

↑ Microsoft Office Help

To see Help for your Office program, ask a question by using the Office Assistant or the **Ask a Question** box on the program's menu bar.

Install or remove individual components in Microsoft Office

If you originally installed your Microsoft Office program from a network file server or from a shared folder, you must install or remove components from that location. If you installed your Office program from a CD-ROM and you've mapped your CD-ROM drive to a new drive letter since installing the Office program, reinstall from the CD-ROM. If you're running any Office program files from the CD-ROM, you must uninstall the Office program and then reinstall it from the CD-ROM.

1. Quit all programs.
2. Double-click the **Add/Remove Programs** icon in the Windows Control Panel.
3. Do one of the following:
 - For Windows 2000 and Windows Millennium Edition:

If you installed your Office program as part of Microsoft Office, click **Microsoft Office** in the **Currently installed programs** box, and then click the **Change** button.

If you installed your Office program individually, click the name of your program in the **Currently installed programs** box, and then click the **Change** button.
 - For Windows 98 and Windows NT 4.0:

If you installed your Office program as part of Microsoft Office, click **Microsoft Office** on the **Install/Uninstall** tab, and then click the **Add/Remove** button.

If you installed your Office program individually, click the name of your program on the **Install/Uninstall** tab, and then click the **Add/Remove** button.
4. Follow the instructions on the screen.

About getting help while you work

If you need help while you work, you can use the following resources:

- ▶ **Ask a Question box**
- ▶ The Office Assistant
- ▶ Help
- ▶ ScreenTips
- ▶ Help on the World Wide Web

Use Help without the Office Assistant

1. To get Help without using the Office Assistant, the Assistant must be turned off.

▶ [How?](#)

2. On the **Help** menu, click **Microsoft *Program Name* Help**.

If the **Contents**, **Answer Wizard**, and **Index** tabs aren't visible, click **Show** .

3. In the Help window, do the following:

- Click the **Contents** tab to view the table of contents for Help.
- Click the **Answer Wizard** tab to type a question about the Microsoft Office program in which you are working. Type the words you want to search for, and click **Search**.
- Click the **Index** tab to search for specific words or phrases, or choose from a list of keywords.

You can control the list of topics found by adding or removing keywords from your search. In this way, you can narrow your search until only the most relevant topics and keywords remain in the list.

Note Not all languages support the Answer Wizard.

Show or hide the Office Assistant in wizards

To turn on or off Office Assistant Help with wizards, do one of the following:

- ▶ Show or hide the Assistant for only one wizard
- ▶ Show or hide the Assistant for all wizards

Note Not all wizards have Help provided by the Assistant.

Select a different Office Assistant

1. Click the Office Assistant.

If the Assistant isn't visible, click **Show the Office Assistant** on the **Help** menu.

2. In the Assistant balloon, click **Options**.

If the Assistant balloon isn't visible, click the Assistant.

3. Click the **Gallery** tab, and then click **Back** or **Next** until you see the Assistant you want.

Notes

If you have access to the Internet, you can download additional Assistants from the [Microsoft Office Web site](#). On the **Help** menu, click **Office on the Web**.

The hyperlinks in this topic go to the Web. You can switch back to Help at any time.

Open the Office Readme file

The Microsoft Office XP Readme is an .htm file that contains late-breaking product news. It is located in different folders, depending upon which language version you are using.

1. On the desktop, double-click **My Computer**.
2. Double-click the drive on which Microsoft Office is installed (normally drive C).
3. Double-click **Program Files**.
4. Double-click **Microsoft Office**.
5. Double-click **Office10**.
6. Find the folder that contains your language's Readme file.
 - ▶ [How?](#)
7. Double click the folder that applies to your language.
For example, double-click **1033** for English.
8. Double-click **Readme.htm**.

Guidelines for searching Help

- ▶ Using complete sentences with the Office Assistant
- ▶ Using the Answer Wizard
- ▶ Using the Index to narrow your scope
- ▶ Displaying programming and non-programming topics

About the Microsoft Office XP Developer's Guide

The *Microsoft Office XP Developer's Guide* teaches those who understand the fundamentals of Microsoft Visual Basic how to create concise, lean, and efficient code with the powerful programming language used in Microsoft Office XP. The book teaches readers how to become more productive with Visual Basic for Applications by customizing and adapting tools for specific needs — including how to create custom commands, menus, dialog boxes, messages, and buttons, as well as how to show custom Help for all these elements.

You can obtain the *Microsoft Office XP Developer's Guide* wherever computer books are sold. To locate your nearest source for Microsoft Press products worldwide, visit the [Microsoft Press Web site](#) or contact your local Microsoft office. In the United States, call (800) MS-PRESS. In Canada, call (800) 667-1115.

Get Help for Visual Basic for Applications

1. In order to do this procedure, programming Help must be installed.

▶ How?

2. On the **Tools** menu, point to **Macro**, and then click **Visual Basic Editor**.

3. In the Office Assistant balloon, type the method, property, function, statement, or object you want Help on, or type a query.

If the Office Assistant isn't visible, on the **Help** menu, click **Show Office Assistant**.

If the Office Assistant balloon isn't visible, click the Assistant.

4. Click **Search**, and then click the topic you want.

▶ Tips

Display tips and messages through the Office Assistant

Do one or both of the following:

- ▶ [Customize how you want to use tips and messages](#)
- ▶ [View a tip](#)

Note Not all languages support all features of the Office Assistant.

About Microsoft technical resources

If you have a question about a Microsoft Office program, first ask the Office Assistant and then look in *Discovering Microsoft Office XP* or the Readme file that comes with the program. If you don't find what you need, you can get information from the technical resources in the following list:

- ▶ [Microsoft Office Web site](#)
- ▶ [Microsoft TechNet and Microsoft Developer Network CD-ROMs](#)
- ▶ [Microsoft Knowledge Base](#)
- ▶ [Microsoft Software Library](#)
- ▶ [Microsoft Press](#)

Turn the Office Assistant sound on or off

To hear sound from the Office Assistant, you must have a sound card installed on your computer.

