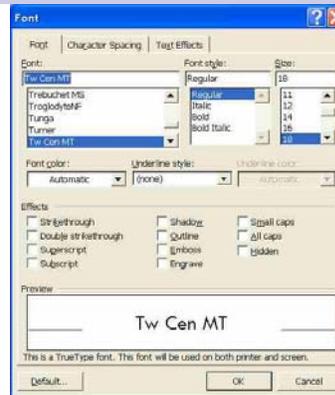# Tech sheets

Default, set, go!

Do you ever get annoyed that every time you sit down to create a document in Microsoft Word, it's always in the Times New Roman font? Or the typeface is too small? And you're tired of changing this over and over?

Setting the defaults in Microsoft Word will help you to create a work environment that's consistent -- and once you set the defaul, each time you open Microsoft Word, the setting should stay the same.

To change the default font and font size:

1. Click on Format, then choose menu Font.
2. Choose the font name and size you prefer.
3. Click the "Default" button in the lower right corner of the box.

Now if you close the program and reopen it, every document you create should have the default font and font size that you chose.
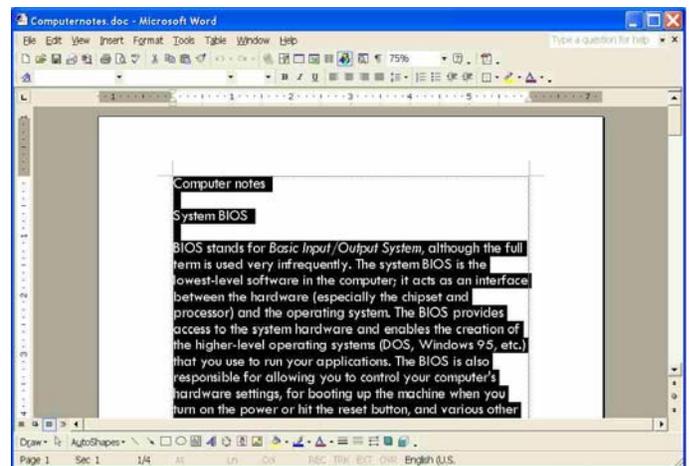
Select All (control + A)

Select All is a powerful function that allows you to make a global change—a change that will affect every part of your document.

You'll find Select All under Edit >> Select, or you can do it from your keyboard by pressing down the Control key and the A at the same time.

Once you perform Select All, your document will appear completely highlighted. It's important at this point not to hit the keyboard or a function key — you can erase everything. (Control+Z will reverse this, however).

Once your entire document is in Select All, you can make powerful changes to margins, fonts, font size.

The Select All function is especially useful for changing the margins across your entire document. If you try to change margins within the document, the margin will probably be changed only for that part of the document, and lead to much inconsistency. Change the margins across your document by using Select All.
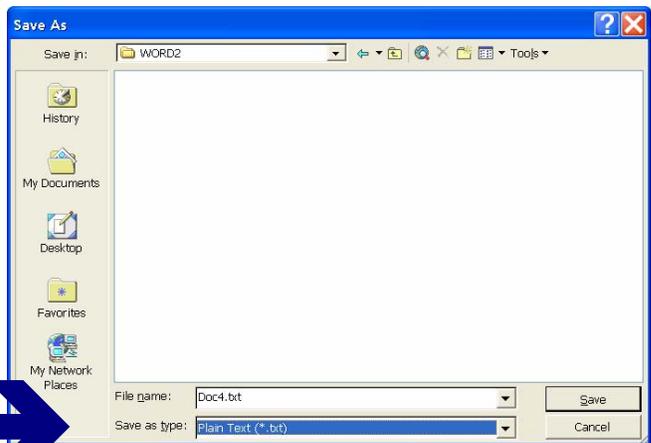
Change a file type

Have you ever had a problem sending a file to a friend? Was the file too big to send easily within your e-mail program? Did your friend have problems opening your Microsoft Word application because he/she is using a Mac? For a variety of reasons, you may want to send your file in a simpler format. The two most common "lower level" formats are:

- Rich Text Format = .rtf
- Tex Format = .txt

When you save a document in Rich Text or Text you will lose much of your Microsoft Word formatting. The font will be simple, images will disappear, pagination will change, and foreign language characters may appear as nonsense characters ("ßßë").

Fortunately, though, anything you originally typed in simple ASCII characters will be preserved and will be readable by most machines. Many computers can view a Rich Text document and most, if not all, computers will view a Text document.

Downgrade a document by opening it in Word 2000. Under FILE, choose SAVE AS, and look to the bottom of the dialog box: look down to SAVE AS TYPE WORD DOCUMENT (*.doc), located at the top of the list? Scroll through the options until you find "Rich Text Format (*.rtf)" for a Rich Text Document or "Plain Text (*.txt)" for a Text document.

Note in my example that once I choose a different format, the file extension automatically changes. Save and close the document.

REVIEWING TOOLBAR

The relatively new Reviewing Toolbar has caused some real headaches for Microsoft Word users. The reviewing tools allow one user to view the changes created by another user; they appear not only on the screen as big red bars with comments, the review markup also appears in the printed version. I'm unsure of whether or not you can delete this feature entirely from your version of Word, but to at least remove it from plain view:

1. Click on "Show" on the Reviewing Toolbar.
2. Unselect "Comments", "Insertions and Deletions,", and "Formatting."
3. Remove the toolbar itself by choosing View >> Toolbars >> and deselect "Reviewing".