

## Default window behavior in Microsoft Word – how it works

The table below explains the default window behavior of **Word 2010 and earlier versions**. As can be seen, the different settings are inherited from different sources. In addition, the behavior 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
<b>Window size</b>	As the active document	As the last document that was open (in this or the previous Microsoft Word session)
<b>Window position</b>	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
<b>View type and Zoom</b>	Existing document: As the last time it was saved – by you or by another person	Same behavior 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)	
<b>Toolbars</b>	As the active document Toolbars were replaced by the Ribbon in Word 2007. If a Word document or template with custom toolbars is opened or loaded as a global add-in in Word 2007 or later version, the custom toolbars will appear on the Add-Ins tab of the Ribbon.	As the last document that was open (in this or the previous Microsoft Word session)
<b>Field codes</b>	As the active document *Determined by the current Word option setting of Field Codes	As the last document that was open (in this or the previous Microsoft Word session – see *)
<b>Text boundaries</b>	As the active document ***Determined by the current Word option setting of Text Boundaries	As the last document that was open (in this or the previous Microsoft Word session –see **)

This file is related to the article [Default Window Behavior in Word – Zoom, Size, Position, etc.](#)