

Animation Effects

Animation effects are used to add emphasis to a selected portion of text. This is a good option to use when sending documents to others in the organization to draw attention to a particular object. These animation effects will not transfer if a page is saved as a Web page.

Adding an Animation Effect

- ❖ Select the text that is to be formatted.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Font** from the list.
- ❖ The **Font** dialog box will appear.
- ❖ Click the **Text Effects** tab (see illustration at right).
- ❖ Click an animation effect from the list under **Animations**.
- ❖ To make the new formatting options effective for all new Word documents, click **Default**, and then click **Yes**.
- ❖ Click **OK** to exit the dialog box and save the changes.

Notes:

- These effects are visible on the screen, but do not print.
- These effects are not retained when a document is saved in Web page format.
- This text may become italicized when the document is converted to the Web instead of being animated.

Removing Animation Effects

- ❖ Select the text for which the animation is to be removed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Font** from the list of choices.
- ❖ Click the **Text Effects** tab.
- ❖ Select **None** from the list of **Animations**.
- ❖ Click **OK** to exit the dialog box and make the changes.

