

ffice Doc



# MS-OFFICE 2016 - WORD

*English version*

Illustrated Documents

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## **TEXT LAYOUTS**

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# 1 The concept of SECTION

Users are often forced to work with sections in the following cases :

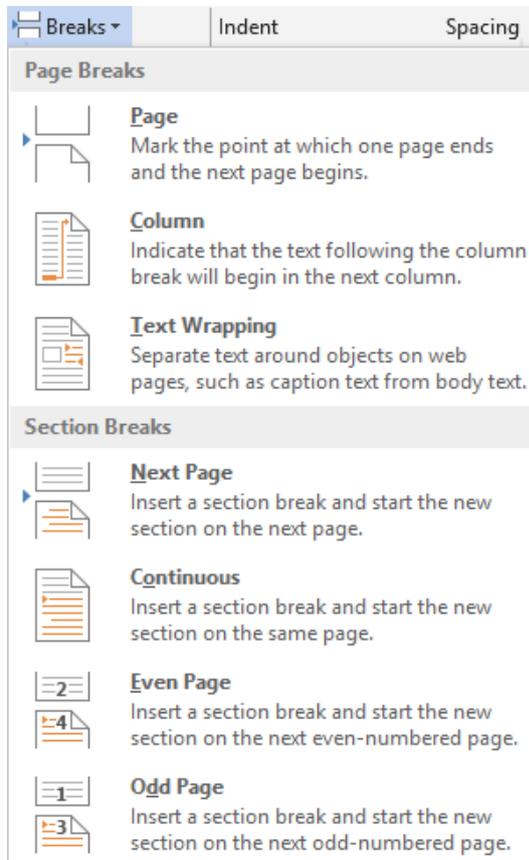
- More than one page orientation is required inside the document (portrait and landscape).
- Several different headers or footers are required inside the document.
- The table of contents requires its own number format, start number ...
- A portion of the document needs to be defined in the *columns* format.
- A form needs to be created – including a locked portion and another portion open to modifications.

## 1.1 What is a section ?

It is a **logical** division of your document. Each time you need a modification for the margins, the size, contents or format of a header/footer, the newspaper style columns ... **for a portion of your document only** ..... you need to define this portion as a separate section. Once the section has been created, you can set specific orders such as special margins, paper orientation and so on. They will be applied to the section only (except for headers and footers).

## 1.2 Creating sections

- Place the cursor at the required place in the document.
- PAGE LAYOUT Tab – PAGE SETUP Group – BREAKS Button
- Choose the type of section break that is required



### Common cases :

- Next page** Some pages in portrait, some in landscape.
- Continuous** A part of the page in the newspaper style columns.
- Odd Page** The beginning of each chapter of a report that will be photocopied recto-verso must absolutely start on the right page, that is an odd page. If the last page of the previous chapter ends on an odd page, Word automatically adds a blank page when printing and adjusts the page numbering

Caution : to « isolate » a portion of the document – either just on one page or spreading over more pages – it is necessary to make sure to insert a section break *at the beginning and at the end* of the portion.

## 1.3 Headers/footers and sections

1. It is possible to set a FIRST different header/footer : PAGE LAYOUT Tab – PAGE SETUP Group – Dialog box launcher – LAYOUT Tab – DIFFERENT FIRST PAGE Option.

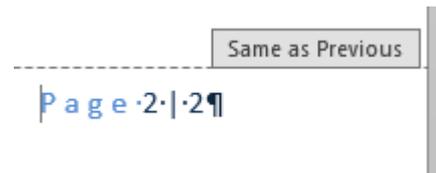
But caution, it means that **the first page of each section will be different and not simply the first page of the document**

If you need a different first page *for your document*, make sure to order this AFTER you have created the sections. Why ? Because each time you create a new section, it automatically retrieves the settings of the current one (in this case, the *Different First Page* order).

2. ***By default, headers and footers are not affected by section breaks because they are always repeated across sections.*** Why ? This is logical. Indeed you certainly would not want to insert the page number at the beginning of each section.

This is the reason why if you delete a header or a footer, or if you modify the text, the changes are applied across ALL SECTIONS

This comes from an information that often users don't see : *Same as Previous*

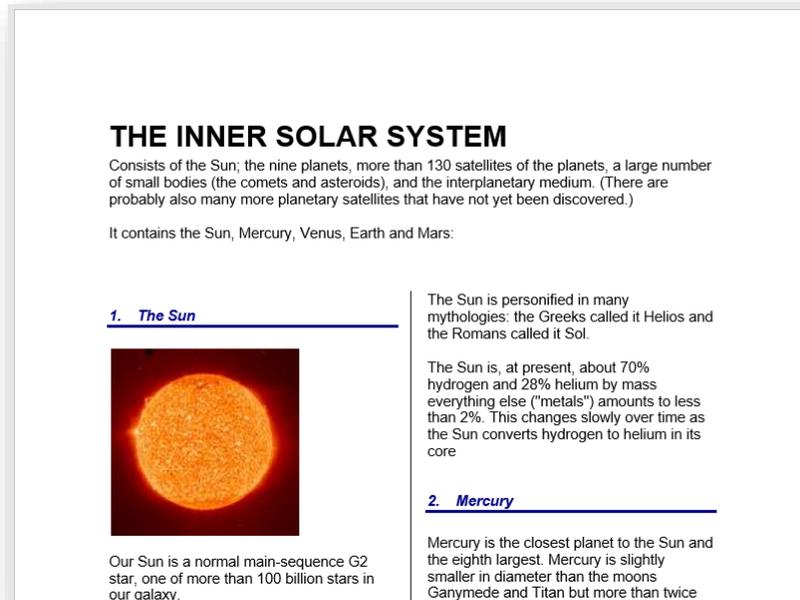


Consequently you need to cancel this setting : HEADER & FOOTER TOOLS – DESIGN Tab - LINK TO PREVIOUS Button.

*Advice : if your document has a lot of sections, it is a good idea to start from the end.*

-  Funny to say, if you only modify the page number format or its starting number, the change will not be applied to all sections. Always check what you do and what effect it has on the document.
-  When the section header/footer is no longer linked to the previous one, click on the LINK TO PREVIOUS button will insert the content of the previous section header/footer. You will be prompted to confirm.

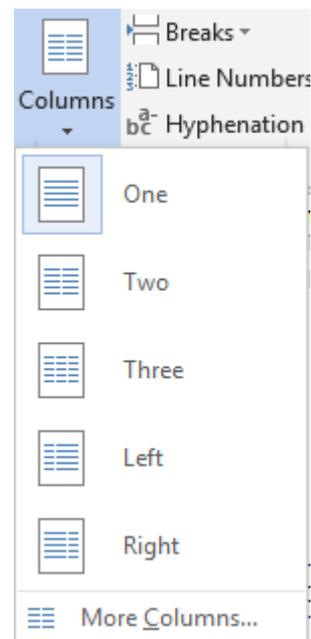
## 2 Columns (« newspaper » style)



### 2.1 Creating the columns

First you need to prepare the document by creating sections if necessary. (See chapter on the subject).

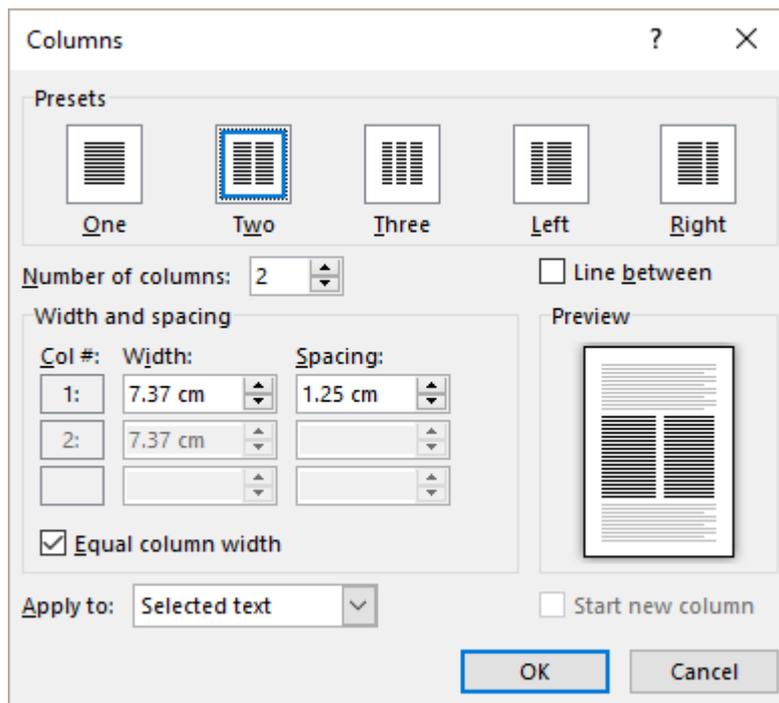
- PAGE LAYOUT Tab – PAGE SETUP Group – COLUMNS Button



The column format is automatically applied to the document, to the current section, to the selected sections and the columns width are equal.

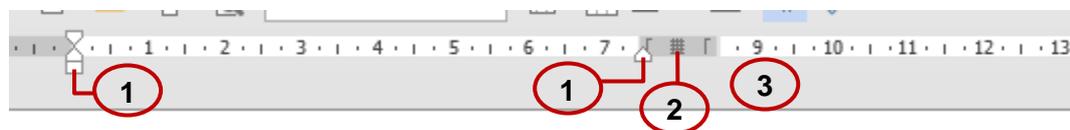
### 2.1.1 Additional possibilities

In the previous pull-down menu, click on the MORE COLUMNS option :



You may create or modify the column format by indicating another number of columns (11 maximum), by manually setting the columns width, by adding a line between the columns ...

### 2.1.2 Adjusting the columns using the mouse



It all depends on what you point :

- ❶ Simply the left and right **indent** of the paragraph(s)
- ❷ This symbol will be displayed only if the *Equal column width* option is not on. You may then modify the column **width**. The tooltip will display « move column ».
- ❸ Adjusting the **spacing** between the columns. The tooltip will display « left/right margin ».

### 2.1.3 Column break

A column break is used to "stop" a column at a specific point. The space will no longer be accessible to text typing but you may use it to place a picture or a drawing. See the following example :

The document shows 2 columns – 7 days on one column, 3 on the other. Not very pleasant.

.....Section Break (Continuous).....

• **1<sup>st</sup> day**  
Arrival in New Delhi  
Transfer to your hotel - The Hilton Hotel  
Visit of the old city

• **2<sup>nd</sup> day**  
Departure to Jodhpur  
Visit of the famous "Wall of Winds"

• **3<sup>rd</sup> day**  
Departure to Udaipur  
Visit of the city  
Lunch in the Restaurant of the "Floating Palace"  
Visit of surrounding temples

• **4<sup>th</sup> day**  
Departure to Jaisalmer in the desert  
Visit of the famous yellow city

• **5<sup>th</sup> day**  
Tour in the desert  
Visit of a typical small desert village  
Ride on a camel

• **6<sup>th</sup> day**  
Flight back to New Delhi

• **7<sup>th</sup> day**  
Departure to Khajuraho  
Visit of the famous Jain temples and their bas-reliefs

• **8<sup>th</sup> day**  
Departure to Bénarès (also called Vanarasi)  
Visit of the ghâts  
Boat tour on the Ganga river

• **9<sup>th</sup> day**  
Flight back to New Delhi  
Free afternoon

• **10<sup>th</sup> day**  
Flight back to Europe

A column break has forced the first column to stop at the end of the 5th day. Two floating pictures have been placed in the new available space.

.....Section Break (Continuous).....

• **1<sup>st</sup> day**  
Arrival in New Delhi  
Transfer to your hotel - The Hilton Hotel  
Visit of the old city

• **2<sup>nd</sup> day**  
Departure to Jodhpur  
Visit of the famous "Wall of Winds"

• **3<sup>rd</sup> day**  
Departure to Udaipur  
Visit of the city  
Lunch in the Restaurant of the "Floating Palace"

• **4<sup>th</sup> day**  
Departure to Jaisalmer in the desert  
Visit of the famous yellow city

• **5<sup>th</sup> day**  
Tour in the desert  
Visit of a typical small desert village  
Ride on a camel

• ..... Column Break .....  
..... (

• **6<sup>th</sup> day**  
Flight back to New Delhi

• **7<sup>th</sup> day**  
Departure to Khajuraho  
Visit of the famous Jain temples and bas-reliefs

• **8<sup>th</sup> day**  
Departure to Bénarès (also called Vanarasi)  
Visit of the ghâts  
Boat tour on the Ganga river

• **9<sup>th</sup> day**  
Flight back to New Delhi  
Free afternoon

• **10<sup>th</sup> day**  
Flight back to Europe



- *Simple break (with no section break)*

1. Place the insertion point at the required location.
2. PAGE LAYOUT Tab – PAGE SETUP Group – PAGE BREAKS Button – COLUMN Option or CTRL + SHIFT + ENTER.

- *With a section break*

1. Place the cursor the required position.
2. PAGE LAYOUT Tab – PAGE SETUP Group – COLUMNS Button – MORE COLUMNS Option and in the dialog box :



## 2.2 Resetting the text to one column

- PAGE LAYOUT Tab – PAGE SETUP Group – COLUMNS Button – ONE Option
- The format is reset for the document if there is no section or for the current section.

## 2.3 Column format and text justification

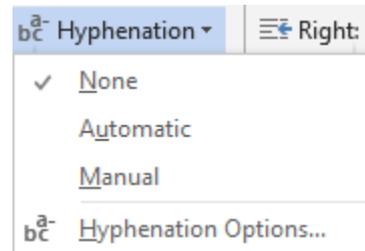
It is highly recommended to hyphenate a text in columns or the result will look quite ugly.  
*See next chapter*

### 3 Hyphenating

Hyphenating ensures a nice esthetic result for lines breaks when the paragraph is justified. This is particularly recommended with the column format.

*The position of the cursor is indifferent and it is unnecessary to select a specific text, as the whole document is automatically hyphenated (even a section break is ignored).*

- PAGE LAYOUT Tab – PAGE SETUP Group – HYPHENATION Button



#### None

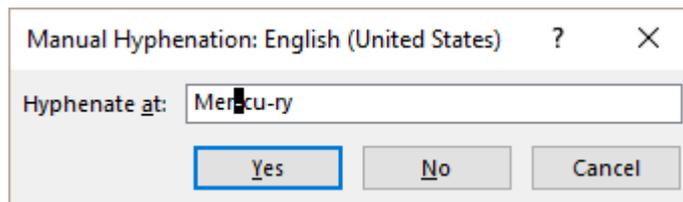
Default setting

#### Automatic

Hyphenates the document and any future text

#### Manual

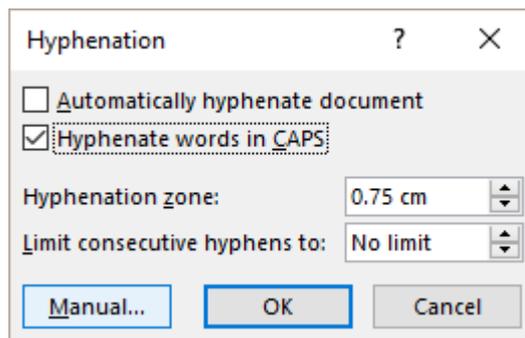
Word will display the following dialog box :



Word suggests the possible hyphenation, selects the most appropriate one. Make your choice. Then Word switches to the next word.

#### Hyphenation Options

Word will display the following dialog box :



*Automatically hyphenate document*

Equivalent to the above AUTOMATIC option

*Hyphenate words in CAPS*

Should they be hyphenated ?

<i>Hyphenation zone</i>	Any word found in the specified area will be hyphenated if possible. A narrow width will increase the number of hyphenated words while a large width will reduce this number
<i>Limit consecutive hyphens to</i>	To set a limit to the number of consecutive lines ending with a hyphenated word. By default = 3
<i>Manual</i>	Equivalent to the above MANUAL option.

### What happens when margins or indents are modified ?

*Automatic hyphenating* : automatic adjustment.

*Manual hyphenating* : the conditional hyphen remains on the screen, but it will not be printed.

### Remove hyphenation for the whole document

- No prior selection is required.
- PAGE LAYOUT Tab – PAGE SETUP Group – HYPHENATION Button – NONE Option.

### When a specific text should not be hyphenated

- HOME Tab – PARAGRAPH Group – Dialog box launcher.
- LINE AND PAGE BREAKS Tab.
- DON'T HYPHENATE Option.

### Remove conditional hyphen

- Select the text.
- HOME Tab – EDITING Group – REPLACE Button
- MORE Button – SPECIAL Button
- Find *OPTIONAL HYPHEN*.
- Replace with nothing.

### Shortcut key for a manual hyphenation

Place the cursor where you wish to hyphenate the word.

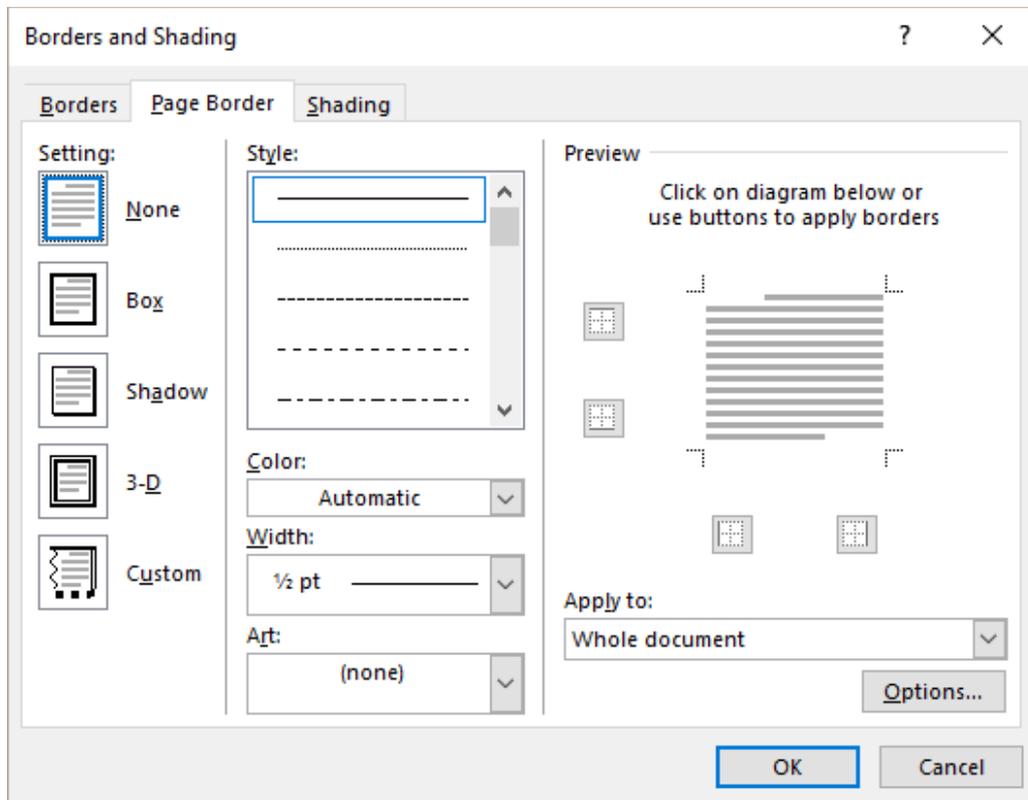
*CTRL + -*

### Reminder : non breaking hyphen

*CTRL + SHIFT + -*

## 4 Adding a page border to the document or to a portion of it

- HOME Tab – PARAGRAPH Group – BORDER Button – Pull-down menu and BORDERS AND SHADING ou DESIGN Tab – PAGE BACKGROUND Group – PAGE BORDERS Button

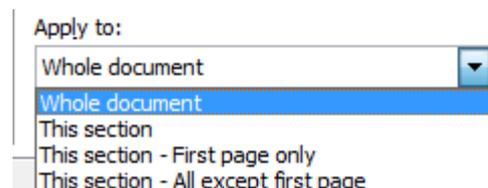


Full bordering or only chosen sides, shadow, classical border lines or art ...

To what will the page border be applied ?

This depends on your choice in *Apply to* :

If there is no section in the document, selecting *Whole document* or *This section* is the same.



### **WATER OFF THE BORDER**

If you have selected a rather thick and colored border ... and you think it is a little bit too much, you can water it off, a little bit like a watermark :

In the above dialog box, click on the **OPTIONS** button and turn off the **ALWAYS DISPLAY IN FRONT** option. *Caution : this does not work with art (pattern).*

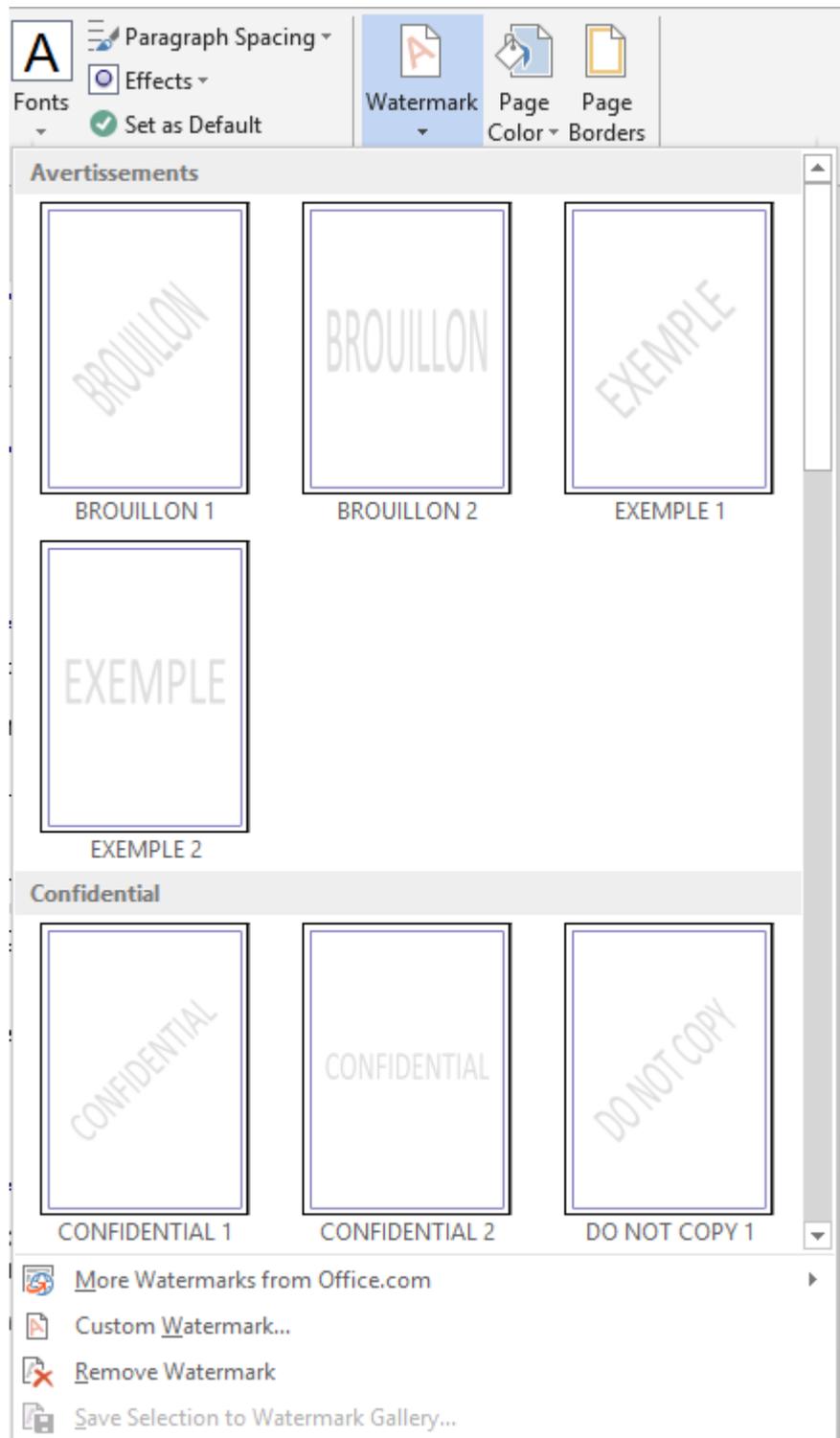
### **PAGE OR TEXT BORDER ?**

The options from the above dialog box (**OPTIONS**) will also let you define a border around the text on the page, including the header/footer or not.

