

◆ AutoSummarize...

Microsoft Word 2000/XP/2003

1. On the Tools menu, click AutoSummarize.
2. Select the type of summary you want.
3. In the Percent of Original box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.
4. If you don't want AutoSummarize to replace your existing keywords and comments on the Summary tab in the Properties dialog box (File menu), clear the Update Document Statistics check box.

Microsoft Word 2007

From Microsoft.com TechNet: "Changes in Office Word 2007: What's Removed?"

"Autosummarize command: The AutoSummarize control is removed from the user interface, but can be added to the Quick Access Toolbar from the Customized tab in Word Options. This was a low-use feature."

1. On the Quick Access Toolbar, click AutoSummary Tools, and then click AutoSummarize.
2. Select the type of summary that you want.
3. In the Percent of Original box, type or select the level of detail to include in the summary. Select a higher percentage of the original document to include more detail.
4. If you don't want AutoSummarize to replace your existing keywords and comments in the document properties, clear the Update Document Statistics check box.