



#ACES2016
#Cybertext

SAVE TIME AND YOUR SANITY: Increase your efficiency with Microsoft Word

About me

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- ❖ Microsoft Word user since early 1990s
- ❖ Since 2008, edited and formatted >2000 long, complex Word documents for a large team of authors (mostly environmental scientists)
- ❖ Written hundreds of 'how to' and troubleshooting blog posts on Word
- ❖ **Note:** All examples/file paths etc. in this presentation are from Windows 7 and Word 2010 and/or 2013. Mac users should be able to do similar things... but no guarantees.

What I'll cover

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It's all about efficiency, so:

- ❖ Show everything
- ❖ Put your most-used functions close to you
- ❖ Automate as much as you can
- ❖ Use the power of find and replace

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Show everything

Twitter Takeaway:

- ❑ You can't fix what you can't see



Show all general formatting marks

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- ❖ **Home** tab > ¶ (pilcrow icon)
- ❖ Initially strange—try for two weeks
- ❖ Why show these marks?
 - Helps you troubleshoot Word formatting issues
 - Shows how the author formatted the doc
 - Shows inconsistencies in use of spaces, tabs, etc.

What the formatting marks mean

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- ❖ Black squares (peach)—paragraph settings apply (e.g. Keep With Next)
- ❖ Arrows (yellow)—tab; auto (e.g. outline numbering) and manual look the same
- ❖ Dots (green)—space between words
- ❖ Left-turn arrow (red)—soft line break
- ❖ ‘Degree’ (cyan)—nonbreaking space between value and unit of measure
- ❖ Pilcrow (purple)—end of paragraph
- ❖ Breaks (pink)—double dotted line: section break; single dotted line: hard page break

6.4 → Methods ¶

6.4.1 → Invertebrate Sampling Transect ¶

Each transect will include ten pitfall traps comprising 43°mm internal diameter plastic vials, half full of water, spaced at 10m intervals. Pitfall traps will be left open for five days. No more than 10 traps will be open at any one time. No more than 10 traps will be open at any one time. No more than 10 traps will be open at any one time. ¶

¶

Vegetation-based sampling will consist of vacuum samples. Vacuum samples will be run parallel along the pitfall transect and to a maximum of 15m to one side of the pitfall transect. ¶

¶

¶

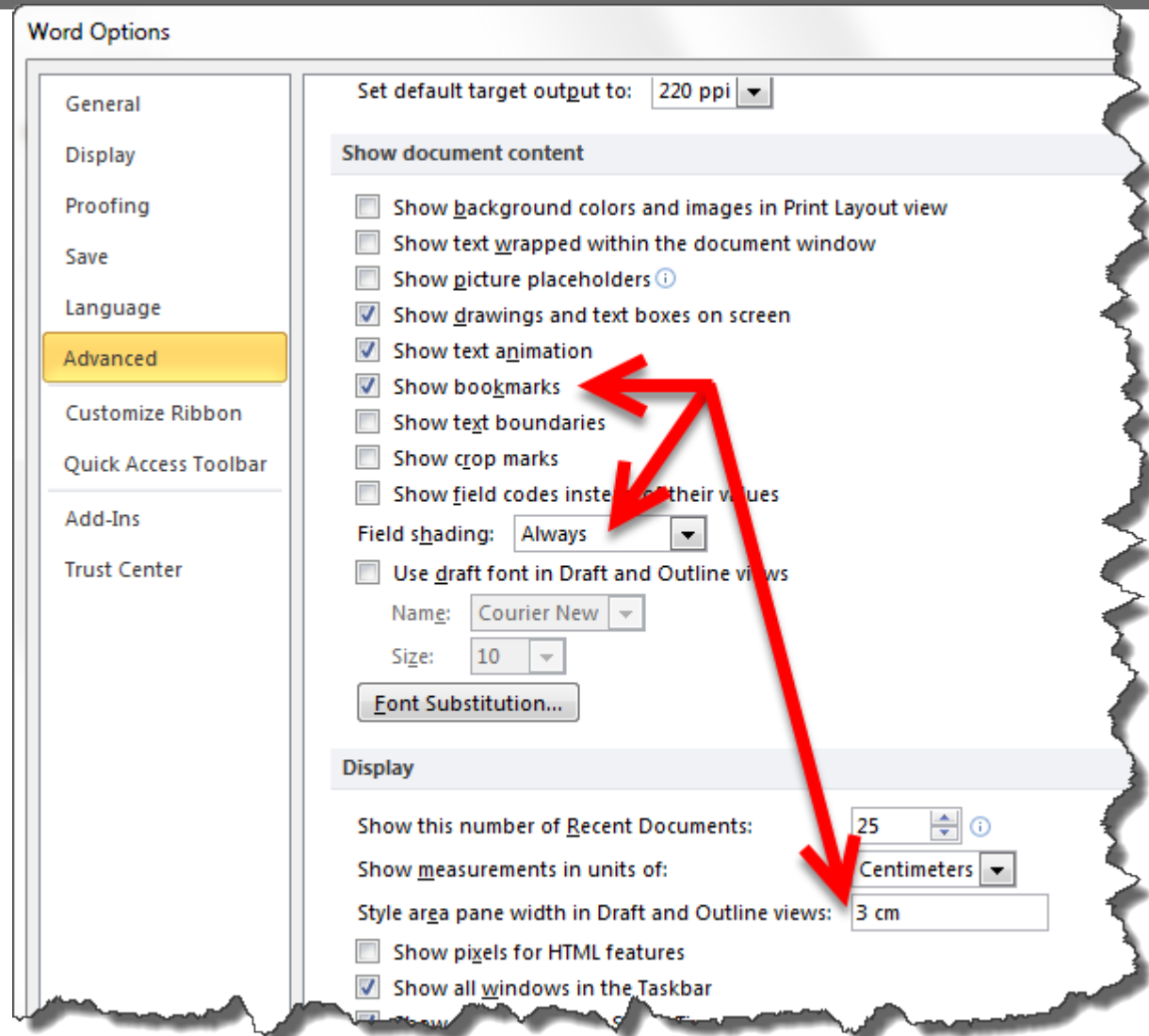
Section Break (Continuous)

