

Click on the Office Button



Then on Word Options.

The image shows the 'Word Options' dialog box in Microsoft Word, specifically the 'Popular' tab. The left sidebar contains a list of categories: Popular (highlighted), Display, Proofing, Save, Advanced, Customize, Add-Ins, Trust Center, and Resources. The main area is titled 'Change the most popular options in Word.' and is divided into two sections: 'Top options for working with Word' and 'Personalize your copy of Microsoft Office'. The 'Top options' section includes five checkboxes: 'Show Mini Toolbar on selection' (checked), 'Enable Live Preview' (checked), 'Show Developer tab in the Ribbon' (checked), 'Always use ClearType' (checked), and 'Open e-mail attachments in Full Screen Reading view' (unchecked). Below these are two dropdown menus: 'Color scheme' set to 'Blue' and 'ScreenTip style' set to 'Show feature descriptions in ScreenTips'. The 'Personalize your copy of Microsoft Office' section has two text input fields for 'User name' and 'Initials', and a button labeled 'Language Settings...' next to the text 'Choose the languages you want to use with Microsoft Office:'.

**Word Options**

**Popular**

Display

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources

Change the most popular options in Word.

**Top options for working with Word**

- Show Mini Toolbar on selection ⓘ
- Enable Live Preview ⓘ
- Show Developer tab in the Ribbon ⓘ
- Always use ClearType
- Open e-mail attachments in Full Screen Reading view ⓘ

Color scheme: Blue ▾

ScreenTip style: Show feature descriptions in ScreenTips ▾

**Personalize your copy of Microsoft Office**

User name:

Initials:

Choose the languages you want to use with Microsoft Office:

Then on Display.

Show all formatting marks.

The image shows the 'Word Options' dialog box with the 'Display' tab selected. The left sidebar contains categories: Popular, Display (selected), Proofing, Save, Advanced, Customize, Add-Ins, Trust Center, and Resources. The main area has a title bar with a magnifying glass icon and the text 'Change how document content is displayed on the screen and when printed.' Below this are three sections: 'Page display options', 'Always show these formatting marks on the screen', and 'Printing options'. Each section contains a list of checkboxes with corresponding icons.

**Word Options**

Popular

**Display**

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources

Change how document content is displayed on the screen and when printed.

**Page display options**

- Show white space between pages in Print Layout view ⓘ
- Show highlighter marks ⓘ
- Show document tooltips on hover

**Always show these formatting marks on the screen**

- Tab characters →
- Spaces ...
- Paragraph marks ¶
- Hidden text ABC
- Optional hyphens -
- Object anchors ↕
- Show all formatting marks

**Printing options**

- Print drawings created in Word ⓘ
- Print background colors and images
- Print document properties
- Print hidden text
- Update fields before printing
- Update linked data before printing

Then on Advanced to get Text Boundaries.

The image shows the 'Word Options' dialog box in Microsoft Word, with the 'Advanced' tab selected. The dialog is titled 'Word Options' and has a sidebar on the left with categories: Popular, Display, Proofing, Save, Advanced (highlighted), Customize, Add-Ins, Trust Center, and Resources. The main area is titled 'Advanced options for working with Word.' and is divided into three sections: 'Editing options', 'Cut, copy, and paste', and 'Show document content'. In the 'Editing options' section, several checkboxes are checked, including 'Typing replaces selected text', 'When selecting, automatically select entire word', 'Allow text to be dragged and dropped', 'Use CTRL + Click to follow hyperlink', 'Use smart paragraph selection', 'Use smart cursoring', and 'Use the Insert key to control overtype mode'. The 'Default paragraph style' is set to 'Normal'. In the 'Cut, copy, and paste' section, dropdown menus are set to 'Keep Source Formatting (Default)' for most options, and 'In line with text' for 'Insert/paste pictures as:'. In the 'Show document content' section, the 'Show text boundaries' checkbox is checked and highlighted with a black arrow. Other options like 'Show background colors and images in Print Layout view' and 'Show picture placeholders' are unchecked. At the bottom, 'Field shading' is set to 'When selected', and 'Use draft font in Draft and Outline views' is checked with 'Name' set to 'Arial' and 'Size' set to '10'.

