

CHANGE DEFAULT FONT

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Click on the blue, underlined text to go to its linked reference.



If you've created a document in the past with one font, but wish you could use another, here's how to do it simply.

1. My original document was created in Times New Roman (**Figure 1**), but I want to change it.

This is a document created with Times New Roman as the default font. ¶
However, I'm going to change the default font to Arial. ¶
Then I'll have the document the way I want it.

Figure 1

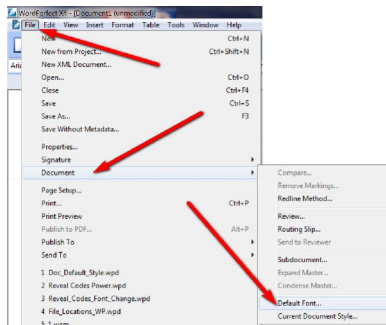


Figure 2

2. From the MenuBar (**Figure 2**), I select File > Document > Default Font.

3. The previous font and font size is shown in the window (**Figure 3**).

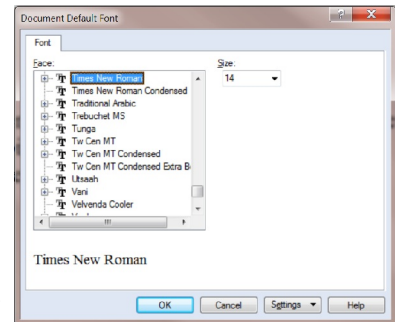


Figure 3

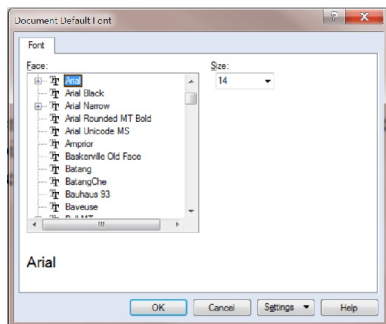


Figure 4

4. I select the font I want and it's size and Left-click on "OK" button (**Figure 4**).

5. The font change is immediate (**Figure 5**).

This is a document created with Times New Roman as the default font. ¶
However, I'm going to change the default font to Arial. ¶
Then I'll have the document the way I want it.

Figure 5

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