Setting Word 2013 defaults

<http://answers.microsoft.com/en-us/office/forum/office_2013_release-word/how-do-i-change-the-default-font-in-word-2013/628b8c6a-67e9-4cef-a4e6-24df79549cf1>

[](http://answers.microsoft.com/en-us/profile/0a01784e-7f62-4f90-9d58-d795c6ccaf72)

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Answer

[Jay Freedman](http://answers.microsoft.com/en-us/profile/0a01784e-7f62-4f90-9d58-d795c6ccaf72) replied on April 3, 2013See post history

* Close

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In the old days, you would modify the Normal style and click the "New documents based on this template" option in the Modify Style dialog to make it change Normal.dotm. While that still sorta works, it now has some nasty side effects (such as not taking effect in tables). The right way:

* Open a new blank document.
* Click the Design tab.
* Click the Fonts button (near the right end of the Document Formatting group) and click Customize Fonts at the bottom of the gallery.
* Change the Body Font box to Times New Roman, and optionally change the Heading Font and the Name entries. Click OK
* Click the Set as Default button (to the right of the Fonts button) and OK the prompt.
* To change the size, first display the Styles pane (Ctrl+Alt+Shift+S) and click the Manage Styles button (third from left at the bottom).
* Go to the Set Defaults tab of the dialog. With the "+Body" entry selected in the Font box, select 12 in the Size box. Click the "New documents based on this template" option and click OK.
* Close Word. If you're prompted to save the Normal template, say yes.

http://jay-freedman.info