



# Take Control *of* Customizing Microsoft Office

by Kirk McElhearn

## Table of Contents (Version 1.0)

Read Me First .....	2
Introduction .....	5
Customizing Office Quick Start .....	6
Decide How You Want to Customize Office .....	8
Where Office Saves Customizations.....	10
Customizing Toolbars .....	12
Customizing Menus .....	35
Using Keyboard Shortcuts.....	46
Saving Typing Time.....	52
Working with Templates .....	59
Appendix A: PowerPoint & Entourage Shortcuts .	70
Appendix B: Cool Customization Ideas.....	72
About This Ebook.....	78

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## READ ME FIRST

Welcome to *Take Control of Customizing Microsoft Office*, version 1.0.

This ebook shows you how to take control of Microsoft Office by customizing its toolbars, menus, and keyboard shortcuts, and by creating quick ways to insert text. It also shows you how to share these customizations with others. This ebook was written by Kirk McElhearn, edited by Tonya Engst, and published by TidBITS Electronic Publishing.

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### Onscreen Reading Tips

We carefully designed the Take Control ebooks to be read onscreen, and although most of what you need to know is obvious, note the following for the best possible onscreen reading experience:

- Blue text indicates links. You can click any item in the Table of Contents to jump to that section. Cross-references are also links, as are URLs and email addresses.
- Work with the Bookmarks pane or drawer showing so that you can always jump to any main topic by clicking its bookmark.
- In Adobe Acrobat Pro version 6 or 7, set your preferences to view Web URLs in a Web browser: choose Acrobat > Preferences,

switch to the Web Capture pane, and choose In Web Browser from the Open Web Links pop-up menu.

- Find more tips at <http://www.takecontrolbooks.com/reading-tips.html>.

## Printing Tips

Although our layout is aimed at making online reading an enjoyable experience, we've made sure that printing remains a reasonable option. Please review these tips before you print:

- Use the Check for Updates button on the [cover](#) to make sure you have the latest version of the ebook and to verify that we don't plan to release a new version shortly. If you want to commit this ebook to paper, it makes sense to print the latest possible version.
- Don't throw out your PDF after you print! You must click the Check for Updates button on the cover to get future updates. The link *must* be accessed from the cover of your PDF.
- For a tighter layout that uses fewer pages, check your printer options for a 2-up feature that prints two pages on one piece of paper. For instance, your Print dialog may have an unlabeled pop-up menu that offers a Layout option; choose Layout, and then choose 2 from the Pages per Sheet pop-up menu. You may also wish to choose Single Hairline from the Border menu.
- When printing on a color inkjet printer, to avoid using a lot of color ink (primarily on the yellow boxes we use for tips and figures), look for an option to print entirely in black-and-white.
- In the unlikely event that Adobe Acrobat or Adobe Reader cannot successfully print this PDF, try Preview; several readers have solved printing problems by using Preview.

## Basics

In reading this ebook, you may get stuck if you don't know certain basic facts about Office or if you don't understand Take Control syntax for things like working with menus or setting preferences. Please note the following:

- **Path syntax:** I occasionally use a *path* to show the location of a file or folder in your file system. Path text is formatted in bold type. For example, Word 2004 stores its Normal template in each user's Documents folder, nested in a folder called Microsoft User Data. The path to the Normal template is **~/Documents/Microsoft User Data/Normal**.

If the path begins with a slash, you should start from the root level of the disk. However, as in the example above, if the path begins with ~ (tilde), you should start from a user's home directory. As a second example, if a person with the user name **joe** wants to install fonts that only he can access, he would install them in his **~/Library/Fonts** folder, which is just another way of writing **/Users/joe/Library/Fonts**.

- **Menus:** When I describe choosing a command from a menu in the menu bar, I use an abbreviated description. For example, the abbreviated description for the menu command that saves a file from Word is "File > Save."
- **Setting preferences:** I occasionally refer to preferences in Office that you may want to adjust. To display preferences in Word, choose Word > Preferences (Command-,). Similarly, for Excel, choose Excel > Preferences (Command-,). Entourage and PowerPoint work in exactly the same way. Within the Preferences window, click a category at the left to display a pane with that category of preferences. Instead of giving detailed directions each time, I refer may give a short direction like "in Excel, go to the Security preference pane."

