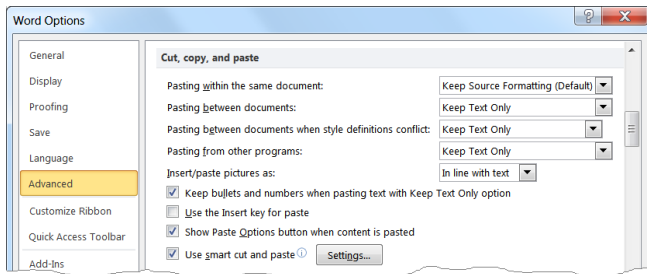


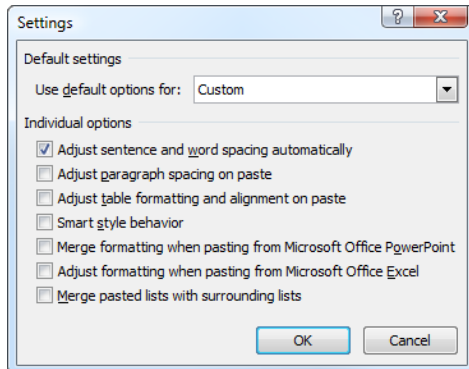
Nine Things You Should Do With Microsoft Word 2010/2013

1. Configure Cut and Paste

File > Options > Advanced > Copy, Cut and Paste



Change the settings as shown above. Click Use smart cut and paste > Settings:

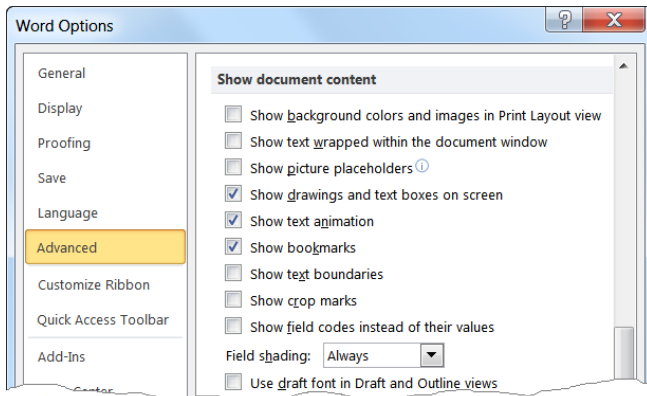


Uncheck all options except Adjust sentence

and word spacing automatically. This ensures that Word removes extra spaces when you delete text, and adds extra spaces when you paste text.

2. Turn on Field Shading, etc.

File > Options > Advanced > Show Document Content:

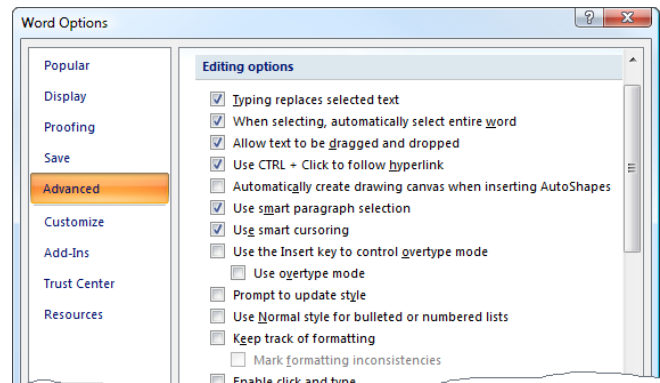


Selecting Always in the Field shading dropdown ensures displays text automatically generated from fields, e.g. page numbers, with a pale gray background. Leave Bookmarks checked so bookmarked text is displayed with gray square brackets, e.g.

[This is a bookmark.]

3. Don't Keep Track of Formatting

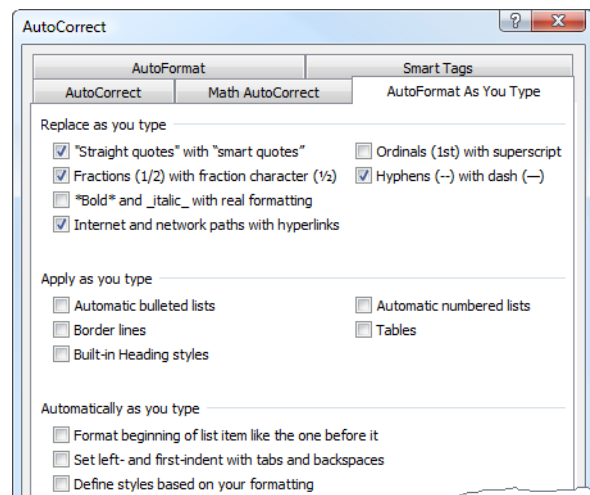
File > Options > Advanced > Editing Options:



Ensure Keep track of formatting is unchecked.

4. Turn off AutoFormat As You Type

File > Options > Proofing > AutoCorrect Options > AutoFormat As You Type



Uncheck almost every option, including those that automatically format lists and indents, and especially Automatically as you type and Define styles based on your formatting. Useful options to leave checked are shown above. (Using non-superscript ordinal numbers, e.g. '1st' rather than '1st', is a personal preference.)

