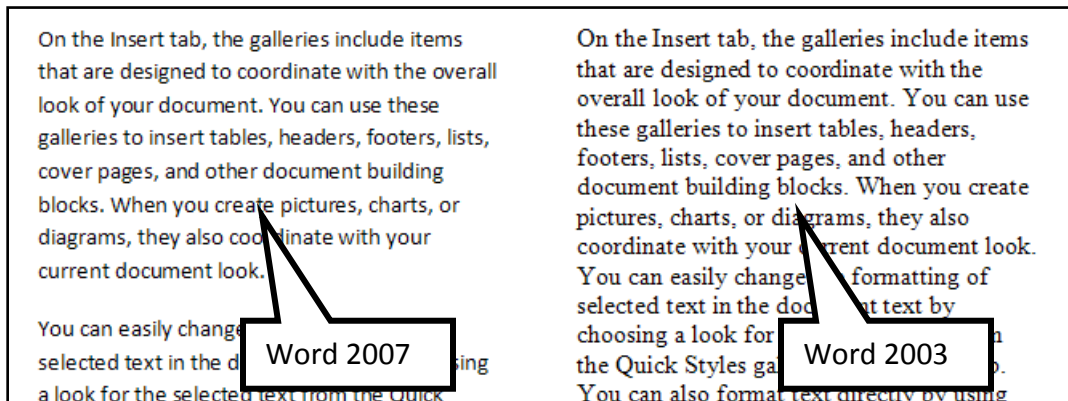


# Change Word's Default Font, Font Size and Paragraph Spacing

## Situation:

Word 2003 used Times New Roman, 12 points for the default font and the paragraph format didn't have any extra space. The new version of Word uses Calibri, 11 points and there is extra space inside the lines of a paragraph and after each paragraph.

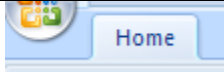
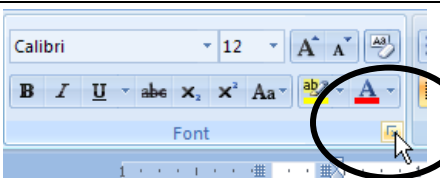
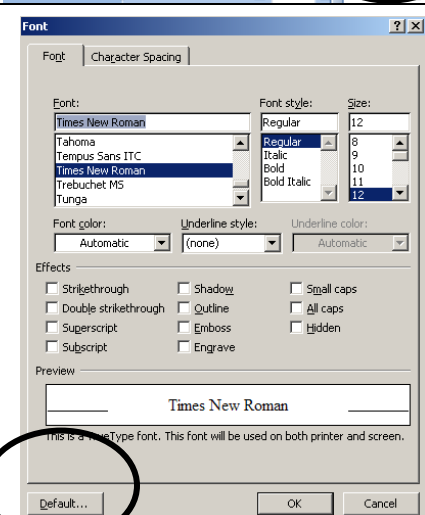
You would like to have the old settings back.

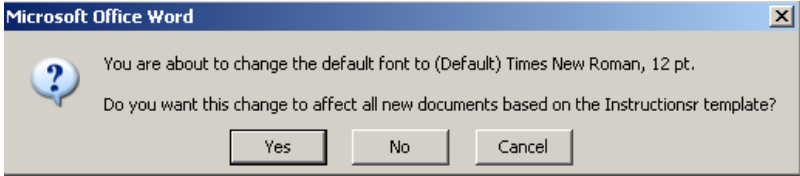


## Overview:

Change the default font, point size and paragraph format

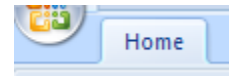
## Steps to Change the Default Font:

1.	Select the Home Tab	
2.	In the Font group, select the Dialog box launcher	
3.	In the Font dialog box, match the settings in the example  Click Default...	

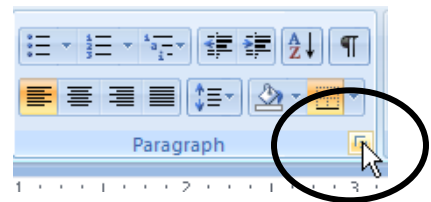
4.	Click Yes	
5.	Documents that have already been saved will not be affected. Only document in which you are working and future new documents will use Times New Roman 12 points	

**Steps to Change the Default Paragraph Format:**

1. Select the Home tab

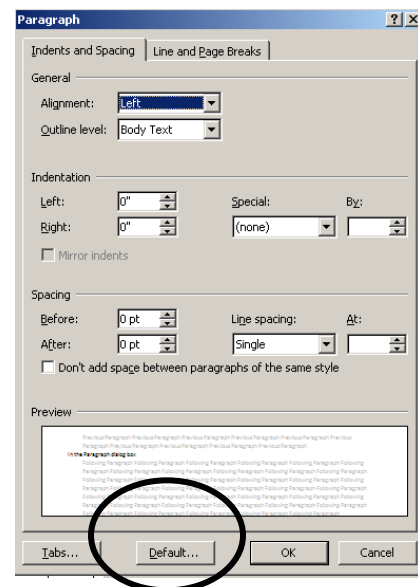


2. In the Paragraph group, click the dialog box launcher

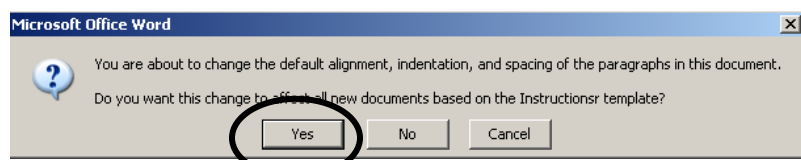


3. In the Paragraph dialog box, match the settings in the example

Click Default...



4. Click Yes



5. Documents you have already saved will not be affected. Only the document in which you are working and new documents will use the new default paragraph settings