

 Content Update
Program

FREE...See Details Inside

Word 2016 IN DEPTH

Faithe Wempen



que

FREE SAMPLE CHAPTER



SHARE WITH OTHERS



Word 2016 **IN DEPTH**

This book is part of Que's exciting new Content Update Program, which provides automatic content updates for major technology improvements!

- As Microsoft makes significant updates to Word 2016, sections of this book will be updated or new sections will be added to match the updates to the software.
- The updates will be delivered to you via a free Web Edition of this book, which can be accessed with any Internet connection. See inside back cover for details.
- This means your purchase is protected from immediately outdated information!

For more information on Que's Content Update program, see the inside back cover or go to www.quepublishing.com/CUP.

If you have additional questions, please email our Customer Service department at informat@custhelp.com.



Word 2016 IN DEPTH

Faithé Wempen

que[®]

800 East 96th Street
Indianapolis, Indiana 46240

WORD 2016 IN DEPTH

Copyright © 2016 by Pearson Education Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

ISBN-13: 978-0-7897-5566-7

ISBN-10: 0-7897-5566-1

Library of Congress Control Number: 2015944470

Printed in the United States of America

First Printing: November 2015

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que Publishing cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Microsoft is a registered trademark of Microsoft Corporation.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The information provided is on an “as is” basis. The author and the publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this book.

Special Sales

For information about buying this title in bulk quantities, or for special sales opportunities (which may include electronic versions; custom cover designs; and content particular to your business, training goals, marketing focus, or branding interests), please contact our corporate sales department at corpsales@pearsoned.com or (800) 382-3419.

For government sales inquiries, please contact governmentsales@pearsoned.com.

For questions about sales outside the U.S., please contact international@pearsoned.com.

Editor in Chief

Greg Wiegand

Acquisitions Editor

Michelle Newcomb

Development Editor

Ginny Munroe

Technical Editor

Joyce Nielsen

Managing Editor

Sandra Schroeder

Project Editor

Seth Kerney

Copy Editor

Chuck Hutchinson

Indexer

Larry Sweazy

Proofreaders

Anne Goebel

Laura Hernandez

Publishing Coordinator

Cindy Teeters

Book Designer

Anne Jones

Compositor

Mary Sudul

CONTENTS AT A GLANCE

I Working with Text

- 1 Creating and Saving Documents 5
- 2 Typing and Editing Text 47
- 3 Correcting and Printing Documents 91

II Formatting a Document

- 4 Applying Character Formatting 139
- 5 Formatting Paragraphs and Lists 175
- 6 Creating and Applying Styles and Themes 215
- 7 Formatting Documents and Sections 253
- 8 Working with Templates and Nonstandard Layouts 289

III Tables and Graphics

- 9 Creating and Formatting Tables 337
- 10 Working with Pictures and Videos 385
- 11 Working with Drawings and WordArt 427
- 12 Working with Charts 471
- 13 Working with SmartArt and Math Formulas 521

IV Collecting and Managing Data

- 14 Performing Mail and Data Merges 549
- 15 Copying, Linking, and Embedding Data 591
- 16 Working with Fields and Forms 621

V Working with Long Documents

- 17 Outlining and Combining Documents 669
- 18 Citing Sources and References 703
- 19 Creating Tables of Contents and Indexes 731

VI Collaboration and Online Sharing

- 20 Collaborating with Others 767
- 21 Protecting and Securing Documents 795
- 22 Developing Online-Delivered Content 817
- 23 Using OneDrive and the Word Online App 841

VII Customizing and Extending Word

- 24 Macros and Add-Ins 855
- 25 Customizing the Word Interface 885

VIII Appendixes

- A Recovering Files and Repairing Word 903
- B Converting from Other Word Processing Systems 911
- C Accessibility Issues and Word 919

Index 925

CONTENTS

Introduction 1

I Working with Text

1 Creating and Saving Documents 5

- Understanding the Word Interface 5
 - Tabs and the Ribbon 5
 - Backstage View 7
 - The Mini Toolbar 9
 - Galleries, Dialog Boxes, and Panes 9

Working with Views 12

- Switching Document Views 12
- Showing or Hiding Onscreen Elements 14
- Changing the Zoom 14
- Displaying Multiple Documents and Windows 15

Using the Help System 16

Starting a New Document 18

- Creating a Blank Document 19
- Creating a Document Based on a Microsoft Template 20
- Creating a Document Based on a Personal Template 21

Saving a Document 23

- Choosing a Save Location 24
- Managing the Quick Access List (or Favorites List) 27
- Selecting an Appropriate File Format 28
- Saving in Web Format 32

Opening a Document 34

- Opening a Recently Used Document 34
- Opening a Document with the Open Dialog Box 35
- Changing the File List View in the Open Dialog Box 36
- Opening Other File Types 36
- Opening Files in Special Modes 37
- Making a Document Read-Only 38

Working with File Properties 39

- Defining Custom Properties 42
- Automatically Updating Custom Properties 43

Setting File-Handling Preferences 43

- Returning to the Word 2010 Style of Saving and Opening 44
- Setting the Default Save Location and File Type 44
- Setting an AutoRecover Interval 46

2 Typing and Editing Text 47

Text Entry and Editing Basics 47

- Switching Between Insert and Overtyping Modes 48
- Undoing, Redoing, and Repeating 49

Inserting Symbols and Special Characters 50

Moving Around in a Document 55

- Scrolling 56
- Moving the Insertion Point with Click and Type 56
- Navigating with Keyboard Shortcuts 57

Selecting Text and Other Objects 58

Moving and Copying Text and Objects	61	Fixing Individual Grammatical Errors	93
Moving or Copying Text with Drag-and-Drop	61	Performing an Interactive Spelling and Grammar Check	95
Using Cut, Copy, and Paste	61	Finding Proofing Errors	96
Keeping or Discarding Formatting When Pasting	62	Customizing Spelling and Grammar Options	97
Pasting with Paste Special	65	Customizing Grammar Rules	99
Using the Office Clipboard	66	Managing the Spelling Dictionaries	100
Locating Specific Content	67	Checking Spelling and Grammar in Multiple Languages	105
Finding and Replacing	67	Automating Corrections with AutoCorrect	106
Using Go To	77	Rejecting an Automatic Correction	107
Displaying a Document Map	77	Setting AutoCorrect Options	107
Displaying Page Thumbnails	78	Changing or Removing an AutoCorrect Entry	109
Evaluating Readability	79	Adding a Plain Text AutoCorrect Entry	110
Viewing Word Count	81	Adding a Formatted or Graphical AutoCorrect Entry	110
Controlling Hyphenation	81	Configuring Math AutoCorrect	111
Enabling or Disabling Automatic Hyphenation	82	Working with Actions	112
Turning Off Automatic Hyphenation for Specific Text	83	Performing an Action	112
Hyphenating a Document Manually	84	Configuring Action Settings	113
Inserting Dummy Text	85	Using Research Tools	114
Working with Building Blocks	85	Checking a Word's Definition with a Dictionary	114
Creating a Building Block	86	Finding Words with a Thesaurus	115
Inserting a Building Block	87	Translating Text into Other Languages	117
Deleting Building Blocks	89	Looking Up Information at a Research Site	121
Changing a Building Block's Properties	89	Customizing and Extending the Research Tools	122
3 Correcting and Printing Documents	91		
Correcting Spelling and Grammatical Errors	91		
Checking the Spelling of an Individual Word	92		

Printing a Document	124
Printing Quickly with Default Settings	125
Printing the Current Document	125
Using Print Preview	129
Setting Print Options for Word Documents	130
Setting Options for a Certain Printer	132
Storing Different Properties for a Single Printer	133
Printing Iron-On Transfers	134
Managing a Print Queue	134
Faxing Documents	136
Faxing a Document with a Fax Modem	136
Faxing with Windows	136

II Formatting a Document

4 Applying Character Formatting 139

Understanding How Fonts Are Applied	139
Changing the Text Font and Size	141
Setting the Default Font	145
More About Font Types	147
Adding More Fonts to Your System	148
Embedding and Substituting Fonts	148
Changing Font Color and Style	150
Changing Font Color	150
Bold and Italic: Applying Font Styles	153
Underlining Text	155
Applying Font Effects and Text Effects	156

Changing Text Case	159
Highlighting Text	160
Adjusting Character Spacing and Typography	161
Creating a Drop Cap	163
Clearing Formatting	165
Copying Formatting with Format Painter	165
Revealing and Comparing Formatting	166
Using AutoFormat	168
Setting AutoFormat As You Type Options	169
Formatting a Document with AutoFormat	170

5 Formatting Paragraphs and Lists 175

How Word Handles Paragraphs	175
Setting Line Spacing	177
Choosing a Line Spacing Multiplier	177
Setting a Precise Line Spacing Value	178
Setting Spacing Before or After a Paragraph	179
Indenting Paragraphs	181
Setting Precise Indent Values	181
Quick Indenting with Buttons and Shortcuts	183
Visually Indenting with the Ruler	183
Working with Tab Stops	185
Types of Tab Stops	186
Placing and Removing Tab Stops on the Ruler	187

- Defining Tab Stops with the Tabs Dialog Box **188**
- Changing the Default Tab Stop Interval **190**
- Converting a Tabbed List to a Table **190**
- Copying Tab Stop Settings Between Paragraphs **191**
- Setting Paragraph Alignment **192**
- Creating Numbered and Bulleted Lists **193**
 - Typing a Quick Numbered or Bulleted List **193**
 - Creating Lists with AutoFormat As You Type **194**
 - Restarting or Continuing List Numbering **195**
 - Starting a List at a Certain Number **196**
 - Changing the Number Format **196**
 - Changing the Bullet Character **199**
 - Changing the List Level **204**
 - Adjusting Bullet or Number Spacing and Indents **205**
- Applying Paragraph Borders **205**
 - Applying and Removing Borders **206**
 - Formatting Borders **208**
- Applying Paragraph Shading **210**
- Preventing Paragraphs from Breaking **212**
- 6 Creating and Applying Styles and Themes 215**
 - Understanding Styles **215**
 - Methods of Applying Styles **217**
 - Methods of Creating and Modifying Styles **217**
 - Working with the Style Gallery **218**
 - Changing the Style Set **219**
 - Using the Styles Pane **220**
 - Using the Apply Styles Pane **222**
 - Customizing the Styles Pane **223**
 - Clearing Styles and Formatting **224**
 - Viewing the Style Area **226**
 - Creating and Deleting Styles **228**
 - Style Naming and Alternate Names **228**
 - Creating a New Style by Example **229**
 - Creating a New Style by Definition **231**
 - Applying a Keyboard Shortcut to a Style **235**
 - Deleting a Style **236**
 - Modifying Styles **237**
 - Updating a Style Automatically **237**
 - Updating a Style to Match a Selection **237**
 - Modifying a Style Definition **238**
 - Redefining the Normal (Default) Style **238**
 - Renaming Styles **239**
 - Working with Cascading Styles **239**
 - Modifying the Styles in the Current Template **240**
 - Modifying Styles in the Manage Styles Dialog Box **240**
 - Sorting the Styles List **242**
 - Filtering the Styles List **244**
 - Copying Styles Between Documents **244**
 - Working with Themes **245**
 - Applying a Theme **246**
 - Resetting to the Template Theme **247**
 - Creating New Themes **247**

- Applying a Color Scheme 247
- Creating a New Color Scheme 248
- Editing an Existing Color Scheme 250
- Applying a Font Scheme 250
- Creating a New Font Scheme 251
- Applying an Effect Scheme 251
- Changing the Default Theme Settings 252

7 Formatting Documents and Sections 253

- Working with Section Breaks 253
 - Inserting a Section Break 255
 - Deleting a Section Break 255
 - Changing a Section Break's Type 255
- Changing Page Margins 256
 - Selecting a Margin Preset 256
 - Entering Precise Margin Values 257
 - Setting Up Gutters and Book Folds 258
- Setting Page Orientation 260
- Setting Paper Size 260
- Setting Vertical Alignment 261
- Using Line Numbering 262
- Inserting Page Breaks 263
- Inserting Cover Pages 264
 - Saving Content as a New Cover Page 265
- Creating Headers and Footers 266
 - Understanding the Header and Footer Areas 267
 - Inserting a Header or Footer Building Block 268
 - Understanding Header/Footer Field Codes 269
 - Deleting a Field Code 269
- Adding and Formatting a Page-Numbering Code 269
- Setting the Format for a Page-Numbering Code 270
- Inserting a Date or Time Code 271
- Inserting a Document Property 274
- Adjusting Header and Footer Positioning 274
- Inserting a Picture in a Header or Footer 275
- Working with Multiple Headers/Footers 276
- Repeating Elements on Every Page 277
- Applying a Page Watermark 278
 - Inserting a Built-In Watermark 279
 - Inserting a Custom Text Watermark 279
 - Creating a Picture Watermark 280
- Working with Multiple Columns 281
 - Applying a Column Preset 283
 - Creating Manual Column Breaks 283
 - Applying Custom Column Settings 284
 - Using Different Column Settings for Selected Text 284
- Applying a Page Background 285
- Using Page Borders 287

8 Working with Templates and Nonstandard Layouts 289

- About Templates 289
 - Types of Template Files 290
 - Determining What Template a Document Is Using 290

- Starting a New Document Based on a Template **291**
 - Using a Microsoft Template **291**
 - Using a Personal or Custom Template **295**
 - Saving an Existing Document as a Template **296**
 - Modifying Templates **296**
 - Understanding Template Storage Locations **297**
 - Opening a Template for Editing **297**
 - Storing and Accessing Workgroup Templates **298**
 - Modifying a Template by Modifying the Current Document **300**
 - Protecting Templates **301**
 - Creating Your Own Templates **301**
 - Changing a Document's Template **302**
 - Applying Global Templates **304**
 - Enabling Global Templates at Startup **304**
 - Preventing a Template from Loading at Startup **304**
 - Automatically Changing the Template of All Documents Opened **305**
 - Troubleshooting Problems with Normal.dotm **307**
 - Creating Text Box Layouts **308**
 - Inserting a Text Box **309**
 - Moving and Resizing a Text Box **310**
 - Applying and Removing Text Box Borders and Fills **311**
 - Changing the Text Box Shape **313**
 - Setting Text Box Margins and Vertical Alignment **314**
 - Wrapping Text Around a Text Box **315**
 - Linking Text Boxes **317**
 - Breaking the Link **318**
 - Changing the Text Direction **318**
 - Tips for Creating Text Box Layouts **319**
 - Working with Frames **320**
 - Creating Banners **322**
 - Addressing Envelopes **323**
 - Adding an Envelope to a Letter **323**
 - Setting the Envelope Size **324**
 - Changing the Address Position **325**
 - Changing the Envelope Font **325**
 - Printing an Envelope **326**
 - Controlling How Envelopes Feed into Your Printer **326**
 - Storing and Retrieving Addresses **327**
 - Adding Graphics to an Envelope **328**
 - Using E-Postage with Word **328**
 - Creating Labels **328**
 - Printing a Full Page of the Same Label **329**
 - Printing a Single Label **330**
 - Creating a Custom Label Specification **331**
 - Fine-Tuning the Label Appearance **332**
 - Creating Folded Note Cards **332**
 - Using Card Templates **333**
 - Specifying the Paper Size and Type **334**
 - Creating Upside-Down Text **334**
- ## III Tables and Graphics
-
- ### 9 Creating and Formatting Tables **337**
- Creating a Table **338**
 - Inserting a Table from the Table Menu **338**

- Inserting a Table via the Insert Table Dialog Box **339**
 - Drawing a Table **340**
 - Entering Data in a Table **341**
 - Editing a Table **342**
 - Selecting Cells **342**
 - Selecting Rows, Columns, or Tables **344**
 - Inserting Rows, Columns, or Cells **345**
 - Deleting Rows, Columns, or Cells **347**
 - Deleting an Entire Table **347**
 - Moving and Copying Rows and Columns **348**
 - Merging and Splitting Cells **349**
 - Splitting a Table **351**
 - Creating a Nested Table **351**
 - Sizing a Table **352**
 - Changing the AutoFit Setting **352**
 - Resizing by Dragging **353**
 - Specifying an Exact Size **354**
 - Distributing Column Widths Evenly **356**
 - Resizing the Entire Table **357**
 - Formatting a Table **357**
 - Applying Table Styles **357**
 - Setting the Default Table Style **358**
 - Creating or Modifying Table Styles **358**
 - Changing the Cell Background Color **360**
 - Working with Cell Borders **362**
 - Setting Cell Margins **365**
 - Setting Overall Internal Margins for the Table **366**
 - Setting Internal Margins for an Individual Cell **366**
 - Setting Text Alignment Within a Cell **367**
 - Changing Text Direction **368**
 - Repeating Headings on Each Page **368**
 - Preventing a Row from Breaking Across Pages **368**
 - Orienting the Table on the Page **368**
 - Setting Table Alignment **369**
 - Setting Table Text Wrap **369**
 - Creating a Table Caption **371**
 - Sorting Tabular Data **373**
 - Performing Math Calculations in a Table **374**
 - Setting the Order of Operations **379**
 - Referencing Values Outside the Table **379**
 - Getting Data Into or Out of Tabular Format **380**
 - Converting Text to a Table **380**
 - Converting a Table to Regular Text **382**
 - Pasting Tables from Other Office Applications **382**
- ## 10 Working with Pictures and Videos **385**
- Understanding Digital Photography **385**
 - Understanding Color Models **387**
 - Understanding Color Depth **387**
 - Understanding File Formats **388**
 - Understanding Image Resolution **389**
 - Inserting Pictures **390**
 - Inserting a Picture from a File **391**
 - Inserting a Picture from Your OneDrive **392**
 - Inserting a Picture from a Bing Search **393**
 - Capturing and Inserting Screenshots **394**

- Setting Text Wrap **395**
 - Setting Picture Position **399**
 - Manually Positioning a Picture **399**
 - Working with Anchors **399**
 - Changing a Picture's Anchor Point **400**
 - Locking an Anchor **400**
 - Choosing a Position Preset **400**
 - Specifying a Custom Position **401**
 - Resizing Pictures **403**
 - Cropping Pictures **404**
 - Compressing Pictures **406**
 - Setting the Brightness, Contrast, and Color Mode **407**
 - Adjusting Brightness and Contrast **407**
 - Sharpening or Softening a Picture **408**
 - Changing the Color Mode **408**
 - Setting a Transparent Color **410**
 - Removing a Picture Background **410**
 - Applying Artistic Effects **411**
 - Applying Picture Styles and Effects **412**
 - Applying a Picture Style **412**
 - Applying a Picture Preset **413**
 - Applying a Shadow Effect **414**
 - Applying Reflection **415**
 - Applying Glow **415**
 - Applying Soft Edges **416**
 - Applying a Beveled Edge and Other 3-D Formatting **416**
 - Rotating a Picture **417**
 - Applying a Picture Border **419**
 - Applying Picture Layouts (SmartArt) **420**
 - Using Figure Captions **422**
 - Adding Alt Text Descriptions **424**
 - Inserting Videos and Interactive Content **424**
 - Inserting a Video from an Online Source **425**
 - Inserting Video Clips from Your Own Files **426**
- ## **11 Working with Drawings and WordArt 427**
- Understanding Vector Graphics **427**
 - Drawing Lines and Shapes **429**
 - Drawing a Shape **429**
 - Drawing a Straight or Curved Line **430**
 - Drawing a Freeform Polygon **431**
 - Working with the Drawing Canvas **432**
 - Adding Text to a Shape **434**
 - Modifying Drawn Objects **435**
 - Modifying a Straight Line **435**
 - Adding and Removing Arrow Heads **435**
 - Modifying an Elbow or Curved Connector **436**
 - Modifying Curves and Scribbles **436**
 - Modifying Shapes **438**
 - Rotating and Flipping Objects **438**
 - Sizing and Positioning Objects **439**
 - Sizing Objects **439**
 - Setting Position and Text Wrapping **440**
 - Anchoring Lines to Shapes **440**
 - Layering Objects and Text **442**
 - Grouping Shapes **444**
 - Aligning and Distributing Objects **444**
 - Formatting Drawn Objects **446**
 - Applying Shape Styles **446**
 - Formatting Borders **447**

- Applying Solid Fills **448**
- Applying a Picture Fill **451**
- Cropping a Picture to a Shape **453**
- Applying a Gradient Fill **454**
- Applying a Texture Fill **457**
- Applying a Pattern Fill **458**
- Applying Shadows **460**
- Applying 3-D Effects **460**
- Creating and Modifying WordArt **461**
 - Editing and Formatting WordArt Text **462**
 - Changing WordArt Text Wrap **463**
 - Transforming the WordArt Shape **464**
 - Changing the Fill and Outline **464**
 - Creating Vertical WordArt **464**
 - Setting WordArt Alignment **466**
- Working with Clip Art **466**
 - Applying Clip Art Background Fill **467**
 - Editing Clip Art in Word **468**
- 12 Working with Charts 471**
 - Understanding the Parts of a Chart **471**
 - Creating a New Chart **473**
 - Creating a Chart in a Word Document **474**
 - Creating a Legacy Chart **475**
 - Working with Chart Templates **476**
 - Creating a Chart Template **476**
 - Starting a New Chart Based on a User Template **476**
 - Managing Stored Chart Templates **477**
 - Modifying Chart Data **478**
 - Editing the Data **478**
 - Changing the Charted Data Range **479**
 - Switching Between Rows and Columns **480**
 - Controlling How the Chart and Document Interact **481**
 - Setting Text Wrapping **481**
 - Positioning a Chart **481**
 - Changing the Chart Type **482**
 - Creating a Combination Chart **486**
 - Working with Chart Elements **488**
 - Applying a Quick Layout **488**
 - Adding a Chart Title **489**
 - Working with Legends **490**
 - Using Data Labels **492**
 - Applying Axis Titles **494**
 - Modifying Axis Properties **496**
 - Using Gridlines **500**
 - Adding Trendlines **501**
 - Adding Error Bars **504**
 - Adding Up/Down Bars **506**
 - Adding and Formatting a Data Table **507**
 - Applying Chart Styles and Colors **508**
 - Formatting Individual Chart Elements **509**
 - Selecting Chart Elements **509**
 - Clearing Manually Applied Formatting **510**
 - Applying a Shape Style **510**
 - Applying Shape Outlines and Fills **511**
 - Applying Shape Effects **511**
 - Applying Shadow Effects **512**
 - Applying Reflection Effects **513**
 - Applying Glow Effects **513**
 - Applying Soft Edge Effects **514**
 - Applying Bevel Effects **514**
 - Changing the Shape of a Series **515**
 - Adjusting Data Spacing **516**

Formatting Chart Text	517
Changing the Font, Size, and Text Attributes	517
Applying a WordArt Style	518
13 Working with SmartArt and Math Formulas	521
Types of SmartArt	521
Inserting a SmartArt Diagram	524
Changing the Diagram's Layout	525
Choosing a Different Layout	526
Changing the Flow Direction	526
Adding Shapes	526
Removing Shapes	527
Promoting or Demoting a Shape	527
Adding Bulleted Lists	528
Positioning Organization Chart Branches	528
Working with Diagram Text	529
Adding and Editing Text	529
Formatting Diagram Text	529
Changing the Font by Applying a Font Set	530
Changing the Font, Size, and Text Attributes Manually	530
Applying WordArt Styles to Text	531
Using the Text Pane	532
Setting Text Positioning Within a Shape	533
Formatting a Diagram	534
Applying SmartArt Styles	534
Changing the Theme Effects for the Entire Document	535
Changing Diagram Colors	536
Formatting an Individual Shape	537
Applying a Shape Style	537

Applying Shape Outlines, Fills, and Effects	537
Changing the Shape Geometry	537
Sizing, Positioning, and Rotating a Shape	539

Controlling Diagram Size and Positioning	539
Resizing a Diagram	539
Positioning a Diagram	540
Creating Math Formulas with the Equation Editor	541
Inserting a Preset Equation	542
Creating a New Blank Equation Object	542
Creating a Basic Equation	542
Inserting and Filling Structures	543
Setting Equation Layout and Display Options	544
Formatting an Equation	546
Switching Between Inline and Display Mode	547
Saving an Equation to the Equation Gallery	547

IV Collecting and Managing Data

14 Performing Mail and Data Merges 549

Understanding Mail Merges	549
Performing a Letter Merge with the Mail Merge Wizard	551
Selecting a Main Document Type	555
Setting Envelope Options	555
Setting Label Options	556

- Selecting a Data Source **558**
 - Choosing an Outlook Contact List as a Data Source **559**
 - Choosing an Existing Data Source **560**
 - Choosing an Excel Data Source **560**
 - Choosing a Word Data Source **562**
 - Choosing a Delimited Text Data Source **562**
 - Setting Up an Oracle or SQL Database as a Data Source **562**
 - Using an ODBC Data Source **563**
 - Creating a New Data Source in Word **565**
 - Customizing Fields **566**
 - Editing the Data Source **567**
 - Preparing the Main Document **567**
 - Inserting Merge Fields **568**
 - Inserting Single Fields **568**
 - Inserting Address Blocks **569**
 - Inserting Greeting Lines **572**
 - Setting Up Fields on Labels **573**
 - Setting Up Fields in Directories **574**
 - Filtering and Sorting the Data **575**
 - Excluding Individual Records **576**
 - Applying a Filter **576**
 - Sorting the Records **578**
 - Finding a Recipient **579**
 - Finding Duplicate Entries **580**
 - Validating Addresses **580**
 - Previewing and Printing the Merge **580**
 - Checking for Errors **581**
 - Merging to a New Document **581**
 - Merging to a Printer **582**
 - Merging to Email **583**
 - Creating Custom Merges with Word Fields **584**
 - Collecting Information with a Fill-In Field **585**
 - Collecting and Storing Information with an Ask Field **586**
 - Setting Up Conditions with an If...Then...Else Field **588**
 - Using a Field to Set Bookmark Text **589**
 - Assigning Numbers to Merge Records **589**
 - Advancing to the Next Record (or Not) **590**
- ## 15 Copying, Linking, and Embedding Data **591**
- Working with Hyperlinks **592**
 - Automatically Creating Hyperlinks by Typing **592**
 - Turning Off Automatic Hyperlink Creation **592**
 - Following a Hyperlink **593**
 - Creating a Text Hyperlink **593**
 - Adding a Hyperlink to an Image **595**
 - Creating an Email Hyperlink **595**
 - Creating and Hyperlinking to a New Document **596**
 - Editing a Hyperlink **597**
 - Removing a Hyperlink **598**
 - Changing Hyperlink Underlining and Color **598**
 - Working with Bookmarks **599**
 - Creating a Bookmark **599**
 - Jumping to a Bookmark **601**
 - Inserting a Hyperlink to a Bookmark **601**
 - Inserting a Cross-Reference to a Bookmark **604**

- Embedding Data **605**
 - Embedding an Entire Existing File **605**
 - Embedding a Data Selection **608**
 - Embedding a New Object **609**
- Linking to Data in Other Files **610**
 - Linking to an Entire File **610**
 - Linking to a Portion of a File **611**
 - Managing Link Update Settings **612**
 - Manually Updating a Link **613**
 - Changing the Linked File's Location or Range **614**
 - Breaking a Link **614**
- Inserting Content with IncludeText and IncludePicture **615**
 - Inserting Text with {IncludeText} **615**
 - Creating an {IncludeText} Field with Insert Text from File **615**
 - Creating an {IncludeText} Field by Inserting a Field Code **616**
 - Updating an {IncludeText} Field **617**
 - Inserting a Picture with {IncludePicture} **618**
 - Creating an {IncludePicture} Field with Insert Picture **618**
 - Creating an {IncludePicture} Field by Inserting a Field Code **618**
- 16 Working with Fields and Forms 621**
 - How Word Uses Fields **621**
 - Inserting Fields **623**
 - Specifying Field Properties and Options **624**
 - Manually Typing Field Codes **626**
 - Toggling Between Data and Field Code Views **627**
 - Editing Field Code Strings **628**
 - Nesting Fields **628**
 - Selecting the Right Field **629**
 - Date and Time Fields **629**
 - Document Information Fields **630**
 - User Information Fields **632**
 - Numbering Fields **632**
 - Equations and Formulas Fields **633**
 - Index and Tables Fields **634**
 - Links and References Fields **634**
 - Document Automation Fields **636**
 - Mail Merge Fields **637**
 - Updating and Editing Fields **638**
 - Updating a Field **638**
 - Locking Fields Against Updates **639**
 - Updating Fields for Printing **640**
 - Finding and Moving Between Fields **640**
 - Converting Fields to Plain Text **640**
 - Formatting Fields **641**
 - Preventing the Formatting from Changing **641**
 - Specifying Font Formatting for a Field **641**
 - Specifying a Numbering Type **641**
 - Constructing a Custom Numeric Format **642**
 - Constructing a Custom Date or Time Format **644**
 - Understanding Forms **645**
 - Designing a Form **645**
 - Saving a Form as a Template **647**
 - Differentiating Between Content Controls and Legacy Fields **647**
 - Displaying the Developer Tab **648**

Creating a Form with Content Controls **649**

- Inserting a Content Control **649**
- Configuring a Control **650**
- Settings Common to All Control Types **650**
- Style Options **651**
- Multiparagraph Text Options **652**
- List Options **652**
- Date Options **653**
- Check Box Options **654**
- Building Block Options **654**
- Editing Placeholder Text **655**

Creating a Form with Legacy Form Fields **655**

- Inserting a Legacy Field **656**
- Configuring Legacy Text Field Options **657**
- Inserting the Current Date or Time **658**
- Setting Up a Calculation in a Legacy Field **658**
- Configuring Legacy Check Box Options **659**
- Configuring Legacy List Options **661**
- Setting a Macro to Run on Entry or Exit for a Legacy Field **662**
- Enabling or Disabling a Legacy Field **662**
- Assigning a Bookmark to a Legacy Field **663**
- Adding Help Text for a Legacy Field **663**

Protecting a Form **664**

Filling Out a Form **666**

- Filling Out a Form with Content Controls **666**
- Filling Out a Legacy Form **667**

Saving and Printing a Form **667**

- Saving Only the Form Data **667**
- Printing Only the Form Data **667**
- Tips for Creating Printed Forms **668**

V Working with Long Documents

17 Outlining and Combining Documents **669**

Outline Basics **669**

- Typing an Outline in Outline View **671**
- Demoting and Promoting Outline Items **671**
- Creating an Outline from an Existing Document **673**

Viewing and Organizing the Outline **674**

- Rearranging Outline Topics **675**
- Setting a Style's Outline Level **675**
- Setting an Individual Paragraph's Outline Level **677**

Numbering Outline Items **678**

- Applying a Multilevel List **680**
- Creating Your Own Multilevel Lists and List Styles **681**
- Creating a Multilevel List **681**
- Including Numbers from Higher Outline Levels **684**
- Adding a Custom Multilevel List to the Gallery **685**
- Creating a List Style **685**
- Deleting a Multilevel List or List Style **687**

Printing or Copying an Outline **688**

Understanding Master Documents **688**

- Master Documents and Styles **690**

Master Documents and Headers/ Footers	690	Transferring Sources to and from the Master List	710
Master Documents and TOCs and Indexes	691	Inserting Inline References to Sources	710
Master Documents and Numbered Notes or Captions	691	Creating a New Source When Entering a Citation	711
Creating a Master Document	691	Inserting Temporary Placeholders for Later Entry of Sources	712
Inserting Existing Documents into a Master Document	692	Editing a Citation	713
Separating an Existing Document into Subdocuments	693	Converting a Citation to Plain Text	714
Viewing and Collapsing Subdocuments	694	Generating a Bibliography	714
Editing Subdocuments	695	Inserting a Bibliography from the Bibliography Gallery	715
Modifying the Master Document's Structure	696	Working with a Bibliography Field	716
Moving a Subdocument	696	Saving a Bibliography as a New Gallery Entry	717
Removing a Subdocument	697	Removing a Bibliography from the Gallery	718
Unlinking a Subdocument	697	Working with Footnotes and Endnotes	718
Renaming a Subdocument	698	Inserting a Footnote	720
Merging Subdocuments	698	Inserting an Endnote	721
Nesting Subdocuments	699	Moving a Reference Mark	721
Splitting a Subdocument	700	Deleting a Note	721
Locking and Unlocking a Subdocument	700	Jumping to the Note That Corresponds to a Reference Mark	721
Paginating and Printing a Master Document	702	Moving Between Notes	721
18 Citing Sources and References	703	Switching Between Footnotes and Endnotes	722
Understanding Sources and Citations	703	Changing the Positioning of the Notes	723
Selecting a Citation Style	704	Changing the Note Numbering or Symbols	723
Entering Sources	706	Modifying Note Styles	723
Editing a Source	708	Changing the Note Separator Line	725
Deleting a Source	709	Managing Footnote Continuations	726
		Creating Cross-References	726
		Cross-Referencing Options	728
		Cross-Reference Context	729

