

Editing Documents

CASE

You have been asked to edit and finalize a press release for a QST promotional lecture series. The press release should provide information about the series so that newspapers, radio stations, and other media outlets can announce it to the public. QST press releases are disseminated by fax and by e-mail. Before distributing the file electronically to your lists of press contacts and local QST clients, you add several hyperlinks and then strip the file of private information.

Unit Objectives

After completing this unit, you will be able to:

- Cut and paste text
- Copy and paste text
- Use the Office Clipboard
- Find and replace text
- Check spelling and grammar
- Research information
- Add hyperlinks
- Work with document properties


Files You Will Need

WD B-1.docx	WD B-5.docx
WD B-2.docx	WD B-6.docx
WD B-3.docx	WD B-7.docx
WD B-4.docx	

Cut and Paste Text

Learning Outcomes

- Open a document and save it with a new filename
- Edit text using formatting marks
- Cut and paste text

The editing features in Word allow you to move text from one location to another in a document. Moving text is often called **cut and paste**. When you **cut** text, it is removed from the document and placed on the **Clipboard**, a temporary storage area for text and graphics that you cut or copy from a document. You can then paste, or insert, text that is stored on the Clipboard in the document at the location of the insertion point. You cut and paste text using the Cut and Paste buttons in the Clipboard group on the HOME tab. You also can move selected text by dragging it to a new location using the mouse. This operation is called **drag and drop**. **CASE**  You open the press release, save it with a new filename, and then reorganize the information in the press release using the cut-and-paste and drag-and-drop methods.

STEPS

QUICK TIP


You can also click Open Other Documents at the bottom of the Recent list on the Word start screen to open the Open dialog box.

1. Start Word, click **Blank document**, click the **FILE** tab, click **Computer** on the Open screen, click **Browse** to open the Open dialog box, navigate to the location where you store your Data Files, click **WD B-1.docx**, then click **Open**

The document opens in Print Layout view at 120%. Once you have opened a file, you can edit it and use the Save or the Save As command to save your changes. You use the **Save** command when you want to save the changes you make to a file, overwriting the stored file. You use the **Save As** command when you want to leave the original file intact and create a duplicate file with a different filename, file extension, or location.

2. Click the **FILE** tab, click **Save As**, click **Computer**, click **Browse** to open the Save As dialog box, type **WD B-Lecture PR** in the File name text box, then click **Save**

You can now make changes to the press release file without affecting the original file.

3. Replace **Ron Dawson** with your name, scroll down until the headline "Bridget Surette to Speak..." is at the top of your document window, then click the **Show/Hide ¶** button  in the Paragraph group on the HOME tab to display formatting marks

4. Select **Alaskan guide Gilbert Coonan**, (including the comma and the space after it) in the third body paragraph, then click the **Cut** button in the Clipboard group

The text is removed from the document and placed on the Clipboard. Word uses two different clipboards: the **system clipboard**, which holds just one item, and the **Office Clipboard** (the Clipboard), which holds up to 24 items. The last item you cut or copy is always added to both clipboards.

5. Place the insertion point before **African** (but after the space) in the first line of the third paragraph, then click the **Paste** button in the Clipboard group

The text is pasted at the location of the insertion point, as shown in **FIGURE B-1**. The Paste Options button appears below text when you first paste it in a document. For now you can ignore the Paste Options button.

6. Press and hold **[Ctrl]**, click the sentence **Ticket prices include lunch.** in the fourth paragraph, then release **[Ctrl]**

The entire sentence is selected.

7. Press and hold the mouse button over the selected text until the pointer changes to 

The pointer's vertical line is the insertion point. You drag the pointer to position the insertion point where you want the text to be inserted when you release the mouse button.

8. Drag the **pointer's vertical line** to the end of the fifth paragraph (between the period and the paragraph mark) as shown in **FIGURE B-2**, then release the mouse button

The selected text is moved to the location of the insertion point. It is convenient to move text using the drag-and-drop method when the locations of origin and destination are both visible on the screen. Text is not placed on the Clipboard when you drag and drop it.

9. Deselect the text, then click the **Save** button  on the Quick Access toolbar

TROUBLE

If your document does not open at 120% in Print Layout view, click the Print Layout view button on the status bar, then use the Zoom slider to change the zoom level to 120%.

QUICK TIP

If you make a mistake, click the Undo button  on the Quick Access toolbar, then try again.

FIGURE B-1: Moved text with Paste Options button

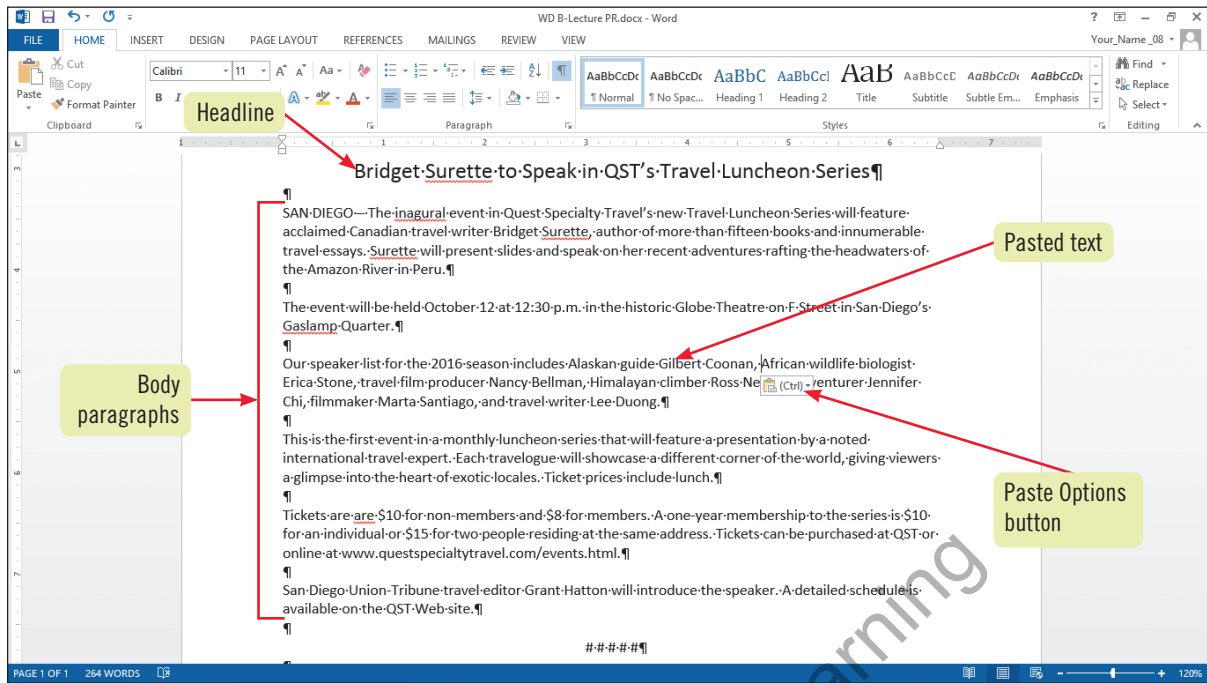
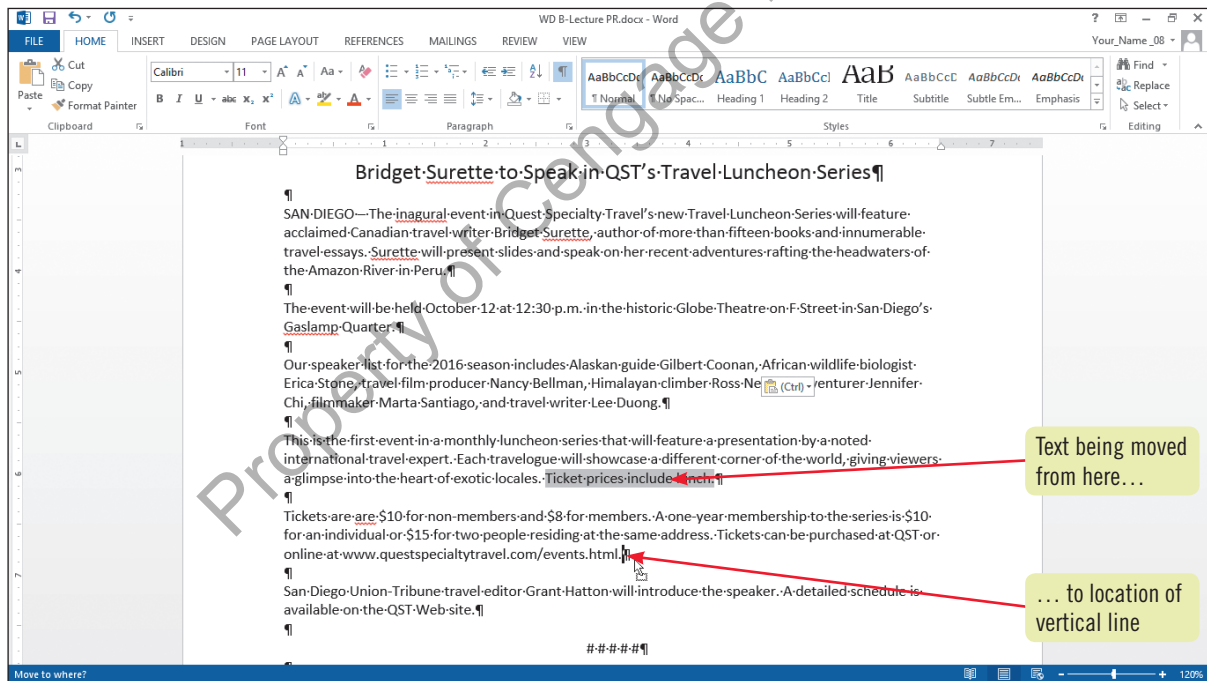


