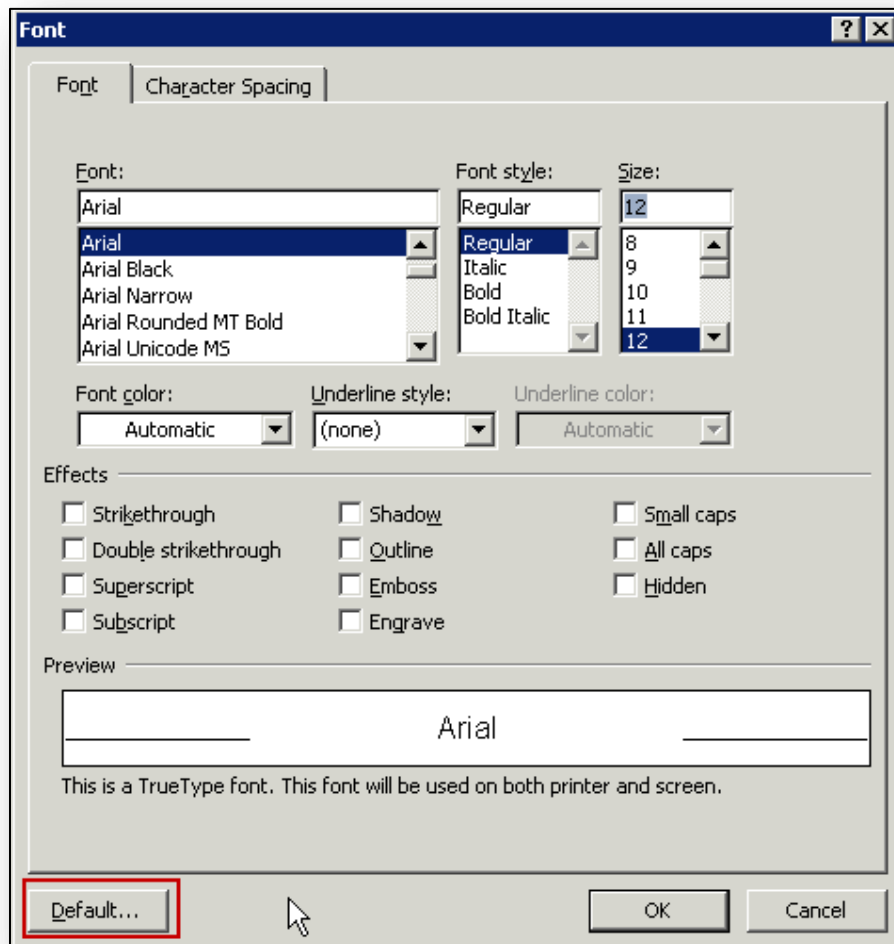


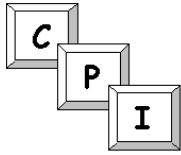
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Microsoft Word 2007 Setting the Default Font

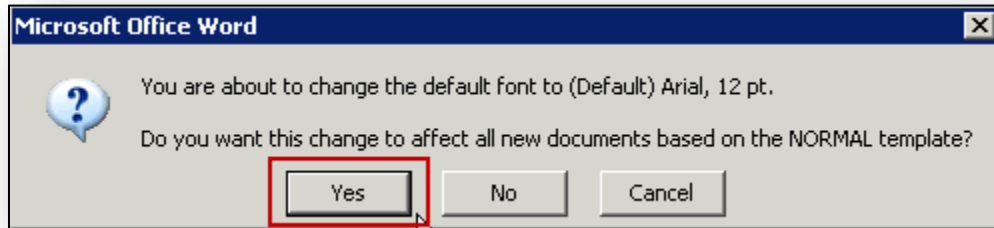
1. Click the Dialog Box Launcher in the Word Home Ribbon, **Font** group to open the **Font** dialog box.



