

Your OneOnOne™ Guide to Better Word Processing

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WITH MICROSOFT® WORD

2000–2003
November 2006

Don't panic! Try our techniques to salvage your corrupt document

Your Word document was fine the last time you used it, but this time it's full of gibberish. Before you curse at your computer, first close the document (but don't close Word). Choose File | Open. If the Files Of Type dropdown list is set to Recover Text From Any File (*.*), breathe a sigh of relief, change that setting to Word Documents (*.doc), and then open the pristine file.

But what if Recover Text From Any File wasn't the problem? Maybe you could access only part of the file. Maybe the text was correct, but the formatting went haywire.

Recover a corrupt file

If it's your lucky day, you can successfully recover a corrupt file. And, sometimes, even if you can't recover the entire document, you may still be able to salvage some of it. Here are some ways you can recover a file:

- **Open And Repair (2002/2003).** In the Open dialog box, select the file, then choose Open And Repair from the Open dropdown list, as shown in Figure A.
- **Reboot.** Perhaps the problem is systemic. Close everything, then shut down and restart Windows. Open Word and try to open the document.

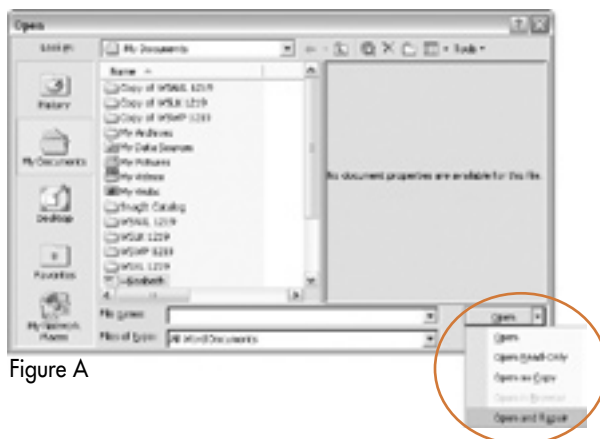


Figure A

- **Try a different computer.** See if the file will open correctly on another computer. If it does, the problem is with your system, not the file.
- **Open a backup.** If you previously made ▶

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Coming next month...

- Add spice to your document with graphic footnote separators
- Tricks to obliterate hidden data

Save paper with the Shrink To Fit feature

You may find that sometimes, objects such as graphics, text boxes, or tables extend so low on a page that they create an additional page. Because there is no text line below the box, you can't remove the extra page.

The handiest quick-fix is the Shrink To Fit feature. Whether you're creating a document that must adhere to a certain page count, or you just want to save a tree, the Shrink To Fit feature can help you quickly condense a document that's running a few lines long.

1. Select File | Print Preview from the menu bar. As an alternative, click the Print Preview button on the Standard toolbar.

2. In the Preview window, click the Shrink To Fit button on the Print Preview toolbar, as shown in **Figure A**. If your document's font sizes offer enough wiggle room, Word automatically adjusts them proportionally to reduce the document length by one page.

3. If you're unhappy with the results, simply press [Ctrl]Z to undo the action.

This technique should work well with documents containing tables, but depending on your document layout, it may not work with all of a document's text boxes.

To squeeze a text box onto a single page, your best bet is to size and position the text box so that it doesn't exceed your page and margin dimensions, then resize the font size of the text box's contents so that it all fits within the text box's visible area.



Figure A

Corrupt documents *(cont. from page 1)*

a backup copy of your document, or if the Always Create Backup Copy check box is selected on the Save tab of the Options dialog box, as shown in **Figure B**, you can find and open the *.bak copy of the file.

- **Save to/from HTML.** Choose File | Save As Web Page. Be sure that the Save as type dropdown list is set to Web Page (*not* Web Page, Filtered, which strips out formatting such as page numbers and headers and footers). Note the Save In location and the .htm extension, and click Save. Now close and reopen Word, open the *.htm version of your file, and save it back in Word's *.doc format.

