
UNIT 7 DESKTOP PUBLISHING FEATURES

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7.1 INTRODUCTION

When you are writing something, no matter how careful you are, mistakes are likely to happen. Most of the errors are wrong spelling. Microsoft Word strikes the unfamiliar words with a red underline and thus ensures that the document is produced free of spelling errors.

Objectives

After going through this unit, you will be able to:

- do proofreading of a document,
- use autocorrect and autoformat features, and
- print documents.

7.2 PROOFREADING A DOCUMENT

Microsoft Word uses a dictionary, for checking the spellings, called the U.S. English dictionary. It is kept in the Commands folder and you cannot change this dictionary. However, you can maintain one or more of your own custom dictionaries. Word checks only the open dictionaries.

7.2.1 Set Language Option

The first time you use the Spelling tool, ensure that it is set to use the proper dictionary – U.S. English. To do so, follow these steps:

→ NOTE

<i>Document</i> is the file that the word processor 'Microsoft Word' produces.
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TIPS

You cannot change the default dictionary however; you can maintain one or more of your customer dictionary.

1. Select the Language option from the Tools menu.
2. Select the Set Language option from the Language submenu as displayed in Figure 7.1 (a). The Language dialog box gets invoked as displayed in Figure 7.1(a).

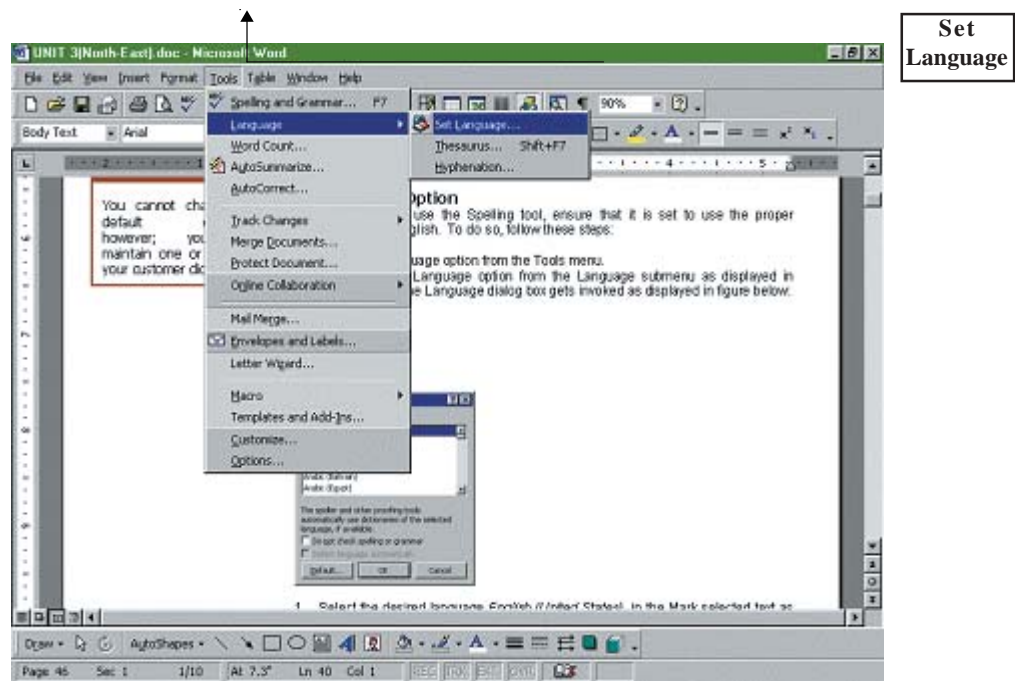


Figure 7.1 (a) : Set Language tool



Figure 7.1 (b) : Set Language tool

TIPS

You can click the Default button if you want to use the default dictionary for spell checking.

1. Select the desired language English (United States) in the Mark selected text as scroll list.
2. Double-click on it, or click on it and then click on the OK button. Alternatively, click on the Default button and answer Yes to the confirmation as displayed in Figure 7.1 (c). Click on the OK button to complete the progress.

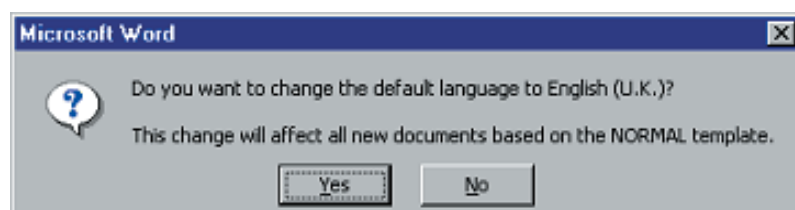


Figure 7.1 (c) : Set Language tool

7.2.2 Spell Check for a Document

Automatic spell checker is probably the safest and the quickest way to ensure that your spellings are correct. By default, Word's automatic checker is active. To check the error, point to it and right click on it. The shortcut menu is showed. For spelling errors, you see the suggested words in bold at the top of the menu.

