

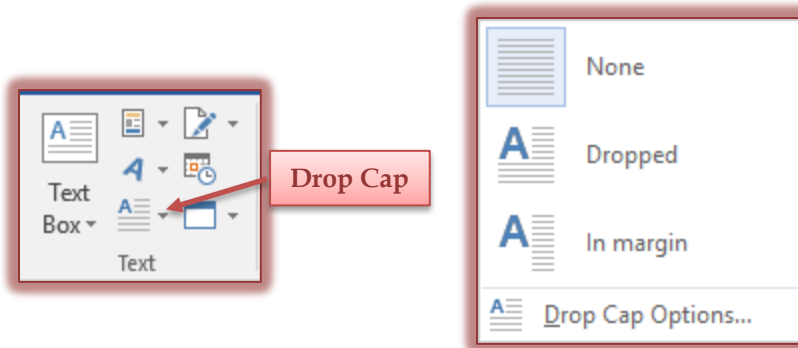
## Drop Caps

### Dropped Initial Capital Letter

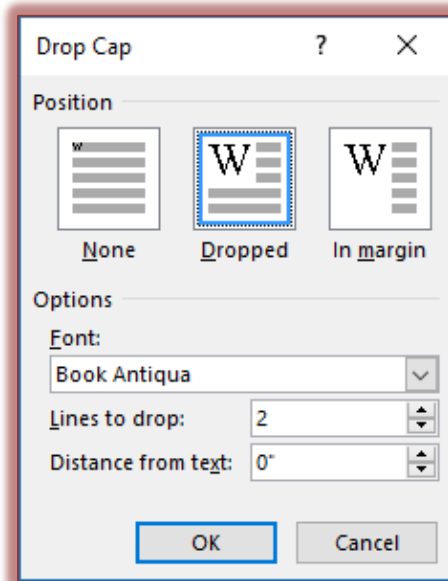
**A**nother feature that may be used to add formatting to a Word document paragraph is the Drop Cap. A Drop Cap is a large dropped initial capital letter in a paragraph. The first letter of this paragraph is an example of a Drop Cap. Drop Caps will always be inserted as the first letter of a paragraph. When creating a Drop Cap, the choices are Dropped or In Margin. The example at the beginning of this paragraph uses the option Dropped. It is also possible to choose how many lines of text the Drop Cap is going to extend through and what distance from the text the Drop Cap will be.

#### Insert a Drop Cap

- ✦ Place the insertion point at the beginning of the paragraph to which the **Drop Cap** is to be applied.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Drop Cap** button (see illustration left).



- ✦ A list of different **Drop Caps** will appear (see illustration above right).
  - ★ **None** - This is the default. A Drop Cap will not be applied to the paragraph.
  - ★ **Dropped** - Inserts the Drop Cap in the text of the paragraph.
  - ★ **In Margin** - Inserts the Drop Cap inside the margins, but outside the text of the paragraph.

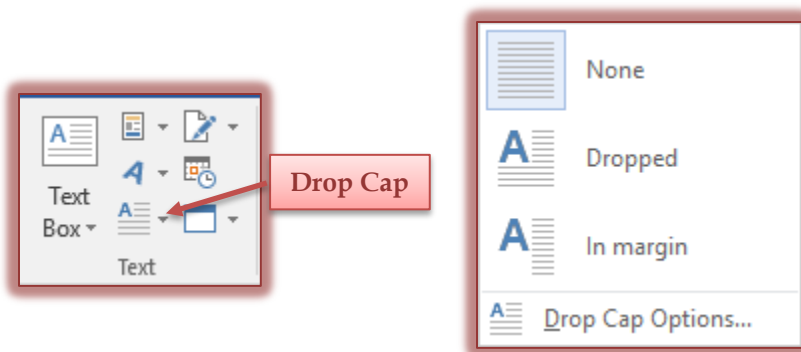


- ✦ To change the options for the Drop Cap, click the **Drop Cap Options** link (see illustration on previous page).
- ★ **Font** – This option is used to change the font type.
- ★ **Lines to drop** – Click this spinner arrow to specify how large the Drop Cap will be (how many lines will it go down).
- ★ **Distance from text** – To specify how far the text in the paragraph is going to be from the Drop Cap, click this spinner arrow.

### Remove a Drop Cap

There are two ways to remove a Drop Cap. The first is to **select the Drop Cap** and press the **Delete** key. The second is to complete the following steps:

- ✦ Click the paragraph that contains a **Drop Cap**.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Drop Cap** button.
- ✦ Click **None**.



- ✦ The **Drop Cap** will be removed from the document.