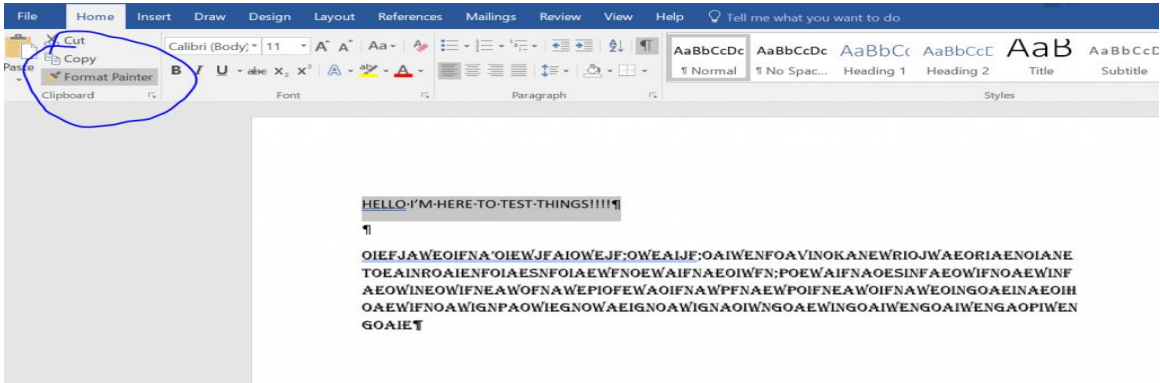


# Microsoft Word Tips

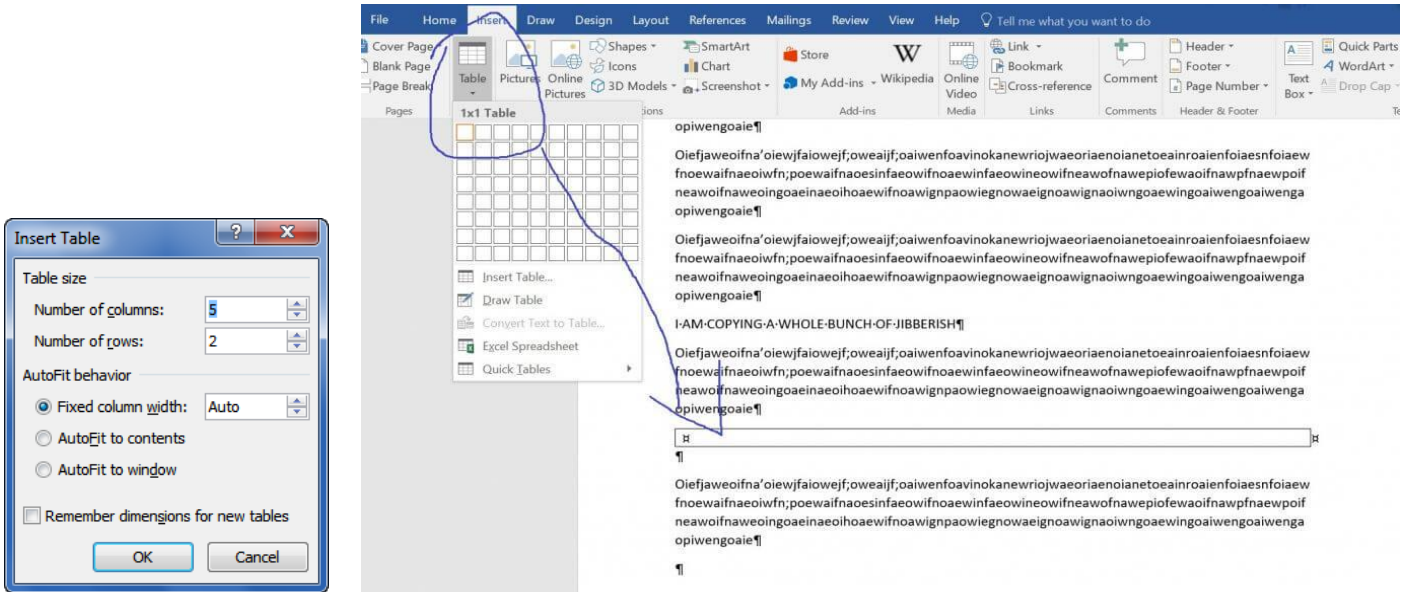
## Format Painter



If you've copied content from one document and pasted it into another, you may need to fix the formatting so that it matches.

