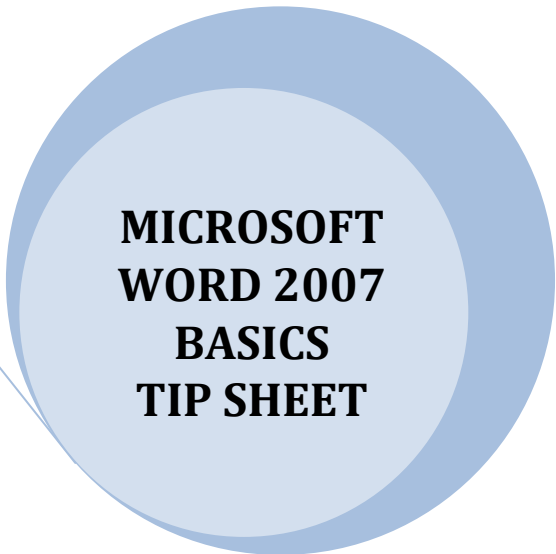


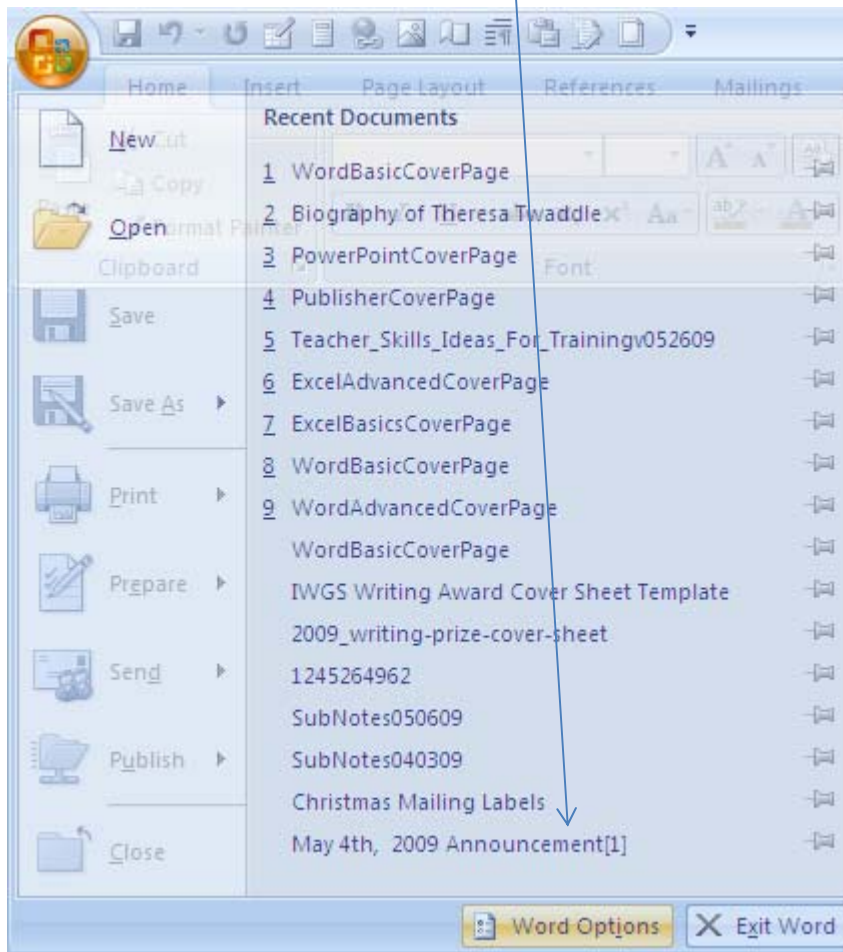
MS Word Options

Word Options allows you to set your defaults for word-processing documents.

To access the Word Options, click on the **Microsoft Office Button**, and then click the **Word Options** button.



