

Microsoft Office

Setting up Word 2013



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Setting up Word 2013

- Hello and welcome to **Setting up Word 2013**. This short video will walk you through some of the changes you may wish to make to your default settings of Word before you begin creating documents.



Setting up Word 2013

- So now you've been upgraded to Word 2013, and while your files were not affected, several of your settings and defaults in Word have probably changed.



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- Some of this is due to changes and new features from Microsoft, and some of this is due to how the upgrade process works.



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- Regardless of the reason, let's now take a look at how to fix and change some of the most common default settings in Word 2013.



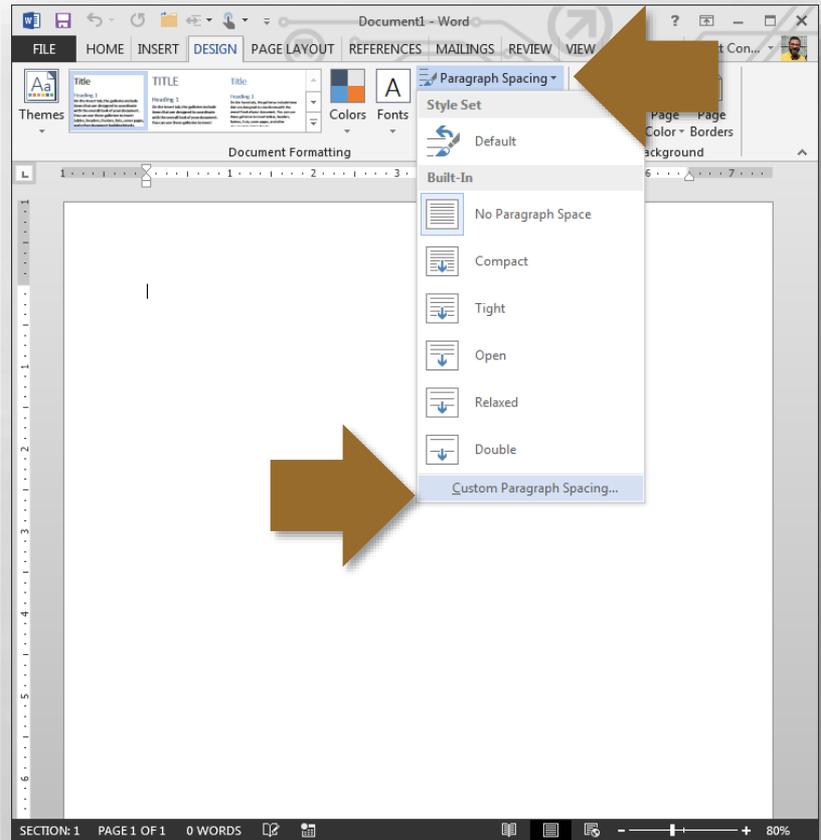
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- First, let's change the default font and the default spacing of lines and paragraphs for all new documents.
- Both of these settings are found in the same location.



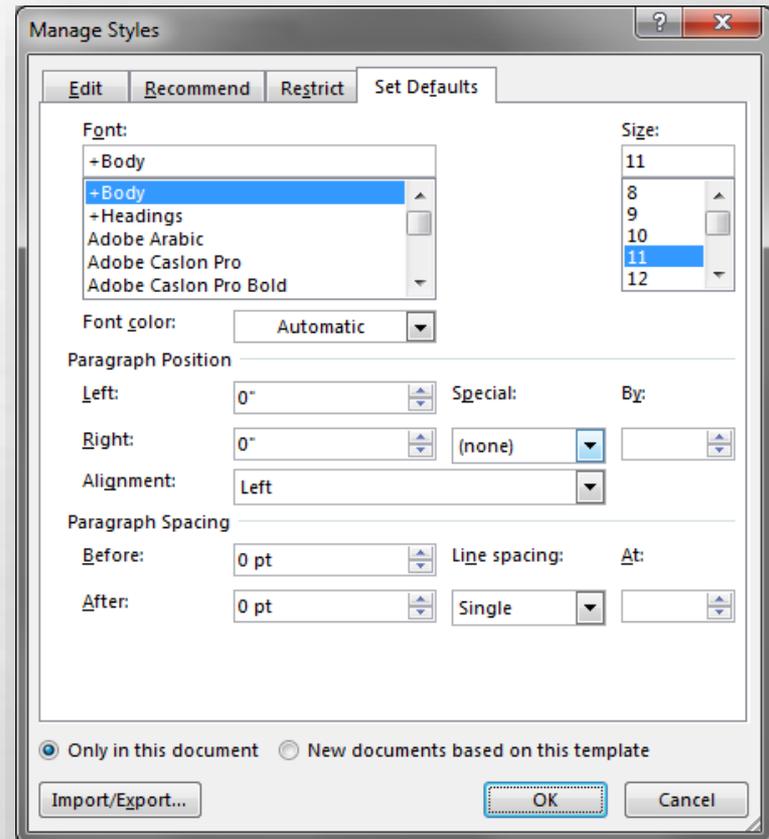
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- On the **Design** tab, in the **Document Formatting** group, click the **Paragraph Spacing** button in the upper right corner, and then select **Custom Paragraph Spacing** at the bottom of the menu.



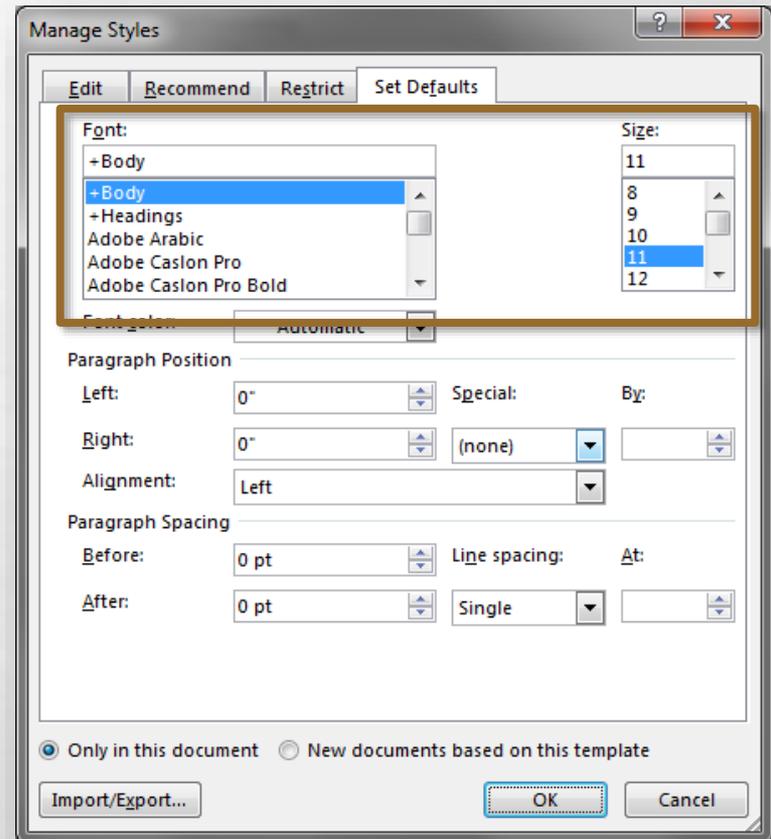
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- The **Manage Styles** dialog box displays with the **Set Defaults** tab visible.