1. Click the Assistant.

If the Office Assistant isn't visible, click **Show the Office Assistant** on the **Help** menu.

2. In the Office Assistant balloon, click **Options**.

If the Office Assistant balloon isn't visible, click the Assistant.

3. On the **Options** tab, select or clear the **Make sounds** check box.

Print a Help topic

Do one of the following:

- ▶ [Print the current topic](#)
- ▶ [Print a collection of topics](#)

Get Help in Microsoft Script Editor


1. On the **Tools** menu, point to **Macro**, and then click **Microsoft Script Editor**.

You will be prompted to install Microsoft Script Editor if you haven't done so already. Click **Yes**.

2. In the Microsoft Script Editor, on the **Help** menu, click **Microsoft Script Editor Help**, and do one or more of the following:
 - To view the table of contents, click the **Contents** tab.
 - To search for words, click the **Answer Wizard** tab. Type the words you want to search for, and click **Search**.
 - To browse an index of keywords to find information, click the **Index** tab. Select the keyword you want, and click **Search**.

Note Not all languages support the Answer Wizard.

Change the appearance of a Help topic

1. Open the Help window.
 - ▶ [How?](#)
2. In the **Help** window, click **Options** , and then click **Internet Options**.
3. On the **General** tab, click **Accessibility**, and then click **Ignore colors specified on Web pages**.
4. Click **OK**.
5. In the **Internet Options** dialog box, do one or both of the following:
 - ▶ [Change the color of the background or text in Help](#)
 - ▶ [Change the font in Help](#)

Note If you change the font and background color of the Help topics in the Help window, the change will also affect the font and background color when you view a Web page in Microsoft Internet Explorer.

About tips and messages from the Office Assistant

The Office Assistant can answer your questions, offer tips, and provide help for a variety of features specific to the program you're using. The Assistant is shared by all Microsoft Office programs. Any changes you make to its options — such as the types of tips it displays — will affect the Assistant in all of your Office programs.


The Assistant can display Help in the following ways:

- ▶ [Suggested Help](#)
- ▶ [Help with wizards](#)
- ▶ [Tips](#)
- ▶ [Messages](#)

Note Not all languages support all features of the Office Assistant.

Get ScreenTips about specific commands, buttons, and dialog boxes

To see a ScreenTip for a menu command, toolbar button, or screen region, click **What's This?** on the **Help** menu and then click the item you want information about.

To see a ScreenTip for a dialog box option, click the question mark button  in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)

To see the name of a toolbar button, rest the pointer over the button until the name appears.

Get information about your program and computer

You can check which version of the Microsoft Office XP program is installed on your computer, and you can determine the product ID number of your copy of the program. You can also get system information and perform a test of your network connection.

On the **Help** menu, click **About Microsoft *Program Name***.

About the Office Resource Kit

The *Microsoft Office XP Resource Kit* is the definitive guide to installing, configuring, and supporting Microsoft Office in your organization. Designed for system administrators, consultants, and power users, this guide offers complete coverage whether you're running Microsoft Office on Microsoft Windows 98, Windows 2000, or the Macintosh.

You can obtain the Office Resource Kit wherever computer books are sold or order direct from Microsoft Press, or online at the [Microsoft Office Resource Kit Web site](#).

To locate your nearest source for Microsoft Press products worldwide, visit the [Microsoft Press Web site](#) or contact your local Microsoft office. In the United States, call (800) MS-PRESS. In Canada, call (800) 667-1115.

Note The hyperlinks in this topic go to the Web. You can switch back to Help at any time.

Troubleshoot Help

- ▶ A "Page Not Found" message appears in my browser when I click on a Help topic
- ▶ I can't access the Microsoft Office Web site.
- ▶ The Office Assistant is distracting.
- ▶ The Office Assistant doesn't show the Help topic I want.
- ▶ The Office Assistant balloon disappeared.
- ▶ The Office Assistant prevents me from working.

About finding files

You can use the **Search** command in Microsoft Office XP to find files wherever you work: on your computer hard drive, your local network, your Microsoft Outlook mailbox, and your [network places](#). You can also find e-mail messages, meetings, and other information in your Outlook mailbox. Search provides two methods of finding files: basic search and advanced search.


Basic search is the most comprehensive way to search for files, Outlook items, and Web pages. You can find files that contain specified text in the title, contents, or [properties](#). You can also specify where to look for files and the types of files to search for.

Advanced search is more specific. You use it to find files based on their properties. You do this by creating queries, which are sets of one or more rules that must be true for a file to be found. An example of a query is "author **is (exactly)** Dan." This specifies that the files you are searching for should contain only the text "Dan" as the author property.

- ▶ [The Search task pane](#)
- ▶ [Viewing search results](#)
- ▶ [Speeding up search with fast searching](#)
- ▶ [Building more complex searches using conditions and values](#)
- ▶ [Searching from the Open dialog box](#)

Find a file


You can search the titles, contents, or properties of Microsoft Office files, Microsoft Outlook items, and Web pages.

1. On the **Standard** toolbar, click **Search** .
2. Do one of the following:
 - ▶ [Search for a file or Outlook item containing specified text](#)
 - ▶ [Search for a file or Outlook item based on one or more properties](#)

In the **Search Results** task pane, you can take one or more actions on the search results.

- ▶ [How?](#)

Find a file from the Open dialog box

1. Click **Open** .
2. Click **Tools** in the **Open** dialog box, and then click **Search**.
3. Do one of the following:
 - ▶ Search for a file containing specified text
 - ▶ Search for a file based on one or more properties

Advanced search conditions

Conditions are limitations you set on the value of a file property in an advanced search to make it more specific. Each type of property, such as text or date, has a set of relevant conditions that advanced search displays automatically so that you can choose one to configure your search. Here are the conditions that you can set for each type of property, along with some example settings.