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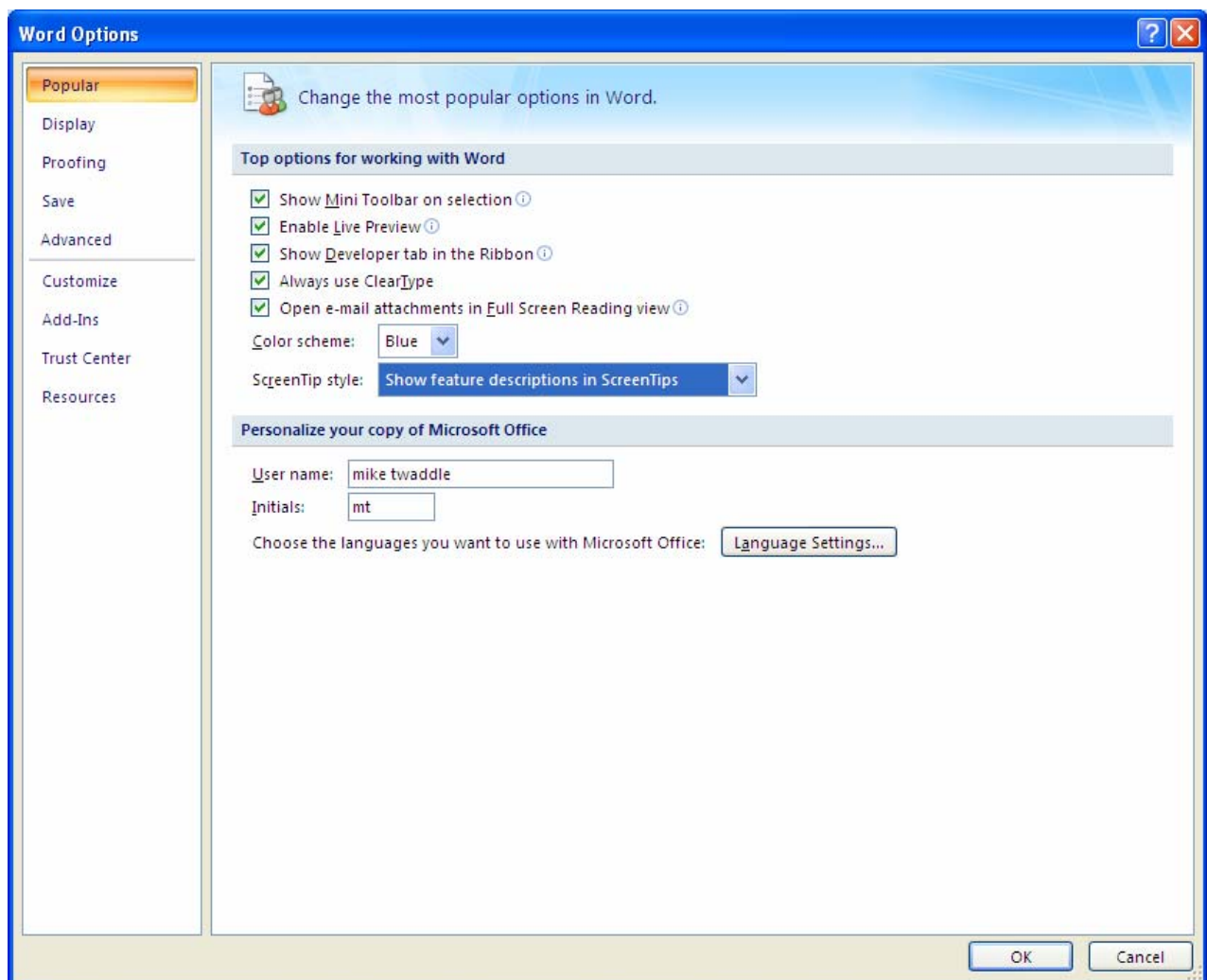
Hint:
Think of the **Microsoft Office Button** like the File Menu in Office 2003.

MS Word Options - Popular

The **Popular** option allows you to set Mini Toolbar, Live Preview, Developer Tab, Clear/Type, Full Screen Email Attachment Reading View, Color Scheme, ScreenTip, Personalizing your copy, and setting Language.

