

# Re: Track Changes

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.application.errors/2005-12/msg00169.html>

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- *From:* "Charles Kenyon" <[msnewsgroup@xx](mailto:msnewsgroup@xx)>
  - *Date:* Wed, 14 Dec 2005 11:27:28 -0600
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Use first page and continuation headers instead of a section break. See the Letterhead Textboxes and Styles tutorial <http://addbalance.com/word/download.htm#LetterheadTextboxesAndStylesTutorial> to see how to mimic changes in margins using textboxes or other fillers in a header/footer (even on the side of the page). Take a look at: How to set up letterhead or some other document where you want one header on the first page and a different header on other pages. <http://www.addbalance.com/word/headersfooters.htm> This gives step-by-step instructions. (It also has the following links)

Some other pages to look at:

Letterhead Tips and Instructions  
<http://sbarnhill.mvps.org/WordFAQs/Letterhead.htm>

Template Basics  
<http://www.addbalance.com/usersguide/templates.htm>

How to Create a Template – Part 2 – essential reading  
<http://www.mvps.org/word/FAQs/Customization/CreateATemplatePart2.htm>

Word "Forms"  
<http://www.addbalance.com/word/wordwebresources.htm#Forms> and

Word for Word Perfect Users  
<http://www.addbalance.com/word/wordperfect.htm> if you are coming from a WP environment (or even if you are not).

Hope this helps,  
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Charles Kenyon

Word New User FAQ & Web Directory: <http://addbalance.com/word>

Intermediate User's Guide to Microsoft Word (supplemented version of Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>

## Re: Track Changes

See also the MVP FAQ: <http://word.mvps.org/FAQs/> which is awesome!

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This message is posted to a newsgroup. Please post replies and questions to the newsgroup so that others can learn from my ignorance and your wisdom.

"Marty" <marty1066@xxxxxxxx> wrote in message  
[news:OydiSYMAGHA.2656@xxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:news:OydiSYMAGHA.2656@xxxxxxxxxxxxxxxxxxxxxxxxxxxx)

- > We have a letterhead template, for use with email, with two sections. The
- > first section is page formatted as follows:
- > top margin .5
- > bottom margin 1
- > left margin .5
- > right margin .75
- > the header is set at 1
- > and the footer at .5
- >
- > within that section, there are three columns (logo | date | attorney name
- > list)
- > the columns are set up as follows:
- > 1st column width 2.25 space between .16
- > 2nd column width 2.75 space between .81
- > 3rd column width 1.3
- >
- > The header is blank
- > (This first section constitutes our firm letterhead)
- >
- > The second section (a continuous section break) is set up as follows:
- > top margin 1
- > bottom margin .7
- > left margin 1
- > right margin 1
- > the header is set at .5
- > and the footer at .5
- >
- > The second pages of the letter have a header with just a small logo over
- > the
- > name, date and page references.
- >
- > This works fine until the attorney tries to work with Track Changes. The
- > client will take the letter and made changes with track changes on then
- > send
- > it back. When the attorney opens it in Word the "continuous" part of the
- > continuous section break doesn't work any more -- it acts like a next page
- > section break and I cannot figure out a way to get the text back under the
- > letterhead.
- >
- > Any suggestions would be welcome.
- >
- > Marty

Re: Track Changes

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