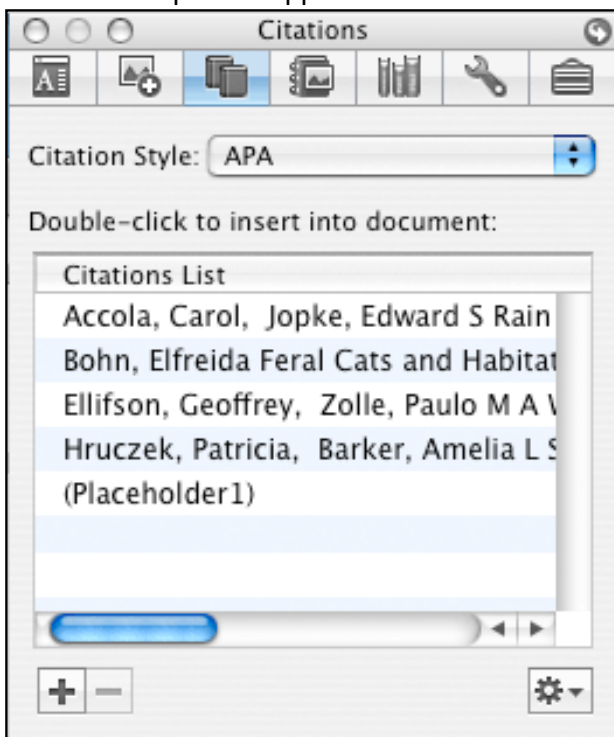
5. **OPTIONAL:** To allow Word to format the author's name or to enter multiple author names,
  - a. Click **EDIT...**  
The *Edit Name* dialog box appears.
  - b. Type all relevant author information
  - c. Click **ADD**
  - d. To add more authors, repeat steps a–c
  - e. To exit the *Edit Name* dialog box and save the author's names, click **OK**  
To exit the *Edit Name* dialog box without saving, click **CANCEL**
  
6. To save your changes in the *Master list* of references for all documents and the *Current list* of references for your current document, click **OK**  
To exit without saving your changes, click **CANCEL**  
The *Create New Source* dialog box closes.
  
7. To return to your document, in the *Source Manager* dialog box, click **CLOSE**




## Adding a Saved Source to the Current List

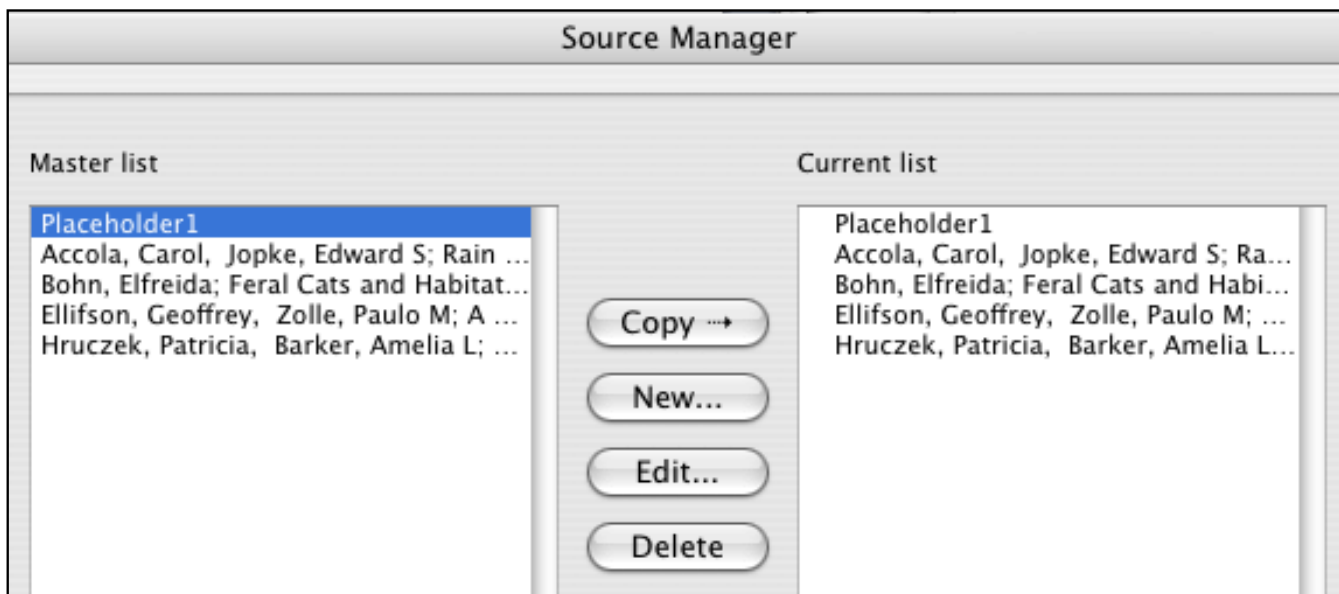
Once you have saved a source in the *Master list*, it can be added to other documents' *Current lists* so that you will not have to retype the information

1. On the *Formatting* palette, click **CITATIONS**   
The *Citations* palette appears.



2. Click **CITATION OPTIONS**  » select **Citation Source Manager...**  
The *Source Manager* dialog box appears.





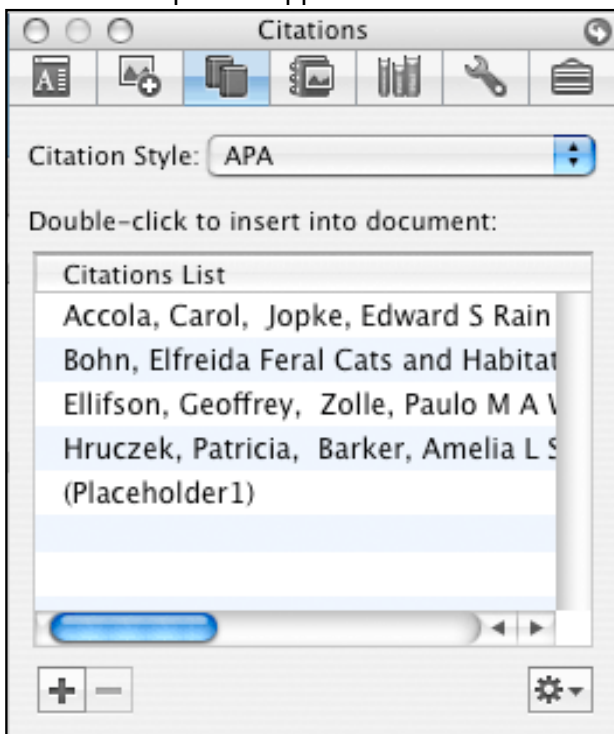
3. From the *Master list* scroll list, select the reference that you want to add to this document's reference list
4. Click **COPY->**  
The reference appears in the *Current list* scroll list and will be available for citations in your document.
5. Click **CLOSE**  
The *Source Manager* dialog box is closed.


## Editing Source Information

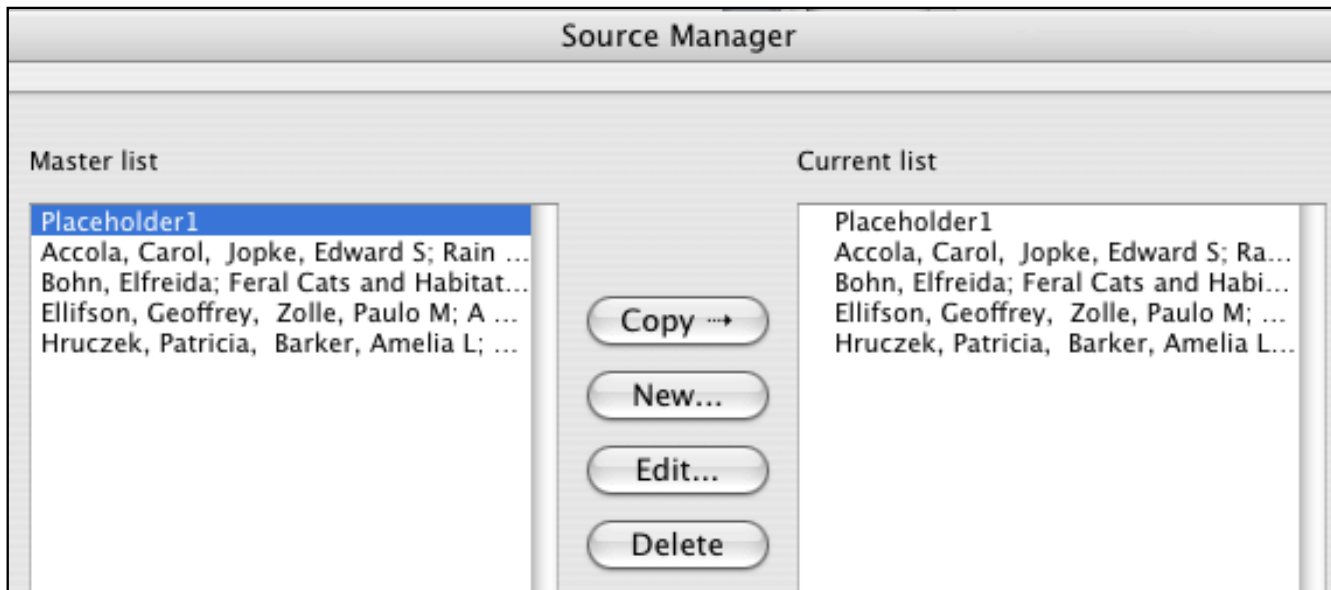
Source information can be changed after a reference is added to the list.

1. On the *Formatting* palette, click **CITATIONS** 

The *Citations* palette appears.



- Click **CITATION OPTIONS**  » select **Citation Source Manager...**  
The *Source Manager* dialog box appears.



- From the *Master list* or the *Current list* scroll box, select the source you would like to edit
- Click **EDIT...**  
The *Edit Source* dialog box appears, containing the original source information.
- In the *Edit Source* dialog box, make the appropriate changes
- Click **OK**  
If the source appears in both the *Master list* and the *Current list*, a dialog box appears asking if you would like to update the source information in both lists.
- To update the information in both lists, click **YES**  
To update only the selected list, click **NO**  
To close the dialog box without making the changes to the reference, click **CANCEL**
- Click **CLOSE**  
You are returned to your document.

## Deleting Sources


The *Master list* can quickly get extremely long, making it difficult to find the sources you would like to reuse. The *Current list* displays only sources that you add to the current document, but you may change your mind about using a particular source. If you would like to shorten your list of references, you can delete sources from either list.

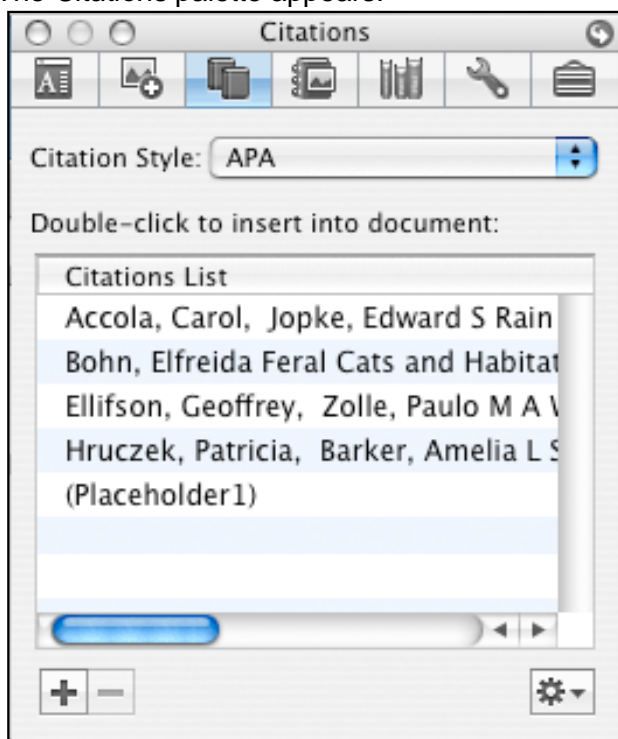
### Considerations


If you have used the *Source Manager* to keep track of your references for some time, your *Master list* may be cluttered and confusing. Once your documents have their bibliographies, citations, and *Current lists* in their final form, you can delete the sources from your *Master list* to reduce confusion. If you would later like to use a reference for another paper, you can copy the source from the original paper's *Current list* to your *Master list*, where it would again be available for other documents.

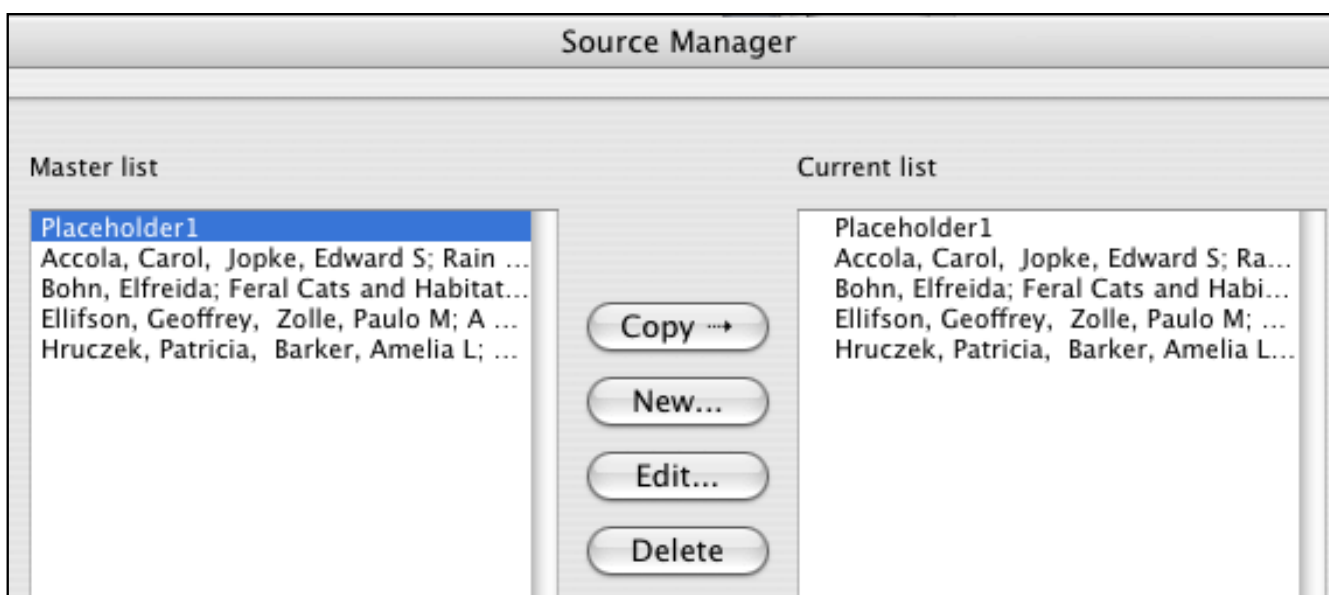
## Deleting a Source

**WARNING:** If the source you are deleting is not saved in another document's *Current list*, this may delete your reference from the *Source Manager* entirely.

1. On the *Formatting* palette, click **CITATIONS**   
The *Citations* palette appears.



2. Click **CITATION OPTIONS**  » select **Citation Source Manager...**  
The *Source Manager* dialog box appears.



3. From the *Master list* or the *Current list* scroll box, select the source you would like to delete from the list
4. Click **DELETE**  
The source is removed from that list.

**NOTE:** If a source appears in both the *Master list* and the *Current list*, it will only be deleted from the list in which you select it.

5. Click **CLOSE**  
The *Source Manager* dialog box is closed.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Working with Bibliographic References

Word allows you to create bibliographies and citations from lists of saved sources. Citations can be added either in-text, or as footnotes. While you can still type your references individually, using Word's automatic references can save you time when you will be using the same sources repeatedly. However, before adding citations or bibliographies, you will need to **add your sources**.

- [Selecting a Reference Style](#)
- [Inserting In-Text Citations](#)
- [Editing In-Text Citations](#)
- [Creating a Bibliography](#)
- [Adding Footnotes](#)



#### Selecting a Reference Style

Once you have selected a reference style, all citations and bibliographies that you insert will be formatted to that style. However, changing the reference style for a finished document will not change the style of the citations that have already been added.

1. On the *Formatting* palette, click **CITATIONS** 
2. On the *Citation* palette, from the *Citation style* pull-down menu, select the desired style



#### Inserting In-Text Citations

You can insert automatic in-text citations from the sources listed in your **Current List**. However, please be aware that you may need to **edit the citation** to add specific page numbers or change which information is displayed.

1. Place your insertion point where you would like the citation to appear

2. Click **TOOLBOX** 

3. Click **CITATIONS** 

4. On the *Citations* palette, from the *Citation list*, double click the desired citation  
The in-text citation is added.



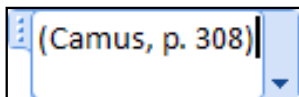
## Editing In-Text Citations

Once you have inserted an in-text citation, you can edit it to more closely fit your needs. These methods are only applicable if you are working with a DOCX document; DOC documents (such as those imported from previous versions of Word) will immediately convert your citations to static text. Working with DOCX documents, you may edit an individual citation (e.g., to add a page number) or change the information about the source that is displayed in all citations within that document.

### Editing the Citation

This method allows you to edit individual citations, by either adding page numbers or suppressing certain information (e.g., the year or author).

1. Insert the citation
2. Click within the citation  
An arrow for a *Quick* menu appears, and the citation is highlighted.



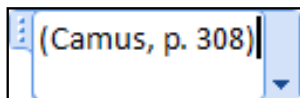
3. From the *Quick* menu, select **Edit This Citation...**  
The *Edit Citation* dialog box appears.

4. To add a page number to the citation, in the *Pages* text box, type the desired page number(s)  
HINT: Type only the number(s). Word adds p. or pp.
5. To omit part of the citation, in the *Suppress* section, select the desired options
6. Click **OK**  
The citation is edited.

### Editing the Source

This method allows you to change the information for a source throughout all citations in a particular document. If this source appears in both your **Current List** and your **Master List**, Word will give you the option of updating the information in both lists.

1. Click within the citation connected to the source you want to edit  
An arrow for a *Quick* menu appears, and the citation is highlighted.

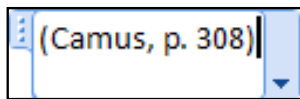


2. From the *Quick* menu, select **Edit Source...**  
The *Edit Source* dialog box appears, containing the original source information.
3. In the *Edit Source* dialog box, make the appropriate changes
4. Click **OK**  
If the source appears in both the *Master List* and the *Current List*, a dialog box appears asking if you would like to update the source information in both lists.
5. To update the information in both lists, click **OK**  
To update only the selected list, click **NO**  
To close the dialog box without making the changes to the reference, click **CANCEL**
6. Click **CLOSE**  
You are returned to your document, and all citations within that document are updated with the new source information.

## Converting the Source to Static Text

If you would prefer to work with your citations as plain text which will no longer be automatically managed by Word, this option allows you to convert citations to static text.

1. Click within the citation you want to change  
An arrow for a *Quick* menu appears, and the citation is highlighted.



2. From the *Quick* menu, select **Convert Citation to Static Text**  
The citation is changed to static text.

## Creating a Bibliography

Word will automatically format a bibliography based on the references in your **Current List**.

1. Place your insertion point where you would like the bibliography to begin
2. From the *Insert* menu, select **Document Elements » Bibliography**  
The *Bibliographies* ribbon appears.



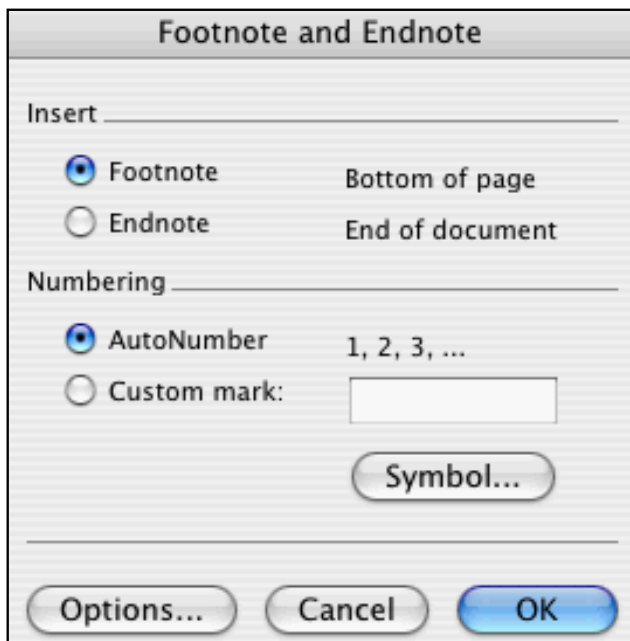
3. Choose a citation style using the *Citation Style* pull-down menu
4. To choose a format and insert the bibliography in your document, click **BIBLIOGRAPHY** or **WORKS CITED**  
**HINT:** Use the arrows on the right of the ribbon to view the formats.  
**NOTE:** It is inserted into your document.



## Adding Footnotes

If your reference style requires footnotes, you will need to create the footnotes before adding the bibliographic reference. If the citation does not appear exactly as you would like it to, you may need to **edit it**.

1. Place your insertion point where you would like the reference number to appear
2. From the *Insert* menu, select **Footnote...**  
The *Footnote and Endnote* dialog box appears.



3. Select the desired options
4. Click **OK**
5. Insert your citation

*Excellence. Our Measure, Our Motto, Our Goal.*



Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Word 2007

### Working with the Bibliographic Sources File

The *Source Manager* for bibliographic sources maintains two lists: the *Master List* and the *Current List*. The **Master List** contains all bibliographic sources that you have entered. The **Current List** is specific to the open document and is saved with it.

This document concerns the *Master List* file named **Sources.xml**. This file, by default is stored locally. It is a good idea to copy this file to a location that gives you more flexibility of access. The following topics regarding the Master List file (sources.xml) are covered:

- [The Default Location of the Master List file \(Sources.xml\)](#)
- [Relocating the Sources File](#)
- [Using the Relocated Sources File](#)
- [Tips and Considerations](#)



#### The Default Location of the Master List file (Sources.xml)

The *Master List* file (Sources.xml) is stored locally (i.e., on your C:\ drive). The default location on campus is as follows:

C:\Documents and Settings\your\_username\Application Data\Microsoft\Bibliography\Sources.xml

**NOTE:** The *Bibliography* folder and the **Sources.xml** file are not created until you **create your first source**.



#### Relocating the Sources File

The location of **Sources.xml** on the C:\ drive limits your access to the file if you work on more than one computer (e.g., on campus and at home). It is a good idea, then, to copy this file to another location such as your H:\ drive or a USB drive.

1. On the computer desktop, double click the **MY COMPUTER** icon  
The Explorer window opens.
2. Using the navigational tools, navigate to the [default location](#) for **Sources.xml**  
**HINT:** For more information, refer to [Moving Around in Explorer](#)
3. Right click the Sources.xml file » select **Copy**
4. Using the navigational tools, navigate to the new location

**HINT:** For more information, refer to [Moving Around in Explorer](#)

- Right click the new location » select **Paste**  
The **Sources.xml** file is saved to the new location.

- OPTIONAL:** Rename the file

**HINT:** For more information, refer to [Renaming Files](#).



## Using the Relocated Sources File

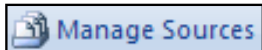
Once you have relocated your sources file, you will want to be consistent in your use of it. If not, you will not have access to the complete list of your bibliographic sources at all times.

- Open the document related to the bibliographic sources

**OR**

Open a new document

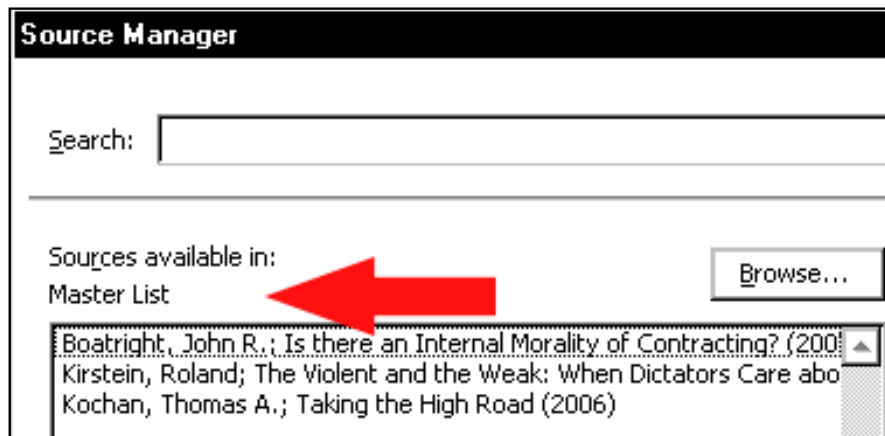
- From the *References* tab, in the *Citations & Bibliography* section, click **MANAGE SOURCES**



### NOTES:

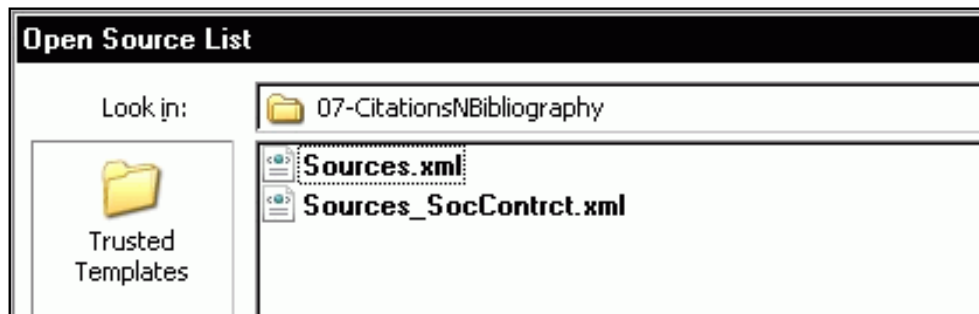
The *Source Manager* dialog box appears.

The *Sources available in* section currently displays **Master List**



- Click **BROWSE...**

The *Open Source List* dialog box appears.



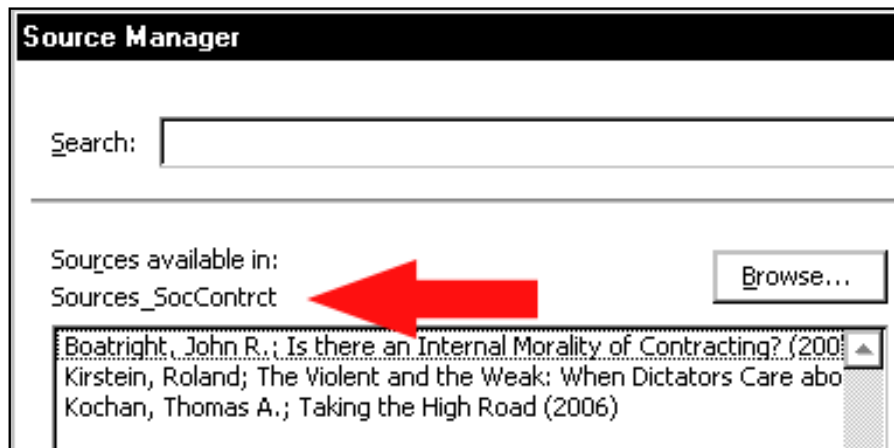
- Use the *Look in* pull-down list to locate and select your sources file

**HINT:** The sources file has an **.xml** extension.

5. Click **OK****NOTES:**

You are returned to the *Source Manager* dialog box.

The *Sources available in* section currently displays **filename**



## Tips and Considerations

The *Master List* can quickly get extremely long, making it difficult to find the sources you would like to reuse. Additionally, you may want to keep sources related to a specific topic separate from others. Each time you complete a project, you may want to save the sources file with a unique name so that you can easily identify it and go back to it. This can be accomplished in a couple of ways:

Each time you complete a project, save a copy of the sources file with a unique name (e.g., Sources\_biol101.xml). Then, go back to the original sources file and delete sources as needed so that you can start fresh with your next project. For information on deleting sources, refer to [Deleting Sources](#).

If you are working on multiple projects at one time, save multiple copies of Sources.xml with unique filenames. When you are working on a project, use the sources.xml file designated for that project. For more information on selecting a source file, refer to [Using the Relocated Sources File](#).

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Labels: An Overview

Labels can be used in a variety of ways to make work easier, as long as certain considerations are kept in mind during their creation. Applying labels to envelopes, file folders, and name badges can save time and make organizing your work easier.

- [Things to Consider](#)
- [Using Pre-defined Label Sizes](#)



### Things to Consider

#### Options for Creating Labels

Word offers three ways of creating labels:

- [Creating an Entire Page of the Same Label \(Windows/Macintosh\)](#)  
This is useful when you need many labels with the same information (e.g., return address).
- [Creating a Page of Custom/Unique Labels \(Windows/Macintosh\)](#)  
This may be helpful when you want to use mailing labels for names which are not already typed into Microsoft Word.
- [Creating Custom/Unique Labels Using Mail Merge \(Windows/Macintosh\)](#)  
This allows you to print unique labels based on a mailing list. This is especially helpful if you already have the names in a data file.

### Access to Envelopes and Labels Feature

The *Envelopes and Labels* feature is central to the label program and will be accessed often.

#### Windows

The *Envelopes and Labels* feature can be accessed from the *Mailing* command tab in the *Create* group. If this is a feature you will be using often, it may make your work more efficient to add a button to the *Quick Access* toolbar, allowing access to the *Envelopes and Labels* dialog box. For instructions on how to add the button to your *Quick Access* toolbar, refer to [Customizing the Quick Access Toolbar](#).



## Macintosh

The *Labels* feature can be accessed from the *Tools* menu on the *Command* bar.

## Purchasing Your Labels

Customized sizes, colors, and shapes of labels are available for almost every need. To ensure good quality when purchasing labels that you will be printing with your printer, make sure that they are designed for the type of printer (laser, inkjet, or dot matrix) you have.

## Tips for Printing Your Labels

While your printer may be capable of printing labels, problems may still occur. For example, labels can peel off during the printing process and stick to various parts of the printer, causing printing problems with other projects. The following tips can help reduce these problems:

- Store your labels according to the manufacturer's instructions
- Manually feed the labels into the printer to prevent paper jams
- When printing several pages of labels, print them in small batches



## Using Pre-defined Label Sizes

Word offers many pre-defined label sizes and styles to choose from, eliminating the need to manually format the sizes and styles. The *Label Options* dialog box, accessed through the *Envelopes and Labels* dialog box, allows you to select from various label brands and product numbers. It is almost certain that Word has a pre-defined layout for your label.

When creating labels, always verify that the label size or style is the one you want, using the information provided in the *Label Options* dialog box.

**Label Options** [?] [X]

Printer information \_\_\_\_\_

Continuous-feed printers

Page printers    Tray:

Label information \_\_\_\_\_

Label products:

Product number:

2164 - Shipping	▲
2180 Mini - File Folder	▬
2181 Mini - File Folder	▬
2186 Mini - Diskette	▬
2660 Mini - Address	▬
2662 Mini - Address	▼

Label information

Type:    Address

Height:    1"

Width:    2.63"

Page size:    Mini (4 1/4 x 5 in)

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Creating Labels

Labels can be used in a variety of ways to make organization easier. Microsoft Word provides an easy way to make customized labels that suit your needs. Word's *Labels* feature automatically creates templates for your labels, allowing you to customize label size, text, and appearance.

- [Creating Labels: An Entire Page of the Same Label](#)
- [Creating Labels: A Page of Custom/Unique Labels](#)



### Creating Labels: An Entire Page of the Same Label

Labels can be useful for organizing items in a variety of situations. If you find yourself needing to identify numerous items with the same information (for instance, a stack of folders for particular session of a workshop), Word provides you with an easy way to create an entire page of the same label.

1. [Open a blank Word document](#)
2. From the *Tools* menu, select **Labels...**  
The *Labels* dialog box appears.  
**NOTE:** Make sure *Full page of the same label* is selected.



**Labels**

**Address:**

Use my address  
 Delivery point barcode

**Font...**

**Label**

Avery standard, 5160

Address

**Options...**

**Number of Labels**

Full page of the same label  
 Single label    Row:     Column:

**Printing Options**

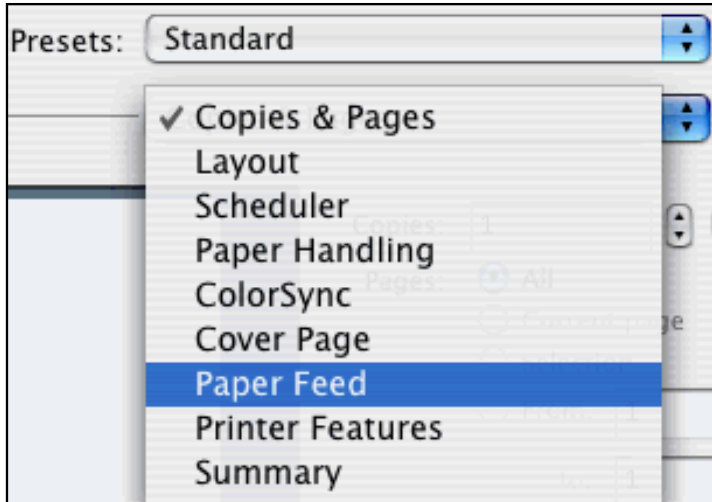
If your label style uses a non-standard paper size and your labels are not lining up on the page correctly, customize your feed method settings.

**Customize...**

**Mail Merge...    Print...    Cancel    OK**

3. To select the correct label size,
  - a. In the *Label* section, click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. From the *Label products* pull-down menu, select the brand name  
**NOTE:** The most common label manufacturer is *Avery standard*.
  - c. From the *Product number* scroll list, select the product number  
**NOTE:** The most common is *5160-Address*.
  - d. Click **OK**
  
4. In the *Address* text box, type the text for the labels
  
5. **OPTIONAL:** To adjust the font,
  - a. Select the text that you want to change
  - b. Click **FONT...**  
The *Font* dialog box appears.
  - c. Make the appropriate changes
  - d. Click **OK**  
The *Font* dialog box closes.

6. Before printing, to specify the paper source,
  - a. At the bottom of the dialog box, click **PRINT...**  
The *Print* dialog box appears.
  - b. In the *Presets* section, on the bottom pull-down menu, select **Paper feed**



- c. Make the appropriate adjustment
7. Load the labels into the printer
8. Click **PRINT**  
The labels begin printing.



## Creating Labels: A Page of Custom/Unique Labels

If you find yourself needing to identify many items with different information (for example, name badges for participants in a workshop), Word makes it easy to create the template for labels which can be filled with custom information.

1. Open a blank Word document
2. From the *Tools* menu, select **Labels...**  
The *Labels* dialog box appears.  
**NOTE:** Make sure *Single label* is selected.

**Labels**

**Address:**

Use my address  
 Delivery point barcode

**Font...**

**Label**

AOne, AOne 28171  
Address

**Options...**

**Number of Labels**

Full page of the same label  
 Single label    Row:     Column:

**Printing Options**

If your label style uses a non-standard paper size and your labels are not lining up on the page correctly, customize your feed method settings.