## INTRODUCTION

Microsoft Office is so overlaid with features that it's hard to master everything you can do with it. Often derided for "feature bloat," it has evolved into such a behemoth that most users don't try to look beyond what they can easily see. However, if you scratch beneath the surface, you'll techniques that allow you to customize toolbars, menus, and keyboard shortcuts, and give you a great deal of power.

Understanding these techniques is important; if you aren't aware of them, you won't think of using them. But if you do use them, you'll work faster. For instance, a custom toolbar can save you a lot of time because it's faster to work with buttons grouped by task than to go to all the trouble of opening menus and choosing menu items.

In this ebook, I thoroughly cover how to customize toolbars, menus, and keyboard shortcuts. Along the way, I teach you how to speed repetitive text entry and present the basics of using templates. I do not, however, cover making macros or using the preferences to further customize your onscreen environment.

### **NOTE WHAT VERSIONS OF OFFICE DOES THIS EBOOK COVER?**

This ebook focuses on Microsoft Office 2004, the current version. However, for the most part, the features described work the same in Microsoft Office X, and they even work in earlier versions of Office for Mac OS 9. For the most part, I highlight the differences between Office 2004 and Office X. You'll find that most of the features I discuss work in the latest versions of Office for Windows as well.

Most of the information in this ebook applies to Word, Excel, and PowerPoint. When there are differences, I point them out. Also, most of the screen shots are from Microsoft Word, but if there are special differences in Excel and PowerPoint, I tell you about them.

### **NOTE ABOUT ENTOURAGE**

Entourage doesn't offer the same customization tools as Word, Excel, and PowerPoint, but you can use Mac OS X's built-in keyboard shortcut function to set shortcuts for Entourage menu items, as I explain in [Appendix A: PowerPoint & Entourage Shortcuts](#).

## CUSTOMIZING OFFICE QUICK START

You can work far more productively in Word and Excel, and to some extent in PowerPoint and Entourage, becoming adept at creating custom toolbars, buttons, menus, keyboard shortcuts, and text shortcuts. Pick from the topics below to plot your custom course through the many options for customizing Office.

### **Introduction to customization:**

- Learn what aspects of customizing Microsoft Office this ebook covers. See the [Introduction](#), just previously.
- Start thinking about types of customization that would help you most, and [Decide How You Want to Customize Office](#).
- Understand where Office saves customizations, especially if you use Word X. Read [Where Office Saves Customizations](#).

### **Customizing toolbars:**

- See how you can view, hide, move, and resize toolbars to improve your workspace. Read [Showing and Hiding Toolbars](#) and [Resizing and Arranging Toolbars](#).
- Learn about [Modifying Toolbars](#) so that they fit your needs.
- Find out how to create toolbars containing only the buttons you use. See [Creating a toolbar](#) and [Creating a toolbar button](#).
- You can make the Formatting Palette easier to use in Office 2004 by setting how it opens and closes, and choosing which panels appear by default. See [Customizing the Formatting Palette](#).

### **Customizing menus:**

- You can add, move, or remove commands from menus. Find out how in [Customizing Menus](#) and in [Modifying Contextual Menus](#).
- Learn about [Creating a Menu](#) to make it easy to find the menu commands that you use most often.
- Word offers a special Work menu, which can provide quick access to files you use often. See [Using the Word Work Menu](#).

### **Working with keyboard shortcuts:**

- All the Office applications offer keyboard shortcuts for hundreds of commands, and you can get a list of every one of these shortcuts. Read [Finding Keyboard Shortcuts](#).
- You can set your own keyboard shortcuts for just about every command, macro, and style in Word and Excel. See [Setting Keyboard Shortcuts](#).

### **Saving typing time:**

- Word, Excel, PowerPoint, and Entourage can insert chunks of text based on your typing an abbreviation or, in some cases, based on your clicking a toolbar button, choosing a menu item, or pressing a keyboard shortcut. See [Saving Typing Time](#).
- Use a template. Templates can speed text entry by including standard text and formatting for a particular type of document, such as a letter that you routinely mail to clients or a monthly report. See [Working with Templates](#).

