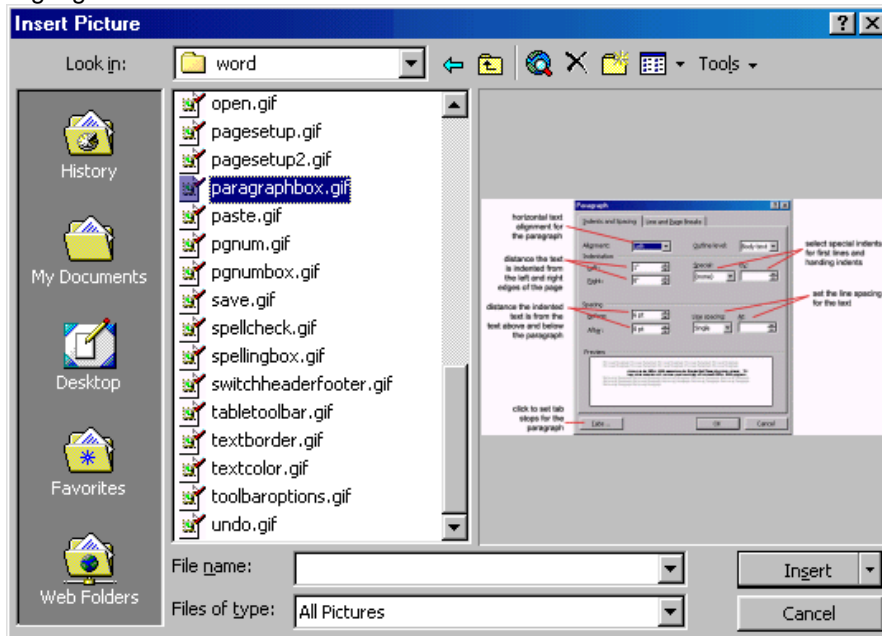


- o **Add Clip to Favorites** will add the selected image to your favorites directory that can be chosen from the **Insert ClipArt** dialog box.
  - o **Find Similar Clips** will retrieve images similar to the one you have chosen.
4. Continue selecting images to add to the document and click the **Close** button in the top, right corner of the **Insert ClipArt** window to stop adding clip art to the document.

**Add An Image from a File**

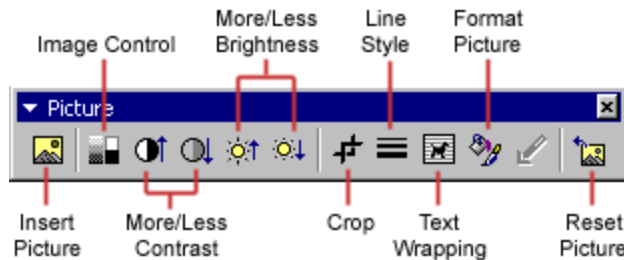
Follow these steps to add a photo or graphic from an existing file:

1. Select **Insert|Picture|From File** on the menu bar.
2. Click the down arrow button on the right of the **Look in:** window to find the image on your computer.
3. Highlight the file name from the list and click the **Insert** button.



**Editing A Graphic**

Activate the image you wish to edit by clicking on it once with the mouse. Nine handles will appear around the graphic. Click and drag these handles to resize the image. The handles on the corners will resize proportionally while the handles on the straight lines will stretch the image. More picture effects can be changed using the Picture toolbar. The **Picture toolbar** should appear when you click on the image. Otherwise, select **View|Toolbars|Picture** from the menu bar to activate it.

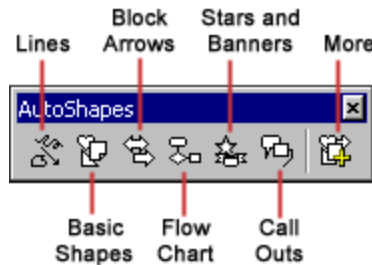


- **Insert Picture** will display the image selection window and allows you to change the image.
- **Image Control** allows to make the image grayscale, black and white, or a watermark.

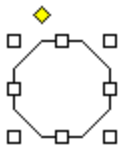
- **More/Less Contrast** modifies the contrast between the colors of the image.
- **More/Less Brightness** will darken or brighten the image.
- Click **Crop** and drag the handles on the activated image to delete outer portions of the image.
- **Line Style** will add a variety of borders to the graphic.
- **Text Wrapping** will modify the way the document text wraps around the graphic.
- **Format Picture** displays all the image properties in a separate window.
- **Reset Picture** will delete all the modifications made to the image.


