

# Word Suite – Supplemental Information

## Throughout this document use this key

On touch screen, using the mouse or touching the screen will do the same thing.

A quick touch for left click.

Touch and hold for right click.

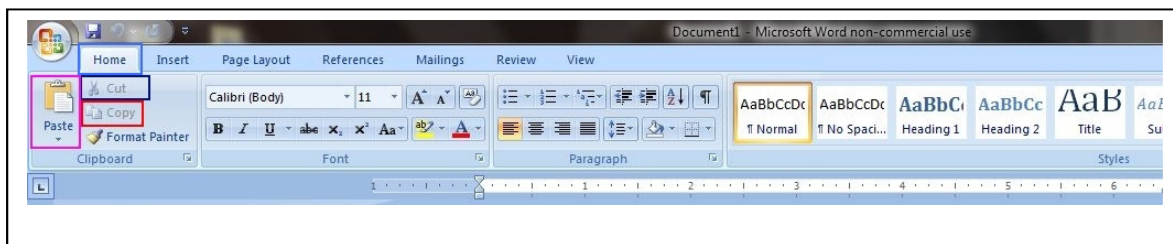
- By default, the spell checker is turned on and will highlight misspelled text with red underline. Note: it will not correct a word if you use the incorrect word (red vs read)
- The grammatical checker is also on by default and will underline in blue if it thinks something is incorrect.

## Terms

- Click means use left button.
- Right click means use right button.
- Drag means to move the mouse while holding button.

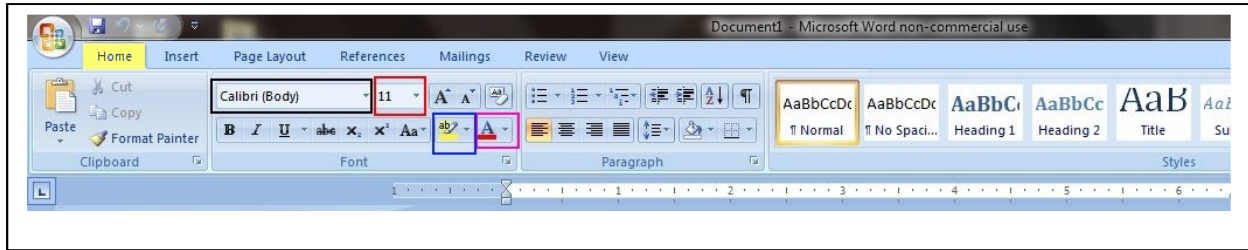
## Working with Text

1. Position cursor at start of text –click the mouse.
2. Drag the cursor to end of desired field.
3. Release button.

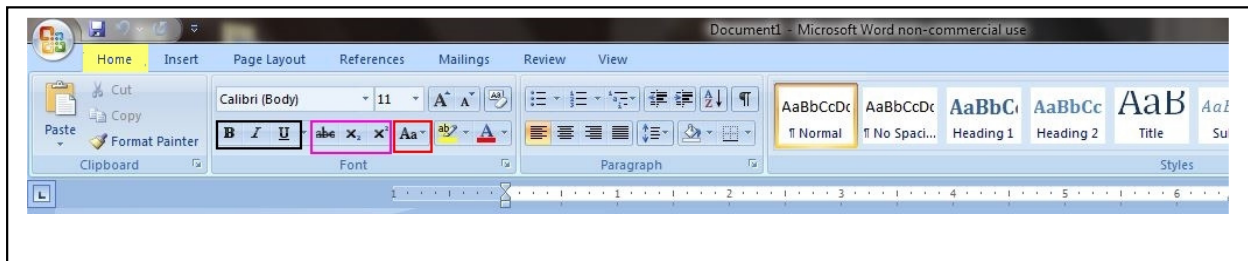


After selecting text you can remove it hitting the delete key on the keyboard.

- After selecting text you can remove it but save a copy in memory by clicking the “Cut” button (the black square in figure above.)
- After selecting text you can copy it by clicking the “Copy” button (the red square in figure above.)
- Once copied or cut, to paste it elsewhere in the document, position the cursor and click the “Paste” button (the fuchsia square above.)
- The material is held in memory until something else is cut or copied (or the power is turned off) and can be pasted at any time.
- It can also be pasted into other documents or spreadsheets.

