



## Customizing Word 2007 - Creating Your Own "Normal" Template

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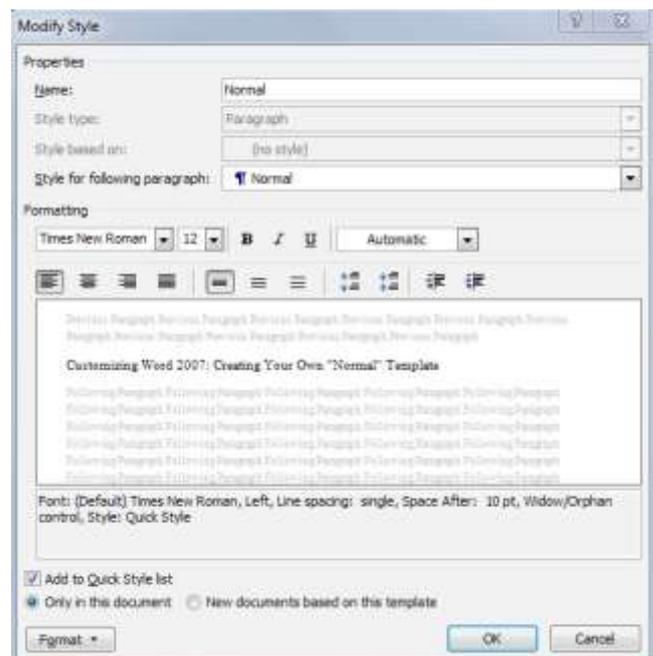
If you want to create documents with new and colorful formats, Word 2007 offers some interesting options with the Quick Styles gallery, a new feature located on the Home tab. This gallery contains sixteen templates, each available in Live Preview and able to be selected with a click. Each style template includes certain fonts and font effects, such as color, size, bold or italic, and line spacing. The first two styles, Normal and No Spacing, apply to the body text in documents; the rest apply to parts of documents, such as headings or sub-headings. The default style, or the one you get if you open a new document, is Normal (normal.dotm). In 2007 the normal template contains several variations from the Word 2003 normal template, some of which started to bother me the first time I typed with Word 2007. For one thing, it uses two new fonts, Calibri for the body text and Cambria for headings. At an 11 point size, these fonts seem too small for my older eyes. The space between lines in a paragraph (1.15) is a bit larger than single space, and the space after paragraphs at 10 points seems wastefully large. The margins in the new normal template are 1" on each side. I prefer smaller margins for most documents. This new Normal style is modern and gives a sleek, open look to a document, but it's possible that many users moving from Word 2003 to Word 2007 are finding its quirks irritating.

I decided to try to change the Normal Style in Word 2007 to be more like the one I was used to in 2003. I found several possible approaches to this task, but finally settled on a process which worked for me. Below are the steps I used to change Word 2007's normal style to one that I preferred:

First I set myself a plan. I decided that I wanted to change only the font, the font size, the space between lines in a paragraph, the space allowed before and after paragraphs, and the margins. I thought it wise to alter only the basics, knowing I could always make changes manually for special documents or rework

the normal template if I wasn't happy with it. To change any of these things, I found I needed to work in a dialog box that had a Default button which would save my changes for use in future documents. I began by opening Word 2007. On the Home tab in the Font group I clicked the dialog box launcher, a tiny arrow in the lower right corner of that group. This opened a familiar dialog box from Word 2003 containing all sorts of font-related options. I changed the font to Times New Roman, which, along with Arial, was one of the standards for Word 2003. I set the font size to 12 points. I would have set it to 10 if I had chosen Arial. These are typical sizes for average documents. Then I clicked the Default button and selected Yes when asked if I wanted this change to affect all future documents.

Then I clicked the dialog box launcher arrow in the Paragraph group and set the line spacing to Single Space and the Space before and Space after paragraphs to .6. Again, I clicked Default and answered Yes.



