











ADDING WORD ART

WordArt allows visual enhancements to be added to the text in a document in addition to changing the font style and font size. WordArt styles allow for the text to be stretched either horizontally, vertically, or diagonally. WordArt is an object that may be moved to any location in a document. It is also possible to resize and rotate the WordArt object.

WordArt Example

WordArt Toolbar

The WordArt toolbar is used to change WordArt attributes. The buttons on this toolbar are described in the table below.

Button Name	Image	Used to
Insert WordArt		Create a WordArt image. You can also click the WordArt button on the Drawing toolbar to create a WordArt object.
Edit Text		Edit the existing text in a WordArt object.
WordArt Gallery		Choose a new style for an existing WordArt object.
Format WordArt		Change the attributes of an existing WordArt object.
WordArt Shape		Modify the shape of an existing WordArt object.
Text Wrapping		Wrap text around the WordArt image.
Same Letter Heights		Make uppercase and lowercase letters the same height.
Vertical Text		Change horizontal letters into a vertical format.
Alignment		Modify the alignment of an existing object.
Character Spacing		Change the spacing between characters.

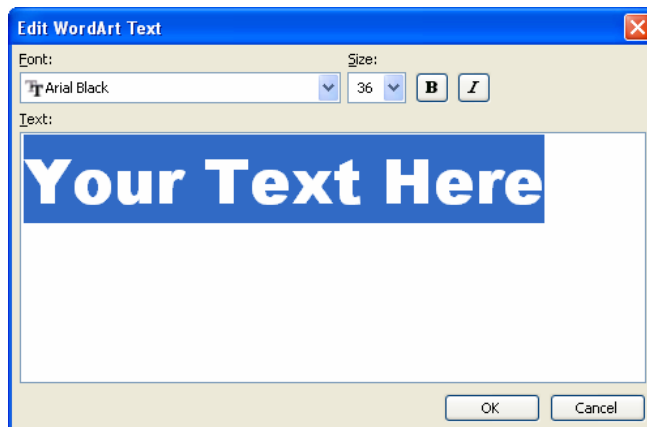
Creating WordArt

To create a WordArt object, it is necessary to complete the following steps:

- ✦ Do one of the following:
 - ✦ Click the **WordArt** button on the **Drawing** toolbar (see illustration at right).
 - ✦ Click **Insert, Picture, WordArt** from the **Menu Bar**.
- ✦ The **WordArt Gallery** dialog box will appear.
- ✦ Do one of the following:
 - ✦ Click the style of **WordArt** desired, and then click **OK**.
 - ✦ Double-click the style of **WordArt** desired
- ✦ The **Edit WordArt** dialog box will appear (see illustration at top of next page).



- ✦ Input the text for the WordArt into the **Text** box.
 - ✦ It is not necessary to delete the highlighted text in the box.
 - ✦ When you start inputting the information, the new text will appear and the old text will disappear.

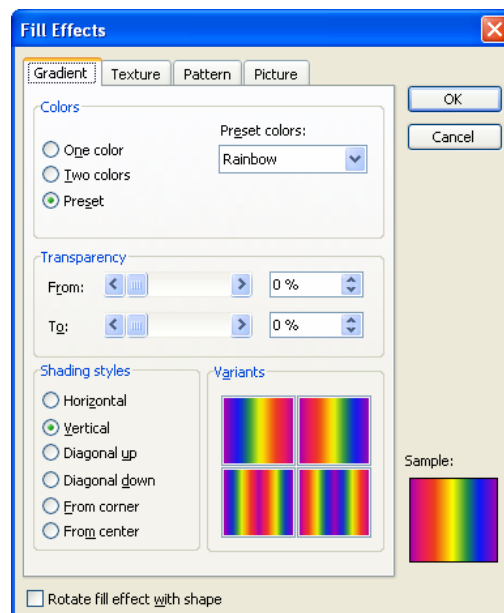


- ✦ Click the **Font** drop-down arrow to select a different **Font Style**.
- ✦ Click the **Size** drop-down arrow to select a different **Font Size**.
- ✦ If desired, click the **Bold** or **Italic** button to add these features to the WordArt style.
- ✦ Click **OK**.
- ✦ The **WordArt** toolbar will appear when the **WordArt** object is selected.
- ✦ With the **WordArt** object selected, drag any sizing handle to reshape the object until the text is the desired size.
- ✦ Use the **WordArt** toolbar buttons to format or edit the **WordArt** object.
 - ✦ See the explanation of the buttons on this toolbar.
 - ✦ This explanation can be found earlier in this document.
- ✦ Refer to the **Word Art Toolbar** section for a description of each of the buttons on the toolbar.
- ✦ Drag the **WordArt** object to the desired location in the document.
- ✦ Instead of dragging the object, it is possible to use the up, down, right, and left keyboard arrows to move the selected object.
- ✦ Click outside the **WordArt** text to deselect the object and close the **WordArt** toolbar.

Adding Fill Effects to WordArt

WordArt objects may be filled with a pattern or special effect. To do this:

- ✦ Click the **Fill Color** drop-down arrow on the **Drawing** toolbar.
- ✦ Click the **Fill Effects** button.
- ✦ The **Fill Effects** dialog box will appear.
- ✦ Click the desired fill effect. The options are:
 - ✦ **Gradient** – This option is used to change the Fill Color to different shades. The options are:
 - ☐ **One Color** – Use this option to apply one color to the WordArt object.
 - ☐ **Two Colors** – This option is used to apply two separate colors to the WordArt object. These colors can be configured in different ways by clicking one of the options under **Shading Styles** (see illustration).
 - ☐ **Preset** – To apply preset colors to the WordArt such as is displayed in the **Variants** area of the illustration, click this option.
 - ✦ **Texture** – This option provides a gallery of different textures that may be applied to the Word Art.



- ✦ **Pattern** – This option is used to apply patterns, such as lines or squares, to the WordArt object.
- ✦ **Picture** – Click the **Browse** button to select a picture file from a folder that can be applied to the **WordArt** object.

Changing the WordArt Fill Color

- ✦ Click the **WordArt** object.
- ✦ Click the **Format WordArt** button on the **WordArt** toolbar.
- ✦ Click the **Color and Lines** tab.
- ✦ Click the **Fill Color** drop-down arrow.
- ✦ Choose a color by clicking on the color.
- ✦ Click **OK**.



or

- ✦ Click the **Fill Color** button list arrow on the **Drawing** toolbar.
- ✦ Choose a color for the WordArt object.



Changing the WordArt Line Color

- ✦ Click the **WordArt** object.
- ✦ Click the **Format WordArt** button on the **WordArt** toolbar.
- ✦ Click the **Color and Lines** tab.
- ✦ Click the **Line Color** drop-down arrow.
- ✦ Choose a color by clicking on the color.
- ✦ Click **OK**.



or

- ✦ Click the **Line Color** button list arrow on the **Drawing** toolbar.
- ✦ Choose a color for the WordArt object.

