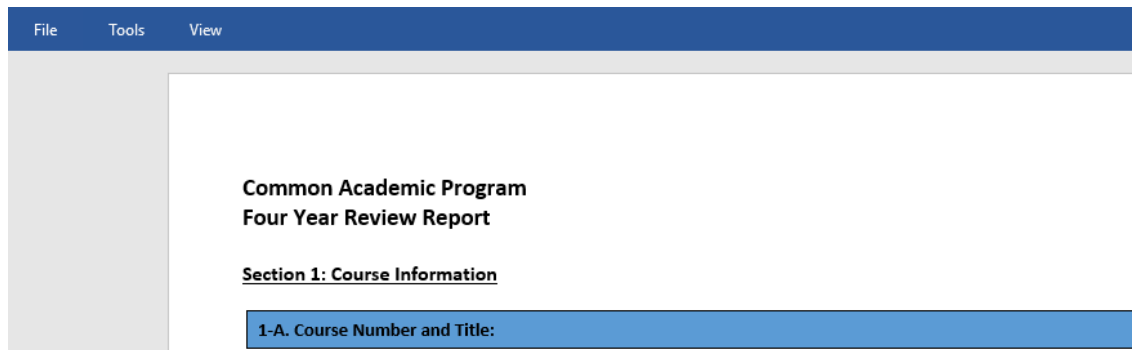


Notes about using the Microsoft Word form to complete the CAP 4 Year Review Report:

When you open the document, it is in **Read Mode** if it looks like this:

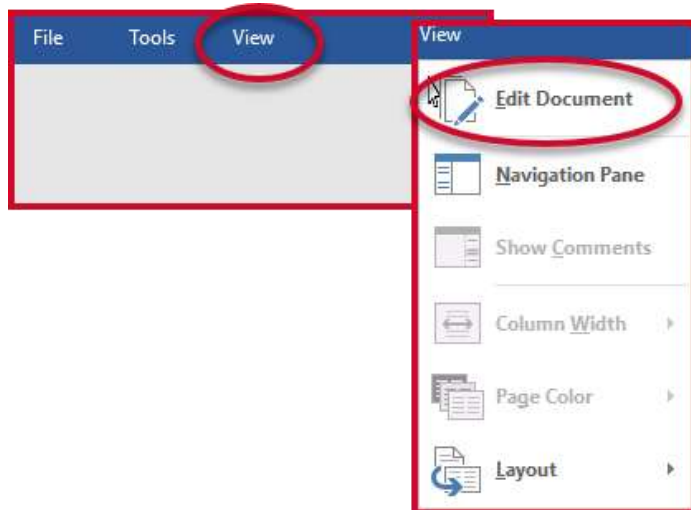


This will likely happen for Microsoft for Windows users because of a default user setting. The setting is computer specific so we are not able to adjust the form document to prevent this. The document needs to be in **Print Layout** to edit responses.

There are two simple ways to **switch from Read Mode to Print Layout** to be able to edit responses on the form.

Option 1: In the upper left (Ribbon):

Upon opening the document, select **View** in the upper left corner and then select **Edit Document**.



Option 2: In the lower right (Status Bar):

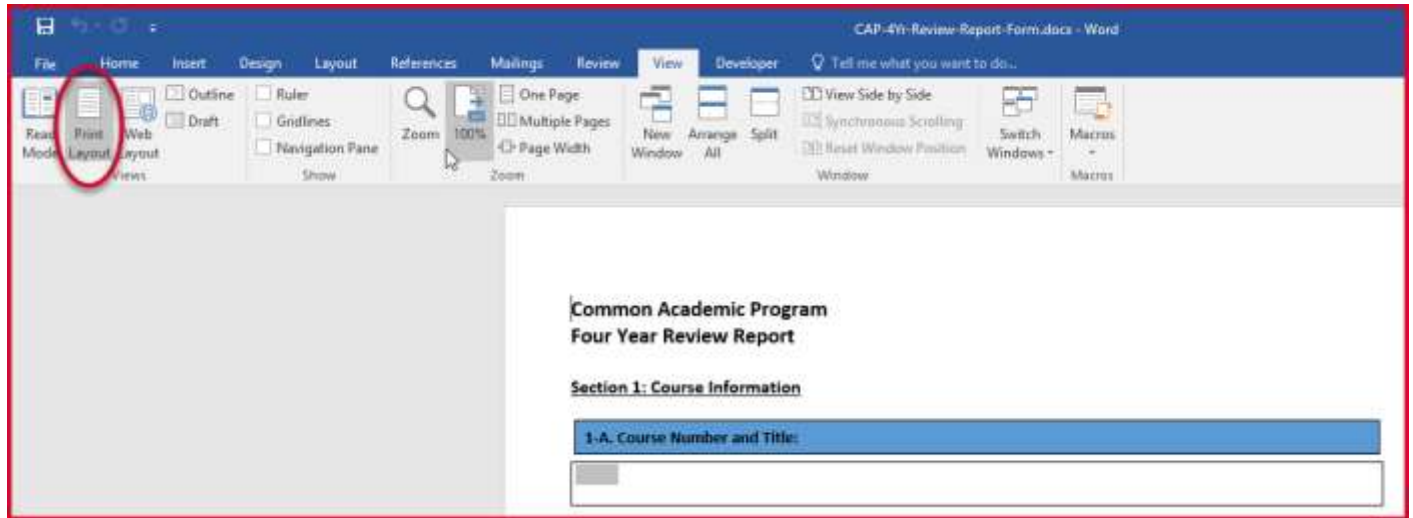
Upon opening the document, switch from Read Mode to **Print Layout** in the Status Bar.



The form will likely open in Read Mode.

You will want to select Print Layout to edit responses on the form.

In **Print Layout**, the top of the document (Ribbon) will look like this:



If you encounter any problems using the Word form, please contact the CAP Office:

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