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Membership in LCACE is open to all individuals and families interested in personal computing. Annual dues are \$20.00 per individual/family. Associate membership is only \$10.00 (out of state, unable to attend meetings). Membership includes a one year subscription to the *LCACE News Journal* and access to all club libraries and functions. Applications for membership may be obtained at the monthly meeting, by request on the club hotline, and are now available on our web site at - <http://www.lcace.org>.

### **Meetings**

LCACE meetings are usually held on Saturdays at the Grayslake Area Public Library, 100 Library Lane, Grayslake, Illinois. The meeting room opens at noon and the formal meeting begins at 12:30 p.m. All meetings are open to the public. Bring a friend!

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# Robin's RAMblings



Lake County Area Computer Enthusiasts' motto is "Members Helping members". Our always popular Ask the Gurus and Show and Tell highlighted the September meeting. Newsletter editor/president emeritus Mike McEnery demonstrated a neat program to organize your

desktop by creating little "fences"

<http://www.stardock.com/products/fences/downloads.asp>. Lester Larkin brought an inexpensive webcam he found at Menard's.

Publicity chair Linda Koudelka showed us Picasa, a free photo editing program from Google, <http://picasa.google.com/>. She also mentioned <http://savemybutt.com> ("Help for the computer novice in all of us"). We discussed the advisability of refilling ink cartridges. The consensus was that you are better off buying cartridges made by your printer's manufacturer at the best price you can find. A good place to compare prices for just about anything sold on the internet is:

<http://www.pricegrabber.com/>. Patricia Ortseifen told us about a program for combining cells or columns in Excel, <http://www.asap-utilities.com/>. LCACE secretary Bobby Jacobs discussed start menus <http://www.vistastartmenu.com/index.html> and <http://www.tidystartmenu.com/index.shtml>.

Internet security always interests everyone. Various antivirus programs were mentioned including *Microsoft Security Essentials*, a free program that you can download [http://www.microsoft.com/security\\_essentials/](http://www.microsoft.com/security_essentials/)

Jay Bitterman reminded us that you can probably find anything electronic at Chester Electronics on Sheridan Road in Kenosha. He also told us that Ron Forcier at the Upgrade Shop in Wadsworth makes house calls to repair computers.

We hope to have SIGs (special interest groups) meet occasionally. Everyone looks forward to hearing J.J. talk about digital photography. Please volunteer to lead a SIG. We can divide our meet-

ing room into sections but need people to lead SIGs before we can schedule them.

New member Bart Berndtson has worked with computers for many years. Bart, welcome to LCACE. Guest Julie Bell's specialty is Linux operating systems. We hope she will do a program on *Ubuntu* early next year.

Linda Koudelka, who won a package of photo paper, reported that Don Martin is recovering from knee surgery and says hello to everyone. Bill Hamilton was our 50/50 winner.

Eric Rehberger will now pick up *First Glimpse Magazines* from Best Buy, and vice president Linda Busch will arrange for refreshments each month.

Mark your calendar for our upcoming meetings :

October 9-Virtual machines by Julio Rivera and Fred Barnett

November 6-Robin Seidenberg will present "My Uncle, the Hollywood Producer" which the Grayslake Area Public Library will co-sponsor

December 4-Holiday party-State Bank of the Lakes -1-5 p.m. Save the date!

January 8, 2011-Show and tell and ask the gurus

February 12, 2011

March 12, 2011

Do you have ideas about programs you would like? Please contact Julio Rivera, [programs@lcace.org](mailto:programs@lcace.org), or email me at: [president@lcace.org](mailto:president@lcace.org).

2010 holiday raffle tickets will be available for sale at our October meeting. In addition to buying tickets for yourself, please plan to pick up tickets to sell. The person who sells the winning first prize ticket and also the person who sells the most tickets will receive prizes at the holiday party.

This year we will have five holiday raffle prizes. Our big prize is a 17" HP laptop with 4GB RAM and a 320GB hard drive. Second prize is a 10" Acer netbook with 1GB RAM and a 160GB hard drive. An 8GB Apple iPod Touch is our third prize. Fourth prize is a VuPoint Magic Wand Scanner.

