1 Start **Word**. Open the data file **Flyer_Memo.docx**. Save as: Flyer_Memo-[your first initial and last name] (for example, *Flyer_Memo-sbryant*).

2 Position your cursor after the colon at the end of the memo's body text. Press `ENTER` once.

3 Choose **Insert>Links> Hyperlink** .

4 In the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File** or **Web Page** (see Figure 6.1).

5 In the **Text to display** box, key: Link to flyer.

6 Under **Look in**, click **Current Folder**.

7 Click the **Look in** drop-down arrow. Locate and select the data file **Flyer. docx**. Click **OK**.

8 **CHECK** Your screen should look like Figure 6.2. Save your file.

➡ *Continue to the next exercise.*

Tech Tip

Hyperlinks can be used to link to Web pages, e-mail addresses, and even to other portions of longer documents.

EXERCISE 6-1
Insert a Hyperlink to a Word Document

A hyperlink is a word, phrase, or graphic that a user can click to move from one online location to another. Hyperlinks make it possible for, or enable, users to move from one Word document to another. Words in a hyperlink usually appear with an underline and in a different color.
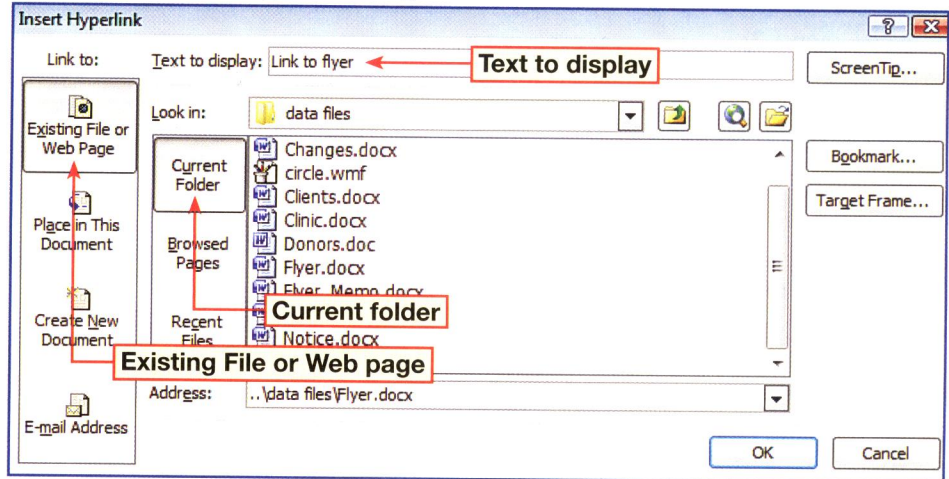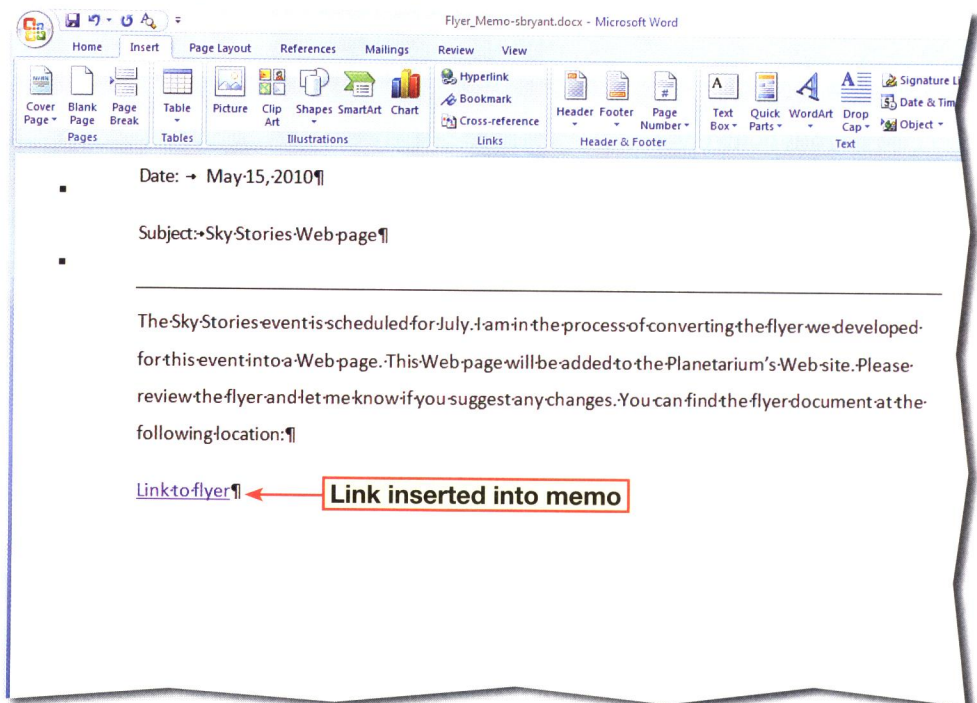
FIGURE 6.1 Insert Hyperlink dialog box

FIGURE 6.2 Hyperlink to a document

1 In your **Flyer Memo** file, choose **Office>Word Options>Customize>All Commands>Send for Review>Add**. Click **OK**.

2 On the **Quick Access Toolbar**, click **Send for Review** (see Figure 6.3).

3 **ⓘCHECK** Your screen should look like Figure 6.4. Notice the information that is automatically inserted into the e-mail message.

4 In the **To** box, key your teacher's e-mail address.

5 With your teacher's permission, click **Send**.

6 **ⓘCHECK** Your screen should again look like Figure 6.3. Save and close your file.

→ *Continue to the next exercise.*

You Should Know

A file can be sent to more than one person for review. Key a comma before each additional e-mail address.

EXERCISE 6-2
Send a Document for Review via E-mail

When two or more people work together, they all contribute to, or play a significant part in, producing a final result. Sending documents for review via e-mail can speed this process. When you use Send for Review, text automatically appears in the e-mail message asking the person to review the document. The document for review is also automatically sent as an ==attachment== to the recipient. When opened, the document is displayed in Reading Layout View.
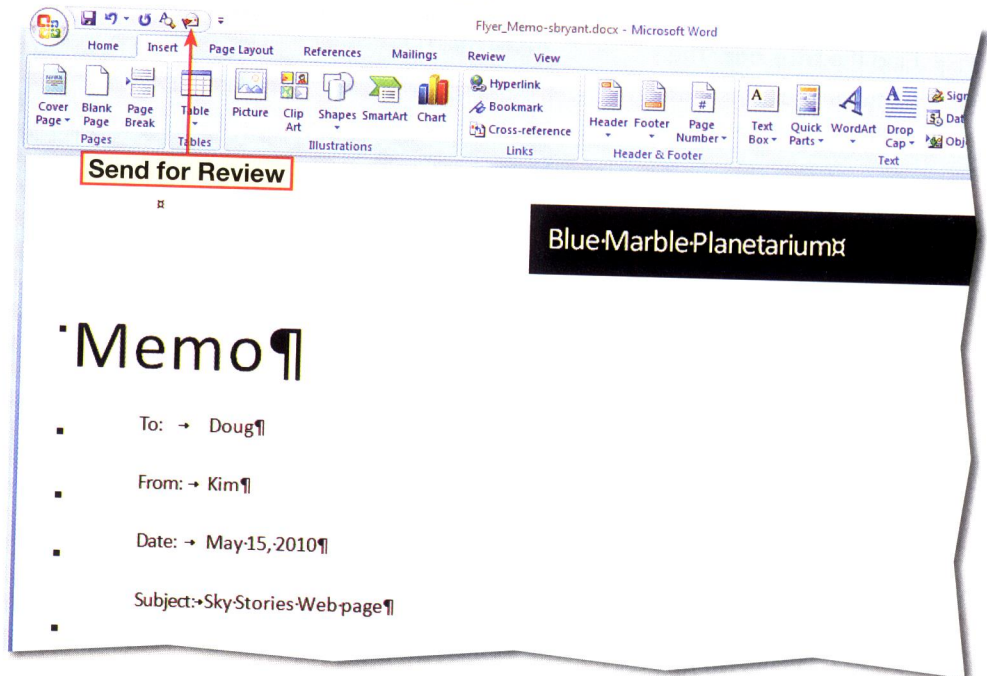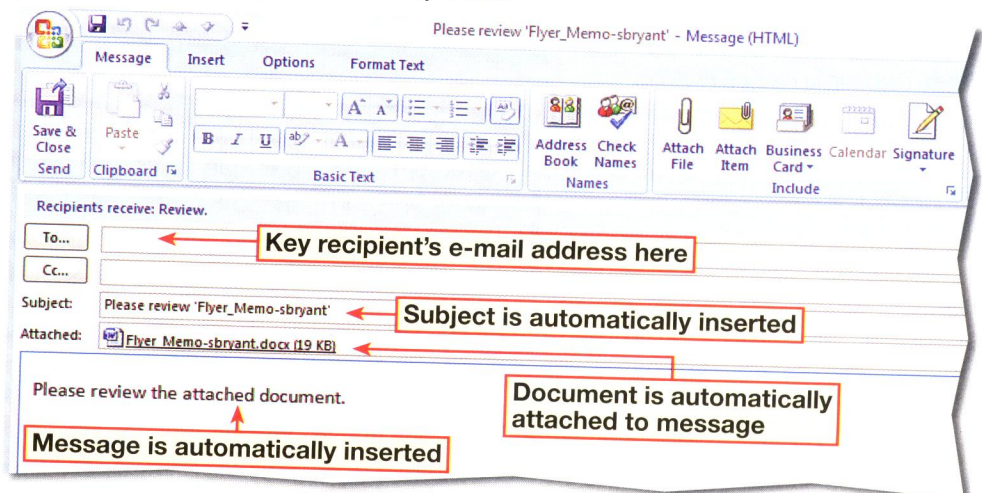
FIGURE 6.3 Word window before e-mail sent

