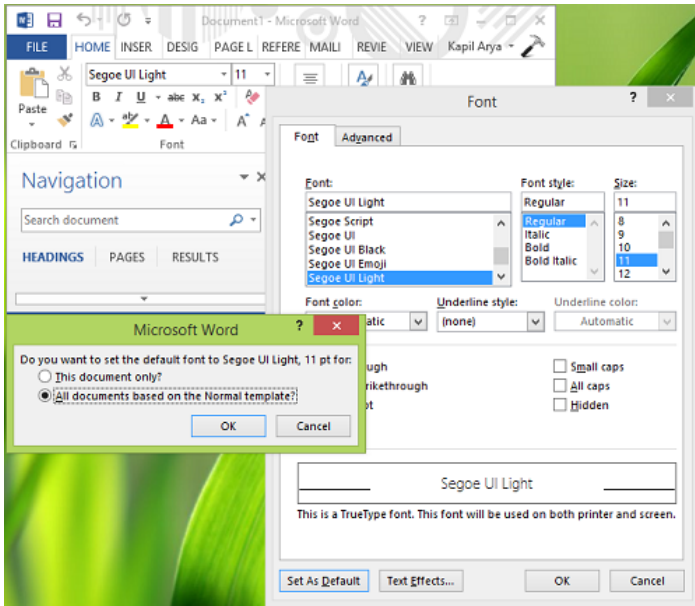


# Fix: Unable to change Default Font in Word 2013

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We all know that *Calibri* is the default font in *Microsoft Office* components. If you like to change the default font, you need to press **Ctrl+D** and then have to click on *Set As Default* after picking a font. Finally, you have to select **All documents based on this Normal template** option to make the changes available for new documents. Thus, using this procedure, you can set whatever font you like and create new documents based on your selection.



However, using this way, whenever I tried to change default *Calibri* font on a system having *Office 2013*, the system denied accepting this change. So after restarting the Windows computer, my selection was reversed, and *Calibri* again became default font. If you face this issue, try this suggestion.

## Unable To Change Default Font In Word

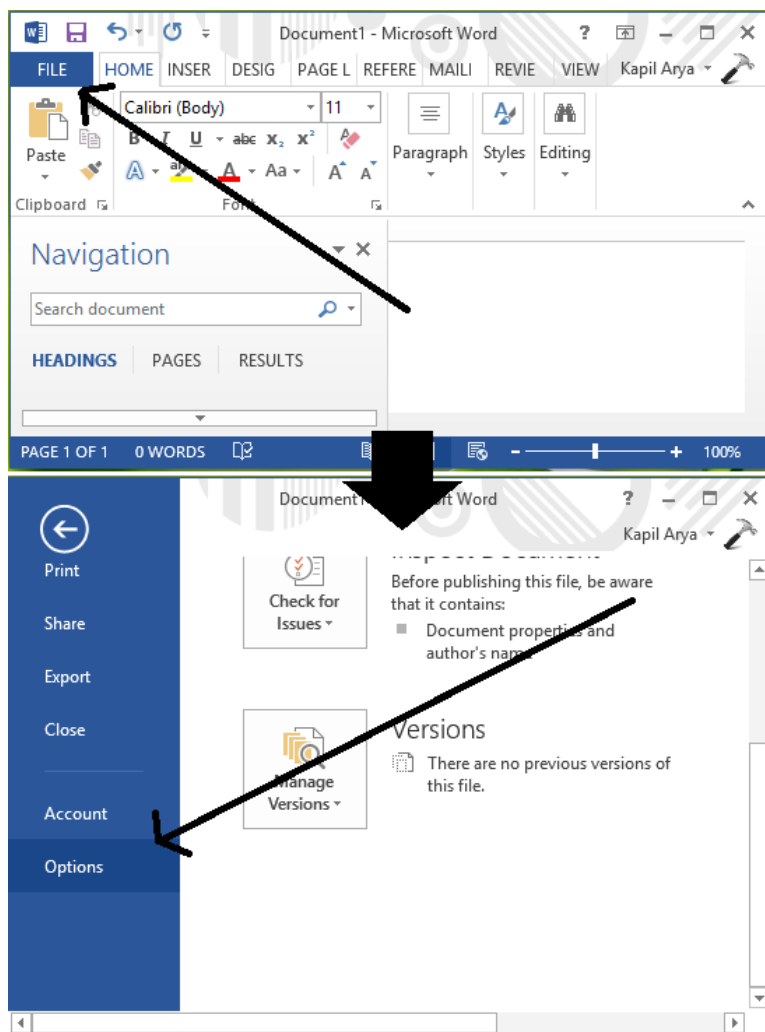
1. Open *Word*, click **FILE** -> **Options**.



