Using Microsoft Office XP	
Advanced Word Handout	
INFORMATION TECHNOLOGY SERVICES	
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Contents

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Advanced Microsoft Word XP

Microsoft Word XP is one of the most efficient applications of the Microsoft Office Suite. Microsoft has made some major changes in this wording program application. Word XP now gives you the tools to easily create professional-quality documents with the combination of Internet Web functions.

This is an advanced handout. All the basic and intermediate-level functions were discussed in the Introduction to Microsoft Word XP and Intermediate Microsoft Word XP. If you want to obtain a copy of either of them, you can follow the above links or go online and log on to http://www.calstatela.edu/handouts. This handout will guide you to use some of these useful advanced functions that Word XP has available such as *Customizing Word*, *Mail Merge* and *Tracking Changes* to name a few. Refer to the Contents page for a general overview of the topics discussed in this handout.

Customizing Word XP

As your experience with Microsoft Word XP grows, you'll look for ways to speed up routine tasks and streamline cumbersome procedures. You'll also discover things you like (and don't like) about the way Word XP operates and develop some preferences for what you'd like to see in the menus, toolbars and keyboard shortcuts. In this handout, you'll be shown how to tailor Word XP to your liking.

SETTING VIEW OPTIONS

This allows you to select elements in and around the document window in **Normal**, **Web Layout**, **Print Layout and Outline** views.

To select options:

1. Select the **Tools** menu ► **Options**... The *Options* dialog box opens.
2. Select the *View* tab (see Figure 1).
3. Under *Show* section, select or deselect options for items to display within the document or window.
4. Under the *Formatting marks* section, select items you want to appear within the document text when you select the **Show/Hide** button ¶ on the toolbar.
5. Under the *Print and Web Layout options* section, disabling the ***Drawings*** option hides the drawn objects in a document, thereby speeding up scrolling in documents that contain a large number of drawn objects.
6. You can use the ***Text boundaries*** option in the *Print and Web Layout options* section to display dotted lines that indicate page margins, columns and other objects.
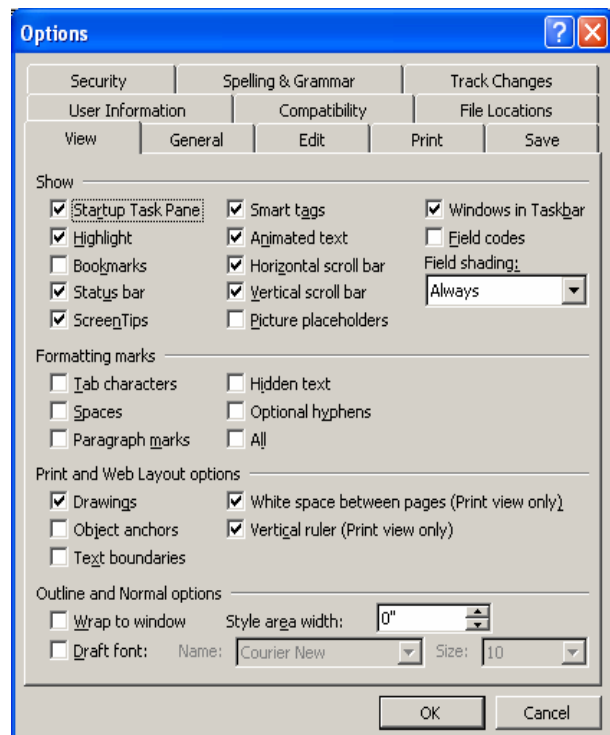

Figure 1 – Options Dialog Box (View)

7. Select the ***Vertical ruler*** option under *Print and Web Layout options* section to display the vertical ruler in **Print Layout** view only.
8. Select the ***Wrap to window*** option under *Outline and Normal options* section to scroll text horizontally off the screen. (This facilitates editing by wrapping the text to fit the screen, although line and page breaks will not be accurate).
9. Select the ***Style area width:*** text box under the *Outline and Normal options* section to display or hide the style area; any value above "***0***" in this box displays the style area. (The style area appears at the left edge of the document window in the **Normal** and **Outline** views only and displays the applicable style name to the left of the text to which it has been applied.)

To set the View options:
1. Select the **Tools** menu ► **Options…** ► *View* tab. The Options dialog box opens (see Figure 2).
2. Select or deselect the desired options ► **OK** button.

SETTING SAVE OPTIONS

The options on the *Save* tab of the *Options* dialog box (see Figure 2) allow you to designate how items are saved. One feature of the *Save Options* section automatically saves recovery information to help prevent data loss.

To keep a previous version of your document:
1. Select the **Tools** menu ► **Options**. The *Options* dialog box opens.
2. Select the *Save* tab.
3. Click the ***Always create backup copy*** option in the *Save Options* section to enable automatic creation of a backup file.

***!NOTE*:**
Word XP saves a modified document and saves a copy of the document as it appeared before changes were made to it. The backup file name has a "***.wbk***" extension and is named "***Backup of (document name)***." If your current version becomes corrupted, you will have a previous version to use.
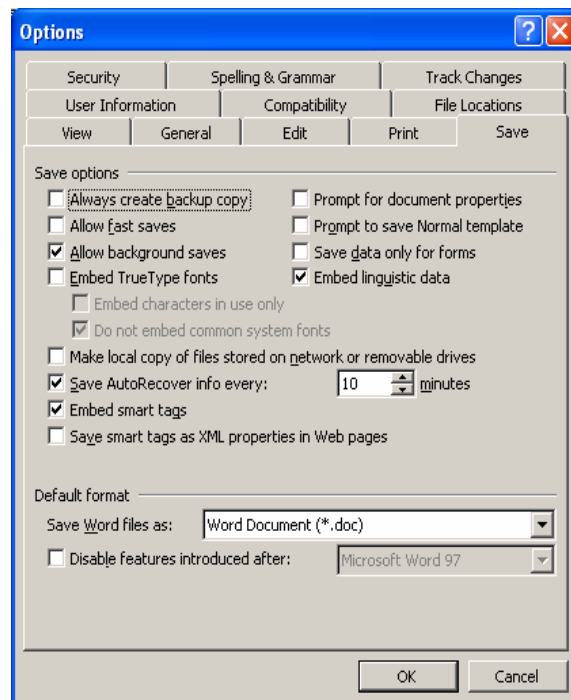
Figure 2 - Option Dialog Box (Save)

When working on a document, you should save it frequently so that minimal work is lost in the event of a system malfunction. A feature built into Word XP tells the program to automatically save your work at a time interval you designate (10 minutes by default). You can change the time interval in the ***Save AutoRecover info every:*** text box. This interval can be anywhere from 0 to 120 minutes. When Word XP reopens after a system malfunction, the recovered file appears. The AutoRecover file may contain information that would otherwise be lost.

To set save options:
1. Select the **Tools** menu ► **Options…** ► *Save* tab.
2. Select or deselect the desired options ► **OK** button.

!NOTE:
AutoRecover does not replace the need to save your work frequently.

CUSTOMIZING WORD XP TOOLBARS

Showing ScreenTips & Shortcut Keys on Toolbars

By default, Word XP displays *ScreenTips* when you position the mouse pointer over buttons on your toolbars. You can disable ScreenTip displays and you can decide to add shortcut keys to your ScreenTips.

To customize ScreenTips:
1. Select the **Tools** menu ►**Customize…** ► *Option* tab (see Figure 3).
2. To disable ScreenTips, deselect the **Show ScreenTips On toolbars** check box under *Other* section.
3. To enable ScreenTips and add the shortcut keys associated with the button, select both the **Show ScreenTips On toolbars** and the **Show shortcut keys in ScreenTips** check in the *Other* section ► **Close** button.
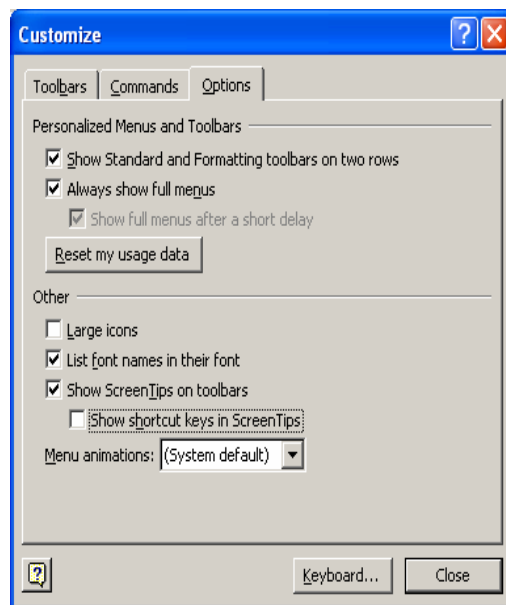
Figure 3 Customize Dialog Box (Options Tab)

!NOTE:
If you've enabled both options, the ScreenTips will appear when you position the pointer over a button on the toolbar and the shortcut keys will be included in the ScreenTip, e.g.
Font (Ctrl+Shift+F)

Adding/Removing Toolbar Buttons

You can change existing toolbars by adding or removing toolbar buttons, moving buttons among menus or reordering the buttons that are displayed on individual toolbars.

To add/remove toolbar buttons:

1. Select the **Toolbar Options** drop-down arrow 🔽 or 🔽 on the toolbar you want to customize. A menu appears (see Figure 4).
2. Select the **Add or Remove Buttons** command.
3. Point to the corresponding toolbar command (e.g., for the **Formatting** toolbar, select **Add or Remove Buttons** option, then select the **Formatting** toolbar option)
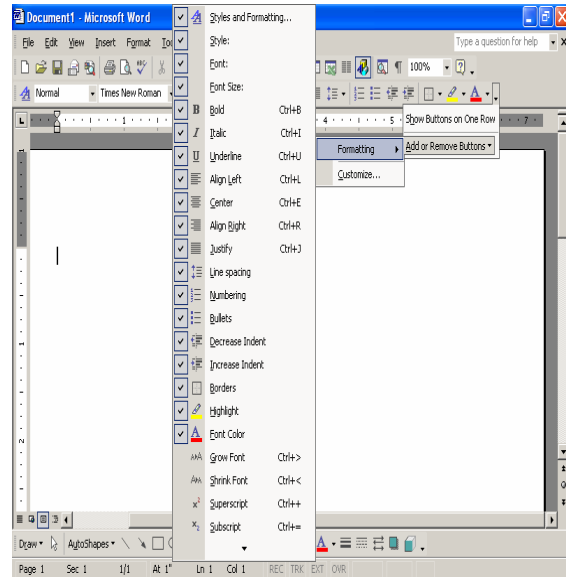

Figure 4 - Formatting Submenu

*!NOTE***:**

A submenu appears displaying all buttons available for the selected menu (see Figure 4). The buttons currently displayed on the toolbar are marked with a check mark.

