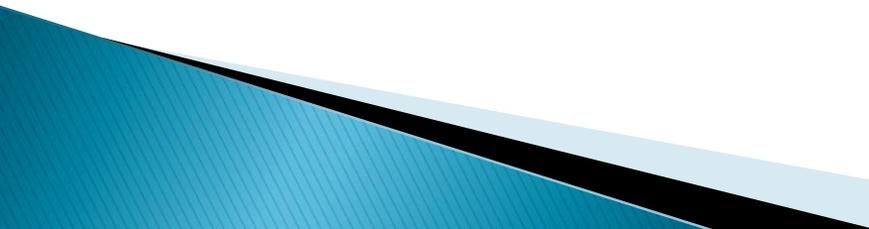


# Beyond the Basics: Tips for Better Formatting in Microsoft Word

Jill R. Sommer  
Sommer Translation & Net Services

NOTA presentation, 4/30/2016

- ▶ If you've worked with Word much at all, you know how frustrating it can be getting formatting just the way you want it.
  - ▶ Too many translators use spaces and multiple tabs to “format” their documents.
  - ▶ Just because it looks good on your end does not mean it looks good on the client/end client end.
  - ▶ Clients appreciate cleanly formatted documents because they do not have to tinker with them.
- 

# Nicely formatted document?

FMustermann - Microsoft Word non-commercial use

File Home Insert Page Layout References Mailings Review View Add-Ins

Times New Roman 11 A<sup>+</sup> A<sup>-</sup> Aa Font Paragraph Styles

Find Replace Select Editing

Clipboard Font Paragraph Styles Editing

1 2 3 4 5 6 7

**Communication & Translation Services**

**Franz Mustermann**

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**German <> English Translator,  
Interpreter, Proofreader and Editor**

**Summary of Language Skills**

- Native fluency in German; near-native fluency in English

**Employment/Special Skills**

Practical experience in Quality Control & SPC, Manufacturing, Printing; 1975- 1979  
Full-time Freelance Translator, Interpreter, Proofreader and Editor, 1979 – present

**Professional Memberships**

- ATA, MiTiN, Chicata

**Education**

Page: 1 of 1 Words: 127 English (U.S.) 100%

10:29 AM 10/2/2015



Institut  
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Sekretariat: Tel.: - 31 02  
Befundanf.: Tel.: - 31 08  
Fax: - 31 29  
Anmeldung  
Endoskopiezentrum: - 43 20  
Ambulanzen: - 31 02  
Diabetesschulung: - 31 08  
Station 161 -

Herrn Dr.med. Frank Herrmann, Am Langen Steg 10, 92637 Weiden  
Herrn \_\_\_\_\_, 92637 Weiden

## Arztbrief

rad/kr 30.07.2015

Sehr geehrte Frau Kollegin, sehr geehrter Herr Kollege,

wir berichten über unseren gemeinsamen Patienten

Name:	Vorname:
Geb.-Datum:	Fallnummer:
Ort:	Straße:
stationär von: 15.05.2015	bis: 27.05.2015
ambulant am: 08.06.2015, 02.07.2015, 06.07.2015, 14.07.2015, 15.07.2015	

### Diagnosen:

1. Colitis ulcerosa, Montrealklassifikation E2, primär steroidrefraktär
2. Steatosis hepatis

### Therapie und Verlauf:

	Colitis ulcerosa
05/15	ED Koloskopie vom 16.05.2015: Hochgradiger V. a. Colitis ulcerosa bis einschließlich C. mittleres/rechts C. transversum. Ausgeprägteste Aktivität. Histologischer Befund und Beurteilung: Kolorektale Schleimhaut mit in allen Biopsien ausgeprägter hochflorider ulzerativer Entzündung vom Typ der Colitis ulcerosa. Kein Nachweis einer intraepithelialen Neoplasie und kein Anhalt für Malignität. Computertomographie des Abdomens und Beckens mit KM i.v. vom 15.05.2015: Bild einer Colitis im Colon von der rechten Colonflexur aboral bis zum Rektum reichend. Vermutlich reaktiv vermehrte LK mesenterial. Steroidrefraktärer Verlauf Quantiferon: nicht bestimmbar Therapieeinleitung mit Infliximab (450mg), Erstgabe 23.05.2015. Weitere Medikation: Mesalazin 4,5 g/Tag, aktuell Prednisolon 80 mg/Tag, supportiv 2000 IE Vigantolethen.



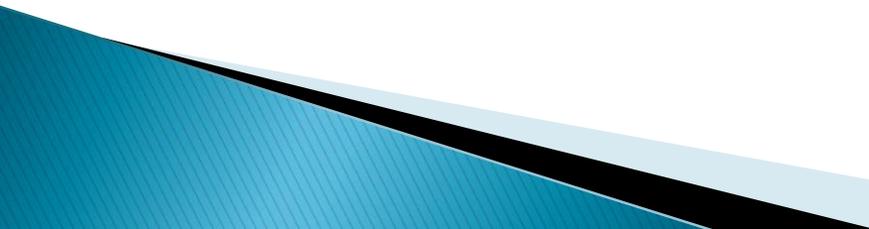
# Optical Character Recognition

- ▶ ABBYY FineReader  
(<https://finereaderonline.com/en-us> or <http://www.abbyy.com/finereader/>)
- ▶ ABBYY PDF Transformer  
(<http://www.abbyy.com/pdf-transformer/>)
- ▶ OmniPage (<http://www.nuance.com/for-individuals/by-product/omnipage/index.htm>)
- ▶ <http://www.onlineocr.net/>
- ▶ <http://www.free-online-ocr.com/>
- ▶ OCR Convert (<http://www.ocrconvert.com/>)

