

## Befriending the Big Hairy Beast - Tip No. 9

### *Set the Default Font*

by Tammy Schubert

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At a recent writer's conference, I overheard several writers lamenting about Microsoft Word's default font, Times New Roman, which causes eye strain and premature wrinkles from squinting. But nobody knew how to change the default setting. Here are some simple instructions to ease the frustration.

### Change Microsoft Word's Default Font

1. Open your manuscript in Word.
2. Select the text (CTRL + A).
3. Click on **Format** in the menu above.
4. Select **Font** from Format menu.
5. Select the **Font** (Courier or Courier New) and **Font Size** (12) you want the system to use.
6. Click on the **Default** button.
7. Click **Yes** in the Microsoft Word dialog box that asks if you want to change the default font. This change affects all new documents based on the active template, which is NORMAL by default.

**Note:** This change only affects the active template. When you start a new document, the font you specified as the default is used. However, if you open an existing document, whatever font was used at the time remains the same. To change it, select all (CTRL + A), change the font type and save the document.

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