

# CONTENT STUDIO

## TRUE TYPE FONT FEATURES

One way to emphasize text in a presentation is by changing the look of the font. By using a **True Type Font**, you have the ability to **Bold**, **Italicize**, **Underline**, and **Smooth** your text.

### TRUE TYPE FONT FEATURES

1. Select the text you wish to format, by either clicking and highlighting, or selecting the text box.
2. Click the **Home** tab on the Ribbon and click the **Font** list arrow in the Font group. A list of the fonts that are available on your computer appears (see figure 1).
3. Select a True Type Font from the list. The bold, italic, underline, and smooth features are selectable and are no longer grayed out.
4. Change the selected font and add **Bold**, **Italicize**, **Underline**, and **Smooth** as desired (see figure 2 for examples of each feature).
5. Hovering over each feature button, will prompt an information box to appear (see figure 3).

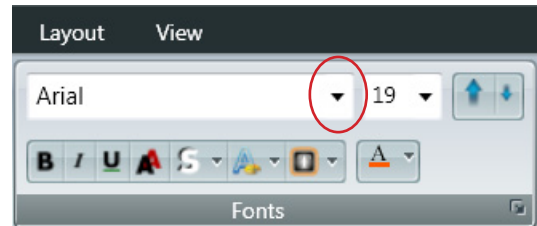


Figure 1: True Type font is selected, all features are available.

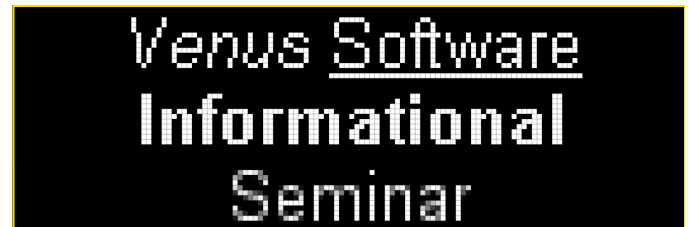


Figure 2: Examples of Italics, Underline, Bold, and Smooth.

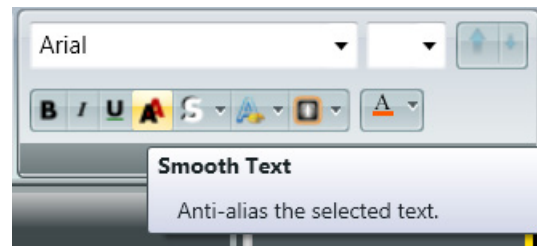


Figure 3: Hovering on the button shows that it is the Smoothing Feature.