



Turning the tables

Tim Nott performs the impossible — placing a **landscape table** in a portrait Word document.

In my very first *Hands On Word Processing* column, I stated that it was impossible to produce a landscape table in Word on a separate page within a portrait document, whilst keeping the headers and footers in portrait format. In other words the page number and chapter title, say, appear at the bottom and top of the page as normal but you rotate the page 90 degrees to read the table. But that was then, and this is now.

You can do it in Word 97 with a little planning. First, decide which way round you want the table. Let's assume it's on a right-hand page and you want the headings to appear nearest to the binding.

➤ **Create the table** with the intended headings running up the left-hand side of the page, from top to bottom.

➤ **Create the row labels** along the bottom of the page, running left to right. Insert the rest of the data and select the whole table.

➤ **Go to Format**, Text Direction, and choose the bottom-to-top direction.

Bingo! — you have a sideways table on a portrait page [Fig 1]. Subsequent formatting is something of a challenge, as either you or the monitor needs to be turned through 90°.

■ Autoformat revisited

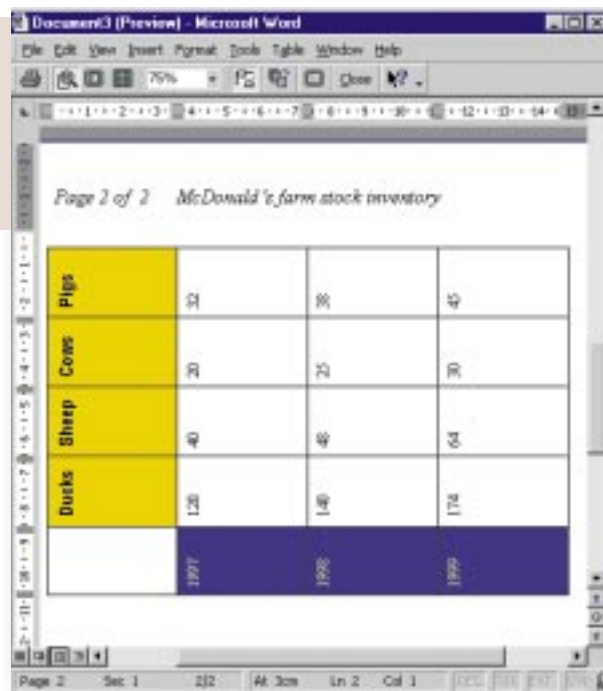
Another long-running Word saga has been the stripping of excess carriage returns out of text pasted in from, say, an email message. The two approaches so

far discussed have used the search-and-replace feature to replace all double carriage returns (a.k.a. paragraph markers) with a placeholder such as ##, then replacing all remaining paragraph marks with a space, then replacing the placeholders with a single paragraph mark.

All this can be wrapped up in a macro, and I went into further detail in last November's column, which you will find in the back issues on the PCW CD-ROM. This is useful for parts of a document but reader Annabel Cormack produced a better way for entire documents by saving as 'Text with line breaks' and opening them as 'Text with layout' (see February's column).

There is a 'Third Way' — and this tip didn't come from Tony Blair but *Hands On* colleague Andrew Ward.

► **FIG 1 ON THE SIDE: A LANDSCAPE TABLE WITHIN A PORTRAIT PAGE**



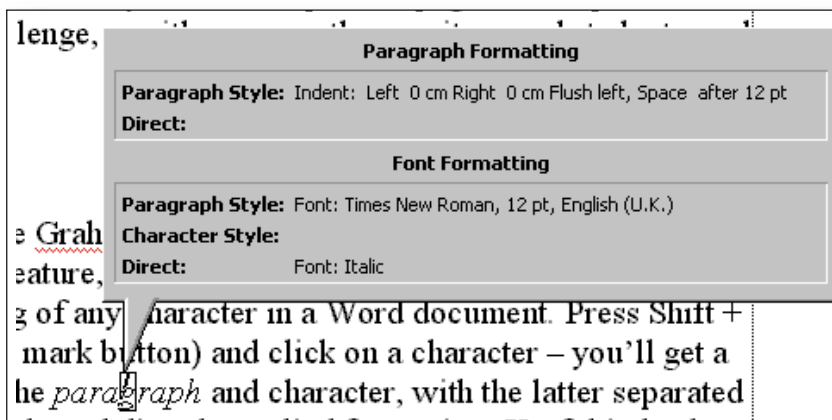
Highlight the text, go to Format, Autoformat, and select Email from the 'Please select a document type...' list, then click OK. This does a far better job than either method because it also gets rid of anomalies like the equals signs that appear at the end of lines in some email messages, and '=A3' for a pound sign.

Incredible though this seems, it has been in existence from at least the days of Word 97 with Service Release 1, possibly even longer, but has hitherto passed unnoticed by both the writer and readers of this column.

■ Readers' tips

Further to my reply to Robbie Grahame's request (in the April column) for a Word equivalent to WordPerfect's 'Reveal Codes' feature, Jes Nyhus wrote from Denmark to point out a way of pinpointing the formatting of any character in a Word document.

