



Word Warrior™ 101

Everything You Need to Know About
Word's Autocorrect and Other Intrusions

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Word Warrior™ 101:





Word's AutoCorrect and Other Intrusions

Microsoft Word users frequently complain that it's too smart for its (or their) own good. Pop-ups and unwanted suggestions get in the way, and the day is filled with unexpected and unpredictable text and formatting changes. The good news is that most of Word's "helpful" suggestions, corrections and adjustments can be turned off if you wish.

Abbreviated instructions for all versions of Word are included below, using these symbols to indicate when you should:





- ◆ click a button or tab,
- uncheck a checkbox, and
- check a checkbox.

AutoCorrect

 Pre-Word 2007	 Word 2007	 Word 2010
◆Tools, ◆Autocorrect Options, ◆Autocorrect	 Office button, ◆Word Options, ◆Proofing, ◆AutoCorrect Options, ◆AutoCorrect	◆File, ◆Options, ◆Proofing, ◆AutoCorrect Options, ◆AutoCorrect


If any items in the AutoCorrect list are unwanted, select them and click **Delete**. Two good candidates for removal are **(c)** and **(r)**, because you may want to type them in your document as paragraph number designations without Word converting them to © and ®. Note that you can also add your own common typos and misspelled words to this list.

AutoFormatting


 Pre-Word 2007	 Word 2007	 Word 2010
◆Tools, ◆Autocorrect Options, ◆AutoFormat as You Type	 Office button, ◆Word Options, ◆Proofing, ◆AutoCorrect Options, ◆AutoFormat as You Type	◆File, ◆Options, ◆Proofing, ◆AutoCorrect Options, ◆AutoFormat as You Type


Start by turning off all of the checkboxes in this screen, then turn on only the ones that you find helpful.


Spelling and Grammar

 Pre-Word 2007

- ◆Tools, ◆Options,
- ◆Spelling & Grammar

 Word 2007


- Office button, ◆Word Options, ◆Proofing

 Word 2010


- ◆File, ◆Options, ◆Proofing


Some people prefer not to **Ignore words in UPPERCASE** and **Ignore words that contain numbers**. Click **Custom Dictionaries, Edit Word List** to fine-tune your dictionary. You may want to turn off grammar checking.


Copying, Pasting, and Selecting Text

 Pre-Word 2007

- ◆Tools, ◆Options, ◆Edit

 Word 2007


- Office button, ◆Word Options, ◆Advanced, Editing Options section and Cut, Copy, and Paste section


 Word 2010


- ◆File, ◆Options, ◆Advanced, Editing Options section and Cut, Copy, and Paste section

You might want to turn off some of these aids, on the grounds that they reduce predictability or get in the way: When selecting, automatically select entire word, Use smart paragraph selection, Use smart cursoring, Enable click and type, Use smart cut and paste, Show Paste Options button when content is pasted.

Insert Key for Overtyping (Word 2007 and 2010)

 Word 2007

- Office button, ◆Word Options, ◆Advanced, in the Editing Options section: **Use the Insert key to control overtype mode**

 Word 2010


- ◆File, ◆Options, ◆Advanced, in the Editing Options section: **Use the Insert key to control overtype mode**


In Word 2010, this checkbox is turned off by default, which tends to make people think their **Insert** key is broken.


Visuals and Pop-Ups (Word 2007 and 2010)

Turn off these elements if they annoy more than they help:

Live Preview

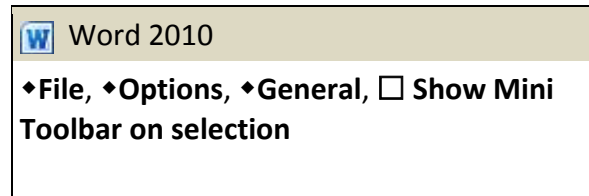
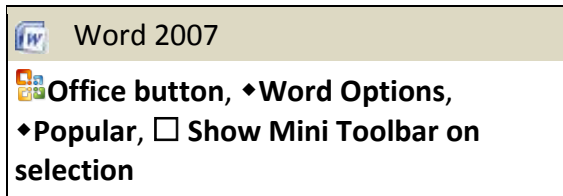
 Word 2007

