

# Word Tips for Editors

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**Inera Inc.**

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## SETTING SAIL

Navigating the Future of Science Publishing

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[councilscienceeditors.org](http://councilscienceeditors.org)

# Introduction

- ▶ *Word Tips for Editors* was first taught at CSE in 2003
- ▶ Since then, we've compiled at least 4 hours of material
- ▶ Microsoft keeps us on our toes with both large and small changes to Word's interface and behavior
- ▶ **Today: the greatest hits**

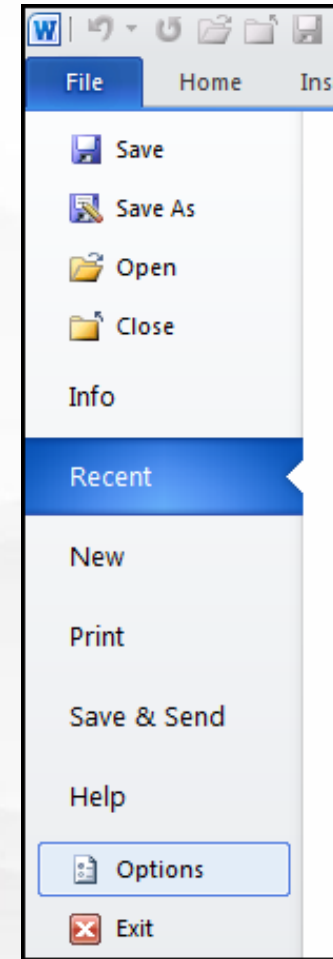
# Overview

- ▶ Personalizing Your Word Options
- ▶ Customizing the QAT and Ribbon
- ▶ Editing Shortcuts
- ▶ Document Navigation
- ▶ Advanced Find & Replace Tools

Focus on Word  
2010/2013

# Word Options

- ▶ File tab → Options
- ▶ Pulls together configuration options from the old Word Tools menu
- ▶ Wealth of settings you can customize

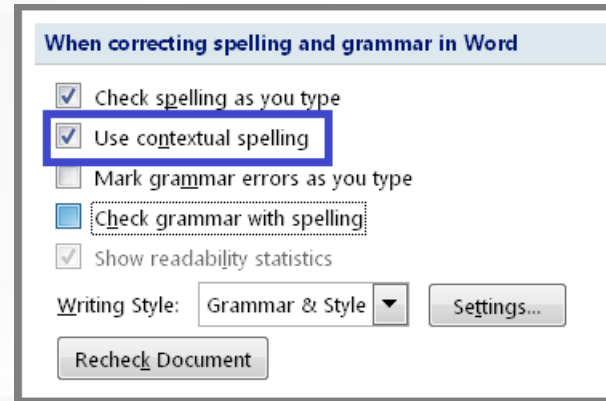


# Word Options/Proofing

- ▶ Control the changes Word makes to a document against your will
- ▶ Modify the spelling, grammar, AutoCorrect, and AutoFormat options according to your editorial preferences

# Word Options/Proofing: Spelling & Grammar

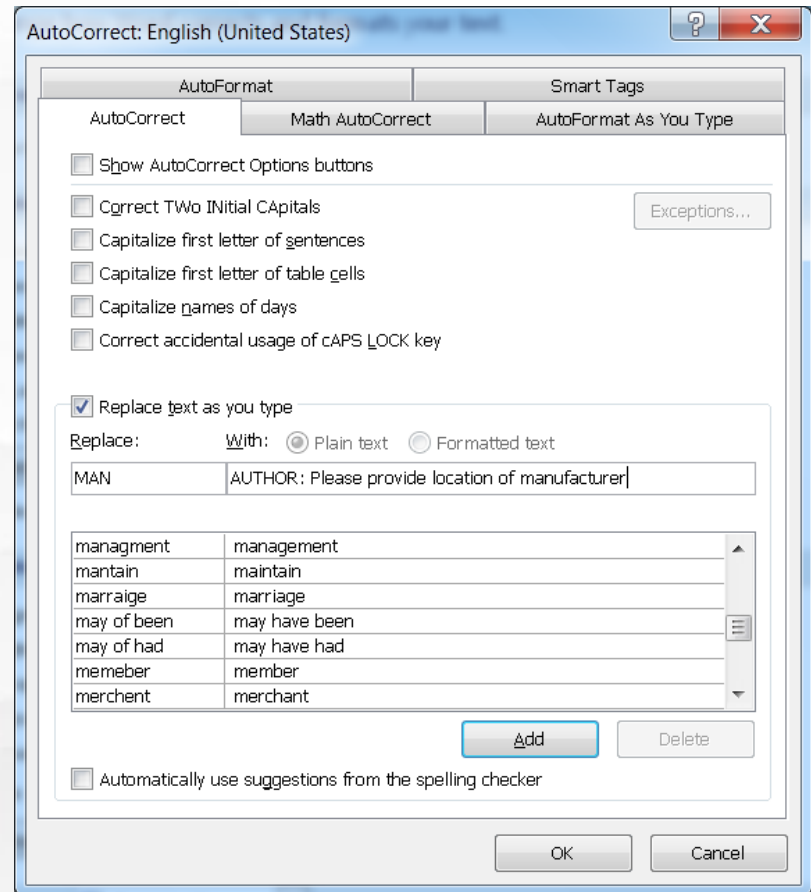
- ▶ Customize your spell-check options
- ▶ Turn grammar checking off



