Hadley

Font Selection Sample

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Hello, my name is Vikki Vaughan. Today, we'll examine using shortcut commands to customize font within a Microsoft Word document. Our task will include selecting text and customizing font type, size, and color.

When we discuss font in a Word document, we are referring to the graphical representation of text, which includes its unique type, point size, and color. There are many different varieties in text design. These variations are grouped into what's referred to as typeface families.

For example, Arial is a typeface family. Arial Narrow is a typeface. And Arial Narrow Italic 10-point is a font. Adjusting the type, color, and size of the font is one of the most common formatting changes we make in Word documents.

- [Ed] Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address, how you heard about Hadley, and your relationship to vision loss.

Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus it connects you to the Hadley community and helps sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts, like me. Now, where were we?