Page Break

Show special formatting

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**File →
Options →
Advanced**



How bookmark formatting looks

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- ❖ Light grey square brackets surround bookmarked text

Document No:α	[G1-NT-PLNX0000303]α	Revision:α	[A]α
Revision Date:α	[10-December-2014]α	Copy No:α	α
IP Security:α	[Company Confidential]α	α	α

How field shading looks

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- ❖ Grey shading shows behind anything that's a field:
 - Automated fields: contents, caption numbering, etc.
 - Manually inserted fields: header text from a bookmark, cross-references, etc.

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Revision	A

Table of Contents

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1.4 → Environmental Approvals	

A summary of the risk assessments that have been undertaken to input into this Plan, are provided in Table 3-1.

¶

Table 3-1 Risk Assessments Relevant to this Plan

Rhonda's rule:

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Don't
touch the
grey
stuff!!

Show styles

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- ❖ When checking author's formatting, display styles for each paragraph on the side:
 - Open the Styles pane (**Ctrl+Shift+Alt+S**)
 - Set a value in **File → Options → Advanced → Display subsection → Style area pane width...** (e.g. 1 in, 3 cm)
 - Switch to **Draft** mode:
 - Word 2010: Icon at bottom right of window
 - Word 2013: **View** tab (or **Ctrl+Alt+N**)
 - Look for incorrect styles
- ❖ Note: Styles within tables and text boxes are not shown

Styles

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Heading 1

Body Text

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

List Bullet

3.0 → Proposal Description¶

facilities include, but are not limited to:

• → Processing Area:¶

• →

• →

• →

• → facilities:¶

• →

• →

• →

• →

• →

• →

• →

Should be 'List Bullet 2' style

Should be 'List Bullet 2' style

Show track changes

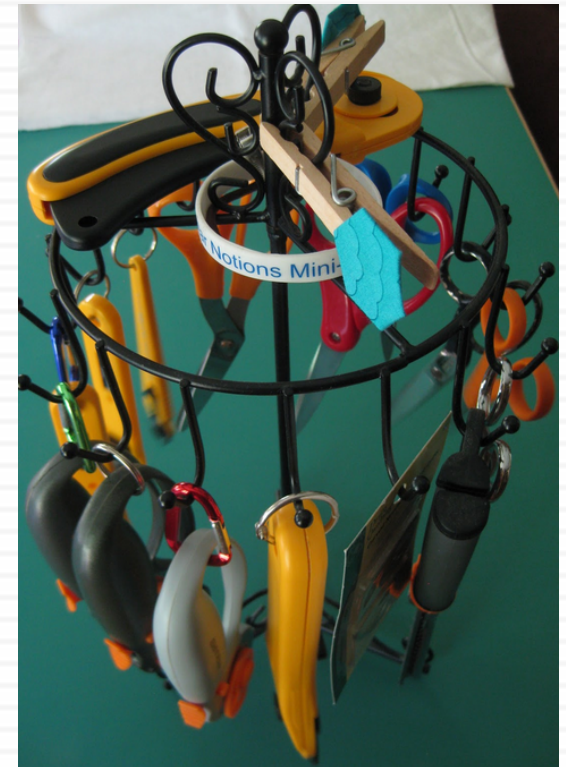
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- ❖ Show track changes (**Review** tab):
 - Insertions and deletions
 - Comments
 - Turn off formatting track changes unless told otherwise (+ accept all formatting changes)
 - Use **Next/Previous** to jump to each change
- ❖ Flip between views:
 - Word 2010: **Final** and **Final Showing Markup**
 - Word 2013: **No Markup** and **All Markup**

