

# Useful features in Word

Click an item below to find help and guidance on useful ways to work with images and to navigate a document:

<b>Reduce the file size in Word .....</b>	<b>1</b>
Make your images, pictures or objects into GIF, PNG or JPG file formats .....	1
Take a screenshot on a Windows PC.....	1
Take a screenshot on your Mac .....	2
Inserting a picture into your Word document .....	2
Save a pasted image as a picture file.....	3
Delete a picture.....	3
Replace a picture .....	3
Compress an image.....	3
Windows users .....	3
Mac users.....	4
Compress all your images in one go .....	4
Windows users .....	4
Mac users.....	5
<b>Keyboard shortcuts in Word.....</b>	<b>6</b>
Document Shortcuts .....	6
Navigation Shortcuts .....	6
Clipboard Shortcuts .....	7
Paragraph and Pagination Shortcuts .....	7
<b>Navigation Pane .....</b>	<b>7</b>
Where is the Navigation Pane? .....	7
Moving around your document.....	7
Searching your document.....	8

## Reduce the file size in Word

If your Word document contains lots of images, pictures, or objects, it can cause your document to grow to an unmanageable size. This can mean the document becomes slow to load or can be difficult to send via email as it may be too big.



Use the University's [ZendTo](#) secure file transfer service if your file is too large to send as an email attachment or if it contains highly sensitive data

Below are some suggested file formats to reduce the size when saving your images and objects.

- GIF – format is limited to 256 colours and is a common choice for use on the web but can lose crispness to edges of an image
- PNG -supports more colours than a GIF, but offers highly sophisticated transparency and colour support, among other features
- JPEG - works best for storing full-colour images full of complex shading and colour variation

## Make your images, pictures or objects into GIF, PNG or JPG file formats

If you have copied and pasted your images into your document as bitmaps (.BMP) which are very large, you can use a screenshot app to select and save as GIF, PNG or JPG.

## Take a screenshot on a Windows PC

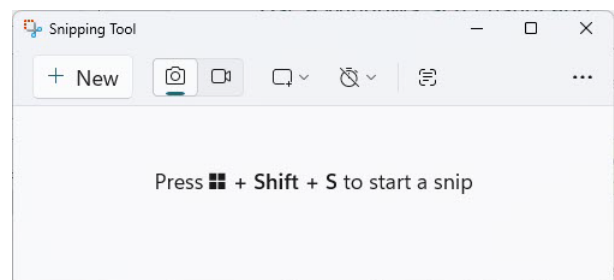
In Windows there is a free installed app called Snipping Tool.

- Click on the **Windows logo** key on the Task Bar and enter **Snip**.
- Click the app name to open it



Alternatively, to open Snipping Tool in mini-mode, press the **Windows logo key + Shift + S** but you won't have as many options in mini-mode.

- Click **New** (default for Snip now) or
- Click the **Delay** button (stopwatch) to delay the start of the snip by 3, 5 or 10 seconds.
- Your screen will grey out and the mouse pointer changes to a cross
- Click and drag on the area you want to capture. Your selected area will now appear in the app window



**Note:** The snip is automatically saved to your Screenshots folder but you can change this in Settings as a default, or click on the **Disk** icon to save an individual snip elsewhere on your computer



The default file type is JPG but if you wish to change to PNG or GIF you can choose this when you click on the Disk icon to save the snip.

## Take a screenshot on your Mac

There's no Snipping Tool app in MacOS but Mac users can capture the entire screen, a window, or just a part of the screen with a couple of handy keyboard shortcuts:

- To take a screenshot of the entire screen press and hold **Shift + ⌘ Command + 3**
- To take a part of the screen press and hold **Shift + ⌘ Command + 4**
  - The mouse pointer changes to a cross. Click and drag on the area you want to save as a screenshot
  - To move the selection press and hold **Space Bar** while dragging
- To cancel taking the screenshot press the **Esc** key
- The screenshot saves automatically on the desktop. Move file to a location of your choice.



By default, Mac screenshots save to your desktop with the name **Screen Shot [date] at [time].png**. You can also rename the file to cross reference where it should be placed in your Word document

## Inserting a picture into your Word document

- Position your cursor where the picture file is to be inserted
- Click on the **Insert** tab
- From the **Illustrations** section, select **Pictures**
- Navigate to the location where you saved the file and double-click to insert

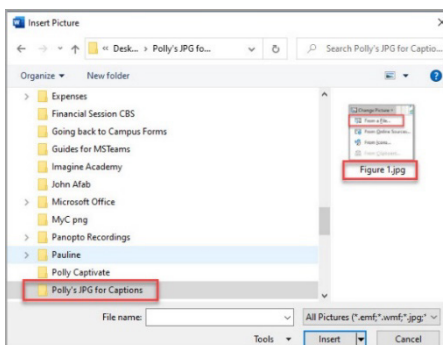


Figure 1- Example of caption label and numbering used for filename



It's a good idea to delete the originally pasted image from your Word file once you have saved a screenshot of your image or object as a picture file. This will save you a lot of time later!

