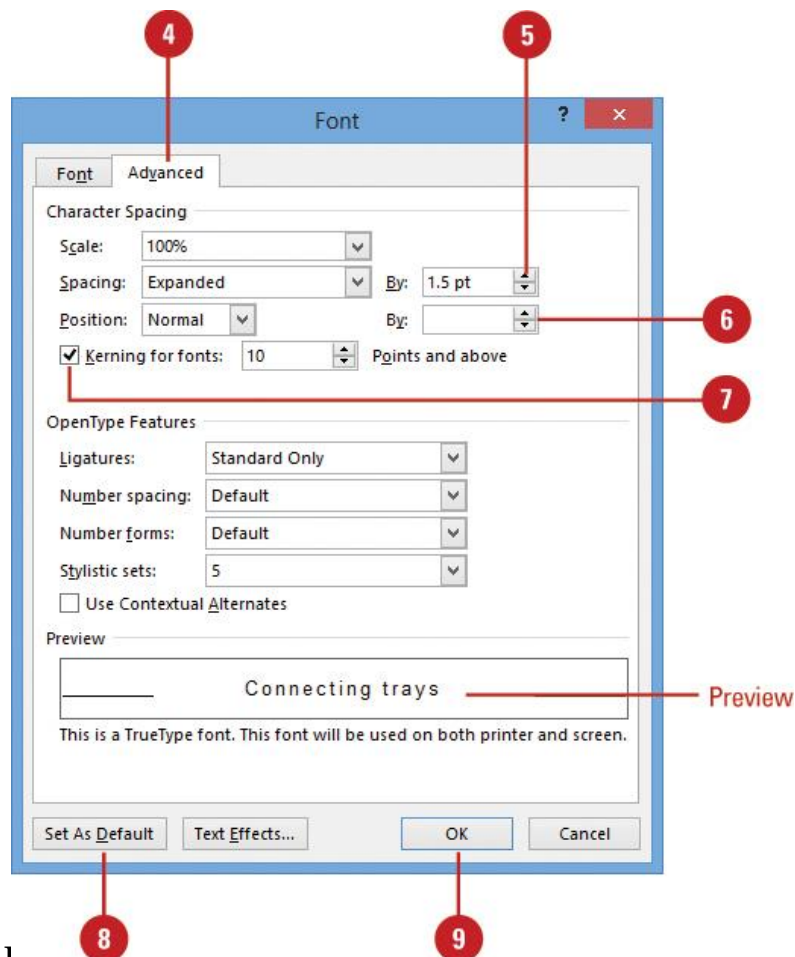


Changing Character Spacing

Kerning is the amount of space between each individual character that you type. Sometimes the space between two characters is larger than others, which makes the word look uneven. You can use the Font dialog box to change the kerning setting for selected characters. Kerning works only with OpenType/TrueType or Adobe Type Manager Fonts. You can expand or condense character spacing to create a special effect for a title, or re-align the position of characters to the bottom edge of the text—this is helpful for positioning the copyright or trademark symbols. In addition, you can set text formatting for OpenType/TrueType fonts that include a range of ligature settings (where two or three letters combine into a single character), number spacing and forms, and stylistic sets (added font sets in a given font). Many of these options are based on specifications from font designers.

Change Character Spacing

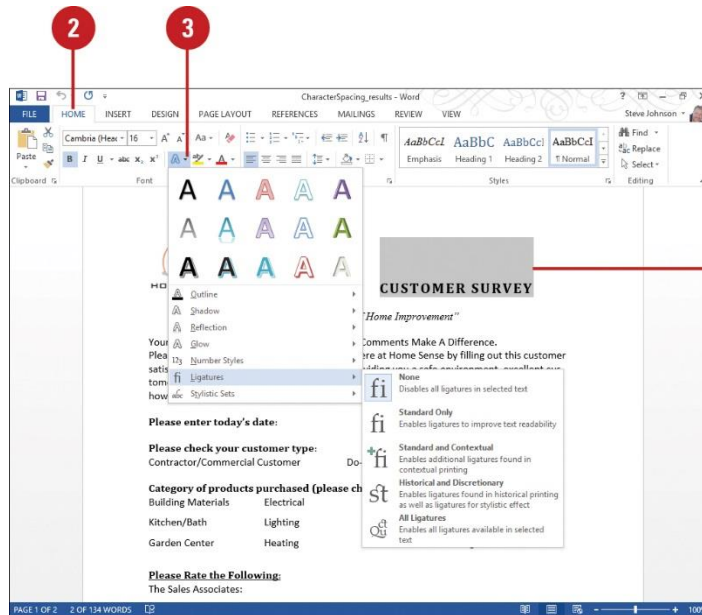
- Select the text you want to format.
- Click the **Home** tab.
- Click the **Font Dialog Box Launcher**.
- Click the **Advanced** tab.
- Click the **Spacing** list arrow, click an option, and then specify a point size to expand or condense spacing by the amount specified.
- Click the **Position** list arrow, click an option, and then specify a point size to raise or lower the text in relation to the baseline (bottom of the text).
- Select the **Kerning for fonts** check box, and then specify a point size.
- To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
- Click **OK**.