Set up your workspace

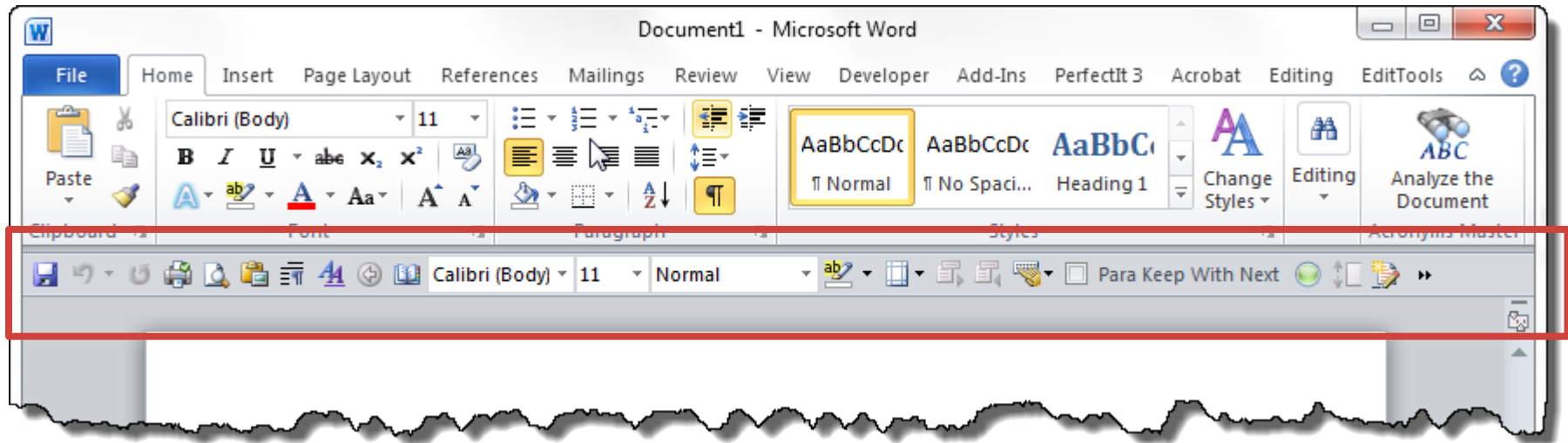
Twitter Takeaway:

- ❑ Put your most-used tools near your work area



Workspace: Quick Access Toolbar

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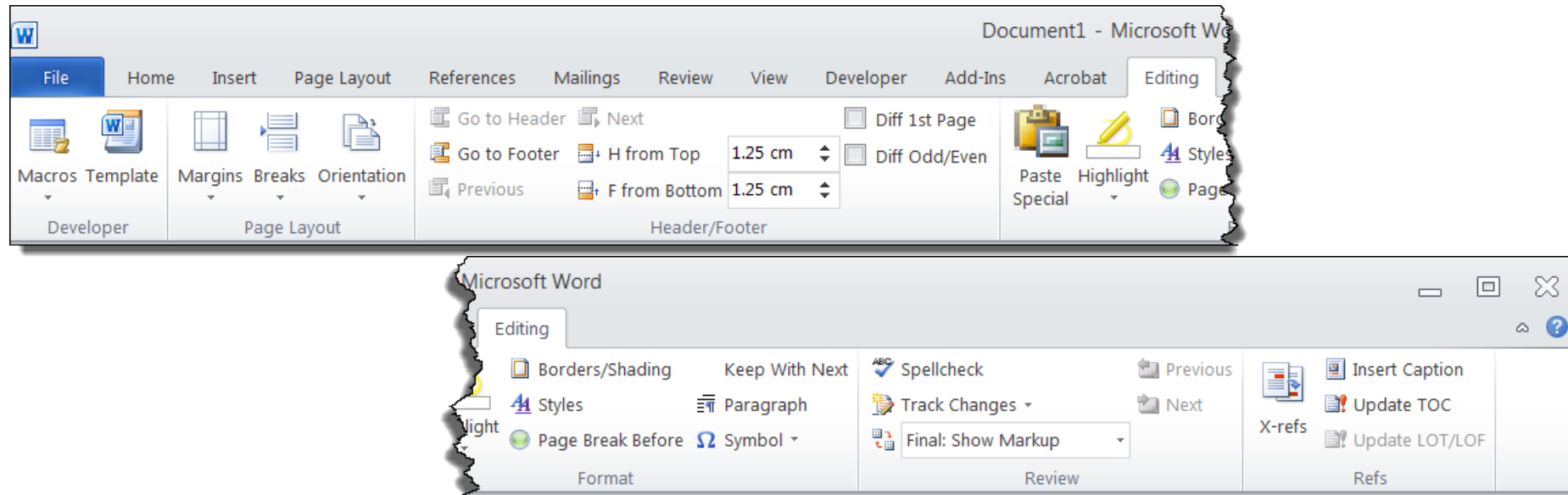


- ❖ Put your most-used commands onto your QAT
- ❖ Put your QAT *below* the ribbon for easier access
- ❖ How:

<https://cybertext.wordpress.com/2014/07/15/microsoft-office-quick-access-toolbar-productivity-benefits-how-to-customize-it/>

Workspace: Your own ribbon

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❖ Create a ribbon with your most-used commands and arrange how you want

❖ How:

<https://cybertext.wordpress.com/2015/02/02/word-create-a-custom-tab-for-your-most-used-tools/>

Workspace: Status Bar

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- ❖ Customize your status bar (limited selection)
- ❖ Right-click in the status bar to show this list

