Word Knows Best (?)

Microsoft Word has a plethora of powerful tools that automatically format text on the fly. But sometimes it changes things you don't want it to, and boy, is that annoying! Learn to bend Word to your will in this edition of *KB CommEntary*.

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 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 technical reports and manufacturing standard operating procedures, work instructions, forms, logbooks, and batch records for a pharmaceutical company

- Coordinating document preparation and approval for manufacturing of a new pharmaceutical product

- Revising and maintaining GMP facility drawings

- Drafting, 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

Good Help is Hard to Find

Does it drive you crazy when Word tries to be helpful by reformatting text as you type? For example, it decides on its own to create a bulleted or numbered list from individual lines of text you just entered. Or it doesn't like it when you type "pH" and changes it to "Ph." Or it automatically superscripts ordinal numbers (1st, 2nd, etc.).

Do we sound like Andy Rooney? We could go on.

Fortunately, there is a relatively easy way to make Word behave. In the File menu, select *Options* (all the way down at the bottom of the menu). Then select *Proofing* from the menu on the left. Under "AutoCorrect options," click the *AutoCorrect Options* button. The AutoCorrect window appears.

This AutoCorrect window includes several tabs that allow you to control many of the annoying text-formatting things you wish Word wouldn't do. Please do explore them all, because they can help you rediscover your inner peace.

But we would like to direct your attention to one tab in particular: *AutoFormat As You Type*. The settings on this tab are responsible for most of the formatting decisions we wish Word wouldn't make for us. We recommend that you deselect all of them—yes, all of them—except possibly the one that replaces straight quotes with curly quotes. That one's actually a good idea for most business writing.

Now breathe a deep sigh of relief and get started on that novel. If only it were that easy to get the kids under control.

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

Sincerely,

Kathy

Kathy Breuninger

KB COMM

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