PUBLISHER-WORDART TOOLS FORMAT TAB

The **WordArt** ribbon is used to format the WordArt object. The WordArt Tools Format Tab will appear when the WordArt object is selected. Use any of the WordArt toolbar buttons to create interesting effects. To deselect the WordArt, click anywhere on the publication or press the **Esc** key. The table below describes the groups and buttons on this ribbon. This ribbon is used to apply formatting to the WordArt image.

Button Name	Description
Text Group	
Edit Text	Once a WordArt image has been created, this button is used to make changes to the text.
Spacing	To change the spacing between the letters in the WordArt image, click this button.
Even Height	This button is used to make all the letters in the image the same height.
Vertical Text	Use this button to input the text vertically with the letters stacked on top of each other or to change back to horizontal alignment.
Alignment	This button is used to determine how the words of a multiline WordArt image are to be aligned.
WordArt Styles Group	
Word Art Styles	When this button is clicked, a gallery of WordArt images is displayed. Move the mouse pointer over each of the items in this gallery to see a **Live Preview** of the image. To see additional images, click the **More** button at the end of the gallery. The up and down arrows can be used to move through the gallery one row at a time.
Change Shape	After a WordArt image has been created, it is possible to change the shape but keep the colors. To do this, click this button. A gallery of different WordArt shapes will appear.
Shape Fill	To change the fill colors for the WordArt image, click this button. A gallery of different colors and options will appear.
Shape Outline	Click this button to change the border (outline) of the image. A gallery of different colors will display.
Shadow Effects	To select a shadow or to change the shadow for the image, click this button. A gallery of different shadow effects will appear. Move the mouse pointer over the items to see a **Live Preview** of the shadow effect.
Format WordArt	This button is located in the lower right corner of the group. Click the button to open the Format WordArt dialog box.

Button Name	Description
Arrange Group	
Wrap Text	When text in a text box needs to wrap around the image, click this button. A list of different text wrappings will display. Click the **More Layout Options** button to display some additional options.
Bring to Front	When an image is placed behind another image or shape, this button is used to bring the bottom image or shape in front of the other one or to bring an object to the front of all other objects.
Send to Back	This button is used to send an image or shape that is on top of another one to the back of the top one or to send an image to the back of all other images.
Align	This option is used to align different images and/or shapes either at the top, bottom, left, or right. Before the images and shapes can be aligned, they must be selected. To select several images or shapes, click the first object and then hold down the Shift key to select additional items.
Group	Once a group of images and/or shapes has been formed into an item such as a logo, use this button to group the items together so the objects become as one. Before the objects can be grouped, they must be selected. To select several objects, click the first object and then hold down the Shift key to select additional items.
Ungroup	This button is used to break a set of grouped objects back into individual shapes.
Rotate	To rotate or flip the selected image, click this button. A list of possible options will display. For additional rotation options, click the **More Rotation Options** button.
Size Group	
Shape Height	To change the height of the image, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the image.
Measurement	When this button is clicked, the **Measurement Task Pane** will display. This Task Pane is used to change the height and width of the image as well as other attributes.
Format Auto Shape: Size	This button is located in the lower right corner of the Size Group. It is used to launch the **Format WordArt** dialog box with the **Size** tab selected. In this box, it is possible to make changes to the size of the WordArt image.