## **Microsoft Word 2007: Setting Font and Paragraph defaults.**

1. To change the font settings back to Word 2003 defaults open the Font dialog box by clicking the small arrow in the lower-right corner of the Font group on the ribbon.

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2. Change the Font from "+Body" to "Times New Roman." Change the Size to from "11" to "12." Click the "Default..." button at the bottom of the window.

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3. Click "Yes" to confirm changing the Normal template.

	You are about to change the default font to (Default) Times New Roman, 12 pt.
$\checkmark$	Do you want this change to affect all new documents based on the NORMAL templat

4. To change the paragraph settings back to Word 2003 defaults open the Paragraph dialog box by clicking the small arrow in the lower-right corner of the Paragraph group on the ribbon.

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5. Change the Spacing Before and After to "0 pt." Change the Line Spacing to "Single." Click the "Default..." button at the bottom of the window.

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6. Click "Yes" to confirm changing the Normal template.