- ▶ [Conditions for text properties](#)
- ▶ [Conditions for date properties](#)
- ▶ [Conditions for file names](#)
- ▶ [Conditions for numeric properties](#)
- ▶ [Conditions for yes/no properties](#)

Administer fast searching

Fast searching extracts information from files and organizes it in a way that makes the files quicker and easier to find through Search.

- ▶ [Enable or disable fast searching](#)
- ▶ [Specify which folders to index](#)
- ▶ [Update the index](#)
- ▶ [Delete the index](#)
- ▶ [View the status of the index](#)

Troubleshoot searching

- ▶ It takes a long time to search for files.
- ▶ I can't save a search query.
- ▶ I know a file is on a drive or Web folder, but Office Search doesn't find it.
- ▶ The wrong files appear after I do a search.
- ▶ I can't search some of my Web folders.
- ▶ I can't search my mailbox.
- ▶ I can't search for a specific file type.
- ▶ I am having trouble using natural language search.

About file properties

Document properties are details about a file that help identify it — for example, a descriptive title, the author name, the subject, and keywords that identify topics or other important information in the file. Use document properties to display information about a file or to help organize your files so that you can find them easily later. You can also search for documents based on document properties.

- ▶ [Types of document properties](#)
- ▶ [Setting document properties](#)
- ▶ [Viewing document properties](#)

Change file properties

You can change document [properties](#) from the currently open document or from the list in the **Open** dialog box:

- ▶ [From the current document](#)
- ▶ [From the Open dialog box](#)

Create custom file properties for the active document

1. On the **File** menu, click **Properties**.
2. Click the **Custom** tab.
3. In the **Name** box, type a name for the custom property, or select a name from the list.
4. In the **Type** box, click the data type for the property you want to add.
5. In the **Value** box, type a value for the property. The value you enter must match the selection in the **Type** box. For example, if you click **Number** in the **Type** box, you must type a number in the **Value** box. Values that don't match the property type are stored as text.
6. Click **Add**.

View file properties

You can view document [properties](#) from the currently open document or from the file list in the **Open** dialog box:

- ▶ [From the current document](#)
- ▶ [From the Open dialog box](#)

About team Web sites

Team Web sites are Web sites with added features to enable a group to share files, participate in discussions, and communicate all kinds of information. There are two kinds of team Web sites that you can work with from your Office programs.

- ▶ [Microsoft's SharePoint Team Services](#)
- ▶ [Microsoft SharePoint Portal Server](#)

About document libraries

Document libraries are collections of files that are shared in [SharePoint team Web sites](#). For example, you could create a library of common graphics for a project or a collection of Microsoft Word documents containing your monthly status reports.

You can view document libraries from a [Web browser](#), such as Internet Explorer, or as a [Network Place](#) from Office XP programs, or the Windows desktop.

When you add or remove a file from a document library, the server updates the navigation links to it on the Web page. This ensures that anyone viewing the Web site can find the documents there. Team Web site members can subscribe to a document library so they are notified by e-mail when a member adds or changes a file.

When you create a document library, you can specify the information authors must provide when they add a file to the library. For example, if you have a document library of product plans, you can require authors to enter the title, comments about the content, and the document's status (such as preliminary or approved). This information appears when you view the document library listing.

Once in a library, you can open and modify your documents from within Office XP programs just as though they resided on any other network place or local drive.

To ensure that all documents within the library have a consistent look and feel, you can also specify a [template](#) to be used when a new file is added to the library. You can modify this template by using Office XP programs just as you would any other template.

Notes

You can also add a document library to any Microsoft FrontPage Web site hosted by a server running SharePoint Team Services from Microsoft.

You can use Microsoft Outlook to view document libraries hosted by a server running Microsoft Exchange Server 2000.

About templates for document libraries

In [document libraries](#), you can give all the shared files a consistent look and feel. You ensure this consistency by specifying a [template](#) for the document library files. For example, if you have a library of presentations, you can specify a PowerPoint file as a template. When a [team Web site](#) member creates a new presentation in the library, PowerPoint starts and then opens the presentation template. The team member can then add content to the slides without having to worry about the overall look and feel of the presentation.

After creating the new content, the team member saves the file to the document library under a new name. The server then adds a link to the new file in the team Web site navigation. Any team members viewing the site will see the new file.

Although the library files will be located on a Web server, the template file doesn't need to be in HTML (.htm) format. It's best to choose the format based on the type of files that you'll be sharing in the library. For example, if you're sharing a library of Microsoft Word files, your template file should be in .dot format. You can create, save, or modify the template from your Office XP program.

Note You can have only one template file per library.

Create a team Web site

Before you can create a [team Web site](#), you should ask your system administrator or [Internet service provider](#) (ISP) for the [URL](#) of a Web server running SharePoint Team Services from Microsoft.

1. Create a new network place.
 - ▶ [Windows 2000 or Windows Millennium Edition](#)
 - ▶ [Windows NT 4.0 or Windows 98](#)
2. Type the [URL](#) of the server that will host your team Web site.
3. Type a name for the shortcut to the team Web site, and then click **Next**.
4. Follow the instructions in the wizard to set up your team Web site.

Change the properties of a file in a document library

1. Open the Microsoft Office XP program that was used to create the file for which you want to change properties.
2. Click **File**, and then click **Open**.
3. To open your list of shortcuts to Web servers, do one of the following:

In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

4. If you have already created a shortcut to the [team Web site](#) with the [document library](#) that contains the file you want to change, double-click it.

If you have not created a shortcut to the team Web site, you must create a shortcut.

▶ [How?](#)

5. Double-click the [document library](#) that contains the file whose properties you want to change.
6. Double-click the file.
7. Click **File**, and then click **Properties**.
8. For each property you would like to change, click the **Property** box, and then type the new text.

▶ [Tips](#)

Open a file in a document library

1. Open the Microsoft Office program that was used to create the file.
2. Click **File**, and then click **Open**.
3. To open your list of shortcuts to Web servers, do one of the following:

In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

4. If you have already created a shortcut to the [document library](#) with the file you want to open, double-click it.

If you haven't created a shortcut to the document library that contains the file you want to open, you must create a shortcut.

