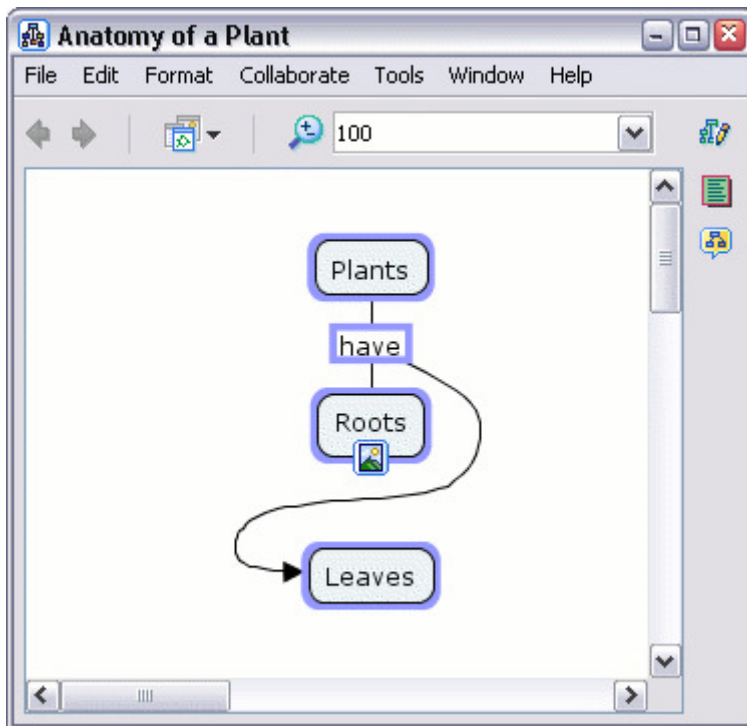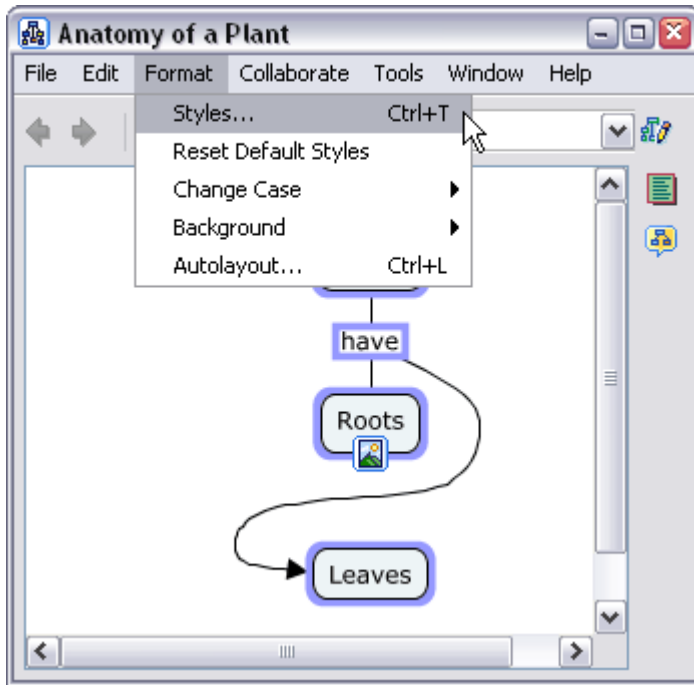# Change Fonts & Sizes

