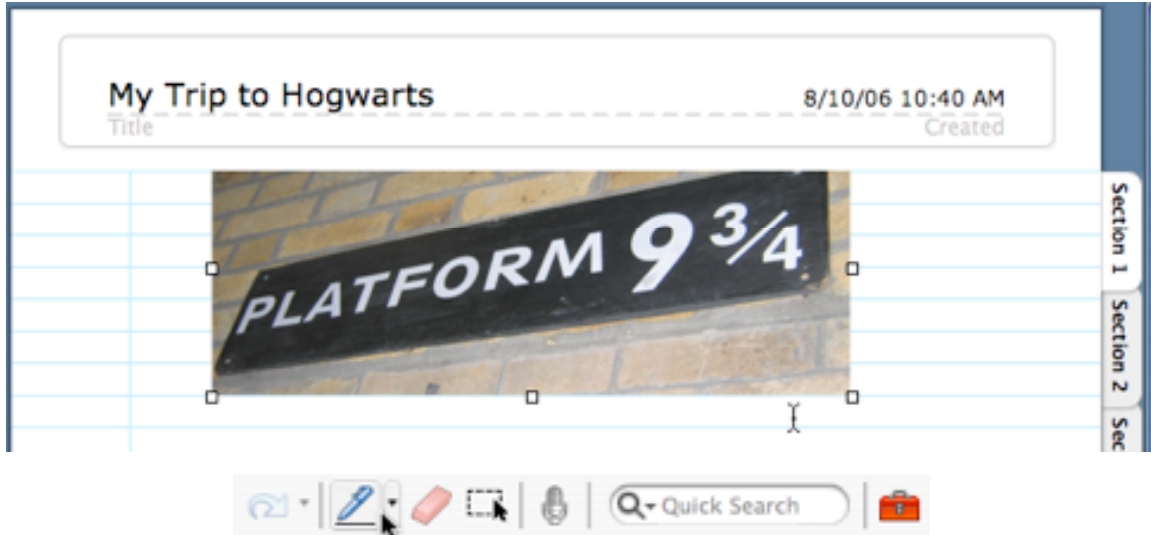


# Word 2004 Updates

8/06

This document includes some of the major upgrades in Word 2004.

## The Notebook View



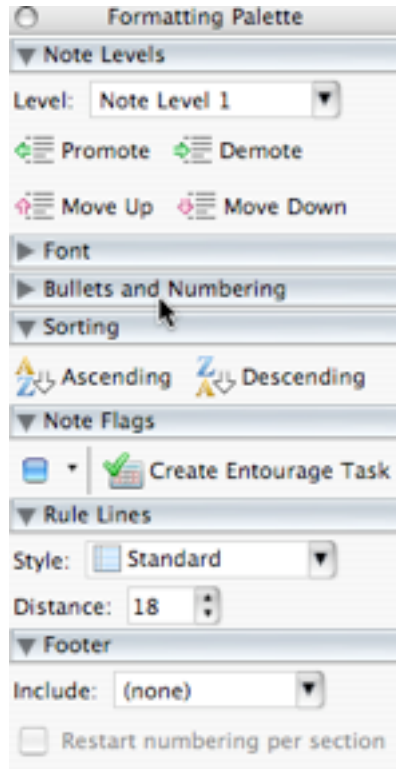
The Notebook view is provided to help users organize word-processing Projects through the use of sections and outline tools.

To create a Notebook, open a new or existing document and select Notebook from the View menu. Click to Convert to change to Notebook View. When a user is in Notebook View, any new document will open in the same view.

