# Setup Word 2007 Default Settings for viewing/printing SIRSI Reports

Option #1 – TEMPORARY Setting – must be done each time you view "Sirsi" Report

You should have no trouble viewing the INFOhio tab reports in Word 2007 if you select the RTF Output option when generating the report.

However, if you selected the Plain Text output for an INFOhio report, or are using a Sirsi report, you will find that the pages don't break correctly and the text may be wrapping. The following adjustments will need to be made each time you print a Sirsi report if correct alignment is important to you.
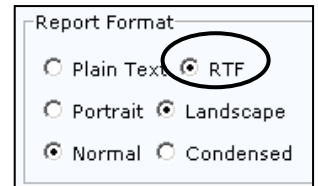

HINT: *To prevent problems, check your existing templates for INFOhio reports and be sure RTF is bulleted, unless it's a spreadsheet. Excel reports are not affected.*

1. In Finished Reports, highlight your report name and click View. Be sure to **check** View Result and Format Report. View log is optional.
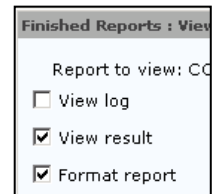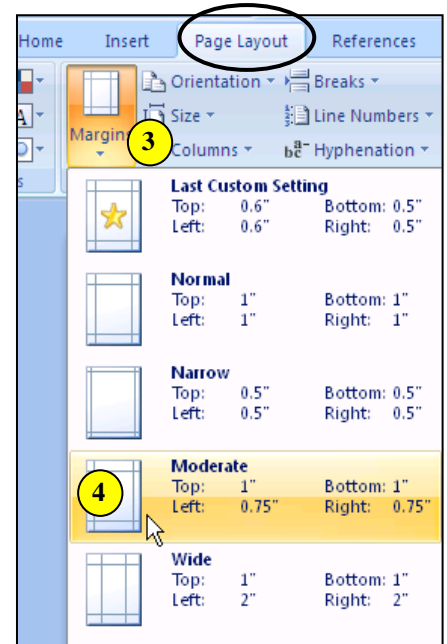

2. Click on the Home Ribbon, the font should be Courier New. You'll need to **change** the size of the font to 10. (It defaults to 10.5)
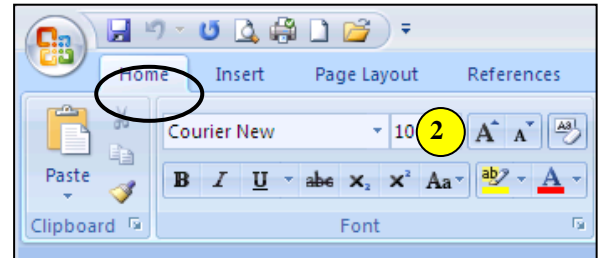
   Highlight the whole document (Ctrl + A), then use the drop down arrow to **select** 10.

3. On the Page Layout Ribbon, **click** the drop down arrow under Margins.

4. **Click** on Moderate.

   Your report is ready to print!

   NOTE: *After setting this up, please run the following report, then view with LOG and FORMAT turned on:*
   USERS tab / List Users report *– make no selections, run it with the default settings. The last page of this very long report should show the same setup as the first page.*

Option #2 – PERMANENT SETTING –if you run "Sirsi" reports extensively

1. **Start** Microsoft WORD 2007.

