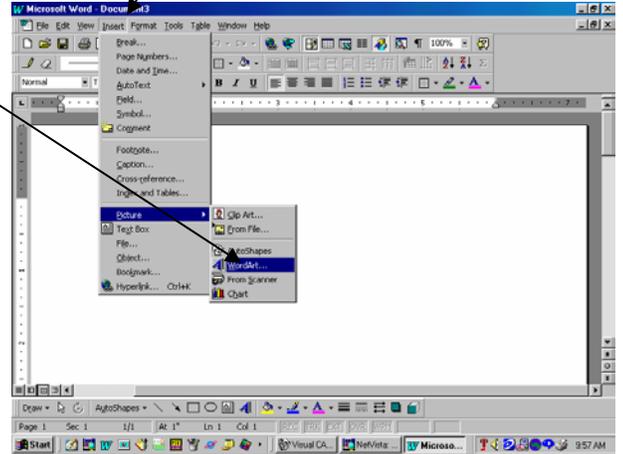


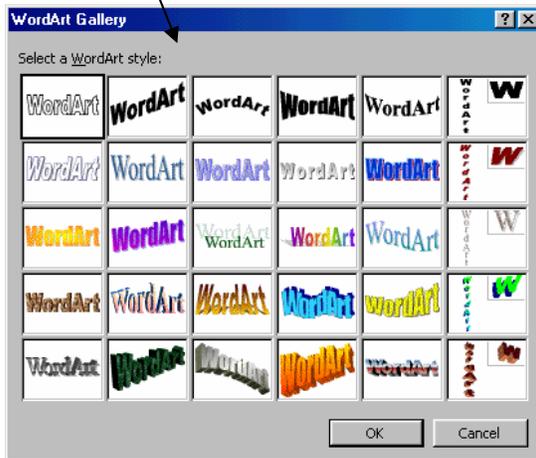
Using WordArt in Microsoft Word

WordArt titles are simple to create and can enhance the look of any Word document. To add a WordArt title, simply pull down the **Insert** menu, click on **Picture**, then click on **WordArt**.

[An alternative is to click on the **WordArt** button on the **Drawing toolbar** at the bottom of your window.]

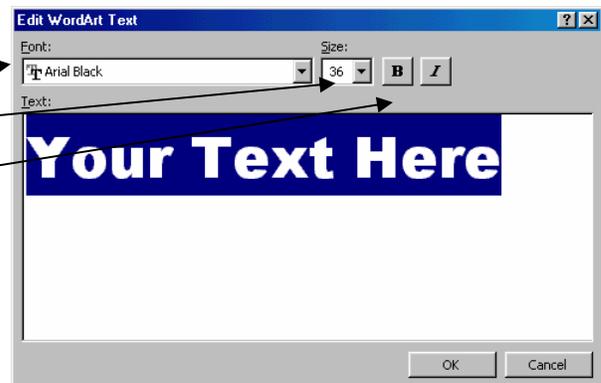


With either method, this window will appear.



Select a style you like, click on it, and click **OK**. Keep in mind that you can go back and change the colors and shapes of the text later.

You will now see a window in which to enter your text.



You may choose your **font**, **font size** and whether you want your text **bold** or **italicized**.

Type your title and click **OK**.

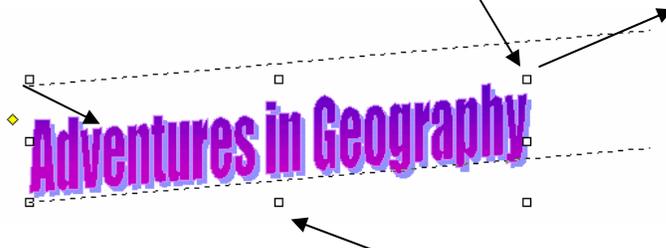
Your WordArt title will appear with small boxes (called **handles**) around it. You may now move your WordArt to another place on the page and/or resize it.



When you hold your pointer over the WordArt and over the **handles**, you will notice that it changes sometimes to a **four-headed arrow**, and sometimes to a **two-headed arrow**.

The **four-headed arrow** is for moving an object (such as clipart, WordArt, text boxes, etc.) When you have the four-headed arrow, you can simply click and drag the WordArt anywhere on the page.

The **two-headed arrows** are for resizing. The diagonal two-headed arrows you see when you hold your pointer over a **corner** handle will resize your object both vertically and horizontally. Drag away from the object to make it larger. Drag toward the center of the object to make it smaller.



If you click and drag one of the handles on a **side** of the object, you will resize the object *either* vertically *or* horizontally, depending on the side.

