

MSWord Options 3

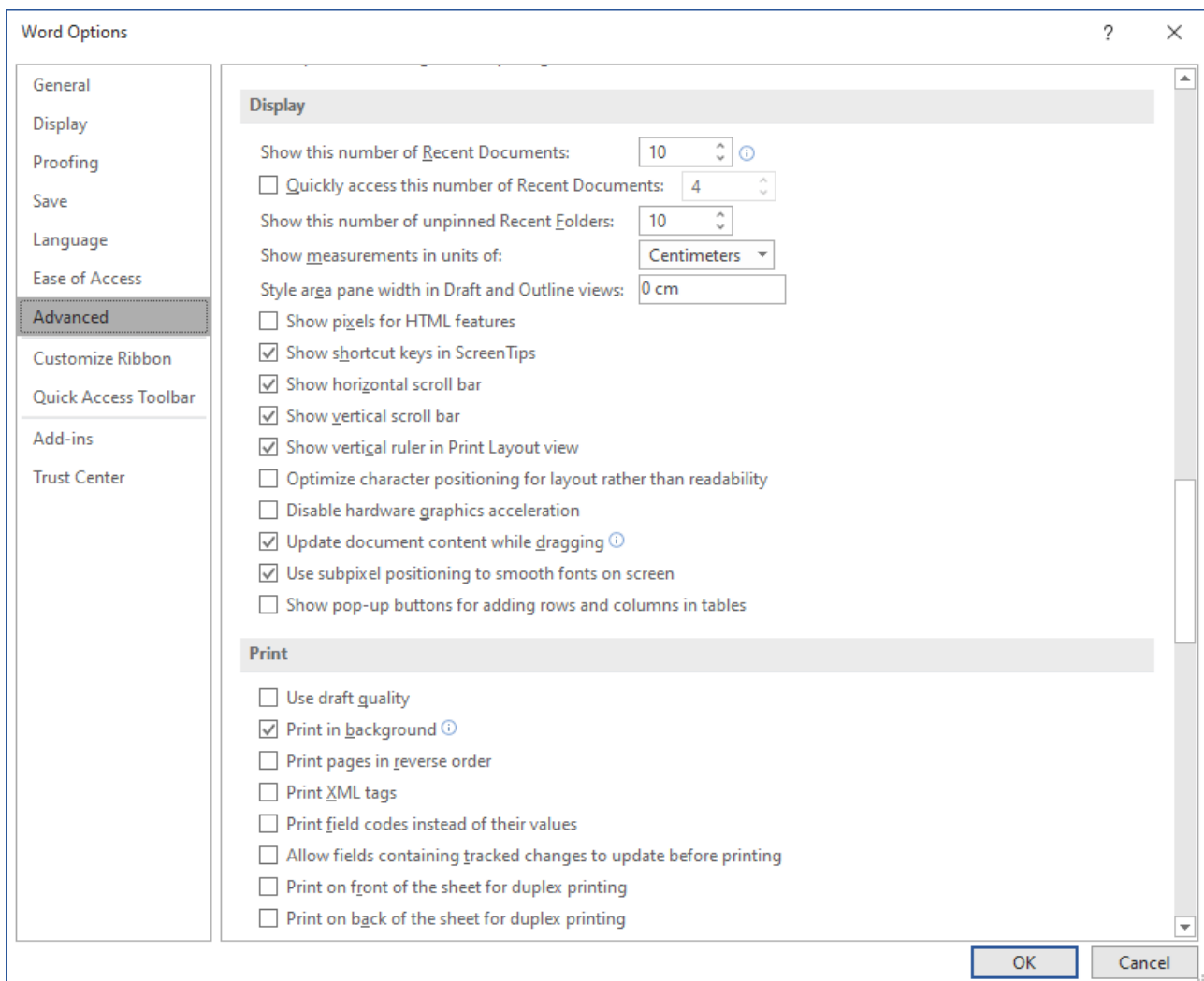
Personalise your Display settings

MSWord allows you to personalise many settings under File - Options - Advanced. Scroll down the Advanced settings to see what is available. Below I explain the Display settings.