4. Click the button(s) you want to remove from the toolbar or.
5. Click the button(s) you want to add to the toolbar.
6. Click in any blank area of the document to hide the corresponding toolbar submenu.

Creating a New Toolbar
Toolbars can be created and tailored to the needs of the user.

To create a new toolbar and drag and drop buttons to it:

1. Select the **Tools** menu ► **Customize…**. The *Customize* dialog box opens (see Figure 5).
2. Select the *Toolbars* tab ► **New…** button ► name the toolbar ► **Ok** button.

*!NOTE***:**

If the new toolbar is to be made exclusively for use in the current document, select the document name using the ***Make toolbar available to:*** drop-down arrow in the *New Toolbar* dialog box. Otherwise the toolbar will be available for all documents.

3. Select the *Commands* tab ► select the relevant category in the *Categories*: section ► select the specific button in the ***Commands***: list.
4. Drag the button to its location on the new toolbar (see
5. Figure **5**).
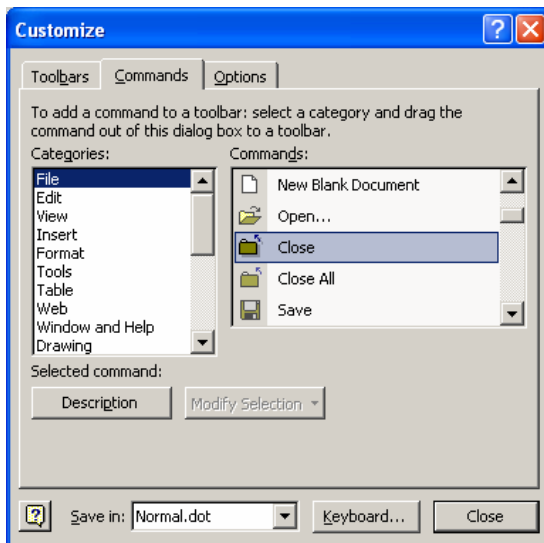
Select a button from the *Commands* list, drag and drop in the new location on the toolbar.

Figure 5 - Customize Dialog Box (Commands)

!NOTE:

You can return a toolbar to its default settings by clicking the **Reset…** button in the *Toolbars tab* of the *Customize* dialog box.

Changing the Look of Toolbar Buttons

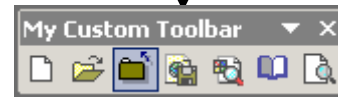When you're working with the buttons on your toolbars, you might want to change the look of a button you're adding or copying.

To change a toolbar button:
1. Select the **Tools** menu ►
   Customize…. The *Customize* dialog box opens.
2. Click the button to be modified (on the relevant toolbar).
3. Click the *Modify Selection* drop-down arrow on the *Commands* tab.
4. Select the *Change Button Image* option. A palette appears (see Figure 6) giving you a number of images to use in place of the current image on the selected button.
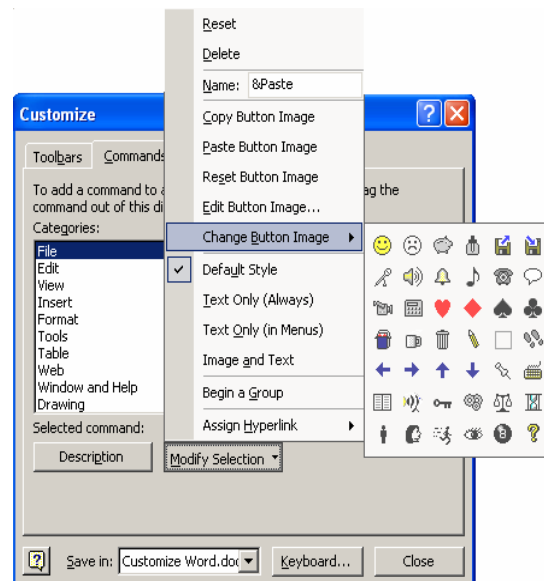5. Click the image to use ► **Close** button.

Figure 6 - Changing the Look of Toolbar Buttons

CREATING CUSTOM MENUS

You can create custom menus containing commands for commonly-used tasks. Custom menus allow you to group commands in one menu instead of using several menus to perform functions. A custom menu displays a list of commands and submenu commands like a standard menu.

To create a custom menu:

1. Right-click any toolbar.
2. Select the **Customize** command. The Customize dialog box opens (see Figure 7) ► *Commands* tab.
3. In the *Categories:* list box, select **New Menu**.
4. Drag the **New Menu** command from the *Commands:* list box to the desired menu bar or toolbar location.
5. Select *Modify Selection* drop-down arrow in the *Customize* dialog box (see Figure 6).
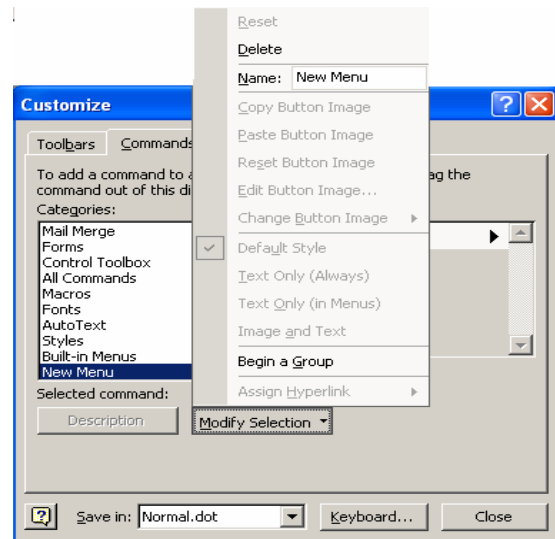6. Select the **Name:** command ► enter the desired name ► **[Enter]** key ►**Close** button.

Figure 7 - Create a Custom Menu

*!NOTE***:**

You can use the **Delete** command on the **Modify Selection** menu to delete a menu item. In addition, you can use the **Begin a Group** command to insert a vertical separator to the left of or above a new menu item. You can also right-click any menu item to access the **Modify Selection** menu.

CREATING KEYBOARD SHORTCUTS

If you like working with the keyboard instead of opening menus and choosing commands using the mouse, you might be interested in working with and adding more keyboard shortcuts to your Word document. You can add shortcuts to existing buttons and include symbols and special characters while you are at it.

*!NOTE***:**

All shortcut keys begin with **[Alt], [Ctrl]** or a function **[F1, F2, F3…]** key.

To assign keyboard shortcuts to existing buttons and commands:

1. Select **Tools** menu ► **Customize….** The *Customize* dialog box opens.
2. Click the **Keyboard…** button. The *Customize Keyboard* dialog box opens (see Figure 8).
3. Select a command.
4. In the *Press new shortcut key:* text box, press the key combination you want to use (e.g. **[ALT+C])** ► **Assign** button ► **Close** button.
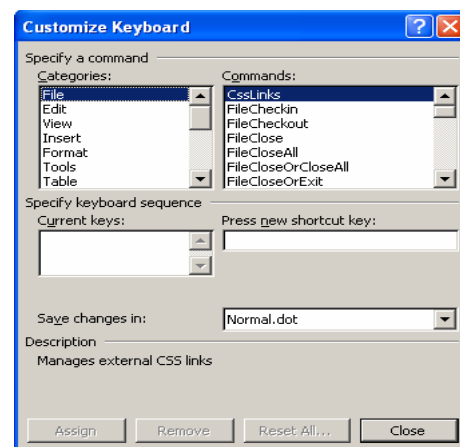

Figure 8- Customize Keyboard Dialog

CUSTOMIZING SOUND

You can tailor the sounds on your system to create a different effect. You can change the sounds that are used by making changes in Control Panel.

To tailor sounds:
1. In the Windows XP **Start** menu select the **Control Panel** menu ►**Sounds And Audio Devices**. The *Audio Devices Properties* dialog box opens.
2. Select the *Sounds* tab and click the event in the list in the ***Sound Events:*** list box for which you want to apply sound.
3. Click the ***Sound Scheme:*** drop-down arrow ► select a sound ► **Apply** button ► **OK** button.

To disable sound:
1. Select **Tools** menu ► **Options** ►*General* tab.
2. Deselect the ***Provide feedback with sound*** check box in the *General Option* section ► **OK** button.

> *!NOTE*:
> Selecting this option will affect all your Office XP application, so disable the option only if you don't want to play sound with any of your applications.

Mail Merge

The *Mail Merge* function provided by Word XP enables you to create letters, faxes, email messages, envelopes, labels and directories once and use them many times with the data you've saved in a mailing list database, an address list or your *Microsoft Outlook Contacts List*. With this feature, you can create and send projects like a direct mail campaign to your top 1,000 customers announcing a new service, an e-mail press release announcing a new product release, mailing labels to affix to catalogs you send to new customers and an address listing of all clients in your various databases.

STARTING THE MAIL MERGE WIZARD

The *Mail Merge Wizard* will guide you through all the basic steps to create, open and modify both the main document and the data source. Before you start, it's better for you to get familiar with the terms you are likely to encounter when using the Mail Merge Wizard.

Table 1 – Terms about Using Mail Merge Wizard

Terms	Description
Main document	Contains the information common to all merged documents. It can be a letter, email, envelope, or label into which the data will be merged. It can conclude text, images, borders, colors, shades, tables and more.
Source file	The file from which the merge data is taken. It contains the variable information that will be inserted into the merge fields in the main document.
Merge fields	Identifiers inserted in the text that indicate to Word the position and type of data you want to be inserted at that point in the document.
Address block	Includes name and address information.
Greeting line	Adds the opening salutation, along with the name of the recipient you select.