FIGURE 6.4 Sending a document by e-mail

1. Open the data file **Flyer**. Save as: Flyer-[your first initial and last name].

2. Choose **Review>Tracking> Track Changes**. Make sure the **Track Changes** button is active (see Figure 6.5).

3. Click before the first **Friday** in the flyer. Key: every. Press the **spacebar** once.

4. In the **Where** line in your flyer, select the text **Main**. Press DELETE.

5. **CHECK** Your screen should look like Figure 6.5.

6. Choose **View>Document Views>Draft**.

7. **CHECK** Your screen should look like Figure 6.6. Save your file.

8. Switch to **Print Layout View**.

➡ *Continue to the next exercise.*

Academic Skills

The audience for this flyer would be interested in learning about mythology and astronomy, which is the study of stars and constellations. Many constellations, such as Andromeda, Orion, and Cassiopeia, draw their names from Greek mythology.

EXERCISE 6-3
Use Track Changes

When reviewing a document, you can use Track Changes to help you mark changes as you make them. Text that you add to the document is displayed in a different color and underlined. Text that you delete from the document is marked with a strikethrough effect when you are in Draft View. In Print Layout View, deletions are displayed in balloons.
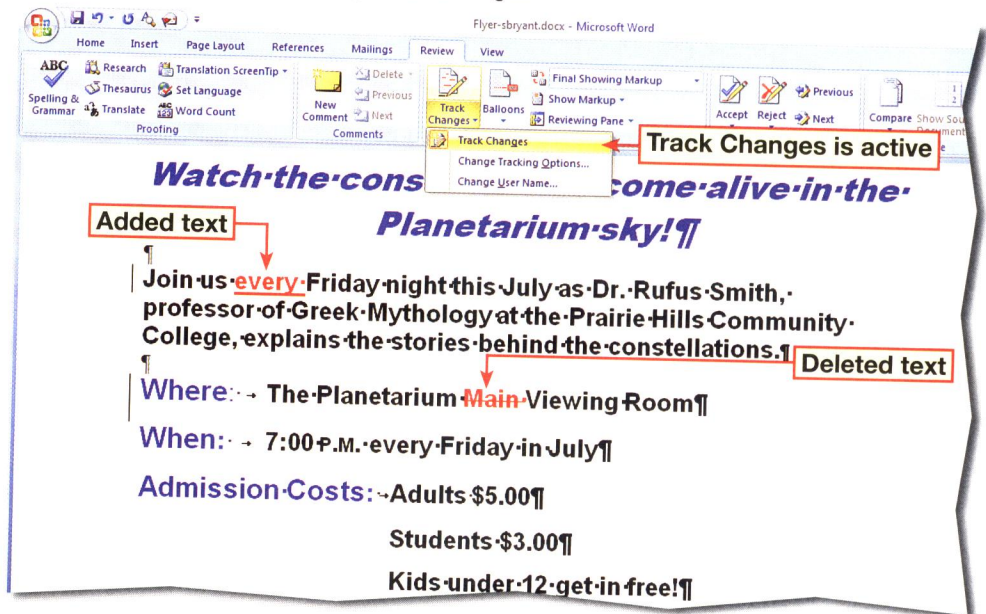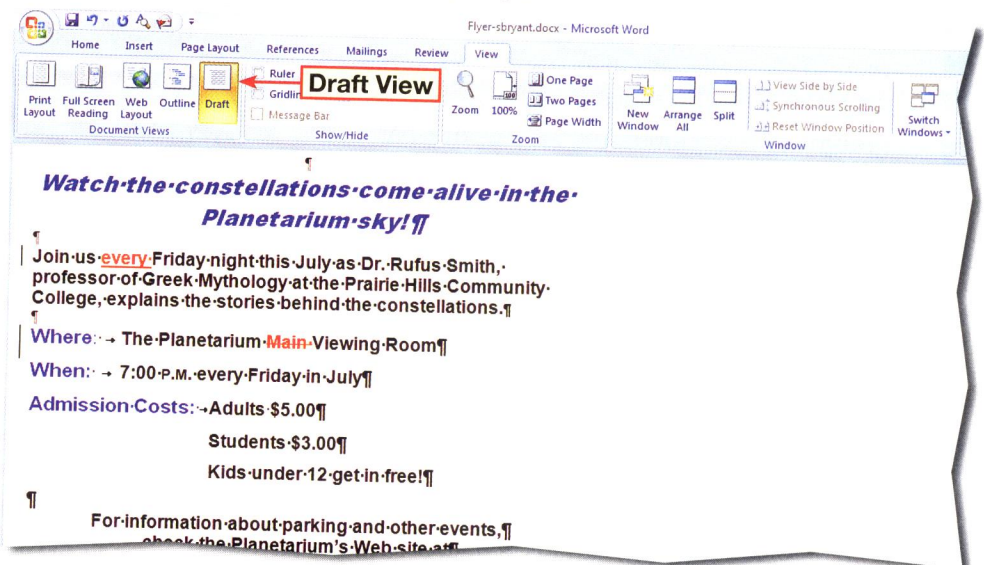
FIGURE 6.5 Text added using Track Changes

