Using Word to Create Documents

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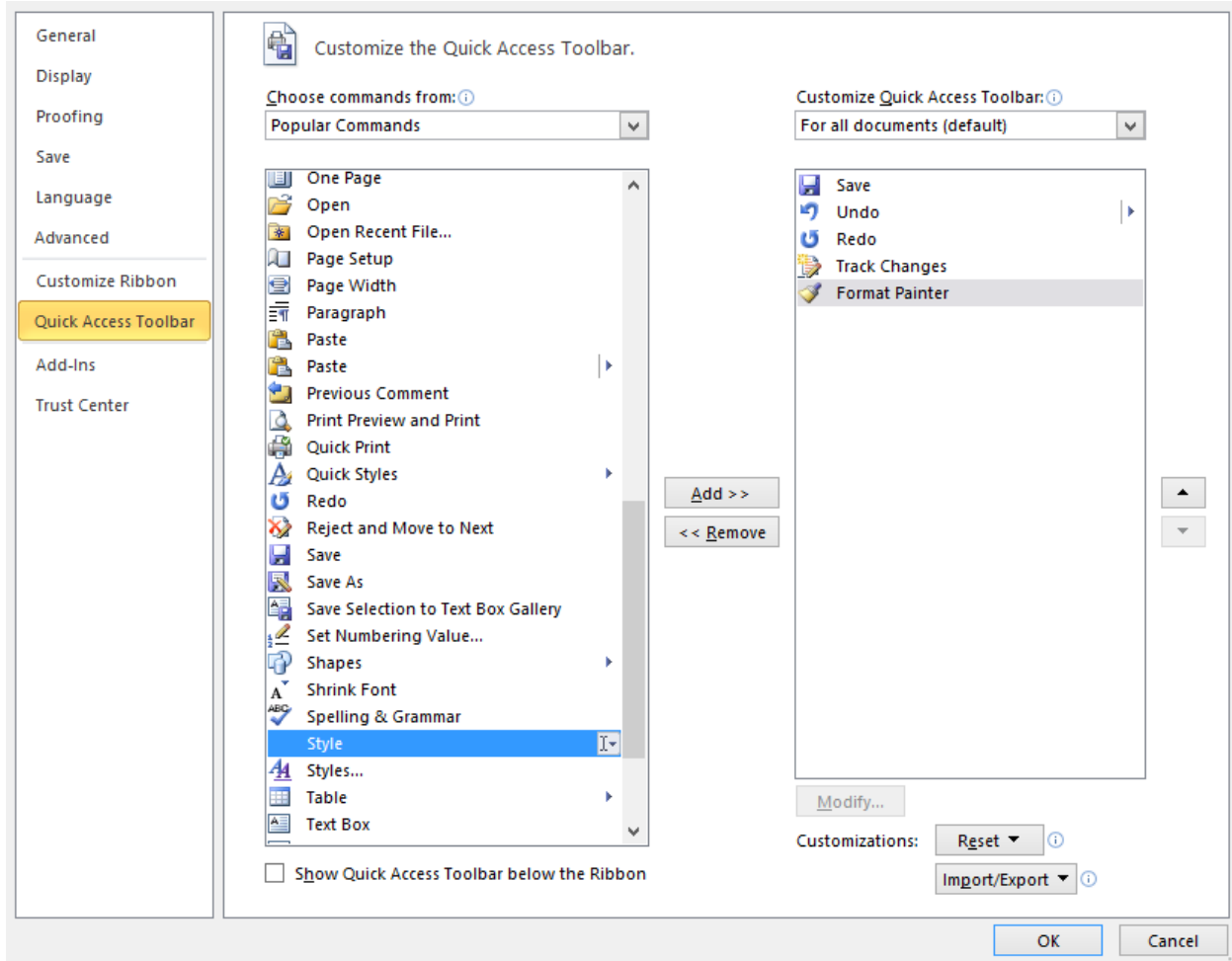# Using Word to Create Documents

This document shows you how to set up the word document according to Prof. Sela's requirements.
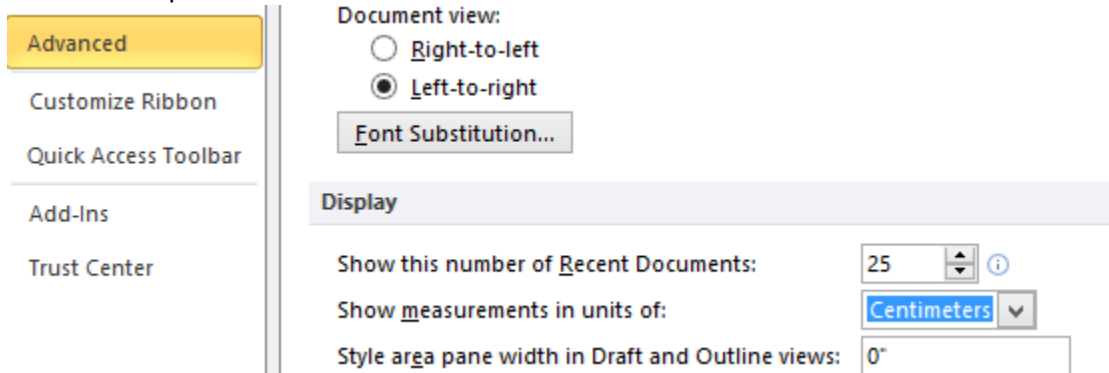
Setting Options

To add commands to your Quick Access Toolbar:

1. File > Options > Quick Access Toolbar.
2. Scroll down to **Style** and click **Add >>** to add it to your customized toolbar.
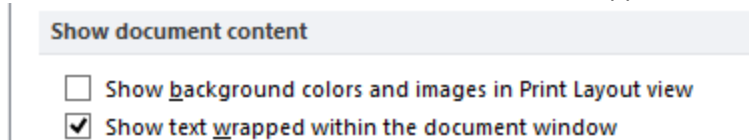3. Click **OK** to save your changes.

Setting Advanced Options

1. Go to File > Options > Advanced.

2. Scroll down to **Display** and verify that "Show measurements in unites of" is set to Centimeters.
3. In **Show document content**, select "Show text wrapped within the document window".

4. Next, scroll down to **File Locations** and click the button.
5. In the File Locations window, select **Documents** and click **Modify**.
6. In the browse window, select the new default location and click **OK** and **OK** to save your changes.
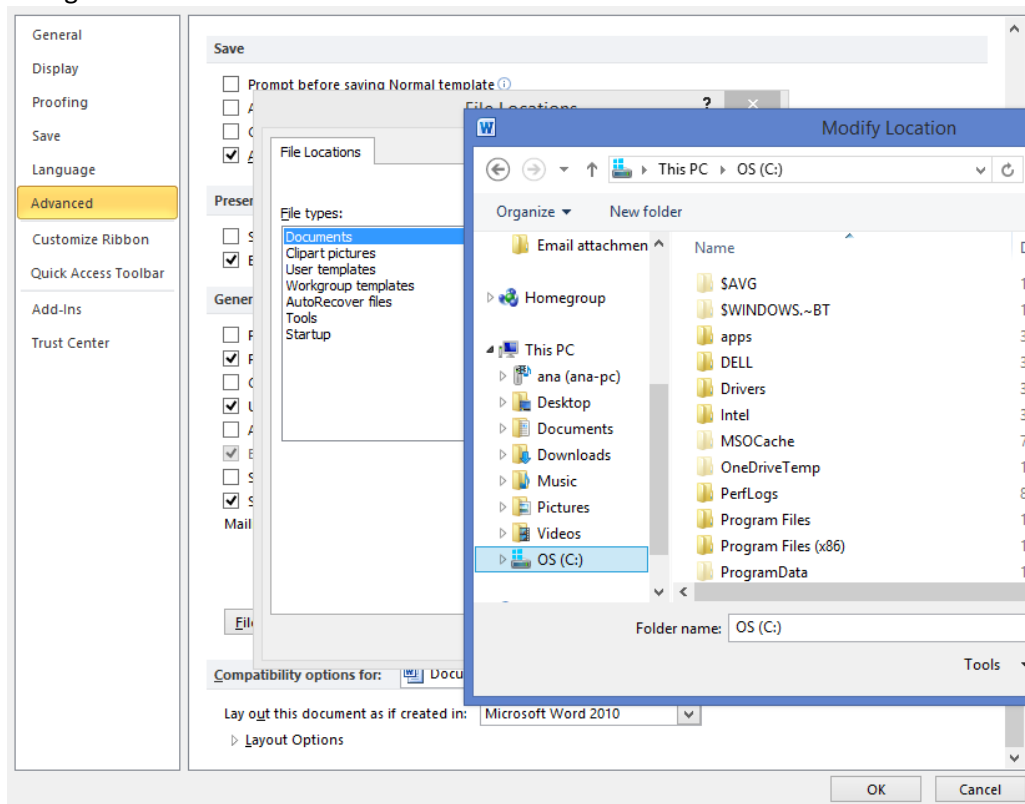
Note: This is where you can also change the default Auto Recovery settings – so that you can more easily find automatically saved documents (in case your computer crashes, for example ☹). Simply select **AutoRecover Files** and repeat the steps above.

Showing Sections

In the left hand corner of the screen, right click and from the Customize Status Bar popup menu select **Section**.

Customize Status Bar	
Formatted Page Number	2
Section	1
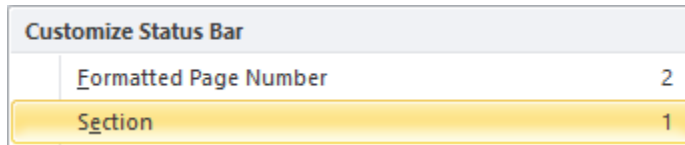
Updating Content

Whenever you update your document, you will need to also update the references and the links within it.
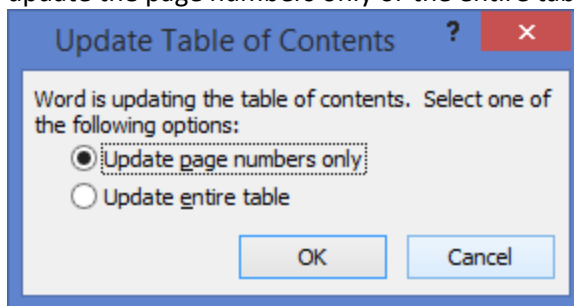
1. Select the entire document (Ctrl +A) and then press F9 on your keyboard.
2. If the F9 doesn't work for some reason, do Ctrl + A, right-click with your mouse and select **Update Fields**.
3. If you have already added a table of contents at this point, the update will ask you if you want to update the page numbers only or the entire table.

