



NDUS Training and Documentation

Word for WordPerfect Users – Easing the Transition

Welcome – This session focuses on several tips that should make life easier for WordPerfect users making the transition to using Microsoft Word with the PeopleSoft system.


Let's face it – change is hard! Many dyed-in-the-wool WordPerfect users would rather go back to using a manual typewriter than use any version of Word! However, change is also necessary.

Fortunately, the tips and concepts presented here can help make your tasks in Word much easier and more successful. While I'm using Word 2002 (also known as Word XP) in this document, most of the keystrokes and menu commands used will be the same, or very similar in Word 2000.

Beginning with Word 2000, and continuing into Word 2002, Microsoft introduced an annoying feature called Adaptive Menus and Toolbars. This default adaptive behavior may make it difficult to find a particular menu item or toolbar button you need, especially when you're in a hurry! Do yourself a huge favor and disable the adaptive features immediately! You should only have to do this once – here's how:

On the Word Menu Bar click Tools, then click Customize. In the Customize dialog box, click the Options tab. Next, check the "Show Standard and Formatting toolbars on two rows" and "Show full menus" options, then click the Close button. If you're using Word 2000, you'll need to remove the check marks from the "Standard and Formatting toolbars share one row" and "Menus show recently used commands first" options. From now on, none of your menu choices or toolbar buttons should ever go into hiding again!

Now we come to the biggest complaint most WordPerfect users have about Word – no Reveal Codes! It's true, you won't find Reveal Codes in Word; however, there are several sneaky ways around this problem.

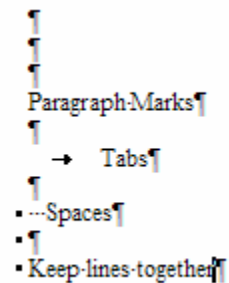
Number one – get used to working with the Show/Hide option turned on most of the time while editing your Word documents. The Show/Hide button is a toggle button normally located on the Standard toolbar,  which displays or hides all of the hidden, non-printing characters that control your document.

If you don't see the Standard Toolbar displayed on your screen, go to the Menu Bar, click View and highlight Toolbars, then click Standard if it's not already checked.

To display the non-printing characters, click the Show/Hide button once. You should now see all of the previously hidden symbols displayed.

Wherever you pressed the Enter key to end a paragraph you should see paragraph marks. Paragraph marks are similar to HRt (hard return) codes in WordPerfect.

A right-arrow character appears wherever you've pressed the Tab key to insert a tab, and a small dot appears wherever you've pressed the spacebar to insert a space.

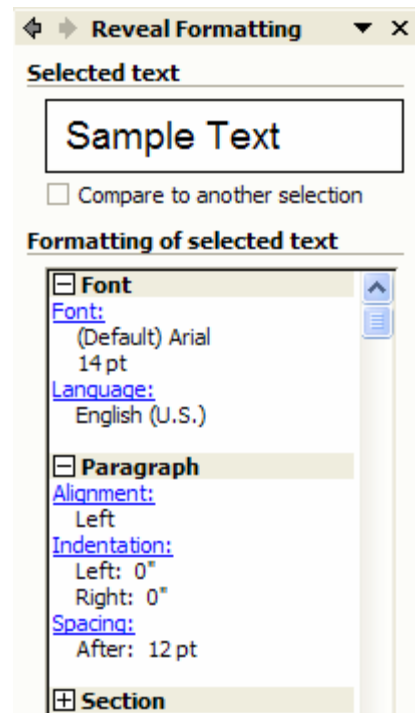


If you see a small black square to the left of the text, either the “Keep with next”, or “Keep lines together” options were applied. Text with this format will be forced to the top of the next page of the document when there isn't enough space to fit all of the protected text at the bottom of the current page.

To hide the non-printing characters, just click the Show/Hide button once again. While there are other non-printing characters you'll see from time to time, these are the ones you'll see most often.

You can also reveal the formatting applied to a particular piece of text by using Word's Reveal Formats command in place of the missing Reveal Codes screen.

Select Help, then click What's This? From the Menu bar, or press the Shift key plus the F1 key, and your mouse pointer turns into an arrow with a question mark. Click the text you want to reveal to read the formatting applied at that location. Word 2002 displays the formatting on the right side of your screen in the Reveal Formats Task Pane. You can leave this Task Pane open while you work to display all of the formatting applied at the current cursor location.



