

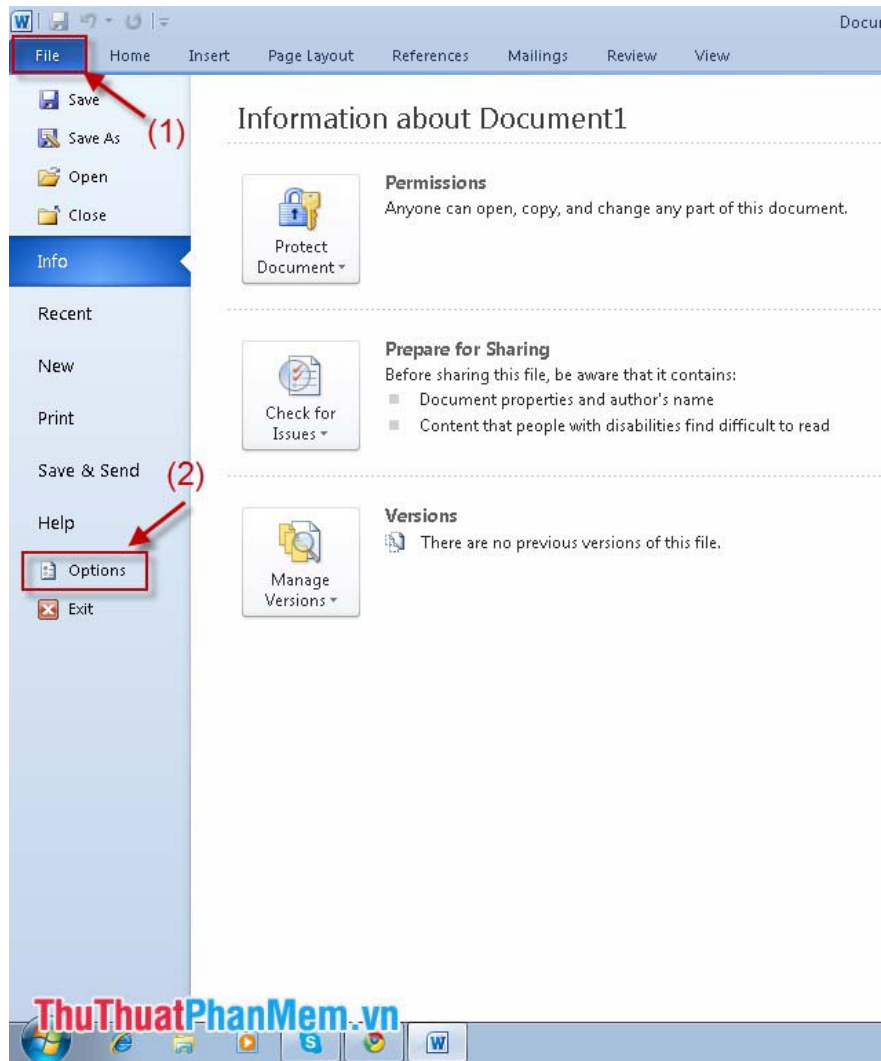
Set up the working environment in Word

Just one set of parameters that apply to your entire Word document will save you a lot of time. I will introduce you to set some key parameters important in the drafting process.