### **Sharing your customizations with templates:**

- Find out about [Working with Templates](#), and learn how to store toolbars, menus, keyboard shortcuts, and more in templates, which you can send to other users so they, too, can benefit from your time-saving tricks.

## DECIDE HOW YOU WANT TO CUSTOMIZE OFFICE

In Word, Excel, and PowerPoint you can customize your working environment by changing the toolbars, menus, and keyboard shortcuts. Because many of these options give you different ways of doing the same thing, you may be wondering which are best for you. To decide which interface elements to customize for which commands, consider the following:

- **Mouse or keyboard?** There are two types of computer users: those who prefer the mouse, and those who prefer the keyboard. If you're a mouser, toolbars allow you to create custom working environments where the functions you use regularly are just a mouse-click away. If you prefer the keyboard, you can keep your fingers busy by using keyboard shortcuts, and not have to move your hands from keyboard to mouse and back again.
- **Other pros and cons:** Once you know where you stand on the keyboard or mouse question, it's time to consider additional pros and cons of customizing the different types of interface elements. **Table 1** presents the main ways of interacting with Office and looks at the reasons to choose one type of customization rather than another.

**Table 1: Pros and Cons of Office Customizations**

<b>Item</b>	<b>Pros</b>	<b>Cons</b>
Toolbars	<ul style="list-style-type: none"><li>• Can be visible when needed or hidden when not needed.</li><li>• Can contain groups of related commands that are used infrequently (and be hidden most of the time).</li><li>• Can contain commands that are frequently used (and be available most of the time).</li><li>• Buttons can be easy to remember and easy to spot.</li><li>• Can be resized or moved.</li><li>• Provide one-click access to commands.</li></ul>	<ul style="list-style-type: none"><li>• Must be visible to use.</li><li>• Toolbars reduce working space (unless you have a large screen or second monitor).</li><li>• Too many toolbars and buttons can be confusing.</li><li>• Can't be customized in Entourage.</li></ul>
Menus	<ul style="list-style-type: none"><li>• Always accessible from the menu bar.</li><li>• Always available and non-intrusive.</li><li>• Take up no screen space, making a less cluttered workspace and leaving more room to work.</li></ul>	<ul style="list-style-type: none"><li>• Functions may be buried in submenus.</li><li>• Menu items require at least two clicks; some require more.</li><li>• Can't be customized in Entourage.</li></ul>
Keyboard shortcuts	<ul style="list-style-type: none"><li>• You keep your hands on your keyboard.</li><li>• Quick and easy to use.</li><li>• Can be customized in Entourage.</li></ul>	<ul style="list-style-type: none"><li>• Must be memorized or referenced from a cheat sheet.</li><li>• Others may not know your custom keyboard shortcuts.</li></ul>

## WHERE OFFICE SAVES CUSTOMIZATIONS

When you change toolbars, buttons, keyboard shortcuts, or menus in any Office program, these changes are not made directly to the programs themselves. Word stores these changes in its Normal template, and Excel and PowerPoint store customizations in preference files.

In this section, I cover the ins and outs of where these files are stored, in terms of which user accounts can access them, because, particularly in Word X, the default behavior may cause problems.

### Office 2004

Office 2004 customizations apply to an individual user account, so when another user logs in to your Mac, he won't see your changes and his working environment will be as he left it. You can, however, share your customizations with other users. See [Working with Templates](#) for more on using templates to share customizations.

### Office X

The Office X applications saves your customizations in the same way as Office 2004, except for Word, which stores the Normal template outside of your user directory, in **/Applications/Microsoft Office X/Templates**. As a result:

- If you're an administrator, changes you make to the Normal template apply to all users. If other users log in to the Mac, the changes may confuse them.
- If you are not an administrative user, you will be unable to save changes to the Normal template in this location, and you would benefit from changing to a location in your home folder.

