

WordPerfect

DEFAULT FONT CHANGED

Darry D Eggleston

Say you want to change the Default Font to Arial 14-point in a document that is Times New Roman 12-point. Here's how to do it.

1. Open the document.
2. Use **Ctrl+Home+Home** keys — hold Ctrl key & touch Home key twice. (That takes your cursor to the very top of the document.)
3. Select File ► Document ► Default Font
4. Select the font and size you want. This becomes your Default Font.
5. Touch the Enter key or click on “OK” button.
6. Click on the “F + Checkmark” button on your ToolBar.

Now all the fonts in the document are Default Font you set in Step 4.