Word 365 with JAWS
Changing the Default Font and
Point Size for All New Documents

If you don't like the default font and point size in Word 365, you can change it to meet your needs. For example, the default font might not be particularly easy to read for a person with poor vision, or the point size might be too small. Alternatively, the default font used doesn't meet the requirements for your organisation's house style!

To change the default font and point size for all new documents in Word 365, in conjunction with JAWS, follow these suggested steps:

1. In Word 365, create a new blank document.

2. Press the **Applications** k**ey** (this key is to the left of the **CTRL** key on the right side of the keyboard). Upon doing this, a menu will be displayed consisting of options applicable to working with documents.

Note 1: If your keyboard does not have an **Applications** key, then you can press **SHIFT and F10 instead** to display the menu.

3. Press **DOWN ARROW** until the **Font...** menu option is selected and then press **ENTER**. Upon doing this, the Font dialog box will be displayed.

Note 2: An alternative method for displaying the **Font** dialog box is to press the keyboard shortcut **CTRL and D**.

4. In the Font dialog box, focus will be in the **Font edit/combo box**. Type the first 2 or 3 characters of the font you want to be the default, and then press **DOWN ARROW until it is** selected in the list.

5. Next, press **TAB** twice to move focus to the **Size** edit combo box. Then, press **DOWN ARROW** or **UP ARROW** until the size you want to be the default is selected in the list. Alternatively, you can simply type the size.

6.   When you have specified the font and point size, press **SHIFT and TAB** until the "**Set As Default**" button is selected and then press ENTER. Upon doing this, a message box will be display consisting of two radio buttons labelled **This document only** and **All documents based on the Normal.dotm template**, a **Cancel** button and an **OK** button. Focus will be on the **OK** button.

7.   Press SHIFT and TAB to move focus to the first radio button. This should be the one labelled "**This document only?**". Press DOWN ARROW to select the radio button labelled "**All documents based on the Normal.dotm template?**".

8.   **Finally,** press **ENTER** to choose the **OK** button and close the Font dialog box.

That's it, the font and point size you specified will now be the default for all new documents you create! Check it out. Press **CTRL and N** to create a new blank document. Then, press the JAWS command **INSERT and F**. Upon doing this, JAWS will announce the current point size and font for the current document, along with other formatting information. You should find that the point size and font are what you specified for all new documents!