
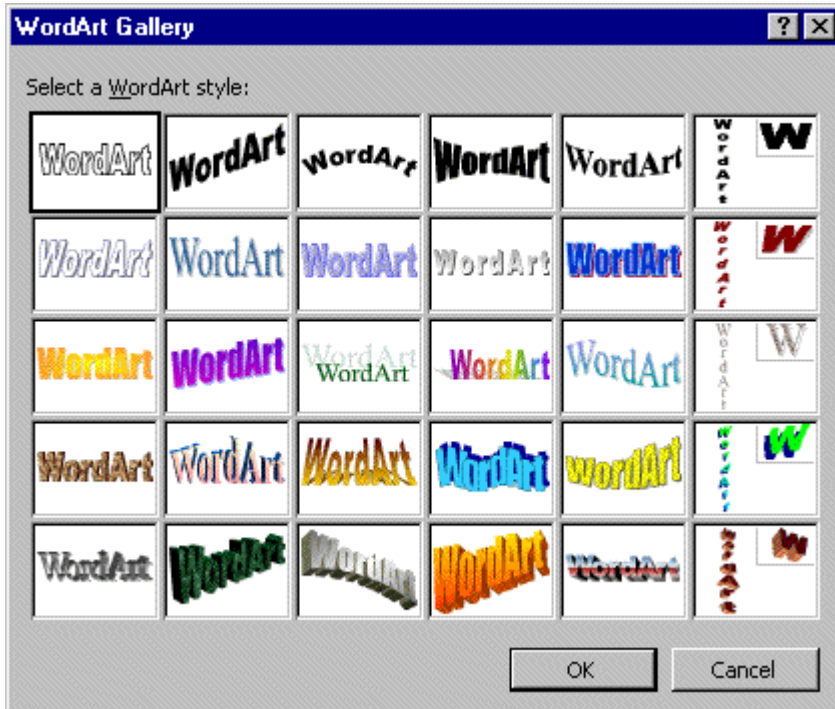


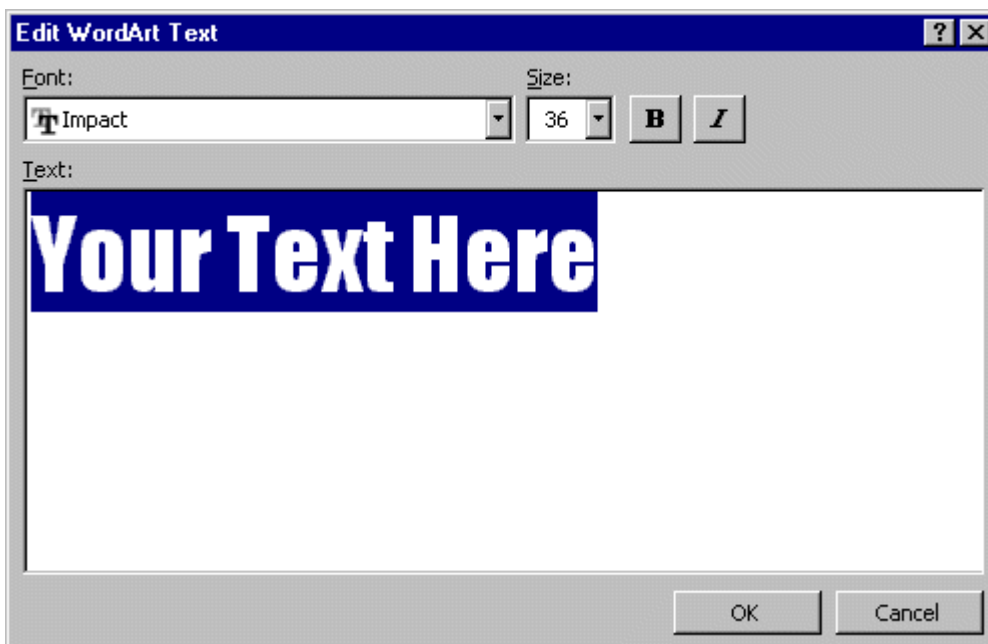
WordArt

You can create these special effects from either the **I**nsert | **P**icture | **W**ordArt... menu or by a mouse click on the **I**nsert **W**ordArt **D**rawing toolbar icon, it looks like a slanted blue uppercase letter A with a shadow to the right. 

When you do either of the above the following dialog box of pre-made shapes opens.



Select a **W**ordArt style to apply in your document from the above samples. The **E**dit **W**ordArt **T**ext dialog box, shown below, will open for you to enter the text that will take on the look you have chosen.



WordArt

You must **enter the text** with the **font style and size** at this time. Just click where it says **Your Text Here** and begin typing your own text for the WordArt.

You can **move and size** the WordArt drawing object with the mouse just as you would with any other drawing object.

You can edit a selected WordArt object by clicking the **WordArt** command on the **Format** menu or by right-clicking the WordArt object and then clicking **Format WordArt**. You may also double-click a **WordArt object** to redisplay the **Edit WordArt Text dialog box**.

Editing WordArt Objects

You may at any time edit your WordArt object to add or change the words from the original. Just **double-click the object** to reopen the dialog box, place your mouse cursor at the point in the text that has to be changed. When finished click on the **OK** button. Reposition the object attractively on your document if necessary.

Try these steps to create, then edit a WordArt object.

Choose **Insert | Picture | WordArt...** then pick any shape you wish.

Type **My Example**.

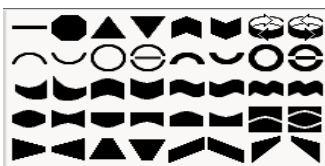


Double-click the new object. Then insert the cursor in the middle of the text My Example and type **Newer**.



My Newer Example

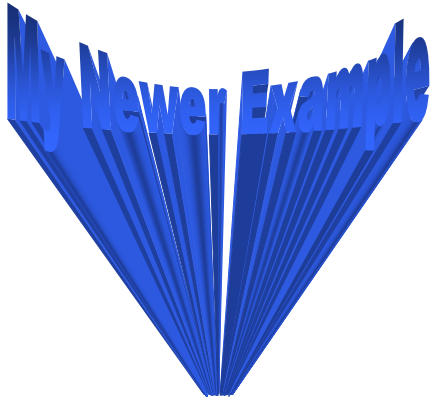
Select the object once again, then click on the **Shape button** on the WordArt toolbar. A grid of 40 different shapes appears. Select a different shape for your WordArt object.



My Newer Example

WordArt

Now change the appearance of the fill color, texture, and experiment with the line and shadow treatment as well.



Click the WordArt object to make it active then click the icon with the paint can and brush. As you can easily see, this format box controls just about everything you would want to do with this object.