

# Appendix 9 – Word 365 options

## Introduction

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.

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

## General

*General options for working with Word*

### User Interface options

When using multiple displays:

- optimize for best appearance

- optimize for compatibility (application restart required)

Show Mini Toolbar on selection

Enable Live Preview

Update document content while dragging

Collapse the ribbon automatically

Collapse the Microsoft search box by default

ScreenTip style: [\[menu\]](#)

### Personalize your copy of Microsoft Office

User name: [\[input\]](#)

Initials: [\[input\]](#)

Always use these values regardless of sign into Office

Office Background [\[menu\]](#)

Office Theme [\[menu\]](#)

### Privacy settings

Privacy settings [\[menu\]](#)

### LinkedIn features

Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry

Enable LinkedIn features in my Office applications

About LinkedIn features      Managed LinkedIn account associations

### Start up options

Choose the extensions you want Word to open by default: [\[Default Programs...\]](#)

Tell me if Microsoft Word isn’t the default program for viewing and editing documents.

Open e-mail attachments and other uneditable files in reading view

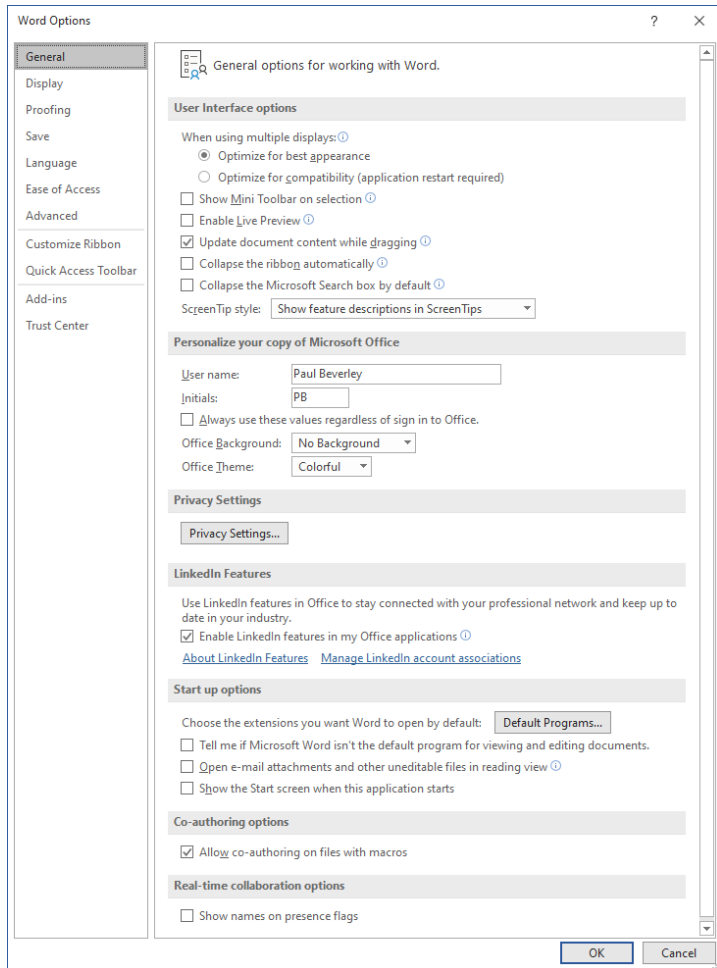
Show the Start screen when this application starts

