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!

Things to Remember:

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

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

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