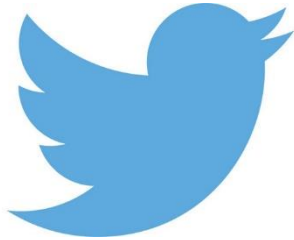




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Changing Readability Defaults: Visual & Font Settings for Google Docs

The changes made below will be used as the new default settings and will apply, automatically, every time a new Google Doc is opened.

FONT, TEXT SIZE, TEXT COLOR and LINE SPACING and AUTOMATIC 'SPACE AFTER PARAGRAPH'

1. Open a file and begin typing.
2. Highlight all of the text and, from the Google Docs Toolbar, select the font, text size, text color, line spacing and/or paragraph spacing that you would like to use as your default.
3. When all of your changes have been made, Right Click the highlighted text and click **Update 'Normal Text' to Match**.
4. With the text still highlighted, click **Format** within the Google Docs Toolbar > hover over **Paragraph Styles > Options > Save as My Default Styles**.
5. Open a new document and start typing to see your applied changes.

BACKGROUND PAGE COLOR

1. Within the Google Docs Toolbar, click **File > Page Setup > Select the desired Page Color > Set as Default**.
2. Open a new document to see your applied changes.

For more information visit: <http://bit.ly/2D0H9w7>

For access to the NEAT video overview, visit: <http://bit.ly/2oLfQ4K>