### Co-authoring options

Allow co-authoring on files with macros

### Real-time collaboration options

Show names on presence flags



## 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

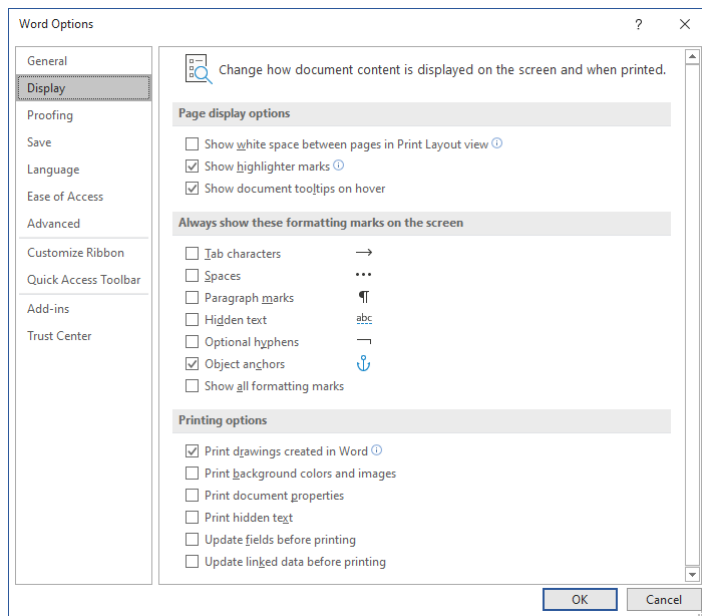
Optional hyphens

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 (blue not selected, red selected)

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

Replace (blue not selected, red selected)

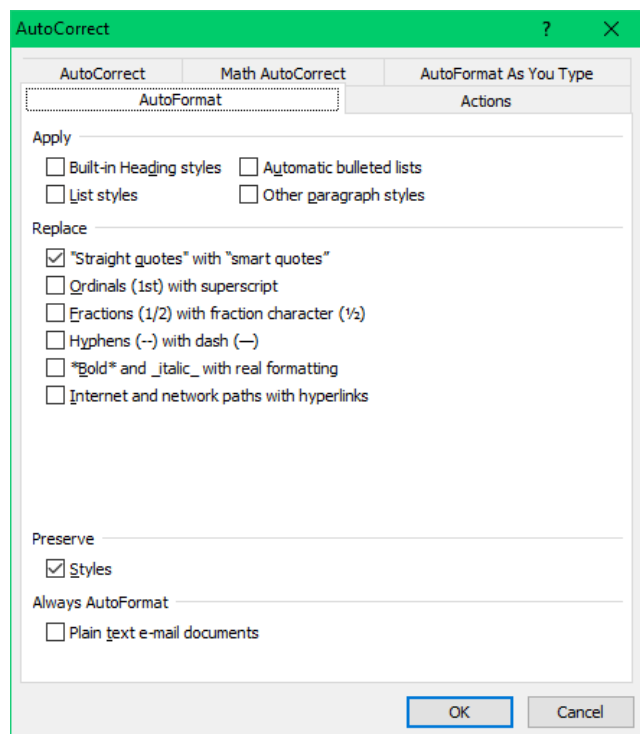
- "Straight quotes" with "smart quotes"
- Ordinals (1st) with superscript
- Fractions (1/2) with fraction character (½)
- Hyphens (--) with dash (-)
- \*Bold\* and \_italic\_ with real formatting
- Internet and network paths with hyperlinks

Preserve (blue not selected, red selected)

## Styles

**Always AutoFormat (blue not selected, red selected)**

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: (blue not selected, red selected)**

Address (English)

Date (XML)

Financial Symbol (XML)

Instant Messaging Contacts (English)

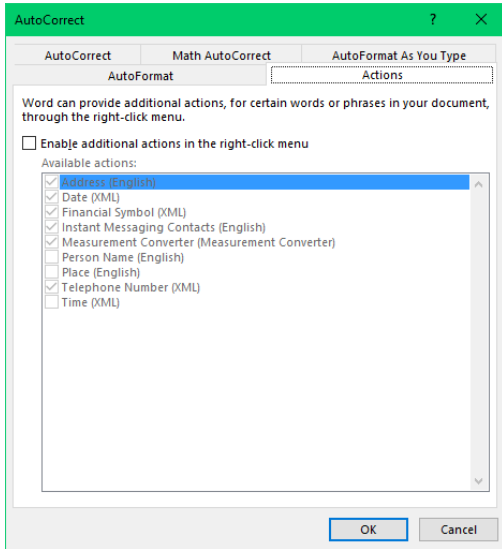
Measurement Converter (Measurement Converter)

Person Name (English)

Place (English)

Telephone Number (XML)

Time (XML)



