



WordPerfect Office: How do I change my default settings in Quattro® Pro?

- WordPerfect Office Suite

This document describes how to change the default working environment in Quattro® Pro by creating a style.

To do this, follow the instructions below:

1. Open Quattro® Pro.
2. Go up to the Format menu and select Define Styles.
3. Select the appropriate button to make the changes.
4. Make the changes you wish to have whenever launching Quattro® Pro.
5. Click OK.
6. Click the Apply as Default to all new notebooks option.
7. Click OK.

To remove the styles, disable the Apply as default to all new notebooks option, and enable the options to what you want. If you want to have certain settings temporarily, you can name the settings in the Define style for list box where Normal appears.