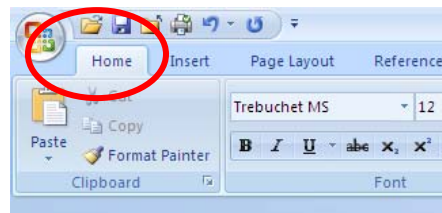


How to change default template in Word 2007

Open a new, blank document. Change everything you want to change:

- Font
- Font size
- Margins
- Spacing
- Whatever else you want to change

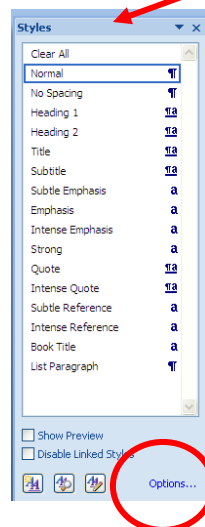
1. Click on the Home Tab



Expand the Styles pane

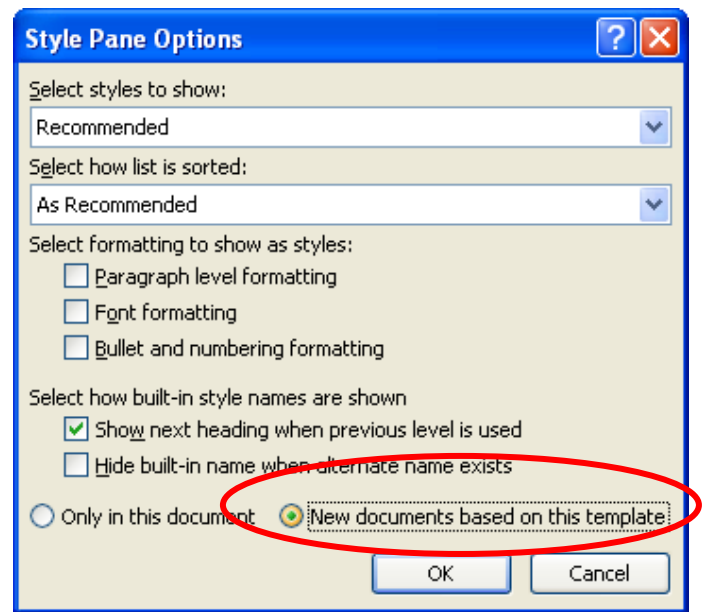


Click Options



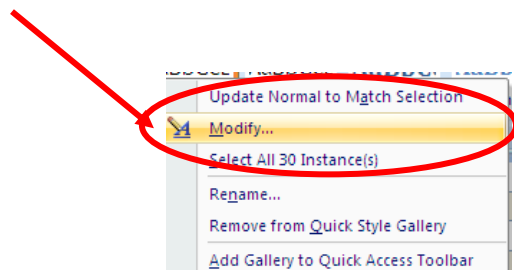
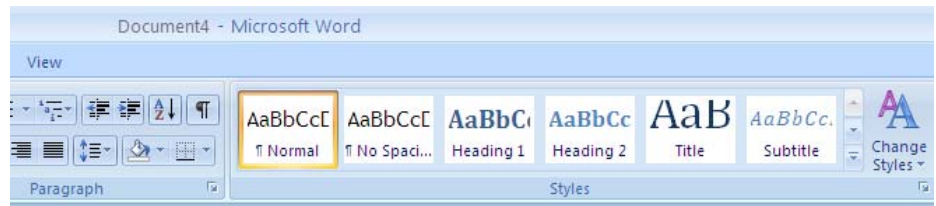
Click the *New documents based on this template* radio button

