

Word/Adobe Breakout Session Notes  
October 20, 2004

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## Microsoft Word

Help for WordPerfect Users gives you a specific WordPerfect help function that can be accessed from the Word help menu. To turn this feature on:

- Select ***Tools, Options, General***
- Check ***Help for WordPerfect Users***

WordPerfect Navigation Keys will change the functions of the Esc, Home, End, Page Up and Page Down keys to their WordPerfect equivalents. To turn this feature on:

- Select ***Tools, Options, General***
- Check ***Navigation Keys for WordPerfect Users***

Autoformat allows you to control if Word makes automatic changes to your document bulleted lists, heading styles, etc... You can adjust the autoformat settings:

- Select ***Tools, AutoCorrect Options, Autoformat***

AutoCorrect is used to automatically detect and correct typos, misspelled words, and incorrect capitalization. For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with "the." You can also use AutoCorrect to quickly insert symbols that are included in the built-in list of AutoCorrect entries. For example, type **(c)** to insert ©. If the list of built-in entries doesn't contain the corrections that you want, you can add entries by:

- Select ***Tools, AutoCorrect Options, AutoCorrect***
- Fill in the ***Replace*** field with the letters you want automatically corrected and the ***With*** field with the corrected letters.

AutoCorrect Options can be accessed by selecting ***Tools, AutoCorrect Options***. There are many other additional features on these tabs that can be useful to you. Please take some time to review the options and experiment with the features.

Thesaurus can be accessed by putting your cursor on the word you would like to find a synonym for and pressing Shift-F7.

Find & Replace allows you to replace text and formatting automatically. For example, you have the date October 20, 2002 several times in your document and you want to replace it with November 15, 2004. You can do so by:

- Select ***Edit, Replace***
- Fill in ***Find What*** with October 20, 2002 and ***Replace With*** with November 15, 2004.
- Choose ***Replace*** if you only want to replace the first occurrence, or ***Replace All*** if you want to replace all occurrences.

Headers & Footers – see [below](#).

Importing & Working with Graphics To add a graphic to a document:

- Click the location on the document where you want to place the graphic.
- Choose ***Insert, Picture***, type of graphic you want to insert.

To move a graphic or change how it appears in reference to the text:

- Double click the graphic, choose ***Layout***
- Change the wrapping style to something besides In line with text. Click on OK.
- You'll now be able to drag and drop the graphic where you would like in the document and experiment with how you want the graphic to display in reference to the text.

Capturing Windows Desktop or Individual Window screen print is an excellent way to send a picture of what your computer screen looks like to a help desk. It can also be a great asset when creating a training manual. In order to capture a screen print:

- For a full screen shot, press ***Ctrl-Print Scrn***, for a capture of an individual window, make sure your cursor is on that window, and press ***Alt-Print Scrn***. This saves the screen capture to your clipboard.
- Open a Word document and ***Rt-Click, Paste*** at the location in the document where you want the screen print.

## **Adobe Professional**

What is Adobe and why do we want to use it?

- Adobe Acrobat was created for the purpose of being able to transfer documents to other users without them needing to own the application you originally used to create the document.
- You can create PDF (portable document files) from an existing application, such as Word, WordPerfect, Excel, or Visio. The document is created in one application and converted to an Adobe PDF format. The look and formatting of the original file is preserved.
- PDF files can be posted to the web or emailed. The recipient of the file can open it and view it as long as they have Adobe Reader on their computer. Adobe Reader is a free program that is easily available on the Internet from the [Adobe](#) website.
- PDF files are about half the size of the original files which is a great benefit for saving or emailing files.

Creating an Adobe File. There are two very important requirements for creating a PDF file:

- 1) You must have Adobe Standard or Adobe Professional. Adobe Reader will NOT create a PDF file. It will only read one.
  - 2) The document is created in another application, such as MS Word, and then converted to PDF. It can then be edited if necessary. The document is NOT created from scratch in Adobe.
- Begin the process of creating a PDF file by laying out complicated designs on paper. If the document is straightforward, continue on to the next step.
  - Use your preferred application to create the document. It is common to use Microsoft Word, PowerPoint, Excel, Project, Visio, or AutoCad.
  - Save your file. Right-click on the file name and choose to Convert To Adobe PDF. (Note: there are a number of other ways to convert to Adobe; I am just writing one.)
  - You may now open the new file and edit it in Adobe if desired.

