

## Change Word Program Options

There are several options available in Word that may be customized to meet individual needs. These options are accessed through the File Tab. Changes to these options only change when the user specifies another option.

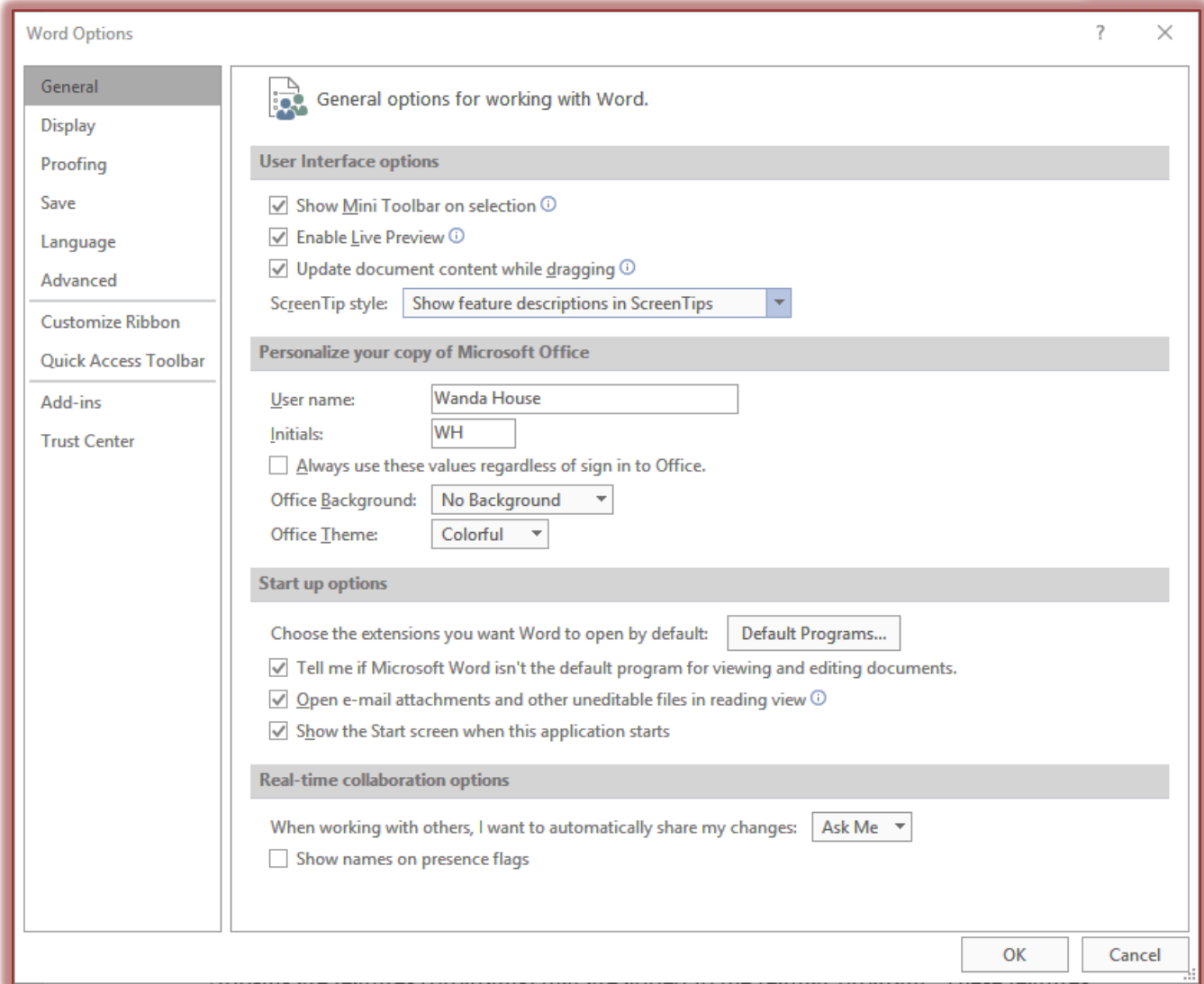
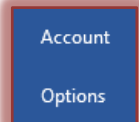
✦ Click the **File Tab** (see illustration below).



✦ The **Backstage View** window will display.

✦ Click the **Options** button in the left pane (see illustration at right).

✦ The **Word Options** window will display (see illustration below).



✦ Click one of the links along the left side of the window to see the available options.

★ **General** – This area is used to change the most popular items in Word such as whether or not the Mini Toolbar will be displayed and whether to enable Live Preview.

★ **Display** – This area is used to change page display and print options.

- ★ **Proofing** - To change options pertaining to formatting and changing the text in the document, click this link. Options for customizing how spell checking should be handled and changing Auto Correct Options are available in this area.
- ★ **Save** - Click this link to make changes to how and where the document is saved.
- ★ **Language** - To add new languages to the acceptable language list, click this option. Several other language changes can be made using this option.
- ★ **Advanced** - This link is used to make changes to features such as editing, printing, and displaying of documents.
- ★ **Customize Ribbon** - This option is used to add or remove buttons from the ribbon. Buttons on the ribbon can also be arranged in different orders using this option.
- ★ **Quick Access Toolbar** - To make changes to which buttons are displayed on the Quick Access Toolbar and the location for the toolbar, click this button. In this window, it is also possible to specify the order in which the buttons are displayed.
- ★ **Add-Ins** - Use this link to manage how add-ins are handled within the Word program. Add-ins are features (programs) that are added to the regular program. These features are used to perform different tasks within Word.
- ★ **Trust Center** - Click this link to manage the way security and protection of documents is handled.