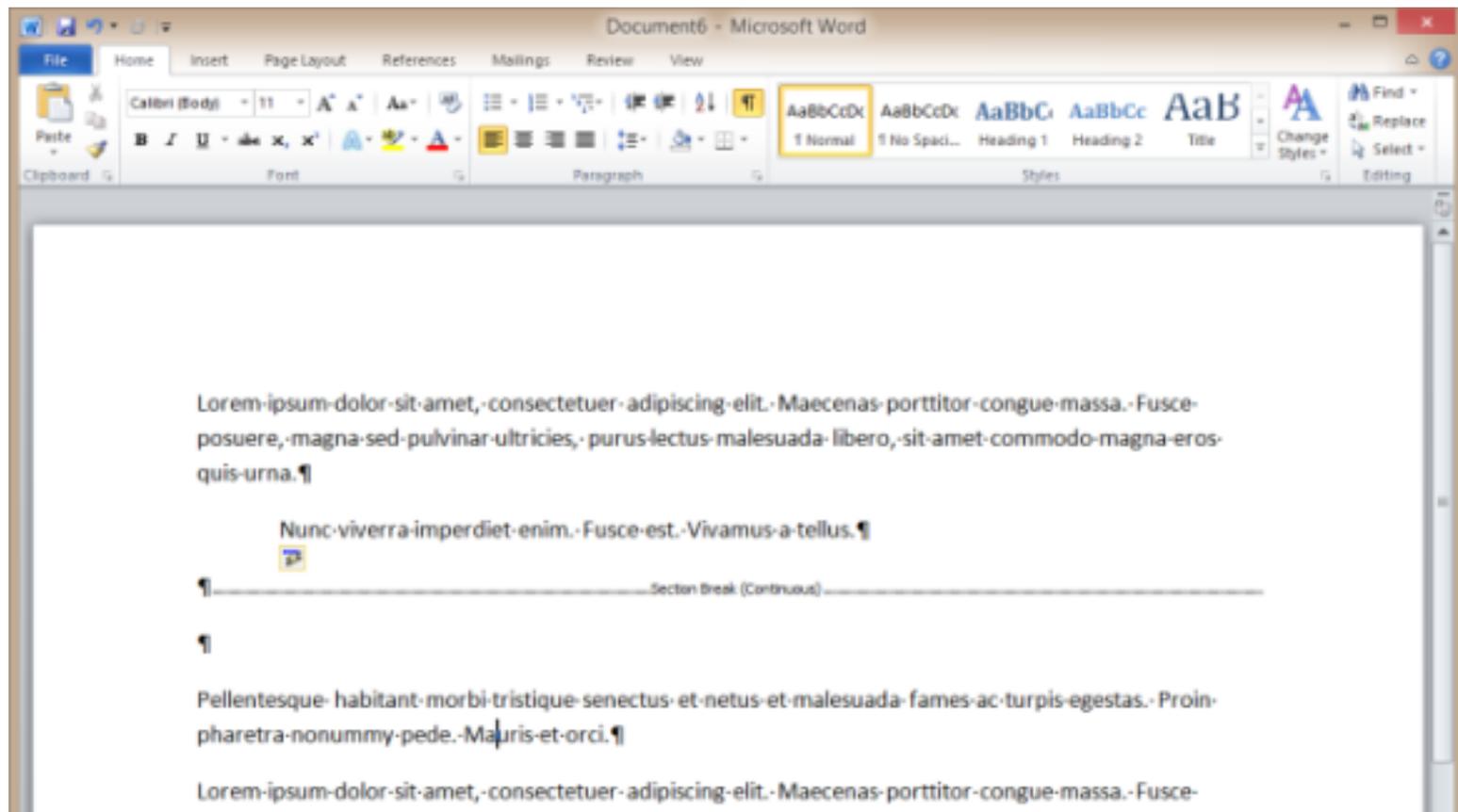
# Agenda

- ▶ Hidden Characters
  - ▶ Paste Special
  - ▶ Tabs/Ruler
  - ▶ Table
  - ▶ Alignment
  - ▶ Font (expansion)
  - ▶ Page breaks
  - ▶ Format Painter
  - ▶ Headers/Footers
  - ▶ Page numbers
  - ▶ Text boxes
  - ▶ Symbols
  - ▶ Shapes
- 

# Show hidden characters

- ▶ On the Home toolbar, click the Show/Hide button (it looks like a paragraph mark: ¶) to turn on Word's hidden characters.
  - ▶ In Word, every non-navigational key you press inserts a character in the document.
  - ▶ Tabs, returns, spaces, and paragraph marks are all just characters in Word (even though they contain some extra information) and Word treats them like characters.
- 

# Hidden characters



# Show hidden characters

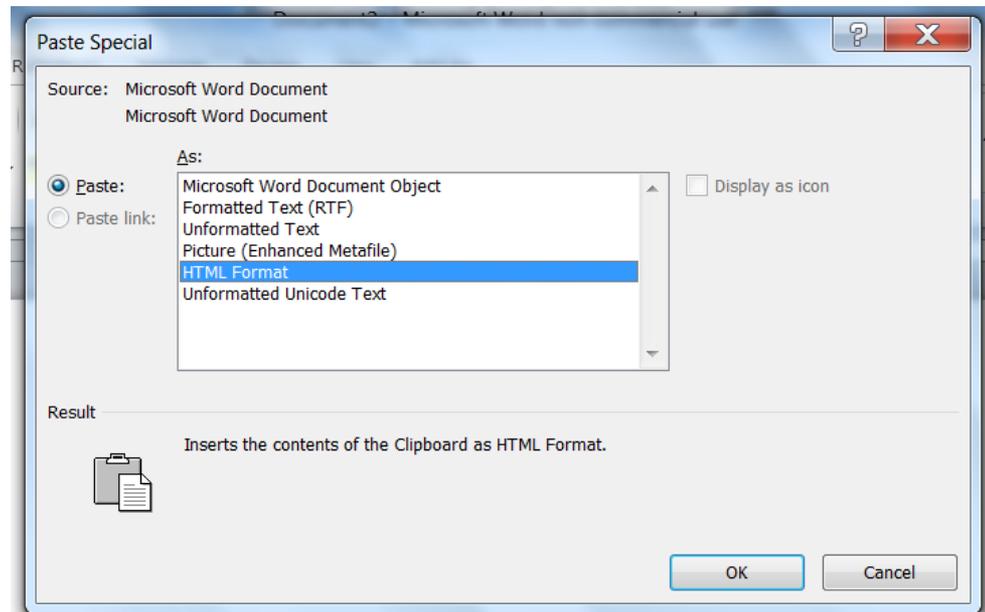
- ▶ You can also control exactly what hidden characters are revealed by going to File > Options > Display and selecting items in the **Always show these formatting marks on the screen** section.
- ▶ This ensures you don't accidentally delete a formatting and explains why you might have problems if you do.

# Paste Special

- ▶ Paste Special is a feature gives you more control of how the content is displayed or functions when pasted from the clipboard.
- ▶ For example, text copied from a Web page often retains much or all of the HTML formatting, which may not match the colors, fonts, or other text formatting being used in the document. By using Paste Special, you can choose to paste unformatted text (doesn't have a different font, isn't bold, doesn't contain links, etc.).

# Paste Special

- ▶ From the **File** menu, click **Edit** and then choose **Paste special** or **Paste text** to open a dialog box similar to the above example. If you want to paste text that is not formatted, click **Unformatted text** or **Plain text**.

