

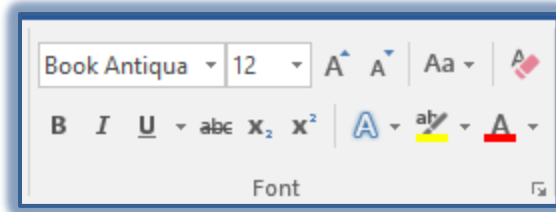
FONT

There are several features that can be changed for the font in a document. It is possible to change the type of font, the font style, the font size, and the font color. It is also possible to apply special effects such as all caps or small caps to a font. Special text effects may also be added to selected text. Many of these changes can be made using the Font Group under the Home Tab. Other features may be changed using the Font dialog box. In addition, font changes can be made using the Mini Toolbar. For information about this toolbar, click the Mini Toolbar link in the Word Web page.

Use Font Group Ribbon

Several font changes can be made to selected text by using the Font Group Ribbon such as changing the font type and size. Additionally bold, italic, and underlining can be applied to the text by using the appropriate buttons on the Formatting toolbar.

- ✚ Select the text to which the formatting is to be applied.
- ✚ Click the **Home Tab**.
- ✚ The buttons within this group are described in the table below. They are listed as the buttons appear left to right within the group. The top row is listed first, then the second row.

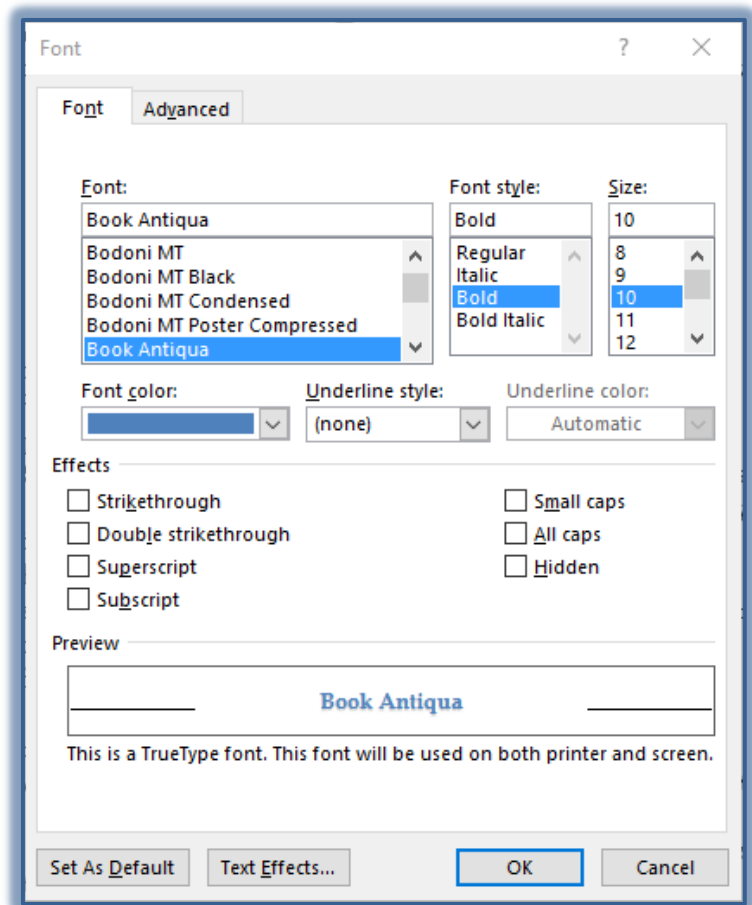
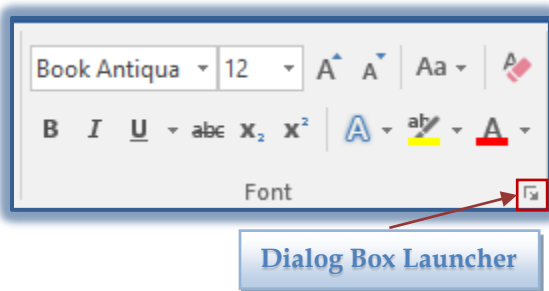