4. In this case leave the default **Update page numbers only** and click **OK**.

Setting up Styles

To set up and modify existing styles:

1. In the Home tab, go to **Change Styles** and click the **arrow** in the bottom right corner   .
   This displays the Style window.
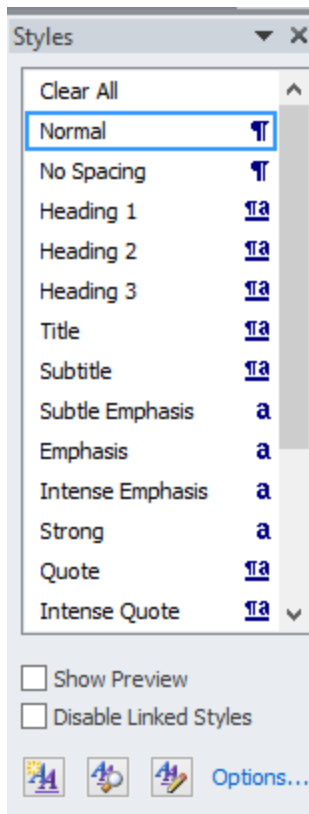
You are now ready to modify the existing styles.

2. Go to the style **Normal** (do not click Normal itself!!) and click the arrow next to it

3. From the popup menu, select **Modify**.

This displays the Modify Style window.
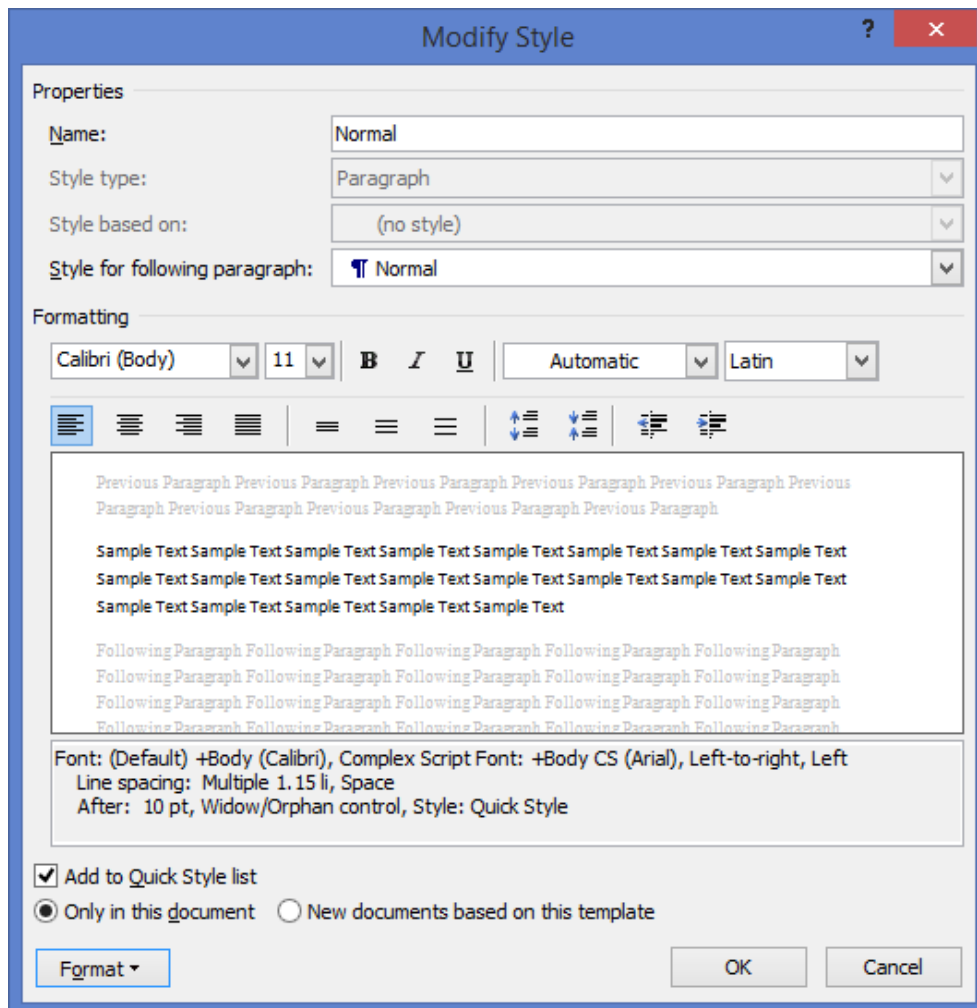
4. Leave the name of the style (unless you are creating a new style).
5. In the field "**Style for following paragraph**" (SFP), set the style that should follow.
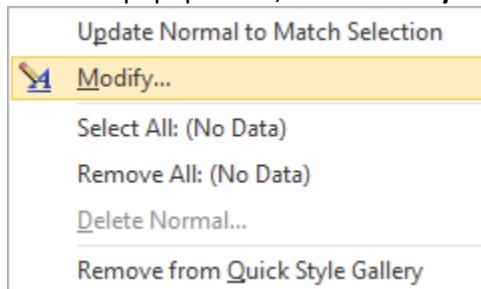   a. For Normal, quote, etc., this will be Normal.
   b. For headings, you will first need to create the style that follows headings: First..
   c. For Footnotes this should be Footnotes.
6. At the bottom of the window, select the option **New documents based on this template**.
7. Next, click the Format arrow in the bottom left of the window to display the formatting popup:
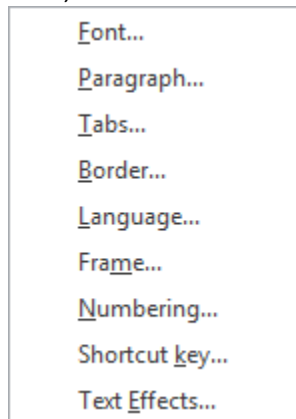
8. Select **Font.**

Editing the Style Font
1. In the Font window, specify the Latin text (English, French, German, etc.) font – size, style and Font type (Ariel, etc.).
2. In the Complex scripts, set the same specifications for Complex scripts (i.e., Hebrew).
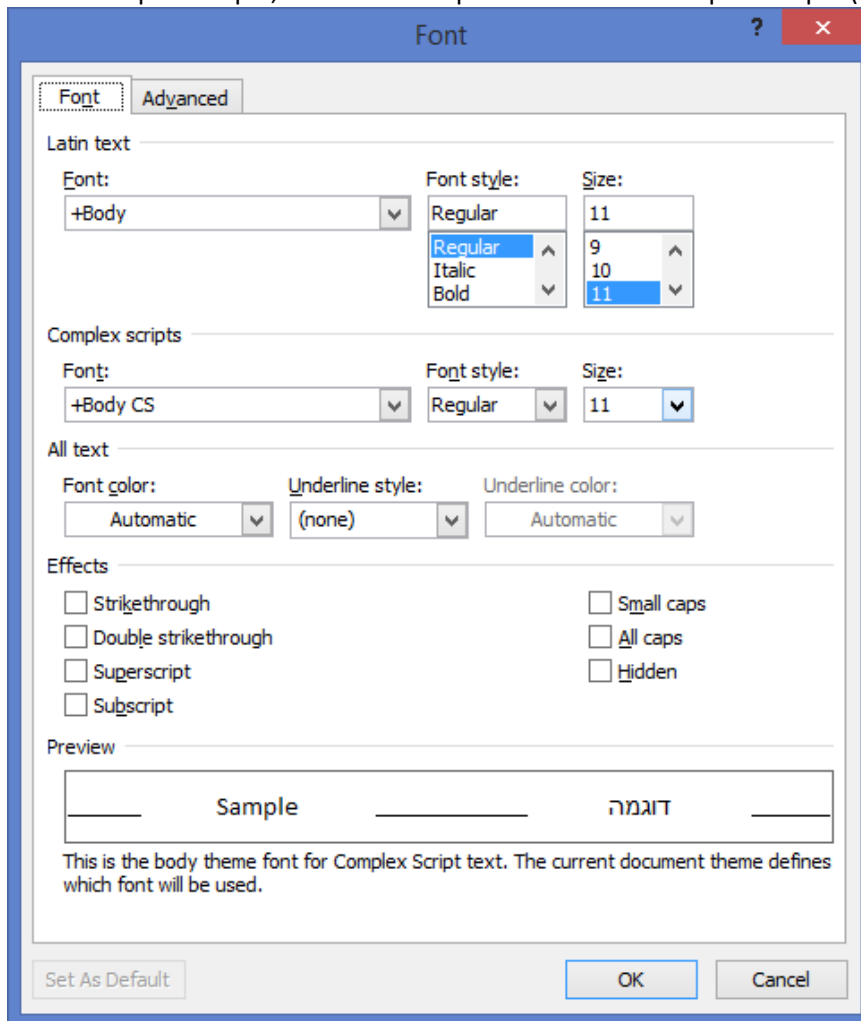
3. Remember to set the **Font color** to Automatic (black).

