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## **Introduction**

This manual will detail most of the menu options found in the Word 2003 menu File. The File menu options discussed in this manual are:

- New
- Save As
- Search
- Versions
- Page Setup
- Send To
- Properties

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.

# New

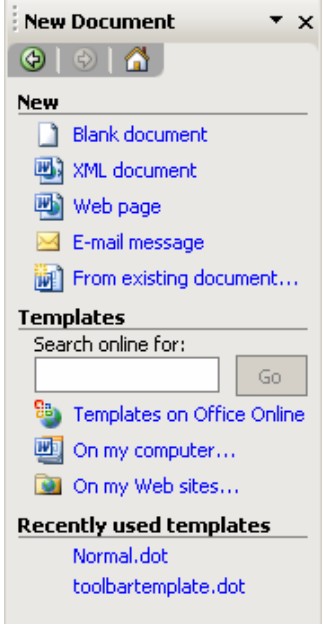
## Definitions

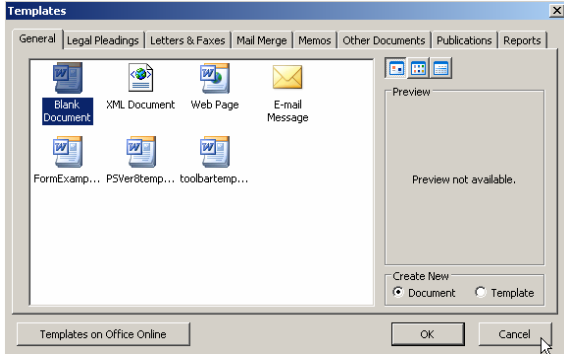

Word	Definition
Template	(Per Microsoft Help) A file that contains the structure and tools for shaping such elements as the style and page layout of the finished files.

### Why would you use this?


- To open a new blank document.
- To open an existing file with a “Document X” name so you can start from a new document without overwriting the existing file.
- To open a template.
- 

### Step by Step

What you do	What happens
1. From the menu choose: <b>File, New</b>	<p>The New Document task pane displays.</p> 
2. To open a blank document, click on the <b>Blank document</b> link.	

What you do	What happens
<p>3. To open an existing file and use this file as a starting point for a new file, click on the <b>From existing document</b> link.</p>	<p>This gives you the file you asked for, but with a “Document” name like a template.</p>
<p>4. To open a Microsoft Word template or a template that you created click on the <b>On my computer</b> link under the Templates heading.</p>	<p>The Templates box displays.</p> 
<p>5. To go directly to Microsoft’s Template web site, click on the <b>Templates on Office Online</b> link.</p> <p>Some ideas of what templates are available:</p> <ul style="list-style-type: none"> <li>▪ Brochures</li> <li>▪ Business Cards</li> <li>▪ Calendars</li> <li>▪ Certificates</li> <li>▪ Newsletters</li> <li>▪ Post Cards</li> <li>▪ Letters- Letter Heads</li> </ul>	<p>The Office Online Templates page displays.</p> 

**Alternative Methods**

<b>What you do</b>	<b>What happens</b>
<p>1. You can use the <b>New Blank Document</b> icon .</p> <p><b>Note:</b> If you use this method, you do not get the New Document task pane. You are just returned a new blank document.</p>	

