

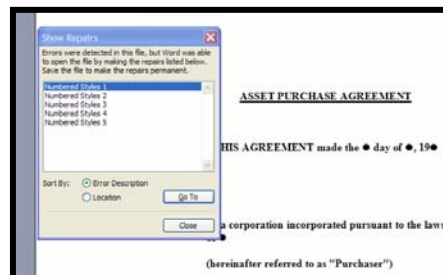
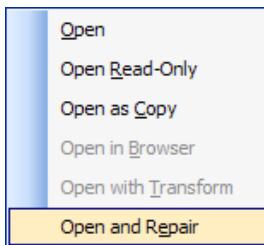
Donna Payne's Favorite Word Tips

Word 97, 2000, 2002 and 2003

1. Recover Corrupt Files and Retain Formatting (Word 2002 and 2003)

Documents sometimes corrupt due to improper conversion, overlapping text boxes or frames in headers and footers, or for other reasons. Word 2002 and 2003 include an option to recover damaged files while retaining the formatting.

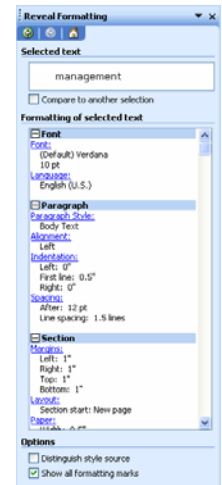
1. From the File menu, choose Open (native Word, not through the document management system).
2. Select the file and click the down arrow on the Open button.
3. Choose Open and Repair.



2. Reveal Formatting (Word 2002 and 2003)

If you're still missing reveal codes, you can benefit from Word's Reveal Formatting feature.

1. From the Format menu, choose Reveal Formatting.
2. Click on the word or paragraph and look at the task pane under Font, Language, Alignment, Indentation and more to discover the applied formatting.
3. Check Distinguish Style Source to see directly applied formatting (over styles). Click Compare to another selection to compare two sets of text and see the difference.



3. Watermarks (Word 2002 and 2003)

Previous versions of Word made adding or editing watermark text difficult. In this version, it could not be easier.

1. From the Format menu, choose Background.
2. Select the Printed Watermark option. Here choose whether to add a picture or text, specify formatting and click OK. To edit the watermark, redisplay the dialog box and modify the options (or you can go into the Header and Footer and make changes there).

4. Research Task Pane (Word 2003)

Word 2003 added a much needed Research Task Pane. Here you can lookup a word in the thesaurus, translate text, or use an add-in service to perform additional research.

- **Installed Research**
 - Encarta
 - Thesaurus
 - Translation
 - MSN Search
 - MSN Stock Quotes
- **Downloadable Research**
 - Thompson Gale
 - eLibrary
 - Factiva
 - LexisNexis
 - FindLaw & more

5. Add Multiple Table Rows to Existing Table (Word 97, 2000, 2002 and 2003)

1. Create a table.
2. Click under the table (no text can appear in this position for this trick to work).
3. From the Table menu, choose Table, Insert, Rows Above. A dialog box appears asking how many rows to insert.

6. Reading Layout View (Word 2003)

Makes reading and reviewing documents easier as it “blows up” the text.

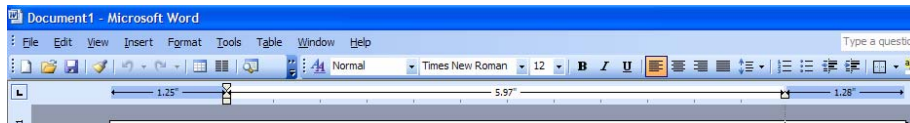
1. From the View menu, choose Reading Layout.
2. Click Increase Text Size or Decrease Text size to adjust what is shown on screen. This does not affect the formatting of the text within the document.

7. Compare Side By Side (Word 2003)

1. Open two documents to compare.
2. From the Window menu, choose Compare Side by Side With.
3. Select the other document. Use synchronized scrolling to view the document line by line instead of merging the document and showing the changes.

8. Show Precise Measurements (Word 97, 2000, 2002, 2003)

1. Hold down Alt key as you drag margins, tables or other markers on the ruler.



9. Add Values From Different Tables

1. Create tables and total each.
2. Select each total separately and create a bookmark.
3. Click in the grand total row. From the Table menu, choose Formula.
4. If necessary, click after the equal sign then click the drop down arrow next to Bookmark Name. Add a plus sign between each bookmark to be used in the summation.

