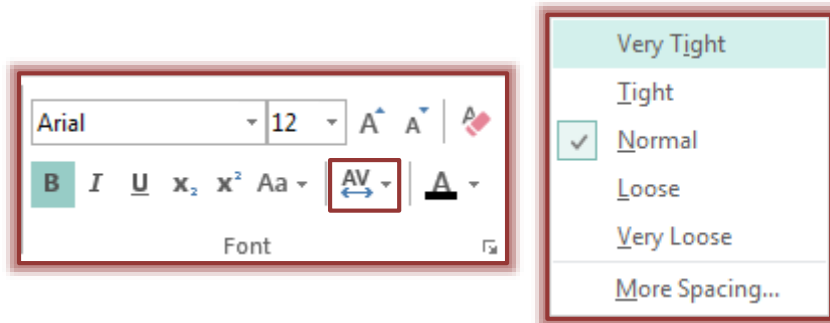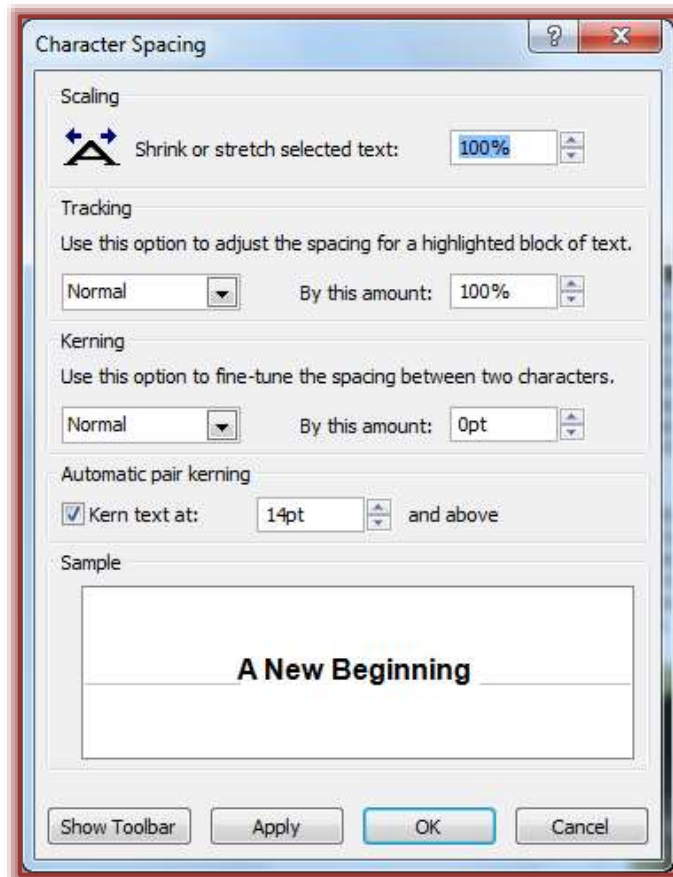# ADJUST CHARACTER SPACING

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).
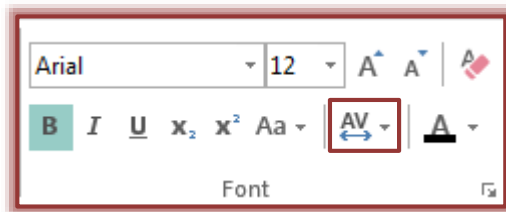✝ Click the **More Spacing** option to open the **Character Spacing** dialog box (see illustration below).

✝ 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.
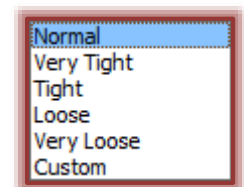- Click **Apply** to apply these changes but leave the dialog box open.

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**.
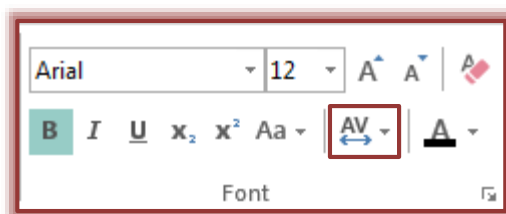- In the **Font Group**, click the **Character Spacing** button (see illustration below).

- 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).

- 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.