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

Please read this:

As the lawyers say, this book is provided for informational purposes only and without a warranty of any kind, either express or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose, and freedom from infringement. The reader (that’s you) assumes the entire risk as to the accuracy and use of this book and the information therein. I don’t anticipate any problems, but all computers and Microsoft Word installations are different, and I can’t be held responsible for what might happen with yours. Caveat lector!

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!


© 2008 by The Editorium, LLC. All rights reserved. Printed in the United States of America. Any duplication of this book or any part thereof in any form (except for quotation in reviews) is prohibited without written permission from the author.

The Editorium, LLC
West Valley City, UT 84128-3917
www.editorium.com
editor@editorium.com

The names of any programs or companies mentioned in this book (including mine) are acknowledged as trademarks of their owners. The Editorium™ is a trademark of The Editorium, LLC.

The Editorium is not affiliated with Microsoft Corporation.
“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
Contents

Preface 17
Why This Book? 19
Stuff You Should Know Before Using This Book 20
Using This Book with Word 2007 and 2008 25
Introduction 27

Setting Up

Hardware for Editors 31
The Need for Speed 33
Changing Word’s Memory Allocation 35
Screen Settings for Editing 36
Typefaces for Editing 38
Size and Zoom 40
Doing the Splits 43
Two Up 44
Displaying Function Keys 46
Visual Keyboard 48
Show Me the Menu! 49
When Word Gets in the Way 50
My Places 52
Modifying Built-in Buttons in “My Places” 54
Document Preview 57
Document Properties 59
Sorting by Document Property 64
Making Dashes Easy 66
Special Characters Made Easy (Sort of) 71
Canning Spam 73
Navigation

Fast Moves
Using Word’s “Go Back” Feature
Object Browser
Go2Text Macro
Go2Text vs. Find
Sentence to Sentence
Extending a Selection
Mousing Around in Microsoft Word
Vertical Selection
I Like Spike
Copying to the Spike
Line Numbers
Paragraph Numbers

Customizing Word

Customizing Microsoft Word
Macros on Toolbar Buttons
Macros on Menus
Macros on Keyboard Shortcuts
Creating Toolbars
Button Bonanza
Creating Menus
Customizing Shortcut Menus
Resizing Drop-Down Lists
Reassigning the Insert Key
Reassigning the Insert Key, Part 2
Style Aliases
Using Keyboard Shortcuts with Styles
Style Dialogs in Word 2002
Hidden Features in Microsoft Word
Contents

Editing

Editing on the Computer 127
When Not to Edit on the Computer 130
Interview with Hilary Powers 131
Editors and Preditors 134
The Problem of Proportion 135
Editing in Full-Screen Mode 138
Editing from the Top Down 142
Making Passes 144
Divide and Conquer 146
Divide and Conquer, Part 2 148
Visible Punctuation 151
Editorial Style Sheet 162
Editorial Style Sheet Macro 164
Style by Microsoft 171
Fixing Typos Automatically 174
Listing Misspelled Words 175
Correcting Misspelled Words 177
Making a Concordance 180
Editing by Concordance 182
Editing by Concordance, Part 2 185
Manual or Automatic? 195
More Automatic Corrections 197
Even More Automatic Corrections 202
Semiautomatic Corrections 205
The Case Against Caps 209
Title Case Macro 211
Title Case Macro, Version 2 213
Fixing All Caps in Text 217
Italicizing a Whole Word 219
Magic Numbers 221
Quote, Unquote 223
<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Dashes</td>
<td>226</td>
</tr>
<tr>
<td>Superscript Ordinals</td>
<td>228</td>
</tr>
<tr>
<td>“Cut This by a Third”</td>
<td>229</td>
</tr>
<tr>
<td>Macro to Swap Table Cells</td>
<td>230</td>
</tr>
<tr>
<td>Raw Codes</td>
<td>234</td>
</tr>
<tr>
<td>AutoText Toolbar</td>
<td>236</td>
</tr>
<tr>
<td>Insert Boilerplate</td>
<td>237</td>
</tr>
<tr>
<td>Sample Text</td>
<td>239</td>
</tr>
<tr>
<td>Sample Text in Autotext</td>
<td>241</td>
</tr>
<tr>
<td>Fancy Sorting</td>
<td>243</td>
</tr>
<tr>
<td>Working with Lists</td>
<td>244</td>
</tr>
<tr>
<td>Hidden Articles</td>
<td>245</td>
</tr>
<tr>
<td>More Hidden Secrets</td>
<td>247</td>
</tr>
<tr>
<td>Converting Text Boxes to Text</td>
<td>249</td>
</tr>
<tr>
<td>Page Layout Template</td>
<td>251</td>
</tr>
<tr>
<td>Wordperfect Weirdness</td>
<td>252</td>
</tr>
</tbody>
</table>

