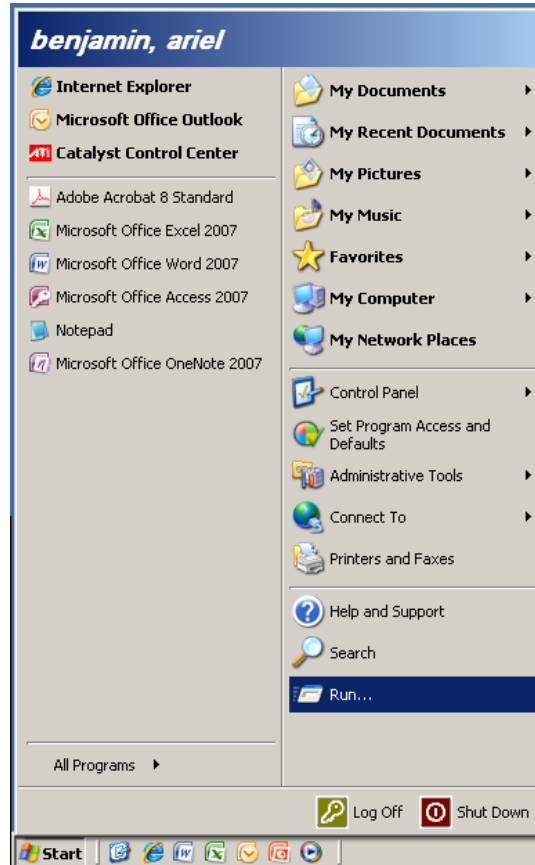


## Ariel's Guide to Changing the defaults for new files in Microsoft Word 2007

*Note: Be sure Microsoft Word is not open before beginning this process*

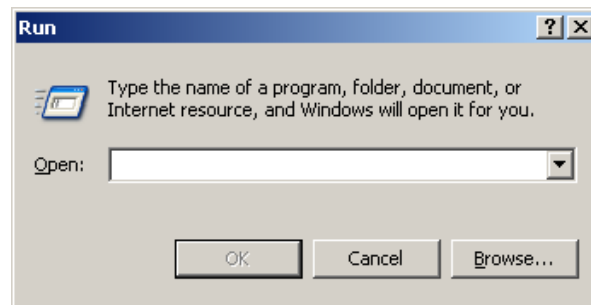
- 1) Click the start menu and select Run... to bring up the Run dialog box.



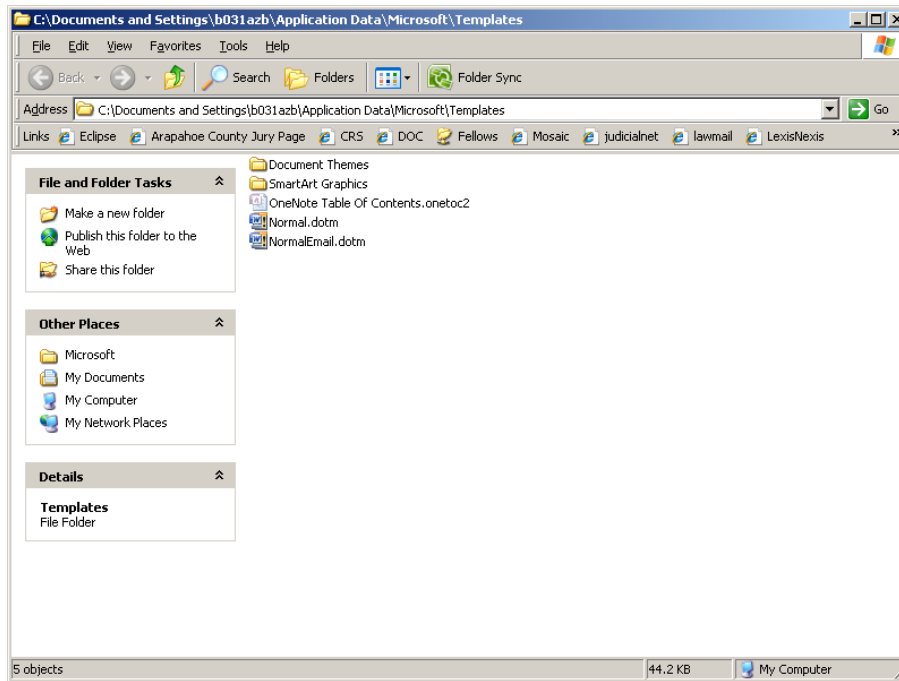
- 2) In the Open: prompt enter the full path to the folder you'd like to open. It will be something like:

