ClickStart GUIDES

WORD 2013 TO THE POINT

Quick solutions to all of your Microsoft Word questions

— comprehensive and to the point!

by **Scott DeLoach**

Microsoft Word 2013 to the Point

Scott DeLoach

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www.clickstart.net

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Developed in Microsoft Word 2013

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Introduction

This book was designed to help you find quick answers to common questions about Microsoft Word 2013. The sections use a question-answer format, with a short description of the question and a step-by-step solution.

Icons used in this book

The following icons are used throughout this book to help you find important and time-saving information.

Icon	Meaning	Description
	New	A new or drastically enhanced feature in Word 2013.
	Note	Additional information about a topic.
	Tip	A recommended best practice, shortcut, or workaround.

Updates

For the most up-to-date information about this book, see www.clickstart.net or www.wordtothepoint.com.

What's new in Word 2013?

Task	See page
Using Apps	27
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Accessibility

What is “alt” text?

Alt text specifies alternative words for a block of content that are substituted if the content is not available. Alt text is most commonly used to provide descriptions of pictures, videos, and tables. Users who have impaired vision can use a screen reader to hear the alt text for pictures, videos, and tables.

How do I add alt text to pictures?

If you add alt text to a picture, the text can be spoken by a screen reader application. Screen readers are often used by people who have a vision impairment.

To add alt text for a picture:

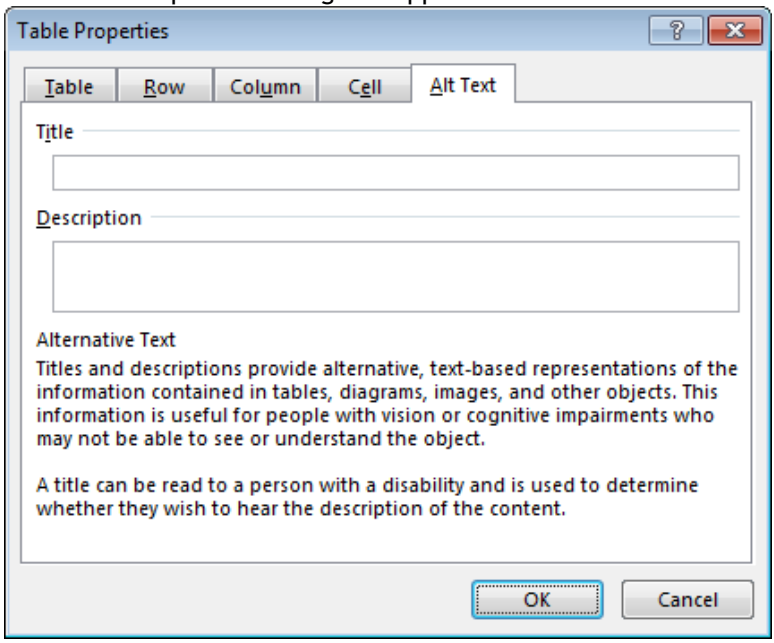
1. Right-click a picture and select **Format Picture**.
   The Format Picture pane appears.
2. Click the **Layout & Properties** icon.
   
3. Open the **ALT TEXT** section.
4. Type a **Title** for the picture and press **Enter**.
5. Type a **Description** and press **Enter**.

How do I add alt text to a table?

Like pictures, tables should include alt text for users who have a vision impairment.

To add alt text for a table:

1. Right-click inside a table and select **Table Properties**.
   The Table Properties dialog box appears.



2. Select the **Alt Text** tab.
3. Type a **Title** for the table.
4. Type a **Description**.
5. Click **OK**.

How do I check a document for missing accessibility features?

Accessibility features make a document more useable for readers who have trouble seeing, hearing, or moving a mouse. For example, alt text for pictures and tables can be read aloud by a screen reader program for users who have trouble seeing. Without the alt text, these users won't have access to the picture or table.

To check for missing accessibility features:

1. Select **File** > **Info**.
   —OR—
   Press **Alt**+**F**, **I**.
2. Click the **Check for Issues** button.



3. Select **Check Accessibility**.
   A dialog box appears with a list of accessibility-related errors.
4. Click an issue in the report to move to the issue in the document.

Apps

What are apps? NEW!

Apps are additional features that can be added to Word or other Office applications. Anyone can create and share (or sell) an app that adds a new feature to Word.

To add a Web app:

1. Select the **Insert** tab.
   —OR—
   Press **Alt**+**N**.
2. Click **Apps for Office** in the **Apps** group.



3. Select **See All**.
   The Insert App dialog box appears.
4. Select an app.
5. Click **Insert**.

Where can I find apps for Word? NEW!

