

# Microsoft Word Tips for Writers

Suzanne S. Barnhill

Presentation to Pensters Writing Group

October 13, 2018

The Lonely Pilcrow

Home Services Hours and Charges Clients Books In Person

## Introduction

Before we start, let me say that the text of this presentation has been posted at one of my Web sites, and your [handout](#) provides the Web address for that along with the URLs for a lot of other useful sites. So feel free to take notes if you like, but if you don't want to, you can get the information later online. Also, let me make clear that I'm going to be touching on a lot of issues rather briefly because there's no way that I can tell you everything you need to know about these subjects in the time we have. On the [handout](#) I have listed a lot of articles that tell more about the topics I'll be discussing today, and I encourage you to look at these articles if you want to learn more.

Let me also say that, despite any evidence to the contrary, I am not a computer geek. If I were a computer geek, do you think I would be using old-fashioned transparencies instead of a slick PowerPoint presentation? But I have no idea how computers work, I don't own a laptop, and I have never used PowerPoint, and having seen dozens of PowerPoint presentations go bad in the hands of presenters who didn't know what they were doing, I wasn't about to risk it. What I am is someone who loves the printed word, and I want to assure you that you don't have to be a computer geek to master your word processor and make it do what you want. You just have to be curious and willing to take some chances and try some new things.

How many of you here use Microsoft Word? [show of hands] Okay, some of what I am going to say today is specific to Word, but a lot of it is applicable to any word processing program—WordPerfect, Lotus Word Pro, the Works word processor—even WordPad—so I hope everyone can benefit. And, although I have experience only with Word for Windows, I believe that most of what I will tell you is also applicable to MacWord (given the appropriate translation of keyboard shortcuts). Finally, some of what I'll be saying is really basic, but there may be some in this room who don't know it. And some of the topics I'll be touching on may be more advanced than some of you want to think about. But I hope that everyone will take home a few useful new ideas.

It's not surprising that the majority of you are using Word, and if you're not now, you may be eventually. If you buy a new computer today, you will very likely find that it comes with some version of Word installed, often as part of Works Suite. You may be given the option of including Office 2003 at minimal extra cost. If you are serious about writing for publication, Word is going to be your first choice because it is the application currently used by most editors and publishers. This hasn't always been true: at one time WordPerfect was the favorite, and I have prepared plenty of manuscripts in WordPerfect in my day. But now, if you want to give your manuscript the best shot at being read, you'll present it in Word format. And if you're using another word processor, chances are that your document will sooner or later be converted to Word format. This is something you need to keep in mind in preparing your manuscript: sooner or later you're going to be asked for it in electronic format. So what is important is not just how it looks on paper but how it is formatted on the computer. You will win plenty of brownie points with your publisher (and stand a much better chance of having your manuscript accepted) if you submit something that is easier for a typesetter to convert to a printed book. This is a matter of sheer economics: more work costs the publisher more money.

So the tips and techniques I'm going to talk about today have one or both of two purposes: to make it easier for you to use Word and to make it easier for a publisher to use your manuscript.

## Word vs. a Typewriter

Most of you here probably started writing long before you learned to use a computer, and doubtless many of you started writing before personal computers were invented. I would guess that everyone here probably started writing by hand. But I'll bet a lot of you also used a typewriter before you used a computer. And the first thing you have to learn about a word processor is that it is not a typewriter.

This can be both a good thing and a bad thing. The good part is that you don't have to retype endless drafts: you can edit and revise a single document endlessly. That's sometimes the

