

Word 2004 for Macintosh

Getting Started

In the dock, click once on the **Microsoft Word 2004** icon. 

If you cannot find Microsoft Word 2004 in your dock, select **Go > Applications** from the Finder menu, and in the window that opens, double-click the **Microsoft Office 2004** folder. Click once on the **Microsoft Word** icon. Select **File > Make Alias**. A new Microsoft Word Alias icon will appear. Drag the **Microsoft Word Alias** icon from the folder to the Dock. You will now be able to find Microsoft Word in your Dock. Click the **Word** icon in the Dock to launch Microsoft Word.

The blue and gray **Word 2004** screen will appear briefly as it loads fonts and preferences.

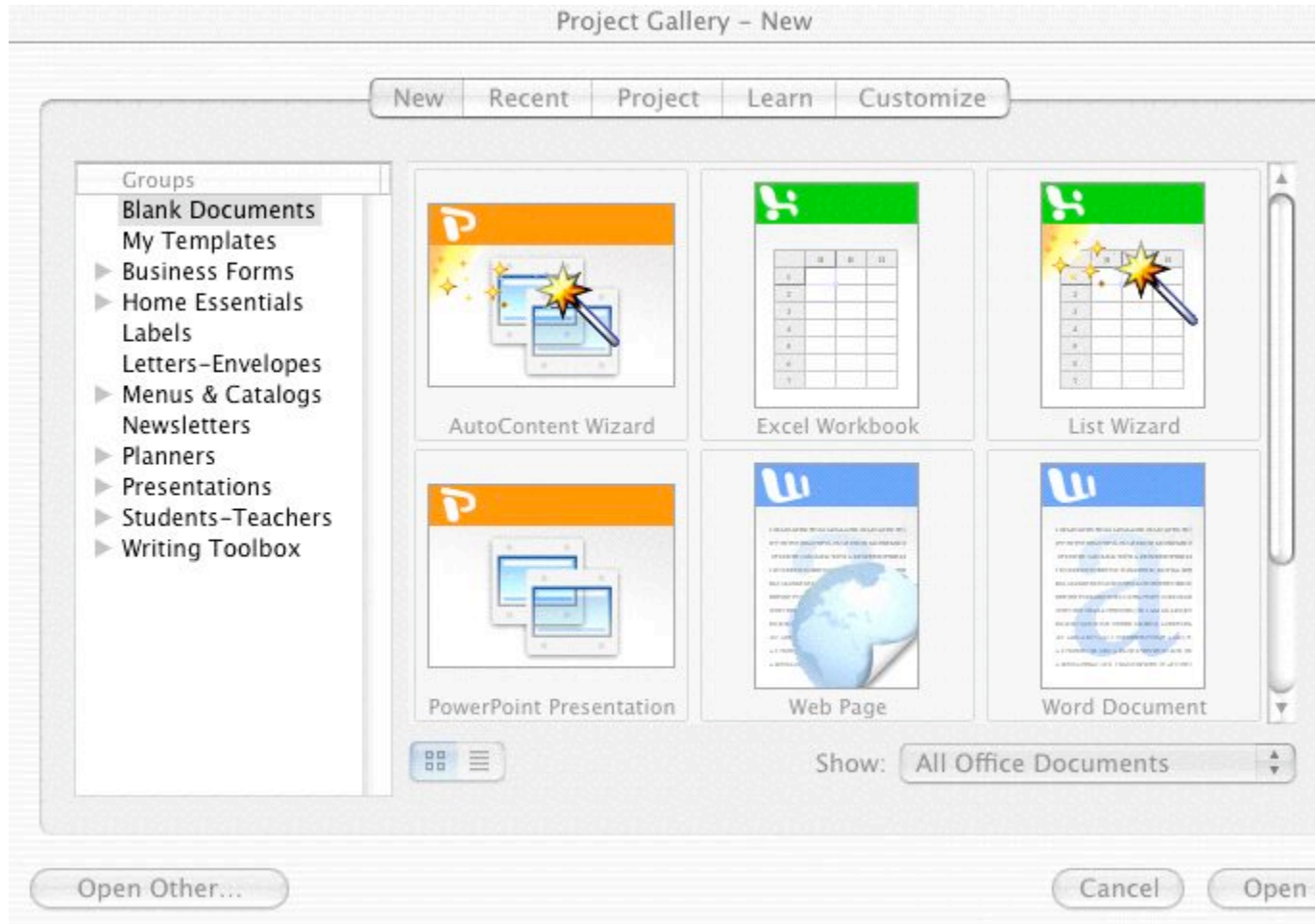
Content

The Word 2004 Window	Formatting Your Document
	Fonts
Views in Word 2004	Text Spacing and Alignment
