

Word Tip Sheet

May 2017



College of Agriculture,
Food and Environment

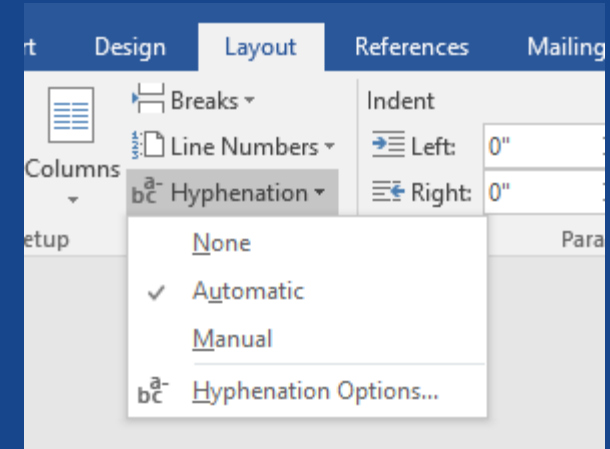
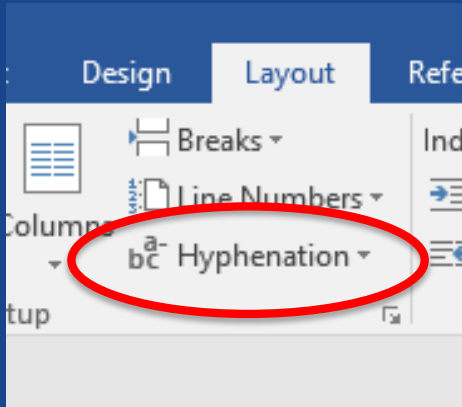
Program and Staff Development

Word is a more challenging software to use for a newsletter or flyer. I recommend Publisher, however, if Word is what you are most comfortable with, then please read the following tips and let me know of any additional support you need.

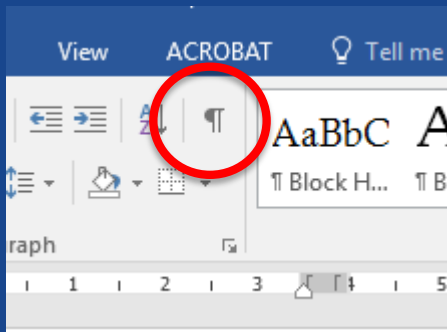
For additional questions, contact Pamela Holbrook at 859-257-7193 or pamela.holbrook@uky.edu

