

Change the Normal template (Normal.dotm)

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► Applies To

The Normal.dotm template opens whenever you start Microsoft Word, and it includes default styles and customizations that determine the basic look of a document.

Note: Any changes that you make to Normal.dotm will be applied to documents that you create in the future.

1. On the **File** tab, click **Open**.
2. Go to C:\Users*user name*\AppData\Roaming\Microsoft\Templates.
3. Open the Normal template (Normal.dotm).
4. Make any changes that you want to the fonts, margins, spacing, and other settings. You can use the same commands and features that you use to change a document — but remember that any changes that you make to Normal.dotm will be applied to documents that you create in the future.
5. When you have finished, click the **File** tab, and then click **Save**.

Note: If Normal.dotm is renamed, damaged, or moved, Word automatically creates a new version (which uses the original default settings) the next time that you start Word. The new version will not include any of the customizations that you made to the version that you renamed or moved.

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