To turn off the automatic spell check, the steps are:

1. Select the Options option from the Tools menu. An Options dialog box gets invoked as displayed in Figure 7.2.

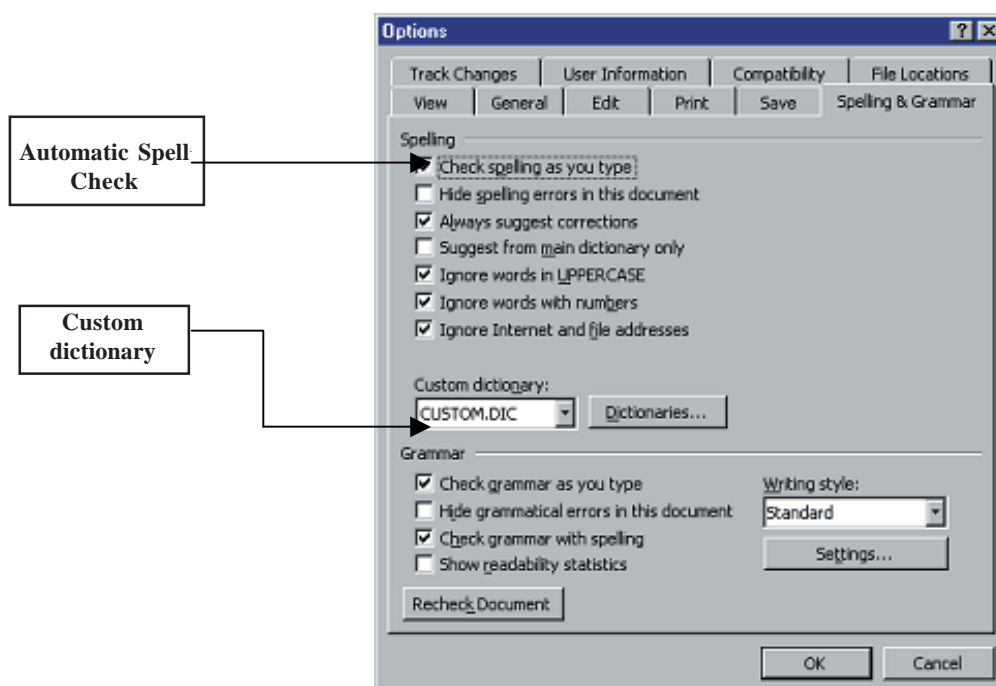


Figure 7.2 : Options for Spelling & Grammar

2. Select the Spelling and Grammar tab and disable the Check spelling as you type option.

To spell check a document by using the Spelling and Grammar dialog box, follow these steps:

1. Select the Spelling Grammar option from the Tools menu and Press F7 or click on the Spell Check toolbar button as displayed in the Figure 7.2. A spelling and Grammar dialog box gets invoked as displayed in Figure 7.3.

TIPS

Disabling a check box means un-checking it. A check box is a box that can be selected or unselected by clicking it. On selection it gets a check mark in the box.

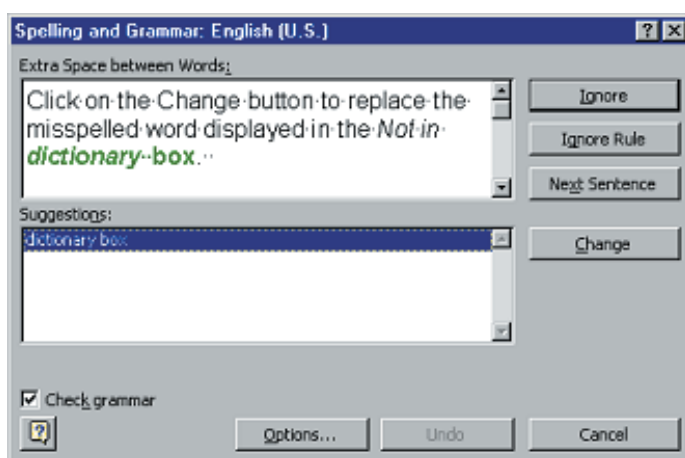


Figure 7.3 : Spelling and Grammar

2. Select a portion of the document for spell check. If no text is selected, Word scans the whole document beginning from the insertion point.

TIPS

You can use the shortcut 'F7' or click the 'Spell Check' button on the toolbar to start the 'Spelling and Grammar' tool.

NOTE

- *Ignore* button ignores the misspelled word.
- *Ignore All* button ignores the word throughout the document.
- *Change* button change the misspelled word.
- *Add* button put the word in the dictionary. These words are added to the Custom.dic custom dictionary.

3. Click on the Ignore button to ignore the misspelled word, or click on the Ignore All button to Ignore the word throughout the document.
4. Click on the Change button to replace the misspelled word displayed in the Not in dictionary box. Type the replacement in the Change to box.

