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Introduction

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

- ◘ Break
- ◘ Page Numbers
- ◘ Date and Time
- ◘ Auto Text
- ◘ Symbols
- ◘ Comment (fyi)
- ◘ Reference
- ◘ Picture
- ◘ Diagram
- ◘ Text Box
- ◘ File
- ◘ Object
- ◘ Bookmark
- ◘ Hyperlink

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.

Break

Definitions

Word	Definition
Page Break	Allows you to add a forced break at the insertion point.
Section	A section is a part of a document defined by a section break that can contain different Page Setup options, headers and footer, and other formatting.
Section Break	(Per Microsoft Help) A section break is inserted to show the end of a section. A section break stores the section formatting elements.
Section Break-Next Page	(Per Microsoft Help) Inserts a section break and breaks the page so that the next section starts at the top of the next page.
Section Break-Continuous	(Per Microsoft Help) Inserts a section break and starts a new section without inserting a page break.
Section Break-Even Page	(Per Microsoft Help) Inserts a section break and starts the next section on the next even-numbered page.
Section Break Odd Page	(Per Microsoft Help) Inserts a section break and starts the next section on the next odd-numbered page.

Why would you use this?

- ◘ To insert a manual page break at the end of text on a page. This will prevent items from "moving" when printed.
- ◘ To add a forced break after a section or chapter in your document.
- ◘ To create different headers and footers for different parts of a document.
- ◘ To make the first page of a document different than the rest of the document.
- ◘ To have different parts of a document landscape and other portrait.
- ◘ To use columns in one part of document and no columns in other sections.
- ◘

Step by Step- Page Break

What you do	What happens
1. Place the insertion point where you want the page break to appear.	

What you do	What happens
2. From the menu choose: **Insert, Break** (**Text wrapping break-** Ends the current line and forces the text to continue below a picture, table, or other item. The text continues on the next blank line that does not contain a table.)	The Break box displays.
3. Click in the radio button for **Page Break**. Click on the **OK** button. If you have the **Show/Hide** ¶ tool on you will see a line with "Page Break" in the middle.	An example of a page break.
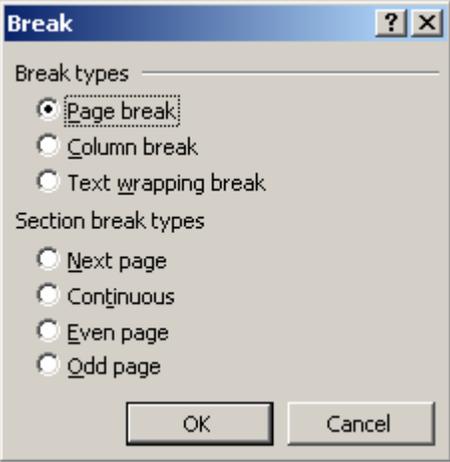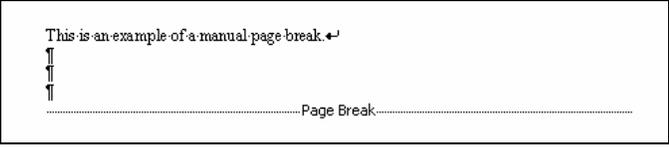
Alternative Methods

What you do	What happens
1. To insert a page break, place the cursor where you want the break to be. Use the keyboard command of **Ctrl** + **Enter**.	

Step by Step- Section Break

What you do	What happens
1. Place the insertion point where you want the section break to appear.	
2. From the menu choose: **Insert, Break**	The Break box displays. ![Break dialog box with Break types: Page break, Column break, Text wrapping break; Section break types: Next page, Continuous, Even page, Odd page; OK and Cancel buttons]
3. Click in the radio button for the type of section break that you want to insert. Click on the **OK** button. If you have the **Show/Hide** ¶ tool on you will see a line with "Section Break".	An example of a section break. Note the section breaks in the example.
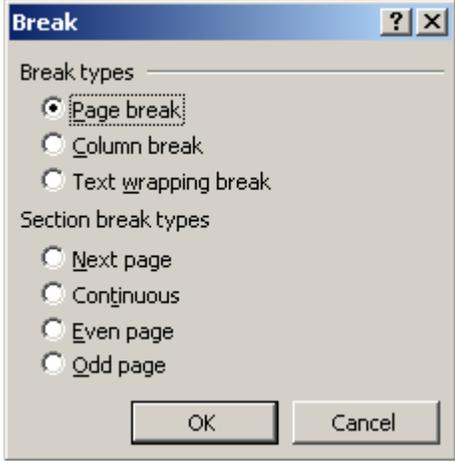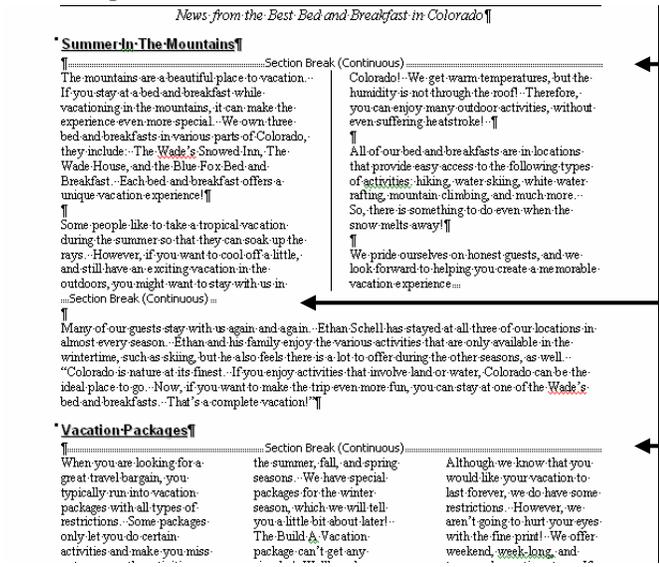
Page Numbers

Why would you use this?
- ◘ To quickly add the page number to the entire document in the Header or Footer.
- ◘ To add page numbers to the document without adding a page number to the first page.
- ◘

Step by Step

What you do	What happens
1. From the menu choose: **Insert, Page Numbers**	The Page Numbers box displays.
2. In the **Position** field, you can select Bottom of page (Footer) or Top of page (Header). This will put the page number in the top or bottom margin.	
3. In the **Alignment** field, you can select Right, Left, Center, Inside, or Outside. The Inside and Outside options allow you to create a "mirror" effect for manuals.	The Alignment option of Inside Preview:
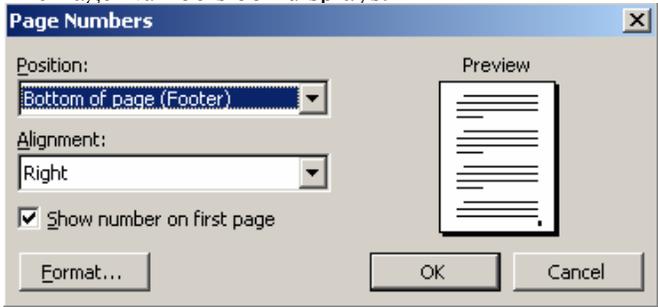
What you do	What happens
4. You can have the page number not shown on the first page by removing the check in the **Show number on first page** box. However, this will number the next page (page 2) as page 2 and not page 1. This may not work if you are using page 1 as a title page and want the first actual page of the manual to be shown as "Page 1." See the Tip in step number 6.	
5. You can format the page number by clicking on the **Format** button.	The Fomat box displays.
6. **Tip**: To not show a page number on the first page and to start the page numbering on 1 (which is "page 2" according to Word) you will need to clear the checkmark in the **Show number on first page** box. Then, click on the **Format** button and select the option for **Start at** and enter a 0 (zero). Click on **OK**.	
7. **Note**: When you use this option to insert a page number, the page number is inserted in a text box.	
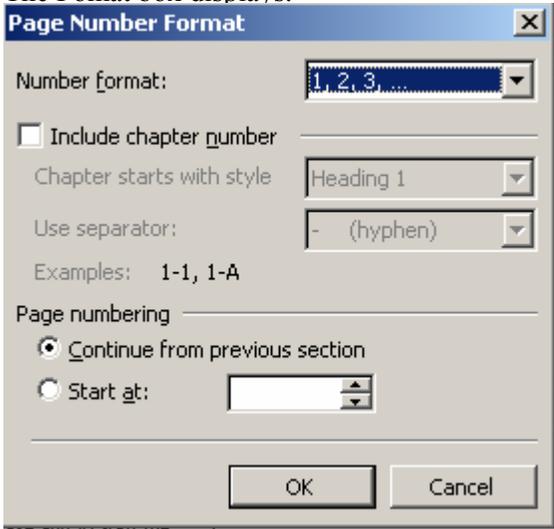
Alternative Methods

What you do	What happens
1. Choose from the menu: **View, Header and Footer**	The Header and Footer areas open as well as the Header and Footer toolbar. Header and Footer Insert AutoText ▾ Close
2. Use the **Insert Page Number** icon to insert page numbers in the entire document.	

Date and Time

Why would you use this?

