

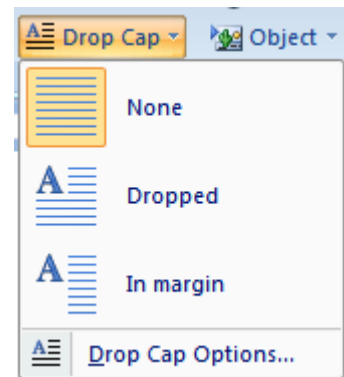
DROP CAPS



Drop capitals are large decorative letters often used to mark the beginning of a document, section, or chapter. Drop caps are set to a much larger font than the text, and often span the height of three or four lines. Drop caps are decorative—use sparingly. Too much of a good thing is distracting!

To create a drop cap:

- **You must type the letter FIRST!**
- Highlight the letter
- Click the **INSERT** tab
- Click in the **TEXT** group
- Click the **DROP CAP** button list arrow
- Select the drop cap style from the list that displays.



To customize your drop cap:

- Click **DROP CAP Options**
- Select **DROPPED** or **IN MARGIN**
- Enter the desired options

