

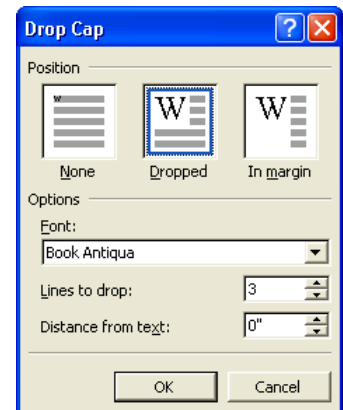
Drop Caps

Dropped Initial Capital Letter

Another feature that may be used to add formatting to a Word document paragraph is the Drop Cap. A Drop Cap is a large dropped initial capital letter in a paragraph. The first letter of this paragraph is an example of a Drop Cap. When creating a Drop Cap, the choices are Dropped or In Margin. The example at the beginning of this paragraph uses the option Dropped. It is also possible to choose how many lines of text the Drop Cap is going to extend through and what distance from the text the Drop Cap will be.

Inserting a Drop Cap

- ❖ Place the insertion point at the beginning of the paragraph that the **Drop Cap** is to be applied to.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click the **Drop Cap** option from the list.
- ❖ Choose one of the following items:
 - **None** - This is the default. A Drop Cap will not be applied to the paragraph.
 - **Dropped** - Inserts the Drop Cap within the margins of the paragraph.
 - **In Margin** - Inserts the Drop Cap outside the margins of the paragraph.
- ❖ Select any other desired options.
 - **Font** - This option is used to change the font type.
 - **Lines to drop** - Click this spinner arrow to specify how large the Drop Cap will be (how many lines will it go down).
 - **Distance from text** - To specify how far the text in the paragraph is going to be from the Drop Cap, click this spinner arrow.



Removing a Drop Cap

There are two ways to remove a Drop Cap. The first is to **select** the **Drop Cap** and press the **Delete** key. The second is to complete the following steps:

- ❖ Click the paragraph that contains a **Drop Cap**.
- ❖ On the **Format** menu, click **Drop Cap**.
- ❖ Click **None**.