

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

My question is in regards to printing envelopes in Word 2013 – how do you keep the font you select for envelopes from going back to the original default? With older versions once you changed the font it became your envelope default font, but in this version I am unable to keep my selection.

# Solutions:

**Changing Envelope Font**

To set and make sure that the style of the default font in Word 2010 or Word 2013 is retained or saved for your envelopes, follow these steps:

1. If you do not have a document open, create a new document that is based on the Normal template. To do this, click **File**, click **New**, click **Blank Document**, and then click **Create**.
2. Click **Mailings**, **Envelopes**, **Options, Delivery Address font, (**you can also change the font for the return address if you are not using a school envelope with the address already printed on it) **Choose the desired font, Set as Default, Yes, OK, Close.**Collapse this imageExpand this imageCollapse this imageExpand this image



## **Additional Comments**:

These steps will only change the font on your *envelopes*. You will notice that if you are using a different font for your documents, it should be the same setting as it was before making any font changes for your envelopes. Simply click the **Home** tab and view your font setting.Collapse this imageExpand this image