



Twitter hashtags:
@cybertext
@astc_au

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

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About me

- ❖ Used Microsoft Word since early 1990s
- ❖ Written hundreds of 'how to' and troubleshooting blog posts on Word
- ❖ Since 2008, edited and formatted ~2000 long, complex Word documents for large team of authors (mostly environmental scientists)
- ❖ **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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- ❖ Show everything
- ❖ Automate as much as you can
- ❖ Use the power of find/replace to zip through changes

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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)
- ❖ Strange for a few days—persevere for two weeks to get used to it
- ❖ Why show these marks?
 - Shows how the author formatted the doc
 - Shows inconsistencies in use of spaces, tabs, etc.
 - Helps you troubleshoot Word formatting issues

What the formatting marks mean

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- ❖ Black squares (peach)—paragraph settings apply (e.g. Keep With Next)
- ❖ Arrows (yellow)—tab inserted (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
- ❖ Double dotted line (pink)—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 intervals. Pitfall traps will be left open for five days. No hour period to reduce digging-in effects. ¶

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

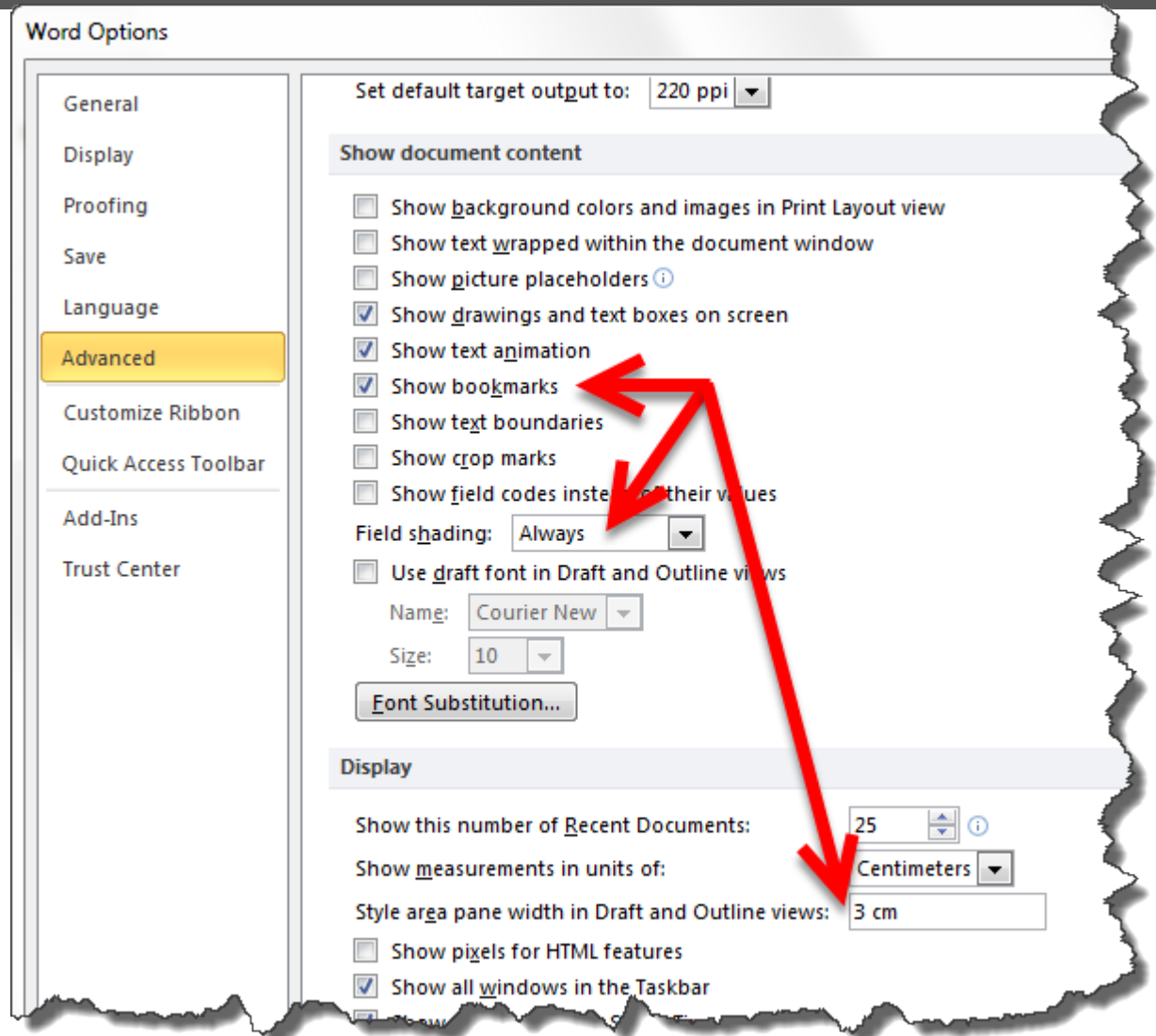
¶ Section Break (Continuous)

