

# Formatting Text

## Changing Font Type

One way to emphasize text in a presentation is by changing its font type. A font type is a set of characters with the same design and shape.

1. Select the text you wish to format.
2. Click the **Home** tab on the Ribbon and click the **Font** list arrow in the Font group.

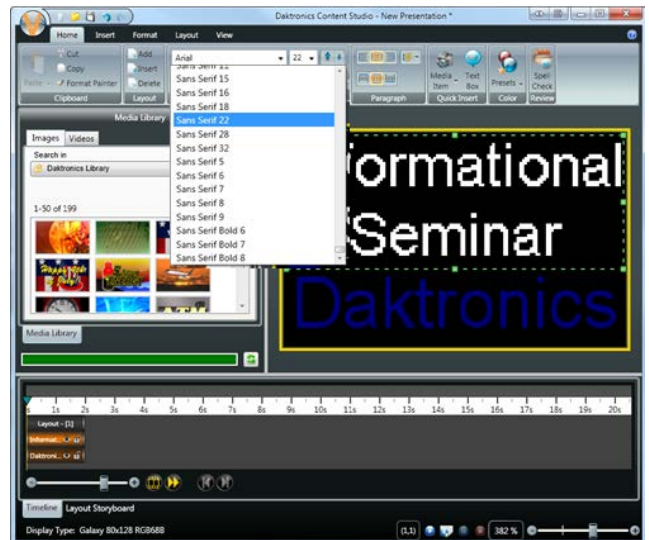
A list of the fonts that are available on your computer appears.

✔ **Tip:** Daktronics recommends using bold, thick easy to read fonts such as Arial or Tahoma.

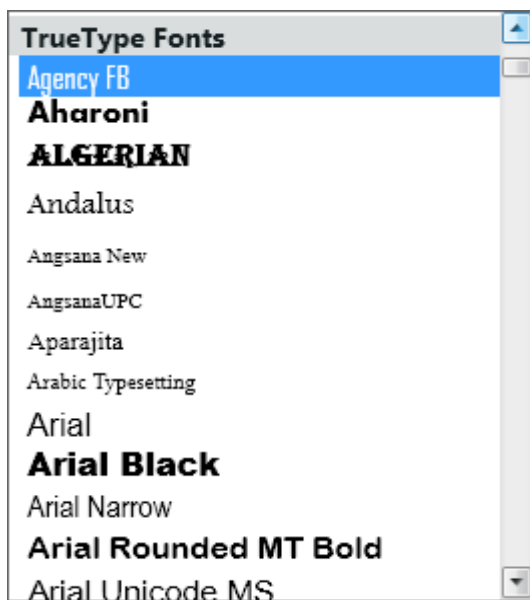
3. Select a font type from the list.  
The selected text is changed, and any new text that you enter will appear in the new font type.

### Exercise

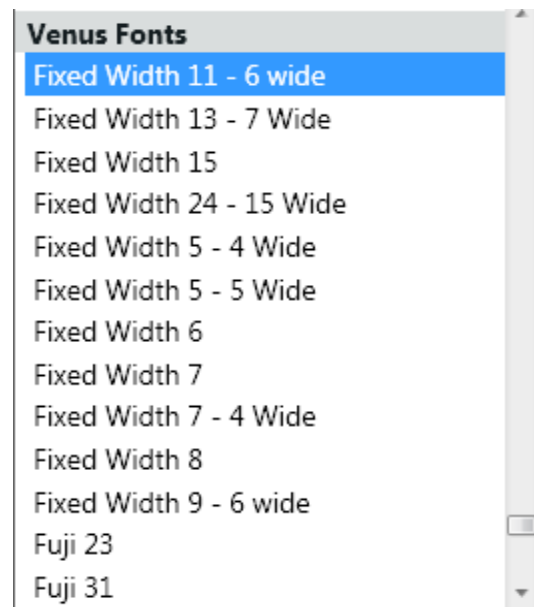
- **Exercise File:** Open a new presentation.
- **Exercise:** On the first slide, insert the text “Informational Seminar” and change its font type to San Serif 22.



In Content Studio, there are two sections with different types of Fonts. True Type Fonts are fonts that are taken from the Windows Font folder and can vary from computer to computer.



Venus Fonts are fonts that were created specifically for Venus 1500 Version 4 Software and Daktronics' displays.



Arial Calibri  
Tahoma Impact  
Verdana

Fixed Width  
Fuji Roman  
San Serif

Arial Calibri  
Tahoma Impact  
Verdana

Examples of True Type Fonts  
Examples of Venus Fonts

Examples of True Type Fonts with Smoothing Feature enabled

- Tip: **Selecting effective fonts:** Select fonts that are easy to read from different viewing distances, such as large, bold fonts. Remember to use text containing both upper and lower-case characters when you have a long message. Using text with all caps should be limited to short messages of 3 words or less.

Example: Normal ALL CAPS Bold

Choose a Sans Serif font unless the Serif font is bolded. Otherwise, the little strokes at the ends of the Serif font won't be visible to the viewing audience.

Example: Sans Serif Serif Regular Bold

Using a limited amount of text will help viewers' readability and comprehension.

Outlining the letters and using drop shadows can also increase readability.

Example: Drop Shadow Outline