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Introduction

This manual will detail most of the menu options found in the Word 2003 menu Tools. The Tools menu options discussed in this manual are:

◘ Spelling and Grammar
◘ Research
◘ Language
◘ Word Count
◘ Auto Summarize
◘ Speech
◘ Compare and Merge Documents
◘ Protect Document
◘ Letters and Mailings
◘ Macro
◘ AutoCorrect

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.

Spelling and Grammar

Why would you use this?

◘ To verify the spelling of your document.
◘ To verify the grammar of your document.
◘ To add a word, such as a name, to the dictionary.
◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Spelling and Grammar** **Note**: If you start in the middle of the document, Word will ask if you want to start at the beginning to finish checking. If you want to start at the beginning of the document click **Ctrl** + **Home**.	The Spell and Grammar check begins. **Note**: In the bottom left corner of the Spelling and Grammar box, there is a checkbox for **Grammar**. If you want to turn this option off, uncheck the box.
2. When Word finds a misspelled word or a grammar issue you will want to review the **Suggestions**. Select a **Suggestion** and click on the Change button. You can also ignore the Suggestions by clicking on **Ignore Once** or **Ignore Rule** buttons.	

What you do	What happens
3. If you misspelled a word, you will have the option to add this word to Word Dictionary. You can add a word by clicking on the **Add to Dictionary** button.	
4. You can also add a misspelled word to AutoCorrect. This will automatically correct this misspelling the next time it occurs. Click on the **AutoCorrect** button to accomplish this.	When Spelling and Grammar have been checked, the Readability Statistics box displays.
5. Click on the **OK** button to return to the document.	

What you do	What happens
6. **Tip**: You can adjust the setting for Spelling and Grammar by going to **Tools, Options**. Then select the Spelling and Grammar tab.	The Spelling and Grammar tab.

Alternative Methods

What you do	What happens
1. Click on the **Spelling and Grammar** icon on the standard toolbar.	
2. Click on the **F7** key.	
3. You can also spell check as you are working with the document. When Word detects a misspelling, the word is underlined in red. This·is·a·teest You can right click with the mouse to return a list of options. test tees teats Ignore All Add to Dictionary AutoCorrect ▶ Language ▶ Spelling… Look Up… Cut Copy Paste With the mouse, click on the correct word to insert it into the doucment.	
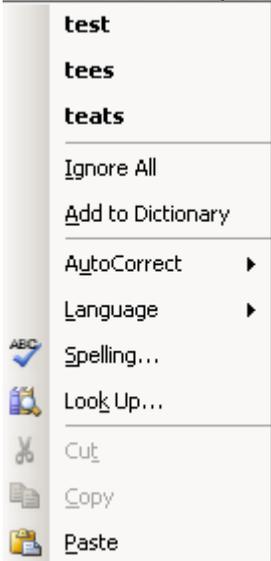
Research

Why would you use this?
- ◘ To look up the definition of a word.
- ◘ To look up a synonym for a word.
- ◘ To look up a word in a different language.
- ◘ To research a business, book, theory while working with a document.
- ◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Research**	The Research task pane displays. Research ▾ ✕ Search for: All Reference Books ▾ Back ▾ ▾ *Type text to look up in a variety of research and reference services.* *You can also press ALT and click a word to start a search.* Get services on Office Marketplace Research options…

What you do	What happens
2. In the **Search for** field, enter the word you want to research. Then, click on the green "**Go**" arrow.	The Research task pane will now display the information found in the search.
3. Under the search field for the word, you can change the search from All Reference Books to something such as **All Research Sites** or **All Business and Financial Sites**.	
4. In the results area of the task pane, you will have access to additional information that was found during the search. For reference, you will have the **Encarta Dictionary**, the **Thesaurus**, and a **Translation** section.	
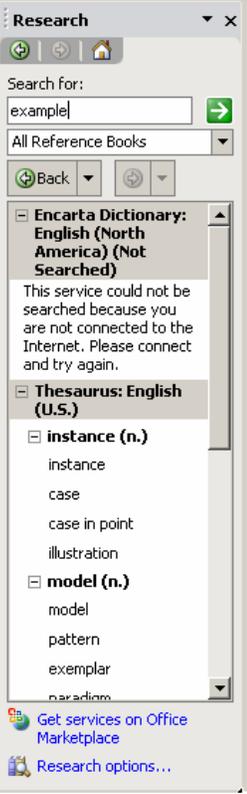
Alternative Methods

What you do	What happens
1. You can hold down the **Alt** key and click on the word. This will open the Research task pane with the word already researched.	
2. You can also open the task pane by using the menu option of: **View, Task Pane** From the drop down at the top of the task pane, select **Research**.	

Language

Why would you use this?
◘   To open the Research task pane to translate a word or words.
◘   To open the Research task pane to find a synonym
◘   To turn on automatic hyphenation for a document.
◘   To manually add hyphens to a document.
◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Language, Translate** **Tools, Language, Thesaurus**	Both of these menu options will open the Research task pane.
2. Go to the beginning of the document. From the menu choose: **Tools, Language, Hyphenation**	The Hyphenation box displays. **Hyphenation** ☐ Automatically hyphenate document ☑ Hyphenate words in CAPS Hyphenation zone: 0.25" Limit consecutive hyphens to: No limit Manual... OK Cancel
3. If you want to Word to automatically hyphenate words in your document, click to activate the **Automatically hyphenate document** option. In the **Hyphenation zone** field, adjust the amount of space to leave between the end of last word in a line and the right margin.	
4. After making the adjustments, click on the **OK** button.	
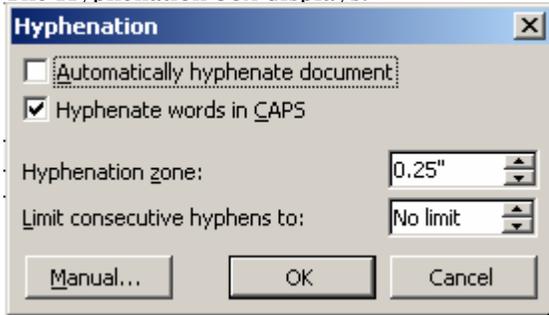
What you do	What happens
5. **Tip**: If you want more control over where hyphens are placed, click on the **Manual** button. This will allow you to **OK** each hyphen that Word would add to your document.	