### Auto Shapes

The AutoShapes toolbar will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document. Activate the AutoShapes toolbar by selecting **Insert|Picture|AutoShapes** or **View|Toolbars|AutoShapes** from the menu bar, or clicking the **AutoShapes** button on the Drawing toolbar. Click each button on the toolbar to view the options for drawing the shape.



- **Lines** - After clicking the Lines button on the AutoShapes toolbar, draw a **straight line**, **arrow**, or **double-ended arrow** from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a **curved line** or **freeform shape**, select curved lines from the menu (first and second buttons of second row), click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key. To **scribble**, click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.
- **Basic Shapes** - Click the Basic Shapes button on the AutoShapes toolbar to select from many **two- and three-dimensional shapes**, **icons**, **braces**, and **brackets**. Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.



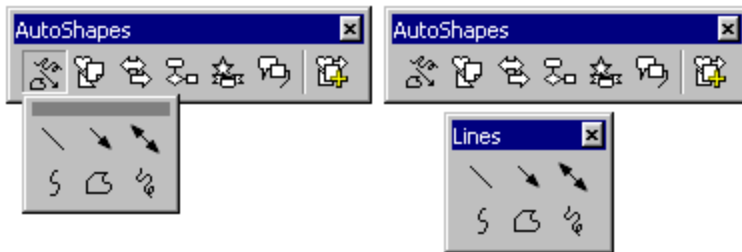
- **Block Arrows** - Select Block Arrows to choose from many types of **two- and three-dimensional arrows**. Drag-and-drop the arrow in the document and use the open box and yellow diamond handles to adjust the arrowheads. Each AutoShape can also be rotated by first clicking the **Free Rotate** button on the drawing toolbar . Click and drag the green handles around the image to rotate it. The tree image below was created from an arrow rotated 90

degrees.



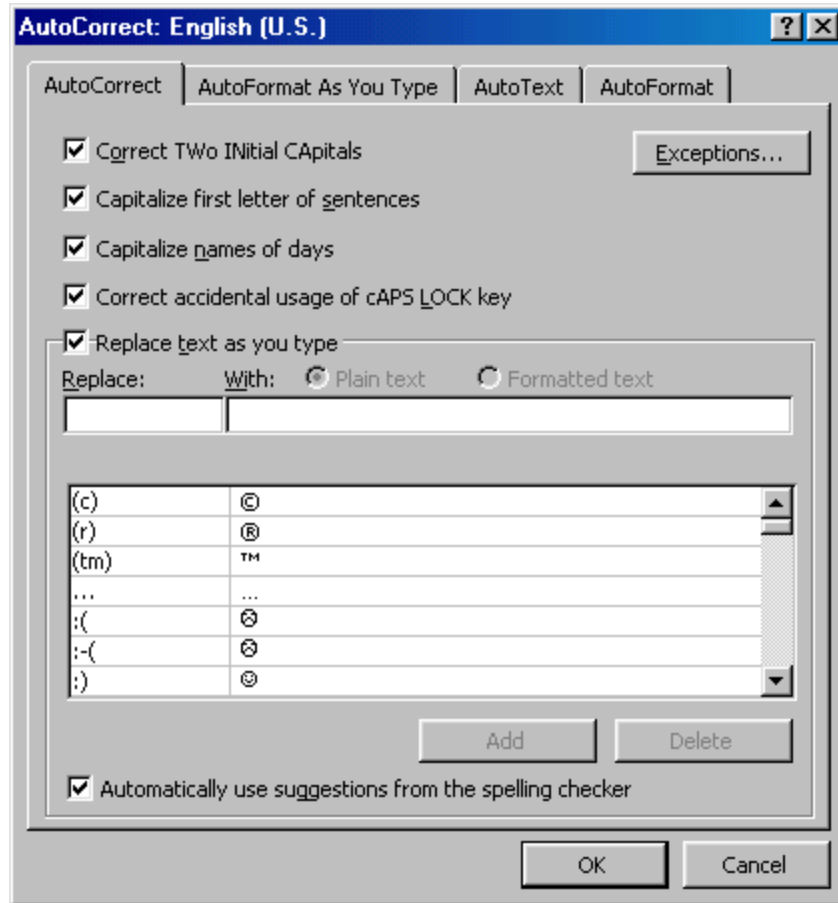
- **Flow Chart** - Choose from the flow chart menu to add **flow chart elements** to the document and use the line menu to draw connections between the elements.
- **Stars and Banners** - Click the button to select **stars, bursts, banners, and scrolls**
- **Call Outs** - Select from the **speech and thought bubbles, and line call outs**. Enter the call out text in the text box that is made.
- **More AutoShapes** - Click this button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off of the toolbar and it will become a separate floating toolbar.