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Last but not least, fifth prize is a one year membership to LCACE.

Tickets are \$1 each; 6 for \$5, and 25 for \$20. The more tickets you buy, the better your chances of winning one of these fabulous prizes. Winners need not be present so plan to sell tickets to out of town family and friends.

It's that time of year again. If you are in the market for new technology, Dealnews.com has published their annual Black Friday predictions <http://dealnews.com/features/The-dealnews-2010-Black-Friday-Predictions/389192.html>. Their recommendations for this holiday season include: **Don't buy a 3D TV**. They say to wait two years until there is more content and prices come down. They predict a low price of \$179 for a 10" netbook on Black Friday. There are no longer many deals on desktop PCs. Although blu-ray disk players have not come down much in price this year, they are losing relevance because people are turning to online streaming video. According to the site there will be few buys on Apple products.

Dealnews predicts that Black Friday will be a great time to buy a large capacity hard drive. "Expect to find 2TB USB 2.0 external hard drives for \$74, which is under 4 cents per GB." They have no predictions on LCD monitors this year "because external monitors have waned in popularity." The best way to get a good buy on an e-book reader will be to buy a refurbished discontinued model. They forecast a \$99 price on Nintendo Wii (Remember these are Black Friday's lowest prices!).

Their final bit of advice: **Be choosy about when you buy.**

Happy computing!

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## Hewie's Views & Reviews

By Hewie Poplock

Central Florida Computer Society

Remove Time Stamps from Photos, Rename & Change File Date

I am the webmaster for several websites. I have photos submitted to me regularly to be posted. Sometimes the photographer submits the pictures with a date stamp, which is great for identifying your personal photos, but it does not belong on those appearing on the web.

In most cases, it only appears on the photo because the camera owner did not realize that it was set that way, or they did not know how or even that they could turn that "feature" off.

If you don't have the proper date set in the camera, the date stamp will be wrong, as were several that I recently received. They showed a date that was over 3 years prior to the event, so I needed to remove them from the photos. Have you tried this? It is not easy, unless you continue reading.

My first thought is to crop the photos to eliminate the date. Most of the photos would lose some important pieces if I did that. I have several photo editing programs that I could edit the date stamp out. It is very time consuming and while it can be done, it was going to take more time than I wanted to devote to the project.

My next step was to Google the problem. I tried several combinations of terms including time stamp. There were lots of results, but most had little to do with removing the date. Many of them told me how to place it, but not remove it.

The most informational results were from forums where users were asking for the same solution. The most frequent response was "change the setting in the camera." DUH! Of course. What about the pictures that were already taken? I did find some good tutorials using Photoshop and other editing programs. I was still looking for a tool or hint to make it easy. Surely, I wasn't the only one with the problem.

I figured if there were simple steps to get rid of the red eye, certainly there is a way to get rid of a date stamp. In one of the forums, someone suggested Photo Stamp Remover by <http://softorbits.com>. This program appeared to be what I was looking for, and then some. According to their website, "Photo Stamp Remover is a photo correction utility that can remove scratches, dust, stains, wrinkles, tears, date stamps and other unwanted artifacts that appear on photographs. With Photo Stamp Remover, you can restore photos with the minimum of fuss."

I downloaded, installed, and ran the program, using the pictures that I received. In almost every case, the date stamp was removed and did a reasonable to a great job. The trial version does not do batches, but the paid version does and it works well, with 2 settings, quick, or thorough. The latter did a better job.

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# HOLIDAY RAFFLE 2010

## 1st Prize:

### HP 17" Notebook

- Core Duo T6600 processor
- 4GB of RAM
- 320GB hard drive
- Webcam and microphone
- Lightscribe Super Multi Dual layer DVD±R/RW
- Windows 7



## 2nd Prize:

### Acer Aspire One 10.1" Netbook

- Intel Atom N450
- 1GB of RAM
- 160GB hard drive
- Windows 7 starter



## 3rd Prize:

### Apple iPod Touch-8GB

A great music and video player, pocket computer and thousands of other uses.



