

Tracking Document Changes

Track any revisions made to a document by marking the changes made. This feature can be useful when working on several drafts of a document, especially when several people are editing a document.

To turn on this feature:

1. Open the document you want to revise.
2. Go to **Tools**→**Track Changes**→**Highlight Changes**.
3. Select the *Track changes while editing* checkbox.
Note: To hide the revision marks but continue tracking changes while you work, clear the *Highlight changes on screen* check box and/or clear the *Highlight changes in printed document* check box if you wish to hide the revision marks when printing the document).
4. Choose **Options** if you wish to customize how revision marks are displayed.
5. When you click **OK**, all revisions in the document are marked.

To switch off revision marking:

1. Clear the **Track changes while editing** check box in **Tools**→**Track Changes**→**Highlight Changes** dialog box.
2. To accept or reject tracked changes use **Tools**→**Track Changes**→**Accept or Reject Changes**.
3. The **Tools**→**Track Changes** menu also includes a **Compare Documents** option, which can be useful when working on several copies of the same document.

Comments

Comments are initialed and numbered comments that are written and displayed in a special pane so that they do not affect the document text. It is useful to select the text you want to comment on before you insert a comment. That way, when you (or a reviewer) look at the comment, the selection is highlighted, which makes it clear to the viewer what the comment refers to.

To insert a comment:

1. Select the text or item you want to comment on.
2. Go to **Insert**→**Comment**. Word inserts a comment mark (initials and a number) in the document in a hidden text format, highlights the selected text and opens the comments pane.
3. Type the comment text in the comment pane and click **Close** to return to the document. Alternatively you can keep the comments pane open and go back into the document to add additional comments.

To view comments:

1. Navigate through the document to find the comments.
2. Hold the mouse cursor steady over the highlighted commented text in the document to see a popup window containing the comment.

3. Alternatively, go to **View**→**Comments** to view and edit the comment. (If the Comments option is grayed out, that means your document doesn't contain any comments.) Word will split your document window and display all of the comments in the Comments pane at the bottom. You can, of course, review the comments right there, but that view doesn't let you see the context in which the comments were entered. Fortunately, there's an easy way to navigate to the comment's location in the document window:
 - Click once on any of the entries in the Comments pane. When you do, Word will move to the location in the document where the comment was inserted.

To print comments:


1. From **File**→**Print**, choose **Comments** under the Print What option.

There are three ways to close the *Comments* pane:

1. Go to **View**→**Comments**.
2. Click **Close** on the Comments pane.
3. Press [Shift][Alt][C]. (Since the "C" in "Closed" is underlined, you'd probably expect to be able to press [Alt][C] to activate that button. However, since the 'A' is capitalized, it requires that you press [Shift] along with [Alt][C].)

Three Tips For Copying URLs

Creating hyperlinks to Web sites is easy. Why do you want a link to a Web site in your Word document? If you have used some of these help documents, you've already seen the benefit. Another is if you send an attachment in a Notes message to someone. If they launch the program, the link is in the document for them to click on.

Tip #1: To create a hyperlink in Word, press [Ctrl][K] (or use **Hyperlink**  on the standard toolbar) and enter a URL, or select some text and then press [Ctrl][K].

But suppose you receive a document with lots of links, and you need to copy some of the URLs out of that document and into a new document or an e-mail message.

Tip #2: If online:

1. Click on the URL and launch the Web page. This approach the best because it lets you verify that the URLs work. If you get re-routed to an updated address, you get to copy the most current URL. If you get a *404 Error*, you avoid the embarrassment of passing along a dead URL.
2. Select the URL from the Address bar and copy it by pressing [Ctrl][C].
3. Open the document you're coping to and highlight the text to be hyperlinked.
4. Press [Ctrl][K] then [Ctrl][V] to paste the URL.
5. Press [Enter] to accept the URL.

Tip #3: If you're offline and can't open the URL:

1. Right-click on the hypertext, choose **Hyperlink**→**Edit Hyperlink** (Don't be misled by **Copy Hyperlink**; it copies the whole hyperlink, not the URL by itself.)

2. Press [Ctrl][C] to copy the URL.
3. Open the document you're copying to and highlight the text to be hyperlinked.
4. Press [Ctrl][K] then [Ctrl][V] to paste the URL.
5. Press [Enter] to accept the URL.

The other way to copy those URLs is to press [Alt][F9] to toggle the field code display on. When you do, all the hyperlinks in your document will turn "inside out," and display the URL with which they're associated. Then you can copy and paste the URLs you need without first launching the Web pages.

Shortcuts to Styles

In previous documents regarding Microsoft Word, you've learned the value of using Styles. The Formatting toolbar's Style field makes it easy to apply a style to a paragraph or a block of selected text. You highlight the current style name, either by clicking on it or by pressing [Ctrl][Shift][S], then type the name of the style you want to apply. When you press [Enter], Word will apply the style to the text you selected or to the current paragraph.

The problem with that approach is that many descriptive style names are long, so it's sometimes hard to remember exactly what they are or how they're spelled. Fortunately, you can create a short two- or three-letter alias for any style.

To create an alias for a style:

1. When you define a custom style, type a comma after the first style name, followed by the alias. For example, if you define a style named "bodycopy," you might name it *bodycopy,bc*.
OR
Edit the name in the *Style* field by clicking on the style name, then click on the right side of the name to position the cursor behind the last letter, and finally type a comma followed by the desired alias, and press [Enter]
2. Apply the style by entering *bodycopy* or *bc* in the Formatting toolbar's *Style* field.

This change only affects the styles in the current document. If you want to assign an alias to a style name for all documents you create using a document template, you must take a slightly different approach.

