# Formatting Text

## Definitions:

Format

The organization, layout, and final form of a document.

Underline

A line drawn underneath text to add emphasis or draw attention; also called underscore.

Bold

Boldface, or bold, type characters are thicker and darker than normal text to draw attention or add emphasis.

Italics

Type that is slanted to the right and sometimes more scripted than the text font it matches. Italics are used for emphasis.

Bold Italics

Bold italics type has the italic script design but the extra weight of boldface letters and is used for emphasis in typography.

Font

A complete set of type characters in a particular style and size

Font Size

The size of the characters on the computer screen or on a printed page, usually measured in points. There are 72 points to an inch. Half-inch letters are therefore 36 points; quarter-inch letters are 18 points. Regular type in newspapers, reports, and letters is usually from 10 to 12 points; subheadings are usually somewhere around 14 to 18 points; titles may be around 24 to 36 points; headlines can be 48 to 72 points or larger.

Superscript

Superscript characters appear above the line of regular text and are often smaller. Superscripts are used for footnotes and exponents.

Subscript

Subscript characters are below the line of regular text and often smaller. Subscripts are used for chemical symbols and mathematical formulas.

Small Caps

A formatting option where lower case letters appear as smaller versions of capital letters rather than as typical lower case letters.

Margin

The space between text and the edge of the page. Typical word document margins are 1 or 1.25 inches.

Page Break

In a document, the place where a page ends and a new page begins. A word processor will automatically insert a page break after a page is full; or the user can press control enter to put a page break in a specific place.

Indent

Aligning a portion of text farther inside of the margin than the surrounding text. The first line of a paragraph is often indented from the left margin.

Line Spacing

A way of specifying vertical space between lines of a document by single spacing, double spacing, or one-and-a-half line spacing.

Single spacing

The normal amount of blank space that separates lines of text.

Double Spacing

A setting that puts blank space equivalent to one line of text between lines of text in a document. Double spacing is often used in papers submitted in academic settings to allow space for handwritten comments.

Alignment

Where text or other graphic elements are placed on the page in relation to other elements or the margins. For example, right-aligned text lines up with the right margin.

Centering

Aligning text around the center of a page; usually refers to horizontal alignment.

Tab

To move the cursor across the page in a document to align text. Hitting the tab key will move the cursor to the next tab stop, which are points set by default to be at half inch increments across the page.

## Assignment

This assignment is laid out with the title at heading level one, two subtitles at heading level 2, a list of terms with a paragraph defining each definition below it, and then the text of the assignment you are reading now.

You learned when working with the internet that headings make text larger and more noticeable; you will find that the headings in this document are in a larger font.

1. Navigate to the top of this page. Press JAWS key F to here the font attributes of any character in the first line. List all attributes you hear.

1. Navigate to the Definitions heading and the Assignment heading. Notice that the font attributes of these are the same because they are both heading level two. List the attributes of these headings.
2. Navigate to any word or paragraph not part of a heading. List the font attributes for this text.
3. Check out the formatting for every paragraph in this document. For normal writing, all paragraphs are placed against the left margin. For emails and letters paragraphs are often not indented at all, whereas for papers and similar documents, the first line is indented .5 inches. Go through the Document and make sure that each definition has the first line, and only the first line, indented by .5 inches, and that the terms being defined are not indented at all. The primary two keys you will use for this are tab and backspace, though you may have to press keys more than once to fix something. When you are finished, explain one way to fix a paragraph that is indented too far.