### AutoCorrect

Word automatically corrects many commonly misspelled words and punctuation marks with the AutoCorrect feature. To view the list of words that are automatically corrected, select **Tools|AutoCorrect**. This may be a hidden feature so click the double arrows at the bottom of the **Tools** menu listing if the AutoCorrect choice is not listed.



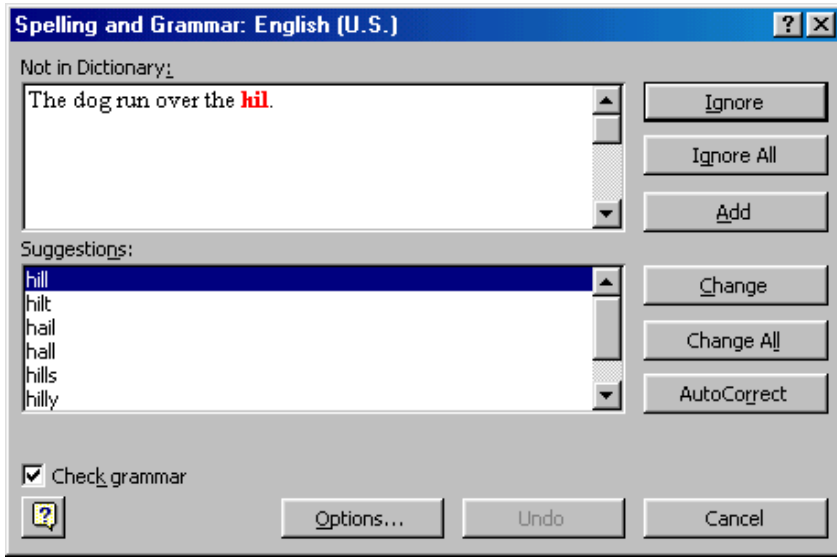
Many options including the accidental capitalization of the first two letters of a word and capitalization of the first word of the sentence can be automatically corrected from this page. If there are words you often misspell, enter the wrong and correct spellings in the **Replace** and **With** fields.

### **Spelling and Grammar Check**

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline. To disable this feature, select **Tools|Options** from the menu bar and click the **Spelling and Grammar** tab on the dialog box. Uncheck "**Check spelling as you type**" and "**Check grammar as you type**", and click **OK**.

To use the spelling and grammar checker, follow these steps:

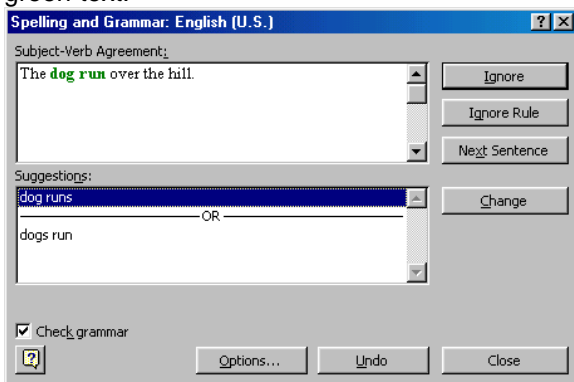
1. Select **Tools|Spelling and Grammar** from the menu bar.
2. The **Spelling and Grammar** dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.



3. If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than once in the document.
4. If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not In Dictionary** box and click the **Change** button.
5. If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add** button to add the word to the dictionary so it will no longer appear as a misspelled word.

