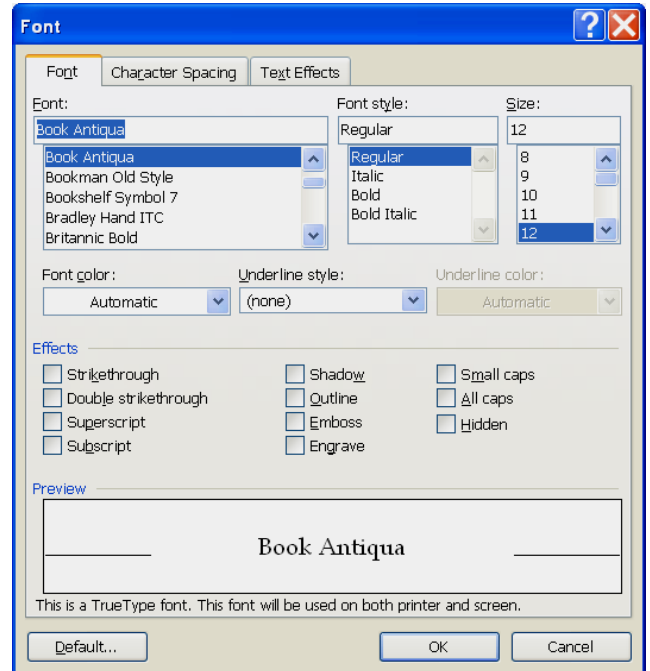


FONT

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, the font color. It is also possible to apply special effects such as all caps or small caps to a font. Many of these changes can be made using the formatting toolbar. However, there are other features that may be changed using the Font dialog box.

Using Font Dialog Box

- ✦ Select the text to which the changes are to be made.
- ✦ Click **Format** on the **Menu Bar**.
- ✦ Choose **Font** from the list of options.
- ✦ The **Font** dialog box will display.
- ✦ To change the **Font Type** click one of the options under **Font**.
- ✦ The chosen **Font Type** will appear in the textbox under **Font**.
- ✦ To change the **Font Style**, click one of the options under that option. These are:
 - ✦ **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, 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 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 appears.
- ✦ 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**. These options are:
 - ✦ **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**

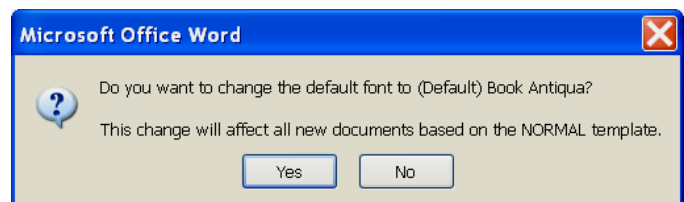


- ✦ **Shadow** – To display the selected text with a shadow, click this check box. **Example**
- ✦ **Outline** – To display the selected text so that it will appear outlined, click this check box.
Example
- ✦ **Emboss** – To emboss the selected text, click this check box. **Example**
- ✦ **Engrave** – To apply an engraved effect to the selected 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.
- † Once all the changes have been made to the font options, click the **OK** button to exit the dialog box and make the changes.

Changing Default Font

The default font for Word is Times New Romans. 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 **Format** on the **Menu Bar**.
- † Click **Font** from the list that appears.
- † The **Font Dialog Box** will appear (see illustration on previous page).
- † Make any changes to the font attributes.
- † Click the **Default** button.
- † A message will appear asking if you want to change the font to the one specified (see illustration at right).
- † Click **Yes** to make the change.
- † Click **No** if you don't want to make the change. This will return you to the **Font** dialog box.



Using Formatting Toolbar

Several font changes can be made to selected text by using the Formatting toolbar 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.
- † To change the **Font Type**, click the **Font** list arrow on the Formatting toolbar.
- † To change the size of the font, click the **Font Size** list arrow on the Formatting toolbar.
- † To specify a different size than any in the list, click the **Font Size** box, input the new size, and then press Enter.
- † To apply Bold formatting, click the **Bold** button on the Formatting toolbar.
- † To apply Italics formatting, click the **Italics** button on the Formatting toolbar.
- † To underline the selected text, click the **Underline** button on the Formatting toolbar.