To start the Mail Merge Wizard:
1. Select the **Tools** menu ► **Letters and Mailings** ► **Mail Merge Wizard…**. The **Mail Merge** task pane opens (see Figure 9).

!*NOTE*:
The **Mail Merge** task pane provides instructions for each step in the process. In addition, you can go back to any previous step to review or modify the mail merge.
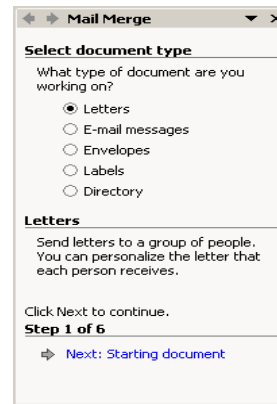
Figure 9– Mail Merge Task Pane

To identify the main document:
1. From the **Mail Merge** task pane under the *Select document type* section, select the document type you want to create for the merge operation (e.g. a direct mail letter, an email message or a fax).
2. Select the link [⇨ Next: Starting document] in the **Step 1** section.
3. Select the document or form of letter you want to use as the base document for the merge operation.

Three choices are provided in selecting a main document:
1. To use the current document: select the ***Use the current document*** option button in the **Mail Merge** task pane **Step 2**. Type the document as you want it to appear.

2. You can select the ***Start from a template*** option button and click the ***Select Template…*** link in the *Start from a template* section. The *Select Template* dialog box opens. Select the *Mail Merge* tab. (see Figure 10)
3. Click the template you like ► **OK** button. The template is displayed in the Word work area where you can modify it.
4. The final option is to select the ***Start from an existing document*** option button. The *Start from existing* section will become active.
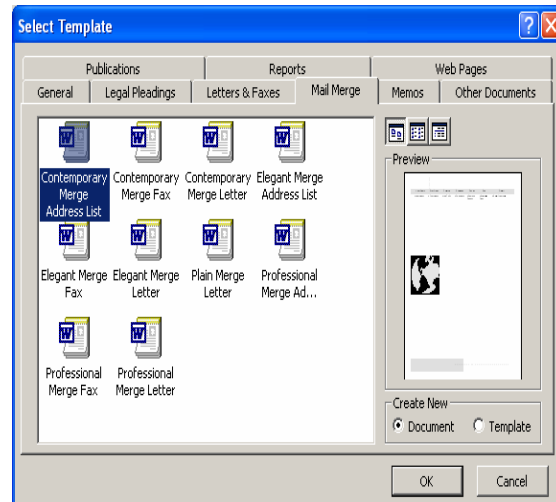
Figure 10 – Select Template Dialog Box

5. Select an existing merge file ► **Open…**button. Word XP will load the file into the work area.

CREATING A DATA SOURCE

After selecting the starting document, go to the third step by selecting the link [⇨ Next: Select recipients] . You will be asked to select the recipients for your merge operations.

Word XP provides three options to select the recipients:

- Use an existing list
- Select from *Outlook Contacts*:
- Type a new list

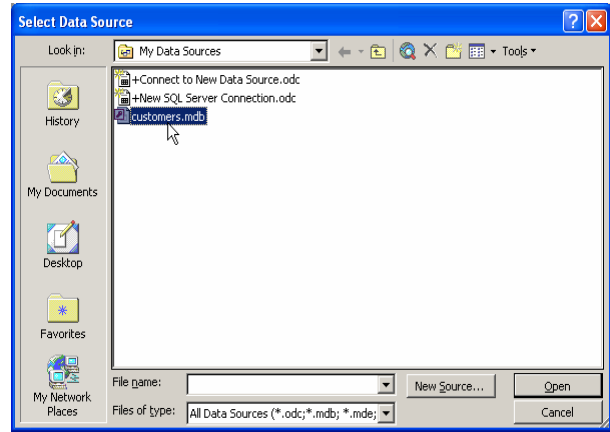The first two methods are detailed in this handout.

Figure 11 – Select Data Source

To use an existing list:
1. Select the ***Browse*** link ⊞ Browse... on the task pane or click the **Open Data Source** button ⊞ on the **Mail Merge** toolbar. The *Select Data Source* dialog box opens.
2. Select the data list that has the recipients' information to apply (see Figure 11) ►**Open** button. The *Mail Merge Recipients* dialog box opens (see Figure 12)
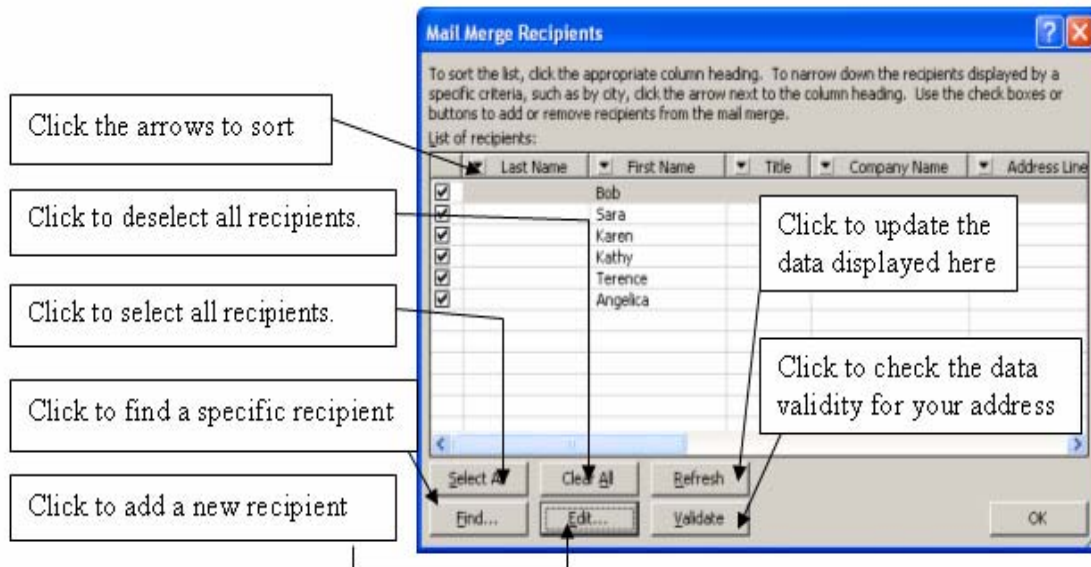
Figure 12 – Mail Merge Recipients Dialog Box

!NOTE:
If you open a data source that contains multiple tables, the *Select Table* dialog box will open first. After selecting a table, the *Mail Merge Recipients* dialog box will open.

!NOTE:
Once you've added the data list to the merge document, you can edit it at any time during the merge procedure by clicking the ***Edit Recipient List*** link in **Step 5** or by clicking the **Mail Merge Recipients** button ⊞ on the **Mail Merge** toolbar. The *Mail Merge Recipients* dialog box opens where you may make any needed changes.

To type a new list:
1. Click the *Type a new list* option button in the *Select Recipients* section of the **Mail Merge** task pane.
2. Click the *Create…* link to display the *New Address List* dialog box (see Figure 13).
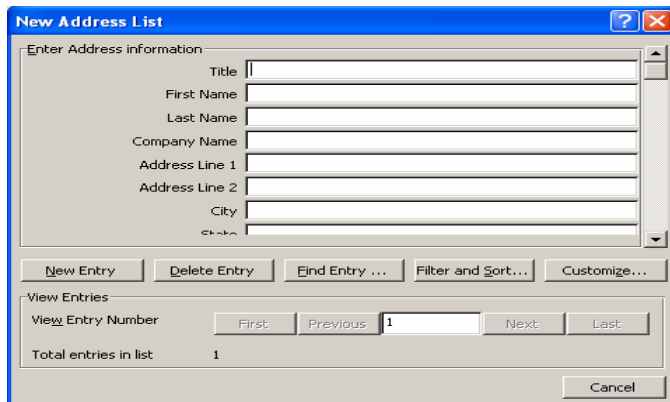

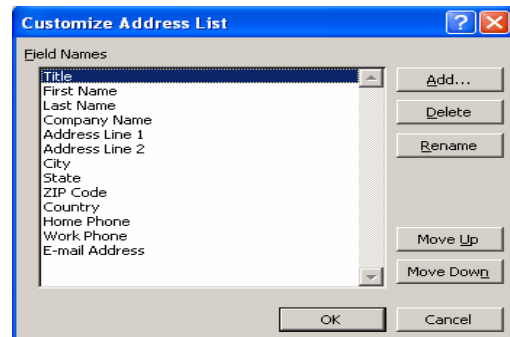Figure 13 - New Address List Dialog Box

Figure 14 - Customize Address List Dialog Box

3. Enter the information for the person or company you are adding (You can use the **[Enter]** or **[Tab]** key to move to the next field in the *New Address List* dialog box and the **[Shift + Tab]** key combination to move to the previous field.)
4. After completing the record, click the **New Entry** button to add another record.

!NOTE:
Click the **Customize…** button to add, delete, rename and reorder fields (see Figure 14).

5. When finished, click the **OK** button to close the dialog box. The *Save Address List* dialog box opens.
6. Enter a name for the file and click the **Save** button. The information is displayed in the *Mail Merge Recipients* dialog box where you can sort, rearrange and select or deselect recipient ► **OK** button.

INSERTING MERGE FIELDS INTO A DOCUMENT

Once you've selected the document you want to use and identified the people to whom you want to send it, the next step involves adding the placeholders in the document where the data will be inserted for individual recipients.

Before inserting merge fields into the main document:
1. Select **Tools** menu ► **Options…** ► *View* tab (see Figure 15).
2. Deselect the *Field codes* check box so that the field codes are hidden.

!NOTE:
This can avoid inadvertently changing a field name and reduce the chance of error in the **Mail Merge** process. The field codes must be hidden in order to view the merged documents properly.