Switching to/from the HTML format forces Word to completely redo the file's underlying structure. That usually removes problematic code while preserving most, if not all, of the formatting and page layout.

- **Open in Notepad.** Open the Windows Notepad accessory and try to open the document there. If you succeed, much of the formatting should still be intact.

- **Work with a "clean" Normal dot.** Choose Tools | Options, then click on the File Locations tab to find the location of Word's Startup folder. Close Word and use Search and Explorer to find and rename all copies of Normal.dot to Normal1.dot, Normal2.dot, etc. When you next open Word, it will generate a "clean" version of Normal.dot.

Then navigate to Word's Startup folder and move any *.dot or *.wll files temporarily to another folder. Now open Word and try to open the file. Whether you succeed or not in opening the file, be sure to close Word and undo/restore any system changes you made in trying to open the file.

Salvage file parts

Sometimes you can open the file, but not access everything in it. Then your goal shifts to salvaging as much of your document as possible.

- **Try to isolate the problem.** Perhaps a "Based on" style is missing, or AutoCorrect or AutoFormat As You Type has some unusual settings. Try deleting section breaks. Check for any AutoOpen or AutoClose macros (or viruses) that are making changes.

- **Paste "good" content to a new file.** Press [Ctrl+A] to select everything, then press [Shift+Left Arrow] to deselect the final paragraph mark, which is also the final section mark—that mark often contains the source of a document's corruption. Copy the selection and paste it into a new document.

Or, copy and paste a few paragraphs at a time to a new document until you've isolated the problem paragraph. Try selecting everything in that paragraph except its paragraph mark and copying it to the new document.

For a long document, try copying just half of the file to a new file. If the top half is okay, then copy half of the remaining original. If it isn't okay, check the bottom half. Keep copying and pasting "halves" until you isolate the problem area, then deal with the problem.

- **Use Recover Text from Any File.**

As a last resort, in the Open dialog box, set the Files Of Type dropdown list to Recover Text From Any File (*.*) and

open the file. Delete all the gibberish at the end and save the remainder as a *.doc file. You'll lose all formatting, but at least most of the text should be intact. ■

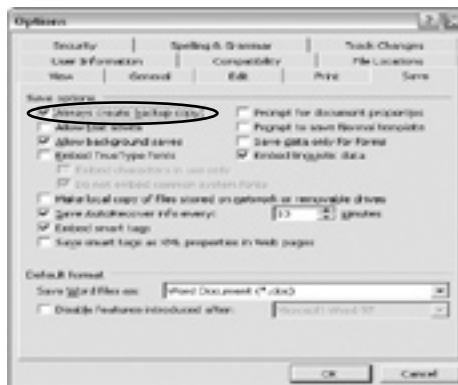


Figure B

Force hyphens to follow your own style rules

If your document isn't looking so neat, you can use hyphenation to increase the visual appeal of your documents. It helps you avoid unsightly gaps in justified text and it eliminates the overly ragged right margin in left-aligned text.

Initiate automatic hyphenation

You can easily request that Word hyphenate long words for you by choosing Tools | Language | Hyphenation from the menu bar. In the resulting Hyphenation dialog box, select the Automatically Hyphenate Document check box and click OK.

Why can't I turn on hyphenation?

To use the automatic hyphenation feature, make sure it's installed on your system. If the Hyphenation command doesn't appear when you select Tools | Language from the menu bar, then you'll need to run the Word or Office setup program from the installation CD to install it.

