

What's New in Word 2003

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Reveal formatting

The Reveal Formatting task pane shows formatting information about the text in a document. It displays the current font and paragraph formatting of the selected text, and enables you to update these properties in the pane itself.

To use reveal formatting:

1. Select the text whose formatting you wish to reveal.
2. Click on **Format | Reveal Formatting** to display the Reveal Formatting task pane.

To update the formatting properties of the selected text:

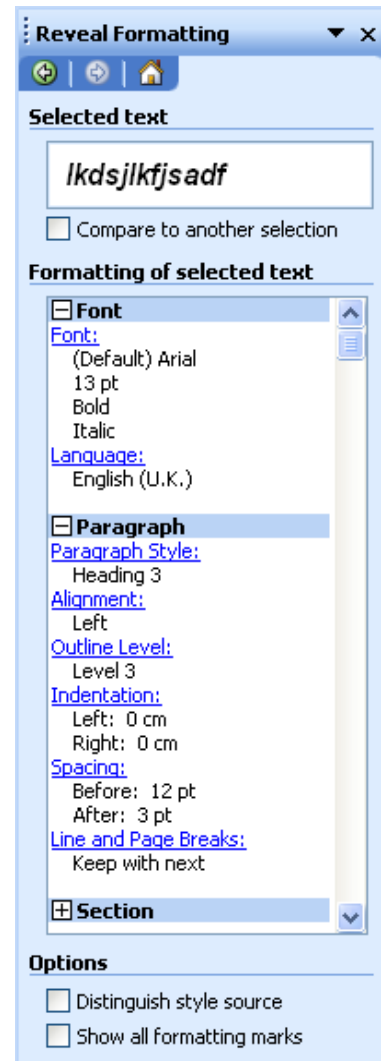
1. In the Reveal Formatting task pane, click on a **Property** link to display the property dialog box.
2. Make the required changes.
3. Click on the **OK** button.

To format the selected text to match its surrounding text:

1. In the Reveal Formatting task pane, point at the **Selected Text** box and click on the resulting list-arrow to display a list of formatting options:



2. Click on **Apply Formatting of Surrounding Text**

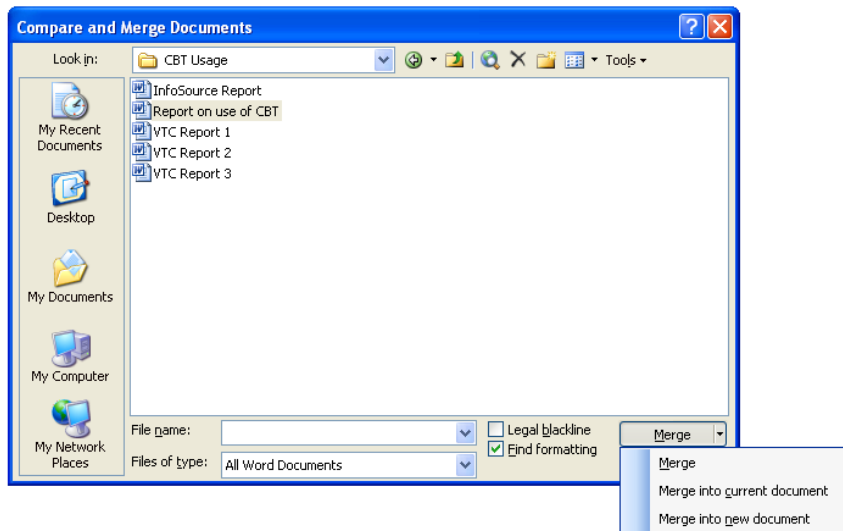


Compare and merge documents

Compare and Merge Documents is a useful feature when working with different versions of documents.

To compare and merge two versions of a document:

1. Click on **Tools | Compare and Merge Documents** to display the Compare and Merge Documents dialog box.
2. Select the document that you wish to compare to the copy that is currently open.
3. Click on the **Merge** list-arrow, to display a list of Merge options.



