

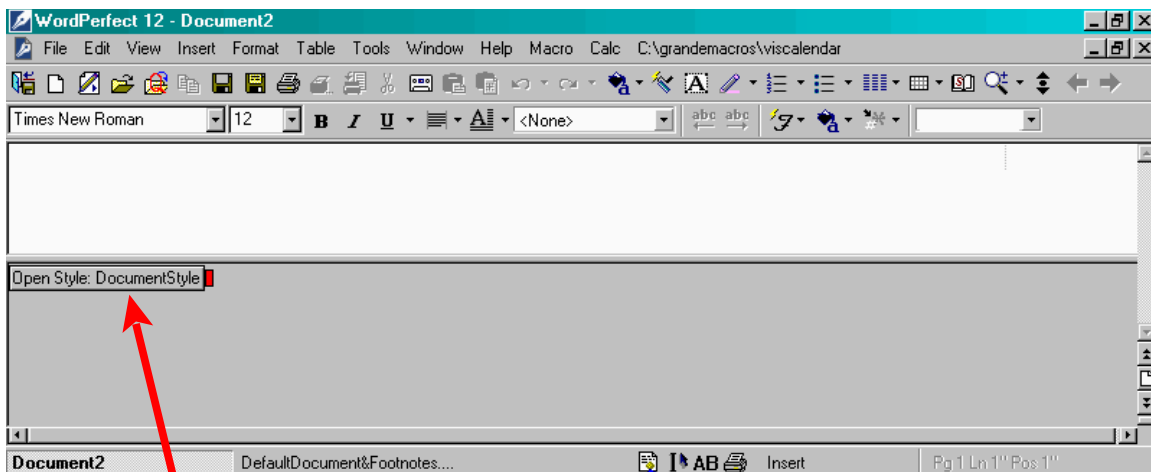
# Changing WordPerfect's Default Document & Footnote Styles

May 2005, Doug Loudonback, Oklahoma City, OK

Click on Setting Up The Document Style, or Changing A Footnote Style, to move to the other's discussion  
After this page, click on the page header to return here

**SETTING UP THE DEFAULT DOCUMENT STYLE.** Other ways exist to set up the default document style (font, justification, etc.), but what's shown here does work and it just involves a few steps.

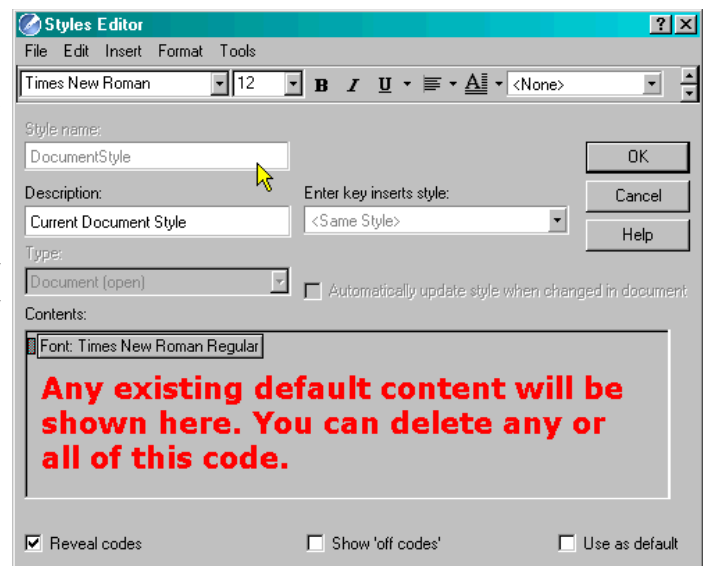
**Step 1: Open A Blank Document & Turn On Reveal Codes.** While this could be done in any document, it's more simply and cleanly shown in a blank document:



**Step 2: IN the Reveal Codes window, double-click on the [Open Style: DocumentStyle] code.** That opens the style which is named "DocumentStyle" in the Styles Editor. You can't change the name of the Style and it will be dim.

