# Appendix 11 – Word 2010 options

(I've highlighted the 2010 options in grey so that if you're searching for a particular option and you get to a grey highlighted area, you know that this is relevant only to Word 2010, and not 365.)

When I want to change one of the options, I can never find it in all the various menus and submenus! So I have typed out all the options, so that they are searchable. Then if I want to change, say, automatic smart quotes, I just search for 'smart' and find that it's not in the main options, but in one of the sections within Proofing–AutoCorrect options.

I know this list is for Word 2010, but I'm guessing that it's similar in most other versions of Word. And it's better than nothing, anyway! :-)

### General

General options for working with Word

### User Interface options

Show Mini Toolbar on selection Enable Live Preview Color scheme: [menu] ScreenTip style: [menu]

### Personalize your copy of Microsoft Office

User name: [menu] Initials: [menu]

### Start up options

Open e-mail attachments in Full Screen Reading view

General	General options for working with Word.
Display	
Proofing	User Interface options
Save	Show Mini Toolbar on selection 🛈
Language	Enable Live Preview
Advanced	<u>C</u> olor scheme: Blue v Sc <u>r</u> eenTip style: Show feature descriptions in ScreenTips v
Customize Ribbon	Personalize your copy of Microsoft Office
Quick Access Toolbar	
Add-Ins	User name: Paul Beverley Initials: PB
Trust Center	
	Start up options
	Open e-mail attachments in <u>F</u> ull Screen Reading view ①

### Display

Change how document content is displayed on the screen and when printed

### Page display options

Show white space between pages in Print Layout view Show highlighter marks Show document tooltips on hover

### Always show these formatting marks on the screen

Tab characters Spaces Paragraph marks Hidden text Optional hyphens Object anchors Show all formatting marks

### **Printing options**

Print drawings created in Word Print background colors and images Print document properties Print hidden text Update fields before printing Update linked data before printing

Word Options	
General Display	Change how document content is displayed on the screen and when printed.
Proofing	Page display options
Save	Show <u>w</u> hite space between pages in Print Layout view 🕕
Language	Show highlighter marks Show document too <u>l</u> tips on hover
SNERROSSER	Always show these formatting marks on the screen
Customize Ribbon Quick Access Toolbar	☐ Iab characters → ☐ Spaces ····
Add-Ins	Paragraph <u>m</u> arks
Trust Center	✓ Hidden text abs Optional hyphens ¬
	<ul> <li>Object an<u>chors</u></li> <li>Show <u>all formatting marks</u></li> </ul>
	Printing options
	Print drawings created in Word i           Print background colors and images
	Print document properties
	Print hidden text           Update fields before printing
	Update linked data before printing

### Proofing

Change how Word corrects and formats your text

### AutoCorrect options

Change how Word corrects and formats the text as you type [AutoCorrect options]

### AutoCorrect options

1) AutoFormatApplyBuilt-in Heading stylesList stylesOther paragraph styles

### Replace

"Straight quotes" with "smart quotes" Ordinals (1st) with superscript Fractions (1/2) with fraction character (½) Hyphens (--) with dash (-) \*Bold\* and \_italic\_ with real formatting Internet and network paths with hyperlinks

### Preserve

Styles

### Always AutoFormat

Plain text email documents

AutoCorrect		? ×
	Math AutoCorrect	AutoFormat As You Type
AutoFo	rmat	Actions
Apply		
Built-in Heading s	tyles Automatic bullete	d lists
List styles	Other paragraph	styles
Replace		
	with "smart quotes"	
Ordinals (1st) wit	-	
	ith fraction character (½)	
Hyphens () with		
	with real formatting	
	work paths with hyperlinks	
	work pauls with hyperlinks	
Preserve		
✓ Styles		
Always AutoFormat		
🗌 Plain <u>t</u> ext e-mail d	documents	
		OK Cancel

### 2) Actions

Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

Enable additional actions in the right-click menu

#### Available actions:

Address (English) Financial Symbol (XML) Instant Messaging Contacts (English) Measurement Converter (Measurement Converter) Person Name (English) Place (English) Time (XML)

