Karlen Communications
Word for Mac 2016 - Preferences

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Introduction

This tutorial will take you through some of the settings you might want to change in the Word for Mac 2016 application on a Mac or MacBook Pro. It does not cover settings for iOS devices.

This tutorial makes reference to the Windows version of Word for those who are either using both types of computers or who are migrating from Windows to Mac.

Currently there are few keyboard commands to use in the dialogs other than the Tab and Shift + Tab, Spacebar, Enter or UP, Down, Left or Right Arrows. Keep this in mind as you work your way through the settings. Hopefully keyboard support for those of us not using VoiceOver will improve.

This is not a VoiceOver tutorial. If you are using VoiceOver, you will need to know which commands work with dialogs, windows and documents. This tutorial is generic in suggesting settings you might want to change to work more effectively with Word if you are using adaptive technology.

Word for Mac 2016 Preferences

There is a keyboard command to open the Word for Mac Preferences dialog. The keyboard command is Command + Comma.

Word Preferences are found in the Word Menu in the Menu Bar. Press Command + Comma to open the Word Preferences dialog with or without a document open and whether or not the document is in Full Screen view.

Figure 1 Word Preferences from the Word Menu.

The Word Preferences dialog opens where you can choose a category. Unlike the Windows version of Word, you only see the categories, not settings associated with each category. You must activate each button for a category in order to see the settings.
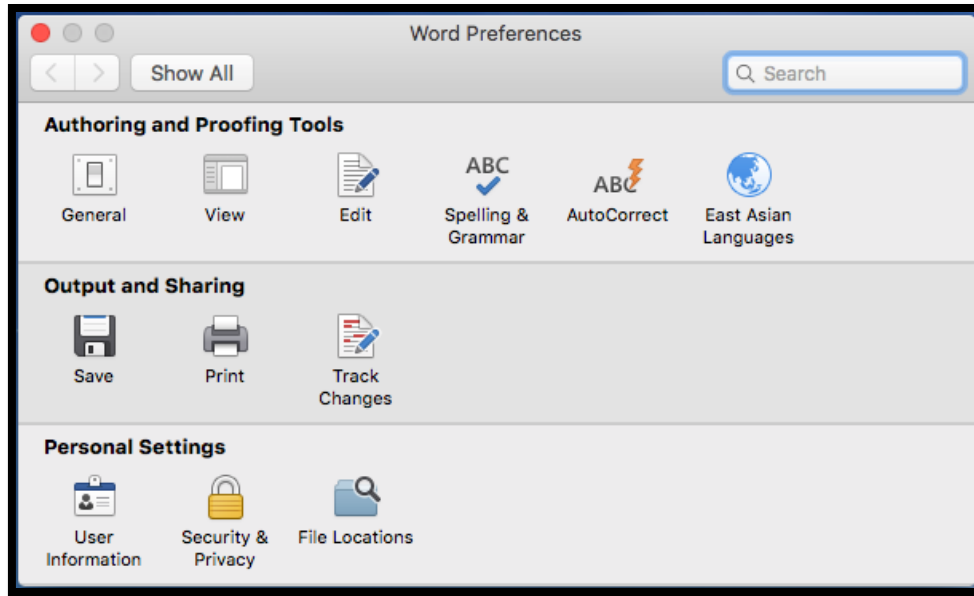
Figure 2 Word Preferences dialog showing categories of settings.

There is no first character navigation to move easily around the categories. Use the Up and Down Arrows to find the settings you want to modify.

The categories for Word for Mac 2016 Preferences are:

- General (which starts the Authoring and Proofing tools).

- View.

- Edit.

- Spelling and Grammar.

- AutoCorrect.

- East Asian Language.

- Save (Which starts the Output and Sharing tools).

- Print.

- Track Changes

- User Information (which starts the Personal Services tools).

- Security and Privacy.

- File Location.

General Options

When you first launch Word, you have the choice of opening documents or creating a new document from a template. The screen is similar to the Start Screen in the Windows version of Word. If you want Word to start with a new blank document each time you launch it, you can turn this "Start Screen" or "Word Document Gallery" off.
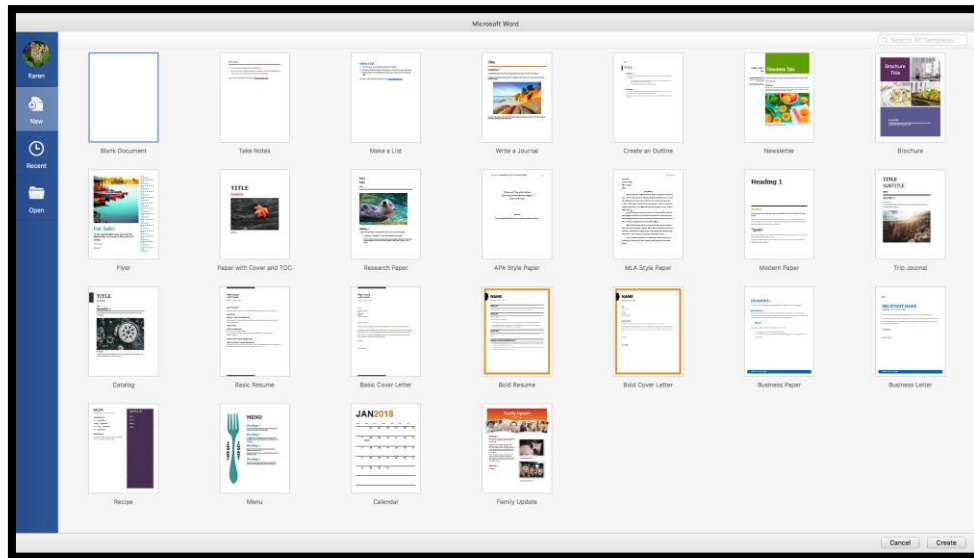

Figure 3 Word Document Gallery.

In the General options, uncheck the check box "Show Word Document Gallery when opening Word." Unlike the Windows version of Word, there is no OK button. You can press Command + W to close the Word Preferences dialog.

Other items in the General options you might want to look at are:

- Confirm before opening different applications.

- Confirm file format conversion at Open.

- Include formatted text on Clipboard. I unchecked this so that formatting will not carry over when cutting, copying and pasting content.

- Show file extensions. I turned this on so I know which type of file I'm working with.

- Update automatic links at Open. I left this as is until I understand what this means.

- Show measurements in units of…which is a drop-down list of choices.

- Office Themes which is another drop-down list. I chose Colourful as it offers a bit of contrast. Since I'm using the desktop applications for Office 365, this is also synchronized with my Windows desktop version of Office.

