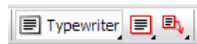# HOW-TO: Set the default font and formatting for Typewriter, Text Box and Callout.

The PDF-XChange Viewer allows a user to change the default font and formatting parameters for the provided text tools such as, the Typewriter, Text Box and Callout functions.
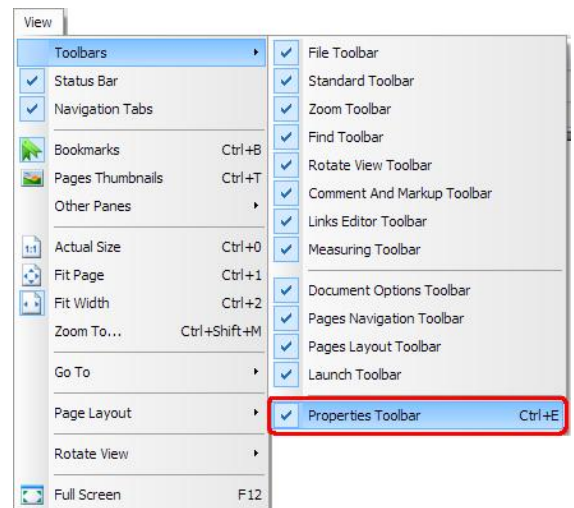
To achieve this is very simple – just follow these steps:

1) Select the tool for which you wish to set the default formatting. For example, Typewriter.

2) Turn on the Properties Bar (if it is not already on). To do this, you can select the *shortcut* Ctrl+E, or, using the menu: View | Toolbars | Properties Toolbar.

When the Tool is active, and the text entry session has not yet started, the Properties toolbar will offer options for border (color, thickness, etc.), fill color.
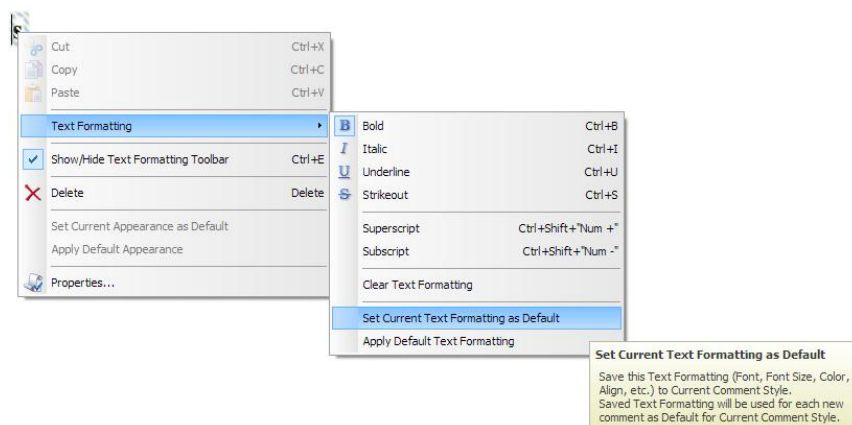
3) Start a new session for commenting, using the selected tool, or double click on existing text comment.
Now the Properties toolbar will contain alternative options which allow you to change the text formatting as shown in the image above

4) Specify the formatting parameters you desire to set as the default for the selected tool. Now, press the right mouse button on the screen where text cursor is located, and select "Set Current Text Formatting as Default" as shown on the screenshot below.

5) Now, when in the future you begin a new comment session for the tool you have just set the parameters for, the formatting prescribed will be applied to all future tasks by default.