### 3) *AutoCorrect* (none of these selected)

Show AutoCorrect Options buttons

Correct Two Initial Capitals

Capitalize first letter of sentences

Capitalize first letter of table cells

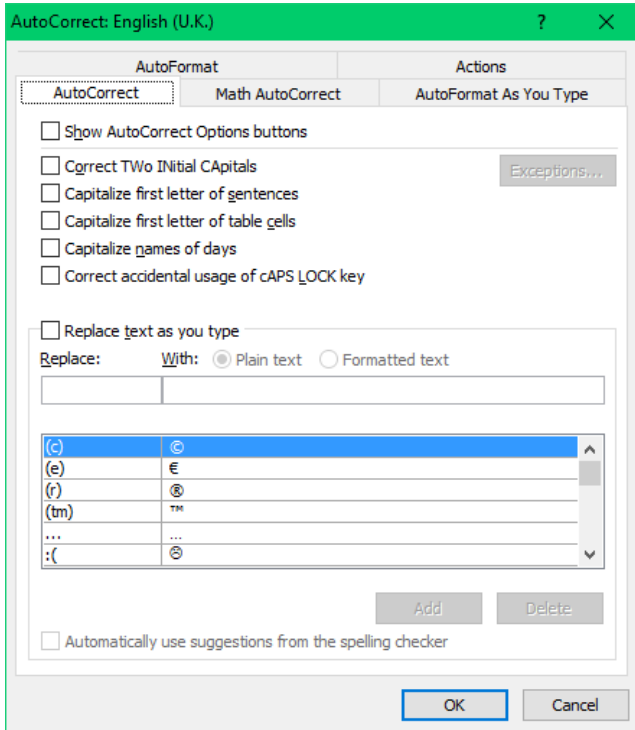
Capitalize names of days

Correct accidental usage of cAPS LOCK key

Replace text as you type

[\[list\]](#)

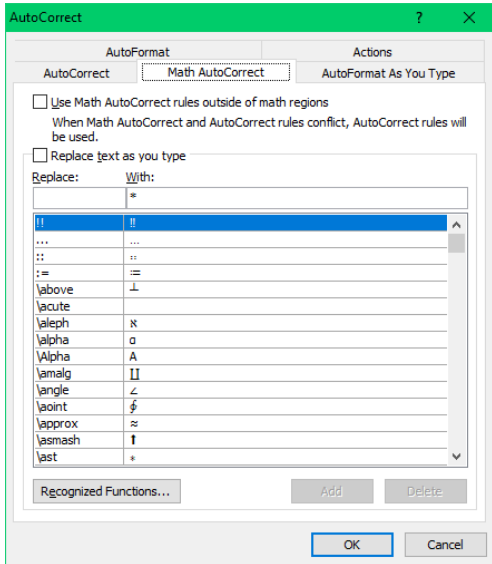
Automatically use suggestions from the spelling checker



#### 4) Math AutoCorrect (none of these selected)

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 (blue not selected, red selected)**

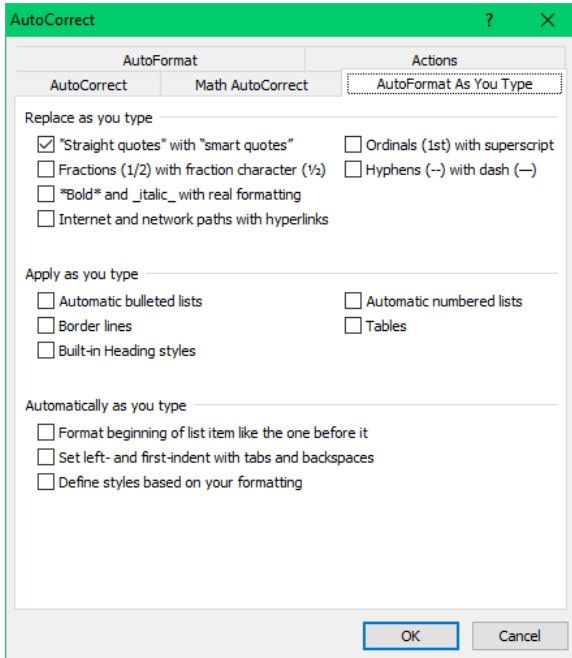
- "Straight quotes" with "smart quotes"
- Fractions (1/2) with fraction character (½)
- \*Bold\* and *\_italic\_* with real formatting
- Internet and network paths with hyperlinks
- Ordinals (1st) with superscript
- Hyphens (--) with dash (–)

**Apply as you type (none of these selected)**

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

**Automatically as you type (none of these selected)**

- 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



### 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 uppercase 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
- Mark grammar errors as you type
- Frequently confused words
- Check grammar and refinements in the Editor pane
- Show readability statistics
- Choose the checks editor will perform for grammar and refinements setting
- Writing style [\[menu\]](#)

