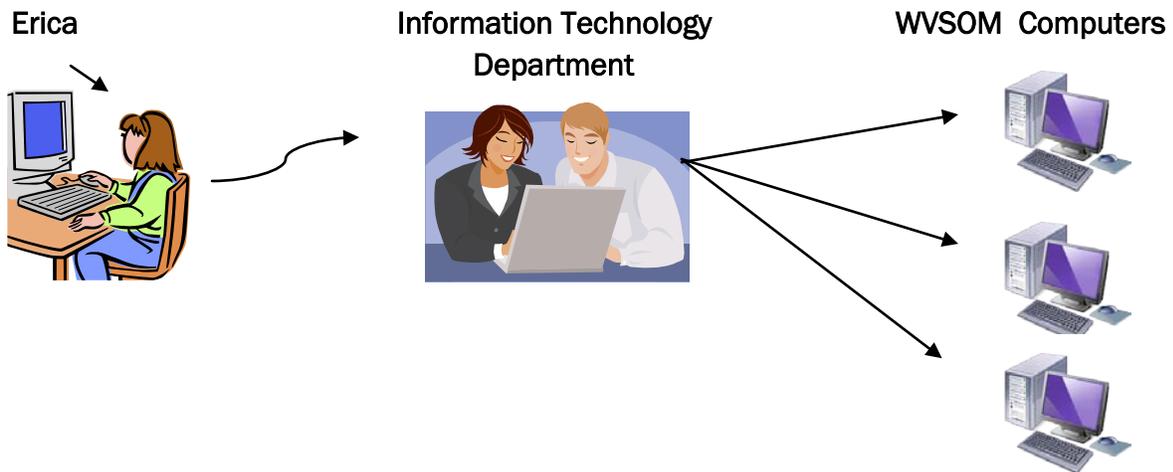


Microsoft Word 2007 Training: Accreditation

1. Normal.dotm file:

The normal.dotm template opens whenever you start Microsoft Office Word 2007 and it includes default styles and customizations that determine the basic look of a document. Erica Bell, under the directive of Dr. Helen Baker, has created a “new” normal.dotm file that is currently being “pushed” by the IT Dept. to all WVSOM computers that have Microsoft Word 2007 installed. This file contains styles, colors, fonts, cover sheets, headers and watermarks that are to be used for all WVSOM documentation, especially documents to be submitted for accreditation purposes.



2. Styles, Colors, and Fonts:

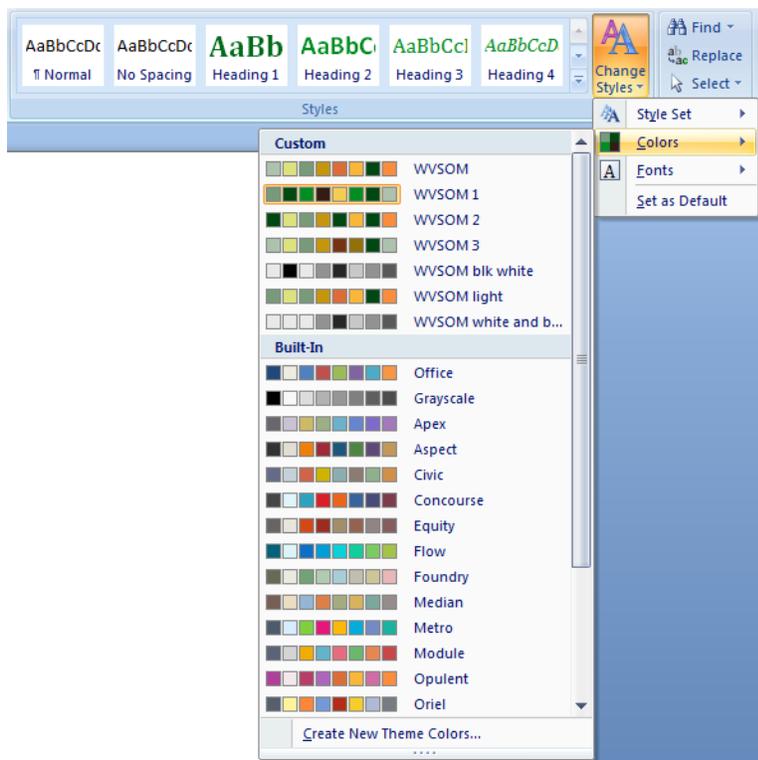
A style is a collection of formatting instructions that's been given a name so it can easily be accessed and applied. With the new template in place you will have preset styles for Headings 1 – 6, titles, among others. Highlight headings and click on the appropriate style for that heading.