**Revision Tracking and Comments**

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Trick</td>
<td>261</td>
</tr>
<tr>
<td>Macros for Intuitively Reviewing Tracked Revisions</td>
<td>263</td>
</tr>
<tr>
<td>Pasting Tracked Revisions</td>
<td>266</td>
</tr>
<tr>
<td>Pasting Tracked Revisions, Part 2</td>
<td>268</td>
</tr>
<tr>
<td>Marking Revisions for Review in WordPerfect</td>
<td>269</td>
</tr>
<tr>
<td>Comments to Text</td>
<td>270</td>
</tr>
<tr>
<td>Deleting Multiple Comments</td>
<td>273</td>
</tr>
<tr>
<td>Printing Comments but Not Markup</td>
<td>275</td>
</tr>
<tr>
<td>Deleting Multiple Bookmarks</td>
<td>276</td>
</tr>
<tr>
<td>Revision-Tracking Format in Word 2002</td>
<td>277</td>
</tr>
<tr>
<td>Comments and Tracking in Word 2002</td>
<td>280</td>
</tr>
</tbody>
</table>

**Styles**

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking Spec Levels with Styles</td>
<td>285</td>
</tr>
</tbody>
</table>
Contents

Styles and Standardization 288
Standard Style List 294
Deleting Unused Styles 311
Style Macros 313
Character Styles Macro 315
Word’s Style Area 318
Shifting Styles 319
Shifting Styles, Part 2 320
Shifting Styles, Part 3 323
Shifting Styles, Part 4 324
Frustrating Formatting 325
Removing Directly Applied Formatting 327
Copying and Pasting Styles 330
Disappearing Character Formatting 331
Glorious Color 333
Style Separator 334
Print What? 336
Understanding Styles in Templates 338
Attaching Templates to Documents 340
Templates and Styles 342
Creating Custom Templates 344
Creating New Documents 346
Templates Galore! 348
Author Tools Template 349

Footnotes and Endnotes

Editing Notes in Microsoft Word 353
Editing Notes and Text Side by Side 355
Fixing Bad Notes 356
Restoring Missing Notes 358
Restoring Superscript to Note Numbers 360
Editing Notes Alphabetically 362
Contents

Unlinking Headers and Footers 431
Inserting Unlinked Sections 432
Ligatures in Microsoft Word 434
Fractions 435
Fraction Macro 437
Compressed Word Spacing 442
Checking Word Breaks 445
Don’t Break That Word! 446
Break That Word Here! 449
Hyphenation Exception Dictionary 450
Microsoft’s Font Properties Extension 452
Word to PDF 453
Press-Ready PDFs from Word 454

Proofreading
The Death of Proofreading 459
Paperless Proofreading 462
Reviewing Revisions with the Keyboard 467
Accepting Changes by a Single Reviewer 468
Compare Vs. Merge 470
New Views on Typos 472
Background Colors 476
Checking Page Proofs in Acrobat Reader 478
PDF-Xchange Viewer 479

Indexing
Indexing in the Dark 483
Page Down in Synch 485
Indexing with Page Breaks from Quark 486
Indexing with a Concordance 489
Indexing with a Two-Column Concordance 490
Indexing with a Two-Column Concordance, Part 2 492
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorting Index Entries Letter by Letter</td>
<td>498</td>
</tr>
<tr>
<td>Automated Letter-by-Letter Index Sorting</td>
<td>500</td>
</tr>
<tr>
<td><strong>Find and Replace</strong></td>
<td></td>
</tr>
<tr>
<td>Searching with Character Codes</td>
<td>511</td>
</tr>
<tr>
<td>Searching with Microsoft Word’s Built-in Codes</td>
<td>512</td>
</tr>
<tr>
<td>Searching with Numeric Character Codes</td>
<td>516</td>
</tr>
<tr>
<td>Finding All Unicode Characters</td>
<td>521</td>
</tr>
<tr>
<td>Finding and Replacing Unicode Characters</td>
<td>522</td>
</tr>
<tr>
<td>Replacing Text with Unicode Characters</td>
<td>523</td>
</tr>
<tr>
<td>Using Wildcards—the Basics</td>
<td>524</td>
</tr>
<tr>
<td>Wildcard Combinations</td>
<td>527</td>
</tr>
<tr>
<td>Wildcard Ranges</td>
<td>533</td>
</tr>
<tr>
<td>Wildcard Grouping</td>
<td>535</td>
</tr>
<tr>
<td>Using the “Find What Expression” Wildcard</td>
<td>538</td>
</tr>
<tr>
<td>Numbers by Chicago</td>
<td>543</td>
</tr>
<tr>
<td>Numbers by Chicago, Part 2</td>
<td>546</td>
</tr>
<tr>
<td>Wildcard Dictionary</td>
<td>552</td>
</tr>
<tr>
<td>Wildcard Dictionary Entries</td>
<td>553</td>
</tr>
<tr>
<td>Wildcard Searching with Tracked Changes</td>
<td>560</td>
</tr>
<tr>
<td>Replacing with “Find What Text”</td>
<td>562</td>
</tr>
<tr>
<td>Changing Note Number Format with “Find What Text”</td>
<td>564</td>
</tr>
<tr>
<td>Finding “Whole Words Only” with Wildcards</td>
<td>566</td>
</tr>
<tr>
<td>What’s Your Handle?</td>
<td>568</td>
</tr>
<tr>
<td>Wildcards in the Real World</td>
<td>571</td>
</tr>
<tr>
<td>Two-Step Searching</td>
<td>578</td>
</tr>
<tr>
<td>Wildcard Carriage Returns</td>
<td>587</td>
</tr>
<tr>
<td>Wildcard Searching and Multiple Paragraph Breaks</td>
<td>589</td>
</tr>
<tr>
<td>Adding Periods to Lists</td>
<td>591</td>
</tr>
<tr>
<td><strong>Macros</strong></td>
<td></td>
</tr>
<tr>
<td>Microsoft Word’s Secret Macros</td>
<td>595</td>
</tr>
</tbody>
</table>
Contents

