



# Introduction to MS Word 6.0.1 for Mac

**Course Description:** This class introduces Microsoft Word, a word processor for Macintosh users. Participants learn to use the ribbon, ruler, menu bar, toolbar, spell check, grammar help, navigate through a document, insert and delete text, and insert footnotes and page numbers.

**Prerequisites:** Working knowledge of the Macintosh operating system.

This document has been prepared for you by W&MF staff so that you can familiarize yourself with the basics of MS Word (version 6.0.1). This document is meant to serve as a future reference for you – covering from the basic to the fairly detailed. Not all the information mentioned in this document will be covered in the *Intro to MS Word 6.0.1* class.

## WHAT IS MICROSOFT WORD 6.0.1?

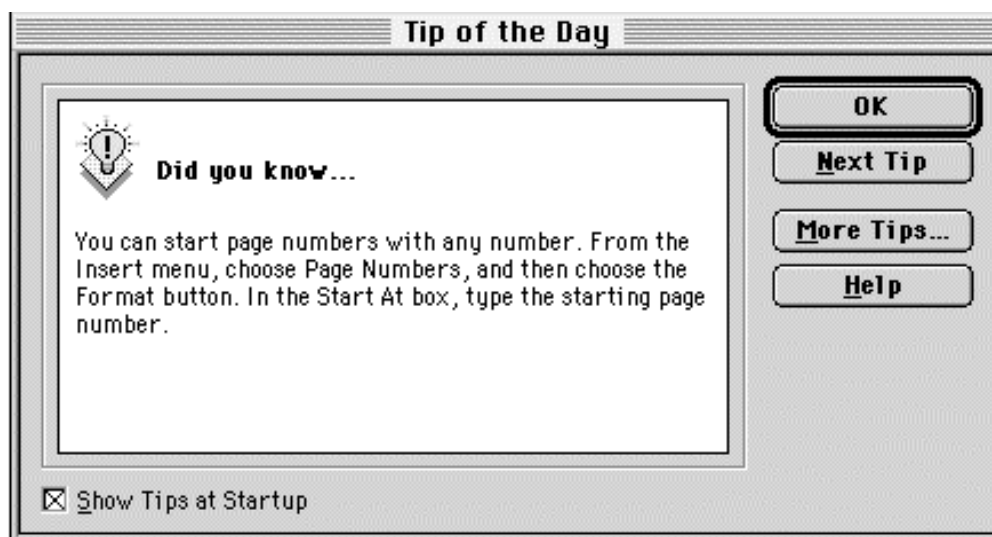
Microsoft Word (version 6.0.1) is a word processing program that allows the user to create documents. Some key features of the program that will be covered in this course include the ribbon, ruler, menu bar, toolbar, spell check and grammar help.

### Getting Started



Word 6.0.1a

You start Microsoft Word on the Macintosh by double-clicking the Word 6.0.1 icon. At home, this would most likely be on your hard drive. In the Microcomputer Facilities, it is in the Word Processing folder once you open the Programs icon.

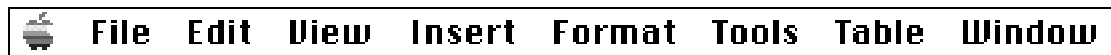


Once the program is opened, the "Tip of the Day" window will appear with information on various useful features of Microsoft Word. To exit this window, click **OK**.

## What you see on the screen

Once Word is open, a new blank document will appear on the computer screen. There should be the following four items at the top of your screen:

- **Menu bar**



The **Menu bar** is where you will find pull-down menus that hold the necessary functions to manipulate your document in Word.

- **Toolbar**



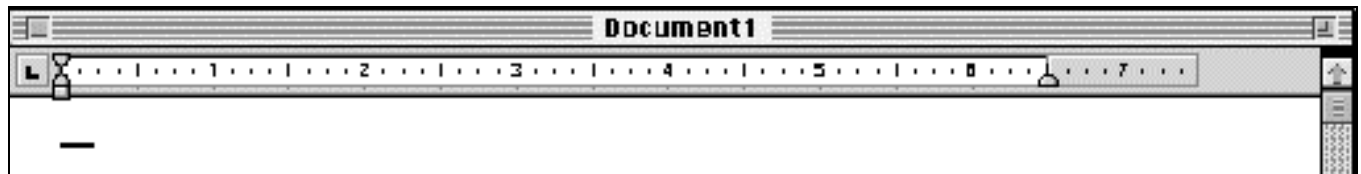
The **Toolbar** gives you short cuts to the most commonly used functions such as cut, paste, print, etc. Each function is represented by a button that you can point and click on.