3. Set the Field shading: list box to "Always" so that the merge fields are shaded in gray and are easy to recognize in the document.
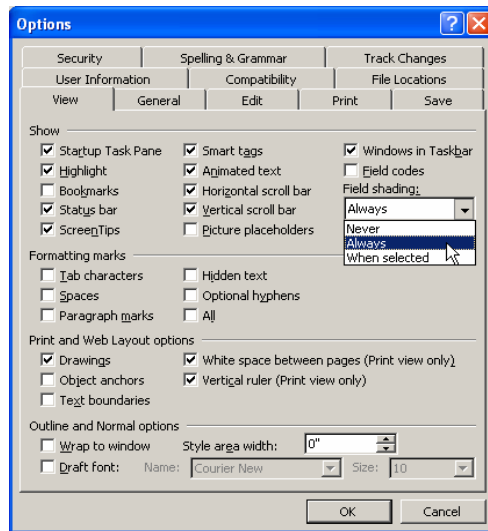
Figure 15 - Options Dialog Box

Table 2 - Merge Fields that can be inserted in the document (Wizard step 4)

Fields	Description
Address Block	Displays the *Insert Address Block* dialog box so that you can add the name, address and city, state and ZIP code at the insertion point.
Greeting Line	Displays the *Greeting Line* dialog box that allows you to select the salutation you want to use as well as the format for the recipient name.
Electronic Postage	Enables you to work with electronic postage if you've installed that feature.
Postal Bar Code	Displays the *Insert Postal Bar Code* dialog box so that you can select the field after which the postal bar code will be displayed.
More Items	Displays the *Insert Merge Field* dialog box, giving you the option of adding additional fields to your main document.

To add *Merge Fields*:

1. Position the insertion point where you want to insert the first merge field (in the document).In the *Write your letter* section of the task pane (see Figure 16) select among the grouped merge field links: **Address block…**, **Greeting lines…** and **Postal bar codes….**

*!NOTE***:**

When you click a grouped item link, a dialog box opens (see Figure 17, Figure 18 and Figure 19), from which you can select the desired formats and options. Clicking on the **Address block** button or **Greeting lines** button on the **Mail Merge** toolbar will open the corresponding dialog box.

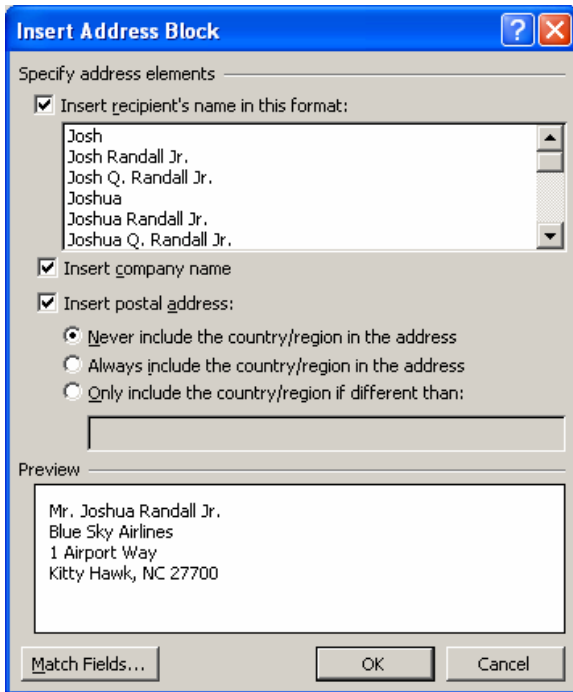**Figure 16 – Mail Merge Dialog Box**
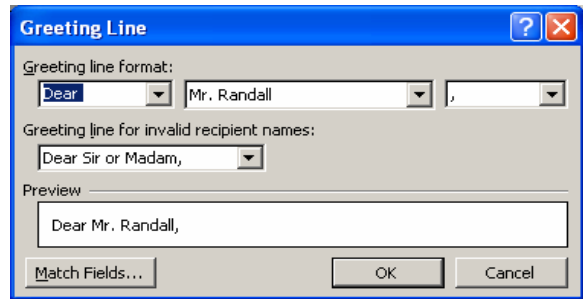
Figure 17 – Insert Address Block Dialog Box

Figure 18– Greeting Line
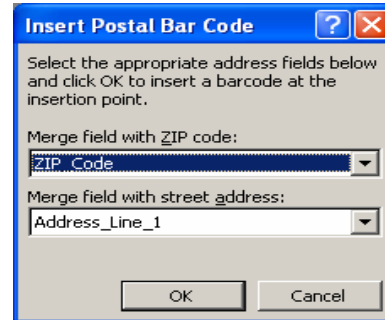
Figure 19 - Insert Postal Bar Code Dialog Box

2. If the common items do not meet your needs, click the *More items*... link in **Step 4** of the **Mail Merge Wizard** task pane. The *Insert Merge Field* dialog box opens (see Figure 20). (Clicking the **Insert Merge Fields** button ▤ on the **Mail Merge** toolbar to will also open the dialog box).

3. Select the field you want to insert and click the **Insert** button ► **Close** button.

When inserted, a merge field is enclosed in chevrons (e.g., **<<First Name>>**); the merge field will be shaded if the "*Always*" option in the *Field Shading:* list box on the *View* section of the *Options* dialog box was selected.

Figure 20 - Insert Merge Field Dialog Box

*!NOTE***:**

You can detach a main document from its data source by clicking the **Main document setup** button ▨ on the **Mail Merge** toolbar and then selecting the *Normal Word document* option button. Reconnecting the document to a data source requires re-starting the Mail Merge Wizard from **Step 1**.

PREVIEWING MERGED DATA

Before you actually perform the mail merge, you can preview the merged document and check for formatting and spelling errors. If you find an error in the main document, correct it.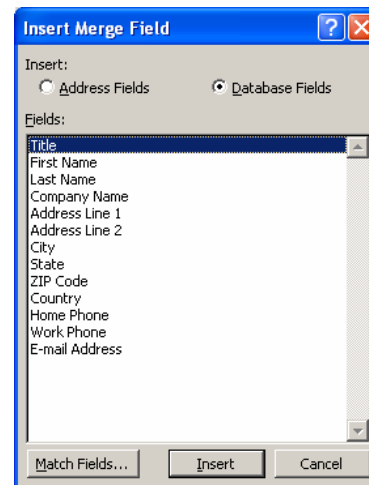 If you find an error in a data record, you can correct it in the merged document, but you should also correct it in the data source if you plan to use it for another merge.

Once the letter is formatted to your specifications, click the *Next: Preview Your Letters* link at the bottom of the task pane.

!NOTE:

Once the merge has been completed, you can navigate through all of the recipients to view their copy of the document. You can use the **Next Record** (▶) or **Previous Record** (◀) buttons on the **Mail Merge** toolbar to preview merged records.

To preview merged data using the controls in the task pane:

1. Click the forward arrow >> as desired to preview the next merged records.
2. Click the back arrow << as desired to preview the previous records.

To locate a particular recipient in your list:

1. Click the *Find a Recipient* link in **Step 5** of the Mail Merge Wizard or click the **Find Entry** button on the **Mail Merge** toolbar.
2. Click **Exclude this recipient** button in the *Make Changes* section of the task pane to remove a recipient from the current merge operation.

Figure 21 – Checking and Reporting Errors Dialog Box

3. Evaluate the merge for errors by clicking the **Check for Errors** button 🗹 on the **Mail Merge** toolbar. The *Checking and Reporting Errors* dialog box opens (See Figure 21).

!NOTE:

The second option, which is the default, does the merge but alerts you immediately whenever an error is found and therefore is strongly recommended to first-time users.

MERGING TO A NEW DOCUMENT

After you have previewed the merged records and made necessary edits, the merge can be completed. This final step in the mail merge process involves printing, sending or saving your document with data intact. You simply click the *Next: Complete the merge* link in the wizard or click the appropriate button on the **Mail Merge** toolbar – depending on whether you're merging to a new document, printer, email or fax – to finalize the merge.

To select merge print options:
1. Click **Print** button in **Step 6** of the Mail Merge Wizard or click the **Merge to Printer** button ⬚ .on the **Mail Merge** toolbar. The *Merge to Printer* dialog box opens (see Figure 22).
2. In the *Print records* section, select an option
   - *All* prints all records in the current document
   - *Current Record* prints only the displayed record.
   - *From***:** or *To***:** enables you to specify a page range, (e.g. from records 2 to 5).
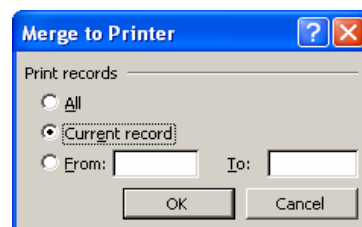
Figure 22 – Merge to Printer Dialog Box

Selecting the *Edit individual letters* link in the **Mail Merge** task pane (**Step 6**) or clicking the **Merge to New Document** button ⬚ on the **Mail Merge** toolbar automatically sends the merged letters to a new document so that you can make changes to individual letters. Changes made to individual letters in the merged document will not be saved back to the main document or to the data source. Once the changes have been made, you can save the merged document or send the letters to the printer.

When you select the *Edit individual letters* link, you can select which data records you want to merge to a new document (all of them or only selected ones).

To merge to a new document:
1. In **Step5**, select the *Next: Complete the merge* link.
2. Select the *Edit individual letters* link.
3. In the *Merge to New Document* dialog box (see Figure 23), select the records to merge ► **OK** button.
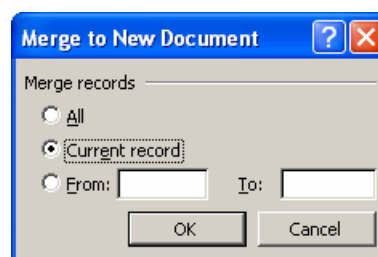
Figure 23 – Merge to New Document Dialog Box

To merge to E-mail:
1. Select the *E-mail Message* document type when you began the Mail Merge Wizard*.* This type of merge process involves putting the source data together with the main document in email messages.
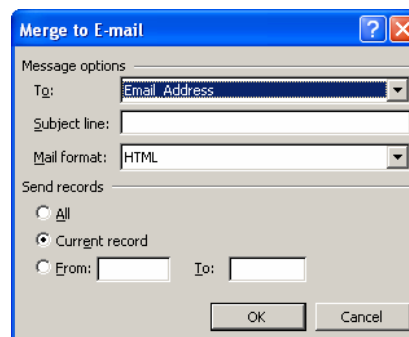
Figure 24 – Merge to E-mail

2. After previewing the records, click **Next** button. **Step 6** of the Mail Merge Wizard appears.
3. Your only choice is the *Electronic Mail* link*.* When clicked, the *Merge to Email* dialog box opens (see Figure 24).
4. Click the *To:* down arrow to display the choices for the field containing the e-mail address to which you want to send the messages.
5. Enter a subject in the *Subject line:* textbox to tell recipients something about the incoming message.