Press Shift + F1 (or click the arrow + question mark button) and click on a character. You'll get a pop-up listing, the formatting of the



◀ **FIG 2 SHOW ALL THE FORMATTING OF ANY CHARACTER**

Questions & answers

Q When using Word 97, I've noticed that if I open a .DOC file by double-clicking on it in Explorer, rather than from Word's Open dialogue, Word starts as usual but the document is now named as 'Document 1' rather than its real name. What could be going on?

JACK SHEEHY

a It sounds as if the default action for .DOC files has been changed from Open to New — in this case Word will create a new document using the original as a template, rather than open the original for editing. You will probably find that if you right-click on a DOC file in Explorer, then New rather than Open is listed in bold text in the pop-up menu. Go (in Explorer) to View, (Folder) Options, File Types. Find the Microsoft Word Document file type and click Edit. Highlight Open in the Actions list, then click the Set Default button.

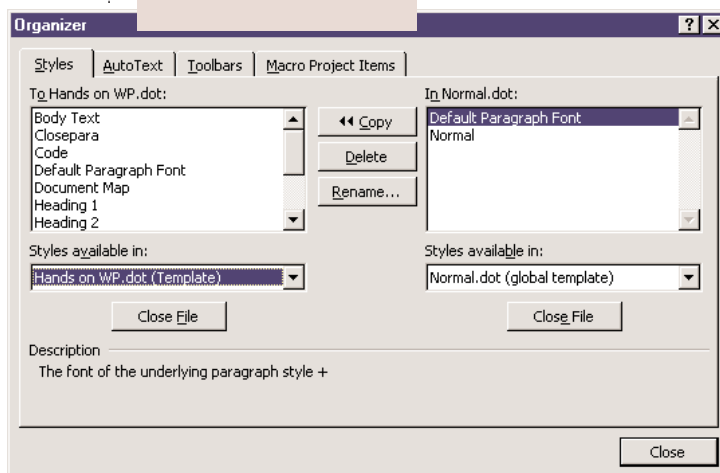
Q Is it possible to add commands to Word's right-mouse-click menus? It would save me a lot of mouse mileage when going

backwards and forwards between the toolbars.

VERONICA WALDORF

a It is, but the difficulty lies in finding the way in. First you need to go to Tools, Customise, Toolbars. You'll see a rather more comprehensive list of toolbars than you get from the View, Toolbars menu. Scroll down to Shortcut Menus and tick its box. A new toolbar will appear with three menus: Text, Table and Draw. Open the menu you want to customise, then the appropriate sub-menu (Text, Text, for example). Now return to the Customise dialogue and turn to the Commands tab. Scroll down the left-hand list to find the appropriate menu category, then drag the command from the right-hand list onto the chosen Shortcut

▼ FIG 3 TRANSFER MACROS, STYLES AND AUTOTEXT ENTRIES BETWEEN TEMPLATES



menu, which should still be open. The command will appear in the Shortcut menu. If you want to edit the wording of the command or change the icon, right-click on the new command and a self-explanatory pop-up menu will appear.

Q At work, when I use the button to insert a date into a header or footer, I get a UK English-style date (e.g. 12 April 1999). But on my home PC I get a US-style short date (e.g. 4-12-99). Both are using Word 97. Have I missed an update (no pun intended!) on my home PC?

DEREK PRYOR

a No, the header and footer date button inserts the date in the default format — as does Shift + Alt + D anywhere in the document. To change the default format go to the Insert menu, choose Date and Time, select the format you want from the UK and US options, and then

press the Default button. Untick Update Automatically if you want the date to be frozen, rather than recalculated each time you open or print the document.

Q Within the past six months we have purchased a Dell Computer along with Office 97. Each time we close, or save anything, it takes longer to perform the task. We have tried defragmenting the hard disc but it makes no difference. Additionally, we have lost our Autotext. The icon is still there but all the addresses we had saved have since disappeared.

BARBARA MCKENZIE-JONES

a The first problem is well-known — it sounds as if Outlook is logging the files on which you have worked. It is insidious because at first it makes little difference but as the log grows so does the delay, and Outlook does not have to be intentionally opened for this to happen. Go to Outlook's Tools menu, and under Options, Journal, turn off 'Also record files from...'. As for the Autotext problem, the entries are stored in document templates — you will need to dig out the templates from your previous system. You will be able to copy the Autotext entries from the old to the new templates by going to Templates and Add-ins on the Tools menu, and then clicking the Organise button [Fig 3].

paragraph and character with the latter separated into paragraph style, character style and directly applied formatting [Fig 2]. Useful indeed, and may I add that this feature also provides pop-up help on buttons, controls and menu items.

➔ **The Home key problem** from John Drew (also in April's column), elicited the following from reader Richard Benn:

'Your answer may not have solved his problem. I, too, had this problem and was able to solve it by unchecking "Navigation Keys for WordPerfect Users" in Tools, Options, General. With the option checked, Word will only send the cursor to the beginning of the line if the user presses Home followed by the left arrow key — pressing the right arrow key goes to the end of the line.'

This also affects other keys, though. I found, for instance, that the delete key will not work on a selection.

PCW CONTACTS

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