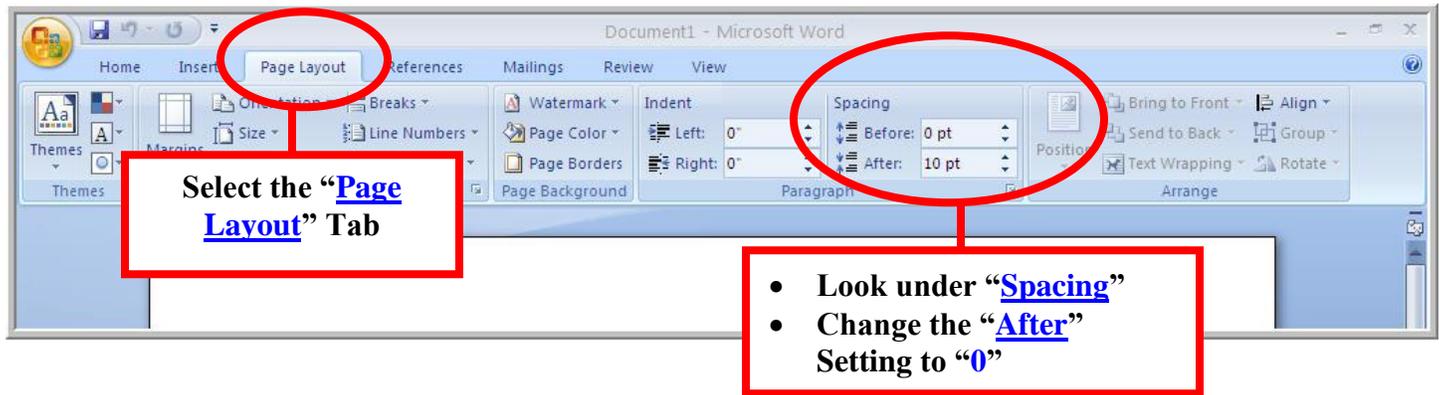


ALTERING DEFAULT SETTINGS in WORD 2007

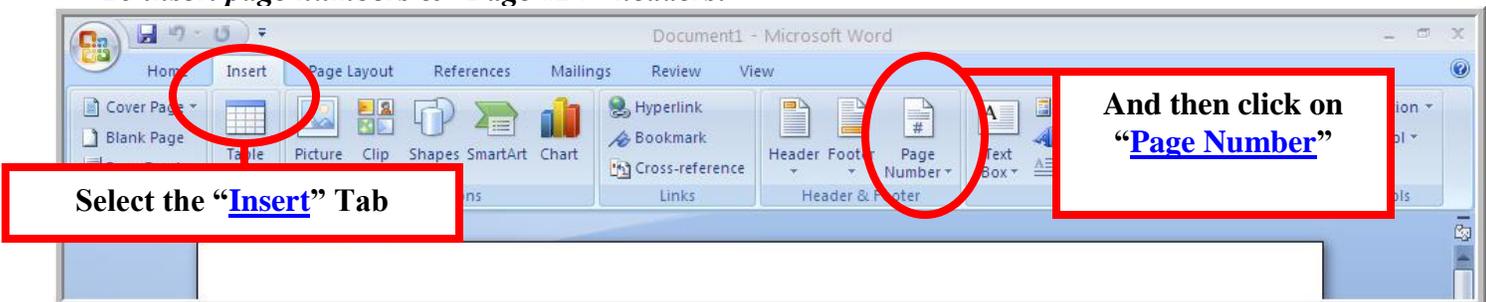
TRUE SPACING:

- 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...