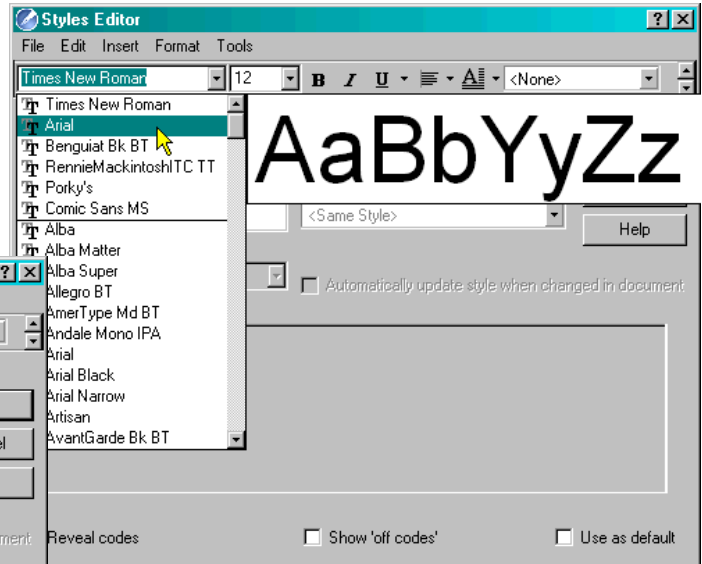
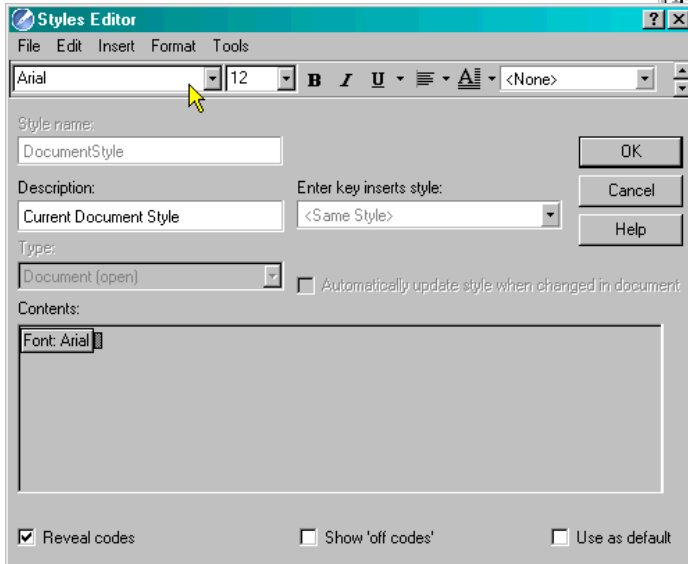
In the Contents box, existing code may or may not exist. It doesn't matter. You can safely delete any existing code if you're not sure you want to keep it. If a "Lang" (Language) code is present, it can be safely deleted.

Here, you can see that a Font code for Times New Roman Regular is in the Contents box. I will delete it to have a "clean" Contents box.



**Step 3: With the insertion point in the Contents box, select the font (and/or font size) you want to be the default.**

Here, I've selected Arial, but select any font you want as your default.

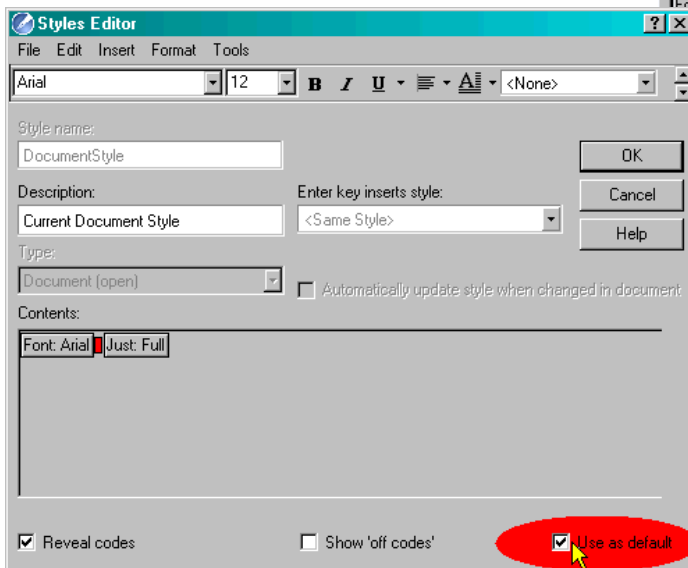
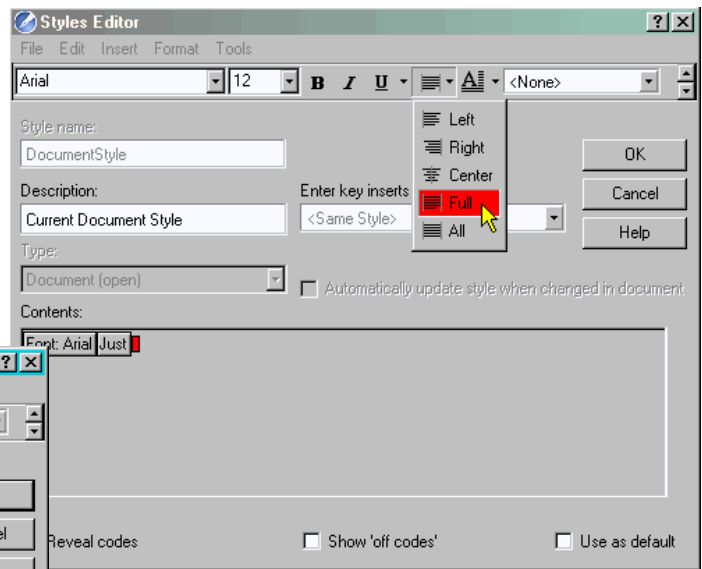