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

How field shading looks

- ❖ 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.

Document No.	G1-NT-PLNX0000303
Revision Date	10 December 2014
Revision	A

Table of Contents

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1.3 → Location	
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 on bottom of window
 - Word 2013: **View** tab (or **Ctrl+Alt+N**)
 - Look for incorrect styles

- ❖ Note: Styles in 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

3.0 → Proposal-Description ¶

facilities include, but are not limited to: ¶

- → Processing Area: ¶

- →

- →

- →

- → facilities: ¶

- →

- →

- →

- →

- →



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)
- ❖ Flip between views:
 - Word 2010: **Final** and **Final Showing Markup**
 - Word 2013: **No Markup** and **All Markup**

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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AutoCorrect

Quick Parts and AutoText

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

Table of contents (+ list of figures/tables)

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 Authority')
 - 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 (only works in Word)
 - e.g. superscript, subscript, bold, italics

AutoCorrect examples

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Names

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

- **.epa** = Environmental Protection Authority
- **ggd** = Gorgon Gas Development
- **jfgp** = Jansz Feed Gas Pipeline
- **.paw** = Department of Parks and Wildlife
- **.wa** = Western Australia
- **.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?

Quick parts

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

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. Optional: Add an automated caption and select that too.
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: 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)

Share your settings

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❖ AutoCorrect:

- Location of all AutoCorrect (*.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

❖ Quick Parts:

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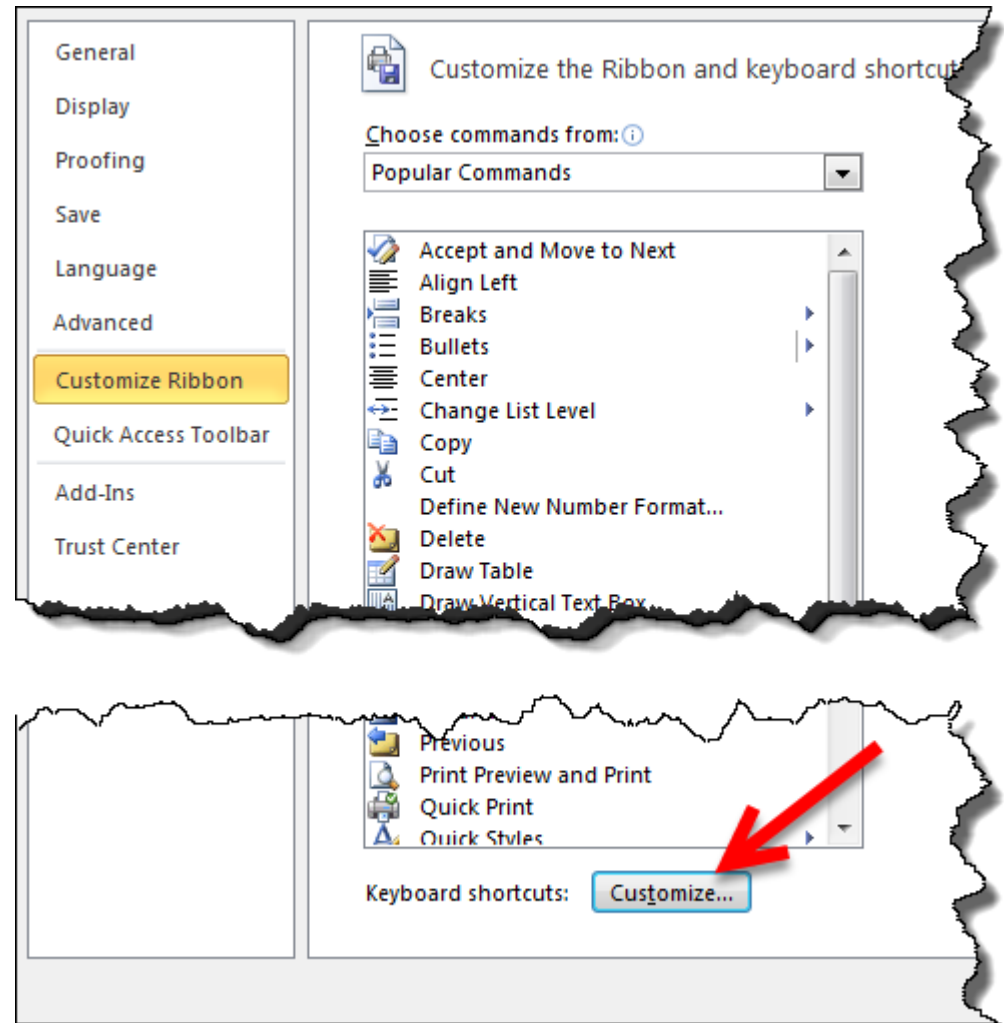
1. Open a blank document.
2. Go to **View** tab > **Macros**.
3. Select **Word Commands** from the **Macros in** list.
4. Select **ListCommands**.
5. Click **Run**.

