

1. Configure Cut and Paste



Word Options			?	×
General	Cut, copy, and paste			
Display	Pasting within the same document:	Keep Source Formatting (Defau	ilt) 🔻	
Proofing	Pasting <u>b</u> etween documents:	Keep Text Only	~	
Save	Pasting between documents when style definitions conflict:	Keep Text Only	-	
Language	Pasting from other programs:	Keep Text Only	Ŧ	
Ease of Access	Insert/paste pictures as:	In line with text 🔻		
Advanced	✓ Keep bullets and numbers when pasting text with Keep Te	xt Only option		
	Use the Insert key for paste			
Customize Ribbon	Show Paste Options button when content is pasted			
Quick Access Toolbar	✓ Use smart cut and paste ^① Settings			
Add-ins				

Change the settings as shown above. Click Use smart cut and paste > Settings:

Uncheck all options except Adjust sentence and word spacing automatically. This ensures that Word removes extra spaces when you delete text, and adds extra spaces when you paste text:

Settings		?	×
Default settings			
Use <u>d</u> efault options for:	Custom		\sim
Individual options			
Adjust sentence and y	vord spacing automat	ically	
Adjust <u>p</u> aragraph spa	cing on paste		
Adjust <u>t</u> able formattin	g and alignment on p	aste	
Smart <u>s</u> tyle behavior			
Merge formatting whe	en pasting from Micro	soft P <u>o</u> w	erPoint
Adjust formatting whe	en pasting from Micro	soft <u>E</u> xce	I
Merge pasted lists wit	h surrounding lists		
	ОК	Ca	ncel

2. Turn on Field Shading, etc.

Scroll to Show Document Content:

Word Options		?	×
General	Show document content		
Display	Show background colors and images in Print Layout view		
Proofing	Show text <u>w</u> rapped within the document window		
Save	Show <u>picture placeholders</u>		
Language	✓ Show drawings and text boxes on screen		
Fase of Access	✓ Show bookmarks		
	Show text boundaries		
Advanced	Show c <u>r</u> op marks		
Customize Ribbon	Show field codes instead of their values		
Quick Access Toolbar	Field shading: Always		
Add-ins	Use <u>d</u> raft font in Draft and Outline views		
Trust Center	Nam <u>e</u> : Courier New 🔻		-

Selecting Always in the Field shading dropdown ensures that Word displays text automatically generated from fields, e.g. page numbers, with a pale gray background. Leave Bookmarks checked so bookmarked

text is displayed with gray square brackets, e.g.

[This is a bookmark]



3. Turn off AutoFormat As You Type

Go to Proofing, click Auto-Correct Options and select AutoFormat As You Type. Uncheck options as shown, including those that automatically format lists and indents, and especially Automatically as you type and Define styles based on your formatting. Useful options to leave checked are shown. (Using non-superscript ordinal numbers, e.g. '1st' rather than '1st', is a personal preference.)

autocorrect		? ×
AutoFo	ormat	Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Replace as you type —		
✓ "Straight quotes"	with "smart quotes"	🗹 Ordinals (1st) with superscript
Fractions (1/2) wit	th fraction character (½)	🗹 Hyphens () with dash (—)
Bold and _italic	with real formatting	
Internet and netv	vork paths with hyperlir	nks
Apply as you type Automatic bullete Border lines Built-in Heading	ed lists styles	Automatic numbered lists
Apply as you type Automatic bullete Border lines Built-in Heading Automatically as you ty	ed lists styles /pe	Automatic numbered lists
Apply as you type Automatic bullete Border lines Built-in Heading Automatically as you ty Format beginning	ed lists styles /pe g of list item like the oni	Automatic numbered lists
Apply as you type Automatic bullete Border lines Built-in Heading Automatically as you ty Format beginning Set left- and first-	ed lists styles /pe g of list item like the on- indent with tabs and bi	Automatic numbered lists Tables before it ackspaces

Note: press Ctrl+Z

immediately after Word performs any autoformat operation to remove the autoformatting. This works for all AutoFormat As You Type options.)

4. Turn off AutoCorrect

Select AutoCorrect:

This is a useful tool, but make sure it is working for you and not against you! Go through the Replace text as you type list, remove any unwanted replacements, and, add your own if desired.

The Correct TWo INitial CApitals feature can mess up common abbreviations such as IDs, and many ISO symbols, e.g. MHz, so click Exceptions and add these to the list:

AutoCorrect Exceptions		?	\times
First Letter INitial CAps Other	Correct	ions	
Don't correct:			
		Ado	i
IDs MHz PAs	^	Dele	te
Automatically add words to list	~		
0	K	Car	ncel

utoCorrect: Englis	h (United States)		?	×
Au	toFormat	Actions	5	
AutoCorrect	Math AutoCorrect	AutoFormat	As You Typ	pe
Show AutoCo	orrect Options buttons			
Super Addecontect Options buttons Correct TWo INitial CApitals Capitalize first letter of sentences Capitalize first letter of table <u>cells</u> Capitalize <u>names</u> of days Correct accidental usage of cAPS <u>L</u> OCK key Replace <u>text</u> as you type		ins		
Replace:	<u>W</u> ith: ● Plain text ○ Forma	atted text		
(c)	©			•
(e)	€			
(r)	•			_
(tm)	тм			
:(*			~
Automatically	use suggestions from the spe	Add ling checker	Delete	•
		ОК	Ca	ncel



5. Set Grammar and Style Checking

Grammar Settings Writing style: Grammar & Style Grammar and style options: Require

Grammar:

Comma required before last list item: Punctuation required with quotes: Spaces required between sentences:

Capitalization

Go to Proofing, scroll to When correcting spelling and grammar in Word:

Word Options		?	×
General	When correcting spelling and grammar in Word		
Display	Check spelling as you type		
Proofing	✓ Mark grammar errors as you type		
Save	✓ Frequently confused words		
Language	✓ Check grammar with spelling		
Ease of Access	Show readability statistics		
Advanced	Writing Style: Grammar & Refinements Settings		
Customize Ribbon	Rechec <u>k</u> Document		

Check Check grammar as you type and set Writing Style to Grammar & Refinements. In non-Office 365 versions of Word, select Grammar & Style:

Grammar Settings

Aavanced	Show readability statistics			
Customize Ribbon	Writing Style:	Grammar & Style 🗸	Se <u>t</u> tings	
Quick Access Toolbar	Charle Door	- ont		

Click Settings and check all options:

In non-Office 365 versions of Word, check all Style options except Use of first person. Require settings are personal preferences:

ons of Word,	Writing style:
except Use	Grammar & Refinements
settings are	Options:
settings are	Opinion Markers
	✓ Slang
	Subjunctive Mood
2	Inclusiveness
? X	Ethnic Slurs
	Gender-Specific Language
×	🗹 Mental Health Bias
	Punctuation Conventions
	Comma with Adverbials
^	🗹 Oxford Comma
always 🗸	Unnecessary Comma
inside 🗸	Punctuation Required With Quotes inside
1 🗵	Space Between Sentences one space 🗸
	Decume
	Reset All OK Cancel

To ensure you see all grammar

problems, select all your text, go to Tools > Language > Set Language and uncheck Do not check spelling or grammar.

Wordman

You can contact Wordman at <u>wordman@wordmanspeaks.com</u> or via the Wordman Speaks website at <u>WordmanSpeaks.com</u>.

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