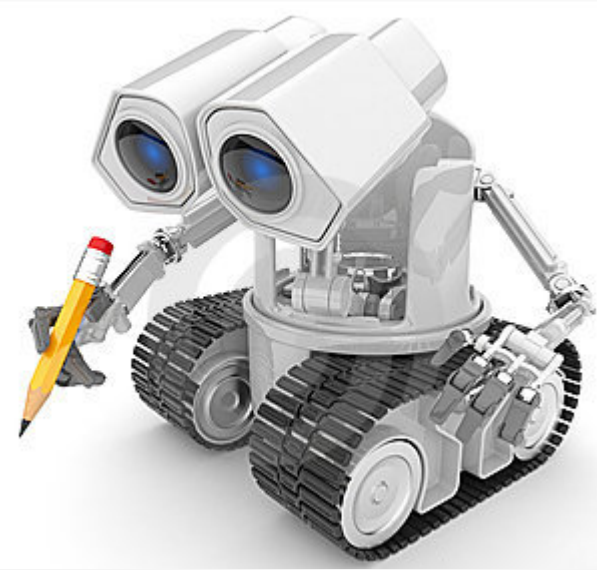
Customize Status Bar	
<input type="checkbox"/>	Formatted Page Number 1
<input type="checkbox"/>	Section 1
<input checked="" type="checkbox"/>	Page Number 1 of 1
<input type="checkbox"/>	Vertical Page Position 2.5cm
<input type="checkbox"/>	Line Number 1
<input type="checkbox"/>	Column 1
<hr/>	
<input checked="" type="checkbox"/>	Word Count 0
<hr/>	
<input checked="" type="checkbox"/>	Number of Authors Editing
<hr/>	
<input checked="" type="checkbox"/>	Spelling and Grammar Check
<input checked="" type="checkbox"/>	Language English (Australia)
<hr/>	
<input checked="" type="checkbox"/>	Signatures Off
<input checked="" type="checkbox"/>	Information Management Policy Off
<input checked="" type="checkbox"/>	Permissions Off
<hr/>	
<input type="checkbox"/>	Track Changes Off
<hr/>	
<input type="checkbox"/>	Caps Lock Off
<input type="checkbox"/>	Overtyping Insert
<hr/>	
<input type="checkbox"/>	Selection Mode
<input checked="" type="checkbox"/>	Macro Recording Not Recording
<hr/>	
<input checked="" type="checkbox"/>	Upload Status
<input checked="" type="checkbox"/>	Document Updates Available No
<hr/>	
<input checked="" type="checkbox"/>	View Shortcuts
<input checked="" type="checkbox"/>	Zoom 100%
<input checked="" type="checkbox"/>	Zoom Slider

Workspace: Share your settings

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- ❖ Copy QAT/ribbon settings to another PC:
[http://wordribbon.tips.net/T009920 Copying the Quick Access Toolbar.html](http://wordribbon.tips.net/T009920_Copying_the_Quick_Access_Toolbar.html)
- ❖ Backup your ribbon/QAT:
<http://www.howtogeek.com/72670/how-to-backup-and-restore-your-office-2010-ribbon-and-quick-access-toolbar-customizations/>

Automate tasks



Twitter Takeaways:

- ❑ Key to efficiency is automating routine tasks
- ❑ Life's too short to do something manually if you can automate it
- ❑ BUT: Not everything can—or should—be automated

Types of automation

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Table of contents (list of figures/tables)

AutoCorrect

Quick Parts and AutoText

KB shortcuts (in-built; own; for macros)

Macros (own; others')

Automatic table of contents etc.

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Use heading styles, auto captions, and Word functions to automate insertion of TOC, lists of figures/tables

References tab has insert and update options

TIP: Copyedit headings/captions via TOC etc. (often missed in main edit) – Ctrl+click page # in TOC to change

Select **Update entire table** option to update page numbers AND any text changes in headings/captions

Update TOC etc. as one of final steps

AutoCorrect is your friend



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- ❖ AutoCorrect = consistent EVERY time
- ❖ Word 2010/2013: **File → Options → Proofing → AutoCorrect Options**
- ❖ Set up once in Word to work across ALL Office programs

AutoCorrect is your friend



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- ❖ Use codes/abbreviations that you will remember
- ❖ Add a symbol (e.g. period, underscore):
 - if the code is also a real word or abbreviation (e.g. ***.epa*** instead of ***epa*** for 'Environmental Protection Agency')
 - to place the entry at the beginning of the list
- ❖ Use for words/phrases AND paragraphs
 - Alternative: AutoText under Quick Parts
- ❖ Option to retain formatting (works in Word only)
 - e.g. superscript, subscript, bold, italics

AutoCorrect examples

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Names

(e.g. depts, orgs, companies, products, projects, places, docs...)

- **.da** = Department of Agriculture
- **.epa** = Environmental Protection Agency
- **.hhs** = Department of Health and Human Services
- **.us** = United States
- **.rob** = Reverse Osmosis Brine Disposal via Ocean Outfall Environmental Management and Monitoring Plan

Commonly used text

- Copyright and other legal statements
- Regularly inserted editorial comments, such as:
 - **.bs** = Be specific
 - **.spell** = Spell out in full here and define in Terms list if this term is used more than once in the document
 - **.term** = Is this the correct word/term for this context?
 - **.sense** = This doesn't make sense as written. Words or punctuation missing or need to be added? Split sentence? Reword?