Word Count

Why would you use this?
◘   To find out a word count for a document you are working on to verify you have met criteria for a paper or article.

◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Word Count**	The Word Count box displays. **Word Count** Statistics: Pages — 19 Words — 1,308 Characters (no spaces) — 5,839 Characters (with spaces) — 7,009 Paragraphs — 248 Lines — 546 ☐ Include footnotes and endnotes Show Toolbar — Close
2. The Word count will show you valuable information about the document such as number of pages, number of words, how many paragraphs, and how many lines.	
3. You can also click on the **Show Toolbar** button.	The Word Count toolbar displays. **Word Count** ▼ ✕ <Click Recount to vie ▼ Recount
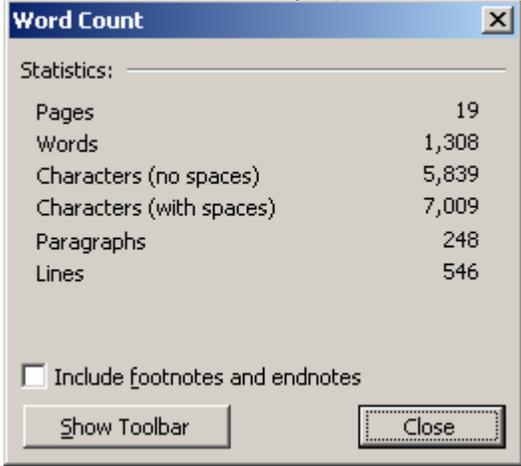
What you do	What happens
4. You can use the drop down arrow to view additional information. Words **Words** Characters (no spaces) Characters (with spaces) Lines Pages Paragraphs	
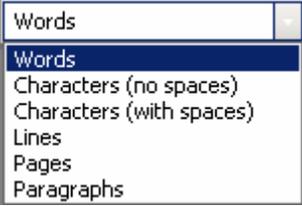
Alternative Methods

What you do	What happens
1. You can get a word count by using the Spelling and Grammar check from the menu option **Tools, Spelling and Grammar.** After the spelling and grammar have been checked the Readability Statistics displays. The option must be turned on (Tools, Options).	
2. You an also find this data by going to the File Properties box and then the Statistics tab.	

Auto Summarize

Definitions

Word	Definition
Auto Summarize	(Per Microsoft Help) Auto Summarize identifies the key points in a document. Auto Summarize works best on well-structured documents, such as reports, articles, and scientific papers.

Why would you use this?

◘   To create a summary of a well structured document.

◘

Step by Step- Set Up

What you do	What happens
1. Create a document in Word.	
2. From the menu choose: **Tools, AutoSummarize**	The AutoSummarize box displays.

What you do	What happens
3. Select the type of summary by clicking on one of the options under the Type of Summary heading. In the **Percent of original** field, select a percentage. The higher the percentage, the greater the detail. If you do not want AutoSummarize to replace your existing keywords and comments on the Summary tab in the Properties dialog box, clear the **Update document statistic** box.	
4. Click on the **OK** button.	A summary will generate or the key points will be highlighted.
5. You will need to review the summary and make changes.	

Speech

Definitions

Word	Definition
Speech Recognition	(Per Microsoft Word Help) Speech recognition allows you to dictate text into any Office program. Speech recognition is not designed for completely hands-free operation; you will get best results if you use a combination of your voice and the mouse or keyboard. **Note**: This option does take set-up time. You will need to train Word to recognize your voice. This is done by Voice Training.

Why would you use this?
- ◘ To dictate a letter, report, paper, article, etc to Word.
- ◘ To dictate a command such as changing the font of a word.
- ◘

Step by Step- Set Up

What you do	What happens
6. From the menu choose: **Tools, Speech**	The Welcome to Office Speech Recognition box displays. **Note**: This will take about 15 minutes. Be prepared to do this when you will not be interrupted.

