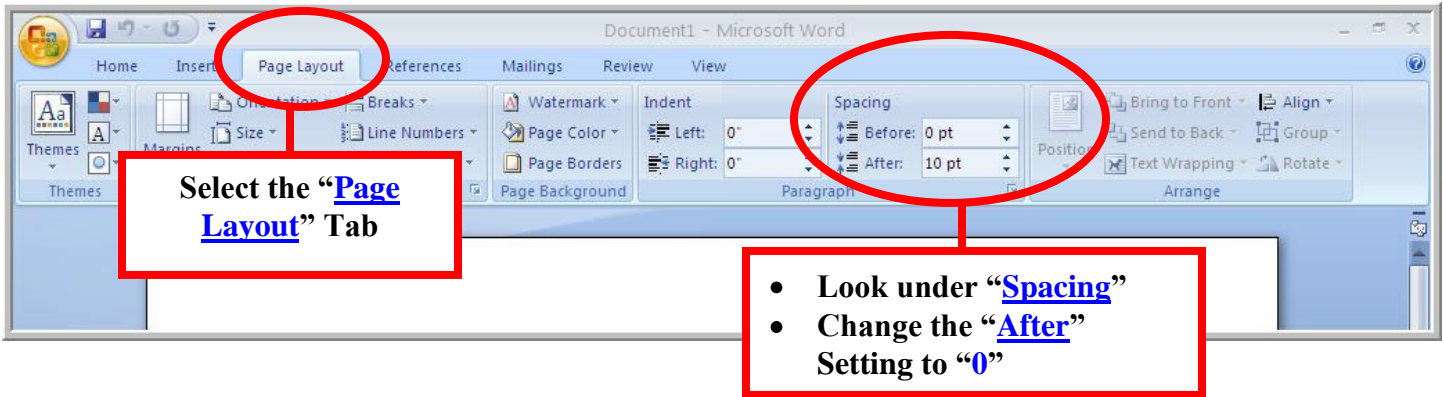


ALTERING DEFAULT SETTINGS in WORD 2007

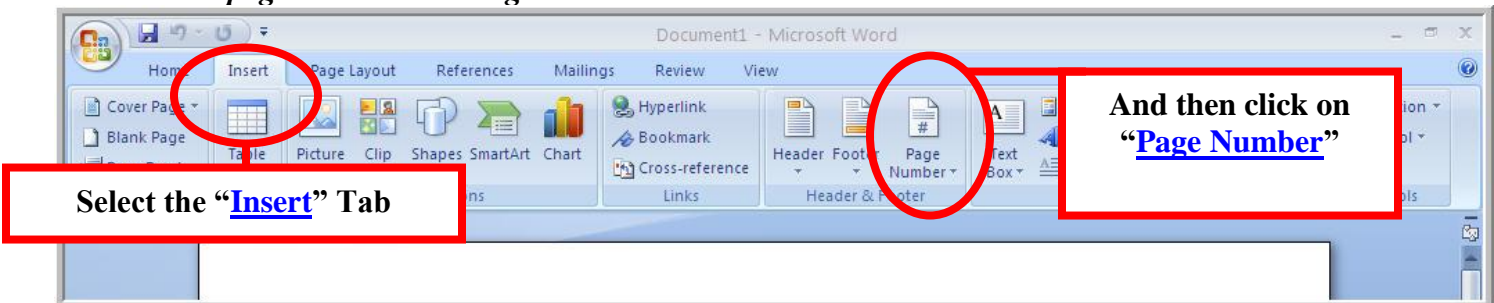
TRUE SPACING:

- Unfortunately, Word 2007 has default settings that create false spacing and extra spaces between paragraphs.
- To correct this problem for the entire document, highlight the entire text: “Ctrl” + “A” and then...