You can download apps at:
http://goo.gl/ql7e9

Can I make my own apps? NEW!

Yes! For instructions and UI design guidelines, see http://goo.gl/cXAX2

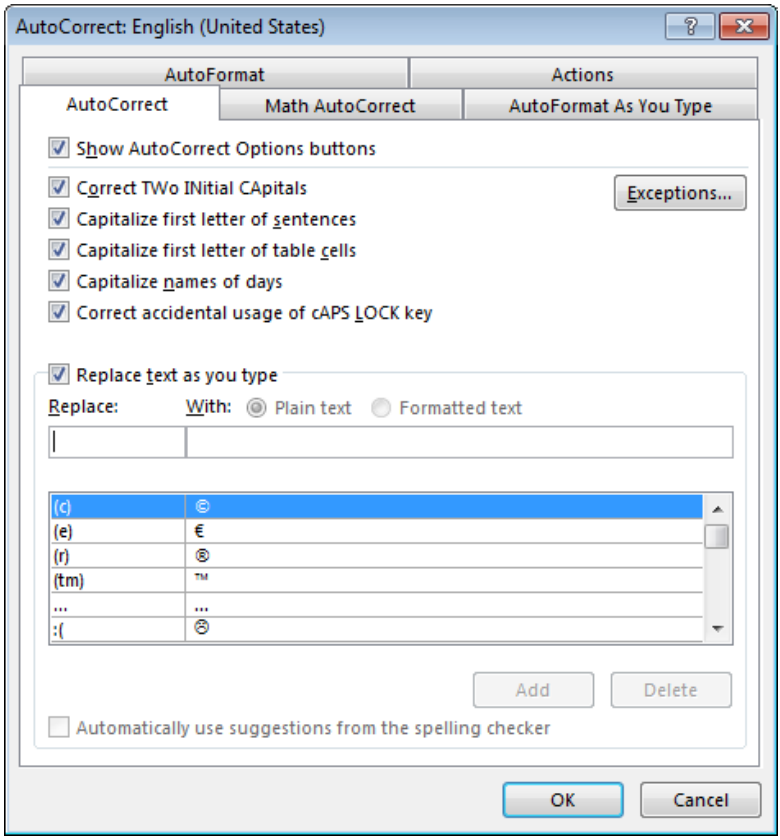
Autocorrect and autotext

How do I prevent automatic first-letter capitalization?

By default, Word will automatically capitalize the first letter of a sentence. This feature is normally useful, but it can be annoying if you are adding content to table cells that should not start with a capital letter.

To prevent automatic first-letter capitalization:

1. Select **File** > **Options**.
   The Word Options dialog box appears.
2. Select the **Proofing** tab.
3. In the **AutoCorrect options** section, click **AutoCorrect Options**.
   The AutoCorrect dialog box appears.



4 Select the **AutoCorrect** tab if it is not already selected.

5 Uncheck **Capitalize first letter of sentences**.

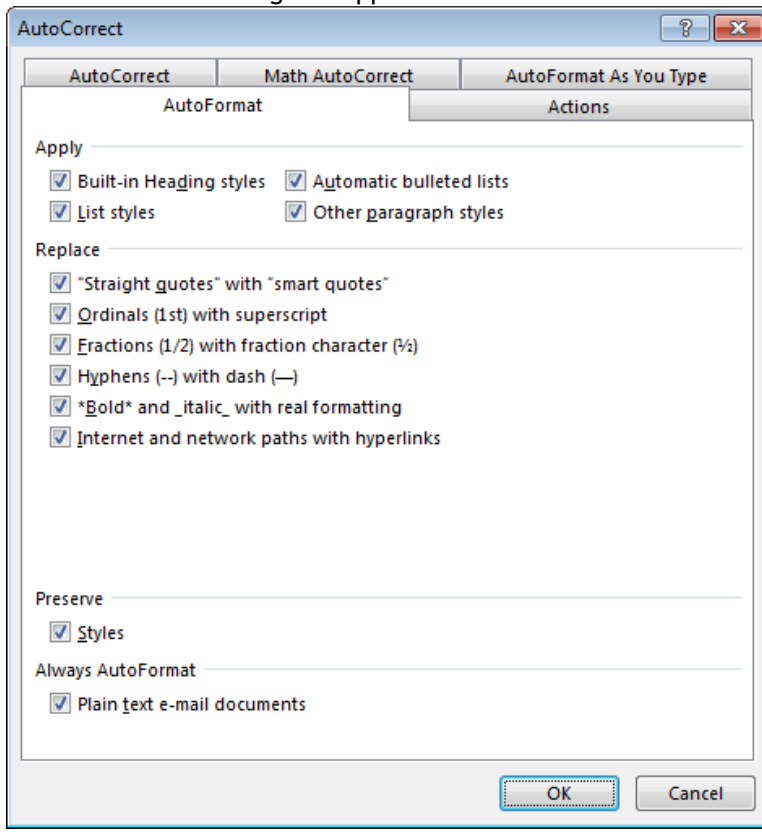
6 Click **OK**.

