

WordPerfect

FONT DEFAULT FOR ALL DOCUMENTS



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Click on the blue, underlined text to go to its linked reference.

Setting the default font for all documents created subsequent to the setting is simple. (“Default” means the properties of the document unless you change it. Here’s how to do it.

1. From the MenuBar, select Format ► Font (**Figure 1**).

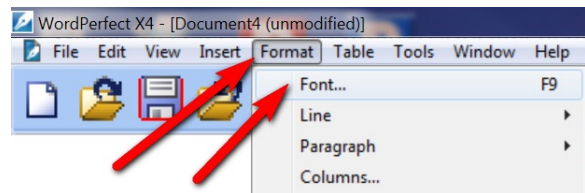


Figure 1

2. Select the font (**Figure 2**):

- ❶ Select the font.
- ❷ Select the size.
- ❸ Click on “Settings” button.
- ❹ Click on “Set face and point size as default for all documents.
- ❺ Click on “OK” button, or touch the Enter key on the keyboard.

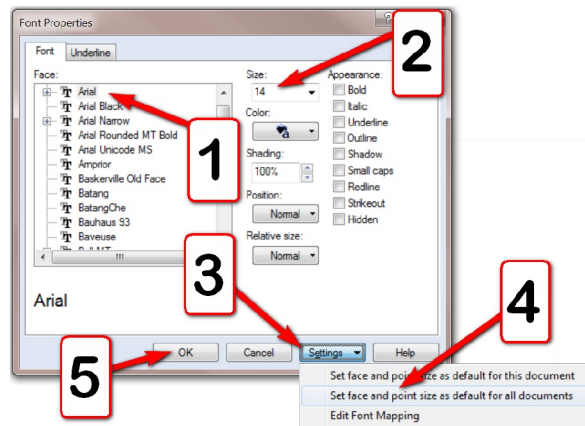


Figure 2

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