That inserts the [Font: Arial] code into the Contents box.

Now, click the ▼ next to the justification icon, as shown below ...

and select the justification you want (I'm selecting Full) ... and the [Just: Full] code is now present.

You may want to include default code other than that shown here, such as turning on the Widow/Orphan feature (Format | Keep Text Together... Widow/Orphan checkbox), or Suppress codes to prevent page numbering,

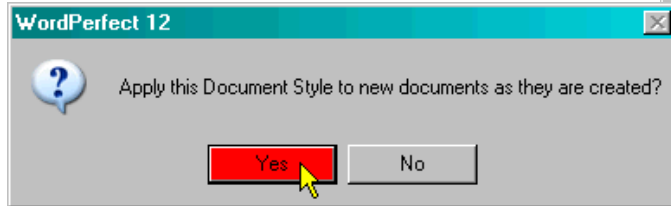


and/or headers and/or footers on the 1<sup>st</sup> page (Format | Page ► Suppress...).

**Step 4:** When done entering code, click the "Use as default" box so that it is "checked" (✓), just as is shown here.

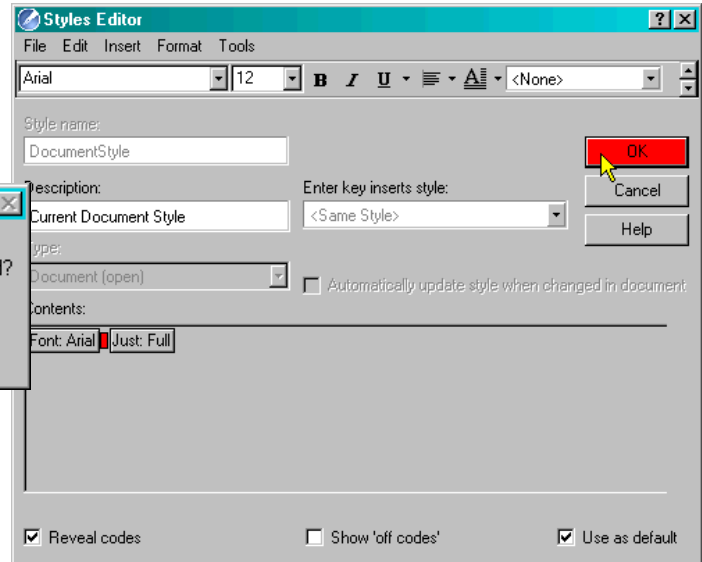
When done, click the OK button.

You will then be prompted to answer the Yes/No question below:



Click the Yes button and you're done.

Now, when you make a new blank document, it will be set up exactly like what you've just done.