FIGURE B-2: Dragging and dropping text in a new location



Using keyboard shortcuts

A **shortcut key** is a function key, such as [F1], or a combination of keys, such as [Ctrl][S], that you press to perform a command. For example, instead of using the Cut, Copy, and Paste commands on the Ribbon or the Mini toolbar, you can use the **keyboard shortcuts** [Ctrl][X] to cut text, [Ctrl][C] to copy text, and [Ctrl][V] to paste text. You can also press [Ctrl][S] to save changes to a

document instead of clicking the Save button on the Quick Access toolbar or clicking Save on the FILE tab. Becoming skilled at using keyboard shortcuts can help you quickly accomplish many of the tasks you perform in Word. If a keyboard shortcut is available for a command, then it is listed in the ScreenTip for that command.

Copy and Paste Text

Learning Outcomes

- Copy and paste text
- Format pasted text with the Paste Options button

STEPS

QUICK TIP

You can also cut or copy text by right-clicking the selected text, and then clicking the Cut or Copy command on the menu that opens.

1. Select **Travel Luncheon** in the headline, then click the **Copy button** in the Clipboard group on the HOME tab

A copy of the selected text is placed on the Clipboard, leaving the original text you copied in place.

2. Place the insertion point before **season** in the third paragraph, then click the **Paste button** in the Clipboard group

“Travel Luncheon” is inserted before “season,” as shown in **FIGURE B-3**. Notice that the pasted text is formatted differently than the paragraph in which it was inserted.

3. Click the **Paste Options button**, move the mouse over each button on the menu that opens to read its ScreenTip, then click the **Keep Text Only (T) button**

The formatting of “Travel Luncheon” is changed to match the rest of the paragraph. The buttons on the Paste Options menu allow you to change the formatting of pasted text. You can choose to keep the original formatting (Keep Source Formatting), match the destination formatting (Merge Formatting), or paste as unformatted text (Keep Text Only).

4. Select **www.questspecialtytravel.com** in the fifth paragraph, press and hold **[Ctrl]**, then press and hold the mouse button until the pointer changes to 


5. Drag the **pointer's vertical line** to the end of the last paragraph, placing it between **site** and the period, release the mouse button, then release **[Ctrl]**

The text is copied to the last paragraph. Since the formatting of the text you copied is the same as the formatting of the destination paragraph, you can ignore the Paste Options button. Text is not copied to the Clipboard when you copy it using the drag-and-drop method.

6. Place the insertion point before **www.questspecialtytravel.com** in the last paragraph, type **at** followed by a space, then save the document

Compare your document with **FIGURE B-4**.

TROUBLE

If you move the text instead of copying it, click the **Undo button**  on the Quick Access toolbar and repeat Steps 4 and 5.

Splitting the document window to copy and move items in a long document

If you want to copy or move items between parts of a long document, it can be useful to split the document window into two panes. This allows you to display the item you want to copy or move in one pane and the destination for the item in the other pane. To split a window, click the Split button in the Window group on the VIEW tab, and then drag the horizontal split bar that appears to the location you want to split the window. Once the document window

is split into two panes, you can use the scroll bars in each pane to display different parts of the document. To copy or move an item from one pane to another, you can use the Cut, Copy, and Paste commands, or you can drag the item between the panes. When you are finished editing the document, double-click the split bar to restore the window to a single pane, or click the Remove Split button in the Window group on the VIEW tab.

FIGURE B-3: Text pasted in document

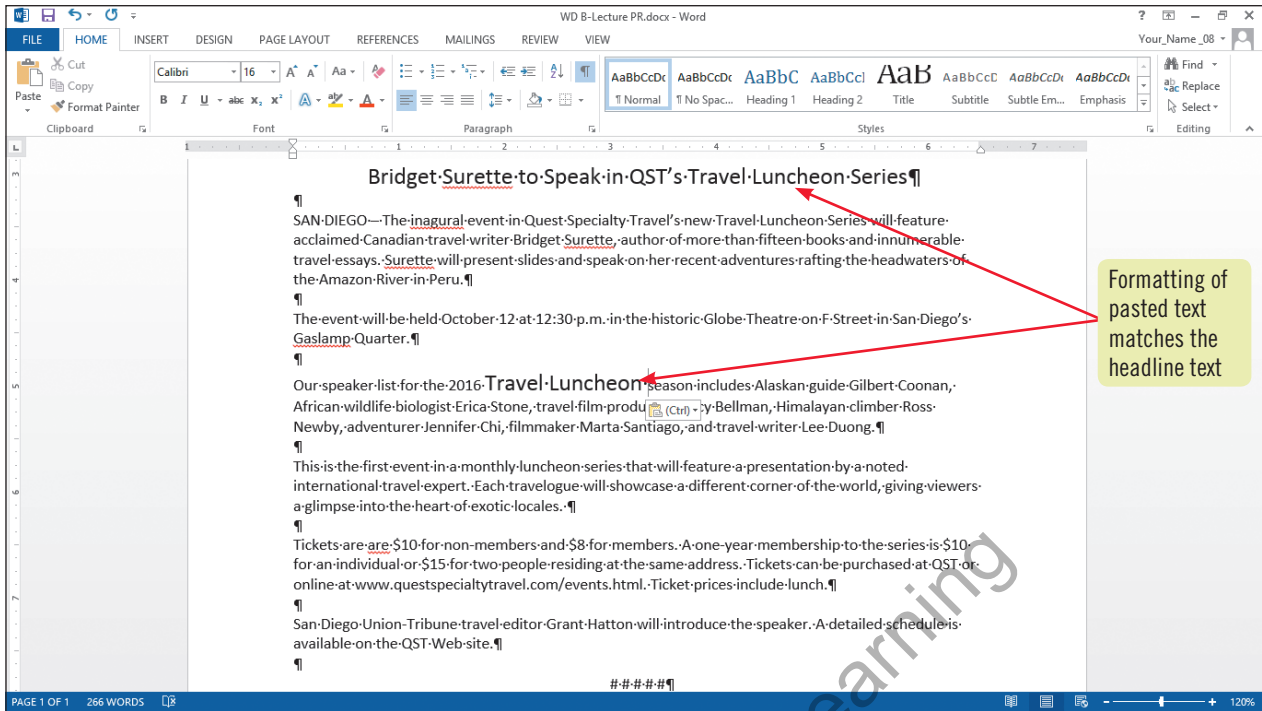
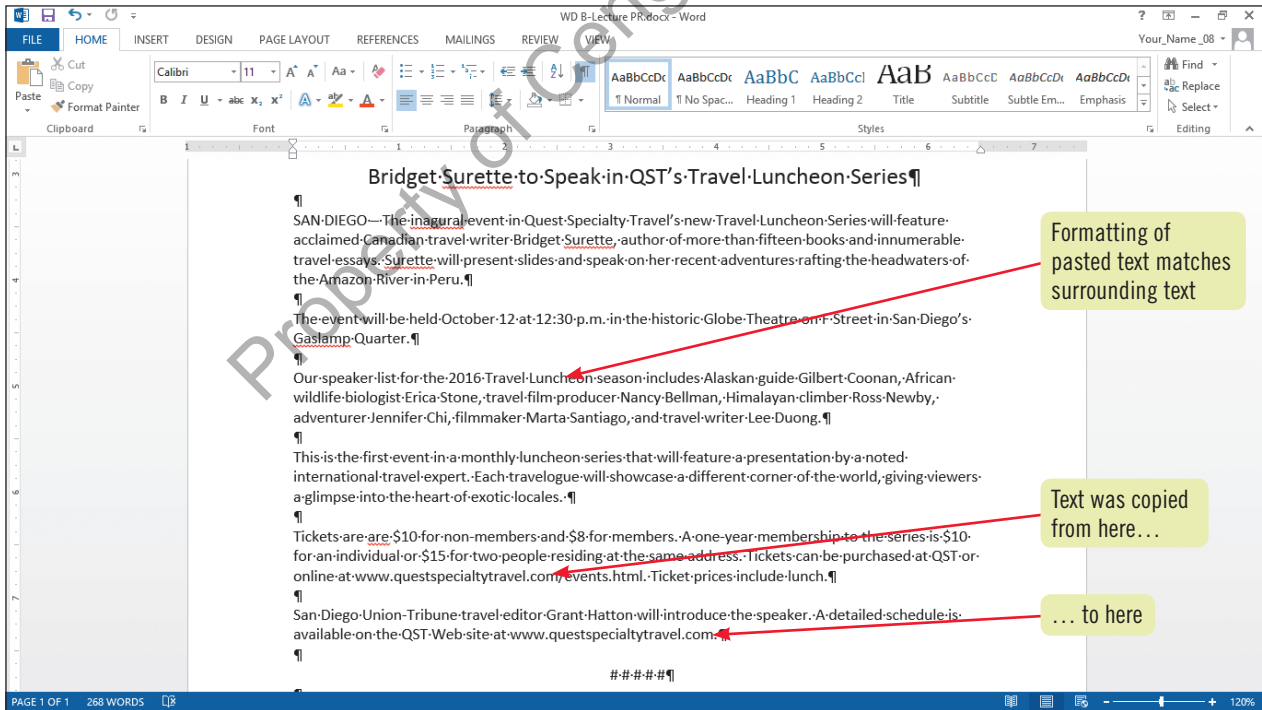