FIGURE 6.6 Text deleted using Track Changes

Insert, View, and Edit Comments

You can make a note in a document by inserting a **comment**. When you insert a comment, it is automatically labeled with your user initials and the comment's number. In Print Layout View, comments are shown in balloons on the screen. In Draft View, comments are identified only by the user's initials.
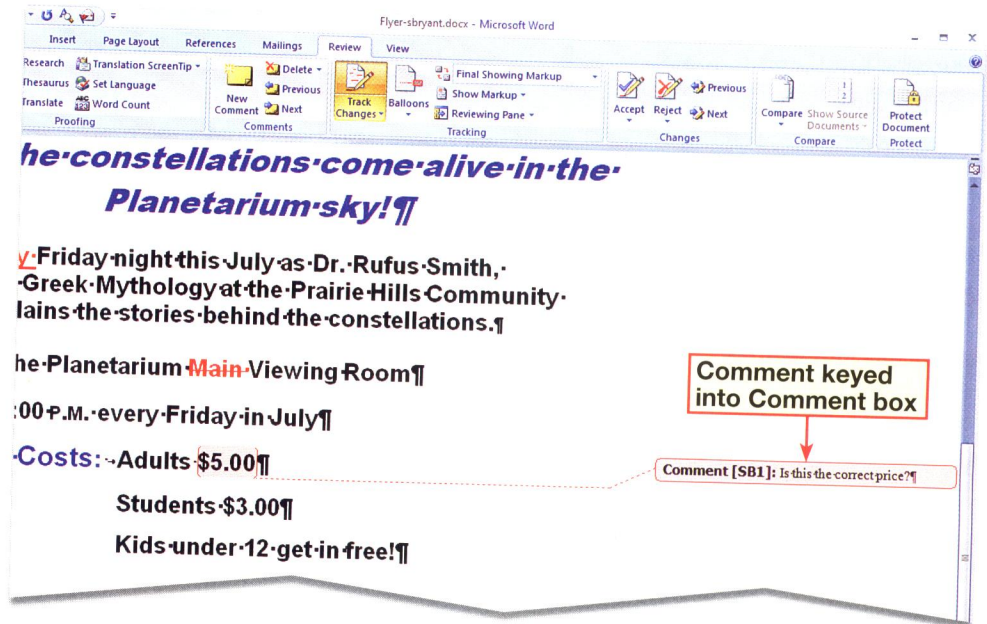
1. In your **Flyer** file, in the **Admission Costs** line, select **$5.00**.

2. Choose **Review> Comments>New Comment** 📝.

3. In the **Comment** box, key: Is this the correct price?

4. ⓘ**CHECK** Your screen should look similar to Figure 6.7.

5. Choose **Review>Tracking** and click the **Show Markup** 📄 drop-down arrow. Click **Comments** to deselect it.

6. ⓘ**CHECK** Your screen should look like Figure 6.8.

7. Click the **Show Markup** 📄 drop-down arrow again. Click **Comments**. The comments are visible again.

➡ *Continued on the next page.*

FIGURE 6.7 Comment inserted into document

Comment keyed into Comment box

FIGURE 6.8 Comment hidden

Shortcuts

You can also add a new comment by pressing `ALT` + `R` + `C` on your keyboard.

Insert, View, and Edit Comments
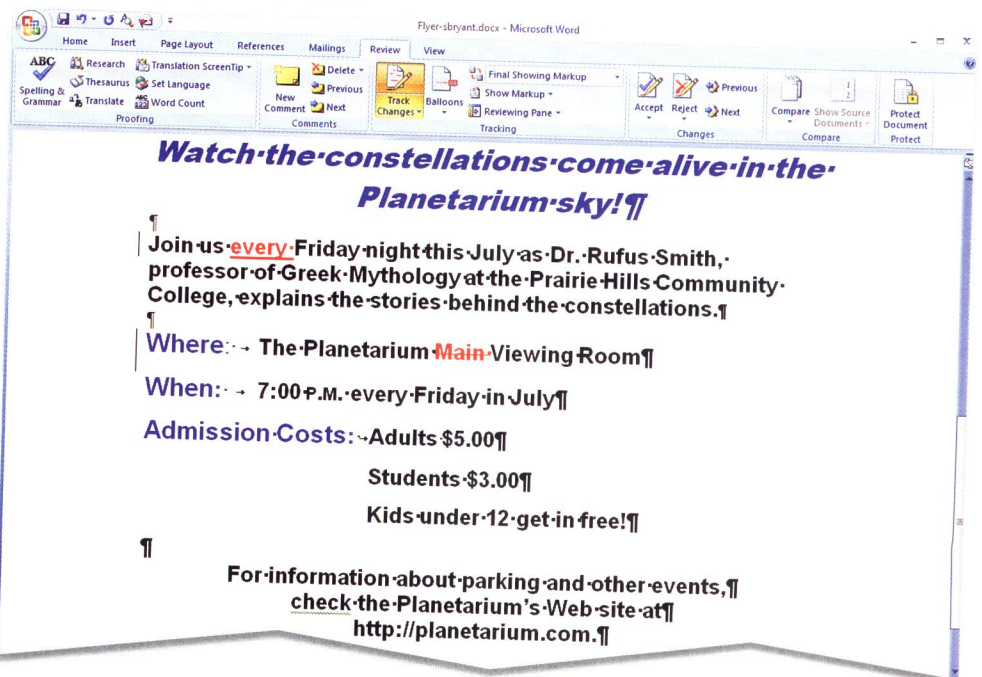
8. Choose **View>Document View>Draft** ▭.

9. Move your pointer over your initials to make the comment appear.

10. (i)**CHECK** Your screen should look like Figure 6.9.

11. Choose **Review>Tracking> Reviewing Pane**.

12. Choose **View>Document Views>Print Layout**.

13. In the **Reviewing** pane, under **Comment**, click after the word **price** and before the question mark. Press the **spacebar** once.

14. Key: for adults.

15. (i)**CHECK** Your screen should look like Figure 6.10.

16. In the **Reviewing** pane, click **Close** ☒.

17. Save your file.

➡ *Continue to the next exercise.*

You Should Know

If you rest the insertion point over a comment balloon, the name of the reviewer and the date and time the comment was made will be displayed.

FIGURE 6.9 Comment in Normal View

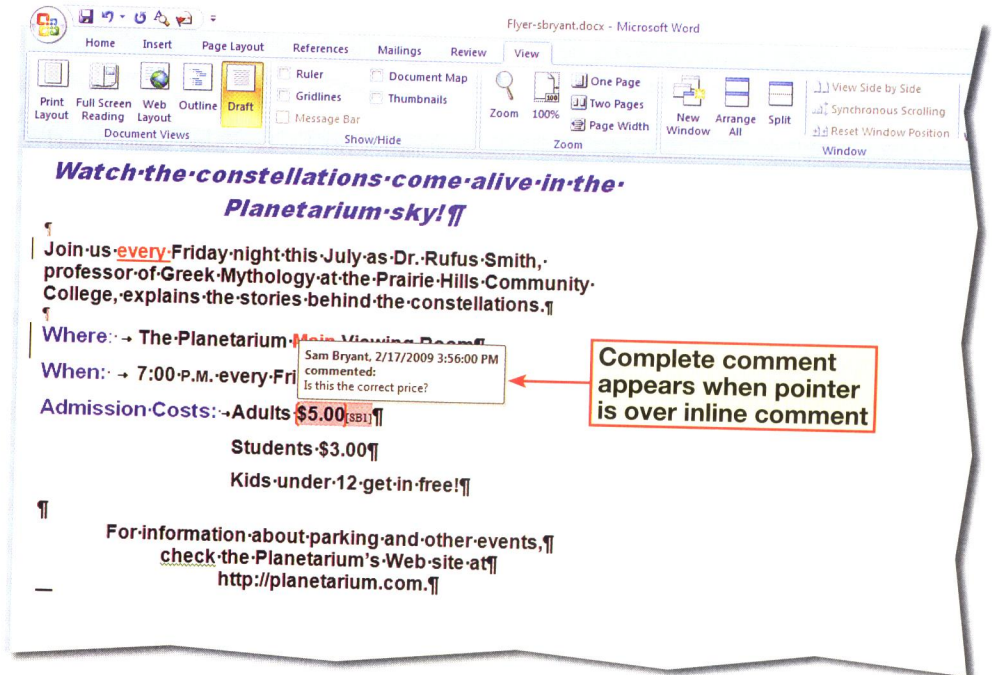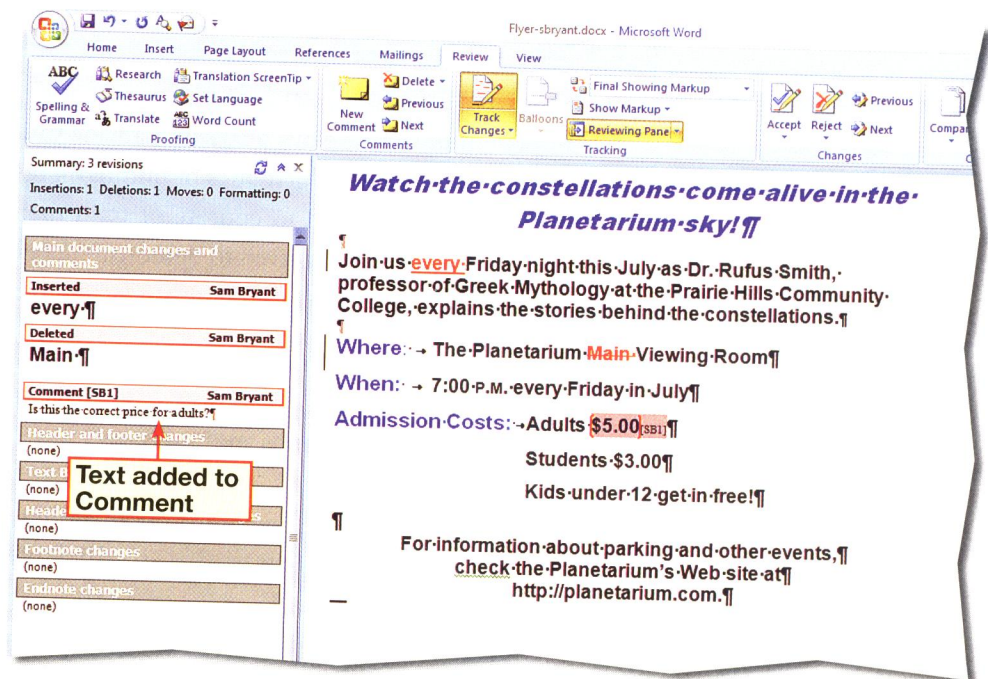Complete comment appears when pointer is over inline comment