Creating a New Blank Document	Tabs
Opening a Document	Margins
Saving a Document	Page Numbers
Saving a Document Under a Different Name	Headers and Footers
Moving and Copying Text	Adding Footnotes or Endnotes
Shortcuts	Previewing and Printing Your Document
Setting Up Toolbars	How to Quit
Online Help	

The Word 2004 Window

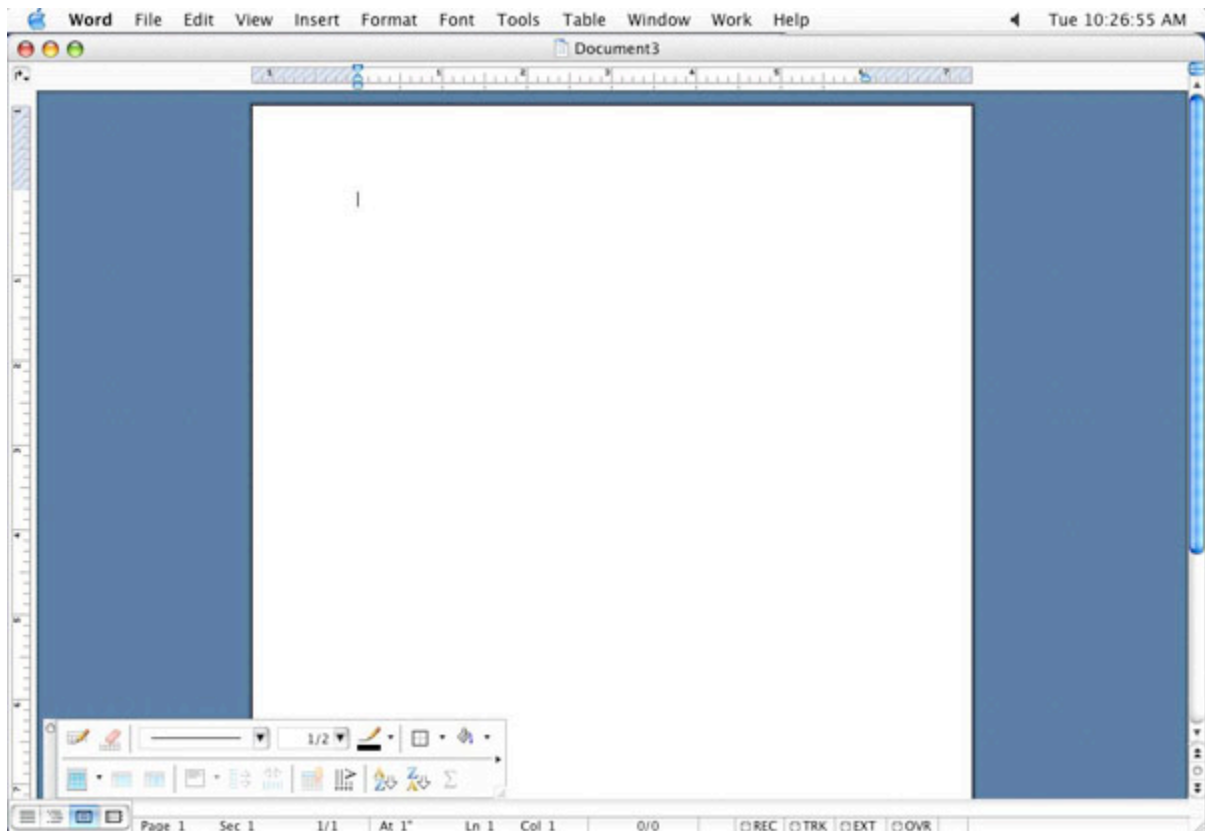
The Project Gallery (pictured below) will appear every time you start **Word 2004**. The Project Gallery window will give you access to every application and file template in Microsoft Office. It will allow you to start a new document using different formats and templates. To open a new **Word document**, click once on the **Word Document** button

and a new page will appear. To open an existing document, click on the **Open** button at the lower left corner of the **Project Gallery window**.



