

7 Fonts

In this module you will learn to:

1. Change the font of a text;
2. Add variations within a font;

By the correct use of **bold**, *italic*, underline or different fonts you can make the appearance of your text more attractive.

In this module you will become acquainted with different fonts like **Arial**, *Comic Sans* and **Impact**. In addition there are within a font many variations possible, for example **Bold**, *Italic* and Underlined. And of course it is possible to make combinations of all these effects. It is also possible to add different colours to your text.

We will start with changing the font. There are different fonts on every computer. How many, and which fonts differs from computer to computer.

You can see which fonts there are on your computer by looking at the **fonts** option-list of the formatting toolbar. You can also view these fonts by looking at the **character**-dialogue window, which appears by clicking on **Format, Character**. In the picture below you see the **fonts** option list, within which are a number of different **fonts**.



In the following assignment you will learn how to change the font of your text. You can change the font in two different ways:

1. With the Character dialogue-window, this appears after clicking **Format, Character** in the menu-bar.
2. With the **Fonts** option-list in the **formatting** toolbar.

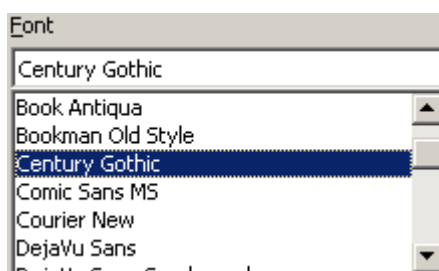


Assignment 7.1 Different font 1

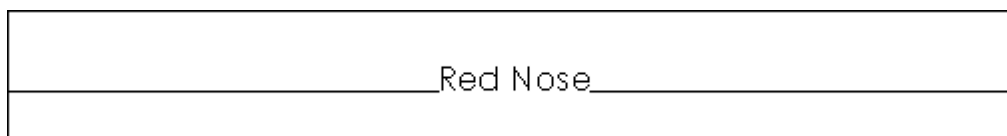
1. Open the file **Personnel advert** in the **Writer B2** folder of the RedNose CD.
2. Select the word **Red Nose**.
3. Select **Format, Character**.
4. Click on the **Font** tab.



5. In the list under the header **Font** select the **Century Gothic** font.
6. You will need to use the scrollbar on the right of the list to accomplish this.



Down below in the window you will see an example of the font.

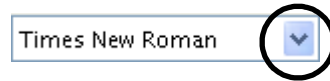


7. Click the **OK** button.
8. Click in the white part of the page and see the result.
The text now has the **Century Gothic** font.
9. Select the words **ICT Training & Advise**.
10. Select **Format, Character**.
11. in the list under the font header select the font **Lucida Console**.
12. Click **OK**.



Assignment 7.2 Different font 2

1. Select the words **Executive Board secretary** (m/f).
2. Click on the **triangle** on the right of the font name in the toolbar.
3. Click on the font **Bookman Old Style** In the list that appears.
4. Click in the white area of the workspace and see the result.



Within a font there are all sorts of variations possible. In the dialogue-window **Character** you will find all options. You will also find a number of these options in the **formatting** toolbar, for example changing the font-type and the font-size.

In the list below a number of possible variations are shown.

Fonts and font-sizes:

- 8-point Times New Roman
- 10-point Arial
- 12-point Bookman Old Style
- 14-point Lucida Console
- 16-point Comic Sans MS
- 18-point Impact**
- 20-point Garamond

You can display characters large (for example 16-points) or small (for instance 6-points). The bigger a character, the higher the point-size.

The smallest possible point-size you can select in the Character dialogue-window is 6, the largest is 96. For publications the usual font-size is 11 or 12.

In the following assignment you are going to edit the point-size of the text.



