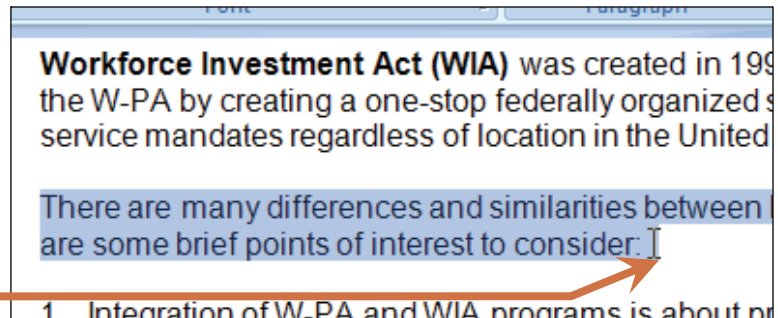


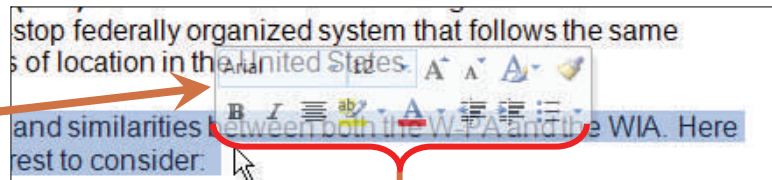
Change Displayed or Default Font in Word

This guide will show you how to change the fonts used in Microsoft Word documents. You can either change the font type, size, color, etc., in existing documents, or establish preferred default font choices for all new documents.

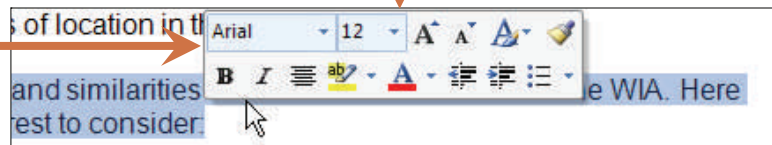
1.) I open a Word document, and highlight the text that I want to change, by left-clicking in it, and dragging the resulting cursor — a text insertion indicator — to the end of the text I want to select.



2.) When I release the mouse button, a faint image will appear above and to the right of the selected text.

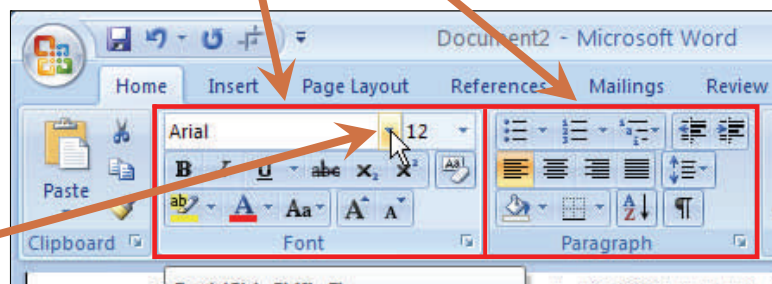


Moving my cursor toward this image will bring it "into focus", and display a menu conveniently containing a number of icons showing ways that I can change the selected text.

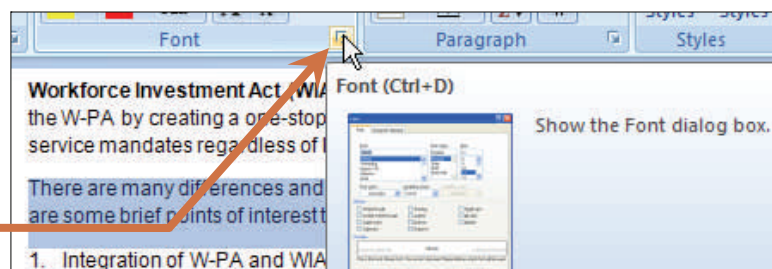


3.) The icons in the above "mini-menu" are drawn from the more complete selections contained on the **Home** tab of the **Office Ribbon**, in the **Font** and **Paragraph** sections.

My second option, then, for changing the font choices displayed in the document's text is to click on one or more options / icons in these ribbon sections, as shown:



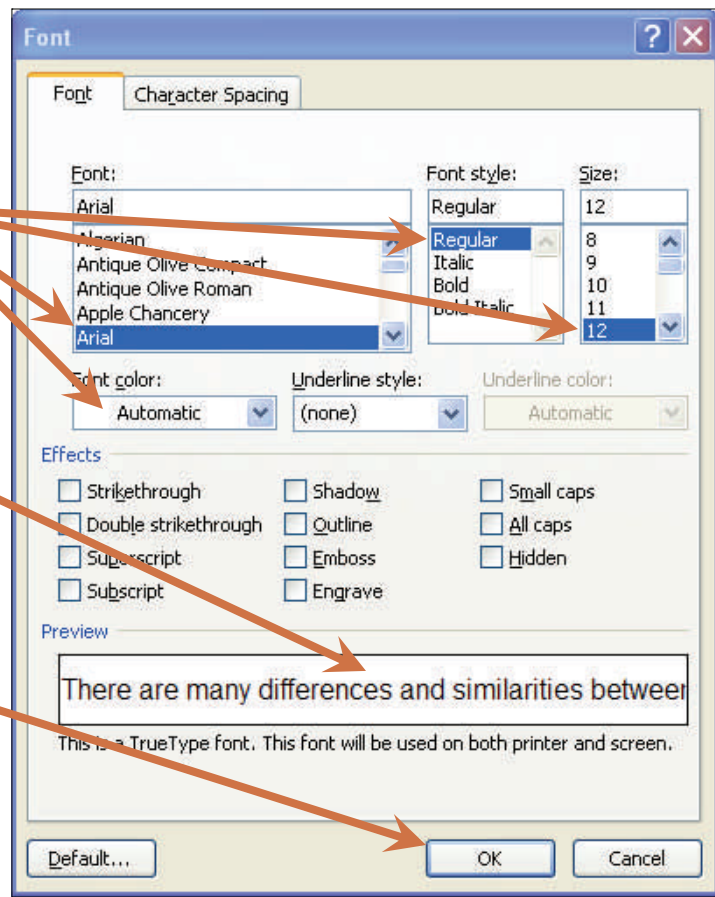
4.) If I need more options, or more detailed ones, I can go to the section "expansion button" in the bottom right corner of the **Home** tab's **Font** section.



