

Heading sizes and treatments can be adjusted by formatting them. The sizes available follow:

Heading Size Guide:

THIS IS A HEADING 1

This is a heading 2

THIS IS A HEADING 3

This is a heading 4

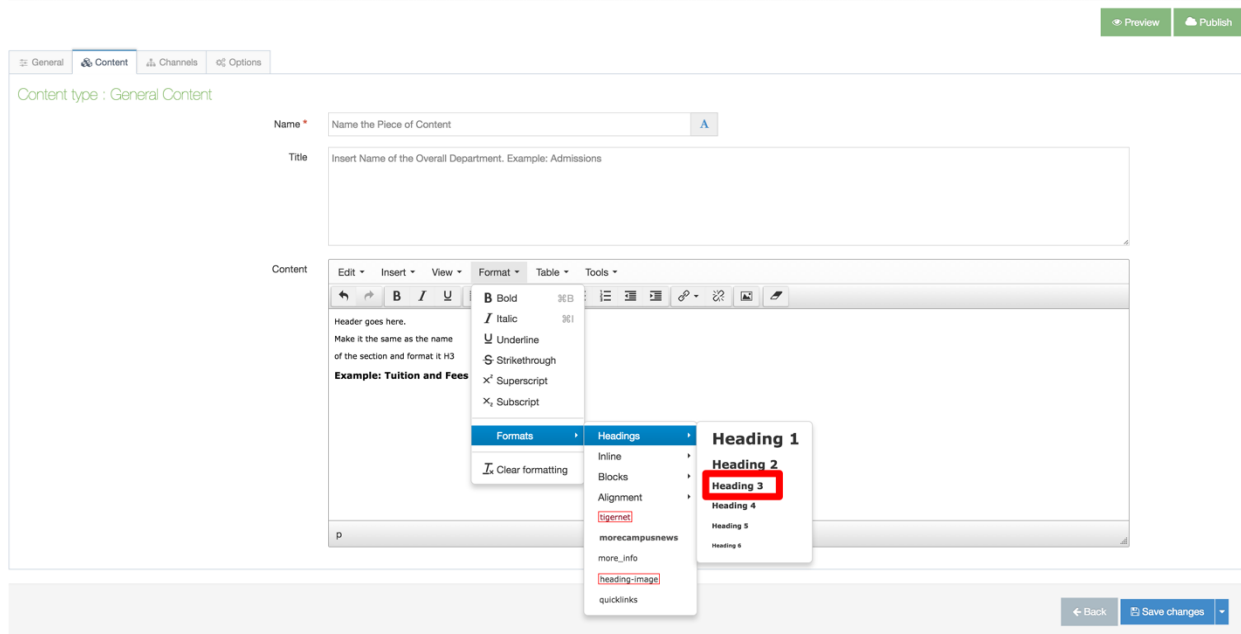
This is a heading 5

This is a heading 6

Here is an example of how to select a specific heading, for example.

1. In a content window, highlight the copy you want to change.
2. Go to Formats
3. Select Headings
4. Choose the appropriate heading size.

Doing so will transform what you have typed into one of the fonts in the size guide above.



If you run into problems, call the Department of Strategic Communications at 470-639-0268 or register for in-person training at <http://www.MorehouseT4.eventbrite.com>.