

# Word Tips and Hints

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When editing a chapter file, please use the existing styles, do not format directly. That is, you can go to Format and choose “Styles and Formatting”. This will bring up a pane on the right that shows you a list of the styles in use. For some of the more common formatting needs, I have made a shortcut:

to make something bold, just type it. then highlight it and do Alt-b.

to make something italic, just type it. then highlight it and do cntl-shift-i

to make something equally spaced body text (the usual), put the cursor at the END of the paragraph (don't select text to format a paragraph, you must go to the end of the paragraph) and do Alt-e.

to make a display (equation or figure) go to the end of the equation or figure and do Alt-d.

You should always have the show/hide paragraph markings on to see what is really happening (the funny double backwards P).

Go to the Normal view to see the formatting line by line.

I will add to this file as I remember more...