Job Posting Description Fonts

When entering information into Job Posting sections in TAM there are a number of options:

- Select a Description Type and Description, to pull in content already in TAM
- Manually enter information into the description field
- Copy and Paste content from another program (i.e. Word)

When adding information to a description that was pulled in from the posting description library using Description Type and Description, the font will match the font of the existing description. However, different Posting Descriptions may use different fonts.

When copying and pasting from another program into a posting description, the formatting will carry through from the original copy, unless you strip all formatting. Use caution if you are copying and pasting information into an existing Job Description as the fonts may not match.
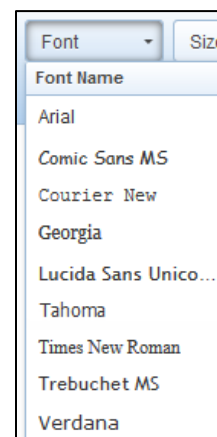
When manually entering information into the Posting Descriptions in TAM the default font is Arial size 13, however this is not available as a font size to select. It also does not match a copy/paste of Arial 13 from any other locations (i.e. Word). Use the table at the right to find the corresponding font size between TAM and Microsoft Word
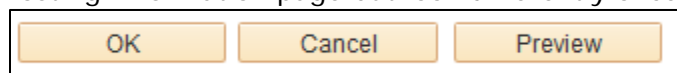
It is recommended that before posting a description, regardless of what method you use that you update the font in all sections to be the same.

Font Size Comparison	
TAM	**Word**
8	6
9	7
10	7.5
11	8.5
12	9
14	10.5
16	12
18	13.5
20	15
22	16.5
24	18
26	19.5
28	21
36	27
48	36
72	54

Update Posting Description Font

1. Use the mouse and curser to select all text in the description (or use Ctrl+A).

2. Select one of the available fonts in the Fonts dropdown list.

3. Select a font size from the Size dropdown list.

Be sure to use the preview button (bottom of the page) before posting the job descriptions. It is possible that everything will look correct on the Posting Information page but look differently once posted.

NOTE: When submitting a request for new descriptions be entered into TAM please be specific as to which font and size you would like used.

Last Revised: 2/7/18