

Preparing Word 2010 or Word 2007 for use with Pearl

****Be sure the latest service pack for Microsoft Office is installed on each workstation BEFORE opening Pearl.**

Microsoft updates: update.microsoft.com (as of 4/1/2011: Office 2007 SP-2; Office 2010 does not yet have service pack)

****Install the latest Pearl update.**

Pearl update: <http://www.bromelkamp.com/Home/Support/SoftwareUpdates/tabid/73/Default.aspx>

****In Office 2007, instead of a File tab, there is a round Office button on the top left:**

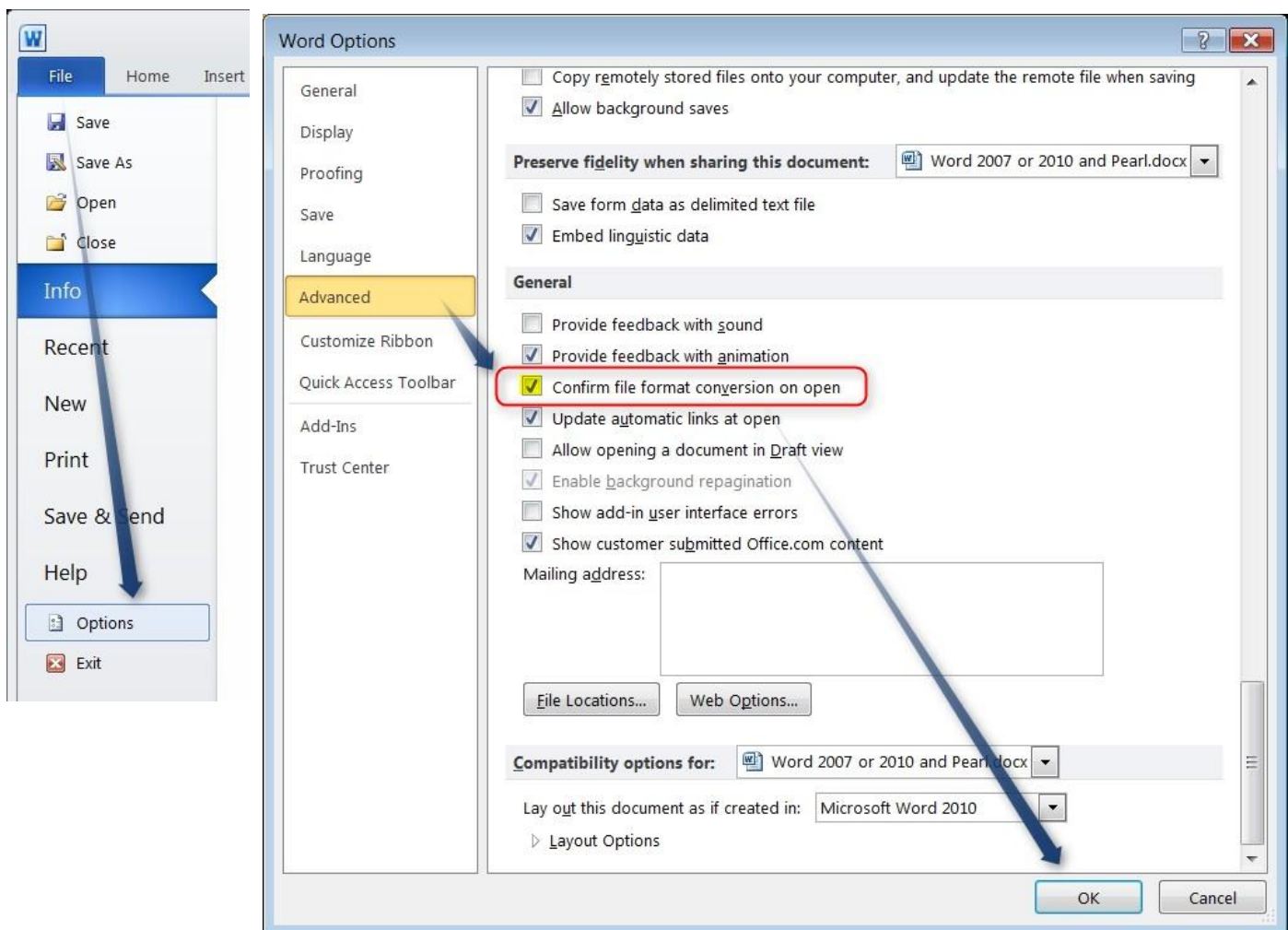
****The following changes must be made on the workstation of each Pearl user.**

Confirm File Format Conversion on Open

Word must confirm file format conversion on open for Pearl merge letters to function.

