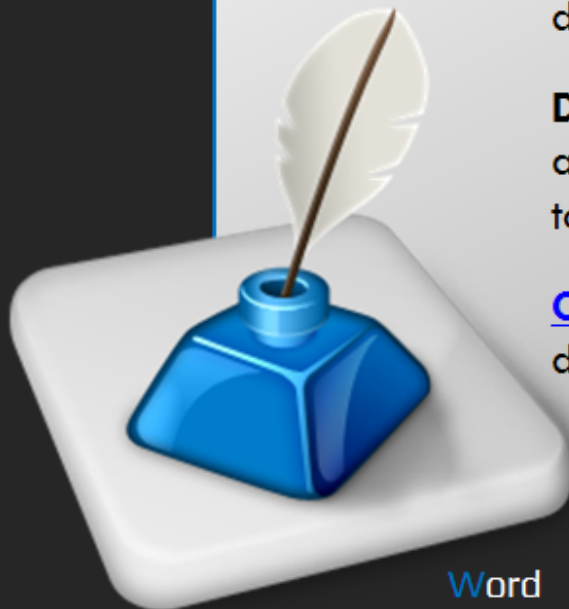# PRODUCTIV**IT**Y

Add Drop Caps in a Document

Improve the appearance of a document by adding dropped capitals to paragraphs.

Drop Cap is a Word feature that displays the first letter of a paragraph in a large font, which can add style and focus to a document.

Click here to view how you can add a drop cap in a document.

Word

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

Add Drop Caps in a Document

1. Place the insertion point at the beginning of the paragraph where you want to add a drop cap.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.
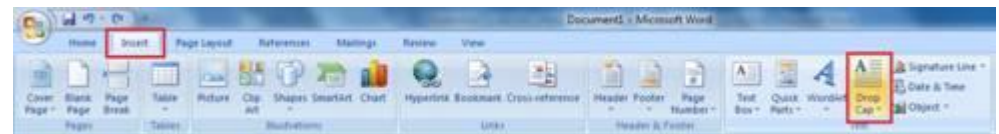
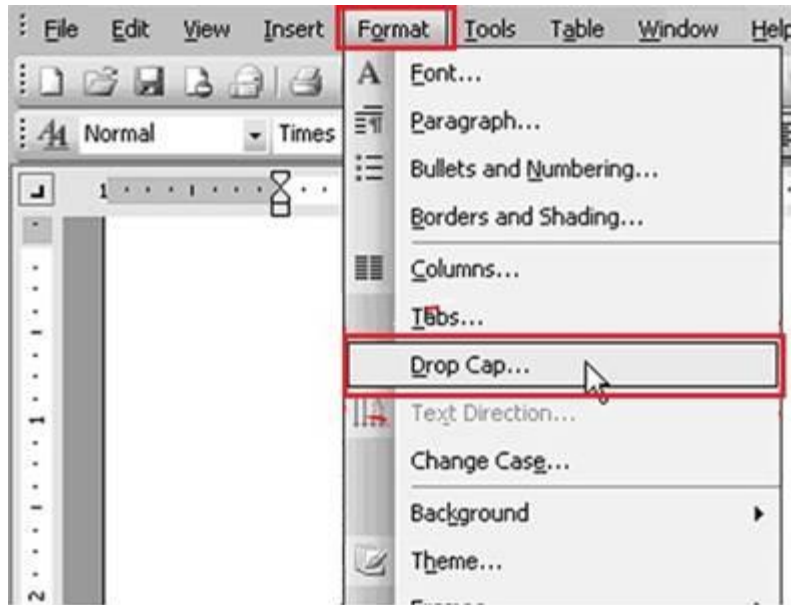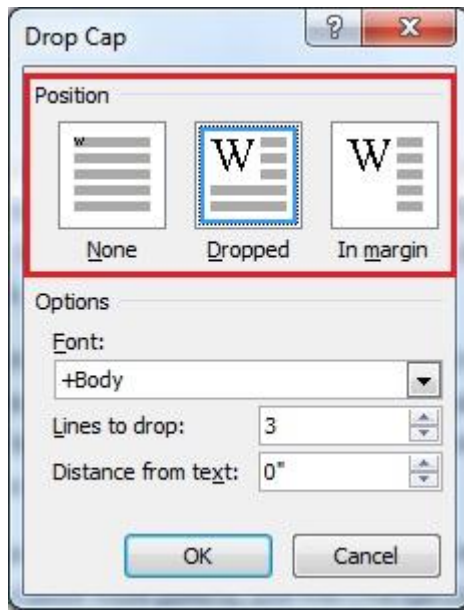| MS Word 2003	MS Word 2007
2. On the **Format Menu**, select **Drop Cap...**	OPTION 1: 2. On the **Insert Tab**, under the **Text group**, click on **Drop Cap** then select **Dropped** or **In margin**. You may hold the mouse pointer over your choice to see a preview in your document. (Also refer to DROP CAP POSITIONS below.)