To select one of the WWSOM style color schemes:

Step 1: Click on the 'Change Styles' button in the Styles group at the top.

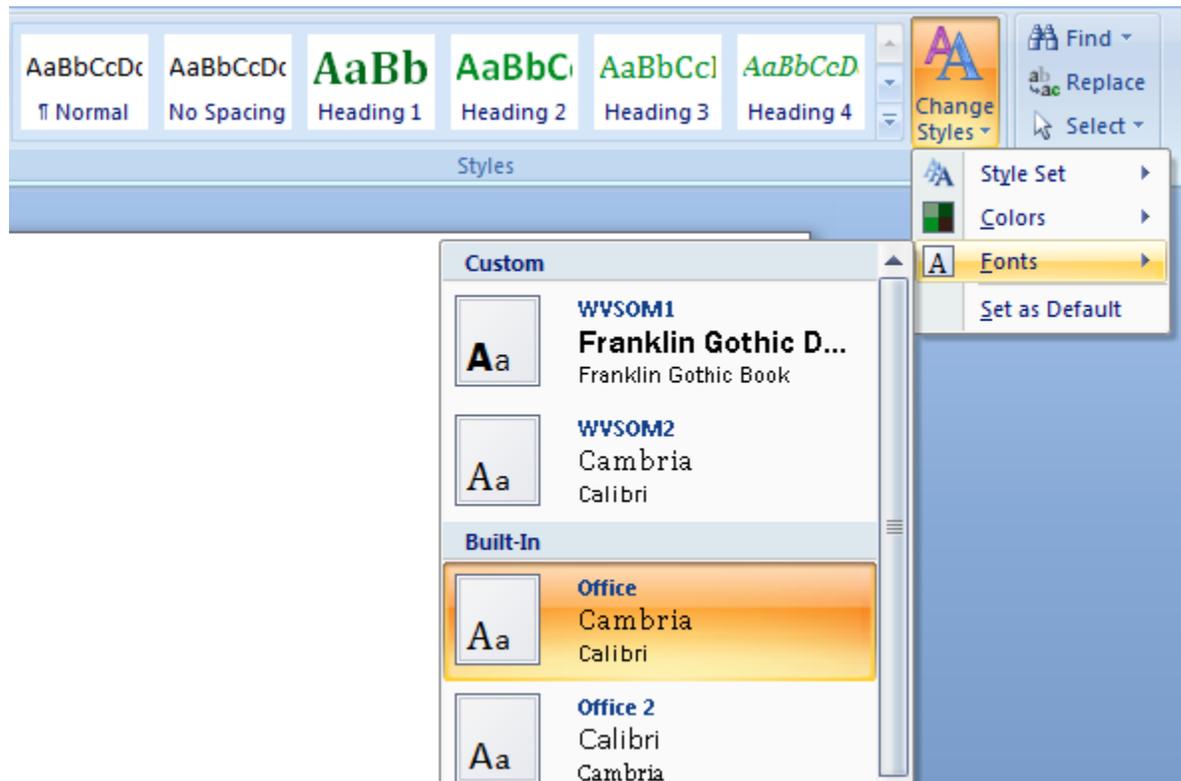
Step 2: Click on 'Colors' and click on any of the seven WWSOM color schemes to use for your particular document. This will affect the colors used in your footers and headers, if used.



To select one of the WVSOM font styles:

Step 1: Click on the 'Change Styles' button in the Styles group at the top.

Step 2: Click on "Fonts" and select one of the two custom made WVSOM fonts, WVSOM1 or WVSOM2. The font selected will be utilized throughout the entire document.