There was some threat of gorilla warfare. ¶  
That hammer has a vary comfortable handle. ¶

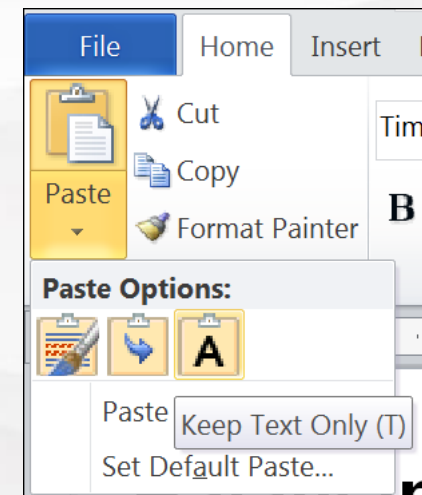
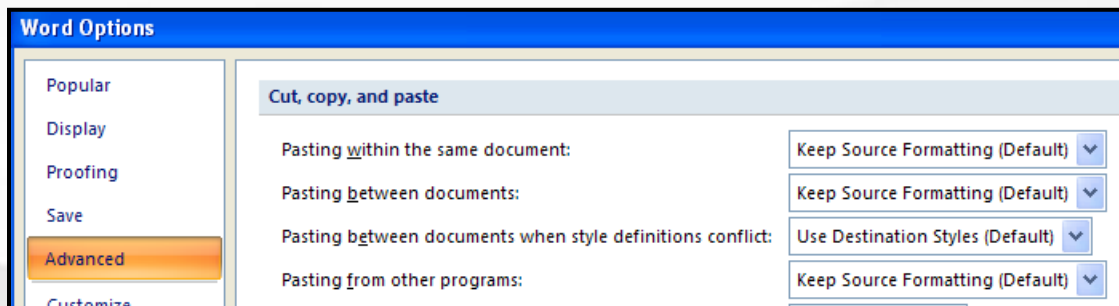
# Word Options/Proofing: AutoCorrect

- ▶ Turn off unwanted text replacements
- ▶ Can also be used to create new shortcuts (e.g., for inserting frequently used boilerplate text)