- **Formatting Ribbon**



The **Formatting Ribbon** allows you to quickly change the format of your text, such as the font type and size, text alignment, etc. The ribbon also has short cut formatting buttons.

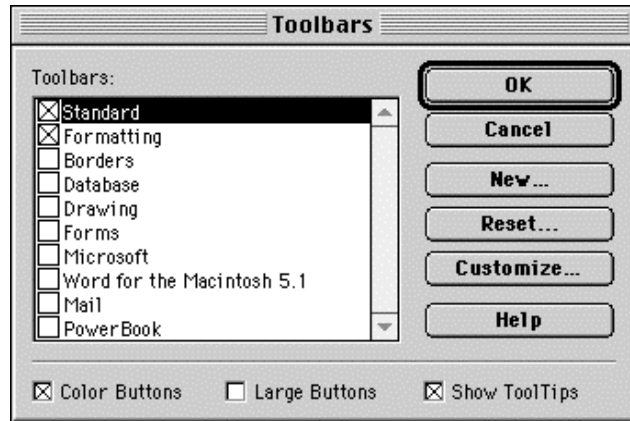
- **Ruler**



The **Ruler** allows you to modify the margins, margin indents, and tab locations of your document.



- If the **Ruler** does not appear on the screen, go to the **View** menu and select **Ruler**.
- If the **Toolbar** or **Formatting Ribbon** do not appear, go to the **View** menu and select **Toolbars**. The Toolbars window will appear allowing you to select any number of different toolbars.



**NOTE:** Among the available toolbar options, the **Standard** and **Formatting Ribbon** are present by default and are usually sufficient for creating a new document.

# FILE MANAGEMENT

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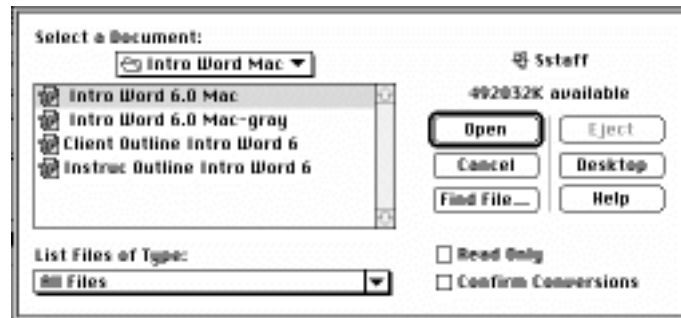
## New document

To begin a new document, go to the **File** menu and select **New**. Once a dialog box appears, click **OK** for a normal blank document to appear.

## Open

File	Edit	View	Insert	Form
New...				⌘N
Open...				⌘O
Close				⌘W
Save				⌘S
Save As...				F12
Save All				
Find File...				
Summary Info...				
Templates...				
Document Layout...				
Page Setup...				
Print Preview				⌘P
Print...				⌘P
1 Intro Word 6.0 Mac-gray				
2 Netscape/Gopher - Mac				
3 Netscape - PC				
4 Netscape/Gopher - Mac				
Quit				⌘Q

To open a file that already exists, whether it is on your hard drive at home or on a disk that you brought into the Facilities, go to the **File** menu and select **Open**.

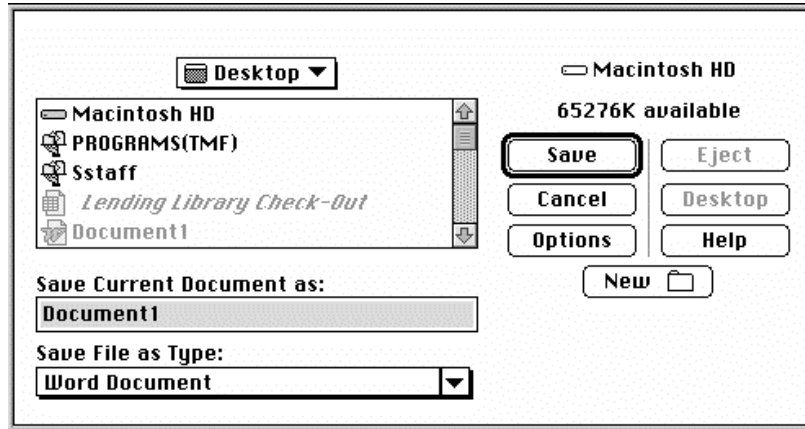


The dialog box above will appear allowing you to select which file you want to bring up on the screen.

- If the file is in your hard drive, double click on the hard drive to open, or select it and click **Open**.
- If the file is on your disk, click on the **Desktop**, select the icon of your disk and click **Open**. Then find the file you want to bring up on the screen and double click on it.

