



How to Use Commands under WordArt Tab in Writer 2013

After inserting a WordArt, the WordArt tab will appear in line with the Home tab on the top of the window. From there, you can set the format of the WordArt by using different commands offered in the WordArt tab, such as changing the WordArt gallery and setting the WordArt effects.

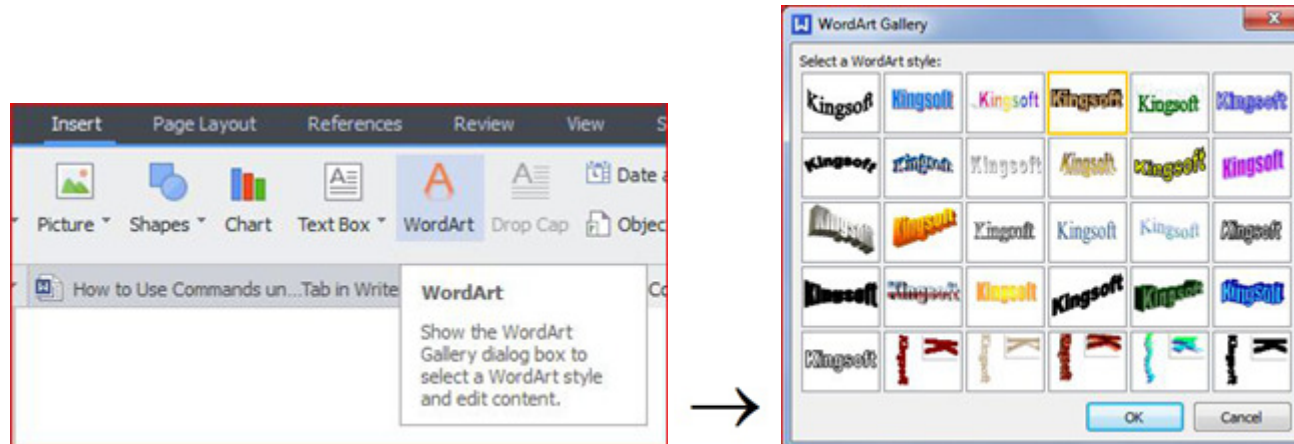
[Click here](#) to learn how to use the commands under WordArt Tab in Writer.

Word/Writer

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

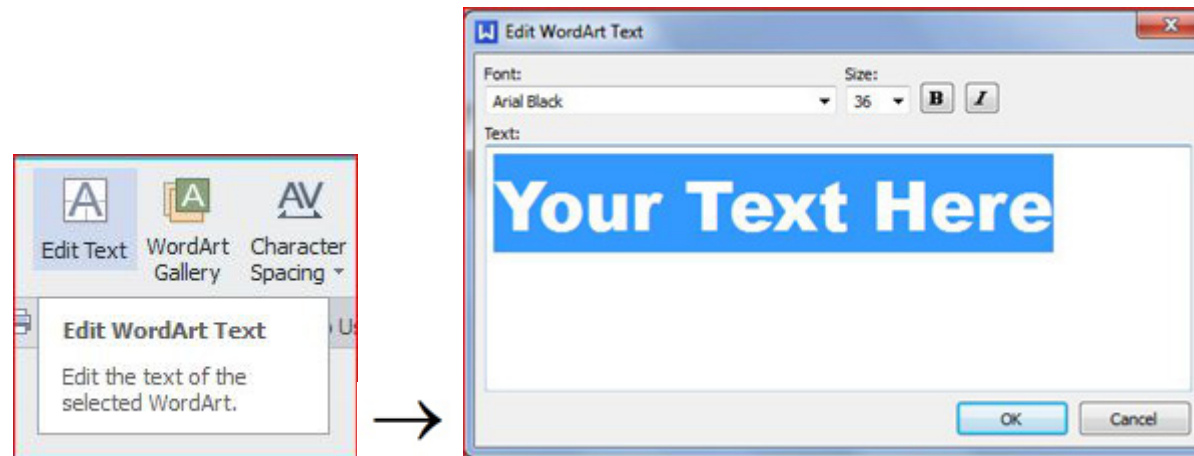
How to Use Commands under WordArt Tab in Writer 2013