# Save As

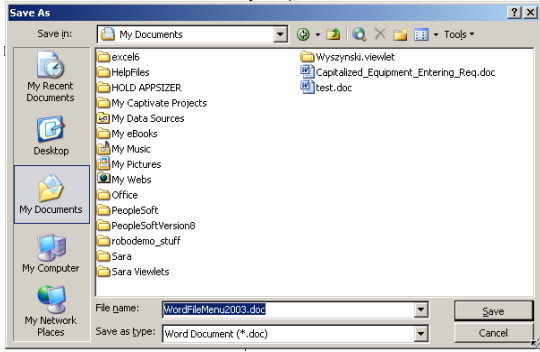
## Definitions

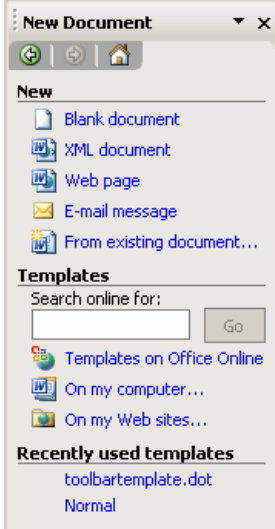
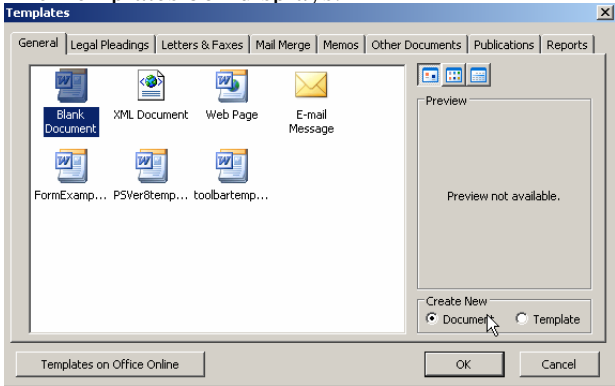
Word	Definition
Save As	Save As allows you to save a file with a new name, extension, or location.

## Why would you use this?


- To save a new document.
- To change the file extension of a document.
- To change the location of the file.
- To create a template from a Word document.
- 

## Step by Step

What you do	What happens
<p>1. From the menu choose: <b>File, Save As</b></p>	<p>The Save As box displays.</p> 
<p>2. To change the location of the file, use the down arrow in the <b>Save in</b> field to find the new location.</p> <p>In the <b>File name</b> field, enter a name for the file.</p> <p>Leave the <b>Save as</b> type field as Word Document (.doc) unless you are creating a template. To create a template, use the drop down and select Document Template (.dot).</p>	

What you do	What happens
<p>3. To use a template, you would use the New Document task pane.</p>	<p>The New Document task pane.</p> 
<p>4. Click on the link for <b>On my computer...</b> under the Templates section.</p> <p>A template you created can be found on the General tab.</p>	<p>The Templates box displays.</p> 
<p>5. Select the template and click on the <b>OK</b> button.</p>	

**Alternative Methods**

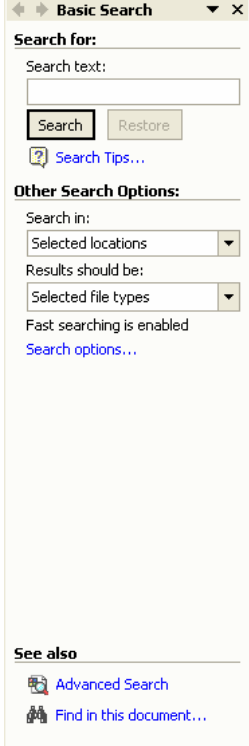
What you do	What happens
<p>1. You can also use the <b>Save</b>  button on the Standard toolbar.</p>	<p><b>Note:</b> You only get the Save As box if that is the first time you save the file.</p>

## Search

### Why would you use this?

- To search for a document.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>File, Search</b></p> <p>Basic searching returns files containing these words, whether they are in the body of the file, in keywords or in other file properties.</p>	<p>The Basic Search task pane displays.</p> 
<p>2. In the <b>Search text</b> field, enter part of the file name.</p> <p>Click on the <b>Search</b> button.</p>	<p>A list of files that met the criteria will be listed in the Search Results task pane.</p>
<p>3. If you put the mouse over the file, an arrow will appear on the right side. Click on the arrow for a list of choices.</p>	