Also: <http://support.microsoft.com/en-us/kb/290938>

Keyboard shortcuts: Your own

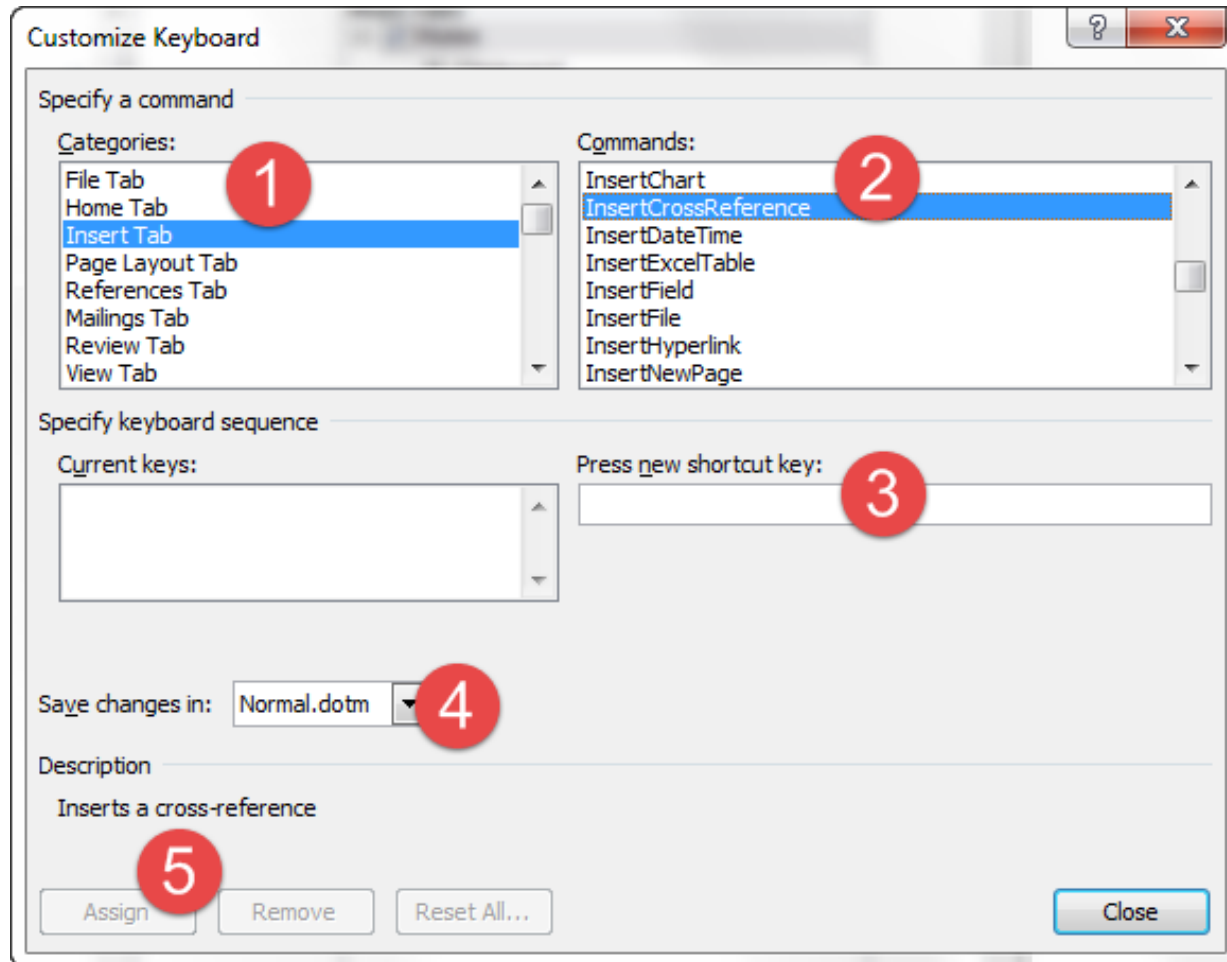
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- ❖ You can add a keyboard shortcut for any command that doesn't already have one, including macros
- ❖ **File → Options → Customize Ribbon**



