

REMOVE UNWANTED FONT CHANGES



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

Sometimes an unintended font change occurs in a WordPerfect document. This is how to fix it.

1. The document is looking good, but — all of the sudden — a Times New Roman font change occurs (**Figure 1**).

This is Arial text that goes on and ¶
on and on and on and on and on. ¶
But TNR starts ¶
before the “But”

Figure 1

2. Use “Reveal Codes” (View ► Reveal Codes — or Alt+F3) to see where the problem lies (**Figure 2**).

This is Arial text that goes on and HRt
on and on and on and on and on. HRt
Font: Times New Roman But TNR starts HRt
before the “But” Font: Arial

Figure 2

3. Move your cursor — shown as a “red box” in Reveal Codes — to the right of the “Font: Times New Roman” arrow. You can do this by using the arrow keys in the Reveal Codes window or using your mouse cursor in the window above the Reveal Codes.

4. Touch the Backspace key to delete the “Font: Times New Roman” arrow, and all the text returns to the Arial font.

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