- Web Options which is a button that leads you to other settings for web-based content.
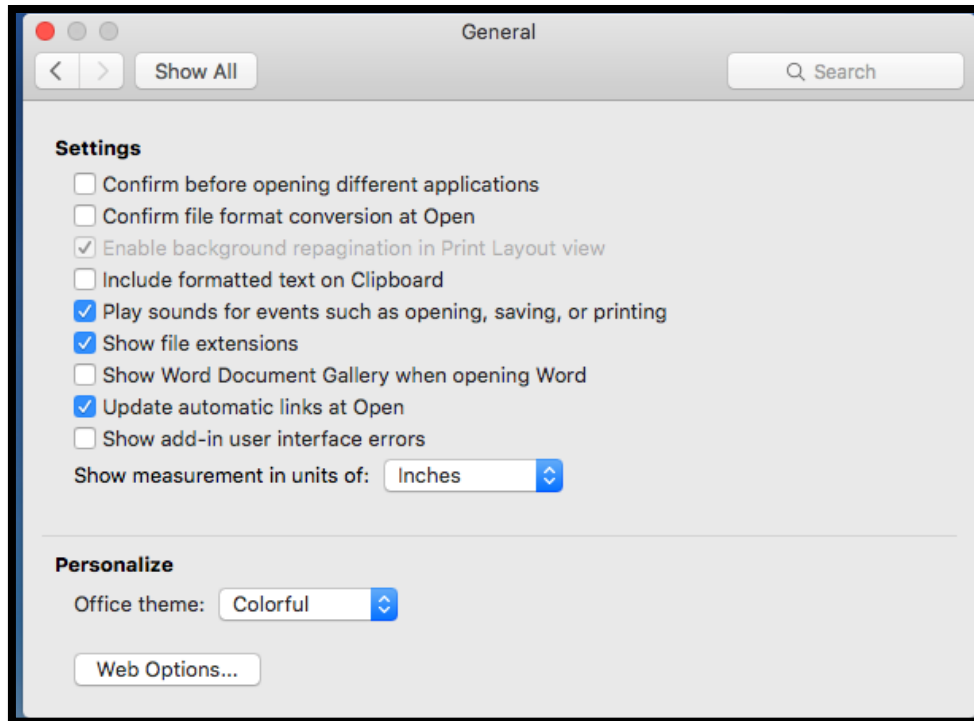

Figure 4 General options in the Word Preferences dialog.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

View Options

The View options are divided into setting groups. The first setting group is "Show in document." The following items are in this group. You can choose to have these elements shown or not in a document.

- Bookmarks.

- Drawings.

- Comments on rollover.

- Highlight.

- Contact Tags.

- Object anchors.

- Draft font.

- Text boundaries.

- Field codes instead of value.

- Background colours and images in Print Layout View.

- Mail merge prompts.

- Field shading which is a list box and the default is "when selected."

The next settings group is "Non-Printing Characters" and the settings are:

- All; or,

- Hidden text.

- Spaces.

- Optional hyphens.

- Tab characters.

- Paragraph marks.

There is a button on the Home Ribbon to show or hide paragraph marks.

The last settings group is Ribbon and there are two stings under this category:

- Show Developer Ribbon tab.

- Show Group titles.

For example, on the Home Ribbon, there is a Font Group and a Paragraph Group.
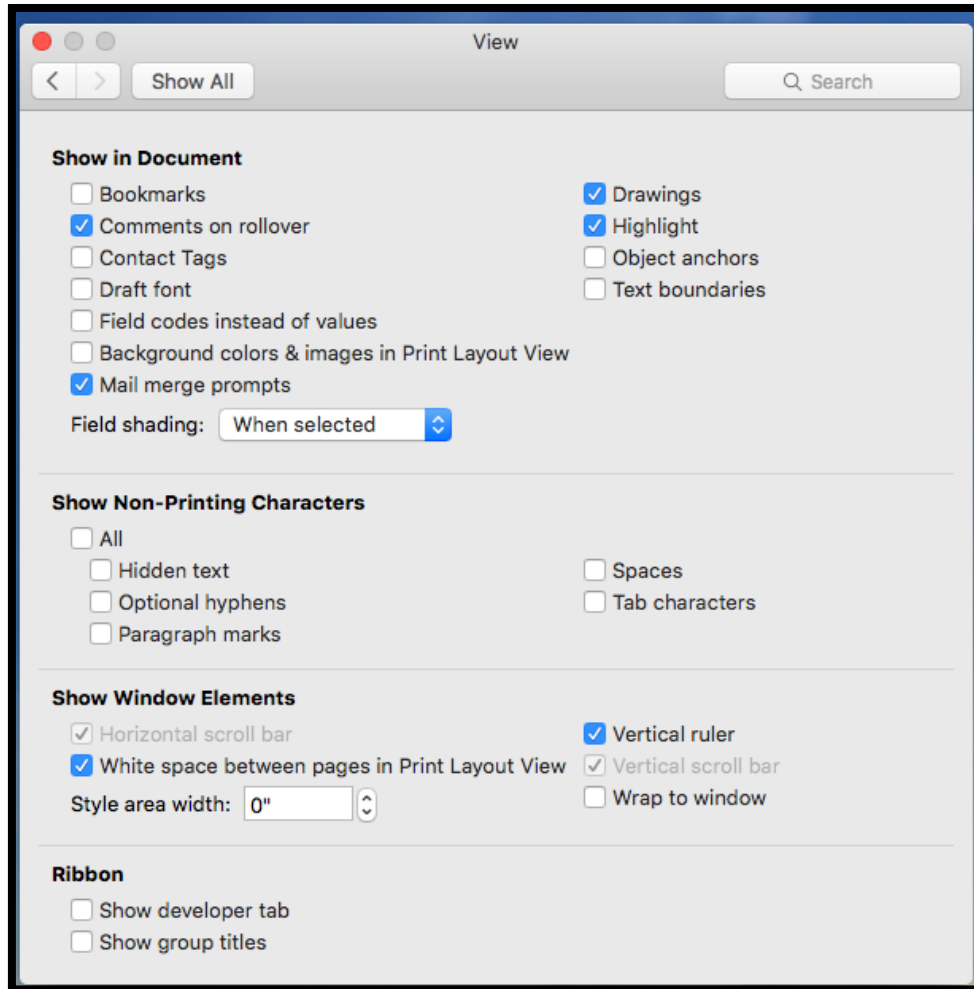
Figure 5 View options in the Word Preferences dialog.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Edit Options

The Edit options are divided into groups of similar settings. The first group of settings are "Editing Options:"

Delete selected text when you type. This is checked by default and I turned this off after accidentally deleting text I didn't intend to.

Drag and Drop text editing which is checked by default.

Include paragraph mark when selecting paragraphs which is checked by default.

Keep track of formatting which is checked by default.

Match font with keyboard which is not checked by default.

Replace existing text as you type (Overtype mode) which is not checked by default.

Insert/paste pictures as and "Inline with text" is the default which is what you want to optimize the accessibility of documents.

