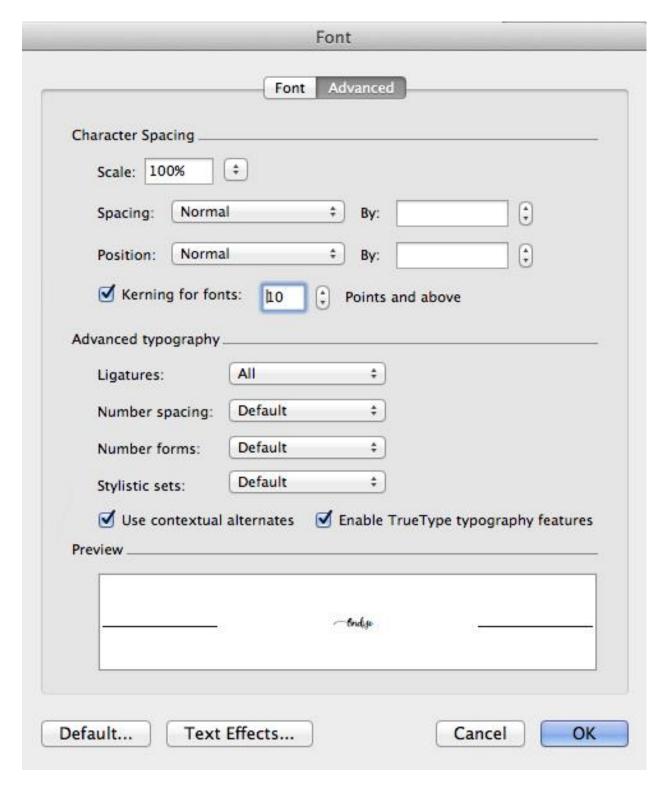
- 1. Select the text.
- 2. Press Ctrl+D. Word displays the Font dialog box.
- 3. In Word 2007 make sure the Character Spacing tab is selected. In later versions of Word make sure the Advanced tab is selected.



- 1. Click on the Ligatures check box and set ligatures to 'All'
- 2. Adjust the character point size to indicate when Word should start adjusting kerning, 10 points is ok.
- 3. Click on the Use Contextual Alternates check box.
- 4. Click on OK.