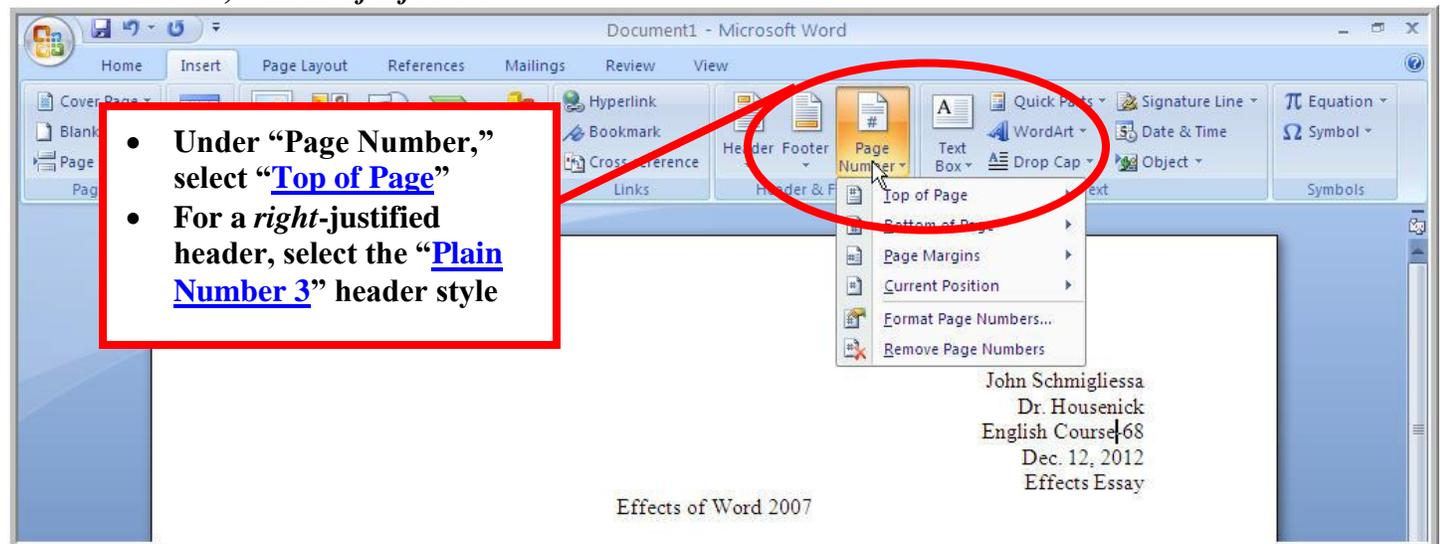


PAGE NUMBERS & “PAGE #2+” HEADERS:

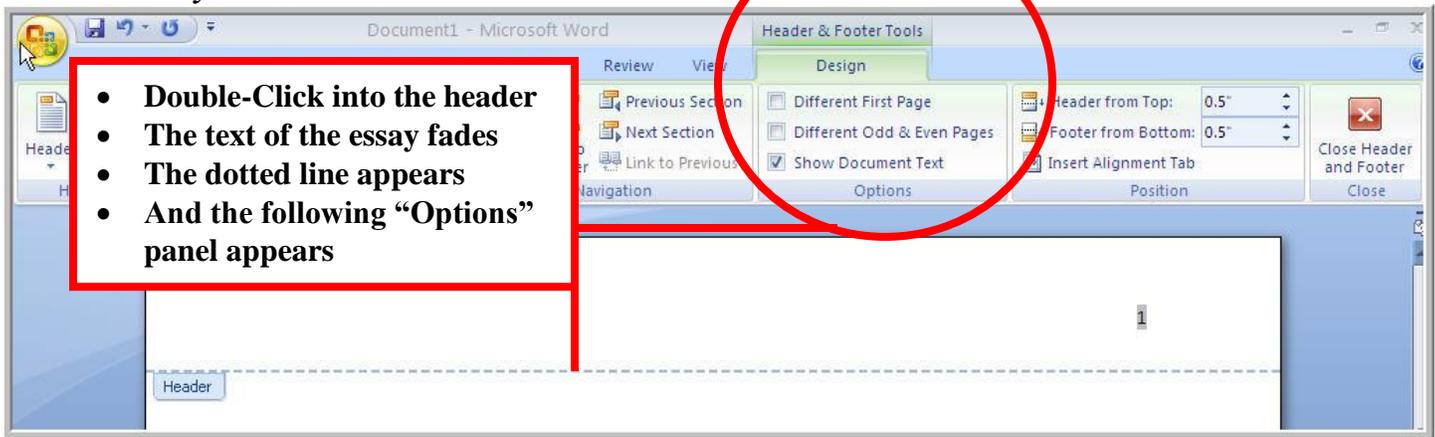
- To insert page numbers & “Page #2+” headers:



- For a header, instead of a footer:

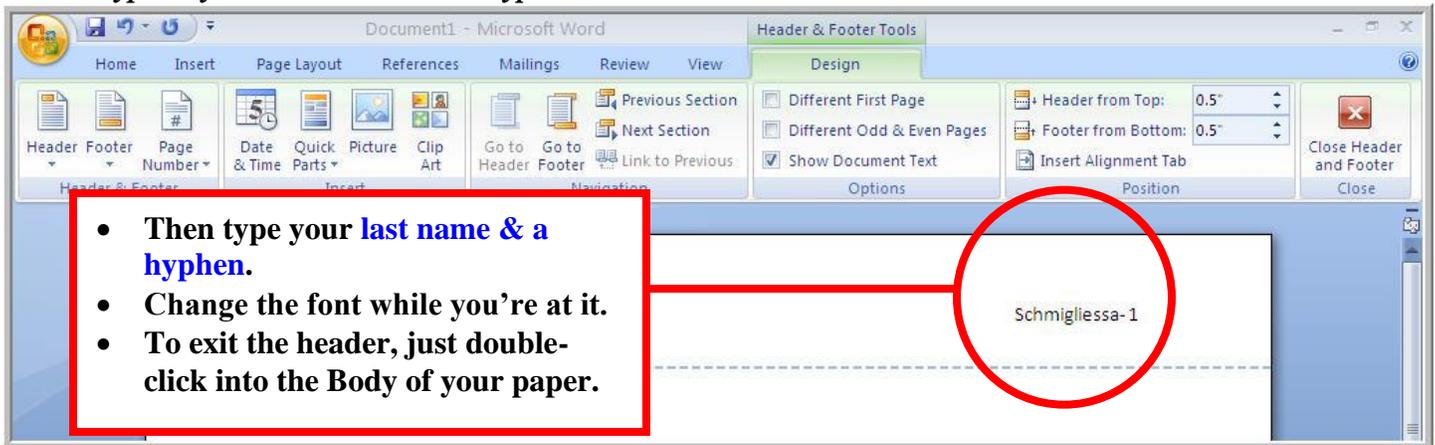


- *To add your last name:*



- Double-Click into the header
- The text of the essay fades
- The dotted line appears
- And the following “Options” panel appears