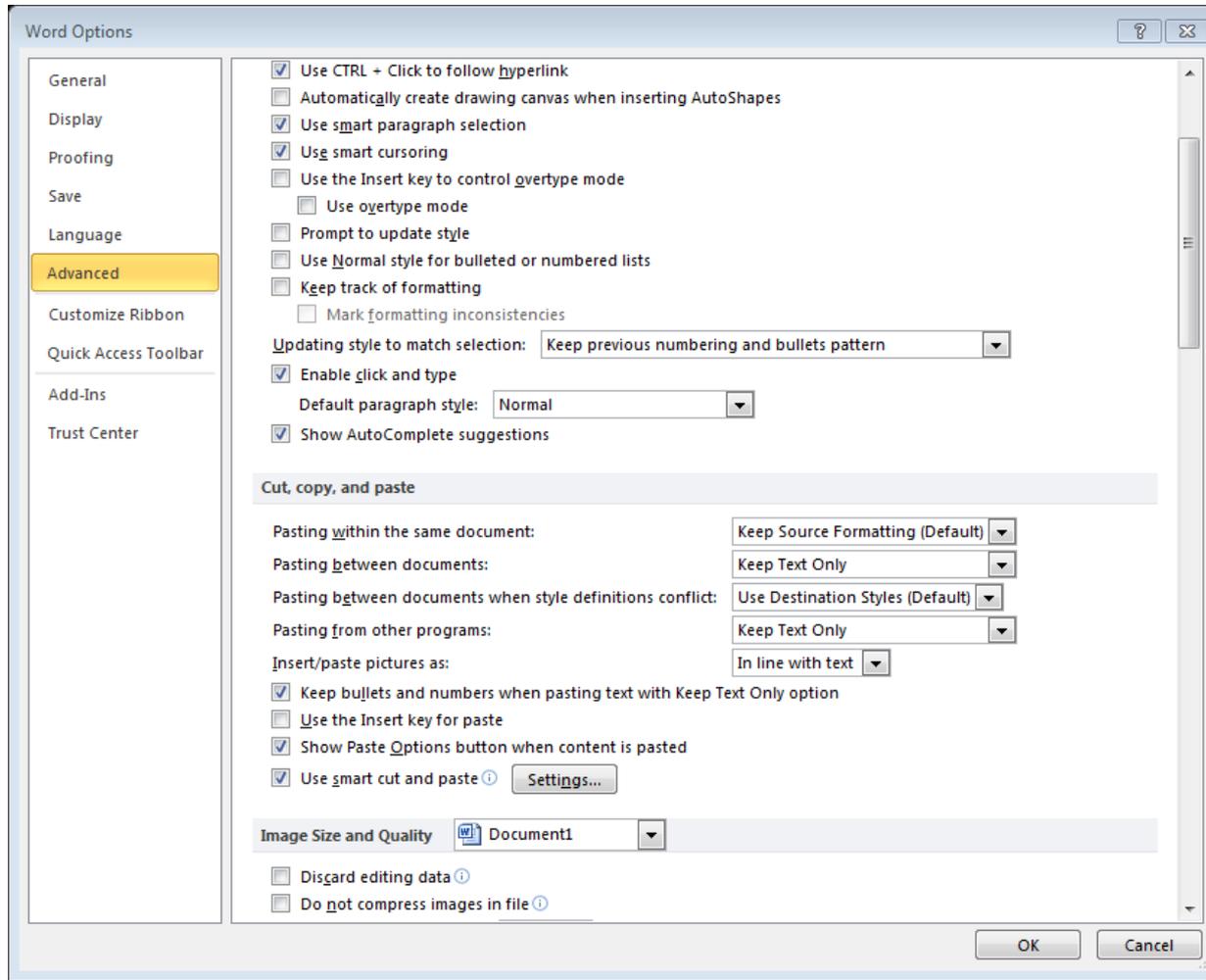


# Paste Special

- ▶ In new versions of Microsoft Office when pasting text a paste box will appear in the bottom corner of the pasted text, as shown in the picture.



# Default Word options

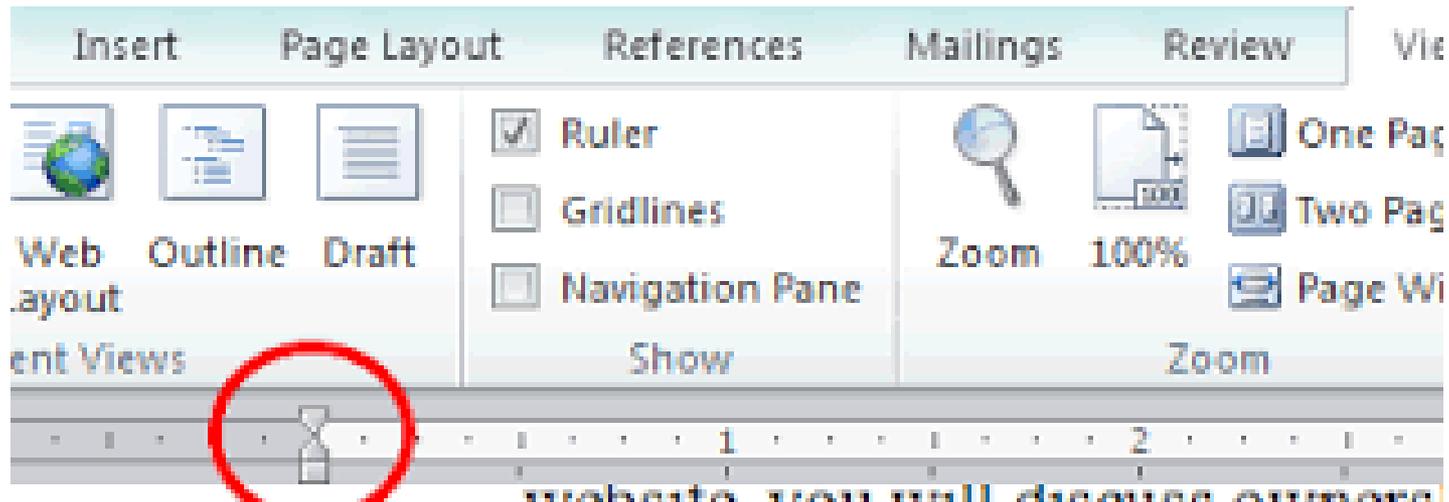


# Tabs / Ruler

- ▶ Tabs and indentations can give shape to your Microsoft Office document, making it more readable and accessible.
  - ▶ Click **View** → **Ruler** to show the Ruler.
  - ▶ **Indentations** are settings applied to the entire document or certain sections.
  - ▶ **Tabs** are set by each occurrence.
  - ▶ Both create breaks in otherwise large bulks of text.
- 

# Tabs/Ruler

- ▶ Both tabs and indentations are controlled on the **Ruler**.



# Tabs/Ruler

- ▶ To fine-tune tabs you set, just click on the tab mark on the ruler. Be careful to click it exactly, however, so the program doesn't think you are trying to set a new tab nearby.

Education:

University of Southern Maine	Masters of art Leadership and Organizational Development	Sept 2006 - Aug 2011
University of Maine	Bachelor of Science Communicating Technology	Sept 2000 - Aug 2000

Payment	Due Date	Amount
Mortgage	15 <sup>th</sup>	\$1256.72
Car Payment	3rd	\$329.66
Insurance	28th	\$105.12
Groceries		\$606.80
Electricity	2nd	\$98.50
Heat	28th	\$216.47

# Tabs/ruler

Left Indent

Right Indent

Indents

There are four types of indents: left indent, right indent, hanging indent, and first line indent. The left and right indents control the space between the

First Line Indent

Indents

There are four types of indents: left indent, right indent, hanging indent, and first line indent. The left and right indents control the space between the paragraph and the left or right margin. The hanging indent controls how the text of a paragraph lines up under the first line. This is usually adjusted when working with bullets or numbering when text does not line up properly. The first line indent is used to indent the first line of a paragraph, similar to how you might use a tab.

Hanging Indent

Indents

There are four types of indents: left indent, right indent, first line indent, and hanging indent. The left and right indents control the space between the paragraph and the left or right margin. The hanging indent controls how the text of a paragraph lines up under the first line. This is usually adjusted when working with bullets or numbering when text does not line up properly. The first line indent is used to indent the first line of a paragraph, similar to how you might use a tab.

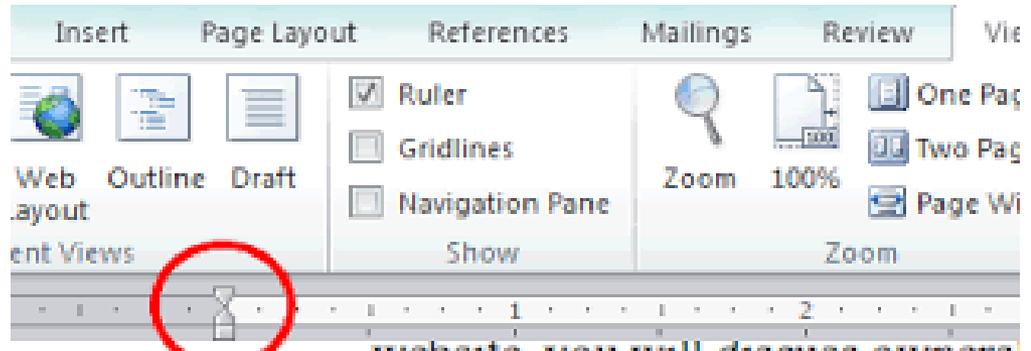
Indents are displayed on the Ruler. If your ruler is not showing at the top of the document, click the **Ruler** checkbox on the **View** tab, in the **Show** section.

# Tabs/Ruler

- ▶ The ruler can be used to indent the first line of a paragraph or all lines but the first line.
  - ▶ Hanging indent is the typographical term for a paragraph in which the first line is not indented, but subsequent lines in the paragraph are. Typically, hanging indents are used for numbered and bulleted lists.
  - ▶ Choose **Paragraph** from the **Home** menu. In the **Special** drop-down list, choose **Hanging** and adjust the **By** field as needed. Click **OK**.
- 

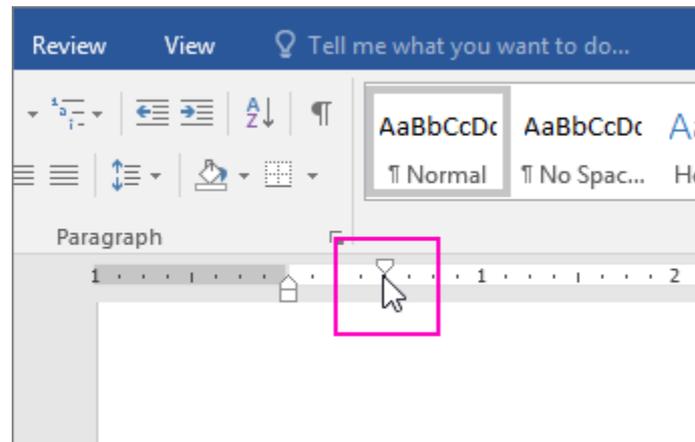
# Tabs/Ruler

- ▶ You can also create a hanging indent manually by:
  - Clicking on the **View** tab and checking the **Ruler** box on the **Show** section of the Ribbon.
  - Once the ruler is displayed, click and drag the bottom of the indent slider over to .5"
  - If it's not already there, click and drag the top portion of the indent slider back to the left margin marker.



