



Hour 12

Handy Editing Techniques

If you type only an occasional short document, you won't have much need for the features discussed in this hour. If, however, you generate a substantial number of documents, the shortcuts you learn here soon become an essential part of your repertoire. As an added benefit, facile use of these features is a surefire way to impress your co-workers or family members.

The highlights of this hour include

- Correcting text automatically
- Inserting standard blocks of text
- Finding and replacing text
- Inserting the date and other fields, symbols, and footnotes and endnotes
- Sorting lists
- Creating macros
- Creating keyboard shortcuts

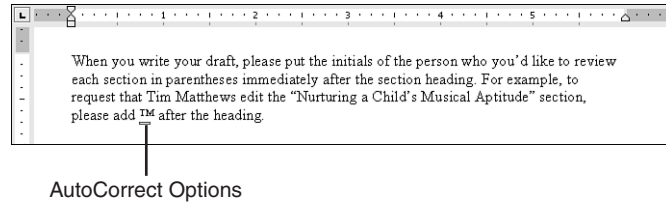
Correcting Text Automatically

Word's AutoCorrect feature fixes spelling errors for you automatically. For example, if you type *hte*, AutoCorrect changes it to *the*. If you point to a

word that AutoCorrect has revised, a little blue bar appears next to the word (see Figure 12.1).

FIGURE 12.1

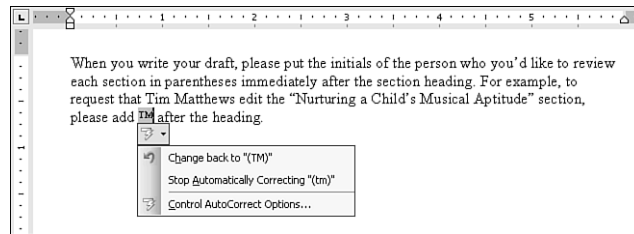
A little blue bar alerts you to the fact that AutoCorrect made a change.



This bar is actually the “minimized” form of the AutoCorrect Options button. When you point to it, the full button appears. Click the button to highlight in gray the word that was changed and display a little drop-down list (see Figure 12.2).

FIGURE 12.2

Clicking the AutoCorrect Options button gives you commands for controlling how this feature works.



The first command in the list reverses the change this time only. The second command instructs Word to stop making the same change in the future, and the third command displays the AutoCorrect tab of the AutoCorrect Options dialog box, which you will use quite a bit in this hour.



Another way to reverse an AutoCorrect change is to press Ctrl+Z to undo the change right after Word made it.

By default, AutoCorrect makes corrections based on suggestions from the spell checker. It also has its own list of many commonly misspelled words, and you can add your own favorite typos to the list. In addition, you can use AutoCorrect to automatically enter special symbols, long names, or phrases that you have to type frequently.

Follow these steps to add an entry to the list of words that AutoCorrect corrects automatically:

1. Choose **Tools, AutoCorrect Options** to display the AutoCorrect dialog box.

2. Scroll down the list at the bottom of the AutoCorrect tab to see what AutoCorrect knows how to fix. Word replaces the items in the left column with the items in the right column. At the top of the list are symbols, followed by a large number of commonly misspelled words.
3. To add an entry, click in the **Replace** text box and type the misspelling.
4. Click in the **With** text box and type the correct spelling (see Figure 12.3).

FIGURE 12.3

Type the misspelling in the **Replace** text box and the correct spelling in the **With** text box.



5. Click the **Add** button. The new entry appears in the list.
6. Click **OK**.

Try typing the misspelled word. As soon as you press the Spacebar or Enter, Word replaces the misspelled word with the correct spelling.



If you add an AutoCorrect entry and later decide to delete it, choose Tools, AutoCorrect Options and click the AutoCorrect tab. Then click the entry in the list, click the Delete button, and click OK.

If you want to use AutoCorrect to insert a long name or phrase, type an abbreviation for the phrase in the Replace box and type the full spelling in the With box. For example, you could type *napf* in the Replace box and *National Association of Poodle Fanciers* in the With box.

If you enter an abbreviation for a long name or phrase in the Replace box, choose one that you don't ever want to leave "as is" in your document because Word changes it to

the full “correct” spelling every time you type it. (If AutoCorrect does make a change that you want to undo, however, you can always reverse it with the Undo command or the AutoCorrect Options button.)

Inserting Standard Blocks of Text Automatically

AutoText is an extremely handy feature enabling Word to “memorize” large blocks of text. After you’ve created an AutoText entry, you can insert it in your text by simply beginning to type the name of the entry. As soon as you’ve typed the first few characters, Word’s AutoComplete feature takes over and inserts the entire block of text for you.

One of the advantages of using AutoText is that you only have to proofread the block of text once before you create the AutoText entry. From then on, each time you insert the entry in a document, you can rest assured that it is error-free.

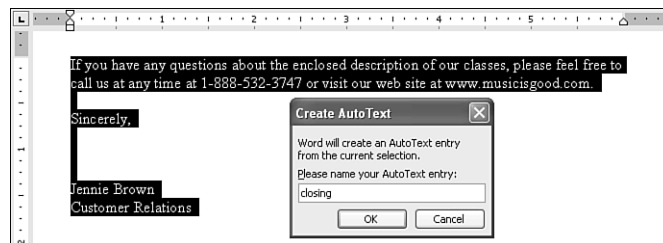
Creating AutoText Entries

Creating an AutoText entry is relatively easy:

1. Type the text that you want Word to “memorize,” and then select it.
2. Choose **Insert, AutoText, New** (or press **Alt+F3**) to display the Create AutoText dialog box.
3. Type over Word’s suggested name with your own name for the entry. You can type a name of any length (and your name can include spaces), but choosing one that is at least four characters long will make it easier to insert in your document (see Figure 12.4).
4. Click **OK**.

FIGURE 12.4

Type a name for your AutoText entry in the Create AutoText dialog box.





Word comes with an AutoText toolbar (View, Toolbars, AutoText) that contains a New button. If the toolbar is displayed, you can click this button in step 2 to bring up the Create AutoText dialog box.

Inserting an AutoText Entry in Your Document

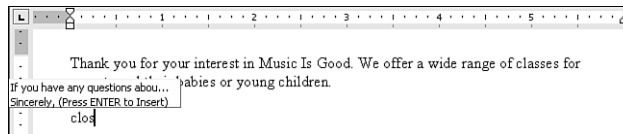
Word provides several ways of inserting AutoText entries into your document. The method described in these steps is the simplest.