NOTE: The colors and fonts depicted here are just options for you to use depending on what type of document you are working on. Choose which color scheme and font works best depending on whether or not your document has graphics, as they may affect the size of your graphics. Whichever you decide is acceptable.

3. Advantages of Bookmarks. Web PDFs with Bookmarks vs. ones without:

A bookmark is a type of link with representative text in the Bookmarks panel in the navigation pane. Each bookmark goes to a different view or page in the document. Bookmarks are generated automatically during PDF creation. If a Table of Contents is used within a document, the bookmarks can be generated from it or by the Word styles.

Here are examples of web-based PDFs; one with bookmarks and one without in order to show the advantage of having them in your documents.

Without Bookmarks:

<http://www.wvsom.edu/sites/default/files/.1/2013-grad-sched.pdf>

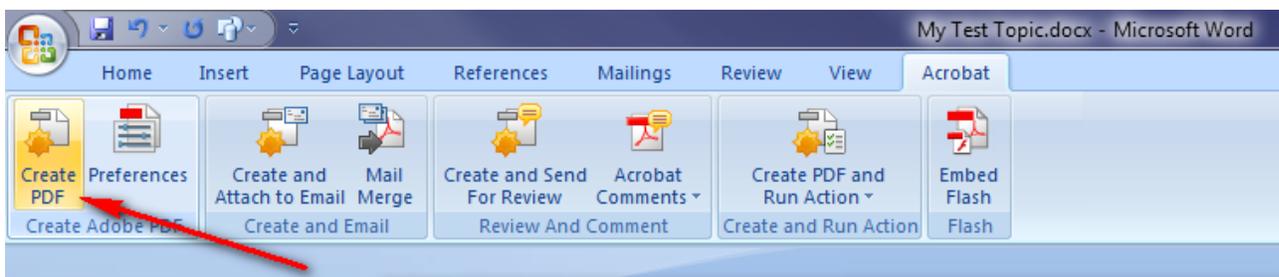
With Bookmarks:

<http://www.nursing.umich.edu/studentresources/documentation/CreatingBookmarksPDFdocsV7.pdf#page=1&zoom=auto,0,792>

4. Use Styles to create Bookmarks in Word and convert them to be Bookmarks in Adobe/PDF files:

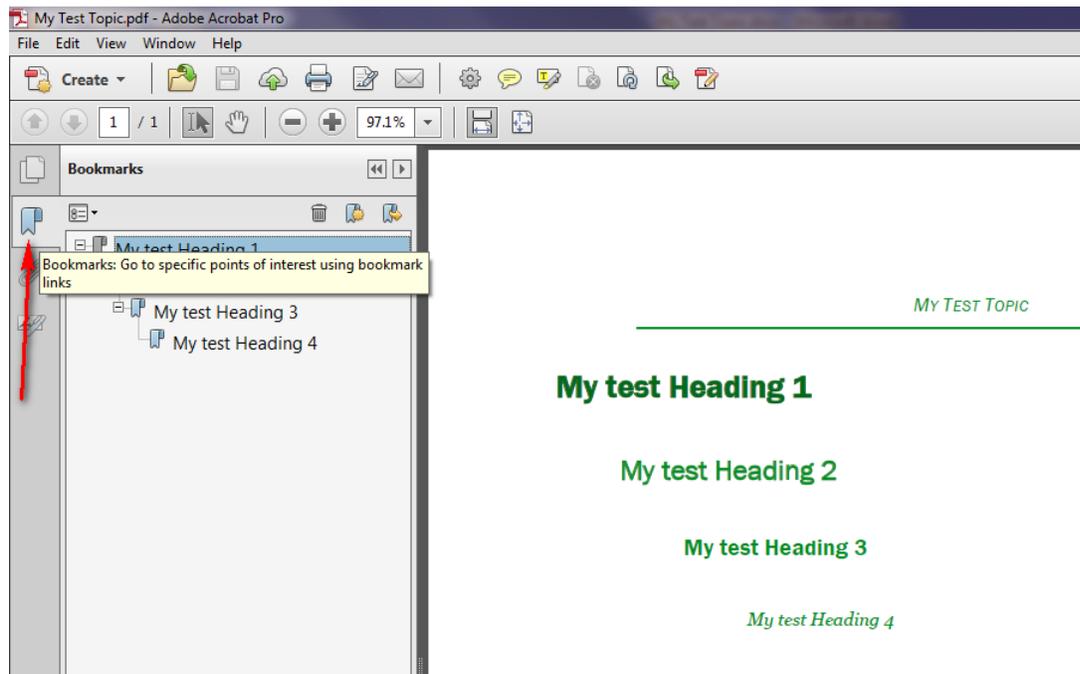
Step 1: Use your styles to create your topic, headings, and subheadings. Very important!