## Versions

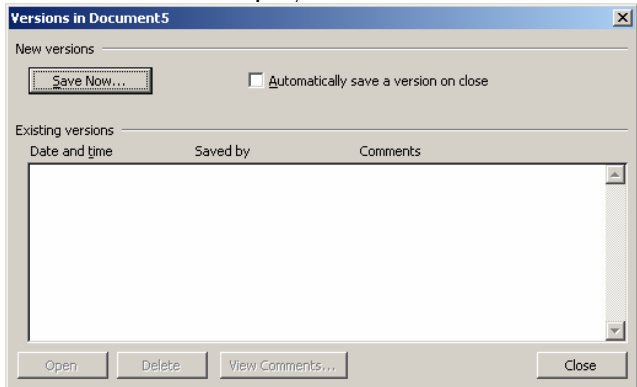
### Definitions

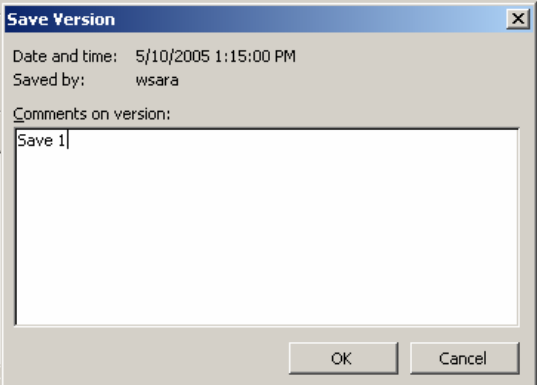


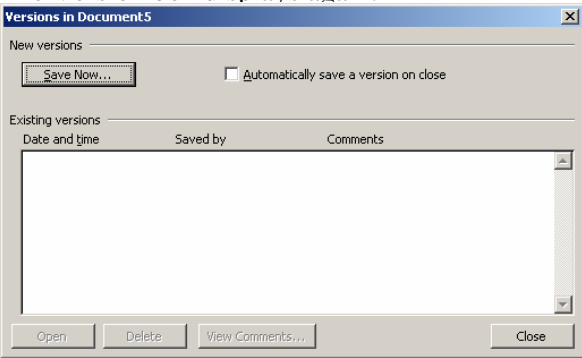
Word	Definition
Versions	<p>(Per Microsoft Help) If you want a record of changes made to a document, you can save multiple versions of a document within the same document.</p> <p>You can then view these versions and select the one you would like to use. You can imagine each version as a snapshot or picture in time.</p>


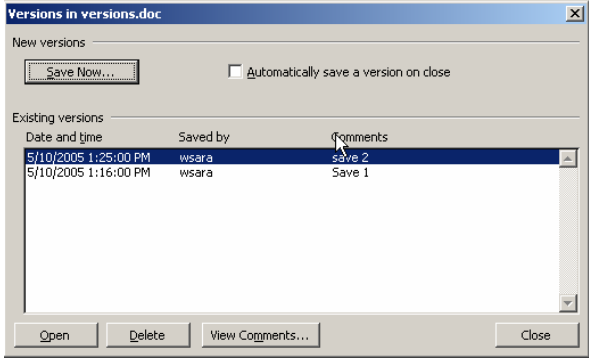
### Why would you use this?

- To record changes to a document over time and conserve disk space.
- To review what information an older version contained.
- To save an older version as a separate file so that you can compare documents.
- 

### Step by Step

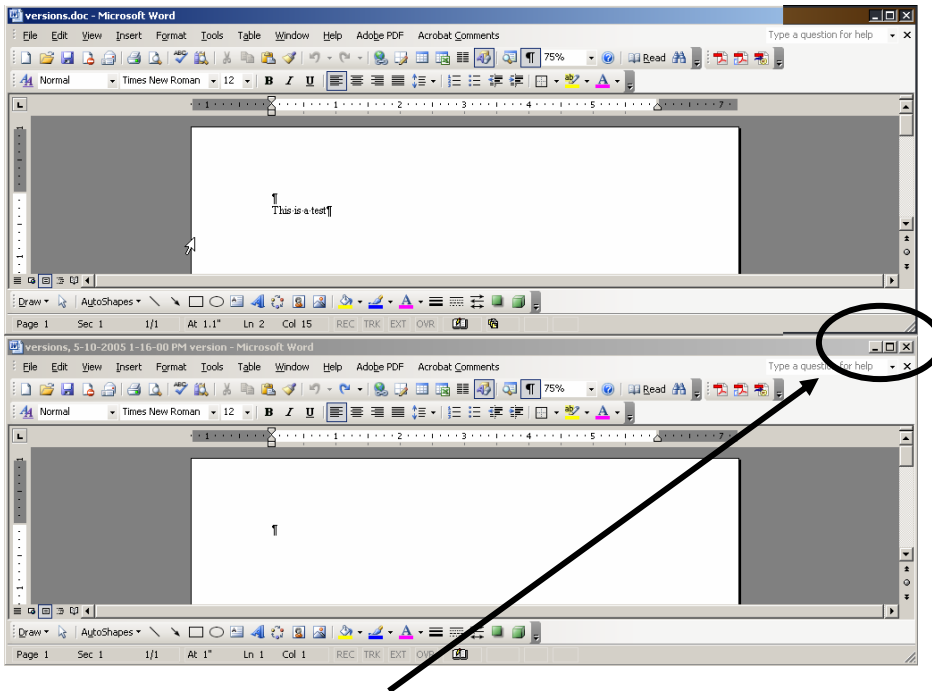
What you do	What happens
<p>1. From the menu choose: <b>File, Versions</b></p>	<p>The Versions box displays.</p> 