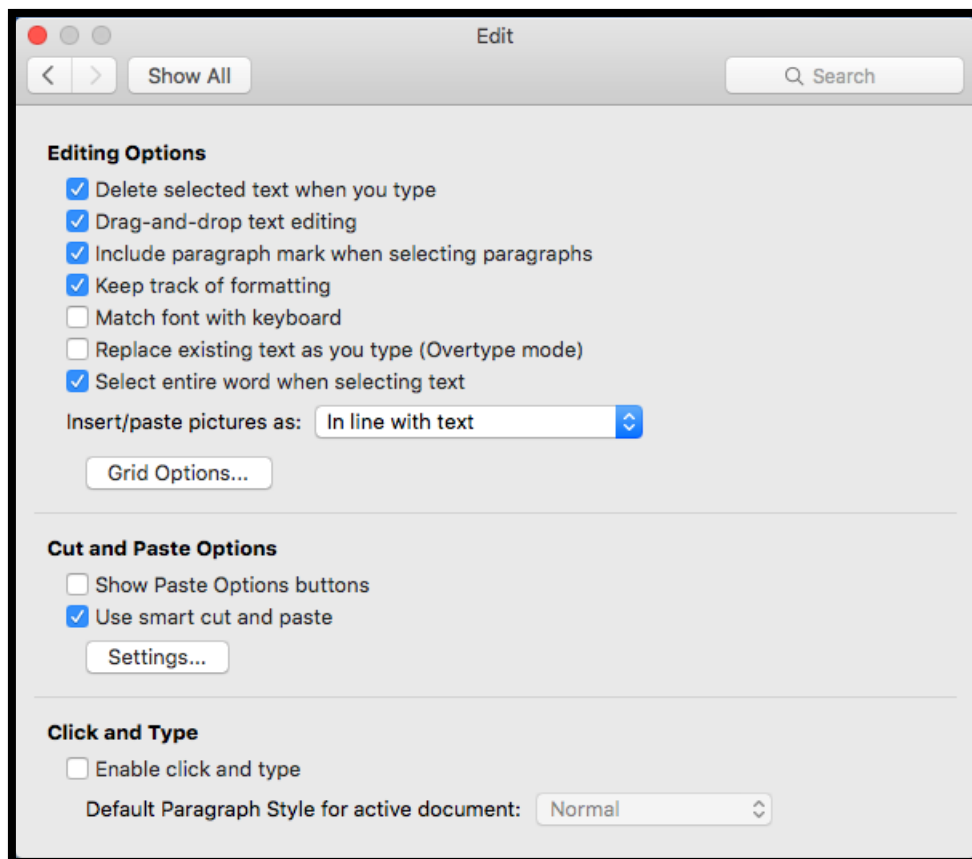Grid options which is a button that opens another dialog.

Figure 6 Edit options in the Word Preferences dialog.

The second group of settings is "Cut and Paste Options" which has three settings:

Show Paste Options button which should be unchecked. If this is turned on, when you past a picture, a context menu will automatically appear which often takes focus from adaptive technology. This is true on the Windows side of things as well and I recommend turning it off if you are using a Windows version of Word.

Use Smart Cut and Paste which is checked by default.

Settings which is a button that opens another dialog. You will want to take a look at some of the options under "Settings."
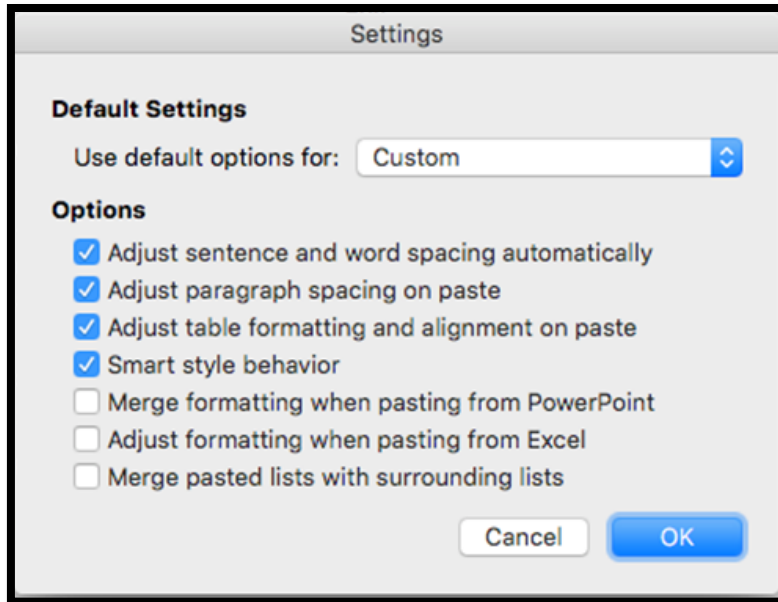
Figure 7 Settings dialog in the Edit Options.

If you activate the Settings button, the Settings dialog opens. There are two groups of settings: Default Settings and Options. Default Settings has one item under it: Use default options for, and the default setting is Custom.

The second group of settings is called Options. The Options for cut, copy and paste are:

- Adjust sentence and word spacing automatically which is checked by default.

- Adjust paragraph spacing on paste, which I have chosen to check.

- Adjust table alignment and spacing on paste which is checked by default.

- Smart Style behaviour which I checked.

- Merge formatting when pasting from PowerPoint which I unchecked.

- Merge formatting when pasting from Excel which I unchecked.

- Merge pasted lists with surrounding lists which I unchecked.

This dialog does have an OK button that you must activate to confirm changes.

The last settings group is Click and Type and there is only one setting under this group. The setting is to "Enable Click and Type." You will want to turn this off. Click and Type lets you click anywhere on a page and begin typing. If you are using adaptive technology you may not realize you've clicked the mouse and that your insertion point is away from the margin. Turning Click and Type off ensures that you don't accidentally begin typing in random areas of a page.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Spelling and Grammar Options

As with the Windows version of Word, pressing F7 will open the Spell Check dialog. There are some settings related to the spelling and grammar check that you can change. If you are looking for AutoCorrect options, they are the next topic.

As with other Word Preferences, the Spelling and Grammar options are divided into settings groups. The first group is Spalling and the settings are:

- Always suggest corrections.

- Ignore words in uppercase.

- Check spelling as you type.

- Ignore words with numbers.

- Flag repeated words.

- Suggest form main dictionary only. This item is not checked by default so you can use AutoCorrect to add words to your custom dictionary and use them when performing a spell check.

- Ignore Internet and file path addresses.

- Custom Dictionary which identifies the name of your custom dictionary currently in use.

- Dictionaries which lets you add other dictionaries such as a legal or medical dictionary.

The second settings group in the Spelling and Grammar options is Grammar. The settings under Grammar are:

- Check grammar as you type which is checked by default.

- Check grammar with spelling which is checked by default.

- Show readability statistics which is not checked. If you check this, once the spell check is completed, the Readability Statistics dialog opens showing word count, number of characters and reading levels. The Readability Statistics dialog is the same as the Word Count dialog.

  o There is currently a bug in Word 2016 where if you press Alt + F7 to move through the document and use the context menu to spell check, the Readability Statistics dialog randomly opens.

- Writing Style which is set to Grammar.