FIGURE B-4: Copied text in document



Use the Office Clipboard

Learning Outcomes

- Copy and cut items to the Clipboard
- Paste items from the Clipboard

The Office Clipboard allows you to collect text and graphics from files created in any Office program and insert them into your Word documents. It holds up to 24 items and, unlike the system clipboard, the items on the Office Clipboard can be viewed. To display the Office Clipboard (the Clipboard), you simply click the launcher in the Clipboard group on the HOME tab. You add items to the Office Clipboard using the Cut and Copy commands. The last item you collect is always added to both the system clipboard and the Office Clipboard. **CASE** *You use the Office Clipboard to move several sentences in your press release.*

STEPS

QUICK TIP

You can set the Clipboard pane to open automatically when you cut or copy two items consecutively by clicking Options on the Clipboard pane, and then selecting Show Office Clipboard Automatically.

QUICK TIP

If you add a 25th item to the Clipboard, the first item you collected is deleted.

QUICK TIP

To delete an individual item from the Clipboard, click the list arrow next to the item, then click Delete.

1. Click the **launcher** in the Clipboard group on the HOME tab

The Office Clipboard opens in the Clipboard pane. It contains the Travel Luncheon item you copied in the last lesson.

2. Select the sentence **San Diego Union-Tribune travel editor...** (including the space after the period) in the last paragraph, right-click the selected text, then click **Cut** on the menu that opens

The sentence is cut to the Clipboard.

3. Select the sentence **A detailed schedule is...** (including the ¶ mark), right-click the selected text, then click **Cut**

The Clipboard displays the items you cut or copied, as shown in **FIGURE B-5**. The icon next to each item indicates the items are from a Word document. The last item collected is displayed at the top of the Clipboard pane. As new items are collected, the existing items move down the Clipboard.

4. Place the insertion point at the end of the second paragraph (after "Quarter." but before the ¶ mark), then click the **San Diego Union-Tribune...** item on the Clipboard

Clicking an item on the Clipboard pastes the item in the document at the location of the insertion point. Items remain on the Clipboard until you delete them or close all open Office programs.

5. Place the insertion point at the end of the third paragraph (after "Duong."), then click the **A detailed schedule is...** item on the Clipboard

The sentence is pasted into the document.

6. Select the fourth paragraph, which begins with the sentence **This is the first event...** (including the ¶ mark), right-click the selected text, then click **Cut**

The paragraph is cut to the Clipboard.

7. Place the insertion point at the beginning of the third paragraph (before "Our..."), click the **Paste** button in the Clipboard group on the HOME tab, then press **[Backspace]**

The sentences from the "This is the first..." paragraph are pasted at the beginning of the "Our speaker list..." paragraph. You can paste the last item collected using either the Paste command or the Clipboard.

8. Place the insertion point at the end of the third paragraph (after "www.questspecialtytravel.com." and before the ¶ mark), then press **[Delete]** twice

Two ¶ symbols and the corresponding blank lines between the third and fourth paragraphs are deleted.

9. Click the **Show/Hide ¶** button on in the Paragraph group

Compare your press release with **FIGURE B-6**. Note that many Word users prefer to work with formatting marks on at all times. Experiment to see which method you prefer.

10. Click the **Clear All** button on the Clipboard pane to remove the items from the Clipboard, click the **Close** button on the Clipboard pane, press **[Ctrl][Home]**, then save the document

Pressing [Ctrl][Home] moves the insertion point to the top of the document.

