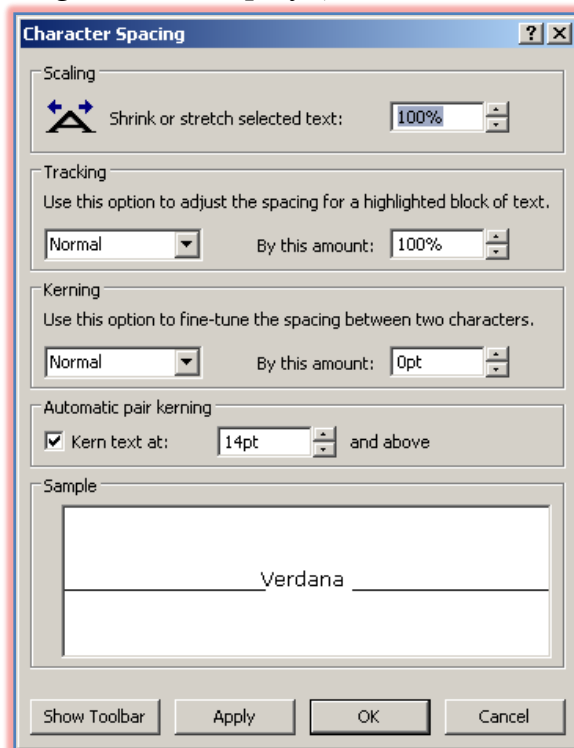


ADJUSTING CHARACTER SPACING

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.

Stretching or Shrinking Characters

- ❖ Select the text that is to be formatted.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Character Spacing** from the list of choices.
- ❖ The **Character Spacing** dialog box will display (see illustration below).

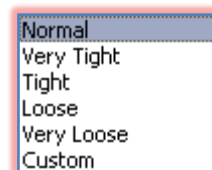


- ❖ Click the **Scaling up** arrow to stretch the width of the characters.
- ❖ Click the **Scaling down** arrow to shrink the width of the characters.
- ❖ Click **OK** to accept these settings and exit the dialog box.
- ❖ Click **Apply** to apply these changes but leave the dialog box open.

Adjusting 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 **Format** on the **Menu Bar**.
- ❖ Click **Character Formatting** from the list of choices.
- ❖ 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.



Adjusting 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 **Format** on the **Menu Bar**.
- ❖ Click **Character Spacing** from the list of choices.
- ❖ The **Character Spacing** dialog box will display (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.