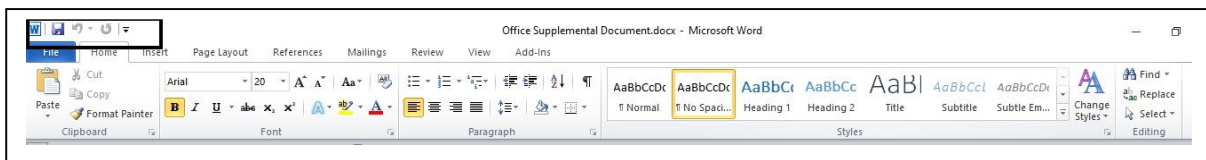


- To change the font type select the text you want to change and choose the desired font from the box (the black square above.)
- To change the font size choose the desired size from the box (the red square above.)
- To change the font color choose the desired size from the box (the fuchsia square above.)
- To change the background color choose the desired color from the box (the blue square above.)



- If you forget and type everything in caps or without no caps. Select text, choose type of change for the Caps icon (the red square.)
- Bold text, italicize, and/or underline with icons (the black square.)
- Show strike-through text, subscript or superscript with icon (the fuchsia square.)

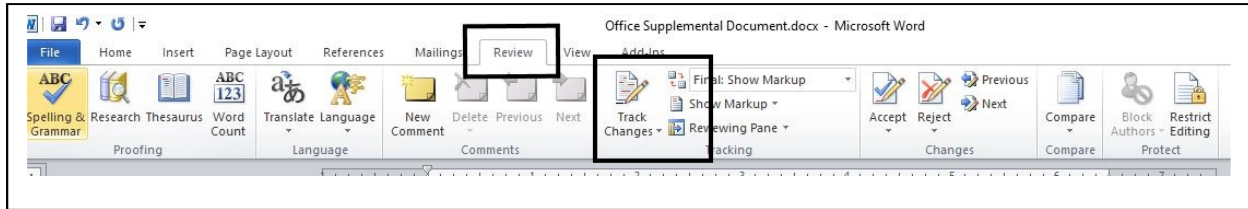
## Ooops!



If you delete something or change something and then realize you didn't want to do it, there is hope (and help.)

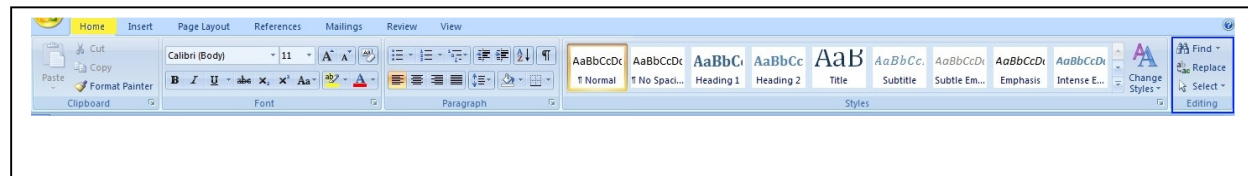
- In the upper left corner of the menu bar is an arrow that points counter clockwise.
- Click this arrow and it will reverse the last change you made.
- Sometimes it is possible to go back several changes.

