

Tuesday "Tech" Tips

Razzle Dazzle With WORD

Drop Cap Effect

Remember the wonder of the story books you read as a child, the ones that always began with "Once upon a time" in brilliantly detailed letters that dropped below the rest of the text on the page? You may not be writing fairy stories, but the formatting of your childhood favorites can still be useful today. Drop caps, or large initial letters or words at the start of a paragraph or document, can add style and focus to your documents.

To Add a Drop Cap

Click the paragraph that you want to begin with a drop cap.

Click **Format** on the menu line

Click **Drop Cap**

Click **Dropped**

Click **OK**

Washout a Clip

If you adjust the opacity of, or **washout**, a clip, you can add subtle touches to your document

To washout clip art

Click insert

Click Picture

Click clip art

Double click on the clip

Select the **Picture** tab

Under **Image Control**, select **Washout** from the **Color** dropdown list

To send the clip behind text, click **Layout** tab, select **Behind Text**

Your clip has now changed from bold to subtle.