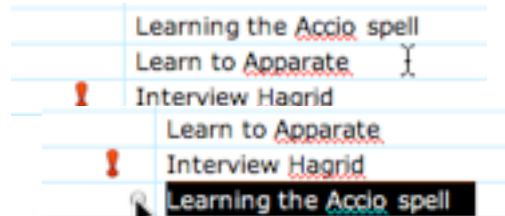
When working in Notebook View, the Standard Toolbar changes to include the following tools:

- Scribble- for freehand drawing
- Eraser
- Selection Tool- easily select all objects
- Audio Notes- record and playback notes
- Quick Search-searches for text, all matching instances will be highlighted

Notebook View's Formatting Palette provides the following options:

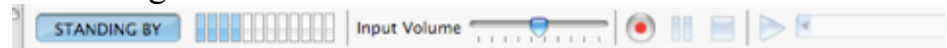


- Note Levels will change the position of text (similar to the outline view)
- Note Flags insert visual cues regarding tasks and can create tasks for Entourage users
- Text can be moved by dragging the round icon to the left of the active line



- Rule Lines provide options for the appearance of the blue Notebook lines

### Recording Audio Notes



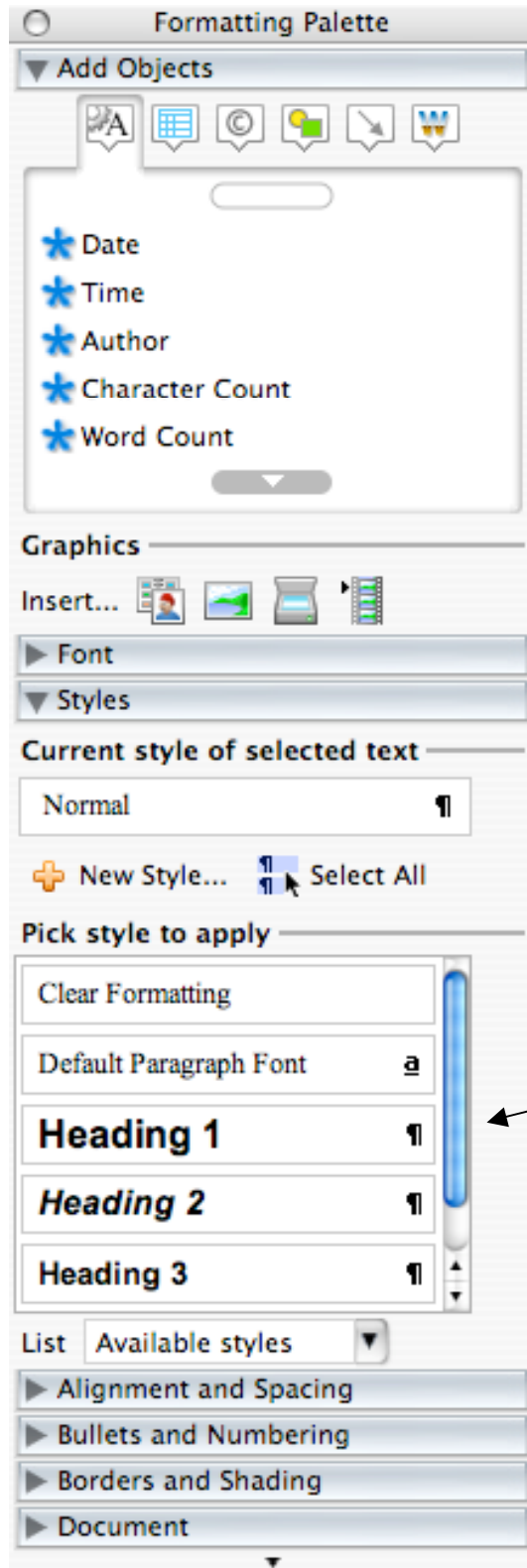
To add an audio note, click the microphone on the Standard Toolbar. The Recording Toolbar will appear.

- Select the text to be linked to the recording
- Click the Red button to begin recording
- Click Stop to end the recording
- Click the speaker icon to hear the recording

## Formatting Palette Updates

(Microsoft Office Mac 2004)

8/11/06



The following new features have been added to the Formatting Palette in Office 2004:

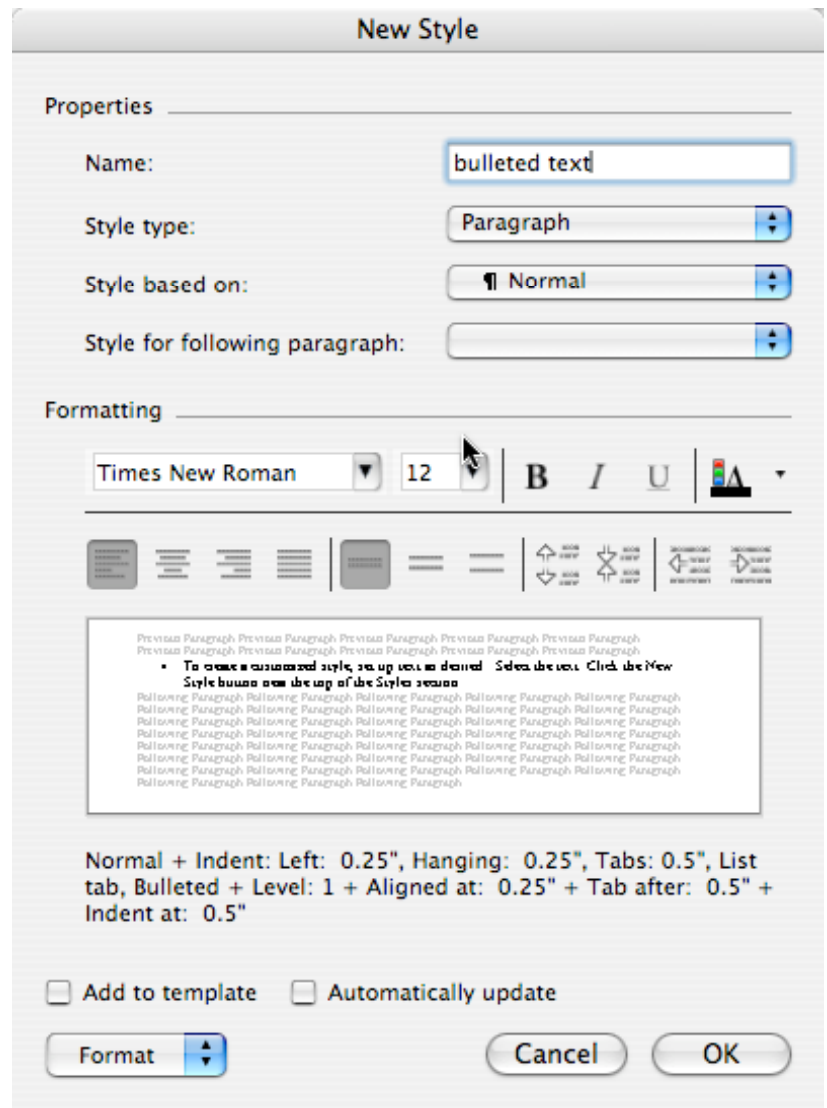
### Add Objects

- Autotext, Tables, Symbols, AutoShapes, Lines and Word Art can be dragged to a document from the Objects section of the Formatting Palette. These objects are still available through the Insert Menu and the Drawing Toolbar as in the previous versions of MS Office for Mac.
- Graphics such as Clip Art, Pictures, and Movies can all be added via this section of the Formatting Palette. These are still available via the Insert Menu and the Drawing Toolbar as before.

### Styles

- Styles contain formatting (font style, size, color...) that can be applied quickly to sections of text. For instance, a heading can be described as having font size 14, bold lettering and center alignment. Styles creating this type of information can be created using the Styles section of the Formatting Palette.
- To apply a set style, select the appropriate text and double click the desired style in the Styles section of the Formatting Palette.
- To create a customized style, set up text as desired. Select the text. Click the New Style button near the top of the Styles section.

- A style dialog box will appear. Name the style and make any changes necessary.





## Tracking Changes

Changes to documents are much more easily tracked in this version of Word. This comes in handy when two or more people are collaborating on the creation of a document, and the main author/editor wants to be able to accept or reject any changes.

- Go to the View Menu and select Toolbars/Reviewing
- Click the Track Changes button on the Toolbar, from this point on, any changes made will be recorded and tracked
- Choose a display preference
  - Final Showing Markup- displays deleted items in balloons, insertions and formatting changes are visible
  - Final- all changes appear to be accepted
  - Original Showing Markup- insertions and formatting changes appear in balloons, deleted items are visible
  - Original- unedited document is displayed
- Click ✓ to accept changes, click the ✕ to reject changes
- Jump from one comment to the next using the Next and Previous buttons on the Toolbar