What you do	What happens
<p>2. Click on the <b>Save Now</b> button.</p>	<p>The Save Version box displays.</p> 
<p>3. Enter a description for this version of the document and click on the <b>OK</b> button.</p>	
<p>4. The document returns. In the Status bar, you should see the Version icon .</p>	
<p>5. Each time you want to save a version of the document, you can either choose from the menu <b>File, Versions</b> or you can double click on the <b>Versions</b> icon  in the Status bar. Click on the <b>Save Now</b> button and enter a description.</p> <p><b>Note:</b> If you want to automatically save a version when you close a file, select the <b>Automatically save a version on close</b> checkbox.</p>	<p>The Version box displays again.</p> 

What you do	What happens
<p>6. To open a version you can either choose from the menu <b>File</b>, <b>Versions</b> or you can double click on the <b>Versions</b> icon  in the Status bar.</p>	<p>The Versions box displays.</p> 

7. Select the version you want to open and click on the **Open** button.

Once you select an older version, the Word window automatically splits the screen, on the bottom is the version you selected to open, with the original document on the top half of the window.



If you want to view the version document, you can maximize that window by using the sizing buttons for that document window. This will allow you to view this version of the document in the full window. When you are done reviewing the version or after you have **Saved As** you can close the version. The version still exists, unless you select it in the Versions box and push the **Delete** pushbutton.

<b>What you do</b>	<b>What happens</b>
8. <b>Note:</b> You cannot modify earlier versions unless you open that version and use <b>File, Save As</b> and create a new and separate file.	