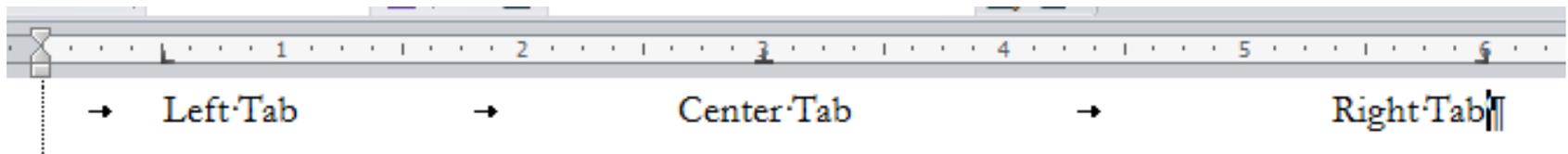
# Tabs/Ruler

- ▶ Use the ruler to quickly create a first line indent so the first line of a paragraph is indented more than the other lines.
- ▶ Click **Home** and then, in the Paragraph group, click the dialog box launcher to open the Paragraph dialog box. On the **Indents and Spacing** tab, under **Indentation**, select **First line**.

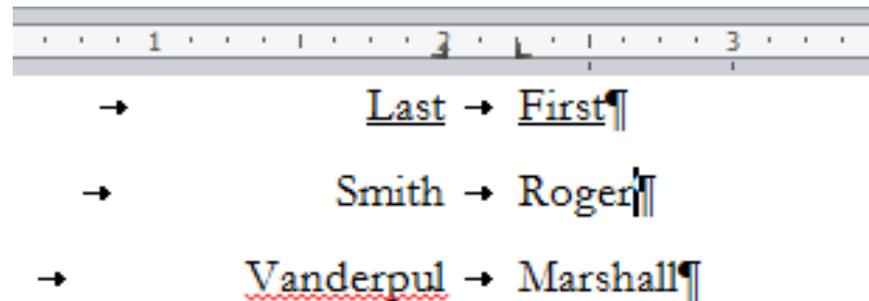


# Tabs/Ruler

- ▶ You can adjust the tabs using left tabs, center tabs and right tabs

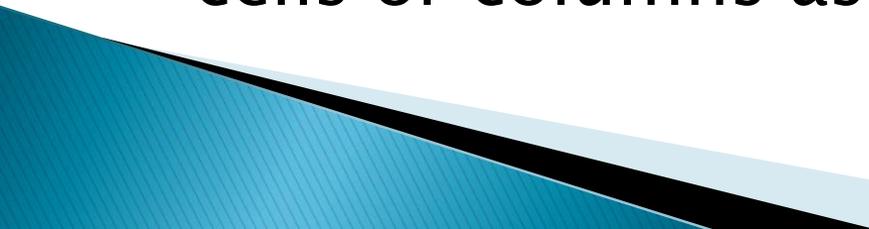


- ▶ Or line up columns to meet as needed



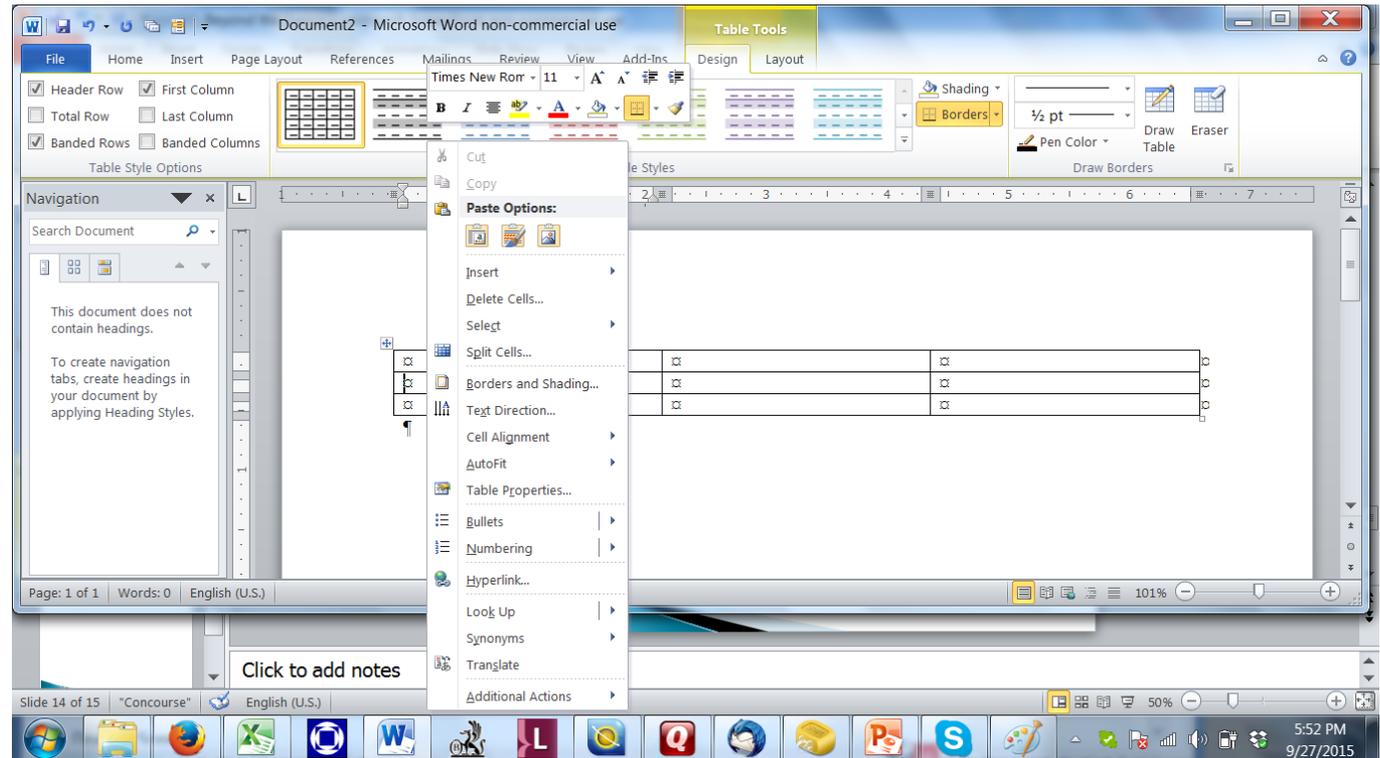
- ▶ But it's easier to use a table for this.