- ◘ To insert a date or time into your document for a letter, memo, footer, notes, etc.
- ◘ To insert a date or time that will remain static.
- ◘ To insert a date or time that will update each time you reopen the document.
- ◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the date to appear.	
2. From the menu choose: **Insert, Date and Time**	The Date and Time box displays.
3. In the Available formats frame, you can select a format for the date and time.	
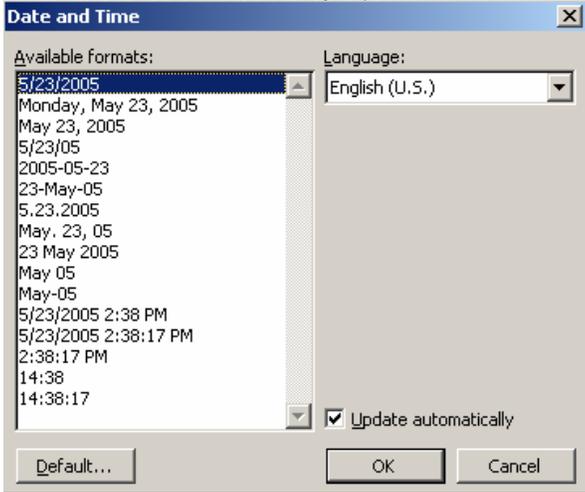
What you do	What happens
4. If you want the date/time to remain static, clear the checkbox for **Update automatically**. If you want the date/time to update each time you open the document, put a checkmark in the **Update automatically** checkbox. This field is independent from the Header/Footer.	

Alternative Methods

What you do	What happens
1. To enter a date into a document you can utilize Words Auto Complete feature. The date will be formatted as follows: May·23,·2005¶ To enter the current date start typing the month and a tip will appear above your typing: ¶ May 23, 2005 (Press ENTER to Insert) May·¶ Press the **Enter** key to insert the complete date.	
2. If you want to enter a month different from the current date, type the first four letters of the month. ‖ October (Press ENTER to Insert) Octo¶ The tip will appear again. Press the **Enter** key to accept the month.	

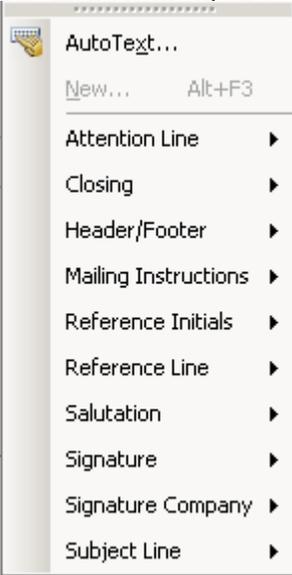| What you do	What happens
3. If auto complete is not working, make sure that the option is turned on. Choose from the menu: **Tools, AutoCorrect Options** Go to the AutoText tab.	The AutoText tab displays. **AutoCorrect** AutoCorrect AutoFormat As You Type AutoText AutoFormat Smart Tags ☑ Show AutoComplete suggestions To accept the AutoComplete suggestion, press Enter Enter AutoText entries here: - PAGE - Attention: ATTN: Author, Page #, Date Best regards, Best wishes, CERTIFIED MAIL CONFIDENTIAL Confidential, Page #, Date Add Delete Insert Show Toolbar Preview Look in: All active templates OK Cancel
4. Put a checkmark in the **Show AutoComplete Suggestions**. Click on the **OK** button.	

Auto Text

Definitions

Word	Definition
Auto Text	(Per Microsoft Help) A storage location for text or graphics you want to use again, such as a standard clause or a long distribution list. Each selection of text or graphics is recorded as an Auto Text entry and is assigned a unique name. Word comes with a number of built-in AutoText entries, such as salutations and closings for letters, and you create your own AutoText entries.

Why would you use this?
- ◘ To insert routine text in a quick and efficient manner.
- ◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the text to appear.	
2. From the menu choose: **Insert, AutoText**	The menu item expands to a submenu. AutoText... New... Alt+F3 Attention Line ▶ Closing ▶ Header/Footer ▶ Mailing Instructions ▶ Reference Initials ▶ Reference Line ▶ Salutation ▶ Signature ▶ Signature Company ▶ Subject Line ▶

What you do	What happens
3. To insert a Closing, Signature, Subject Line, etc move the cursor over the respective menu selection. Then, make the final selection that you would like added to your document.	
4. You can also select the submenu option of **AutoText**.	The AutoCorrect box opens on the AutoText tab.
5. This tab will allow you to add your own AutoText entries. Enter the text you want saved in the **Enter AutoText entries here** field. Click on the **Add** button and then the **OK** button.	
6. Any added AutoText entry can be found in the submenu Normal.	
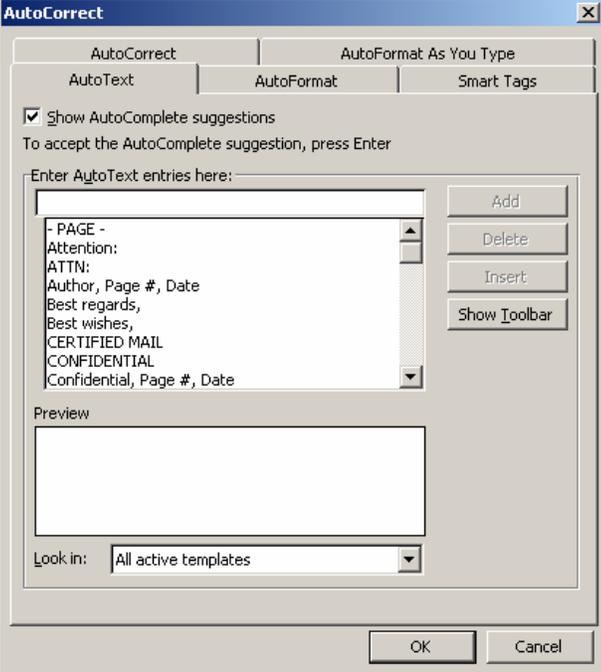
What you do	What happens
7. **Tip**: You can make the AutoText submenu into a floating toolbar. To do this, put the cursor over the top of the menu. You will see a horizontal thick line at the top. The cursor will also change into a four way arrow. With the left mouse button down, pick up the submenu and drag and drop to anywhere in the Word window.	The menu with the horizontal bar circled:
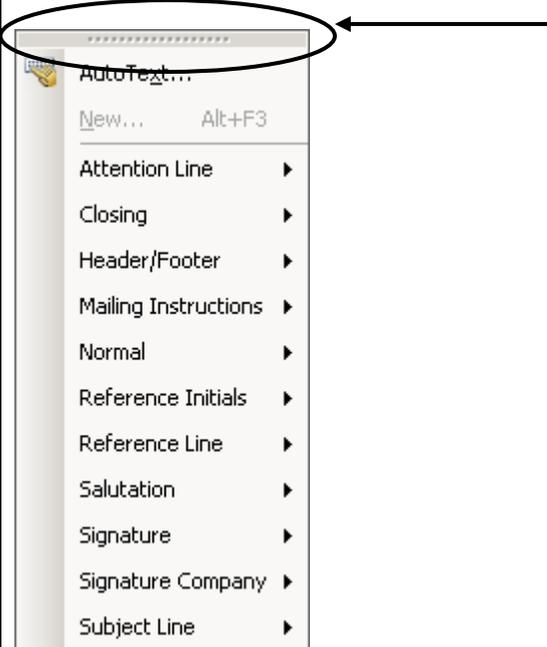
Alternative Methods

What you do	What happens
1. To enter an AutoText entry you can also start typing the text (about the first four letters) and a screen tip will appear.	
2. To insert the AutoText entry, press the **Enter** key.	
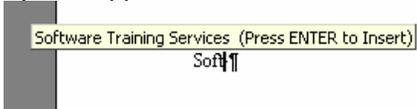
Symbols

Why would you use this?

- ◘ To insert special symbols into a document such as:

    ☺©♫🕐 🗡¶@❶☑□📂📭🗋✱
- ◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the special character to appear.	
2. From the menu choose: **Insert, Symbol**	The Symbol box displays.
3. You can adjust the **Font** to see additional characters. You can use the scroll bar to scroll through the various subsets.	
4. When you have located the symbol that you want to use, select it and click on the **Insert** button. You can also double click with the mouse on the symbol to insert it.	

What you do	What happens
5. You can also insert Special character by advancing to the Special Character tab. A special character is a symbol such as a Copyright© or Trademark ™.	The Special Character box displays.
6. **Tip**: If you are going to be inserting several symbols you can keep the Symbols box open while you change the location of the insertion point.	
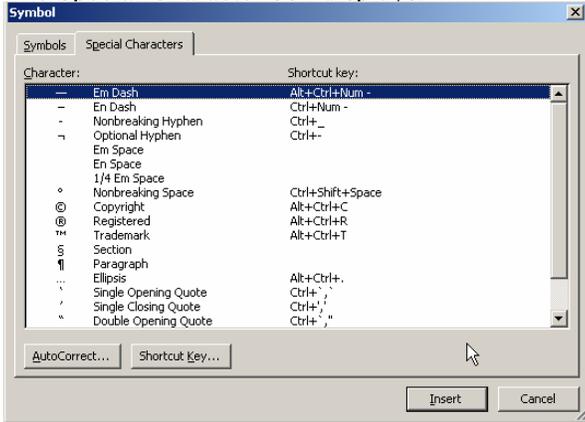
Alternative Methods

What you do	What happens
1. You can use the AutoCorrect feature to automatically insert certain symbols. You can type using keyboard keys and your entry will automatically be replaced by the symbol.	<table><tr><th>Enter</th><th>To Insert</th></tr><tr><td>(c)</td><td>©</td></tr><tr><td>(r)</td><td>®</td></tr><tr><td>(tm)</td><td>™</td></tr><tr><td>:)</td><td>☺</td></tr><tr><td>:(</td><td>☹</td></tr><tr><td>--></td><td>→</td></tr></table>
2. If your entry is not replaced, choose from the menu **Tools, AutoCorrect Options**. On the AutoCorrect tab select the checkbox for **Replace test as you type**.	