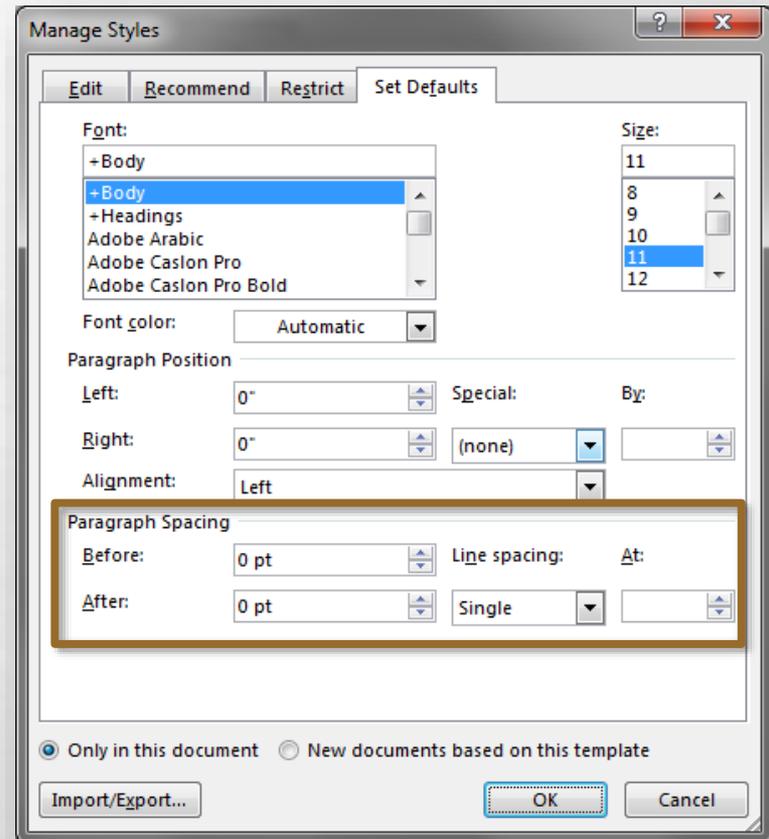
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- Near the top of this tab, use the **Font** and **Size** drop-down menus to select a font and its default point size.



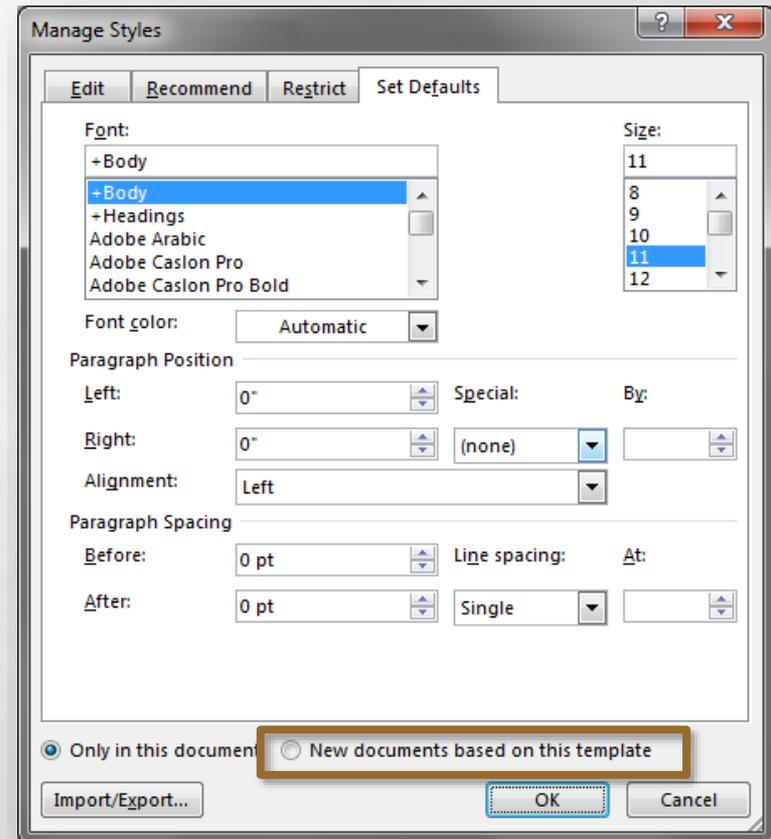
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- On the same tab, in the **Paragraph Spacing** section near the bottom, set the **Before** and **After** spacing to **0 pt**, and the **Line Spacing** to **Single**.



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- To make these changes the standard default for all new documents, at the bottom of the dialog box, select the **New documents based on this template** radio button and then click **OK**.



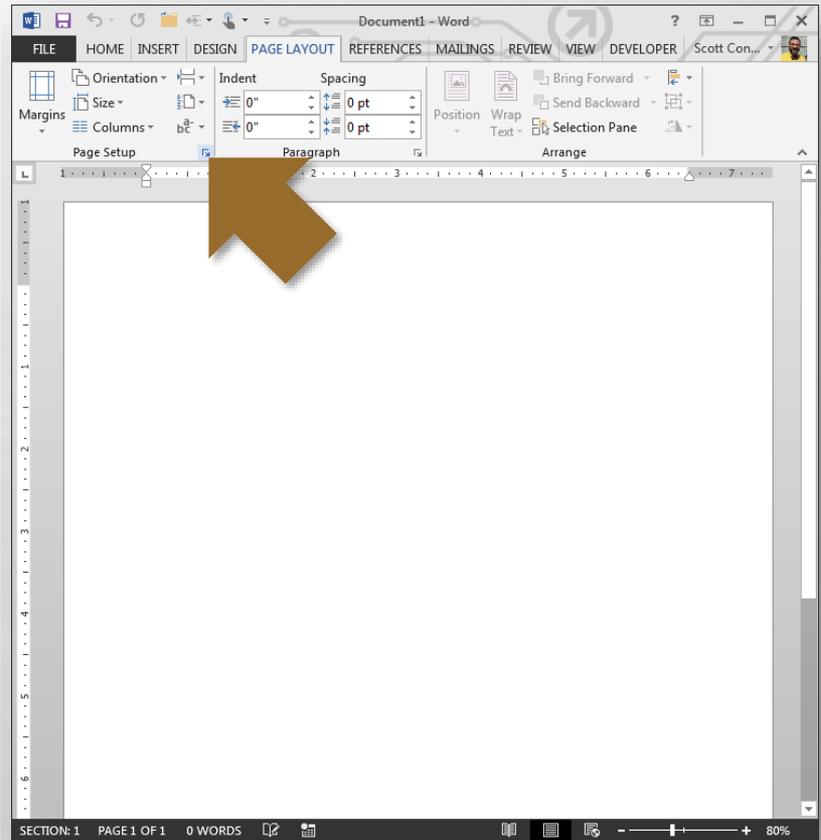
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- Now, let's set the default margins for all new documents.



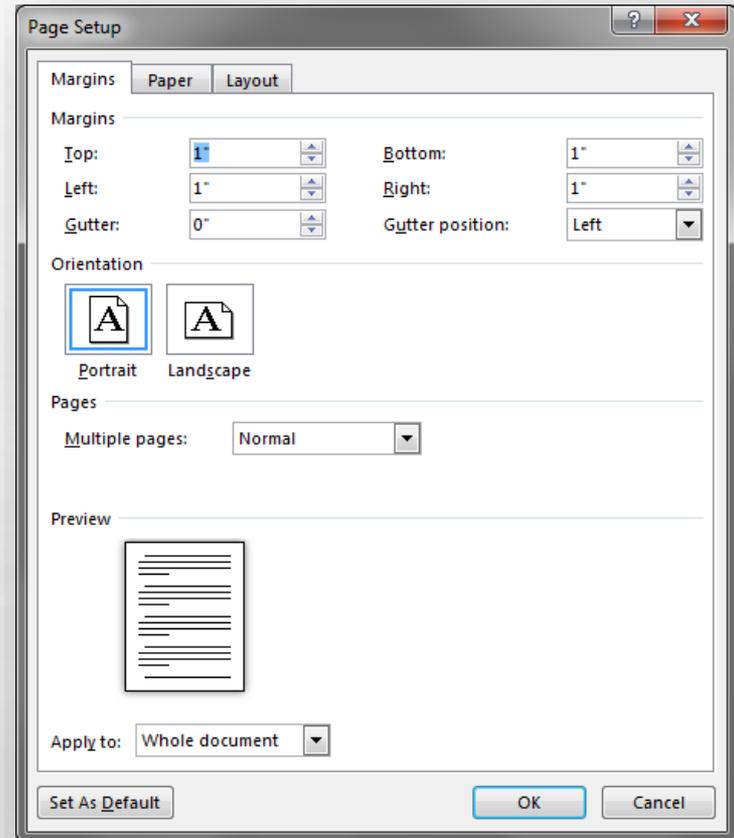
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- On the **Page Layout** tab, in the **Page Setup** group, click the dialog box expander symbol in the bottom right-hand corner of the group.