Follow these steps to insert an AutoText entry in your document:

1. Click where you want to insert the entry.
2. Type the first four letters of the name. A ScreenTip appears for your entry (see Figure 12.5).

FIGURE 12.5

As soon as you type the first four letters of an AutoText entry's name, a ScreenTip appears.



3. Press **Enter** to insert the entry in your document.

One other convenient way to insert an entry is to type the full name of the entry and press F3 when the insertion point is just past the name. This is the fastest method to use if your AutoCorrect entry's name is fewer than four letters long. For it to work, however, there must be a space, a paragraph mark (¶), or a line break (↵) immediately to the right of the insertion point.

Revising and Deleting AutoText Entries

If you want to revise the text for an AutoText entry but keep its name the same, follow these steps:

1. Type the new version of the text and select it.
2. Choose **Insert, AutoText, New**.
3. Type the entry's name in the **Create AutoText** dialog box.
4. Click **OK**.
5. When Word asks whether you want to redefine the AutoText entry, click the **Yes** button.

To delete an AutoText entry, follow these steps:

1. Choose **Insert, AutoText, AutoText** to display the AutoText tab of the AutoCorrect dialog box.
2. Click the entry in the middle of the dialog box. (You can start typing the entry's name in the **Enter AutoText Entries Here** text box to quickly jump to the entry in the list, and then click it.)
3. Click the **Delete** button, and click **OK**.

Finding and Replacing Text Automatically

Any time you find yourself about to embark on a time-consuming hunt through a long document for a word or phrase, or for certain formatting, see whether Word's Find and Replace features can do the work for you.

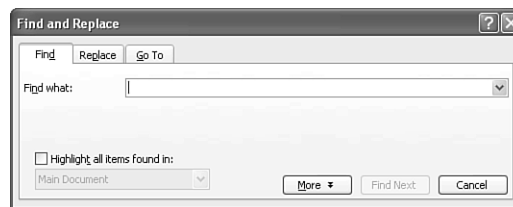
Finding Text

If you frequently type long documents, you have probably had the experience of scrolling through each page trying to find all of the places where you used a particular word or phrase. Word can help you with this process, searching for text much more quickly and accurately than we humans can. Follow these steps:

1. Choose **Edit, Find** (or press **Ctrl+F**) to display the Find tab of the Find and Replace dialog box (see Figure 12.6).

FIGURE 12.6

Use the Find tab of the Find and Replace dialog box to search for text.

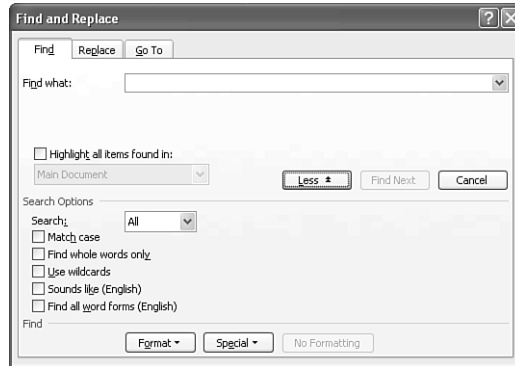


2. Type the text that you want to find in the **Find What** text box.
3. Click the **Find Next** button. Word highlights the first occurrence of the word.
4. Continue to click the **Find Next** button to look for more matches.
5. Click **OK** when Word informs you that it has found all the matches.
6. Click the **Cancel** button in the Find and Replace dialog box to return to editing your document.

If you want to be more specific about what text you're looking for, click the More button to expand the dialog box and display more options (see Figure 12.7). To collapse the dialog box again, click the Less button.

FIGURE 12.7

Click the More button to expand the dialog box, and the Less button to collapse it.



By default, Word searches the entire document for the Find What text, starting from the location of the insertion point down to the end of the document and then from the top of the document back down to the insertion point. If you only want to search up or down from the location of the insertion point, change the option in the Search list from All to Up or Down. (You can also select text first to search only within the selected text.) The five check boxes that appear when you click the More button work as described here:

- **Match Case**—Mark this check box if you want to find only occurrences of the word that have the same combination of upper- and lowercase letters that you typed in the Find What box.
- **Find Whole Words Only**—Use this option if you don't want Word to find the search text when it's part of another word. For example, you'd mark this check box if you wanted to find only the word *cat*, not *catch*, *decathlon*, or *scathing*.
- **Use Wildcards**—Mark this option if you want to use wildcard characters in the Find What text. You can enter wildcards by typing them directly or by clicking the Special button and choosing them from a list. (To learn more about wildcards, look up information on Find and Replace in Word's help system.)
- **Sounds Like**—This option finds words that sound like the text you're searching for; use it if you're not sure of the spelling.
- **Find All Word Forms**—Use this option to find all forms of the word. For example, if you search for *sing*, Word also finds *sings*, *sang*, *sung*, and *singing*.

Replacing Text

Sometimes you not only need to find text, but you also have to replace it with something else. Word's Replace feature takes the tedium out of making the same change in several places.

Follow these steps to search for text and replace it with something else:

1. Choose **Edit, Replace** (or press **Ctrl+H**) to display the Replace tab of the Find and Replace dialog box (see Figure 12.8).

FIGURE 12.8

Use the Replace tab of the Find and Replace dialog box to search for and replace text.



2. Type the text that you want to find in the **Find What** text box.
3. In the **Replace With** text box, type the text that you want to replace the Find What text. If you like, you can customize your find and replace operation by clicking the **More** button and then using the options in the expanded version of the Find and Replace dialog box (refer to Figure 12.7).
4. Click the **Find Next** button.
5. Word highlights the first occurrence of the word. To replace it, click the **Replace** button.
6. To skip this instance without making the change, click the **Find Next** button.
7. Continue this process. If you don't need to confirm every replacement, click the **Replace All** button.
8. Click **OK** when Word informs you that it has found all the matches.
9. Click the **Close** button in the Find and Replace dialog box.

If you change your mind about a replace operation after completing it, you can click the Undo button in the Standard toolbar to undo the replacements one by one if you used the Replace button, or all at once if you used the Replace All button.

