

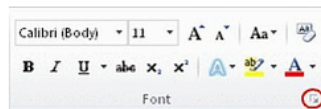
How to Set Default Fonts in Word

Set the default font

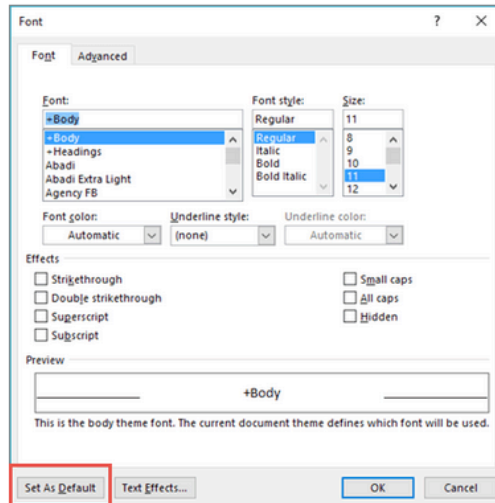
Word

Start with a blank document, or if your document already contains text that is formatted with the properties that you want to use, select that text.

1. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.

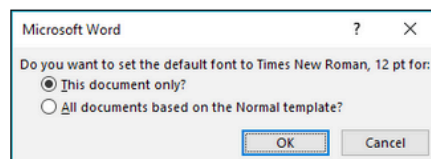


2. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.



3. Click **Set As Default**, and set the scope of your changes:

- Select **This document only?** if you want your changes to apply to only the current document.
- Select **All documents based on Normal .dotm template?** if you want your changes to apply to any document based on the Normal template.



4. Click **OK** to apply your changes.