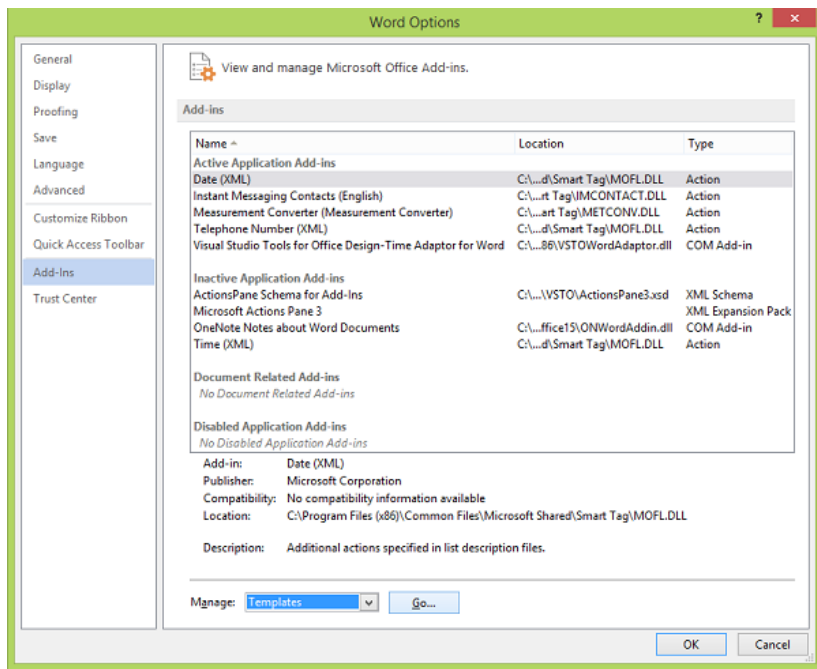
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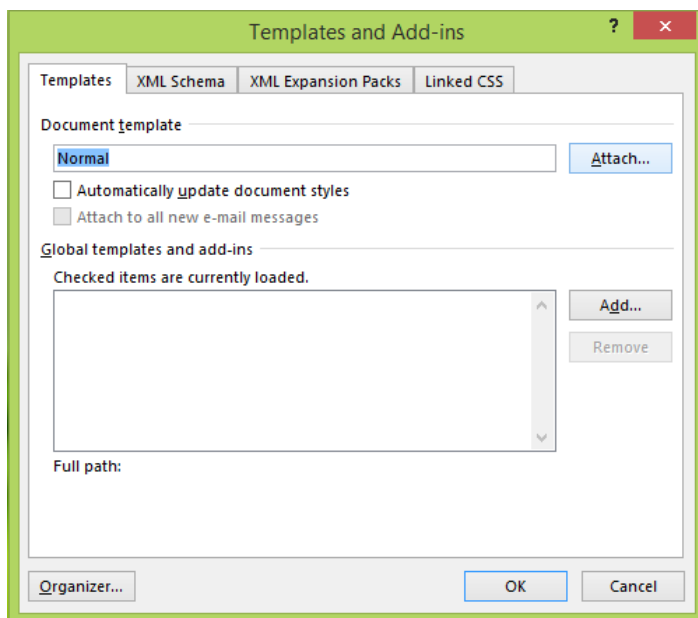
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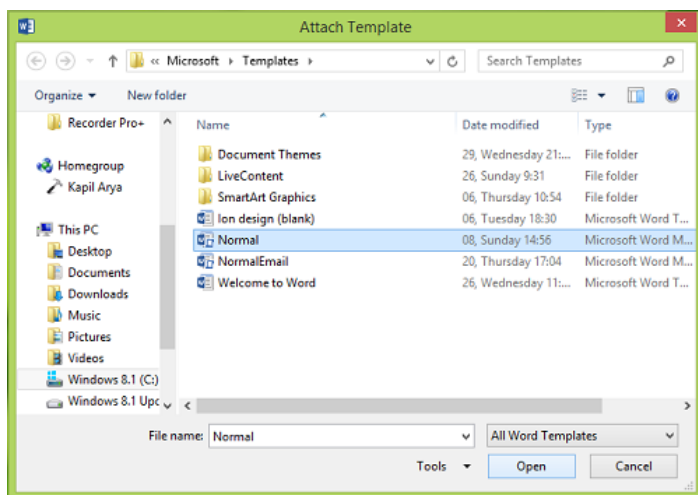
2. In the *Word Options* window, click **Add-Ins** and then select **Templates** under *Manage*, click **Go**.



3. Moving on, in the below shown *Templates and Add-Ins* window, click **Attach**.



4. Finally, in the *Attach Template* window, select **Normal** and click **Open**. This will result in the opening of normal template.



So now you have again press **Ctrl+Shift+F** or **Ctrl+D** and set the default font using the way we mentioned earlier and this time it should work. You can verify the selection of your font after rebooting the machine as well.

*Hope this helps!*

Go here if [Spell Check is not working in Word](#).

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Posted by KapilArya@TWC on July 2, 2014, in Category Office with Tags Troubleshoot, Word

An Electrical Engineer by profession, Kapil is a Microsoft MVP and a Microsoft Content Creator. Please read the entire post & the comments first & create a system restore point before making any changes to your system.

