

Method

To record project information

1. From the File menu, choose Properties.
2. If necessary, select the Summary tab.
3. On the Summary page, in the Title, Subject, Author, Manager and Company text boxes, enter the appropriate information.
4. On the Summary page, in the Comments text box, type the project goals and scope.
5. Choose OK.

Exercise

In the following exercise, you will record project information.

1. From the File menu, choose Properties *The Properties dialog box appears.*
2. If necessary, select the Summary tab *The Summary page of options appears.*
3. In the Title text box, type **The Manual**
4. In the Author text box, type your name
5. In the Comments text box, type **Goal: Develop a training manual for the Tax Software Package.**
Scope: Introductory content, distribution internal and external.
6. Choose OK *The Properties dialog box closes.*