# Track Changes

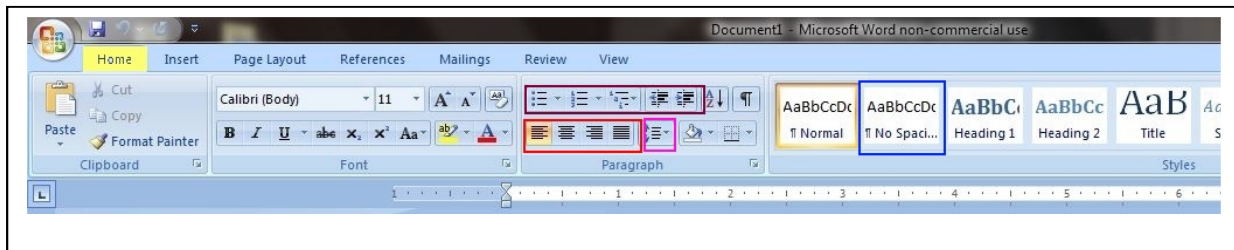


- Click the review tab
- Click the Track Changes

# Appearance



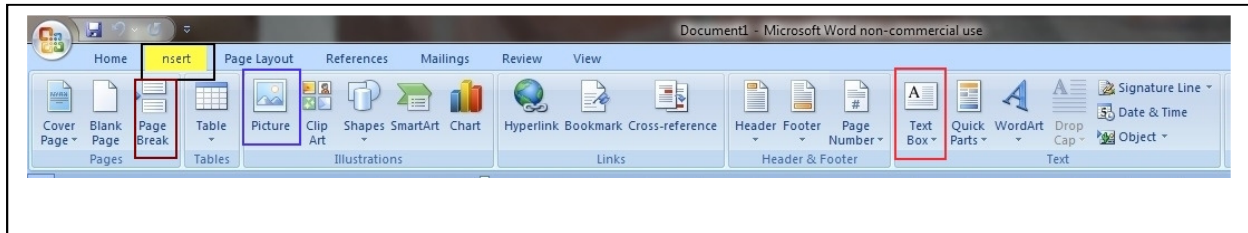
- To find a word or phrase within the document, use the find option and type the word or phrase you seek (the blue square.)
- To find and change a word or phrase within the document, use the replace option and type the word or phrase you seek (the blue square.) You can replace all or step through all occurrences and choose which you want to replace.



- The “Normal” default spacing has extra line spacing. Try setting the spacing to “No Spacing” to get the standard normal spacing (the blue square.)
- To change the text alignment left, right, middle, or straight edges, Choose from the alignment options (the red square.)
- To add vertical space for a line or a paragraph choose the “Gap” option (the fuchsia square.)
- For line or paragraph indentation, choose from the “Indent Options” (the brown square.)

- For indentation with bullets or numbers, choose from the “Indent Options” (the brown square.)

## Insert a Picture

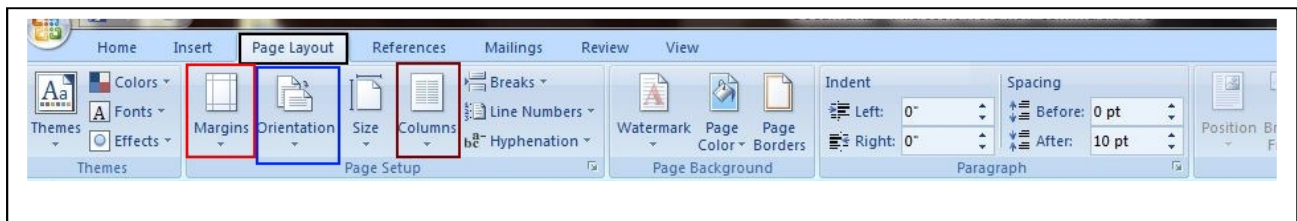


- To insert a picture use the insert tab and choose the “Picture” option (the blue square.) This will add a picture but is difficult to position and/or add text around it.
- A more convenient way is to insert a “Text Box” (the red square) and then insert the picture inside the text box.
- To flow text around the text box, select and right click on the text box. Choose the “Wrap” option and picture the desired style.

## Insert a Page Break

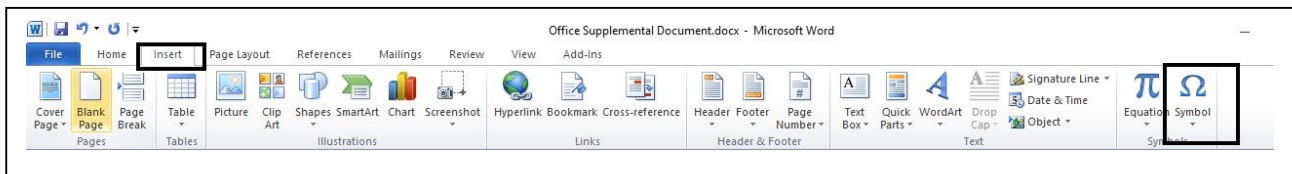
- To insert a page break, click the mouse to set your place then use the insert tab and choose the “Page Break” option (the brown square.)

