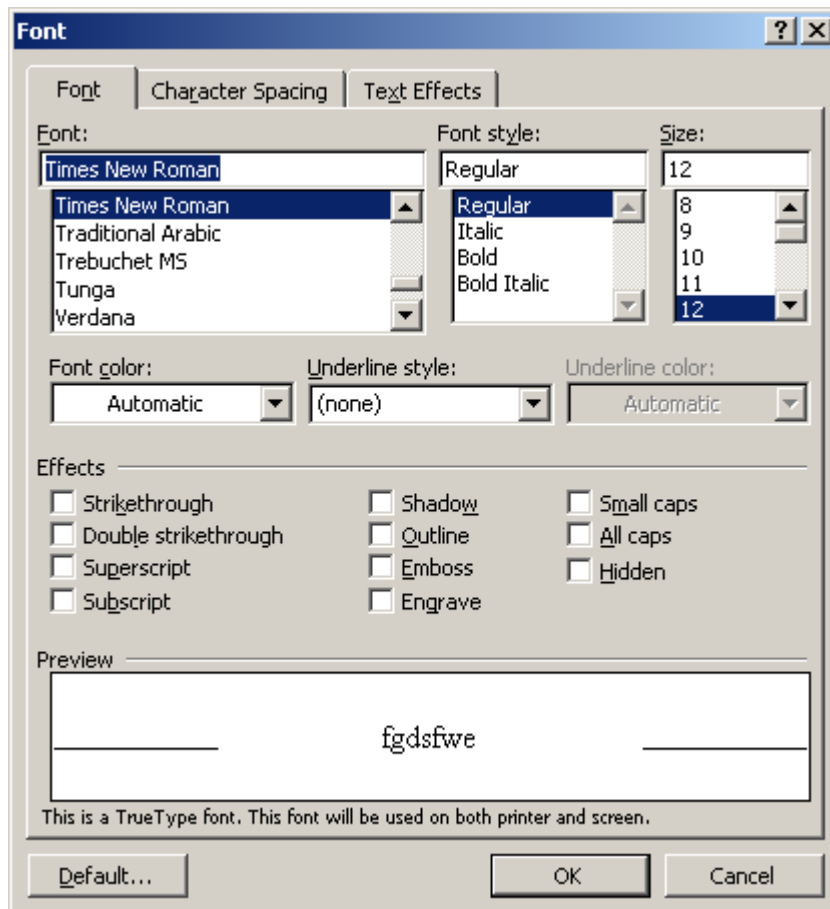
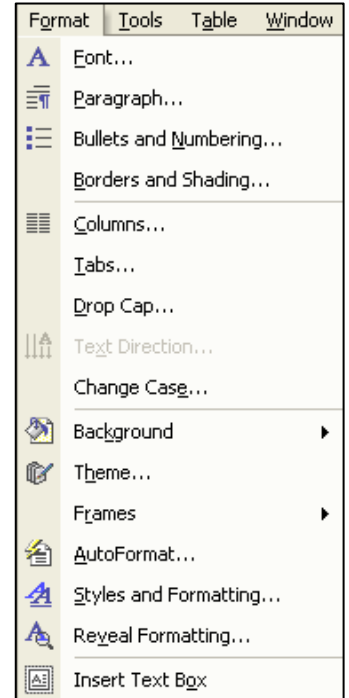


## Font Formatting

The default typeface, or font, as it is commonly referred to as, used for all Word documents is Times New Roman, point size 12. However, there may be times when you would like to change the appearance of your document by underlining certain phrases, making certain words bold, italicizing sentences, or changing the font size for the entire document. You can make such changes using the formatting toolbar, or for more options, you can access the **Font dialog box**.

1. A document should be open within the Microsoft Word program.
2. Select text within the document that you would like to change.
3. Click on the **Format menu** and select the **Font** command.
  - The **Font dialog box** opens.
4. You can change the font type, style and size. You also have the ability to select different underlining styles, the color of the text, and other interesting effects such as shadow, outline, or emboss.
  - Once you have made your changes, a preview displays at the bottom of the dialog box showing how the formatted text looks.
5. Click the **OK button** to secure your changes.



Click the question mark in the upper left-hand corner to access context sensitive help. Your cursor changes into a large question mark. Click on an option in the dialog box to see a definition.

### Notes about Fonts

- ⦿ 72-point size is equivalent to 1 inch.
- ⦿ Font sizes 10, 11, or 12 are used in most professional documents.
- ⦿ If you mark the "hidden" effect, the text will not print.