



Instructional Design & Learning Special Interest Group



Welcome to our first Virtual Progression!

This AdobeConnect session is for

Mellissa Ruryk 9 Things You Didn't Know (you need to know) about Word

Mellissa will begin her session in just a few minutes.

Did you want to join
Robert Hershenow

**Audio Editing Tips: 3 Easy Steps to Improved Voice Recording
instead?**

Go to <http://stc.adobeconnect.com/r5l1k9poqnh/>





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About the presenter... Mellissa Ruryk

- Senior technical communicator
- Way more than 20 years' experience in writing for technology, financial, oil and gas, and engineering firms
- Currently, co-manager of the STC Instructional Design and Learning SIG
- President 2012-13 of the Canada West Coast STC chapter
- Runs a technical communication freelance business with a ridiculously long name:
Technically Right Technical Writing Services Limited (aka TEK-Right)
- Bachelor's degree in Education from UBC, majored in English and Art
- Plain Language, serial comma, and only-one-space-between-sentences advocate



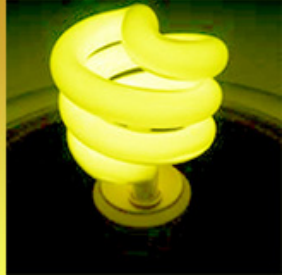
Objectives

- Show you a few quirky ways around Word.
- Guarantee that every person will know at least one of the items I tell you – but – that each of you will go home having learned something new.
- “9 things” is just a number. I’m really not sure how many I can fit into the presentation but then, who’s counting?



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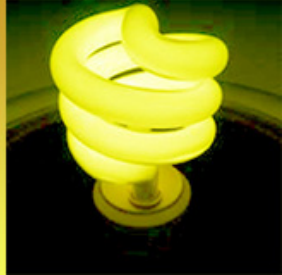


For starters: modify your window

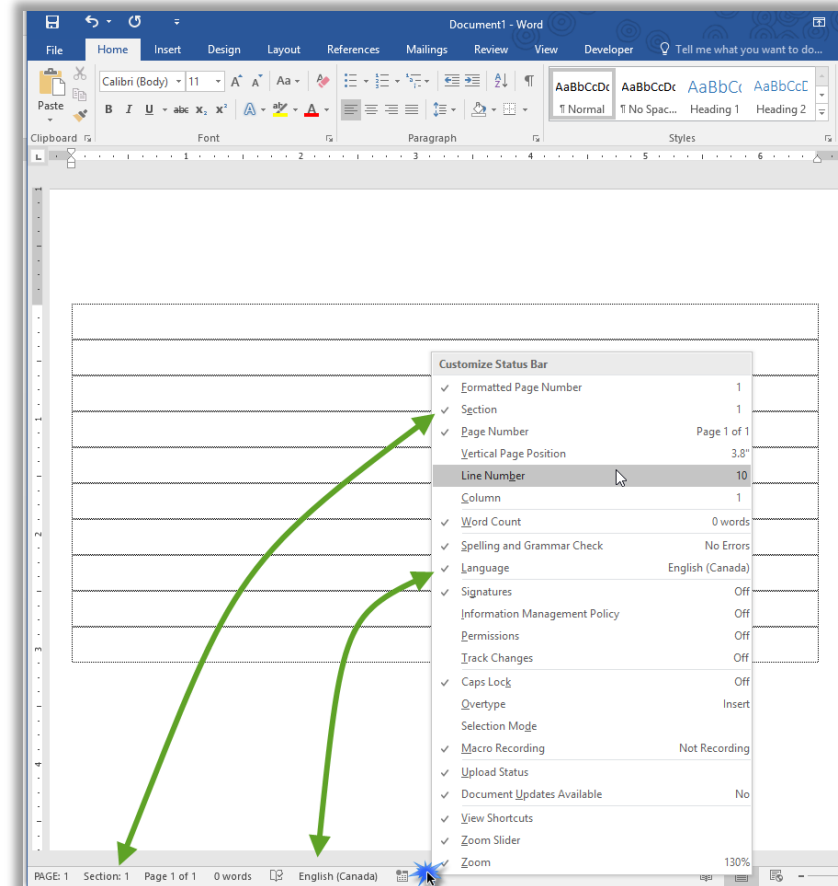
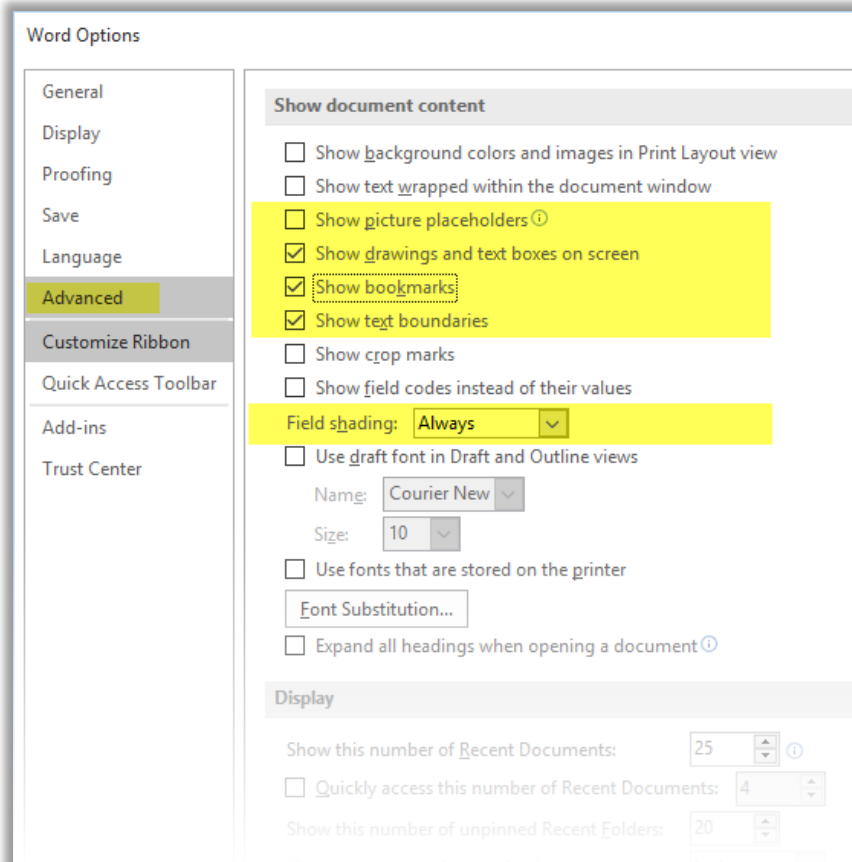
- Show field shading
- Show rulers
- Show text boundaries
- Show formatting marks (“codes”)
- Customize the status bar
- Minimize the ribbon if real estate is tight
- Show file extensions (not Word)
- Consider using portrait orientation for a second monitor (set in CP>Display> Adjust Resolution)

