

## Applying Character Spacing

- ❖ Select the text that is to be formatted.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Font** from the list that appears.
- ❖ Click the **Character Spacing** tab (see illustration at right).
- ❖ Change the spacing as desired.
  - **Scale** – Use this option to change the size of the text in relation to the rest of the text. It is possible to increase the scale or decrease the scale.
  - **Spacing** – To add extra spacing between each letter of the word, choose this option. The options under this are:
    - **Normal** – This option leaves the spacing that was set up by the program.
    - **Expanded** – Use this option to increase the amount of space between letters in a word.
    - **Condensed** – This option is used to decrease spacing between letters in a word.
    - When **Expanded** or **Condensed** is chosen, the amount of spacing needs to be specified in the **By** box. This can be accomplished by inputting the amount or by clicking the scroll arrows at the right of the box.
  - **Position** – To move the selected text either higher or lower in the document, choose this option. The option under this are:
    - **Normal** – This leaves the character at the position as set up by the program.
    - **Raised** – To raise the character higher than the rest of the text, click this option. If this option is chosen, the amount of spacing needs to be specified in the **By** box.
    - **Lowered** – To position the character lower than the rest of the characters in the document, click this option. If this option is chosen, the amount of spacing needs to be specified in the **By** box.
  - **By** – These options are used to specify the amount of space between words or the amount by which text is to be raised or lowered.
  - **Preview** – This box will show what the text will look like in the document.
  - **Kerning for Fonts** – Click this check box to alter the spacing between particular pairs of letters. The amount of kerning needs to be specified in the **Points and above** box.
  - **Default** – To make the settings specified in this dialog box available for all documents created in Word, click this button.
- ❖ Once all the changes have been made, click **OK** to exit the dialog box.

