

FORMATTING NORMAL and TEMPLATES

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<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2004-09/4443.html>

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Date: 09/27/04

Date: Sun, 26 Sep 2004 17:03:05 -0700

I have been working in Microsoft Word since the late 80s. I used Word 97 for twelve years but finally updated to Word 2003 which I installed in my Windows 2000 Professional. I type for doctors and have several templates that I have never had to modify until now. Please tell me how to fix the following problems. WHEN YOU FINISH, TELL ME how to make the program STOP making whatever change I made to the formatting to the ENTIRE document, i.e. numbering every single line or bulleting every single line, changing the font color for a selected text, every time I try to remove the automatic margin that I don't want, etc. (I know I can UNDO whatever it changed, but I DON'T WANT TO. I DON'T WANT IT TO DO IT! Here are my examples.

I am typing a consultation report. I have the following as one template:

COMPREHENSIVE NEUROLOGICAL EXAMINATION:

1. Higher cortical function: The patient is alert and oriented. Speech is fluent with
normal repetition, comprehension and naming. Memory is intact for both remote and immediate. The patient is able to follow simple and complicated commands. There is no evidence of apraxias.
2. Cranial nerve exam: The pupils are equal and reactive to both accommodation and direct light. The extraocular muscles are full. The discs are sharp and flat with no exudates or hemorrhages and no evidence of papilledema. Fields are full to confrontation. Facial sensation is normal and the corneal reflexes are intact. The face is symmetric, the tongue is midline and there is normal gag reflex.
3. Yadda Yadda etc. etc.

THE ABOVE IS HOW I WANT IT ON THE PAGE, WITH ALL THE NUMBERS LINED UP AT THE LEFT MARGIN. HOWEVER – WHEN I GO TO ANOTHER SECTION THAT DOES NOT ALREADY HAVE INFORMATION TYPED THERE, IT TABS ITSELF OVER (See below)
IMPRESSION:

1. History of Parkinson's disease.
2. History of hypertension.
3. History of migraine headaches.

RECOMMENDATIONS:

1. Will obtain an MRI of the brain.
2. Will not make any medication changes.
3. Will instruct patient to quit using Word 2003 to avoid migraines.

WHEN I GO TO NUMBER the IMPRESSION AND RECOMMENDATIONS, THE 1. STARTS OUT AT THE LEFT MARGIN, BUT WHEN I TYPE SOMETHING AND THEN GO TO #2, IT AUTOMATICALLY TABS ALL THE NUMBERING OVER. Then, when I highlight the part that I want to change the format on (and it could be the tabs, the numbers, the color of the font, bold, italic, anything, it changes the WHOLE DOCUMENT to BOLD or ITALIC or RED FONT or whatever. If I hit Ctrl Z to undo it, it does undo it, but I DON'T WANT TO HAVE TO DO THAT. I DON'T WANT IT TO DO IT!.