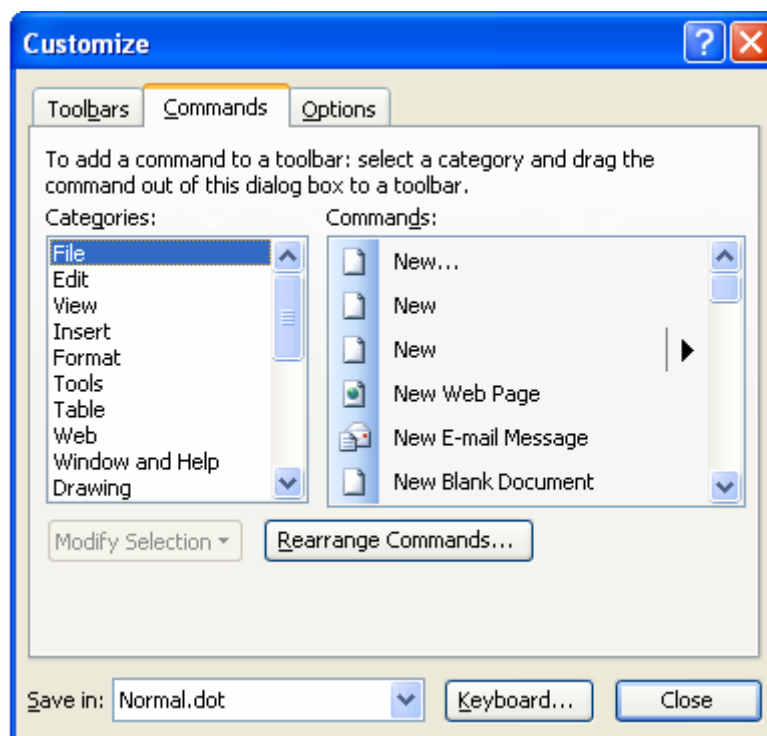


## POWER TO THE WORD PROCESSING PEOPLE

If you have Microsoft Word on your computer you have a powerful workhorse at your disposal which will accomplish many tasks automatically that you or your secretary now are likely handling manually. Using the “power codes” in Word will greatly increase the speed of processing your documents, eliminate annoying and boring processes of proof-reading and checking documents, and ensure better quality work product.

### Toolbars

Do you use Word’s canned toolbars, or have you created custom toolbars with the features you use most commonly? When you customize your toolbars you have immediate access to the features you like best and don’t have to remember where to find them in the menus. To create a custom toolbar, right click anywhere in the toolbar, click on “Customize” at the bottom and you will get this screen which allows you to select menu items to create a custom toolbar:



You can either create a new toolbar, or add icons to an existing toolbar. To create a new toolbar, click on the “Toolbars” button and click “New.” You will be asked to name the toolbar and to tell Word which template you want it stored in. Whether you create a new toolbar, or add icons to an existing toolbar simply drag icons from the right screen in the window to the toolbar. If you want to remove an icon from a toolbar, simply drag it off with the customize window open. You can probably create all the customization you need by opening several of the canned toolbars, deleting the icons you don’t use and adding the ones you do use.

The one annoyance about Word toolbars is that if you add more icons than will fit across the toolbar, Word will not wrap to the next line but will force you to click at the end of the toolbar to

