Microsoft Word Tips for Writers

Suzanne S. Barnhill
Presentation to Pensters Writing Group
October 13, 2018
In 2005, I presented a similar program to the Baldwin Writers Group. I was surprised to find myself planning to say pretty much the same things today!
Agenda

• Where to get help
• What version of Word do I have?
• Optimizing the Word environment
• General suggestions for the best use of Word
• How to:
  – Set margins and indents
  – Format paragraphs
  – Use tabs correctly
  – Add a header or footer and page number
  – Apply and modify styles
• Q&A
Where to Get Help

• For reference (simple steps, tutorial videos): Microsoft Office Support (https://support.office.com/)
• For reference (more depth): my tutorials (http://wordfaqs.ssbarnhill.com/) and those of other Word MVPs (on my Useful Links page)
• To ask questions: Microsoft Community forums (https://answers.microsoft.com/en-us/)
What Version of Word Do I Have?

When you’re looking for help online (either reference or asking a question), you need to know what version of Word you have (the version of Windows may also be important). Here’s how to tell.
You’ve Come a Long Way!

The document window in Word 2.0 for Windows
Specific Version Information

Word 2003: Help | About Microsoft Office Word

Microsoft Office Word 2003 (11.8411.8405) SP3
Part of Microsoft Office Professional Edition 2003
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Suzanne S. Barnhill
Product ID: [redacted]

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Specific Version Information

Word 2007

Office Button | Word Options | Resources | About
Word 2010—File tab with lowercase tab labels
Word 2013/2016/2019 (Office 365)—FILE tab and all caps tab labels in Word 2013, reduced color in all versions
Specific Version Information

Word 2013 and above: File | Account
The Word Environment

• You do not have to use Word out of the box
• You can customize many aspects of the appearance of your Word window and of your Word documents
• Word offers many ways to make your favorite tools more accessible
The Quick Access Toolbar (QAT)

- By default it is above the Ribbon and has only three tools: **Save**, **Unde**o, and **Repeat/Redo**. (Only two of those are even useful.)
- If you move the QAT below the Ribbon, you can add many more tools and bring them closer:

Click here and choose **Show Below the Ribbon**

Click here to display the ruler (in Word 2013 and above: **View | Ruler**
The Status Bar

- By default, the status bar shows only the page number and the number of words on the left and the View and Zoom settings on the right.

- If you right-click on it, you can get a menu that lets you add many other options:
Set Margins and Indents

• Difference between margins (for documents and sections) and indents (for paragraphs)
• Set margins from ruler
• Set margins from **Page Setup** dialog
• Access **Page Setup** dialog by double-clicking on the top of the ruler
• Margins are a section property; if you want to change them for the entire document, make sure “Whole document” is selected
Indents for Poetry

Papa Sun

Be like Papa Sun,
Who says his "am"
From dawn to dusk,
Without apology.

Be like Papa Sun,
Who "never once curtails his light"
But makes us seek a shade
When we are overwhelmed.

Be like Papa Sun,
Who "says goodbye in golden melt"
And "lets us sleep at night"
But then at morn in radiant pink
Returns in all his might."
Format Paragraphs

• The ruler and the Home tab offer some ways to format paragraphs.
• For more precise settings, use the **Paragraph** dialog.
• To access the **Paragraph** dialog, right-click in the paragraph and choose **Paragraph**... from the shortcut menu.
• Difference between line spacing and Space Before/After.
Dear General Barnsmouth:

I am the new owner of Lot #5234-1 A “S. Trident” which was bought with a bid of $5000 through U.S. Government Surplus Catalogue dated June 30, 1979. I took my deed to the courthouse in Weaverville, where we finally located the property, which I had not seen heretofore. (I made my bid sight unseen, figuring how could I go wrong at that price?) Anyway, upon arrival, we found the fence locked. Since it is a very heavy-duty 16-foot chain-link fence with four strands of barbed wire along the top, it was necessary to cut a new gate. Could you tell me where to go for the keys to the brass lock on gate # 7? Also, the electricity is on and there’s a good bit of equipment still here. By the way, in a concrete pipe marked “Silo #4”, there seems to be some sort of rocket. Until I hear from you, I am merely guarding the place and touching nothing.

