

Configuring Word for Use With Your ETDR

Information Technology Assistance Center – Kansas State University

Use these settings to optimize Word for writing your ETDR.

To make this setting:	Word version:	Follow this sequence of menus:
Normal View The Style Area is visible only in Normal View	2002-2003	View Normal
	2007	View Draft
	Mac 2004	View Normal
Style Area Displays at the left side of the screen and shows Styles applied to each portion of your document.	2002-2003	Tools Options View tab Style Area Width (1")
	2007	Office Button Word Options Advanced Display Style Area Width (1")
	Mac 2004	Preferences View Style Area Width (1")
Task Pane Displays at right side of screen and shows a list of available Styles.	2002-2003	Format Styles and Formatting Show: Available styles
	2007	Home Styles Use ▼ arrow to select Show Styles
	Mac 2004	View Formatting Palette Styles
Print Layout Displays page numbers (not visible in Normal view)	2002-2003	View Print Layout
	2007	View Print Layout
	Mac 2004	View Page Layout
Field Shading Places a gray background in fields generated by Word, (Table of Contents, List of Tables, etc.	2002-2003	Tools Options View tab Field shading box (Always)
	2007	Office Button Word Options Advanced Show document content Field shading box (Always)
	Mac 2004	Preferences View Field shading box (Always)
Paste Options Displays the Paste Options menu after you paste a selection	2002-2003	Tools Options Edit tab Show Paste Options buttons
	2007	Office Button Word Options Advanced Cut, Copy, Paste Show Paste Options Button
	Mac 2004	Word Preferences Edit Show Paste Options Buttons