▶ [How?](#)

5. Double-click the document library that contains the file you want to open.
6. Double-click the file.

Save a file to a document library

1. In any Microsoft Office XP program, click **File**, and then click **Save As**.

2. To open your list of shortcuts to Web servers, do one of the following:

In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

3. If you have already created a shortcut to the [document library](#), double-click it.

If you haven't created a shortcut to the document library, you must create a shortcut.

▶ How?

4. Double-click the [document library](#) where you would like to save the file.
5. In the **File name** box, type a name for the file (or keep the current file name), and then click **Save**.
6. Depending on how the document library is set up, you may be prompted to enter information about the document. Type the requested information in the fields provided, and then click **OK**.

▶ Tip

Delete a file in a document library

1. In any Office XP program, click **File**, and then click **Open**.
2. To open your list of shortcuts to Web servers, do one of the following:


In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

3. If you have already created a shortcut to the [team Web site](#) with the [document library](#) with the file you want to delete, double-click it.

If you haven't created a shortcut to the team Web site, you must create a shortcut.

▶ [How?](#)

4. Double-click the [document library](#) that contains the file you want to delete.
5. Click the file you want to delete, and then click **Delete** .

▶ [Tip](#)

Use a template to create a file for a document library

1. Open the Microsoft Office XP program that you want to use to create the file.
2. From the [New File task pane](#), click **Templates on my Web sites**.

If the **New File** task pane is closed, click **File**, and then click **New**.

3. If you've created a shortcut to the [team Web site](#) where you want to create the file, double-click it.

If you haven't created a shortcut to the team Web site, you must create a shortcut.

▶ [How?](#)

4. Double-click the template file for that [document library](#).
5. Type the content for the new file.
6. Click **File**, and then click **Save**.
7. Type a name for the file, and then click **Save**.
8. Depending on how the document library is set up, you may be prompted to enter information about the document. Type the requested information in the boxes provided, and then click **OK**.

▶ [Tip](#)

About working with files on Web servers and network servers

You can create, copy, save, or manage folders and files that reside on network, Web, or FTP servers. Once you create shortcuts to these folders, you can work with the files in them just as though they were on your local computer. You can access these folders from:

The **Open** and **Save** dialog boxes in Office programs.

My Network Places (Windows 2000 and Windows Millennium Edition).

Network Neighborhood and Web Folders (Windows NT 4.0 and Windows 98).

To find a network, FTP, or Web server that you can connect to, see your system administrator or [Internet service provider](#).

- ▶ [Requirements for creating a shortcut to a folder on a network file server](#)
- ▶ [Requirements for creating a shortcut to a folder on a Web or FTP server](#)

Where to create a shortcut to a folder on a Web server or network server

Both Windows and Office provide wizards for setting up shortcuts to folders on Web servers and network servers. However, the Office Add Network Place wizard is used for setting up shortcuts to folders on Web or FTP servers only. Therefore, if you want to:

- ▶ Create a shortcut to a folder on a Web or FTP server from an Office program
- ▶ Create a shortcut to a folder on your local area network
- ▶ Create a shortcut to a folder on a Web or FTP server from Windows

Web server features available through shortcuts

Creating shortcuts to Web servers can get you access to many services ranging from simple storage space to easy-to-create custom Web sites. For example, SharePoint [team Web sites](#), based on SharePoint Team Services from Microsoft, let you share libraries of files, discuss important issues online, and manage tasks for the whole team.

Some Internet service providers offer additional functionality and even customize the appearance of the shortcut. These Web sites have a wide variety of features for both office and home users. For example, home users will find that these sites are a great way to set up a photo gallery to share pictures with family and friends. The features that each ISP provides for these Web sites vary. A list of ISPs that provide these services is provided in the Office Tools on the Web catalog, available from the Add Network Place Wizard.

The shortcut indicates the type of folder that it points to:



Shortcut to a Web or FTP server, or a SharePoint team Web site.



Shortcut to a Web site hosted by MSN. Other ISPs may have custom icons for shortcuts to sites they host.



Shortcut to a [document library](#).



Shortcut to a shared folder on a network file server.

Create a shortcut to a folder on a Web server

Before you can create a shortcut to folder on a Web server, you should ask your system administrator or [Internet service provider \(ISP\)](#) for the [URL](#) of a Web site you can save files to.

▶ [Windows 2000 and Windows Millennium Edition](#)

▶ [Windows NT 4.0 and Windows 98](#)

Note The Office Add Network Place Wizard is used for setting up shortcuts to folders on Web and FTP servers only. To create a shortcut to a folder on a network file server:

In Windows 2000 and Windows Millennium Edition, use the Add Network Place Wizard in My Network Places.

In Windows NT 4.0 and Windows 98, use My Network Neighborhood.

Open a file on a Web server

1. In any Office program, click **File**, then click **Open**.
2. To open your list of shortcuts to Web servers, do one of the following:

In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

3. Double-click the network place for the Web server that contains the file you want to open.

If you don't see a network place for that Web server, you must create a new network place.

▶ [How?](#)

4. Double-click the folder that contains the file you want to open, and then double-click the file.

Create a file from a template on a Web server

1. Open the Office program you want to use to create the file.
2. From the [New File task pane](#) in any Office XP program, click **Templates on my Web sites**.

If the **New File** task pane is closed, click **File**, and then click **New**.

3. If you have created a shortcut to the folder on the Web server that contains the template you want to use, double-click the shortcut.

If you haven't created a shortcut to the folder on the Web server that contains the template you want to use, you must create a new shortcut.

▶ [How?](#)

4. Double-click the folder that contains the template you want to use.
5. Double-click the template file.
6. Type the content for the new file.
7. Click **File**, and then click **Save**.
8. Type a name for the file, and then click **Save**.

Create a Web site

Microsoft Office provides you with two ways to create a Web site without using any HTML coding. You can create a SharePoint [team Web site](#), based on SharePoint Team Services from Microsoft, or you can create a Web site through an [Internet service provider \(ISP\)](#) listed on the Office Tools on the Web catalog.

