

## Office Button

The Office Button is used to perform such tasks as opening and closing a document, printing a document, or saving a document. The purpose of this document is to explain each of the features within the Office Button.

Feature	Description
<b>New</b>	This feature is used to create a new blank document or to create a document using a template. When the link for this feature is clicked, a list of templates will appear. Click on each of the templates to see the template gallery item.
<b>Open</b>	Click this link to open a previously created document. The Open dialog box will display. From this dialog box, it is possible to locate the document that is to be opened.
<b>Save</b>	To save a document, click this button. The <b>Save As</b> dialog box will appear the first time the document is saved. After the document has been saved the first time, clicking this button will override the old copy without asking.
<b>Save As</b>	Once a document has been saved, click this link to rename the document or to save the document in a different format, or to save the document to a different folder. To see additional save options, such as saving the document as a Word 2007 document, a Word 2007 Template, a Word 97-2003 document, or as a PDF or XPS document, move the mouse pointer over the <b>Save As</b> link. There is also an option to save documents in other formats.
<b>Print</b>	Click this link to open the <b>Print</b> dialog box. To see additional Print options, move the mouse pointer over the <b>Print</b> feature. The options are Print (opens the Print dialog box), Quick Print (sends document directly to the printer), or Print Preview (provides a preview of the document).
<b>Prepare</b>	To prepare a document for distribution to others via e-mail or other distribution options, click this button. With this feature, it is possible to restrict who can see the document, make changes to the document, add a digital signature to the document, or mark this version of the document as final.
<b>Send</b>	This feature is used to send a document through an e-mail message or as a fax. Different options for e-mail distribution are provided.
<b>Publish</b>	To publish the open document as a blog or as part of a document workspace, click this link.
<b>Close</b>	Click this feature to close the currently open document. This is the document where the insertion point is located. The Word program, along with all other documents, will remain open.
<b>Recent Documents</b>	This feature is used to display the documents that were most recently opened in Word. When the document name is clicked, the document will open in the Word program.
<b>Word Options</b>	This feature is used to make changes to the overall format of the Word 2007 program.
<b>Exit Word</b>	To Exit from the Word 2007 program, click this button.