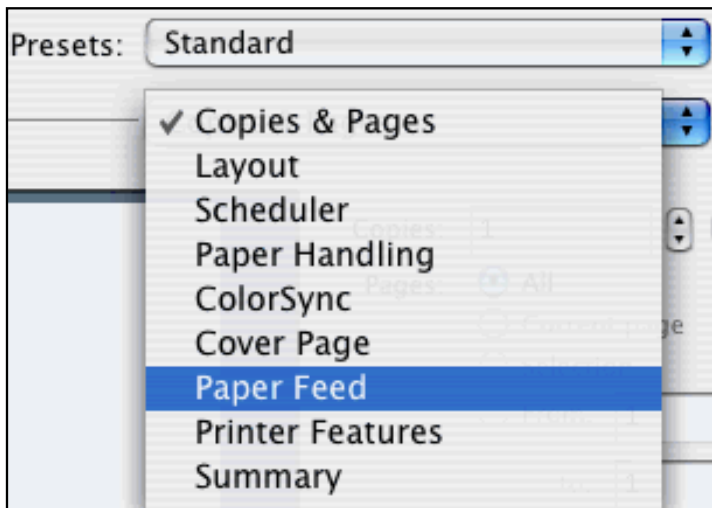
**Customize...**

**Mail Merge...**    **Print...**    **Cancel**    **OK**

3. To select the correct label size,
  - a. In the *Label* section click **OPTIONS...**  
The *Label Options* dialog box appears.
  - b. From the *Label products* pull-down menu, select the brand name  
**NOTE:** The most common label manufacturer is *Avery standard*.
  - c. From the *Product number* scroll list, select the product number  
**NOTE:** The most common is *5160-Address*.
  - d. Click **OK**
  
4. In the *Labels* dialog box, click **OK**  
A word document with a table for your labels appears.
  
5. Type each label's contents  
**HINT:** To move between labels, use the [**Tab**] key.  
**NOTE:** For information on formatting the text of your labels, refer to [Working with Text Options](#)
  
6. Before printing, to specify the paper source,
  - a. On the *Command bar*, from the *File* menu, select **Print...**

The *Print* dialog box appears.

- b. In the *Presets* section, on the bottom pull-down menu, select ***Paper feed***



- c. Make the appropriate adjustments

7. Load the labels into the printer

8. Click **PRINT**  
The labels begin printing.

### Creating Custom/Unique Labels Using Mail Merge

Another way to create labels using Microsoft Word is by using *Mail Merge*. *Mail Merge* allows you to set up mailing labels (your main document). Using data from a table or external database, you can print one style of label with different information for each record in the database or table. For more information on setting up and performing mail merges, refer to [Mail Merge: Creating Mailing Labels](#).

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2007

### Customizing Labels

If Word does not have a pre-defined label size that meets your needs, you can create a custom label size. From the *Label Options* dialog box, you can modify the top and side (left) margins, label height and width, vertical pitch (space from top of first label to the top of the next label), horizontal pitch (space from left of first label to the left edge of the next label), and the number of labels across and down a page. You can also delete your custom labels when you no longer need them.

- [Creating Custom Labels](#)
- [Changing Label Alignment](#)
- [Deleting Custom Labels](#)



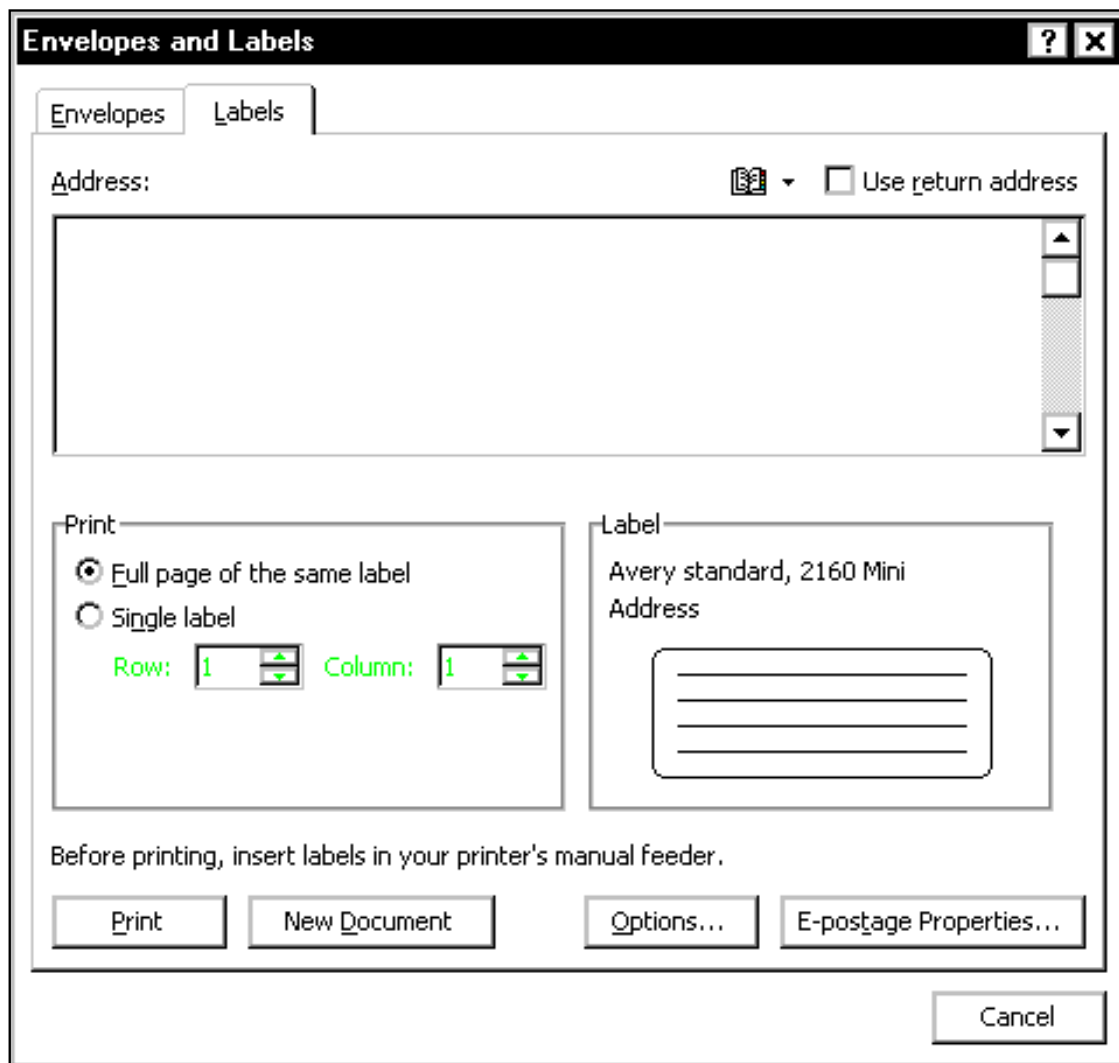
### Creating Custom Labels

Word's label customization features allow you to create a label for virtually every situation. The following instructions will show you how to modify the shape, size, and style of your labels.

1. [Open a blank Word document](#)

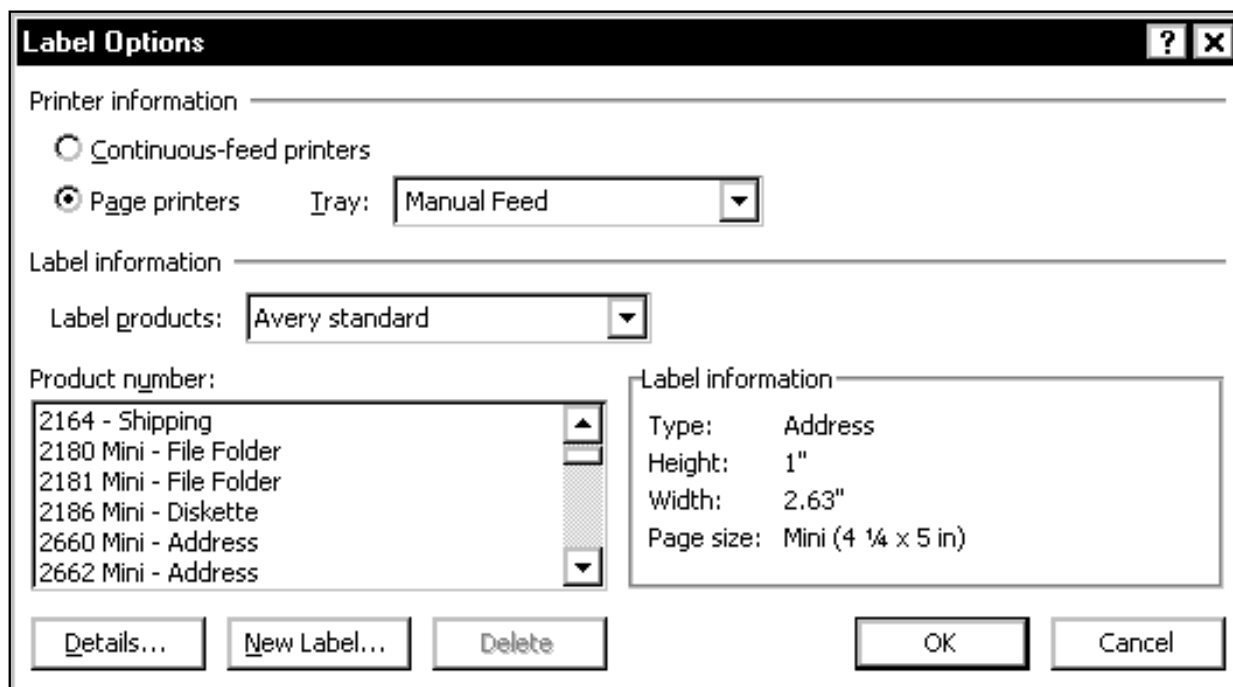


2. From the *Mailings* tab, in the *Create* group, click **LABELS**.  
The *Envelopes and Labels* dialog box appears, with the *Labels* tab displayed.

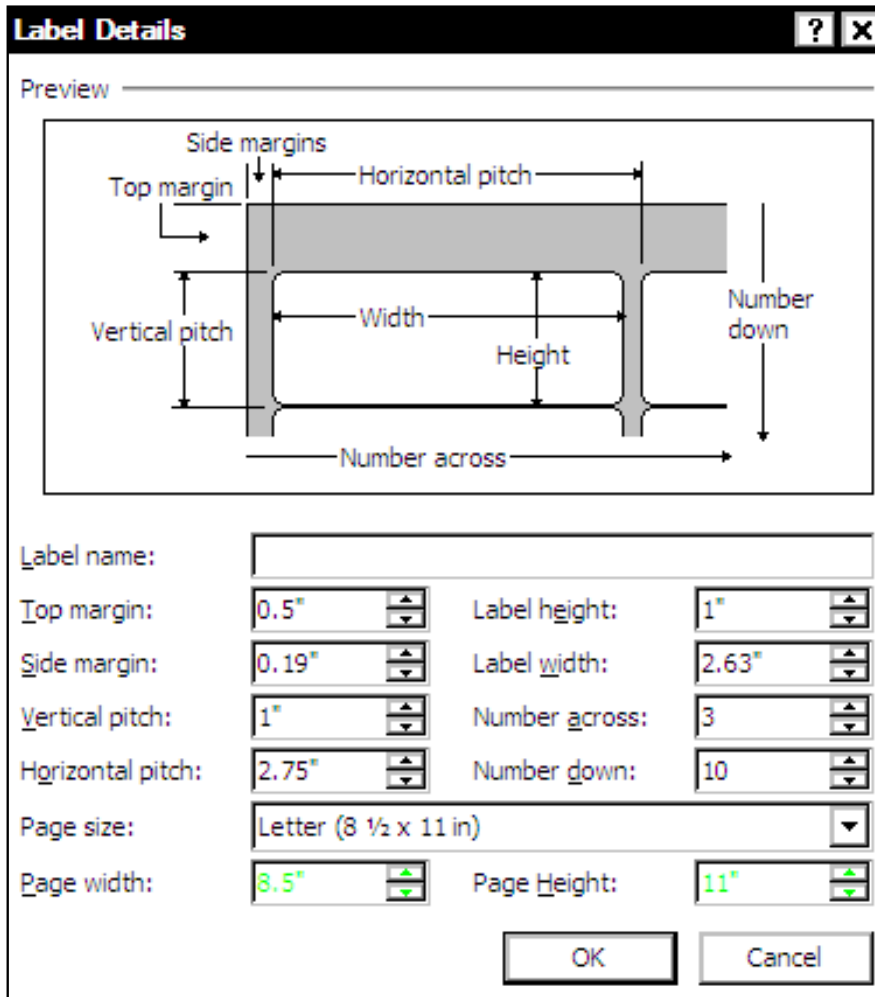


3. Click **OPTIONS...**

The *Label Options* dialog box appears.



4. From the *Label products* pull-down list, select a brand name
5. From the *Product number* scroll list, select the label with the specifications that most closely match your desired label  
**HINT:** Label specifications are displayed in the *Label information* box when a label is selected.
6. Click **NEW LABEL...**  
 The *Label Details* dialog box appears.



7. In the *Label name* text box, type a name for your label
8. Make the appropriate modifications to the label definition  
**NOTE:** As you make changes to the label definition, the *Preview* reflects those changes.
9. When satisfied with your changes, click **OK**  
 Your new label now appears in the *Product number* scroll list.
10. Click **OK**
11. Continue creating your labels as described in [Creating Labels](#)



## Changing Label Alignment

When creating labels, the vertical cell alignment defaults to *Centered*. If all labels have the same number of lines, this looks fine. However, if the labels have varying numbers of lines, they may look odd. To change this, use the following instructions:

1. Open your label document

**OR**

Create a sheet of unique labels

**HINT:** If you are creating new labels, you will change the label alignment while making any other formatting changes to the individual labels.

2. Select the appropriate labels

The *Design* and *Layout* command tabs appear on the *Ribbon*.

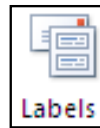
3. From the *Layout* tab, in the *Alignment* group, select the desired alignment



## Deleting Custom Labels

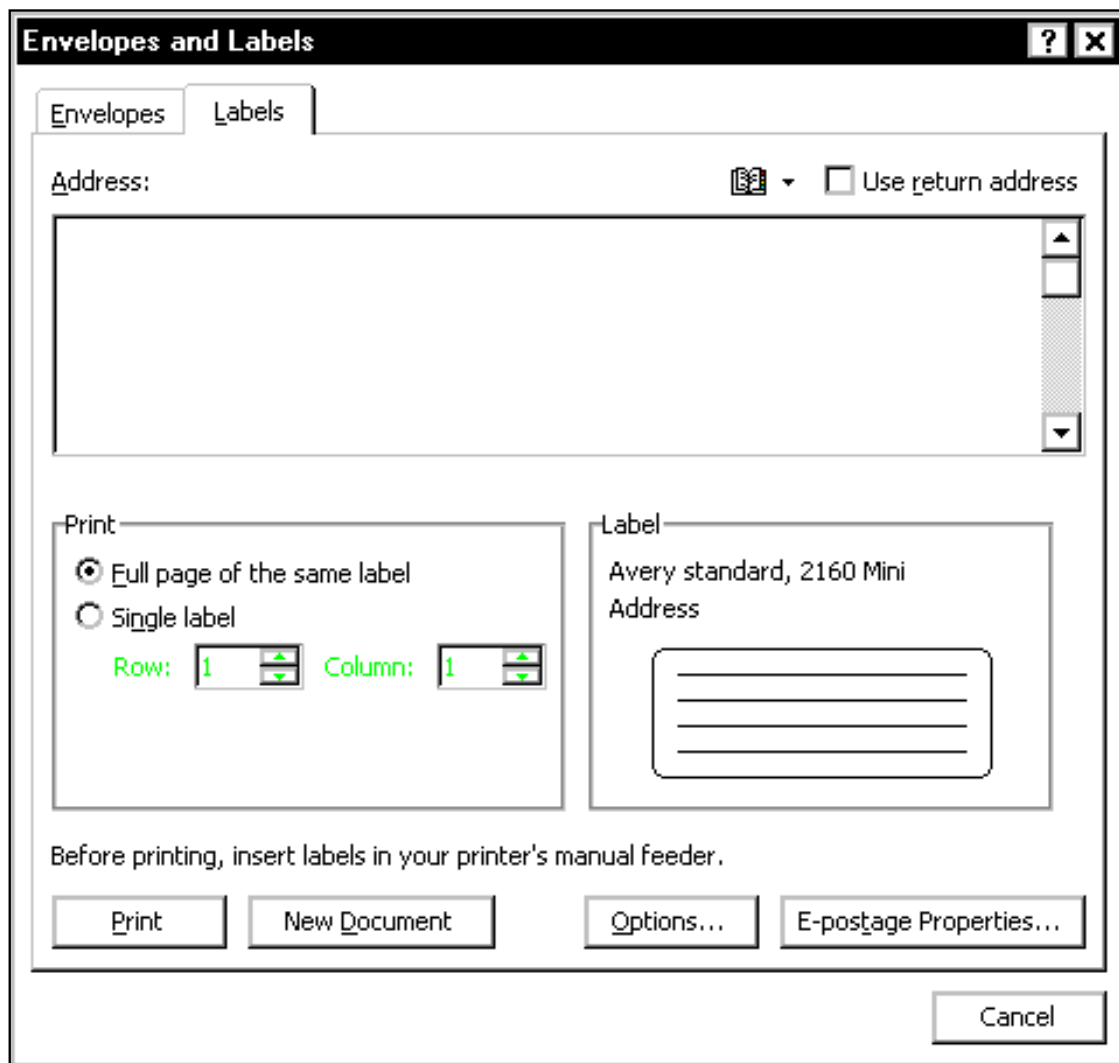
If you no longer need your custom label, you can easily delete it.

**NOTE:** You may delete only the custom labels you created in the *New Custom laser* dialog box. Labels provided by Word cannot be deleted.



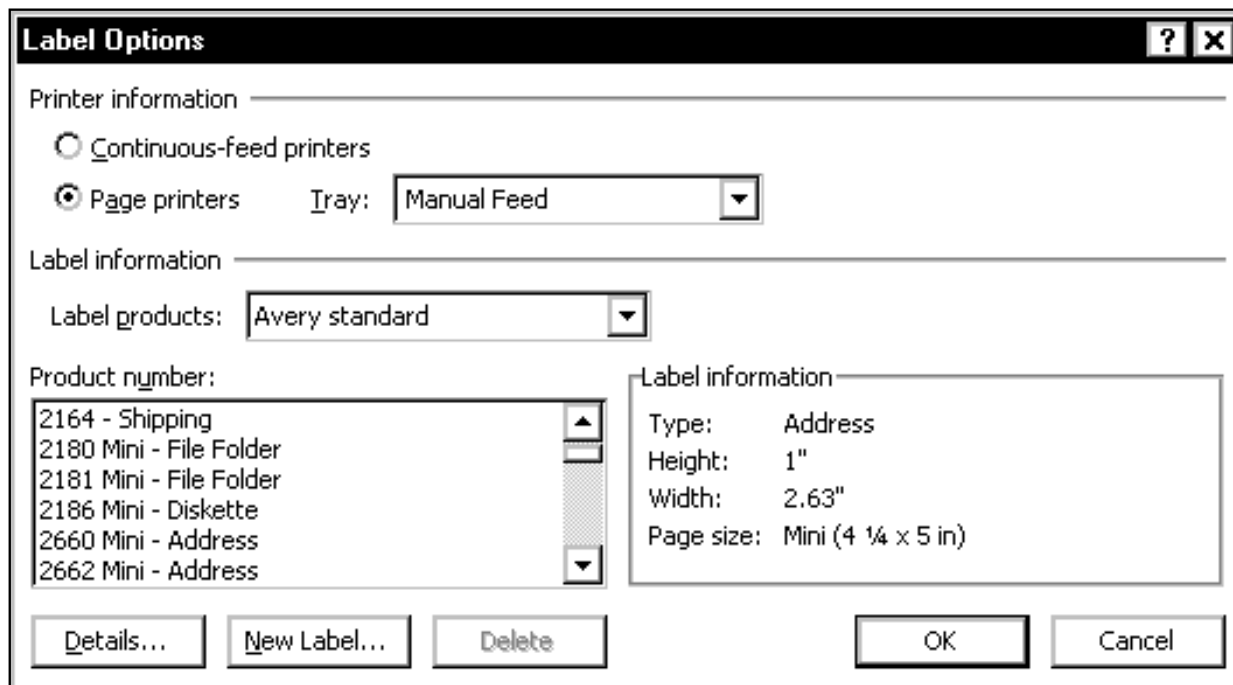
1. From the *Mailings* tab, in the *Create* group, click **LABELS**  
The *Envelopes and Labels* dialog box appears, with the *Labels* tab displayed.





2. Click **OPTIONS...**

The *Label Options* dialog box appears.



3. From the *Label products* pull-down list, select a brand name
4. From the *Product number* scroll list, select the custom label to be deleted
5. Click **DELETE**  
A confirmation dialog box appears.
6. Click **YES**  
Your custom label disappears from the *Product number* scroll box.
7. Click **OK**
8. To close the *Envelopes and Labels* dialog box, click **CANCEL**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with Envelopes

Along with working with word processing documents, Word 2008 has the ability to work with envelopes. This document guides you in the process of working with envelopes and helps you to understand some special issues related to printing envelopes.

- [Things to Consider](#)
- [Selecting Envelope Size](#)
- [Generating Envelopes](#)

#### Things to Consider

Computer-printed envelopes can be used to help you convey a professional image with your correspondence. Word 2008 offers two ways to create envelopes:

- *Creating an envelope for each address*  
This may be helpful when you want to print envelopes for mailing but the names are not already typed into Microsoft Word.
- *Creating custom envelopes using mail merge*  
This allows you to print unique envelopes based on a mailing list. This is especially helpful if you need to send out a letter to many different people and already have their names in an Office data file.

#### Purchasing Your Envelopes

Envelopes are available in a variety of sizes. The most popular size for business correspondence is the Number 10 envelope (4 1/8 X 9 1/2 ). Word also supports several other envelope sizes and provides the option to specify your own envelope size.

#### Tips for Printing Your Envelopes

Generally, envelopes are inserted into your printer using the manual feed. However, refer to your printer documentation, if available, for specific instructions. Instructions or guidelines may also appear on the printer itself.

#### Selecting Envelope Size

Word 2008 gives you the option of choosing a pre-defined size for your envelope or creating a custom sized envelope according to your preferences.

**NOTE:** The *Envelopes and Labels* dialog box is frequently used in the envelope printing process. If you wish, a button can be added to your toolbar, allowing faster access to the *Envelopes and Labels* dialog box. For instructions on how to add the button to your toolbar, refer to [Additional Options for Creating Envelopes](#).

## Selecting Envelope Size: Pre-defined Sizes

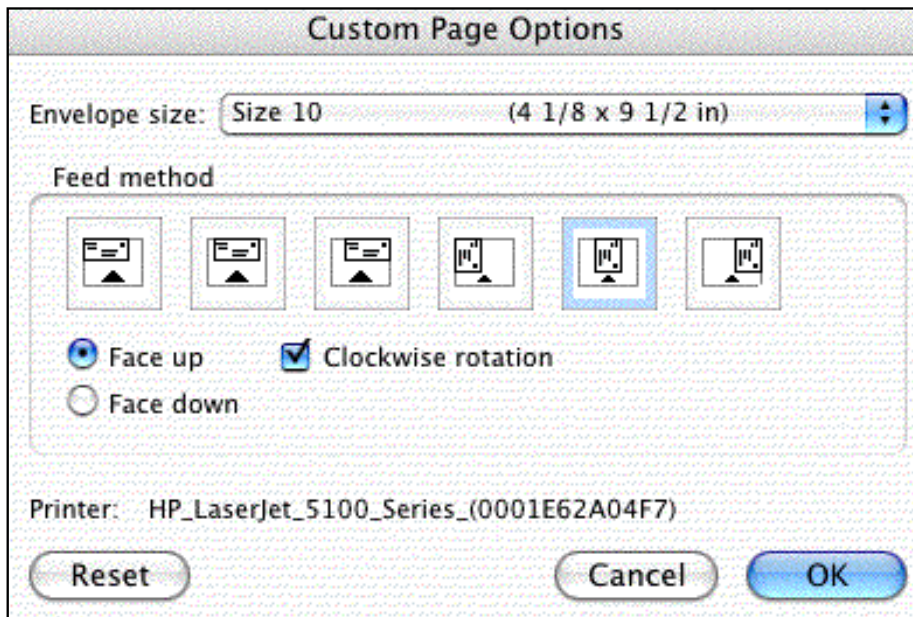
Microsoft Word offers many pre-defined envelope sizes for you to choose from. A frequent choice is the Number 10 envelope (4 1/8 X 9 1/2 ), which is the standard business size. When creating envelopes, always verify, from the *Envelopes and Labels* dialog box, that the envelope size is the one you want.

1. From the *Tools* menu, select **Envelopes...**  
The *Envelope* dialog box appears.

The screenshot shows the 'Envelope' dialog box with the following details:

- Delivery address:** An empty text box with a vertical scrollbar. To its right are 'Font...' and 'Position...' buttons, and checkboxes for 'FIM-A' and 'Delivery point barcode'.
- Return address:** A text box containing 'Office User' and 'UWEC'. To its right are 'Font...' and 'Position...' buttons, and checkboxes for 'Omit' and 'Use my address' (checked).
- Printing Options:** Two radio buttons: 'Use settings from your printer.' (unselected) and 'Use custom settings. Use this option if your printer does not have built-in support for your envelope.' (selected). To the right are 'Page Setup...' and 'Custom...' buttons.
- Bottom section:** A checkbox for 'Insert this envelope into the active document' (unchecked). At the bottom right are 'Data Merge...', 'Print...', 'Cancel', and 'OK' buttons.

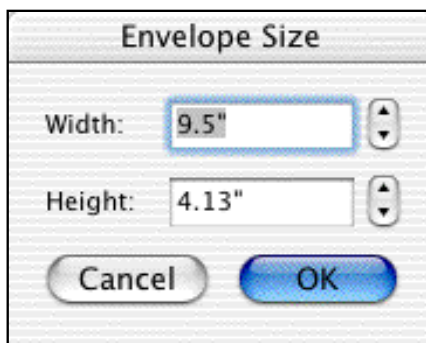
2. Click **CUSTOM...**  
The *Custom Page Options* dialog box appears.



3. From the *Envelope size* pull-down list, select the correct size for the envelope you will be using  
**NOTE:** If the size you will be using is not listed, refer to [Custom Envelope Sizes](#).
4. Click **OK**  
 You return to the *Envelope* dialog box.
5. Continue with [Generating Envelopes](#)

### Selecting Envelope Size: Custom Sizes

1. From the *Tools* menu, select **Envelopes...**  
 The *Envelope* dialog box appears.
2. Click **CUSTOM...**  
 The *Custom Page Options* dialog box appears.
3. From the *Envelope size* pull-down list, select **Custom size...**  
 The *Envelope Size* dialog box appears.



4. In the *Width* text box, use the nudge buttons or type the new dimension
5. In the *Height* text box, use the nudge buttons or type the new dimension

6. Click **OK**  
This returns you to the *Custom Page Options* dialog box.
7. Click **OK**  
This returns you to the *Envelope* dialog box.
8. Continue with [Generating Envelopes](#)

## **Generating Envelopes**

The *Envelopes and Labels* feature can be used to easily generate envelopes. With the *Envelopes and Labels* feature, you can specify the size of the envelope, the return address (if any), and the address for the envelope. The formatting of the envelope can be adjusted in the *Envelope Options* dialog box. For instruction on formatting envelopes, refer to [Using Envelope Options](#).

### **A Single Envelope: Directly to the Printer**

1. From the *Tools* menu, select **Envelopes...**  
The *Envelope* dialog box appears.  
**NOTE:** If the envelope that you are using is not selected, refer to [Selecting Envelope Size](#).
2. In the *Delivery address* scroll box, type the address for the person the envelope will be going to
3. In the *Return address* scroll box, verify the return address  
If it is not correct, make the appropriate changes.  
**NOTE:** You will have the option to save your current return address as the default return address upon printing or adding the address to your document.
4. **OPTIONAL:** If you do not want a return address, select **Omit**  
**NOTE:** The option is selected when a checkmark appears.
5. Insert your envelope into the printer based on your printer's requirements
6. Click **PRINT...**  
The *Print* dialog box appears.
7. Select the desired options
8. Click **PRINT**  
**NOTE:** Depending on your printer, you may be prompted to manually feed the envelopes.

### **A Single Envelope: Insert in Word Document**

1. Open the Word document that will contain the envelope
2. If the address is already typed, select the information
3. From the *Tools* menu, select **Envelopes...**  
The *Envelope* dialog box appears.  
**NOTE:** If the envelope size that you are using is not selected, refer to [Selecting Envelope Size](#).

4. In the *Delivery address* and *Return address* scroll boxes, verify that the correct addresses appear
5. Select ***Insert this envelope into the active document***
6. Click **OK**  
Your envelope appears on the screen. It is now a separate section at the beginning of the document from which it was created.
7. To print,
  - a. Place your insertion point within the envelope
  - b. From the *File* menu, select ***Print...***  
The *Print* dialog box appears.
  - c. To print **only** your envelope, in the *Print* dialog box, from the *Pages* options, select ***Current page***  
**NOTE:** The default setting in *Page Range* option is *All* and will print **both** your envelope and the document associated with it.
  - d. Insert your envelope into the printer based on your printer's requirements
  - e. Click **PRINT**

## Creating Envelopes Using Mail Merge

Another way to generate envelopes using Microsoft Word is by using mail merge. Mail merge allows you to set up one mailing envelope (your starting document). Using data from a table or external database, you can print one envelope with different information for each record in the database or table. For information on setting up and performing mail merges, refer to [Mail Merge: Creating Merged Envelopes](#).

## Additional Options

Microsoft Word offers additional options for working with envelopes. To access this information, refer to [Additional Options for Creating Envelopes](#).

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Additional Options for Creating Envelopes

Labels and envelopes are two ways that you can expand the functionality of Microsoft Word and your printer. This document has been prepared to offer some additional options for working with envelopes.

- [Adding the Create Envelope Button to the Toolbar](#)
- [Using Envelope Options](#)
- [Adding a Graphic to an Envelope](#)
- [Using the Text Box](#)



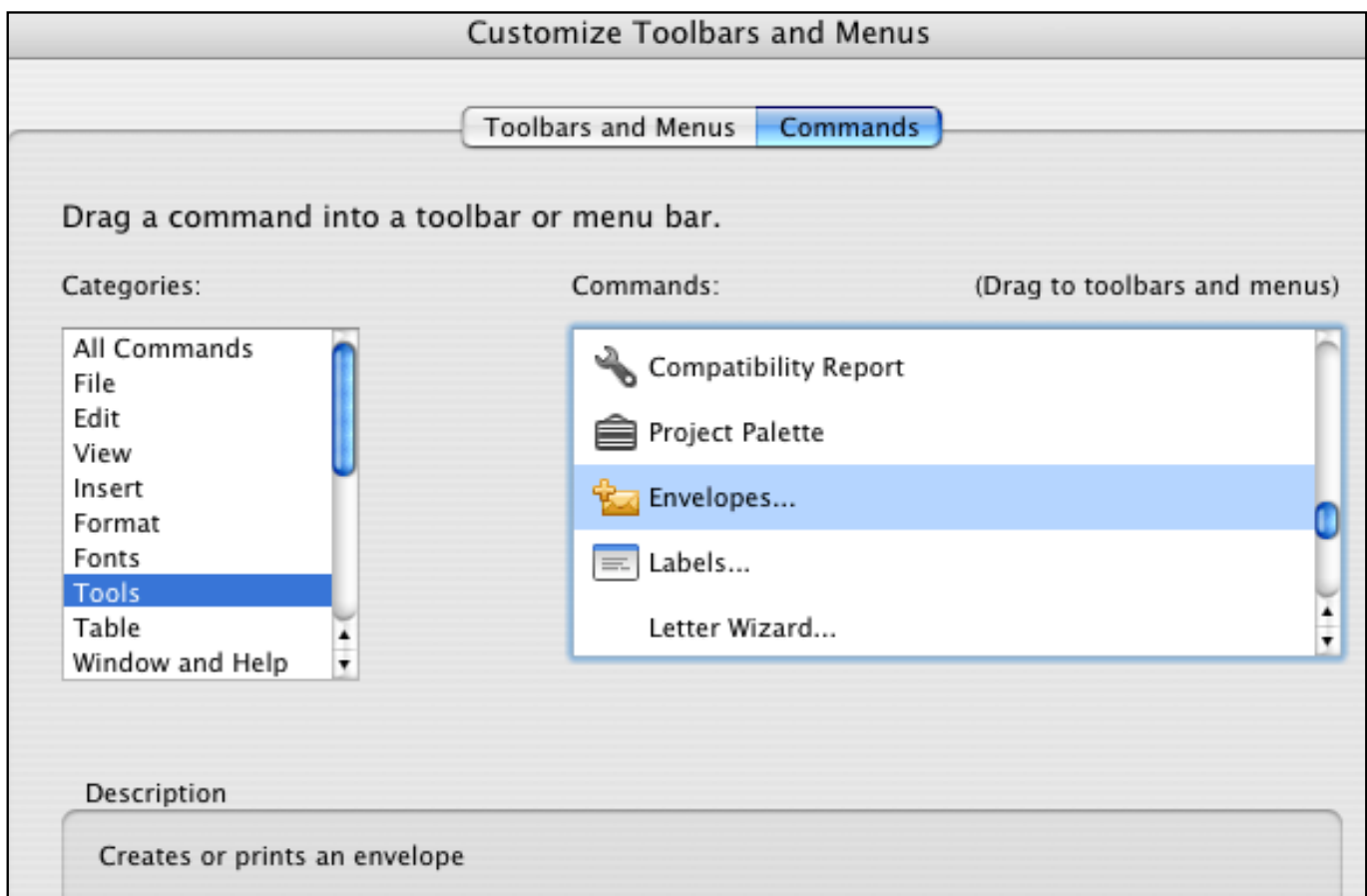
#### Adding the Create Envelope Button to the Toolbar


If you create envelopes frequently with Word, it may be a good idea to add the *Create Envelope* button to any toolbar. This will give you easier access to the *Envelope* dialog box.

##### Adding the Create Envelope Button to Toolbar

1. From the *View* menu, select **Customize Toolbars and Menus...**  
The *Customize Toolbars and Menus* dialog box appears.





2. Select the **Commands** tab
3. From the *Categories* scroll box, select **Tools**
4. From the *Commands* scroll box, select **Envelopes...**
5. Click and drag **ENVELOPES...**  to a position on the *Standard* toolbar at the top of the window
6. Click **OK**

## Using the Create Envelope Button

1. To access the *Envelope* dialog box, from the *Standard* toolbar, click **CREATE ENVELOPE**   
The *Envelope* dialog box appears.