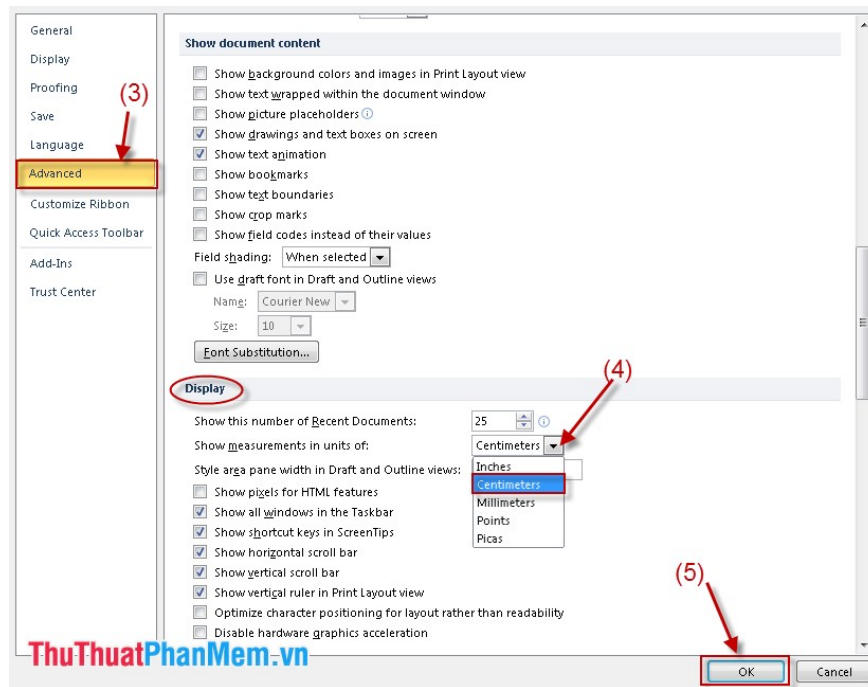
Sometimes you often work with a lot of documents with the same format. Just one setting of parameters that apply to your entire document will save you a lot of time. I will introduce you to set some key parameters important in the drafting process.

1. Convert units from inches to cm

- Normally in Vietnam use the unit of centimeters but Word set the default to inches so you should convert to centimeters to facilitate the alignment, .
- Click the **File** tab and select **Option** .



- The dialog box appears, click the **Advanced** tab , move to the **Display** tab , at the *Show measurements in Unit of section*, click **Centimeters** . Finally, click **OK** to finish.



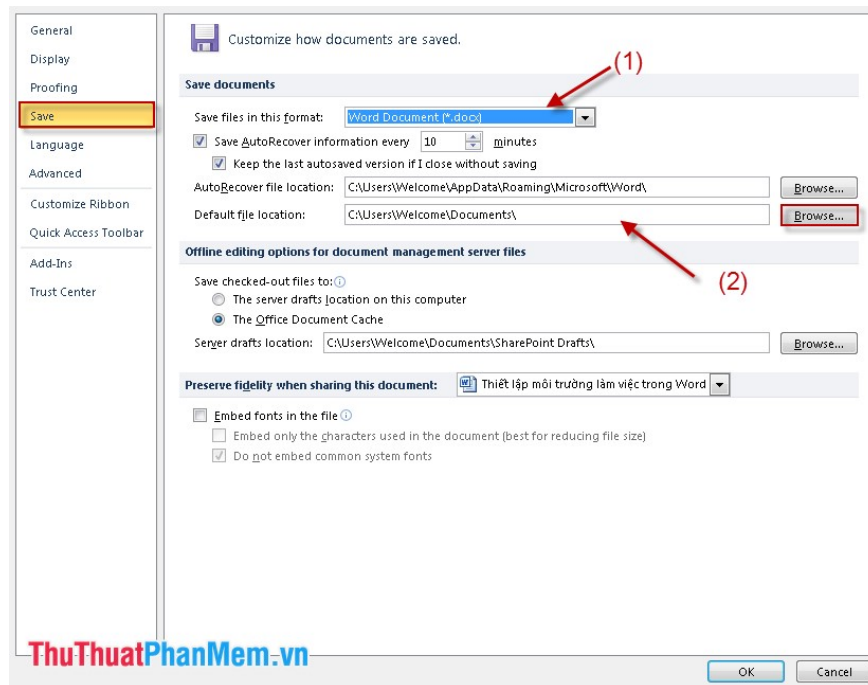
2. Select the default folder to save the file after editing.

- Depending on your work you can save .doc, docx file format for your documents. You can set the default saving folder.

- Click File and select **Options**, but choose **Save** tab .

+ In the Save file in this format section, select the file saving format that applies to all documents. Depending on your work, you can save .doc or docx.