- Footnote and Endnote Cross-References **729**
- Caption Cross-References **730**

19 Creating Tables of Contents and Indexes 731

- Creating a Table of Contents **731**
 - Checking Style Outline Levels **732**
 - Creating a TOC from a Preset **733**
 - Updating a TOC **734**
 - Removing a TOC **735**
 - Manually Marking Entries for the TOC **735**
 - Creating Custom TOCs **737**
 - Working with Multiple TOCs **742**
- Creating a Table of Figures **744**
 - Captioning Figures **744**
 - Generating the Table of Figures **745**
 - Manually Marking Captions **746**
- Creating Citations and Tables of Authorities **747**
 - Marking Citations **747**
 - Generating the Table of Authorities **749**
- Planning an Index **750**
 - Deciding on the Indexing Conventions **751**
 - Marking Index Entries **751**
 - Manually Marking Index Codes **752**
 - AutoMarking Index Entries **756**
 - Working Directly with {Index} Field Codes **758**
- Generating the Index **759**
 - Updating the Index **759**
 - Indexing Only Selected Entries **760**
 - Indexing Only Selected Letters of the Alphabet **761**

- Formatting the Index **761**
 - Setting the Index Layout **761**
 - Defining Index Styles **762**
 - Controlling the Appearance of Index Headings **764**
- Indexing Across Multiple Documents **764**
- Creating Multiple Indexes in a Single Document **765**

VI Collaboration and Online Sharing

20 Collaborating with Others 767

- Configuring Revision Tracking Options **768**
 - Displaying or Hiding the Reviewing Pane **768**
 - Showing or Hiding Certain Revision Types **769**
 - Controlling the Use of Balloons **770**
 - Changing the Colors and Markings Used for Revisions **773**
 - Changing the Username **773**
- Using Revision Tracking **775**
 - Turning Revision Tracking On or Off **775**
 - Reviewing Revisions **775**
 - Moving Among Revisions **775**
 - Accepting or Rejecting Revisions **776**
 - Preventing Others from Tampering with Revisions **777**
- Working with Comments **778**
 - Inserting Comments **778**
 - Viewing and Editing Comments **779**
 - Hand-Writing Comments **780**
 - Including Inked Annotations **780**

- Deleting Comments **781**
- Marking a Comment as Done **781**
- Comparing Documents **781**
 - Viewing Two Documents Side by Side **782**
 - Comparing and Combining Documents **783**
 - Comparing with Legal Blackline **783**
 - Combining Two or More Documents **785**
- Working in Read Mode **786**
 - Turning On/Off Optional Screen Elements **787**
 - Moving Between Screens **787**
- Collaborating on a Shared Document **788**
 - Sending an Invitation to Share a Document **788**
 - Getting a Sharing Link **790**
 - Working with Someone Else's Shared Content **792**
- Working with PDF and XPS Files **792**
 - Saving a Document in PDF or XPS Format **793**
 - Editing a PDF File in Word **794**
- 21 Protecting and Securing Documents 795**
- Restricting Access to a Document **796**
 - Password-Protecting a Document in Word **796**
 - Saving with a Password **796**
 - Removing a Password from a File **797**
 - Using Windows Encryption **798**
 - Encrypting a Folder **798**
 - Decrypting a Folder **799**
 - Removing Network Share Permission for a Location **800**
 - Restricting What Users Can Do to a Document **800**
 - Recommending Read-Only **800**
 - Making the Document File Read-Only **801**
 - Setting a Read-Only Editing Restriction **801**
 - Restricting a Document to Comments Only **803**
 - Restricting a Document to Form Fill-In Only **803**
 - Forcing Revision Marks to Stay On **804**
 - Restricting Style Usage **804**
 - Setting Up Per-User Exceptions to Restrictions **805**
 - Marking a Document as Final **806**
 - Preventing Macro-Based Attacks **806**
 - Choosing Nonmacro File Formats **806**
 - Specifying Trusted Locations **806**
 - Working with Trusted Publishers **808**
 - Adjusting Macro Settings **809**
 - Configuring Protected View and File Blocking **809**
 - Protecting Your Privacy **812**
 - Finding and Removing Personal Information **812**
 - Setting Privacy Options **813**
 - Adding a Digital Signature **814**
- 22 Developing Online-Delivered Content 817**
- Web Page Development: Word's Strengths and Weaknesses **817**
 - Web Technologies Supported in Word **818**
 - Web Page File Formats **819**

Word Features Lost When Saving in Web Format **820**

Why You Might **Not** Want to Use Word **820**

Creating and Saving a Web Page in Word **820**

Previewing a Web Page **821**

Saving a Web Page **821**

Options for Web Page Saving **823**

Saving for Compatibility with Specific Browsers **823**

Understanding the PNG and VML Options **824**

Selecting Web Page File Options **825**

Changing Page Size **826**

Changing Language Encoding **826**

Changing the Default Fonts **826**

Working with Web Page Properties **827**

Creating Hyperlinks **828**

Creating a Text Hyperlink **828**

Adding a Hyperlink to an Image **830**

Creating an Email Hyperlink **830**

Building Multicolumn Layouts with Tables **831**

Creating Your Own Web Page Templates **833**

Attaching a Cascading Style Sheet **833**

Blogging with Word **834**

Understanding the Word Blogging Interface **834**

Registering Your Blog Server in Word **835**

Creating a New Blog Post **836**

Adding Pictures and Other Graphics to a Blog **836**

Categorizing Blog Entries **837**

Managing the Blog List **838**

Modifying a Blog Post **838**

Sending Email from Word **838**

23 Using OneDrive and the Word Online App 841

Understanding OneDrive **841**

Logging In to the OneDrive Web Interface **842**

Working with OneDrive Content in File Explorer **843**

Saving and Opening Files from Your OneDrive Within Word **845**

Managing Files on Your OneDrive **846**

Uploading a File to Your OneDrive **846**

Downloading a File from Your OneDrive **847**

Renaming a File or Folder **848**

Moving or Copying a File or Folder **849**

Deleting a File or Folder **850**

Sharing OneDrive Files **851**

Using the Word Online App **853**

Editing an Existing File Using the Word Online App **853**

Starting a New Document Using the Word Online App **854**

VII Customizing and Extending Word

24 Macros and Add-Ins 855

Understanding Macro Basics **855**

Choosing the Macro Creation Method **857**

Planning Your Macro **857**

- Recording a Macro **858**
 - Naming Your Macro **858**
 - Deciding Where to Store Your Macro **859**
 - Assigning a Macro to a Keyboard Shortcut or Toolbar Button **860**
 - Recording the Steps for Your Macro **863**
- Running a Macro **865**
- Dealing with Macro Error Messages **867**
- Making Additional Macros Available **869**
 - Opening Additional Templates to Run Macros **869**
 - Copying Macros Between Documents **869**
 - Renaming and Deleting Macros **871**
- Assigning a Keyboard Shortcut to an Existing Macro **871**
- Creating a Quick Access Toolbar Button for an Existing Macro **873**
- Editing Macro Code in VBA **874**
 - Opening a Macro for Editing **874**
 - Examples of Macro Command Syntax **875**
- Working with Macro Security **879**
 - Understanding Trusted Publishers and Locations **880**
 - Determining What Locations Are Trusted **880**
 - Setting Security Levels for Macro Running **881**
- Working with Add-Ins **882**
 - Enabling/Disabling COM Add-Ins **883**
 - Enabling/Disabling Actions **883**
 - Enabling/Disabling Other Add-Ins **883**
- 25 Customizing the Word Interface 885**
 - Customizing the Quick Access Toolbar **885**
 - Repositioning the Quick Access Toolbar **885**
 - Adding Common Commands **886**
 - Adding Commands from the Ribbon **886**
 - Adding Other Buttons **886**
 - Removing Buttons **888**
 - Switching Between Touch Mode and Mouse Mode **888**
 - Customizing the Ribbon **888**
 - Collapsing the Ribbon **888**
 - Displaying or Hiding Tabs **889**
 - Creating or Deleting a Tab or a Custom Group **890**
 - Creating a Custom Tab **890**
 - Creating a Custom Group **891**
 - Deleting a Custom Tab or Group **892**
 - Adding or Removing Commands **892**
 - Adding a Command **892**
 - Removing a Command **893**
 - Renaming or Reordering Tabs **894**
 - Resetting Customizations **894**
 - Exporting and Importing Customization Settings **894**
 - Exporting Customizations **895**
 - Importing Customizations **895**
 - Defining Shortcut Keys **895**
 - Changing Viewing Options **896**
 - Changing the Status Bar Content **897**
 - Changing Page Display and Formatting Marks **897**

Setting General Options 899

Other Customization Options 901

VIII Appendixes

A Recovering Files and Repairing Word 903

Recovering Document Files 903

Using the Document Recovery Task Pane 903

Recovering Data from an Unreadable File 906

Creating Automatic Backup Copies 907

Dealing with Word Crashes 907

Sending Error Reports 907

Fixing Crashes Related to a Certain Document 908

Disabling Add-Ins and Extensions 908

B Converting from Other Word Processing Systems 911

Converting from Previous Word Versions 911

Converting from Word 97-2003 Versions 911

Converting from Word 2007, 2010, or 2013 912

Converting Files from Other Supported Formats 915

Converting from an Unsupported File Format 915

Confirming File Conversions 916

Sharing Word Documents with Other Programs 916

Setting a Default Save Format 917

Displaying Word Files on Computers Without Any Version of Word 918

C Accessibility Issues and Word 919

Types of Adaptive Technology 919

File Format and Accessibility 920

Creating Accessible Word Documents 920

Headings and Styles 920

Graphics 921

Hyperlinks 921

Tables 922

Text Boxes and Frames 923

Index 925

ABOUT THE AUTHOR

Faithe Wempen, M.A., is a Microsoft Office Master Instructor and the author of more than 140 books on computer hardware and software. An adjunct instructor of computer information technology at Purdue University, she specializes in Office applications and PC hardware architecture. Her online courses in Office applications for corporate clients (including Hewlett-Packard, CNET, and Sony) have educated more than a quarter of a million students. Faithe is an A+ certified PC technician and the author of several textbooks on PC repair and maintenance. In her spare time (!), she owns and operates a small bed-and-breakfast in central Indiana.

Dedication

To Margaret.

Acknowledgments

Thanks to my wonderful editors at Que for another job well done. Que is a great publishing company to work for, and I'm always proud of the work that we turn out together.

TELL US WHAT YOU THINK!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that we cannot help you with technical problems related to the topic of this book.

When you write, please be sure to include this book's title and author as well as your name and email address. We will carefully review your comments and share them with the author and editors who worked on the book.

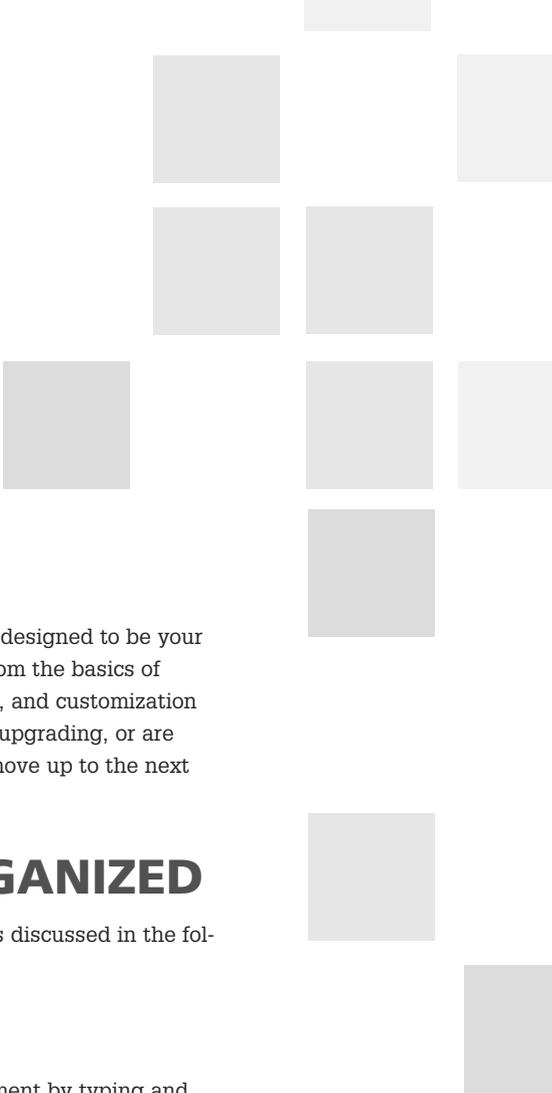
E-mail: feedback@quepublishing.com

Mail: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

READER SERVICES

Visit our website and register this book at quepublishing.com/register for convenient access to any updates, downloads, or errata that might be available for this book.

This page intentionally left blank



INTRODUCTION

Welcome to *Word 2016 In Depth*! This book is designed to be your one-stop reference for Microsoft Word 2016, from the basics of Ribbon usage to the intricacies of forms, fields, and customization tools. Whether you're just getting started, are upgrading, or are already a Word whiz, this book can help you move up to the next level in expertise.

HOW THIS BOOK IS ORGANIZED

Word 2016 In Depth is organized into the parts discussed in the following sections.

Part I: Working with Text

This part explains how to create a basic document by typing and editing text, saving in various formats, correcting your mistakes, and printing your work. These basic skills pave the way to more extensive editing later in the book.

Part II: Formatting a Document

In this part, you find out how to format documents on several levels: character, paragraph, and document-wide. You discover how to automate formatting with styles and themes; how to set up sections that enable different margin, column, and header/footer information in different parts of a document; and how to use and create project templates that streamline the process of formatting documents that you frequently re-create. You also see how to create some nonstandard documents, such as banners, envelopes, and greeting cards.

Part III: Tables and Graphics

This part explains how to create and format data in tabular format and how to insert and format a variety of special-purpose graphical elements including photos, videos, drawings, charts, SmartArt, and mathematical equations. Most of these graphics types have formatting controls in common, so after you've learned how to format one type of object, the other types become much easier.

Part IV: Collecting and Managing Data

In this part, you discover how to use Word to collect data and to use data to automate tasks. You see how to mail-merge labels, letters, envelopes, and catalogs; how to use fields and data entry forms to display and collect information; and how to link and embed information.

Part V: Working with Long Documents

This part covers the many tools Word provides for managing lengthy manuscripts such as research papers and books. You find out how to outline and summarize documents, how to create master documents that combine several files into a single unit, and how to generate tables of contents and other listings. This part also includes information about the citation management features in Word 2016 and explains how to create effective indexes.

Part VI: Collaboration and Online Sharing

In this part, you discover the tools that Word 2016 provides for sharing your work with others, both while it is in the development stages and when it is finalized. You find out how to collaborate on documents with a team, how to protect and secure your files, and how to work with Office Online and your OneDrive.

Part VII: Customizing and Extending Word

This part explains how you can make Word easier to use by adding features such as macros and add-ins and by customizing the Word interface.

Part VIII: Appendixes

The appendixes for this book provide an assortment of reference guides, including help for recovering and repairing problems and converting from other word processing systems. The book also includes an appendix on making your Word documents more accessible.

CONVENTIONS USED IN THIS BOOK

Here's a quick look at a few structural features designed to help you get the most out of this book. To begin with, you'll find Tips, Notes, Cautions, and Troubleshooting boxes.



tip

Tips are designed to point out especially quick ways to get the job done, good ideas, or techniques you might not discover on your own.



note

Notes offer even more insight into features or issues that may be of special interest, without distracting you from the meat-and-potatoes answers you're looking for.



caution

As you'd expect, cautions warn you about potential pitfalls and problems and point out fixes for common issues.



Troubleshooting Tips

Troubleshooting boxes provide advice for getting back to normal when things go wrong.

Often, when a subject is covered in greater detail in another location in this book, you'll find a marker like this, which points you to the location where you can find the topic:

➔ *For more information about Word's automated spelling and grammar checker, see "Performing an Interactive Spelling and Grammar Check," p. 95.*

Que's *In Depth* conventions are designed to be completely predictable. It's easy to understand what you're reading and what you're supposed to do.

For example, whenever you should press multiple keys together, in this book they are written separated by a plus sign, like this shortcut for the Bold command: Ctrl+B. This means you should hold down the Ctrl key, press the B key, and then release both keys.

Terms introduced and defined for the first time are formatted in *italic*.

Text that you are supposed to type is formatted in bold type, as in the following example:

Run Setup using a command such as **setup.exe /q1 /b1**.

That's all you need to know to get the most out of this book. Now fire up your copy of Word 2016 and let's have a go at it.

This page intentionally left blank

WORKING WITH FIELDS AND FORMS

Fields are the often-underappreciated placeholders that work behind the scenes in a document. They help perform the magic involved with many of the most powerful features in Word, such as mail merging, indexing, automatic generation of tables of contents, automatic figure numbering, cross-referencing, page numbering, and more.

There are many different types of fields, each with a specific purpose, but they break down into three main categories. You can use fields to do the following:

- Insert text or graphics into the document, such as page numbering, dates and times, text from other documents, graphics from external files, document properties, or calculated values.
- Mark a location for later use, such as with a bookmark, table of contents marker, or indexing code.
- Perform an action, such as running a macro or opening a hyperlink in a web browser.

Yet another way to use fields is to create user-interactive forms. In this chapter, you see how fields work and how to insert them, and you find out how to use form fields to create forms.

How Word Uses Fields

Many people use fields in Word without even realizing it because so many of Word's features automatically insert and modify fields. For example, when you insert a date or time and set it to be automatically updated, Word inserts a `{Date}` or `{Time}` code. And when you create an OLE link to an object, Word inserts a `{Link}` code.

Throughout this book, you've learned about fields in an indirect way. Whenever a feature has been discussed that used a field, you've learned to insert that field via a button or dialog box, but you haven't looked too deeply yet at what's really going on behind the curtain. Table 16.1 lists some of the Word features that employ fields and cross-references them to where those skills are covered in the book.

Table 16.1 Word Features That Use Fields

Field	Purpose	Covered In
{AutoText}	Inserts an AutoText entry	"Working with Building Blocks," p. 85
{Bookmark}	Creates a bookmark marker	"Working with Bookmarks," p. 599
{Date}	Inserts an automatically updated date	"Inserting a Date or Time Code," p. 271
{Hyperlink}	Inserts a hyperlink	"Working with Hyperlinks," p. 592
{IncludePicture}	Inserts a non-OLE linked picture from an external file	"Inserting a Picture with {IncludePicture}," p. 618
{IncludeText}	Inserts non-OLE linked text from an external file	"Inserting Text with {IncludeText}," p. 615
{Index}	Generates an index	"Generating the Index," p. 759
{Link}	Inserts an OLE-linked object	"Links and References Fields," p. 634
{NoteRef}	Inserts the number for a footnote	"Working with Footnotes and Endnotes," p. 718
{Page}	Inserts an automatically updated page number	"Adding and Formatting a Page-Numbering Code," p. 269
{PageRef}	Inserts the number of the page containing the specified bookmark	"Inserting a Cross-Reference to a Bookmark," p. 604
{Ref}	Inserts the text marked by a bookmark	"Inserting a Cross-Reference to a Bookmark," p. 604
{Seq}	Inserts an automatically numbered caption	"Using Figure Captions," p. 422
{Symbol}	Inserts a symbol from a specified font	"Inserting Symbols and Special Characters," p. 50
{Time}	Inserts an automatically updated time	"Inserting a Date or Time Code," p. 271

Field	Purpose	Covered In
{TA}	Marks a table of authorities entry	“Creating Citations and Tables of Authorities,” p. 747
{TC}	Marks a table of contents entry	“Creating a Table of Contents,” p. 731
{TOA}	Inserts a table of authorities	“Creating Citations and Tables of Authorities,” p. 747
{TOC}	Inserts a table of contents	“Creating a Table of Contents,” p. 731
{XE}	Inserts a marker for an index entry	“Marking Index Entries,” p. 751
{=}	Inserts a formula or calculated field	“Performing Math Calculations in a Table,” p. 374

This chapter delves into the technical nitty-gritty details that govern fields and shows you how you can select, insert, modify, and format fields to accomplish a variety of document-creation and formatting tasks. Even if you don't end up working manually with fields very often, this is not wasted study! The more you understand about how fields really work, the better you will be able to troubleshoot problems that may occur, or to tweak an individual field's options to fit an unusual formatting need.

Inserting Fields

You can insert many fields via the regular Word user interface, as listed in Table 16.1. However, you can also insert a field using the Insert Field command, a more direct route that provides access to more of the field's optional switches and parameters.

To insert a field, follow these steps:

1. Position the insertion point where you want the field to be inserted.
2. On the Insert tab, click Explore Quick Parts and then click Field. The Field dialog box opens.
3. (Optional) On the Categories list, select a category to narrow the list of field names.
4. On the Field Names list, click the desired field name. Lists and check boxes appear for the available options for that field. For example, in Figure 16.1, the options for the Date field are shown.
5. Select any options as needed, and then click OK.

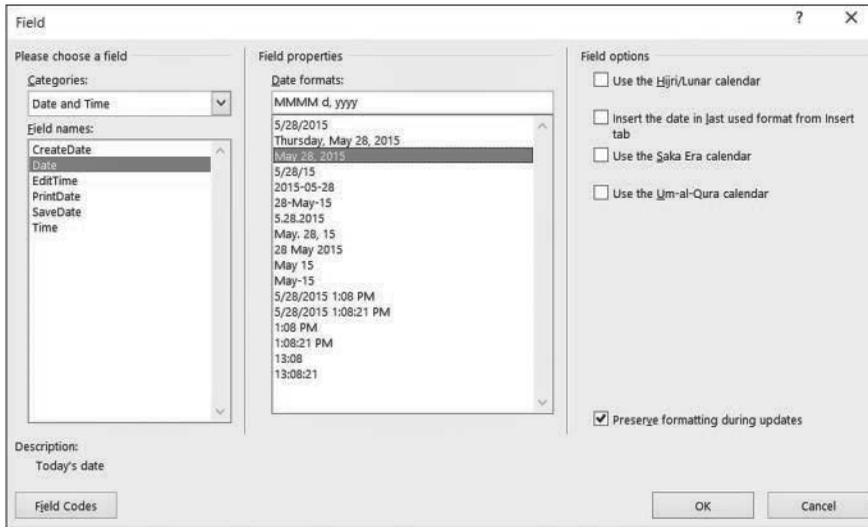


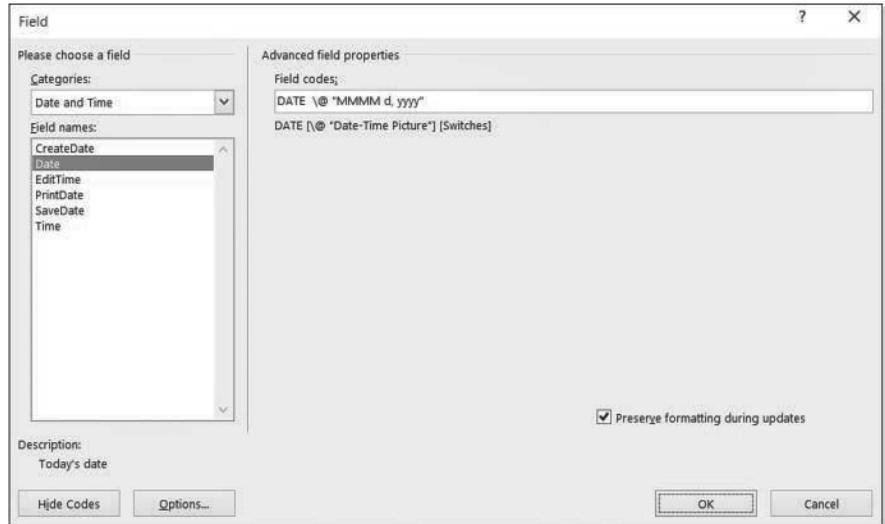
Figure 16.1
Insert a field from
the Field dialog
box.

Specifying Field Properties and Options

As you insert a field (as in the preceding section), the Field dialog box prompts you to select the properties and options you want. *Field properties* are settings from which you must make a selection (or accept the default). For example, in Figure 16.1, the date format is a property. If you do not choose one, Word uses a default property. *Field options* are optional parameters; to omit them, simply leave their check boxes blank.

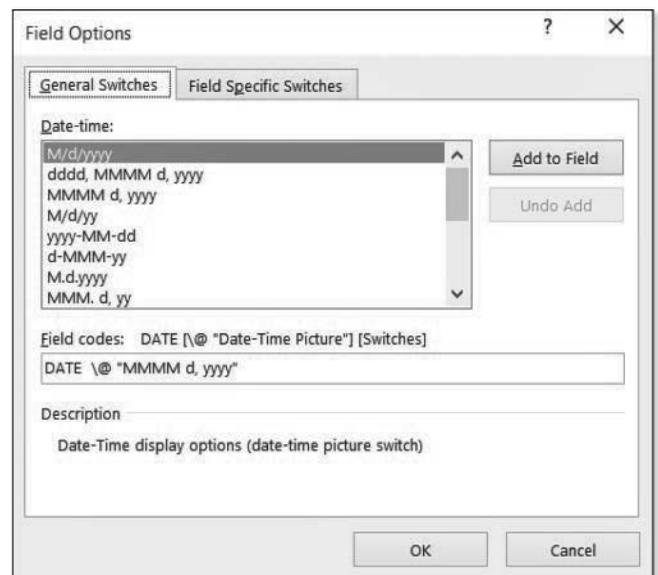
If you are interested in the codes behind these user-friendly dialog box controls, click the Field Codes button in the Field dialog box to display the Field Codes text box. It shows the code that Word inserts for the properties and options selected so far (see Figure 16.2).

Figure 16.2
View the codes
behind the prop-
erties and options
you have selected.



To delve even further into the field's coding, click the Options button to display the Field Options dialog box. Switches that apply to multiple fields are shown on the General Switches tab (Figure 16.3) and switches specific to the selected field appear on the Field Specific Switches tab (which you will see later in this chapter, in Figure 16.4). To add one of them, select it and click Add to Field.

Figure 16.3
Work directly with the field's optional
switches and properties in the Field
Options dialog box.



 **note**

The Field Options dialog box doesn't do anything that the check boxes and lists in the Field dialog box don't do, but the description of each option in the Description area of the Field Options dialog box can help you figure out what a particular option does.

Manually Typing Field Codes

If you know exactly what you want in terms of field codes, you might find it easier and quicker to simply type them into your document.

Field codes are bracketed with curly braces, like this: {Date}. However, you can't manually type the curly braces, because Word won't recognize the code as a field. Instead, you must press Ctrl+F9 to get the ball rolling.

Ctrl+F9 inserts a blank set of curly braces in a shaded field box. From there, you can type the desired field name and any switches or other syntax needed. (If you don't know the exact syntax you need, it's better to go with the dialog box method of field insertion.)

Here are some tips for getting the syntax right:

- Field names are not case sensitive.
- If a property or argument contains spaces, you must enclose it in quotation marks. For example, {Username "John Doe"} would be correct. {Username John} would also work because John does not have spaces in it, but { Username John Doe } would be incorrect.
- If you need a real quotation mark, use "\".
- If you're specifying a path, use double backslashes rather than single—for example, { IncludeText C:\Docs\Myfile.doc }. This is necessary because single backslashes indicate switches and special codes.
- Leave one space between the field name and each property or switch.
- Leave one space between the backslash (\) in the switch and its parameters.
- Leave one blank space to the right of the left bracket and to the left of the right bracket.

**tip**

You can add a button to the Quick Access toolbar that starts a new blank set of field braces. Choose File, Options, and click Quick Access Toolbar. Select All Commands from the Choose Commands From list. Then select Insert Field Chars and click Add.



Common Syntax Errors in Field Codes

When manually typing the code for a field, you can easily make a mistake. Word fields have different syntax than you might be used to in Excel functions or Visual Basic for Applications (VBA), for example.

Here are some of the most commonly broken syntax rules. If you're having a problem with a field code, check to make sure you are following all these rules:

Spaces are required between the outer braces and the codes inside them.

- Right: { Date }
- Wrong: {Date}

Spaces are required between each argument and switch in the code, and between the switch and its parameter.

- Right: { Date \@ "hh:mm" }
- Wrong: { Date \@ "hh:mm" }

Text strings must be in quotation marks if they contain spaces.

- Right: { Set CompanyName "ACME Corporation" }
- Wrong: { Set CompanyName ACME Corporation }

Do not use colons, semicolons, commas, or any other characters to separate arguments or parameters. (This is not an Excel function!)

- Right: { If { Date \n "MM/dd" } = 12/25 "Merry Christmas!" "Have a nice day!" }
- Wrong { If { Date \n "MM/dd" } = 12/25; "Merry Christmas!"; "Have a nice day!" }

When nesting fields, do not manually type the curly braces for the inner field; insert them with Ctrl+F9.

Toggling Between Data and Field Code Views

By default, a field displays its result in the document rather than its code. (Exception: Fields that do not generate results, such as bookmarks and index markers, do not display at all by default.)

To toggle between displaying the field result and the field code, do either of the following:

- Select the field and press Shift+F9.
- Right-click the field and choose Toggle Field Codes.

Note that this toggles only the selected field. To toggle more than one field at once, select a contiguous area of the document that includes multiple fields and press Shift+F9. To toggle all the field codes in the entire document at once, press Alt+F9, or select the entire document (Ctrl+A) before pressing Shift+F9.

Field codes in the document appear just like they do in the Field dialog box (refer to Figure 16.2). They appear with a gray background, which helps you remember they are fields, but that gray background does not print and does not appear in Print Preview or Read mode.

 **note**

One minor difference exists between what appears in the Field dialog box and what appears with codes displayed inline in the document. If the Preserve Formatting During Updates check box was marked in the Field dialog box, the * MERGEFORMAT switch appears inline. It does not appear in the Field dialog box's version of the code string.

Editing Field Code Strings

When a field code string is displayed in the document (Shift+F9), you can edit it manually just like any other text. The trick is knowing what to type. Many fields have fairly complex code strings with various properties and options.

Most people aren't able to remember all the syntax rules for each field type, of course, so Word provides an easier way to edit a field code string: Right-click the field code and choose Edit Field. The Field dialog box reappears, as in Figure 16.1, and you can make any changes needed via a friendly dialog box interface.

 **tip**

After creating a custom field code string, save it to the Quick Parts gallery for easy reuse. To do so, on the Insert tab, click Explore Quick Parts, and then click Save Selection to Quick Part Gallery. Store it in any gallery you like. (You might want to create a new category called Custom Fields, for example.)

Nesting Fields

When you're using fields that require input, such as the logical condition ones like {Compare} and {If}, you might want that input to come from other fields. To manage this, you can nest one field inside another.

For example, you might want to test whether today is a certain day of the week. If it is Friday, this message should appear: "Time cards are due today by 5:00 p.m." Otherwise, this message should appear: "Time cards are due on Fridays by 5:00 p.m." Here's the complete syntax for that:

```
{ If { Date \@ "dddd" } = "Friday" "Time cards are due today by 5:00 p.m." "Time cards are due on Fridays by 5:00 p.m." }
```

The main thing to remember when nesting fields is that you can't type the braces for the nested fields; you must insert the braces with Ctrl+F9. Let's go over the general process.

First, you would start the outer field:

1. Press Ctrl+F9 to insert a new blank set of braces.
2. Type the desired field name and then any portion of the field's properties or switches that should come before the nested field.
3. Press Ctrl+F9 to insert another new blank set of braces, and in the new set, type the field to be nested.
4. Click to move the insertion point to the right of the closing bracket for the nested field, and continue typing the outer field.
5. Press F9 to update the field and display its result.

