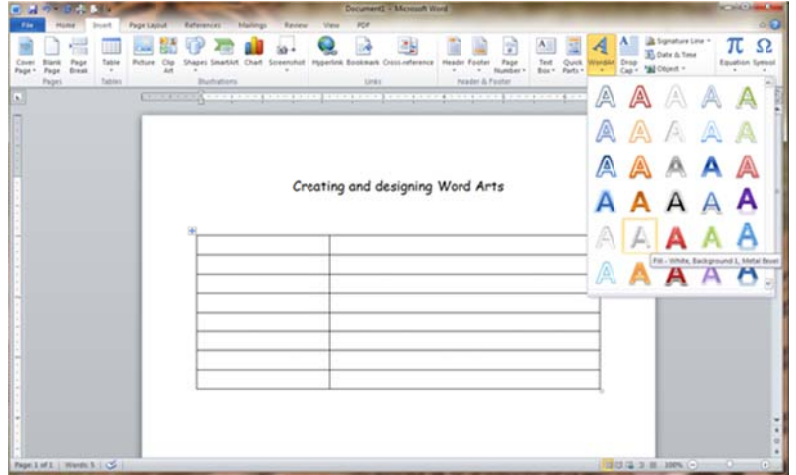
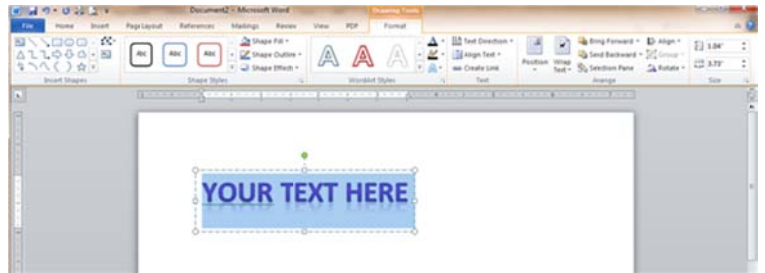


Creating and designing Word Arts

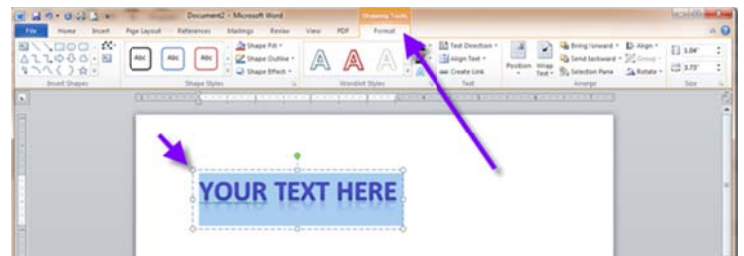
1. Begin by selecting the Insert Tab. Click Word Art. Select style you prefer.



2. Word Art is inserted. Word Art is high-lighted with handles on it.



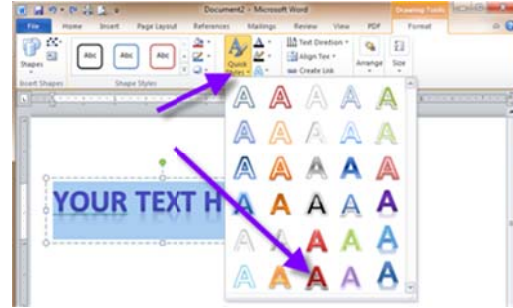
3. The Drawing Tools Tab is highlighted and available whenever the handles are present on the graphic. You can make any changes to the design using the Drawing Tab.



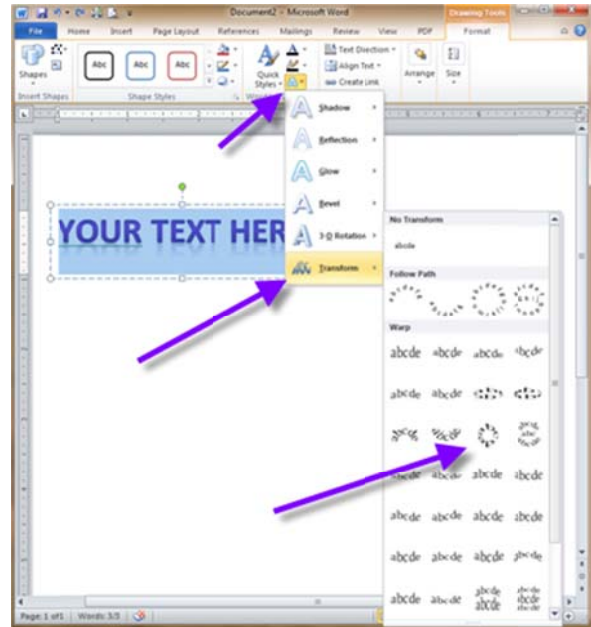
4. To change the text, highlight the text and type the text you want.