Macro Recording: The Basics 596
Recording a Find-and-Replace Macro 599
Recording a Complex Macro 601
Repeating Macros 607
Using “Found” Macros 610
Macros in Add-in Templates 615
Creating Add-in Templates 617
Adding a Template Automatically 619

Miscellaneous Stuff

Where to Get Help 623
Index 625
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
Alan Seiden
Alice Falk
Allene M. Goforth
Amanda Lucas
Andrea Balinson
Andrew Savikas
Ann Redmon
Anna Marshall
Anne K. Bailey
Anne-Marie Concepcion
April Karys
Arnold Howard
Audrey Dorsch
Bill Rubidge
Bob Janes
Brad Hurley
Brian Vicary
Bruce White
Callie Jordan
Carolann Barrett
Caryl Wenzel
Cher Paul
Christopher Seal
Chuck Tucker
Claes Gauffin
Clive Tolley
Dan A. Wilson
Dan Goldstein
Dave Erickson
Dave Gayman
David (“Bear”) Chinell
David King
David M Varner
David Stacey
Debby English
Derek Halvorson
Donald Hawkins
Donna Payne
Dorian Cougias
Dwight Purdy
Ed Millis
Ed Nelson
Ed Vesneske, Jr.
Ellen Ellender
Eric Fletcher
Erika Buky
Erika Remmy
Francelia Sevin
Frazer Wright
Gary Frieder
Geoff Hart
Glade Lyon
Greg Ioannou
Gretchen
Hannah Hyam
Hélène Dion
Hilary Powers
India Amos
Iwan Thomas
James Spear
Jane Lyle
Janna DeVore
Jay A. Parry
Jeanne Pinault
Jeff Ross
Jeffrey White
Jenn Morris
Jim Cronin
Jim Pinkham
Joel Rosenberg
Johanna Murphy
John Eagleson
John Renish
Juanita Hilkin
Judy Stein
Julian Jenkins
Karen L. Bojda
Karen MacKenzie
Karen Slaney
Kathleen Much
Kathy Anderson
Katie Lewis
Keith Solty
Kenneth Sutton
LeAnne Baird
Lew Golan
Linda Duguay
Linda Gray
Linda L. Kerby
Linda Northrup
Lindy M
Lou Burgoyne
Maarten Reilingh
Maggie Brown
Margaret Berson
Marie Shear
Mark Pool
Mark Taylor
Martha H. Bowes
Martin
Marty Spitzenberger
Mary C. Eberle
Mary L. Tod
Mary Russell
Meg Cox
Melissa Bogen
Michael C. Coleman
Mike Brown
Miriam Bloom
Nan Bush
Nancy Adess
Nancy Newlin
Nancyann Ropke
Ned Humphrey
Neil Hymans
Neman Syed
Niquette Kelcher
Pamela Angulo
Patrick LaCosse
Patsy Price
Paul Robinson
Peg Hausman
Peg Wier
Phil Rabichow
Preston Earle
Pru Harrison
Rebecca Evans
Renee DeCarlo
Rhana Pike
Rich Shattenberg
Richard H. Adin
Richard O’Regan
Rob Dilworth
Rob Little
Roger Shuttleworth
Rohn Solecki
Romke Soldaat
Ron Strauss
Rosalie Wells
Sage Rountree
Sam Mills
Sandee Lannen
Seth R. Beckerman
Sharon Key
Shirley S. Ricks
Stephen Riley
Steve Dobney
Steve Hudson
Susan Bullowa
Teresa N. Barenfeld
Terri Sviilar
Terry Yokota
Thomas C Dixon
Todd A. Manza
Tony Dalton
Virginia Downs
Wallace Sagendorph
Walter Blum
William T. Buckley
Yateendra Joshi
Yehuda Yoel Zimmerman
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:
  

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?