

Re: Working With Styles.. PLease Help!

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-10/msg01181.html>

- *From:* Beau <notinthere@xxxxxxxxxxx>
 - *Date:* Tue, 16 Oct 2007 06:50:01 -0700
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WOW.. thanks for the prompt reply.

I have made the changes as directed and will keep tabs on the growing size thing. Thanks again!

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Beau

"Stefan Blom" wrote:

1. Press Ctrl+Shift+Alt+S. Click the Manage Styles button. Click the Set Defaults tab, and specify the desired settings. Check the "New documents based on this template" and then click OK.

2. A style has been set to update automatically. If this is the Normal style, you will have to use a macro to turn the setting off:

```
ActiveDocument.Styles(wdStyleNormal).AutomaticallyUpdate = False
```

3. MVP Suzanne S. Barnhill has posted this response to the third question:

There are a number of reasons for excessive file size, including:

1. Fast Saves: Disable this at on the Save tab of Tools | Options.

2. Preview Picture: Clear the check box on the Summary tab of File | Properties.

3. Versions (File | Versions): Make sure "Automatically save version on close" is not turned on.

4. Revisions (Tools | Track Changes):
Highlight Changes: Make sure "Highlight changes on screen" is turned on

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(or that "Final Showing Markup" is displayed).

Accept/Reject Changes: If "Accept All" or "Reject All" is available then revisions are present; accept or reject all changes, then turn Track Changes off.

5. Keep track of formatting (Tools | Options | Edit). This is reportedly a major cause of file bloat in Word 2002 and above.

6. Embedded True Type fonts (Tools | Options | Save); embedding fonts should be avoided wherever possible.

7. Embedded linguistic data (Tools | Options | Save).

8. Embedded graphics: When feasible, it is preferable to link the graphics. That is, when you insert the graphic, click the arrow beside Insert in the Picture dialog and choose Link to File rather than Insert or Insert and Link.

9. Embedded objects: These are even worse than ordinary graphics saved with the document. If you see an { EMBED } code, the graphic is an OLE object. Unless you need to be able to edit the object in place, unlink it using Ctrl+Shift+F9.

10. File format: Make sure you are saving as a Word document; in some cases .rtf (Rich Text Format) files are significantly larger than .doc files.

11. Document corruption: See <http://www.mvps.org/word/FAQs/AppErrors/CorruptDoc.htm>.

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Stefan Blom
Microsoft Word MVP

"Beau" <nottherehere@xxxxxxxxxxxx> wrote in message
<news:5BDE047F-9538-40C8-A0EC-5B8E2D034085@xxxxxxxxxxxxxxxxxxxx>

I have a few issues about styles and need some help.

1) In Word2007 how do I make the NORMAL WITHOUT SPACES be my default style

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and not the NORMAL WITH SPACES? I thought I changed it but each time I open word, the WITH SPACES is back...
2) Why when I Center, BOLD, Italic, etc a word, sentence or paragraph why DOES MY ENTIRE DOCUMENT CHANGE.. then I have to do a simply "UNDO" (ctrl z) and the whole document change is reversed and what I had originally selected has been changed as I intended. Again, what am I doing wrong?? (And sometimes, I lose other styles during that process like bullets and then I lose lots of work effort as I never really know when I lost bullets)
3) Why do my documents grow to CRAZY sizes. I had one document get VERY SLOW and when I saved it and closed it – it was 210MB... I then opened it, selected ALL and copied into a new document. Saved and closed them both. The first was still 210MB but the new one based on a copy was 350KB.. WHAT THE HELL HAPPENED? And now, when Word slows I notice it sooner so my size never gets that big. Now, I generally do the "COPY RESTART" when the file gets to about 10MB. Why and what is word DOing???

I suspect all these are related because it only started when I began using styles exclusively to control the formatting in my documents.

THanks!
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Beau