## Using Envelope Options

You can change the font type, font size, and the position of the delivery and return addresses on the envelope with the *Font* and *Envelope* dialog boxes.

### Adjusting the Font: The Formatting Palette

You can adjust the font of the envelope in a way similar to adjusting the font within a Word document. The following

instructions assume that the content of the envelope has already been typed.

1. Within your envelope document, select the text that you want to format
2. In the *Formatting* palette, click **FONT**  
The *Font* tools are displayed.
3. Make the appropriate changes

### Adjusting the Font: Envelope Options Dialog Box

The following steps work only for the *Delivery* address.

1. From the *Tools* menu, select **Envelopes...**  
**OR**

Click **CREATE ENVELOPE**



The *Envelope* dialog box appears.

**Envelope**

Delivery address:

Font...

Position...

FIM-A

Delivery point barcode

Return address:

Office User  
UWEC

Font...

Position...

Omit

Use my address

Printing Options

Use settings from your printer.

Use custom settings. Use this option if your printer does not have built-in support for your envelope.

Page Setup...

Custom...

Insert this envelope into the active document

Data Merge... Print... Cancel OK

2. In the *Delivery address* section, type the address
3. In the *Delivery address* section, click **FONT...**  
The *Font* dialog box appears.
4. Make the desired adjustments to the font
5. Click **OK**
6. Click **OK**

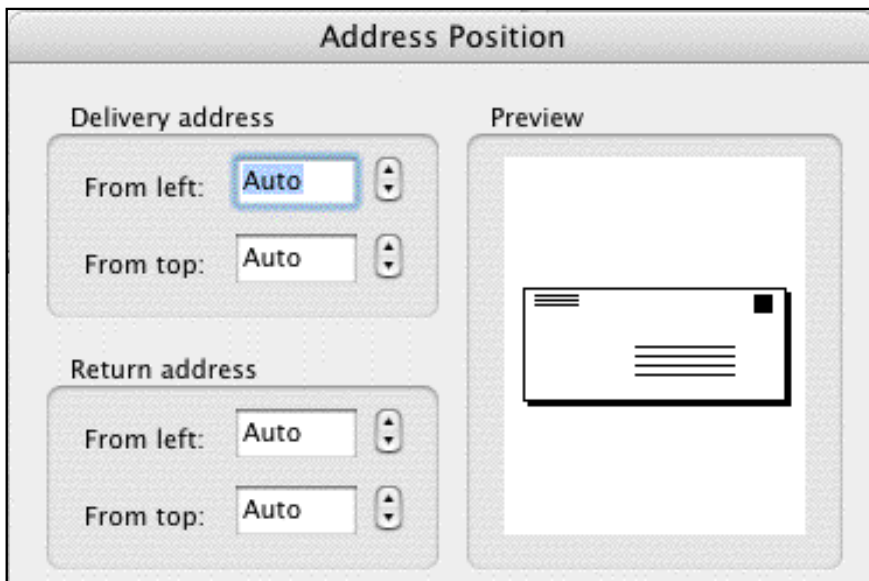
## Adjusting the Position of the Address

If either the *Delivery* or *Return* address is printing too far to the left or right of the envelope, you can adjust the position with the *Envelope* dialog box.

1. From the *Tools* menu, select **Envelopes...**  
**OR**

Click **CREATE ENVELOPE**   
The *Envelope* dialog box appears.

2. In the *Delivery address* or *Return address* section, click **POSITION...**  
The *Address Position* dialog box appears.



3. Under *Delivery address*, in the *From left* or *From top* text box, use the nudge button to adjust the position as appropriate
4. Under *Return address*, in the *From left* or *From top* text box, use the nudge button to adjust the position as appropriate
5. Click **OK**



## Adding a Graphic to an Envelope

You can add a graphic to your envelope similar to the way you add a graphic to a Word document. Once the envelope is in the document, you can use the *Insert Picture* or *Insert Clip Art* command to add the graphic. You can apply typical modifications to the graphic (e.g., resize). For more information on inserting *Clip Art*, refer to [Using Clip Art](#).



## Using the Text Box

When Word creates an envelope and adds it to a Word document, the positioning of the delivery address is controlled by a text box. Text boxes are used to give the user additional control over the placement of text within the document. Text boxes can be adjusted and resized in a way similar to graphics. You will be able to tell if text is within a text box by the border that appears around it.

This is a text box.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Mail Merge Manager: An Overview

With the *Mail Merge Manager* you can take the process of creating merged documents step-by-step. The *Mail Merge Manager* palette is always available and easily accessible. At each step there are options to choose from that will help you to tailor the merge to your needs. This document describes each step in general and the options available. At any point while using the manager, you can go back to a previous step to adjust your choices.

#### To Access the Data Merge Manager:

1. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* appears.

#### STEP 1: Selecting the main document type

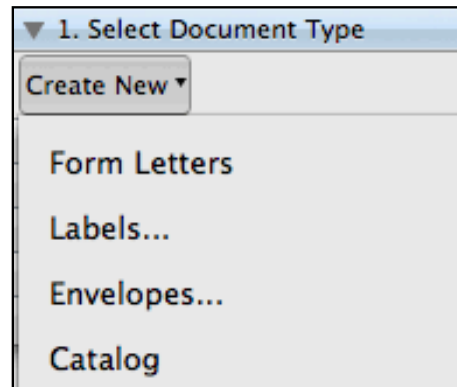
Your options for the main document type are:

**Form Letters:** allows you to tailor one letter to many individuals.

**Labels:** allows you to print labels with different addresses. For instructions on how to perform this type of merge, refer to [Creating Mailing Labels](#).

**Envelopes:** allows you to print envelopes with different addresses. For instructions on how to perform this type of merge, refer to [Creating Merged Envelopes](#).

**Catalog:** allows you to gather varied but related information into a list. For example, list the names, office locations, and phone numbers to create a departmental or organizational directory.



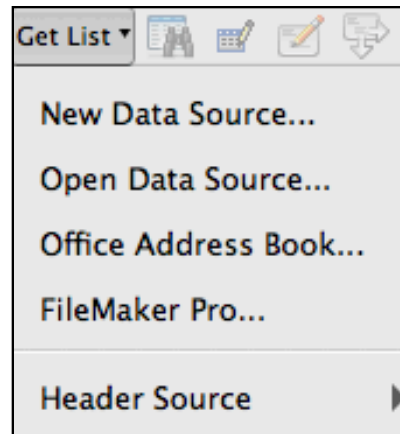
#### STEP 2: Selecting the data source

Your options for data sources are:

**New Data Source:** allows you to create your own list by typing each recipient.

**Open Data Source:** uses a previously saved list. Once you make this selection, a link appears. Clicking it takes you to the *Choose a File* dialog box where you can choose the file you want to use.

**Office Address Book:** uses your email *Contacts* as recipients. You must use Entourage and have existing *Contacts*. Once you make this selection, Word retrieves your *Contacts* in the form of an editable recipient list.

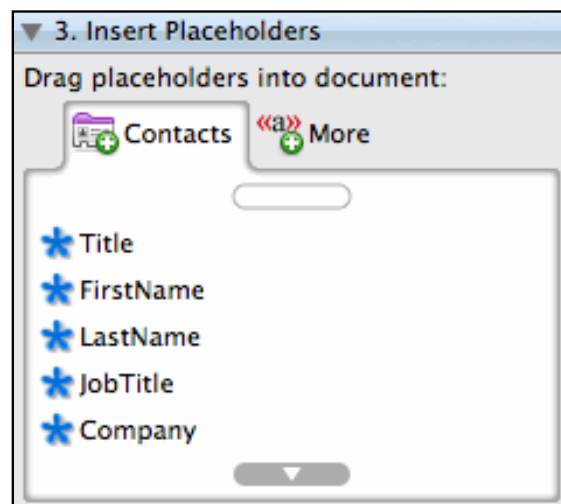


#### STEP 4: Writing your letter and adding fields

During this step you will be adding text and variable information to your letter. To assist you in this, Word has a number of pre-formatted entries along with the fields from your recipient list. Frequently used options include:

**Merge Fields:** located on the *Contacts* tab, these fields allow you to insert variable fields from your data source into your document. These will be the most frequently used fields.

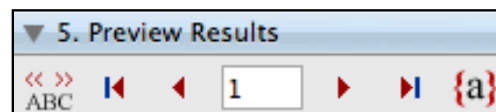
**Word Fields:** located on the *More* tab, these preset Word fields allow you to add bits of logic in between fields.



#### STEP 5: Previewing your letters

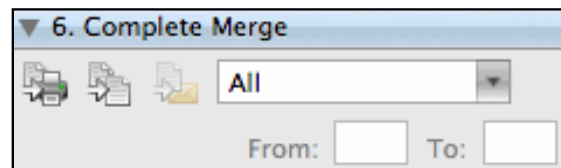
At this point, you are almost ready to merge. Before you do so, it is a good idea to preview your letters. You can browse through the letters by clicking either PREVIOUS or NEXT. You can also locate specific recipients.

Based on what you see during this preview, you may decide to edit your letter, edit the recipient list, or exclude one or more recipients from the merge.



#### STEP 6: Completing the merge

Once the merge is complete, you can merge the documents to the printer or to a new file. Additionally, you can filter or sort your merged documents by using the Query Options or specify the records to merge.



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Mail Merge Terminology

With Word's *Mail Merge* feature, you can personalize a static text (e.g., a letter) or a static format (e.g., labels). Understanding some of the terminology associated with the feature will help you as you create merged documents.

#### The Documents

##### Main Document

The starting document contains the format for the document with field references to the data source.

##### Data Source

Also referred to as a *recipient list*, the **data source** contains the unique information for each record. It is merged with the main document to create the customized form letter or mailing list.

#### Components of the Data Source

The data source is organized by fields and records:

##### Records

A record is made up of related information in the data document. If your data file contains members of a student organization, one record will be the information that applies to a specific student. This information runs horizontally across the data grid.

##### Fields

Also referred to as *Placeholders*, a field is a subsection of a record, such as a name or zip code. Fields can be big or small. For example, a field can contain one address, or separate fields may break the address down into street address, state, and zip code. Separating the fields allows you to use them as a group (e.g., print the entire address at the top of the letter) or use them individually (e.g., address the recipient by first and last name, or first name alone). It also allows you to sort your addresses by name, state, or zip code. The nature of the task determines how distinct your fields should be. Field information runs vertically on the data grid.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Mail Merge: Working with the Recipient List

For a successful *Mail Merge*, you will need to establish a recipient list, which is also referred to as the data source. This contains the information that will vary with each record, such as names or identification numbers. If you are creating a mailing list, for example, names and addresses will be included in your data source.

You can either create a new data source or use a pre-existing source (such as your Outlook Contacts). You may also wish to alter which entries are included from your data source without having to open it, change the appropriate entries, and then save the changes. *Mail Merge* allows you to specify which individual entries you want to include as well as add and delete data source entries and fields. This document covers the following topics:

- [Creating a New Data Source](#)
- [Accessing the Data Document](#)
- [Adding and Deleting Data Source Fields](#)
- [Adding and Deleting Data Source Entries](#)

For more information on the data source, refer to [Mail Merge: An Overview](#).



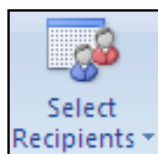
### Creating a New Data Source

Before creating the data source document, take a moment to plan out the information you want to include. While you can always add or remove fields after creating your data document, it is most efficient to know which fields will be necessary before creating the data document in the first place.



1. From the **Mailings** tab, in the *Start Mail Merge* group, click **START MAIL MERGE**.  
The *Start Mail Merge* sub-menu appears.

2. From the *Start Mail Merge* sub-menu, select the desired type of starting document  
**EXAMPLE:** Select **Letters**



3. Click **SELECT RECIPIENTS** » select **Type New List**  
The *New Address List* dialog box appears.

**New Address List** ? X

Type recipient information in the table. To add more entries, click New Entry.

Title ▼	First Name ▼	Last Name ▼	Company Name ▼	Address Line 1 ▼

4. Click in a field to add information
5. In the appropriate fields, type the desired information for the data source
6. **OPTIONAL:**
  - a. To remove fields, refer to [Deleting Fields](#)
  - b. To add fields, refer to [Adding Fields](#)
  - c. Repeat steps a and b until you are left with the desired data fields
  - d. Click **OK** to return to the *New Address List* dialog box
7. **OPTIONAL:**
  - a. To add additional entries, refer to [Adding an Entry](#)
  - b. To delete an entry, refer to [Deleting an Entry](#)
  - c. Repeat steps a and b until all of your entries have been made
8. When all entries are complete, click **OK**  
The *Save Address List* dialog box appears.  
**NOTE:** The default save location is *My Data Sources* and the file extension is *.mdb* (Microsoft Office Address Lists).
9. Using the *Save in* pull-down list, navigate to the desired save location
10. In the *File name* text box, type the desired name for your address list
11. Click **SAVE**  
The *Mail Merge Recipients* dialog box appears.

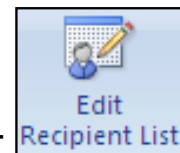
12. **OPTIONAL:** To include recipients in the merge, select the checkbox beside their entry  
To exclude them, deselect the checkbox beside their entry
13. When finished, click **OK**



## Accessing the Data Document

Once your data source has been created, you can continue to make changes to it. In order to do so, you must open the data source.

1. Open the main document



2. From the **Mailings** tab, in the *Start Mail Merge* group, click **EDIT RECIPIENT LIST**  
The *Mail Merge Recipients* dialog box appears.

**Mail Merge Recipients** [?] [X]

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Last Name ▼	First Name ▼	Title ▼	Company Name ▼
76219353.mdb	<input checked="" type="checkbox"/>	Doe	Jane	Ms.	UWEC
76219353.mdb	<input checked="" type="checkbox"/>	Shmoe	Joe	Mr.	UWL

Data sources:  Refine recipient list

76219353.mdb

[Sort...](#)  
[Filter...](#)  
[Find duplicates...](#)  
[Find recipient...](#)  
[Validate addresses...](#)

3. From the *Data sources* list, select the desired entry by clicking it once

4. Click **EDIT**

The *Edit Data Source* dialog box appears.

**Edit Data Source** ? X

To edit items in your data source, type your changes in the table below. Column headings display fields from your data source and any recipient list fields to which they have been matched (in parentheses).

Data source being edited: 76219353.mdb

	Title ▼	First Name ▼	Last Name ▼	Company Name ▼	Address Line 1 ▼
▶	Ms.	Jane	Doe	UWEC	
	Mr.	John	Doe	LTS	

◀ | | ▶

New Entry Find... Delete Entry Customize Columns... OK Cancel



## Adding and Deleting Data Source Fields

You can add or delete field names even after you have merged the data and main documents.

### Adding Fields

1. Access the Data Document
2. From the *Address List* dialog box, click **CUSTOMIZE COLUMNS...**  
The *Customize Address List* dialog box appears.
3. Click **ADD...**  
The *Add Field* dialog box appears.
4. In the *Type a name for your field* text box, type the desired field name
5. Click **OK**  
The new field appears in the *Field Names* section.
6. Repeat steps 3–5 until all desired fields have been added
7. Click **OK**

8. For the added field(s), type the appropriate information
9. Click **OK**  
The *Mail Merge Recipients* dialog box appears, with the new field and information added.

## Changing Field Order

1. Access the Data Document
2. From the *Address List* dialog box, click **CUSTOMIZE COLUMNS...**  
The *Customize Address List* dialog box appears.
3. From the *Field Names* scroll list, select the field name you want to move
4. Click **MOVE UP** or **MOVE DOWN**
5. Repeat steps 3–4 until all desired field names have been repositioned
6. Click **OK**
7. Click **OK**  
The *Mail Merge Recipients* dialog box appears.

## Deleting Fields

If you delete a field, the data in the field is also deleted.

1. Access the Data Document
2. From the *Address List* dialog box, click **CUSTOMIZE COLUMNS...**  
The *Customize Address List* dialog box appears.
3. In the *Field Names* section, select the field you want to remove
4. Click **DELETE**  
A confirmation dialog box appears.
5. To delete the field, click **YES**
6. Repeat steps 3–5 until all desired fields have been added
7. Click **OK**
8. Click **OK**  
The *Mail Merge Recipients* dialog box appears.



## Adding and Deleting Data Source Entries

You can add, edit, or delete records even after you have merged the data and main documents. For the changes to take effect, however, you will have to re-merge the documents. If you want to create a new data source document, refer to [Creating a New Data Source](#).

## Adding an Entry

1. [Access the Data Document](#)
2. Click **NEW ENTRY**
3. Type the new record information
4. Repeat steps 2–3 as necessary
5. Once all new records are entered, click **OK**  
A confirmation dialog box appears.
6. To save your changes, click **YES**  
To close without saving changes, click **NO**

## Deleting an Entry

1. [Access the Data Document](#)
2. In the *Edit Data Source* dialog box, select the record you wish to delete
3. Click **DELETE ENTRY**  
A confirmation dialog box appears.
4. To delete the entry, click **YES**
5. Repeat steps 2–4 as necessary
6. Once all changes have been made, click **OK**  
A confirmation dialog box appears.
7. To save your changes, click **YES**  
To close without saving changes, click **NO**

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with the Data Source

When using the *Mail Merge* feature, you will need to load the data that is to be entered in the selected fields. This is done through a data source file. Using the *Mail Merge* palette you are able to create a new data source, open an existing data source, edit a data source, and find a specific record.

- Accessing the Mail Merge Manager Palette
- Creating a New Data Source
- Opening a Data Source
- Using the FileMaker Pro Option
- Finding a Record
- Editing a Data Source



### Accessing the Mail Merge Manager Palette

Before you can begin working with a data source, you must first access the *Mail Merge Manager* palette.

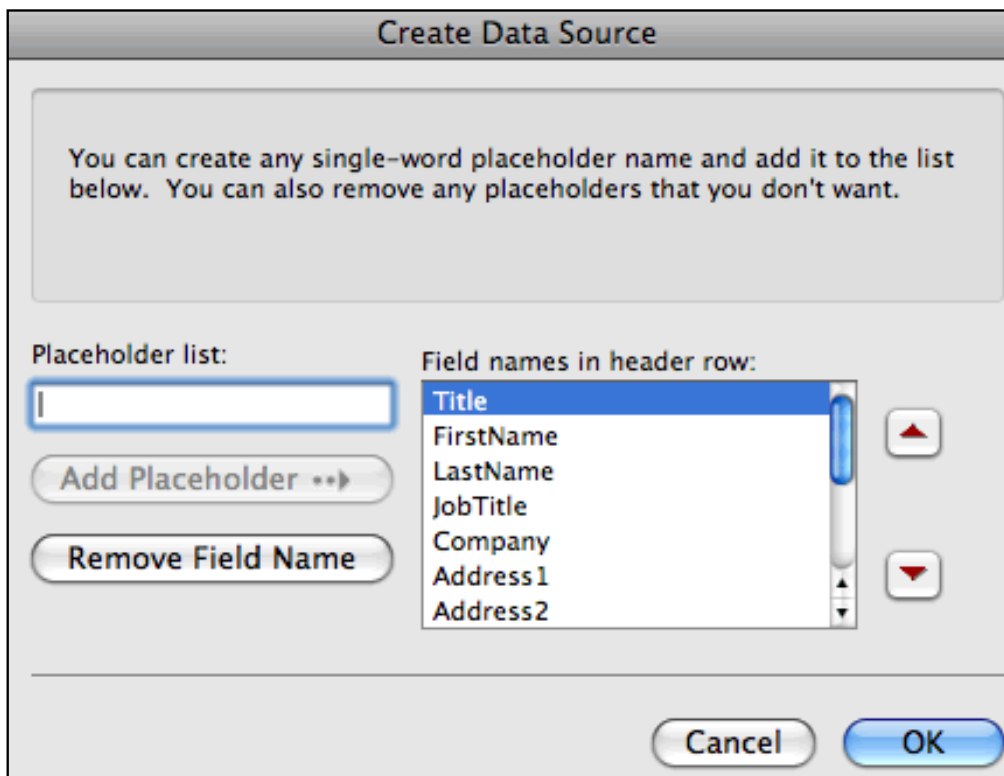
1. From the *Tools* menu, select ***Mail Merge Manager***  
The *Mail Merge Manager* palette appears.
2. In the *Select Document Type* section, from the *Create New* pull-down menu select the desired document type



### Creating a New Data Source

When you create a new data source, you designate what will appear in your document when you insert a field. There are default categories as well as the option to create your own.

1. In the *Select Recipients List* section, from the *Get List* pull-down menu select ***New Data Source...***  
The *Create Data Source* dialog box appears.



2. To add fields to the *Data Source*
  - a. In the *Placeholder list* text box, type the name of the field you want to add to the data source file
  - b. Click **ADD PLACEHOLDER**
3. To remove fields from the *Data Source*
  - a. Select the desired field
  - b. Click **REMOVE FIELD NAME**
4. Click **OK**  
The *Save Data Source* dialog box appears.
5. In the *Save As:* text box, type the file name
6. Using the *Where:* pull-down menu, navigate to the desired saving location
7. **OPTIONAL:** Using the *Format:* pull-down menu, select the desired file format
8. Click **SAVE**  
The *Data Form* dialog box appears
9. Enter your data in the appropriate fields  
**HINT:** To move to the next field, press **[tab]**.
10. To add an entry, click **ADD NEW**
11. When finished with all entries, click **OK**  
Your data source file has been created






## Opening a Data Source

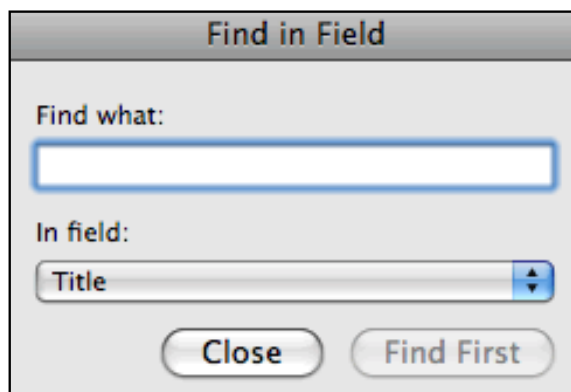
1. In the *Select Recipients List* section, from the *Get List* pull-down menu select **Open Data Source...**  
The *Choose a Data file* dialog box appears
2. Navigate to and select the desired file
3. Click **OPEN**  
Your data source file is opened.

## Using the FileMaker Pro Option

1. On the *Mail Merge Manager* palette, in the *Select Recipients List* section, from the *Get List* pull-down menu select **FileMaker Pro...**  
The *Choose a File* dialog box appears
2. Navigate to and select the desired file
3. Click **OPEN**  
Your data source file is opened.

## Finding a Record

1. On the *Mail Merge Manager* palette, in the *Select Recipients List* section, click **FIND RECORD**   
The *Find in Field* dialog box appears.



Find in Field

Find what:

In field:

Title

Close Find First

2. Using the *In Field:* pull-down menu, select the field to search in
3. In the *Find what:* text box, type the word or phrase you are searching for
4. Click **FIND FIRST**

## Editing a Data Source



1. On the *Mail Merge Manager* palette, in the *Select Recipients List* section, click **EDIT DATA SOURCE**. The *Data Form* dialog box appears.

**Data Form**

Title:

FirstName:

LastName:

JobTitle:

Company:

Address 1:

Address 2:

City:

State:

Record:

2. To delete a record,
  - a. Using the arrows at the bottom of the window, navigate to the record you want to delete
  - b. Click **DELETE**
  - c. When finished click **OK**
3. To revise an existing record,
  - a. Using the arrows at the bottom of the window, navigate to the record you want to revise
  - b. Revise the desired fields
  - c. Repeat steps *a* and *b* as necessary
  - d. Click **OK**
4. To add a new record,
  - a. Click **ADD NEW**
  - b. Fill in the appropriate field
  - c. Click **OK**
5. To cycle through existing entries, use the arrows at the bottom of the window
6. When finished deleting/revising/adding, click **OK**. The *Data Form* dialog box closes.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Mail Merge: Filter and Sort Options

Word's *Merge* feature allows you to customize the actual merge. For example, you can have the records sorted to print out in a specific order or you can create a filter so you only merge records that meet specific criteria. These options are selected through *Query Options* in the *Data Merge Manager*. Sections of this document include:

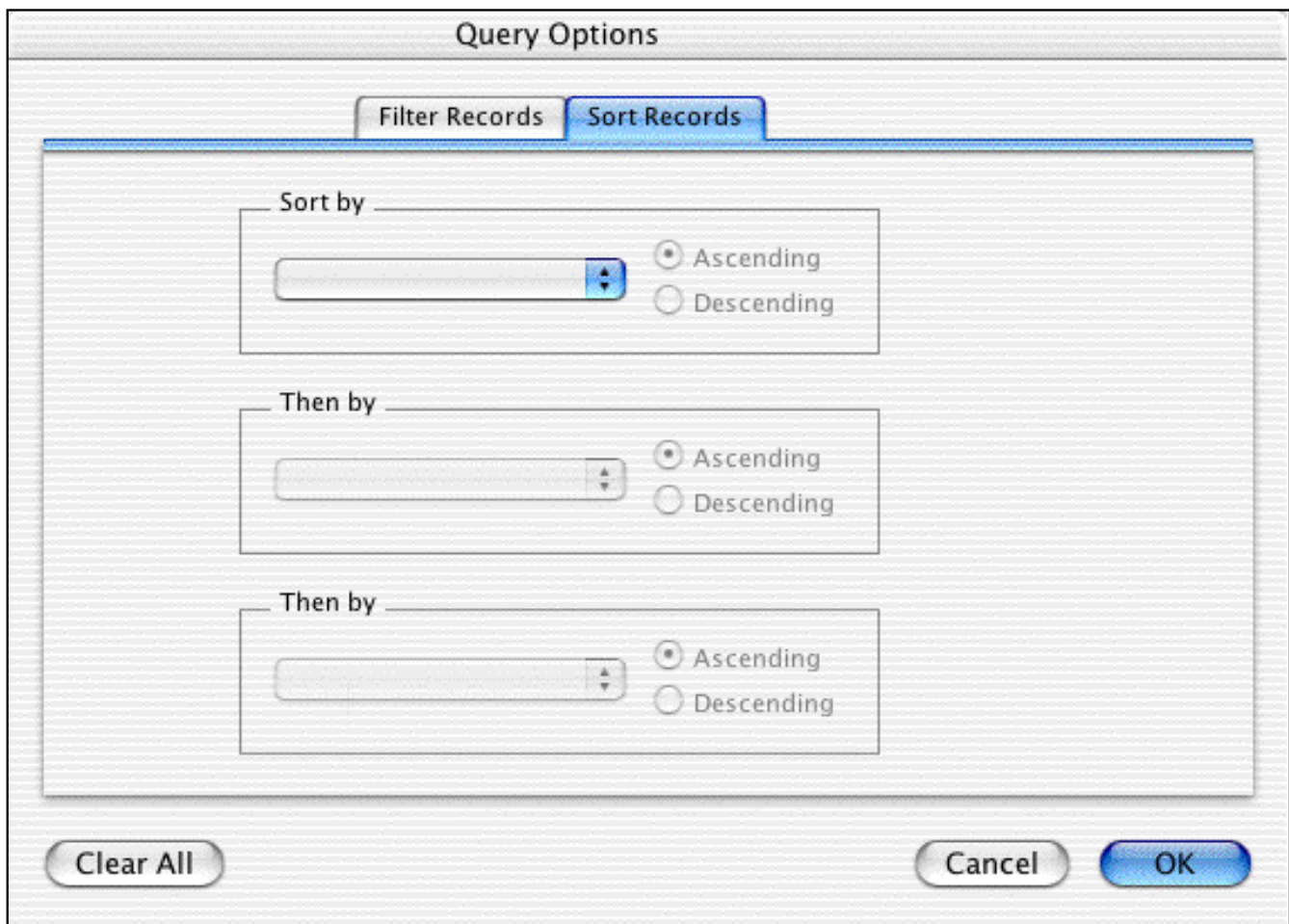
- [Sorting the Records](#)
- [Establishing a Filter](#)



#### Sorting the Records

By selecting a sort order, you can determine the order in which your records are merged and subsequently printed. For example, you could print letters in numerical order by zip code or alphabetically by last name.

1. Open the main document
2. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* palette appears.
3. In the *Select Document Type* section, from the *Create New* pull-down menu, select the appropriate document type
4. In the *Select Recipients List* section, from the *Get List* pull-down menu, select the appropriate option
5. From the *Insert Placeholders* section, insert the desired fields
6. In the *Filter Recipients* section, click **OPTIONS...**  
The *Query Options* dialog box appears.



7. Select the **Sort Records** tab
8. From the *Sort by* pull-down list, select the appropriate field
9. To set the order in which the records will be sorted, select **Ascending** or **Descending**
10. **OPTIONAL:** To set additional sort criteria, from the *Then by* list(s), select the appropriate field(s)
11. Click **OK**



## Establishing a Filter

By establishing a filter, you determine specific records to be merged and printed according to the criteria you select. For example, you may want to send letters only to personnel from a specific department.

1. Open the main document
2. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* palette appears.
3. In the *Select Document Type* section, from the *Create New* pull-down menu, select the appropriate document type

4. In the *Select Recipients List* section, from the *Get List* pull-down menu, select the appropriate option
5. From the *Insert Placeholders* section, insert the desired fields
6. In the *Filter Recipients* section, click **OPTIONS...**  
The *Query Options* dialog box opens.
7. Select the **Filter Records** tab

Query Options		
Filter Records		Sort Records
Field:	Comparison:	Compare to:
FirstName	Equal to	
And		

Clear All      Cancel      OK

8. From the first *Field* pull-down list, select the field that you want to base your filter on  
**EXAMPLE:** To merge only the records of a specific job title, from the *Field* pull-down list, select **Job Title**
9. From the *Comparison* pull-down list, select the type of comparison  
**EXAMPLE:** To continue merging only the records of those who have a certain job title, from the *Comparison* pull-down list, select **Equal to**
10. In the *Compare to* text box, type the value/text that the information should be compared to  
**EXAMPLE:** To finish merging the records of those who have a certain job title, in the *Compare to* text box, type **Professor**
11. **OPTIONAL:** To set up additional criteria for filtering, select **And** or **Or** from the pull-down list and repeat steps 8-10 as necessary
12. Click **OK**

13. Finish merging your document

Only the records which meet your criteria will be merged.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

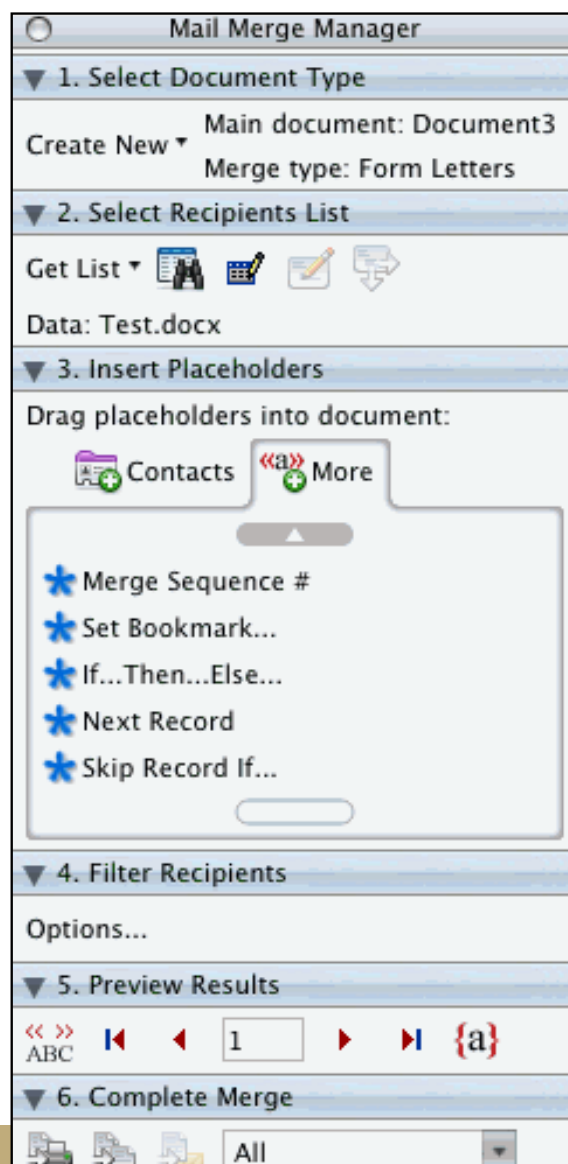
### Mail Merge: Creating Merged Letters

One popular use of the *Mail Merge* feature is to create form letters. *Mail Merge* allows you to set up one letter, which serves as your main document. Using data from a table or external database, you can print this letter with different information for each record in the database or table.

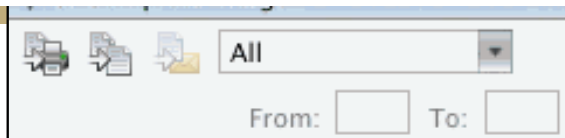
These instructions assume that you have an understanding of the Word *Mail Merge* process. If you need more information, refer to [Mail Merge: An Overview](#).

1. From the *Tools* menu, select **Mail Merge Manager**

The *Mail Merge Manager* palette appears.







2. In the *Select Document Type* section, from the *Create New* pull-down menu, select **Form Letters...**
3. In the *Select Recipients List* section, from the *Get List* pull-down menu, select **Open Data Source...**  
The *Choose a Data file* dialog box appears.
4. Navigate to and select the appropriate file
5. Click **OPEN**
6. To insert merge fields from your data source,
  - a. In the *Insert Placeholders* section, select the **Contacts** tab
  - b. Click and drag a field to the desired location in your document
7. To insert conditional statements,
  - a. In the *Insert Placeholders* section, select the **More** tab
  - b. Click and drag a field to the desired location in your document
8. When finished, click **PREVIEW RESULTS**  
A preview of your first recipient's letter appears.
9. **OPTIONAL:** To preview your document with other recipients' information, in the *Preview Results* section, click the arrows
10. To finish and print letters
  - a. In the *Complete Merge* section, from the pull-down menu, select the appropriate option to designate which records to finish

b. Click **MERGE TO PRINTER**



**OR**

Click **MERGE TO DOCUMENT**



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Mail Merge: Using an Excel Database for Mail Merge

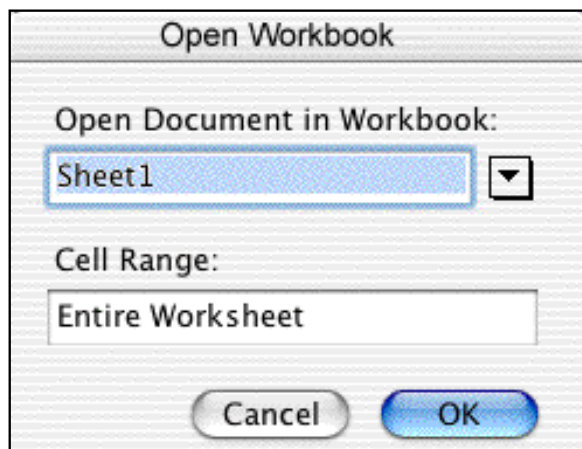
In addition to the features and functions of Excel that make your database useful, you can also use the database to merge information into Word for large mailings. This means that you will not have to duplicate information you already have in your Excel database to perform a mail merge.