## General Page Set-up



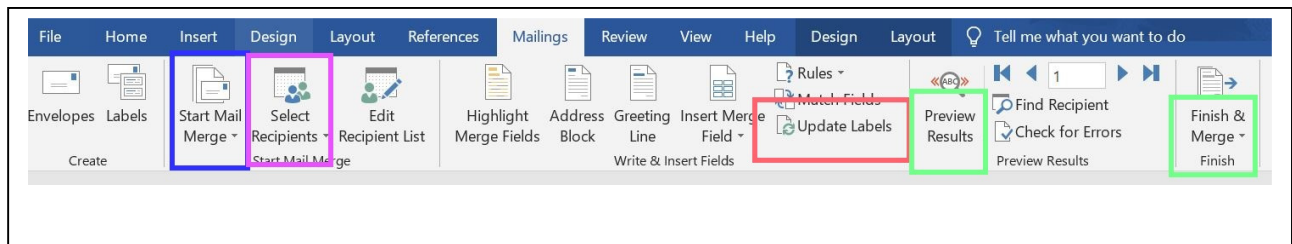
- To set-up page orientation, select the “Orientation” option (the brown square) on the “Page Layout” tab.
- Choose Portrait or Landscape
- To set up margins, select the “Margins” option (the red square) choose one of the options or choose custom and modify.
- To add columns, select the “Columns” option (the brown square.) and select the desired number of columns.

## To Get Special Characters



- Click the Insert tab
- Click the symbol for Omega
- When the Symbol menu appears select the symbol you want.

## To prepare a form letter, mailing labels, or envelopes.

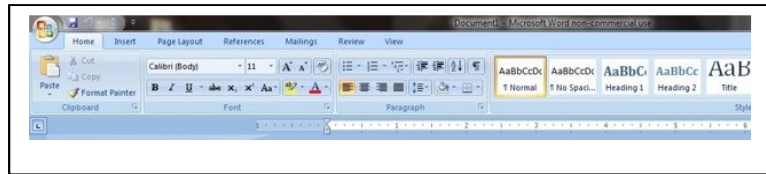


- Set up you spreadsheet with the names and addresses.
- Select the mailing tab
- In the drop down,
  - Letters
  - Envelopes
  - Labels

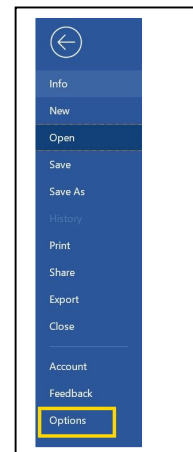
**See detailed procedure for labels from excel spreadsheet**

**One time you must confirm the file converter is activated.**

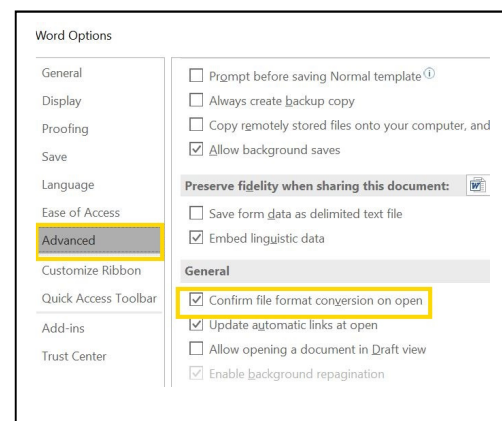
1. Click the “File Tab”



2. Select “Options”

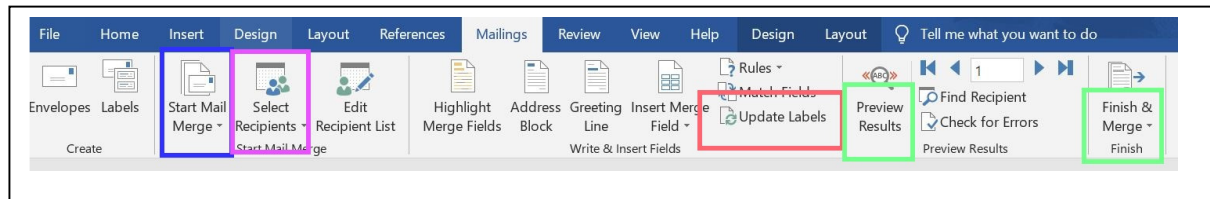


3. Select “Advanced”
4. Near the bottom look for the “General” section. Be sure there is a check in the box for “Confirm the format conversion on open”

