



Writers' LifeHacks

simplify your writing world

Hack #1: Reset NORMAL template in Microsoft Word

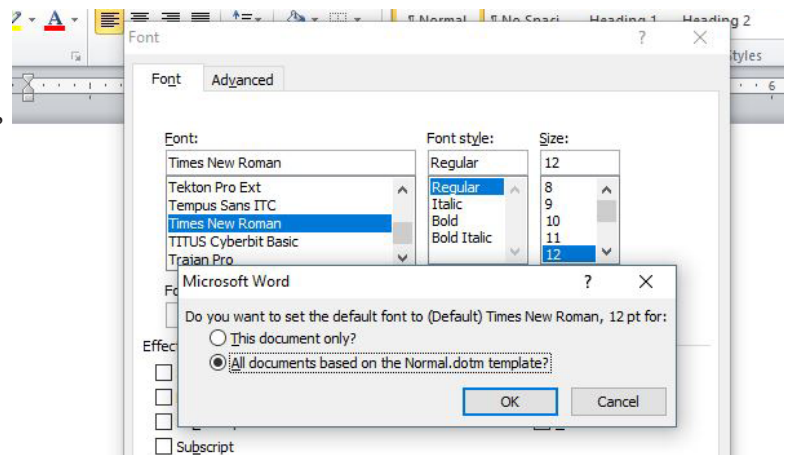
Writers, you no longer need to dread resetting default formats every time you open MS Word! Follow this step-by-step outline to take charge of your “Normal” template, which Word uses every time a new document is created. Caution: This process resets your presets for **all documents** created in Word. You will need to change formatting in documents not used for submissions to agents or editors.

A. Take charge of your “Normal” template.

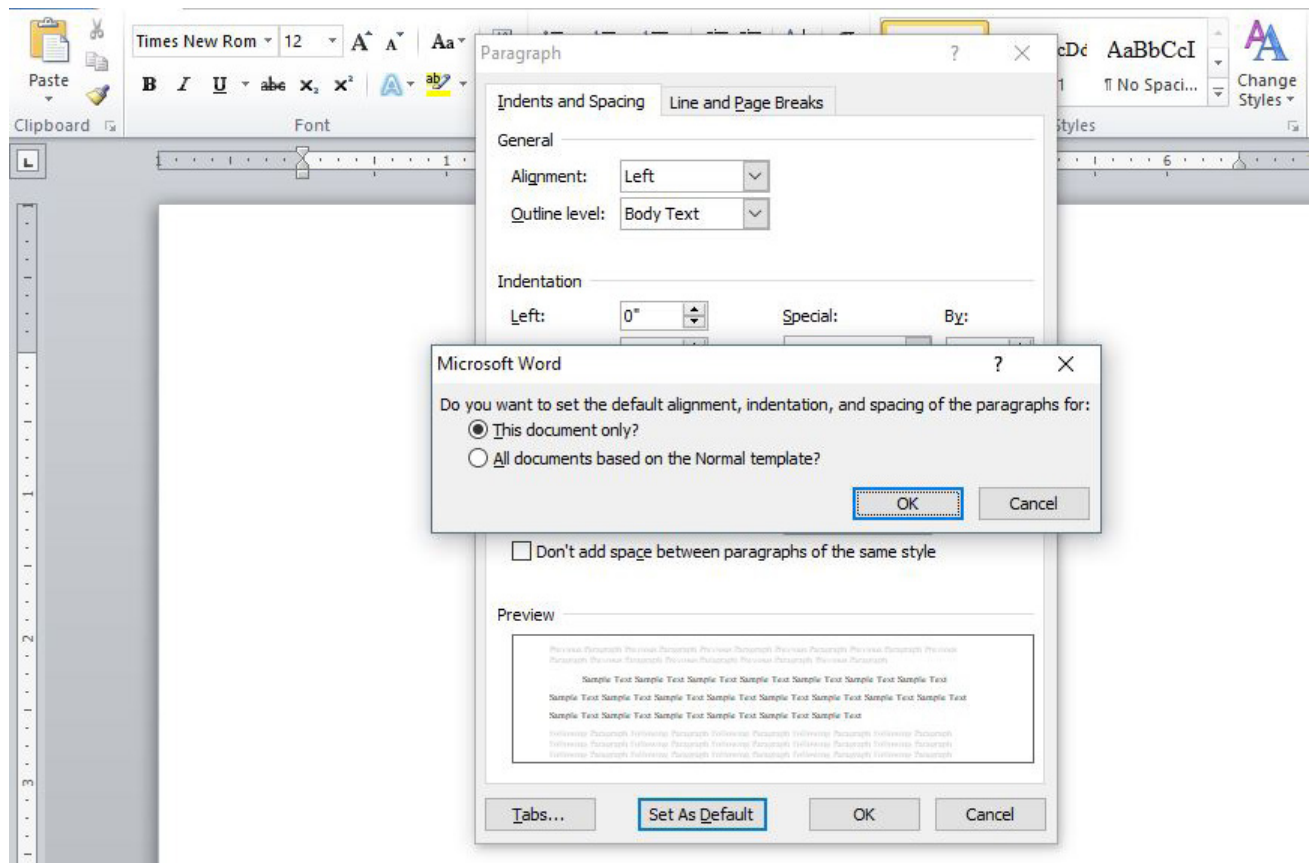
1. MS Word defaults to Calibri 11 pt, no paragraph indentions, 1.15 spacing between lines, and 10 pt spacing after paragraphs. All are wrong for professional submissions!
2. You can change settings on individual documents, but when you create a new document it again uses the “Normal” template.
 - You may use CTRL+D to open the font dialogue box, select a font and click the “Set as Default” button. You think you’ve done it!
 - But you’ve only set it as the default font for *that particular document*.

B. To reset the default for ALL documents, you must alter the “Normal” template.

1. Close all documents currently using the “normal” template.
2. Locate the file. The usual path: C:\Users\username\AppData\Roaming\Microsoft\Templates.
 - Note: on File Explorer the AppData file is sometimes hidden. If that is the case, on the menu bar select the VIEW tab, go to the SHOW/HIDE panel, and place a checkmark on the box for hidden items. While you’re there, place another checkmark in the box for file name extensions.
 - Continue down the path until you find normal.dotm.
 - Right click the normal.dotm file and select OPEN WITH. Choose MS Word.
3. Make necessary changes.
 - In the Font dialog box, set font to Times New Roman 12. Click SET AS DEFAULT, and click on radio button “ALL DOCUMENTS BASED ON NORMAL.DOTM TEMPLATE”. Click OK to close dialog box.



- In the Paragraph dialog box, under the indents and spacing tab:
 - Set general alignment to left.
 - Under indentation, be sure left and right are set to 0, and set SPECIAL to indent first line by .05”
 - Under spacing, change AFTER to 0. (The default is usually 6 or 10 pt.)
 - Under line spacing, set it to double space. (The default is Multiple at 1.15.)
 - Click the button at bottom SET AS DEFAULT.
 - A dialog box opens asking, “Do you want to set the default . . . and gives two choices. Click the radio button for ALL DOCUMENTS BASED ON THE NORMAL TEMPLATE. Click OK. Your default normal.dotm file is automatically reset.



***Close the document and your normal.dotm template is reset!
Bravery test: there is no need to save the document.***

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