

Web Applications

How can I change the default styles for Google Docs?

Asked 9 years, 2 months ago Active 1 year, 2 months ago Viewed 46k times



For a Document (Word-like) in Google Docs, I want to be able to change the font size, family and spacings for the built-in in styles. How can I do that?

32

google-docs



1

edited Sep 4 '18 at 22:11



ale

46.3k

25

121

264

asked Sep 3 '10 at 15:21



Robert Munteanu

1,400

2

16

23

3 Answers



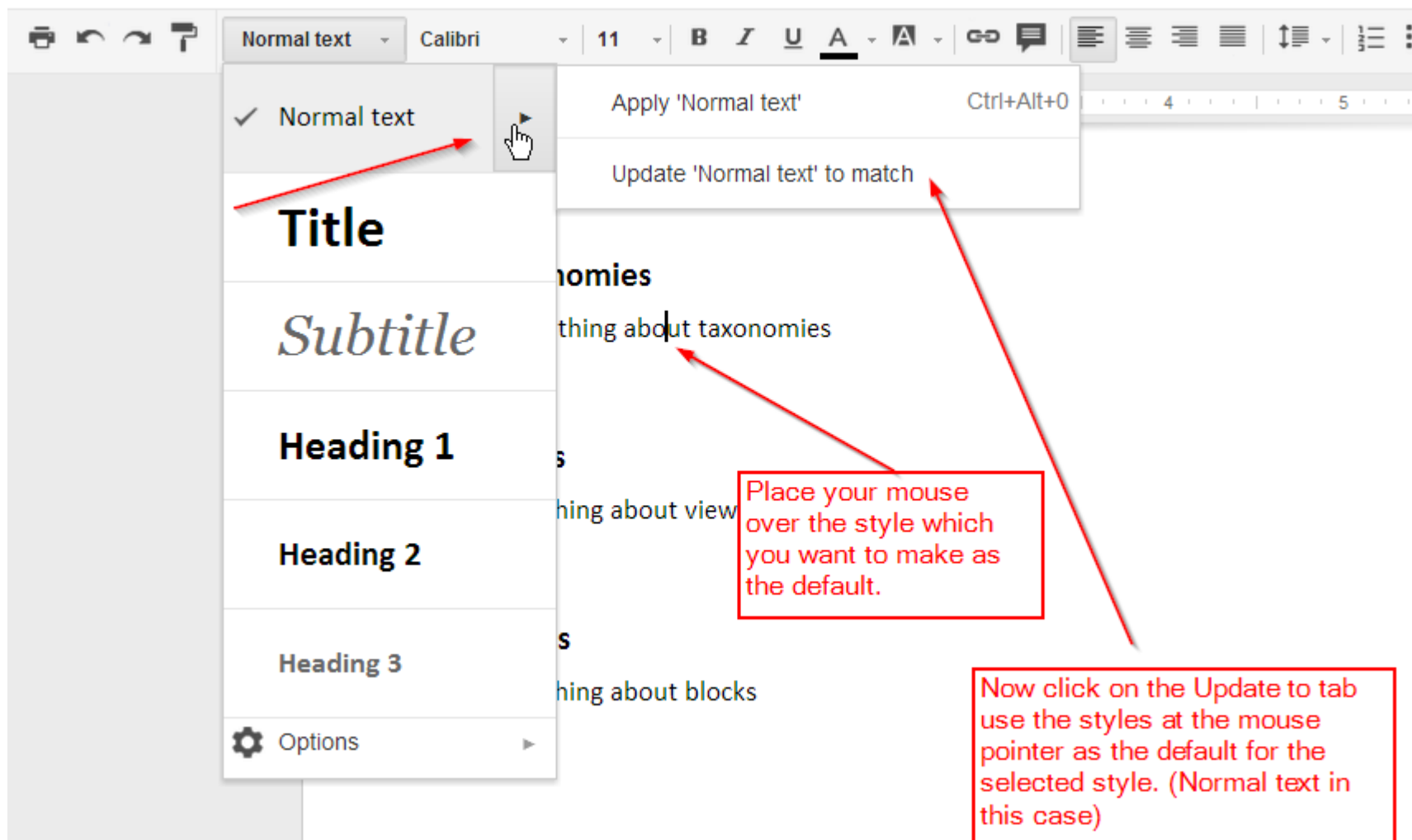
This can be done in new Google Docs (Drive) as well.

37



1. Do the necessary styling in a part of the document.
2. Place your mouse pointer over this location.
3. Click on the style selector and select the style you want to change the defaults of.
4. Click on update option to change the defaults.

