

Fonts, Styles, Templates and Formatting text

Mendlesham Computer Club

Commonly used fonts

- The most commonly used font in the UK is Times New Roman because it is the default on Windows PCs.
- It was developed for the Times newspaper and introduced in 1932
- Now there are many fonts, most are 'owned' by Monotype Typography Ltd, a descendant of the company that invented Hot Metal Typesetting.
- In most cases you don't have to pay to use a font, however there are a few exceptions. For example TV companies have to pay a fee to use Tiresias Screenfont which was developed by the RNIB and is used for subtitling and other on-screen graphics.

Serifs

Times New Roman is a **Serif** font

Gill Sans is a non or sans-**Serif** font

It is generally accepted that sans-Serif fonts are easier to read than Serif fonts, that's why sight tests use sans-Serif, but the reading test uses a Serif font.

For best legibility use a sans-Serif font

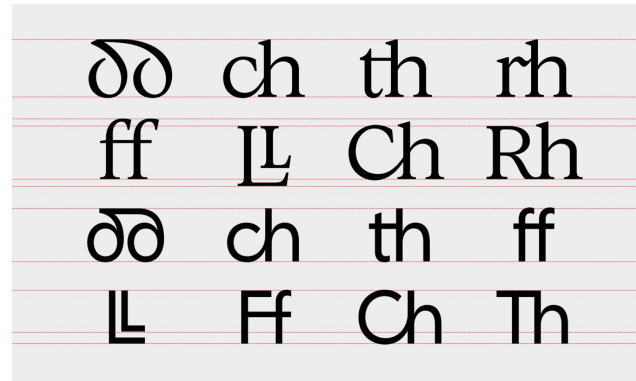
- The most popular sans-Serif fonts are;
 - Calibri abcfe ghijklmnopqrstuvwxyz
 - Helvetica abcfe ghijklmnopqrstuvwxyz
 - Arial abcfe ghijklmnopqrstuvwxyz
 - Comic Sans abcfe ghijklmnopqrstuvwxyz (good for dyslexics)
- These are proportional fonts, i.e. the I is narrower than the O, the most popular fixed font, often used to keep columns lined up is
 - Courier abcfe ghijklmnopqrstuvwxyz

Other interesting fonts

- There are several handwriting fonts
 - Bradley hand Abcfeghijklmnopqrstuvwxyz
 - Chalk Duster Abcfeghijklmnopqrstuvwxyz
 - Lucida calligraphy Abcfeghijklmnopqrstuvwxyz
 - Lucida handwriting abcfeghijklmnopqrstuvwxyz
 - Segoe print abcfeghijklmnopqrstuvwxyz
 - Sign painter abcfeghijklmnopqrstuvwxyz
 - Zapfino abcfeghijklmnopqrstuvwxyz

