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Warning

This document shows you how to edit the Windows registry. Using the Windows Registry Editor incorrectly can cause serious problems requiring the reinstallation of your operating system and possible loss of data. TechRepublic does not and will not support problems that arise from editing your registry. Use the Registry Editor and the following directions at your own risk.

Opening the Windows Registry Editor

1. Click Start | Run
2. Enter "regedit" in the Open field
3. Click OK

Note

Close all Office applications, including Outlook, before performing any of the following registry edits.

Disable copy clipboard dialog box

When you copy multiple text selection within Office 2000, Office XP, and Office 2003, the application automatically opens a dialog box that displays the current Clipboard data. To disable this dialog box:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office[version]\Common\General**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Locate the **DWORD** value **AcbControl** or create the value if it does not exist.
3. Set the **AcbControl** value to 1. (Set the value to 0 to enable the dialog box.)
4. Close the Registry Editor and restart an Office application.

Prevent Office Help from resizing the application window

Office automatically resizes your application window when you access Office Help. To prevent Office from resizing the application window:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office[version]\Common\HelpViewer**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Locate the **DWORD** value **IsFloating** or create the value if it does not exist.
3. Set the **IsFloating** value to 1. (Set the value to 0 to enable resizing.)
4. Close the Registry Editor and restart an Office application.

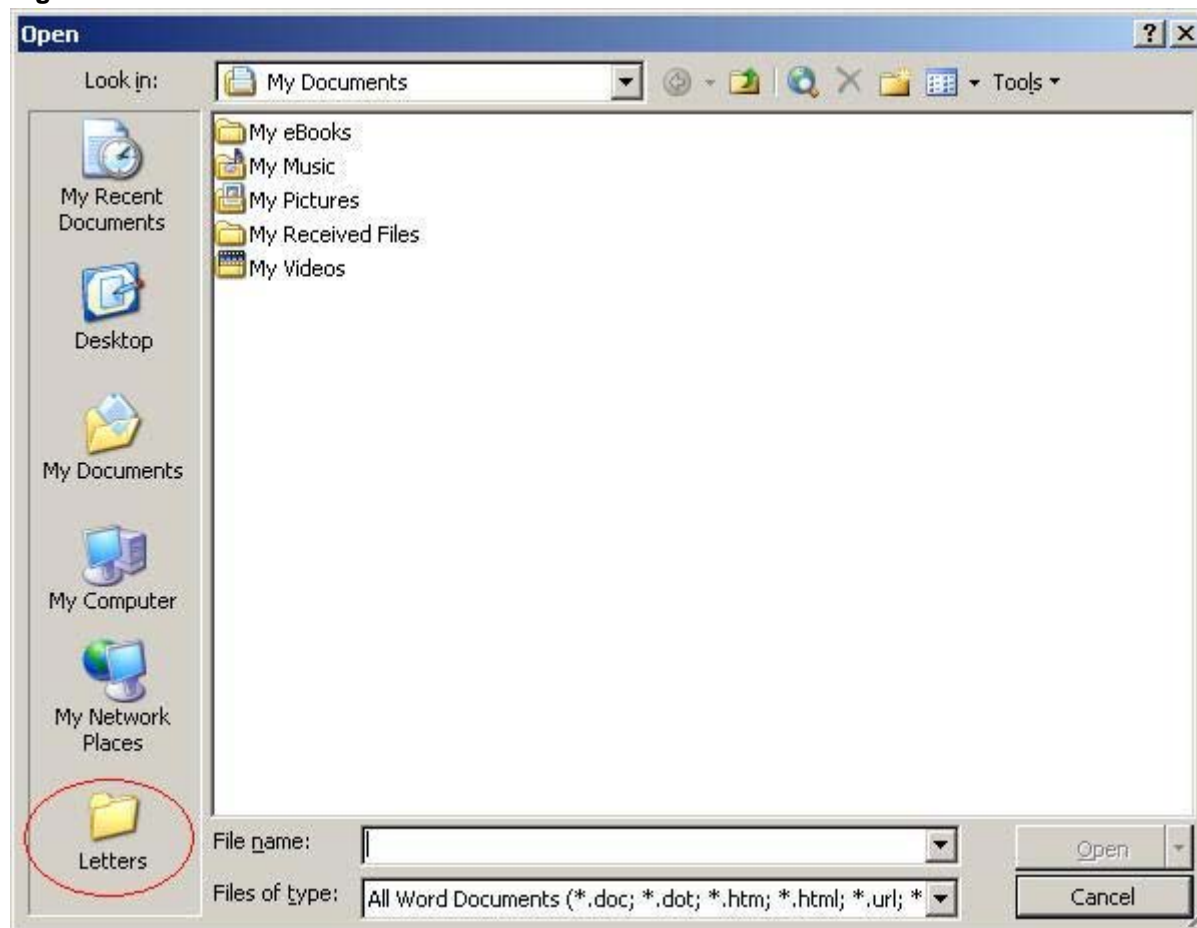
Add custom shortcuts to the Places Bar within the Open and Save As dialog boxes

Office displays several shortcuts on the Places Bar in the Open and Save As dialog boxes, such as Desktop, My Documents, My Computer and so forth. You can add additional shortcuts to this list by:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Common\Open Find\Places\UserDefinedPlaces**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Create a **sub-key** named "**PlaceN**" beneath the UserDefinedPlaces key
Where N is an unrepeated number starting with 1--for example; Place1, Place2, Place3, and so forth.
3. Open your new PlaceN sub-key and create two new **String Values** named "**Name**" and "**Path**".
4. Set the **Name value** to the desired Place name, example "Letter".
5. Set the **Path value** to the desired path, example "c:\letters".
6. Close the Registry Editor and restart an Office application.