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edited Jan 10 '13 at 11:52



Alex

21.1k

10

68

94

answered Jan 10 '13 at 11:50



Gokul N K

526

5

9

- 4 @RobertMunteanu Consider changing the accepted answer to be this one since Google Drive does allow you to change the look of headkings – [Juan Mendes](#) Jun 16 '15 at 18:17

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2

This ability has been removed from the new version of Google Docs. As of now, you're able to tell Google to use the old version, but this comes with trade-offs, and only affects **new** documents.

In the Editing tab of your [settings](#), see the following option:

The image you are requesting does not exist or is no longer available.

imgur.com

[Details](#)

Here are some of the most interesting features of the new version of Google documents:

- **Real time collaboration:** See updates from other collaborators as they edit the document.
- **Higher-quality imports:** More consistent imports from your desktop into Google Docs.
- **Chat with other collaborators:** As you make your edits, you can chat with other document editors about the changes, from within the document.
- **Ruler:** Google documents have a ruler for setting margins, indentations, and tab stops.

What else is different?

You'll probably notice that some features from the older version of Google documents aren't available yet. Don't worry: we'll be adding a lot of them soon.

These features from the previous version of Google documents, however, won't be available in the new version:

- Offline document access via Google Gears
- Edit HTML
- Edit CSS

answered Sep 3 '10 at 16:40



[Rebecca Chernoff](#)

7,767 3 33 46

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Line spacing -> Add space before paragraph") was to use custom CSS. Is there a different way to do this now that CSS is not allowed? – [David Doria](#)
Jun 23 '12 at 14:39

2 This answer is no longer correct, it is possible to modify the styles. – [Brad Koch](#) Apr 20 '16 at 14:42

1 Also the attached image appears to be invalid now – [Mark K Cowan](#) Mar 29 '18 at 11:34



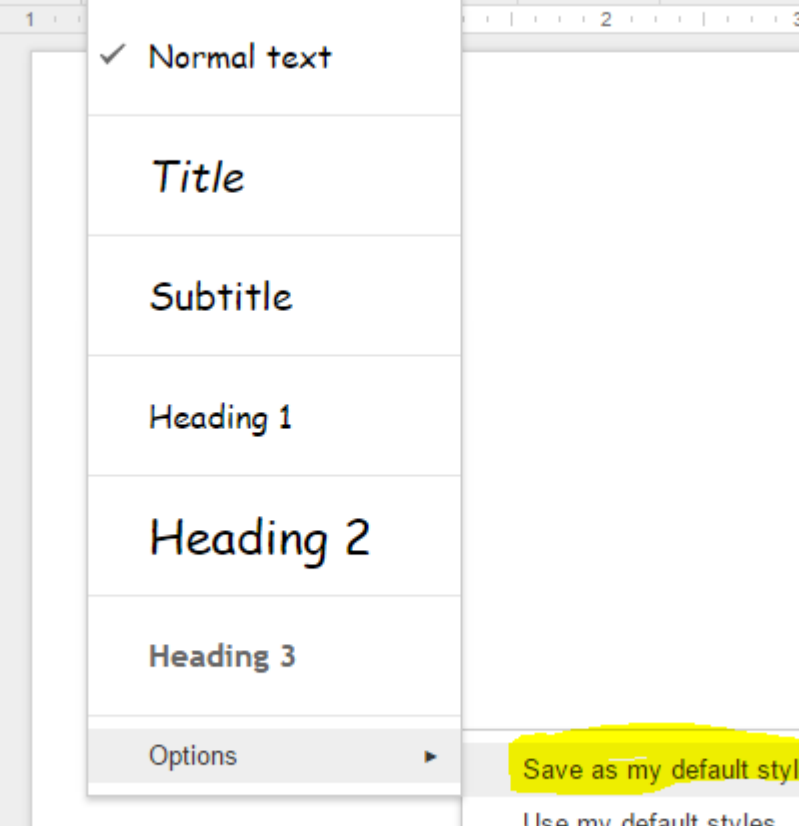
As @Gokul N K said, you update the normal styles to become the default styles for *that* document. However, if you would like to change the default styles for every new document:

2



1. Update the styles that you want for every new document on a new document.

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The screenshot shows the Google Docs interface with the 'Format' menu open. The 'Options' menu item is highlighted, and its sub-menu is displayed. The sub-menu contains three options: 'Save as my default styles' (highlighted in yellow), 'Use my default styles', and 'Reset styles'.

