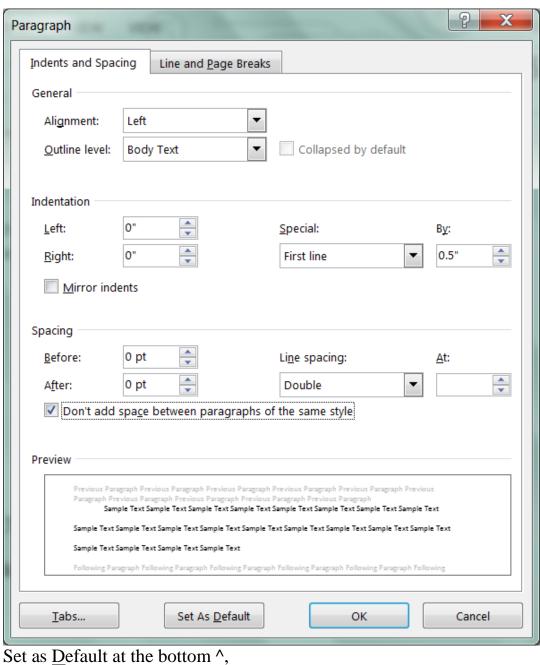
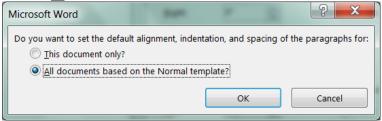
Preset Your Word Document Formatting

Preset your formatting BEFORE you begin typing so you don't forget later.



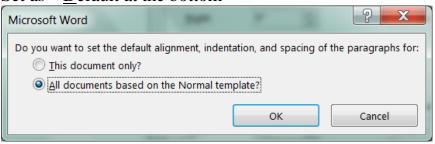


and all new documents will open formatted correctly.

Preset Your Word Document Formatting

Set Font and size BEFORE you start typing. Font Font Advanced Font: Font style: Size: Times New Roman 12 Regular 8 Sylfaen Symbol Italic Tahoma Bold 10 Tempus Sans ITC **Bold Italic** 11 Times New Roman Font color: Underline style: Underline color: (none) Automatic Automatic Effects Strikethrough S<u>m</u>all caps Double strikethrough All caps Superscript <u>H</u>idden Subscript Preview Times New Roman This is a TrueType font. This font will be used on both printer and screen. Set As Default Text Effects... OK Cancel

Set as ^ Default at the bottom



and all new documents will open with correct font.