+ At Default file location: The directory to save the default file. You create a separate folder for your work when editing is finished, you just need to click the **Save** button without spending time choosing where to save the file. Very time-saving and convenient for your work.



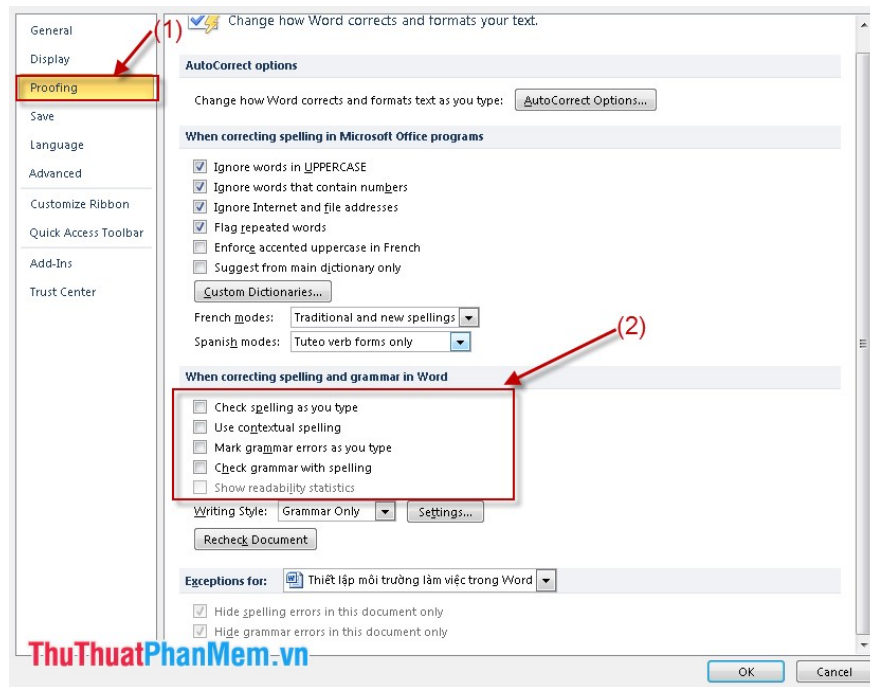
3. Remove the warning feature (underline) of Word.

2. Chọn thư mục mặc định lưu file sau khi soạn thảo.

- Tùy theo công việc của mình bạn có thể lưu định dạng file .doc, docx cho văn bản của mình. Bạn có thể thiết lập thư mục lưu mặc định.
- Bạn kích chọn File chọn Option nhưng bạn chọn thẻ Save.
 - o Tại mục Save file in this format bạn chọn định dạng lưu file áp dụng cho tất cả văn bản. Tùy vào công việc của bạn mà có thể lưu .doc hoặc docx
 - o Tại Default file location: Thư mục lưu file mặc định. Bạn hãy tạo một thư mục riêng cho công việc của mình mỗi khi soạn thảo xong bạn chỉ cần kích chọn Save mà không tốn thời gian chọn nơi lưu file. Rất tiết kiệm thời gian và thuận tiện cho công việc của bạn.

ThuThuatPhanMem.vn

- You find it very confusing when the handwriting is underlined by unambiguous red lines. Assert your text has nothing wrong. Because Word does not yet support Vietnamese, this warning is required. You just need to leave all the traces in the When correcting spelling and grammar in Word section (as shown).