### Grammar

- Academic degrees
- Adjective used instead of adverb
- Adverb instead of adjective
- Agreement within noun phrases
- 'An' 'and' confusion
- Capitalization
- Capitalization of March and May
- Capitalization of personal titles
- Comma after greeting



Comma before quotations  
Comma missing after introductory phrase  
Comma splice  
Comma with conjunctive adverbs  
Comma with conjunction  
Comma around descriptive clause  
Commonly confused phrases  
Commonly confused words  
Comparative use  
Correlative conjunction mismatch  
Date formatting  
Embarrassing words  
Hyphenation  
Incorrect auxiliary  
Incorrect negation  
Incorrect number ending  
Incorrect pronoun case  
Incorrect reflective pronoun use  
Incorrect use of that  
Incorrect verb form  
Incorrect verb form after auxiliary  
Indefinite article  
Indirect questions  
Misheard phrases  
Missing comma  
Modal confusion  
Multiple modals  
Noun number  
Possessive and plural forms  
Punctuation  
Question mark missing  
Redundant colon  
Redundant comma before complement clause  
Redundant question mark  
Repeated auxiliary  
Semicolon use  
Spacing  
Subject verb agreement  
Too many determiners  
Unnecessary hyphen  
Use of plain verb form  
Use of the word 'lack'  
Use of will and would  
Verb use  
Which who confusion  
Who whom confusion  
Word split

#### **Clarity**

Adverb placement  
Double negation  
Jargon  
Passive voice  
Passive voice with unknown actor  
Sentence structure  
Simpler wording  
Split infinitives  
Use of euphemisms

**Conciseness**

Conjunction overuse  
Normalizations  
Wordiness  
Words expressing uncertainty

**Formality**

Colloquial verb phrase  
Contractions  
Informal language  
Opinion markers  
Slang  
Subjunctive mood

**Inclusiveness**

Age bias  
Cultural bias  
Ethnic slurs  
Gender bias  
Gender specific language  
Racial bias  
Sexual orientation bias

**Punctuation conventions**

Comma with adverbials  
Oxford comma  
Unnecessary comma  
Punctuation required with quotes [\[menu\]](#)  
Space between sentences square [\[menu\]](#)

**Resume**

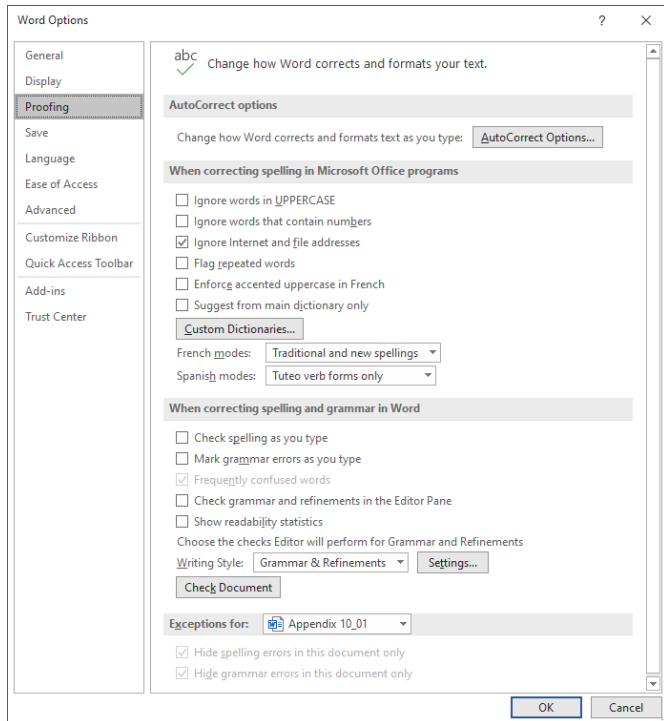
Avoid first person references  
Superfluous expressions  
Unsuitable expressions  
Vague quantifiers  
Vague verbs

**Vocabulary**

Clichés  
Collective nouns  
Locale-specific words  
Region-specific words  
Vague adjectives  
Vague or unnecessary adverbs  
Weak verbs

**Check document****Exceptions for [\[menu\]](#)**

Hide spelling errors in this document only  
Hide grammar errors in this document only



## Save

*Customize how documents are saved.*

### Save documents

AutoSave OneDrive and SharePoint Online files by default on Word

Save files in this format: [menu]

Save AutoRecover information every [menu] minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: [menu]

Don't show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location: [menu]

Default personal templates location: [menu]

### Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to the Office

Document Cache.