1. To insert new **WordArt**, click the **WordArt** icon in the **Insert** tab and select a **WordArt** style.



2. Below are the commands under the **WordArt Tab** that can be used to format the WordArt styles and settings:

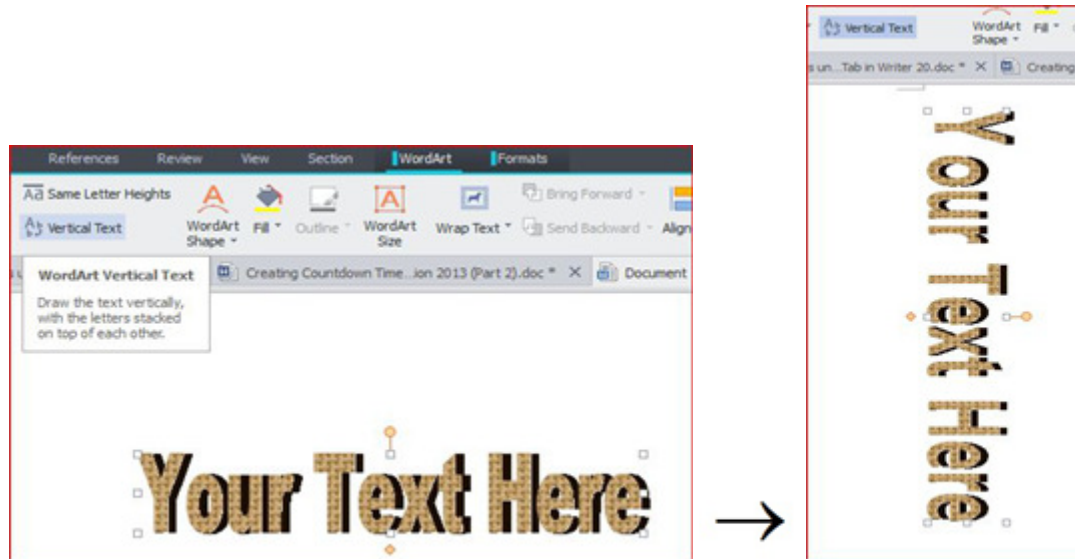
- Edit the WordArt text:
 - ✓ Click the **Edit Text** icon. The **Edit WordArt Text** dialogue box will be displayed where you can edit the text.



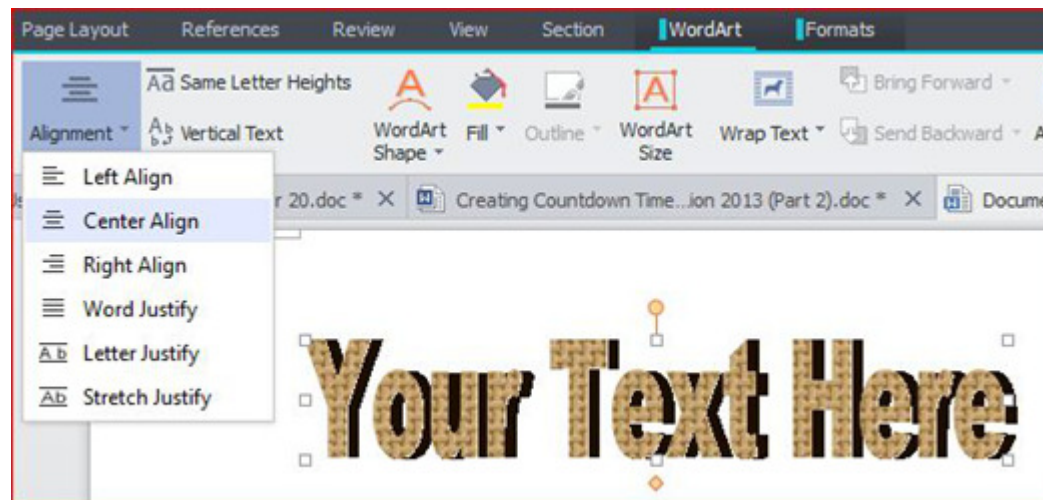
- Adjust the height of the WordArt letters:
 - ✓ Click the **Same Letter Heights** icon. This will automatically make all the letters of the selected WordArt text exactly the same height.