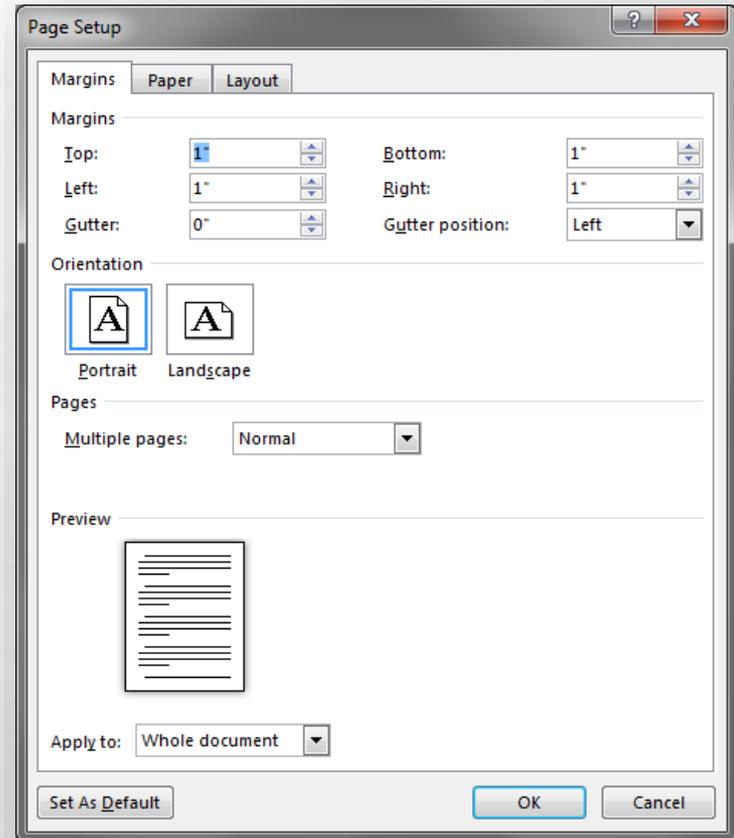
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- The **Page Setup** dialog box displays with the **Margins** tab visible.



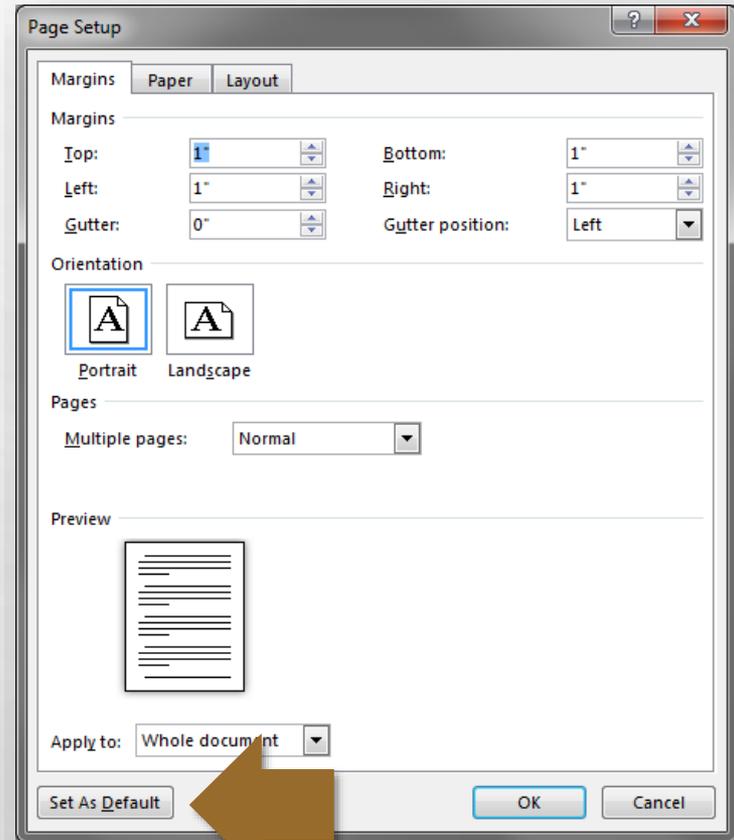
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- You can now change the margin settings to your liking, as well as any other settings on any of the other tabs in this dialog box.



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- Just as before, to make these changes the default for all new documents, click the **Set As Default** button in the bottom left-hand corner of the dialog box, and then click **OK**.



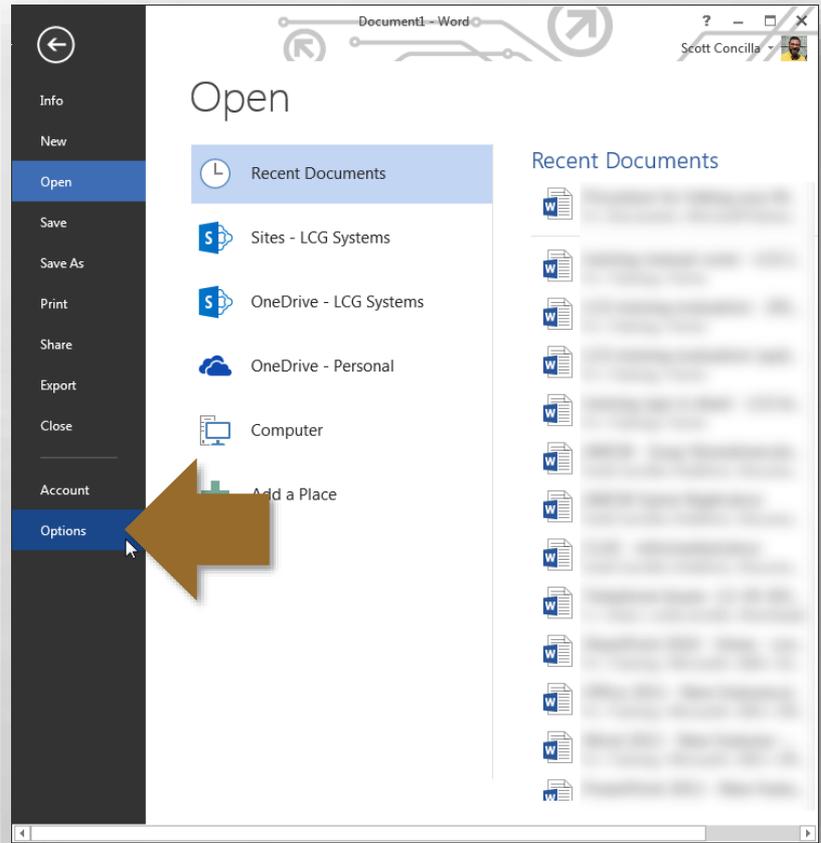
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- Now, let's change three settings that can all be found in the same place.



