

- A. Font formatting – appearance, size, and attributes of text. The format chosen for font is important for communication purposes
1. Bold – used to emphasize a specific word
 2. Italics – used to indicate book titles and other published works
 3. Underline – used to indicate links to web pages and should be reserved for that purpose in most cases
 4. The accent symbol, such as in the word *résumé* is used to indicate emphasis during pronunciation
 5. Style – a format tool used to apply global font formats to text
 6. Subscripts and superscripts – used respectively in chemical definitions, such as H₂O, and for footnotes or reference purposes, such as in Webster’s Dictionary
 7. Small caps may be used to format titles or headings in a document
 8. A serif font is one that has small attributes at the tips of each letter
 - a. The most commonly used serif font is Times New Roman.
 - b. Often used in the body of a letter or report
 9. A sans serif font does not include the attributes at the tips of each letter
 - a. Arial is a sans serif font.
 - b. Sans serif fonts are commonly used in title texts and serifs are commonly used for the body text
 - c. While there is no steadfast rule that dictates a sans serif font must be used for titles and a serif for body, this practice is used more often than not in hard copy materials
 - d. Serif fonts are said to propel the reader forward because of the natural right-sided slant of the letters
 - e. Sans serif fonts are the preferred font for web-based content
- B. Paragraph formatting—arrangement of text within paragraphs on a page Properly and uniformly formatted paragraphs are also important for communication purposes
1. Indents – used to indicate a new paragraph and offset long quotes
 2. Line spacing can be set for single, one and a half lines, double, or triple
 3. Borders and shading are used together or separately to emphasize a specific textual element in a document
 - a. For example, an introductory paragraph of people who contributed to a project might be shaded and a border added for emphasis
 4. Bullets/numbers are used to list items
 - a. Bullets may be symbols or numbers
 - b. Use bullets when the items are non-sequential
 - c. Use numbers for procedural lists that must be accomplished in a specific order
 5. A hanging indent is most often used in reference materials
 - a. The first line of a hanging indent begins at the left margin and all remaining lines of the paragraph are indented five spaces from the left margin



6. Endnotes/footnotes – used to add reference and commentary information to textual content
 - a. Endnotes are source references that are placed on a Notes page at the end of a document. Within the document, each reference is indicated by a superscripted number or symbol
 - b. Footnotes are source references that are placed at the bottom (foot) of the same page and are indicated by a superscripted number or symbol within the document
 7. Cut and paste is a tool used in paragraph formatting that allows the user to move text from one location to another
 8. Paragraph headings are keyed at the beginning of a paragraph in bold font to give the reader a quick idea about the content of the paragraph
 - a. The styles and headings feature in most software packages allows paragraph headings to be globally formatted and indexed
 9. Tabs are used to align and organize data into groups and subgroups
 - a. A left justified tab allows text to be aligned on the left margin
 - b. A right justified tab allows text to be aligned at the right margin
 - c. A dot leader tab places a series of periods between two sets of tabs or a tab and a margin
 10. Word wrap – automatic continuation of text from line to line
 11. Tables – used to arrange text in columns and rows and are helpful in presenting, organizing, and clarifying information
- C. Page formatting – arrangement of text on a page. The arrangement of text on a page is the culmination of text and paragraph formatting that presents the final picture and communicates a message to a reader
1. Margin – the amount of white space around the sides of a document
 2. Page orientation – used to enhance the appearance and improve readability of a document
 - a. Page orientation may be landscape (wider than tall) or portrait (taller than wide)
 3. Headers and footers add global information to a document, such as page numbers and document titles
 - a. A document may contain more than one header and/or footer
 - b. Books and manuscripts are often formatted with footers that change to reflect the titles of each chapter
 - c. Section breaks control the flow of headers and footers
 4. Orphan and widow protection is usually a default feature in word processing software
 - a. Orphan and widow protection means that a single line of a paragraph is not left alone at the bottom of a page (orphan) or at the top of a page (widow)
 5. Page breaks may be manual or automatic and are used to manage the content on a page
 - a. A soft page break occurs automatically through the word wrap feature of the word processing software and text is simply continued to the next page when the space on the previous page is exhausted
 - b. A hard page break is performed manually when a new page is needed for a break or change in content
 6. Columns are used to format text for documents such as newspapers and newsletters
 - a. Text is arranged in columns with or without vertical lines between each
 7. Borders are used in page formatting to add lines around text or graphic images