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

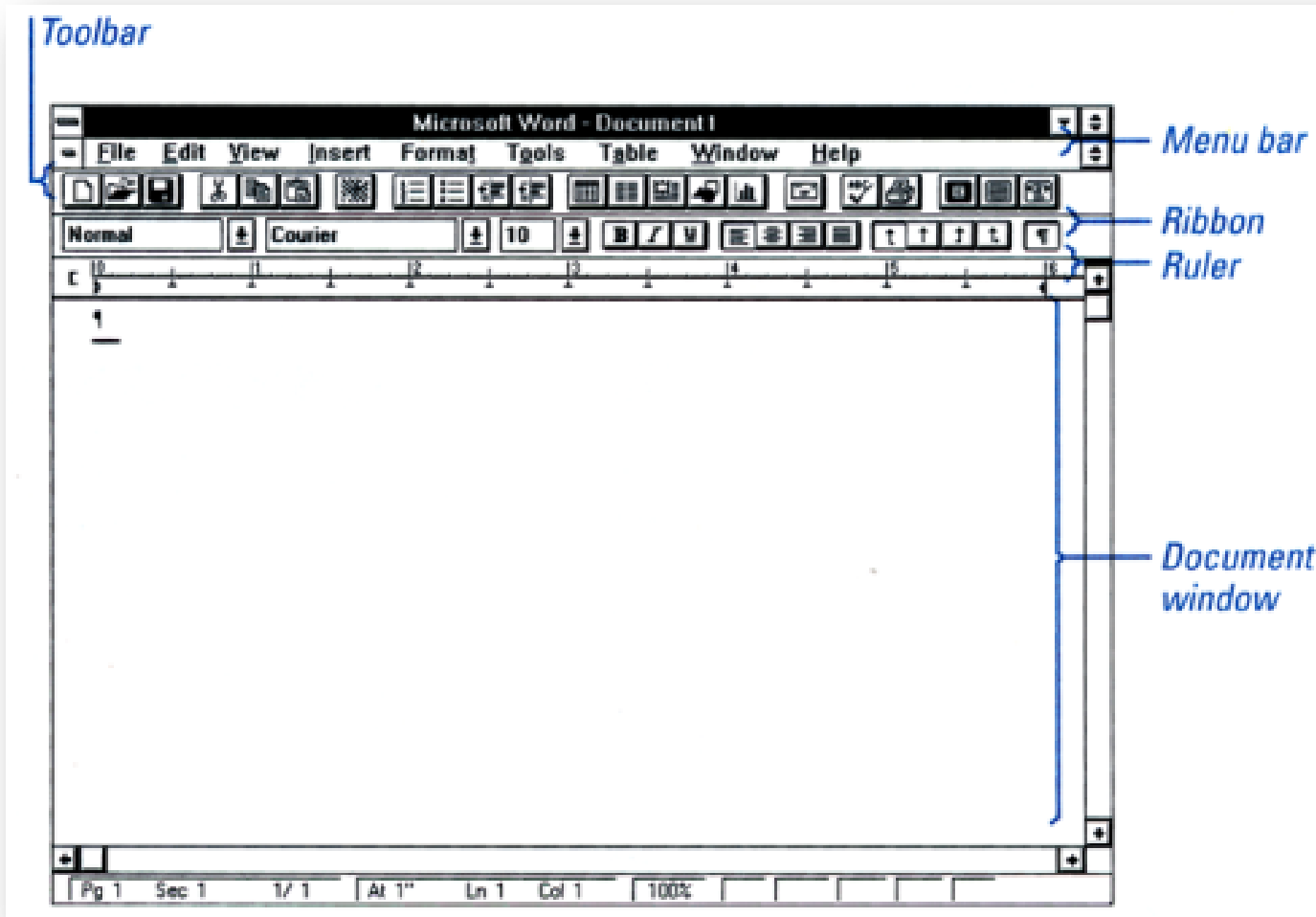
# Where to Get Help

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

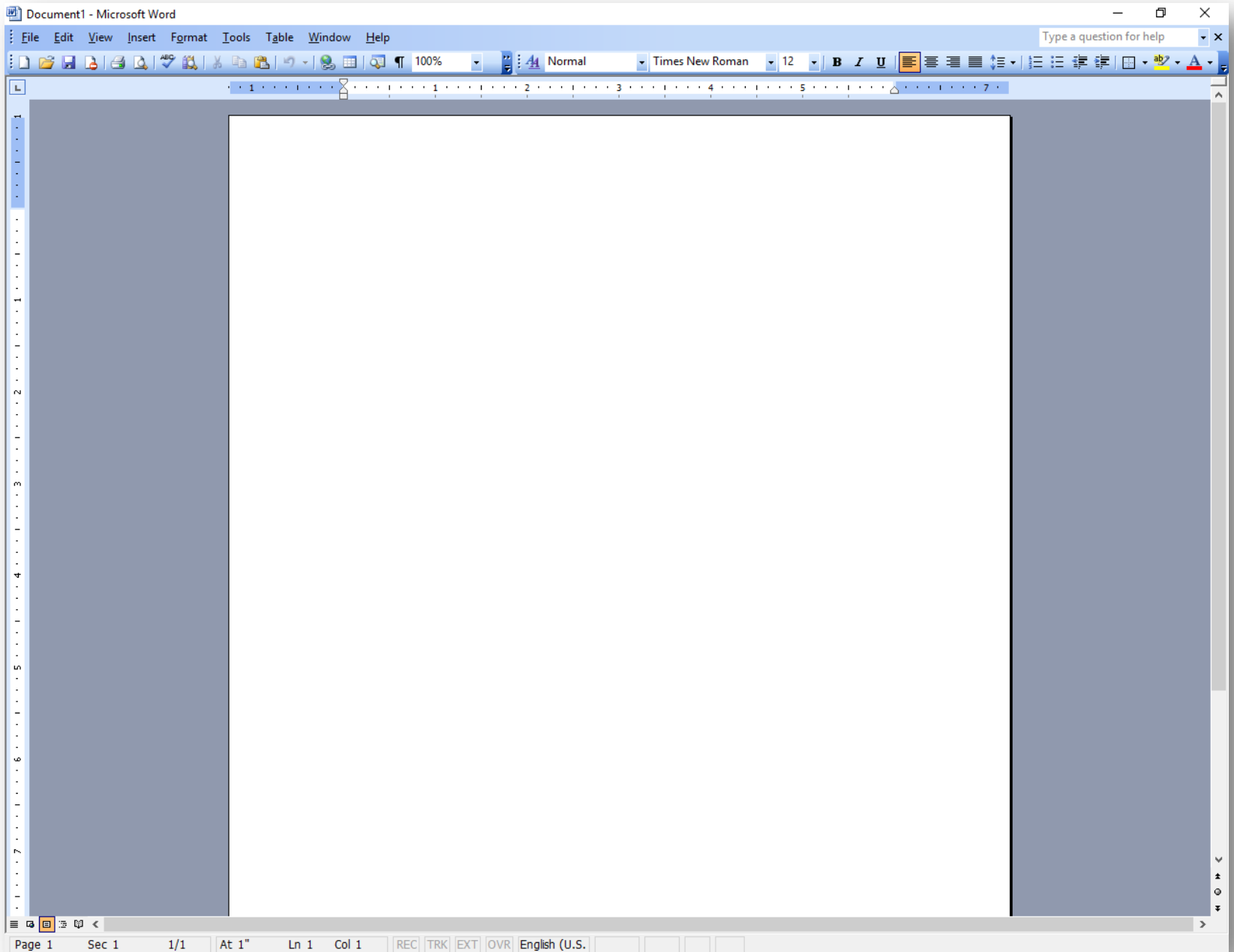
# What Version of Word Do I Have?

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!



