

You write to communicate to the hearts and minds of others what's burning inside you. And we edit to let the fire show through the smoke.

Arthur Polotnik

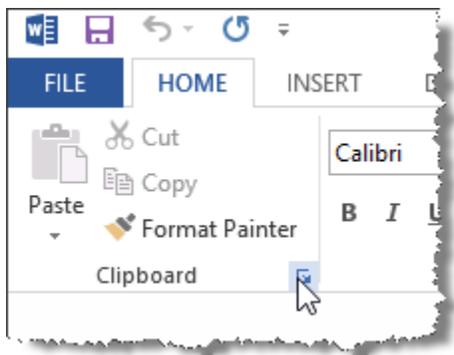
Module Three: Advanced Editing and Formatting Tasks

This module will help you understand some more sophisticated tools to format your text, such as the character borders and shading, enclosing characters, and text effects and typography options. You'll also learn how to use the phonetic guide to help you readers with pronunciation. First, we'll start off with introducing the Office Clipboard to help you with multiple copy and paste tasks.

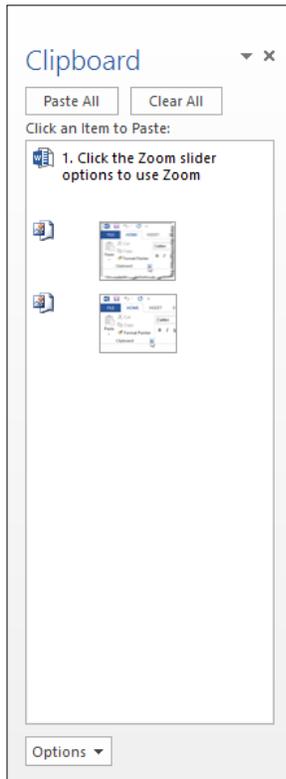
Using the Office Clipboard

To open the Clipboard Task pane, use the following procedure.

1. On the Home tab of the Ribbon, select the icon next to Clipboard.



The Clipboard pane opens, displaying any items you have cut or copied in this Word 2013 session (or the 24 most recent). A sample is illustrated below.



To paste using the Office Clipboard Task pane, use the following procedure.

1. Place the cursor where you want to paste text from the clipboard.
2. Click on the item in the Clipboard task pane that you want to paste.

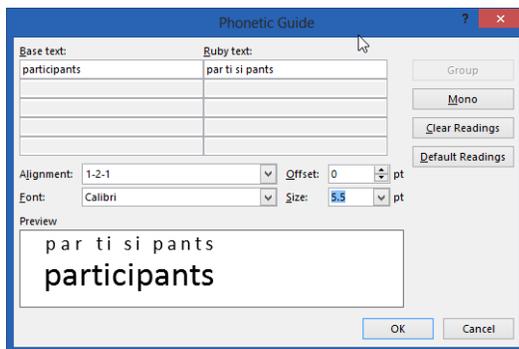
Using the Phonetic Guide

To use the Phonetic Guide, use the following procedure.

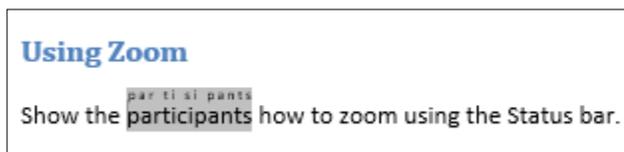
1. Highlight the word that you want to enhance using the Phonetic Guide.
2. Select the Phonetic Guide icon from the Font group on the Home tab of the Ribbon.



3. Enter (or paste) the Ruby text.



4. There are additional options to change the ruby text alignment, offset, font, and size. You can group the word or illustrate the pronunciation using Mono to separate the letters.
5. Select **OK** when you have finished. The word is highlighted in the document with the ruby text above.



Using Character Borders and Shading

To apply borders or shading to text, use the following procedure.

1. Select the text that you want to enhance.
2. Select the Character Border tool or the Character Shading Tool.



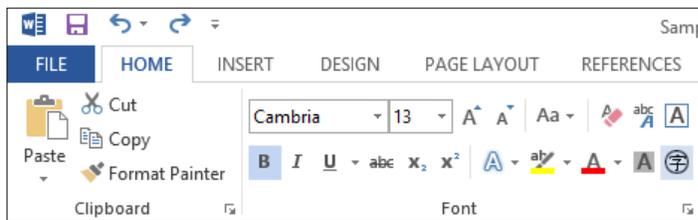
The following example has both borders and shading applied to the selected text.



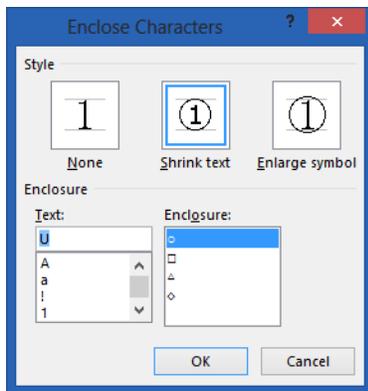
Enclosing Characters

To enclose characters, use the following procedure.

1. Select the character that you want to enhance.
2. Select the **Enclose Characters** command from the Font group on the **Home** tab of the Ribbon.



3. In the *Enclose Characters* dialog box, select the **Style** of symbol you want to use.



4. The character you selected is the default option under **Text**. You can select another item from the list, if desired.
5. Select the type of **Enclose** from the list.
6. Select **OK**.

Using Text Effects

To apply text effects or typography options, use the following procedure.

1. Select the text that you want to enhance.
2. Select the Text effects command from the Font group on the Home tab of the Ribbon.
3. Select the option that you want to use.

