

## Using Drop Caps

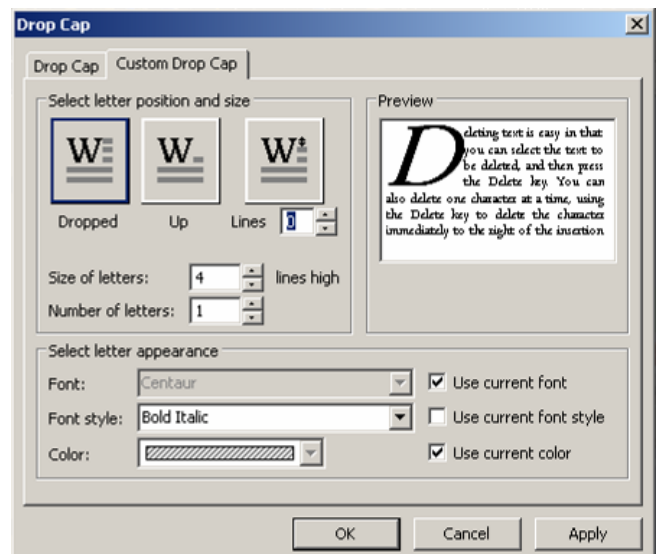
Drop Caps are a way to make the beginning of your text look special or more polished.

### Adding a Drop Cap

1. Begin by selecting the letter(s) you would like to have changed into a drop cap. Usually this will be the first letter of a paragraph, as shown in the example to the right.
2. Click on *Format* from the *Menu* bar.
3. Click on *Drop Cap...* from the drop down menu.
4. The *Drop Cap* dialog box will open to the *Drop Cap* tab. This screen contains pre-formatted examples of Drop Caps. To select one of these styles, click on it.
5. If instead you would like to create your own style of Drop Cap, click on the *Custom Drop Cap* tab to move to that screen.


Deleting text is easy in that you can select the text to be deleted, and then press the Delete key. You can also delete one character at a time, using the Delete key to delete the character immediately to the right of the insertion point or the Backspace key to delete the character immediately to the left of the insertion point.

- In the *Select letter position and size* area, you can select whether or not the letter is dropped or raised up, by how many lines, the size of the Drop Cap in lines, and how many letters will be used in the Drop Cap.
- In the *Select letter appearance* area, you can uncheck any of the check boxes and then use the drop down lists to make changes to the Drop Cap's *current font*, *font style*, or *color*.



6. Click on the *OK* button to close the dialog box and apply the Drop Cap to your text as shown in the example below.

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**NOTE:** Once you apply a Drop Cap to your text, be sure to check that you haven't displaced text at the end of your text box. If you see this symbol:  you will need to enlarge your text box to include all the text.