## Saving Your Document

To save a document, go to the **File** menu and select the **Save** option. If you are saving the document for the first time, the following dialog box will appear.



There are a few steps you need to take to save your document properly:

1. Select where to save: to save a document to your disk, click on **Desktop**, find and select the icon of your disk, and open it by double-clicking. If you are at home and would like to save it elsewhere, for example on your hard drive, click the Desktop button, then choose your hard drive.
2. Title your document: to name your document, click the mouse in the field labeled **Save Current Document as** and input a title for your document. This title will appear with the document icon.
3. Check File Type: check to make sure you will be saving your document as the appropriate file type. Always verify that it says **Word Document** in the **Save File as Type** field. If it is not there, use the pull-down arrow to find and select the appropriate type.
4. Save your document: after you have checked all of the above, click on save to save your document.

**NOTE:** You may not save your documents onto facility computers. You must save to your own disk.

Subsequent **Save** commands will not open this dialog box. After a paper is saved once, it will automatically save to the same place (i.e. your disk or hard drive). You can save a second, or back-up, copy of your document by selecting the option **Save as** (versus the option to Save). The **Save as** dialog box will appear, however, be sure to give the second copy of your file a *different* name or else it will copy over the original first copy.

## Copying files

The **Save as** feature is a way to make copies of files, but if you want to be extra safe with your documents, you should keep a copy on different media, such as on the hard drive and/or separate disks.

**To copy...**

<b>from disk to hard drive:</b>	<b>from disk to disk:</b>	<b>from hard drive to disk:</b>
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drag and drop the file from your disk to the hard drive and it will automatically make a copy	copy file from disk 1 to hard drive, eject disk, insert disk 2 and drag and drop file from hard drive to disk	drag and drop the file from the hard drive to the disk icon and it will automatically copy
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## **Printing**

You may want to check how the document will look before it is actually printed. You can do this by going to the **File** menu and selecting **Print Preview**. A small version of your document will appear, allowing you to check the margins and overall spacing of the document. If you would like to make changes, **close** the print preview window and you will return to your document to make changes.

To print your document, go to the **File** menu and select **Print**. The Print dialog box will appear.

8.4.3

Printer: D:\W\MF\_QUEUE \W&MF

Destination: Printer

General

Copies: 1

Pages:  All  From:  To:

Paper Source:  All pages from:   First page from:   Remaining from:

Save Settings Cancel Print

There are a few things you want to check before you click **Print** in this window.

1. How many copies: If you would like to print more than one copy of your document, input the appropriate number in top left-hand corner of the dialog box in the **Copies** field.
2. Which pages to print: If you only want to print specific pages of your document (not the whole document), input the appropriate page numbers in the appropriate **Pages From To** fields.
3. Paper Source: If you want to print directly onto special paper (e.g. resume paper), select **Manual Feed** and insert the paper in your printer appropriately.

When these three fields have been checked, you are ready to select **Print**. The program will take a few moments to send the print job to the printer. If you realize that you have made a mistake and would like to stop the process, hold down the open apple/command key (⌘) and the period (.) simultaneously.

**NOTE:** When you are printing in the Microcomputer Facilities, we ask that you limit your printing to a single copy of your document to save resources. Manual feeding is not allowed in the Microcomputer Facilities.

# BASIC FORMATTING

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## Fonts



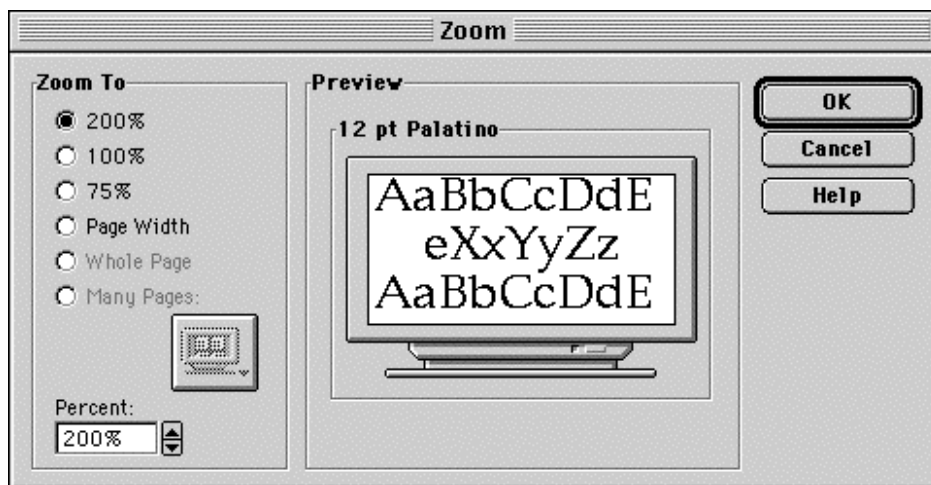
Before you begin typing a document, one of the first things you should decide which font to use. The most commonly used fonts are Times, Courier, Palatino, and Geneva. The characters on each font differ slightly in shape. If you pull down the font menu found in the **Formatting Ribbon**, you can select any number of fonts. You can also find this function in the pull-down menu bar going to **Format menu** and selecting **Font**.

