

# Mariner Software

Portal > Knowledgebase > Mariner Write > How do I set what the default (new) Write document will start out as?

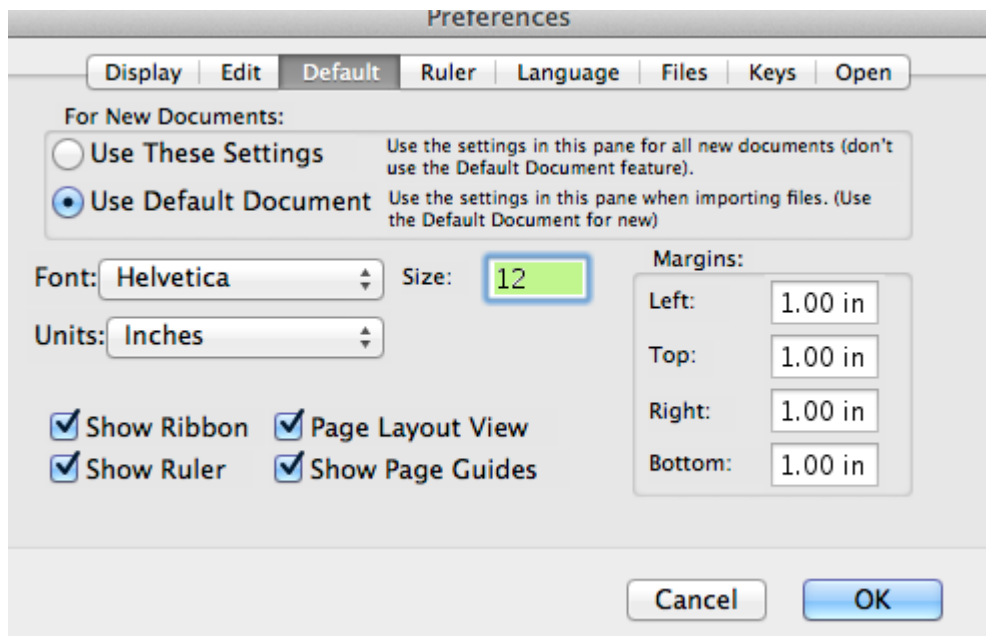
## How do I set what the default (new) Write document will start out as?

Jim Henson - 2014-02-20 - in Mariner Write

How do I set what the default (new) Write document will start out as? 

To change the most basic settings for the default document, go to the Preferences, then select the tab called "Default".

Preferences > Default tab



You can either use the default document, or change the button to "Use These Settings" and change the settings on that screen. If you prefer to use a default document, instead, leave that setting on this screen as it is above, "Use Default Document".

To make a new default document, go to the current default by creating a New Document via the File menu.

Make changes to this open document that you desire to have in your new default document. To save the current document as the new default document, choose Save As

Default File from the File menu.

To create a new document with these new default settings, choose New Empty File from the File menu.

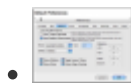
For New Documents : Select either Use These Settings to apply the settings of this pane to New Documents or Use Default Document to use a copy of your default document for a new document.

## Attachments

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[defaultpreferences\\_normal.png \[102.75 KB\]](#)



[Screen Shot 2014-02-19 at 8.37.34 PM.png \[50.90 KB\]](#)



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