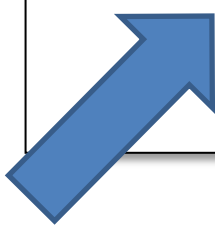


How to join letters
with kerning
ABC Cursive Plain Font

No
Gaps



cursive
Handwriting



cursive
Handwriting

Gaps

Kerning is a typographical term describing the process of moving letters closer together, in an effort to overcome the illusion of too much space between letters. This makes the text both more appealing and more readable. In Word, kerning can be adjusted either automatically or manually. To change kerning automatically, perform the following steps:

1. Select the text whose kerning you want to adjust.
2. Choose the Tools option from the Font menu. Word displays the Font dialog box.
3. Make sure the Character Spacing tab is selected. (See Figure 1.)

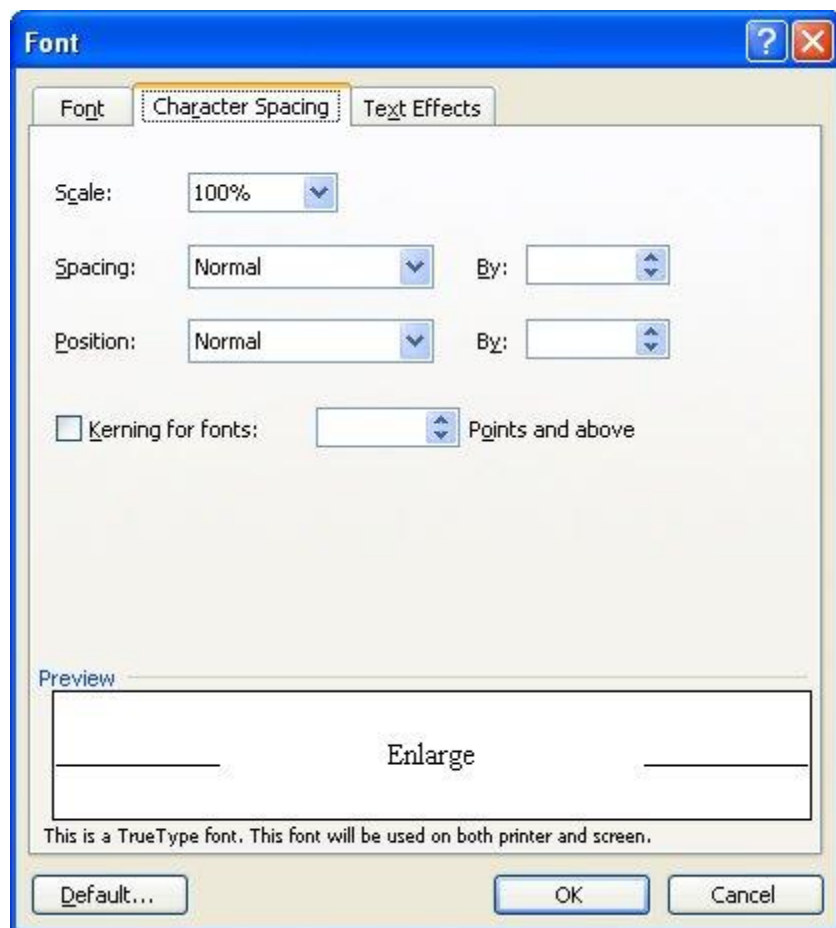


Figure 1. The Character Spacing tab of the Font dialog box.

4. Click on the Kerning for Fonts check box.
5. Adjust the character point size to indicate when Word should start adjusting kerning.
6. Click on OK.