To access Project Gallery After opening Word, go to **File > Project Gallery...**


You can also open a new document by going to **File > New Blank Document** within Word after the Project Gallery Window disappears.



- At the top of the window is a row of menus, including **File**, **Edit** and **View**.
- Directly below the row of menus is a ruler. Use the ruler to set tabs, indents, and margins.
- There are scrollbars on the right side and on the bottom of the screen. By clicking on the arrows at the ends of the scrollbars, you can move up and down or left and right through your document.

Views in Word 2004


Views in **Word 2004** for Macs is the equivalent of **Layouts** in Microsoft Word in PCs.

- **Normal view**- Normal is the default Word 2004 view. It shows text formatting and a basic page layout. This view is convenient for most files that require editing and formatting. To change to normal view, click **Normal** on the **View menu**. Or click the **Normal View** button  on the horizontal scroll bar. It will display only the text that you are working on, with no margins or header and footer.



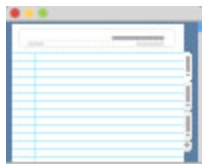
- **Online Layout View-** You should use online view if you are creating a Web page or a document that will be viewed on a screen. In **Online Layout View**, you will be able to see backgrounds, the text is wrapped to fit the window, and graphics are displayed just as they are in a Web browser. To change to **Online View**, click **Online Layout** on the **View Menu**




- **Page Layout View-** It gives the same view of the document as that when you print it. This is, headers, footnotes, columns, and text boxes will appear if they were created already. You will be able edit or format text in page layout view. To switch to **Page Layout View**, click **Page Layout** on the **View menu**. Or click the **Page Layout View**  button on the horizontal scroll bar.



- **Notebook Layout View-** You should use **Notebook Layout view** to take notes as you would with a regular notepad in a class or so. You can type notes anywhere on the page, add note flags to highlight important points, and link an audio recording to the notes that you type. To switch to **Notebook Layout** click **Notebook Layout** on the **View Menu**.



- **Outline-** You should use **Outline View** shows the headings of a document indented to represent their level in the document's structure. It allows you to move quickly through a document, change the headings to correspond to their importance in the file. **Outline View** can also be used to change the top-level structure of a master document by adding, rearranging, and removing subdocuments.

To switch to **Outline View**, click **Outline** on the **View Menu**. Or click the **Outline View button**  on the horizontal scroll bar.



- **Web Page Preview-** In Web page preview, you can see how your document will look in a Web browser. Microsoft Word will open a copy in the default browser. You can return to your document in Word at any time. To switch to Web page preview, click **Web Page Preview** on the **File menu**.




- **Print Preview-** In print preview, you can see several pages of a document in one window. In this view, you can see page breaks and hidden texts. You can also make editing or formatting changes before printing the document. To switch to print preview, click **Print Preview** on the **File menu**.



Creating a New Blank Document

To create a new blank document:

- From the **File** menu choose **New Blank Document**.
- You can also click the **New Blank Document** button  on the toolbar to create a new blank document.