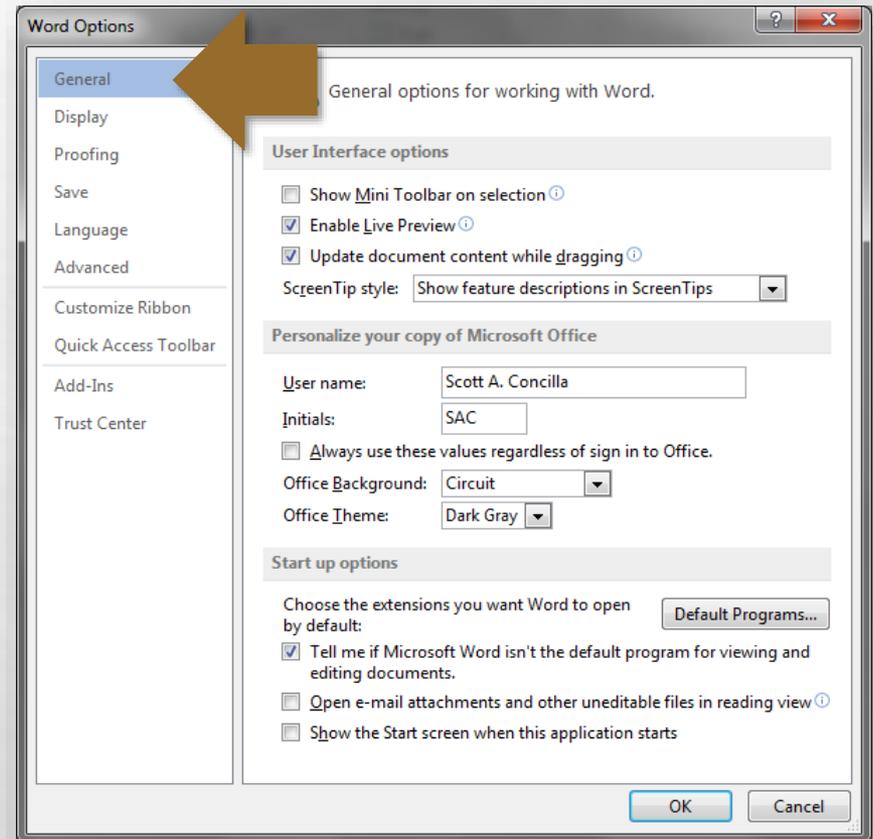
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- Click the **File** tab, and then select the **Options** option at the bottom of the list.



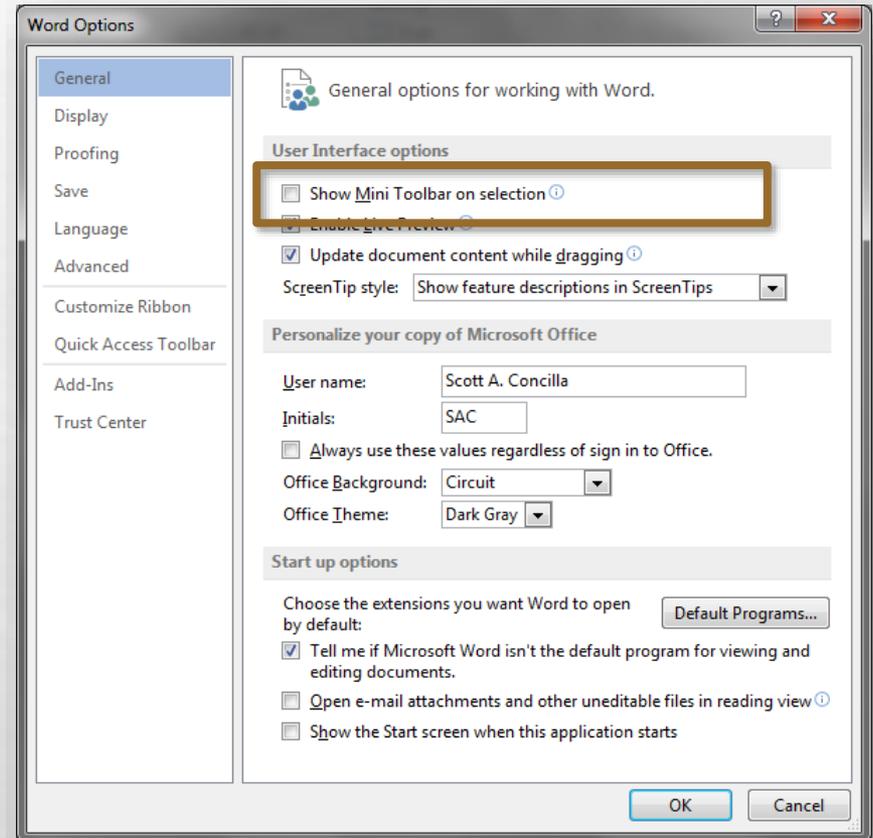
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- The **Word Options** dialog box displays, with the **General** tab in view.



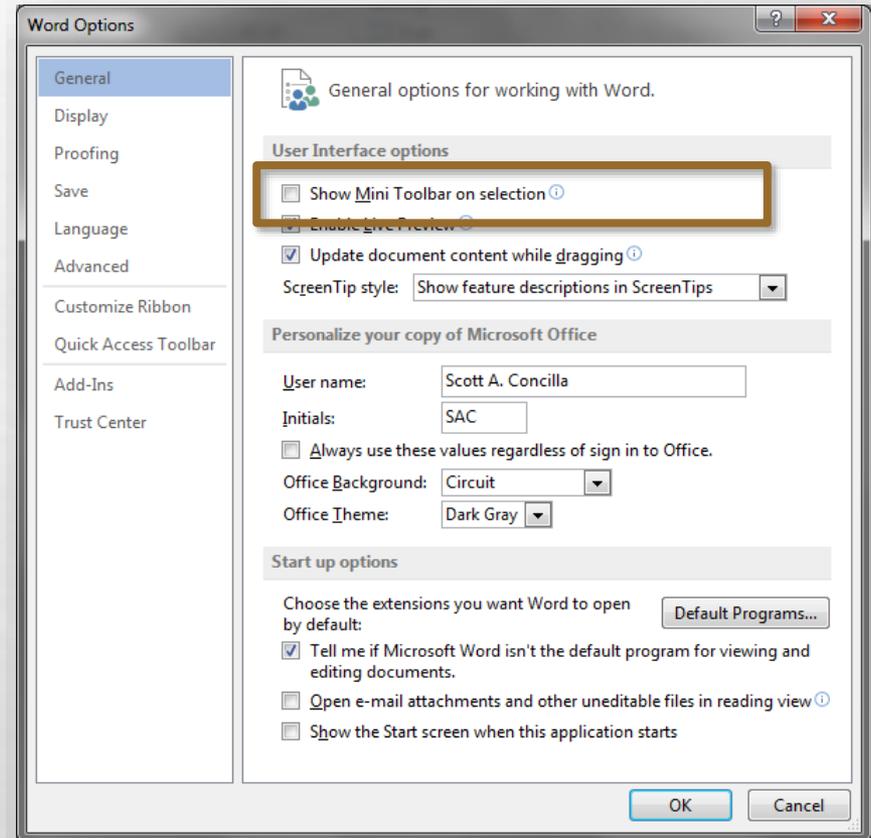
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- First, if you don't like the mini-toolbar that displays when you select text in a document, you can disable it.



