<div align="center">**Font Changes**</div>

Font Changes in MSWORD

You can change the font size temporarily in your word processor by clicking on the displayed font size on the menu bar and clicking the down arrow, then selecting the desired size. But that's slower than the keyboard equivalent. Try it. Hold down the Shift and Ctrl keys, and use < or > to decrease or increase the size. This is especially handy when you wish to enlarge just a few words or lines in a document you're creating.

To change the default font size in MSWORD:

Click Format….Font and select the script, font size,etc. then click OK

To change the font size in AOL:

If you wish to use a different font for a particular email, bring up a new email form, click the down arrow by the present font setting (10 is the AOL default) and select the font you want to use.
Write your email using this font. When you open another email form, the font will be back to the default setting.

To change the default font setting on AOL:

Click SETTINGS…….FONT and TEXT.
Select the font you wish to use in all emails by clicking the down arrow by the font size shown (usually 10) and then click on the size to which you wish to change it. Click SAVE. This then will be the default until you change it again. To set it back to the default just click RESET and SAVE.
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Change font setting in Outlook Express:

Click Create Mail, address and then click the down arrow in the font size box and select the font you prefer for this email.

To change the default font, Click Tools…Options…click the COMPOSE tab. Make your selections and click SAVE

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