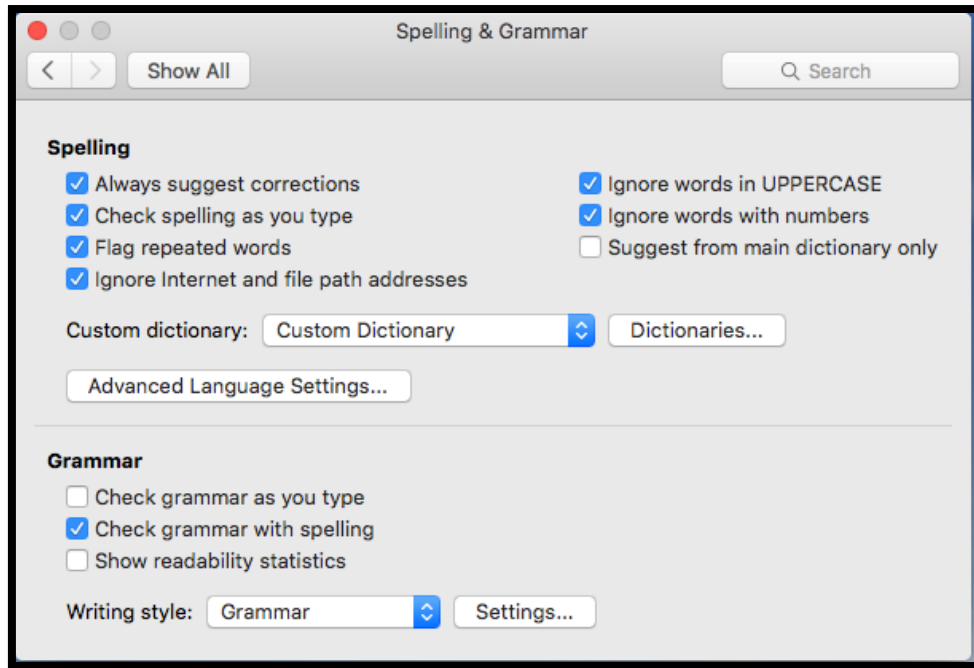- Settings, which is a button that opens another dialog.

Figure 8 Spelling and Grammar options from Word Preferences.

The following image is of the dialog for Advanced Language Settings found under the Spelling options.
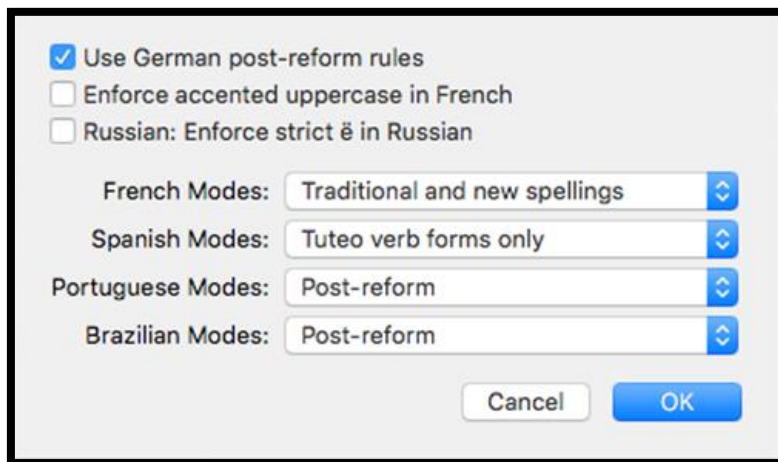

Figure 9 Advanced Language Settings in Spelling and Grammar options.

The options in the Advanced Language Settings are:

- Use German post-reform rules which is checked by default.

- Enforce accented uppercase in French.

- Russian: Enforce strict "e" in Russian.

- French mode: Traditional and new spellings is the default.

- Spanish mode: Traditional and new spelling is the default.

- Portuguese: Post-reform is the default.

- Brazilian: Post-reform is the default.

These last four settings are lists that you can choose from. Once you decide what you want to do, you must either Cancel or activate OK.

The following image is of the Grammar Settings from the Spelling and Grammar options. There are no groups in this dialog.
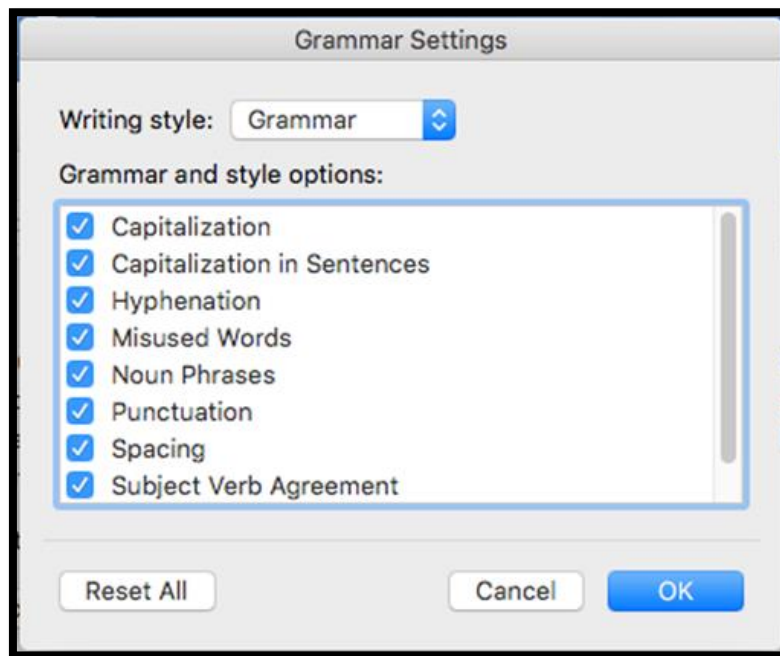

Figure 10 Grammar Settings dialog in the Spelling and Grammar options.

The writing style is identified as Grammar as it is in the main Spelling and Grammar dialog. There is a list of items that are all checked in the Grammar Settings dialog including: Capitalization, Capitalization in Sentences, Hyphenation, Misused Words, Punctuation, Spacing and Subject/Word Agreement.

There is a button to Reset to the defaults and both a Cancel and OK button. Once you are finished working in the Grammar Settings dialog, make sure you activate the OK button to confirm your changes or the Cancel button to cancel them.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

AutoCorrect Options

The AutoCorrect options let you add words you mistype often so that when you mistype them and press the Spacebar the words will correct themselves to the right spelling. You can also use AutoCorrect to expand acronyms.

To use the AutoCorrect to expand acronyms, in the Replace edit area type the acronym preceded by a bracket. For example, if I want to expand NDA to Non-Disclosure Agreement, I would put]nda in the Replace edit area and Non-Disclosure Agreement in the With edit area. Then whenever I type]nda and press the Spacebar, it will automatically expand to Non-Disclosure Agreement. I add the] before the letters so that if I am working with a web address, or other types of text with the characters "nda" in them, they won't automatically expand.

Just another way to use AutoCorrect!

Let's get back to the AutoCorrect dialog in Word for Mac 2016. This is a larger dialog and has many parts.

The first half of the dialog has check boxes for options and the bottom half of the dialog shows the mistyped text or typos and their corresponding corrections.

There are four tabs in the top half of the dialog:

- AutoCorrect.

- Math AutoCorrect.

- AutoFormat as you Type.

- AutoText.

Under AutoCorrect the settings are:

- Show AutoCorrect Smart button which is checked and includes everything that follows.

- Correct two initial Capitals.

- Capitalize the first letter of sentences.