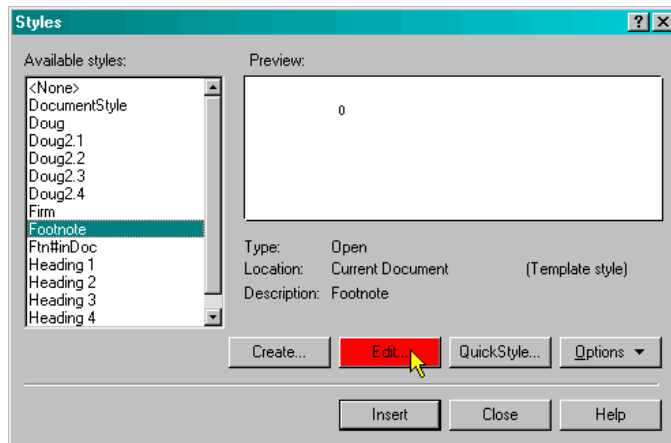
**CHANGING A FOOTNOTE STYLE.**

**A. Single Document.** If all you want to do is edit the Footnote Style for a particular document, you could use procedures similar to the above. The document would need to contain at least one footnote, and you'd need to be IN a footnote with Reveal Codes turned on so that you could "see" the Footnote Style code at the beginning of the footnote. Double-click on Footnote Style code in Reveal Codes, and, as above, the Footnote Style would be open in the Styles Editor for you to make changes that you'd want to make.

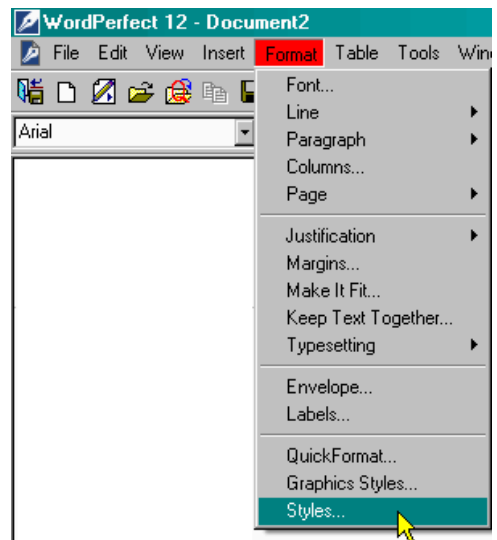
**B. Changing the Default Footnote Style.** The above procedure will not cause a "default" change, other than in the open document. Why? When editing a Footnote Style, the Styles Editor does not contain a "Use as default" check box as was true for the "DocumentStyle" Style. A different and more complicated procedure needs to be followed to make changes to the default Footnote Style.

**Step 1: In any document, create a Footnote.** Unless a footnote has been made in a document, the Footnote Style will not be available for editing.

**Step 2: Open The Styles Editor.** In the WordPerfect



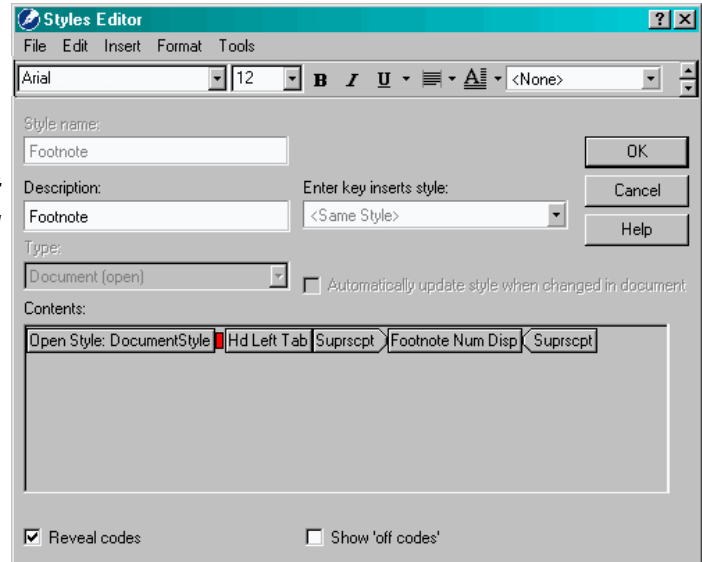
Menu, → select **Format | Styles...** and the Styles Dialog ← opens.