Font-Size-Style   Margin   Text Alignment   Change Case

From an open Cmap**:**

To change text font and size, begin by selecting any number of concepts and/or linking phrases. (The help sections **Change Colors** and **Nested & Merged Nodes** explain different methods of selecting Cmap items.)
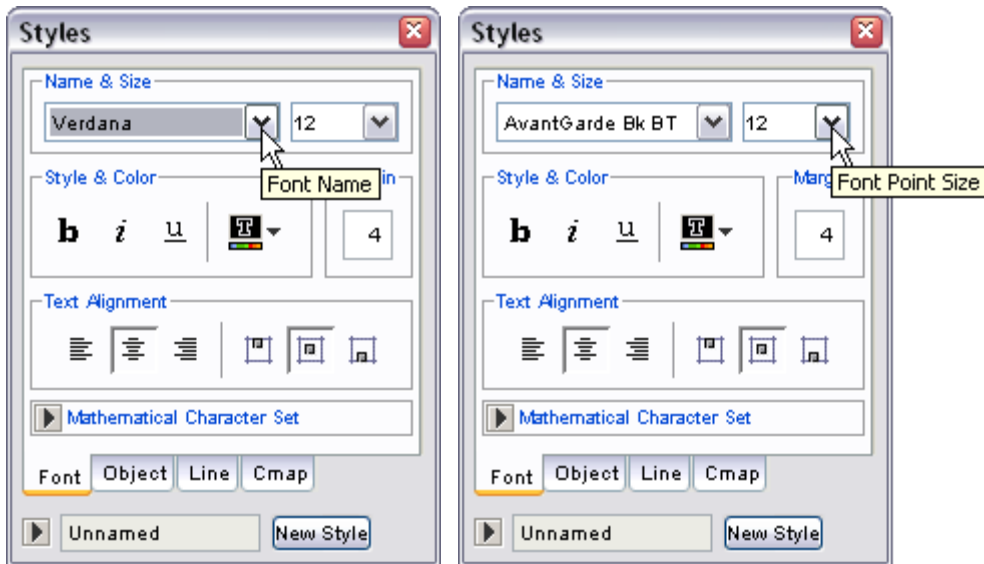

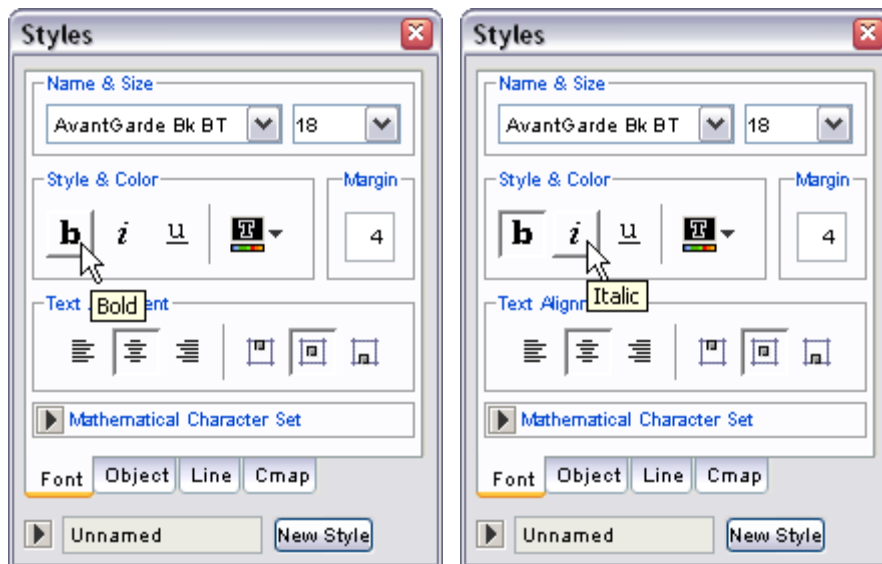Select **Styles...** from the **Format** menu.