Country specific fonts

- Welsh font

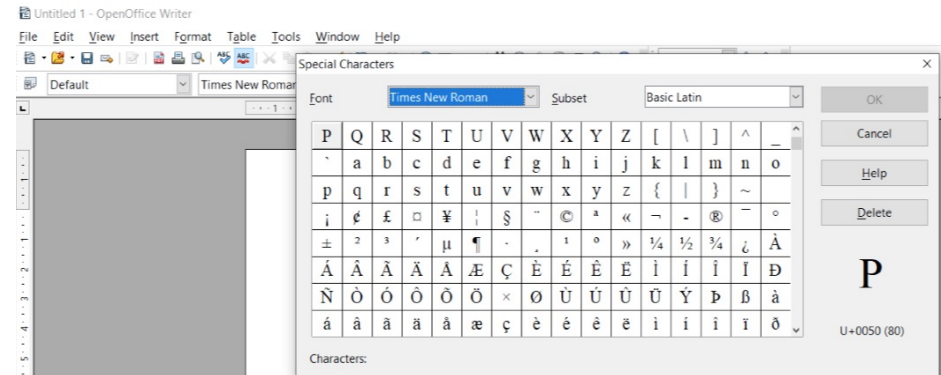


- Basque font

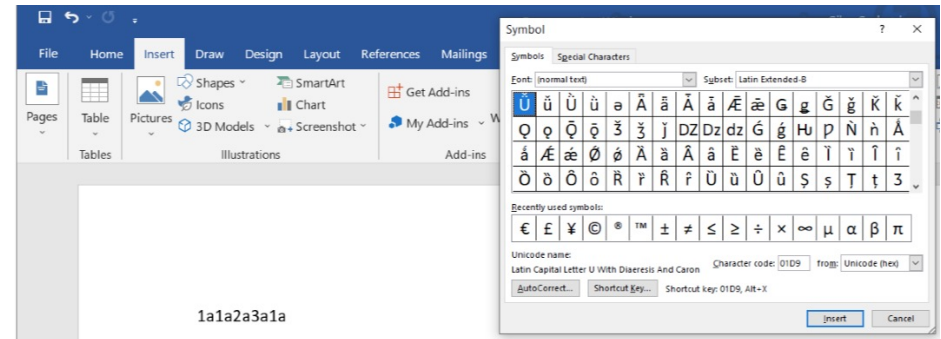


Inserting accented characters

- In OpenOffice, select <Insert><Special character>



- In Microsoft Word on PC, <Insert><Symbol>



- In Microsoft Word on Mac, just hold down the letter you want with an accent

Other Symbols using Wingdings and Wingdings 2

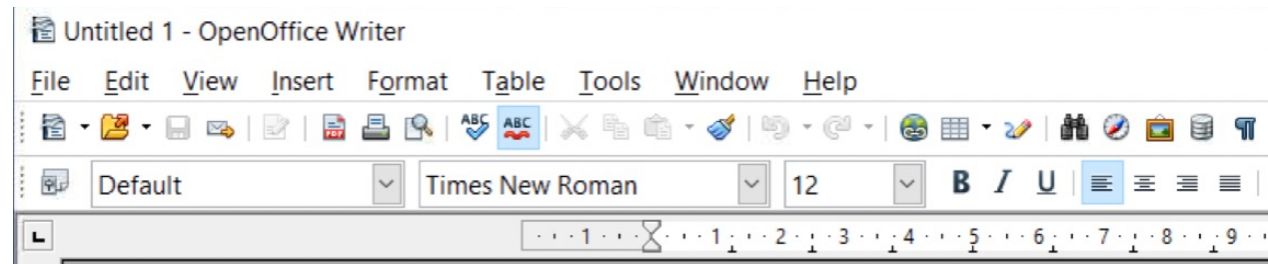
The most useful symbols

- Windings - J=☺
- Wingdings 2 - P=✓
- Wingdings 2 - O=x

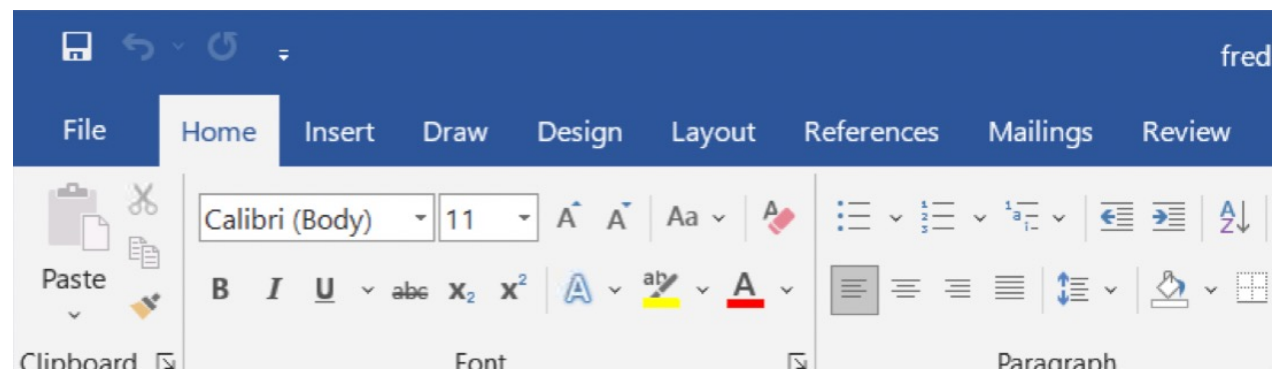
a	b	c	d	e	f	g	h	i	j	k	l	m	n
☺	Ω	♁	♂	♆	♄	♃	♁	♂	er	&	●	○	■
o	p	q	r	s	t	u	v	w	x	y	z		
□	□	□	□	•	◆	◆	◆	◆	⊠	⊠	⊠		
A	B	C	D	E	F	G	H	I	J	K	L	M	N
♁	♁	♁	♁	♁	♁	♁	♁	♁	☺	☺	☺	♁	♁
O	P	Q	R	S	T	U	V	W	X	Y	Z		
⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠		
`	1	2	3	4	5	6	7	8	9	0	-	=	\
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”	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠
[]	{	}	;	‘	:	“	,	.	/	<	>	?
☺	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠	⊠