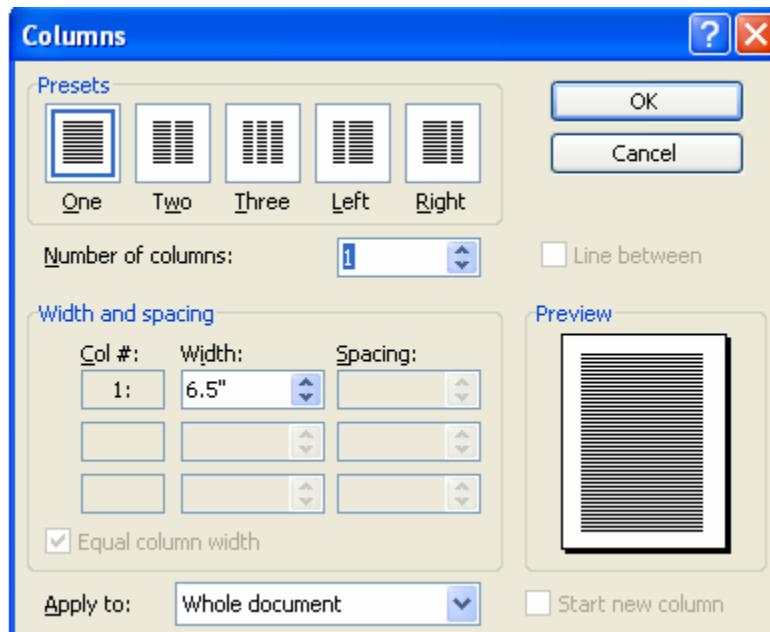
see the remaining icons. The solution: simply create another custom toolbar and don't put more icons on a toolbar than will fit on a row.

## Columns and Tables

You are at the end of your document and you need four signature lines but have room only for two. I see lots of documents where the user creates two "columns" of signatures by tabbing across the page to create a second "column." This results in a typing nightmare if anything has to be changed as changing anything on either side of the tabs changes everything on the other side too! This problem can be easily solved by using either columns or tables. In fact, columns and tables are very useful for neatly presenting any kind of tabular material in a document.

### *Columns*

To create columns you must first insert a "Continuous" section break by clicking on Insert/Break/Continuous. To then create columns click on Insert/Columns and you will get this screen:

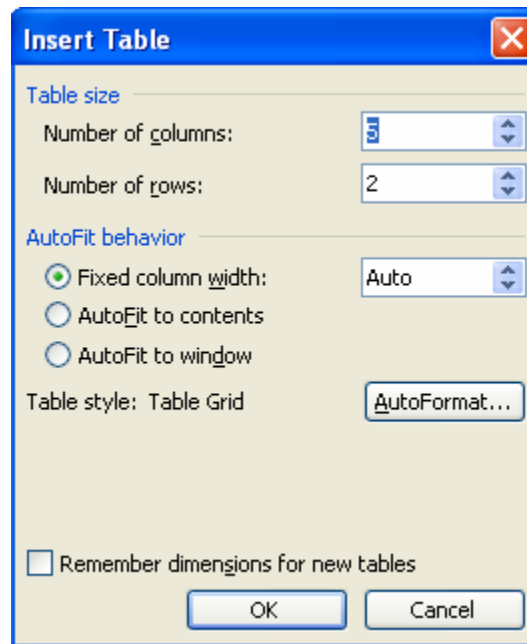


Click the number of columns you want. You will not see the columns on your screen but you will see them in the preview screen. You can set the column widths and spacing between them in the "Width and spacing" windows (if you don't set them they will default to being equal with equal spaces between them).

To work with columns you will need to insert column breaks to tell Word that you want to go from the bottom of one column to the top of the adjacent column. To insert a column break click on Insert/Break/Column break. To move between columns simply place your mouse where you want to go and click.

### *Tables*

Tables are as useful as and far more powerful than columns in offering extensive formatting. To insert a table click on Table/Insert/Table and you will get this screen