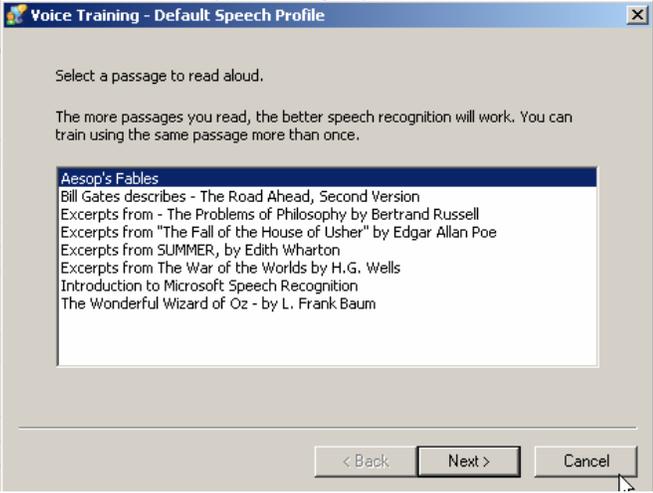| What you do	What happens
7. Click on the **Next** button.	The Microphone Wizard Welcome box displays. **Microphone Wizard - Welcome** The Microphone Wizard adjusts your microphone volume for use with speech recognition. Before you begin, make sure that your microphone and speakers are properly connected to your computer. Refer to your microphone and speaker instructions for more information. If you are using a headset microphone, adjust the headset microphone as shown. Position the microphone so that it is about an inch from the side of your mouth and so that you are not breathing directly into it. If you change the room in which you use Microsoft Speech Recognition and your accuracy drops, run the Microphone Wizard again. < Back Next > Cancel
8. Click on the **Next** button.	The Voice Training box displays. **Voice Training - Default Speech Profile** Please read the text below out loud: Welcome to Microsoft's Speech Recognition training wizard. Please read the text in a natural and even tone. Skip Word Pause Training progress: < Back Next > Cancel
9. Continue reading the Training document until you have finished.	
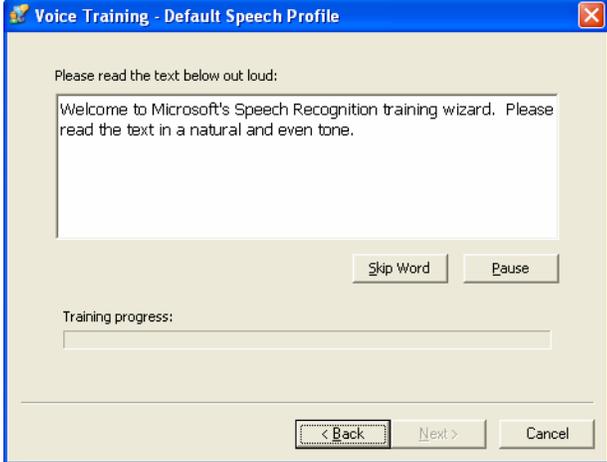
Step by Step- Training

What you do	What happens
1. From the menu choose: **Tools, Speech** From the language toolbar, click on the **Tools** button. Click on the option for **Training**.	The Voice Training box displays. Select a passage to read aloud. The more passages you read, the better speech recognition will work. You can train using the same passage more than once. Aesop's Fables Bill Gates describes - The Road Ahead, Second Version Excerpts from - The Problems of Philosophy by Bertrand Russell Excerpts from "The Fall of the House of Usher" by Edgar Allan Poe Excerpts from SUMMER, by Edith Wharton Excerpts from The War of the Worlds by H.G. Wells Introduction to Microsoft Speech Recognition The Wonderful Wizard of Oz - by L. Frank Baum < Back Next > Cancel
2. Click on one of the readings that you want to read. Click on the **Next** button.	The instructions will display. When the training text appears, read it aloud in a natural and even tone. Click Sample to hear how you should read. "This is a sample sentence." Sample The system will highlight words as it hears you speak them. Occasionally, it will lose track of your speech and the highlight will stop advancing. When this happens, simply pause and restart from the first non-highlighted word. When all the training text is highlighted, the system will, after a short pause, automatically present the next piece of training text. Click Next to begin training. < Back Next > Cancel
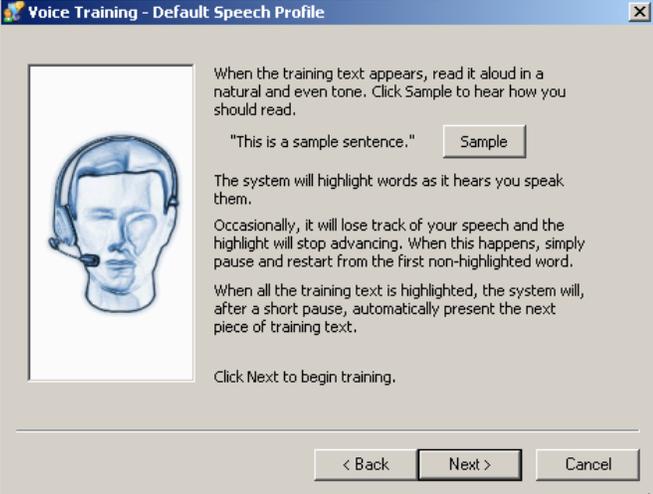
What you do	What happens
3. Read the directions carefully.	The voice Training box continues to display. **Voice Training - Default Speech Profile** Please read the text below out loud: The Two Pots Skip Word Pause Training progress: < Back Next > Cancel
4. The more training that you do, the more accurate the dictation will become.	
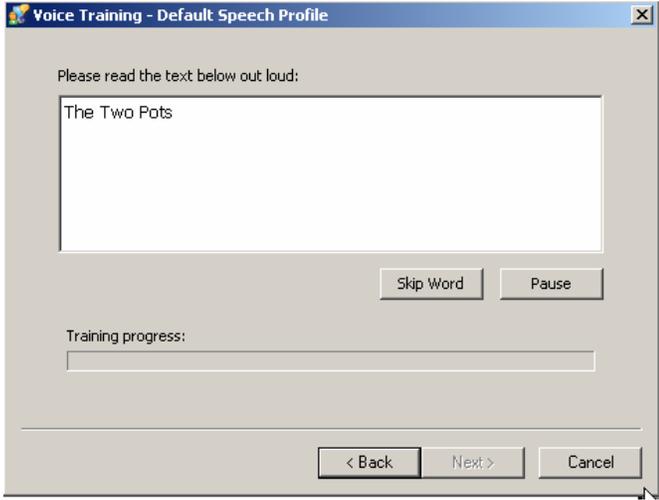
Step by Step- Using Speech Recognition

What you do	What happens
1. From the menu choose: **Tools, Speech**	

The Language Bar:

| Microphone | Dictation | Voice Command | Bold | Tools | Handwriting | Writing Pad | |

To close the Language Bar, you can click on the vertical line at the beginning of the bar and right click with the mouse and select the option for, **Close the Language Bar.**

