

Inserting special characters.

Sometimes when writing either a formal report, or even a family letter, you need to use a character that is not found on the standard keyboard. This could be math symbols, fractions, trademark, or foreign currency symbols. Even our US symbol for cents (¢) is not found on a standard computer keyboard. Other times you may need to use special characters commonly used by foreign languages (some people use these in personal names as well. Examples are, ó and é.

Luckily, the major word processors provide you with hundreds of these special characters plus a lot of “fun characters” that you could use in personal mail. My son likes to write to us with sentences like this;

I would like to be  for , but  does not permit.

What ever reason, you can include special characters in your document by placing your cursor at the point you want the character and then go to the INSERT menu at the tool bar and choose either special character or symbol (dependent) on which word processor program you use. On page 3, I show the three dialog boxes you will see for WordPerfect, for OpenOffice and for Microsoft Word.

You will note that different characters are available in different fonts. Generally you will want to use the same font you are using for your document. You search the list and when you find the character you want, click on it and then choose the appropriate button from the box.

Replacing text.

We have all found at one time or another that we would like to change one word or phrase in an entire document with a different word or phrase. Maybe you misspelled some ones name, or an editor does not like a choice of words or an abbreviation or acronym and wants it changed. Manually looking for all examples of the problem area is tedious and prone to errors. Again, the better word processing software can come to your aide.

In our three programs you can go to the edit menu and there you will be given the option to find and replace text or features. Page 4 shows the three dialog boxes that you will be provided when you choose to do a find and replace. You enter the original text in the top line and the new text in the second line and then exercise your options with the buttons provided. Microsoft Word will even let you replace special formatting features with new features or text. For instance, you can replace a page break with a section break (or visa versa) or the symbol > with “no text” (effectively removing it).

Note you can copy the original text you want replaced, or substituted, and then paste that into the dialog box saving you the trouble of typing it in or finding the special character.

Auto-correction, why, what and where.

All of the better word processing programs have spell checkers and some form of grammar checker plus some additional “auto-correction” features. Maybe they capitalize the first word in every sentence. Maybe they automatically make the second letter in a word lower case when you type both the first letter and second letter in upper

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case. Maybe every time you type a left (, then the letter r, then a right), it changes that combination to ®. These auto-correction features are included because users have requested them and the software writers agreed to include them.

But what if you want to type MHz and don't want the computer changing the H to lower case. Or you want to add a feature that your program does not include. For example, every time I type "vcc" I want the computer to change that to "Verde Valley Computer Club".

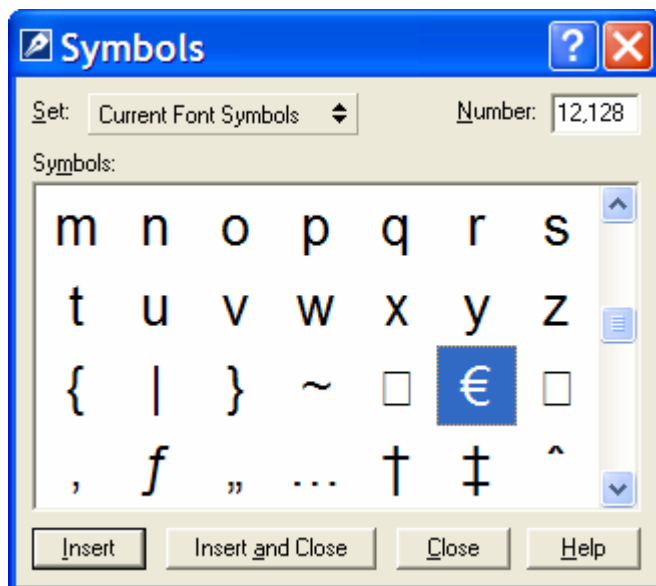
You do have control over this.

In MS Word, go to the menu item Tools and choose AutoCorrect Options.

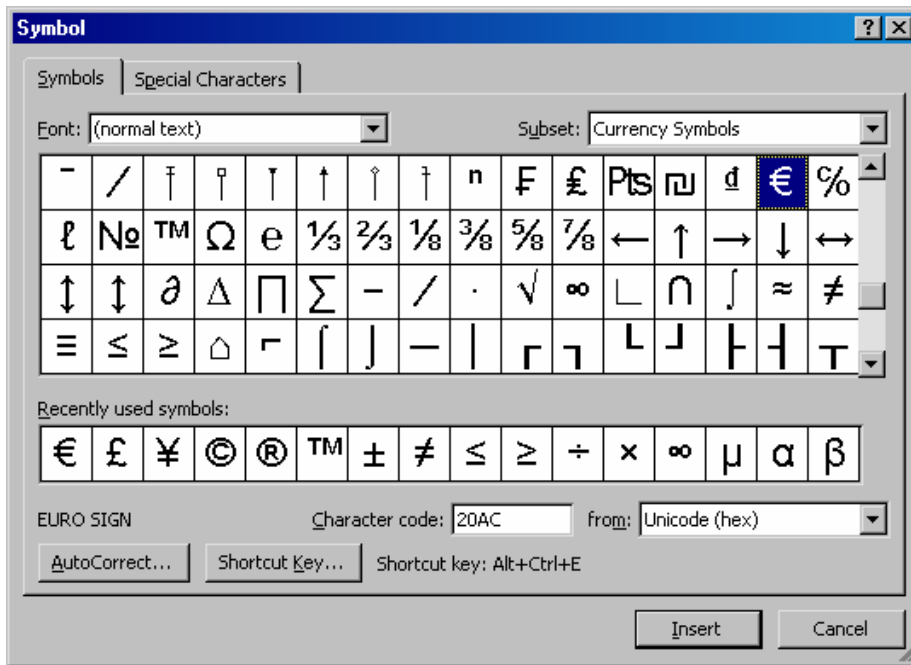
In WordPerfect go to the menu item Tools and choose QuickCorrect.