Click on the Change All button to change every occurrence of the misspelled word to the one displayed in the Change to box.

6. Click on the Add button to put the Not in dictionary word into the dictionary.
7. Click on the Undo button to reverse the last change.
8. Click on the Cancel button to end the spell check.
9. A check mark on the Check grammar box indicates that the grammar checking is on.

You can maintain one or more of your own custom dictionaries. Word places an empty Custom Dictionary in your command folder by the default name Custom.dic. Words are placed in the Custom dictionary whenever you click on the Add button while spell checking. The dictionary called Custom.dic is placed in the Proof subfolder of the Commands folder.

To Create a new custom dictionary, follow these steps:

1. Select the Options option from the Tools menu. The Options dialog box is displayed.
2. Select the Spelling and grammar tab in the Options dialog box. Alternatively, click on the Options button in the Spelling and Grammar dialog box. The Spelling and Grammar dialog box gets invoked.
3. Click on the Dictionaries button in the Spelling and Grammar dialog box. A custom dictionaries dialog box gets invoked as displayed in Figure 7.4 (a).

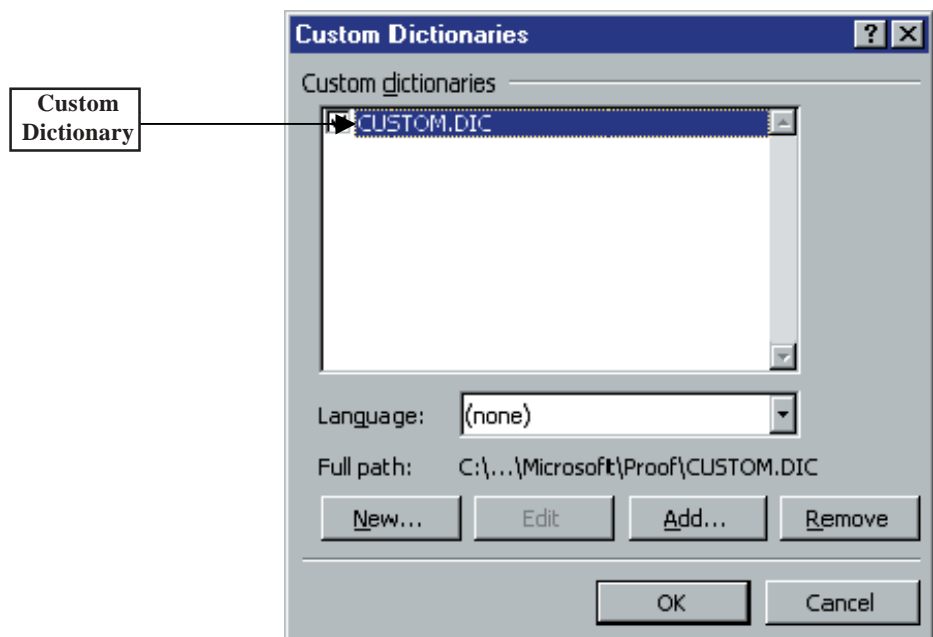


Figure 7.4 (a) : Custom Dictionary

4. Click on the 'New...' button to create a new dictionary. Word will prompt you for a dictionary name as displayed in Figure 7.4 (b).

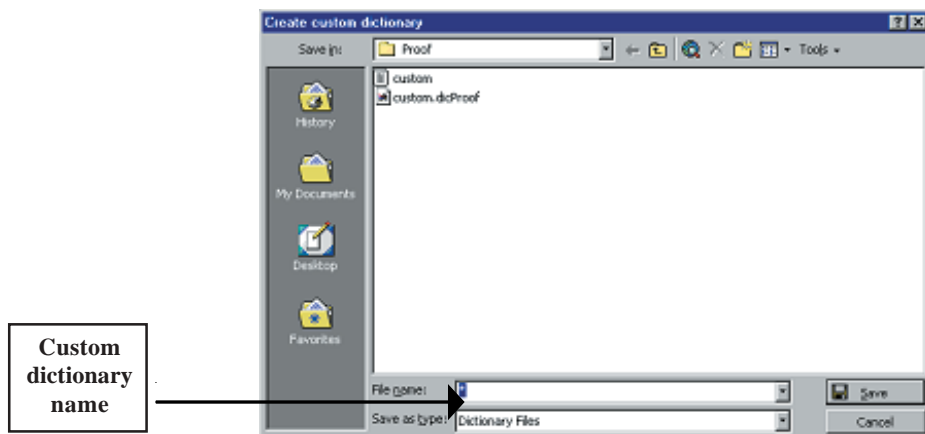


Figure 7.4 (b) : Custom Dictionary

5. In the File Name area of the Create custom dictionary dialog box, type a new name consisting maximum of 32 characters.
6. Open the folder where you want to store the dictionary.
7. Click on the Save button to complete the process.

