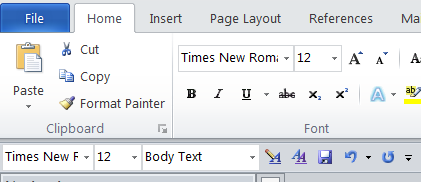
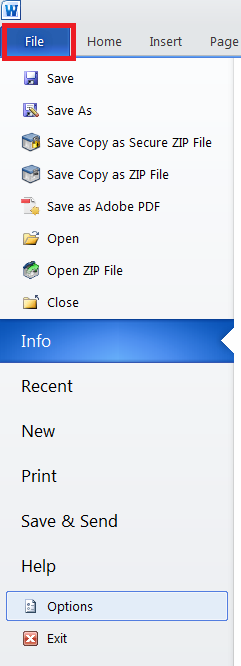
Recommended Setup for Quick Access Toolbar

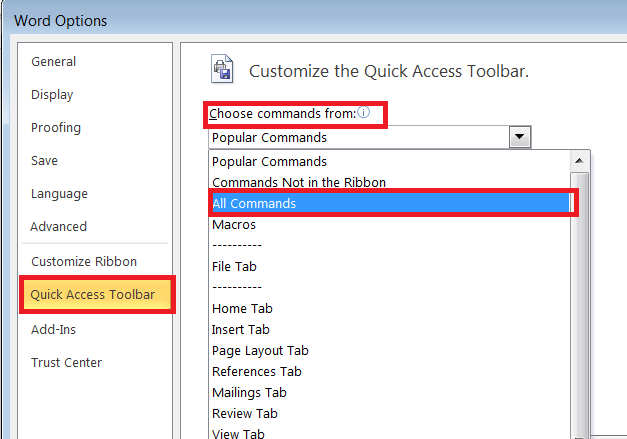
After completing the steps below, the Quick Access Toolbar will appear as:



Click on *File*, then *Options*.

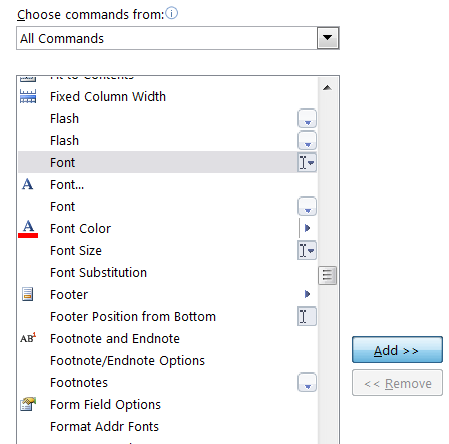


Click *Quick Access Toolbar*. In the dropdown menu under “Choose commands from,” select *All Commands*.

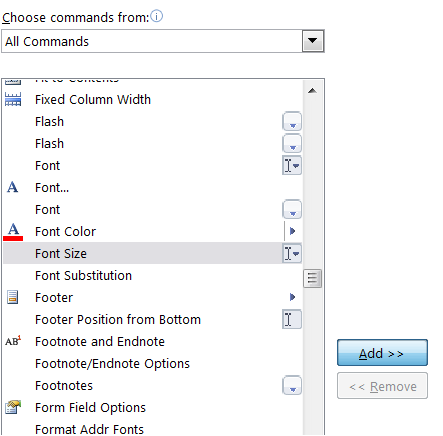


Select the following commands, clicking *Add* after selecting each.