# 5 Watermark

## 5.1 Create

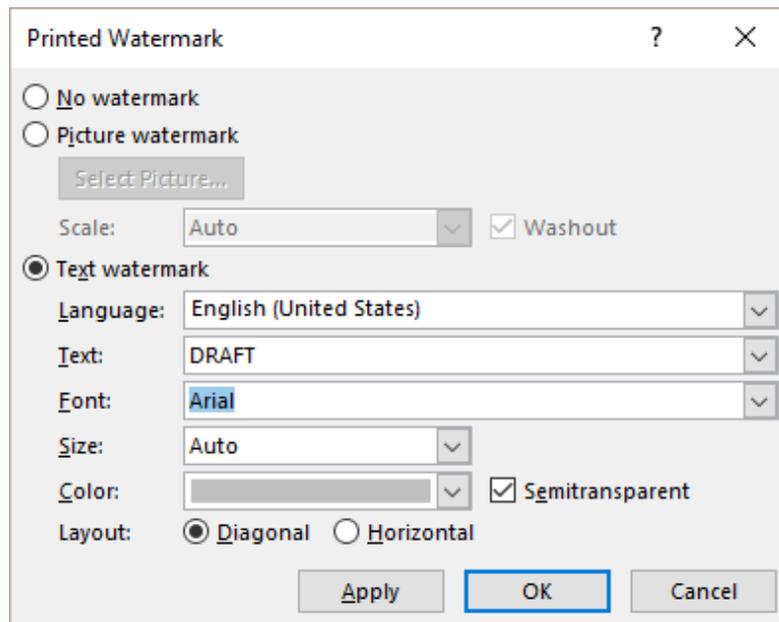
- PAGE LAYOUT Tab –PAGE BACKGROUND Group – WATERMARK Button :



Make your choice from the built-in suggestions

## Custom watermark : modifying the text, selecting a picture

- Click on the CUSTOM WATERMARK option at the bottom of the previous gallery



The options are rather clear and you can easily work out the type of watermark that you need for your document.

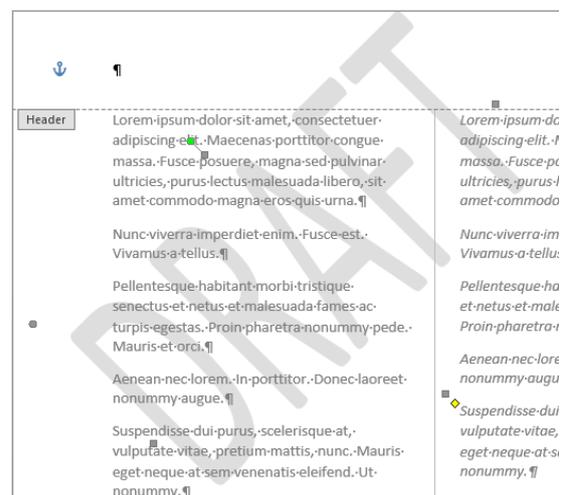
## 5.2 Watermark and headers (no watermark for a portion of the document)

Why does the watermark appear automatically on all pages ? Because it is a *floating object anchored to the header paragraph*. The following screen capture proves it (the watermark has been placed very near the page edge just for the screen capture) :

You may move the object freely on the page

**Text** : it is a WordArt object. Simply double-click it to display the WORDART TOOLS / FORMAT Tab on the Ribbon

**Picture** : it is a clip or a picture whose colors have been watered off. Double-click on the picture to display the PICTURE TOOLS / FORMAT Tab on the Ribbon.



**No watermark for a portion of the document :**

Make sure to set this portion as a section. Then “free” the previous and next header by removing the *Same as previous* order. The watermark will only appear on the pages of the section whose header contains the watermark.

## 6 Cover page

---

INSERT Tab – PAGES Group – COVER PAGE Button

A gallery of preset templates will be displayed. Some include pre-set boxes with information coming from the document properties.

*Remove* : back to the gallery and click on REMOVE CURRENT COVER PAGE:

**Caution** : the cover page is considered as being page 0 and it is consequently not numbered. Inserting a page cover also automatically ticks on the DIFFERENT FIRST PAGE option, which can impact the document headers & footers when you later on insert section breaks ...

*Possible advice!* : insert the cover page when all section breaks have been inserted and checked (which often means you will do it right in the end).

## 7 Inserting the content of a file

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Not really a topic related to graphic object, rather a sort of global copy-paste. But we decided to mention the command as finding it was not really intuitive to us.

- INSERT Tab – TEXT Group – OBJECT Button – TEXT FROM FILE Option

## 8 Inserting a drop cap

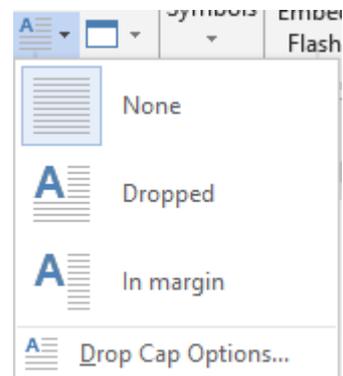
---

This year marks the 140th anniversary of the birth of Camille Claudel, a genius of sculpture who has never obtained the popularity she deserved and whose life and work still remain obscure to most of us. Very often, those who ever heard of her will automatically relate her to sculptor Auguste Rodin (her teacher and lover), but very few people have really seen her as a genuine, individual artist. For this reason, it is important to honor the memory of Camille Claudel.

*Required result* :

**T**his year marks the 140th anniversary of the birth of Camille Claudel, a genius of sculpture who has never obtained the popularity she deserved and whose life and work still remain obscure to most of us. Very often, those who ever heard of her will automatically relate her to sculptor Auguste Rodin (her teacher and lover), but very few people have really seen her as a genuine, individual artist. For this reason, it is important to honor the memory of Camille Claudel.

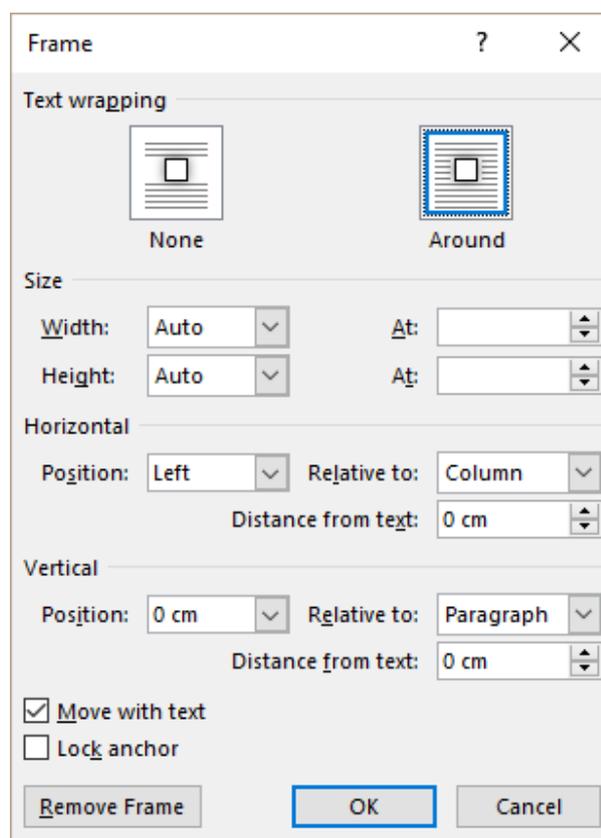
- INSERT Tab – TEXT Group – DROP CAP Button



*Drop Cap Options* to modify the font, the number of lines to drop and the distance to text

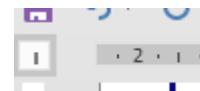
The drop cap is a *frame*. A frame works like a text box and is managed similarly.

Double-click on the frame border and here below the dialog box that will be displayed.



## 9 Effet esthétique avec l'insertion de barres

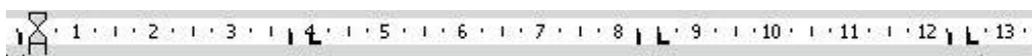
Bars are part of the list of tabs – left side of the ruler



This tab does not position the text. It simply insert a vertical bar.

It often goes along with regular tabs in order to add a vertical line to enhance the text look :

Smith De Nardo	John Jael	4 Park Avenue 16 Newnham Way	Wembley - LONDON Kenton - LONDON
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If used on its own in front of a paragraph, it has the same purpose : esthetical look

¶ Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce posuere, magna sed pulvinar. Ut amet commodo magna eros quis urna. ¶ Nunc viverra imperdiet enim. Fusce est. Vivamus Pellentesque habitant morbi tristique senectus et netus. Proin naretra nonummy nede. Mauris

Click on the tab panel until you get the following indication :



Then click on the ruler at the required position just as you would do for a normal tab *the bar automatically appears – you do not need to press the TAB key.*

---

# **GRAPHIC GENERALITIES**

---



Some basic explanations to better understand what is a « picture » and how to manage it.

## 1 Pictures from digital cameras

The pictures are related to the notion of *array*. They are also called bitmap pictures

### 1.1 The number of pixels indicated with your digital camera

In digital photography, the sensor converts the light into electrical signals and finally into digital pixels.

The picture **definition** indicates the total number of pixels, without considering its size in cm.

The picture **resolution** refers to printing (or screen display) and it is the number of pixels contained by inch. The term *dpi (dots per inch)* is probably familiar to you. The more dots per inch, the better graphic result.

Camera	Definition (Width / Height) in pixels	Possible printing sizes (in cm)
<b>20 millions</b> (Sony Cybershort DSC-RX100)	5472 / 3648	72 dpi → 193.04 / 128.69 150 dpi → 92.66 / 61.77 220 dpi → 63.18 / 42.12 350 dpi → 39.71 / 26.47

220 – 300 = a printing standard value / 150 = a standard value for screen display

The human eye can distinguish two dots separated by 1 mm on a given picture at a distance of about 3m. The distance that is naturally chosen to look at a picture corresponds to 2 or 3 times its diagonal. The nearer you get to the picture, the higher density of points is required to consider that the picture is clear enough. A standard for this is 150 dpi.

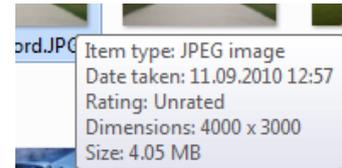
This is why a given picture inserted in Word can be enlarged and still look good (because the source picture is large and already reduced inside the document margins) while another one will look awful (because the source size is small and consequently when you enlarge the pixels density gets lower).

### 1.2 Computer files created by digital cameras

There are three main families :

- **JPEG** files (Joint Photographic Experts Group).  
JPEG is a compression method. The compression principle is that the human eye is more disturbed by subtle changes of brightness than by subtle changes in colors. The surface of the picture is divided into blocks, where an average color is calculated. The small intermediate tones are removed and the final file size is smaller. This type of compression is said destructive as information is lost. But the compression does not noticeably detract from the image's quality (for human vision)

Picture shot by a 12 mios pixels Reflex camera : 4.05 Mb  
Similar picture with a 20 mios pixels Sony camera : 7.83 Mb



- **TIFF** files are non-compressed files or compressed but with a lossless compression. This means it is not destructive but this lossless compression is slightly less efficient than the JPEG method. The problem is that the TIFF format is not universal and some people will not be able to open your pictures unless they use a special program.
- **Special : RAW** files. They are sometimes called digital negatives, as they are not yet processed and therefore are not ready to be printed or edited. The format is managed by the camera manufacturer, who will provide the required software to edit the picture. A lossless compression is usually applied. The file will be much heavier than a JPEG one and requires special software to be edited. Advantage for the photographer : great possibilities to work on the picture : white balance, managing the colors etc ...

### 1.3 Size and weight

#### 1.3.1 Inserting into Office (Word, Excel or PowerPoint)

When inserting a picture, Word automatically reduces the picture **screen size** to make sure it fits between the document margins. It also **compresses** the picture and the weight will be lower (Test : the above 4.5 Mb picture reduced to 470 Kb)

#### 1.3.2 How to reduce the weight in Office (Word, Excel or PowerPoint)

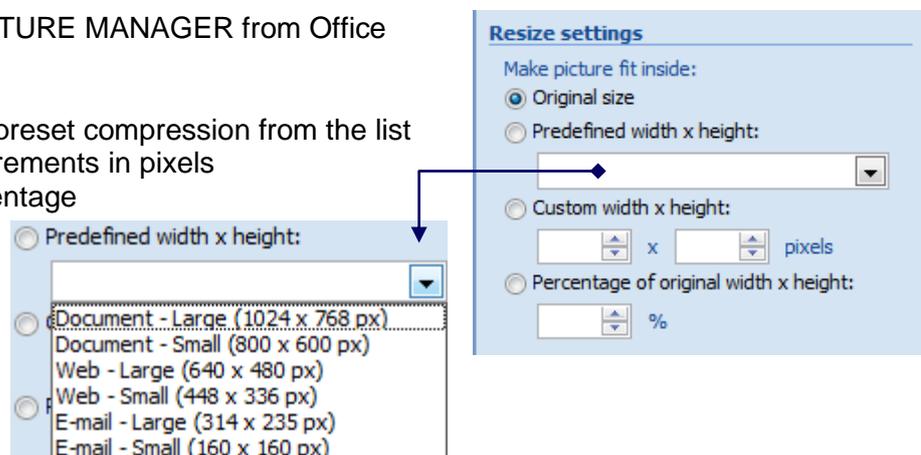
*Compress the picture again by assigning a lower resolution  
Crop unnecessary parts of the picture and delete the cropped areas*

#### 1.3.3 A better solution

Compress the picture before your insert it into Word, Excel or PowerPoint (test 470 Kb in Word and 276 Ko if compressed before). All programs that can edit and touchup a picture (such as Photoshop, Gimp ...) provide such options. Office 2007-2010 also provide a tool to compress pictures (but not Office 2013).

Here below the PICTURE MANAGER from Office 2007-2010

You may choose a preset compression from the list  
You can set measurements in pixels  
You can set a percentage



**Some well-known program dedicated to working pictures : Photoshop, Gimp ...**

## 2 What are the GIF and PNG formats

---

GIF (stands for Graphics Interchange Format) was developed in the late 1980's by CompuServe (online network service) to create light pictures that could be easily shared over the network. The GIF format is a format which compresses files using an algorithm called LZW (from the name of its authors : Lampel Ziv Welch) which keep traces of the colors and helps to reduce the size of the file.

GIF was not patent-free and a similar format – patent-free – was created to replace it : PNG

### **Gif characteristics**

#### GIF compression

It is a lossless data compression technique to reduce the file size without degrading the visual quality. This means that the GIF source bit-by-bit bitmap array can be retrieved (contrary to the JPEG method). The principle is rather simple . the RGB values (the entries) used in the picture are saved into the picture “header” and then each pixel will import its color from the header. Consequently all pixels of the same color have one unique entry.

*The PNG compression* is identical but at times more interesting as it can lead to a compression of 5% to 25% smaller than the Gif compression (sometimes 40%-50% for small pictures).

#### The animated GIF

This is a special feature of the Gif method. The principle is simple : it is a number of images or *frames* to be displayed successively, each described by its own GCE (Graphic Control Extension), preceded by a header whose content by default applies to all the frames. All frames are saved into one unique file. The creator can set the time for each frame, how many times it should be repeated, the transparency ratio etc ...

## 3 Vector graphics

---

Vector graphics is the use of geometrical primitives such as points, lines, curves, and shapes or polygon(s), which are all based on mathematical equations, to represent images in computer graphics. Special effects are possible such as rotation, movement, mirroring, stretching, skewing ...

With vector graphics, there is no array of pixels, so typical of photographic images. By nature, a vector graphic is re-drawn every time it is displayed which generates calculations by the computer processor.

There is technically no resolution limit to a vector graphic. And if compared with a bitmap picture of the same resolution, it will be usually much smaller.

**Some well-known programs dedicated to vector graphics : Adobe Flash, Adobe Illustrator, CorelDraw ....**



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# **OFFICE GENERALITIES**

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# 1 The *text* layer, the *object* layer and their specific rules for positioning.

---

It is important to know that Word is made of two "layers" : the first layer includes the text (*linear filling*) and the second layer includes all free floating objects such as WordArt or drawn objects or even external objects that are imported in the floating mode.

The main rule of the first layer is that you cannot place a picture or a text anywhere you wish on the page. Your picture behaves like a "very large character" and you cannot place it on the page by simply dragging it. If you need to display a picture and text next to each other or several pictures horizontally, it would be a good idea to use a table. It is a handy and powerful page setup tool. You place each object into a cell and simply remove the table borders.

In the second layer, the floating objects float freely but they are nevertheless linked to the main body text through an anchor. This anchor belongs to the nearest paragraph. Inserting text before or after the anchoring paragraph may considerably affect the position of the object on the page. If the anchoring paragraph has many lines of text, it is possible to place the object inside it and wrap the text around the picture.

Graphic objects automatically belong to one layer or the other. Pictures, SmartArt charts belong to the *text* layer and WordArt objects, drawn shapes to the *object* layer.

It is possible to « free » a picture, a SmartArt chart ... and make it « float ». And it is also possible to « fix » a floating object into the text layer.

There is also a third possibility : *the drawing canvas*. You place floating objects such as pictures, WordArt texts, drawn shapes into a drawing canvas that belongs to the text layer.

You may set how Word inserts pictures by default : text layer or object layer (do so in the Word options).

## 2 Characteristics of the floating mode and how to manage it

---

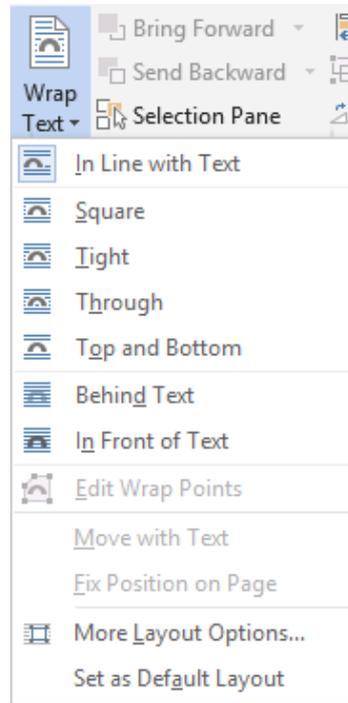
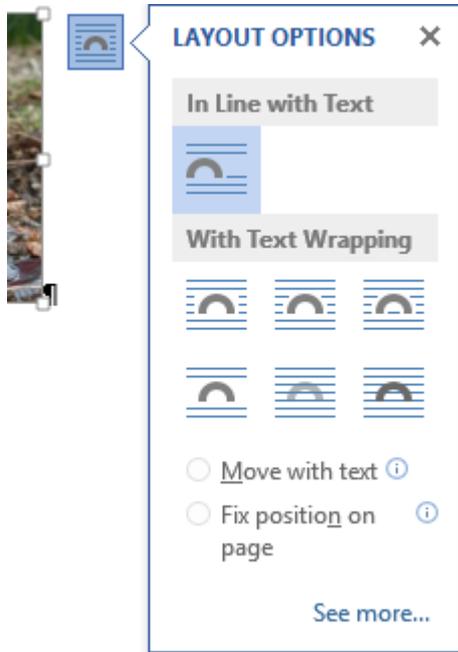
In Office 2007, an additional tab is automatically displayed in the ribbon when you insert an object. This tab contains all the commands related to this object. The command to position the object is part of these specific commands. The user can therefore change the default layer and set the object to belong to the other layer. As this is very important, we wish this topic to be the first one to be explained.