FIGURE 6.10 Edited comment

Text added to Comment

1. In your **Flyer** file, choose **Review>Compare**. Select **Combine**.

2. In the **Combine Documents** dialog box, click the **Original document** drop-down arrow.

3. Browse to and select your **Flyer** file (see Figure 6.11).

4. Click the **Revised document** drop-down arrow. Select the data file **Changes.docx**.

5. **①CHECK** Your screen should look like Figure 6.11. Click **OK**.

6. Choose **Review>Compare**. Click the **Show Source Documents** drop-down arrow and choose **Hide Source Documents**.

7. **①CHECK** Your screen should look like Figure 6.12.

8. Save the new file as Combined-[your first initial and last name]. Close your **Flyer** file.

➡ *Continue to the next exercise.*

EXERCISE 6-5
Compare and Merge Documents

When two or more people have made changes to two different copies of the same document, you can **combine** the documents. When you Compare and Merge a document, Word creates one final document that contains all of the comments and suggestions. Changes and comments are color coded to help you identify each reviewer.
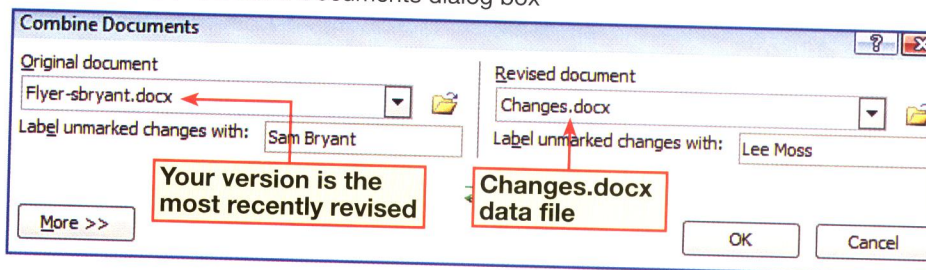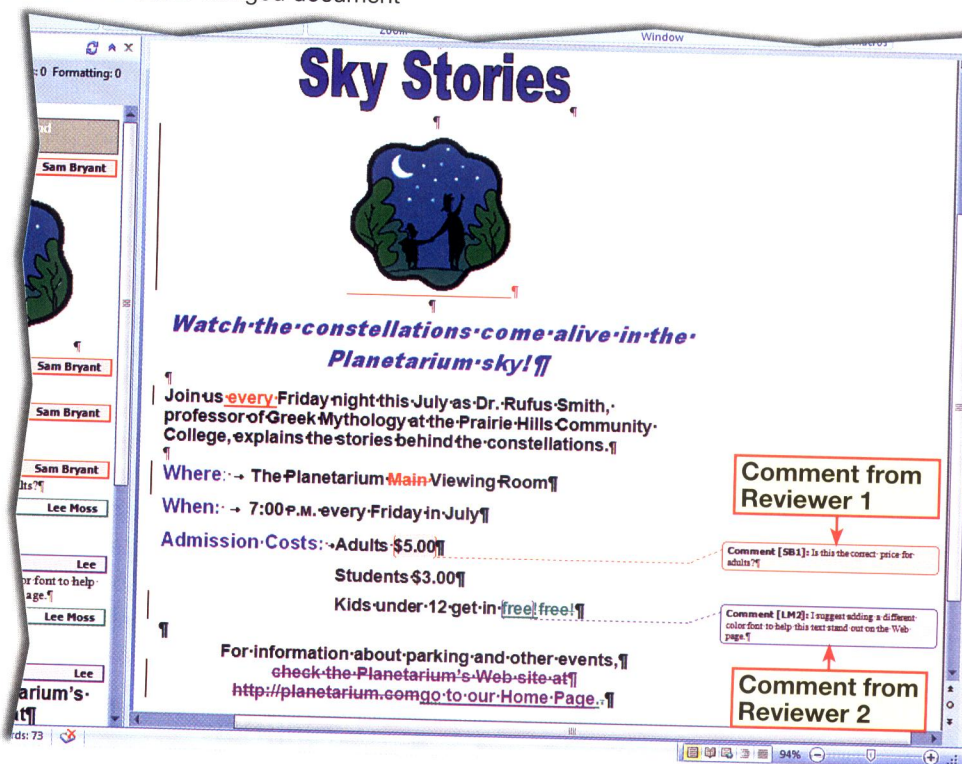
FIGURE 6.11 Combine Documents dialog box

FIGURE 6.12 Merged document

You Should Know

If you want to keep a record of the edits made by reviewers, you can print the document with the changes.

1. In your **Combined** file, scroll up and click before the word **Presents**.

2. On the **Review** tab, in the **Changes** group, click **Next** ⟶.

3. (i) **CHECK** Your screen should look like Figure 6.13. The Clip Art is selected as the first change in the document.

4. Click **Next** ⟶ again. The next change is highlighted.

5. In the **Changes** group, click **Previous** ⟵ once to go back to the first change.

6. In the **Changes** group, click **Next** ⟶ four times.

7. (i) **CHECK** Your screen should look like Figure 6.14. Save your file.

➡ *Continue to the next exercise.*

You Should Know

You can print a list of changes made to a document by selecting **Office>Print**. In the **Print what** box, click **List of markup**.