## Save a pasted image as a picture file

- Select the picture. Make sure you see the grey outline with handles!
- Right-click and select **Save as Picture...**
- Navigate to a location on your computer
- Name and save the file



If you have spent time adding shapes e.g. arrows, boxes, etc and have grouped your pasted image along with the shapes this method would **not** work. You would have to use a snipping tool app to save the grouped image as a picture file.

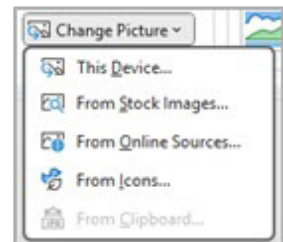
## Delete a picture

- Select the picture that you want to delete (ensure you have correctly selected it by checking for the grey outline with handles around the picture)
- Press **Delete**

## Replace a picture

Instead of deleting the picture, screenshot, object, or image from your Word document, you can simply replace it with another file or from the Clipboard. This saves time and effort in deleting and inserting another file.

- Select the picture that you want to replace. Make sure you see the grey outline with handles!
- Click **Picture Format** tab
- In the **Adjust** group select **Change Picture** and choose your source
- Navigate to the location of your chosen file and double-click to replace

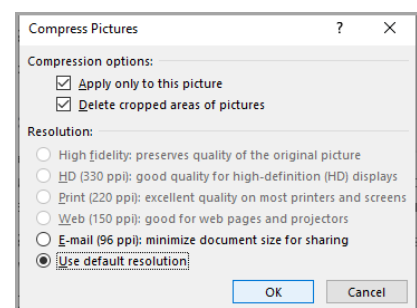


You can also right-click on the selected picture to select **Change Picture** from shortcut menu

## Compress an image

There are slightly different approaches if you are a Windows or Mac user of Word.

The resolution of an image in a Word document is measured in PPI (pixels per inch) rather than DPI (dots per inch). The lower the PPI the less quality on the screen display and printed output. What you choose will depend on the purpose of your Word document.



## Windows users

- Select the picture. Make sure you see the grey outline with handles!

- Click **Picture Format** tab
- In the Adjust group select **Compress Pictures**
- Select the compression resolution and click **OK**



If the reduction displays the image as unreadable, click Undo to revert and select a larger PPI. In some cases, you will only be offered what is available depending on the type of image e.g. GIF, JPG, BMP

## Mac users

- Select the picture or if more than one hold down the **Shift** key. Make sure you see the grey outline with handles!
- Click **Compress Pictures** on the **Picture Format** tab
- Click **Selected pictures only** or **All pictures in this file**.
- Select the compression resolution (the smaller the PPI - the smaller the size of file)
- If the reduction displays the image as unreadable, click undo to revert and select a larger PPI.
- Click **OK**

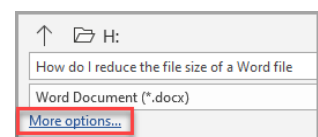
## Compress all your images in one go

Another way to decrease your file size is by compressing your images in one go. Depending on how many pictures, screenshots, objects, or images you have, this may be all that is required to reduce the total size of your Word document.

## Windows users

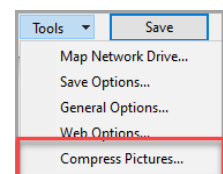
This option is only available when using the Save As feature and ensures you make another copy of the file.

- Click **File** tab and **Save As**
- Click **More Options** which is situated beneath the filename and file type



**Note:** You may have **Save a Copy** rather than **Save As** if the file has been saved to your OneDrive, or from a SharePoint or Teams site ensuring the original file is maintained. At the top left on the Title bar of the document you will see AutoSave turned on and will already be in the Save As window.

- In the **More options** window click **Tools** at the bottom of screen
- Click **Compress Pictures**
- **Apply only to this picture** checkbox is switched off as this will compress all pictures. Select the compression you want to apply to all your images.



This is an all or nothing tool, either all your images will have these options applied when you save the document or none of them will. If you want to choose different

options for different images, you will have to select each one at a time and choose settings. See **Compress an image** above


- Click **OK**

### Mac users

- To compress all pictures in your document, click **File>Compress Pictures** (or **File >Reduce File Size**)
- Click **Selected pictures only** or **All pictures in this file**.
- Select the compression (the smaller the PPI - the smaller the size of file) and click **OK**

## Keyboard shortcuts in Word

Keyboard shortcuts are combinations of one or more keys that you can use to perform actions, e.g. opening a new document (**Ctrl + N**). You can save time working with long documents by using some of Word's keyboard shortcuts to perform common or repetitive tasks.