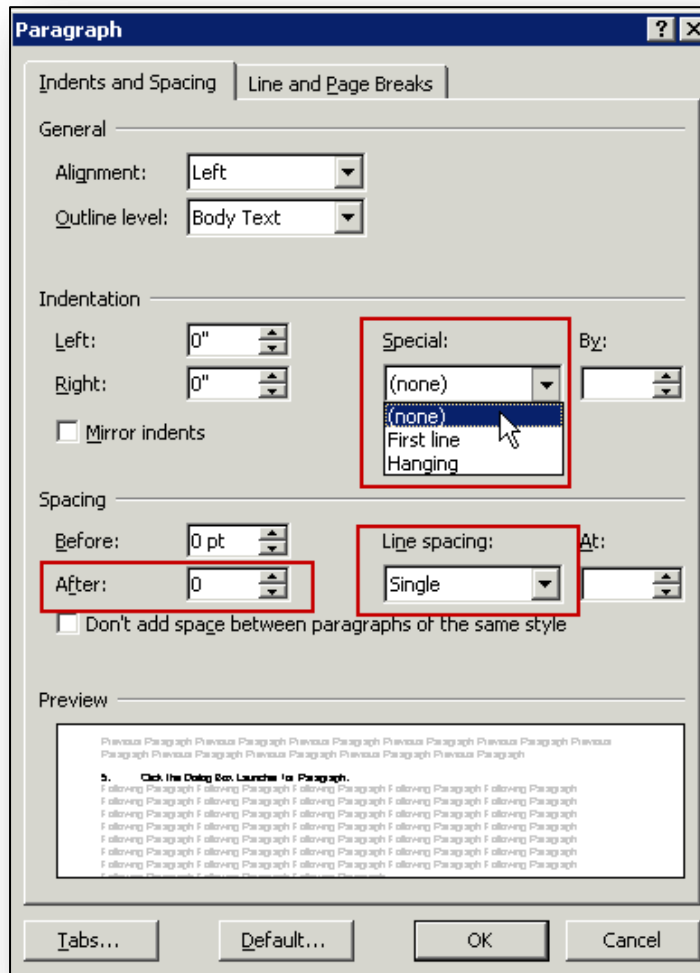
2. Select the Font style and Font size to be the default for all new Word documents.
3. Click the **[Default]** button. A prompt will ask you to confirm this action.

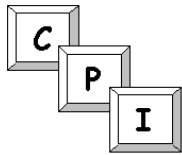


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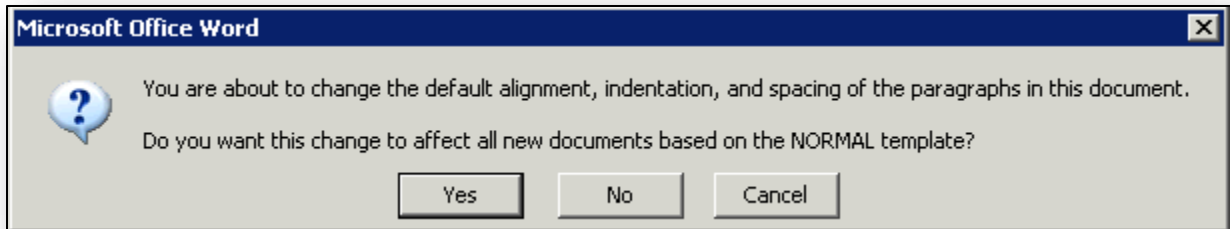
4. Click **[Yes]**. Notice this will update the Normal template.
5. Click the Dialog Box Launcher arrow for **Paragraph** on the Home Ribbon.
6. Change **Special** to **None**, Spacing **After** to **0**, and Line spacing to **Single**.





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7. Click the **Default** button. A prompt will ask you to confirm the action, reminding you that this will affect the Normal template.



8. Click **[Yes]**.
9. Exit Microsoft Word and then launch Word.
10. Notice the default font is now updated to your selection and the default paragraph format is single-spaced with no space after a paragraph.