Word 97

Depending on the tasks you do, you may need additional information about using Word. The following resources can help you get started:

- If you want information about what you can do with Word, read about the printed and online resources that are available.

- For specialized or in-depth information about Word and Microsoft Office, you can purchase a variety of books.

- Even without reading a manual, you can still get started quickly with Word.

Copy a file

- Click Open .

- In the Look in box, click the drive or folder that contains the file you want to copy.

- In the folder list, double-click folders until you open the folder that contains the file you want.

If you can't find the file in the folder list, you can search for it.

- Right-click the file you want to copy, and then click Copy on the shortcut menu.

- In the Look in box, click the drive or folder you want to copy the file to.

- In the folder list, double-click folders until you open the folder you want to copy the file to.

- Right-click in the folder list (make sure a file is not selected), and then click Paste on the shortcut menu.

The Paste command is not available if a file is selected in the folder list.

Delete a file

1. Click Open .
2. In the Look in box, click the drive or folder that contains the file you want to delete.
3. In the folder list, double-click folders until you open the folder that contains the file you want.

I*f you can't find the file in the folder list, you can search for it.*

Right-click the file you want to delete, and then click Delete on the shortcut menu.

Move a file

1. Click Open .

2. In the Look in box, click the drive or folder that contains the file you want to move.

3. In the folder list, double-click folders until you open the folder that contains the file you want.

If you can't find the file in the folder list, you can search for it.

4. Right-click the file you want to move, and then click Cut on the shortcut menu.

5. In the Look in box, click the drive or folder you want to move the file to.

6. In the folder list, double-click folders until you open the folder you want to move the file to.

7. Right-click in the folder list (make sure a file is not selected), and then click Paste on the shortcut menu.

Rename a file

1. Click Open .

2. In the Look in box, click the drive or folder that contains the file you want to rename.

3. In the folder list, double-click folders until you open the folder that contains the file you want.

4. Right-click the file you want to rename, and then click Rename on the shortcut menu.

5. Type the new name, and then press ENTER.

Reduce the size of a document

The larger your document, the more disk space it takes up and the more time it takes Word to process certain tasks, such as saving, repaginating, and updating the table of contents. The following suggestions may help you reduce the file size of large documents.

- Using fast saves to save a document requires more disk space while your document is open than using a full save. You may be able to save disk space by clearing the Allow fast saves option. For more information on fast saves, click .

- Embedding TrueType fonts in a document increases its size. If you embed TrueType fonts, you may be able to reduce document size by selecting the Embed characters in use only option. This option embeds only the font styles used in your document. Also, if you used 32 or fewer characters of a font ´Y for example, a few symbols or a headline ´Y Word embeds only those characters.

- Adding embedded objects to a document can increase its size. If you don't need to update an embedded object contained in a document, you may be able to reduce the file size of that document by converting the embedded object to a graphic. After converting the object, you can edit it just as you would edit any other Word graphic. After an embedded object is converted to a graphic, it can't be changed back to an embedded object.

- Use a linked object instead of an embedded object. With a linked object, you can easily update information in your Word document when the information is changed in the source file. Linked data is stored in the source file. The destination file stores only the location of the source file but still displays the linked data.

- Creating multiple versions of a document using the Versioning feature may increase file size. To check whether a document contains other versions, click Versions on the File menu. If other versions exist, you may be able to reduce the file size by deleting the oldest versions.

Open a document

You can open documents in many different locations from the Open dialog box in Word. You can open a document on your computer hard disk or on a network drive that you have a connection to. You can also open a document on a network, even if you don't have a connection to a network server, as long as your network supports UNC addresses. If your company has an intranet, or if you have access to the Internet (for example, if you have a modem and an Internet account through an Internet service provider, or if you are in a corporation and have access through the network), you can open a document located at an HTTP site on the World Wide Web or at an FTP site. If your company has an intranet, you can open documents there. For information about how to set up Internet access, see the Microsoft Office 97 Resource Kit. For information about how to obtain the Office Resource Kit, click .

For documents located on your computer hard disk or on a network drive that you have write access to, you can open a document as a copy if you want to create and work on a copy of the document instead of the original. And regardless of where the document is located, you can open a document as read-only if you want to make sure you don't change the original document.

If you used the Versions command on the File menu to save multiple versions of a document, you can go back and open an earlier version.

Select multiple files

- To select nonadjacent files in the Open dialog box, click the name of one file. Hold down CTRL and click the name of each additional file.

- To select adjacent files in the Open dialog box, click the name of the first file in the sequence. Hold down SHIFT and click the name of the last file.

Create a new document

- On the File menu, click New.

- To create a new, blank document, click the General tab, and then double-click the Blank Document icon.

- To create a document based on a template or wizard, click the tab for the type of document you want to create, and then double-click the name of the template or wizard you want.

