

Drop caps mark the beginning of chapters and sections while adding pizzazz and polish to professional documents such as newsletters, brochures, and books. You can add drop caps to Paragraph text as easily as you can change the font of text.

This Tutor first shows you how to create a paragraph with a drop cap where the text wraps around the drop cap and where the drop cap is offset from the text. It then shows you how to specify options for changing the look of the drop cap.