Customizing Word

A *ZOOMERS'* guide

Written by Chorlton Workshop for hsbp

Introduction

This guide describes some customizations of Microsoft Word, and it covers the following versions: 2000, 2002 (office XP edition), and 2003. There are customizations both of the user interface, and of the properties of new blank documents.

When you start Word from a menu or shortcut, the program opens with a new blank document. We'll refer to the initial values of the properties of this document as the default values. If you want values that are different from the defaults, you can change them for each document when required. But if you find that you're always changing some of the values away from

their defaults, then you can easily change these defaults. This guide describes how to change a number of these default values.

Standard and Formatting toolbars on two rows

The Standard and Formatting toolbars can be displayed on either two separate rows, or on a single row. If the latter, then the buttons normally overflow the row, and there's a chevron button at the end of the row which you need to click to see the rest of the buttons.

To display the toolbars on two separate rows:

1. Choose Customize… on the Tools menu.

2. The Customize dialog opens. If you're not on the Options page of the dialog, click the Options tab at the top of the dialog (or use **CTRL + TAB** to move between the pages).

3. In the Personalized Menus and Toolbars section:

   - For Word 2000, the "Standard and Formatting toolbars share one row" check box should be unchecked.

   - For Word 2002/3, the "Show Standard and Formatting toolbars on two rows" check box should be checked.

4. Click the Close button at the bottom right of the dialog (or press **ENTER**).

Full menus

By default, the menus in Word only show the basic and most frequently used items. A complete menu is only displayed if you select the chevron at the end of the list.

However, there's an option to always show the complete menus. To set this option:

1. Choose Customize… on the Tools menu.

2. The Customize dialog opens. If you're not on the Options page of the dialog, click the Options tab at the top of the

dialog (or use **CTRL + TAB** to move between the pages).

3. In the Personalized Menus and Toolbars section:

    ▪ For Word 2000, the "Menus show recently used commands first" check box should be unchecked.

    ▪ For Word 2002/3, the "Always show full menus" check box should be checked.

4. Click the Close button at the bottom right of the dialog (or press **ENTER**).

Default font and font size

After installing Microsoft Word, the default font and font size are Times New Roman

12pt. There are more readable fonts than this, and you'll probably want a larger font size. Many people prefer either arial or verdana as a font.

To change the default font and font size:

1. Choose Font… from the Format menu.

2. The Font dialog opens. At the top of the dialog, set the font and font size to whatever you want. Then press the Default button at the bottom left hand corner.

3. A message box with the title Microsoft Word opens, asking whether you want to change the default font. Click the Yes button, or press **ENTER**.

Default line spacing

Line spacing is the vertical distance between the baselines of consecutive lines of text. The default line spacing in Word is quite small — there's very little vertical space between the letters of consecutive lines. The line spacing used in most books and magazines is much larger than the default line spacing in Word.

The standard options for line spacing in Word are single, 1.5 times single, and double. However Word allows you to set the line spacing to whatever multiple of single spacing you want. For example, the line spacing in this document is 1.25 times single spacing.

The following two sections give instructions for setting the default line spacing in Word 2000 and Word 2002/3 respectively. (For those familiar with styles and templates, you'll be modifying the Normal style in the Normal template.)

Word 2000

1. Open Word. There should be a blank document.

2. Choose Style… from the Format menu.

3. The Style dialog opens. Click the Modify button near the bottom right hand corner.

4. The Modify Style dialog opens. At the bottom left hand corner, check the "Add to template" check box. Then click the

Format button which is at the bottom centre of the dialog, and choose Paragraph… from the menu.

5. A Paragraph dialog opens. Find the Spacing section which is two thirds of the way down the dialog. There's a drop down list box with the label Line spacing: — set this to Multiple. Then set the spin box immediately to the right to the value 1.25 or whatever you want. Then click the OK button at the bottom of the dialog, or press **ENTER**.

6. You are returned to the Modify Style dialog. Click the OK button at the bottom left of the dialog, or press **ENTER**.

7. You are returned to the Style dialog. Click the Apply button at the bottom right, or press **ENTER**.

Word 2002/3

1. Open Word. There should be a blank document.

2. Choose Styles and Formatting… from the Format menu.

3. The Styles and Formatting task pane opens on the right hand side of the window. At the top of the pane there should be a box containing the word Normal. Right click in the box, and choose Modify on the shortcut menu.

4. The Modify Style dialog opens. At the bottom left hand corner, check the "Add

to template" check box. Then click the Format button which is immediately below the check box, and choose Paragraph… from the menu.

5. The Paragraph dialog opens. Find the Spacing section which is two thirds of the way down the dialog. There's a drop down list box with the label Line spacing: — set this to Multiple. Then set the spin box immediately to the right to the value 1.25 or whatever you want. Then click the OK button at the bottom of the dialog, or press **ENTER**.

6. You are returned to the Modify Style dialog. Click the OK button at the bottom of the dialog, or press **ENTER**.

7. Close the Styles and Formatting pane by either clicking the cross at the end of the title of the task pane, or choosing Task Pane from the View menu.

Default margins

After installing Microsoft Word, the default margins, in particular the left and right margins, are quite large. Especially if you're using a large font size, you may want to reduce the margins to get more words on a page.

To change the default margins:

1. Choose Page Setup… from the File menu.

2. The Page Setup dialog opens. If you're not on the Margins page of the dialog, click the Margins tab at the top of the dialog (or use **CTRL + TAB** to move between the pages).

3. Change the values of the margins to whatever you want, and then click the Default button at the bottom left hand corner.

4. A message box with the title Microsoft Word opens, asking whether you want to change the default settings. Click the Yes button, or press **ENTER**.