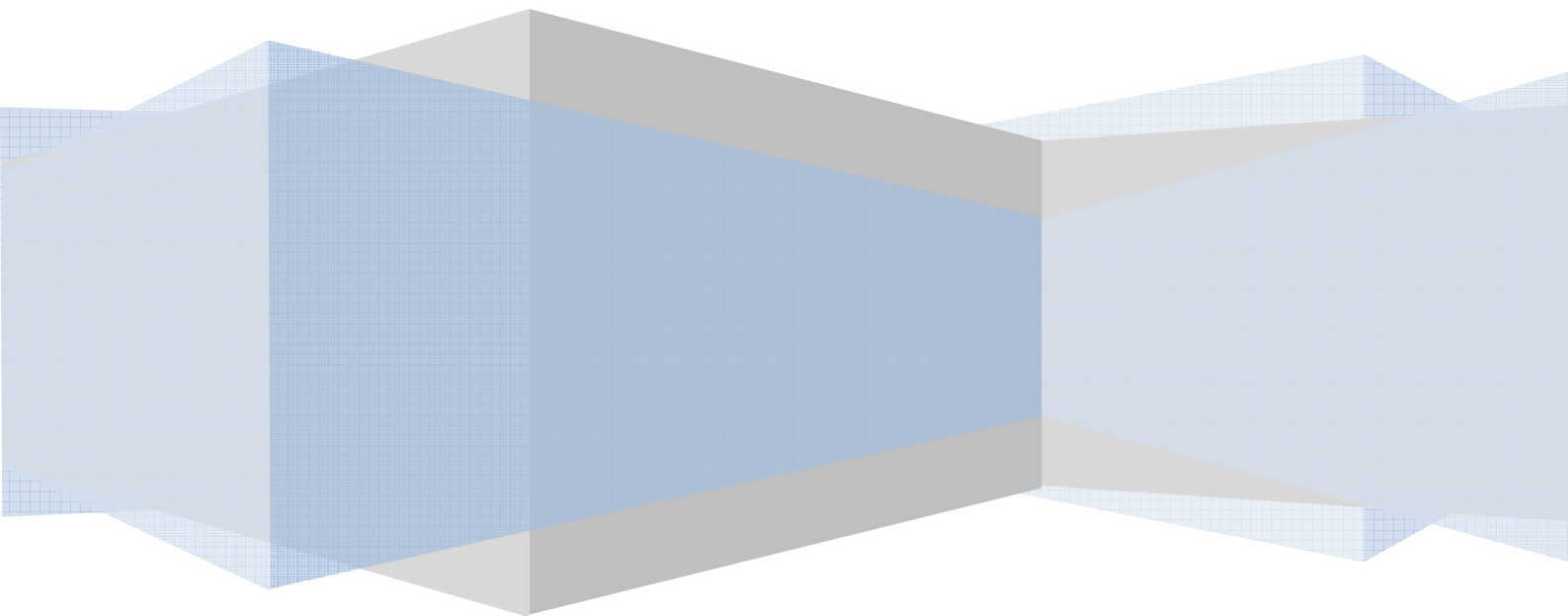




Word 2007 Tips

For Transcribers

Prepared by Academic Consulting



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Navigation Tips

The Home and End keys on the keyboard can be extremely useful when transcribing. Pressing the **Home** key will take your cursor back to the beginning of the line you are currently working on, while **End** will take it to the end. Pressing **Ctrl+Home** takes you right back to the start of your document and **Ctrl+End** takes you to the end of the document (which saves you scrolling through the document to find the last place you typed).

The **Shift+F5** key combination is also very useful. This takes you back to the last place you typed, up to a cycle of three changes. This is particularly useful when you open a document to continue transcribing it.

Selecting Text

The following are quick ways to select text if you need to:

| | |
|-----------------------------|--------------------------------|
| Double-click | Selects a word |
| Triple-click | Selects a paragraph |
| Click in left margin | Selects a line |
| Ctrl + single-click | Selects a sentence |
| Ctrl+A | Selects everything in document |

Other Useful Shortcuts

You might also find the following shortcuts useful:

| | |
|-----------|---|
| Ctrl + Z | Undo your last action |
| Ctrl + F3 | Changes the case of your text (select it first) if you have typed all in capitals |
| Ctrl + N | New file |
| Ctrl + O | Open file |
| Ctrl + S | Save file |
| F7 | Check spelling |

Viewing Your Document

When transcribing, it can often be useful to magnify the size of the document so that it is easier to read. The 'Zoom' feature in MS Word allows you to do this. To access this feature, from the MS Word ribbon choose the **View** tab and on the 'Zoom' group click the **Zoom** button. Set the required magnification and then click **OK**.

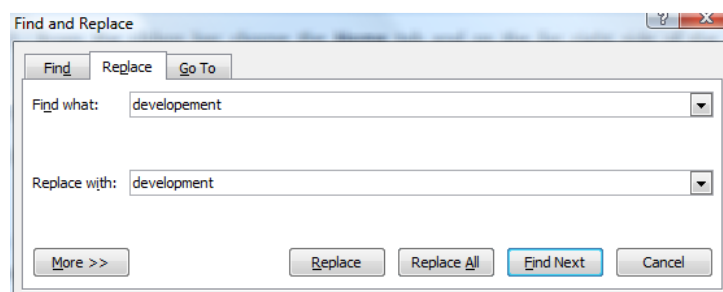
Using Find and Replace

If you realise that you have typed a word incorrectly earlier a transcript and you want to locate it, the 'Find' feature in MS Word is very useful. To open the Find dialog box:

1. From the ribbon bar choose the **Home** tab and on the far right side of the ribbon, click the **Find** button.
2. Enter a term or term(s) to search for in the 'Find what:' area.
3. Use the Find Next button to search for your term(s).