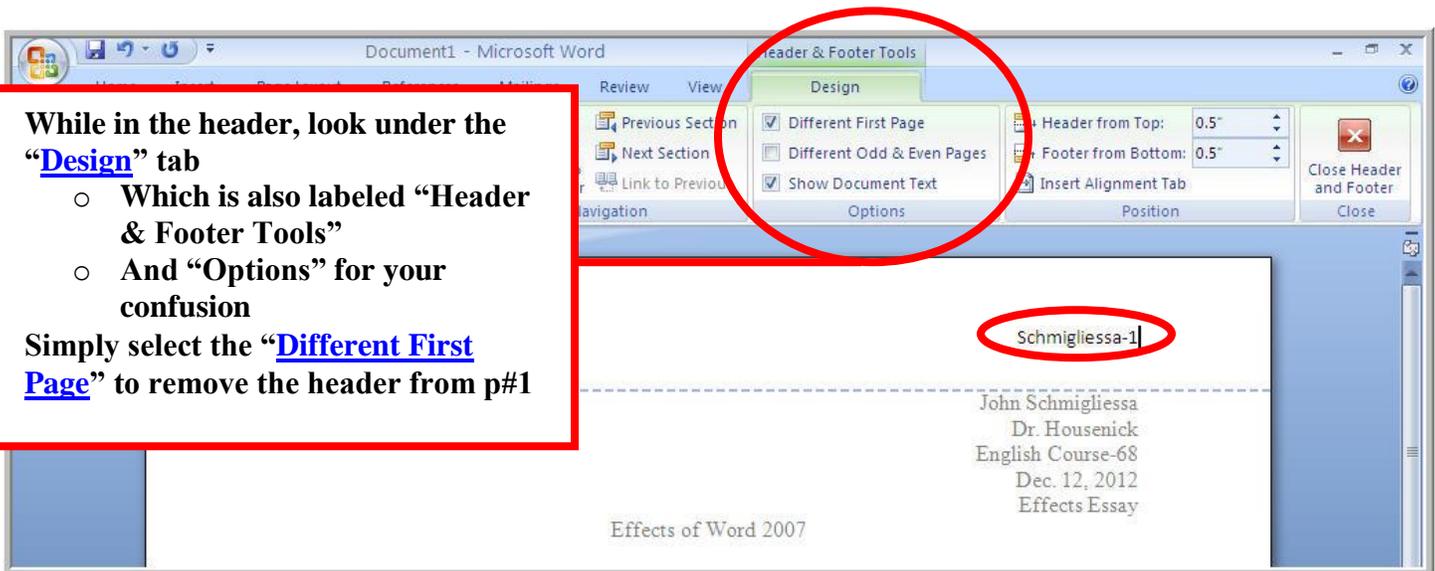
- *Type in your last name and a hyphen:*



- 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.

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

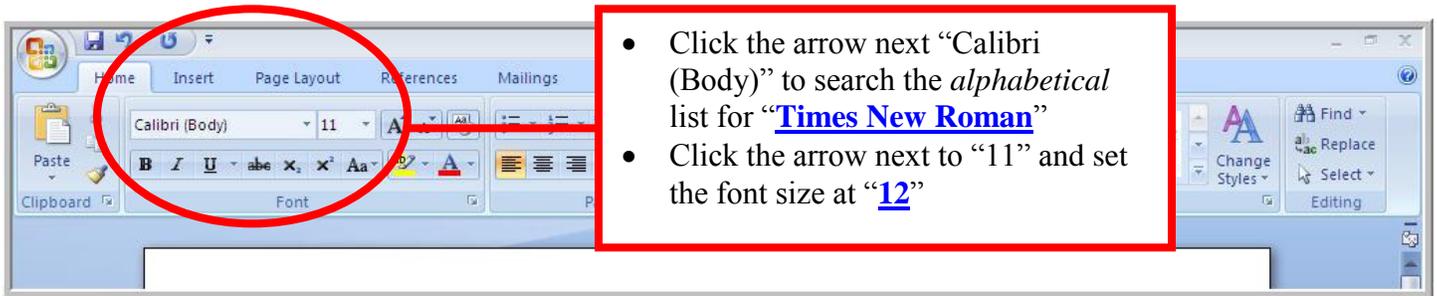
- *To remove the p#2 header from p#1:*



- While in the header, look under the “**Design**” tab
 - Which is also labeled “Header & Footer Tools”
 - And “Options” for your confusion
- Simply select the “**Different First Page**” to remove the header from p#1

