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Using *WordArt*[®] in *Word*[®] 2007

This guide explains how to use Word Art to enhance your documents

What is *WordArt*[®]?

WordArt[®] allows you to use special effects such as bending, twisting and rotating text in your documents.

Any text can be formatted and there is a gallery from which styles can be selected.

Some examples of *WordArt*[®] are as follows;

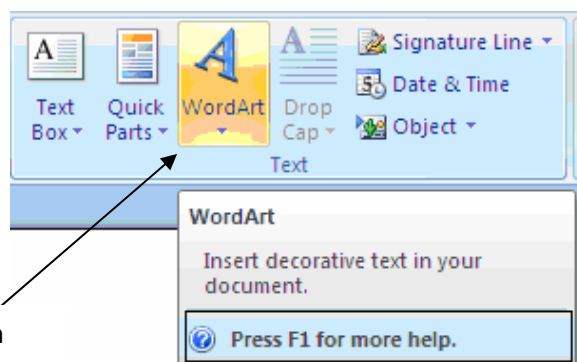
Example

Example

Example

Inserting *WordArt*[®]

- From the **insert tab**, select ***WordArt*[®]** from the text options available. This can be found on the right hand side of the toolbar.



Click here to open the *WordArt*[®] gallery

- From the *WordArt*[®] gallery, select a *WordArt*[®] style.

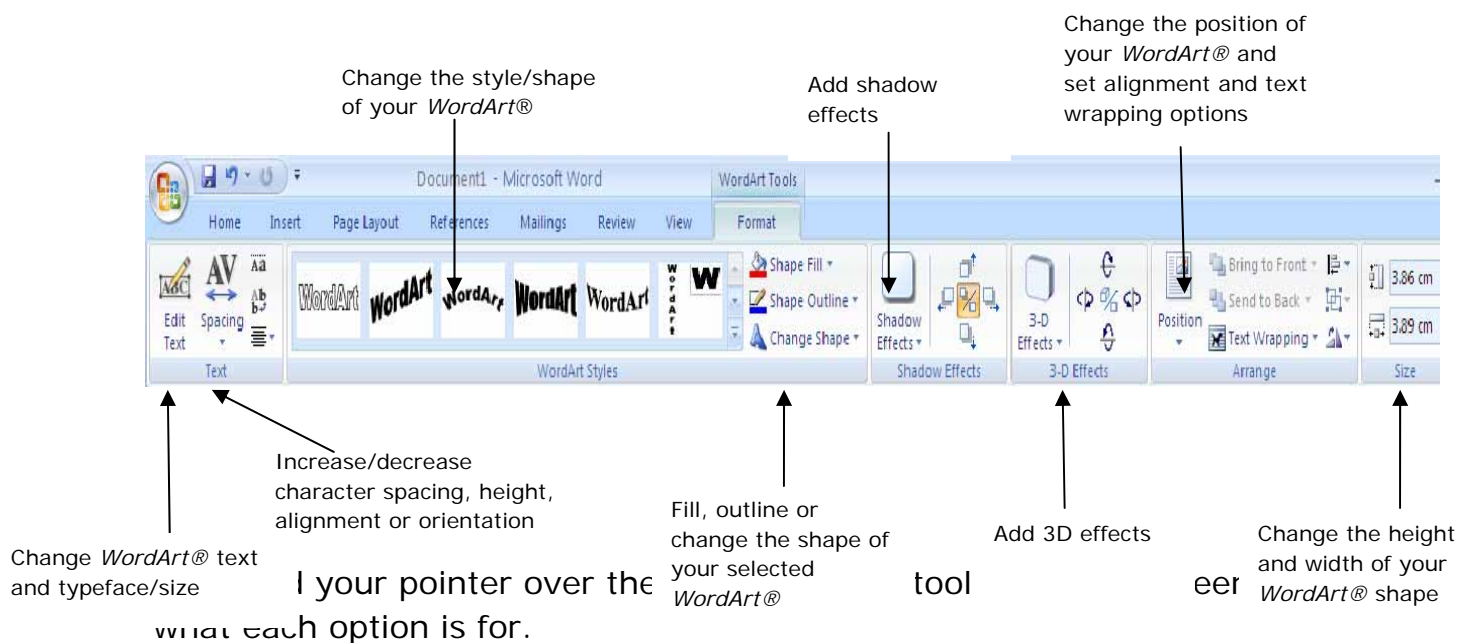
- Type your text in the space provided and if you would like to, choose a new typeface, size or style.

Tip: Large, bold, sans serif typefaces such as Arial, Arial Black or Helvetica make good choices for *WordArt*[®]

- Click ok. Your *WordArt*[®] will be inserted onto the page and the *WordArt*[®] toolbar will appear at the top of the window.
- To close *WordArt*[®], move the pointer away from your inserted *WordArt*[®] and click once.

Editing *WordArt*[®] with the *WordArt*[®] toolbar

- Double click on your inserted *WordArt*[®] to make the toolbar reappear.
- The toolbar will appear as follows;



A new feature in *Office 2007*[®] allows you to see a preview of what your shape or text will look like if the new formatting is applied.

Moving *WordArt*[®]

- Position the pointer over the *WordArt*[®].
- Hold down the mouse button and drag the *WordArt*[®] to a new position.

Resizing *WordArt*[®]

- Click once on the *WordArt*[®] small dots appear around the shape called resize handles.
- Drag a corner handle to rescale the *WordArt*[®].

Deleting *WordArt*[®]

- Click once on the *WordArt*[®] shape.
- Press the delete key.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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