You can also replace all instances of the incorrect word throughout your document in one go using the 'Replace' feature. To open and use the Replace dialog box:

1. From the ribbon bar choose the **Home** tab and on the far right side of the ribbon, click the **Replace** button.
2. In the dialog box that appears, type the incorrectly spelt word into the 'Find what:' area.
3. Type the correct version into the 'Replace with:' area.

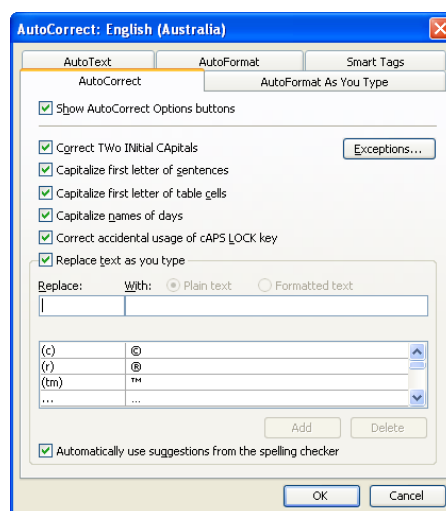


4. Click the **Replace All** button. MS Word will report how many changes were made to your document.

AutoCorrect

If you have words or phrases that you are typing on a regular basis, you can use the AutoCorrect feature to set MS Word to recognise abbreviations of them and replace them with the full word(s). Words you consistently misspell can also be entered into the AutoCorrect feature to be replaced as soon as they are typed.

To access the AutoCorrect options, from the **Office Button** choose **Word Options**. From the list on the left-hand side select **Proofing** and then click the **AutoCorrect Options** button. The following dialog box will appear:



To enter an abbreviation or misspelled word, type the word into the 'Replace' option and type the full or correctly spelt word into the 'With' option. Press the **Add** button so that Word will remember this in future, followed by **OK** to return to your document.

Spelling and Language

While the spell-check in MS Word won't pick up on every mistake it is still useful. A quick way to run the spell-checker is to press the **F7** key on your keyboard.

Using the Correct Language

You may find that your spell-check is set to American English and needs to be changed. To change the default language for MS Word, from the **Office Button** choose **Word Options** and from the left-hand side select **Popular**. Click the **Language Settings**

button and select a language for the 'Primary editing language' i.e. the default editing language for all templates.

Checking Spelling As You Type

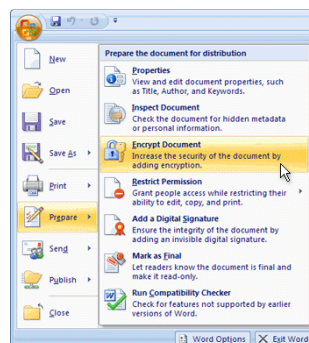
Some transcribers like to have MS Word check their spelling as they go, while others prefer to have this feature turned off. If turned on, red wavy lines will appear under spelling mistakes while green wavy lines appear under possible grammar mistakes. The steps for turning this on or off are as follows:

1. From the **Office Button** select **Word Options** and from the left-hand side choose **Proofing**.
2. There are tick boxes for 'Check spelling as you type' and 'Mark grammar errors as you type' – turn these on or off as required.

Setting Passwords

If you have especially sensitive or confidential data, you may wish to place a password on your file(s). To do so:

1. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Encrypt Document**.



2. In the 'Encrypt Document' dialog box, type a password in the Password box, and then click **OK**.
3. In the 'Confirm Password' dialog box, type the password again in the 'Reenter password box', and then click **OK**.

Appendix A: Commonly Used Shortcut Keys

| | | | |
|---------------------|--------------------|------------------------|-------------------------------|
| Ctrl+A | Select document | Ctrl+Spacebar | Resets formatting |
| Ctrl+C | Copy selection | Ctrl+= | subscript (H ₂ O) |
| Ctrl+Enter | Insert page break | Ctrl+Shift+= | Superscript (x ²) |
| Ctrl+F | Find | Ctrl+Shift+> | Bigger Text |
| Ctrl+H | Replace | Ctrl+Shift+< | Smaller text |
| Ctrl+N | New | Ctrl+] | Text one pt larger |
| Ctrl+O | Open | Ctrl+[| Text one pt smaller |
| Ctrl+P | Print | Ctrl+E | Centres paragraphs |
| Ctrl+S | Save | Ctrl+J | Justifies paragraphs |
| Ctrl+X | Cut | Ctrl+L | Left aligns |
| Ctrl+V | Paste | Ctrl+R | Right aligns |
| Ctrl+Y | Repeat last action | Ctrl+M | Indents text |
| Ctrl+Z | Undo last action | Ctrl+Shift+M | Un-indent text |
| F7 | Check spelling | Ctrl+T | Hanging indent |
| Shift+F7 | Thesaurus | Ctrl+Shift+T | Remove the indent |
| Ctrl+Shift+A | ALL CAPS | Ctrl+1 | Single-spaces lines |
| Ctrl+Shift+K | Small Caps | Ctrl+2 | Double-spaces lines |
| Ctrl+B | Bold | Ctrl+5 | 1½ spaces lines |
| Ctrl+I | Italics | Ctrl+Shift+Z | Removes formatting |
| Ctrl+U | Underline | Shift+F3 | Changes the CASE of your text |