4. Click the **Advanced** tab at the top.
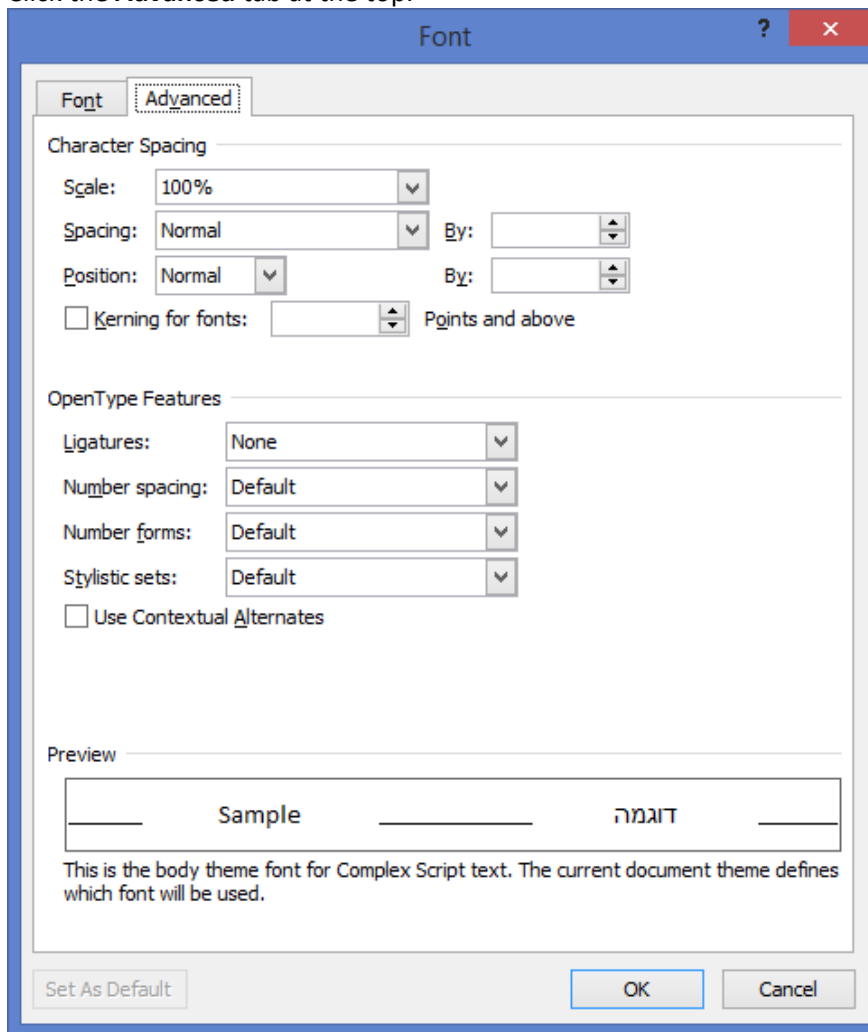
5. If you are setting styles such as Headings, you may want to modify the Spacing to create a differential (because too much bold in a heading makes the reader get lost).
6. Complete your changes and click **OK**.

Editing the Style Paragraph

1. In the formatting popup, select **Paragraph**.

Font...

Paragraph...

Tabs...

Border...

Language...

Frame...

Numbering...

Shortcut key...

Text Effects...

This displays the Paragraph window.

Paragraph

Indents and Spacing | Line and Page Breaks

General

Alignment: Right

Outline level: Body Text

Direction: ● Right-to-left   ○ Left-to-right

Indentation

Before text: 0 cm   Special: First line   By: 0.7 cm
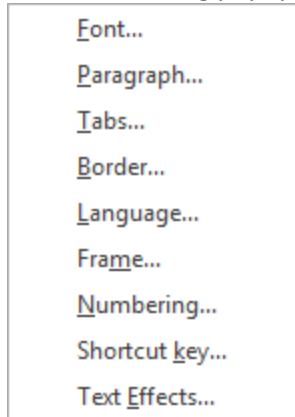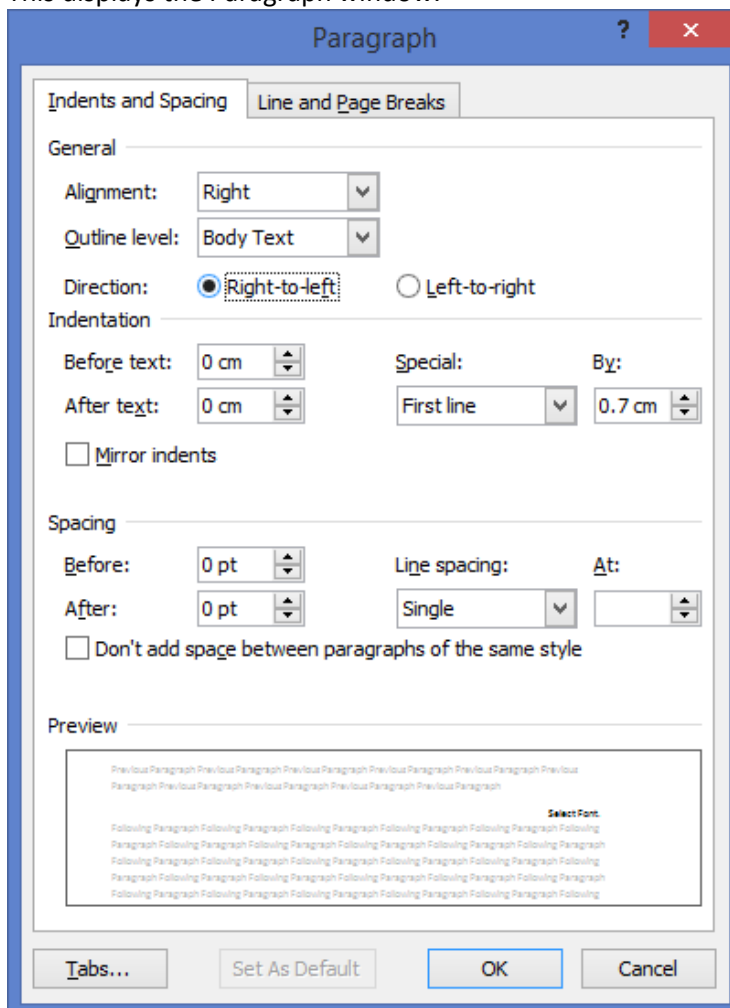
After text: 0 cm

☐ Mirror indents

Spacing

Before: 0 pt   Line spacing: Single   At:

After: 0 pt

☐ Don't add space between paragraphs of the same style

Preview

Tabs...   Set As Default   OK   Cancel

2. In the Alignment dropdown, select the correct alignment:
3. For Prof. Sela's class, Normal, quotes, footnotes and first paragraph should be justified (מיושרות), Heading 1 centered, and other headings are set to the right.
4. The **Outline Level** should be set by default according to the style level.
   This is an **important field** that determines the hierarchy of the style within your document, so

please pay attention that it is set correctly:
   a. The Outline Level should be set to **Body Text** for all body text styles (Normal, Quote, Footnotes, First, etc.). If it is not change it.
   b. The **Outline Level** for **Headings** must be according to the heading level: For heading 1, Level 1, for heading 2, Level 2, etc.
5. In **Direction** (this MUST be done for Normal and then this sets the other styles), verify that the direction is correct – for **Hebrew, Right-to-left**.
6. Indentations should not be modified except for quotes.
7. Under Special (indentations), Normal should be set to First line and then specify an indent of about 0.5 to 0.7.
8. In Spacing, set the spacing for the style: Normal and other body texts are usually no spacing and a Single line spacing; however, you can set the Line spacing to be "Exactly" 12 points etc.
9. Headings ALWAYS require spacing before and after – set them at different levels to set the headings apart.
10. Click the **Line Breaks** tab.
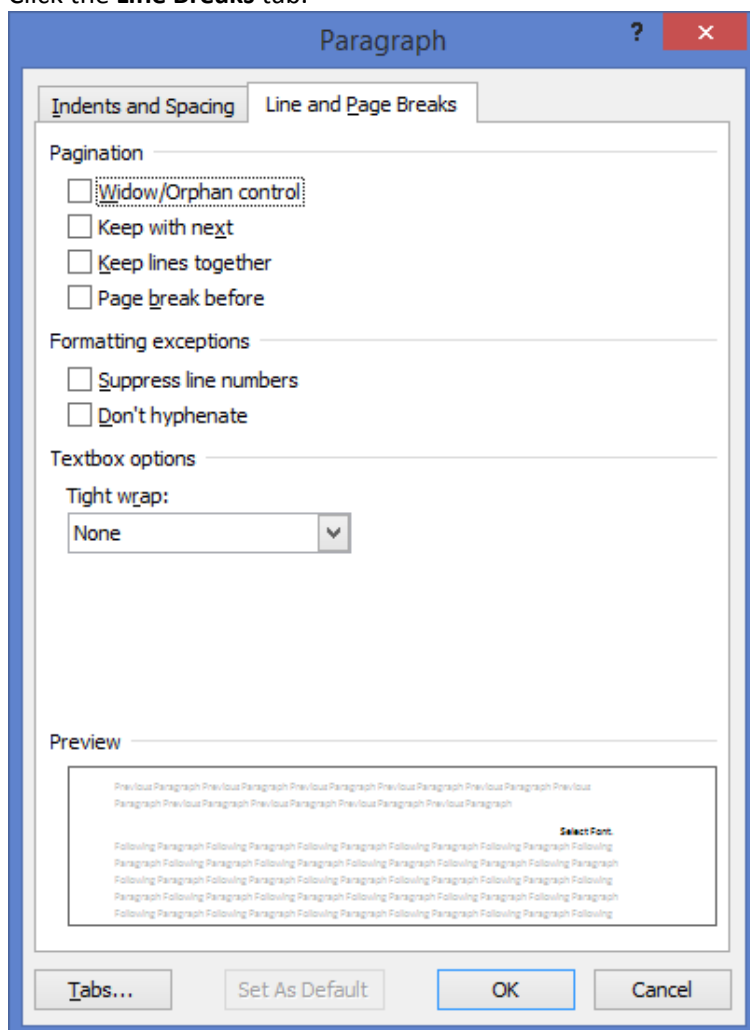
11. For body text level styles (Normal, quotes, first, footnotes), NONE of these options should be selected.
12. For Headings 2 and down (2, 3, 4) but NOT for Heading 1, select the option "**Keep with next**" (KWN) to ensure that at least the first line of the next paragraph sticks with the heading and

