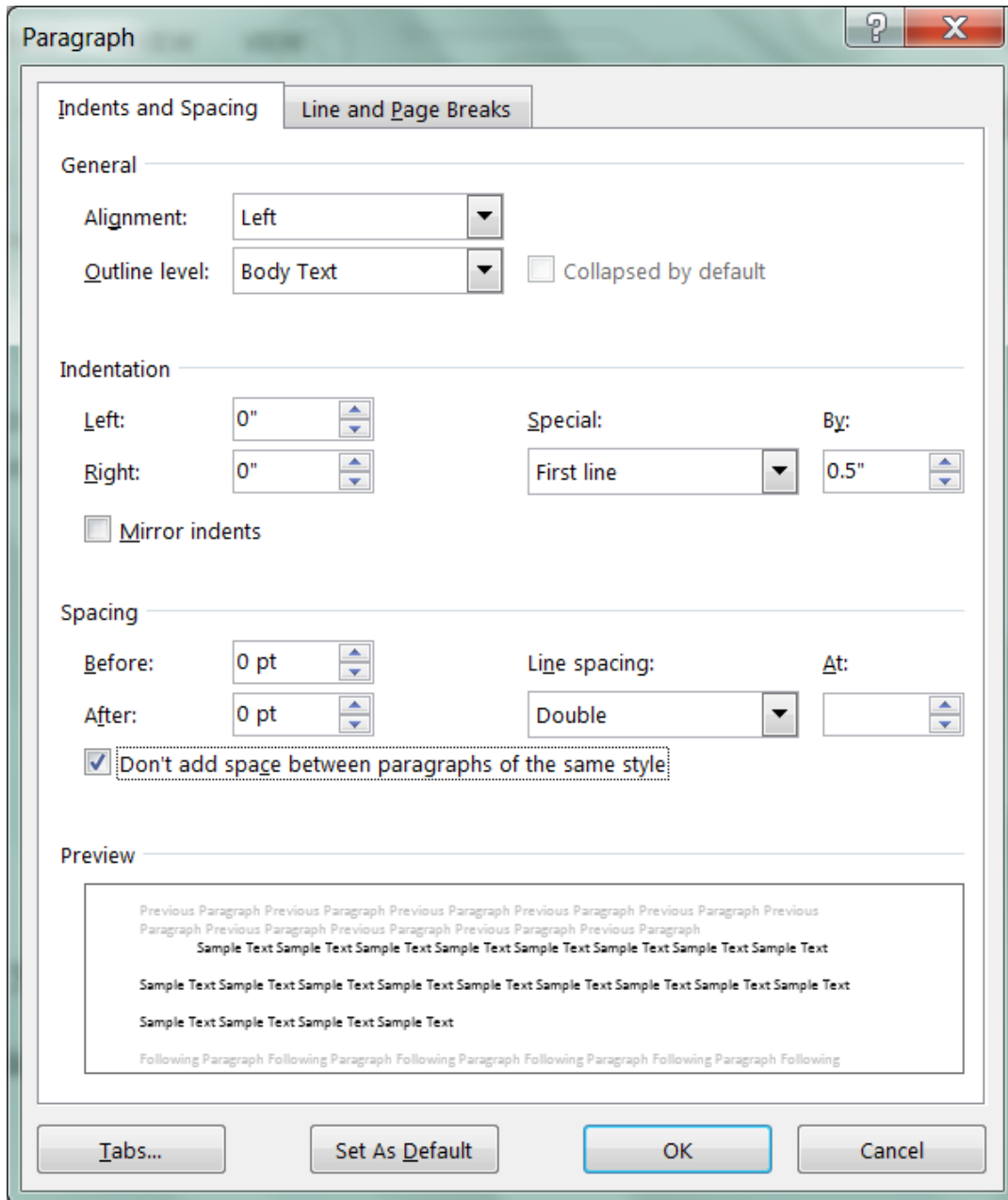
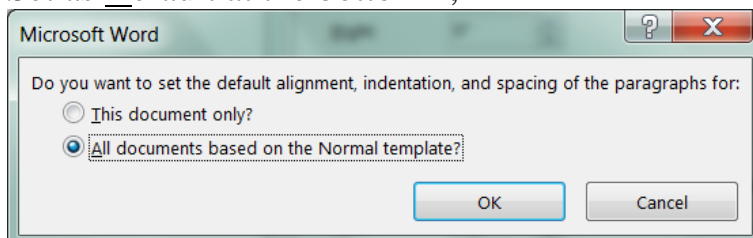


# Preset Your Word Document Formatting

Preset your formatting BEFORE you begin typing so you don't forget later.