### Main characteristics of the floating mode :

The object can be placed freely on the page  
The body text wraps around the object

2.1 Turn a fixed object into a floating one : position and text wrapping

- Select the object – tag at its top right Or • Dedicated Tab : usually FORMAT – ARRANGE Group



**In Line with Text**

This corresponds to the text layer (layer 1)  
To fix the object to the insertion point

**Square, Tight, Behind or In Front of Text**

The object is floating. If there is no text near, the command label is indifferent because it relates to how the text will be wrapped around. If there is text near, here below some examples :

**Square**



Lorem ips  
Maecena:  
sed pulvir  
commod  
enim. Fus  
morbi trist  
turpis ege  
Aenean n

In porttitor. Donec laoreet nonummy augi  
vitae. pretium mattis. nunc. Mauris eget n

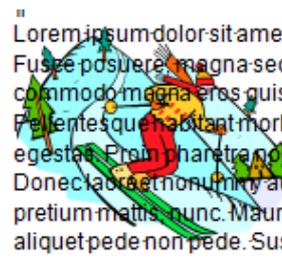
**Tight**



Lorem ipsum dolor sit amet, con  
porttitor congu  
ultrices, pu  
magna erc  
Vivamus  
senect  
Proin pha  
porttitor. Don

lorem. {n- porttitor. Don  
eulerique et vulputate vitae. pretium

**Behind Text**



>Lorem ipsum dolor sit amet, con  
Fusce posuere magna sed pulvina  
commodo magna eros quis urna. N  
Famesque nunc morbi tristique  
egestas. Proin pharetra nonummy pe  
Donec laoreet nonummy augue. Sus  
pretium mattis. nunc. Mauris eget nec  
aliquet pede non pede. Suspendisse

**In Front of Text**



>Lorem ipsum dolor sit amet, cons  
Fusce posuere magna sed pulvi  
consequat magna eros quis urna.  
Famesque nunc morbi tristique  
egestas. Proin pharetra nonummy  
Donec laoreet nonummy augue. Sus  
pretium mattis. nunc. Mauris eget nec  
aliquet pede non pede. Suspendisse

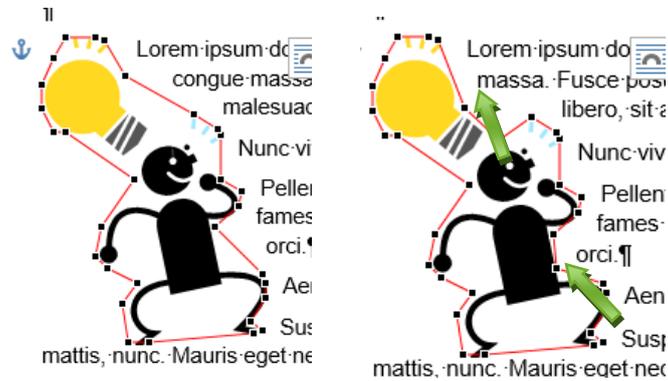
To get a washout effect

 **Behind Text** : when a very small object such as a picture is placed behind the text, you may well no longer be able to click and select it. Consequently you'll need to switch to the *select objects mode* through : HOME Tab – EDITING Group – SELECT Button – SELECT OBJECTS Button.

### Edit Wrap Points

(not available if the graphic is not floating)

To be combined with *Tight* but with no effect on a bitmap image. Indeed you need to work on a vector object. With this option you can set how the text should wrap around the empty zones of the drawing :

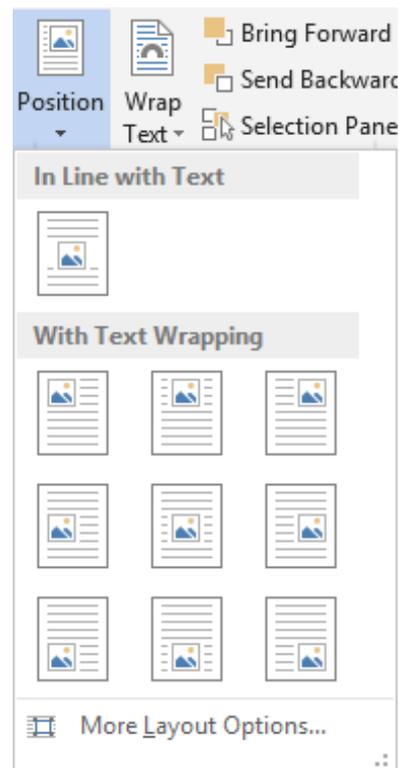


### Move with text / Fix position on page

In relation with the anchor (see next topic)

If you need to position the object *on the page* rather than inside a paragraph, you may click and drag it but it is interesting to note that there is a button with some preset positions (but caution this is only for a *square text wrapping*) :

Click on the first button to revert to layer 1 by fixing the object to the insertion point.

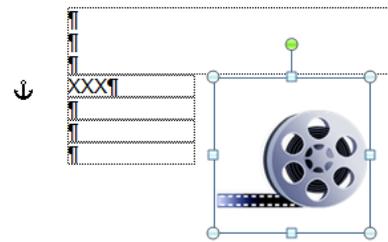


## 2.2 The role of the anchor

The floating object is fixed by its « anchor ». The anchor is fixed onto the nearest paragraph (in the screen capture, the XXX paragraph). When you click on a picture the anchor appears next to its paragraph.

When you move the object, the anchor automatically moves.

The anchor belongs to layer 2 and will no longer be displayed once you click in the text.



**You select the anchoring paragraph and delete it**

The object is deleted

**You insert text *before* the anchoring paragraph**

The object is moved

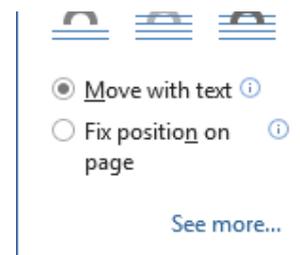
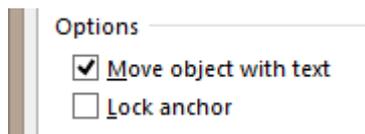
**You insert text *after* the anchoring paragraph**

The object is NOT moved

### Fixing the anchor – Moving with text

- Drop-down menu of the TEXT WRAPPING Button or of the POSITION Button – MORE LAYOUT OPTIONS Option – PICTURE POSITION Tab

Or Drop-down list of the picture (top right)



### Move object with text

*Off* (by default) : when you move the anchoring paragraph, the object does not move.

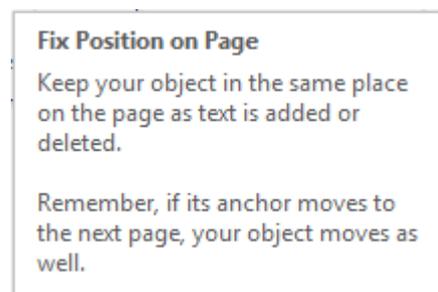
*On* : when you move the anchoring paragraph, the object moves.

*Note* : by the time of this documentation, it seems that this option does not work properly. When you check on the option it automatically gets unchecked with the first move.

### Fix position on page

Corresponds to turning off the previous option

The tooltip tells you about it quite clearly :

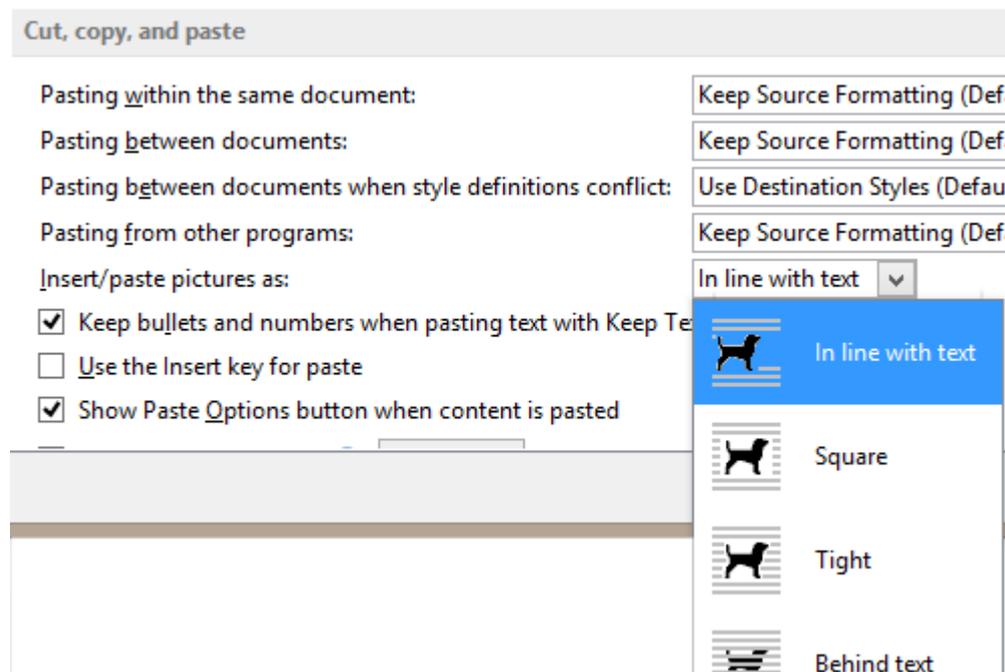


### Lock anchor

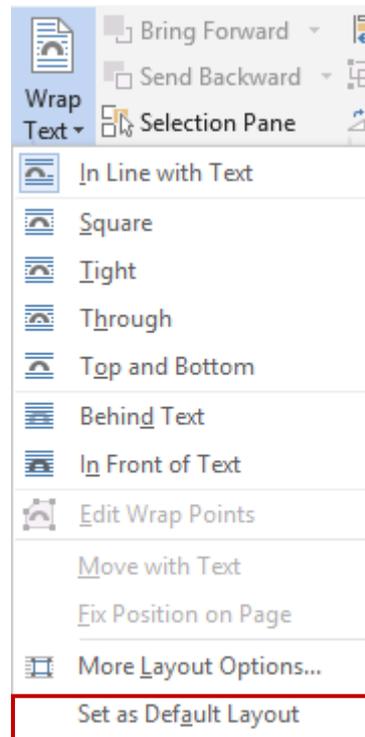
The anchor displays a paddle lock. If the option is on, it means that the object can be moved but the anchor will stay next to the anchoring paragraph. Moreover the object and the anchoring paragraph will always remain on the same page.

## 2.2.1 Default wrapping settings

### ❶ FILE – OPTIONS – ADVANCED Category



### ❷ Tab dedicated to the object – usually FORMAT – ARRANGE Group



Interactions between the two methods :

*In Front of Text* + *Fix position on page* ❷

Then *Square* par ❶

*In Line with Text* par ❶ ou ❷

→ *Fix Position ...* remains

Back to default settings : *Move with Text*



---

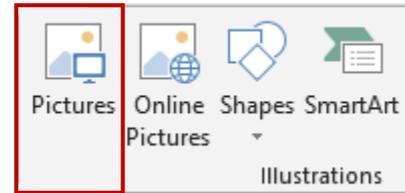
# PICTURES AND CLIPARTS

---



### 3 Inserting a picture file

- INSERT Tab – ILLUSTRATIONS Group – PICTURE Button



- A File-Open dialog box is displayed.
- Select the required file
- Insert

**Word reminder** : the inserted picture belongs to layer 1. Even though the green handle allows rotation, the picture is still fixed to its insertion point. It is not possible to drag it and place it freely on the page.

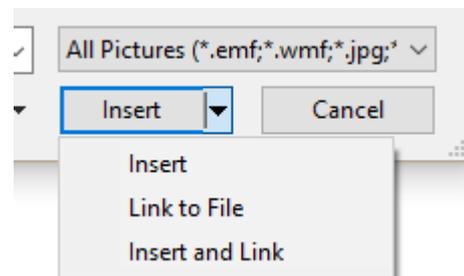
#### Default folder

The folder defined in the Word options : FILE OPTIONS Button –ADVANCED Category – GENERAL Topic - FILE LOCATIONS Button – CLIPART PICTURES Line  
*If the line is empty, the default folder will be the last used one.*

#### Inserting and linking

##### **Word**

At the bottom of the inserting dialog box, the INSERT button displays the following drop-down list :



##### **Insert**

Simple insertion. Corresponds to double-clicking on the file. The picture is totally inserted and the file weight will increase accordingly.

##### **Link to File**

Even though the picture is displayed in the document, the picture does not belong to the file. There is only a *link* indicating the folder where the picture is stored. If you rename, delete or move the picture file, the link will be broken and the next time the document is opened, there will be an error message in place of the picture. As this option does not incorporate the picture to the document, the file weight is not increased.

*Updating the picture file* : automatic when the document is opened or manually through pressing the F9 key on the picture.  
(funny to say SHIFT + F9 or ALT + F9 does not toggle codes).

*Updating the link* : FILE – INFO – PROPERTIES Pane (on the right) .

Si l'option n'est pas là, cela veut dire qu'il n'y a pas de liaison.

Related Documents

 Open File Location

 Edit Links to Files

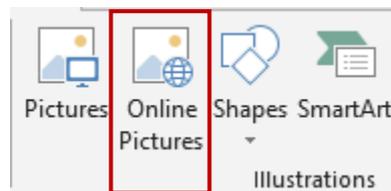
Show All Properties

**Insert and Link** As for the previous option but additionally the picture is fully inserted in the document.

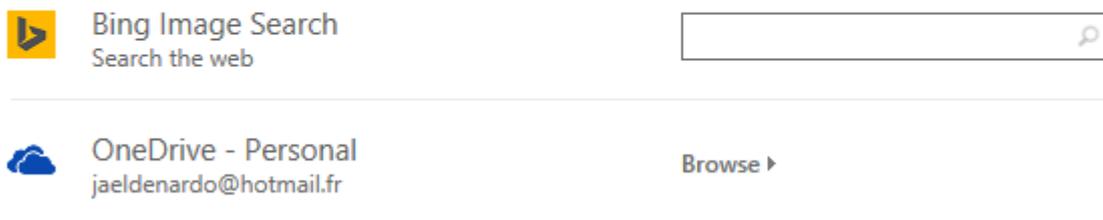
## 4 Inserting online pictures and videos

### 4.1 Inserting an online picture

- INSERT Tab



### Insert Pictures



Bing : you are warned that pictures can have a copyright. Each picture displays its source site.

At the bottom of the dialog box : access to the social networks such as Facebook ...

If you go ahead, you will be re-assured about Microsoft confidentiality policy. You will be then prompted to provide your login and password ...



Type one or more keywords

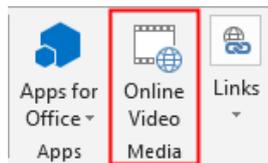
The dialog box displays the matching pictures : CTRL for a possible multi-selection and click on the INSERT button.

**Reminder** : the inserted picture must be considered as a « big » character. It is not possible to click and drag it for a free placement on the page. If you wish to position the picture, a good idea is to insert it into a table cell (whose borders should have been removed). A handy solution to display pictures or pictures and text side by side.

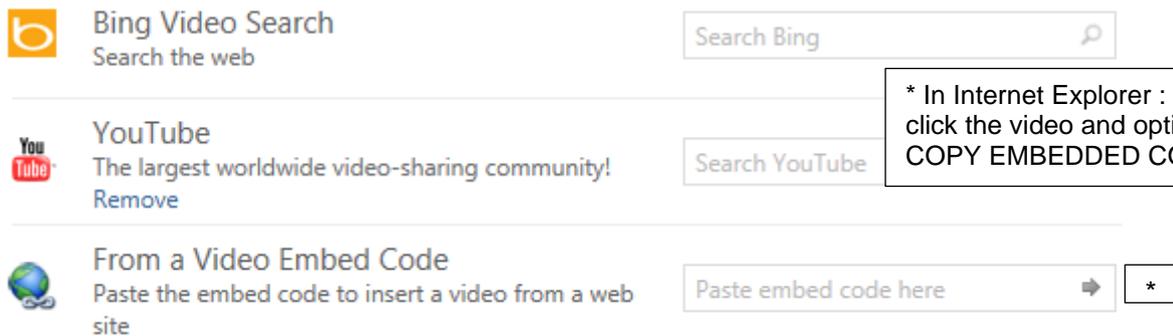
Even though the picture has a round handle to rotate it, this does not make it a floating object that can be placed freely onto the page.

## 4.2 Inserting online videos (Word and PowerPoint but not Excel)

- INSERT Tab



### Insert Video

A screenshot of the 'Insert Video' dialog box in Microsoft Office. It features three main sections: 'Bing Video Search' with a search box, 'YouTube' with a search box and a 'Remove' link, and 'From a Video Embed Code' with a text box for pasting code and a 'Paste embed code here' button. A tooltip is visible over the YouTube search box, stating: '\* In Internet Explorer : right click the video and option COPY EMBEDDED CODE'. There is also a small asterisk icon in a box next to the 'Paste embed code here' button.

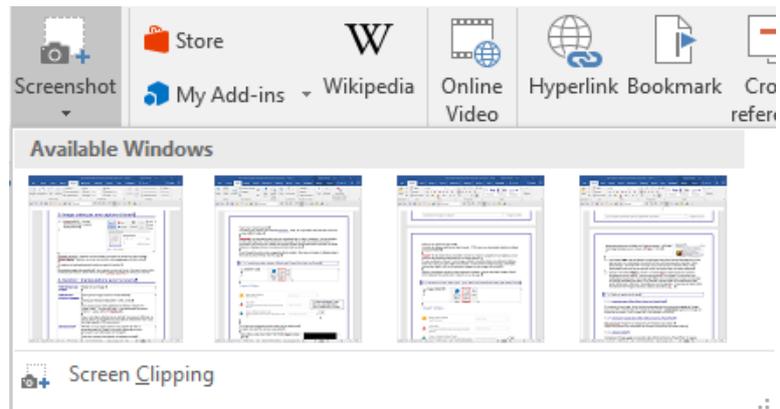
Here after a video from the PALEO FESTIVAL (2016)

*Running the video : the Word document goes into the background and the video window gets a little bit enlarged. Press the ESC key to revert to the document.*



## 5 Creating a picture with the screen shot tool

- Onglet INSERT –  
Groupe  
ILLUSTRATIONS -  
Bouton SCREENSHOT



Available Windows : capture one of the underlying windows by simply clicking on it  
Screen clipping : capture a region of the window located just *beneath* the active one.

The screen capture is automatically inserted to the insertion point.

**Major drawback of this tool** : to capture a window region, it is compulsory that the window is located just beneath the active one as the SCREEN CLIPPING option does not provide any other choice.

## 6 Managing by using the mouse

### Selecting a picture

Click on it

### Selecting more than one picture

*The pictures must be in floating mode*

Usual Windows techniques : CTRL or SHIFT

You may also use the object selecting arrow :

*HOME Tab – EDITING Group – Drop-down list of the SELECT Button - SELECT OBJECTS Option*

Only objects can be selected. You may click and drag to include all required objects (any object 100% included will be selected)

### Sizing

Caution : if you click and drag a side handle, the picture's proportionality will not be preserved and the picture will get deformed.

Therefore always click and drag a *corner* handle.

*To resize all corners simultaneously : hold down the CTRL key then click and drag*

### Deleting

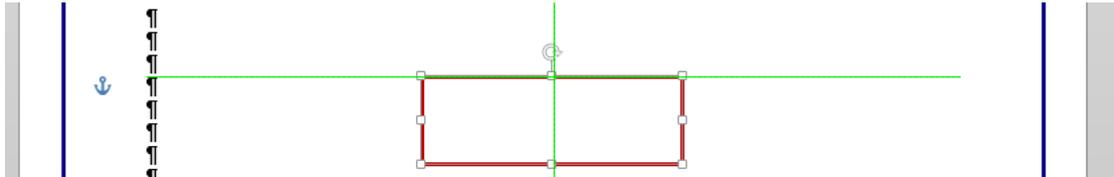
Click on the picture and press the DEL key

## Moving/Copying

**Move** : click and drag the picture (make sure you do not click onto a sizing handle)

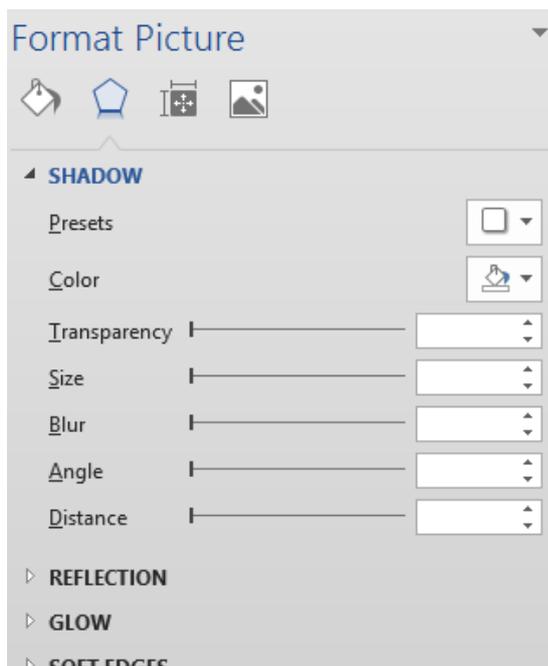
**Copy** : proceed as for a move but hold down the CTRL key while dragging. *You may also click-and-drag using the mouse right button : a shortcut menu will give you the choice between move and copy.*

Since 2013 for floating objects : When you move an object such as an image, chart, drawing ... around in a document, green alignment guides automatically appear to show you when the object is lined up with other elements or key page locations (edge – left – right margin). Here a middle alignment :



## 7 Working on the picture

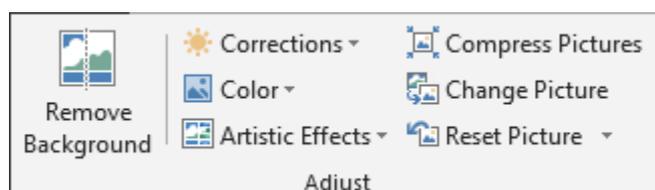
- 1 FORMAT Tab on the Ribbon
- 2 Right click the picture and FORMAT PICTURE



The commands of the FORMAT tab but also *more advanced graphic settings*

*Alas no quick preview on the selected picture*

### 7.1 The ADJUST Group



### 7.1.1 Remove Background

Or when Word tries to do the same as Photoshop ....

(the picture below is free of rights because it was provided by Microsoft in its old online gallery)

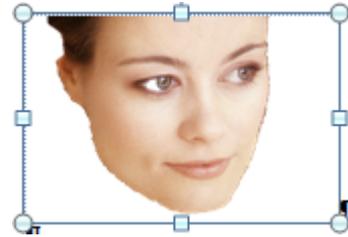
Source picture



You modify the area



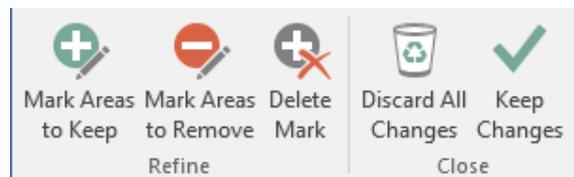
The result



Let's be honest : the result is rarely what we expect. Photoshop is still better ...

Use the following buttons to add / remove areas :

The mouse pointer turns into a pen : draw a line. But please note that the exact area will be automatically set by the program ...

