







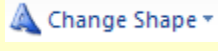
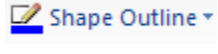

Editing WordArt in Word

After creating WordArt, you can change its color and style to make it even more appealing.

Options on the Format Command Tab

When a WordArt text box is selected, the Format command tab should be active. In the WordArt Styles group, commands for editing your WordArt will appear.

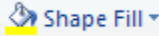
The following table identifies buttons commonly used for working with WordArt.

Button	Button Name	Function(s)
	Edit Text	Change the character formatting (font, size, bold, italics) or text of <u>WordArt</u> .
	Spacing	Change the spacing between characters (tracking or kerning) of <u>WordArt</u> .
	Even Height	Make lowercase and uppercase letters the same height.
	Vertical Text	Shift a horizontal word to a vertical orientation and back again.
	Alignment	Choose from the following options: <u>Left Align</u> , <u>Center</u> , <u>Right Align</u> , <u>Word Justify</u> , <u>Letter Justify</u> , or <u>Stretch Justify</u> .
	Shape Fill	Formats the inside color of your <u>WordArt</u> text.
	Change Shape	Mold your <u>WordArt</u> text into a shape.
	Shape Outline	Change the color or pattern of the outline of your <u>WordArt</u> text.
	Text Wrapping	Make text wrap around a <u>WordArt</u> object.

Adjusting WordArt Colors

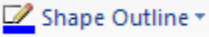
Fill color and line color may be adjusted in *WordArt*. Fill color is the color of the inside of the letters, and line color is the color of the letters' borders.

Adjusting Fill Color

1. Double click the *WordArt* image
2. From the *Format* command tab, in the *WordArt Styles* group, click **SHAPE FILL**
 » select the desired color
NOTE: If the *Format* command tab is not visible, from the *Ribbon*, select the *Format* command tab.
3. OPTIONAL: To fill your *WordArt* with a texture, gradient, or picture, in the *WordArt Styles* group, click **SHAPE FILL** » select the appropriate fill type » select the desired option


Adjusting Outline Color

This option is available only if the *WordArt* in use contains outlines.

1. Double click the *WordArt* image
2. From the *Format* command tab, in the *WordArt Styles* group, click **SHAPE OUTLINE**
 » select the desired outline color
NOTE: If the *Format* command tab is not visible, from the *Ribbon*, select the *Format* command tab.
3. OPTIONAL: To add a patterned outline or change the line style of the outline, in the *WordArt Styles* group, click **SHAPE FILL** » select the appropriate option » select the desired line style

Editing WordArt Text

You can easily change the spelling or words of the *WordArt* you have created.

1. Double click the *WordArt* image
2. From the *Format* command tab, in the *Text* group, click **EDIT TEXT...**
 The *Edit WordArt Text* dialog box appears.
NOTE: If the *Format* command tab is not visible, from the *Ribbon*, select the *Format* command tab.
3. In the *Text* box, make your changes
4. Click **OK**

Changing WordArt Font Face & Size

If the font or size of the WordArt letters does not suit you, use the commands available on the Ribbon to format your WordArt.

1. Select the WordArt image

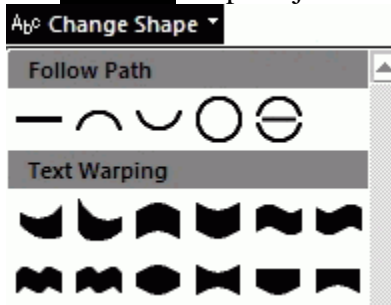


2. From the Format command tab, in the Text group, click **EDIT TEXT...**
The Edit WordArt Text dialog box appears.
3. From the Font pull-down list, select a font
4. From the Size pull-down list, select a font size
HINT: You may also adjust the size by using the image handles. To adjust proportionally using the image handles, hold [Shift] down while moving a corner image handle.
5. Click **OK**

Changing WordArt Shapes

WordArt allows you to mold its text into a particular shape.

1. Double click the WordArt image
2. From the Format command tab, in the WordArt Styles group, click **CHANGE SHAPE »**
select the desired shape
The WordArt shape adjusts.



Rotating WordArt

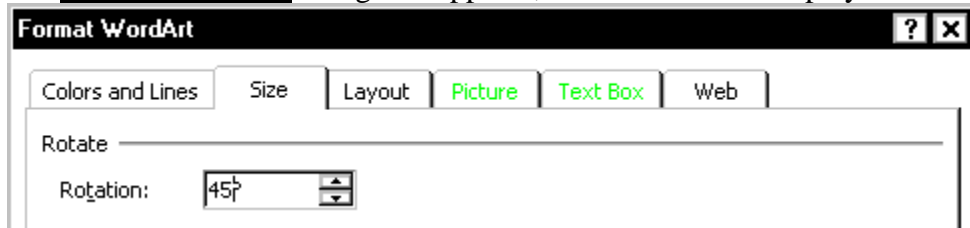
To slant or rotate your WordArt image, you can use the dialog box to specify an exact rotation value.