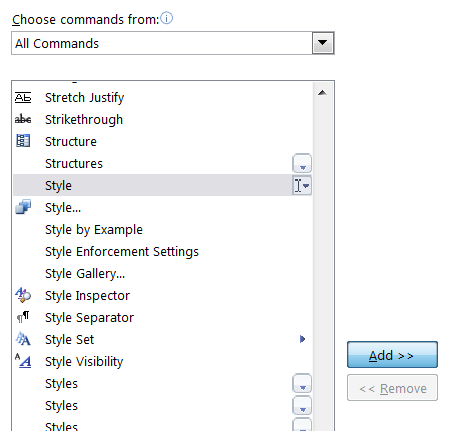
*Font*



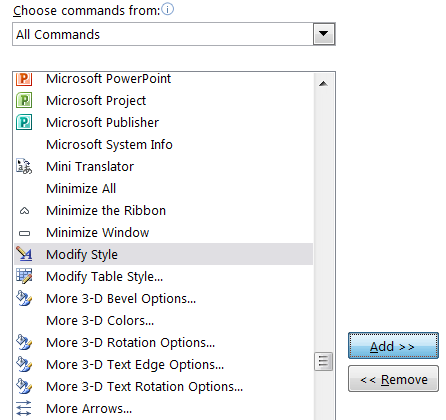
*Font Size*



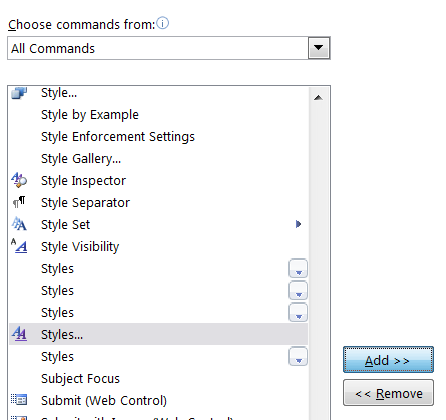
*Style*



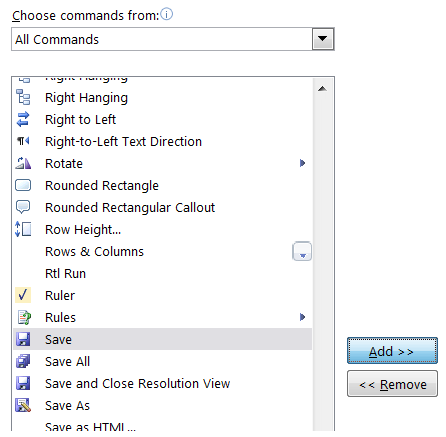
*Modify Style*



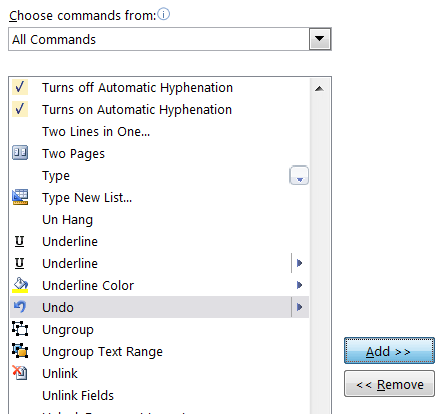
*Styles*



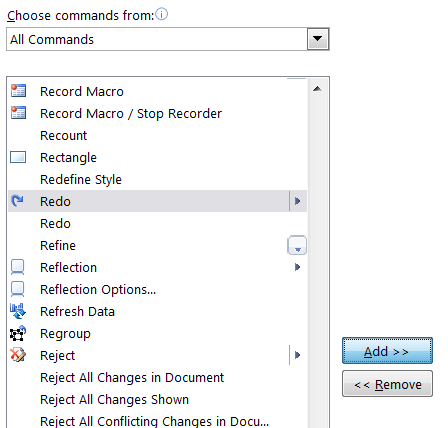
*Save*



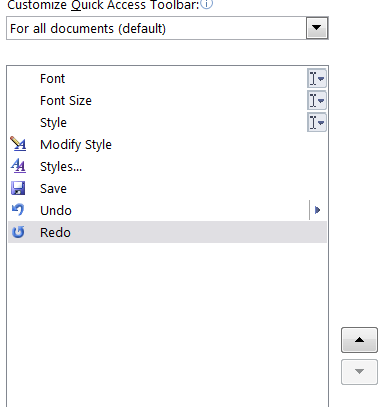
*Undo*



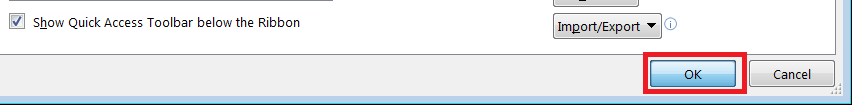
*Redo*



The elections under *Customize Quick Access Toolbar* will appear as:

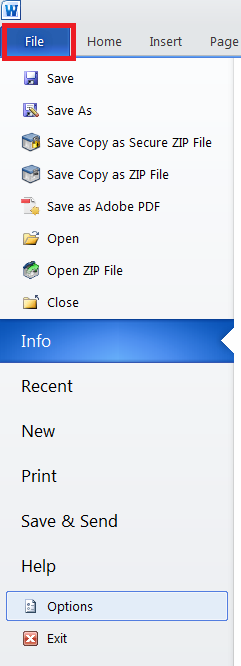


Ensure that the checkmark next to *Show Quick Access Toolbar below the Ribbon* is checked on, and click *Ok*

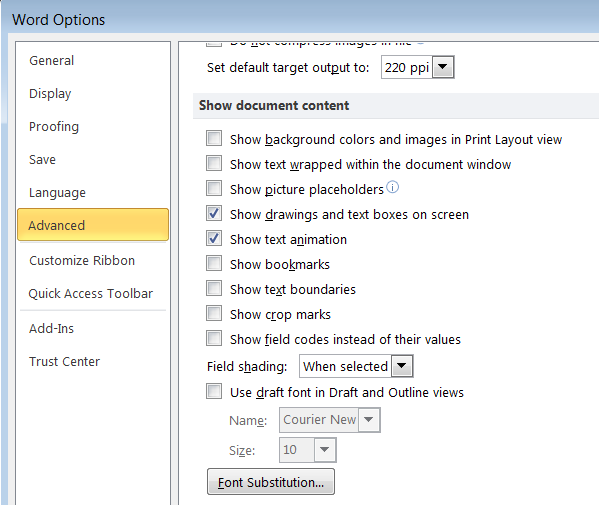


Recommended Setup for Field Shading

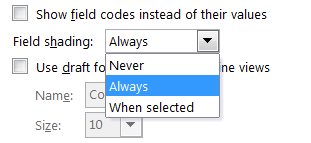
Click on *File*, then *Options*



Click *Advanced*, and scroll down to the section entitled “Show document content.”



In the dropdown menu under “Field shading,” select *Always*.



Click *Ok*.

