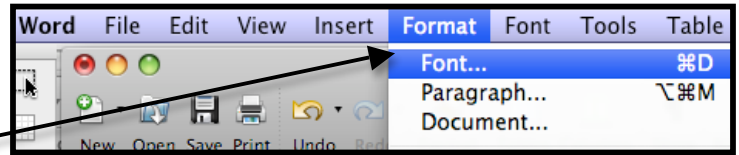# Setting Word Defaults

This guide will help you set Word Defaults to have a blank document open in your preferred Font preferences and Margin Preferences.

1. Open a new blank document in Word.

2. Go to the Menu Bar → Format → Font

3. Click on Font

The Font Menu will appear

4. Choose your Font, Font Style and Size

5. Click on Default

6. Click **Yes**, in the next box to make your settings the default for all new documents.
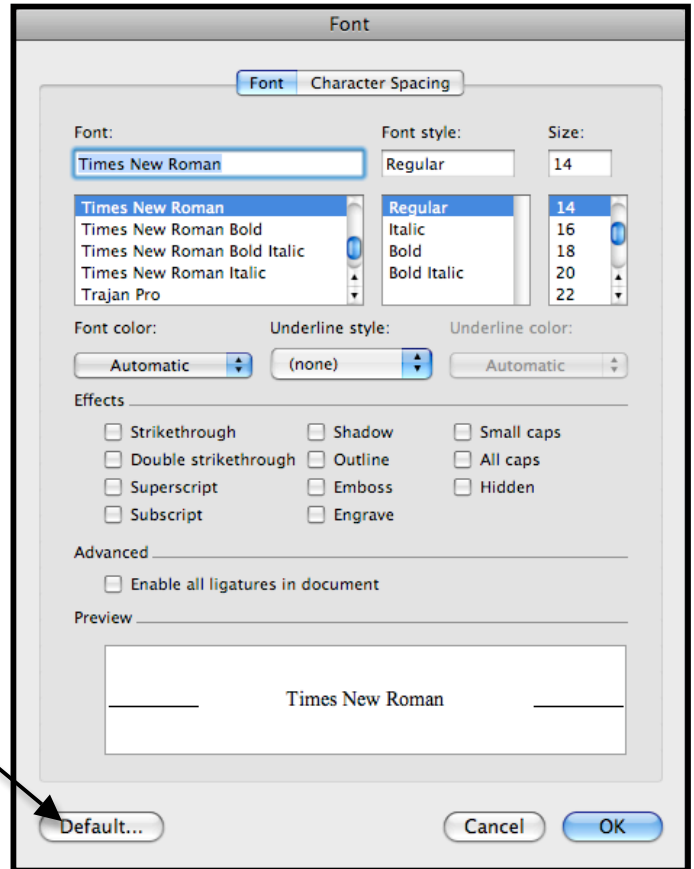
1. Go to the Menu Bar → Format

2. Click on Document

The Document Menu will appear

3. Set your Margins

4. Click on Default

5. Click **Yes**, in the next box to make your settings the default for all new documents.