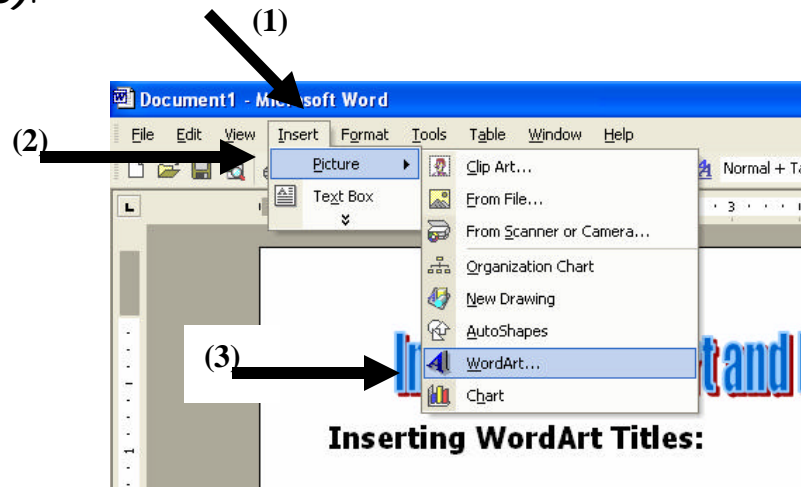


Inserting WordArt into Microsoft Word

Inserting WordArt Titles:

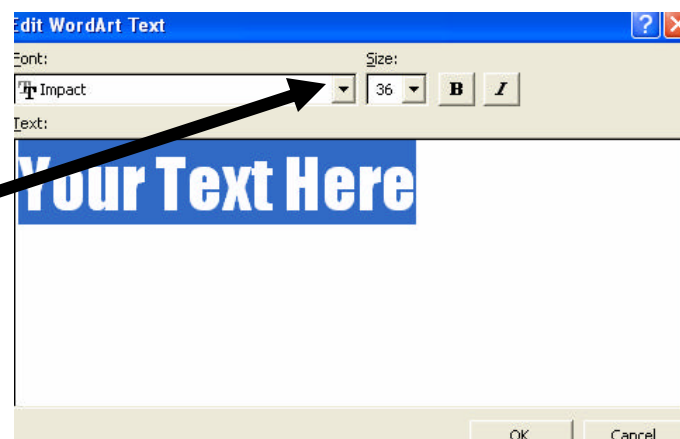
1. Click on **Insert** (1), move down to **Picture** (2), then move over to **WordArt** (3).



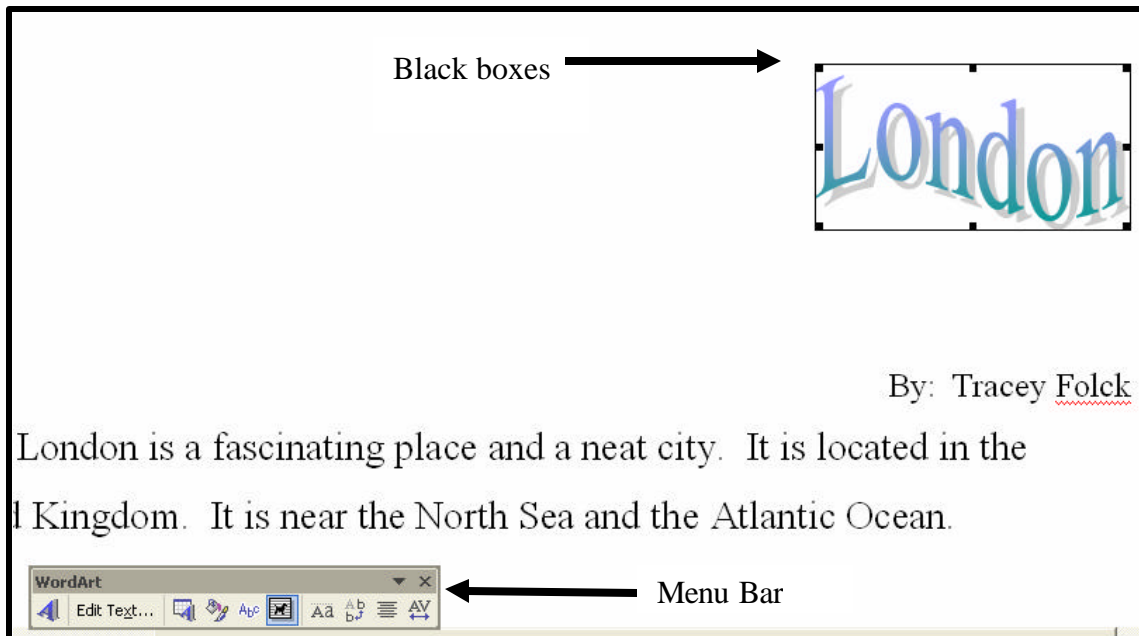
2. Click on a WordArt title you like and then click **OK**.



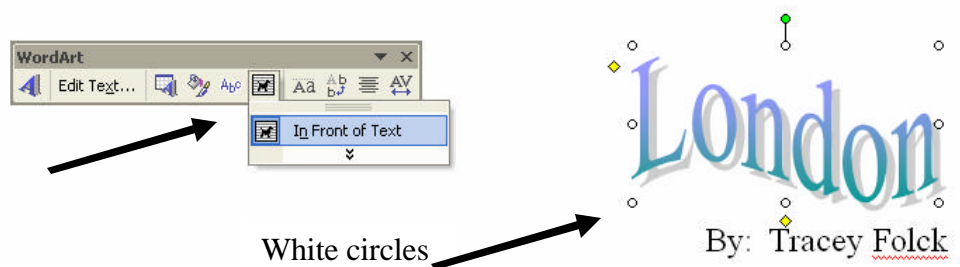
3. Delete "Your Text Here" and type in your title. You can change the font by clicking on the arrow and choosing a different font. When you are done, click **OK**.



4. Click on the WordArt title and black boxes will appear around it. A menu bar will also pop up somewhere on your screen.



5. Click on the **dog** on the menu bar and move down to "**In Front of Text**". The black squares on your title will change to white circles.



6. Move your mouse over your title and wait for the **4 arrows**. Then, **click and drag** your title to the center of the page, or to where you want it.