6. In the ***Mail format:*** drop-down list, select "***Attachment***", "***HTML***" or "***Plain Text***" to control the method by which you want to send the e-mail messages.
7. In the *Send records* section, select the records you want to send (e.g. ***All***, ***Current Record***, ***From***: and ***To***:), which enable you to select the range of recipients for your message ► **Ok** button.

To merge to Fax:
1. Select the **Merge To Fax** button on the **Mail Merge** toolbar to send faxes to groups of people. The *Merge To Fax* dialog box opens.
2. Select the records to send, (e.g. ***All***, ***Current***, ***From***: and ***To***:) ► **OK** button.

!NOTE:

You may need to review the merge to make sure the results are what you expected. To do that, you can click the **View Merged Data** button 🔲 on the **Mail Merge** toolbar to toggle the display between the field and values display. You can also click on the **Highlight Merge Fields** button 🔲 (on the **Mail Merge** toolbar) to see at a glance where all the inserted fields are in your main document.

Tracking Changes

Many finished documents reflect the efforts of a group of people. A single document may be written by a writer, modified by an editor, commented on by a technical reviewer and inspected and approved by a project manager. In Word XP, numerous people can review the same document and incorporate their changes and comments with the changes and comments from other people. In this part, you'll learn to use some of the markup features and reviewing options in Word so that you can maximize your collaboration efforts when you work with others on documents.

FAMILIARIZE YOURSELF WITH MARKUP TOOLS

You can use Word XP to track and merge the changes and comments people made to your documents. The Track Changes feature records editing changes made to a document including deletions and added text. Word XP can monitor changes from multiple reviewers and the changes can later be evaluated and accepted or deleted on a case-by-case or global basis. The use of comments enables reviewers to annotate a document with suggestions and queries without changing the document. Comments are identified by comment markers in the text, which can be either insertion lines or parentheses.

Most of the main collaboration features can be accessed from the **Reviewing** toolbar (see Figure 25). To open the **Reviewing** toolbar, right-click a toolbar and select **Reviewing** on the shortcut menu or select the **View** menu ► **Toolbars** ► **Reviewing**. Table 3 describes the buttons found on the **Reviewing** toolbar.

Figure 25 – Reviewing Toolbar

Table 3 – Reviewing Toolbar Description

Button	Name	Description
Final Showing Markup ▾	Display for Review	Controls how Word displays changes and comments in the current document.
Show ▾	Show	Accesses a drop-down menu that enables you to configure the display and option settings for comments, reviewers and tracked changes.
◀	Previous	Jumps to the previous tracked change or comment in the current document relative to the insertion point.
▶	Next	Jumps to the next tracked change or comment in the current document relative to the insertion point.
✓	Accept Change	Accepts a selected tracked change in the current document or enables you to accept all changes at once.
✗	Reject Change/ Delete Comment	Rejects a selected change or deletes a selected comment and returns the text to its original state or enables you to reject all changes or delete all comments at once.
💬 ▾	New Comment	Inserts a new comment. Clicking the down arrow enables you to edit and delete comments as well as record a voice comment. It is shown in the reviewing pane or in a margin balloon.
📝	Track Changes	Controls whether the Track Changes feature is turned off or on.
🔳	Reviewing Pane	Shows or hides the reviewing pane, which displays the complete text of tracked changes and comments.

ADDING AND MANAGING COMMENTS EFFECTIVELY

Configuring Reviewers' User Names

When working in a group, each person collaborating on the document must properly configure their user name so that the reviewers will know who make what comment. Before inserting comments, you need to tell Word XP how to identify the comments you create.

To set your user name information:
1. Select the **Tools** menu ►
   Options ► *User Information* tab.
2. In the **_Name:_** text box, type a name (see Figure 26).
3. Enter your initials in the **_Initials:_** text box ► **OK** button.

!NOTE:
If you're using someone else's computer to review a document, you can change the name on the *User Information* tab before beginning work without affecting existing documents. When finished, reconfigure the *User Information* tab to the original information.
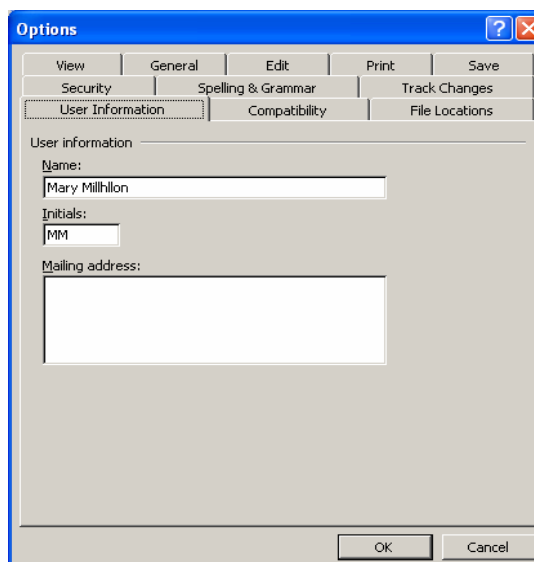
Figure 26 – Options Dialog Box (User Information)

Configuring Colors Associated with Reviewers

By default, Word XP automatically uses a different color for each reviewer's comments and tracked changes in a document. If you're viewing a document that is color-coded for a number of reviewers, you can quickly see which colors are currently assigned to which reviewers.

To view color-coded reviewers:
1. Click the **Show** button on the **Reviewing** toolbar ► **Reviewers**.
2. You'll see a list of reviewer names accomplished by color-coded check boxes (see
3. Figure 27).
4. You can also use the **Reviewers** submenu to specify whose comments and tracked changes are displayed in the current document by selecting or clearing the check boxes next to a reviewer's name.
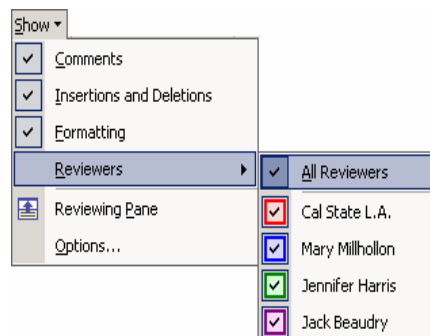
Figure 27 – Submenu of Reviewers

Inserting Standard Comments

To insert a comment:
1. Position the insertion point where you want to insert a comment or select the text to associate with your document.
2. Perform any of the following three actions:
   - Select **Insert** ► **Comment.**
   - Click the **New Comment** button on the **Reviewing** toolbar
   - Press **[Ctrl + Alt + M]**

*!NOTE***:**

If you're working in **Web Layout** or **Print Layout** view, an empty balloon opens by default when you insert a comment. If you're working in **Normal** view, the *Reviewing* task pane opens.

3. Type the comment text in the comment balloon or the reviewing pane then click outside of the balloon or reviewing pane to complete the comment.

*!NOTE***:**

You can change a comment after you create it by clicking inside the comment balloon or reviewing pane and editing the text. You can open the reviewing pane by clicking the **Reviewing Pane** button ▣ on the **Reviewing** toolbar. To close it, click the **Reviewing Pane** button again or press **[Alt + Shift + C]**.

Showing and Hiding Balloons

If you prefer to work with the reviewing pane and not balloons, you can turn the balloons off.

To turn the balloons off:
1. On the **Reviewing** toolbar (see Figure 25), click the **Show** button ►**Options…** (or select the **Tools** menu ►**Options…**) ► select the *Track Changes* tab in the *Options* dialog box.

2. In the *Balloons* section, deselect the ***Use balloons in Print and Web Layout*** check box ►
   OK button.

!NOTE:
If you hide the balloons, comments will be displayed as *ScreenTips* when you position your
mouse pointer over the comment marker when the **Reviewing Pane** is closed.

Reviewing Comments
When you review the comments reviewers have inserted into the document, you can review
comments only without displaying tracked changes:
1. Select the **View** menu.
2. Select **Markup** to show tracked changes and comments in your document.
3. On the **Reviewing** toolbar, make sure that either "*Final Showing Markup*" or "*Original Showing Markup*" is selected in the **Display for Review** drop-down box.
4. Click the **Show** drop down menu on the **Reviewing** toolbar and make sure that only the **Comments** option is selected in the drop-down menu.

Deleting Comments
To delete a single comment:
1. Right click a comment balloon.
2. Select the **Delete Comment** command.
   Or
1. Select a comment balloon.
2. Click the **Reject Changes/Delete Comment** button 🗑 on the **Reviewing** toolbar.

To delete comments from a specific reviewer:
1. Click the **Show** drop-down menu on the **Reviewing** toolbar ► **Reviewers** ► **All Reviewers** to clear the check boxes for all reviewers.
2. Click **Show** ► **Reviewers**.
3. Make sure to select only the check box for the reviewer's name whose comments you want to delete.
4. Click the **Reject Change/Delete Comment** drop-down arrow and select **Delete All Comments Shown** from the menu.

To delete all comments in the document:
1. Make sure that all reviewers' comments are displayed (if not, click the **Show** button ► **Reviewers** ► **All Reviewers**).
2. Click the **Reject Change/Delete Comment** drop-down arrow.
3. Select **Delete All Comments in Document**.

Inserting Voice Comments
Besides adding standard comments, you can include voice comments with documents. To create
voice comments, your computer must have a sound card and a microphone. Likewise, others
who review the document and listen to your voice comments must be using a computer equipped
with a sound card and speakers.

To create a voice comment:
1. Click the **New Comment** button drop-down arrow (see Figure 28) on the **Reviewing** toolbar.
2. Select **Voice Comment**. The *Sound Recorder* dialog box opens (see Figure 29).
3. Click the red record button and then speak into your microphone to record comments.
4. Click the stop button when finished and close the sound recorder or select **File ►Exit** to complete the voice comment.

