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.

1. Open a new blank document in Word.
2. Go to the Menu Bar → Format → Font
3. Click on Font

The Font Menu will appear
4. Choose your Font, Font Style and Size
5. Click on Default
6. Click Yes, in the next box to make your settings the default for all new documents.

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1. Go to the Menu Bar → Format
2. Click on Document

The Document Menu will appear
3. Set your Margins
4. Click on Default
5. Click Yes, in the next box to make your settings the default for all new documents.