george! User Preferences

About User Preferences

Your george! software includes time-saving customization features.

This tutorial guides you through how to set your preferences for the Word documents george! will create, including:

- Cover page Logo
- Copyright information
- Revision Date: include/exclude
- Slide Borders: include/exclude
- Save to: set a default folder to save to

Setting these preferences will save you time as you create documents using **george!**

To set these preferences, you will click the User button on the george! ribbon.
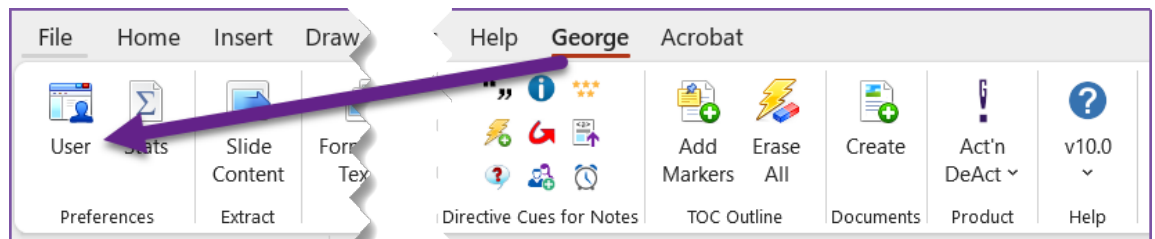
- By setting these preferences you will not have to manually add these elements to your documents each time you create one.
- Of course, you can change your preferences at any time.
- You can also manually make changes in any george! document you create.

About User Preferences

After you click User you will see this dialog box:

- **Logo:**
  - The logo you select will appear on the cover page of the documents you create with george!

- **Copyright:**
  - The copyright text you add will appear on the inside of your document's cover page.

- **Slide Border**
  - If checked, all inserted slide images will include a border of a single line with a 0.25 point weight frame.

- **Revision Date**
  - If checked, the current day's date will automatically be inserted on the inside cover page of the document.
  - The date is inserted when the document is first created. It does not automatically update each time you open the document for editing.

- **Default Folder**
  - You can specify the default folder path for where to save all documents created with **george!**
  - This is only an initial prompt and can be overridden at the time of execution.
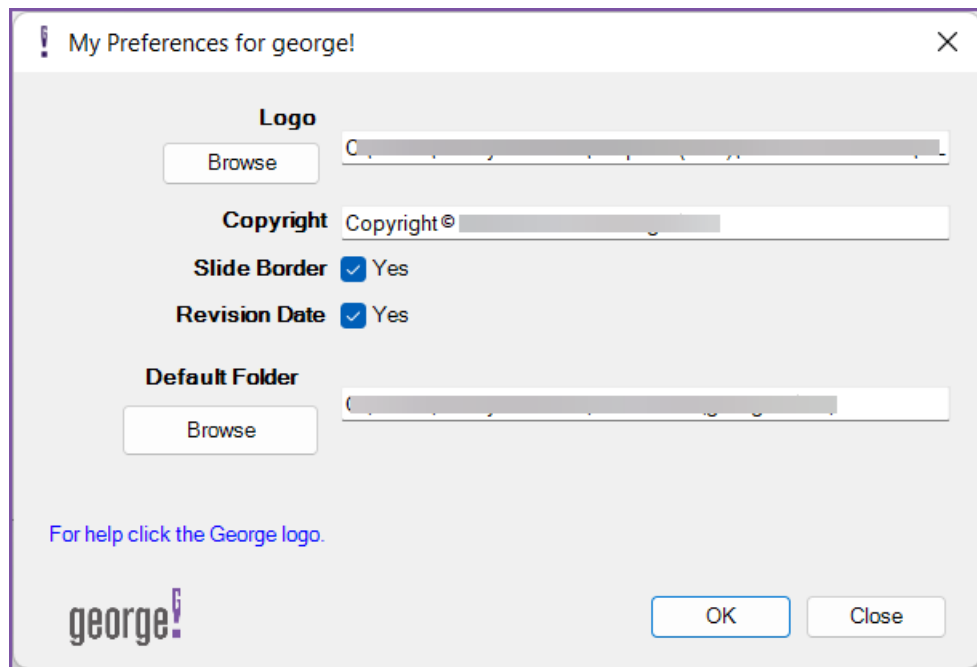
How to Set User Preferences

Click on User on the george! ribbon

The Preferences dialog box will open.

- Select your preferences and click OK set your selections.
- To change you preferences, return to this dialog box.