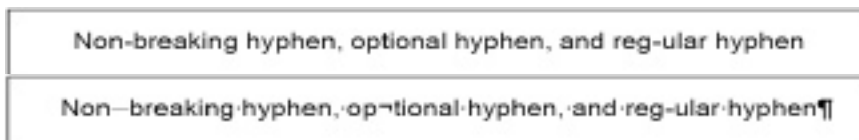


Figure A

Utilize non-breaking hyphens

Once you've set automatic hyphenation, you may realize that you don't want certain hyphenated terms to break at the end of a line. For example, if you'd prefer that the phone number 123-4567 not break to the next line between 3 and 4, you can insert a non-breaking hyphen. This way, if the phone number is too long to fit on one line, Word moves the entire phone number to the next line. To insert a non-breaking hyphen:

1. Type the beginning of the hyphenated phrase or string of characters. To follow with our example, type the first three numbers (123).
2. Instead of typing a regular hyphen, press [Ctrl][Shift][-].

3. Type the last part of the phrase—the final four numbers (4567) in our example. Notice that the non-breaking hyphen looks exactly the same as the regular hyphen.

Enter optional hyphens

Many words can break in multiple places. For instance, you can break the word Halloween at any of these hyphens: Hal-low-eeen. If your company's style guide specifies rules for hyphenation or you have your own personal preference, you'll want to choose where a particular word should be hyphenated when it appears at the end of a line. You can do this by inserting an optional hyphen.

1. Type the first part of the word.
 2. Press [Ctrl][-].
 3. Finish typing the rest of the word.
- Although you probably won't see the hyphen onscreen, the word breaks at the appropriate place if a break is necessary.

View hidden hyphen formatting

If you want to view the optional hyphens as you type them, and you want to make the non-breaking hyphens appear different from the regular hyphens onscreen, you have two options.

- Click the Show/Hide button on the Standard toolbar. This shows the optional hyphens as well as other formatting marks, such as spaces and paragraph marks. The non-breaking hyphens look different from the regular hyphens onscreen.
- If you don't want to see the formatting marks that Show/Hide displays, select Tools | Options | View. Select the Optional Hyphens check box in the Formatting Marks area, then click OK. We've juxtaposed these two methods in Figure A to help you compare. ■

Quickly create an eye-popping chart from a simple table

Although tables are effective tools for organizing and presenting numerical data, it's easy to get lost in the sea of numbers they store. To make numerical data easier to digest at a glance, you can quickly transform a simple table into a chart, like the one in Figure A.

Warning: If your table contains merged cells, this technique may produce unpredictable results. It's best to split merged cells before performing this technique.

To create a chart from a table:

1. Place the insertion point anywhere within the table, then choose Table | Select | Table from the menu bar to select it.
2. Choose Insert | Picture | Chart from the menu bar. This launches the Microsoft Graph Chart mini application, which creates a new chart and datasheet based on the table data you selected earlier.
3. Customize the chart as desired.
4. When you've finished, click outside the chart object to return to your document.

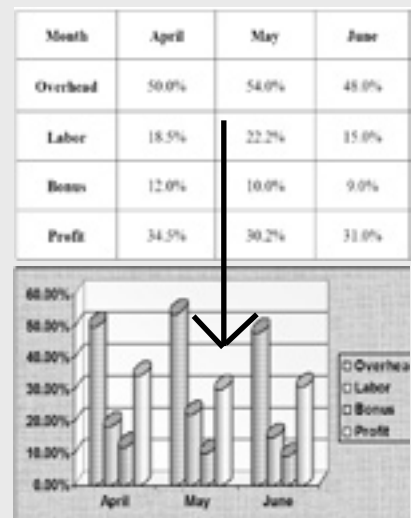


Figure A

Keep 'em coming back for more with a frequent-buyer punch card

You've probably heard that loyal customers and their repeat purchases are the cornerstone of your long-term successful business. Why? Because it's less costly to get your existing customers to buy more than it is to find new ones. One way to encourage your customers to return for more is with a frequent-buyer card that rewards the customer for multiple purchases. Punch cards, like the one shown in **Figure A**, not only bring your customer back repeatedly, they also serve as an advertisement or business card.

Add a little punch

Creating your own punch cards using Word is an economical way to advertise your business. You can create multiple punch cards with little effort using the Envelopes And Labels feature.

