Appendix 11 – Word 2010 options

(I've highlighted the 2010 options in grey so that if you're searching for a particular option and you get to a grey highlighted area, you know that this is relevant only to Word 2010, and not 365.)

When I want to change one of the options, I can never find it in all the various menus and submenus! So I have typed out all the options, so that they are searchable. Then if I want to change, say, automatic smart quotes, I just search for 'smart' and find that it's not in the main options, but in one of the sections within Proofing–AutoCorrect options.

I know this list is for Word 2010, but I'm guessing that it's similar in most other versions of Word. And it's better than nothing, anyway! :-)

General

General options for working with Word

User Interface options

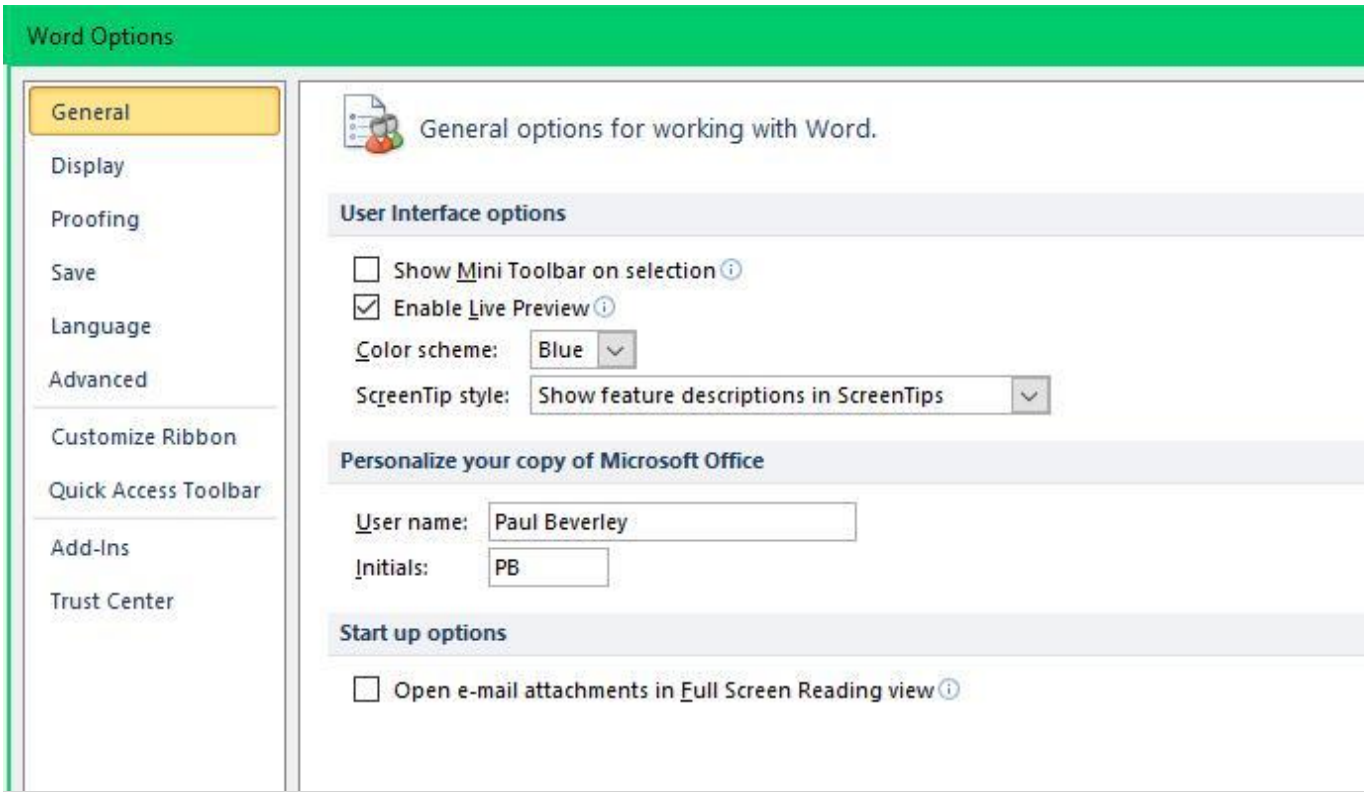
Show Mini Toolbar on selection
Enable Live Preview
Color scheme: [menu]
ScreenTip style: [menu]

Personalize your copy of Microsoft Office

User name: [menu]
Initials: [menu]

Start up options

Open e-mail attachments in Full Screen Reading view



Display

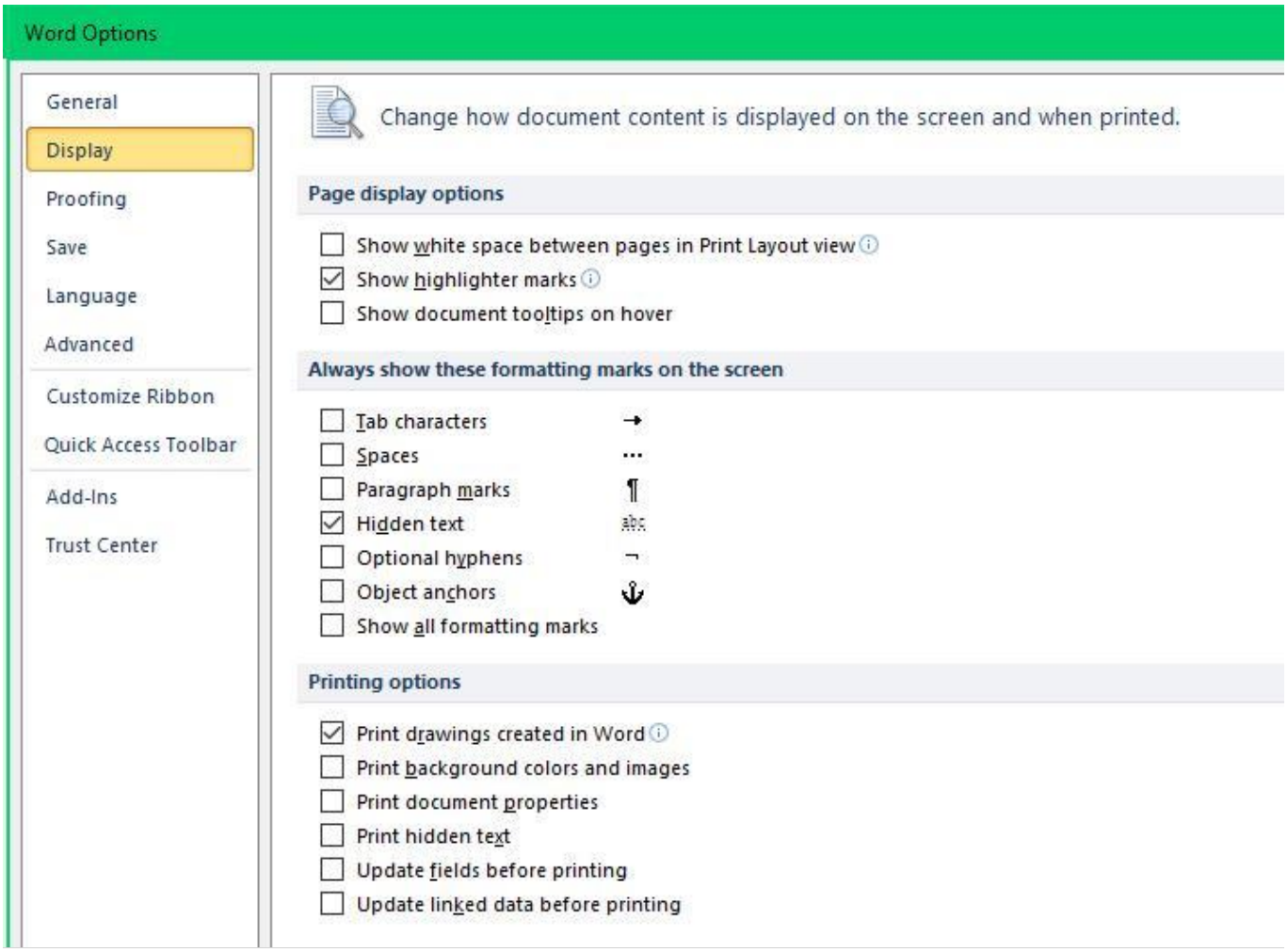
Change how document content is displayed on the screen and when printed

