

Adding WordArt

- 1 In the text entry box, type your text.

To begin a new line of text, press ENTER.

- 2 Using the top toolbar, choose the effects you want for the text.

☐ How?

WordArt updates the text in the WordArt frame whenever you click the Update Display button or finish applying one effect and begin working on another.

Changing WordArt text

1 In the text entry box, highlight the text you want to change, and then type the new text.

 How?

2 Make any formatting changes you want.

 How?

Adding special characters or symbols to WordArt

- 1** In the text entry box, position the cursor where you want to add the special character.
- 2** Click Insert Symbol.
- 3** Click the symbol you want to insert.
- 4** Click OK.

Making WordArt text all the same height

- On the top toolbar, click the Even Height button.
- To remove even-height formatting, click the Even Height button again.

Choosing a basic shape for WordArt



On the top toolbar, in the Shape box, choose the line or shape you want to fit the text to.

Changing the font for WordArt



On the top toolbar, in the Font box, choose the font you want.

Changing the font size for WordArt



On the top toolbar, in the Font Size box, choose the font size you want.

Making WordArt bold

- On the top toolbar, click the Bold button.
- To remove bold formatting, click the Bold button again.

Making WordArt italic

- On the top toolbar, click the Italic button.
- To remove italic formatting, click the Italic button again.

Turning WordArt characters on their side

- On the top toolbar, click the Flip button.
- To turn characters right side up, click the Flip button again.

Stretching WordArt characters to the edges of the frame

- On the top toolbar, click the Stretch button.
- To unstretch the characters, click the Stretch button again.

Changing the color and shading of WordArt text

- 1 On the top toolbar, click the Shading button.

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- 2 Click the options you want.

To make WordArt text white on black, under Color, click the arrow to the right of the Foreground box, and then scroll to the bottom of the list and click White/Black.

- 3 Click OK.

Adding a shadow to WordArt text


1 On the top toolbar, click the Shadow button.



2 Click the options you want.

■ To remove the shadow, click the Shadow button again, and then click the option in the upper-left corner of the palette.

Aligning WordArt text within its frame

- 1 On the top toolbar, click the Alignment button.

- 2 Click the alignment option you want.

Adding a border to WordArt text


1 On the top toolbar, click the Line Thickness button.




2 Click the options you want.

3 Click OK.


Changing the spacing between characters in WordArt

- 1** On the top toolbar, click the Character Spacing button.

- 2** In the dialog box, choose the options you want.
- 3** Click OK.

Adjusting the shape of WordArt text

- 1** On the top toolbar, click the Special Effects button.

- 2** In the dialog box, choose the options you want.
- 3** Click OK.

Rotating WordArt text

- 1** On the top toolbar, click the Special Effects button.

- 2** Under Rotation, type the angle you want.
- 3** Click any other options you want.
- 4** Click OK.

Exiting WordArt

- When you are finished working on the WordArt, click where you want to work next.

Be sure to click outside the Enter Your Text Here dialog box, WordArt toolbar, and the WordArt itself.

Note If the program you're working in can't display the WordArt toolbar, you'll see the WordArt dialog box instead. To exit the dialog box, click OK when the text in the Enter Your Text Here box looks the way you want, or click Cancel to exit the dialog box without making changes to WordArt.

Troubleshooting and general information about WordArt

What do you want help with?

- Using WordArt effects
- What are "tracking" and "kerning"?
- What's the difference between the three Justify options in WordArt?
- What if I want the WordArt text to always fill the frame?

Deleting WordArt

- 1** Exit WordArt by clicking anywhere outside the Enter Your Text Here dialog box, WordArt toolbar, and the WordArt you're currently working on.
- 2** In the program you're using, click the WordArt you want to delete.
- 3** Press the DELETE key.

What are "tracking" and "kerning"?

Tracking is the adjustment of the general amount of space between characters. In WordArt, the tracking options range from very tight (A below) to very loose (B below). You can also specify a specific percentage.



Kerning is the adjustment of the amount of space between specific character pairs that would otherwise appear to be too close together or too far apart. In WordArt, you can choose to have automatic kerning for character pairs.

In the following illustration, there is too much space between two pairs of letters that have not been kerned (A below), while the adjusted letter spacing looks better and is easier to read (B below).



What's the difference between the three Justify options in WordArt?

When you justify text, WordArt adds space between words or characters so that the lines of text stretch across a frame and are flush at both left and right edges.

To	Click
Pad the space between words and leave character spacing within words intact	Word Justify
Pad the space between characters (this may change the character spacing you've specified)	Letter Justify
Stretch characters rather than adding space between them	Stretch Justify

Using WordArt effects

Use the buttons on the top toolbar to design the look of your WordArt text.

To	Click
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Choose a shape for WordArt	■
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Change the font	■
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Change the font size	■
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Make text bold	■
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Make text italic	■
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Make letters all the same height, regardless of their capitalization	■
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Flip letters on their side	■
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Stretch text to the edges of the frame	■
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Choose how text aligns in a frame	■
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Change the spacing between letters	■
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Adjust the shape of the text, or rotate text within a frame	■
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Change the color or shading of text	■
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Add a shadow to text	■
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Add a border to text	■
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Highlighting text

- 1** Click to position the mouse pointer before the first character of the text that you want to highlight.
- 2** Hold down the mouse button and drag the mouse to highlight the text.
- 3** Release the mouse button.

What if I want the text to always fill the frame?

Choose Best Fit from the Font Size box. If you later adjust the frame size, the fonts are automatically resized to fill the frame.

