

## **SETTING DEFAULT DOCUMENT FOR SAHLI STYLE MULE RULES**

Follow these simple steps if you want to change your default word layout to Accurate Sahli Style. If you complete this process, you should be able to open a new document and it will automatically default to Mule Rules settings. It must be completed on each computer you use, so you should try to continually use the same computer.

### **SETTING FONT DFAULT**

1. Open NEW word document
2. Right click in middle of document
3. Click font
4. Change font and size to Times New Roman and Size 12.
5. Click Default in lower left of font box
6. Click Yes.

### **SETTING FONT DEFAULT FOR HEADER**

1. Double click in header to activate header editing.
2. Right click in middle of header
3. Click font
4. Change font and size to Times New Roman and Size 12. (although it should already be set but checking is a good thing)
5. Click default in lower left of font box
6. Click yes

### **SETTING DEFAULT SPACING FOR DOCUMENT**

1. Double click in middle of document to get out of header editing
2. Right click in middle of document
3. Click paragraph
4. Change spacing to 0 after and 1.5 in the “At “ box.
5. Click default
6. Click yes

Document is now set to default to Sahli’s Mule Rules. Remember you still need to keep an eye on these defaults but it is a good beginning to a great document.