If you already have a different Task Pane displayed on the right side of your screen, click the small black triangle to the left of the Close button in the Task Pane and select Reveal Formatting. If you don't see the Task Pane displayed on the right, click View, then click Task Pane from the Menu Bar.

If you're using Word 2000, the Formatting dialog box opens on screen when you click on a piece of text with the What's This mouse pointer. To leave Reveal Formats, you'll need to press the Escape key in the upper left corner of your keyboard.

There is one more way around the missing Reveal Codes screen. Select Tools, then click Options from the Menu Bar. Select the View tab at the top of the Options dialog box, then type a small number (for example .5") in the “Style area width” text box at the bottom of the dialog box and click OK.

Next, on the Menu Bar select View, then click Normal. While in Normal view, you'll see the style names for each paragraph displayed to the left of the paragraph.

Heading 1

Heading 1

Heading 1

Normal

In Word, there is a difference between character formats and paragraph formats. Character formats apply to each individual character, so each character must be selected in order to apply the format. Character formats include such things as font styles, colors, sizes and so forth.

On the other hand, paragraph formats such as tab settings, indents, and alignment, apply to the entire paragraph rather than to each individual character. If you issue a paragraph format command, it applies to the paragraph the cursor is located in.

To change the formatting of several existing paragraphs in a row, select the paragraphs first, then format them. You must tell Word which paragraphs you want to change, rather than inserting one code and having it apply to all text that comes after that point.

In Word, the paragraph marks are the secret to success! These paragraph marks contain the "codes" as they're known to WordPerfect users, that determine exactly how that paragraph looks. As you type text and move from paragraph to paragraph, the next paragraph inherits the "codes" or the same format from the previous paragraph.

Here are just some of the "codes" that get stored inside the paragraph mark:

- Alignment (left, center, right, justify)
- Indents
- Spacing (line spacing and spacing before and after paragraphs)
- Tab settings
- Automatic numbering
- Borders and shading

All of the paragraph formats travel with the paragraph mark as you type. You can copy the paragraph mark from the end of one paragraph and paste it at the end of another and the second paragraph will take on the same formatting as the first one! If you delete the paragraph mark at the end of one paragraph, the following paragraph will conform to the format of the newly combined paragraph.

When you're copying and pasting text, or selecting text to format it, always turn on Show/Hide so you can see all of the paragraph marks. If you don't, you may inadvertently select the paragraph mark along with the text and quickly make a mess of things!

Here's where things really get different between Word and WordPerfect – If you give a command in WordPerfect, a hidden code is inserted in the document which affects everything from that point forward to the end of the document, or until you insert another code that changes the format. If you do the same thing in Word, you only change the paragraph where the insertion point is located, nothing else!

For example, to change the tab settings for existing paragraphs in WordPerfect, you need to move the cursor to beginning of the first paragraph you wish to change, then apply the new tab settings. Once you've done this the new settings apply to all paragraphs after that point. If you need later paragraphs to have different formatting you must move the cursor to the beginning of that paragraph and change the settings again.

In Word, you simply select the paragraph, or paragraphs, that need different tab settings, then change those tab settings; other paragraphs that come after that point, but were not selected will still have the original tab settings.

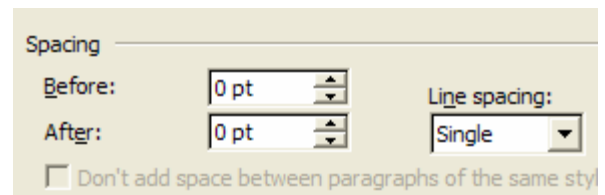
With that said, it's usually easier to type the entire Word document first, then go back and apply the formatting to the existing text later. Because Word stores most formatting in the paragraph mark at the end of each paragraph, it's definitely easier in most situations to type the document first, and save the formatting tasks until the very last.

Fortunately, the Enter key works the same way in Word as it does in WordPerfect. However, when you press the Enter key twice between each paragraph to add white space, you may end up with extra paragraph marks at the bottom of a page or at the top of the next page when later editing changes move the text around in the document.

Instead, you should use Word's Spacing Before or After command to add this white space between paragraphs. Here's how:

Before you start typing the body of the text, determine your line spacing (single, double, 1.5, etc.) and the spacing you want between your paragraphs. On the Menu Bar, select Format, then click Paragraph.