When you use the Open or Save As dialog boxes your new Place(s) will appear, see **Figure A**.

Figure A



Hide default shortcuts on the Places Bar within the Open and Save As dialog boxes

Office displays several shortcuts on the Places Bar in the Open and Save As dialog boxes, such as Desktop, My Documents, My Computer and so forth. To hide one or more of these shortcuts:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\[version]\Common\Open Find\Places\StandardPlaces**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Select the sub-key of the Place you want to hide; **Desktop, MyComputer, MyDocuments, Recent**, and so forth.
3. Create a new **DWORD value** within the sub-key named "**Show**"
4. Set the **sub-key value** to **0**. (Set the value to 1 or delete the sub-key to show the Place.)
5. Close the Registry Editor and restart an Office application.

Reduce the shortcut icon size on the Places Bar within the Open and Save As dialog boxes

Office's default icon size for the shortcuts on the Places Bar in the Open and Save As dialog boxes allows you to view only about five shortcuts without scrolling or resizing the dialog box, see **Figure B**. You can reduce the shortcut icon size and dramatically increase the number of visible icons, see **Figure C**.

To reduce the shortcut icon size:

1. Navigate to:
HKEY_CURRENT_USER\Software\Microsoft\Office\[version]\Common\Open Find\Places
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Locate the **DWORD value ItemSize** or create the value if it does not exist.
3. Set the ItemSize value to 0 (the smallest size).
4. Close the Registry Editor and restart an Office application.

Figure B

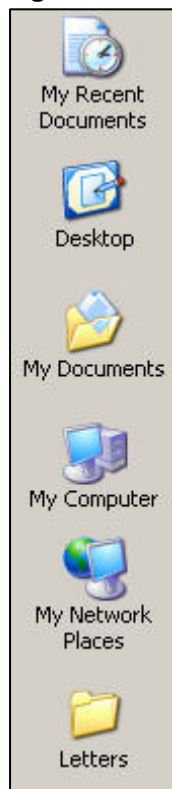
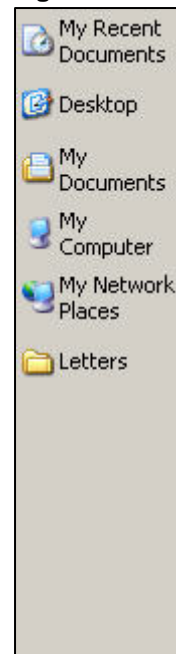


Figure C



Disable Office Assistants

To permanently disable the often-annoying Office Assistants:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\[version]\Common\Assistant**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. **Delete** all the **DWORD values** within this key.
3. Close the Registry Editor and restart an Office application.

Hide the "Type a question for help" (Office Help) toolbar

The "Type a question for help" toolbar normally appears in the top, right-hand corner of an Office application's toolbar area. To hide this toolbar:

1. Navigate to:
HKEY_CURRENT_USER\Software\Microsoft\Office\[version]\Common\Toolbars\Settings
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Create new DWORD values for each Office application as shown in **Table A**:

Table A

Application	DWORD value name
Access	Microsoft Access AWDropdownHidden
Excel	Microsoft Excel AWDropdownHidden
Outlook	Microsoft Outlook AWDropdownHidden
PowerPoint	Microsoft Powerpoint AWDropdownHidden
Word	Microsoft Word AWDropdownHidden

3. Set each DWORD value to 1. (Set the value to 0 to display the toolbar.)
4. Close the Registry Editor and restart an Office application.

Use the standard system font for Office user interface

Office uses the default Office font for the Office user interface. To use the standard system font instead:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Common\General**
Where [version] corresponds to your Office version: 9.0 = Office 2000, 10.0 = Office XP, and 11.0 = Office 2003.
2. Locate **DWORD value UseOfficeUIFont** or create the value if it does not exist.
3. Set the **UseOfficeUIFont value** to **1**. (Set the value to 0 to use the default Office font.)
4. Close the Registry Editor and restart an Office application.

Disable hyperlink warning messages in Office 2003

When you click on a hyperlink or an object linked to an executable file, Office often displays a safety warning message. To disable these warning messages:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Common**
2. Locate the **Security** key or create a new key if it does not exist.
3. Select the Security key and create a new **DWORD** value named **DisableHyperlinkWarning**
4. Set the **DisableHyperlinkWarning** value to **1**. (Set the value to 0 or delete the Security key to enable the warning messages.)
5. Navigate to: **HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\11.0\Common**
6. Locate the **Security** key or create a new key if it does not exist.
7. Select the Security key and create a new **DWORD** value named **DisableHyperlinkWarning**
8. Set the **DisableHyperlinkWarning** value to **1**. (Set the value to 0 or delete the Security key to enable the warning messages.)
9. Close the Registry Editor and restart an Office application.

Disable ClearType in Word 2003's Reading Layout mode

By default, Word 2003's Reading Layout mode uses Microsoft ClearType technology. ClearType can improve text clarity on LCD and laptop screens, but reduce clarity on some CRT monitors. To disable ClearType in Word 2003's Reading Layout mode:

1. Navigate to: **HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Word\Options**
2. Locate the **DWORD** value **NoClearTypeNW** or create the value if it does not exist.
3. Set the NoClearTypeNW value to **1**. (Set the 0 or delete the value to enable ClearType.)
4. Close the Registry Editor and restart an Office application.

Additional resources

- [Microsoft Word 2003 keyboard shortcuts](#) (Free Download)
- [Office 2003 upgrade workbook](#) (Free Download)
- [Excel keyboard shortcuts](#) (Free Download)
- [Work around Registry Editor's LastKey feature with RegEd Launcher](#) (Free Download)

Version history

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