



Menu of the day

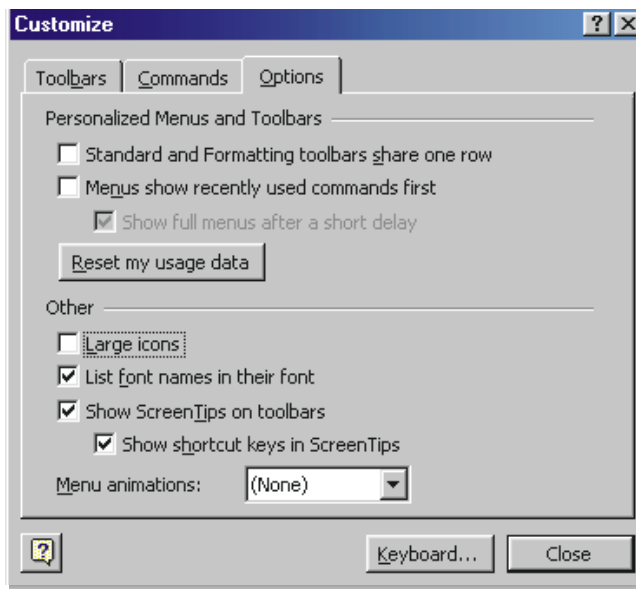
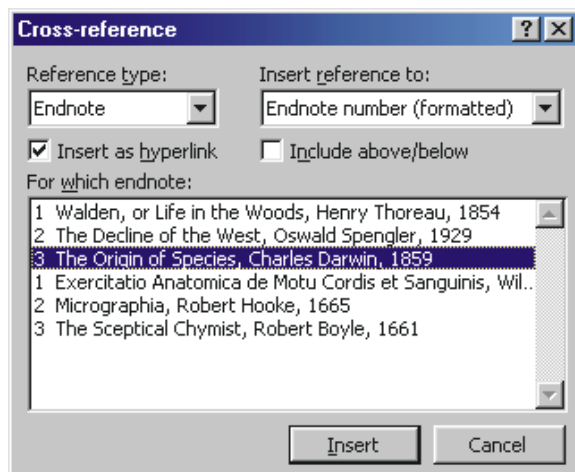
Tim Nott highlights the very clever **Adaptive Menu system** in the latest Office 2000 beta.

At the time of writing, phase two of the MS Office 2000 beta preview was well under way, with 700,000 users expected to take part. The final release of Office 2000 is due, as one Y2K bug-aware wag put it, 'some time in 1900'.

So far, I've only had a trickle of mail from fellow beta-users but there is one query that looks set to become an FAQ. A new, smart feature of the Office 2000 suite is the Adaptive Menu system. Click on a menu and you'll see around half the usual entries. Click on the double arrowhead at the foot of the menu (or simply wait a little while) and the menu expands to show the full set of commands.

It's actually more clever than that, in that it remembers any commands you pick from the full set and promotes them to the short list. Similarly, commands on the short list which don't get used will in time be demoted so you end up with a streamlined menu system tailored to your personal needs.

Some users, it seems, are churlish enough *not* to regard this as A Good Thing and have asked: 'How on earth do I turn this off and get normal menus back?' There appears to be nothing in Tools, Options — it's in Tools, Customize (or right-click on any toolbar or the menu bar, then choose Customize). There you will see an Options tab [Fig 1] which is where you can turn off 'Menus show recently-used commands first.'



◀ **FIG 1** RESTORING THE STANDARD MENUS IN WORD 2000 BETA

and is well catered-for in Word. The Harvard style contains bracketed names and dates set in the text — e.g. (*Wormwood and Gall*, 1989) — with the full references in alphabetical order at the end.

While we're in this dialog, I must admit that I do like one of the other options there. Listing font names in their own fonts, thereby giving an instant short sample, is something that has long been on my wish list.

◀ A footnote to endnotes

Last December's excursion into footnotes and endnotes generated considerable interest. I didn't realise that there were so many well-informed and academic users out there.

Oliver Blatchford, who has upgraded from a Master's degree in Word 2 to a Doctorate in Word 97, wrote to tell me that there are two main formats of

endnote referencing. The Vancouver style is where superscripted numbers refer to references at the end of the section. This is mainly used in medical and scientific papers,

Although the latter method cannot really be automated in Word, it does solve one shortcoming of the way the Vancouver style is implemented. If, as is likely, you refer to the same publication more than once in a chapter, then the list of references is going to contain duplicate entries. You can't, it seems, repeat a superscripted number to point at the same reference in the same chapter... or so I thought. Oliver pointed out the very useful cross-reference command [Fig 2] which can do just that:

- If you choose 'Endnote' for the Reference Type, you'll see a list of endnotes below.
- From the Insert Reference To list, choose 'Endnote number (formatted)'. If you only have 'Endnote Number' listed here you will have to manually superscript the number.

A point to note is that this is not foolproof if you are grouping all your endnotes in one place but restarting the numbering by chapter.

You need to make sure that you are cross-referencing an endnote in the same chapter because Word won't stop you straying across other chapters' references. What you are getting here is a cross-reference field, so you may need to update the fields manually from time to time by pressing F9.