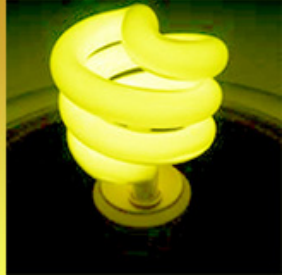
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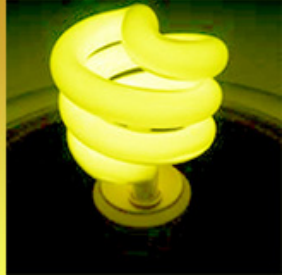
Options





Captions: above or below?

- Old convention: captions below figures, but above tables. OK for print only...
- Hyperlinking changed things: clicking the link repositions the reader's view to the caption.
- Be consistent.
- Best practice is to always refer to the figure or table in surrounding content.



Caption dialog

Figure 16 - Caption Dialog (Label)

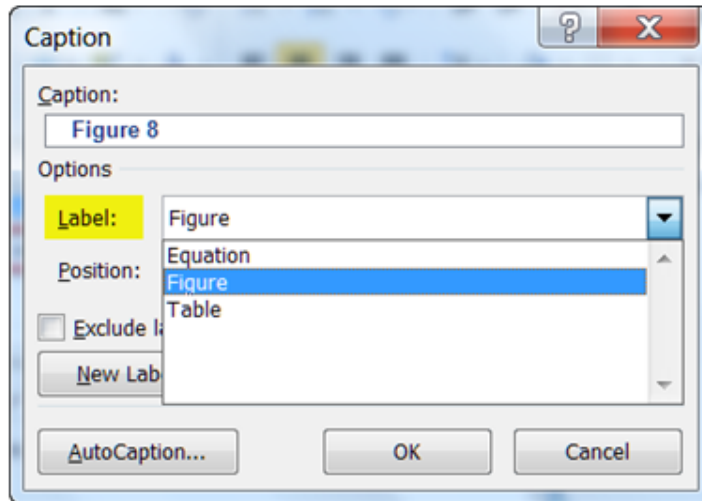
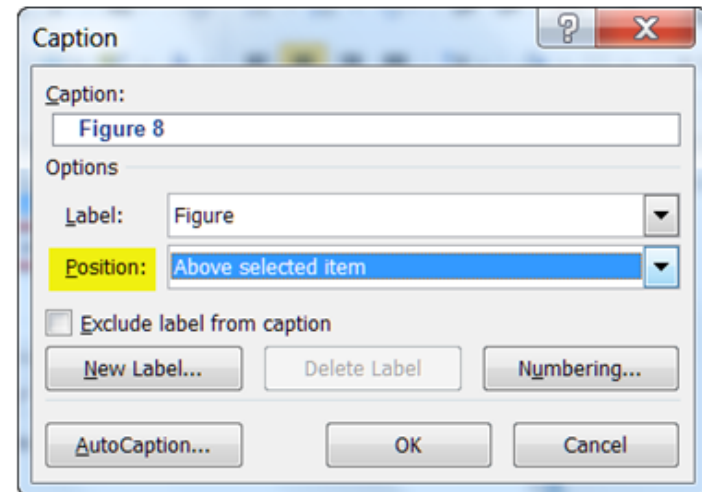