How to change font and text size

- Use the formatting bar
 - OpenOffice




- Microsoft Word



Picture Fonts

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Picture fonts OpenOffice

- Both OpenOffice and Microsoft Word also have picture-based fonts for use on posters, cards etc.
- OpenOffice
 - These are called Fontwork, and are accessed via the drawing toolbar (make sure that this toolbar is visible by <View><Toolbars><Drawing>). Click on the Fontwork Gallery icon  to see the various options, here is an example.

Giles

- Fontwork has its own toolbar, enable it by <View><Toolbars><Fontwork>. With this toolbar, you can change the text quite considerably, e.g, this is the same text as above, but in a line.

Giles

Picture fonts Microsoft Word

- These are called less sophisticated than OpenOffice and are called Word Art, select <Insert> and then click on the Word Art icon

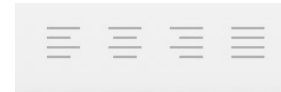


Text alignment

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Text alignment

- Text and pictures can be aligned several different ways using the buttons next to the font selection screen.
- Its best to use tables for multi-column pages



Left Justified

Right justified

Centred

This is a piece of text that is Column justified like in newspapers, it needs to span more than one line e.g. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. consectetur adipiscing elit.

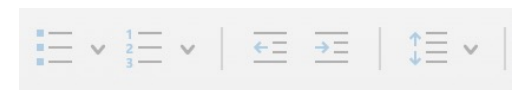
Lists

- There are two types of lists; bulleted and numbered, simply wipe over the text you want and press the appropriate button from the top of the screen
- You can also press the indent and remove-indent buttons to move text left and right
- To restart the numbering, right click on the paragraph where you want it to restart and select 'restart numbering'
- Numbering can get very complicated, especially if you have a lot of numbered lists, so use with caution.

OpenOffice



Microsoft Word



Document Styles

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Styles

- Styles are used to save text formats so its easy to re-use them over and over again, If you use styles you can ensure that your documents have a consistent look and it is easy to completely change the format of a document with just a few keystrokes.
- To see the styles and formatting window,
 - in Microsoft Word click on the ‘styles pane’ button,
 - In OpenOffice select <Format><Styles and Formatting>
- By default when you start typing a document the text has the ‘Default’ style in OpenOffice and ‘Normal’ in Word. To change the style to another one, wipe over the text you want to change and click or double click on the style you want.

Modifying Styles

- The simplest way to customise your own styles, is by modifying one that already exists. Chose the one you want to change in the styles pane and select modify, make the changes you want and see what happens.
- Note that there are special styles for headings, bulleted and numbered lists.
- You can also create your own styles if you repeatedly have to use a style not already catered for.
- Styles can very quickly become very complicated, especially for lists, so use them with caution.

Templates

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Templates

- Templates are pre-formatted documents e.g. letters, that you can use to quickly start documents you regularly use.
- To create a document using a template
 - In OpenOffice select <File><New><Templates and Documents> and select the template.
 - In Microsoft Word select <File><New from template>
- You can create templates from scratch or download standard ones from the internet, e.g. <http://templates.openoffice.org/en> or <https://www.template.net/editable/word> where there are thousands of examples.

Templates in OpenOffice

- If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.
- To make it your default template instead of Untitled1, click on 'Commands' and click select 'Reset Default Template'
- To create a template from scratch, start by making the changes you want to a new document then choose <File><Templates><Save> to open the Templates dialog, enter a name in the New Template field and select which category to store it under.
- To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.

Templates in Microsoft Word

- To create a template from scratch, start by making the changes you want to a new document then choose <File><Save as Template>, It will open up your templates folder and ask for a new filename.
- To edit a template, create a new document from the template you want to edit using <File>New from template>. Make the changes, then select <File><Save as Template> and check the file you wish to replace.
- You can also edit your default template which is called 'Normal'