# Tables

- ▶ **Tables are used when you have several columns and don't want to use tabs.**
  - ▶ **Insert a table by clicking Insert -> Table.**
  - ▶ **Choose the number of columns and rows you need.**
  - ▶ **Add a new row by hitting the tab key.**
  - ▶ **To merge cells highlight multiple rows or columns and right-click.**
  - ▶ **Insert or delete columns and rows or split cells or columns as needed by right-clicking.**
- 

# Tables

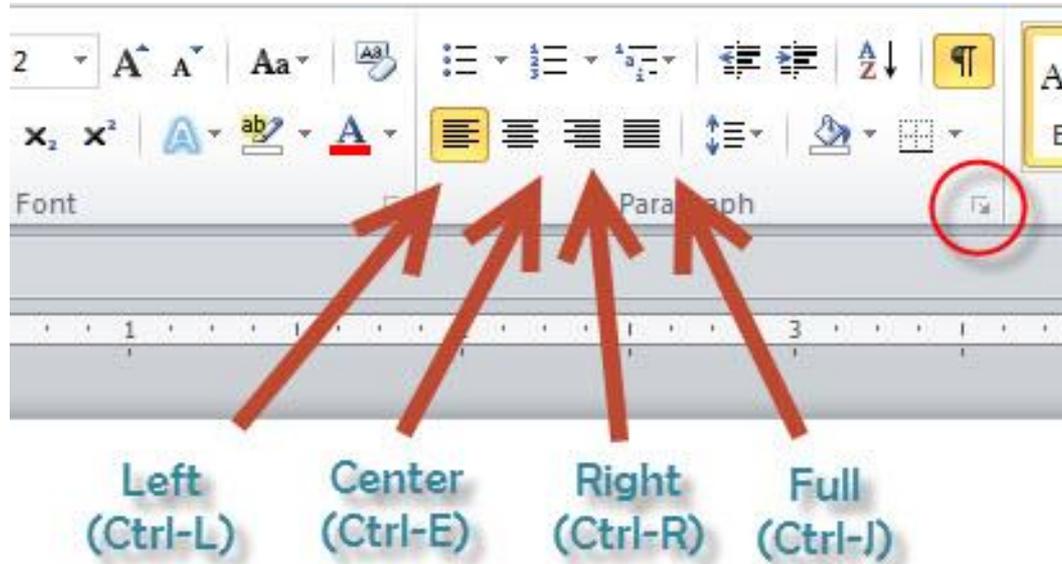
- ▶ Right click to fine-tune the table, such as removing the borders or adjusting the cell alignment.



# Alignment

- ▶ Alignment allows you to control how the text is shown.
  - ▶ Flush left alignment means that text is lined up along the left **margin**.
  - ▶ Flush right alignment lines up text along the right **margin**.
  - ▶ Centered alignment means that text is aligned around a midpoint.
  - ▶ Justified alignment means that text lines up along both **margins**. (use sparingly!!!)
- 

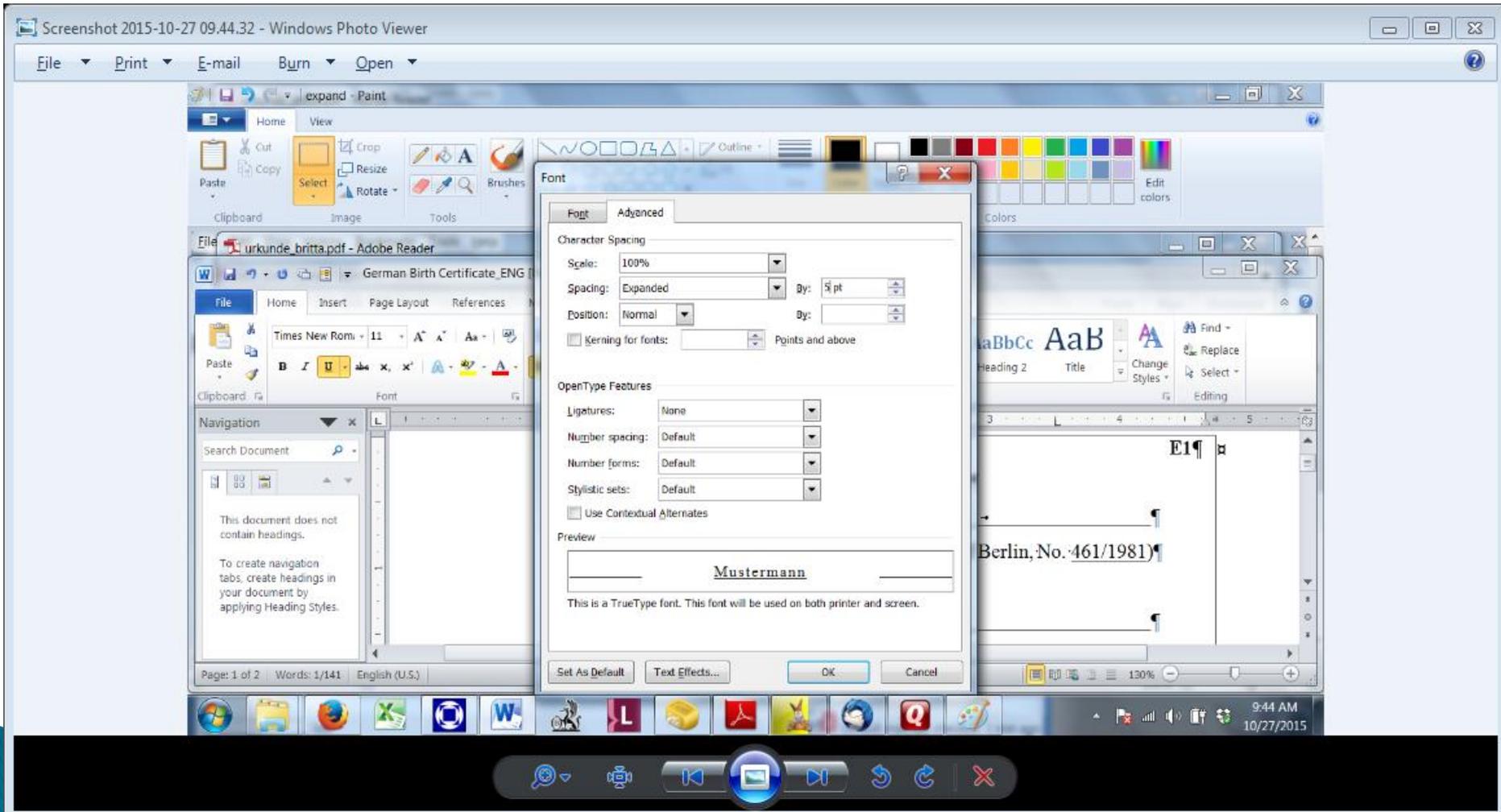
# Alignment



# Font size (expanded)

- ▶ In German medical reports or government documents sometimes last names are spelled like “S C H M I D T”
  - ▶ Instead of adding a space to spread it out like the source text, I open the Font dialog by clicking on the little arrow in the right corner
  - ▶ I then click on the Advanced tab and select Spacing -> Expanded.
- 

