

## GROUPWISE 7.0

### ***HOW CAN CHANGE THE DEFAULT FONT IN GROUPWISE?***

There are two different ways to change the default font in GroupWise depending upon the compose/read view you use for messages. If you view messages in Plain Text view (View, Plain Text), then GroupWise uses the Windows system default message text font. Or if you view messages in HTML view (View, HTML), you can change the font for individual messages or for all messages.

#### **Changing the Default Windows Font**

Changing the default Windows font will affect all message text, including the fonts in GroupWise (incoming and outgoing messages and folder list) and Windows message boxes throughout other applications.

1. Right-click on the Windows desktop and choose **Properties**.
2. Click on the **Appearance** tab.
3. In the sample Windows screen, click on **Message Text**. The Item drop-down box will display "Message box."
4. Change the font style and size as desired.
5. Press **OK**.

#### **Changing the Default Font in GroupWise**

If you choose HTML as your default view, HTML tools become available in your outgoing and incoming messages. From the HTML toolbar, you can also choose fonts for individual messages or you can set a default font.

1. From an HTML view, select the font style and size you want to use as the default for your messages.
2. Right-click any of the tools on the HTML toolbar and choose **Set Current Font as Default**.