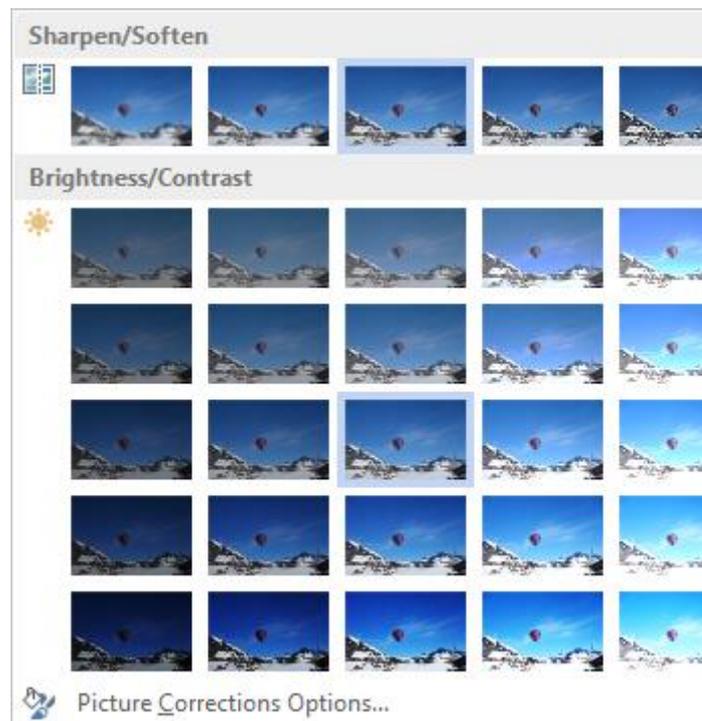


### 7.1.2 Corrections

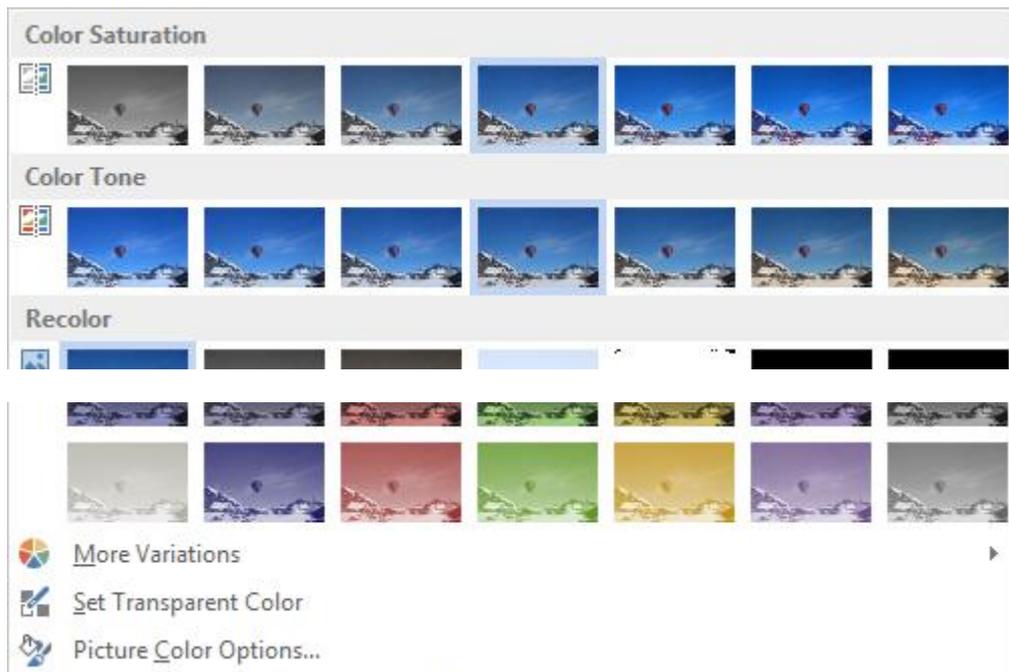
Another picture :



The tear-off displays lots of possibilities in terms of brightness



### 7.1.3 Color



#### MORE VARIATIONS

Choose a filter color from the active theme

#### SET TRANSPARENT COLOR

Click on the option

The mouse pointer will change shape

Point the required color on the picture or on the clip

Caution : only one color (if it is shaded : only one shade)

#### Cancel

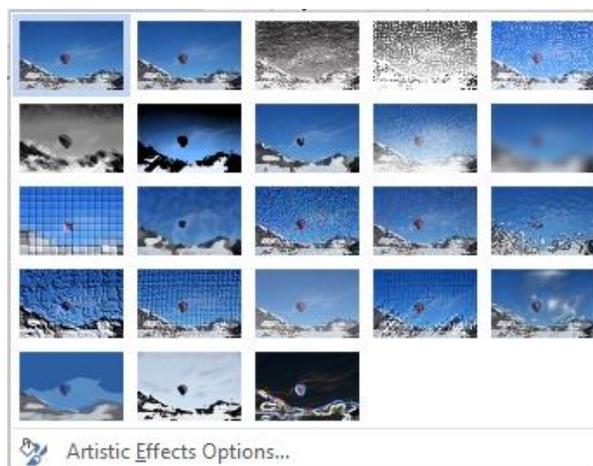
Select *No recolor* (bordered picture in the RECOLOR section)

#### Shading off all colors (watermark)

It corresponds to the 4th picture in the RECOLOR section

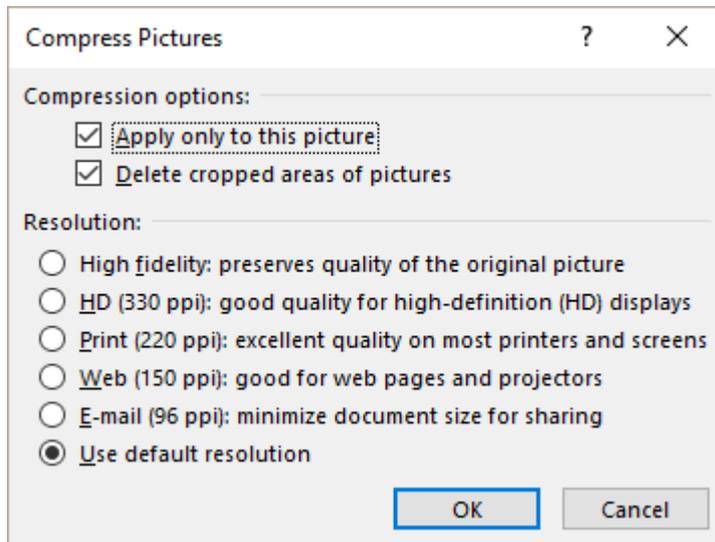
### 7.1.4 Artistic Effects

Sketch, hand drawing or painting effects



### 7.1.5 Compress Pictures

To reduce the weight of the pictures inserted into a document or a workbook and consequently reduce the size of the final file.



Here below some tests (1 picture file of 4.05 Mb inserted into a Word document) :

0-standard-insert.docx	10.11.2016 20:23	Document Micros...	468 Ko
1-compression.docx	10.11.2016 20:23	Document Micros...	468 Ko
2-crop-compression.docx	10.11.2016 20:23	Document Micros...	267 Ko
3-220pp.docx	10.11.2016 20:24	Document Micros...	468 Ko
4-150pp.docx	10.11.2016 20:24	Document Micros...	98 Ko
5-96pp.docx	10.11.2016 20:23	Document Micros...	50 Ko

#### **Simple insertion**

Insert the picture file and save the document – standard (*test no 0*).  
Microsoft automatically applies compression as the size of the file is far less than the picture source file.

#### **Compressing the picture (using the default settings)**

Default settings and press the OK button (*test no 1*).  
The size is identical to test no 0  
Rule : pictures are ALWAYS compressed

#### **The Delete cropped areas of pictures option**

If you crop but do not compress the picture, cropping is only a "screen" operation. Click on the RESET PICTURE button and you will see the cropped areas. Consequently the same size.

The picture in the document has been cropped and the cropped area deleted (*test no 2*). The size is reduced significantly and the picture can no longer be reset.

#### **Target output**

Compression at 220 pp (*test no 3*)  
Compression at 150 pp (*test no 4*)  
Compression at 96 pp (*test no 5*)  
*The size is drastically reduced*

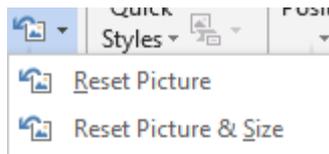
The compression remains when you copy-paste compressed pictures

### 7.1.6 Change Picture

Purpose : replace a picture with another one but without losing customization (formatting effects for instance).

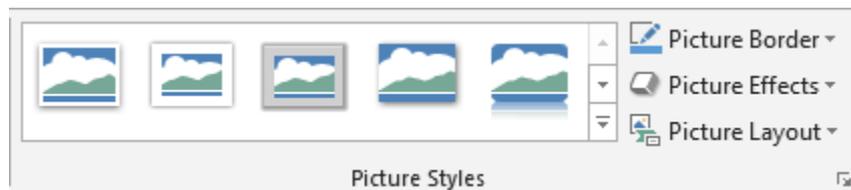
- Select the picture to be replaced and click on the CHANGE PICTURE
- An OPEN dialog box is displayed : select the required picture file
- The replacement is done

### 7.1.7 Reset Picture



*Reset Picture*: remove all formatting attributes  
*Reset Picture & Size* : back to the source size (even before it was inserted into the document)

## 7.2 The PICTURE STYLES Group

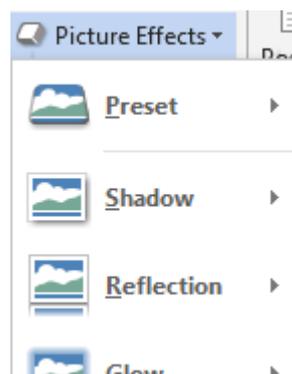
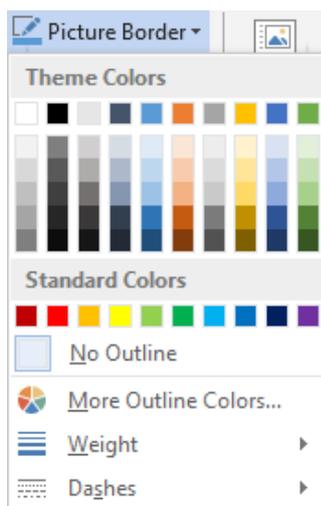


### 7.2.1 Picture Styles

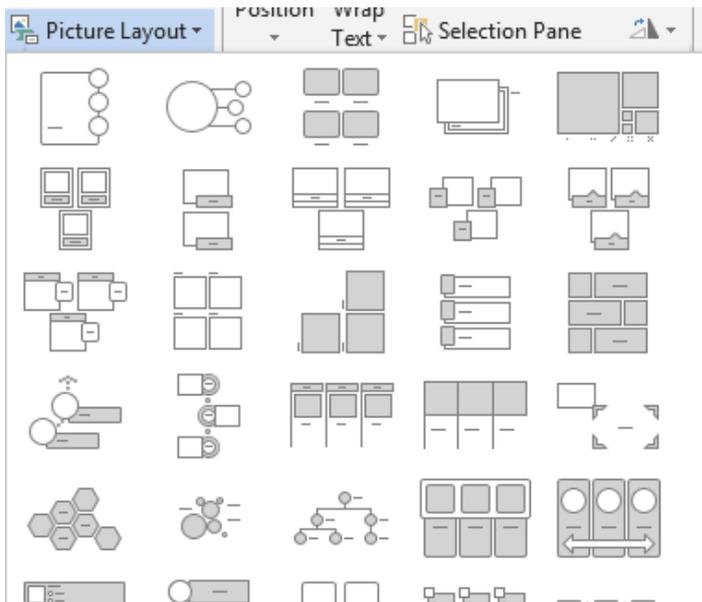
Make your choice, it is a large one.

### 7.2.2 Picture Shape and Picture Effects

Border color, size, weight ... Theme colors or standard colors. Heap of effects ...



### 7.2.3 Picture Layout



To turn one or more pictures into a SmartArt

*Fixed pictures* : you can only select one picture to create the SmartArt



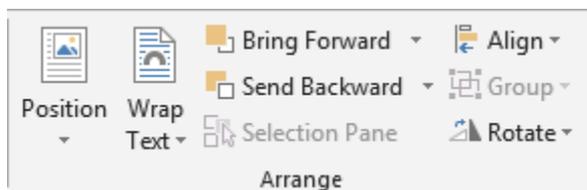
*Floating pictures* : you can select more than one picture to create the SmartArt (floating)



 Pictures are not *copied* into the SmartArt but they are *moved*.



## 7.3 The ARRANGE Group



### Floating mode

All above tools imply that the pictures are in FLOATING mode. This is quite logical : how could you have a background, foreground ... ?

The buttons to position and work with text wrapping have already been explained in the *Office Generalities* chapter.

### 7.3.1 Bring Forward / Send Backward

The commands include BRING TO FRONT / SEND TO BACK.

**Word** additionally includes BRING IN FRONT OF TEXT / SEND BEHIND TEXT.

*When pictures are overlapping*

#### **Front and Back**

Select the picture you wish to place at the top / bottom of the pile. Click on the corresponding option

#### **Forward and Backward**

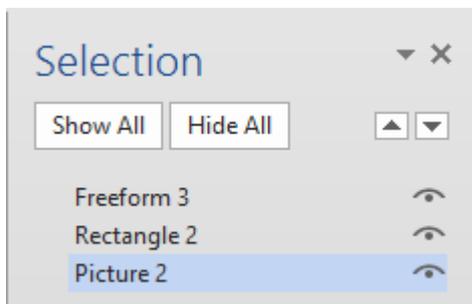
If more than two pictures are stacked, you may choose to move up or down the selected picture in the pile.

#### **Word : Front / Behind Text**

**Does not work with pictures**, rather with drawn shapes.

### 7.3.2 Selection Pane

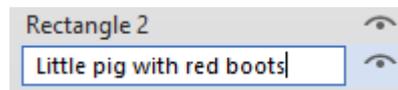
This selection pane is helpful to manage objects on the Word page or Excel worksheet



Click on the « eye » button and the object will not be displayed on the sheet (and also not printed)

*The eye is grayed out : the object is not floating*

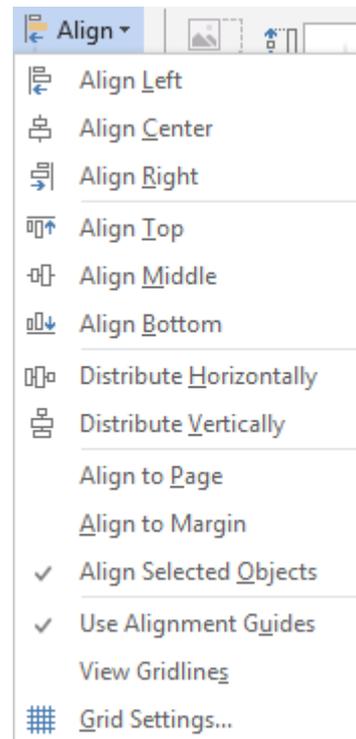
*Double-click on the object name : you can rename it.*



 Other access: HOME Tab – EDITING Group – Drop-down list of the SELECT (Word) / FIND & SELECT (Excel) Button –SELECTION PANE Option.

### 7.3.3 Align

First select the pictures (with the CTRL or SHIFT key).  
Here below the pull-down menu :



## Align .... (left, center ...)

For the following three cliparts the option was ALIGN CENTER (middle – vertical)



## Distribute ...

To horizontally or vertically distribute the spacing between the selected pictures (or objects)

## Align to Page, Align to Margin or Align Selected Objects

*These options change the result generated by the above ALIGN options*

*On by default : Align Selected Objects*

*Align to Page* : when you choose one of the align options it is applied to the page. Top will mean top of the page – above the header for instance.

*Align to Margin* : when you choose one of the align options, it is applied according to the document margins. Top will mean top of the editing area (inside the document margins), just below the header.

*Align Selected Objects*

The objects are aligned after their own position and regardless where they are placed on the page.

## View Gridlines

The editing area (inside the document margins) displays gridlines (it looks like graduated paper).



*Gridlines and grid are equivalent options.* (see next topic).

## Grid Settings

Grid and Guides

Alignment Guides

Display alignment guides

Page guides

Margin guides

Paragraph guides

Object Snapping

Snap objects to other objects

Grid settings

Horizontal spacing: 0.32 cm

Vertical spacing: 0.32 cm

Grid origin

Use margins

Horizontal origin: 2.5 cm

Vertical origin: 2.5 cm

Show grid

Display gridlines on screen

Vertical every: 1

Horizontal every: 1

Snap objects to grid when the gridlines are not displayed

Set As Default OK Cancel

## Alignment Guides

The green guides – you can then choose which ones you want to work with

### Snap objects to other objects (on by default)

This option will help you to align a drawing on the vertical or horizontal lines of another drawing.

*For example : draw a line or an arrow between two shapes so that each end touches the shape's borders.*

### Grid (off by default)

The grid is an invisible network of lines that covers the screen. As you draw objects, their corners align on the nearest intersection of the grid. Although you do not see the grid, it automatically helps align objects. If you release the mouse button and the shape or any other drawing automatically « jumps » one or two millimeters it means that the grid is active. The object is adjusted to the nearest intersection.

*Grid settings* : spacing for the grid lines (0.32cm by default), where the grid should start on the page, display grid lines every 1 - 2 - 3 lines ...

 It is possible activate the grid but move an object without following the grid by pressing the ALT key while moving the object.

When the grid is off : moving is free and to the mm.

### 7.3.4 Group

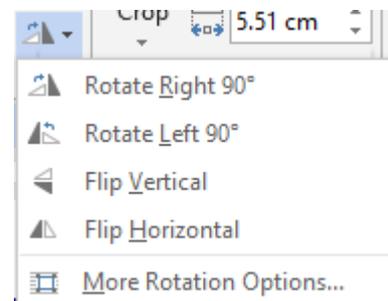
When you select several pictures or objects they can be grouped to create one graphic object (the inside objects can still be selected individually). And later on you may ungroup or regroup them very easily.



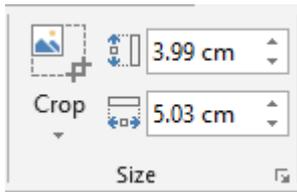
### 7.3.5 Rotate

Rotate options can be applied to any picture (a fixed one/layer 1 or a floating one/layer 2).

*More Rotation Options* : displays the formatting pane at the Size section (where you may specify a rotation in *degrees*).

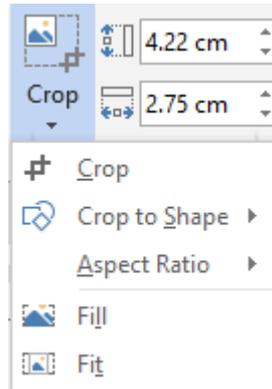


## 7.4 The SIZE group



### Crop and size

#### Crop



Here below a picture (free from right as it comes from the old Microsoft online library)



#### Crop

The picture displays the cropping handles that you can drag



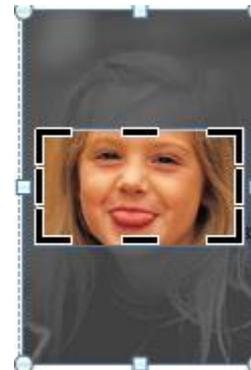
#### Crop to Shape

The shapes tear-off is displayed

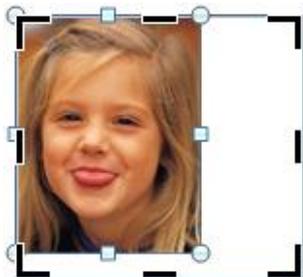


#### Aspect Ratio (16 :9)

Choose from 2:3, 3:4, 4:5 ... for portrait, 16:9, 16:10 ... for landscape



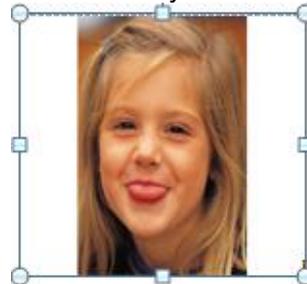
**Fill** : the picture has been enlarged by cropping « out »



**Fill** : the picture fills the area, the ratio is preserved but this can imply that some parts of the pictures may be missing



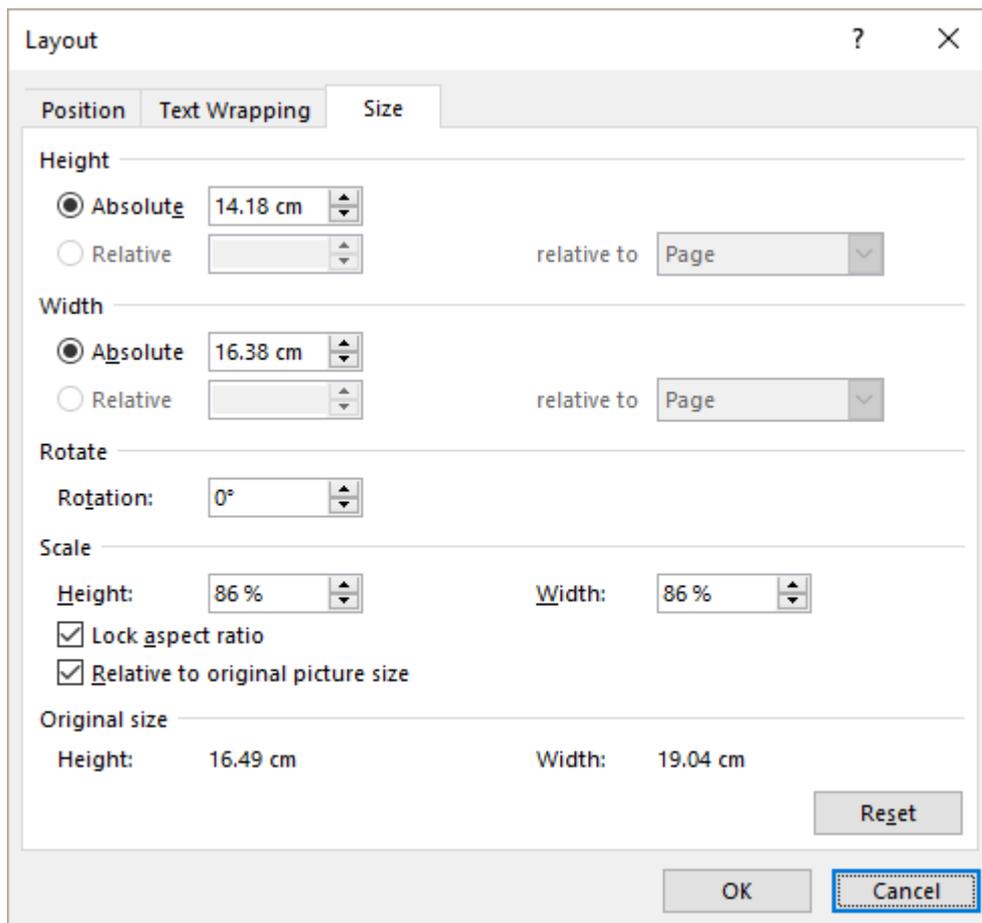
**Fit** : the picture fills the area as much as possible, the ration is preserved. Nothing is missing from the picture but the area may not be fully filled.



#### Size in cm

Set one measure only, the other will automatically adapt to preserve the aspect ratio (on by default)

## Dialog box launcher



The options are rather clear : size, rotation, scale and crop ...

