Type your text in the box. To start a new line, press Enter. To place the text in your publication and close the text entry window, click anywhere outside the WordArt window in your publication.

Type your text in the box. To start a new line, press Enter.

To add a special symbol, such as an accented character or a trademark symbol, at the cursor position, click here.

Click the symbol you want to insert, and then click OK.

To see your WordArt text in your publication without closing the text entry window, click here.

To display your WordArt text in an interesting shape, click the arrow, and then click the shape you want.

To apply a different font to your WordArt text, click the arrow, and then click the font you want.

To change the size of your WordArt text, click the arrow, and then click the font size you want.

To change the alignment, click the arrow, and then click the alignment you want. You can choose left, right, centered, stretch justified (letters stretch horizontally), letter justified (spacing added between letters), or word justified (spacing added between words).

To change the color, click the arrow, and then click the color you want.

To apply or modify letter shadows, click here.

To apply or modify a patterned fill to the characters, click here.

To modify the border thickness or color, click here.

To make your WordArt text bold, click here. Click again to remove bold.

To make your WordArt text italic, click here. Click again to remove italics.

To make uppercase and lowercase characters the same height, click here. Click again to change the text back.

To skew or stretch your WordArt text, click here. Click again to change the text back.

To stack your characters on top of one another, click here. Click again to change the text back.

To rotate your WordArt text, click here.

To adjust the spacing automatically between certain pairs of characters such as VA and WA to improve their appearance, click here.

To reduce the spacing between characters by the maximum preset amount, click here.

For more precise control, click Custom, and then type the exact percentage of Normal (100%).

To reduce the spacing between characters by a preset amount, click here.

For more precise control, click Custom, and then type the exact percentage of Normal (100%).

To return the spacing between characters to normal, click here.

To increase the spacing between characters by a preset amount, click here.

For more precise control, click Custom, and then type the exact percentage of Normal (100%).

To increase the spacing between characters by the maximum preset amount, click here.

For more precise control, click Custom, and then type the exact percentage of Normal (100%).

To modify the spacing between characters by an amount you set, click here. Then type the percentage of Normal (100%).

When this box has a check mark, WordArt adjusts the spacing between certain pairs of characters, such as WA and VA, to improve their appearance.

To remove a visible border from the characters, click here.

To apply a very thin border to the characters, click here.

To apply a thin border to the characters, click here.

To apply a border of average thickness to the characters, click here.

To apply a border of medium thickness to the characters, click here.

To apply a thick border to the characters, click here.

To apply a very thick border to the characters, click here.

The current letter border color appears in the box. To select a different border color, click the arrow, and then click the color you want.

To fill the characters with a clear fill, click here. Anything placed behind the WordArt frame will show through the characters. In order for characters to be visible, you must apply a border.

To fill the characters with the solid foreground color, click here.

To fill the characters with the solid background color, click here.

To fill the characters with a shading pattern, click the pattern you want.

To apply a color to the foreground of the shading pattern, click the arrow, and then click the color you want.

To apply a color to the background of the shading pattern, click the arrow, and then click the color you want.

To give your characters a shadow, click the type of shadow you want.

To apply color to the shadow, click the arrow, and then click the color you want.

Type the number of degrees you want to rotate the text. Positive numbers rotate counterclockwise. Negative numbers rotate clockwise.

The slider skews text. To skew text to the left, type a percentage more than 50. To skew to the right, type a percentage less than 50. A value of 50 keeps the text upright.

To change the angle of the arc, type the number of degrees for the angle.

To make the letters smaller, click the box to add a check mark, and then type the percentage you wish to reduce them.

To make your changes take effect without closing the dialog box, click here.

To see a description of any option in a dialog box, click the "?" button in the upper-right corner of the dialog box, and then click an option.

To make your changes take effect and close the dialog box, click here.

To cancel all changes you've made and close the dialog box, click here.