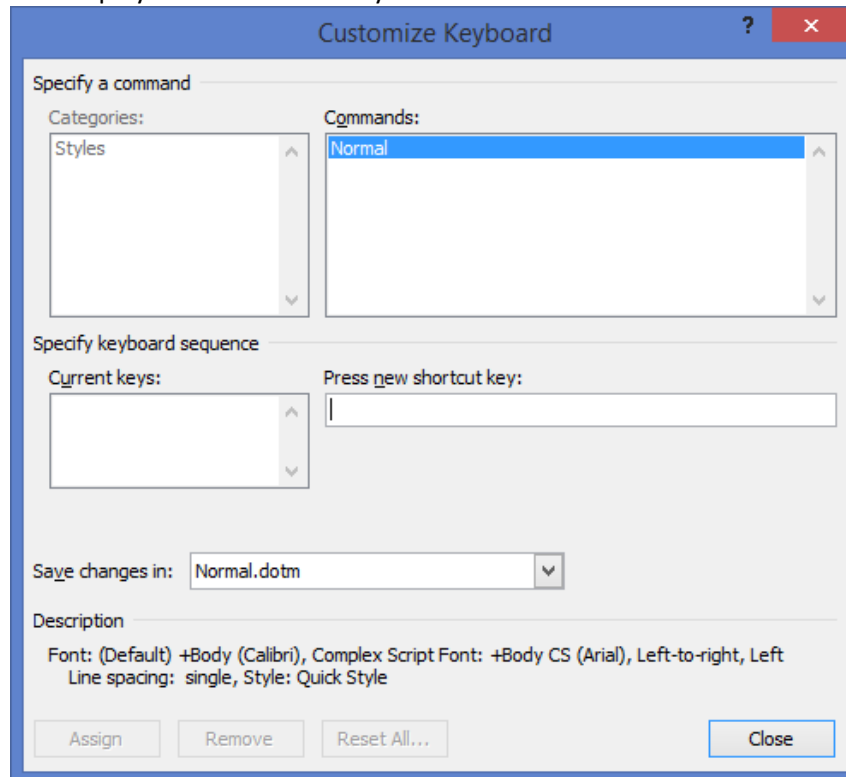doesn't leave the heading by itself on the previous page.
13. Click **OK** to save your changes.

Adding a Shortcut Key

1. To add a shortcut key to use with the style, from the Format popup select **Shortcut key**.

Font...

Paragraph...

Tabs...

Border...

Language...

Frame...

Numbering...

Shortcut key...

Text Effects...
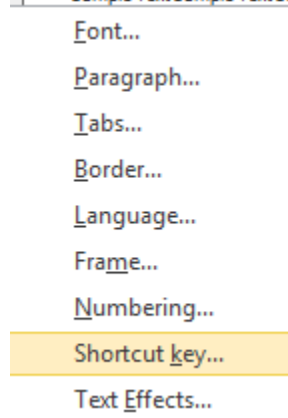
2. This displays the Customize Keyboard window.

3. Enter a shortcut key for this style that you plan to use, for example Ctrl + F12.
4. This will enable you to simply press the shortcut on your keyboard instead of selecting it from the Style list.
5. Verify that the shortcut is not already assigned to another function, and then click **Assign** and then click **Close**.

Finalizing the Style Changes
1. Before closing the Modify Style window, verify that you have made all the required changes.
2. To ensure that the changes to the style are applied to all future documents, verify again that you've selected **New documents based on this template.**
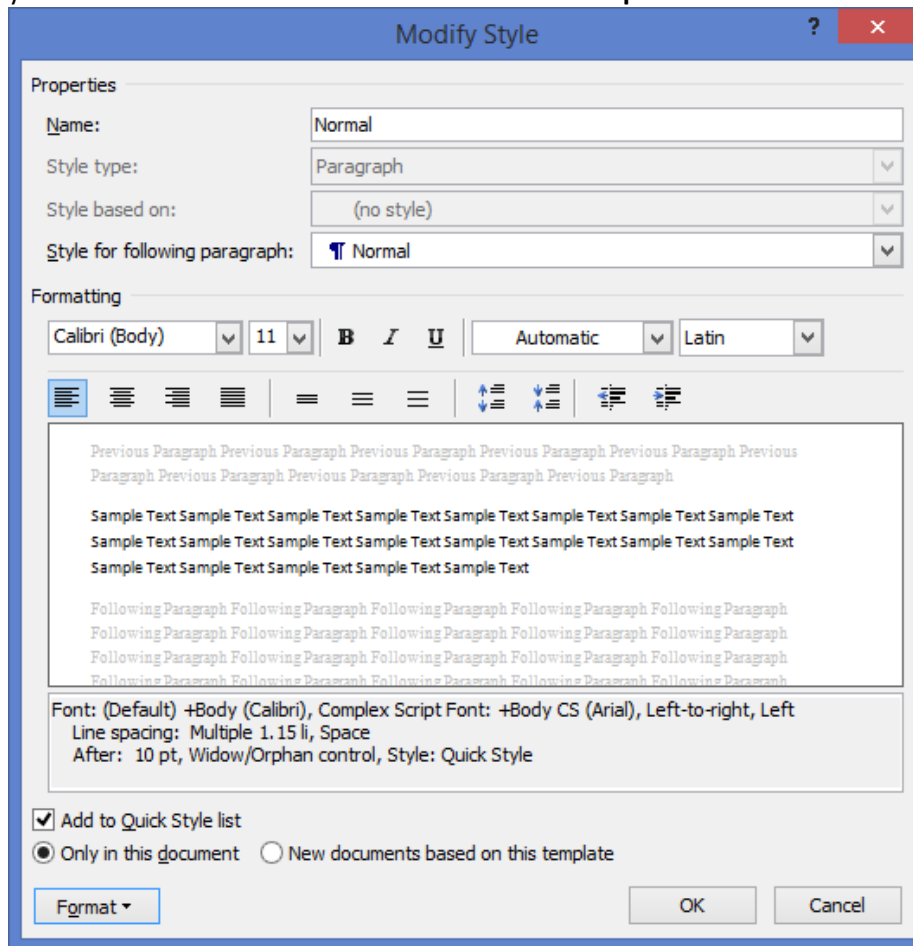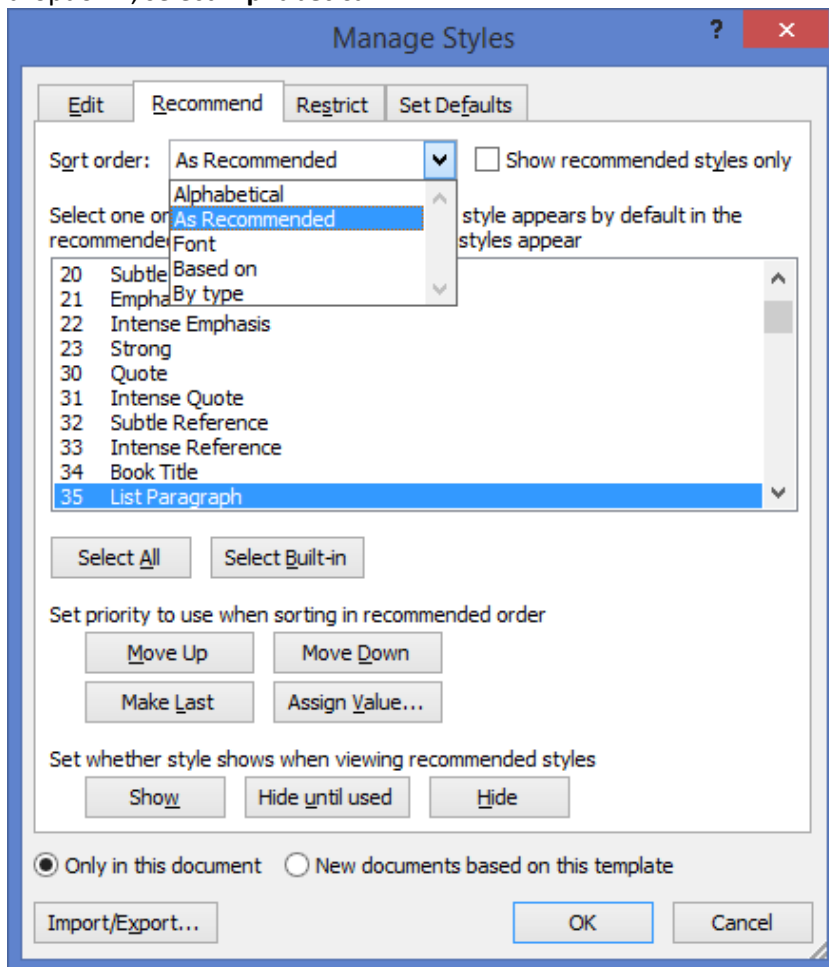

Displaying Hidden Styles
Sometimes a style has been defined in Word but is hidden.
1. To display a hidden style, at the bottom of the Styles window, click **Manage Styles**:
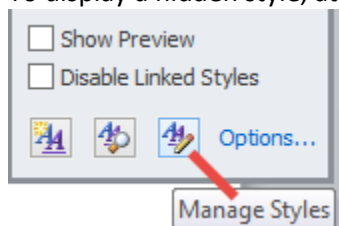
2. In the Manage Styles window, click the **Recommend** tab and then from the **Sort order** dropdown, select **Alphabetical**.

3. Scroll through the list of styles until you see the one you want (we need to show the hidden styles **Footnote Text** and **Quote**), select it, and near the bottom of the window, click **Show**.
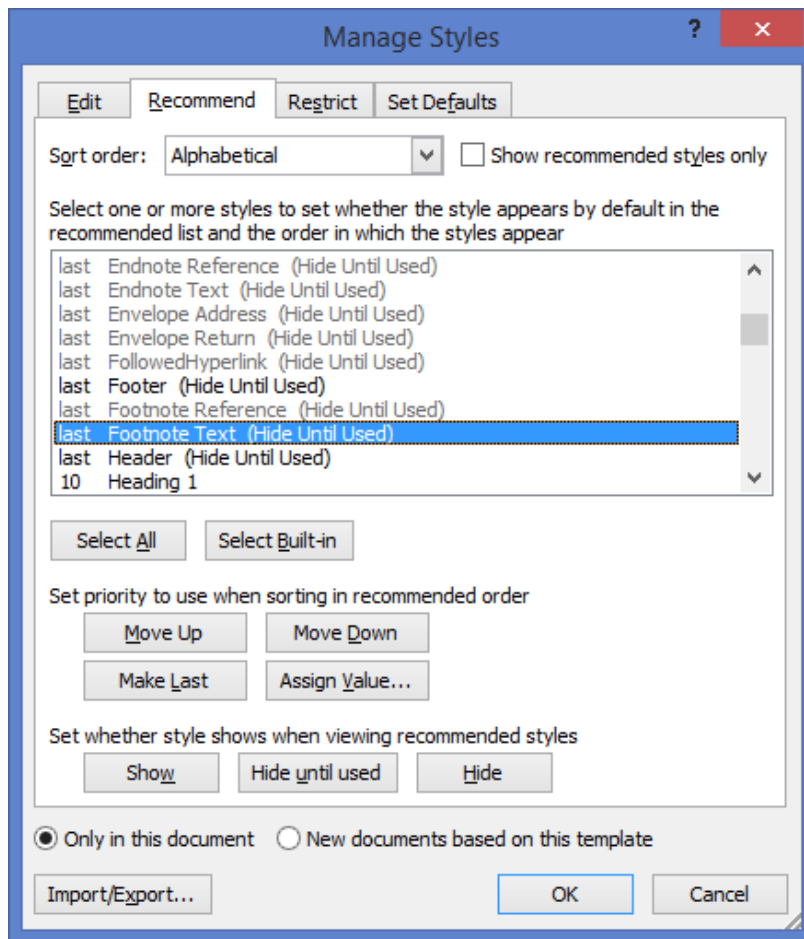
4. Click **OK**. The hidden style is added to the Style window.