Here's another example. The {Set} field creates a bookmark. It requires two pieces of information: the bookmark name and the text that should be placed within it. So, for example, if you want to create a bookmark called CompanyName and set its value to Microsoft, the field should read as follows:

```
{ Set CompanyName "Microsoft" }
```

That's fine, but what if the company name changes? You can instead use the {FillIn} field to ask the user to specify the company name:

```
{ Set CompanyName { FillIn "Enter the company name" } }
```

Now suppose that you want to enter that company's name in the Title field of the document's properties. Create another nested set of fields like this:

```
{ Title { Ref CompanyName } }
```

Selecting the Right Field

A big part of using fields successfully in Word is knowing which fields are available and which are most applicable to a particular situation. The following sections explain the types of fields available.

Date and Time Fields

In Chapter 7, "Formatting Documents and Sections," you learned that you can click Date & Time on the Insert tab to insert a date or time code via a dialog box interface. If you mark the Update Automatically check box in this dialog box, Word inserts a {Date} field rather than the actual date or time. If you toggle the field code on an inserted date (Shift+F9), it might look something like this:

```
{ Date \@ "M/d/yyyy" }
```

The main switch for the {Date} field is \@, which is followed by the syntax for the date or time format you want.

The {Date} field has a few other switches, but you'll probably never use them:

- \h is for the Hijri/Lunar calendar.
- \l is used to insert the date with the last format chosen using the Date and Time dialog box.
- \s is used for the Saka Era calendar.
- \u is used for the Um-al-Qura calendar.

You might be surprised to find that inserting a time with the Date and Time dialog box does *not* insert a {Time} field. Instead, it inserts a {Date} field with time-based formatting. For example:

```
{ Date \@ "HH:mm" }
```

So what's the {Time} field for? It's basically the same as {Date}, except with fewer options. You can't specify a certain alternative calendar via switches, for example. Strictly speaking, the {Time} field is redundant. It doesn't need to exist, except that people expect it to and might not think to use a {Date} field to express a time.

➡ *To learn how to create custom date and time formats, see "Constructing a Custom Date or Time Format," p. 644.*

Besides the {Date} and {Time} fields, there are several other date/time-related fields from which you can choose. All of them pull their information from the file's properties, not from the PC's clock/calendar.

- {CreateDate} displays the file creation date. It never changes, because the document's creation date never changes.
- {PrintDate} displays the date on which the document was last printed. It updates itself automatically when you print the document.
- {SaveDate} displays the date on which the document was last saved. It updates itself automatically when you save the document.
- {EditTime} displays the total amount of time spent editing the document. It does not update automatically.



tip

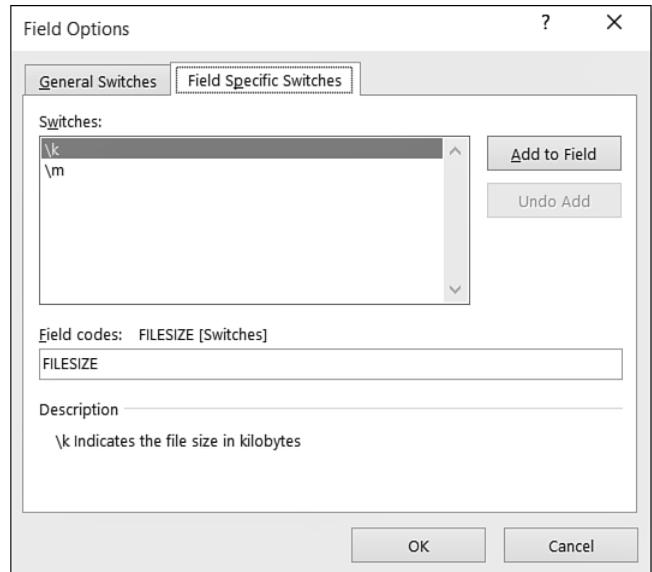
When you're inserting a date or time via the Field dialog box, the examples that appear in the Date Formats list show today's date. If you are more comfortable choosing based on the generic syntax, such as M/d/yyyy, click the Field Codes button and then click the Options button; the list of formats that appears in the Field Options dialog box shows the generic codes.

Document Information Fields

As you learned in "Inserting a Document Property" in Chapter 7, each document has a set of properties. Some of those properties are editable, such as Author; others are automatically calculated by Word, such as FileSize. You can insert these document properties into the document using the document information fields.

Most of these fields have an obvious one-to-one correlation with a certain property. For example, the {Author} field inserts the author's name, the {Comments} field inserts any comments that have been placed in the document properties, and so on. The field properties vary depending on the nature of the information being inserted. Fields that insert text have properties for setting text case; fields that insert numbers have properties for choosing a number format. Some fields also have additional options. For example, in Figure 16.4, the {FileSize} field's result can be expressed in either kilobytes or megabytes.

Figure 16.4
Document information fields insert various document properties.



If you do an item-by-item check of fields versus properties, you will find that not every document property has a corresponding field. The {DocProperty} field helps overcome this problem. It is a generic inserter for whatever document property you specify. Its list of available properties includes every property available for the document (except custom properties).

For example, suppose that you want to insert the company name from the Company property. There is no Company field, so you would use {DocProperty} like so:

```
{ DocProperty Company }
```

Document Information Content Controls

There is another way of inserting document properties into the document text: content controls. A *content control* is an eXtensible Markup Language (XML)-based tag that pulls information from a data source—in this case, your document file's properties.

To insert document information via a content control, on the Insert tab, click Explore Quick Parts, Document Property; then click the desired piece of information, such as Author.

Content controls are not fields; they are a type of link. Content controls automatically update when their data changes; for example, if you change the author name of the file, an Author content control updates immediately in the document; in contrast, an {Author} field does not.

User Information Fields

These three simple fields pull user information from Word. They are somewhat like the document information fields. However, this data is not stored with the document, but with the logged-in user on the PC:

- {UserAddress} inserts the user's address, if set up in the program. To set up an address, choose File, Options, and click Advanced. In the General section, enter the address into the Mailing Address box.
- {UserInitials} inserts the user's initials, if set up in the program. To set up initials, choose File, Options, click General, and enter the initials into the Initials box.
- {UserName} enters the user's name, if set up in the program. To set up the name, choose File, Options, click General, and enter the name into the User Name box.

Numbering Fields

The numbering fields have one thing in common: They help you automatically number various types of items in your document. Each is automatically updated whenever you add more numbering fields or rearrange existing fields. For example, if you switch the positions of two figure captions, they also switch numbering.

Most of the numbering fields are inserted via Word's user interface in various contexts, but a few are available only via the Field dialog box. The numbering fields are listed here:

- {AutoNum} inserts an automatic number. You can specify the formatting you want for it (Arabic, Roman, letters, and so on). Use this to number anything you like. Each {AutoNum} code in the document shows an incremented value.
- {AutoNumLgl} inserts an automatic number in legal format, with or without a trailing period.
- {AutoNumOut} inserts an automatic number in outline format.
- {BarCode} inserts a delivery point bar code based on the text found in a bookmark. Generally, the bookmark points to a ZIP Code field and changes for each mail merge record with the {Set} field.

- `{ListNum}` inserts numbering for a list. This is somewhat like `{AutoNum}`, but rather than there being three separate fields for regular numbers, legal numbers, and outlines, there are field properties that define which type of list to use. The valid values for this property are `LegalDefault`, `NumberDefault`, and `OutlineDefault`. Another difference is that you can set the level in the list, and you can set a start-at value, so you can have some control over the list.
- `{Page}` inserts the number of the current page. You most commonly use this in headers and footers, but you can use it anywhere in the document.
- `{RevNum}` counts the number of times the document has been saved. Each time it is saved, the `{RevNum}` counter is incremented.
- `{Section}` displays the section number where the field is placed.
- `{SectionPages}` displays the total pages in the section where the field is placed.
- `{Seq}` inserts an automatic sequence number. This is the field used for figure captions and other automatically numbered items. A bookmark is created to indicate what type of item is being sequenced. For example, to automatically number figures, each figure has a caption like this: Figure `{ Seq Figure }`. Optional switches can be added for formatting—for example, `{ Seq Figure \? ARABIC }`.

**note**

The `{AutoNum}`, `{AutoNumLg1}`, and `{AutoNumOut}` fields are sequenced together, so the same list continues regardless of which of the three field codes you use. There are no switches or properties; the list is completely automatic.

Equations and Formulas Fields

The math-related Equations and Formulas fields are mostly covered elsewhere in Word; you will seldom have reason to insert them manually via the Field dialog box. Here's a quick round-up of them:

- `{=}` is a formula field. Do not try to construct its syntax manually; instead, click the Formula button in the Field dialog box and construct the formula via the Formula dialog box.
- `{Advance}` offsets the position of the subsequent text by a specified number of points in a specified direction. You might use this to fine-tune the positioning of text on a page when trying to make printed text line up correctly on a preprinted form, for example.
- `{Eq}` inserts an equation using the legacy-style Equation Editor (that is, the version from Word 97-2003). Word does not recommend that you construct the syntax manually; click the Equation Editor button in the Field dialog box to open the legacy Equation Editor.
- `{Symbol}` inserts a symbol, by character number, from a specified font. If no font is specified, the font assigned to the paragraph where the field resides takes precedence. Usually, it is preferable to use the Symbol insertion controls on the Insert tab to insert a symbol because you can browse for the desired symbol more easily (that is, you don't have to know its number).

**caution**

For the `{Advance}` field, the expected entries for the field options are not obvious in the Field dialog box. For more information, click Field Codes, and then click Options to see a complete list of the switches and get information about each one.

Index and Tables Fields

The Index and Tables fields mark entries for tables of contents, indexes, and tables of authorities; then they generate those items. (The *Tables* in this category's name refers to tables of contents, tables of authorities, and tables of figures, not to ordinary Word tables.)

These codes are hardly ever inserted manually. You would typically use the Table of Contents, Table of Authorities, or Index feature in Word to insert the markers and generate the listings. However, it is useful to know what the various codes mean, in case you see them in documents and need to decide whether to keep or delete them.

These are the codes for indexes:

- {XE} marks index entries. Various properties and options are available for defining an entry, but these are best created with the Mark Index Entry dialog box (covered in Chapter 19, "Creating Tables of Contents and Indexes").
- {Index} generates the index.

For tables of contents, these codes apply:

- {TC} marks table of contents entries. Usually, tables of contents are generated automatically based on heading levels, but you can use this field to manually mark some text to be included.
- {TOC} generates the table of contents.

For tables of authorities:

- {TA} marks the table of authorities entries.
- {TOA} generates the table of authorities.

For any of the types of reference tables (table of contents, index, table of authorities):

- {RD} creates an index, table of contents, table of figures, or table of authorities by using multiple documents.

➡ *To create an index, see "Marking Index Entries," p. 751, and "Generating the Index," p. 759.*

➡ *To create a table of contents, see "Creating a Table of Contents," p. 731.*

➡ *To create a table of authorities, see "Creating Citations and Tables of Authorities," p. 747.*

Links and References Fields

The Links and References category contains fields that insert linked content from other locations, as well as fields that automatically number pages and footnotes. (Automatic numbering of other items, such as list numbering or figure caption numbering, is handled by fields in the Numbering category, covered previously in this chapter.)

Several of the linking-type fields were covered in Chapter 15, “Copying, Linking, and Embedding Data.” Here’s a quick review of those:

- `{Hyperlink}` inserts a hyperlink. Hyperlinks are more commonly inserted via the Hyperlink command on the Insert tab.
- `{Link}` inserts an OLE link to an object. OLE links are more commonly inserted via Paste Special or the Insert Object command.
- `{IncludePicture}` inserts a non-OLE link to an external picture. Picture links are more commonly inserted via the Insert Picture dialog box by selecting Insert and Link from the Insert button’s drop-down list.
- `{IncludeText}` inserts a non-OLE link to an external text file. Text links are more commonly inserted via the Insert Text from File command by selecting Insert as Link from the Insert button’s drop-down list.

The following fields insert numbering codes:

- `{NoteRef}` inserts the number of a footnote or endnote. These numbers are automatically updated as content changes in the document. These are normally placed via footnote and endnote insertion.
- `{PageRef}` inserts the page number on which the specified bookmark appears. This code is inserted when you create a cross-reference that refers to a page number.

And these fields insert text strings of various types:

- `{Quote}` inserts a literal text string that you specify. For example, `{Quote "Hello world"}` displays the text Hello world.
- `{Ref}` inserts text marked by a bookmark. You learned about this one in Chapter 15, in the section “Inserting a Cross-Reference to a Bookmark.”
- `{StyleRef}` inserts the text from a paragraph that has the specified style applied. For example, if you have the title of your document set up with a style called DocTitle, the field `{ StyleRef DocTitle }` inserts that title later in the document.

There are also two AutoText-related fields:

- `{AutoText}` inserts the specified AutoText entry as an updatable link. This is different from inserting AutoText items from the Building Blocks feature, as in “Working with Building Blocks” in Chapter 2, “Typing and Editing Text,” because the latter inserts an unlinked and nonupdatable copy.
- `{AutoTextList}` creates a shortcut menu based on AutoText entries in the active template. You specify some placeholder text to appear in the field. When the user right-clicks the field, a pop-up list appears with AutoText entries to choose from to fill in that field.

Creating a Pop-Up List

The {AutoTextList} field generates a pop-up list based on the style applied to the field and the items in the AutoText gallery that share that same style. Here's a quick exercise to see how it works:

1. Create a new paragraph style called Popup (or anything else you want to call it).
2. Type the text for the first entry you want on your pop-up list into the document and then apply the Popup style to it.
3. Select the entire entry, and on the Insert tab, click Explore Quick Parts and click Save Selection to Quick Part Gallery.
4. In the Create New Building Block dialog box, set the Gallery to AutoText and save it there.
5. Repeat steps 2–4 for each item you want to appear on the pop-up menu.
6. Position the insertion point where you want the field and then press Ctrl+F9 to start a new, blank field. Within the field's curly braces, type the following: **AutoTextList "Right-click here" \s Popup**
7. Press Shift+F9 to toggle off the field codes.
8. Right-click the field, and a menu appears showing your AutoText choices.
9. Click one of the choices on the menu to fill in the field.

Document Automation Fields

The document automation fields are used to set up code strings that automate processes in the document. Some programmers prefer to use document automation fields rather than VBA for some basic automation tasks such as filling in a form with user information or determining whether one value equals another. Here are a few simple examples.

The {Compare} field compares two values and returns a 1 if the comparison is true or 0 if it is false. It is a programming construct, useful for setting up logical conditions. For example, you might count the number of words in the document with the {NumWords} field and then compare that value to 1000:

```
{ Compare { NumWords } >= 1000 }
```

This {Compare} field returns a 1 if the word count is 1000 or above; otherwise, it returns a 0.

The 1 and 0 are all well and good, but it might be nicer to show some meaningful text based on the condition. For that, you need an {If} field. Here's an {If} field's syntax:

Expression1 Operator Expression2 TextTrue TextFalse

Suppose, for example, that if {NumWords} is at least 1000, you want to print "OK" in the document; otherwise, you want to print "Need More Words". Here's the {If} field to accomplish that:

```
{ IF { NumWords } >= 1000 "OK" "Need More Words" }
```

Here are the other available document automation fields:

- `{DocVariable}` inserts the value of a VBA Word document variable. (This is not the same as the document's properties, which you can insert with document information fields covered previously in this chapter.)
- `{GoToButton}` inserts a button that, when clicked, jumps the insertion point to a specified bookmarked location.
- `{MacroButton}` inserts a button that, when clicked, runs a specified macro.
- `{Print}` sends a print instruction to the printer; you can use it to automatically print a document, for example. It is usually combined with some other field, such as `{If}`, rather than standing alone.

Mail Merge Fields

Chapter 14, "Performing Mail and Data Merges," covers the Mail Merge feature in Word, which is a robust tool for merging the data from one file or database with a document in another file. Most of the fields involved in mail merging are automatically inserted when you work through the mail merge, or you can insert them using the Rules list on the Mailings tab.

- `{AddressBlock}` inserts data pulled from multiple fields to form a standard postal mailing address.
- `{Ask}` prompts the user to enter a value to be stored in a bookmark. You can then insert the content of that bookmark anywhere in the document via the `{Ref}` field.
- `{Compare}` compares two values and shows a 1 or 0, depending on whether they match. You learned about this field earlier in the chapter in the "Document Automation Fields" section.
- `{Database}` inserts the results of a database query in a Word table.
- `{Fillin}` prompts the user to enter a value and then displays it in the field. This is different from `{Ask}` in that it does not store the value in a bookmark for later reuse.
- `{GreetingLine}` inserts a greeting line in a mail merge document. You can optionally use the `\e` switch to specify what name to use if the name is blank. For example, you might want something like *Dear Valued Customer*.
- `{If}` prescribes two different actions to take based on the outcome of a logical test. This is like `{Compare}` except you can specify the output in each situation rather than accepting the default 1 and 0 outputs.
- `{MergeField}` inserts a mail merge field. It requires a field name property, like this: `{MergeField FirstName}`.
- `{MergeRec}` numbers each merged record in a mail merge. If a filter excludes any records, they are still numbered, and the numbered records have gaps in the numbering.

- {MergeSeq} also numbers each merged record in a mail merge, but it does not number records excluded by a filter.
- {Next} goes to the next record.
- {NextIf} goes to the next record in a mail merge only if a condition is met.
- {Set} assigns new text to a bookmark.
- {SkipIf} skips the next record in a mail merge only if a condition is met. It is the opposite of {NextIf}.

Updating and Editing Fields

Now that you know about the fields you can insert, let's look at how you can edit the properties of a field and update its values after insertion.

Updating a Field

Most fields are not automatically updated each time you open or save the document. (In this way, they differ from OLE linked objects, which are automatically updated by default.)

To update a single field, select it (or click anywhere in it) and press F9, or right-click the field and choose Update Field. If you have toggled on the display of the field code string, updating the field toggles it back to displaying the results.

To update multiple fields at once, select them as part of a contiguous selection range and press F9. To update all the fields in the entire document, select the entire document (Ctrl+A) and press F9. If the update takes too long, you can abort it by pressing Esc.

You can't update all fields. Certain fields are not affected by performing an update because they do not pull information from a source that can be changed. For example, the {Print}, {MacroButton}, {GoToButton}, and {Eq} fields are like that.

In addition, certain fields are not affected by performing a manual update because they automatically update themselves. Examples include {Date}, {Time}, {Page}, and {Seq}. {Date} and {Time} update each time you open or print the document (or open it in Print Preview), and item-numbering fields such as {Page} and {Seq} update whenever there is a change in pagination or item sequencing, respectively.

Before we get into specifics, note that a lot of keyboard shortcuts are involved in working with fields, and some of them are the only way to accomplish a particular action. Table 16.2 includes a quick summary of these shortcuts.

Table 16.2 Summary of Keyboard Shortcuts for Fields

Description	Shortcut
Save changes to the source file (only for {IncludeText})	Ctrl+Shift+F7
Update the selected fields	F9
Toggle field code display	Shift+F9
Insert a blank set of field braces	Ctrl+F9
Run macro (only for {MacroButton})	Alt+Shift+F9
Unlink a field	Ctrl+Shift+F9
Go to the next field	F11
Go to the previous field	Shift+F11
Lock a field from changes	Ctrl+F11
Unlock a locked field	Ctrl+Shift+F11



Field Doesn't Update

Remember, most fields do not update automatically. To manually update a field, right-click it and choose Update Field, or select it and press F9.

If neither of these methods works, check to make sure the field is not locked. Try unlocking it by selecting the field and pressing Ctrl+Shift+F11. Also examine the field's code and make sure that the \! switch is not present. (That switch locks the field against changes.)

Check to make sure that it's actually a field. When you right-click it, does the Update Field command appear on the shortcut menu? If not, perhaps it's not a field; it might have gotten unlinked (perhaps you accidentally pressed Ctrl+Shift+F9 on it to unlink it), or it might not have been a correctly constructed field in the first place.

If all else fails, delete the field and re-create it.

Locking Fields Against Updates

Some fields can be *locked*, so they are never updated even when someone issues an Update Field command on them. For example, if you use a field to enter the current date on the day the document was created, you would not want that field to update every time you open the document.

Some fields have a Prevent Fields from Being Updated check box in the Field dialog box. Marking this check box adds a \! switch in the code string for that field. You can type the switch into the code string manually if you find that easier than going back to the Field dialog box.

If the field you want to lock does not have that \! switch as part of its syntax, here's another way: Click in the field and press Ctrl+F11. To confirm that the field has been locked, right-click it; the Update Field command is unavailable on the menu that appears.

To unlock a field that has been locked this way, click in it and press Ctrl+Shift+F11.

Updating Fields for Printing

By default, Word does not automatically update fields before printing. This behavior is intentional, because it gives you more control over your data. If you would like to change this behavior so that all links are updated before printing, open the Word Options dialog box (File, Options), click Display, and mark the Update Fields Before Printing check box.



tip

You do not have to turn on Update Fields Before Printing for dates and times to update; they update automatically when you view the document in Print Preview or when you print.

Finding and Moving Between Fields

Sometimes it can be difficult to know where the fields are actually located in a document, especially when some of the fields do not contain visible content, such as a bookmark or index marker.

There are several ways to surmount this obstacle. One way is to select the entire document and toggle the field codes (Shift+F9). This method doesn't take you to the codes, but it makes them easy to see.

Another way, which you can actually combine with the preceding one, is to go to the next field code by pressing F11 or to the previous one by pressing Shift+F11. Word jumps to the beginning of the next or previous field. You might not see anything there (if the field is hidden), but after jumping to that spot, right-click the spot and choose Toggle Field Codes or press Shift+F9, and the field appears.

A third way is to use the Go To feature to move from one field to the next. On the Home tab, click the Find arrow, click Go To, and choose Field from the Go to What list and click Next to go to the next field.

➡ *To review Go To as a method of finding objects, see "Using Go To," p. 77.*

Converting Fields to Plain Text

If you decide at some point that you will never want to update a particular field again, you can convert it to regular text (that is, *unlink* it). Doing so copies its current value into the document and then deletes the field placeholder.

Before unlinking a field, update it one last time (F9) if needed. Then select it (or select multiple fields to operate on at once) and press Ctrl+Shift+F9. You can reverse an unlink with an Undo operation, but otherwise it's a one-way route. To restore the field, you need to reinsert it from scratch.



note

Unlinking has no effect on a marker type of field, such as a bookmark or index entry.

Formatting Fields

When a field inserts data from another source, such as from a bookmark or an external text file, the formatting of the original is inserted, too. For example, suppose that you bookmark the text *The New Deal* in one section of your document, and you create a bookmark for it called NewDeal. Now when you insert that bookmarked text elsewhere in the document with the { Ref NewDeal } field, the inserted text appears bold and in italic.

That's the basic default for the formatting, but there are some ways to circumvent that, as described in the next several sections.

Preventing the Formatting from Changing

What happens if you change the formatting of the original and then update the field? That depends on a switch. Ordinarily, the formatting would change, but you can prevent it from changing by using the * MERGEFORMAT switch. For example:

```
{ Ref NewDeal \* MERGEFORMAT }
```

You can also employ MERGEFORMAT to lock in any manual formatting you have applied to the field.

Specifying Font Formatting for a Field

To apply specific font formatting to the text displayed in a field, toggle on the field code display and then format the first character in the field name the way you want the field result to be. (Font formatting in this context includes font, size, color, and attributes such as bold, italic, and underline.)

For example, with the {Ref} example from the preceding section, suppose that you want to format that field's result as italic. Select the R in Ref and click the Italic button on the Mini Toolbar that appears. Then add * charformat to the end of the code string. (This part is not required if the field has no arguments.)

```
{ Ref NewDeal \* charformat }
```

Then update the field (F9) to see the change.

Specifying a Numbering Type

Numeric fields can use any of several types of characters to represent the numbers, such as Arabic (1, 2, 3), Roman (I, II, III), and so on. To specify the type of numbering, use the * switch followed by the appropriate code. The easiest way to set a numbering type is in the Field dialog box; it provides a list of the available types. Alternatively, you can use switches in the field code, as in Table 16.3. (Note that the codes are case sensitive; alphabetic differs from ALPHABETIC, for example.)

Table 16.3 Codes for Numbering Types

Numbering	Switch	Example	Notes
1, 2, 3	* Arabic	23	
a, b, c	* alphabetic	w	After the 26th letter, the letters start repeating: 27 would be aa, 28 would be ab, and so on.
A, B, C	* ALPHABETIC	W	Same as preceding except uppercase.
i, ii, iii	* roman	xxiii	
I, II, III	* ROMAN	XXIII	
1st, 2nd, 3rd	* Ordinal	23rd	
First, Second, Third	* Ordtext	twenty-third	
One, Two, Three	* Cardtext	twenty-three	
Hex	* Hex	17	Hexadecimal numbering. Each place is 16, so 23 would be 1 × 16 plus 7.
Dollar Text	* DollarText	Twenty-three	Converts numerals to written-out and 00/100 words for the numbers. This is the format traditionally used for writing checks.

Constructing a Custom Numeric Format

A numeric field's number format (aka the *numeric picture*) controls the appearance of the number in cosmetic ways, such as its number of decimal places, its presence of currency symbols or percent signs, and so on.

The easiest way to set the number format is in the Field dialog box; a list of available types is provided. It is much easier to construct the codes this way than to build them manually. Alternatively, you can use the \# switch, followed by the numbering format in quotation marks. For example:

```
{ FileSize \# "###0" }
```

If you want to build the numbering format code manually, consult Table 16.4 for the symbols to use.

Table 16.4 Codes for Numeric Pictures

Character	Purpose	Notes
#	A number if present; otherwise, a blank space. Rounds off extra fractional digits.	Use this to limit a number to a maximum number of decimal places, like this:###. Any places not needed do not appear.
0	A number if present; otherwise, a zero.	Use this to force a number to a minimum number of decimal places, like this:0.00. Any places not needed appear as zeros.
\$	Places a literal dollar sign in the field result.	
+	Places a plus or minus sign in front of any field result other than zero.	This is not a literal plus sign; it changes to a minus sign for a negative number.
-	Places a minus sign in front of negative numbers.	This is not a literal minus sign; it does not appear for a positive number.
.	Places a literal decimal point in the field result.	Use this to separate # or 0 codes to show where in the number those codes are referring to. For example, 0.0# indicates a required digit before and after the decimal point in the number and an optional second decimal place if needed.
,	Places a literal comma in the field result.	Use this to separate hundreds from thousands to the left of the decimal point: #,###.##. It does not necessarily conform to common usage that dictates a comma every third place; you could just as easily set up one like #,0 that would place a comma between the first and second digits.
;	Separates multiple options for a number.	You can have separate formatting sections for positive, negative, and zero numbers, in that order. For example, \$###.00;(\$###.00),\$0.00.
text	Adds literal text to the format.	Enclose in single quotes. For example, use this to include the word <i>Dollars</i> after the number:###.00 'Dollars'

Constructing a Custom Date or Time Format

When you select a date or time from the Date and Time dialog box or from the Field dialog box, a list of sample formats appears. Choosing a format from one of those locations relieves you of the need to manually construct a date/time picture with switches.

However, in some cases, the format you want might not be available on the list. In such situations, you must manually construct the needed code for the switch.

For date and time fields, a \@ switch is used, followed by the desired formatting codes in quotation marks. For example:

```
{ Date \@ "MMMM d yyyy" }
{ Time \@ "hh:mm AM/PM" }
```

The code is a combination of placeholders and literal characters. The valid literal characters are colon (:), dash (-), and slash (/). They separate the parts of the date or time. Typically, colons separate hours, minutes, and seconds in times; and dashes or slashes separate months, days, and years in dates.

Table 16.5 shows the valid characters for placeholders.

Table 16.5 Codes for Date or Time Formats

Characters	Purpose	Sample Code	Sample Result
M	Month number, 1 through 12	{ Date \@ "M" }	8
MM	Month number, 01 through 12	{ Date \@ "MM" }	08
MMM	Three-letter month abbreviation	{ Date \@ "MMM" }	Aug
MMMM	Full month name	{ Date \@ "MMMM" }	August
d	Day number, 1 through 31	{ Date \@ "d" }	5
dd	Day number, 01 through 31	{ Date \@ "dd" }	05
ddd	Three-letter day of the week abbreviation	{ Date \@ "ddd" }	Tue
dddd	Full day of the week	{ Date \@ "dddd" }	Tuesday
yy	Two-digit year	{ Date \@ "yy" }	14
yyyy	Four-digit year	{ Date \@ "yyyy" }	2014
h	Hour on 12-hour clock, 1 through 12	{ Time \@ "h" }	3
hh	Hour on 12-hour clock, 01 through 12	{ Time \@ "hh" }	03

There's still an alignment issue with the State and ZIP, though. They aren't aligned with anything in particular; they're just hanging out there after City. So what if you put the whole thing into a table, like this?

Name:					
Address:					
City:		State:		ZIP:	

As you can see, a table can be a great help in creating a form on which the fields and labels align in an orderly way. If you define separate cells for each label and entry, you don't need the placeholders to define where the fields will go. Tables are not appropriate for every form project, but they're a good addition to your toolbox of techniques.

The form does not necessarily have to be in a single table. You could divide it into several tables, or you could use a combination of regular text and tables. Figure 16.5 shows an example. This is pure text and table at the moment; it contains no form fields.

Figure 16.5
Create the skeleton of a form, to be populated with form fields later.

Indiana Sheltie Rescue

Application for Dog Adoption

First Name:		Last Name:	
Address 1:			
Address 2:			
City:	State:		ZIP:
Phone (home):	Phone (work):		
Phone (cell):	Best time to call:		
Email:			

+

Why do you want to adopt a sheltie?

Using whatever layout you find the most expedient for your situation, design the form and lay out all its pieces with placeholders, as in the preceding examples. Here are some tips:

- **Arrange fields in logical groups**—Group the information into sections based on the type of information being gathered. For example, in Figure 16.5, the contact information is in one group, and the essay question being asked of the applicant is in a separate group. Each group is in its own table in this example, but you don't necessarily have to use tables for yours.
- **Place fields in the expected order**—People expect certain fields to be in a standard order. For example, they expect City to come before State. If you mix them up, users may have problems filling out the form.

- **Plan for different types of fields**—When you actually insert the fields, you can use not only text boxes, but drop-down lists, option buttons, and check boxes. If you think any of those will be useful, insert placeholders for them—and leave enough space for them. For example, a set of option buttons takes up more space than a drop-down list.
- **Leave enough space for user input**—Users will be frustrated if their information won't fit on the form. Leave plenty of space for names, addresses, and so on. Maximilian Theophilus Kreutzcampf will thank you for it.
- **Be clear with your labels**—Make sure it's obvious what users should put in each field. For example, suppose that you have a City of Birth field, followed by a field labeled Date. Do you want the date of birth there, or the current date? Fifty percent of your users will probably guess wrong.

Saving a Form as a Template

The form isn't finished yet, of course, but now is a good time to save your work as a template. You'll want a template file, not a regular document file, because users will be creating new documents based on it.

To save the form as a template, follow these steps:

1. Choose File, Save As, click This PC, and click Browse. The Save As dialog box opens.
2. Open the Save as Type list and choose Word Macro-Enabled Template (.dotm).

If you aren't planning on storing macros in the template, you could go with Word Template (.dotx) instead.

3. In the File Name box, type the name for the template file.
4. Click Save. The template is saved.



tip

If you want the template to be easily accessible when starting a new document, store it in the default location for user templates: C:\Users\username\Documents\Custom Office Templates. This location might appear by default when the dialog box opens in step 1.

Differentiating Between Content Controls and Legacy Fields

Now you're ready to start inserting the form fields. There are two kinds, though: content controls and legacy form fields.

Content controls are a natural choice if all the users of your form are using Word 2007 or later. Here are some of the advantages:

- There are more types of controls, including rich text, pictures, and a calendar/date picker.
- The document doesn't have to be protected for forms, so you won't have trouble with disabled commands such as spell checking that plague protected forms.
- You can set a content control so that it can't be deleted or so that it unlinks itself immediately after it's filled in.

- Their XML format makes form fields ideal for connecting with XML data sources.