EXERCISE 6-6
Locate and Review Combined Changes in a Document

You can use the Changes group in the Review tab to review changes in a document. Clicking Next Change will take you to the next change in your document. Clicking Previous Change will take you to the change before the one you are currently viewing. You can also click Next Comment and Previous Comment to review comments. Word will highlight one change at a time so you can see which changes you want to keep.
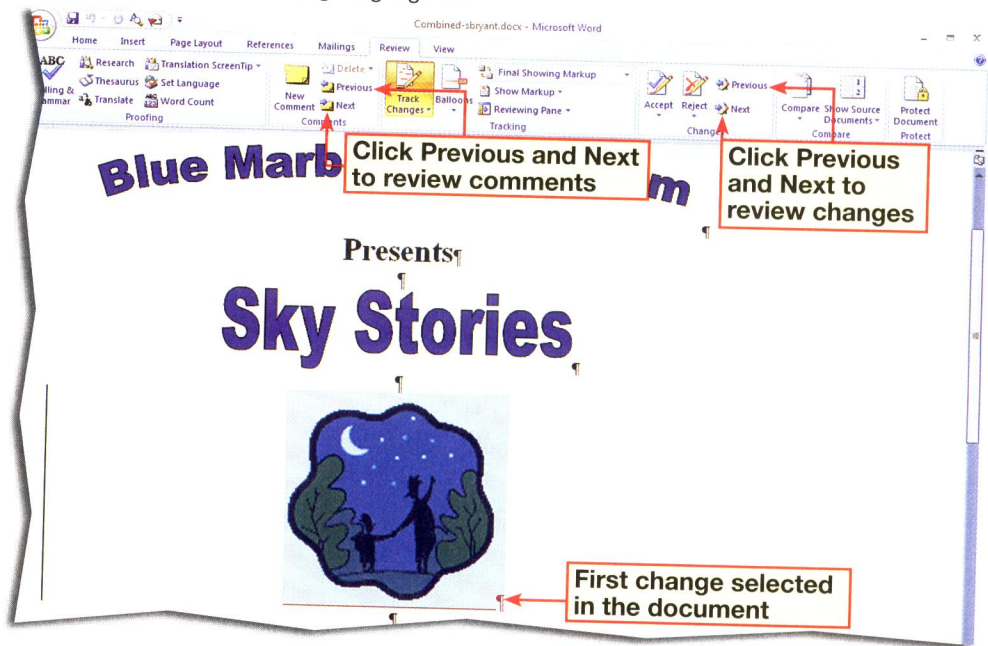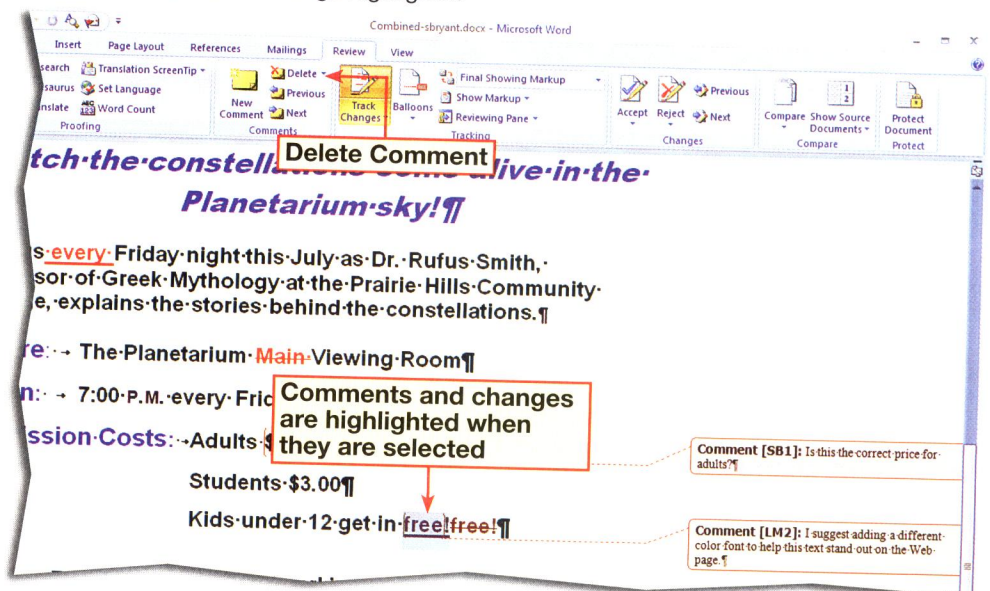
FIGURE 6.13 First change highlighted

Click Previous and Next to review comments

Click Previous and Next to review changes

First change selected in the document

FIGURE 6.14 Last change highlighted

Delete Comment

Comments and changes are highlighted when they are selected

Comment [SB1]: Is this the correct price for adults?

Comment [LM2]: I suggest adding a different-color font to help this text stand out on the Web page.

1 In your **Combined** file, click **Track Changes** to turn off Track Changes.

2 Select the first change, the Clip Art. On the **Review** tab, click **Changes> Accept**.

3 The next change is automatically highlighted. Click **Reject**. Press the spacebar to insert a space between **us** and **Friday**.

4 **CHECK** Your screen should look like Figure 6.15.

5 Select the word **free** and choose **Home>Font**. Click the **Font Color A** drop-down menu and choose **Red**.

6 On the **Review** tab, click the **Accept** drop-down arrow. Click **Accept All Changes in Document**.

7 Choose **Review> Comments**. Click the **Delete** drop-down menu. Choose **Delete All Comments in Document**.

8 **CHECK** Your screen should look like Figure 6.16.

9 Save your file.

➡ *Continue to the next exercise.*

EXERCISE 6-7
Accept and Reject Changes

After a document is reviewed, you can decide to either accept or reject the suggested changes. You can also delete comments that you have read and no longer need. You can accept and reject/delete changes and comments one at a time. There are also options to accept or reject all of the changes in a document or to delete every comment at one time.
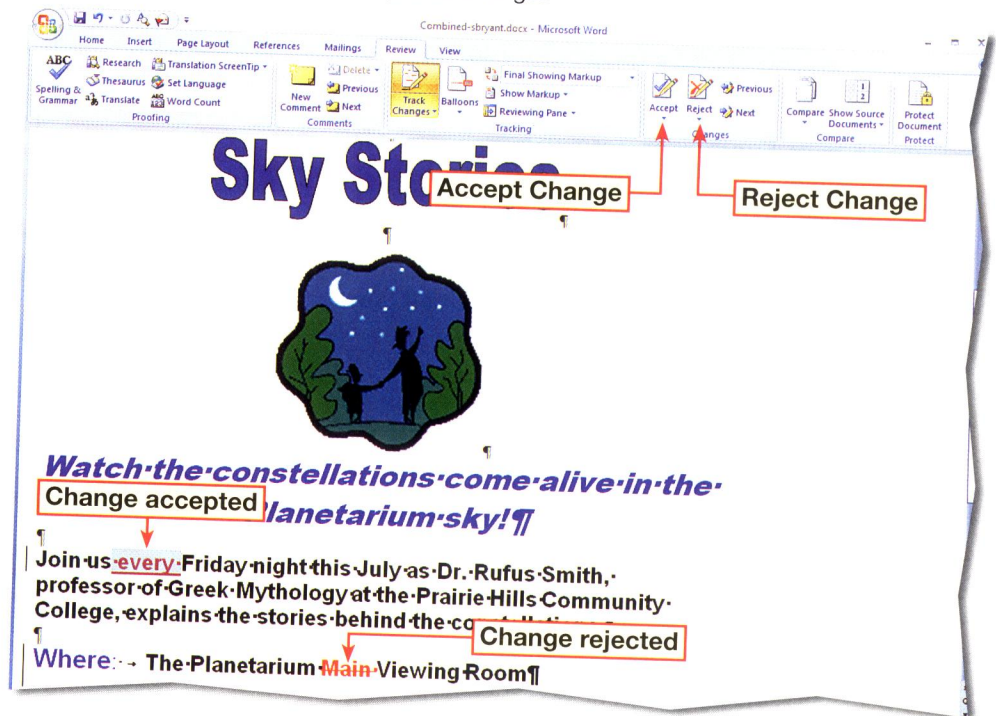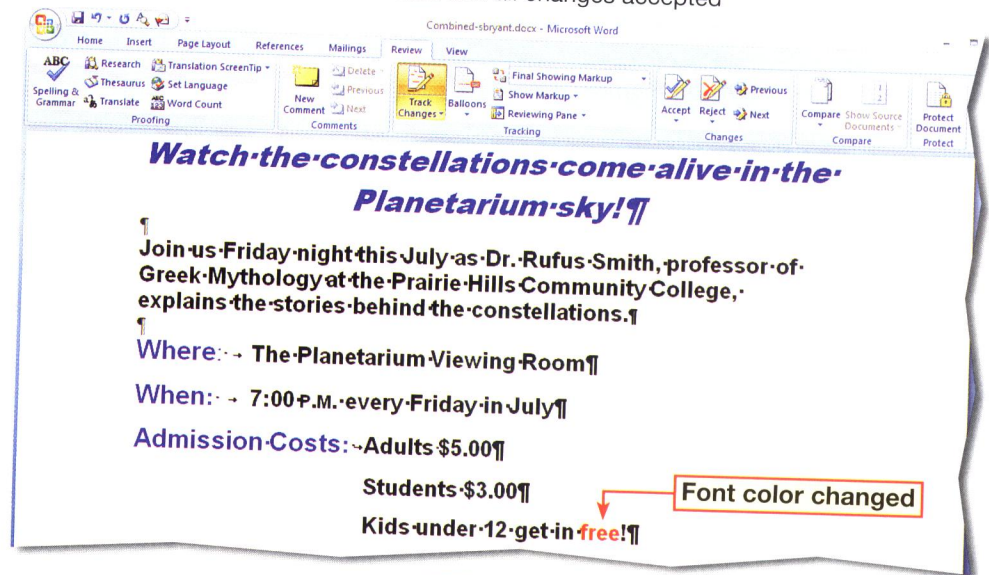
FIGURE 6.15 Accepted and rejected changes