FIGURE B-5: Office Clipboard in Clipboard pane

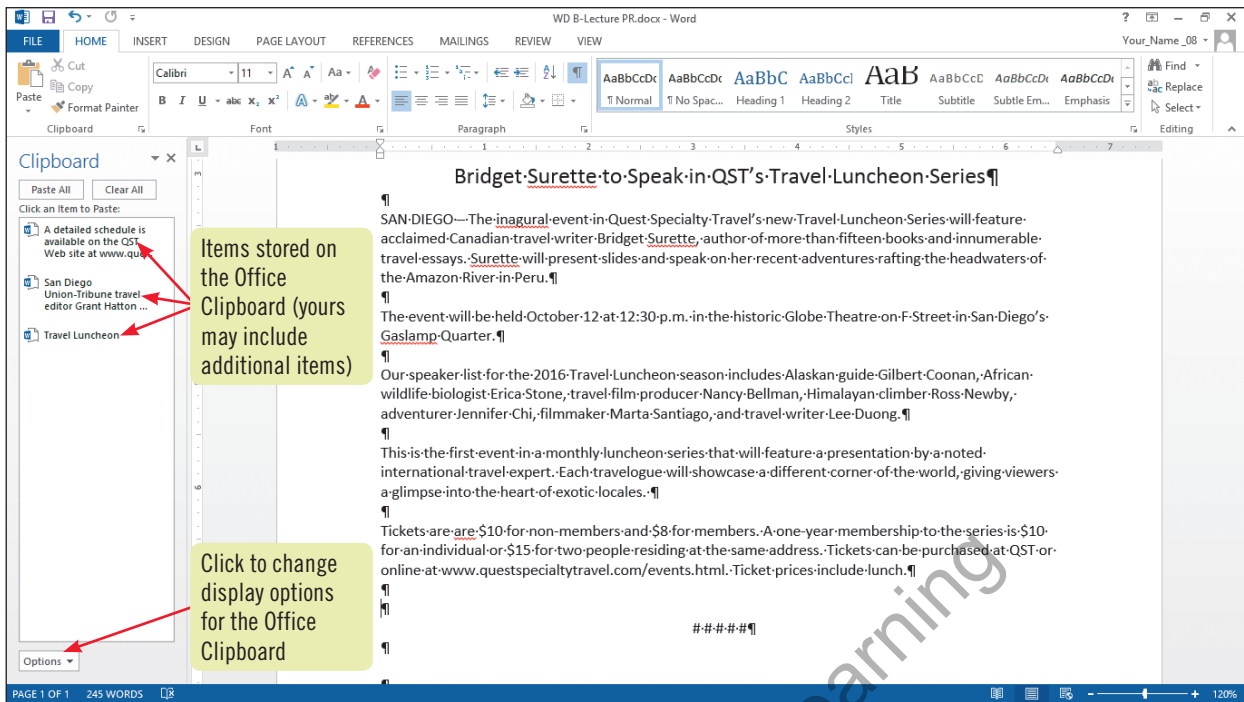
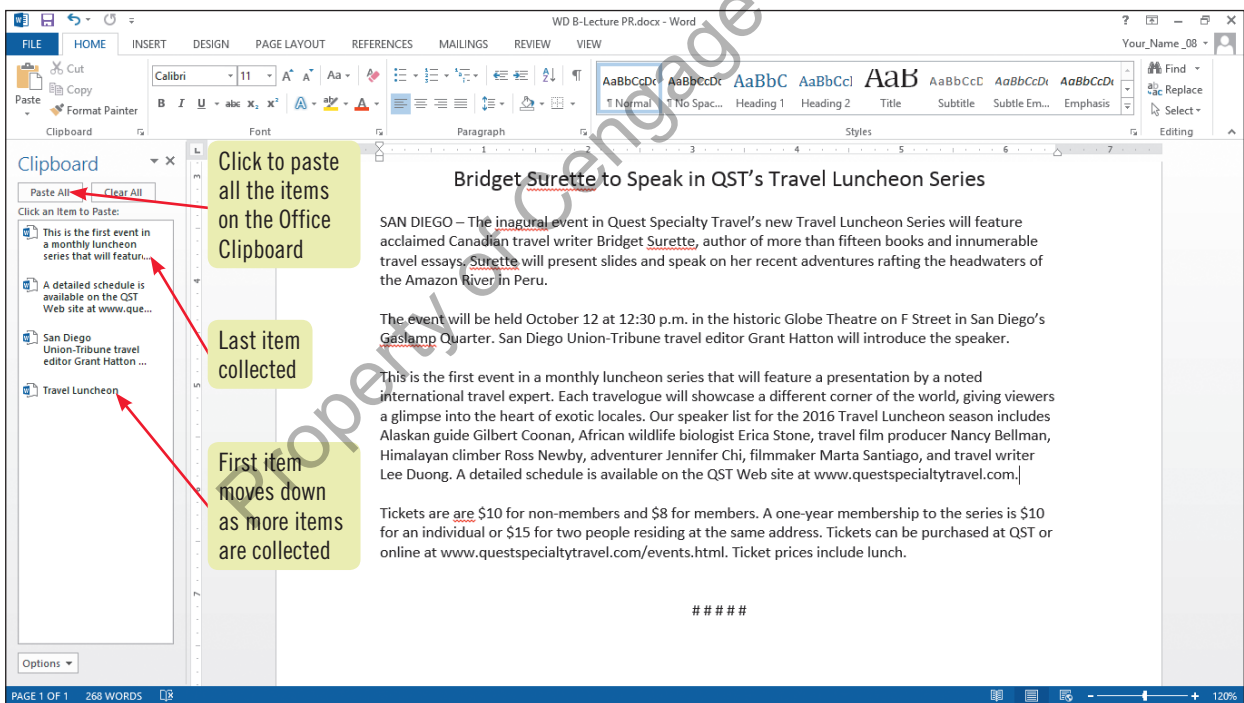



FIGURE B-6: Revised press release



Word 2013

Copying and moving items between documents

You can also use the Clipboard to copy and move items between documents. To do this, open both documents and the Clipboard pane. With multiple documents open, copy or cut an item from one document and then switch to the other document and paste the item. To switch between open documents, point to the Word

icon  on the taskbar, and then click the document you want to appear in the document window. You can also display more than one document at the same time by clicking the Arrange All button or the View Side by Side button in the Window group on the VIEW tab.

Find and Replace Text

Learning Outcomes

- Replace text
- Find text with the Navigation pane
- Navigate a document

The Find and Replace feature in Word allows you to automatically search for and replace all instances of a word or phrase in a document. For example, you might need to substitute “tour” for “trip.” To manually locate and replace each instance of “trip” in a long document would be very time-consuming. Using the Replace command you can find and replace all occurrences of specific text at once, or you can choose to find and review each occurrence individually. You also can use the Find command to locate and highlight every occurrence of a specific word or phrase in a document. **CASE** *QST has decided to change the name of the lecture series from “Travel Luncheon Series” to “Travel Lecture Series.” You use the Replace command to search the document for all instances of “Luncheon” and replace them with “Lecture.”*

STEPS

TROUBLE

If any of the Search Options check boxes are selected in your Find and Replace dialog box, deselect them. If Format appears under the Find what or Replace with text box, click in the text box, then click the No Formatting button.

QUICK TIP

To find, review, and replace each occurrence individually, click Find Next.

QUICK TIP

Alternately, you can also use the Find tab in the Find and Replace dialog box to find text in a document.

1. Click the **Replace** button in the Editing group, then click **More** in the Find and Replace dialog box

The Find and Replace dialog box opens and expands, as shown in **FIGURE B-7**.

2. Type **Luncheon** in the Find what text box

“Luncheon” is the text that will be replaced.

3. Press **[Tab]**, then type **Lecture** in the Replace with text box

“Lecture” is the text that will replace “Luncheon.”

4. Click the **Match case check box** in the Search Options section to select it

Selecting the Match case check box tells Word to find only exact matches for the uppercase and lowercase characters you entered in the Find what text box. You want to replace all instances of “Luncheon” in the proper name “Travel Luncheon Series.” You do not want to replace “luncheon” when it refers to a lunch-time event.

5. Click **Replace All**

Clicking Replace All changes all occurrences of “Luncheon” to “Lecture” in the press release. A message box reports three replacements were made.

6. Click **OK** to close the message box, then click the **Close** button in the Find and Replace dialog box

Word replaced “Luncheon” with “Lecture” in three locations, but did not replace “luncheon.”

7. Click the **Find** button in the Editing group

Clicking the Find button opens the Navigation pane, which is used to browse a longer document by headings, by pages, or by specific text. The Find command allows you to quickly locate all instances of text in a document. You use it to verify that Word did not replace “luncheon.”

8. Type **luncheon** in the search text box in the Navigation pane, then scroll up until the headline is at the top of the document window

The word “luncheon” is highlighted and selected in the document, as shown in **FIGURE B-8**.

9. Click the **Close** button in the Navigation pane, press **[Ctrl][Home]**, then save the document

The highlighting is removed from the text when you close the Navigation pane.

