

Wrangling Long Documents

First, some text essentials. Word's not a **TYPEWRITER**: no double spaces or double Enters between paragraphs, don't start paragraphs with a tab, etc. Use Page Breaks or Section Breaks rather than Enters to begin a new page. Use tabs (with your own manual tab stops) to space things across the page, never the space bar—and display the non-printing characters [¶] while you do it. Use Format > Paragraph to create spacing before or after, or a first-line indent; don't use the space bar or the tab key to make first-line or hanging indents. You should also set an exact line spacing for Normal style text: 120% of the point size is standard for single-spaced text, double it for double spaced. Draw lines with the drawing tools, or create paragraph borders, or learn to use tab leaders: don't use the underscore or dashes/hyphens to make lines.

Next, fix Word's manic **AUTOCORRECTING**. Turn off all Tools > AutoCorrect options, and almost all AutoFormat As You Type, but make sure Smart Quotes stay on. In Spelling and Grammar > Options, turn off both. In Tools > Options > Edit, un-check Automatic Word Selection. AutoText is sometimes useful if you type the same long phrases repeatedly.

In Tools > Options > Save, turn off Fast Saves (a notoriously buggy feature) and get the computer to Autorecover every 10 minutes or so. This creates a recovery file in case of crashes; it's *not* the same as saving.

Avoid the mouse; learn **SHORTCUTS** from the menu and online Help—a minimum would be Open, New, Save, Copy, Paste, Cut, and Print (write good shortcuts on a Post-It near the computer until you've memorized them). Double click selects a word, triple-click a paragraph. Clicking to the left of a line selects it, and double-clicking there selects the whole paragraph. Also try shift-clicking and ctrl-dragging.

Tools > **WORD COUNT** can count the whole document or just a selection. It can also be a toolbar.

The best way to number pages is with Insert > Page Number > Format... A **SECTION BREAK** (Insert > Break > Section break) allows you to re-insert page numbering for that section and choose a new scheme. You also have the option of leaving the first page of each section (*i.e.*, each chapter) unnumbered. A Next Page section break is usual for a new chapter, while a Continuous section break is good for briefly changing margins or columns.

HEADERS and **FOOTERS** have their own margins, smaller than the main text. They aren't just for page numbers; try "Printed on [inserted date]" with your drafts. Watch out for a "Same as Previous" message near the header/footer, or you'll change other sections too; the "Link to Previous" button toggles this. If you want to change just one section, make *sure* "Same as Previous" is off for both header and footer, both for that section *and* the section following.

If you change margins, choose whether the whole document changes or just that section (or all following sections); you can even switch to **LANDSCAPE** for a page, perhaps to accommodate a large table. But if you do this, the page number will be in the wrong place (the upper right corner, rotated) when you collate your printout. A tip sheet on how to fix this is coming soon to the website.

STYLES are essential when formatting long documents. They look cosmetic, but they're actually structural; you can use View > Outline to see the levels of organization. You select some text to apply a character style, but need only click in a paragraph to apply a paragraph style. Word starts with a few basic styles visible, but there are lots more available.

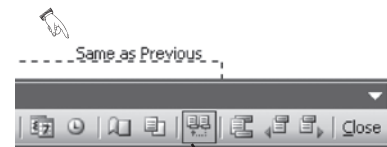
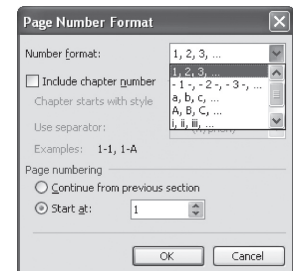
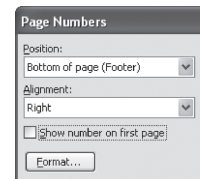
For more such basics, take my Text Essentials workshop, or at least download and read the handout.

All shortcuts are for Word 2003 for Windows; you may have different menus on your version or platform. Ctrl in Windows is usually the **Apple** key on a Mac, Alt the **Option** key.

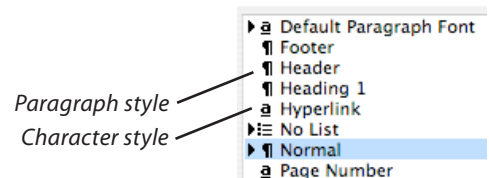


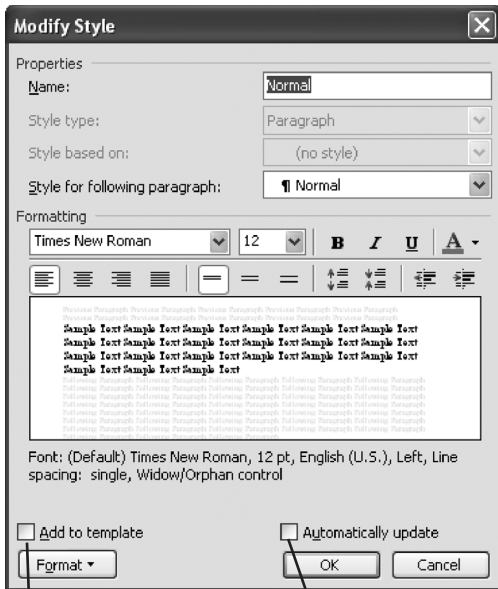
Borders for paragraphs or tables.