# Font size (expanded)

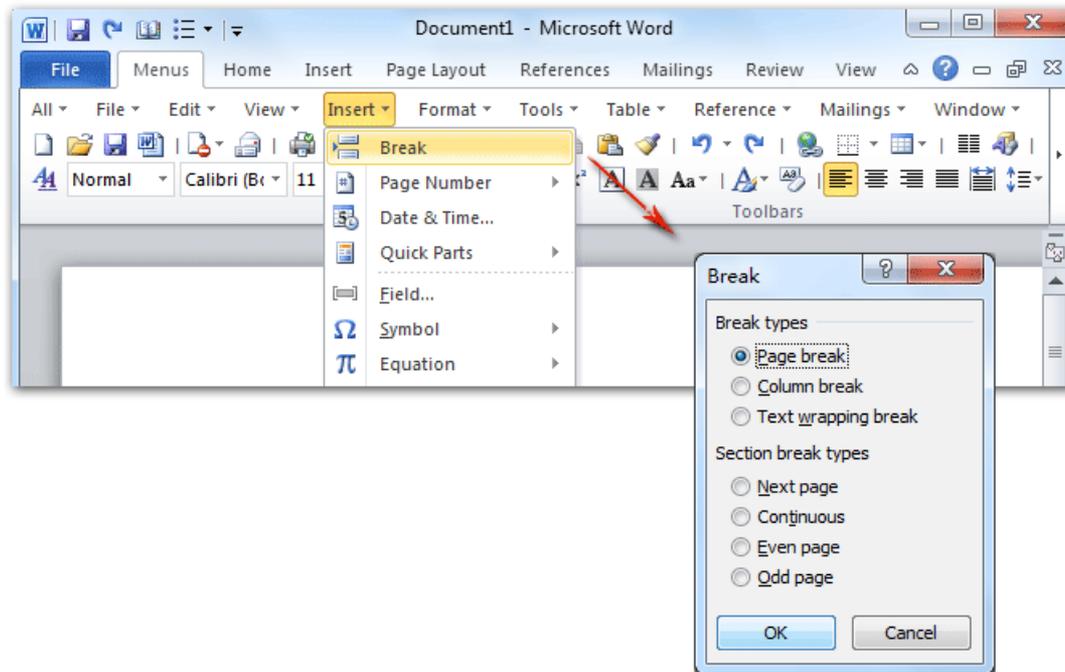


# Font size (keyboard shortcuts)

- ▶ Highlight text and press
  - ▶ Shift + F3 to change case of letters (title case, upper case and lower case)
  - ▶ Ctrl+Shift+> to increase font size
  - ▶ Ctrl+Shift+< to decrease font size
  - ▶ Ctrl+Shift+F to change font and size
- 

# Page break

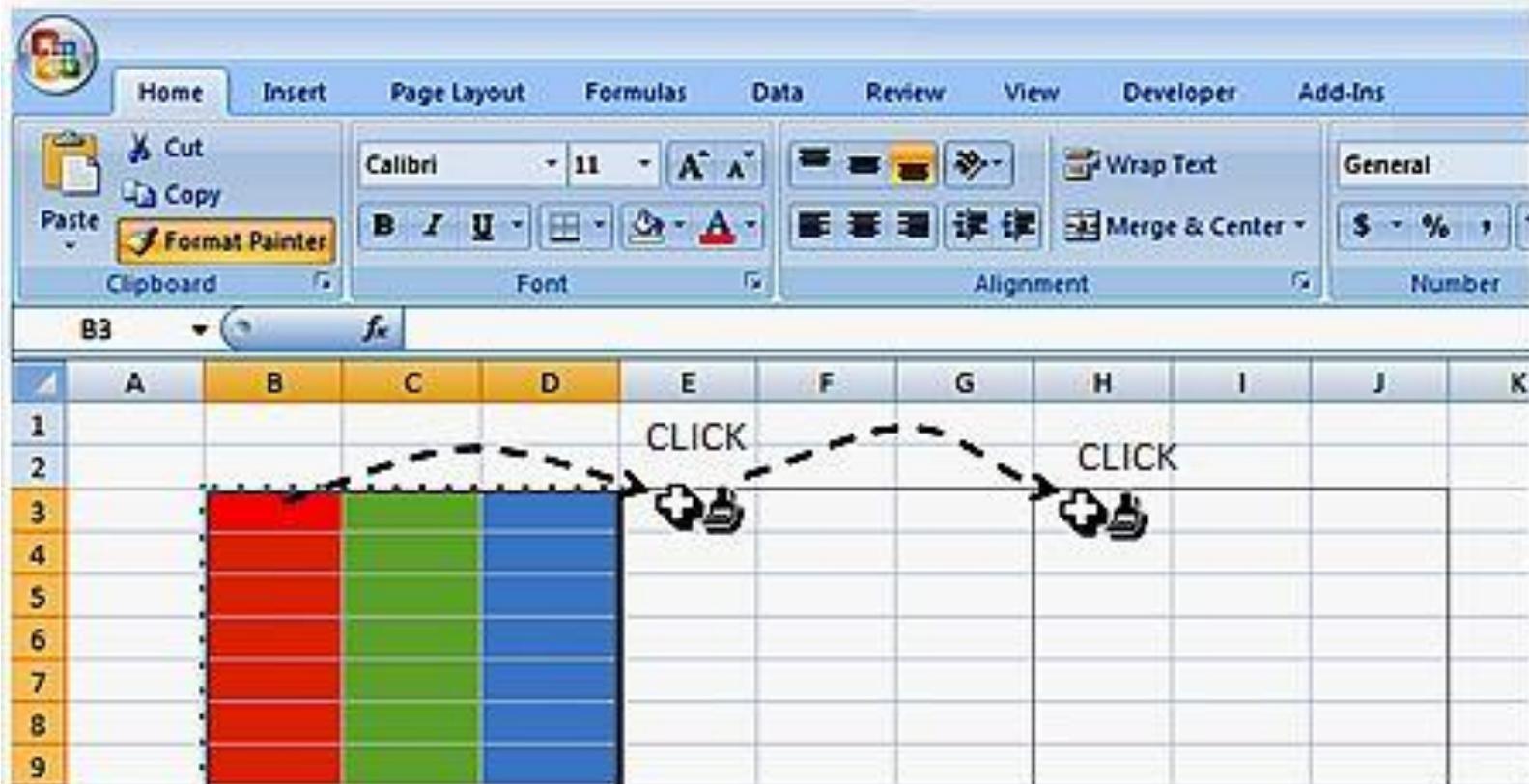
- ▶ Click where you want to start a new page.
- ▶ hit Ctrl+Enter or on the **Insert** tab, in the Pages group, click **Page Break**.



# Format Painter

- ▶ Use **Format Painter** to quickly copy formatting from one selection of text or graphics in a document to another.
  - ▶ Select the text or graphic that has the formatting that you want to copy.
  - ▶ On the **Home** tab, click **Format Painter**.
  - ▶ Once the cursor changes to a paintbrush, select the text or graphic that you want to format.
- 