- Capitalize names of days.
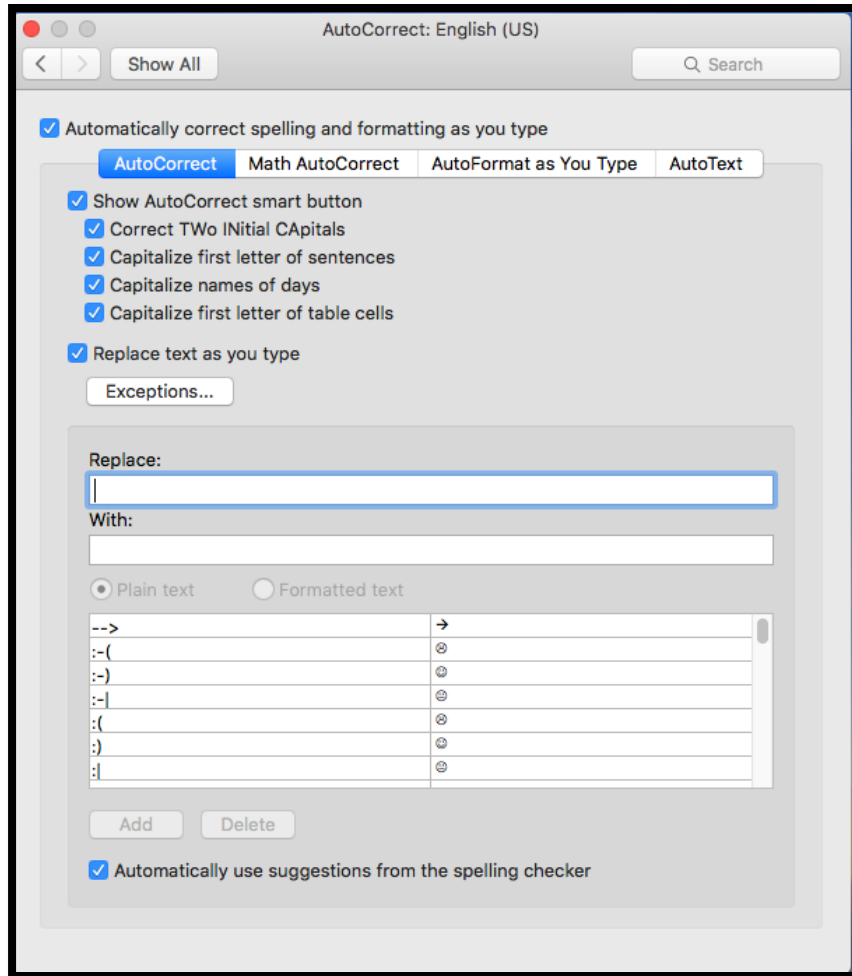
- Capitalize first letter of table cells.

Figure 11 AutoCorrect dialog in Word Preferences.

Under the AutoCorrect settings is a button for Exceptions. This series of settings opens in a new dialog and consists of a list of abbreviations that are not "corrected" by AutoCorrect as you type.

There is a check box that is checked by default to "Automatically add words to list."

There is an OK button if you make changes or a Cancel button if you are just exploring.

Once the Exceptions dialog is closed, you are returned to the AutoCorrect dialog.
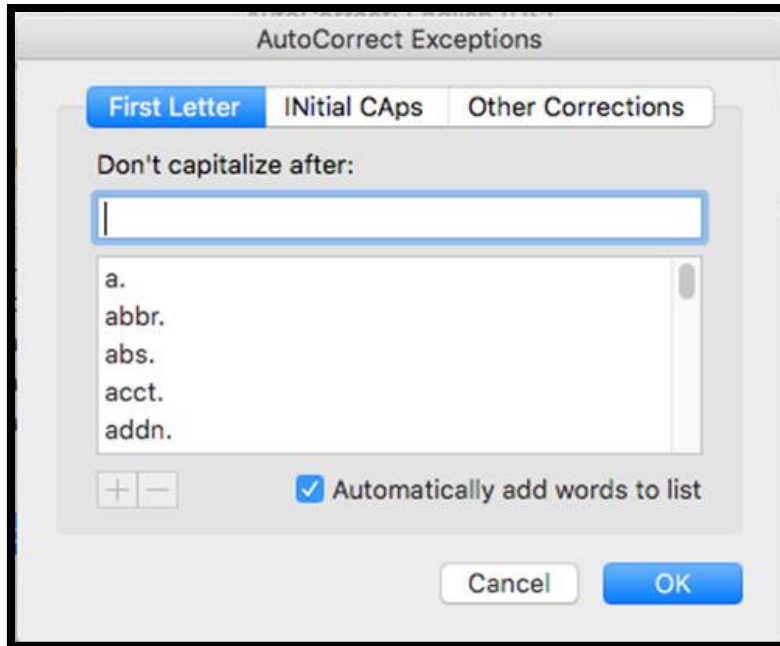
Figure 12 AutoCorrect Exceptions dialog in Word Preferences.

The second tab in the general AutoCorrect dialog is for the Math AutoCorrect settings. There are only two settings for Math AutoCorrect: Use Math rules outside of math regions (when Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect Rules will be used). This is not checked by default. The other setting, which is checked by default, is to Replace text as you type.
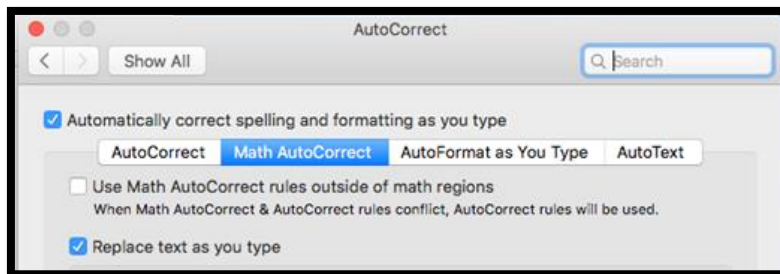

Figure 13 Math AutoCorrect settings in Spelling and Grammar dialog.

The third tab in the AutoCorrect dialog is to AutoFormat as you Type. These settings let you automatically format bullets and numbering as you type along with similar types of formatting.

The first series of settings under AutoFormat as you Type are under a group called Apply as you Type:

- Automatic bulleted lists which is checked by default..

- Tables.

- Automatic Numbered lists which is checked by default.

- Borders which is checked by default.

- Headings which is checked by default.

In the following image I've unchecked the ones I don't want to apply. If you are using Tab to navigate around this dialog, note that you will Tab from one side of the settings to the other instead of going down the left and then going down the right.
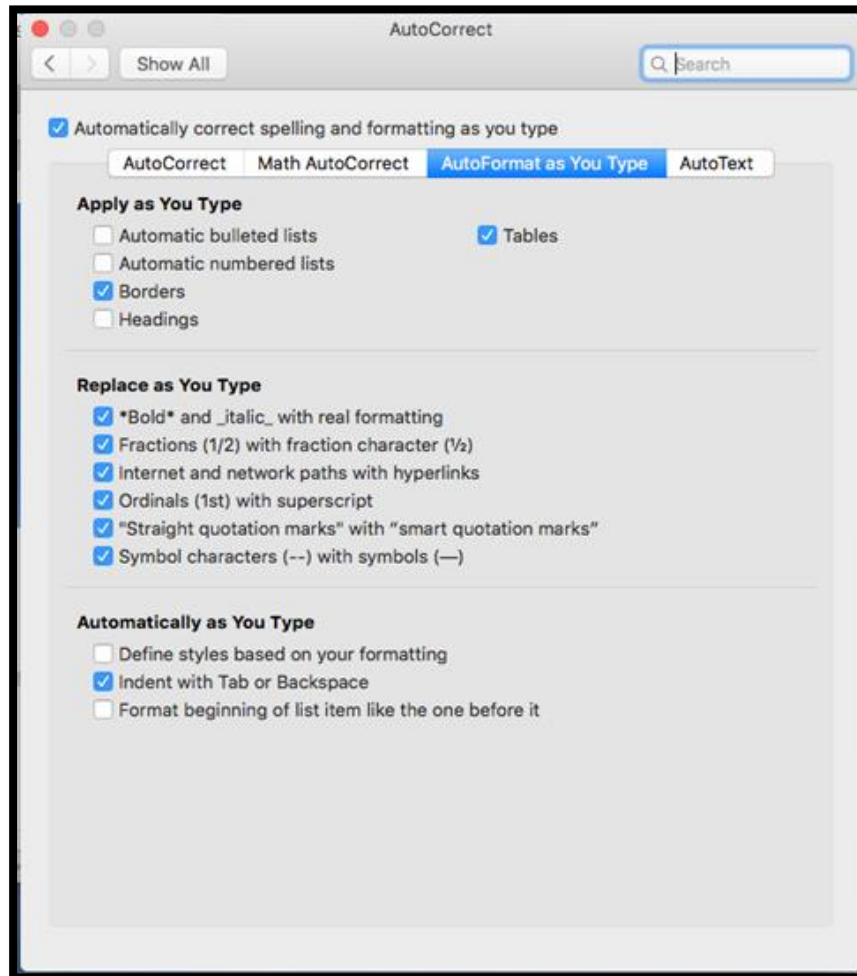