In OpenOffice go to the menu item Tools and choose AutoCorrect/Autoformat.

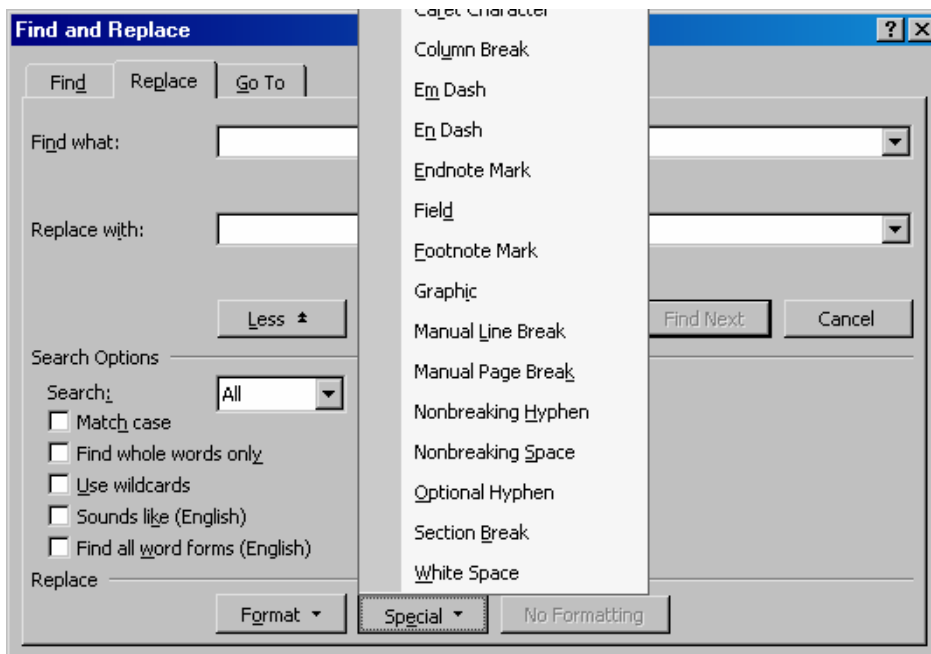
In the dialog boxes shown on pages 5 and 6, you will be given a lot of options. Too many to write up here, but you should be able to figure out the options. Here you can add functions or turn off functions that bug you.



Insert "Symbol" dialog box for WordPerfect.

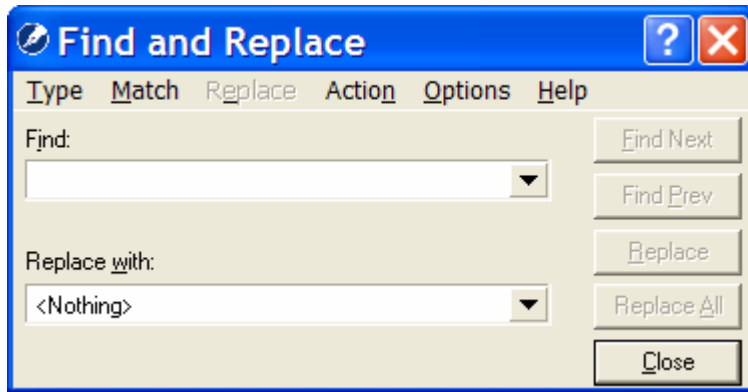


Insert "Symbol" Box in MS Word.