*Scale is interesting : is preserving proportionality important ?*



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# **TABLES AS FLOATING OBJECTS**

---



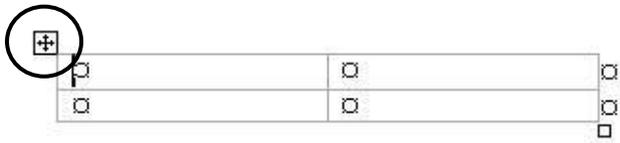
- ⚠ Caution : when the table is an object, it belongs to the floating layer and follows its specific rules. If you want to work as usual you need to revert to a normal table by "fixing" it : LAYOUT Tab - ROPERTIES Button - TABLE Tab – TEXT WRAPPING – Click on NONE.

# 1 Make the table a floating object

## 1.1 Moving

**Reminder : if your table needs to remain in the text layer (the table has a fixed position on the page), use the classical COPY/CUT/PASTE command or any other equivalent shortcut**

Rest the pointer on the table until the table moving handle appears on the upper-left corner of the table (as shown in the screen capture below), then click and drag as required to place it on the page.



- ✎ You may also display the table properties dialog box (LAYOUT Tab – TABLE Group – PROPERTIES Button) : TABLE Tab – TEXT WRAPPING – Click on AROUND

## 1.2 Text wrapping

When you place a table inside a rather long portion of text, the text can be wrapped around the table just as in the screen capture below :

Characteristics	
<b>Undocumented, Hidden and Non-Obvious</b>	The fun is ... to find them !
<b>Reproducible</b>	Every user can produce the same result
<b>Put there by the Creators for Personal Reasons</b>	Usually to show credit to their hard work
<b>Not malicious</b>	For fun and not to damage
<b>Entertaining</b>	If it is not for entertainment → It's not an Egg !

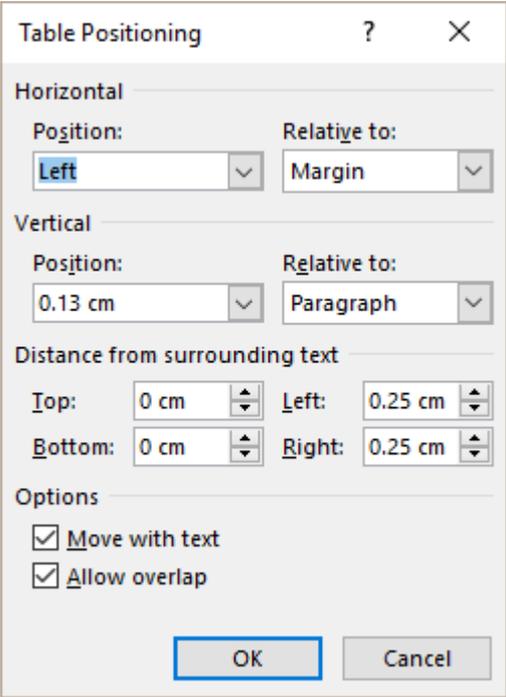
**What is an Easter Egg ?**  
In computing, Easter eggs are messages, graphics, sound effects, or an unusual change in program behavior, that occur in a program in response to some undocumented set of commands, mouse clicks, keystrokes or other stimuli intended as a joke or to display program credits.

**Why do people hide Easter Eggs in their creation ?**

- ✓ **As a Signature** - In the software world, many programs are released simply under a company brand, with no mention of the individuals who put in a lot of work on the product. So you often see Easter Eggs listing the people who

Additional settings such as the table exact placement inside the text – left/center/right – the distance between the table and the beginning of the text ..... can be managed through :

LAYOUT Tab – TABLE Group –  
 PROPERTIES Button : TABLE Tab –  
 POSITIONING Button



## 2 Inserting a table inside a cell

Why choose to nest tables when splitting cells can produce a similar result ?

The main difference between splitting and nesting is spacing : nested tables will use more spacing because of their border, while split cells need no extra spacing. Use nesting if you need to manipulate the contents of the table. For instance, it is easy to click on a nested table to move it somewhere in the document while doing the same with split cells will be very difficult. But inserting a table inside a cell is sometimes a good solution to avoid a page break inside a cell.

*The table is nested :*

<b>Jobs</b>	1995 – 1997	Developer – IBM
	1997 – to this day	Project manager – DEC
<b>Hobbies</b>	Sport Cinema	
<b>Languages</b>	French and English (bilingual)	

The cells have been split

<b>Jobs</b>	1995–1997	Developer – IBM
	1997–to this day	Project manager – DEC
<b>Hobbies</b>	Sport Cinema	
<b>Languages</b>	French and English (bilingual)	

An example of nesting cells : here below the table that was inside a document :

TAB	Next cell – selected
SHIFT + TAB	Previous cell – selected
→	Cell is empty? : next cell Cell is not empty? : next character
←	Cell is empty? : previous cell Cell is not empty? : previous character
↑	Previous line
↓	Next line
ALT + HOME	First cell in current line
ALT + END	Last cell in current line
ALT + PgUp	First cell in current column
ALT + PgDn	Last cell in current column

It has been resized and moved into a synthesis page, removing all its borders :

<b>Moving</b>	TAB	Next cell – selected
	SHIFT + TAB	Previous cell – selected
	→	Cell is empty? : next cell Cell is not empty? : next character
	←	Cell is empty? : previous cell Cell is not empty? : previous character
	↑	Previous line
	↓	Next line
	ALT + HOME	First cell in current line
	ALT + END	Last cell in current line
	ALT + PgUp	First cell in current column
	ALT + PgDn	Last cell in current column
<b>Selecting</b>	Using the mouse	

This was to avoid a long and fastidious copy-paste command ...



---

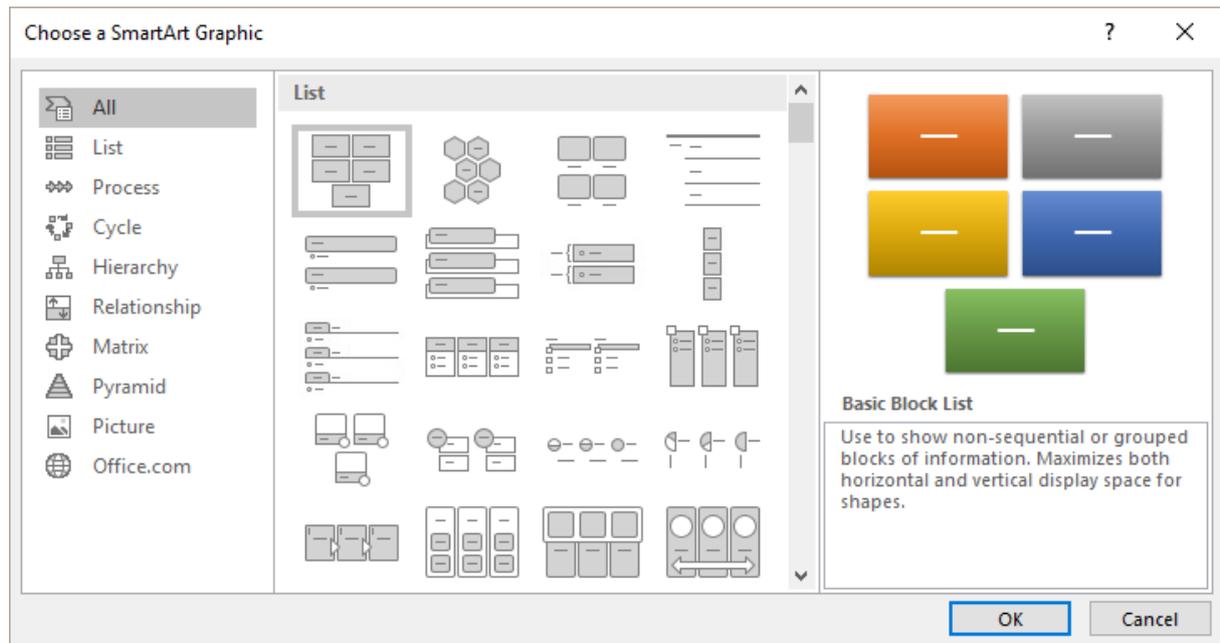
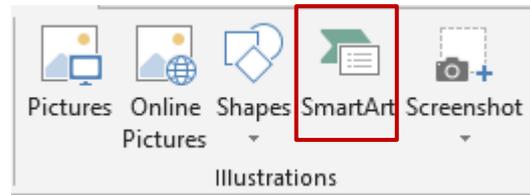
# SMARTART CHARTS

---

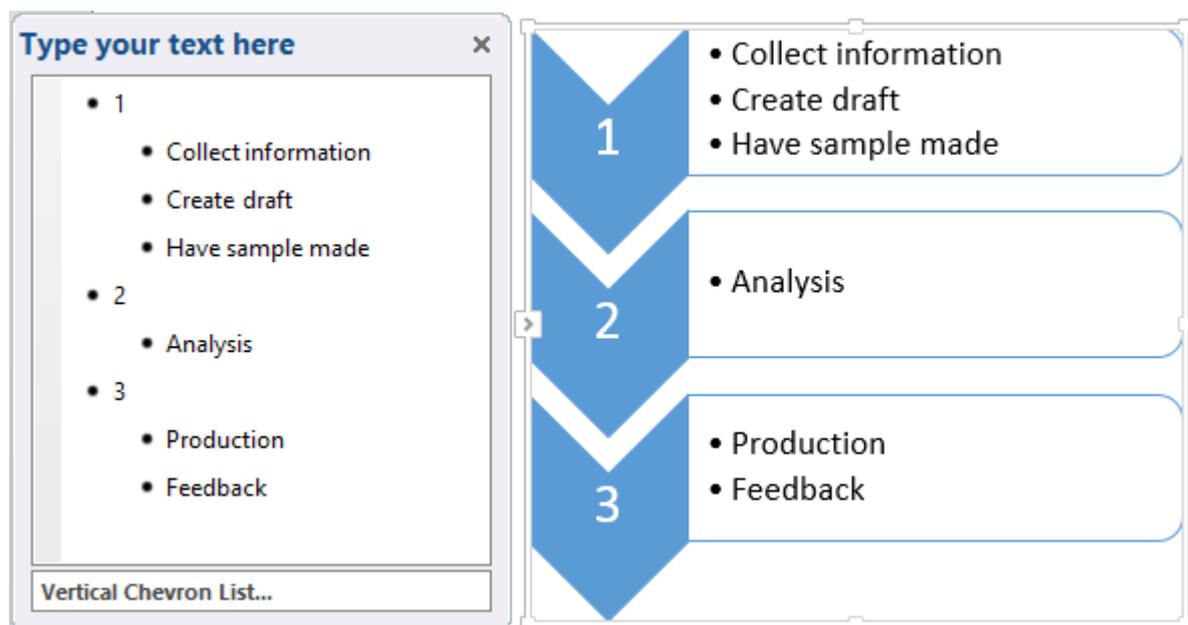


# 1 Inserting a SmartArt

- INSERTION Tab – ILLUSTRATIONS Group – SMARTART Button



Here below an example :

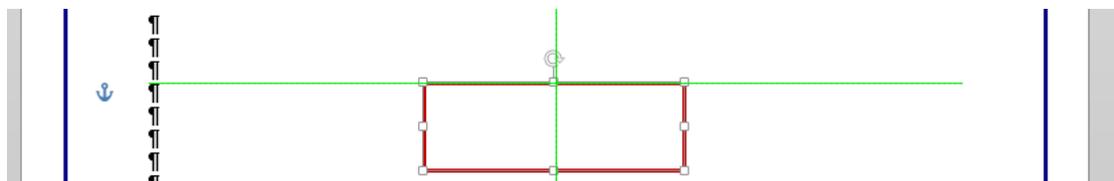


By default a SmartArt belongs to the text layer (not floating)

## 2 Managing the SmartArt by using the mouse

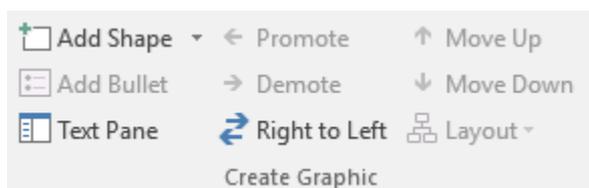
- Select** Click on the outside border.  
No round handles as for pictures but corner handles display three little dots. No green rotation handle.
- If you click on one of the inside shapes, you only select this one. This shape will display the usual sizing round handles and the green rotation handle.
- When you click onto text, you simply position the cursor.
- View / Hide the Text Pane** Click on the handle – on the SmartArt left side
- Delete** Select according to what you need to delete (either the SmartArt itself or a given inside shape) and press the DELETE key.
- Size** Click and drag a size or corner handle (no problem of proportionality as with pictures).
- Move/Copy** Inside shapes can be freely moved (they are *floating* inside the SmartArt)
- The SmartArt cannot be freely moved because it is not floating.

New 2013 for floating objects : When you move an object such as an image, chart, drawing ... around in a document, green alignment guides automatically appear to show you when the object is lined up with other elements or key page locations (edge – left – right margin). Here a middle alignment :



## 3 DESIGN Tab

### 3.1 The CREATE GRAPHIC group : adding a shape, a bullet, changing the layout, the shapes order ...



- Add Shape** To add in an *inside* shape. *Note* : some types of diagrams will not allow you to add shapes (such as the gear type). In this case, a red crossed out bullet will indicate the command unavailability.

### Add Bullet

You can add a bullet provided that the insertion point is placed in the text, inside a shape. *Note* : pressing the ENTER key at the end of a bullet paragraph will produce the same result

According to the type of diagram, adding a new bullet may generate : *a new paragraph inside the existing shape* (list diagrams for example) or *a new shape containing a bulleted paragraph but attached to the active shape* (gear diagram for example).

### Text Pane

To show or hide the typing pane that is displayed at the left or at the right of the SmartArt.

### Promote / Demote Move Up / Move Down

Change the shape/bullet position in the SmarArt hierarchy  
Change the shape/bullet order position

*Visual help : display the Text Pane*

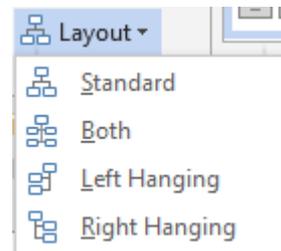
*For a bullet : TAB = demote / SHIFT + TAB = promote*

### Right to Left

Inside shapes are reversed according to the chosen direction (one click = from right to left / one more click = from left to right)

### Layout

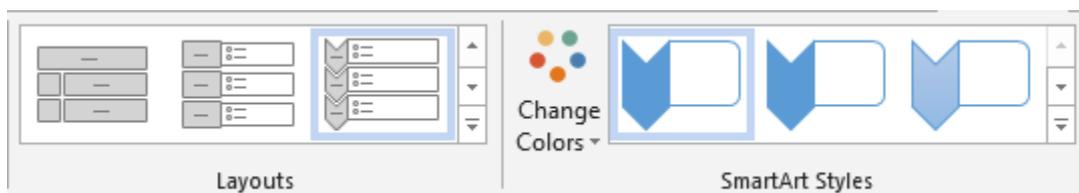
Not available for all types.  
Essentially for hierarchy diagrams



 **Typing text inside a bulleted list** : when the quantity of text increases, the size is automatically reduced accordingly. Not only inside the current shape, but in all shapes.

 **Format of the text** : you may apply formatting attributes in the Text Pane or directly in the shape itself. But please note that the format will be displayed only in the shape (not in the Text Pane)

## 3.2 The LAYOUTS and SMARTART STYLES groups



Use the *Layouts gallery* to change the SmartArt without having to return to the INSERT Tab.  
At the bottom of the gallery : the MORE LAYOUTS option display the general SmartArt insert dialog box.

The CHANGE COLORS button displays variations of the theme colors

At the bottom of its gallery : the RECOLOR PICTURES options will let you match the pictures colors to the SmartArt colors

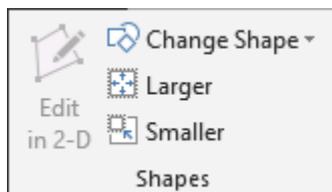
### 3.3 The RESET group

What will be reset ? Changing the order (right to left for instance), changing the colors or the styles effects ... but no effect if you have applied levels to typed text, changed the layout or changed the size.



## 4 FORMAT Tab

### 4.1 The SHAPES group : working each shape individually



Select the required inside shape(s)

#### Edit in 2-D

Available only if the SmartArt is in 2D style

#### Change Shape

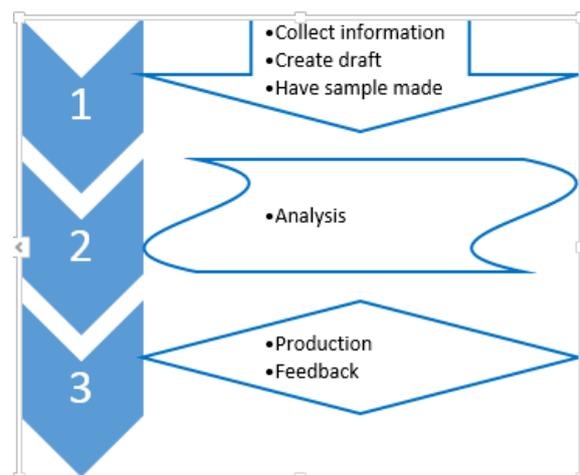
The gallery is the one displayed when you need to create a drawn shape. Make your choice and the shape will be adapted accordingly.

#### Larger / Smaller

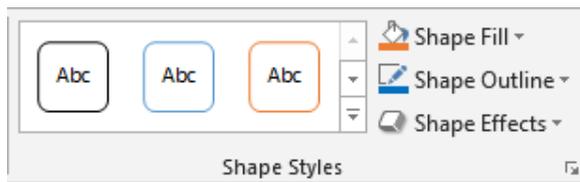
To change the size of the internal shapes.

You may also produce the same result by clicking and dragging the shape handles.

Here after our SmartArt with a few changes :

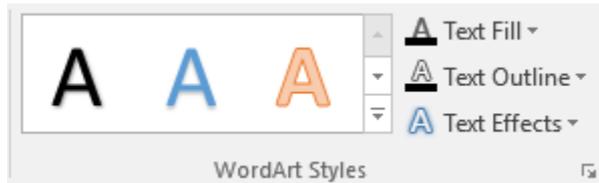


#### 4.2 The SHAPE STYLES group : colors, fill, outline ...



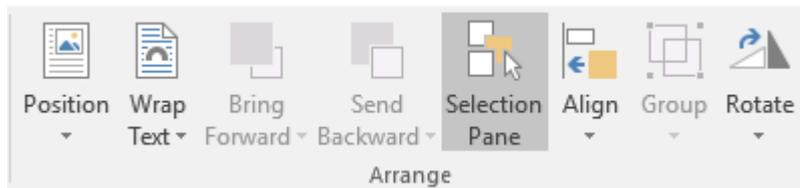
According to your selection : the whole SmartArt or the selected shape(s)

#### 4.3 The WORDART STYLES group : effects applied to the shape text



According to the selected text

#### 4.4 The ARRANGE group : bringing to front or sending to back, aligning, rotating ...



The commands will be available only if the SmartArt diagrams are floating (layer 2).

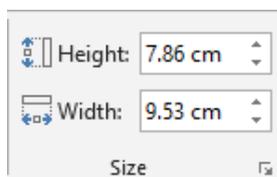
*To make it floating : WRAP TEXT button or POSITION or the following button*



at its top right side

Options about Position and Text Wrapping have been explained at the beginning of this documentation. The Bring to Front, Send to Back, Align, Alignment, Gridlines ... options are explained on page 44.

#### 4.5 The SIZE group



Set the size in cm

*Note : you may also size the SmartArt by simply clicking and dragging its sizing handles.*



---

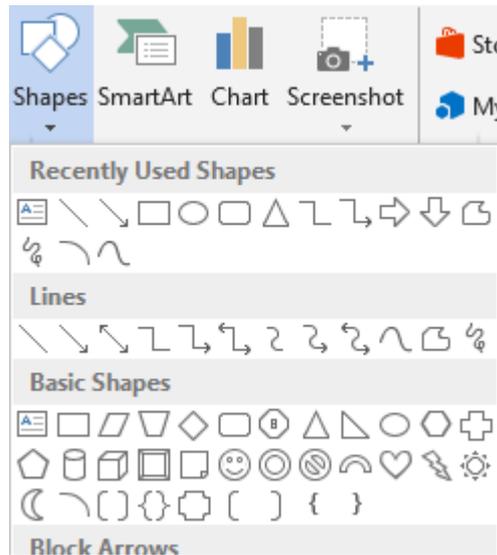
# **DRAWN SHAPES AND DRAWING CANVAS**

---



# 1 Inserting a drawn shape

- INSERT Tab – ILLUSTRATIONS Group – SHAPES Button



These autoshapes are floating and therefore belong to the layer number 2. The shape is *anchored* to the nearest paragraph but it can be dragged and positioned freely on the page.

## 1.1 Creating the shape

- Click on the required type then release mouse
- Position the mouse pointer where you need to start drawing
- Click and drag to size the shape

### 1.1.1 [Drawing perfect shapes \(squares, rounds ...\)](#)

Keep the SHIFT key pressed while drawing.

### 1.1.2 [Drawing from the center outward](#)

Keep the CTRL key pressed while drawing.

### 1.1.3 [Drawing a perfect shape from the center outward](#)

Keep the CTRL + SHIFT keys pressed while drawing.

### 1.1.4 [Drawing the same shape several times](#)

*For all shapes except the text box*

Right click the required shape

Select the LOCK DRAWING MODE option

Click and drag and create as many shapes as you need

*Finished ? : press the ESC key on the keyboard*

### 1.1.5 Special : scribble and freeform

*Scribble* : the mouse pointer turns into a pencil. Click and drag to draw.

*Free form* : click in sequence to create straight segments and click and drag to create curves. Double-click to end the shape or click on the start point.

*Edit segments to modify them* : right click the shape and select the *EDIT POINTS* option.

See topic on page 69.

### 1.1.6 Adding text

Select the shape and type      Or      Right click the shape and ADD TEXT

## 1.2 Managing the shape by using the mouse

### Selecting

Click on the shape

Select more than one shapes by using the usual Windows techniques : CTRL or SHIFT. You may also use the *arrow* to select objects.

*HOME Tab – EDITING Group – Drop-down list of the SELECT Button – SELECT OBJECTS Option.*

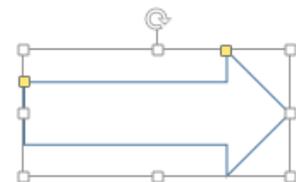
Objects will have a selection priority. You can click and drag to include all the required objects (any object 100% included will be selected)

### Sizing

Click and drag a side or corner handle. No proportionality issue as for pictures.

