FONTS & SYMBOLS NOTES

Font Types

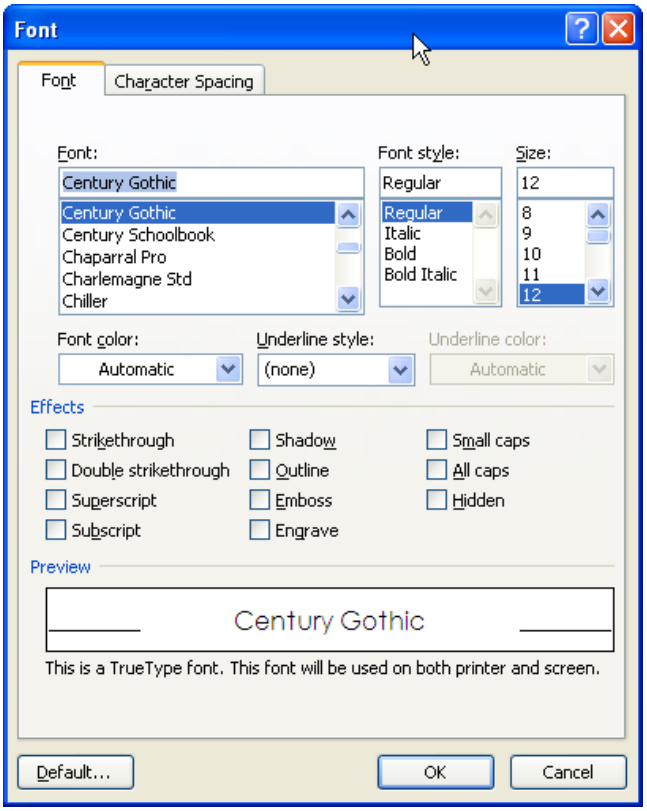
Serif — Feet – (Times New Roman, Garamond)

Sans Serif — No Feet – (Tahoma, Comic Sans, Arial, calibri)

Script — Cursive Writing – (Script MT Bold, Palace Script MT)

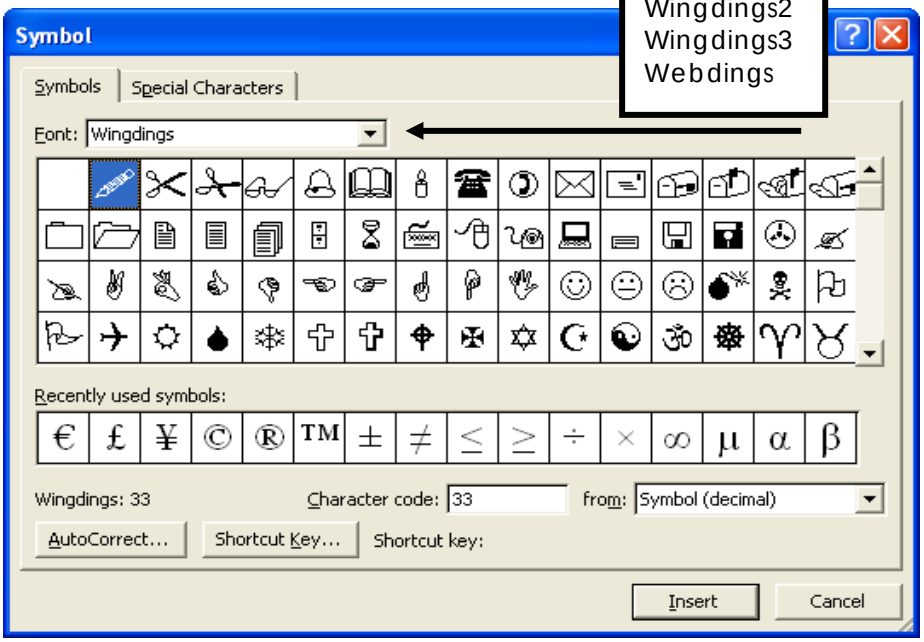
View all Options:

Font tab → click dialog box launcher



Symbols

Insert tab → Symbol button → More Symbols

Choose symbol set

Wingdings
Wingdings2
Wingdings3
Webdings