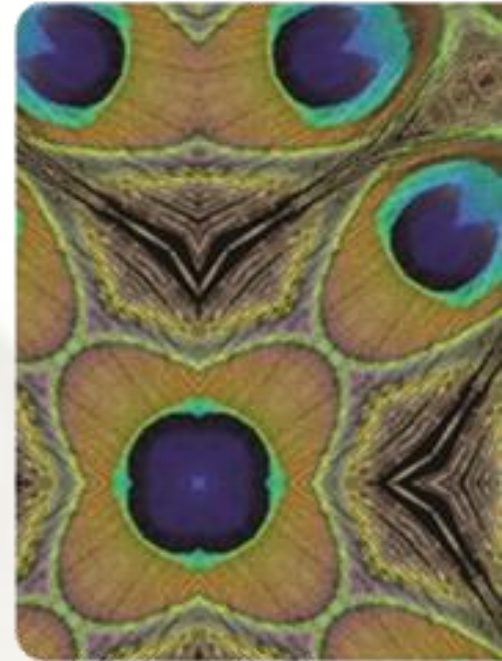


Word Tutorial 10

Managing Long Documents



Objectives

- Create a master document
- Create, split, merge, and remove subdocuments
- Control text flow and page breaks
- Add automatic heading numbers and numbered captions
- Create a graph with Microsoft Graph
- Create cross-references to figure numbers
- Protect a document with editing and formatting restrictions



Objectives

- Use synchronous scrolling and thumbnails to manage documents
- Use advanced page numbering techniques and style references
- Create and update an index, a bibliography, a table of contents, and a table of figures
- Update fields before printing
- Protect a document with encryption and digital signatures

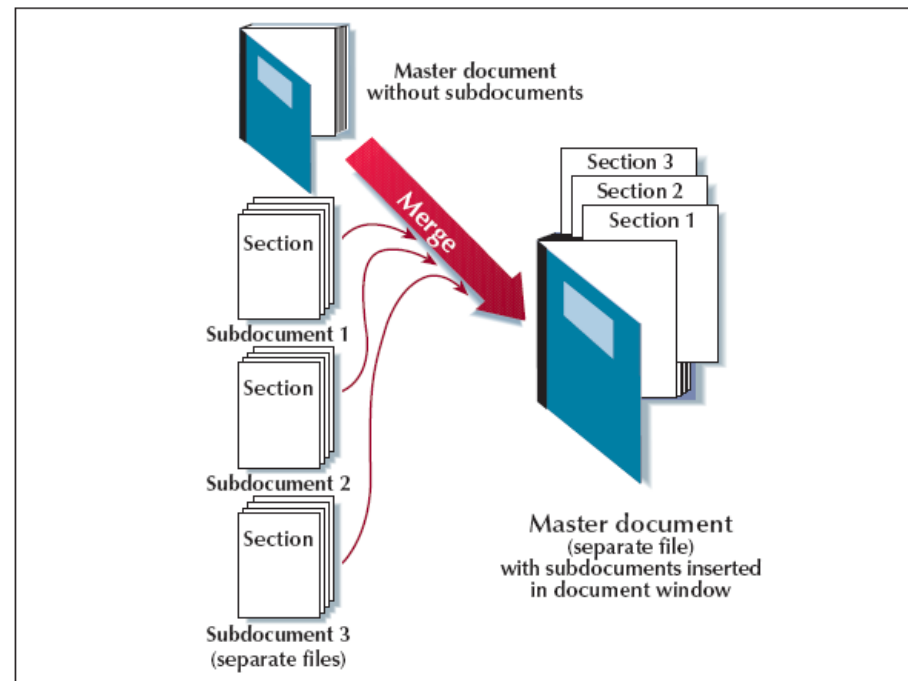


Working with Master Documents

- A **master document** is a long document divided into several smaller, individual files, called **subdocuments**