Comment

Definitions

Word	Definition
Comment	(Per Microsoft Help) A note or annotation that an author or reviewer adds to a document.

Why would you use this?

◘   To add notes to a document you are reviewing for another person.
◘   To add discrete notes to a document you are working on.
◘

Step by Step

What you do	**What happens**
1. Place the insertion point where you want the comment to appear.	
2. From the menu choose: **Insert, Comments**	The Reviewing toolbar, the Reviewing pane, and a comment balloon displays. Comment Balloon Reviewing Pane
3. If the comment balloon does not display, you can turn this on by selecting from the Reviewing toolbar: **Show, Balloons, Only for Comments/Formatting**	
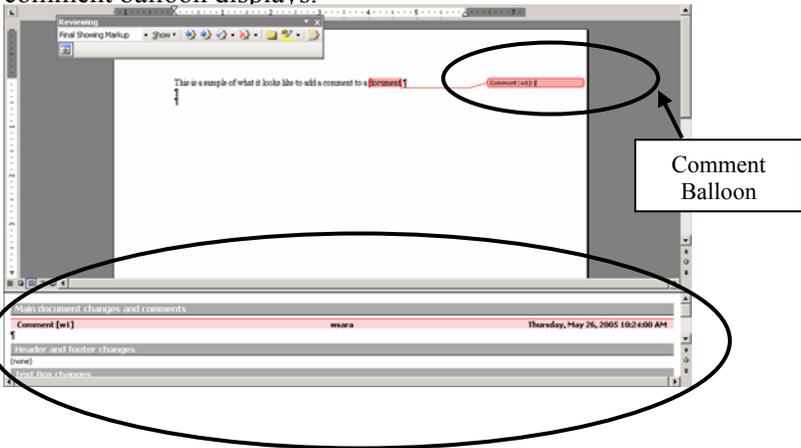
What you do	What happens
4. If the you do not want the Reviewing pane displayed, you can turn this off (or on) by selecting from the Reviewing toolbar: **Show, Reviewing Pane**	
5. After you select **Insert, Comment** from the menu you can type the comment.	

6. After you enter comments, your window will look similar to the following:
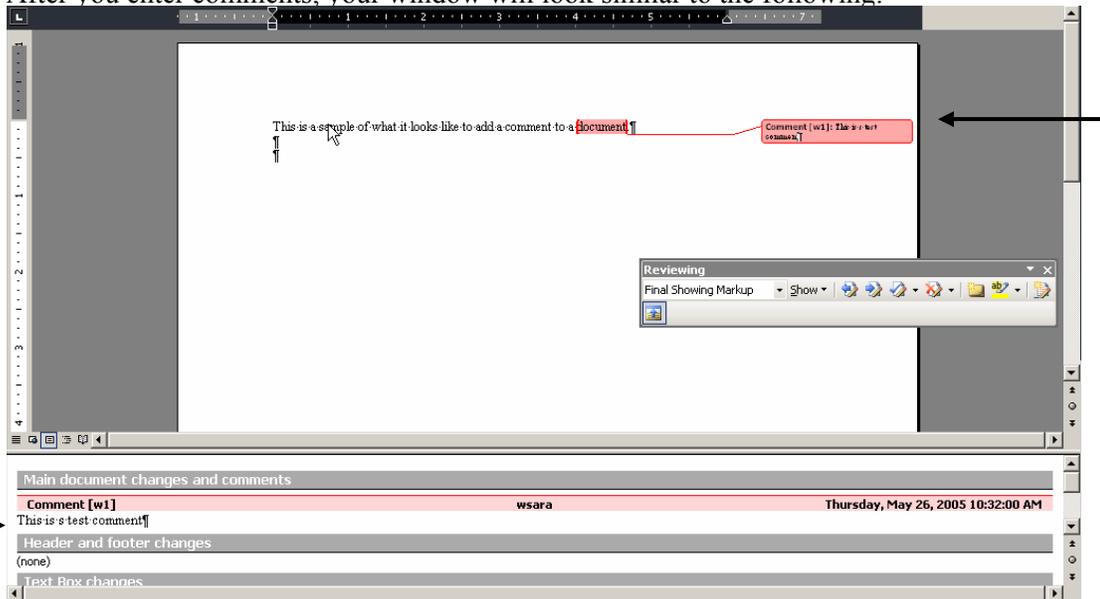
What you do	What happens
7. To view the comment, rest the cursor over the highlighted text.	
8. **Note**: the note or indicator will not print.	
9. **Tip**: To continue working on your document, turn off the Reviewing Pane and the Balloons. You will still have an indication of the comment that will display as follows:	
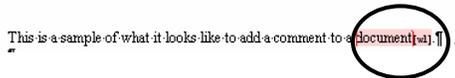
What you do	What happens
10. To edit or delete a comment, right click with the mouse over the comment. ✂ Cut 📋 Copy 📋 Paste 📝 Edit Comment ❌ Delete Comment A Font… ≣ Paragraph… ≣ Bullets and Numbering… 🌐 Hyperlink… 🔍 Look Up…	
11. **Note**: To learn more about Comments and the other Reviewing Tools, see the separate Word manual for this topic.	
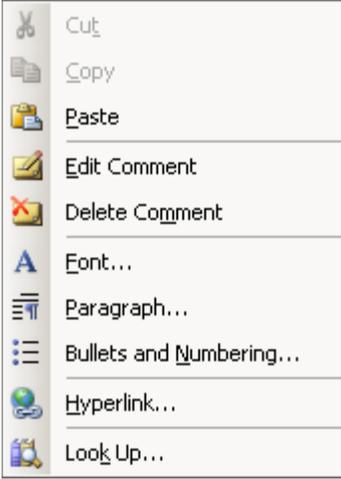
Alternative Methods

What you do	What happens
1. You can use the Reviewing toolbar to insert comments. Open the Reviewing toolbar. Then, use the **Insert Comment** icon.	

Reference

Definitions

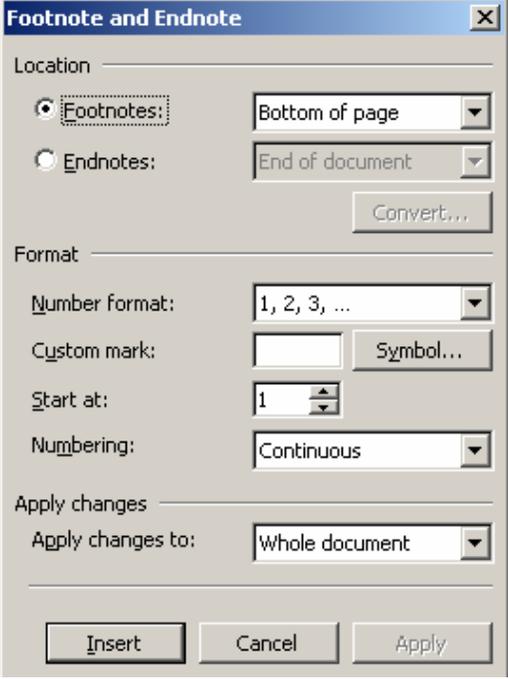| Word	Definition
Footnote	(Per Microsoft Help) A footnote is used in printed documents to explain, comment on, or provide references for text in a document. Footnotes corresponding notes are found at the bottom of the page with the referenced text.
Endnote	(Per Microsoft Help) An endnote is used in printed documents to explain, comment on, or provide references for text in a document. Endnotes corresponding notes are found at the end of the document.
Note Reference Mark	This is the notation in the documentation that is used to refer a reader to the endnote or footnote. It can be formatted in various ways, but usually is shown as a number or roman numeral. This is what a footnote[1] or endnote[1] reference mark looks like in the document.
Caption	(Per Microsoft Help) A caption is a numbered label, such as "Figure 1" that you can add to a table, figure, equiation, or other item.
Cross Reference	(Per Microsoft Help) A cross-reference refers to an item that appears in another location in a document—for example, "See Figure 1." You can create cross-references to headings, footnotes, bookmarks, captions, and numbered paragraphs.
Styles	Pre-set formatting applied to a selected group of text. There are 9 different bulit in styles in Word- Heading 1- Heading 9.
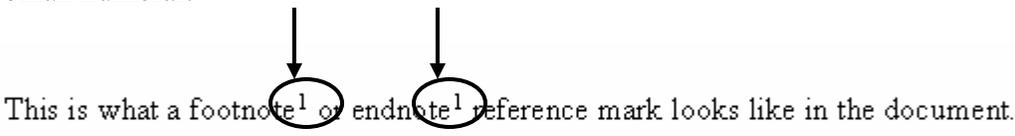
Why would you use this?
◘ To further explain something from your document.
◘ To cite sources.
◘ To provide a definition for a term in your document.
◘ To add Figure 1, Table 1, Picture 1, etc. to items in the document.
◘

Step by Step- Footnote (&Endnote)

What you do	What happens
1. In print layout view, click where you want the note reference mark to be.	
2. From the menu choose: **Insert, Reference, Footnote**	The Endnote and Footnote box displays.
3. In the Location section of the box, click on the radio button for the type of note you want to use (Footnotes or Endnotes).	
4. In the Format sections of the box, verify the Number format that you want (numbers, roman numerals, letters, etc).	

