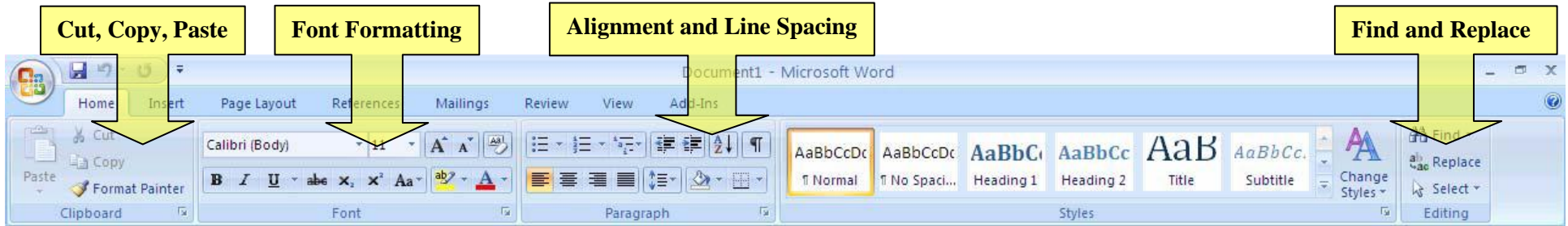
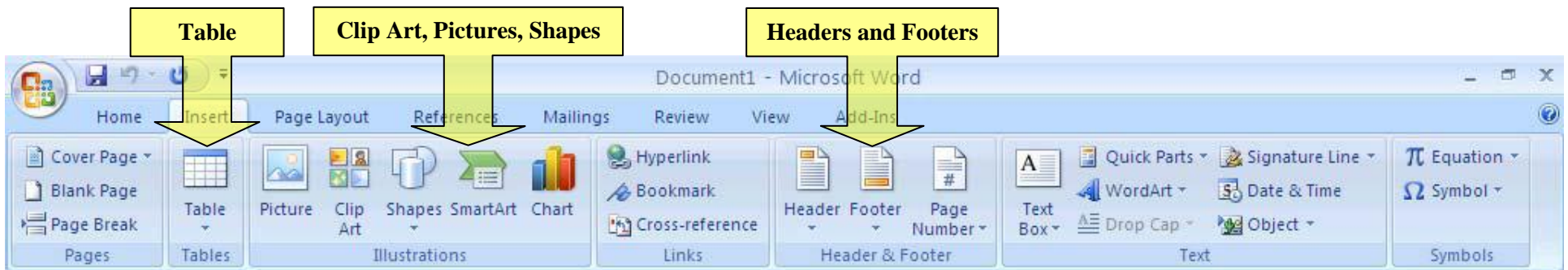


