

Configuring Word to use Styles on Your ETDR

As you work on your ETDR in Word, it's important to see which Styles have been applied to your document and which Styles are available for use. When you open your ETDR, configure Word so these options are visible.

Normal View. Set as the default, since the Style Area is visible only in Normal view.

Word 2000-2003	View	Normal
Word 2007	View	Draft
Word for Mac 2004	View	Normal

Style Area. Displays at left side of screen and shows Styles applied to each portion of your document. Set width to 1 inch.

Word 2000-2003	Tools	Options	View tab	Style Area Width (1")	
Word 2007	Office Button	Word Options	Advanced	Display	Style Area Width (1")
Word for Mac 2004	Preferences	View	Style Area Width (1")		

Task Pane. Displays at right side of screen and contains a list of available Styles.

Word 2000-2003	View	Task Pane	Getting Started ▼ menu	Styles and Formatting
Word 2007	Home	Styles	use ▼ arrow to select	Show Styles
Word for Mac 2004	View	Formatting Palette	Styles	

Field Shading. Places a gray background in fields auto-generated by Word, including Table of Contents, List of Tables, and captions for tables and figures. (Field Shading is not visible when your document is converted to PDF or printed.)

Word 2000-2003	Tools	Options	View tab	Field Shading box (Always)
Word 2007	Office Button	Word Options	Advanced	Show document content Field Shading box (Always)
Word for Mac 2004	Preferences	View	Field Shading box (Always)	

Print Layout. Shows page numbers (which are not visible in Normal view).

Word 2000-2003	View	Print Layout
Word 2007	View	Print Layout
Word for Mac 2004	View	Page Layout