FIGURE 6.16 All comments deleted and all changes accepted

1. In your **Combined** file, select the text **Home Page** at the bottom of the page.

2. Choose **Insert> Hyperlink** .

3. In the **Insert Hyperlink** dialog box, under **Link to**, select **Existing File or Web Page**.

4. In the **Address** box, key: www.planetarium.html.

5. **CHECK** Your dialog box should look like Figure 6.17. Click **OK**.

6. In the flyer, reselect the text **Home Page**.

7. Click **Insert Hyperlink** . Notice the dialog box is now named **Edit Hyperlink**.

8. Select the the text in the **Address** box. Key: www. homepage.html. Click **OK**.

9. **CHECK** Your screen should look like Figure 6.18. Save your **Combined** file.

➡ *Continue to the next exercise.*

EXERCISE 6-8
Insert and Edit a Hyperlink to a Web Page

You can use hyperlinks to link a document to one or more Web pages. Hyperlinks help your readers get more information. Remember to check your hyperlinks regularly, because Web page addresses change frequently.
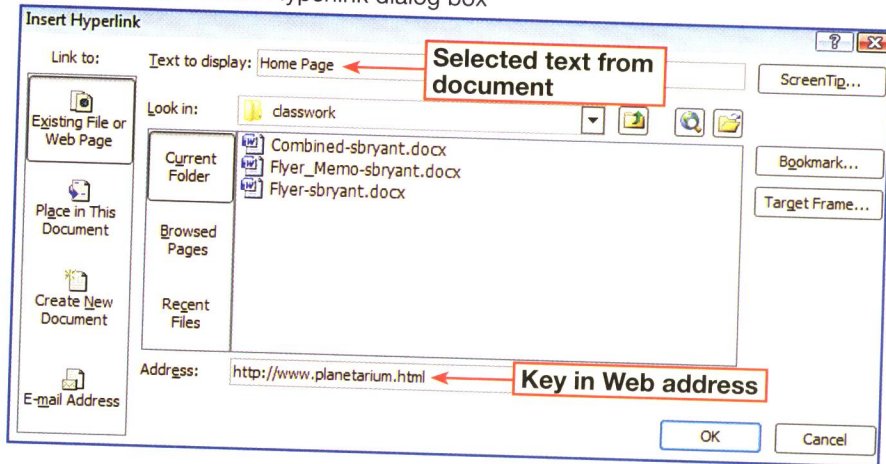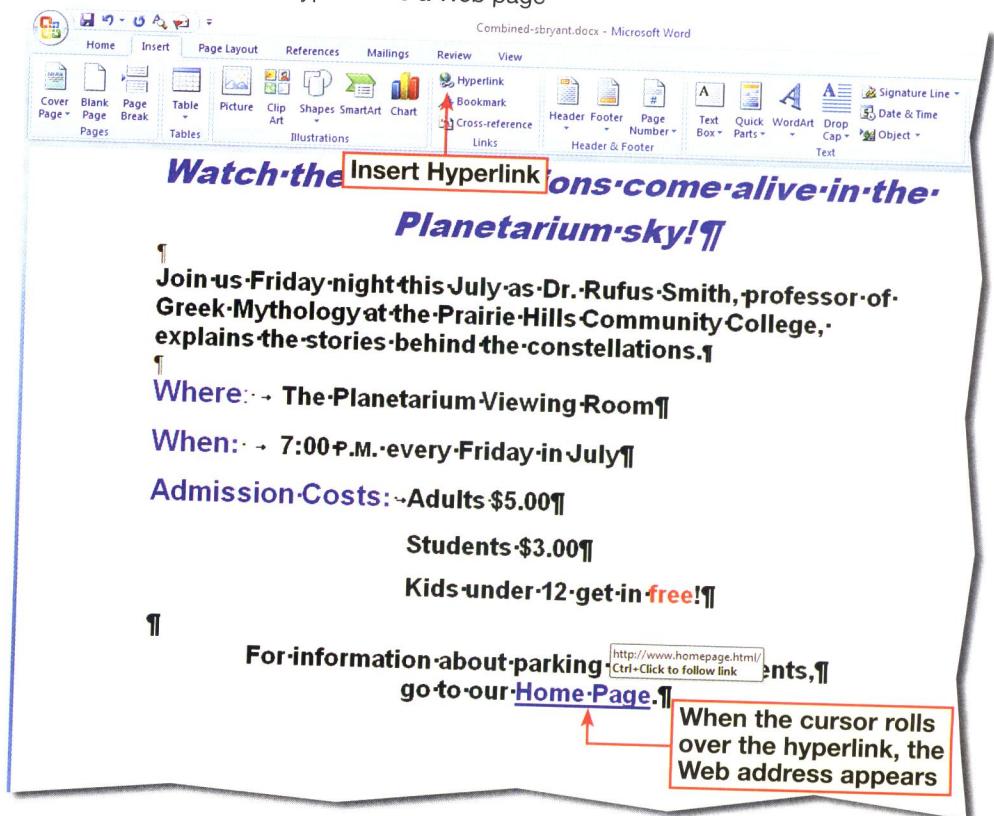
FIGURE 6.17 Insert Hyperlink dialog box

FIGURE 6.18 Edited hyperlink to a Web page

① In your **Combined** file, choose **Page Layout> Page Background**. Click the **Page Color** ✏️ drop-down menu and choose **Fill Effects**.

② In the **Fill Effects** dialog box, click the **Gradient** tab. Choose **Two Colors**. Choose **White** for **Color 1**. Choose **Aqua, Accent 5, Lighter 60%** for **Color 2**.

③ ⓘ**CHECK** Your dialog box should look like Figure 6.19. Click **OK**.

④ Choose **View>Document Views>Web Layout View** 🌐.

⑤ ⓘ**CHECK** Your screen should look similar to Figure 6.20.

⑥ Save your **Flyer** file.

➡ *Continue to the next exercise.*

You Should Know

When applying a background to a document, you should be aware of readability. Avoid choosing a textured or patterned background that will make the words on your page difficult to read.

EXERCISE 6-9
Preview a Web Page for Publication

You can use Word to create a ==Web page==. Word's ==Web Layout View== lets you see how your document will look as a Web page. Applying a ==background== to your document will help add visual interest to your Web page.

