

## Adjusting the Font Size of Text

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The information in this article applies to:




### QUESTION

How do I change the size of the font used for my text?

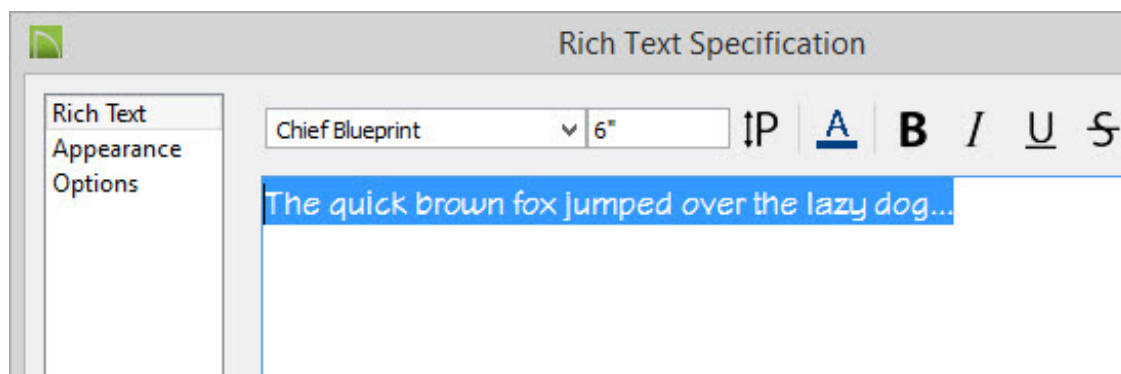
### ANSWER

In word programs, font size is measured in points which measure 1/72." In drafting programs such as Chief Architect, text character height is specified in plan inches.

To specify text size

1. Click the **Select Objects**  tool, then double-click on a text object to select it and open the **Rich Text Specification** or **Text Specification** dialog.

If you have selected a Rich Text text object, select the text in the dialog that you want to adjust the size of.



- Alternatively, select either **CAD> Text> Text** **T** or **CAD> Text> Rich Text** **T** from the menu and click in the drawing area to create a new text object at that location.
2. For regular Text, navigate to the **TEXT STYLE** panel of the **Text Specification** dialog:
    - You can either **Define** the current Text Style that is being used or you can place the radio button in **Use Custom Text Style** to change the properties to your preference for this particular text box.
    - Select the **Font** that you would like to use from the drop-down list.
    - Specify the desired **Character Height** of the text in plan inches.
  3. For Rich Text, navigate to the **TEXT** panel of the **Rich Text Specification** dialog:
    - Select the **Font** that you would like to use from the drop-down list.
    - Specify the desired **Height** of the text in plan inches.
  4. The **Character Height** value is actual plan inches. If you want a particular text size after printing to scale, click the **Print Size** **↑P** button to open the **Print Size Calculator** dialog for Rich Text.
    - Specify the **Printed Scale** that you wish to print to.
    - Specify the **Desired Print Size** that you need.
    - Click **OK** to close the **Print Size Calculator** dialog and return to the **Rich Text**

## Specification dialog.

- The appropriate text **Height** value will automatically be applied in the **Rich Text Specification** dialog.

The heaviness or thickness of text can also be adjusted by selecting the Bold option while in a Text or Rich Text Specification dialog.

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