### More actions [via internet]

AutoCorrect				?	×
AutoCorrect	Math AutoCorrect	t Aut	oFormat	As You Typ	e
AutoFo	rmat		Actions	5	
Word can provide addit through the right-click r		ain words or ph	irases in y	your docun	nent,
Enable additional ad	tions in the right-click	menu			
Address (Englis	ol (XML) ing Contacts (English) converter (Measureme		<	Propertie	S
_					
			ОК	Car	ncel

### 3) AutoCorrect

Show AutoCorrect Options buttons Correct TWo INitial CApitals Capitalize first letter of sentences Capitalize first letter of table cells Capitalize names of days Correct accidental usage of cAPS LOCK key Automatically use suggestions from the spelling checker

Replace as you type [list]

AutoFormat       Actions         AutoCorrect       Math AutoCorrect       AutoFormat As You Type         Show AutoCorrect Options buttons       Show AutoCorrect Options buttons       Exceptions         Cgrrect TWo INitial CApitals       Exceptions         Capitalize first letter of gentences       Capitalize first letter of table gells       Capitalize names of days         Correct accidental usage of cAPS LOCK key       Replace text as you type         Replace text as you type       Formatted text         (c)       ©         (c)       ©         (m)       TM             :(m)          Automatically use suggestions from the spelling checker	toCorrect: En	glish (U.	K.)			?	$\times$
Show AutoCorrect Options buttons         □ Cgrrect TWo INitial CApitals         □ Capitalize first letter of gentences         □ Capitalize first letter of table cells         □ Capitalize names of days         □ Correct accidental usage of cAPS LOCK key         □ Replace text as you type         Replace:       With:         ○ Plain text       Formatted text         ○       €         (r)       ®         (tm)       T**                 Add       Delete		AutoForr	mat		Action	าร	
Cgrrect TWo INitial CApitals       Exceptions         Capitalize first letter of gentences       Capitalize first letter of table gells         Capitalize names of days       Correct accidental usage of cAPS LOCK key         Replace text as you type       Replace:         With:       Plain text       Formatted text         (c)       €         (r)       ®         (m)       ™             :(       ©         Add       Delete	AutoCorrec	t	Math AutoCorrect		AutoFormat	t As You Ty	/pe
□ Capitalize first letter of gentences         □ Capitalize first letter of table gells         □ Capitalize names of days         □ Correct accidental usage of cAPS LOCK key         □ Replace text as you type         Replace:       With:         ● Plain text       Formatted text         □       □         (c)       ©         (e)       €         (f)       ®         (m)       ™             :(       ©         Add       Delete	Show Auto	oCorrect	Options buttons				
□ Capitalize first letter of gentences   □ Capitalize first letter of table gells   □ Capitalize names of days   □ Correct accidental usage of cAPS LOCK key     □ Replace text as you type   Replace:   With:   ● Plain text   ● Fermination     (r)   ⑧   (m)   ····  <	Correct T	Wo INitial	CApitals			Exception	)ns
□ Capitalize first letter of table cells   □ Capitalize names of days   □ Correct accidental usage of cAPS LOCK key     □ Replace text as you type   Replace:   With:   ● Plain text   ● Formatted text     (e)   €   (r)   ⑧   (tm)   ····   ·	Capitalize	first lette	er of sentences				
□ Capitalize names of days   □ Correct accidental usage of cAPS LOCK key     □ Replace text as you type   Replace: With:   ● Plain text Formatted text     (c) ©   (c) ©   (r) ®   (tm) TM     :( ©     Add   Delete     Automatically use suggestions from the spelling checker			-				
Correct accidental usage of cAPS LOCK key     Replace text as you type   Replace:   With:   Plain text   Formatted text   (e)   €   (r)   ⑧   (tm)   ™                 Add   Delete     Automatically use suggestions from the spelling checker			-				
□ Replace text as you type   Replace:   With:   ● Plain text   ● Formatted text     (c)		-					
Replace:       With:       ● Plain text       ● Formatted text         (c)       ©       ●         (e)       €       ●         (r)       ©       ●         (tm)       TM       ●           ●         :(       ●       ●         Add       Delete         Automatically use suggestions from the spelling checker	Correct ad	cidental	usage of CAPS LOCK	кеу			
(e)       €         (r)       ®         (tm)       ™             :(       ©         Add       Delete         Automatically use suggestions from the spelling checker							
(r)       Image: Constraint of the system         (tm)       TM             :(       Image: Constraint of the system         Add       Delete         Automatically use suggestions from the spelling checker							~
(m)       ™             :(       ⊗         Add       Delete         Automatically use suggestions from the spelling checker							_
Add     Delete       Add     Delete		-					_
:(     Image: Second state       Add     Delete       Automatically use suggestions from the spelling checker							- 11
Add Delete Automatically use suggestions from the spelling checker							- 🗸 🗌
Automatically use suggestions from the spelling checker							_
					Add	Delete	2
OK Cancel	Automatic	ally use s	suggestions from the	spelling	g checker		
OK Cancel							
					OK	Ca	ancel