# Word Options/Advanced: Cut and Paste

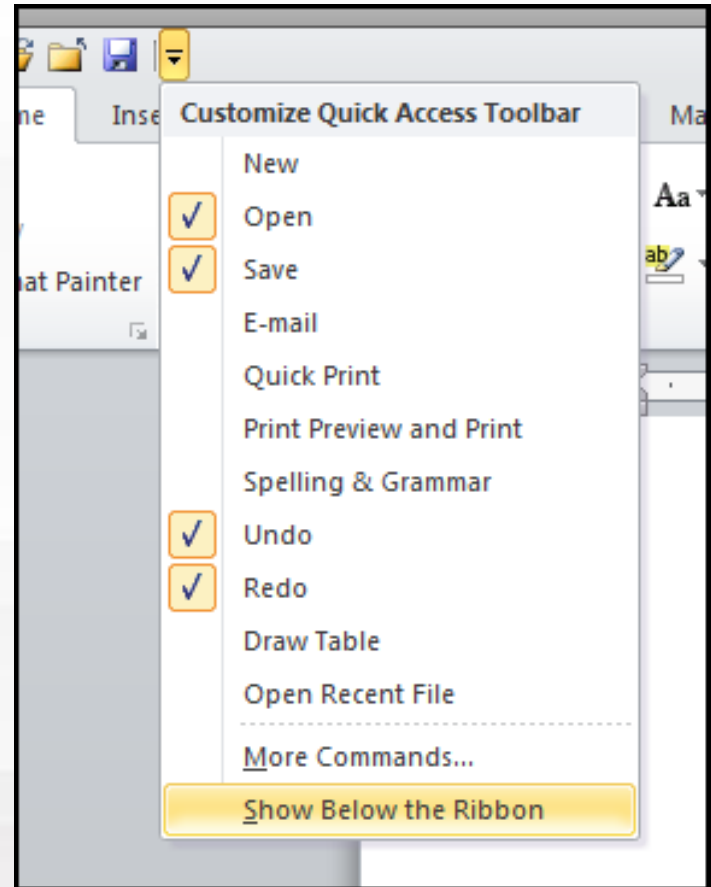
- ▶ Customize your cut-and-paste settings
- ▶ Can change default options for pasting content from other documents or programs (e.g., email or the web)





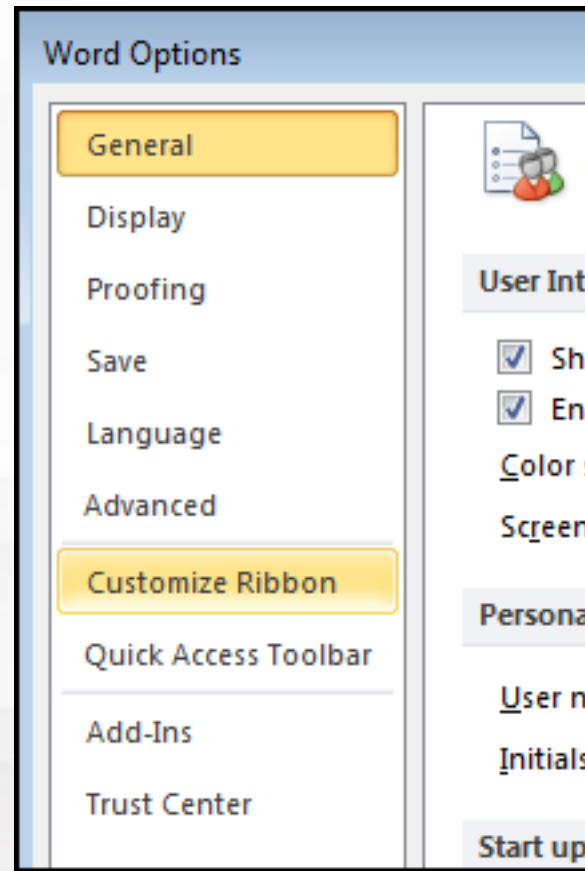
# Quick Access Toolbar

- ▶ Add items using:
  - ▷ QAT dropdown menu
  - ▷ Right-click any button
  - ▷ File → Options → Quick Access Toolbar
- ▶ In Word 2010 and later, the ribbon, not just the QAT, is customizable



# Customize the Ribbon

- ▶ File → Options → Customize Ribbon
- ▶ Add or remove buttons
- ▶ Hide or rename tabs
- ▶ Change order of tabs



# Add Commands Not in the Ribbon

Customize the Ribbon and keyboard shortcuts.

Choose commands from:

Customize the Ribbon:

Main Tabs

- Home
  - Clipboard
  - Font
  - Paragraph
  - Editing
    - Styles (Custom)**
- Insert
- Page Layout
- References
- Mailings
- Review
- View
- Developer
- Add-Ins
- Blog Post
- Insert (Blog Post)
- Outlining
- Background Removal

Buttons:

Keyboard shortcuts:

Normal

No Spacing

Heading 1

Heading 2

Title

Subtitle

Subtle Emphasis

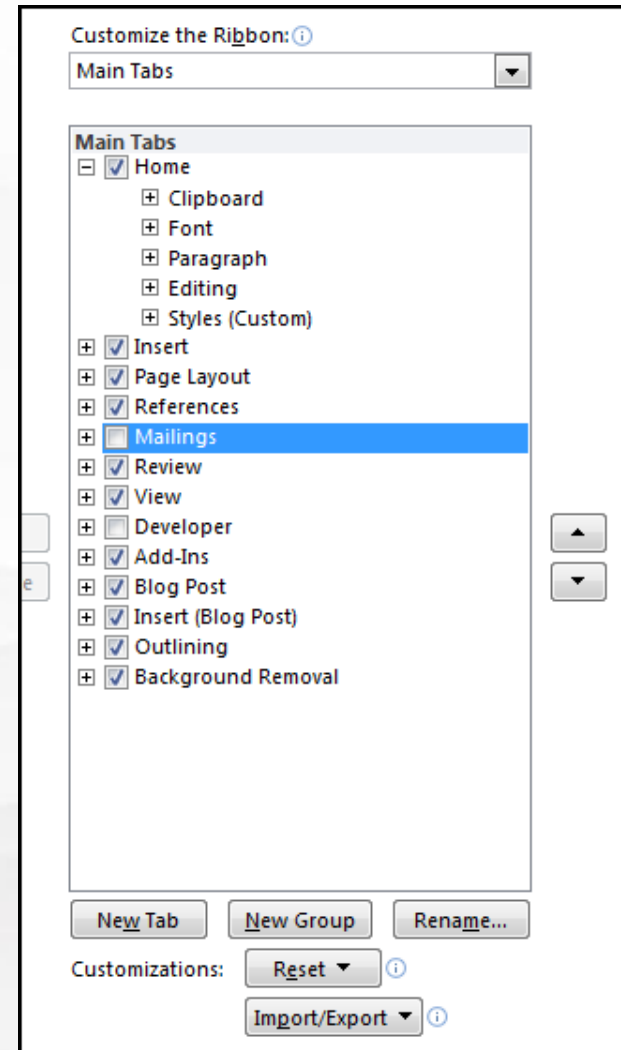
Emphasis

Intense Emphasis

Strong

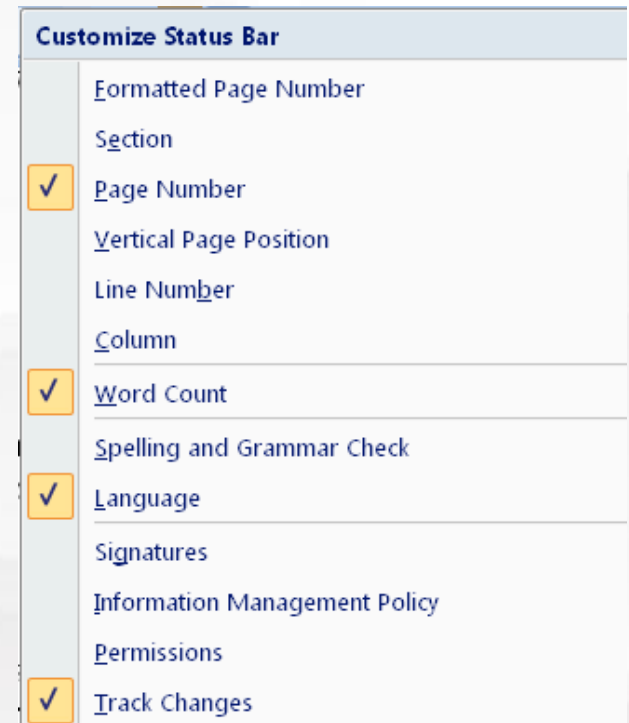
# Hide or Rename Tabs

- ▶ Turn off tabs you never use
- ▶ Create new groups/tabs
- ▶ Use the up and down arrows to change the tab order

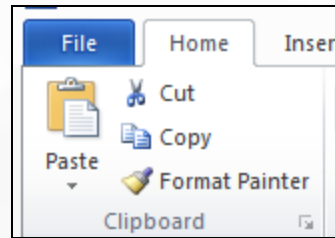


# Shortcuts: Right-Clicking

- ▶ Contextual editing
  - ▷ Edit hyperlinks
  - ▷ Add term to spelling dictionary
  - ▷ Update table properties
- ▶ Contextual user interface changes
  - ▷ Modify ribbon
  - ▷ Modify settings for those teeny-tiny icons at the bottom, aka the status bar



