Setting Personal Default Settings in Microsoft Word

Default settings can be adjusted for students who need larger font, increased spacing, and/or background colors to increase their access to typed work. These instructions are specifically for the desktop software of Microsoft Word and will not transfer between computers.

Note: Please have your student(s) login to the district computer using their student ID number to ensure their default settings are set for their user and not all student users (e.g. XXXXproxy).

1) Open a new Template in Microsoft Word.

2) Click on the Home tab.

Font settings:

1) Select the arrow in the lower right corner of the font box.

2) Adjust the font size and/or color as needed for the student.

3) Select Set as default.

4) Select Ok.
Paragraph Settings:

1) Click on the **Home** tab.

2) Click on the small arrow on the bottom right hand corner of the paragraph box.

3) Adjust the spacing settings as needed for the student.

4) Select **Set as Default** and **OK**

Changing the Background Color *(Students will need to change the background color for each new document)*

1) Click on the **Design** tab.

2) Click on the arrow by **Page Color**.

3) Select the background color as needed for the student.

**Note:** The background color will default to white when printing.

4) To return background color to white select **No Color**.