- To create a new document based on the default template, click New .

Create a letter

- The Letter Wizard in Word can help you write a letter quickly and easily. The wizard provides frequently used letter elements´Y such as salutations and closings´Y that you can select from lists. The wizard also helps you structure your letters based on frequently used letter styles.

- Use the following procedure, which requires the Office Assistant, to create a letter with the Letter Wizard. If you do not have the Office Assistant installed, you can start the Letter Wizard by clicking New on the File menu, clicking the Letters & Faxes tab, and then double-clicking Letter Wizard.

1. Type a salutation that starts with the word "Dear" or "To," followed by a name and a colon or comma´Y such as Dear Thomas, or To All Board Members:´Y and then press ENTER.

2. In the Office Assistant, click Get help with writing the letter.

3. Follow the instructions in the Letter Wizard. If you want to skip a step or go to a specific panel, click one of the tabs.

Create a calendar

The Calendar Wizard can help you create calendars in many different styles. You can create a calendar that includes a placeholder where you can insert a picture, and you can start the calendar with any month you want.

1. *On the File menu, click New.*

2. *Click the Other Documents tab.*

3. *Double-click Calendar Wizard.*

4. *Follow the steps in the wizard.*

Quick ways to create letters, memos, and other documents

You can use several templates and wizards to save time in creating many common types of documents. For example, you can use the Memo Wizard to easily create professional-looking memos or the Web Page Wizard to get a head start on Web pages. Some wizards and templates are installed through Typical setup, some can be installed through Custom setup, and some are available in the Office 97 ValuPack on CD-ROM and on the Microsoft Web site. To search for available templates or wizards, do one of the following:

- Run Setup again and select more templates and wizards. For more information about installing components of Word, click .
- If you have the CD-ROM version of Microsoft Office, copy the appropriate wizard or template you want from the ValuPack\Templates folder to the appropriate subfolder of the Templates folder on your hard drive.
- If you have access to the World Wide Web, point to Microsoft on the Web on the Help menu, and then click Free Stuff. Follow the instructions on the Web page to download the templates or wizards you want.

Here are some of the documents you can create using wizards and templates: legal pleadings, memos, letters, faxes, reports, theses, directories, newsletters, manuals, brochures, calendars, Web pages, time sheets, agendas, rısumıs, purchase orders, and invoices. Once you've verified that the wizard or template you want is installed, click New on the File menu, click the tab for the type of document you want, and then double-click the template or wizard.

Insert a second document into an open document

- Click where you want to insert the second document.
- On the Insert menu, click File.
- In the File name box, enter the name of the file you want to insert.

Note To insert only part of a file, type a bookmark name in the Range box.

Save a document

- You can save the active document you are working on, whether it is new or existed previously. You can save all open documents at the same time. And you can save a copy of the active document with a different name or in a different location.

- You can save a document in another file format for use in another program. For example, you can save a Word document in a file format that can be read by earlier versions of Word, by Microsoft Works, or by WordPerfect. You can also open a document created in a different file format in a different program, work on it in Word, and then save it in its original format. For example, you can open a WordPerfect document, make changes to it in Word, and then save it in either Word format or WordPerfect format. You can save a document with a different file extension without

changing the file format. For example, you can save a Word document with the file extension .abc.

- Word is set to automatically save documents for recovery in case the program hangs (stops responding) or you lose power. When the AutoRecover feature is turned on, the changes you make to a document are saved in a recovery file based on the AutoRecover save interval. For example, if you set AutoRecover to save every 5 minutes, you will recover more information than if you set it to save every 10 minutes. With AutoRecover turned on, if Word hangs (stops responding) while you have documents open, and you have to reboot, Word automatically opens the recovery files when you start Word again. The information in the recovery files reflects the last time AutoRecover saved the documents. AutoRecover is not a replacement for regularly saving your documents; the recovery file is deleted when you save or close the document.

- You can set Word to automatically save a backup copy each time you save a document. The backup copy provides you with a previous copy, so that you have the current saved information and the information saved prior to that.

- You can save multiple versions of a document within the same document. After you've saved several versions of the document, you can go back and review, open, print, and delete earlier versions.

Prevent loss of work and recover lost documents

- You can protect your work by using AutoRecover to save a temporary copy of a document periodically as you work, or by saving a backup copy of the document each time you save it. To recover work after a power failure or similar problem, you must have the Save AutoRecover info every check box or the Always create backup copy check box (or both) selected on the Save tab in the Options dialog box (Tools menu) before the problem occurs. If needed, set the AutoRecover save interval to occur more frequently than every 10 minutes.

- To recover work after a document has been accidentally deleted or has become damaged, you must have the Always create backup copy check box selected before the problem occurs.

- You may also be able to open a document that has been damaged and recover the text.

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