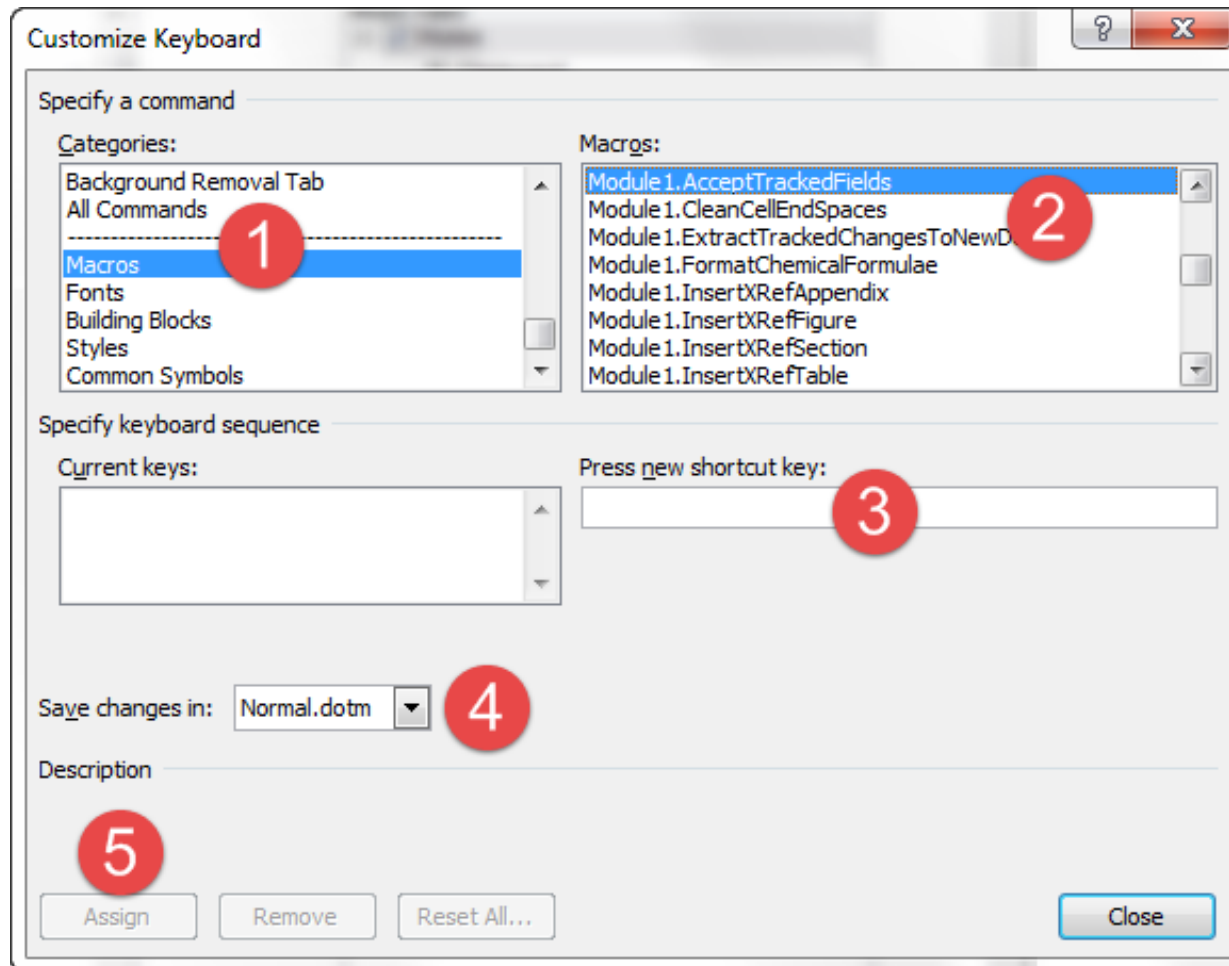
Keyboard shortcuts: Your own

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Keyboard shortcuts: For macros

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Keyboard shortcuts: List custom

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1. Open an existing doc or template that contains custom KB shortcuts.
2. Open the Print dialog (**Ctrl+P**).
3. Change Settings to **Key Assignments**.
4. Print to PDF or printer.

Automatic table of contents etc.

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Must use heading styles and auto caption numbering to generate auto TOC, lists of figures/tables

Insert and update options on **References** tab

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

Always update TOC etc. as one of final steps

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

Other automation tools

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- ❖ Word doesn't have everything
- ❖ Use the best tools for your job
- ❖ Examples:
 - 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>)

Use the power of find/replace

Twitter Takeaways:

- ❑ More find and replace (F&R) options than you probably knew
- ❑ Spend time learning 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 viewer interface with a search results pane on the left and a document window on the right. The search results pane shows 3 of 32 matches for the term 'ecosystem'. The first match is highlighted with a yellow border and contains the text: 'restores as closely as practicable the pre-disturbance biodiversity and ecosystem functional values'. The document window shows the corresponding text in the document, with 'ecosystem' highlighted in yellow. A 'Company Confidential' watermark is visible in the document. A context menu is open over the search results pane, listing options such as 'Options...', 'Advanced Find...', 'Replace...', 'Go To...', and 'Find:'. The 'Find:' menu is expanded, showing options for '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 ecosystems 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

Warning!

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

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

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/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/>

Thank you...

Any questions?

Contact me:

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