Create the card sheet

An easy way to produce punch cards is to use the perforated business cards you can purchase at any office supply store. You can use one of Word's business card label templates to set up your document. For our example, we'll use Avery Laser Business Cards, product number 5371. The cards are laid out in two columns of five cards, and they separate easily after being folded back and forth along the perforation lines.



Figure A

To set up your label sheet:

1. Choose Tools | Letters And Mailings | Envelopes And Labels.
2. In the Envelopes And Labels dialog box, select the Labels tab.
3. Click the Options button to open the Label Options dialog box.
4. Choose the type of product and the product number of the store-bought business cards you're using.
5. Click OK to return to the Envelopes And Labels dialog box.
6. Click the New Document button.

A new document opens with gridlines indicating the card layout. Now you're ready to start designing your punch cards.

No visible lines? If Word isn't showing the boundaries of your punch cards at this point, choose Table | Show Gridlines from the menu bar to display them.

Illustrate your point with graphics

We'll place all of the elements of our punch card on the business card that appears in the top-left corner of the page. Later, we'll copy everything to the other cards in the document. The first thing we'll do is add a graphic to our punch card. You can use a graphic you already have on hand, such as a company logo.



Figure B

Start off in the right place: Before you add a graphic to your punch card, make sure that the insertion point is positioned in the upper-left punch card on your label sheet. Word should automatically position it there by default when you generate the label sheet, but if not, click in the first card's area to move there.

To insert a logo or other custom graphic:

1. Choose Insert | Picture | From File from the menu bar to open the Insert Picture dialog box.
2. Locate and select your image, and then click Insert to add it to your punch card. Your document should now look similar to **Figure B**.

Logo alternatives: If you don't have a custom graphic or logo that you'd like to use, you can use a clip art image instead.

Size and place the image

If it isn't already selected, click on the graphic to select it, and then use its sizing handles to customize its size. You can also use the buttons on the Picture toolbar, such as the Crop button, to resize the image. To display the Picture toolbar, if it isn't displayed already, choose View | Toolbars | Picture from the menu bar.

To reposition the graphic on the punch card:

1. Select the graphic so its handles appear.
2. Click and drag it to the location you want it to appear on your punch card.
3. Use the rotate handle (the small green dot above the image) to tilt the graphic if desired.

Say it with text boxes

You can add your company motto, address, phone number, and the punch card offer by using a few strategically placed text boxes.

1. Display the Drawing toolbar by choosing View | Toolbars | Drawing from the menu bar, or click the Drawing button on the Standard toolbar.
2. Click the Text Box button and draw a text box on your card.
3. Click in the text box and enter your text, such as the name of your business or your special offer, as we did in **Figure C**.
4. Format your text as desired using different fonts, font sizes, and colors.

Add multiple text boxes, if necessary, to place your text exactly as you want it on the card.

To format the text box:

1. Select a text box and choose Format | Borders And Shading from the main menu.
2. On the Colors And Lines tab in the Format Text Box dialog box, choose No Fill from the Color dropdown menu in the Fill section to make your box transparent.
3. Select No Line from the Color dropdown menu in the Line section.
4. Click OK to return your document. Repeat these steps for each text box to remove any unwanted borders and backgrounds, as shown in **Figure D**.



Figure C

Add punch markers

Now, we'll add the important punch markers that are indicative of frequent-purchase cards. There are two ways to do so:

- Use one of the drawing tools, such as the Oval button, to create a small circle and format it using the Drawing toolbar.
- Use a small graphic by inserting it using the same technique we used to place our logo.

For our example, we'll use a graphic that fits our card's theme. Once you've drawn the circle or inserted the graphic, resize it if necessary, and position it where you want it on the punch card, as shown in **Figure E**.

To duplicate the first punch, select it and press [Ctrl]D to duplicate the image. Reposition the second image next to the original. Repeat for each punch marker you need. We duplicated our pumpkin image nine times, since our offer calls for 10 drinks.