Figure 14 AutoFormat as you Type settings in the AutoCorrect dialog.

The second settings group is called Replace as you Type and by default, all items are checked. The settings are:

- "Bold" and _italic_ replaced with real formatting.

- Fractions (1/2) replaced with ordinals ½.

- Internet and network paths with hyperlinks.

- Ordinals (1st) with superscript 1$^{st.}$

- Straight quote marks with Smart Quote marks.

- Symbols characters (--) with symbols –

The last settings group is called Automatically as you type. The settings under this group are:

- Define style based on your formatting.

- Indent with Tab or Backspace which is checked by default.

- Format beginning of list item like the one before it which is also checked by default.
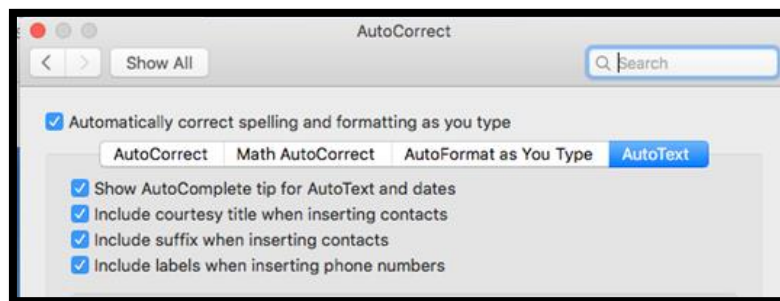

Figure 15 Auto Text settings in AutoCorrect dialog.

The last tab in the AutoCorrect dialog is Auto Text. If you are migrating from Word for Windows, you may remember that Auto Text was replaced in Word 2007 with the ability to create Building Blocks. The settings under Auto Text are:

- Show AutoComplete tip for Auto Text and dates.

- Include courtesy title when inserting contacts.

- Include suffix when inserting contacts.

- Include labels when inserting phone numbers.

Most of these settings deal with adding existing information to contacts in your address book and what happens when you insert a contact into a document.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

East Asian Language Options

This setting lets you choose a language for editing. The default is the language used by your system. Use this setting to choose another language for editing and proofing documents. You may need to have appropriate fonts installed as well as language specific dictionaries.
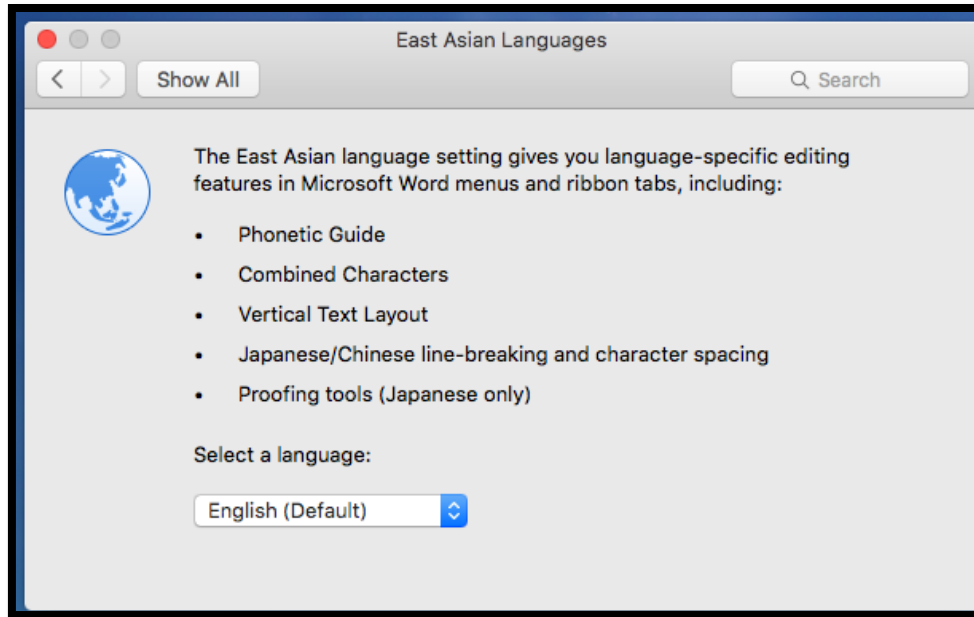
Figure 16 East Asian Language options in word Preferences.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Save Options

The Save options start the general group of Word Preferences called Output and Sharing.

The settings for Save are:

- Always create backup copy which I have checked in the following image.

- Prompt before saving Normal template which I have checked in the following image.

- Prompt for document properties which I will be checking because it is part of creating optimally accessible documents.

- Save preview picture of new documents which is checked by default.

- Allow background saves which is checked by default.

- Save AutoRecovery info which then has an edit box with the default save time of every 10 minutes. You can change the time for AutoRecovery if you want to save sooner or later than 10 minute intervals.

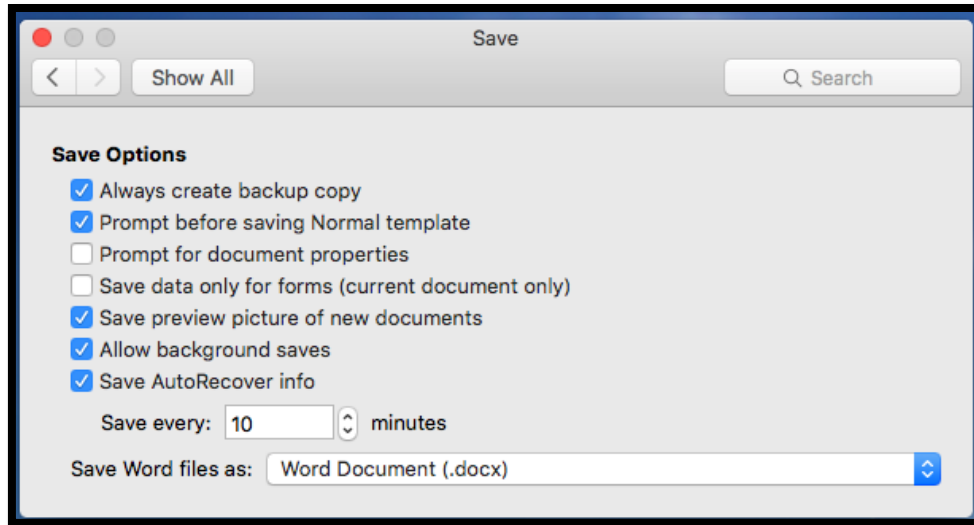- Save Word files as, and the default is Word Document or DOCX.