1. Highlight the text containing the formatting that you want to change.
2. Click on Format Painter in the toolbar. (the paintbrush symbol)
3. Select the Font style and size in the toolbar.
4. The text will change to what you chose to change.
5. Click on Save.

## Format Images with Tables



If you've tried to insert a number of images into a document by using Pictures in the Insert tab, you will struggle with dragging them into place and fixing the text formatting. Instead use Tables for the task.

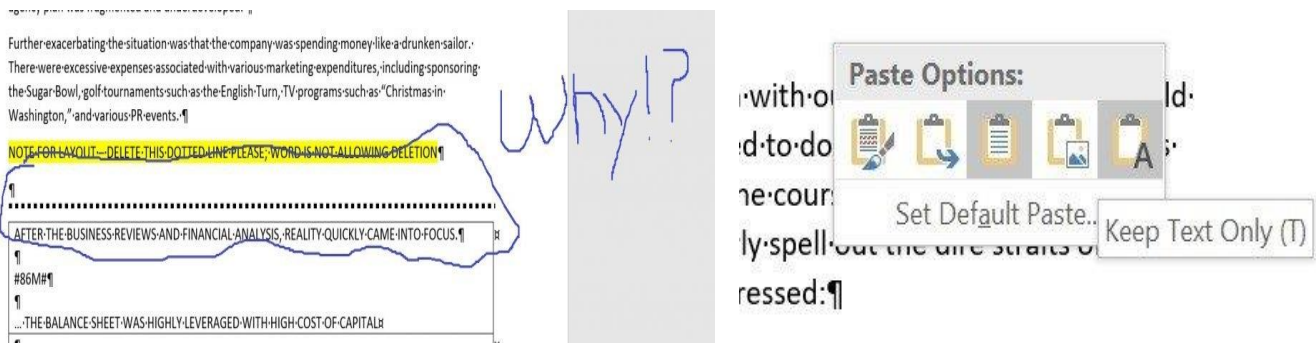
1. In the Word document, place your cursor where you want to insert an image.
2. Click the Insert tab, then click on Table. The Insert Table menu will appear.
3. For a single image, select a 1x1 table. A table will be inserted into your document.
4. Click inside the inserted table to make your cursor appear.
5. Click the Insert tab again, then Pictures.

- Choose your image and insert it into the table. Once your image is in the table, you can click the table borders to make the image bigger or smaller. Or, click the arrow cross in the upper-left corner to drag the table into a new position.

Now to make those lines disappear.

- Right click on the arrow cross in the upper left corner.
- In the menu that appears, choose Table Properties.
- In the dialogue box that appears, click the Borders and Shading button.
- Another box will appear. Click None.
- Click OK. The table borders around your image disappear.