Button	Description
Font Type	Click the list arrow next to the Font box to see a list of fonts. Move the mouse pointer over each of the fonts to see a Live Preview of the font.
Font Size	To change the size of the font, click the list arrow and choose a size. To select a size that is not in the list, input the number into the box and then press Enter on the keyboard.
Increase Font Size	When this button is clicked, the font will grow in one or two point increments.
Decrease Font Size	To shrink the size of the font in one or two point increments, click this button
Change Case	Click this button to change the case of the selected text. The options are Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLE cASE.
Clear All Formatting	To clear all the formatting that has been applied to a paragraph or selected text, click this button.
Bold	Click this button to apply bold formatting to the selected text.
Italics	To <i>italicize</i> the selected text, click this button.
Underline	To <u>underline</u> the selected text, click this button.
Strikethrough	This button is used to draw a line through the selected text. Example
Subscript	Click this button to create small letters below the selected text. Example
Superscript	To create small letters above the line of text, click this button. Example

Button	Description
Text Effects and Typography	This button is used to apply visual effects, such as shadow, glow, or reflection to selected text in a document.
Text Highlight Color	To highlight the selected text, click this button. This will make the text look like it has been marked with a highlighter pen. To select from different colors, click the list arrow to the right of the button.
Font Color	Click this button to change the color of the font for the selected text. To select a different color, click the list arrow to the right of the button.
Dialog Box Launcher	This button is located in the lower right corner of the Font Group. It is used to launch the Font dialog box where changes to the font can be made.

Use Font Dialog Box

- ✦ Select the text to which the changes are to be made.
- ✦ Click the **Home Tab**.
- ✦ In the **Font Group**, click the **Dialog Box Launcher** button (see illustration below).



- ✦ The **Font** dialog box will display (see illustration above).
- ✦ To change the **Font Type**, click one of the options under **Font**.
- ✦ The chosen **Font Type** will appear in the textbox under **Preview**.
- ✦ To change the **Font Style**, click one of the options from the **Font Style** list.
 - ✦ **Regular** – When this option is chosen, the selected text will not have any style applied.
 - ✦ **Italic** – To have the selected text appear in italics, choose this option.

- ✦ **Bold** – To bold the selected text, click this option.
- ✦ **Bold Italic** – To apply both bold and italic formatting to the selected text, click this option.
- † To change the **Size** of the font, click one of the sizes under that option.
- † To change to a size font that is not specified in the list:
 - ✦ Click in the **Size** box and input a number.
 - ✦ After the number is entered, press the **Enter** key on the keyboard.
 - ✦ The dialog box will close and the formatting will be applied to the selected text in the document.
- † To change the color of the font, click the list arrow for **Font Color** and select a color from the gallery of colors that appear.
- † To have the selected text underlined, click the list arrow for **Underline Style** and choose a style from the list.
- † To change the color for the underline, click the **Underline Color** box and choose a color from the gallery of colors that appears.
- † To apply a special effect to the text, click one of the options under **Effects**.
 - ✦ **Strikethrough** – Click this check box if you want to have a line through the selected text.
Example
 - ✦ **Double Strikethrough** – Click this check box to place two lines through the selected text.
Example
 - ✦ **Superscript** – To have the selected text raised slightly above and smaller than the rest of the text, click this check box. **Example**
 - ✦ **Subscript** – To place the selected text slightly lower and smaller than the rest of the text, click this check box. **Example**
 - ✦ **Small Caps** – When this check box is selected, all the letters will appear as caps. However, the letters that are capitalized will appear slightly larger than the ones that are not. **EXAMPLE**
 - ✦ **All Caps** – To have all the letters and words in the selected text appear in all capitals, click this check box. **EXAMPLE**
 - ✦ **Hidden** – When this option is chosen, the selected text will not appear in the document when it is printed out. It will appear with a dotted underline in the document window.
- † Once all the changes have been made to the font options, click the **OK** button to exit the dialog box and make the changes.

Change Default Font

When Word is installed on the computer, a default font is specified. If this isn't the font that you want to use for all your documents, then you can change it. Once this change is made, all documents based on the Normal template will use the specified font. To change the default font:

- † Click the **Home Tab**.
- † In the **Font Group**, click the **Dialog Box Launcher** button (see illustration on previous page).
- † The **Font Dialog Box** will appear (see illustration on previous page).
- † Make any changes to the font attributes.
- † Click the **Set as Default** button.
- † A message will appear asking if you want to change the font to the one specified.
- † Click one of the available options and then click **OK**.
 - ✦ **This document only**
 - ✦ **All documents based on the Normal.dotm template**