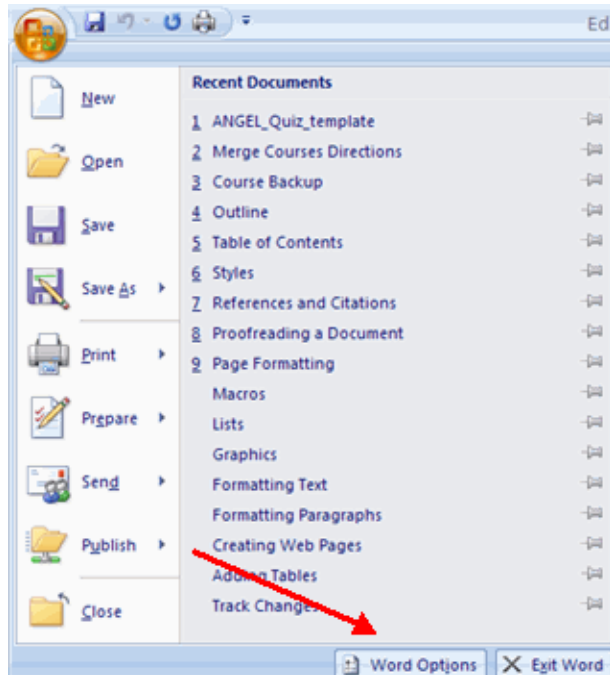


Customizing Word 2007

Word 2007 offers a wide range of customizable options that allow you to make Word work the best for you.

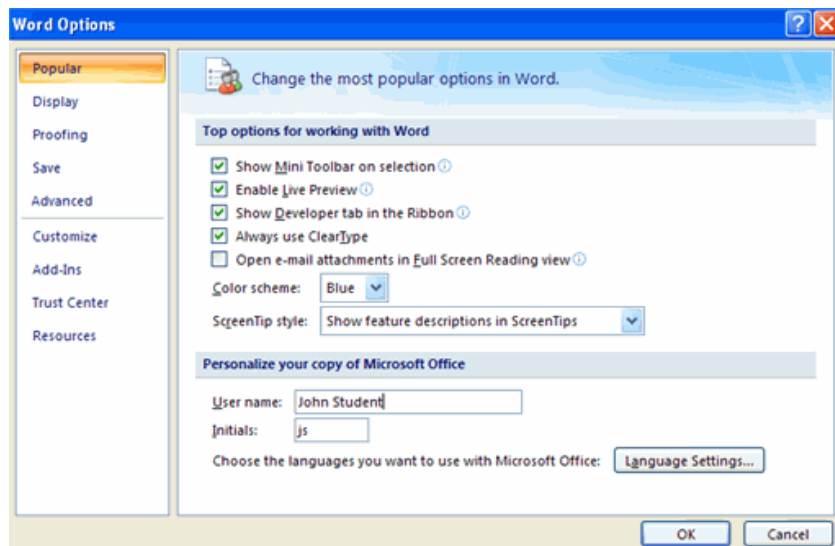
To access these customizable options:

- Click the **Office Button**
- Click **Word Options**



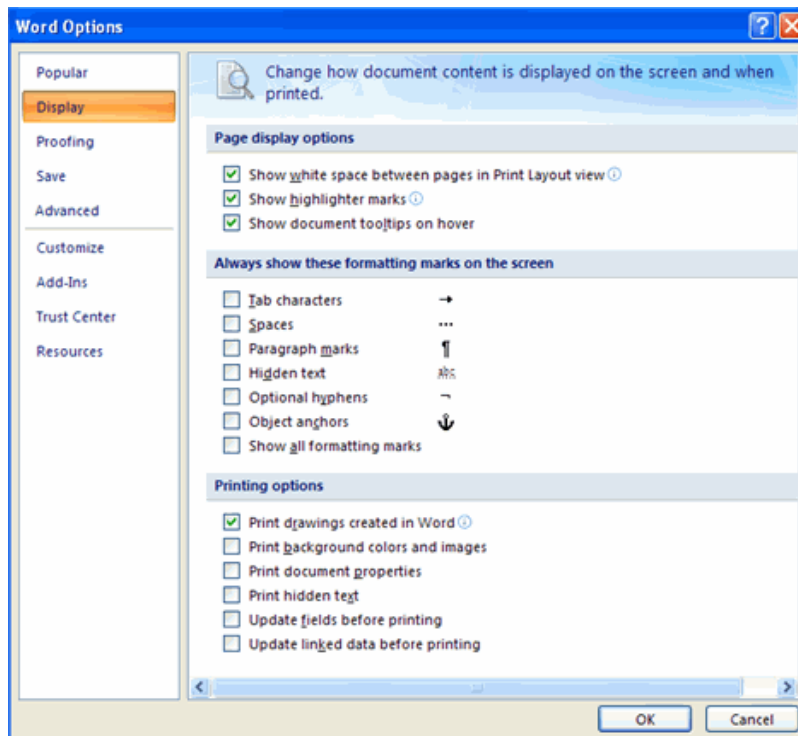
Popular

These features allow you to personalize your work environment with language, color schemes, and allow you to access the Live Preview feature. The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.



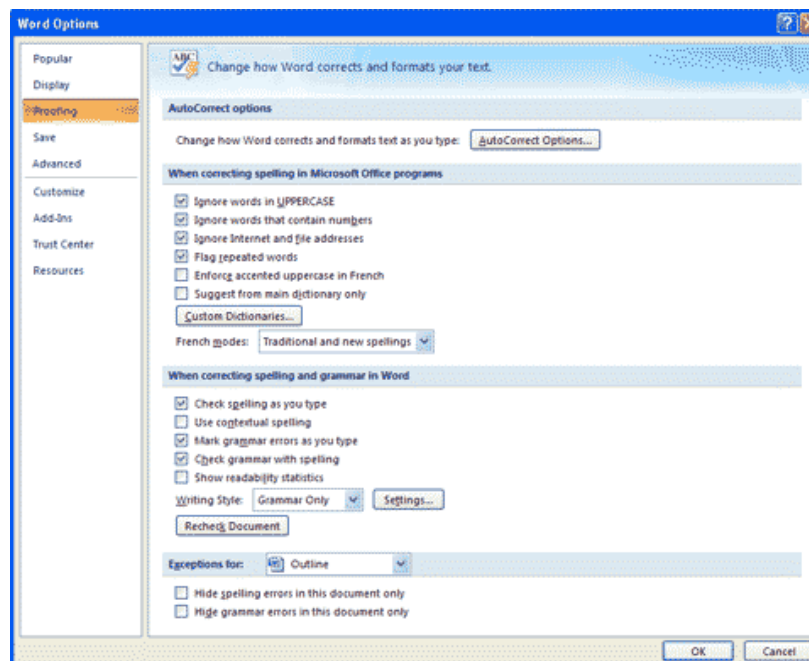
Display

This feature allows you to modify how the document content is displayed on the screen and when printed. You can opt to show or hide certain page elements.



