

Re: Quick selection of paragraph formats in Microsoft Word

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-03/msg00319.html>

- *From:* Jay Freedman <jay.freedman@xxxxxxxxxxxxx>
 - *Date:* Sun, 04 Mar 2007 14:56:21 -0500
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You rant misses the fact that this capability is present in Word, and has been since at least Word 97.

Go to Tools > Customize > Keyboard. Scroll to the bottom of the Categories list and choose Style. Select a style from the Styles list and assign a keyboard shortcut to it. Repeat for as many styles as you need.

In Word 2007 the path to the dialog is a little different: Office button > Word Options > Customize > Keyboard shortcuts.

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Regards,
Jay Freedman
Microsoft Word MVP FAQ: <http://word.mvps.org>
Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.

On Sun, 4 Mar 2007 11:25:24 -0800, Clif Barber
<ClifBarber@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote:

One (1) of the features that Microsoft has completely missed the boat on in all of its releases of Microsoft Word is the quick selection of paragraph formats. For real time documentations where format is important (e.g., meeting summaries), the only way for the user to keep up with the real time action without his/her attention being diverted for extensive format control either in real time or in post-processing after the fact is to allow the Word user a method for rapid selection of paragraph formats from a list of at least 10 options (e.g., normal or default, bullet 1, bullet 1 body, bullet 2, bullet 2 body, etc.).

I serve as the Secretary of two (2) Technical Specification Groups of a major industry partnership to development specifications for 3G wireless telecommunication systems. Word Processor support for me to focus on documenting the proceedings and to do quick selection of pre-set paragraph formats is ABSOLUTELY CRUCIAL to my ability to complete a report of these

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meetings in real time. I simply cannot keep up when I need to use forward and reverse tabs, cursor selection of styles, or the like to control format.

Lotus WordPro is the one (1) word processor that actually got it right because they allow the paragraph formats to be mapped into function keys (e.g., F1 = normal or default, F2 = Bullet 1, F3 = Bullet 1 body, etc.). This feature is the sole reason that I am forced to continue to use WordPro years after distribution and support have been discontinued. There are a lot of things that Word does better but I cannot do documentation of events in real time with Word. My WordPro documents then just need a standard read through to make sure I am fully satisfied with my documentation and typing ability. This process is the same review I would use on any other document I produce even when real time documentation is not important and is an area when the real time spell and grammar checker in Microsoft Word would greatly benefit the process.

The preferred mechanism for this quick format selection feature is that same way it is done in Lotus WordPro – paragraph formats to be mapped into function keys. Using this mechanism, you can activate a new format with one (1) hand and you can see a list of those mappings upon request. Obviously, since F7 is used to activate the spell check capability in Word, this would be an illegal format selection key but the user should be able to use at least 10 of the 12 function keys for this purpose.

An alternate mechanism would be to map ALT-#, CNTRL-#, or FN-# where # can be any unshifted or shifted numeric key. This would provide support for 20 options but it would require the user to take both hands off the keyboard and, therefore, be a greater diversion to the documentation effort.

This feature is critical for allowing the user to use the Microsoft Word tool for the purpose he acquired it for, the documentation effort, and minimizing the distraction from his primary focus to control this tool. This support is long overdue and NEEDED IMMEDIATELY.