What you do	What happens
5. Click on the **Insert** button to insert the note reference mark.	The note reference mark is inserted and the cursor goes to the end of the page (or document for Endnotes). The cursor is automatically in the correct location. Type the note. This is the note for the footnote that displays at the bottom of the page.¶ Note that there is a line above the notes. Regardless of the type of notes you used, this line will be present above the first note.
6. To edit the notes for any footnote or endnote, simply go to the note (at the end of the page or end of the document) and edit the text.	
7. After you have the endnotes or footnotes created you can still make changes. To make changes, such as the format of the numbers, make your changes on the Footnote and Endnote box and click on the **Apply** button.	
8. **Tip**: To see what is currently in the notes for an endnote or footnote, place the cursor over the reference mark. The cursor will change to look like a comment and it will display the text.	
9. **Tip**: If you are entering your notes at the bottom of the page or at the end of the document and you want to go to the reference mark in the document, you can double click over the number, roman numeral, letter, etc. This will take you to the location in the document where you created the endnote or footnote.	

Step by Step- Caption

What you do	What happens
1. Select the item that you want to add a caption to.	
2. From the menu choose: **Insert, Reference, Caption**	The Caption box displays. **Caption** Caption: Figure 1 Options Label: Figure Position: Below selected item ☐ Exclude label from caption New Label... Delete Label Numbering... AutoCaption... OK Cancel
3. If you are going to add the label of Figure, Table, or Equation you can select from the **Label** drop down.	
4. If you want to change the location of the label from the default location of Below the selected item, to Above use the **Position** drop down.	

What you do	What happens
5. To create a custom label, click on the **New Label** button. Add the text for the label and click on the **OK** button.	The New Label box displays. The Caption box displays again with the new custom label.
6. Click on the **OK** button again to return to your document.	The document displays with the label.
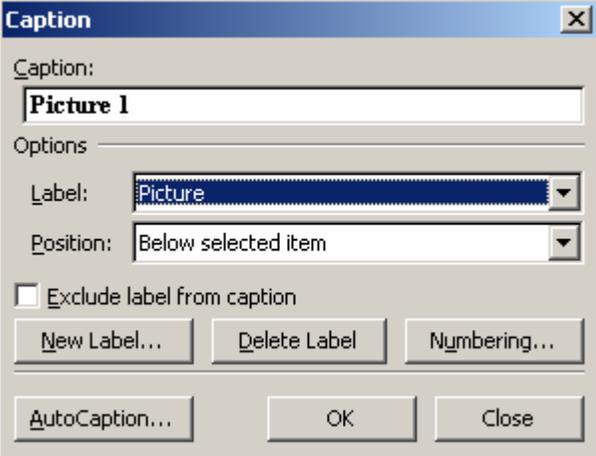
What you do	What happens
7. If you want to automatically insert captions, you can turn the option on for AutoCaption. From the menu choose: **Insert, Reference, Caption**	The Caption box displays.
8. Click on the **AutoCaption** button.	The AutoCaption box displays.
9. In the **Add caption when inserting** list, select the objects for which you want Microsoft Word to insert captions.	
10. In the **Use label** drop down, select an existing label. If the list does not provide the correct label, click the **New Label** button, type the new label in the **Label** box, and then click **OK**.	
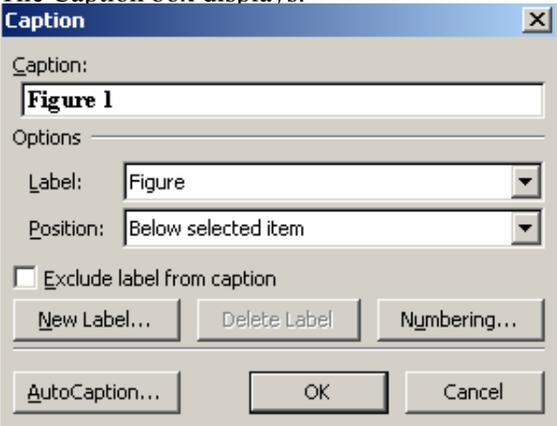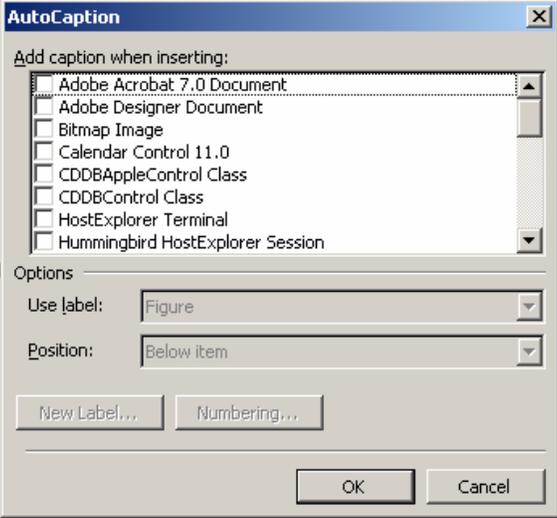
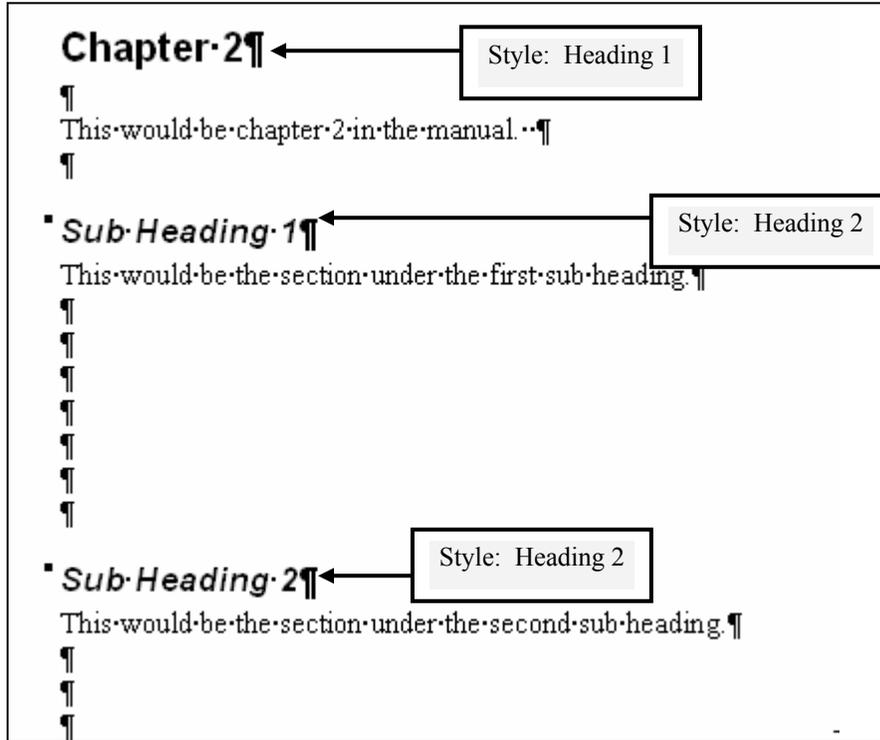| What you do	What happens
11. Click on the **OK** button again to return to the document.	
12. In your document, insert the object (**Insert** menu, **Object** command). Word automatically adds the appropriate caption and a sequential number whenever you insert one of the objects that you selected in step 3.	
13. **Tip**: If you want to add additional text to the label, click on the text with the mouse and insert text where desired.	

Step by Step- Index and Tables (Table of Contents)

What you do	**What happens**

1. In order to successfully create a table of contents you must use Styles in Word. (You can use another tool, Outlining, but in this manual only the method for creating a table of contents with styles will be documented.)

    When you generate a table of contents, Word is pulling the styles automatically and will create a list of the text and page numbers. Furthermore, the table of contents serves as links to the respective pages in the document. You can also update a table of contents if you make changes with a simple right click on the mouse!