Click OK



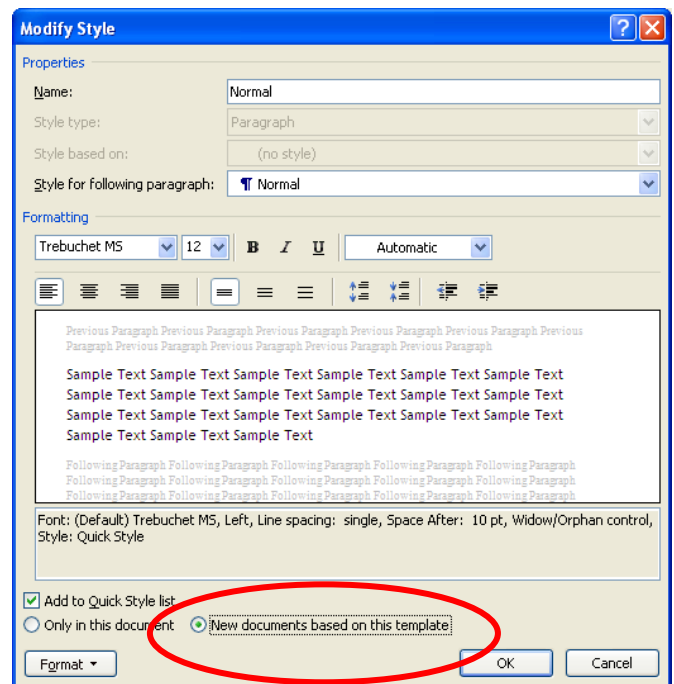
2. Right-Click the big Normal Button

Click Modify

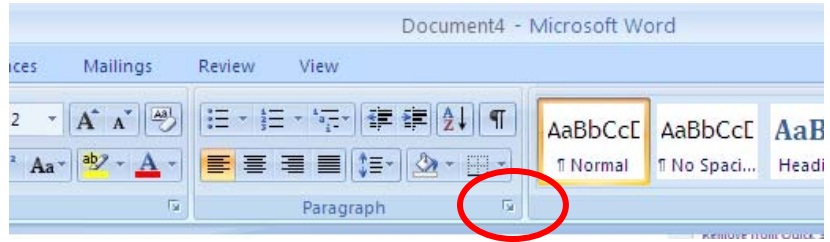


Click the *New documents based on this template* radio button

Click OK



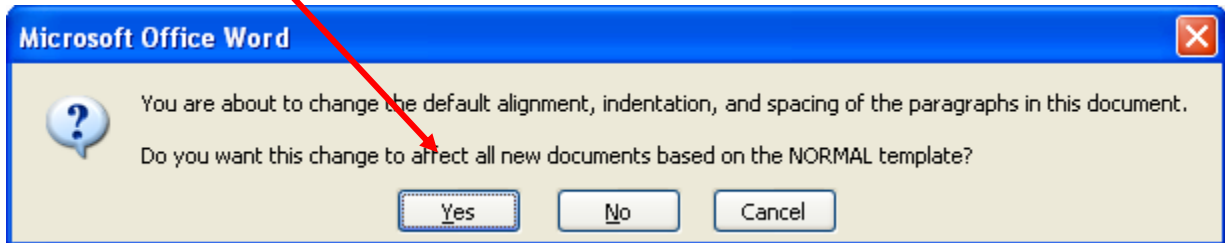
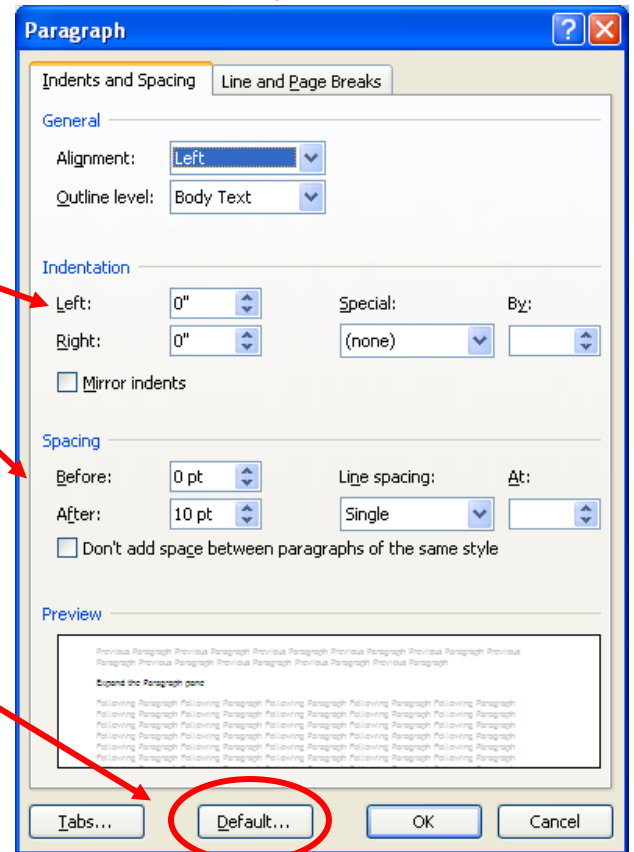
3. Expand the Paragraph pane



