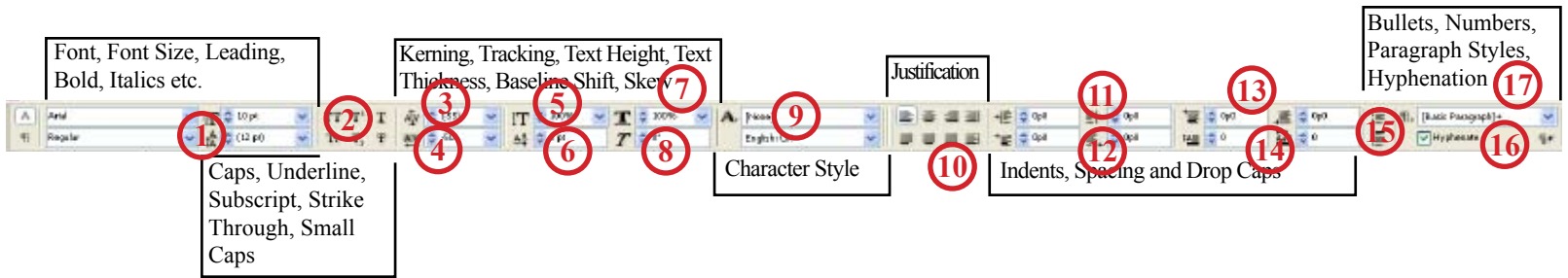


Type Explanations



This has a little space between these lines.
This has more space between these lines.

1) **LEADING** - The space between lines of type. Changing the leading of text affects its appearance and readability. Some fonts read better with increased leading due to long ascenders and descenders.

THIS HAS A LITTLE SPACE BETWEEN THESE LINES.
THIS HAS MORE SPACE BETWEEN THESE LINES.

2) **CAP EFFECTS**- You can change text with one click to be all CAPS, SMALL CAPS, S^{uper} S_{cript}, S_{ub} S_{cript}, Underlined, or you can ~~Strike-A-Line~~ Through your text using these options.

Kerning
Kerning

3) **KERNING** - The adjustment of space between **pairs** of letters to make them more visually appealing. It is normally applied to individual letter pairs in headlines or drop caps. Kerning is not generally done with body text because the gaps between characters at body text sizes is generally not as distracting.

TRACKING
T R A C K I N G
TRACKING TRACKING

4) **TRACKING**- The adjustment of space for **groups** of letters and **entire blocks** of text. Tracking adjusts the overall character spacing of any text, especially body text and other large blocks of text. Using this is a great way to get rid of hyphens in body copy so your text can still fit.

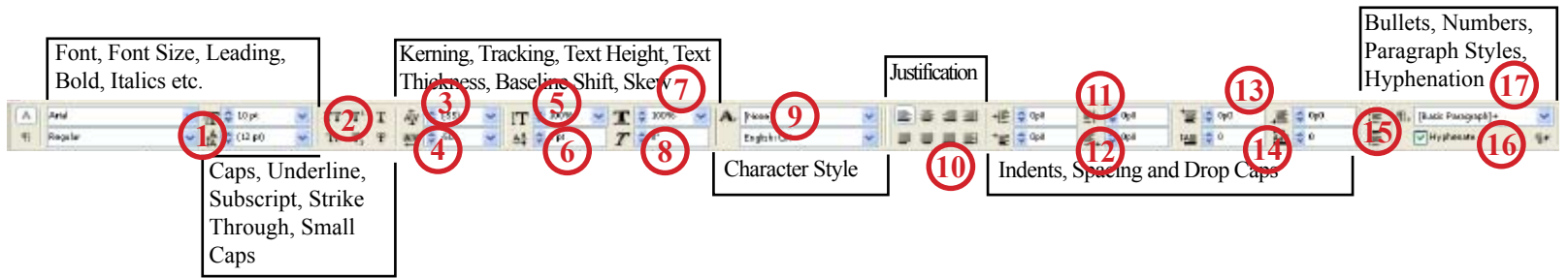
TALL TALL
SHORT SHORT

5) **VERTICAL SCALE** - You can make individual or groups of letters taller or shorter by highlighting the text wanted and increasing or decreasing this number. The height increases or decreases from the top of the letter. The base remains the same.

BASELINE
SHIFT

6) **BASELINE SHIFT**- This allows to move individual letters or large sections of text up or down.

Type Explanations Continued...



**HORIZONTAL
SCALE**

7) HORIZONTAL SCALE - You can make individual or groups of letters thinner or wider by highlighting the text wanted and increasing or decreasing this number.

Don't *SKEW*
this situation
your way!

8) SKEW - This applies a slant or the illusion of italic font if the font you selected does not have italic options or if you want it to be more or less pronounced. It works on individual letters and full words.