NOTE: The text wrapping style for your WordArt must be something other than In Line With Text before you can rotate it. For information on changing the text wrapping style, see Wrapping Text around WordArt.

1. Select the WordArt image

2. From the **Format** command tab, in the **Arrange** group, click **ROTATE**  **Rotate** ▾ » select **More Rotation Options...**

The **Format WordArt** dialog box appears, with the **Size** tab displayed.



3. In the **Rotate** section, use the **Rotation** nudge button to select the desired angle
OR
In the **Rotation** text box, type the desired angle
4. Click **OK** the rotation is applied to the **WordArt**.

Wrapping Text with WordArt

For a professional-looking document, wrapping text around your **WordArt** image will improve its uniformity and will not interrupt the text. In addition, there may be times when you want to place your WordArt in front of or behind the text.

Wrapping Text: Quick Menu Option

1. Select the **WordArt** image
2. Right click your **WordArt** » select **Format WordArt...**
The **Format WordArt** dialog box appears.
3. Select the **Layout** tab
4. Under **Wrapping style**, select a style
5. Under **Horizontal alignment**, select a position

NOTES:

This option is only available if the selected text wrapping style is not set to **In Line With Text**.

To move the **WordArt** to a custom position within the document, select **Other**.

6. OPTIONAL: To set more specific settings for the position of your **WordArt**,
 - a. Click **ADVANCED...**
The **Advanced Layout** dialog box appears.
 - b. Select the **Text Wrapping** tab
 - c. Select the desired options

Wrapping style

Allows you to select a text wrap style for your **WordArt**

Wrap text

Available with only certain text wrapping styles; allows you to decide whether text wraps around an object on both sides and only a specific side

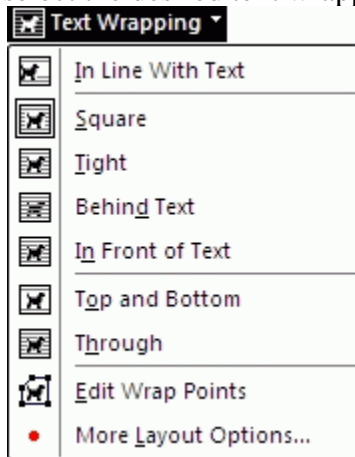
Distance from text

Allows you to specify a set distance between an object and the text wrapping around it; available with only certain wrapping styles

- c. Click **OK**
7. Click **OK** and the text wrap is applied to the WordArt.

Wrapping Text: Ribbon Option

1. Select the WordArt image
2. From the Format command tab, in the Arrange group, click **TEXT WRAPPING** » select the desired text wrapping option



3. OPTIONAL: To set more advanced options,
 - a. In the Arrange group, click **TEXT WRAPPING** » select More Layout Options...
The Advanced Layout dialog box appears.
 - b. Select the Text Wrapping tab
 - c. Select the desired options

Wrapping style

Allows you to select a text wrap style for your WordArt

Wrap text

Available with only certain text wrapping styles; allows you to decide whether text wraps around an object on both sides and only a specific side

Distance from text

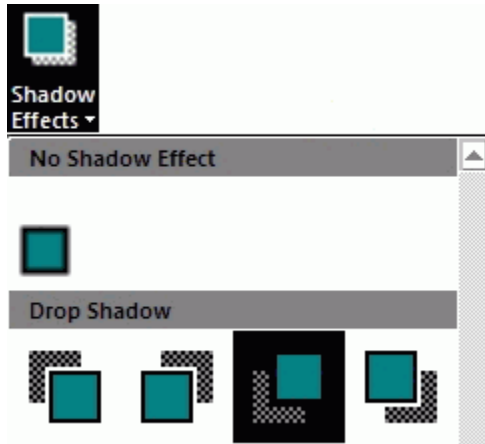
Allows you to specify a set distance between an object and the text wrapping around it; available with only certain wrapping styles

- d. Click **OK**

Adding a Shadow to WordArt

Depending on the font and the WordArt shape you have selected, a shadow effect can enhance your WordArt image.

1. Select the WordArt image
2. From the Format command tab, in the Shadow Effects group, click **SHADOW EFFECTS** » select the desired effect



the effect is applied to the selected WordArt.

Adding a 3-D Effect to WordArt

A three-dimensional effect can give depth to your WordArt image.

1. Select the WordArt image
2. From the Format command tab, in the 3-D Effects group, click **3-D EFFECTS** » select the desired effect

HINT: For more information about 3-D effects, please refer to customizing 3-D.