There are a few things you *can't* do with content controls that the legacy form fields *can*, however:

- You can't save the data only in a separate Word document.
- You can't easily link a macro to a control.
- You can't automatically format input in a predefined number format (such as currency).
- You can't set up a form field that performs a calculation.
- You can't limit the length of an entry.
- You can't fill out a Word form containing content controls using Word 2003 or earlier.

This chapter focuses mostly on content controls, but it also provides information about the legacy form fields in case you need their capabilities or their backward compatibility.

You can combine the two types of fields in a single form. However, beware when combining the two field types, because they work differently behind the scenes. Here are some reasons to stick to one field type or the other:

- **Saving data only**—If you want to save the data only from the form into a plain-text file (covered later in this chapter), use legacy fields only. This won't work with content control fields.
- **Supporting Word 97-2003 users**—If the form will be filled out by people who use earlier versions of Word, use legacy fields only, and make sure you save the template as a Word 97-2003 template (.dot), not a Word 2013 .dotx or .dotm file.
- **Preparing a database front end**—If you are creating the form as a user interface for entering data into a database, check with the database developer to find out what type of field you should use—content controls or legacy fields. Stick only with that type. Don't mix and match, because that makes the programming of the connection difficult or impossible.

On the other hand, if you are creating a form to be printed or to be filled out in Word 2007 or later only and saved in the native Word 2016 document format, you can use both field types freely.



caution

If you create a form using content controls and then use Save As to save the form in a Word 97-2003 format, a warning appears telling you that the fields will be converted to static text. That's right—static text, not legacy form fields, as you might expect. You lose all your form fields with that backward-saving, so ensure that you construct the form using legacy fields if you think you will be saving in an older format later.

Displaying the Developer Tab

To work with forms, you need to work with the Developer tab. It does not appear by default. Here's how to display it:

1. Right-click anywhere on the Ribbon and choose Customize the Ribbon.
2. Mark the Developer check box on the list on the right side of the Word Options dialog box.

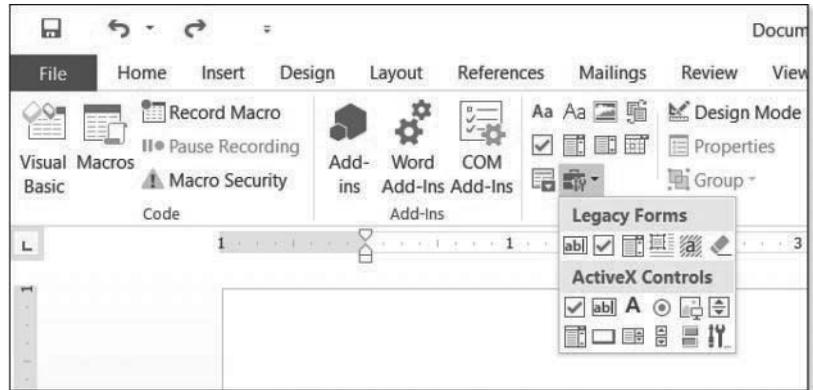
3. Click OK.

The Developer tab appears just to the right of the View tab. On the Developer tab is a Controls group that contains the buttons you need to build your form.

The Controls group contains eight buttons for content controls, plus one button for repeating section content control and one button for legacy controls. That latter button opens a palette of the legacy controls, as shown in Figure 16.6.

Figure 16.6

You use the Controls group on the Developer tab to insert form fields.



The Design Mode button in the Controls group toggles the form between Design mode (where fields can be added and edited) and regular mode (where fields can be used to collect information).

Creating a Form with Content Controls

As previously explained, content controls work only in Word 2007 and higher documents and templates. They look nice, and they are easy for users to understand and use. You can apply formatting styles to them, and you can prevent them from being edited or deleted.

Inserting a Content Control

To insert a content control, follow these steps:

1. Position the insertion point where you want the new control.
2. On the Developer tab, make sure Design Mode is selected.
3. Click one of the content control buttons on the Controls group to insert it into the document.

You can insert eight content controls, summarized in Table 16.6. On the Developer tab's Controls group, point to a button to determine which content type it represents.

Table 16.6 Content Control Types

Control	Purpose
Rich Text	Holds text that the user can optionally format (bold, italic, and so on).
Plain Text	Holds plain text that the user cannot format.
Picture	Holds a picture that the user inserts.
Building Block Gallery	Inserts a placeholder from which the user can Block Gallery select a building block from a gallery you specify.
Combo Box	Displays a list of values from which the user can select, and allows the user to enter other values.
Drop-Down List	Displays a list of values from which the user can select. Other values are not permitted.
Date Picker	Displays a calendar from which the user can click a date.
Check Box	Displays an on/off check box toggle.

Configuring a Control

A content control is generic after insertion; you must provide its context via its Properties box. To view the Properties for a control, select it and then click the Properties button in the Controls group on the Developer tab.

Settings Common to All Control Types

The options available in the Properties dialog box depend on the control type, but all controls have a Title box, in which you specify the text that should appear in the bar across the top of the control. Figure 16.7 shows a photo with a title of January, for example.

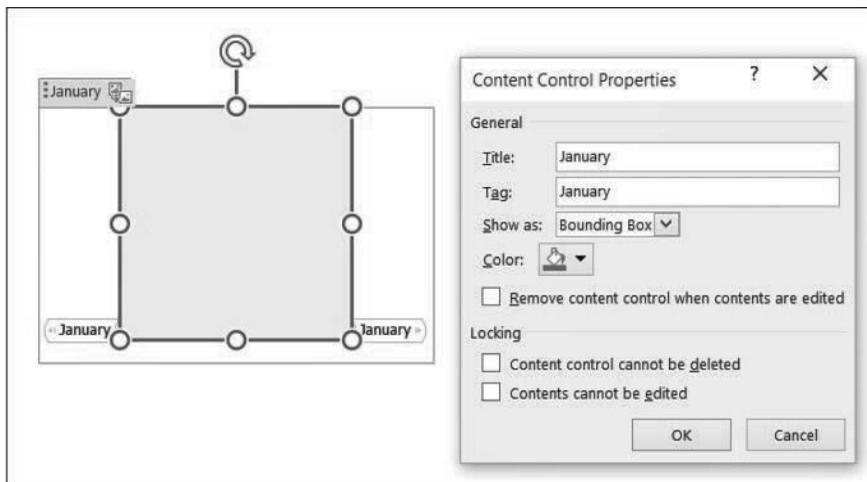


Figure 16.7
A content control for a picture and its Properties dialog box.

These settings are available, as shown in Figure 16.7, regardless of field type:

- **Show As**—This drop-down list enables you to choose how the field appears in the document. The default is Bounding Box, which is a large box around the control; the alternatives are Start/End Tag, which displays graphical brackets around the field, and None, which makes the field content look like regular text or graphics in the document.
- **Remove Content Control When Contents Are Edited**—This option deletes the field placeholder after the user enters content into it, leaving only the content as a regular part of the document.
- **Content Control Cannot Be Deleted**—This prevents users from deleting the control.
- **Contents Cannot Be Edited**—This prevents users from changing what they enter in the control after the initial entry.

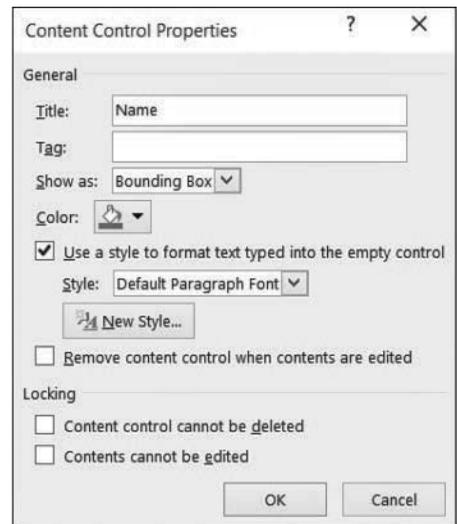
Style Options

By default, a field takes on the paragraph formatting of whatever paragraph you place it in. For some field types, though, you can override this formatting by applying a different style to the field entry.

For Rich Text, Plain Text, Combo Box, and Drop-Down List, you can mark Use a Style to Format Text Typed into the Empty Control and then select a style from the Style list (see Figure 16.8). You can also click New Style to create a new style on-the-fly for it.

Figure 16.8

For text fields, you can specify a style to apply.



Multiparagraph Text Options

For a plain-text field only, you can choose Allow Carriage Returns (Multiple Paragraphs). This option enables users to press Enter to start a new paragraph within the field. This option is not available for rich-text fields because they always allow this behavior.

List Options

Combo boxes and list boxes enable you to set up the list that appears when the user activates the control. In the Drop-Down List Properties area of the Content Control Properties dialog box, follow these steps:

1. Click Add. The Add Choice dialog box opens.
2. Enter the Display Name. This is the text that appears on the screen.
3. Enter the Value. This is what you enter into the database if you are connected to the form; otherwise, this is just stored with the field (see Figure 16.9).

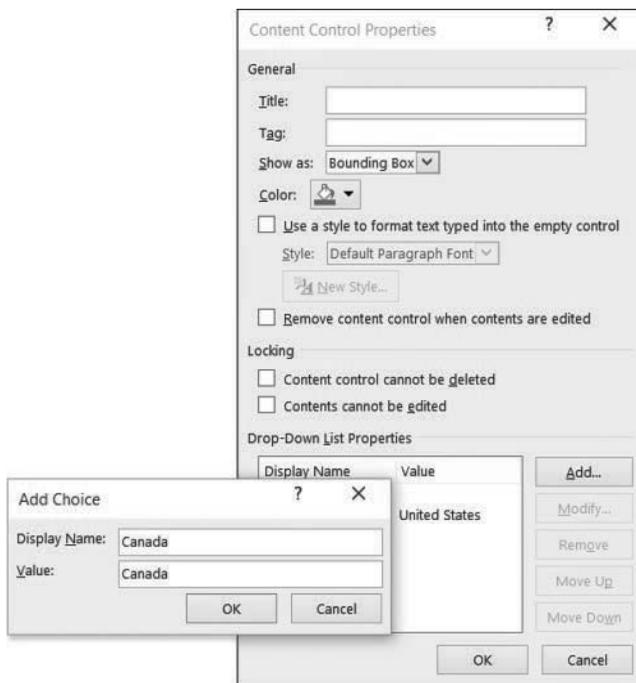


Figure 16.9

Set up a list from which users can select.

4. Click OK.
5. Repeat steps 1–4 to add more choices to the menu.

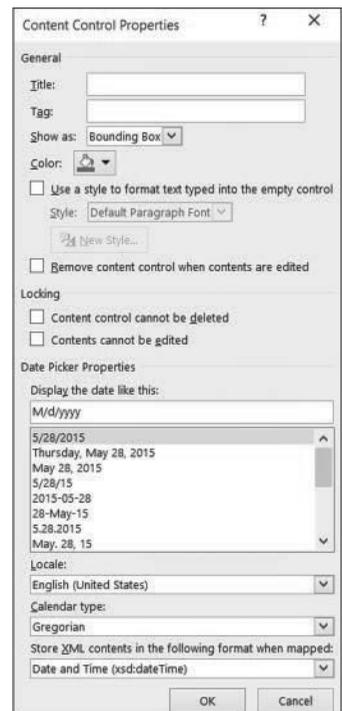
6. (Optional) Modify the list by doing any of the following:
 - To modify an entry, select it, click Modify, make changes, and click OK.
 - To delete an entry, select it and click Remove.
 - To reorder the list, select an item and click Move Up or Move Down.
7. Click OK.

Date Options

For a date field, you can control these four settings, as shown in Figure 16.10:

- **Display the Date Like This**—Select a format from the list provided.
- **Locale**—Select a country and language.
- **Calendar Type**—Select a type based on your country. In the United States and most of Europe, the calendar is Western.
- **Store XML Contents in the Following Format When Mapped**—This setting is important only if you will be connecting to an XML data source. Select from the list of formats provided.

Figure 16.10
Set date options for a Date content control.



Check Box Options

For a check box, you can control how the box appears when it is checked and when it is unchecked. To control the appearance, from the Properties dialog box for the control, click the Change button next to Checked Symbol or Unchecked Symbol. Then select a new symbol from the Symbol dialog box that appears. You do not have to use square boxes; you can have it appear as any character or symbol you like (see Figure 16.11).

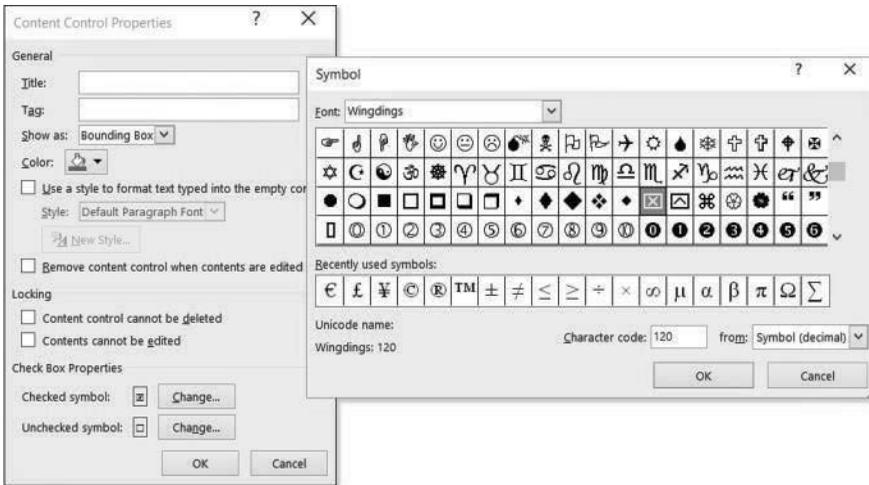


Figure 16.11
Select a different symbol to represent the marked and unmarked check boxes.

Building Block Options

The same versatile building blocks that you have learned about in other chapters are available for use in forms. For example, you can access any built-in or custom galleries such as Equations, AutoText, and Quick Parts.

The implications of this capability are significant. For example, suppose that you have a set of boilerplate paragraphs that you want to be able to select among when composing letters. You could place a Building Blocks field in your template and then have easy access to those paragraphs by clicking that field whenever you are creating a new letter.

The default building block content control doesn't do anything at first; you have to set it up to be associated with a certain gallery and category. To set that up, choose a gallery and category from the Document Building Block Properties.

caution

Building block insertion works only if the PC on which the form is being completed has the same building blocks available.

➔ *To learn more about building blocks, including how to create your own categories, see “Working with Building Blocks,” p. 85.*

Editing Placeholder Text

The *placeholder text* for a content control is the text that appears inside the box by default, with instructions such as *Click here to enter text*. If you like, you can customize the wording of that instruction so that it is different for each field. For example, for a control that holds first names, you could change it to *Click here and type your first name*.

To edit a placeholder, follow these steps:

1. On the Developer tab, click the Design Mode button to turn on Design mode if it is not already on.
2. Click inside the control, where the placeholder text is, and edit the placeholder text there.



note

Most of the changes you make to content control options do not require Design mode to be on; editing the placeholder text is one of the few situations in which you do need it. You can leave it on or off as desired as you work on a form.

Creating a Form with Legacy Form Fields

Legacy form fields are the field types that were available in earlier versions of Word. You can continue to use them in Word 2016, and you *must* use them for forms to be saved in Word 97-2003 format.

Legacy form fields are accessible from the Legacy Tools button's menu in the Controls group on the Developer tab, as you saw in Figure 16.6. Table 16.7 explains each of them.

Table 16.7 Legacy Form Field Types

Form Field Type	Purpose
Text Form Field	Holds text. Unlike with content controls, you cannot format the text within the field; however, you can format the field.
Check Box Form Field	Creates an on/off check box.
Drop-Down Form Field	Displays a list containing values you specify. Users cannot add their own entries.

Yes, there are only three types of legacy form fields. The other three buttons in the Legacy Forms section of the Legacy Tools list have other purposes. Table 16.8 describes them.

Table 16.8 Legacy Form Tools

Tool	Purpose
Insert Frame	Creates a frame. Frames are similar to text boxes; they hold static content.
Form Field Shading	Toggles form field shading on/off.
Reset Form Fields	Clears all entries in fields.



Can I Create Forms Within Email Messages?

Yes, but you can also send Word forms as email attachments in any email program, which actually might be a better way to go because of the limitations of some of the email clients that the recipients might be using.

When people receive an email with form fields (use legacy fields for this, by the way), they see the fields embedded in it. Then when they reply to the email, those fields are editable. See Chapter 22, “Developing Online-Delivered Content,” for more information about how Word works with email.

Inserting a Legacy Field

To insert any legacy field, follow these steps:

1. Position the insertion point where you want the field.
2. On the Developer tab, make sure Design Mode is selected.
3. In the Controls group, click the Legacy Tools button. Its palette of tools appears.
4. Click the desired field type.

The field appears in the document as either a shaded gray box (for drop-down lists and text boxes) or as a check box (for check boxes).

Inserting a field is simple, but you will probably want to configure it after insertion. One advantage of legacy form fields is that they have some different formatting and configuration options available than content controls. Depending on what you want to do with the form, the legacy form fields might have just the option that will make your life easier.

To view the properties for a form field, right-click it and choose Properties, or click the Properties button on the Developer tab. If there is no Properties command, make sure Design Mode is selected in the Controls group and click the Properties button. Figure 16.12 shows the Options dialog box for a legacy text field.

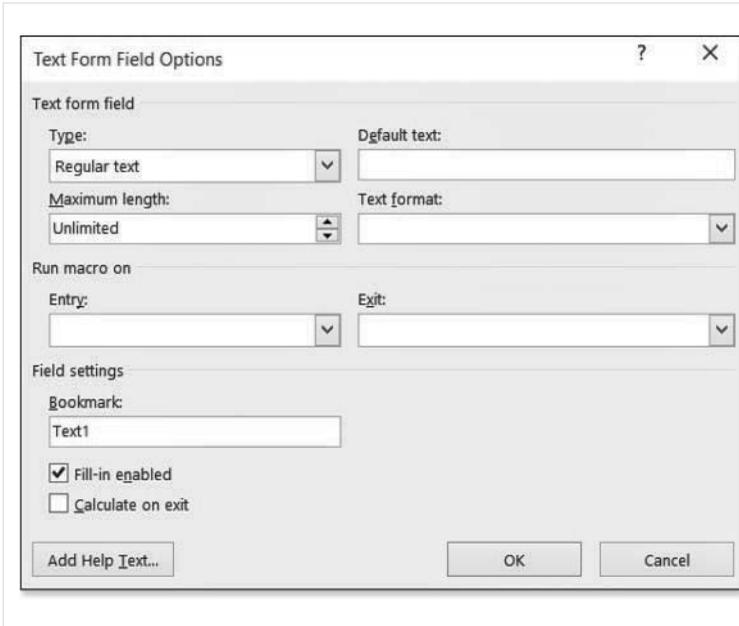


Figure 16.12
Set properties for a legacy text field.

Configuring Legacy Text Field Options

There are three basic field types: Regular Text, Number, and Date. Depending on which of these types you select, different formatting options and length restrictions become available in the Options dialog box. The other three choices on the Type menu are special-purpose types, discussed later in this chapter.

If you choose Regular Text from the Type menu, the following options are available:

- **Default Text**—You can optionally specify default text to appear in the field before the user enters his or her own value.
- **Maximum Length**—This is measured in number of text characters. The default is Unlimited.
- **Text Format**—Choose among Uppercase, Lowercase, First Capital, or Title Case.

➔ *To learn about First Capital and Title Case as formatting options, see “Changing Text Case,” p. 159.*

If you select Number from the Type menu, you can choose among these options:

- **Default Number**—This is just like Default Text; enter a default if desired.
- **Maximum Length**—This is measured in number of digits.
- **Number Format**—This drop-down list lets you specify a numeric format, some of which include currency symbols or percentage signs.

➔ *For information about number format codes, see “Constructing a Custom Numeric Format,” p. 642. You cannot construct a custom format here, but that section helps you understand the available choices.*

Finally, if you choose Date from the Type menu, you can choose among these options:

- **Default Date**—This is just like Default Text; enter a default if desired.
- **Maximum Length**—This is measured in number of digits. It is not typically limited for dates, because dates take up only as much space as they need.
- **Date Format**—This drop-down list lets you specify a date format, including various combinations of month, day, and year.

➔ *For information about date format codes, see “Constructing a Custom Date or Time Format,” p. 644. You cannot construct a custom format here, but that section will help you understand the available choices.*

Inserting the Current Date or Time

If you choose Current Date or Current Time from the Type list in the field’s Options dialog box, the field changes to show the current date or time, as determined by the PC’s clock. The field no longer accepts user input. It does not automatically update, but you can update it manually by selecting it and pressing F9.

Setting Up a Calculation in a Legacy Field

If you choose Calculation as the type for the field, an Expression text box appears in the Field Options dialog box. In it, enter the formula for the calculation (see Figure 16.13). You can then use any of the calculation methods that Word supports.



tip

For best results, set up the data to be calculated in a table, and then place the calculated field in that same table. That way, you can refer to various cells by their row and column designators.

➔ *For more information about the calculations that you can perform in Word, see “Performing Math Calculations in a Table,” p. 374.*

Figure 16.13
Set up a Calculation field within a table, and reference cells by row (number) and column (letter).

The screenshot shows the 'Text Form Field Options' dialog box. It is divided into several sections:

- Text form field:**
 - Type:** A dropdown menu set to 'Calculation'.
 - Expression:** A text box containing the formula '=SUM(B3:B6)'.
 - Maximum length:** A dropdown menu set to 'Unlimited'.
 - Number format:** A dropdown menu set to '\$#,##0.00;(\$#,##0.00)'.
- Run macro on:**
 - Entry:** A dropdown menu.
 - Exit:** A dropdown menu.
- Field settings:**
 - Bookmark:** A text box containing 'Text1'.
 - Fill-in enabled**
 - Calculate on exit**

At the bottom of the dialog, there are three buttons: 'Add Help Text...', 'OK', and 'Cancel'.

Configuring Legacy Check Box Options

Check boxes are useful when you have a list of items and the user can select as many of them as he or she wants.

Check boxes have two unique options you can set for them, shown in Figure 16.14:

- **Check Box Size**—The default is Auto, which makes the check box the same size as the text that follows it. If you prefer, you can choose Exactly and enter a size in points.
- **Default Value**—This is set to Not Checked unless you specify otherwise. It determines the check box's starting state.

caution

If you see a Properties pane instead of the dialog box when you attempt to open the Options dialog box for a legacy text box, check box, or list box, make sure you have chosen a control from the top row of the Legacy Controls list, and not one of the ActiveX controls.

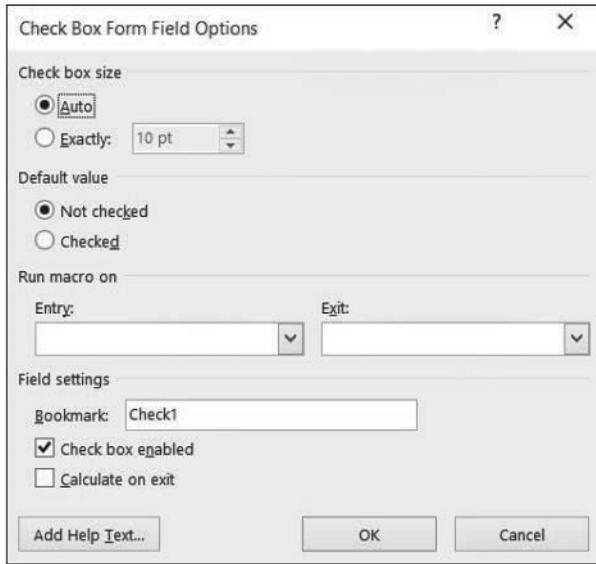


Figure 16.14
Set the options for a legacy check box.

Using Option Buttons on a Form

Option buttons are sets of mutually exclusive options, such as Yes/No/Maybe. When the user selects one of them, the others in the group become deselected.

Technically, Word has no capability for option buttons on form fields. However, Word does offer an ActiveX option button. It won't work seamlessly with your other fields if you have big plans for connectivity with a database, and it won't be included if you save or print the data only in a form. However, if you are designing the form to be filled out and saved in ordinary Word documents or on paper, you are probably more concerned with the look of the form than its back-end functionality.

To create an option button set, follow these steps:

1. Position the insertion point where you want the first option button.
2. On the Developer tab, in the Controls group, click Legacy Tools, and in the ActiveX Controls section, click Option Button (the round button, fourth from the left on the top row). A new option button and placeholder label appear.
3. Right-click the option button and choose Properties. The Properties pane opens.
4. In the Caption box, type the text that should appear next to the button.
5. In the GroupName box, type any name you like. (It must be the same for all buttons in the group, though.)
6. Repeat steps 2–5 to insert more option buttons, and make sure they all have the same GroupName.

7. Close the Properties pane.
8. Turn off Design Mode on the Developer tab and try out the buttons.

If you are interested in doing some VBA programming behind an ActiveX control so that it actually does something other than sit there and look good, right-click the control while in Design mode and choose View Code, and then work in the Microsoft Visual Basic window that appears. (You have to know how to program in VBA for this to be much help to you.)



How Can I Program ActiveX Controls?

If you want to actually do some programming for an ActiveX field, you must know VBA. To access the Visual Basic editor for a control, right-click the control while in Design mode and choose View Code. Then work in the Microsoft Visual Basic window that opens.

Configuring Legacy List Options

A legacy list box, also called a Drop-Down Form Field, is like the list box content control. It does not allow the user to input his or her own entries like a combo box does.

The main thing to set up for a list box is the list itself. Follow these steps to create the list:

1. From the Options dialog box for the field, type the first list item in the Drop-Down Item text box.
2. Click the Add button.
3. Repeat steps 1–2 to enter the other values (see Figure 16.15).
4. (Optional) If you need to remove an item, select it and click Remove.
5. (Optional) To reorder an item, select it and click the Move Up and Down arrows.
6. Click OK.

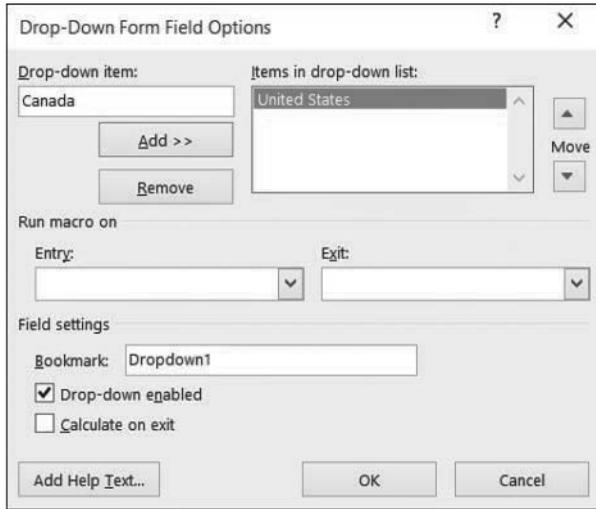


Figure 16.15
Create the drop-down list options.

Setting a Macro to Run on Entry or Exit for a Legacy Field

If you have macros stored in the template or document, you can run one of them when the user enters or exits a particular field. For example, you might want to set up a macro that saves the file and associates it with exiting the final field on your form.

To set a macro to run on entry or exit, select the macro from the Entry or Exit drop-down list in the field's Options dialog box.

caution

Macro-enabled fields are possible only with legacy form fields. They work in legacy documents and templates (.dot or .doc) and in Word 2016 macro-enabled templates and documents (.dotm and .docm), but not in the regular "x" file formats (.dotx and .docx). It's not that you can't associate a macro with a field in those file formats, but that macros can't exist in those files, so there are no macros to be referenced.

Enabling or Disabling a Legacy Field

In some cases you might want to prevent users from changing the content of a field. Some would argue, "Why use a field at all if the user can't change it?" But there are reasons for that. For example, if you save the form data only to a text file, only what's in the fields is saved, so you might want some fixed values to travel along with the user-entered data.

To set up a legacy field so that users cannot input anything into it or change its content, open its Options dialog box (right-click and select Properties) and clear the Fill-In Enabled check box.

Assigning a Bookmark to a Legacy Field

Each field has a default bookmark name so you can refer to that field whenever you reference a bookmark. See the section titled “Using a Field to Set Bookmark Text” in Chapter 14, and the section “Working with Bookmarks” in Chapter 15, to learn about the various uses for a bookmark.

To change a field’s default bookmark name, open its Options dialog box (right-click and select Properties) and change the text in the Bookmark text box.

Adding Help Text for a Legacy Field

For legacy form fields, you can create help text that tells the user what to put in the field. With content controls, this isn’t necessary because you can customize the placeholder text in the field, as you saw earlier in the chapter. But the unfriendly gray boxes of the legacy fields need the extra help.

You can set up help to appear in either or both of two ways: in the status bar or in a pop-up window that appears when the user presses F1 while the insertion point is inside the field. (Pressing F1 any other time opens the regular Word Help window.)

To set up help messages, follow these steps:

1. Right-click the field and choose Properties.
2. Click Add Help Text. The Form Field Help Text dialog box opens.
3. To set up F1 help:
 - a. Click the Help Key (F1) tab.
 - b. Select the option Type Your Own.
 - c. Type the text to appear in the help message
4. To set up status bar help:
 - a. Click the Status Bar tab.
 - b. Select the option Type Your Own.
 - c. Type the text to appear in the help message, as shown in Figure 16.16..
 - d. Click OK.
5. Click OK.

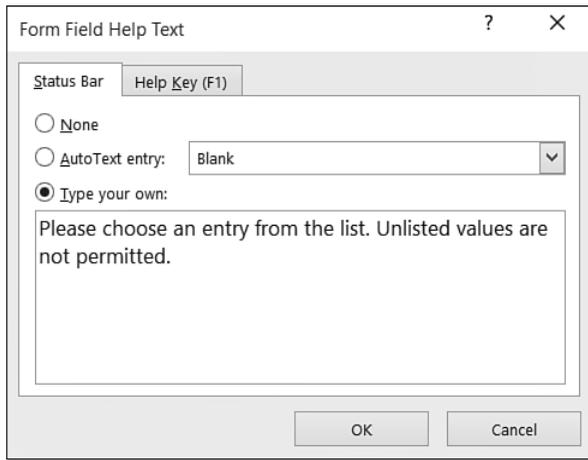


Figure 16.16
Set up help text.

Creating Consistent Help Messages Across Multiple Forms

For simple forms that aren't part of an extensive form library, you'll probably want to use Type Your Own, as in the preceding steps. However, if you need to reuse the same messages over and over across many forms, consider setting up the help messages as AutoText entries and then choosing AutoText Entry in step 3b or 4b. That way, if you change the help message later, all the forms that use it will draw from the same updated version.

To create an AutoText entry to serve as a help message, follow these steps:

1. Type the message text in any document.
2. On the Insert tab, choose Explore Quick Parts, Save Selection to Quick Part Gallery.
3. Type a name for the entry in the Name box.
4. Open the Gallery menu and choose AutoText.
5. Click OK to create the entry.

Now when you choose AutoText Entry from the field's Form Field Help Text dialog box, the entry you created is on the list of available entries.

Protecting a Form

You must protect a legacy form to use its fields. With content controls, protecting the form is optional but recommended.

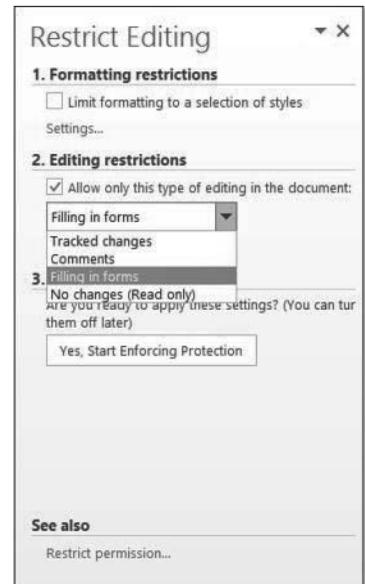
There are several types of document protection, but the type we're interested in here makes the document uneditable except in the form fields.

To protect a form, follow these steps:

1. On the Developer tab, click Restrict Editing. The Restrict Editing task pane opens.
2. In the Editing Restrictions section, mark the Allow Only This Type of Editing in the Document check box.
3. Open the drop-down list below the check box and choose Filling In Forms (see Figure 16.17).

