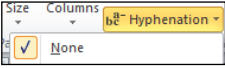


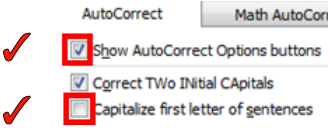
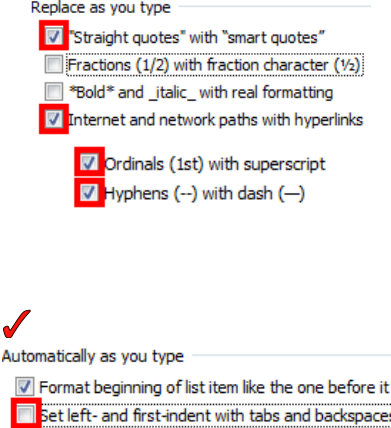
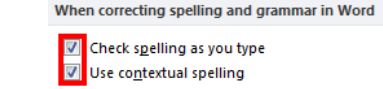






COMPLETE LIST OF WORD SETTINGS FOR GDP

- GDP will automatically open Word documents with the Word 2003 Style Set in place.
- Items shown with a red checkmark will likely need to be set.
- For more detail on these settings, click [here](#) or see Appendix A in the *Word Manual*.

From any Word screen:	Description
	Page Layout tab, Page Setup group, Hyphenation , check None ; (except for magazine articles and newsletters).
	Home tab, Paragraph group, Borders button, click View Gridlines to activate it.
	Right-click Status bar; Customize Status Bar ; click Vertical Page Position . Note: If you do <i>not</i> change this setting, you will not be able to verify your vertical page position for documents, such as letters, that begin a specific number of inches from the top of the page.
From Word Options:	Description
<ul style="list-style-type: none"> • To get to Word Options in Word 2007, click the Microsoft Office button; click Word Options (lower right-hand corner) • To get to Options in Word 2010, from the File tab, click Options at the bottom of the drop-down menu. 	
	Word Options, Proofing group, AutoCorrect Options button, AutoCorrect tab: <ul style="list-style-type: none"> • Check: Show AutoCorrect Options buttons • Uncheck: Capitalize first letter of sentences Note: If you do <i>not</i> uncheck this setting, when you press ENTER after typing references initials, which begin in Lesson 26, those reference initials will be capitalized. On the keyboard, press Ctrl + Z or click Undo on the Quick Access toolbar to undo this capitalization immediately after it happens.
	Word Options, Proofing group, AutoCorrect Options button, AutoFormat As You Type tab: <p>Under Replace as you type leave all options unchecked except for:</p> <ul style="list-style-type: none"> • Check: “Straight quotes” with “smart quotes” • Check: Internet and network paths with hyperlinks • Check: Ordinals (1st) with superscript • Check: Hyphens (-) with dash (—) <p>Under Automatically as you type:</p> <ul style="list-style-type: none"> • Uncheck: Set left- and first-indent with tabs and backspaces Note: If you do <i>not</i> uncheck this setting, when you press TAB to indent a paragraph, such as in an academic report in Lesson 37, an automatic indent <i>might</i> be set for subsequent paragraphs
	Word Options, Proofing group; under When correcting spelling and grammar in Word : <ul style="list-style-type: none"> • Check: Check spelling as you type and Use contextual spelling
	Word Options, Advanced group. Under Editing options : <ul style="list-style-type: none"> • Uncheck: Use CTRL + Click to follow hyperlink
 Students should check with the instructor before changing this optional setting!	
<p>To specify a default Documents directory in Word to save files (optional):</p> <ul style="list-style-type: none"> • Word 2007: Click the Microsoft Office button, Word Options. • Word 2010: From the File tab, click Options. <ol style="list-style-type: none"> 1. Click Save in the left pane; in the right pane under Save documents, next to Default file location box, click Browse. 2. Browse to the desired file location (perhaps the GDPFILES directory on the Windows Desktop or on your flash drive); click OK twice. 	