Finding and Replacing Formatting

You can use Find and Replace as a quick way to search for and replace formatting in your document.

To modify formatting with Find and Replace, follow these steps:

1. Display the **Replace** tab of the Find and Replace dialog box, and click in the **Find What** text box. (If the dialog box isn't already expanded, click the **More** button.)
2. Click the **Format** button, and click the command that leads to the formatting option you want to search for. For example, if you want to search for boldface, click the Font command.
3. Select the desired formatting option in the dialog box that appears, and click **OK**.
4. The formatting is now listed beneath the **Find What** box.
5. Click in the **Replace With** text box and use the **Format** button to specify the formatting that you want to replace the Find What formatting (see Figure 12.9). If you want to strip off the Find What formatting without replacing it, choose the default formatting. For example, to remove boldface, you would choose **Not Bold** in the Font Style list in the Font dialog box.

FIGURE 12.9

Use the Format button to select the formatting to find and replace.



Click to select formatting

6. Continue with the usual replace procedure.

To remove formatting from the Find What or Replace With text boxes when you perform future find and replace operations, click in the appropriate text box and click the No Formatting button.



If you like, you can combine formatting and text in the Find and Replace dialog box. For example, you could type the words *Puget Sound* in the Find What text box and then type *Puget Sound* in the Replace With text box and specify a single underline. This would search for and underline every instance of Puget Sound in your document.

Finding and Replacing Special Characters

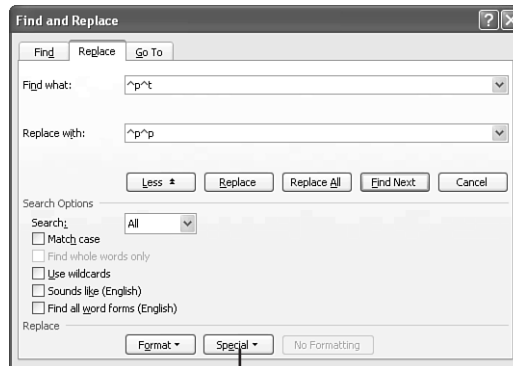
In addition to finding and replacing regular text and formatting, you can also work with special characters. This enables you to do such things as search for manual page breaks and fields, remove extra blank lines, and so on. As you'll see, Word uses a code that consists of the caret symbol (^) followed by a single letter to represent each special character. For example, the code for a paragraph mark is ^p. Fortunately, you don't have to memorize these—you can simply select the special characters from a list.

Follow these steps to search for and replace special characters:

1. Display the **Replace** tab of the Find and Replace dialog box, and click in the **Find What** text box. If the dialog box isn't already expanded, click the **More** button.
2. Click the **Special** button to display a list of special characters, and click the one you want. Depending on what you're doing, you may need to enter more than one symbol in the text box. For example, if your goal is to remove the tabs at the beginning of each paragraph and separate the paragraphs with blank lines instead, you would enter ^p^t in the Find What text box to search for a paragraph mark (which ends each paragraph) followed by a tab character (which begins the next paragraph).
3. Click in the **Replace With** text box and use the **Special** button to insert the characters replacing the ones in the Find With text box. Using the same example, you would enter ^p^p in the Replace With text box to replace each instance of a paragraph mark followed by a tab with two paragraph marks, thus removing the tab and adding a blank line (see Figure 12.10).

FIGURE 12.10

This find and replace operation will remove the tabs at the beginning of each paragraph and separate paragraphs with blank lines.





After you have learned the codes that Word uses for the various special characters, you can type them directly into the Find What and Replace With text boxes instead of using the Special button.

4. Continue with the usual replace procedure.



You can combine text and symbols in the Find What and Replace With text boxes if you like. For example, you could search for the word *Part* wherever it follows a manual page break by typing `^mPart` in the Find What box. (The symbol for a manual page break is `^m`.)

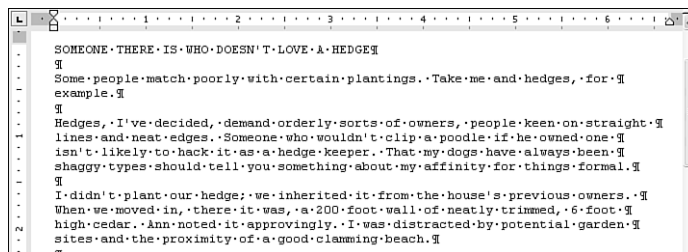
Using Find and Replace to Remove Breaks Within Paragraphs

It's not uncommon to receive a document—perhaps a text-only file or text that was copied from an e-mail message—that has paragraph marks (§) or line-break characters (↵) at the end of each line within the paragraphs (see Figure 12.11). Before you edit the document in Word, you will want to remove all of these extra symbols and only leave the two paragraph marks (or two line-break characters) at the end of the paragraphs. Rather than tediously removing the rogue symbols one by one, you can ask Word to remove them for you by following these steps:

1. Make sure the **Show/Hide** ¶ button in the Standard toolbar is turned on so that you can see the paragraph marks or line-break characters. Press **Ctrl+Home** to move to the top of the document. (Or, if you only need to perform this operation on a particular block of text, select it now.)
2. Choose **Edit, Replace**. In the **Find What** text box, type two of Word's codes for the appropriate symbol. (Use `^p^p` if you are removing paragraph marks, or `^l^l` if you're removing line-break characters.)

FIGURE 12.11

You can use Find and Replace to strip out all of the paragraph marks or line-break characters within the paragraphs.



3. In the **Replace With** text box, type two codes of your liking, such as [p][p] or [l][l]. Just make sure that your code does not appear anywhere in the text of the document because you will be replacing all of them momentarily. Perform the replace operation. Now the only ¶ or ↵ symbols left in the document will be the single ones at the end of lines within a paragraph, which you want to remove.
4. Replace all instances of the symbol with nothing. In other words, enter either a ^p or an ^l in the **Find What** text box and leave the **Replace With** text box empty.