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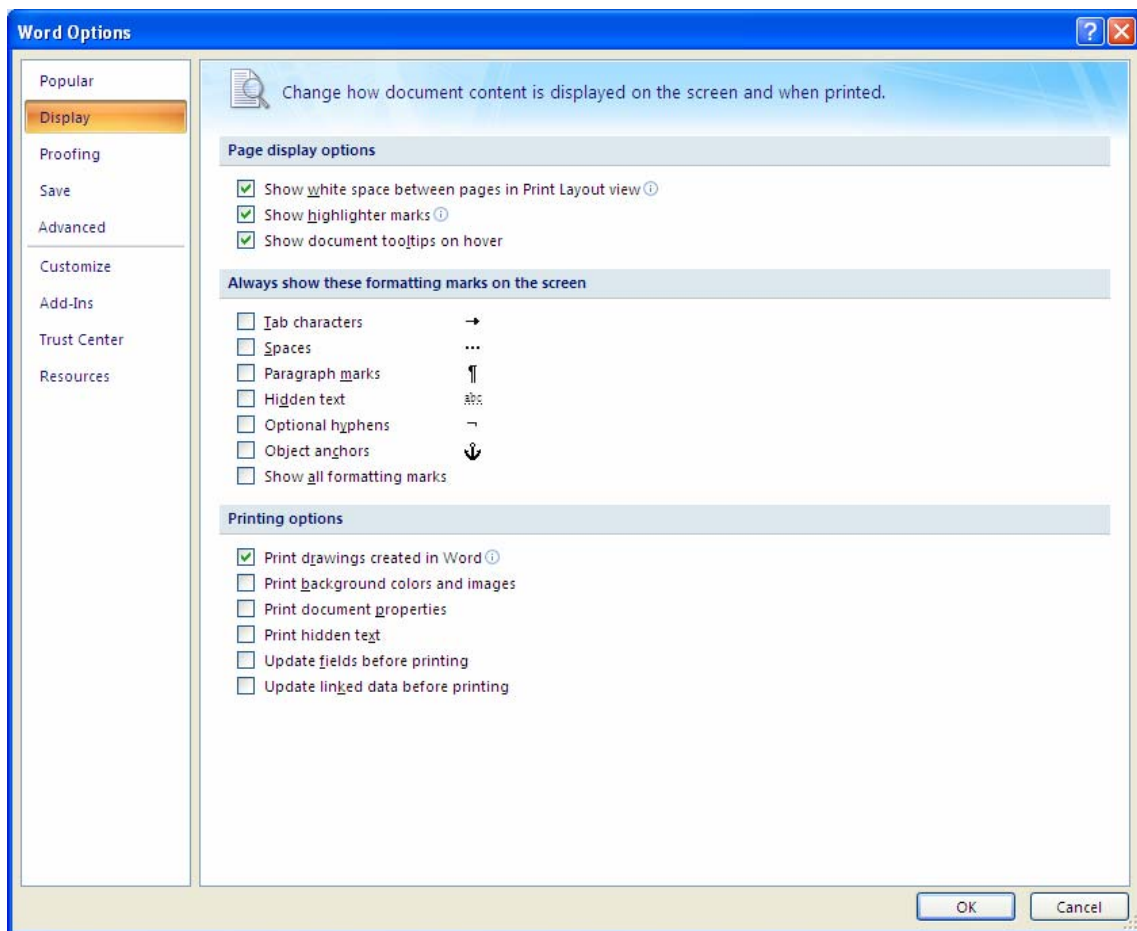


MS Word Options - Display

The **Display** option allows you to set the Page Display, Formatting Marks (reveal codes), and Printing options.

