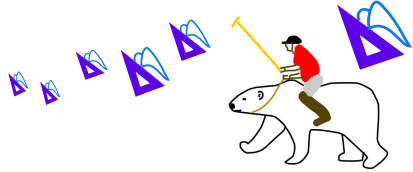


To my fellow editors.  
Because there has got to be  
an easier way.



Contents

Preface 1

How to Use this Book 2

Why Edit in MS Word? 4

Get Word Ready to Edit 7

Tracking Edits 10

Comments Tool 19

Reviewing Edits 21

Spellcheck 28

Notes to Self 37

Version Control 40

Reveal Non-printing Characters and Formatting 43

Find and Replace 46

Styling 59

Readability Statistics 69

Equation Editor 70

Production Printouts 72

Macros: An Introduction 75

Create a Macro 76

Edit a Macro 82

Ways to Run a Macro 87

Alternatives to Macros 91

Add-ins, Plug-ins and Apps 99

Customizing the Workspace 104

Exercise File 110

Resources 112

About the Author 115

There are lots of guides to using Microsoft Word, but editors need a guide specifically for us, by someone who knows how we work. Editors don't need to sit through lessons on using mail merge or setting tab stops. We need a resource that gets right to the tools editors can't live without; the tools that make our job easier and faster. We need to know about the tools that are the very reason we use Word at all.

Not only does this book focus on the editorial tools in Word, it provides the context for their use and real-world examples of when and how editors use these tools.

The other thing that sets this book apart are the video demos and links to relevant blog posts that offer a practical perspective. In the videos, the author — an editor with 20 years' experience — shows you how to use the tools, and where to find them in this particular version of Word (both Mac and Windows).

With Editing in Word 2016: A guide for line editors and copyeditors using Word 2016 (365) on Mac and Windows, you can learn by reading, by seeing, and (through the self-check exercises) by doing. This is more than a book; this is a self-study course.



# EDITING IN WORD 2016

## Adrienne Montgomerie



It's a riveting tale of one woman's struggle to make Word her bitch. It has a happy ending though.

Praise for previous editions...

I just finished the first lesson and I've already gotten my money's worth.

The YouTube demos are great!

3D

This class has me actually actively nerdically excited about getting my feet savvy up to speed. It's not easy, I would much rather think about commas. Really.

Judy Heidel

This is an amazing class. I had no idea how much I didn't know!

I am

I know I'm in a profession I love when I'm so excited about some aspect of it that I can't think about over-prioritizing cocktails with friends. (And yes, they pretend to be as excited, well, at least for a few minutes. Why am I so thrilled?)

Theresa Smith

Custom Ribbon & QAT

Rather than flipping through ribbons, trying to recall where the tools are that you need all the time, add them to the Quick Access Toolbar (QAT) or create a custom ribbon.

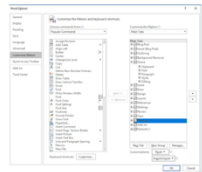


Figure 57 To reveal the Developer tab, follow the steps in Exercise 24, then select the Developer check box (highlighted here) the right-side list.

The advantage of the QAT is that it is always on top of the window. The disadvantage is that the icons are so small and grey, it's hard to tell them apart.

\*The video demo shows another way to get to this dialog on a Windows machine (see Figure 57). The remaining steps in the next two exercises are identical to the video.

A custom ribbon, on the other hand, has large colorful icons. While that ribbon won't always be on top, you can create a master ribbon of your favorite editing tools as well as one for each client or type of work. Ribbons can then be hidden and revealed according to need.



**Pro Tip:** If you do not see a certain ribbon on your screen, look in the Customize Ribbon options to enable it.

**Exercise 24**

Make a custom ribbon.

Click the little down arrow on the Quick Access Toolbar above the ribbons and select

- 10. Click the MORE COMMANDS... button
- 11. Below the list on the right, click the plus sign, then select New Tab
- 12. To rename the ribbon (I suggest calling it *Editing*, or name it for the client, publication, or type of end product you're working on), select the new ribbon in

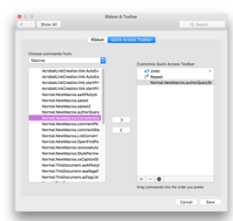


Figure 58 The Customize Toolbar dialog on a Mac is only slightly different from the Windows one shown in the video demo.

"Watch out" is the Montgomerie family motto. It's a good motto for an editor. You will recognize Adrienne as "scleditor" in social media, if not from her blue hair. Or maybe you know her as a columnist for Copyediting's blog and magazine, and as author of the Right Angels and Polo Bears blog and podcast.

She is a certified copyeditor who has been editing educational materials since 1998 and teaching other editors since 2012 in both higher ed and professional organizations. Canada's major educational publishers have filled her roster, so her goal is to work on the humor that gets excluded from all those school materials.