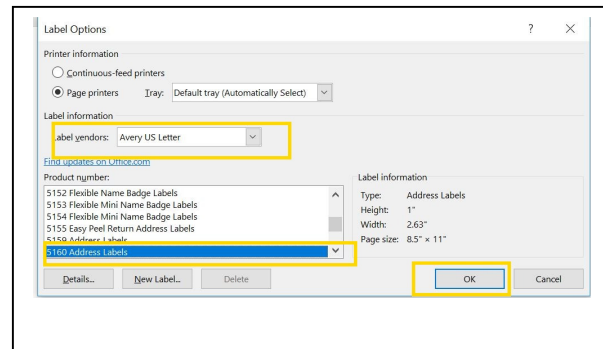




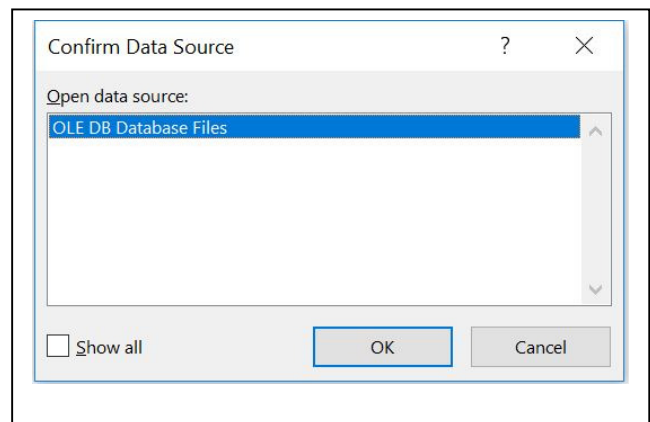
# Procedure for labels from excel spreadsheet



1. Select the Mailing Tab
2. Select the **"Start Mail Merge"** (blue box)
3. Choose **"Labels"**
4. In the labels window, select the vendor and the label then click the **"OK"**

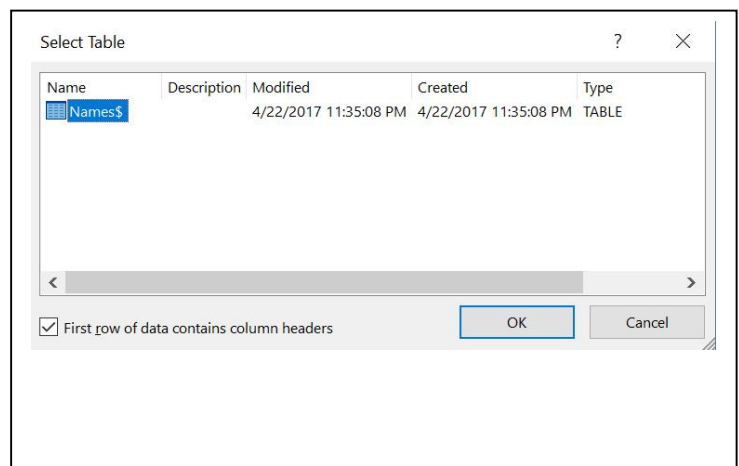


5. Select the **"Select Recipients"** Option (lavender box)
6. In the drop-down, select **"Use an existing list"**
7. Browse for the spreadsheet and select it.
8. You will be asked to confirm the Data Source. Click the **"OK"** button.

