

Tuesday TechTip:

Have you noticed something different in Microsoft Office 2007?

Yes, the user interface may be the first noticeable difference; however, Calibri has taken the place of Times New Roman as the default font in Word 2007 and replaced Arial as the default in PowerPoint, Excel and Outlook 2007.

End of an era

A recent article I read at Fadtastic.net refers to Times New Roman as the “Coke, the Kleenex, the Xerox, the Cheerios of typefaces. Times is a given. It’s natural. It’s expected.” Nevertheless, no longer is such the case. Did you know? Times New Roman has been distributed with every copy of Microsoft Windows since version 3.1.

Why the change?

Calibri is a sans-serif font which some, Microsoft included, say lends itself to being easier to read onscreen. Serif fonts, such as Times New Roman, are thought to be easier to read in print. Serif fonts, due to the complex structural design of each individual character, tend to maximize the number of characters in a specified space, ideal for newspapers.

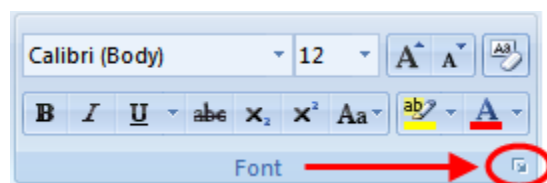
So, what is Serif vs. Sans-Serif?

Serif fonts have ‘tails’, as I like to call them. Below is a picture of a serif font, as indicated by the red highlights.

AaBbCc

How to Set Default Font as something other than ‘Calibri’

1. Open the desired Office application. In this example, we will use Word 2007.
2. On the *Home* tab of the Word 2007 Ribbon, locate the **Font** group.
3. Select the “Dialog Box Launcher” button. See the image below.



4. The *Font* Dialog box appears. Select the *font*, *font size*, *font style*, *font color* etc that you would like to be the default for all documents.
5. Click the **Default** button in the bottom left hand corner of the screen.



6. It will ask you if you really want to change the default font, click **Yes**.

NOTE: Times New Roman is still available within Office 2007 as an optional font; furthermore, Calibri font is also available within Office 2003.

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