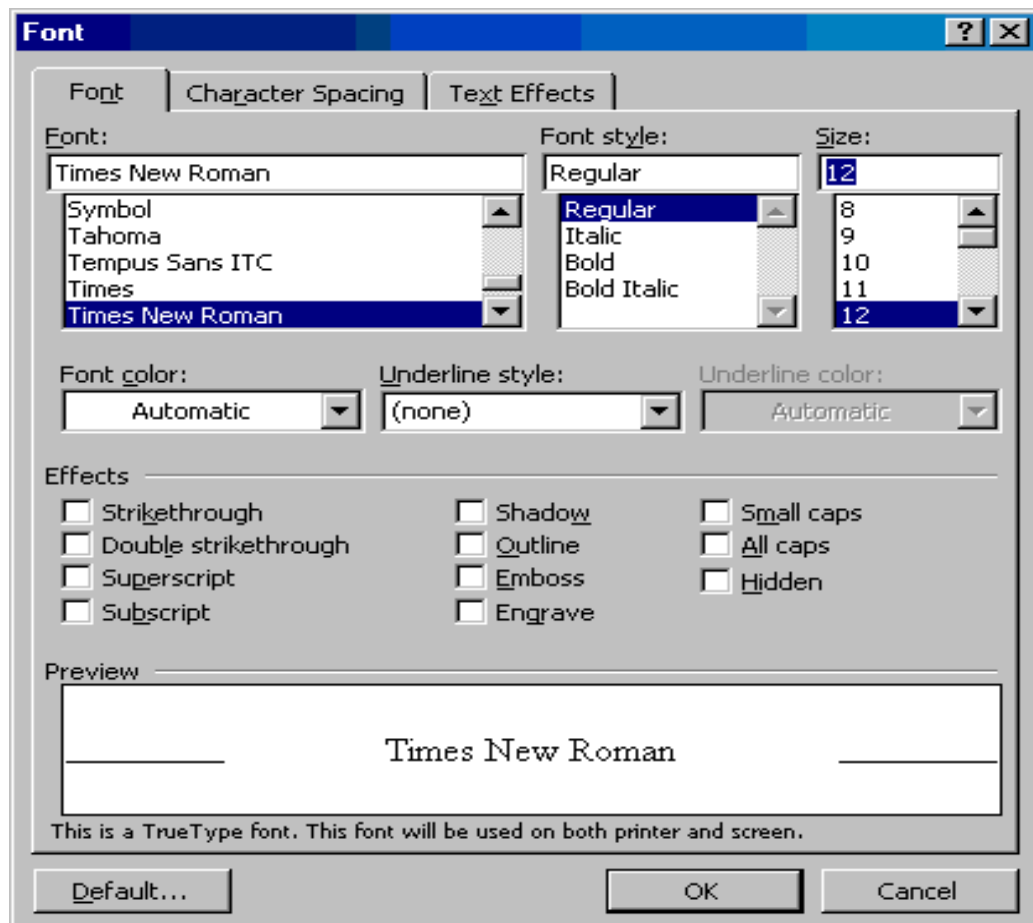


Change the Default Font in Word 2003

1. If you do not have a document open, create a new document based on the Normal template. To do this, click **New** on the **File** menu, and then click the **General** tab. Click **Blank Document**, and then click **OK**.
2. On the **Format** menu, click **Font**.
3. Select the font, point size, and any attributes that you want.



4. Click **Default**.
5. When you are prompted with the following message, click **Yes**.

Do you want to change the default font to *font name*?

This change will affect all new documents based on the NORMAL template.

6. While you hold down the SHIFT key, click **Save All** on the **File** menu.

NOTE: Click **Cancel** if Word prompts you to save the new blank document. Word will not prompt you to save the changes to the Normal template unless the **Prompt to save Normal template** option is selected on the **Save** tab (on the **Tools** menu, click **Options**).