

THE SIMPLIFIED VIEW IN WORD AND HOW TO GET QUICK ACCESS TOOLBAR

OMG. This is huge! I am so happy you described this distinction. I have lost hours and hours of time trying to understand this. I thought I had a dumbed-down version of Word, because in the past, I could find TOC and page numbers, and I'll now try to find the tucked Layout and Mailings tab, and I can't wait to find the apple preferences which Gremlins must have at some point unchecked it, or was unchecked as default when I bought a new computer. This is a Godsend!

I am so glad that cleared it up! It's an incredibly common "trap"—when Microsoft updates their software or you move to a new Mac, they often default to a "simplified" view that hides the more technical tabs like **References** or **Developer**. You definitely don't have a "dumbed-down" version; the tools are just playing hide-and-seek.

Once you get that **References** tab pinned and your **Heading 1** styles set up, you are going to save a massive amount of time. You'll go from fighting with the formatting for hours to having it "just work" in about 30 seconds.

One last quick tip for your iMac setup:

If you find yourself using the Table of Contents or Page Number tools constantly, you can actually **right-click** those specific buttons (once you find them in the References tab) and select **"Add to Quick Access Toolbar."**

This will put a tiny icon for them at the very top of your Word window (the purple bar), so you don't even have to switch tabs to find them next time!

Would you like me to wait while you try to find the References tab, or should we talk about how to fix those "orphan lines" so your chapters always start perfectly on a fresh page?