◀ **FIG 2** CREATING ADDITIONAL POINTERS TO EXISTING REFERENCES — BUT MAKE SURE YOU HAVE THE RIGHT CHAPTER

Questions & answers

Q I have tried everything I can think of to display the date as '10 December, 1998' rather than '10/12/98' when I click on the date button on my toolbar in Word 95. Instead, I have to go to the insert menu and do it from there. I've ploughed through my manuals but I cannot see how to do this simple thing.

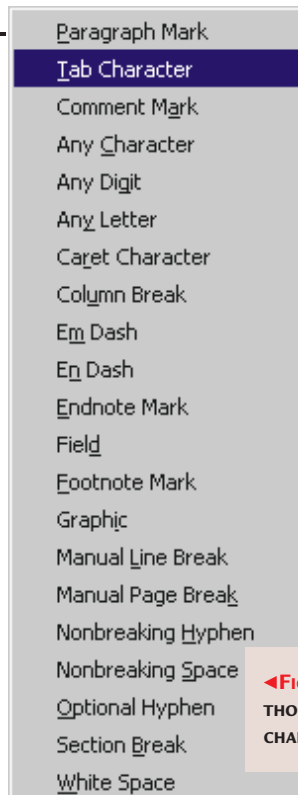
GORDON BAIN

a I don't have such a button on my toolbar and it sounds as if this might be running a macro to insert the date. The best thing would be to remove the button using Tools, Customize, then record a new macro. Call this macro 'Longdate', say, and assign it to a new button. With the recorder running, insert the date from the menu in the preferred style, then stop recording. If you want to do it the programmer's way, then the WordBasic code is as shown in Fig 5.

Q Is there a list of Alt codes for tab, carriage return etc., for Word's Search and Replace? I can't find it on the MS web site.

ALASTAIR LACK

a I'm sure it's somewhere in the Help file but you don't need to go that far. Click the More button on the Find/Replace dialog, then the Special button and you'll see a

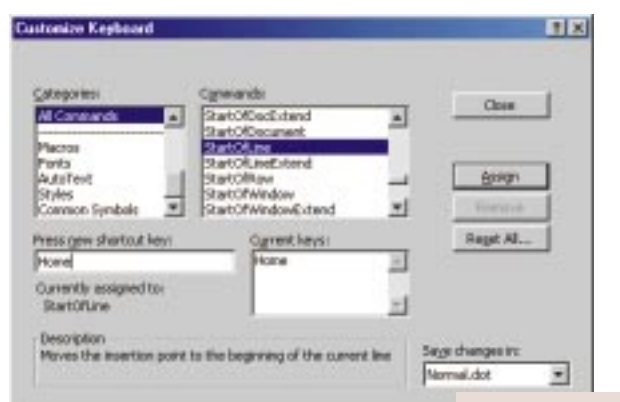


list of special characters [Fig 3]. They don't actually use Alt codes, they use the caret character followed by another letter or symbol (e.g. ^p for a paragraph mark, ^t for a tab).

Q My Home key has stopped working in MS Word. It's fine in other applications, such as WordPerfect or composing email messages, where it takes me to the beginning of the line. I'm sure it used to work in Word, too.

JOHN DREW

a It seems as if the key has been reassigned. Try Tools, Customize and press the Keyboard button. With 'All Commands' selected in



Category [Fig 4] scroll through the Commands to 'StartOfLine'. Click in the 'Press new shortcut key' field, then press the Home key and see what it is currently assigned to. Click the Assign button to restore it to its proper command.

▲ FIG 4 BRINGING THE HOME KEY BACK HOME

Q I'm about to upgrade from a PC running Windows 3.1 to one running 98. I use WordPerfect 6.1 and am reluctant to change to MS products. Will I still be able to run my current version of WordPerfect?

BRIAN DERRY

a Yes, but more recent versions of WordPerfect are available. The latest, version 8, can often be bought cheaper than Word, so you could enjoy the latest 32-bit software on your new PC while retaining brand loyalty.

Q I need to create documents in Lotus Word Pro which can be read by other Word Pro and

Microsoft Word users. If possible I'd prefer not to

have two sets of files. Is there a converter that Word can use to read WordPro files?

ANDREA MACINTOSH

a Not as standard. I've been told that such a beast exists but I've never laid hands on one. Your best bet would be to save in RTF format. This should preserve most formatting and can be read by practically any word processor or DTP application.

Q Is there an equivalent to WordPerfect's 'Reveal Codes' command in Word 97? I sometimes have strange problems with formatting and miss this valuable diagnostic.

ROBBIE GRAHAME

a No. You can view field codes instead of their results using Alt+F9 but these don't generally affect the format of surrounding text. A useful tip is that pressing Control + Spacebar in Word will reset all selected text to the format defined in its paragraph style. This will get rid of any piecemeal character formatting.

[FIG 5] Dating — the programmer's way

```
InsertDateTime .DateTimePic="d MMMM, yyyy"
For those using Word 97 the VBA equivalent is
Selection.InsertDateTime DateTimeFormat:="d MMMM yyyy"
```

Reader Malcolm Martland found yet another problem with endnotes. They appear at the end of the document, irrespective of the options settings. He

discovered the culprit under File, Page Setup, Layout. There is a checkbox to 'Suppress endnotes' which, it seems, carries them all over to the final section.

PCW CONTACTS

Tim Nott can be contacted via the PCW editorial office (address, p14) or email wp@pcw.co.uk