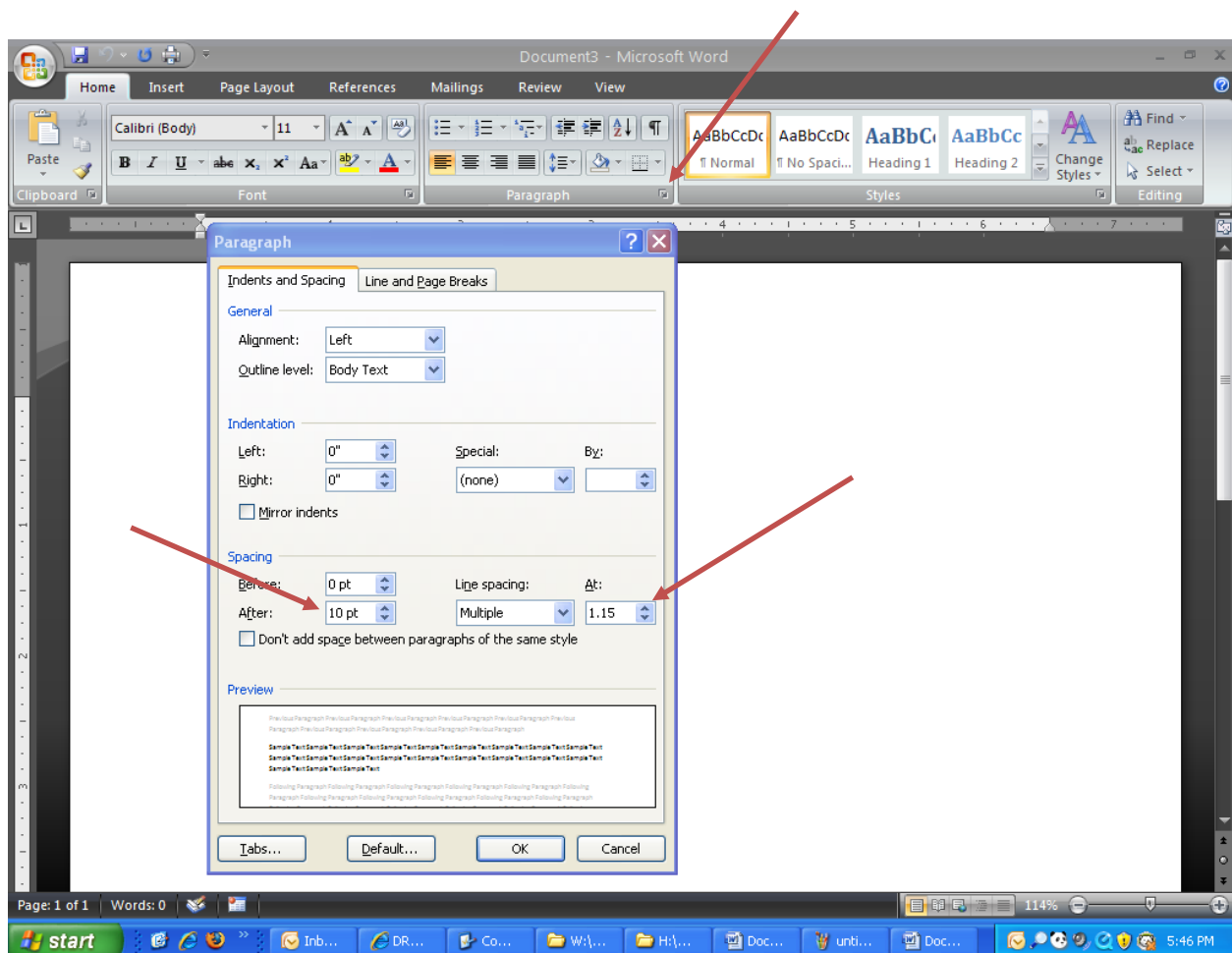


How to reset Word 2007's line spacing and font settings to the Word 2003 defaults.

Calibri, the default font for Word 2007 was chosen because it is an easy font to read on a computer screen. It may not be the best choice if you are creating a document that is meant to be read from a printed page. The default font in earlier versions of Word 2003, Times New Roman, was chosen because it was easy to read on the printed page.

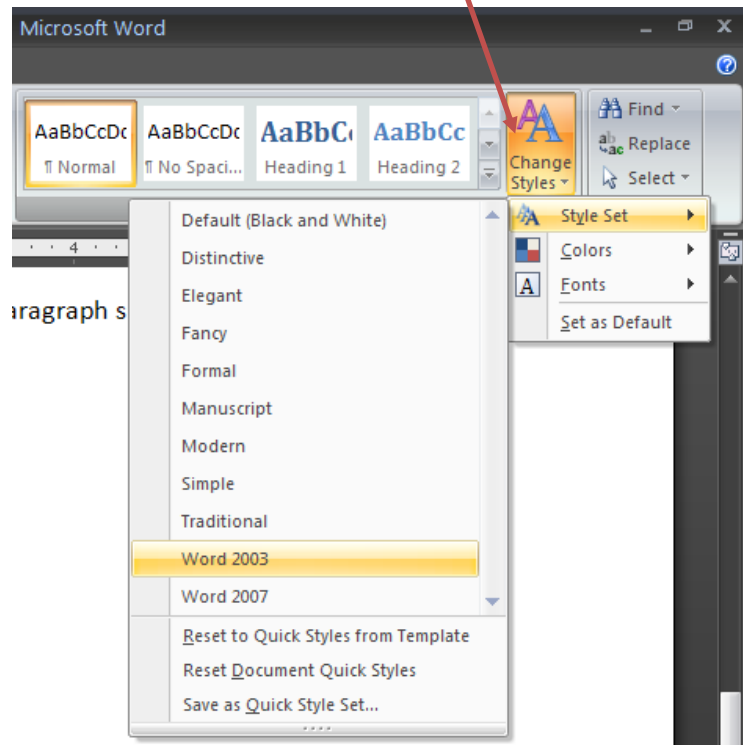
Other changes to Word's default template for new blank documents are more involved than a simple font choice, and can prove troublesome if you aren't familiar with some of the advanced features that are now turned on by default.

The document you are reading was created using the Word 2007 default settings. Notice that there is a little bit of extra space between the lines within each paragraph. And notice that there is an extra blank line after each paragraph, even though I didn't double space. This extra spacing is controlled through the format settings for each paragraph in the document. You can access these paragraph settings by clicking on the icon for the paragraph dialogue box, in the bottom corner of the Paragraph group on the Home tab. Notice the default paragraph has 10pts of space after it, and is spaced a little wider (1.15 times the amount) than single spacing.



If all of this is more involved than you ever want to get with your document formatting, you can reset Word 2007 so that it uses the defaults from Word 2003. This brings back Times New Roman as the default font, and changes the default paragraph spacing to straight forward single spacing with no extra space after each paragraph.

1. In Word 2007, click on the **Change Styles** button, located on the Home, in the Styles group.
2. Choose **Style Set** from the drop down menu that appears, and then select **Word 2003** from the list of style sets.
3. Click the **Change Styles** button again.
4. Choose **Fonts** from the drop down menu that appears, and then select the **Office Classic** font set.
5. So far, these changes only affect the formatting of the current Word document. If you want these changes to apply to all new documents you create in Word 2007 continue to the next step.
6. Click the **Change Styles** button again, and select **Set as Default** from the drop down menu.



Now, each time you create a new blank document, you will begin with Times New Roman as the default font, and the paragraphs will be single spaced with no extra space after the end of each paragraph.