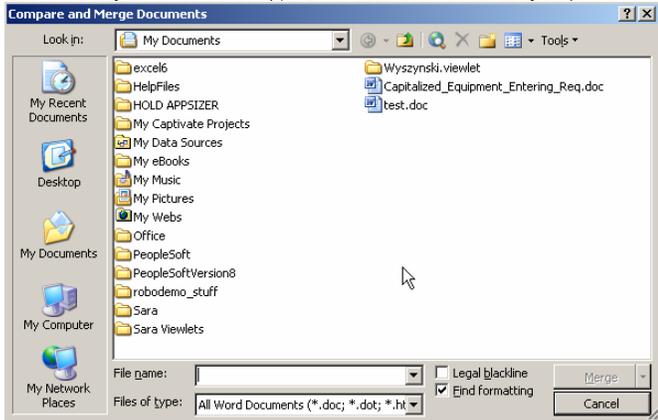|		
2. On the Language bar, click on the **Dictation** button. In Dictation mode, you can dictate just about anywhere you can type in an Office program. As you speak, you will see a blue bar on the screen that means the computer is processing your voice. As your words are recognized, text is displayed on the screen. You can continue to speak while the computer processes your voice; you do not have to wait until the blue bar disappears to speak again.	
3. You can also use **Voice Command**. This will allow you to give commands such as a font change to Word.	

Compare and Merge Documents

Definitions

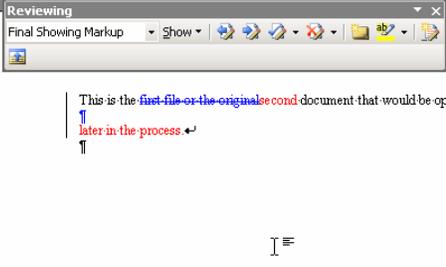| Word	Definition
Compare and Merge	(Per Microsoft Help) When you use the Compare and Merge feature to compare any two documents, Word shows the differences between them as tracked change. This means that balloons will show insertions, deletions, formatting changes, and comments.

Why would you use this?
◘ To compare two versions of the same document.
◘ To merge two versions of the same document.
◘

Step by Step

What you do	What happens
1. Open one of the documents that you want to compare.	
2. From the menu choose: **Tools, Compare and Merge Documents**	The Compare and Merge Documents box displays.

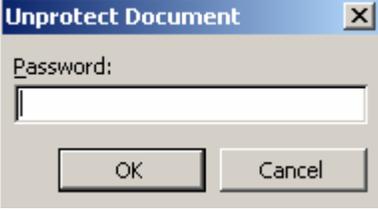| **What you do**	**What happens**
3. Locate the file that you want to compare the open file to. Click on the **Merge** button.	The document returns with the track changes notations.
4. You can review the document now using the Reviewing toolbar. For example, you can accept a change by clicking on the **Accept Change** icon. You can also reject a change by clicking on the **Reject Change** icon.	
5. **Tip**: To better understand which document to open first here is another way to look at it: ▪ The file opened first is the "original" file. ▪ The file opened in step 2 is the "updated" file or the file that you want the changes highlighted in.	
6. **Note**: There is a separate Word seminar and manual for Track Changes.	

Protect Document

Why would you use this?

◘ To protect your document from unwanted changes (such as formatting, deletions, additions, etc).

◘ To create a file that is Read Only.

◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Protect Document**	The Protect Document task pane displays.

What you do	What happens
2. In the Protect Document task pane, you can make several restrictions on the file. The most common would be to protect the file in all ways and make it read only. In this scenario, in step 2, click the checkbox and verify that the drop down box has the selection of, **No changes (Read only)**.	The task pane adjusts to your selections. **Protect Document** **1. Formatting restrictions** ☐ Limit formatting to a selection of styles Settings… **2. Editing restrictions** ☑ Allow only this type of editing in the document: No changes (Read only) **Exceptions (optional)** Select parts of the document and choose users who are allowed to freely edit them. Groups: ☐ Everyone More users… **3. Start enforcement** Are you ready to apply these settings? (You can turn them off later) Yes, Start Enforcing Protection **See also** Restrict permission…
3. Under step 3, you can turn on the protection by clicking on the **Yes, Start Enforcing Protection** button.	The Start Enforcing Protection box displays. **Start Enforcing Protection** Protection method ◉ Password (Users who know the password can remove document protection. The document is not encrypted.) Enter new password (optional): Reenter password to confirm: ◯ User authentication (Authenticated owners can remove document protection. The document is encrypted and Do Not Distribute is enabled.) OK Cancel