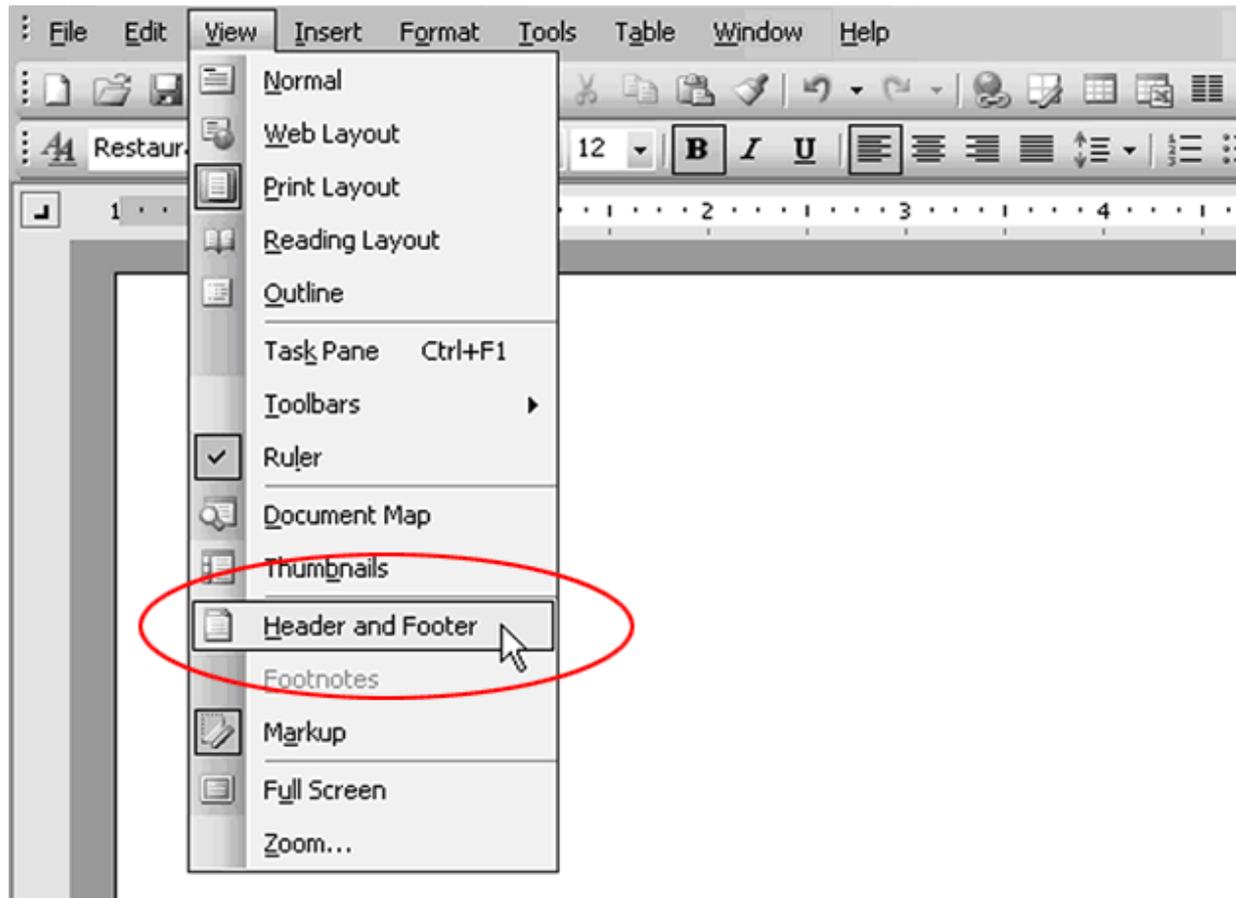
# Format Painter



# Headers and footers

- ▶ Headers and footers are areas in the top, bottom, and side margins of each page in a document.
  - ▶ Use when text repeats at top or bottom of page (page numbers, file names, Bates numbers, etc.)
  - ▶ On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.
  - ▶ Insert text you want and click **Save**.
- 

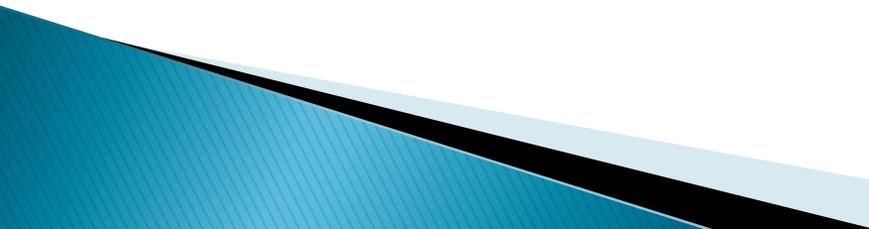
# Headers and footers



# Headers and footers

- ▶ There are lots of different options:
  - Make header or footer different for odd and even pages
  - Make first page different from the rest of the pages
  - Use no header or footer on the first page
  - Make header or footer different in each section or chapter.
- ▶ The information on how to do this is out there. Simply Google it.

# Page numbers

- ▶ Word can automatically label each page with a page number and place it in a **header, footer, or side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.
  - ▶ Double-click anywhere on the **header or footer** to **unlock** it (or on top or bottom of page).
  - ▶ Place cursor where you want the page number and click Page Number.
- 

# Page numbers

FMustermann - Microsoft Word non-commercial use

Header & Footer Tools

Design

Insert Page Number

Insert page numbers into the document.

Press F1 for more help.

Header

Communication & Translation Services → → → → Franz Mustermann → → Skype: fmustermann¶  
→ → → → → → → → → → Home: +1-555-5555¶  
→ → → → → → → → → → 1234 Ford Drive → → → → Cell: +1-555-5556¶  
→ → → → → → → → → → Detroit, MI 48201 → → → → Fax: +1-375-5555¶  
→ → → → → → → → → → USA → → → → Email: fmuster@gmail.com¶

German <-> English Translator,¶  
Interpreter, Proofreader and Editor¶

Summary of Language Skills¶

- Native fluency in German; near-native fluency in English¶

Employment/Special Skills¶

- Practical experience in Quality Control & SPC, Manufacturing, Printing; 1975-1979¶
- Full-time Freelance Translator, Interpreter, Proofreader and Editor; 1979-present¶

Professional Memberships¶

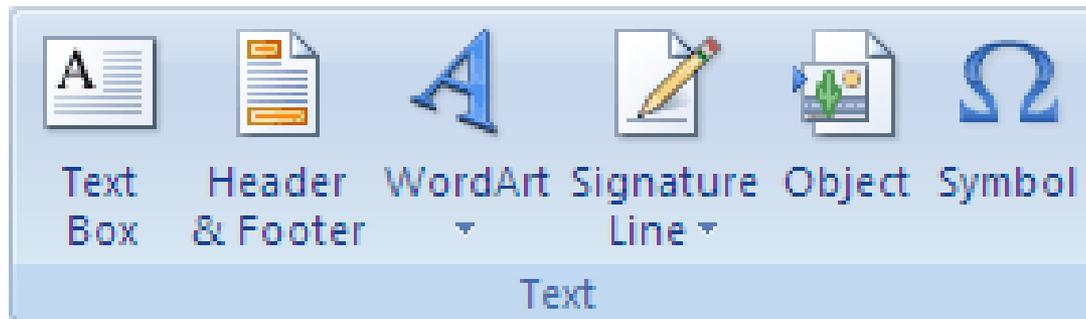
- ATA, MiTiN, Chicata¶

Page: 1 of 1 Words: 127 English (U.S.)