Here are some useful shortcuts for Windows users that you may want to familiarise yourself. Most of these shortcuts will replace the *Ctrl* key with the  *Command* key if you are a Mac user<sup>1</sup>.

### Document Shortcuts

Action	PC	MacBook		Action	PC	MacBook
Create new document	<b>Ctrl + N</b>	<b>Cmd + N</b>		Start Spellchecker	<b>F7</b>	<b>Option + Cmd + L</b>
Save document	<b>Ctrl + S</b>	<b>Cmd + N</b>		Close current document	<b>Ctrl + W</b>	<b>Cmd + W</b>
Save As	<b>F12</b>	<b>Shift + Cmd + S</b>		Open Print window	<b>Ctrl + P</b>	<b>Cmd + P</b>
Undo last action	<b>Ctrl + Z</b>	<b>Cmd + Z</b>		Redo last action	<b>Ctrl + Y</b>	<b>Cmd + Y</b>
Select all	<b>Ctrl + A</b>	<b>Cmd + A</b>		Update Field	<b>F9</b>	<b>Option + Shift + Cmd + U</b>

### Navigation Shortcuts

Action	PC	MacBook		Action	PC	MacBook
Go to start of line	<b>Home</b>	<b>Cmd + left arrow</b>		Go to next page (top)	<b>Ctrl + Page Down</b>	<b>Fn + cmd + down arrow</b>
Go to end of line	<b>End</b>	<b>Cmd + right arrow</b>		Go to previous page (top)	<b>Ctrl + Page Up</b>	<b>Fn + cmd + up arrow</b>
Go to start of document	<b>Ctrl + Home</b>	<b>Cmd + fn + left arrow</b>		Go to a specific page	<b>Ctrl + G</b>	<b>Option + cmd + G</b>
Go to end of document	<b>Ctrl + End</b>	<b>Cmd + fn + right arrow</b>		Go to next table cell	<b>Tab</b>	<b>Tab</b>
Go to next page	<b>Page Down</b>	<b>Fn + down arrow</b>		Go to previous table cell	<b>Shift + Tab</b>	<b>Shift + Tab</b>
Go to previous page	<b>Page Up</b>	<b>Fn + up arrow</b>		Find a keyword	<b>Ctrl + F</b>	<b>Cmd + F</b>

<sup>1</sup> Apple Support: [Mac keyboard shortcuts](#)

## Clipboard Shortcuts

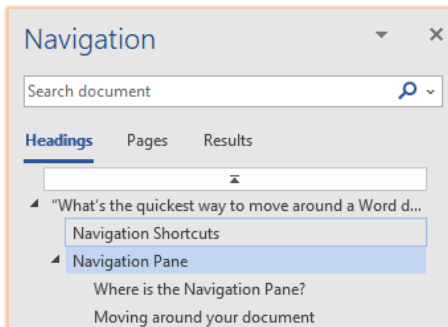
Action	PC	MacBook
Cut	Ctrl + X	Cmd + X
Paste	Ctrl + V	Cmd + V
Copy	Ctrl + C	Cmd + C
Duplicate (objects)	Ctrl + D	Cmd + D

## Paragraph and Pagination Shortcuts

Action	PC	MacBook
New paragraph	Enter	Enter
Insert Page Break	Ctrl + Enter	Cmd + Enter
New line (in paragraph)	Shift + Enter	Shift + Enter

## Navigation Pane

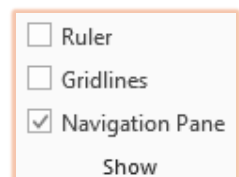
The Navigation Pane allows you to move around your document quickly and easily by jumping between Heading styles. It is also helpful in searching your document for words or phrases.



### Where is the Navigation Pane?

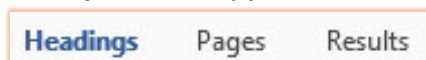
The Navigation Pane opens at the left of the document window. If it is not there, you can switch it on.

1. Click the **View** tab.
2. Tick the **Navigation Pane** checkbox.



### Moving around your document

1. Before using the Navigation Pane to move around your document, first apply **Heading Styles** (eg Heading 1, Heading 2, Heading 3) to your document.
2. Once you have applied **Heading Styles**, open the **Navigation Pane** and click **Headings**.



3. You will see a list of all the headings in your document.
4. Click on a heading to go directly to that point in your document. No more scrolling!

**Note:** If you see an arrow with a line above it at the top of the **Navigation Pane**, this means there is more content before your first heading. Click on this to go to the top of your document.



## Searching your document

5. Type a word or phrase in the **Search Document** text box at the top of the **Navigation Pane**.



6. Click **Results** for a list of search results. All instances of the word or phrase will also be highlighted.