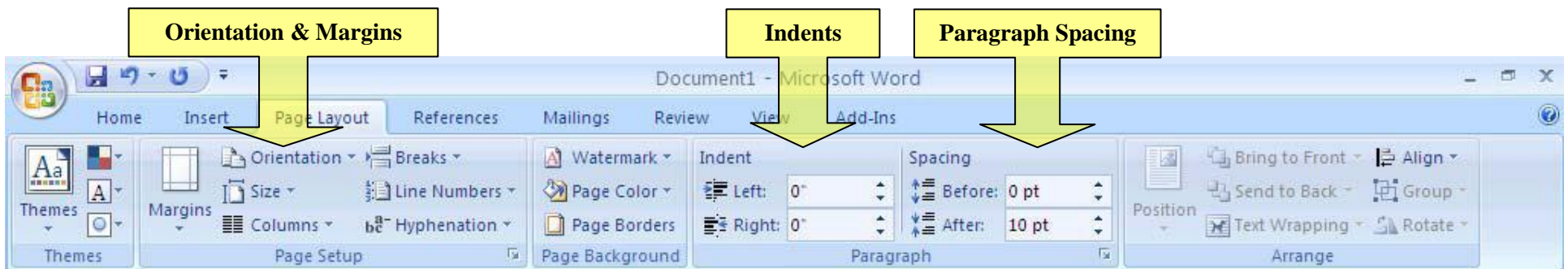
## Home Tab



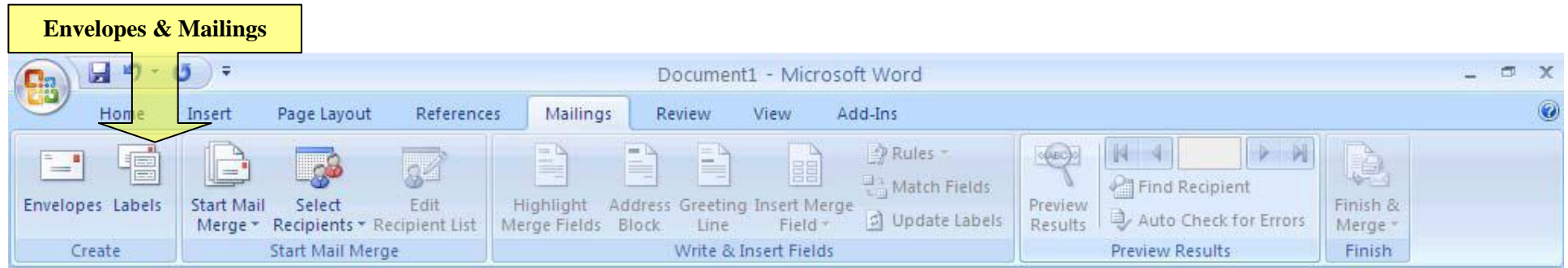
## Insert Tab



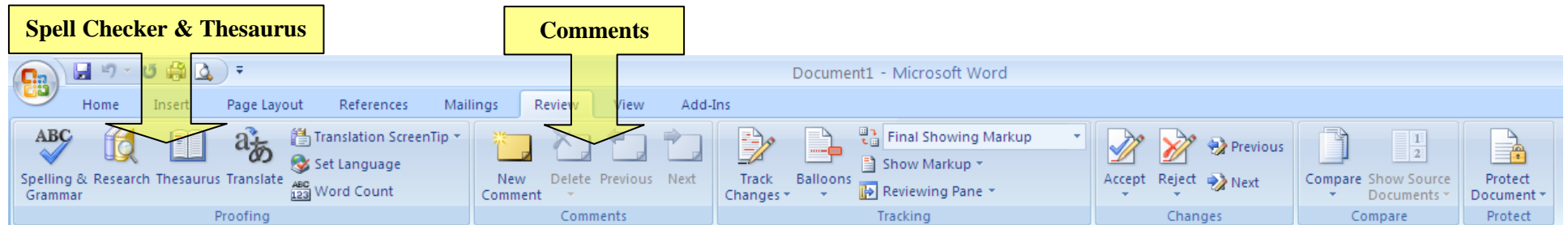
## Page Layout Tab



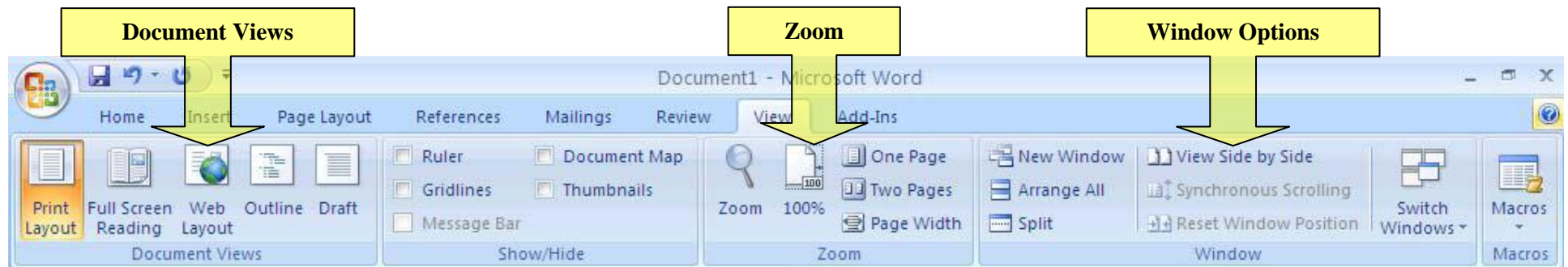
## Mailings Tab



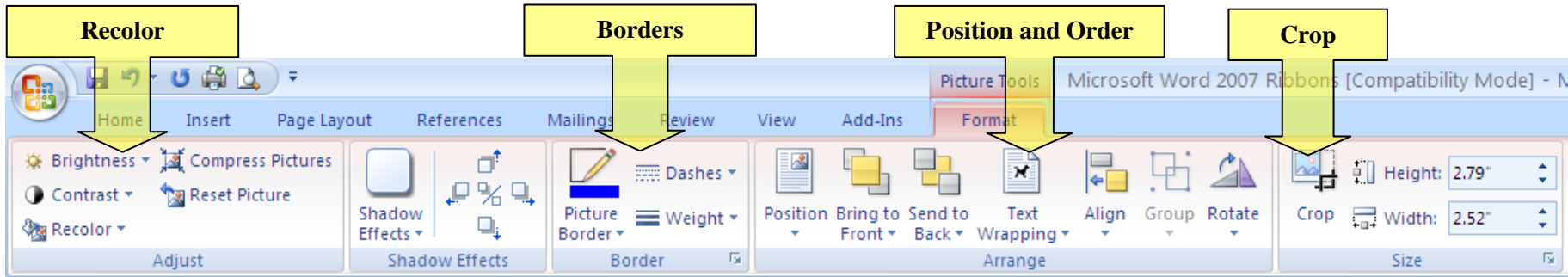
## Review Tab



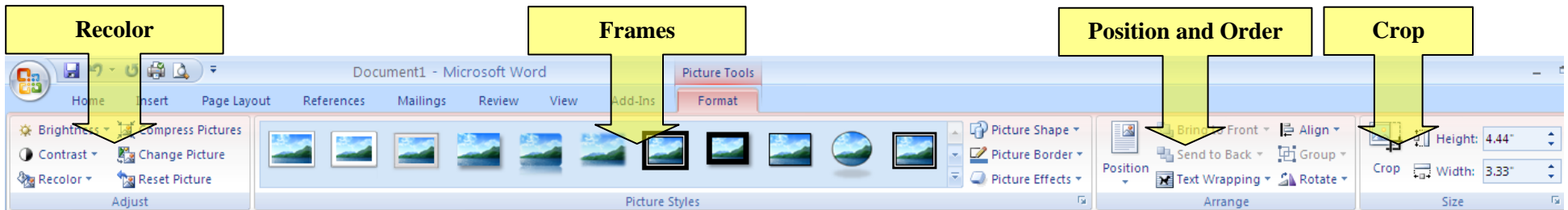
## View Tab



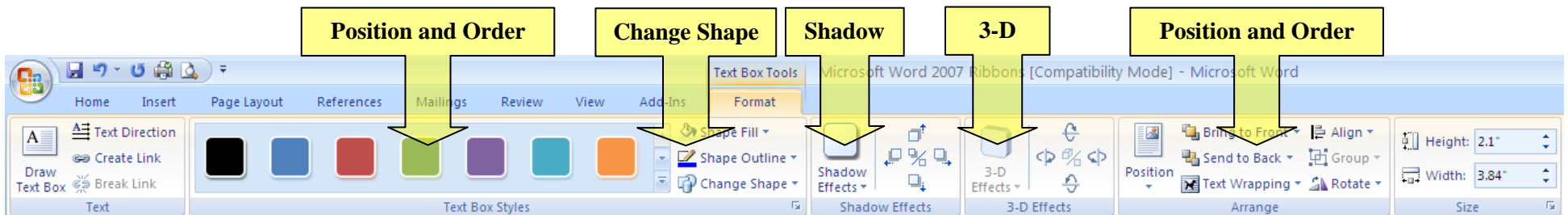
## Picture Tools (Drawing) Additional Tab



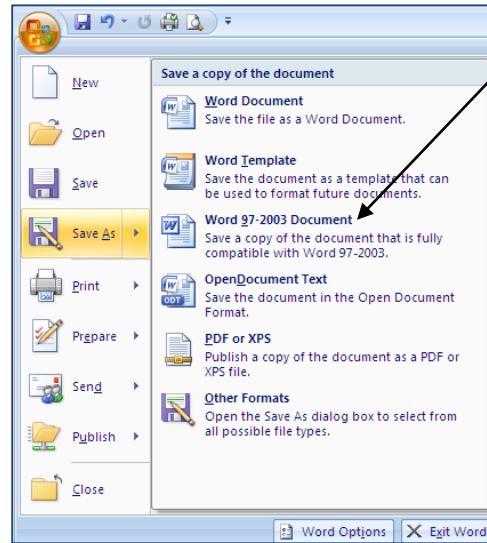
## Picture Tools (Picture) Additional Tab



## Text Box Tools Additional Tab



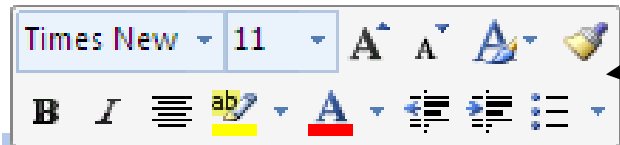
## Microsoft Office Button



### To Save a Document for Previous Word Versions:

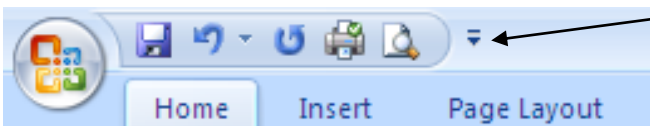
1. Click the **Microsoft Office Button**.
2. Select **Save As**.
3. Click **Word 97-2003 Format**.
4. Type a name for the document.
5. Click **Save**.

## Mini Toolbar



**Right Click on Text to Access Mini Toolbar**

## Quick Access Toolbar



**Click on the Arrow  
to Add More to the Quick Access Toolbar**