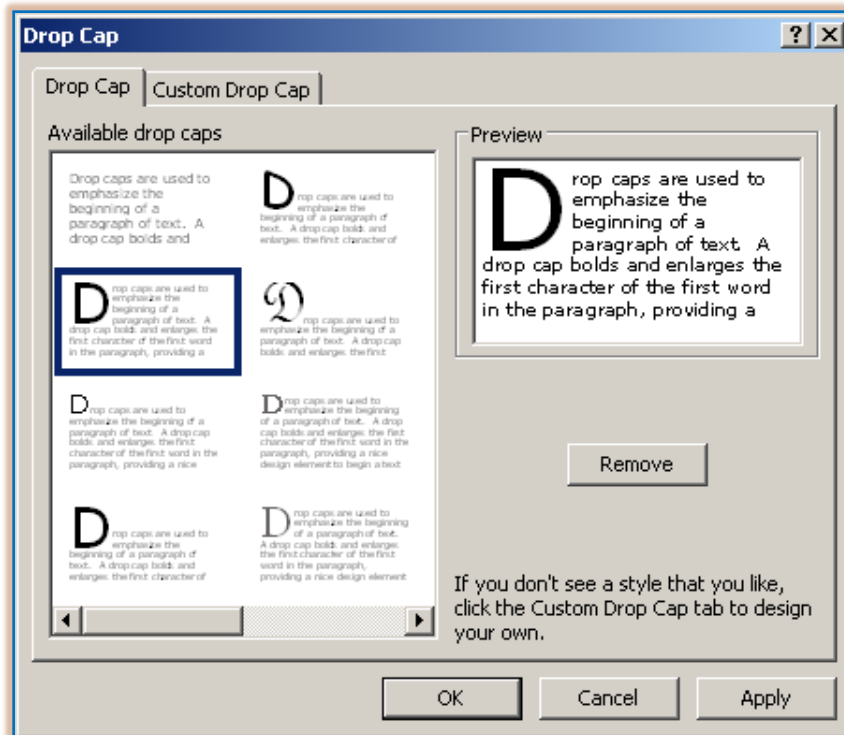

CREATING A DROPPED CAPITAL LETTER

Drop caps are used to emphasize the beginning of a paragraph of text. A drop cap bolds and enlarges the first character of the first word in the paragraph, providing a nice design element to begin a text block. This is one way to achieve a formal and creative look in a publication. The font of the drop cap may change depending on the style chosen. It is also possible to choose from several preset formats or the drop cap can be customized to fit individual needs.

Creating a Dropped Capital Letter

- ❖ Place the insertion point in the paragraph in which the dropped capital letter is to be created.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Drop Cap** from the list of choices.
- ❖ The **Drop Cap** dialog box will display (see illustration below).



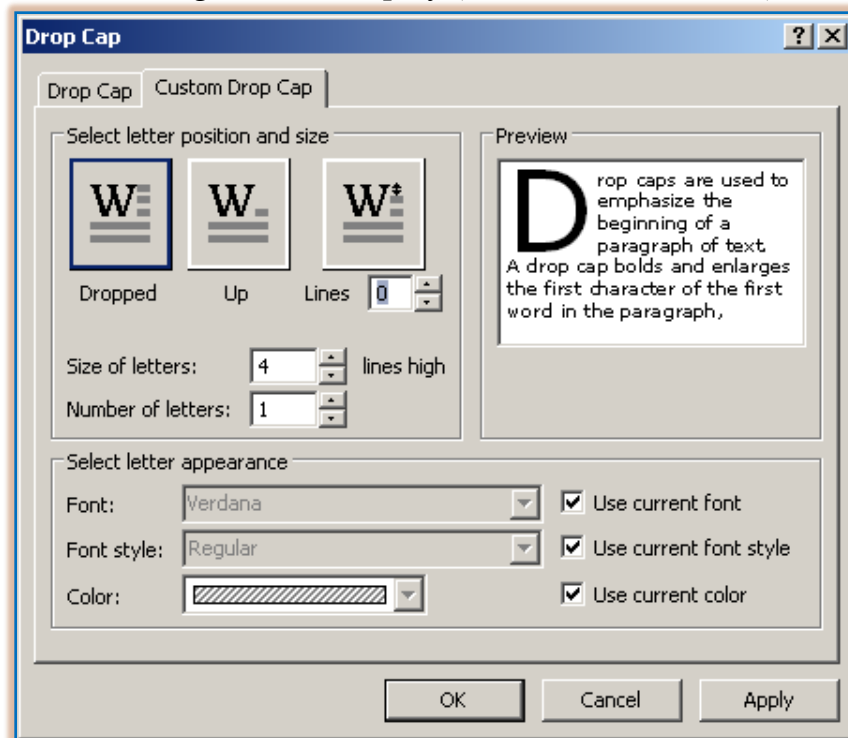
- ❖ Scroll through the **Available Drop Cap** gallery.
- ❖ After scrolling through the available drop cap options, click the desired one.
- ❖ Click **Apply** to apply these changes but leave the dialog box open.
- ❖ Click **OK** to apply the drop cap and close the dialog box.

Removing a Dropped Capital Letter

- ❖ Place the insertion point in the paragraph from which the dropped capital letter is to be removed.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Drop Cap** from the list of choices.
- ❖ The **Drop Cap** dialog box will display (see illustration above).
- ❖ Click the **Remove** button.
- ❖ Click the **Apply** button.
- ❖ Click **OK** to exit the dialog box.

Customizing a Dropped Capital Letter

- ❖ Place the insertion point in the paragraph in which the dropped capital letter is to be customized.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Drop Cap** from the list of choices in the drop-down menu.
- ❖ Click the **Custom Drop Cap** tab.
- ❖ The **Custom Drop Cap** dialog box will display (see illustration below).



- ❖ Click the position for the drop cap. The three options are: Dropped, Up, Lines
- ❖ Click the **Lines** spinner arrows to adjust the position of the drop cap.
- ❖ Click the **Size of Letters** spinner arrows to adjust the height of the drop cap.
- ❖ Click the **Number of Letters** spinner arrows to specify the number of letters to be formatted as a drop cap.
- ❖ Before changes to font attributes are made, the following options must not contain check marks.
 - Use current font
 - Use current font style
 - Use current color
- ❖ Once the check marks are removed, select a font by clicking the **Font** list arrow.
- ❖ Select a font style by clicking the **Font Style** list arrow.
- ❖ Select a different color for the drop cap by clicking the **Color** list arrow.
- ❖ Click one of the following options to return to the original text formatting in the regular paragraph.
 - Use current font
 - Use current font style
 - Use current color
- ❖ Click **Apply** to make changes without exiting from the dialog box
- ❖ When all the changes have been made, click **OK**.