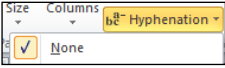


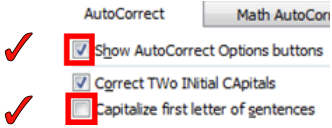
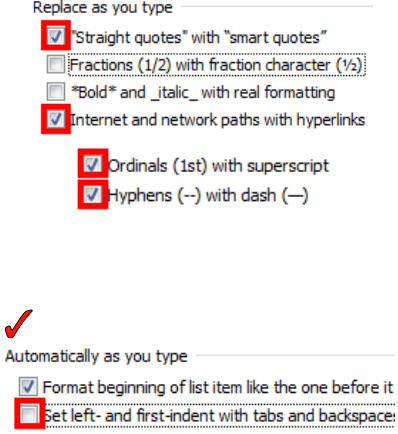
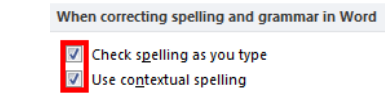
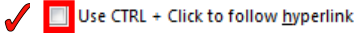





# COMPLETE LIST OF WORD SETTINGS FOR GDP

- 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
	<b>Page Layout tab, Page Setup group, Hyphenation</b> , check <b>None</b> ; (except for magazine articles and newsletters).
	<b>Home tab, Paragraph group, Borders button</b> , click <b>View Gridlines</b> to activate it.
	Right-click <b>Status bar</b> ; <b>Customize Status Bar</b> ; click <b>Vertical Page Position</b> . <b>Note:</b> 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"> <li>• To get to <b>Word Options</b> in Word 2007, click the <b>Microsoft Office</b> button; click <b>Word Options</b> (lower right-hand corner)</li> <li>• To get to <b>Options</b> in Word 2010, from the <b>File</b> tab, click <b>Options</b> at the bottom of the drop-down menu.</li> </ul>	
	<b>Word Options, Proofing group, AutoCorrect Options button, AutoCorrect tab:</b> <ul style="list-style-type: none"> <li>• Check: <b>Show AutoCorrect Options buttons</b></li> <li>• Uncheck: <b>Capitalize first letter of sentences</b></li> </ul> <b>Note:</b> If you do <i>not</i> uncheck this setting, when you press <b>ENTER</b> after typing references initials, which begin in Lesson 26, those reference initials will be capitalized. On the keyboard, press <b>Ctrl + Z</b> or click <b>Undo</b> on the <b>Quick Access</b> toolbar to undo this capitalization immediately after it happens.
	<b>Word Options, Proofing group, AutoCorrect Options button, AutoFormat As You Type tab:</b>  Under <b>Replace as you type</b> leave all options unchecked except for: <ul style="list-style-type: none"> <li>• Check: <b>“Straight quotes” with “smart quotes”</b></li> <li>• Check: <b>Internet and network paths with hyperlinks</b></li> <li>• Check: <b>Ordinals (1st) with superscript</b></li> <li>• Check: <b>Hyphens (-) with dash (—)</b></li> </ul> Under <b>Automatically as you type:</b> <ul style="list-style-type: none"> <li>• Uncheck: <b>Set left- and first-indent with tabs and backspaces</b></li> </ul> <b>Note:</b> If you do <i>not</i> uncheck this setting, when you press <b>TAB</b> to indent a paragraph, such as in an academic report in Lesson 37, an automatic indent <i>might</i> be set for subsequent paragraphs
	<b>Word Options, Proofing group; under When correcting spelling and grammar in Word:</b> <ul style="list-style-type: none"> <li>• Check: <b>Check spelling as you type</b> and <b>Use contextual spelling</b></li> </ul>
	<b>Word Options, Advanced group. Under Editing options:</b> <ul style="list-style-type: none"> <li>• Uncheck: <b>Use CTRL + Click to follow hyperlink</b></li> </ul>
 <b>Students should check with the instructor before changing this optional setting!</b>	
<b>To specify a default Documents directory in Word to save files (optional):</b> <ul style="list-style-type: none"> <li>• Word 2007: Click the <b>Microsoft Office</b> button, <b>Word Options</b>.</li> <li>• Word 2010/2013/2016: From the <b>File</b> tab, click <b>Options</b>.</li> </ul> <ol style="list-style-type: none"> <li>1. Click <b>Save</b> in the left pane; in the right pane under <b>Save documents</b>, next to <b>Default file location</b> box, click <b>Browse</b>.</li> <li>2. Browse to the desired file location (perhaps the <b>GDPFILES</b> directory on the <b>Windows Desktop</b> or on your flash drive); click <b>OK</b> twice.</li> </ol>	