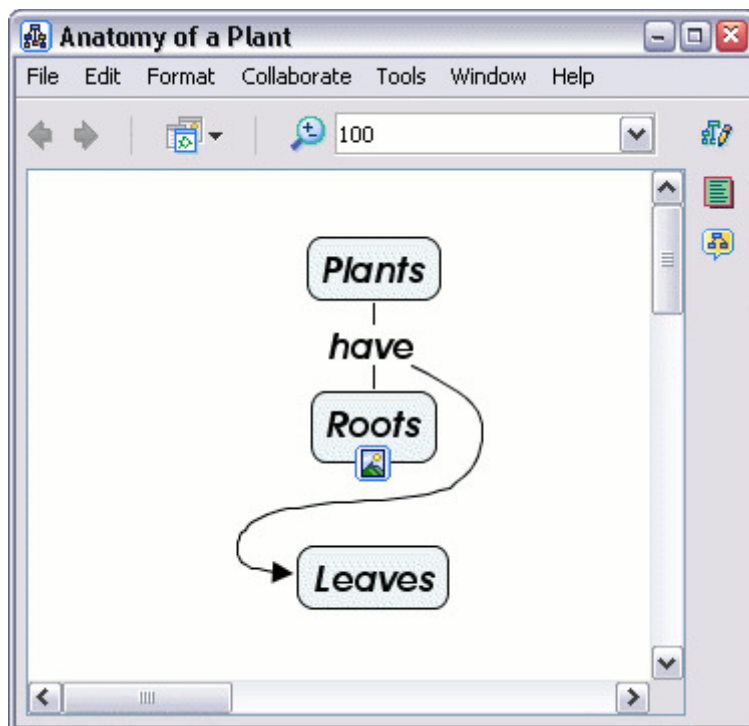From the "Styles" window, "Font" tab**:**

You can change the **Font Name** and/or **Font Point Size** using the boxes found under the **Font & Size** heading.

You can emphasize your text using the **Bold** and/or **Italic** buttons located under the **Style & Color** heading.
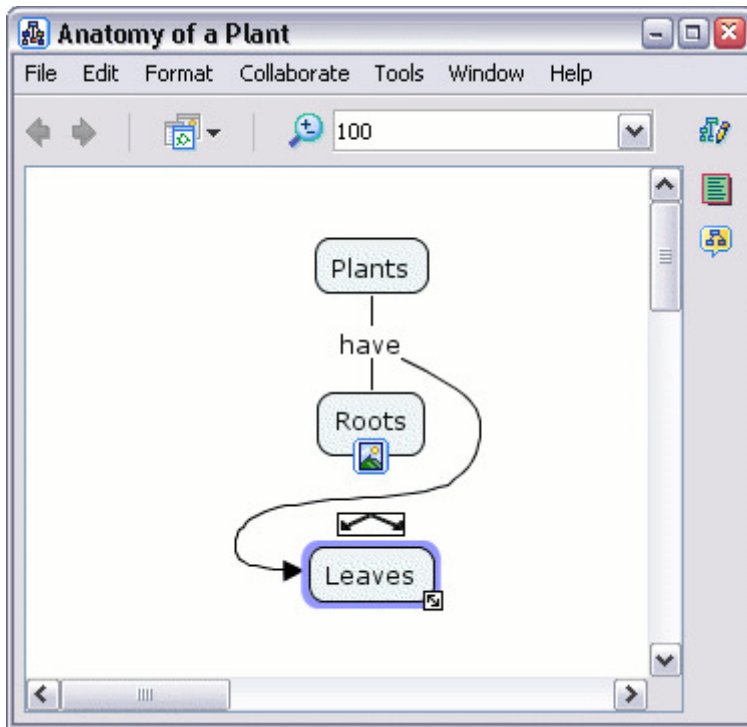
Now when viewing the Cmap, the changes made to font, size, and emphasis can be seen in the text items you selected.
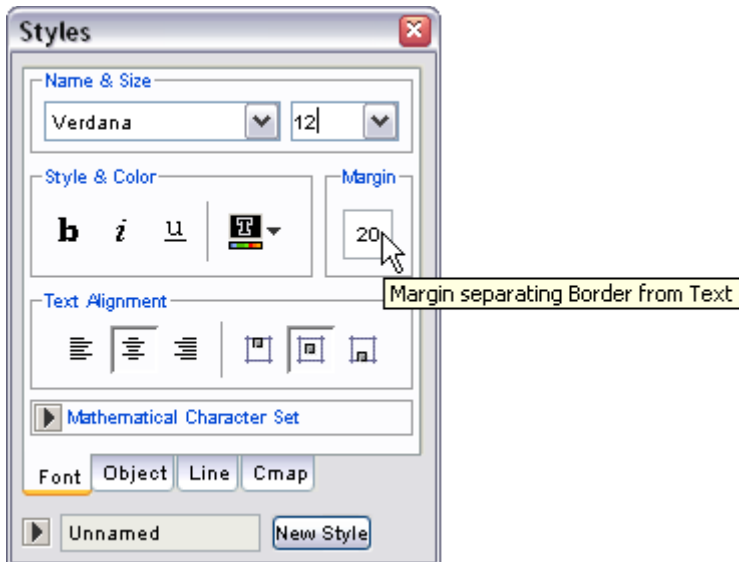