Figure 17 Save settings in the Word Preferences dialog.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Print Category

At the time I wrote this tutorial document I hadn't set up my MacBook Pro to work with my laser printer.

There are two setting groups in the Print Options: Print Options and Include in Print Version.

The settings under the Print Options are:

- Print background colours and images.

- Reverse print order.

- Update fields.

- Update links.

None of these are checked by default.

If you are thinking of printing background colours and images be aware that this will use a lot of ink.

By default, Word will print a document starting at page 1. If you want to start the printing from the last page of the document you would check the reverse order setting. You will then have to rearrange the pages to be in order once they are printed.
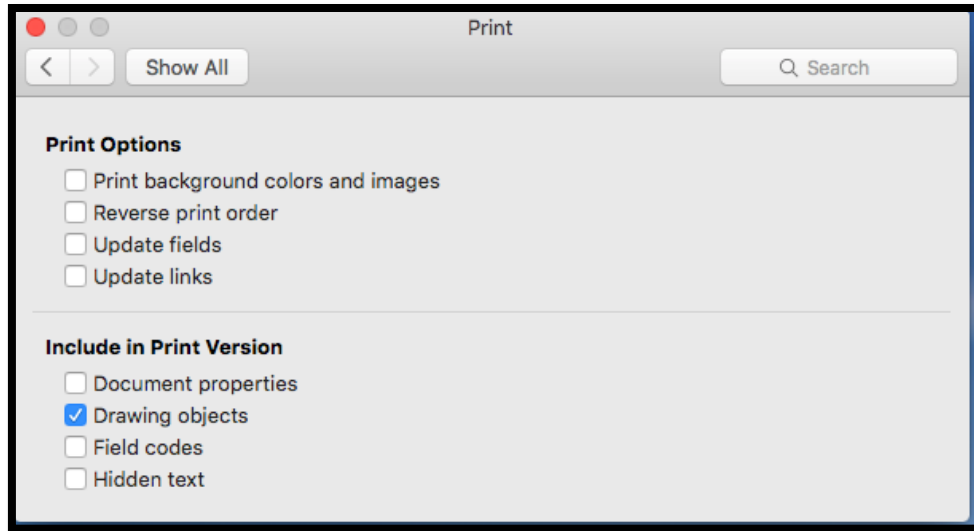
Figure 18 Print settings in the Word Preferences dialog.

The settings under "Include in Print Version" are:

- Document properties which Is not checked by default.

- Drawing objects which is checked by default.

- Field codes which is not checked by default.

- Hidden text which is not checked by default.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Track Changes Options

If you are like me and find it difficult to see the faint red Track Changes identifier, you'll want to change some of the settings in Track Changes. I have the changes show up in blue which is easier for me to spot looking at a page. You will want to make changes to how the edits to documents appear if you have colour deficits as well or if you just find the Word user interface so visually stark that it is difficult to locate edits.

The Track Changes settings is where you make these changes. The Track Changes dialog has three settings groups: Markup, Moves and Table Cell Highlights.

Most of the colour settings are "By author" which allows for different authors to have different colours. You can change these settings to a single colour when you open a document where Trak changes has been used. You can also change the appearance of various types of edits.

You will need to Tab to all of these settings. There is no keyboard command support yet nor is there first character navigation.
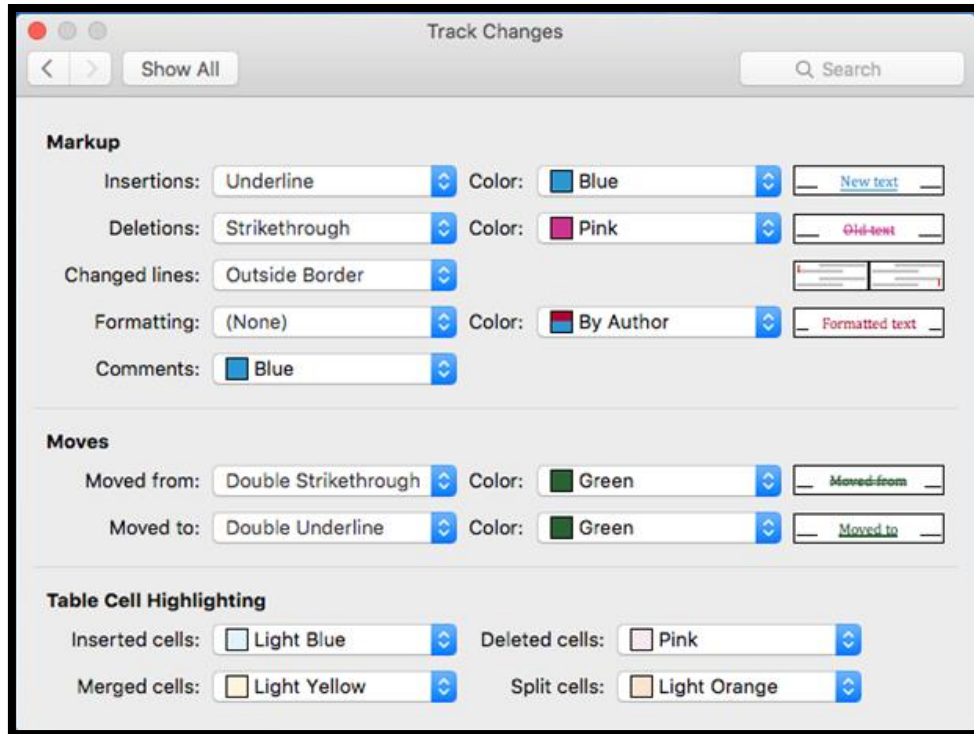
Figure 19 Track Changes settings in Word Preferences.

Under Markup, the settings are:

- Insertions which are identified by underline and by author by default.

- Deletions which are identified by strikethrough and by author by default.

- Changed lines which are identified by an outside line by default. This means that a line will appear in the right margin indicating a changed line.

- Formatting which is not identified by default and if an identifier is chosen, the colour will be by author.

- Comments which are identified by author by default.

There are two settings under Moves:

- Moves from are identified by a double strikethrough and the colour green by default.

- Moves from are identified by an underline and the colour green by default.

Under the Table Cell Highlight settings the options are:

- Inserted Cells which are assigned the colour light blue.

- Deleted Cells which are assigned the colour pink.

- Merged cells which are assigned the colour light yellow.

- Split cells which are assigned the colour light orange.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

User Information

The information you provide under User Information will be used to create envelopes and other functions that draw on this information. For example, some of the information will already be added to the Document Properties.

You will need to Tab to each of the edit areas of this dialog as there is no keyboard commands assigned yet. Hopefully as more accessibility features are added to Office for Mac, we will have this capability.

The edit fields in the User Information dialog are:

- Name which is already filled in based on your user account information.

- Company which is not filled in.

- Address which is not filled in.

- City which is not filled in.

- State which is not filled in.

- Zip which is not filled in.

- Country/Region which is not filled in.