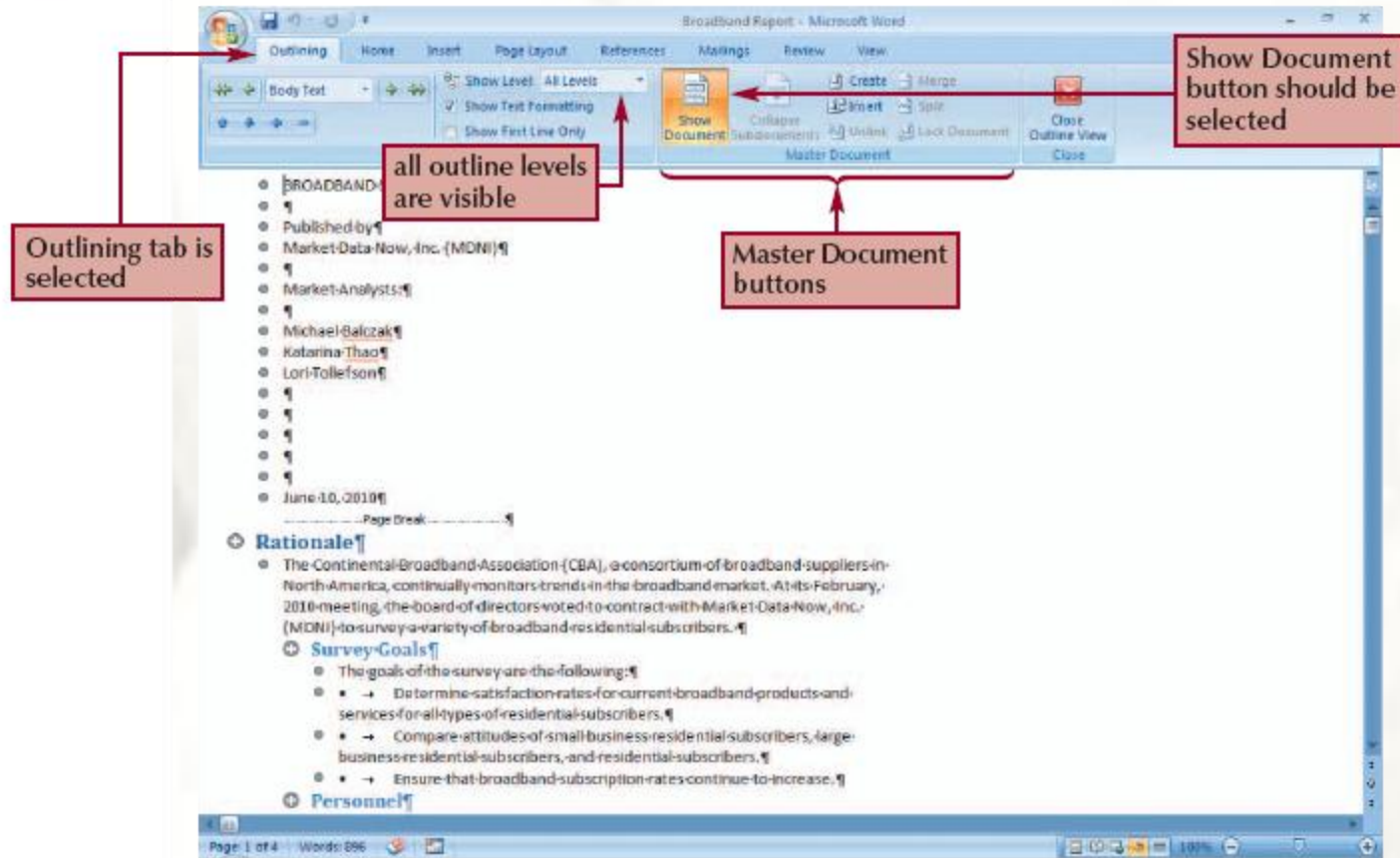
Figure 10-1

Master document and subdocument



Converting a Document into a Master Document

Figure 10-2 Master Document view



Inserting Subdocuments

- Move the insertion point to where you want to insert the subdocument
- Click the Insert button on the Outlining tab
- Select the document you want to insert as the subdocument
- Click the Open button



Inserting Subdocuments

Second subdocument inserted and expanded **Figure 10-4**

because of price increases, but because of slow connection speeds or multiple-dropped connections. Respondents are distributed more or less evenly throughout the United States and Canada, including Alaska and Hawaii.

Section Break (Continuous)

Section Break (Next Page)

Small Business Subscribers

- The survey of small-business subscribers included only businesses that are independently owned and that employ less than 20 people. With only a few exceptions, each survey was completed by the business owner.

Demographics

- The respondents of the survey represent all types of small businesses, ranging from restaurant supply firms to law offices to retail stores. The majority of respondents (81%) disseminate their broadband connection through the use of at least one wireless device. Small-business respondents were just as likely to be male as female. Respondents are distributed throughout the United States and Canada, including Alaska and Hawaii.

Areas of Satisfaction

- When small-business subscribers were asked specific questions about their experiences with broadband suppliers, their current broadband suppliers receive high ratings across the board, with 19 of 21 statements receiving a rating of 3.0 or higher (out of 4.0). The most highly rated statement was "I will renew my subscriber plan with my broadband supplier." The only statements to receive a rating of less than 3.0 were "I chose my broadband supplier because of its excellent technical support services" and "I chose my broadband supplier because of its flexible payment options."

Section Break (Continuous)

Large Business Subscribers

- Large-business subscribers responded positively to the request to fill out a survey and generally gave high ratings to their broadband suppliers.

Page: 5 of 6 Words: 1,243

Splitting Subdocuments

- Make sure the document is in Master Document view
- Move the insertion point to the subdocument heading where you want to divide the subdocument
- Click the Split button in the Master Document group on the Outlining tab



Merging Subdocuments

- Make sure the document is in Master Document view
- Click the Subdocument icon of the first subdocument
- Press and hold the Shift key while you click the Subdocument icon of an adjacent subdocument
- Release the Shift key, and then, in the Master Document group on the Outlining tab, click the Merge button



Removing a Subdocument

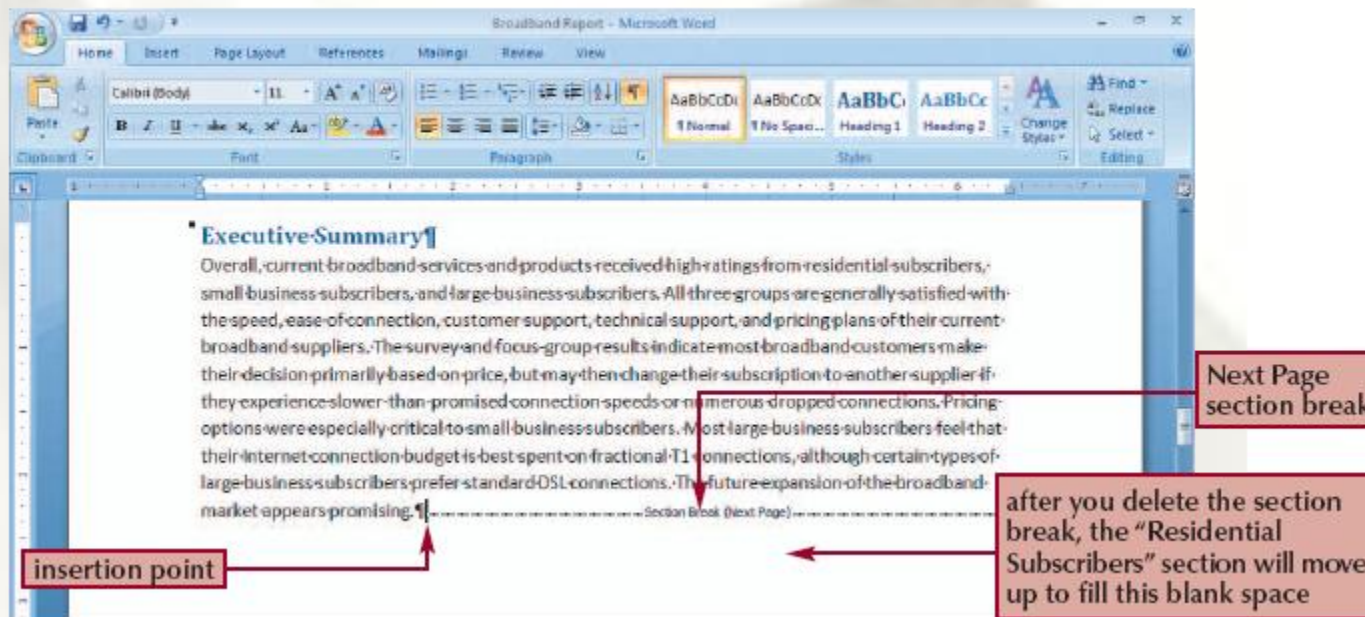
- Make sure the document is in Master Document view
- Click the Subdocument icon for the subdocument you want to move into the master document
- In the Master Document group on the Outlining tab, click the Unlink button



