d. Make the following changes to the document:
   • Change the Promotion heading on page 4 to Promoting Our Community with Social Media Tools.
   • Select all text except the cover page. Change line spacing to Double (or 2.0).
   • Click the Layout tab and ensure that paragraph spacing Before and After is 0.
   • Scroll to page 5 and select the heading Maintain a blog. Click the Review tab and click New Comment. Type Mary, what do you think about this idea?

f. Insert a page break at the beginning of the cover page, and move to the beginning of the new page. Insert text from the PDF file w04p1Invite. Replace Firstname Lastname with your first and last names. Because Track Changes is on, the text you inserted is colored to indicate it is a new edit.

i. Scroll through the document, noting the edits that were tracked. On page 6, you should see the comment you made earlier. Press Ctrl+Home to move to the beginning of the document. Click the Review tab and change the Display for Review in the Tracking group to No Markup. Scroll through the document to note that revision marks (indicating edits) do not display. Move to the beginning of the document and select Simple Markup. Scroll through the document once more. Click a bar beside an edited paragraph to display the edits. Click the bar again to remove them from view.

j. Check the document for spelling errors. All names of people and websites are correctly spelled. Scroll to page 6 and click the comment balloon beside the Maintain a blog section. Click Reply in the expanded markup balloon. Type I'll review the document and make my edits by Wednesday morning. Close the comment balloon.

k. Click after the period at the end of the first sentence on page 3, under the A New Community heading. The sentence ends with urban living. Click the References tab and click Insert Footnote in the Footnotes group. Type See http://www.westbroadvillage.com/news_events.php for a similar community in Virginia. (include the period). Right-click the hyperlink in the footnote and click Remove Hyperlink.

l. Click the Review tab, and change the view to No Markup. Right-click the footnote at the bottom of page 3 and click Style. Click Modify. Change the font to Times New Roman and the font size to 10. Click OK and click Close.

m. Move to the top of page 3 (beginning with the Introduction heading) and insert a page break at the top of the page. Move to the top of the new page (page 3). Click the References tab. Click Table of Contents in the Table of Contents group and click Automatic Table 2.

n. Point to Conclusion link and press Ctrl + Click. Delete the Conclusion section (removing the heading and the paragraph below the heading). Scroll to page 3 and click the Table of Contents to select the field. Click Update Table in the content control and select Update entire table. Click OK. Note that the Conclusion section is no longer included in the table of contents.

p. Click the Review tab and change the view to Simple Markup. Click the Accept arrow and click Accept All Changes and Stop Tracking. Click the Delete arrow in the Comments group and click Delete All Comments in Document. Scroll through the document and note that edits are no longer marked.

The period in the last sentence in the second paragraph in the A New Community section that ends protect significant ecosystems. Click the References tab and click the Style arrow in the Citations & Bibliography group. Select APA Sixth Edition. Click Insert Citation in the Citations & Bibliography group and click Add New Source. Add the following source from a Journal Article and click OK:

Author: Woodman, Jennifer Lynn
Title: Protecting Ecosystems
Journal Name: Journal of Ecosystems Studies
Year: 2015
Pages: 23-30
Volume: 6
Issue: 4

(Hint: Click Show All Bibliography Fields to enter the volume and issue.)