

Cheat Sheet for Modifying Word File

Here is what you need so that you continue to use the styles and tools being utilized in your document.

Style Guide

Style Name	Purpose	When to Use	Notes
Normal	Standard text	Majority of data entry in document	
Heading 1	Heading numbering	Start of each new section	Utilize Page Break – Next Section so that heading numbering goes to next number in sequence
Heading 2	1 st sub-heading	Start of each sub-section	
Heading 3	2 nd sub-heading	When need to go another layer from Heading 2	
Appendix A.	Appendix headings	For each appendix item added	Be sure to use Page Break – Next Section for each appendix entry so that the count increases.
Caption	Label tables or figures	Whenever you add a table or figure.	This is located in the Reference tab tool section (see <i>Screen Shots</i> at end of document for screen shots). Once selected – select either Figure or Table, then enter text.

Tips Guide

Updating the TOC:

1. Right click anywhere on the **TOC**.
2. Select option to *Update page numbers only*.
3. TOC will update.
4. Repeat as needed for **List of Figures** and **List of Tables**.

Note: I use the *Update entire table* when there have been a lot of changes, especially if headings titles have been modified.

Updating Index Markings:

1. Have your cursor at the end of the line for the item you want to mark for an index entry.
2. Go to the **Reference** tab on the main ribbon.
3. Select *Mark Entry*.
4. A box will open.
5. Enter text in the **Main Entry** box (1st box).
 - a. If this is to be a sub-entry under a main entry → enter the Main Entry text, then the Sub-entry text in the 2nd box.

Note: Spelling is critical for the Main Entry box when doing Sub-entries, otherwise they won't match up. This is easily fixed (see *Using Hidden Characters* section below).

6. Once all entries have been marked, go to the **Index** section at the end of the document.
7. Right click and select *Update Field*. There are no other options for updating the Index listings.

Inserting Page or Section breaks:

Page breaks can be created from two different places →

1. From the **Insert** tab
2. Select *Pages*, then *Page break*

Or

1. From the **Layout** tab
2. Select *Breaks*, then *Page*

If you need a Section break so that heading numbering moves to the next sequence →

1. From the **Layout** tab
2. Select *Breaks*, then *Next Page*

Using Hidden Characters

Viewing the hidden characters in a document is very useful when determining where and when to put in page breaks (or to remove them). I also use them to troubleshoot when things aren't looking quite like they should and I want to see what Word is doing behind the scenes.

To view the hidden characters:

1. Go to the **Home** on the main ribbon and click the ¶ symbol (usually located in the formatting section with the numbering and line spacing).
2. You will now see all the hidden characters and formatting codes that Word is using.
3. To turn this off, simply click the ¶ symbol again.

Note: These symbols do not print. They are view-only.

Useful Screen Shots

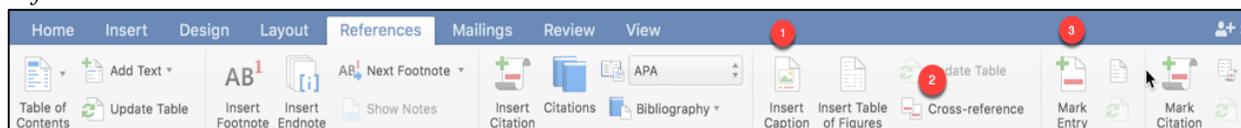
Home tab on main ribbon:



1st arrow is pointing to the hidden character symbol.

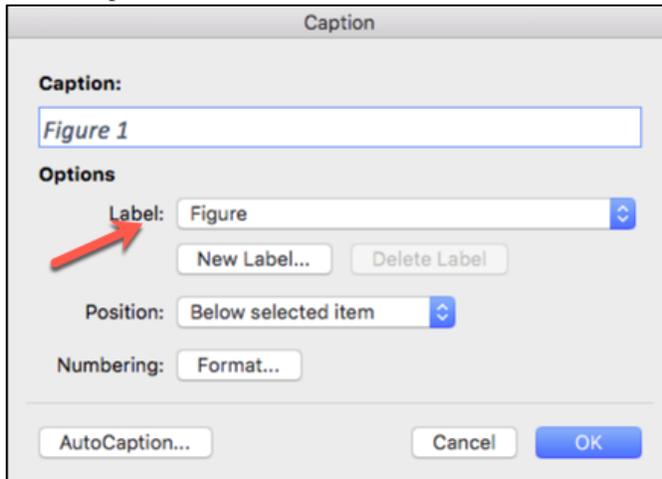
2nd arrow is pointing to the Styles Pane which will show you the styles being used in the document.

Reference tab on main ribbon:



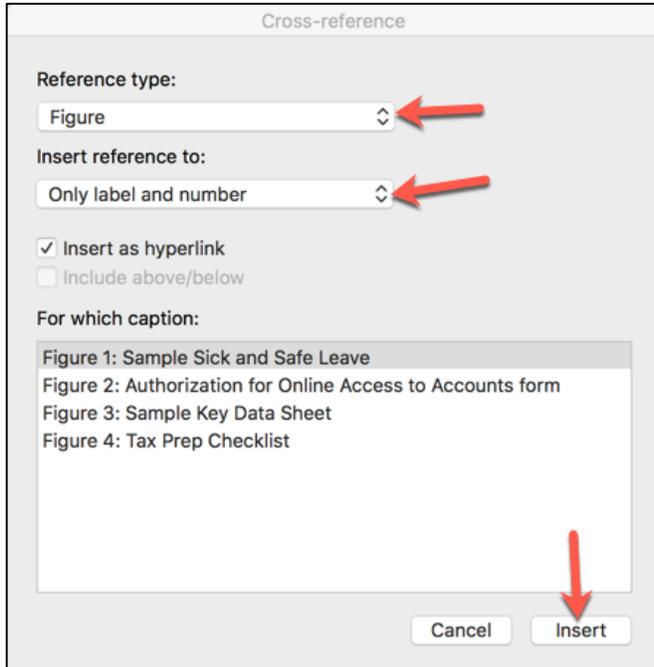
- 1 = Use *Insert Caption* when adding a Figure or Table title.
- 2 = Use *Cross-Reference* when referring to a Figure or Table in the text. This creates a hyperlink which will update the numbers whenever you add or remove a Figure or Table.
- 3 = Use *Mark Entry* to create Index items.

Insert Caption:



If you want the label to be Table, simply click on the label field and select Table. The Caption will change. Then type in the text.

Cross-Reference for Figures/Tables:



- For Reference type – select Figure or Table
- Insert Reference to: - select Only label and number
- Select caption by highlighting it
- Click *Insert*

Index Mark data entry:

Mark Index Entry

Index

Main entry: Enter Main Entry text

Subentry: Enter Subentry text here

Options

Cross-reference:

Current page

Page range

Bookmark: ▾

Page number format:

Bold

Italic