Figure 17 – Caption Dialog (Position)



- Figure 16 - Caption Dialog (label)
- Figure 17 – Caption Dialog (position)
- “Figure 18: Figure Caption wording”



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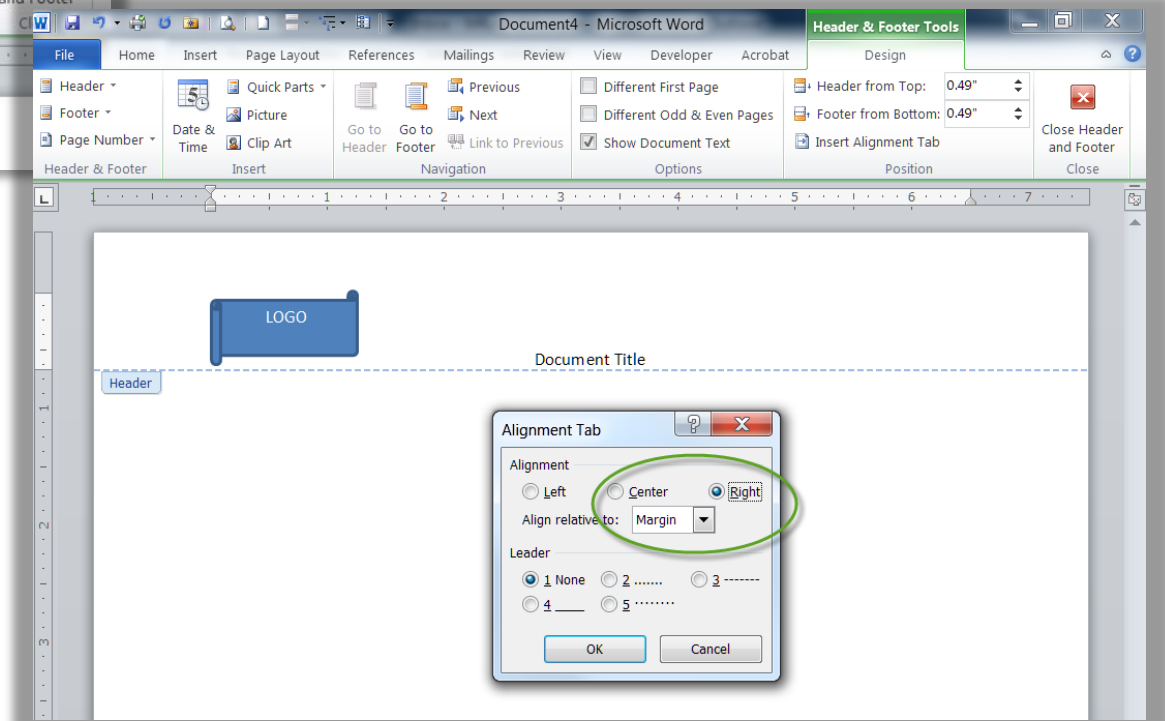
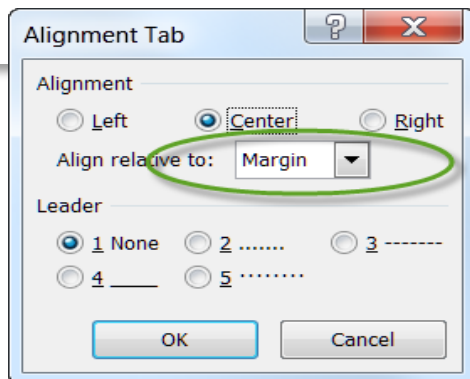
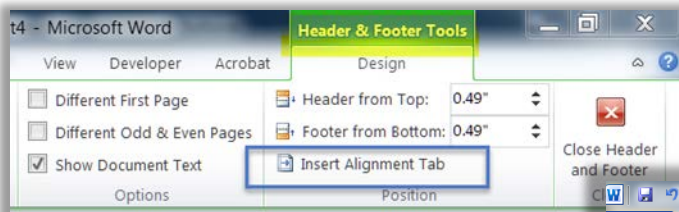


