
Word 2007: Changing from earlier versions

For **Library staff**: 10/08

General Overview of the new interface

See my Web site on Office 2007 at www.ccsf.edu/its — click the Office 2007 menu item on the left.

Most fun and useful: The downloadable translation tool which enables you to enter a command in the old interface and have the screen update to show you the same operation in Office 2007.

The Word version is at <http://tinyurl.com/24654r>

The following topics were suggested by library staff:

Page Setup



The dialog box
launcher arrow

Most commands (Margins, Page Orientation—portrait vs. landscape, Page Size) gathered under the **Page Layout** tab, in the Page Setup group. If you want the old interface, click the right diagonal-pointing arrow (called the dialog box launcher) in the lower right corner of the Page Setup group.

Page Breaks

Control-Enter still works. Or look on the **Insert** tag, **Pages** group. Or on the **Page Layout** tab, **Page Layout** group, where you also have access to a Section break.

Saving/save as/convert

You have to open the Office button to get to these commands. This topic touches on the thorny issue of the new file formats for Office 2007 applications. Look at the **Compatibility Problems** link on my web site for details: <http://www.ccsf.edu/Services/ITS/Office2007/2007compatibility.htm>

Save As gives you the option to save as a backwardly compatible Word 97 – 2003 document with a **.doc** extension. Or save to **.rtf** (rich Text format) which allows you to save all but the most proprietary features in a format the any word processor can open.

Word 2007 users can download a free add-in that allows saving to **PDF** format and makes it one of the options under Save As.

Convert allows you to change a document in an earlier format to Word 2007, giving the file a **.docx** extension.

There is a free converter for folks with earlier versions of Office to be able to open Word 2007 files with its native **.docx** extension. Otherwise they are out of luck.

Print commands are also under the Office Button

Formatting

Most of the obvious things (Bold, italic, Underline; Font and size choice, etc) are on the **Home tab**. As usual, to see part of the old interface, click the **right diagonal-pointing arrow in the lower right corner** of one of these groups.



Clicking the arrow at the bottom of the font group, for example, brings up a familiar window, with, among other things, the strikethrough and sub- and superscript choices that you can apply to highlighted text.

Headers and Footers

Always a bit weird.

Simple: In Print View (from the View menu), where you can see the edges of the page, just double-click inside a header or footer area. Then you are in roughly the same place you were after going to View → Headers and Footers on Office XP/2003. You can enter text, format it as you wish, move to the next header or footer, and insert standard placeholders like page number or current date.

New: Insert a **pre-formatted header or footer** from the Insert tab or Header/Footer groups. Most of these have graphics and, often, places for you to insert your own text. They are more or less configurable depending on what you've chosen.

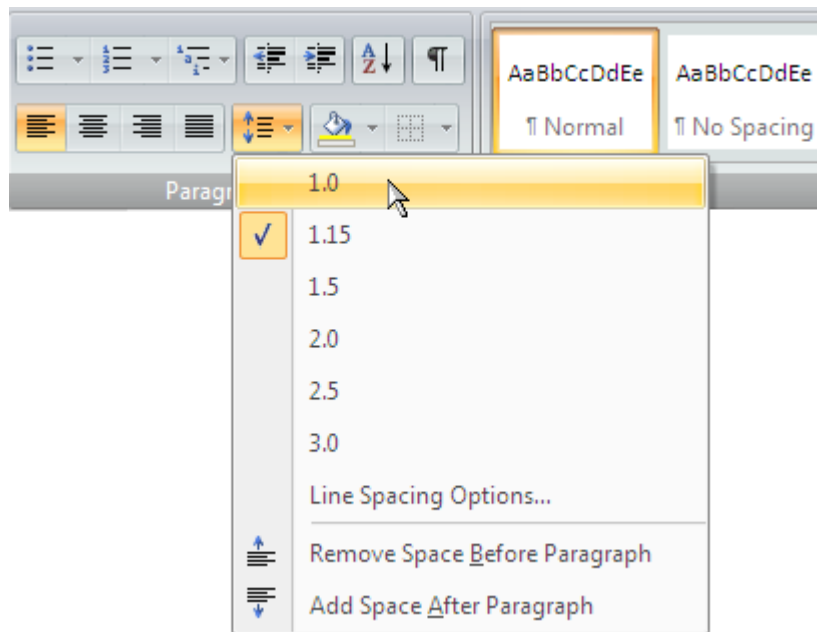
Header & Footer Tools: In either case, while you are in the header/footer you'll see a context-sensitive tab above the regular ones with its own Design tab showing. Use it to insert common header/footer items and set common options (e.g. Different First Page).

To **exit** Header/Footer mode, tap the **Esc** key or double-click in the body of the document.

Spacing

The standard Normal style is now set to have slightly expanded line spacing. That's probably why there is a **No Spacing** icon right next to the Normal style icon on the Home tab:

To reset to single-spacing: Highlight any text that you want to reset to single space and click No Spacing.



OR: Highlight text; then, on the Home tab, click the **Line Spacing icon** on the Paragraph group and choose 1.0

Working with Styles

To make the **No Spacing** option stick for other documents, you must use Styles.

In Word2007 Styles are placed front and center and are worth looking into. I've put a Styles page/document on my Web site to show you some options.