

Using WordArt in Microsoft Word



Display the Drawing Toolbar

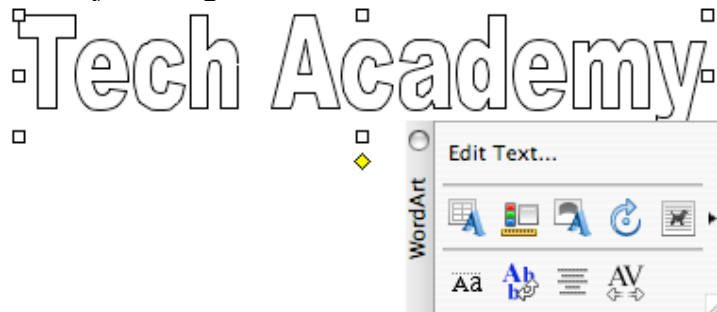
VIEW, TOOLBARS—DRAWING

Select the WordArt  button on the Drawing Toolbar
or under the Insert menu, choose Picture—WordArt


Choose a WordArt Style from the WordArt Gallery window

Type the text to be inserted as WordArt (font and font size may be changed)

Format the WordArt object using the buttons on the WordArt toolbar as shown



These buttons allow you to add color, change the shape, change the wrapping style, etc.

HINT: To be able to type text outside the WordArt object, click the Text Wrapping  button or under the Format menu, choose Word Art and select the Wrapping tab—choose IN LINE WITH TEXT. This allows you to center the object, type below it, etc.