Figure 16.17

Set up protection for the form so that only the fields are editable.



4. Click Yes, Start Enforcing Protection. The Start Enforcing Protection dialog box opens.

If this button is not available, make sure you are not still in Design mode. Click Design Mode on the Developer tab to turn it off if needed.

5. To put a password on the protection (recommended), type the desired password in the Enter New Password (Optional) box, and then retype it in the Reenter Password to Confirm box.
6. Click OK.

The Restrict Editing task pane remains open; close it if desired by clicking the X in its upper-right corner.

To remove the protection so you can further edit the form, follow these steps:

1. If the Restrict Editing task pane is not already displayed, click Restrict Editing on the Developer tab.
2. Click Stop Protection.
3. If you put a password on the protection, a dialog box appears prompting you for the password; enter it and click OK.

Filling Out a Form

You will probably want to test your forms as you build them to make sure they are user friendly. Filling out a form is a little different depending on the field type, so the following sections look at the processes separately.

Filling Out a Form with Content Controls

To enter text in a content control, click inside the content control and then type the entry for it.

If the form is protected, the insertion point flashes at the beginning of the document, and clicking anywhere in a protected region fails to move the insertion point; it jumps back to the beginning. The only areas you can successfully move the insertion point into are the content controls. With content controls, however, it is not mandatory that the document be protected to test a field. If the document is not protected, you can click anywhere and edit anything, not just the field entries. That's by design; this behavior allows you to put content controls into any document.

Depending on the options set up for the content control, the content control might go away after you enter something into it, or it might become locked against further editing after the initial entry. If either of those conditions is unsatisfactory, you can turn off their options in the content control's Properties.



caution

You can test the form in either the template file or in a document file based on the template. If you test the form in the template, though, make sure that you do not save your changes with the fields filled in.



Preventing Accidental Content Control Deletion

Because the form is not necessarily protected, the possibility exists that a user will accidentally delete the content control. To prevent that from happening, you can protect each control from deletion by turning on the Content Control Cannot Be Deleted option in the control's Properties dialog box. Follow these steps:

1. Unprotect the form if it is protected, and make sure Design Mode is selected on the Developer tab.
2. Select the content control and click Properties on the Developer tab. The Content Control Properties dialog box opens.
3. Mark the Content Control Cannot Be Deleted check box.
4. Click OK.

Filling Out a Legacy Form

A legacy form doesn't work properly unless it's protected. When unprotected, the form treats the fields as foreign objects, and you can't enter anything into them.

On a protected form, you can click in a field and then type the text into it, or you can press Tab to move from field to field.

If help has been set up for a field, you can press the F1 key to see the help information when the insertion point is within that field. (Pressing F1 any other time opens the general Word 2016 help window, not the specific help for that field.)

Saving and Printing a Form

After filling out the form, you will probably want to either save the form input in a file or send the completed form to the printer. The following sections explain both of those operations.

Saving Only the Form Data

To save only the form data from legacy form fields in a text file, follow these steps:

1. Choose File, Options. The Word Options dialog box opens.
2. Click Advanced.
3. Scroll down to the Preserve Fidelity When Sharing This Document section, and make sure the correct document is selected on the list.
4. Mark the Save Form Data as Delimited Text File check box and click OK.
5. Choose File, Save As. The Save As dialog box opens with Plain Text set as the file type.
6. Type a name for the file and click Save to save the text file.



caution

If your form contains only content controls, the check box in step 4 is grayed out. If the form contains a mixture of content controls and legacy form fields, the check box is available, but the resulting save captures only the data from the legacy fields.

In the resulting text file, the data is comma-delimited with quotation marks around text entries. For example, an address block might look like this:

```
"Sheri Harris", "10783 Westwood Place", "Anderson", "IN", "46282"
```

Printing Only the Form Data

Printing form data is similar to saving form data, in that it works only with legacy form fields, not content controls. When you choose to print only the form data, none of the other text from the form prints. However, if the form was constructed within a table, and that table had visible borders or shading, the table will print along with the data. (If you don't want the table to print, set its borders to None before printing.)

To print only the form data, follow these steps:

1. Choose File, Options. The Word Options dialog box opens.
2. Click Advanced.
3. Scroll down to the When Printing This Document section and ensure that you have selected the correct document on the list.
4. Mark the Print Only the Data from a Form check box.
5. Click OK.
6. Print the document as you normally would. None of the text prints except the text in the form fields.

Tips for Creating Printed Forms

Some forms end up being used for both onscreen and on-paper data entry. That's fine, but what constitutes an effective online form might not always be the same as what constitutes an effective printed form.

You should think about a few things when moving between printed and electronic formats:

- In an onscreen field, users can enter a lot of data in a small field because the text scrolls within the field (at least it does on a legacy form field). When that field is printed, however, there will be a limited amount of space for it. Will your users be able to adequately record their entries in the space provided?
- Drop-down fields do not work on a printed form, so you must replace them with check boxes or option buttons. (See the sidebar "Using Option Buttons on a Form," earlier in this chapter, for details.)
- Check boxes might need to be larger on printed forms than on electronic ones. To change the size of a check box, right-click it and choose Properties and make the change in its Options dialog box.
- Calculated fields and fields that insert the current date/time do not work on printed forms, so remove them or change them to user-editable fields.
- Instead of using a legacy check box field, you might prefer to use a bullet character that looks like a check box. If the form will not be submitted electronically, it doesn't matter that it's not a real field. Also, more formatting options are available with a bullet character.

This page intentionally left blank

INDEX

Numerics

{=} field code, 633

2-D charts, 484

3-D charts, 484-485

3-D effects

diagrams, 534, 537

objects, 460

pictures, 416-417

text, 158

100 percent charts, 485

A

ABS() function, 376

accepting revisions, 776-777

accessibility

adaptive technologies,
919-920

captions, 923

creating accessible
documents, 920-923

file formats, 920

frames, 923

graphics, 921

headings, 920-921

hyperlinks, 921-922

tables, 922-923

text boxes, 923

accessing

Help system, 16-17

macros, 866, 873

OneDrive, 841-842

**acquiring clip art, 389-390,
466-467**

actions

configuring, 113

disabling, 883

enabling, 883

performing, 112

types of, 112

ActiveX controls, 661

**adaptive technologies,
919-920**

adding

buttons to Quick Access
toolbar, 886-887

captions

to pictures, 422-423

to tables, 371-372

commands

to Quick Access

toolbar, 886

to Ribbon, 892-893

custom dictionaries to
Word, 105

data table to charts, 507

research providers, 123-124

shapes to SmartArt, 526-527

sources to bibliography,
707-708

text

to a shape, 434

to SmartArt, 529

words to dictionaries, 92, 100

Add-Ins

Component Object Model
(COM), 882-883

crashes, 883, 908-910

defined, 882

disabling, 883, 908-910

enabling, 883

viewing installed, 882-883

**addition (+) math
operator, 375**

**address blocks, 553-554,
569-570**

**{AddressBlock} field
code, 637**

addresses

actions, 112

{AddressBlock} field code, 637

envelopes, 325

retrieving, 327

storing, 327

{UserAddress} field code, 632

validating, 580

adjusting macro settings, 809

{Advance} field code, 633

alignment

objects, 444-446

paragraphs, 192

shapes, 444-446

tables, 368-369

text boxes, 314
 text in cells (tables), 367
 vertical alignment
 of documents, 261-262
 of text boxes, 314
 WordArt, 466

all caps font effect, 156, 160

alt text descriptions, 424

alternative input devices,
 919-920

amount of error, 505

anchoring lines to shapes,
 440-442

anchors

changing a picture's anchor
 point, 400
 defined, 399-400
 frames, 321
 locking, 400
 viewing, 399-400

AND (x,y) function, 376

annotations, 780

antonyms, 115-117

**APA Sixth Edition citation
 style (bibliography)**, 703-
 704, 714

**applications, hyperlinks
 to**, 594

Apply Styles pane, 222-223

applying

borders
 page borders, 287-288
 paragraph borders,
 206-207
 chart layouts, 488
 columns, 284-285
 fonts, 139-142
 picture styles, 412-413

shading to paragraphs,
 210-211

Shape Styles, 446-447

styles

Apply Styles pane,
 222-223

methods, 217, 222-223

order of style

application, 216, 687

table styles, 357-358

templates, 290, 302-304

themes, 246-247

apps

 Office Online Apps, 853

 Word Online App, 841

 Word Online app, 853-
 854, 918

area charts, 483

arranging documents, 16

arrow heads, 435

arrows, 50

**Artistic effects for
 pictures**, 411

ASCII character set, 159-160

{Ask} field code, 586-588, 637

assigning keyboard shortcut

 to Cut, Copy, and Paste
 commands, 61-62

 to Format Painter, 166

 to a macro, 860-862, 871-872

 to navigation, 57

 to Quick Access list, 27-28

 step-by-step directions,
 895-896

 to styles, 235-236

 to symbols, 53-55

 to table navigation, 341

assistive technologies,
 919-920

**Attach Template dialog
 box**, 303

attachments (email), 838-839

authenticity of documents,
 814-815

{Author} field code, 630-625

auto text, 663

AutoCaption, 423

AutoCorrect

 changing or removing an
 entry, 109-110

 formatted entry, 110

 graphical entry, 110

 Math AutoCorrect, 111-112

 options, 107-109

 plain text entry, 110

 rejecting an automatic
 correction, 107

 symbols, 53-55

 uses, 106

AutoFit settings for tables,
 341, 352-353

AutoFormat

 Automated Mode, 173

 defined, 168, 170

 Interactive Mode, 173-174

 options, 171-172

 Quick Access Toolbar,
 170-171

AutoFormat as You Type

 lists, 194

 options, 168-170

AutoMarking index entries,
 756-757

automatic backups, 903, 907

automatic fields, 621

automatic hyphenation,
 82-74

{AutoNum} field code,
 632-633

{AutoNumLgl} field code, 632-633

{AutoNumOutfield} field code, 632-633

AutoRecover files, 903-904

AutoRecover Interval, 46

AutoRecover options, 905-906

AutoShapes, 429

AutoText

- Building Blocks.dotx file, 88
- creating, 86-87
- defined, 85
- deleting, 89
- galleries, 85
- inserting, 87-88
- modifying, 89
- properties, 89
- removing, 89

{AutoText} field code, 622, 635

{AutoTextList} field code, 635

AVERAGE() function, 376

Avery labels, 557

axes (charts), 471, 496-500

Axis Labels dialog box, 480

axis titles (charts), 473, 494-495

B

background

- cells (tables), 360-361
- clip art, 467-468
- page background, 285-286
- pictures, 410-411

Backstage view, 7-8

backups

- automatic backups, 903, 907
- .wbk extension, 907

banners, 322-323

bar charts, 483

{BarCode} field code, 632

bevel effect

- chart elements, 514
- pictures, 416-417

bibliography

- Bibliography Gallery, 715-718
- citation style, 703-706
- citations

components of, 710

converting to plain text, 714

creating a new source when inserting, 711-712

editing, 713

inserting, 711

temporary placeholders, 712

creating, 703-704

endnotes, 706

entering sources, 704

footnotes, 706

formatting, 714-715

generating, 704, 714-718

in-text references, 704, 706

sources

adding, 707-708

Current List, 710

deleting, 709

editing, 708-709

entering, 704-710

Master List, 710

source list, 705

transferring sources

between Current List and Master List, 710

Bibliography Gallery, 715-718

Bing, 121

bitmap images, 386, 390, 427-428

blocking file types, 811

blog

- defined, 834
- deleting, 838
- managing, 838
- registering blogging service, 835

Blog Accounts dialog box, 838

blog posts

- categorizing blog entries, 837
- creating, 834-836
- editing, 838
- graphics, 836-837
- images, 836-837
- modifying, 838
- opening, 838
- pictures, 836-837
- publishing, 836
- templates, 836

bmp file format, 386, 388, 390

boilerplate text for mail merge documents, 568

bold font style, 153-154

book folds, 258-259

{Bookmark} code, 622

bookmarks

- bar codes, 632
- {Bookmark} code, 622
- creating, 599-600
- cross-references, 604
- data sharing, 592, 599
- defined, 592, 599
- hyperlinks, 601-603
- jumping to, 601

legacy form fields, 663
{Ref} field code, 622

borders

cells (tables), 362-365
formatting, 208-210
objects, 447
page borders, 287-288
paragraph borders, 205-210
pictures, 419
text boxes, 311-312

Borders and Shading dialog box, 208-211, 361, 364-365

box & whisker charts, 483

breaking links

objects, 614
text boxes, 318

breaks

column breaks, 283
page breaks, 263-264
paragraph breaks, 212-214
section breaks, 253-255

brightness of pictures, 407-408

bubble charts, 484

building blocks

Building Blocks.dotx file, 88
content controls, 654
creating, 86-87
defined, 85
deleting, 89
footers, 268
galleries, 85
headers, 268
inserting, 87-88
modifying, 89
properties, 89
removing, 89

Building Blocks Organizer dialog box, 88-89

Building Blocks.dotx file, 88

Building content control, 649

built fractions, 163

bulleted lists

AutoFormat As You Type, 194
bullet character, 199-202
creating, 193-194
diagrams, 528
indents, 205
list level, 204
list styles, 216
nesting, 204
picture bullet, 202
SmartArt, 528
spacing, 205

buttons on Quick Access toolbar

adding, 886-887
deleting, 888

C

calculated fields, 622

calculations in legacy form fields, 658

canceled print documents, 135

canvas, 432-434, 470

Caption dialog box, 371-372, 422-423

Caption Numbering dialog box, 423

captions

accessibility, 923
AutoCaption, 423
cross-references, 730
figures, 622, 744-746
inserting, 422-423
master document, 691

numbering, 423
tables, 371-372, 923

capturing screenshots, 394-395

card templates, 333-334

caret codes for special characters, 75

cascading style sheet (CSS), 239-240, 818, 833-834

categorizing blog entries, 837

category axis (X axis) of charts, 471

Cell Options dialog box, 366-367

cells (tables)

backgrounds, 360-361
borders, 362-365
deleting, 347
end-of-cell marker, 343
inserting, 345-346
margins, 365-367
merging, 349-351
removing, 347
selecting, 342-344
splitting, 349-351
text alignment, 367
text direction, 368

centered alignment of paragraphs, 192

certificate authority, 814-815

certificates, 814-815

Change Case feature, 159-160

Change Chart Type dialog box, 482-484

changing

chart type, 482-485
flow direction of
diagrams, 526

- fonts, 139-142
- layout of diagrams, 525-526
- picture's anchor point, 400
- position of endnotes or footnotes, 723
- section break type, 255
- style set, 219-220
- username, 773-774
- character formatting**
 - case, 159-160
 - clearing, 165
 - comparing, 166-168
 - defined, 139
 - drop cap, 163-164
 - fonts, 139-140
 - Format Painter, 165-166
 - highlighting, 160
 - Reveal Formatting task pane, 166-168
 - WordML, 140
- character spacing, 161-163**
- character styles, 216**
- character-level revisions, 784**
- characters (nonprinting)**
 - customizing which nonprinting characters appear, 175
 - hiding, 175
 - showing, 175
- chart title, 473, 489-490**
- charts**
 - See also* diagrams
 - 2-D, 484
 - 3-D, 484-485
 - 100 percent, 485
 - area, 483
 - axes, 471, 496-500
 - axis titles, 473
 - bar, 483
 - box & whisker, 483
 - bubble, 484
 - category axis (X axis), 471
 - changing the chart type, 482-485
 - chart area, 473
 - chart elements
 - bevel effects, 514*
 - clearing formatting, 510*
 - data spacing, 516*
 - fills, 511*
 - formatting, 509-516*
 - glow effects, 513*
 - outlines, 511*
 - reflection effects, 513*
 - selecting, 509*
 - shadow effects, 512*
 - shape effects, 511-512*
 - shape of a series, 515*
 - shape styles, 510-511*
 - soft edge effects, 514*
 - turning on/off, 488*
 - chart styles, 508
 - clustered, 485
 - colors, 508
 - column, 483
 - combination, 483, 486-488
 - creating, 473-476
 - ctx extension, 476
 - data labels, 473, 492-494
 - data point, 471
 - data series, 471, 516
 - data source
 - data range, 479-480*
 - editing, 478-479*
 - hidden and empty cells, 480*
 - switching between rows and columns, 480*
 - data table, 473, 507
 - defined, 471
 - depth axis (Z axis), 471
 - differences from SmartArt, 524
 - doughnut, 484
 - editing
 - data range, 479-480*
 - data source, 478-479*
 - error bars, 504-505
 - Excel, 473, 475
 - exploded, 485
 - filled, 485
 - floor, 473
 - flowcharts, 440-442
 - gridlines, 500-501
 - histogram, 483
 - layouts, 488
 - legacy charts, 475-476
 - legend, 473, 490-492
 - line charts, 483
 - lines, 485
 - organization charts, 528
 - parts of, 471-473
 - pie, 483
 - plot area, 473
 - points, 485
 - position presets, 481
 - positioning, 481
 - PowerPoint, 473
 - radar, 483
 - regular, 485
 - SmartArt, 524
 - stacked, 485
 - stock, 483
 - subtypes, 484-485
 - sunburst, 483
 - surface, 483
 - templates, 476-477
 - text
 - colors, 517-518*
 - font size, 517-518*
 - formatting, 517-519*

WordArt styles, 518-519

wrapping, 481

title, 473, 489-490

treemap, 483

trendlines, 501-503

types of, 484-485

up/down bars, 506-507

value axis (Y axis), 471

walls, 473

waterfall, 483

wireframe, 485

WordArt styles, 518-519

wrapping text, 481

X Y (Scatter) charts, 483

Check Box content control, 649

Check Box Form Field, 655, 659

check boxes in forms, 654, 659

Checking and Reporting Errors dialog box, 581

checking mail merge for errors, 581

checking spelling and grammar

AutoCorrect

changing or removing an entry, 109-110

formatted entry, 110

graphical entry, 110

options, 107-109

plain text entry, 110

rejecting an automatic correction, 107

uses, 106

British spellings, 92

custom options, 97-106

grammatical errors

fixing, 93-94

hiding, 99

index, 759

individual words, checking spelling of, 92-93

interactive spelling and grammar check, 95-96

languages, 105-106

Proofing Errors icon, 96

readability statistics, 98

SmartArt, 525

spelling errors, hiding, 98

techniques, 91

wavy red or blue underline, 92-93

Chicago Sixteenth Edition citation style (bibliography), 704, 714

Choose a SmartArt Graphic dialog box, 524-525

citation style (bibliography)

APA Sixth Edition, 703-704, 714

Chicago Sixteenth Edition, 704, 714

defined, 704

differences among styles, 704

endnotes, 706

footnotes, 706

GB7714 2005, 704, 714

GOST - Name Sort name 2003, 704

GOST-Title Sort 2003, 704

Harvard-Anglia 2008, 704

IEEE 2006, 704

in-text references, 706

ISO 690-First Element and Date 1987, 704, 714

ISO 690-Numerical Reference, 704, 714

MLA, 703-704, 714

selecting, 704

SIST02 2003, 704, 714

supported styles, 704-706

Turabian, 704, 714

citations

components of, 710

converting to plain text, 714

creating, 747-748

creating a new source when inserting, 711-712

editing, 713

marking entries, 747-748

passim, 749

{TA} field code, 748

temporary placeholders, 712

citing sources

bibliography

APA format, 703

citation style, 704-706

citations, 710-714

creating, 703-704

entering sources, 704-710

formatting, 714-715

generating, 704, 714-718

in-text references, 704

MLA format, 703

cross-references

captions, 730

contexts, 729

creating, 726-730

endnotes, 729

errors, 729

footnotes, 729

headings, 729-730

inserting, 727-728

options, 728

endnotes

changing positioning of, 723

components of, 718

deleting, 721

inserting, 721

- jumping to, 721
 - modifying styles, 723-724
 - moving between, 721-722
 - note separator line, 725
 - numbering styles, 723
 - reference marks, 721
 - switching between endnotes and footnotes, 722
 - symbols, 723
- footnotes
- changing positioning of, 723
 - components of, 718
 - continuations, 726
 - deleting, 721
 - disappearing in Web format, 726
 - inserting, 720
 - jumping to, 721
 - modifying styles, 723-724
 - moving between, 721-722
 - note separator line, 725
 - numbering styles, 723
 - page footer, 720
 - reference marks, 718
 - switching between endnotes and footnotes, 722
 - symbols, 723
- tools, 703
- clearing**
- formatting
 - from chart elements, 510
 - from text, 165, 224-226
 - styles, 224-226
- Click and Type feature, 56-57**
- clip art**
- acquiring, 389-390, 466-467
 - background fill, 467-468
 - drawing canvas, 470
 - editing, 468-470
 - moving, 469-470
 - moving shapes, 468
 - recoloring, 468
 - resizing, 469-470
 - selecting shapes, 468
 - shapes, 429
- Clipboards**
- Office Clipboard, 61, 66
 - Windows Clipboard, 61, 434
- cloud-based storage, 841**
- clustered charts, 485**
- CMYK color model, 387**
- collaboration tools**
- annotations, 780
 - comments
 - creating, 778-779
 - defined, 778
 - deleting, 781
 - editing, 779
 - handwritten comments, 780
 - Ink feature, 780
 - inserting, 778-779
 - marking as done, 781
 - navigating, 779
 - removing, 781
 - restricting a document to comments only, 803
 - viewing, 779
 - real-time collaboration options, 900-901
 - revision tracking
 - accepting revisions, 776-777
- All Markup view, 769, 775
 - balloons, 770-772
 - capabilities, 775
 - changed lines, 773
 - character-level revisions, 784
 - colors, 773
 - comments, 773
 - counting revisions, 633
 - customizing, 768-774
 - deletions, 773
 - forcing revision marks to stay on, 804
 - formatting, 773
 - insertions, 773
 - markings, 773
 - moves, 773
 - moving among revisions, 775
 - No Markup view, 769
 - Original view, 769
 - protecting documents, 777-778
 - rejecting revisions, 776-777
 - reviewing pane, 768
 - reviewing revisions, 775
 - revision mark options, 769-770
 - Simple Markup view, 769, 775
 - table cell
 - highlighting, 773
 - turning on/off, 775
 - username, 773-774
 - word-level revisions, 784
- sharing documents
- file listing of shared documents, 792
 - inviting people to share a document, 788-789

location sharing, 800

sharing hyperlink,
790-791

uses, 767-768

collapsing

outline, 674-675

Ribbon, 888-889

subdocuments, 694-695

collating printed documents, 126

colon

in field codes, 626

in index entries, 753

color depth, 387-388

color mode, 408

color models, 387

color schemes (themes), 247-250

colors

charts, 508

diagrams, 536

fonts, 150-152

highlighting, 160

hyperlinks, 598

pictures

color mode, 408

transparent color,
409-410

revision tracking, 773

text in charts, 517-518

column breaks, 283

column charts, 483

columns, 281-285

index, 762

tables

copying, 348-349

deleting, 347

distributing column widths evenly, 356

inserting, 345-346

moving, 348-349

removing, 347

selecting, 344-345

web pages, 831-832

COM (Component Object Model), 882-883

combination charts, 483, 486-488

combining documents, 783, 785-786

Combo Box content control, 649

commands

macros, 866

Quick Access toolbar, 886

Ribbon, 892-894

commas in field codes, 626

comments

creating, 778-779

defined, 778

deleting, 781

editing, 779

handwritten comments, 780

Ink feature, 780

inserting, 778-779

marking as done, 781

navigating, 779

removing, 781

restricting a document to
comments only, 803

revision tracking, 773

viewing, 779

{Comments} field code, 631-625

{Compare} field code, 636-637

comparing

documents

legal blackline, 783-784

showing differences

between

documents, 783

side by side, 781-783

formatting, 166-168

comparison operators, 378

Component Object Model (COM), 882-883

Compress Pictures dialog box, 406-407

Compressed Macintosh PICT, 390

Compressed Windows Enhanced Metafile, 390

Compressed Windows Metafile, 390

compressing pictures, 406-407

compression, 388

configuring

actions, 113

content controls, 650

connectors

curved connector, 431, 436

elbow connector, 431, 436

modifying, 436

contacts, using in mail merge, 551-554, 559-560

content controls

building blocks, 654

check boxes, 654

configuring, 650

date, 653

editing placeholder text, 655

inserting, 649

lists, 652-653

multiparagraph text

options, 652

settings, 650-651

styles, 651
types of, 649
uses, 631, 647-648, 666

contrast in pictures, 407-408

Controls group (Developer tab), 648-649

conventions for index, 751

converting

citations to plain text, 714
document formats
 confirming file conversions, 916
 HTML, 915
 OpenDocument Text, 915
 PDF, 915
 Recover Text from Any File feature, 915-916
 RTF, 915
 supported formats, 915
 unsupported formats, 915-916
 Word 97-2003, 911
 Word 2007, 912-914
 Word 2010, 912-914
 Word 2013, 912-914
 WordPerfect, 915
 XML, 915
fields to plain text, 640
SmartArt to drawing object, 540-541
tabbed list to a table, 190-191
table to text, 382
text boxes into frames, 320-321
text to table, 380-382

copying

columns (tables), 348-349
documents to OneDrive, 849-850
formatting, 165-166

macros, 869-870
objects

Office Clipboard, 66

Paste Special command, 65

outline, 688-689

rows (tables), 348-349

styles between documents, 244-245

tab stops, 191-192

text

with Cut, Copy, and Paste, 61-62

with drag-and-drop, 61

formatting, 165-166

keeping or discarding formatting, 62-64

Office Clipboard, 66

themes, 251

copyright (©) symbol, 50

corrupted documents, 38, 88

COUNT () function, 376

counting revisions, 633

cover page, 264-266

crashes

Add-Ins, 882-883, 908-910
error reports, 907
extensions, 908-910
fixing crashes related to a certain document, 908
how to respond, 907
master document, 689

Create Source dialog box, 707-708

{CreateDate} field code, 630

cropping pictures

to a shape, 453
step-by-step directions, 404-405

Cross-Reference dialog box, 727-728

cross-references

bookmarks, 604
captions, 730
contexts, 729
creating, 726-730
endnotes, 729
errors, 729
footnotes, 729
headings, 729-730
index, 755
inserting, 727-728
options, 728

ctx extension, 476

CSS (cascading style sheet), 818, 833-834

curly braces in field codes, 626

Current List (bibliography sources), 710

curved connector, 431, 436

curved lines

drawing, 431
editing, 436-437
modifying, 436-437

custom dictionaries

adding to Word, 105
adding words to, 102
creating, 103
default, 100, 104
disabling, 103
editing custom dictionary's word list, 100-101
enabling, 103
language options, 101-102

Custom Dictionaries dialog box, 98

custom properties, 42-43

custom template, 295

customization settings

- exporting, 894-895
- importing, 895
- resetting, 894

Customize Keyboard dialog box, 895-481

customizing

- find operation, 71-73
- formatting marks, 897-898
- interface, 885, 899-900
- labels, 330-332
- options listing, 901
- paper size, 260
- Quick Access toolbar, 6-7, 885-888
- real-time collaboration
 - options, 900-901
- research tools, 122
- revision tracking, 768-774
- Ribbon, 888-894
- ScreenTips, 900
- spelling and grammar checker, 97-106
- start-up options, 900
- Styles pane, 223-224
- tab stops, 186
- watermark, 279-281

Cut, Copy, and Paste command, 61-62

cutting

- objects
 - Office Clipboard, 66*
 - Paste Special command, 65*
- text
 - with Cut, Copy, and Paste, 61-62*
 - with drag-and-drop, 61*
 - keeping or discarding formatting, 62-64*

- Office Clipboard, 66*
- Smart Cut and Paste, 64*

cycle diagrams, 522

D

DAISY (Digital Accessible Information System), 920

data

- sorting tabular data, 373-374
- toggling between data and field code views, 627-628

data labels (charts), 473, 492-494

data merge. *See* mail merge

data point (charts), 471

data recovery features, 903-907

data series (charts), 471, 516

data sharing

- bookmarks, 592, 599
- hyperlinks, 591-592
- {IncludePicture} field code, 592, 618-619
- {IncludeText} field code, 592
- object embedding, 592, 605-609
- object linking, 592
- techniques, 591-592

data source

- charts
 - data range, 479-480*
 - editing, 478-479*
 - hidden and empty cells, 480*
 - switching between rows and columns, 480*
- mail merge
 - creating, 565-566*

customizing fields, 566-567

delimited data, 558, 562

documents, 562

editing, 567

Excel worksheet, 560-561

excluding records, 576

filtering, 575-578

finding a recipient, 579-580

finding duplicate entries, 580

fixed-width data, 558

Open Database Connectivity (ODBC), 563-565

Oracle database, 562-563

Outlook contact list, 551-554, 559-560

sorting mailing order, 578-579

SQL database, 562-563
types of, 549-550, 558, 560

data table (charts), 473, 507

{Database} field code, 637

date

- actions, 112
- content controls, 653
- {CreateDate} field code, 630
- {Date} field code, 629-630
- headers, 271-274
- legacy form fields, 658
- {PrintDate} field code, 630
- {SaveDate} field code, 630

Date and Time dialog box, 630

{Date} field code, 621-622, 629-630

Date Picker content control, 649**debugging macros, 868****decreasing file size of pictures, 406-407****decrypting a file or folder, 799-800****default file format, 917****DEFINED (x) function, 376****defining shortcut keys, 895-896****Delete Cells dialog box, 347****deleting**

- blogs, 838
- borders from paragraphs, 206-207
- building blocks, 89
- buttons from Quick Access toolbar, 888
- cells (tables), 347
- columns (tables), 347
- commands from Ribbon, 893-894
- comments, 781
- a custom bibliography to the Bibliography Gallery, 717-718
- digital signatures, 815
- documents from OneDrive, 850-851
- endnotes, 721
- folders from OneDrive, 850-851
- footers, 268
- footnotes, 721
- frames, 321
- headers, 268
- highlighting from text, 160
- hyperlinks, 598
- list styles, 687-688

- macros, 868, 871
- multilevel lists, 687-688
- page breaks, 263
- personal information, 812-813
- picture background, 410-411
- print jobs, 135
- research providers, 123-124
- Ribbon tabs or groups, 892
- rows (tables), 347
- section breaks, 255
- shapes from SmartArt, 527
- sources from
 - bibliography, 709
- styles, 236-237
- subdocuments, 697
- table of contents, 735
- tables, 347-348
- text, 47-48
- trusted locations, 808

delimited data, 374, 558, 562**demoting**

- outline items, 671-672
- shapes (SmartArt), 527-528

depth axis (Z axis) of charts, 471**designing**

- banners, 322-323
- forms, 645-647

Developer tab, 648-649**diagrams**

- See also* charts
- 3-D effects, 534, 537
- bulleted lists, 528
- colors, 536
- cycle diagrams, 522
- flow direction, 526
- formatting, 534-539
- formatting individual shapes, 537
- hierarchy diagrams, 522, 528

- inserting, 524-525
- layout, 525-526
- list diagrams, 521
- matrix diagrams, 523
- picture diagrams, 524
- positioning, 540
- process diagrams, 521
- pyramid diagrams, 524
- relationship diagrams, 522
- resizing, 539-540
- Shape Styles, 537
- shapes