Step 2: When the document is completed and ready to be converted into a PDF document, click on the 'Acrobat' tab at the top, then on 'Create PDF' in the Create Adobe PDF group.



Step 3: Give the file a suitable name. (Most people give it the same name as the original Word document and save it in the same location.) Click "Save".

Step 4: Your newly created PDF document will appear on your screen. You will then be able to click on the Bookmark tab on the far left to view all bookmarks. These can be used to quickly jump from one heading, or subheading, to another when searching for particular information.

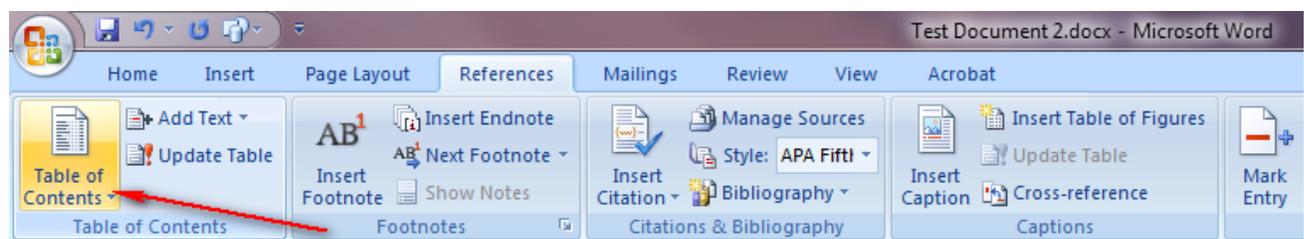


5. Table of Contents (TOC):

Step 1: Set up all of your headings and subheadings first in your document.

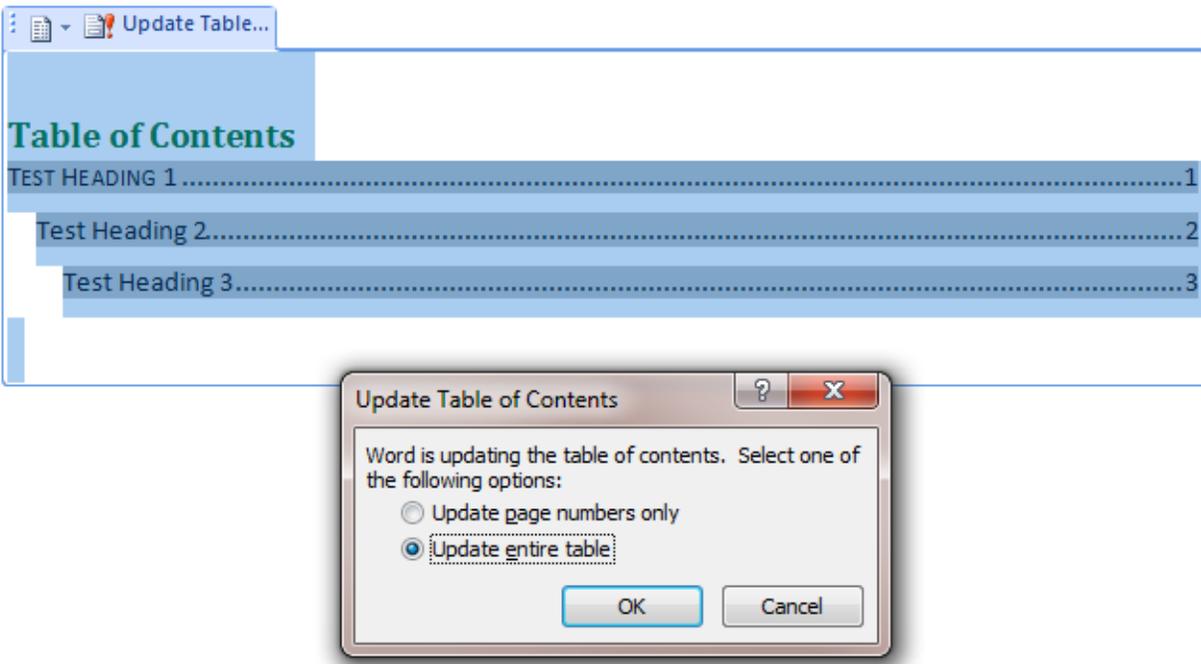
Step 2: Place your cursor where you want the Table of Contents to appear.