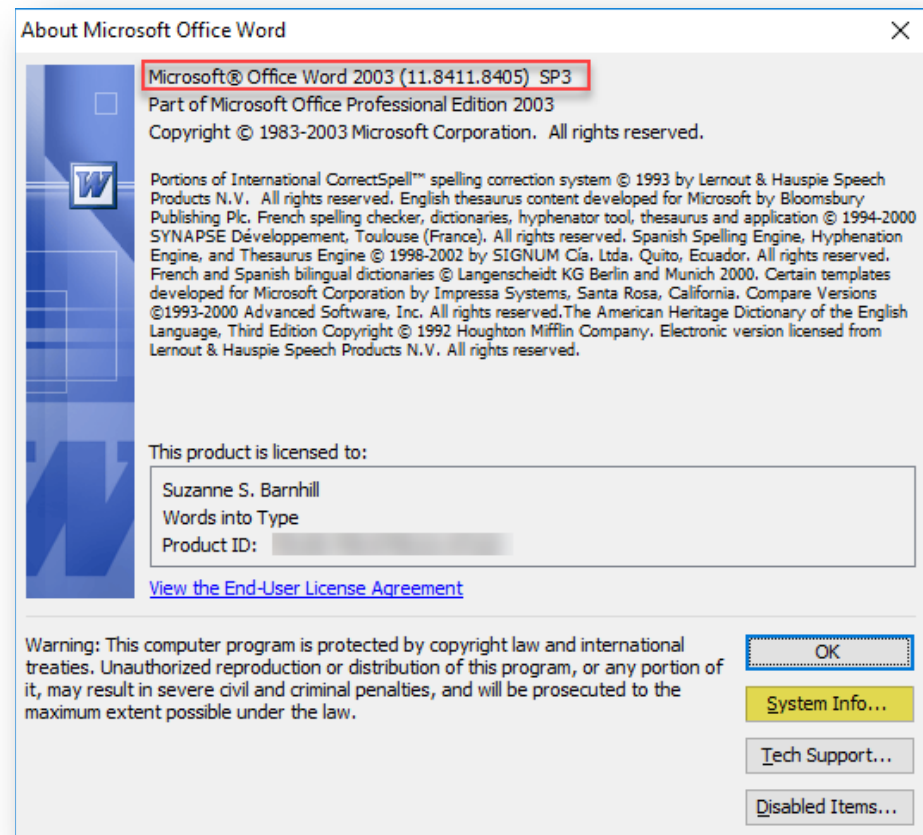
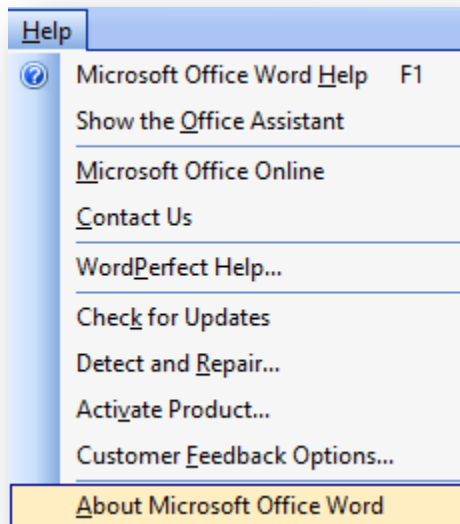
The document window in Word 2.0 for Windows