Controlling Page Breaks

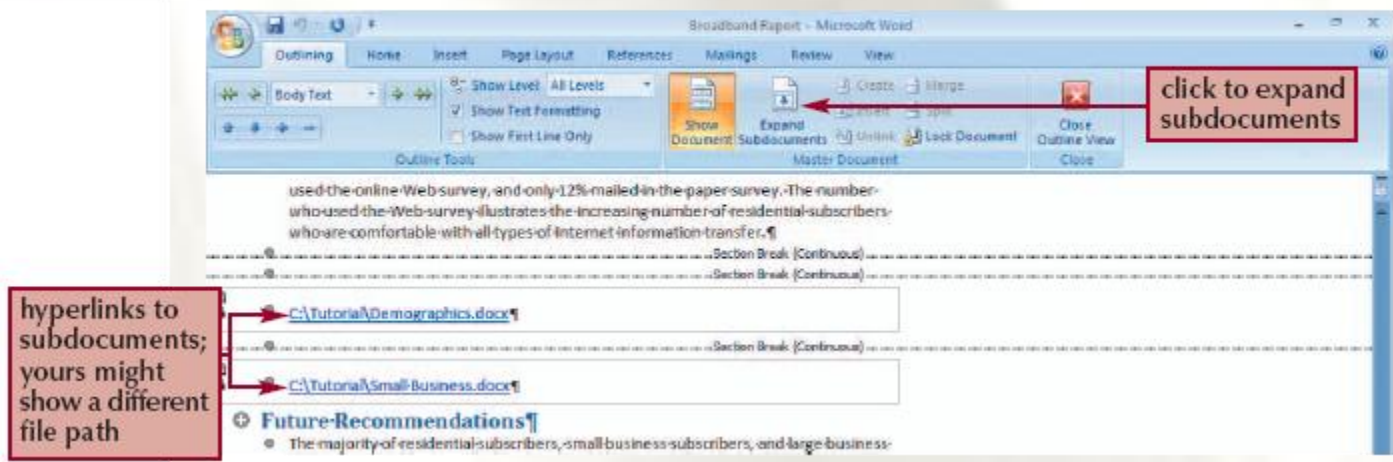
Deleting a Next Page section break

Figure 10-7



Reopening a Master Document

Figure 10-8 Master Document with hyperlinks to the subdocuments



Numbering Headings Automatically

- Click the Home tab, then in the Paragraph group, click the Multilevel List button arrow
- Click the heading numbering style you want to use
- As you edit a document that contains numbered headings, you may occasionally find that the heading number disappears from some headings. If that happens, apply the correct heading style (which, after you numbered the headings in the document, contains the heading numbering) to the affected headings



Numbering Headings Automatically

Figure 10-10 Collapsed document with numbered headings

The screenshot shows the Microsoft Word interface with a document titled "Broadband Report". The document is collapsed, showing a list of headings:

- 1- Rationale
 - 1.1 - Survey Goals
 - 1.2 - Personnel
 - 1.3 - Market Research Overview
 - 1.4 - Response Information
- 2- Executive Summary
- 3- Residential Subscribers
 - 3.1 - Demographics
- 4- Small Business Subscribers
 - 4.1 - Demographics
 - 4.2 - Areas of Satisfaction
- 5- Large Business Subscribers
 - 5.1 - Types of Large Business Subscribers
 - 5.2 - Large Business Subscribers' Satisfaction
- 6- Future Recommendations

Callouts and annotations:

- A callout box on the left says "level 1 headings are numbered" with arrows pointing to the main heading numbers (1- through 6-).
- A callout box on the right says "numbering added to styles in Quick Styles gallery" with arrows pointing to the "Heading 1" and "Heading 2" styles in the ribbon.
- A callout box at the bottom left says "level 2 heading numbers consist of two parts" with arrows pointing to the sub-heading numbers (e.g., 1.1, 1.2, etc.).

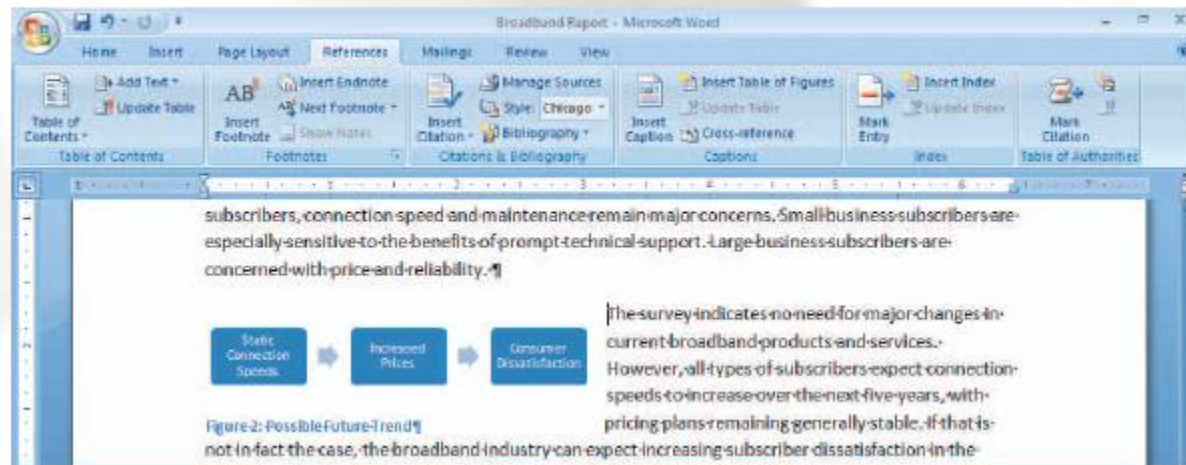
Creating Captions

- Select the table or figure to which you want to apply a caption
- Click the References tab, then, in the Captions group, click the Insert Caption button
- Click the Label arrow, then click the type of object to which you're applying the caption (for example, figure or table)
- Use the Position arrow to specify whether you want the caption to appear above or below the figure
- To use double-numbering that includes the number of the preceding Heading 1 heading (for example, 1-1 for the first caption under the heading "1. Rationale," 1-2 for the second caption under that heading, etc.), click the Numbering button, select the Include chapter number check box, then click the OK button
- Click the OK button in the Caption dialog box



Creating Captions

Figure 10-16 Figure with new caption



Inserting a Graph or Chart

- **Microsoft Graph** is a program you can use with Word to create simple charts and graphs
- Click the **Insert** tab, in the Text group click the **Object** button (not the Object button arrow), click the **Create New** tab, if necessary, click **Microsoft Graph Chart**, and then click the **OK** button



Inserting a Graph or Chart

Microsoft Graph open in Word **Figure 10-17**

The screenshot shows a Microsoft Word document titled "Broadband Report - Microsoft Word" with a chart and a data sheet. The chart is a grouped bar chart titled "3.1 - Demographics" showing data for four quarters (1st Qtr, 2nd Qtr, 3rd Qtr, 4th Qtr) across three regions: East, West, and North. The data sheet is titled "Broadband Report.docx - Datasheet" and contains the following data:

	A	B	C	D	E
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1 East	30.4	27.4	90	20.4	
2 West	30.6	38.6	34.6	31.6	
3 North	45.8	46.8	45	45.8	
4					

Callouts in the image include:

- Standard toolbar**: Points to the top menu bar and toolbar.
- Formatting toolbar**: Points to the formatting toolbar below the standard toolbar.
- sample bar graph**: Points to the bar chart.
- Chart Type button arrow**: Points to the Chart Type button in the standard toolbar.
- if necessary, drag the data sheet down so it doesn't obscure the sample bar graph**: Points to the data sheet window, which is partially overlapping the chart.