- ▶ [Create a team Web site](#)

'' ''

- ▶ [Create a Web site hosted by a provider listed in Office Tools on the Web](#)

- ▶ [Tip](#)

Save a file to a Web server

1. In any Office program, click **File**, and then click **Save As**.
2. To open your list of shortcuts to Web servers, do one of the following:

In Windows 2000 or Windows Millennium Edition, click **My Network Places**.

In Windows NT 4.0 or Windows 98, click **Web Folders**.

3. If you have already created a shortcut to the folder on the Web server with the file you want to open, double-click it.

If you haven't created a shortcut to the Web server, you must create a shortcut.

▶ [How?](#)

4. In the **File name** box, type a name for the file (or keep the current name).
5. Double-click the folder where you would like to save the file, and then click **Save**.

About managing Web files and links

When you create Web pages, your Microsoft Office application manages the related files and inserts the links and [hyperlinks](#) so that the images appear and the links work when the pages are placed on the [Web server](#).

- ▶ [Managing links](#)
- ▶ [Managing and naming supporting files](#)
- ▶ [Testing links](#)
- ▶ [Tip](#)

About working with graphics on Web pages

Graphic formats in Web pages

The first time you save your file in [HTML](#) format, all graphics are converted to [.gif](#), [.jpg](#), or [.png](#) format, all of which are image types supported on the World Wide Web. You can use graphics that are provided with Microsoft Office, such as clip art, AutoShapes, text boxes, and WordArt, or create your own graphics in [.gif](#) format. If you have [Internet](#) access, you can get more graphics from the Microsoft Web Art Resources Web page. When you reopen the Web page in your Office application, you can edit all graphics as you normally would.

Inserting graphics from a file

When you insert a graphic from a file, you can either insert the entire graphic or you can insert a link to the graphic at a [fixed location](#), such as another [Web server](#), or at a [relative file location](#). Linking a graphic to your Web page reduces the size of the page, makes it easier to update the graphic, and makes it easier to share the graphic between different Web pages. In Windows, if you move or copy a Web page to another location, you should make sure that you also move or copy any supporting files — such as graphics, background textures, and bullets — so that you maintain the graphic links to your Web page.

▶ [Tip](#)

Using art from Office application drawing tools

You can use [AutoShapes](#), text boxes, and WordArt effects in the files that you save to HTML from your Office applications. After you save your file to HTML format, you can open and view it in a Web browser, or you can open and edit it in any Office application. From your Office application, you can open and edit all drawings that you have saved to HTML format from any other Office application.

Using animated .gif images

You can insert animated .gif images into Office application files. When you save an animated .gif image in HTML format, the animation is preserved. You cannot perform certain editing operations — such as cropping, grouping, or changing the fill, border, or shadow — on an animated .gif image. Make these changes in a program that supports animated .gif editing, and then insert the animated .gif image in the file.

Aligning graphics

The **Drawing** and **Picture toolbars** in Office applications provide alignment commands that help you arrange your graphics. Selecting a picture automatically displays the **Picture** toolbar. To hide the **Picture** toolbar, right-click a picture, and then click **Hide Picture Toolbar** on the shortcut menu.

About Portable Network Graphics (.png) format

Portable Network Graphics (.png) is a graphic file format supported by many Web browsers. It is a good format for compressing and storing graphic images, and there is no loss of graphic image data when an image is uncompressed. The .png format supports variable transparency of images (alpha channels) and control of image brightness on different computers (gamma correction). It is used for a wide range of graphics from small images (such as bullets and banners) to complex images (such as photographs).

About Web archives (MHTML)

A Web archive saves all the elements of a Web site, including text and graphics, into a single file. This encapsulation lets you publish your whole Web site as a single [MIME](#) encapsulated aggregate HTML document (MHTML) file or send an entire Web site as an e-mail message or attachment. This format is supported by Internet Explorer 4.0 and later.

Language-specific names for Web page supporting folders

By default, when you save your file as a Web page, all supporting files — such as bullets, background textures, and graphics — are organized in a supporting folder. The name of the supporting folder is the name of the Web page plus an underscore (_), a period (.), or a hyphen (-), and the word "files." The word "files" will appear in the language of the version of Microsoft Office that was used to save the file as a Web page. For example, suppose you use the Dutch language version of Office to save a file named Page1 as a Web page. The default name of the supporting folder would be **Page1_bestanden**.

Note If you save your Web page with a short file name (maximum of eight characters, plus a three-character file extension) by clearing the **Use long file names whenever possible** check box in the **Web Options** dialog box, the supporting folder is the name of the Web page without the word "files."

► [The default name for the Web page supporting folder in each language version of Office](#)

Save graphics in .png format

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab, and then click **Web Options**.
3. Click the **Browsers** tab.
4. Under **Options**, select the **Allow PNG as a graphics format** check box.

Note Before you save your file in .png format, check with your system administrator to find out whether your Web browser supports .png format.

Speed up downloading Web pages by using Vector Markup Language

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab, and then click **Web Options**.
3. Click the **Browsers** tab.
4. Under **Options**, select the **Rely on VML for displaying graphics in browsers** check box.

Notes

If you turn on this advanced Web option, and you view a Web page in a browser that does not recognize graphics in VML format (such as Microsoft Internet Explorer 4.0 or earlier), you will not see any graphics. Even though your graphics don't appear in a Web browser, you can always open your Web page in your Office application to edit the graphics.

Before you send a file in HTML format as an e-mail message with the Web option **Rely on VML for displaying graphics in browsers** turned on, make sure that the recipient of your message can view the file in an e-mail system that recognizes graphics in VML format (such as Microsoft Outlook 2000 or later). Otherwise, recipients won't see any graphics in the e-mail message.

Optimize Web pages for a specific browser

1. On the **Tools** menu, click **Options**.
2. On the **General** tab, click **Web Options**.
3. On the **Browsers** tab, in the **People who view this Web page will be using** list, select the appropriate browser version.
4. In the **Options** list, select or clear the check box for any features you want to enable or disable.