Page display options

Show white space between pages in Print Layout view
Show highlighter marks
Show document tooltips on hover

Always show these formatting marks on the screen
Tab characters
Spaces
Paragraph marks
Hidden text
Optional hyphens
Object anchors
Show all formatting marks

Printing options
Print drawings created in Word
Print background colors and images
Print document properties
Print hidden text
Update fields before printing
Update linked data before printing



Proofing
Change how Word corrects and formats your text

AutoCorrect options
Change how Word corrects and formats the text as you type [**AutoCorrect options**]

AutoCorrect options

1) AutoFormat

Apply

Built-in Heading styles	Automatic bulleted lists
List styles	Other paragraph styles

Replace

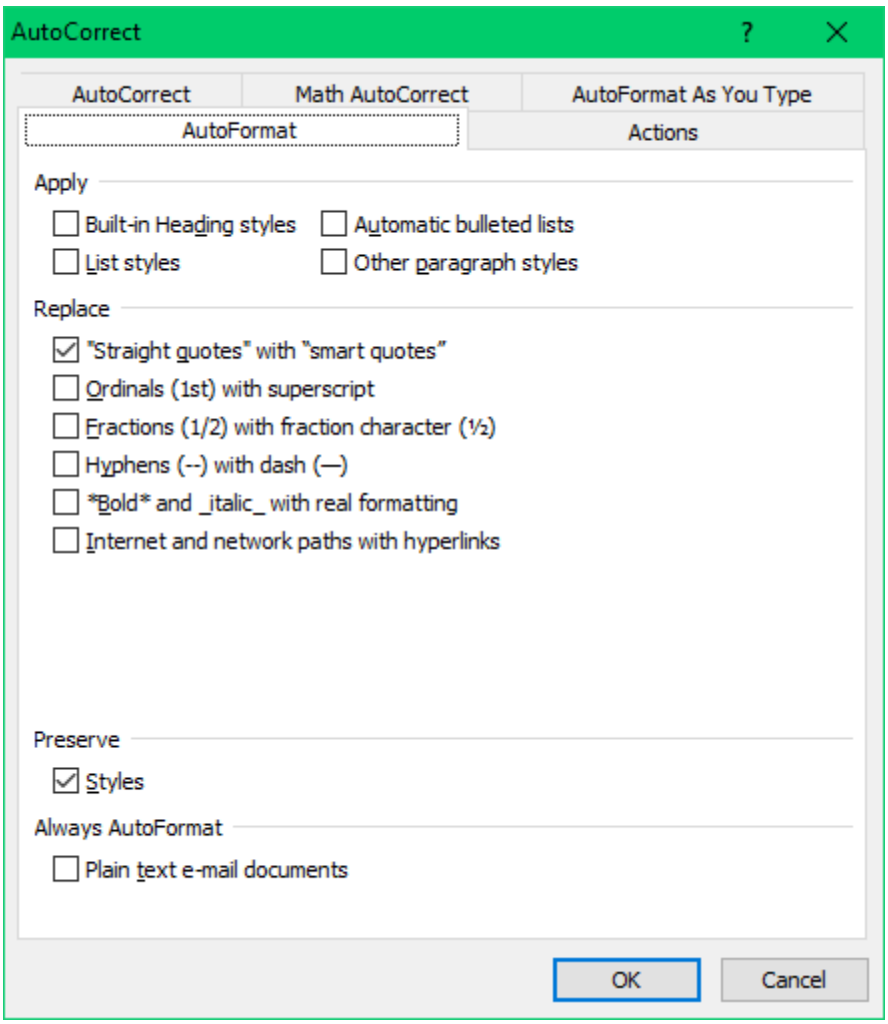
"Straight quotes" with “smart quotes”
Ordinals (1st) with superscript
Fractions (1/2) with fraction character (½)
Hyphens (--) with dash (–)
Bold and _italic_ with real formatting
Internet and network paths with hyperlinks