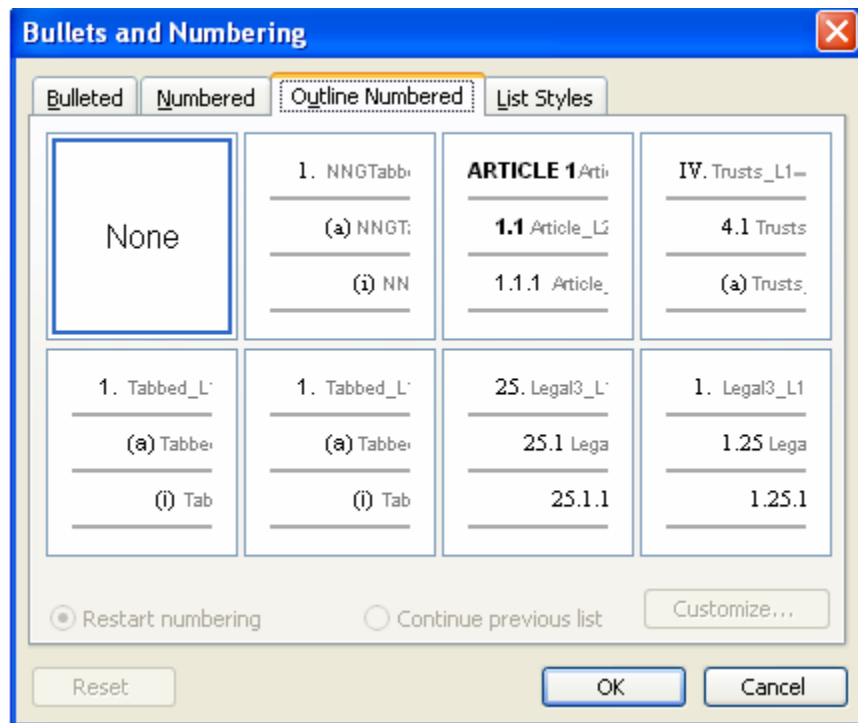


Set how many columns and rows you want and determine formatting options. Tables will default to showing the lines separating columns and rows but you can eliminate the lines by clicking anywhere in the table, then clicking on Format/Borders and Shading/None. Click on Table/Show gridlines and gray lines will display on the screen but not when you print showing the lines between columns and rows. To change the width of columns simply drag the vertical lines.

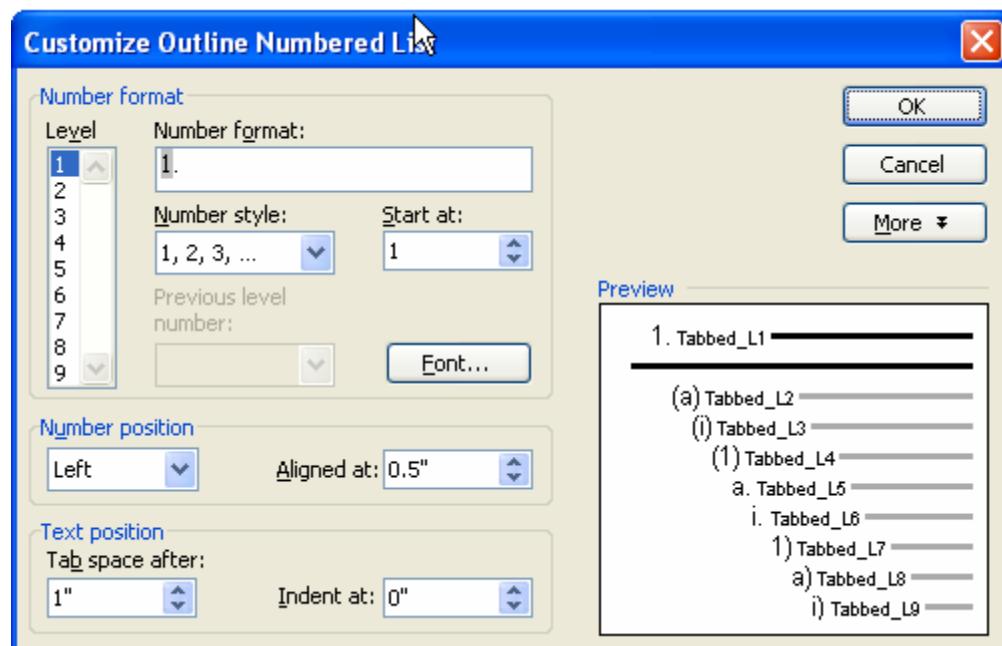
The Table menu provides a variety of formatting options such as making columns equal width or fitting them to contents. The Table menu also includes a sort option which allows you to sort the contents of columns, although this function will also work on any text in the document such as a list of definitions in numbered paragraphs.