## Point Size



To the right of the Font Menu is the pull down menu that determines the point size of your characters. The most common sizes are 10 and 12.

If your vision is impaired, you can type in a larger point size so that you can read the characters on the screen with more ease. If vision is the only factor, you may also choose to simply enlarge the screen rather than the font. Go to the **View** menu, and select **Zoom**, and click on 200%, or fill in what percentage you'd like to enlarge the view to by typing it into the **Percent** field.



**NOTE:** Some fonts, such as Geneva, are quite large to begin with. You may want to select a smaller point size, such as 10, so it does not look too large once you print your paper.

## **Bold, Italics, and Underline**



You can make your text **bold**, *italicized*, or underlined by using these three buttons found in the **Formatting Ribbon**. Before you start typing the word(s) that you want in bold, click once on the **B** button. When the button darkens, start typing and your text will appear in bold until you "un-click" or "de-select" the **B** button. The same holds true for *italicizing* and underlining.

You may also apply these text attributes to portions of your paper that have already been typed. Simply highlight or select the text that you want to change and then click either **B**, *I*, or U.

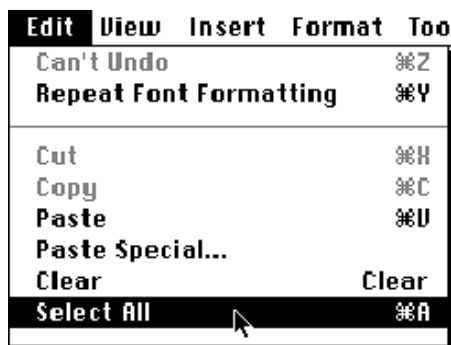
**NOTE:** To "**highlight**" or "**select**" a portion of text, place the mouse at the start of the line of text you want to apply the formatting to, hold the mouse button down and drag the mouse across the entire area that you want to "select". You will notice a highlight appear on the screen. When text is selected this way, the next command you input will be applied to the whole area. For example, the alphabet below is highlighted:

abcdefghijklmnopqrstuvwxy~~z~~

If you click on **B**, the whole highlighted area will become bold:

**abcdefghijklmnopqrstuvwxy~~z~~**

**Warning:** If you start typing while the area is selected like this, the whole area of selected text will be replaced by whatever you type. To "de-select" the area, simply click the mouse once and your cursor will appear wherever the mouse pointer was. Then you can begin typing. If you should happen to delete text by accident, pull down the **Edit** menu and select **Undo Typing**. You can also use the shortcut to undo the last command by holding down the open apple/command key (⌘) and the letter "z" (z) simultaneously.



**NOTE:** If you would like some formatting to be applied to your entire document, go to the **Edit** menu and choose **Select All**.

