

Een gebruiker kan de standaard zelf aanpassen in Word stappen:

Microsoft Windows ? Microsoft Word 2013/2016

Launch Microsoft Word 2013/2016 for Windows.

On the **Home** tab, click on the **Font Dialog Box Launcher** (small arrow pointing down, right bottom corner) from within the **Font** group.

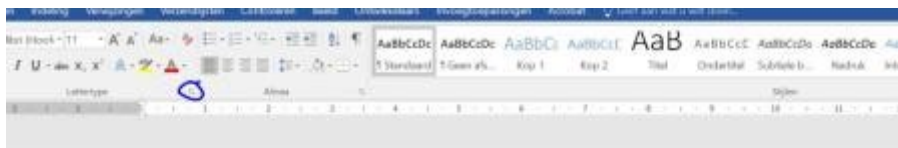
Select the **options you want to change**, such as the **Font, Font style, and Size**.

On the bottom left side of the **Font** window, click on the **Set As Default** button.

You will then be presented with a prompt to confirm this change. Select **All documents based on the Normal template?**, then click **OK**.

Click **OK** to apply your changes.

Close Microsoft Word 2013/2016 for Windows and relaunch the application. The default font will be updated based on your new options.



default-font-word1.JPG