Creating a New Style

The style **First** does not exist in Word, so you will need to create it yourself.

Remember that you must create the new style *First* **after** you modify Normal but **before** creating any of the headings (since they require "First" as their SFP).
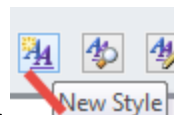
1. At the bottom of the Styles window, click **New Style**.   New Style .
    This opens the Create New Style Formatting window.

2. In the **Name** field, assign the style a logical name.
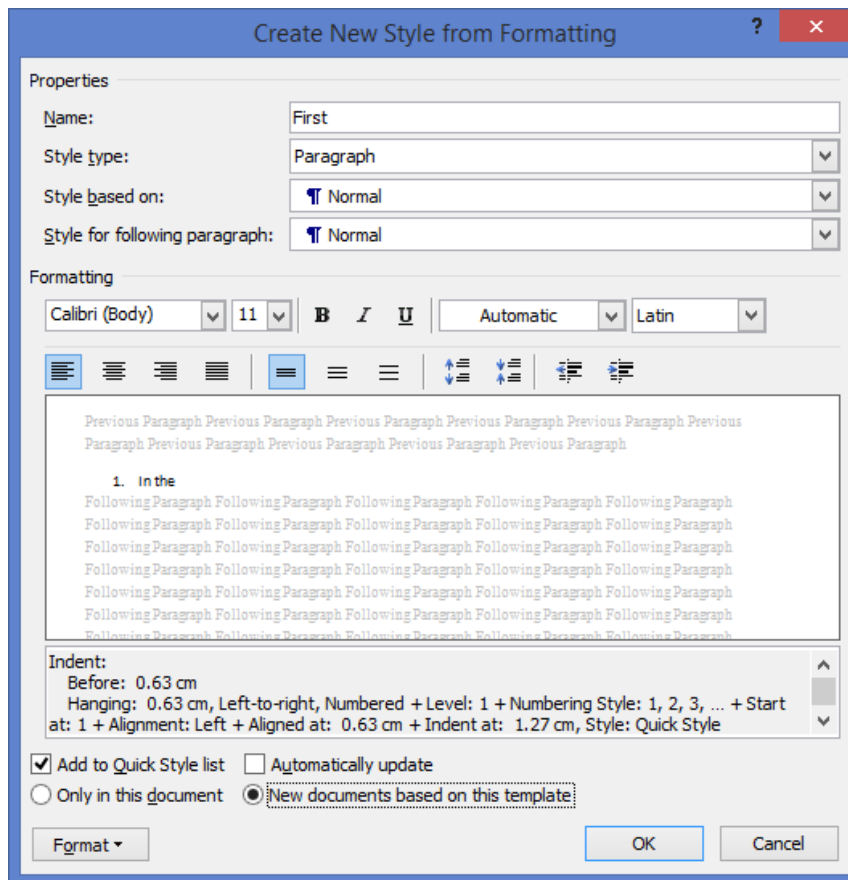3. In the **Style based field**, verify that the style there is Normal and if not, change it to Normal.
4. In the **SFP**, add the style that should follow this style – if this is First, then the style should be Normal.
5. Set the **Font** (see page Editing the Style Font) and **Paragraph** (see page 10) for this style (and the optional shortcut key – see page 12).

6. At the bottom of the window, select the option **New documents based on this template**.
7. Click **OK** to save the new style.
8. Verify that it appears in the Styles list.

Adding Sections
Sections enable you to differentiate between the different parts of your document.
1. Go to the end of your document (or where you want to add a new section).
2. Click the **Page Layout** tab and select **Break > Section Breaks > Next Page**.
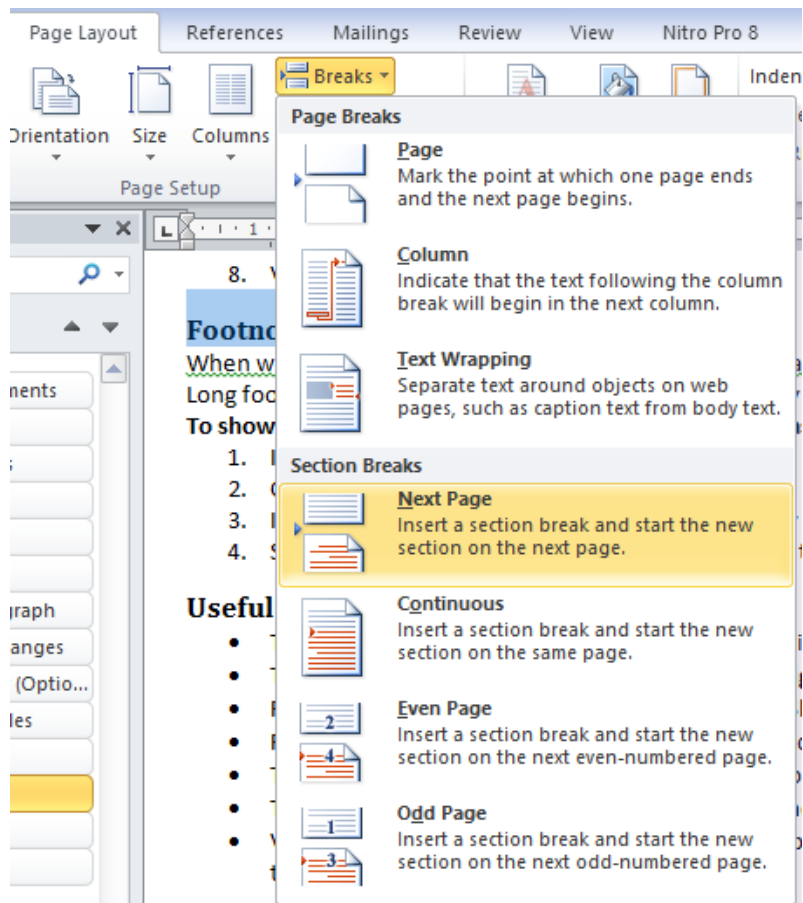
The new section is added to your document.

3. Click **View > Outline view** to see the new section.

The new section is added to your document

―――――――――――――――――――Section Break (Next Page)―――――――――――――――――――
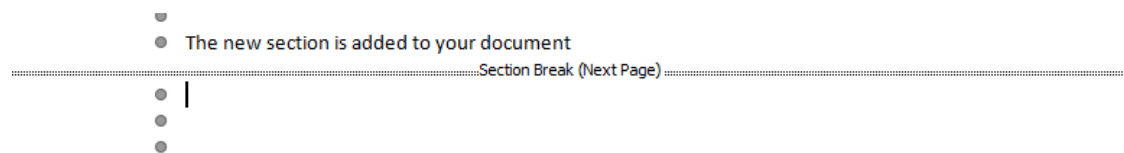
Now that you have a new section, add existing documents to your main document.

4. Save the main document with a new name **File > Save As**.

5. Go to the end of the document, click the **Insert** tab, go to **Object** and click the arrow and select **Text from File**.
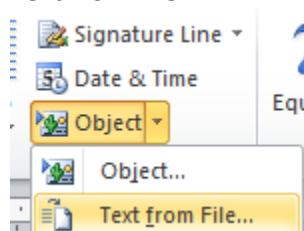
6. When the browser window opens, select the file you wish to add to and click **OK**.

Footnotes

When writing footnotes in your document, remember that Latin references (English, French, etc.) should appear justified to the right (like the Hebrew ones).

Long footnotes can be moved to an appendix so that they don't throw off the balance of the document.

To show the footnotes in a way that you can edit them easily and set the footnote separator:

1. In the **View** tab click **Draft**.
2. Click the **References** tab and select **Show Notes** (the field will only be active after you enter footnotes).
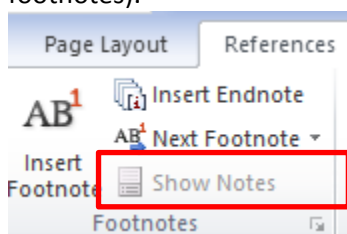

3. In the footnotes select **Show Separator** and verify that it is set according to your preferences (for example that it doesn't have the Normal paragraph indentation).
4. Select the separator and click the **Paragraph** arrow to view the separator's settings.
5. Select the **Continuation Separator** and set it to be the same as the regular separator (you can copy and paste the regular separator).

Restarting Footnote Numbering for Each Section

After you add new sections, you should set the footnotes to begin renumbering for each section.