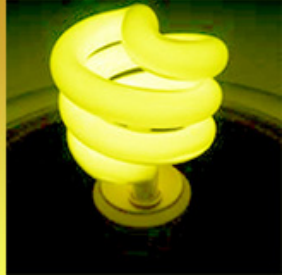
Automatically adjusting headers and footers

- Use Alignment tabs (never heard of 'em? You aren't the only one)
- Alignment tabs orient text in relation to the page, regardless of the page size or orientation.
- Only available in the header and footer settings, and do not appear on the ruler



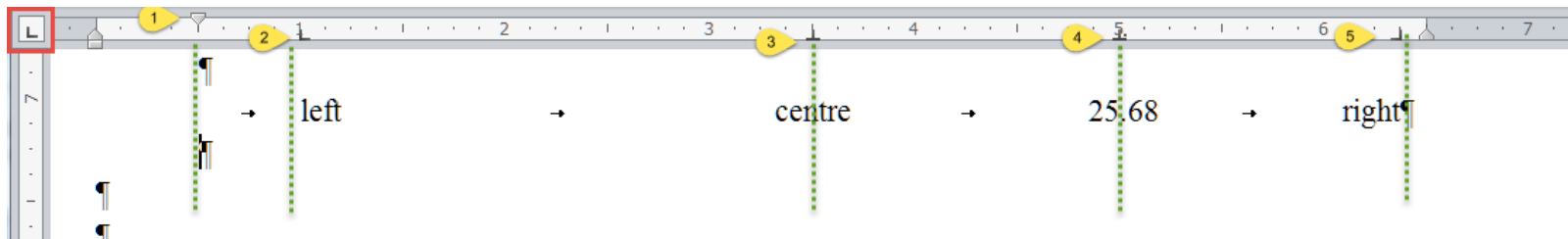
Inserting alignment tabs





Speaking of tabs...

- Word is not a typewriter. Don't hit the space bar, Tab, or Enter key *more than once* to position text!



- Show the ruler
- Click (red square) to select Tab type
- Get rid of unwanted tabs by clicking/dragging them off the ruler