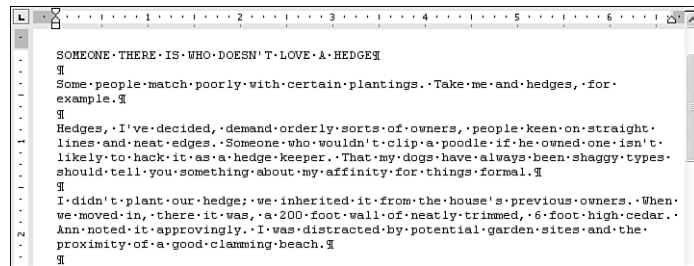
Depending on the document, you may need to type a single space in the Replace With text box instead. If leaving the Replace With text box empty results in a document where two words are run together at the end of each line, use Undo to reverse the find and replace procedure, and then repeat the steps with a space in the Replace With text box instead.

5. Replace all instances of your two codes ([p][p] or [l][l]) with two of Word's symbols (^p^p or ^l^l).

Figure 12.12 shows the same document after the errant symbols have been stripped out.

FIGURE 12.12

All of the extra symbols are now gone from the document.



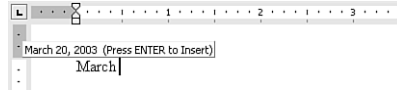
Inserting the Date

Your computer has a clock that keeps track of the date and the time. Instead of typing the entire date yourself, you can have Word take this information from the computer and insert it for you.

Begin typing today's date. After you type the month and a space after it, a ScreenTip containing the completed date appears (see Figure 12.13).

FIGURE 12.13

A ScreenTip appears after you type the month in the current date.



Press Enter to let Word fill in the rest of the date for you.



As soon as you type the fourth letter in a month that is longer than five letters, a ScreenTip containing the completed month appears. Press Enter to insert the month quickly.

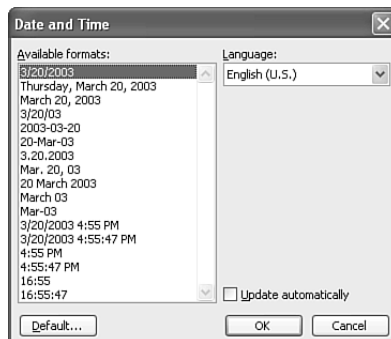
You can also insert the date as a *field*, which lets Word update it to the current date for you when you open the document in the future. Inserting a date as a field is useful in documents that you open frequently because the date is always current. This is a good technique to use when you don't need the date within the document to verify when the document was first created and saved. The previous date will always be replaced with the current date when the file is opened.

If you want to insert the date as a field, follow these steps:

1. Choose **Insert, Date and Time** to display the Date and Time dialog box (see Figure 12.14).

FIGURE 12.14

The Date and Time dialog box enables you to insert the date as a field.



2. Mark the **Update Automatically** check box.
3. Click the date format that you want to use.
4. If you want to use this format all of the time, click the **Default** button and then click **Yes** in the message box that appears.

5. Click **OK** in the Date and Time dialog box.

To delete a date that you've inserted as a field, select it first and then press Delete or Backspace.



If Word inserts the wrong date in your document, you have to correct your computer's clock. Double-click the time at the right end of the taskbar to display the Date and Time Properties dialog box. Specify the correct date in the Date & Time tab, and click OK.

Inserting Other Fields

You already know how to insert page number and date fields. Word lets you insert many other types of fields as well. For example, you can insert the `FileName` field in the footer so that the document's filename prints at the bottom of every page, or you can add the `UserAddress` field to the top of a letter to quickly insert your return address. You may not need to use any of these other fields, but it's worth poking around a bit to see if some of them might make your life easier. As you work with fields, these tips may come in handy:

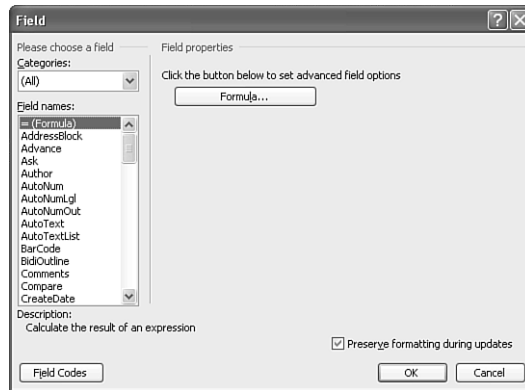
- To force a field to update, select it and press F9. If you want to update all of the fields in your document, select the entire document and press F9.
- To see the underlying field code instead of the result of the code, select the field and press Shift+F9. To switch back to seeing the result of the code, press Shift+F9 again. If you want to display the underlying field codes for all of the fields in your document at once, press Alt+F9 (this shortcut is also a toggle).
- To control whether fields appear gray in your documents, choose Tools, Options; click the View tab; and display the Field Shading list. If you only want them to turn gray when they're selected, choose When Selected. If you want them to always be gray, choose Always. If you don't want them to ever appear gray, choose Never. Then click OK. The gray shading just makes it easier for you to differentiate between fields and regular text onscreen—it doesn't print.
- To convert a field to regular text so that it won't update automatically, select the field and press Shift+Ctrl+F9. If you do this, you can't convert it back to a field again.
- To delete any field, select it and then press Delete or Backspace.

Follow these steps to insert a field in your document:

1. Move the insertion point to the location where you want to insert the field. In many cases, you will want to insert the field in the header or footer. (See “Creating Headers and Footers” in Hour 8, “Formatting Pages,” if you need help.)
2. Choose **Insert, Field** to display the Field dialog box (see Figure 12.15).

FIGURE 12.15

The Field dialog box enables you to insert all kinds of fields in your document.



3. Click various categories in the **Categories** drop-down list in the upper-left corner of the dialog box. The fields in the selected category appear in the Field Names list.

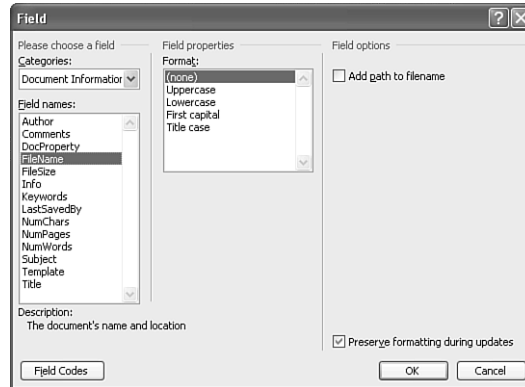


Some of the categories containing fields that are useful to the average Word user are Date and Time, Document Information, and User Information.