AutoCorrect: Share your settings

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- ❖ Location of all ACL files: **C:\Users\<username>\AppData\Roaming\Microsoft\Office**
- ❖ Copy the set of ACL files from one computer and replace the set in the same location on the other computer

Note: The MSO numbers indicate the language; e.g.:

MSO0127.acl = Math

MSO1033.acl = English (US)

MSO2057.acl = English (UK)

MSO3081.acl = English (Australia)

See <https://msdn.microsoft.com/en-us/goglobal/bb964664.aspx> for a full list of locale numbers

Quick parts

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- ❖ **Insert → Quick Parts** for insertion of:
 - Building blocks
 - AutoText
 - Fields
 - Doc properties
- ❖ Create your own or use defaults
- ❖ Tip: Add underscore in front of name to place yours at top of list

Quick parts: AutoText

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- ❖ Ideal for long passages of often-used text; e.g.:
 - Copyright and legal statements
 - Safety warnings
 - Notes
 - 'About' info for a company
- ❖ Select the text, then **Insert → Quick Parts → AutoText → Save selection to AutoText Gallery**
- ❖ To insert it later, **Insert → Quick Parts → AutoText**, then click the passage (even better, assign a shortcut key to it)

Quick parts: Example: Custom table

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1. Create your table, applying styles, borders, shading, header row repeat, etc., but no text, unless you want it in every table!
2. Select your table.
3. On the **Insert** tab, click **Table**.
4. Click **Quick Tables**, then **Save Selection to Quick Tables Gallery**.
5. Complete the information on the **Create New Building Block** window:
 - Name: Tip: Add an underscore in front of the name to list it at the top
 - Gallery: Select **Tables**
 - Options: Select **Insert content in its own paragraph**.
6. Click **OK**.
7. You can now insert your custom table in your documents as often as you like:
 - Insert ➔ Table ➔ Quick Tables, then select your table; OR
 - Insert ➔ Quick Parts ➔ Building Blocks Organizer, sort by Category, select your table, and click **Insert**.

Quick Parts: Share your settings

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- ❖ <https://lawyerist.com/40659/sharing-autotext-and-quick-parts-with-others/>
- ❖ http://gregmaxey.mvps.org/word_tip_pages/building_blocks_autotext.html (full discussion on Building Blocks, AutoText, etc.)

Keyboard shortcuts

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Use them!

More efficient than hunting the ribbon for the command

More efficient than using the mouse to access the command and returning to where you were

More ergonomically sound to use your fingers and reduce 'mouse grip' stresses

Keyboard shortcuts: In-built

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❖ Examples of lesser-known shortcuts:

Press these keys	To do this
Ctrl+Shift+e	Toggle track changes on/off
Ctrl+Alt+m	Insert a comment
F4	Repeat immediate last action
Shift+F3	Toggle case
Ctrl+Shift+space	Insert a nonbreaking space
Ctrl+= / Ctrl+Shift+=	Make selection subscript / superscript
Ctrl+Shift+c / Ctrl+Shift+v	Copy / paste the selection's style
Ctrl+hyphen	Insert a nonbreaking hyphen

Keyboard shortcuts: List all in-built

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1. Open a blank document.
2. Go to **View** tab > **Macros**.
3. Select **Word Commands** from the **Macros in** list.
4. Select **ListCommands**.
5. Click **Run**.