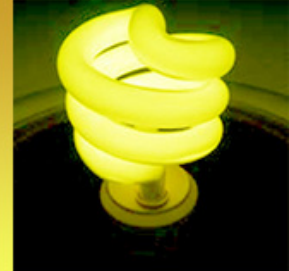


Editing a lot? Save time

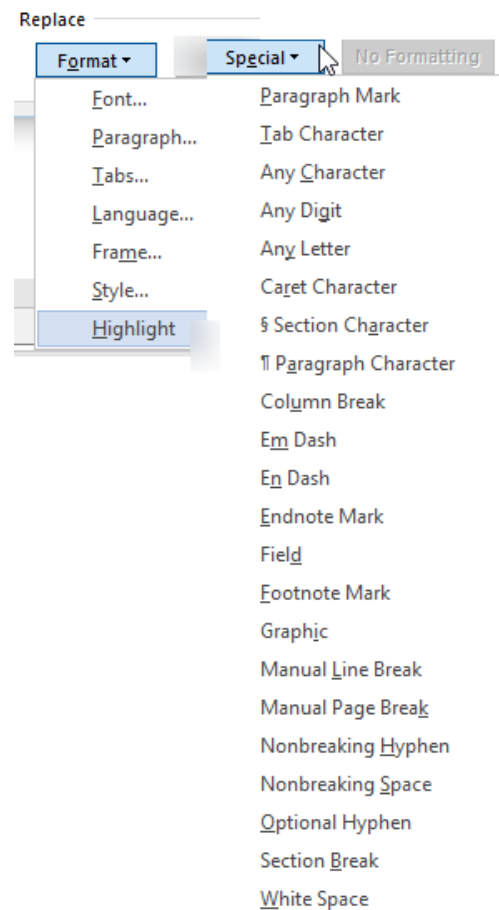
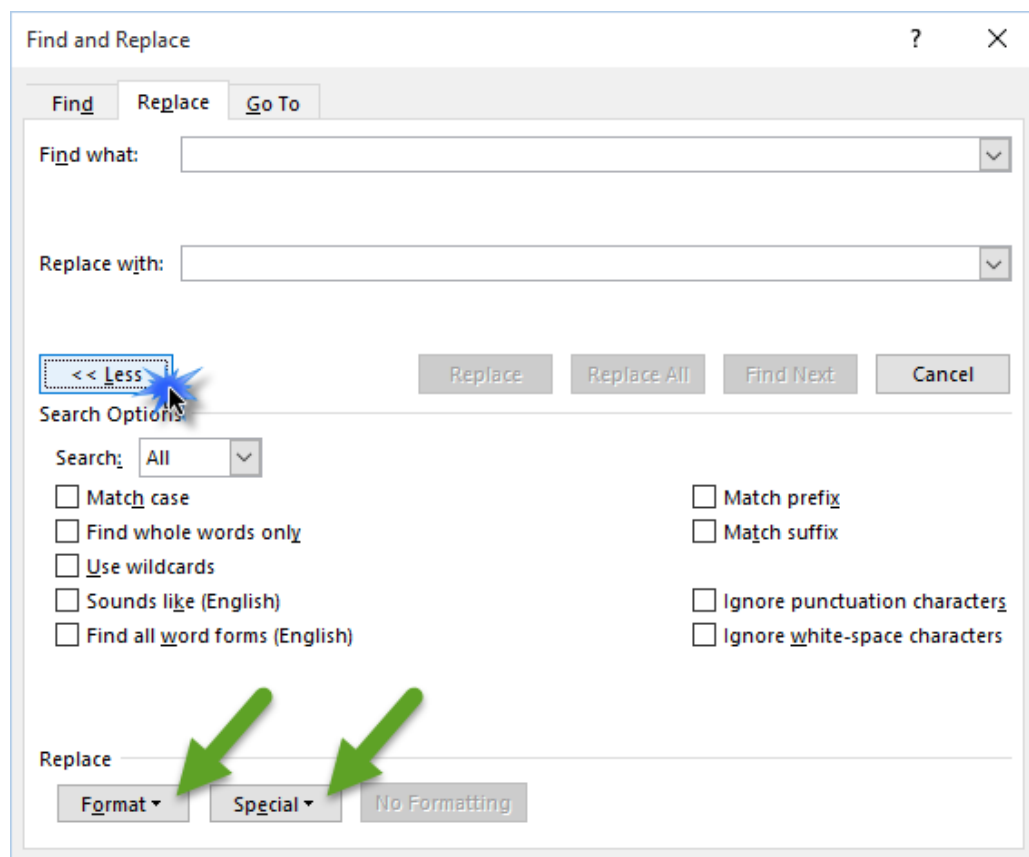
- Find and replace sections, empty paragraphs, and two spaces between sentences

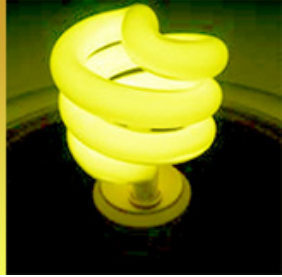
To delete	Find	Replace	Explanation
Extra returns	^p^p	^p	Find two un-separated paragraph marks and replace with one paragraph mark.
Section breaks	^b	(nothing)	Find a section break and replace with nothing.
Manual page breaks	^m	(nothing)	Find a page break and replace with nothing.
Line breaks	^l	(nothing)	Find a line break and replace with nothing.
Tabs	^t	(nothing)	Find a tab and replace with nothing.
Double spaces	(2 spaces)	(1 space)	Find two spaces and replace with one.

- Remember to repeat until “made 0 replacements”
- Check out other options on Advanced Find