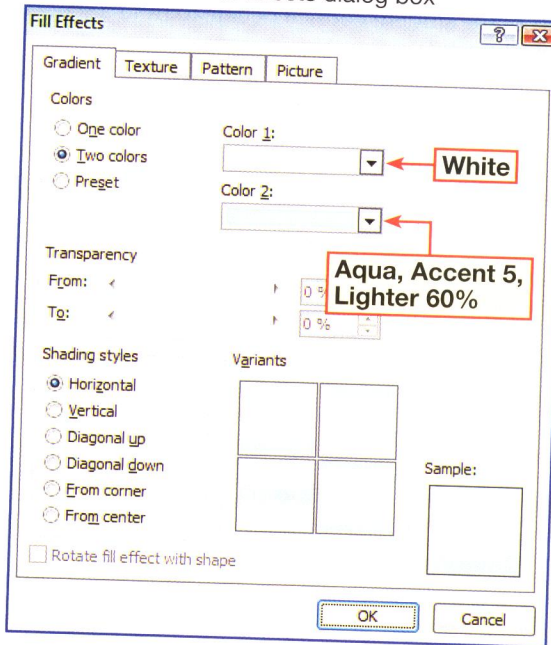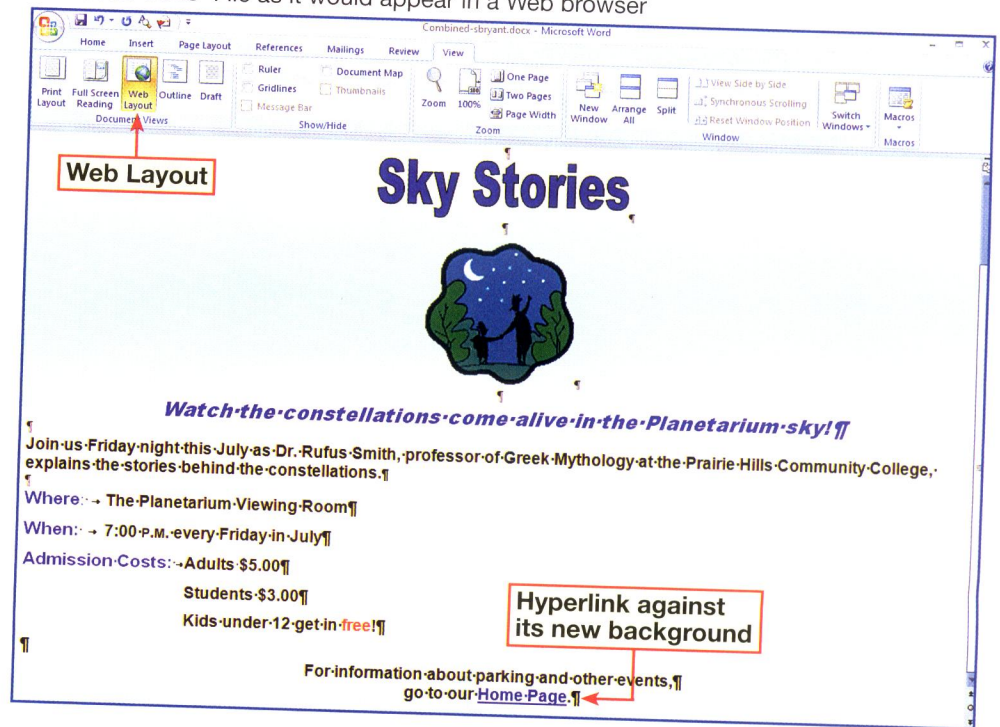**FIGURE 6.19** Fill Effects dialog box

FIGURE 6.20 File as it would appear in a Web browser

1 In your **Combined** file, choose **Office>Save As** 💾.

2 In the **Save As** dialog box, click **New Folder** 📁.

3 In the **Name** box, key: New. Click outside the box.

4 Click **Back to** 🔙. Select the **New** folder.

5 Click the **Organize** drop-down arrow. Select **Rename** (see Figure 6.21).

6 Key: Lesson 6-[your first initial and last name]. Deselect the folder.

7 **ⓘCHECK** Your screen should look like Figure 6.22.

8 Click **Cancel**. Save your **Combined** file.

➡ *Continue to the next exercise.*

Tech Tip

You can delete selected files and folders in the **Save As** dialog box by selecting the file or folder and clicking the **Organize** drop-down arrow. Choose **Delete** ✖.

EXERCISE 6-10
Rename a Folder

If a folder name does not reflect the information in the folder, you may decide to rename it. You can rename a folder so that it describes its contents more accurately and makes it easier for you to locate information.
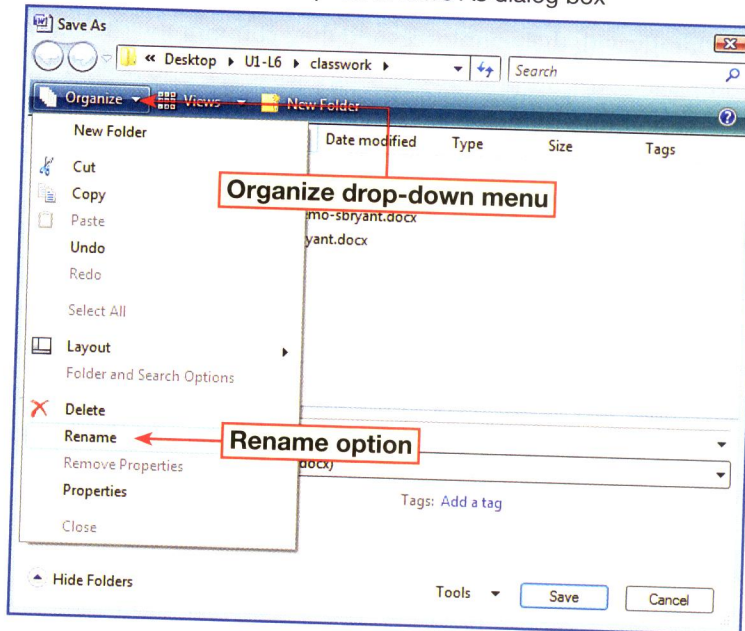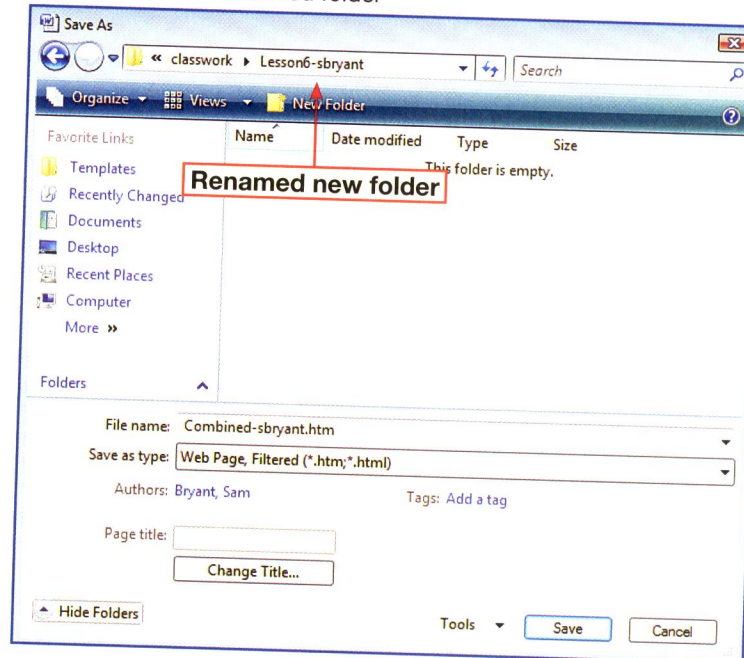
FIGURE 6.21 Rename option in Save As dialog box

FIGURE 6.22 Renamed folder

1 In your **Combined** file, choose **Office>Save As**.

2 In the **Save As** dialog box, in the **Save in** box, browse to your new **Lesson 6** folder.

3 Click the folder. Click **Open**.

4 Click the **Save as type** drop-down arrow. Choose **Web Page** (*.**htm**; *.**html**).

5 (**CHECK**) Your dialog box should look like Figure 6.23. Click **Save**.