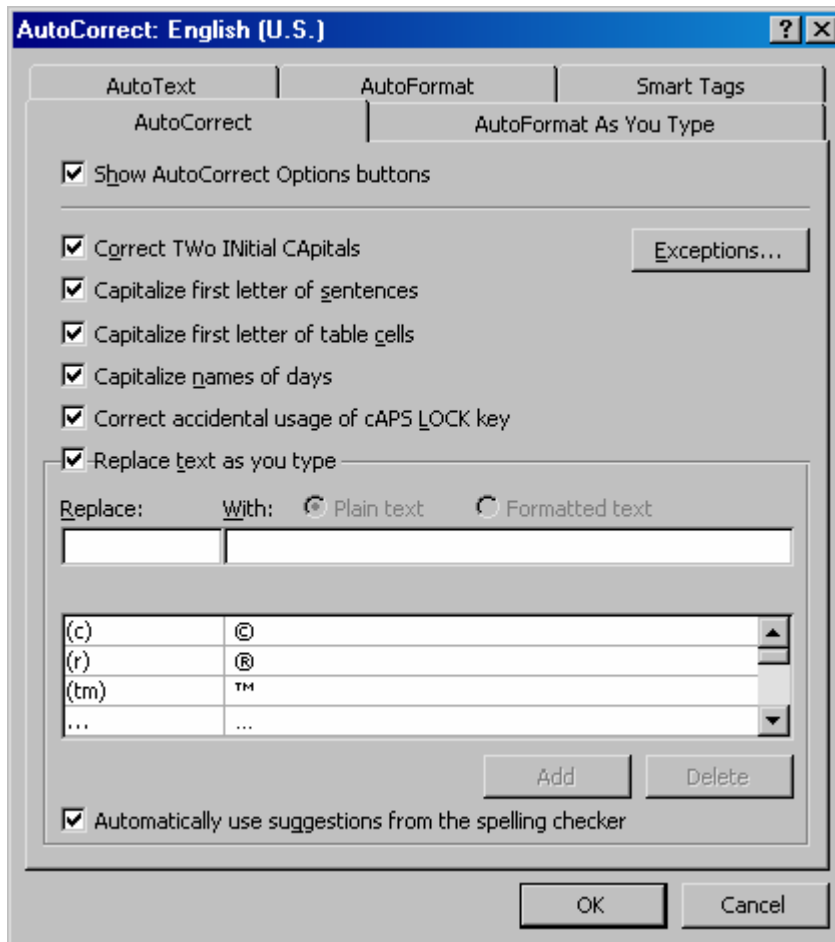
Find and Replace dialog box in MS Word (special feature list truncated)

Go to the Menu item EDIT to find this option.



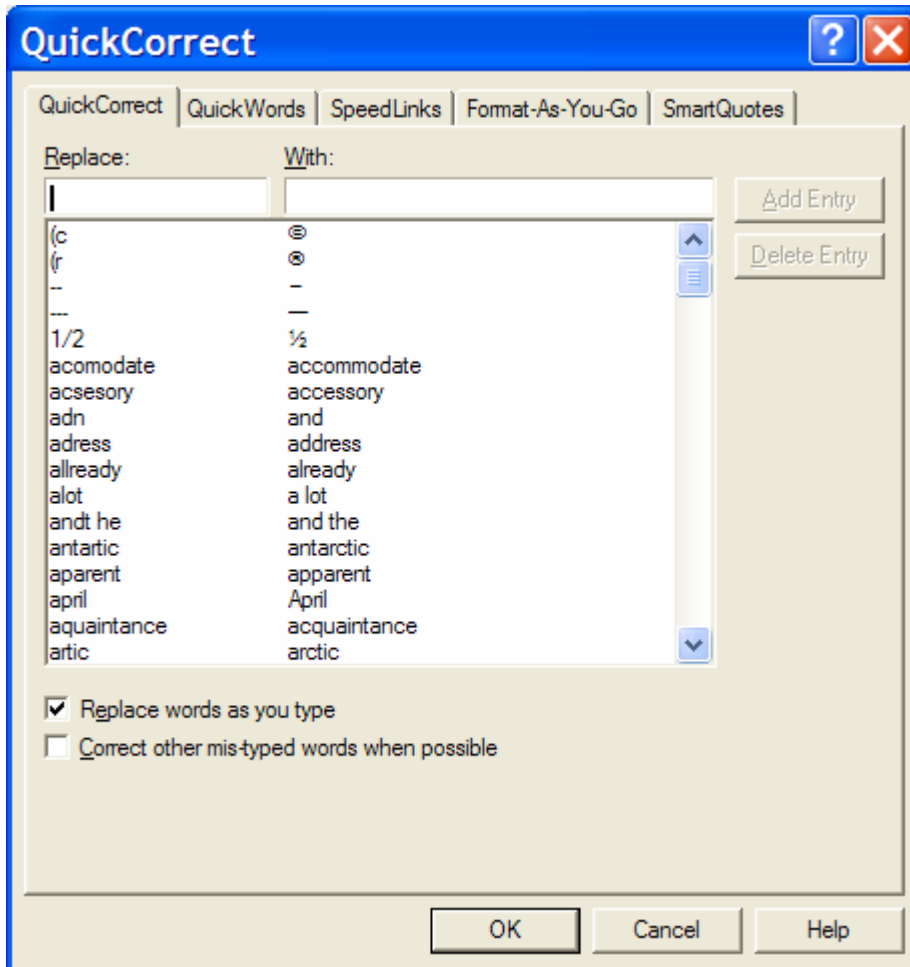
Find & Replace dialog box in WordPerfect.

Go to the Menu item EDIT to find this option



AutoCorrect dialog box from MS Word.

Go to the Tools Menu to find this option



QuickCorrect dialog box for WordPerfect.

Go to Tools Menu to find this option.