

Microsoft Word "tricks" for papers

Here is a description of several things I always need to do in papers. I'm writing them down so that you can learn them rather than having to figure them out yourself the hard way!

General:

- * Many people have been taught to put two spaces after punctuation. Do not do this. It wastes space, and modern word-processing programs add a little extra space after punctuation automatically.
- * I like saving files with the date in the name of the file. Save new versions often, and make sure that your version can be distinguished from earlier ones, and from Pat's.
- * ChemDraw pictures pasted into Word often can't be copied into the clipboard as ChemDraw if the OS is different. Please give Pat the original ChemDraw file if you use a PC.

Using the ACS Template:

- * Under File..., go to "Project Gallery," then "My Templates". Choose the appropriate template here and create a new file.
- * If the correct template is not there, you need to download the template from ACS. This template is *.dot. DO NOT just make your paper part of the .dot file; put the *.dot in the "Templates" folder on your computer. Then use the Project Gallery to open a new *.doc file.

Text Boxes:

- * Text boxes are for figures, tables, charts, schemes. Don't use these for equations.
- * Put the caption for a figure in the same text box as the figure.
- * Put the cursor on the place in the text that you want to be "tied" to the text box (later on, the program will keep an invisible marker in the text here, and keep the text box on the same page.) Under the Insert menu, choose Text Box, and then draw a box in the document. If using columns (e.g. a communication template), you can make the box *slightly* wider than the column.
- * To select a text box, click near the border of the text box.
- * Go to Format...Text Box; alternatively double-click on the border of the text box. In the "Colors and Lines" screen, under Line, change the color to "no line." In the "Layout" screen, choose "square." Click "Advanced," and make all the picture position settings relative to the page. This will avoid the text box constantly moving around of its own volition later. (It will still move from page to page if your invisible text marker changes pages, but this doesn't happen as often.)
- * Hit OK twice to get out. Now your text box is formatted correctly. You can move it around and resize it by dragging the markers on the border of the text box. Occasionally, the box gets "stuck" along the edge of a page; if this happens, go to Layout → Advanced, and you often find that it is aligned with the page at a negative distance. Make that distance positive and it usually resolves the issue.
- * Because doing the above reformatting is a pain for a bunch of figures, you can save time by copying one properly formatted text box and pasting it elsewhere for subsequent modification of the contents. Note that the placement of your cursor when pasting will determine the invisible marker for placement of the text box.
- * If you don't have any contents in the text box, be careful because hitting "delete" can delete the whole text box. This also happens if you delete all the contents of a text box. I usually put a couple of characters into the text box immediately to avoid this occurrence.

- * If you paste a picture into the text box, it is automatically sized to take up the whole width of the text box. You can then modify the size of the picture and of the text box independently. Avoid putting multiple pictures in a text box, because it's hard to align them. Use center justification for the picture, and left justification for the caption (use appropriate style).
- * Sometimes, the picture looks vertically chopped off; this can happen because the "paragraph" setting is to have an exact height. Go to Format Paragraph and change it to single-spaced to resolve the problem.

Equations:

I typically use right justification, which puts the equation number perfectly along the right margin. Use tabs to put the equation itself roughly centered.

Styles in ACS templates:

- * If you select a section, then choose the Style appropriate to that section, it should change it to the correct format.
- * Sometimes this removes formatting (e.g. bold and italics in references – a huge pain!). If this happens, try again after saving or select smaller pieces.
- * Sometimes, the spacing and margins change correctly, but the font stays very large. Just change the size manually (look at the template to see what size is correct).

References:

This is easiest if you set up endnotes correctly at the time you put in the first reference.

- * Go to the appropriate place in document (remember, footnotes/endnotes are after punctuation in ACS format!). Choose "Insert > Footnote..." On the next screen, choose "Endnote", and click "Options..." In the next screen, under "All Endnotes," use Place at: End of Section; Number format: 1,2,3,... Hit OK twice to make an endnote. (If you ever need to change these settings, do the same as above, but after hitting "OK" in the Note Options screen, hit "Cancel" in the "Footnote and Endnote" screen. Doing this will apply your formatting changes without creating a new endnote.)

- * My favorite way to format references is using the EndNote program. In this program, select a reference, then "Copy Formatted" (Apple-K) to copy it in the appropriate formatting chosen under "Export options" in EndNote. Then you can just paste it wherever.

- * The default is for your references to be separated from the text by a horizontal line, which you may think you can't change. But you can!! Under View, select "Normal," then under View, choose "Footnotes." You will see a subwindow at the bottom showing all of your footnotes and/or endnotes. At the top of this window, there is a pulldown menu. Choose "Endnote Separator," and now you can see (and remove) the evil line. I typically replace it with the header "References and Notes," bolded and in the Style for references. Also, leave an extra empty line after this (otherwise, in the document, they will be crammed together). Next, choose Endnote Continuation Separator, and delete the horizontal line. Finally, click Close, and go back to the usual view (Page Layout). Like magic, your horizontal lines have been replaced with an attractive header for the References Section.

- * There is a bug in MS Word where many times, going from a PC to Mac or vice versa changes all footnotes/endnotes to Roman numerals. To fix this, choose "Insert > Footnote..." On the next screen, choose "Endnote", and click "Options..." In the next screen, under "All Endnotes," use Place at: End of Section; Number format: 1,2,3,... Hit OK then hit "Cancel" in the "Footnote and Endnote" screen.

- * I like to gang similar references (a) (b) (c), etc. It's best to put these in chronological order.

- * I usually remove the "Jr." from names, because it looks weird and is not really necessary.
- * It's best to use page ranges, rather than just the first page.

Cross-references:

* You should not duplicate a reference in a paper. Instead, you want a marker that leads the reader to the earlier reference. In MS Word, this is a "cross-reference." To do this, choose Insert > Cross-reference... then select Reference Type: Endnote. It will show all of your endnotes. Select the appropriate one, then hit OK. Now, there is a marker in the text. You typically need to make this superscript.

* The problem is that if you change the order of your endnotes or remove endnotes, this cross-reference is not automatically updated. To update all of the cross-references, go to the text, use Ctrl-A or Apple-A to select the whole text, then:

- On a Mac, hit F9
- On a PC, right click, then click Update Field

This will update all the references. If your cross-reference refers to something that was deleted, the crossreference will say "Error! Bookmark not defined." You need to re-do the cross-reference.

* You must update cross-references separately in the endnote section of your paper and in the main text, because "Select All" does not select both. I usually do one final "Update Cross-References" before giving a paper to students/collaborators/submission.

* If you change the order of a lot of your paper, make sure that your cross-reference is not before the real reference, or your references might not be in numerical order.