CHAPTER I

COMMON FORMATTING PROBLEMS

Introduction

This is merely an example of the spacing Problems we're seeing a lot of with the conversion of older documents in MS Word 2003 to MS Word 2007. Because the program has so many automatic settings, it slips past the user in most cases. To tell if this is happening, Look at the ruler at the top of the document with your cursor in the space right before your centered header. If your computer is set to allow "automatic paragraph indent" when you make a forced return at the end of a line, it will keep that indent before centering a header – which is indicated by the arrow pointing to the ruler.

To fix each centered header manually, click and hold the second arrow in the ruler and slide it to the left.
To remove this setting *early* in your writing process, go into the Paragraph settings on the ribbon. Select none in paragraph indent.

If you have converted to MS Word 2007 late in the writing process, doing the previous fix would require you to manually go back in and manually insert every paragraph tab. Instead, I would fix every centered heading manually. To do so, click and
hold the second arrow in the ruler and slide it to the left. As you can see in this screen print, when the cursor is on "Introduction" you can see the difference in the centering, and see that the tab has been removed.