Check the hyperlinks option for electronic submissions. (Note: press Ctrl+Z immediately after Word converts an internet path to a hyperlink to remove the hyperlink. This works for all AutoFormat As You Type options.)

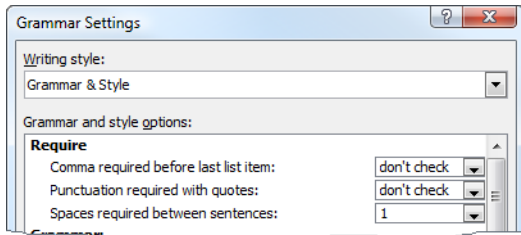
5. Set Grammar and Style Checking

File > Options > Proofing > When correcting spelling and grammar in Word

Check Check grammar as you type and set Writing Style to Grammar and Style. Click Settings and check all

Nine Things You Should Do With Microsoft Word 2010/2013

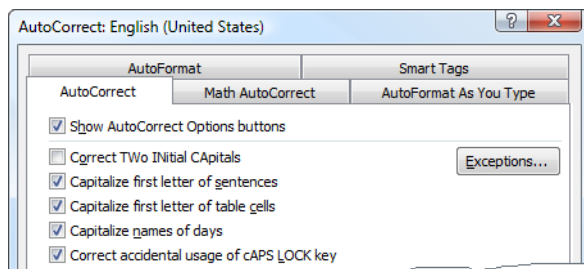
Grammar options, all Style options except Use of first person. Require settings are personal preferences:



To ensure you see all grammar problems, select all your text, go to Tools > Language > Set Language and uncheck Do not check spelling or grammar.

6. Turn off AutoCorrect

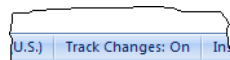
File > Options > Proofing > AutoCorrect Options > AutoCorrect:



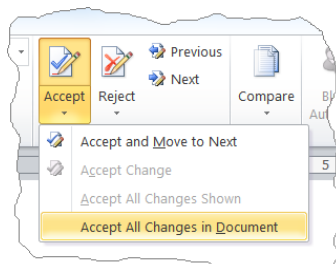
A useful tool, but make sure it is working for you and not against you! Go through the Replace text as you type list, remove any unwanted replacements, and add your own if desired. The only recommended option to uncheck is Correct Two Initial Capitals, as this feature messes up many ISO symbols, e.g. MHz.

7. Turn off Track Changes

A useful feature when you're collaborating on a document, but another potential security problem if the recipient displays the hidden changes. Right click on the bottom of the Word window and check Track Changes to display the Track Changes status:

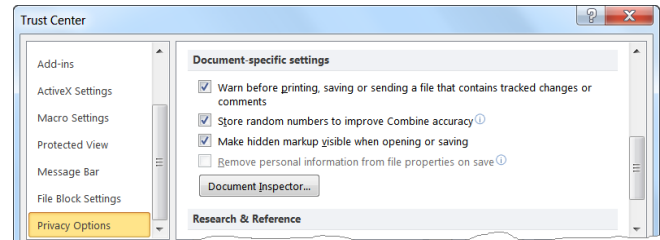


If you are deliberately tracking changes, ensure Final Showing Markup is displayed in the drop-down in the Tracking group of the Review tab of the ribbon. When you've finished editing the document, ALWAYS click Accept > Accept All Changes in Document, in the Changes group of the Review tab of the ribbon, and then go to File > Save As to save the file with a different name.



8. Don't Save Personal Information, etc.

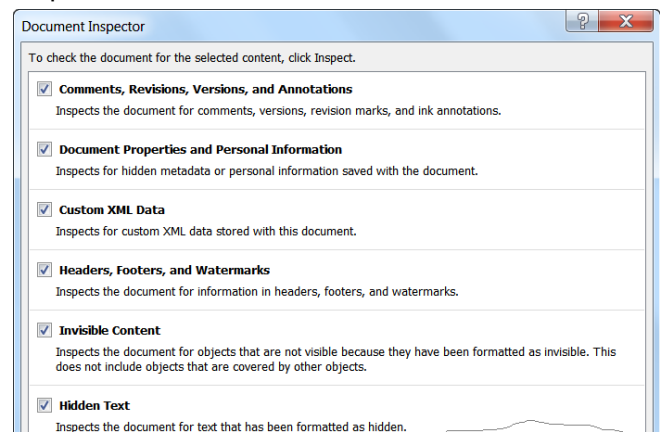
File > Options > Trust Center > Trust Center Settings:



Check the two warning options.

9. Inspect Your Document for Hidden Stuff

File > Prepare for Sharing > Check for Issues > Inspect Document:



Run the Document Inspector to show you the potentially unwanted content in your document.

Wordman

You can contact Wordman at word.man@cox.net or via the Wordman website at www.iamwordman.com.

Every effort has been made to make this document as complete and as accurate as possible, but no warranty of fitness is implied. The information provided is on an "as is" basis. The author shall have neither liability nor responsibility to any person or entity with respect to any loss or damages arising from the information contained in this document.

