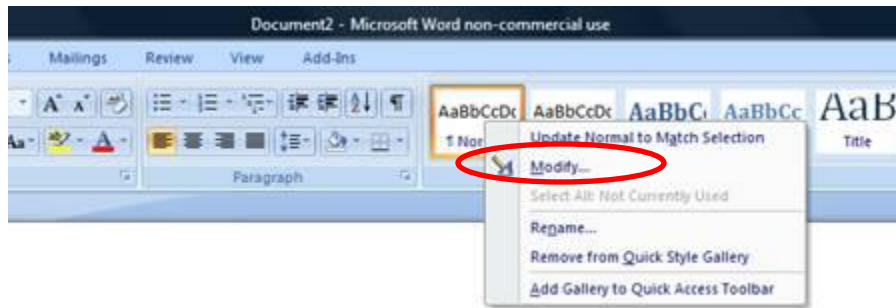
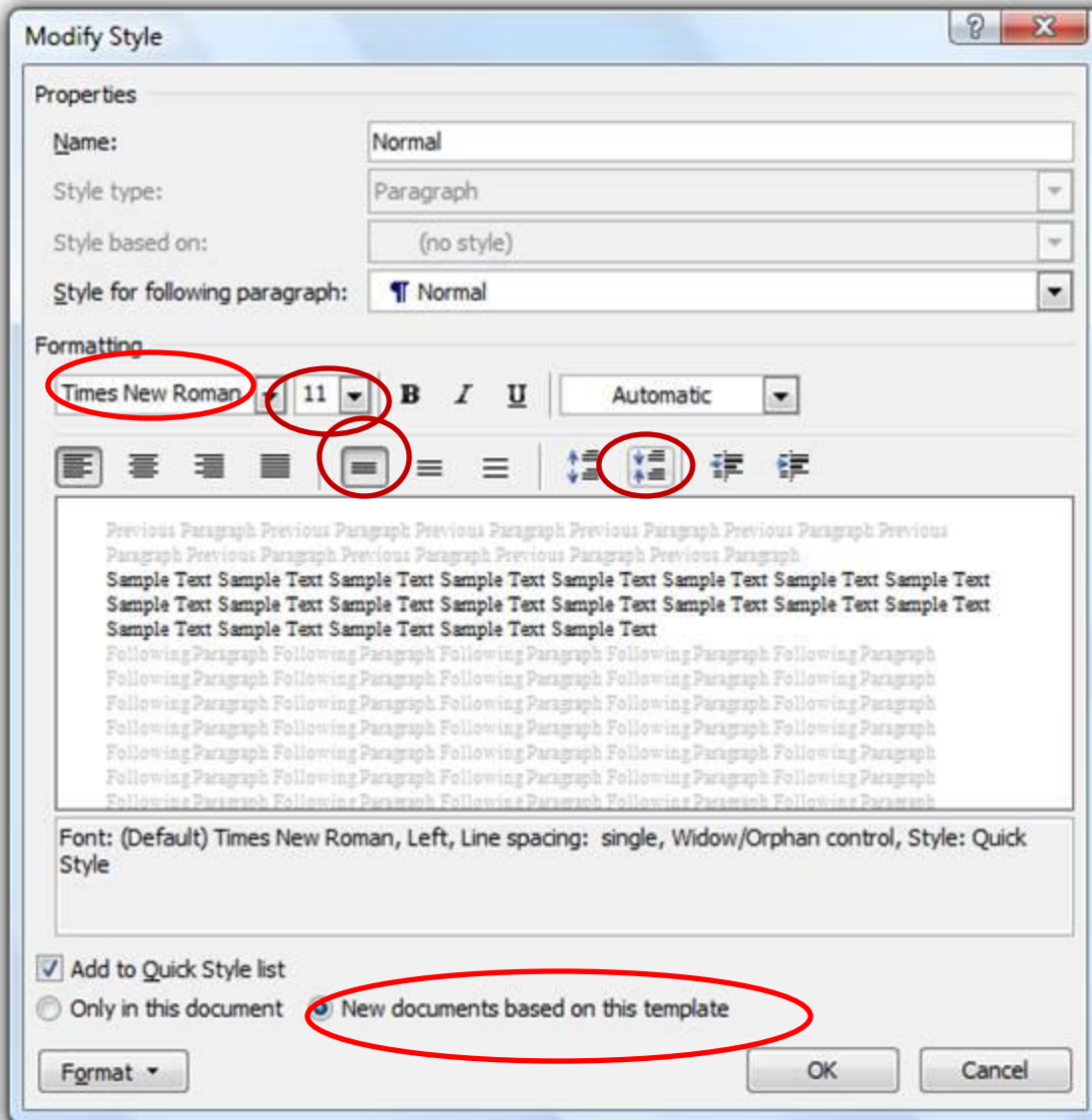


How to Format Word 2007 to Word 2003 Settings



Start by opening word. In the “General tab” there are options for different styles. Right click on the one that has the name default. Chose “Modify...”



A box will appear.

Change the font to “Times New Roman” with a font size of 11.

Next click the three lines that are close together.

Choose the arrows pointing towards each other. You might need to click a few times to get the lines as close as possible

Last check the box that reads “New documents based on this template”

Hit ok and now all the documents will be the same.