

How to setup your default fonts and styles

The image shows the Microsoft Word interface with the 'Manage Styles' dialog box open. The dialog box has four tabs: 'Edit', 'Recommend', 'Restrict', and 'Set Defaults'. The 'Set Defaults' tab is selected. The 'Font' section shows 'Times New Roman' selected. The 'Paragraph Spacing' section shows 'Before' set to '0 pt' and 'After' set to 'Auto'. At the bottom, the 'New documents based on this template' radio button is selected. The 'Styles' task pane on the right shows a list of styles including 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', 'Subtitle', 'Subtle Emphasis', 'Emphasis', 'Intense Emphasis', and 'Strong'. The 'Normal' style is highlighted. The status bar at the bottom shows 'Page: 1 of 1' and 'Words: 0'.

From the 'HOME' tab select the 'STYLES' more command.

Select the last tab 'Set Defaults', make your changes.

Select 'New Document based on the template' to have it on all documents.