7.2.3 Auto Correct Feature

Microsoft Word's AutoCorrect feature performs the following functions automatically:

- Corrects the spelling mistakes and formatting errors.
- Replaces characters you enter with specific words or phrases.
- Formats ordinal numbers (such as 2nd), fractions (such as ½).
- Inserts correct plural forms of AutoCorrect entries.

You can customize the present AutoCorrect options.

Creating an AutoCorrect Entry

To create entries for AutoCorrect, follow these steps:

1. Select the AutoCorrect option from the Tools menu. The AutoCorrect dialog box is displayed as shown in Figure 7.5

→ NOTE

AutoCorrect corrects spelling mistakes, formats errors, formats ordinal numbers and inserts plural forms of AutoCorrect entries.

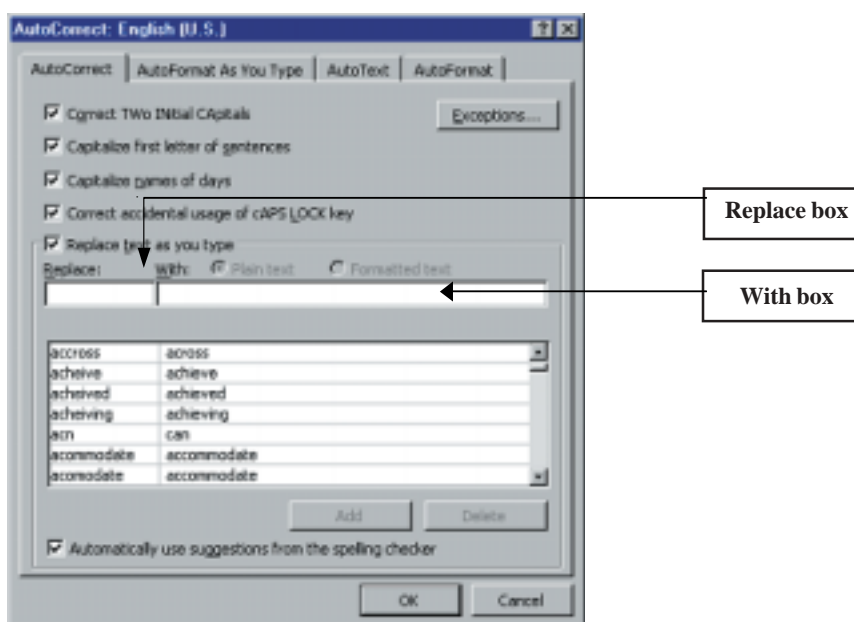


Figure 7.5 : AutoCorrect

2. Type the word that you want to create an AutoCorrect entry in the Replace box.
3. Type the replacement in the with box.
4. Select the Add button to add an entry to the list.
5. Click on the OK button to close the AutoCorrect dialog box.

7.2.4 Auto Text Feature

Text or graphics you use frequently can be entered in the AutoText entry list, as highlighted in the Figure 7.6 (a). These entries can include:

- Mailing address
- Standard contract clause
- Long distribution list for memos, etc.

→ NOTE
AutoText entry has a list of text and graphics that you use frequently, entered by the Microsoft and you.

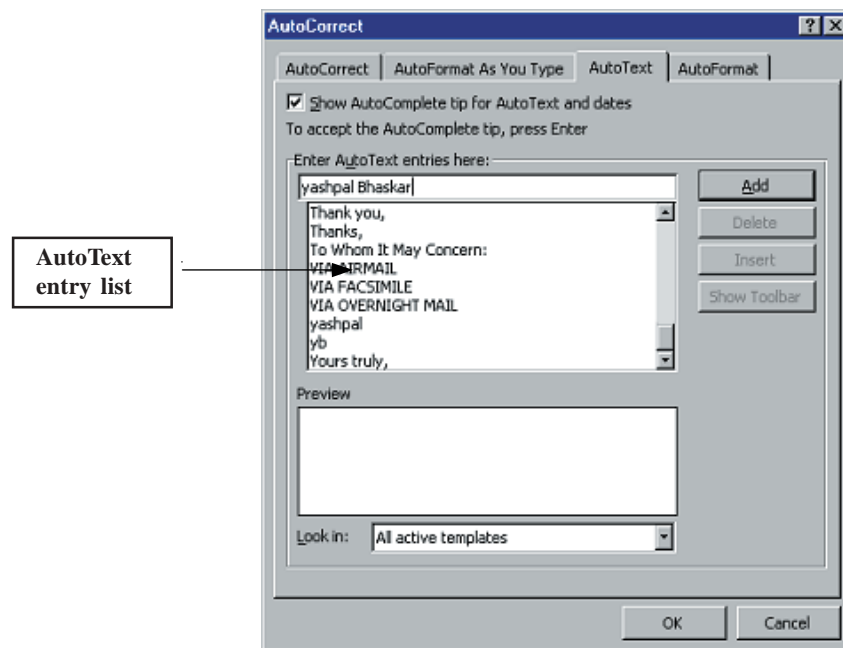


Figure 7.6 (a) : AutoText

Create an AutoText entry

1. Select the text or graphic to store as an AutoText entry.
2. Select the AutoText option from the Insert menu.
3. Select the New option from the AutoText submenu. A create AutoText dialog box is invoked as displayed in Figure 7.6 (b).
4. Type an AutoText entry in the Please name your AutoText entry box.
5. Click on the OK button. A new AutoText entry is created.

i TIPS
You can use the shortcut 'Alt+F3' to enter a New entry in the AutoText.

