



The Toolbars

If the Shadow Settings and 3-D Settings toolbars are not visible:

1. Choose **V**iew > **T**oolbars > **C**ustomize from the main toolbar.
2. Under the Toolbars tab, click in the box to the left of **3-D Settings**, **Shadow Settings** and **WordArt**.
3. Click **C**lose. The toolbars should appear on your screen.

Summary

The Toolbars
Shadowing
3-D

- The toolbars can remain hovering over a document or can be dragged and dropped to be in alignment with other toolbars at the top or bottom of your screen.

Shadowing

By using shadows, you can add depth to drawing-objects.

1. [Create a WordArt object](#).
2. Select the WordArt object by **left-clicking** on it once.
3. Click the **Shadow On/Off** icon.
4. Manipulate the shadowing using the Nudge Up, Nudge Down, Nudge Left, Nudge Right, and Shadow Color icons (**Figure 1**). Some examples of shadowing can be seen in the examples in **Figure 2**.

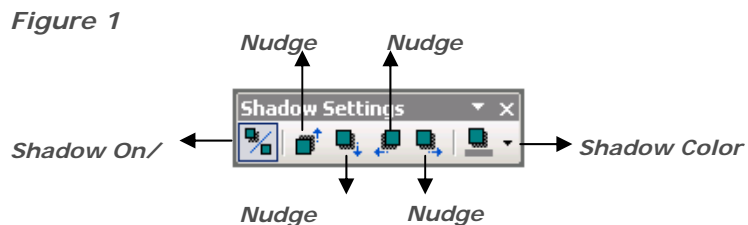
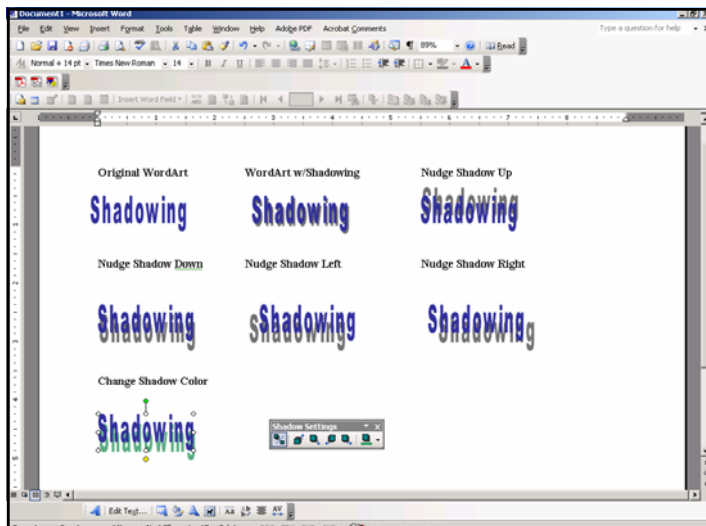


Figure 2



3-D

You can add depth to lines, AutoShapes, and freeform objects by applying three-dimensional (3-D) and shadow effects.

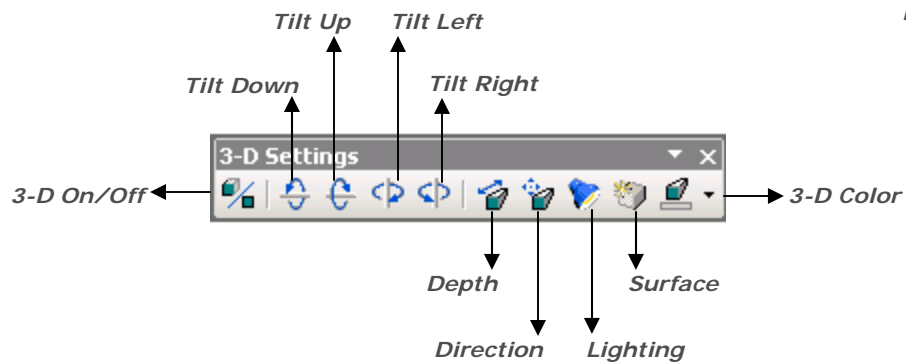


Figure 3

1. [Create a WordArt object.](#)
2. Select the WordArt object by left-clicking on it once.
3. Click the 3-D On/Off icon.
4. Manipulate the 3-D effects using the Tilt Down, Tilt Up, Tilt Left, Tilt Right, Depth, Direction, Lighting, Surface and 3-D Color icons.

Figure 4

