

Project 4-2: Document Properties

1. Open the project file 4-2-source. Save your document as **project_4-2_document_properties**.
2. Open the backstage area and select **Info** if it's not already selected.
3. In the Properties > Title line, click **Add a Title** and type **Grimms' Fairy Tales**.
4. From the Properties dropdown menu, select **Show Document Panel**.
5. Change the Document Panel's Author: field to **Jacob and Wilhelm Grimm**.
If prompted to turn AutoComplete on, dismiss the dialog.
6. Set the Keywords: value to **folklore**.
7. Close the Document Panel.
8. Add a blank line below the document's title line, and select **Insert > Quick Parts > Document Property > Author**.
9. Choose **File > Save** and then **File > Close**.