# Shortcuts: Format Painter



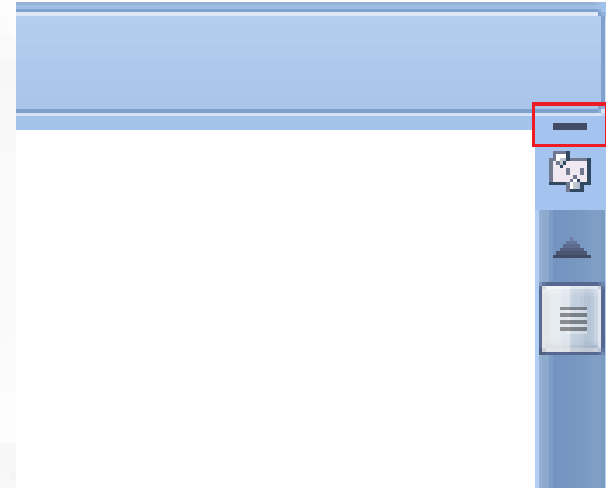
- ▶ Copy and paste formatting from one selection to another
- ▶ Can be used to reapply paragraph and character styles
- ▶ Single-click to reapply formatting once
- ▶ Double-click to reapply formatting multiple times

# Shortcuts: Keyboard Commands

- ▶ Most people know Ctrl+C, Ctrl+X, and Ctrl+V, but did you know you can...
- ▶ Redo last action by using Ctrl+Y
  - ▷ Useful for multi-click actions such as modifying tables (e.g., insert/delete rows)
  - ▷ Function key F4 = Ctrl+Y
- ▶ Undo last action by using Ctrl+Z
- ▶ **Strip formatting by using Ctrl+space (super useful!)**

# Navigation: Splitter

- ▶ **My favorite Word tip**
- ▶ View and independently scroll through two sections of a document at once
- ▶ Drag down the line at the top of the vertical scrollbar (or View → Split)
- ▶ Vertical scrollbar tool removed from Word 2013 and later; only accessible from the View tab



