REMINDER: Emailed to a group account. Do NOT reply using the email group account.



Contents	Chapter 1	Chapter 2
Chapter 1 D	On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.	Geanly removing a specific font from a document may b helpful when a user finds multiple fonts present under Offic Orb. J Word Options 1 Advanced J Show document content "Font Substitution" and they only wish to remove a particuly font (or a few) from the list. These approaches are also helpf when the "Convert Permanently" option in 'Tools > Option:
	You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.	There are two methods to do this, one that only works w Word 2003 and Word 2007, and one that is more general. It are the steps you can use to "surgically" remove "Times M Roman Bold" or any other font from a document.
	To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Sat command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.	

MS Word 2003

1. Select the word in your document where you want the link to take you to. On the **Insert toolbar**, select **Book**mark...

Chapter 1

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

MS Word 2007

1. Select the word in your document where you want the link to take you to. In the **Insert Tab**, select **Bookmark**.



Eie Edit Yew Insert Fgrmat Jools Tat Image: Second	Doce Home Insert Page Layout References Mailings Review View Cover Blank Page Page Break Pages Tables Tables Illustrations Doce
Referegoe Verb Cooponent Picture Cooponent Picture Cooponent Picture Cooponent Bioogram Bioogram Bioogram Bioogram Bioogram Cooponent Picture Pi	
 Bookmark dialog box will pop-up. In the <u>Bookmark name</u>, type the name you want to use for your bookmark and then click <u>Add</u> button. Note: You cannot use spaces in a bookmark name. Use the underscore character to separate words. 	 Bookmark dialog box will pop-up. In the <u>Bookmark name</u>, type the name you want to use for your bookmark and then click <u>Add</u> button. Note: You cannot use spaces in a bookmark name. Use the underscore character to separate words.

Notice that when you open the bookmark dialog box again, your bookmark is already added.

lookmark name:			
Chapter 1			
Chapter1			
	C		2
Sort by: (Name	LOC	noide	
Hidden bookmarks			
Hidden bookmarks	Delete	î.	Go To

	Bookmark name:	
	Chapter 1	Add
		Delete
		Go To
		*
	Sort by: Name Location	
	Hidden bookmarks	
Chapter 1		
Sector Sector Sector		Close
On the Insert t	ab, the galleries include item	s that are designed
to coordinate w	ith the overall look of your	document. You can

Notice that when you open the bookmark dialog box again, your bookmark is already added.

pictures, charts, or diagrams, they also coordinate with your

lookmark	3 X
Bookmark name:	 -
Chapter 1	Add
Chapter1	Delete
	<u>Go</u> To
iort by: Name Location Hidden bookmarks	
	Cancel

3. After adding a bookmark, go the word or phrase that you want to use as hyperlink. Highlight/select the word. Then, in the Insert toolbar, select Hyperlink.

• Char • Char	oter 1 oter 2			
	De Edit Vew Ins	et Tools Tools T Break Page Numbers Date and Time AutoText Beld Symbol Comment Reference Web Component Bicture Diagram Text Box Fie Qbject Bookmark	Fable	
I	35	Hypenink Ctn+k		

3. After adding a bookmark, go the word or phrase that you want to use as hyperlink. Highlight/select the word. Then, in the Insert toolbar, select Hyperlink.



4.

want and click **OK**.

Contents Chapter 1		Contents Chapter 1	
nsert Hyperlink	2	Insert Hyperlink	-?-
Link to: Text to display: Chapter 1 Egeting File or Web Page Pigce in This Document Create New Document	ScreenTig Target Frame Style	Link to: Text to display: Chapter 1 Select a plage in this document: Egisting File or Web Page Place in This Document Create New Document	ScreenTg
E-mail Address	OK A Cancel	E-mail Address	OK Cancel

5. Notice that a hyperlink is already created in the word you selected. To follow the link, press CTRL + Click (on the mouse). You will then be redirected to the bookmarked part of the same document.

Contents Chapter1 Ctrl+Click to follow link Chapter 1 Chapter 2	Chapter 1 On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You ca
	use these galleries to insert tables, headers, footers, lists, cov pages, and other document building blocks. When you crea pictures, charts, or diagrams, they also coordinate with you current document look.
	You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the