From an open Cmap**:**

To change the size of a concept's border without changing the position of the text, begin by selecting the concepts you wish to change.
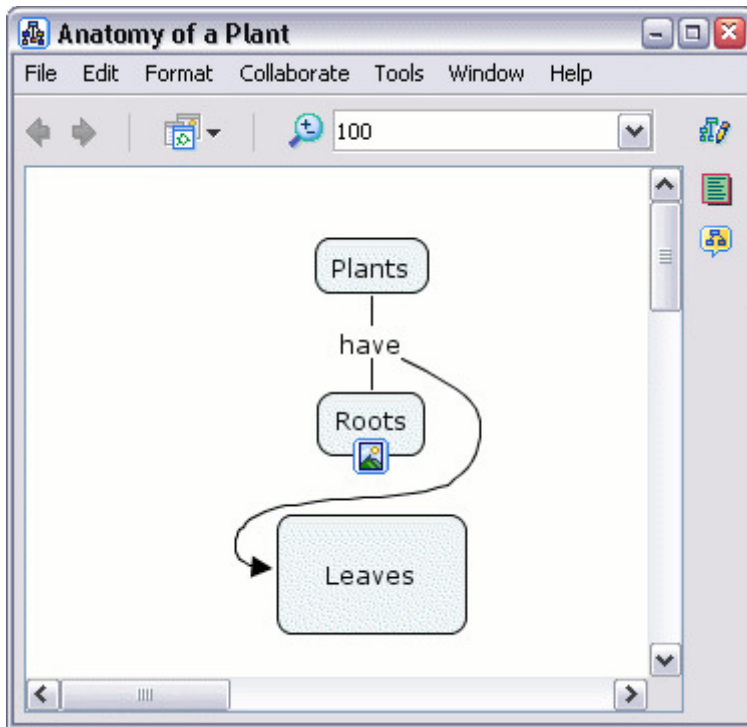
From the "Styles" window, "Font" tab**:**

You can insert a new positive integer in the text box under the **Margin** heading then press "Enter" ("Return" for Mac users) to set your margin change.
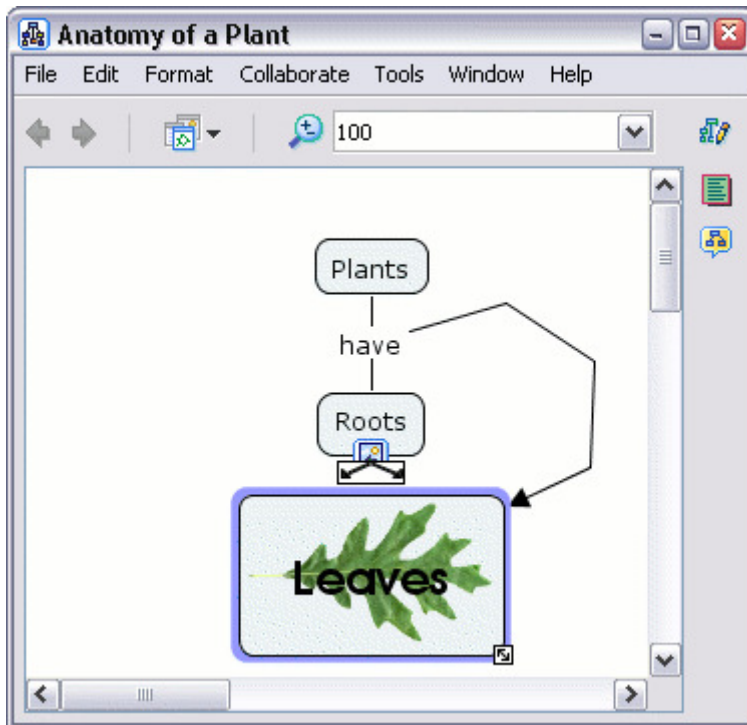

