

Microsoft WordArt

Modifying



The Toolbar

If the WordArt toolbar is not visible, choose **V**iew > **T**oolbars > **W**ordArt from the main toolbar.

Summary

The Toolbar
Modifying WordArt

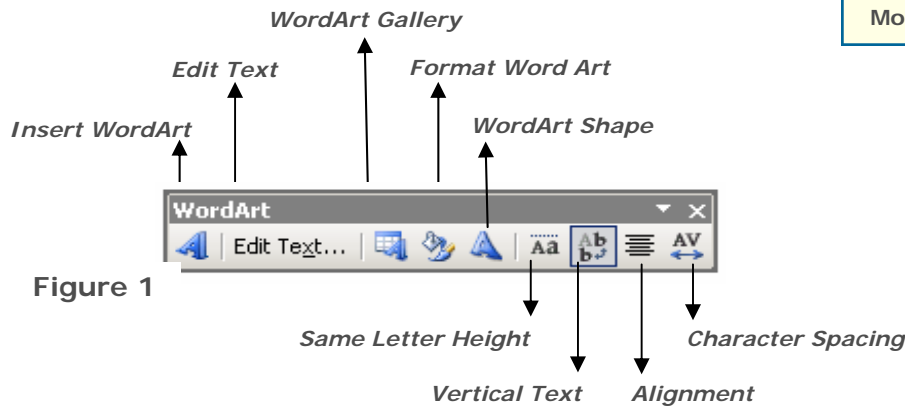


Figure 1

Modifying WordArt

Click on the WordArt you wish to modify.

<u>Edit Text</u>	<ol style="list-style-type: none"> 1. Click the Edit Text icon on the WordArt toolbar (Fig 1). 2. Change/edit the text. 3. Click OK.
<u>Edit Style</u>	<ol style="list-style-type: none"> 1. Click the WordArt Gallery icon on the WordArt toolbar (Fig 1). 2. Click on the new style. 3. Click OK.
<u>Edit Shape</u>	<ol style="list-style-type: none"> 1. Click the WordArt Shape icon on the WordArt toolbar (Fig 1). 2. Click on the new shape.
<u>Same Letter Height:</u> <i>A toggle button</i>	<ol style="list-style-type: none"> 1. Click the Same Letter Height icon on the WordArt toolbar (Fig 1). <p>The lowercase letters will be the same height as uppercase letters. Click the icon again to remove the effect.</p>
<u>Vertical Text:</u> <i>A toggle button</i>	<ol style="list-style-type: none"> 1. Click the Vertical Text icon on the WordArt toolbar (Fig 1). <p>The WordArt text will appear vertical instead of horizontal. Click the icon again to remove the effect.</p>
<u>Alignment</u>	<ol style="list-style-type: none"> 1. Click the Alignment icon on the WordArt toolbar (Fig 1). 2. Click on your alignment choice.
<u>Character Spacing</u>	<ol style="list-style-type: none"> 1. Click the Character Spacing icon on the WordArt toolbar (Fig 1). 2. Click on your character spacing choice.

