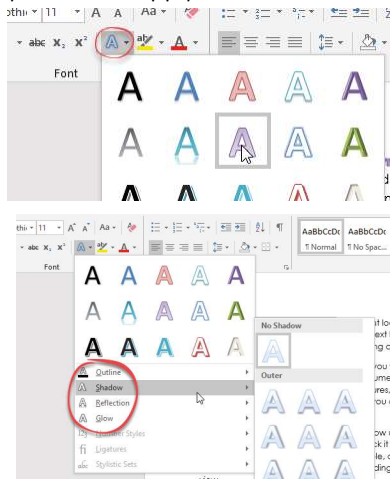# Images - Text and Typography

How do I add an effect to text?

1. Select the text to which you wish to apply the effect.
2. In the 'Home' ribbon click the 'Text Effect and Typography' drop down menu.

3. Choose one of the effects shown at the top or click one of the menu options (outline, shadow etc) and click one of the options within it.

How do I format my wordart?

1. Click the Wordart to select it.
2. Click to display the 'Drawing Tools', 'Format' ribbon.
3. Use the 'Text Fill' drop down menu to change the colour of text.
4. Use the 'Text Outline' drop down menu to alter the thickness, style and colour of your outline.
5. Use the 'Text Effects' drop down menu to add effects such as shadows and reflections to your text.
6. Use the 'Text Direction' drop down menu to rotate the text.
7. Use the 'Align Text' drop down menu to alter the alignment of the text within your WordArt box.
8. Click outside your WordArt when you are done.
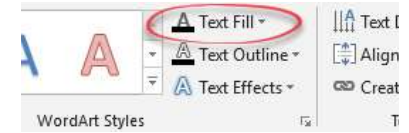
How do I insert wordart?

1. Click to display the 'Insert' ribbon.
2. Click the 'WordArt' button.
3. Choose one of the options from the drop down lists displayed.
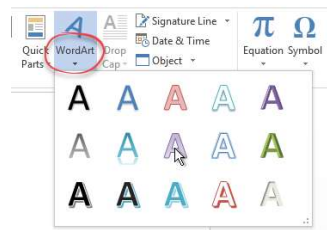
The WordArt will be inserted in its own text box. WordArt can be moved, resized etc the same as you would with other graphics.

4. Double click inside the text and amend as normal.
5. Click outside the text box when you are finished editing your text.
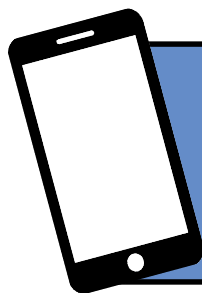
For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.