

Last updated April 2019

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Changing Fonts and Spacing with Styles

For current guidance on font use and spacing from the University of Minnesota Graduate School, see [Graduate School Dissertation and Thesis Guidelines](#) (PDF).

General questions about fonts and spacing



Which font should I use?

- Use standard fonts like Times New Roman, Helvetica, Arial, or Courier



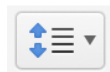
What is the minimum font size?

- For the main text, use a minimum font size of 10 points
- For footnotes, you can go down to 9 points



What if I need special fonts for something like an equation?

- This is fine, but be sure they are “True Type” fonts and be sure to embed them
- See this Microsoft Help Page: [How to embed a TrueType font in a document](#)



What about line spacing?

- The spacing needs to be double-spaced or 1.5 spaces
- However, you can use single spacing for long quotes, notes, or a bibliography

Making Changes Using Styles

The look and layout (and more) of any Word document can also be changed using **Styles**. This is a powerful tool because you can change the look and layout of large portions of your document with one small change to Styles. See how to do this below.

General information about styles in Word

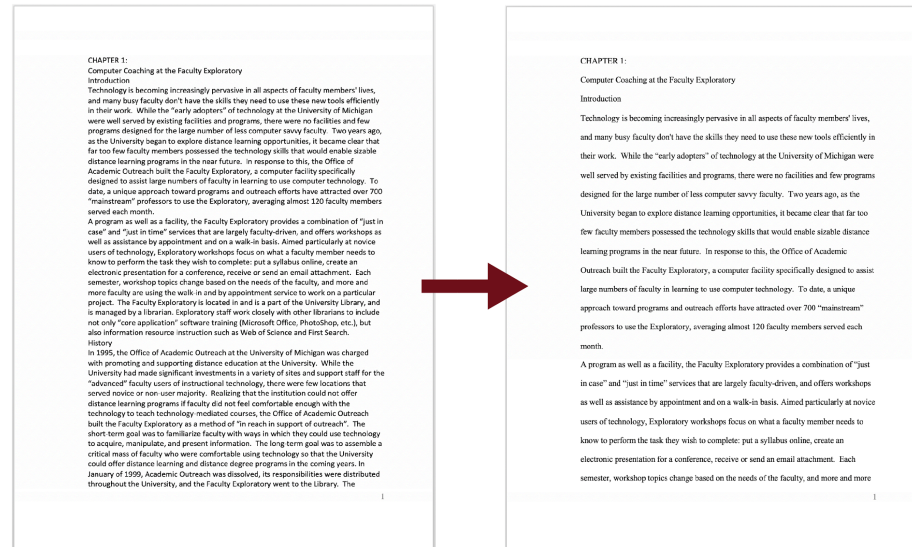
- Documents will default to “Normal” Style
 - “Normal” is currently Calibri font in 11 point size
- Styles define:
 - Font
 - Spacing
 - Indents and tabs
 - Bullets and numbering, and more
- You can create your own styles from scratch or use existing Word styles and build from those

Your turn: Change the “Normal” style

In previous tutorials in the *Formatting Your Dissertation in Word* online workshop we learned how to [set margins](#) and [place page numbers](#). In this tutorial we will work with a document that has these edits applied.

In this tutorial you will change the **Normal Style** to use a different font, and be double-spaced.

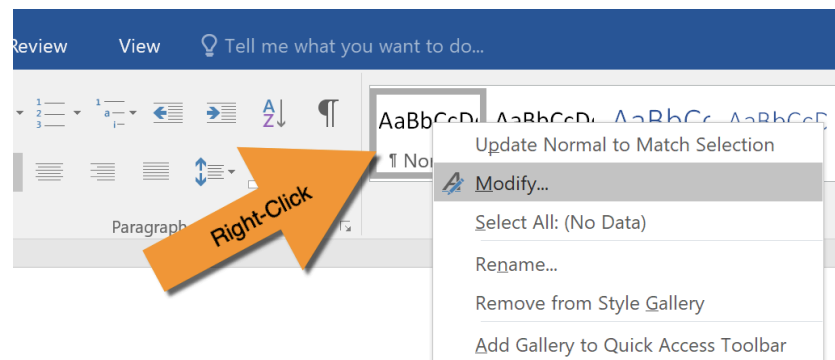
You are welcome to use your own document, or [work with our sample unformattedchapter1.docx](#).