- Ctrl-Z Undo
- Ctrl-Y Redo
- Home Start of line
- End End of line
- Ctrl-Home Start of document
- Ctrl-End guess...
- Shift-Enter Line break
- Shift-F3 Change case
- Ctrl-A Select All
- Ctrl = Subscript
- Ctrl + Superscript
- F9 Update fields (Select All first)
- Alt-drag Selecting vertically



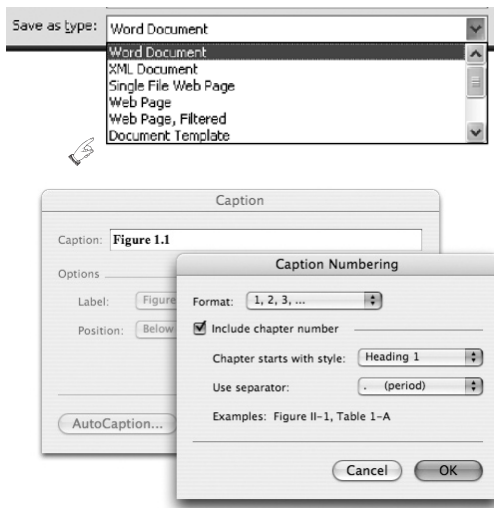
Link to Previous (currently on)





Changes normal.dot

Don't use this!



It's usually best to make the whole document **NORMAL** paragraph style (or your own custom body text style) to start with, then apply styles to the headings. You can use Ctrl-Y (redo) to repeatedly apply styles, or define your own keyboard shortcuts; I like to use Ctrl-Alt-and a number from the numeric keypad. Use Heading 1 for the main heading, and make a consistent scheme for levels of subheadings (called a *style sheet*), which will be used to build a table of contents later. Set the Style for the following paragraph to something sensible, so after you type a subheading, for example, the next paragraph switches to Normal. Once every paragraph has a style applied, it's easy to make global changes to the document by editing the styles. You'll end up creating an extensive **STYLE SHEET**: header and footer styles, caption styles, first paragraph styles with no indent (based on Normal), styles for those paragraphs that only contain graphics, and so on.

Turn off Automatically Update (it redefines the style when you reformat a single paragraph) and automatic style creation under Tools > Autocorrect > Autoformat As You Type (or it will make a new style every time you format text). When importing text, any formatting will come with it unless you use Paste Special... and choose unformatted text. And don't forget to turn off the automatic application of the irritating Hyperlink character style in Autoformat.

To make a **TABLE OF CONTENTS**, use Insert > References > Index and Tables. Word uses the basic Heading styles as ToC entries, but you can choose others, and choose how many levels of heading are used. The default is usually to Show and Right Align the page number, using a dotted leader tab; there are several templates available. The different levels in the ToC all have their own paragraph styles, and it's best to format these rather than the text directly. You have to click on the page number itself to get access to the ToC style, as Word annoyingly makes most of the ToC text into a hyperlink.

Styles belong to individual documents; the ones in a new document come from the **NORMAL TEMPLATE** (normal.dot). Any "Add to template" options you see in style or margins dialogs change normal.dot; you could also find it, open it, and edit it directly if you wanted. One can and should create a set of standard documents with custom style sheets and save them as templates.

When you insert a **FIGURE** (or a table or equation), double-clicking brings up the tab for wrapping text around it. You can also select the figure and Insert > **CAPTION**. The Label (e.g. "Figure") and the Number are inserted for you by Word, and you can add optional text after them. (The caption will be an ordinary paragraph if your graphic is, or a text box if the figure has text wrap. Decide before you insert the caption.) Numbers change as you move the caption around, and if you choose AutoCaption figures will be numbered when you insert them. You can get really fancy and make part of the number refer to the chapter number, but you have to use Heading 1 for the chapter name, and apply a multilevel list format (in short, it's a headache; I'll be adding a step-by-step tip sheet to my site soon).

Inserting a **CROSS-REFERENCE** adds a field that can contain any number of things: the name or page number of the figure, equation, table etc. that you created a caption for (this is why we use captions), or the caption text, or just the words "above" or "below", so these stay accurate if you move the figure. If you do move things around, you may need to right-click on the field to update it, or use F9 (maybe Select All so every field gets updated). You can create a Table of Figures in much the same way you made a table of contents, choosing how much of the caption you display.

Finally, try constructing documents in **OUTLINE** mode, using Heading styles. Alt-Shift-left and right promotes and demotes the headings. Have fun. Sometimes that's possible, even with Word. ¶

Please feel free to email me comments, suggestions, questions, and complaints. My website has more handouts, reading lists, and links.