Opening a Document

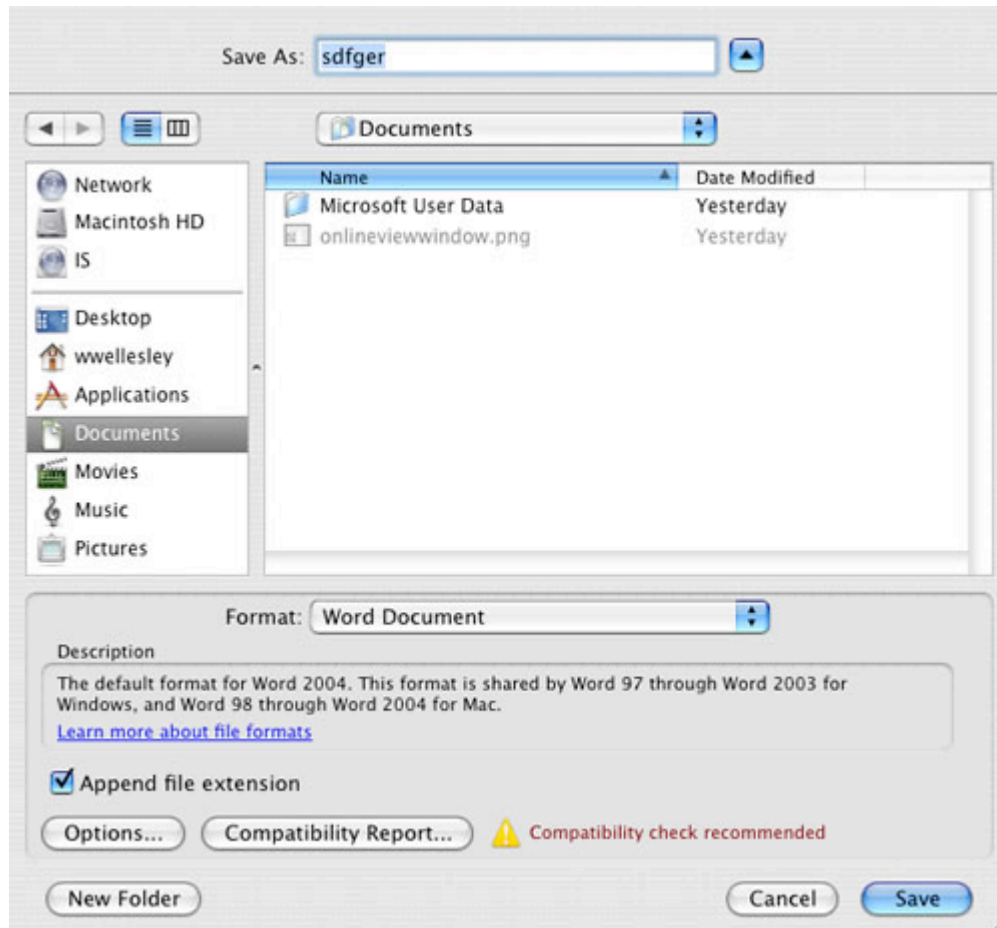
To open a document:

- From the **File** menu, choose **Open...**
- You can also click the **Open** button  on the toolbar to open a document.

Saving a Document


To save a document for the first time:

1. Select the **File** menu > **Save As...**
2. Word will display the following dialog box.



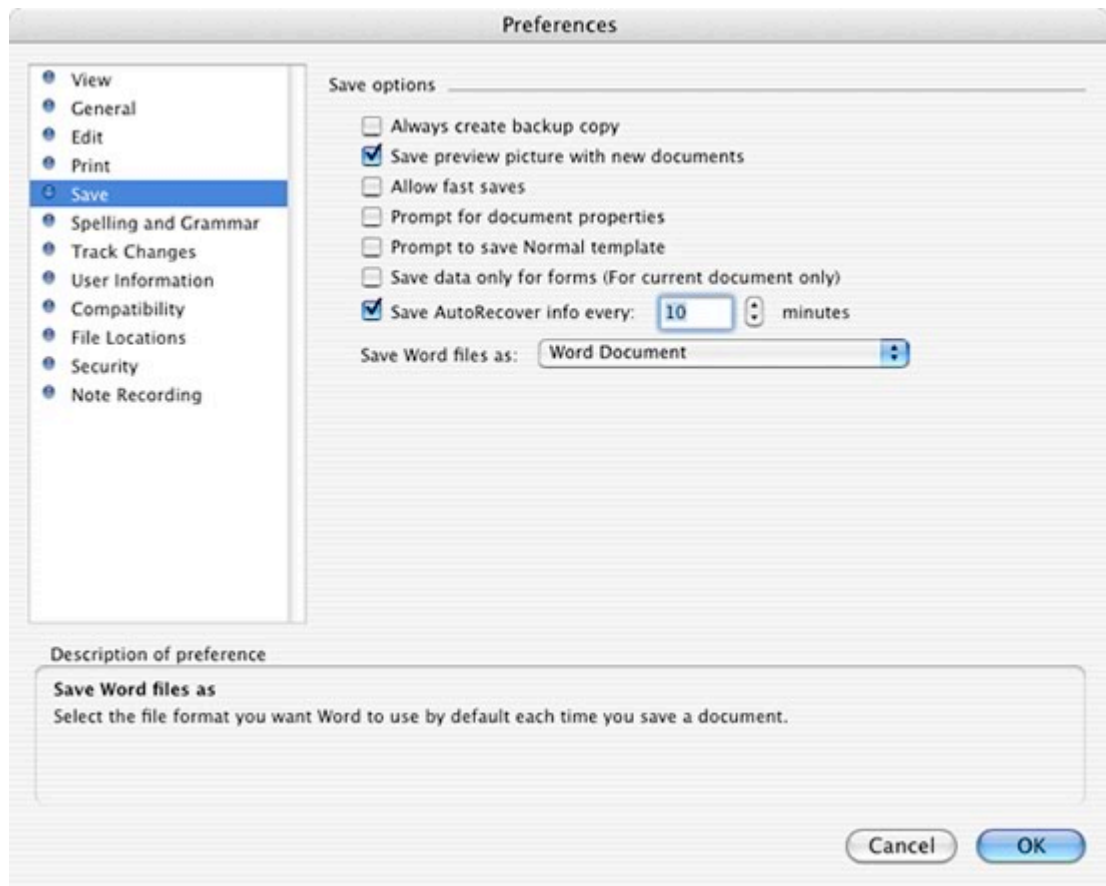
3. In the field next to **Save As**, type the name of your document.
 4. Navigate in the top portion of the dialog box to the folder where you would like to save the document.
- For Example: To save the document to a disk, click the arrow on the right of the field with **My Documents** box from the pull-down menu, and choose the **A: drive**. Select the **Save** button.