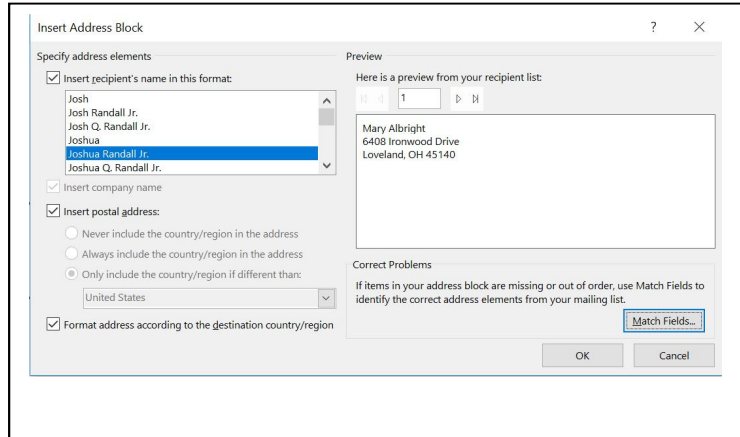


9. After confirming, you will be asked to select a table. If there is only one worksheet, the names should be displayed.

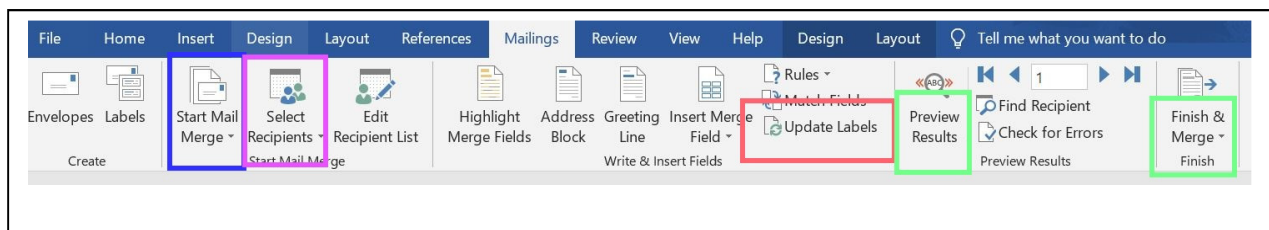
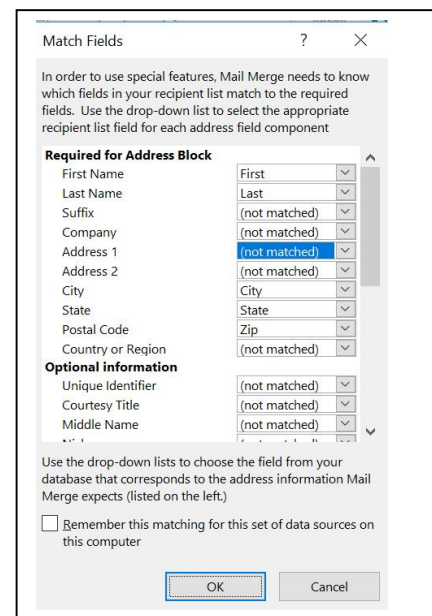
10. Click the **"OK"** button.



11. Select the **“Address Block”** and click the **“Match Fields”** button in the lower right.



12. In the **“Match Fields”** window be sure all the information need has a match. If not, adjust the answer to pick up all desired data.



13. Click the **“Update Labels”** button. (red box)

14. Click the **“Preview”** icon (green box)

15. Then click the **“Finish & Merge”** button “green box.” Now print the labels.



## How to change the style of the default font in Word

### Word 2007

1. Open a new document, click on the **Home** tab, click on the **Font Dialog Box Launcher** and select the **Font** tab.
2. Select a new font and size in the Font dialog box, and then click **Default**.  
Word will ask you if you want these changes to apply to all new documents using the "Normal template" (normal.dot).
3. Click **Yes** to make the changes permanent. The change will apply to Word's Normal/default style and to all styles based on Normal.
4. To change Word's default page margins, click the **Page Setup Dialog Box launcher**
5. The first tab should be **Margins**. Make your changes to the margins here, and then click **Default**.
6. Click **Yes** when Word asks you to confirm the changes.

### Word 2010/2013

1. Open a new document, click on the Home tab, click on the **Font dialog box button**, and select the **Font** tab.
2. Choose the font settings that you would like to make the default and click "**Set as Default**" in lower left corner.
3. Select "**All documents based on the Normal.dotm template**" and click **OK** to update the default for all new documents.
4. To change Word's default page margins, click on the **Page Layout** tab and click on the **Page Setup dialog box** button as shown in the screenshot below.
5. Set the new margins that you would like to make the default and click **Set As Default**
6. Click **Yes** to apply the new margins to all new documents.

### Word 2016

To use your favorite font in Word all the time, set it as the default.

If you've already changed the default font and the new setting isn't sticking, scroll down to read about checking permissions.

1. On the **Format** menu, click **Font**, and then click the **Font** tab.
2. Under **Font**, click the font you want to use, and then under **Size**, click the size you want to use for the body text.
3. Click **Default** in the bottom left corner, and then click "**Yes**" to apply the change to all new documents based on the template. Click **OK** when finished.

### If the default font setting doesn't persist

Sometimes, a company's permission settings change the default font back to the original font.

If that's happening, try this:

Check permissions

1. Open Finder, and in the Search box, type Normal.dotm.
2. On the File menu, click Get Info
3. Click General, and make sure Locked is unchecked. If it's checked, uncheck it.
4. Click Sharing & Permissions, and next to your name, make sure you have Read & Write permission under Privilege.