    As example:

    Chapter·2¶
    ¶
    This·would·be·chapter·2·in·the·manual.··¶
    ¶

    Style: Heading 1

    *·**Sub·Heading·1**¶
    This·would·be·the·section·under·the·first·sub·heading.¶
    ¶
    ¶
    ¶
    ¶
    ¶
    ¶
    ¶

    Style: Heading 2

    *·**Sub·Heading·2**¶
    This·would·be·the·section·under·the·second·sub·heading.¶
    ¶
    ¶
    ¶

    Style: Heading 2

    The resulting table of contents from this example document:

What you do	What happens
2. Your document should already have styles (you used them in your development of the document) or you can go back after you created the document and add styles.	
3. Place the insertion point where you want the table of contents to appear.	
4. From the menu choose: **Insert, Reference, Index and Tables** Click on the Table of Contents tab.	The Index and Tables box displays.
5. The defaults for **Show page numbers**, **Right align page numbers**, **Tab leader**, and **Use hyperlinks instead of page numbers** all work well for a table of contents.	
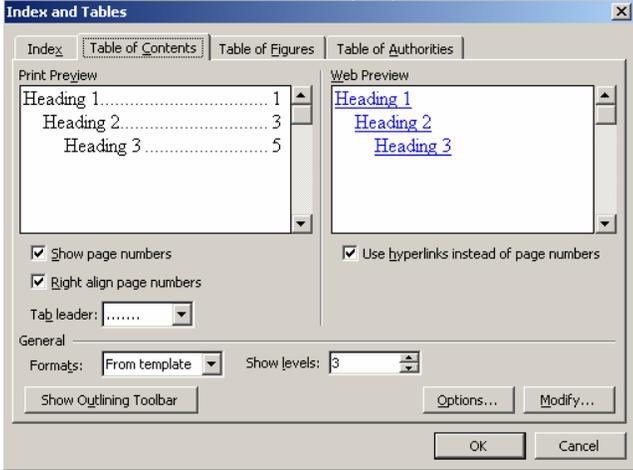
What you do	What happens
6. Click on the **Options** button. **Note**: If you are using custom styles, be sure to remove the number in the TOC level column for the non-used built in Word styles (Heading 1, Heading 2, etc).	The Table of Contents Options box displays.
7. In the **Available Style**s frame, find the styles you have applied to headings in your document. In the column under the **TOC level** heading, enter a number from 1-9 (the total number of built in Heading Styles). This will indent the headings in the table of contents according to the level you indicate. Click on the **OK** button and **OK** again.	The table of contents displays.
8. To change the look of the table, you can select a different design by selecting another option from the **Formats** down arrow.	The same table of contents, but with the Formal format:
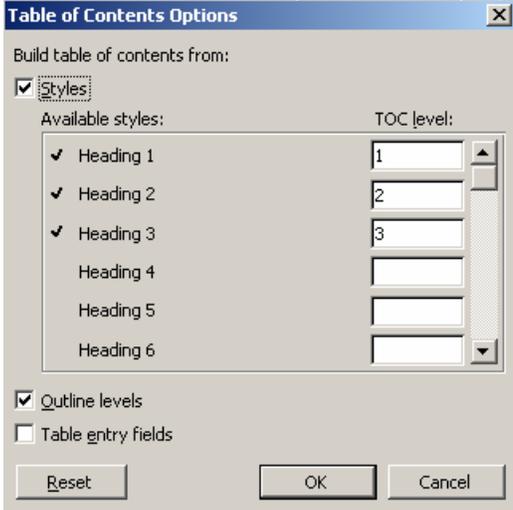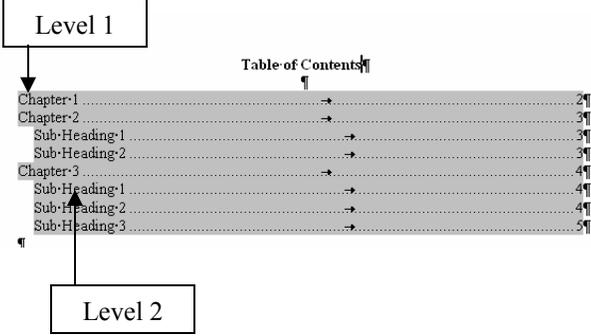
What you do	What happens
9. You can change the formatting of a line by going to the end of the line, after the page number, and triple click. This will select the line. Make whatever change desired. Whatever level you change the formatting on, all other entries at this level will also change.	
10. To update the table of contents after you have already generated it, put the cursor over the table and right click with the mouse.	The short menu displays. Cut Copy Paste Update Field Edit Field… Toggle Field Codes A Font… Paragraph… Bullets and Numbering…
11. Select **Update Field**.	The Update Table of Contents box displays. Update Table of Contents Word is updating the table of contents. Select one of the following options: ● Update page numbers only ○ Update entire table OK Cancel
12. Select the appropriate radio button. If you made changes that only impact the page numbers, select the first option. If you made lots of changes with text, pages, insertions, deletions choose the second option. Click on the **OK** button.	The table of contents will update.
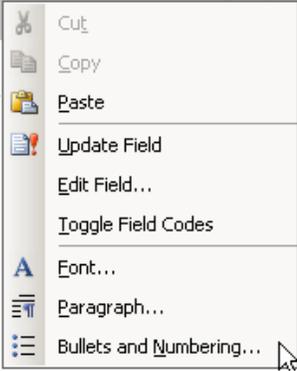
Picture

Definitions

Word	Definition
Word Art	WordArt is clip art that combines text and graphics together. WordArt allows you to create fancy text objects that have added dimension, color, and style. After you insert them, they work like most other objects in Word. You can select them, resize them, and make formatting changes.

Why would you use this?

- �’ To add pictures or graphics to a document.
- �’ To create a newsletter or brochure.
- �’ To add the University or a Department logo to a document.
- �’

Step by Step- Clip Art

What you do	What happens
1. Place the insertion point where you want the clip art to appear.	

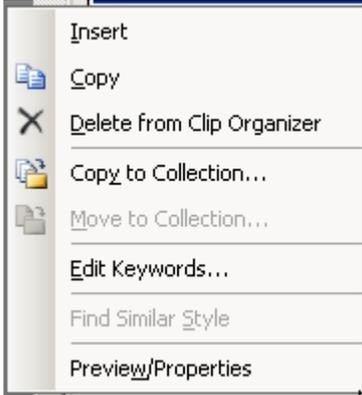| What you do	What happens
2. From the menu choose: **Insert, Picture, Clip Art**	The Clip Art Task Pane displays.
3. You can search by keyword in the **Search for** field. You can search using more than one word as well. You can use the **Search in** field to select where you want to search. You can use the **Results should be** field to choose what type of clip art you want to search for (clip art, photographs, movies, or sounds). After you enter search criteria, select the **Go** button.	The Clip Art Task Pane returns the search.
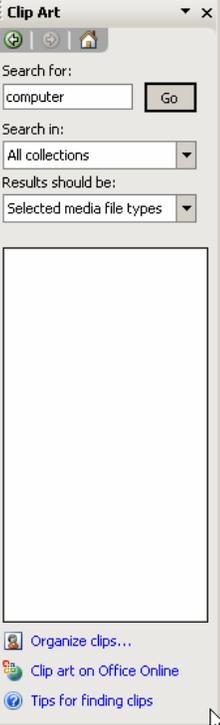
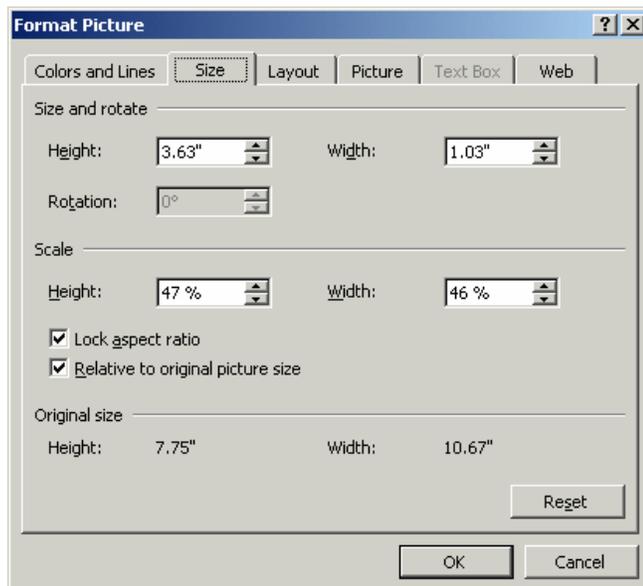| What you do	What happens
4. Click on the picture once to insert the picture into the document. You can also place the cursor (not pressing, just resting over) over the right side of the picture and a gray bar with an arrow appears. If you click on this arrow a short menu returns with various options.	The menu: Insert Copy Delete from Clip Organizer Copy to Collection... Move to Collection... Edit Keywords... Find Similar Style Preview/Properties

What you do	**What happens**

Tip:
The easiest way to resize an image is by dragging its edges to match the size and shape that you want. To do this, click on the image once to select it. A box will appear around the image with eight sizing handles. The handles have different meaning and they are as follows:

- Dragging the corner handles resized your image diagonally, keeping the proportions of the image the same.
- Dragging the middle handles resize the object only vertically or horizontally depending on which handle you are using. This option will strech the image out of its proportions.

You can also size an image by using the Format Picture box. To open this box, select the image and right click with the mouse to get the short menu. From the short menu, select **Format Picture**. Advance to the Size tab.

Make changes and select the **OK** button.

What you do	**What happens**

Tip:

After you insert a piece of clip art into your document you can change the appearance by changing the text wrapping, the border, the color of the border, and many other things to make the image look just how you want it to. If you click on the clip art to active it, the Picture toolbar should display. You can also open the Picture toolbar by using the menu option of **View, Toolbars, Picture**.

In order as they appear, the icons on the Picture toolbar are as follows:

1. **Insert Picture**: Insert a picture.

2. **Color**: Change to grayscale, black and white, or washout.

3. **More Contrast**: Sharpen the image contrast.

4. **Less Contrast**: Reduce the image contrast.

5. **More Brightness**: Brighten an image.

6. **Less Brightness**: Darken an image.

7. **Crop**: Trim the picture by taking part of image off.

8. **Line Style**: Change the border of the image.

9. **Compress Picture**: Control the file size of image.

10. **Text Wrapping**: How text wraps around the image.