*!NOTE***:**

Unlike text comments which appear in balloons and in the reviewing pane, voice comments appear as an audio icon 🔊 in line with text. To listen to the voice comment: double-click the audio icon in the document. The comment plays without opening the *Sound Recorder*.

Figure 28 – New Comment Menu
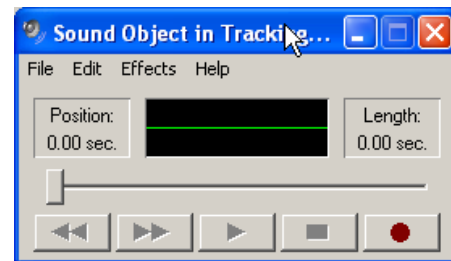
Figure 29 – Sound Recorder

TRACKING CHANGES

When you turn on the ***Track Changes*** feature, Word XP records the deletions, insertions and formatting changes made by each reviewer who modifies the document. You can enable or disable change tracking by double-clicking the letters "***TRK***" on the status bar, clicking the **Track Changes** button on the **Reviewing** toolbar, pressing **[Ctrl + Shift + E]** or by selecting **Tools ►Track Changes**.

Figure 30 – TRK on the Status Bar

The ***Track Changes*** feature uses various formats to display the changes made to a document (see Figure 31) and each reviewer's changes appear in a different color.

Figure 31 – Track Changes

Word XP marks tracked changes in a document as follows:

Table 4 – Tracked Changes Description

Tracked Changes	Description
Added text	Appears in the reviewer's color with underlining.
Deleted text	Remains visible, but is displayed in the reviewer's color with a strikethrough line indicating the deletion.
Text added and then deleted by the reviewer	Is displayed as if the text was never added.

When you work with a document that has been modified by a reviewer(s), you can use the **Display for Review** drop-down list on the **Reviewing** toolbar to display the changed document in four views (see Table 5)

Table 5 – Views Description

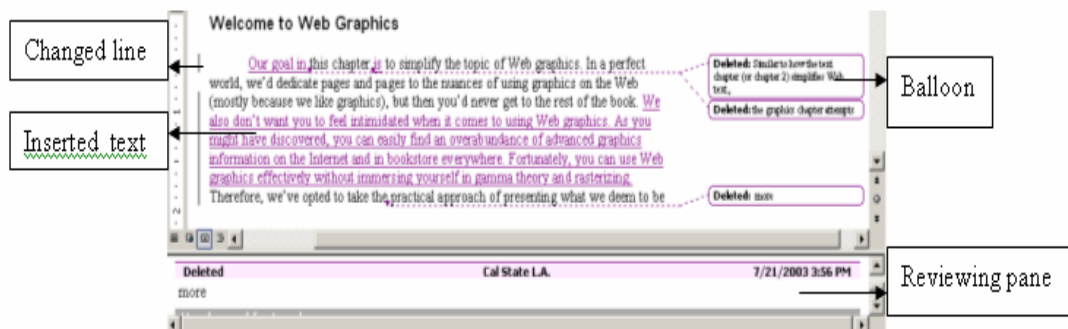| Views	Description
Final Showing Markup	Shows deleted text in the balloons and displays inserted text and formatting changes in the line.
Final	Shows how the document would appear if you accepted all changes.
Original Showing Markup	Shows the inserted text and formatting changes in balloons and shows deleted text in line with strikethrough lines.
Original	Shows the original, unchanged document so that you can see how the document would look if you rejected all the changes.

Merging Documents

You can compare different versions of the same document and then decide which changes you want to keep. If you have created several drafts of the same document, you may want to compare the differences. You can also compare changes made to the same document by different people.

Merging incorporates all changes made to the various versions or copies of the original document into one document so that you can review all the changes in one place. You can select one of three options when merging documents: *Merge* (changes are merged into the second of the two documents opened); *Merge into current document* (changes are merged from the second document into the current document); *Merge into new document* (both documents are merged into a new document).

!NOTE:
If the documents all have the same file name, you must store them in different locations so that none of them will be overwritten.

To merge documents:
1. Open the document to compare.
2. Select the **Tools** menu ► **Compare and Merge Documents…**. The *Compare and Merge Documents* dialog box opens (see
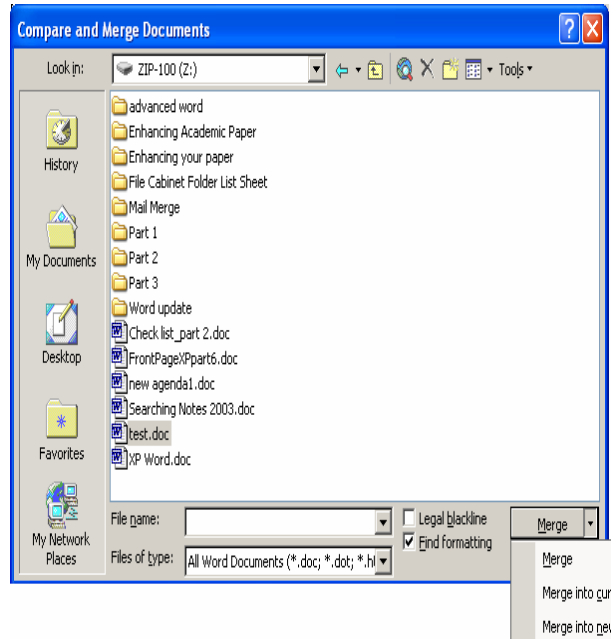

Figure 32).

3. From the *Look in:* drop-down box select the drive where the file you want to merge is stored and select the file you want to merge into the current document.
4. Click the down arrow besides the **Merge** button and select one of the three commands (depending on how you want to manage the merge).
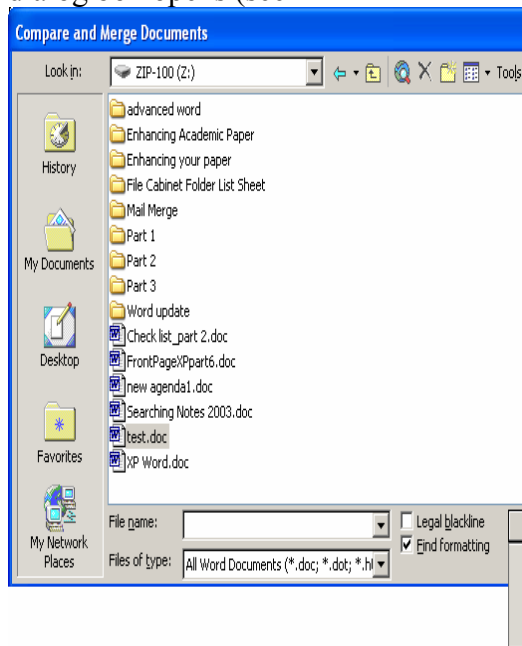
Figure 32 - Compare and Merge Documents

Accepting and Rejecting Proposed Edits

After a document has been reviewed and you receive a file containing a number of tracked changes, you can easily incorporate the edits by accepting or rejecting the changes. When you incorporate edits, you can address each edit on a case-by-case basis or you can accept multiple changes at one time.

!*NOTE*:

Before you start accepting and rejecting tracked changes and comments, consider saving a version of the document with all the tracked changes and comments intact. If you want to return to the originally marked-up version of the document there will be a back-up copy.

When ready to resolve tracked changes configure the following settings:

Table 6 – Setting Description

Setting	Description

Setting	Description
Show document markup	Shows the document in either "*Final Showing Markup*" or "*Original Showing Markup*" view (see **Table 5**). You can do so by choosing either view name in the **Display For Review** drop-down list on the **Reviewing** toolbar or by selecting the **View** menu ▶ **Markup**.
Specify the type(s) of changes to display	Use the **Show** drop-down menu on the **Reviewing** toolbar to specify the types of changes you want to review. Available options are **Comments, Insertions and Deletions** and **Formatting**. You can review any combination of the three types of document changes.
Display selected user comments	Click the **Show** button on the **Reviewing** toolbar ▶ **Reviewers** to open the list of reviewers. Select which reviewer's markup changes you want to resolve. You can resolve all changes at one time.

ADDRESSING TRACKED CHANGES ONE AT A TIME

After you display the changes you want to work with, you can move from tracked change to tracked change using the **Next** and **Previous** buttons (see Table 3) on the **Reviewing** toolbar (you can jump from comment to comment as well). You can then manage a tracked change in either of the following ways:

- Right-click a change (in the document body, in the reviewing pane or in a balloon) and accept or reject the change.
- Click on a change and click the **Accept** or **Reject** button (see Table 3) on the **Reviewing** toolbar.

After you accept or reject a change, Word XP displays the revised text as standard text.

ACCEPTING AND REJECTING ALL TRACKED CHANGES AT ONCE

At times, you might want to accept or reject all changes in a document by executing a single command:

To accept or reject tracked changes:
1. Click either the **Accept Change** or **Reject Change/Delete Comment** drop-down arrow on the **Reviewing** toolbar.
2. Select the appropriate command from the drop-down menu (see Figure 33 and Figure 34).
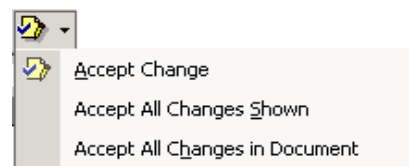

Figure 33 – Accept Change Menu

You can also control which reviewer's changes are to be displayed in your document and accept or reject those changes.

To control reviewer's displays:
1. Click the **Show** button on the **Reviewing** toolbar ▶ **Reviewers**.
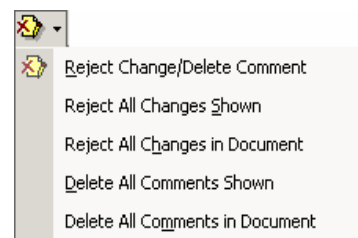2. Select reviewer's changes you want to display and resolve.

Figure 34– Reject Change/Delete Comment Menu

3. Click either the **Accept Change** or **Reject Change/Delete Comment** down arrow on the **Reviewing** toolbar to select the **Accept All Changes Shown** or **Reject All Changes Shown** option.