*c:\Documents and Settings\b031azb\Application Data\Microsoft\Templates*

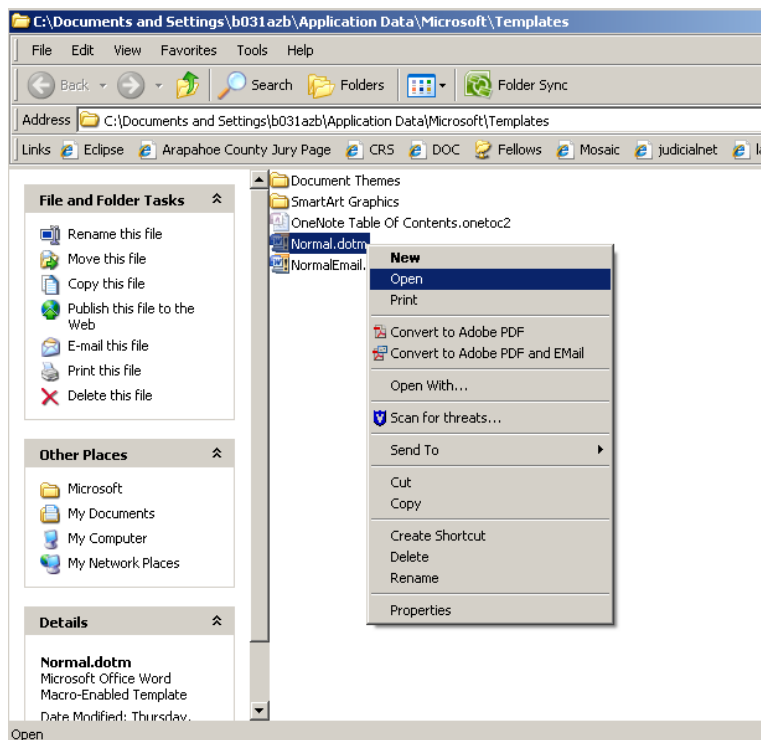
Be sure to replace *b031azb* with your login id to properly point to your user profile and your template directory.



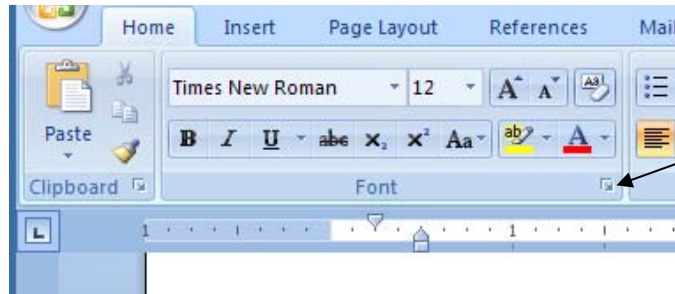
- 3) This will open the templates folder containing the templates for the standard Word document and the standard E-Mail when using Word as your E-Mail editor.



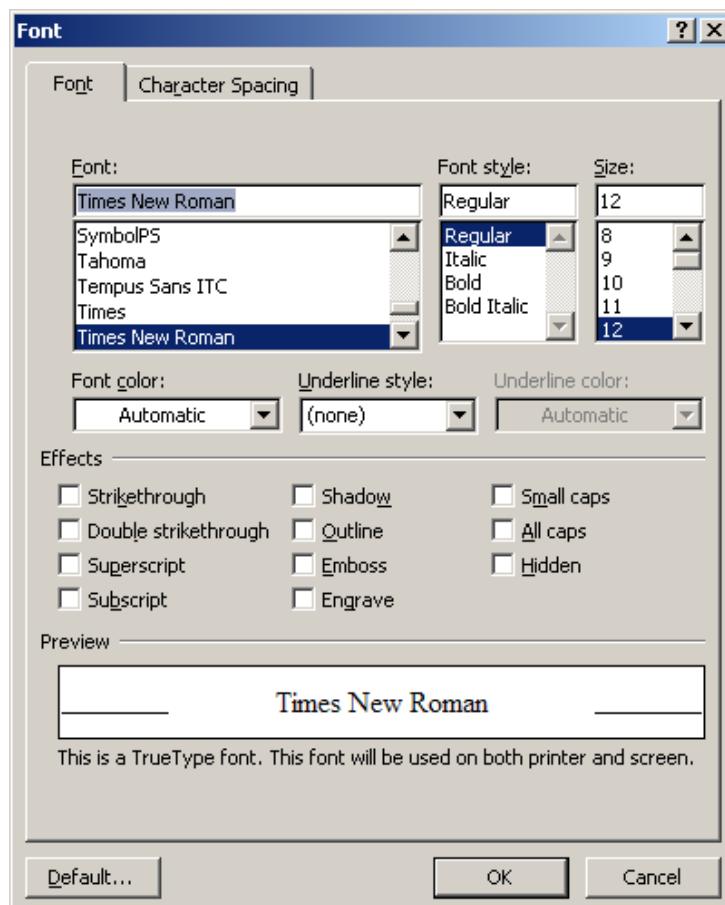
Right-click the *Normal* template (note that depending on the settings on your computer you may or may not have the *.dot* following the file) and select *Open* from the menu that appears.