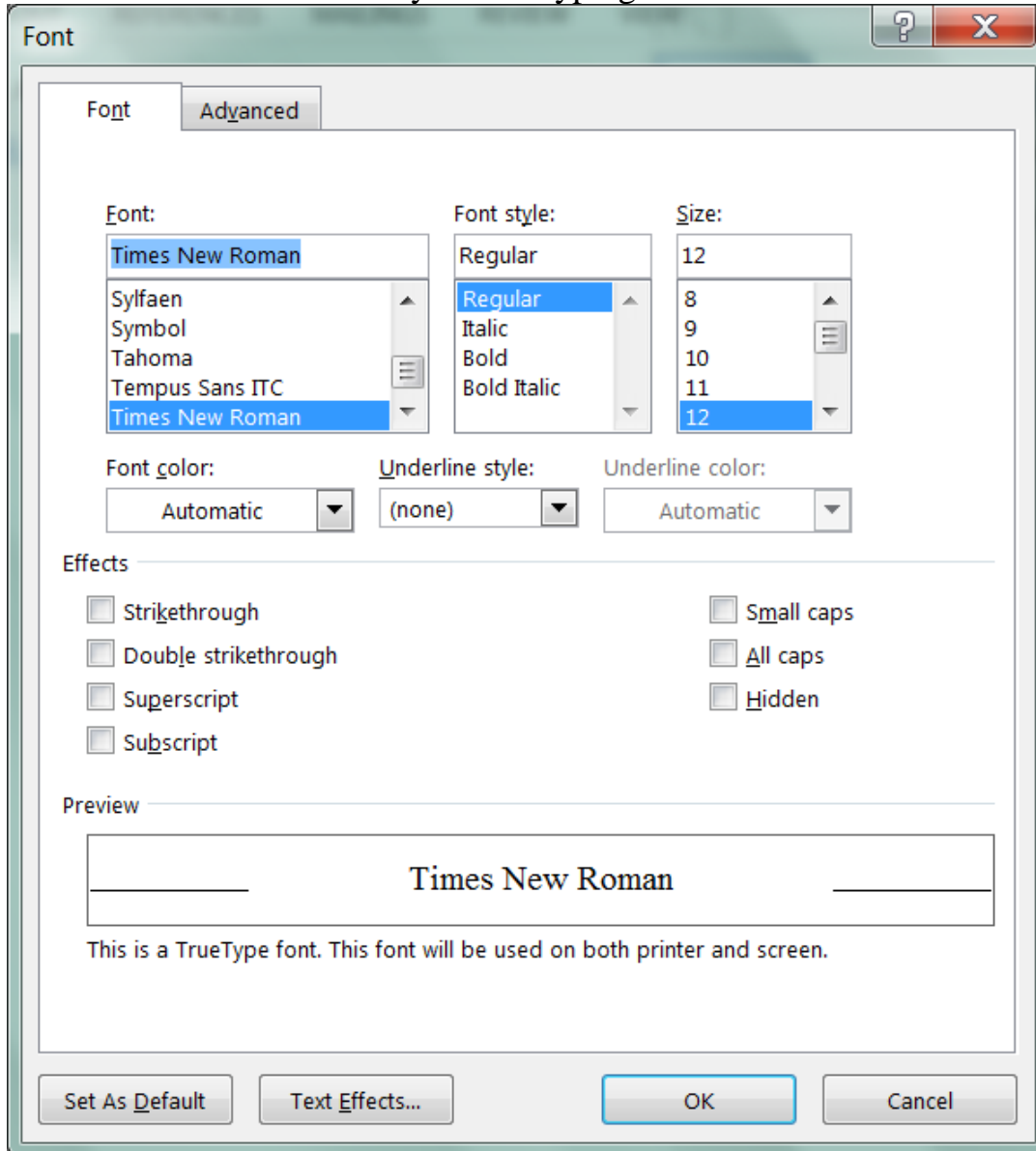
Set as Default at the bottom ^,



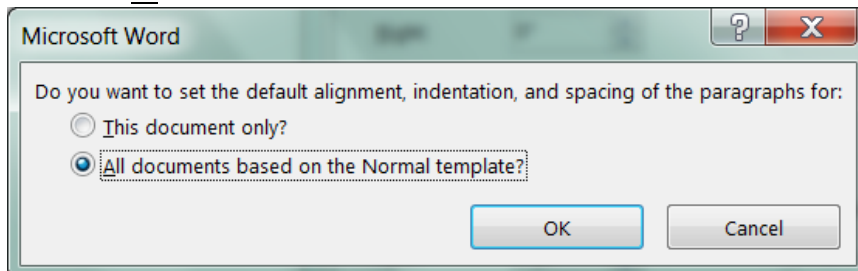
and all new documents will open formatted correctly.

## Preset Your Word Document Formatting

Set Font and size BEFORE you start typing.



Set as <sup>^</sup>Default at the bottom



and all new documents will open with correct font.