You are the assistant publicity manager of a construction company building a community where residents can live, work, dine, and shop within the community without having to get into a car. You and a team of colleagues are designing promotional materials for this project. You conducted your research online for such communities in other states, and wrote a promotional article. You will share your research with your team members online so that they can contribute, comment, and collaborate with you before submitting it to your manager for final approval. Refer to Figure 4.42 as you complete this exercise.

**FIGURE 4.42 Design a Promotional Article**

**a.** Open w04p1Live and save it as w04p1Live_LastFirst.

**b.** Press Ctrl+Home. Click the Insert tab, click Cover Page, and then select Austin. Complete the cover page by completing the following:

- Click Document title and type Live, Work, Dine, Shop. (include the periods).
- Click Document subtitle and type A Community That You Will Love.
- Remove the current author (unless the current author shows your first and last names) and type your first and last names.
- Right-click the Abstract paragraph at the top of the page and click Remove Content Control.

**c.** Click the Review tab. Click the Track Changes arrow and click Track Changes. All of your edits will be marked as you work. Change the view to All Markup.