Change OpenType 1 features

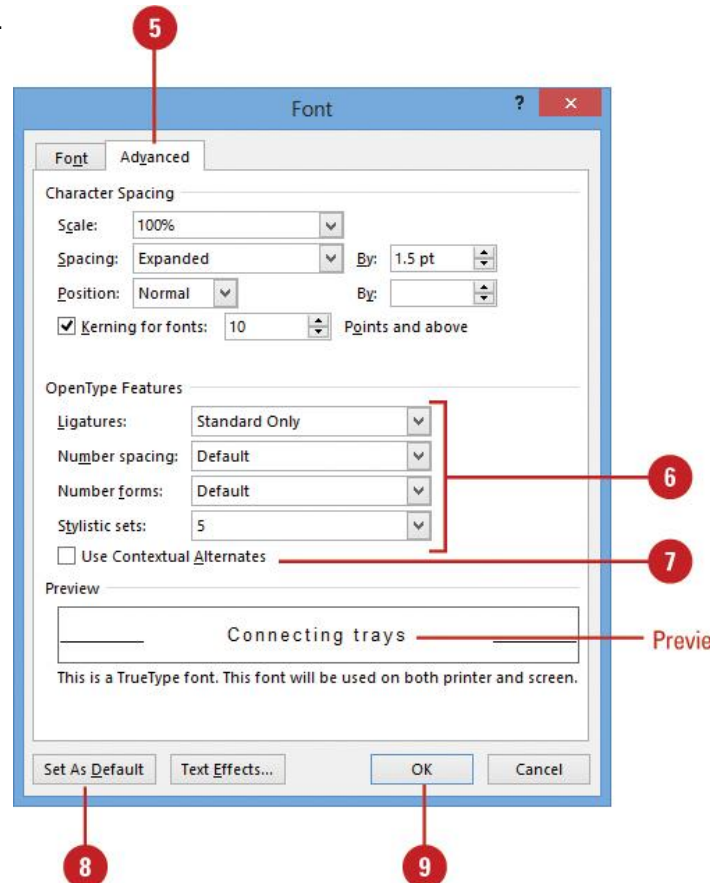
- Select the text you want to format.
- Click the **Home** tab.

To set quick OpenType options, click the **Text Effects** button, point to **Number Styles (New!)**, **Ligatures (New!)**, or **Stylistic Sets (New!)**, and then select an option.



- To set advanced options, click the **Font Dialog Box Launcher**.
- Click the **Advanced** tab.
- Click any of the follow list arrows, and then select an option:

- **Ligatures**. Select **Standard Only** (current standard), **Standard and Contextual** (current standard plus font specific additions), **Historical and Discretionary** (old standard), or **All**.
- **Number Spacing**. Select **Default** (specified by font designer), **Proportional** (varying width spacing), or **Tabular** (same width spacing).
- **Number Forms**. Select **Default** (specified by font designer), **Lining** (same height, not below base-line), or **Old-Style** (flow above or below the line of text).
- **Stylistic Sets**. Select **Default** (specified by font designer) or a specific set number.
- Select the **Use Contextual Alternates** check box to provide fine-tuning of letters or letter combinations based on the surrounding characters.
- To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
- Click **OK**.