These instructions assume that you have an understanding of the Word mail merge process.

**WARNING:** The field names of your Excel database must begin in the upper-left corner of your worksheet, cell A1 (the first row and column).

Navigating to your Excel data document is similar to selecting a Word data document.

1. Open a blank Word document
2. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* appears.
3. In the *Select Document Type* section, from the *Create New* pull-down menu, select **Form Letters**
4. In the *Select Recipients List* section, from the *Get List* pull-down menu, select **Open Data Source...**  
The *Choose a Data file* dialog box appears.
5. Locate and select the Excel workbook you will use for your list
6. Click **OPEN**  
The *Open Workbook* dialog box appears.




7. If your Excel workbook has multiple worksheets, from the *Open Document in Workbook* pull-down menu, select the worksheet containing your data
8. Click **OK**
9. If you have not already done so, write your letter
10. To insert merge fields from the *Mail Merge Manager*,
  - a. In the *Insert Placeholders* section, select the **Contacts** tab
  - b. Click and drag a field to the desired location in your document
11. To insert conditional statements from the *Mail Merge Manager*,
  - a. In the *Insert Placeholders* section, select the **More** tab
  - b. Click and drag a field to the desired location in your document
12. To preview your merged document, from the *Mail Merge Manager*, in the *Preview Results* section, click **VIEW**

**MERGED DATA** 

A preview of your first recipient appears.

**NOTE:** For more information on editing the recipients' information, refer to [Working with the Data Source](#).

13. To print the letters, from the *Mail Merge Manager*, in the *Complete Merge* section,

- a. Click **MERGE TO PRINTER**   
The *Print* dialog box appears.
- b. Make the appropriate selections
- c. Click **PRINT**

14. To save the merged letters as a separate file, from the *Data Merge Manager*, in the *Merge* section,

- a. Click **MERGE TO NEW DOCUMENT** 

**NOTES:**

The merged letters appear in a new, unsaved document.

Each letter is separated by a section break.

- b. Make any desired changes in the new document
- c. Save the new document

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Mail Merge: Using Outlook Contacts for Mail Merge

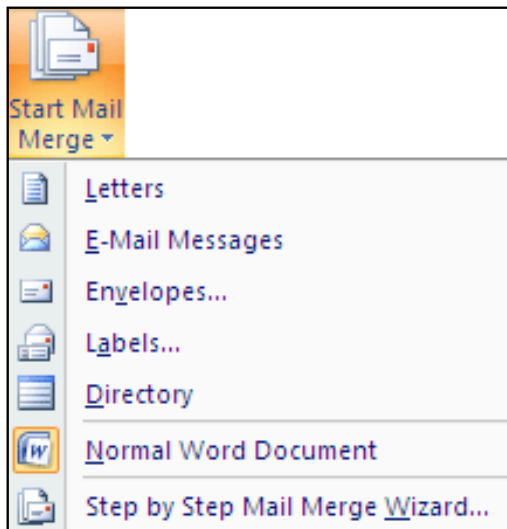
Using the *Mail Merge* option in Microsoft Word 2007 is an easy way to prepare documents for large mailings. Instead of creating your own list of recipients, Word allows you to use the *Contacts* in your Outlook account.

NOTE: For more information about Word's *Mail Merge* process, refer to [Mail Merge: An Overview](#)

To create a mail merge using Outlook *Contacts*:

1. Open a blank Word document
2. From the *Ribbon*, select the **Mailings** command tab
3. In the *Start Mail Merge* group, click **START MAIL MERGE** » select the desired document type

**EXAMPLE:** Select **Letters**



4. In the *Start Mail Merge* group, click **SELECT RECIPIENTS** » select **Select from Outlook Contacts...**  
The *Select Contacts* dialog box appears.
5. Click **OK**  
The *Mail Merge Recipients* dialog box appears, displaying your Outlook *Contacts*.

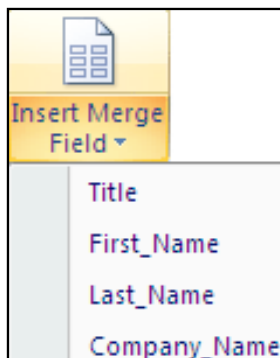
**Mail Merge Recipients**

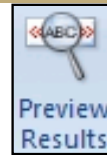
This is the list of recipients that will be used in your merge. Use the options below checkboxes to add or remove recipients from the merge. When your list is ready,

Data Source	<input checked="" type="checkbox"/>	Last	First	Title	Company
Contacts	<input checked="" type="checkbox"/>	Attrick	Jerry		
Contacts	<input checked="" type="checkbox"/>	Doe	Jane		
Contacts	<input checked="" type="checkbox"/>	Drip	Ivy		
Contacts	<input checked="" type="checkbox"/>	Fence	Noah		
Contacts	<input checked="" type="checkbox"/>	James	Jesse		
Contacts	<input checked="" type="checkbox"/>	Jones	Wanda		
Contacts	<input checked="" type="checkbox"/>	Smith	Besse		
Contacts	<input checked="" type="checkbox"/>	Thumbelina	John		
Contacts	<input checked="" type="checkbox"/>	Tanner	Danny		
Contacts	<input checked="" type="checkbox"/>	Ulrich	Skeet		
Contacts	<input checked="" type="checkbox"/>	Viper	Velma		
Contacts	<input checked="" type="checkbox"/>	Williams	Tapanga		

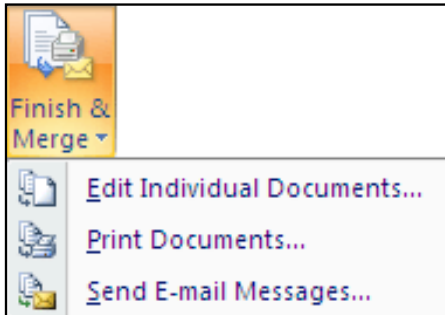
Data Source:  Refine recipient list:

6. Select the contacts you would like to add to your recipients list  
**NOTE:** A recipient is selected if a checkmark appears before their name.
7. Click **OK**  
**NOTE:** To edit the recipient information, refer to [Working with the Recipients List](#).
8. In your document, type the message, leaving space for information to be added in the mail merge
9. To insert merge fields
  - a. Position the insertion point where you want to insert the variable information within your document
  - b. In the *Write & Insert Fields* group, click **INSERT MERGE FIELD** » select the desired field  
**NOTES:**  
 Be sure to click the **text** of the INSERT MERGE FIELD button below the picture to access the drop-down list.  
 The fields available to you will be the column headers of your *Contacts*.

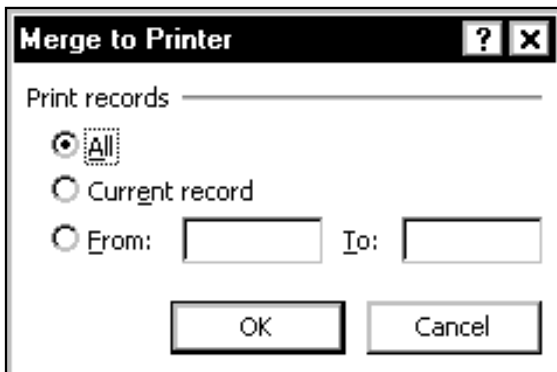




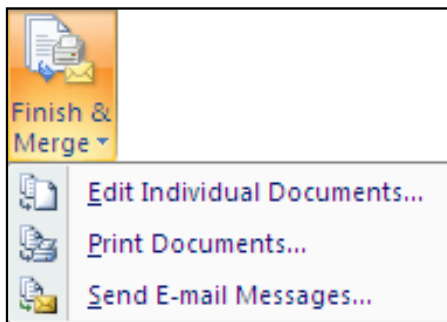
10. When finished, in the *Preview Results* group, click **PREVIEW RESULTS**. A preview of your first recipient's letter appears.  
**NOTE:** For more information on editing the recipient information, refer to [Working with the Recipients List](#).
11. **OPTIONAL:** To preview your document with other recipients' information, in the *Preview Results* group, click the arrows
12. To print the document
- From the *Finish* group, click **FINISH & MERGE** » select **Print Documents...**



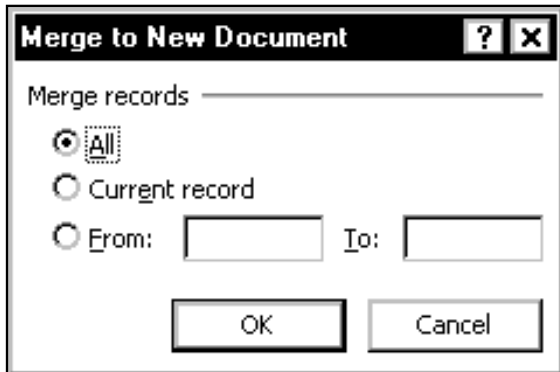
The *Merge to Printer* dialog box appears.



- To print documents for all of your selected records, select **All**.  
 To print a document for only the record displayed, select **Current record**.  
 To print documents for only certain records, type a range in the text boxes.
  - Click **OK**.  
 The *Print* dialog box appears.
  - Make any necessary adjustments.  
**NOTE:** Refer to [Printing Options for Specific Pages](#) for more information.
  - Click **OK**.
- To make changes to the documents
- From the *Finish* group, click **FINISH & MERGE** » select **Edit Individual Documents...**



The *Merge to New Document* dialog box appears.



- b. To edit the documents for all of your selected records, select **All**  
To edit the document for only the record displayed, select **Current record**  
To edit the documents for only certain records, type a range in the text boxes
- c. Click **OK**
- d. Make the appropriate changes in the new document that appears
- e. Save the document

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Mail Merge: Creating Merged Mailing Labels

*Mail Merge* allows you to set up mailing labels that use the same format with information from a variety of records. Using data from a table or external database, you can print one label with different information for each record in the database or table. The following instructions describe how to merge a pre-existing database's values into address labels with the *Mail Merge Manager*.

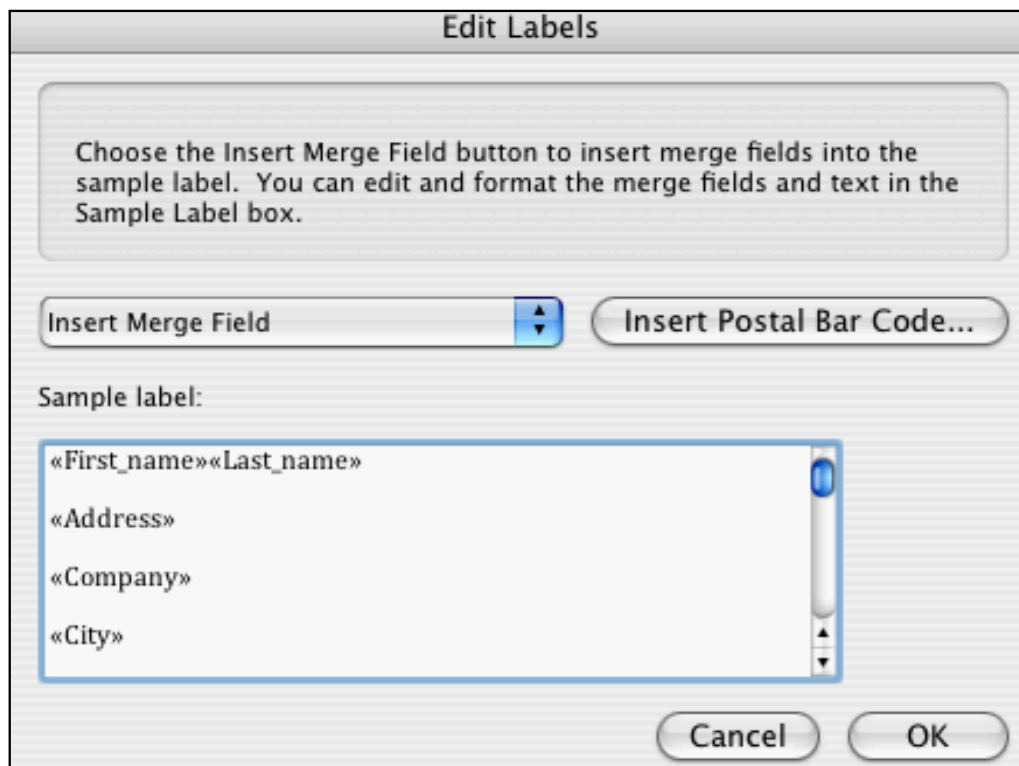
Begin the process of creating mail merge labels by setting up your starting document. When creating labels, you have many options. You can choose the label size, text font, positioning of the information, etc., to suit the needs of your particular project.



1. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* palette appears.
2. In the *Select Document Type* section, from the *Create New* pull-down menu, select **Labels...**  
The *Label Options* dialog box appears.

3. From the *Label products* pull-down menu, select the brand name of your labels  
**NOTE:** The most common brand is *Avery standard*.



4. From the *Product number* scroll box, select the product number of your labels  
**NOTE:** The most common is *5160-Address*.
5. Click **OK**
6. In the *Select Recipients List* section, from the *Get List* pull-down menu, select **Open Data Source...**  
 The *Choose a Data file* dialog box appears.
7. Navigate to and select the appropriate file
8. Click **OPEN**  
 The *Edit Labels* dialog box appears.



9. Using the *Insert Merge Field* pull-down menu, select the desired fields
10. Click **OK**
11. In the *Preview Results* section, click **VIEW MERGED DATA** 
12. **OPTIONAL:** To preview your document with other recipients' information, in the *Preview Results* section, click the arrows
13. To finish and print letters
  - a. In the *Complete Merge* section, from the pull-down menu, select the appropriate option to designate which records to finish
  - b. Click **MERGE TO PRINTER**   
**OR**

Click **MERGE TO DOCUMENT**



*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Mail Merge: Creating Merged Envelopes

One popular use of the *Mail Merge* feature is to create envelopes. *Mail Merge* allows you to set up one mailing envelope, which is used as the starting document for the merge. Using data from a table or external database, you can print that one envelope with different information for each record in the database or table.

These instructions assume that you have an understanding of the Word *Mail Merge* process. If you would like more information, refer to [Mail Merge: An Overview](#).

The process of creating mail merge envelopes is begun by setting up your starting document. When creating envelopes, you have many options. You can choose the envelope size, text font, positioning of the address, and much more to suit the needs of your particular project.

1. From the *Tools* menu, select **Mail Merge Manager**  
The *Mail Merge Manager* palette appears
2. In the *Select Document Type* section, from the *Create New* pull-down menu, select **Envelopes...**  
The *Envelope* dialog box appears.

**Envelope**

**Delivery address:**

FIM-A  
 Delivery point barcode

**Return address:**

Office User  
UWEC

Omit  
 Use my address

**Printing Options**

Use settings from your printer.

Use custom settings. Use this option if your printer does not have built-in support for your envelope.

Insert this envelope into the active document

3. To change the envelope size,
  - a. Click **CUSTOM...**
  - b. From the *Envelope Size* pull-down menu, select your envelope size
4. Click **OK**
5. **OPTIONAL:** To format the typeface for the delivery address
  - a. In the *Delivery Address* section, click **FONT...**  
The *Font* dialog box appears.
  - b. Make the desired formatting changes for the delivery address
  - c. Click **OK**
6. **OPTIONAL:** To format the typeface for the return address
  - a. In the *Return Address* section, click **FONT...**  
The *Font* dialog box appears.
  - b. Make the desired formatting changes for the delivery address

c. Click **OK**

7. Click **OK**

Your document is formatted to the proper specifications.


8. In the *Select Recipients List* section, from the *Get List* pull-down menu, select **Open Data Source...**  
The *Choose a Data file* dialog box opens

9. Navigate to and select the appropriate file

10. Click **OPEN**

11. In the *Insert Placeholders* section, select the **Contacts** tab

12. Click and drag the desired fields to the appropriate location in your document

13. In the *Preview Results* section, click **VIEW MERGED DATA** 

14. **OPTIONAL:** To preview your document with other recipients' information, in the *Preview Results* section, click the arrows

15. To finish and print letters

a. In the *Complete Merge* section, from the pull-down menu, select the appropriate option to designate which records to finish

b. Click **MERGE TO PRINTER**   
**OR**

Click **MERGE TO NEW DOCUMENT** 

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Changing Word Default Settings

The default settings in Microsoft Word 2008 can be changed to your preferences. Working with Word can become more efficient and less time consuming if you set the program defaults to your preferred settings. This document will show you how to change the default font settings, save location, and user information in Word 2008.

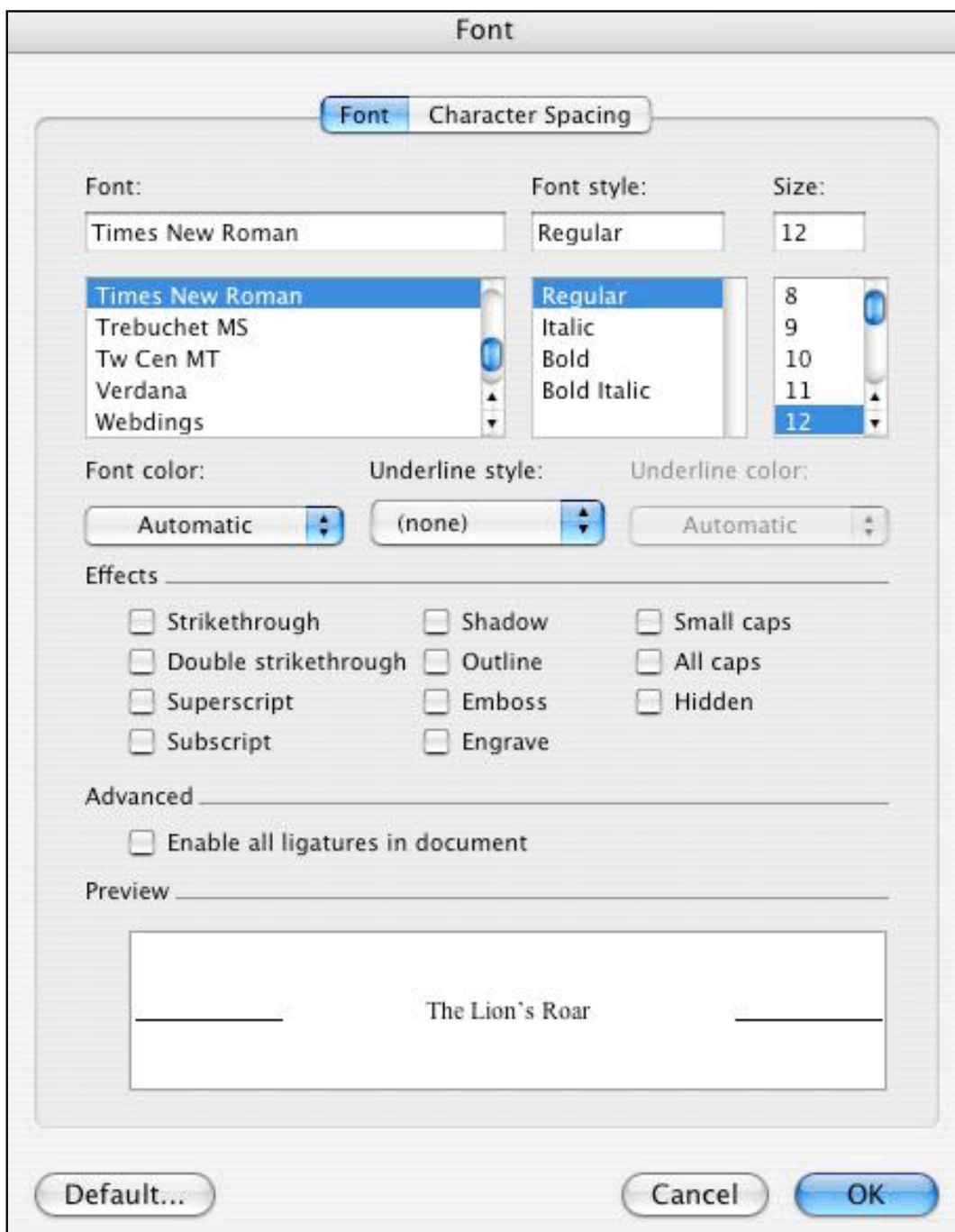
- [Font Settings](#)
- [Save Location](#)
- [User Information](#)



#### Font Settings

If you frequently use a font setting that is different than the default setting, you may want to change the default setting to your preference. This section will show you how to change the font default.

1. From the *Format* menu, select **Font...**  
The *Font* dialog box window appears.



2. Make changes to the *Font*, *Font style*, *Size*, *Font color*, *Underline style*, *Underline color*, and *Effects* as necessary
3. Click **DEFAULT...**  
A confirmation dialog box appears.
4. Click **YES**  
The default settings are changed.



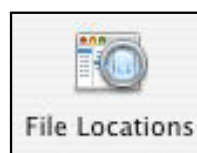
## Save Location

The default save location identifies the first location where Word files will be saved when you click SAVE or SAVE AS. To change the default location, follow these steps.

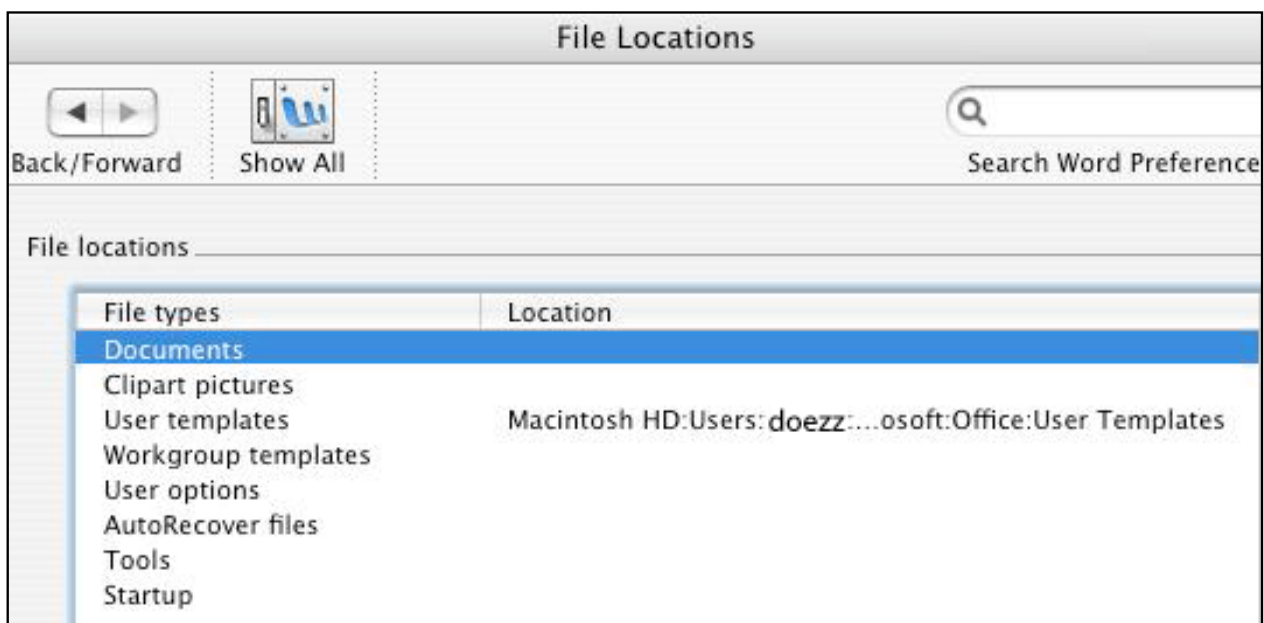
1. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.



2. In the *Personal Settings* section, click **FILE LOCATIONS**  
The *File Locations* dialog box appears.







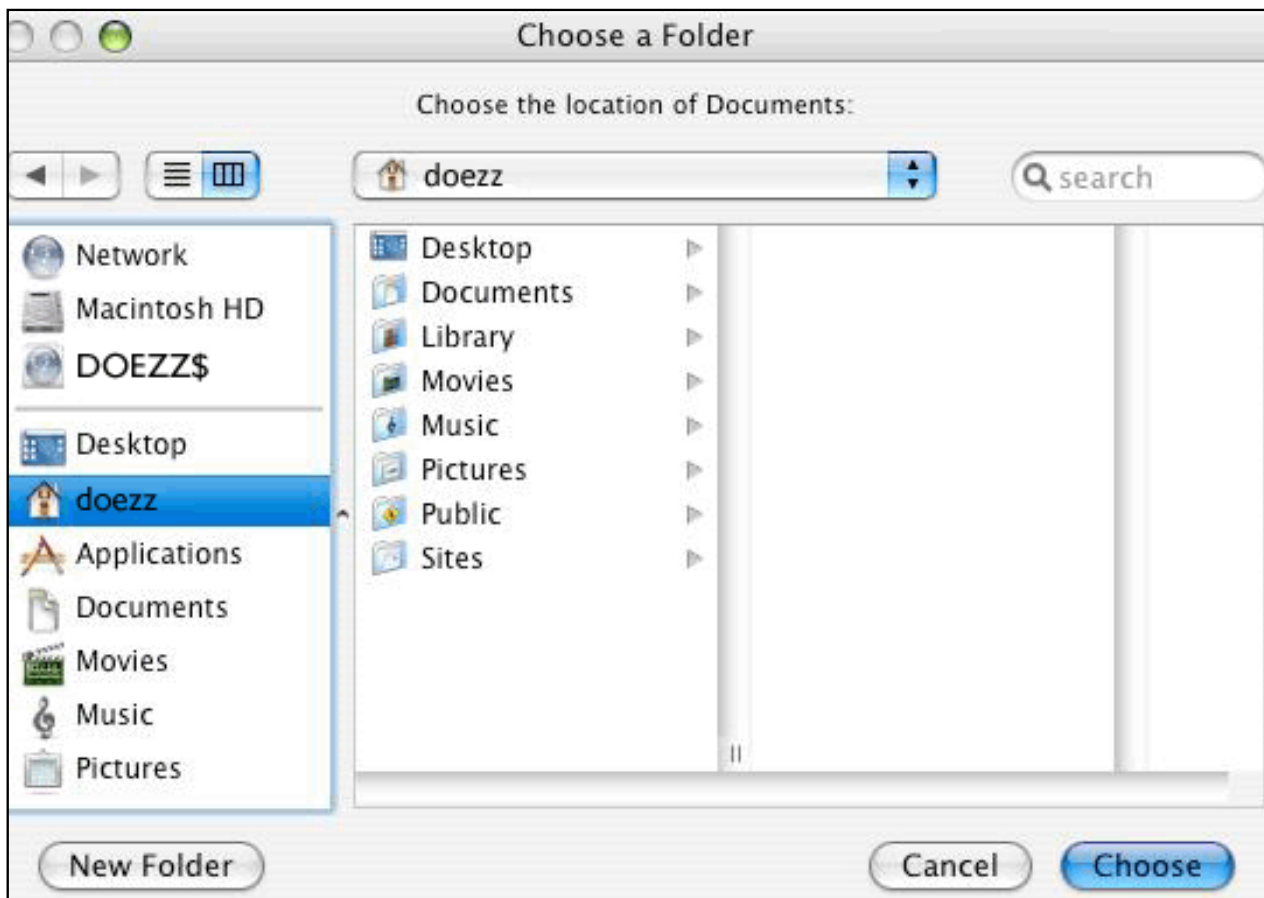
3. In the *File types* category, select **Documents**

4. Click **MODIFY...**

**OR**

Double click **DOCUMENTS**

The *Choose a Folder* dialog box appears.



5. Choose the desired location

- Click **CHOOSE**  
You are returned to the *File Locations* dialog box.

- Click **OK**



## User Information

The default User Information settings can be used to save your name or initials for use on documents. To change the default name and initials, follow these steps.

- From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.



- From the *Personal Settings* category, click **USER INFORMATION**  
The *User Information* dialog box appears.



**User Information**

---

**User information**

**First:** 
**Last:** 
**Initials:**

**Company:**

**Address:**

**City:** 
**State:** 
**Zip:**

**Phone:** 
**E-Mail:**

3. In the *First* text box, type your first name
4. In the *Last* text box, type your last name
5. In the *Initials* text box, type initials
6. **OPTIONAL:** In the *Address*, *City*, *State*, *Zip*, *Phone*, and *E-mail* text boxes, type the appropriate information.
7. Click **OK**  
Your user information is saved.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Adding a Dictionary

A custom dictionary is a list of words you create which are not contained in the main Office dictionary. You can either create a new dictionary or modify the main dictionary. Custom dictionaries created in Word are shared with other Office programs. This can be useful when using specific terminology that is not in the standard dictionary. This document contains instructions for creating and editing a custom dictionary using Word.

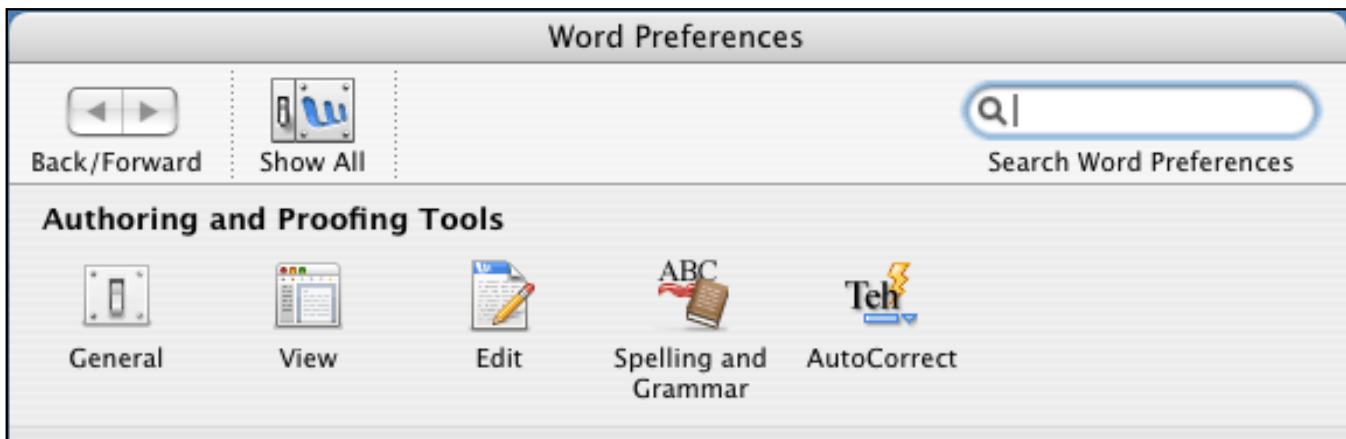
- [Creating a Custom Dictionary](#)
- [Importing Words to a Custom Dictionary](#)
- [Selecting a Custom Dictionary](#)
- [Editing a Custom Dictionary](#)



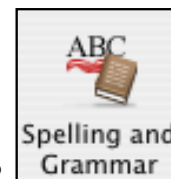
### Creating a Custom Dictionary

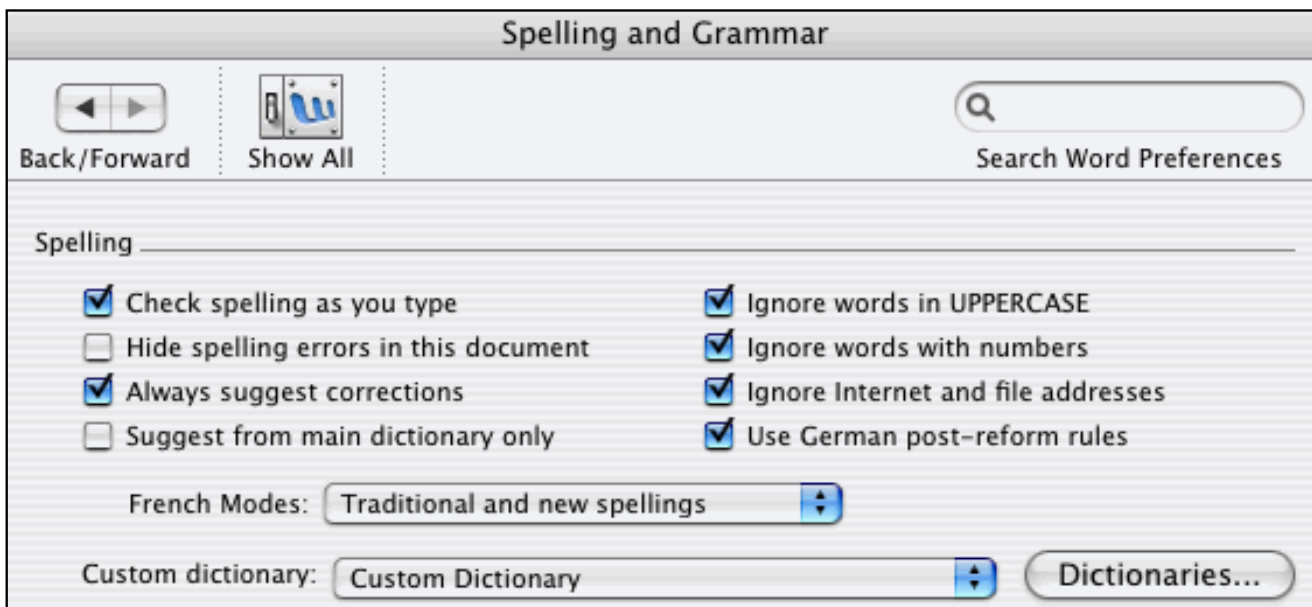
Begin creating a custom dictionary from the *Word* menu.

1. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.

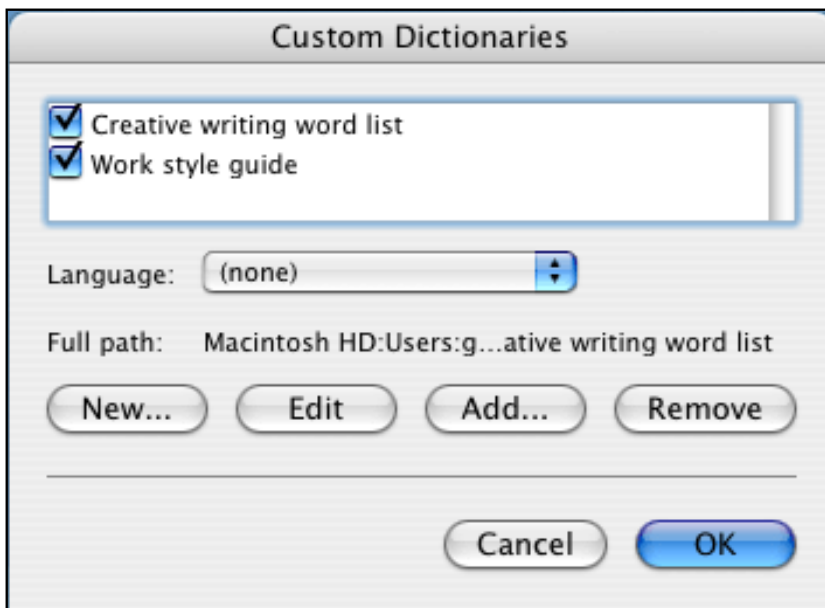


2. In the *Authoring and Proofing Tools* section, click **SPELLING AND GRAMMAR**  
The *Spelling and Grammar* options appear.

