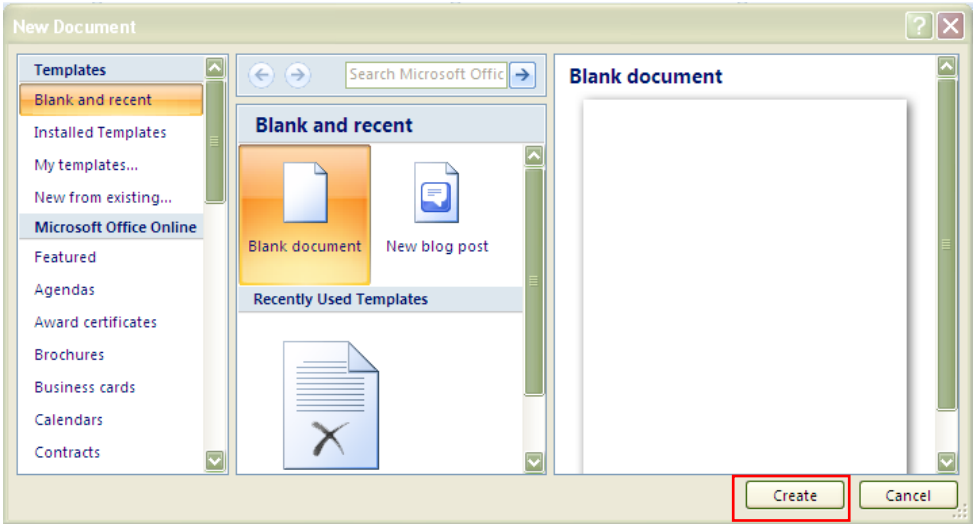
http://support.microsoft.com/kb/291291

How to change the style of the default font in Word 2007

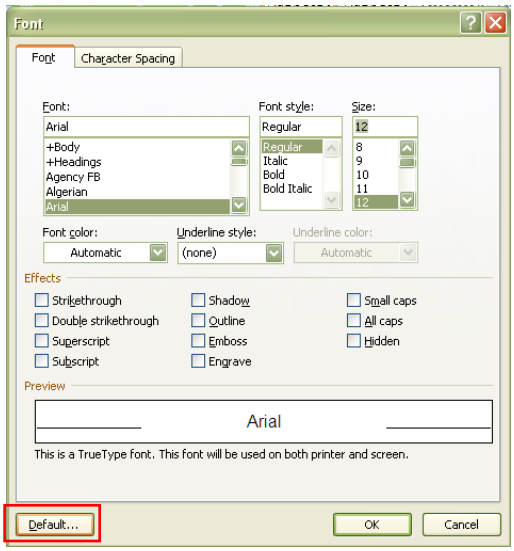
To change the style of the default font in Word 2007, follow these steps:

1. If you do not have a document open, create a new document that is based on the Normal template.

   To do this, click the Microsoft Office Button, click **New** in the **New Document** task pane, click **Blank Document**, and then click **Create**.



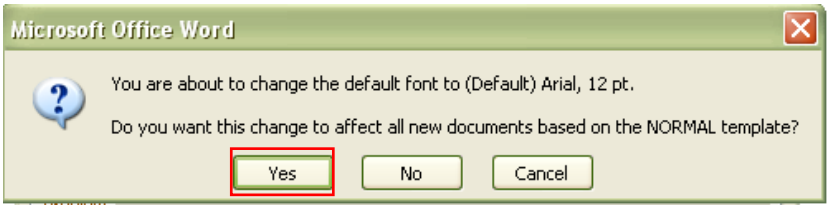
2. In the **Font** group, click **Fonts**.
3. Select the font, the point size, and any attributes that you want in the **Fonts** dialog box.
4. Click **Default**.



