Getting_Word_to_show_you_some_Love_Mellissa_Ruryk_20210219_chat

13:36:53   From Bethany Aguad : It's a dream we all share!

13:37:07   From Cindy Pao : Say it with me: BWA HA HA!

13:37:11   From Leanna Manning (she, her) : Thanks Viqui. Happy to be here!

13:37:14   From Erika Pappas : lol

13:37:25   From kristie : Another SFU TCOM as well!

13:37:30   From Cindy Pao : I feel like I know Mellissa :-)

13:38:02   From Jamye Sagan (she/her) : @Cindy - Yeah, she seems familiar :)

13:39:20   From STC IDL : Mellissa is a FEARLESS technical communicator

13:39:31   From Cindy Pao : It's the Mellissa fan club!

13:39:32   From Preeti Mathur : So much fun to see all my favorite peeps from IDL-SIG.

13:39:46   From Paula Robertson : Hi Preeti!

13:39:51   From Ann Freeman : But wait! There's more!

13:40:47   From Paula Robertson : "hard return" love it

13:42:47   From kim @ Cinecraft : Who else here truly *hates* the twisties in Word365? (what it does with the built-in heading styles)… yukkk

13:43:14   From Ann Freeman : My pet peeve: Word assuming it knows what I want to do

13:43:31   From Lori Meyer : I have to drop off now, because I'm tangling with a technical issue that I have to document and report on in less than an hour, I'll download the slides the watch the recording later...thank you for the presentation, Mellissa

13:43:33   From Bethany Aguad : Word can be very condescending.

13:43:35   From kim @ Cinecraft : Gotta see the invisibles - always turned on for me :-)

13:44:45   From kim @ Cinecraft : This is good for when you get source documents from SMEs/clients - they are often quite challenging!

13:45:24   From Cindy Pao : I'm so glad to know I'm not the only person who turns all that on. It might drive your reviewers crazy, though.

13:45:39   From STC IDL : Please mute if you are not Melliss

13:45:48   From Jamye Sagan (she/her) : My challenge is getting my reviewers to even use tracking :)

13:45:58   From kim @ Cinecraft : Cool - loke a coder "commenting stuff out"

13:46:06   From kim @ Cinecraft : ** "like"

13:46:13   From Ann Freeman : My challenge is getting reviewers to review at all!

13:46:27   From Bethany Aguad : I got a message from a reviewer this week, @Jamye, asking if they needed to use Track Changes, cause it was extra trouble.

13:46:34   From Sacha Song : FYI the host can mute everyone else

13:46:59   From Jamye Sagan (she/her) : @Bethany - <headpalm>

13:47:43   From Cindy Pao : I hate anchors. Is it OK to not use them?

13:47:52   From kim @ Cinecraft : +1 @Bethany … though I don't enjoy using it myself, LOL! (which was surprising to find out!)

13:51:04   From kim @ Cinecraft : I make them every 0.2" or 0.25"

13:52:41   From Cindy Pao : I love that pane!

13:52:45   From kim @ Cinecraft : No, I refuse. I actually don't use the built-in heading styles just so I don't have to deal with that.

13:53:17   From kim @ Cinecraft : Probably depends on what you're creating. :-)

13:53:25   From Preeti Mathur : Love your presentation layout and design

13:56:09   From kim @ Cinecraft : (That's the "Find" function)

13:56:41   From Lin Laurie : @Ann Freeman I let go of hoping everyone would review every page of my material and now just point SMEs at the areas they are responsible for content knowledge. I also put questions in comments so reviewers search for their own names and I make sure those questions get answered. Those two things help a lot and I've had a lot more success with reviewers by doing those two things. I was shocked to find out that SMEs deliverables don't include reviewing our material so any time they spend with us is extra time to them (a generalization but I've found it to be mostly true).

13:59:54   From kim @ Cinecraft : I move functions on & off Quick Access all the time, depending on what I need - so easy!

14:00:20   From kim @ Cinecraft : I have all that automated stuff turned off, all the time - so annoying.