- adding, 526-527*

- editing, 537-538*

- effects, 537*

- fills, 537*

- flipping, 539*

- formatting, 537*

- modifying, 537-538*

- outlines, 537*

- positioning, 539*

- resetting, 538*

- resizing, 539*

- rotating, 539*

- sizing, 539*

- SmartArt Styles, 534

- text

- adding, 529*

- editing, 529*

- font sets, 530*

- formatting, 529-530*

- positioning text within a shape, 533*

- WordArt Styles, 531*

- text pane, 532

- themes, 535

dialog boxes, 9-12**dib file format, 390****dictionaries**

- adding words to, 92, 100, 102

custom dictionaries

- adding to Word, 105*
- creating, 103*
- default, 100, 104*
- disabling, 103*
- editing custom dictionary's word list, 100-101*
- enabling, 103*
- language options, 101-102*

exclusion dictionary, 104

looking up word definitions, 114-115

Digital Accessible Information System (DAISY), 920

digital photography, 385-387

digital signatures, 814-815

directories, 574-575

directory for mail merge, 550, 555

disabilities, adaptive technologies for, 919

disabling

- actions, 883
- Add-Ins, 883, 908-910
- automatic hyphenation, 82-74
- custom dictionaries, 103
- extensions, 908-910
- hyperlink creation, 592-593
- legacy form fields, 662
- macros, 881
- research tools, 122
- trusted locations, 808

disappearing footnotes in Web format, 726

discarding formatting when pasting, 62-64

displaying

- Developer tab, 648-649
- document map, 77
- documents on computers
 - without Word installed, 918
- equations, 544-545
- file extensions, 29
- index field codes, 753
- page thumbnails, 78
- Ribbon, 6
- Ribbon tabs, 889-890

distributing

- objects, 444-446
- table column widths
 - evenly, 356

division (/) math operator, 375

doc file format, 31

docm file format, 31, 916

{DocProperty} field code, 631

document automation fields, 636-637

document info

- {Author} field code, 630-625
- {Comments} field code, 631-625
- content controls, 631
- {DocProperty} field code, 631
- {FileSize} field code, 631-625
- printing, 126-127

Document Inspector dialog box, 812-813

document map, 77

document properties, 274

document windows

- opening, 15-16
- resetting window position, 16
- zoom, 14

documents

- accessibility, 920-923
- alignment, 261-262
- arranging, 16
- attachments (email), 838-839
- authenticity, 814-815
- AutoRecover files, 903-904
- backups
 - automatic backups, 903, 907*
 - .wbk extension, 907*
- book folds, 258-259
- building blocks
 - Building Blocks.dotx file, 88*
 - creating, 86-87*
 - defined, 85*
 - deleting, 89*
 - footers, 268*
 - galleries, 85*
 - headers, 268*
 - inserting, 87-88*
 - modifying, 89*
 - properties, 89*
 - removing, 89*
- Click and Type feature, 56-57
- columns, 281-285
- combining, 783, 785-786
- comparing
 - legal blackline, 783-784*
 - showing differences between documents, 783*
 - side by side, 781-783*
- copying to OneDrive, 849-850
- corrupted, 38, 88
- cover page, 264-266
- crashes, 908
- creating
 - blank document, 18-19*
 - from templates, 20-23*
 - Word Online App, 854*

- deleting from OneDrive, 850-851
- downloading from OneDrive, 847-848
- editing with Word Online App, 853-854
- Favorites list, 27-28
- faxing, 136
- file format conversions, 916
- footers
 - building blocks*, 268
 - defined*, 266-268
 - document properties*, 274
 - field codes*, 269
 - master document*, 690
 - multiple footers*, 276
 - page numbering*, 269-271
 - pictures*, 275-276
 - positioning*, 274-275
 - removing*, 268
 - repeating elements on every page*, 277
 - time*, 271-274
- formatting, 253
- gutter, 258-259
- headers
 - building blocks*, 268
 - date*, 271-274
 - defined*, 266-268
 - document properties*, 274
 - field codes*, 269
 - master document*, 690
 - multiple headers*, 276
 - page numbering*, 269-271
 - pictures*, 275-276
 - positioning*, 274-275
 - removing*, 268
- repeating elements on every page*, 277
- time*, 271-274
- hyperlinks, 596-597
- inspecting, 812-813
- line numbering, 262-263
- mail merge
 - boilerplate text*, 568
 - as a data source*, 562
 - preparing*, 549-550, 567-568
 - testing*, 581-582
- managing with OneDrive, 846-853
- margins
 - defined*, 256
 - entering precise margin values*, 257-258
 - presets*, 256-257
 - printing*, 129
- master document
 - captions*, 691
 - crashing in Word*, 689
 - creating*, 691-694
 - defined*, 669, 688-689
 - editing*, 696-700
 - endnotes*, 691
 - figure captions*, 691
 - footers*, 690
 - footnotes*, 691
 - headers*, 690
 - index*, 691, 764-765
 - modifying*, 696-700
 - moving*, 689
 - numbered notes*, 691
 - page numbering*, 702
 - printing*, 702
 - renaming*, 689
 - styles*, 690
 - subdocuments*, 691-696
 - table of contents (TOC)*, 691
- moving around in, 55-57
- moving to OneDrive, 849-850
- MS-DOS name, 40
- navigating
 - Go To feature*, 77
 - keyboard shortcuts*, 57
 - page thumbnails*, 78
- opening
 - on computers without Word installed*, 918
 - confirming file conversions*, 916
 - lex file (in Notepad)*, 104
 - multiple documents*, 15-16
 - OneDrive, 845
 - Open and Repair*, 37-38
 - Open as Copy*, 37-38
 - Open dialog box*, 35
 - Open in Browser*, 37-38
 - Open in Protected View*, 37-38
 - Open with Transform*, 37-38
 - other file formats*, 36-37
 - Read-Only*, 37-38
 - recently used documents*, 34
 - returning to Word 2010 style of opening*, 44
 - special modes*, 37-38
 - subdocuments*, 696
 - supported formats*, 915
 - unsupported formats*, 915-916
- orientation, 128, 259-260
- outline
 - collapsing*, 674-675
 - copying*, 688-689
 - creating by typing in Outline view*, 669-671
 - creating from an existing document*, 673-674

- demoting items, 671-672
- expanding, 674-675
- font schemes
 - (themes), 678
- heading styles, 669-670, 675-676
- list styles, 685-688
- multilevel lists, 680-685
- numbering items, 678-679
- Outline view, 669-671
- printing, 688-689
- promoting items, 671-672
- rearranging topics, 675
- setting a style's outline level, 675-676
- setting paragraph's outline level, 677-678
- showing first line only, 675
- text formatting, 675
- uses, 669
- viewing, 674-675
- page backgrounds, 285-286
- page borders, 287-288
- page breaks, 263-264
- page numbering, 269-271
- paper size, 129, 260
- print markup, 127
- printing
 - all pages, 126
 - AutoText entries, 127
 - both sides of the paper, 128
 - canceling print job, 135
 - collation, 126
 - current document, 125-129
 - current page, 126
 - custom print options, 126
 - default settings, 125
 - document info, 126-127
 - even pages, 127
 - extra blank page at end, 135
 - margins, 129
 - number of copies, 126
 - odd pages, 127
 - orientation, 128
 - pages per sheet, 129
 - paper size, 129
 - pausing print job, 134-135
 - print markup, 127
 - Print Preview, 129
 - print selection, 126
 - printer selection, 125-126
 - printer settings, 132-133
 - reasons to print, 91, 124
 - settings, 130-132
 - troubleshooting problems, 134-135
- properties
 - advanced properties, 39-40
 - Author, 40
 - Categories, 40
 - Comments, 40
 - Company, 40
 - custom properties, 42-43
 - defined, 39-40
 - standard properties, 39-40
 - Status, 40
 - Subject, 40
 - Tags, 40
 - Title, 40
- Protected View, 37-38
- protecting
 - blocking file types, 811
 - comments only, 803
 - digital signatures, 814-815
 - encryption, 798-800
 - form fill-in only, 803
 - macro viruses, 806-809
 - marking a document as final, 806
 - password-protecting, 796-798
 - per-user exceptions, 805-806
 - Protected View, 809-811
 - Read-Only, 800-803
 - removing location sharing, 800
 - from revisions, 777-778
 - style usage, 804-805
 - templates, 301
 - trusted locations, 806-808
 - trusted publishers, 808-809
 - types of protection, 795
- Quick Access list, 27-28
- readability, 79-80
- recovering, 46, 903-907
- referenced document, 764-765
- renaming in OneDrive, 848-849
- repairing, 38
- repeating elements on every page, 277
- reviewing
 - moving between screens, 787-788
 - Read Mode, 786-788
- saving
 - AutoRecover Interval, 46
 - basic save process, 23-24
 - default file format, 917

- features lost when
 - saving in web format, 820
- file formats, 28-32, 44-45, 916
- HTML, 918
- location, 24-27, 44-45
- location preferences, 44-45
- Office 365
 - SharePoint, 24
- OneDrive, 24-27, 841-842, 845
- PDF, 793-794, 918
- Places list, 24-27
- Plain Text (txt)
 - format, 918
- returning to Word 2010
 - style of saving, 44
- step-by-step directions, 23-24
- supported file formats, 31-32
- as a template, 296
- This PC, 24-27
- as XPS, 793-794
- XPS format, 918
- scroll box, 56
- scrollbar, 56
- scrolling, 56
- sections
 - formatting, 253
 - section breaks, 253-255
 - vertical alignment, 261-262
- sharing
 - file listing of shared documents, 792
 - inviting people to share a document, 788-789
 - location sharing, 800
 - OneDrive, 851-853
 - sharing hyperlink, 790-791
- splitting, 16
- statistics, 98
- switching, 15
- templates
 - applying, 290, 302-304
 - changing template of all documents opened, 305-306
 - creating, 289, 301-302
 - custom template, 295
 - Default Personal Templates Location, 293-294
 - defined, 289-290
 - editing, 296-298
 - finding what template a document is using, 290-291
 - global templates, 304
 - macro viruses, 806
 - modifying, 296-298
 - Normal.dotm, 307-308
 - Normal.dotm template, 19, 291
 - Office.com, 291-294
 - online templates, 20-21
 - opening, 297-298
 - personal template, 295
 - personal templates, 21-23
 - preventing template from loading at startup, 304-305
 - protecting, 301
 - saving, 301-302
 - saving an existing document as a template, 296
 - storing, 297, 302
 - types of, 290
 - Word 97-2003 template (.dot), 290
 - Word Macro-enabled template (.dotm), 290
 - Word template (.dotx), 290
 - workgroup templates, 298-300
- themes
 - applying, 246-247
 - color schemes, 247-250
 - copying, 251
 - creating, 247
 - default, 252
 - defined, 245-246
 - effect schemes, 251
 - font schemes, 250-251, 678
 - resetting, 247
 - updating, 900
 - uploading to OneDrive, 846
 - vertical alignment, 261-262
 - viewing
 - side by side, 16
 - synchronous scrolling, 16
 - watermark, 278-281
 - web documents, 32-33
 - web-based file formats, 32-33
 - word count, 81
 - zoom, 14
- {DocVariable} field code, 637**
- docx file format, 31, 916**
- dot file format, 31, 290**
- dotm file format, 31, 290**
- dots per inch (dpi), 389**
- dotx file format, 31, 290**
- double closing quote,**
- double opening quote, 51**
- double strike-font effect, 51**

doughnut charts, 484

downloading documents, 847-848

dpi (dots per inch), 389

Draft view, 13, 226-228

drag-and-drop, 61

drawing

- freeform shapes, 431-432
- lines, 430-431
- shapes
 - basic, 427-429*
 - freeform, 431-432*
- tables, 340-341

drawing canvas, 432-434, 470

drawing tools, 427, 429

drawings. See objects

drop cap, 163-164

Drop Cap dialog box, 164

Drop-Down Form Field, 655, 660

Drop-Down List content control, 649

dummy text, 85

E

Edit Source dialog box, 709

editing

- blog posts, 838
- charts
 - data range, 479-480*
 - data source, 478-479*
- citations, 713
- clip art, 468-470
- comments, 779
- custom dictionary's word list, 100-101
- diagram shapes, 537-538

- documents with Word Online App, 853-854
- field codes, 628
- forms, 665
- hyperlinks, 597
- lines, 435-437
- macro code in VBA, 874-879
- master documents, 696-700
- number formats, 378
- PDF (Portable Document Format), 794
- placeholder text in content controls, 655
- scribbles, 436-437
- shapes, 438
- sources in bibliography, 708-709
- subdocuments within master document, 695-696
- table styles, 358-360
- tables, 342-352
- templates, 296-298
- text
 - basics, 47*
 - Insert mode, 48-49*
 - Overtyping mode, 48-49*
 - Redo feature, 49*
 - Repeat feature, 49*
 - SmartArt, 529*
 - Undo feature, 49*
- WordArt, 462
- wrap points for an image, 398

{EditTime} field code, 630

effect schemes (themes), 251

effects

- diagram shapes, 537
- font effects, 156-158
- pictures
 - 3-D effects, 416-417*
 - Artistic effects, 411*
 - bevel effect, 416-417*

- glow, 415*
- reflection, 415*
- shadow effects, 414*
- soft edges, 416*
- text effects, 156-158

elbow connector, 431, 436

ellipsis, 50

em dash, 50

email

- attachments, 838-839
- forms, 655
- hyperlinks, 595-596, 830
- mail merge, 550, 555, 583
- sending, 838-839

embedding

- Excel worksheets in tables, 384
- files, 605-607
- fonts, 148-149
- object embedding, 592, 605-609
- video, 424-426

emf file format, 390

emz file format, 390

en dash, 50

enabling

- actions, 883
- Add-Ins, 883
- automatic hyphenation, 82-74
- custom dictionaries, 103
- global template at startup, 304
- legacy form fields, 662
- Live Preview, 900
- macros, 881
- research tools, 122
- trusted locations, 808

Encapsulated PostScript, 390

encrypting files or folders, 798-800**encryption**

- USB hardware keys, 798
- Windows BitLocker, 798
- Windows NTFS encryption, 798

encyclopedias, 121-122**endnotes**

- changing positioning of, 723
- citation styles (bibliography), 706
- components of, 718
- cross-references, 729
- deleting, 721
- inserting, 721
- master document, 691
- modifying styles, 723-724
- moving between, 721-722
- note separator line, 725
- numbering styles, 723
- reference marks, 721
- styles, 723-724
- switching between endnotes and footnotes, 722
- symbols, 723

end-of-cell marker, 343**Enter Text dialog box, 822****entering**

- data in a table, 341
- math formulas, 375-378
- sources in bibliography, 704-710
- text, 47-48

Envelope Options dialog box, 324-325, 555-556**envelopes**

- addresses, 325
- creating, 323-324
- e-postage, 328

- fonts, 325-326
- graphics, 328
- mail merge, 550, 555-556
- printing, 323, 326
- return address, 324
- setting envelope size, 324-325

Envelopes and Labels dialog box, 323-324**e-postage, 328****eps file format, 390****{Eq} field code, 633****equals sign code, 622****Equation Editor**

- equations
 - creating, 542-543*
 - display mode, 547*
 - display options, 544-545*
 - field codes, 633*
 - formatting, 546*
 - inline mode, 547*
 - layouts, 544-545*
 - limitations in Word, 541*
 - symbols, 542-543*
 - text boxes, 547*
- presets, 542
- structures, 543-544
- uses, 521, 541-542

Equation Gallery, 547-548**error bars (charts), 504-505****error messages**

- Error! Bookmark Not Defined Message, 734
- macros, 867-868

error reports, 907**errors in****cross-references, 729****Escher 2.0 drawing engine, 524****Excel worksheets**

- charts, 473, 475
- embedding in tables, 384
- mail merge, 560-561

exclusion dictionary, 104**executable files, hyperlinking to, 594****expanding**

- outline, 674-675
- subdocuments, 694-695

exploded charts, 485**exponential trendlines (charts), 503****exporting customization settings, 894-895****extensions**

- crashes, 908-910
- disabling, 908-910

extracting text from an unreadable file, 906-907

F

Facebook, 835**Factiva iWorks, 121****FALSE () function, 376****Favorites list, 27-28****fax modem, 136****Fax Setup dialog box, 136****faxing documents, 136, 839****field codes**

- {=}, 633
- {AddressBlock}, 637
- {Advance}, 633
- {Ask}, 586-588, 637
- {Author}, 630-625
- {AutoNum}, 632-633
- {AutoNumLgl}, 632-633

- {AutoNumOutfield}, 632-633
 - {AutoText}, 622, 635
 - {AutoTextList}, 635
 - {BarCode}, 632
 - {Bookmark}, 622
 - colons, 626
 - commas, 626
 - {Comments}, 631-625
 - {Compare}, 636-637
 - {CreateDate}, 630
 - curly braces, 626
 - {Database}, 637
 - {Date}, 621-622, 629-630
 - {DocProperty}, 631
 - {DocVariable}, 637
 - editing, 628
 - {EditTime}, 630
 - {Eq}, 633
 - equals sign code, 622
 - equations, 633
 - {FileSize}, 631-625
 - {Fillin}, 585, 637
 - footers, 269
 - formulas, 633
 - {GoToButton}, 637
 - {GreetingLine}, 637
 - headers, 269
 - {Hyperlink}, 592, 622, 635
 - {If}, 588-589, 637
 - {IncludePicture}, 592, 618-619, 622, 635
 - {IncludeText}, 592, 615-617, 622, 635
 - {Index}, 622, 634, 758
 - {Link}, 610, 621-622, 635
 - {ListNum}, 633
 - {MacroButton}, 637
 - manually typing, 626
 - {MergeField}, 637
 - {MergeRec}, 589, 637
 - {MergeSeq}, 589, 638
 - {Next}, 590, 638
 - {NextIf}, 590, 638
 - {NoteRef}, 622, 635
 - {NumWords}, 636
 - options, 624-626
 - {Page}, 622, 633
 - {PageRef}, 622, 635
 - {Print}, 637
 - {PrintDate}, 630
 - properties, 624-626
 - {Quote}, 635
 - {RD}, 634, 764-765
 - {Ref}, 622, 635
 - {RevNum}, 633
 - {SaveDate}, 630
 - {Section}, 633
 - {SectionPages}, 633
 - semicolons, 626
 - {Seq}, 622, 633
 - {Set}, 589, 638
 - {SkipIf}, 638
 - spaces, 626
 - {StyleRef}, 635
 - {Symbol}, 622, 633
 - syntax, 626
 - {TA}, 622, 634, 748
 - {TC}, 622, 634
 - {Time}, 621-622, 629-630
 - {TOA}, 622, 634
 - {TOC}, 622, 634
 - tooggling between data and field code views, 627-628
 - {UserAddress}, 632
 - {UserInitials}, 632
 - {UserName}, 632
 - {XE}, 622, 634, 752-753, 756
- Field dialog box, 623-626, 630**
- Field Options dialog box, 624-626**
- fields**
- automatic fields, 621
 - calculated fields, 622
 - converting to plain text, 640
 - document automation, 636-637
 - editing, 628
 - equations, 633
 - finding, 640
 - footers, 269
 - formatting, 641-644
 - forms, 645-647
 - formulas, 633
 - headers, 269
 - indexes, 634
 - inserting
 - graphics, 621*
 - Insert Field command, 623*
 - legacy form fields, 656*
 - pictures, 621*
 - step-by-step instructions, 623*
 - text, 621*
 - legacy form fields, 647-648
 - accessing, 655*
 - bookmarks, 663*
 - calculations, 658*
 - Check Box Form Field, 655, 659*
 - configuring text field options, 657-658*
 - current date or time, 658*
 - disabling, 662*
 - Drop-Down Form Field, 655, 660*
 - enabling, 662*
 - help text, 663*
 - inserting, 656*
 - macros, 662*
 - Text Form Field, 655, 657-658*
 - types, 655*

linking, 634-635
 locking against updates, 639
 macros, 621
 mail merge
 {Ask} field code, 586-588, 637
 {Fillin} field code, 585, 637
 {If} field code, 588-589, 637
 merge fields, 568-575, 584
 {MergeRec} field code, 589, 637
 {MergeSeq} field code, 589, 638
 {Next} field code, 590, 638
 {NextIf} field code, 590, 638
 {Set} field code, 589, 638
 Word fields, 584, 637-638
 manually typing, 626
 marking locations, 621
 moving between fields, 640
 naming, 623, 626
 navigating, 640
 nesting, 626, 628-629
 table of authorities, 634
 tables of contents, 634
 text strings, 626
 toggling between data and field code views, 627-628
 troubleshooting, 623
 updating, 638, 640
 user-interactive forms, 621
 uses, 621

figure captions

AutoCaption, 423
 inserting, 422-423, 744-745
 marking manually, 746

master document, 691
 numbering, 423
 Seq code, 622
 table of figures, 744-746

File Explorer, 843-845

file extensions, 29

file formats

accessibility, 920
 blocking file types, 811
 bmp, 386, 388, 390
 converting, 916
 default file format, 917
 dib, 390
 doc, 31
 docm, 31, 916
 docx, 31, 916
 dot, 31, 290
 dotm, 31, 290
 dotx, 31, 290
 emf, 390
 emz, 390
 eps, 390
 file extensions, 29
 gif, 388, 390
 htm, 31, 819
 html, 31, 819
 jfif, 390
 jpe, 390
 jpeg, 388, 390, 824
 jpg, 388, 390, 824
 mht, 31, 819
 mhtml, 31, 819
 nonmacro, 806
 odt, 31
 opening different file types in Word, 36-37
 pct, 390
 pcz, 390
 pdf, 31
 pict, 390

pictures, 388, 390
 Plain Text (txt) format, 918
 png, 388, 390
 rle, 390
 rtf, 31, 915
 saving documents in different file formats, 28-32
 supported file formats, 31-32
 supported formats, 915
 tif or tiff, 388, 390
 txt, 31
 unsupported formats, 915-916
 web pages, 819
 web-based, 32-33
 wmf, 390
 wmz, 390
 WordML, 29
 wpg, 390
 xml, 31
 XPS, 31

file listing of shared documents, 792

file properties

advanced properties, 39-40
 Author, 40
 Categories, 40
 Comments, 40
 Company, 40
 custom properties, 42-43
 defined, 39-40
 standard properties, 39-40
 Status, 40
 Subject, 40
 Tags, 40
 Title, 40

file size of pictures, 406-407

files. See documents

{FileSize} field code, 631-625

filled charts, 485

{Fillin} field code, 585, 637

filling out forms

- content controls, 666
- insertion point, 666-667
- legacy forms, 667
- testing process, 666

filling structures (Equation Editor), 543-544**fills**

- chart elements, 511
- diagram shapes, 537
- objects
 - gradient fills*, 454-457
 - pattern fills*, 458-459
 - picture fills*, 451-452
 - solid fills*, 448-451
 - texture fills*, 457-458
- text, 158
- text boxes, 311-312
- WordArt, 464

filtering

- mail merge data source, 575-578
- Styles list, 244

Find and Replace dialog box, 68-69, 73**Find Entry dialog box, 579-580****finding**

- duplicate entries in mail merge, 580
- fields, 640
- formatting, 73-75
- personal information, 812-813
- a recipient in mailing list, 579-580
- special characters, 75-76
- template a document is using, 290-291
- text
 - customizing a find operation*, 71-73

Find and Replace dialog box, 68-69

Find feature, 67-68

Go To feature, 77

highlighting all instances of found text, 71

navigation pane, 68

selecting all instances of found text, 70-71

fixed-width data, 558**fixing grammatical errors, 93-94****flashing insertion point, 47, 55-57****Flesch Reading Ease scale, 79****Flesch-Kincaid Grade Level, 79****flipping shapes, 438-439, 539****floating picture, 399-400****floor (charts), 473****flow direction of diagrams, 526****flowcharts, 440-442****folded note cards, 332-335****folders**

- decrypting, 799-800
- deleting from OneDrive, 850-851
- encrypting, 798-799
- moving to OneDrive, 849-850
- renaming in OneDrive, 848-849

following hyperlinks, 593**Font dialog box, 161-163****font effects, 156-158****font schemes (themes), 250-251, 678****font styles, 153-154****fonts**

- All Caps, 160
- applying, 139-142
- bold font style, 153-154
- built fractions, 163
- charts, 517-518
- colors, 150-152
- default font, 141, 145-147
- diagrams, 530
- embedding, 148-149
- envelopes, 325-326
- font sizes, 142-145
- installing, 148
- italic font style, 153-154
- OpenType, 147, 163
- printers, 145, 148
- SmartArt, 530
- substituting, 148-149
- TrueType, 147
- underlining, 155
- web pages, 826

footers

- building blocks, 268
- defined, 266-268
- document properties, 274
- field codes, 269
- master document, 690
- multiple footers, 276
- page numbering, 269-271
- pictures, 275-276
- positioning, 274-275
- removing, 268
- repeating elements on every page, 277
- subdocuments, 696
- time, 271-274

Footnote and Endnote dialog box, 722

footnotes

- changing positioning of, 723
- citation styles
 - (bibliography), 706
- components of, 718
- continuations, 726
- cross-references, 729
- deleting, 721
- disappearing in Web
 - format, 726
- inserting, 720
- master document, 691
- modifying styles, 723-724
- moving between, 721-722
- note separator line, 725
- {NoteRef} field code, 622
- numbering styles, 723
- page footer, 720
- reference marks
 - moving*, 721
 - placement of*, 718
- styles, 723-724
- switching between endnotes
 - and footnotes, 722
- symbols, 723

forcing revision marks to stay on, 804**Form Field Shading tool (legacy forms), 655****Format AutoShape dialog box, 320****Format Painter, 165-166****formatting**

- AutoFormat, 168, 170-174
- AutoFormat as You Type
 - lists*, 194
 - options*, 168-170
- bibliography, 714-715
- borders, 208-210
- canvas, 434

character formatting

- case*, 159-160
- clearing*, 165
- comparing*, 166-168
- defined*, 139
- drop cap*, 163-164
- fonts*, 139-140
- Format Painter*, 165-166
- highlighting*, 160
- Reveal Formatting task pane*, 166-168
- WordML*, 140

chart elements, 509-516

- clearing, 165, 224-226, 510
- copying, 165-166
- data table (chart), 507
- diagrams, 534-539
- documents, 253
- equations, 546
- fields, 641-644
- finding, 73-75
- Format Painter, 165-166
- frames, 321
- index, 761-764
- lists, 175, 196-199
- page numbering, 271
- paragraph formatting, 175-177
- removing, 224-226
- replacing, 73-75
- Reveal Formatting task pane, 166-168, 226
- revision tracking, 773
- sections, 253
- styles
 - Apply Styles pane*, 222-223
 - applying*, 217, 222-223
 - cascading styles*, 239-240
 - character styles*, 216
 - clearing*, 224-226

copying between

- documents, 244-245
- creating, 217, 227-235
- defined, 215
- deleting, 236-237
- keyboard shortcuts, 235-236
- linked styles, 216
- list styles, 216
- managing, 240-244
- modifying, 217, 237-241
- names, 227
- order of style
 - application, 216
- paragraph styles, 215
- Quick Styles, 220
- removing, 236-237
- renaming, 239
- Style area, 226-228
- Style Gallery, 218-219
- Style Inspector, 225-226
- style set, 219-220
- Styles list, 242-244
- Styles pane, 220-224
- templates, 240, 244-245
- transferring, 244-245
- types of, 215-216
- updating
 - automatically, 237
 - updating to match a selection, 237
 - uses, 215

tables, 337-338

text formatting

- charts*, 517-519
- clearing*, 165
- comparing*, 166-168
- copying*, 165-166
- diagrams*, 530
- finding*, 73-75

keeping or discarding formatting when pasting, 62-64

outline, 675

replacing, 73-75

in shapes, 434

SmartArt, 529-530

WordArt, 462

themes

applying, 246-247

color schemes, 247-250

copying, 251

creating, 247

default, 252

defined, 245-246

effect schemes, 251

font schemes, 250-251

resetting, 247

WordArt, 462

formatting marks, 897-898

forms

ActiveX controls, 661

check boxes, 659

content controls

building blocks, 654

check boxes, 654

configuring, 650

date, 653

editing placeholder text, 655

inserting, 649

lists, 652-653

multiparagraph text options, 652

settings, 650-651

styles, 651

types of, 649

uses, 631, 647-648, 666

creating, 645-647

designing, 645-647

Developer tab, 648-649

editing, 665

email messages, 655

fields, 645-647

legacy form fields, 655-663

user-interactive forms, 621

filling out

content controls, 666

insertion point, 666-667

legacy forms, 667

testing process, 666

form fill-in only access, 803

help text, 663

labels, 647

legacy form fields, 647-648

legacy forms, 655, 664-665, 667

list boxes, 660

option buttons, 659-661

preventing accidental content control deletion, 666

printed forms, 668

printing form data, 667-668

protected forms

content controls, 666

creating, 664-665

legacy forms, 667

passwords, 665

removing protection from, 665

saving form data, 667

templates, 647

testing, 666

uses, 645

Formula dialog box, 375-378

formulas

equals sign code, 622

field codes, 633

limitations in Word, 541

fractions, 163

Frame dialog box opens, 321

frames

accessibility, 923

anchors, 321

converting text boxes into frames, 320-321

deleting, 321

differences from text boxes, 321

formatting, 321

positioning, 321

removing, 321

sizing, 321

freeform lines, drawing, 431

freeform shapes, drawing, 431-432

functions

(mathematical), 376

G

galleries, 10-12

building blocks, 85

Chart Styles, 508

Equation Gallery, 547-548

Style Gallery, 218-219

GB7714 2005 citation style (bibliography), 704, 714

generating

bibliography, 704, 714-718

index, 759

table of authorities, 749-750

table of contents, 731-734

table of figures, 745-746

generic text, 85

gif file format, 388, 390

GIF (Graphical Interchange Format), 824

global templates, 304

glow effect

- chart elements, 513
- pictures, 415
- text, 158

Go To feature, 77**GOST - Name Sort name
2003 citation style
(bibliography), 704****GOST-Title Sort 2003 citation
style (bibliography), 704****{GoToButton} field code, 637****grammar and spelling
checker**

AutoCorrect

- changing or removing
an entry, 109-110*
- formatted entry, 110*
- graphical entry, 110*
- options, 107-109*
- plain text entry, 110*
- rejecting an automatic
correction, 107*
- uses, 106*

- British spellings, 92
- customizing, 97-106
- grammar errors, hiding, 99
- grammatical errors, fixing,
93-94
- individual words, checking
spelling of, 92-93
- interactive spelling and
grammar check, 95-96
- languages, 105-106
- Proofing Errors icon, 96
- readability statistics, 98
- SmartArt, 525
- spelling errors, hiding, 98
- techniques, 91
- wavy red or blue underline,
92-93

**Grammar Settings dialog
box, 99****Graphical Interchange
Format (GIF), 824****graphics**

- See also* SmartArt
- accessibility, 921
- bitmap images, 386, 427-428
- blog posts, 836-837
- clip art, 389-390
- envelopes, 328
- fields, 621
- GIF (Graphical Interchange
Format), 824
- hyperlinks, 595, 830
- IncludePicture code, 622
- JPG (Joint Photographic
Experts Group), 824
- PNG (Portable Network
Graphics), 824-825
- vector graphics, 427-429, 824

**Graphics Interchange
Format, 390****graphics layer, 442-444****graphs. See charts; diagrams****greeking, 85****{GreetingLine} field code, 637****Gridlines, 14****gridlines (charts), 500-501****grouping shapes, 444****gutter, 258-259**

H

handwritten comments, 780**Harvard-Anglia 2008 citation
style (bibliography), 704****headers**

- building blocks, 268
- date, 271-274

- defined, 266-268
- document properties, 274
- field codes, 269
- master document, 690
- multiple headers, 276
- page numbering, 269-271
- pictures, 275-276
- positioning, 274-275
- removing, 268
- repeating elements on every
page, 277
- subdocuments, 696
- time, 271-274
- web pages, 827

headings

- accessibility, 920-921
- cross-references, 729-730
- index, 764
- outline, 669-670, 675-676, 732
- tables, 368

Help system

- accessing, 16-17
- buttons, 17
- context sensitivity, 16

help text

- auto text, 663
- forms, 663
- legacy form fields, 663

**Hidden and Empty Cell
Settings dialog box, 480****hidden font effect, 156-157****hiding**

- grammar errors, 99
- index field codes, 753
- nonprinting characters, 175
- onscreen elements, 14
- reviewing pane, 768
- Ribbon, 6
- Ribbon tabs, 889-890
- spelling errors, 98

hierarchy diagrams, 522, 528

highlighting text

- all instances of found text, 71
- colors, 160
- methods, 160
- removing highlighting, 160

histogram, 483

htm file format, 31, 819

HTML, 818

- converting from, 915
- saving documents as, 918

html file format, 31, 819

{Hyperlink} field code, 592, 622, 635

hyperlinks

- accessibility, 921-922
- applications, 594
- bookmarks, 601-603
- colors, 598
- creating, 828-829
- creating automatically, 592
- creating manually, 593-594
- data sharing, 591-592
- defined, 591-592, 828
- deleting, 598
- disabling automatic creation, 592-593
- documents, 596-597
- editing, 597
- email, 595-596, 830
- executable files, 594
- following, 593
- graphics, 595, 830
- images, 595, 830
- inserting, 828-829
- objects, 830
- pictures, 595, 830
- removing, 598
- sharing documents, 790-791
- text, 828-829