Step 3: Click on the 'References' tab at the top. Then click on 'Table of Contents' to the far left in the Table of Contents group.



Step 4: Click on any of the Automatic Tables to insert the TOC. The predefined headings and subheadings will appear within the TOC.

Step 5: Any time you make any changes to a heading or subheading, or add/delete pages, make sure you update the TOC. To do so, click on the TOC and a menu will appear just above it. Click on 'Update Table' and mark "Update entire table". Click OK. This will update your TOC with any and all changes you have made in reference to headings and subheadings and their existing pages.



6. Cover Pages:

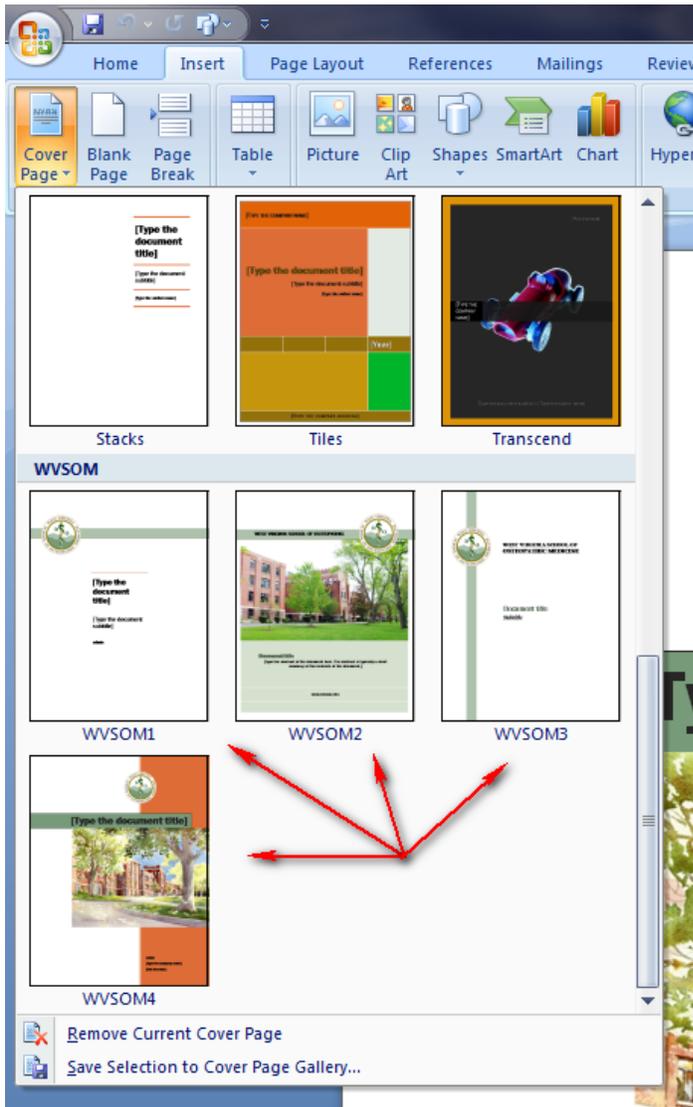
There are four customized WVSOM cover pages that can be inserted at the beginning of any document. It is your choice of which cover page to insert into your document.

Step 1: Place your cursor anywhere in your document.

Step 2: Click on the 'Insert' tab at the top. Then click on 'Cover Page' at the far left in the Pages group.



