



## IT Tips and Tricks #10

We hope that you all enjoyed the Pythonesque theme to last time's Tips & Tricks, now we have a few tips this time concerning the latest version of Word – XP which, generally, tends to be bundled with new pc's as a way of introducing people to the latest incarnation of the Office Suite (soon to be Office 2003!).

### Multiple selection

Now you can select pieces of text that aren't next to each other. It's ideal if you want to select several headings and then apply formatting to them simultaneously.

**TIP:** Select the first piece of text and then hold down the 'Control' key to select any other text as required

### Get rid of unwanted formatting easily

You can get rid of unwanted formatting in the same way as before by selecting the text and pressing 'Control' and 'Spacebar'. But if you don't want to have to remember shortcuts, there's now another way.

1. Select the required text and then display the 'Styles and Formatting' Task Pane. (To do this, choose 'Task Pane' from the 'View' menu)
2. Click on the 'Clear Formatting' option

### Watermarks

You can watermark each page of your document with an important message like 'Draft' or 'Company Confidential'. You can even have a picture as a watermark if you really want to impress.

1. Choose 'Background' from the Format menu and then 'Printed Watermark'
2. Select the Text watermark option
3. Type in the text of your choice in the text box
4. Format it and choose layout options as required

### Smart Tags make inserting a contact's address easy

Smart Tags makes it easier than ever to insert an address from your contacts list. Outlook now recognises when you type a name in a Word document. The Smart Tag options that appear include an 'Insert Address' choice. Here's how to set up a Smart Tag.

1. Try typing a name
2. When you see the purple dots underneath the name, hover your cursor over it and you'll see a little information button appear
3. Click on the little downward arrow and choose the 'Address' button
4. If you don't get purple dots under a name when you type one in, go to the Tools menu and choose AutoCorrect Options
5. Then click on the Smart Tags tab to make sure that the top option, 'Person names' is ticked