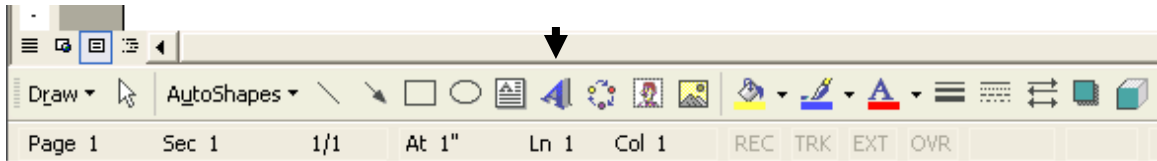
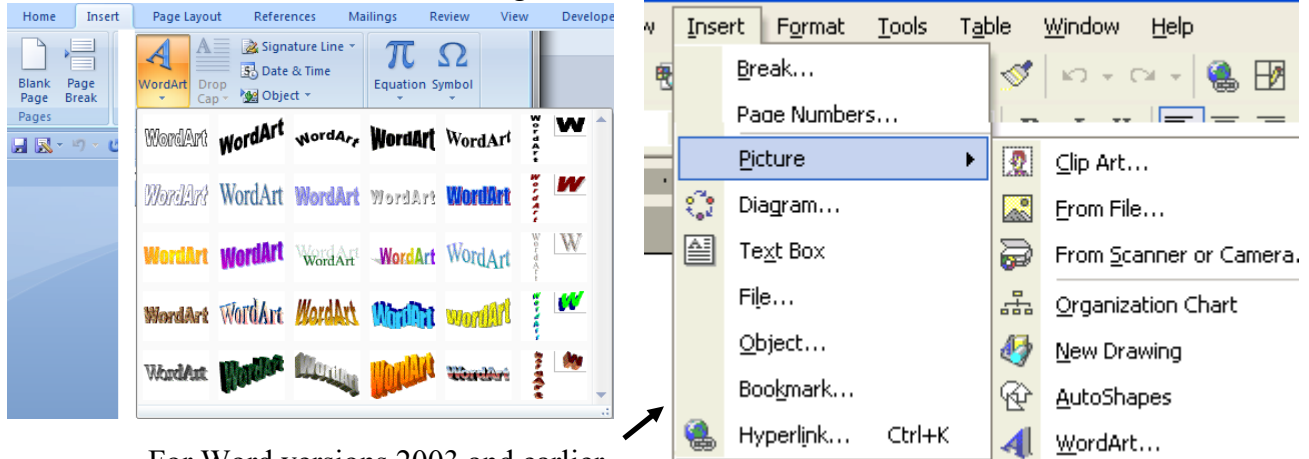


## Using WordArt to add Effect to E-mail

1. Open Microsoft Word.

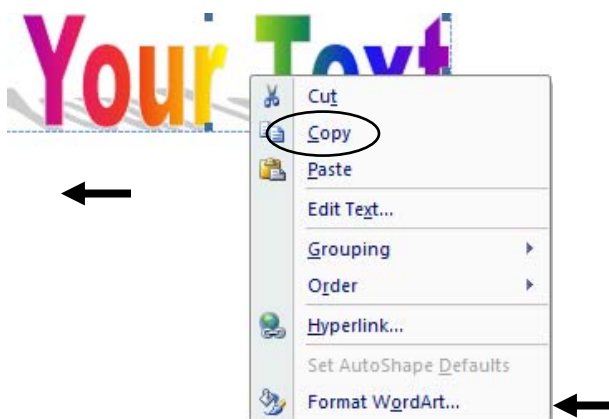


2. For Word 2007, use the Insert ribbon, and then the WordArt button drop-down list. Word 2010 and later placed the Word Art button to the far right.



For Word versions 2003 and earlier, choose Insert/Picture/WordArt (near the bottom of menu), or use the WordArt button on the Draw toolbar.

3. When the window opens, choose the appearance you want. Type the text you want, and say OK.
4. The phrase appears in the Word Document.
5. You can modify the appearance of a WordArt object by right-clicking on the WordArt object and choosing "Format WordArt". When the box opens, adjust anything you wish (color, angle, fill, etc.)



6. Now right-click on the WordArt object (the phrase you created) and choose Copy.
7. Next, return to Outlook Express, Windows Mail, or Windows Live Mail.
8. Click on Create (or New) Mail to open a new message window.
9. Click in the text area (the box where you normally write your e-mail (if it didn't seem to work, this may be where you are going wrong).

10. Now right-click here, and choose Paste. The phrase should appear.
11. Fill out the e-mail; add any other text or graphics, subject, and address as usual. Then Send.

## **Using WordArt to add Effect to E-mail**