


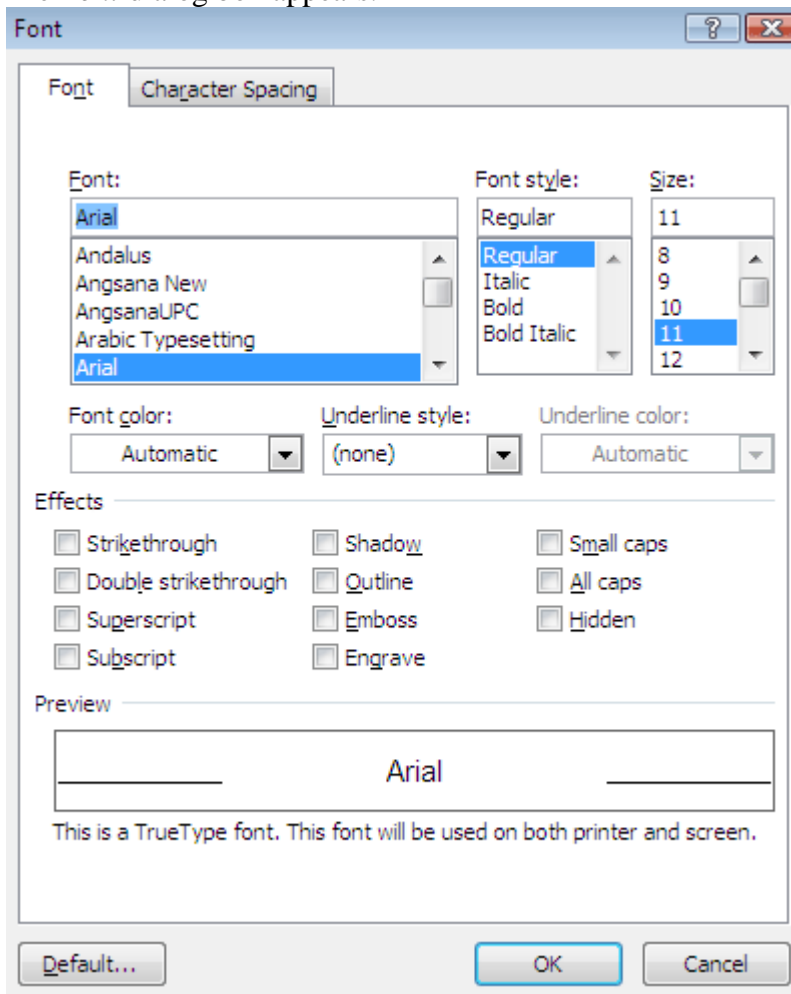
Changing Word Default Selections

The following sections will help you change the default selections in Word 2007.

Font Settings

If you frequently change the font settings in Word, you may want to change the default setting.

1. From the *Home* command tab, in the *Font* group, click **FONT** 
The *Font* dialog box appears.

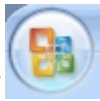
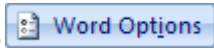


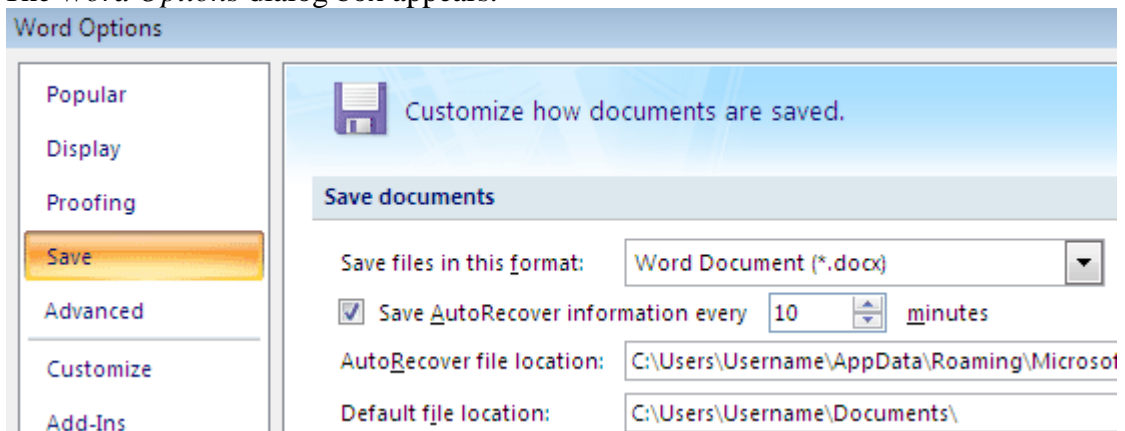
2. Select the *Font* tab

3. Make changes to the *Font, Font style, Size, Font color, Underline style, Underline color,* and *Effects* as necessary
4. Click **DEFAULT...**
A confirmation dialog box appears.
5. Click **YES**
The default settings are changed.