#### **The yellow lozenge**

Many shapes will display this yellow lozenge when selected. You can use it to re-size a portion of the shape (here the width of the arrow)



### Rotating

It is the round white handle

The typed text follows the rotation applied to the shape

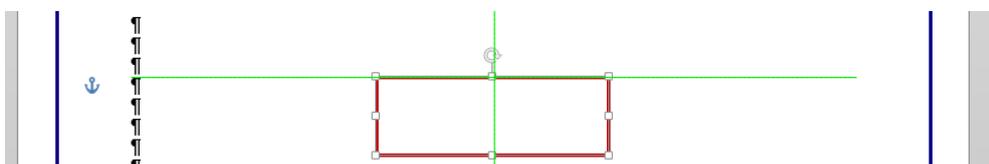
### Moving/Copying

**Move** : click and drag the shape (caution do not click onto a sizing handle). If you combine this with the CTRL key, you will copy the shape. Or click and drag the shape but using the right mouse button and you will be prompted to choose between a copy and a move.

### Deleting

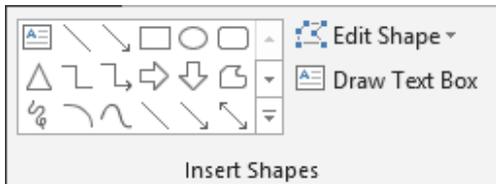
Click to select the shape and press the DELETE key

New 2013 for floating objects : When you move an object such as an image, chart, drawing ... around in a document, green alignment guides automatically appear to show you when the object is lined up with other elements or key page locations (edge – left – right margin). Here a middle alignment :



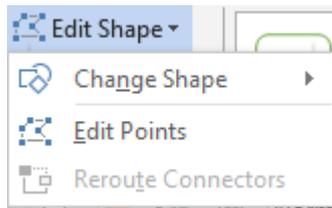
## 1.3 FORMAT Tab

### 1.3.1 The INSERT SHAPES group



#### The Insert Shapes gallery

To change the type of shape without having to switch to the INSERT tab.



#### Change Shape

To change the shape without losing formatting attributes (colors, effects ...)

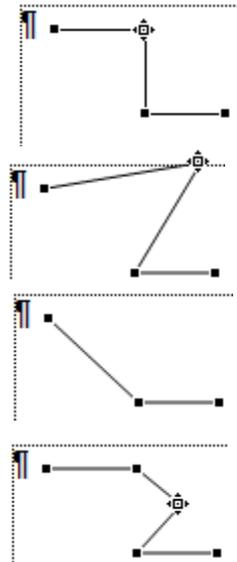
#### Edit Points

Each segment is displayed

Click and drag a point = the « arrow » is distorted

CTRL + click a point = the point is deleted and the two segments are consequently merged

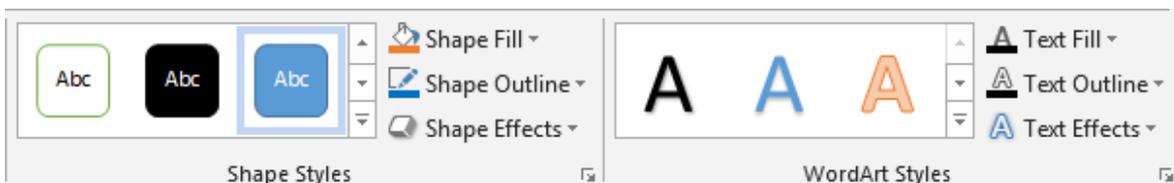
Click and drag a segment = you create a new point at the dragging start point.



#### Draw Text Box Button

To insert a new text box without reverting to the INSERT Tab

### 1.3.2 The SHAPE STYLES and WORDART STYLES groups



#### The Shape Styles gallery

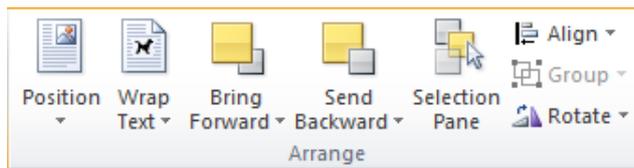
Colors and various shadings ... from the current theme.  
Interesting : transparent backgrounds

#### WordArt Styles

WordArt Text effects are applied to the shape selected text

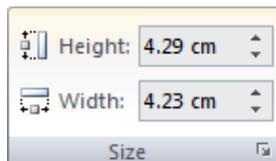


### 1.3.3 The ARRANGE group : bring to front or send to back, alignment, rotation ...



The ARRANGE commands have been explained on page 44 (chapter about pictures)

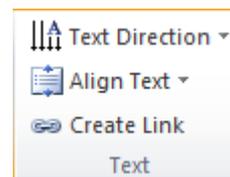
### 1.3.4 The SIZE group



Set the size in cm.  
Sizing using the mouse can be more comfortable.

## 1.4 A special shape : the text box

Whether you have converted a drawn shape into a text box (by adding text to it) or directly drawn one, the FORMAT tab displays an extra group between the WordArt Styles and the Arrange groups :



#### **Text Direction**

Three choices : horizontal, 90° rotation, 270° rotation

#### **Align Text**

A drop-down list provides choices for the text vertical alignment in the shape.

#### **Create Link**

*To link several text boxes*

- Create the first text box.
- If the text inside is too long and won't fit inside, create a second, third ... box
- Click on box 1 and click on the link button
- The mouse pointer turns into a jug
- Click inside box 2, then box 3 ....

*The text split between the total number of boxes*

*The other button - Break Link – becomes available when you click on the first one*

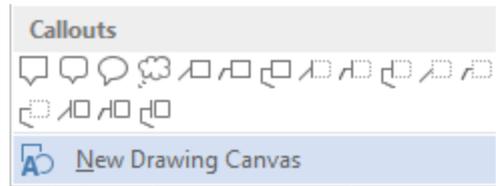
## 1.5 Set the current shape format as default format

### Only valid for this document

Right click on the shape and select the SET AUTOSHAPE DEFAULTS option.

## 2 Creating a new drawing canvas

It is the option located at the bottom of the shapes gallery :



### Aim

Pictures belong to the "text layer" by default and drawings belong to the "objects layer" by default.

Word offers a third possibility : using canvas to create a fixed drawing area into which pictures and drawings are floating. Advantage : no need to worry about the object anchor, no need to group object so that they can be selected a one group.

Here below an example of such a canvas :



### Managing by using the mouse :

- |                       |  |
|-----------------------|--|
| <b>Selecting</b>      | Click into the canvas  |
| <b>Sizing</b>         | Click and drag a side or corner handle   |
| <b>Moving/Copying</b> | <i>Move : click and drag the shape (caution do not click onto a sizing handle). If you combine this with the CTRL key, you will copy the shape. Or click and drag the shape but using the right mouse button and you will be prompted to choose between a copy and a move.</i> |
| <b>Deleting</b>       | Click on the canvas border and press the DELETE key  |

Right click the canvas and the shortcut menu will display options specific to canvas : *Fit, Expand, Scale Drawing.*

### Can a canvas be made floating ?

Yes no problem. Do as you would with a picture.

- ① Double-click on it (on the border for instance)
- ② FORMAT Tab – ARRANGE Group – TEXT WRAPPING Button

---

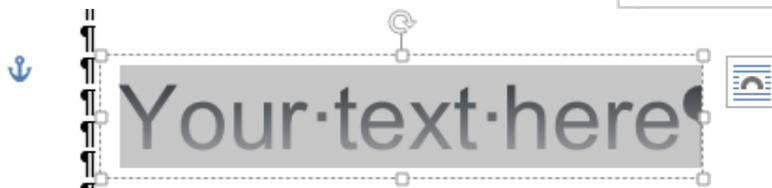
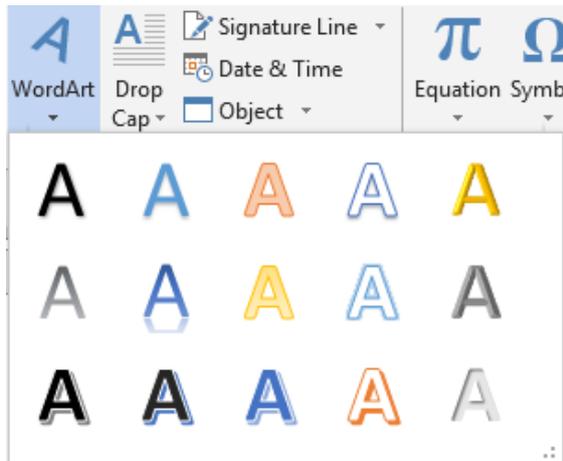
# **TEXT GRAPHIC OBJECTS**

---



# 1 Inserting a WordArt object

- INSERT Tab – TEXT Group – WORDART Button



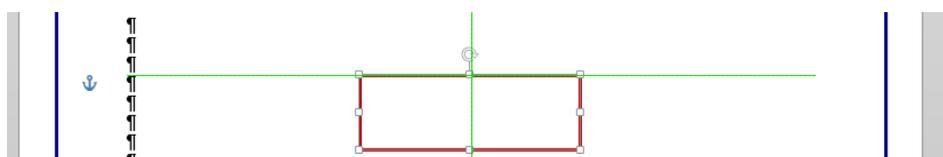
As Word provides WordArt effects to selected characters, the WordArt object automatically belongs to the layer no2. It is therefore a floating object.

The Ribbon displays the FORMAT tab with the usual groups to work on drawn shapes (for more explanations see page 67)

## 1.1 Managing using the mouse

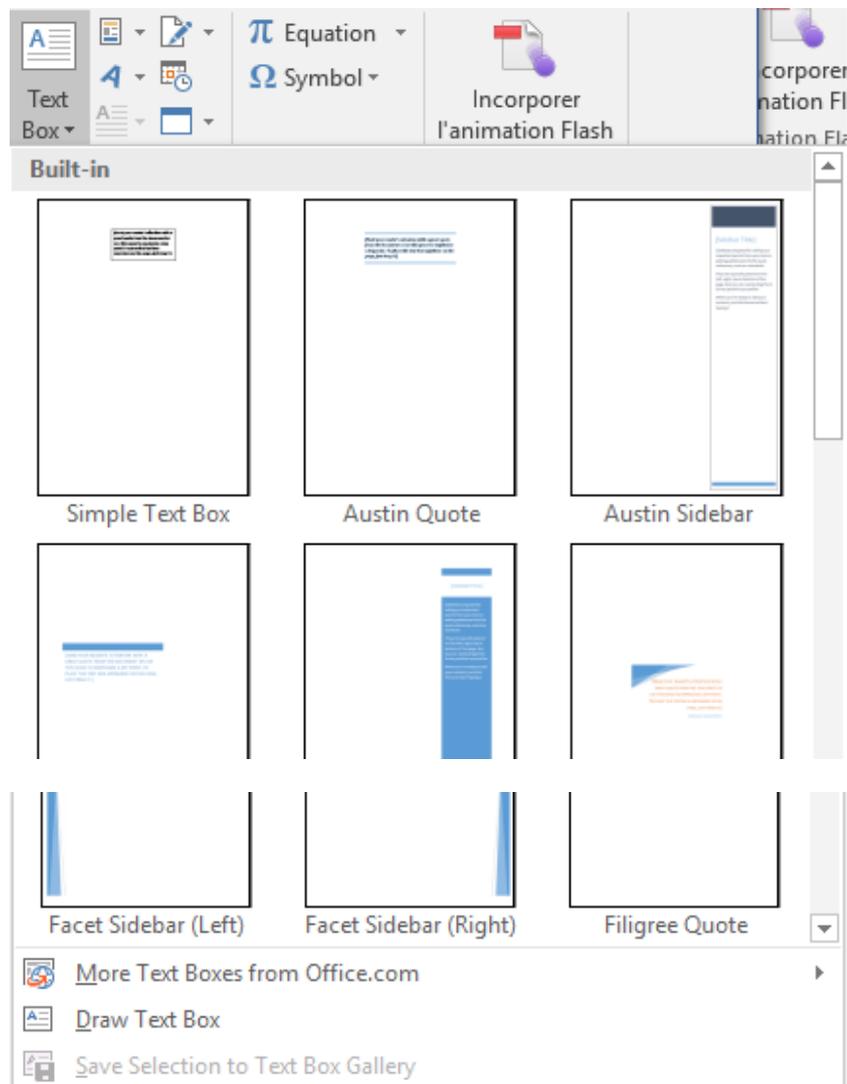
- Select**                      *Text* : click into the WordArt  
*Object* : click on the border
- Size**                              Drag a corner or side handle
- Delete**                            Click the WordArt border and press the DEL key
- Move / Copy**                    *Move* : click and drag the shape (caution do not click onto a sizing handle). If you combine this with the CTRL key, you will copy the shape. *Or click and drag the shape but using the right mouse button and you will be prompted to choose between a copy and a move.*

New 2013 for floating objects : When you move an object such as an image, chart, drawing ... around in a document, green alignment guides automatically appear to show you when the object is lined up with other elements or key page locations (edge – left – right margin). Here a middle alignment :



## 2 Inserting a text box pre-defined and pre-formatted

- INSERT Tab –  
TEXT Group –  
TEXT BOX  
Button
- The gallery :



These preset "templates" present how the text box will be formatted and automatically placed on the current page. All you have to do is type text and maybe nudge down, up ... the box or change some format attributes.

The DRAW TEXT BOX option, located at the bottom of the above gallery, can be used to draw a standard text box.

A custom text box can be saved through the SAVE SELECTION TO TEXT BOX GALLERY option. It can then be retrieved through the QUICK PARTS button (in the drop-down list of building blocks – see *documentation on Templates and Forms (Automate)*).

*Managing the text box : as for normal shapes. See corresponding topic*

## 3 Inserting an equation

This is an object, whose nature would be between a graphic object and a text object.

We decided to place it among the text objects. Why ? Because of its main characteristic : it is a content control and not an object. This topic will not be exhaustive as only specific users will need to create equations.

Here below the main points to know :

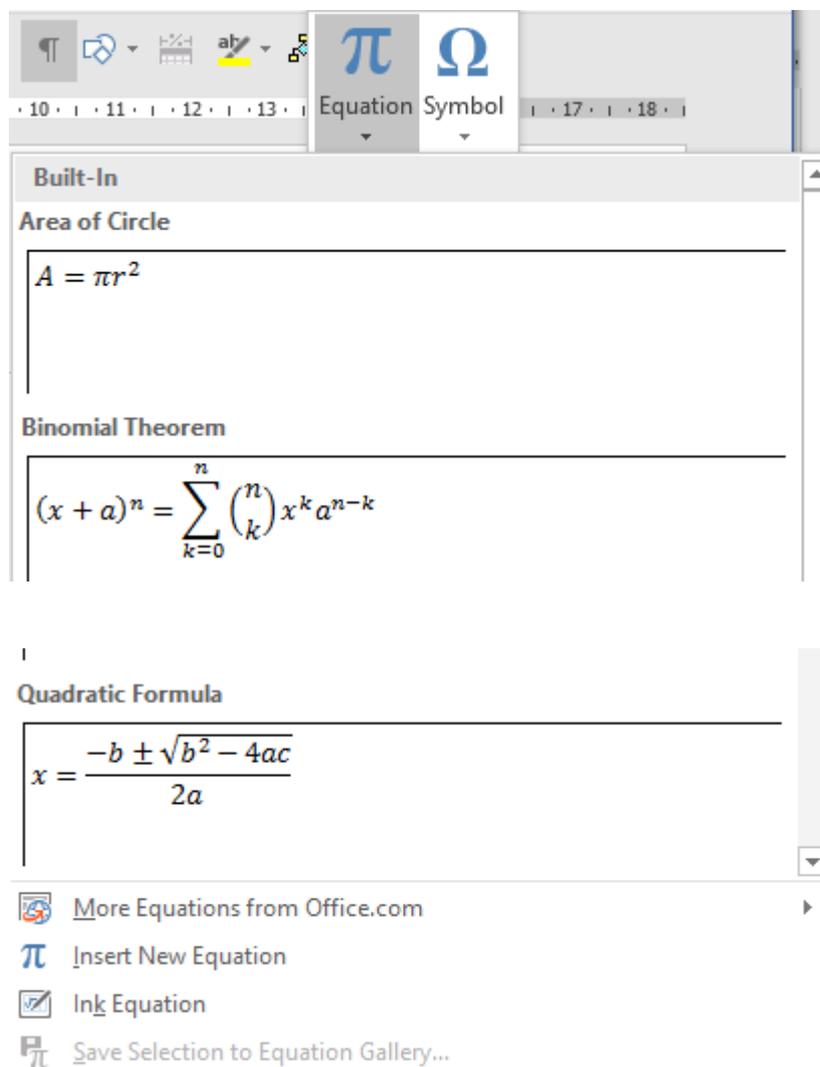
### 3.1 The gallery to choose a pre-set equation or creating a new one manually

#### 3.1.1 One of the preset equations

- INSERT Tab –  
SYMBOL Group –  
EQUATION Button

*Click on the upper part*  
The EQUATION TOOLS  
/ DESIGN Tab will be  
displayed

*Click on the lower part,*  
*that is on the word*  
*Equation*  
The following gallery will  
be displayed :



Make your choice. A content control showing the equation will be inserted at the insertion point. As standard controls, it is not floating.

The image shows a content control displaying the quadratic formula equation:  $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ . The content control has a small menu icon in the top left corner and a scroll bar on the right side.

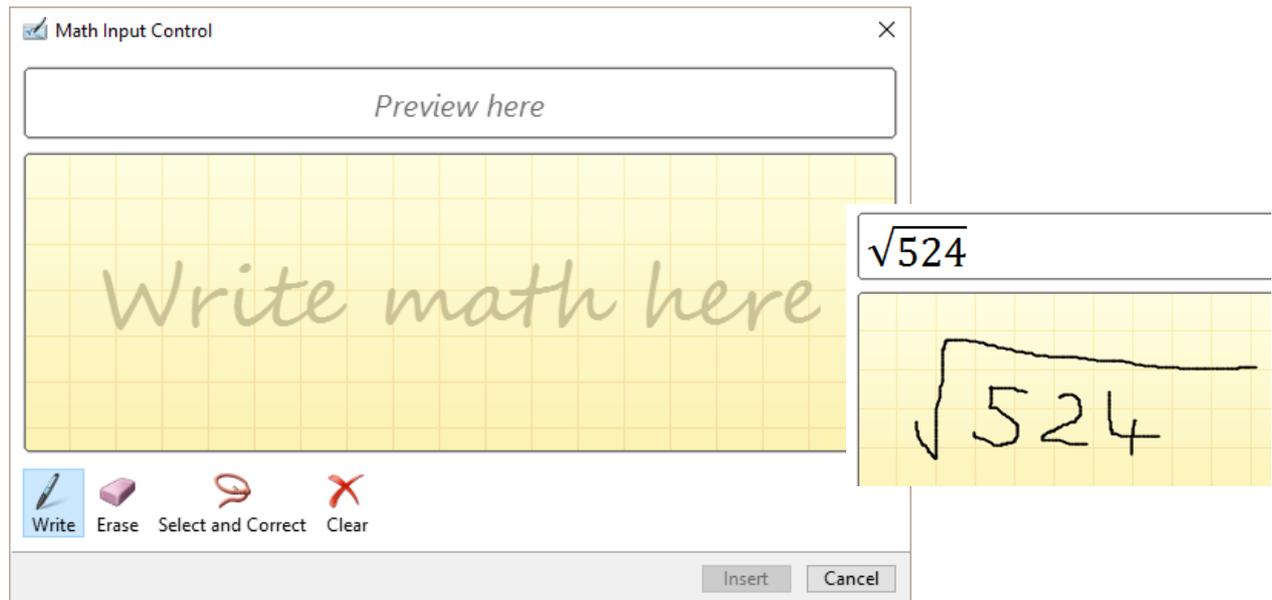
### 3.1.2 Creating an equation manually

Click on the INSERT NEW EQUATION option

The EQUATION TOOLS / DESIGN tab and its options will give you all the related tools to modify a pre-set equation or build your own.

$$e^x = 1 + x/1! + x^2/2! + x^3/3! + \dots, \quad -\infty < x < \infty$$

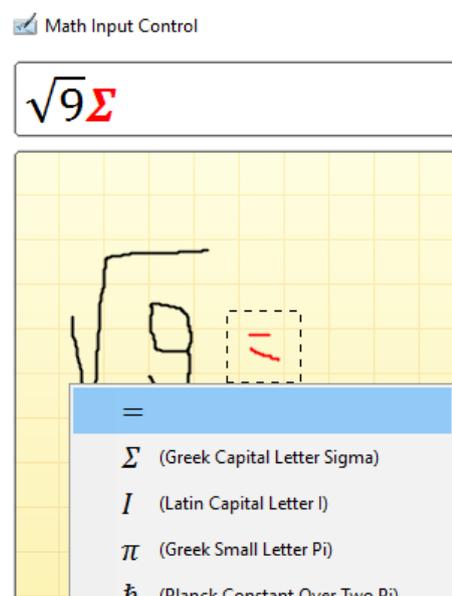
### 3.1.3 Drawn equation



If you do not draw nicely .... you'll get a bad understanding !.

The ERASE button (eraser) : you can erase and draw again  
The CLEAR button (cross) : caution ! EVERYTHING is removed

The SELECT AND CORRECT button : you select the badly understood part and a list of suggested corrections is displayed (here a problem with an equal sign) :



When the result is what you want, the equation is inserted as a traditional content control.

$$\sqrt{524}$$

### Managing : the DESIGN Tab

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**COPIED & PASTED OBJECTS :  
(STANDARD - DDE LINK OR OLE)**

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# 1 Generalities

---

## 1.1 Standard Copy&Paste

The copy-paste command is no problem in Word ...

If you copy-paste an Excel range of cells into a Word document or a PowerPoint presentation, various possibilities are possible but managing the object and controlling the file size can become a real headache ...

What you must do whenever you paste : click on the paste options tag to check the possibilities and their implications



## 1.2 Pasting with a link (DDE)

### DDE stands for Data Dynamic Exchange

This link can be set when you copy-paste from one program into another one. For instance when you copy-paste an Excel range of cells into a new document.

The two files are *linked*. When you modify the source file, the destination file (called the *client*) is automatically updated accordingly. But it is important to know how to manage the update (when it fails, when the source file is moved or renamed ...). As the files are simply linked, the size of the destination file is never a problem. On the other hand, it requires to be cautious if the two files are sent over the mail (possible problems with the update)

## 1.3 Creating an OLE object

### OLE stands for Object Linking and Embedding

The concept behind an OLE object is the following : without exiting the current program – the *destination* program – another application is launched, that "lends" its menus and commands to create the required object (by typing the data manually or by pasting previously copied data). The application is then closed and you revert to the current program.