To change the save location for Word's Normal template, open Word's File Locations preference pane, select User Templates, and click Modify. Select a new location (your Documents folder is best), and click Choose to save this location. If you want to keep the current Normal template, copy it from its original location to your new location before next launching Word. If you don't copy your current Normal template, Word will create a new Normal template in this location the next time you launch the program.

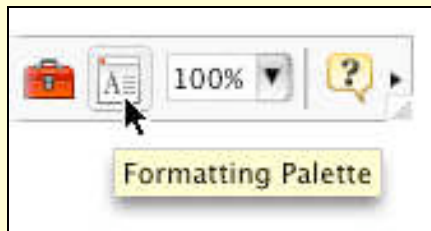
By the way, if you are not an administrator, and Word thinks it's time to save the Normal template, you'll see a dialog telling you that the template is read-only and you cannot save your changes. If you get this dialog, you may click Save to save your changes to a new template in the **/Applications/Microsoft Office X/My Templates** folder. Once you've done this, to work on a document based on the template, in Word, choose File > Project Gallery, choose the My Templates category (at the left), and click the icon for that template (at the right).

## CUSTOMIZING TOOLBARS

For many people, customizing toolbars is the first step toward taking control of Word, Excel, and PowerPoint. This may involve hiding them all, customizing existing toolbars that you use often, or creating completely new ones with your own mix of buttons.

A toolbar is a collection of buttons and, in some cases, pop-up menus, and many toolbars contain separators to help organize their contents (**Figure 1**).

**FIGURE 1**



### Elements on Word's Standard toolbar:

- **Button:** The pointer is hovering over the Formatting Palette button.
- **Tooltip:** Hover the pointer over a button to see the button's name.
- **Pop-up menu:** The Zoom pop-up menu is to the right of the Formatting Palette button.
- **Separator:** The separator is the vertical line between the Zoom pop-up menu and the Help button.

When you first open Word, Excel, or PowerPoint, you see the Standard toolbar (**Figure 2**) at the top of the screen, as well as the Formatting Palette (**Figure 3**) to the right.

**FIGURE 2**



**The Standard toolbars:** Word (top); Excel with Formula Bar (middle); PowerPoint (bottom).

## CUSTOMIZING MENUS

With most programs, you are at the mercy of the developers: you must use the menus they provide, regardless of whether you think it would be better for a specific command to be in different menu. Although Office is often derided for complexity, this complexity comes with a flexibility that allows you to create your ideal set of menus by customizing which commands appear on which menus.

Here are some ideas for how you can get the most out of your menus:

- **Remove menu items that you never use:** Get rid of the clutter, and give your menus a new, svelte appearance.
- **Create a simple set of menus:** This idea could help users who get confused by all the commands. Remove the ones they won't need (either individual commands or entire menus) so they can work more easily.
- **Reveal nested commands:** Add commands that you use often, but which are buried in submenus. Say you often use Insert > Picture > From File. You can put it at the top level of the Insert menu (or on any other menu) to get quicker access.
- **Add commands that aren't in any menus:** You can add menu commands for macros or commands usually only accessible from dialogs (such as FormatDrawingObjectWrapBehind, which sets an image to go behind text; normally, the only way to access this command is through the Layout pane of the Format Picture dialog).
- **Create your own menus:** Why be satisfied with File, Edit, View, and the other basic menus? How about adding a custom menu, such as Text, with the commands that you use when working with text? Or a Graphics menu, which might help you better organize commands you use with images? Or, perhaps, a custom Styles or Macros menu? There are no limits in Microsoft Office (though adding an Ensure World Peace menu item won't do much...).

**NOTE** Once again, Entourage is the poor relation of the Office family. Although you can customize menus in Word, Excel, and PowerPoint, you cannot customize them in Entourage.

## USING KEYBOARD SHORTCUTS

For people who like to use their mouse, toolbars and menus are the way to go. Toolbars provide visual reminders of commands, while menus display commands only when activated. But if you're a keyboarder—as, I must confess, I am—you'll be happy to know that you can use a multitude of built-in keyboard shortcuts with Microsoft Office. You can keep your hands on the keyboard and activate any command with a key press. You'll be even happier to know that you can customize keyboard shortcuts for *all* the Office programs.

