

MSWORD screen Tips in XP

As far as I know, in Windows XP, there is no way to keep the Microsoft Word screen tips on the screen permanently. If you put the cursor on top of an icon on the toolbar the screen tip will appear for 12 seconds and then disappear. If the cursor is moved away from the toolbar before 12 seconds is up then the screen tip will disappear. Is the instructor moving the cursor away from the toolbar before 12 seconds has elapsed? Normally, 12 seconds is long enough to read the words in the screen tip because there are usually no more than 2 words.

A way around this problem is to change the toolbar settings so that the icons show on the toolbar along with text next to each icon that describes what the icon does. This takes up more room on the toolbar but it also provides a permanent description of the function that the icon performs. Here's how to do this:

1. Right click on an icon on the toolbar. A menu will appear.
2. Left click on CUSTOMIZE at the bottom of the menu. A Customize menu window will appear. You don't need to change anything in this window. Just leave it open while you do the following things.
3. Right click on an icon on the toolbar that you want to change. A menu will appear.
4. Left click on IMAGE AND TEXT. You will see descriptive text appear next to the icon.
5. Leave the CUSTOMIZE menu open and repeat steps 3 and 4 above for all of the icons that you want to change.
6. Close the Customize menu when you are finished.

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