   Microsoft Office Word 2007
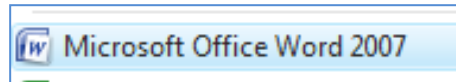
2. **Select** the HOME tab.
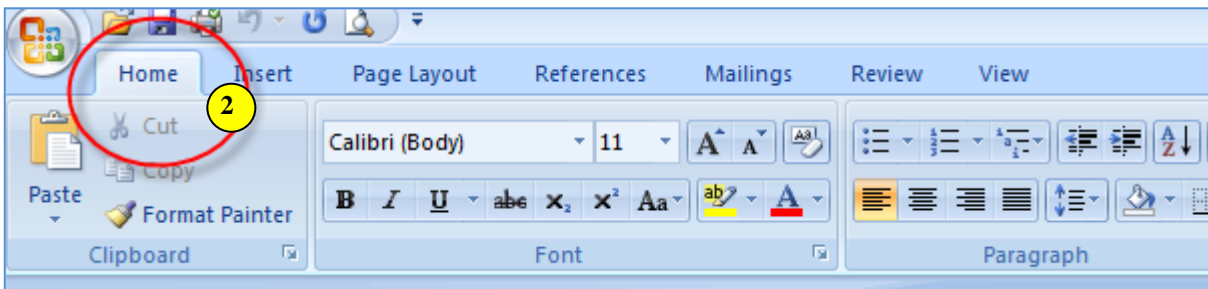
3. **Find** the Change Styles selection (far right) and **click** on the little diagonal arrow at the bottom-right of that selection.
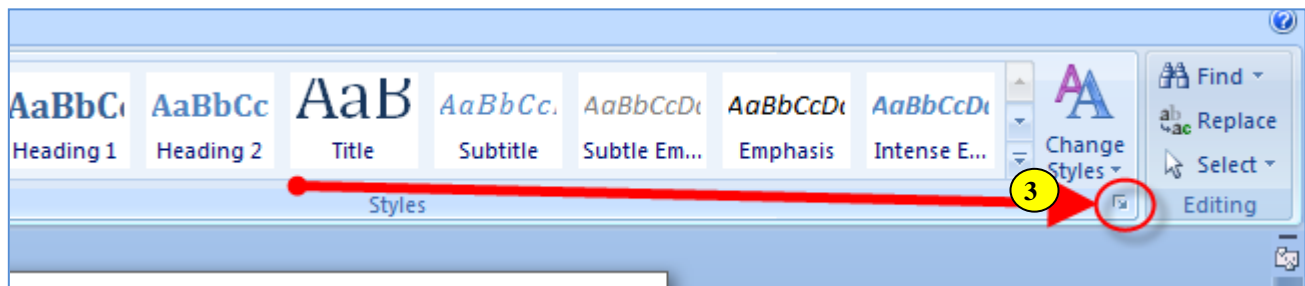
4. *Select* the **Plain Text** style

NOTE: *If Plain Text is NOT an option in your drop-down menu, select "Options" from bottom of menu, then select "All styles" – select **Plain Text** from the list. (see 4a-b)*

5. *Click* on Modify… option.

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6. **Change** the formatting to Courier new, 10
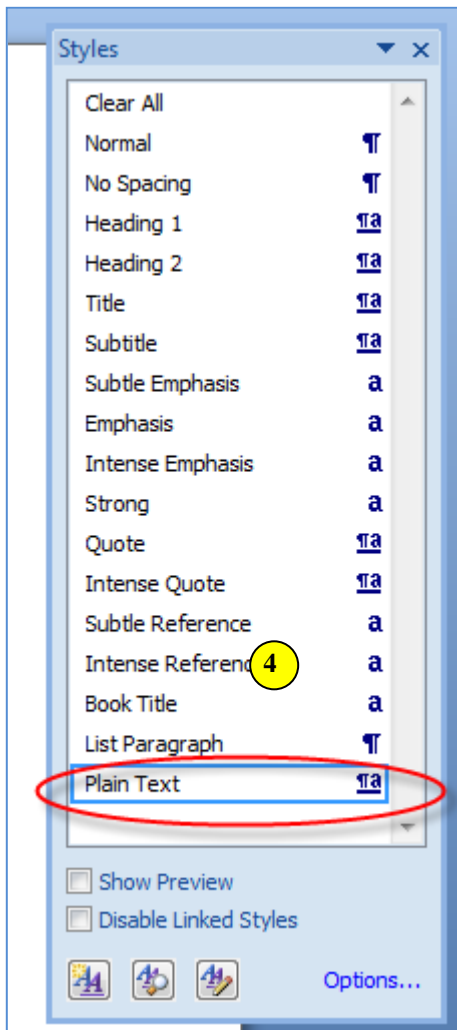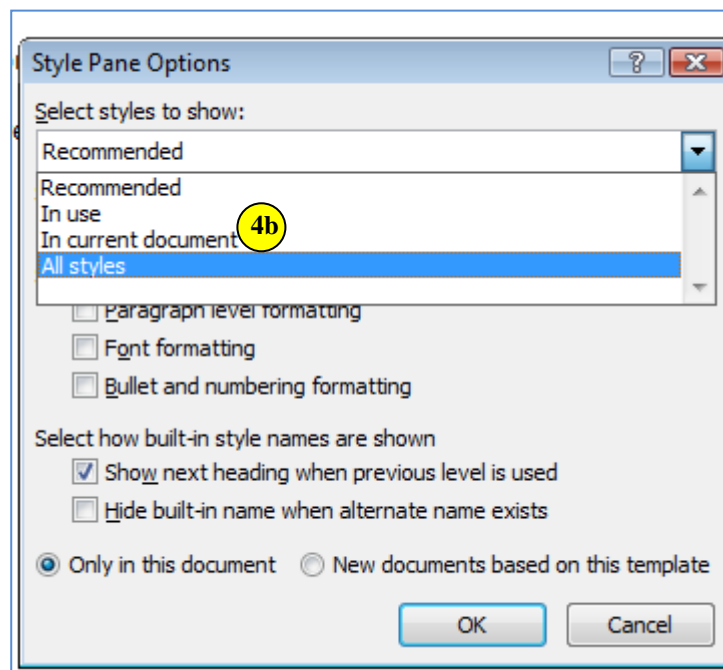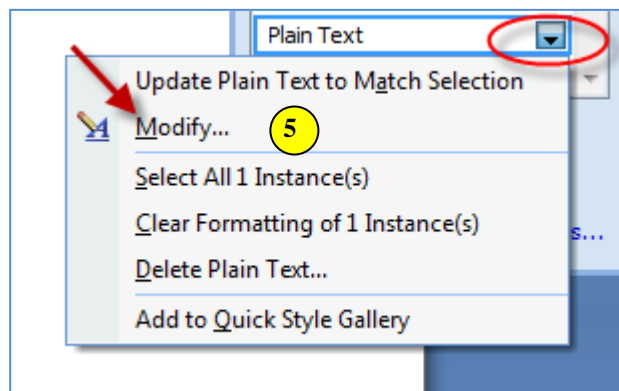
Modify Style