Step 3: Scroll down the list of cover pages and click on any of the four WVSOM cover pages. It will be inserted at the beginning of your document.



7. Headers:

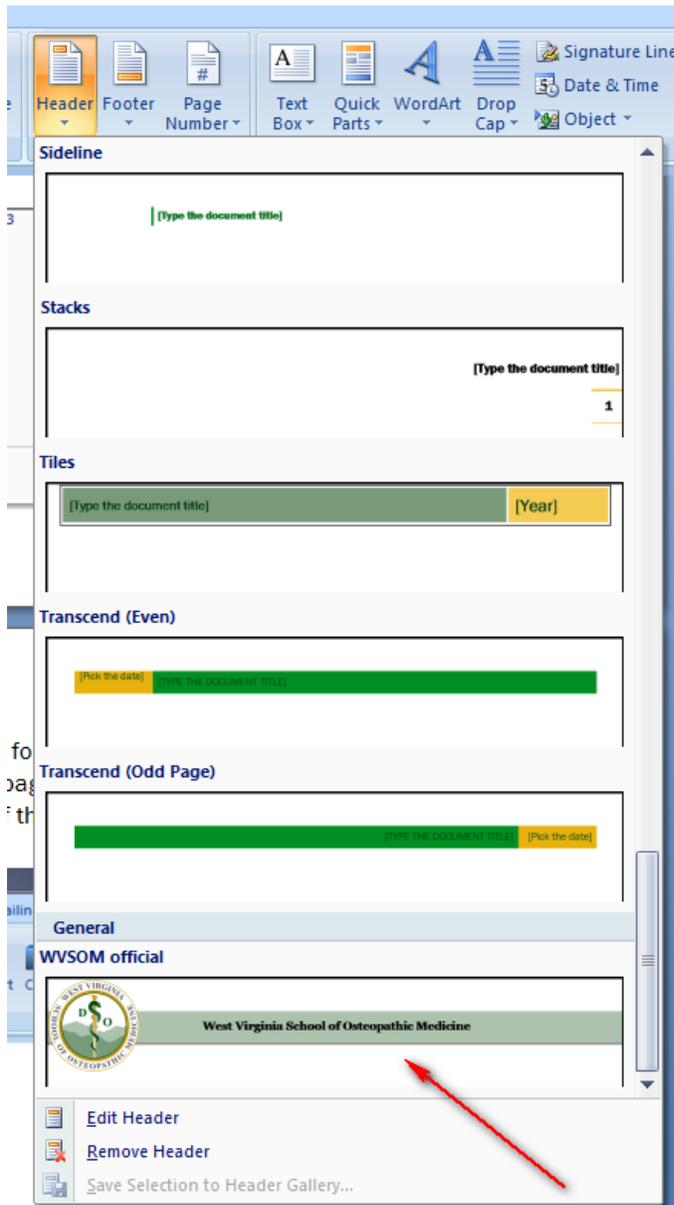
A custom WVSOM Header has been created for you to insert if desired.

Step 1: Place your cursor anywhere on the page.

Step 2: Click on the 'Insert' tab at the top of the page. Then click on 'Header' in the Header & Footer group.



Step 3: Scroll down to the bottom of the list and click on the 'WVSOM official' header to insert it onto the top of every page.