- Phone which is not filled in.

- E-mail which is not filled in.

Once you add this information it should remain until you want to change it.
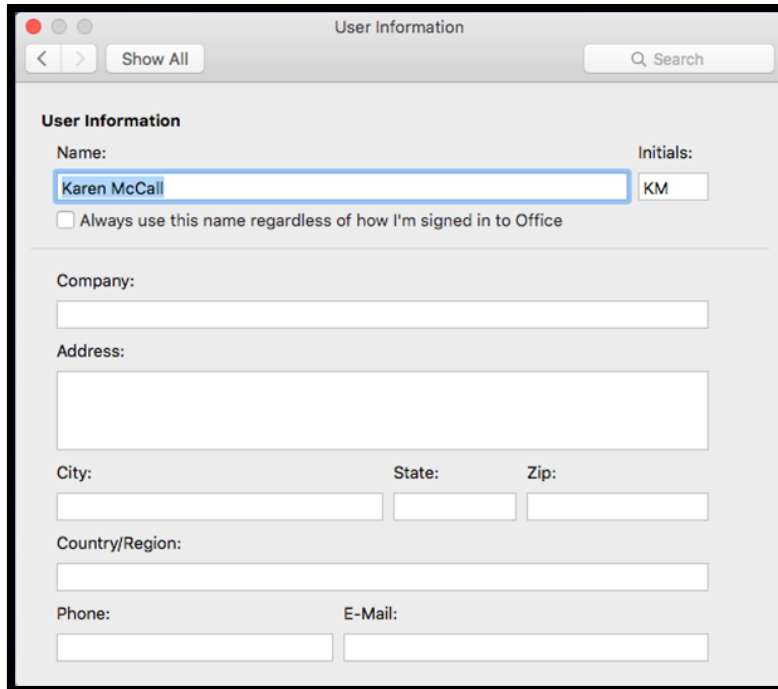
Figure 20 User Information edit fields in Word Preferences.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Security and Privacy

There are three settings groups in the Security and Privacy options dialog.

The settings are:

- Warn before opening a file that contains macros which is in the Macro Security group and is checked by default.

- Warn before printing, closing or sending a file with Track changes or Comments which is in the Document Specific Settings group and is not checked by default.

- Send personal information to Microsoft to make improvements to Office which is in the Privacy group and is not checked by default.

- Use Microsoft online services to open certain files which is in the Privacy group and is not checked by default.

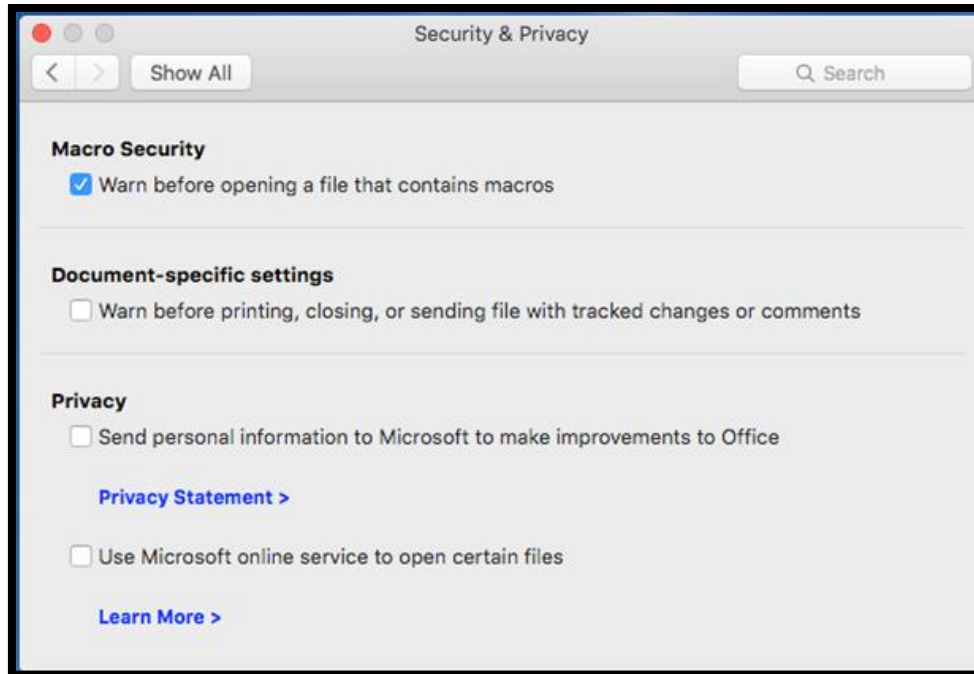- There is a Learn More link at the bottom of the dialog.

Figure 21 Security and Privacy settings in Word Preferences.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

File Location

If you are using Office 365, the default location for Office documents will be OneDrive. In the Save As dialog, the only other choice appears to be to save documents to your Mac. There is no setting in File Location to change the default location you save documents to.

Once you land in the list of locations, use the Up and Down Arrow to move among them. If you find one that you want to modify, Tab to the Modify button and activate it.

There is also a Reset button just after the Modify button that you can Tab to and reset the default locations.

The file location settings are for:

- Clipart pictures and the default is not defined.

- User Templates and the default is your user Library.

- Workgroup templates which has no defined location.

- AutoRecover files which has no defined location.

- Tools which has no defined location.

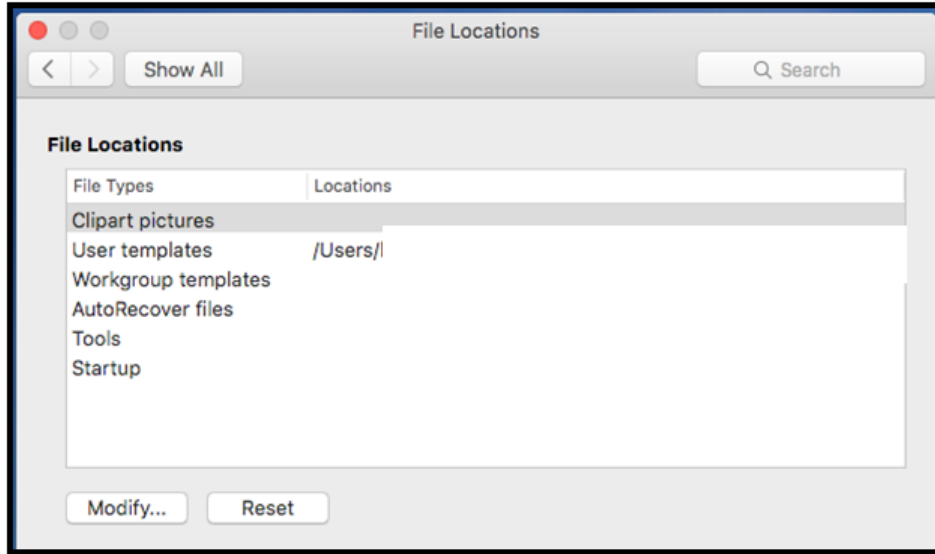- Startup which has no defined location.

Figure 22 File Location settings in Word Preferences.

If these are the only settings you want to change, press Command + W to close the Word Preferences dialog.

Contact Information

You can contact Karen McCall with any questions about this how to booklet or any suggestions for others. Visit the Karlen Communications web site for more how to booklets!