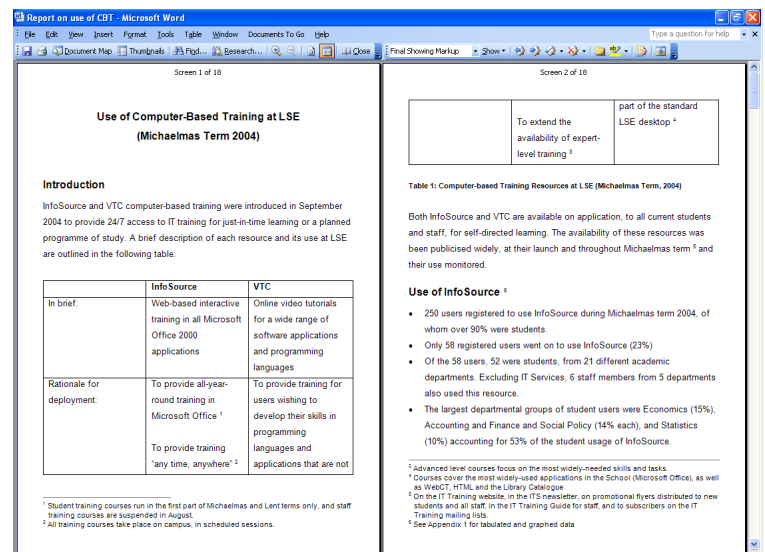
4. Do one of the following:

- To display the merge results in the selected document, click on **Merge**.
- To display the merge results in the document that is currently open, click on **Merge into current document**.
- To display the results in a new document, click on **Merge into new document**.

Reading Layout

If you are opening a document primarily to read it, Reading Layout view optimizes the reading experience, by splitting the screen into two side-by-side panes, each displaying one document screen. All toolbars are hidden except for the Reading Layout and Reviewing toolbars.

You switch to reading layout view by clicking the **Read** button on the **Standard** toolbar or by pressing **ALT+R** in any view in Word.



The Document Map or the new thumbnail pane may also be displayed, so you can quickly jump to sections of the document.

To view a document in reading layout:

1. Click on View | Reading Layout.

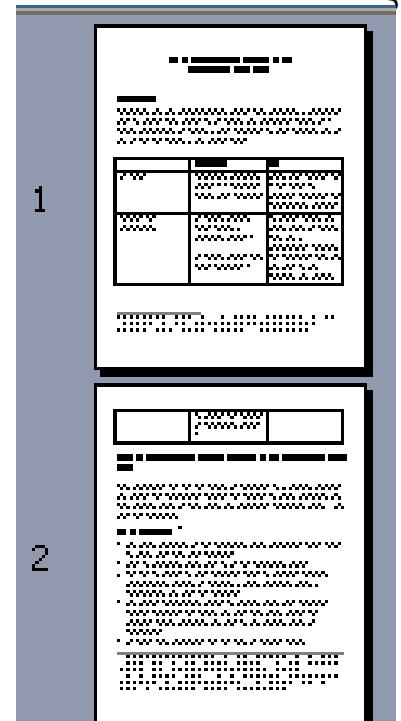
Note: Although Reading Layout view does not provide access to all the editing features, it allows you to highlight portions of the document and add comments or make some changes.

To close reading layout:

1. Click on the **Close** button on the Reading Layout toolbar.

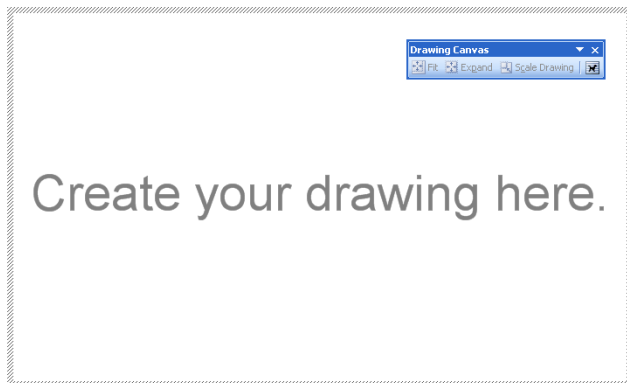
To enable / disable reading layout by default:

1. Click on **Tools | Options** to display the Options dialog box.
2. Click on the **General** tab.
3. Tick or untick the **Allow starting in Reading Layout** check box.
4. Click on the **OK** button.



Drawing canvas

When you create a drawing, a drawing canvas is placed around it. The drawing canvas is an area on which you can draw multiple shapes. Because the shapes are contained within the drawing canvas, they can be moved or resized as a single unit.