Preserve

Styles

Always AutoFormat

Plain text email documents



2) Actions

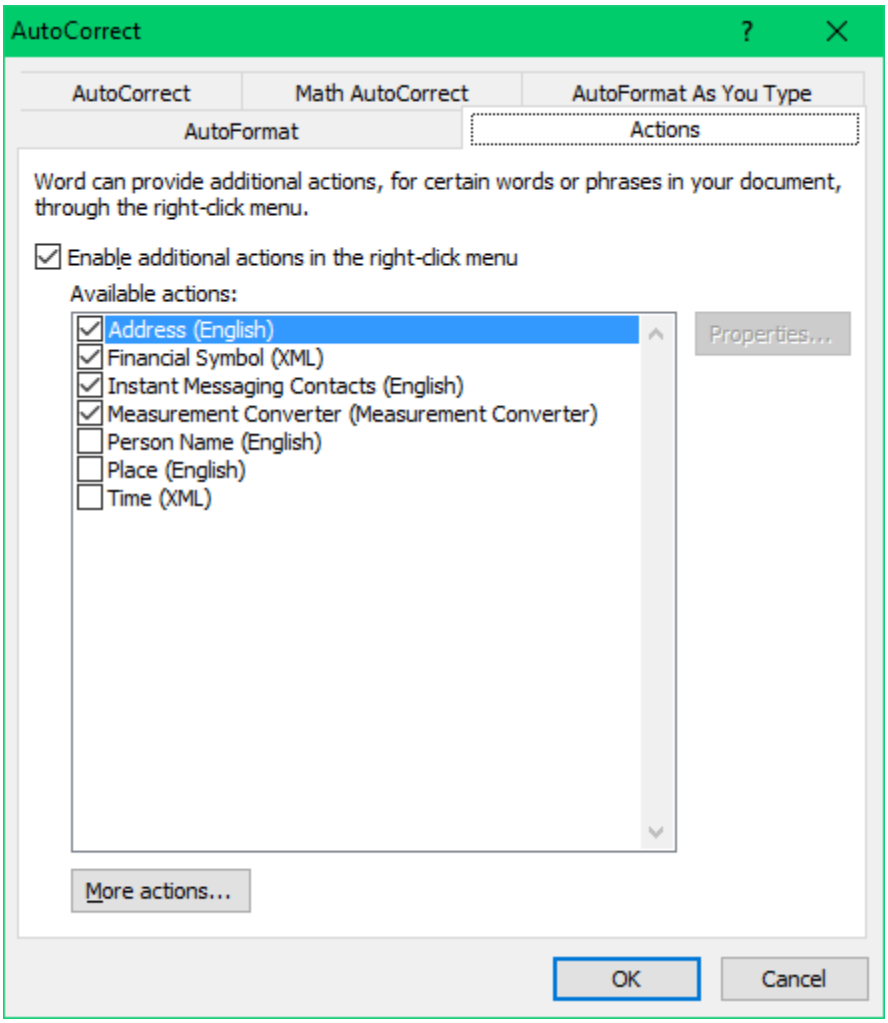
Word can provide additional actions, for certain words or phrases in your document, through the right-click menu.

Enable additional actions in the right-click menu

Available actions:

Address (English)
Financial Symbol (XML)
Instant Messaging Contacts (English)
Measurement Converter (Measurement Converter)
Person Name (English)
Place (English)
Time (XML)

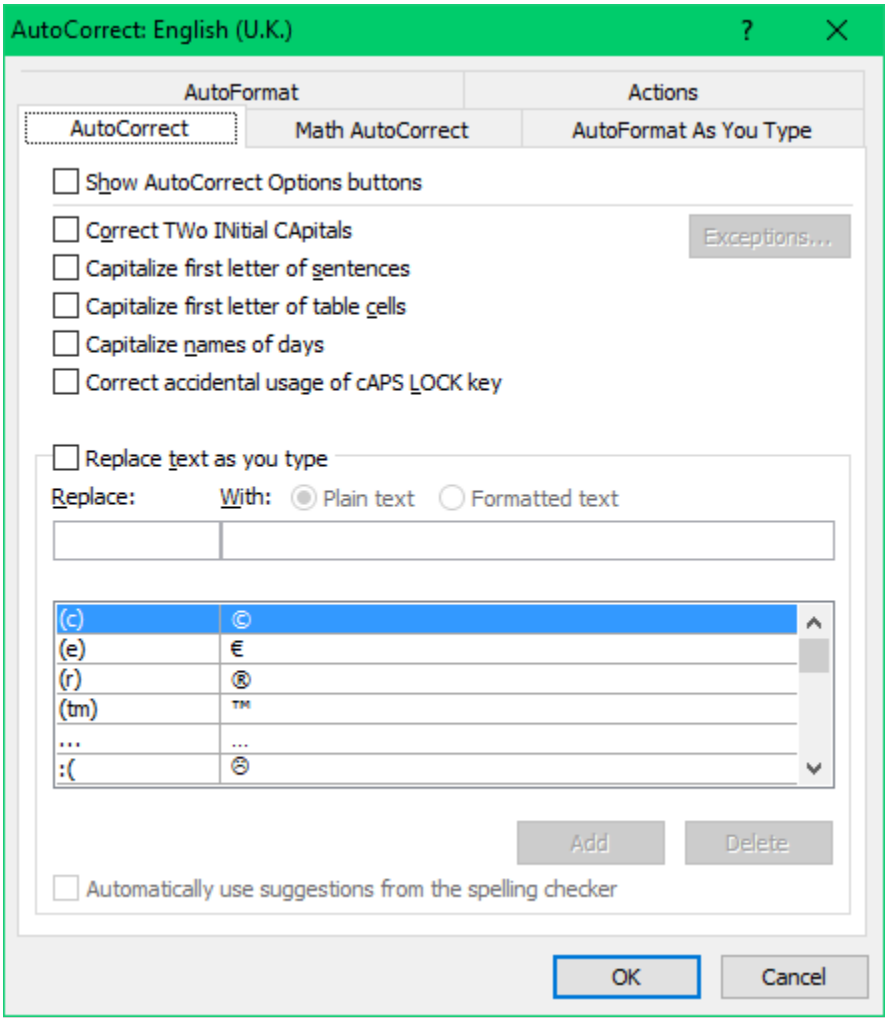
More actions [via internet]



3) AutoCorrect

Show AutoCorrect Options buttons
Correct TWo INitial CApitals
Capitalize first letter of sentences
Capitalize first letter of table cells
Capitalize names of days
Correct accidental usage of cAPS LOCK key
Automatically use suggestions from the spelling checker