4. When you find the field that you want to insert, click it in the **Field Names** list. The right side of the Field dialog box updates to give you options for customizing the field (see Figure 12.16).
5. Customize the field by making selections under **Field Properties** and **Field Options** if you like. In the example shown here, the **FileName** field allows you to set the case in which the filename will appear in your document. It also has an option for including the path in the filename. If you mark this check box, the field not only displays the name of the document itself, such as resume.doc, but also displays the location of the file, as in C:\Documents and Settings\Sean Boulding\My Documents\Job Search\resume.doc.

FIGURE 12.16

When you select a field name on the left, the right side of the dialog box displays options for customizing it.



6. When you've made your selections, click **OK** to insert the field in your document.



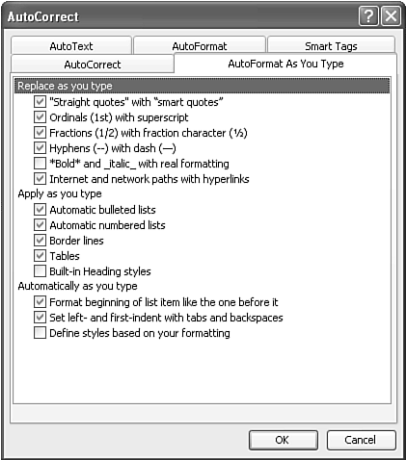
If you liked the method of inserting fields used in versions of Word prior to Word XP (also called Word 2002), you can continue to use it. To do so, click the Field Codes button in the lower-left corner of the Field dialog box and then click the Options button to display the Field Options dialog box. If you want to return to the "new" interface for inserting fields, click the Hide Codes button.

Inserting Symbols and Special Characters

Many everyday documents, such as letters and memos, require special characters here and there. For example, you might need to use the trademark symbol (™), a long dash (—), or the ellipsis (...). Word inserts many of these symbols for you automatically as you type. If it doesn't insert the one you need, you can probably find it in the Symbol dialog box.

To see what symbols Word inserts automatically, first choose Tools, AutoCorrect Options to display the AutoCorrect dialog box, and click the AutoCorrect tab. As you saw in "Correcting Text Automatically" earlier in this hour, when you type the characters in the left column, Word replaces them with the symbols on the right. Next, click the AutoFormat As You Type tab. The Replace As You Type options at the top of the dialog box insert many symbols for you as well (see Figure 12.17). Click the Cancel button to close the AutoCorrect dialog box.

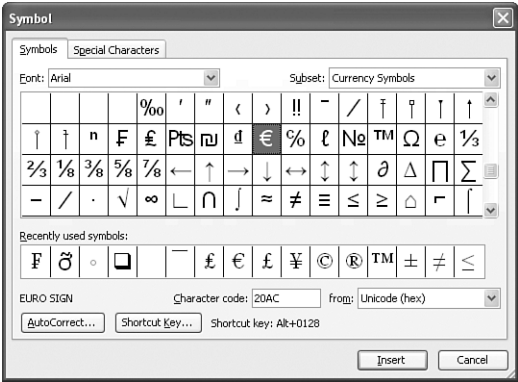
FIGURE 12.17
The Replace As You Type options insert many symbols for you as you type.



To insert a less commonly used symbol, follow these steps:

1. Click where you want the symbol to go, and choose **Insert, Symbol** to display the Symbol dialog box (see Figure 12.18).

FIGURE 12.18
The Symbol dialog box lets you insert all sorts of symbols.



2. Click the **Symbols** tab if it isn't already in front.
3. Scroll through the grid to see what symbols are available. To navigate quickly to a particular subset of symbols, select the subset of interest in the **Subset** drop-down list.
4. If you don't see the symbol you are looking for, display the **Font** drop-down list and choose a different font set. To insert a symbol in the font of the text at the

location of the insertion point, choose (**Normal Text**) at the top of this list. (You may also want to check out the Webdings and Wingdings sets because they include some fun symbols.)

5. To insert a symbol, double-click it, and then click the **Close** button.



Word tracks the symbols you have used the most recently and displays them in the Symbols dialog box under Recently Used Symbols. If you see the one you want, just double-click it. Another quick way to insert a symbol is to use its keyboard shortcut. To find out what the keyboard shortcut for a symbol is, select the symbol in the Symbol dialog box and then refer to the bottom of the dialog box. In Figure 12.18, the Euro symbol is selected and the shortcut key listed at the bottom of the dialog box is 20AC, Alt+X. (You type **20AC**, and then hold down the Alt key as you press X.) These shortcut keys are not case sensitive (you could type 20ac, Alt+X as well).

Sorting Lists

Many people aren't aware that Word enables you to sort lists in alphabetical order, or by number or date. Remember this feature the next time you have to type a phone list!

To sort a list, follow these steps:

1. Select the entire list.
2. Choose **Table, Sort** to display the Sort Text dialog box (see Figure 12.19). Yes, it is a bit odd that the Sort command is in the Table menu, but there you have it.
3. By default, Word assumes you want to sort your paragraphs alphabetically, so Text is selected in the Type box. (If you want to sort by numbers or by date, display the Type list and choose Number or Date.)

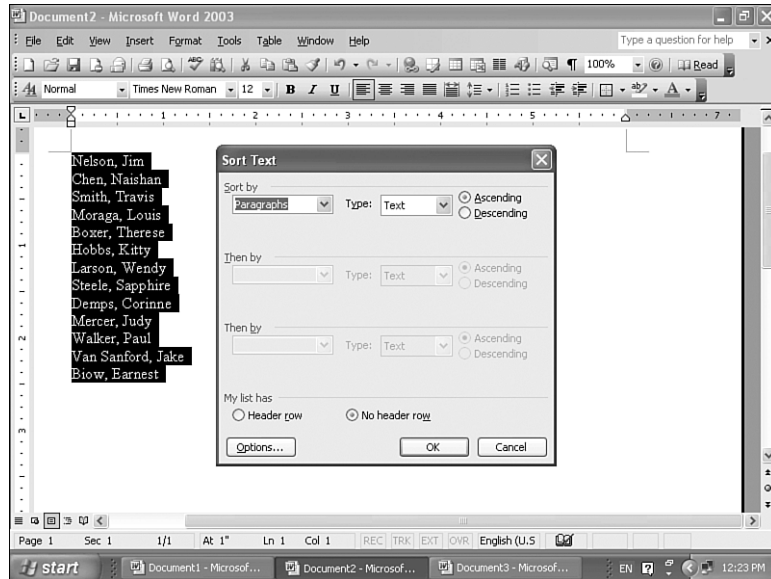


You can also use the Sort Text dialog box to sort rows in a table. You'll learn how to do this in Hour 15, "Columns and Tables."