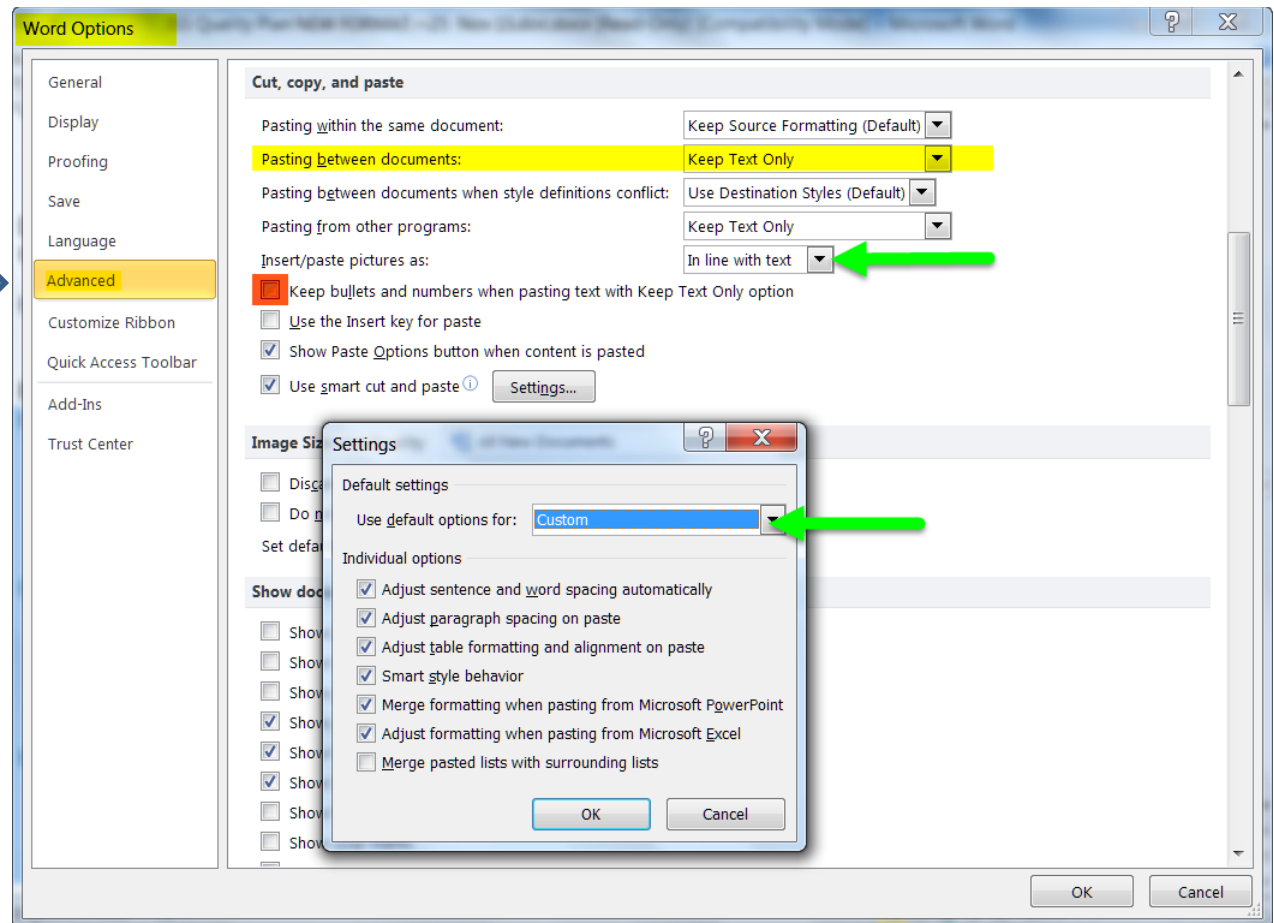
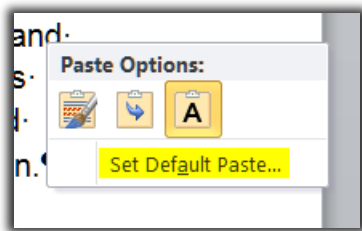


