

## GUIDELINES FOR MAKING WORD ART AND USING AUTO SHAPES

### Step 1

Think of the word you like to add a special effect too.  
Also consider the reason why you like to add this special effect and choose an effect that fits the message you like to give

### Step 2

Go in the top menu to insert > picture > word art

### Step 3

Click on a word art sample that you like

### Step 4

Insert the text that you like to type.  
And drag the text to the right place

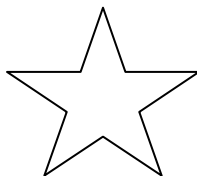
Type your text here

### Step 5

If you like to change your typing double click on the image to change the style

### Step 6

If you like to work with graphic images go back to insert > picture > choose auto shapes. From the small popup window that will appear please select a shape you like. Drag with your mouse in your file to create the shape



**Step 7**

- To add color to the star please use the paint bucket or brush in the menu view > toolbars > drawing.
- Click on the image to highlight it, it will appear surrounded by small squares.
- If you have the squares you can fill the image. Play around with the bucket, brush, lines etc to change the color of the outline and the inside of the star.
- To enlarge the star, drag on 1 of the corners.

**Step 8**

To create text inside the star click with the right mouse click and choose > insert text.

Now you have enough basic skills to start creating beautiful things ...enjoy!

