

# Contents

<b>CHAPTER 6</b>		<b>CHAPTER 8</b>	
<b>Using Themes</b>	<b>123</b>	<b>Organizing Long Documents</b>	<b>157</b>
Using Themes and Style Sets	124	Creating a Table of Contents	158
Customizing a Theme	124	Creating a Page for the Table of Contents	158
Create Custom Color and Font Sets	125	Table of Contents Links	158
Working with Quick Parts and Building Blocks	130	The Update Table Button	159
Inserting Cover Pages	132	The Table of Contents Dialog Box	160
Using Building Blocks Across Documents	133	Multiple Headers and Footers	162
Using Templates	135	Restarting and Formatting Page Numbers	162
Saving Personal Templates	136	Different First Page Header or Footer	163
Customizing the Default Font	139	Creating an Index	165
		Marking Index Entries	165
<b>CHAPTER 7</b>		Generating Index Entries Using a Concordance	167
<b>Working with Long Documents</b>	<b>141</b>	Inserting and Updating the Index	168
Formatting Text with Styles	142	Keeping Text Together	169
Custom Styles	142	Watermarks	170
Modifying Styles and Clearing All Formatting	145		
Using Styles Across Documents	146	<b>CHAPTER 9</b>	
Removing and Deleting Styles	147	<b>Collaborating in Word</b>	<b>171</b>
Customizing Bullet and Number Formats	147	The Highlighter	172
Using Special Characters	149	Tracking Changes to a Document	173
Navigating Long Documents	150	Review and Collaboration	173
The Navigation Pane	151	Viewing Tracked Changes	173
Advanced Find and Wildcard Characters	151	Setting the Username and Initials	173
Bookmarks	152	Setting Reviewer Ink Colors	173
The Split Window	153	Adding Comments to a Track Changes Document	174
Working with Large Tables	154	Reviewing Tracked Changes	176
		Displaying Tracked Changes	176
		Lock or Unlock Tracking	177
		Saving and Sending Files	178
		Reviewing Changes from Multiple Reviewers	179
		Displaying Specific Markups and Reviewers	180
		Comparing Documents	182
		Index	185