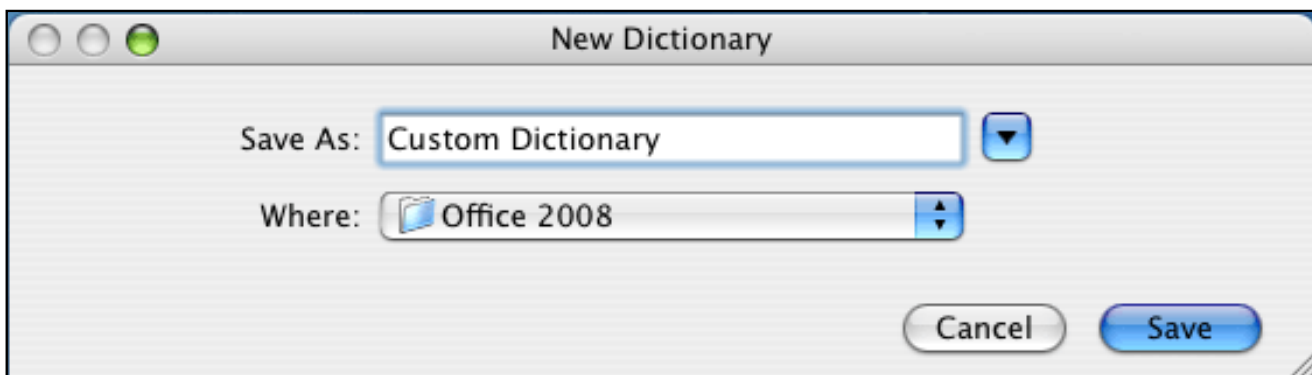




3. In the *Spelling* section, click **DICTIONARIES...**  
The *Custom Dictionaries* dialog box appears.



4. Click **NEW...**  
The *New Dictionary* dialog box appears.



5. In the *Save As* text box, type the file name for your new custom dictionary
6. From the *Where* pull-down list, select where you want to save the custom dictionary
7. Click **SAVE**
8. To close the *Custom Dictionaries* dialog box, click **OK**
9. To close the *Spelling and Grammar* dialog box, click **OK**



## Importing Words to a Custom Dictionary

Rather than individually adding several words to a custom dictionary, you can import a document containing a list of words to add to a pre-existing custom dictionary. You will first need to **create a word list** in a separate document, then you can **import the word list** to a custom dictionary.

### Creating the Word List

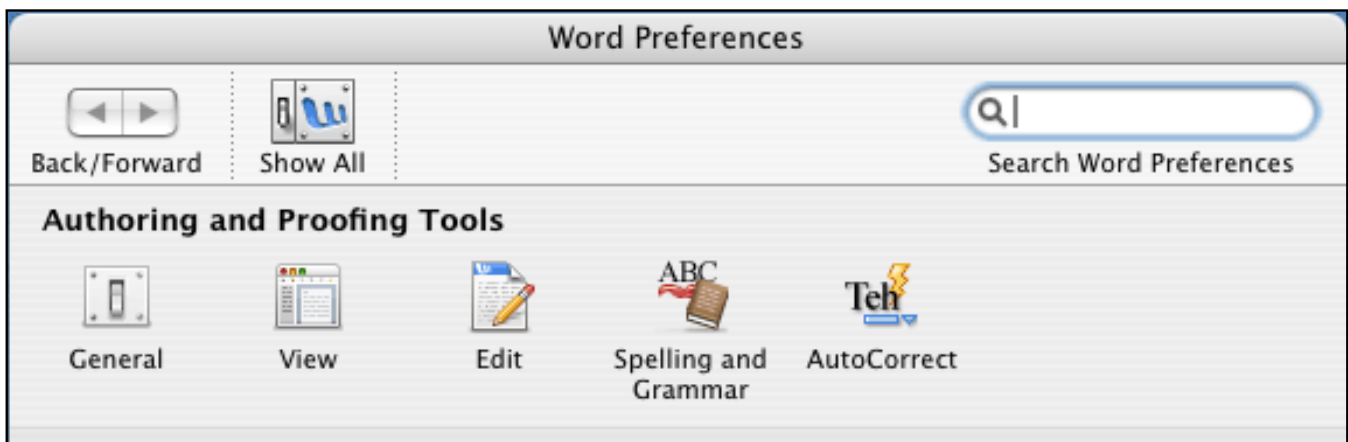
1. Create a new document in Word
2. In the document, type a word you want to add to the custom dictionary  
**NOTE:** All entries will be stored case-sensitive.
3. Press **[Return]**
4. Repeat steps 2-3 for all words you want added to the custom dictionary



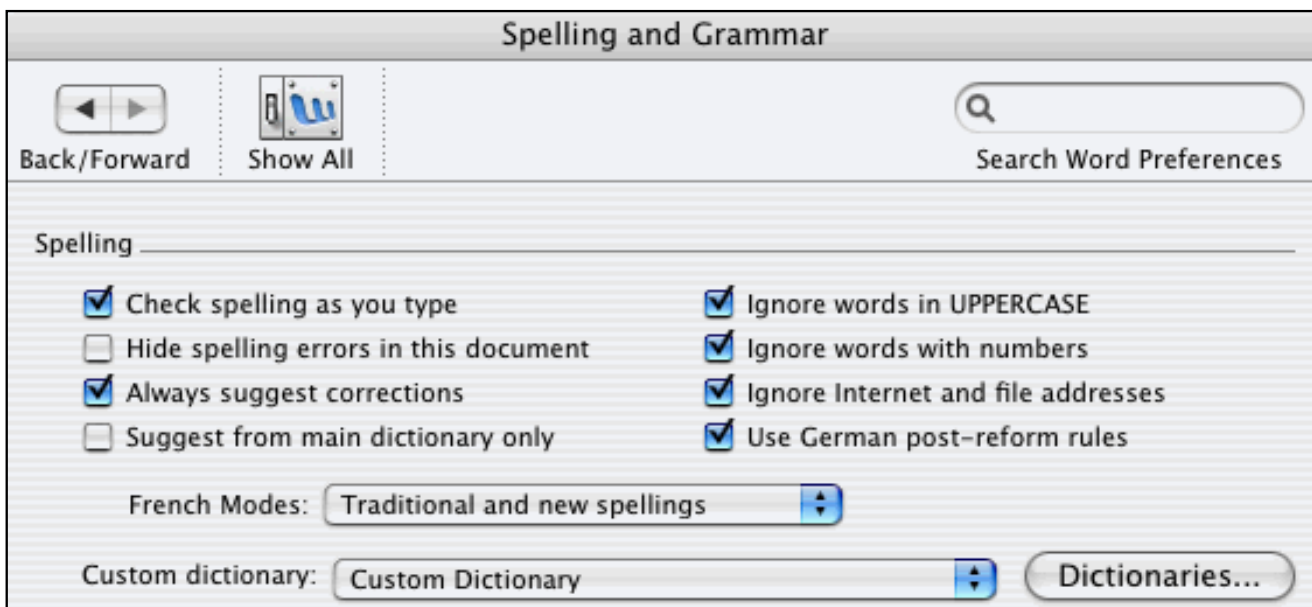
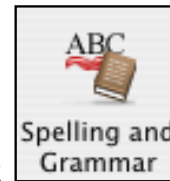
5. Click **SAVE**  
The *Save As* dialog box appears.
6. In the *Save As* text box, type a name for your word list
7. In the *Where* pull-down list, select a save location  
**HINT:** If you plan to import the word list, remember its name and where you saved it.
8. Click **SAVE**
9. Close the word list document
10. To continue importing words to a custom dictionary, **import the word list**

### Importing the Word List

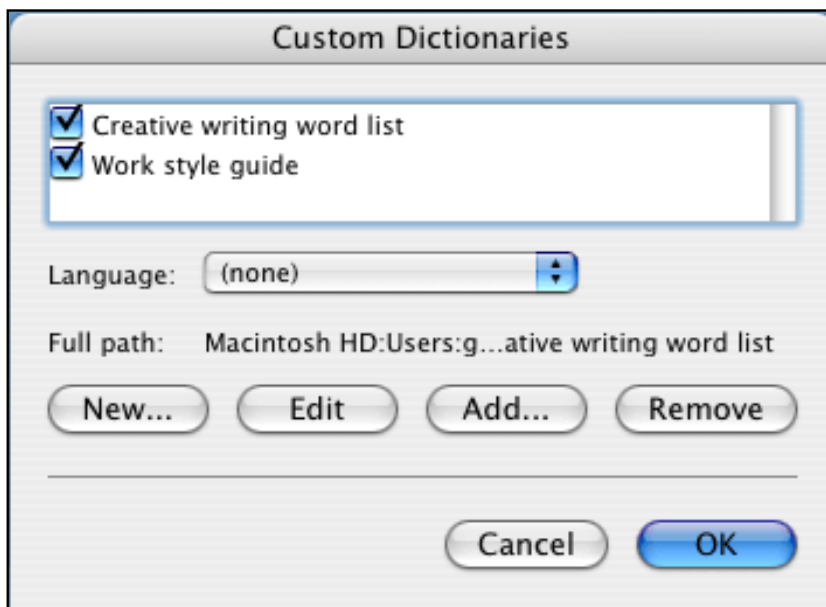
1. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.




- In the *Authoring and Proofing Tools* section, click **SPELLING AND GRAMMAR**. The *Spelling and Grammar* options appear.



- In the *Spelling* section, click **DICTIONARIES...**. The *Custom Dictionaries* dialog box appears.



4. In the dictionary list, select the custom dictionary you want to add words to
5. Click **EDIT**  
An information dialog box appears.
6. Click **OK**  
The custom dictionary appears.
7. From the *Insert* menu, select **File...**  
The *Insert File* dialog box appears.
8. Navigate to and select the file containing the word list you want to import
9. Click **INSERT**  
The word list is imported.
10. Click **SAVE** 
11. Close the custom dictionary

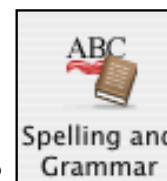
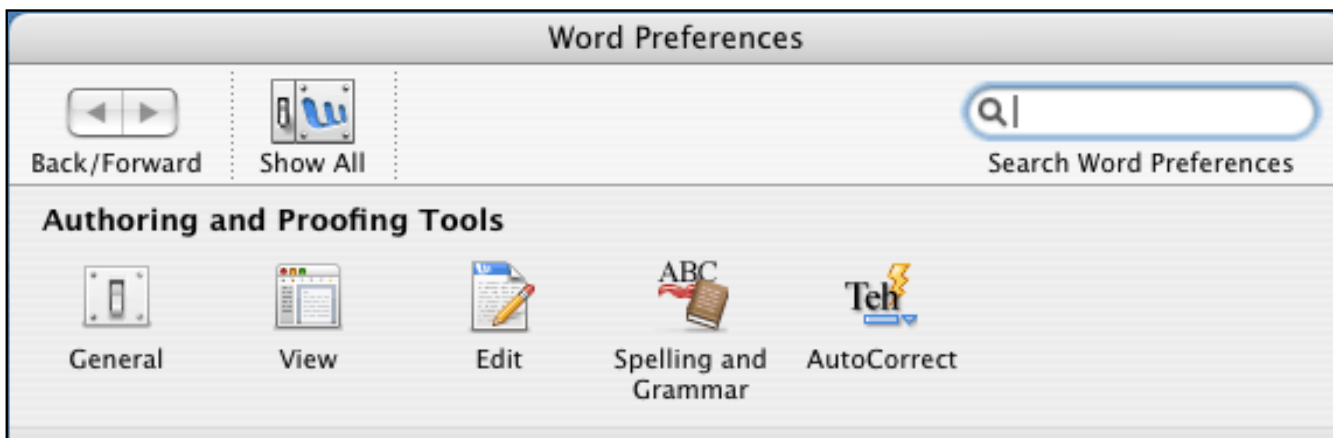


## Selecting a Custom Dictionary

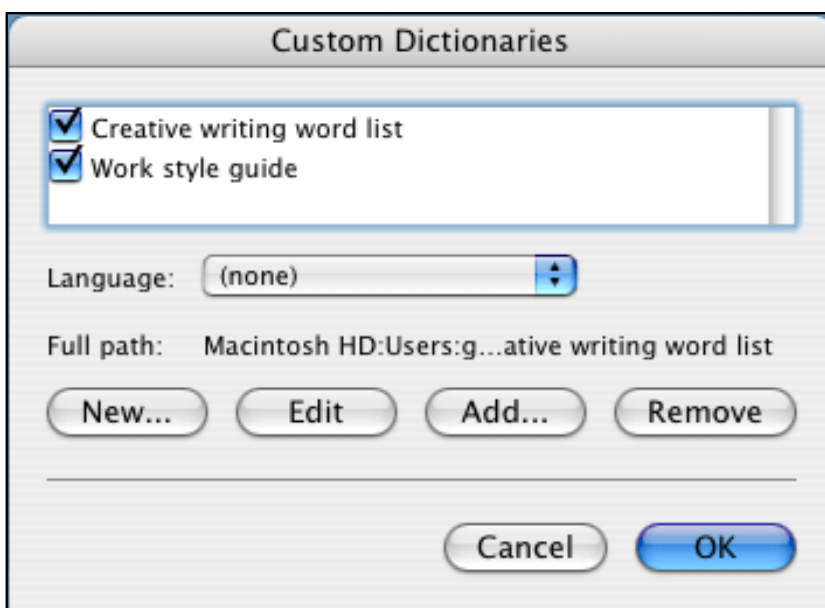
By selecting a custom dictionary, Word will activate the custom dictionaries containing the words you consider permissible according to Office's spelling and grammar rules. You can activate more than one custom dictionary at a time.

1. Open the document you want to apply a custom dictionary for
2. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.





3. In the *Authoring and Proofing Tools* section, click **SPELLING AND GRAMMAR**.  
The *Spelling and Grammar* options appear.
4. In the *Spelling* section, click **DICTIONARIES...**.  
The *Custom Dictionaries* dialog box appears.

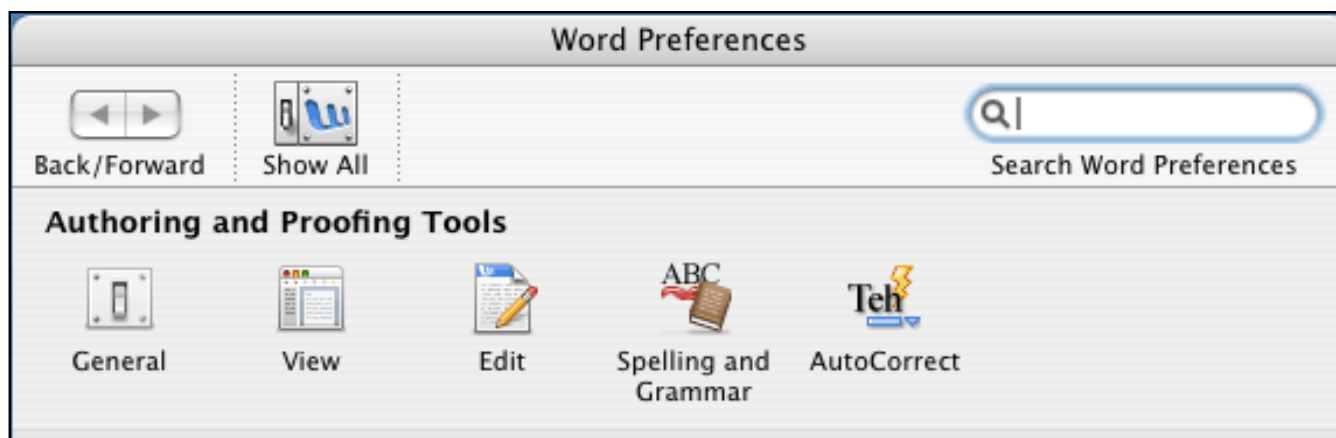


5. In the dictionary list, select the dictionary you want to use  
**NOTES:**  
You can choose more than one custom dictionary.  
An option is selected when a checkmark appears in the box before it.
6. Click **OK**  
The dictionary or dictionaries are selected.
7. Click **OK**

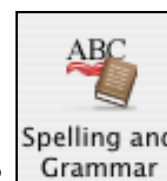
## Editing a Custom Dictionary

You may edit or delete words in a custom dictionary by opening the dictionary and making the desired changes.

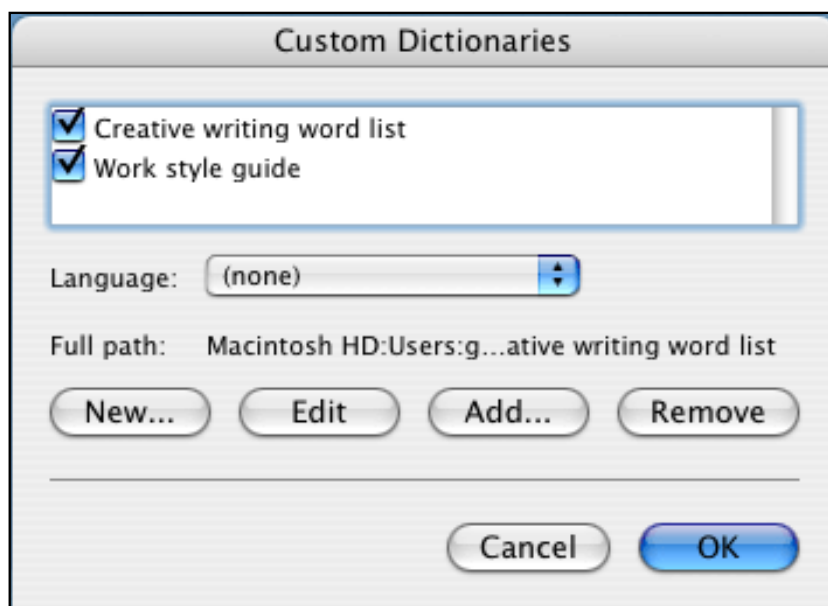
1. From the *Word* menu, select **Preferences...**  
The *Word Preferences* dialog box appears.



2. In the *Authoring and Proofing Tools* section, click **SPELLING AND GRAMMAR**  
The *Spelling and Grammar* options appear.



3. In the *Spelling* section, click **DICTIONARIES...**  
The *Custom Dictionaries* dialog box appears.



4. In the custom dictionary list, select the dictionary to edit
5. Click **EDIT**  
An information dialog box appears.
6. Click **OK**

The custom dictionary appears.

7. Make the desired changes

**NOTES:**

Each word must be typed on separate lines.  
All entries will be stored case-sensitive.

8. Click **SAVE** 

9. Close the dictionary

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Removing Hyperlink Formatting from URLs

When you type or paste a URL into a Word document, by default, it automatically converts into a hyperlink. If you do not want the URL to appear as a hyperlink, there are four options to remove this format style from the URL.

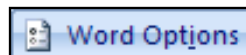
- Removing Hyperlink Formatting: AutoCorrect Option
- Removing Hyperlink Formatting: Smart Tag Option
- Removing Hyperlink Formatting: Quick Menu Option
- Removing Hyperlink Formatting: Insert Menu Option


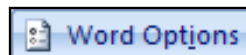


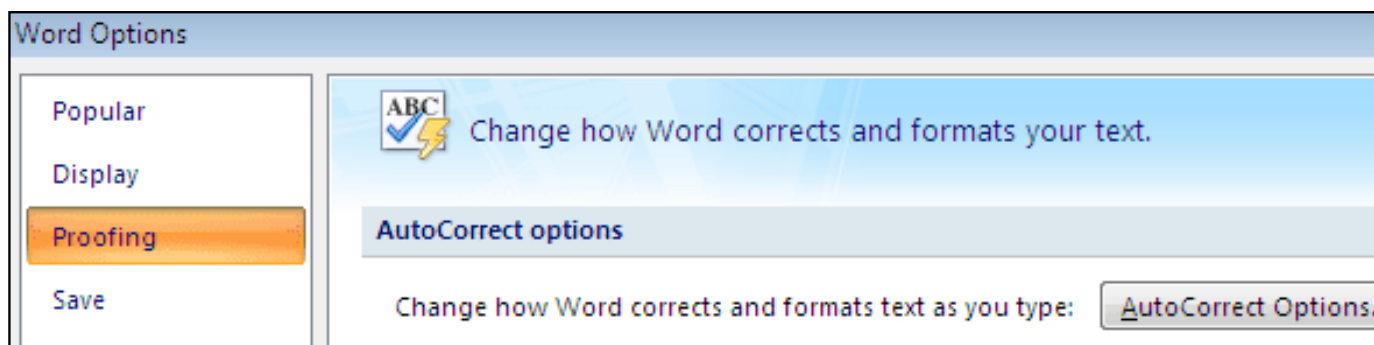
#### Removing Hyperlink Formatting: AutoCorrect Option

One way to remove hyperlink formatting from a URL is through the *AutoCorrect* dialog box. This option will prevent **any URL** from displaying as a hyperlink. If you want to remove hyperlink formatting from existing text, refer to the **Quick Menu Option**.

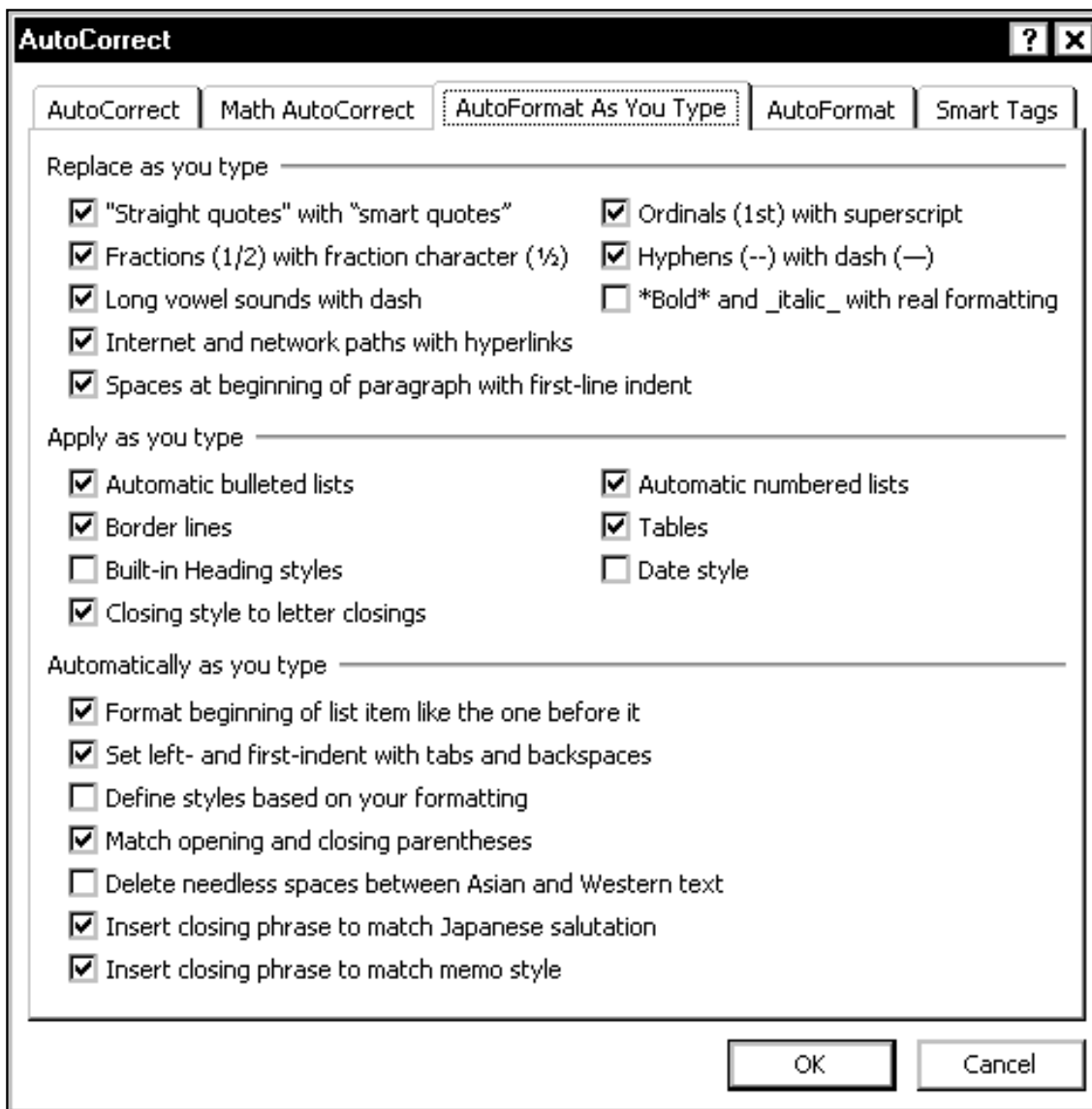
#### Windows:



1. From the OFFICE BUTTON , click **WORD OPTIONS** .  
The *Word Options* dialog box appears.



2. From the *Categories* list, select **Proofing**
3. Under *AutoCorrect options*, click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.



4. Select the ***AutoFormat As You Type*** tab
5. Under *Replace as you type*, deselect ***Internet and network paths with hyperlinks***  
**HINT:** An item is deselected if a checkmark does **not** appear in front of it.
6. Click **OK**  
 Formatting changes are applied.
7. Click **OK**

### Macintosh:

1. From the *Tools* menu, select ***AutoCorrect...***  
 The *AutoCorrect* dialog box appears.



2. Select the ***AutoFormat As You Type*** tab
3. Under *Replace as you type*, deselect ***Internet and network paths with hyperlinks***  
**HINT:** An item is deselected if a checkmark does **not** appear in front of it.
4. Click **OK**  
 Formatting changes are applied.



## Removing Hyperlink Formatting: Smart Tag Option

The *Smart Tag* appears in the document immediately after *AutoFormatting* is applied. Use the *Smart Tag* option to remove hyperlink formatting quickly and easily. For more information about *Smart Tags*, refer to **The Office 2007 Environment: Smart Tags**.

1. Type the URL  
**OR**  
Copy and paste the URL from the browser into your document

2. Click the blue box that appears  
The *Smart Tag* appears.



3. To reveal the *Smart Tag* options, click anywhere on the *Smart Tag* » select **Undo Hyperlink**  
The hyperlink format is removed.  
**NOTE:** The *Smart Tag* disappears when you begin typing text, but it remains active.



## Removing Hyperlink Formatting: Quick Menu Option

The *Quick* menu option is an efficient method for removing the hyperlink format from a URL. The *Quick* menu option is available for **Windows only**.

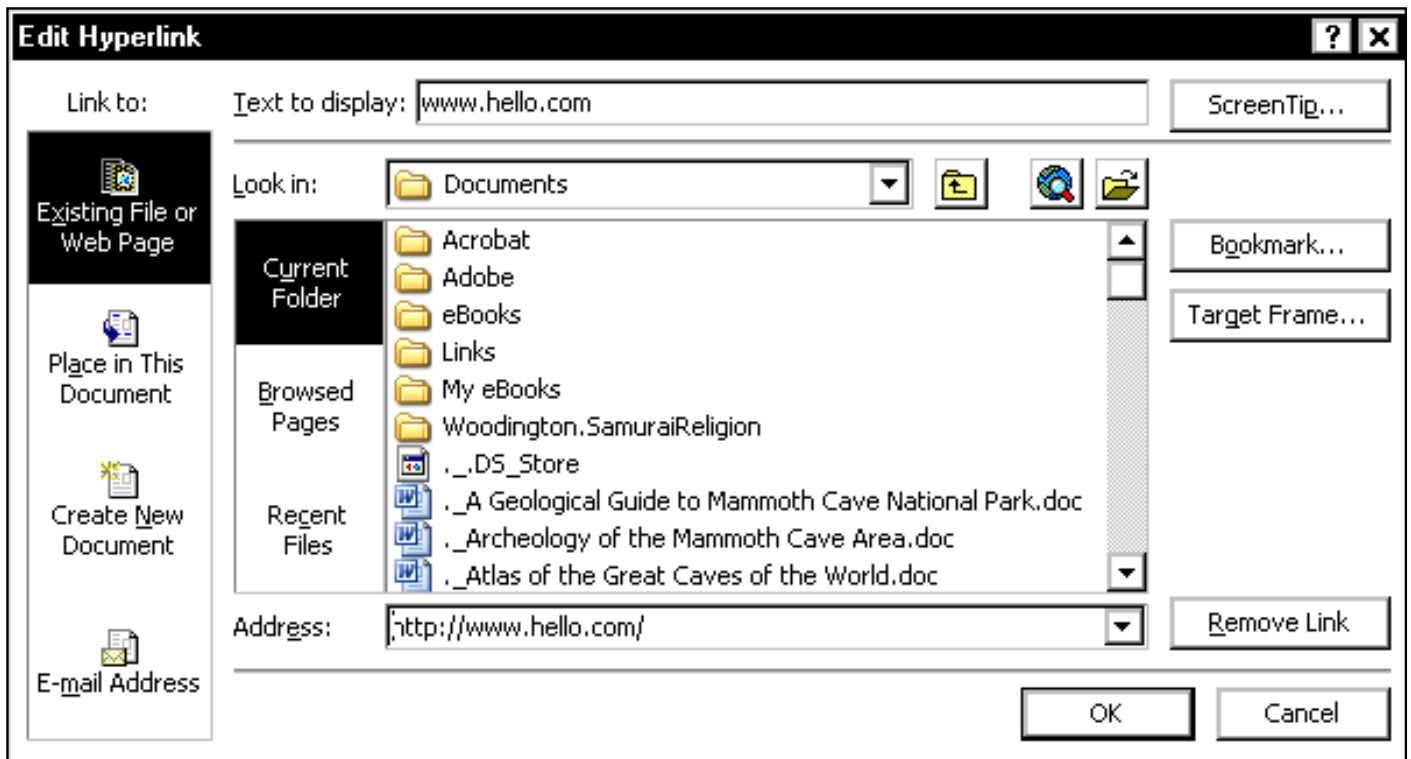
1. Type the URL  
**OR**  
Copy and paste the URL from the browser into your document
2. Right click the URL » select **Remove Hyperlink**  
The hyperlink format is removed.



## Removing Hyperlink Formatting: Insert Menu Option

Hyperlink formatting can be removed using the *Edit Hyperlink* dialog box.

1. Highlight the URL  
**OR**  
Place your insertion point in the URL
2. **Windows:** From the *Insert* command tab, in the *Links* group , click **HYPERLINK**  
The *Edit Hyperlink* dialog box appears.  
**Macintosh:** From the *Insert* menu, select **Hyperlink...**  
The *Insert Hyperlink* dialog box appears.



3. Click **REMOVE LINK**  
The hyperlink format is removed.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Working with File Properties

You can customize important document information with file properties, which can display a filename, title, author, searchable keywords, and more. These properties help reference the document, making it easily understandable.



- [Editing File Properties](#)
- [Viewing File Properties](#)
- [Printing File Properties](#)

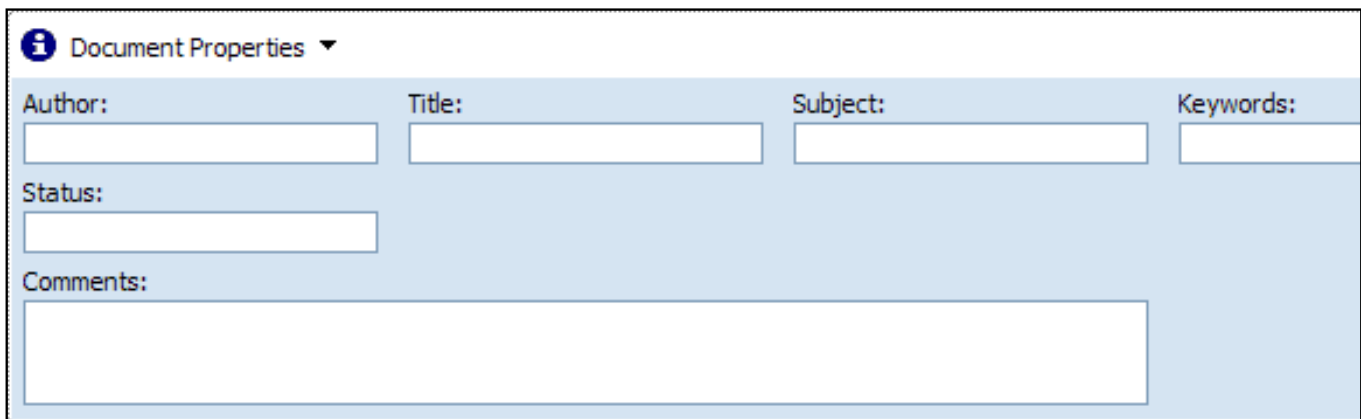


### Editing File Properties

File properties set a static location for important information about your document and can be edited. You can also edit file properties through Windows Explorer. For more information, refer to [Viewing File Properties](#).



1. From the **OFFICE BUTTON** , select **Prepare » Properties** .  
The *Document Properties* pane appears below the *Ribbon*.



**Document Properties** ▼

Author:  Title:  Subject:  Keywords:

Status:

Comments:

2. From the *Document Properties* pull-down list, select **Advanced Properties...**  
The *Document Properties* dialog box appears.
3. Select the **Summary** tab  
The *Properties* dialog box refreshes to display the *Summary* options.

**Notes.doc Properties** [?] [X]

General Summary Statistics Contents Custom

Title:

Subject:

Author:

Manager:

Company:

---

Category:

Keywords:

Comments:

Hyperlink base:

Template: Normal.dotm

Save preview picture

OK Cancel

4. In the fields provided, type the appropriate information relating to your document
5. To save your changes and return to your document, click **OK**  
To return to your document without saving, click **CANCEL**
6. Click **CLOSE** [X]



## Viewing File Properties

You can also view a document's file properties from Windows Explorer.

1. In Windows Explorer, find the file whose file properties you want to view
2. Right click the file » select **Properties**  
The *(File name) Properties* dialog box appears.
3. Select the **Summary** tab  
The dialog box refreshes to display editable file properties.

4. **OPTIONAL:** To view more options, click **ADVANCED >>**  
The *Summary* tab refreshes to display advanced options.  
**NOTE:** To return to the *Summary* tab's initial display, click **SIMPLE >>**
5. **OPTIONAL:** To edit file properties from the (*File name*) *Properties* dialog box
  - a. Click the text box you want to edit
  - b. Make the changes
  - c. To save your changes, click **APPLY**  
To save your changes and close the (*File name*) *Properties* dialog box, click **OK**  
To close the (*File name*) *Properties* without saving, click **CANCEL**



## Printing File Properties

You can print file properties separate from the document or along with the document itself.