To temporarily disable the drawing canvas:

1. Press the **Esc** key on your keyboard.

To enable / disable the drawing canvas:

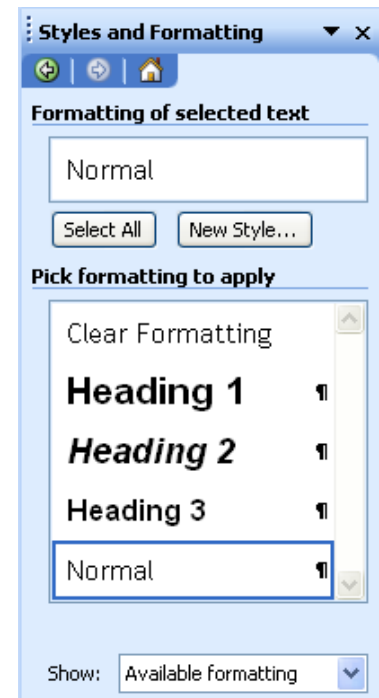
1. Click on **Tools | Options** to display the Options dialog box.
2. Click on the **General** tab.
3. Tick or untick the **Automatically create drawing canvas when inserting AutoShape** check box.

Styles and Formatting task pane

You can now add, modify, delete and customize your view of styles from the new Styles and Formatting task pane.

To Open the Styles and Formatting task pane:

1. Click on Format (menu)
2. Click on “Styles and Formatting”

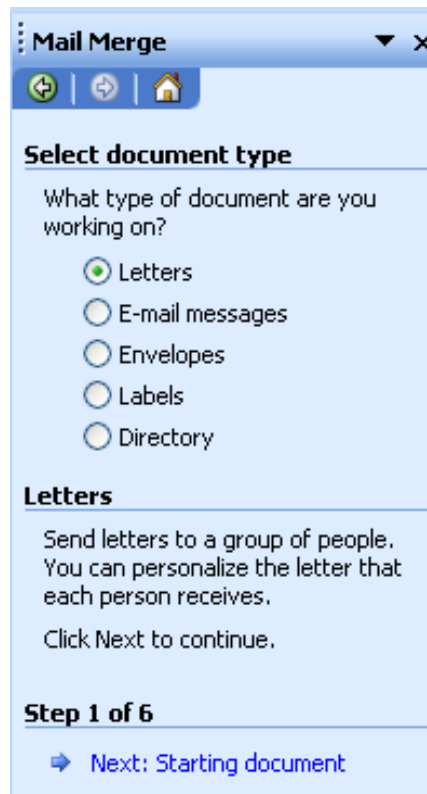


Mail Merge task pane

In Word 2003, the mail merge process is now a combination of task pane and Wizard.

To Open the Mail Merge Task Pane:

1. Click on Tools (menu)
2. Click on “Letters and Mailings”
3. Click on “Mail Merge”



Set Default Picture Wrap Settings

In earlier versions of Word, pictures were automatically set as *in-line with text*. You can now choose your own default wrap setting.

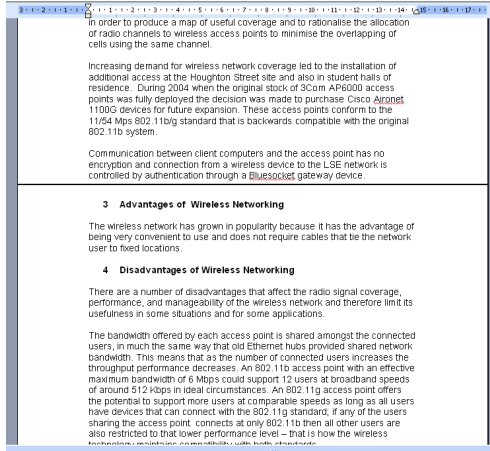
To set a default picture wrap setting:

1. Click on **Tools | Options** to display the Options dialog box.
2. Click on the **Edit** tab.
3. Click on the **Insert/paste pictures as** list-arrow to display a list of wrap options.
4. Click on the wrap option you require.



Hide white space between pages

You can save screen space in Print Layout view by hiding the space between pages:



To hide the white space between pages:

1. Point to the top or bottom of the page to display the Hide White Space button.



2. Click on the **Hide White Space** button.

To show the white space between pages:

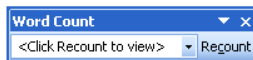
1. Point to the top or bottom of the page to display the Show White Space button.
2. Click on the **Show White Space** button.

