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Have you ever thought that Word is used to manage new empty templates? This template, on which all new Word documents are based, is called Normal.dotm. (Note: In versions before Word 2007, it was called Normal.dot.) If you want to change the way new documents are formatted, you can set up Normal.dotm. Search Normal.dotm Where do you find this normal template file? Just click on the File tab and select Open. Click on your computer and select the View button. You can search for the name of the Normal.dotm file or go to C:\users\username\AppData\Roaming\Microsoft\Templates. If none of these methods work, you can click on the Start button and then go to the start. Use %appdata%\Microsoft\Templates. Editing Normal.dotm Once you have found the Normal.dotm file, you can make any changes to the formatting that you would like to appear in future new documents that you create. Normal.dotm Troubleshooting If you're asked to save changes to Normal.dotm every time you leave Word, you can check the settings in Word options. If you've made changes to the Normal.dotm template, you'll be asked to keep your changes. To automatically save changes without telling you, click on the File tab and select options. In the Advanced Options section, look for save. Make sure the check is included in the Fast box before maintaining a normal template. See Figure 1. Figure 1 Removal Of Normal.dotm If you want to get rid of the Normal.dotm changes made by the previous user on your computer, you can remove the Normal.dotm template. Then, when the Word app starts again, it will create a new one with all the default formatting. Image credit: N01/ Have you ever thought that word is used to manage new empty templates? This template, on which all new Word documents are based, is called Normal.dotm. (Note: In versions before Word 2007, it was called Normal.dot.) If you want to change the way new documents are formatted, you can set up Normal.dotm. Search Normal.dotm Where do you find this normal template file? Just click on the File tab and select Open. Click on your computer and select the View button. You can search for the name of the Normal.dotm file or go to C:\users\username\AppData\Roaming\Microsoft\Templates. If none of these methods work, you can click on the Start button and then go to the start. Use %appdata%\Microsoft\Templates. Editing Normal.dotm Once you have found the Normal.dotm file, you can make any changes to the formatting that you would like to appear in future new documents that you create. Normal.dotm Troubleshooting If you're asked to save changes to Normal.dotm every time you leave Word, you can check the settings in Word options. If you changes to the Normal.dotm template, you will be asked to keep your changes. To automatically save changes without asking, click on tab and choose options. In the Advanced Options section, look for save. Make sure the check is included in the Fast box before maintaining a normal template. See Figure 1. Figure 1 Removal Of Normal.dotm If you want to get rid of the Normal.dotm changes made by the previous user on your computer, you can remove the Normal.dotm template. Then, when the Word app starts again, it will create a new one with all the default formatting. Image credit: N01/ Normal.dotm file template is a special template that is open whenever you start Microsoft Word. It includes all the settings and default styles that will determine what the new document will look like. Where is the normal.dotm file? Windows is usually under Microsoft's template folder. A typical path in Windows 7 and Windows Vista: C:\Users (AppData) Roaming\Microsoft\Patterns\Typical Path in Windows XP and Windows 2000: C:\Documents and Settings\App Data (Microsoft) Patterns can be hidden by default if you don't see the folders you need to see. In Mac OS, the file is in the following folders: By default, your usual template is located here: Word 2008: /Library/App Support/Microsoft/Office/User Templates/Word 2004: /Documents/Microsoft User Data/ These folders can be hidden by default on your Mac, so if you don't see the folders in Finder, you'll need to first display hidden folders. Normal.dotm can be edited if you need to change the default styles for new blank documents when Word is launched. This template file includes all default styles and settings that control the basic look of the document in the Microsoft word, starting with Microsoft Word 2013 (before this version, the normal.dotm file was called normal.dot). Keep in mind that changes to the Normal.dotm template file will apply to all future documents you create. The Normal.dotm file template is a special template that is open when Microsoft Word is launched. It includes all the settings and default styles that will determine what the new document will look like. 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In Microsoft Word, you can set up the default document that opens when you open the program, editing a regular template called Normal.dotm. This file contains default styles and settings for the document and helps save valuable time when creating a new business document. If you want to go back to the default document That Word created the first time you installed the program, you need to restore the usual default template. It's easy to forget the default settings, so manually editing a custom template isn't an option. Option.

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