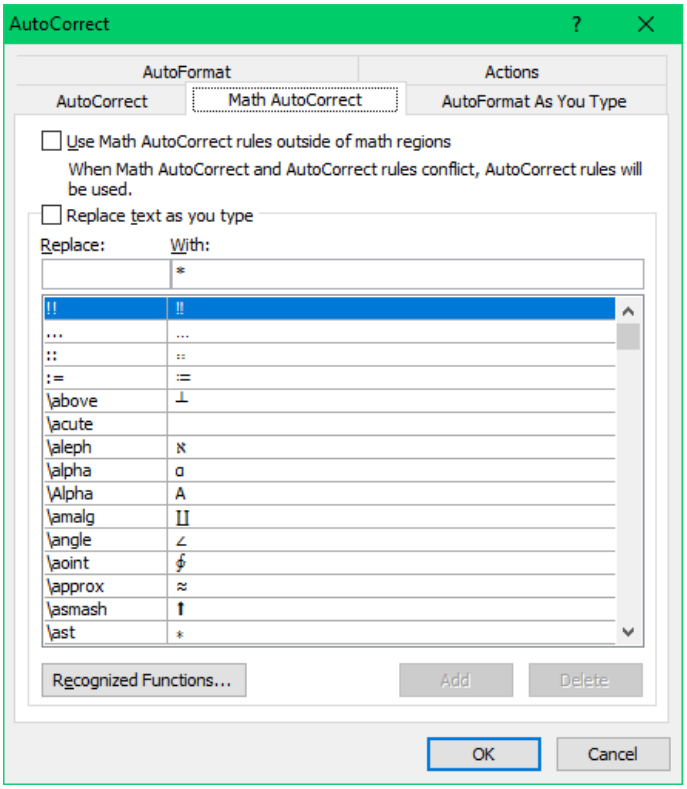
Replace as you type
[list]



4) Math AutoCorrect

Use Math AutoCorrect rules outside of math regions
When Math AutoCorrect and AutoCorrect rules conflict, AutoCorrect rules will be used.
Replace text as you type [menu]

Recognized Functions [menu]
acos, acosh, acot ... sup, tan, tanh.



5) AutoFormat as you type

Replace as you type

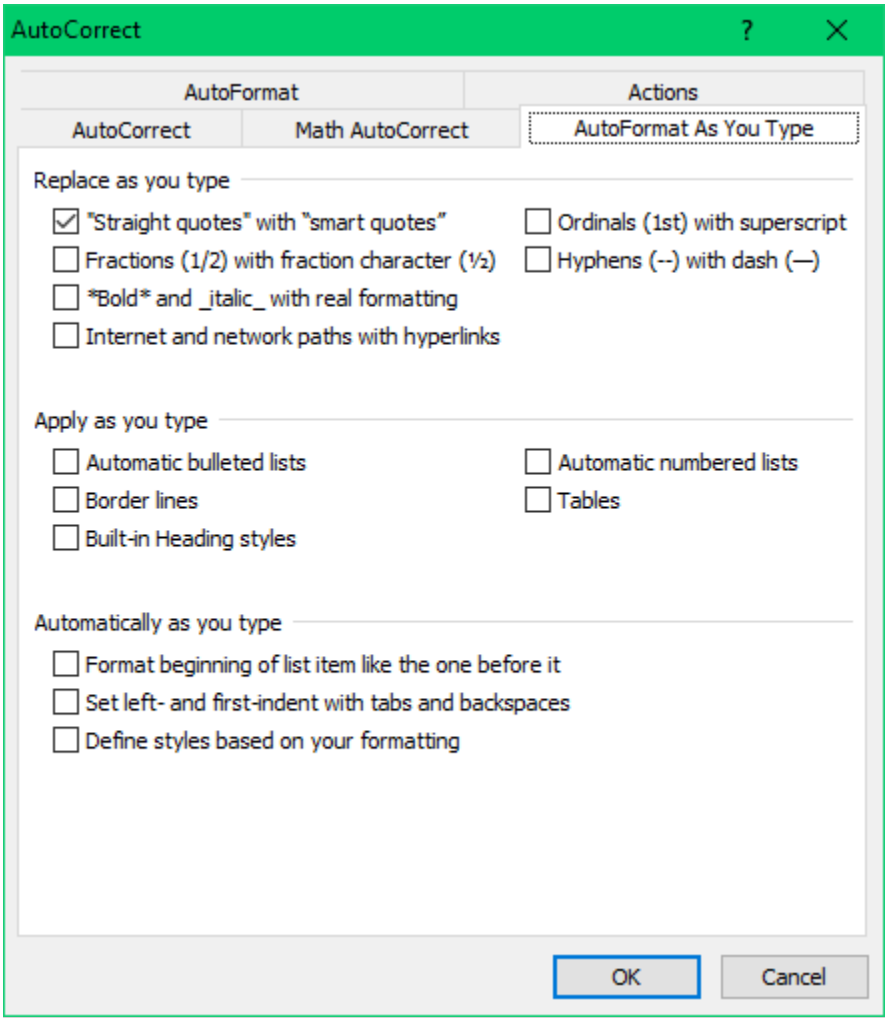
"Straight quotes" with “smart quotes”
Fractions (1/2) with fraction character (½)
Bold and _italic_ with real formatting
Internet and network paths with hyperlinks
Ordinals (1st) with superscript
Hyphens (--) with dash (–)

Apply as you type

Automatic bulleted lists
Border lines
Built-in Heading styles
Automatic numbered lists
Tables

Automatically as you type

Format beginning of list item like the one before it
Set left- and first-indent with tabs and backspaces
Define styles based on your formatting