NOTE: When saving, use a file name that is under 31 characters (in case you work on your document in earlier Words), and refrain from using punctuation.

5. Once you have saved your document for the first time you can save further revisions by selecting the **File** menu and choosing **Save**, or clicking on the **Save** button  on the toolbar .Word allows fast saves which background saves your document. The saves only the current edits and not the entire document, which may be potentially harmful.

To disable this feature:

1. From the **Word** menu choose **Preferences**.
2. Select the **Save** tab.
3. Uncheck the box marked Allow fast saves (see picture below).





Saving a Document Under a Different Name

1. Open the document by selecting the **File** menu > **Open...**
2. From the **File** menu, choose **Save As...** A dialog box will appear.
3. In the *File name* field, type in a new name for the document.
4. Select the **Save** button .You now have two copies of the document, one with the original name, another with a new name.


NOTE: Remember to always back up your documents and save them to a safe place before closing Word.

Moving and Copying Text:

To move text

1. Select and highlight the section you want to move.
2. From the **Edit** menu, choose **Cut** .
3. Move the cursor to the place you would like the text to be inserted. Click in the document to place the cursor there.
4. From the **Edit** menu, choose **Paste** .

To copy text

1. Select and highlight the section you want to copy.
2. From the **Edit** menu, and choose **Copy** . Move the cursor to the place you want the copied text to be inserted.
3. From the **Edit** menu, and choose **Paste**.

NOTE: You can also paste from Scrapbook and to Scrapbook, Paste Special and Paste as Hyperlink

Shortcuts

Word provides you with shortcut key strokes which are a combination of letters and symbols that act as codes that allow you to accomplish frequently executed tasks. For example, if you would like to move text, you can highlight the selection and press the **Command + X** keys instead of selecting Cut from the Edit menu. This keystroke is written out for you directly across from the **Cut** command in the **Edit** menu.

Here are some other commonly used shortcuts:

- Paste: **Command + V**
- Copy: **Command + C**
- Undo: **Command + Z**
- New blank document: **Command + N**
- Open document: **Command + O**
- Print document: **Command + P**

NOTE: The shortcuts in Microsoft Word in a PC are the same as the ones in Word 2004 in Macs with the difference of using Command key instead of Ctrl key.