11. **Format Picture**: Opens Format Picture box for formatting changes.

12. **Set Transparent Color**: Removes one color from image. This is not available on all images.

13. **Reset Picture**: Returns picture to original state.

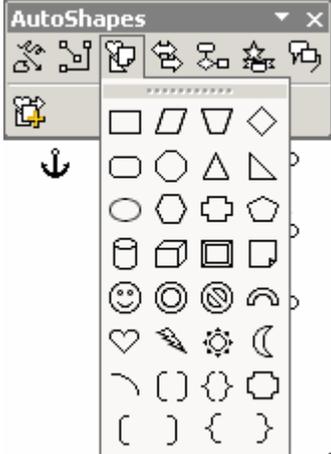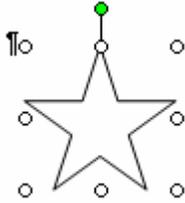## Alternative Methods

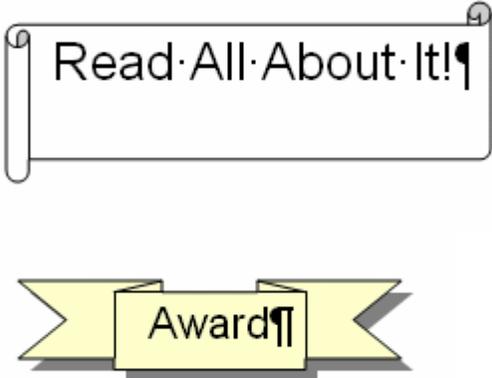| What you do	What happens
1. Using the Drawing toolbar, click on the **Insert Clip Art** icon.	
2. In any of the Task Panes, you can select from the drop down arrow at the top, **Clip Art**.	

Step by Step- From File

What you do	What happens
1. Place the insertion point where you want the picture from file to appear.	
2. From the menu choose: **Insert, Picture, From File**	The Insert Picture box displays.
3. Locate the picture by using the **Look in** field or the shortcut buttons on the left. Click once on the file to select it and select the **Insert** button. You can also double click on the file to insert it.	
4. You can use the information in the last section (Insert Clip Art) to modify the picture.	

Step by Step- AutoShapes

What you do	What happens
1. From the menu choose: **Insert, Picture, AutoShapes**	The AutoShapes toolbar displays.
2. Click on an icon for the type of AutoShape you want to insert. Another menu will drop down with specific AutoShapes. Click on the desired shape.	The additional selections:
3. To insert the shape with a predefined size, click anywhere in the document one time. This will create an object that is about 1" by 1". To insert a customized sized shape, drag with the mouse, the shape to the size you want. **Tip**: Hold down the **Shift** key when dragging the shape to prevent distortion.	An AutoShape object:
4. **Note**: The default wrapping style for AutoShapes is **In front of text**.	

What you do	What happens
5. **Note**: On some objects there are green circles and yellow diamonds. These are tools that will allow you to change the appearance of the object. ▪ **Green Circle**: The green circle is the **Free Rotate** tool which will allow you rotate the object to any angel. To use this tool, drag the handle in the direction that you want the object rotated. ▪ **Yellow Diamond**: The yellow diamond is the **Adjustment Handle** which will allow you to adjust the curve of a line. To use this tool, drag the handle in the direction you want the curve adjusted. Not all AutoShapes have this option.	
6. You can make the shape larger or smaller by using the sizing handles.	
7. You can insert text into some shapes. To do this, right click on the shape and select **Add Text.**	Examples: Read·All·About·It!¶ Award¶

What you do	What happens
8. You can shade the shape or change the borderline color by using the **Fill Color** and **Line Color** icons from the Drawing toolbar.	Examples:
9. You can change the line style of the border of the shape by using the **Line Style** or **Dash Style** icons from the Drawing toolbar.	Examples:
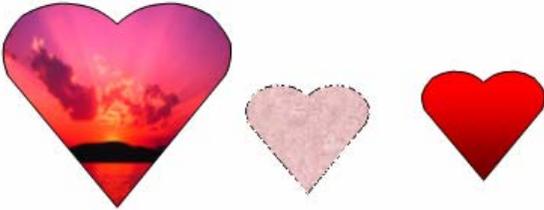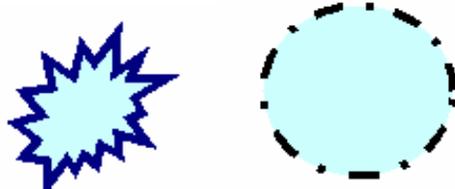
Alternative Methods

| What you do	What happens
1. Using the Drawing toolbar, click on the **AutoShapes** button and then point to the category of choice, and then click on the shape you want.	

Step by Step- Word Art

What you do	What happens
1. Place the insertion point where you want the Word Art to appear.	
2. From the menu choose: **Insert, Picture, Word Art**	The Word Art box displays.

What you do	**What happens**

The WordArt toolbar becomes active once you insert a piece of WordArt.

 : Insert New WordArt
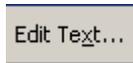
 : Edit the text in the current WordArt

 : Change the WordArt Style

 : Format WordArt such as Colors and Lines, Size, and Layout

 : Change the WordArt Shape

 : Change the wrapping style of the WordArt

 : Adjust the letters in WordArt to have the same height

 : Adjust the WordArt to have vertical text

 : Adjust the alignment of the WordArt

 : Adjust the character spacing (horizontal space between characters)

3. Click the style of WordArt you want and select **OK**.	
4. Enter the text and select the **Font**, **Size** and other attributes. Change the **Font** and **Size** of our name. Select **OK**.	

What you do	What happens
5. The default text wrapping for a WordArt object is "In Line with Text", which means the WordArt is placed at the insertion point in a line of text in the document. The object remains on the same layer as the text. Therefore, to move the WordArt object you can leave the text wrapping and use the alignment tools on the formatting toolbar or you can adjust the text wrapping to allow you to use the drag and drop method.	
6. You can modify the WordArt using the tools on the Drawing toolbar such as the **Fill Color and Line Color** .	

Alternative Methods

What you do	What happens
1. Using the Drawing toolbar, click on the **Insert WordArt** icon.	

Diagram

Definitions

Word	Definition
Organization Chart	Shows a hierarchical relationship.
Cycle Diagram	Show a process with a continuous cycle.
Radial Diagram	Shows the relationship of core elements.
Pyramid Diagram	Shows a foundation based relationship.
Venn Diagram	Shows areas of overlap between areas.
Target Diagram	Show steps towards a goal.

Why would you use this?

- ◘ To create an Organization Chart.
- ◘ To add a picture to explain a process or concept.
- ◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the diagram to appear.	
2. From the menu choose: **Insert, Diagram**	The Diagram Gallery box displays.

What you do	What happens
3. Click on the diagram type you want and click on the **OK** button.	The drawing canvas displays with the template for the diagram. The example illustrated is for an Organizational Chart.
4. A floating toolbar also displays. **Note**: A toolbar will display for each type of diagram, but they differ.	The Organization toolbar also displays.
5. To add text, click in a text box where it says, "Click to add text."	The chart with text.
6. Use the toolbar to make any necessary adjustments or additions.	
7. You can also make formatting changes by selecting the text and making any desired changes.	
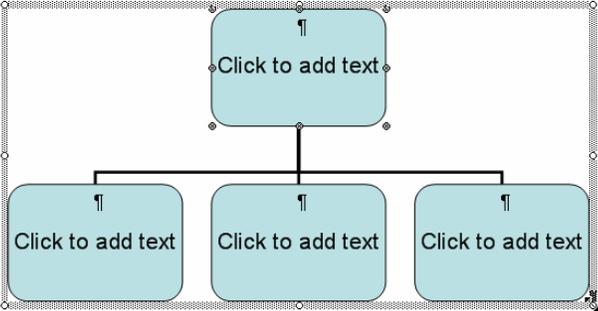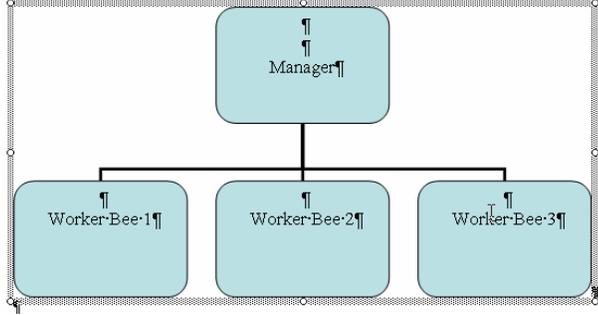
Alternative Methods

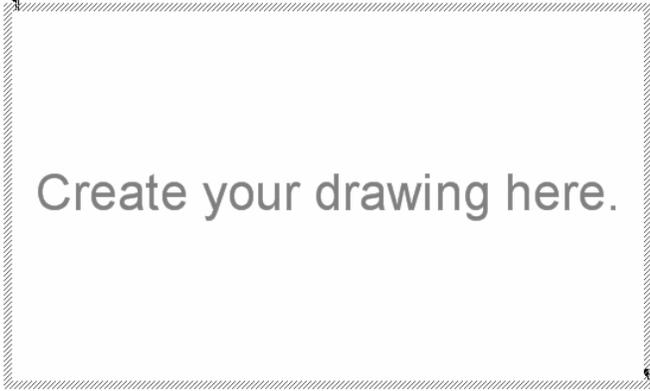| What you do	What happens
1. You can click on the **Insert Diagram or Organization Chart** icon on the Drawing toolbar.	
2. You can also choose from the menu: **Insert, Picture, Organization Chart**	

Text Box

Definitions

Word	Definition
Text Box	A text box is a graphic object that contains text. It is often used to grab the attention of the reader. You can format a text box with borders, shading, and you can add different colors and fonts. Text boxes give you the freedom to put text in boxes that are on a separate layer from the text in your document.

