

## WORDART

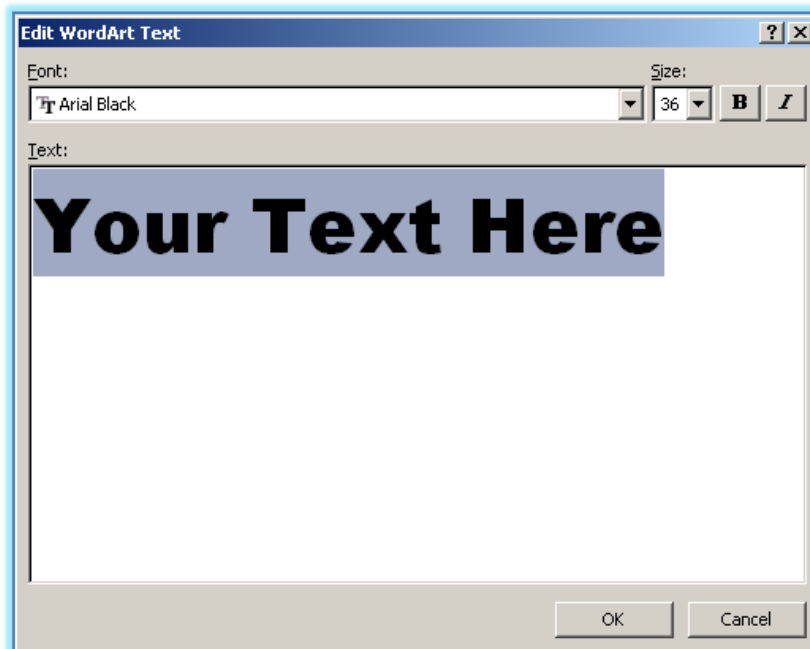
WordArt is a feature that is available in Microsoft Publisher as well as in many of the other Microsoft Office products. It is used to create highly stylized text. Objects created in WordArt can be used to create logos or decorations throughout any publication. Unlike text in a story, WordArt is an object – like any other graphic image. After a WordArt image is created, it is possible to change it to suit individual needs.

### Creating WordArt

- ❖ Click the **WordArt Tool** (see illustration at right) on the **Objects** toolbar.
- ❖ The **Word Art Gallery** dialog box will display (see illustration below).



- ❖ Click a **WordArt Style**.
- ❖ Click **OK**.
- ❖ The **Edit WordArt Text** dialog box will display (see illustration below).













- ❖ With the **Your Text Here** item selected, input the text for the **WordArt**. The text in the box will be deleted.
- ❖ Click **OK**.
- ❖ The **WordArt** will appear on the publication page as illustrated below.

## WordArt Example

### Word Art Toolbar

The **WordArt** toolbar is used to format the WordArt object. The toolbar should display when the object is selected. If it doesn't, go to the **View Menu** option, select **Toolbars**, and then **WordArt**. Use any of the WordArt toolbar buttons to create interesting effects. To deselect the WordArt, click anywhere on the publication or press the **Esc** key. Everything that is needed to create WordArt is contained on the WordArt toolbar. The table below provides an illustration of the WordArt toolbar button, along with a description of each button.

Name		Description
<b>Insert WordArt</b>		This button is used to add a new WordArt image to a publication. When the button is clicked the WordArt Gallery will display.
<b>Edit Text</b>		To change the text for a WordArt image, click this button. The Edit WordArt Text dialog box will display.
<b>WordArt Gallery</b>		To display the WordArt Gallery to change the design of the image, click this button.
<b>Format WordArt</b>		Use this button to open the Format WordArt dialog box. In this dialog box, it is possible to change the color options for the WordArt and to change the size of the WordArt image.
<b>WordArt Shape</b>		Click this button to display a gallery of different WordArt shapes.
<b>Text Wrapping</b>		When working with WordArt, it is sometimes necessary to wrap text around the object. Text can be wrapped around the object or to the top and bottom.
<b>WordArt Small Letter Heights</b>		This button is used to make all the letters in the WordArt object the same height. Click the button once to apply the feature and a second time to return to the normal height.
<b>WordArt Vertical Text</b>		When the button is clicked, the text will be vertical on the page. To return to horizontal orientation, click the button again.
<b>WordArt Alignment</b>		To change the alignment of the WordArt object, click this button. A list of different alignment options will appear.
<b>WordArt Character Spacing</b>		Use this button to change the spacing between the letters in the WordArt object. When the button is clicked, a list of spacing options will display.