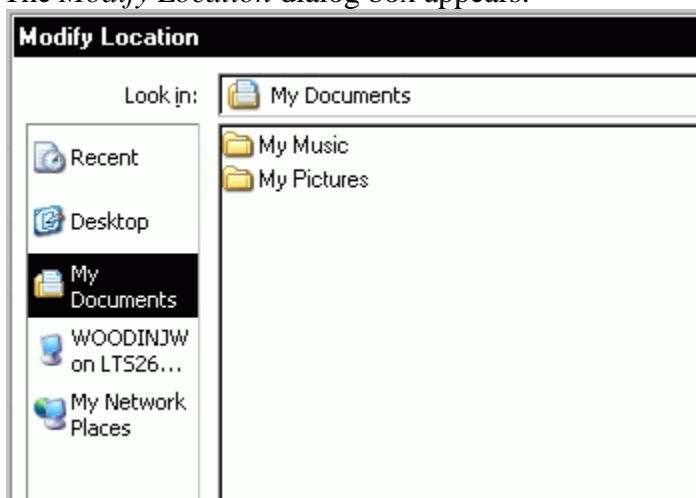
Save Location

The default save location identifies a specific location where Word files are saved. To change the default location, follow these steps.

1. From the OFFICE BUTTON , click **WORD OPTIONS** . The *Word Options* dialog box appears.



2. From the *Categories* list, select *Save*
3. In the *Save documents* section, next to the *Default file location* text box, click **BROWSE...**
The *Modify Location* dialog box appears.


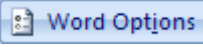


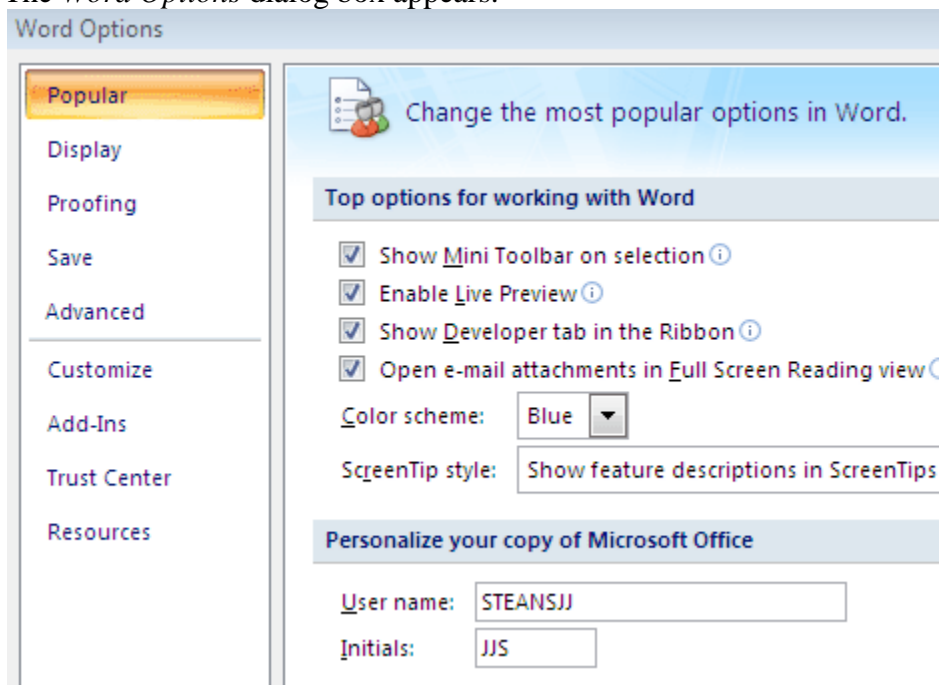
4. Using the *Look in* pull-down list, navigate to the desired save location

5. Click **OK**
6. To return to your document, in the *Word Options* dialog box, click **OK**

User Information

Word provides a default author name and initials for documents created within the program. To change the default name and initials, follow these steps.

1. From the OFFICE BUTTON , click **WORD OPTIONS** . The *Word Options* dialog box appears.



2. From the *Categories* list, select **Popular**
3. Under *Personalize your copy of Microsoft Office*, in the *User Name* text box, type the appropriate information
4. In the *Initials* text box, type the appropriate information
5. Click **OK**