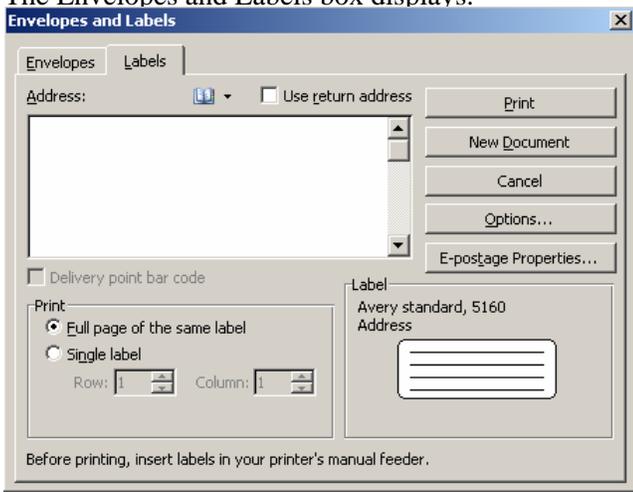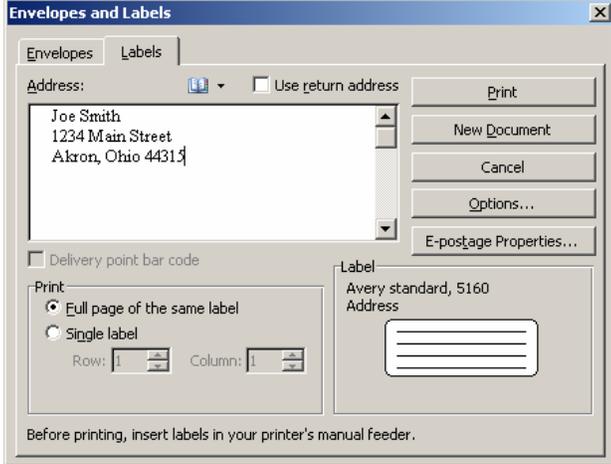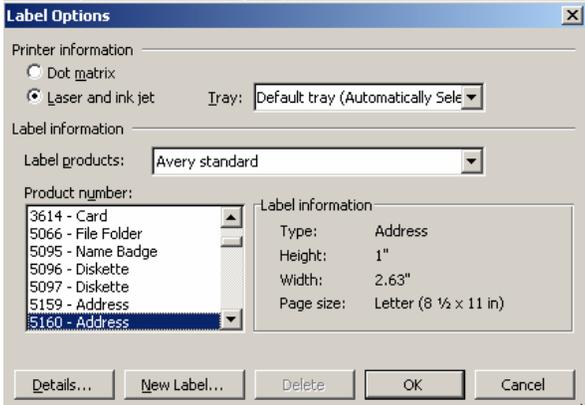| What you do	What happens
4. Enter a new password and then retype to confirm. Click on the **OK** button.	The File is now protected from all users. Users can scroll through the document and read it, but they cannot make any changes.
5. To unprotect the document, click on the **Stop Protection** button in the Protect Document task pane.	The Unprotect Document box displays. **Unprotect Document** ✕ Password: [ ] OK Cancel
6. Enter the **Password** and click on the **OK** button.	
7. **Tip**: If you are going to protect a document, you may want to wait until you are finished with it. Protecting a document and making it read only includes you!	

Letters and Mailings

Note: To learn more about the Mail Merge process see the separate manual (and seminar) for details.
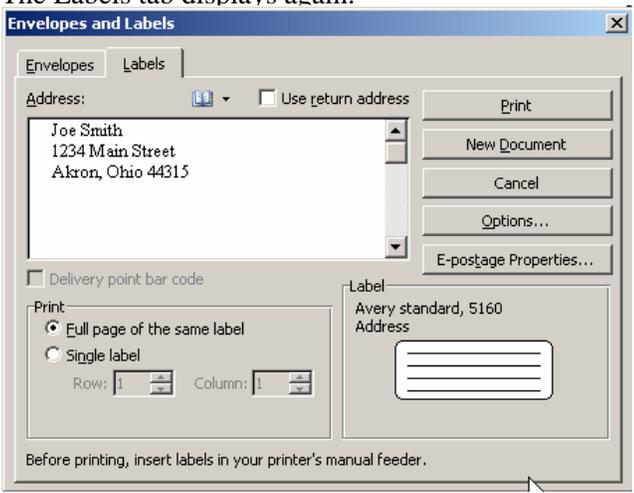
Why would you use this?
- �“ To create manual address labels for mailings.
- �“ To create a template for an address that you can print directly on an envelope.
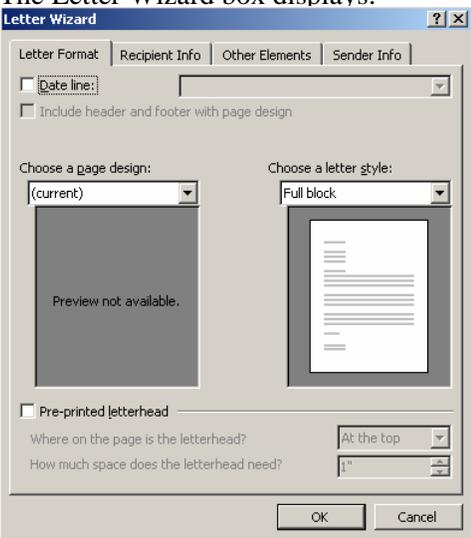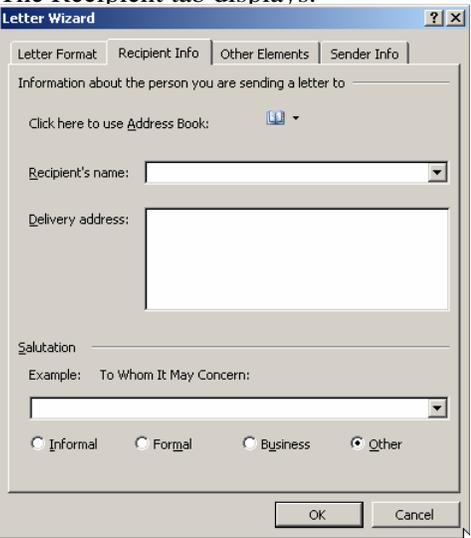- �“ To create a professional looking letter using a wizard.
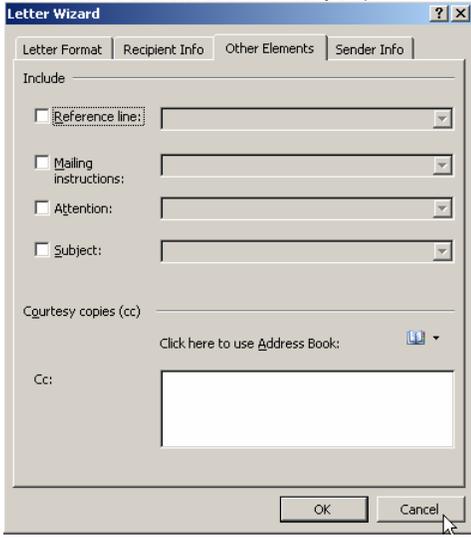- �“