4. Click **OK** to sort the list.

FIGURE 12.19

Select all of the paragraphs you want to sort, and then display the Sort Text dialog box.



Inserting Footnotes and Endnotes

If you work in academia or are a researcher in the private sector, chances are you need to use footnotes and endnotes in your documents. Word's footnotes and endnotes feature is straightforward and easy to master. It handles all of the formatting for you and automatically numbers the footnotes/endnotes, renumbering as necessary when you insert new footnotes/endnotes in your document. Figure 12.20 shows a document with the Word window split to show you two footnote references at the top of the document, as well as the footnotes themselves at the bottom of the page. Endnotes are exactly like footnotes, except that they appear at the very end of the document instead of at the bottom of the page that contains the reference. You can have both footnotes and endnotes in the same document.

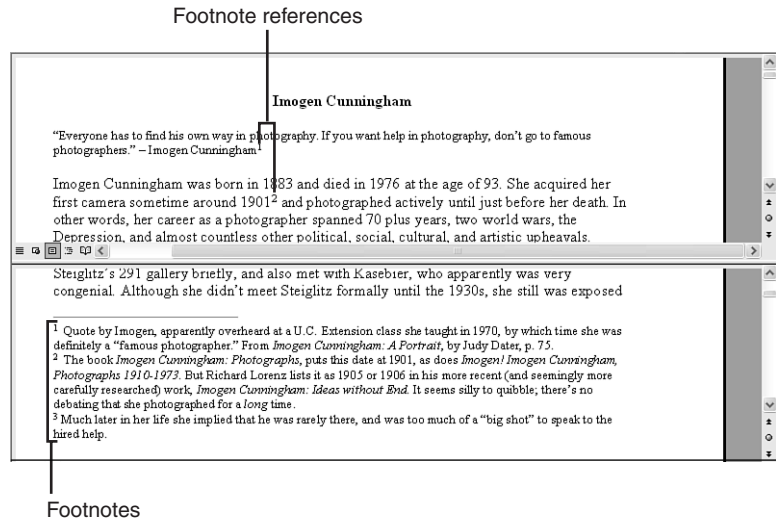
When you point to a footnote or endnote reference, a ScreenTip containing the footnote or endnote text pops up, as shown in Figure 12.21.

To insert a footnote or endnote, follow these steps:

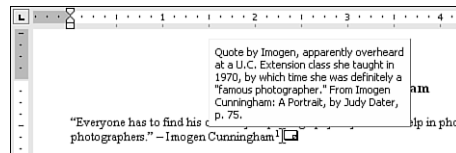
1. Switch to Print Layout view, and move the insertion point to the location where you want to insert the footnote or endnote.
2. Choose **Insert, Reference, Footnote** to display the Footnote and Endnote dialog box (see Figure 12.22).

FIGURE 12.20

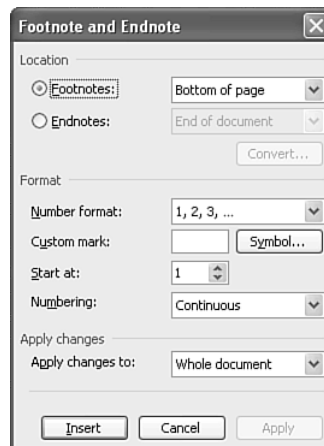
Word's footnote/endnote reference marks are automatically numbered.

**FIGURE 12.21**

Word displays a ScreenTip containing the footnote or endnote when you point to a reference in the text.

**FIGURE 12.22**

Word handles all of the formatting and numbering of footnotes and endnotes for you.



3. Under Location at the top of the dialog box, mark the **Footnotes** or **Endnotes** option button, and use the associated drop-down list to specify where you want the footnote or endnote to appear. (Footnotes can appear at the bottom of each page or

- immediately below the text if the text doesn't fill the page. Endnotes can appear at the end of the entire document, or, if the document is divided into sections, at the end of each section.)
4. Under **Format**, specify the number format you want to use, as well as the starting number and the numbering style (continuous, restart in each section, or restart on each page).
 5. If you have used section breaks to divide your document, use the **Apply Changes To** drop-down list to specify whether you want the settings you're choosing in this dialog box to apply to the entire document or the current section.
 6. Click the **Insert** button.
 7. Word inserts the footnote/endnote reference at the location of the insertion point in step 1 and brings your insertion point to the bottom of the page (for footnotes) or document (for endnotes) so you can type your footnote or endnote text. Note that Word inserts a *separator line* above the footnote/endnote (refer to Figure 12.20).
 8. Type the text of your footnote/endnote. When you're done, press **Shift+F5** to jump back to the location where you inserted the reference in the text.



After you've followed the preceding steps to establish your footnote or endnote settings and insert your first footnote or endnote, you can insert subsequent footnotes by pressing **Alt+Ctrl+F**, and endnotes by pressing **Alt+Ctrl+D**.

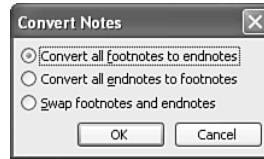
To delete a footnote or endnote, select the reference number in the text and press **Delete**. If you want to move or copy a footnote or endnote, select the reference mark in the text and use any of the standard cutting and pasting techniques. The note will move to reflect the new location of the reference mark, and the mark and note will be renumbered.

If at some point you decide you'd like to convert all of your footnotes to endnotes, or vice versa, follow these steps:

1. Choose **Insert, Reference, Footnote**.
2. In the Footnote and Endnote dialog box, click the **Convert** button.
3. In the Convert Notes dialog box that appears (see Figure 12.23), choose one of the three options and click **OK**. (Two out of the three options will be dim if your document contains only footnotes or endnotes, but not both.)
4. Click **Close** to close the Footnote and Endnote dialog box.

FIGURE 12.23

You can convert footnotes to endnotes, and vice versa.