4. Set default alignment for all files

- Click the Page Layout tab, click Page Setup, the page setup dialog box appears. At the Margins tab you set the margins for the text:

Top: top margin

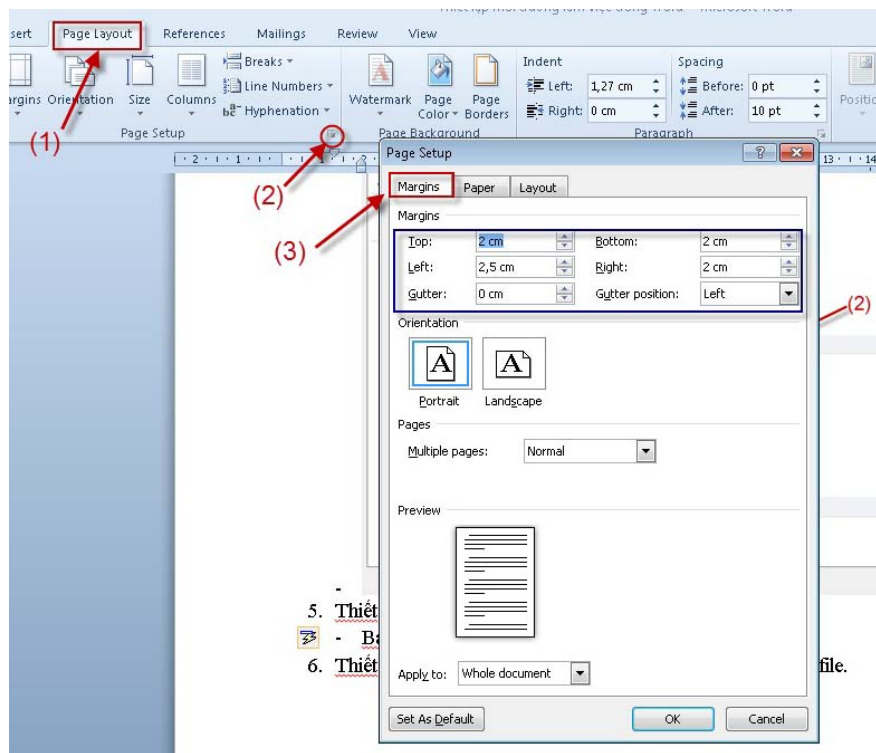
Bottom: Bottom margin

Left: Left margin

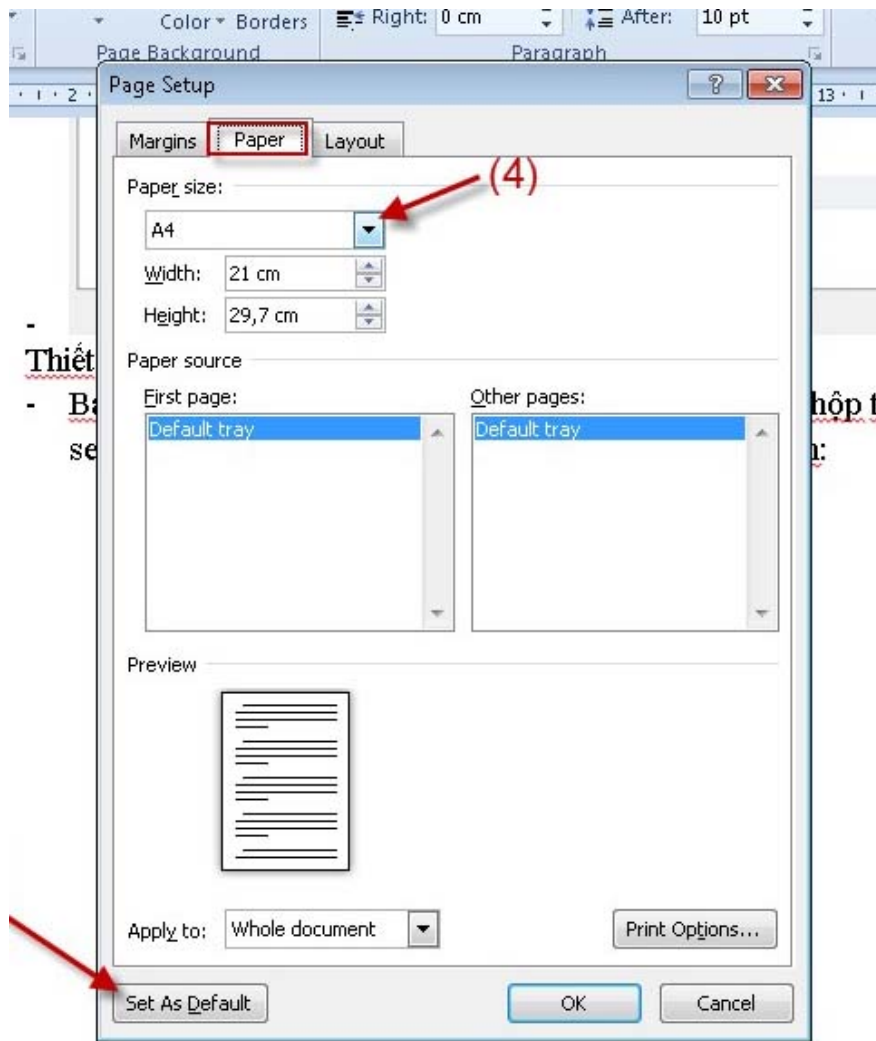
Right: Right margin

Portrait: Portrait paper orientation

Landscape: horizontal paper orientation.



- To select paper size, click Tab Paper. In paper size, select A4. You can also choose the Width or Height option. Finally, clicking **Set As Default** will apply this setting to the entire document.



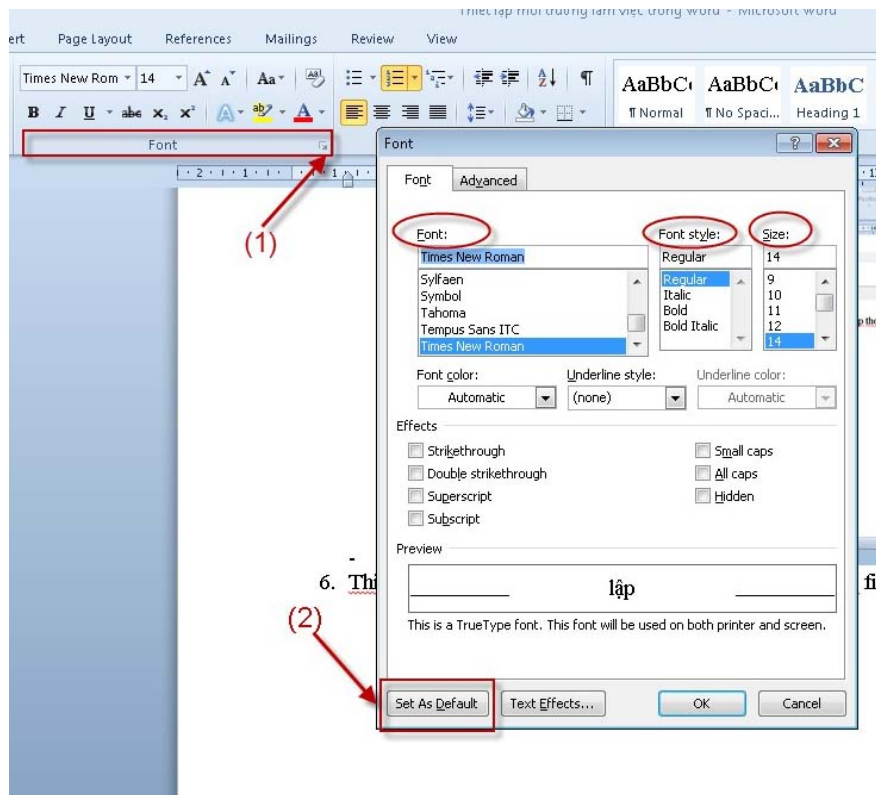
5. Set font default, font size applies to all files

- Only need one set of settings you can apply to all other documents without having to reset. - Click the Font tab. A dialog box appears that you choose:

Font item: You choose Font

Item Font Style: You choose the display style

Item size: Select the font size.



- Please note that you have to click on **Set As Default** to set the default for all other files. So from now on you will not have to set the font, font size when drafting a new document.

Above are some notes to help you save time and effort when drafting. Good luck.

You finished reading the article "**Set up the working environment in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.