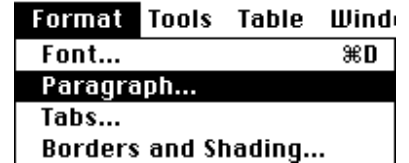
## **Text Alignment**



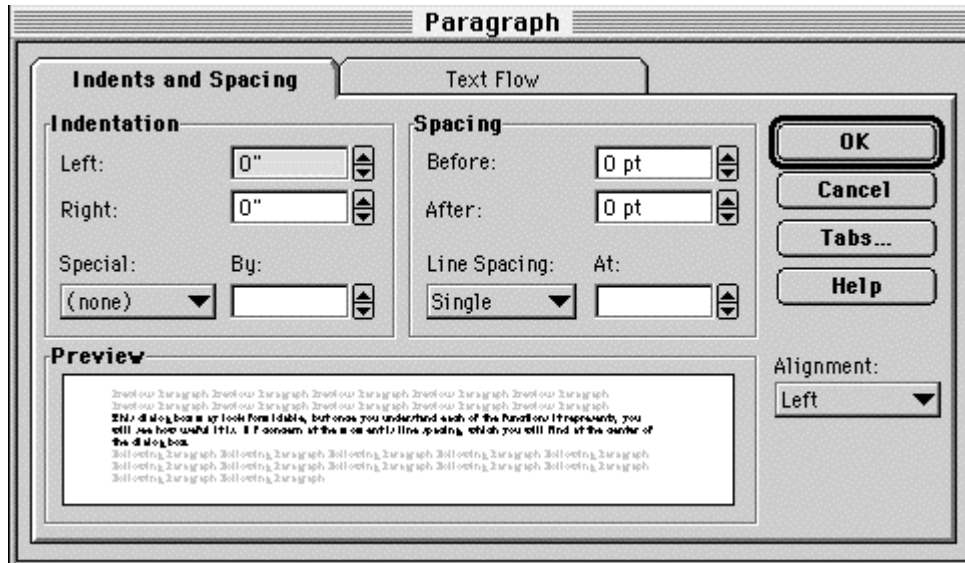
Another formatting feature that you can find in the **Formatting Ribbon** is **text alignment**. The four buttons to the left represent (from left to right) left justification, centering, right justification and full-justification. Left justification is the default selection because it is most common. If you would like to center a title for example, highlight that particular section of text, and click once on the centering button.

## Line Spacing

Line spacing refers to the amount of vertical (blank) space between each line of text in your document. This is commonly referred to as single-spacing, double-spacing, etc. To change from the single space default to spacing of your choice, go to the **Format** menu and select **Paragraph**.



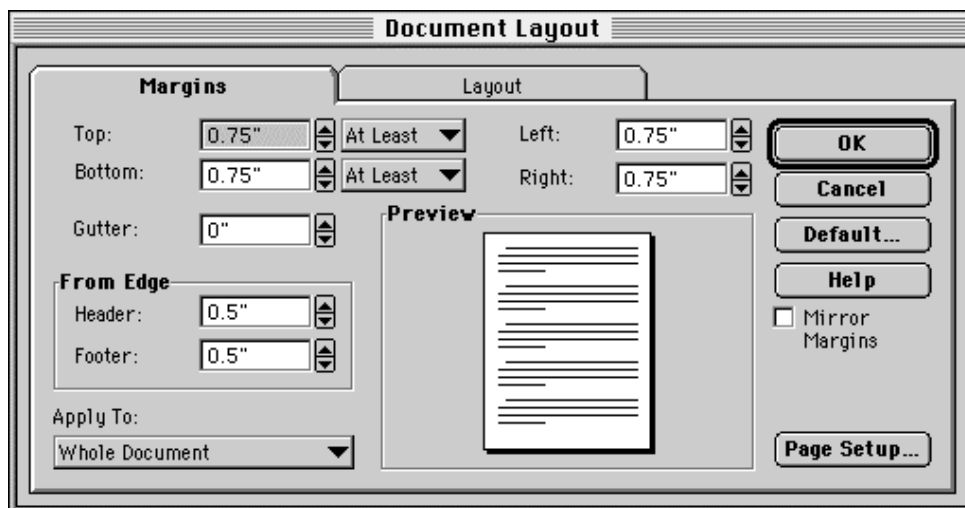
When you have selected the **Paragraph**, the Paragraph window will appear.



At the center of the Paragraph window is **Line Spacing**. Word will automatically set line spacing to single-space with each new document. If you need to double-space your paper, pull down the line spacing menu and choose **Double**. This will make all the text you type hereafter double-spaced.

## Margins

To change the size of your document's margins, go to the **File** menu and select **Document Layout**. The following Document Layout window will appear.








The default margins are 1" at top and bottom, and 1.25" on the left and right sides. Use the arrows, at the right of each measurement, to change the settings. Click **OK** when you are finished. The **Preview** field will show you what your document will look like with the current margin settings. This field will readjust itself as you play around with the settings while you are still in the Document Layout window.

## MORE ADVANCED FORMATTING

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### Tabs

To set tab stops in your document, select the paragraphs in which you want to set or change the tab locations. **Select All** can be used to set tabs for the entire document. Go to the left of the horizontal ruler and click on the tab selector  until you find the tab you would like to insert. A chart of different selections appears below:

<u>To select</u>	<u>Click the Tab Alignment button to display</u>
Left-aligned tab stops	
Centered tab stops	
Right-aligned tab stops	
Decimal tab stops	

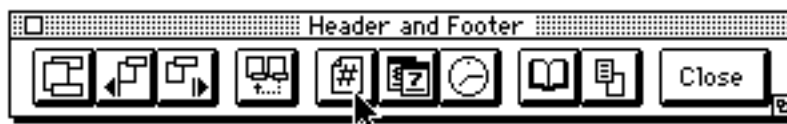
**NOTE:** Going to the **Format** menu and selecting **Tabs** will give you extra tab customizing options.