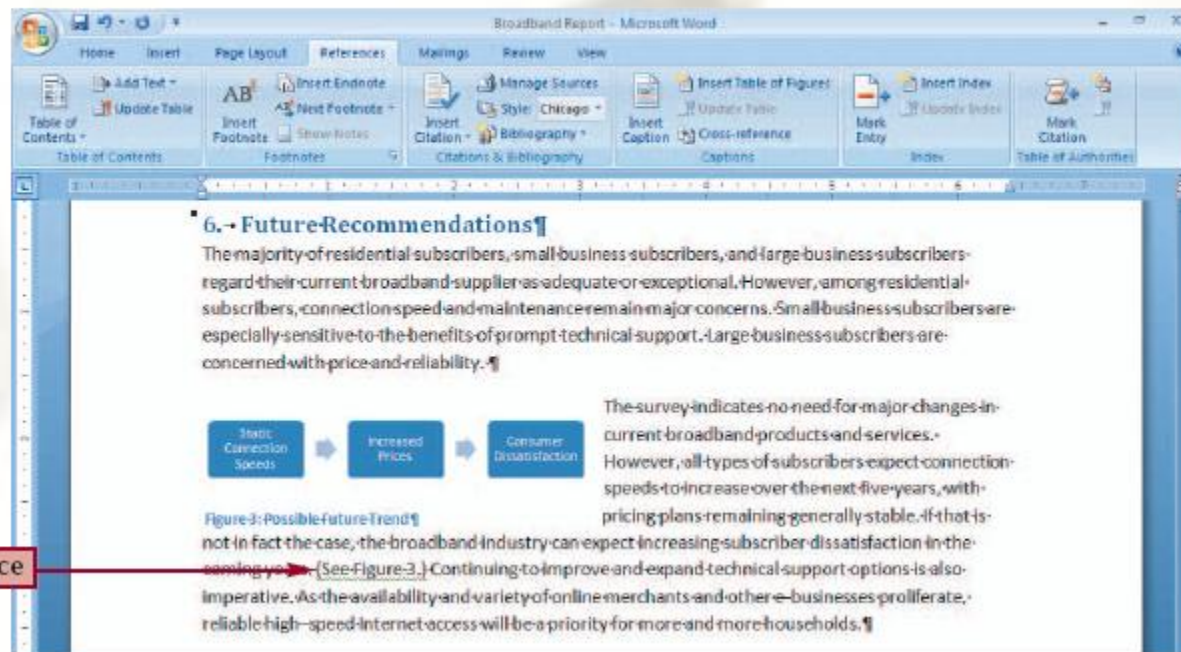
Creating Cross-References

- Move the insertion point to where you want to insert the cross-reference
- Type the text preceding the cross-reference, such as “See” and a space
- Click the References tab, then, in the Captions group, click the Cross-reference button
- Select the Reference type—for example, figure, table, equation, or heading
- In the “Insert reference to” list box, select the information you want to appear in the cross-reference—for example, entire caption, only label and number, or page number
- Indicate whether you want the cross-reference formatted as a hyperlink. (When the user clicks a hyperlink cross-reference, the insertion point moves to the item being cross-referenced.)
- Click the Insert button, and then click the Close button



Creating Cross-References

Figure 10-22 Cross-reference to figure



cross-reference

Protecting a Document

- Open the document you want to protect
- Click the Review tab, and then, in the Protect group, click the Protect Document button to open the Restrict Formatting and Editing task pane
- To specify formatting restrictions, under “1. Formatting restrictions” select the “Limit formatting to a selection of styles” check box, click Settings to open the Formatting Restrictions dialog box, select the restrictions you want, and then click the OK button
- To specify editing restrictions, under “2. Editing restrictions” select the “Allow only this type of editing in the document” check box, click the list arrow, and then click the editing restriction you want. For example, to protect a document for tracked changes, you would click Tracked changes