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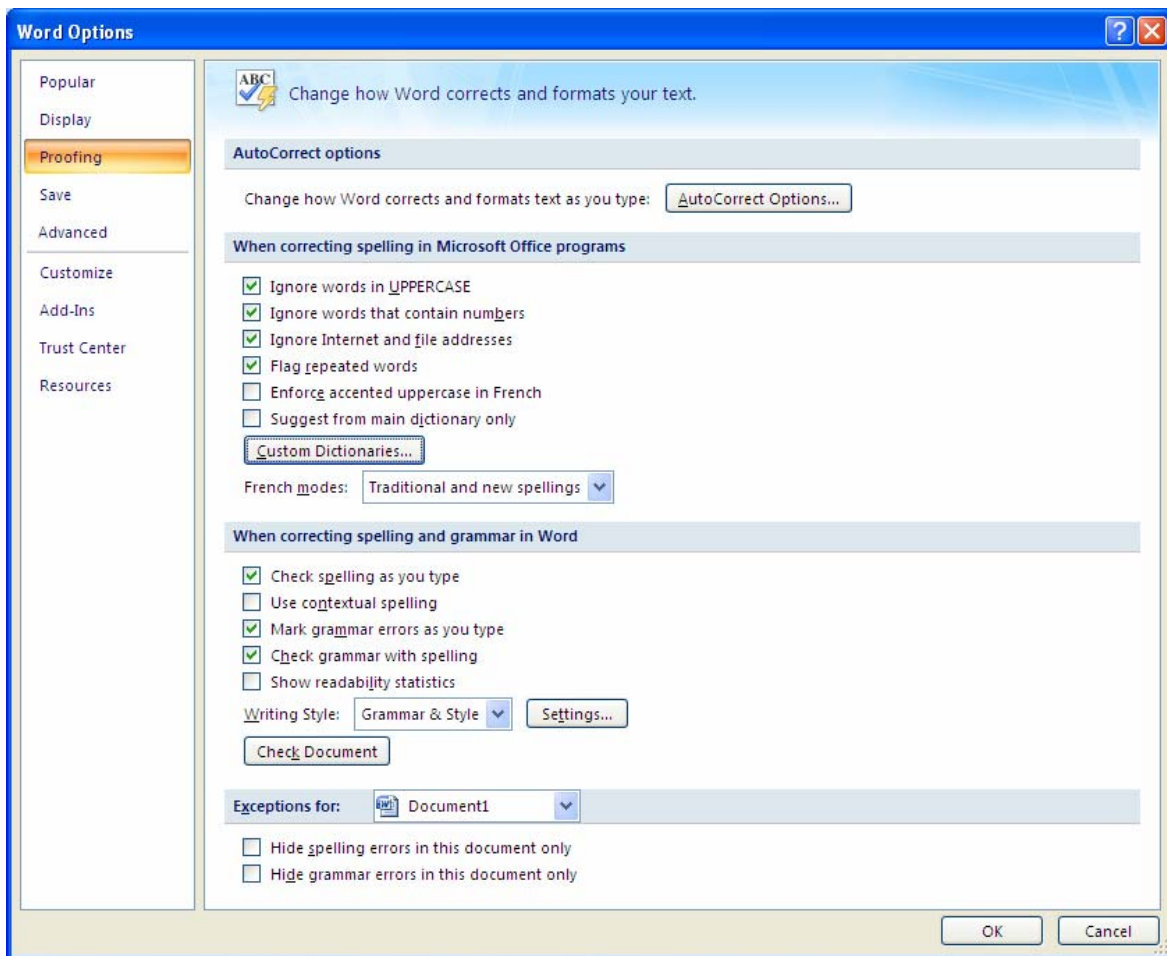


MS Word Options - Proofing

The **Proofing** option allows you to set the AutoCorrect Options, Spelling/Grammar, and Dictionary.