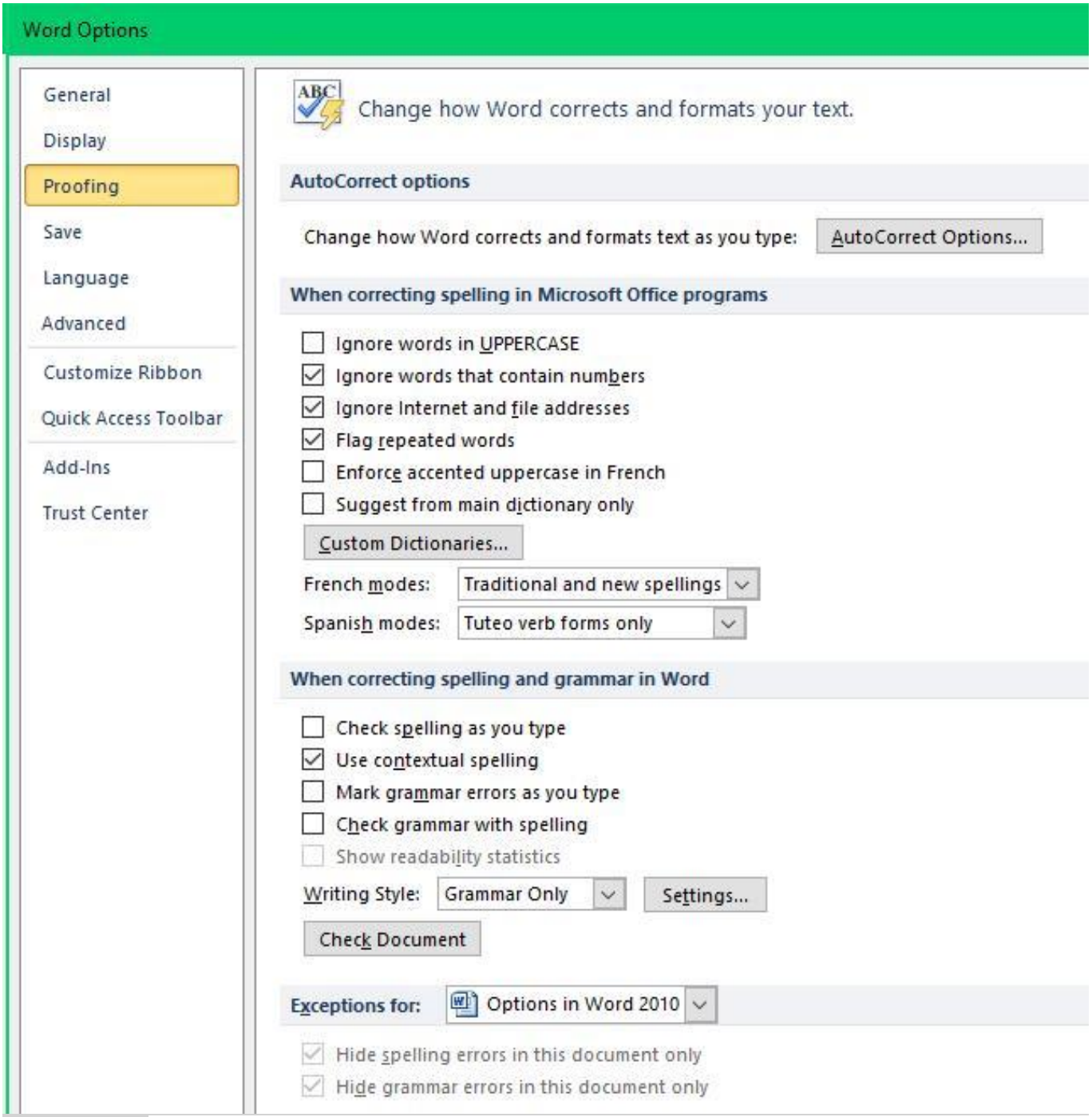


Proofing (cont'd)

When correcting spelling in Microsoft Office programs
Ignore words in UPPERCASE
Ignore words that contain numbers
Ignore internet and file addresses
Flag repeated words
Enforce accented In French
Suggest from main dictionary only
Custom dictionaries [menu]
French modes [menu]
Spanish modes [menu]

When correcting spelling and grammar in Word
Check spelling as you type
Use contextual spelling
Mark grammar errors as you type
Check grammar with spelling
Show readability statistics
Writing style [menu]

Exceptions for [menu]
Hide spelling errors in this document only
Hide grammar errors in this document only



Advanced

Advanced options for working with Word

Editing options

Typing replaces selected text
When selecting, automatically select entire word
Allow text to be dragged and dropped
Use CTRL + Click to follow hyperlink
Automatically create drawing canvas when inserting AutoShapes
Use smart paragraph selection
Use smart cursoring
Use the Insert key to control overtype mode
    Use overtype mode
Prompt to update style
Use Normal style for bulleted or numbered lists
Keep track of formatting
    Mark formatting inconsistencies

Updating style to match selection: [menu]
Enable click and type
    Default style: [menu]
Show AutoComplete suggestions

Cut, copy, and paste
Pasting within the same documents: [menu]
Pasting between documents: [menu]
Pasting between documents when style definitions conflict: [menu]
Pasting from other programs: [menu]
Insert/paste pictures as: [menu]
Keep bullets and numbers when pasting text with Keep Text Only option
Use the Insert key for paste
Show Paste Options button when content is pasted
Use smart cut and paste

Image Size and Quality (sic – note different capitalization!)
Discard editing data
Do not compress images in file
Set default target output to: [menu]

Show document content
Show background colors and images in Print Layout view
Show text wrapped within the document window
Show picture placeholders
Show drawings and text boxes on screen
Show text animation
Show bookmarks
Show text boundaries
Show crop marks
Show field codes instead of their values
Field shading: [menu]
Use draft font in Draft and Outline views
    Name: [menu]
    Size: [menu]
Font substitution

Display
Show this number of Recent Documents [menu]
Show measurements in units of [menu]
Style area pane width in Draft and Outline views [menu]
Show pixels for HTML features
Show all windows in the Taskbar
Show shortcut keys in ScreenTips
Show horizontal scroll bar
Show vertical scroll bar
Show vertical ruler in Print Layout view
Optimize character positioning for layout rather than readability
Disable hardware graphics acceleration

Print
Use draft quality
Print in background
Print pages in reverse order
Print XML tags
Print field codes instead of their values
Allow fields containing track changes to update before printing
Print on front of the sheet for duplex printing