### Printing File Properties: Without the Document

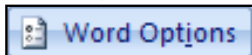


1. In the top left corner of the Word window, click the **OFFICE BUTTON** » select **Print**  
The *Print* dialog box appears.
2. From the *Print what* pull-down list, select **Document properties**

3. Click **OK**  
The file properties are printed.


## Printing File Properties: With the Document

1. In the top left corner of the Word window, click the **OFFICE BUTTON**  » select **Word Options**



The *Word Options* dialog box appears.

2. From the *Categories* list, select **Display**
3. In the *Printing Options* section, select **Print document properties**.  
**WARNING:** Word will continue to print document properties unless the *Print document properties* box is unchecked. If this is undesirable, deselect the option after printing.
4. Click **OK**

5. In the top left corner of the Word window, click the **OFFICE BUTTON**  » select **PRINT**  
The *Print* dialog box appears.

6. Click **OK**  
The document is printed with its file properties.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with Summary Information

You can access important document information with document summaries. Document summaries contain information such as the filename, title, and author. The summary is contained in the document file and serves for future reference to the document.

- [Using Properties](#)
- [Creating a Document Summary](#)
- [Printing Summary Information](#)



#### Using Properties

The document's *Properties* information provides the user with a brief history and description of the current document. The *Properties* dialog box is divided into sections that simplify the process of creating a document summary. Included in the document summary are important bits of information about the writing process such as keywords or phrases, subject, author, and title. The bits of information can be used in future references about the document content and history, and also can act as a location tool for misplaced files.

Included in the most basic summary is the filename, directory, title, and the author (which automatically appears as the default user of the program but can be changed for each individual document). The following are additional summary descriptions that can be added at the author's discretion:

##### **Subject**

A brief subject description

##### **Author**

The name(s) of the author(s)

##### **Keywords**

Topical words that can help in locating the document

##### **Comments**

Any comments that may serve for future reference



#### Creating a Document Summary

The purpose of a document summary is to have a location for important information about your document.

1. From the *File* menu, select **Properties...**  
The *Properties* dialog box appears.
2. Select the **Summary** tab

**CNS Online Help Document.doc Properties**

Title:

Subject:

Author:

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

Template:

Save preview picture with this document

3. In the fields provided, type the appropriate information relating to your document
4. To return to your document, click **OK**

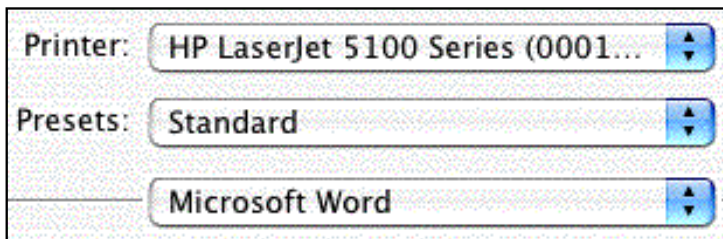


## Printing Summary Information

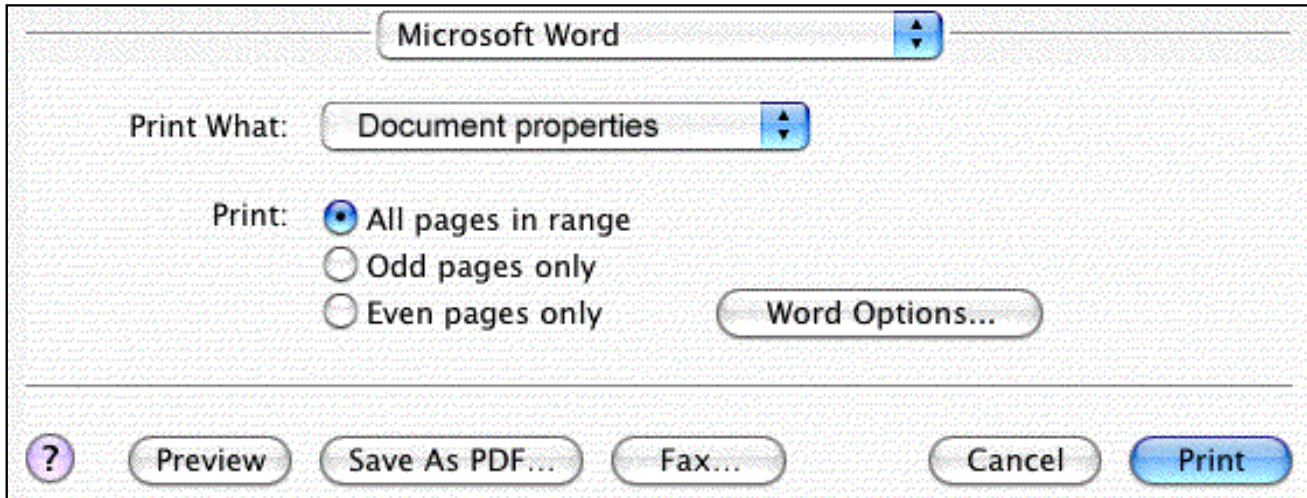
You can print *Summary* information separate from the document or along with the document itself.

### Printing Summary Information: Separate from the Document

1. From the *File* menu, select **Print...**  
The *Print* dialog box appears.
2. From the *Print Options* pull-down menu, select **Microsoft Word**



- From the *Print What* pull-down menu, select **Document properties**



- Click **PRINT**  
The *Summary* information is printed.

## Printing Summary Information: With the Document

- From the *Word* menu, select **Preferences...**  
The *Preferences* dialog box appears.
- In the *Output and Sharing* section, select **Print**
- Under *Include with document*, select **Document properties**
- Click **OK**
- To print, from the *File* menu,
  - Select **Print...**  
The *Print* dialog box appears.
  - Make any necessary adjustment.  
**NOTE:** For more information, refer to [Printing Options for Specific Pages](#).
  - Click **PRINT**  
The *Summary* information is printed with the document.  
**WARNING:** *Summary* information will be printed in the manner defined above until this print command is changed. To turn off the summary printing, repeat steps 1-4.

*Excellence. Our Measure, Our Motto, Our Goal.*

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)





# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Changing the View for Email Attachments

When opened from an email attachment, a Word 2007 document opens in the *Full Screen Reading* view. This can be changed so that your attachments open in *Print Layout*, which is the default Word workspace. The view that is best for you depends on your purpose and your preference. A description of both views is provided here:

#### Full Screen Reading View

As its name implies, the *Full Screen Reading* view displays a 2-page spread that fills your computer screen. Line layout and other formatting may appear slightly distorted. The OFFICE button and the *Ribbon* are not available. The focus is on reading the document.

#### Print Layout View

This view is the default Word 2007 view. It typically displays a single page (depending on the magnification setting). The OFFICE button and the *Ribbon* are available. The focus is on editing and formatting.

This document includes the following topics:

- [Changing the View for Email Attachments: View Options Menu](#)
- [Changing the View for Email Attachments: Word Options Screen](#)

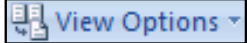


### Changing the View for Email Attachments: View Options Menu

You can change the way email attachments open in the *View Options* menu. By toggling *Don't Open Attachments in Full Screen* off, you alter Word so that all attachments open in the *Print Layout* view. These instructions start from a blank or current document open in Word.



1. On the *View* tab, from the *Document Views* group, click **FULL SCREEN READING**.  
The *Full Screen Reading* view opens.

2. From the *View Options* menu  , select **Don't Open Attachments in Full Screen**

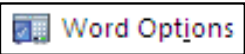
#### NOTES:

This option toggles off opening of attachments in *Full Screen Reading* view. The option is selected if a checkmark appears next to it.

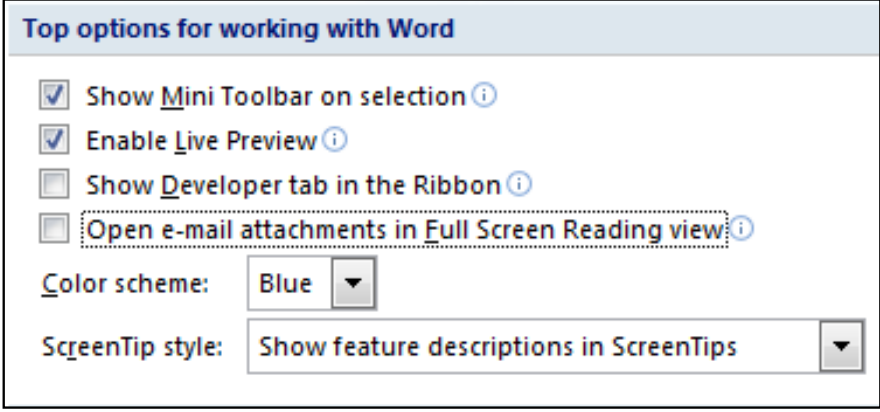


## Changing the View for Email Attachments: Word Options Screen

Here is another approach to changing the way email attachments open in Word. The *Open e-mail attachments in Full Screen Reading view* toggle is available from the *Word Options* menu.

1. From the **OFFICE** menu, select **Word Options** 
2. From the *Category* list, select **Popular**
3. From the *Top options for working with Word* section, deselect **Open e-mail attachments in Full Screen Reading view**

**NOTE:** The option is selected if there is a checkmark in the box.



**Top options for working with Word**

- Show Mini Toolbar on selection ⓘ
- Enable Live Preview ⓘ
- Show Developer tab in the Ribbon ⓘ
- Open e-mail attachments in Full Screen Reading view** ⓘ

**C**olor scheme: Blue ▼

**S**creenTip style: Show feature descriptions in ScreenTips ▼

4. Click **OK**  
Attachments will now open in *Print Layout* view.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)
[Skip  
Links](#)
[HomeLTS  
Help Desk](#)
[WorkshopsPermission to Use](#)

## Microsoft Office 2007

### Overview of Clip Art

In addition to the clip art available within your Office 2007 program, clip art is stored in two other locations: on the campus network and on the Web. For more information on accessing clip art on the Web, refer to [Importing Clip Art from the Web](#).

After you choose the source of your clip art, finding the appropriate piece is easy. The *Clip Art Gallery* can be searched using keywords, or you can browse through clip art grouped into categories (e.g., animals, buildings, or food). For more information on using clip art, refer to [Using Clip Art](#).

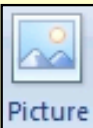



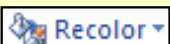
Once the clip art is inserted into the document, it can be **manipulated** using common Office 2007 features. The remainder of this document discusses the features available to modify clip art.



### Common Command Tab Buttons

Clip art added to your Office document can be modified from the *Picture Tools* command tab. The following is a list of common command tab buttons and their functions.

**HINT:** If you are unsure of the function of a command tab button that is not listed here, simply hold your mouse pointer over the button (without clicking), and a *ScreenTip* will appear with a short description of the button.

Button	Name	Function
	Insert Picture	Inserts a picture from a file
	Clip Art	Opens the <i>Clip Art</i> task pane, which provides offline and online searching for clip art to add to your document.
	Brightness	Makes all color shades proportionately darker or lighter
	Contrast	Adjusts the difference between the darkest and lightest colors in the object
	Recolor	Changes the color scheme of the object

	Compress Pictures	Reduces image file size (i.e., compresses)
	Change Picture	Replace current image with another image that you choose
	Reset Picture	Restores an altered image to its original size and color scheme
	Picture Shape	Bounds image to a shape that you choose
	Picture Border	Adds a border to your image; provides border customization options
	Picture Effects	Applies image effects (e.g., shadow, reflection, glow) that you choose
	Position	Contains options for arranging objects relative to text
	Bring to Front	Brings an object to the front of a group of objects; where the objects overlap, this object will be the one seen
	Send to Back	Sends an object to the back of a group of objects; where the objects overlap, this object will be hidden by all other objects
	Text Wrapping	Provides options for alignment of text around objects
	Selection Pane	Opens a pane that lets you choose (i.e., select) from various images in your document
	Align	Provides options for positioning an object relative to other objects and/or relative to the page. Also provides options for showing or hiding grid lines
	Group	Lets you group several selected images or objects into one image or object
	Rotate	Contains options for rotating an object or flipping it along an axis
	Crop	Allows you to cut out unneeded areas of an object
	Shape Fill	Changes the color within an <i>AutoShape</i>
	Text Box	Creates a bounded box for text



Auto Thumbnail

Creates a thumbnail of the selected object

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### Using Clip Art

You can use clip art to add images to your document, making it more dynamic, colorful, and creative. You can obtain clip art from the *Microsoft Clip Organizer* and by **importing it from the Web**.

- [Inserting Clip Art](#)
- [Using Text Wrap](#)

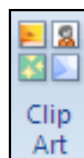


### Inserting Clip Art

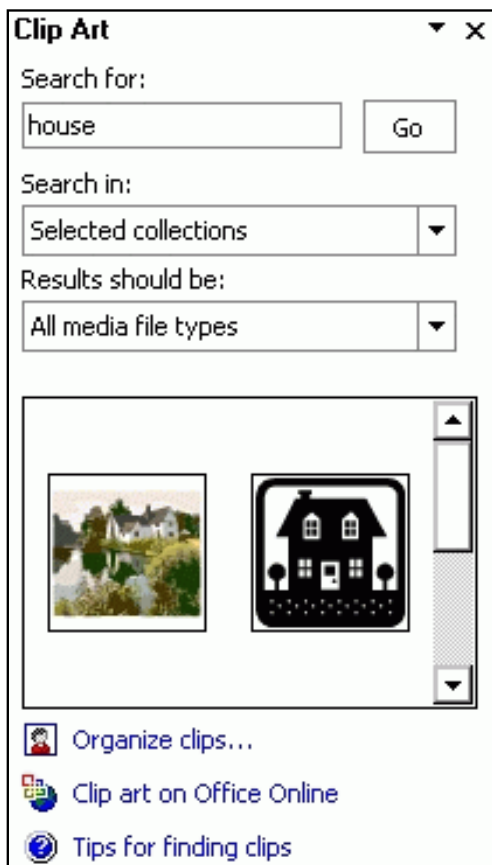
Inserting free clip art in Office 2007 is easy and can add creativity to your document. There are two ways to find clip art to suit your document. You may choose to **search by keyword** or **browse through the clip art collections** available in Office 2007.

**NOTE:** Office 2007 comes with a selection of free clip art as part of the program.

#### Inserting Clip Art: Search Option



1. From the **Insert** tab, in the *Illustrations* group, click **CLIP ART**.  
The *Clip Art* task pane appears.

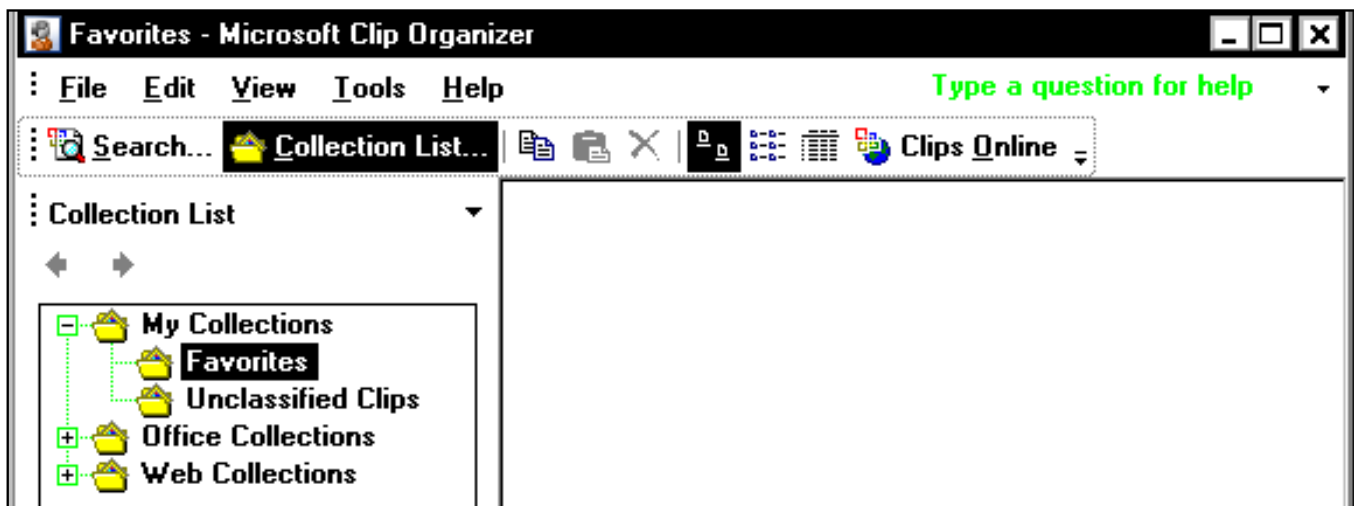






2. In the *Search for* text box, type keywords related to the clip art you desire
3. Click **GO**  
In the *Results* section, a list of images appears.
4. Click the image you want to insert  
The clip art is now inserted into the document.  
The *Picture Tools* tab is selected and displays options for [modifying the image](#).  
**NOTE:** For more information on modifying clip art, see [Overview of Clip Art: Common Toolbar Buttons](#).
5. To deselect the clip art, click outside of the selected area.

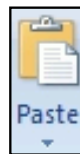
### Inserting Clip Art: Browse Option



1. From the **Insert** tab, in the *Illustrations* group, click **CLIP ART**  
The *Clip Art* task pane appears.
2. At the bottom of the *Clip Art* task pane, click **ORGANIZE CLIPS...**  
The *Microsoft Clip Organizer* dialog box appears.



3. In the *Collection List* section, to the left of the *Office Collections* list, click the plus sign .  
A list of clip art categories appears.  
**HINT:** A plus sign  indicates subfolders (more specific categories).
4. Select a category  
In the right pane of the window, a list of clip art appears.
5. Move the pointer over the desired piece of clip art
6. Click the down  next to the clip art » select **Copy**
7. To close the *Microsoft Clip Organizer* and return to the document you were working on, click **CLOSE** 
8. When asked if you would like the clips to remain on the clipboard, click **YES**



9. On the *Home* tab, in the *Clipboard* group, click **PASTE**.  
The clip art appears in the document.



## Using Text Wrap

By default, clip art is inserted in Word documents as **In line with text**. The text wrap feature allows you several options for positioning your clip art image in or around text. Before you can move or reposition clip art vertically, you must change the wrapping style.

**NOTE:** The text wrap feature is available only in Word and Publisher.

### Using Text Wrap: Ribbon Option

You can change the text wrapping on your clip art image by using either the *Picture Tools* tab or the **Quick menu option**.

1. To change the text wrapping style of your clip art, if it is not already selected, select your clip art by double

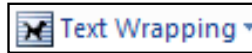


clicking it.

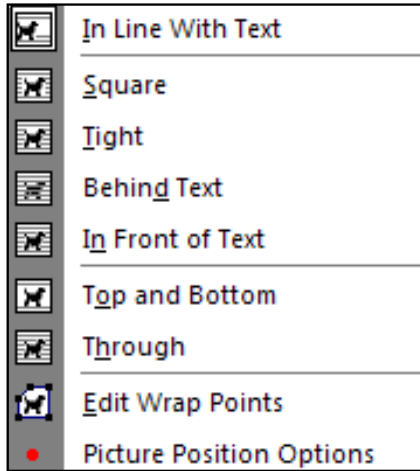
Options on the *Format* tab should be visible.

**NOTE:** If commands for the *Picture Tools* tab do not appear, on the *Ribbon*, select the **Format** tab under *Picture Tools*.

2. In the *Arrange* group, click **TEXT WRAPPING**



The *Text Wrapping* option list appears.



3. From the list, select the appropriate text wrapping option

#### **In line with text**

the image is placed on the same line as the surrounding text

#### **Square**

text is wrapped squarely around the image

#### **Tight**

text is wrapped closely and completely around the image

#### **Behind text**

text is visible in front of or on top of the image

#### **In front of text**

text is blocked from view but image is completely visible

#### **Top and bottom**

the image is placed between lines of text

#### **Through**

text is wrapped closely around the outline of the image

#### **Edit wrap points**

you can select where you want the text to wrap around the image

**NOTE:** The *Edit wrap points* option is visible only in the *Ribbon* option for text wrapping

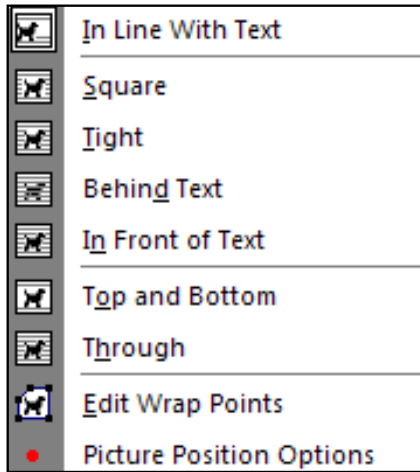
4. **OPTIONAL:** To deselect the clip art, click somewhere else in the document

### **Using Text Wrap: Quick Menu Option**

**NOTE:** The *Quick Menu* option does not offer the *Edit wrap points* option or the *Top and Bottom* or *Through* wrapping styles or that are available in the *Ribbon* option for text wrapping.

1. Right click on the clip art » select **Text Wrapping**

The *Text Wrapping* options list appears.



2. From the list, select the appropriate *text wrapping option*
3. **OPTIONAL:** To deselect the clip art, click somewhere else in the document

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

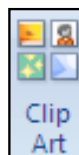
HomeLTS  
Help Desk

WorkshopsPermission to Use

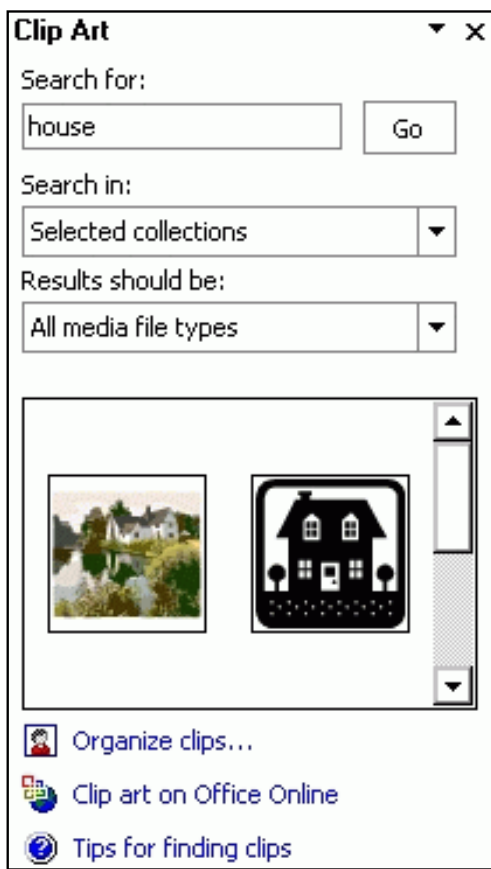
## Microsoft Office 2007

### Importing Clip Art from the Web

Importing images from the Web is one way to enhance your clip art collection. The following instructions explain how to import clip art from the Web into the *Microsoft Clip Organizer*. Once it is saved, this clip art can be accessed and used at any time from the *Microsoft Clip Organizer*. You may also insert clip art from the server, which is the network your computer is linked to, and which may contain additional clip art files that can only be accessed through the network. This is different from importing clip art from the Web.

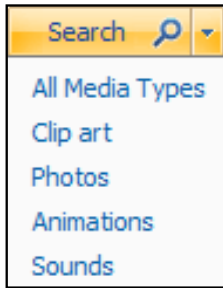


1. On the *Insert* tab, in the *Illustrations* group, click **CLIP ART**.  
The *Clip Art* task pane appears.



2. At the bottom of the *Clip Art* task pane, click **CLIP ART ON OFFICE ONLINE**.  
The *Microsoft Office Clip Art and Media Home Page* appears in your default web browser.

3. From the *Search* pull-down menu, select the desired type of search to be performed



4. In the text box, type keywords related to the desired type of clip art



5. Click **SEARCH**

The search results appear.

6. Select the check box(es) below the clip art you want to download  
With each image selected, the toolbar is updated with the number of items selected.



7. To view the previous or next page of images, click the arrows on the top right

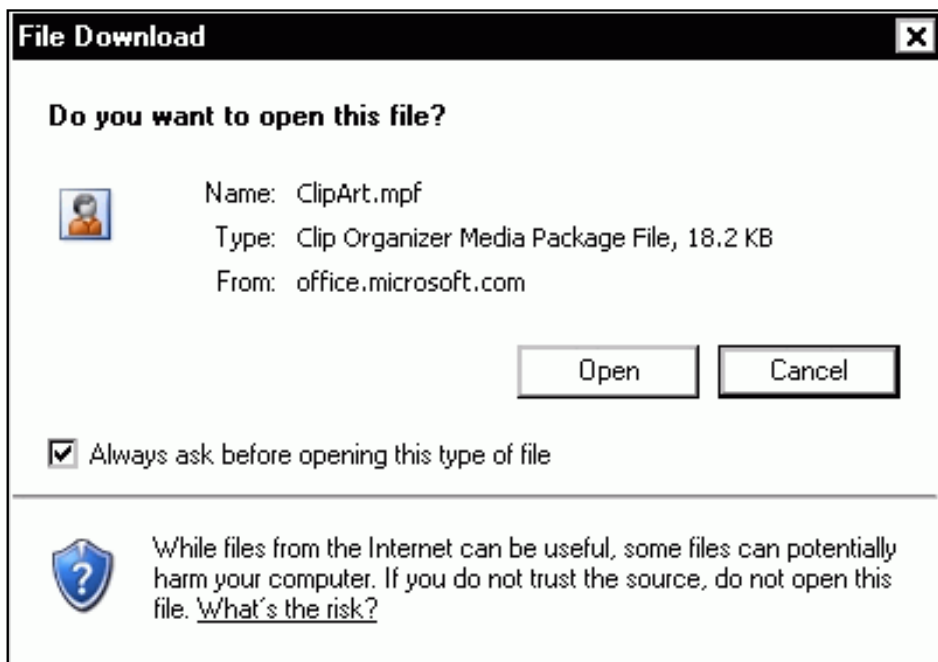
8. In the toolbar, click **DOWNLOAD ITEM(S)**

If the *ActiveX control* for Microsoft Office Online is not currently installed on your computer, the web application will automatically download and install it.

- a. Once the *Active X control* is successfully installed, click **CONTINUE**  
The *Download* page appears.

9. To download the item(s), click **DOWNLOAD NOW**

**NOTE:** When the clip art is downloaded, by default, the clip art is automatically saved in the *My Pictures\Microsoft Clip Organizer* folder on your computer.  
The *File Download* dialog box appears.



10. To view the downloaded clip art, in the *File Download* dialog box, click **OPEN**. The *Microsoft Clip Organizer* appears with the downloaded clip art displayed.

**NOTES:**

The *Microsoft Clip Organizer* automatically catalogs downloaded clip art in the appropriate collection based on pre-determined keywords.

For information on inserting clip art, refer to **Using Clip Art**.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2003

### Importing Clip Art from the Office 2003 Server

Office 2003 *Clip Art* is already installed on computers that have the Office 2003 software. However, additional *Clip Art* may be obtained from the Office 2003 server. This document explains how to import *Clip Art* from the server. Importing *Clip Art* from one of the Office programs (Word, PowerPoint, Publisher, Excel, or FrontPage) will result in the *Clip Art* being updated for the other programs. You can also import *Clip Art* from the Web into the *Clip Gallery*. For information on how to do this, see [Importing Clip Art From the Web](#).

The following instructions will work for faculty and staff working on their office desktop computers.

- [Mapping to the Server](#)
- [Importing the Clip Art](#)

#### Mapping to the Server

Before installing *Clip Art* into any Office 2003 programs, you must first map to the server where the Office 2003 *Clip Art* is stored.

1. On the desktop, right click **MY COMPUTER** select **Map Network Drive...**  
The *Map Network Drive* dialog box appears.
2. From the *Drive* pull-down list, select a drive  
**NOTE:** You can select any drive letter that is not already mapped.
3. In the *Folder* text box, type **\\software\office2003\$**
4. Make sure there is **not** a checkmark next to *Reconnect at logon*
5. Click **FINISH**  
The drive is mapped.  
**NOTE:** A dialog box listing the drive's contents may appear. If so, click the **X** in the upper right corner of the dialog box. This will not disconnect the drive.

#### Importing the Clip Art

After [mapping to the server](#), you can import *Clip Art* into the *Clip Gallery* of any Office 2003 program.

1. From the *Insert* menu, select **Picture » Clip Art...**  
The *Clip Art* task pane appears.

2. At the bottom of the task pane, click **ORGANIZE CLIPS...**  
The *Microsoft Clip Organizer* dialog box appears.  
If a dialog box appears asking whether you want to catalog all media files, click **LATER**
3. From the *File* menu, select **Add Clips to Organizer » On My Own...**
4. Using the *Look in* pull-down list, select **office2003\$ on 'software'**
5. Select the **UWECClipArt** folder
6. Select the *Clip Art* file(s) you want to import
7. Click **ADD TO...**
8. Select a collection you want your *Clip Art* to appear in  
**OR**  
Create a new collection:
  - a. Click **NEW...**  
The *New Collection* dialog box appears.
  - b. In the *Name* text box, type a name for the collection
  - c. Under the *Select where to place the collection* section, select the folder to contain the collection
  - d. Click **OK**  
A new category is added.
9. Click **OK**
10. Click **ADD**  
The *Clip Art* is now added to the collection.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### Using WordArt in Word

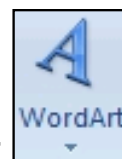
You can use *WordArt* to make display text (e.g., the heading of your document) more eye-catching. *WordArt* can be resized, moved, and edited to fit your needs. Documentation is also available for [Using Word Art in Excel](#) and [PowerPoint](#).

- [Creating WordArt](#)
- [Resizing WordArt](#)
- [Moving WordArt](#)
- [Editing WordArt](#)



### Creating WordArt

*WordArt* can be added to your document using a button on the *Insert* command tab.



1. From the *Insert* command tab, in the *Text* group, click **WORDART**.  
The *WordArt Gallery* dialog box appears.



2. From the *WordArt Gallery*, select the desired style.  
The *Edit WordArt Text* dialog box appears.





3. In the *Text* text box, type your text
4. To format your text, from the *Font* or *Size* pull-down lists, make the desired selections
5. To change the font style, click **BOLD** or **ITALIC**
6. Click **OK**  
Your *WordArt* is placed in the document and the *Format* command tab appears.  
**HINT:** For a description of the options available, refer to [Editing WordArt with the Format Command Tab](#).



## Resizing WordArt

**WARNING:** Be careful when resizing text so that you do not distort the letters excessively, making them unreadable. Using corner handles does not automatically resize proportionally. To resize proportionally, use the corner handles **and** hold down **[Shift]**.

1. Select the *WordArt*  
Sizing handles appear on the text box area.
2. Place the pointer over one of the sizing handles  
When the pointer changes to a two-directional arrow, you can move the pointer in any direction.  
**HINT:** To resize proportionally, hold down **[Shift]** while moving a corner handle or open box.
3. Click and drag the border to the desired size  
A dotted outline appears indicating the new size.
4. Release the mouse



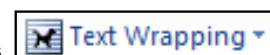
## Moving WordArt

If the *WordArt* you have created is in the wrong place, the image can be easily moved.

**NOTE:** In order to move the *WordArt*, the text wrapping must be set to something other than *In Line with Text*.

1. Click the *WordArt* once to select it

2. From the *Format* command tab, in the *Arrange* group, click **TEXT WRAPPING**



3. From the *Text Wrapping* menu, select the desired style of text wrapping  
**EXAMPLE:** Select *In Front of Text*
4. Place your pointer over a letter of your *WordArt*
5. When the pointer turns into a four-directional arrow, click and drag the *WordArt* to the desired location
6. Release the mouse



## Editing WordArt

You can easily change the spelling or wording of the *WordArt* you have created.

1. Select the appropriate piece of *WordArt* by clicking it once



2. From the *Format* command tab, in the *Text* group, click **EDIT TEXT**  
The *Edit WordArt Text* dialog box appears.
3. Make the desired changes
4. Click **OK**  
To edit the style of your *WordArt*, refer to [Editing WordArt](#).

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### Editing WordArt in Word

After **creating WordArt**, you can change its color and style to make it even more appealing. This document includes instructions on the following topics that apply to Word:





- Options on the Format Command Tab
- Adjusting WordArt Colors
- Editing WordArt Text
- Changing WordArt Font Face & Size
- Changing WordArt Shapes
- Rotating WordArt
- Wrapping Text with WordArt
- Adding a Shadow to WordArt
- Adding a 3-D Effect to WordArt


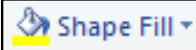
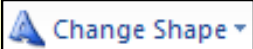
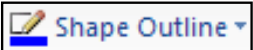
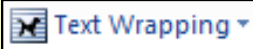


### Options on the Format Command Tab

When a *WordArt* text box is selected, the *Format* command tab should be active. In the *WordArt Styles* group, commands for editing your *WordArt* will appear.

The following table identifies buttons commonly used for working with *WordArt*.

Button	Button Name	Function(s)
	Edit Text	Change the character formatting (font, size, bold, italics) or text of <i>WordArt</i> .
	Spacing	Change the spacing between characters (tracking or kerning) of <i>WordArt</i> .
	Even Height	Make lowercase and uppercase letters the same height.
	Vertical Text	Shift a horizontal word to a vertical orientation and back again.


	Alignment	Choose from the following options: <i>Left Align</i> , <i>Center</i> , <i>Right Align</i> , <i>Word Justify</i> , <i>Letter Justify</i> , or <i>Stretch Justify</i> .
	Shape Fill	Formats the inside color of your <i>WordArt</i> text.
	Change Shape	Mold your <i>WordArt</i> text into a shape.
	Shape Outline	Change the color or pattern of the outline of your <i>WordArt</i> text.
	Text Wrapping	Make text wrap around a <i>WordArt</i> object.



## Adjusting WordArt Colors


Fill color and line color may be adjusted in *WordArt*. Fill color is the color of the inside of the letters, and line color is the color of the letters' borders.

### Adjusting Fill Color

1. Double click the *WordArt* image
2. From the *Format* command tab, in the *WordArt Styles* group, click **SHAPE FILL**  » select the desired color  
**NOTE:** If the *Format* command tab is not visible, from the *Ribbon*, select the **Format** command tab.
3. **OPTIONAL:** To fill your *WordArt* with a texture, gradient, or picture, in the *WordArt Styles* group, click **SHAPE FILL** » select the appropriate fill type » select the desired option

### Adjusting Outline Color

This option is available only if the *WordArt* in use contains outlines.

1. Double click the *WordArt* image
2. From the *Format* command tab, in the *WordArt Styles* group, click **SHAPE OUTLINE**  » select the desired outline color  
**NOTE:** If the *Format* command tab is not visible, from the *Ribbon*, select the **Format** command tab.
3. **OPTIONAL:** To add a patterned outline or change the line style of the outline, in the *WordArt Styles* group, click **SHAPE FILL** » select the appropriate option » select the desired line style



## Editing WordArt Text

You can easily change the spelling or words of the *WordArt* you have created.