## Page Setup

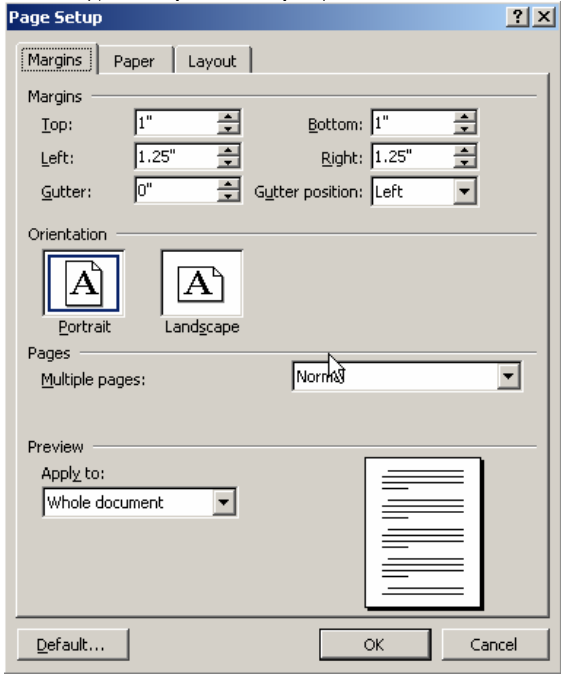
### Definitions

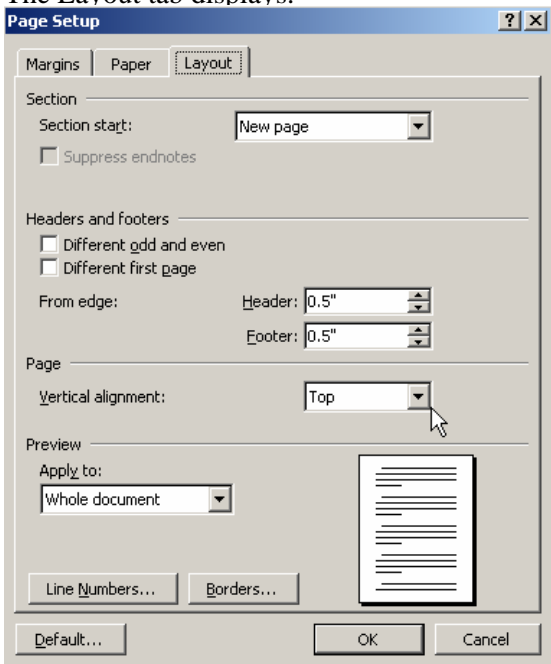
Word	Definition
<b>Margin</b>	The distance between text and the edge of the paper on the top, bottom, left, and right.
<b>Gutter</b>	The amount of space added to the margin for binding purposes.

### Why would you use this?

- To change the margins.
- To change the orientation of the page (Portrait or Landscape).
- To change the headers and footers for odd and even pages.
- To change the header and footer for just the first page, such as a title page.
- 

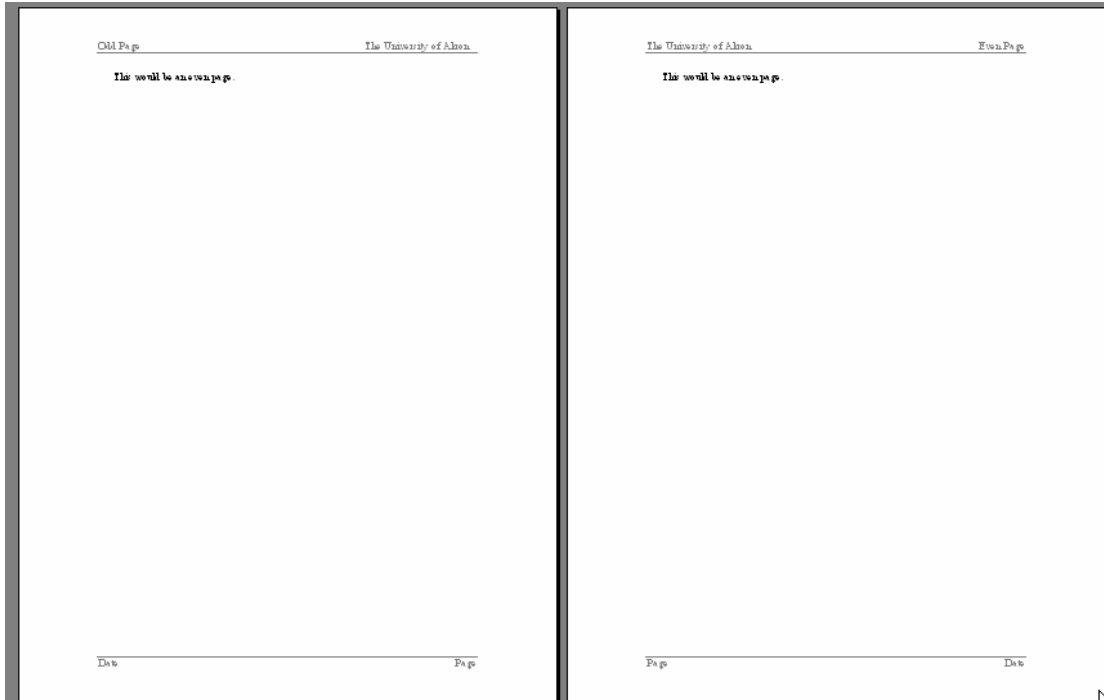
### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>File, Page Setup</b></p>	<p>The Page Setup box displays.</p> 

