



Top Tips Newsletter October 2008

Dictionaries

Does it annoy you that most PCs are set up to recognise American English, which means that when you do a spell check, you have to keep changing 'organize' to 'organise' and so on? If it does, then why not change your default settings to English? On the Word toolbar, select '**Tools, Language**' and then '**Set Language**'. Scroll down until you see **English (U.K)** and select that option, then press '**default**' to change all your settings to English (U.K.).

Alternatively if you just want to change the settings in a particular document, select '**Ctrl a**' to select everything, then follow the steps above but select '**ok**' instead of 'default'.

Screen Printing

If you ever want to copy a window but don't want everything on your PC screen to be copied, you can use '**Alt**' and '**Print Screen**' and this will copy just the topmost window. Close the window, then you can then use '**Ctrl v**' to paste it wherever you want.

AutoText Entries

Do you have complicated words, text or addresses that you use regularly? If so you could add them to your AutoText list and save yourself some typing.

Firstly, on the Word Toolbar select '**View**' and then '**Toolbars**' and select the '**AutoText**' toolbar. Then highlight the word, text or address you want to save and move your cursor up to the AutoText toolbar and click on '**New**'. You will be prompted to accept the name suggested or you can change it to something else, then click '**ok**'. Now, whenever you type that name, your AutoText entry will appear automatically. However, be careful not to use common words, or you'll have AutoText popping up everywhere as you type!

Look out for more tips in the December Newsletter.

Please note these tips have been tested out on Windows 2000 and XP.