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WHAT's New?



Start typing where you want with a simple double-click

Having a hard time pressing the Enter repeatedly to position the cursor on the line where you want to type?

Word provides the **Click and Type** feature, which allows you to double-click anywhere on the document and begin typing.

Read below to see how it works.

NOTE: Productivl.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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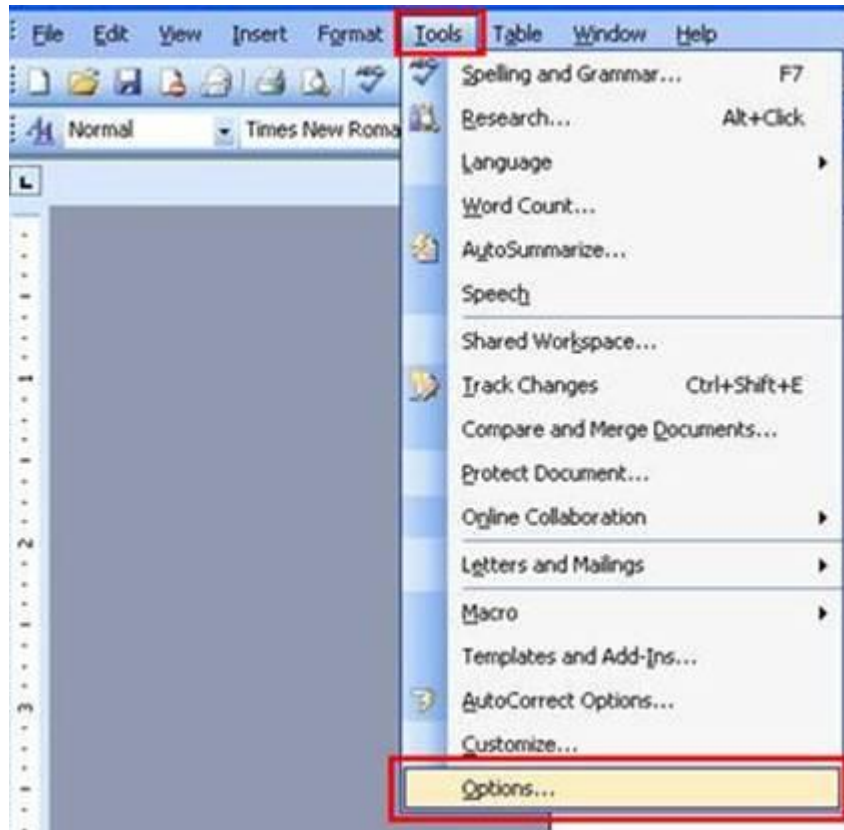
<Back Next>

OK Cancel

Enabling Click and Type Feature

MS Word 2003

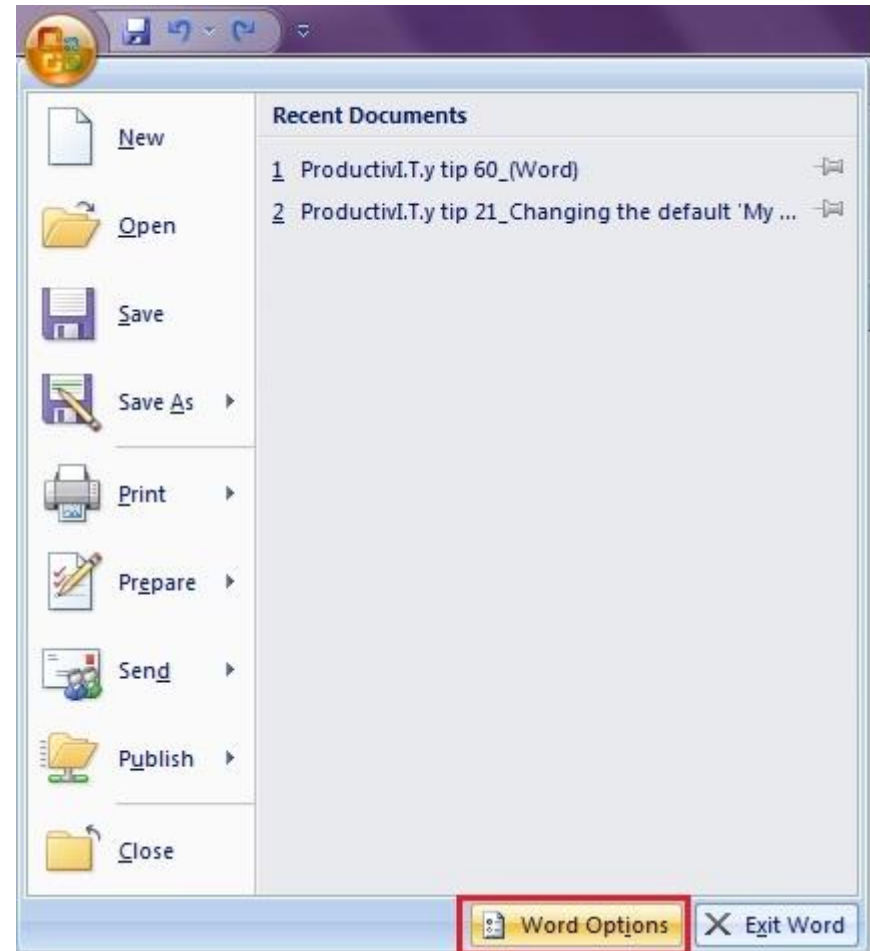
1. On the Menu bar, select **Tools** then choose **Options**.
Options dialog box will pop-up.



