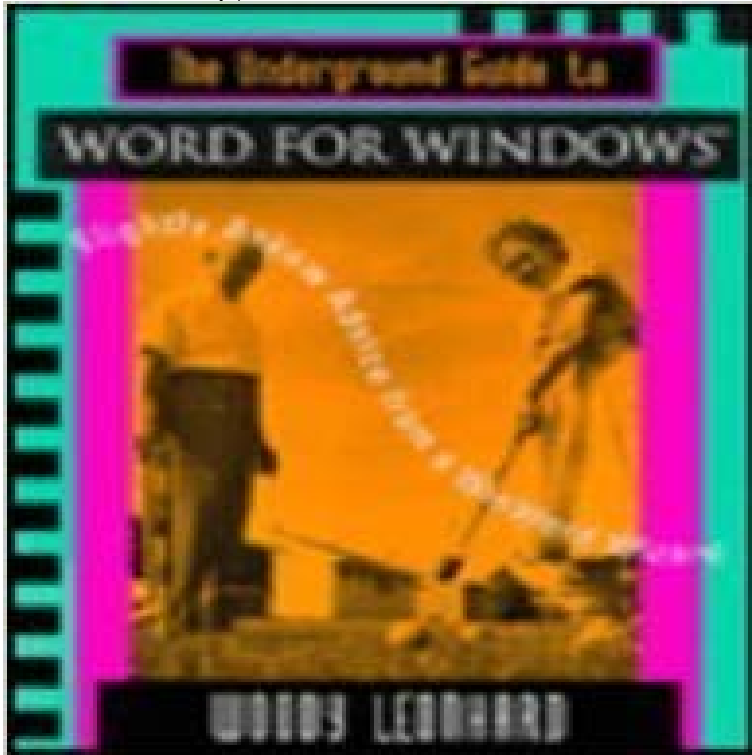


The Underground Guide to Word for Windows



WARNING! This is not your ordinary WinWord book. It contains industrial strength advice, without the sugar coating. If you've swallowed the Microsoft Party Line-that WinWord is a straightforward, stable, easy-to-use product with just a few minor glitches--The Underground Guide to Word for Windows will shock you. The Underground Guide to Word for Windows is the story the official books dare not tell. In his inimitably irreverent, off-the-wall style, Woody Leonhard takes you on a guided tour of WinWords dark underside, telling you what works, what doesn't, how to get the most out of WinWord, and how to steer clear of those things that go bump in the night. Learn how to: * customize WinWords appearance to turn it into a lean, mean word processing machine * construct a killer intelligent letterhead template that does what you want on your stationery * recognize and avoid the most common species of WinWord bugs--from those that are merely a pain, to the fatal variety (mean, snarly, snappy little creatures) that can chew up your data and make your life miserable * write basic macros that make em-dashes, apostrophes, quotes, and other symbols behave the way you want them to * use the document-centric approach to get things done better, faster, smarter; you'll learn how to think like a document, to see problems in terms of what WinWord can--and can't!--do * and on and on...Every page has something you can use immediately. The book is packed wall-to-wall with advice, warnings, tips, bug reports, workarounds, and the kind of nitty gritty explanations that could only come from somebody who eats, sleeps, and breathes WinWord. If you really use WinWord, The Underground Guide to Word for Windows will pay for itself in the first ten minutes, and will keep on delivering over and over again.

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