As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

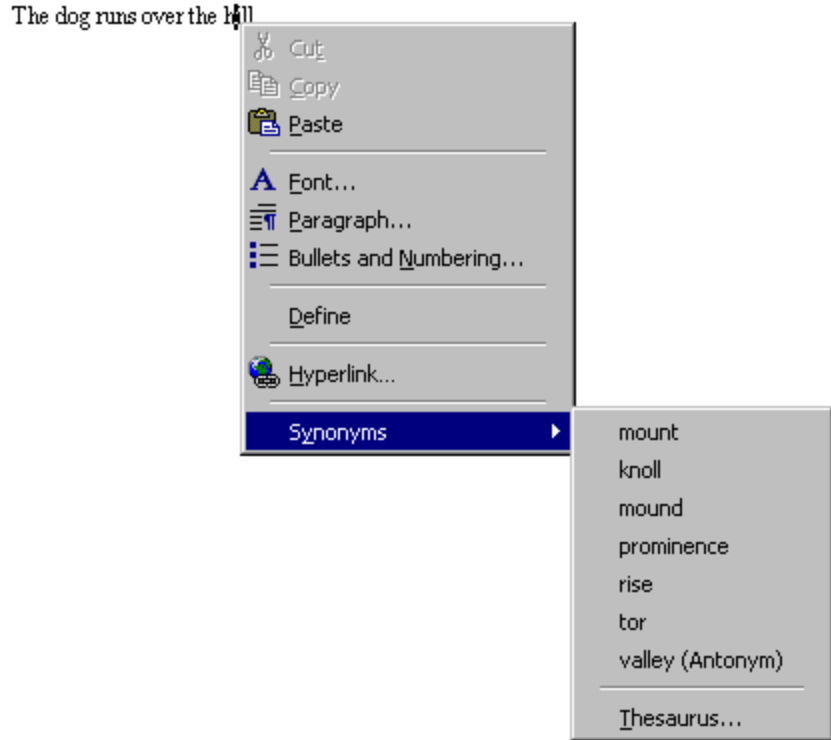
1. If Word finds a grammar mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.



2. Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.
3. If no correction is needed (Word is often wrong more than it is right), click the **Ignore** button.

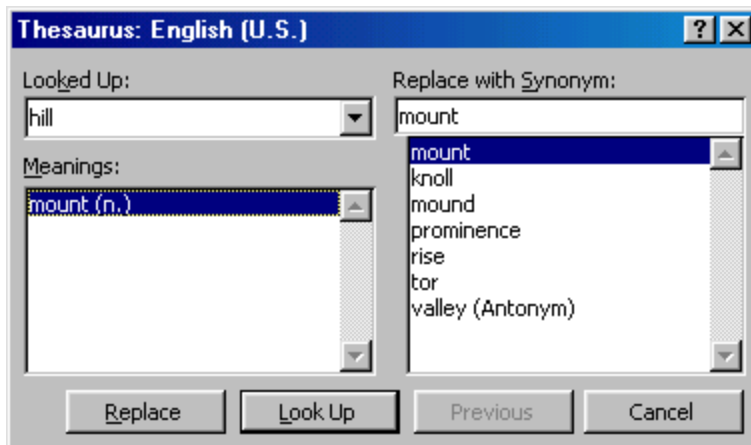
## Synonyms

Word 2000 has a new feature for finding synonyms. Simply right-click on the word and select **Synonyms** from the shortcut menu. From the list of suggested words, highlight the word you would like to use or click **Thesaurus...** for more options.



### Thesaurus

To use the thesaurus, select **Tools|Language|Thesaurus** from the menu bar or select it from the **Synonyms** shortcut menu as detailed above.

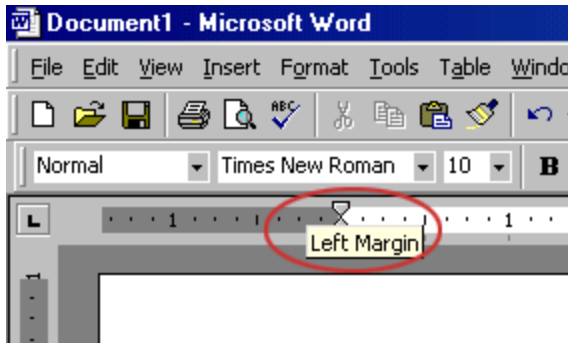


A list of meanings and synonyms are given on the windows. Double-click on the words in the **Meanings** box or click the **Look Up** button to view similar words. Double-click words in the **Replace with Synonym** box to view synonyms of those words. Highlight the word you would like to add and click the **Replace** button.