14:03:07   From Cindy Pao : Webinars like these help us figure out the myriad of ways to access functions.

14:03:17   From kim @ Cinecraft : YASSS! Find & Replace!!!

14:03:37   From kim @ Cinecraft : 2 spaces >> 1, over & over & over...

14:03:43   From Jamye Sagan (she/her) : I do the "replace two spaces with 1" every time!!!!!

14:04:18   From Lin Laurie : I always search for a period and 2 spaces after including edits in my docs. Some people still add them at the end of sentences.

14:04:19   From Ann Freeman : I replace ". " with ". "

14:05:02   From kim @ Cinecraft : [space]<P> to just <P> … <P>[space] to just <P> … <P><P> to just <P> …

14:05:53   From kim @ Cinecraft : oops - you are SO right there

14:06:43   From kim @ Cinecraft : YASSS! Notepad is our friend! :-)

14:07:31   From Maryann Bowen : I used to have some macros for these find/replace tasks. Is that still possible?

14:07:45   From STC IDL : Always get rid of Normal

14:07:58   From Preeti Mathur : That last

tip is pure gold. That is what I was doing incorrectly when I created my template--it kept overwriting

14:08:03   From Cindy Pao : Normal is over rated in oh, so, many ways!

14:08:15   From Paula Robertson : I always make my styles based on no style.

14:08:20   From Lin Laurie : I just disengage my styles from using normal as the style based on.

14:09:18   From Cindy Pao : I never thought about what Paula and Lin said - that makes so much sense!

14:09:28   From Cindy Pao : What is a section break for? I've not used them.

14:09:31   From kim @ Cinecraft : Fab tip re: breaks // headers & footers!!!

14:10:14   From Lin Laurie : I use section breaks for things like changing my doc page(s) to insert a diagram, for one thing, or columns.

14:11:15   From kim @ Cinecraft : That is slick!! :-)

14:11:24   From Cindy Pao : mind blown

14:11:24   From Jamye Sagan (she/her) : Cool trick right there!

14:11:25   From Viqui (she/her) : magic

14:11:28   From Ann Freeman : That was amazing!

14:11:34   From Jamye Sagan (she/her) : Word Wizardry!

14:11:37   From Rashmi Sanal : Neat trick.

14:12:15   From Ann Freeman : Wow again!

14:12:36   From Lin Laurie : I;ve done it with tabs but not the first way. Cool.

14:13:06   From Maryann Bowen : Section breaks also control first/even/odd page headers/footers for chapters (sections) and chapter/section page numbering, but you can also do some of that with styles and field codes.

14:13:51   From Lin Laurie : I also create section breaks before and after my TOC and Indexes if creating manuals.

14:14:29   From Paula Robertson : is that what it's called?

14:14:45   From Paula Robertson : never heard that. it was the arrow thingy

14:15:55   From kim @ Cinecraft : All those automatic styles in word … "Intense Emphasis" "Super-important Quote" … gaaah! :-(

14:16:31   From Paula Robertson : You can also print the detailed list of styles

14:17:38   From kim @ Cinecraft : I have found that Manage Styles isn't always dependable … sometimes I try to get it to not show the kitchen sink and it just will not go away.

14:17:57   From Paula Robertson : I know!

14:18:49   From Maryann Bowen : Yes, and you can't get rid of most of those automatic or built-in styles!

14:19:07   From kim @ Cinecraft : I have received source files from SMEs that had (no kidding) thousands of styles … everyone who contributed to the doc made their own styles, or pated in text with a whole different set . Solution = Notepad, for sure!

14:19:17   From Ann : I LOVE Styles. I remember when MS first introduced Styles to Word - back in the early 90s. I don't know what I'd do without it.

14:19:42   From kim @ Cinecraft : +100 @Ann!!!

14:20:20   From Ann : :-)

14:20:40   From Cindy Pao : I, too, love styles, but a lot of people don't know how to use them - or why! When I was sending Word docs out for review, I kept my files way separate from theirs so I could enter their changes correctly.