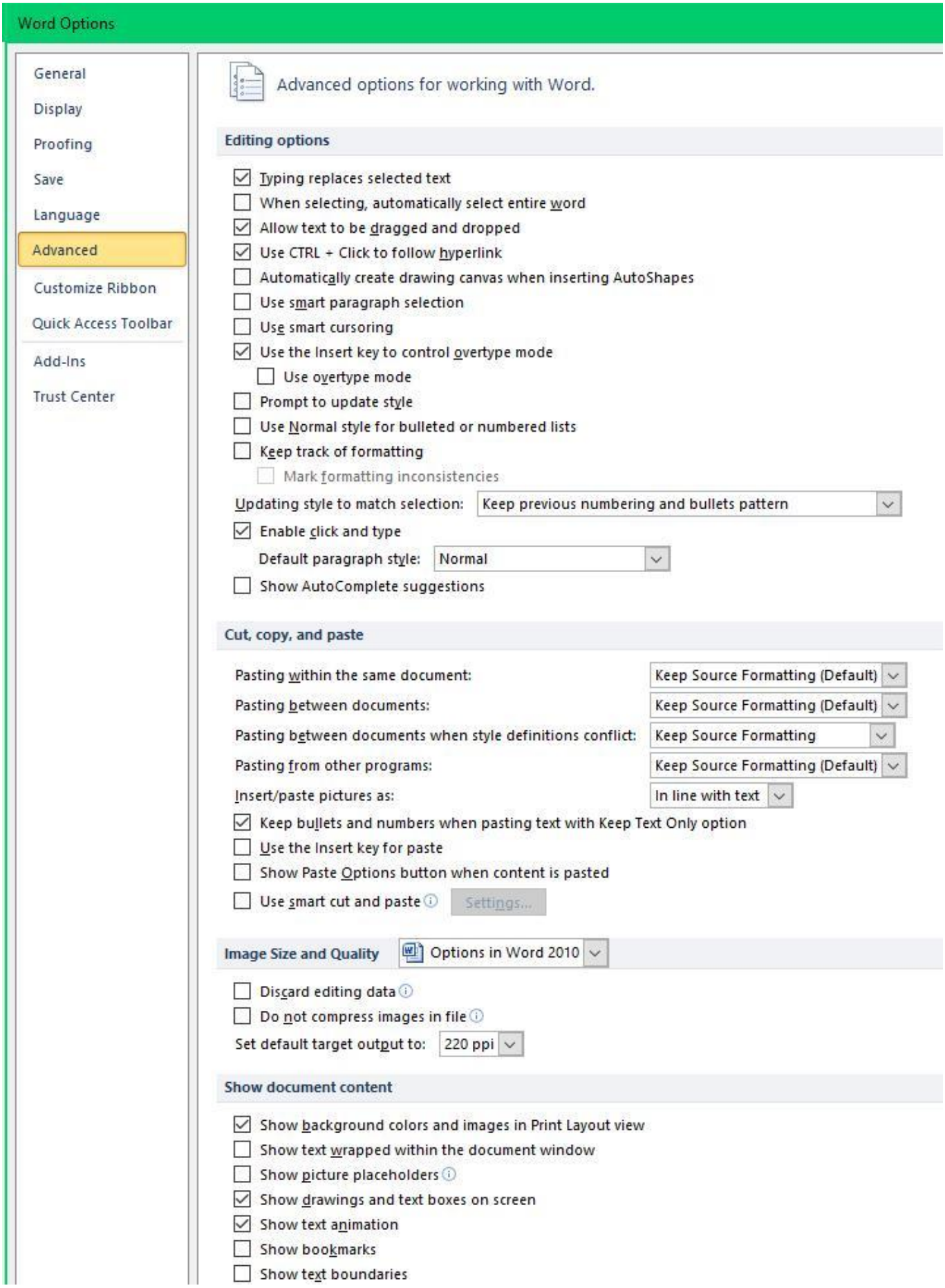
Print on back of the sheet for duplex printing
Scale contents for A4 or 8.5 × 11" paper sizes
Default tray: [menu]

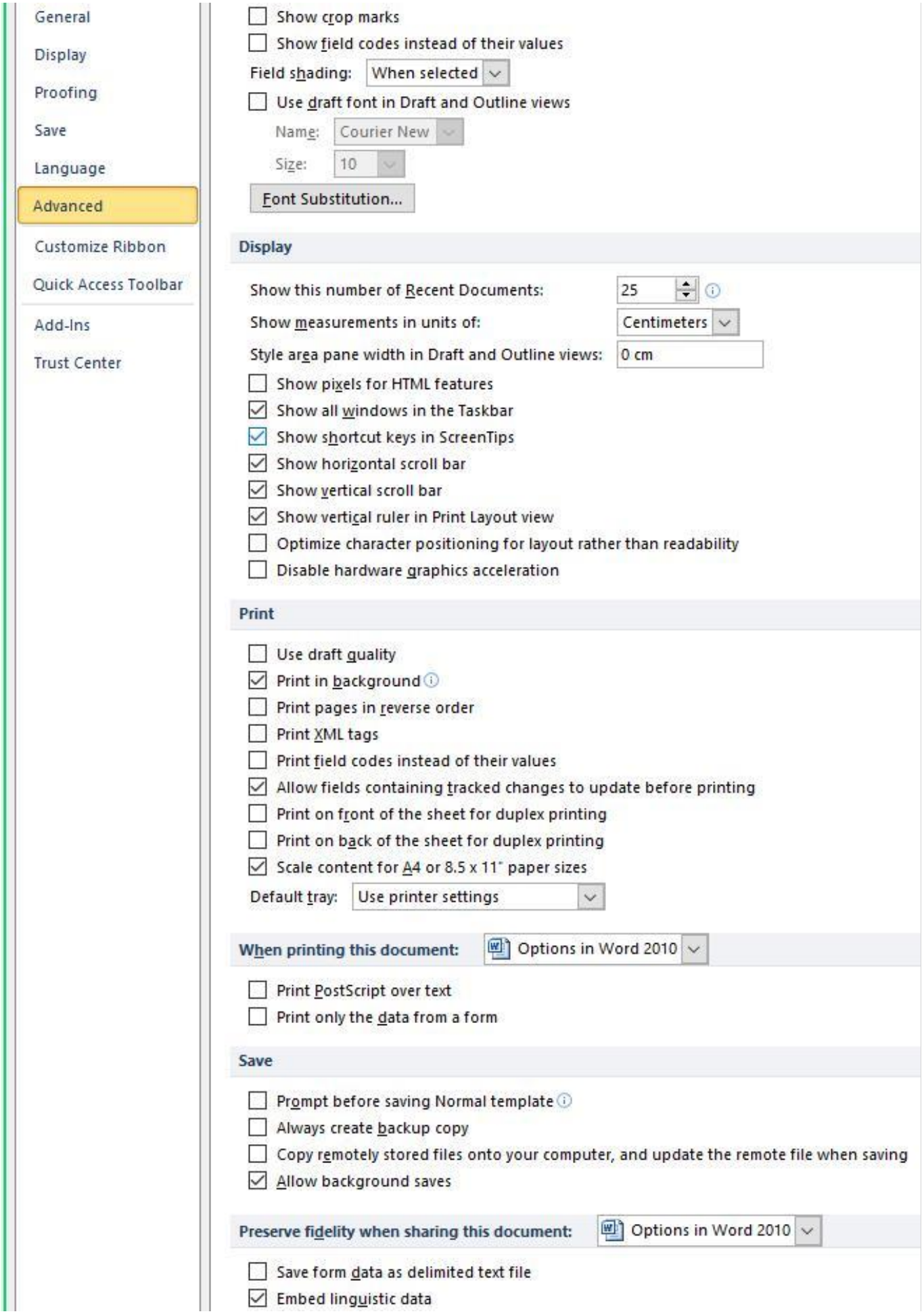
When printing this document
Print PostScript over text
Print only the data from a form

