



Orion Labs
Research &
Development
August 2014

How to Fix Word's Formatting Defaults

By Barron K. Henley, Esq.
Partner - Affinity Consulting Group

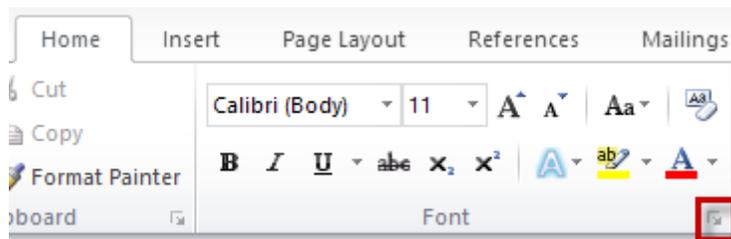
Many people are frustrated with the default formatting Word 2007/10/13 applies to new documents. If you have to change the typeface (Calibri), the size (11 pt) or the justification (left) for every new document, there's an easy way to make those changes permanent so they will automatically be built into every future document you create. To make all of the following changes to Word's default Font, Paragraph & Section formatting, just launch Word and open a blank document.

Follow Orion on LinkedIn:

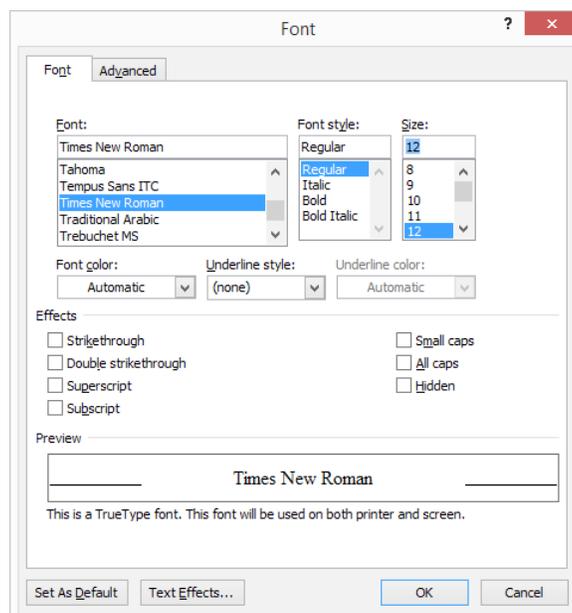
<http://www.linkedin.com/company/1681643>

1. **Change Your Default Font Formatting:** If you don't like Calibri 11 or Word's other defaults related to Fonts, simply follow these steps to fix them:

A. Click the **Launcher** in the **Font Group** on the **Home Ribbon**. This will make the Font dialog appear.



B. Make your adjustments to the font size and click the **Default button** at the bottom of the dialog.

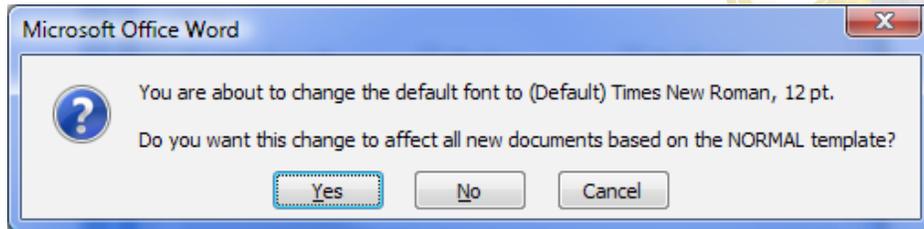




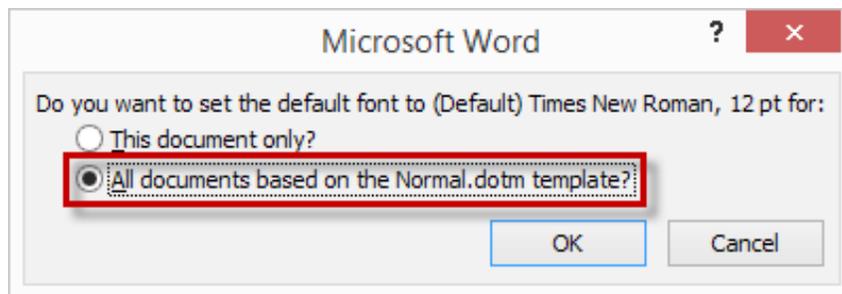
Technology Brief

FOR IT PROFESSIONALS

C. In word 2007, you'll see the following dialog/warning. Click **Yes** and you're done!

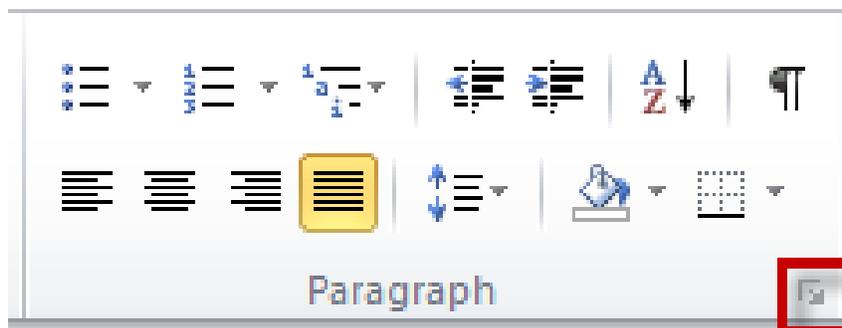


In Word 2010/13, you'll see the following dialog. Make sure you check "All documents based ..." before you click the OK button.