### 4) Math AutoCorrect

Use Math AutoCorrect rules outside of math regions When Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect rules will be used. Replace text as you type [menu]

Recognized Functions [menu] acos, acosh, acot ... sup, tan, tanh.

toCorrect			? ×
	AutoFormat	Actions	
AutoCorrec	t Math AutoCorrec	t AutoFormat As Y	ou Type
	AutoCorrect rules outside of th AutoCorrect and AutoCorr	-	t rulos will
be used.	an Autoconfect and Autocon	ectrales connict, Autocorrec	LUTUIES WIII
Replace t	ext as you type		
Replace:	With:		
	*		
!!	!!		^
:=			
\above	T		
\acute			
\aleph	ж		
\alpha	٥		
\Alpha	A		
\amalg	Ш		
\angle	۷.		
\aoint	∳		
\approx	*		
\asmash	1		
\ast	*		×
R <u>e</u> cognized	Functions	Add	)elete
		ОК	Cancel

### 5) AutoFormat as you type

#### Replace as you type

"Straight quotes" with "smart quotes" Fractions (1/2) with fraction character (1/2) \*Bold\* and \_italic\_ with real formatting Internet and network paths with hyperlinks

Ordinals (1st) with superscript Hyphens (--) with dash (-)

### Apply as you type

Automatic bulleted listsAutomatic numbered listsBorder linesTablesBuilt-in Heading stylesTables

#### Automatically as you type

Format beginning of list item like the one before it Set left- and first-indent with tabs and backspaces Define styles based on your formatting

AutoCorrect		? ×	
AutoF	ormat	Actions	
AutoCorrect	Math AutoCorrect	AutoFormat As You Type	
Replace as you type			
✓ "Straight quotes	" with "smart quotes"	Ordinals (1st) with superscript	
Fractions (1/2) v	with fraction character (½)	Hyphens () with dash (—)	
	c_with real formatting		
Internet and net	work paths with hyperlinks		
Apply as you type			
Automatic bullet	ed lists	Automatic numbered lists	
Border lines		Tables	
Built-in Heading	styles		
Automatically as you t			
	g of list item like the one bef	fore it	
	t-indent with tabs and back		
	sed on your formatting		
		OK Cancel	

## Proofing (cont'd)

### When correcting spelling in Microsoft Office programs

Ignore words in UPPERCASE Ignore words that contain numbers Ignore internet and file addresses Flag repeated words Enforce accented In French Suggest from main dictionary only Custom dictionaries [menu] French modes [menu] Spanish modes [menu]

### When correcting spelling and grammar in Word

Check spelling as you type Use contextual spelling Mark grammar errors as you type Check grammar with spelling Show readability statistics Writing style [menu]

### Exceptions for [menu]

Hide spelling errors in this document only Hide grammar errors in this document only

Word Options			
General Display	Change how Word corrects and formats your text.		
Proofing	AutoCorrect options		
Save	Change how Word corrects and formats text as you type: <u>A</u> utoCorrect Options		
Language	When correcting spelling in Microsoft Office programs		
Advanced	Ignore words in UPPERCASE		
Customize Ribbon	Ignore words that contain numbers		
Quick Access Toolbar	Ignore Internet and <u>file</u> addresses		
Add-Ins	Flag repeated words Enforce accented uppercase in French		
Trust Center	Suggest from main dictionary only		
	Custom Dictionaries		
	French modes: Traditional and new spellings 🗸		
	Spanis <u>h</u> modes: Tuteo verb forms only 🗸		
	When correcting spelling and grammar in Word		
	Check spelling as you type		
	Use contextual spelling		
	Mark grammar errors as you type		
	Check grammar with spelling		
	Show readability statistics Writing Style: Grammar Only V Settings		
	Chec <u>k</u> Document		
	Exceptions for: Options in Word 2010 V		
	Hide spelling errors in this document only		
	Hide grammar errors in this document only		
I			