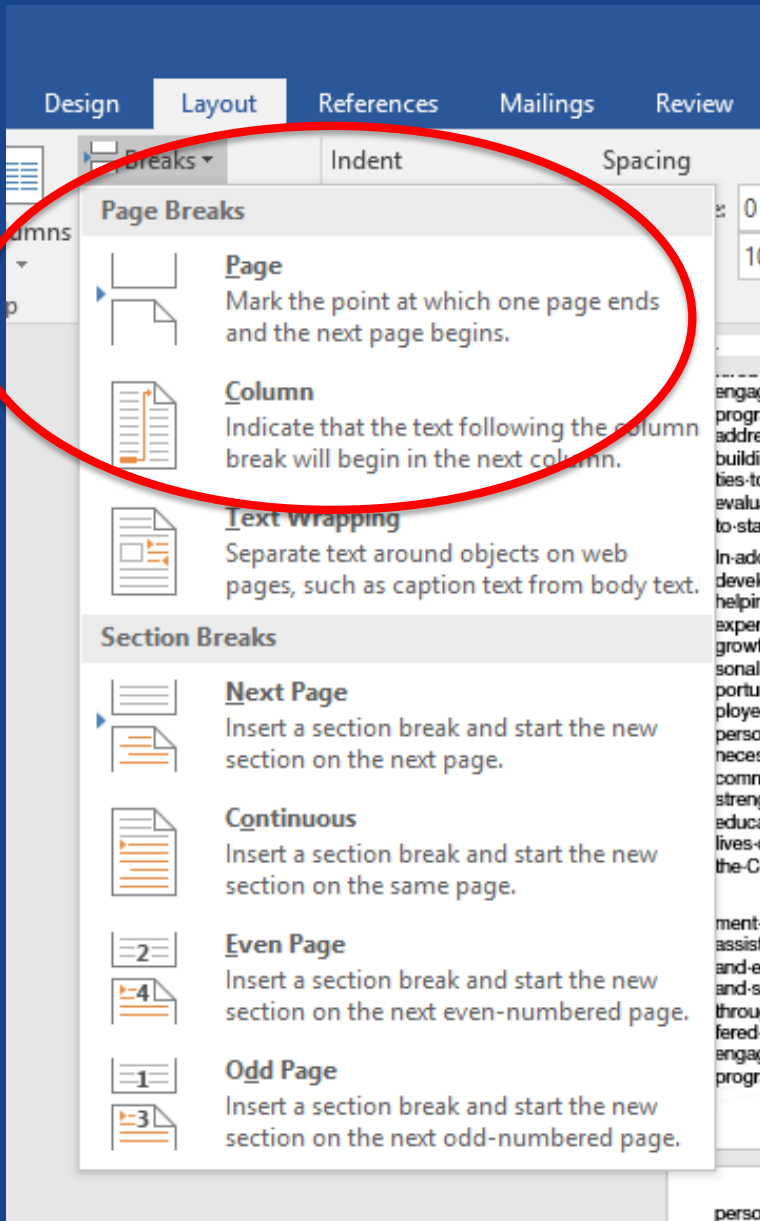
Word 2016 Troubleshooting

1. To keep words from hyphenating in the middle and breaking to the next line:
 - a. Highlight full text that needs changed
 - b. In the top menu, choose Layout
 - c. Choose Hyphenation, then choose None in the drop-down menu

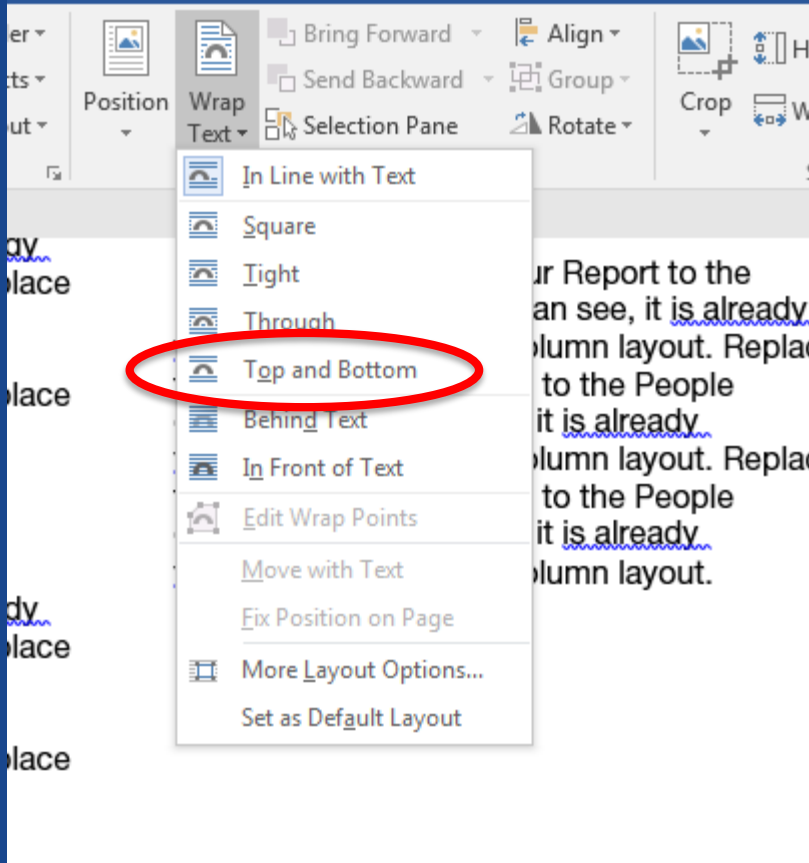


2. If there appears to be something interfering with the movement of text and images, the first step is to show all the special characters in the document by clicking this button in the paragraph menu.





