

## Lesson 3-12: Inserting a Drop Cap

**Figure 3-20**

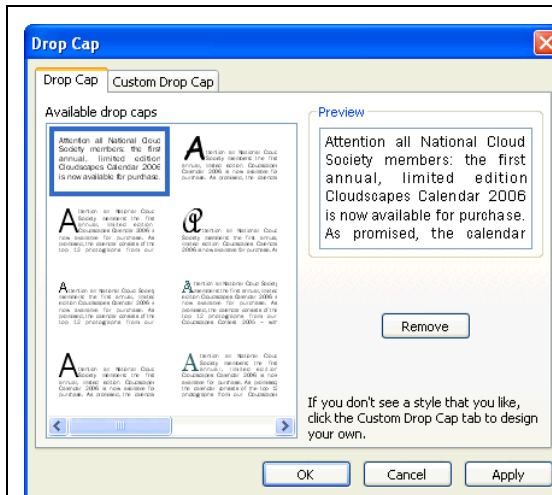
The Drop Cap tab of the Drop Cap dialog box.

**Figure 3-21**

An example of a drop cap.

**Figure 3-22**

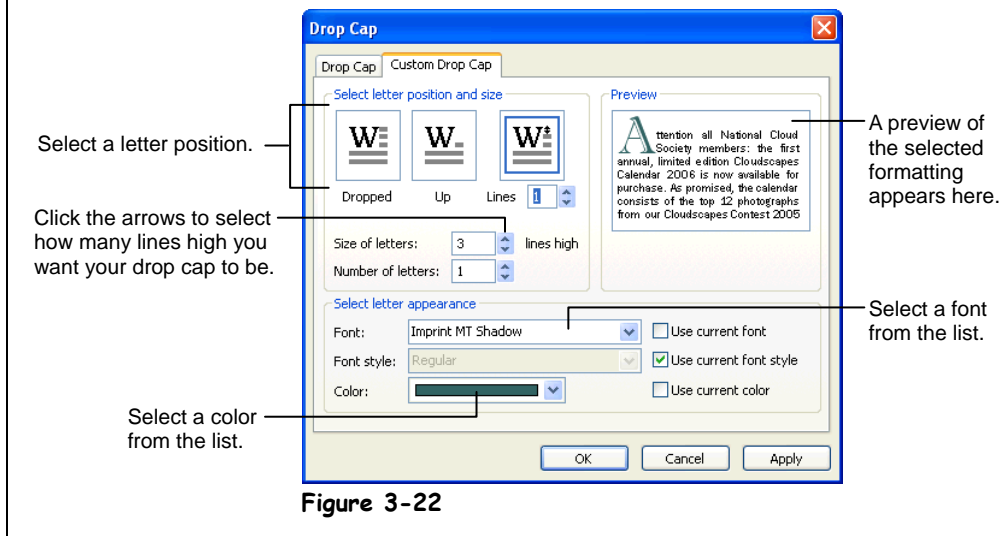
The Custom Drop Cap tab of the Drop Cap dialog box.



**Figure 3-20**

**A**ttention all National Cloud Society members: the first annual, limited edition Cloudscapes Calendar 2006 is now available for purchase. As promised, the calendar

**Figure 3-21**



**Figure 3-22**

A dropped-capital letter, or *drop cap*, is an ornamental capital letter at the beginning of a paragraph. A drop cap is much larger than any surrounding letters, and appears to “drop” into the lines beneath it. Drop caps are commonly found in books and various periodicals.

Drop caps are designed to catch the reader’s eye, thus drawing attention to the associated text. Let’s draw some attention to the first paragraph of our informational flyer.

1. Place your insertion point right before the word **Attention** in the first body paragraph underneath the photograph.

In order to insert a drop cap, all lines of the paragraph must be aligned evenly with one another. Let’s delete the tab indent from this line.

2. Press the **<Backspace>** key.

The indentation is deleted and all lines of the paragraph are aligned evenly.

**3. Select **Format** → **Drop Cap** from the menu.**

The Drop Cap tab of the Drop Cap dialog box appears, as shown in Figure 3-20. Use the horizontal scroll bar to scroll through the available drop caps. Once you find a style you like, you can click it to select it.

**4. Click the second drop cap style in the third column, then click **OK**.**

The selected drop cap is applied to the paragraph, as shown in Figure 3-21. That was easy, but what happens if you don't like any of the styles available in the Drop Cap dialog box? Simple: create your own.

**5. Select **Format** → **Drop Cap** from the menu and click the **Custom Drop Cap** tab.**

The Custom Drop Cap tab appears, as shown in Figure 3-22. Let's select a letter position.

**6. Make sure the **Dropped** option is selected in the **Select letter position and size** section.**

This will "drop" the capital letter to make it even with the first line of text. A preview of the selected formatting appears in the Preview section.

We want to keep the letter size at "3 lines high," meaning the letter will drop down into three lines of text. Let's move on to letter appearance.

**7. Click the **Font** list arrow and select **Harrington** from the list.**

A preview of the selected font appears in the Preview section. Notice that the drop cap is what is being changed; the other text is unaffected.

**8. Click the **Use current font style** check box to uncheck it, click the **Font style** list arrow, and select **Bold** from the list.**

We're through creating our drop cap, so let's close the dialog box and check it out!

**9. Click **OK**.**

Tada! The drop cap has been reformatted.

**10. Save your work.**

### Quick Reference

#### To Apply a Drop Cap:

1. Place the insertion point anywhere in the paragraph for which you want to apply a drop cap.
2. Select **Format** → **Drop Cap** from the menu.
3. Select a drop cap style and click **OK**.

#### To Remove a Drop Cap:

1. Select the drop cap and select **Format** → **Drop Cap** from the menu.
2. Click the **Remove button** and click **OK**.

#### To Create Your Own Drop Cap:

1. Place the insertion point anywhere in the paragraph for which you want to create a drop cap.
2. Select **Format** → **Drop Cap** from the menu and click the **Custom Drop Cap** tab.
3. Make your selections in the dialog box and click **OK** when you're finished.