1. Double click the *WordArt* image



2. From the *Format* command tab, in the *Text* group, click **EDIT TEXT...**

The *Edit WordArt Text* dialog box appears.

**NOTE:** If the *Format* command tab is not visible, from the *Ribbon*, select the **Format** command tab.

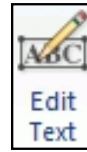
3. In the *Text* text box, make your changes
4. Click **OK**



## Changing WordArt Font Face & Size

If the font or size of the *WordArt* letters do not suit you, use the commands available on the *Ribbon* to format your *WordArt*.

1. Select the *WordArt* image



2. From the *Format* command tab, in the *Text* group, click **EDIT TEXT...**

The *Edit WordArt Text* dialog box appears.

3. From the *Font* pull-down list, select a font

4. From the *Size* pull-down list, select a font size

**HINT:** You may also adjust the size by using the image handles. To adjust proportionally using the image handles, hold [**Shift**] down while moving a corner image handle.

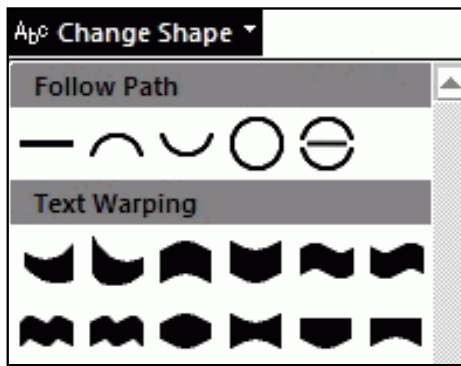
5. Click **OK**



## Changing WordArt Shapes

*WordArt* allows you to mold its text into a particular shape.


1. Double click the *WordArt* image
2. From the *Format* command tab, in the *WordArt Styles* group, click **CHANGE SHAPE** » select the desired shape  
The *WordArt* shape adjusts.



## Rotating WordArt

To slant or rotate your *WordArt* image, you can use the dialog box to specify an exact rotation value.

**NOTE:** The text wrapping style for your *WordArt* must be something other than *In Line With Text* before you can rotate it. For information on changing the text wrapping style, see [Wrapping Text around WordArt](#).

1. Select the *WordArt* image
2. From the *Format* command tab, in the *Arrange* group, click **ROTATE**  » select **More Rotation Options...**

The *Format WordArt* dialog box appears, with the *Size* tab displayed.



3. In the *Rotate* section, use the *Rotation* nudge button to select the desired angle  
**OR**  
In the *Rotation* text box, type the desired angle
4. Click **OK**  
The rotation is applied to the *WordArt*.



## Wrapping Text with WordArt

For a professional-looking document, wrapping text around your *WordArt* image will improve its uniformity and will not interrupt the text. In addition, there may be times when you want to place your *WordArt* in front of or behind the text.

### Wrapping Text: Quick Menu Option

1. Select the *WordArt* image
2. Right click your *WordArt* » select **Format WordArt...**

The *Format WordArt* dialog box appears.

3. Select the **Layout** tab
4. Under *Wrapping style*, select a style
5. Under *Horizontal alignment*, select a position

**NOTES:**

This option is only available if the selected text wrapping style is not set to *In Line With Text*. To move the *WordArt* to a custom position within the document, select **Other**.

6. **OPTIONAL:** To set more specific settings for the position of your *WordArt*,
  - a. Click **ADVANCED...**  
The *Advanced Layout* dialog box appears.
  - b. Select the **Text Wrapping** tab
  - c. Select the desired options

**Wrapping style**

Allows you to select a [text wrap style](#) for your *WordArt*

**Wrap text**

Available with only certain text wrapping styles; allows you to decide whether text wraps around an object on both sides or only a specific side

**Distance from text**

Allows you to specify a set distance between an object and the text wrapping around it; available with only certain wrapping styles

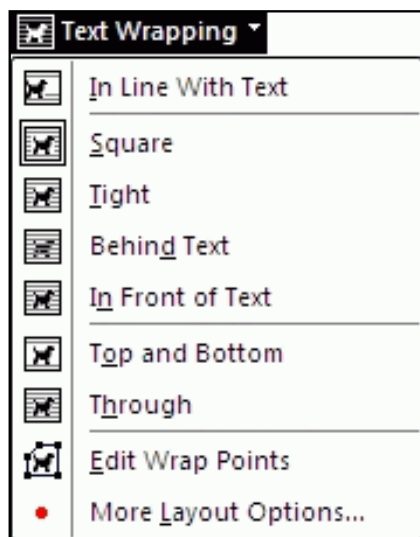
- c. Click **OK**

7. Click **OK**

The text wrap is applied to the *WordArt*.

## Wrapping Text: Ribbon Option

1. Select the *WordArt* image
2. From the *Format* command tab, in the *Arrange* group, click **TEXT WRAPPING** » select the desired text wrapping option



3. **OPTIONAL:** To set more advanced options,
  - a. In the *Arrange* group, click **TEXT WRAPPING** » select **More Layout Options...**  
The *Advanced Layout* dialog box appears.
  - b. Select the **Text Wrapping** tab
  - c. Select the desired options

#### Wrapping style

Allows you to select a [text wrap style](#) for your *WordArt*

#### Wrap text

Available with only certain text wrapping styles; allows you to decide whether text wraps around an object on both sides or only a specific side

#### Distance from text

Allows you to specify a set distance between an object and the text wrapping around it; available with only certain wrapping styles

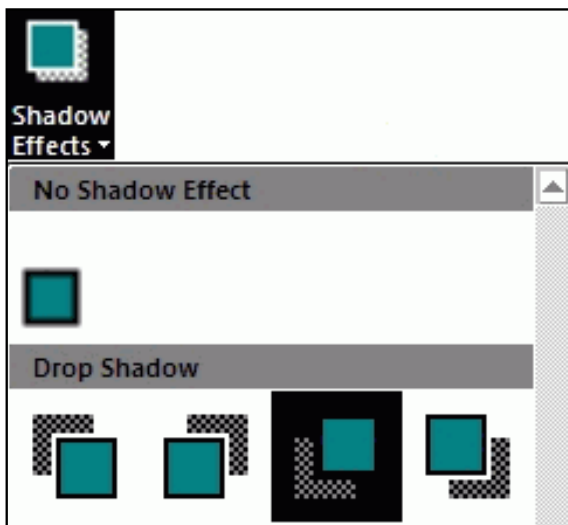
- d. Click **OK**



## Adding a Shadow to WordArt

Depending on the font and the *WordArt* shape you have selected, a shadow effect can enhance your *WordArt* image.

1. Select the *WordArt* image
2. From the *Format* command tab, in the *Shadow Effects* group, click **SHADOW EFFECTS** » select the desired effect



The effect is applied to the selected *WordArt*.



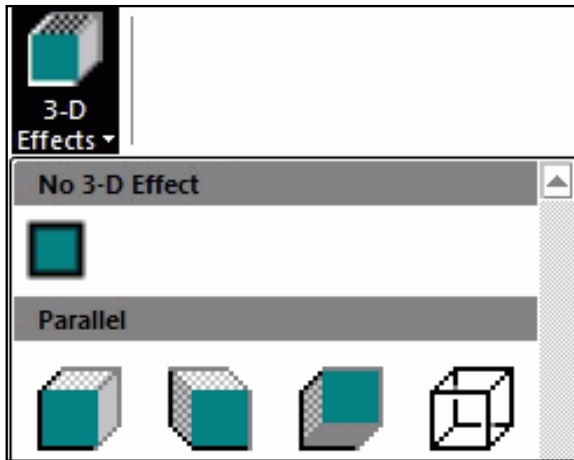
## Adding a 3-D Effect to WordArt

A three-dimensional effect can give depth to your *WordArt* image.

1. Select the *WordArt* image
2. From the *Format* command tab, in the *3-D Effects* group, click **3-D EFFECTS** » select the desired effect



**HINT:** For more information about 3-D effects, please refer to [Customizing 3-D](#).



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### The Equation Editor Environment

While creating your Word document, you may need to use mathematical expressions such as equations, formulas, summations, complex fractions, or nonstandard symbols. With a proper understanding of the *Equation Editor* and the *Design* command tab, you will be better equipped to create such expressions. This document explains the *Equation Editor* environment and how it can be used to create mathematical expressions. For more information, refer to [Creating Custom Mathematical Expressions](#).

- [Accessing the Equation Editor](#)
- [The Equation Editor](#)
- [The Design Command Tab](#)



### Accessing the Equation Editor

The *Equation Editor* is never more than a few clicks away.

1. Place the insertion point where the *Equation Editor* should appear  
**NOTE:** To customize how you want the equation to appear on the page, refer to [Equation Editor Options](#).

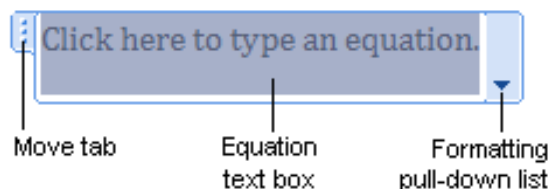


2. From the *Insert* tab, in the *Symbols* group, click **EQUATION**  
The *Equation Editor* appears in your document.



### The Equation Editor

The Equation Editor has three main parts, shown and described below:



#### Move tab

When clicked and dragged, equations in the *Equation Editor* can be moved between the characters of a document.

## Equation text box

Allows you to insert Word's built-in equations or structures, or your own custom equation. For more information, refer to [Creating Custom Mathematical Expressions](#) or [Inserting Built-in Equations and Structures](#).

## Formatting pull-down list

Allows you to format your mathematical expression. For more information, refer to [Formatting Equations](#).



## The Design Command Tab

When you access the *Equation Editor*, the *Design* command tab automatically appears on the ribbon. The *Design* command tab is a source of additional options for the *Equation Editor*. It has three groups: **Tools**, **Symbols**, and **Structures**.

### The Tools Group


The *Tools* group allows you to format the *Equation Editor* and access built-in equations and saved equations. For more information, refer to [Inserting Built-in Equations](#), [Saving Custom Equations](#), or [Equation Editor Options](#).

### The Symbols Group

Word 2007 has many symbols to choose from when creating mathematical expressions.

#### Accessing Symbols in the Symbols Group

1. **Access the Equation Editor**

2. From the *Design* command tab, in the *Symbols* group, click **MORE** .  
The *Symbols* scroll box appears.

3. Click the title bar of the *Symbols* scroll box.  
A list of symbol categories appears.

### The Structures Group

The *Structures* group offers users many types of nonstandard mathematical designs. Some structures may be a single character (e.g., operators, accents) others will provide a framework of operators and placeholders which you can edit (e.g., integrals, large operators). For more information on *Structures*, refer to [Inserting Built-in Structures](#)

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 UW-Eau Claire and the Board of Regents of the University of Wisconsin System



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Creating Fractions

This document will help you create custom fractions with Word. The standard fractions  $\frac{1}{2}$ ,  $\frac{1}{4}$ , and  $\frac{3}{4}$  can be created automatically with the option to format a three-character fraction to a one-character fraction as you type (e.g., 3/4 to  $\frac{3}{4}$ ).

**NOTE:** If you require nonstandard or complex fractions, refer to [Creating Custom Mathematical Expressions](#).


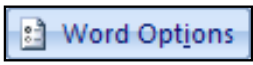
- [Setting Up AutoFormat for Fractions](#)
- [Adding Standard Fractions](#)

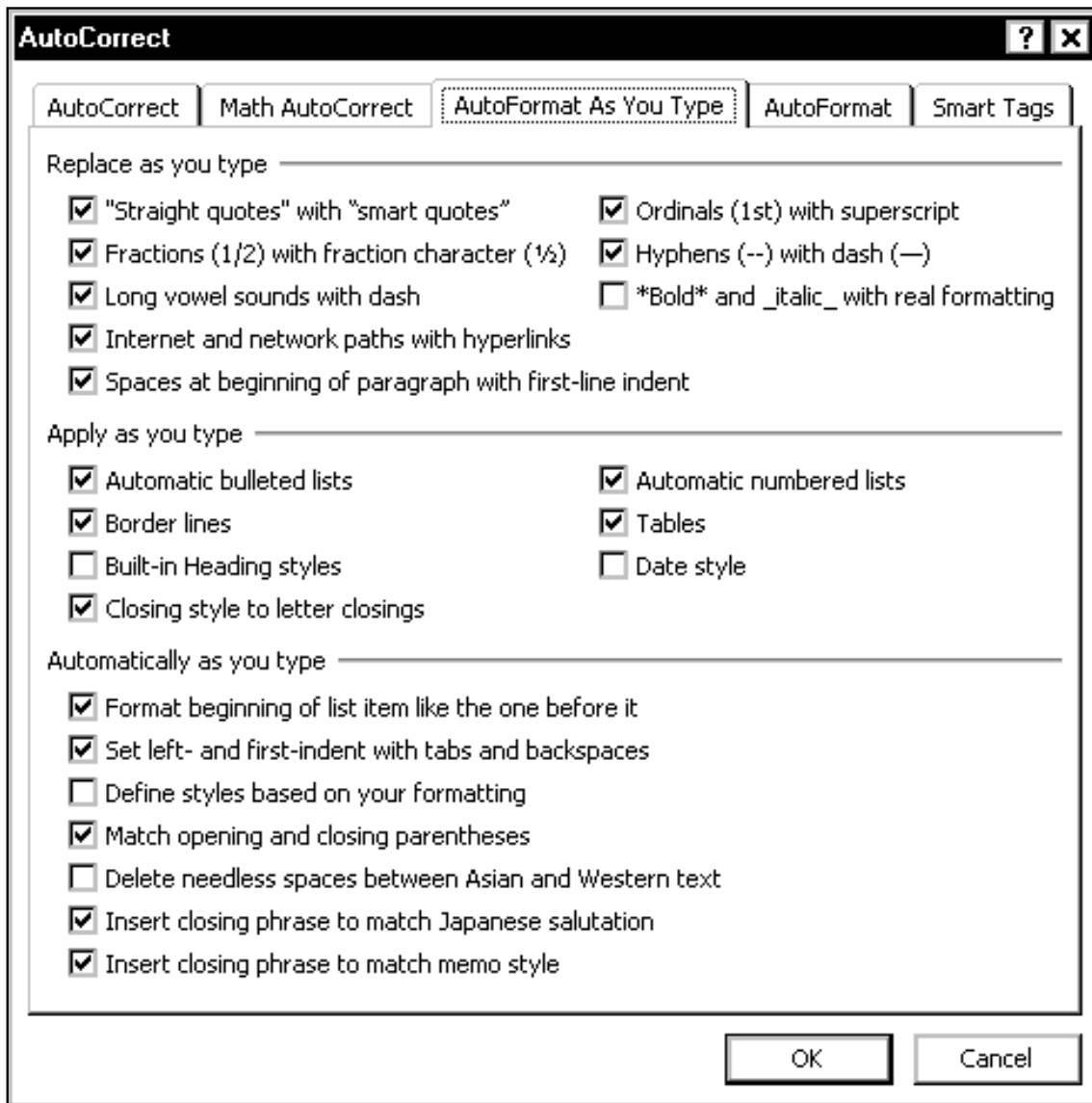


### Setting Up AutoFormat for Fractions

You may choose to have Word automatically format a three-character fraction to a one-character fraction by following the directions below:

#### Windows:

1. From the OFFICE BUTTON , click **WORD OPTIONS**   
The *Word Options* dialog box appears.
2. From the *Categories* list, select **Proofing**
3. Click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.
4. Select the **AutoFormat As You Type** tab



5. Select ***Fractions (1/2) with fraction character (½)***  
**NOTE:** The option is selected if a checkmark appears.

6. Click **OK**

7. Click **OK**

### Macintosh:

1. From the *Tools* menu, click **AUTOCORRECT...**  
 The *AutoCorrect* dialog box appears.
2. Select the ***AutoFormat As You Type*** tab
3. Select ***Fractions (1/2) with fraction character (½)***  
**NOTE:** The option is selected if a checkmark appears.
4. Click **OK**



## Adding Standard Fractions

If Word is set to **AutoFormat fractions**, you can use the following instructions to create the  $\frac{1}{2}$ ,  $\frac{1}{4}$ , and  $\frac{3}{4}$  fraction characters.

1. Place the insertion point where the fraction should appear  
**NOTE:** There needs to be at least one space before the insertion point.
2. Type **1/2**, **1/4**, or **3/4**
3. Press [**Space**]  
The characters change to  $\frac{1}{2}$ ,  $\frac{1}{4}$ , and  $\frac{3}{4}$ , respectively.

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)[Skip  
Links](#)[HomeLTS  
Help Desk](#)[WorkshopsPermission to Use](#)

## Microsoft Word 2008

### Working with the Equation Editor

While creating your Word document, you may need to use mathematical expressions such as equations, formulas, summations, complex fractions, or nonstandard symbols. With a proper understanding of the *Equation Editor* you will be better equipped to create such expressions. This document explains how to access the *Equation Editor*, and provides a brief overview of the editor itself.

- [Accessing the Equation Editor](#)
- [The Equation Editor](#)
- [Using the Equation Editor](#)



### Accessing the Equation Editor

The *Equation Editor* appears as a dialog box in which you can create equations.

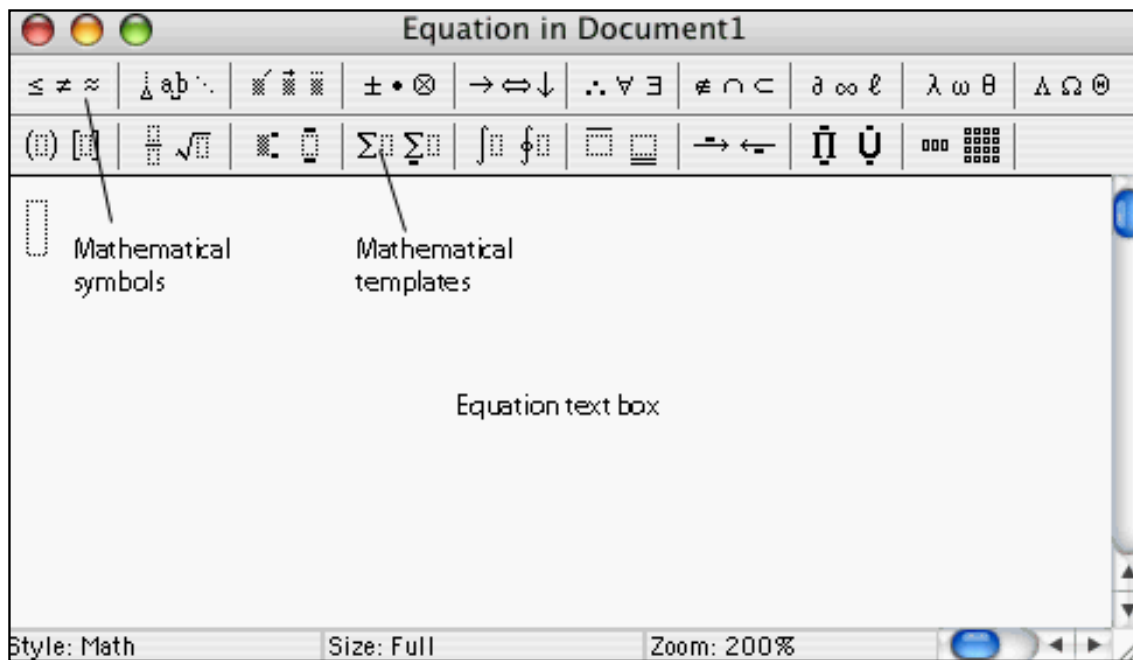
1. Place the insertion point in the location you want to insert an equation
2. From the *Insert* menu, select **Object...**  
The *Object* dialog box appears.
3. Select **Microsoft Equation**
4. Click **OK**  
The *Equation Editor* dialog box appears.



### The Equation Editor

The *Equation Editor* dialog box consists of three main parts: the *Symbols* toolbar, the *Templates* toolbar, and the text box.

**HINT:** To view a definition of each button, hover the cursor over it. A definition will appear in the bottom left corner.



### Mathematical symbols toolbar

Provides you with access to an array of mathematical symbols for use in the creation of equations.

### Mathematical templates toolbar

Provides you with access to an array of mathematical templates for use in the creation of equations, including fractions, summations, and matrices.

### Equation text box

The text box allows you to formulate your equation to be entered into your document.



## Using the Equation Editor

Once you have accessed the *Equation Editor*, you can create your equation and then insert it into your document.

1. Access the *Equation Editor*
2. To insert a symbol, from the *Mathematical symbols* toolbar, select the desired symbol(s)
3. To insert a template
  - a. From the *Mathematical templates* toolbar, select the desired template(s)
  - b. Within the outline text boxes, type the appropriate information
4. Repeat steps 2-3 as needed to complete your equation
5. Close the *Equation Editor*  
Your equation is inserted into your document.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009







# University of Wisconsin-Eau Claire LTS Online Help Documentation

[Find it](#)

[Skip  
Links](#)

[HomeLTS  
Help Desk](#)

[WorkshopsPermission to Use](#)

## Microsoft Word 2007

### Inserting Built-in Equations & Structures


Word 2007 has preset equations and mathematical structures for you to use with the **Equation Editor**. After accessing them, you can edit them to your preference. This document will help you access and insert these equations and structures into your document.

- [Inserting Built-in Equations](#)
- [Inserting Built-in Structures](#)



#### Inserting Built-in Equations

Word 2007 provides several commonly used equations (e.g., the binomial theorem, the area of a circle) to insert into documents. A built-in equation, once inserted into the *Equation Editor*, can be edited to your needs. For more information, refer [The Design Command Tab](#).

1. [Access the Equation Editor](#)
2. From the *Insert* tab, in the *Symbols* group, click the  on the EQUATION button » select the equation you need  
The equation appears in the *Equation Editor*.
3. To edit the variables and placeholders, double click them and make the desired changes.  
**HINT:** For more information about editing the *Equation Editor*, refer to [Equation Editor Options](#).
4. When finished, click outside the *Equation Editor*  
The equation is inserted into your document.



#### Inserting Built-in Structures

Word 2007 has several commonly used mathematical structures to insert into documents. These built-in structures create a mathematical framework, allowing you to insert variables and placeholders. For more information, refer to [The Design Command Tab](#).

1. [Access the Equation Editor](#)
2. In the *Structures* group, click the structure category » select the structure you want to use  
The structure appears in the *Equation Editor*.
3. To edit the variables and placeholders, double click them and make the desired changes  
**HINT:** For more information about editing the *Equation Editor*, refer to [Equation Editor Options](#).
4. When finished, click outside the *Equation Editor*  
The equation inserts into the text.

*Excellence. Our Measure, Our Motto, Our Goal.*

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
LinksHomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Equation Editor Options


While using the Word 2007 **Equation Editor**, you may want to change your expression's appearance, justification, or other formatting options. This document illustrates how to format your mathematical expression.

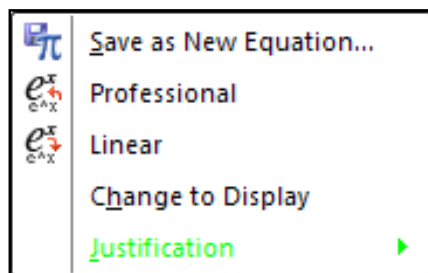
- [Formatting Mathematical Expressions](#)
- [Advanced Editing Options](#)






### Formatting Mathematical Expressions

Once you have **created** your mathematical expression, you may want to change how it looks.

1. In the *Equation Editor*, click the **Formatting pull-down list** . A list of formatting options appears.



The following table describes each option's function:

Image	Option	Function
	Save as New Equation...	Saves the equation into Word's list of built-in equations <b>NOTE:</b> Refer to <a href="#">Saving Custom Equations</a> for more information.
	Professional	Displays the equation in two or more lines <b>EXAMPLE:</b> $7^2 + 42 - \frac{4y}{m}$
	Linear	Displays the equation in a single line <b>EXAMPLE:</b> $7^2 + 42 - 4y/m$

**Change to Display/Change to Inline**

Toggles the equation between *Display* (i.e., centered) and *Inline* (i.e., flush left)

**NOTE:** Depending on the functions and operators in the equation, the equation may shrink when switching from *Display* to *Inline*.

**Justification**

Aligns the equation *Left*, *Right*, *Centered*, or *Centered as a Group*

**NOTE:** To activate the *Justification* option, the *Change to Display/Change to Inline* option must be set to *Display*.




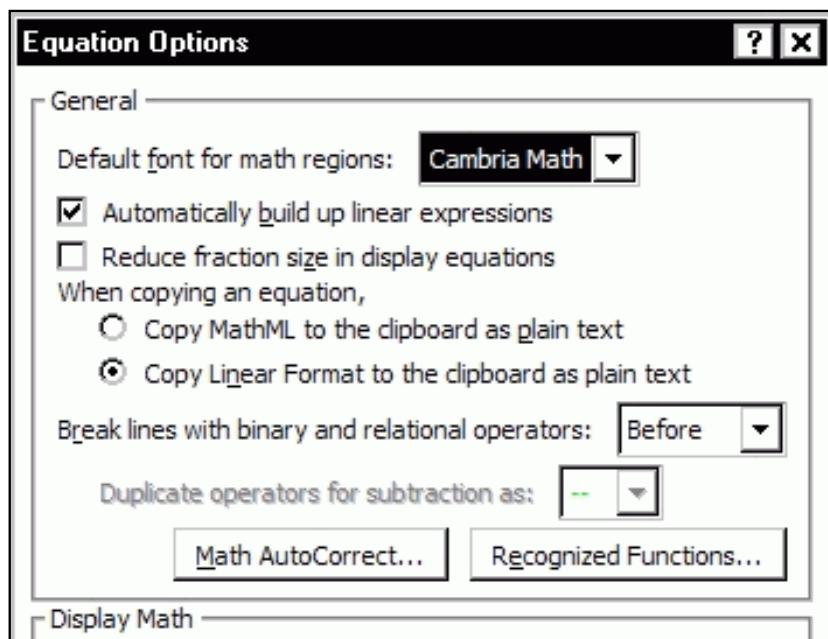
## Advanced Editing Options

The *Equation Options* dialog box offers more formatting options, such as changing math fonts and justification within the *Equation* text box.



1. From the *Insert* menu, in the *Symbols* group, click **EQUATION**  
**OR**  
Select your equation

2. From the *Design* command tab, in the *Tools* group, click **EQUATION OPTIONS**   
The *Equation Options* dialog box appears.



3. Make the desired changes
4. **OPTIONAL:** To change the default settings to the current selected settings
  - a. Click **DEFAULTS...**  
A confirmation dialog box appears.
  - b. Click **YES**

5. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007

### Creating Custom Mathematical Expressions

While creating your Word document, you may need to use mathematical expressions. Those are the times when you will need to integrate equations, formulas, summations, complex fractions, or nonstandard symbols into your document. With Word 2007's *Equation Editor*, you may create almost any type of mathematical notation. This document explains how the *Equation Editor* can be used to create mathematical expressions. For basic information about the *Equation Editor*, refer to [The Equation Editor Environment](#).

- [Creating Custom Expressions](#)
- [Saving Custom Expressions](#)



### Creating Custom Expressions

If there is no built-in equation for your project, Word 2007's *Equation Editor* allows you to create your own expression. You can also add unique mathematical characters to equations and edit them to your liking.

1. [Access the Equation Editor](#)
2. In the *Equation* text box, type the custom mathematical expression  
**HINT:** To add more to your custom mathematical expression, refer to [Inserting Built-in Equations](#), [Inserting Built-in Structures](#), [Inserting Symbols](#), or [Formatting Mathematical Expressions](#).
3. When finished, click outside the *Equation Editor*  
The mathematical expression inserts into the text.



### Saving Custom Expressions

You can save your custom mathematical expressions with Word's other built-in equations. This resource is useful when an expression is complex or is commonly used.

1. [Create the custom equation](#)
2. In the *Equation Editor*, click the **FORMATTING PULL-DOWN LIST**  » select **Save as New Equation...**  
The *Create New Building Block* dialog box appears.



**Create New Building Block** ? X

Name:

Gallery:

Category:

Description:

Save in:

Options:

OK Cancel

3. In the *Name* text field, type a name for your custom expression
4. From the *Gallery* drop-down list, select **Equations**
5. **OPTIONAL:** In the *Description* text box, describe the expression
6. Click **OK**  
The custom mathematical expression is saved in with Word's built-in equations.

### Accessing and Inserting Custom Equations

Once a custom mathematical expression is **saved**, you can access it from Word's built-in equations.

1. Place the insertion point where you want the saved custom equation to appear
2. From the *Insert* tab, in the *Symbols* group, click the  on the EQUATION button  
A scroll box of equations appears.
3. Select your custom mathematical expression  
The expression is inserted into the text where the insertion point is located.  
**NOTE:** If the expression was given a name, the name will appear in the top left corner of its display box.
4. **OPTIONAL:** **Format** the expression

### Deleting Custom Equations

When you no longer have use for a custom mathematical expression, you can delete it.

1. From the *Insert* tab, in the *Symbols* group, click the  on the EQUATION button  
A scroll box of equations appears.
2. From the list, right click the one you want to delete » select **Organize and Delete...**  
The *Building Blocks Organizer* dialog box appears.  
The custom expression you want to delete is highlighted.

3. Click **DELETE**  
A confirmation dialog box appears.
4. Click **YES**  
The expression is deleted.
5. To close the *Building Blocks Organizer* dialog box, click **CLOSE**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Working with Columns

Columns can help to separate sections of your document and make them look more inviting to read. Columns are a good way to separate sections of your document on one page. For example, when creating a newsletter or bulletin, columns can be used to give the document a more professional look. The following instructions show you how to create, modify, and delete columns in your document.

- [Creating Columns](#)
- [Modifying Columns](#)
- [Deleting Columns](#)



### Creating Columns

By creating columns, you are creating a separate section in your document. Therefore, any formatting changes such as margins, indents, or headers and footers that you make to the column text affect only the section, not the entire document. You can create columns that span a single page or the entire document. Using **the button option** to create columns is quick and easy, whereas **the Columns dialog box** requires more steps but offers more options for modification.

#### Creating Columns: Button Option

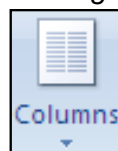
Columns are easy to apply using the presets found on the COLUMNS button.

1. Place the insertion point in the document that you want formatted into columns

**OR**

Select the text to be formatted into columns

2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



**Macintosh:** On the *Standard* toolbar, click **COLUMNS**

A submenu appears.

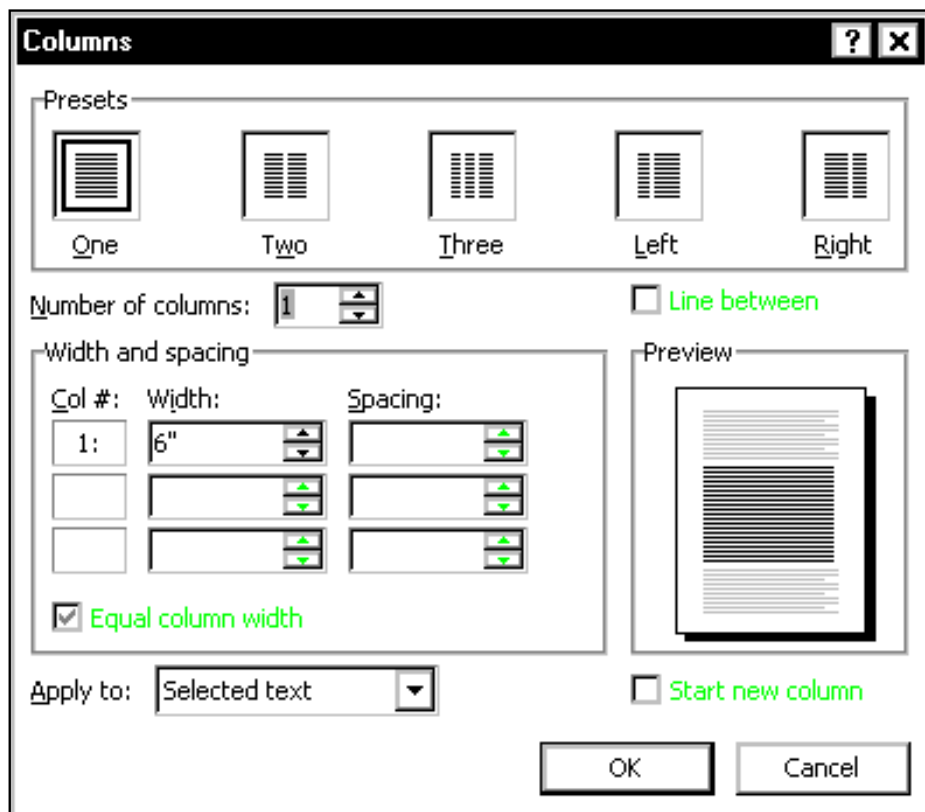
3. Select the desired number and style of columns

#### Creating Columns: Dialog Box Option

To create columns on selected text only, select the *More Columns...* option within the *Columns* submenu, which brings you to the *Columns* dialog box. The *Columns* dialog box gives you more options for modifying columns. With the dialog

box, you can adjust the width and spacing of columns. Also, the dialog box allows you to create up to 45 columns depending on the size of your paper; however, standard paper allows only 12 columns.

1. Place the insertion point in the document that you want formatted into columns  
**OR**  
Select the text to be formatted into columns
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **Columns** » select **More Columns ...**  
**Macintosh:** From the *Format* menu, select **Columns...**  
The *Columns* dialog box appears.



3. To select the number of columns, in the *Number of columns* text box, use the nudge buttons or type the desired number of columns  
**OR**  
Within the *Presets* section, select the desired option  
**NOTE:** Options *One*, *Two*, and *Three* will give you columns with equal width. Options *Left* and *Right* will give you two columns with unequal width.
4. From the *Apply to* pull-down list, select **Selected Text**  
**NOTE:** Your choices will depend upon whether you selected the text or placed your insertion point in the text to create columns.
5. Click **OK**  
The columns are applied to the selected text only.



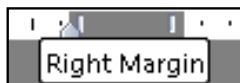
## Modifying Columns

There are several different options you can use to modify your columns to make them appear exactly how you want

them. The following section provides instructions on how to adjust column width, add lines, insert column breaks, and level column endings.

### Adjusting Column Width: Ruler Option

1. Place the insertion point in any column of text
2. Move the insertion point over any of the column margin boundaries on the ruler so that it turns into a double arrow



3. Click and drag the column boundary for the appropriate column width  
**NOTE:** The width will be adjusted for the two columns on either side of the column boundary.

