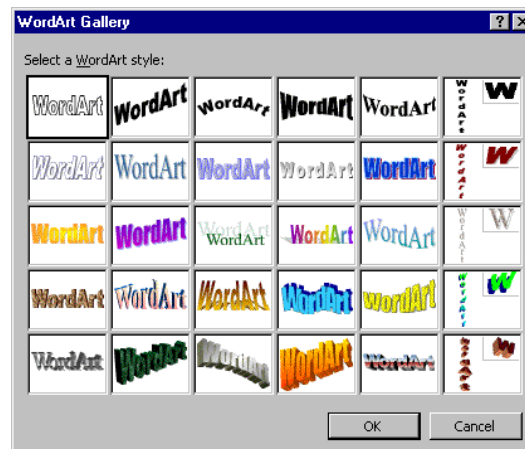


Working with WordArt

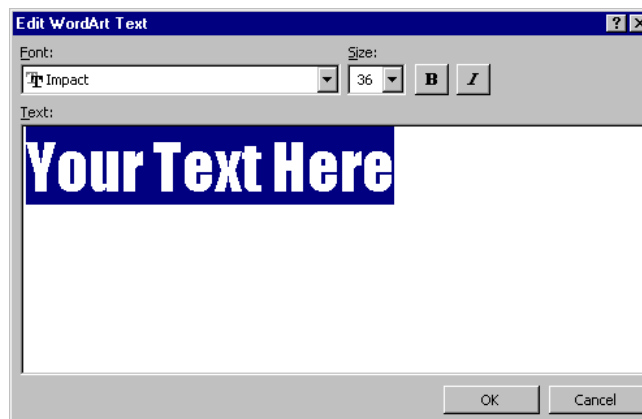
- Click on the icon for WordArt from the Drawing Toolbar. (If you don't see the Drawing Toolbar, go up to VIEW to TOOLBARS, then select DRAWING.)



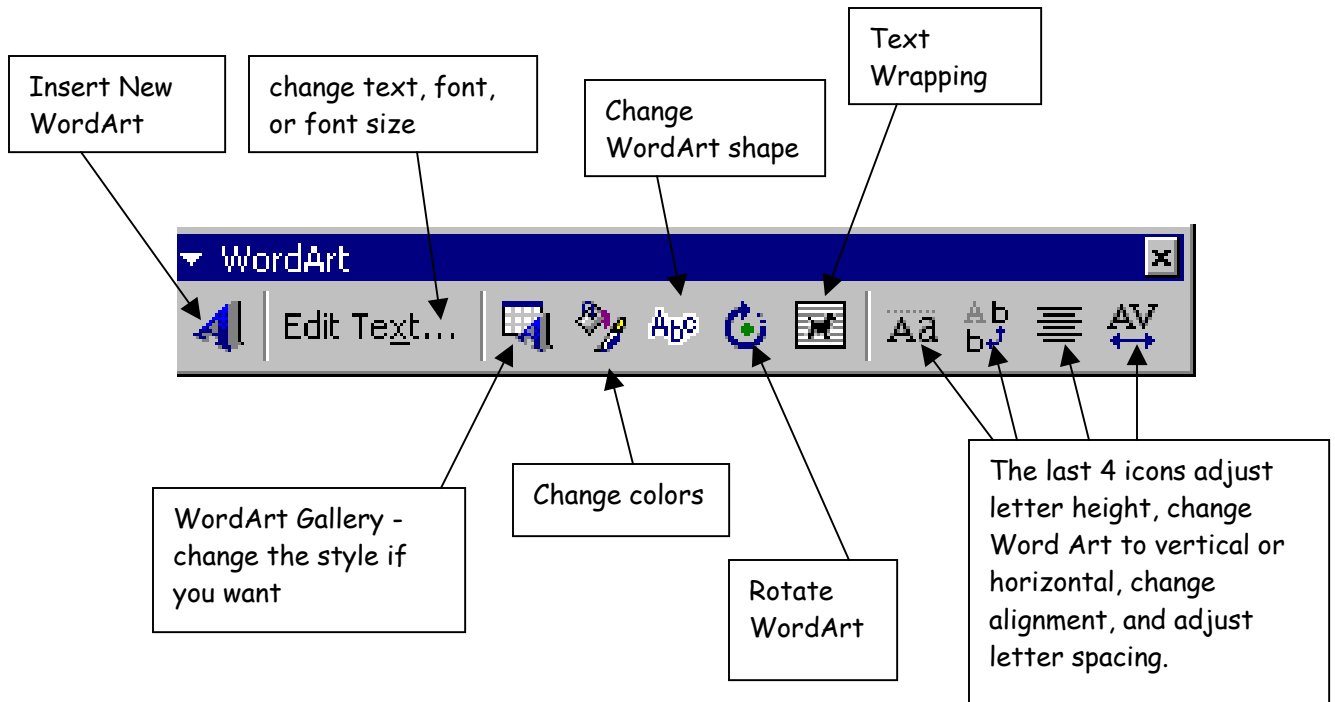
- This will bring you to the WordArt Gallery. From here, select a WordArt Style then click OK.



- This will bring you to the Edit WordArt Text box. Type in the text you want. You can also change the font and font size in this box. Then click OK.



- Here is the WordArt Toolbar and all of its functions. When you click once on your WordArt object, this toolbar should appear. (If you don't see the WordArt Toolbar, go up to VIEW to TOOLBARS, then select WORDART.)



- You can move and resize your WordArt. Click and drag it to place it anywhere in your document. Click on one of the handles (the buttons that outline it) and drag it to resize.