14:20:50   From kim @ Cinecraft : @Maryann - - Agree - all you can do is remove them from the style bar at the top, which at least is something...

14:20:51   From Lin Laurie : I use shortcut keys for styles a lot and assign them to commonly used styles.

14:20:54   From Cindy Pao : I know - that's not the right way...

14:20:58   From Maryann Bowen : Exactly, Cindy.:)

14:21:56   From Cindy Pao : GASP! Mellissa said Word Perfect...

14:22:02   From kim @ Cinecraft : @Cindy - I have done the same thing when getting docs back from reviewers .. especially if they've taken the doc in & out of GoogleDocs!

14:22:38   From Ann : Egads! GoogleDocs….

14:23:24   From Maryann Bowen : The biggest issue is the auto-format default that automatically creates a new style for any inline formatting.

14:23:44   From Paula Robertson : turn that setting off!

14:24:03   From kim @ Cinecraft : +100 @Maryann! Always turn that off - who would ever want that??

14:24:22   From Maryann Bowen : Users who don't know it's there.

14:24:46   From Maryann Bowen : You can get a boatload of those in documents you receive from non-power users.

14:25:08   From kim @ Cinecraft : @Maryann - I think it's "executives" who love anthying automated. Agree!

14:25:32   From Lin Laurie : I agree with @Cindy P. I control what is in my doc. I've gotten to be more of a control freak about that as I've gotten older. I like the term "non-power user" lol.

14:25:45   From kim @ Cinecraft : Who else here loves the Format Painter? I sure do!

14:26:01   From Lin Laurie : @Kim - oh yeah!

14:26:12   From Cindy Pao : Format Painter is neat but I don't know how to use it

14:26:20   From Cindy Pao : I've seen others use it

14:26:41   From Maryann Bowen : Oh, Format Painter is one of my favorite tools!

14:26:51   From kim @ Cinecraft : Somebody ask Melissa to demo the Format Painter - it is so easy. :-)

14:27:37   From Lin Laurie : Select the text you can to copy formatting for. Click one time to change once and then select the text you want to change. If you want to apply formatting to multiple but separate paragraphs, click the Format Painter button twice first.

14:29:51   From kim @ Cinecraft : Put your cursor on text that has formatting you DO want; Click the Format Painter button; Move your pointer to either side of where the cursor is & drag AWAY from the cursor - you can go up or down, and it will apply the formatting to wherever you drag to. Try it with highlighting. :-)

14:29:52   From Paula Robertson : Rhonda Bracey

14:30:03   From laura : Thank you so much, this was very informative!

14:30:05   From Ann Freeman : I really appreciate all of these tips! I don't author in Word, but I end up working with a lot of Word documents from other origins.

14:30:12   From Beth Najberg : Thanks so much!

14:30:22   From Cindy Pao : Yah, Mellissa! Thank you so much!

14:30:23	From STC IDL : So much useful info. Needed this to get up to speed with MS360.
14:30:31	From Maryann Bowen : Thank you!
14:30:34	From Bethany Aguad : Wonderful, presentation! Thank you, Mellissa!
14:30:34	From kim @ Cinecraft : Thanks Melissa & everyone here! Stay warm out there!
14:30:35	From Preeti Mathur : Thank you, Melissa. Look forward to attending your other
webinars!	
14:30:35	From Susan : Thanks, Mellissa, super helpful!
14:30:40	From Lin Laurie : This was awesome. Thanks so much. I teach Word and still learned a
great deal!	
14:30:43	From SueEspeseth : Thanks, Mellissa!
14:30:50	From Ann Freeman : Nice to be in the company of Word Wizards!!!
14:30:59	From Ann Wiley : Thank you
14:31:06	From Connie Wong : Thanks Mellissa!
14:31:07	From Leanna Manning (she, her) : Thanks, Mellissa! This was really helpful.
14:31:15	From Sandra Glanton : Thank you, Melissa!
14:31:31	From kim @ Cinecraft : I am Word's Master! Nice to find a common tribe!!!
14:31:38	From Jamye Sagan (she/her) : Excellent presentation, Mellissa!!!!