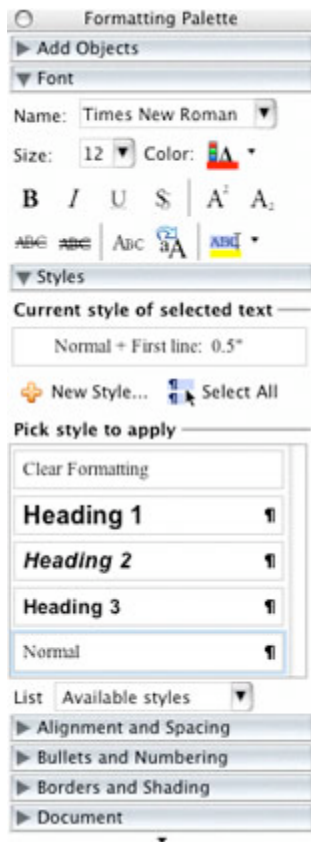
NOTE: Command Key is the same as Apple/⌘

Setting Up Toolbars

It may be helpful to make sure that you are working with the toolbars standard to Word, namely the **Formatting Toolbar** and **Standard Toolbar**.

To show any toolbar:

- From the **View** menu, select **Toolbars**. Under the **Toolbars** submenu, make sure the necessary toolbars are checked and if not, check them by clicking on the name of the toolbar.
- **Formatting Palette** is also a very useful tool to have for quick formatting in Word 2004. See picture below



it allows you to add objects such as images and graphs, change the style of the document, format and edit text and margins, add borders and shadings...etc

Formatting your Document

Below is a picture of the Word 2004 **Standard** and **Formatting** toolbars.

Formatting Toolbar



Standard Toolbar



- The **Standard** toolbar is the toolbar just below the list of menus. It includes icons for creating new documents, saving, opening, and printing your documents, as well as cutting, pasting, copying, and a whole host of other options.
- The **Formatting** toolbar is the bar below that.
- The **Formatting** toolbar in Word allows you to change fonts and font size, to bold and underline and to center text, as well as change the alignment of your font and other useful options.
- You can surmise from the symbols on the various buttons the functions that each performs.
- If you leave the pointer on a button for a few seconds, the function of that button will appear in a small box below the pointer.

Word offers a wide range of character formats, including various fonts, font sizes, and styles such as bold and italic. The quickest and easiest way to apply fonts, font sizes, bold, italic, and underlining is to use the toolbar buttons.

Fonts


To change the font of the text in your document:

1. From the **Formatting** toolbar, select the **Font** box, a drop-down menu list of font names.
2. Click on the arrow to the right of the font name.
3. Scroll through the list of fonts until you find the one you want to use.
4. Click the name of the font to select it. No matter where your cursor is, you will now begin typing in the new font from that point on.

To change the font of already typed text:

1. Highlight and select the text you want to change.
2. From the **Formatting** toolbar, select the **Font** box.
3. Click on the arrow to the right of the font name.
4. Scroll through the list of fonts until you find the one you want to use.
5. Click the name of the font to select it.
6. The highlighted text will change to the newly selected font.



Bold, Underline, and *Italics*

- These are the buttons useful in formatting text: 

- To bold, underline, or italicize words, highlight the text you want to affect. Click on the button with the **B** on it to bold the selected text. Click on the button with the *I* to italicize the selected text. Or, click on the button with U to underline the selected text.
- These stylizations can also be found in the **Format** menu under **Font...** or in the pop-up menu after you have held down the **Control** key and clicked once on the highlighted selection.

Text Spacing and Alignment

To align the text to either the left, center, right, or to justify text:

1. Select the text that you wish to align and click on the appropriate button in the **Formatting** toolbar. 
2. For example, to align text to the left, select the text and click on the **align left** button. 

To change spacing between lines:





1. Select the paragraphs in which you want to change line spacing.
2. From the **Format** menu, select **Paragraph...**, then in the dialog box that pops up, click on the **Indents and Spacing** tab.
3. Under **Line Spacing**, select the appropriate spacing options and click **OK** (e.g. changing line spacing to double-spaced instead of single-spaced).

Tabs

To set tab stops:

1. Select the paragraph in which you would like to set the tab stops.
2. Click on the **Tab** button at the left of the **horizontal ruler**

 and it will show an option menu to change to the tab that you want

- **Left tab** 
- **Right tab** 
- **Center tab** 
- **Decimal tab** 
- **Bar** |

- it will also give you the option of opening a window to modify tabs:
Tabs...

3. Finally, click on the **horizontal ruler** where you want your tab stop.

- If you then press the **Tab** button, your cursor will move over to where you set your tab.
 - The **left tab** aligns your text to the left.
 - The **right tab** aligns your text to the right.
 - The **center tab** aligns your text to the center.
 - The **decimal tab** aligns your text with any periods in your text or decimals in your numbers.