Once an appropriate tab stop is selected, drag and drop the tab anywhere along the horizontal ruler and the selected text will be re-arranged accordingly. To *remove* tabs, move the cursor over the tab, hold down the mouse button, drag the tab anywhere off the ruler, then let go of the mouse button.

**NOTE:** Tabbing vs. Space bar -- to ensure that your text is aligned correctly when it is printed, we strongly suggest that you use tabs, not spaces, when typing your document. Although the text may look aligned on your screen, the spaces do not align the text as accurately as tabs will. If you print out the paper using spaces for alignment, your text may look jagged.

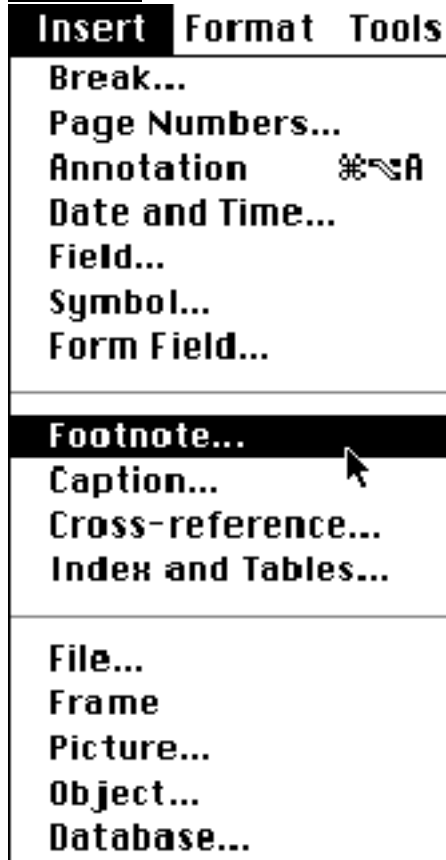
### Headers and Footers

To add text above the top margin or below the bottom margin of your document you will need to go to the **View** menu and select **Header and Footer**. A new window will appear showing you exactly where your text will appear. Use the scroll bar at the right to switch between the top and bottom of each page.

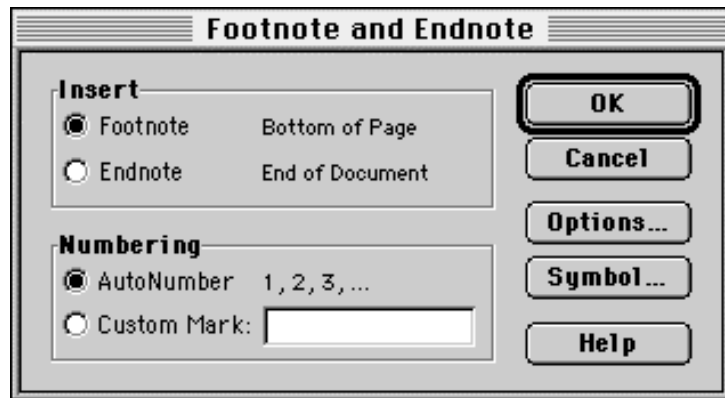


The Header and Footer **toolbar** that appears will help you format this portion of your document. Once again, to find out what each button on the toolbar represents, hold the mouse above each button on the screen, and a balloon will appear explaining the button's function. For example, the button with the number/pound sign will give you automatic page numbering wherever you have positioned the cursor.

## Footnotes



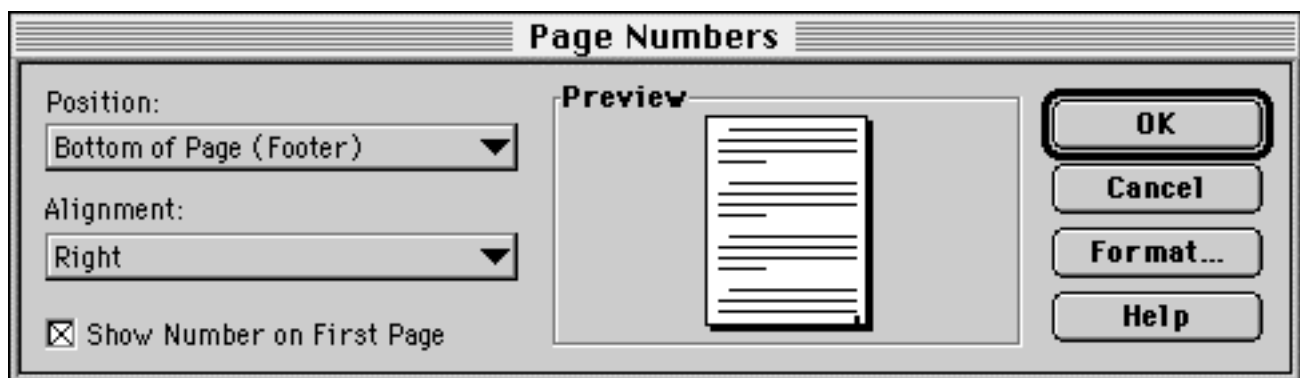
To insert footnotes into your document, begin by placing your cursor where you want the footnote symbol to appear in the text and click once to select that position. Then go to the **Insert** menu and select the **Footnote...** option. The Footnote and Endnote window will appear.