Notice that the the first letter of a paragraph is displayed in a large font depending on the selected drop cap position.
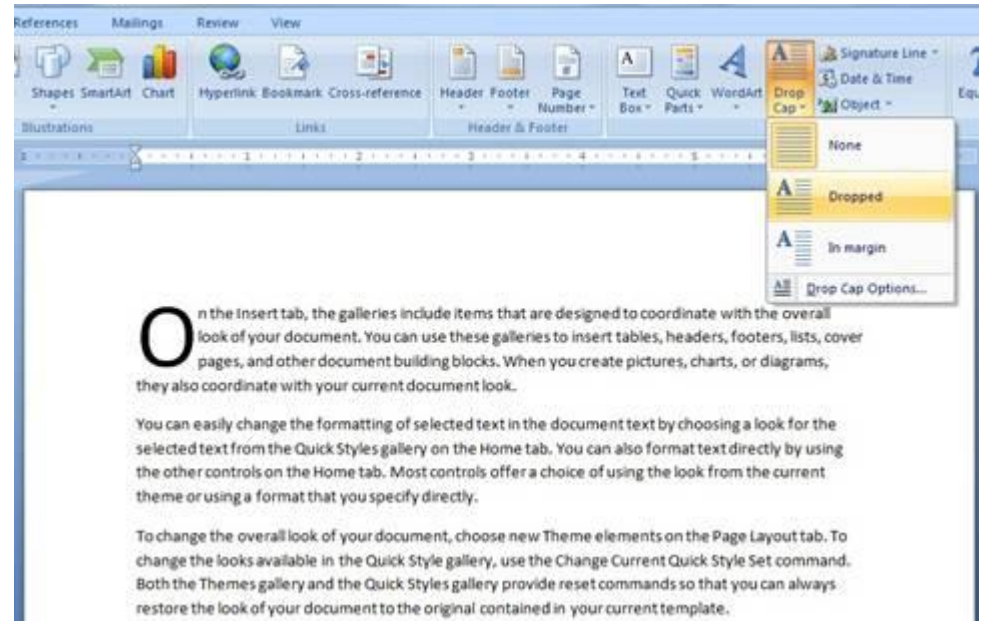

3. **Drop Cap** dialog box will appear. In the **Position**, select **Dropped** or **In margin**. (Refer to DROP CAP POSITIONS below.)