FIGURE B-7: Find and Replace dialog box

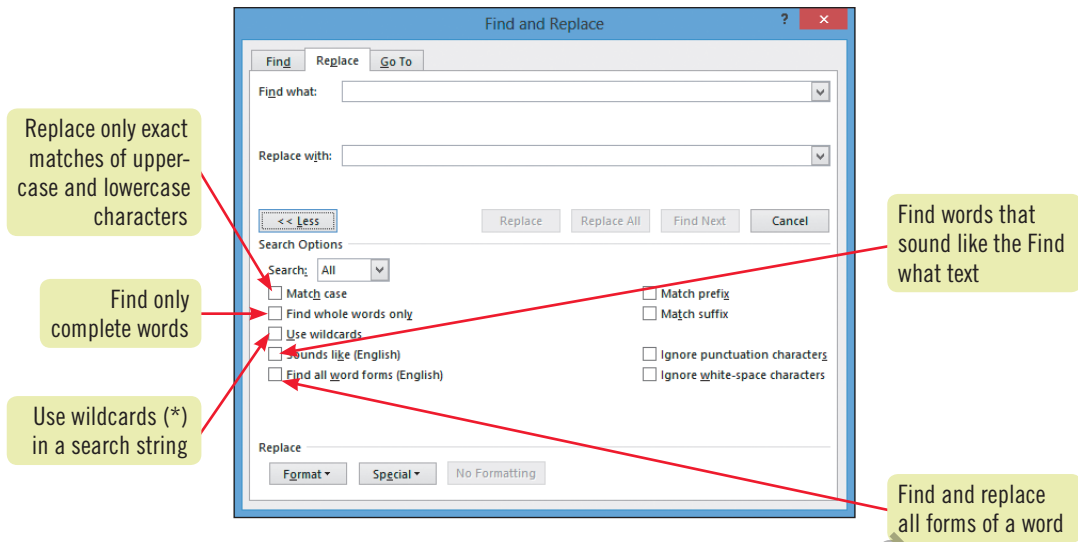
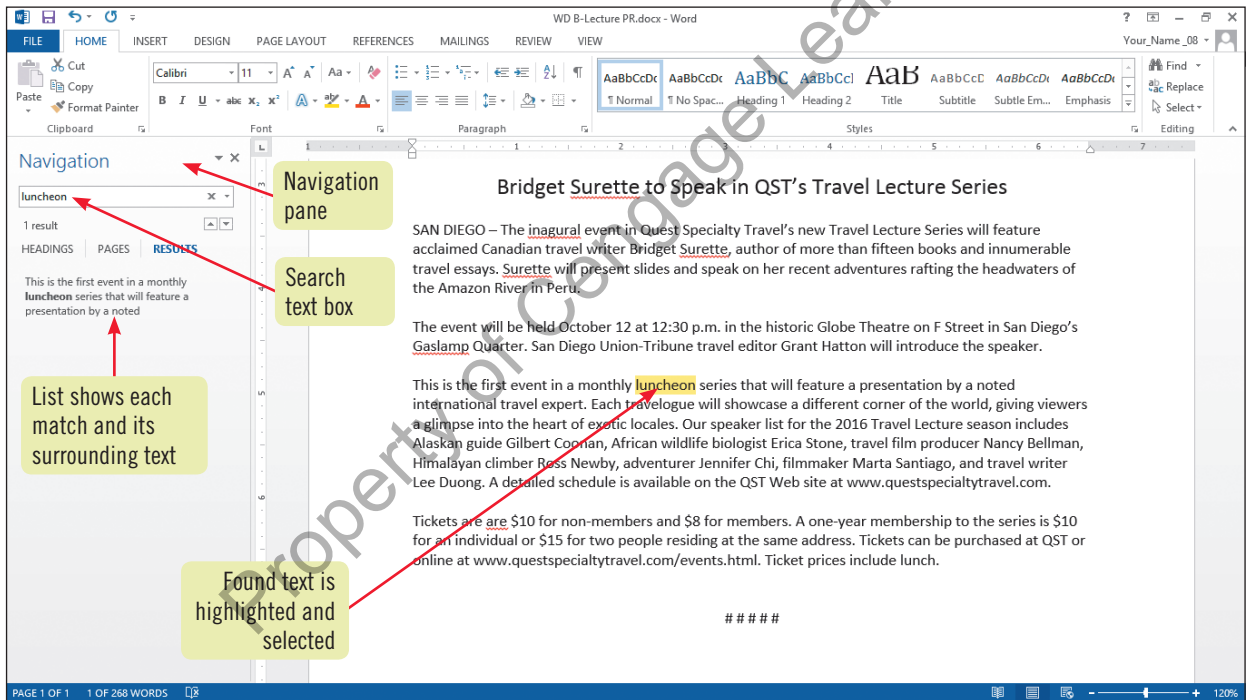


FIGURE B-8: Found text highlighted in document



Word 2013

Navigating a document using the Navigation pane and the Go To command

Rather than scrolling to move to a different place in a longer document, you can use the Navigation pane to quickly move the insertion point to a specific page or a specific heading. To open the Navigation pane, click the Page number button on the status bar, and then click the appropriate link in the Navigation pane for the type of item you want to use to navigate the document.

To move to a specific page, section, line, table, graphic, or other item in a document, you use the Go To tab in the Find and Replace dialog box. On the Go To tab in the Find and Replace dialog box, select the type of item you want to find in the Go to what list box, enter the relevant information about that item, and then click Next to move the insertion point to the item.

Check Spelling and Grammar

Learning Outcomes

- Ignore correctly spelled words
- Correct spelling errors
- Correct grammar errors

When you finish typing and revising a document, you can use the Spelling and Grammar command to search the document for misspelled words and grammar errors. The Spelling and Grammar checker flags possible mistakes, suggests correct spellings, and offers remedies for grammar errors such as subject-verb agreement, repeated words, and punctuation. **CASE** ▶ You use the Spelling and Grammar checker to search your press release for errors. Before beginning the search, you set the Spelling and Grammar checker to ignore words, such as *Surette*, that you know are spelled correctly.

STEPS

TROUBLE

If Word flags your name as misspelled, right-click it, then click Ignore All. If *Surette* is not flagged as misspelled, skip to Step 3.

1. Right-click *Surette* in the headline

A menu that includes suggestions for correcting the spelling of “*Surette*” opens. You can correct individual spelling and grammar errors by right-clicking text that is underlined with a red or blue wavy line and selecting a correction. Although “*Surette*” is not in the Word dictionary, it is spelled correctly in the document.

2. Click **Ignore All**

Clicking Ignore All tells Word not to flag “*Surette*” as misspelled.

3. Press **[Ctrl][Home]**, click the **REVIEW** tab, then click the **Spelling & Grammar** button in the Proofing group

The Spelling pane opens, as shown in **FIGURE B-9**. The pane identifies “*inagural*” as misspelled and suggests a possible correction for the error. The word selected in the suggestions box is the correct spelling.

4. Click **Change**

Word replaces the misspelled word with the correctly spelled word. Next, the Spelling pane identifies “*Gaslamp*” as a misspelled word and suggests the correction “*Gas lamp*.” The proper name “*Gaslamp Quarter*” is spelled correctly in the document.

5. Click **Ignore**

Word ignores the spelling. Next, the dialog box indicates that “*are*” is repeated in a sentence.

6. Click **Delete**

Word deletes the second occurrence of the repeated word, and the Spelling pane closes. Keep in mind that the Spelling and Grammar checker identifies many common errors, but you cannot rely on it to find and correct all spelling and grammar errors in your documents, or to always suggest a valid correction. Always proofread your documents carefully.

7. Click **OK** to complete the spelling and grammar check, press **[Ctrl][Home]**, then save the document

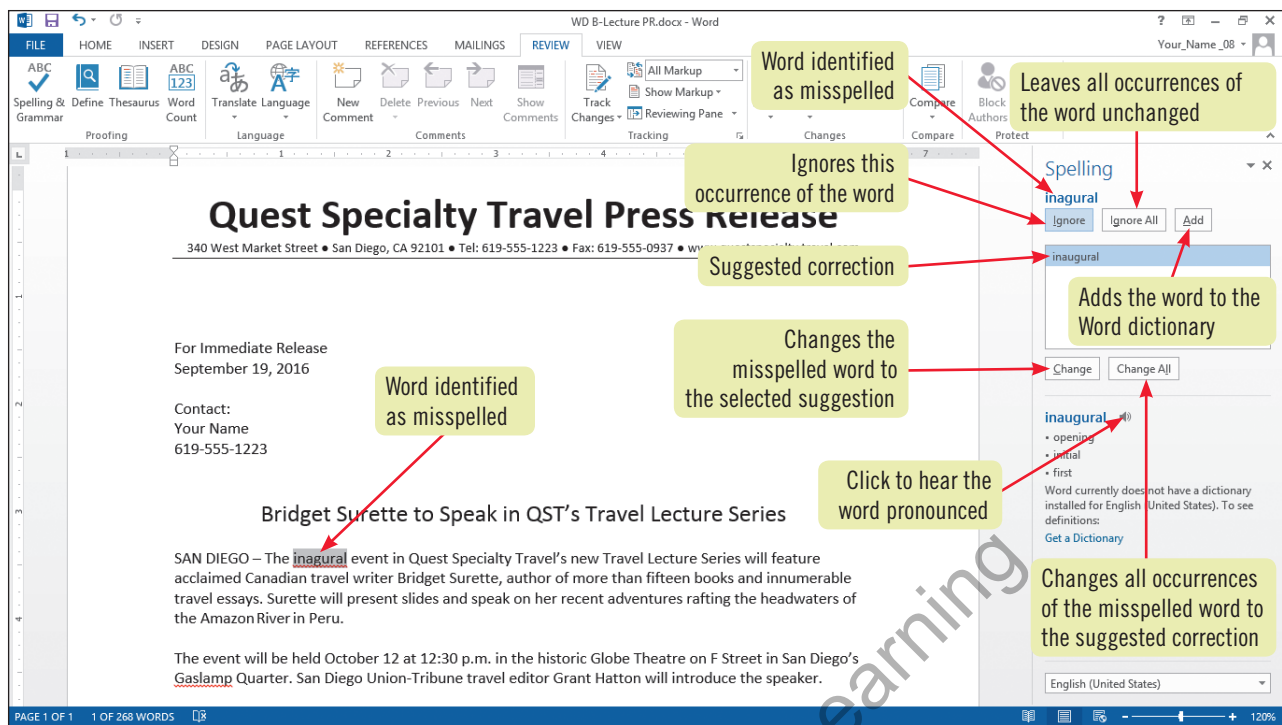
QUICK TIP

To change the language used by the Word proofing tools, click the Language button in the Language group on the REVIEW tab, click Set Proofing Language, then click the language you prefer in the dialog box that opens.

