

Default window behaviour in Microsoft Word – how it works

The table below explains the default window behaviour of Microsoft Word. As can be seen, the different settings are inherited from different sources. In addition, the behaviour is different for new and for existing documents. Note, for example, that the zoom percentage and view type of an existing document may even come from another user of the document.

What	How a window by default will appear when opened in Microsoft Word	
	If one or more documents are already open	If no documents are open
Window size	As the active document	As the last document that was open (in this or the previous Microsoft Word session)
Window position	If the active document is maximized (full screen):	Maximized (full screen)
	If the active document is full width but not full height	Top-left of screen
	If the active document is full height but not full width	Top-left of screen
	If the active document is neither full height nor full width	Slightly offset down-right in relation to the active window
View type and Zoom	Existing document: As the last time it was saved – by you or by another person	Same behaviour as if one or more documents are already open
	New document: As the view type and zoom setting in the attached template (Normal.dot or another template)	
Toolbars	As the active document	As the last document that was open (in this or the previous Microsoft Word session)
Field codes	As the active document *Determined by the current setting of Tools > Options > View tab > Field Codes	As the last document that was open (in this or the previous Microsoft Word session – see *)
Text boundaries	As the active document **Determined by the current setting of Tools > Options > View tab > Text Boundaries	As the last document that was open (in this or the previous Microsoft Word session –see **)