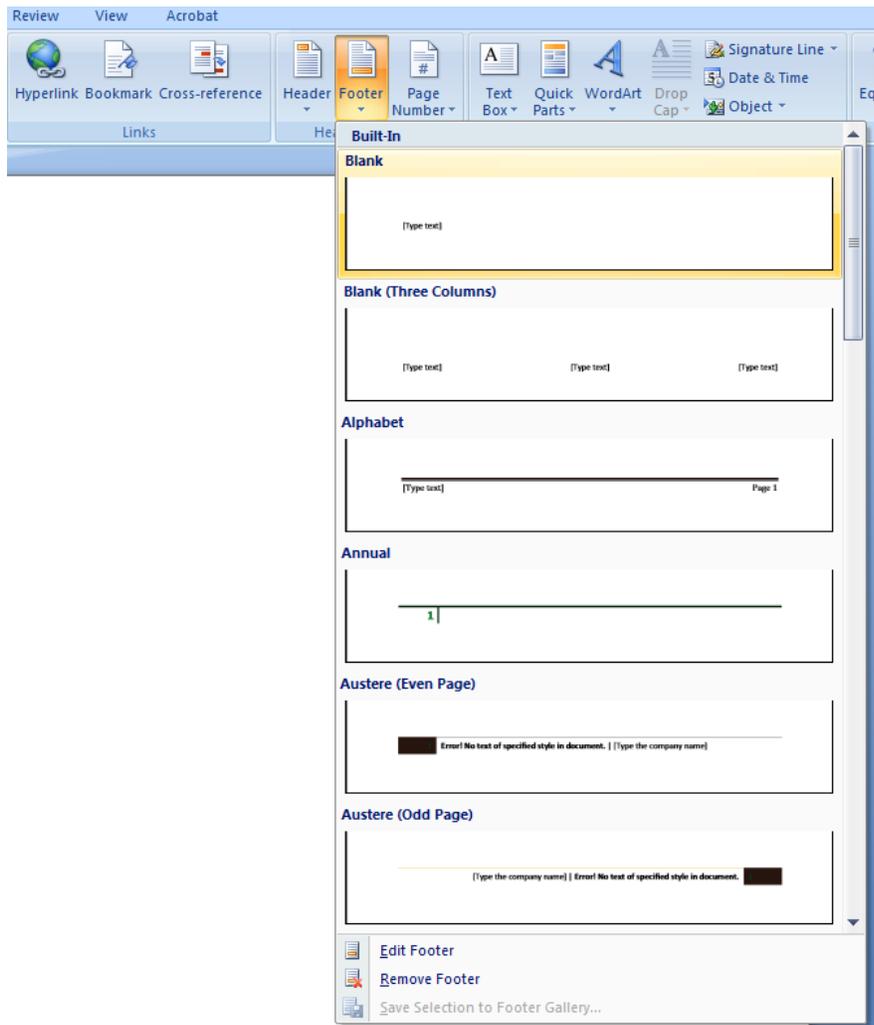
8. Footers with page numbers:

Step 1: Click anywhere on any page.

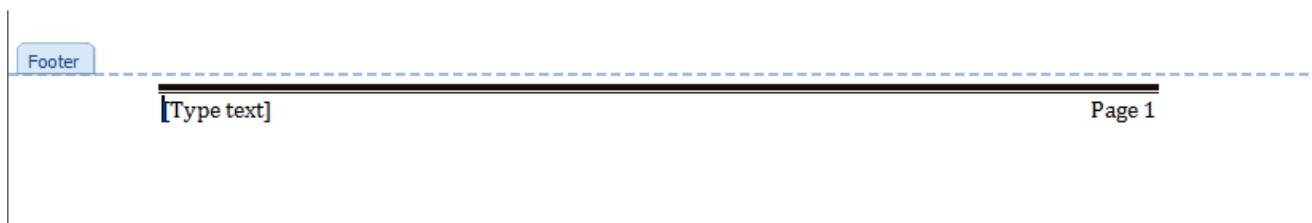
Step 2: Click on the 'Insert' tab at the top of the page.

Step 3: Click on 'Footer' in the Header & Footer group.

Step 4: Select any of the footers you feel would be appropriate for your document. The colors used in the footer will be based on the WVSOM color schemes discussed earlier.



Step 5: Once the footer is in place, make any text changes necessary, if any. The page number will automatically populate and change appropriately.