Follow these steps to update this setting:

1. Open **Microsoft Word**
2. Open **Word Options**
Word 2007: **Office** button > **Word Options** (bottom of dialog box)
Word 2010: **File** tab > **Options** (just below Help)
3. Select **Advanced** settings, and scroll down to the **General** section
4. Check box next to '**Confirm file format conversion on open**'
5. Click **OK** to close Word Options and save the change

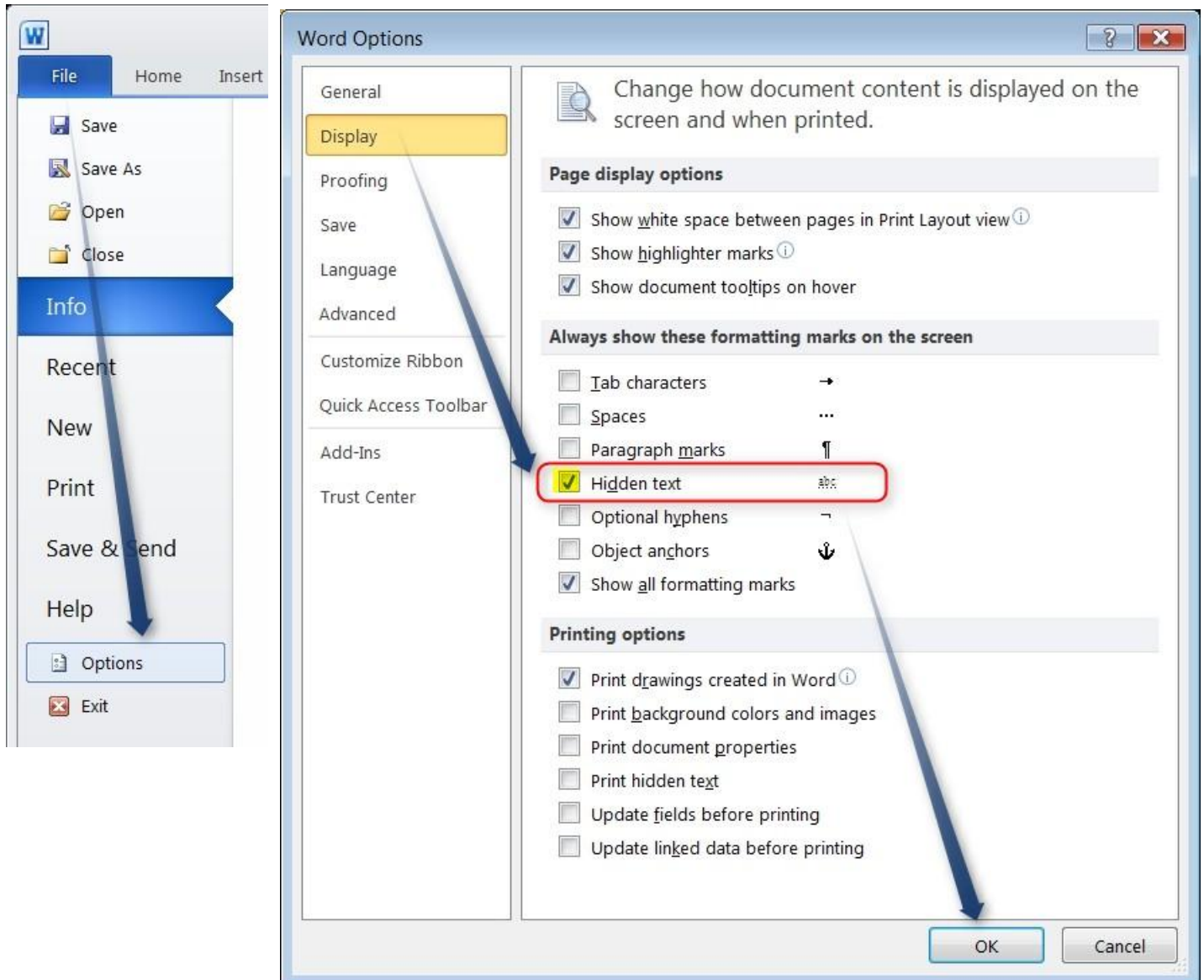


Show Hidden Text

Hidden text must be showing in order for Pearl Set commands to function.

