CHANGING YOUR STYLE DEFAULT

If you are like me, you do not like the Word Calibri 11 or the 1.08 paragraph spacing that Word 2013

uses as its default.

If you would like to change your default Style so that whenever you open a new Word document your preferred font, style, and spacing is the new default …let's say:

Georgia 12 with
a true single-spacing

Here is what you do:

Right click on the Normal stylesheet icon and choose Modify.
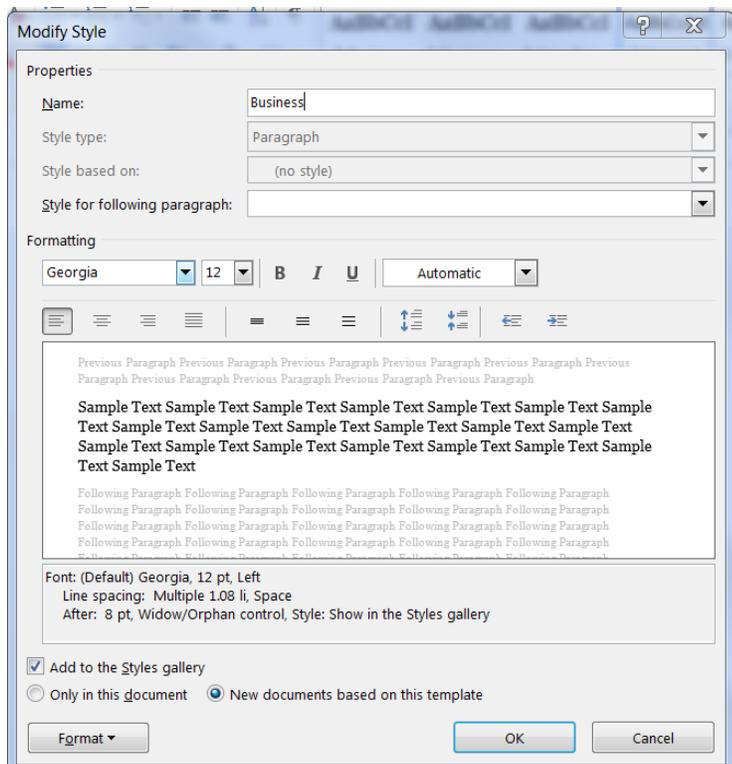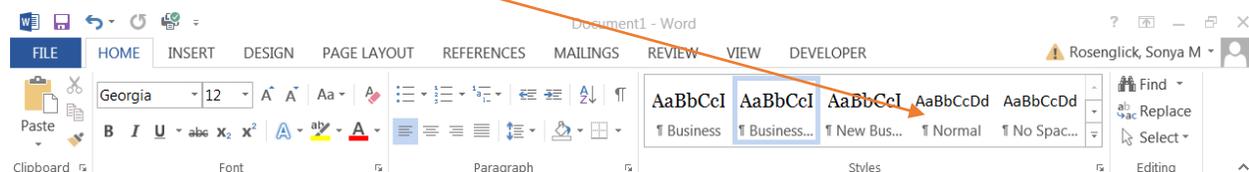
Change the Name to whatever you like

Change the Formatting font style and size (mine is Georgia 12)

At the bottom of the box, make sure that you check:
Add to the Styles gallery
and New documents based on this template

Then click on the Format Tab, then choose Paragraph
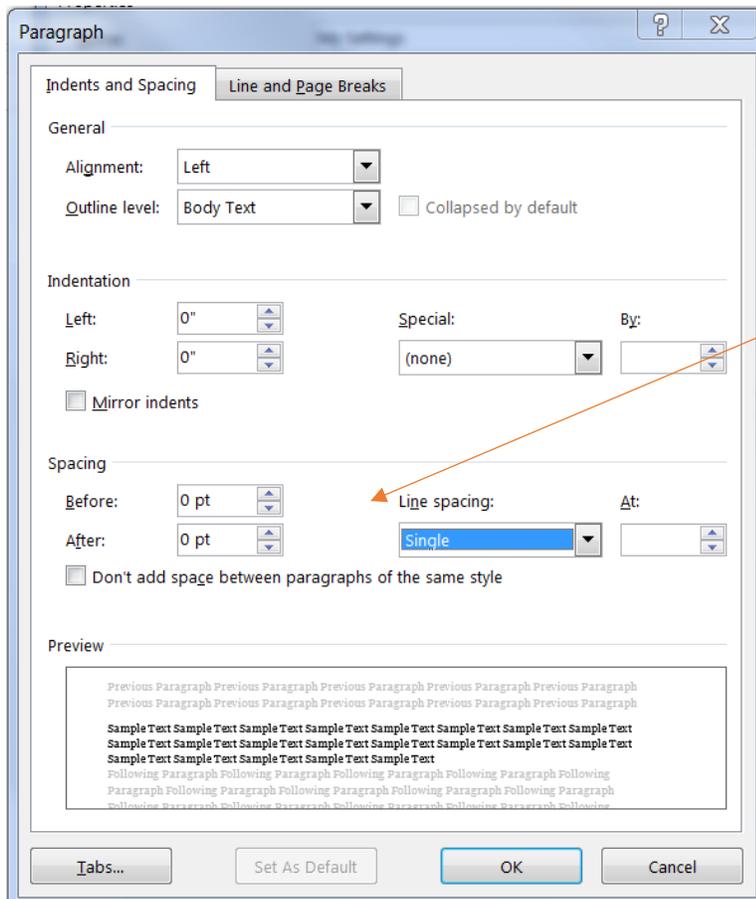
and change Spacing Before and After to 0 pt. and change the Line Spacing to Single.

Choose Ok.

Now that you can see your new style in the Styles section, right click on it, and choose:
Update My Style to Match Selection.

Now, whenever you open a new Word document, your preferred style will be the default.