Step by Step- Envelopes and Labels

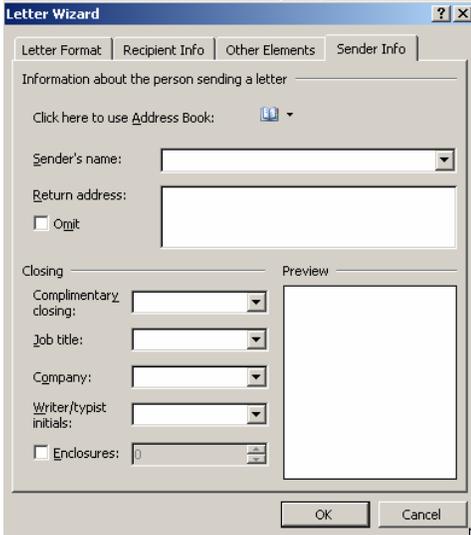| What you do	What happens
1. From the menu choose: **Tools, Letters and Mailings, Envelopes and Labels**	The Envelopes and Labels box displays.
2. If you are creating envelopes click on the **Envelope** tab. To create labels click on the **Labels** tab.	

What you do	**What happens**
3. **For Labels**: In the Address frame, enter the address that you want printed on the label.	The Labels tab:
4. Click on the **Options** button.	The Options box displays.
5. In the **Product number** frame, locate the size label you need for your labels. In the **Label information** frame, you will see a description of your label choice.	

What you do	What happens
6. Click on the **OK** button.	The Labels tab displays again. **Envelopes and Labels** Envelopes Labels Address: □ Use return address Print Joe Smith 1234 Main Street Akron, Ohio 44315 New Document Cancel Options... E-postage Properties... □ Delivery point bar code Label Avery standard, 5160 Address Print ● Full page of the same label ○ Single label Row: 1 Column: 1 Before printing, insert labels in your printer's manual feeder.
7. In the **Print** frame, select the radio button for either **Full page** of the same label or **Single label**. If you are printing a single label, you can specify where you want the label to print in reference to a row or column.	

Step by Step- Letter Wizard

What you do	What happens
1. From the menu choose: **Tools, Letters and Mailings, Letter Wizard**	The Letter Wizard box displays.
2. To add the date, click in the checkbox for **Date line**. Under the field name, **Choose a page design** select a format for the letter. Make any additional adjustments.	
3. Advance to the Recipient Info tab.	The Recipient tab displays.

What you do	What happens
4. Add the recipients name in the **Recipients name** field. If desired, enter the recipients address in the **Delivery address** frame. Select a **Salutation** at the bottom of the tab.	
5. Advance to the Other Elements tab.	The Other Elements tab displays.
6. On the Other Elements tab, you can add a **Reference line, Mailing Instructions, Attention**, and **Subject**. These are all items that will be displayed at the top of the letter.	

What you do	What happens
7. Advance to the Sender Info tab.	The Sender Info tab displays.
8. On the Sender Info tab, you can add information about the Sender of the letter such as **Sender's name, Return address**, and **Closing** data. This is information that will be printed at the bottom of the page.	

What you do	What happens
9. When you have entered the information, you can click on the **OK** button. **Note**: You can use the **OK** button at any time or on any tab.	The letter (as a template) displays. June 13, 2005¶ Sara Wise¶ 1234 Main Street¶ Akron, Ohio 44315¶ Dear Sara Wise,¶ SUBJECT: TRAINING¶ Type your text here.¶ ▪ Regards,¶ ▪ Software Training Services¶ ▪ Software Applications Trainer¶ ▪ The University of Akron¶ ▪ saw¶ ¶ ¶

Alternative Methods

What you do	What happens
1. For large mailings, you can use the Mail Merge Wizard to create labels.	
2. For creating letters, you can also use **Templates** from the New Document task pane. This will open the Templates box. Advance to the Letters and Faxes tab.	

Macro

Definitions

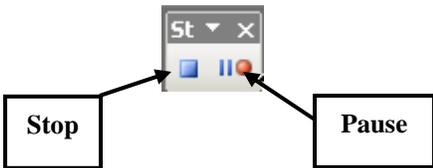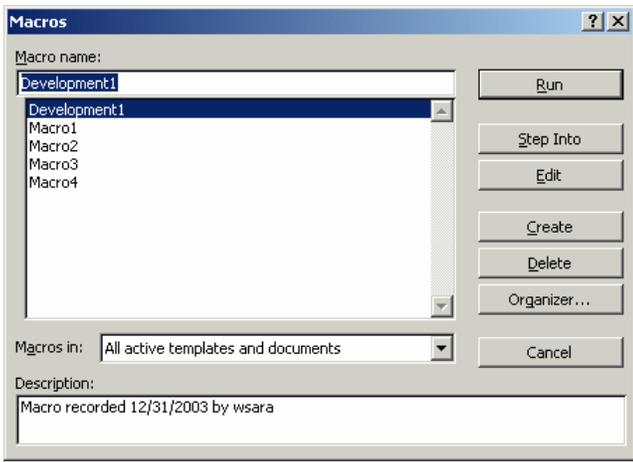| Word	Definition
Macro	A macro is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically. The most common reason to create and use macros is to speed your work by eliminating repetitive steps. If you find yourself doing the same actions over and over, you can probably create a macro! Macros also insure that the steps to a process are consistent and the same each time the task is performed.

Why would you use this?

