Microsoft Word Settings

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| **Setting** | **Word Options Category** |
| Display paragraph marks | Display |
| Ensure that pictures will be inserted in line with text | Advanced |
| Print hidden text | Display |
| Ensure that uppercase words are not ignored when spell checking documents | Proofing |
| Alter the author’s name | Popular |
| Change the folder to look in for clip art pictures | Advanced > [File Locations] |
| Set Word to create an AutoRecovery file every 5 minutes | Save |

Popular Settings

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| --- | --- |
| **Setting** | **Value** |
| Show Mini Toolbar on selection | On |
| Enable Live Preview | On |
| Show Developer tab in the Ribbon | Off |
| Open email attachments in Full Screen Reading view | Off |
| Colour Scheme | Blue |
| ScreenTip style | Show feature descriptions in ScreenTips |
| User name | Watsonia Publishing |
| Initials | LMH |