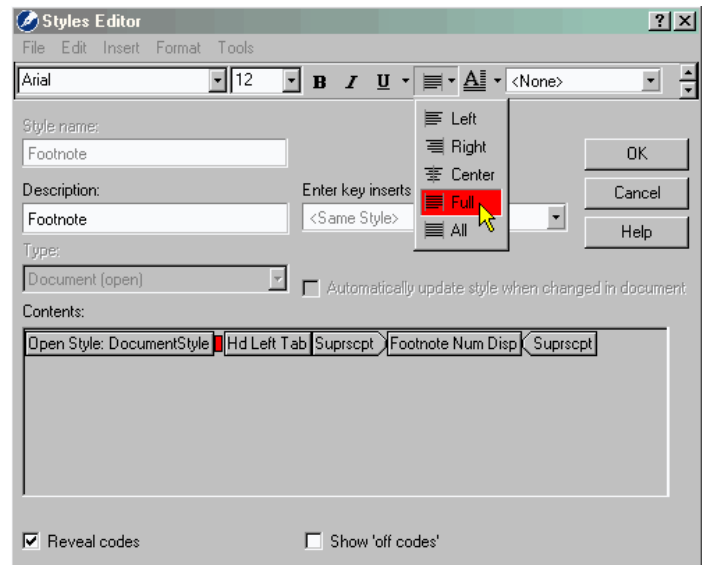
In the Available styles list, select Footnote (not Ftn#inDoc) and click the Edit button.

**Step 3: In the Styles Editor, Edit the Code.** In this picture, I'm showing the "normal" WordPerfect Footnote Style code, before any editing.

Change whatever you want, but **take care not to delete [Suprsct] [Footnote Num Disp] [Suprsct] codes**. You may want the font size to be 10 point. The Font itself should automatically adjust to the document's default font, so you probably shouldn't change that (but, if you find I'm mistaken about that, re-edit the style and insert the Font into the Contents box, as was done for the DocumentStyle).



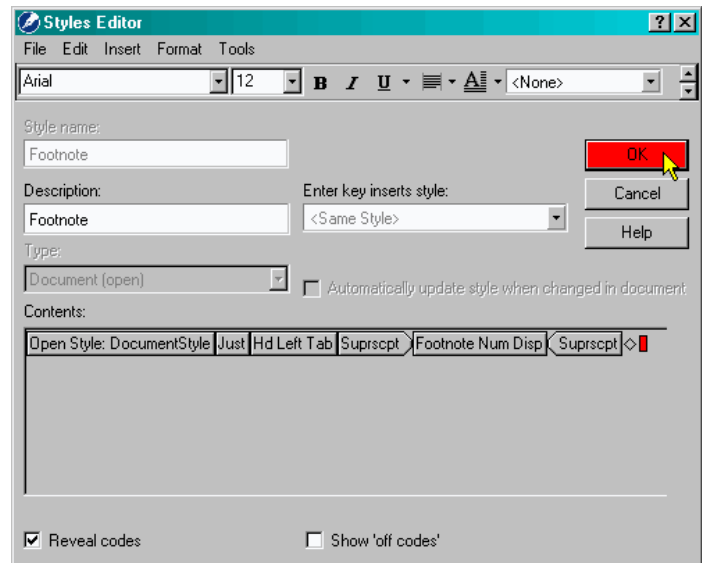
If you want the justification to be "Full", select "Full" justification to insert that code into the Contents box, as I've done here.



Enter any other codes you want to use as part of the default Footnote Style.

For example, some prefer at least some spacing after the note number in the footnote – I like a single space, others prefer a tab.

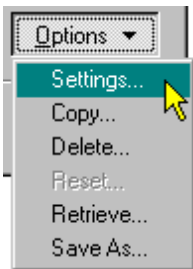
I'm adding a space at the end of the code (by pressing the spacebar at that point in the code).