◘ For routine editing and formatting.
◘ To combine multiple commands for example inserting a table, with borders, shading, and certain sized cells.
◘ To automate a difficult task.
◘ To apply complex formatting.
◘ To automate mail merges.
◘ To automate repetitive steps.
◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, Macro, Record New Macro**	The Record Macro box returns.

What you do	What happens
2. Enter a name for the macro in the **Macro name** field.	The document returns with the Stop Recording toolbar returns.
3. Decide where you want to store the macro by selecting the appropriate option in the **Store macro in** field.	Stop Pause
4. In the **Description** field, make necessary adjustments.	
5. Select **OK**.	
Note: If you want to assign a toolbar icon to the macro, select the **Toolbar** button. Go to the Customize tab and select the macro in the right column. Then, drag the name up to the toolbar location you desire. To rename the icon, right click on the icon.	
6. After you select **OK**, you return to the document and the macro recorder is running. The cursor appears with a tape connected to it .	
7. Perform the steps involved in the task. Use the **Stop** and **Pause** buttons on the Stop Recording toolbar as necessary.	The action for the steps performed take place.
8. Click on the **Stop** button on the Stop Recording toolbar when you are finished creating the macro.	The macro stops recording and the macro is complete.

Step by Step- How to use a Macro

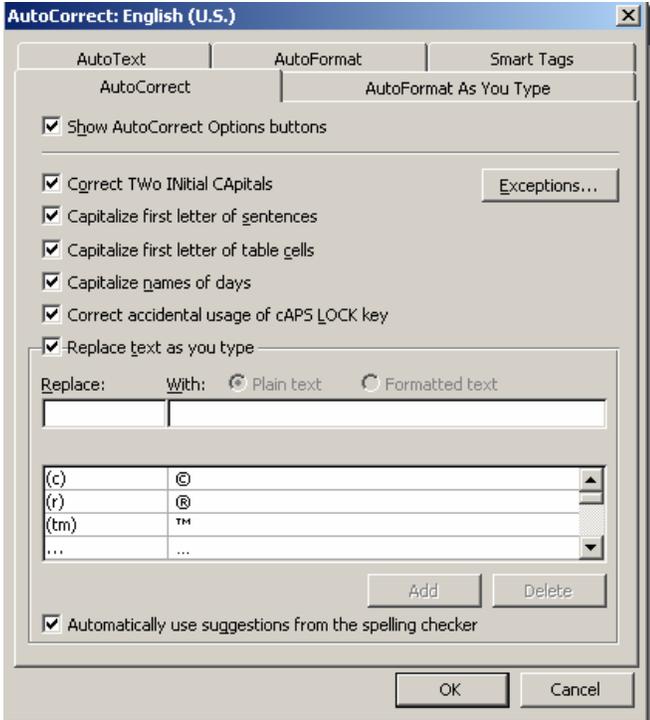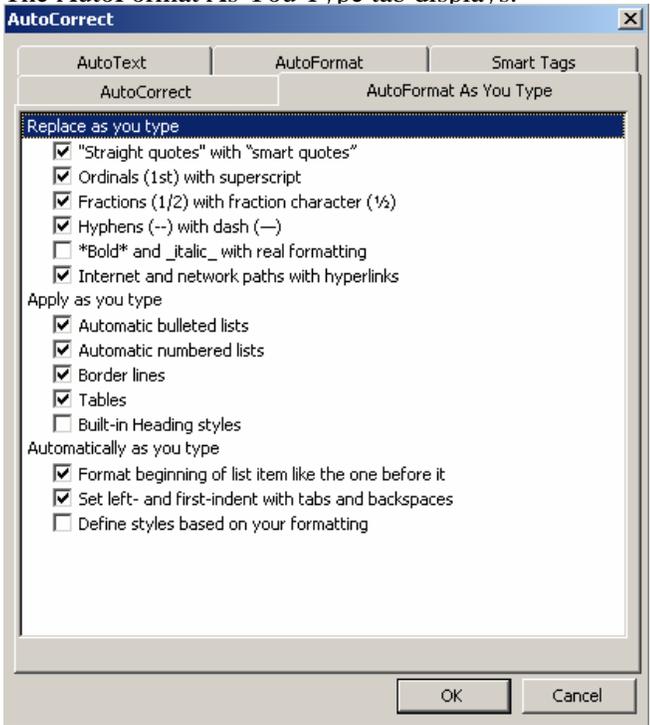| What you do	What happens
1. To select a macro from the list of available macros select from the menu **Tools, Macro, Macros**.	The Macros box returns.
2. Select the macro and select **Run**.	The macro runs as you recorded it.
3. **Note**: If you created a toolbar icon, click on the icon to run the macro. If you entered a keyboard shortcut, us the keystrokes.	

Auto Correct Options

Definitions

Word	Definition
AutoCorrect	(Per Microsoft Help) Feature in Word that automatically detects and corrects typos, misspelled words, and incorrect capitalization.
Smart Tag	(Per Microsoft Help) Smart tags save you time in performing tasks that you would normally have to open others programs to do.

