

To set the default margin layout in Word 2007:

- On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button.
- Click **Custom Margins** to specify the desired settings for Top, Bottom, Left and Right margins.
- Then click the **Default** button, which will save these setting for all future new documents.

To add a header or footer to a document in Word 2007:

- On the **Insert** tab, in the **Header & Footer** group, click either the **Header** or **Footer** button.
- Click the desired Header / Footer style.
- This will insert a header or footer into the document and open the **Header & Footer Tools** design tab.
- Make any other desired changes to the header or footer, and then click the **Close Header Footer** button when finished.

To set the default paragraph formatting in Word 2007:

- On the **Home** tab, in the lower right bottom corner of the **Paragraph** group, click the **Show Paragraph Dialog box** icon (a small box with an arrow pointing down and to the right).
- In the **Paragraph** dialog box select the desired paragraph settings (line spacing, spacing between paragraphs, indentations, etc.).
- Then click the **Default** button, which will save these setting for all future new documents.

To save a document into Word 97 - 2003 format using Word 2007:

- Click the **Office** button.
- Select **Save As**, then **Word 97 – 2003 Document**.

To set Word 2007 to save documents in Word 97 - 2003 format by default:

- Click the **Office** button.
- Click the **Word Options** button.
- Click the **Save** button in the left menu.
- Select the **Word 97 - 2003 Document (\*.doc)** selection from the drop-down menu, in the **Save files in this format** field.
- Click **OK**.