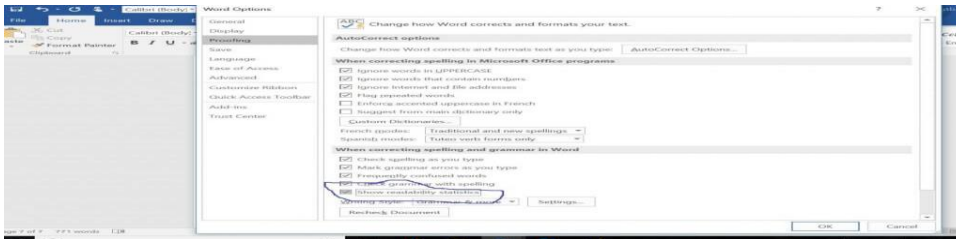
## Remove Unwanted Formatting

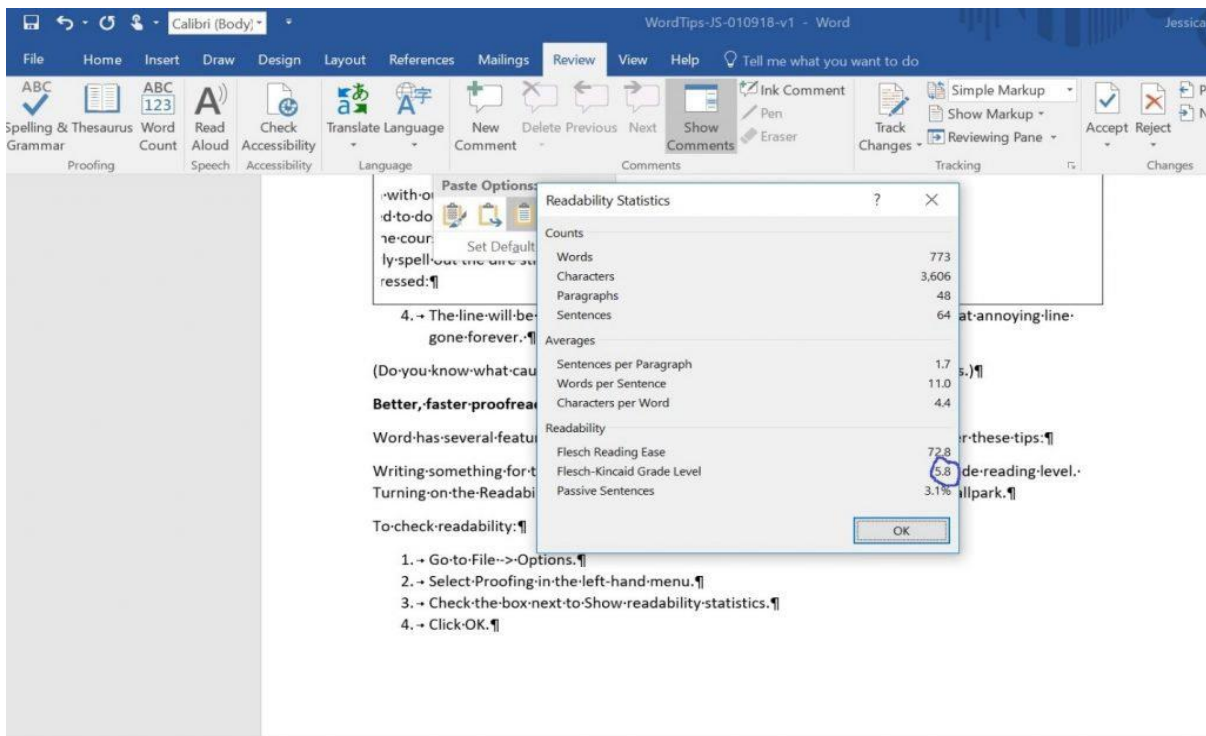


If you've had a document that suddenly had dotted lines running across the page, you probably had no idea how they got there or how to fix the issue.

- Copy the area surrounding the line, including a good chunk of text above and below it.
- Paste it underneath the original.
- Use the Paste drop-down arrow that appears right after you paste in the text. Select Keep Text Only.
- The line will be gone in this new content area. Delete the original to have that annoying line gone forever.

## Checking Readability





### Common Readability Levels

- General public – 5<sup>th</sup> grade reading level
- Academic journal – college level

### To check readability – *Older Word versions*

1. Go to File -> Options.
2. Select Proofing in the left-hand menu.
3. Check the box next to Show readability statistics.
4. Click OK.
5. Run your spell checker by going to Review -> Spelling & Grammar.

### To check readability – *Office 365 or Word for Mac version*

1. Go to Word>Preferences>Authoring and Proofing Tools
2. Go to Spelling & Grammar
3. Under Grammar, check Show Readability Statistics
4. In document to check, go to Review
5. Go to Spelling & Grammar
6. Box will appear showing the Readability Statistics