Why would you use this?
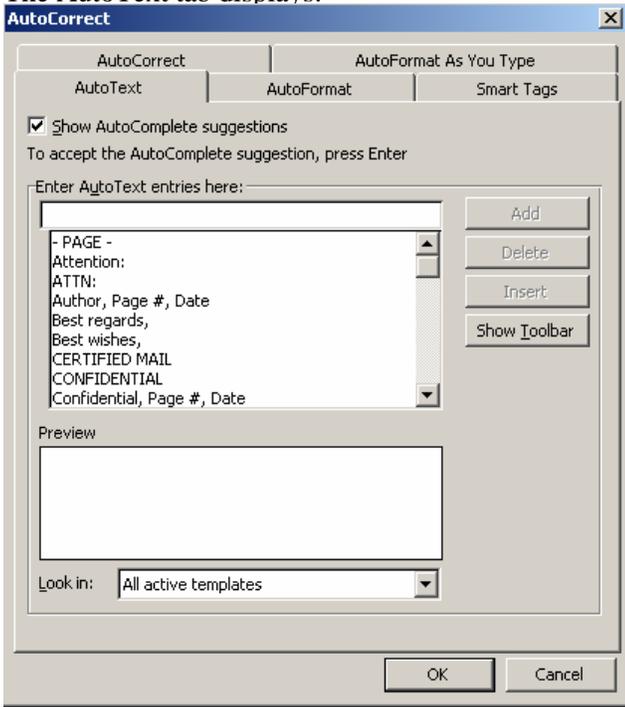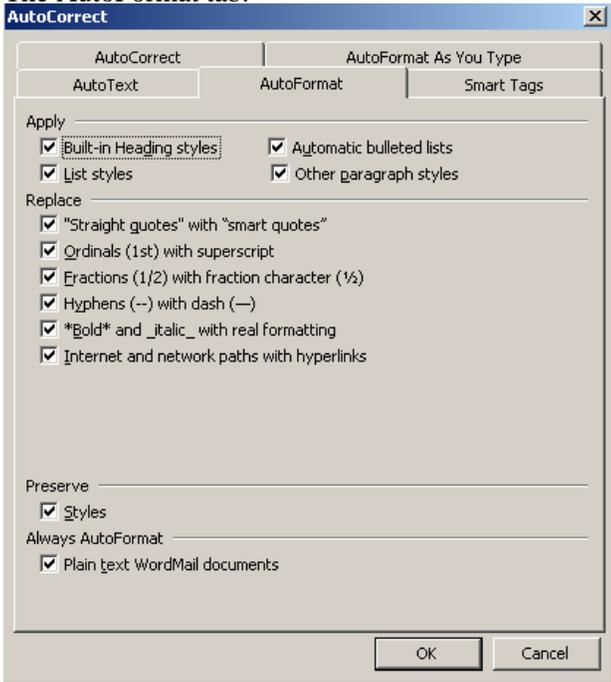◘   To add commonly used words to AutoCorrect by creating an acronym for it.
◘   To add commonly used words to AutoCorrect.
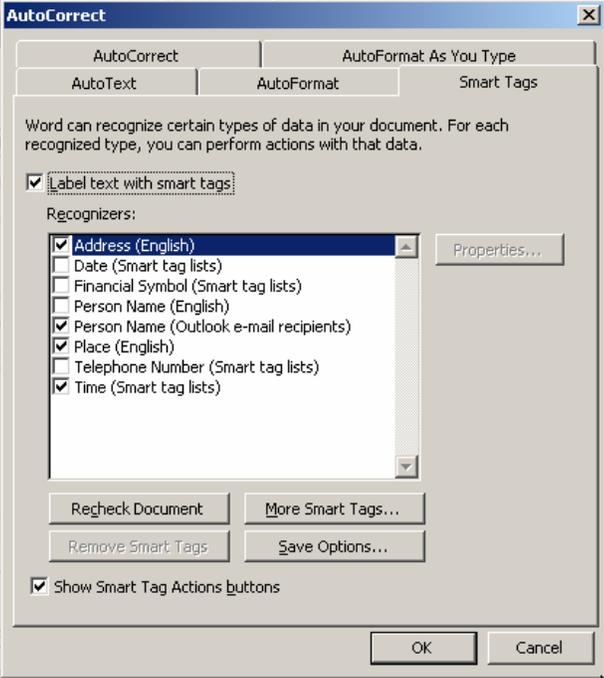◘   To turn on (or off) automatic bulleted and numbered lists.
◘

Step by Step

What you do	What happens
1. From the menu choose: **Tools, AutoCorrect Options**	The AutoCorrect box displays on the AutoCorrect tab.

What you do	What happens
2. At the top of the tab, there are checkmarks that you can turn on and off for common mistakes.	
3. In the middle there is a **Replace** and **With** field. You can add words to AutoCorrect. You would do this for words you commonly misspell or words or phrases you use often.	
4. You can also scroll through the list of existing AutoCorrect entries.	
5. Click on the AutoFormat As You Type tab.	The AutoFormat As You Type tab displays. AutoCorrect Tabs: AutoText | AutoFormat | Smart Tags | AutoCorrect | AutoFormat As You Type **Replace as you type** ☑ "Straight quotes" with "smart quotes" ☑ Ordinals (1st) with superscript ☑ Fractions (1/2) with fraction character (½) ☑ Hyphens (--) with dash (—) ☐ *Bold* and _italic_ with real formatting ☑ Internet and network paths with hyperlinks **Apply as you type** ☑ Automatic bulleted lists ☑ Automatic numbered lists ☑ Border lines ☑ Tables ☐ Built-in Heading styles **Automatically as you type** ☑ Format beginning of list item like the one before it ☑ Set left- and first-indent with tabs and backspaces ☐ Define styles based on your formatting OK Cancel
6. On this tab you can turn on/off the options for features such as using automatic bulleted and numbered lists.	

What you do	What happens
7. Click on the AutoText tab.	The AutoText tab displays.
8. On this tab you can add words to the AutoText list. See the Insert manual for more information about using AutoText.	

What you do	What happens
9. Click on the AutoFormat tab.	The AutoFormat tab.
10. On this tab you can turn additional options on/off.	

What you do	What happens
11. Click on the Smart Tags tab.	The Smart Tags tab displays.
12. On the Smart Tag tab you can turn on/off the smart tags listed. A smart tag displays as an [icon] icon The smart tag has an arrow with a drop down list of options pertinent to the tag.	
13. Click on the **OK** button when you have made any AutoCorrect changes.	