

Customizing & Automating Word 2003

Customizing

File Locations

1. From the Tools menu, choose Options, then click the File Locations tab.
2. In the File types list, click on the file location you wish to modify:
 - AutoRecover files:* location for recovered documents (saved when Word or your computer crashes)
 - Documents:* default starting location for opening files (this can save you time each time you open a file)
 - User templates:* location for templates that you create (this should be on your hard drive)
 - Workgroup templates:* location for shared templates on the network (it should be i:\msoffice.97\Template)
3. Click Modify. In the Look in box, navigate to the appropriate folder. Click OK.

The Dictionary

1. From the Tools menu, choose Spelling and Grammar.
2. When the spell-checker finds an unrecognized word that you wish to add to the dictionary, click on Add.

AutoText (Auto-completion)

The AutoText feature gives you the opportunity to insert entire strings of text when you type just the first few characters. This can be useful for things you type frequently, such as the name of your department.

1. From the Tools menu, choose AutoCorrect Options.
2. Click on the AutoText tab.
3. Type the text you wish to have automatically completed, and click on the Add button.
4. Add as many AutoText entries as you wish, and then click OK.
5. When typing one of these words in a document, you will see a pop-up box offering the full text of your entry. Press ENTER to accept the item, or just keep typing to reject it.

Toolbars

Showing or hiding a toolbar

From the View menu, go to Toolbars, then click the toolbar you want to show or hide. (The ones with the checkmarks next to them are already showing.)

Moving toolbars

Click the vertical line of dots at the far left side of a docked toolbar and drag the toolbar to a new location. If you drag a toolbar away from the edge, it becomes a floating toolbar, which you can move around the screen. If you drag a floating toolbar to the edge of the program window, it becomes a docked toolbar.

Adding buttons to toolbars

1. From the Tools menu, choose Customize, then click the Commands tab.
2. In the Categories box, click the category that contains the button you want.
3. Drag the button you want from the Commands box onto one of the displayed toolbars.
Note: If you don't see the command you want under a particular category, click All Commands.

Removing buttons from toolbars

1. From the Tools menu, choose Customize, then click the Commands tab.
2. Drag the button away from the toolbar.
Note: The Customize dialog box must be open while doing this.

Displaying toolbar buttons as text, icons, or both

1. From the Tools menu, choose Customize.
2. On the toolbar, right-click the button you want to change, and then choose the desired option.

Templates

Templates are preformatted documents that make it easy to create letters, memos, faxes, and other documents.

Using templates

1. From the File menu, choose New.
2. On the right, click the “On my computer...” link.
3. Click the tab for the type of document you want, and then double-click the template.

Creating templates

1. To base a new template on an existing document, open the document you want to use and make the necessary changes, or create the document from scratch with the necessary text and formatting.
2. To base a new template on an existing template, from the File menu, choose New. On the right, click the “On my computer...” link. Choose a template similar to the one you want to create, and under Create New, choose Template (instead of Document), then click OK.
3. From the File menu, choose Save As.
4. In the Save as type box, choose Document Template (*.dot).
5. Word will suggest saving it in the default Templates folder. To save the template so that it will appear on a tab other than General, open the desired subfolder within the Templates folder. (If you save a template in the Templates folder, it will appear on the General tab when you click New on the File menu. If you save a template in a subfolder of the Templates folder, such as Memos or Reports, it will appear on the corresponding tab.)
6. In the File name box, type a name for the new template, then click Save.
7. In the new template, add the text, graphics, and formatting (margins, page size and orientation, etc.) that you want to appear in all new documents based on this template.
8. When finished, click Save, then close the document.

Macros

A macro is a series of commands and instructions grouped together as a single command. Macros allow you to automate repetitive tasks. When you record the macro, you can assign it to a toolbar or shortcut keys. Then running the macro is as simple as clicking the button or pressing the shortcut keys.

Recording a macro

1. From the Tools menu, choose Macro, then choose Record New Macro.
2. In the Macro name box, type a name for the macro.
3. By default, Word stores macros in the normal.dot template so they’re available for use in every Word document. If you want to store the macro only in the current document, change the Store macro in box.
4. In the Description box, type a description for the macro (optional).
5. To assign the macro to a toolbar or menu, click Toolbars. On the Commands tab, click the macro you’re recording and drag it to the toolbar or menu you want it on. If you do not want to assign shortcut keys to this macro, click Close to begin recording the macro (skip to step 7).
6. To assign shortcut keys to the macro, click Keyboard. In the Commands box, click the macro you’re recording. With the cursor in the Press new shortcut key box, type the key sequence you want to use as this macro’s shortcut. Click Close to start recording the macro.
7. Perform the actions you want to include in your macro.
Note: The macro recorder cannot record mouse actions in a document window. You must use the keyboard when recording such actions as moving the cursor or selecting, copying, or moving text. However, you *can* use the mouse to click commands and options when you’re recording a macro.
8. To stop recording the macro, click Stop Recording (the square button on the Macro toolbar).

Using macros

To run a macro, press the shortcut keys or click the button you assigned to the macro, or choose Tools ► Macro ► Macros to see a list of all available macros. To run one, click on it in the list and click the Run button.

Creating a Macro that runs when you open a new file

To perform an action (such as inserting the current date) whenever a new file based on a template is created, open the template and record a macro that performs the action. Name the macro Autonew. In the Record Macro box under Store Macro in, specify the template you've modified.

Styles

Styles define the appearance of text elements in your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply multiple formatting characteristics in a single operation. Styles make formatting your document faster and easier, and they also serve as building blocks for tables of contents. You can modify the default styles that Word comes with, and you can create your own styles.

Using styles

1. First select (highlight) the text you want to change.
2. From the Style drop-down list (the box on the left side of the formatting toolbar that usually says "Normal"), choose the style you want to apply. You can also open the Styles and Formatting task pane and use it to choose the styles instead. To do so, choose Styles and Formatting from the Format menu, or click the Styles and Formatting button (the one to the left of the Style drop-down list with 2 "A"s on it).

Modifying an existing style (& changing the default font)

If you don't like the default styles built into Word, you can change them to suit your preferences.

1. From the Format menu, choose Styles & Formatting.
2. In the Styles and Formatting task pane, right-click on the style you want to change, and choose Modify. To change the default font, choose the "Normal" style
3. Click on the Format button and select the aspect of the style you wish to change.
4. Choose the desired new formatting. To redefine the style permanently (to make this change for all new documents), check the "Add to template" box. Do **not** check the "Automatically update" box!
5. Click OK.

Creating a new style

1. From the Format menu, choose Styles & Formatting.
2. In the Styles and Formatting task pane, click the New Style button.
3. In the Name box, type a name for the style.
4. Click the Format button to select the formatting you want for this style. Choose Font for font formatting (font, size, bold, italics, etc.) or Paragraph for paragraph formatting (indenting, alignment, etc.).
5. To redefine the style permanently (to make this change for all new documents), check the "Add to template" box. Do **not** check the "Automatically update" box!
6. Click OK.

Tip: To select all of the text in the document with the same formatting, select one instance of it, then in the Styles and Formatting task pane, click the Select All button. Whatever changes you make will be applied to all of the selected text.

Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.