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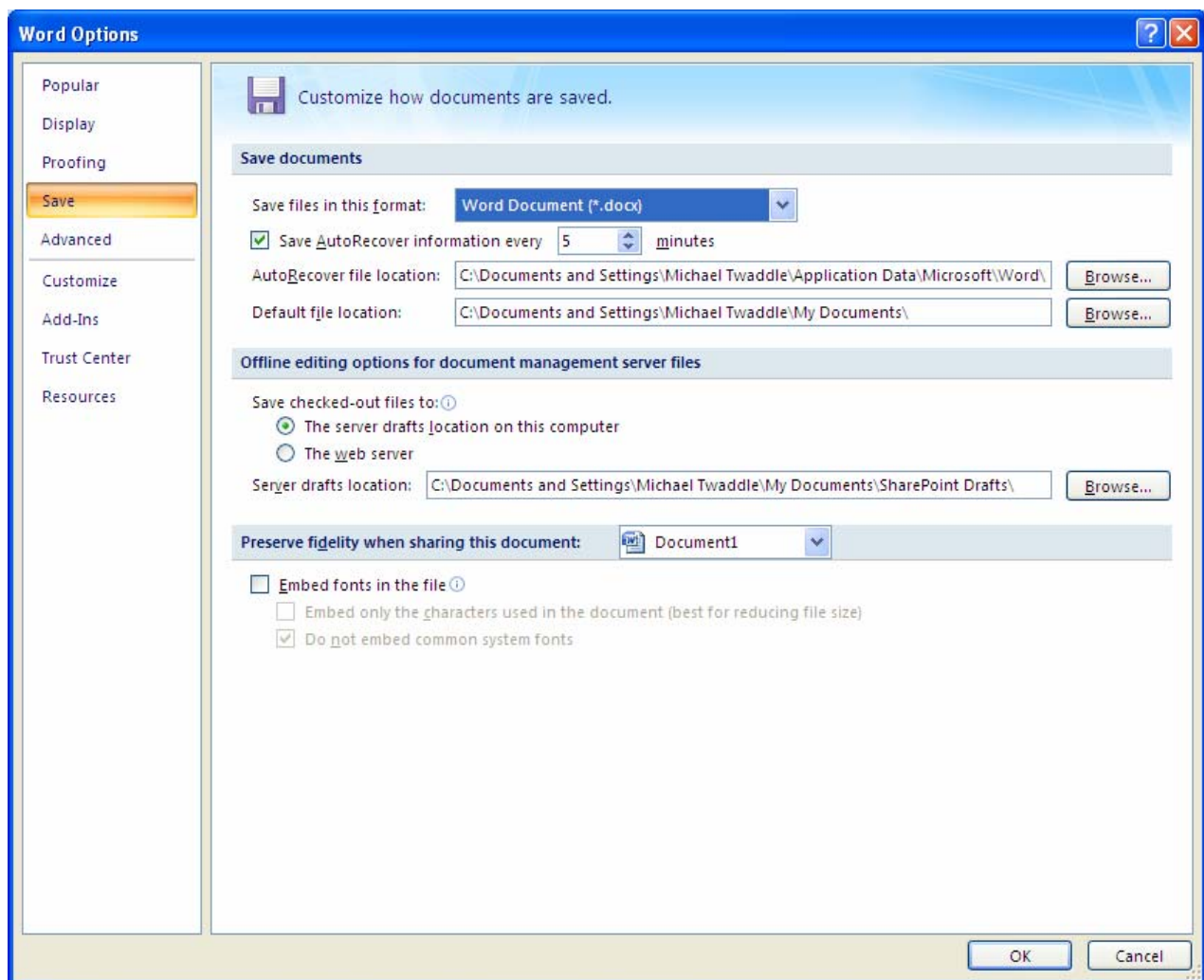


MS Word Options - Save

The **Save** option allows you to set the Save document types, AutoRecover File locations, Offline Editing, and Preserve Fidelity of the document.

