

QUICK TIP 

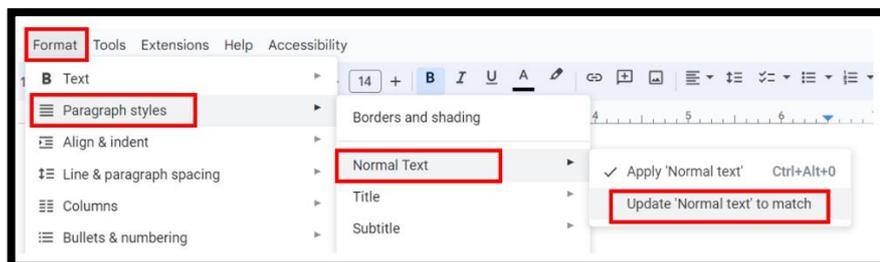
SENSS Assistive Technology 'Quick Tip': Default Font in Google Docs

Q: How can I have text written in my preferred font style, size and colour, within Google Docs?

A: You are able to change your default font within Google Docs, so that every time you open up a new document your preferred font style, size and colour will be used. You will not need to make this adjustment manually each time.

How to change your default font style, size and colour, within Google Docs:

1. Open up a new document in Google Docs and write some words in the formatting of your choice (i.e. change the font, size and colour). Alternatively, open up an existing document which is already formatted as you wish.
2. Drag your cursor over a couple of words to highlight them.
3. Go to **Format, Paragraph styles**, then **Normal text**
4. Select **Update 'Normal text' to match**



5. Next, go to **Format, Paragraph styles**, then **Options**
6. Select **Save as my default styles**

PLEASE NOTE: You can use this process to change any of the default paragraph styles (e.g. 'Title' or 'Subtitle' instead of 'Normal Text').

