

## Microsoft Word Documents – What does “Fully Editable” mean?

When you receive your cd rom from The Policy Company Limited it contains a document, or a number of separate documents which have been produced using Microsoft Word 2000 software.

This **industry-standard word-processing software** is probably the most popular in the world.

When you have loaded the contents of the disc to your hard-drive, then the “File” becomes fully-editable.

**Fully Editable means you can do anything you like to the document. This is what most people want.**

You can change the **look/feel** of the document. You can **add text**, or **delete text**. You can **add pictures, or graphics**. In other words you can do whatever your current computer and word-processing skills will allow you to do. **But is this important?**

**Yes, it is very important** – the Inspectors want to see a Policy/Procedure in your File which clearly demonstrates that it is yours – and reflects your own individual set of circumstances.

**As good as our models are, they will benefit from you adding your finishing touches, even if it is just your name!!**

**Will a fully-Editable cd rom save me time?**

The alternative is to retype the document yourself. How big is the document? Four or five pages? How long will that take to type? Can you type with more than two fingers? If not, you are looking at least two hours (and probably longer) to retype a document of that size. **A fully-Editable document can be Edited in minutes.**

**Can I Edit pdf Files?**

Provided that you have **purchased the necessary Editing software**, and have **advanced computer skills, then yes**. Otherwise, **No**.

**Can you give me some basic tuition?**

**Yes!!**

**Please see attached pages, which I shall add to from time to time.**

**If you have purchased anything from us, and are experiencing difficulties, please give me a call. I shall try to help you.**

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# **I have received my cd rom from The Policy Company. What do I do now?**

## **Open the Document you have bought.**

1. **Open** the cd disc drive on your PC.
2. **Put** your disc in with the picture showing.
3. **Close** the disc drive.

Now, **what happens next depends on your PC**, but:

**Wait a few seconds.** Your computer should start to recognise that a disc has been inserted. If it has recognised this, then a box should appear with a note which says "Files currently on the cd". Here you will see all of your purchases, with their names.

Using your mouse, **right Click** on the document logo. A new box appears. Again, using your mouse, **Left Click** on "Open". Your document should now appear, in Microsoft Word, on the computer screen.

**You have now opened the document.**

**Help!!** I have put the cd in to the disc drive, closed it, and nothing has happened. (So I am not the only one then!!)

**No problem.**

Open the Microsoft Word software already loaded on to your computer, if you have not done so already. You should get a blank page appearing on to the screen, ready for you to add your words of wisdom.

**Left Click** "File" at the top of the page.

**A new option box appears.**

**Left Click** "Open".

The "open" Box appears.

Now, at the top of the Open Box is a drop-down menu. To the Left of this you will see the words "look in".

**Left Click** the arrow pointing downwards.

On this new box which has now appeared you can see a range of options. One of these is to examine anything in your cd drive. You will be helped, because the disc will have your name on it. (We do this to help you recognise what we send to you.)

**Left Click** on the cd drive (your name).

A new box should appear with the documents you have purchased clearly visible.

**Double Left Click** on the document you want to open.

**Your document opens in a new window. You have now opened the document.**

**I still cannot see the document.** Oh dear. Sounds like your problem is bigger than my skills can solve. Sorry. Maybe there is a problem with Microsoft Word. You do have Microsoft Word don't you?

## **My document is Open. However it says Read – Only. What does this mean?**

Read-only means exactly what it says. The computer can read the document, but at the moment, you cannot change it. If you try to do so, a box will appear telling you that you have to give the document a new File name, or move it to another location.

## **You need to save the document in another location.**

To do this you:

**Left Click** on "File" at the top of the page

**Left Click** on "Save As"

A new "Save As" Box appears with a drop-down menu.

**Left Click** on the arrow, pointing downwards, and

**Left Click** the folder in which you would like the document saved

**Click** "Open"

**Click** "Save"

**You have now saved the document in a new location.** It has been copied from the cd rom to your computer's hard drive.

From now on you can "Edit" the document as much as you like. It is no longer "read-only".

## **What sort of things can I do?**

Well, as I mentioned earlier, this depends on your computer and your own word-processing skills. I have predicted some of the things you might want to do, and here are some instructions.