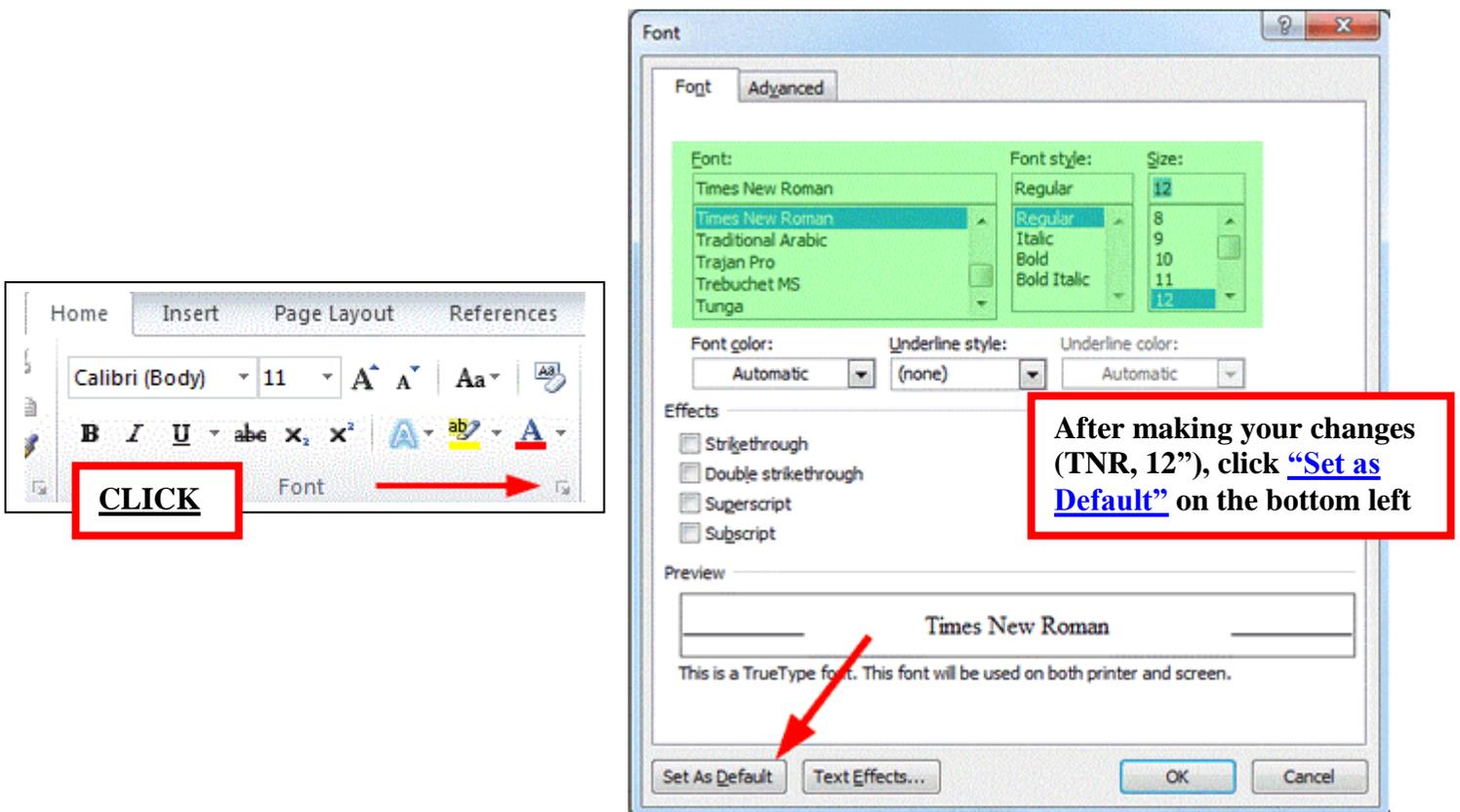
FONT:

- 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:

The screenshot shows the Microsoft Word interface with the following annotations:

- FONT = TNR, 12"**: A red box highlights the font settings in the ribbon, with a red oval around the font name and size.
- No Extraneous Header**: A red box points to the top of the page, indicating no header is present.
- True Single Spacing**: A red box points to the text "Effects of Word 2007", which is single-spaced.
- Author Information**: A red oval highlights the text "John Schmigliessa, Dr. Housenick, English Course-68, Dec. 12, 2012, Effects Essay" in the top right corner.
- Spacing Note**: A red arrow points to the text "As for the spacing of the **ESSAY**, the text will be **DOUBLE**-spaced."

The screenshot shows the Microsoft Word interface with the following annotations:

- Proper Pages 2+ Header**: A red box points to the header "Schmigliessa-2" on the second page.
- Schmigliessa-2**: A red oval highlights the header text.