Changing Microsoft Word Defaults
Font: Style and Size

- Click the small icon in the lower right corner of the Font box in the banner under the Home tab.
- Change the font to **Times New Roman**.
- Font Style **12 pt, Regular**.
- In the bottom left corner of the box, click **Select Default**.
- In the new pop-up box, select **All documents based on the Normal template**.
- Click **OK**.
Setting Margins

- Click **Page Layout** along the upper row of tabs
- Click **Margins**
- In the drop-down menu, click **Normal**
- At the bottom of the menu, select **Custom Margins**
- In the new pop-up box, select **Set as Default**
- Click **Yes** when prompted
Paragraph: Style and Size

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

For additional help, please visit the Melbourne Writing Center, located in Building 2, Room 125.

(321-433-5605)
melbournewritingcenter@titans.easternflorida.edu

Things to Remember:

- Times New Roman, 12 pt. font
- Double spaced
- No space between paragraphs