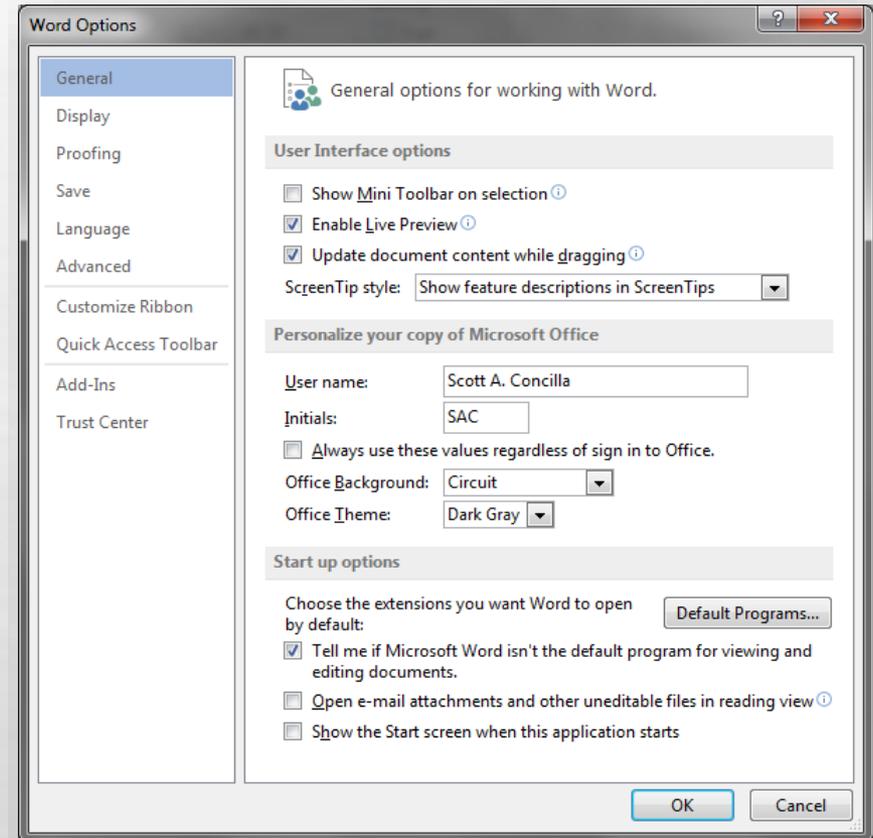
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- In the **User Interface options** section at the top, uncheck the **Show Mini Toolbar on selection** option.



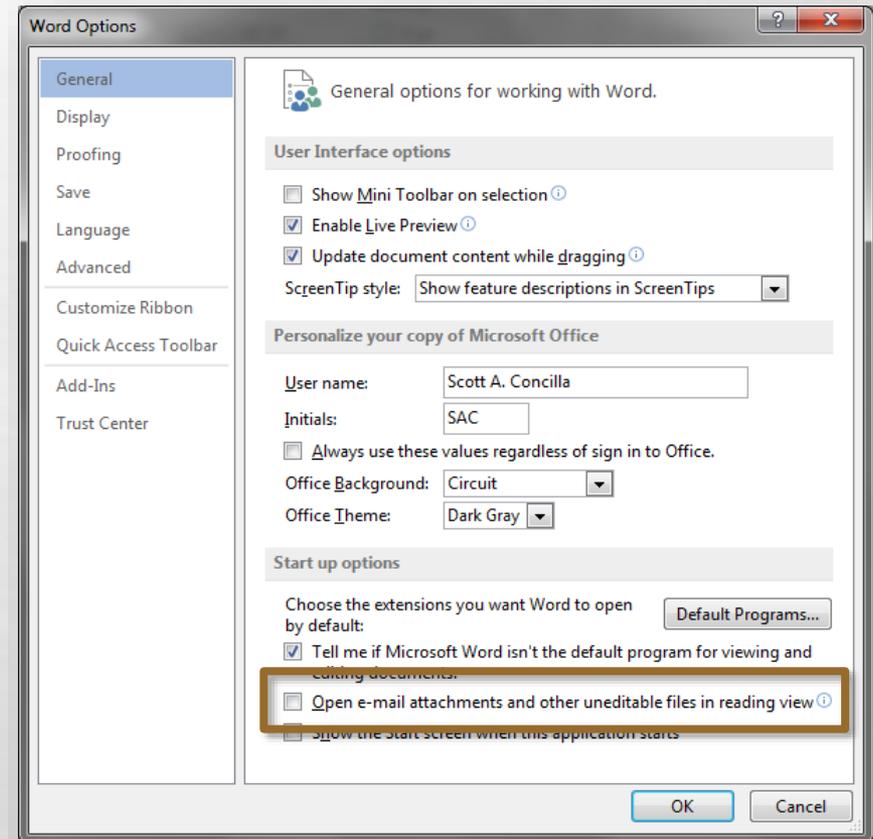
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- Next, Word 2013 has a new feature that opens unknown documents and attachments in new view called **Read Mode**. You can disable this behavior.



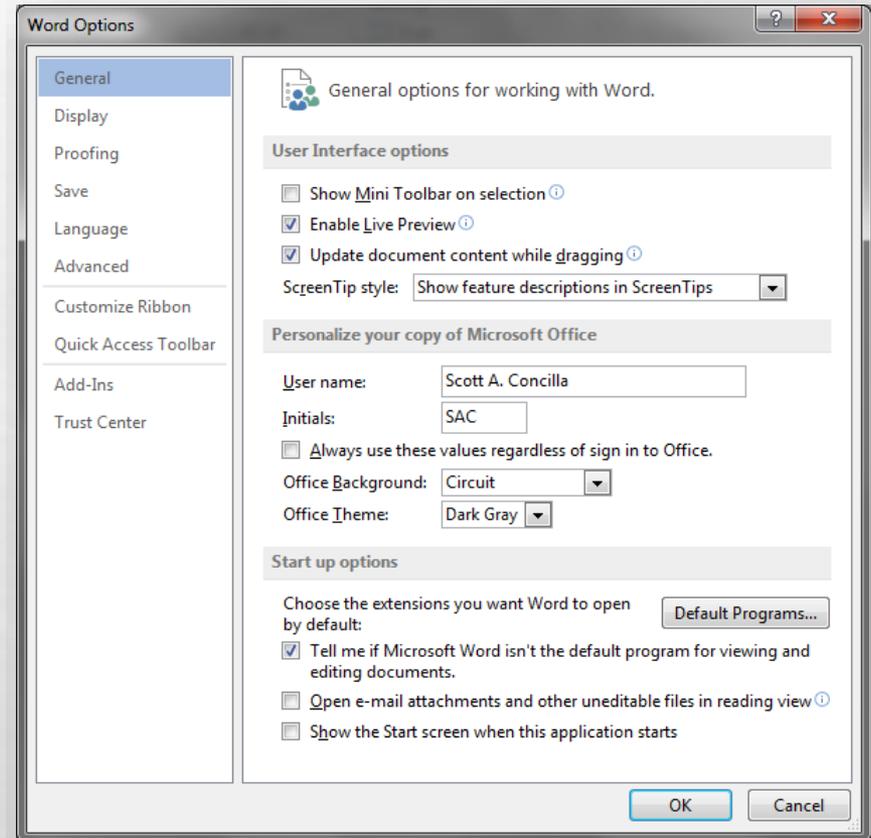
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- In the **Start Up options** section at the bottom, uncheck the **Open email attachments and other uneditable files in reading view** option.