CharacterStyle

9) CHARACTER STYLE - Once you set up a character style in your pallets you can apply them from this area as well. You can set a font will all the options above so that they are all applied in one click instead of making each adjustment one at a time.

Vullam duisl il dolor augue do ex ectem
ercipit, con ulla commole ndigna
consenim inci
Faccum zzrilis nis ad ea autpat. Unt
lam zzrit vendiat.

10) JUSTIFICATION- The aligning of the top, bottom, sides, or middle of text or graphic elements on a page. While text can be left- or right-justified, justified text typically refers to text that is aligned to both the left and right margins — also called fully-justified or full justification.

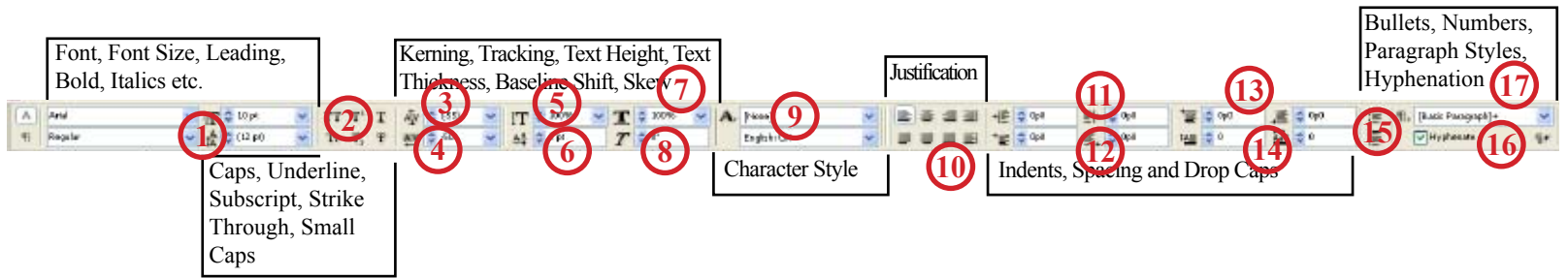
Cumsan veros et alis amcommo lorper
at vereilla feuismod ea faccum dolore
faccum quat, senisi.
Ud magnibh euip esequisim
zzrit iriliquat. Ut inci blandiat.
Pismodolor ipisl init utatie dit et wis

11) LEFT and RIGHT INDENT - Indents all text from one side, the other, or them both so that text does not run flush against a stroke around the text box.

Odionullandre faccum irit incipit
vel ero odoloreet lore dipsummod te
dolobortie eros nis elisissis augait,
conulla mcommy nulput lut niat
inciduisim adit vendre feum quat
nulla conulla core dolore modiamet
autem quis nos nonum delent accum

12) FIRST LINE and BASELINE INDENT- This will only indent the first or last line of a sentence or paragraph.

Type Explanations Continued...



Oborper sis alit irit praesequis nos nostrud dolobortio digna ad magna consendrem vel exero conulla facin exer init nos

Xeros am eugait delesequisi blaore vullaor ad te dolortie dolessiscil eros numsan ut wis doloborem in enim

13) SPACE BEFORE and AFTER - This manipulates how much space there is between two paragraphs.

E t digna feugait ute feugait eea augue consequat niam, volorerilisl iureet estismolum in volendreet

Am conul lutatin cillut utpatem vel iliqui

14) DROP CAP NUMBER OF LINES and CHARACTERS - If you want to do a drop cap in your text the button on the left decides how many lines tall it is and the button on the right decides how many letters in the word will be large.

- Wake up
 - Go To School
 - Do Yearbook
 - Go Home
1. Wake up
 2. Go To School
 3. Do Yearbook

15) BULLETED and NUMBERED LISTS - When creating a chart, you can use this to number or bullet your list

Volestrud dolut nonsequat. Ut nos ero dolortie do eugiat, sent praesto odor alit, cor alisim vel utpate tat. Sandrem dolor sumsandremos eummy nonsequi blaorem quis nim iustrud eu feugue dunt landio odiam-commy nullaore tem il dions

16) HYPHENATION- is used to break up longer words at the end of a line in order to have a more even, less ragged right edge or to create better-looking fully justified text. A hyphen is inserted between syllables of a word with the portion after the hyphen moving to the next line. The default is to have this on. To turn it off, uncheck the box.

Cumsan veros et alis amcommo lorper at vercilla feusmod ea faccum dolore faccum quat, senisi.

17) PARAGRAPH STYLE - This is very similar to the CHARACTER STYLE button that we discussed before except is has more paragraph specific options. Use this to set up your headlines, body text and captions to make graphic editing easier.