


Publisher 2010 - Changing Defaults

Default settings may have already been changed in your Publisher 2010 program. You can check these and change them if necessary as follows. (You may wish to do this after you have become familiar with Publisher.)

Font and Font Size

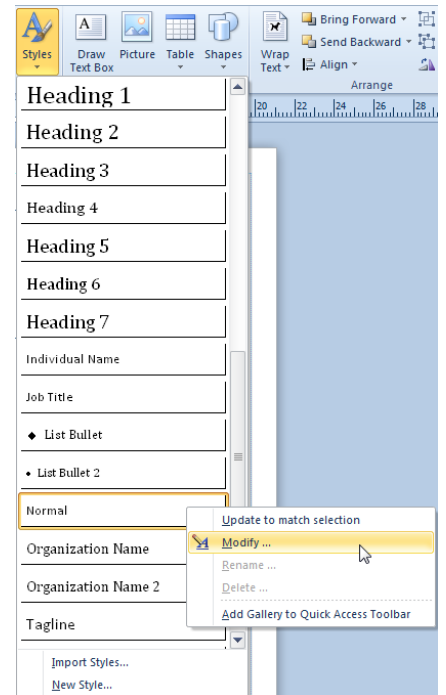
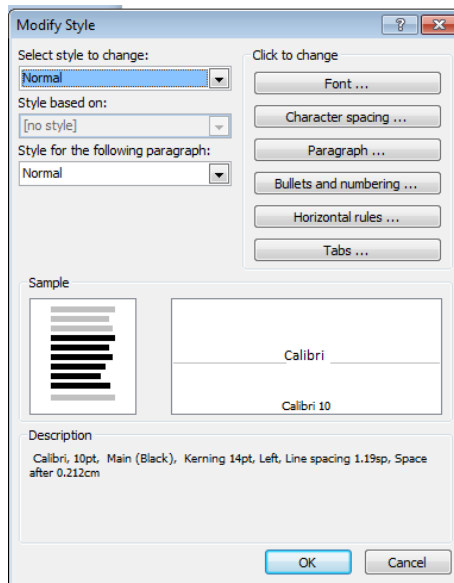
You can check if the font and font size have been changed by looking at the Font box on the Home tab. If it shows Calibri (Body) 10 then it has not been altered. Change the default font to Arial 12 pt (or another font, eg Times New Roman 12 pt) as follows:

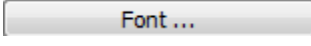
1 In a new publication click on the Insert tab and then on . Draw a text box in your publication.

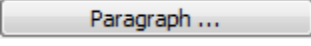
2 On the Home tab click on .

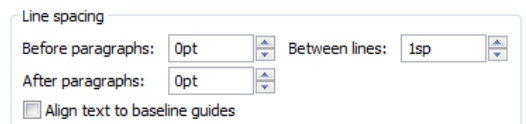
3 Scroll down the list of styles until you see Normal. Right-click and select Modify as shown at the right.

The Modify Style dialog box will be displayed as shown below.



4 Click on  and select Arial 12 pt (or font of your choice). Click on OK.

5 Click on . Change the Before paragraph: option to 0 pt and Between lines: to 1sp as shown at the right. Click on OK.



The defaults have now been changed for all text boxes in your *current* publication.

To change the default for *all* publications you need to save the publication as the Normal template. To do this click on the File tab and select Save As. You need to type the pathname of the location of your Publisher templates which usually default to C:\Users\User Name\AppData\Roaming\Microsoft\Office\normal.pub then click on the Save button.