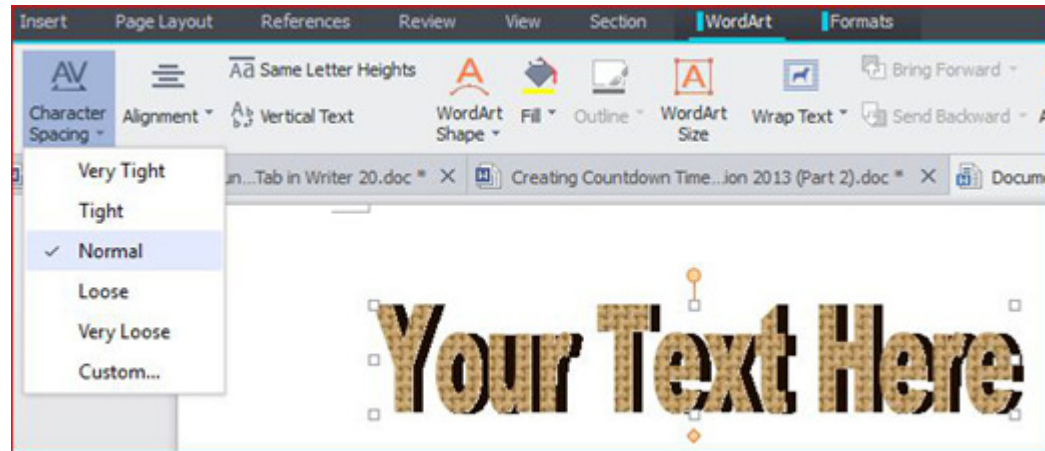
- Change the text direction of the WordArt (i.e. from horizontal to vertical, or vice verse):
 - ✓ Click the **Vertical Text** icon.



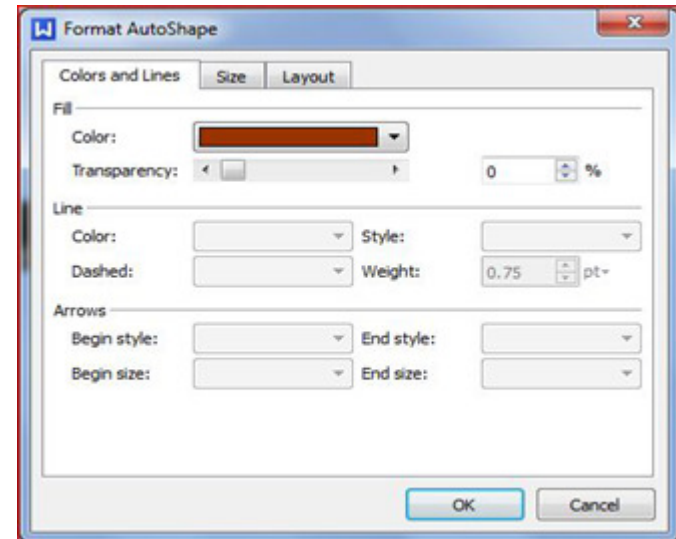
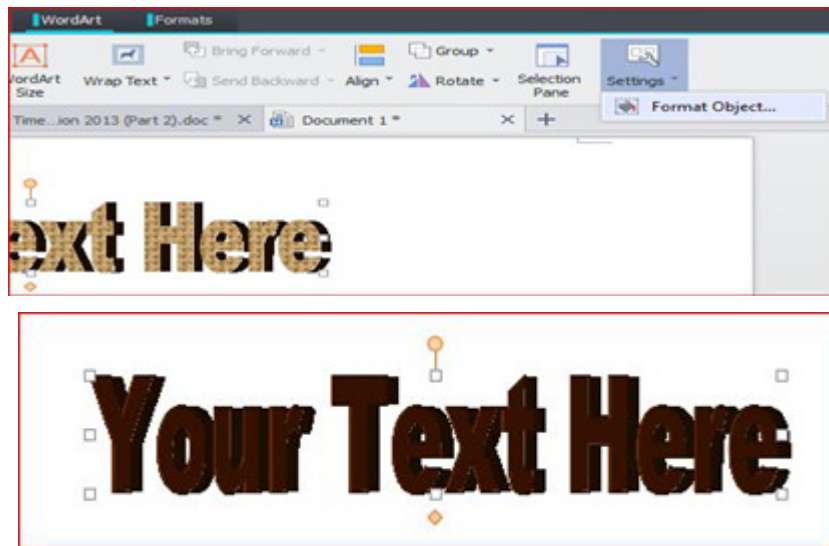
- Alignment of the WordArt:
 - ✓ Click the **Alignment** icon. The options offered in the drop-down list include the Left Align, Center Align, Right Align, Word Justify, Letter Justify, and Stretch Justify.