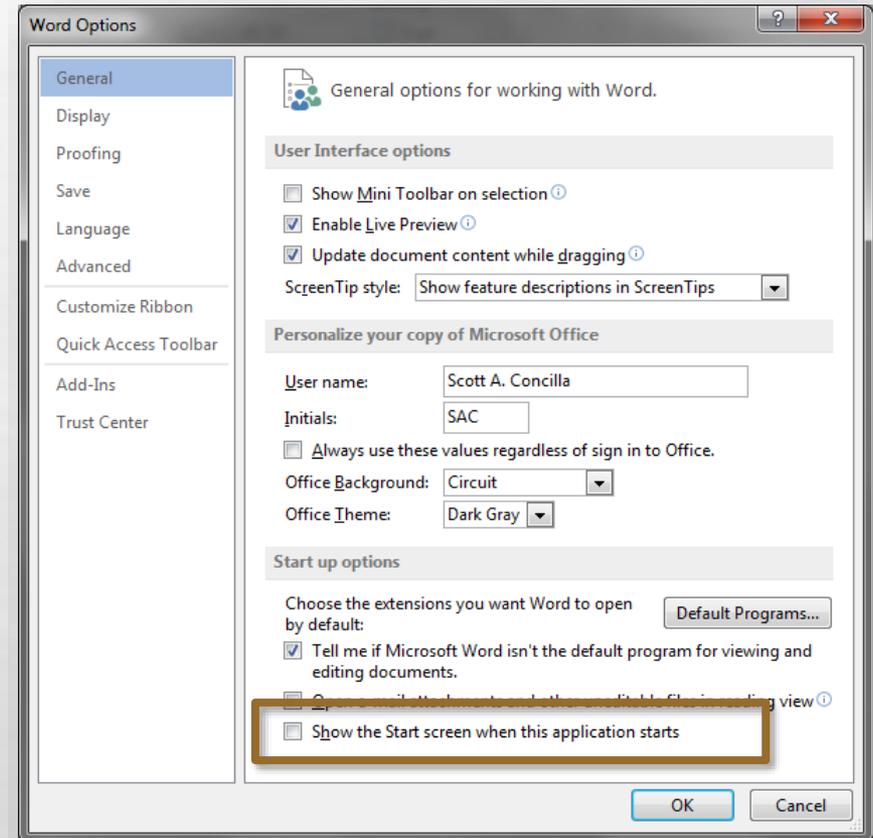
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- Lastly Word, as well as all of the other Office 2013 applications, initially displays a Start screen instead of going directly to a blank document.



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- If you would like to go directly to a blank document when starting Word, uncheck the **Show the Start screen when this application starts** option.



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- As you're probably aware, Word has a habit of changing a lot of things automatically while you're typing.



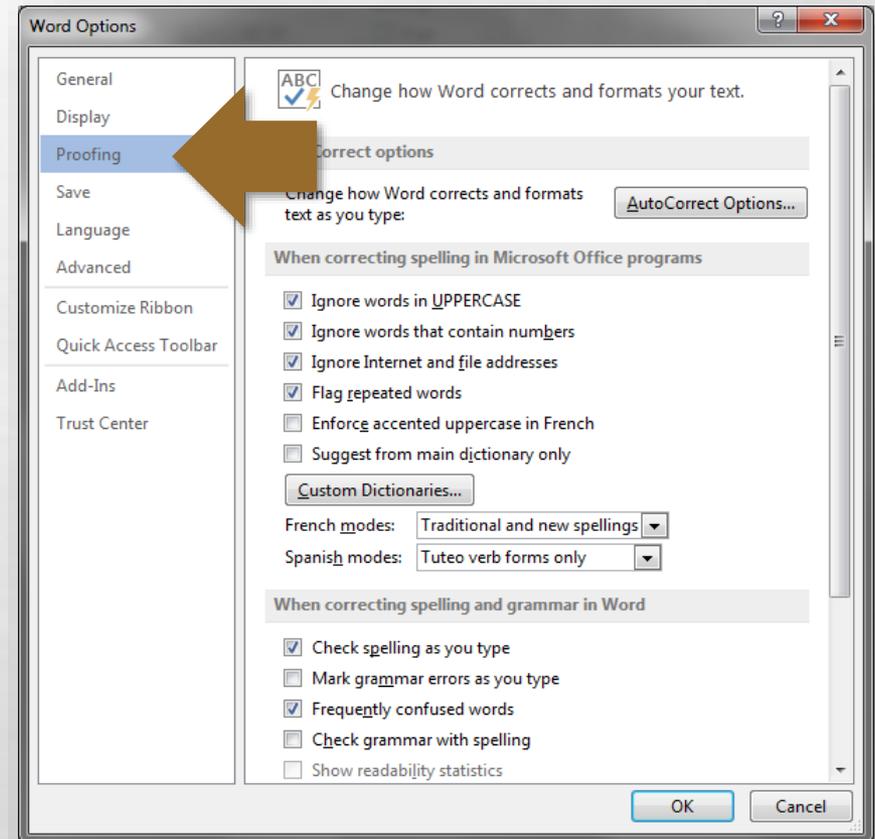
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- And while some of these “corrections” are very helpful, some of them are downright intrusive and annoying.



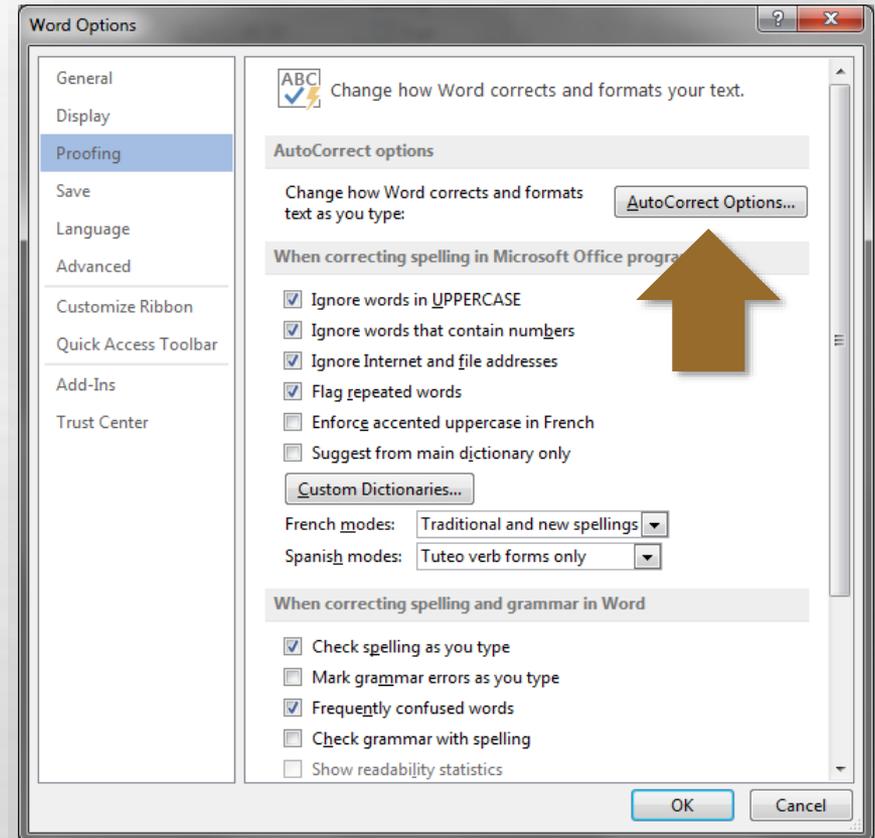
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- You should still have the **Word Options** dialog box open, if not, open it again and select the **Proofing** tab.



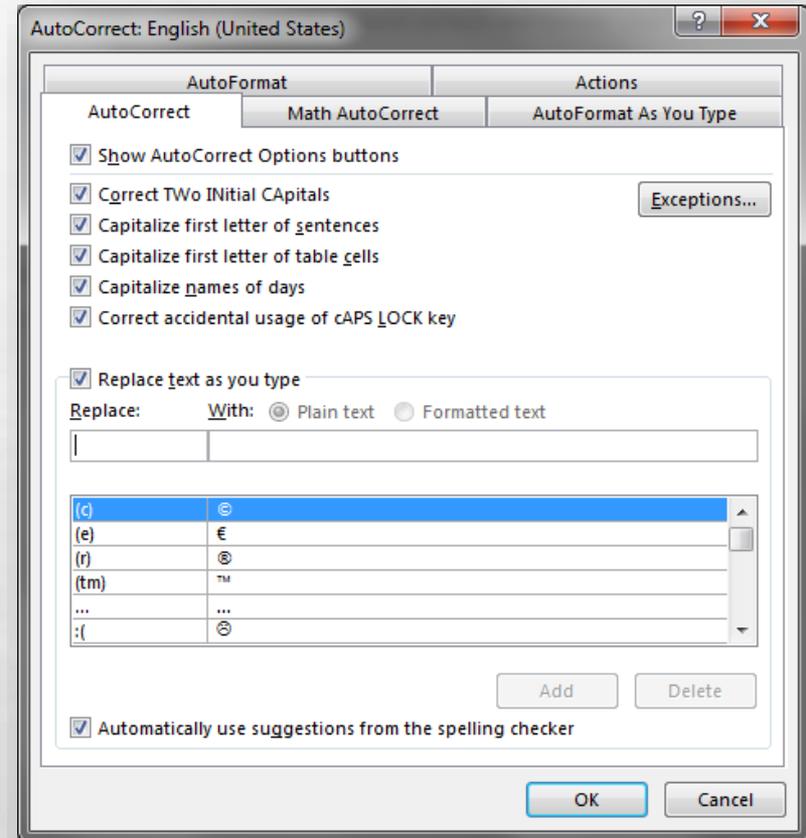
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- At the top of this section, click the **AutoCorrect Options** button in the upper right corner.



