

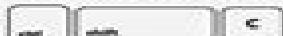


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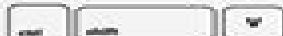
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Templates and Macros
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Creating a New Template
Editing a Template
Showing Macro and Form Controls
Adding a Workgroup Template Folder
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Changing Defaults in the Attached Template
Changing Elements in the Attached Template
Using Global Templates
Organizing Macros and Styles in Templates and Documents
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Adding a Title Format
Contents Using a Style
Self Destruct
Allow Multiple Paragraphs for Plain Text
Choose a Gallery for Building Block Gallery
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Changing a Check Box Symbol
Changing Options for Date Picker
Changing Placeholder Text
Protecting a Form from Changes
Unprotecting a Form
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Preventing Deletions
Accessing the Form to Fill it Out

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Using Existing Templates
Creating New Templates
Changing which Template is Attached
Changing Defaults in the Attached Template
Changing Elements in the Attached Template
Changing the Normal Template
Making Elements Available in All Documents
Using Global Templates
Removing a Global Template
Organizing Macros and Styles in Templates and Documents
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Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-31 Laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010 The following topics are covered Mail Merge Choosing the Document Type Recipient Lists Creating a Recipient List in Word Selecting an Existing Recipient List Using Outlook Contacts Editing an Existing Recipient List Selecting and Sorting Recipients Writing the Document Creating a Label Document Using an If Then Else Rule Previewing the Merge Merging The Mail Merge Wizard Highlighting Merge Fields Forms Showing Macro and Form Controls Creating a Template Library in Windows 7 Creating the

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