## Setting Word Defaults

This guide will help you set Word Defaults to have a blank document open in your preferred Font preferences and Margin Preferences.

	Word File Edit View Insert Format Font Tools Table
1. Open a new blank document in Word.	Image: Solution of the soluti
2. Go to the Menu Bar $\rightarrow$ Format $\rightarrow$ Font	Font
3. Click on Font	Font Character Spacing
The Font Menu will appear	Font:     Font style:     Size:       Times New Roman     Regular     14
4. Choose your Font, Font Style and Size	Times New Roman     Regular     14       Times New Roman Bold     Italic     Italic     16       Times New Roman Bold Italic     Italic     18       Times New Roman Italic     Italic     20       Trajan Pro     Italic     22
5. Click on Default	Font color:     Underline style:     Underline color:       Automatic     (none)     Automatic
6. Click <b>Yes</b> , in the next box to make your settings the default for all new documents.	Effects
1. Go to the Menu Bar $\rightarrow$ Format	
2. Click on Document	Default Cancel OK
The Document Menu will appear	Document
3. Set your Margins	Top: 0.5" Preview
4. Click on Default	Bottom: 0.5" ()
5. Click <b>Yes</b> , in the next box to make your settings the default for all new documents.	Right: 0.5"   Gutter: 0"   From edge   Header: 0.5"   Footer: 0.5"   Outror margins
	Default Page Setup Cancel OK

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