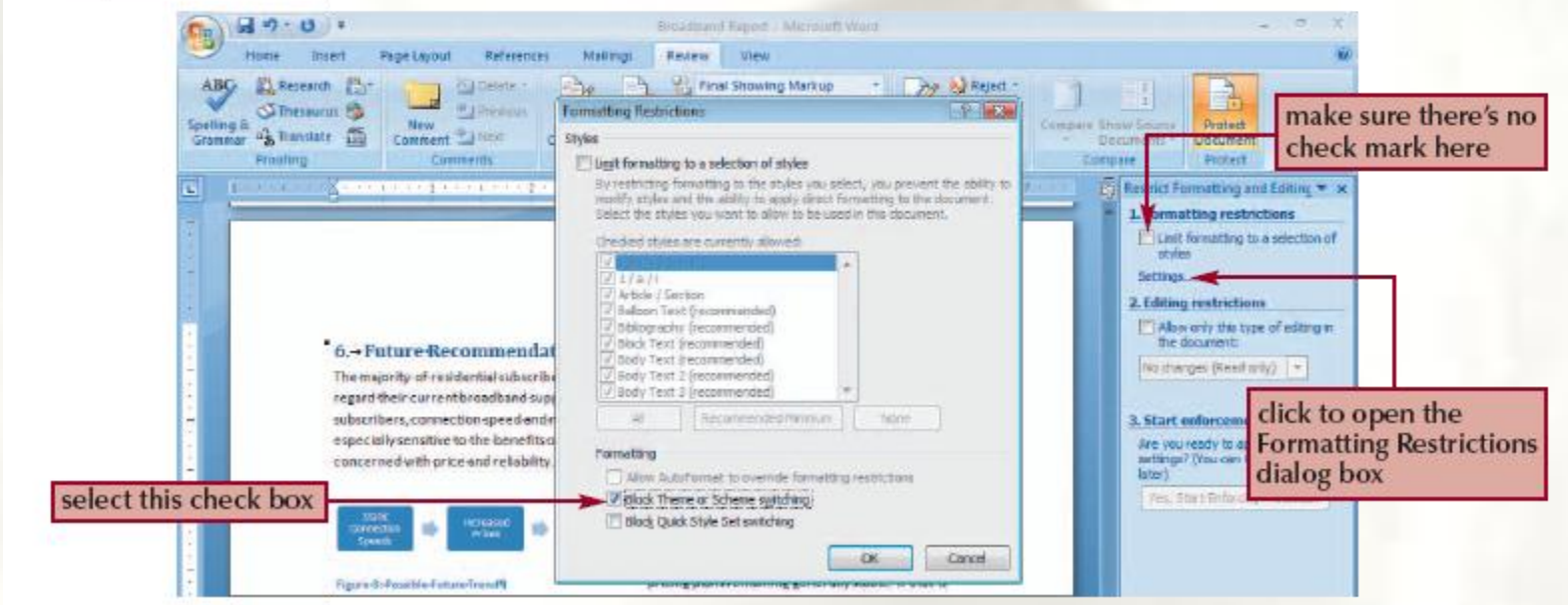
Protecting a Document

- To specify user exceptions, verify that you have set up IRM, under “Exceptions (optional)” select a group of users in the list box, or click More users and select additional users
- Under “3. Start enforcement” click the Yes, Start Enforcing Protection button
- If desired, type a password in the “Enter new password (optional)” text box and in the “Reenter password to confirm” text box
- Click the OK button



Protecting a Document

Figure 10-23 Restricting formatting changes

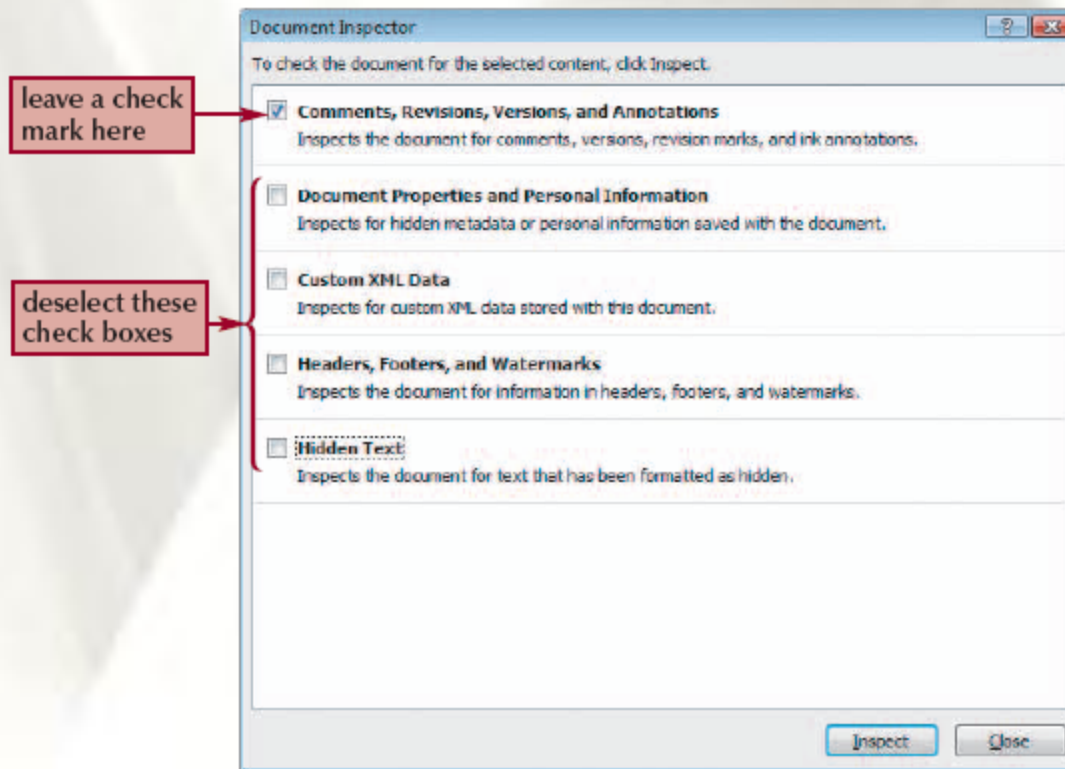


Checking a Document with the Document Inspector

- The **Document Inspector** automatically checks a document for comments and revision marks

