

1. Select the text.
2. Press **Ctrl+D**. Word displays the Font dialog box.
3. In Word 2007 make sure the Character Spacing tab is selected. In later versions of Word make sure the Advanced tab is selected.

The image shows the 'Font' dialog box with the 'Advanced' tab selected. The 'Character Spacing' section includes a 'Scale' of 100%, 'Spacing' set to 'Normal', 'Position' set to 'Normal', and 'Kerning for fonts' checked with a value of 10 points. The 'Advanced typography' section shows 'Ligatures' set to 'All', 'Number spacing' and 'Number forms' set to 'Default', and 'Stylistic sets' set to 'Default'. Both 'Use contextual alternates' and 'Enable TrueType typography features' are checked. A preview area at the bottom shows the word 'Endize' in a script font. At the bottom of the dialog are buttons for 'Default...', 'Text Effects...', 'Cancel', and 'OK'.

1. Click on the Ligatures check box and set ligatures to 'All'
2. Adjust the character point size to indicate when Word should start adjusting kerning, 10 points is ok.
3. Click on the Use Contextual Alternates check box.
4. Click on OK.