

# Microsoft Office Word

*for Windows (v2007) & Macintosh (v2008)*

**Normal.dotm  
Template**

Every document you create in Word is based on the **Normal.dotm** template. Any changes you make to this template will be applied to all new documents created in Word. For example, the default font for the latest versions of Word (2007 for Windows and 2008 for Macintosh) no longer is Times Roman. Another change for the Windows version is setting the line spacing to 1.15 instead of the standard single spacing. The college has changed the spacing back to single for the campus version, but if you own your own personal copy of Word, you can change this setting by editing the template.

## Windows

- Click the **Office Button**
- Select **Open**
- In the Open dialog box, click the **Trusted Templates** icon on the left
  
- Double click the Normal template (**Normal.dotm**)

Note: If you are using Word's compatibility mode, you may have two Normal templates on your computer. Edit the **Normal.dotm** template.

The Normal template will open. Make changes as you would to any Word document. Any changes you make will be applied to all new documents.

When you're finished click the **Save** button on the Quick Access toolbar.

## Macintosh

- Choose File> Open
- Locate the **Normal.dotm** file, which can be found in the following location:  
  
Macintosh HD> Users> Macalester> Library> Application Support> Microsoft> Office> User Templates
  
- Open the **Normal.dotm** template, make the changes and click the **Save** button on the Standard toolbar