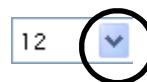
Assignment 7.3 Variation large and small 1

1. make sure the file **Personnel advert** is opened.
2. Select the word **'Red Nose'**.
3. Select **Format, Character**.
4. In the list **size** on the right side of the window click on **26**.
5. Click **OK**.
6. Select de words **ICT Training & Advise**.
7. Select **Format, Character**.
8. In the list on the right of the window click on **20**.
9. Click **OK**.



Assignment 7.4 Variation large and small 2

1. Select the words **Executive Board secretary (m/f)**.
2. Click on the **triangle** right of the number **12** in the toolbar.
3. Select the number **16** in the list, by clicking on it.



Standard all text is displayed in black. To change a word or sentence to make it stand out more, you can also change the text to a different colour.



Assignment 7.5 Setting a different font-colour

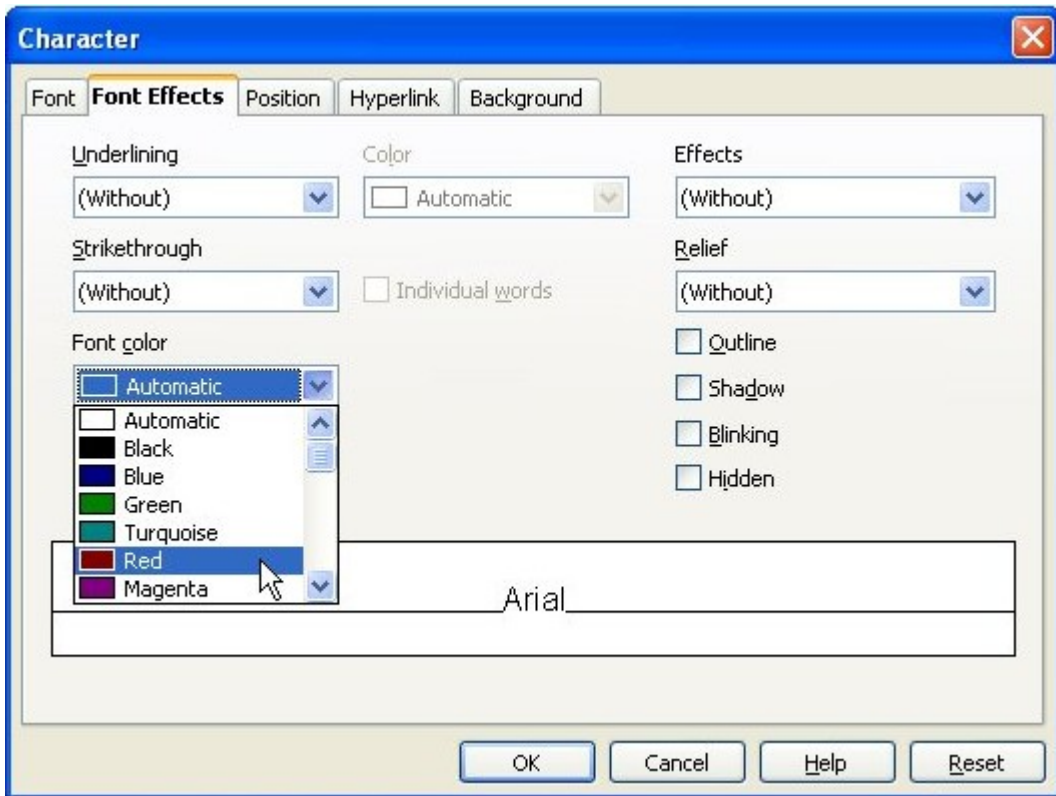
1. make sure the file **Personnel advert** on the RedNose CD is opened.
2. Select the letters **'Red'**.
3. Select **Format, Character**.
4. Click on the tab **Font effects**.



5. Click under the header **Font Colour** on the triangle on the right of **Automatic**.
6. Select in the list of colours, the colour **red** by clicking on it.



Assignment 7.5 Setting a different font-colour (continued)



7. Click **OK** to confirm the colour.
8. Click in the white area to de-select.
9. In the same way make the letters '**Nose**' light-green.
10. Close the document without saving the changes.