

Changing Font Size

Making text larger is another way to emphasize text.

1. Select the text you wish to format.
2. When using True Type fonts, click the **Home** tab on the Ribbon and click the **Font Size** list arrow in the Font group. (Figure 1)

A list of font sizes appears.

3. Select a font size from the list.

The selected text is changed, and any new text that you enter will appear in the new font size.

4. When using Venus Fonts, click **Home** tab on the Ribbon and click the **Font** list arrow on the Mini-Toolbar and select the font with the font size listed next to it or open the Font dialog box. (Figure 2 & 3)

Other ways to Change Font Size:
If using True Type Fonts click the **Font Size** list arrow on the Mini Toolbar and select the font size from the list, or click the Home tab on the Ribbon and click the Increase or Decrease Font Size arrows in the Font group, or open the Font dialog box. (Figure 4)

Tip: Font size is measured in points (pt) that are 1/72 of an inch. The higher the number of points, the larger the font. On your display, the font size will vary depending on the mm of your particular display.

Tip: True Type fonts are found in your Windows font folder. Venus fonts install with your Venus 1500 software.

Exercise

- **Exercise:** Enter Venus font on layout and change the size. Highlight the text, change to True Type font and use the arrows to increase the font size.

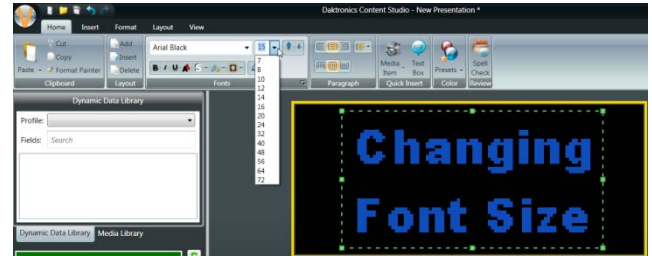


Figure 1: Font Size List (True Type Font Only)

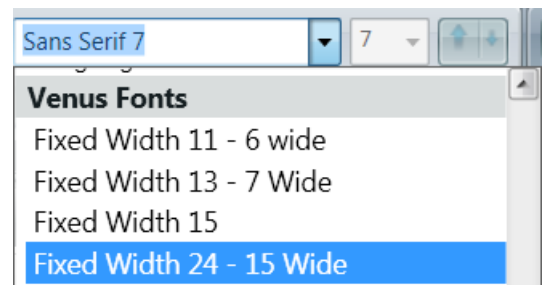


Figure 2: Font Size List (Venus Fonts Only)

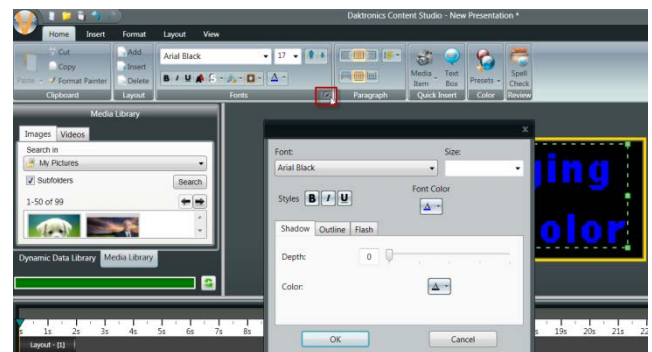


Figure 3: Click the "X" in the bottom right corner of Fonts section. Select Font from Font Dialog Box

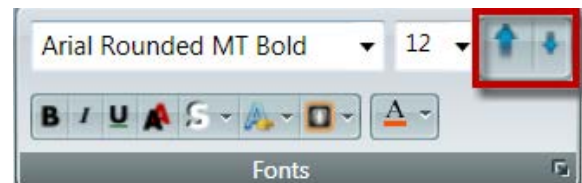


Figure 4: Change True Type font size using arrows