I have received several requests for creating watermarks in Word97. To create a watermark on an existing document, follow these steps. Click on view and select header and footer. On the header and footer toolbar, select show/hide document text to hide the text in the main document. Click on insert and choose text box. Create a text box and insert text such as draft, top secret, etc. You can format the text by highlighting it and selecting font on the format menu. Then close the header/footer to display the watermark. To insert a graphic as a watermark turn on the drawing toolbar and select text box and insert textbox onto page. On the insert menu, select picture and choose clip art. On the drawing toolbar, select draw. Then choose order on the drop down menu. From those options, choose send behind text. If no line is desired on the text box, select the line color (no line) button the drawing toolbar. Select no line. Click on the graphic to select it. Now, under the format menu, select object or picture. Under image control, select watermark from the color box. NOTE: To view a watermark as it will appear on the printed page, switch to page layout view or print preview.

OK, now how do I get rid of them? When you select insert, page numbers, notice the position choices, either header or footer. This is important because when you want to edit or remove page numbers from a document, you need to go to the header or footer to do this. Make sure you are in page layout view and either double click on the header/footer area or select view, header and footer. Double click on the page number to highlight it and then delete it. Close the header/footer dialog box and your page number should be gone.

Play it again Sam. Do you find yourself repeating certain actions in Word. Try the F4 key or CTRL+Y combination. For instance, you are in a table and you want to insert a row, you click on table, insert rows and one new row appears, you realize you need three rows, but instead of repeating the above steps, try using the F4 key. This should work with anything you want to repeat; repeating copied text, inserting identical text boxes, inserting the same sentences, etc. Once you start using this repeating key, you will wonder what you did without it.
COLOR BACKGROUNDS

For those of you who get tired of the same old black letters on white background, and I know you do, try this fun option to add color to your backgrounds. Word97 offers two choices of background colors, black on white and white on blue. To change to either of these options, choose tools, options, and select the general tab. Select the checkbox labeled “Blue background, white text.” Now click on ok. Notice the new background.

Now suppose your eyes need more satisfaction, how about purple or green. To check this out, click on format, background and select a color. If you were in normal, page layout, outline or master view, Word will automatically change to OnLine Layout view and you should see your new color combination. You can position the cursor on the dividing line and move it to the left or right if needed. Get ready to get those sunglasses out!!!

KEYBOARD PROBLEMS

This is a quick tip regarding your keyboard. I have received several calls from people who say they are in Word or GroupWise and when they hit the tab key, their PC starts acting up and takes them to another open program. Your keyboard is acting much like the way it acts when you use the alt+tab key combinations to switch to another open program. To alleviate this problem, lightly depress both of your alt keys. Sometimes your alt keys are stuck and when you try to tab, your keyboard is actually doing what it is supposed to and take you to another open program.

OBJECT BROWSER

Sometimes you may need a more efficient method of finding something in your document. Try using the object browser, a new feature in Word97. The object browser is located on the bottom right corner of your screen and includes three small tools, a double-up arrow, small ball, and a double-down arrow. The double arrow tools will look familiar from earlier versions of Word, however the small ball located between the two allows you twelve options to change what the arrows look for when you click on them.

Some options are *go to, *find, and also *browse by options.

PAGE BORDER

Try spicing up your document with an artistic page border. If you are not going to apply the border to all the pages in the document, position your insertion point in the section that will use the borders. If you need it on all the pages, make sure you insert the page border as a header. Now, click on format, borders and shading, and select the page border tab. Unlike adding borders to paragraphs, you can use the Art drop-down list to select an artistic border for your page. Use the controls in the dialog box to select how you want the border to appear and where, maybe you only want it on the top and bottom, notice the preview area and click which sides of the page you want to have borders on. By default the entire page should be selected. Click on apply to and select which section. Click on ok and check out your new creation.
ONLINE FORMS
University forms found under BU documents on the s: drive

Many of the frequently used university forms can now be found on the s:drive under BU Documents. These forms have been created in a way that is very user friendly. Most forms enable the user to tab through the form and fill in the appropriate fields. Some of the forms, such as the Travel Approval Request, have calculation fields. Other forms like the Kehr Union Reservation Form enable you to click on checkboxes or use the space bar to fill in the check box. All of these forms were created to help us work more efficiently and if you have any suggestions for further enhancements, please let me know. Below is a list of the more recent forms put on the s:drive and which office on campus requested the forms to be created:

◊ Justification for Teaching Faculty, McGuire Memo, Omnibus Form, and Overload Justification – Provost Office
◊ Kehr Union Reservation Form – Student Activities
◊ Travel Approval Request – Budget Office
◊ Access Authorization Request – Computer Services
◊ Request for Programming Support – Computer Services
◊ Search Documents – Social Equity

The following instructions will show you step by step how to save the above documents on your hard drive as templates, so that you can click on file, new and these templates will appear in your dialog box.