Note When you choose a setting from the **People who view this Web page will be using** list, the default features for the selected browser version are set in the **Options** list.

Troubleshoot Web page options

Working with files and links

▶ I don't want to keep my supporting files in a folder

""

▶ I saved my Web page to a file server, and now some people can't find or view it

""

▶ I moved my Web page to another location and now some of the links are broken

""

▶ I can't automatically create a backup copy of my Web page

""

▶ The name of a supporting folder for a Web page is in another language

""

▶ The HTML file I want to edit opens in the wrong Office application

▶ My Web page has the wrong title

""

Working with graphics

▶ I see a red X, a blank image, or no image at all on my Web page

“ ”

▶ The graphics and text on my Web page look different on another computer

“ ”

Specifying the language and fonts

▶ [My Web page is displaying the wrong characters for a language](#)

""

Working with different Web browsers


▶ My Web page doesn't look right in my Web browser

“ ”

Use the Office Shortcut Bar

You can use the Microsoft Office Shortcut Bar for single-click access to the resources you use most often. You can quickly start a new file, open an existing file, or start an Office program.

On the Microsoft Windows **Start** menu, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Office Shortcut Bar**.

Note For Help using the Office Shortcut Bar, click the **Office Shortcut Bar** menu , and then click **Help**.

Close the Office Shortcut Bar

1. Click the **Office Shortcut Bar** button .
2. Click **Exit**.

Move the Office Shortcut Bar

1. If the Microsoft Office Shortcut Bar is minimized, click the **Office Shortcut Bar** button on the **Windows** taskbar.
2. Drag the title bar or the background of any toolbar on the Office Shortcut Bar where you want it, either [docked](#) to one edge of your screen or [floating](#) on the desktop.



Note When you dock the Office Shortcut Bar along an edge of your screen, your desktop is adjusted so that the Office Shortcut Bar doesn't cover anything.

Hide the Office Shortcut Bar


Click the **Office Shortcut Bar** button , and then click **Auto Hide**.

Notes


To use the Microsoft Office Shortcut Bar when it's hidden, point to the edge of the screen where the Office Shortcut Bar is **docked**, and it will reappear temporarily.

The **Auto Hide** command on the **Office Shortcut Bar** menu  and the **Auto Hide between uses** check box on the **Customize** dialog box (**Office Shortcut Bar** menu ) have no effect when the Office Shortcut Bar is minimized or **floating**, or when the **Auto fit into title bar area** check box is selected and the Office Shortcut Bar is docked at the top of the screen.

Start a new file

1. On the **Office** toolbar, click **New Office Document** .
2. Click the tab for the type of document you want to create.
3. Double-click the [template](#) or [wizard](#) you want to base your document on.

Open a file

1. On the **Office** toolbar, click **Open Office Document** .
2. Locate the document you want to open, and then double-click the name of the document.

Open a different toolbar

If the toolbar you want is not visible, right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click the name of the toolbar on the shortcut menu to display it.

If the toolbar you want is visible but not active, click the icon with the toolbar name to display it.

Add a button

1. Right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click **Customize** on the shortcut menu.
2. Click the **Toolbars** tab.
3. Make sure the check box next to the toolbar you want to add the button to is selected.
4. Click the **Buttons** tab.
5. In the **Toolbar** box, click the name of the toolbar you want to add a button to.
6. To add a button for a file or a folder, click **Add File** or **Add Folder**.

► Tip

Rename a button

1. Right-click the toolbar button that you want to rename, and then click **Rename** on the shortcut menu.
2. In the **New Name** box, type the new name for the toolbar button.

Move a button

Hold down ALT and drag the toolbar button to a new location on the same toolbar or on a different toolbar.

Show or hide a button


1. Right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click **Customize** on the shortcut menu.
2. Click the **Toolbars** tab.
3. Make sure the check box next to the toolbar containing the button is selected.
4. Click the **Buttons** tab.
5. In the **Toolbar** box, click the name of the toolbar that contains the button you want to show or hide.
6. To show or hide a toolbar button, select or clear the check box next to the button you want in the **Show these files as buttons** box.

► Tip

Delete a button

1. Right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click **Customize** on the shortcut menu.
2. Click the **Buttons** tab.
3. In the **Toolbar** box, click the name of the toolbar that contains the button you want to delete.
4. In the **Show these files as buttons** box, click the button you want to delete, and then click **Delete**.

Add or remove a toolbar

When you remove a toolbar from the Microsoft Office Shortcut Bar, it is deleted from the **Toolbar** box in the **Customize** dialog box (**Office Shortcut Bar** menu ) , but all the folders, files, and [shortcuts](#) within the toolbar folder are not deleted from your hard disk. If you think you'll need the toolbar again, hide it rather than remove it.

When you hide a toolbar, the toolbar doesn't appear on the Office Shortcut Bar, but it still appears in the **Toolbar** box, so you can display the hidden toolbar again when you want to use it.

- ▶ [Add a toolbar](#)
- ▶ [Remove a toolbar](#)
- ▶ [Show or hide a toolbar](#)

Rename a toolbar

1. Right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click **Customize** on the shortcut menu.
2. Click the **Toolbars** tab.
3. Click the toolbar you want to rename, and then click **Rename**.
4. In the **New Name** box, type the new name for the toolbar.

Change the appearance of the Office Shortcut Bar

1. Right-click the background of any toolbar on the Microsoft Office Shortcut Bar, and then click **Customize** on the shortcut menu.
2. On the **View** tab, select the options you want.

Note The **Change Color** button affects only the toolbar that appears in the **Toolbar** box.

About multilingual features in Office

Microsoft Office XP programs support editing and viewing of documents in more than 80 languages by taking advantage of the [Unicode](#) text encoding standard. The many different multilingual features of Office are helpful if you work with files that contain text in more than one language, if you work in a multinational organization, or if you share files with people who use Office on systems that run in other languages.