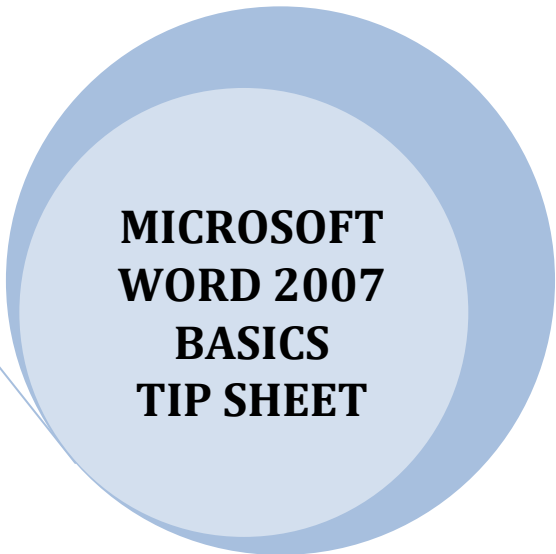
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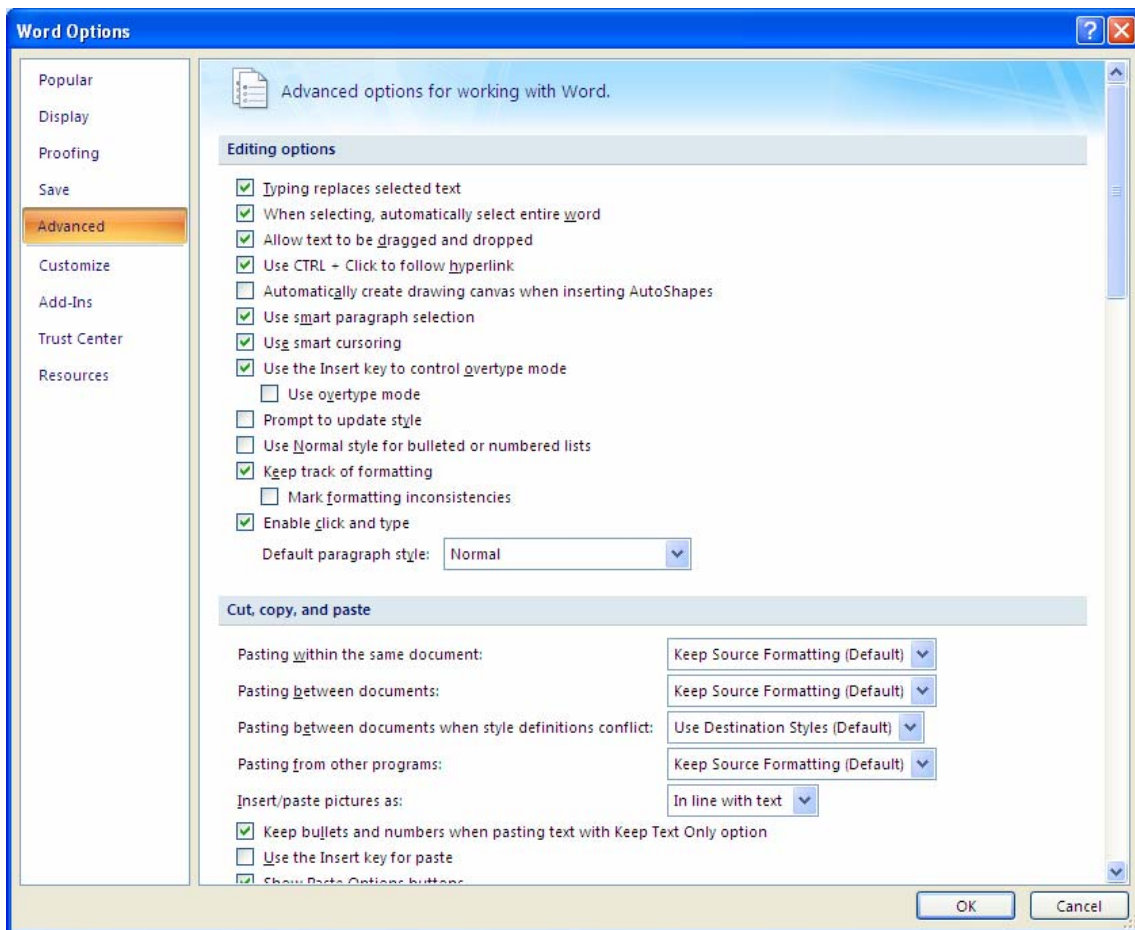


MS Word Options - Advanced

The **Advanced** option allows you to set the Editing Options, Cut, Copy, and Paste, Show Document Content, Display, Print, Save, Fidelity, General, and Compatibility of the document.



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MS Word Options - Customize

The **Customize** option allows you to set the tools for the Quick Access Toolbar.

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