4. Notice that the bottom part of the window (**Options**) becomes active/enabled. If desired, you may change the following drop cap settings:
   - ✓ **Font** – font of the dropped letter only. This does not change the font of the whole paragraph.
   - ✓ **Lines to drop** - number of lines that the letter drops.
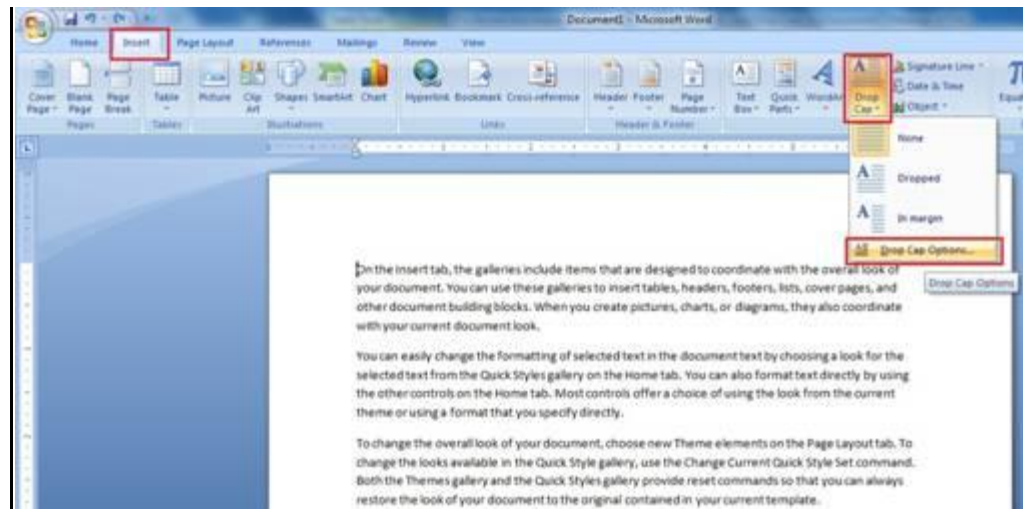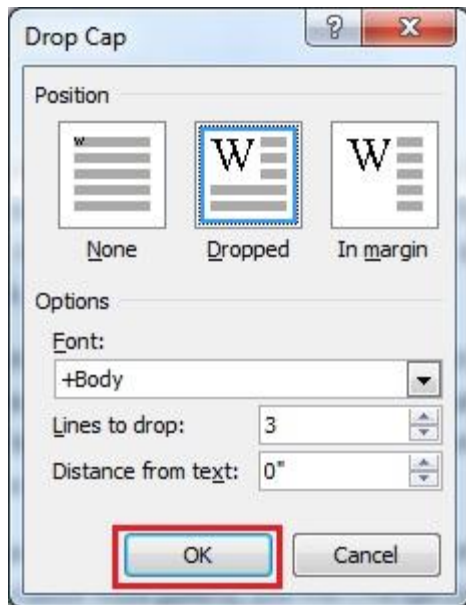   - ✓ **Distance from text** - how far away the letter should be from the text.
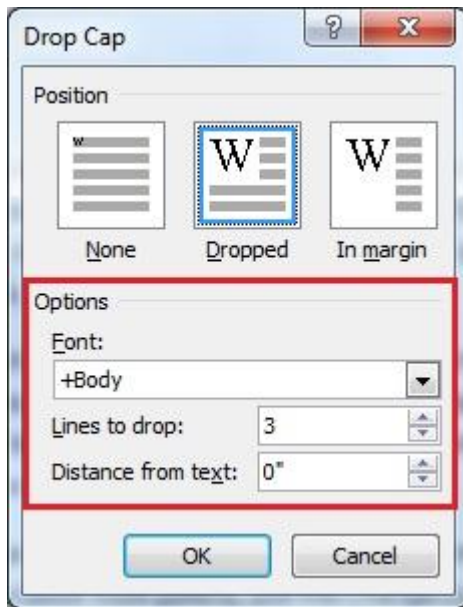
5. Click **OK**. Notice that the the first letter of a paragraph is displayed in a large font depending on the selected drop cap position.
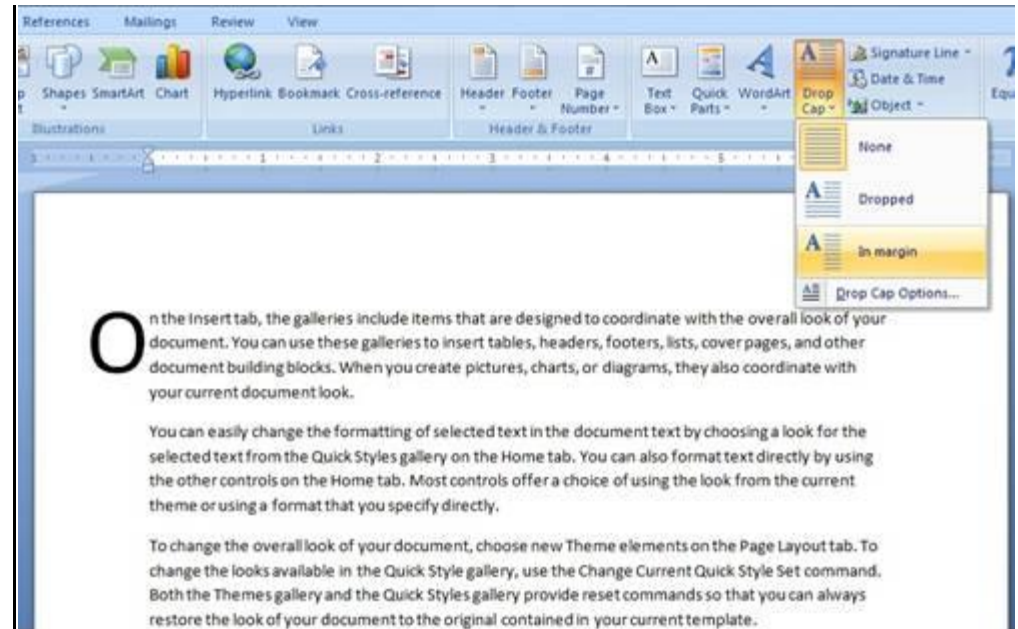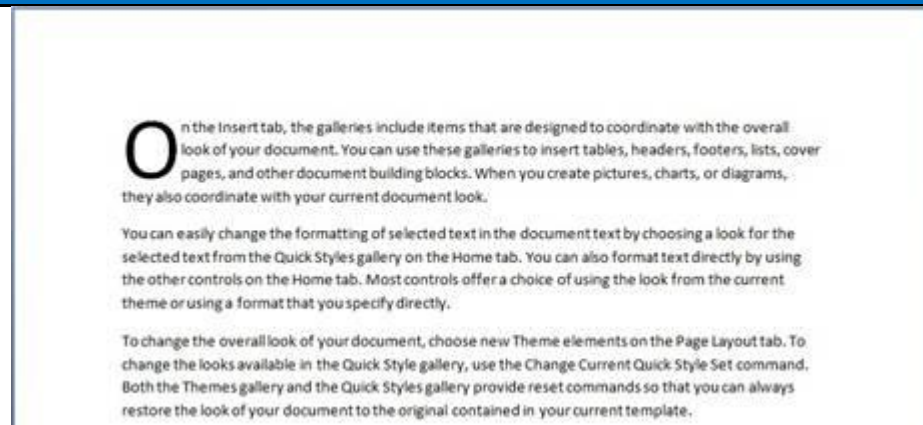

OPTION 2:

2. On the **Insert Tab**, under the **Text group**, click on **Drop Cap** then select **Drop Cap Options…**.

3. Follow **Steps 3 to 5** for **MS Word 2003.**

DROP CAP POSITIONS:

✚ **Dropped** – will display the first letter of a paragraph in a large font, wrapping all the text around the large letter.	

In margin - will put the larger letter completely in the left margin.

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