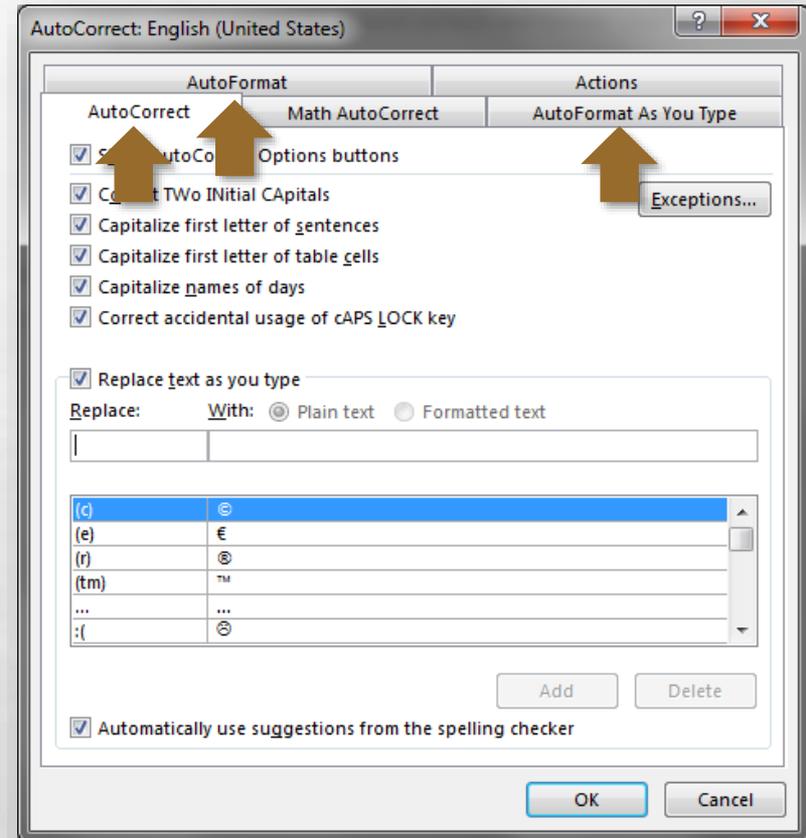
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- The **AutoCorrect** dialog box displays.



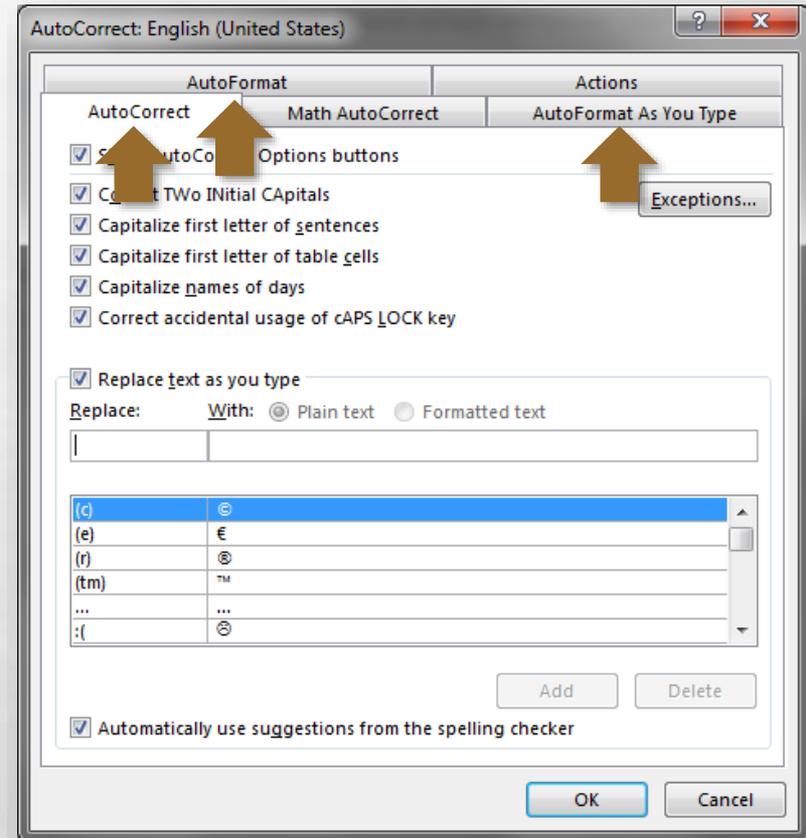
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- This dialog box has five tabs, however right now, you only need to worry about the following three tabs:
 - AutoCorrect
 - AutoFormat
 - AutoFormat As You Type



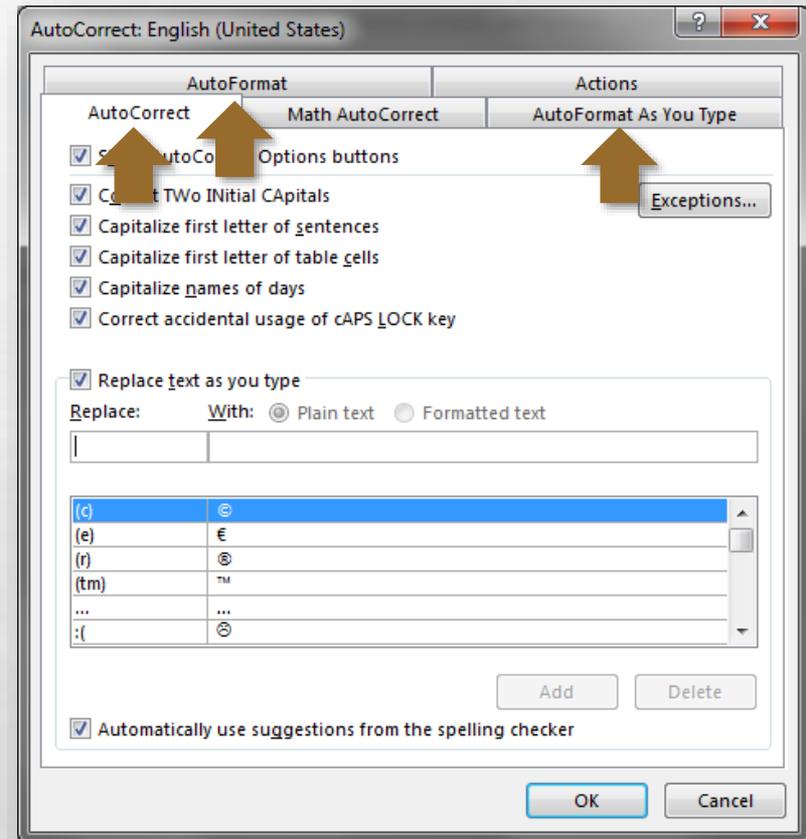
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- Go through ALL THREE of these tabs, and deselect any automatic behaviors, corrections, or actions that you don't want.