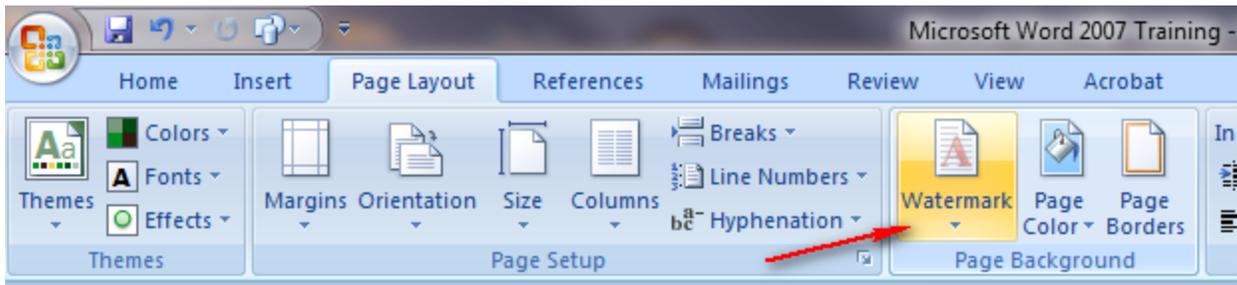


9. Watermarks:

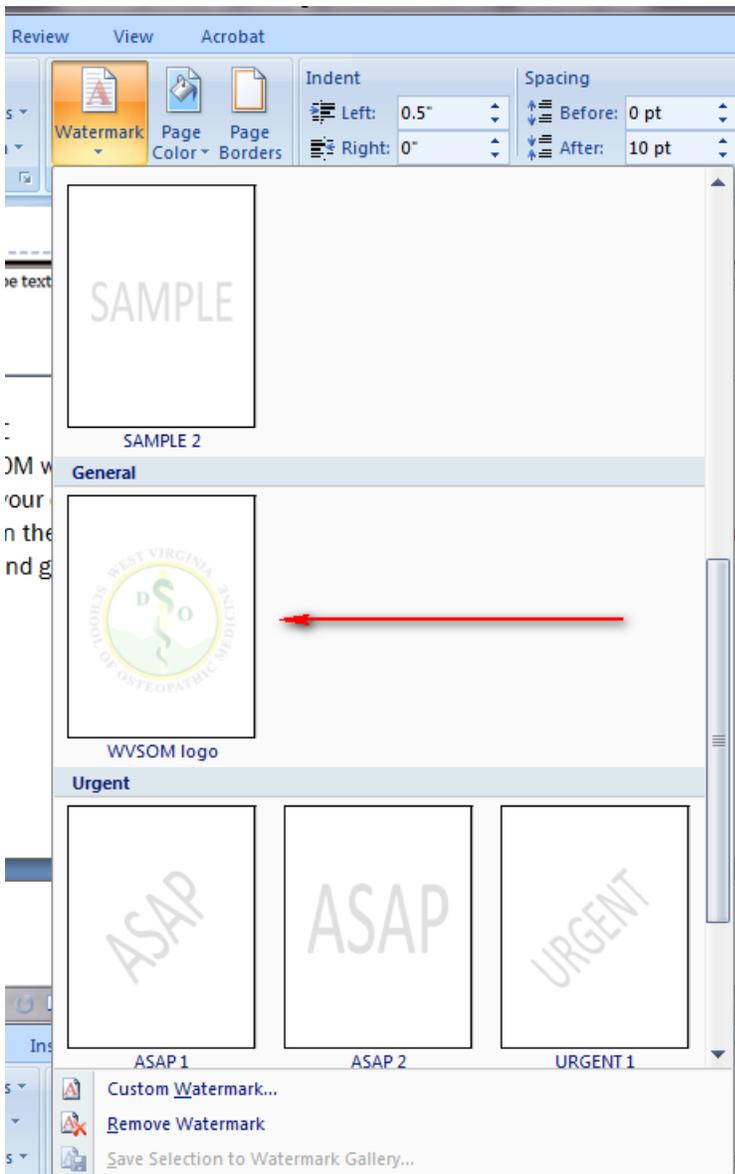
A custom WVSOM watermark has been created for your use, if desired.

Step 1: Place your cursor anywhere on any page.

Step 2: Click on the 'Page Layout' tab at the top of the page. Then click on 'Watermark' in the Page Background group.



Step 3: Scroll down to about ½ down the list and click on the 'WVSOM logo' watermark to insert it into the background of each page.



10. Additional on-line training:

a. Free:

1. <http://office.microsoft.com/en-us/training-FX101782702.aspx> (Office 2007, Office 2010, and Office for MAC training)
2. <http://www.gcflearnfree.org/office2007>

b. Not free:

1. <http://www.lynda.com/Microsoft-training-tutorials/124-0.html> (offers Free Trial)