Scam alert! To avoid having a customer add extra punches to his own card without making purchases, try using a specialty hole punch or ink stamper specific to your store. Thematic hole punches and ink stampers are available at most office supply stores.



Figure D

Duplicate your efforts

Now that you've completed your punch card, we'll group all of its elements and copy them onto the other blank business cards in the document.

1. Select each item while holding down the [Shift] key, or click the Select Objects button on the Drawing toolbar, and then drag a selection box around your entire punch card.
2. Click Draw on the Drawing toolbar and select Group.
3. Press [Ctrl]D to duplicate the selection.
4. Drag the duplicate selection on one of the blank punch cards on your label sheet and move it into place.

Repeat these steps to complete all the cards on the label sheet. Now, simply print your cards on your card stock and you're ready for some repeat business! ■



Figure E



Give easy access to your AutoText entries with a template

Q *I've developed many "boilerplate" entries over the years. Now that we're trying to standardize some of our customer responses, how can I share these entries with my coworkers?*

A Your AutoText entries, which are stored in templates, may be in your Normal.dot template, in a special custom template, or scattered throughout a variety of templates on your system.

I suggest that you create a template just for the AutoText entries that you want to share, and copy the entries to that template. You might even use the "document" portion of the template to include transfer instructions and a list of each AutoText entry, along with helpful details about when and where to use it.

Choose File | New, and then click on the General tab. (In 2002, select General Templates in the task pane.) Select Blank Document in the Templates dialog box and select the Templates option button in the Create New panel, then click OK. Save the new template and name it SharedAutoText.dot.

Choose Tools | Templates And Add-ins, then click the Organizer button. The list on the right probably shows the names of the AutoText entries in Normal.dot. Select the one(s) you want to transfer and click <<Copy, as shown in **Figure A**.

Next, under the Normal.dot list, click Close File, then choose the same button which now says Open File. Open another template that contains AutoText entries that

you want to copy, and copy them. Repeat as needed until you have all the necessary AutoText entries copied from their respective templates to your SharedAutoText.dot. Finally, close the Organizer.

Add any text you wish to the SharedAutoText template, save and close it, and then distribute it to your colleagues. They can then use Organizer to move the AutoText entries to whatever templates they wish on their own computers.

Help users differentiate between zeros and capital Os

Q *I need to print serial numbers that contain both alphabetic and numeric characters. How can I put a slash through each zero to distinguish it from the uppercase O?*

A You can use a Word equation field to create a slashed zero or find a font with that character.

- **Create the slashed zero.** Set the insertion point where you want the slashed zero, then press [Ctrl+F9] and set up this field: {EQ \o (0,/)} The \o () overstrike switch tells Word to print each character that you listed within the parentheses in the same space.

Once you create the character in the font that you typically use, you can save it as an AutoText entry. If you'll use it often, you can create a macro to set up the field and then assign that macro to a keystroke.

- **Install a slashed zero font.** If you type hundreds of slashed zeroes, you may prefer to search online for a font that contains that character. As you consider a font, also check to see that the lowercase *l* and uppercase *I* are distinctly different.

As of this writing, Seagull Scientific, Inc. (www.seagullscientific.com/asp/slash_0.aspx) offers their Crystal font for free download that meets the slashed zero and *l*/*I* criteria.

Create perfectly sized text boxes in a snap

Q *I use a lot of text boxes, but I find myself fussing with their borders, so they don't take up more room than they need to. Is there an easy way to make a text box that automatically fits its contents?*

A There is a way to stop guessing the dimensions of your text boxes. Highlight the text you want to put in a text box (you must type the text before you insert the text box), and select Insert | Text Box from the menu bar. Word inserts the highlighted text in a perfectly fitted text box. Once you insert the text box in this manner, you can format it as desired.

