

Microsoft WordArt Formatting



The Toolbar

If the WordArt toolbar is not visible, choose **View > Toolbars > WordArt** from the main toolbar.

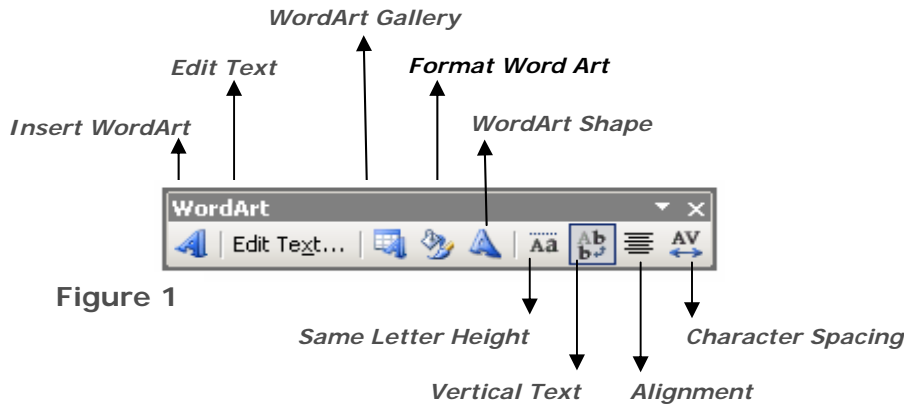


Figure 1

Summary

**The Toolbar
Formatting WordArt**

1. Color and Lines
 - The Palette
 - More & Custom
 - Fill Effects
2. Size
3. Position
4. Picture

Formatting WordArt

Figure 2

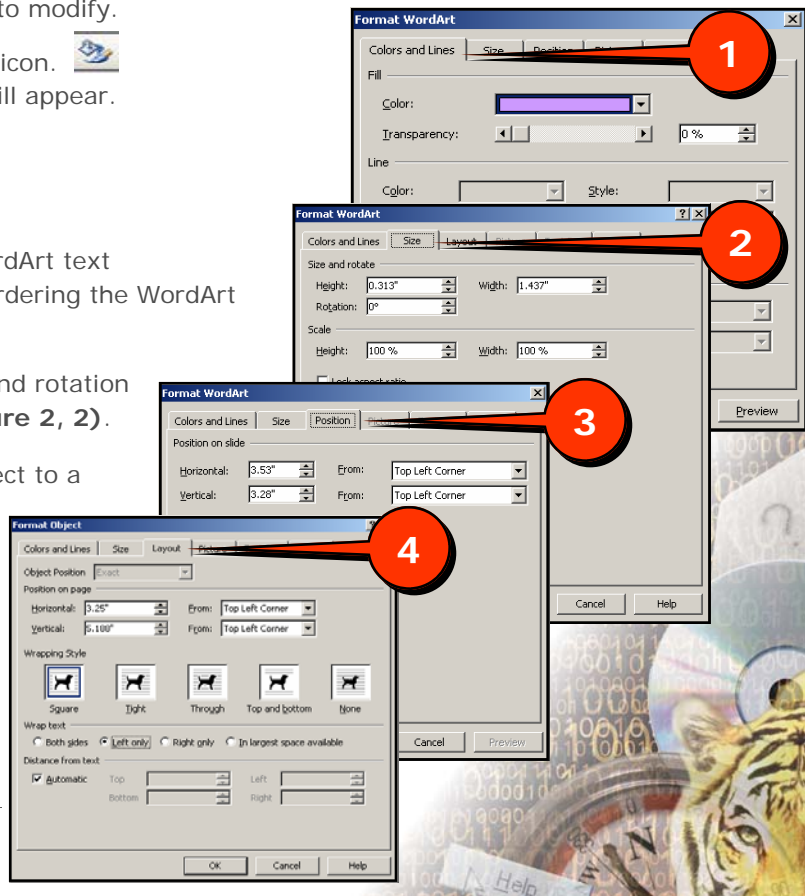
1. Click on the WordArt you wish to modify.
2. Click on the **Format Word Art** icon. The Format Word Art window will appear.

In this window, you can:

- Change the color of the WordArt text (**Figure 2, 1**) and Lines bordering the WordArt text, if applicable.
- Manipulate the size, scale and rotation of the WordArt object (**Figure 2, 2**).
- Reposition the WordArt object to a specific location on the page (**Figure 2, 3**).



In some programs, a layout tab may also appear (**Figure 2, 4**). Choose how text or other items on the page are to appear relative to the WordArt object.



Color and Lines

The fill feature allows the user to designate what will be shown inside of the border of the WordArt text.

