

Microsoft Word Defaults

1. Open Microsoft Word
2. Open a blank document
3. In header on bottom right of font section, you must first click tiny square with arrow!!!!
4. From that new pop up box, change font to Times New Roman
5. Change size to 12
6. Click SET AS DEFAULT
7. Choose ALL DOCUMENTS
8. Ok
9. In header on bottom right of paragraph section, click the tiny square with arrow
10. Under spacing, AFTER should be set to 0 pt (arrow down)
11. Line Spacing should be set to SINGLE
12. Put a check next to “Do not add space between paragraphs
13. Click SET AS DEFAULT
14. Choose ALL DOCUMENTS
15. Close out of Word