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翻訳

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ATA in
Japanese > English
Translation
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Microsoft Word Tips of the Day

Snipping Tool, Automatic Text, Text-Box Margins

Snipping Tool

Do you ever want to snip a portion of a pdf or other document, like a PowerPoint slide, and copy it directly into your translation document? Here's a simple way to do it.

1. Have both your MS Word translation document and the document that you want to take a snip from open and not minimized.
2. In your translation document, on the Top Ribbon, click on the Tab: **Insert**
3. In the Insert Ribbon, in the Illustrations Group, click on: **Screenshot**
4. The pop-up box gives you two options:
    a. **Available Windows**: you can select any one of these available windows for a screen snip of the entire window.
    b. **Screen Clipping**: you can click on Screen Clipping, and your visible windows will be grayed-out a bit. Then, using your mouse, draw a box around what you want to snip.
    c. The snip will be automatically placed at the cursor point in your translation document. You can resize that snip to be any size you desire.

Automatic Text

Do you often type the same phrase or paragraph over and over again? Would you like MS Word to remember it and type it automatically for you? Here's a simple way to do it.

1. Highlight the targeted text (with any desired formatting, etc.)
2. On the Top Ribbon, click on the Tab: **File**
3. In the File choices on the left side towards the bottom, click on: **Options**
4. In Options, on the left side, click on: **Proofing**
5. In Proofing, towards the top right, click on: **AutoCorrect Options…**
6. In AutoCorrect Options… under the Auto Correct tab, in the middle section, you will see ☑ **Replace text as you type**; Replace: (is blank) and With: (has your highlighted text)
7. In Replace: , type a code that you will remember, such as ^br or #br
8. Click **OK** twice.

In your translation documents now and in the future, when you type the code and press Enter on your keyboard, the code is automatically replaced with the desired text.

In order to remove this code from automatic text,
1. repeat steps 2 ~ 5 above
2. In AutoCorrect Options…, in the middle section, you will see ☑ **Replace text as you type**; Select the code and text, click **Delete**
3. Click **OK** twice.

Text-Box Margins

Do you ever copy/paste portions of a pdf, like a graph, chart or table, into your translation document, and for part of that pdf, put your translation into a text box on top of that source-language text in the pdf? The margins in the text box sometimes also tend to overlap onto things that you don't want covered, so here is how to reduce the margins of the text box to minimize that overlap.

1. On the Top Ribbon, click on **Insert**
2. In the Insert Ribbon, in the Illustrations Group, click on: **Shapes**
3. Click on Text Box, and draw the box to cover the source-language text
4. Insert your translation text into the text box
5. On the text box, right-click on one of the circles on the four corners of the text box, or on one of the squares on the sides of the text box, and click on **Format Shape**
6. In Format Shape on the list on the left, click on **Text Box**
   *Alternatively for 5 ~ 6 above, when you click on such circle or square, if the drop-down box that provides **Format Shape** does not appear, you could also:*
   a) *click on the **Drawing Tools Tab** that now has appeared in the top ribbon,*
   b) *in the **Shapes Styles Group**, click on **Shape Outline ▼***
   c) *click on **Weight ►***
   d) *click on the option: **More Lines***
   e) *on the list on the left, click on **Text Box***
7. In **Text Box**, in the **Internal Margin box**, change all four **Left, Right, Top, Bottom** margins from 0.1 or 0.05 to 0.01
8. Click on **Close**
9. Now, the margins of the text box are as small as they can be, and the amount of overlap onto other portions of the copied pdf is as minimal as it can be.

   Example:

Translation Text

Translation Text