

microsoft.public.mac.office.word: Re: Can u help or can u recommend a book?

## Re: Can u help or can u recommend a book?

**Source:** <http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.word/2004-02/0084.html>

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**From:** Clive Huggan (*REMOVETHISoffice\_at\_ANDTHISstrategists.com.au*)

**Date:** 02/04/04

Date: Wed, 04 Feb 2004 13:34:51 +1100

Will,

John is spot on, of course.

After belting Help to give you what you need, hanging around in this newsgroup is the second-best thing to do. Use Entourage or Outlook Express to subscribe, so you can see all the posts in convenient form, in close to real time. In six months' time you'll be an advanced user! Post back in six months if I'm wrong!!!

[PS: Not sure how many experts are reading this by now, but if you don't get what you need on the 2 matters you mentioned via Help, post back with the specific topic stated in the title (i.e., a separate post for each one). The experts may have thought you only had the book question in your post.]

-- Clive Huggan  
Canberra, Australia

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\* A suggestion: If you post a question, keep re-visiting the newsgroup for several days after the first response comes in. Sometimes it takes a few responses before the best or complete solution is proposed; sometimes you'll be asked for further information so that a better answer can be provided.

Good tips about getting the best out of posting are at

<http://word.mvps.org/FindHelp/Posting.htm>

\* Before posting a question about a topic, search Google Groups ([http://groups.google.com/advanced\\_group\\_search?q=group:\\*mac.office.word](http://groups.google.com/advanced_group_search?q=group:*mac.office.word)) --- it may have been comprehensively answered already.

\* Please post all comments or follow-on questions to the newsgroup for the benefit of others who may be interested. If you need to send an e-mail to me directly (although that would be exceptional), remove the uppercase letters from my address above. Please note that e-mails with an attachment will be automatically rejected.

\* If anyone is still reading down this far, here's a question: is it time for you to back up your Normal template and all your Word settings files?

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(This should be on a medium other than the internal hard drive and, if you also want to protect against theft and fire, stored in a different building.)

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in article BC459B56.4E8A%john@mcghie.name, John McGhie [MVP Office Systems  
— Word] at john@mcghie.name wrote on 3/2/04 6:39 PM:

- > *Hi Will:*
- >
- > *Search for "Wildcards" in the Word Help. You \*will\* have to hunt for it,*
- > *but I KNOW it's in there.*
- >
- > *The Language property is set in the Text, in the paragraph, and in the*
- > *style. You have to ensure that you change all three. The Style can be*
- > *tricky because it is often inheriting from a higher style.*
- >
- > *In a document you get from someone else, the language is often inherited*
- > *from the Normal style, so you need to use Format>Style to change that first.*
- > *Then Select All and change the text. Then go into the headers and footers*
- > *and change them. Then run a search for the bad language and change any*
- > *remaining instances you find.*
- >
- > *If you have to do a lot of this get back to me and I will send you a macro*
- > *to do this: it's on the PC and I don't have a copy with me here.*
- >
- > *No, I can't recommend any books other than the one I wrote, that's published*
- > *only in German :-)* *In fact, for your purposes I would not even recommend*
- > *that one :-)* *Use the Help File: that's where all the up-to-date correct*
- > *information is. Learn to use the Help: spend some time on learning to use*
- > *the Help, you would be amazed at how much this improves your life with Word.*
- > *There are no books out there that have anywhere near the range and depth of*
- > *information in them that the Word Help has.*
- >
- > *Hope this helps*
- >
- > *This responds to article <BC41A5D8.5805%willmowat@ntlworld.com>, from "Will*
- > *Mowat" <willmowat@ntlworld.com> on 1/2/04 5:35 AM:*
- >
- >> *Can anyone recommend a book (available in the UK) that can answer odd little*
- >> *questions like this... or can you come up with an answer?*
- >> *1) "replace" appears not to allow me to do the following, so is there any*
- >> *other way: find all commas that have a digit either side (e.g. 3,5) and*
- >> *replace the comma with a dot (i.e. 3.5)?*
- >> *2) How do I force a text to accept a language (e.g. UK English) and not to*
- >> *have any "no proofing" left in it? If I receive a text that is "no proofing"*
- >> *it never appears to fully switch over to the language of my choice, yet if*
- >> *the text is already in a language it always accepts a new one.*
- >> *I hope it's clear (as mud!) - thanks, Will*
- >>

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