QUICK TIP

If Word flags a grammar error, the suggested correction is shown in the Grammar pane.

FIGURE B-9: Spelling pane



Inserting text with AutoCorrect

As you type, AutoCorrect automatically corrects many commonly misspelled words. By creating your own AutoCorrect entries, you can set Word to insert text that you type often, such as your name or contact information, or to correct words you misspell frequently. For example, you could create an AutoCorrect entry so that the name "Ronald T. Dawson" is automatically inserted whenever you type "rtd" followed by a space. You create AutoCorrect entries and customize other AutoCorrect and AutoFormat options using the AutoCorrect dialog box. To open the AutoCorrect dialog box, click the FILE tab, click Options, click Proofing in the Word Options dialog box that opens, and then click AutoCorrect Options. On the AutoCorrect tab in the AutoCorrect dialog box, type the text you want to be corrected

automatically in the Replace text box (such as "rtd"), type the text you want to be inserted in its place automatically in the With text box (such as "Ronald T. Dawson"), and then click Add. The AutoCorrect entry is added to the list. Click OK to close the AutoCorrect dialog box, and then click OK to close the Word Options dialog box. Word inserts an AutoCorrect entry in a document when you press [Spacebar] or a punctuation mark after typing the text you want Word to correct. For example, Word inserts "Ronald T. Dawson" when you type "rtd" followed by a space. If you want to remove an AutoCorrect entry you created, simply open the AutoCorrect dialog box, select the AutoCorrect entry you want to remove in the list, click Delete, click OK, and then click OK to close the Word Options dialog box.

Research Information

Learning Outcomes

- Find synonyms using the Thesaurus
- Check word count

STEPS

The Word research features allow you to quickly search reference sources and the World Wide Web for information related to a word or phrase. Among the reference sources available are a Thesaurus, which you can use to look up synonyms for awkward or repetitive words, as well as dictionary and translation sources. **CASE** After proofreading your document for errors, you decide the press release would read better if several adjectives were more descriptive. You use the Thesaurus to find synonyms.

QUICK TIP

To look up synonyms for a different word, type the word in the search text box, then click the search button.

1. Scroll down until the headline is displayed at the top of your screen
2. Select **noted** in the first sentence of the third paragraph, then click the **Thesaurus button** in the Proofing group on the REVIEW tab
The Thesaurus pane opens, as shown in **FIGURE B-10**. “Noted” appears in the search text box, and possible synonyms for “noted” are listed under the search text box.
3. Point to **prominent** in the list of synonyms
A shaded box containing a list arrow appears around the word.
4. Click the **list arrow**, click **Insert** on the menu that opens, then close the Thesaurus pane
“Prominent” replaces “noted” in the press release.
5. Right-click **innumerable** in the first sentence of the first paragraph, point to **Synonyms** on the menu that opens, then click **numerous**
“Numerous” replaces “innumerable” in the press release.
6. Select the four paragraphs of body text, then click the **Word Count button** in the Proofing group
The Word Count dialog box opens, as shown in **FIGURE B-11**. The dialog box lists the number of pages, words, characters, paragraphs, and lines included in the selected text. Notice that the status bar also displays the number of words included in the selected text and the total number of words in the entire document. If you want to view the page, character, paragraph, and line count for the entire document, make sure nothing is selected in your document, and then click Word Count in the Proofing group.
7. Click **Close**, press **[Ctrl][Home]**, then save the document
8. Click the **FILE tab**, click **Save As**, navigate to the location where you store your files, type **WD B-Lecture PR Public** in the File name text box, then click **Save**
The WD B-Lecture PR file closes, and the WD B-Lecture PR Public file is displayed in the document window. You will modify this file to prepare it for electronic release to the public.

Publishing a blog directly from Word

A **blog**, which is short for weblog, is an informal journal that is created by an individual or a group and available to the public on the Internet. A blog usually conveys the ideas, comments, and opinions of the blogger and is written using a strong personal voice. The person who creates and maintains a blog, the **blogger**, typically updates the blog regularly. If you have or want to start a blog, you can configure Word to link to your blog site so that you can write, format, and publish blog entries directly from Word.

To create a new blog post, click the FILE tab, click New, then double-click Blog post to open a predesigned blog post

document that you can customize with your own text, formatting, and images. You can also publish an existing document as a blog post by opening the document, clicking the FILE tab, clicking Share, and then clicking Post to Blog. In either case, Word prompts you to log onto your personal blog account. To blog directly from Word, you must first obtain a blog account with a blog service provider. Resources, such as the Word Help system and online forums, provide detailed information on obtaining and registering your personal blog account with Word.

FIGURE B-10: Thesaurus pane

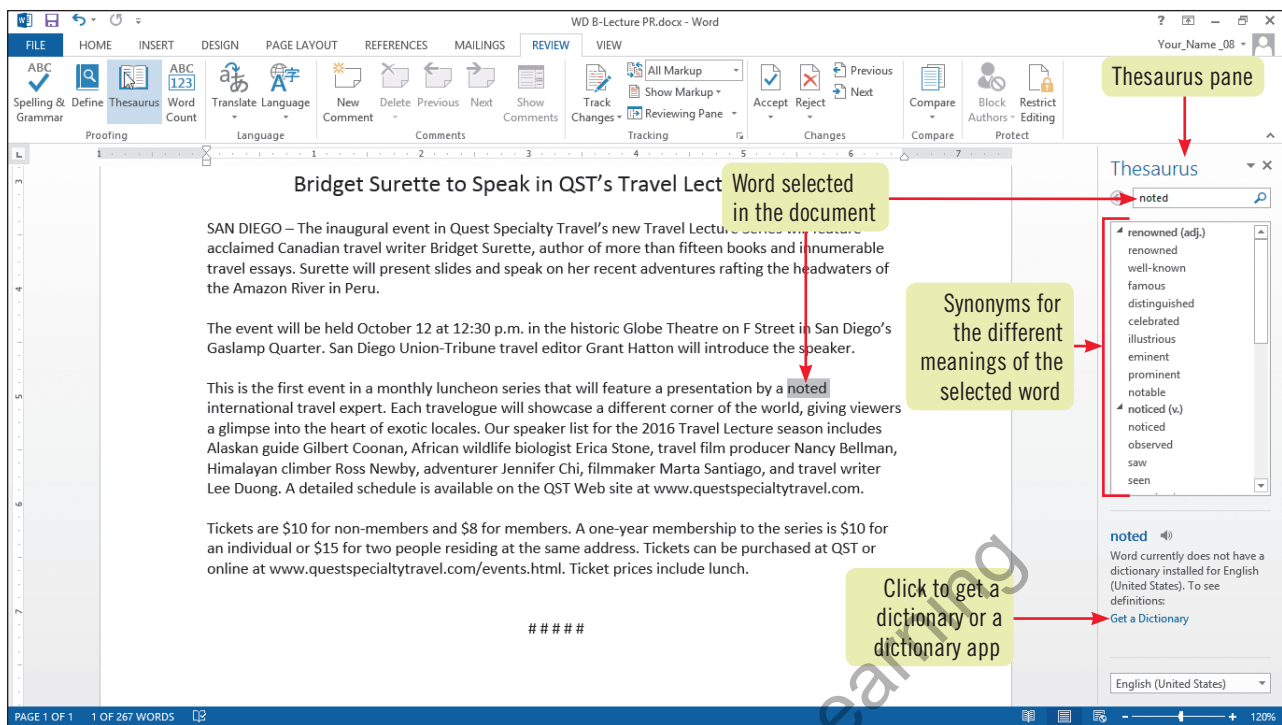
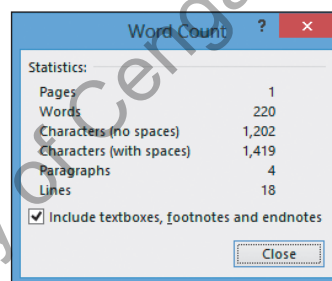


FIGURE B-11: Word Count dialog box



Using a dictionary and other apps for Word

Instead of a built-in dictionary, Word includes the ability to install a free dictionary app from the Office Store that you can use to look up the definitions of words. A dictionary app is just one of many Apps for Office that are available in Word. **Apps for Office** are small programs embedded in Word that allow you to access information on the Web without having to leave Word. For example, you can look up something on Wikipedia, insert an online map in one of your documents, or access dictionaries and other reference sources, all from within Word using an app. To install the free dictionary app from the Office Store for the first time, click the Define button in the Proofing group on the

REVIEW tab, decide which dictionary you want, and then click the Download button associated with the dictionary you want in order to install that dictionary. After the dictionary is installed, it will open automatically in the Dictionary pane whenever you click Define. If you want to download other dictionaries or other apps, click the Apps for Office button in the Apps group on the INSERT tab, click More apps, find the app you want, and then click Add or Buy. Some apps are free, and some require purchase. Word allows you to choose one dictionary app for free. To use an app, click the Apps for Office button, click My Apps to see your list of apps, and then double-click the app you want to use.