### **Automatic Paragraph Numbering**

One of the most useful power features is automatic paragraph numbering. This feature allows you to insert a number which is a field code before text. If you delete a paragraph, the numbers after it automatically change to the correct number, and you always have consistent numbering at all levels. The feature comes with pre-existing styles which you can modify to your liking, or you can create new styles of your own. To access click Format/Bullets and Numbering and click the Outline numbering tab. You'll get this screen:



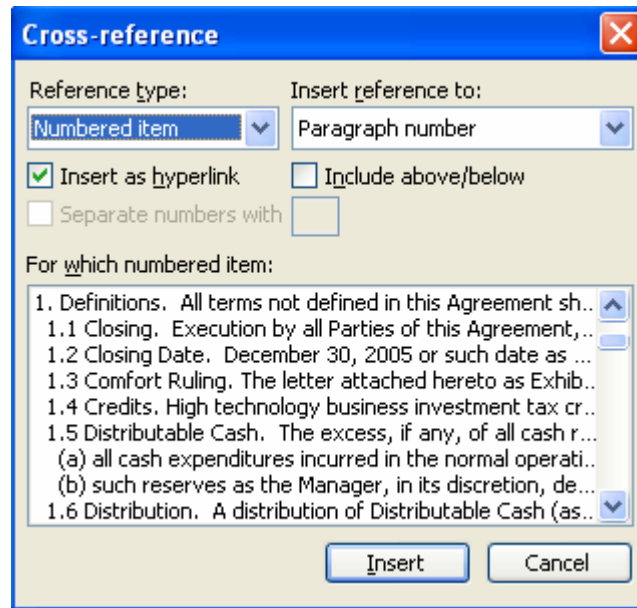
This screen will show Word's pre-existing styles or any recent styles you used or created in your document. To modify a style, click on one and click the customize tab and you will get this screen:



To modify the style click on the Level, then the number style, font, number position or text position windows.

## Cross Reference

Cross reference is my personal favorite! We all include internal paragraph references in our documents, the longer the document the more we tend to have. If these references are typed, someone has to go through the document and check and revise all the references. If you use cross reference to instead insert a code, Word does this for you. To use cross reference click on Insert/Reference/Cross reference and you will get this screen:



To insert a cross reference simply click on a paragraph number and click Insert. The reference will be inserted as a field code and it will be a hyperlink so that if you hit Ctrl/Click you will be taken to the referenced paragraph. The “Insert reference to” window allows you to determine how detailed you want the reference. If you select “Paragraph number (full context)” you get all levels of the number. If you click “Paragraph number (no context)” you’ll get only the subparagraph number.

Cross references, unlike paragraph numbers, do not update automatically. To update a single cross reference, right click in the reference and click “Update Field.” To update all cross references select the entire document (Ctrl A) and hit F9. That will update both cross references and tables of contents.

## Autocorrect

Autocorrect is a familiar feature because it probably works for you all the time automatically correcting “teh” to “the.” But you can use it to create short abbreviations which will insert as much text as you like. I have one called “/not” which types this:

STATE OF HAWAII

)

) SS

CITY AND COUNTY OF HONOLULU

)

On this \_\_\_\_ day of \_\_\_\_\_, 2006, personally appeared \_\_\_\_\_, to me personally known, who, being by me duly sworn or affirmed did say that such person executed the foregoing instrument as the free act and deed of such person, and if applicable, in the capacity shown, having been duly authorized to execute such instrument in such capacity.

\_\_\_\_\_  
Print Name:

Notary Public, State of Hawaii

My Commission Expires:

### **Conclusion**

If you make effective use of the power codes Word affords you can immensely speed up and simplify document production and delivery of your work product. The buck stops at the attorney's desk – make sure your support staff is using power features to speed up work production. Money spent on training your attorneys and staff to use these features is well-spent and will quickly repay itself in improved billings and production. So harness the power of Word and all of that hardware in which you've invested!