Type the number of points you want automatically inserted either before or after each paragraph in the Before: or After: text boxes, then click OK. As a general rule of thumb, 6 or 12 points of space before or after each paragraph is commonly used with a 10 to 12 point text font.

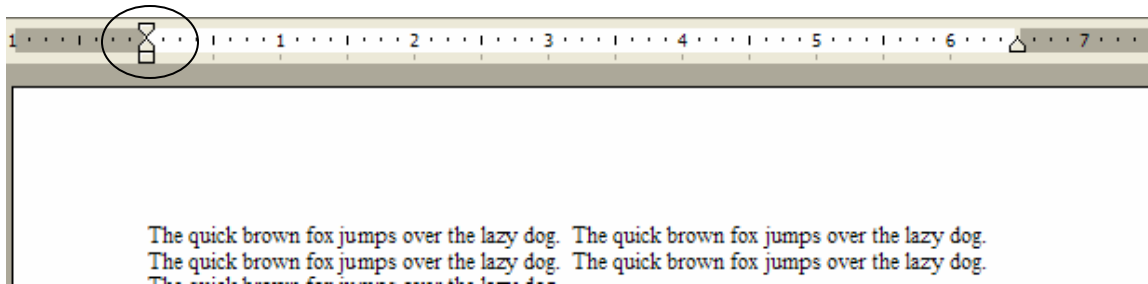


Type the text you want, but press the Enter key just once to end each paragraph. You should see paragraphs spaced just the way you want them.

If you've already typed your text, be sure to select the paragraphs to be changed before you issue the Format, Paragraphs command.

One of the most frustrating tasks in Word is indenting text from the left or right margins. Unlike WordPerfect – where pressing the Enter key ends the Indent – in Word all of these indents get carried over to the next paragraph as you type.

Indents are easiest to set from the Ruler Bar in Word. To display the Ruler Bar, select View from the Menu Bar, then click Ruler. Select the text you want to indent, then click and drag the appropriate triangles on the Ruler Bar to visually match how you want the text aligned.



The top left (downward pointing) triangle controls the First Line Indent for the paragraph. The bottom left (upward pointing) triangle controls the Hanging Indent, and the bottom left square box controls the Left Indent of all other lines but the first line of the selected paragraph. The right, single triangle controls the Right Indent of the paragraph.

When you click and drag the Left Indent box, both the First Line Indent triangle and the Hanging Indent triangle move with it so all lines in the paragraph are aligned the same. If you then click and drag the Hanging Indent triangle to the right, the First Line Indent triangle remains where it is, and the first line of the paragraph “hangs” to the left of the rest of the lines. Click and drag the top First Line Indent triangle to the right or left to control the indentation of the first line only.

Hanging Indents are very important in Word! Unlike WordPerfect, hanging indents are used automatically every time you use Word’s Numbering or Bullets features, or when you type a numbered list manually.

To create a numbered list manually in Word type the first number, then press the Tab key and type the item text to set up a hanging indent instead of typing the number and pressing Indent as you do in WordPerfect.

When you click the Numbering or Bullets buttons on Word’s Formatting Toolbar, Word automatically creates a hanging indent, inserts the numbers or bullet characters and adds the tabs for you as you type the text.

1. First Item
2. Second Item

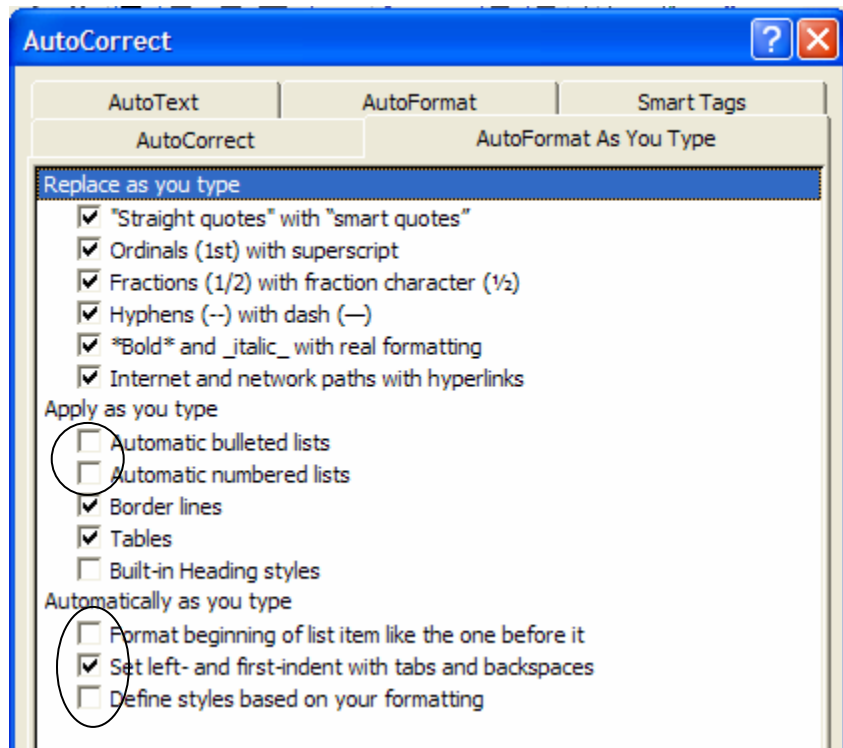
To change the formatting of a numbered or bulleted list, select the entire list, then click and drag the appropriate Indent markers on the Ruler Bar to reposition the indents. These automatic features are really handy – but they can get you into trouble if you don’t realize they’re in the Hanging Indent format.