Add Hyperlinks

Learning Outcomes

- Insert a hyperlink
- Test hyperlinks
- E-mail a document from Word

A **hyperlink** is text or a graphic that, when clicked, “jumps” the viewer to a different location or program. When a document is viewed on screen, hyperlinks allow readers to link (or jump) to a Web page, an e-mail address, a file, or a specific location in a document. When you create a hyperlink in a document, you select the text or graphic you want to use as a hyperlink and then you specify the location you want to jump to when the hyperlink is clicked. You create a hyperlink using the Hyperlink button in the Links group on the INSERT tab. Text that is formatted as a hyperlink appears as colored, underlined text. **CASE** *Hundreds of people on your lists of press and client contacts will receive the press release by e-mail or Internet fax. To make it easier for these people to access additional information about the series, you add several hyperlinks to the press release.*

STEPS

QUICK TIP

By default, Word automatically creates a hyperlink to an e-mail address or URL when you type the address or URL in a document.

1. Select **your name**, click the **INSERT** tab, then click the **Hyperlink** button in the Links group

The Insert Hyperlink dialog box opens, as shown in **FIGURE B-12**. You use this dialog box to specify the location you want to jump to when the hyperlink—in this case, your name—is clicked.

2. Click **E-mail Address** in the Link to section

The Insert Hyperlink dialog box changes so you can create a hyperlink to your e-mail address.

3. Type your e-mail address in the E-mail address text box, type **Travel Lecture Series** in the Subject text box, then click **OK**

As you type, Word automatically adds `mailto:` in front of your e-mail address. After you close the dialog box, the hyperlink text—your name—is formatted in blue and underlined.

QUICK TIP

To remove a hyperlink, right-click it, then click Remove Hyperlink. Removing a hyperlink removes the link, but the text remains.

4. Press and hold **[Ctrl]**, then click the **your name** hyperlink

An e-mail message addressed to you with the subject “Travel Lecture Series” opens in the default e-mail program. People can use this hyperlink to send you an e-mail message.

5. Close the e-mail message window, clicking **No** if you are prompted to save

The hyperlink text changes to purple, indicating the hyperlink has been followed.

6. Scroll down, select **Gaslamp Quarter** in the second paragraph, click the **Hyperlink** button, click **Existing File or Web Page** in the Link to section, type **www.gaslamp.org** in the Address text box, then click **OK**

As you type the Web address, Word automatically adds “`http://`” in front of “`www.`” The text “Gaslamp Quarter” is formatted as a hyperlink to the Gaslamp Quarter Association home page at www.gaslamp.org. When clicked, the hyperlink will open the Web page in the default browser window.

7. Select **detailed schedule** in the last sentence of the third paragraph, click the **Hyperlink** button, type **www.questspeciallytravel.com** in the Address text box, then click **OK**



The text “detailed schedule” is formatted as a hyperlink to the QST Web site. If you point to a hyperlink in Word, the link to location appears in a ScreenTip. You can edit ScreenTip text to make it more descriptive.

QUICK TIP

You can also edit the hyperlink destination or the hyperlink text.

8. Right-click **Quarter** in the Gaslamp Quarter hyperlink, click **Edit Hyperlink**, click **ScreenTip** in the Edit Hyperlink dialog box, type **Map, parking, and other information about the Gaslamp Quarter** in the ScreenTip text box, click **OK**, click **OK**, save your changes, then point to the **Gaslamp Quarter** hyperlink in the document

The ScreenTip you created appears above the Gaslamp Quarter hyperlink, as shown in **FIGURE B-13**.

9. Press **[Ctrl]**, click the **Gaslamp Quarter** hyperlink, click the **Word icon**  on the taskbar, press **[Ctrl]**, click the **detailed schedule** hyperlink, verify the links opened in your browser, close the tabs, then click  to return to the press release

Before distributing a document, it’s important to test each hyperlink to verify it works as you intended.

TROUBLE

If you are not working with an active Internet connection, skip this step.

FIGURE B-12: Insert Hyperlink dialog box

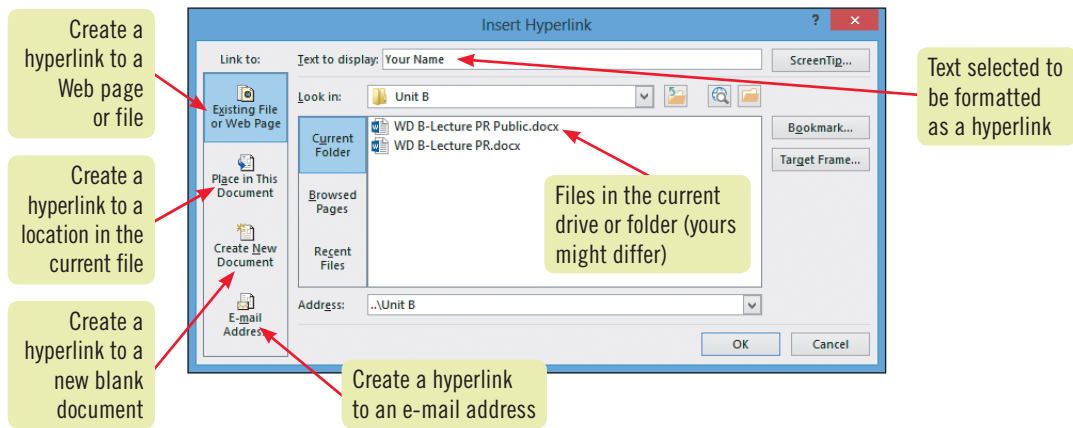
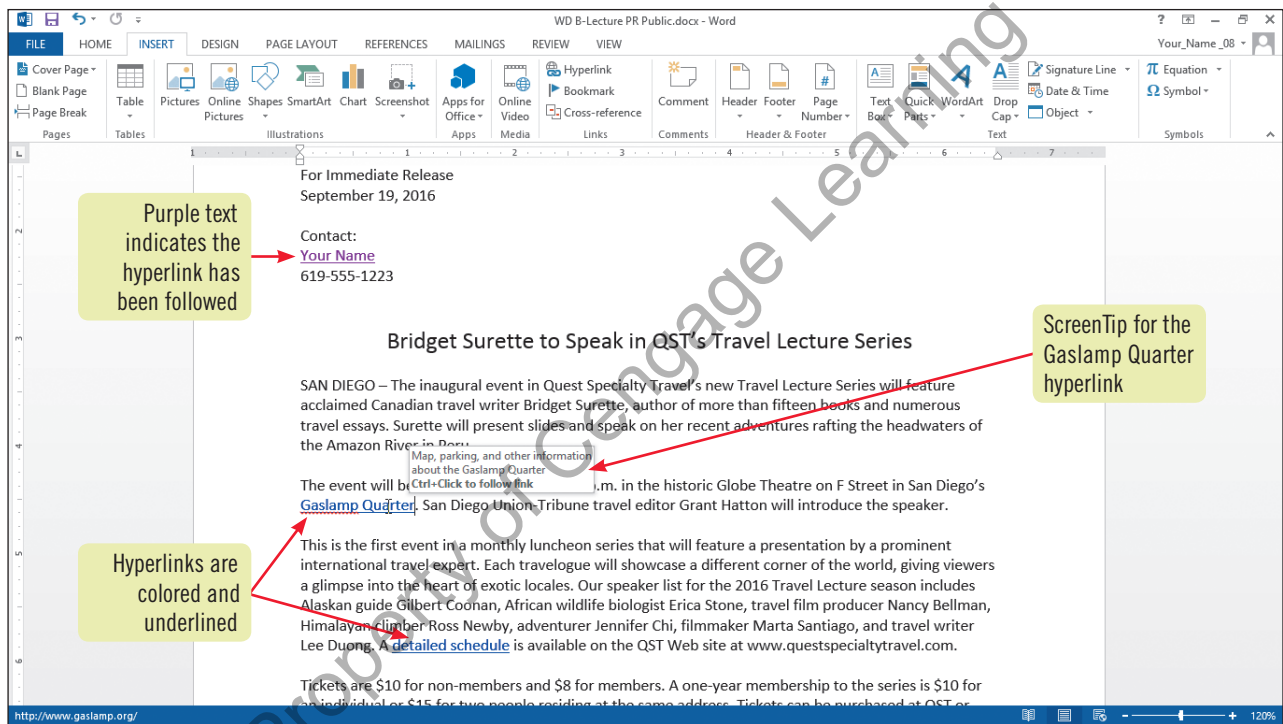


