Set-up Options for Word 2007

The first time you use Word 2007 you may want to adjust some of the settings. Follow the instructions below to help you with the set-up.

 Setting the page margins Click the Page Layout Tab Click the Margins Icon 	Insert Page Layout References
 Choose 1" top, bottom, left and right or any other page option you prefer 	Normal Top: 1" Bottom: 1" Left: 1" Right: 1"
 Choosing to see the ruler Click the View Tab Check the Ruler box 	References Mailings Review Vie

Choosing to see the Paragraph marks and other symbols on the page. These symbols do not print but it is important to see them on the screen		
Click the Office Button	Home	
Click the Word Options button (at the bottom of the list)	Word Options X Exit Word	
Click the Display Option	Popular Display Proofing Save Advanced	
Click Show all formatting marks	Advanced Always show these formatting marks on the screen Tab characters → Spaces ···· Paragraph marks ¶ Hidden text sbc Optional hyphens ¬ Object anchors ¥ Show all formatting marks ↓	

 Choosing to see the margin lines on your screen Click the Office Button Click the Word Options button (at the bottom of the list) 	Home Home Word Options
Click the Advanced Tab	Advanced
 Scroll down to Show document content Check the Show text boundaries box 	Show document content Show background colors an Show text wrapped within th Show picture placeholders (Show drawings and text box Show text animation Show bookmarks Show Smart Tags Show text boundaries
You should now see a dotted line on your Word screen that shows where the boundaries will be.	

Se •	lecting the default font Make sure you have the Home Tab activated	Home Insert Page Layout
•	Click the little icon at the bottom of the Font Menu (see the arrow)	Arial $ 10$ $A^* A^*$ B I U $-$ Font
•	Choose the font that you want to use each time you open Word	Font style: Size: Arial Regular 10 Arial Black Italic 9 Arial Narrow Bold 10 Arial Rounded MT Bold Italic 11 Arial Unicode MS Italic 12
•	Click the Default icon to make this font your default font (This will be the font that is loaded each time you start a new Word document)	Default