You or your system administrator can customize Office to handle conventions and requirements that are unique to each language. You can also add language-specific commands and features to Office.

- ▶ [Multilingual features](#)
- ▶ [Unicode support in Office](#)
- ▶ [Setting up your computer and keyboard to work in more than one language](#)
- ▶ [Setting up your Office program to work in more than one language](#)

About Microsoft Office XP Proofing Tools

Microsoft Office XP Proofing Tools is an add-in package that contains the proofing tools that Microsoft makes for over 30 languages — for example fonts, spelling and grammar checkers, AutoCorrect lists, AutoSummarize rules (Microsoft Word only), translation dictionaries, and, for Asian languages, [Input Method Editors \(IMEs\)](#).

Microsoft Office XP Proofing Tools is available at Shop.microsoft.com, or outside the United States from a licensed reseller.

For more information about Proofing Tools, see the [Microsoft Office Web site](#).

Note The [hyperlinks](#) in this topic go to the Web. You can switch back to Help at any time.

About the global interface and Microsoft Office XP Multilingual User Interface Pack

Microsoft Office XP Multilingual User Interface Pack adds key multilingual capabilities to those already built into Microsoft Office by providing the translated text for the user interface, Help, wizards, and [templates](#) for Office programs. By using Office XP MUI Pack, you're working in the English version of Office, but you can view commands, dialog box options, Help topics, wizards, and templates in a familiar language.

Office XP MUI Pack also includes Microsoft Office XP Proofing Tools, which provides fonts, spelling and grammar checkers, AutoCorrect lists, and other tools that can help you create and edit Office files in the language of your choice.

When you change the language of the user interface or Help, you change it for all Office programs. Changing the language of the user interface does not change the file format of Office files that you save, nor does it change the program in any other way. You don't need a converter to open files. Some components of Office do not support changing the language of the user interface or Help.

Office XP MUI Pack works with Office running on Microsoft Windows 98 or later and Microsoft Windows NT version 4.0 or later. Microsoft Windows 2000 provides the most support for the most languages, and it is recommended for extensive multilingual use.

Office XP MUI Pack is on its own CD and has its own installer. To obtain Office XP MUI Pack, see your system administrator.

Requirements for specific languages

Operating system requirements vary depending on the language you're working with.

- ▶ East Asian languages (Simplified Chinese, Traditional Chinese, Japanese, and Korean)
- ▶ South Asian languages (Thai, Hindi, and Vietnamese)
- ▶ Baltic, Central European, Greek, Turkish, and languages that use the Cyrillic alphabet
- ▶ Right-to-left languages

Languages supported by the Answer Wizard

The following languages have Answer Wizard support; that is, you can find Help topics by asking questions in your own words either via the Office Assistant or on the **Answer Wizard** tab in Help.

Arabic

Chinese (Simplified)

Chinese (Traditional)

Czech

Danish

Dutch

English

Finnish

French

German

Hebrew

Italian

Japanese

Korean

Norwegian

Polish

Portuguese (Brazil)

Portuguese (Portugal)

Russian

Spanish

Swedish

Thai (limited support)

Locale identification numbers for language-specific files

The following table lists the languages supported by Microsoft Office and their corresponding LCIDs.

| Language | LCID |
|-----------------------|-------------|
| Afrikaans | 1078 |
| Albanian | 1052 |
| Amharic | 1118 |
| Arabic | 1025 |
| Armenian | 1067 |
| Assamese | 1101 |
| Azeri (Cyrillic) | 2092 |
| Azeri (Latin) | 1068 |
| Basque | 1069 |
| Belarusian | 1059 |
| Bengali | 1093 |
| Bulgarian | 1026 |
| Catalan | 1027 |
| Cherokee | 1116 |
| Chinese (Simplified) | 2052 |
| Chinese (Traditional) | 1028 |
| Croatian | 1050 |
| Czech | 1029 |
| Danish | 1030 |
| Dhivehi | 1125 |
| Dutch | 1043 |
| Edo | 1126 |
| English (Australian) | 3081 |
| English (Canadian) | 4105 |
| English (U.K.) | 2057 |

| | |
|-------------------|------|
| English (U.S.) | 1033 |
| Estonian | 1061 |
| Faeroese | 1080 |
| Farsi | 1065 |
| Filipino | 1124 |
| Finnish | 1035 |
| French | 1036 |
| French (Canadian) | 3084 |
| Frisian | 1122 |
| Fulfulde | 1127 |
| Galician | 1110 |
| Georgian | 1079 |
| German | 1031 |
| German (Austrian) | 3079 |
| German (Swiss) | 2055 |
| Greek | 1032 |
| Gujarati | 1095 |
| Hausa | 1128 |
| Hawaiian | 1141 |
| Hebrew | 1037 |
| Hindi | 1081 |
| Hungarian | 1038 |
| Ibibio | 1129 |
| Icelandic | 1039 |
| Igbo | 1136 |
| Indonesian | 1057 |
| Inuktitut | 1117 |
| Italian | 1040 |
| Japanese | 1041 |
| Kannada | 1099 |

| | |
|-----------------------|------|
| Kanuri | 1137 |
| Kashmiri | 2144 |
| Kashmiri (Arabic) | 1120 |
| Kazakh | 1087 |
| Kyrgyz | 1088 |
| Konkani | 1111 |
| Korean | 1042 |
| Latin | 1142 |
| Latvian | 1062 |
| Lithuanian | 1063 |
| FYRO Macedonian | 1071 |
| Malay | 1086 |
| Malayalam | 1100 |
| Maltese | 1082 |
| Manipuri | 1112 |
| Marathi | 1102 |
| Mongolian | 1104 |
| Nepali | 1121 |
| Norwegian Bokmal | 1044 |
| Norwegian Nynorsk | 2068 |
| Oriya | 1096 |
| Oromo | 1138 |
| Pashto | 1123 |
| Polish | 1045 |
| Portuguese (Brazil) | 1046 |
| Portuguese (Portugal) | 2070 |
| Punjabi | 1094 |
| Romanian | 1048 |
| Russian | 1049 |
| Sanskrit | 1103 |

