**Proper text editing in Word**

ENG 210

To use true paragraph indents, slide the upper triangle on the ruler (turn on under View tab) or go to the Paragraph Tab on the Home menu, click arrow bottom right, Indentation->Special->First line). You should not need to use the tab key, and never use spaces.

Spacing and alignment (left, right, centered, justified) are in Format-Paragraph. Alignment is also on the formatting (Home) tool bar.

Click on the **¶** button on the Home menu->Paragraph tab to get the invisible characters. If you don’t have the **¶** button, go to File->Options-> Customize the Ribbon. Recall that a tab is an arrow, a space is a small square and a paragraph is the paragraph mark (**¶**). True indents will have no hidden character. So, for a proper text file intended for publishing:

* Use true paragraph indents as described above.
* Use true page break (Insert menu->Page Break), not a series of **¶**
* Set tabs numerically or on ruler.
* Use a single space, not double, at the end of a sentence.
* Don’t add/leave returns at the end of lines.
* Don’t use “O” for “0” or “l” for “1.” This can happen in text that has been scanned (digitized through optical character recognition or OCR software).
* Use real em dash, (—) not two hyphens (--); en dash (9–5) not a hyphen (9-5). Insert->Symbol or File->Options->Proofing->AutoCorrect Options. Also Ctrl + -(number pad) – Ctrl +Alt+ -(pad) —
* Use typographer’s (curly or smart) quotes (“ ” ‘ ’) not inches and feet marks (" " ' ' ).
* Use real ellipses (…), not three periods (...).
* Use real fraction characters (½) not standard numerals (1/2)
* Use true diacritical marks (é) not an apostrophe after the letter (e'). Insert->Symbol.
* Titles are italicized or with quotes (depending on publication style) never underlined.

Most of the true characters can be found under Insert->Symbol. Also go to File->Options->Proofing->-AutoCorrect Options->AutoCorrect-Format (As You Type) and check options for smart quotes, symbol characters, fractions, ordinals and italics. You can also look at what’s available under the Character Map accessory on the Windows desktop. These include special symbols such as those for trademark, copyright, etc. Also with Wingdings or Dingbats, you have type that you can use as art. 

Don’t forget keyboard shortcuts: Ctrl-Z is Undo, Ctrl-P is print, Ctrl-X is cut, Ctrl-C copy and Ctrl-V paste (note where they are on the keyboard), Ctrl-S is save (document should always have name in the title bar at top of screen). You can see most shortcuts as Cursor hints when you mouse over. Recall that the Tab key moves you around in dialog boxes, and that Enter means OK (or any command with a dark shadow or dotted line around the button).

There are many ways to select text. Try holding shift and typing arrow keys, and double- and triple-clicking. Click at starting point hold shift, click at endpoint — this will select all in between. Learn to use “drag and drop” editing (select text, hold down left mouse button, note dotted icon attached to it and dotted line at tip, move to where you want it, release mouse).