### Page Margins

The page margins of the document can be changed using the rulers on the page and the **Page Setup** window. The ruler method is discussed first:

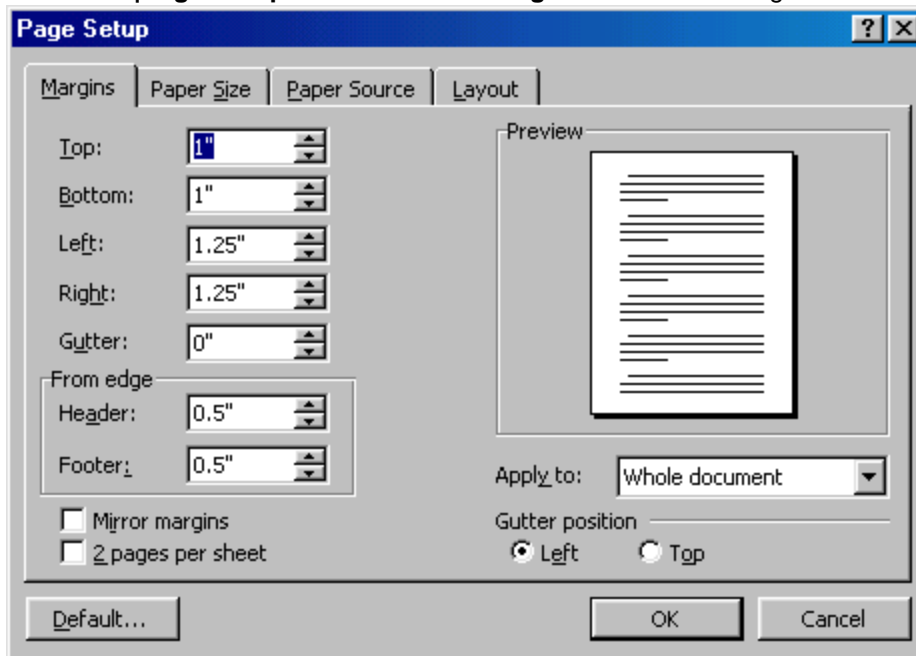
1. Move the mouse over the area where the white ruler changes to gray.



2. When the cursor becomes a double-ended arrow, click with the mouse and drag the margin indicator to the desired location.
3. Release the mouse when the margin is set.

The margins can also be changed using the **Page Setup** dialog box:

1. Select **File|Page Setup** and choose the **Margins tab** in the dialog box.

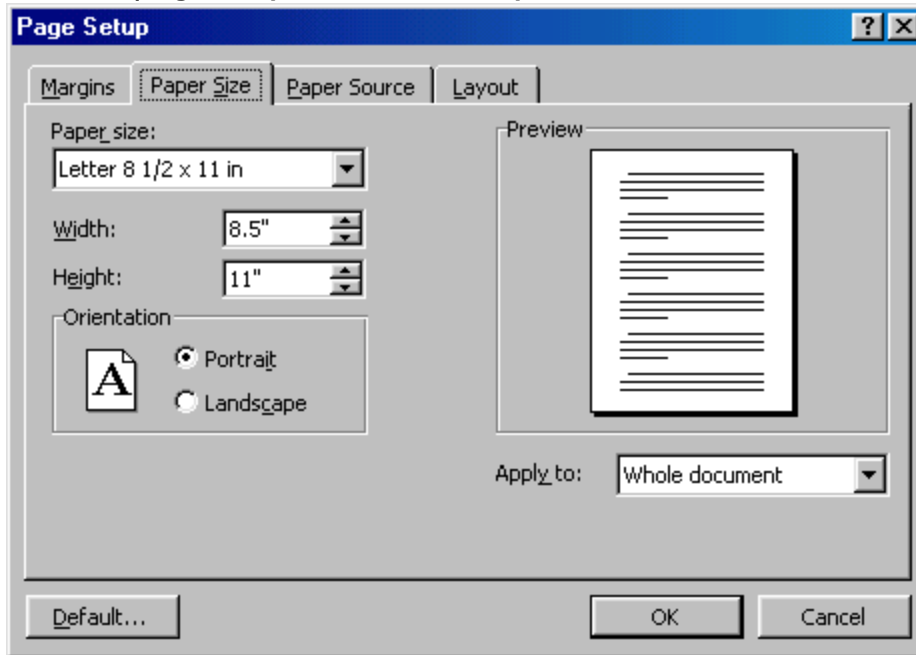


2. Enter margin values in the **Top**, **Bottom**, **Left**, and **Right** boxes. The **Preview** window will reflect the changes.
3. If the document has **Headers** and/or **Footers**, the distance this text appears from the edge of the page can be changed.
4. Click **OK** when finished.

### Page Size and Orientation

Change the orientation page within the Page Setup dialog box.