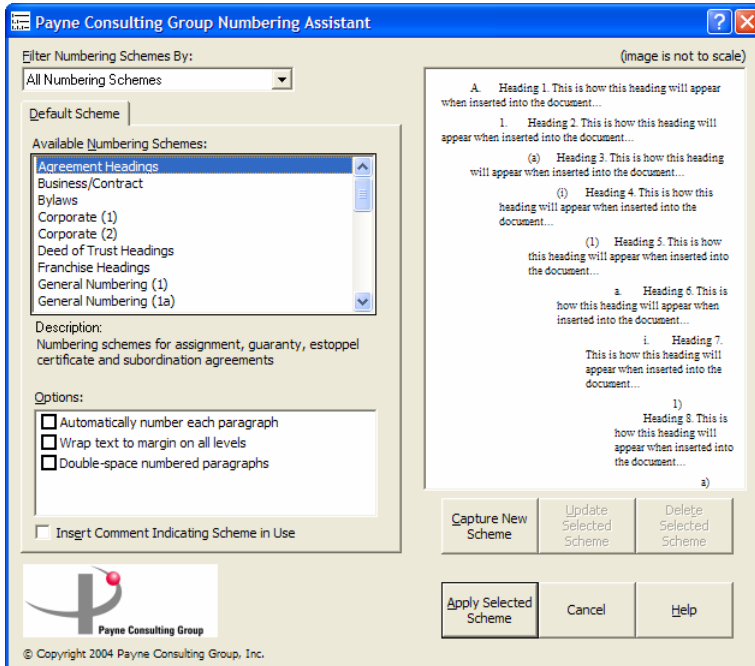
10. Style Separator (Word 2002 and 2003)

1. From the View menu, choose Toolbars, Customize.
2. Select the Commands tab.
3. Under Categories, select All Commands.
4. Search for InsertStyleSeparator. Once you find it, drag the command to an existing toolbar. Close the dialog box.
5. On an empty line, type Agreement and press the Spacebar. Apply Heading 1 (a fast way to do this is Alt+Ctrl+1).
6. Click the Style Separator button previously added. Type This is standard text. The text following the style separator is not formatted with heading text and therefore, when you generate a table of contents, it will not be included.

11. Other Tips

12. Invest in Third-Party Add Ins That Make Things Easier

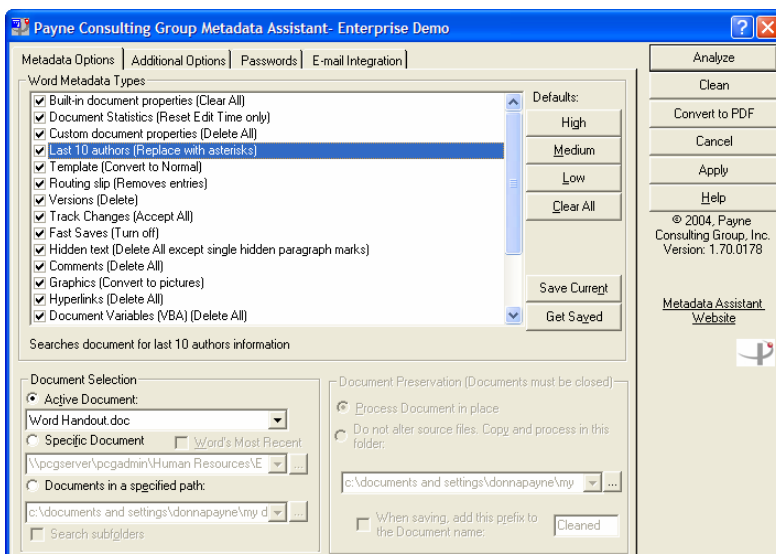
- Numbering tools can be especially helpful when working in Word. The following is Numbering Assistant available from Payne Consulting Group.



25 preset numbering schemes are included along with additional options for formatting. Save your own numbering schemes and share them with others. Have multiple numbering schemes in documents. The Numbering Assistant toolbar makes modifying the formatting, inserting sub numbers, and generating a table of contents easy. This package uses 100% native Word features so you can share documents with others easily.

For information on Numbering Assistant or to order, e-mail Info@payneconsulting.com.

- Removing metadata is vital. Metadata Assistant shown below is the most popular software of this type with more than one million users worldwide.



Remove or analyze metadata from Word, Excel, PowerPoint and PDF documents. Convert to PDF option. E-mail and document management system integration.

For information on Metadata Assistant or to order, e-mail metadataassistant@payneconsulting.com or call 206-344-8966.