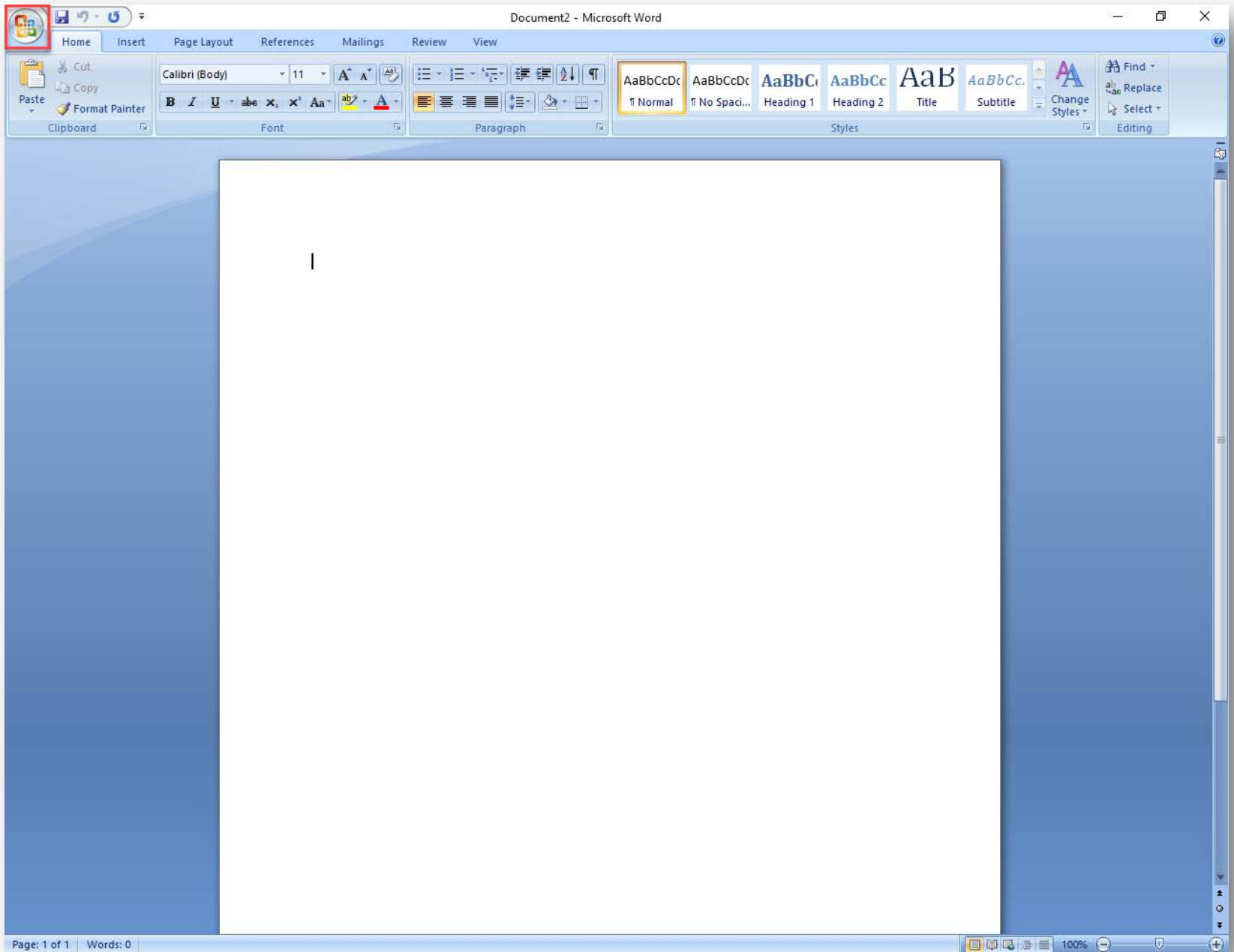
Word 2003—toolbars

# Specific Version Information

## Word 2003: Help | About Microsoft Office Word



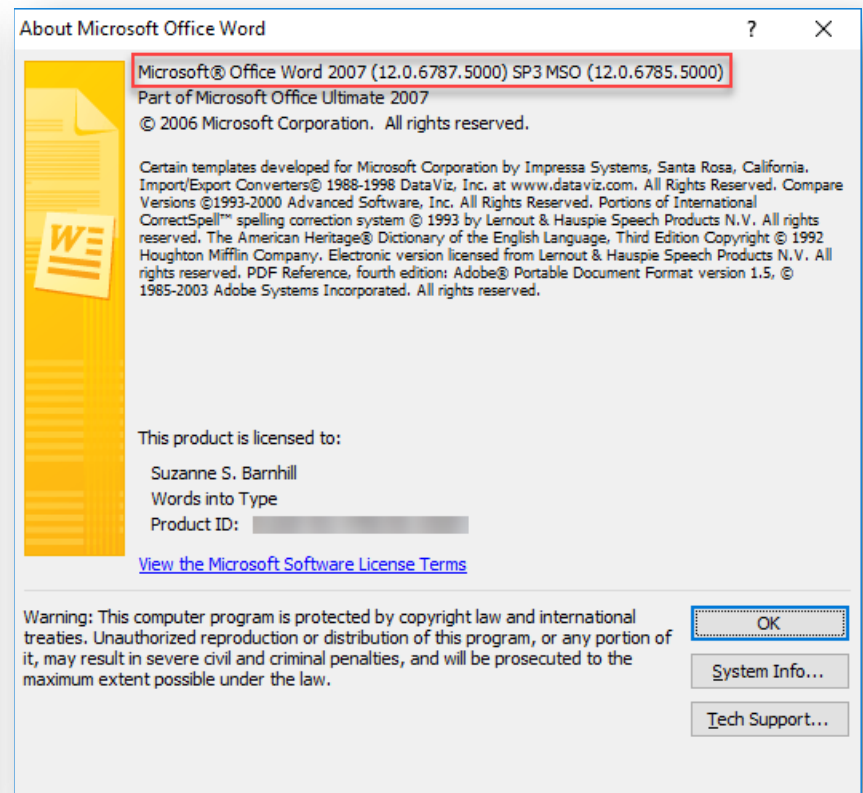


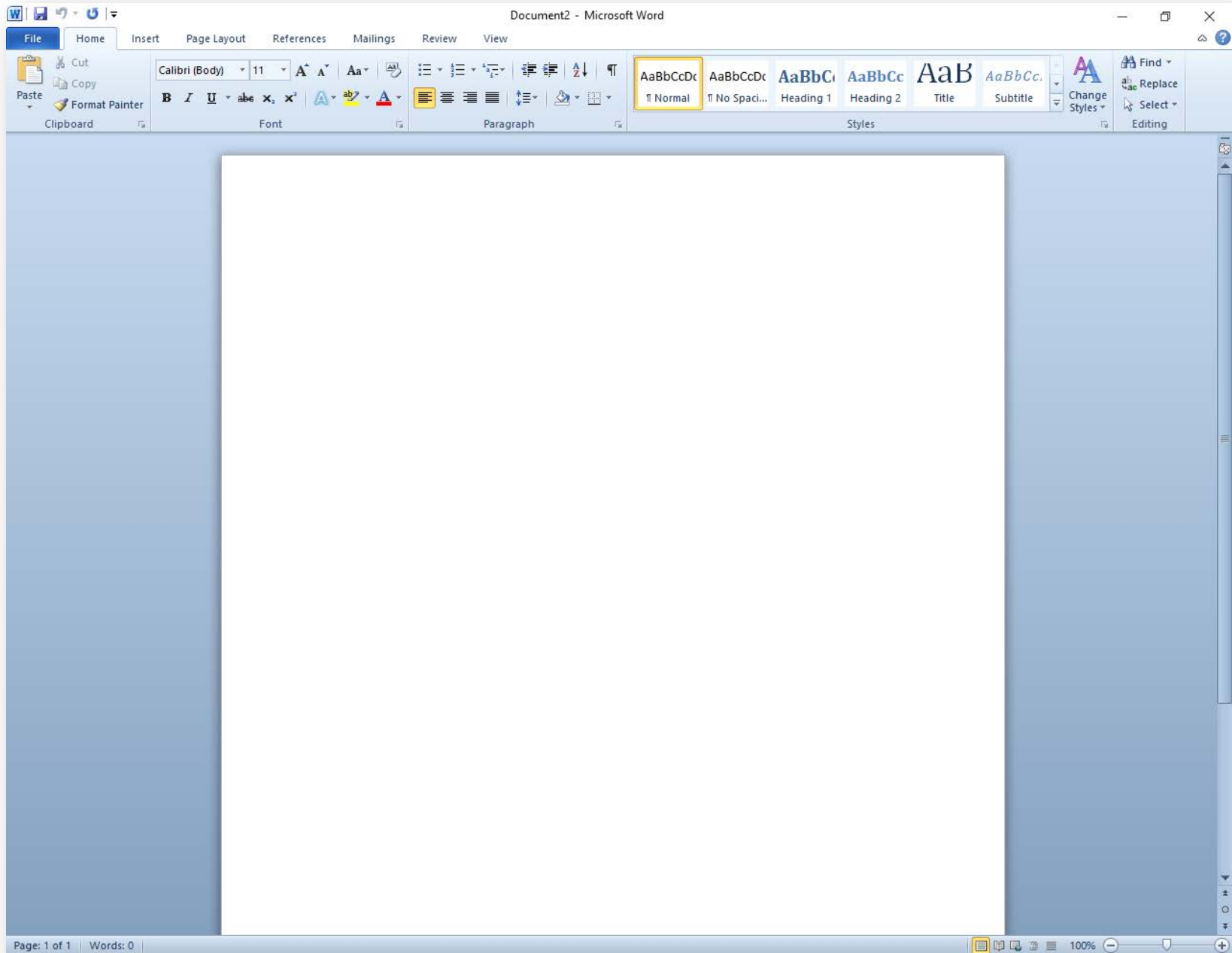


Word 2007—"pizza button" (Office Button)

# Specific Version Information

## Word 2007

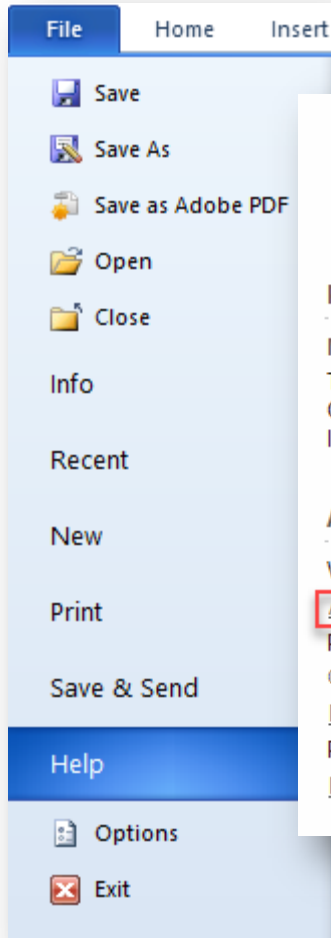




Word 2010—File tab with lowercase tab labels

# Specific Version Information

## Word 2010: File | Help



**Microsoft Office**

**Product Activated**

**Microsoft Office Professional Plus 2010**

This product contains Microsoft Access, Microsoft Excel, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft InfoPath.

