

# Word 2019 with JAWS

## Changing the Default Font and Point Size for All New Documents



This document outlines the steps involved to change the default font and point size for all new documents in Word 2019, in conjunction with JAWS.

1. Start Microsoft Word 2019. Upon doing this, a blank document will automatically be created.
2. Press the **Applications** key (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 into the edit combo box.
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 displayed 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.

**Note 3:** When you navigate to the **Set As Default** button, JAWS may read a message before announcing the name of the button. This message will be "This is a true type font. It will be used on both printer and on screen. Be sure to listen to the entire message, as the button name is not announced until the speech has finished.

7. Press SHIFT and TAB to move focus to the first radio button. This should be the one labelled **This document only**.
8. Press DOWN ARROW to select the radio button labelled **All documents based on the Normal.dotm template**. Finally, press ENTER to choose the OK button and close the Font dialog box.

That's it, the font and point size you chose will now be the default for all new documents you create!