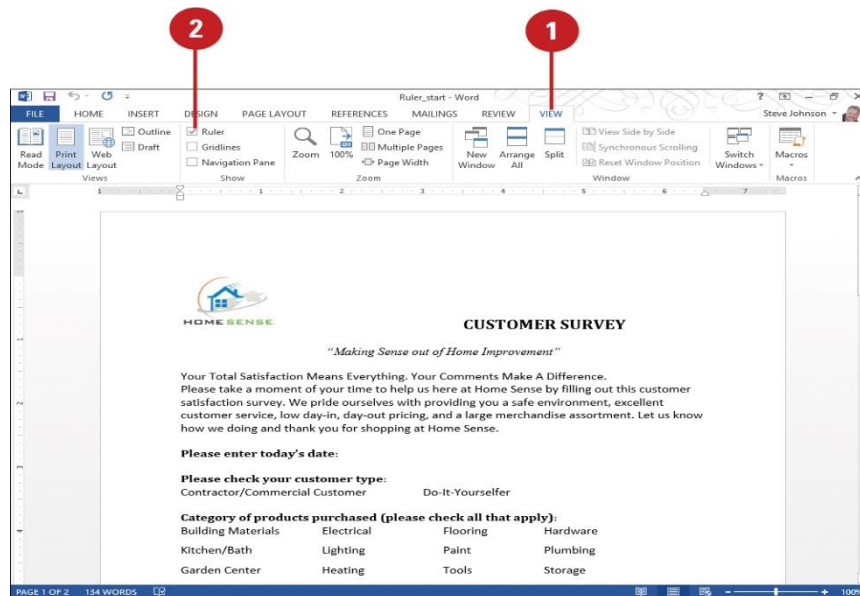
Displaying Rulers

Word rulers do more than measure. The **horizontal ruler** above the document shows the length of the typing line and lets you quickly adjust left and right margins and indents, set tabs, and change column widths. The **vertical ruler** along the left edge of the document lets

you adjust top and bottom margins and change table row heights. You can hide the rulers to get more room for your document. As you work with long documents, use the document map to jump to any heading in your document. Headings are in the left pane and documents in the right.

Show and Hide the Rulers

- Click the **View** tab.
- Select or clear the **Ruler** check box.
 - To view the horizontal ruler, click the **Web Layout View** or **Draft View** button.
 - To view the horizontal and vertical rulers, click the **Print Layout View** button.



Setting Paragraph Tabs

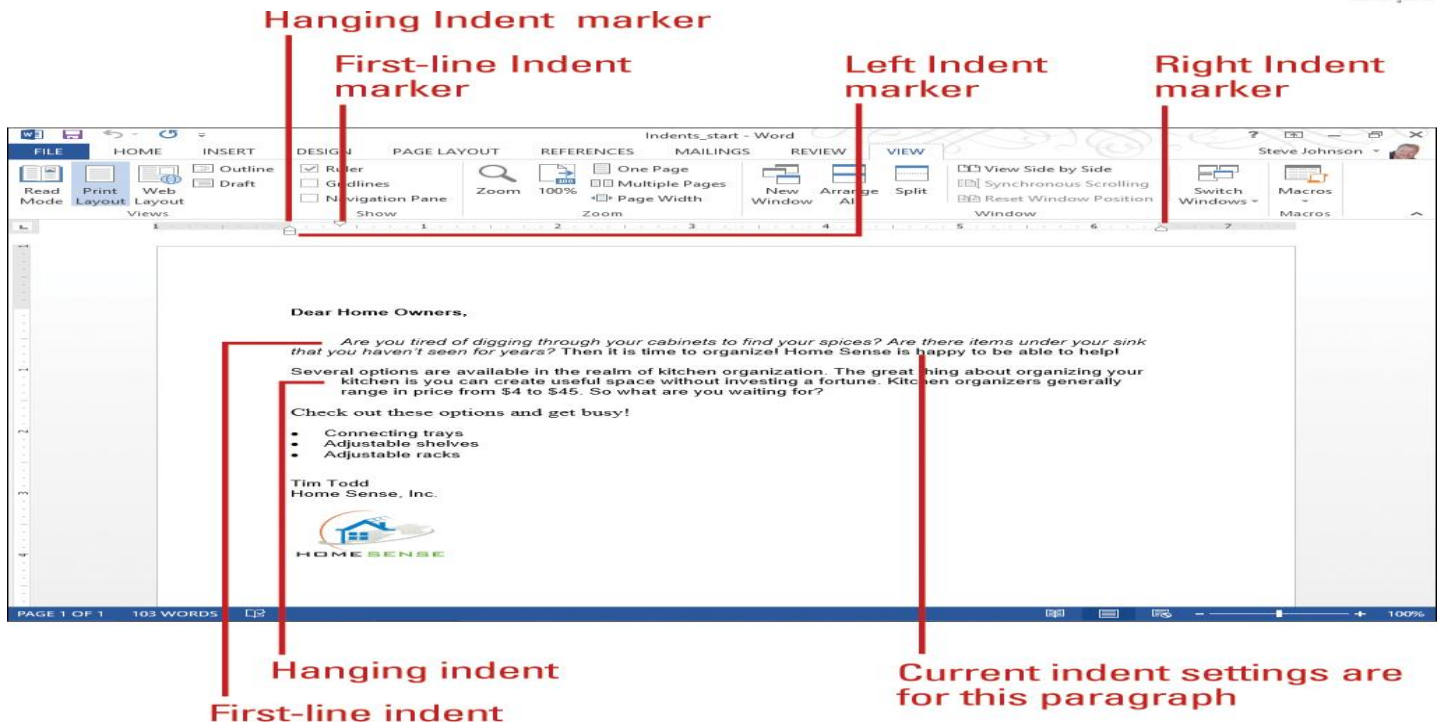
In your document, **tabs** set how text or numerical data aligns in relation to the document margins. A **tab stop** is a predefined stopping point along the document's typing line. Default tab stops are set every half-inch, but you can set multiple tabs per paragraph at any location. Choose from four text tab stops: left, right, center, and decimal (for numerical data). The bar tab inserts a vertical bar at the tab stop. You can use the Tab button on the horizontal ruler to switch between the available tabs.