What you do	What happens
<p>2. On the Margins tab you can adjust the <b>Margins</b> or <b>Gutter</b> measurements.</p> <p>You can also adjust the <b>Orientation</b> to Portrait or Landscape.</p> <p>In the <b>Pages</b> area, you can set the pages to mirror each other, print two pages on a sheet, of as a book fold.</p> <p>You can also choose to apply the changes to the Whole document or This point forward by using the <b>Apply to</b> field.</p>	
<p>3. Advance to the Layout tab.</p>	<p>The Layout tab displays.</p> 

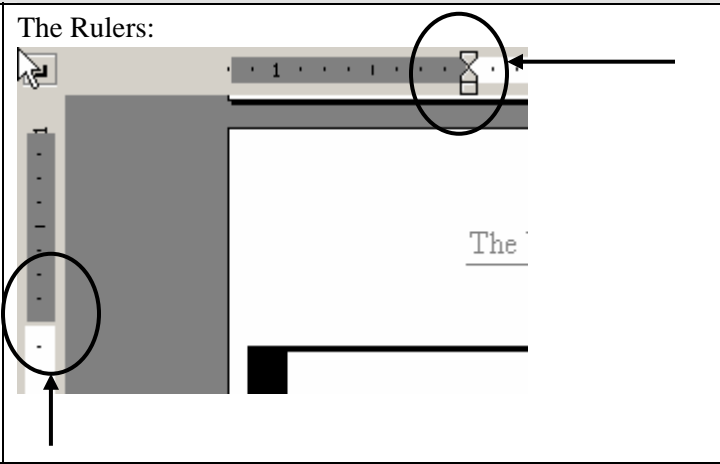
What you do	What happens
-------------	--------------

4. To create different headers and footers for odd and even pages, click on the checkbox for **Different odd and even**.



<p>5. To have a different (or no) header or footer on the first page of your document, click on the checkbox for <b>Different first page</b>. This is typically used for title pages.</p>	
<p>6. Under the Page section, you can set the <b>Vertical Alignment</b> of the document.</p> <p>This allows you to specify the text vertically between the top and bottom margins of a page.</p>	

### Alternative Methods

What you do	What happens
<p>1. You can adjust the margins by using the horizontal and vertical rulers in the Print Layout view.</p> <p>If you place the cursor between the gray and white areas at the beginning and end of the rulers the cursor will change to a double pointing arrow. With the left mouse button pressed down, you can drag and drop any of the margins.</p>	<p>The Rulers:</p> 