2. Change Your Default Paragraph Formatting: Simply follow these steps.

A. Click the **Launcher** in the **Paragraph Group** on the Home Ribbon. This will make the Paragraph dialog appear.





Technology Brief

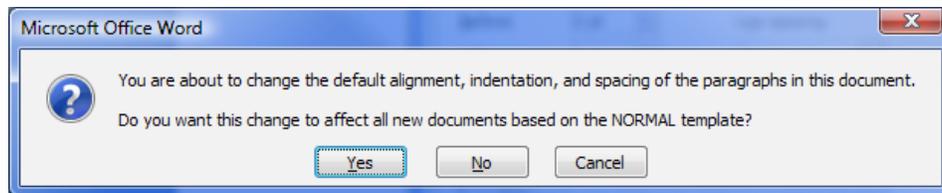
FOR IT PROFESSIONALS



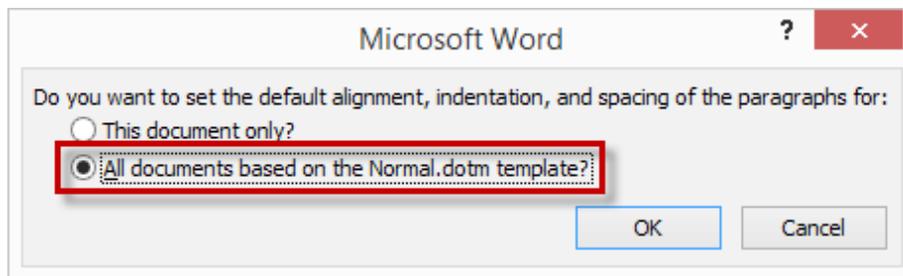
B. Recommended changes to the Paragraph dialog (Indents and Spacing tab):

- i. Leave left and right indentation at 0" and Special at "(none)"
- ii. Make spacing before and after 0 pt.
- iii. Line spacing Single
- iv. If you prefer, switch the Alignment to Justified

C. In Word 2007, after making your paragraph formatting adjustments, click the **Default button** at the bottom of the dialog. Next, you'll see the following dialog/warning. Click Yes and you're done!

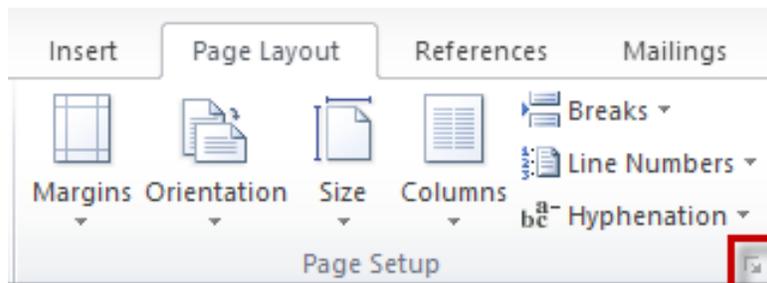


In Word 2010/13, you'll see the following dialog. Make sure you check "All documents based ..." before you click the OK button.



3. Change Your Default Section Formatting: Section formatting is also "whole document" formatting and includes paper size, margins, orientation and the like.

A. Click the **Launcher** in the **Page Setup Group** on the **Page Layout Ribbon**. This will make the Page Setup dialog appear.





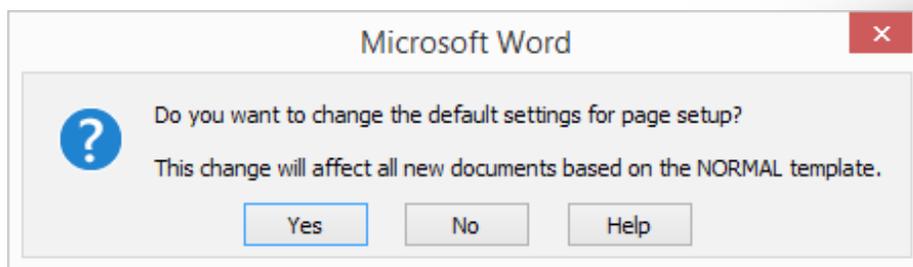
Technology Brief

FOR IT PROFESSIONALS

B. **Recommended changes** to the Section dialog (Indents and Spacing tab):

- i. Margins tab: Most legal users prefer 1" margins on all sides
- ii. Layout tab: If you normally do not page number the first page of your documents, check the box for **Different First Page**.

C. After making your page setup adjustments, click the Set As Default button at the bottom of the dialog. Next, you'll see the following dialog/warning. Click Yes and you're done!



4. **Default Settings Do Not Affect Existing Documents:** It is important to note that the foregoing changes to your default formatting do not affect, in any way, documents you've created in the past. In other words, when you open a document you created before making these changes, it will retain its original formatting and will not automatically morph to your new default settings. The changes made previously will only apply to **new** documents you create in Word.

About Barron K. Henley, Esq.:

Mr. Henley is one of the founding partners of Affinity Consulting Group, a national legal technology consulting firm which handles all aspects of law practice automation including document assembly, case management, document management, legal accounting software, trial presentation/litigation support, paper reduction/scanning, hardware, networks/servers and security. He is an attorney and has been helping other lawyers with technology since 1990.

He received his B.S./B.A. (marketing and economics) and J.D. from The Ohio State University and is a member of the American, Ohio and Columbus Bar Associations, and the Worthington Estate Planning Council. He is a member of the ABA Law Practice Management Section and is the former Chair of the Ohio State Bar Association Law Office Automation & Technology Committee. Mr. Henley heads Affinity's document assembly/automation and software training departments.

Barron teaches continuing legal education (CLE) classes throughout the U.S. and Canada covering a wide variety of topics related to law practice management, technology and ethics.