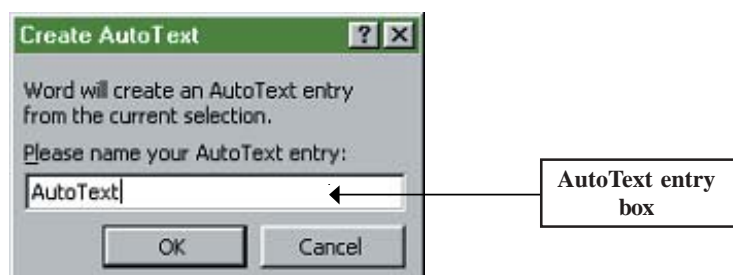


Figure 7.6 (b) : Create AutoText entry

Deleting An AutoText Entry

1. Select the AutoText option from the Insert menu.
2. Select the AutoText entry option from the AutoText submenu. This invokes the AutoCorrect dialog box with the highlighted AutoText tab as displayed in Figure 7.6 (c).

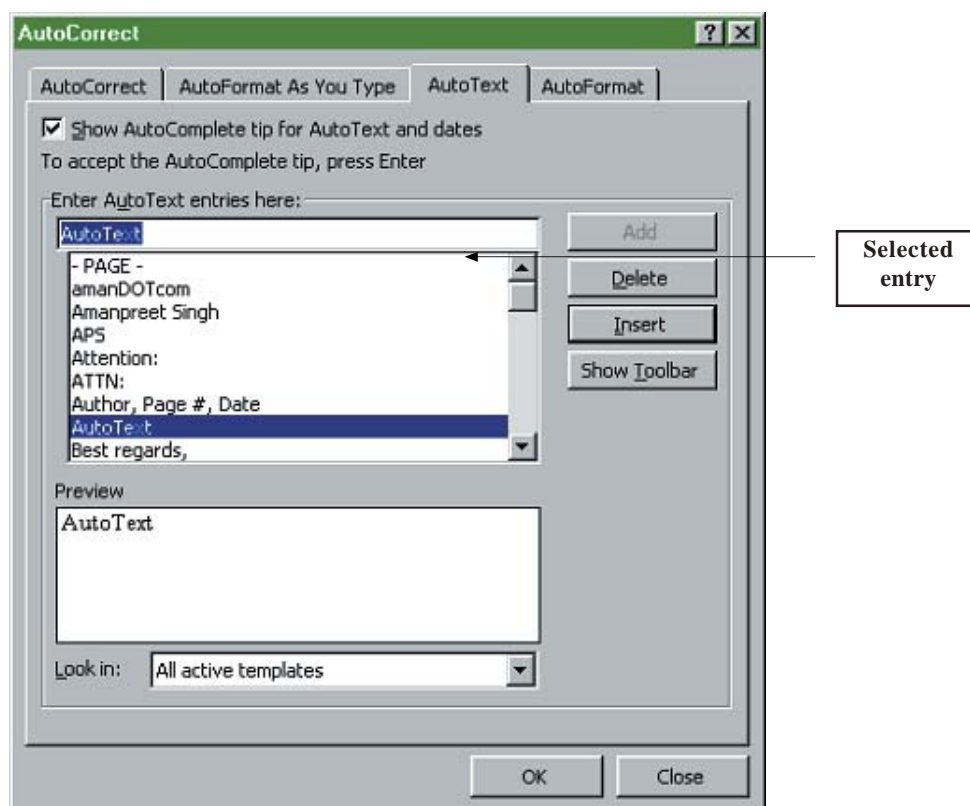


Figure 7.6 (c) : Deleting AutoText entry

3. In the Enter AutoText entries here box, select the name of the AutoText entry you want to delete.
4. Click on the Delete button of the AutoText dialog box to close it.

7.2.5 Thesaurus

Thesaurus gives you possible meanings and synonyms for selected words in your documents. We can use Thesaurus as:

1. Select the Language option from the tools menu.
2. Select the Thesaurus option from the Language submenu. Word automatically highlights the word and the thesaurus dialog box gets invoked as displayed in Figure 7.7.

→ NOTE
Thesaurus is a book of synonyms, often including related and contrasting words and antonyms.