### Advanced

Advanced options for working with Word

### Editing options

Typing replaces selected text When selecting, automatically select entire word Allow text to be dragged and dropped Use CTRL + Click to follow hyperlink Automatically create drawing canvas when inserting AutoShapes Use smart paragraph selection Use smart cursoring Use the Insert key to control overtype mode Use overtype mode Prompt to update style Use Normal style for bulleted or numbered lists Keep track of formatting Mark formatting inconsistencies Updating style to match selection: [menu] Enable click and type Default style: [menu] Show AutoComplete suggestions

### Cut, copy, and paste

Pasting within the same documents: [menu] Pasting between documents: [menu] Pasting between documents when style definitions conflict: [menu] Pasting from other programs: [menu] Insert/paste pictures as: [menu] Keep bullets and numbers when pasting text with Keep Text Only option Use the Insert key for paste Show Paste Options button when content is pasted Use smart cut and paste

### Image Size and Quality (sic – note different capitalization!)

Discard editing data Do not compress images in file Set default target output to: [menu]

### Show document content

Show background colors and images in Print Layout view Show text wrapped within the document window Show picture placeholders Show drawings and text boxes on screen Show text animation Show bookmarks Show text boundaries Show crop marks Show field codes instead of their values Field shading: [menu] Use draft font in Draft and Outline views Name: [menu] Size: [menu] Font substitution

### Display

Show this number of Recent Documents [menu] Show measurements in units of [menu] Style area pane width in Draft and Outline views [menu] Show pixels for HTML features Show all windows in the Taskbar Show shortcut keys in ScreenTips Show horizontal scroll bar Show vertical scroll bar Show vertical ruler in Print Layout view Optimize character positioning for layout rather than readability Disable hardware graphics acceleration

### Print

Use draft quality Print in background Print pages in reverse order Print XML tags Print field codes instead of their values Allow fields containing track changes to update before printing Print on front of the sheet for duplex printing Print on back of the sheet for duplex printing Scale contents for A4 or  $8.5 \times 11^{"}$  paper sizes Default tray: [menu]

### When printing this document

Print PostScript over text Print only the data from a form

#### Save

Prompt before saving Normal template Always create backup copy Copy remotely stored files onto your computer, and update the remote file when saving Allow background saves

### Preserve fidelity when sharing this document [menu]

Save form data as delineated text file Embed linguistic data

### General

Provide feedback with sound Provide feedback with animation Confirm file format conversion on open Update automatic links at open Allow opening a document in Draft view Enable background pagination Show add-in user interface errors Show customer submitted Office.com content Mailing address: [input box] File locations: [menu] Web options: [menu] Compatibility options for: [menu] Lay out this document as if created in: [menu] Layout options

#### Word Options General Advanced options for working with Word. Display **Editing options** Proofing Typing replaces selected text Save When selecting, automatically select entire word Language Allow text to be dragged and dropped Advanced Use CTRL + Click to follow hyperlink Automatically create drawing canvas when inserting AutoShapes Customize Ribbon Use smart paragraph selection Quick Access Toolbar Use smart cursoring Use the Insert key to control overtype mode Add-Ins Use overtype mode Trust Center Prompt to update style Use Normal style for bulleted or numbered lists Keep track of formatting Mark formatting inconsistencies Updating style to match selection: Keep previous numbering and bullets pattern V Enable click and type Default paragraph style: Normal V Show AutoComplete suggestions Cut, copy, and paste Pasting within the same document: Keep Source Formatting (Default) 🗸 Keep Source Formatting (Default) 🗸 Pasting between documents: Pasting between documents when style definitions conflict: Keep Source Formatting Pasting from other programs: Keep Source Formatting (Default) 🗸 Insert/paste pictures as: In line with text 🗸 ☑ Keep bullets and numbers when pasting text with Keep Text Only option Use the Insert key for paste Show Paste Options button when content is pasted Use smart cut and paste ① Image Size and Quality Options in Word 2010 🗸 Discard editing data Do not compress images in file 🛈 Set default target output to: 220 ppi 🗸 Show document content Show background colors and images in Print Layout view Show text wrapped within the document window Show picture placeholders ()