File Edit View Insert Format Tools Table Add-ons Help All changes saved

100% Normal text Comic Sans 12 B I U A

1 2 3

✓ Normal text

Title

Subtitle

Heading 1

Heading 2

Heading 3

Options ▶

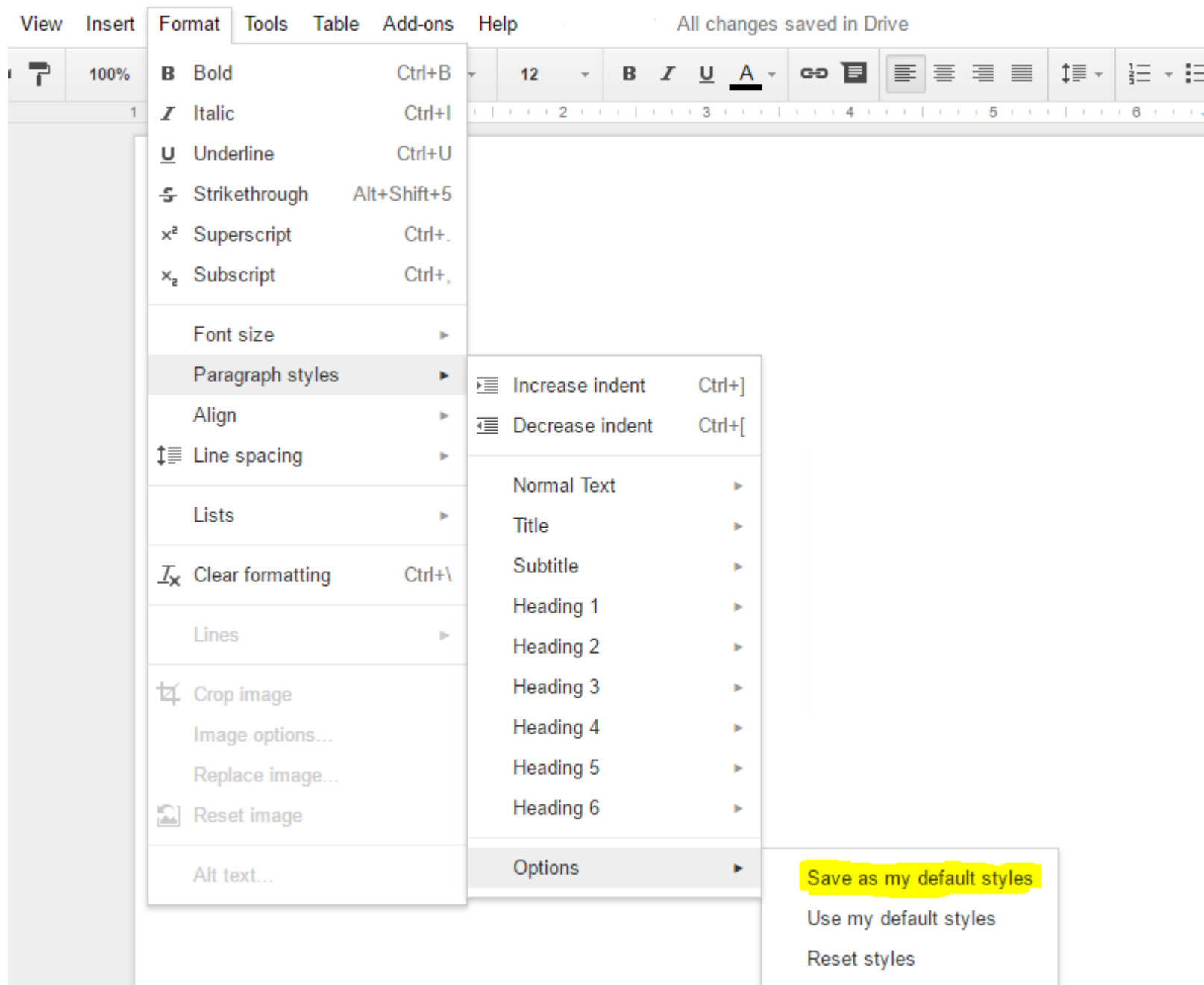
Save as my default styles

Use my default styles

Reset styles

<https://webapps.stackexchange.com/questions/6412/how-can-i-change-the-default-styles-for-google-docs>

Or go to Format > Paragraph Styles > Options > Save as my default styles



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new document and see the styles have changed!

Source: "Set and change a default style" from support.google.com/docs/answer/116338

edited Aug 31 '16 at 20:50

answered Aug 31 '16 at 20:45



[Chris Happy](#)

121 4

I don't thiknk a global override is what people usually want... – [Pacerier](#) Dec 2 '17 at 7:23

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