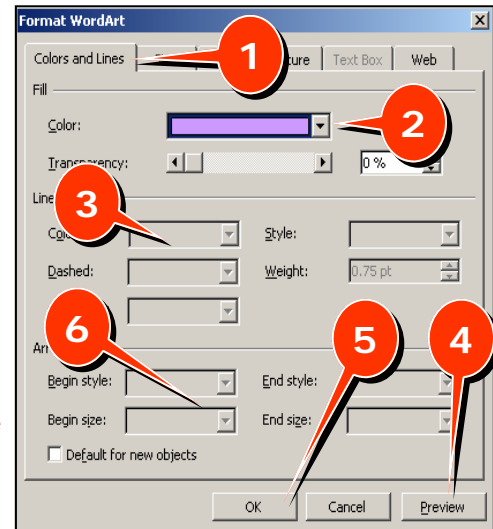
Figure 3

The Pallet

1. Click the **Format WordArt** icon.
2. Click on the **Colors and Lines** tab in the Format WordArt window (**Figure 3, 1**).
3. Click the **Down Arrow** to the right of Color (**Fig 3, 2**).
4. Choose a color from this pallet (**Fig 3, 3**).

★ If given the choice, click **Preview** (**Fig 3, 4**). If you are unsure of the outcome and would like to see the effect before committing to it.

5. Click **OK** (**Fig 3, 5**) if you are satisfied with the choice.



More Colors & Custom Colors

If you want to choose from more colors than the pallet offers:

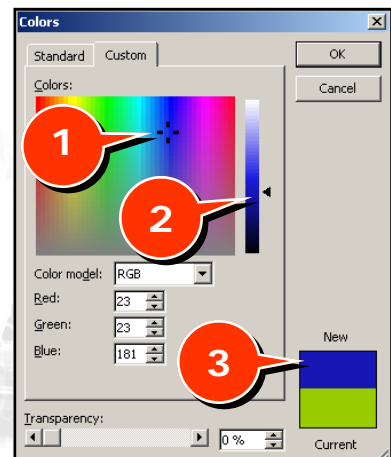
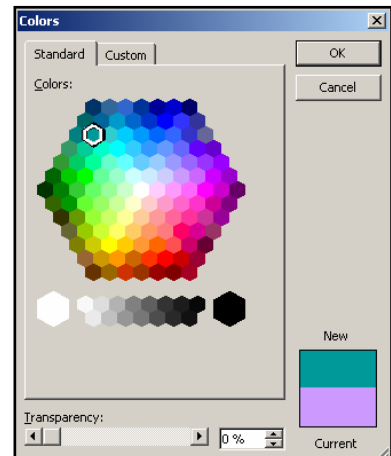
More Colors

1. Click **More Colors**.
2. **Choose** a Standard color from under the Standard Tab (**Fig 4, top**).
3. Click **OK** in the Colors window.
4. Click **OK** in the Format WordArt window (**Fig 3, 5**) if the choice is satisfactory.

Custom Color

1. Click the **Custom Tab** on the Colors window.
2. Click inside of the Colors pallet near the color you wish to choose. The area will be surrounded by four black lines (**Figure 4, 1**).
3. Choose a color from within the range of colors by using the black arrow (**Fig 4, 2**). As you slide the black arrow north and south, the New box color (**Fig 4, 3**) will change accordingly.
4. Click **OK** in the Colors window.
5. Click **OK** in the Format WordArt window (**Fig 3, 5**) if the choice is satisfactory.

Figure 4



Fill Effects

1. Click the **Format WordArt** icon.
2. Click on the **Colors and Lines** tab in the Format WordArt window (**Figure 5, 1**).
3. Click the **Down Arrow** to the right of Color (**Fig 5, 2**).
4. Click **Fill Effects**. The Fill Effects window will appear.
5. Choose the Fill for the WordArt object:
 - Click on the **Gradient** tab (**Figure 6, 1**) to blend colors, choose preset color schemes, choose shading styles and alter the transparency of a color/color scheme.
 - Click on the **Texture** tab (**Fig 6, 2**) to choose a preset texture.
 - Click on the **Pattern** tab (**Fig 6, 3**) and choose a pattern along with the Foreground and Background colors for the pattern.
6. Click **OK** in the Fill Effects window.
7. Click **OK (Fig 5, 5)** in the Format WordArt window if the choice is satisfactory.