## Breakout Session Questions

### Microsoft Word Questions

Q. How do you fill in info on a form with blank lines so typing goes on lines and not just move lines to the right?

This situation happens when someone creates a Word document to be filled out, and just uses the underline character to make the line to be filled in, like this:

Name \_\_\_\_\_

In order to fill this in without the line moving to the right, place your cursor on the line where text is to be inserted, click the underline button, and the Insert button on your keyboard (this will change your character input to overwrite, rather than insert). Type your data as desired.

Questions on Headers and Footers:

Setting up headers and footers?

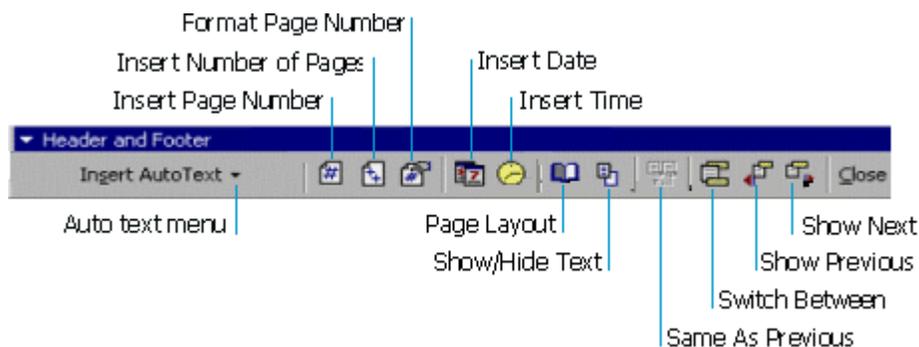
What's the best way to change headers & footers in single document?

For headers and footers, how can you add one of each on every page except the 1<sup>st</sup> page?

How do you add a footer that shows the Chapter # and page \_of\_?

### Setting up and modifying Headers & Footers

To view or change headers and Footers, click View > Header and Footer.



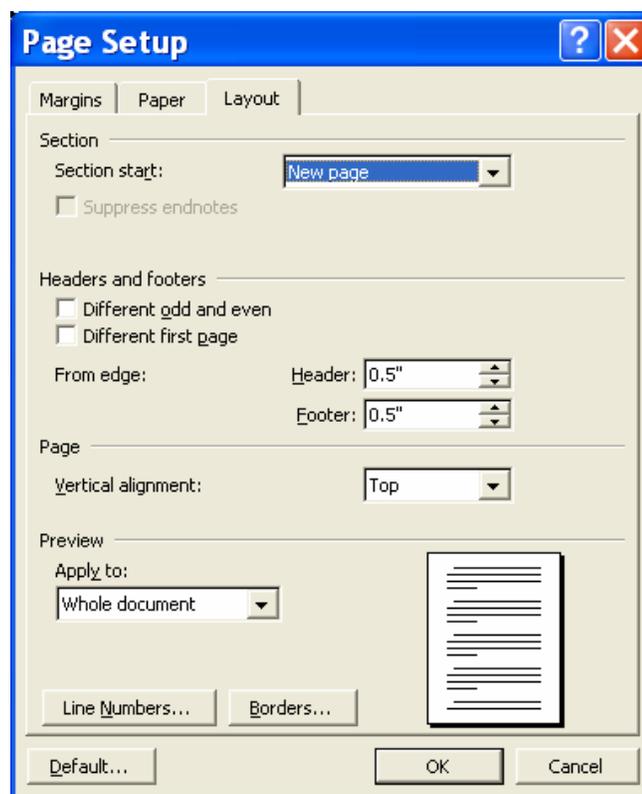
Use the Insert Auto Text option to insert standard formatting such as page \_\_\_ of \_\_\_.

Use the Format Page Number button to include page numbers and chapter numbers.

## Different First Page

There are times when you do not want the page number on the first page of your document. In WordPerfect, this was called Suppress. In Word, the feature is called Different First Page. This means you are still able to put information into the Header or Footer but it will not affect the rest of the Headers and Footers in the document. To do this:

- Access the header and footer toolbar by clicking View > Header and Footer.
1. Click the Page Setup button on the Header and Footer toolbar. The Page Setup dialog box opens to the Layout tab.



2. Select Different first page.
3. Click OK.
4. Save and close this document.

Notice the Header area now says First Page Header.