Select **Footnote** or **Endnote** and click **OK**. The appropriate symbol will appear and you can begin typing your citation. Clicking on the **Options...** button will let you adjust the default footnote or endnote formatting.

## Page Numbering

To insert page numbers in your document, go to the **Insert** menu and select **Page Numbers**. The Page Numbers window will appear.



**NOTE:** If you do not want the page number to appear on the first printed page, click on the little checkbox in the bottom left corner of the Page Numbers window.

## Editing

The following functions under the **Edit** menu will help you edit your document.

<b>Edit</b>		<b>View</b>	<b>Insert</b>	<b>Format</b>
<b>Undo Typing</b>				⌘Z
<b>Repeat Typing</b>				⌘Y
<b>Cut</b>				⌘H
<b>Copy</b>				⌘C
<b>Paste</b>				⌘V
<b>Paste Special...</b>				
<b>Clear</b>	<b>Clear</b>			
<b>Select All</b>				⌘A

**Undo Typing:** This feature will undo the very last previous action that you performed. For example, if you delete a section in your document by accident, go to the **Edit** menu and select **Undo Typing** to make it reappear. This will only work if you did not type anything else after you made the mistake.

**NOTE:** Word usually gives you the option to **Undo** your last action. This will be the first option under the **Edit** menu, and there will be the second option, to **Repeat** your last action as well.

Once you have highlighted a piece of text, you can apply the following editing functions:

**Cut** -- removes text from file and saves it in a temporary clipboard file. The clipboard file is an invisible file that stores the latest information you have cut from the document.

**Copy** -- places copy of text in clipboard file

**Paste** -- copies contents from clipboard file into current document at cursor position

**Clear** -- erases text permanently. Can only be reversed by an immediate Undo command.

## Show Invisibles



A useful editing tool, found on the **Standard Toolbar**. When you click on this button, it will show screen formatting that is otherwise invisible: spaces, paragraph returns, tabs, etc. Knowing where these things are may help you in fine tuning your document. For example, if you accidentally cut a paragraph return, you may change the whole format of a portion of your text. To make Invisibles disappear, click the button again.

## Spell Check



To have MS Word automatically check your spelling for you, click the **Spell Check** button that appears in the **Standard toolbar**. The Spell Check feature can also be found by going to the **Tools** menu and selecting **Spelling**. The Spelling window will appear.



MS Word will check its dictionary and find all the words in your document that appear abnormal. It will prompt you when it comes across an unknown word and offer some suggestions on its appropriate spelling. You can choose to ignore the suggestion by clicking **Ignore**, or you can accept the suggestion and click **Change**. Spell Check will not recognize many proper nouns (e.g. names). If you have many such words in your document, you can tell MS Word to **Ignore All** of the occurrences of that word when it comes up in Spell Check.

**NOTE:** When you are in the computer facilities on campus, sometimes MS Word won't be able to find its dictionary. A window will appear and prompt you to find the dictionary. The English (US) dictionary can be found on the desktop, in **Programs : Word Processing : Word 6.0.1 : \_\_Setup Admin\_\_ : English Dictionary**. When you have found it, Spell Check will run normally.

## Grammar Check

To use the Grammar Check feature, go to the **Tools** menu and select **Grammar**. Similar to the Spell Check feature, you can choose to **Ignore** the suggestion or **Change** your text. To close the window, click the box in the upper-left corner of the window

## Thesaurus

To use the Thesaurus feature, go to the **Tools** menu and select **Thesaurus**. The Thesaurus window will appear. To exit the window, click **Cancel**.