## 4th Prize:

### VuPoint wand scanner

Fast and convenient way to scan, archive and organize for your personal use.



## 5th Prize:

### 1-Year's Membership LCACE

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**Tickets: \$1 each, 6 for \$5, or 25 for \$20**

**Drawing December 4, 2010**

**WINNER NEED NOT BE PRESENT**

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The program is a bit pricey at \$40, but well worth it. A normal procedure for me is to search for coupons before making a purchase. I did so for this program and found a coupon at <http://www.tjoos.com/> which is a coupon posting site. It was a 20% off code, which saved me \$8.

While removing the date stamp, I also wanted to change the file names and not use the ones that the camera uses. For that I use a tool that I wrote about in a previous column, Lupas Rename <http://rename.lupasfreeware.org/> which is free. It is an old program going back to 2005, but it still installs and works on my Windows 7 computer. You can rename batches, changing, adding to, or numbering sequentially. You can change the case of the file filename and extension. I prefer to have my photos all in lower case.

However, Lupas Rename does not change the file date. I had all of these pictures with the wrong date stamp, but also the file date was wrong. While there are ways to change file dates, there must be a tool to do this in a batch. Back to Google. I found Attribute Changer from <http://petges.lu> [4] which is a free tool. It is a power user tool to change file and folder attributes, date, time, NTFS compression, and even changes the Exif information. It runs in the Windows Shell, which allows you to right click in Windows Explorer and choose "Change Attributes." Its dialog box opens and you make your changes.

With these tools, I can make changes to several photos at once. I can change the file names using a title and numbering them sequentially, remove the time stamp, and then change the file date attribute. Now that's what computers were designed to do. Make tasks simpler.

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Next, I clicked the Page Layout Tab, and, in the Page Setup group, clicked the Margins button, which gave me a list of margin schemes, including diagrams of each. Even though I wanted the Narrow margin scheme, I knew just clicking it would not make it hold for future documents, so I clicked Custom Margins at the bottom of the list. Sure enough, up came a dialog box with a Default button. I made sure .5" replaced 1" in all four boxes, then clicked Default and Yes.

My last step was to go back to the Home tab and right click the Normal style icon, then Modify. In the Modify Style dialog box, I clicked the radio button next to "New documents based on this template." This dialog box is a good place to see a preview of what your next document will look like and to confirm that the changes you've made are listed beneath the preview window. You might be puzzled by the "widow/orphan" item in the list, but don't eliminate it unless you have a specific reason to. The widow/orphan control keeps the last line of a paragraph (a widow) from appearing alone at the top of a page and the first line of a paragraph (orphan) from appearing alone at the bottom of a page.

When my modifications were complete, I clicked OK to close the Modify Style dialog box, pretty confident that my changes had taken effect. I decided, however, to create a new document at this point to see for myself if it would conform to my specifications. I knew if something were incorrect, I could always go back through the steps to fix it. But all was well. I now have my new Normal style and am liking Word 2007 better and better. :

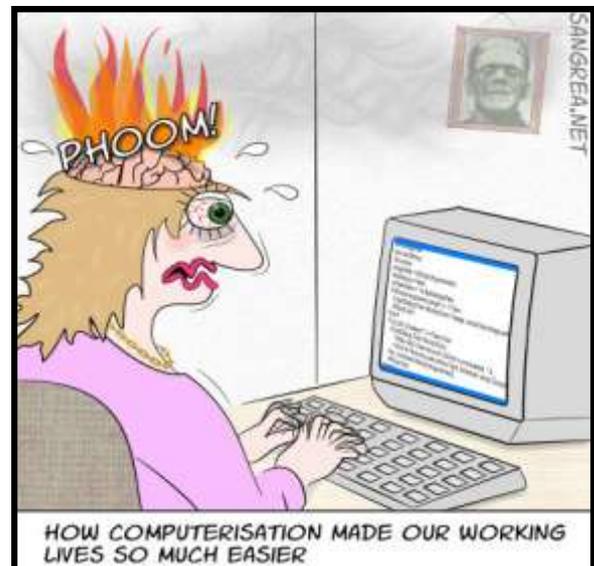
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## DigitalCorner

### Four Rules of Composition

- Thirds
- Rule of odds
- Rule of space
- Viewpoint

Need to know more, ask your club's photography Guru.