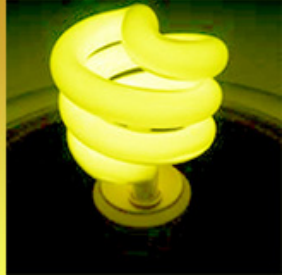
Replacing non-printing chars



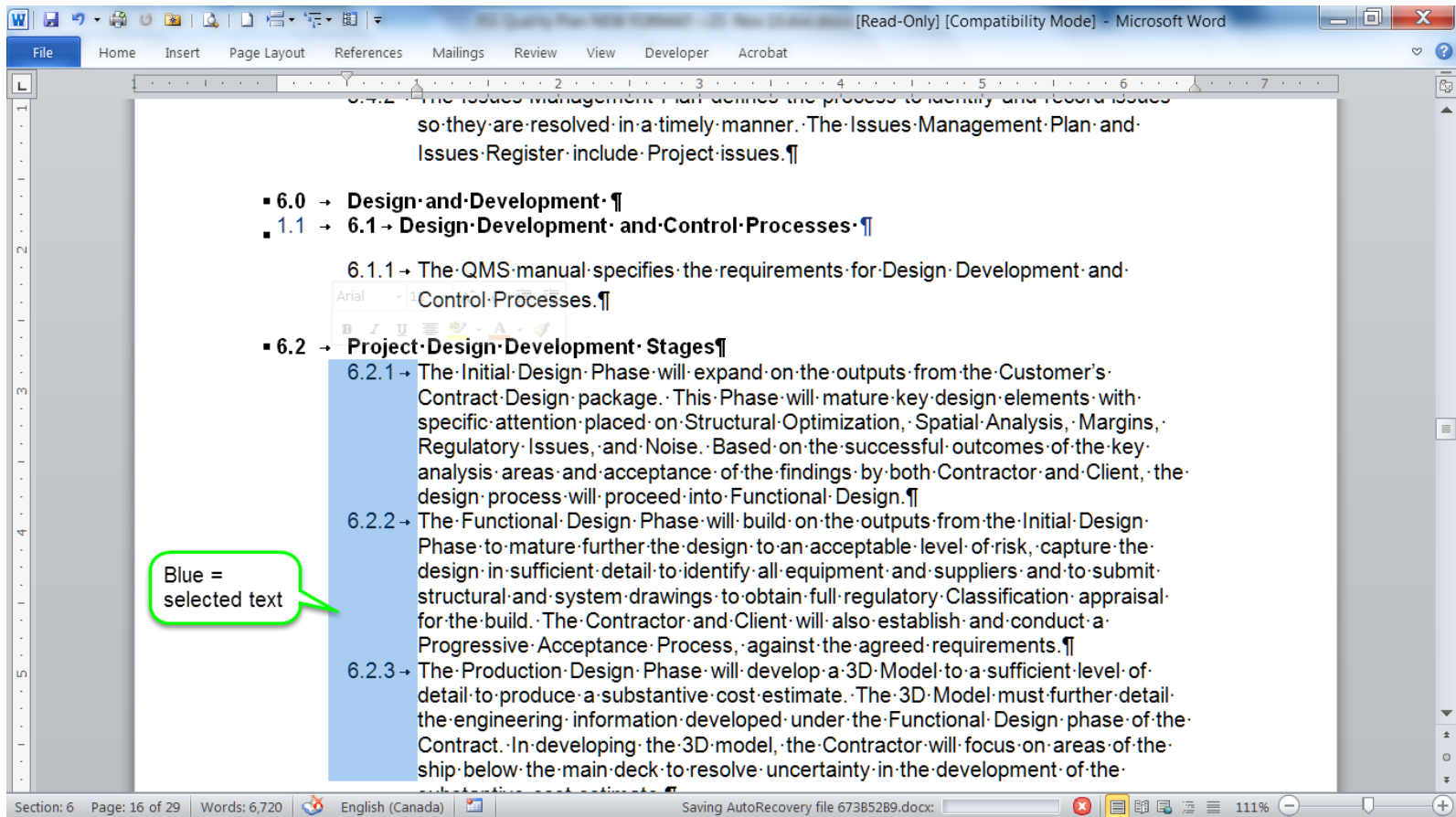


Set your default paste action





Get rid of those numbers



6.4.2 The Issues Management Plan defines the process to identify and record issues so they are resolved in a timely manner. The Issues Management Plan and Issues Register include Project issues.

- 6.0 → Design and Development
- 1.1 → 6.1 Design Development and Control Processes
 - 6.1.1 The QMS manual specifies the requirements for Design Development and Control Processes.
- 6.2 → Project Design Development Stages
 - 6.2.1 The Initial Design Phase will expand on the outputs from the Customer's Contract Design package. This Phase will mature key design elements with specific attention placed on Structural Optimization, Spatial Analysis, Margins, Regulatory Issues, and Noise. Based on the successful outcomes of the key analysis areas and acceptance of the findings by both Contractor and Client, the design process will proceed into Functional Design.
 - 6.2.2 The Functional Design Phase will build on the outputs from the Initial Design Phase to mature further the design to an acceptable level of risk, capture the design in sufficient detail to identify all equipment and suppliers and to submit structural and system drawings to obtain full regulatory Classification appraisal for the build. The Contractor and Client will also establish and conduct a Progressive Acceptance Process, against the agreed requirements.
 - 6.2.3 The Production Design Phase will develop a 3D Model to a sufficient level of detail to produce a substantive cost estimate. The 3D Model must further detail the engineering information developed under the Functional Design phase of the Contract. In developing the 3D model, the Contractor will focus on areas of the ship below the main deck to resolve uncertainty in the development of the substantive cost estimate.

Blue = selected text

Section: 6 Page: 16 of 29 Words: 6,720 English (Canada) Saving AutoRecovery file 673B52B9.docx 111%



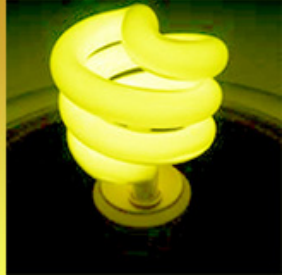
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Select text vertically

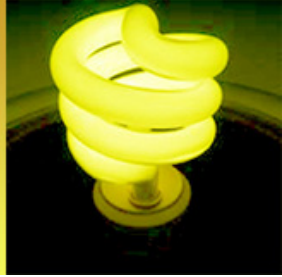
You can select a rectangular block of text such as a column. Set the cursor at one corner of the block that you want to select. Then, holding down the **Alt** key, move the mouse vertically (up and down) to select the block.