## QUICK REFERENCE

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### Toolbar



New -- will automatically open a new document so that you can work on a blank workspace



Open -- will open a file for you



Save -- will save the active document



Print -- will call up the Printing dialog box



Print Preview -- will give you the Print Preview window



Spell Check -- will start spell check



Cut -- will cut selected text and place in clipboard



Copy -- will copy selected text and place in clipboard



Paste -- will paste text from clipboard at current insertion point



Show Invisibles -- will make invisibles, such as spaces and paragraph returns, appear on screen

## TIPS & COMMON PROBLEMS

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### TIPS:

- You can access certain commands through various “keyboard shortcuts.” For example, you can open a document by simultaneously holding down the open apple/command key (⌘) and the letter “o” (⌘) instead of going to the open command under the File menu.
- When you are unsure of the function of a particular button, move the arrow over the button in question, and a yellow box will appear, telling you its function.
- It’s a good idea to update your back-up documents whenever you have made changes to the original. There is nothing more frustrating than numerous versions of the same document and not knowing which one was the final draft.

- Deleting a file



To delete a file from your disk or hard drive, simply drag its icon to the trash can and drop it (i.e. release the mouse button). It is not actually deleted until you go to the **Special** menu when you are on the desktop and select **Empty Trash**.

- If you type a paper with a font size larger than 12 (e.g. 14+), chances are your professor will be able to tell. Sizes 8 and 9 are good for subscripts and sizes 18+ are good for title pages.

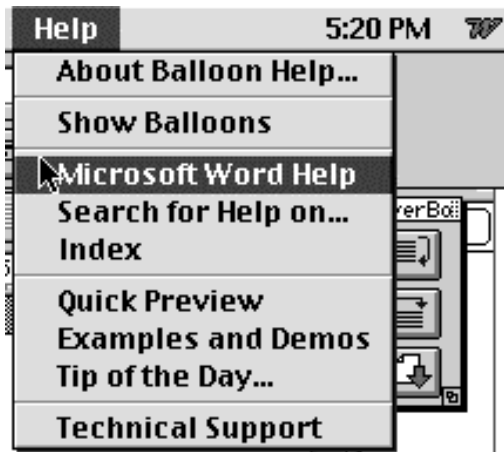
### COMMON PROBLEMS:

- *“I know I saved my document, but I can’t find it now!”*
  - Did you make sure to save it in the appropriate place? For instance, you may have saved the document onto the hard drive rather than your disk. \*Remember that you may *not* save any documents onto the hard drive of any computer in the general access facilities. Your document will not be there when you come back.
  - Did you change the document’s name? If you kept the same name, with each subsequent **save**, you are writing over any previous copies of the document. For example, if you have more than one document with the title of “Homework”, the latest version of “Homework” will have taken the place of the original document labeled “Homework”.
- *“I can’t get my text aligned right!”*
  - Did you choose the appropriate justification for your document?
  - Did you view your document with Invisibles showing?
  - Try clicking on various lines of text throughout your document, and keep an eye on the formatting and ruler bars to see whether anything changes. You might have changed the margin or tab settings or the font type or size between lines.
  - Did you check to see if there are extra spaces typed in?

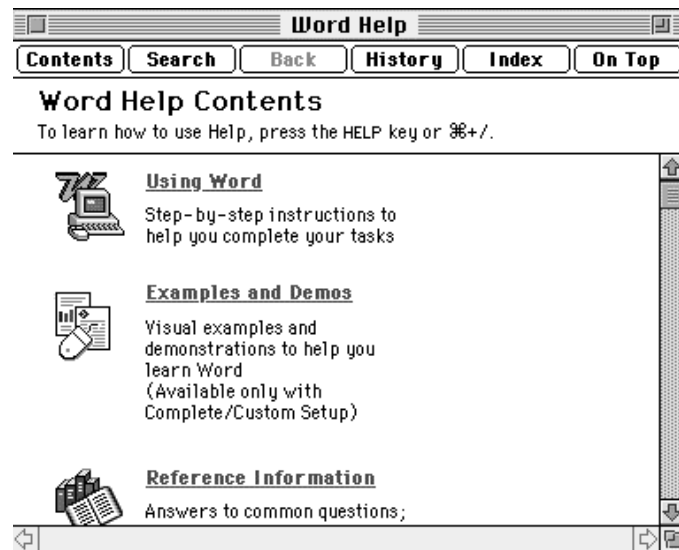
## MORE HELP

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- **On-Line Help**



To access Word's on-line help, go to the **Help** menu and select **Microsoft Word Help**. The following dialog box will appear to help you along.



- **Web Site:**

Useful tips and tricks:

[http://www-isu.indstate.edu/acns/userserv/software\\_support/msword.html](http://www-isu.indstate.edu/acns/userserv/software_support/msword.html)

- **Manuals!**

We have Word 6.0.1 User manuals available for your more in-depth questions.