Now when viewing the Cmap, the distance has changed between the text and the border of the concept.
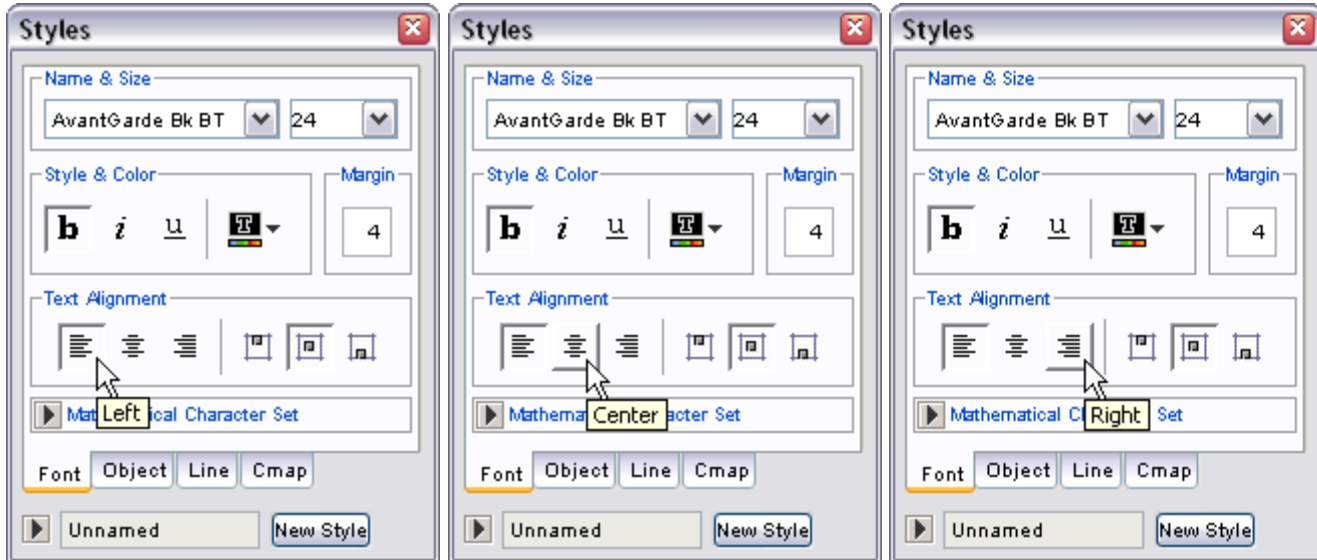
From an open Cmap:

You can fine-tune the position of text inside the concept using a combination of CmapTools. For our example, we will begin by selecting a concept that has a background image (described in the help section **Change Backgrounds**).
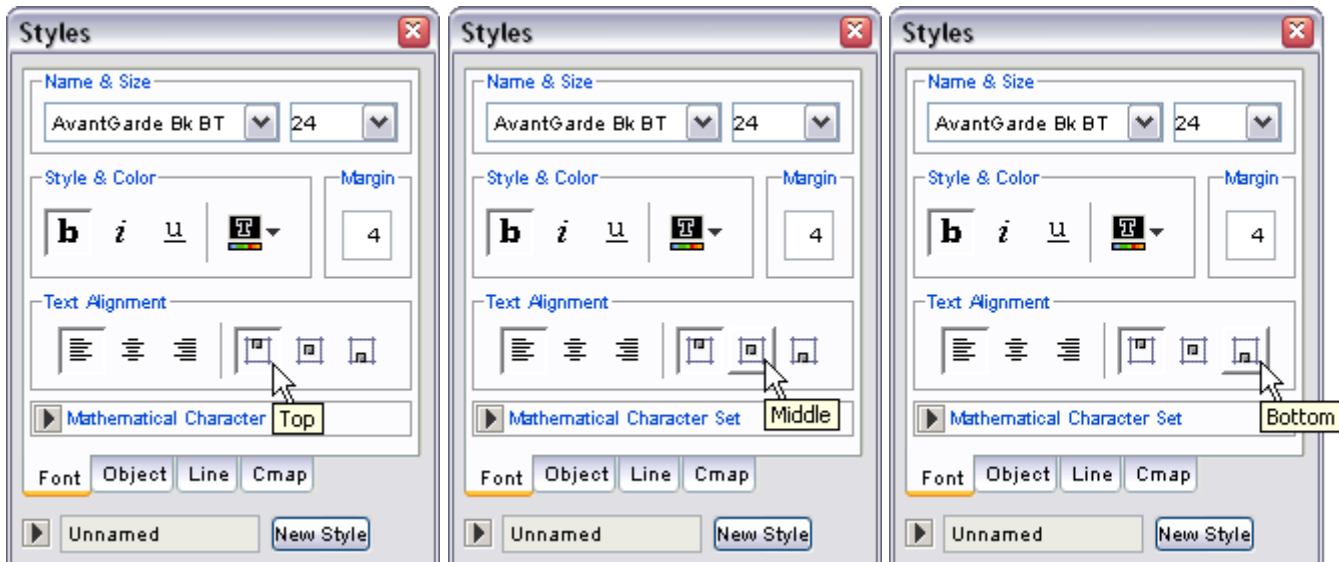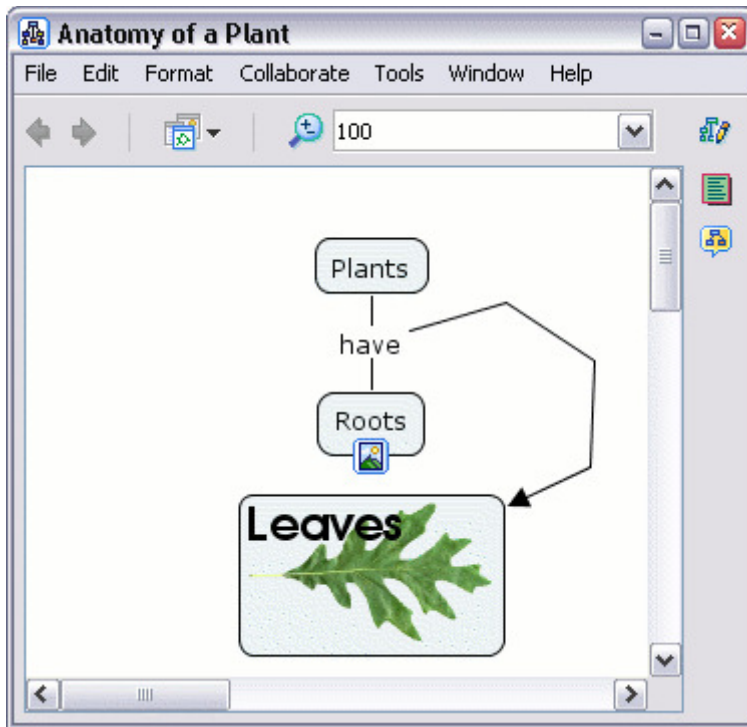
From the "Styles" window, "Font" tab**:**

When using a concept with a background picture, the **Margin** should be set to 0 if you would like the text to be positioned adjacent to the edge of the concept's border. To move text a specific distance from the concept's border, you may incrementally increase the number in the margin box until the desired text position is achieved. Under the **Text Alignment** heading, you can choose from **Left**, **Center**, or **Right** justifications to horizontally align text inside of a concept.