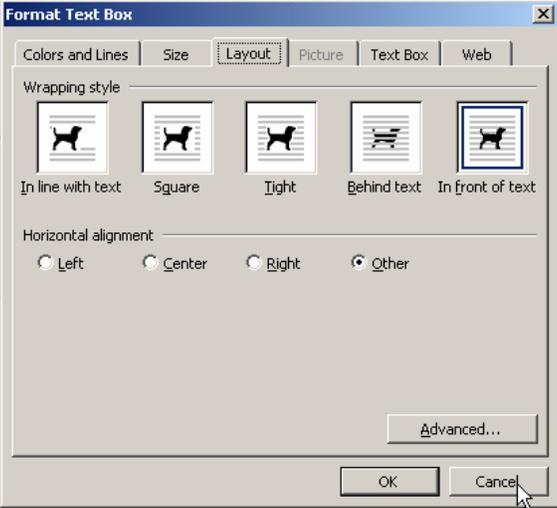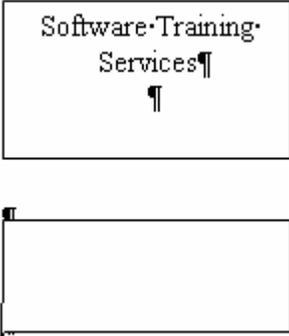### Why would you use this?

◘ To add text anywhere on a page.
◘ To change the direction of text.
◘ Make text flow from one part of a document to another.
◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the text box to appear.	
2. From the menu choose: **Insert, Text Box**	The Drawing Canvas displays. Create your drawing here.

What you do	What happens
3. To remove the Drawing Canvas, you can click on the **Esc** key. **Tip**: To turn off the Drawing Canvas, you can go to **Tools, Options.** On the General tab, uncheck the option for **Automatically create drawing canvas when inserting AutoShapes**.	See note at the end of this section about the Drawing Canvas.
4. The cursor becomes an arrow. With the mouse (hold down left mouse button) drag until the text box is big enough. When you have the desired text box size, release the left mouse button.	The text box displays.
5. The Text Box floating toolbar also displays.	The Text Box toolbar.
6. Enter text and format as desired.	The text box: Software·Training·Services¶

What you do	What happens
7. To rotate the text in the text box, click on the **Change Text Direction** ![icon] icon on the Text Box toolbar. Click on the icon until the desired direction appears.	The text in a new direction.
8. To adjust the size of the text box, move the cursor over the corners (or sides on the move handles – little circles) until a double arrow displays. Drag and drop until the desired size is achieved.	The text box reduced.

What you do	What happens
9. You can move the text box anywhere on the page. First, select the text box. Then, with the mouse drag and drop. The default wrapping style is, **in front of text**. This means that wherever you drop the text box it will be placed over anything on the page. To adjust the wrapping, you can select the text box and right click with the mouse. Be sure you are on the Layout tab.	The Format Text box displays.
10. You can also link the text in one text box to another text box. This is done by linking the boxes. First, create the two text boxes. They do not have to be on the same page.	An example of two text boxes.
11. Click on the first text box to select it.	
12. On the Text Box toolbar, click on the **Create Text Box Link** icon.	The cursor changes to appear as follows

| What you do	What happens
13. Move the cursor over the second text box. The cursor will appear as follows: [cursor icon] Click on the second text box.	
14. The two boxes are now linked. If you type in the first text box until it is filled, you will automatically go into the next text box.	The text flowing from one text box the other. Software·Training· Services¶ Software·Training· ¶ Services¶ Software·Training¶ ¶

Alternative Methods

What you do	What happens
1. You can click on the **Text Box** icon on [icon] the Drawing toolbar.	

Special Note:
The drawing canvas extends from the left to the right margin and is 4.5" high. To help you use the drawing canvas, there is a Drawing Canvas toolbar. One way to show the toolbar is to right click inside the drawing canvas and select the option to **Show Drawing Canvas toolbar**.

- [Fit icon] : Eliminates blank drawing canvas space beyond the edges of the drawing objects.
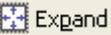
- [Expand icon] : Expands the drawing canvas by ½ inch.
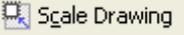
- [Scale Drawing icon] : Changes the borders of the drawing canvas to small circles that will allow you to enlarge or shrink the drawing.
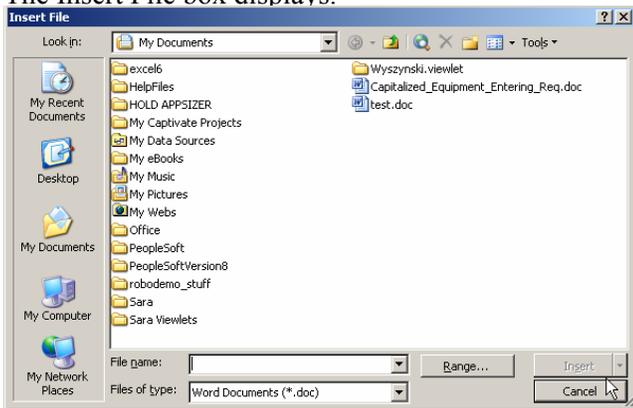
- : Allows you to choose how text will wrap around the canvas (text wrapping).

File

Why would you use this?
◘ To incorporate another Word file into the current document.
◘ In mail merge, you can use this to open an existing file for the merge such as a form letter.
◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the file to appear.	
2. From the menu choose: **Insert, File**	The Insert File box displays.
3. Locate the file using the **Look In** drop down or by using the shortcuts on the left.	
4. Click on the file to select it and then click on the **Insert** button.	

Alternative Methods

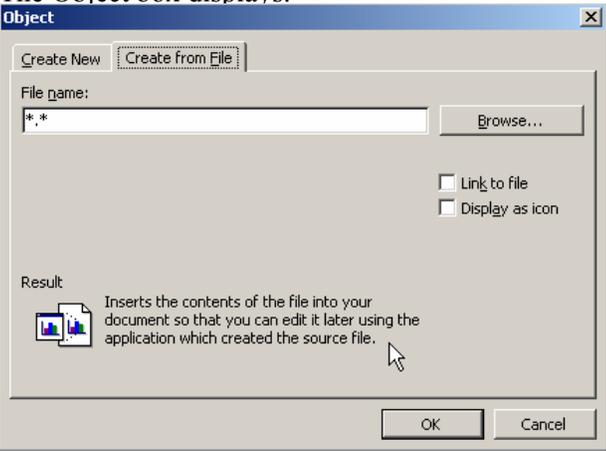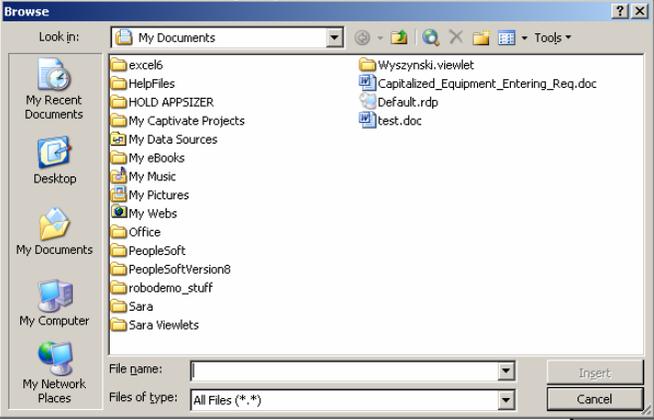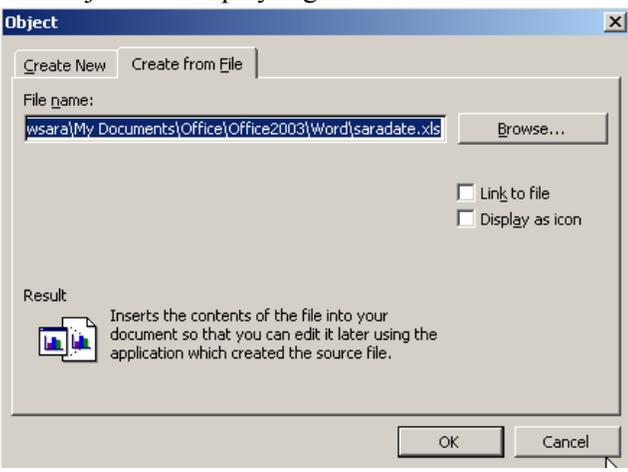| What you do	What happens
1. An alternative would be to copy information from another document and paste into the working document.	

Object

Definitions

Word	Definition
Object	(Per Microsoft's Help) A table, chart, graphic, equation, AutoShape, Picture, Clip Art, or other form of information.
Linked Object	(Per Microsoft's Help) An object that is created in a source file and inserted into a destination file, while maintaining a connection between the two files. The linked object in the destination file can be updated when the source file is updated.
Source File	(Per Microsoft's Help) The file that contains information that was used to create a linked or embedded object. When you update the information in the source file, you can also update the linked object in the destination file.