Yours,
How Not to Use Tabs
Add a header or footer

• Double-click in the header area to open the header pane.
• Type your desired header content.
• Use tabs to position text.
• Use Alt+Shift+P to insert a simple page number.
• Scroll down and click in the footer area to add footer content.
• Use Previous/Next to navigate between multiple headers and footers.
• Avoid the premade Header and Footer building blocks.
Header and Footer Tricks

• By default, a header or footer in one section will continue in the next section, but you can unlink them.

• You can have up to three different headers/footers in any one document/section.

• You can restart numbering or change the number format without unlinking headers.

• You can use the StyleRef field to change header content.
Why Use Styles?

• They allow you to apply complex font and paragraph formatting with a single click.
• They ensure that paragraphs with the same purpose have the same format.
• They allow you to update all similar paragraphs at once if you change your mind about formatting.
Ways to Display Styles

• Quick Styles gallery (visible only when Home tab is displayed)
• Styles pane (visible when enabled, but can cramp screen; can be torn off and resized)
• Apply Styles dialog (stays open and can float anywhere on screen)
• Style dropdown on the QAT (always visible but has some limitations)
Quick Styles Gallery

Click here to open Styles pane

More at http://wordfaqs.ssbarnhill.com/ManageStyles.htm
Apply Styles Dialog

Use **Ctrl+Shift+S** to display the **Apply Styles** dialog
Style Dropdown on QAT

Press Shift while clicking the down arrow to force Word to display All Styles.
Books I’ve Typeset

http://wordsintotype.ssbarnhill.com/Books.htm

Since 2000 I have typeset a number of books for local small presses. Following is some information on those books (click on each thumbnail for more information):

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Year</th>
<th>Pages</th>
<th>Price</th>
<th>Library of Congress Control Number</th>
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<tr>
<td>Marlene Patterson</td>
<td><em>In the Claws of the Vulture</em></td>
<td>Fairhope, AL: Over the Transom Publishing Company, 2000</td>
<td>Paperback 172</td>
<td>$12.95</td>
<td></td>
<td>00-108904</td>
<td>0-9643727-6-2</td>
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<td>Bernard W. Ingraham</td>
<td><em>I Hear Music: A Physicist's Musings on the Quirky Interconnections of Life</em></td>
<td>Fairhope, AL: J. Johnson, L.L.C., 2001</td>
<td>Hardcover 80</td>
<td>$12.95</td>
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<td>0-9643727-7-0</td>
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<td>Marilou Timmins and Robert R. Hull</td>
<td><em>Meet Me at the Butterfly Tree: A Fairhope Memoir</em></td>
<td>Fairhope, AL: Over the Transom Publishing Company, 2001</td>
<td>Paperback 64</td>
<td>$15.95</td>
<td></td>
<td>2002111103</td>
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<td>Samuel N. Crosby</td>
<td><em>The Sleeping Juror &amp; Other Baldwin County Courtroom Tales &amp; History</em></td>
<td>Montgomery, AL: Alabama Law Foundation, 2002</td>
<td>Paperback 152</td>
<td>$15.00</td>
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<td>2002111103</td>
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<td>Joanne Bailey</td>
<td><em>Looking for the Lights &amp; the Music: An American Family's Odyssey During the Great Depression and World War II</em></td>
<td>Fairhope, AL: Over the Transom Publishing Company, 2002</td>
<td>Hardcover 574</td>
<td>$29.00</td>
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<td>James Glennon Hether</td>
<td><em>Shopping and Re-Solving</em></td>
<td>Fairhope, AL: Over the Transom Publishing Company, 2003</td>
<td>Paperback 123</td>
<td>$12.00</td>
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<tr>
<td>Linda Spalla</td>
<td><em>Lead by Example: 30 Tips for Dynamic Female Leaders</em></td>
<td>Fairhope, AL: Over the Transom Publishing Company, 2003</td>
<td>Paperback 64</td>
<td>$15.95</td>
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In addition to the books listed above, I’ve typeset a number of works of autobiography and family history to be privately printed/published for family members and friends of the authors. I’ve also compiled, edited, and published for my own family two volumes of my father's letters, including *One Man's War*, a collection of letters he wrote from Italy while stationed there during World War II.