## **The Head and Footer**

Your document almost certainly has text on it typed as a header and a footer. Anything typed in the Header or Footer area appears lighter on the screen. Generally you will see the name of the document at the top of the page in the Header area. This probably appears light grey, in normal situations. You may also see the words **This is a model. Review and amend according to your needs.**

**You probably want to remove/change this. This is very easy.**

**Left Click** View on the top of the screen.

**Left Click** Header and Footer

The text in the Header appears, but it is no longer grey.

The "Header and Footer" Box also appears.

**Change the text**, in the Header, in the normal way, to what you want it to say, such as the name of your Home.

**Left Click** "close" on the Header and Footer Box.

**The Header now appears in the way you want it.**

**I would also like to change the text in the Footer.**

**Left Click** "View" on the top of the screen.

**Left Click** Header and Footer.

Put your cursor on the third image to the Left of the word "close" on the Header and Footer Box. A message should appear telling you that this will "switch between Header and Footer".

**Left Click** on this image and you will be taken to the Footer.

**Make your changes** and then **Left Click** "close" on the Header and Footer box.

**Then save your document.**

**I would like to make some changes which will affect the whole document.**

**Such as?**

**Firstly, I would like to change the font from Verdana, to something else.**

**This is easy, and done in seconds.**

**Open** your document

At the top of the page you will see the font, Verdana in a drop down box (i.e. a box with an arrow pointing downwards on the right of the box).

**Left Click** on the arrow. You will see all of the Font options displayed

Now **Left Click** anywhere on the page. This will remove the options box for the time being.

**Left Click** on "Edit". An options box appears.

Now **Left Click** on "select all".

Now you will see that everything on the document has been what is known as "highlighted".

Now **Left Click** on that arrow on the right of the drop down box you opened earlier, so that you can select your new font.

**Left Click** on the font you want, and all of the text changes to this new font.

**Left Click** anywhere on the page, and the text is no longer highlighted

**You have now successfully changed the whole document from Verdana to your own font.**

**Now save your document.**

**Now I would like to change the size of the Font.**

**Again, easy, and done in seconds.**

To the right of the Font drop down box you will see a smaller drop down box with a number. This is the size of the font for the document. It's probably size 9, which is a medium size font for Verdana.

**Open** your document

At the top of the page you will see a number, (possibly a 9) in a drop down box (i.e. a box with an arrow pointing downwards on the right of the box).

**Left Click** on the arrow. You will see all of the possible font sizes displayed

Now **Left Click** anywhere on the page. This will remove the options box for the time being.

**Left Click** on "Edit". An options box appears.

Now **Left Click** on "select all".

Now you will see that everything on the document has been what is known as "highlighted".

Now **Left Click** on the arrow pointing downwards on the smaller, font-size drop down box

**Left Click** on the number you want (the bigger the number the larger the font) and all of the text on the page changes to this size.

**Left Click** anywhere on the page, and the text is no longer highlighted

**You have now successfully changed the whole document from one size to another.**

**Now save your document.**

## **I have changed all of the text from Size 9 to size 12. However some of the Headings are now smaller than I would like. How do I make changes to selected text only?**

**Again, this is quite easy, and is worth a bit of practice.**

Open your document.

Put the cursor (usually that little flashing line or arrow) to the right or the left of the text you want to change.

Now **drag the arrow** to the right, or the left, until all of the text you want to change is highlighted.

Once the text is highlighted, then you can change it's size, as before, by **Left Clicking** the arrow on font size drop down options box at the top of the page

Then select the font size you want by **Left Clicking** the number

Then **Left Click** anywhere on the page

**The highlighting disappears, leaving you with just your selected text in the new size.**

**Now save your document.**

## **The lines of text appear too close together. How do I make them wider apart?**

**This is done through the line-spacing option.**

**Highlight** the text you want to change (It may be the whole document, so you could use the Left Click "Edit" and Left Click "select all" option. Alternatively, put the cursor against the text and "drag" as before.

Once you have highlighted the text you want to change

**Left Click** "Format" (it's usually situated close to "Edit")

A new options box appears

**Left Click** paragraph

The paragraph box appears

Look for the spacing option, and in particular the line spacing drop down box

**Left Click** on the arrow on the line spacing box

**Left Click** on your selected option [e.g. 1.5 spacing (one and a half lines space between lines), or single spacing, or even double spacing]

Then **Left Click** "OK"

**The line spacing has now been changed to your selection, making the lines wider apart, or closer together, according to your selection.**

**Now save your document.**