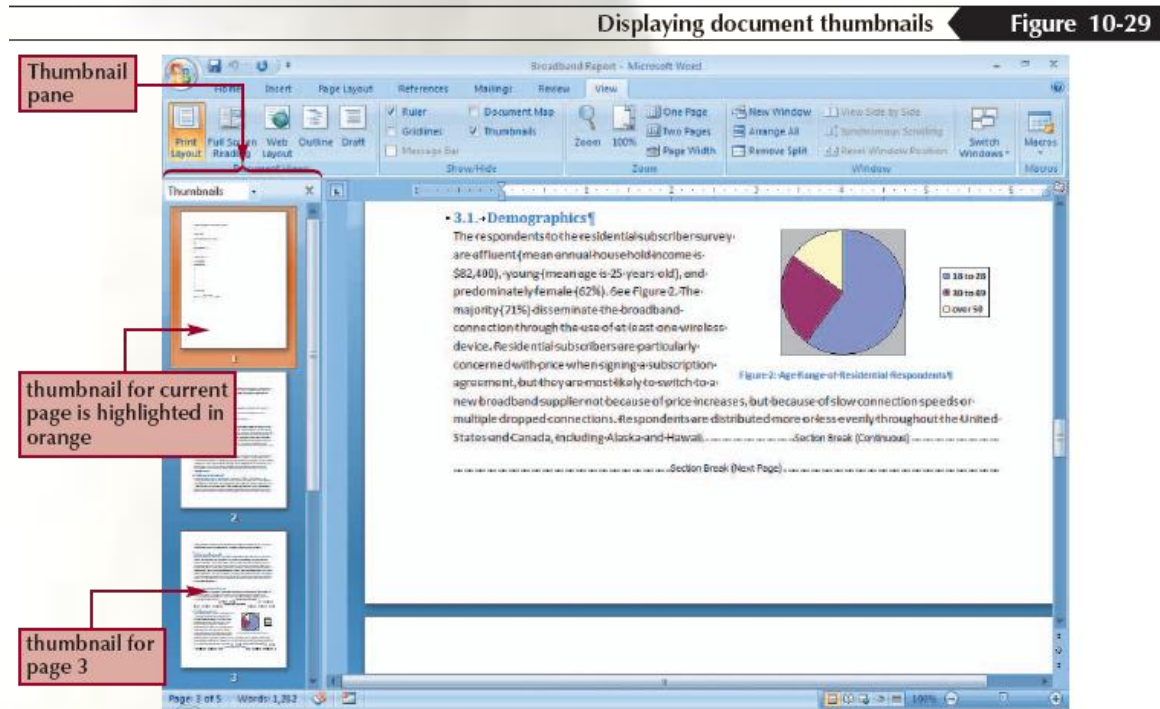
Using the Document Inspector

Figure 10-25



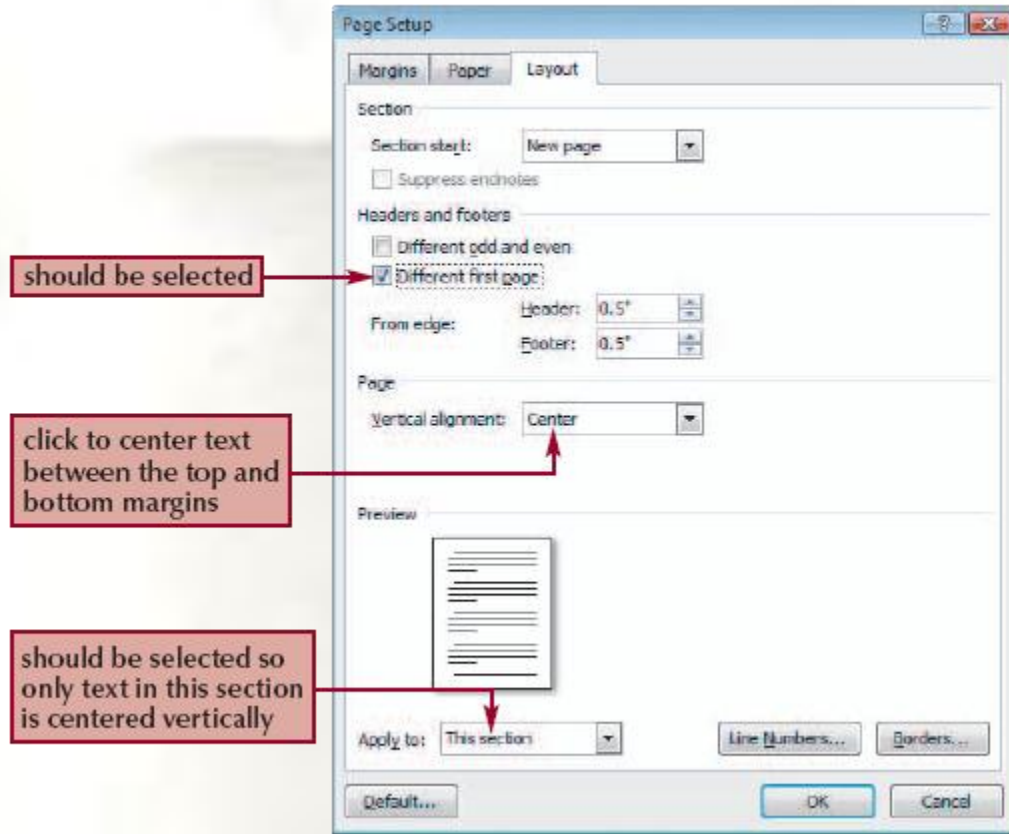
Using Thumbnails to Navigate a Document

- **Thumbnails** are another way of navigating in a document; they show miniature views of the document pages in a pane on the left side of the Word window



Numbering Pages with Number Formats

Figure 10-31 Aligned text vertically on the page

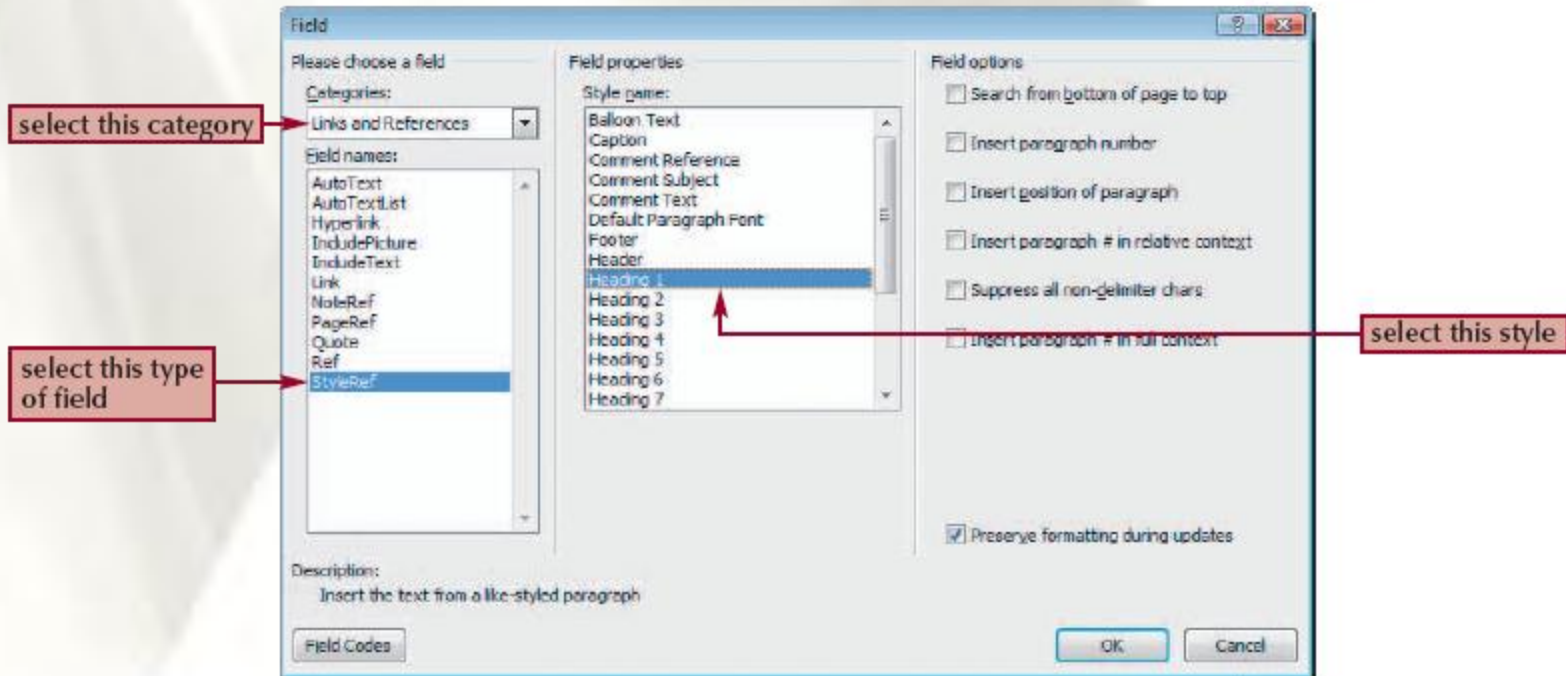


Inserting a Style Reference into a Footer

- A **style reference** is a field code that inserts text formatted with a particular style

