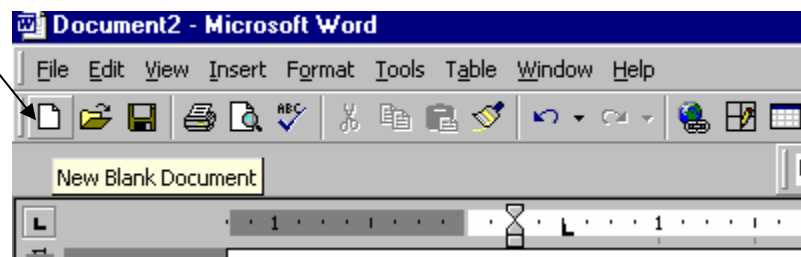


Adding Word Art

- Open a new Document.
 - ➔ Select **file**.
 - ➔ Select **new**.
 - ➔ Click on **Blank Document**.
 - ➔ Select **OK**.

Or

- ➔ Select **New Blank Document** tab.



- On the standard toolbar, click **Insert**.
- Point to **Picture** and click **Word Art**.
- Select a Word Art you like and double-click it.
- Type the text you want Word Art to display.

(You can change text size and can place text on separate lines by pushing Enter following each line.)
- Click in the middle of your Word Art and drag it to the location in your document that you prefer.
- You can click and drag the boxes that appear around your Word Art to size your text. If the handles disappear, click in the middle of your Word Art, and they will reappear.