

Understanding Microsoft Word's Three Levels of Formatting

Have you ever copied text in Word expecting it to be formatted one way and once pasted to the new location, it changes? You're not alone. Understanding the three levels of formatting may help you predict these changes and how to correct them.

Level 1, Font—Formatting that can be applied to as little as one character, including anything in the *Font* dialog box (*Format* menu) such as font face, size, color, character spacing, etc. This may also include text borders and shading, and language settings. All font formatting is stored in the character to which you apply it.

Level 2, Paragraph—Formatting you can apply to as little as one paragraph, including anything in the *Paragraph* dialog box (*Format* menu) such as indents, space before and after the paragraph, line spacing, etc. This also includes tabs, paragraph borders and shading, and bullets and numbering. All paragraph formatting is stored in the paragraph mark (¶) at the end of the paragraph.

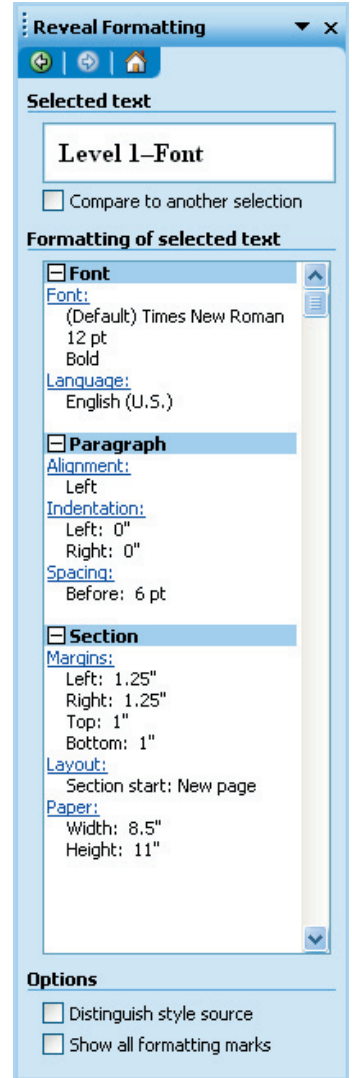
Level 3, Section—May also be referred to as page formatting. Any formatting that requires a section break

in order to change it for just part of the document, including anything in the *Page Setup* dialog box (*File* menu) such as margins, page orientation, etc. This includes page borders, headers and footers, page and footnote/endnote numbering, and text columns. All section formatting is stored in the section break that falls at the end of the section (except for the last section in your document, in which case the last paragraph mark also stores the section formatting).

You can avoid unpredictable formatting, and see what's going on in your documents when you work with formatting marks visible (click the **Show/Hide ¶** button on the standard toolbar). Then, you will see paragraph marks and section breaks

(both of which store formatting—so adding or deleting them can drastically affect how your document looks) as well as other formatting marks that can simplify or complicate your document such as spaces, tab characters, and page breaks.

To see all formatting for your selection, you will want to turn on the *Reveal Formatting* task pane (on the *Format* menu, click **Reveal Formatting**). This will give you a good look at the formatting applied to the selected text

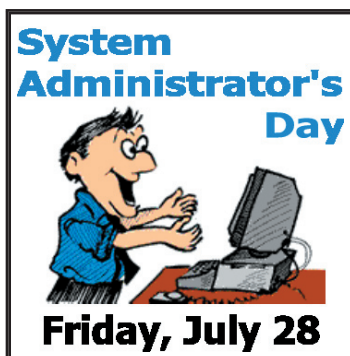


Add Leading Zeros to Numeric Strings in Microsoft Access

There may be times when you need to convert a number to a string with a fixed number of leading zeros. For example, you might need to change the number 55030 to 0055030. Chances are that the formula you use to do this is much more complex than it needs to be. This is especially likely if the number of characters in the original number varies.

Fortunately, there's a very simple technique you can use to accomplish this task. Just add the original number to the number 1 followed by as many zeros as characters needed, and then extract the number of characters needed from the right of the result. For instance, to create the previous example, you need a string that's seven characters long. The formula to get the desired answer is:

Right([original_number]+10000000;7)



good look at the formatting applied to the selected text

See *Word* on page 2

10 tips for finding information on the Internet

1. Use the advanced search field

Almost all search engines have an “advanced search” area that provides Web surfers with more specific options. Here, you can search by an update date, look for Web sites with a specific domain like “.net,” or find Web sites in a preferred language.

2. Search with a phrase

To better help the search engine find what you’re looking for, offer a sequence of words in a specific order, using quotation marks around the phrase. For instance, if you’re looking for information on the TV show Saturday Night Live, type “Saturday Night Live” into the search window. Without quotations on each end, search engines will likely look for Web sites containing any of the words separately: Saturday, night, and live.

3. Be specific

If broad search words like car classifieds yield too many results, try more specific words such as used car classifieds, Mercedes classifieds, or London car classifieds.

4. Use alternative search words

If your keywords do not produce the results you want, try synonyms. Use a thesaurus like Roget’s Interactive Thesaurus or Merriam-Webster Online to find alternative search words. After all, a dog is also a canine, a pooch, a mutt, a hound, a pet, and man’s best friend!

5. Insert a plus or minus sign

This trick usually works in most search engines. Put a plus sign (+) in front of a word that must be found in the search window. For example, `city guides + New York` will help you narrow the search for city guides for New York only. Similarly, place a minus sign (-) in front of a word that you do not want to appear in the search results. Typing `python -Monty` will allow you to come up with results for snakes and not the British comedy troupe.

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(or at the location of the insertion point) for all three levels of formatting. Please note that bullets and numbering, even though it is paragraph formatting, is separated out because it is a uniquely handled feature.

Just remember when you approach any document, take just a bit of time to plan. When you take the time to stay in control and understand what’s going on in your document, you’ll always spend less time getting it done and be happier with the results. ☞

6. Just search the domain name

If you know the Web site that you want to search, but aren’t sure where the information is located within that site, you can tell your search engine to only search that domain. Enter what you’re looking for in the search field, followed by the word “site” and a colon, and then by the domain name. For example, to find admission information for the University of Nebraska–Lincoln, enter this: `admission site:www.unl.edu`.

7. Explore “best of” sites

If you’re after quality and not quantity, a few search engines provide access to hand-picked “Best of the Web” sites. One example is About.com.

8. Eliminate inappropriate content

If you prefer not to have adult sites included in your search results, activate SafeSearch on MSN Search’s settings page or on Google’s advanced search page. While not 100 percent accurate, this function will eliminate sites that contain explicit sexual content from the search results.

9. Save time with a search toolbar

If you do a lot of searching on the Web, consider downloading the free MSN Search Toolbar or Google Toolbar, which always sit near the top of your Internet Explorer browser window. This way, you do not need to leave the Web site you’re on to type in a new query.

10. Specialize your search engine

Lastly, keep in mind that there are many specialized search engines. MSN Search and Google, for example, have an image search, shopping-related Web sites, new-related articles, and a local search for maps and driving directions. Many more specialty search engines can be found at Search Engine Watch. ☞

TIPS & TRICKS

Adobe InDesign: Restore Default Settings

1. Press **CTRL+ALT+SHIFT** as you launch the application.
 2. Click **Yes** in the resulting dialog box to delete your preferences files.
- You can also reset the various warning dialog boxes that you may have turned off previously.
1. Go to the **Edit** menu, move to **Preferences** and select **General**.
 2. Now click the **Reset All Warning Dialogs** button and then click **OK**.