FIGURE B-13: Hyperlinks in the document



Word 2013

Sharing documents directly from Word, including e-mailing and faxing

Word includes several options for distributing and sharing documents over the Internet directly from within Word, including saving a document to SkyDrive for others to view and edit, e-mailing a document, presenting a document online so others can view it in a Web browser, and posting a document to a blog. To share a document, open the file in Word, click the FILE tab, click Share, and then click one of the Share options. When you e-mail a document from within Word, the document is sent as an attachment to an e-mail message using your default e-mail program. You can choose to attach the document as a Word file, a .pdf file, or an .xps file, or to send

it as an Internet fax. When you click an option, a message window opens that includes the filename of the current file as the message subject and the file as an attachment. Type the e-mail address(es) of the recipient(s) in the To and Cc text boxes, any message you want in the message window, and then click Send on the message window toolbar to send the message. The default e-mail program sends a copy of the document to each recipient. Note that faxing a document directly from Word requires registration with a third-party Internet fax service. Fax services generally charge a monthly or per page fee for sending and receiving faxes.

Work with Document Properties

Learning Outcomes

- Edit document properties
- Remove document properties
- Modify advanced document properties

Before you distribute a document electronically to people outside your organization, it's wise to make sure the file does not include embedded private or confidential information. The Info screen in Backstage view includes tools for stripping a document of sensitive information, for securing its authenticity, and for guarding it from unwanted changes once it is distributed to the public. One of these tools, the Document Inspector, detects and removes unwanted private or confidential information from a document. **CASE** *Before sending the press release to the public, you remove all identifying information from the file.*

STEPS

QUICK TIP

To create or modify document properties for a file, type in the Document Properties panel text boxes.

1. Press [Ctrl][Home], then click the FILE tab

Backstage view opens with the Info screen displayed. The left side of the Info screen includes options related to stripping the file of private information. See **TABLE B-1**. The right side of the Info screen displays basic information about the document. Notice that the file contains document properties. You want to remove these before you distribute the press release to the public.

2. Click the Properties button on the right side of the Info screen, then click Show Document Panel

The Document Properties panel opens above the document window, as shown in **FIGURE B-14**. It shows the standard document properties for the press release. **Document properties** are user-defined details about a file that describe its contents and origin, including the name of the author, the title of the document, and keywords that you can assign to help organize and search your files. You decide to remove this information from the file before you distribute it electronically.

3. Click the FILE tab, click the Check for Issues button, then click Inspect Document, clicking Yes if prompted to save changes

The Document Inspector dialog box opens. You use this dialog box to indicate which private or identifying information you want to search for and remove from the document.

4. Make sure all the check boxes are selected, then click Inspect

After a moment, the Document Inspector dialog box indicates the file contains document properties.

5. Click Remove All next to Document Properties and Personal Information, then click Close

The standard document property information is removed from the press release document.

6. Click the Properties button on the Info screen, then click Show Document Panel

The Document Properties panel opens and shows the document properties have been removed from the file.

7. Click the Close button in the Document Properties panel, save the document, submit it to your instructor, close the file, then exit Word

The completed press release is shown in **FIGURE B-15**.

QUICK TIP

A document property, such as author name, might appear automatically in a content control in a document. Stripping a file of document properties does not remove information from a content control.

TABLE B-1: Options on the Info screen

option	use to
Protect Document	Mark a document as final so that it is read-only and cannot be edited; encrypt a document so that a password is required to open it; restrict what kinds of changes can be made to a document and by whom; and add a digital signature to a document to verify its integrity
Check for Issues	Detect and remove unwanted information from a document, including document properties and comments; check for content that people with disabilities might find difficult to read; and check the document for features that are not supported by previous versions of Microsoft Word
Manage versions	Browse and recover draft versions of unsaved files

FIGURE B-14: Document Properties panel

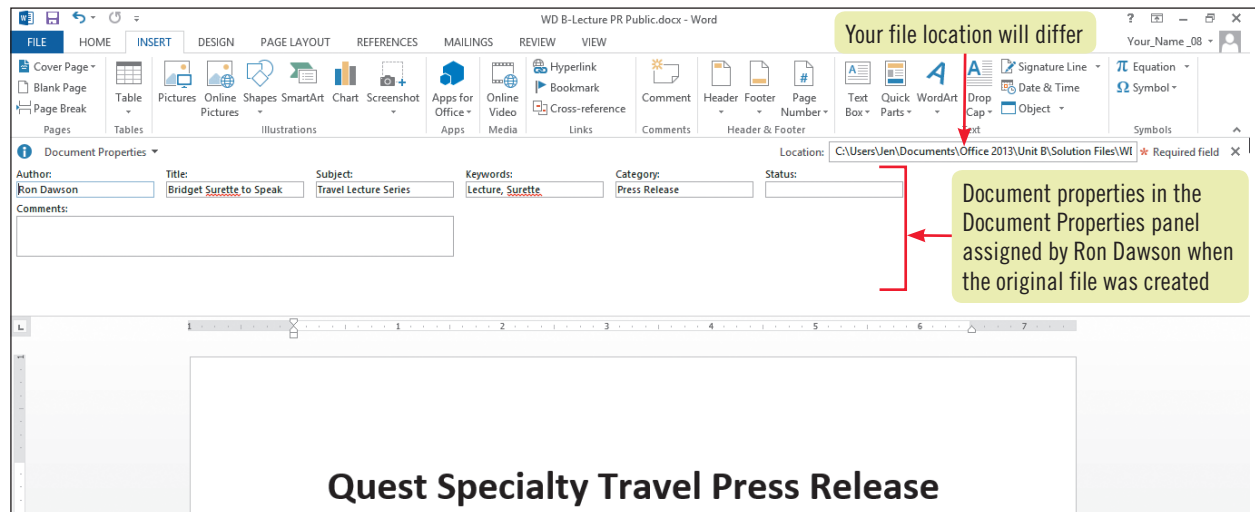


FIGURE B-15: Completed press release for electronic distribution



Word 2013

Viewing and modifying advanced document properties

The Document Properties panel includes summary information about the document that you enter to suit your needs. To view more detailed document properties, including those entered automatically by Word when the document is created, click the Document Properties button in the Document Properties panel, and then click Advanced Properties to open the Properties dialog box. You can also click the Properties button on the Info screen and then click Advanced Properties to open the Properties dialog box. The General, Statistics, and Contents tabs of the Properties dialog box display information about the file that is automatically created and updated by Word. The General tab shows the file type, location, size, and date and time the file was created and last modified; the Statistics tab displays information about revisions to the document along with the number of pages, words, lines,

paragraphs, and characters in the file; and the Contents tab shows the title of the document.

You can define other document properties using the Properties dialog box Summary and Custom tabs. The Summary tab shows information similar to the information shown in the Document Properties panel. The Custom tab allows you to create new document properties, such as client, project, or date completed. To create a custom property, select a property name in the Name list box on the Custom tab, use the Type list arrow to select the type of data you want for the property, type the identifying detail (such as a project name) in the Value text box, and then click Add. When you are finished viewing or modifying the document properties, click OK to close the Properties dialog box, then click the Close button on the Document Properties panel.