Word Count toolbar

The Word Count toolbar lets you count and recount text without having to open a dialog box.

To display the Word Count toolbar

1. Click on **View | Toolbars | Word Count**



Compare documents side-by-side

Comparing documents side by side allows you to see the differences between two documents more easily, without having to merge all changes into one document. You can scroll through both documents at the same time to identify differences between the two documents.

To compare documents side-by-side:

1. Ensure that the documents you wish to compare are both open.
2. From one of the documents, click on **Window | Compare side by side with....**
3. Select the name of the other document to display it alongside.

Watermarks

In Word 2003, inserting a printed watermark into a document has become easier.

To insert a printed watermark:

1. Click on **Format | Background | Printed Watermark**.
2. Do one of the following:
 - To insert a picture, click on **Select Picture**. Select the picture you want, then click on the **Add** button
 - To insert a watermark, click on **Text Watermark**, then select or enter the text you want.
3. Select any other options you require, then click on the **Apply** button.

Create a Table Style

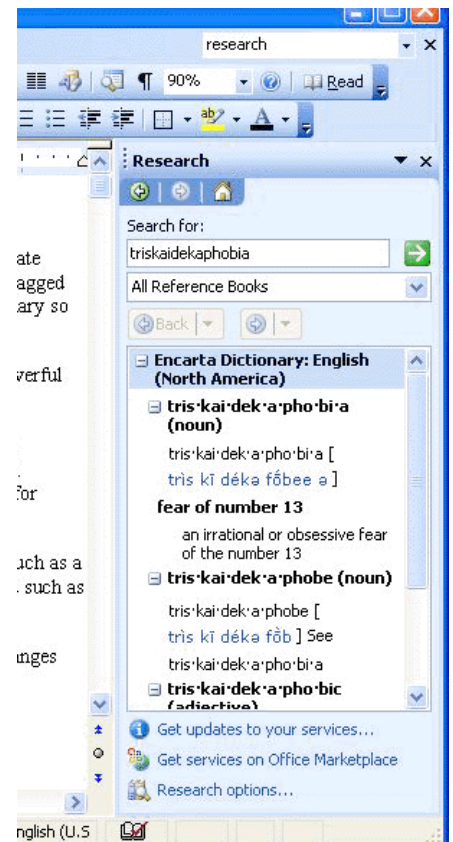
You can now create your own table style to provide a consistent look to borders, shading, alignment and fonts.

To create a table style:

1. Display the Styles and Formatting task pane.
2. Click on the **New Style** button to display the New Style dialog box.
3. In the Name box, type a name for the style.
3. Click on the Style type list-arrow to display a list of options.
4. Click on **Table**.
5. In the New Style dialog box, select the options you require, or click on the **Format** button to display further options.
6. When you have specified the options you require, tick the **Add to Template** check box in the New Style dialog box,
7. Click on the **OK** button.

Research Pane

1. On the **Tools** menu, click **Research**.
2. In the **Research** task pane, click **Research options**.
3. Do one or more of the following:
 - To activate or remove research services, select or clear the check boxes you want, and then click **OK**.
 - To add research services, click **Add Services**, select or type the Internet address for the service you want, and then click **Add**. The service is automatically enabled for searching, and it will appear in the **Search for** list the next time you open the **Research** task pane.



Single File Web Page

To Create a New Web Page:

- On the **File** menu, click **New**.
- Under **New** in the **New Document** task pane, click **Web page**.

To Create a Web Page from an existing MS Word document:

- On the **File** menu, click **New**.
- In the **New Document** task pane, click **From existing document**.
- Select the document that you want to base your Web page on, and then click **Create New**.
- **Note** The existing document does not need to be a Web page. To create the new Web page, click **Save as Web Page** on the **File** menu.

Web Page Wizard Is Gone

You can still create a Web site, but you have to understand what you are doing. You create each page individually, then use the Frames toolbar to link the various pages to one another.

To Create a Web Site

- Create a folder for the site
- Use Word to create the home page
 - Determine the visual design for the site
 - Specify Single File Web Page format
- Create Under Construction page and duplicate as necessary
- Create Navigation Bar with links to the pages at the site