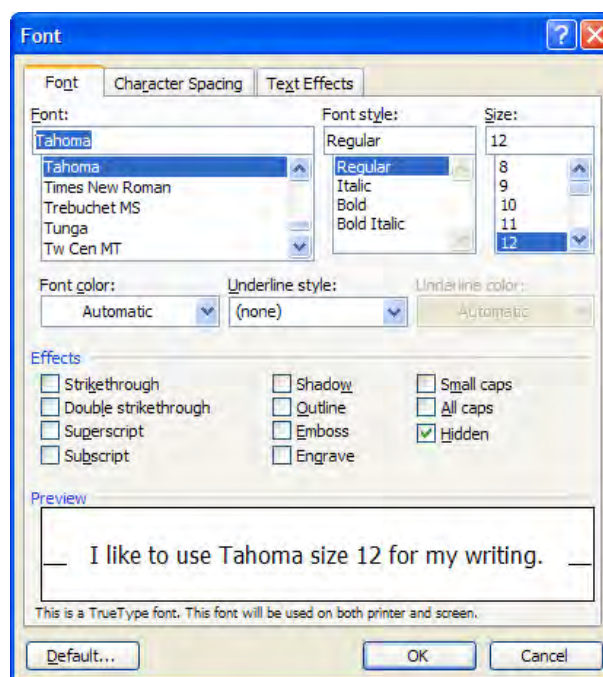
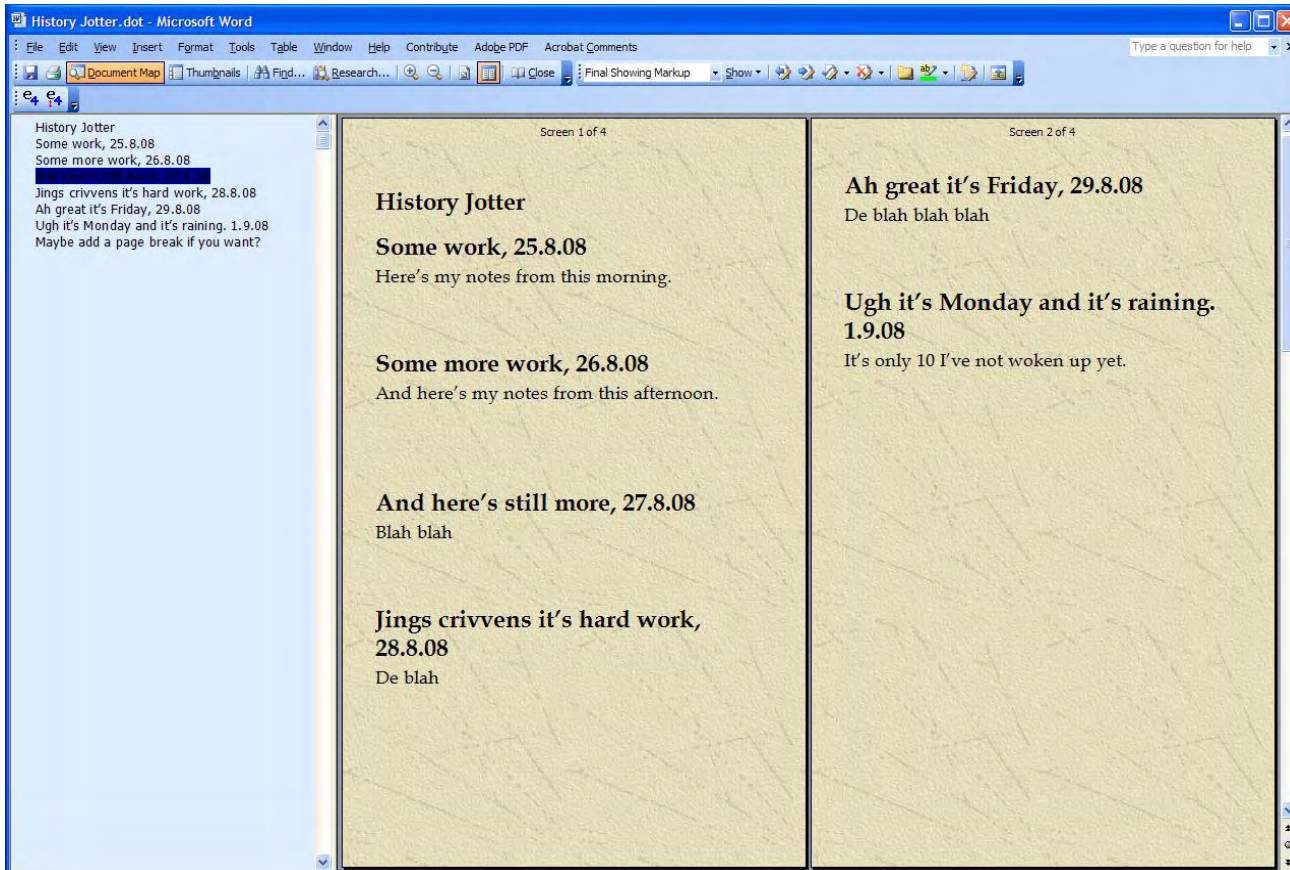


It can be difficult to name and keep track of lots of different files when using a computer for classwork and homework and one alternative is to create a single Word equivalent of a subject jotter. There are a few tweaks which can make the jotter a bit more useful.

1. Start by making a new Word document, and save it with a suitable name (e.g. History jotter).
2. If you always want to use a particular font in your documents, type some text, select and change the font (*Format > Font*), and then click on *Default*. This will set Word to use the **font you've chosen by default**.
3. Or, click on *Format > Theme* and choose a ready-made set of fonts and styles from the list. The background **doesn't get printed out – it's just to make the screen look more interesting and attractive**. Note you can set a theme as default so that all documents have that theme.
4. When you type something new into the jotter, give it a title with the date. Then click on the title and make it a **'Heading 1' style**. (Click on *Format > Styles and Formatting*, then choose *Heading 1*.) As you add new work into the jotter use *Heading 1* styles to mark each piece of work.
5. Click on *View > Document Map* – and you'll see an index of the work you've done. If you want to go back just click on the Document Map and it will go to that page.
6. **Word 2003 has a 'Reading Layout' which you might find useful because it automatically sizes the pages to suit the screen; you can view two pages at once so that it looks a bit like an open jotter, and there are useful tools for reading and studying in the toolbar** (e.g. the Document Map, Find, Research, buttons for zooming in and out, the highlighter for marking particular sections or keywords, etc). Click on *View > Reading Layout* to see it. Click on *View > Print Layout* to go back to the more usual layout that you would use for making a printed document.





Word Reading Layout with the Document Map, 2-page view, and 'Expedition' theme