◊ While in Microsoft Word, click on file open
◊ Find the s:drive and double click to open the document you want to save as a template
◊ In the save file as type box, click on the down arrow and choose document template
◊ Notice how your files now are in the document template directory. Everyone should have the normal dot listed there as well as any other templates you may have created
◊ Click on save and test your new template by clicking on file, new and choosing your template

GROUPWISE
Share personal address books.

If your co-worker has a personal address book group you've been coveting, don't touch that export/import stuff. Have your friend add your name to the group (if you're not in there already), then the next time he or she gets ready to send to the group, make sure you disable any auto-delete rules you might have running. When you open the message, click Reply, and then (and here's the tricky part) click Reply To All. Click OK. When the reply message appears, don't try to send it. Instead, click Address Book. The Address Book appears with, get this, all the members of the group (except you, but you can add your name if you want) in the Address List. Click Save Group, name the group, then click OK.

Thanks to Nawal Bonomo for testing this for me.
STRENGTHENING YOUR SKILLS
Put your fingers to the test with the following exercise.

Moving Table Rows Quickly
I am sure you are all aware of cutting and pasting, but this will absolutely astound you, unless of course you have already been using it. Let’s say you have a big table, like the planning document and you are asked to move items 30-35 up to rows 20-25. Highlight the rows you need to move, hold down the SHIFT and ALT keys, press the up arrow and watch the rows magically relocate to their new position in your table. Couldn’t be easier.

Moving Rows and Columns With the Mouse
This method may be familiar since you can move regular text the same way. Select the entire row or column, click on the highlighted row or column and make sure you hold down the mouse button. The cursor will change to a small box next to the pointer arrow “ghost”. Now you can drag the row or column where you need it and release the mouse button.

Copy Rows and Columns With the Mouse
If you need to copy rows or columns, select the entire row or column, click on the highlighted row or column and again, make sure you hold down the mouse button. Hold down the CNTRL key as you click on the highlighted row or column. The cursor will change to a “ghost” cursor. While holding down the CNTRL key, drag the row or column to the place where you need it copied. Make sure the insertion point is positioned in the row or column before that which your copied row or column will appear. Now release the mouse button. The copied text should be in the new location.

Working with inserted table columns
When you add a table to your document, Word determines the column width by dividing the space available between margins by the numbers of columns in the table. IF you later add a column to the table, the inserted column will push the right edge of the table past the right margin, thus making it difficult to “grab” and resize the right-most column. There are several ways to deal with this type of situation. One suggestions is to switch to landscape orientation, adjusting the column wide and then switch back to portrait orientation. Another method is switching to Normal View as opposed to Page Layout view. This allows you to see the columns that extend past the right margin and make adjustments. If you want to adjust all the columns so everything fits as well as possible, follow these steps.
1. Select the entire table.
2. Choose Cell Height and Width from the Table menu. This displays the Cell Height and Width dialog box.
3. Make sure the Column tab is selected.
4. Click on AutoFit.
If the table is empty, the columns are evenly resized so they fit within the page margins. If there is text in any of the columns, the column width is set so that it fits on a line (if possible). Once your column widths are set in this way, you can do any final column adjustment as necessary.
Word allows you to divide a document into different layout areas called sections. Each section can be set up so that it starts on a new page, odd page, even page or is continuous. (Choose Break from the Insert menu to see what types of section breaks are available.)

CHANGING SECTIONS
Understanding section breaks
using sections, it seems a bit confusing. We will review by looking at the following example. Let’s say you have a document in which there are three sections.
* Section 1 is formatted as New Page
* Section 2 is formatted as Continuous
* Section 3 is formatted as New Page
It is important to remember that the formatting for each section is maintained inside the section breaks at the end of the section. This may be confusing because even though there are three sections, you can only see two section breaks in the above example. The reason is as follows:
* The formatting for Section 1 (New Page) is in the first section break.
* The formatting for Section 2 (Continuous) is in the second section break.
* The formatting for Section 3 (New Page) is in the implied section break that is always at the end of a document.

To delete the second section break, position your cursor just before the section break and press the Delete key. This deletes the formatting for the second section and the text in that section automatically is formatted according to what was in the third section. Now you end up with two sections, as follows:
* Old Section 1 (New Page)
* New Section 2 (old Section 3, still New Page)