If you want to add a new line to indented text at the same indent level as the previous line, you need to use a line break rather than a paragraph break. When you press the Enter key, you create a paragraph break, and therefore a new item in the list. To create a line break, hold down the Shift key, then press the Enter key. This new line will be indented the same as the line above it.

Unfortunately, two of Word's default AutoCorrect settings often cause the most frustration for WordPerfect users (and Word users too!). If you're having trouble with Word's bulleted lists and/or numbered lists, you can easily disable these default AutoCorrect settings to make things easier.

From the Menu Bar select Tools, then click AutoCorrect Options. At the top of the next dialog box, click the AutoFormat As You Type tab. Remove the check marks from the "Automatic bulleted lists", and "Automatic numbered lists" options at the top of the dialog box, and from the "Format beginning of list item like the one before it" and "Define styles based on your formatting" options at the bottom of the box.



And now we come to the last thing most WordPerfect users find frustrating when using Word – it appears that you can't change some document

formats in the middle of the stream. For example, let's say you have a four page document and you want the first, second and fourth pages in portrait orientation, but you want just the third page displayed in landscape orientation.

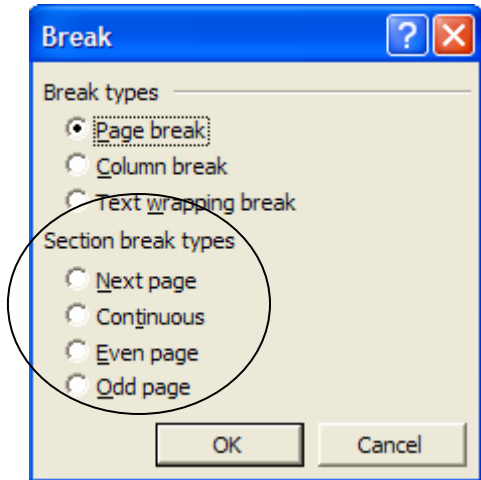
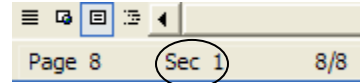
In WordPerfect you can position the cursor at the beginning of that third page, insert a new page format code, return to the last page and insert another new page format code and be done with it!

If you try to insert different page formatting in the middle of a Word document, you'll find that the entire document changes to the new page format – not just the one page you intended.

Fortunately, to format different parts of your document using different paragraph or page formats (things like margins, headers/footers, page orientation, paper sizes, etc.) you

simply insert one of several different types of section breaks to produce multiple sections.

By default, every Word document consists of one section, no matter how many pages are in the document. If you open a new, blank document in Word, then look at the Status Bar in the bottom left corner of the screen, you'll see that every document consists of one section by default. If you divide the document into separate sections, each section can have different formatting options.



To create a new section, position the cursor where you want the section to begin, then select Insert and click Break from the Menu Bar. In the Break dialog box, choose from the Page options listed in the Section break types area, then click OK.

If you want to begin a new section on the current page, select Continuous. To have the new section start on a new page, choose Next Page, Even page, or Odd page.

If you keep these few handy tips and concepts in mind while working on your documents, you'll soon find that you can use Word to do everything as well as you previously did it in WordPerfect, and your job will be much easier!