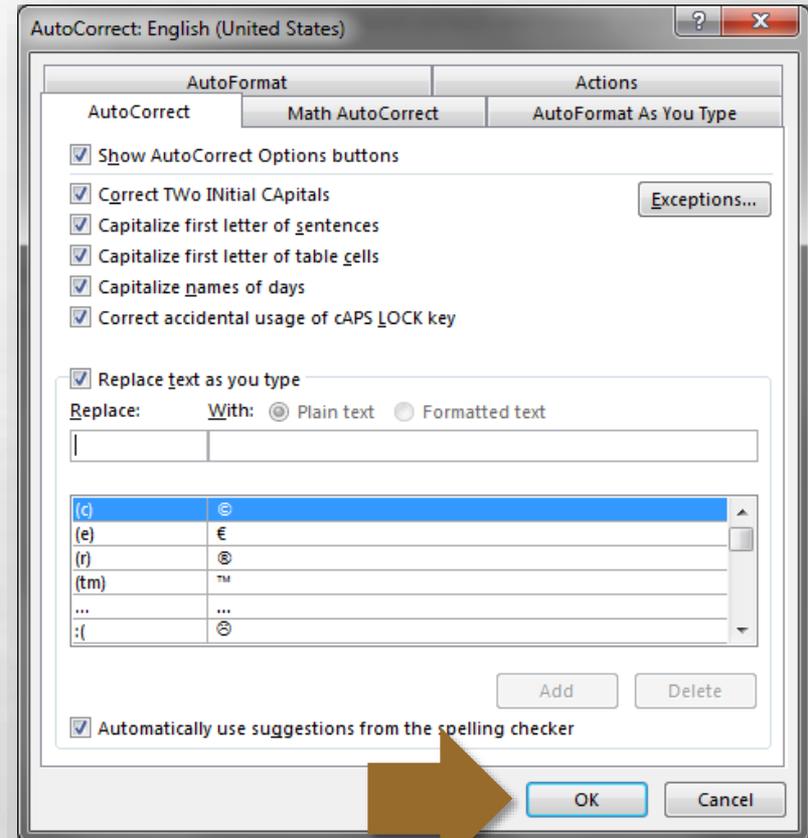
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- You'll notice that some options appear on more than one tab, hence why it is important to review all three tabs and make changes as needed.



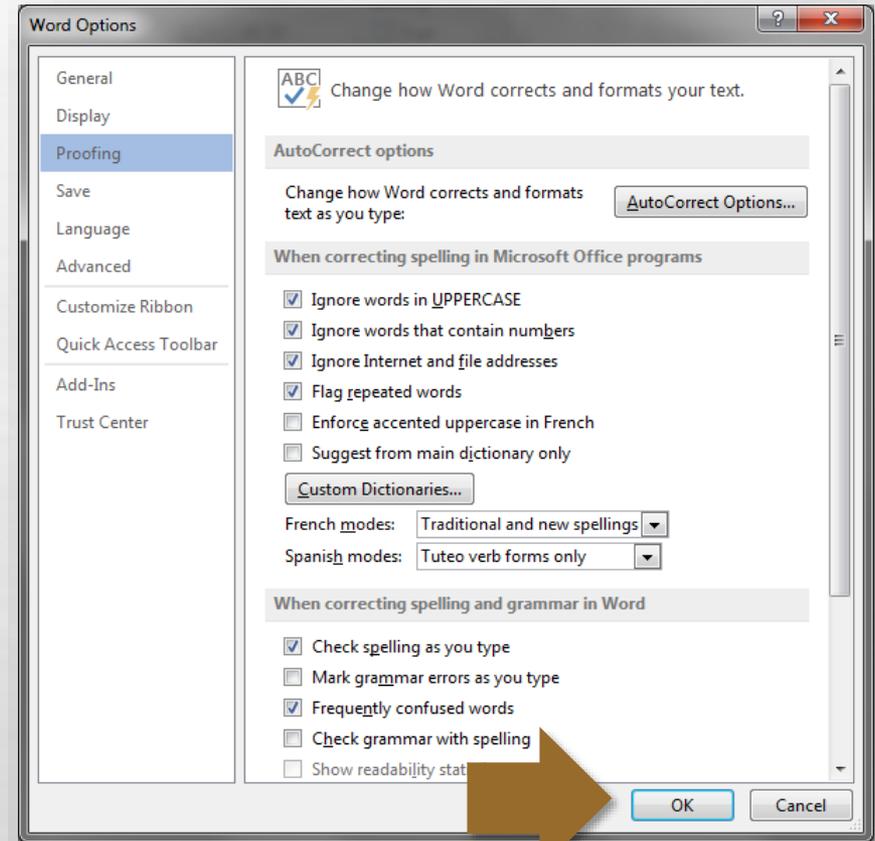
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- Once you're done with this dialog box, click **OK** to close it.



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- We're now done with this section, so click **OK** again to close the **Word Options** dialog box.



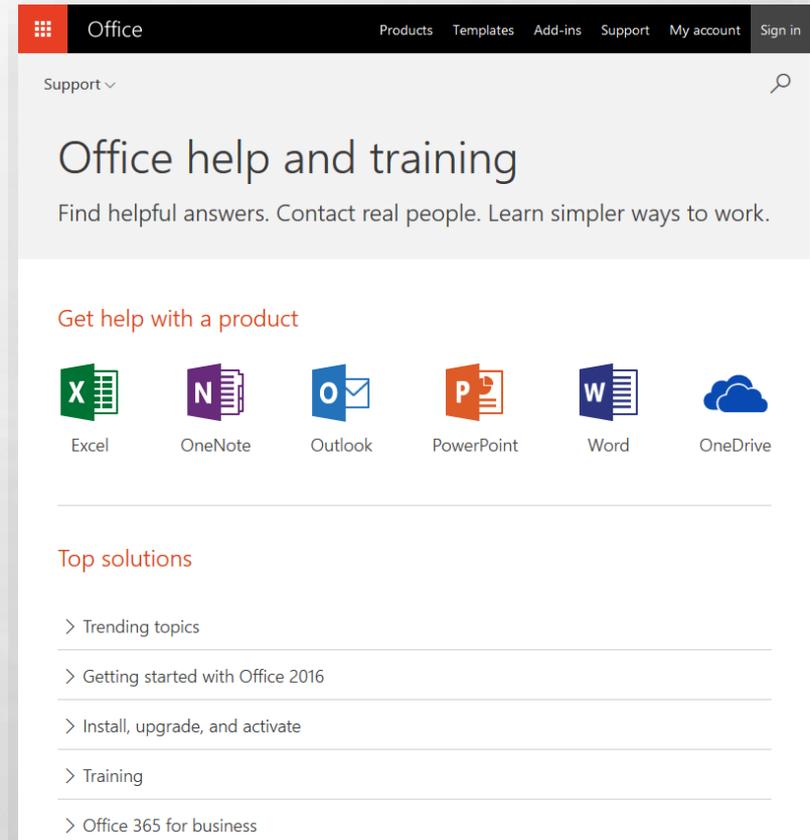
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- That covers most of the basic changes you're probably going to want to make before getting started with Word 2013.



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- If there was something not covered in this video, go to the Microsoft Office help site at support.office.com for further information.



The screenshot shows the Microsoft Office help and training website. The header includes the Office logo and navigation links for Products, Templates, Add-ins, Support, My account, and Sign in. The main content area is titled "Office help and training" and includes a search bar, a description of the site's purpose, and a section for getting help with a product. The product icons shown are Excel, OneNote, Outlook, PowerPoint, Word, and OneDrive. Below this is a "Top solutions" section with a list of trending topics and links to various help articles.

Office

Products Templates Add-ins Support My account Sign in

Support

Office help and training

Find helpful answers. Contact real people. Learn simpler ways to work.

Get help with a product

Excel OneNote Outlook PowerPoint Word OneDrive

Top solutions

- > Trending topics
- > Getting started with Office 2016
- > Install, upgrade, and activate
- > Training
- > Office 365 for business

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Thank you for watching!