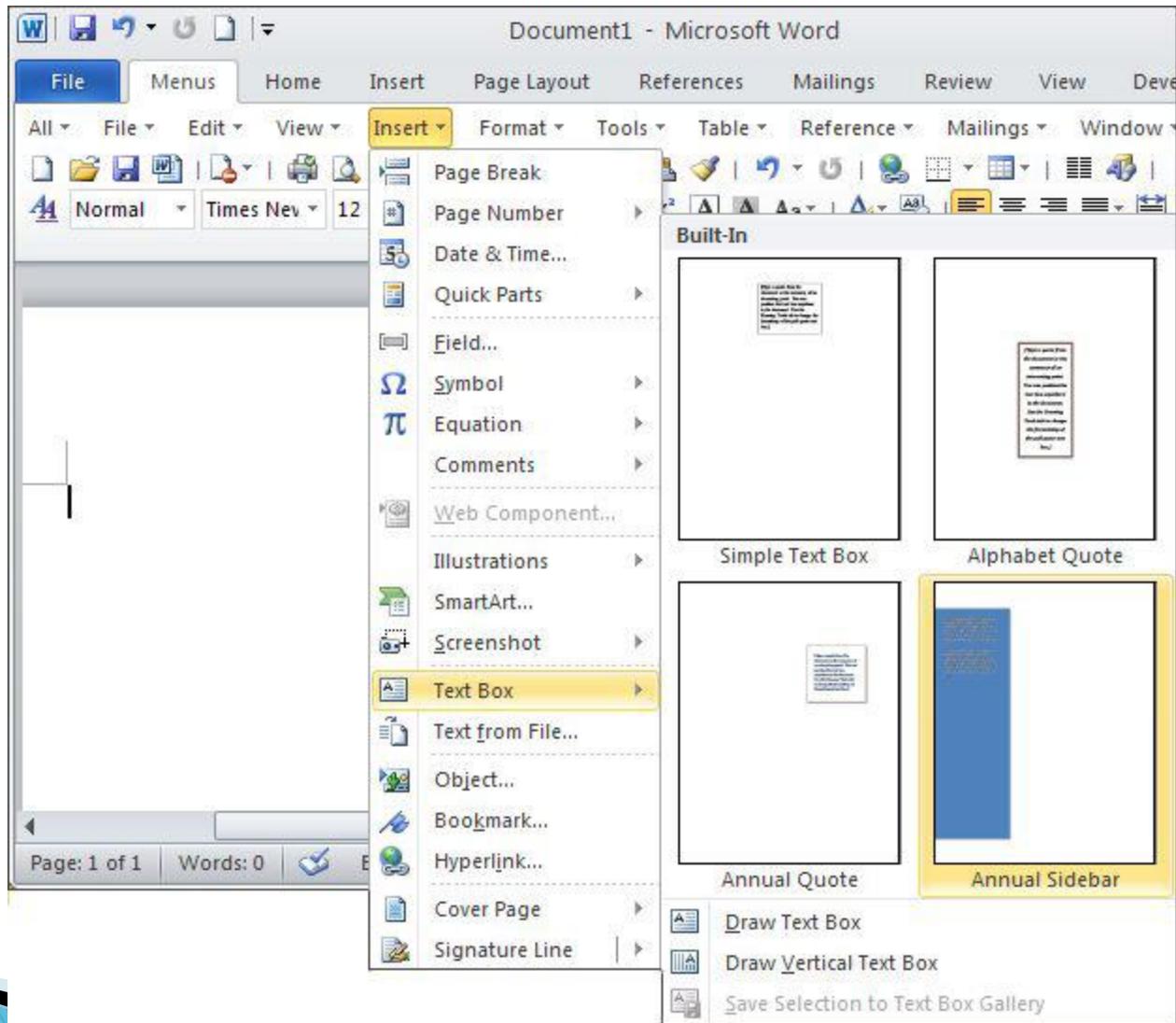
10:42 AM 10/2/2015

# Text boxes

- ▶ Try to use text boxes sparingly.
- ▶ A text box is an object that you can add to your document to emphasize or set off text.
- ▶ On the **Insert** tab, in the **Text** group, click **Text Box**.



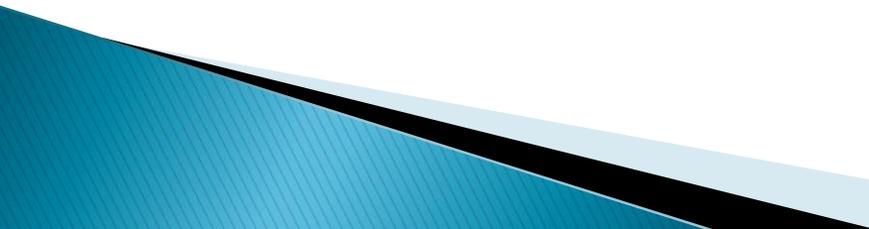
# Text boxes



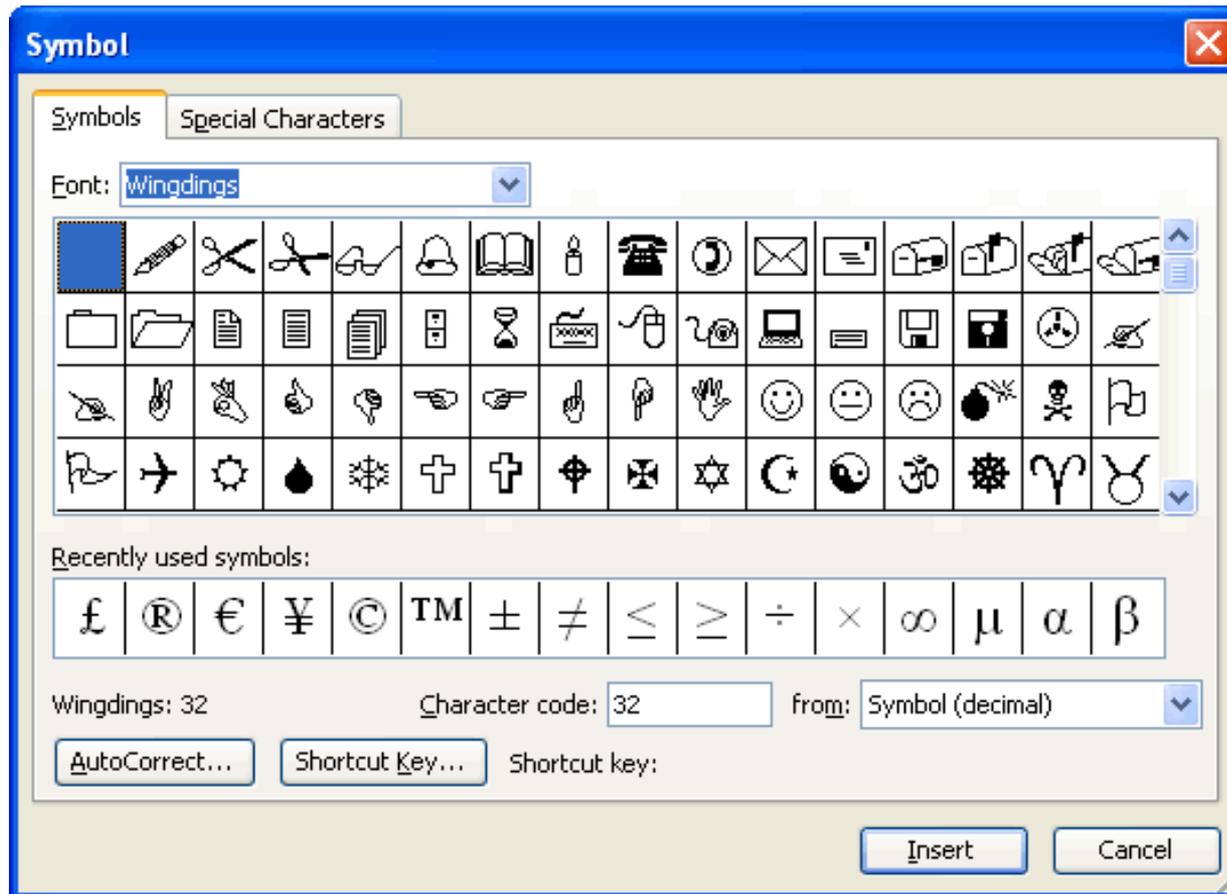
# Text boxes

- ▶ Click in your document window and drag to set the dimensions of the box. When you release the mouse button, the text box appears.
  - ▶ Click inside the box to type text, or you can paste text into the box that you copy from another location.
  - ▶ You can move the text box by dragging it where you want to position it.
- 

# Symbols / special characters

- ▶ You can use the **Symbol** dialog box to insert symbols, such as  $\frac{1}{4}$  and ©, or special characters, such as an em dash (—) or ellipsis (...) that are not on your keyboard, as well as Unicode characters.
  - ▶ The types of symbols and characters that you can insert depend on the font that you choose.
  - ▶ The Wingdings font allow you to add decorative symbols.
- 

# Symbols / special characters



# Symbols/special characters

- ▶ To insert, click where you want to insert the symbol.
- ▶ On the **Insert** tab, in the **Symbols** group, click **Symbol**.
- ▶ Do one of the following:
  - Click the symbol that you want in the drop-down list.
  - If the symbol that you want to insert is not in the list, click **More Symbols**. In the **Font** box, click the font that you want, click the symbol that you want to insert, and then click **Insert**.
  - **Note** If you are using an expanded font, such as Arial or Times New Roman, the **Subset** list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.
- ▶ Click **Close**.



# Symbols / special characters

- ▶ To insert a special character, click where you want to insert the special character.
  - ▶ On the **Insert** tab, in the **Symbols** group, click **Symbol**, and then click **More Symbols**.
  - ▶ Click the **Special Characters** tab.
  - ▶ Click the character that you want to insert, and then click **Insert**.
  - ▶ Click **Close**.
- 

# Shapes

- ▶ You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets. To add a shape, click **Insert**, click **Shapes**, select a shape, and then click and drag to draw the shape.
- ▶ After you add one or more shapes, you can add text, bullets, numbering, and Quick Styles to them.



American Translators Association

**Thank you!**  
**Any questions?**

Jill R. Sommer  
Sommer Translation & Net Services  
[gertoeng@jill-sommer.com](mailto:gertoeng@jill-sommer.com)



American Translators Association

- ▶ You can find this PowerPoint presentation at:  
[www.jill-sommer.com/  
beyondthebasics.pdf](http://www.jill-sommer.com/beyondthebasics.pdf)