Word Options

Popular  
Display  
Proofing  
Save  
Advanced  
Customize  
Add-Ins  
Trust Center  
Resources

Advanced options for working with Word.

**Editing options**

- Typing replaces selected text
- When selecting, automatically select entire word
- Allow text to be dragged and dropped
- Use CTRL + Click to follow hyperlink
- Automatically create drawing canvas when inserting AutoShapes
- Use smart paragraph selection
- Use smart cursoring
- Use the Insert key to control overtype mode
  - Use overtype mode
- Prompt to update style
- Use Normal style for bulleted or numbered lists
- Keep track of formatting
  - Mark formatting inconsistencies
- Enable glick and type
  - Default paragraph style: Normal

**Cut, copy, and paste**

Pasting within the same document: Keep Source Formatting (Default)

Pasting between documents: Keep Source Formatting (Default)

Pasting between documents when style definitions conflict: Keep Source Formatting

Pasting from other programs: Keep Source Formatting (Default)

Insert/paste pictures as: In line with text

- Keep bullets and numbers when pasting text with Keep Text Only option
- Use the Insert key for paste
- Show Paste Options buttons
- Use smart cut and paste [Settings...](#)

**Show document content**

- Show background colors and images in Print Layout view
- Show text wrapped within the document window
- Show picture placeholders [?](#)
- Show drawings and text boxes on screen
- Show text animation
- Show bookmarks
- Show Smart Tags
- Show text boundaries ←
- Show crop marks
- Show field codes instead of their values

Field shading: When selected

- Use draft font in Draft and Outline views
  - Name: Arial
  - Size: 10
  - [Font Substitution...](#)

For Spelling and Grammar and AutoCorrect Options, click on Proofing.

**Word Options**

Popular  
Display  
**Proofing**  
Save  
Advanced  
Customize  
Add-Ins  
Trust Center  
Resources

Change how Word corrects and formats your text.

**AutoCorrect options**

Change how Word corrects and formats text as you type: **AutoCorrect Options...**

**When correcting spelling in Microsoft Office programs**

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

**Custom Dictionaries...**

French modes: Traditional and new spellings ▾

**When correcting spelling and grammar in Word**

- Check spelling as you type
- Use contextual spelling
- Mark grammar errors as you type
- Check grammar with spelling
- Show readability statistics

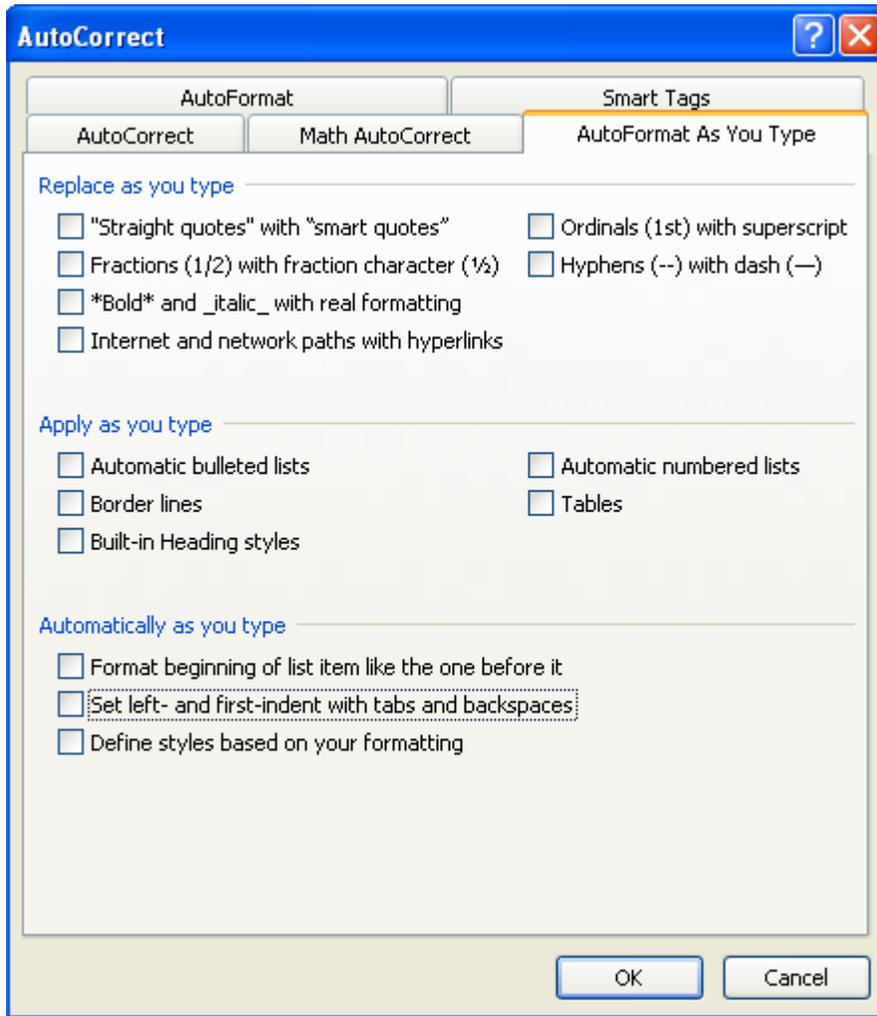
Writing Style: Grammar Only ▾ **Settings...**