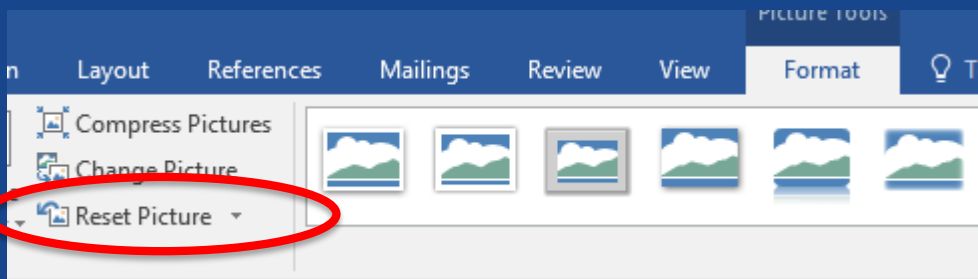
3. An important skill when manipulating text around images, columns, text boxes, etc is understanding Breaks.
4. For this purpose, we will look at the Page Breaks. *(The Section Breaks portion is generally for lengthy papers or managing page numbers or headers in a paper)*
 - a. Page Break – exactly as it sounds, it forces the following text to the next page.
 - b. Column break – forces the following text to the next column, which may be the 2nd column on that same page or the next page.



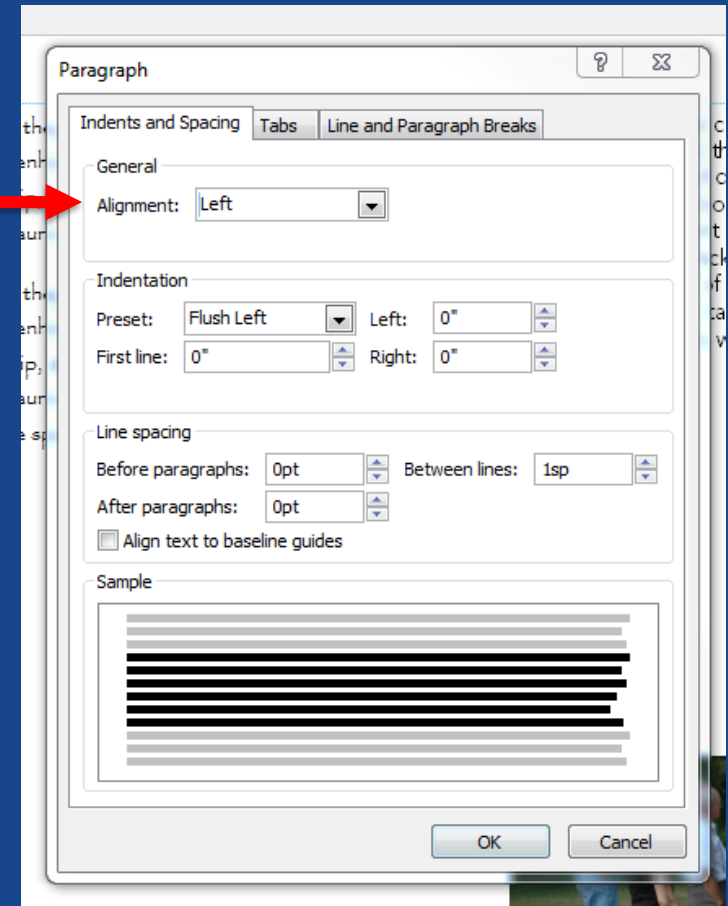
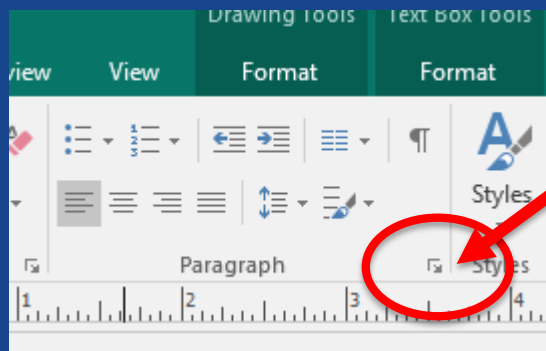
5. When inserting an image, I recommend using the Top and Bottom option under wrap text, so the words in the column don't get stuck beside the image.

6. When resizing images, always hold the shift key down while resizing, so the image does not distort or lose quality.

7. If an image becomes distorted or loses quality, it can be reset by selecting the image, go to the Picture Tools menu, then choose the small arrow to the right of the words Reset Picture. Choose Reset Picture & Size.



8. Maintain consistent **spacing between lines of text**
Select text and open the Paragraph Dialogue Box by clicking the small arrow in the corner of the Paragraph section.



Contact Information:

Pamela Holbrook

Admin Support Associate I
Program & Staff Development
700 Garrigus Building
Lexington, KY 40546-0215

Phone: (859) 257-7193

Fax: (859) 323 - 8696

pamela.holbrook@uky.edu

Resources:

[PSD Report to the People](#)

[Ag Communications Marketing Resources](#)

[UK Public Relations Brand Standards - Main Site](#)