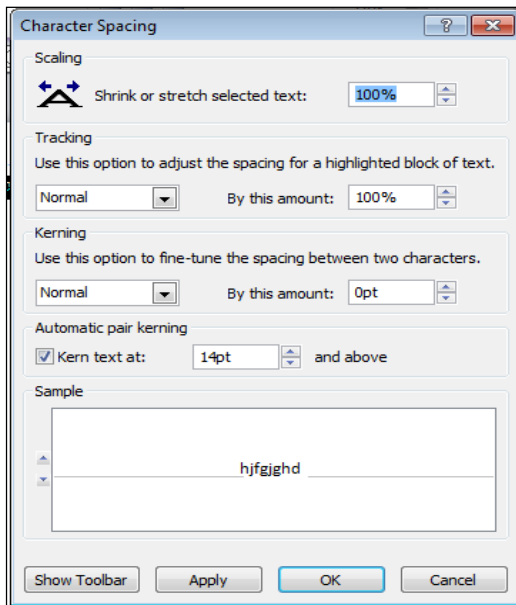# Microsoft Publisher 2013: Working with Character Spacing

Scaling, Tracking and **Kerning** are Publisher options for controlling the space between characters. **Kerning** is helpful for fine-tuning the space between individual characters, especially at large font sizes used in display text. **Tracking** is useful for blocks of text.

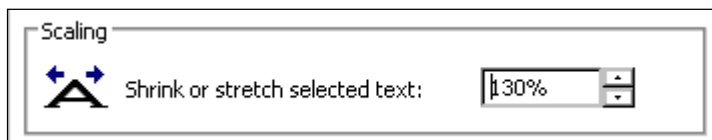Select the text that you want to change formatting to.

Right click the text you selected and select **Change Text** from the drop down menu then select **Character Spacing.** Click **OK** when options are selected n this dialog box.

Adjusting the Scale

Adjusting the scale of text allows you to stretch or shrink it horizontally.

In the **Scaling** section, type a number or click the appropriate nudge button to shrink or stretch the text.

Adjusting Tracking

Tracking adjusts the relative space between characters by a user specified percentage. Tracking is useful when you want to alter the spacing between characters on a large scale. You can adjust the track for a single line or an entire paragraph. It is best to start with a

small amount of text and a small change to the tracking. Adjusting the track of a single line can affect the entire paragraph.

Here is an example of the different types of tracking opposed to normal text.

This is text with no tracking.
This is text with very tight tracking.
This is text with very loose tracking.

In the **Tracking** section, from the pull-down list, select either **Normal, Very Tight, Tight, Loose, Very Loose,** or **Custom**

If you select **Custom**, in the **By this amount** text box, type a percentage or use the nudge buttons.

Adjusting Kerning

If you have to alter the space between two specific characters, you will want to use kerning. Kerning is a specific and focused type of character spacing that puts a specified amount of space between the characters that are selected. Kerning is useful when working with especially large font sizes or especially small ones where the individual characters may be placed too close together or too far apart by the program. Publisher allows you to kern text manually, automatically, or both. Here is an example of what kerned characters look like opposed to regular characters:

Characters without kerning
Characters with added space
Characters with removed space

Adjusting Kerning Manually

Even with automatic kerning turned on, you may still kern letter pairs manually.

In the **Kerning** section, from the pull-down list, select either **Normal, Expand,** or **Condense**

In the **By this amount text box**, type the appropriate number or use the nudge buttons.

Setting Automatic Kerning

You can set Publisher to kern letter pairs automatically at a specified font size. This may reduce your need to kern text manually.