1. Click **Reference** and then click the arrow next to Footnotes.
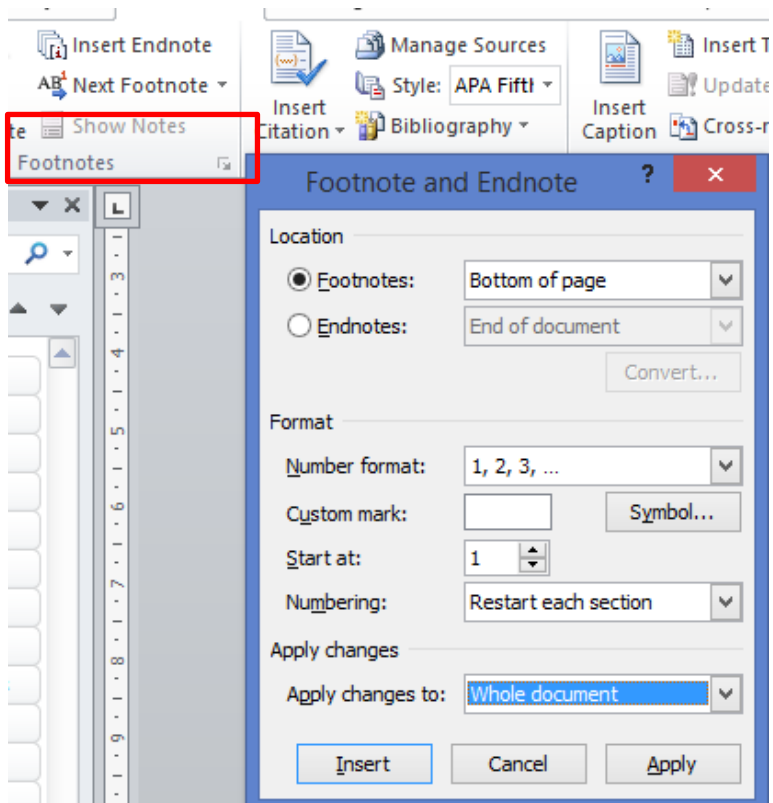
2. In the Footnote and Endnote window, go to **Numbering** and select the option **Restart each**

section.
3. Next, in the **Apply changes** field, select Whole Document.
4. Click **Apply** (NOT INSERT) to save your changes.

Using a Macro to Set the Footnotes

1. Add the Developer ribbon by clicking **File > Options > Customize Ribbon**.
2. In the **Customize the Ribbon** pane (on the right), select the **Developer** option and click **OK**.
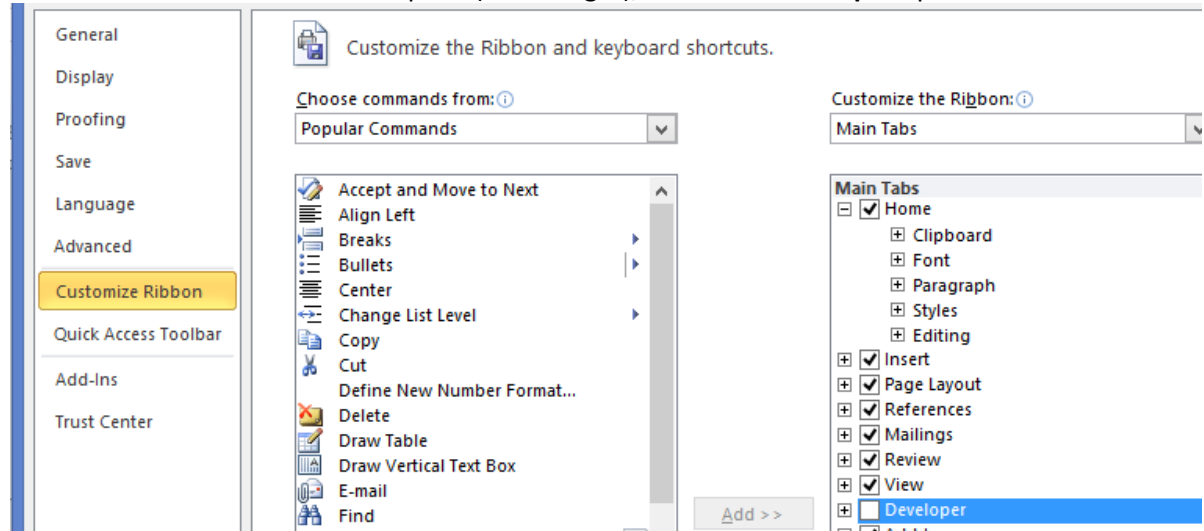
3. Next, update the Footnote Text style as follows:
   a. In the Formatting window, click **Tabs** and if there are any tabs there, click Clear All.
   b. Set a tab to 0.5 and click **Set**.
   c. Click **OK** to close.
   d. Next, select the Paragraph option and in the Special (indentation) select **Hanging** and specify 0.5 as the hanging indentation.
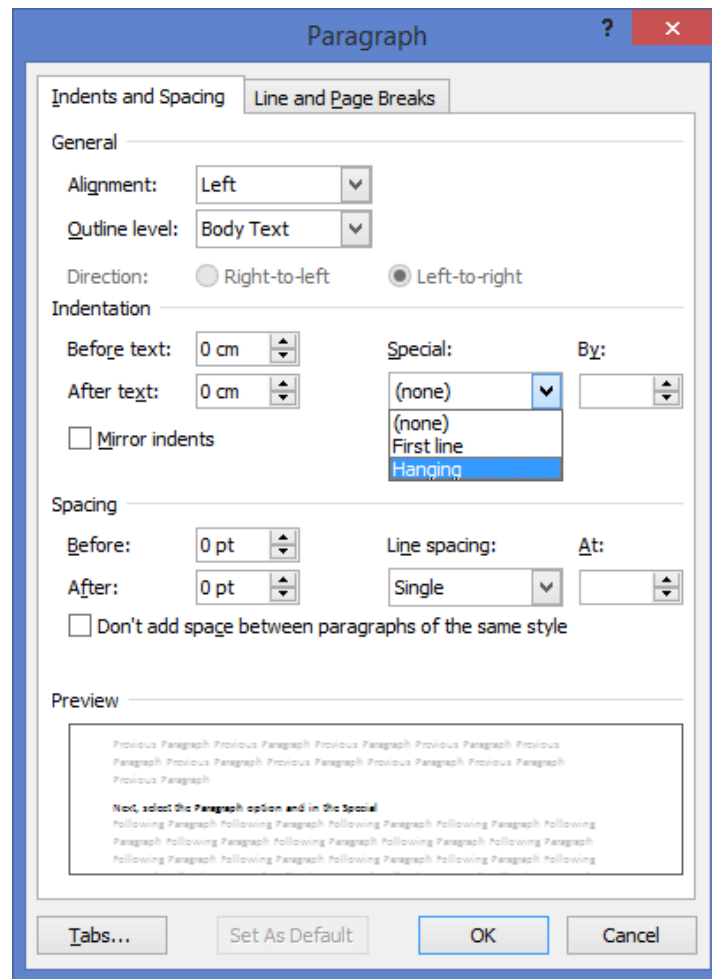
e. Click **OK** and **OK**.

4. Now, click the Developer tab and then click Record Macro (   ).
5. In the Macro window, give the macro a logical name (without spaces) and click the Keyboard button.
6. Give the macro an easy to use shortcut, click **Assign** and then click **Close**.
7. The macro begins to record.
8. The macro steps are as follows:
    a. Click **References**,
    b. Click **Insert Footnote**
    c. On the keyboard, p**ress Tab**
9. Go back to the Developer tab and click **Stop Recording**.
10. Run the macro by pressing the shortcut keys you assigned to verify that it works.

Adding Cross References
Cross references should be set to bookmarks or footnotes in your document.
1. To show bookmarks in the document, go to **Files > Options > Advanced**.
2. Scroll down to **Show document content** and select the option "Show bookmarks".
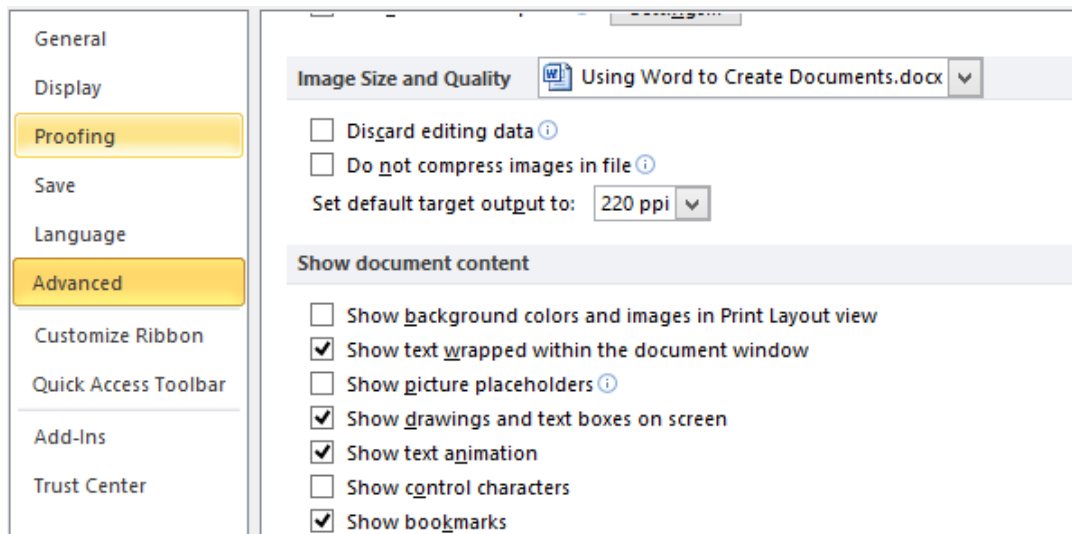
The bookmarks you add to the document will now appear with lines next to them (but will NOT be printed).