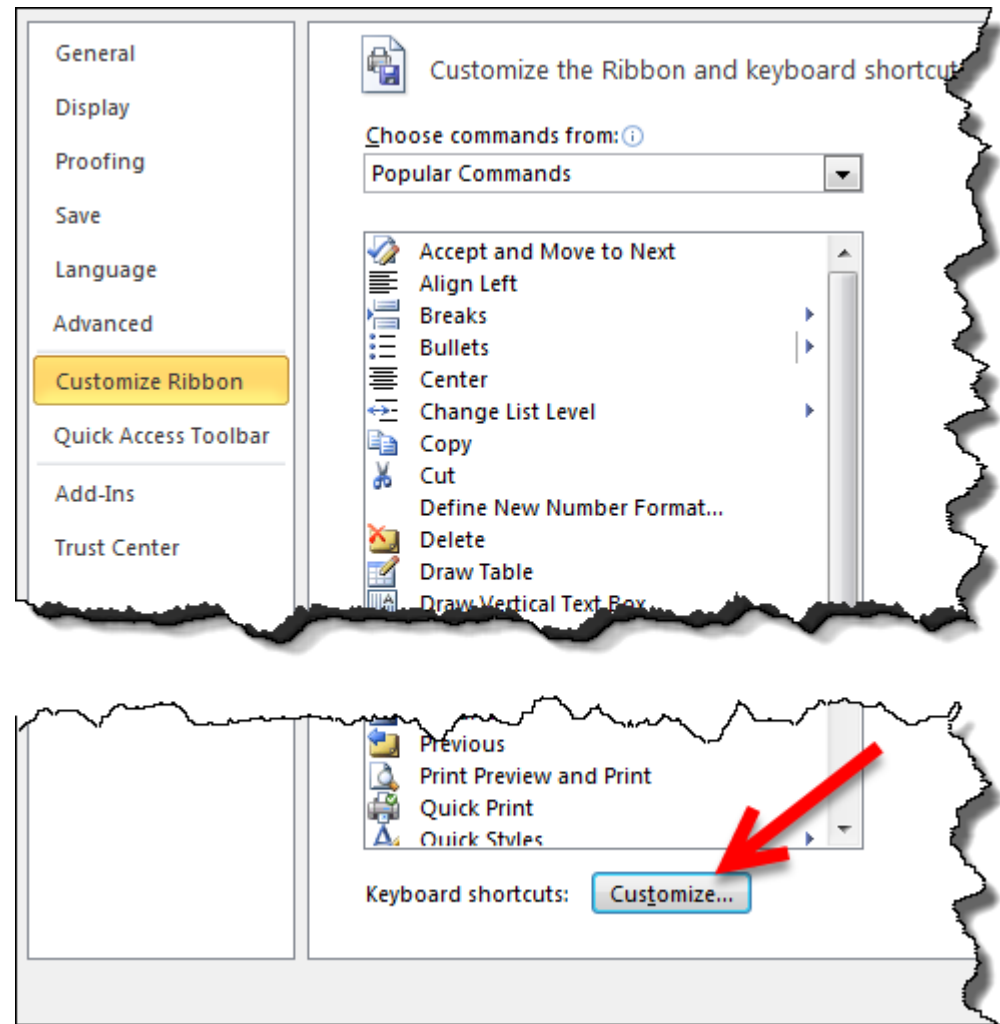
Also:

<https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-9a2e0234-e682-49ff-a4aa-999f07b51bf3>

Keyboard shortcuts: Your own

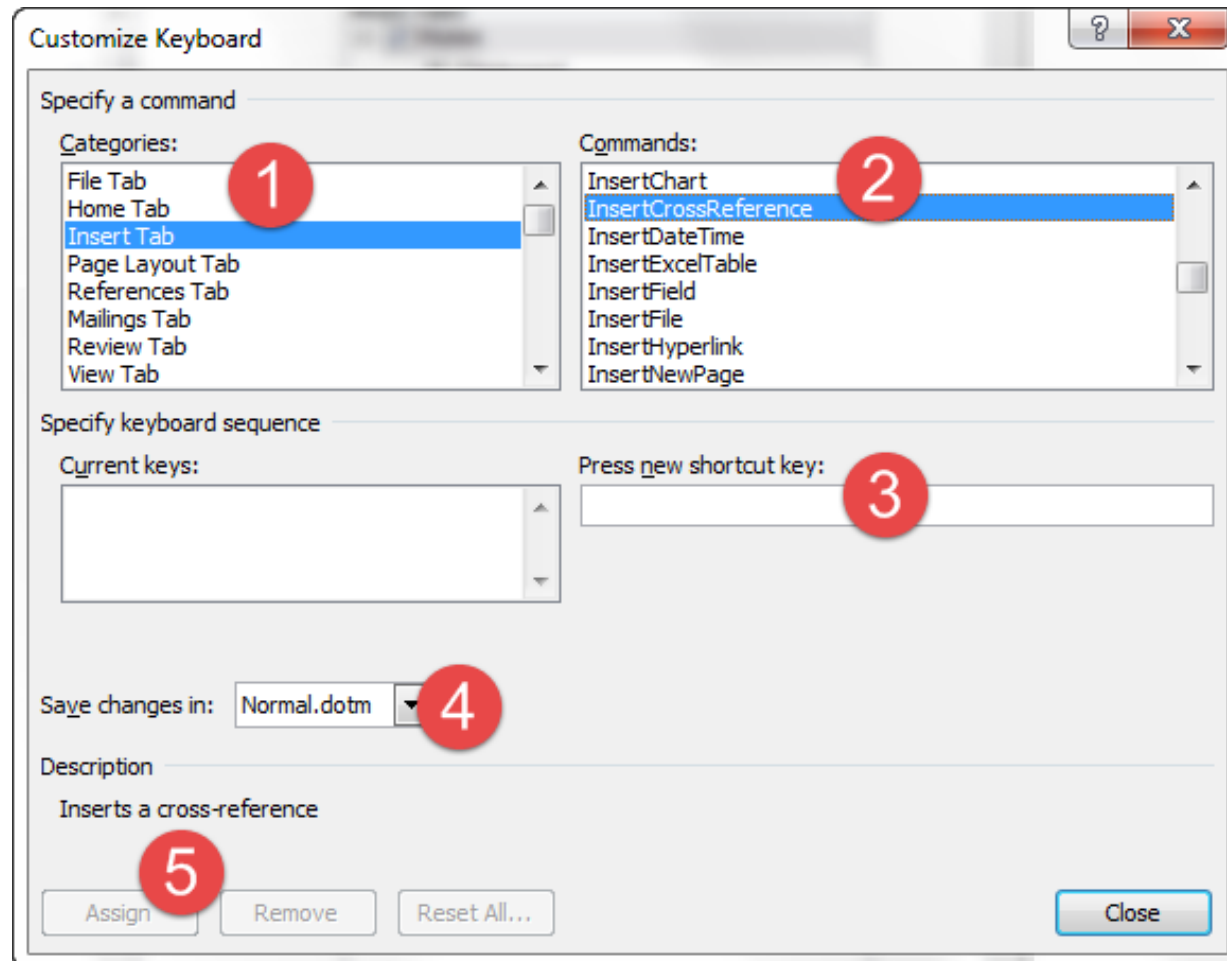
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- ❖ You can add a keyboard shortcut for any command that doesn't already have one, including macros
- ❖ **File → Options → Customize Ribbon**



