

Figure 76: Changing character spacing

Settings on the Character dialog

The Character dialog has six tabs, shown in this section. Most of these pages are the same as the abs on the Character Style dialog (see Chapter 9, Working with Styles).

Font and Font Effects

On the *Font* tab (Figure 77), you can specify the font's family, style (choices vary with the font, but typically include regular, bold, and italic), and size; and the language for the paragraph, if it differs from the language for the document. The box at the bottom shows a preview of the selections.

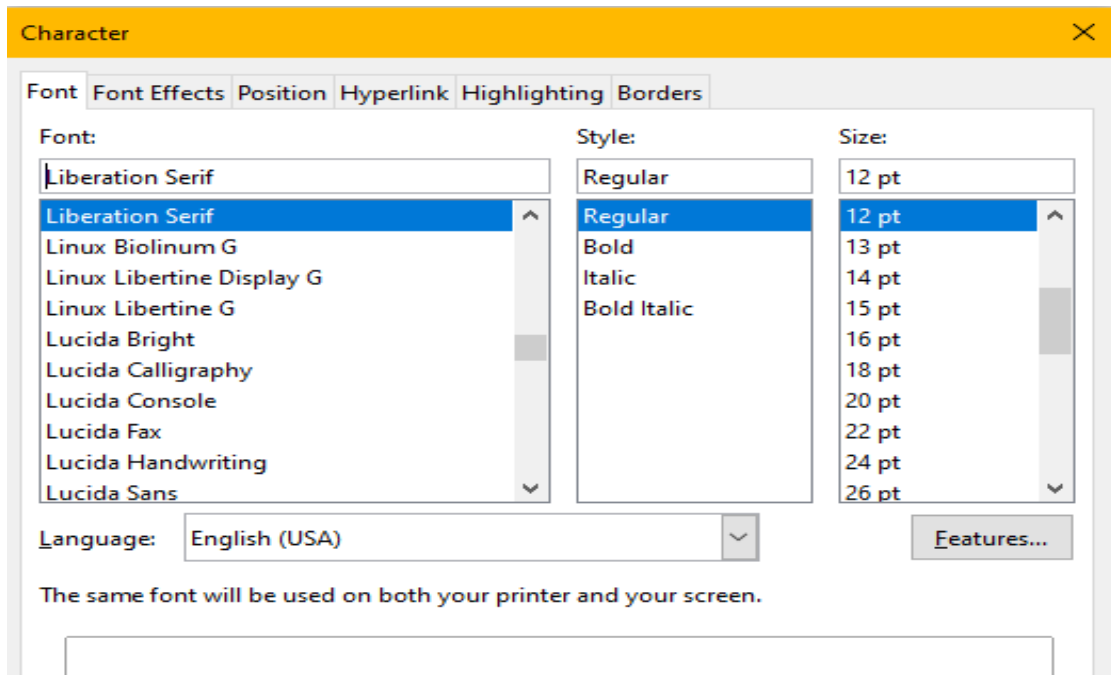


Figure 77: Font tab of the Character dialog

On the *Font Effects* tab (Figure 78), you can choose the color of the font and a range of effects, many of which are not suitable for formal documents. Figures 79 and 80 show the choices in some of the drop-down lists.