How do I prevent automatic dashes, fractions, and ordinals?

By default, Word will automatically convert two hyphens (--) to a dash (—), common fractions such as 1/2 to 1/2 , and ordinals such as 1st to 1st. You can turn off any of these features, if needed.

To prevent automatic dashes, fractions, and/or ordinals:

1. Select **File** > **Options**.
   The Word Options dialog box appears.
2. Select the **Proofing** tab.
3. In the **AutoCorrect options** section, click **AutoCorrect Options**.
   The AutoCorrect dialog box appears.



4. Select the **AutoFormat** tab.
5. In the **Replace** section, uncheck the following options:
   - Ordinals (1st) with superscript
   - Fractions (1/2) with fraction character
   - Hyphens (--) with dash
6. Select the **AutoFormat As You Type** tab.

7 In the **Replace as you type** section, uncheck the following options:

- Ordinals (1st) with superscript
- Fractions (1/2) with fraction character
- Hyphens (--) with dash

8 Click **OK**.

How do I prevent smart quotes?

If you copy and paste documents containing curly or “smart quotes” into other applications, such as an HTML editor, they may appear as a rectangle (□).

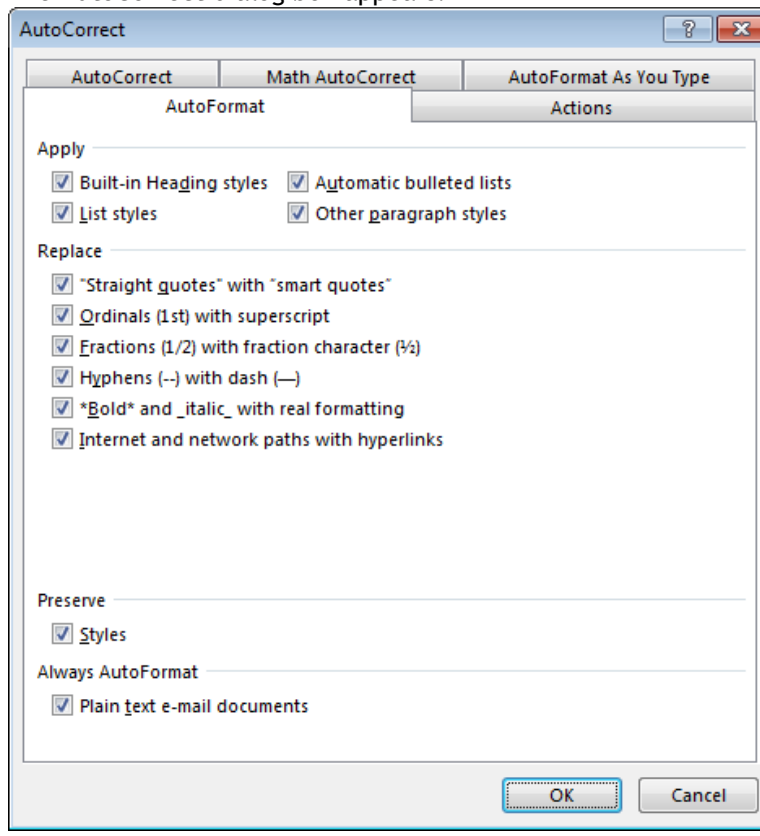
To prevent smart quotes:

1 Select **File** > **Options**.
The Word Options dialog box appears.

2 Select the **Proofing** tab.

3 In the **AutoCorrect options** section, click **AutoCorrect Options**.

The AutoCorrect dialog box appears.



4 Select the **AutoFormat** tab.

5 In the **Replace** section, uncheck the **"Straight quotes" with "smart quotes"** option.

6 Select the **AutoFormat As You Type** tab.

7 In the **Replace as you type** section, uncheck the **"Straight quotes" with "smart quotes"** option.

8 Click **OK**.