

## Father Knows Best (About Microsoft Word)

To celebrate the upcoming Father's Day holiday, we thought we'd dedicate this issue of *KB CommEntary* to a famous fatherly trope: knowledge of tools, and, more importantly, when to use which ones. At KB COMM we're less about socket wrenches and more about word processors, so it's the various tools within Microsoft Word that we'll focus on.

## What's Up at KB COMM?

At KB COMM, we provide mission-critical communication and learning services to clients in a variety of industries. Thanks to our established and new clients for keeping us busy. Recent and ongoing projects include:

- Writing and editing numerous information products for a healthcare diagnostics manufacturer, including communications to employee communications, customer presentations and letters, product marketing brochures and data sheets, and training materials
- Writing and editing marketing and employee communications for an academic research organization
- Formatting and revising manufacturing standard operating procedures, work instructions, forms, logbooks, and batch records for a pharmaceutical company
- Managing workload for document formatting, quality check, and upload to a document management system for a pharmaceutical company
- Creating content-rich model documents for CMC modules for a pharmaceutical company
- Drafting CMC modules for electronic submission to health authorities on behalf of a pharmaceutical company
- Reviewing and editing for consistency and accuracy response documents and associated modules for electronic submission to health authorities on behalf of pharmaceutical companies

KB COMM LLC is a certified Women's Business Enterprise. We are officially qualified to participate in corporations' woman- and minority-owned vendor programs.

Please keep us in mind for your communication or training projects.

## Tips and Tales

### Tool Time

Using the right tool for the job makes any task more efficient and, with any luck, eliminates a trip to the first-aid kit. Here are a few tips about some tools in Microsoft Word's toolbox that will help to keep your message clear and free of distractions.

**Set up styles.** Assign a style to each kind of text in your document so that you can easily change its appearance as necessary with just a few keystrokes.

**One tab only.** When constructing a table, set the tabs where you want them rather than using the space bar or multiple tabs to align your data.

**Never break up again.** If you have text that needs to stay together, such as a number and a unit of measure or a hyphenated name, it's easy to make sure the characters never break between lines or pages. Simply use a nonbreaking space (Shift + Ctrl + [space]) or a nonbreaking hyphen (Shift + Ctrl + -) rather than inserting a line break.

Each of these tips is a "set it and forget it" technique that will keep your text looking good no matter how many times you change your content. Once these techniques become habit, you'll be able to focus on your content and know that it will always look its best.

And please remember, *when it has to be right*, KB COMM is here to help.

Sincerely,

*Kathy*

Kathy Breuninger

**KB COMM**

[Kbcommllc.com](http://kbcommllc.com)