You can choose from the **Top**, **Middle**, or **Bottom** buttons to vertically align text inside of a concept.
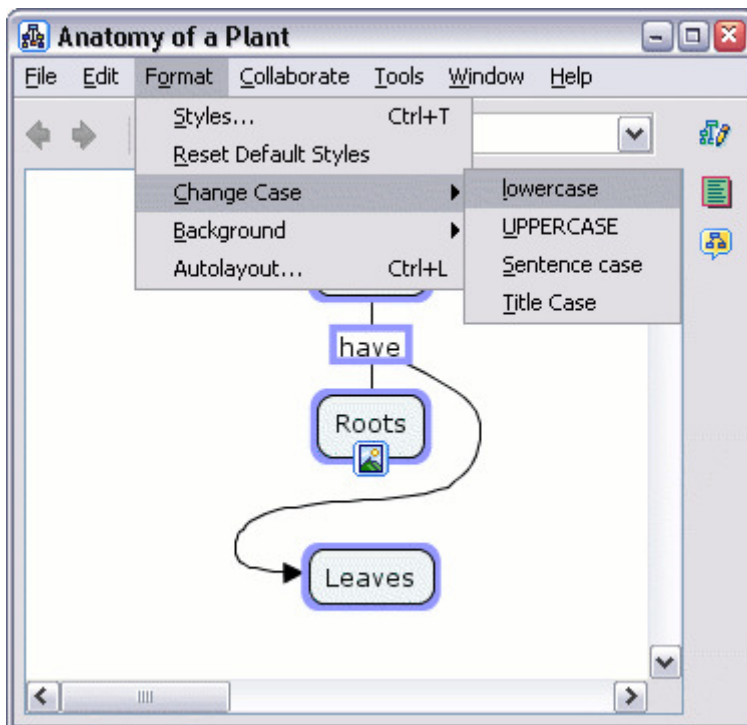
Now when viewing the Cmap, the text inside the concept you selected has changed positions. Notice that different combinations of horizontal and vertical alignments may be used to produce specific results.
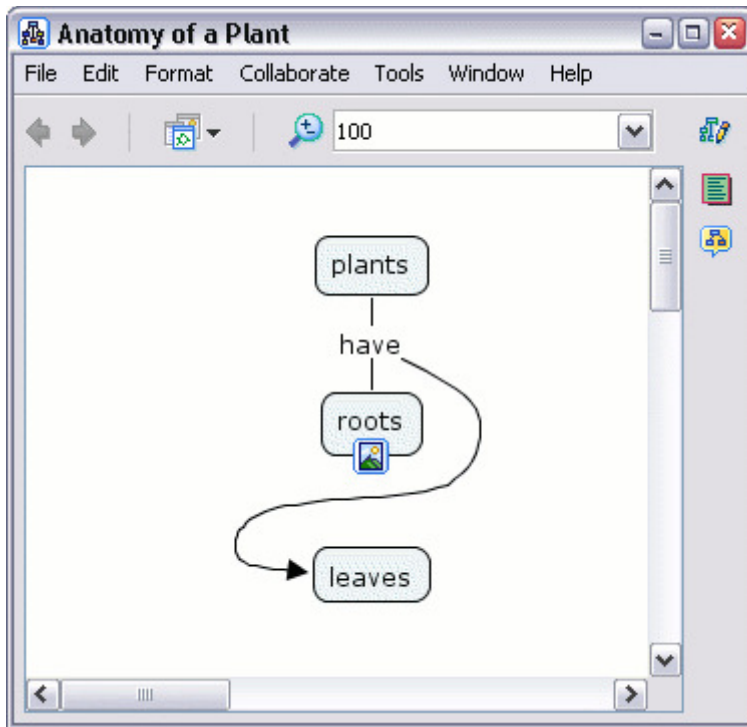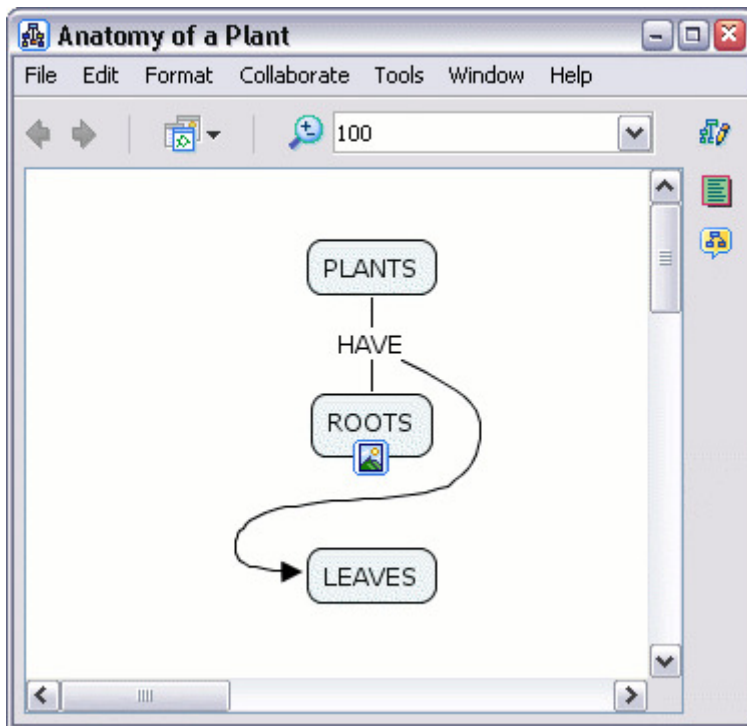
From an open Cmap**:**