- underlining, 598
- WordArt, 830

hyphenation, 81-84

I

IEEE 2006 citation style (bibliography), 704

{If} field code, 588-589, 637

IF (x, y, z) function, 376

image resolution, 389

images

- blog posts, 836-837
- hyperlinks, 595, 830

importing customization settings, 895

{IncludePicture} field code, 592, 618-619, 622, 635

{IncludeText} field code, 635

- inserting text, 592, 615-617, 622
- updating, 617

indenting

- lists, 205
- paragraphs, 181

index

- colon in index entries, 753
- columns, 762
- conventions, 751
- creating
 - multiple indexes in a single document, 765*
 - single index, 731, 750*
- cross-references, 755
- defined, 750
- displaying index field codes, 753
- field codes, 634
- formatting, 761-764

generating, 759

headings, 764

Index field code, 758

indexing only selected entries, 760

indexing only selected letters, 761

languages, 762

layout, 761-762

marking entries

AutoMarking, 756-757

multiple instances of the same text, 756

step-by-step directions, 751-758

master document, 691, 764-765

multiple documents, 764-765

page numbering, 751, 759, 762

planning, 750

quotation mark in index entries, 753

spell check, 759

splitting, 761

styles, 762-763

subentries, 754

updating, 759

{XE} field code, 752-753, 756

Index dialog box, 759

{Index} field code, 622, 634, 758

Ink feature, 780

inline image, 395-396

input devices, 919

Insert Address Block dialog box, 553

Insert Cells dialog box, 346

Insert Chart dialog box, 474-475

Insert Frame tool (legacy forms), 655

Insert Greeting Line dialog box, 572

Insert Hyperlink dialog box, 602-603, 829

Insert mode, 48-49

Insert Picture dialog box, 391-394

Insert Table dialog box, 338-340

inserting

AutoText, 87-88

a bibliography from the Bibliography Gallery, 715

building blocks, 87-88

cells (tables), 345-346

citations (bibliography), 711

columns (tables), 345-346

comments, 778-779

content controls, 649

cover page, 264-266

cross-reference to a bookmark, 604

cross-references, 727-728

diagrams, 524-525

dummy text, 85

endnotes, 721

fields

graphics, 621

Insert Field command, 623

legacy form fields, 656
step-by-step instructions, 623

text, 621

figure captions, 422-423, 744-745

footnotes, 720

greeting lines, 572

hyperlink to a bookmark, 601-603

hyperlinks, 828-829

merge fields, 568-569

page breaks, 263-264

pictures, 385, 390-394

in footers or headers, 275-276

{IncludePicture} field code, 618-619

rows (tables), 345-346

screenshots, 394-395

section breaks, 255

SmartArt, 524-525

special characters, 50-55

structures (Equation Editor), 543-544

subdocuments into master document, 692-693

symbols, 50-55

tables

with the Insert Table dialog box, 338-340

from the Table menu, 338-339

text, 615-617

text boxes, 309-310

video, 385, 424-426

insertion point, 47, 55-57

inspecting documents, 812-813

installing fonts, 148

INT integer number in cell function, 376

IntelliKeys from IntelliTools, 920

interactive spelling and grammar check, 95-96

interface

Backstage view, 7-8

commands, 893-894

customizing, 885, 899-900

dialog boxes, 9-12

galleries, 10-12

Live Preview, 900

Mini Toolbar, 9, 899

mouse mode, 888

overview, 5

Quick Access toolbar, 6-7, 885-888

Ribbon, 5-6, 888-894

ScreenTips, 900

status bar content, 897

tabs, 5-7

task panes, 12

ToolTips, 898-871

touch mode, 888

view settings, 896

views, 12-16

Internet Fax, 839

Internet faxing service, 136

in-text references, citation styles, 704, 706

inviting people to share a document, 788-789

iron-on transfers, 134

ISO 690-First Element and Date 1987 citation style (bibliography), 704, 714

ISO 690-Numerical Reference citation style (bibliography), 704, 714

italic font style, 153-154

J

JavaScript, 819

jfile format, 390

jpeg file format, 388, 390, 824

jpg file format, 388, 390, 824

jumping

to bookmarks, 601

to endnotes, 721
to footnotes, 721

justified alignment of paragraphs, 192

K

keeping or discarding formatting when pasting, 62-64

kerning, 162

keyboard

alternative input devices, 919-920
IntelliKeys from IntelliTools, 920
onscreen keyboard, 920

keyboard shortcuts

Cut, Copy, and Paste commands, 61-62
defining, 895-896
for font size, 143
Format Painter, 166
macros, 860-862, 871-872
navigation, 57
Quick Access list, 27-28
selecting, 60
styles, 235-236
symbols, 53-55
table navigation, 341

keywords (web pages), 827

L

labels

appearance, 332
Avery labels, 557
custom label specification, 330-332
forms, 647
mail merge, 550, 555-557, 573

merge fields, 573
printing
full page of the same label, 329-330
label paper, 328-329
single label, 330

landscape orientation, 128, 260

languages

custom dictionaries, 101-102
index, 762
spelling and grammar checker, 105-106
web pages, 826

large-format printer, 322

layering

objects, 442-444
text, 442-444

layers

graphics layer, 442-444
text layer, 442-444

layouts

charts, 488
equations, 544-545
index, 761-762
pictures, 420-422
SmartArt, 525-526
text boxes, 308
web pages, 831-832

leaders, 188

leading, 179

left alignment of paragraphs, 192

legacy charts, 475-476

legacy form fields, 647-648

accessing, 655
bookmarks, 663
calculations, 658

Check Box Form Field, 655, 659
configuring text field options, 657-658
current date or time, 658
disabling, 662
Drop-Down Form Field, 655, 660
enabling, 662
help text, 663
inserting, 656
macros, 662
Text Form Field, 655, 657-658
types, 655

legacy forms, 655, 664-665, 667

legal blackline, 783-784

legend (charts), 473, 490-492

letters

greeting lines, 572
mail merge, 550-555

lex file, opening in Notepad, 104

ligatures, 163

line breaks, 48, 175

line charts, 483

line numbering, 262-263

Line Numbers dialog box, 262-263

line spacing

1.5 lines, 178
defined, 177
double, 179
Exactly value, 179
At Least value, 179
line spacing multiplier, 177-178
line spacing value, 178-179
Multiple value, 179
single, 178

linear trendlines (charts), 503**lines**

See also objects
 anchoring to shapes, 440-442
 arrow heads, 435
 charts, 485
 connectors, 430-431, 436
 drawing, 430-431
 editing, 435-437
 modifying, 435-437

{Link} field code, 610, 621-622, 635**linked styles, 216****linking**

to an entire file, 610-611
 breaking links, 614
 changing file location or range, 614
 defined, 592, 610
 field codes, 634-635
 limitations, 610
 to a portion of a file, 611-612
 text boxes, 317-318
 updating links, 612-613

Links dialog box, 613-614**list boxes in forms, 660****list diagrams, 521****list styles, 216, 685-688****listing shared documents, 792****{ListNum} field code, 633****lists**

bulleted lists
AutoFormat As You Type, 194
bullet character, 199-202
creating, 193-194
indents, 205

*list level, 204**list styles, 216**nesting, 204**picture bullet, 202**spacing, 205*

content controls, 652-653

formatting, 175, 196-199

multilevel lists

*deleting, 687-688**outline, 680-685*

numbered lists

*AutoCorrect Options icon, 195-196**AutoFormat As You Type, 194**continuing, 195-196**creating, 193-194**formatting, 196-199**indents, 205**list level, 204**list styles, 216**restarting, 195-196**spacing, 205**starting at a certain number, 196*

numbering, 633

pop-up lists, 635

Styles list

*filtering, 244**sorting, 242-243*

tabbed list, converting to a

table, 190-191

Live Preview, 900**LiveJournal, 835****location of a file**

changing a linked file location or range, 614
 sharing, 800
 trusted locations, 806-808, 880-881

locking

anchors, 400
 fields against updates, 639
 subdocuments, 700

logarithmic trendlines (charts), 503**logging in to OneDrive web interface, 842****lossless compression, 388****lossy compression, 388****lowercase text, 159**

M

Macintosh PICT, 390**{MacroButton} field code, 637****macros**

accessing, 866, 873
 adjusting macro settings, 809
 command syntax examples, 875-879
 commands, 866
 considerations before creating, 855-856
 copying, 869-870
 creating, 855, 857
 debugging, 868
 defined, 855
 deleting, 868, 871
 disabling, 881
 editing macro code in VBA, 874-879
 enabling, 881
 error messages, 867-868
 fields, 621
 keyboard shortcuts, 860-862, 871-872
 legacy form fields, 662
 macro viruses, 806-809
 naming, 858-859

opening for editing, 874-875
 opening templates to run macros, 869
 planning, 857-858
 Quick Access toolbar, 860, 862-863, 866, 873
 recording, 857-858, 863-865
 renaming, 871
 rerecording, 868
 running, 865-866, 869
 running automatically, 865
 runtime errors, 867-868
 security, 879-881
 security settings, 881
 settings, 809
 stopping recording, 865
 storing, 859
 templates, 85
 uses, 856
 VBA programming language, 855, 857

mail merge

address blocks, 553-554, 569-570
 checking for errors, 581
 contacts, 551-554
 data source
 creating, 565-566
 customizing fields, 566-567
 delimited data, 558, 562
 documents, 562
 editing, 567
 Excel worksheet, 560-561
 excluding records, 576
 filtering, 575-578
 finding a recipient, 579-580
 finding duplicate entries, 580
 fixed-width data, 558

Open Database Connectivity (ODBC), 563-565

Oracle database, 562-563

Outlook contact list, 551-554, 559-560

sorting mailing order, 578-579

SQL database, 562-563
types of, 549-550, 560

defined, 549

directory, 550, 555

documents

boilerplate text, 568

as data source, 562

preparing, 549-550, 567-568

testing, 581-582

email, 550, 555, 583

envelopes, 550, 555

fields

{Ask}field code, 586-588, 637

{Fillin} field code, 585, 637

{If} field code, 588-589, 637

merge fields, 568-575, 584

{MergeRec} field code, 589, 637

{MergeSeq} field code, 589, 638

{Next} field code, 590, 638

{NextIf} field code, 590, 638

{Set} field code, 589, 638

Word fields, 584, 637-638

greeting lines, 572

labels, 550, 555-557, 573

letters, 550-555

Mail Merge Wizard utility, 551-554

previewing, 551, 580-582

printers, 582

setting up, 550-551, 555

validating addresses, 580

Mail Merge Recipients dialog box, 552, 576, 580

Mail Merge Wizard utility, 551-554

Manage Styles dialog box, 240-243, 688

managing

blogs, 838

documents with OneDrive, 846-853

styles, 240-244

templates, 477

manual hyphenation, 84

margin of error, 505

margins

cells (tables), 365-367

defined, 256

entering precise margin values, 257-258

presets, 256-257

printing, 129

tables, 366

text boxes, 314

Mark Citation dialog box, 747-748

Mark Index Entry dialog box, 752-753

marking a document as final, 806

marking entries

for citations, 747-748

index

AutoMarking, 756-757

multiple instances of the same text, 756
step-by-step directions, 751-758

for index, 751-758

for table of contents, 735-736

for table of figures, 746

marking locations with fields, 621

master document

captions, 691

crashing in Word, 689

creating, 691-694

defined, 669, 688-689

editing, 696-700

endnotes, 691

figure captions, 691

footers, 690

footnotes, 691

headers, 690

index, 691, 764-765

modifying, 696-700

moving, 689

numbered notes, 691

page numbering, 702

printing, 702

renaming, 689

styles, 690

subdocuments

collapsing, 694-695

creating, 693-694

deleting, 697

editing, 695-696

expanding, 694-695

footers, 696

headers, 696

inserting into master document, 692-693

locking, 700

moving, 696-697

nesting, 699-700

opening, 696

removing, 697

renaming, 698-699

splitting, 700

troubleshooting, 700

unlinking, 697

unlocking, 700

viewing, 694-695

table of contents (TOC), 691

Master List (bibliography sources), 710

Math AutoCorrect, 111-112

math formulas

comparison operators, 378

entering, 375-378

math operators, 375

number formats, 378

referencing values outside of the table, 379-380

setting order of operations, 379

tables, 374-380

math functions, 376

math operators, 375

matrix diagrams, 523

MAX () function, 376

merge fields

address blocks, 553-554, 569-570

defined, 584

directories, 574-575

greeting lines, 572

inserting, 568-569

labels, 573

Merge to E-Mail dialog box, 583

Merge to New Document dialog box, 582

Merge to Printer dialog box, 582

{MergeField} field code, 637

{MergeRec} field code, 589, 637

{MergeSeq} field code, 589, 638

merging

cells (tables), 349-351

shapes, 434

mht file format, 31, 819

mhtml file format, 31, 819

Microsoft Graph, 473, 475-476

MIN () minimum value in function, 376

Mini Toolbar, 9, 899

Mini Translator, 119-120

MLA citation style (bibliography), 704, 714

MLA format for bibliography, 703

MOD (x,y) function, 376

Modify Building Block dialog box, 89

Modify Style dialog box, 238

modifying

AutoText, 89

blog posts, 838

building blocks, 89

connectors, 436

diagram shapes, 537-538

endnote styles, 723-724

footnote styles, 723-724

lines, 435-437

master documents, 696-700

scribbles, 436-437

shapes, 438

styles, 217, 237-241

table styles, 358-360
 templates, 296-298
 trusted locations, 808

Morse Code, 920

mouse

alternative input devices,
 919-920
 mouse mode, 888

moving

among revisions in
 documents, 775
 around in documents, 55-57
 clip art, 469-470
 clip art shapes, 468
 columns (tables), 348-349
 documents in OneDrive,
 849-850
 between endnotes, 721-722
 between fields, 640
 folders in OneDrive, 849-850
 between footnotes, 721-722
 master document, 689
 reference marks, 721
 rows (tables), 348-349
 between screens, 787-788
 subdocuments, 696-697
 text
 *with Cut, Copy, and
 Paste, 61-62*
 with drag-and-drop, 61
 text boxes, 310-311

moving average trendlines (charts), 503

MS-DOS name, 40

multilevel lists

deleting, 687-688
 outline, 680-685

multiplication (*) math operator, 375

N

naming

fields, 623, 626
 macros, 858-859
 styles, 227

navigating

comments, 779
 documents
 Go To feature, 77
 keyboard shortcuts, 57
 page thumbnails, 78
 fields, 640
 tables, 341

Navigation Pane, 14

nesting

fields, 626, 628-629
 lists, 204
 subdocuments, 699-700
 tables, 351-352

New Blog Account dialog box, 835

newspaper-style columns, 281-285

{Next} field code, 590, 638

{NextIf} field code, 590, 638

nonmacro file formats, 806

nonprinting characters

customizing which
 nonprinting characters
 appear, 175
 hiding, 175
 showing, 175

Normal.dotm template, 19, 291, 307-308

NOT (x) greater function, 376

note cards, 332-335

note separator line (endnotes and footnotes), 725

Notepad, 104

{NoteRef} field code, 622, 635

notes

See also endnotes; footnotes
 numbered notes
 master document, 691

number formats, 378

number forms, 163

number spacing, 163

numbered lists

AutoCorrect Options icon,
 195-196
 AutoFormat As You Type, 194
 continuing, 195-196
 creating, 193-194
 formatting, 196-199
 indents, 205
 list level, 204
 list styles, 216
 restarting, 195-196
 spacing, 205
 starting at a certain
 number, 196

numbering

captions, 423
 with field codes, 632-633
 figure captions, 423
 line numbering, 262-263
 lists, 633
 notes in master
 document, 691
 outline items, 678-679
 page numbering
 documents, 269-271
 index, 751, 759, 762
 master document, 702
 {Page} field code, 633
 pictures, 422

numbering styles

- endnotes, 723
- footnotes, 723

{NumWords} field code, 636**O****Object dialog box, 606, 609****object embedding, 592, 605-609****object linking, 592****objects**

- 3-D effects, 460
- alignment, 444-446
- anchoring lines to shapes, 440-442
- borders, 447
- converting SmartArt to drawing object, 540-541
- copying
 - Office Clipboard, 66*
 - Paste Special command, 65*
- cutting
 - Office Clipboard, 66*
 - Paste Special command, 65*
- distributing, 444-446
- fills
 - gradient fills, 454-457*
 - pattern fills, 458-459*
 - picture fills, 451-452*
 - solid fills, 448-451*
 - texture fills, 457-458*
- flipping, 438-439
- grouping, 444
- hyperlinks, 830
- layering, 442-444
- outlines, 447
- pasting
 - Office Clipboard, 66*

Paste Special command, 65

- positioning, 440
- rotating, 438-439
- selecting, 58-60
- shadows, 460
- Shape Styles, 446-447
- sizing, 439
- text wrap, 440

ODBC (Open Database Connectivity) mail merge, 563-565**odt file format, 31****Office 365 SharePoint, 24****Office Clipboard, 61, 66****Office Online Apps, 853****Office.com**

- SmartArt, 524
- templates, 291-294

OneDrive

- accessing, 841
- documents
 - copying, 849-850*
 - deleting, 850-851*
 - downloading, 847-848*
 - managing, 846-853*
 - moving, 849-850*
 - opening, 845*
 - renaming, 848-849*
 - saving, 24-27, 841-842, 845*
 - sharing, 851-853*
 - uploading, 846*
- File Explorer, 843-845
- folders
 - deleting, 850-851*
 - moving, 849-850*
 - renaming, 848-849*

- logging in to the OneDrive web interface, 842

- Office Online Apps, 853
- synching with local OneDrive folder, 845

- Word Online App, 841

OneDrive Modern app, 842**100 percent charts, 485****online templates, 20-21****onscreen elements**

- Gridlines, 14
- hiding, 14
- Navigation Pane, 14
- Ruler, 14
- showing, 14

onscreen keyboard, 920**Open as Copy mode, 37-38****Open Database Connectivity (ODBC) mail merge, 563-565****Open dialog box, 35-38****Open XML Paper Specification (XPS)**

- attachments (email), 839
- defined, 31, 792, 918
- saving a document in XPS format, 793-794

OpenDocument Text, converting from, 915**opening**

- blog posts, 838
- document windows, 15-16
- documents
 - on computers without Word installed, 918*
 - confirming file conversions, 916*
 - lex file (in Notepad), 104*
 - multiple documents, 15-16*
 - OneDrive, 845*
 - Open and Repair, 37-38*
 - Open as Copy, 37-38*

Open dialog box, 35-38
Open in Browser, 37-38
Open in Protected View, 37-38
Open with Transform, 37-38
other file formats, 36-37
Read-Only, 37-38
recently used documents, 34
returning to Word 2010 style of opening, 44
special modes, 37-38
subdocuments, 696
supported formats, 915
unsupported formats, 915-916

macros for editing, 874-875
 PDF, 794
 templates, 297-298
 templates to run macros, 869

OpenType fonts, 147, 163

operators

comparison operators, 378
 math operators, 375
 setting order of operations in math formulas, 379

option buttons in forms, 659-661

options for fields, 624-626

OR (x,y) function, 376

Oracle database mail merge, 562-563

order of style application, 216, 687

organization charts, 528

Organizer dialog box, 244-245, 869-870

orientation

page, 128, 259-260
 tables, 368-369

orphans, 213

outline

chart elements, 511
 collapsing, 674-675
 copying, 688-689
 creating
 from an existing document, 673-674
 by typing in Outline view, 669-671
 demoting items, 671-672
 expanding, 674-675
 font schemes (themes), 678
 heading styles, 669-670, 675-676, 732
 list styles, 685-688
 multilevel lists, 680-685
 numbering items, 678-679
 Outline view, 669-671
 printing, 688-689
 promoting items, 671-672
 rearranging topics, 675
 setting a style's outline level, 675-676
 setting paragraph's outline level, 677-678
 showing first line only, 675
 text formatting, 675
 uses, 669
 viewing, 674-675

Outline view, 13

creating outlines, 669-671
 Style area, 226-228

outlines

diagram shapes, 537
 objects, 447
 text, 158
 WordArt, 464

Outlook contact list, using for mail merge, 551-554, 559-560

overlapping shapes, 442-444

Overtyping mode, 48-49

P

page backgrounds, 285-286

page borders, 287-288

page breaks, 263-264

page display options, 897-898

{Page} field code, 622, 633

page footer, 720

Page Number Format dialog box, 271

page numbering

index, 751, 759, 762
 master document, 702
 normal document, 269-271
 {Page} field code, 633

page orientation, 128, 259-260

page thumbnails, 78

page watermark, 278-281

{PageRef} field code, 622, 635

pagination

master document, 702
 normal document, 269-271

panes, 12

paper

label paper, 328-329
 note cards, 334

paper size, 129, 260

Paragraph dialog box, 181-182

paragraph marker (±), 175

paragraph styles, 177, 215

paragraphs

- alignment, 192
- borders, 205-210
- break settings, 212-214
- breaks, 48, 175
- defined, 175
- drop cap, 163-164
- dummy text, 85
- formatting, 175-177
- greekling, 85
- hyphenation, 81-84
- indenting, 181
- leading, 179
- line spacing
 - 1.5 lines, 178*
 - defined, 177*
 - double, 179*
 - Exactly value, 179*
 - At Least value, 179*
 - line spacing multiplier, 177-178*
 - line spacing value, 178-179*
 - Multiple value, 179*
 - single, 178*
- orphans, 213
- setting an outline level, 677-678
- shading, 210-211
- spacing after a paragraph, 179-180
- spacing before a paragraph, 179-180
- starting, 175-176
- tab stops, 191-192
- Use Smart Paragraph Selection feature, 58
- widows, 213

passim (in citations), 749

password-protecting

- documents, 796-798
- forms, 665

Paste Special command, 65

Paste Special dialog box, 608

pasting

- objects
 - Office Clipboard, 66*
 - Paste Special command, 65*
- tables, 382-383
- text
 - with Cut, Copy, and Paste, 61-62*
 - with drag-and-drop, 61*
 - keeping or discarding formatting, 62-64*
 - Office Clipboard, 66*
 - options for paste behavior, 63*
 - Paste Special command, 65*
 - Smart Cut and Paste, 64*

pausing print jobs, 134-135

pct file format, 390

pcz file format, 390

pdf file format, 31

PDF (Portable Document Format)

- attachments (email), 839
- converting from, 915
- defined, 792
- editing, 794
- opening, 794
- pdf file format, 31
- saving document as a PDF, 793-794
- saving documents as a PDF, 918

people actions, 112

personal information, 812-813

personal templates, 21-23, 295

personalization options, 900

physical disabilities, adaptive technologies for, 919

pict file format, 390

Picture content control, 649

picture diagrams, 524

picture styles, 412-413

pictures

- alt text descriptions, 424
- anchors
 - changing a picture's anchor point, 400*
 - defined, 399-400*
 - locking, 400*
 - viewing, 399-400*
- background, 410-411
- blog posts, 836-837
- borders, 419
- brightness, 407-408
- bullet character, 202
- clip art, 389-390
- colors
 - color depth, 387-388*
 - color mode, 408*
 - color models, 387*
 - transparent color, 409-410*
- compressing, 406-407
- compression, 388
- contrast, 407-408
- cropping
 - to a shape, 453*
 - step-by-step directions, 404-405*
- digital photography, 385-387

- dots per inch (dpi), 389
- editing wrap points for an image, 398
- effects
 - 3-D effects*, 416-417
 - Artistic effects*, 411
 - bevel effect*, 416-417
 - glow*, 415
 - reflection*, 415
 - shadow effects*, 414
 - soft edges*, 416
- fields, 621
- figure captions
 - AutoCaption*, 423
 - inserting*, 422-423
 - numbering*, 423
- file formats, 388, 390
- file size, 406-407
- floating picture, 399-400
- headers, 275-276
- hyperlinks, 595, 830
- IncludePicture code, 622
- inline image, 395-396
- inserting, 385, 390-394, 618-619
- layouts, 420-422
- numbering, 422
- object fills, 451-452
- position presets, 400-401
- positioning, 399-402
- presets, 413
- resetting original size, 404
- resizing, 403-404
- resolution, 389
- rotating, 417-419
- sharpening, 408
- sizing, 403-404
- SmartArt, 420-422
- softening, 408
- styles, 412-413
- text wrap, 395-398
 - uncropping, 404
 - watermark, 280-281
- pie charts**, 483
- places actions**, 112
- Places list**, 24-27
- Plain Text content control**, 649
- plain text (txt) file format**, 31, 918
- plot area (charts)**, 473
- png file format**, 388, 390
- PNG (Portable Network Graphics)**, 824-825
- points (charts)**, 485
- polynomial trendlines (charts)**, 503
- pop-up lists**, 635
- Portable Document Format (PDF)**
 - attachments (email), 839
 - converting from, 915
 - defined, 792
 - editing, 794
 - opening, 794
 - pdf file format, 31
 - saving document as a PDF, 793-794, 918
- Portable Network Graphics (PNG)**, 390, 824-825
- portrait orientation**, 128, 260
- position presets**
 - charts, 481
 - pictures, 400-401
- positioning**
 - addresses on envelopes, 325
 - charts, 481
 - diagrams, 540
 - footers, 274-275
 - frames, 321
 - headers, 274-275
 - objects, 440
 - pictures, 399-402
 - Quick Access toolbar, 885-886
 - shapes, 539
 - tables, 368-369
 - text, 162
 - text within a shape, 533
- postage**, 328
- power trendlines (charts)**, 503
- PowerPoint**
 - charts, 473
 - Merge Shapes feature, 434
- presets**
 - columns, 283
 - Equation Editor, 542
 - margins, 256-257
 - paper size, 260
 - pictures, 413
 - position presets, 400-401
 - table of contents, 733-734, 742
 - WordArt, 461-462
- preventing**
 - accidental content control deletion in forms, 666
 - rows in tables from breaking across pages, 368
 - template from loading at startup, 304-305
- previewing**
 - mail merge, 551, 580-582
 - web content, 821
 - web pages, 821
- {Print} field code**, 637
- Print Layout view**, 12-13
- print markup**, 127

Print Preview, 129**{PrintDate} field code, 630****Printer Properties dialog box, 134****printers**

- fonts, 145, 148
- large-format printer, 322
- mail merge, 582
- print queue, 134-135
- selecting, 125-126
- settings, 132-133

printing

documents

- all pages, 126*
- AutoText entries, 127*
- both sides of the paper, 128*
- canceling print job, 135*
- collation, 126*
- current document, 125-129*
- current page, 126*
- custom print options, 126*
- default settings, 125*
- document info, 126-127*
- even pages, 127*
- extra blank page at end, 135*
- margins, 129*
- number of copies, 126*
- odd pages, 127*
- orientation, 128*
- pages per sheet, 129*
- paper size, 129*
- pausing print job, 134-135*
- print markup, 127*
- Print Preview, 129*
- print selection, 126*

*printer selection, 125-126**printer settings, 132-133**reasons to print, 91, 124**settings, 130-132**troubleshooting**problems, 134-135*

- envelopes, 323, 326
- form data, 667-668
- forms, 668
- iron-on transfers, 134
- labels

*full page of the same label, 329-330**label paper, 328-329**single label, 330*

- master document, 702
- outline, 688-689
- page backgrounds, 286
- updating fields before printing, 640

privacy

- options, 813-814
- personal information, 812-813

process diagrams, 521**PRODUCT () function, 376****promoting**

- outline items, 671-672
- shapes (SmartArt), 527-528

Proofing Errors icon, 96**properties**

- AutoText, 89
- building blocks, 89
- fields, 624-626

protected forms

- content controls, 666
- creating, 664-665
- legacy forms, 667
- passwords, 665
- removing protection from, 665

Protected View, 37-38, 809-811**protecting documents**

- blocking file types, 811
- comments only, 803
- digital signatures, 814-815
- encryption, 798-800
- form fill-in only, 803
- macro viruses, 806-809
- marking a document as final, 806
- password-protecting, 796-798
- per-user exceptions, 805-806
- Protected View, 809-811
- Read-Only, 800-803
- removing location sharing, 800
- from revisions, 777-778
- style usage, 804-805
- templates, 301
- trusted locations, 806-808
- trusted publishers, 808-809
- types of protection, 795

publishing blog posts, 836**pyramid diagrams, 524****Q****Quick Access list, 27-28****Quick Access toolbar**

- buttons
 - adding, 886-887*
 - deleting, 888*
- commands, 886
- customizing, 6-7, 885-888
- macros, 860, 862-863, 866, 873
- positioning, 885-886
- Ribbon, 886

Quick Styles, 220

quotation marks

- double closing quote, 51
- double opening quote, 51
- index entries, 753
- single closing quote, 50
- single opening quote, 50
- straight versus typographical, 51

{Quote} field code, 635

R

radar charts, 483**{RD} field code, 634, 764-765****Read Mode view, 13, 786-788****readability statistics, 79-80, 98****Read-Only, 800-803****Read-Only mode, 37-38****real-time collaboration options, 900-901****rearranging outline topics, 675****recoloring clip art, 468****recording macros, 857-858, 863-865****Recover Text from Any File feature, 915-916****recovering**

- data from an unreadable file, 906-907
- documents, 46, 903-907

Redo feature, 49**{Ref} field code, 622, 635****reference marks**

- moving, 721
- placement of in footnotes, 718

referenced document, 764-765**references**

bibliography

- APA format, 703*
- citation style, 704-706*
- citations, 710-714*
- creating, 703-704*
- entering sources, 704-710*
- formatting, 714-715*
- generating, 704, 714-718*
- in-text references, 704*
- MLA format, 703*

cross-references

- captions, 730*
- contexts, 729*
- creating, 726-730*
- endnotes, 729*
- errors, 729*
- footnotes, 729*
- headings, 729-730*
- inserting, 727-728*
- options, 728*

endnotes

- changing positioning of, 723*
- components of, 718*
- deleting, 721*
- inserting, 721*
- jumping to, 721*
- modifying styles, 723-724*
- moving between, 721-722*
- note separator line, 725*
- numbering styles, 723*
- reference marks, 721*
- switching between endnotes and footnotes, 722*

symbols, 723

footnotes

- changing positioning of, 723*
- components of, 718*
- continuations, 726*
- deleting, 721*
- disappearing in Web format, 726*
- inserting, 720*
- jumping to, 721*
- modifying styles, 723-724*
- moving between, 721-722*
- note separator line, 725*
- numbering styles, 723*
- page footer, 720*
- reference marks, 718*
- switching between endnotes and footnotes, 722*
- symbols, 723*

tools, 703

referencing values outside of the table, 379-380**reflection effect**

- chart elements, 513
- pictures, 415
- text, 158

registered trademark (®) symbol, 50**registering blogging service, 835****regular charts, 485****rejecting revisions, 776-777****relationship diagrams, 522****removing**