Save
Prompt before saving Normal template
Always create backup copy
Copy remotely stored files onto your computer, and update the remote file when saving
Allow background saves

Preserve fidelity when sharing this document [menu]
Save form data as delineated text file
Embed linguistic data

General
Provide feedback with sound
Provide feedback with animation
Confirm file format conversion on open
Update automatic links at open
Allow opening a document in Draft view
Enable background pagination
Show add-in user interface errors
Show customer submitted Office.com content
Mailing address: [input box]
File locations: [menu] Web options: [menu]
Compatibility options for: [menu]
Lay out this document as if created in: [menu]
Layout options


Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Advanced options for working with Word.
Editing options
Typing replaces selected text
When selecting, automatically select entire word
Allow text to be dragged and dropped
Use CTRL + Click to follow hyperlink
Automatically create drawing canvas when inserting AutoShapes
Use smart paragraph selection
Use smart cursoring
Use the Insert key to control overtype mode
Use overtype mode
Prompt to update style
Use Normal style for bulleted or numbered lists
Keep track of formatting
Mark formatting inconsistencies
Updating style to match selection: Keep previous numbering and bullets pattern
Enable click and type
Default paragraph style: Normal
Show AutoComplete suggestions
Cut, copy, and paste
Pasting within the same document: Keep Source Formatting (Default)
Pasting between documents: Keep Source Formatting (Default)
Pasting between documents when style definitions conflict: Keep Source Formatting
Pasting from other programs: Keep Source Formatting (Default)
Insert/paste pictures as: In line with text
Keep bullets and numbers when pasting text with Keep Text Only option
Use the Insert key for paste
Show Paste Options button when content is pasted
Use smart cut and paste
Settings...
Image Size and Quality
Options in Word 2010
Discard editing data
Do not compress images in file
Set default target output to: 220 ppi
Show document content
Show background colors and images in Print Layout view
Show text wrapped within the document window
Show picture placeholders
Show drawings and text boxes on screen
Show text animation
Show bookmarks
Show text boundaries


General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Show crop marks
Show field codes instead of their values
Field shading: When selected
Use draft font in Draft and Outline views
Name: Courier New
Size: 10
Font Substitution...
Display
Show this number of Recent Documents: 25
Show measurements in units of: Centimeters
Style area pane width in Draft and Outline views: 0 cm
Show pixels for HTML features
Show all windows in the Taskbar
Show shortcut keys in ScreenTips
Show horizontal scroll bar
Show vertical scroll bar
Show vertical ruler in Print Layout view
Optimize character positioning for layout rather than readability
Disable hardware graphics acceleration
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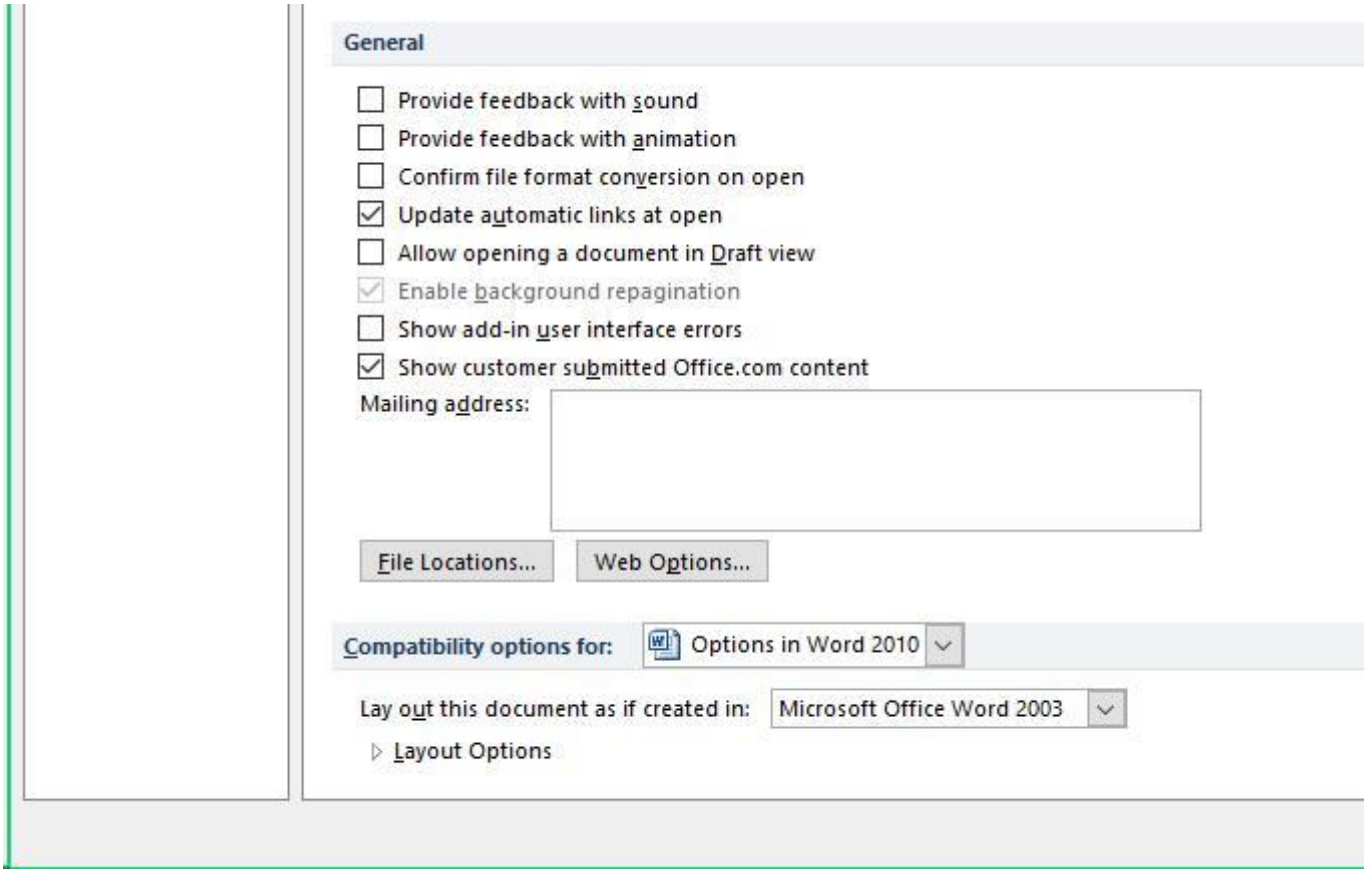
Print on back of the sheet for duplex printing
Scale content for A4 or 8.5 x 11" paper sizes
Default tray: Use printer settings
When printing this document: Options in Word 2010
Print PostScript over text
Print only the data from a form
Save
Prompt before saving Normal template
Always create backup copy
Copy remotely stored files onto your computer, and update the remote file when saving
Allow background saves
Preserve fidelity when sharing this document: Options in Word 2010
Save form data as delimited text file
Embed linguistic data



Trust Center

Help keep your documents safe and your computer secure and healthy.