Keep reading in this section to learn about keyboard shortcuts in Word and Excel. I cover keyboard shortcuts in PowerPoint and Entourage in [Appendix A: PowerPoint & Entourage Shortcuts](#).

### Finding Keyboard Shortcuts

If you want to use keyboard shortcuts, start by finding out which ones are available. You'll see some of them in the Word and Excel menus, next to certain menu items. But you won't see them all, in spite of the fact that dozens of them are already set.

### Creating a command list in Word

Word includes a macro that you can use to create a new document showing *all* the program's commands and keyboard shortcuts; unfortunately, other Office programs lack this macro. To use the macro, do the following:

1. Choose Tools > Macro > Macros.
2. From the Macros In pop-menu (near the bottom of the dialog), choose Word Commands.
3. In the list of macros, select List Commands, and click Run.

## SAVING TYPING TIME

Microsoft Office has two features that can help you save typing time: AutoText and AutoCorrect. Both features allow you to type a small amount of text in order to insert a large amount of text. Here's an overview:

- **AutoText:** AutoText is available only in Word. It stores common phrases such as salutations, closings, headers, footers, and pre-designed tables. You can create your own AutoText entries.
- **AutoCorrect:** AutoCorrect corrects misspellings and expands abbreviations. It is available in all Office applications, so any entries you create in one Office program are accessible in all the programs. You can use AutoCorrect to store the phrases and sentences you use a lot, including URLs, email addresses, and more. For example, when working in Word, you could create an AutoCorrect entry, **q3**, which would make it so whenever you typed **q3** in Word, Entourage, Excel, or PowerPoint, the text would change to **Third Quarter**. As another example, when drafting this ebook, I often typed **Word, Excel, and PowerPoint**. Rather than type those four words each time, I created an AutoCorrect entry to expand **wep** to that phrase.

**NOTE** Several utilities have long provided Mac users with features that save typing time in all applications. If you need to use frequently typed text in a variety of applications, not just Office, check out a utility such as TypeIt4Me (<http://www.typeit4me.com/>) or SpellCatcher (<http://www.spellcatcher.com/>).

**NOTE** You may be wondering why I cover how to save typing time in an ebook that focuses on the customizing toolbars, menus, and keyboard shortcuts. It comes up here because AutoText entries are best used from toolbar buttons, menus, or keyboard shortcuts, and you may well want to know about them as you go about customizing Office. Also, I think AutoCorrect is a handy feature that every Office user ought to know about, and it is something that you can customize.

## WORKING WITH TEMPLATES

In Office, *templates* are pre-formatted documents that may include customizations. The most obvious way to think about a template is as a “form” containing preset content that is already laid out for a specific purpose: you use the template by filling it in with your own content. However, Office templates can go far beyond just offering preset text and layout items. In some cases, they can contain custom toolbars, custom menus, and custom keyboard shortcuts, as well as styles, AutoText entries, and macros.

### TIP MICROSOFT-MADE

Microsoft provides a number of templates that you can use as is, or further customize. To access them, choose File > Project Gallery (Command-Shift-P).

Templates help you:

- **Modify your default work environment:** In Word and Excel, you can customize the default templates that Office applies to new documents.
- **Set up custom work environments:** You can create templates with specific customizations for different projects: you can use certain toolbars and menus for one project, and you can use a totally different set of menus and keyboard shortcuts for another project. For example, you may use certain functions often for creating a newsletter, functions that you don't use otherwise. You can create a template that contains special toolbars and menus to help you access these functions more easily, but only when you need them.
- **Share customizations with others:** If you want to share customizations with others, in some cases, you can use a template as vehicle for transferring them to other Macintoshes, and even to PC users. (In some cases, you can accomplish this with any document, but in others, you must use a template.)

## APPENDIX A: POWERPOINT & ENTOURAGE SHORTCUTS

If you are running Mac OS X 10.3 Panther or later, you can use the operating system's built-in keyboard shortcut function to set shortcuts for Entourage's and PowerPoint's menu items.

