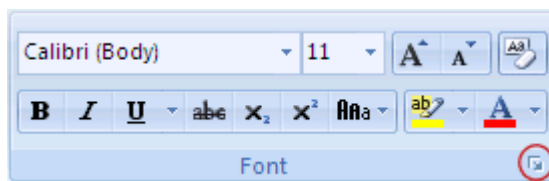


## Set the default font

1. If your document already contains text that is formatted with the properties that you want to use, select that text.

If you are starting from a blank document, go to step 2.

2. On the **Home** tab, click the **Font** Dialog Box Launcher (that's the little icon circled in red, below), and then click the **Font** tab.



3. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.
4. Click **Default**, and then click **Yes**.