

## Re: Word default?

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-08/msg00331.html>

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- *From:* CyberTaz <[onlygeneraltaz1@xxxxxxxxxxxxx](mailto:onlygeneraltaz1@xxxxxxxxxxxxx)>
  - *Date:* Sun, 05 Aug 2007 23:42:10 -0400
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The default height for H/F boxes is only 1 \*line\*, not 1 inch. The H/F boxes don't [typically] retain any increase to the default height nor do they take up any space in the doc unless there is content that causes them to do so – but that content need not be text. It could be empty paragraphs or an extremely large font size (perhaps other possibilities as well). If your H/F boxes are more than 1 line tall there must be some content in the H/F of that doc, and if \*new\* docs are being created with 1" H and/or F boxes the same sort of change has been made to your Normal.dot template. That's why g–n–o guided you to the material on correcting the issue there.

Make sure you have the non–printing characters (¶ button) turned On, go to the Header in one of the problem docs – what do you see? Several consecutive ¶s, one \*big\* one? Click in the box, Key Control+A, Press Delete – any improvement? If this \_does\_ make a difference you'll have to do the same thing in your Normal.dot – but I'm guessing that "somebody" did this on purpose because they didn't know of a better way to allow space for the pre–printed letterhead. Unfortunately that technique not only affects the additional pages of a doc but also affects \*all\* docs based on Normal. It might be useful to learn about creating & using custom templates for the different types of docs you need to create.

HTH |:>)  
Bob Jones  
[MVP] Office:Mac

On 8/5/07 8:08 PM, in article  
715753D2–37B0–450A–8323–D43D92555671@xxxxxxxxxxxxx, "Word typist"  
<[Wordtypist@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:Wordtypist@xxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote:

I have this, and it did not work. I am looking for a way to keep my header and footer perforated boxes from taking up space even though I am not utilizing them. There is no text in the header or footer box.

Now, when I open a new document and I view header and footer the perforated boxes appear and say "header" and "footer" at the top and are about 1 inch in

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size. Then once I type and save my document and then view header and footer, the boxes are about 3 inches in height and say "Header-Section-1". I am using Section Break (Next Page) between pages in a document because I am allotting for the preprinted letterhead that I will use to print my documents. I am transcribing medical reports for a client and just use one document and copy/paste from a document where I have my headings, etc. I cannot for the life of me figure out why the header and footer boxes do not stay small.

For example, my first page of the document I have set for margins 1.5" top and 1.5" bottom. Even though I have these margins set, the document at the bottom is allowing an extra probably 3 inches to allow for this mammoth footer, yet I have no text and have not formatted the footer. I have used the Section Break (Next Page) for years so that for my second page, since that is on plain white, I can change the margin to fit more on the page. I can highlight my text on the second page and change the margin to 1" top and 1" bottom.

In one particular instance, I have documents that have all of my text, and I have used F9 to create stop points, and then utilize F11 to maneuver through the document to type the information needed for that particular document. These I have already with the Section Break (Next Page), and have worked great up until now.

I have also noticed, in case this helps, if I go into a previous document that was okay from say a month ago, when I go to view the header/footer, there is nothing in there, but they are 3" (not the typical 1"), and then when I try to close that document, Word asks if I would like to save my changes. Well, I feel I haven't made any changes, but just basically viewed the header/footer.

Sorry so long... Thanks in advance.

Please help..... Thank you so much.....

"garfield-n-odie [MVP]" wrote:

See <http://word.mvps.org/FAQs/AppErrors/BlankDocNotBlank.htm> .

Word typist wrote:

Does anyone know how to set Microsoft Word 2000 factory to original factory settings? We are having major problems with a "phantom" header and footer that will not go away no matter what we try!

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