Easily change the contents of your document's Properties

Q *Is there a way to enter the name of our department in the Properties dialog box?*

A Yes, you can create a custom property to reflect your company name. In the open document (or template), choose File | Properties, then click on the Custom tab. In the Name list box, select Department. Note the options in the Type dropdown list, and accept Text. In the Value text box, type the department name, such as *Sales*—it must match the value in the Type dropdown list. Click Add. Department is now in your Properties list. Click OK and save the file.

The Department property will now display in the Open dialog box's Properties view and will be included when you print the document's properties.

To insert it in the document via a field, choose Insert | Field. Choose Document Information from the Categories dropdown list and choose DocProperty from the Field Names list box, then click the Field Codes button. (In 2002, choose Field Codes from the Field Names dropdown list.) Click in the Field Codes box after DOCPROPERTY and replace the current entry with "Department"—be sure to include the quotation marks. Click OK. ■

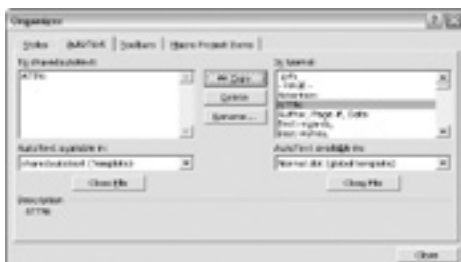


Figure A

3 easy ways to insert the current date

You're writing a letter and need to insert the current date, but you can't recall what the date is. Or, you don't want to format the date after you type it. Fortunately, Word offers several choices when inserting the current date into a document, including:

- **The Date And Time dialog box.**

This inserts a static line of text with the current date.

1. Place the insertion point in the document where you want the date inserted.
2. Choose Insert | Date And Time.
3. In the Available Formats list box, choose the desired date format.
4. Select the Update Automatically check box and click OK.

- **A Date field code.** This inserts an automatically updating field with the current date.

1. Place the insertion point where you want the date to appear.
2. Choose Insert | Field.
3. Select Date And Time from the Categories dropdown list to display the available fields.
4. From the Field Names list box, select Date.
5. In 2002/2003, select the format in the Date Format list box to see the field codes. In 2000, click the Options button in the Field dialog box. Select a date format, click Add To Field, then click OK twice.

- **An AutoText entry.** This allows you to insert the field code without accessing any dialog boxes.

1. Insert the Date field code in your document using the Insert | Field command.
2. Select the date format and click OK.
3. Select the field and press [Alt][F3] to save it as a new AutoText entry.
4. Name the entry and click OK.

To use the date AutoText entry:

1. Place the insertion point where you want the date to appear.
2. Type the name of the AutoText entry and press [F3]. ■

TEST YOUR PC IQ

Your document is your canvas when you know the Draw menu

How well do you know the options on the Draw menu located on the Drawing toolbar? Take our quiz to test your knowledge, then let your creativity shine!

Draw menu commands

- | | | |
|------------|------------------------|---------------------------|
| A) Group | E) Grid | I) Text Wrapping |
| B) Ungroup | F) Nudge | J) Reroute Connectors |
| C) Regroup | G) Align Or Distribute | K) Edit Points |
| D) Order | H) Rotate Or Flip | L) Change AutoShape |
| | | M) Set AutoShape Defaults |

Draw menu actions

- ___ 1. Changes the points on an AutoShape, altering its design.
- ___ 2. Changes which object is in the foreground or background when you have multiple objects.
- ___ 3. Moves an object in small increments, such as Up or Left.
- ___ 4. Wraps text around an object so that both the text and object are visible, e.g., Behind Text, In Line With Text.
- ___ 5. Makes multiple objects become one object.
- ___ 6. Allows you to choose a different AutoShape.
- ___ 7. Displays gridlines within your object.
- ___ 8. Makes multiple grouped objects separate again.
- ___ 9. Changes the way your object displays, i.e., Vertical or Horizontal.
- ___ 10. Gives your AutoShape default settings.
- ___ 11. Determines how your objects line up.
- ___ 12. Changes the way your object's connectors display.
- ___ 13. Makes multiple objects a single object again.