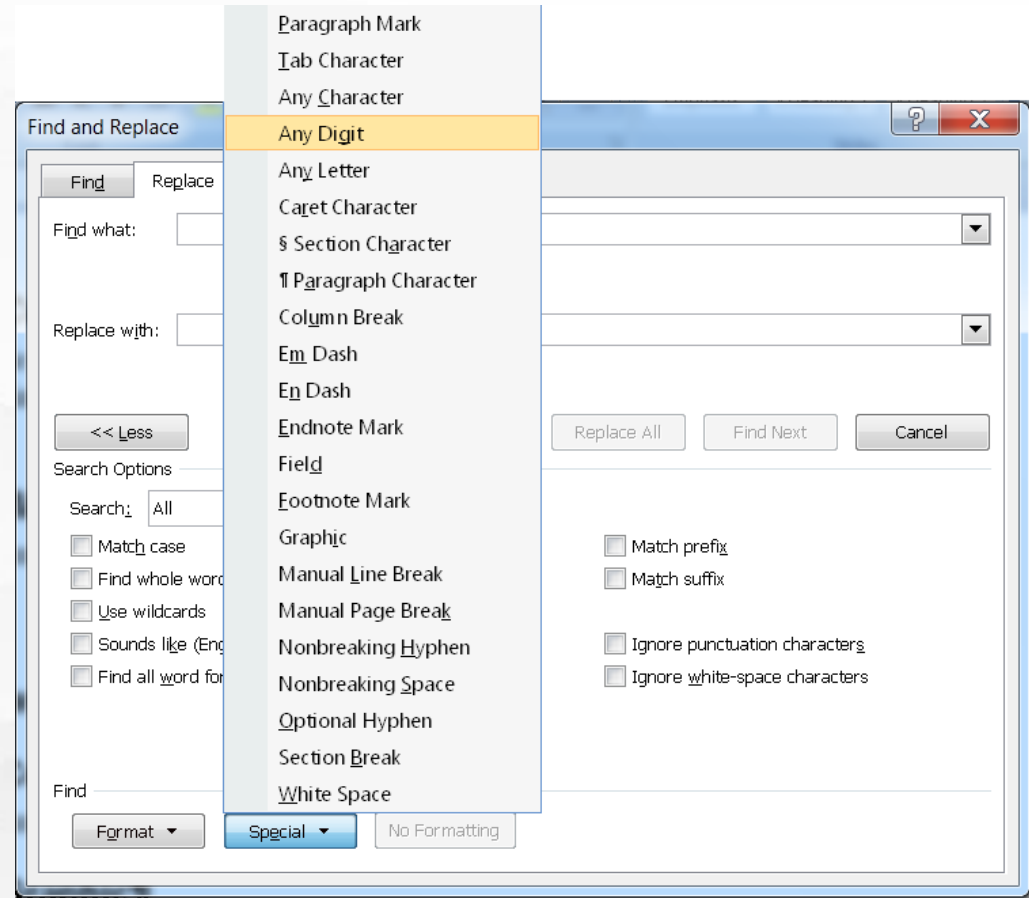


# Navigation: Shift+F5 (Previous Edit)

- ▶ Quickly return to the most recently edited text after opening a document (even after restarting Word/your computer!)
- ▶ Cycle through three previous edits in an open document

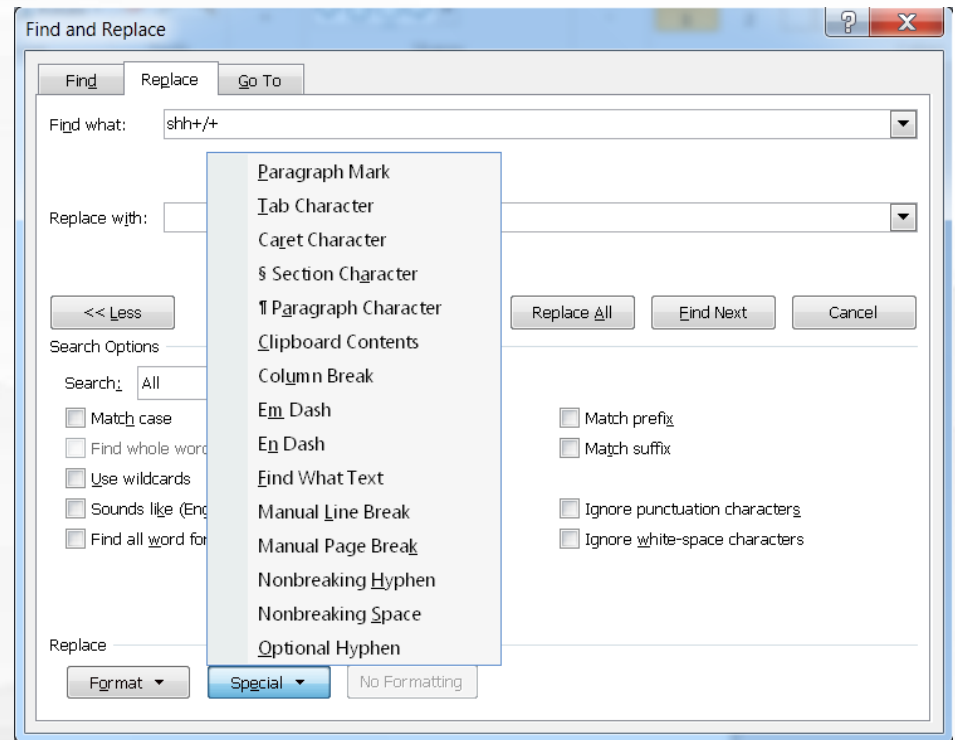
# Advanced Find and Replace: The “Special” Option

- ▶ Search for special characters and types of text (e.g., digits)
- ▶ Different “Find what” and “Replace with” options




# Advanced Find and Replace: The “^c” Option

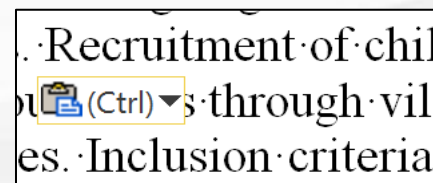
Use “Clipboard Contents” to insert replacement text with complex formatting, such as partial superscript or symbols/special characters



# Explore ALL Your Options

Did you know you can:

- a) Turn off automatic superscripting of ordinal suffixes (e.g., 12<sup>th</sup>)?
- b) Turn off text drag-and-drop?
- c) Get rid of this thing forever? 



Answer Key:

- a) Options → Proofing → AutoCorrect Options → AutoFormat As You Type
- b) Options → Advanced → Editing Options
- c) Options → Advanced → Cut, Copy, and Paste

# Thank you!

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**... come say hello at stand 19!**