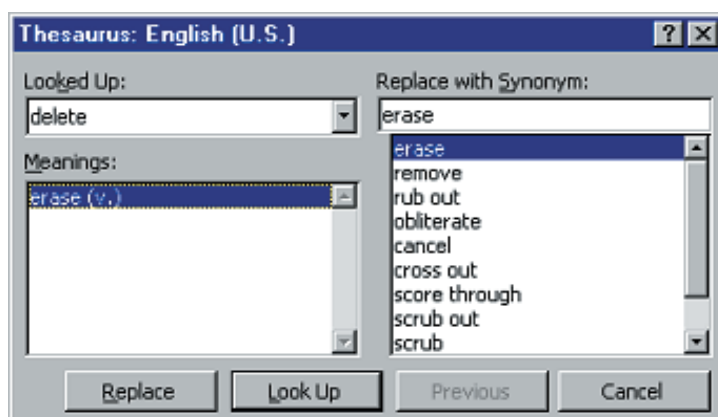


Figure 7.7 : Thesaurus

→ **NOTE**

Replace button replaces the highlighted text in the document with the Synonym.

3. Select a word in the Meaning scroll list. A list of synonyms in the Replace with Synonym is displayed on the right side of the Thesaurus dialog box.
4. Click on the Replace button on the Thesaurus dialog box. Word replaces the highlighted text in your document with the contents of Replace with synonyms box.
5. Click on the Look Up button to look up a word that is different from the original word after typing a new word is Replace with synonym box.

7.2.6 Find and Replace Option

You can search for text, formats, special characters and other document items. You can also replace the searched item with a specified item.

Find text

1. Select the Find option from the Edit menu. The Find and Replace dialog box gets invoked as displayed in the Figure 7.8 (a).

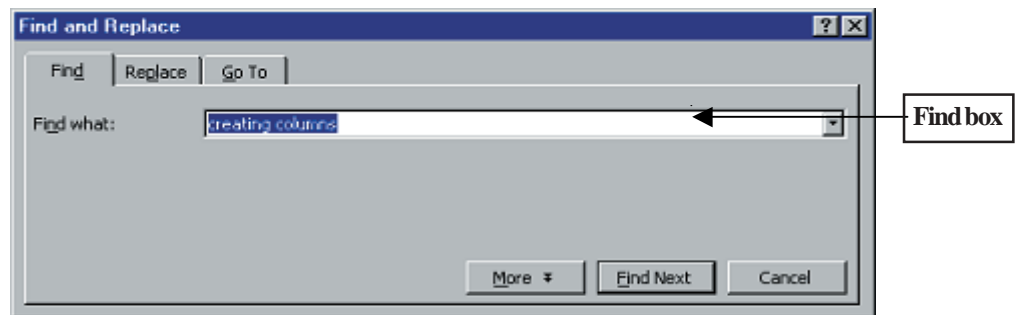


Figure 7.8 (a) : Find and Replace

→ **NOTE**

Format lets you format using font, paragraph, tab, language, frame, style, highlight.

2. If the Format button is not available, click on the More button.
3. To search for text with specific formatting, enter the text in the Find what box.
4. Click on the Format button and select the format you want as displayed in the Figure 7.8 (b).

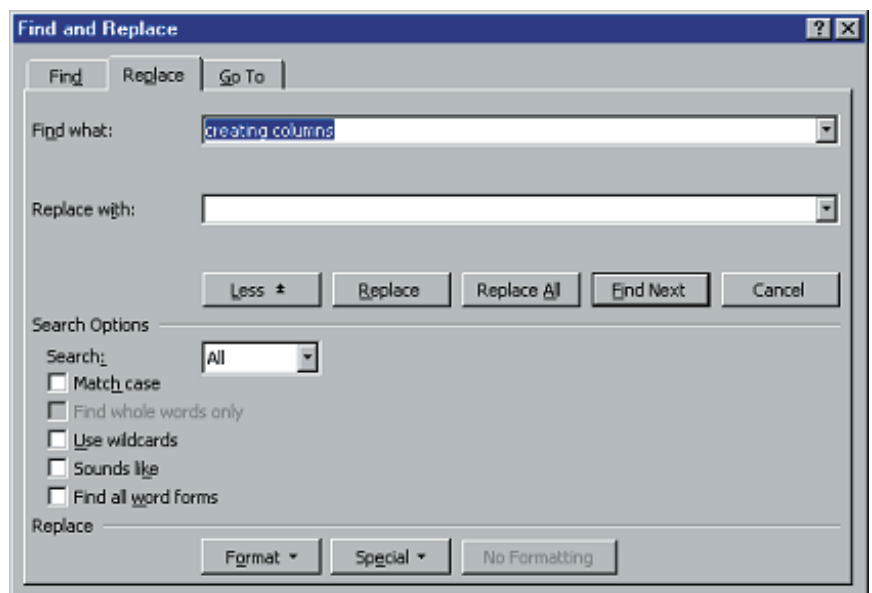


Figure 7.8 (b) : Find and Replace

→ **NOTE**

- Find let you search for text, formats, special characters and other document items.
- Replace lets you replace the searched item with a specified item.