**About Microsoft Word**

Version: 14.0.7212.5000 (32-bit)

**Additional Version and Copyright Information**

Part of Microsoft Office Professional Plus 2010  
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[Microsoft Customer Services and Support](#)  
Product ID: 02257-210-8864907-49139  
[Microsoft Software License Terms](#)

**About Microsoft Word**

Microsoft® Word 2010 (14.0.7211.5000) SP2 MSO (14.0.7212.5000)  
Part of Microsoft Office Professional Plus 2010  
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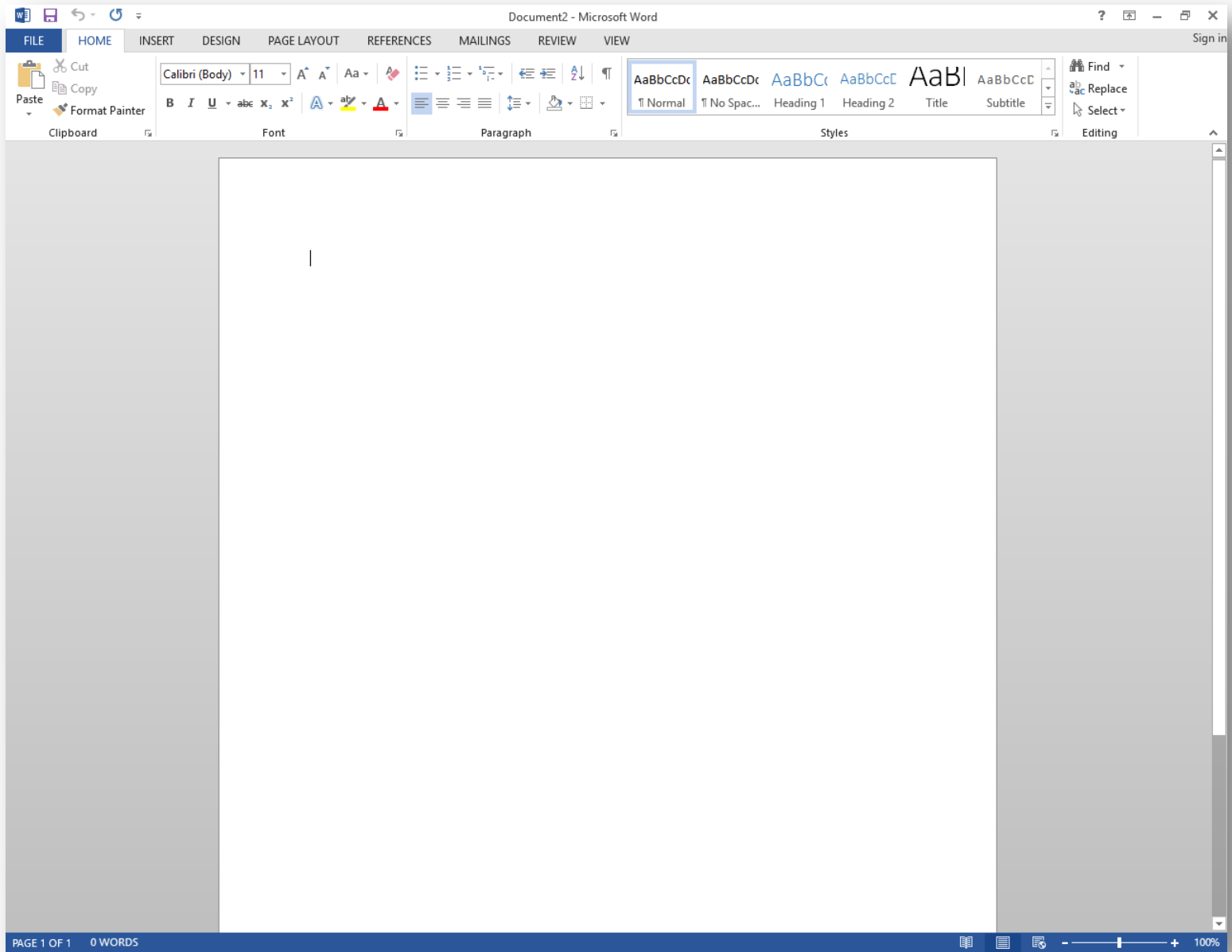
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OK  
System Info...  
Tech Support...



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



Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

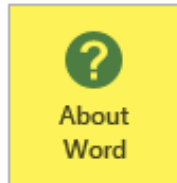
### Product Information



Product Activated

Microsoft Office Professional Plus 2013

This product contains



### About Word

Learn more about Word, Support, Product ID

About Microsoft Word

Microsoft® Word 2013 (15.0.5067.1000) MSO (15.0.5059.1000) 32-bit  
Part of Microsoft Office Professional Plus 2013

Product ID: [REDACTED]

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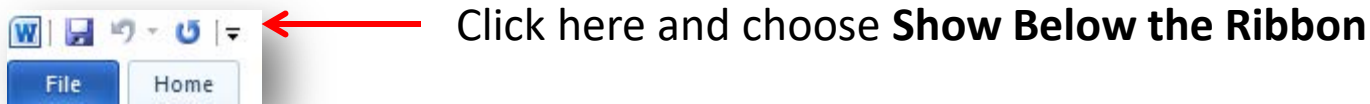
OK  
System Info...  
Tech Support...