To personalise your **Display** settings:

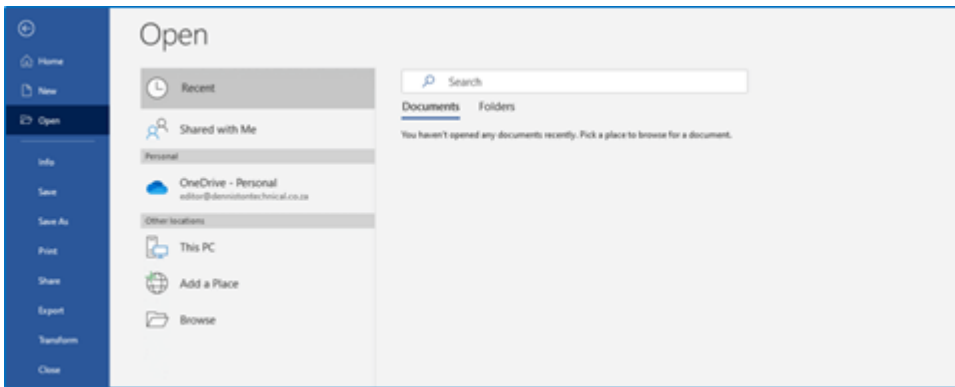
1. Go to the **File** tab and select the **Options** button.
2. In the left pane of the **Word Options** dialog box, select the **Advanced** option.
3. Scroll down to see the **Display** block.

Note the position of the slider in the vertical scroll bar shown in the illustration below.



The Word Option's dialog box showing the Display block

Show this number of recent documents. - Enter the number of items, between 1 and 50, to display in the Recent Documents list. After you press Ctrl+o, Pinned and Recent documents are displayed in the **Open** pane, shown below.



Recent and Pinned documents are displayed in the **Open** pane

- **To remove a file from the Recent Documents list**, right-click on the filename and select **Remove from list** from the drop-down menu.
- **To clear all the entries from the Recent Documents list**, right-click on the last filename in the list and select **Clear unpinned items** from the drop-down menu.
- **To pin a document to the top of the list**, select the filename and click on the 'pin' in the centre of the highlighted area, as shown below.

Quickly access this number of Recent Documents – Enable the Quick Access Recent documents list

Show this number of uninned Recent Folders - (Added in 2013)

Show measurements in units of Select the measurement unit that you want to use for the horizontal ruler and for measurements that you type in dialog boxes. As you can see in the illustration, I use “Centimeters”.

Style area pane width in Draft and Outline views Type a positive decimal, such as 0.5, in the box to open the style area, which displays the names of the styles applied to text. To close the style area, enter 0. I use “3 cm”.

Show pixels for HTML features Select this option to use pixels as the default unit of measurement in dialog boxes that are related to HTML features.

Show shortcut keys in Screen Tips Select this option to display keyboard shortcuts in the Screen Tips that appear when you hover your cursor over an item in a toolbar.

Show horizontal scroll bar - Select this option to display the horizontal scrollbar at the bottom of the document window.

Show vertical scroll bar - Select this option to display the vertical scroll bar on the right of the document window.

Show vertical ruler in Print Layout view - Select this option to display the vertical ruler at the left of the screen. Select the **Ruler** check box in the **Show/Hide** group on the **View** tab of the Ribbon to display the horizontal ruler at the top of the screen.

Optimize character positioning for layout rather than readability - Select this option to display character positioning accurately as it will appear in the printed document with respect to blocks of

text. However, spacing between characters may be distorted so, for better on-screen readability, leave this option unticked.

Disable hardware graphics acceleration - Hardware graphics acceleration is enabled to move all graphics and text rendering from CPU to GPU (a chip on your graphics card) for better performance. However, it increases the burden on the graphics card. If you experience crashes, slowness, blurred text and cursor hanging when running Office, turning off hardware graphics acceleration should solve the problem.

Update document content while dragging – This option allows you to see what the document content will look like when you drag an object with text wrapping, or when you move, resize or rotate objects.

Use subpixel positioning to smooth fonts on screen – It just seems sensible to have this option enabled.

Show pop-up buttons for adding columns and rows in tables. I find this very annoying because it gets in the way of my cursor.

To see all the MSWord Options, go to [Better Solutions.com](http://BetterSolutions.com). They have taken a lot of trouble to present the information so that it is easily accessible.