Follow these steps to update this setting:

1. Open **Microsoft Word**
2. Open **Word Options**
Word 2007: **Office Button** > **Word Options** (bottom of dialog box)
Word 2010: **File** tab > **Options** (just below Help)
3. Select **Display** settings and navigate to the '**Always show these formatting marks on the screen**' section
4. Check the box next to '**Hidden text**'



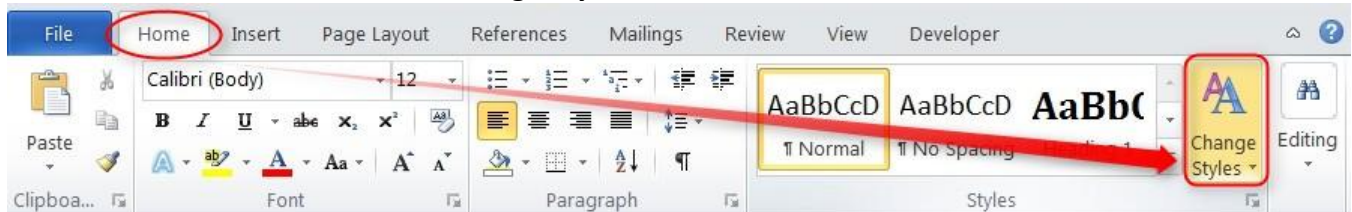
Paragraph Spacing in Pearl Letters

In both Word 2007 and Word 2010, the new default paragraph spacing is set to double-space paragraphs. This has the result of causing the entire address bloc to be double-spaced in ad-hoc (F5) letters from Pearl. It also causes letters to be double spaced when opened from Pearl Chronicle, even if they were originally created and printed as single spaced.

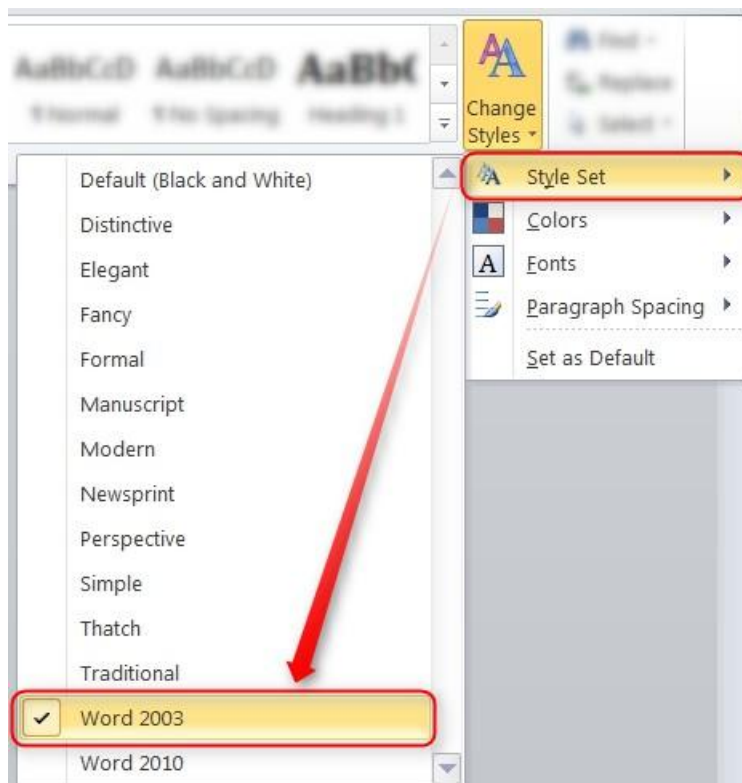
The easiest way to work around this behavior is to change the Style Set option so that all default formatting, including line and paragraph spacing, is the same as Word 2003.

Follow these steps to change the Style Set to Word 2003:

1. Go to the **Home** tab and click the **Change Styles** command



2. From **Change Styles**, point to **Style Set**, and then click **Word 2003**



3. To make this the default style set for all new documents, click **Change Styles** in the Styles group, and then click **Set as Default**