## Send To

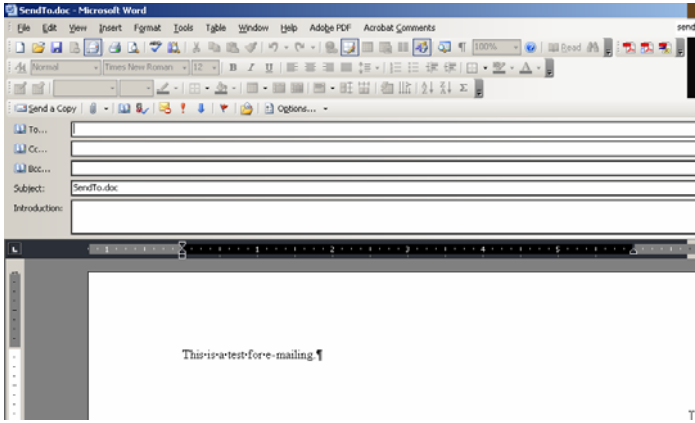
### Definitions

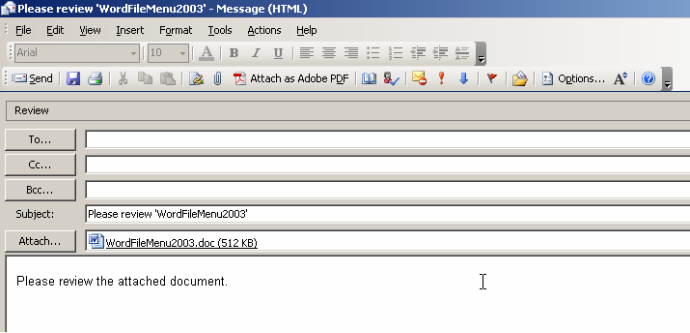
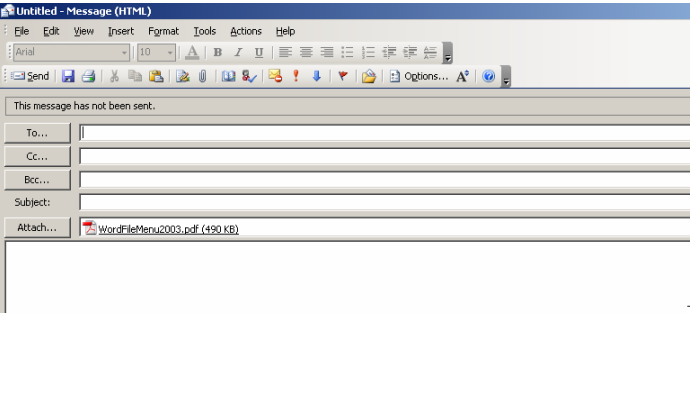
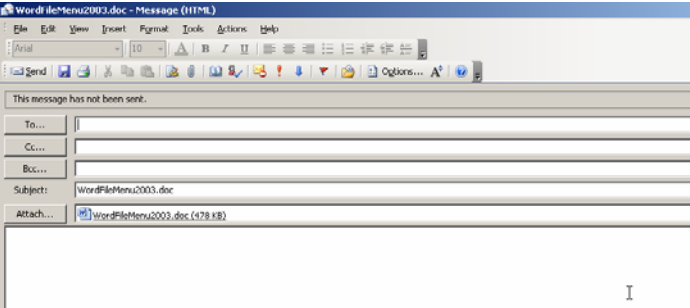
Word	Definition
PDF	Portable Document Format. A file format that represents a document in a manner that is independent from the original application used to create the original document.

### Why would you use this?

- To send the file to a person via Outlook Mail as an attachment
- To send the document as the e-mail itself.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>File, Mail Recipient.</b></p> <p>This will allow you to use the text in the document as the body of your e-mail message.</p>	<p>The Word window adjust to allow for the e-mail message:</p> 
<p>2. Enter information into the <b>To</b> field, adjust the <b>Subject</b> (default subject is the name of the file) and click on the <b>Send a Copy</b> button.</p>	

What you do	What happens
<p>3. From the menu choose: <b>File, Mail Recipient (for review)</b></p> <p>This will allow you to send the file as an attachment and the subject will be, "Please review" and then the file name.</p>	<p>An Outlook window appears for the e-mail message:</p> 
<p>4. Enter information into the <b>To</b> field, and click on the <b>Send</b> button.</p>	
<p>5. From the menu choose: <b>File, Mail Recipient as Adobe PDF</b></p> <p>This will allow you to send the file as an attachment in PDF format. If you choose this method, you will be prompted to save the file as an Adobe file, click on <b>Yes</b>.</p> <p><b>Note:</b> You must have the full version of Adobe in order to have this option available to you.</p>	<p>An Outlook window appears for the e-mail message:</p> 
<p>6. Enter information into the <b>To</b> field, and the <b>Subject</b> and click on the <b>Send</b> button.</p>	
<p>7. From the menu choose: <b>File, Mail Recipient as Attachment</b></p> <p>This will allow you to send the file as an attachment and the subject will be the file name.</p>	<p>An Outlook window appears for the e-mail message:</p> 

<b>What you do</b>	<b>What happens</b>
8. Enter information into the <b>To</b> field, adjust the <b>Subject</b> (default subject is the name of the file) and click on the <b>Send</b> button.	

