



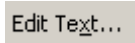
## Moving the Word Art

1. Place the mouse pointer somewhere in the center of the Word Art. Your mouse pointer should now be a four-headed black arrow.
2. Click the left mouse button and hold it down.
3. With the left mouse button still depressed, move the image to the new area. A dotted line will appear where the picture's new location will be.
4. Release the left mouse button.


## Changing the Word Art

The Word Art must be selected first. To do this, click once on the Word Art. You can tell when it is selected because you will be able to see the handles.

### To Change the Text:

1. Click on *Edit Text...* button on the Word Art toolbar. 
2. Use regular editing skills to alter the text currently in the *Text:* area on the *Edit WordArt Text* dialog box.
3. Click on the *OK* button to apply the new text.

### To Change the Word Art Style:

1. On the *Word Art* toolbar, click on the *Word Art Shape* button. 
2. From the drop down menu, click on the shape of Word Art you want.

### To Change the Text Color:

1. Click on *Format* from the *Menu Bar*.
2. Click on *WordArt...* from the drop down menu.
3. On the *Colors and Lines* tab, you can use the drop down menu under the *Fill* area to change the color of the letters in your text. You can also use the drop down menus under the *Line* area to change the outline color or style for the letters in your text.

**NOTE:** Other changes can be made to your Word Art using the buttons on the Word Art toolbar as well as the *Format WordArt* menu option. To access the menu option, make sure your Word Art is selected, then click on *Format* from the *Menu Bar* and *Word Art* from the drop down menu or click on the *Format WordArt* button on the WordArt toolbar.



Insert WordArt→

Edit Text→

WordArt Gallery→

Format WordArt→

WordArt Shape→

Text Wrapping→

WordArt Same Letter Heights→

WordArt Vertical Text→

WordArt Alignment→

WordArt Character Spacing→

### PC Center

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