You work as a Web designer at WWW Web Services Agency and have been asked to provide some basic information to be used in a senior citizens' workshop. You want to provide the basic elements of good Web design and format the document professionally. Use the basic information you have already prepared in a Word document and revise it to include elements appropriate for a research-oriented paper.

a. Create a new blank document in Word. Open the PDF file w04m1Web, agreeing that Word will enable the document as a Word document. Save the subsequent Word document as w04m1Web_LastFirst.

b. Change the author name to Shannon Lee.

c. Place the insertion point at the end of the Proximity paragraph (after the period) on the second page of the document. The paragraph ends with *indicates less proximity*. Insert the following footnote: **Max Rehaza, Effective Websites, Chicago: Windy City Publishing, Inc. (2014).** Do not include the period.

d. Insert a table of contents on a new page after the cover page. Use a style of your choice.

e. Add a bibliography to the document by inserting citation sources from the footnotes already in place. Because you will not use in-text citations, you will use the Source Manager to create the sources. To add new sources, complete the following steps:
   - Click the **References** tab and click **Manage Sources** in the Citations & Bibliography group.
   - Add a source for the footnote you created in Step c (a Book). Click **New** in the Source Manager dialog box and add the source to both the Current List and the Master List.
   - Create citation sources for the two additional sources identified in the document footnotes. The footnote on the fourth page is from an article in a periodical (issue 7), and the footnote on the fifth page cites a journal article.

f. Insert a bibliography at the end of the document on a separate page using the **Chicago** style. Select **Bibliography**. Apply **Heading 2** style to the Bibliography heading and center the heading. Double space the bibliography and ensure that there is no paragraph spacing before or after.

g. Mark all occurrences of Web, content, and site as index entries. Create an index on a separate page after the bibliography using the **Formal** format.

h. Click the **File** tab and share the document, saving it to a folder of your choice in OneDrive in the process. After the document has been saved, click the **File** tab and get a shortened sharing link that can be edited by anyone with whom you share the link. Copy the link and paste it as a footer in w04m1Web_LastFirst.

i. Begin to track changes. Select the heading **Proximity and Balance** on the third page. Add a new comment, typing **This section seems incomplete. Please check and add content.**

j. Add the following sentence as the second sentence in the Contrast and Focus section: **You are most likely familiar with the concept of contrast when working with pictures in an image editor.**

k. Save the document in the location of your student files (not OneDrive), replacing the existing file and close the file. Based on your instructor's directions, submit w04m1Web_LastFirst.