Adding Bookmarks

1. Select a location in your document and then click **Insert > Bookmark**.
2. In the Bookmark window, give the bookmark a logical name without any spaces in the name (underscores _ are ok).
3. Click **Add** to add the bookmark.
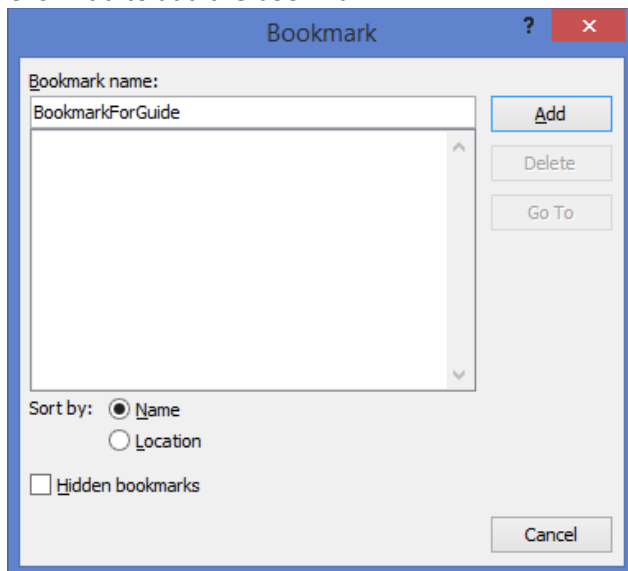
Adding Cross References

Adding a Bookmark Cross Reference

1. In the place in the document where you want to add a reference, write something like לעניין הדבר הזה ראה עמ'. Or in English, use "see [x] page for details".
2. Next, click the References tab and then click **Cross-reference**.
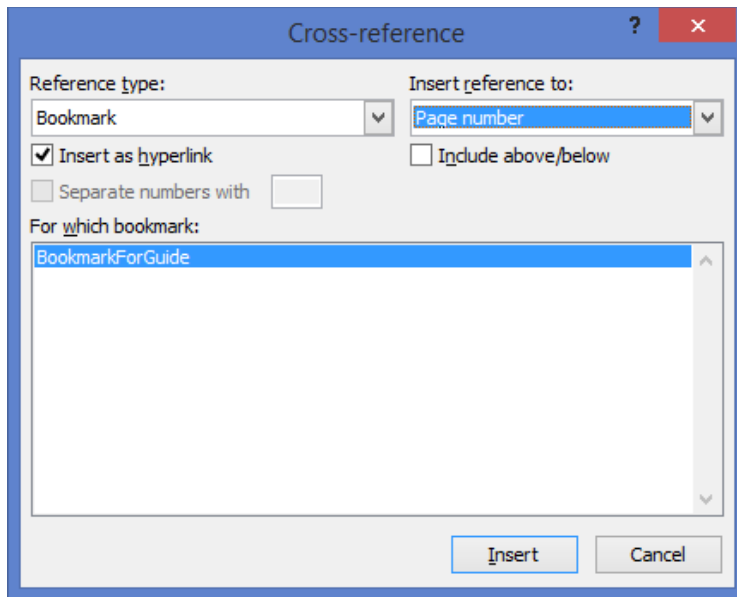
3. From the **Reference type** dropdown, select **Bookmark**.
4. From the **Insert reference to** dropdown select **Page number**.
5. Select the relevant bookmark and click **Insert**.

Adding a Cross Reference to a Bookmark Range

1. To add a cross reference to a range of bookmarks, create two bookmarks – one at the beginning of the range and the other at the end.
2. Follow the steps above, only this time add cross reference the first book mark, and a hyphen (-) and then cross reference the second bookmark.
3. The cross reference will then be something like this: "See [bookmark 1] – [bookmark 2].

Adding a Footnote Cross Reference

1. To cross reference a **footnote**, in the text, write something like "see chapter [add the chapter number] footnote number" and then add a space and a period.
2. From the **Reference type** dropdown, select **Footnote**.
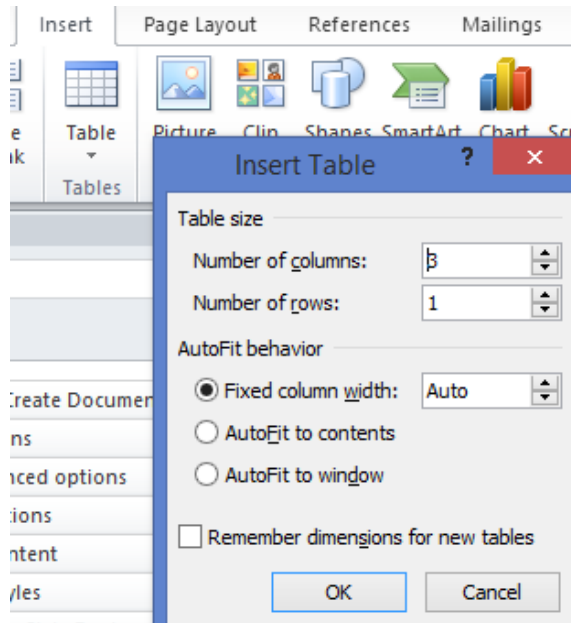3. From the **Insert reference to** dropdown select **Footnote number**
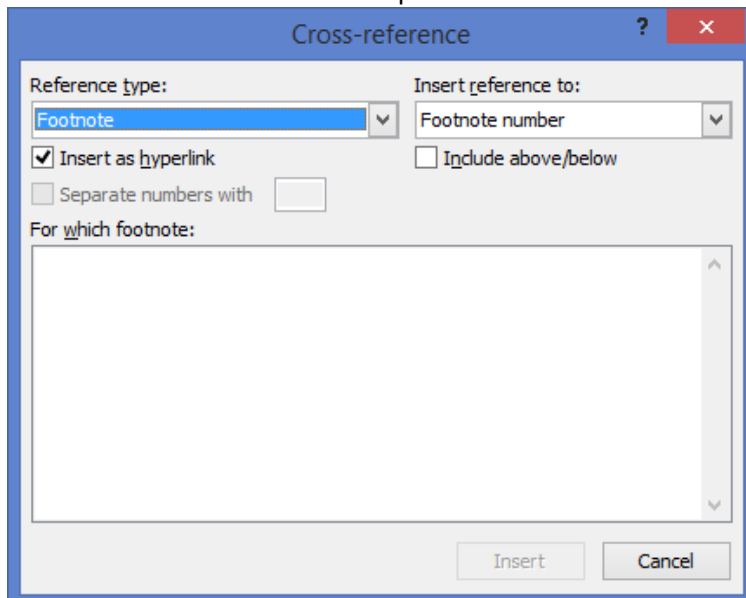
4. Select the relevant footnote and click **Insert**.

Adding Headers (and Footers)

1. Start adding Headers at the very top of your document.
2. Click **Insert > Header** and then select **Edit Header**.
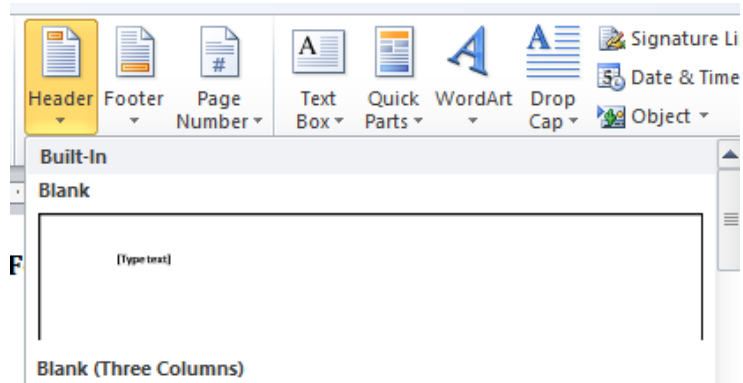
3. Now that the header is there, click **Insert > Table > Insert Table** and insert a table with one row and three columns:

4. Click **OK**.

5. Select the table in the Header, go back to the Home tab and click the border tool .
6. From the dropdown list, select **No Border**.
7. Select the table again and this time with the border tool, select **View Gridlines**.

8. In the header columns, write the following information:
    a. In a Hebrew paper, the name of the paper/book/essay should be I the right column (in English the left column).
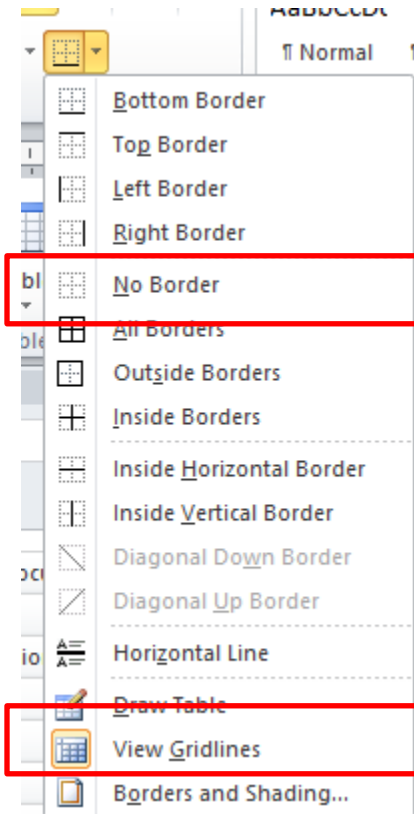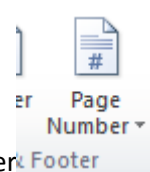

    b. In the middle column, click Insert > Page Number Footer and from the dropdown list select the **Current Position** and then select **Simple** or **Accent** for the page numbering.
    c. In the final column, write the name of the chapter/section.
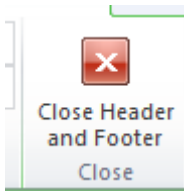
9. Click **Close Header and Footer**.
    You will now need to change the settings so that the same information does not appear in all of the sections.
10. Click **Ctrl+G.**
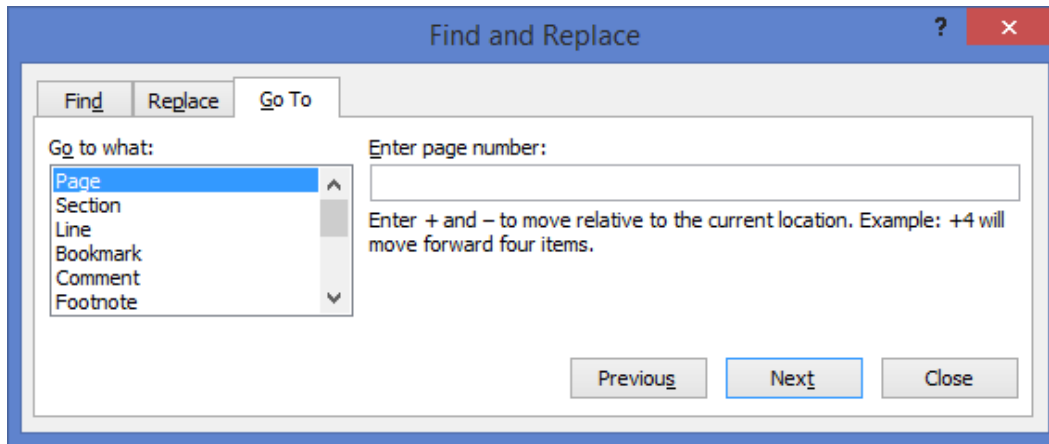
11. In the Find and Replace window, you should be in the Go To tab.
12. In the **Go to what** list, select **Section** and click **Next**.
13. This will bring you to the next section.
14. Open the section header (you can simply double-click in the Header to open it).
15. In the Header & Footer Tools tab that appears in the top of the screen (because you have the header selected),
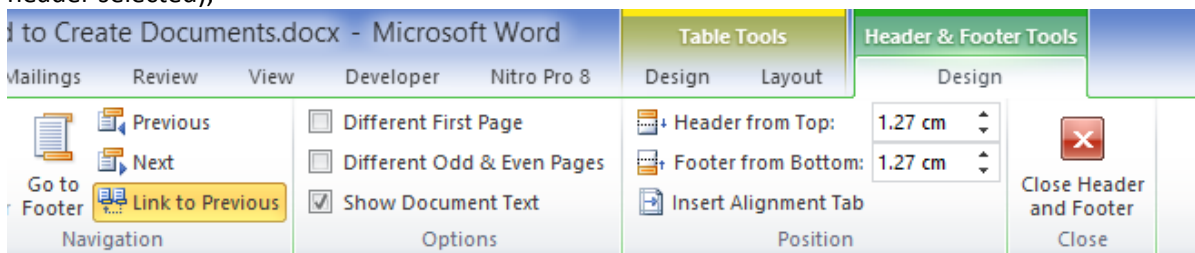
16. If the option Link to Previous is enabled (and it will be), click it to disable it, and then change the information in the section header to be the right chapter.