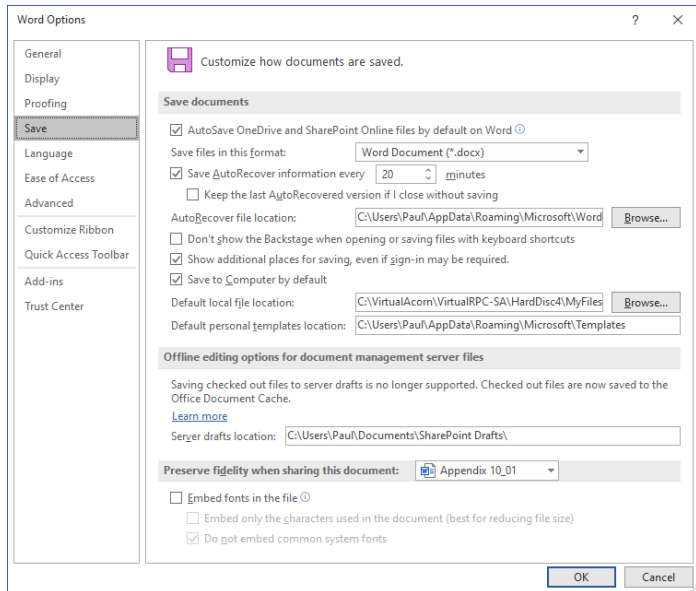
Server drafts location: [menu]

### Preserve fidelity when sharing this document: [menu]

Embed fonts in the file

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts



## Language

*Set the Office Language Preferences*

### Office display language

Buttons, menus, and other controls will show in the first available language on this list.

1. Match Microsoft Windows <preferred>
2. English

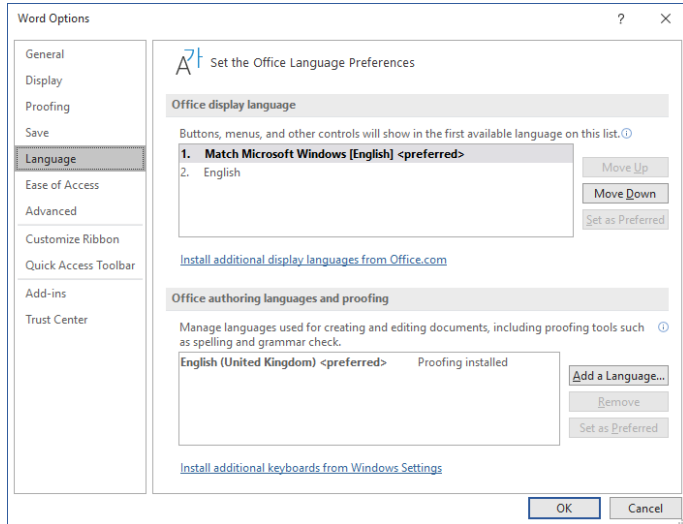
Install additional display languages from Office.com

### Office authoring languages and proofing

Manage languages used for creating and editing documents, including proofing tools such as spelling and grammar check.

**English (United Kingdom) <preferred>** Proofing installed

Install additional keyboards from Windows Settings



## Ease of access

*Make Word more accessible.*

### Make your document accessible to others

The accessibility checker helps you find and fix content in your document that may make it harder for people with disabilities to consume your content. You can get it from Review > Check Access ability. Office can remind you about accessibility issues while you work by showing a reminder in the Status Bar.

