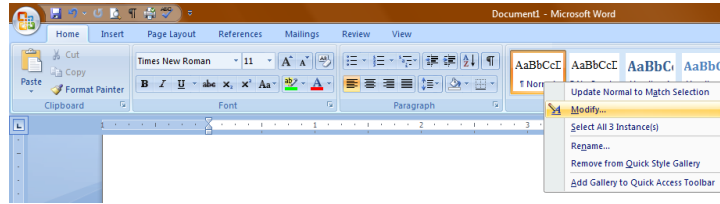
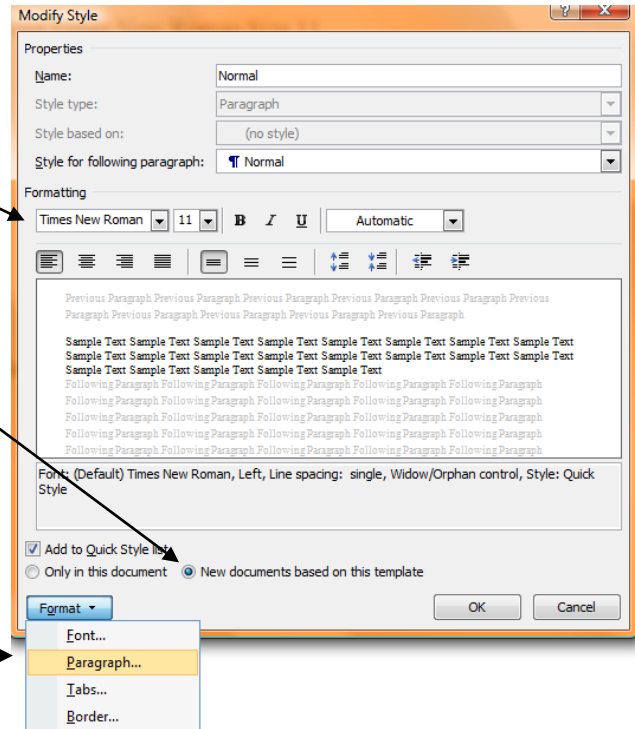


SETTING DEFAULT FONT AND PARAGRAPH SETTINGS IN OFFICE 2007

Go to the Home tab, Right click on Normal and select Modify



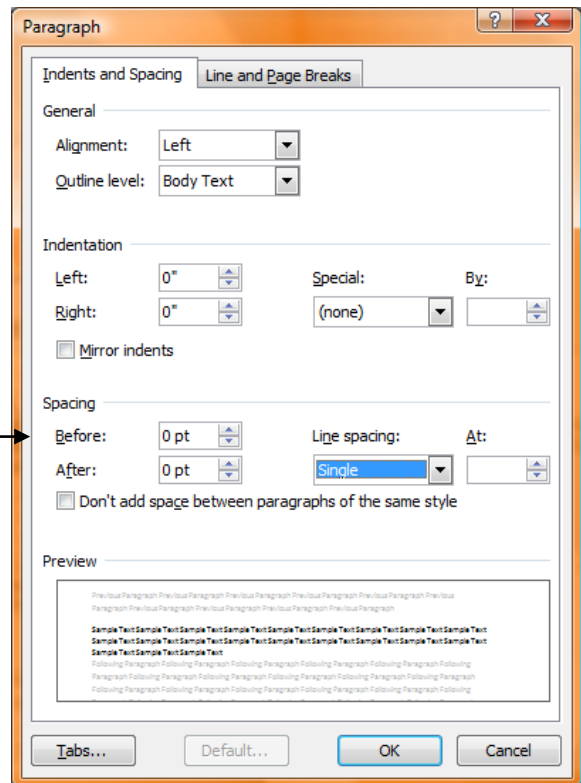
From here select the options you want. I have chosen font Times New Roman, Size 11.



At the bottom select New Documents based on this template.

Now click on Format and choose Paragraph

Notice I chose Spacing Before 0 pt, after 0pt and line spacing Single. This eliminates the automatic double spacing that occurs normally.



Click ok, click ok again, and your defaults are now set.