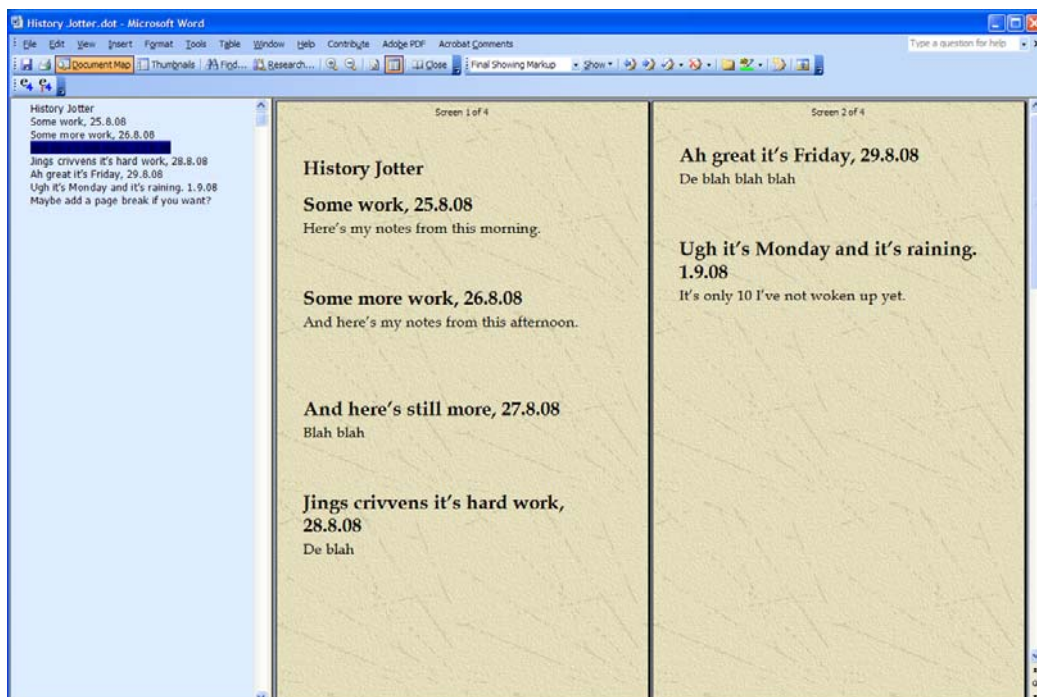
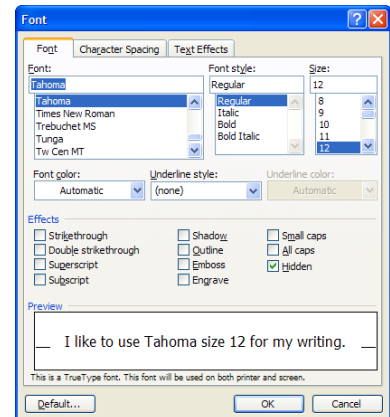


# Microsoft Word Digital Jotter

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