- AutoText, 89
- blogs, 838

borders
from paragraphs, 206-207

building blocks, 89

buttons from Quick Access toolbar, 888

cells (tables), 347

columns (tables), 347

commands from Ribbon, 893-894

comments, 781

custom bibliography to the Bibliography Gallery, 717-718

digital signatures, 815

endnotes, 721

footnotes, 721

formatting, 224-226

frames, 321

headers, 268

highlighting from text, 160

hyperlinks, 598

list styles, 687-688

location sharing, 800

multilevel lists, 687-688

page breaks, 263

personal information, 812-813

picture background, 410-411

print jobs, 135

protection from forms, 665

research providers, 123-124

Ribbon tabs or groups, 892

rows (tables), 347

section breaks, 255

shapes from SmartArt, 527

sources from
 bibliography, 709

styles, 236-237

subdocuments, 697

table of contents, 735

tables, 347-348

trusted locations, 808

renaming

documents in OneDrive, 848-849

folders in OneDrive, 848-849

macros, 871

master document, 689

Ribbon tabs, 894

styles, 239

subdocuments, 698-699

reordering Ribbon tabs, 894

repairing documents, 38

Repeat feature, 49

repeating

elements on every page, 277

table headings on each page, 368

replacing

formatting, 73-75

special characters, 75-76

text
Find and Replace dialog box, 68-69, 73
Replace feature, 67-68

rerecording macros, 868

Research Options dialog box, 122

research tools

adding research providers, 123-124

Bing, 121

customizing, 122

dictionaries, 114-115

disabling, 122

enabling, 122

encyclopedias, 121-122

Factiva iWorks, 121

online requirement, 114

online searches, 121-122

overview, 114

removing research providers, 123-124

thesaurus, 115-117

translation services, 117-120

updating installed services, 124

Reset Form Fields tool (legacy forms), 655

resetting

customizations, 894

diagram shapes, 538

document window position, 16

original size of pictures, 404

themes, 247

resizing

canvas, 433-434

clip art, 469-470

diagrams, 539-540

pictures, 403-404

shapes, 539

tables, 353-357

text boxes, 310-311

resolution, 389, 826

restricting access to documents

comments only, 803

encryption, 798-800

form fill-in only, 803

password-protecting, 796-798

per-user exceptions, 805-806

Read-Only, 800-803

removing location sharing, 800

style usage restrictions, 804-805

retrieving addresses, 327

Reveal Formatting task pane, 166-168, 226

reviewing

digital signatures, 815

documents

moving between screens, 787-788

Read Mode, 786-788

revisions, 775

reviewing pane, 768

revision tracking

accepting revisions, 776-777

All Markup view, 769, 775

balloons, 770-772

capabilities, 775

changed lines, 773

character-level revisions, 784

colors, 773

comments, 773

counting revisions, 633

customizing, 768-774

deletions, 773

forcing revision marks to stay on, 804

formatting, 773

insertions, 773

markings, 773

moves, 773

moving among revisions, 775

No Markup view, 769

Original view, 769

protecting documents, 777-778

rejecting revisions, 776-777

reviewing pane, 768

reviewing revisions, 775

revision mark options, 769-770

Simple Markup view, 769, 775

table cell highlighting, 773

turning on/off, 775

username, 773-774

word-level revisions, 784

{RevNum} field code, 633

RGB color model, 387

Ribbon

collapsing, 888-889

commands

adding, 892-893

removing, 893-894

customizing, 888-894

defined, 5-6

displaying, 6

groups

creating, 891

deleting, 892

hiding, 6

Quick Access toolbar, 886

tabs

customizing, 890-891

deleting, 892

displaying, 889-890

hiding, 889-890

renaming, 894

reordering, 894

Rich Text content control, 649

right alignment of paragraphs, 192

rle file format, 390

rotating

pictures, 417-419

shapes, 438-439, 539

ROUND (x,y) function, 376

rows (tables)

copying, 348-349

deleting, 347

inserting, 345-346

moving, 348-349

preventing from breaking across pages, 368

removing, 347

selecting, 344-345

RTF, converting from, 915

rtf file format, 31, 915

ruler, 14

indents, 183

tab stops, 187-188

running macros, 865-866, 869

S

Save As dialog box, 25-27

{SaveDate} field code, 630

saving

bibliography to the Bibliography Gallery, 717

documents

AutoRecover

Interval, 46

basic save process, 23-24

default file format, 917

features lost when saving in web format, 820

file formats, 28-32, 44-45, 916

HTML, 918

location, 24-27, 44-45

location preferences, 44-45

Office 365

SharePoint, 24

OneDrive, 24-27, 841-842, 845

PDF, 793-794, 918

Places list, 24-27

Plain Text (txt) format, 918

returning to Word 2010 style of saving, 44

step-by-step directions, 23-24

as a template, 296

This PC, 24-27

as XPS, 793-794

XPS format, 918

- form data, 667
- forms as templates, 647
- templates, 296, 301-302
- web content, 820-822
- web pages, 820-825

scaling text, 162

Scatter (X Y) charts, 483

screen magnification, 919

screen readers, 919

screen resolution, 826

screens, moving between, 787-788

screenshots

- capturing, 394-395
- inserting, 394-395

ScreenTips, 900

scribbles

- drawing, 431
- editing, 436-437
- modifying, 436-437

scripting languages, 819

scroll box, 56

scrollbar, 56

scrolling, 56

- synchronized scrolling, 783
- synchronous scrolling, 16

section breaks, 253-255

{Section} field code, 633

{SectionPages} field code, 633

sections

- formatting, 253
- section breaks, 253-255
- vertical alignment, 261-262

security

- macro viruses, 806-809
- macros, 879-881
- personal information, 812-813

- privacy options, 813-814
- Protected View, 809-811
- trusted locations, 806-808, 880
- trusted publishers, 808-809, 880

Select Name dialog box, 327

selecting

- all instances of found text, 70-71
- cells (tables), 342-344
- chart elements, 509
- citation style (bibliography), 704
- clip art shapes, 468
- columns (tables), 344-345
- objects, 58-60
- printer, 125-126
- rows (tables), 344-345
- shortcuts, 59-60
- tables, 344-345
- text, 58-60

self-certifying a document, 814-815

semicolons in field codes, 626

sending

- email, 838-839
- error reports, 907

sentence case, 159

{Seq} field code, 622, 633

{Set} field code, 589, 638

setting

- AutoRecover options, 905-906
- envelope size, 324-325
- order of operations in math formulas, 379
- page orientation, 260
- paper size, 260
- paragraph alignment, 192

- paragraph breaks, 212-214
- paragraph's outline level, 677-678
- privacy options, 813-814
- style's outline level, 675-676
- tab stops, 188-190
- views, 12

setting up mail merge, 550-551, 555

settings

- content controls, 650-651
- customization settings
 - exporting, 894-895*
 - importing, 895*
 - resetting, 894*
- macro security, 881
- macros, 809
- view settings, 896

shading paragraphs, 210-211

shadow effects

- chart elements, 512
- pictures, 414

shadows

- objects, 460
- text, 158

shape effects for chart elements, 511-512

Shape Styles

- applying, 446-447
- diagrams, 537

shape styles for chart elements, 510-511

shapes

- See also* objects
- alignment, 444-446
- anchoring lines to shapes, 440-442
- AutoShapes, 429
- clip art, 429

diagrams

- adding, 526-527*
- editing, 537-538*
- effects, 537*
- fills, 537*
- flipping, 539*
- formatting, 537*
- modifying, 537-538*
- outlines, 537*
- positioning, 539*
- resetting, 538*
- rotating, 539*
- sizing, 539*

distributing, 444-446

drawing

- basic shapes, 427-429*
- freeform shapes, 431-432*

editing, 438

flipping, 438-439, 539

freeform, 431-432

grouping, 444

merging, 434

modifying, 438

overlapping, 442-444

positioning, 539

resizing, 539

rotating, 438-439, 539

sizing, 539

SmartArt

- adding, 526-527*
- demoting, 527-528*
- positioning text within, 533*
- promoting, 527-528*

text, adding, 434

text boxes, 313

WordArt, 464

sharing data

bookmarking, 592

bookmarks, 599

hyperlinking, 591

hyperlinks, 592

{IncludePicture} field code, 592, 618-619

{IncludeText} field code, 592

object embedding, 592, 605-609

object linking, 592

techniques, 591-592

sharing documents

file listing of shared documents, 792

inviting people to share a document, 788-789

location sharing, 800

OneDrive, 851-853

sharing hyperlink, 790-791

sharpening pictures, 408**shortcut keys**

Cut, Copy, and Paste commands, 61-62

defining, 895-896

for font size, 143

Format Painter, 166

macros, 860-862, 871-872

navigation, 57

Quick Access list, 27-28

selecting, 59-60

styles, 235-236

symbols, 53-55

table navigation, 341

showing

document map, 77

first line only of outline, 675

index field codes, 753

nonprinting characters, 175

onscreen elements, 14

page thumbnails, 78

reviewing pane, 768

Ribbon, 6

Sign dialog box, 815

SIGN (x) positive/negative number in A1 function, 376

signatures (digital), 814-815

single closing quote, 50

single opening quote, 50

single switches, 920

SIST02 2003 citation style (bibliography), 704

sizing

frames, 321

objects, 439

pictures, 403-404

shapes, 539

tables, 352-357

text boxes, 310-311

{SkipIf} field code, 638

SkyDrive, 841

small caps font effect, 156

Smart Cut and Paste, 64

Smart Tags, 112

SmartArt

bulleted lists, 528

charts, 524

converting to drawing object, 540-541

cycle diagrams, 522

defined, 521

diagrams, 534

differences from charts, 524

Escher 2.0 drawing engine, 524

flow direction, 526

hierarchy diagrams, 522, 528

inserting, 524-525

layout, 525-526

list diagrams, 521

matrix diagrams, 523

- organization charts, 528
- picture diagrams, 524
- pictures, 420-422
- process diagrams, 521
- pyramid diagrams, 524
- relationship diagrams, 522
- shapes
 - adding*, 526-527
 - deleting*, 527
 - demoting*, 527-528
 - promoting*, 527-528
 - removing*, 527
- spell check, 525
- text
 - adding*, 529
 - editing*, 529
 - font sets*, 530
 - formatting*, 529-530
 - positioning text within a shape*, 533
 - WordArtStyles*, 531
- text pane, 532
- themes, 535
- types of, 521-524
- uses, 521
- WordArt styles, 531

Snag It screenshot application, 395

soft edges

- chart elements, 514
- pictures, 416
- text, 158

softening pictures, 408

sorting

- delimited data not in a table, 374
- records for mail merge, 578-579
- Styles list, 242-243
- tabular data, 373-374

Source Manager dialog box, 707-709

sources, citing

- bibliography
 - APA format*, 703
 - citation style*, 704-706
 - citations*, 710-714
 - creating*, 703-704
 - entering sources*, 704-710
 - formatting*, 714-715
 - generating*, 704, 714-718
 - in-text references*, 704
 - MLA format*, 703

cross-references

- captions*, 730
- contexts*, 729
- creating*, 726-730
- endnotes*, 729
- errors*, 729
- footnotes*, 729
- headings*, 729-730
- inserting*, 727-728
- options*, 728

endnotes

- changing positioning of*, 723
- components of*, 718
- deleting*, 721
- inserting*, 721
- jumping to*, 721
- modifying styles*, 723-724
- moving between*, 721-722
- note separator line*, 725
- numbering styles*, 723
- reference marks*, 721
- switching between endnotes and footnotes*, 722
- symbols*, 723

footnotes

- changing positioning of*, 723
- components of*, 718
- continuations*, 726
- deleting*, 721
- disappearing in Web format*, 726
- inserting*, 720
- jumping to*, 721
- modifying styles*, 723-724
- moving between*, 721-722
- note separator line*, 725
- numbering styles*, 723
- page footer*, 720
- reference marks*, 718
- switching between endnotes and footnotes*, 722
- symbols*, 723

tools, 703

spaces in field codes, 626

spacing

- character spacing, 161-163
- chart elements, 516
- line spacing
 - 1.5 lines*, 178
 - defined*, 177
 - double*, 179
 - Exactly value*, 179
 - At Least value*, 179
 - line spacing multiplier*, 177-178
 - line spacing value*, 178-179
 - Multiple value*, 179
 - single*, 178

lists

- bulleted lists*, 205
- numbered lists*, 205

number spacing, 163

paragraphs

before a paragraph, 179-180

spacing after a paragraph, 179-180

special characters

caret codes, 75

finding, 75-76

inserting, 50-55

replacing, 75-76

spelling and grammar checker

AutoCorrect

changing or removing an entry, 109-110

formatted entry, 110

graphical entry, 110

options, 107-109

plain text entry, 110

rejecting an automatic correction, 107

uses, 106

British spellings, 92

customizing, 97-106

grammar errors, hiding, 99

grammatical errors, fixing, 93-94

index, 759

individual words, checking spelling of, 92-93

interactive spelling and grammar check, 95-96

languages, 105-106

Proofing Errors icon, 96

readability statistics, 98

SmartArt, 525

spelling errors, hiding, 98

techniques, 91

wavy red or blue underline, 92-93

splitting

cells (tables), 349-351

documents, 16

index, 761

subdocuments, 700

tables, 351

SQL database mail merge, 562-563

stacked charts, 485

Stamps.com, 328, 580

Start Enforcing Protection dialog box, 665, 802-803

start-up options, 900

statistics (documents)

readability, 79-80, 98

word count, 81

status bar content, 897

stock charts, 483

storing

addresses, 327

macros, 859

templates, 297, 302

straight lines

arrow heads, 435

drawing, 430-431

editing, 435

modifying, 435

straight quotation marks, 51

strike-font effect, 156

structures (Equation Editor), 543-544

Style area, 226-228

Style Gallery, 218-219

Style Inspector, 225-226

Style Pane Options dialog box, 223-224, 243

{StyleRef} field code, 635

styles

Apply Styles pane, 222-223

applying

methods, 217, 222-223

order of style

application, 216, 687

arrowhead styles, 435

cascading styles, 239-240

character styles, 216

chart styles, 508

clearing, 224-226

content controls, 651

copying between documents, 244-245

creating, 217, 227-235

defined, 215

deleting, 236-237

endnotes, 723-724

font styles, 153-154

footnotes, 723-724

heading styles in outline, 669-670, 675-676

index, 762-763

keyboard shortcuts, 235-236

linked styles, 216

list styles, 216, 685-688

managing, 240-244

master document, 690

modifying, 217, 237-241

names, 227

order of style application, 216

paragraph styles, 177, 215

picture styles, 412-413

Quick Styles, 220

removing, 236-237

renaming, 239

restricting access to style usage, 804-805

ScreenTips, 900

Shape Styles, 537

SmartArt Styles, 534

Style area, 226-228
 Style Gallery, 218-219
 Style Inspector, 225-226
 style set, 219-220
 Styles list
 filtering, 244
 sorting, 242-243
 Styles pane, 220-224
 table styles
 applying, 357-358
 creating, 358-360
 default, 358
 editing, 358-360
 modifying, 358-360
 templates, 240, 244-245
 transferring, 244-245
 types of, 215-216
 updating
 automatically, 237
 to match a selection, 237
 uses, 215
 WordArt styles, 334-335

Styles list
 filtering, 244
 sorting, 242-243

Styles pane, 220-224

subdocuments
 collapsing, 694-695
 creating, 693-694
 deleting, 697
 editing, 695-696
 expanding, 694-695
 footers, 696
 headers, 696
 inserting into master document, 692-693
 locking, 700
 moving, 696-697
 nesting, 699-700

opening, 696
 removing, 697
 renaming, 698-699
 splitting, 700
 troubleshooting, 700
 unlinking, 697
 unlocking, 700
 viewing, 694-695

subentries in index, 754

subscript font effect, 156

substituting fonts, 148-149

subtraction (-) math operator, 375

SUM () function, 376

sunburst charts, 483

superscript font effect, 156

surface charts, 483

switching
 documents, 15
 between Insert and Overtyping modes, 48-49
 style set, 219-220
 between touch mode and mouse mode, 888
 views, 12-13

Symbol dialog box, 51-53

{Symbol} field code, 622, 633

symbols
 arrows, 50
 AutoCorrect, 53-55
 copyright (©), 50
 ellipsis, 50
 em dash, 50
 en dash, 50
 endnotes, 723
 Equation Editor, 542-543
 footnotes, 723
 inserting, 50-55

quotation marks
 double closing quote, 51
 double opening quote, 51
 single closing quote, 50
 single opening quote, 50
 straight versus typographical, 51
 registered trademark (®), 50
 shortcut keys, 53-55
 trademark (™), 50

synching OneDrive with local OneDrive folder, 845

synchronous scrolling, 16, 783

synonyms, 115-117

syntax of field codes, 626

T

{TA} field code, 622, 634, 748

tab stops

copying, 191-192
 customizing, 186
 defined, 185-186
 interval, 190
 leaders, 188
 paragraphs, 191-192
 ruler, 187-188
 setting, 188-190
 soft tab stops, 190
 tables, 185
 types of, 186-187

tabbed list, converting to a table, 190-191

table of authorities

creating, 749-750
 field codes, 634
 generating, 749-750

{TA} field code, 622, 748

{TOA} field code, 622

table of contents

checking style outline levels, 732

creating, 731-734

custom options, 737-742

deleting, 735

Error! Bookmark Not Defined Message, 734

field codes, 634

generating, 731-734

marking entries manually, 735-736

master document, 691

multiple table of contents

across multiple

documents, 743-744

in a single document, 742-743

presets, 733-734, 742

removing, 735

{TC} field code, 622

{TOC} field code, 622

updating, 734

table of figures, 744-746

Table Options dialog box, 366

Table Properties dialog box, 369-371

table styles

applying, 357-358

creating, 358-360

default, 358

editing, 358-360

modifying, 358-360

tables

accessibility, 922-923

alignment, 368-369

AutoFit setting, 352-353

AutoFit settings, 341

captions, 371-372, 923

cells

backgrounds, 360-361

borders, 362-365

deleting, 347

inserting, 345-346

margins, 365-367

merging, 349-351

removing, 347

selecting, 342-344

splitting, 349-351

text alignment, 367

text direction, 368

columns

copying, 348-349

deleting, 347

distributing column widths evenly, 356

inserting, 345-346

moving, 348-349

removing, 347

selecting, 344-345

converting

table to text, 382

text to a table, 380-382

converting tabbed list to a table, 190-191

creating, 337-341

defined, 337

deleting, 347-348

drawing, 340-341

editing, 342-352

entering data, 341

Excel worksheets, embedding, 384

formatting, 337-338

headings, repeating, 368

inserting

with the Insert Table dialog box, 338-340

from the Table menu, 338-339

margins, 366

math formulas, 374-380

navigating, 341

nested tables, 351-352

orientation, 368-369

pasting, 382-383

positioning, 368-369

referencing values outside of the table, 379-380

removing, 347-348

resizing, 353-357

rows

copying, 348-349

deleting, 347

inserting, 345-346

moving, 348-349

preventing from breaking across pages, 368

removing, 347

selecting, 344-345

selecting, 344-345

sizing, 352-357

sorting tabular data, 373-374

splitting, 351

tab stops, 185

text wrap, 369-371

uses, 337-338

web pages, 831-832

tabs, 5-7

Tabs dialog box, 188-190

tabular columns, 281-285

Tag Image File Format, 390

task panes, 12

{TC} field code, 622, 634

telephone numbers, actions, 112

templates

applying, 290, 302-304

blog posts, 836

- building blocks
 - Building Blocks.dotx file, 88*
 - creating, 86-87*
 - defined, 85*
 - deleting, 89*
 - galleries, 85*
 - inserting, 87-88*
 - modifying, 89*
 - properties, 89*
 - removing, 89*
- card templates, 333-334
- changing template of all documents opened, 305-306
- charts, 476-477
- creating, 289, 301-302
- creating documents from, 20-23
- CSS (cascading style sheet), 833-834
- custom template, 295
- Default Personal Templates
 - Location, 293-294
- defined, 289-290
- dot file format, 31
- dotm file format, 31
- dotx file format, 31
- editing, 296-298
- finding what template a document is using, 290-291
- forms, 647
- global templates, 304
- macro viruses, 806
- macros, 85
- modifying, 296-298
- Normal.dotm, 307-308
- Normal.dotm template, 19, 291
- Office.com, 291-294
- online templates, 20-21
- opening, 297-298
- personal template, 295
- personal templates, 21-23
- preventing template from loading at startup, 304-305
- protecting, 301
- saving, 301-302
- saving an existing document as a template, 296
- storing, 297, 302
- styles, 240, 244-245
- types of, 290
- web pages, 833
- Word 97-2003 template (.dot), 290
- Word Macro-enabled template (.dotm), 290
- Word template (.dotx), 290
- workgroup templates, 298-300
- testing forms, 666**
- text**
 - 3-D effects, 158
 - alignment in cells (tables), 367
 - case, 159-160
 - charts
 - colors, 517-518*
 - font size, 517-518*
 - formatting, 517-519*
 - WordArt styles, 518-519*
 - wrapping, 481*
 - Click and Type feature, 56-57
 - converting
 - fields to plain text, 640*
 - table to text, 382*
 - text to table, 380-382*
 - copying
 - with Cut, Copy, and Paste, 61-62*
 - with drag-and-drop, 61*
 - formatting, 165-166*
 - keeping or discarding formatting, 62-64*
 - Office Clipboard, 66*
- cutting
 - with Cut, Copy, and Paste, 61-62*
 - with drag-and-drop, 61*
 - keeping or discarding formatting, 62-64*
 - Office Clipboard, 66*
 - Smart Cut and Paste, 64*
- deleting, 47-48
- diagrams
 - adding, 529*
 - editing, 529*
 - font sets, 530*
 - formatting, 529-530*
 - positioning text within a shape, 533*
 - WordArtStyles, 531*
- dummy text, 85
- editing
 - basics, 47*
 - Insert mode, 48-49*
 - Overtyping mode, 48-49*
 - Redo feature, 49*
 - Repeat feature, 49*
 - SmartArt, 529*
 - Undo feature, 49*
- entering, 47-48
- fields, 621
- fills, 158
- finding
 - customizing a find operation, 71-73*
 - Find and Replace dialog box, 68-69*
 - Find feature, 67-68*
 - Go To feature, 77*
 - highlighting all instances of found text, 71*
 - navigation pane, 68*
 - selecting all instances of found text, 70-71*

flashing insertion point, 47

formatting

in charts, 517-519

clearing, 165

comparing formatting, 166-168

copying, 165-166

in diagrams, 530

finding formatting, 73-75

keeping or discarding formatting when pasting, 62-64

outline, 675

replacing formatting, 73-75

in shapes, 434

in SmartArt, 529-530

WordArt, 462

glow effect, 158

greeking, 85

highlighting

all instances of found text, 71

colors, 160

methods, 160

removing

highlighting, 160

hyperlinks, 593-594, 828-829

hyphenation, 81-84

{IncludeText} field code, 622

inserting, 615-617

insertion point, 47

kerning, 162

layering, 442-444

line breaks, 48

moving

with Cut, Copy, and Paste, 61-62

with drag-and-drop, 61

outlines, 158

paragraph breaks, 48

pasting

with Cut, Copy, and Paste, 61-62

with drag-and-drop, 61

keeping or discarding formatting, 62-64

Office Clipboard, 66

options for paste behavior, 63

Paste Special command, 65

Smart Cut and Paste, 64

positioning

on page, 162

within a shape, 533

reflection, 158

replacing

Find and Replace dialog box, 68-69, 73

Replace feature, 67-68

scaling, 162

selecting

all instances of found text, 70-71

specific text, 58-60

shadows, 158

shapes, adding, 434

SmartArt

adding, 529

editing, 529

font sets, 530

formatting, 529-530

positioning text within a shape, 533

WordArtStyles, 531

soft edges, 158

special characters, 50-55

symbols, 50-55

typing, 47

underlining, 155

upside-down text, 334-335

watermark, 279-280

WordArt, 334-335, 462

text boxes

accessibility, 923

alignment, 314

borders, 311-312

breaking links, 318

converting into frames, 320-321

creating, 319-320

differences from frames, 321

equations, 547

fills, 311-312

inserting, 309-310

limitations of, 320

linking, 317-318

margins, 314

moving, 310-311

resizing, 310-311

shapes, 313

sizing, 310-311

text direction, 318-319

text wrap, 315-317

uses, 308

vertical alignment, 314

text direction

cells (tables), 368

text boxes, 318-319

text effects, 156-158

Text Form Field, 655, 657-658

text layer, 442-444

text pane, 532

text strings in field codes, 626

Text to Speech (TTS), 919-920

text wrap

charts, 481

objects, 440

pictures, 395-398

tables, 369-371
 text boxes, 315-317
 WordArt, 463

themes

applying, 246-247
 color schemes, 247-250
 copying, 251
 creating, 247
 default, 252
 defined, 245-246
 diagrams, 535
 effect schemes, 251
 font schemes, 250-251, 678
 resetting, 247
 SmartArt, 535

thesaurus, 115-117

This PC, saving documents, 24-27

3-D charts, 484-485

3-D effects

diagrams, 534, 537
 objects, 460
 pictures, 416-417
 text, 158

tif or tiff file format, 388, 390

time

actions, 112
 {EditTime} field code, 630
 footers, 271-274
 headers, 271-274
 legacy form fields, 658
 {Time} field code, 629-630

{Time} field code, 621-622, 629-630

timesaving features, 855-856

titles

charts, 473, 489-490
 web pages, 822, 827

{TOA} field code, 622, 634

{TOC} field code, 622, 634

toggle case, 159

toggling between data and field code views, 627-628

toolbars

Mini Toolbar, 9
 Quick Access toolbar, 6-7
 Ribbon, 5-6
 tabs, 5-7

ToolTips, 898-871

touch mode, 888

tracking changes

accepting revisions, 776-777
 All Markup view, 769, 775
 balloons, 770-772
 capabilities, 775
 changed lines, 773
 character-level revisions, 784
 colors, 773
 comments, 773
 counting revisions, 633
 customizing, 768-774
 deletions, 773
 forcing revision marks to stay on, 804
 formatting, 773
 insertions, 773
 markings, 773
 moves, 773
 moving among revisions, 775
 No Markup view, 769
 Original view, 769
 protecting documents, 777-778
 rejecting revisions, 776-777
 reviewing pane, 768
 reviewing revisions, 775
 revision mark options, 769-770

Simple Markup view, 769, 775
 table cell highlighting, 773
 turning on/off, 775
 username, 773-774
 word-level revisions, 784

trademark (™) symbol, 50

transferring bibliography sources between Current List and Master List, 710

transferring styles, 244-245

transfers, 134

Transform, 37-38

translation services, 117-120

transparent color in pictures, 409-410

treemap charts, 483

trendlines (charts), 501-503

troubleshooting

fields, 623
 Normal.dotm template, 307-308
 printing problems, 134
 subdocuments, 700

TRUE function, 376

TrueType fonts, 147

Trust Center dialog box, 807, 809, 810, 811, 813-814

trusted locations, 806-808

trusted publishers, 808-809, 880

TTS (Text to Speech), 919-920

Turabian citation style (bibliography), 704, 714

turning on/off

automatic hyphenation, 82-74
 chart elements, 488
 document protection, 778

optional screen elements in
Read Mode, 787
reviewing pane, 768
revision tracking, 775
Style area, 226-228

2-D charts, 484**txt file format, 31, 918****typefaces. See fonts****typing**

field codes, 626
text, 47

typographical quotation marks, 51**typography, 161-163**

U

uncropping pictures, 404**underline (wavy red or blue), 92-93****underlining**

hyperlinks, 598
text, 155

Undo feature, 49**unlinking subdocuments, 697****unlocking****subdocuments, 700****unreadable file, recovering data from, 906-907****updating**

custom properties, 43
document content while
dragging, 900
fields, 638, 640
{IncludeText} field code, 617
index, 759
installed services for
research, 124

links, 612-613
table of contents, 734

up/down bars (charts), 506-507**uploading documents to OneDrive, 846****uppercase text, 159****upside-down text, 334-335****USB hardware keys, 798****Use Smart Paragraph Selection feature, 58****user information fields, 632****user interface**

Backstage view, 7-8
commands, 893-894
customizing, 885, 899-900
dialog boxes, 9-12
galleries, 10-12
Live Preview, 900
Mini Toolbar, 9, 899
mouse mode, 888
overview, 5
Quick Access toolbar, 6-7, 885-888
Ribbon, 5-6, 888-894
ScreenTips, 900
status bar content, 897
tabs, 5-7
task panes, 12
ToolTips, 898-871
touch mode, 888
view settings, 896
views, 12-16

{UserAddress} field code, 632**{UserInitials} field code, 632****user-interactive forms, 621****username, 773-774****{UserName} field code, 632**

V

validating addresses, 580**value axis (Y axis) of charts, 471****VBA (Visual Basic for Applications) programming language, 855, 857****VBScript, 819****vector graphics, 824**

bitmap images, 427-428
clip art, 389-390
defined, 427-429

Vector Markup Language (VML), 819**vertical alignment**

of documents, 261-262
of text boxes, 314

vertical WordArt, 464-465**video**

embedding, 424-426
inserting, 385, 424-426

view settings, 896**viewing**

Add-Ins, 882-883
anchors, 399-400
comments, 779
documents
side by side, 16
synchronous scrolling, 16
outline, 674-675
subdocuments, 694-695

views

Draft, 13, 226-228
Outline, 13
outline, creating, 669-671
Style area, 226-228

Print Layout, 12-13
 Read Mode, 13
 setting, 12
 switching, 12-13
 Web Layout, 13

Visual Basic for Applications (VBA) programming language, 855, 857

VML (Vector Markup Language), 819

voice recognition, 919-920

W

walls (charts), 473

waterfall charts, 483

watermark, 278-281

wavy red or blue underline, 92-93

.wbk extension, 907

web browsers

displaying Word documents, 918
 opening documents in, 37-38
 previewing web pages in, 821

web content

See also web pages
 alt text descriptions for pictures, 424
 blog
 defined, 834
 deleting, 838
 managing, 838
 registering blogging service, 835
 blog posts
 categorizing blog entries, 837
 creating, 834-836
 editing, 838

graphics, 836-837
images, 836-837
modifying, 838
opening, 838
pictures, 836-837
publishing, 836
templates, 836

web documents, 32-33

Web Layout view, 13

web pages

cascading style sheet (CSS), 833-834
 columns, 831-832
 creating, 820-821
 disappearing footnotes, 726
 features lost when saving in web format, 820
 file formats, 819
 filename options, 825
 fonts, 826
 GIF (Graphical Interchange Format), 824
 headers, 827
 JPG (Joint Photographic Experts Group), 824
 keywords, 827
 language, 826
 multicolumn layouts, 831-832
 page titles, 822
 PNG (Portable Network Graphics), 824-825
 previewing, 821
 properties, 827
 saving, 820-825
 screen resolution, 826
 supported types, 818-819
 tables, 831-832
 templates, 833
 titles, 827
 vector graphics, 824
 web development capabilities, 817-820

web technologies supported, 818-819

widows, 213

Windows BitLocker, 798

Windows Bitmap, 390

Windows Clipboard, 61, 434

Windows Enhanced Metafile, 390

Windows Fax and Scan utility, 136

Windows Metafile, 390

Windows NTFS encryption, 798

wireframe charts, 485

wmf file format, 390

wmz file format, 390

Word 97-2003 template (.dot), 290

Word 97-2003 versions, converting from, 911

Word 2007 version, converting from, 912-914

Word 2010 version, converting from, 912-914

Word 2013 version, converting from, 912-914

Word 2016

capabilities, 5
 features, 5
 user interface
 Backstage view, 7-8
 dialog boxes, 9-12
 galleries, 10-12
 Mini Toolbar, 9
 overview, 5
 Quick Access toolbar, 6-7
 Ribbon, 5-6

tabs, 5-7
task panes, 12
views, 12-16

word count, 81

Word Count dialog box, 81

Word fields, 584

Word interface. *See* **interface**

Word Macro-enabled template (.dotm), 290

Word Online App, 841, 853-854, 918

Word Options dialog box, 821, 897, 916, 917

Word template (.dotx), 290

WordArt

alignment, 466
charts, 518-519
creating, 461-462
defined, 461
editing, 462
fills, 464
formatting, 462
hyperlinks, 830
outlines, 464
presets, 461-462
shapes, 464
SmartArt, 531
text, 462
text wrap, 463
upside-down text, 334-335
vertical WordArt, 464-465

word-level revisions, 784

WordML, 29, 140

WordPad, 918

WordPerfect, converting from, 915

WordPerfect Graphics, 390

workgroup templates, 298-300

worksheets

charts, 473, 475
embedding in tables, 384
mail merge, 560-561

wpg file format, 390

wrapping text

charts, 481
objects, 440
pictures, 395-398
tables, 369-371
text boxes, 315-317
WordArt, 463

X

X axis of charts, 471

X Y (Scatter) charts, 483

{XE} field code, 622, 634, 752-753, 756

XML

accessibility, 920
converting from, 915
defined, 818
Transform, 37-38
WordML, 29

xml file format, 31

XPS (Open XML Paper Specification)

attachments (email), 839
defined, 31, 792, 918
saving a document in XPS format, 793-794

Y

Y axis of charts, 471

YouTube videos, embedding, 424-426

Z

Z axis of charts, 471

Zoom dialog box, 14

zoom feature, 14

Zoom slider, 14