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/r51k9p0qnh/
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?
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)
Instructional Design & Learning
Special Interest Group

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 18: Figure Caption wording”
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
• Find and replace sections, empty paragraphs, and two spaces between sentences

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

• 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
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


- (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.
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.
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.
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 automagically open to the next session. http://stc.adobeconnect.com/r5l1k9p0qnh/ Robert will start at 2:15 pm EST.
- Questions about today’s presentation?