# The Word Environment

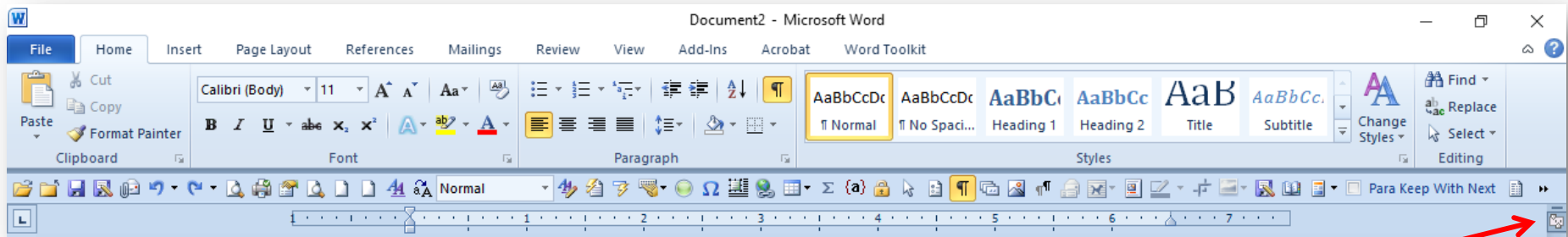
- You do not have to use Word out of the box
- You can customize many aspects of the appearance of your Word window and of your Word documents
- Word offers many ways to make your favorite tools more accessible

# The Quick Access Toolbar (QAT)

- By default it is above the Ribbon and has only three tools: **Save**, **Undo**, 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:

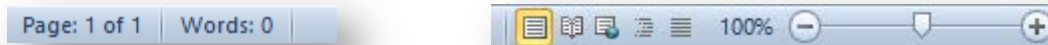


Click here to display the ruler  
(in Word 2013 and above: **View | Ruler**)

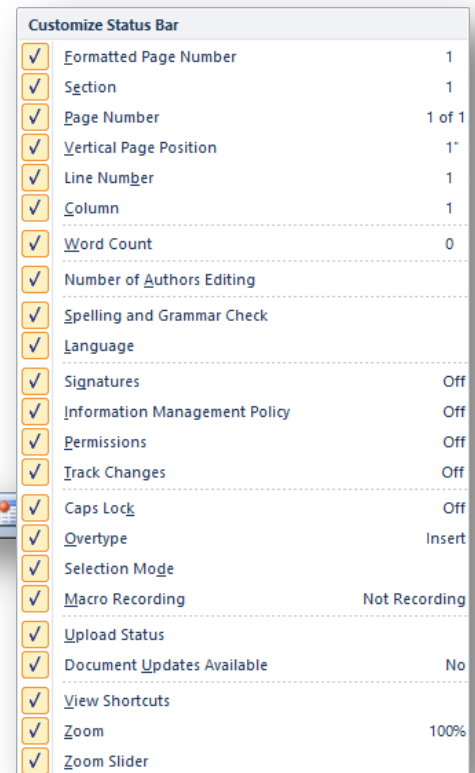
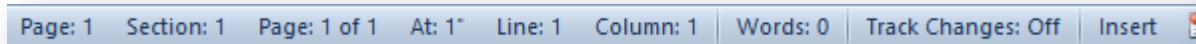


# The Status Bar

- 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.



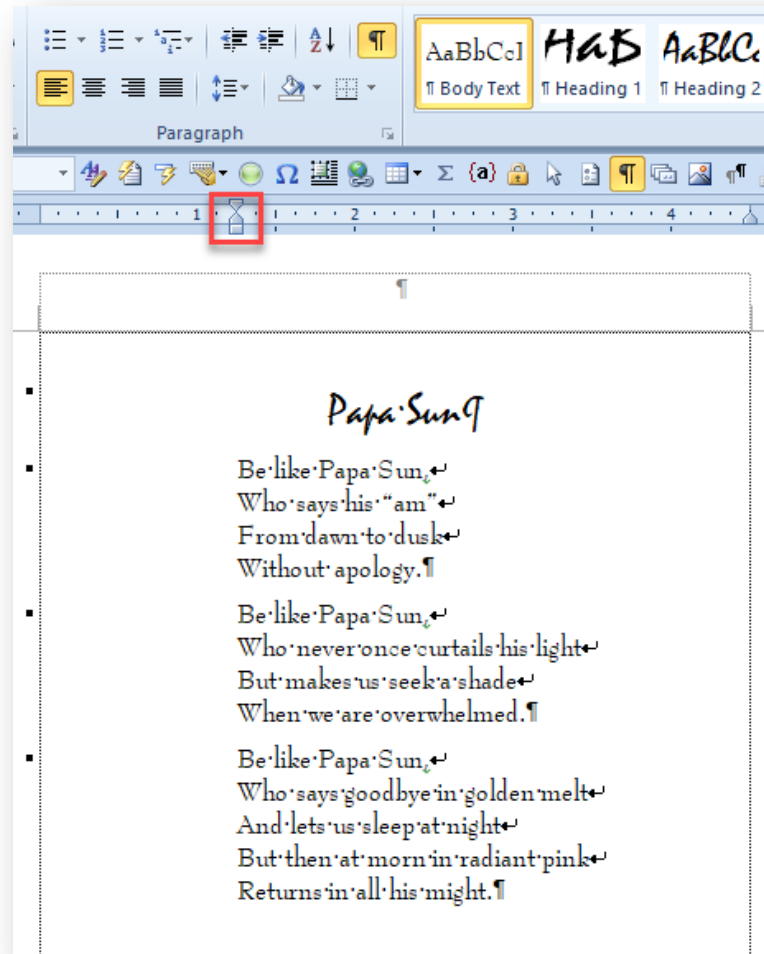
- If you right-click on it, you can get a menu that lets you add many other options:



# 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



# 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.

# How Not to Space Paragraphs

¶  
¶  
¶  
¶  
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

| Contents                                 |       |   |   |   |   |   |   |   |   |    |
|--|-------|---|---|---|---|---|---|---|---|----|
| Mission and Purpose of Delta Kappa Gamma | →     | → | → | → | → | → | → | → | → | 4  |
| International Founders                   | →     | → | → | → | → | → | → | → | → | 5  |
| International Administrative Board       | →     | → | → | → | → | → | → | → | → | 6  |
| Alpha Gamma Chapter Officers             | →     | → | → | → | → | → | → | → | → | 7  |
| Alpha Gamma Chapter Committees           | →     | → | → | → | → | → | → | → | → | 8  |
| Alpha Gamma Chapter Founders             | →     | → | → | → | → | → | → | → | → | 9  |
| Alpha Gamma Chapter Past Presidents      | →     | → | → | → | → | → | → | → | → | 10 |
| Program Themes and Meeting Dates         | →     | → | → | → | → | → | → | → | → | 11 |
| Alpha Gamma Chapter Members              | →     | → | → | → | → | → | → | → | → | 19 |
| Beta State Founders                      | ..... |   |   |   |   |   |   |   | → | 23 |
| Beta State Past Presidents               | →     | → | → | → | → | → | → | → | → | 24 |
| Alabama State Executive Committee        | →     | → | → | → | → | → | → | → | → | 25 |
| Alabama State Committee Chairwomen       | →     | → | → | → | → | → | → | → | → | 26 |
| Alabama State District Directors         | →     | → | → | → | → | → | → | → | → | 28 |
| Alpha Gamma Chapter Policies             | →     | → | → | → | → | → | → | → | → | 29 |
| Collect of Delta Kappa Gamma             | →     | → | → | → | → | → | → | → | → | 30 |
| Delta Kappa Gamma Song                   | →     | → | → | → | → | → | → | → | → | 31 |