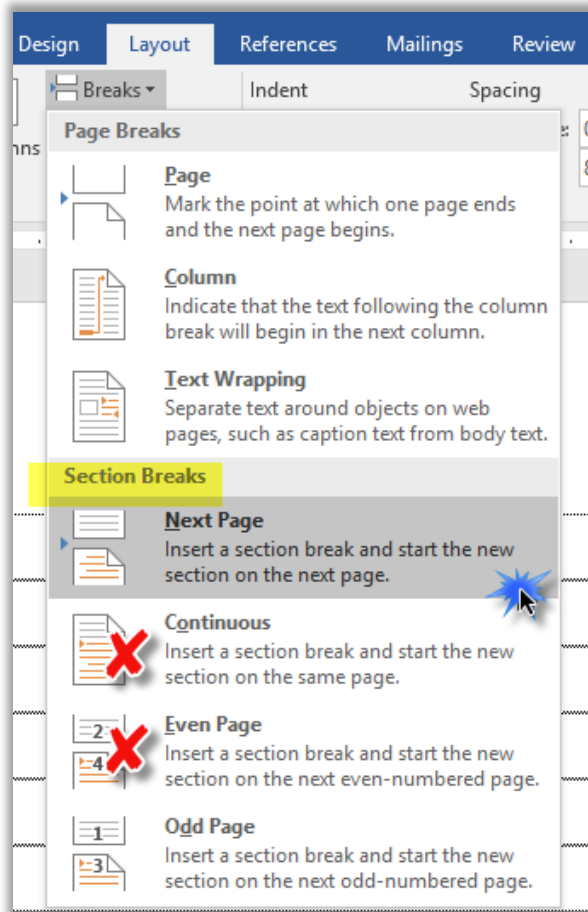
Understanding section breaks

- <http://www.techrepublic.com/blog/windows-and-office/understand-how-section-breaks-control-formatting-in-word/>
- (or just Google “*understanding Section breaks in Word 2010*”)
- Sections control “same as previous” in headers and footers. This is why “same as previous” never does what you think it should. It doesn’t mean “same as previous **page**”, it means same as previous **type** of header/footer (i.e., different odd/even or different first page) *in the previous **section***.

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It's in the page layout tab

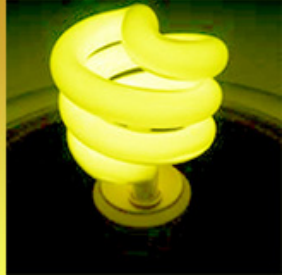


Plan section breaks before creating your document and work from the front of the doc to the back. Do sections first, and *then* add headers and footers.



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Some handy keyboard shortcuts

- Change case: ***Shift+F3***
- Apply subscript: ***Ctrl+=***
- Apply superscript: ***Ctrl+ Shift+=***
- Break a line without starting a new paragraph: ***Shift+Enter*** (useful with lists)
- Remove all font formatting: ***Ctrl+Spacebar***
- Remove added paragraph formatting: ***Ctrl+q***
- Make a space non-breaking: ***Ctrl+Shift+spacebar***
- Make a hyphen non-breaking: ***Ctrl+ Shift+-*** (dash)
- Undo an action: ***Alt backspace*** or ***Ctrl+z***
- Redo an action: ***Shift+Alt backspace*** or ***Ctrl+y***
- Repeat the last command or typing: ***F4***



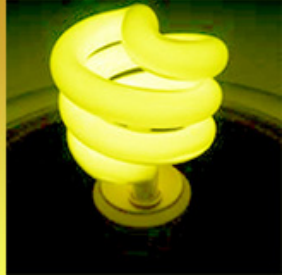
And one for the road...

In a corrupt document, the last pilcrow (paragraph mark) can sometimes contain the problem. Try selecting the entire document EXCEPT the last ¶. Then click Ctrl+C to copy the content, Ctrl+n to open a new document, and Ctrl+V to paste the content.



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Thanks for attending!

- You will receive an email following the webinar with links to all four recordings
- Come back in the Spring of 2016 for our next Virtual Progression (watch for announcements)
- Contact me with your questions or Word issues: mruryk@shaw.ca
- I only charge \$100 an hour for one-on-one lessons and troubleshooting...
- Staying for Scott McCoy's presentation on Mentoring?
 - Don't log out. Just stay connected and Scott will start at 2:15 pm EST.
- Going to Robert Hershenow's presentation on the STC Body of Knowledge (TCBOK)?
 - Exit AdobeConnect and your browser will automatically open to the next session.
<http://stc.adobeconnect.com/r5l1k9poqnh/> Robert will start at 2:15 pm EST.
- Questions about today's presentation?