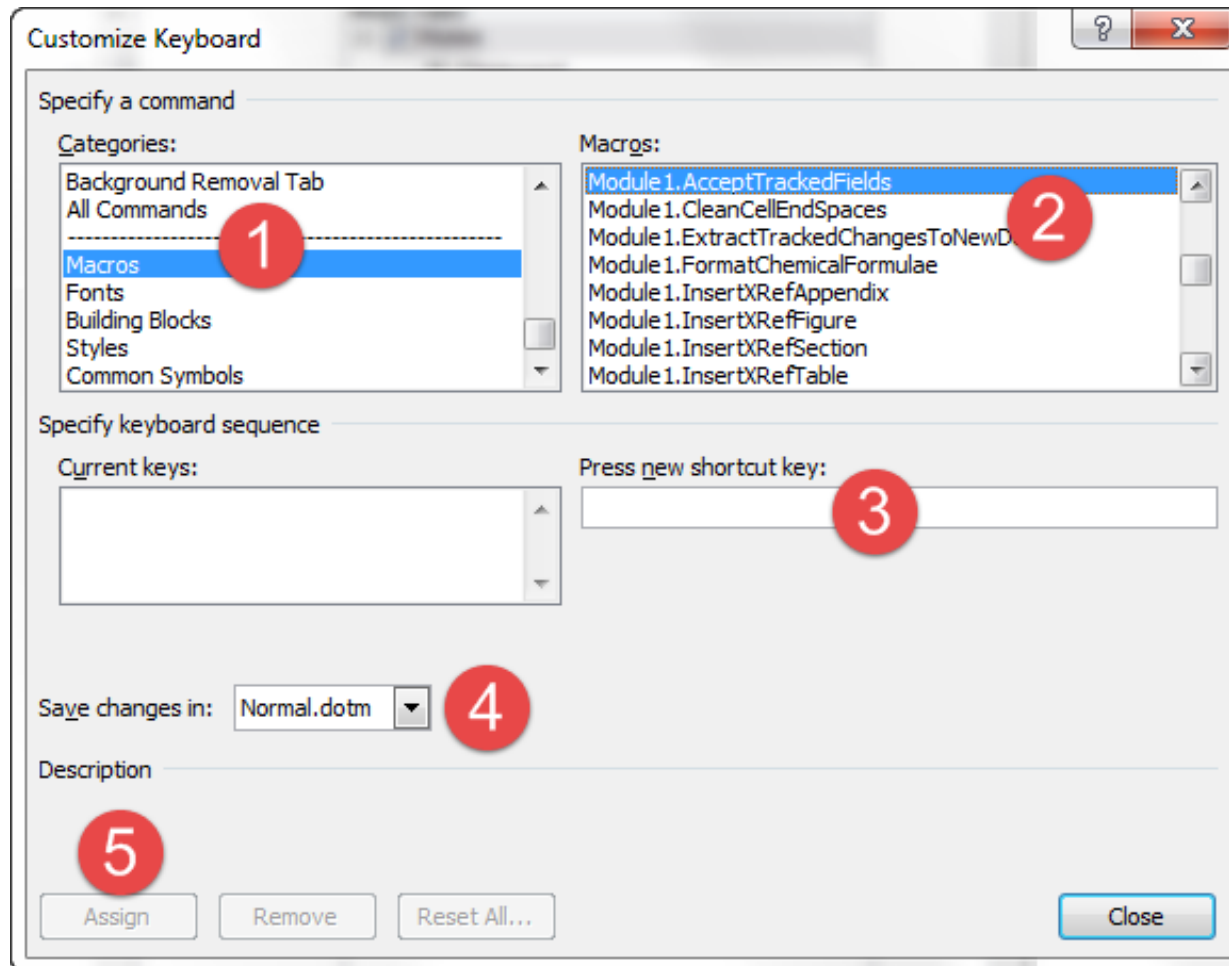
Keyboard shortcuts: Your own

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Keyboard shortcuts: For macros

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Macros (summary tips only)

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Start small

- Learn how to record small repetitive tasks (e.g. table header row formatting)

Find others (R&D)

- Google
- Acknowledge source in comment text

Test

- On **backup** copies of your documents first

Store together

- Put in a single file (e.g. *macros.dotm*) in STARTUP folder (C:\Users\<username>\AppData\Roaming\Microsoft\Word\STARTUP):
 - Available to all docs
 - Easy to transfer this file to another computer
 - Preserved if *normal.dotm* gets corrupted and is rebuilt by Word