To clear a tab stop:

- Select the paragraph with the tab stop and drag the tab marker off the ruler.

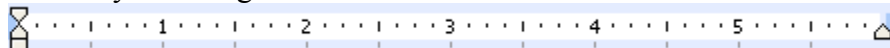
To move a tab stop:

- Select the paragraph with the tab stop and move the tab marker to the right or left on the ruler.

Margins

To change page margins:

1. From the **View** menu select **Page Layout View**.
2. For left or right page margins, point to a margin boundary on the **horizontal ruler** until it changes to a double arrow and drag the margin boundary to the right or left:



3. For top or bottom page margins, point to a margin boundary on the **vertical ruler** until it changes to a double arrow and drag the margin boundary to the top or bottom.

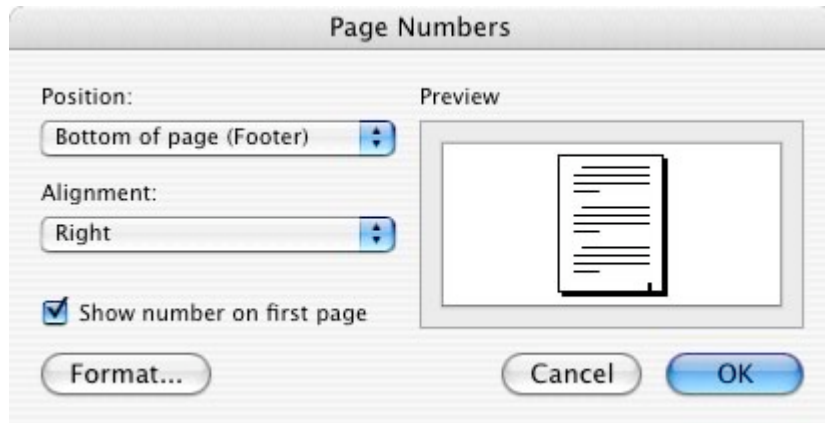
To specify exact page margins:

1. From the **Format** menu, select **Document...**
2. Click on the **Margins tab**.
3. You can change either top, bottom, left, or right margins by clicking in the appropriate text boxes or on the arrows next to the numbers

Page Numbers

To insert page numbers:

1. From the **Insert** menu, select **Page Numbers**.
2. In the page numbers pop-up window, make sure the position and alignment of the page numbers is to your preference.
3. For more page number options, click on the **Format** button.



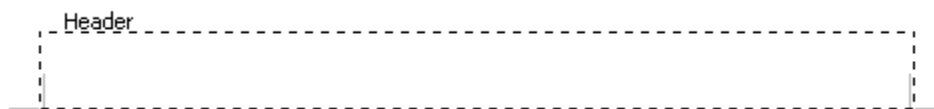
Suppressing Page Numbers on First Page




* Uncheck the Show Number on First page checkbox, if you do not wish the number to appear on the first page.

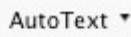
Headers and Footers


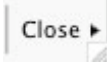
To create Headers and/or Footers:

- From the **View** menu, select **Header and Footer**. You should see a Header and Footer floating toolbar as well as a Header area



- To create a Header, enter text or graphics into the Header area.
- Or, to insert page numbers, click on the **Page number** button  in the toolbar:
- To insert the time or date, click on the **Time**  or **Date**  button.
- To insert common header items such as *file name*, *author name*, etc., click on the

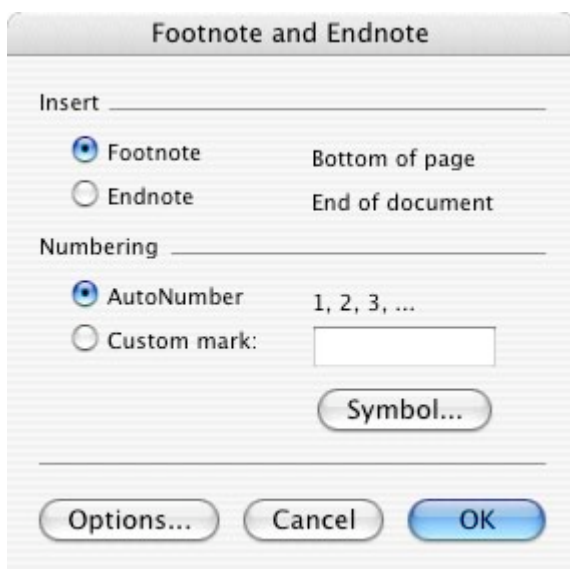
Insert AutoText button  for the pull-down menu and select the appropriate item.