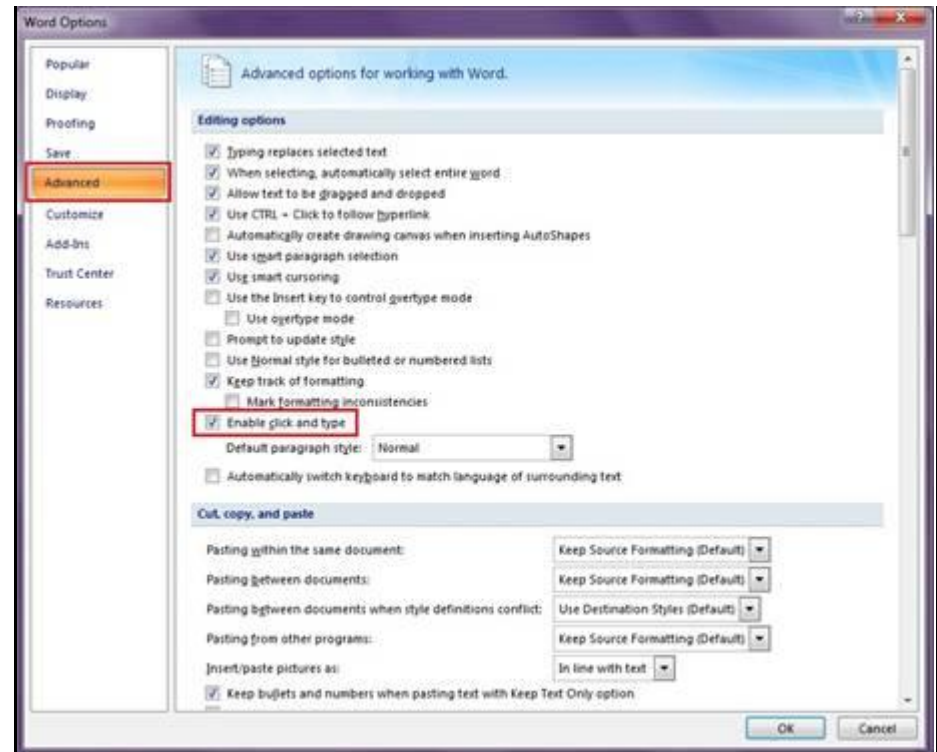
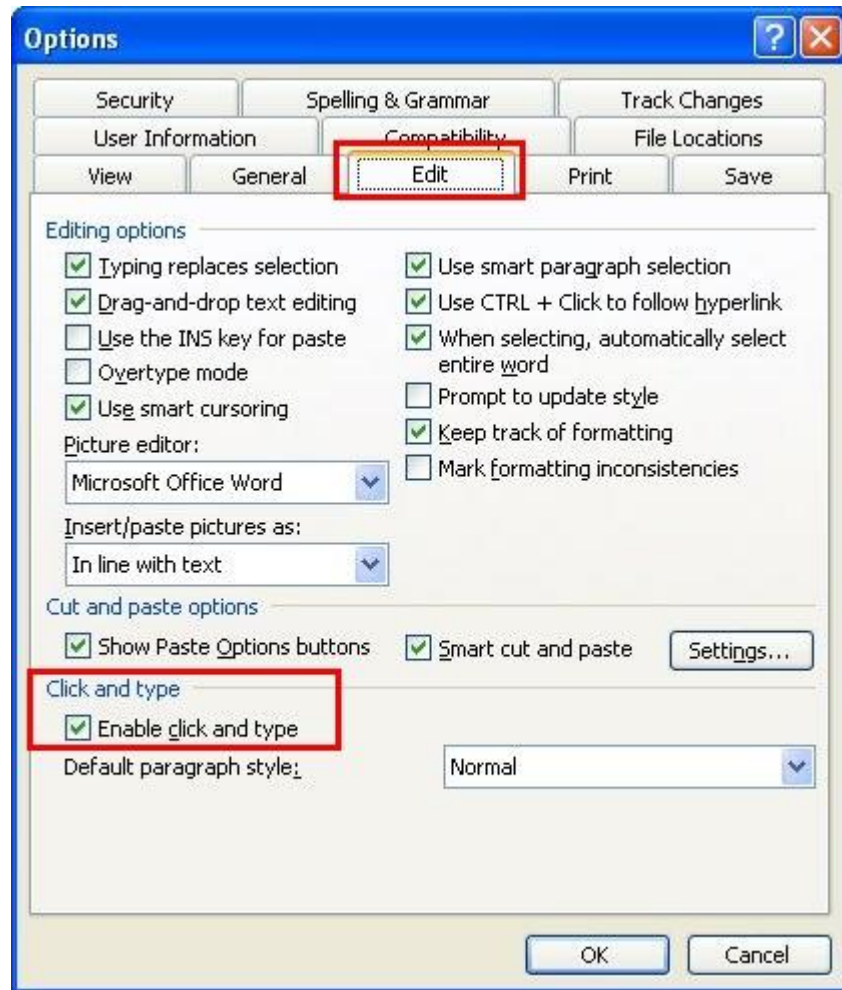
2. In the Options dialog box, choose Edit tab. In the Click and type section, check the Enable click and type check box, and click OK.

MS Word 2007

1. Click the Office button  and select **Word Options**.



2. In the **Advanced** settings, check the **Enable click and type** check box, and click OK.



Note:

This feature will work only in Print Layout and Web Layout views, not in Normal / Draft, Outline, or Full Reading view.

- To use this feature, switch to Print Layout or Web Layout view and simply double-click where you want to type and begin typing.