- *Linking* because there is a link between the object and its source application. Usually double-clicking the object runs the source application.
- *Embedding* because the object is *totally incorporated* into the destination file (document or workbook). It is not saved as a separate file.

All programs can be launched to create an OLE object but true to admit, some belong more often to *destination* applications (such as Word) while others work as the *source* application for the required object (such as Excel).

## 2 Example 1 : pasting a range of cells from Excel (standard or as a DDE link)

Here after a small Excel table :

	A	B	C	D
1	Sales	January	February	March
2	Product 1	56	96	75
3	Product 2	85	45	57
4	Product 3	69	54	63
5	Total	210	195	195
6				

- Select the range of cells in Excel and copy into the clipboard
- LEAVE THE EXCEL SOURCE FILE OPEN or the clipboard is emptied
- Activate the destination Word document

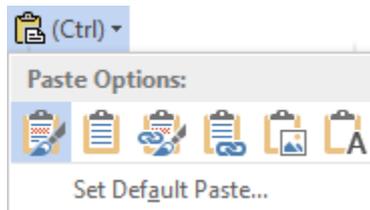
### 2.1 Standard paste

The result : a standard Word table

Sales	January	February	March
Product-1	56	96	75
Product-2	85	45	57
Product-3	69	54	63
Total	210	195	195



When pasting, the *paste options* tag will automatically be displayed. The tag drop-down menu displays combinations of options found in the normal Paste Special dialog box.



Point a button to get the tooltip :



Keep Source Formatting



Use Destination Styles  
(*style Normal brut*)



Link & Keep Source Formatting



Link & Use Destination Styles



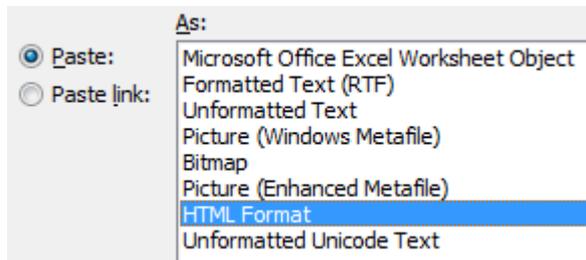
Picture



Keep Text Only  
(*simples paragraphes avec des tabulations sur taquets*)

## 2.2 Paste special – standard with no link

- HOME Tab – CLIPBOARD Group – Drop-down menu of the PASTE Button



Format HTML = standard paste

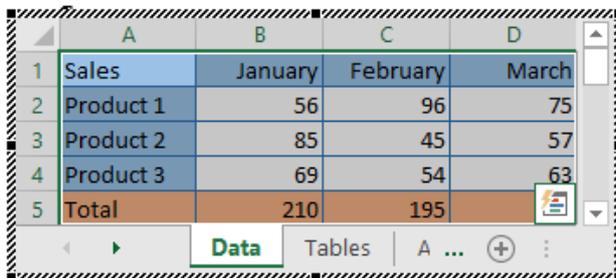
Whether you have use the Paste Special dialog box or the *Paste Options* tag, here below a sample of the most common options :

### 2.2.1 Microsoft Office Excel Worksheet Object

Sales	January	February	March
Product 1	56	96	75
Product 2	85	45	57
Product 3	69	54	63
Total	210	195	195

At first it looks like a "picture" (you can size it as such).

- ❗❗ **But a double-click shows that THE WHOLE EXCEL FILE has been copied and inserted in the Word document. Dangerous if the Excel file is a heavy one ...**



The fact that the file displays all its worksheets proves that the file was copied *fully*

### 2.2.2 Formatted Text

Similar to default pasting. One difference though : the colors are not strictly identical.

Sales	January	February	March
Product-1	56	96	75
Product-2	85	45	57
Product-3	69	54	63
Total	210	195	195

### 2.2.3 Unformatted Text

Sales	January	February	March
Product 1	56	96	75
Product 2	85	45	57
Product 3	69	54	63
Total	210	195	195

## 2.2.4 Picture

Sales	January	February	March
Product 1	56	96	75
Product 2	85	45	57
Product 3	69	54	63
Total	210	195	195

## 2.3 Paste special – with a DDE link

- HOME Tab – CLIPBOARD Group – Drop-down menu of the PASTE button or the options with the word “link” in the Paste Options tag drop-down list.

The formats displayed by the Paste Special box are the same as for a standard paste but there is now A LINK.

This type of link is called *DDE link (Data Dynamic Exchange)*

Word displays the table but in reality, this is only a LINK field code.

Here below the field code for the previous range of cells :

```
{ LINK Excel.Sheet.12 "C:\\Users\\jael\\Desktop\\2014-Projections.xlsx" "Data!R1C1:R5C4" \\a \\f 4 \\r }
```

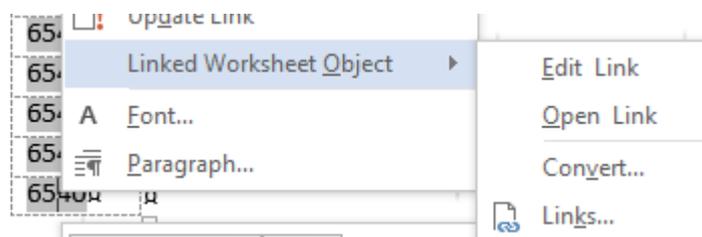
How to switch from the code to the result and vice versa – Reminders :

SHIFT + F9 on the code to toggle THIS field code

ALT + F9 to toggle all the document field codes

### 2.3.1 Managing the object : updating / opening the source file

Right click to display the following options :



*Update Link* : field codes are not automatically updated. So click this option if you have made a modification into the source file and want the Word document to be updated.

Other possibility to update : F9 on the field code.

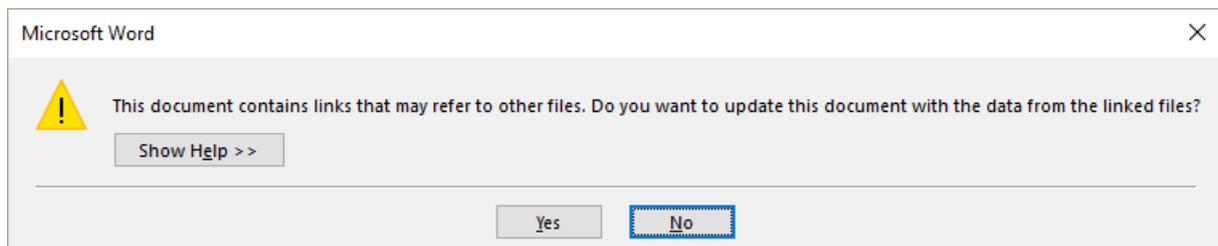
*Edit / Open Link* : same result - Excel is run and the source file is opened

*Convert* : with Excel : most of the time no effect

*Links* : the dialog box on the next page is run

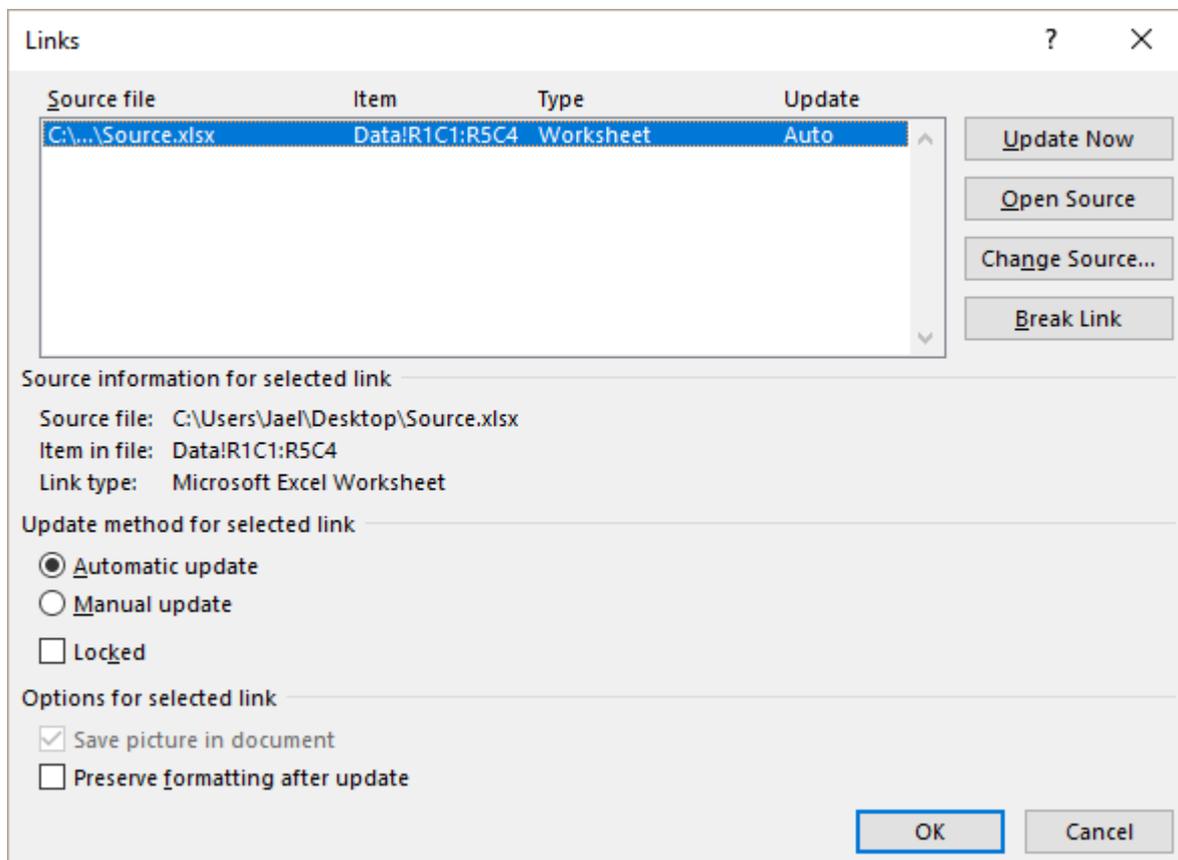
### 2.3.2 The source file has been modified but the destination file was closed

When you open the destination document (technically called *client*), the following dialog box will be displayed :



Yes and the Word document will be updated

*In case of failure or bad answer* : FILE – INFO – THE PROPERTIES PANE (on the right) – RELATED DOCUMENTS Section – EDIT LINKS TO FILES Option. *This command is displayed only if there is such a link and if the files have been saved.*



#### **UPDATE NOW**

To update the Word document (client). Updating is usually automatic but it can at times fail.

#### **OPEN SOURCE**

To open the source file (here our Excel file) if it is closed or bring it to the foreground if it is active.

## CHANGE SOURCE

Has the Excel file been moved to another folder or renamed ? It is then necessary to re-establish the link by updating the file name or path.

## BREAK LINK

To remove the link. But you can also use the key combination CTRL + SHIFT + F9 directly over the { LINK ....} field code.  
Caution : once broken, no magic "undo" or "redo". You must start the whole process again.

## Update method

### *Automatic or Manual*

It can be handy at times to set the file on manual update when there are a lot of formulas and other calculations on the worksheet. Updating will only be run when you press the UPDATE NEW button or if you click on the field code and press the F9 key. But this option has lost part of its importance, as technology and speed constantly improve and now would be a good idea for "extra – large" sheets full of calculations.

### *Locked*

Caution : this does not mean that the *type of update* is locked. It block the update, whatever the method and related options are no longer available.

 Interactivity with the following Word setting : OFFICE Button – WORD OPTIONS Button – ADVANCED Category – GENERAL Topic - UPDATE AUTOMATIC LINKS AT OPEN Option

None. This option lets you decide whether you wish Word to display a dialog box with a prompt to update when you open the destination document. . If you choose not display any box, it is obvious that updating will be manual and left up to you.

## Preserve formatting ...

An Excel table is pasted into a Word document with an RTF format. The user can then change the format attributes as required, without affecting the link itself.

If this option is not on (by default it is off), all these manual changes will be lost.

If the option is on, the update will preserve all the current format attributes and will only affect the data.

### Advantages

The size of the file is VERY, VERY small.  
The two files remain independent (they can be edited, modified, printed ... separately).

### Drawbacks

« Travelling »  
If you send the file over the mail, if you move the files ... the link often remains set on the original path (when the file was created and saved). Consequently updating fails. The solution is simply to press the CHANGE SOURCE button in the LINKS dialog box but most of the time the recipient ignores this ...  
Therefore DDE links should be created between files that do not "travel".

### 3 Exemple 2 : inserting an Excel sheet

It is the option EXCEL SPREADSHEET located at the bottom of the drop-down menu of the TABLE button.

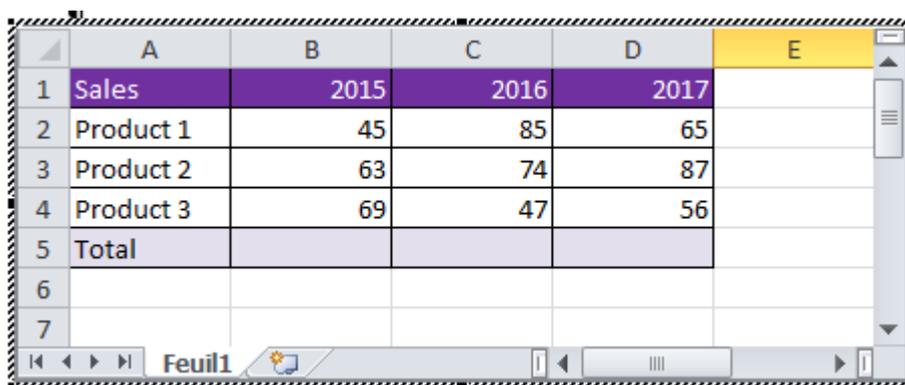
Longer but equivalent : INSERT Tab – TEXT Group – OBJECT Button – OBJECT Option – CREATE NEW Tab in the dialog box that will be displayed.

The principle is always the same : without exiting the source or “destination” application, you create an object by calling another application that will “lend” all its tools (menus and commands).

This functionality is called OLE (stands for *Object Linking and Embedding*).

- *Linking* because there will be a link between the created object and its source application. Usually you simply double-click the object to run the source application.
- *Embedding* because the object is *totally integrated* into the destination document. It is not saved as a separate file.

Practically all programs are OLE compatible.

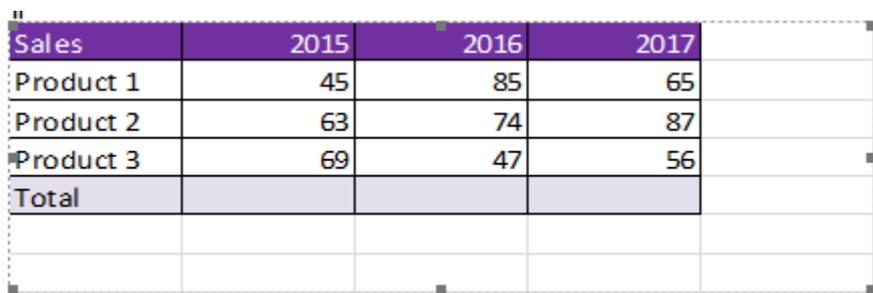


	A	B	C	D	E
1	Sales	2015	2016	2017	
2	Product 1	45	85	65	
3	Product 2	63	74	87	
4	Product 3	69	47	56	
5	Total				
6					
7					

Give a glance at the top of the Word window and you will see ... the Excel ribbon and its tabs ...

Click outside the « window » and the object is automatically created.

But please make sure to adjust the window size to the actual number of rows and columns used by clicking and dragging the sizing handles (the small black squares). Or the object will display the unused cells along with the gridlines. Not very esthetical as the following screen capture shows it :



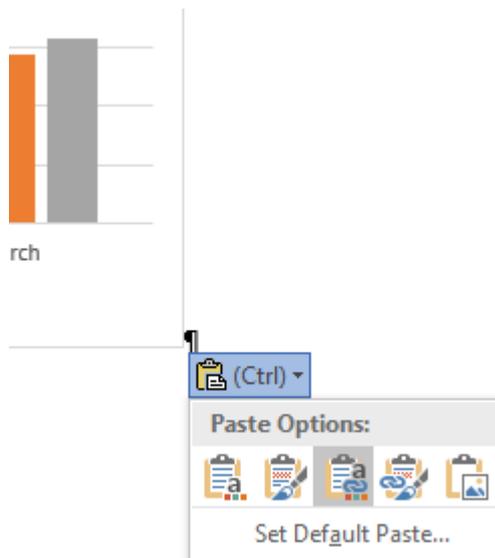
Sales	2015	2016	2017		
Product 1	45	85	65		
Product 2	63	74	87		
Product 3	69	47	56		
Total					

## 4 Example 3 : copy-paste an Excel chart

---

- Select the Excel chart and copy it into the clipboard
- LEAVE THE SOURCE FILE OPEN or the clipboard is emptied
- Activate the client or destination document and paste

As for a range of cells, you can use the PASTE button menu and its commands but taking advantage of the *Paste Options* tag menu is very handy :



*Use Destination Theme & Embed Workbook*  
*Keep Source Formatting & Embed Workbook*  
*Use destination Theme & Link Data*  
*Keep Source Formatting & Link Data*  
*Picture*

Caution : the differences between the options are quite subtle but very important !

### **Options with the word *Link***

It is a DDE link (without any field code to display or toggle)

If you modify the data : back into the source file.

### **Options with the word *Embed***

It is an OLE object. A copy of the *WHOLE* file is *incorporated* along with the chart (unless you edit data , **you** only see the chart).

Edit data : the incorporated file is opened.

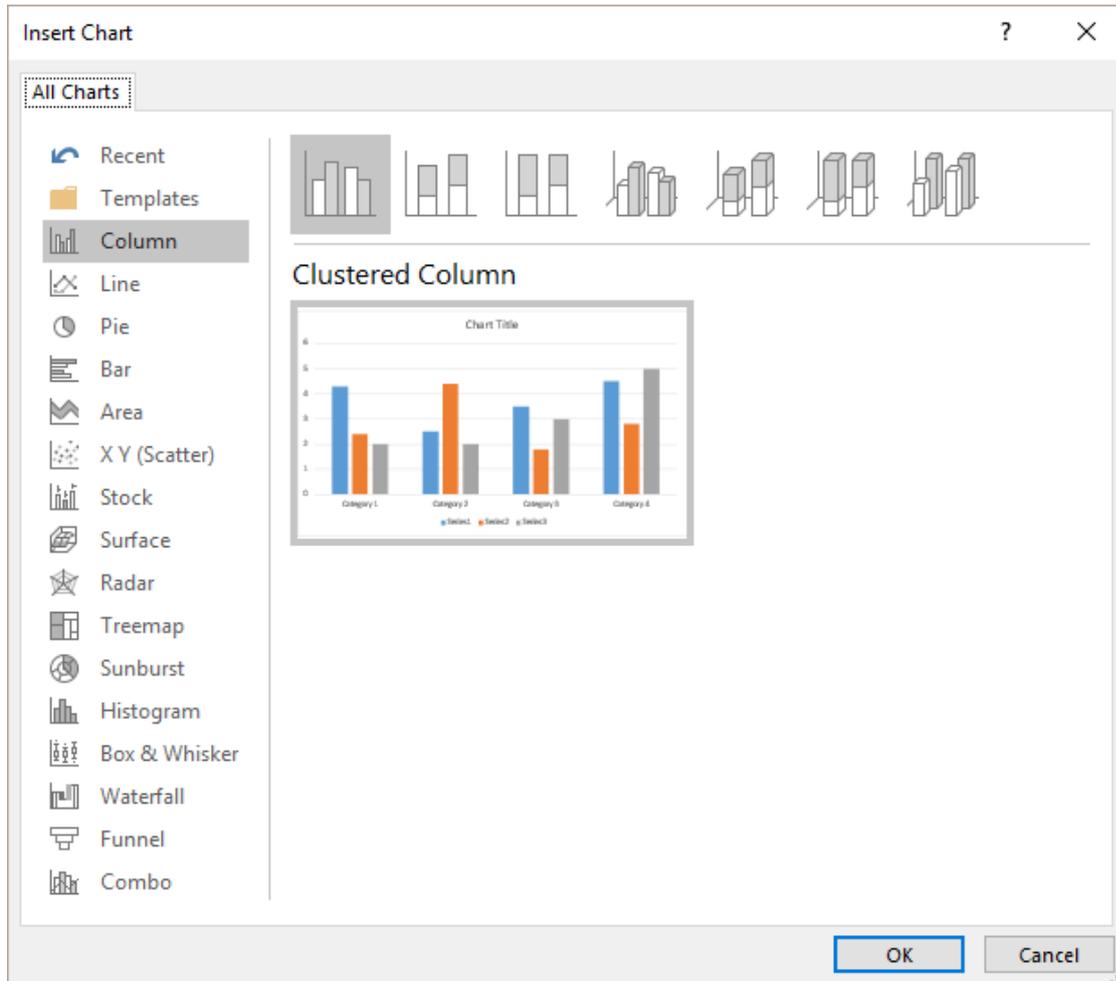
### **Picture**

A standard picture

Double-click on the chart to display the CHART TOOLS / DESIGN – LAYOUT – FORMAT. Tabs. The commands on these tabs will let you work on the chart (on the data through the EDIT DATA button for instance).

## 5 Example 4 : creating an Excel chart directly in the document

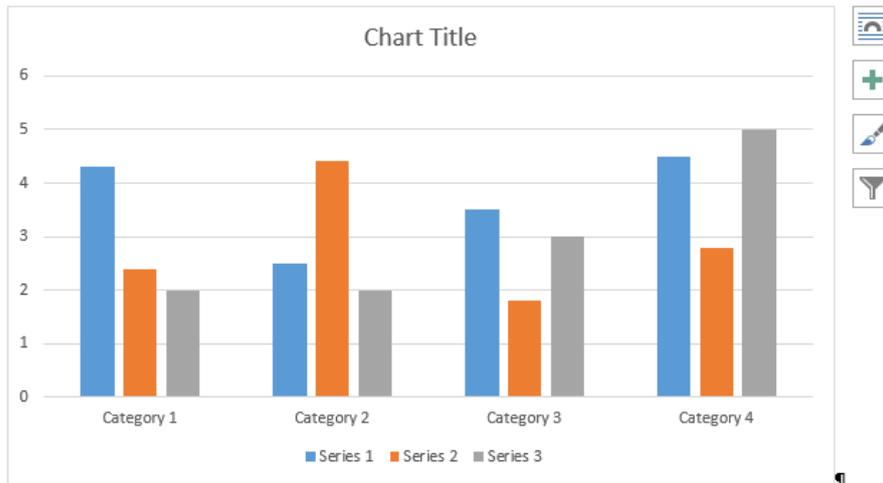
- INSERT Tab – ILLUSTRATIONS Group – CHART Button



As soon you have validated your choice, Excel is run and will share the screen with Word (half-half).