Step 1: In the **Home** tab, open **Modify Style** settings

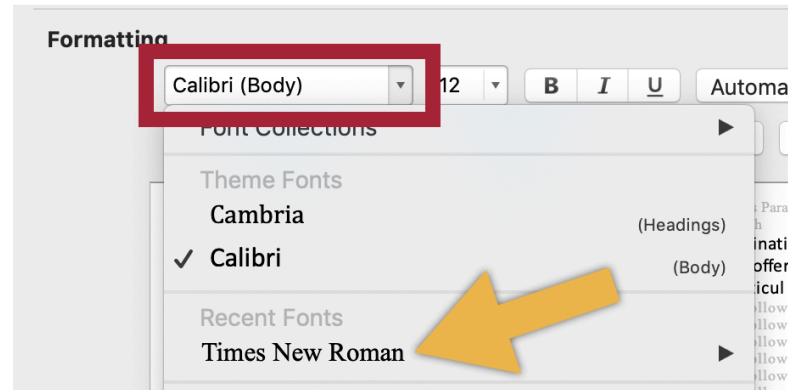
Right-click (control-click on a Mac) on **Normal** in the Styles group in the ribbon.

Choose **Modify**. The **Modify Style** window will open.



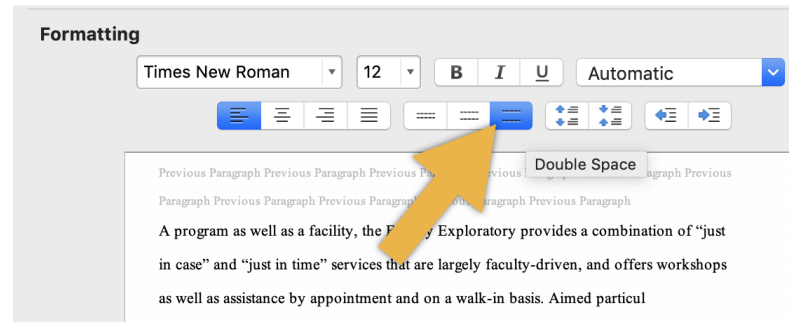
Step 2: Change Font

Change the font from *Calibri (body)* to *Times New Roman*.



Step 3: Change to double-spacing

Change spacing to **double-space** by selecting the double-space icon.



Step 4: Choose **OK** to apply changes (this is the final step)

Tip:
You can view and change other styles using the **Format** menu at the bottom of the **Modify Style** window.

Font: (Default) Times New Roman, 12 pt, Left
Line spacing: Double, Widow/Orphan control, Style: Show in the Styles gallery

☐ Add to template
☒ Add to Quick Style list

Format 

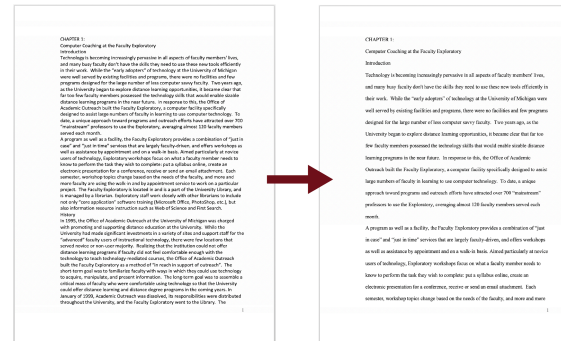
Cancel **OK**



Done!

You've changed the **Normal Style** to:

- use a different font
- be double-spaced



Learn more

- [Customize or create new styles in Word](#) from Microsoft

[← Previous tutorial: Formatting Page Numbers](#)

[Next tutorial: Defining Headings and Heading Styles →](#)