5.) Clicking there opens up the **Font** dialog box, shown at right. This box initially displays all the basic characteristics of the document's selected text.

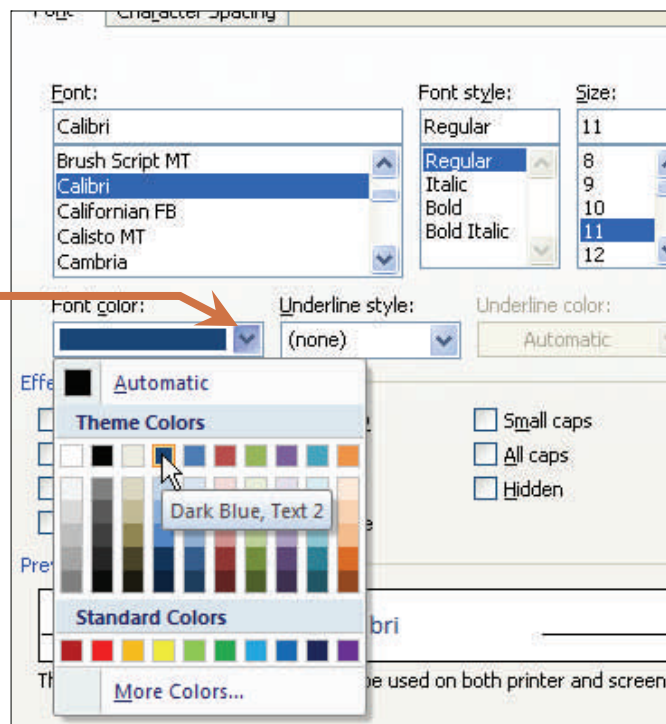
It also includes a selection from the beginning of the highlighted text, by way of illustration, in the section titled **Preview**.

To effect a change in just the selected text, make changes in one or more of these areas, and click on the **OK** button.

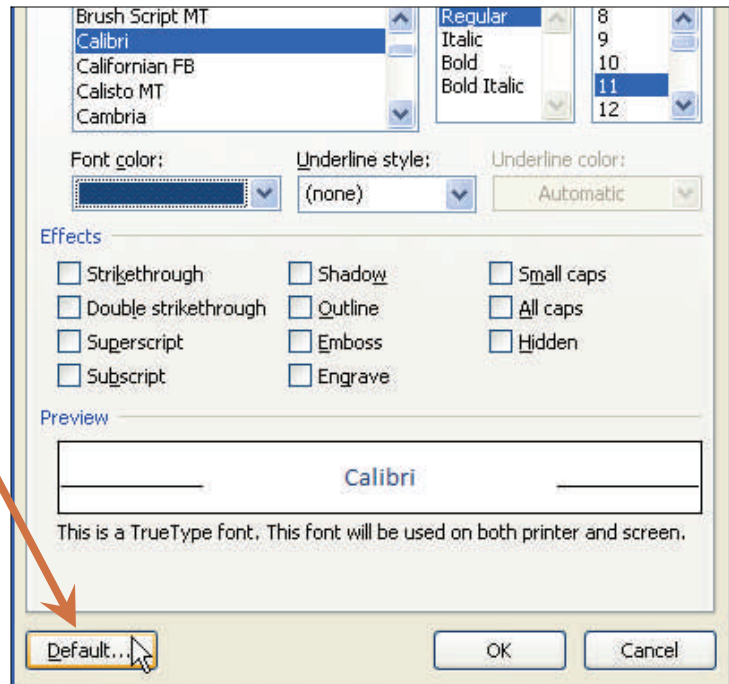


6.) Here I'm changing the font from Arial to Calibri, and the font size from 12 to 11. I've also opened up the color choice by clicking on the drop-down menu arrow to the right of the word "Automatic" in the **Font color:** area. Then I've chosen a new, dark blue color. To apply these choices to the selected text, I'll now click on the **OK** button, as related above.

Or.....



7.) I can decide to switch all my new Word documents to these values as default settings. In which case, I'll click on the **Default** button, instead of the **OK** one.



8.) The box shown at right opens, asking me to confirm my decision to reset a default font type, size and color. After I click on **Yes**, all future documents I create under the **NORMAL** template will share these options.

