When producing a word document the default settings on your computer open it in “Normal” style. Margins, page orientation, and size are also in this configuration. This is known as the “default” setting.

You can of course change any of the settings each time you write but it is better to set up your “default” so that it is configured to how you write most.

The paragraphs have not been set up for style; therefore, new paragraphs do not indent when you press the enter button. You can of course hit the tab button each time and after a while the autocorrect system will take the hint and do it for you in the one document.

However, when it comes to merging documents with other configurations this causes problems. This can be easily seen if you turn on the show paragraph markings button ¶ you will find it in the paragraph section of your word “home” header. Each time a hard tab is called for a little arrow is inserted. Take a look at part 2 of this document with the tab marks showing.

Then below it when it is merged with a style set copy. Can you see the problem? The hard indents are added to the style tab setting so that you get the effect of the double tab indent. So to avoid this I suggest that you set up the styles and avoid the hard tab. This is particularly important when web publishing.

From here on, I am using my default setting.

In “Home” look at the styles ribbon at the top of the page. (Open the Styles button in older versions of word) All styles should be based on normal so select it first. Now press the drop down box for the style options. You will see that Normal is in a box. Putting your cursor onto the box reveals another drop down arrow, open it and select the “Modify” option. A new box shows the settings and down at the bottom is a format button from there a new list. You want “Paragraph.”

There are all your paragraph settings the same as if you hit the “paragraph” button in “home” however if you change a setting here it will be set up in normal. We just need to change a couple of settings and it will be set up:

In the middle section “Indentation” there is a box under “Specials” click on this for the options. You want “first line” if you select it automatically sets 1.27cm that is fine although you can change it if you want to. *For group purposes don’t unless it is already set for something different.*

While we are her check the box for “*Dont insert line breaks between paragraphs of the same style.”* And for economy of paper sake set the line spacing to [[1]](#footnote-1)1.5. Now we have reconfigured the normal tab to match all the other standard documents. But before we set it as default we need to add another style.

As we stand the first paragraph in a new chapter or after a line or page break always indents. It should start at the margin and if you try to use backspace it will jump back to the previous line. To fix this we need a new style. I have called this “First Para.” So open the styles box again and while in “normal” find the button for “New Style.” When you open it the same set up box appears but this time you have the option to name that style. Type in “First Para” the go through “format” to “Paragraph” and reset the first line indent to “none.” When you come out the new style “First Para” will appear in your style list. You can also set up a style for Centred and any other configuration you wish and know that it will always be consistent. The next paragraph is “Centred.”

If you then go into “Change Styles,” you can set this as the default setting.[[2]](#footnote-2)

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Take a look overleaf at the copy of this with the tab marks showing.

Then below it when it is merged with a style set copy

# Page set up using “Styles” in “Microsoft Word”

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[[3]](#footnote-3)You can of course change any of the settings each time you write but it is better to set up your “default” so that it is configured to how you write most.

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[[4]](#footnote-4)Take a look overleaf at the copy of this with the tab marks showing.

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[[5]](#footnote-5)You can of course change any of the settings each time you write but it is better to set up your “default” so that it is configured to how you write most.

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[[6]](#footnote-6)Take a look overleaf at the copy of this with the tab marks showing.

Then below it when it is merged with a style set copy

1. NB I have reset to single spacing to fit on the page. [↑](#footnote-ref-1)
2. It’s not quite the same in Word 2010. The basic changes are more or less the same but to set a new style such as First para and save it there is a button on the Styles ribbon called Change styles, so it goes: Change styles>Paragraph spacing>Custom Paragraph spacing>Edit. [↑](#footnote-ref-2)
3. *This has double indent 2.34cm and has to be taken out one at a time.* [↑](#footnote-ref-3)
4. *This is normal tab at 1.27cm* [↑](#footnote-ref-4)
5. *This has double indent 2.34cm and has to be taken out one at a time. A tedious task.* [↑](#footnote-ref-5)
6. *This is normal tab at 1.27cm* [↑](#footnote-ref-6)