

## Word Art

WordArt allows visual enhancements to be added to the text in a document in addition to changing the font type and font size. WordArt styles allow for the text to be stretched horizontally, vertically, or diagonally. It 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


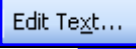




WordArt is used to add special effects to headings in a document. The WordArt Gallery provides many different designs for formatting words. Some of the WordArt comes with shadow effects or shadow effects may be applied to the WordArt.





- ❖ Display the **Drawing** toolbar, if necessary, by doing one of the following:
  - Clicking the **Drawing** button on the **Standard** toolbar.
  - Choosing **View, Toolbars,** and then **Drawing** on the **Menu Bar**.
- ❖ Two Ways of Creating WordArt
  - Choose **Insert, Picture,** and then **WordArt** from the **Menu Bar**.
  - Click the **WordArt** button on the **Drawing** toolbar.
- ❖ A gallery of WordArt images will appear.
- ❖ Click on the image that you want to use for the WordArt.
- ❖ Click **OK**.
- ❖ The **Edit Word Text** dialog box will appear.
- ❖ Input the words that are to be used for the WordArt.
- ❖ Click **OK**.
- ❖ The text with **WordArt** formatting will appear in the document and the WordArt toolbar will display.



### WordArt Toolbar

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

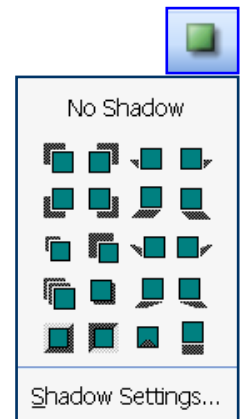
Button Name		Used to
Insert WordArt		Create a WordArt object. You can also click the WordArt button on the Drawing toolbar to create a WordArt object.
Edit Text		Edit the existing text in a WordArt object.
WordArt Gallery		Choose a new style for an existing WordArt object.
Format WordArt		Change the attributes of an existing WordArt object such as the size, fill color, line color, alignment, and so forth.
WordArt Shape		Modify the shape of an existing WordArt object. This option provides a gallery of different shapes that may be applied to the object.
Text Wrapping		Determine how text is wrapped around the WordArt image. The WordArt object can be placed in the middle or to the side of text.

Button Name		Used to
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.

- ❖ Make sure the WordArt object is selected, and then click the **Text Wrapping** button on the **WordArt** toolbar.
- ❖ Choose a text wrap option from the list of choices.
  - Text wrapping allows text to be placed either above or below a WordArt object or around the object.
  - Examples of this are:
    - The Top and Bottom option will place above and below the WordArt object.
    - The Square option will allow text to be placed around the WordArt object.
- ❖ Move the image to the area in the document where you want it.
- ❖ The WordArt image may be moved by pressing the arrow keys or by clicking and dragging with the mouse.
- ❖ Choose the **Format WordArt** button on the **WordArt** toolbar.
- ❖ Click the **Layout** tab and then click the **Center** button, if necessary.
- ❖ Click **OK**.

### Adding Shadow Effects

- ❖ With the **WordArt** still selected, click the **Shadow** button on the **Drawing** toolbar (see illustration at right).
- ❖ Click the words **Shadow Settings** at the bottom of the box (last button).
- ❖ Click the **Shadow Color** button on the **Shadow Settings** toolbar.
- ❖ Apply a different color to the shadow.
- ❖ Close the **Shadow Settings** toolbar.



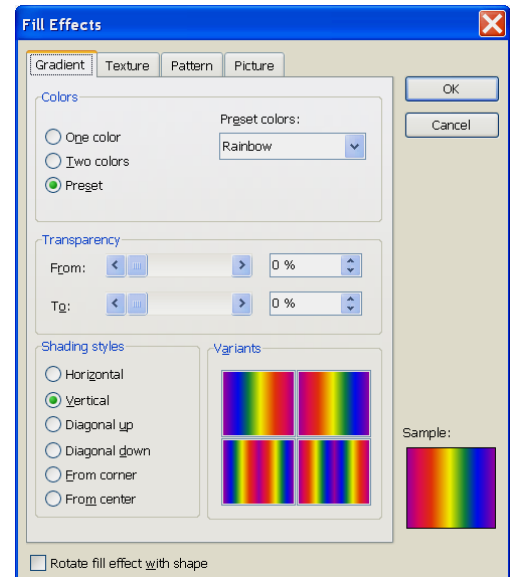
### Resizing and Moving WordArt

- ❖ Select the **WordArt** object.
- ❖ 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.
  - The **Resizing Handles** appear along the outside edges of the WordArt.
  - The **Mouse Pointer** will change to black arrows.
  - The WordArt can be resized using these arrows.
- ❖ To move the WordArt to a different area in the document, click on the object and then drag it to the desired location in the document.
- ❖ Instead of dragging the object, it is possible to use the up, down, right, and left arrow keys on the computer keyboard.
- ❖ Click outside the **WordArt** text to deselect the object and close the **WordArt** toolbar.

## Adding Fill Effects Using the Drawing Toolbar

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 (see illustration at right).
- ❖ Click the **Fill Effects** button.
- ❖ The **Fill Effects** dialog box will appear (see illustration at right).
- ❖ Click the desired fill effect. The options are:
  - **Gradient** – This option is used to change the Fill Color to different color shades.
  - **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.
    - The picture must be stored on the computer or a disk.
    - The Clip Art Gallery will not appear when Select Picture is clicked.
    - It is possible to select a picture from the Web by clicking the **Search the Web** button on the **Select Picture** toolbar.



## Changing the WordArt Fill Color Using the Menu Bar

- ❖ 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.
- ❖ Do one of the following:
  - Choose a color by clicking on the color and then click **OK**.
  - Click the **Fill Effects** button and choose one of the options from this dialog box.