6 If a warning box opens, click **Continue**.

7 (**CHECK**) Your screen should look like Figure 6.24.

8 Save and close your file.

➡ *Continue to the next exercise.*

Academic Skills

The audience for a Web page is different than the audience for an academic report. Online content should be short and to the point, with clickable graphical elements.

EXERCISE 6-11
Save a Document as a Web Page

Hypertext Markup Language (HTML) is the code used to create Web pages. If you want to post a document to a Web site, you must save it with the extension .htm or .html so that it can be opened with a **Web browser**.

FIGURE 6.23 Save As dialog box

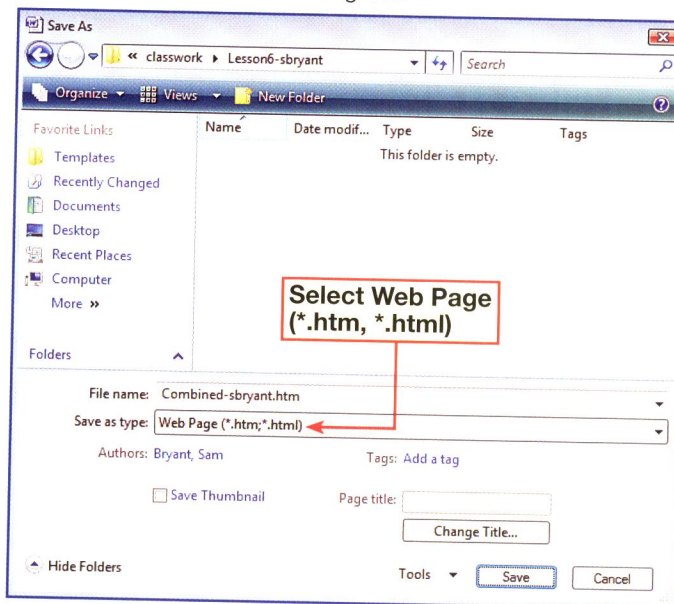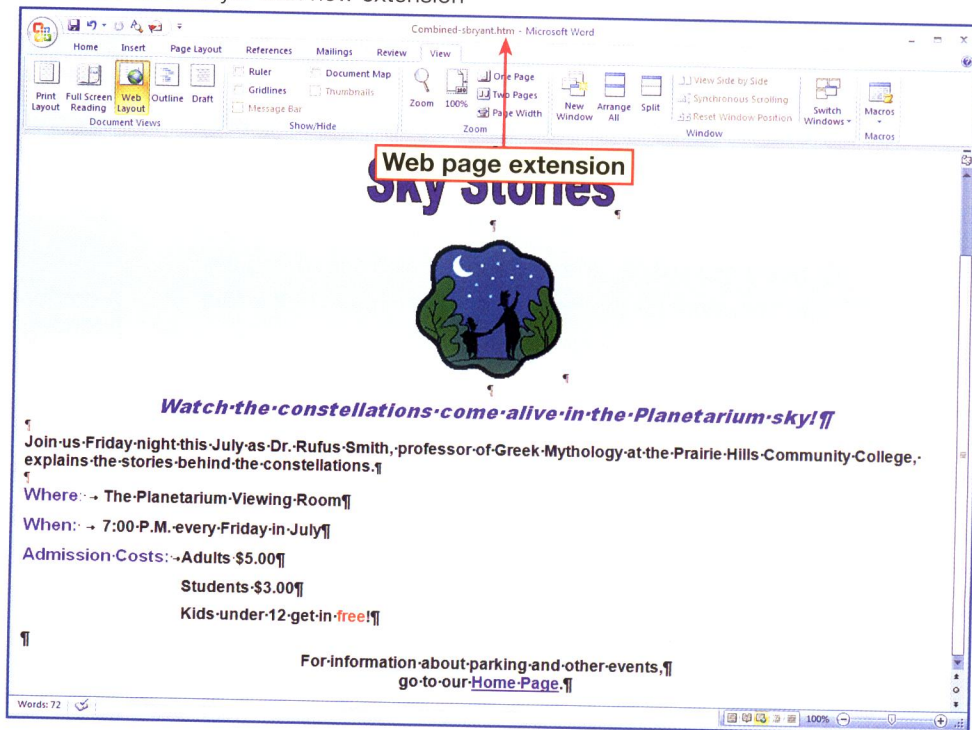Select Web Page
(*.htm, *.html)

FIGURE 6.24 Flyer with new extension

Web page extension

EXERCISE 6-12
Change Page Orientation and Paper Size

1. Open the data file **Notice. docx.** Save as: Notice-[your first initial and last name].

2. Choose **Page Layout> Page Setup>Dialog Box Launcher** 🗔. On the **Margins tab,** under **Orientation,** click **Landscape.**

3. On the **Paper** tab, under **Paper size,** key the **Width** as *8″* and the **Height** as *6″.*

4. ⓘ**CHECK** Your dialog box should look like Figure 6.25.

5. On the **Layout** tab, under **Page,** click **Vertical alignment.** Select **Center.** Click **OK.** Click **Office> Print>Print Preview.**

6. ⓘ**CHECK** Your screen should look like Figure 6.26. Close **Print Preview.** Save your file.

➡ *Continue to the next exercise.*

Academic Skills

Measure the dimensions used in this exercise on a sheet of standard notebook paper.

Page orientation refers to whether a page is laid out vertically or horizontally. Portrait orientation is the default layout in Word. The page is taller than it is wide. To make a page wider than it is tall, you can use Page Layout to change the orientation to Landscape. You can also change the size of the paper on which a page will be printed.
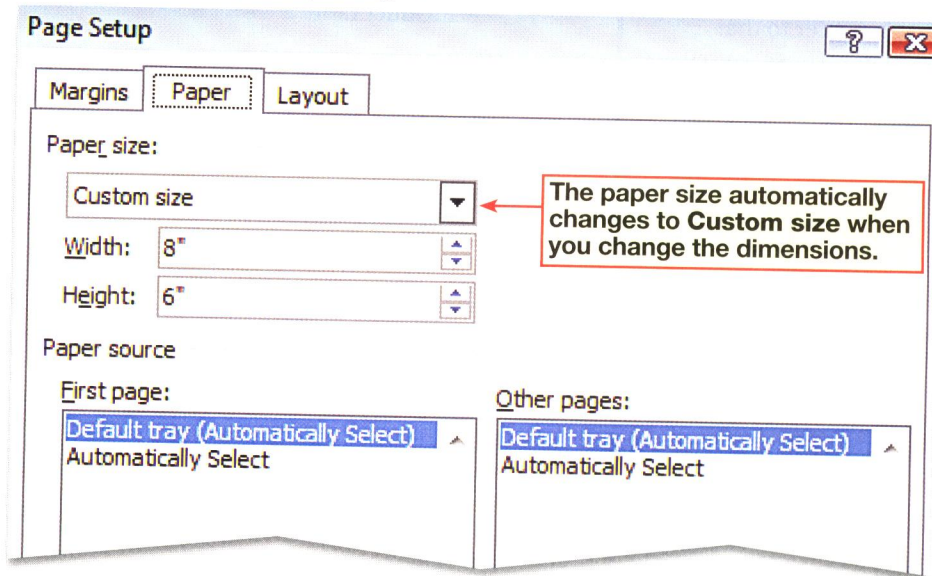
FIGURE 6.25 Page Setup dialog box

The paper size automatically changes to **Custom size** when you change the dimensions.

FIGURE 6.26 Document with paper size and page orientation changed