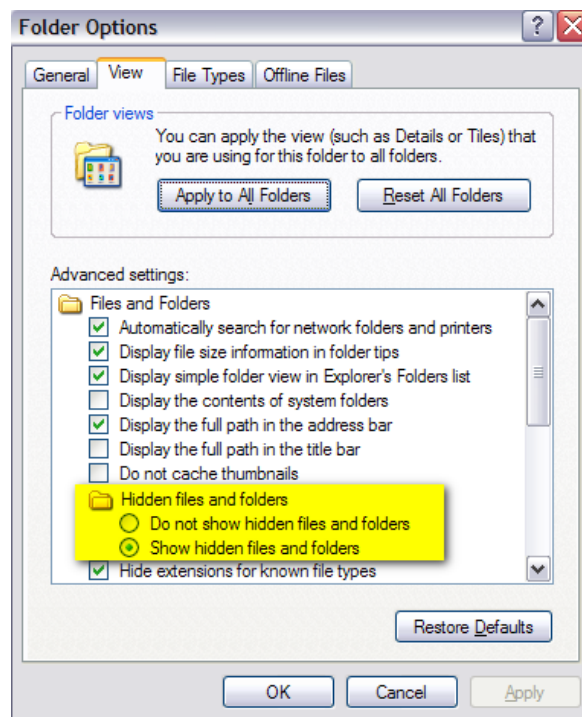


How to reset Words Default Template or Normal.dot

Open My Computer > c: / Documents and settings / <Username> / Application Data / Microsoft / Templates, where <username> is your name or login name, i.e. Student or Staff.

If you do not see the Application Data folder please do the following while in the c: / Documents and settings / <Username> folder: Open the Tools menu and select Folder Options and then the View tab. On the View tab look for the Hidden files and folders and click the Show hidden files and folders radio button and click OK.



Once you have located the Normal.dot file select it and delete it. The next time you open Word a new one will be created.