Answers

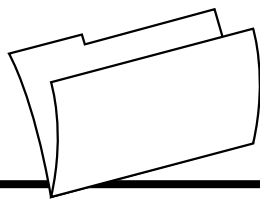
1 - K, 2 - D, 3 - F, 4 - I, 5 - A, 6 - L, 7 - E, 8 - B, 9 - H, 10 - M, 11 - G, 12 - J, 13 - C

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working smarter

- | | |
|---|--|
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| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> MS Excel for Advanced Users |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Microsoft Office |

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Ward off bloated file sizes by compressing your document's images

There's nothing more frustrating than waiting for photos or graphics to load while you hurriedly scroll through a document. You may even encounter an error if your system can't keep up. And, if your company has email file size limits in place, you may not be able to send a document if the images are taking up too much disk space. Word understands these issues and has a simple way to overcome them—the Compress Pictures feature.

Expand your compression options

All image compression happens via the Compress Pictures dialog box. By using this feature, you can greatly reduce your document's file size without drastically altering its appearance.

To begin, click on one of the images in your document to make the Picture toolbar visible. Click the Compress Pictures button on the Picture toolbar to open the Compress Pictures dialog box, as shown in **Figure A**. For now, close the dialog box. We'll come back to it after we've chosen which images to compress.

Where's my Picture toolbar? If your Picture toolbar doesn't display automatically when you click on an

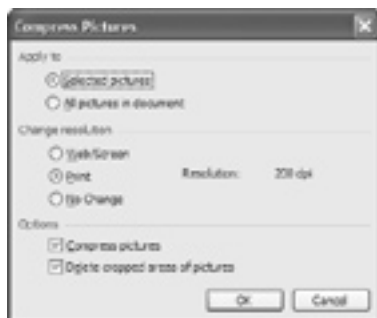


Figure A

image, select View | Toolbars. Select Picture from the resulting list.

One or many images

When you compress images, you have the option to compress all images at once, or take care of one or more individually selected images.

- To compress every image in your document, click on any image, click the Compress Pictures button, and select the All Pictures In Document option.
- To compress just one picture, click on the image, click the Compress Pictures button, and choose the Selected Pictures option button.
- To compress multiple selected images, select the graphics, click the Compress Pictures button, and choose the Selected Pictures option button.

Pick and choose your graphics

To select multiple pictures, you may need to set the image wrapping options (on the Picture toolbar) for each picture to something other than In Line With Text. Doing so converts the pictures into floating images. You can select multiple images in one of two ways:

- Hold down [Ctrl] or [Shift] and click on the pictures you'd like to select.
- Click the Select Objects button on the Drawing toolbar and draw a box around all the objects you'd like to select. Now that your pictures are selected, you're ready to compress them.

Define the compression options

In the Options panel of the Compress Pictures dialog box, two check boxes are selected by default, but you can change those selections to meet your needs.

- If you only want to compress the picture(s), deselect the Delete Cropped Areas Of Pictures check box.
- If you only want to delete the cropped areas of the picture(s), deselect the Compress Pictures check box.
- If you want to severely reduce the file size of a document, we recommend leaving both options selected.

Crop carefully! If you think you may need to re-crop an image, wait until you're completely satisfied with your document before selecting the Delete Cropped Areas Of Pictures option. Once you crop an image and choose this selection, the changes are permanent.

Finally, select one of the options in the Change Resolution panel.

- Select the Web/Screen option button to substantially reduce the file size of a document. For example, by selecting this option, we reduced the file size of a document by 500 KB.

• If you plan to print your document, select the Print option button. However, selecting this option will likely reduce the file size only slightly.

You may want to experiment to find the option that balances your image quality and file size needs the best.

Finalize the compression

Once you select all the necessary options, click the OK button to compress the pictures in your document. When you do, a dialog box appears warning you that compressing the pictures in your document may reduce the quality of your images. Click Apply to compress your pictures. ■