Work on your chart as if you were really in Excel. DO NOT SAVE.

Simply close the Excel window.



	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					

Do not save anything, simply close the Excel window

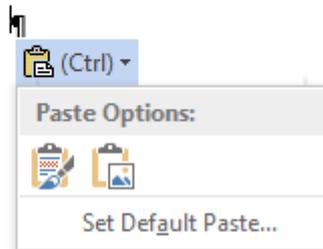
If you save the Excel file, you will create a separate file that will have no link with the Word chart.

Double-click on the chart to display the DESIGN – LAYOUT – FORMAT. Tabs. Their commands will let you work on the chart (on the data through the EDIT DATA button for instance).

## 6 Example 5 : copy-paste a PowerPoint slide

- Open the PowerPoint presentation
- Select the required slide and copy it into the clipboard
- Activate the destination document

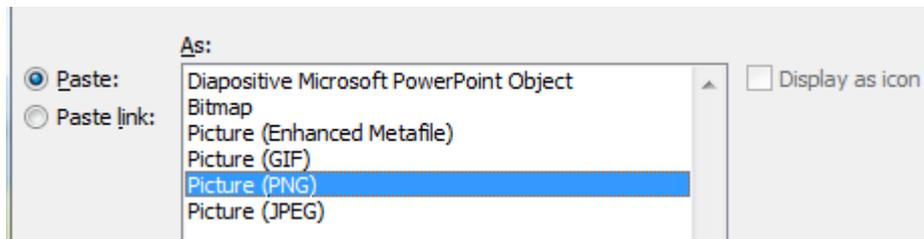
## PASTE



Keep Source Formatting  
Picture

**Some tests** : no real difference whether you select a standard paste, a picture, whether you keep the source formatting.

## PASTE SPECIAL



**Only for a PASTE** : more choice for the picture extension

### **Choosing an *object* (Paste)**

Standard OLE object : double-click on the slide to edit and work on it in PowerPoint.

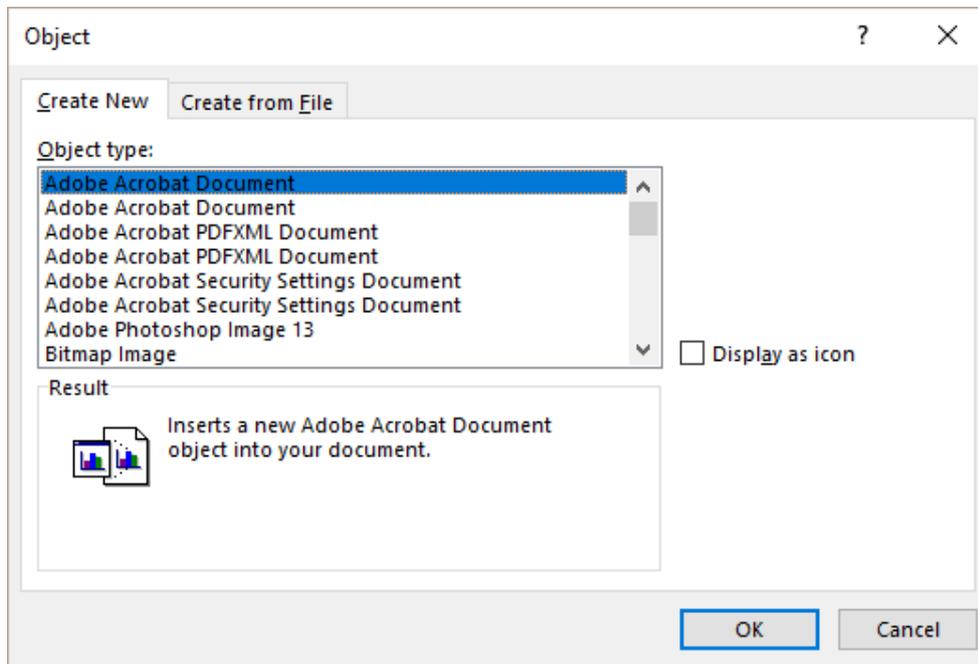
### **Choosing an *object* (Paste Link)**

Standard OLE object *but with a link to the source file* : it is a DDE link. Double-click to open the PowerPoint source file.

## 7 Example 6 : various OLE objects

### 7.1 Creating a new object

- INSERT Tab – TEXT Group – OBJECT Button – OBJECT Option



#### Object type

Select the application you need to create the object  
Usually a small "window" will be opened directly onto the page or the worksheet and the Word or Excel ribbon will be momentarily replaced with the program own ribbon..

Here below some examples :

Inside Word : an Excel worksheet

	A	B	C	D	E
1	Sales	January	February	March	
2	Product 1	45	58	76	
3	Product 2	65	47	95	
4	Product 3	85	74	49	
5	Total	195	179	220	
6					
7					

Give a quick glance at the Word ribbon and you will recognize ... the Excel ribbon and its tabs

Click outside this "window" and the object is created.

But before you do so, check that the window has been sized to include only the cells really filled with data or format. Size by clicking and dragging the sizing handles (small black squares). If you forget to do so, the object will display the above table but also the unused cells around and the worksheet gridlines. As shown in the following screen capture :

Sales	January	February	March
Product 1	45	58	76
Product 2	65	47	95
Product 3	85	74	49
<b>Total</b>	<b>195</b>	<b>179</b>	<b>220</b>

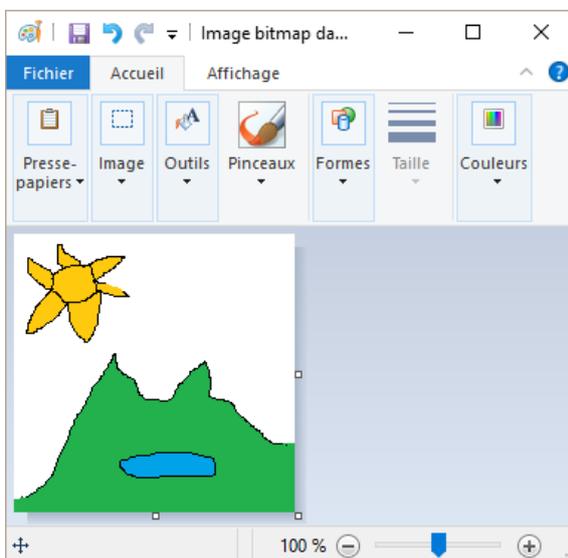
Other access to create this object : INSERT Tab – TABLES Group – Drop-down list of the TABLE Button – Option EXCEL SPREADSHEET

Inside Word or Excel: a PowerPoint slide



Give a quick glance at the Word or Excel ribbon and you will recognize ... the PowerPoint ribbon and its tabs

Inside Word or Excel : an object created with a non Office program :



Give a quick glance at the tools displayed at the left top of the Word window and you will recognize ... Paint.

Yes ... your master piece might look a bit like a child drawing ... but this example was to prove that any program can be used to create an OLE object and not only Office programs.

Display as icon

Display as icon

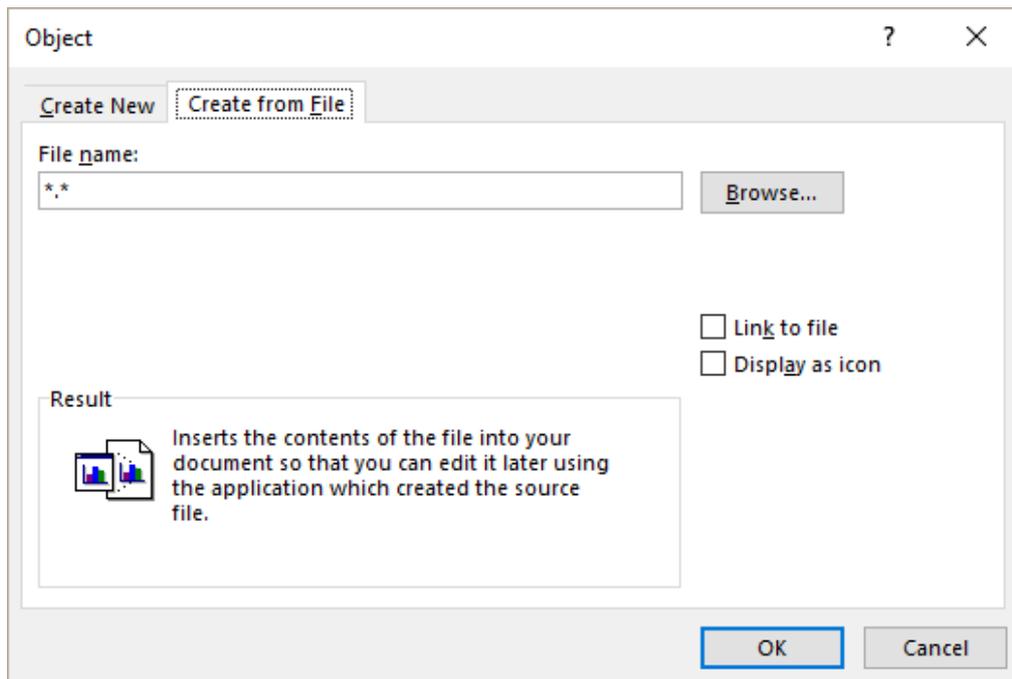


Microsoft Excel  
Chart

Change icon...

You can choose to display the icon of the source program rather than the object content (you can even select a different icon if the program has more than one to offer – it is the case for *Bitmap Image* for instance)

## 7.2 Creating an object from an existing file



- An Open type dialog box will be displayed
- Select the required file : Word, Excel, PDF ....
- The first page of the file will be display into the current Word document

### Open

Double-click on the object to open the file into its source application and also into a separate window. Navigate as required.

You can even make modifications. No saving will be required. Simply close the window and the changes will be saved inside the object..

### Does a modification affect the source file ?

Not at all. The file will in fact simply totally imported (copied) into the destination document. There is no link with the source file. Unless you have clicked the option LINK TO FILE.

### ***Link to file***

By default there is no link between the source file and the corresponding object. Unless you set that there should be one. In this latter case, modify the source file and the object will be automatically updated accordingly.

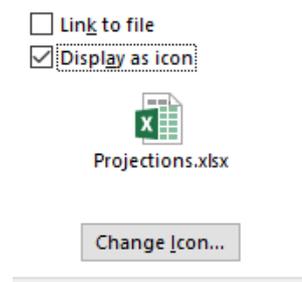
This link is a DDE link. When you open the destination file, you will be prompted to update or not.

If you answer no instead of yes, updating will still be possible through : OFFICE Button – PREPARE – EDIT LINKS TO FILES.  
*This option is displayed in the menu only if there is a link*

*For more explanations : see topic :  
Paste special – with a DDE link at page 84*

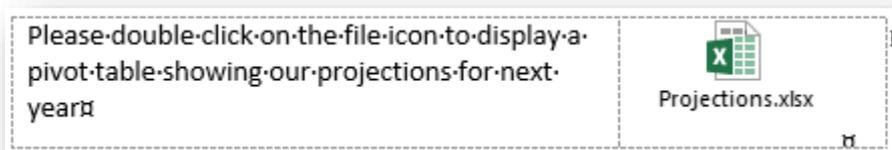
## Display as icon

Instead of inserting the first page of the file, Word or Excel displays an icon for the file.



Click on the CHANGE ICON button to rename the *legend* displayed below the file icon.

Here below an example :



Double-click on the icon to run the source application and display the spreadsheet.  
Or right click and option LINKED FEUILLE DE CALCUL OBJECT - EDIT or OPEN

**Try it with other programs.**

**But always make sure that what you import does not increase the size of the file by too much.**



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## **TABLE OF FIGURES**

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When a document is hierarchized you may insert a table of contents.  
 If a long document contains many *graphics* (pictures, charts, tables ...), you may wish to insert somewhere a *table of figures*

Here below a document with some professional pictures of a car .

### AUDI.....A6! PRESENTATION!

**Global-view!**

.....Page Break.....

**Boot!**



.....Page Break.....

**Dashboard!**



.....Page Break.....

**Engine!**



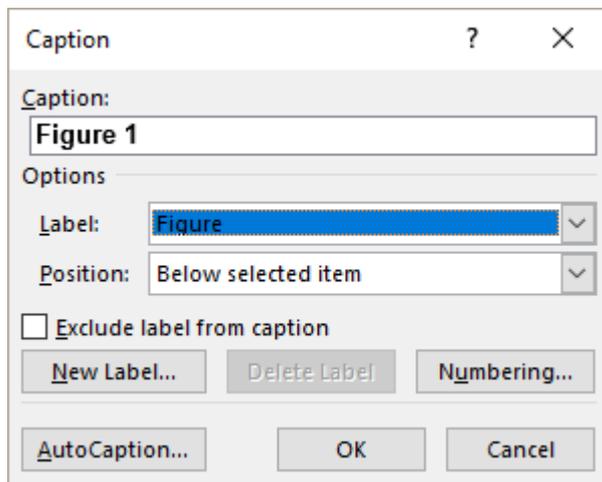
.....Page Break.....

To generate a table for those pictures, you must proceed in two steps :

- add a caption to every single picture
- generate the table

# 1 Adding a caption of a picture

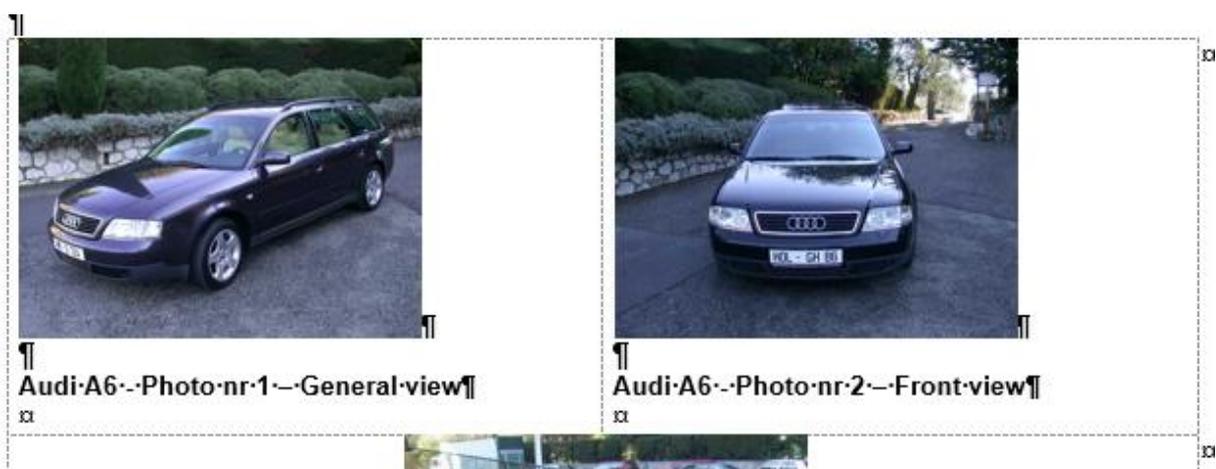
- Select the picture : the command will place the caption below or above the picture (you can choose in the next dialog box)
- REFERENCES Tab – CAPTIONS Group – INSERT CAPTION Button



Choose from the preset categories or click on the NEW LABEL button  
Type the general label for the group of pictures (*here it could be Audi A6 – Photo nr*).  
Caution : no space after the last character as Word automatically adds a space and the picture number

- Behind the caption (inside the same paragraph) : type a label for the picture itself (*General View, Boot ... for instance*). Why ? Just to avoid a table of figures that would display only *Photo nr 1 – Photo nr 2 ...*

Here below the same pictures with their captions :

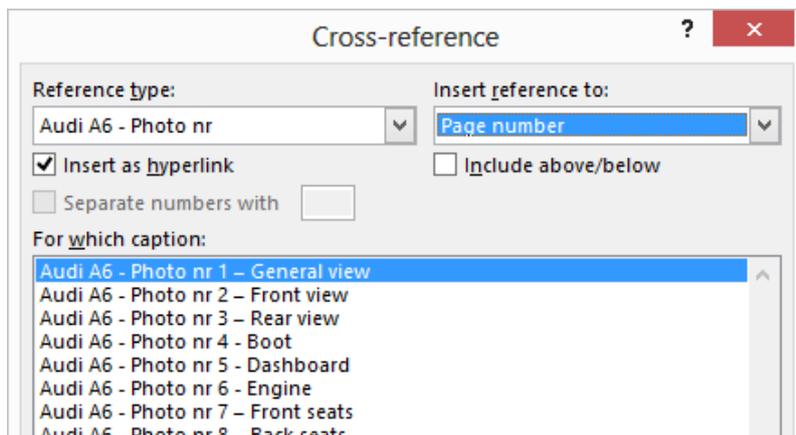


## 2 Cross-reference to one of those pictures

Before explaining how to generate the table, it is important to mention that you can also create a cross-reference to any of those pictures. This is possible because the caption is one item that Word can automatically detect.

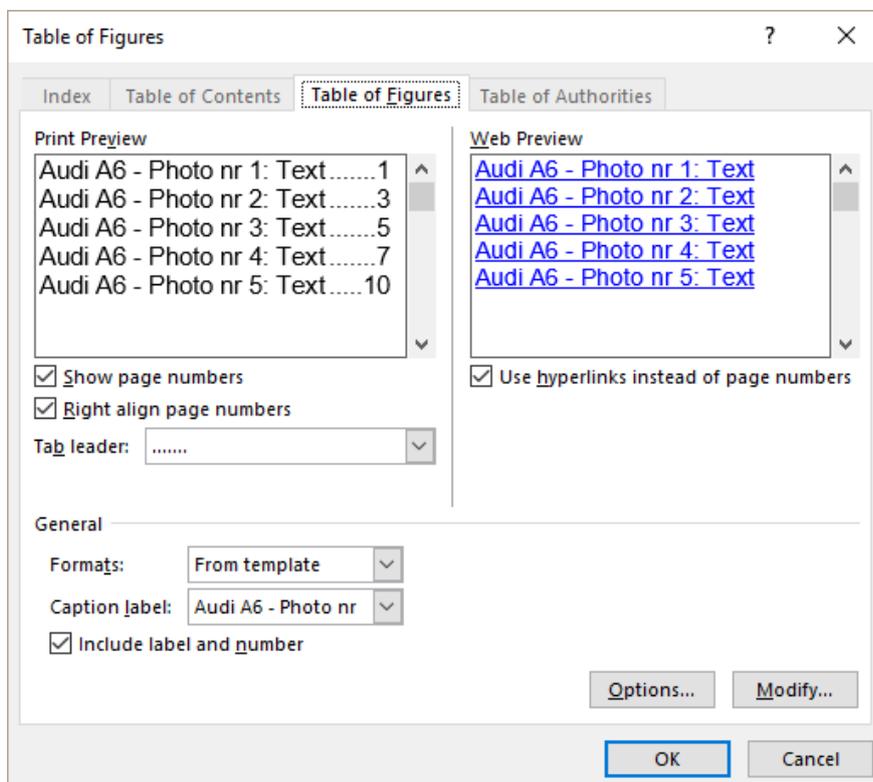
You can choose whether to revert the reader to the caption text or its page number

- REFERENCES Tab – CAPTIONS Group – CROSS-REFERENCE Button



## 3 Generating the table of figures

- REFERENCES Tab – CAPTIONS Group – INSERT TABLE OF FIGURES Button



Make sure to select the right caption label ...

Format :

**Other than « From template »**

Formats include minor differences (italic, centering ...)

**From template**

The format will be that of the style « Table of figures » from the template attached to the current document (if it is a standard document, the template will be Normal.dotm)

Include label and number

Include or not the caption and the number it has generated : in the example below, the table entries would start with « - General view »

Here below an example :

**TABLE-OF-FIGURES**

¶  
¶  
AUDI:·¶

---

¶

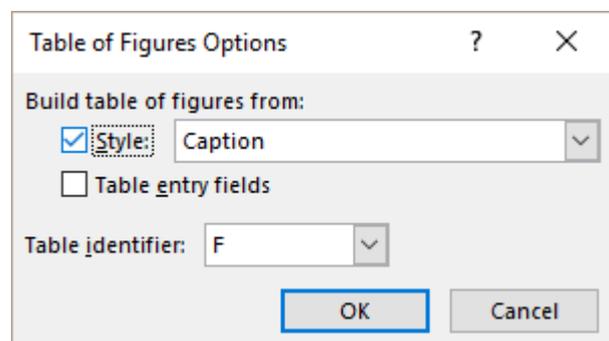
Audi-A6--Photo-nr-1--General-view .....	→	1¶
Audi-A6--Photo-nr-2--Front-view .....	→	1¶
Audi-A6--Photo-nr-3--Rear-view .....	→	1¶
Audi-A6--Photo-nr-4--Boot .....	→	2¶
Audi-A6--Photo-nr-5--Dashboard .....	→	3¶
Audi-A6--Photo-nr-6--Engine .....	→	4¶
Audi-A6--Photo-nr-7--Front-seats .....	→	5¶
Audi-A6--Photo-nr-8--Back-seats .....	→	5¶

## 4 Generating a table with more than one caption label

---

Contrary to a table of contents, it is possible to create more than one table of figures. Each series will be identified by its *caption label*

When you insert the table you must click on the OPTIONS button and specify that the table must be built on the style *Caption*. Indeed even though there might be several caption labels that are all set in the *Caption* style



All tables are merged together, one after the other. All you have to do is to insert an introduction text if you wish.

Here below such a table :

"ALL-CARS::"	
"	
Audi-A6--Photo-nr-1--General-view .....	1¶
Audi-A6--Photo-nr-2--Front-view .....	1¶
Audi-A6--Photo-nr-3--Rear-view .....	1¶
Audi-A6--Photo-nr-4--Boot .....	2¶
Audi-A6--Photo-nr-5--Dashboard .....	3¶
Audi-A6--Photo-nr-6--Engine .....	4¶
Audi-A6--Photo-nr-7--Front-seats .....	5¶
Audi-A6--Photo-nr-8--Back-seats .....	5¶
Sport--Picture-1--Nanny's-car .....	6¶
Sport--Picture-2--Racing-car .....	6¶

## 5 Important notes after having generated a table of figures

### 5.1 The table is a field code

Example { TOC \h \z \t "Caption" \c}.

To switch to code : SHIFT + F9 or right click and TOGGLE FIELD CODES option

To update : F9 on the field or right click and UPDATE FIELD option

### 5.2 The entries format

Their format come from the *Table of figures* style but caution, contrary to a table of contents it is not set on *Automatically update*.

*Advice* : do not modify directly but go through the style MODIFY dialog box