Inserting a style reference to the Heading 1 style

Figure 10-34



Marking Index Entries and Subentries

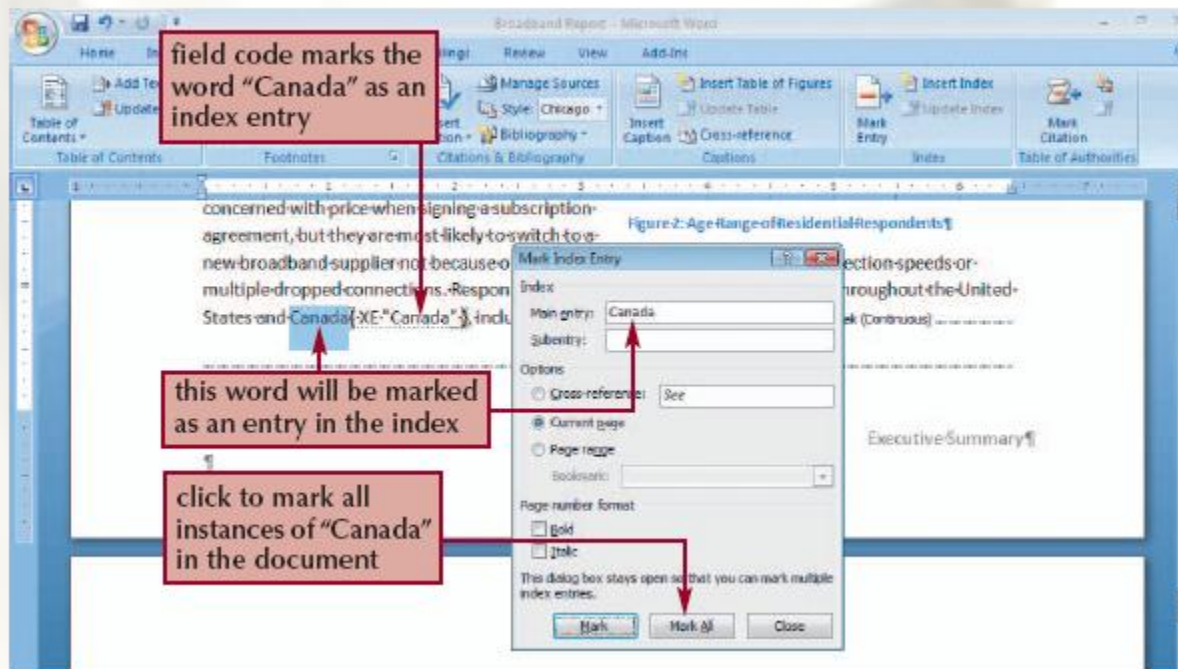
- Select the word or phrase you want to mark as an index entry
- Press the Alt+Shift+X keys to open the Mark Index Entry dialog box. Alternately, click the References tab, then, in the Index group, click the Mark Entry button to open the Mark Index Entry dialog box
- If necessary, type an index entry in the Main entry text box, then, if desired, type an entry in the Subentry text box
- Make sure the Current page option button in the Options section is selected
- Click the Mark button to mark this occurrence, or click the Mark All button to mark every occurrence in the document
- Click the Close button



Marking Index Entries and Subentries

Marking an index entry

Figure 10-36



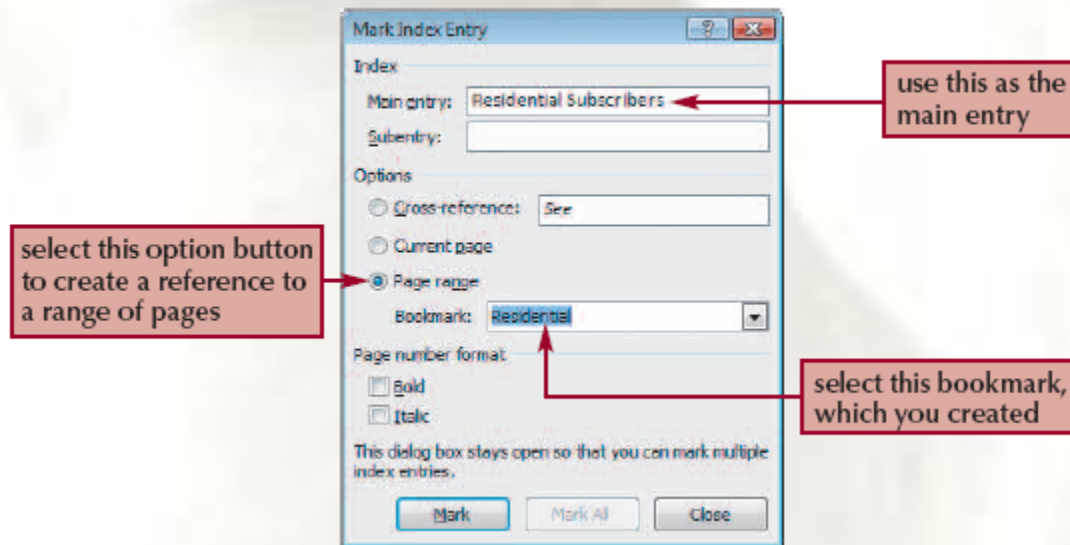
Creating a Page Range Index Entry

- Select a range of pages—for example, a section
- Click Insert tab, and then in the Links group, click the Bookmark button
- Type the name of the bookmark, and then click the Add button. The Bookmark dialog box closes
- Make sure the Mark Index Entry dialog box is open, click the Page range option button, click the Bookmark arrow, and then click the bookmark name
- Click the Mark button