5. Click on the Find Next option of the Find dialog box to find the position of the next being searched.

Replacing Text

1. Select the Replace Option from the Edit menu. A Find and Replace dialog box gets invoked as displayed in Figure 7.8 (c).

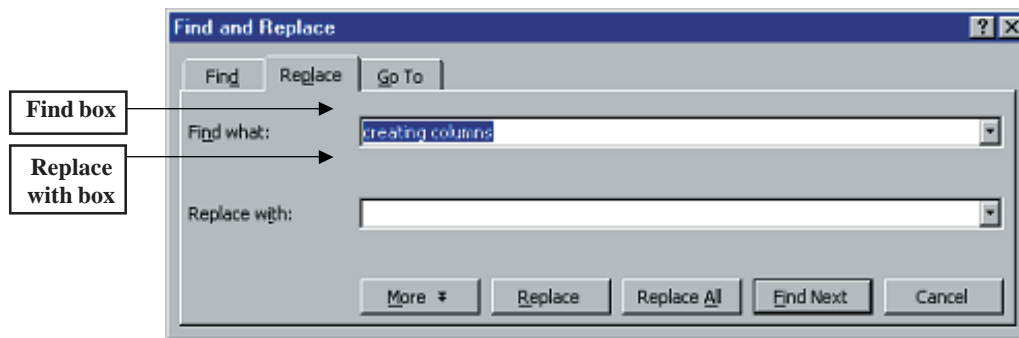


Figure 7.8 (c) : Find and Replace

2. Select the Replace tab.
3. Specify the text to be replaced in the Find what text box of the dialog box.
4. Enter the text to be replaced with in the Replace with text box.
5. Select the Find Next button to start the search. The first occurrence of the specified text is highlighted in the document.
6. Click on the Replace button to replace the highlighted text with the text in the Replace with box.

TIPS

You can use the shortcut 'Ctrl+H' to open the 'Replace' dialog box.

TIPS

You can click the 'Print Preview' button on the toolbar to preview the document.

7.2.7 Previewing Documents

Previewing a document means viewing the document before you print them.

1. Select the Print Preview option from the File menu. Alternatively, click on the Print Preview button on the standard toolbar. The Print Preview window gets invoked as displayed in the Figure 7.9.

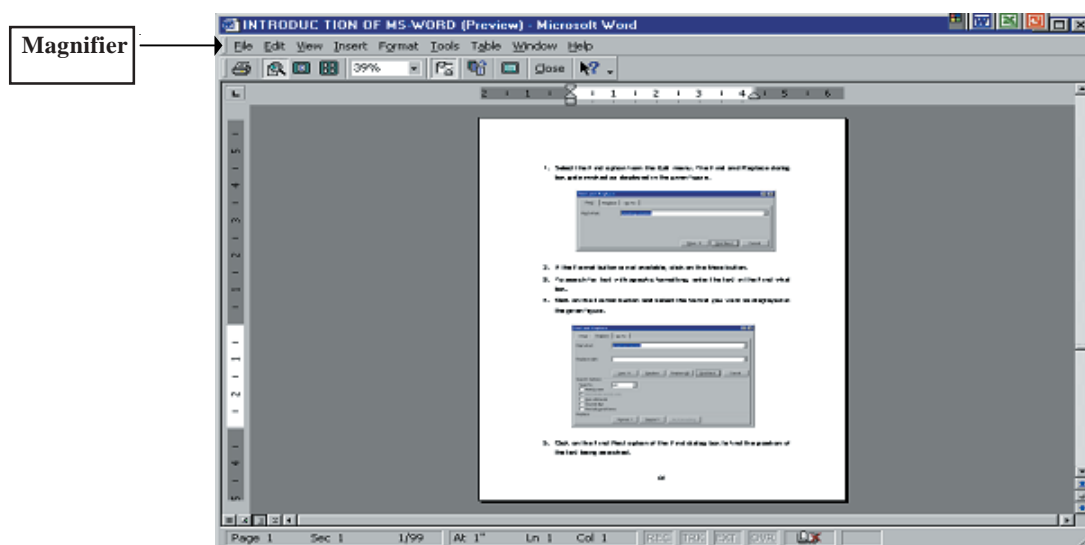


Figure 7.9 : Print Preview

2. Use the Magnifier button or select the Zoom option from the View menu to enlarge the document.

7.3 PRINTING DOCUMENTS

We can print the document on a piece of paper. Microsoft Word provides us with this facility.

→ NOTE

- Previewing a document means viewing the document before you print them.
- Magnifier or the Zoom option can be used to enlarge the document.