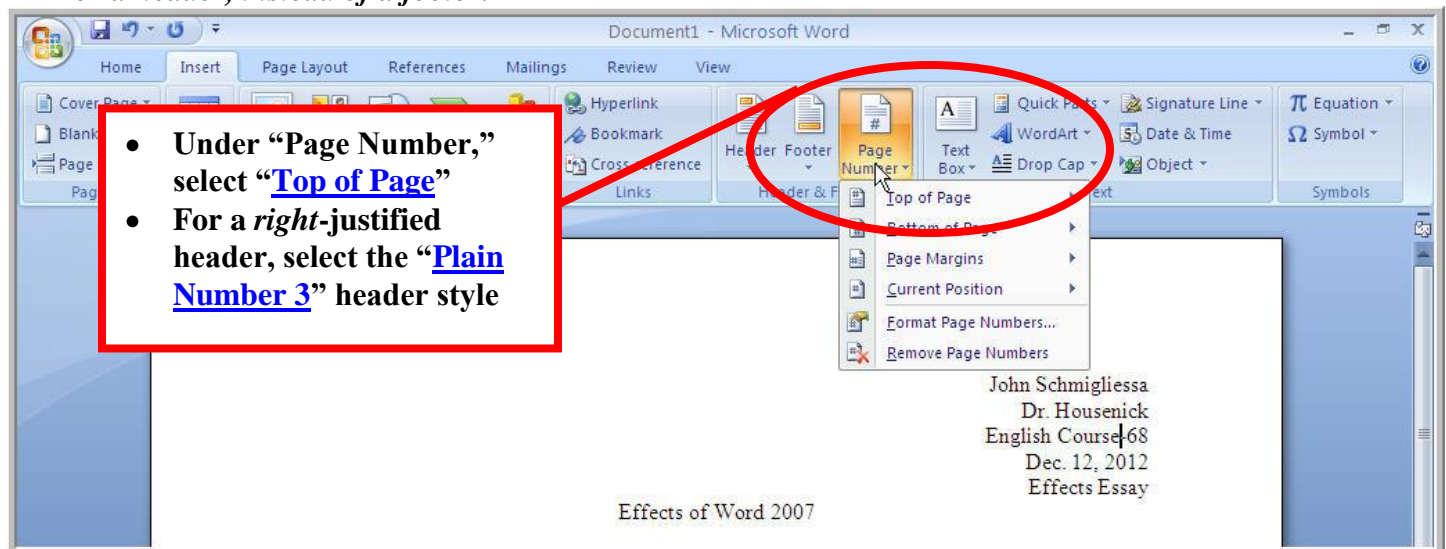


PAGE NUMBERS & “PAGE #2+” HEADERS:

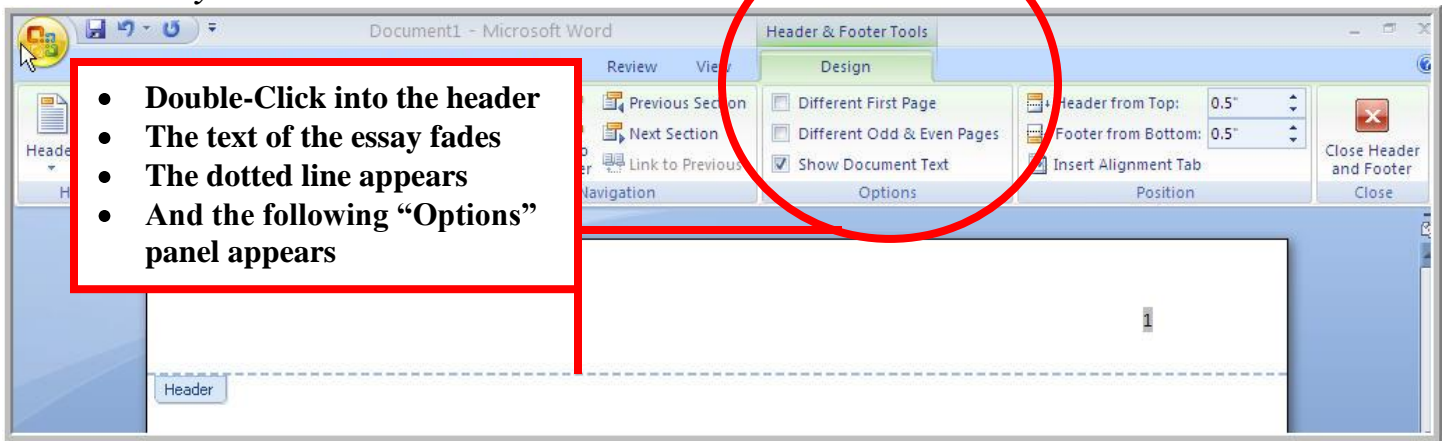
- To insert page numbers & “Page #2+” headers:



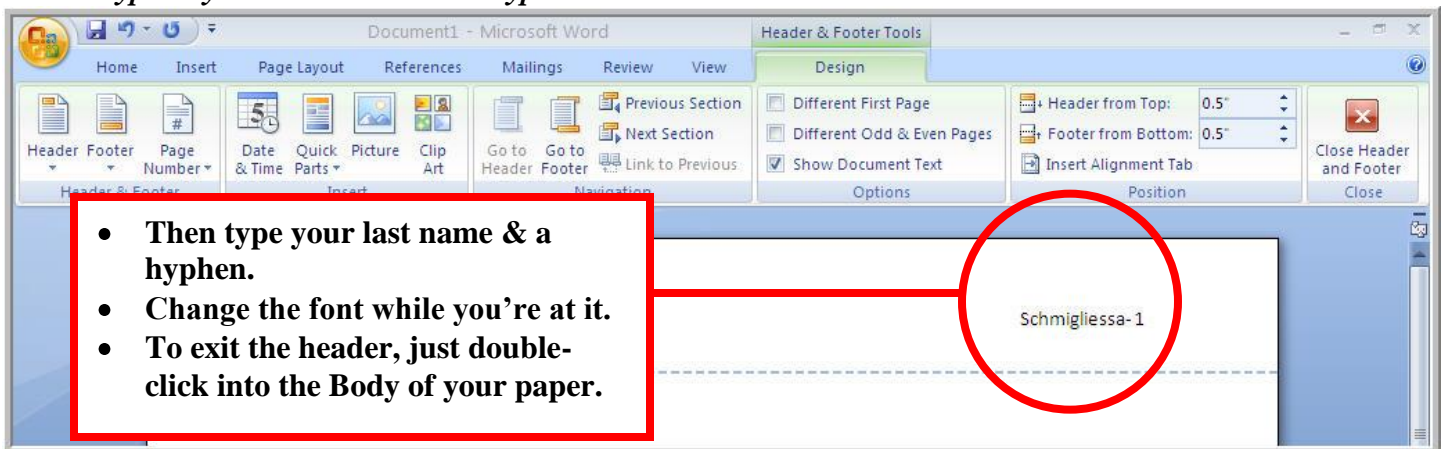
- For a header, instead of a footer:



- *To add your last name:*

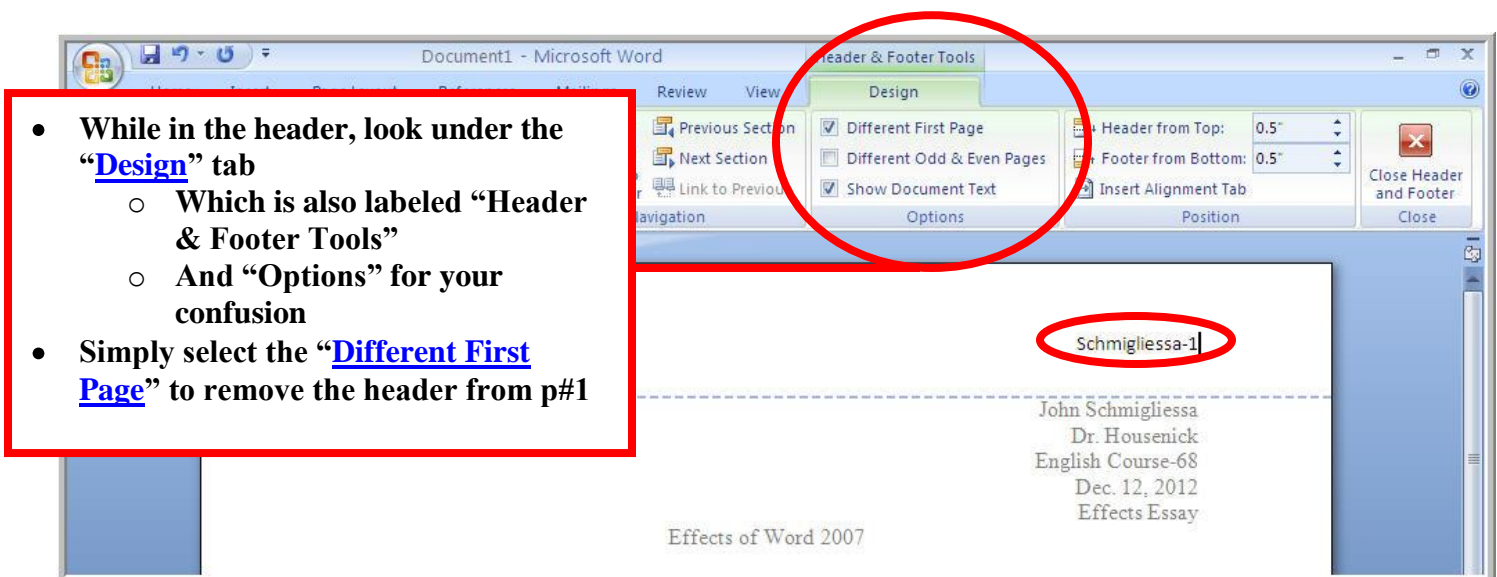


- *Type in your last name and a hyphen:*



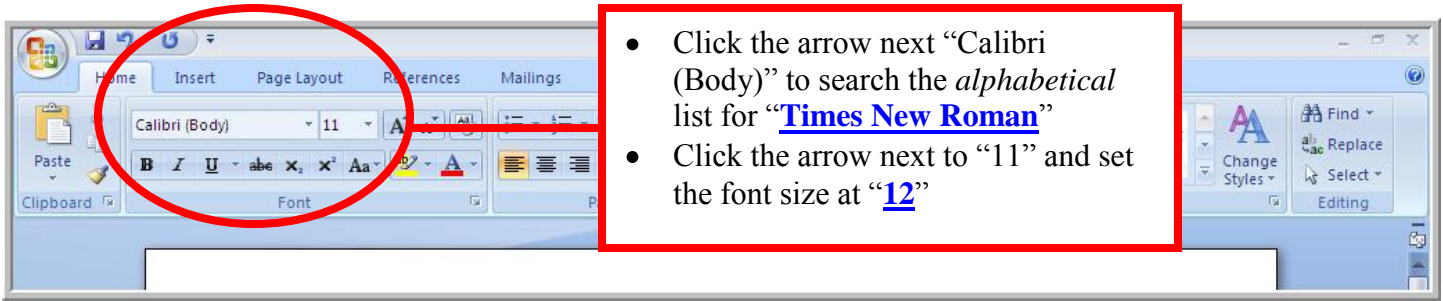
TO REMOVE THE “PAGE #2” HEADER ON THE FIRST PAGE:

- *To remove the p#2 header from p#1:*



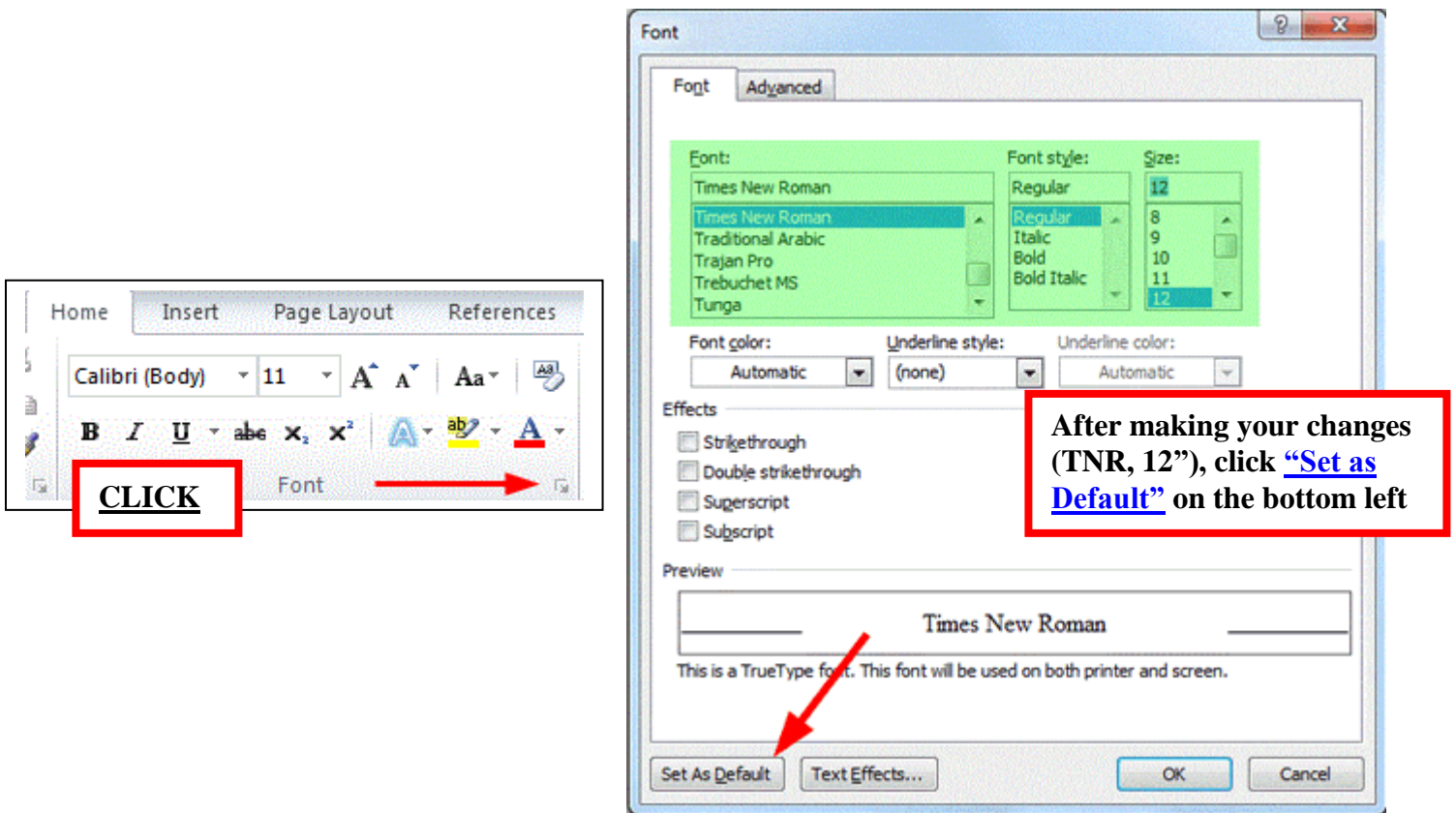
FONT:

- *Of course, Word 2007 had to change the Font Style & Font Size, too*
- *Here's how we change them:*



SETTING TNR, 12” as DEFAULT:

- *Here's how we change them permanently:*



FINAL RESULT:

- *In the end, this is how your paper should be set up:*