Adding a Table of Contents
This is the method preferred by Prof. Sela.
1. Got to the very end of the document.
1. Click **References > Tables of Contents** and from the dropdown, select **Insert Table of Contents** (this lets you control the table).
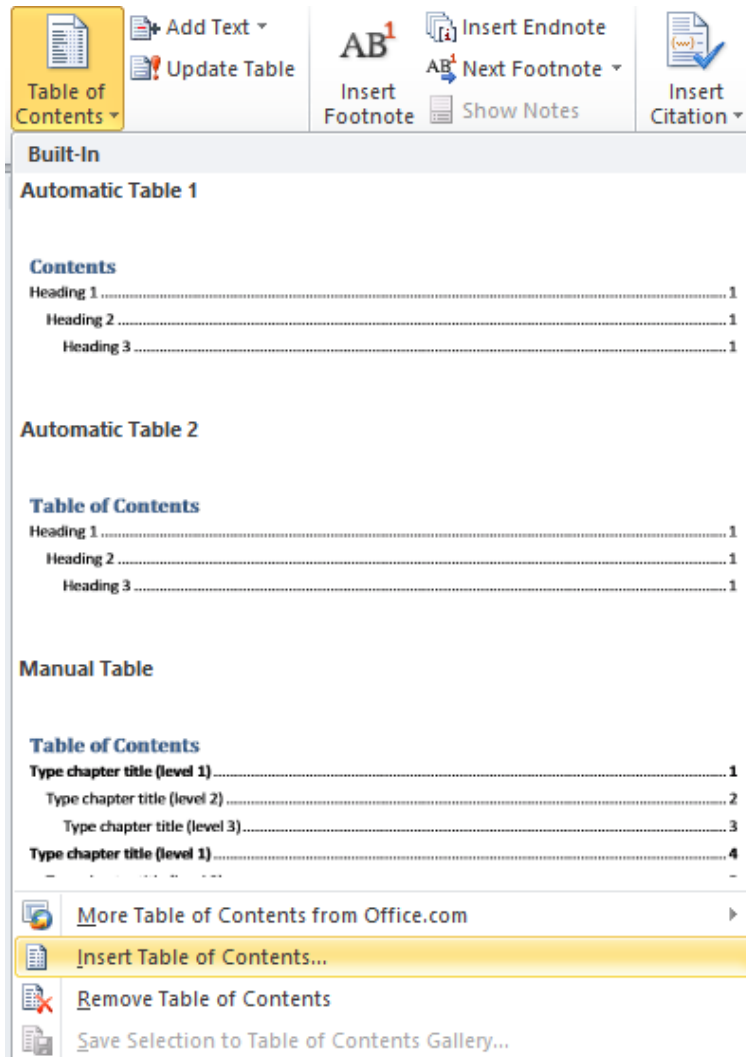
2. In the Table of Contents window, specify the format and levels (usually 3 levels are enough), and click **OK**.

3. Select the table of contents that has been created and on your keyboard, press Ctrl + Shift+ F9.
4. This will freeze the table of contents so that it does not get updated.
5. Copy the table of contents to a new document.
6. Select the table of contents and color it to the default color (Automatic).
7. Save the new document.

Useful Features

- To display paragraph marks on the screen (they will NOT be printed): **Ctrl + Shift + ***
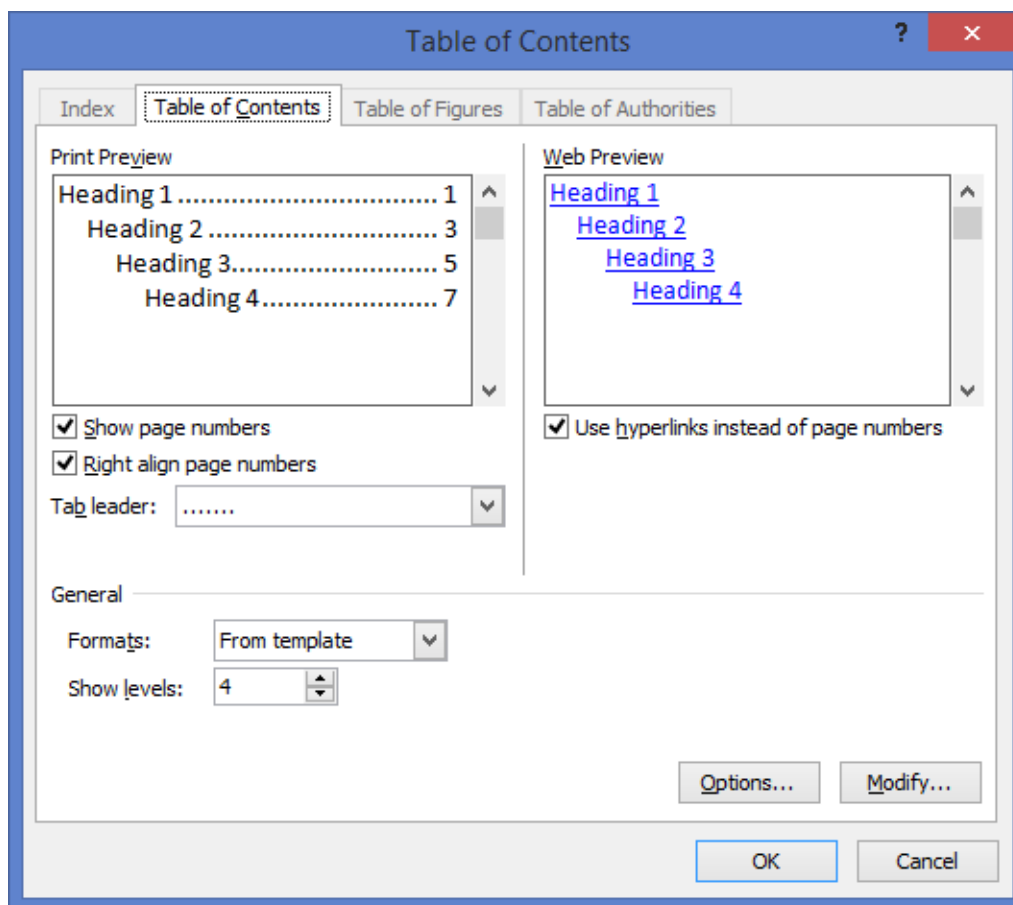- To select or clear a section: **Shift + arrow Left or Right**
- For easier file viewing: **File > Options > Display > Show white space between pages in Print Layout vi**ew.
- F**ile > Show Document Content > Show Text boundaries**
- To create a hard space: **Ctrl + Shift + Space** – this breaks the regular space but won't separate the words!
- Toggling documents (switching between two or more documents): Ctrl + F6
- Viewing two documents at the same time: Open both documents, change to Draft view, and reduce their sizes to that you can view side by side (remember to set the display in the **Advanced options** to wrapped).
- **Add Auto Text**:
  1. Copy the text and then press Alt +F3.
  2. In the dialog, click **Create New Building Block** and give it a name.
  3. Write the name and press F3.

Appendix: Example Style Table

The attached style table is based on the info we received in class – you may use this as the basis for your table and styles.

Style	Font	Shortcut Key	Special Font	Outline Level	Direction	KWN – Keep with Next	SFP – Style for Following Paragraph	יישור - Justification	ריווח בין פסקאות	Spacing	Special Indent	Indent
Normal	Times New Roman 14 FrankRehul 14	Alt+7	None	Body Text	Right-to Left	No	Normal	Justified	Before: 0 After: 6	Exactly 16	0.7 cm	None
First	Times New Roman 14 FrankRehul 14	Alt+8	None	Body Text	Right-to Left	No	Normal	Justified	Before: 0 After: 6	Exactly 16	None	None
Heading 1	Times New Roman 26 FrankRehul 26	Alt+1	Bold Expanded 3pt	L1	Right-to Left	No	First	Centered	Before: 18 After: 18	Single	None	None
Heading 2	Times New Roman 20 FrankRehul 20	Alt+2	Expanded 2pt	L2	Right-to Left	Yes	First	Right	Before: 12 After: 12	Single	None	None
Heading 3	Times New Roman 16 FrankRehul 16	Alt+3	Expanded 1 pt	L3	Right-to Left	Yes	First	Right	Before: 6 After: 6	Single	None	None
Quote	Times New Roman 14 FrankRehul 14	Alt+Q	None	Body Text	Right-to Left	No	Normal	Justified	Before: 0 After: 6	Exactly 16	None	Before: 0.5 cm After: 0.5 cm
Footnote	Times New Roman 12 FrankRehul 12	Alt+F	None	Body Text	Right-to Left	No	Footnote	Justified	Before: 0 After: 0	Exactly 16	None	None