CONTENT STUDIO

CHANGING FONT SIZE

Making text larger is another way to emphasize text.

CHANGING FONT SIZE

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 (see 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.

   Other ways to Change Font Size:
   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 (see figure 2 & 3).

   Tip: True Type fonts are found in your Windows font folder.

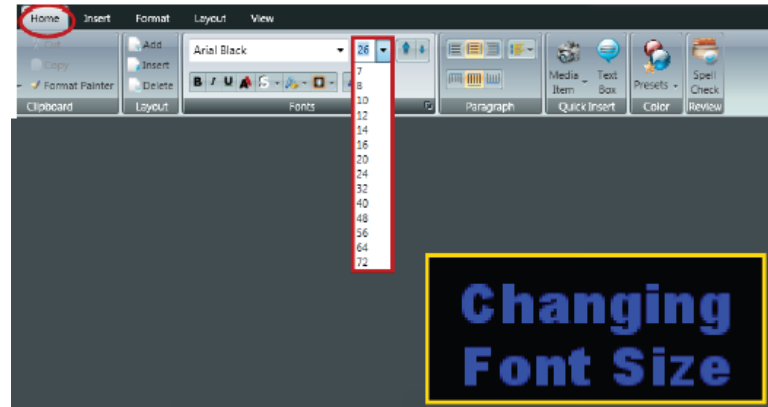   **Tip:** Fill the entire layout with your text.
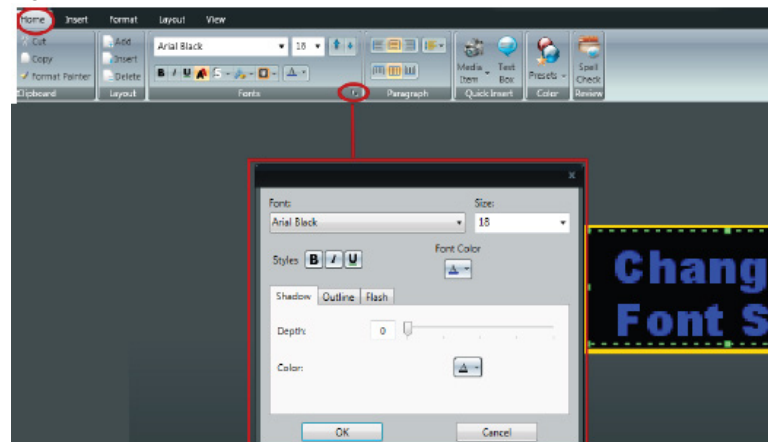

Figure 1: Font Size List

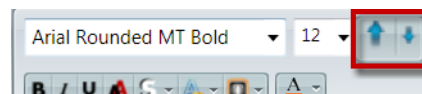Figure 2: Click the "X" in the bottom right corner of Fonts Sections. Select Font from Font Dialog Box.

Figure 3: Change True Type font size using arrows.

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