Protecting your privacy

Microsoft cares about your privacy. For more information about how Microsoft Word helps to protect your privacy, please see the privacy statements.

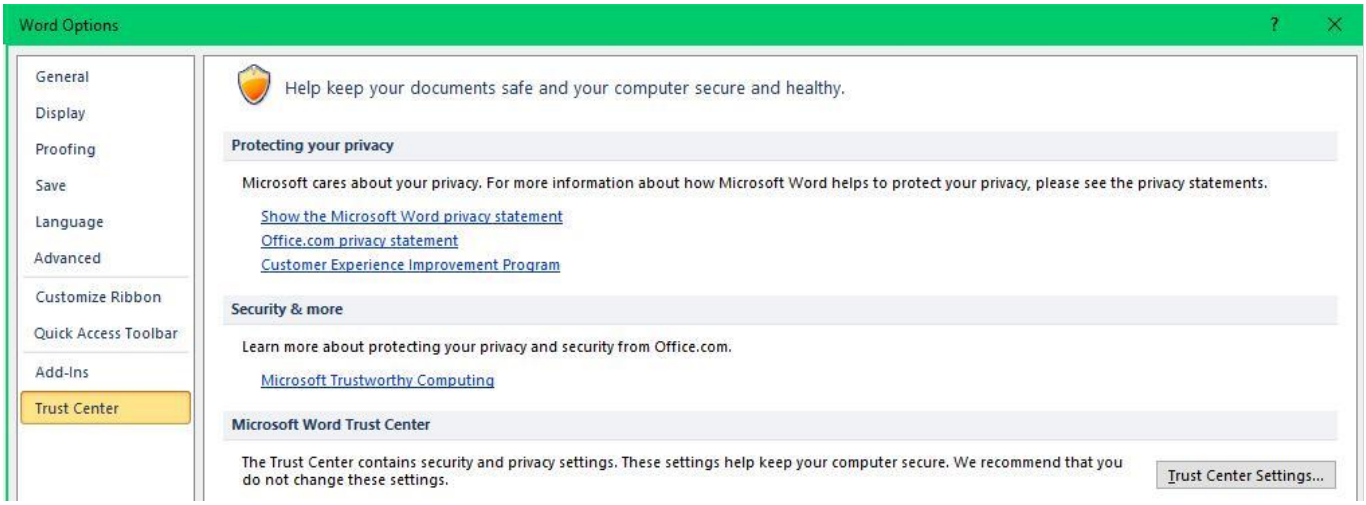
Show the Microsoft Word privacy statement
Office.com privacy statement
Customer Experience Improvement Program

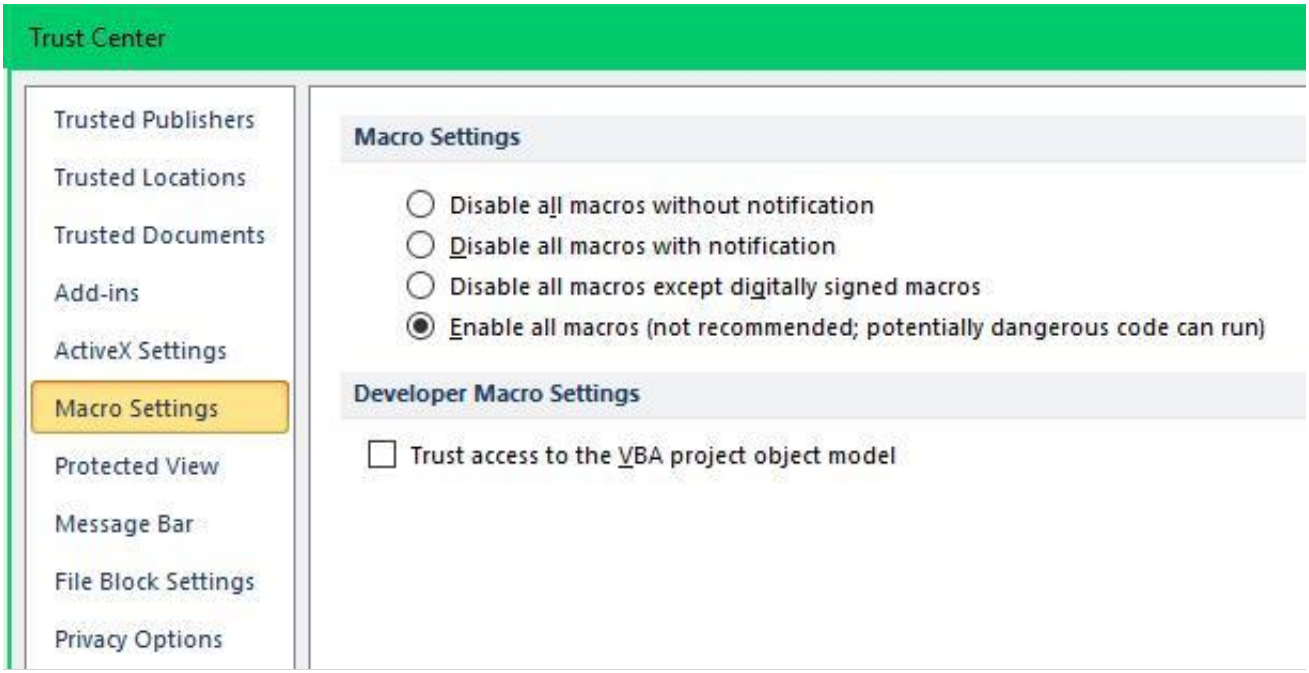
Security & more

Learn more about protecting your privacy and security from Office.com
Microsoft Trustworthy Computing

Microsoft Word Trust Center
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Centre Settings [menu]



Macro settings
Disable all macros without notification
Disable all macros with notification
Disable all macros except digitally signed macros
Enable all macros (not recommended; potentially dangerous code can run)

Developer Macro Settings
Trust access to the VBA project object model