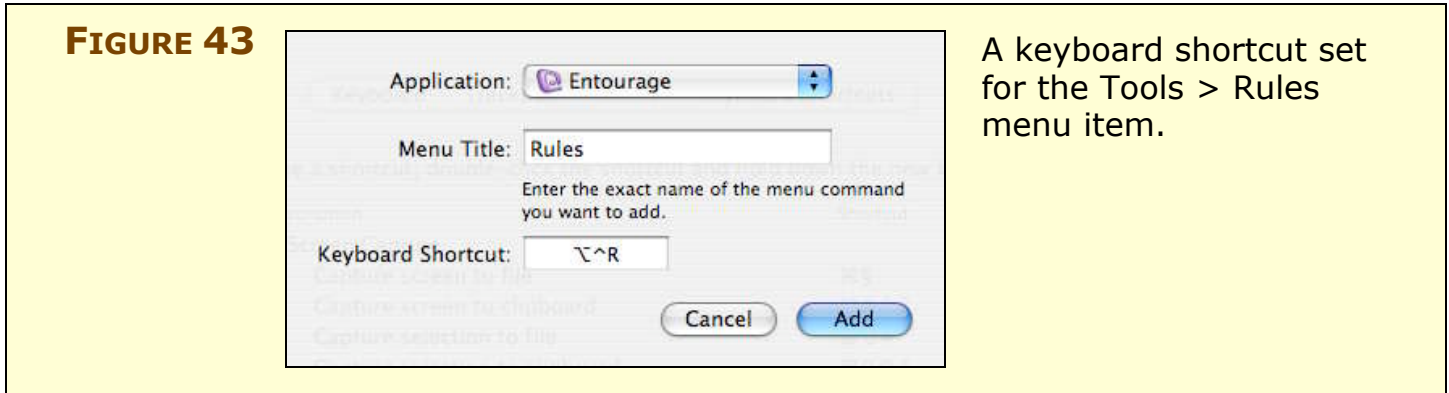
### **NOTE NO PANTHER, NO TIGER, NO DICE?**

Unfortunately, if you're using a version of the Mac OS before Mac OS X 10.3 Panther, you won't be able to set keyboard shortcuts for PowerPoint or Entourage without help from a third-party utility, such as iKey (<http://www.scriptsoftware.com/ikey/>), from Script Software.

To set a keyboard shortcut, follow these steps:

1. Decide which menu item you want to work with, and decide which keyboard shortcut you plan to set. Make sure you plan to apply shortcuts that Entourage or PowerPoint is not already using; check the Entourage or PowerPoint menus to be sure that your choice isn't already in use, or use the Control key—Entourage and PowerPoint don't have any shortcuts that use Control.
2. Open System Preferences (choose System Preferences from the Apple menu), open the Keyboard & Mouse preference pane, and then click the Keyboard Shortcuts tab.
3. Near the lower left, click the + (plus) button.
4. From the bottom of the Application pop-up menu, choose Other. (Microsoft Office applications don't appear by default in this menu.)
5. Navigate in the Open dialog to select Entourage or PowerPoint.
6. In the Menu Title field, type the exact name of the menu item. Make sure it's spelled correctly; if the menu item contains an ellipsis (...), be sure to include it. To include an ellipsis, you may need to type an ellipses character (by pressing Option-; on a U.S. keyboard) or you may need to type three periods. If one technique doesn't work, try the other.

7. Click in the Keyboard Shortcut field and press the keys you want to use (**Figure 43**).



8. Click Add to save the shortcut.
9. If the application you set the shortcut for is open, quit it and relaunch it.

You should now see your keyboard shortcut in the corresponding menu, and you can use it whenever you want.

## APPENDIX B: COOL CUSTOMIZATION IDEAS

To give you a better idea of interesting and useful ways to customize Office, my editor, Tonya Engst, quizzed Take Control authors and editors, and the [TidBITS–Talk mailing list](#), to find out how other Office users are customizing the software. This Appendix summarizes her findings.

### NOTE DO YOU HAVE A COOL IDEA?

You can submit your cool customizations for possible publication in a future update to this ebook. We'll include the most interesting ones in a future update and on the Check for Updates page for this ebook. Send your ideas to [tc-comments@tidbits.com](mailto:tc-comments@tidbits.com). We'll assume it's okay to use your name, unless you indicate otherwise.

