

WordPerfect Office X3

FONT DEFAULT SET FOR DOCUMENT



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Click on the blue, underlined text to go to its linked reference.¹

You can customize WordPerfect so that every document has the same font and size. This lesson shows how to do that.

1. From the MenuBar, Click on Format > Font (**Figure 1**).

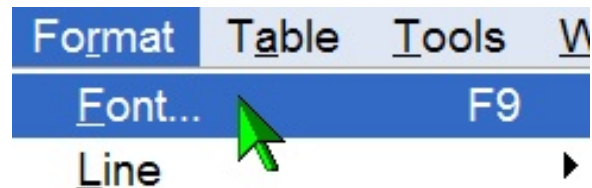
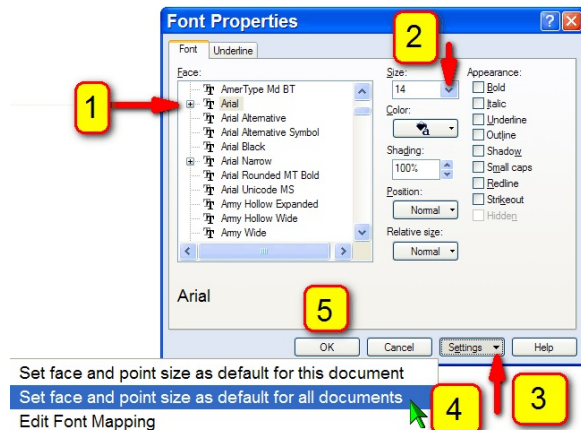


Figure 1



2. In the Font Properties window (**Figure 2**):

- ① Click on the font face you wish to use.
- ② Click on the font size.
- ③ Click on the “Settings” button.
- ④ Click on “Set face and point size as default for all documents”.
- ⑤ Click on “OK” button to make the change.

Figure 2

3. From this time on, all your documents will use that font face and size.

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