### Adjusting Column Width: Column Dialog Box Option

1. Place the insertion point in the document that is formatted into columns  
**OR**  
 Select the text that is formatted into columns
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **Columns** » select **More Columns ...**  
**Macintosh:** From the *Format* menu, select **Columns...**  
 The *Columns* dialog box appears.
3. **OPTIONAL:** To create columns of unequal width, make sure that **Equal column width** is **not** selected  
**NOTE:** The option is not selected when no checkmark appears
4. Under *Width and spacing*, use the nudge buttons or type values for the column attributes you want to change  
**NOTE:** The *Width* will alter the width of the column and the *Spacing* will alter the space between the columns.
5. Click **OK**

### Adding Lines

Adding lines between columns can add an element of design to your document. You may want to add lines to your column if you are following a style similar to that of a newsletter or bulletin. The following feature automatically adds lines between all columns.

1. Place the insertion point within the column text
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **Columns** » select **More Columns ...**  
**Macintosh:** From the *Format* menu, select **Columns...**  
 The *Columns* dialog box appears.
3. Select **Line between**  
**NOTE:** The option is selected when a checkmark appears before it.
4. Click **OK**

## Inserting Column Breaks

Insert a column break when you want to force the end of a column and the beginning of another.

1. Place the insertion point at the point in the text where you want the column to break
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, select **Breaks** » select **Column**  
**Macintosh:** From the *Insert* menu, select **Break** » select **Column Break**

## Balancing Column Endings

When using columns, often the text in the last column is of uneven length with the previous column. Inserting a continuous column break will balance the column lengths, giving your document a finished, professional look.

**WARNING:** These instructions may have inconsistent results if you have any of the following *Paragraph* options selected: *Widow/Orphan control*, *Keep lines together*, *Keep with next*.

1. Place the insertion point after the last character in the last column
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, select **Breaks** » select **Continuous**  
**Macintosh:** From the *Insert* menu, select **Break** » select **Section Break (Continuous)**

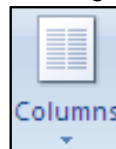


## Deleting Columns

You can choose to delete all columns in a document or only a section of columns.

### Deleting Columns: Button Option

1. Place the insertion point in the document that is formatted into columns  
**OR**  
Select the text that is formatted into columns
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **COLUMNS**



**Macintosh:** On the *Standard* toolbar, click **COLUMNS**  
A submenu appears.

3. Select **One**

### Deleting Columns: Dialog Box Option

#### Deleting All Columns

1. **Windows:** From the *Home* command tab, within the *Editing* section, click **Select** » select **Select All**  
**Macintosh:** From the *Edit* menu, select **Select All**  
**OR**  
**Windows:** Press [Ctrl]+[A]  
**Macintosh:** Press [command]+[A]

2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **Columns** » select **More Columns ...**  
**Macintosh:** From the *Format* menu, select **Columns...**  
The *Columns* dialog box opens.
3. Within the *Presets* section, select **One**
4. From the *Apply To* pull-down list, select **Whole document**
5. Click **OK**

#### Deleting Columns from a Section

1. Select the text that you want changed to one column
2. **Windows:** From the *Page Layout* command tab, within the *Page Setup* section, click **Columns** » select **More Columns ...**  
**Macintosh:** From the *Format* menu, select **Columns...**  
The *Columns* dialog box opens.
3. Within the *Presets* section, select **One**
4. From the *Apply To* pull-down list, select **This section**
5. Click **OK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Using Headers and Footers

This document describes how to add, format, and customize headers and footers in Microsoft Word 2008 for Macintosh. Headers and footers allow you to add information such as page numbers and dates to the format of your document.

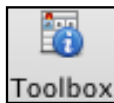
- [Accessing the Header and Footer Tools](#)
- [Header and Footer Tools Overview](#)
- [Adding a Header and Footer](#)
- [Formatting Headers and Footers for Even and Odd Pages](#)
- [Numbering Pages in Headers and Footers](#)



### Accessing the Header and Footer Tools

The *Header and Footer* tools are located on the *Formatting Palette*. These are tools that you will frequently use when working with headers and footers in your document. Use the following steps to access the *Header and Footer* toolbar.

1. From the *View* menu, select **Header and Footer**  
**OR**  
Double click on the **HEADER** or **FOOTER** region  
The *Header and Footer* regions appear.



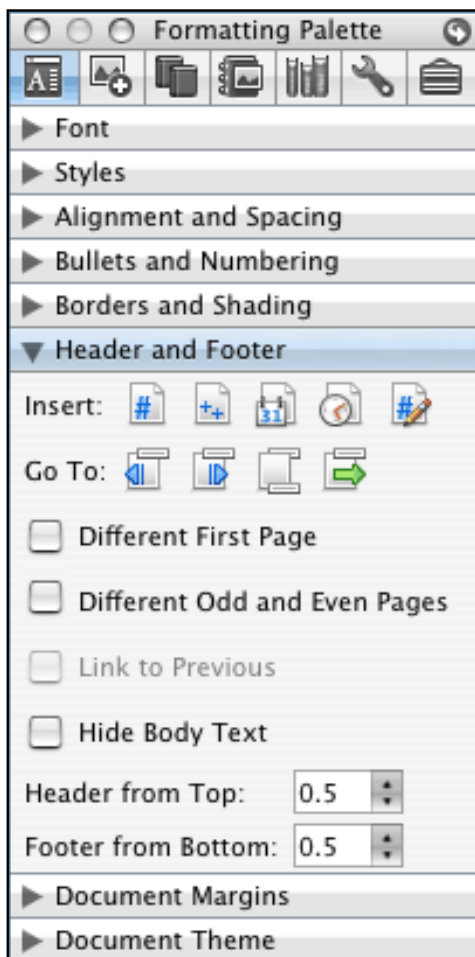
2. On the ribbon, click **TOOLBOX**  
The *Toolbox* appears.

**NOTE:** The *Toolbox* displays the *Formatting Palette* section by default. If the *Formatting Palette* does not display, click **FORMATTING PALETTE** .



3. Select **Header and Footer**  
The *Header and Footer* tools appear.





## Header and Footer Tools Overview

There are multiple ways to manipulate your headers and footers. Using the following tools you should be able to properly format these areas to fit your needs.

### Button

### Function



Inserts the page number



Inserts the number of pages



Changes page number formatting



Inserts the date



Inserts the time



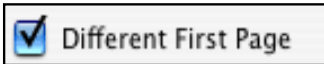
Shows previous header or footer, shows next header or footer  
**NOTE:** The previous and next options are relevant when your document is divided into sections



Switches between header and footer

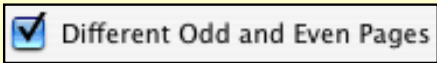


Allows you to "go to" a specific header or footer section



Different First Page

Makes the header or footer different on the first page of the section



Different Odd and Even Pages

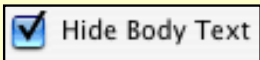
Makes header or footer different on odd and even pages



Link to Previous

Makes the header or footer the same as the previous section

**NOTE:** You can only link to previous sections if your document is divided into sections



Hide Body Text

Hides document text

Header from Top:	0.5	↑	↓
Footer from Bottom:	0.5	↑	↓

Allows you to change the placement of the header or footer on your document

## Adding a Header or Footer

Headers and footers allow you to add information above and below the typing area of your document. You can add information such as the title of the document, author, date printed, chapter/section title, or **page numbers**.

1. From the *View* menu, select **Header and Footer**

**OR**

Double click on the *Header or Footer* region

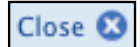
The *Header* and *Footer* regions appear.

2. In the document, place your insertion point in the *Header* region or the *Footer* region

3. Type the desired text

**HINT:** Almost all formatting options (e.g., font, size, centering, tabs, and borders) that can be applied in the document can also be applied in headers and footers.

4. When you are ready to return to your document, on the *Header and Footer* toolbar, click **CLOSE**



**OR**

Double click the document body

## Formatting Headers and Footers for Even and Odd Pages

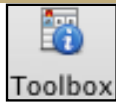
If you are working on a document that will be printed back-to-back and have facing pages (like a book), you may want to format your headers and footers differently according to whether they are on an even or odd page.

1. From the *View* menu, select **Header and Footer**

**OR**


Double click on the *Header or Footer* region

The *Header* and *Footer* regions appear.



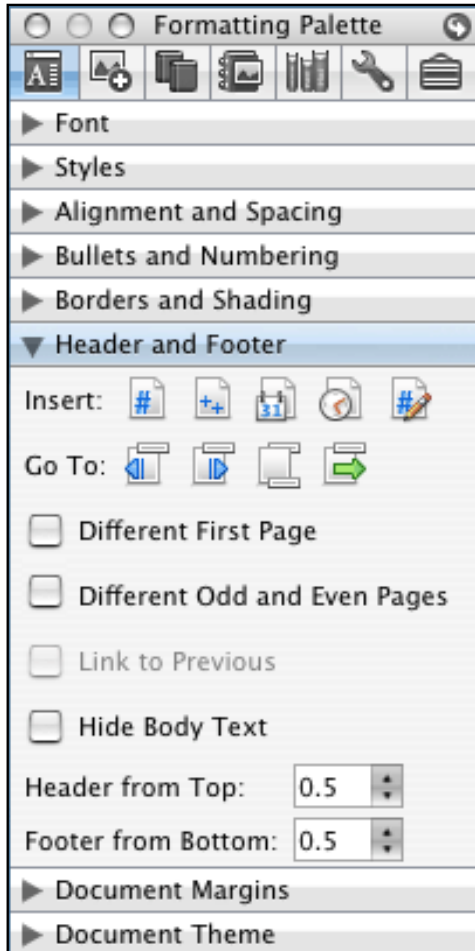
2. On the ribbon, click **TOOLBOX**

The *Toolbox* appears.

**NOTE:** The *Toolbox* displays the *Formatting* palette section by default. If the *Formatting* palette does not display, click **FORMATTING** .

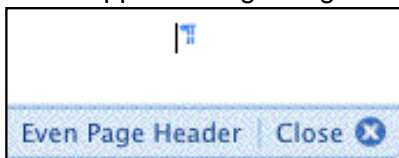
3. Select **Header and Footer**

The *Header and Footer* tools appear.



4. Select **Different Odd and Even Pages**

Labels appear designating the odd and even page footers.

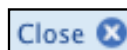


5. In the document, type the desired text for odd and even headers and footers

**NOTE:** Options for odd and even headers and footers will appear when your document is two or more pages in length.

**HINT:** Almost all formatting options (e.g., font, size, centering, tabs, and borders) that can be applied in the document can also be applied in headers and footers.

6. When you are ready to return to your document, click **CLOSE**



**OR**

Double click the document body

## Numbering Pages in Headers and Footers

1. From the *View* menu, select **Header and Footer**  
The *Header* and *Footer* regions appear.

2. In the document, place your insertion point where you want the page number to appear  
**NOTE:** Unless directed otherwise, Word will keep headers and footers consistent for all pages.

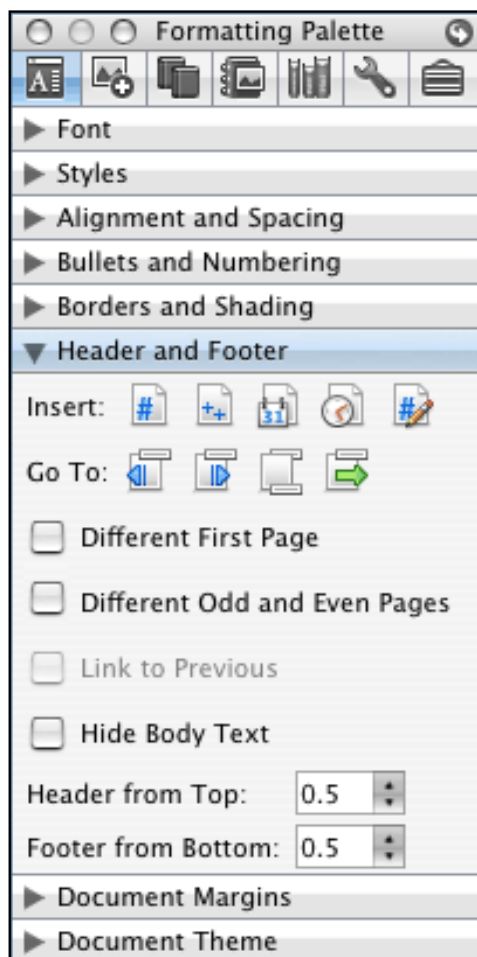



3. On the ribbon, click **TOOLBOX**  
The *Toolbox* appears.

**NOTE:** The *Toolbox* displays the *Formatting* palette section by default. If the *Formatting* palette does not display,

click **FORMATTING** .

4. In the *Toolbox*, select **Header and Footer**  
The *Header and Footer* tools appear.



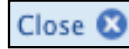
5. In the *Insert* section, click **INSERT PAGE NUMBER**   
The page number is inserted.

**HINT:** Almost all formatting options (e.g., font, size, centering, tabs, and borders) that can be applied in the

document can also be applied in headers and footers.

6. **OPTIONAL:** To remove page numbering from the first page,
  - a. From the *Insert* menu, select **Page Numbers...**  
The *Page Numbers* dialog box appears.
  - b. Deselect the **Show number on first page** option
  - c. Click **OK**

7. When you are ready to return to your document, click **CLOSE**



**OR**

Double click the document body

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Working with Images

Adding visual components to your documents can enhance or reinforce your message. Images from clip art collections, *WordArt*, the Internet, or scanned images can be added to your Word documents.

The instructions below show you how to work with images in your Word documents:

- [Adding Images](#)
- [Positioning Images](#)
- [Wrapping Text](#)
- [Picture Options](#)



#### Adding Images

Adding images from a variety of sources, including scanned images, images saved from the Internet, and clip art is easy in Word 2008. The extensive *Clip Art Gallery* provides easy access to images. For more information on adding *Clip Art* images, refer to [Office 2007: Using Clip Art](#).

1. Click the location where you want the image to appear
2. From the *Insert* menu, select **Picture** » select **From File...**  
The *Choose a Picture* dialog box appears.
3. Navigate to and select the desired image file
4. Click **INSERT**  
The image appears in your document.



#### Positioning Images

Once you have inserted an image into your document, you can easily position or resize it as needed. For instructions on resizing images, refer to [Resizing Objects](#).

**NOTE:** In order to drag images freely in Word, the **wrapping style** of the image **must not be** *In line with text*.

1. Click and hold the center of the image  
The cursor turns into a four-headed arrow when you are able to move the image.

2. Drag the image to the desired location
3. Release the mouse button  
The image is has been moved.



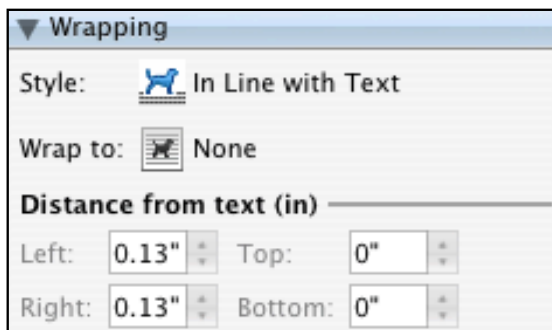
## Wrapping Text

Once you have inserted a picture into your document, you can control the way text will wrap around it. Word 2008 uses the *Wrapping Tools* from the *Formatting Palette* to wrap text

**NOTE:** The *Wrapping Tools* will appear on the *Formatting Palette* only if an image has been inserted into the document and is selected.

### Wrapping Tool: Formatting Palette

1. From the *Formatting Palette*, click **WRAPPING**  
The *Wrapping Tools* appear.



2. From the *Style* pull-down list, select the desired wrapping option  
**NOTE:** The *In Line with Text* option forces an image to align with the line of text in which it was inserted, making it impossible to move the image freely. To allow an image to be moved freely within your document, choose an option other than *In Line with Text*.



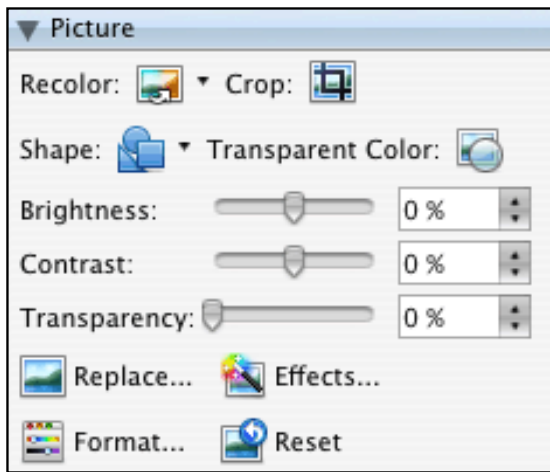
## Picture Options

Once you have inserted a picture into your document, you have many options to enhance the look of your image. The *Picture Tools*, *Size*, *Rotation*, and *Ordering Tools*, and *Quick Styles and Effects Tools* from the *Formatting Palette* let you change the appearance of your image by providing options such as line style, transparency, contrast, changing color, and cropping.

1. Select an image
2. From the *Formatting Palette*, click the desired toolbar
3. Select or adjust the desired option

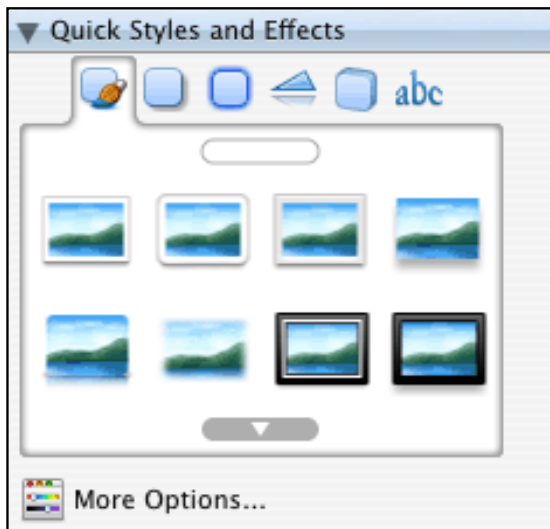
### Picture Tools

Allows you to change qualities of the image's appearance (e.g., brightness, contrast, transparency), and also undo any changes you make.



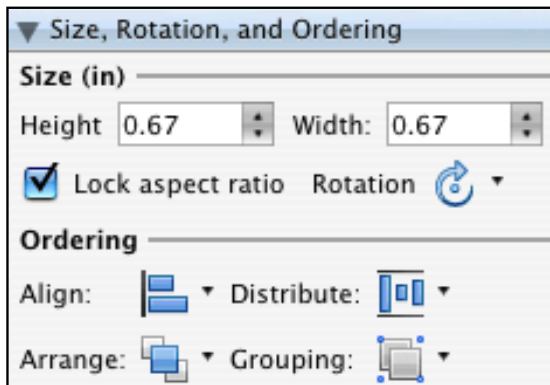
### Quick Styles and Effects Tools

From here you can add effects to an image (e.g., 3-d, shadow, frame).



### Size, Rotation, and Ordering Tools

Lets you resize, rotate, and change the ordering (e.g., alignment, distribution, layering) of images.



*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: Jeri Weiser

Updated: July 21, 2009







# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Word 2008

### Adding Watermarks

A watermark is an image or text that appears behind the main text of a document. It is usually a lighter shade than the text so you can read the document easily. *Text Watermarks* are often used to categorize or to show the purpose of a document with words such as *Confidential*. Another watermark option, *Picture Watermarks*, can be used to make documents more aesthetically pleasing.

- Adding Watermarks
- Removing Watermarks

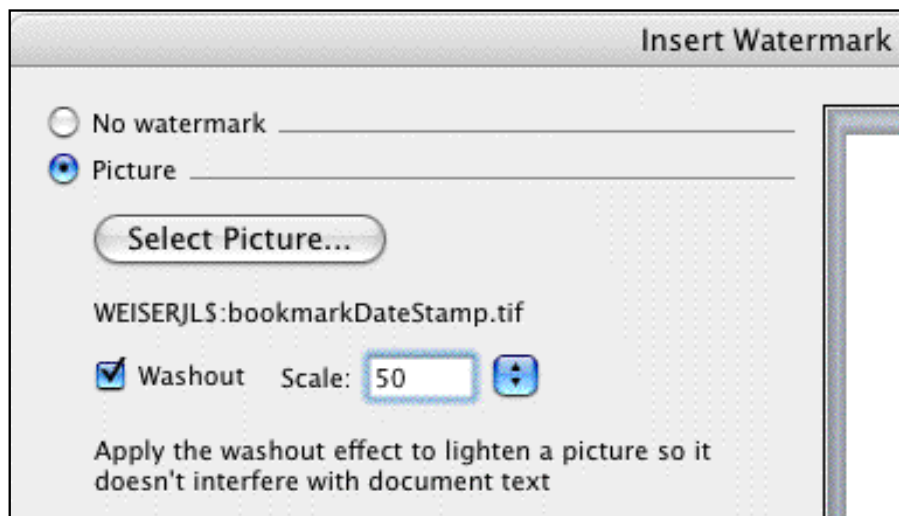


### Adding Watermarks

You can insert *Clip Art*, pictures, or text as watermarks in your print documents. For example, you might want the word *Confidential* to appear on all the pages of your document to remind readers the material is not to be read by everyone.

#### Adding Watermarks: Picture Watermarks

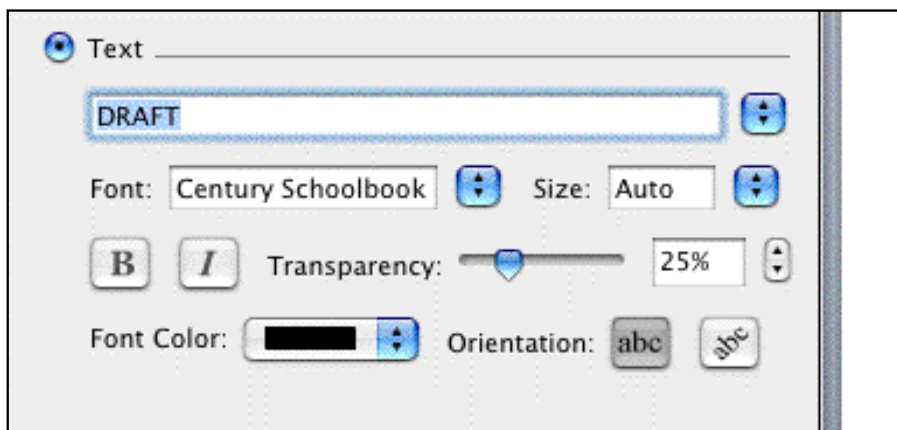
1. Open the document you want to add the watermark to  
**NOTE:** To see the watermark, the document must be in *Print Layout* view.
2. If the view is not in the *Print Layout* view, from the *View* menu, select **Print Layout**
3. From the *Insert* menu, select **Watermark...**  
The *Insert Watermark* dialog box appears.



4. Select **Picture**
5. Click **SELECT PICTURE...**  
The *Choose a Picture* dialog box appears.
6. Navigate to and select the desired picture
7. Click **INSERT**  
You will be returned to the *Insert Watermark* dialog box.
8. **OPTIONAL:** Select **Washout**  
**NOTES:**  
This option lightens the color of the watermark so it does not interfere with the text of the document.  
The option is selected when a checkmark appears.
9. **OPTIONAL:** To change the *Scale* of the watermark, use the nudge buttons  
**NOTE:** The changes made will be seen in the document preview.
10. Click **OK**  
The watermark is applied to the document.  
**NOTE:** You can move the watermark to the desired location in the document by [changing the wrapping style](#).

## Adding Watermarks: Text Watermarks

1. Open the document you want to add the watermark to  
**NOTE:** To see the watermark, the document must be in *Print Layout* view.
2. If the view is not in the *Print Layout* view, from the *View* menu, select **Print Layout**
3. From the *Insert* menu, select **Watermark...**  
The *Insert Watermark* dialog box appears.



4. Select **Text**
5. To use a **predefined text watermark**, use the pull down list and select the desired text  
To create a **custom text watermark**, type the desired text in the text box
6. **OPTIONAL:** Make the desired format changes (e.g., font size)

7. Click **OK**

The watermark is applied to the document.

**NOTE:** You can move the watermark to the desired location in the document by [changing the wrapping style](#).



## Removing Watermarks

1. Open the document you want to remove the watermark from

**NOTE:** To see the watermark, the document must be in *Print Layout* view.

2. If the view is not in the *Print Layout* view, from the *View* menu, select **Print Layout**

3. From the *Insert* menu, select **Watermark...**

The *Insert Watermark* dialog box appears.

4. Select **No Watermark**

5. Click **OK**

The watermark is removed from the document.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links


HomeLTS  
Help Desk

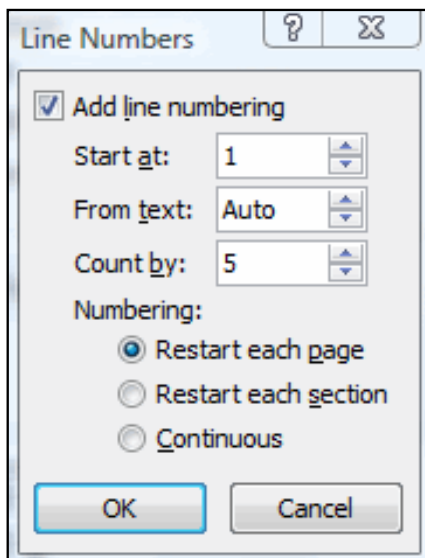
WorkshopsPermission to Use

## Microsoft Word 2007/2008

### Adding Line Numbers

Line numbers can be helpful when referencing specific locations in a document. These instructions explain how to add line numbering to your Word document. You can add line numbering to the entire document or individual sections.

1. Place the insertion point within the document to which you want to add line numbering  
**HINT:** To add numbering to only one section of a document, place the insertion point within the desired section.
2. **Windows:** From the *Page Layout* command tab, in the *Page Setup* group, click **PAGE SETUP**   
 The *Page Setup* dialog box appears.  
**Macintosh:** From the *Format* menu, select **Document...**  
 The *Document* dialog box appears.
3. Select the **Layout** tab
4. Click **LINE NUMBERS...**  
 The *Line Numbers* dialog box appears.



5. Select **Add line numbering**  
**NOTE:** An item is selected when a checkmark appears in the box
6. To start line numbering at a number other than one, in the *Start at* text box, use the nudge buttons to select or type a starting number
7. To adjust the amount of spacing between line numbers and text, in the *From text* text box, use the nudge buttons

to select or type (in inches) a spacing value

8. To number every *n*th line, in the *Count by* text box, use the nudge buttons to select or type a number by which to count  
**EXAMPLE:** To number every fifth line, in the *Count by* text box, type **5**
9. To **restart numbering on each page**, select ***Restart each page***  
To **restart numbering in each section**, select ***Restart each section***  
To **use continuous numbering**, select ***Continuous***
10. Click **OK**
11. Click **OK**  
The lines numbers are added.

*Excellence. Our Measure, Our Motto, Our Goal.*

LTS Documentation • OL 1114 • University of Wisconsin-Eau Claire • Eau Claire WI 54702-4004

Questions/Comments: [Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)



# University of Wisconsin-Eau Claire LTS Online Help Documentation

Find it

Skip  
Links

HomeLTS  
Help Desk

WorkshopsPermission to Use

## Microsoft Office 2007

### Using Microsoft Office Help


The Microsoft Office Help system provides concise, printable descriptions and procedures for virtually any Office feature. The Help system is useful for troubleshooting problems and explaining specific subjects, making Microsoft Office a more accessible program to work with. This document helps users find and navigate through the Help system.

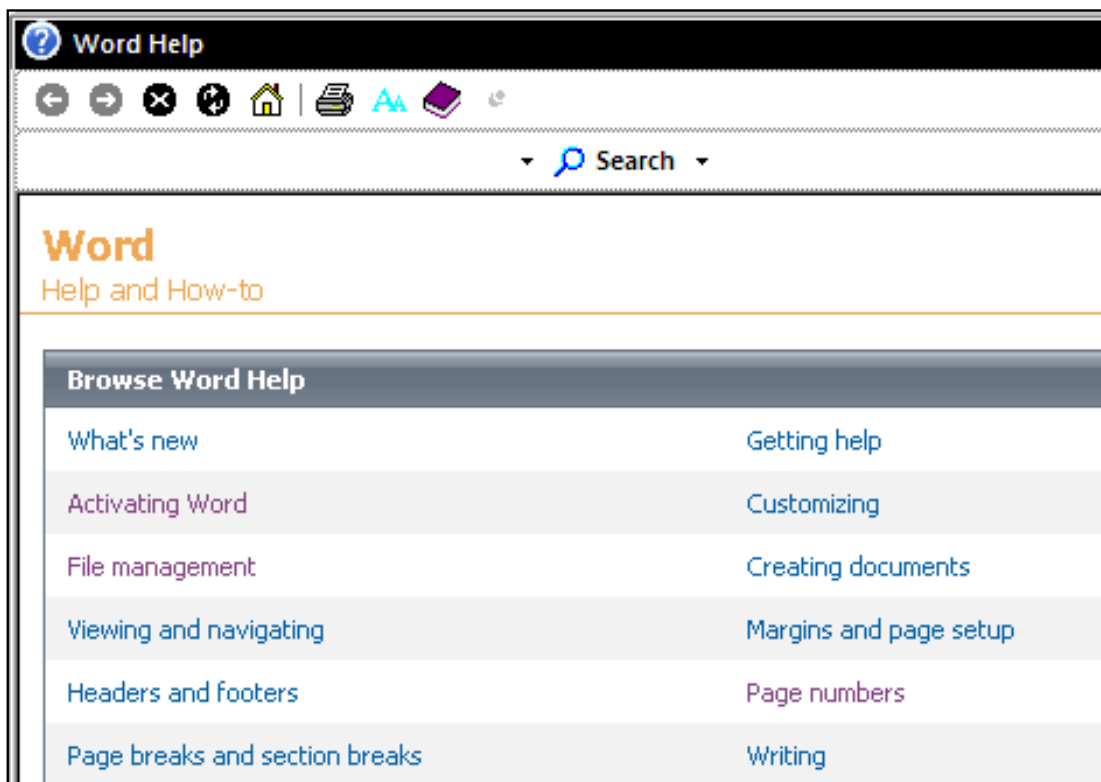
- [Accessing the Help Dialog Box](#)
- [Using the Help Dialog Box](#)
- [Viewing Information about a Dialog Box](#)
- [Critiquing a Help Topic](#)



### Accessing the Help Dialog Box

The *Help* dialog box is never more than a click away.

1. To open the *Help* dialog box, at the upper right corner of the screen, click **HELP**   
**OR**  
Press [**F1**]  
The *Help* dialog box appears.



## Using the Help Toolbar

In the *Help* dialog box, on the *Help* toolbar, there are a number of buttons available to help you navigate through the Help system:

Button Image	Name	Function
	<b>Back</b>	Moves <i>Help</i> backward to the last page displayed
	<b>Forward</b>	Moves <i>Help</i> forward one page, after <i>Back</i> has been clicked
	<b>Stop</b>	Stops a <i>Help</i> page from loading
	<b>Refresh</b>	Reloads a page
	<b>Home</b>	Returns the user to the initial <i>Help</i> page
	<b>Print</b>	Prints the current <i>Help</i> page
	<b>Change Font Size</b>	Increases or decreases the size of the text on the page





**Show Table of Contents** Opens the *Table of Contents* sidebar



**Keep on Top/Not on Top** Determines whether the *Help* window appears above all other Office windows or not.


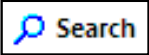



## Using the Help Dialog Box

There are two ways to search for help topics. You can use the **search text box** or you can **browse** Office Help for information on your subject.

### Using the Help Dialog Box: Search Text Box Option

Using the *Search for* text box allows you to type in keywords, which will have Office search through the entire library of help topics.

1. **Open the Help dialog box**
2. In the *Search* text box, type a question, word, or phrase that describes your topic
3. **OPTIONAL:** To refine your search to a particular collection of documents using filters, click the  on the SEARCH button » select the desired filter  
**HINT:** A checkmark represents the current filter being used.  
**NOTE:** The default filter is *All [Office program]*, which searches through all help topics for the program that you are using.  
**EXAMPLE:** *All PowerPoint*
4. Press [Enter]  
**OR**  
 Click **SEARCH**   
 The search results appear in *Help* dialog box.
5. From the list of topics, select the desired search result
6. To change views, navigate, or print information about your topic, use the **toolbar buttons**  
**HINT:** If there is no desirable search result, refine your question, word, or phrase that describes your topic, or try **browsing** for a topic.
7. **OPTIONAL:** You may **critique** the help topic
8. When finished, to close the *Help* dialog box, click the 

### Using the Help Dialog box: Browsing Option

Instead of searching and looking through result lists to find a help topic, the *Help* dialog box allows you to choose from prearranged categories of information. By finding your topic categorically, you can find articles with greater precision than by using the *Search* text box.

## 1. Open the Help dialog box

2. In the *Table of Contents* scroll list, click the category most relevant to your topic  
A new page appears.

**NOTE:** Depending upon what category you have chosen, you could be given a list of help topics, a list of subcategories, or both.

3. Select the desired search result

4. To change views, navigate, or print information about your topic, use the **toolbar buttons**

**HINT:** If there is no desirable browsing result, try browsing again or try using the **search text box**.

5. **OPTIONAL:** You may **critique** the *Help* topic

6. When finished, to close the *Help* dialog box, click the 



## Viewing Information about a Dialog Box

If you want to know about a dialog box's functions without the tedium of trial and error, you can use the *Help* button in any dialog box. This dialog box function allows you to get information about a dialog box quickly and easily.

1. In the upper right corner of any Office dialog box, click **HELP** 

**OR**

Press **[F1]**

The *Help* dialog box appears.

**NOTES:**

For more information on the *Help* dialog box, refer to **Accessing the Help Dialog Box**.

Depending on the dialog box, Office will suggest related help topics in the *Table of Contents* scroll list.

2. Click on the desired topic  
The help topic will appear.

3. **OPTIONAL:** If Office does not suggest any help topics, navigate through the dialog box to find a topic by **browsing** or by using the **search text box**

4. **OPTIONAL:** You may **critique** the help topic

5. When finished, in the upper right corner of the *Help* dialog box, click the 



## Critiquing a Help Topic

Microsoft allows its users to evaluate its help topics to better assist Office users in the future. The critiquing option is available in every help topic and is very easy to submit.

**NOTE:** You must be connected to the internet to critique a topic.

1. Open the Help dialog box

2. Find the topic by either **searching** or **browsing** in the *Help* dialog box
3. At the bottom of a help topic, click **YES**, **NO**, or **I DON'T KNOW**, as appropriate  
The screen refreshes to include a text box.
4. In the text box, explain your issue and the degree of the topic's helpfulness
5. When you are finished, click **SUBMIT**  
Your critique is submitted to Microsoft.  
**OR**  
If you choose not to critique the article, click **BACK**

*Excellence. Our Measure, Our Motto, Our Goal.*

[LTS Documentation](#) • [OL 1114](#) • [University of Wisconsin-Eau Claire](#) • [Eau Claire WI 54702-4004](#)

[Questions/Comments: Jeri Weiser](#)

Updated: July 21, 2009

Copyright © 1995-2009 [UW-Eau Claire](#) and the Board of Regents of the [University of Wisconsin System](#)