## Same As Previous

Word's default is to connect all the Headers in the document and all the footers in the document so they are all the same. It does this by using the Same as the Previous command. It is important to turn OFF the Same as Previous option FIRST before you

make any other changes. This will prevent the previous section from being changed as well.

Q. Adding graphics to documents?

- Click the location on the document where you want to place the graphic.
- Choose ***Insert, Picture***, type of graphic you want to insert.

Q. How can you move the graphic around in the document without hitting the enter key?

- Double click the graphic, choose ***Layout***
- Change the wrapping style to something besides In line with text. Click on OK.
- You'll now be able to drag and drop the graphic where you would like in the document.

Q. How do you make that annoying paperclip go away forever?

You don't like Clippie?! He's called the Office Assistant and you can get rid of him! If he's not visible, click on ***Help, Show the Office Assistant***. Once Clippie is showing, right click on him, choose ***Options***, and uncheck Use the Office Assistant.

Q. How do you create a single page of labels with different info on each label?

- Choose ***Tools, Letters and Mailings, Mail Merge Wizard***. This starts a process for automating the creation of labels.
- On the right choose the ***Labels*** radio button and click ***Next: Starting document***
- Choose the appropriate label.
- If you already have a template setup, you can use that, otherwise click ***Next: Select recipients***.
- Now you need to tell Word what information you'll want on the labels. There are a lot of options here. If you are starting from scratch to create a new list choose ***Type a new list*** and ***create*** to type in your own custom list. Or if you already have the address information saved in another format, such as Excel or Access, you can click the ***browse*** button to find the appropriate file.
- Click ***Next: Arrange your labels, Address Block***.
- Rearrange the information if desired and choose ***OK***. If you want the same format for all the labels, choose ***Update all labels***.
- Select ***Next: Preview your labels***. You can now edit the labels as you like then choose ***Next: Complete the merge***.
- The labels are now ready for printing, and can be saved, reopened, and edited at a later date.

Q. How can you add CO<sub>2</sub> to AutoCorrect?

- In a Word document, type CO<sub>2</sub> (You can make the 2 a subscript by highlighting it, choosing **Format, Font** and checking **Subscript**).
- Highlight CO<sub>2</sub>, choose **Tools, AutoCorrect Options**, fill in the Replace field with something like CO2, and choose **Formatted Text, Add, OK**.
- Now when you type CO2 it will automatically correct to CO<sub>2</sub>.

Q. Is it possible to “Find & Replace” codes, such as tabs?

You can easily search for and replace special characters and document elements such as page breaks and tabs.

- On the Edit menu, click **Find** or **Replace**.
- If you don't see the Special button, click **More**.
- In the Find what box, do one of the following:
  - To choose the item from a list, click **Special**, and then click the item you want.
  - Type a code for the item directly in the Find what box.
- If you want to replace the item, enter what you want to use as a replacement in the Replace with box.
- Click **Find Next**, **Replace**, or **Replace All**.

Q. Will hyperlink show up as highlighted on a printed copy? If so, how can we print without the link?

- Yes it does show up on a printed copy. I searched and searched for a way to change this behavior and could not find a way to change it, other than changing the properties of the hyperlink itself and removing the underline and the blue color – this is not a very good solution because the user will not realize there is a hyperlink unless they place their mouse cursor over the hyperlink.

Q. How do you merge addresses in a letter?

- There is a lot involved in merging addresses in a letter. For some great tutorials on the subject, check out this site:  
<http://www.mistupid.com/technical/mailmerge/>
- I would suggest viewing all four “How To” videos.

Q. How do you search different areas for ClipArt of different pictures?

- Select **Insert, Picture, Clip Art**
- From the Clip Art screen displayed on the right, enter criteria in the **Search** field, and select **Search**.
- If you don't find what you are looking for, you can select **Clips Online** at the bottom of the screen. This takes you to the Microsoft Office website where you can enter the type of media you desire and a description.
- Here are a few other good resources for online graphics, if you find a graphic you like from one of these sites, right click on the graphic and choose Save Picture As to save it to your local drive.
  - <http://www.altavista.com/image/default>
  - <http://www.google.com/imghp?hl=en&tab=wi&q=>