- Office button, ◆Word Options, ◆Popular, **Enable Live Preview**

 Word 2010

- ◆File, ◆Options, ◆General, **Enable Live Preview**

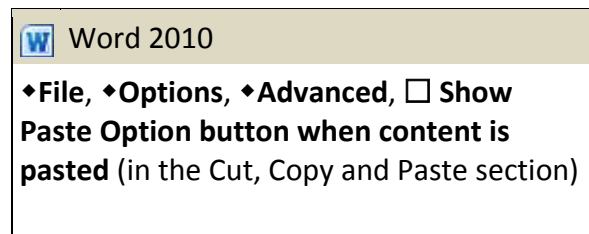
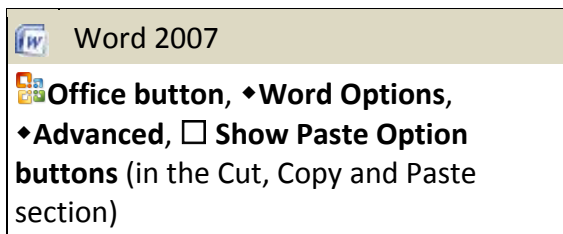
Mini Toolbar



Ribbon

Right-click the ribbon, ♦**Minimize the Ribbon**. Note that you still have access to all of the commands in the ribbon, but they are hidden until you select one of the tab headings.

Paste Options



Clipboard Task Pane

♦Home, Show Clipboard Task Pane, ♦Options, , Show Office Clipboard Automatically, Show Office Clipboard When Ctrl C Pressed Twice, close Office Clipboard Task Pane.

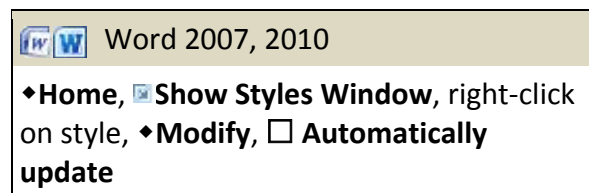
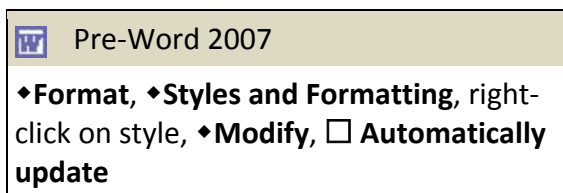
Navigation Pane (Word 2010)

To search old-style (without the Navigation Pane): ♦Home, click the down arrow beside Find, ♦Advanced Find.

Styles

Automatic Updating

Avoid accidental style changes by turning off automatic updating:



Style Gallery (Word 2007 and Word 2010)

Word 2010. If you find the style gallery less than helpful and you use Word 2010, you might want to replace it with your own favorite style commands.

First add your own style group to the Home tab: Click **File**, **Options**, **Customize Ribbon**. In the **Main Tabs** box on the right side of the screen, select **Home**, click **New Group**, **Rename**, type the name **My Styles**, and click **OK**. Add commands to the new group by selecting a command on the left, selecting the new group on the right, and clicking **Add** in the center. I recommend a very simple group containing only two commands: **Style (StyleGalleryClassic)** and **Styles... (StylesPane)**. (Hover over a command to see its parenthetical description.)

Once you've tried out your new style group and are satisfied that it contains all the style commands you need, remove Word's built-in style group to free up space on the ribbon: Click **File**, **Options**, **Customize Ribbon**. In the **Main Tabs** box on the right side of the screen, select **Styles** and click **Remove**, **OK**. (You can also select your new **My Styles** group and use the arrow buttons to move it higher in the list, if desired.)

Word 2007. Word 2007 does not allow you to remove the Style Gallery, but you can still add a helpful and compact old-fashioned Style box to your Quick Access Toolbar.

Click the down-arrow on the right side of the Quick Access Toolbar and choose **More Commands**. In the **Choose commands from** box, choose **All Commands**. In the list of all commands, choose **Style (StyleGalleryClassic)** (hover over the **Style** command to see its parenthetical description), then click **Add, OK**.

Control How Styles Are Shown (Word 2007 and 2010)

In the Styles pane (**Alt+Ctrl+Shift+S**), click **Options** and choose how you want styles to be shown. (I recommend showing All Styles, sorting Alphabetically, and turning off all of the checkbox options in this screen.) Be sure **New documents based on this template** is selected before clicking **OK**.

A complicating factor: These settings are saved on a per-template basis. Performing the above steps in a blank document modifies your Normal template and will affect all future documents created from the Normal template. But for consistent behavior across all your documents, you will need to repeat the above steps for any other templates you use on a regular basis -- your letter template, agreement templates, etc.

If you use the Style Gallery, you can also control how styles are shown there. Open the Styles pane (**Alt+Ctrl+Shift+S**), click the **Manage Styles icon** at the bottom, and go to the **Recommend** tab to see a gratifying (or bewildering) array of options.