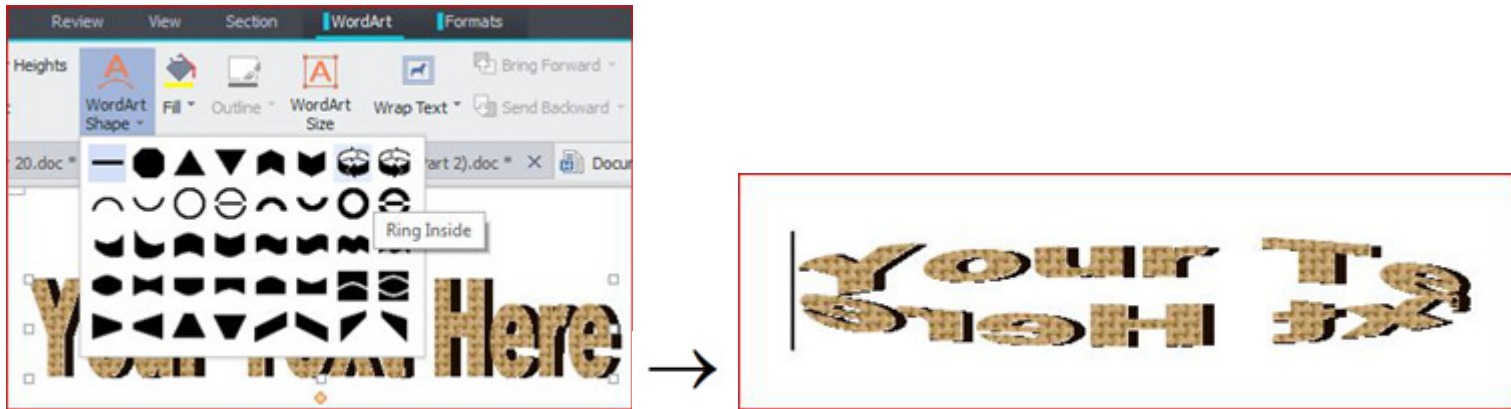
- Character spacing of the WordArt:
 - ✓ Click the **Character Spacing** icon and choose the preferred style in the drop-down list.



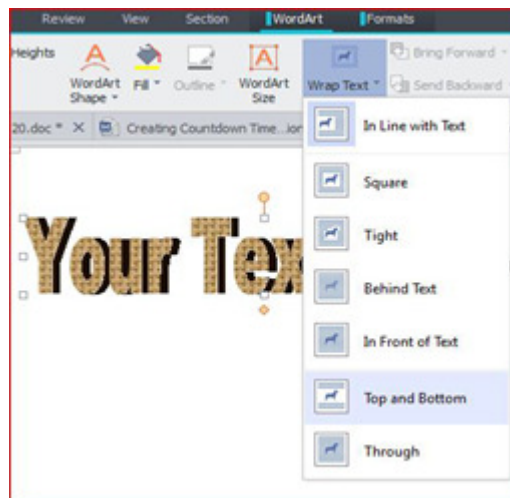
- Format of the WordArt:
 - ✓ Click the **Settings** icon and select the **Format Object...** option. This will automatically displayed **Format AutoShape** dialogue box and there you can set the color, line, size, layout, wrapping, etc.



- Change the style of the WordArt:
 - ✓ Click the **WordArt Shape** icon and choose the preferred style in the drop-down menu.



- Adjust the position between the WordArt and the text:
 - ✓ Click the **Wrap Text** icon and select the preferred wrapping style in the drop-down menu.



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