ADJUST CHARACTER SPACING

When working with a large font size, it is possible to improve the appearance of the text by decreasing the spacing between characters. In addition, it is possible to achieve a creative effect by increasing the spacing between characters. With Publisher it is also possible to stretch or shrink the width of characters.

Stretch or Shrink Characters

✦ Select the text that is to be formatted.
✦ Click the Home Tab.
✦ In the Font Group, click the Character Spacing button (see illustration below).

✦ A list of spacing options will display (see illustration above).
✦ Click the More Spacing option to open the Character Spacing dialog box (see illustration below).

✦ Click the Scaling up arrow to stretch the width of the characters.
Click the **Scaling down** arrow to shrink the width of the characters.
Click **OK** to accept these settings and exit the dialog box.
Click **Apply** to apply these changes but leave the dialog box open.

**Adjust Spacing Between Selected Characters**
Tracking is adjusting the spacing between all the characters in a selected block of text.
Select the text that is to be formatted.
Click the **Home Tab**.
In the **Font Group**, click the **Character Spacing** button (see illustration below).

![Illustration](image)

Click the **More Spacing** option to open the **Character Spacing** dialog box (see illustration on previous page).
Click the **Tracking** drop-down arrow.
Select a preset **Tracking** setting. The different settings are shown in the illustration at the right.
The **By this amount** value will change depending on which option is chosen. The amount of spacing can be adjusted.
Click **OK** to accept these settings and exit the dialog box.
Click **Apply** to apply these changes but leave the dialog box open.

**Adjust Kerning Between Character Pairs**
Kerning is adjusting the spacing between two character pairs.
Place the insertion point between the characters for which the kerning is to be adjusted.
Click the **Home Tab**.
In the **Font Group**, click the **Character Spacing** button (see illustration below).
Click the **More Spacing** option to open the **Character Spacing** dialog box (see illustration on previous page).

![Illustration](image)

Under **Automatic pair kerning**, click the check box for **Kern text at** to turn the feature on or off.
If desired, click the up spinner arrow to increase the space between selected characters.
If desired, click the down spinner arrow to decrease the space between selected characters.
When the changes have been completed, click **OK** to exit the dialog box.