Properties

Name: Plain Text

Style type: Linked (paragraph and character)

Style based on: ¶ Normal

Style for following paragraph: ¶ª Plain Text

Formatting

⑥

Courier New   10   **B** *I* U   Automatic

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
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Font: Courier New, 10 pt, Style: Linked, Automatically update, Hide until used, Priority: 100, Based on: Normal

☐ Add to Quick Style list   ☑ Automatically update
◉ Only in this document   ○ New documents based on this template

7. **Click** on the Format button at the bottom of the Modify Style screen.

Format ▼   ⑦   OK   Cancel

Paragraph

Indents and Spacing   Line and Page Breaks

General

Alignment: Left

Outline level: Body Text

Indentation

Left: 0"   Special: (none)   By:

Right: 0"

☐ Mirror indents

8. **Set** paragraph settings to all 0's (zeros) and line spacing to single.

Spacing

Before: 0 pt   Line spacing: At:

After: 0 pt   Single   ⑧

☐ Don't add space between paragraphs of the same style
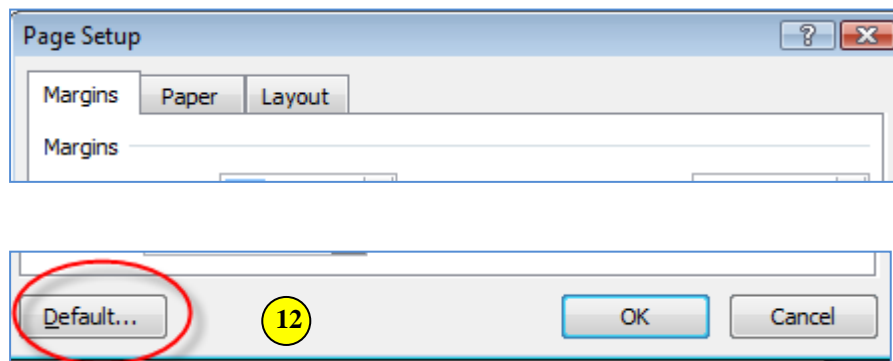
9. **Select** OK (on both windows).

