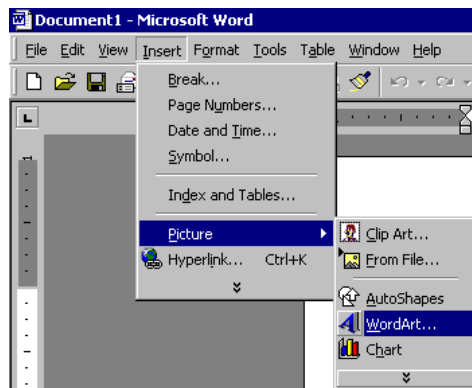


Inserting Word Art into MS Word Document

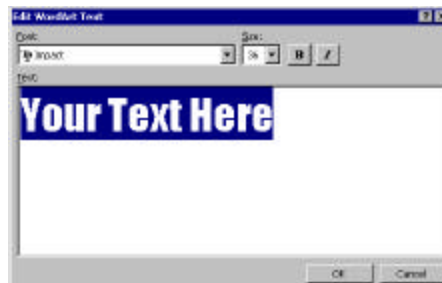
Step 1: Open MS Word and go to **Insert** → **Picture** → **Word Art**.



A window will come up that lists all the different illustration options for the text.



Step 2: Select the desired format and type in the text. You can also change the font and the size of the text on this screen.



Step 3: Once the text has been entered, click the **OK** button and it will appear on your document. The small boxes and diamonds that surround the Word Art are sizing handles. When the cursor moves over any of the handles, it will change to a double-sided arrow. From there the image can be resized by **holding down the left mouse button** and dragging the handle to the size you want. You can also move the image by placing the cursor anywhere inside the image where it will change into a four-way arrow. Then **hold down the left mouse button** and drag the image to the desired position on the document.

A Word Art toolbar will also appear with the image. The toolbar contains buttons that provide the ability to: create a new Word Art picture, edit a current Word Art image, change the design format, edit the colors, or rotate the image.