Page Break

# 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.



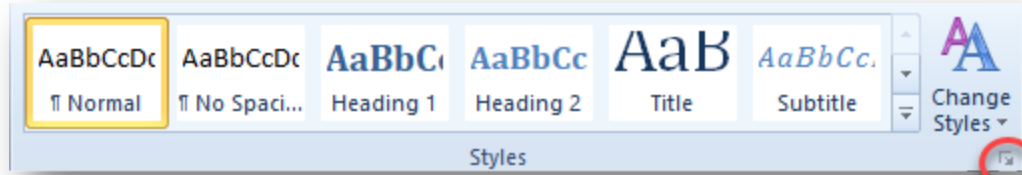
# Why Use Styles?

- 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)

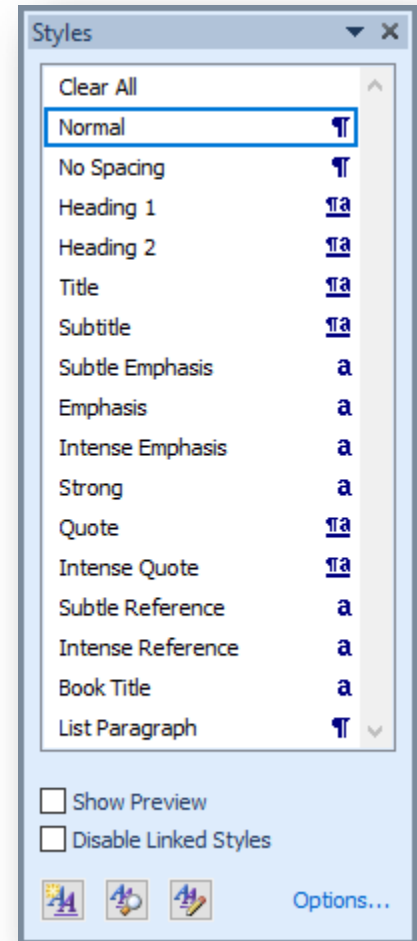
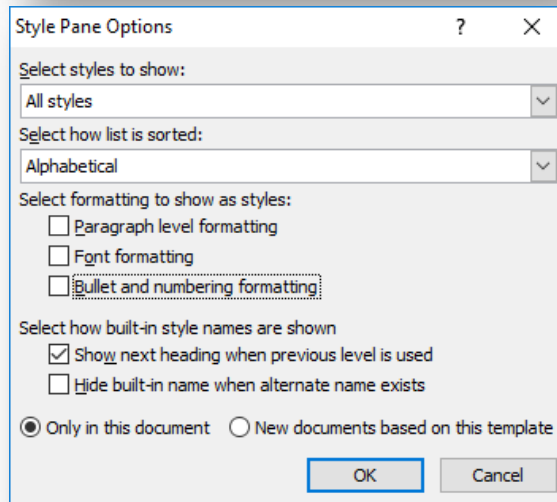
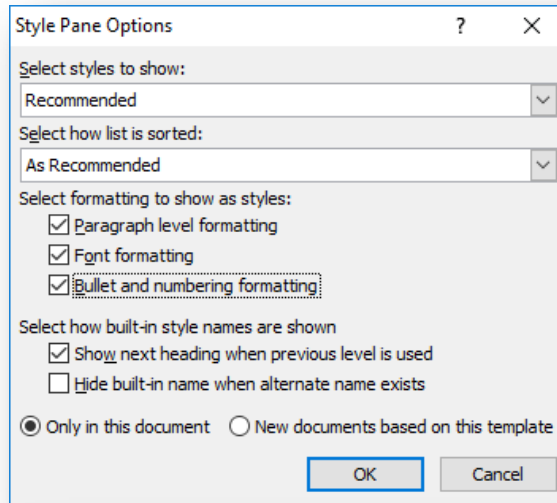
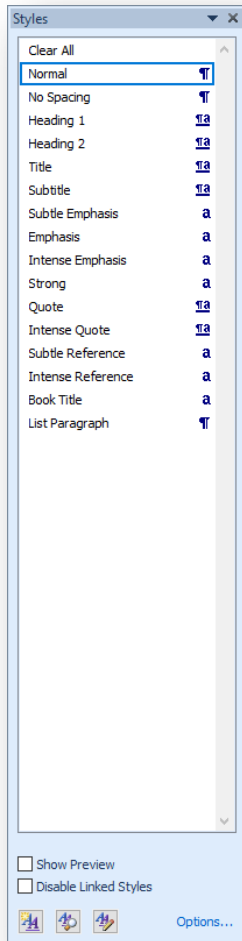
# Quick Styles Gallery



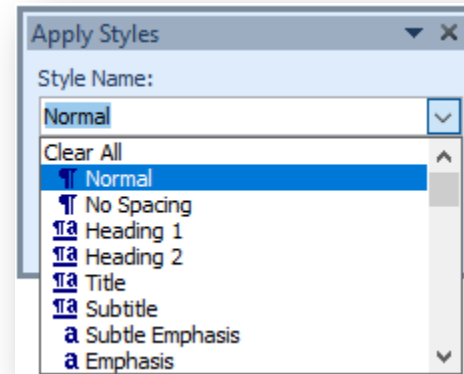
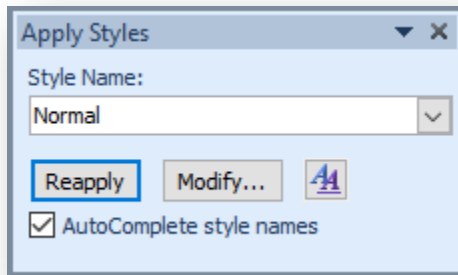
Click here to open Styles pane