For Help in the moment, click the **george!** logo in the lower left corner of the dialog box.
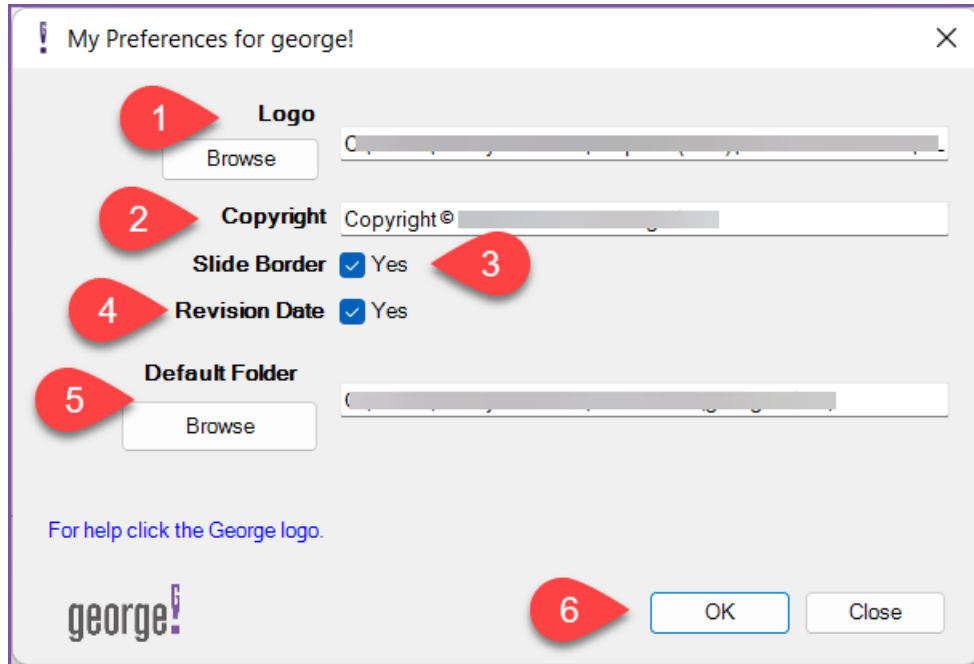

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How to Set User Preferences

1	**Browse to the logo you want to appear on the cover page of the documents you create.** You must choose a picture image file in a .png or .jpg or .tif format.

2	**Enter your copyright information as you would like it to appear on the inside cover page of the documents you create.**

- Copyright typically includes:
    - the word Copyright and/or the copyright symbol
    - the name of the company or individual who owns the rights to the content in your document
    - the current year

For example:

Copyright © 2022 My Company. All rights reserved.
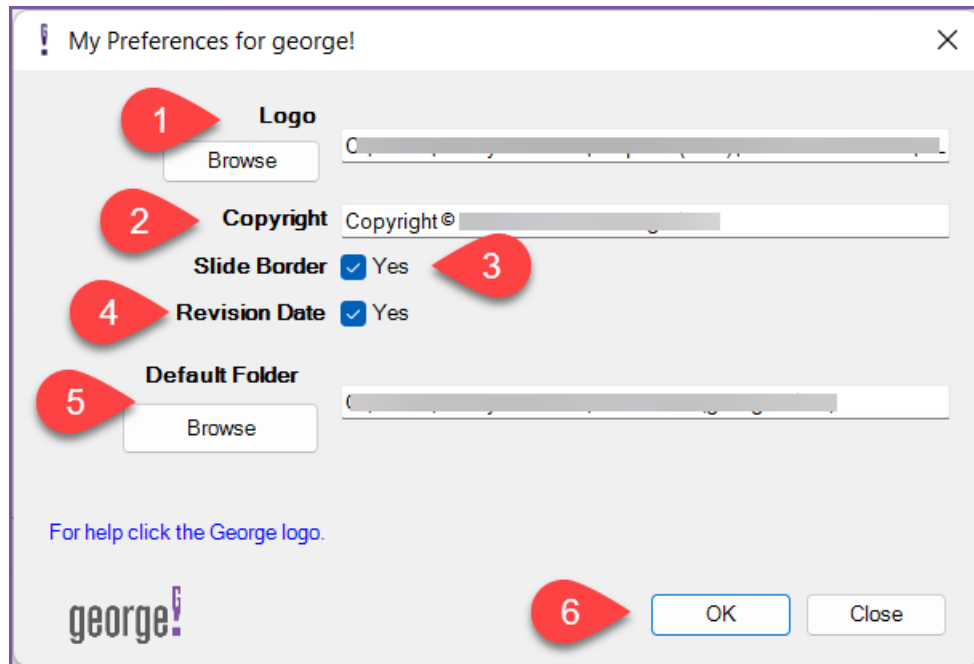
3	**Set your preferences for slide borders.**

- If checked, all inserted slide images will include a border of a single line with a 0.25 point weight frame.

How to Set User Preferences

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Set your preferences for Revision Date.

- − If checked, the current day's date will automatically be inserted on the inside cover page of the document.
- − The date is inserted when the document is first created.
- − It does not automatically update each time you open the document for editing.
- − But you can edit it manually as you work in the document.

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Browse to select a folder to save your george! documents to by default.

This way you'll always know where to find your **george!** documents.

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Click OK to set your preferences.

That's it. You're done.