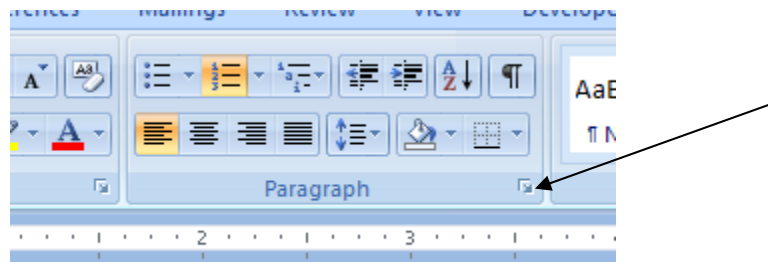
- 4) This will open the Normal Word template in Microsoft Word. Aside from the name of the file, it will look like any other new word document. However, changing anything about this document will change how any new document looks when you open Microsoft Word as you normally would. In other words all new Word documents are based on this document. Given that, until you are more comfortable with Word 2007 I would recommend only changing the basics (like the font and paragraph settings).
- 5) To bring up the Font menu you'd either hit the keys Alt, H, F, N or you'd click the Font menu button from the Font subsection of the Home Tab Ribbon.



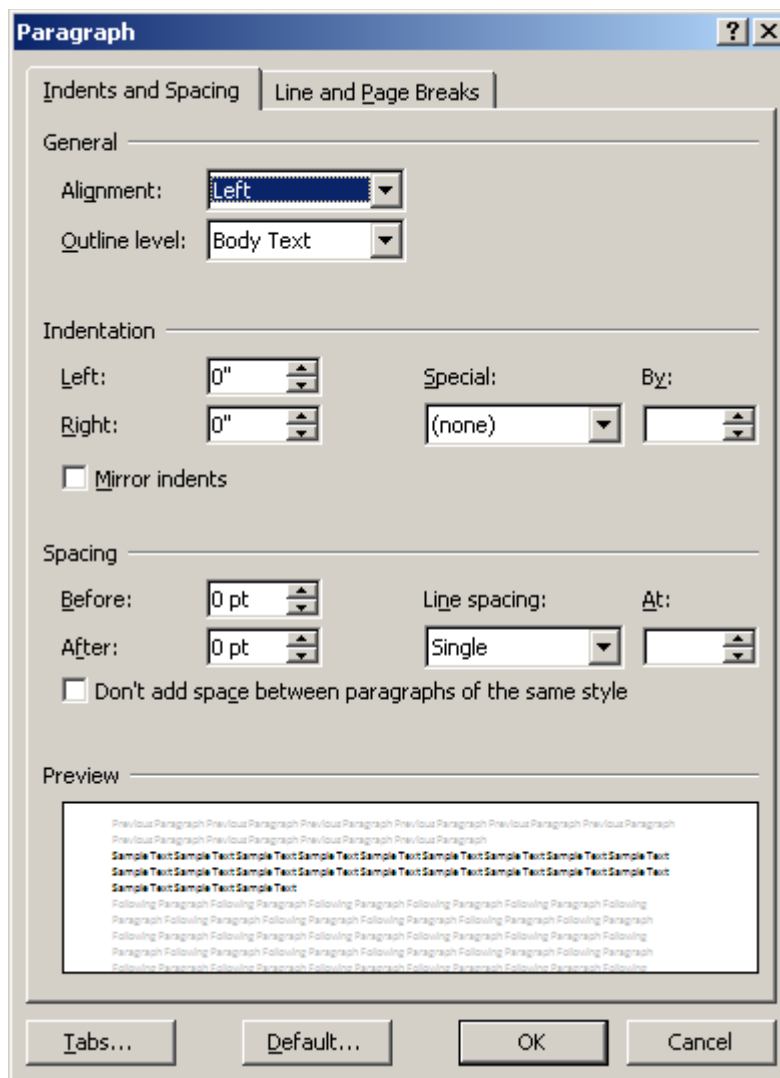
This will bring up the Font menu. From here you can adjust everything font related including which font and the size of the font. When finished click OK.



- 6) To bring up the Paragraph menu you can either hit the keys Alt, H, P, G or you can click the Paragraph menu button from the Paragraph subsection of the Home Tab Ribbon.



This will bring up the Paragraph menu. From here you can adjust everything paragraph related including spacing before and after a line of text and the default spacing throughout the document. When finished click OK.



- 7) After completing the desired changes to your document, save the document as you would any word document and exit out of Microsoft Word. The next time you open Microsoft Word the new document should have the changes you just made.

As a point of reference, in Microsoft Word 2003 and earlier the default settings for new documents were Times New Roman 12 with 0pt spacing before and after lines of text and line spacing set to Single. In Office 2007 the default font is Calibri 11 with 0pt spacing before a line but 10pt spacing after and line spacing set to 1.15. While you can set the default document in 2007 to match that of 2003 and previous, you can also change it to whatever best suits you.