You can change the footnote or endnote separator line if you like. To do so, switch to Normal view and choose View, Footnotes. If you have both footnotes and endnotes in your document, the View Footnotes dialog box appears. Select View Footnote Area or View Endnote Area, select Footnote Separator or Endnote Separator in the Footnotes or Endnotes drop-down list, and then select and delete the existing separator line. You can then insert a new line by typing it by hand (entering a row of asterisks, for example) or by using the keyboard techniques for adding different types of borders described in the tip at the end of the “Adding Borders and Shading” section of Hour 7, “Formatting Paragraphs.”

Automating Tasks with Macros

The term *macro* refers to a piece of programming code that accomplishes a particular task in Word. (Word macros were formerly written in WordBasic, but starting with Word 97 they have been written in Visual Basic for Applications.) Back when word processing programs were truly designed to help you process words and not much more, macros were well worth learning about. Now, however, Word has expanded to include many features that perform tasks we once used macros for. For example, macros were once useful for inserting large blocks of “boilerplate” text, but we now can use the AutoText feature to accomplish this task. Furthermore, to create complex macros, you need to understand a fair amount about programming in general and Visual Basic in particular.

Nonetheless, there are two aspects of working with macros that you might want to understand:

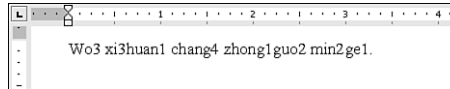
- How to use existing macros—If you know this, then if your company or someone else gives you a macro, you’ll know what to do with it.
- How to record a keyboard macro—To create a complex macro, you have to write the VB code from scratch. However, you can create keyboard macros by simply recording the keystrokes you want the macro to automate. Word creates the Visual Basic for Applications code for you.

Macros are so versatile that there is no “representative” example of an existing one that you might want to use. However, it might still be helpful to “see” one in action: A macro

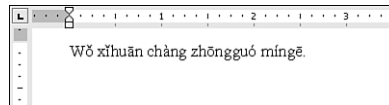
called AddTones, available for download on the Web, inserts diacritic marks over romanized Chinese words (words written using *pinyin* instead of characters) to indicate tones. For example, if the user writes the text shown in Figure 12.24 and then selects it and runs the AddTones macro, it results in the text shown in Figure 12.25.

FIGURE 12.24

The user types numbers to represent the four tones in Mandarin Chinese.

**FIGURE 12.25**

The AddTones macro converts the numbers to diacritic marks over each word.



Using Existing Macros

As you learned in Hour 10, “Working with Templates,” macros are stored in templates (along with styles, AutoText entries, and toolbars). When someone gives you a macro, it will arrive in a Word template (a file with a .dot extension). If you only need to use a macro when you’re working with a document based on the template that contains the macro, you can store the template in the Templates folder. However, if you’d like the macro to be available whenever you are using Word, you need to store the template in Word’s Startup folder or use the Organizer to copy the macro into the Normal template (see “Copying Items from One Template to Another” in Hour 10).

To locate either the Templates folder or the Startup folder, follow these steps:

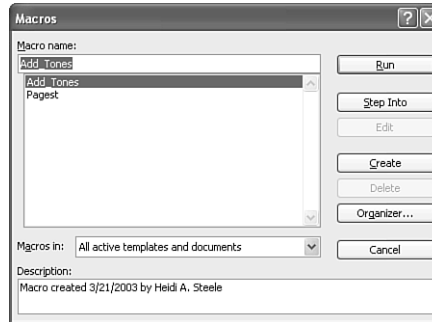
1. Choose **Tools, Options**, and click the **File Locations** tab in the Options dialog box.
2. Double-click **User Templates** or **Startup**.
3. Display the **Look In** drop-down list in the Modify Locations dialog box and note the location of the folder.
4. Click the **Cancel** buttons to back out of this dialog box, and then click **Close** to close the Options dialog box.

After you’ve stored the Word template that contains the macro in the right folder, you need to know how to run it. To run a macro, follow these steps:

1. Start a new document based on the template that contains the macro.
2. Choose **Tools, Macro, Macros** (or press **Alt+F8**) to display the Macros dialog box. See Figure 12.26.

FIGURE 12.26

The Macros dialog box lists your available macros.



3. Double-click the macro you want to run.



Word templates containing macros can and often do carry viruses. You need to be extremely cautious about using macros that you find on the Web. If you want to check your macro security settings, choose Tools, Options; click the Security tab; and click the Macro Security button. For most people, the Medium option is a good one to use.

To delete a macro, display the Macros dialog box (Tools, Macro, Macros), select the macro, and press the Delete key.

Recording Your Own Macro

If you find yourself frequently repeating the same procedure on multiple documents—whether it involves typing, editing, formatting, or a combination of all three—it might be worth recording the keystrokes in a macro. For example, if you frequently have to remove paragraph marks or line-break characters from within paragraphs (as described in “Using Find and Replace to Remove Breaks Within Paragraphs” earlier in this hour), you can record the steps outlined in that section in a macro.



Keep in mind that a recorded macro works best if all of the documents you run it on are consistent. If they differ so much that the exact same set of keystrokes won't work on all of them, you won't be able to use this type of simple recorded macro. For example, a macro that removes breaks within paragraphs using the steps described earlier in this hour won't work if the document contains some single-line paragraphs that don't have blank lines in between them, and you need to keep those paragraphs as is (the macro would run them together).

The general steps for recording a macro are as follows: You choose a name for your macro, optionally create a toolbar button or keyboard shortcut for it, and then start recording your keystrokes. After the “tape recorder” is turned on, Word will record your every keystroke and menu command, whether you performed it accidentally or not. Consequently, it’s wise to run through your keystrokes with a sample document first to make sure they work as intended before you create the macro. The last step is to turn off the tape recorder after you’ve recorded all of the keystrokes and menu commands.

If you do make a mistake recording your macro, the easiest way to fix it is to rerecord the macro, keeping the same macro name so that you overwrite the original. To edit the macro, you have to know something about Visual Basic.



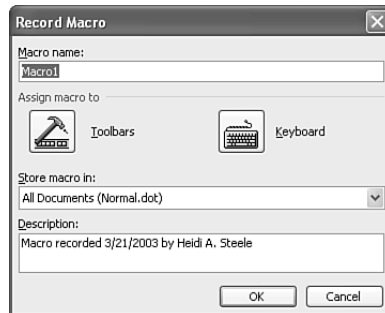
While you’re recording a macro, you can use the mouse to issue menu commands and select options in dialog boxes, but you must use the keyboard to select text. See Hour 2, “Entering Text and Moving Around,” if you need help with this.