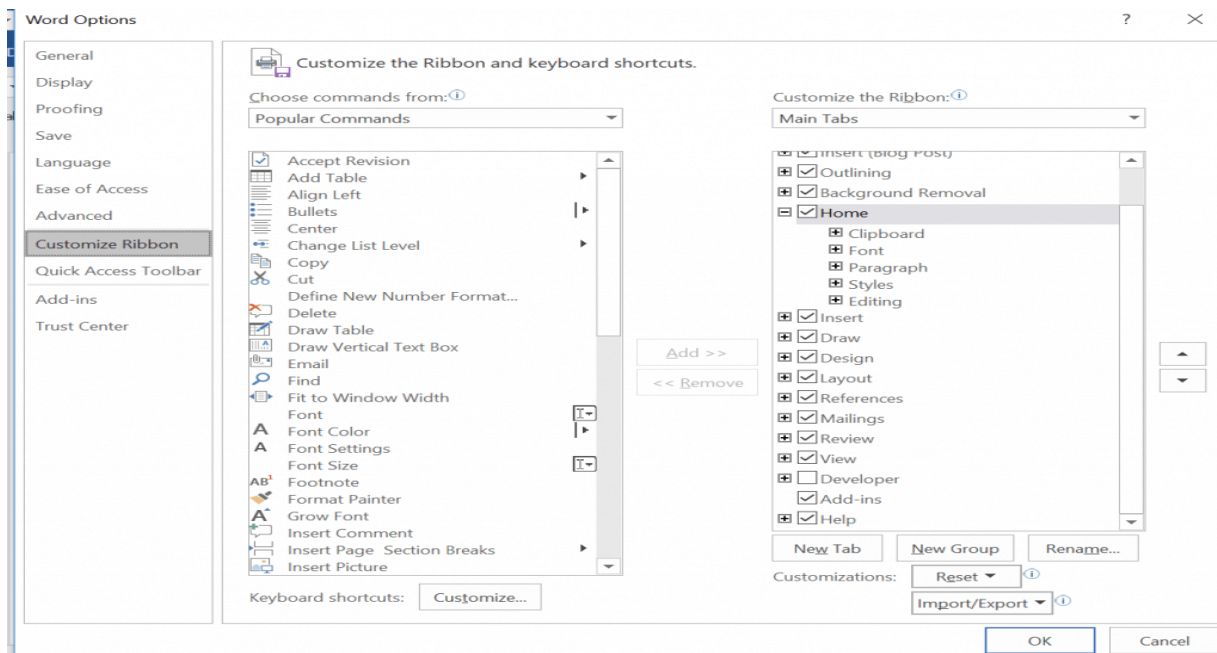
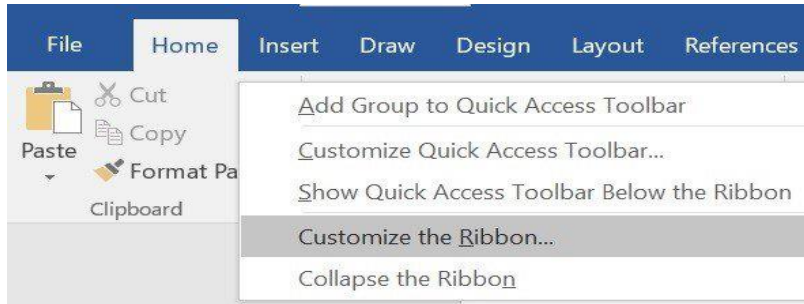
### Use Read Aloud for Proofreading



To activate Read Aloud:

1. Select the text that you want Word to read.
2. Go to Review > Read Aloud.
3. A control panel will appear. Press the play button.

## Make a Custom Toolbar



If you use the same Word features all the time and they aren't just in the Home tab, you can customize the ribbon for your needs. The custom toolbar ribbon will show up above the main toolbar.

To customize the ribbon in Word – **Older Word versions**

1. Right-click on any tab. A menu will appear.
2. Choose Customize the Ribbon.
3. A big menu of your many options will appear. Choose which features you want on which tabs.
4. Click OK when you're finished.

To customize the ribbon in Word – **Office 365 or Word for Mac version**

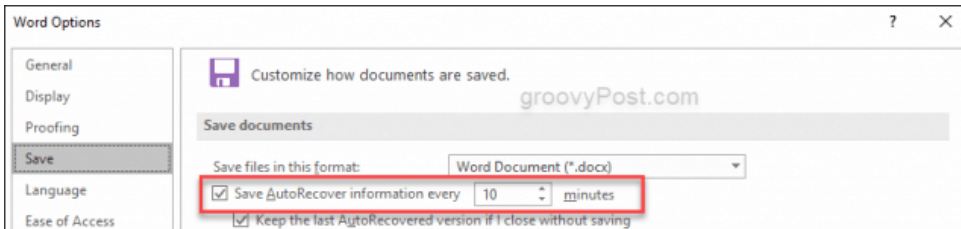
1. Go to Word>Preferences>Authoring and Proofing Tools.
2. Go to Ribbon and Toolbar.
3. Choose Quick Access Toolbar.
4. Choose items from Commands on left side by highlighting choice.
5. Click on > to add the choice to your custom toolbar.

