

MS Word Default Format

Want to save all MSWord documents as .rtf files?Click on Tools

1. Click on Options
2. Click the SAVE Tab
3. In the box where it has "Save Word Files as..." , click the down arrow and select the format in which you prefer to save your Word documents.
4. Click OK

To change the default font size in MSWORD:

Click Format Font and select the script, font size,etc. then click OK.

NOTE: This will change the font only for the CURRENT document. To change the default font, you must click DEFAULT at the bottom of the FONT box. Now when MSWord opens it will be using the default font size & script as set.

To create a new template in MSWORD

Open WORD.

Make whatever Font change (Style, Size, etc) you want.

Click FILE, SAVE AS

In the "Save as Type" window select "Document Template"

Name the Template (i.e. "Font14" or what may describe the change you made).

Click Save.

Whenever you come into Word and you want to use that Template:

Click, File, New

On the right side of the screen in the section labeled Templates:

Click "On my computer"

In the Templates window select the "Font14" (or whatever you named the template you created) then click OK.

You can create templates for different size forms, Table or Column setups, etc.