Create and Clear a Tab Stop

- Select one or more paragraphs in which you want to set a tab stop.
- Click the **Tab** button on the horizontal ruler until it shows the type of tab stop you want.
- Click the ruler where you want to set the tab stop.
- If necessary, drag the tab stop to position it where you want.

To display a numerical measurement in the ruler where the tab is placed, press and hold Alt as you drag.

To clear a tab stop, drag it off the ruler.



Tab Stops

Tab Stop	Purpose
	Aligns text to the left of the tab stop
	Aligns text to the right of the tab stop
	Centers text on the tab stop
	Aligns numbers on the decimal point
	Inserts a vertical bar at the tab stop

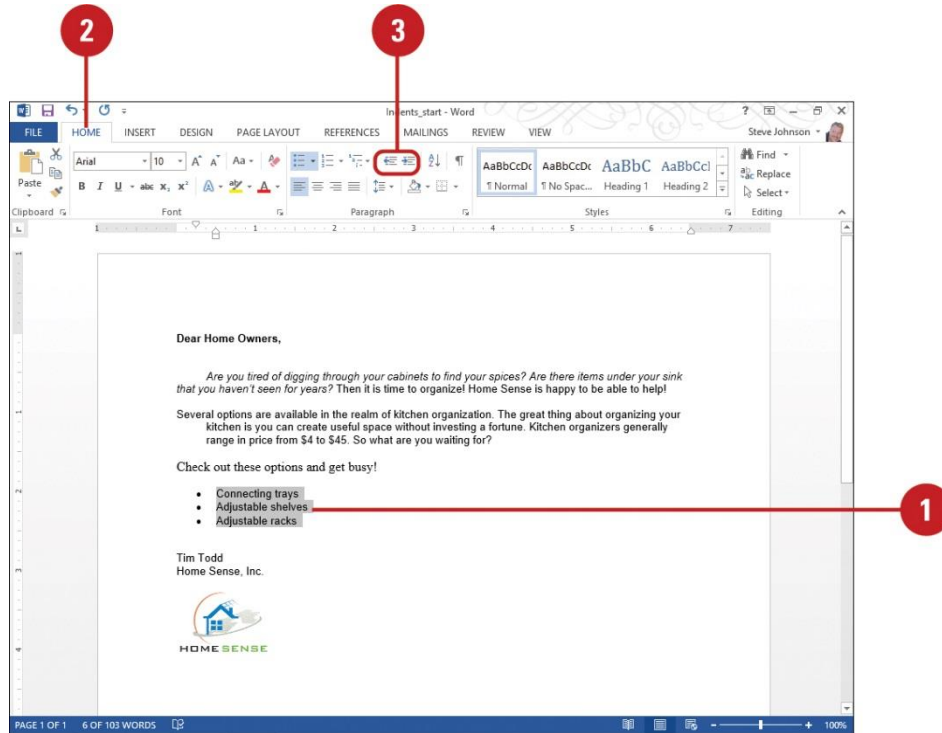
2. Click the paragraph or select multiple paragraphs to indent:

- To change the left indent of the first line, drag the First-line Indent marker.
- To change the indent of the second and subsequent lines, drag the Hanging Indent marker.
- To change the left indent for all lines, drag the Left Indent marker.
- To change the right indent for all lines, drag the Right Indent marker.

As you drag a marker, the dotted guideline helps you accurately position the indent. You can also press and hold Alt to see a measurement in the ruler.

Indent a Paragraph

- Click the paragraph, or select multiple paragraphs to indent.
- Click the **Home** tab.
 - Click the **Increase Indent** button or **Decrease Indent** button to move the paragraph right or left one-half inch.



Set Indentation Using the Tab Key

- Click the **File** tab, and then click **Options**.
- In the left pane, click **Proofing**, and then click **AutoCorrect Options**.
- Click the **AutoFormat As You Type** tab.
- Select the **Set left- and first-indent with tabs and backspaces** check box.
- Click **OK**.