Keep accessibility checkout running while I work

### Feedback options

Provide feedback with sound

Sound Scheme: [menu]

Provide feedback with animation

### Application display options

ScreenTip style [menu]

Show feature descriptions in ScreenTips

Don't show feature descriptions in ScreenTips

Don't show ScreenTips

Show shortcut keys in ScreenTips

Show the start screen when this application starts

### Automatic Alt Text

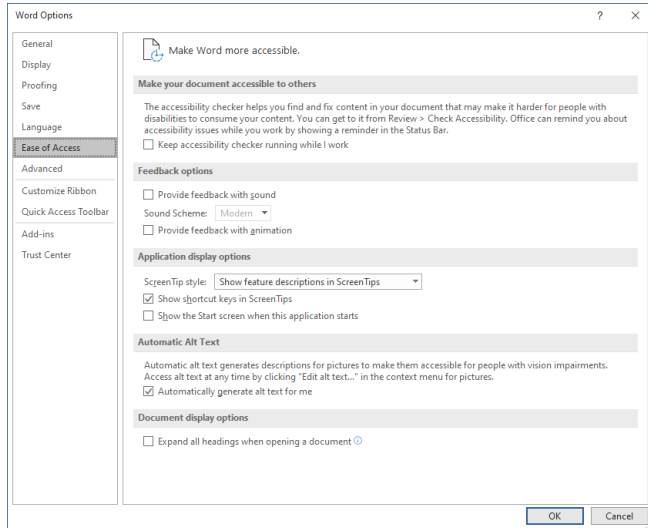
Automatic alt text generates descriptions for pictures to make them accessible for people with vision impairments.

Access alt text at any time by clicking "Edit alt text..." in the context menu for pictures.

Automatically generate alt text for me.

### Document display options

Expand all headings when opening a document



## 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 paragraph style: [menu]

Show AutoComplete suggestions

Do not automatically hyperlink screenshot

### Cut, copy, and paste (none of these selected)

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

← My advice: switch this off!

← My advice: switch this off!

← My advice: switch this off!

Show Paste Options button when content is pasted

#### Use smart cut and paste

<- My advice: switch this off!

Use default options for [menu]

Individual options

- Adjust sentence and word spacing automatically
- Adjust paragraph spacing on paste
- Adjust table formatting and alignment on paste
- Smart style behaviour
- Merge formatting when pasting from Microsoft PowerPoint
- Adjust formatting when pasting from Microsoft Excel
- Merge pasted lists with surrounding lists

#### Link handling

Open supported hyperlinks to Office files in Office desktop apps

#### Pen

Used pen to select and interact with content by default

#### Image size and quality

Discard editing data

Do not compress images in file

Default resolution: [menu]

#### Chart

Properties follow chart data point

#### 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 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

Expand all headings when opening a document

#### Display

Show this number of recent documents [menu]

Quickly access the number of recent documents

Show this number of unpinned recent folders

Show measurements in units of [menu]

Style area pane width in Draft and Outline views [menu]

Show pixels for HTML features

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

Update document content while dragging

Use subpixel positioning to smooth fonts on screen

Show pop-up buttons for adding rows and columns in tables

**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 delimited text file  
Embed linguistic data

**General**

Confirm file format conversion on open  
Update automatic links at open  
Allow opening a document in Draft view  
Enable background repagination  
Show add-in user interface errors  
Mailing address: [\[input box\]](#)  
File locations: [\[menu\]](#)  
Web options: [\[menu\]](#) (Too many to type out, sorry!)

Compatibility options for: [\[menu\]](#)  
Lay out this document as if created in: [\[menu\]](#)



## 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

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- 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

#### 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 tracked changes to update before printing
- Print on front of the sheet for duplex printing
- 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 ▾

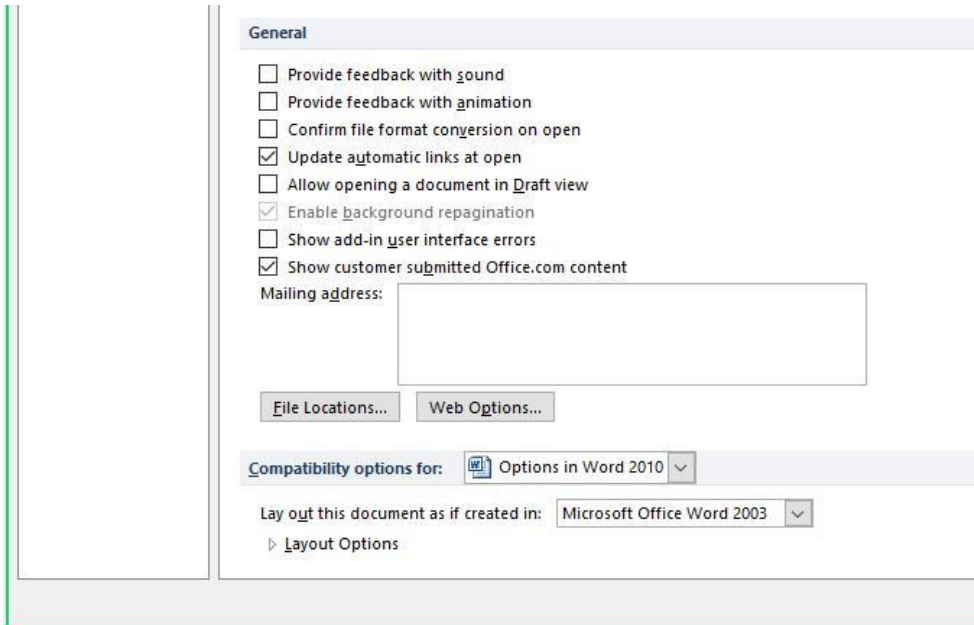
- Print PostScript over text
- Print only the data from a form

