

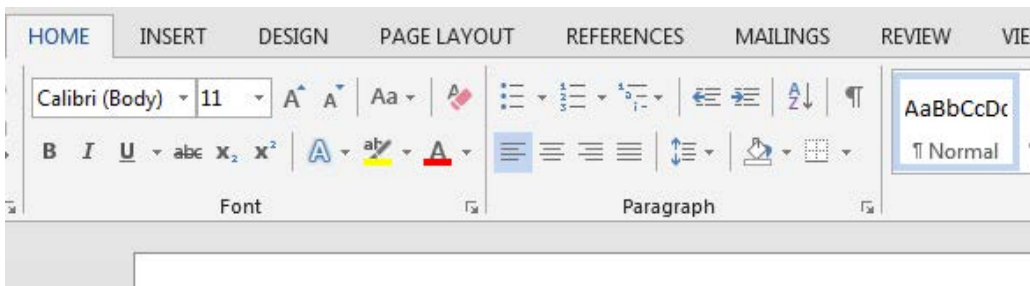
How to set a default font for all new documents in Word 2013

You can set the default font to Cochrane Source Sans Pro for all new documents as follows.

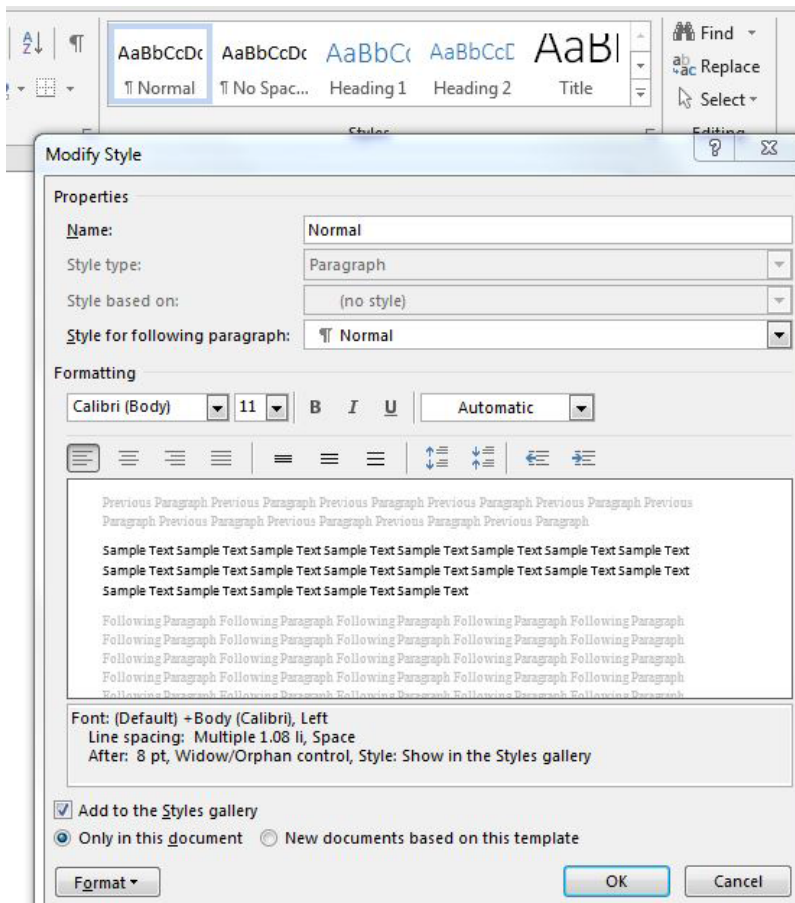
First install the Source Sans Pro font on your computer if you haven't already done so. The instructions for this can be found at:

00 CET Shared\Administration\IT\Source-Sans Pro\HOWTO – Add Cochrane font to Windows and Mac.pdf

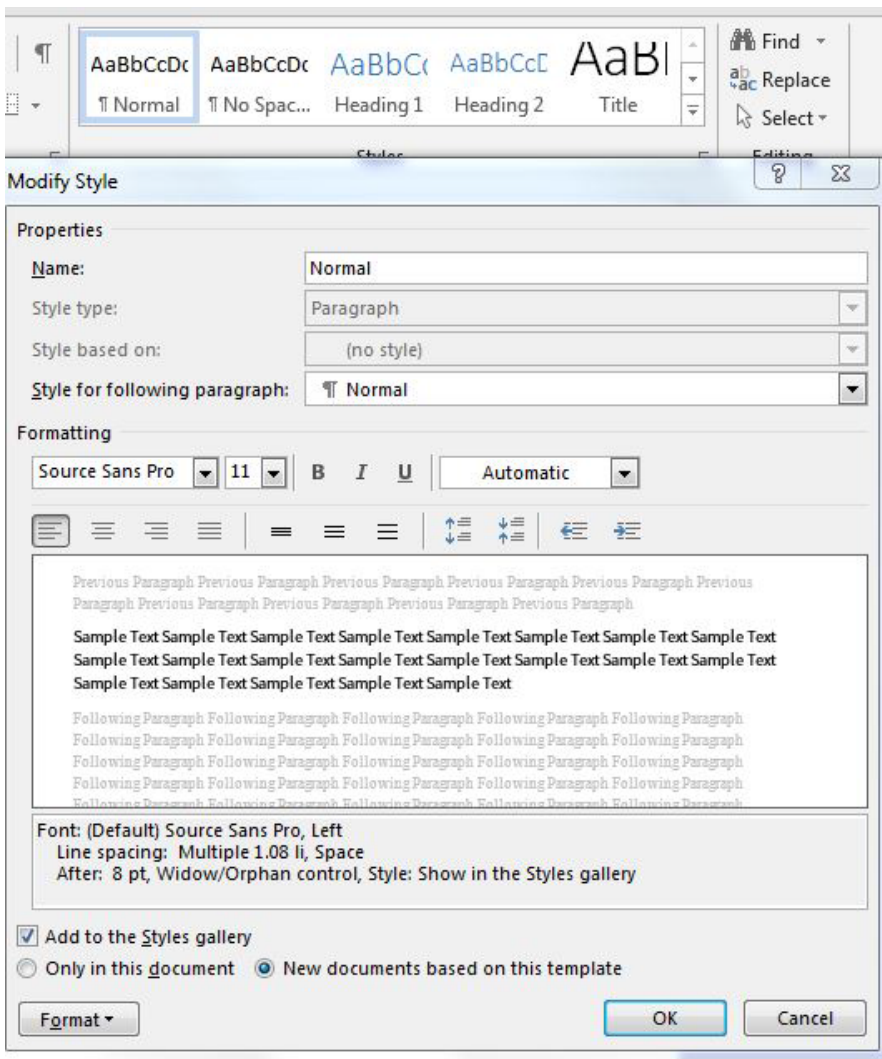
In Word, save any open documents, then close Word. Re-open Word, you will see Normal in the Styles section of the ribbon:



Right click on the Normal Style:

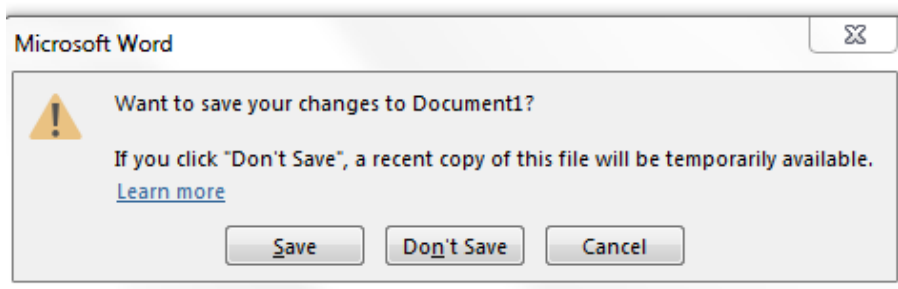


Under Formatting, change the font to Source Sans Pro. Then select “New documents based on this template” at the bottom of the dialogue box:



Click OK.

Close Word, and if prompted select “Don’t Save”:



Re-open Word and check that Source Sans Pro is now the default font.