# HAPPY BIRTHDAY

Henry Henriksen  
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Carol yn Lewis  
Eric Rehberger  
Ellen Smatlak



Time to clean out your closet. Bring it to the meeting and place it on the **FOR SALE** or **FREEBIE** tables. All items placed on the FOR SALE table **MUST** have your name and asking price attached to it. If you just want to get it out of your closet, then place it on the FREEBIE table and hope one of your club members has a better home for it. All items not sold or taken must be reclaimed by the end of the meeting.



Your article or thoughts could have been placed here. Please support your News Journal.

# "MEMBERS HELPING MEMBERS"

## Vista Start Menu

Submitted by: Bobby Jacobs



<http://www.vistastartmenu.com/index.html>

Vista Start Menu is the convenient alternative to the plain Start menu you find in Windows XP and Windows Vista. The program uses your cognitive abilities (visual memory, reflexes, etc.); however, while it is easily understandable for beginners, it is also highly efficient for experienced users. I use it to keep track of my programs. Each time I add a new program, I put it in a folder so to speak. If I add a program for working with audio files, I put it under audio. Then I never have to figure out what the file does. You can add the various folders as you want and move files between the folders. Or you could have the same program in two folders. When I add the program, sometimes I have the choice of where to put it on the start menu. If I don't have the choice, I just move it to the right place.



<http://www.tidystartmenu.com/index.shtml>

I started by trying the Tidy Start menu. It is quite similar and probably helped for the development of the Vista Start menu. You should probably start with this first also because it has the various folders set up.

## ASAP Utilities

Submitted By: Patricia N. Ortseifen



This is a free program for Excel that allows combining columns/cells without the need of a formula. You can also uncombine them if necessary. There are also other options.

<http://www.asap-utilities.com/index.php>

## Stardock Fences Utilities

Submitted By: Mike McEnery

This free program is ideal for people who need to bring order or just organize their Windows desktop. <http://www.stardock.com/products/fences/>

## Free photo editing Utilities

Submitted By: Winnie Frost



Available online at [citriety.com](http://citriety.com) where your uploaded photos can be tweaked with nifty effects like teeth-whitening and wrinkle removing. [Pixorial.com](http://Pixorial.com) provides free video online editing and up to 10 gigabytes of free storage.

### **Save on printer ink**

Use the Century Gothic font which a recent study showed consumes about a third less ink than industry standard Arial. That saves about \$20 a year for home users printing 25 pages a week.

### **Volunteer techies**

Give free advice on common computer problems at <http://www.fixya.com/>

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## Tips Smart Computing

- **Ereaders Offer Digital Convenience:** Ereaders can bring you books, blogs, and the Web wherever and whenever you need them. New electronic ink displays are easy on the eyes and provide a natural and familiar reading experience. And on models with Wi-Fi or 3G capabilities, you can shop right on the device: Select and pay for your purchase, and you can be reading your new book or magazine within a minute or two.

- **Upload Photos & Videos To A Digital Frame:** The process of uploading photos and videos to a digital frame depends on what type of frame you have. Traditional frames require you to save photos on a USB flash drive or memory card and connect it to the frame. Wireless digital frames can stream pictures from your computer or online sharing sites over your wireless home network

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### Welcome Bert Berndtson to LCACE



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**NEXT MEETING**

**November 6, 2010**

**My Uncle,  
the Hollywood Producer**

By

Robin Seidenberg

**October 9, 2010**

**at the Grayslake Area Public Library**

Virtual machines by  
Julio Rivera and Fred Barnett

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Waukegan, IL 60085

POSTAGE  
REQUIRED

