

Changing the Default Font

When Word is installed on the computer, a default font is specified. If this isn't the font that you want to use for all your documents, then you can change it. Once this change is made, all documents based on the Normal template will use the specified font. To change the default font:

- † Click the **Home Tab**.
- † In the **Font Group**, click the **Dialog Box Launcher** button (see illustration at right).
- † The **Font Dialog Box** will appear (see illustration below).
- † Make any changes to the font attributes such as type or size.
- † Once all the changes have been made, click the **Default** button.
- † A message will appear asking if you want to change the font to the one specified (see illustration below).
- † Click **Yes** to make the change.
- † This change will be made for all documents that are created after the Default has been changed.