1. First, use **Format**→**Style** to open the Style dialog.
2. Select the appropriate name from the Styles list box.
3. Then, click **Modify** to open the Modify Style dialog box.
4. In the Name text box, click after the current style name, type a comma, then type the alias. For instance, if you create a style named heading1 and you want to create h1 as its alias, type heading1 , h1 in the Name field.
5. After you enter the alias, enable the **Add To Template** check box.
6. Click **OK** to close the Modify Style dialog box, and then click **Close** to dismiss the Style dialog box. Thereafter, you'll be able to use the primary style name or the alias in any document you create, based on this template.

Embed TrueType Fonts for Accurate Display on Another System

When you open a document in Word, Word properly displays only those fonts that are installed on your system. If a document uses a font that isn't installed on your system, Word searches your system for a similar font and displays text using that font instead. Most of the time, this isn't a big deal, as long as you're still able to read the document text after Word applies an alternate font. However, in some cases, the "next best font" simply isn't good enough.

If you're sharing electronic documents with other people and you want to make sure that their systems accurately display the document's TrueType fonts, you can embed them in the original document.

1. To do so, open the document you'd like to share, and then choose **Tools→Options** from the menu bar.
2. Click on the *Save* tab and then select the **Embed TrueType Fonts** check box. Embedding fonts can dramatically increase your document's file size; to combat this, choose the **Embed Characters In Use Only** check box.
3. When you're finished, click **OK**.
4. Save the document as you normally would—all text characters using an unprotected or unrestricted TrueType font are embedded in the document and are displayed accurately on a system that isn't equipped with that same font.

Get Rid of Overtyping for Good

The Insert key sits awfully close to some other important keys on your keyboard that you may use quite often. You may find yourself selecting [Insert] when you meant to press [Home] all the time. If you find yourself doing this, you may want to get rid of the Overtyping Mode toggle completely. You can turn it off by following these steps.

1. Go to **Tools→Customize**. Word displays the Customize dialog box.
2. Click **Keyboard** at the bottom of the dialog box.
3. In the list of Categories, choose **All Commands**.
4. In the list of Commands, choose **Overtyping**. The characters "Ins" should appear in the Current Keys list.
5. Select the **Ins** entry from the Current Keys list.
6. Click **Remove**.
7. Click **Close**.

Print Multiple Identical Envelopes

Word has a great envelope feature. The only problem with Word's envelope feature is that it doesn't offer any way to print multiple copies of the same envelope. Fortunately, there's an easy fix for this.

1. Create a new Word document and open **Tools→Envelopes And Labels**.

2. On the Envelopes tab, enter the appropriate delivery and return address information in the text boxes.
3. Instead of going straight to Print, which will send a single copy of your envelope to the printer, select **Add To Document**.
4. Now, press [Ctrl][P] or use **File**→**Print** to summon the Print dialog, change the number of copies option, and click **OK**. After printing your envelopes, you can determine if you wish to discard your Word document or save it to use again later.

The Power of [F8]

Here's a shortcut that many Word users overlook: [F8], which toggles the *Extend Selection* mode. (You can also toggle the Extend Selection mode by double-clicking on **EXT** in Word's status bar.)

Here's how it works:

- Press [F8] once to turn on Extend Selection mode.
- Press [F8] a second time to highlight the word where the cursor is located.
- Press [F8] a third time to select the sentence that contains the word you just selected.
- Press [F8] again to highlight the current paragraph.
- Press [F8] one more time to select the entire document.
- Pressing [F8] lets you quickly select text by pressing any letter, punctuation mark, or navigation key.

To demonstrate this feature, say you want to select all the text from the cursor to the end of the current paragraph: Press [F8] and then hit [Enter]. Now, click anywhere in the document and type a letter. When you do, Word will start with the location of the cursor and select the text up to and including the letter you typed. While Extend Selection is on, you can keep typing the same character (or any other) to extend the selection. You can also press the arrow keys to select text in any direction.

To turn the Extend Selection mode off, press [Esc] or [F8] or double-click on **EXT** in the status bar.

Selecting a Tab-delimited Column

Text that is separated by tabs or commas-and-quotes between columns (fields) of data is called Delimited Text. If you export information from SAP, Expedition or Access, you can save it as CSV (comma-separated values) or delimited text.

You can usually use Word's text-to-table feature to convert some of that raw data to table format. However, sometimes, you'll want to extract a single column of the data for copying and pasting elsewhere.

Word's *Column Select* feature makes that job much easier. Just put your cursor in front of the first letter in the column you want to select. Then press [Ctrl][Shift][F8]. Use the down arrow key to select rows and use the right arrow key to select columns of data. Instead of selecting everything on the rows below where you started, Word will select

only the column of text between the comma or the tab characters. Then you can copy (or cut) that columnar block of text and paste it elsewhere or format the column to your liking.

To select text columns even more quickly, simply press and hold the [Alt] key and then click and drag the mouse to select the desired text. Once the text is selected, perform whatever formatting or editing operation you wish on the selected text. When you're finished, Word automatically turns off the column selection mode.

Select a Block of Non-adjacent Text

There may be times someone will send you a list of items that is separated by a mismatch of tabs and spaces. You want to copy one column of the information but can't use the Column Select feature. To select a block of non-adjacent text, hold [Ctrl][Alt] and drag to select.

A Tip You'll Never Need

The quick brown fox jumps over the lazy dog

On a fresh line, type: `=rand(200,99)` and press [Enter]. Suddenly, your screen will fill with 200 sets of 99 instances of "The quick brown fox jumps over the lazy dog." Why? I don't know. It's a function that carries virtually no functionality, it's just fun to show your co-workers that you know meaningless trivia about Word. Change the numbers and the output will be impacted accordingly.