1. Select **File|Page Setup** and choose the **Paper Size** tab.

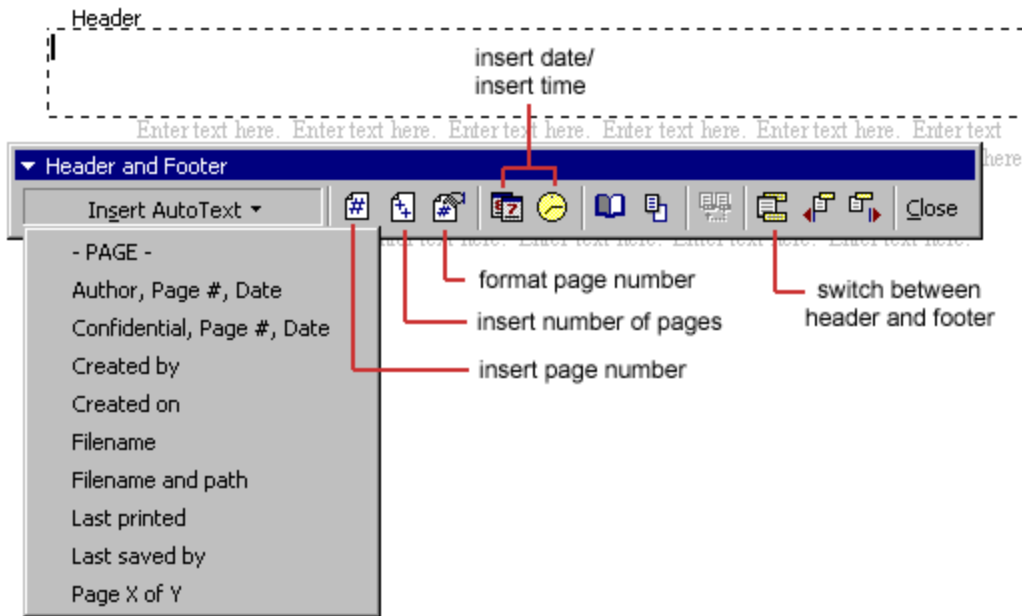


2. Select the proper paper size from the drop-down menu.
3. Change the orientation from **Portrait** or **Landscape** by checking the corresponding radio button.

## Headers and Footers

A header is text that is added to the top margin of every page such as a document title or page number and a footer is text added to the bottom margin. Follow these steps to add or edit headers and footers in the document:

1. Select **View|Header and Footer** from the menu bar. The Header and Footer toolbar will appear and the top of the page will be highlighted as shown below.



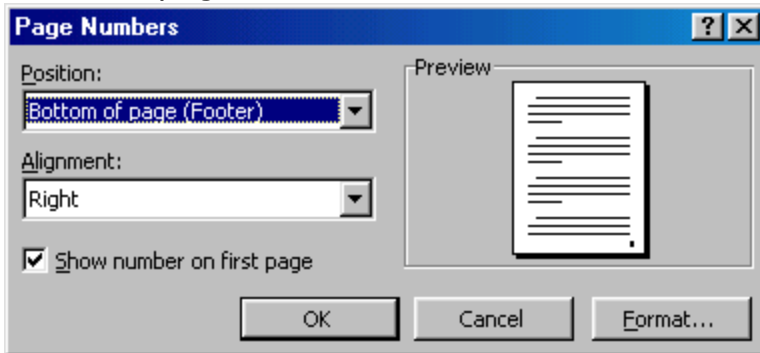
2. Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.

3. Click the **Insert AutoText** button to view a list of quick options available.
4. Use the other options on the toolbar to add page numbers, the current date and time.
5. To edit the footer, click the **Switch Between Header and Footer** button on the toolbar.
6. When you are finished adding headers and footers, click the **Close** button on the toolbar.

## Page Numbers

Follow these instructions for another way to add page numbers to a document.

1. Select **Insert|Page Numbers** from the menu bar and the following dialog box will appear.



2. Select the position of the page numbers by choosing "Top of page" or "Bottom of page" from the **Position** drop-down menu.
3. Select the alignment of the page numbers in the **Alignment** drop-down menu.
4. If you do not want the page number to show on the first page (if it is a title page, for example), uncheck the **Show number of first page** box.
5. Click **OK** when finished.

## Print Preview and Printing

Preview your document by clicking the Print Preview button on the standard toolbar or by selecting **File|Print Preview**. When the document is ready to print, click the Print button from the Print Preview screen or select **File|Print**.