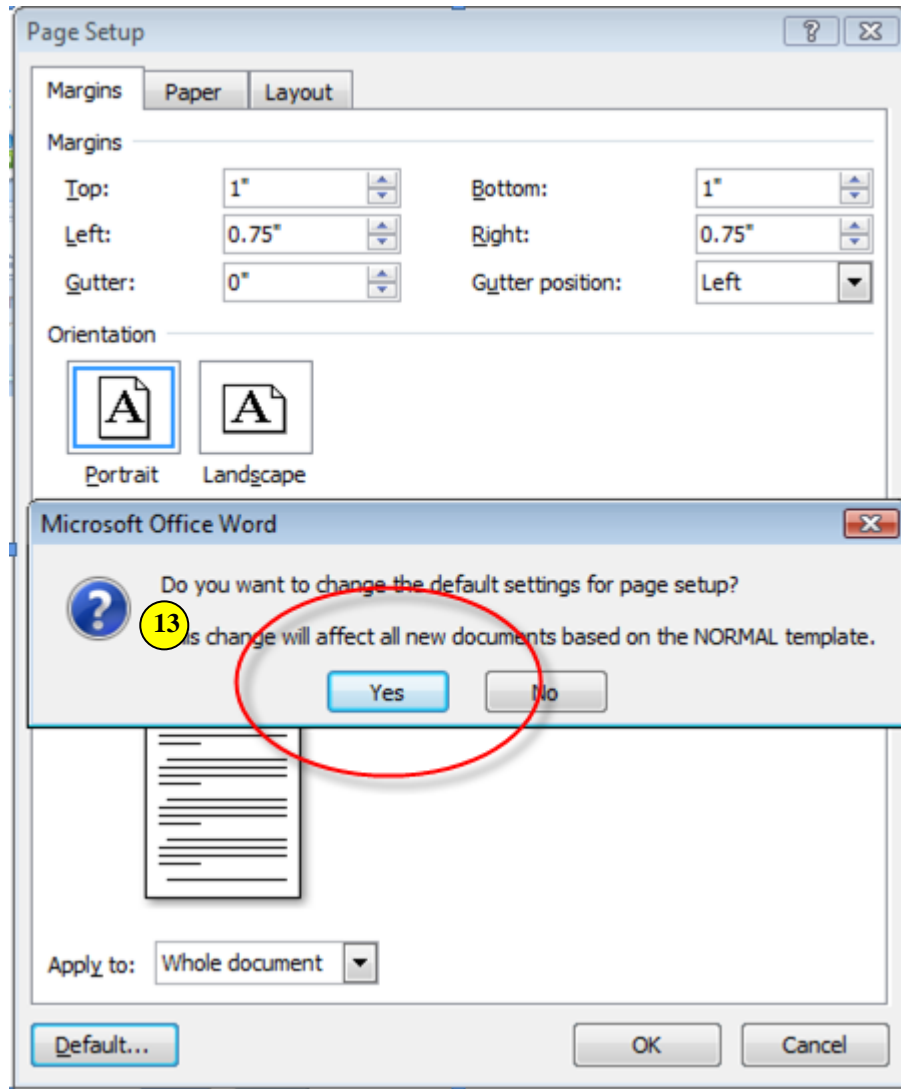10. **Change** the default margins by clicking on the Page Layout tab and choosing margins. Select MODERATE.
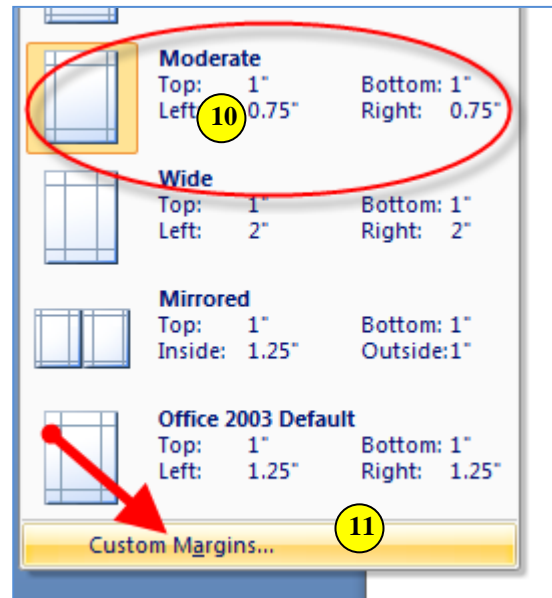
11. **Set** this margin setting as your default. Select "Custom Margins".

12. **Select** Default from the Page Setup window.

13. ***Select*** YES for default settings.

Page Setup

Margins | Paper | Layout

Margins

Top: 1"   Bottom: 1"
Left: 0.75"   Right: 0.75"
Gutter: 0"   Gutter position: Left

Orientation

Portrait   Landscape

Microsoft Office Word

Do you want to change the default settings for page setup?

13 This change will affect all new documents based on the NORMAL template.

Yes   No

Apply to: Whole document

Default...   OK   Cancel

NOTE: If using Word 2010, you may need to use margins of 0.75" for the top and bottom as well.

NOTE: *After setting this up, please run the following report, then view with LOG and FORMAT turned on:* **USERS tab / List Users report** – *make no selections, run it with the default settings. The last page of this very long report should show the same setup as the first page.*