| | |
|---------------------------|------|
| Serbian (Cyrillic) | 3098 |
| Serbian (Latin) | 2074 |
| Sindhi | 1113 |
| Sinhalese | 1115 |
| Slovak | 1051 |
| Slovenian | 1060 |
| Somali | 1143 |
| Spanish | 3082 |
| Swahili | 1089 |
| Swedish | 1053 |
| Syriac | 1114 |
| Tajik | 1064 |
| Tamazight (Berber/Arabic) | 1119 |
| Tamazight (Latin) | 2143 |
| Tamil | 1097 |
| Tatar | 1092 |
| Telugu | 1098 |
| Thai | 1054 |
| Tigrigna (Ethiopia) | 1139 |
| Tigrigna (Eritrea) | 2163 |
| Turkish | 1055 |
| Turkmen | 1090 |
| Ukrainian | 1058 |
| Urdu | 1056 |
| Uzbek (Cyrillic) | 2115 |
| Uzbek (Latin) | 1091 |
| Vietnamese | 1066 |
| Yi | 1144 |
| Yiddish | 1085 |

Install system support for multiple languages

Do one of the following to install multilingual support for:

- ▶ [Windows 2000](#)
- ▶ [Windows 98 or Windows Millennium Edition](#)
- ▶ [Windows NT 4.0](#)

Install the universal font for Unicode

Arial Unicode MS font is a full [Unicode](#) font. It contains all of the characters, ideographs, and symbols defined in the Unicode 2.1 standard.

▶ [In Microsoft Windows 2000 or Windows Millennium Edition](#)

▶ [In Microsoft Windows 98 or Windows NT 4.0](#)

Note Because of its considerable size and the typographic compromises required to make such a font, Arial Unicode MS should be used only when you can't use multiple fonts tuned for different writing systems. For example, if you have multilingual data from many different writing systems in Microsoft Access, you can use Arial Unicode MS as the font to display the data tables, because Access can't accept many different fonts.

Use a keyboard layout for a specific language

You can use specialized keyboard layouts to type in specific languages. If you have more than one keyboard layout installed, you can switch between them.

- ▶ [Install keyboard layouts for specific languages](#)
- ▶ [Switch keyboard layouts](#)

Note To type East Asian text, you must be using an [Input Method Editor \(IME\)](#).

Change the default country/region

Changing the default country/region changes the standard settings for numbers, currencies, time, and date to those most commonly used for that country/region.

1. On the Microsoft Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Regional Options** or **Regional Settings** icon.
3. In the **Your locale (location)** list, select the country/region you want to use as the default.

If you are using Microsoft Windows 2000 and don't see the item you want, first select the check box next to the appropriate language in the **Language settings for the system** box.

4. Click **OK**, and then restart your program.

Note When you change the country/region in the **Your locale (location)** list, settings, such as the format for displaying currency and date, may also change. Check all the tabs in the **Regional Options** dialog box to make sure they are correct.

Remove commands and controls for languages you don't use

If there are languages that you no longer work with in your Microsoft Office program, you can simplify the appearance of your user interface and save memory by turning off editing for the languages, and deleting the fonts that you aren't using.

- ▶ [Turn off editing for languages you don't want](#)
- ▶ [Remove fonts you don't use](#)

Use Visual Keyboard to work with different keyboard layouts

If you change your keyboard layout to that of a different language, the characters that appear on the screen when you type may no longer correspond to the characters printed on your keyboard. Microsoft Visual Keyboard is an on-screen keyboard layout program that displays the keyboard layout corresponding to the language your keyboard is set to. You can also use Visual Keyboard to enter text.

1. Install Visual Keyboard.

▶ [How?](#)

2. Start Visual Keyboard.

▶ [How?](#)

3. Switch to the keyboard layout you want to use.

▶ [How?](#)

The keyboard on the screen will change to reflect the keyboard layout you're using.

For more information, such as how to type text by using Visual Keyboard, see Visual Keyboard Help. On the **Help** menu, click **Microsoft Visual Keyboard Help**.

Note The [hyperlink](#) in this topic goes to the Web. You can switch back to Help at any time.

About Input Method Editors (IMEs)

An Input Method Editor (IME) is a program that allows you to enter Asian text in programs by converting your keystrokes into Asian characters. The IME interprets your keystrokes as characters, then gives you the opportunity to insert the correct interpretation into the program you're working in.

The Simplified Chinese, Traditional Chinese, Japanese, and Korean language versions of Microsoft Office each come with the IMEs for that language. If you are using a different language version of Microsoft Office, you can download the IME you want from the [Microsoft Office Web site](#). IMEs are also available in the Microsoft Office XP Proofing Tools.

Once you have installed the IME, you can access it from the **Language** bar that appears by default in the upper-right corner of the screen in any Office program.

Notes

If you used what was referred to as a Global IME with a previous version of Office, it will not work with Microsoft Office XP. You need to download the updated version from the Web.

The [hyperlink](#) in this topic goes to the Web. You can switch back to Help at any time.

Install an Input Method Editor (IME)

The Simplified Chinese, Traditional Chinese, Japanese, and Korean language versions of Microsoft Office each come with the [IMEs](#) for that language. If you are using a different language version of Microsoft Office, you can download the IME you want from the Microsoft Office Web site.

Go to the [Microsoft Office Web site](#), navigate to the IME download page you want, and then follow the instructions there.

Once you have installed the IME, you can access it from the **Language** bar that appears on the screen. For detailed information about using the IME, see the Help that is included with it.

IMEs are also included with the Microsoft Office XP Proofing Tools. For more information about Proofing Tools, visit the [Microsoft Office Web site](#).

Notes

The [hyperlinks](#) in this topic go to the Web. You can switch back to Help at any time.

If you used what was referred to as a Global IME with a previous version of Office, it will not work with Office XP. You need to go to the Web site listed above to download an updated version.