**Recheck Document**

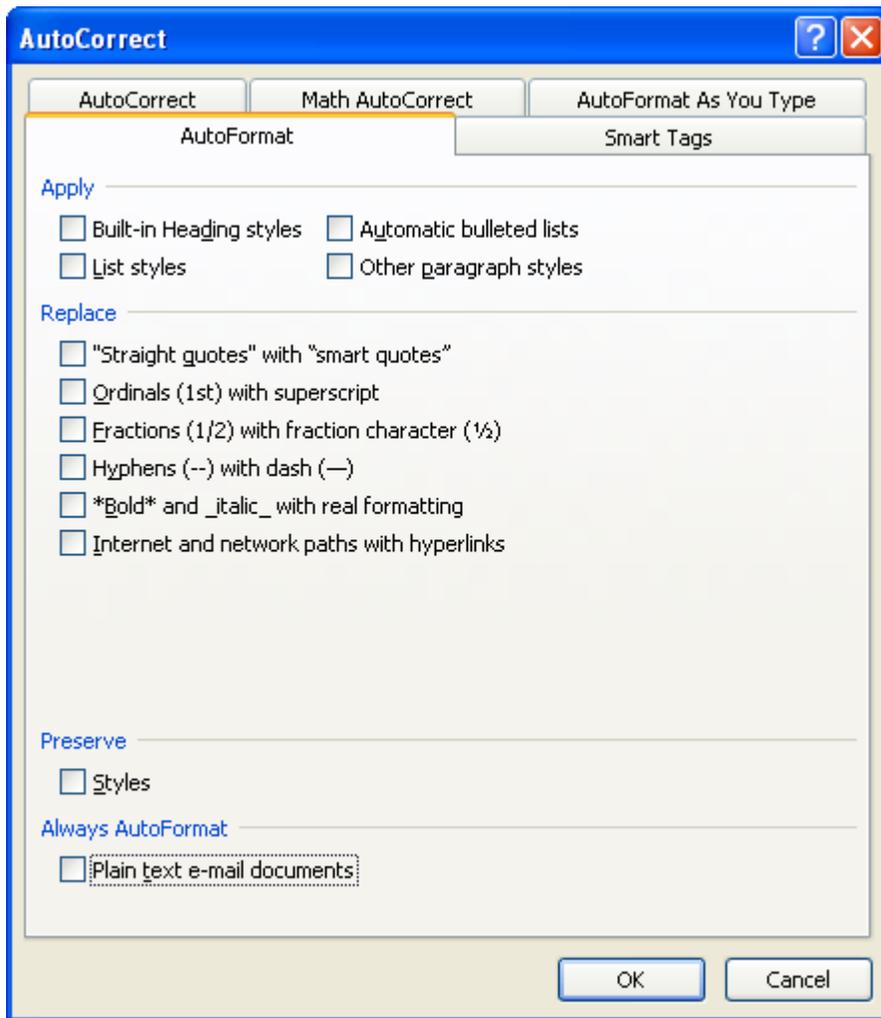
**Exceptions for:** Word 2007 screenshots.doc ▾

- Hide spelling errors in this document only
- Hide grammar errors in this document only

## AutoFormat As You Type



## AutoFormat



## AutoCorrect