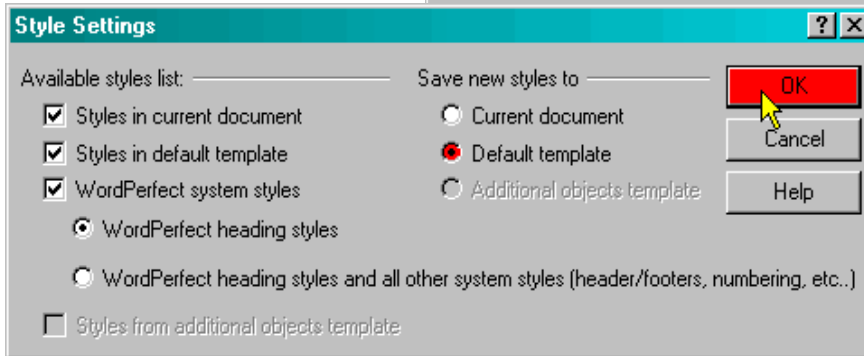
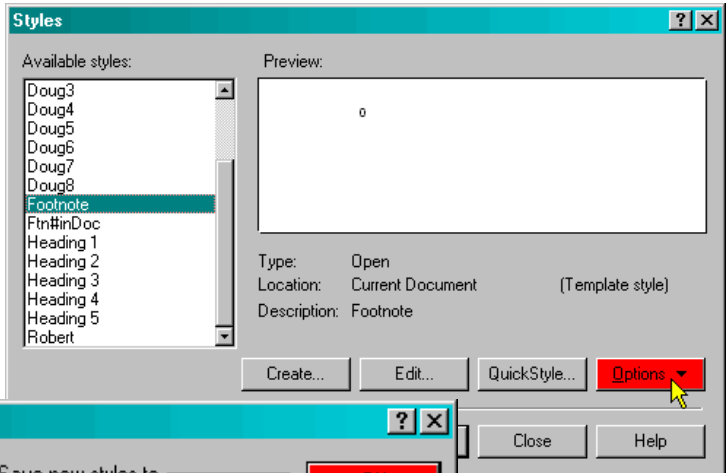
When done, click the OK button to return you to the Styles dialog

**Step 5: Saving the Footnote Style.** This is where it can get a little tricky, but the following works for me.

In the Styles dialog, click the Options button. In the drop-down list, select Settings...



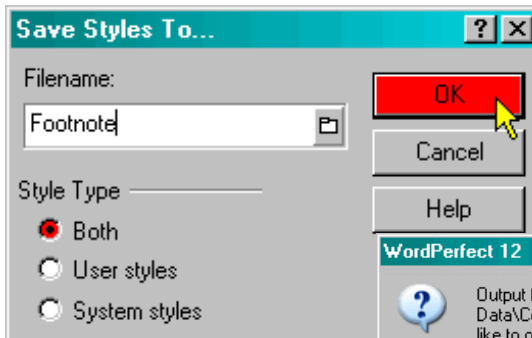
... and then in the Style Settings dialog click the Save



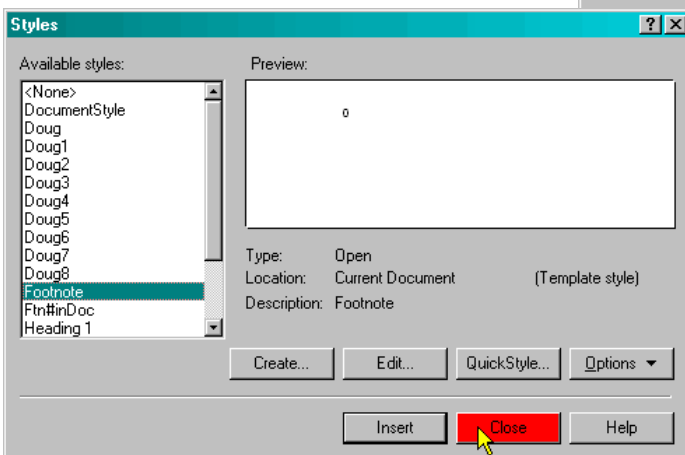
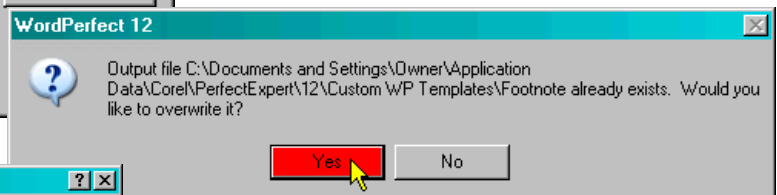
new styles to Default Template radio button and click the OK button.



Click the Options button again. This time, select Save As...



In the Save Styles To... dialog which opens, type the same Style name, Footnote, in the Filename box, click the Both radio button, and then click OK. You will then get the message below, asking if you want to overwrite the Style. Click Yes.



Now, click the Close button in the Styles dialog and you're done.

Now, when you make footnotes in a totally new blank document, the Footnote Style you just made/modified will be your default Footnote Style.

[Go To Footnote Top](#)

[Go to Document Style](#)