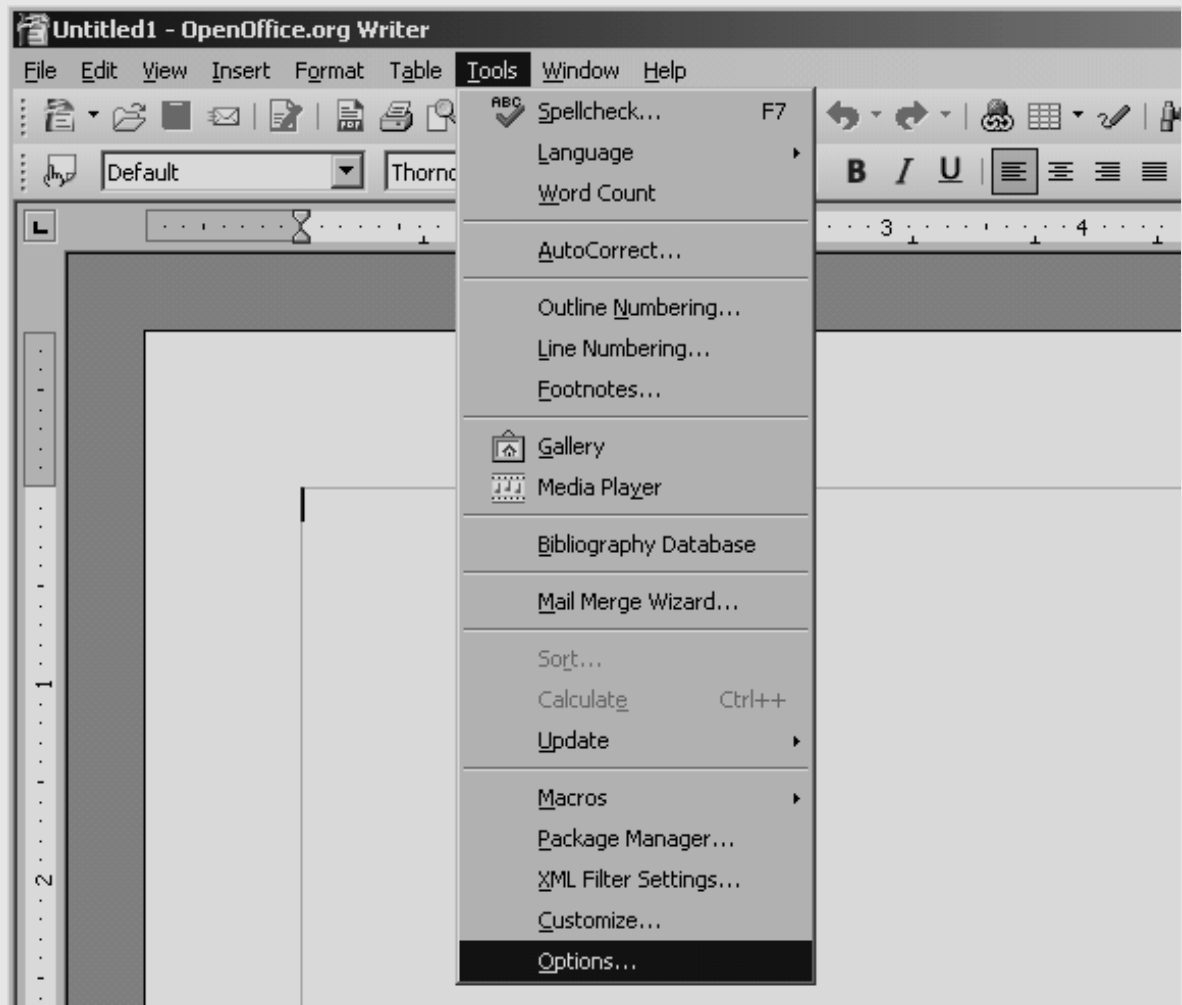


Appendix A Changing default font

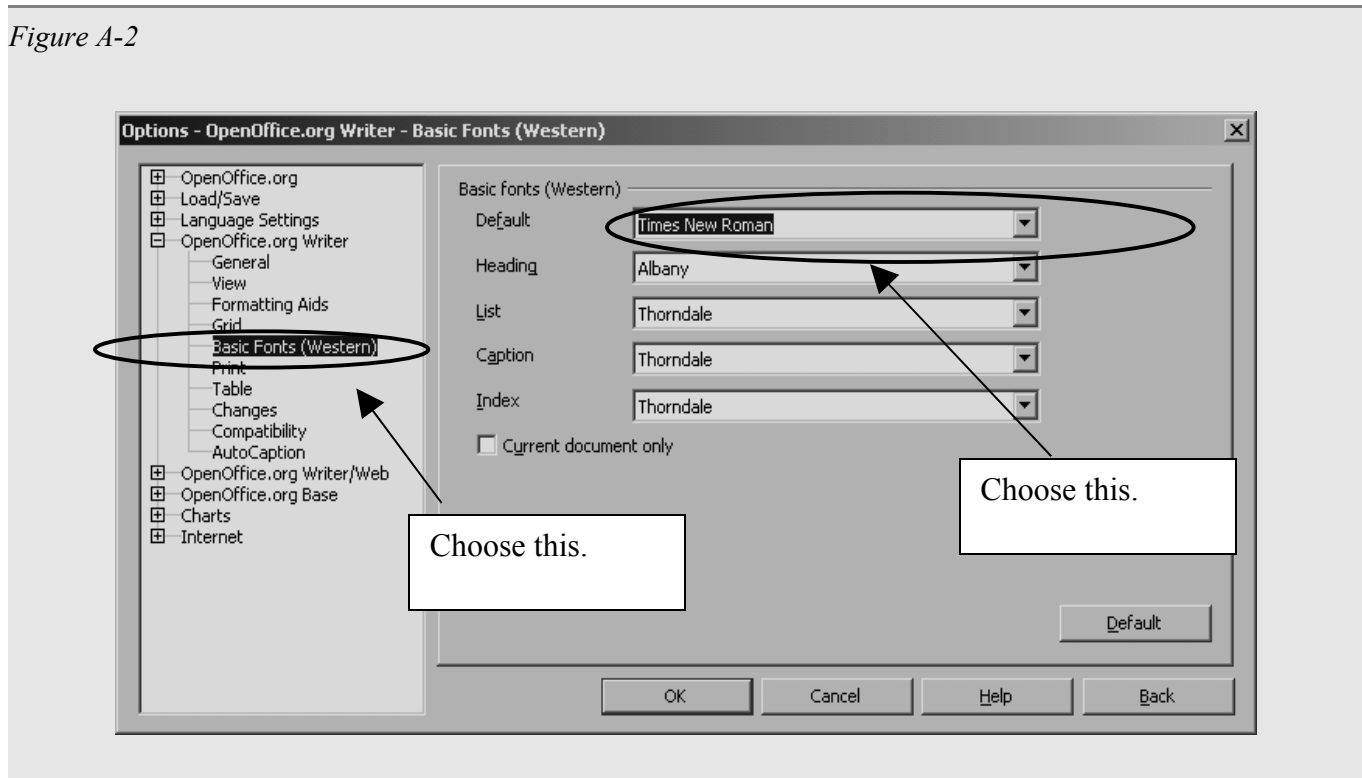
- 1 Open a new blank document.
- 2 Choose **Tools > Options...** as shown in Figure A-1 below:

Figure A-1



The Options window will appear.

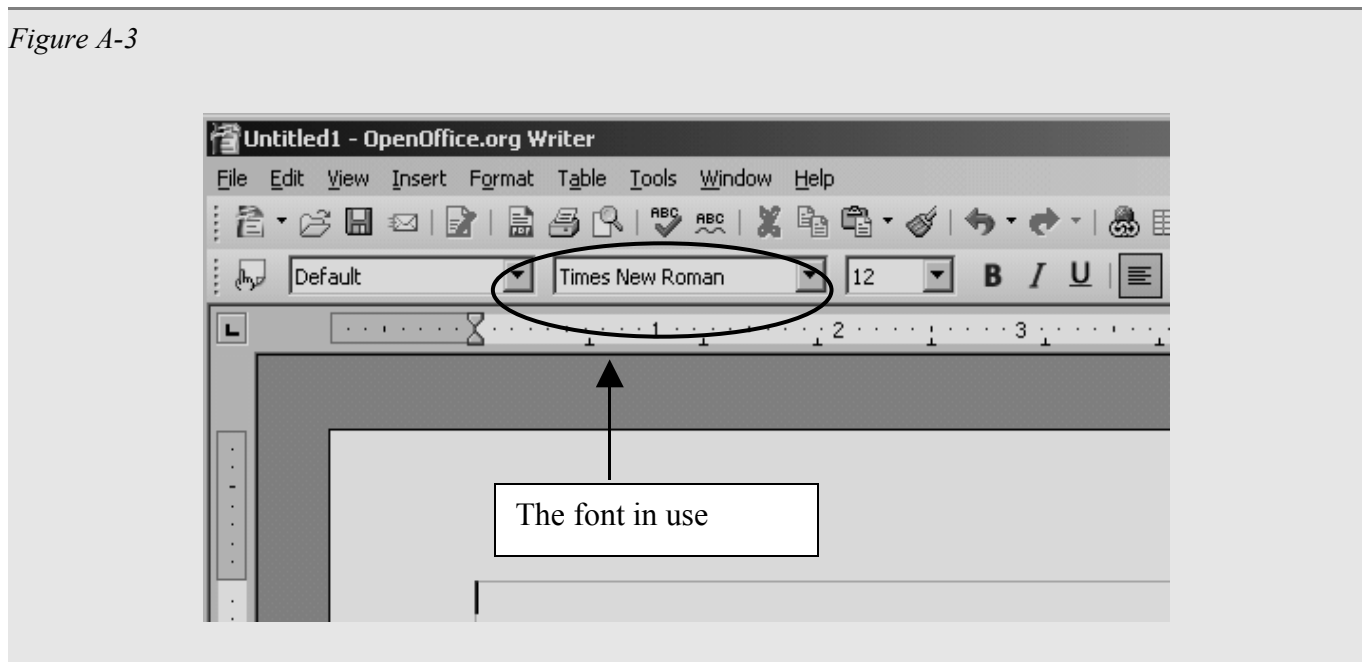
Figure A-2



3 Make the choices as shown in Figure A-2 above.

4 Click **OK**.

Figure A-3



5 Close the document without saving.