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:

Home Insert						
Cover Page *	tture Clip Shapes SmartArt Chart	ngs Review Vie	W Header Footr Page	A Fext	nd then click on <mark>Page Number</mark> "	ion + ol +
Select the " <u>Insert</u>	" Tab	Links	★ ★ Number ★ Header & Proter	Box +		ols

• For a header, instead of a footer:





• Type in your last name and a hyphen:

	Document1 - Microsoft Word						d		Header & Footer Tools			- a x	
	🚩 Home Insert Page Layout References Mailings Review						Review	View	Design	Design			
Header	r Footer	Page Number *	Date Q & Time Pa	Quick Picture	Clip Art	Go to Go to Header Footer	ि Prev ि Nex मि Link	vious Section t Section : to Previous	 Different First Page Different Odd & Even Pages Show Document Text 	Header from Top: ☐+ Footer from Bottom: ☐ Insert Alignment Tab	0.5° ‡	Close Header and Footer	
 Then type your last name & a hyphen. Change the font while you're at it. To exit the header, just double-click into the Body of your paper. 						t.			Schmigliessa-1		<u>C1056</u>		

TO REMOVE THE "PAGE #2" HEADER ON THE FIRST PAGE:

• To remove the p#2 header from p#1:





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

Image Image Image Image Image Image Paste Calibri (Body) * 11 * A1 * A1 * A1 Paste B I II * abe * x, * * Aa * A2 Clipboard Font G P	•	Click the arrow next "Calibri (Body)" to search the <i>alphabetical</i> list for " <u>Times New Roman</u> " Click the arrow next to "11" and set the font size at " <u>12</u> "	← AA ← Change Styles + IS Editing

<u>SETTING TNR, 12" as DEFAULT:</u>

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

Home Insert Page Layout References Calibri (Body) \cdot 11 \cdot A^{*} A^{*} Aa^{*} Aa^{*} B I \underline{U} \cdot abe x_{2} x^{2} A^{*} $\underline{Aa^{*}}$ $\underline{Aa^{*}}$ CLICK Font	Font: Font style: Size: Times New Roman Regular 12 Traditional Arabic Regular 8 9 Traducet MS Regular 8 9 Trunga Underline style: Underline color: Automatic (none) Automatic • Effects Strikethrough After making your changes (TNR, 12"), click <u>"Set as</u> Double strikethrough Sugerscript Default" on the bottom left
	Preview Times New Roman This is a TrueType fort. This font will be used on both printer and screen. Set As Default Text Effects OK Cancel



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

	Document1 - Microsoft Word	- 5 X
Home Josef Reputerout References	FONT = TNR. 12 "	۵
Times New Roman + 12 + A + 1 Paste B I U + ase X, X' Aa + 47 + A	AaBbCcDc AaBbCcDc AaBbCcDc AaBbCcDc No Spaci.	AaBbCo Heading 2 Change Styles
[cipboard 2] Ton	- ratagraph	Styles Cutong
	No Extraneous Header	
	True Single Spacing	John Schmigliessa Dr. Housenick English Course-68 Dec. 12, 2012
	Effects of Word 2007	Effects Essay
As for the spacing of the	e ESSAY, the text will be DOUBLE-space	<u>d</u> .

📖 🖌 🤊 - U) =		Document1	- Microsoft Word				\times
Home Insert	Page Layout References	Mailings Review V	iew				۲
Paste J B I U · a	n * 12 * A* A* 🖄		AaBbCcDc	AaBbCcDc AaBbCc A 1 No Spaci Heading 1 F	Heading 2	A Find + a Replace Select +	
Clipboard 19	Font	Paragraph	Ta .	Styles	rs.	Editing	
		Proper Pag Heade	;es 2+ r	Schmigliess	a-2		