### TIP MORE IDEAS

Click the Check for Updates button on the [cover](#) of this ebook to check for more customization ideas that haven't yet been incorporated into this ebook.

## General Office

- **Removing PDF toolbar:** When I installed the full Adobe Creative Suite Professional, it placed a file named PDFMakerLib in the Microsoft Office directory. This file puts a PDF toolbar into Office applications that refuses to stay where you want it and always appears on launch whether you've selected it or not. To remove it from Office X, delete (or move) PDFMakerLib from the Microsoft Office directory (I moved mine into a subdirectory in case I want to move it back in order to use it). In the case of Office 2004, delete (or move) the following files from **/Applications/Microsoft Office 2004:**
  - **PDFMakerLib**
  - **Office/Startup/Word/PDFMaker.dot**
  - **Office/Startup/PowerPoint/PDFMaker.ppa**
  - **Office/Startup/Excel/PDFMaker.xla**

## ABOUT THIS EBOOK

In contrast to traditional print books, Take Control ebooks offer clickable links, full-text searching, and free minor updates. We hope you find them both useful and enjoyable to read.

### About the Author

Kirk McElhearn has written or co-written a dozen books on subjects such as Mac OS X, the iPod and iTunes, and using the command line in Mac OS X. He is also a regular contributor to *Macworld* magazine and *TidBITS*. His blog, Kirkville (<http://www.mcelhearn.com/>), talks about Macs, iPods, music, books, and more.

A native New Yorker, he has lived in France for more than two decades, and currently lives in Guillestre, a village in the French Alps.

### Author's Acknowledgements

Once again, I'd like to thank Adam Engst for coming up with the Take Control series idea; Tonya Engst for her editing and management; and the entire Take Control gang, who have made this an interesting process. Special thanks to Tonya, who applied her top-class editing skills to improve this ebook, which turned out to be much more work than we expected, but also resulted in a much better and more thorough ebook. Thanks, also, to all the readers who make writing ebooks like this worthwhile.

This ebook was made possible in part by large quantities of first flush 2004 and 2005 Darjeeling tea, provided by Le Palais des thés in Paris, and music by moe. (<http://www.moe.org/>), Keller Williams (<http://www.kellerwilliams.net/>), The Grateful Dead (<http://www.dead.net/>), Gustav Mahler, Toru Takemitsu, Bill Evans, Brad Mehldau (<http://www.bradmehldau.com/>), and more.

I wrote this ebook on a 933 MHz G4 iBook and a spanking new 20-inch iMac G5, which arrived in time for final editing, and which makes me appreciate Word's new system of balloons for comments and revisions. To write this ebook, I used Inspiration (for outlining), Microsoft Word, and Snapz Pro X.

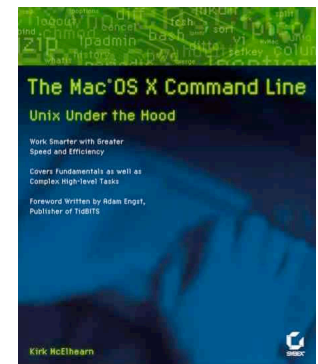
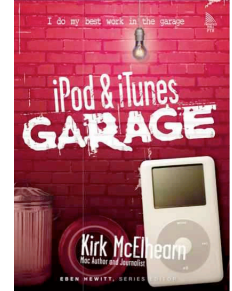
Special thanks to my wife Marie-France, who provides grounding, and my son Perceval, who keeps me on my toes.

Finally, thanks to those who contributed tips to Appendix B: Alex Hoffman, Andy Carrol, Diane Ross, Ed Kramer, Google Kreme, Jeff Carlson, Nick Pappas, Randy B. Singer, and Richard Totaro.

## Shameless Plug

And now, a shameless plug for my latest books:

- iPod and iTunes users will find that my recent *iPod & iTunes Garage* is the ultimate iPod book. Learn how to do everything with your iPod, how to manage your music with iTunes, and how to use additional software and accessories to make sure the music never stops.
- If you like to fiddle with things, tweak your Mac, and access the hidden power behind Mac OS X, my recent book *The Mac OS X Command Line: Unix Under the Hood* will teach you how to use the command line to get the most out of your Mac.



