



TECHNOLOGY TIPS - WORD

CHANGE FONT SIZE QUICKLY: Highlight the text and press the [Ctrl] and] keys until the text is large enough. Each time you press this key combination, Word will enlarge the text by one point. To make the text smaller, highlight it and press the [Ctrl] and [keys until the text is the size you want.

FOR MORE HELP (95/97/00/02): When Microsoft Word Help and Office Assistant don't provide an adequate answer to your question, check the Microsoft Knowledge Base, a searchable database of technical support articles covering Microsoft products, at <http://support.microsoft.com/search/>. For a collection of support options including software downloads, product support centers, customer service links, and community newsgroups, visit support.microsoft.com.

MOVE OR REMOVE TOOLBAR BUTTONS QUICKLY (95/97/00/02): To quickly move or remove a toolbar, press and hold down the [Alt] key and then drag the toolbar button to a new toolbar location or, if you want to remove the toolbar, to the document area.

SAVE OR CLOSE ALL DOCUMENTS SIMULTANEOUSLY (95/97/98/00/02): If you work with many open documents at the same time, save and close them all at once by clicking, pressing, and holding the [Shift] key, and then selecting File from the menu bar. Because you were pressing [Shift] when you accessed the File menu, Word changes the Save and Close commands to Save All and Close All, respectively. At this point, you can

release the [Shift] key and select Save All and Close All, as appropriate, from the File menu.

AVOID OVERFLOW WITH SHRINK TO FIT (95/97/00/02): If you're creating a document that must adhere to a certain page count, use Word's Shrink to Fit feature. Open the document you'd like to shrink and then select File/Print Preview from the menu bar. As an alternative, click the Print Preview button on the Standard toolbar. Then, in the Preview window, click the Shrink To Fit button on the Print Preview toolbar. Word automatically adjusts your document fonts proportionally to reduce the document length by one page. If you're unhappy with the results, press [Ctrl] Z to undo the action.

DISPLAY TEXT BOUNDARIES (95/97/98/00/02): When you're working on complex publications that contain multiple columns, graphics, margins, and other design and layout features, use the Print Layout (or Page Layout) view. Select Tools/Options from the menu bar (Tools/Preferences on Mac), then click on the View tab. In the Print and Web Layout Options area (Show area in earlier versions), select the Text Boundaries check box and then click OK. Now you'll see dotted lines indicating document margins and text columns, as well as inserted objects.

KEYBOARD STROKES TO INDENT (95/97/00/02): Word offers several ways to add a left indent to text, such as using the ruler, paragraph Dialog Box, or the Increase Indent Toolbar. You can

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also use keyboard shortcuts to indent text. The following list provides eight commands and their corresponding keystrokes. To achieve the desired results, select the text you wish to indent and execute the appropriate keystroke.

Center	[Ctrl]E
Justify	[Ctrl]J
Left align	[Ctrl]L
Right align	[Ctrl]R
Left indent	[Ctrl]M
Remove left indent	[Ctrl][Shift]M
Create hanging indent	[Ctrl]T
Reduce hanging indent	[Ctrl][Shift]T

INCREASE WORD'S WORKSPACE (95/97/00/02):

If you display built-in or custom toolbars, you may find that your document workspace is too small since Word decreases it in order to accommodate toolbars. To increase the size of the document to full screen, switch to Full Screen view, by selecting View/Full Screen from the menu bar. All toolbars are hidden in Full Screen view. If you move the pointer to the top of the screen, the menu bar will appear for easy access. If you need a toolbar while you work in Full Screen view, choose View/Toolbars from the menu bar, then select the desired toolbar from the resulting submenu. To exit Full Screen view and return to the Word application window, click the Close Full Screen button on the Full Screen floating toolbar.