Q. Outlining?

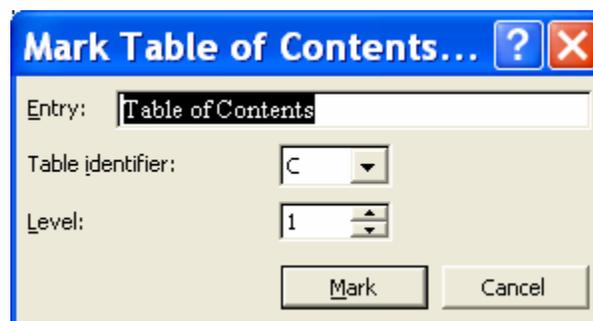
- Outlining can be fairly complex in Word. Here is a site that gives detailed instructions on how to master outlining:  
<http://www.shaunakelly.com/word/numbering/OutlineNumbering.html>

Q. Table of Contents?

- Follow the steps on this page to create a Table of Contents:

#### Mark Table of Contents Entries

1. Highlight a heading that you would like to appear in the Table of Contents (TOC).
2. Press **ALT+SHIFT+O** and the Mark Table of Contents Entry box will appear.



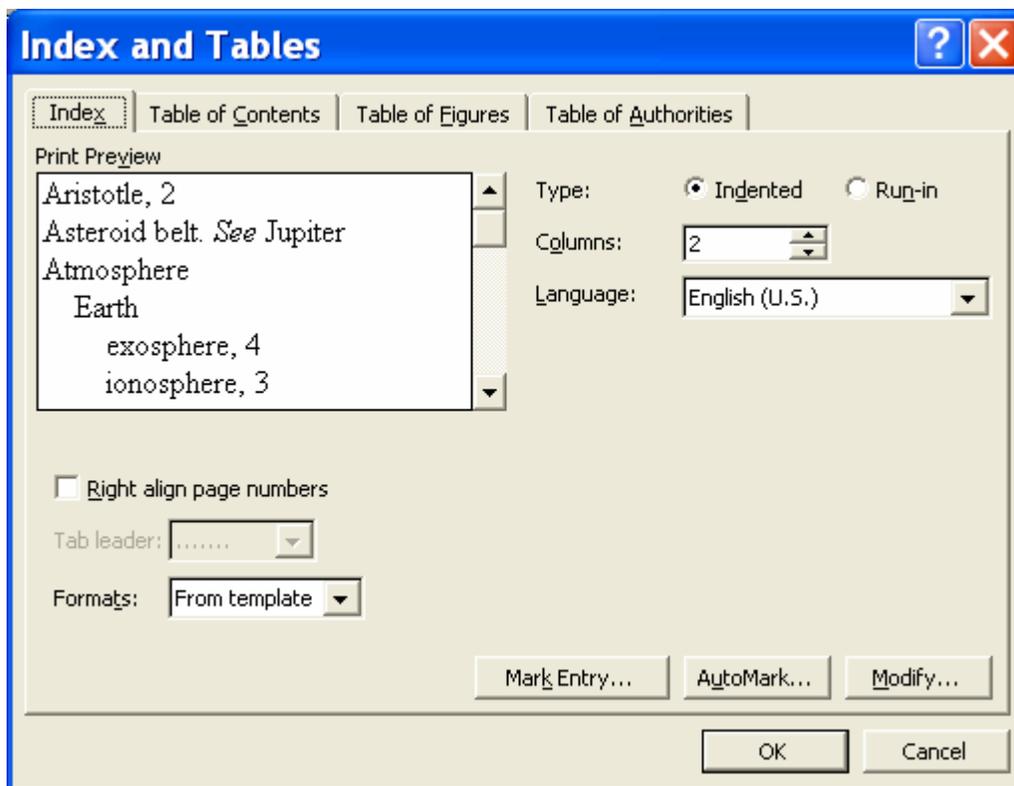
3. Entry - Rename the entry if you would like a different heading to appear in the TOC.
4. Table identifier - Select "C".
5. Level - Choose "1" for first-level heading, "2" for second-level heading, etc. I suggest using all level 1 headings for a cleaner look to your table of contents.

6. Click the **Mark** button.
7. The document will be toggled to "reveal codes" view and notice the TOC field code. To hide all codes click the Show/Hide codes button  on the standard toolbar.
8. Select another heading to add to the TOC, or click the **Close** button on the Mark Table of Contents Entry dialog box.

### Generate a Table of Contents

After you have marked all the headings for your TOC, follow these steps to generate the Table of Contents.

1. Place the cursor where you would like the TOC to appear in the document.
2. Select **Insert, Reference, Index and Tables** from the menu bar.