Find out more about these books, and others, at my Web site: <http://www.mcelhearn.com/>.

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You may be especially interested in:

*Take Control of Users & Accounts in Tiger*, by Kirk McElhearn

<http://www.takecontrolbooks.com/tiger-users.html>

*Take Control of What's New in Word 2004*, by Matt Neuburg

<http://www.takecontrolbooks.com/word-1.html>

*Take Control of What's New in Entourage 2004*, by Tom Negrino

<http://www.takecontrolbooks.com/entourage-2004.html>

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Take Control ebooks are a project of TidBITS Electronic Publishing. TidBITS Electronic Publishing has been publishing online since 1990 when publishers Adam and Tonya Engst first created their online newsletter, *TidBITS*, about Macintosh and Internet-related topics. *TidBITS* has been in continuous, weekly production since then (<http://www.tidbits.com/>).

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Adam and Tonya are well-known in the Macintosh world as writers, editors, and speakers, and they have written innumerable online and print publications. They are also parents to Tristan, who thinks ebooks about trains, clipper ships, and dinosaurs would be cool.

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...and the many friends and relatives that helped in large and small ways by providing technical expertise, dinner, childcare, and more.

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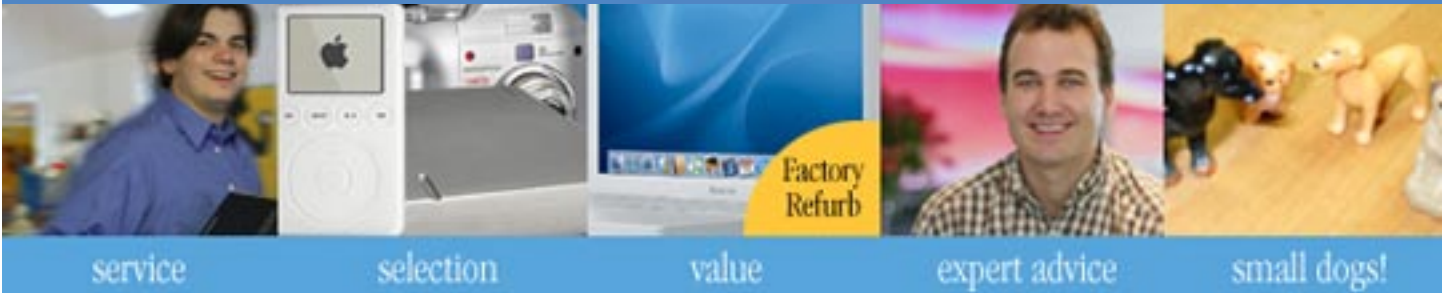
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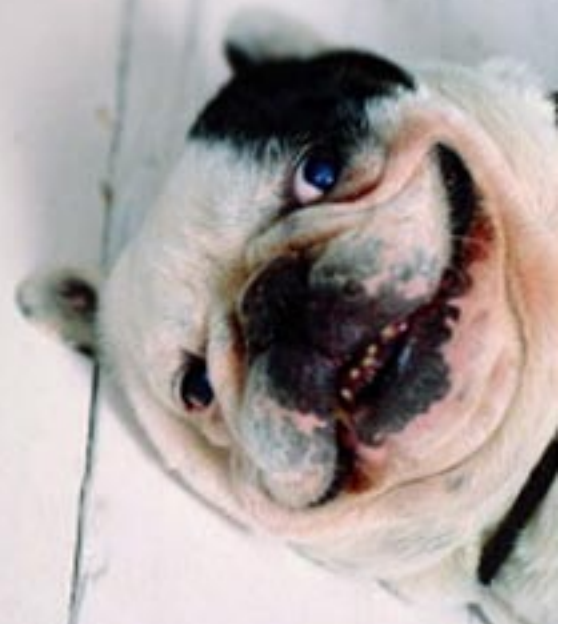
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