6. Click Save when finished with custom toolbar.

Most usable features to include on the custom ribbon:

Save As – Save – Undo/Redo – New Doc – Open – Spell check – Print Preview – Quick Print – Comments – Switch Windows – Footnotes – Page Break

## Autosave Your Work



It is important to have backups for your backups. Don't lose what you've written by not using Word's autosave feature.

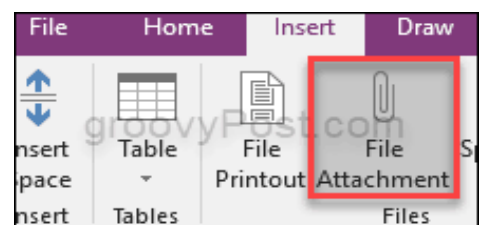
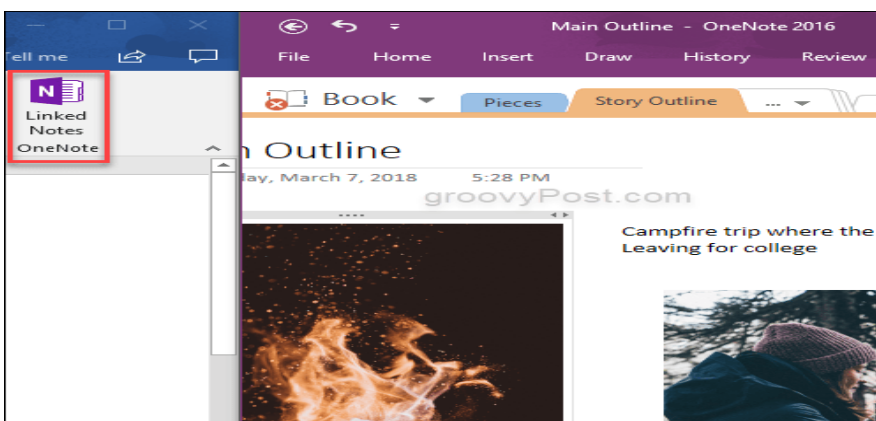
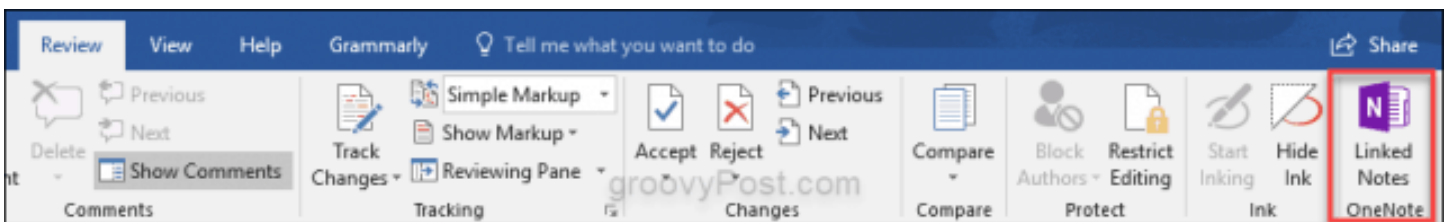
To use the feature – *Older Word versions*

1. Go to File>Options>Save.
2. Check where it says Save AutoRecover information every X Minutes.

To use the feature – *Office 365 or Word for Mac version*

1. Go to Word>Preferences>Output and Sharing>Save
2. Go to Save Options
3. Go to Save AutoRecover information, insert the time you want.

## Organize Your Work with Word and OneNote



For an easy tool when you're researching and outlining your novel, consider using OneNote. When you're writing in Word, you can go to the OneNote work you've previously created.

To use OneNote with Word:

1. Go the Review tab.
2. Click on Linked Notes OneNote.
3. Find the notebook or section you need from OneNote and work side by side without exiting Word.
4. You can add pictures to your notes in OneNote, for help with writing descriptions of locations and characters.
5. When working in OneNote, attach your Word drafts to your notebook to keep all the work in one place.
6. Go to Insert and File Attachment and add the Word document.

Source: The Writers for Hire website - <https://www.thewritersforhire.com/top-10-microsoft-word-tips-writers/>

Source: Groovy Post website - <https://www.groovypost.com/tips/microsoft-word-creative-writers/>