



To use these tools you will always need to click in a text box to activate the Text Box Tools contextual menu.

Typography

Typography tools are used to design font in a text box. These can make your document stand out using options such as:

- ✎ **Drop Cap** – creates a Large Letter at the beginning of a paragraph
- ✎ **Number Style** - uses different numerical styles in spacing and vertical positioning
- ✎ **Ligatures** – combines two or more characters into a single character
- ✎ **Stylistic Sets** – choose alternate text shapes
- ✎ **Swash** – turns on flourishes for text
- ✎ **Stylistic Alternates** – choose alternate character shapes

The chart below shows many of the font styles and the various typography options available for each one. The Drop Cap option is the only one available for most of the font styles including those not listed.

Font Typography Chart

| Font Style | Drop Cap | Number Style | Ligatures | Stylistic Sets | Swash | Stylistic Alternates | Contextual Alternates <i>Font Dialog Box Only</i> |
|--------------------|----------|--------------|-----------|----------------|-------|----------------------|--|
| Arabic Typesetting | ✓ | | ✓ | | | | |
| Calibri | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Cambria | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Cambria Math | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Candara | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Consolas | ✓ | | ✓ | ✓ | | ✓ | ✓ |
| Constantia | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Corbel | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Gabriola | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Meiryo UI | ✓ | | ✓ | | | | |
| Nyala | ✓ | | ✓ | | | | |
| Palatino Linotype | ✓ | ✓ | ✓ | | | ✓ | |
| Segoe Script | ✓ | | ✓ | | | | ✓ |
| Segoe UI Symbol | ✓ | | | ✓ | | | |



Menu Examples for the Typography Group

To use these tools you will always need to click in a text box to activate the Text Box Tools contextual menu. It is not necessary to select/highlight text.

Choosing typography option:

- ✎ Click in text box
- ✎ Click typography feature
- ✎ Choose and click option in the menu
 - Some typography options also have dialog boxes with more options to choose from

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|-----------------------------|-----------------------------------|
| <p>Drop Cap Menu</p> | <p>Custom Drop Cap Dialog Box</p> |
| <p>Number Style</p> | <p>Ligatures</p> |
| <p>Stylistic Sets</p> | <p>Swash</p> |
| <p>Stylistic Alternates</p> | |