Creating and Working with Macros

A macro executes a series of previously recorded and saved commands. You can create macros for tasks you perform frequently, especially tasks that involve a lengthy number of steps. Since you can play a macro with relatively few steps, macros can save you time. When you use macros to perform a series of repetitive steps, you can be assured that the task is performed in exactly the same way each time. Macros ensure consistency and accuracy.

Macros are typically created to perform the following tasks:
- Automate a complex series of steps.
- Combine multiple commands (such as formatting and inserting tables with a single command).
- Accessing menu commands and submenu commands quicker.
- Speed up editing.
- Formatting procedures.

RECORDING A MACRO

Before you create a macro, it is a good idea to make sure that you know all the steps needed to perform the desired procedure so that you can record the macro properly. You should assign a macro name that identifies what the macro will accomplish. Although a macro name must begin with a letter, it can contain both letters and numbers; it cannot contain any spaces or symbols; use of the underscore "_" character to separate words is permitted.

4. In the *Store macro in:* list, make sure that the drop-down list displays the template or document in which to create the macro, e.g. **All Documents (Normal.dot)**.
5. Review the text in the *Description:* textbox. By default**,** Word XP provides the date and author of a macro in the *Description:* box. You can edit or delete this information ► **OK** button.

!NOTE:
Your macro is available only when the document or template in which it is stored is open. Macros are normally stored in the "*Normal*" template, which means that the macros can be

To record a macro:
1. Select the **Tools** menu ► **Macro** ► **Record New Macro….** The *Record Macro* dialog box opens (see
2. Figure 36)
3. Type the macro name in the *Macro name:* text box.

!NOTE:
The macro name must begin with a letter; it can contain numbers; it can contain up to 80 letters and numbers. the macro name cannot contain spaces or symbols.
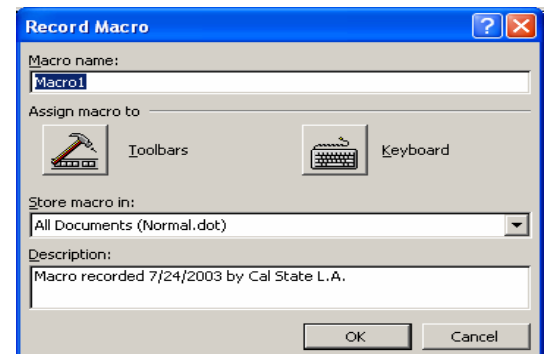

Figure 35 - Stop Recording Toolbar

run at any time. You can store macros in the following locations:

Table 7 – Locations for Storing Macros

Location	Description
Active document	If you plan to use a macro in a single document, you can store the macro directly in the document. When you select this option, the macro will run only when the document is the active document.
All documents (Normal.dot)	You can store a macro in the "*Normal*" template, thereby making the macro available to all open files. By default, Word stores macros you create in the "*Normal*" template.
Template	You can store a macro in a template other than the "*Normal*" template if a template is attached to the current document or open when you create the macro. When you do this, the macro is available only when the template is opened or attached to the active document.

Perform the steps of the procedure you want to automate, (for example):

1. Select the **Table** menu ► **Sort** command ► **Header row**, if necessary ► **Region** option from the *Sort by* list, the **Text** option from the *Type* list and the *Ascending* option, if necessary.

Figure 36 – Stop Recording Toolbar

*!NOTE***:**

When the *Macro Recorder* begins, the *Record Macro* dialog box closes and the **Stop Recording** toolbar is displayed (see Figure 36). At this point the macro is recording. Any actions you take from this point on will be recorded in your macro.

2. Select the **OK** button to close the *Sort Text* dialog box.
3. Press **[←]** to deselect the table text.
4. When you have finished recording the macro, click the **Stop Recording** button on the **Stop Recording** toolbar.

RUNNING A MACRO

When you run a macro, it executes each of the recorded steps. Regardless of the document that was open when you created the macro, the macro can run in any document, as long as it is stored in the "*Normal*" template.

To run a macro:

1. Select the **Tools** menu ► **Macro** ► **Macros…**.
2. Select the desired macro from the *Macro name:* list box ► **Run** button.

EDITING A MACRO

You can edit a macro, either to correct a mistake or to change a procedure in it. To make extensive modifications to procedures, however, you must be skilled in using *Visual Basic*.

To edit a macro:
1. Select the **Tools** menu ► **Macro** ► **Macros…**
2. Select the macro to edit from the *Macro name:* list box (see Figure 37), for example, "*Macro1*".
3. Edit the descriptive text in the *Description:* textbox.
4. Click **Edit** button.
5. In the "*Microsoft Visual Basic – Normal*" window, select the macro text you want to edit in the "*Normal - NewMacros (Code)*" window (See Figure 38).
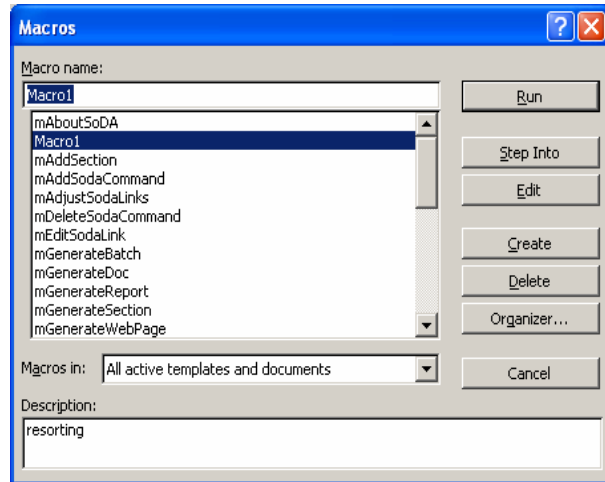

Figure 37 – Macros Dialog Box

6. Type the desired text.
7. Click the **Save** button 🖫.
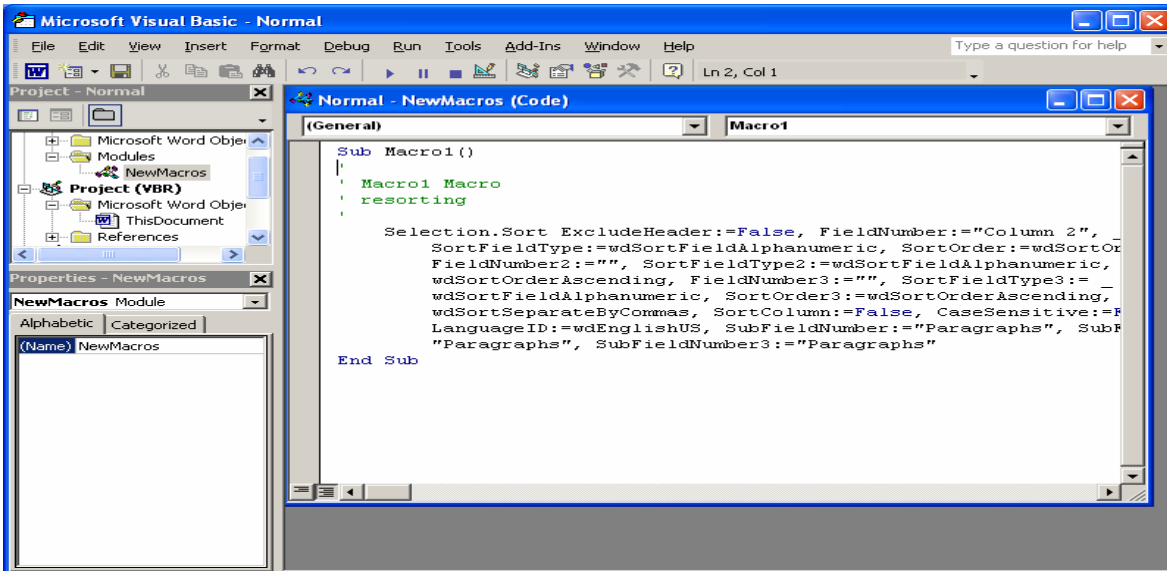8. Select the **File** menu ► **Close** and return to Microsoft Word.

Figure 38 - Microsoft Visual Basic - Normal Window

ADDING A MACRO BUTTON TO A TOOLBAR

Even though it takes only a few steps to run a macro, it is even more convenient to run it with a single mouse click. If you use a macro frequently, you can assign it to a toolbar button and then add the button to any toolbar (or to multiple toolbars). Thereafter, whenever that toolbar is displayed, you can easily run the macro by clicking the button. If you have several macros that you use frequently, you can create a toolbar to store buttons for those macros.

To place a macro on a toolbar:
1. Select the **Tools** menu ► **Customize…** ► *Commands* tab.
2. Select "*Macros*" from the *Categories:* list box.
3. Select the desired macro from the *Commands:* list box
4. Drag the macro to the desired location on any toolbar.
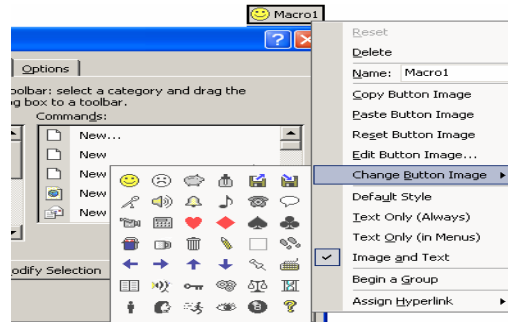5. Right click on the newly created button.
6. Select **Name**.

Figure 39 - Customize Dialog Box (Commands Tab)

7. Type the desired button name.
8. Click the **Change Button Image** command (see Figure 39).
9. Select the desired image for the macro button ► **Close** button.

!NOTE:
To remove the macro button from the toolbar select the **View** menu ► **Toolbars** ► **Customize…** ► *Toolbars* tab. Highlight the **Standard** toolbar (if necessary). Click the **Reset…** button ► **OK** button. The macro button is removed from the **Standard** toolbar.

DELETING A MACRO

If you no longer need a macro, you can delete it. Deleting a macro removes it from the *Macro name:* list box in the *Macros* dialog box.

To delete a macro:
1. Select the **Tools** menu ► **Macro** ► **Macros**…
2. Select the macro you want to delete from the *Macro name:* list box.

!NOTE:
If the macro isn't displayed, select a different document, template or list in the *Macros in:* drop-down list.