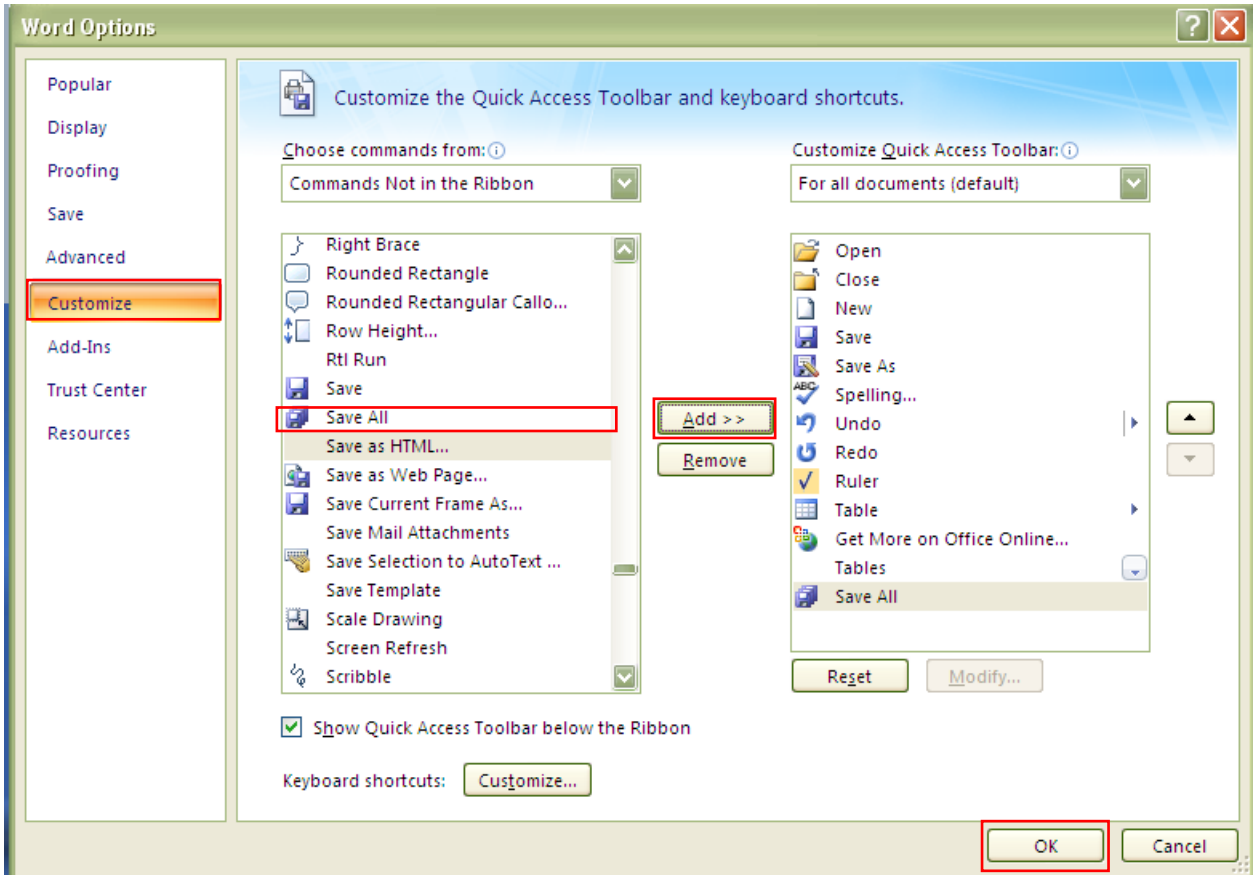
5. Click **Yes** when you receive the following message:

   Do you want to change the default font to *font name*?

   This change will affect all new documents based on the NORMAL template.



6. Click **OK**.
7. Click the Microsoft Office Button, and then click **Word Options**. Word Options
8. In the **Customize** tab, select **Commands Not in the Ribbon** in the list, and then select **Save All**.
9. Click **Add**, click **OK**, and then click **Save All** in the customized Quick Access Toolbar.

Note If Word prompts you to save the new blank document, click **Cancel**. If you want Word to prompt you to save the changes to the Normal template, follow these steps:

1. Click the Microsoft Office Button, and then click **Word Options**.
2. In the **Advanced** tab, click to select the **Prompt before saving Normal template** check box in the **Save** group.