

**Microsoft Word for
Publishing Professionals**

Microsoft Word for Publishing Professionals

*Power-Packed Tips for Editors, Writers, Typesetters,
Proofreaders, and Indexers*

Jack M. Lyon

THE EDITORIUM

For my father, who was always a little surprised by my technical side

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Note: Be sure to *back up your files* before trying *anything* in this book; then you'll have something to go back to if anything goes wrong. *You have been warned!*

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“Uncle Cosmo, why do they call this a word processor?”

“It’s simple, Skyler. You’ve seen what food processors do to food, right?”

—*Jeff MacNelly*, Shoe

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Preface

Most of the articles in this book came from *Editorium Update* (ISSN 1534-1283), my free email newsletter for publishing professionals who use Microsoft Word. Many of the articles include helpful comments (under “Readers Write”) that readers have sent to me. I express my sincere appreciation to all who have contributed in any way. If you’d like to subscribe to the newsletter, please send a blank email message to editorium-subscribe@topica.com. I do not sell, rent, or give the subscriber list to anyone. Period.

Some readers may wonder about my choice to support Microsoft Word when other alternatives (such as the wonderful—and free—OpenOffice.org’s Write program) are readily available. The fact is, I’ve had little choice; most editors and other publishing professionals were using Microsoft Word as their primary tool long before I started writing articles or creating add-in programs. That’s understandable, as Word really is a marvelous piece of software. Unfortunately, it also has plenty of shortcomings, many of which I try to address in this book. (This book is not intended for use with Microsoft Word versions before Word 97.)

I’m grateful to all who have subscribed to the *Editorium Update* newsletter, purchased Microsoft Word add-ins from the Editorium, and sent feedback, questions, and suggestions for improvement. Even though I’ve never met most of you, I feel that I know you and that you are my friends. I’ve included a list (below) of those who have contributed to the Readers Write column of *Editorium Update*; I apologize if there’s anyone I’ve overlooked. In particular, I appreciate the extraordinary help and support of Steve Hudson, Hilary Powers, Geoff Hart, Ron Strauss, Dan A. Wilson, and Eric Fletcher. That does not mean they endorse my work or this book.

Aaron Shepard	Bob Janes	Dave Gayman
Alan Seiden	Brad Hurley	David (“Bear”) Chinell
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Katie Lewis	Peg Hausman	
Keith Soltys	Peg Wier	
Kenneth Sutton	Phil Rabichow	

Why This Book?

There are already two excellent books about editing on your computer:

Making Word Work for You: An Editor's Intro to the Tool of the Trade, by Hilary Powers:

<http://www.the-efa.org/res/booklets.html>

Effective Onscreen Editing, by Geoff Hart:

<http://www.geoff-hart.com/home/onscreen-book.htm> (electronic version)

<http://stores.lulu.com/store.php?fStoreID=1505747> (printed version)

If you don't own these books, you definitely should. Both provide information worth far more than their paltry price—information that will help you work faster and better, and with far fewer headaches. I heartily recommend that you buy them, study them, and use them. You'll be glad you did.

Now, I know what you're thinking: "If those books are so great, why did you publish this one?" Simple. Hilary and Geoff provide clear, structured guidance about how to use Microsoft Word to full advantage. Their approach is comparable to a well-organized automotive parts store: "Wiper blades? Sure! Second aisle on the left." I, on the other hand, run more of a salvage yard: "Hey, Bob, do we have a carburetor for a '65 Chevy Caprice? No? Do you think the one from this Impala might work?" Here you'll find an eclectic (and occasionally slightly repetitive) collection of disjointed techniques to make Microsoft Word do things its designers never intended and to fix things they didn't know were broken. Also, being of a somewhat philosophical turn of mind (like the old mechanic relaxing behind the counter), I'll occasionally throw in some thoughts about the publishing process and how some of these odd techniques can improve it. I hope you'll find it all very, very useful.

There's lots of good stuff in here—if you don't mind rummaging around to find what you need. You brought a wrench and a screwdriver, right?