- To create a Footer, click on the **Switch** button  to switch between header and footer.
- When you are finished, click on **Close** button  to exit the Header/Footer.

Adding Footnotes or Endnotes


To add footnotes or endnotes:

1. Click within the document where you want to insert your footnote/endnote reference mark.
2. From the **Insert** menu, select **Footnote...**
3. In the dialog box that pops up, select either the **Footnote** or **Endnote** radio button and click **OK**.
4. Type in the footnote or endnote in the footnote/endnote window that appears at the bottom, and click on your document above to continue typing in your document.



NOTE: You must not be viewing your document in the Notebook Layout view.

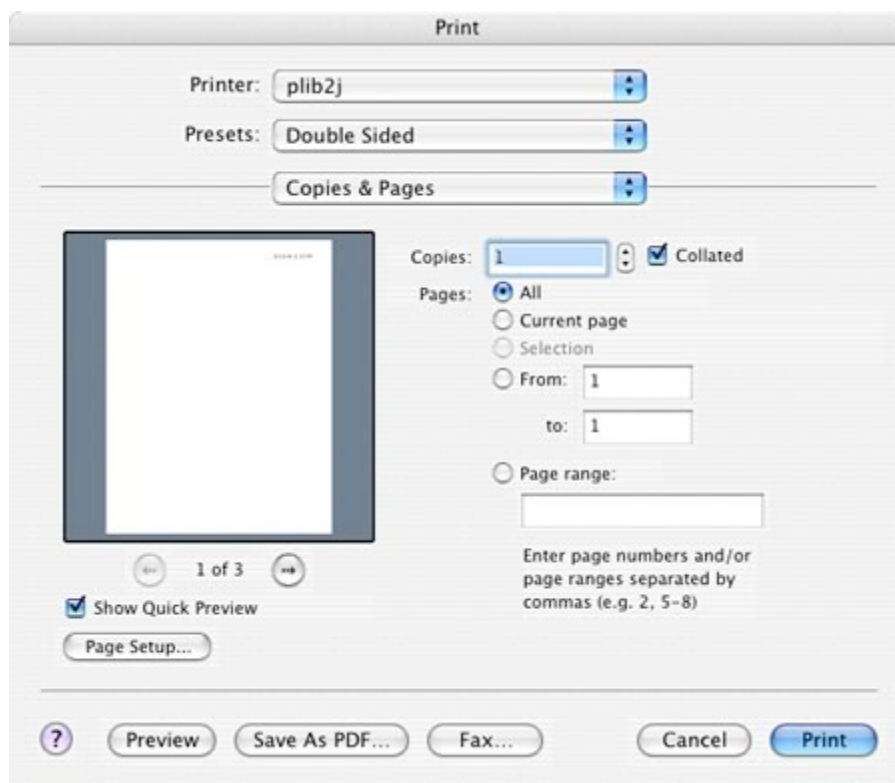
Previewing and Printing Your Document

- To preview your document before printing, choose the **File** menu > **Print Preview**.
- To switch between viewing one page and multiple pages:
 - Click on the buttons at the top which look like one page, or four pages laid out. 

- To zoom in, place your cursor on the document--it will turn into a magnifying glass with a + symbol inside. Then click on your document.
- To zoom back out, place your cursor on the document and this time your cursor will turn into a magnifying glass with a - symbol inside.

Click on your document. To print, choose the File menu > Print.

1. A dialog box will appear.
2. Choose the number of copies and pages you want to print.
 1. Make sure that the printer you want to print to is at the top.
 2. If it is, click **OK** to print.
 3. If not, click on the arrow next to the name of the printer for the pull-down menu and select the correct printer.



Word Help

Word offers excellent and extensive online help which can be accessed by selecting the **Help menu > Word Help**. **Word Help** screen will appear. You can find almost everything you need to know from the **Word help** that is available.

How to Quit

To close Word 2004 completely, choose the **File** menu > **Quit Word**. Or, press the **Apple/⌘** key and **Q** on the keyboard.