## **Utilizing Text and Font Features in Your Writing**

Name:	Date:
Review the text and font features and their uses below.	
italics	Italics are usually used when formatting titles of works (including books, movies, newspapers, and art), foreign words, and the unspoken internal thoughts of characters. They can also be used simply to give emphasis to words.
colored or bold	Colored or <b>bold</b> font is used to draw a lot of attention to a word (for example to introduce important terms in nonfiction texts), to set a word or name apart from the text, or to format subtitles.
underlining	<u>Underlining</u> can be used in place of italics when writing titles of works by hand. It can also be used to format subheadings and titles, or to otherwise indicate a separate section of text.
ALL CAPS	ALL CAPS can be used in advertising, to format the cover titles of books or magazines, for acronyms, or to indicate that a character is shouting.