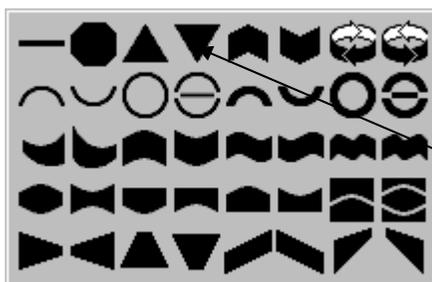
To change the text you have typed, simply double-click your **WordArt** title. The window in which you originally entered your text will appear, and you may make any necessary changes.

To delete your WordArt title, click on it to select it (so that the handles appear) and hit either the **BackSpace** or the **Delete** key.

If you would like to change the colors or shape of your WordArt, you may want to explore the **WordArt toolbar**. It looks like this, and will appear automatically when you insert WordArt, usually appearing to the right of the **Drawing toolbar**.



There are two buttons in particular that you may want to explore - the **WordArt Shape** button and the **Format WordArt** button.

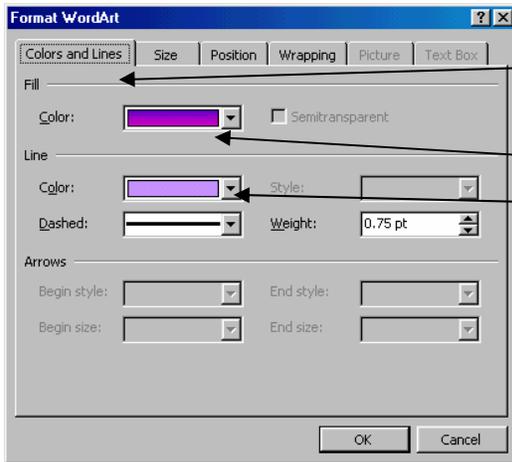


Click on your WordArt title to select it, (if the handles are not already visible) then click on the **WordArt Shape** button.

This window will appear. Simply

click on the shape you want your WordArt title to take.

To change the colors of your WordArt, select the WordArt (if it is not already selected) and click on the **Format WordArt**  button.



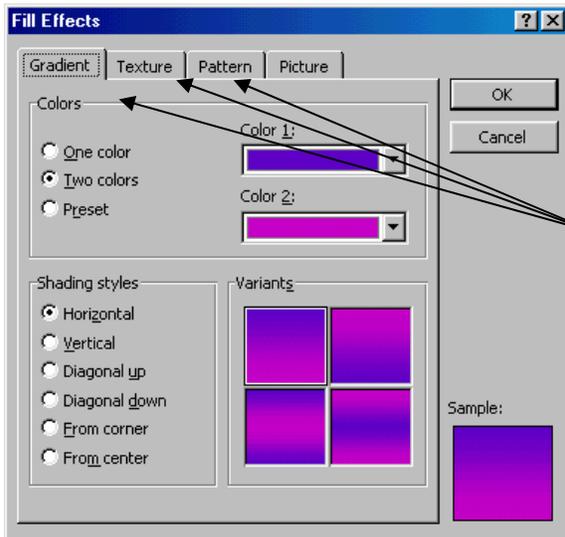
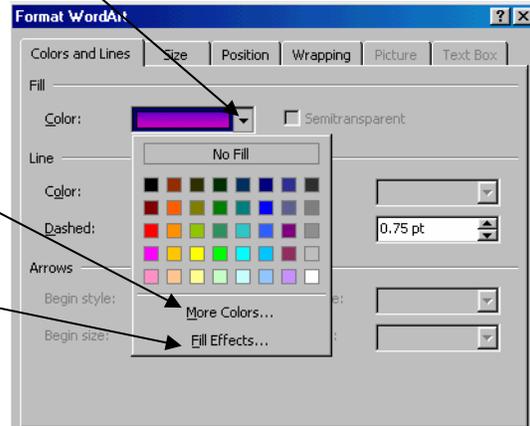
Click on the **Colors and Lines** tab.

Notice the colors that have been used to **Fill** the WordArt letters (here there are gradations of the color) and the **Line** color that has been used to outline the letters.

Click on the small arrow next to the **Fill Color** box. These are the colors that are immediately available for your WordArt letters.

Click on **More Colors** to see an even larger palette of colors from which to choose.

To create some interesting effects, click on **Fill Effects**.



Take some time to explore the different effects you can create under the **Gradient**, **Texture** and **Pattern** tabs. You'll find infinite ways to change your WordArt title. Experiment and have fun!