Changing Microsoft Word Defaults

Font

1. Click the small icon in the lower right corner of the Font box in the banner under the Home tab.
2. Change the font to Times New Roman.
4. In the bottom left corner of the box, click Select Default.
5. In the new pop-up box, select All documents based on the Normal template.
6. Click OK.

Paragraph

1. Click the small icon in the lower right corner of the Font box in the banner under the Home tab.
2. Under the Spacing section, open the Line Spacing drop down and select Double.
3. To the left, set the Before and After boxes to 0 pt.
4. In the bottom left corner of the box, click Select Default.
5. In the new pop-up box, select All documents based on the Normal template.
6. Click OK.