Why would you use this?
- ◘ To include information from files created in other Microsoft Office programs such as an Excel spreadsheet.
- ◘

Step by Step

What you do	What happens
1. Place the insertion point where you want the object to appear.	

What you do	What happens
2. From the menu choose: **Insert, Object** Click on the Create from File tab.	The Object box displays.
3. Click on the **Browse** button to locate the object file.	The Browse box displays.
4. Locate the object and click on the **Insert** button.	The Object box displays again.

What you do	What happens
5. Click to place a check in the **Link to file** checkbox to create a linked object. Click in the **Display as icon checkbox** to insert an icon. This icon, when double-clicked, will open the source file.	
6. Click on the **OK** button.	The object displays.

Alternative Methods

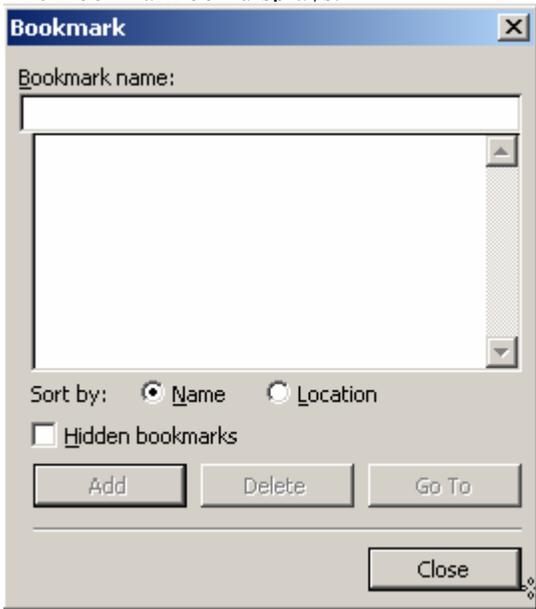| What you do	What happens
1. You can use the **Paste Special** command found in the **Edit** menu.	

Bookmark

Definitions

Word	Definition
Bookmark	(Per Microsoft Help) A bookmark identifies a location or selection of text that you name and identify for future reference.

Why would you use this?

◘ Helps you to identify text that you may want to refer to at a later time.
◘ To quickly advance to a certain section of a document.
◘ Allows you to create a list of hyperlinks at the beginning of a document.
◘

Step by Step

What you do	What happens
1. Select the item that you want to assign a bookmark or click with the mouse where you want to insert a bookmark.	
2. From the menu choose: **Insert, Bookmark**	The Bookmark box displays.

What you do	**What happens**
3. In the **Bookmark name** field, enter a name. **Note**: The bookmark name must begin with a letter, but it can contain numbers. Also, no spaces are permitted in bookmark names.	The Bookmark box after you add a bookmark.
4. Click on the **Add** button.	The document returns.
5. To refer back to bookmarks you have added, you can go back to the Bookmark box. **Insert, Bookmark**	The Bookmark box displays with a list of all document bookmarks.
6. Select the bookmark that you want to advance to and click on the **Go To** button.	You advance to the bookmark location.

Alternative Methods

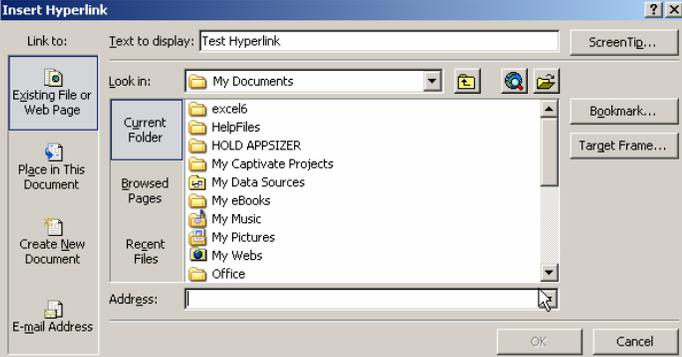| What you do	What happens
1. To go to bookmarks, you can use the keyboard command of **Ctrl + G**.	The Go To box displays.
2. In the **Go to what** box, select **Bookmark**. In the **Enter bookmark name** field, use the drop down arrow to locate and select the bookmark name.	You advance to the bookmark location.
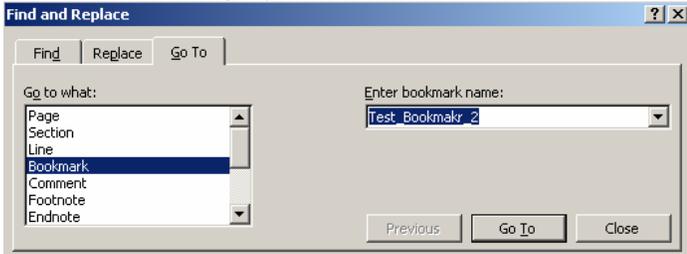
Hyperlink

Definitions

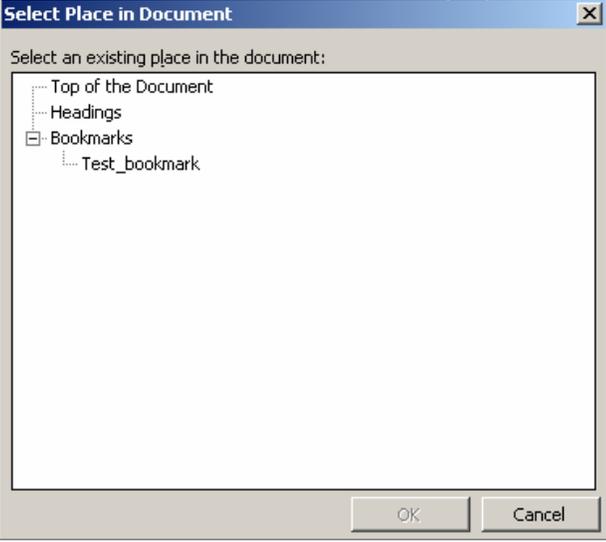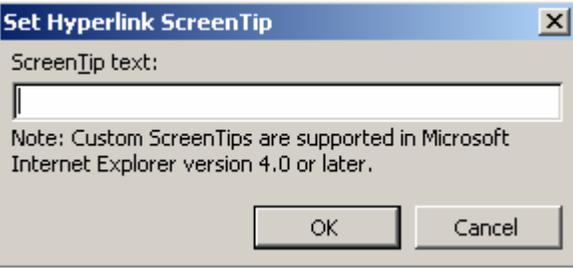| Word	Definition
Hyperlink	(Per Microsoft Help) Colored and underlined text or graphic that you click to go to a file, a location in a file, or a Web page.

Why would you use this?

◘ To create a link to a web page or email address without using the address as the link.

◘ To create a link from one part of the document to another. You can use bookmarks for sections of the document and then create a topics page in which you can click on the topics to go directly to the page.

◘ To create a link in one document to another document using any picture or text as the hyperlink.

Step by Step

What you do	What happens
1. Word automatically creates a hyperlink when you type the address of an existing Web page. If an address is not turned into a hyperlink, be sure that the automatic formatting of hyperlinks is turned on. Go to **Tools, AutoCorrect Options**. On the AutoFormat as you type tab, select the option for **Internet and network paths with hyperlinks**.	
2. Select the text or picture that you want to display as a hyperlink.	

What you do	What happens
3. From the menu choose: **Insert, Hyperlink**	The Insert Hyperlink box displays.
4. To link to another document, click on the **Current Folder** button and then locate the file by using the file structure provided under the **Look in** drop down. Click on the **OK** button.	
5. To link to a web page that you have recently visited, click on the **Browed Pages** button and in the frame to the right, select the address. Click on the **OK** button.	
6. To enter a web address directly, click on the **Existing File or Web Page** button and in the **Address** field, enter the url. Click on the **OK** button.	
7. To direct the link to an e-mail address, click on the **E-mail Address** button and then enter the e-mail address in the **E-mail address** field. Click on the **OK** button.	

What you do	What happens
8. To link the selection to a bookmark within the document, click on the **Bookmark** button. **Note**: In order for this to work, you must first have the bookmarks created.	The Select Place in Document box displays. **Select Place in Document** Select an existing place in the document: Top of the Document Headings Bookmarks Test_bookmark OK Cancel
9. Locate the bookmark under the Bookmarks heading and click on the **OK** button.	
10. On any of these options, you can adjust what the screen tip will say when the cursor is over the hyperlink. To adjust the screen tip, click on the screen tip button.	The Set Hyperlink Screen Tip box displays. **Set Hyperlink ScreenTip** ScreenTip text: Note: Custom ScreenTips are supported in Microsoft Internet Explorer version 4.0 or later. OK Cancel
11. Enter the screen tip text and click on the **OK** button.	
12. To remove a hyperlink from the selection, select the hyperlink and return to the Insert Hyperlink box. **Insert, Hyperlink** Click on the **Remove Link** button.	

What you do	What happens
13. **Tip**: The default method of using a hyperlink is **Ctrl + Click**. You can change this to make it just a click. From the menu choose, **Tools, Options** On the Edit tab, clear the option for **Use Ctrl + Click to follow hyperlink**.	

Alternative Methods

What you do	What happens
1. You can also use the **Insert Hyperlink** icon on the Standard toolbar.	
2. The keyboard command of **Ctrl + K** opens the Insert Hyperlink box as well.	