The problem: Word 2010 has preset Calibri as a default setting that does not print properly with our current software. Documents sent to and from staff do not print legibly.

The solution: Follow steps 1-6 to set a new default setting. Visual learner? Follow the numbered picture steps.

Click "Home" tab.

Click the little/tiny diagonal arrow in the bottom right corner of the Font group section (1). This will open the font dialog box. In here, make the necessary changes (2 &3) and click "**Set As Default**" (4) in the lower left corner of the Font dialog box. Select "all documents based..." (5) and finally hit ok (6).