



MS Word Heroics—Tech Cheats

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Good editors know how to use Word's tools. Great editors know how to make them do magic!

- Chunk editing tasks
- Immersive Reader
- Custom ribbon
- Custom shortcuts
- Styles for structure
- Navigation pane
- Outline view
- Select all in a Style
- Status bar
- New window
- Detect plagiarism
- Repair sequence
- Maggie it
- Bloated files
- Navigating
- Selecting big chunks

Online Resources

Roundup of “hacking” posts eiw365.com/tag/hacks/

Word Wrangling Wednesdays, the *Editing in Word* blog eiw365.com/category/word-tips/

8 Minute Editor scieditor.ca/2020/09/edit-faster-triage-for-the-eight-minute-editor/

Free Exercise

Try This! **Styles** eiw365.com/try-this-restructure-using-styles/

Further Learning

Archer Editorial Training for courses and one-on-one tutoring and coaching
archer-editorial-training.teachable.com

Editing in Word 365 eiw365.com