1. Select the Print option from the File menu. A Print dialog box gets invoked as displayed in the Figure 7.10.

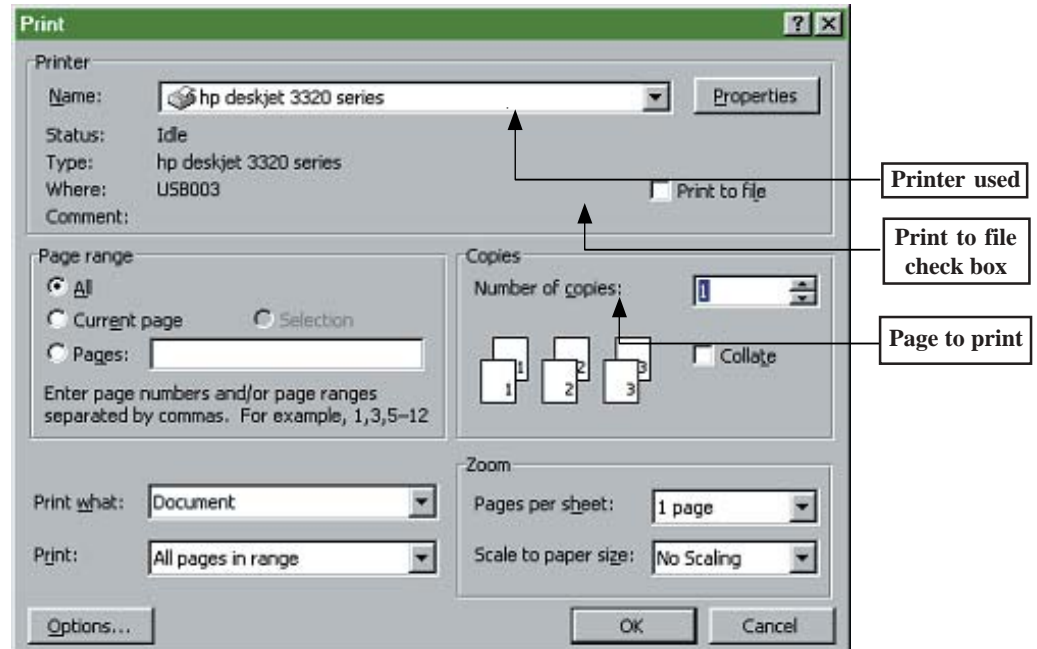


Figure 7.10 : Print Dialog box

2. In the Name box, select the printer on which your document gets printed. If the printer you use has options you can access them by clicking on the Properties option from the File menu.
3. Enter the Number of copies to be printed in the Copies area.
4. To print a range of pages, specify the portion of the document you want to print in the Page Range box. Click on the Pages radio button to include the page numbers or the page range, or both.
5. Click on the OK button to send the copies to the printer.

We can print a document in the reverse order also (reverse order means last page is printed first and first page is printed in the last). To print in the reverse order we need to:

1. Select the Options option from the Tools menu.
2. Select the Print tab in the Options dialog box.
3. Click on the Reverse radio button under printing options area. Word prints the document in the reverse order, beginning with the last page.

7.4 LET US SUM UP

Microsoft Word provides the user with many facilities, which we covered in this unit.

Any document produced on it is free of spelling errors, which is called the spell check facility. Microsoft Word indicates the unfamiliar words with a red underline. It uses a dictionary called the U.S. English dictionary.

→ NOTE

- Name box lets you select the printer on which your document gets printed.
- Number of copies to be printed is entered in the Copies area.
- Page Range box specifies the range of pages to be printed.

Thesaurus gives you possible meanings and synonyms for selected words in your documents.

You can search for text, formats, special characters, and other document items. You can also search for and replace a found item with a specified item.

7.5 CHECK YOUR PROGRESS EXERCISE

1. Where is the dictionary of Word kept?

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2. Can you turn off the automatic spell check, if yes then how?

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.....

3. Can graphics be stored as an AutoText entry?

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.....

4. Explain the printing procedure of a document.

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5. Develop a document and use Spell Check to correct the errors.

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6. Use AutoText functionality of Microsoft Word.

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.....

7. Try to print the document.

.....
.....

7.6 ANSWERS CHECK YOUR PROGRESS EXERCISE

1. The dictionary of words is kept in Commands Folder by the default name custom.dic.

2. Yes. To turn off the automatic spell check, the steps are:

- a) Select the Options option from the Tools menu. An Options dialog box gets invoked.

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- b) Select the spelling and grammar tab and disable the check spelling as option is typed.
3. Yes, graphics can be stored as an Auto Text entry.
4. The printing procedure of a document can be explained as:
 - Select the print option from the File Menu. A Print dialog box gets invoked.
 - In the Name box, Select the printer on which document gets printed.
 - Enter the Number of copies to be printed in the copies area.
 - To Print a range of pages, specify the portion of the document to be printed in the page range box. Click on the pages radio button to include the page numbers or the page range, or both.
 - Click on the OK button to send the copies to the printer.