Here are the specific steps for recording a macro:

1. If you want to create a toolbar button for the macro, make sure the toolbar is displayed in your Word window. And if you want to store the macro in a template other than the Normal template, start a document based on that template now.
2. Choose **Tools, Macro, Record New Macro** to display the Record Macro dialog box (see Figure 12.27).

FIGURE 12.27

The Record Macro dialog box lets you define basic information about your macro.



2. Type a name for your macro in the **Macro Name** text box, and optionally type a description for it in the **Description** text box.



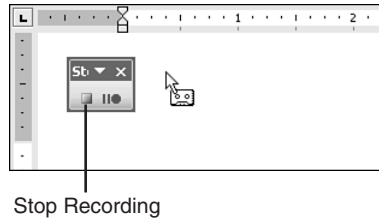
Here are the naming conventions for macros: The first character in the name cannot be a number. The name cannot include a space; period; exclamation point; or the characters @, &, \$, or #. (You can use underscores.) Finally, the names cannot exceed 255 characters in length.

3. If you want to store the macro in a template other than the Normal template, select it in the **Store Macro In** drop-down list.
4. Optionally, click the **Toolbars** or **Keyboard** button to create a toolbar button or keyboard shortcut for the macro. If you don't want to do this, click **OK** and skip to step 7.
5. If you clicked the Toolbars button, the Commands tab of the Customize dialog box appears. Under Commands on the right side of the dialog box, a temporary name for your macro, such as Normal.NewMacros.MyMacro, appears. Drag this name out of the dialog box and onto the toolbar where you want the macro's toolbar button to go. Then right-click the button in the toolbar, select the temporary name to the right of the **Name** command in the context menu, type the name you want to appear on the button, and press **Enter**. Finally, click **Close** to close the Customize dialog box.
6. If you clicked the Keyboard button, the Customize Keyboard dialog box appears with the name for the macro listed under Commands. With the insertion point in the **Press New Shortcut Key** text box, press the key combination that you would like to use for your macro (actually press the keys; don't type the names of the keys). The dialog box refreshes and tells you whether the keyboard shortcut you pressed is assigned. When you find a key combination that's currently unassigned (or one that you don't mind overwriting), click the **Assign** button, and then click **Close**.
7. The dialog box you were using disappears, a small Stop Recording toolbar appears, and your mouse pointer changes to show a tape recorder (see Figure 12.28). At this point, the "tape recorder" is now turned on. Enter all of the keystrokes that you want to record.
8. When you are finished, click the **Stop Recording** button on the Stop Recording toolbar.

Word automatically stores the macro in the template you specified, and it will appear in the Macros dialog box the next time you choose Tools, Macro, Macros.

FIGURE 12.28

A special mouse pointer indicates that Word is recording your keystrokes.



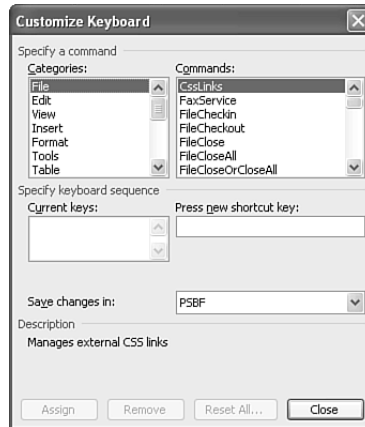
Creating Custom Keyboard Shortcuts

In the preceding section, you learned how to create a keyboard shortcut for a macro. You can also create keyboard shortcuts for AutoText entries, styles, fonts, common symbols, or any Word command that you use frequently. To do so, follow these steps:

1. Choose **Tools, Customize** to display the Customize dialog box.
2. Click the **Keyboard** button to display the Customize Keyboard dialog box (see Figure 12.29).

FIGURE 12.29

Use the Customize Keyboard dialog box to add keyboard shortcuts for tasks you perform frequently.



3. On the left side of the dialog box, click the category that contains the command for which you want to assign a keyboard shortcut. (Scroll to the end of the **Categories** list to find categories for macros, fonts, AutoText, styles, and common symbols.)
4. On the right side of the dialog box, click the command. If it already has a keyboard shortcut assigned to it, the shortcut will appear in the **Current Keys** text box.
5. With the insertion point in the **Press New Shortcut Key** text box, press the key combination that you would like to use for your command (actually press the keys; don't type the names of the keys). The dialog box refreshes and tells you whether the keyboard shortcut you pressed is already assigned.

6. When you find a key combination that's currently unassigned (or one that you don't mind overwriting), click the **Assign** button, optionally create more keyboard shortcuts, and then click **Close** twice.

Summary

You can create perfectly respectable documents without using anything that you learned about in this hour. But if you do use even a few of these editing shortcuts, you can greatly reduce, or even eliminate, the tedious and repetitious typing that often goes along with word processing. In the next hour, you learn a variety of techniques for working with long documents.

Q&A

Q I created some AutoText entries that I want to share with my co-workers. How do I do that?

A AutoText entries are stored in templates, so you need to give your co-workers access to the template containing the entries you created. Refer to “Copying Items from One Template to Another” in Hour 10 if you have to move your AutoText entries to the template that you want to share. Review “Sharing Your Template with Others” in Hour 10 if you need suggestions for ways to share your template.

Q The Insert, AutoText menu contains categories such as Attention Line, Closing, and Header/Footer. What are these?

A Each of these menu items leads to a submenu of “prefabricated” AutoText entries that come with Word. To use one of these entries, simply click in the desired location and choose it from the submenu. If the entries you have created are formatted with the Normal paragraph style, they will appear in the Insert, AutoText menu under the category Normal. If they aren't, Word is inconsistent about how it lists them in the menu, so it is simplest to create your entries using the Normal style and then apply other styles to the text after you've inserted entries in your document.

Q When I'm using the Find and Replace dialog box, I frequently spot things in my text that I want to edit. Do I have to close the dialog box before making these changes?

A No. The Find and Replace dialog box is one of the few dialog boxes that can remain open while you edit your text. Just drag the dialog box's title bar to move it out of the way, and then click in your text to deactivate the dialog box and activate your document. When you want to go back to using the dialog box, click its title bar to activate it again.