Use the power of find/replace

Twitter Takeaways:

- ❑ More find and replace (F&R) options than you probably knew
- ❑ Spend time learning how to use wildcards
- ❑ Be careful of 'Replace all'

Find and replace: Basic: Ctrl+F

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Opens
Navigation pane

Basic search,
with some
options

Has contextual
highlighting

Click contextual
results list item
to jump to
location

Click arrows to
jump to next/
previous

Click tabs to
navigate by
headings or
thumbnails

Click search icon for some options that
used to be on Object Browse button
(e.g. tables, images)

Example: Basic Find

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The screenshot displays a document editor interface. On the left, a 'Navigation' pane shows search results for the term 'ecosystem'. The results list three matches, with the third match, 'restores as closely as practicable the pre-disturbance biodiversity and ecosystem functional values', highlighted with a yellow border. The main document area shows a text document with several paragraphs. The second paragraph contains the word 'ecosystem' highlighted in yellow. The third paragraph contains the word 'ecosystem' highlighted in green. A 'Company Confidential' watermark is visible in the background. A context menu is open over the 'Navigation' pane, showing options like 'Options...', 'Advanced Find...', 'Replace...', and 'Go To...'. The 'Find:' section of the menu lists various document elements: 'Graphics', 'Tables', 'Equations', 'Footnotes/Endnotes', and 'Comments'.

Navigation

ecosystem

3 of 32 matches

Ecosystem Function Analysis

a manner which that promotes self-sustaining ecosystems able to be managed as part of their

restores as closely as practicable the pre-disturbance biodiversity and ecosystem functional values

criteria including nutrient cycling and self-sustainability of ecosystems agreed with the DEC.

ted in Condition°32 of Statement No.°800, are to:¶

f terrestrial areas following construction is properly planned in sustaining ecosystem able to be managed as part of their e conservation objectives of a Class 'A' Nature Reserve¶

vegetation to ultimately develop into viable ecological systems compatible with surrounding native vegetation and its land uses, practicable the pre-disturbance biodiversity and ecosystem

Company Confidential

Navigation

Search Document

You can search for text in your document by typing in the search box above.

Click the Magnifying Glass button to find commands to search for objects, such as Graphics, Tables Equations, or Comments.

Options...

Advanced Find...

Replace...

Go To...

Find:

Graphics

Tables

Equations

Footnotes/Endnotes

Comments

Find and replace: Intermediate: Ctrl+H

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Opens F&R window

Click **More** to get other options

Can match case

Can specify single words only

Can search for specific formatting, incl. styles

Can search for special characters

Can search for similar sounding words

Can search for all (grammatical) forms of a word

Can combine many of these

Find and replace: Advanced

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Use **Wildcards**
option is under
More in F&R
window (Ctrl+H)

Uses 'regular
expressions' to
perform F&R

Very powerful

Test on a **COPY** of
the doc until
satisfied

Check results with
Find Next before
replacing

Much safer to use
Replace than
Replace All

Wildcards take a while to learn – but worth it!

Find and replace: Wildcards: Examples

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Simple

- Find any numeral followed by a space followed by a specified unit of measure (mm). Replace the space with a nonbreaking space.
 - * Find what: `([0-9])()(mm)`
 - * Replace with: `\1^s\3`

There's a single space here

More complex

- Find two or more spaces after any specified punctuation. Replace with a single space.
 - * Find what: `([.,;-:])({2,9})`
 - * Replace with: `\1`

There's a single space here

And a single space after the \1

Warning!

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Be careful of
'Replace All' –
can make
unintended
global changes
to text, styles,
formatting

Other automation tools

Twitter Takeaways:

- ❑ Word doesn't have everything
- ❑ Use the best tools for your job

Other tools

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- ❖ PerfectIt (<http://www.intelligentediting.com>)
- ❖ EditTools (<http://www.wordsnsync.com>)
- ❖ PhraseExpress (the power of auto correct for ALL your programs, not just Office programs;
<http://www.phraseexpress.com>)

Helpful links/resources

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- ❖ <https://cybertext.wordpress.com/category/software/word/>
- ❖ <https://cybertext.wordpress.com/tag/keyboard-shortcuts/>
- ❖ <https://cybertext.wordpress.com/tag/macros/>
- ❖ <https://cybertext.wordpress.com/tag/find-and-replace/>
- ❖ <https://cybertext.wordpress.com/tag/wildcards/>
- ❖ <https://cybertext.wordpress.com/tag/toc/>
- ❖ <https://cybertext.wordpress.com/2011/03/08/word-use-the-power-of-autocorrect-to-save-heaps-of-time/>

These slides

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A variation of this set of slides (but not the demos) is available:

- ❖ on my website: <http://cybertext.com.au/tips.htm>
- ❖ on SlideShare:
<http://www.slideshare.net/rbracey/presentations>
- ❖ on the 2016 ACES Conference website (after the conference)

Thank you...

Any questions?

Contact me:

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