Figure 5

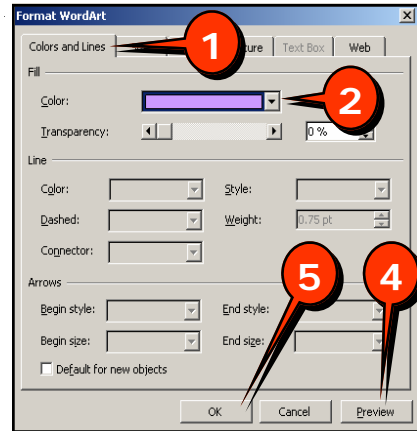
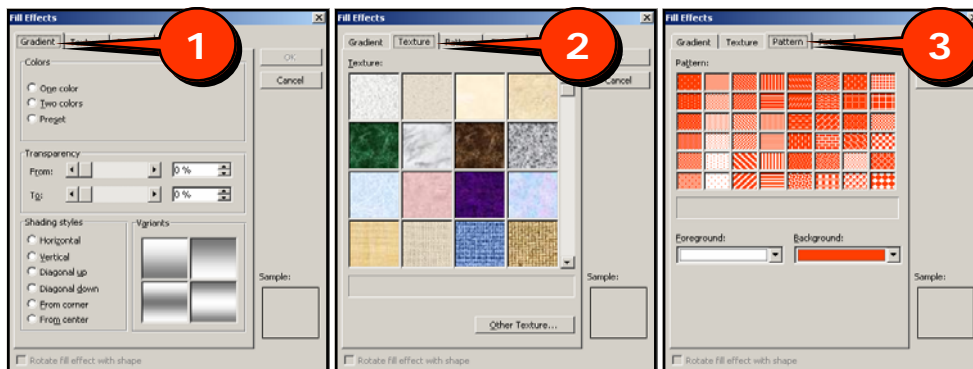


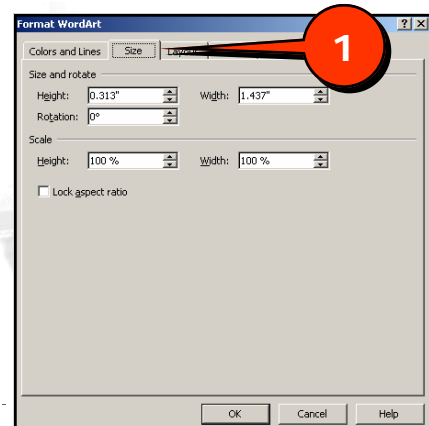
Figure 6



Size

1. Click the **Format WordArt** icon.
2. Click on the **Size** tab in the Format WordArt window (**Figure 7, 1**).
3. Under **Size and Rotation**, type in a precise height, width, rotation of the WordArt object.
4. Under **Scale**, type in a specific Height and/or Width to enlarge or shrink a WordArt object.
6. Click **OK**.

Figure 7



Position

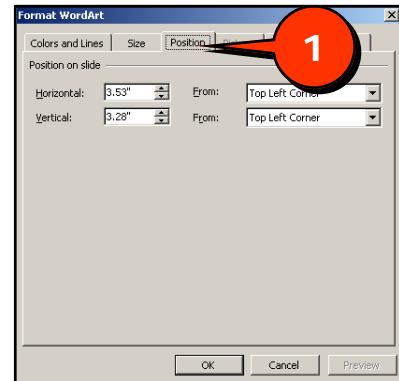
1. Click the **Format WordArt icon**.
2. Click on the **Position** tab in the Format WordArt window (**Figure 8, 1**).
3. **Type** in the precise horizontal and/or vertical position that you wish your WordArt object to appear on the page
4. **Choose** whether that position is relative to the Top Left Corner or the Center of the page.
5. Click **OK**.



Note: The Position tab is not available in all applications.

- In **Word 2003**: Click the Layout tab and then click the Advanced button.
- In **FrontPage 2003**: Click Layout tab, choosing a layout style and then type in the new location of the WordArt object.

Figure 8



Picture

It is possible to fill the WordArt Object text with a picture.

Figure 9



1. Click the **Format WordArt icon**.
2. Click on the **Colors and Lines** tab in the Format WordArt window.
3. Click the **Down Arrow** to the right of Color.
4. Click **Fill Effects**. The Fill Effects window will appear.
5. Click the **Picture** tab (**Figure 9, 1**).
6. Click **Select Picture...** (**Fig 9, 2**). The Select Picture window will appear.
7. **Navigate** to the picture with which you wish to fill the WordArt object.
8. Click **Insert** (**Fig 9, 3**).
9. Click **OK** on the Fill Effects window.
10. Click **OK** on the Format WordArt window. The picture will become the fill of the WordArt object (**Fig 10**).

Figure 10