Creating a Page Range Index Entry

Figure 10-37 Creating a page range index entry



Compiling an Index

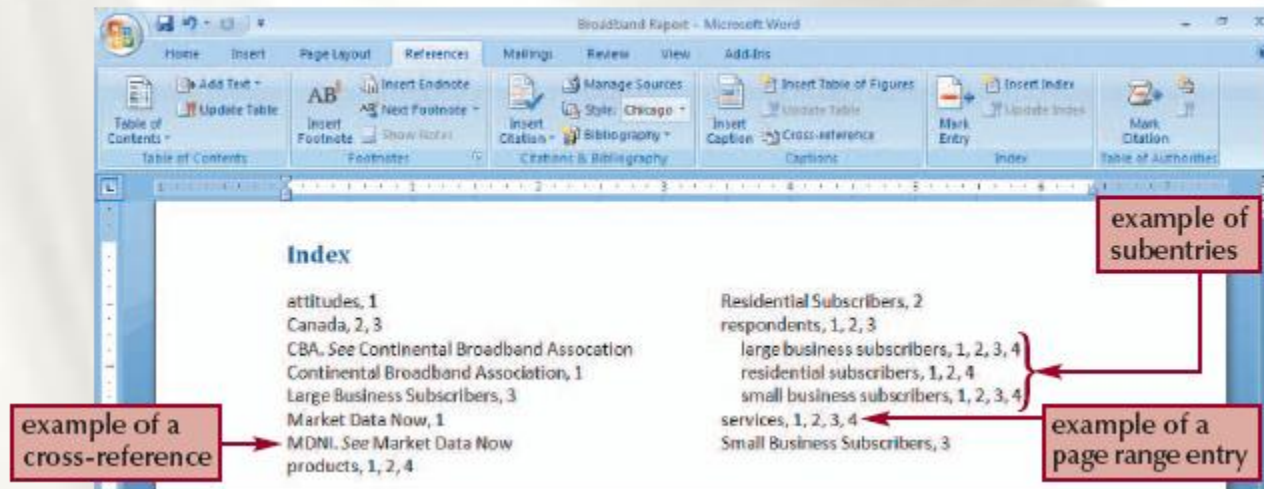
- Move the insertion point to the location where you want to insert the index
- Hide nonprinting characters. This is necessary because the hidden text of the field codes takes up extra space and changes the pagination of the document
- Click the References tab, and then, in the Index group, click the Insert Index button. Click the Index tab, if necessary
- Select the desired options controlling the appearance of the index
- Click the OK button



Compiling an Index

Index for the Broadband Report document

Figure 10-38



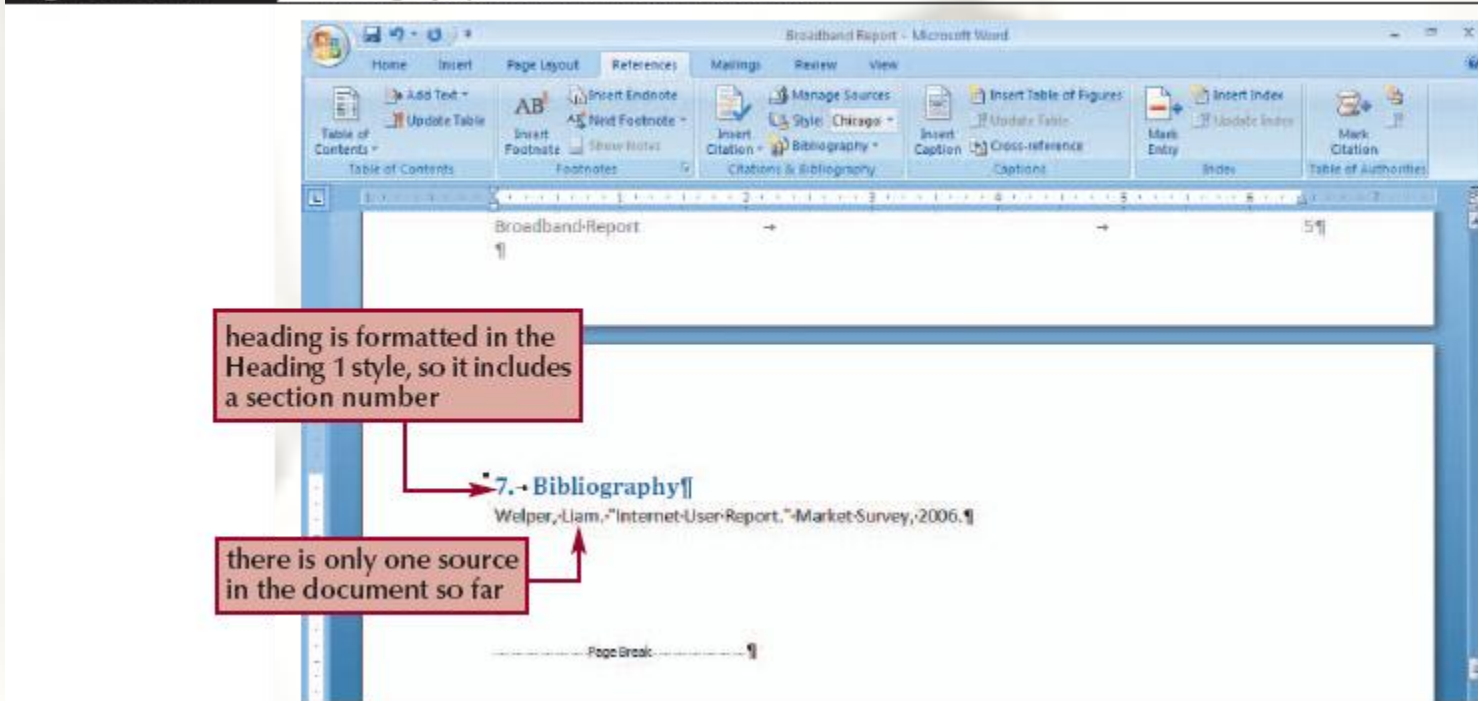
Creating a Bibliography

- To select a bibliography style, click the References tab, click the Style button arrow in the Citations & Bibliography group, then click a style for the bibliography
- Click at the end of the sentence or phrase you want to cite
- To add a citation for a new source, in the Citations & Bibliography group on the References tab click the Insert Citation button, click Add New Source, enter information in the Create Source dialog box, then click the OK button
- To add a citation for an existing source, in the Citations & Bibliography group on the References tab click the Insert Citation button, and then click the source
- Click where you want to insert a bibliography
- In the Citations & Bibliography group on the References tab, click the Bibliography button
- Click a bibliography format to insert the bibliography into the document



Creating a Bibliography

Figure 10-42 Bibliography inserted in the document



Encrypting a Document

- Click the Office Button, point to Prepare, and then click Encrypt Document to open the Encrypt Document dialog box
- Type a password in the Password text box, and then click the OK button to open the Confirm Password dialog box
- Retype the password in the Reenter password text box, and then click the OK button
- To open an encrypted document, open the file as usual, type the password in the Password dialog box, and then click the OK button
- To remove a password, click the Office Button, click Save As to open the Save As dialog box, click Tools, click General Options, select the password, press the Delete key, click the OK button, click Save, and then click Yes if necessary

