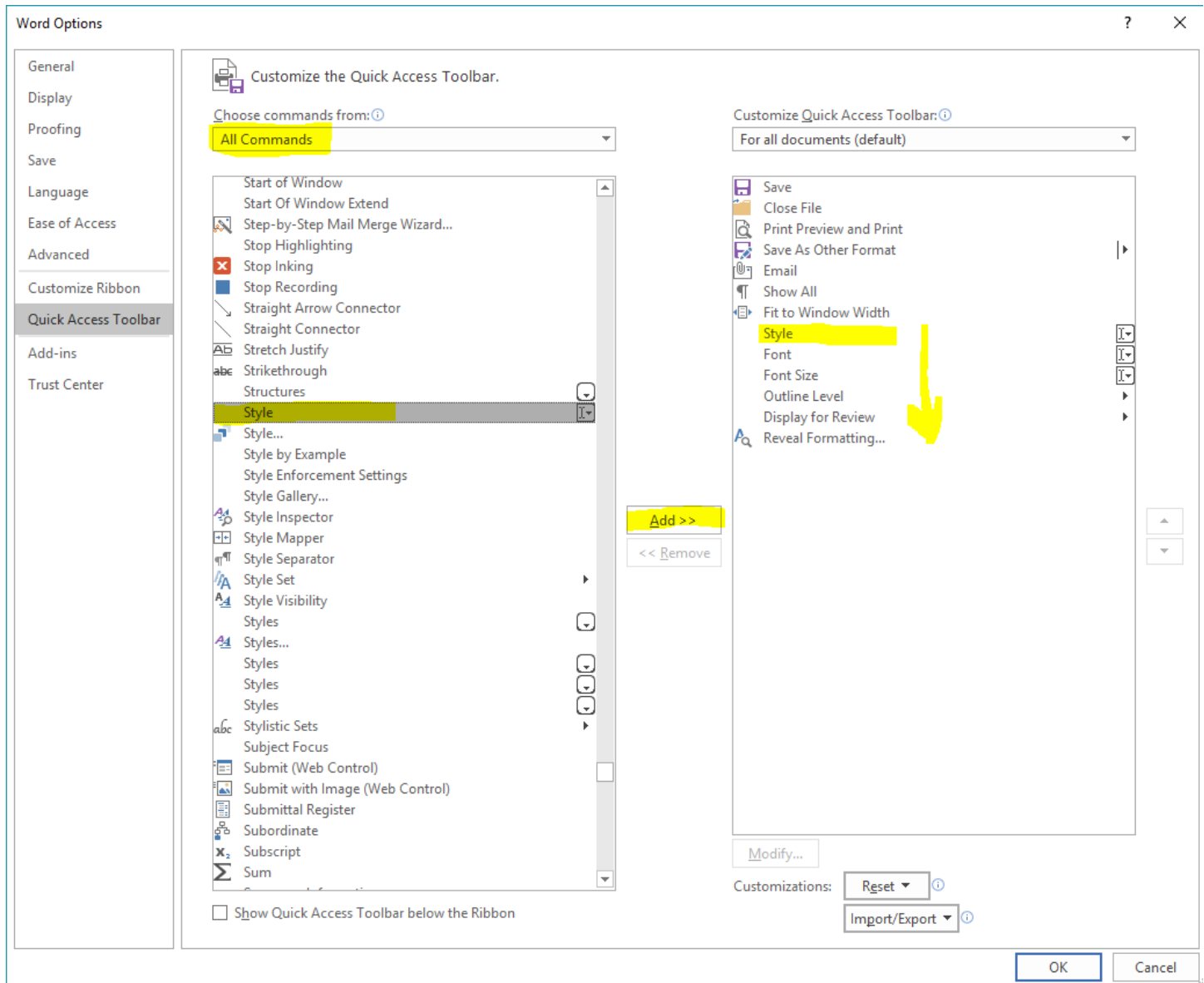


Chalkline Tech Support Bulletin - Setup Word Quick Access Toolbar with these Valuable Options

VisiWord uses powerful Word features including Styles, Levels, and Track Changes. Finding and displaying these takes a few clicks in Word so setting up the Quick Access Toolbar allows you to always see them!

To setup the following in your display (you can always remove or add the options as you wish):

1. Right Click in a blank area of the Word Ribbon Menu and select **Customize Quick Access Toolbar...**
2. Show All Commands and then add the EXACT (menu names are similar) commands for Style, Font, Font Size, Outline Level, Display for Review (Track Change Setting), and Reveal Formatting...



3. Then click OK and place your cursor on any paragraph to see the values and the Markup view status