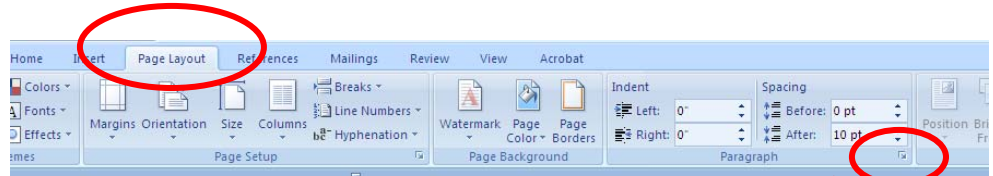
Change the indentation and spacing to your preference

Click the Default button

Click Yes

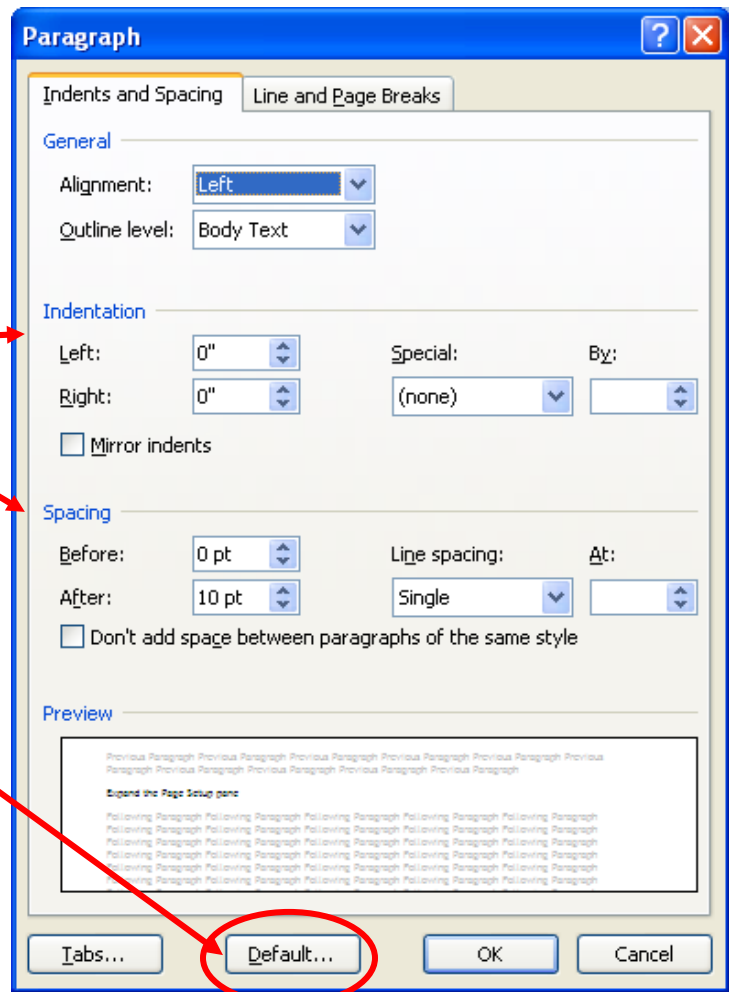


4. Select the Page Layout tab



Expand the Paragraph Setup pane

Change the indentation and spacing to your preference



Click the Default button

Click Yes

