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ReadyNetGo ... News

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TIP OF THE MONTH

If you're familiar with MS Word, you're probably very familiar with the **standard and formatting toolbars** found at the top of the screen. These toolbars provide quick links to handy functions such as Save, Open, Cut, Paste, Font Type, Size and Style.

What you may not know is that there are many more options available that can be included on these toolbars. The defaults mentioned above are commonly displayed but if you find yourself using another function like "changing the color of text", you may want to add this button on the toolbar so it is always visible.

To do this in Office 2000:

1. Click on the drop down box under the >> icon on the formatting toolbar
2. Click on the Font Color button which is then added to the toolbar automatically
3. If your toolbar is full, a less used button is removed

To add a button not shown or manually remove a button you hardly use:

1. Click on the drop down arrow box under >> on the toolbar
2. Choose Add or Remove Buttons
3. Select the button(s) you want or de-select the button(s) you want removed

Your shortcut buttons are now where you need them!

How to Create, Customize, and Use MS Word Templates

Are you looking for ways to be more efficient and reduce stress at your workplace? MS Word Templates may be just what you need.

Three benefits of using Word templates:

1) Whether you use the pre-formatted templates that are included with each version of Word or you create your own custom templates, your struggles with design and formatting will decrease or be eliminated entirely; **2)** By using templates you will eliminate the redundancy of completing the same tasks whenever you create a new document; and most importantly **3)** Word templates are easy to use and modify.

To open a pre-formatted template:

1. Open up MS Word
2. Choose File from the main menu
3. Select New

A screen appears asking you to choose a file to open. The templates are listed under headers such as General, Publications, Memos, Webpages, Business Planner Templates and more. If you highlight the file, a preview appears in the right pane. Simply double click the file and it will open. You can now fill-in information or modify the template according to your own needs.

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WWW (Websites Worth Watching)

1. www.megapixel.net - Reviews, Forums, Articles & more for digital cameras
2. www.photo.net - Camera reviews, tips on photography
3. www.sharetechnology.org - Donate used computer equipment / recycle toner cartridges
4. www.cleanup.org - For recycling info in your area, simply enter your zip code
5. www.odysseyofthemind.com - National creative-thinking contest for children and teenagers

How to Create a Custom Template

To create a custom template, simply open a New document, add text and format accordingly. The only difference between a document and a template is how it is saved. When you save a template, use a .dot extension instead of a .doc extension and save it in your template folder. The typical pathway for your template folder is: c:\windows\application data\microsoft\templates. By saving your templates in this folder, they will automatically appear when you choose File ... New from the main menu in Word.

Common Scenarios Where Customized Templates are Useful

1. General Correspondence: Creating a form letter that has your logo, return address, and signature line already included.
2. Timesheets: Do you have specific projects throughout the year that require many people to track their time? Have employees enter their information directly on one timesheet.
3. Supplies: Are you going through a lot of supplies? Create a form that tracks the type, quantity, and use of each supply. Employees can fill in which supply they remove, the quantity, and the date of removal. This way supplies can be analyzed and re-stocked when needed.

There are hundreds of other uses for templates. You're limited only by your particular workplace needs and your imagination.

How to Change the Normal.dot Template

When you open up a blank Word document, you are actually opening a blank document based on the Normal.dot template. This template has default settings that can be changed to reflect your own personal preferences. For instance, when you create a new document and find yourself changing the basic settings such as Times New Roman for font, point size 12 and 1.25" for the left and right margins, you can permanently change the normal.dot blank template to reflect your own preferences. This will save time and frustration from having to make those same changes every day.

To change the Normal.dot template in **Word 2000 and Word 97 SR-2**:

1. Open up Word.
2. Click File ... New.
3. To change the Font, click on Format ... Font.
4. Choose the font you prefer and click on the default tab in the lower left corner of the dialog box.
5. The following message appears: "Do you want to change the default font to ____? This change will affect all new documents based on the NORMAL template. "
6. Click Yes to permanently change this setting so that each time you create a new document, this setting will appear.
7. Follow steps 3 – 6 for any other settings you wish to change.

How to Update the Templates for MS Word

Although Word comes with standard templates for common documents, there are additional templates you can download from Microsoft's site that will enhance the default choices. Go to: <http://office.microsoft.com/Downloads/>. Choose which program updates you want to download and the version of software you have. Follow the on-screen instructions for downloading the files.