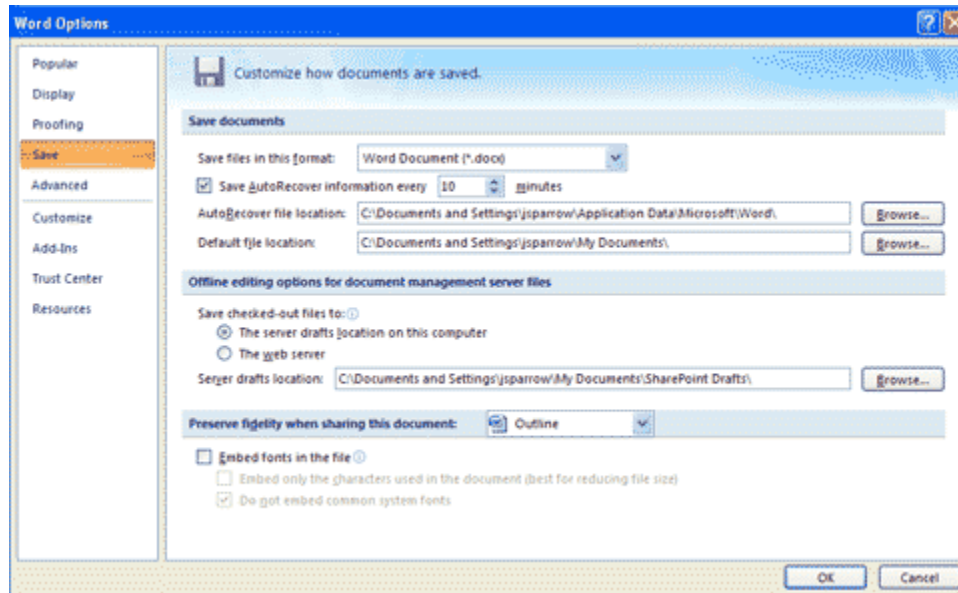
Proofing

This feature allows you to personalize how word corrects and formats your text. You can customize auto correction settings and have word ignore certain words or errors in a document.



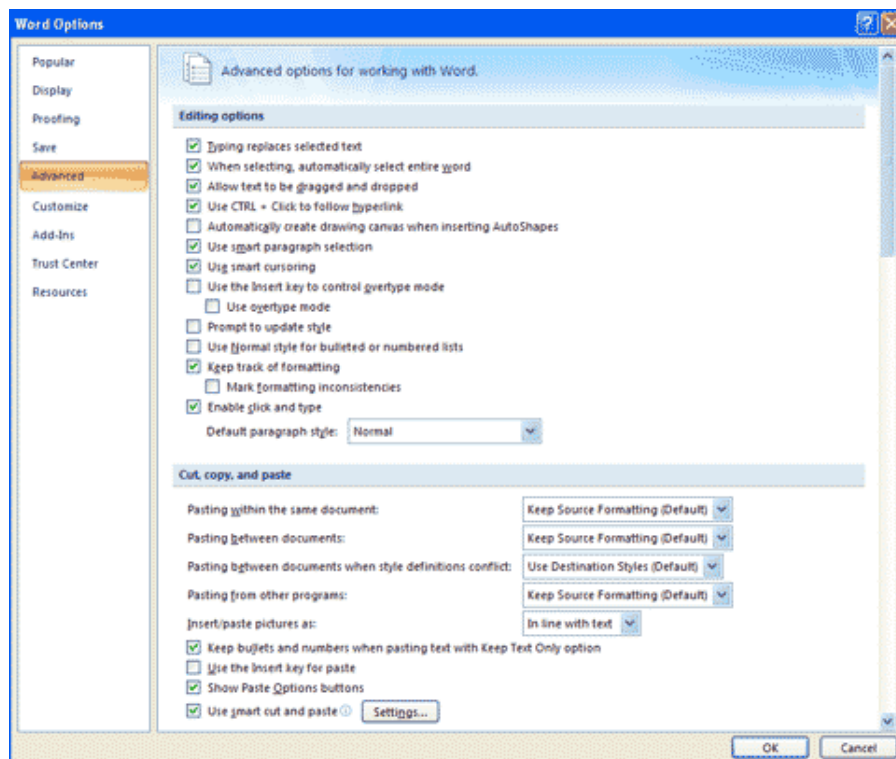
Save

This feature allows you to personalize how your document is saved. You can specify how often you want auto save to run and where you want the documents saved.



Advanced

This feature allows you to specify options for editing, copying, pasting, displaying, printing and saving.



Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.