You can modify the case of selected text in a Cmap. Select **Format**, then **Change Case** to reveal four different ways to modify the text of Cmap items.
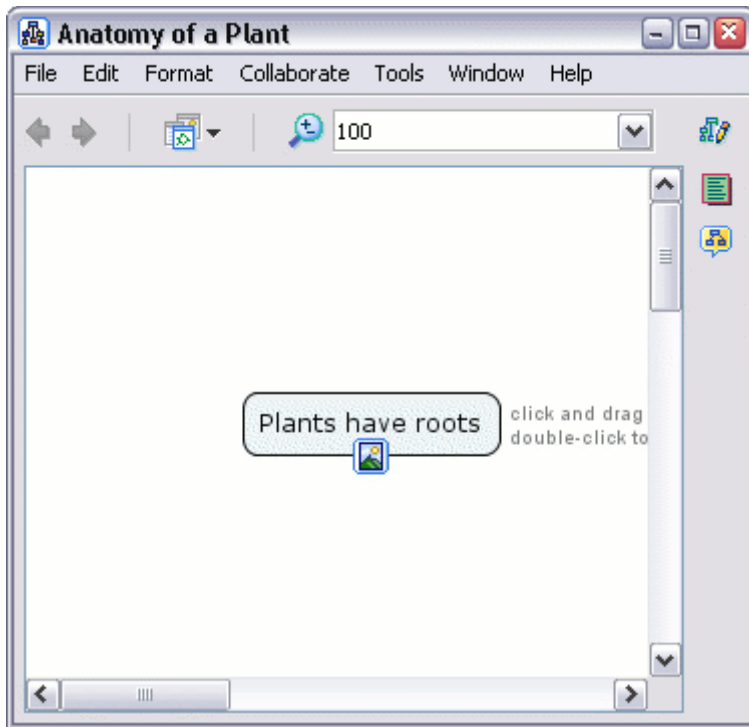

The illustration below shows the effect that **lowercase** has on selected text.

UPPERCASE converts all letters in the selection to uppercase.

Sentence case capitalizes the first letter of the first word in a concept or linking phrase.

Title Case makes the first letter of every word in the selection capitalized.