#### 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.

### Security & more

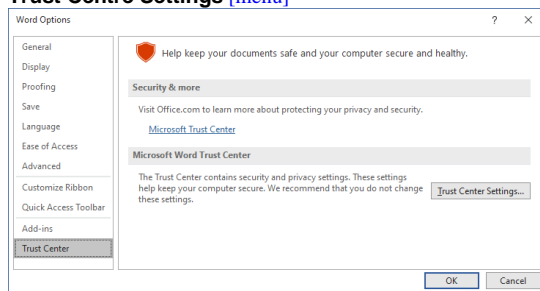
Visit [Office.com](http://Office.com) to learn more about protecting your privacy and security.  
Microsoft Trust Center

### 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.

(In which case, there's no point in my typing them out for you!)

### Trust Centre Settings [menu]



## Macro Settings

### Disable all macros without notification

Disable all macros with notification

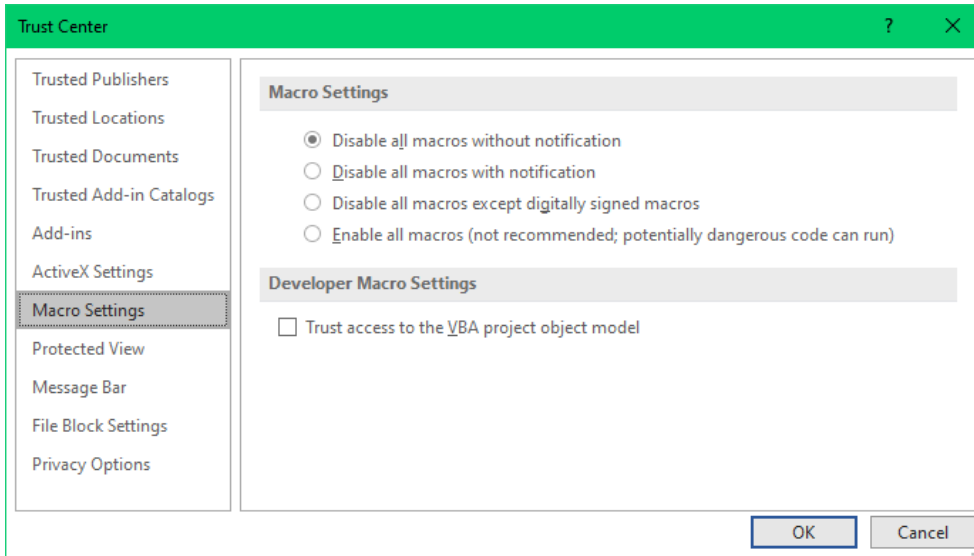
Disable all macros except digitally signed macros

Enable all macros (not recommended; potentially dangerous code can run)

**Commented [PB1]:** Leave this as the selected item. This is referring to **incoming** macros. To run your own macros (or mine!) on your computer you don't need to change this setting.

## Developer Macro Settings

Trust access to the VBA project object model



## Removing personal information

**N.B. First save a copy of your file, in case you want to revert to it!**

Click the File tab, and then click Info.

Click the third box "Check for Issues", where it also says "Inspect Document".

Select the Inspect Document option.

In the Document Inspector dialog box, click Inspect.

If there is personal information, an exclamation mark will indicate the fact.

DON'T click to remove Comments, Revisions, and Versions (you want to keep the comments, presumably) but DO click on Document Properties and Personal Information.

All the comments should now just say "Author".