

## AutoSummarize and Voice Comments in Office 2007

Compiled by Deborah Healey

AutoSummarize: [http://wordtips.vitalnews.com/Pages/T001809\\_Creating\\_an\\_Executive\\_Summary.html](http://wordtips.vitalnews.com/Pages/T001809_Creating_an_Executive_Summary.html)

Voice comments from <http://blogs.techrepublic.com.com/msoffice/?p=439>

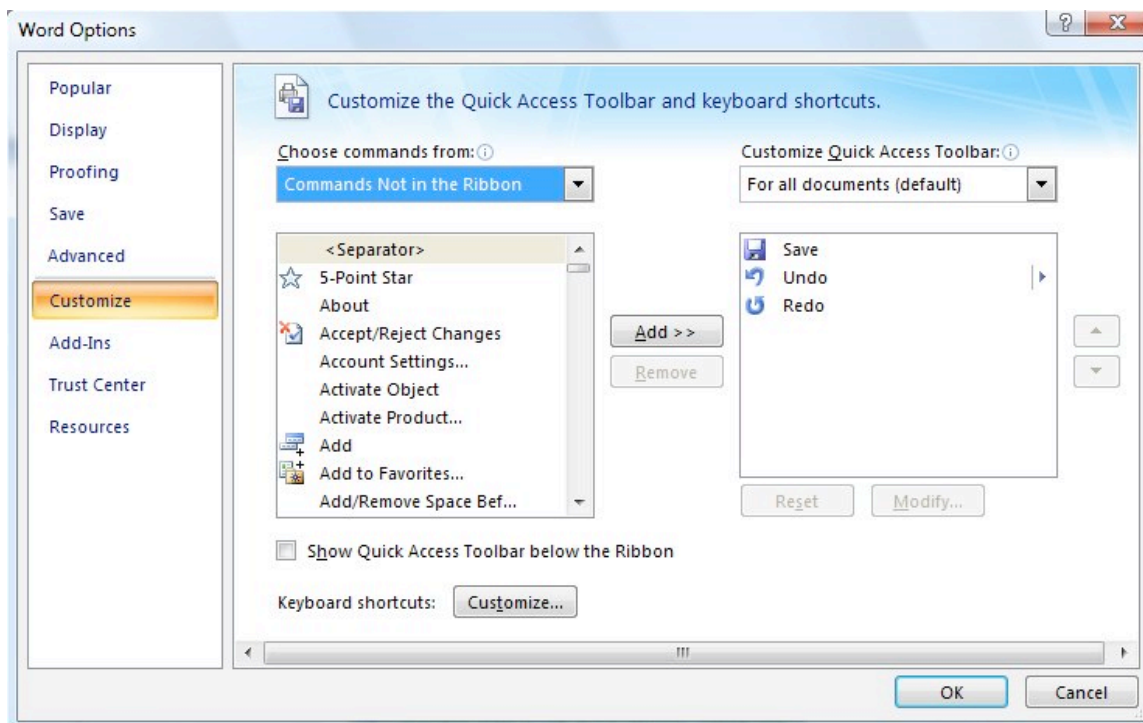
In Word 2007, the AutoSummarize and Voice comment features are still available, but Microsoft decided to remove all references to them from the various ribbon tabs that make up the new interface. You can make the tool available by following these steps:

1. Click the Office button and choose Word Options. Word displays the Word Options dialog box.
2. Click Customize at the left side of the dialog box.
3. Using the Choose Commands From drop-down list, choose Commands Not In the Ribbon. (See figure below.)
4. In the list of available commands, locate and select AutoSummary Tools for AutoSummarize or Insert Voice for Voice comments.
5. Click the Add button. The command is copied to the right side of the dialog box.
6. Click OK to close the dialog box. Repeat as needed.

The AutoSummary and Insert Voice tools now appear on the Quick Access toolbar.

You can utilize AutoSummarize to provide a summary by following these steps:

1. Load and display the document you want to summarize.
2. Click the AutoSummary tool on the Quick Access toolbar. Word displays a submenu.
3. Choose Auto Summarize from the submenu. Word performs an analysis of the document and displays the AutoSummarize dialog box.
4. In the Type of Summary area, specify which of the four summary types you want to create.
5. In the Length of Summary area, indicate by using the Percent of Original drop-down list exactly how long you want the summary to be.
6. Click on the OK button. Word creates the summary, as you directed.



From <http://wordtips.vitalnews.com/FigFiles/T1809F2.html>