3. Customize the appearance of the TOC from the Table of Contents tab. You may choose a preset design from the Formats drop-down menu. A preview of each design will be shown in the Print Preview window.
4. Check the **Show page numbers** box if you would like page numbers to show on the TOC. Check the **Right align page numbers** box if the page numbers should appear on the right side, then select the Tab leader between the heading and the page number. Uncheck the box if the page numbers should appear right next to the heading.

5. If you used headings or styles to create your Table of Contents sections, you can click **OK** now.
6. If you did as I instructed above to mark your TOC entries, choose the **Options** button, uncheck **Styles** and check **Table entry fields**.
7. Select **OK**.

Q. How do you add a watermark?

- Choose **Format, Background, Printed Watermark** and choose a picture or text.

Q. How do you reformat the “Table of Contents” so multiple sections of the document will be the same (style, font, size, etc.)?

- See the [Table of Contents](#) section.

Q. What is the quickest way to reformat text to make font, size, etc. consistent?

- I'd suggest using **Edit, Select All** or just your cursor to select the areas you want changed. Once these areas are highlighted, any changes you make to formatting, such as the font or size will affect the entire highlighted area.

Q. Are there any exercises to practice things that may not be used all the time, but would be beneficial to know/recall?

- Here is a listing of [Microsoft Word Tutorials](#) from Google. As you can see there are thousands of online resources for help with Microsoft Word.

Q. How do you stop the “New Document” column split screen on the right side of the Word document screen from appearing every time?

- Select **Tools, Options**, uncheck **Startup Task Pane** on the View tab.

Q. How do I turn off “curly” or “smart” quotes?

- Choose **Tools, AutoCorrect Options, AutoFormat as You Type**, uncheck **“Straight Quotes” with “Smart Quotes”**

## Adobe Questions

Q. I have a form created in Word. When I make it a .pdf file, is it still a form?

- No, it is unfortunately not still a form.

Q. In reference to RPES Case Write-up exhibits – how do you scan the exhibits to a .pdf file and copy to a CD for submission to Area Office?

- Each scanner device may be slightly different, but in general, you can open Adobe Professional, Select **File, Create PDF, From Scanner**. Fill in the appropriate information and select **Scan**.
- You'll be asked to name the scanned file and state the location it should be saved. Once the file is created you can copy it to your CD using your CD recording software.

Q. Can you copy a read-only file to another file in order to fill in the blanks?

- Generally, yes. Open the file, make your changes and save it to a different file name.

Q. Can you get an upgrade from Standard to Professional?

- Yes. Here's the [Adobe site](#) that details the versions available. These versions can likely be found cheaper from other sources.

Q. How do you open lines or sections to accept text, especially for forms?

- If you are having trouble filling in forms, there could be a number of reasons. Here are some possible solutions:
  - Click on the Hand Tool, then insert your text.
  - Make sure the file is not read-only. If it is, close the document, Rt-Click on the file, choose **Properties**, uncheck **Read-Only**
  - If you are using Adobe Reader only, you will not be able to make changes to the document and save them.

Q. How can you change the format, such as font, without converting it back to Word?

- Open the file in Adobe Standard or Professional.
- Select *Advanced Editing*
- Select the Touch-Up Text Tool



- Highlight the text you would like to change, and make changes. You can also Rt-Click on the highlighted text and change the properties, such as font.

Q. How can you enter text into some of the ARS documents that were not set up correctly? (See next question)

Q. How do I enlarge/edit NFC docs?

- Open your document with Adobe Professional (Adobe Reader will not work)
  - Select the *Advanced Editing* button
  - Select the *Touch-up Object* button
  - Select *Edit* and *Select All*
  - Using the mouse, drag and drop the text to the center of the page. The drag and drop only works if you place your cursor on a selected area of the page (not a blank area).
- To change the font size:
  - Repeat the three steps above to select the data on the page.
  - Right-click a selected area of the report
  - Select *Properties*
  - Choose the *text* tab
  - Change the font size and other settings as desired. You'll need to experiment with these settings to get the best results for your document.

The above steps need to be taken for each page of the report.

Q. How can you publish PDF from Word while in a Word document?

- Make sure you have the PDFMaker 6.0 toolbar displayed. To do this, select *View, Toolbars, PDFMaker 6.0*. Note: this option will not be available if you do not have Adobe Acrobat Standard or Professional.
- Select *Adobe PDF* from the top menu.
- Choose *Convert to Adobe PDF*.
- Enter a name and file location and select *Save*.