5. To change the style, click on the Quick Style down arrow and select the style you prefer.



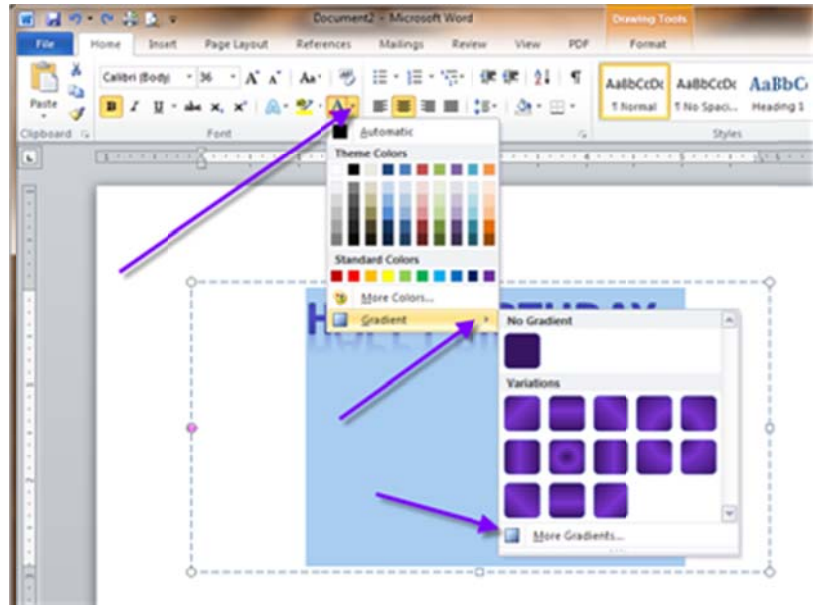
6. To change the Text Effects click on the glowing A and select Transform. Then select the effect you prefer.



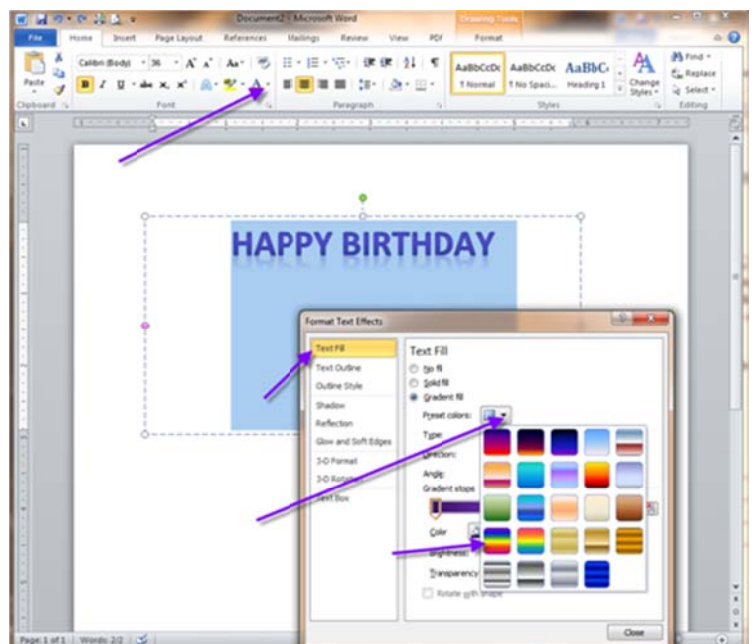
Examples



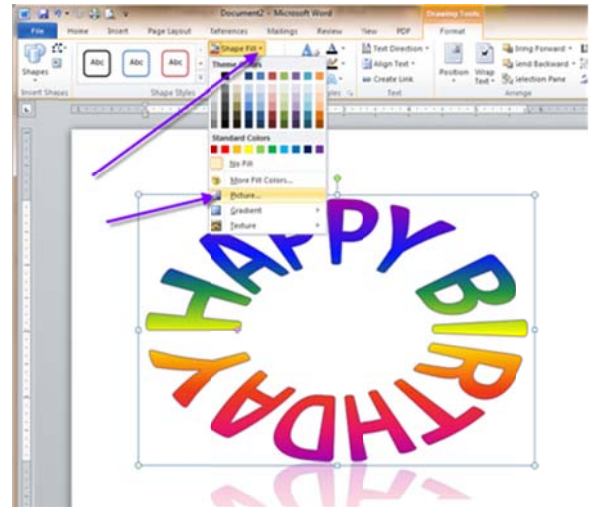
7. To Change the Text Effects of a Word Art, highlight the text. Select the drop down arrow for Text Color on the Home Tab. Select Gradient and then More Gradients



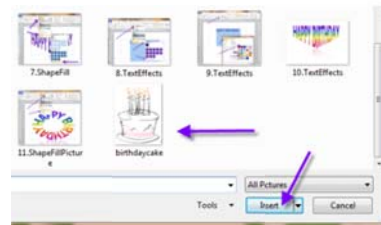
8. Select Text Fill and Preset colors. Here is where you find the older formats of the Word Art.



9. To fill the Word Art Graphic with a picture, select the Word Art.



10. Select Shape Fill / Picture. Navigate to the picture stored on your computer and click Insert.



11. The Word Art now has the picture in the background.



Making Vertical Text using Word Art

1. Create the Word Art with the text you want. Design the style and colors you desire.
2. Now using the lower right handle, drag the word art to be a vertical single line of text.
3. Adjust the center bottom handle to the length you desire. If you need to change the size of the text, highlight and change text size. You may need to resize your Word Art box after changing text size.