3. Click **Delete** button; Word XP displays a message box asking you to verify that you're sincere about deleting the macro.
4. Click the **Yes** button.
5. Click the **Close** button to close the *Macros* dialog box.

Creating and Controlling Master Document

The basic idea behind master documents is that you can have one large file in which all pieces are represented, but for convenience and efficiency you can have each of these different pieces in different places, theoretically being worked on by different people. It is also often easier to manage a long document by working in smaller, separate documents. You can then use the *Master Document* feature to display and manage each of the separate documents in one combined document.

PREPARING MASTER DOCUMENTS AND SUBDOCUMENTS

Like anything else that requires the cooperation of a number of people, it is best to start with a plan. Take some time to consider all the different aspects of your document and plan the types of assignments you want to make before you get started. Be sure to create a table or listing of various part assignments that will enable you to track the different parts of your document.

In addition to the organization of the various pieces and people, you will need to think about a physical location for the files as they come and go. All files for master and subdocuments must be stored in the same folder. Otherwise Word XP won't know where to look to integrate the various pieces.

CREATING A MASTER DOCUMENT

Master documents allow you to view document flow, rearrange files as needed and generate both a table of contents and an index for the entire document, including all subdocuments. A master document can be created in "*Outline*" view from either a new or an existing document.

To start with an existing document:
1. Select the **File** menu ► **Open….** The *Open* dialog box opens.
2.   Change to "*Outline*" view by selecting the **View** menu ► **Outline**
    Or
3.   Click the **Outline View** button to the left of the horizontal scroll bar).

!NOTE:

The document appears in "*Outline*" view, with the heading styles you have selected. The heading styles you have assigned to the text in your document tells Word XP which heading to use for the master document outline.

4. Divide the master by selecting the portion you want to mark as a subdocument. (In the section **Inserting Subdocuments**, you'll learn how to select sections and create the subdocuments you need).

To begin with a new blank document:
1. Select the **View** menu ► **Outline**
2. Enter the headings for the document title and subdocument titles.

!NOTE:

Word XP automatically creates the headings with the default "*Heading 1*" style. Make sure each heading you intend to turn into a subdocument is assigned the "*Heading 1*" style. This is the style Word XP will use in dividing into subdocuments.

3. Create subheadings (sections within the subdocument) by clicking the **Demote** button on the **Outlining** toolbar (see Figure 40) to assign Heading 2 to subhead text.

Figure 40– Outlining Toolbar

CREATING SUBDOCUMENTS

Each document linked to a master document is called a subdocument. Subdocuments appear as outline levels in "*Outline*" view. The subdocument source file is automatically updated whenever any changes are made to it within the master document.

Word XP inserts a "*Next Page*" section break before each subdocument inserted and a "*Continuous*" section break after it.

You can use the **Create Subdocument** button to create a new subdocument without leaving the master document. You can also insert one or more existing files as subdocuments.

To create a subdocument:
1. Switch to "*Outline*" view.
2. Display the **Outlining** toolbar (see Figure 40).
3. Click the **Show Level** drop-down arrow (see **Error! Reference source not found.**) on the **Outlining** toolbar. Selecting "*Show All Levels*" to make sure that all headings and subheadings you want are included in the subdocument.
4. Click the symbol to the left of the heading of the portion you want to use for the subdocument, e.g. the plus "+" symbol or the minus "-"symbol.
5. Click the **Create Subdocument** button on the **Outlining** toolbar. The topic is marked as a subdocument.
6. Save the document. Word XP saves the subdocument as a separate file in the same folder. The text in the *"Heading 1"* format at the beginning of the file is used as the file name.
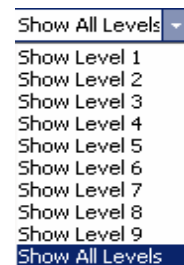

Figure 41 - Show Level List

*!NOTE***:**

If the master document and the subdocuments contain duplicate style names with different formatting, the subdocument text adopts the master document formatting when inserted into the master document. For example, if the "**Heading 2**" style is left-aligned in the subdocument but centered in the master document, all subdocument text formatted with the "**Heading 2**" style will be centered in the master document.

INSERTING SUBDOCUMENTS

You can also create subdocuments by importing other files into your master document.

To insert a subdocument by importing a file:

1. Open the master document. (If necessary, switch to Outline view and display the **Outlining** toolbar (see Figure 40)).
2. Position the insertion point in the document where the subdocument will be added.
3. Click the **Insert Subdocument** button 🖼 on the **Outlining** toolbar.
4. Locate the file you want to insert.
5. Click the **Open** button. The subdocument is added to the master document at the insertion point. When you finish creating subdocuments, save the file. Word XP saves the master and the subdocuments in the folder you specify.

NAVIGATING TO AND FROM THE MASTER DOCUMENT

After you create a master document and create subdocuments within it, Word XP changes the way it saves the file information. Everything is no longer stored within the single document. The master document contains links to the subdocuments. When you expand and work with the subdocuments within the master, you are actually working through links in the individual subdocument files.

Following Links to Subdocuments

To navigate to the subdocument by using the link, press and hold the **[Ctrl]** key while clicking on the link. The subdocument file opens in a new window and you can edit the file as desired.

!NOTE:

If you move a subdocument from its original location (as specified in the master document) Word XP will display the message "***Error! Hyperlink reference not valid***." To reestablish links between your master and subdocuments, delete the broken subdocument link and use the **Insert Subdocument** button 🖼 on the **Outlining** toolbar to re-link the document.

Collapsing and Expanding Subdocuments

To view the subdocument text you must expand the subdocument.

You can collapse the subdocuments in a master document. Collapsing subdocuments allows you to view the overall structure of the master document, including the source of each subdocument.

When you collapse a subdocument, a hyperlink field code appears with the path and filename of the source file. In addition, **Subdocument** and **Lock** icons 🔒 appear in the margin to the left of the field code.

To expand / collapse a subdocument:
1. Switch to "*Outline*" view.
2. Display the **Outlining** toolbar.
3. Click the **Expand Subdocuments** button ✚ on the **Outlining** toolbar, all subdocuments in your master is displayed.
4. Clicking the **Collapse Subdocuments** button ▬ on the **Outlining** toolbar collapses the view.

!NOTE:

If you have not saved the master document before collapsing the subdocuments, a message box opens, asking you to save the master document. If you select not to save the master document, you cannot collapse the subdocuments

Opening Subdocument source files

To open a subdocument:
1. Switch to "*Outline*" view.
2. Double-click the subdocument icon ⊞ to the left of the subdocument you want to open.
   Or
1. Right-click the subdocument's field code.
2. Select **Open Hyperlink**.

!NOTE:

If a subdocument source file is open at the same time as the master document, the subdocument is locked in the master document. You can view a locked subdocument in the master document, but you cannot make changes to it. When a subdocument is locked, a locked icon 🔒 appears in the margin to the left of the subdocument. You can edit a subdocument in its source file or the master document. Since a subdocument is linked to its source file, changes made to it in the master document are updated to the source file and vice versa

REARRANGING A MASTER DOCUMENT

One of the convenient characteristics of a master document is that you can easily rearrange subdocuments.

To rearrange a master document:
1. Open your master document.
2. Select the **View** menu ►**Outline**.
3. Click the **Expand Subdocuments** button on the **Outlining** toolbar, the master document expands to show the headings and text of the subdocuments.
4. Drag the subdocument icon to the new location; a heavy indicator line moves with the pointer, showing the placement of the subdocument.
5. When the indicator line is positioned where you want to insert the subdocument, release the mouse button; the subdocument is then moved to that position.

!NOTE:

Be sure to place the indicator line outside another subdocument boundary before you release the mouse button. Otherwise Word XP will create a nested subdocument (placing the subdocument that was just moved inside another subdocument). You can also press and hold the **[Shift]** key while clicking several subdocument icons to select contiguous subdocuments; press and hold **[Ctrl]** while clicking the subdocument icons to select multiple, but non-contiguous subdocuments.

MERGE SUBDOCUMENTS:

After you've worked with different subdocuments independently, you may want to combine them together.

To merge two subdocuments:

1. Open the master document with links to the subdocument files.
2. Click the **Expand Subdocuments** button ✚ to display the contents of the subdocument files.
3. Make sure that the subdocuments you want to combine are next to one another; see the Rearranging a Master Document section.
4. Select both subdocuments by clicking their subdocument icons. (Press and hold **[Shift]** while you select the second subdocument)
5. Click the **Merge Subdocument** button 🗎 on the **Outlining** toolbar; the second subdocument is combined with the first.

!*NOTE*:
When Word XP combines subdocuments, the first file selected takes on the addition of the new data and everything is saved into that file.

SEPARATING SUBDOCUMENTS
You can split a subdocument when you create a new topic or divide the subdocument.

To split the subdocument:
1. Create a new heading at the point where you want to make the break.
2. Click the **Split Subdocument** button 🗎 on the **Outlining** toolbar; the subdocument is divided at the insertion point.

CONVERTING SUBDOCUMENTS
There may be times when you want to convert all the subdocuments back to a single document.

To convert subdocuments into a single document:
1. Open the master document and display it in "*Outline*" view.
2. Select the first subdocument to convert.
3. Press and hold **[Shift]** key while clicking subsequent subdocuments to convert.
4. Click the **Remove Subdocumen**t button on the **Outlining** toolbar; the subdocument icons and boundaries are removed and the subdocuments become part of the master document.
5. Save the file.

SAVING SUBDOCUMENT FILES
Word XP saves the master document and all subdocuments when you select the **File** menu ► **Save** (or press the **[Ctrl + S]** key combination)**.** The master document is saved under the name you entered the first time you saved the file. Word XP names all the subdocuments automatically by using the first words of the heading as the file name.

If you want to save a master document to a new location select the **File** menu ►**Save As.** (Remember to create a new folder for the new master document and files). Then select each individual subdocument and use the **Save As** menu option to save them to the new folder; otherwise, the next time you open your master document, error messages will be displayed indicating that the subdocument link is missing. Click the **Close** button to save the file and return to the document.

In the *Save as* dialog box, you can rename a subdocument by entering the new name and clicking the **Save** button. Because you rename the file from within the master document, the link will be updated and stored.