

The image shows the Microsoft Word 2007 interface. The ribbon at the top includes tabs for File, Menus, Home, Insert, Page Layout, References, Mailings, and Review. The 'File' tab is selected, and its dropdown menu is open. Within this menu, the 'Prepare' option is highlighted with a red rectangle. To the right of the 'Prepare' option, a secondary menu is displayed, also with a red border. This secondary menu contains four items: 'Properties', 'Inspect Document', 'Check Accessibility', and 'Check Compatibility'. Each item has an icon and a brief description of its function.

File | Menus | Home | Insert | Page Layout | References | Mailings | Review

All | **File** | Edit | View | Insert | Format | Tools | Table | Reference | Mailings

New
Open
Close
Save
Save As
Word 97-2003 Document
Prepare
Publish
Send
Web Page Preview
Restrict Permission
Page Setup...
Print Preview
Print
View Document Properties...
Open Recent File...

Properties
View and edit document properties, such as Title, Author, and Keywords.

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility

Check Compatibility
Check for features not supported by earlier versions of Word.

How To Turn A Microsoft Word 2010 Document Into

A Loxley



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