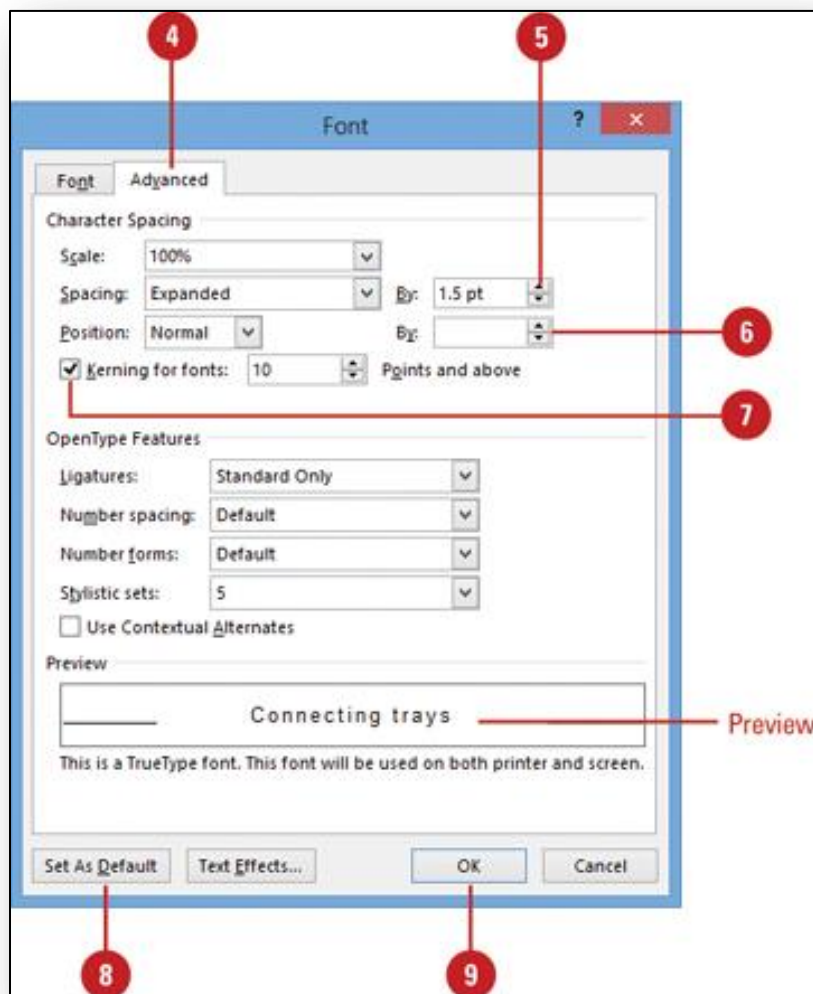
In most cases, this type of kerning will be acceptable. There may be instances, however, when you want to manually adjust the kerning between two characters. For instance, you might want to create some special effect for the characters. In these cases you can manually adjust kerning by following these steps:

1. Select the text whose kerning you want to adjust.
2. Choose the Tools option from the Font menu. Word displays the Font dialog box.
3. Display the Character Spacing tab.
4. Clear the Kerning for Fonts check box.
5. In the Spacing pull-down list, select Expanded or Condensed, depending on whether you want to move the characters further apart or closer together.
6. In the By box to the right of the Spacing pull-down list, indicate the amount of space (in points) by which the character spacing should be adjusted.
7. Click on OK.

References:

https://word.tips.net/T001130_Changing_Kerning.html

<http://www.informit.com/articles/article.aspx?p=2030049&seqNum=10>



Change Character Spacing

- 1 Select the text you want to format.
- 2 Click the **Home** tab.
- 3 Click the **Font Dialog Box Launcher**.
- 4 Click the **Advanced** tab.
- 5 Click the **Spacing** list arrow, click an option, and then specify a point size to expand or condense spacing by the amount specified.
- 6 Click the **Position** list arrow, click an option, and then specify a point size to raise or lower the text in relation to the baseline (bottom of the text).
- 7 Select the **Kerning for fonts** check box, and then specify a point size.
- 8 To make the new formatting options the default for all new Word documents, click **Set As Default**, and then click **Yes**.
- 9 Click **OK**.