QUICK TIP

SENSS Assistive Technology 'Quick Tip': Default Font in Microsoft Word

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

A: You are able to change your default font within Microsoft Word, 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 Microsoft Word:

1. Open up a new document in Microsoft Word.

2. Under the *Home* tab, go to the *Font* section, and click on the little arrow in the bottom right corner.

3. Within this window, choose your preferred font, size, style and colour to be used.

4. Click *Set as Default.*

5. Select *All documents based on the normal template*, then click *OK*.
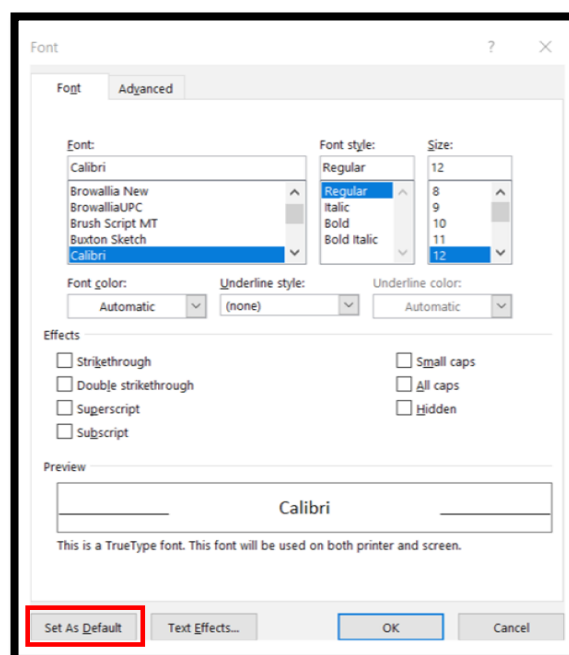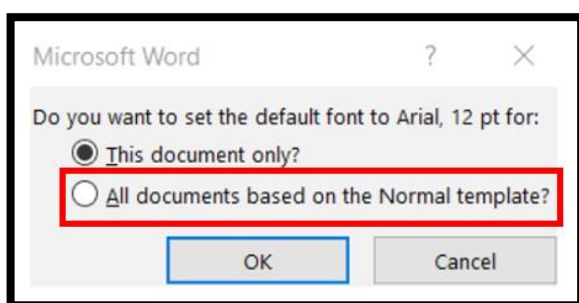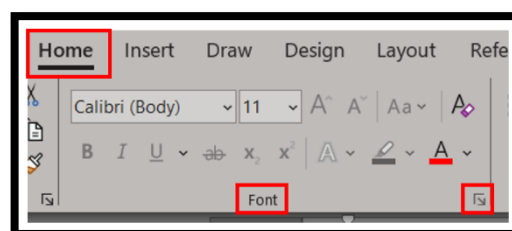
PLEASE NOTE: You can also change your default paragraph settings in a similar way, in order to change things like line spacing. Under the *Home* tab, go to the *Paragraph* section, and click on the little arrow in the bottom right corner, and follow the same process.