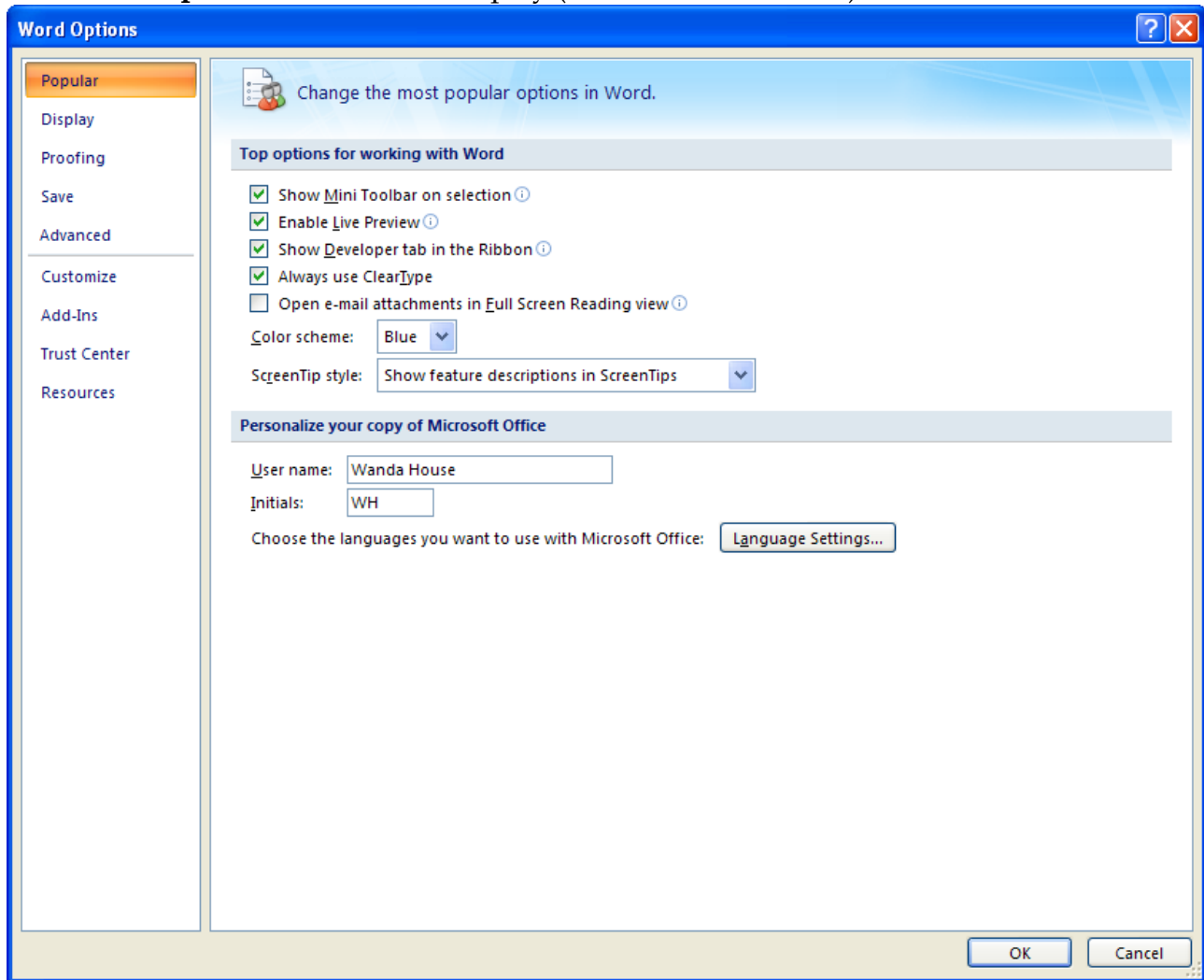


Changing Word Program Options

There are several options available in Word that may be customized to meet individual needs. These options are accessed through the **Office Button** menu. To access these:

- ❖ Click the **Office Button**.
- ❖ Click the **Word Options** button at the bottom of the window.
- ❖ The **Word Options** window will display (see illustration below).



- ❖ Click one of the links along the left side of the window to see the available options.
 - **Popular** – This area is used to change the most popular items in Word such as whether or not the Mini Toolbar will be displayed and whether to enable Live Preview.
 - **Proofing** – To change options pertaining to formatting and changing the text in the document, click this link. Options for customizing how spell checking should be handled and Auto Correct Options are available in this area.
 - **Save** – Click this link to make changes to how and where the document is saved.
 - **Advanced** – This link is used to make changes to features such as editing, printing, and displaying of documents.
 - **Customize** – To make changes to which buttons are displayed on the Quick Access Toolbar, click this button. In this window, it is also possible to specify the order in which the buttons are displayed.

- **Add-Ins** - Use this link to manage how add-ins are handled within the Word program. Add-ins are features (programs) that are added to the regular program. These features are used to perform different tasks within Word.
- **Trust Center** - Click this link to manage the way security and protection of documents is handled.
- **Resources** - This link can be used to obtain help with the Word program. It is also used to maintain a healthy and reliable environment for the Word program.