Word-Specific Tips & Tricks

<u>Viewing Documents – Modifying Screen Settings</u>

On the VIEW tab, there are different ways to view your document, or multiple documents, on screen.

Split Screen – This option will let you see two parts of the same document at the same time, with the ability to scroll within each part independently of the other. You can drag the gray bar that splits the screens up and down to make one view larger than the other if you prefer. Click Remote Split, or drag the split bar all the way to the top or bottom, to return to normal viewing mode.

Side by Side – This option will let you see two documents next to each other, with the ability to have synchronous scrolling, which means that both documents will scroll at the same time when using your mouse wheel. (Synchronous scrolling can also be turned off if you prefer). This could be useful when trying to compare two documents for variances between them.

Side to Side – This option changes the direction that your page moves when using the mouse wheel. Instead of the typical scrolling up and down, your screen will change to full page view, and when scrolling, the pages will slide left & right, as if you were reading a book.

<u>Auto Text</u>

 If you have a recurring phrase you type, save it as Auto Text and the next time you start typing it, it will come up as an item that you can easily select. Images can be included in this selection also. To save an item, type it out, highlight it, and on the Insert Tab, click Quick Parts>Auto Text>Save Selection to the Auto Parts Gallery. From this area, you can also insert items you have created. Auto Text items can easily be deleted as well. On the Insert Tab, select Quick Parts > Auto Text, and right click over the item you wish to delete. Select Organize & Delete to bring up the Building Blocks Organizer. Delete items as necessary.

<u>Quick Parts</u>

Works in conjunction with Auto Text, but these items appear first when selecting the Quick Parts drop down menu. Inserting and deleting can be done by following the same steps above in Auto Text.

<u>Table of Contents</u>

Using Headers, you can create a document that allows you to jump from section to section very easily without scrolling page by page. Select different Header levels for the different sections of your document. Go to the Reference tab, and then Table of Contents to generate the table.