**Alternative Methods**

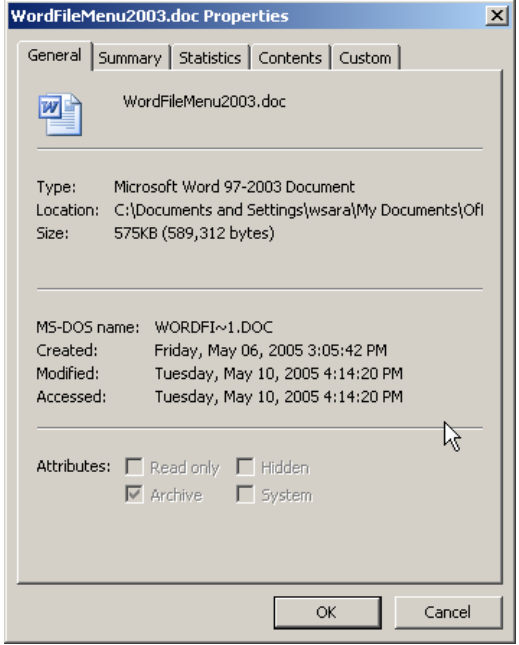
<b>What you do</b>	<b>What happens</b>
1. The alternative method would be to use Outlook to draft your e-mail message and to manually attach the file as a Word document or PDF file.	

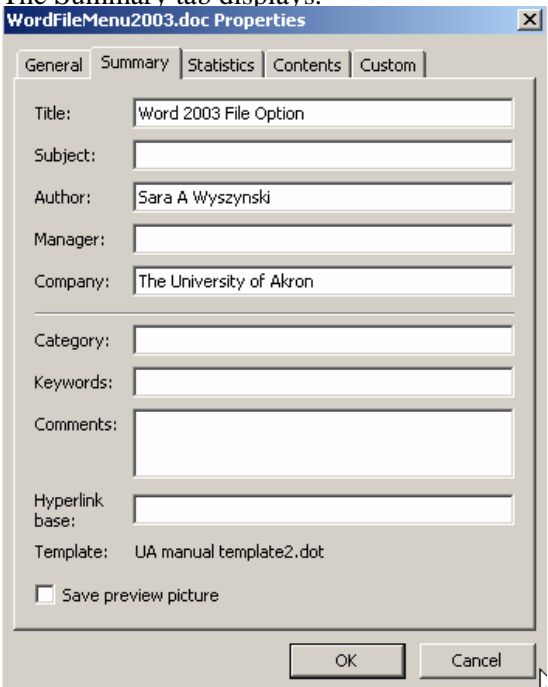
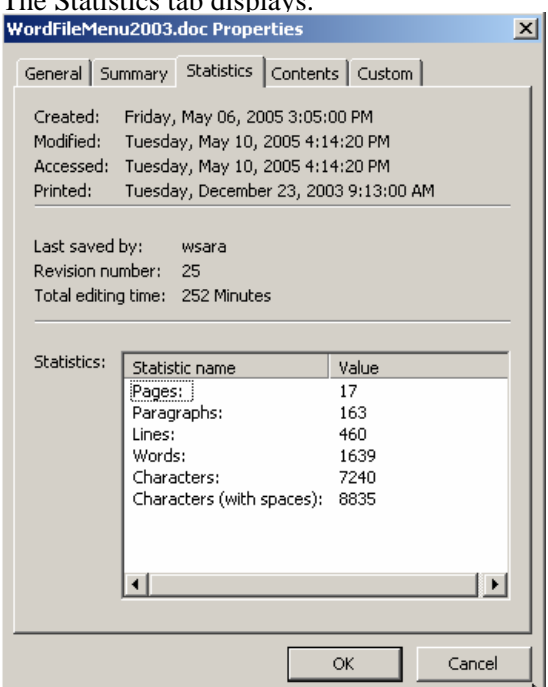
## Properties

### Why would you use this?

- Allow you to add details to a file such as a title, author name, subject, and keywords.
- 

### Step by Step

What you do	What happens
1. From the menu choose: <b>File, Properties</b>	<p>The Properties box displays.</p> 

What you do	What happens
<p>2. On the General tab there is general information such as the date you created the file, the last time you modified the file, and the last time you accessed the file.</p> <p>Click on the Summary tab.</p>	<p>The Summary tab displays.</p> 
<p>3. On the Summary tab you can enter a Title, Subject, Author, Manager, Company, Category, Keywords, or Comments.</p> <p>Click on the Statistics tab.</p>	<p>The Statistics tab displays.</p> 

What you do	What happens
<p>4. On the Statistics tab you can find a lot of valuable information about the file such as the number of pages, paragraphs, lines, words, and characters.</p> <p>Click on the <b>OK</b> button to remove the Properties box.</p>	