- Show drawings and text boxes on screen
- Show text animation
- Show bookmarks
- Show text boundaries

General	Show crop marks
Display	Show field codes instead of their values
Proofing	Field shading: When selected v
19	Use <u>d</u> raft font in Draft and Outline views
Save	Nam <u>e</u> : Courier New
Language	Size: 10 V
Advanced	Eont Substitution
Customize Ribbon	Display
Quick Access Toolbar	Show this number of Recent Documents: 25 🚖 🛈
Add-Ins	Show measurements in units of: Centimeters
Trust Center	Style ar <u>ea pane width in Draft and Outline views</u> : 0 cm
	Show pixels for HTML features
	Show all windows in the Taskbar
	Show shortcut keys in ScreenTips
	Show horizontal scroll bar
	Show vertical scroll bar
	Show vertical ruler in Print Layout view
	Optimize character positioning for layout rather than readability
	Disable hardware graphics acceleration
	Print
	Use draft guality
	Print in <u>b</u> ackground 🕕
	Print pages in <u>r</u> everse order
	Print XML tags
	Print field codes instead of their values
	Allow fields containing tracked changes to update before printing
	Print on front of the sheet for duplex printing
	Print on back of the sheet for duplex printing
	Scale content for <u>A</u> 4 or 8.5 x 11° paper sizes
	Default <u>t</u> ray: Use printer settings
	When printing this document: Options in Word 2010 V
	Print PostScript over text
	Print only the <u>d</u> ata from a form
	Save
	Prompt before saving Normal template 🛈
	Always create backup copy
	Copy remotely stored files onto your computer, and update the remote file when saving
	Allow background saves
	Preserve fidelity when sharing this document: Deptions in Word 2010 V
	Save form <u>d</u> ata as delimited text file
	Embed linguistic data

Provide feedback with sound
Provide feedback with <u>a</u> nimation
Confirm file format conversion on open
Update a <u>u</u> tomatic links at open
Allow opening a document in Draft view
Enable background repagination
Show add-in user interface errors
Show customer submitted Office.com content
Mailing a <u>d</u> dress:
<u>F</u> ile Locations Web O <u>p</u> tions
Compatibility options for:
Lay o <u>u</u> t this document as if created in: Microsoft Office Word 2003 v <u>Layout Options</u>

### **Trust Center**

Help keep your documents safe and your computer secure and healthy.

### Protecting your privacy

Microsoft cares about your privacy. For more information about how Microsoft Word helps to protect your privacy, please see the privacy statements.

Show the Microsoft Word privacy statement Office.com privacy statement Customer Experience Improvement Program

### Security & more

Learn more about protecting your privacy and security from Office.com Microsoft Trustworthy Computing

Microsoft Word Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Centre Settings [menu]

Word Options		2	×
General Display	Help keep your documents safe and your computer secure and healthy.		
Proofing	Protecting your privacy		
Save	Microsoft cares about your privacy. For more information about how Microsoft Word helps to protect your privacy, please see the privacy sta	tements.	
Language	Show the Microsoft Word privacy statement		
Advanced	Office.com privacy statement		
Advanced	Customer Experience Improvement Program		
Customize Ribbon	Security & more		
Quick Access Toolbar	Learn more about protecting your privacy and security from Office.com.		
Add-Ins	Microsoft Trustworthy Computing		
Trust Center	Microsoft Word Trust Center		
	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Center Setting	gs

### Macro settings

Disable all macros without notification Disable all macros with notification Disable all macros except digitally signed macros Enable all macros (not recommended; potentially dangerous code can run)

**Developer Macro Settings** Trust access to the VBA project object model

frust Center	
Trusted Publishers	Macro Settings
Trusted Locations	O Disable all macros without notification
Trusted Documents	<ul> <li>Disable all macros with notification</li> </ul>
Add-ins	O Disable all macros except digitally signed macros
ActiveX Settings	Enable all macros (not recommended; potentially dangerous code can run)
Macro Settings	Developer Macro Settings
Protected View	Trust access to the <u>V</u> BA project object model
Message Bar	
File Block Settings	
Privacy Options	