More at <http://wordfaqs.ssbarhill.com/ManageStyles.htm>

# Styles Pane

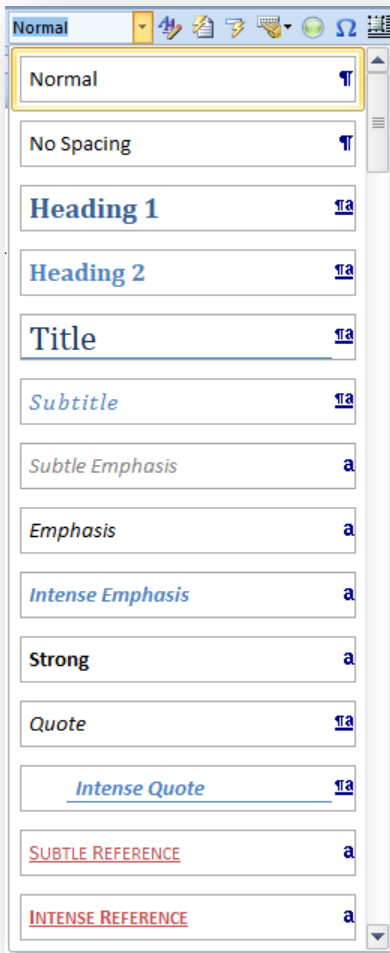


# Apply Styles Dialog

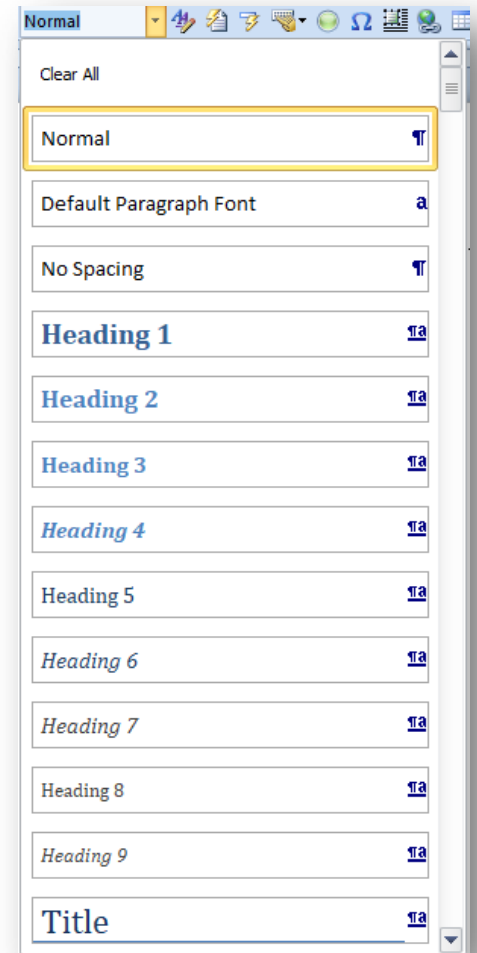


Use **Ctrl+Shift+S** to display the **Apply Styles** dialog

# Style Dropdown on QAT



Press Shift while clicking the down arrow to force Word to display All Styles.



# Books I've Typeset

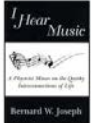
<http://wordsintotype.ssbarhill.com/Books.htm>



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):



Marlene Patterson  
*In the Claws of the Vulture*  
Fairhope, AL: Over the Transom Publishing Company, 2000  
Paperback. 172 pp. \$12.95  
Library of Congress Control Number: 00-108904  
ISBN 0-9643727-6-2



Bernard W. Joseph  
*I Hear Music: A Physicist Muses on the Quirky Interconnections of Life*  
Fairhope, AL: Over the Transom Publishing Company, 2001  
Paperback. 132 pp. \$11.95  
Library of Congress Control Number: 2001090892  
ISBN 0-9643727-7-0



Doris Cahill  
*Niña*  
Illustrations by Anne Blackwell  
Fairhope, AL: J. Johnson, L.L.C., 2001  
Hardcover. 80 pp. \$15.95  
Library of Congress Control Number: 2001094705  
ISBN 0-9713224-0-6



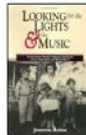
Mary Lois Timbes and Robert E. Bell  
*Meet Me at the Butterfly Tree: A Fairhope Memoir*  
Fairhope, AL: Over the Transom Publishing Company, 2001  
Paperback. 120 pp. \$13.95  
Library of Congress Control Number: 2001097707  
ISBN 0-9643727-8-9



Samuel N. Crosby  
*The Sleeping Juror & Other Baldwin County Courtroom Tales & History*  
Montgomery, AL: Alabama Law Foundation, 2002  
Paperback. 152 pp. \$15.00  
Library of Congress Control Number: 2002111103  
ISBN 0-9717776-0-8



Pamela Hartman  
*Uncommon Love: The Road from Tragedy to Triumph*  
Fairhope, AL: Over the Transom Publishing Company, 2002  
Paperback. 91 pp. \$14.95  
Library of Congress Control Number: 2002106177  
ISBN 0-9643727-9-7



Joanne Rains  
*Looking for the Lights & the Music: An American Family's Odyssey During the Great Depression and World War II*  
Fairhope, AL: Over the Transom Publishing Company, 2002  
Hardback. 574 pp. \$22.00/\$14.00.  
Library of Congress Control Number: 2002113417  
ISBN 0-9643727-4-6



James Glennon Hietter  
*Shelving and Re-Selving*  
Fairhope, AL: Over the Transom Publishing Company, 2003  
Paperback. 123 pp. \$12.00  
Library of Congress Control Number: 2003103412  
ISBN 0-9728930-1-6



Linda Spalla  
*Leading Ladies: 30 Tips for Dynamic Female Leaders*  
Fairhope, AL: Over the Transom Publishing Company, 2003  
Paperback. 64 pp. \$15.95  
Library of Congress Control Number: 2003103397  
ISBN 0-9728930-0-8



Reilly Maginn  
*Bio*  
Daphne, AL: Red Too Press, 2006  
Paperback. 248 pp. \$13.99  
Library of Congress Control Number: 2006932586  
ISBN 978-0-9787673-0-3

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.