

# WordArt Projects

1. Open MS Word and start with a NEW BLANK DOCUMENT
2. Change the margins to NARROW (.5 top, bottom, left, right). Use the LAYOUT tab and then MARGINS (on far left of ribbon). (shown right)
3. Change the PAGE ORIENTATION TO LANDSCAPE.
4. Now insert a SINGLE large picture to fill up the page (INSERT – ONLINE PICTURES. REMEMBER, YOU CAN FILTER YOUR SEARCH)
5. Now add some WORDART that says something about your picture and YOUR NAME. (INSERT – WORDART). Use a Quick Style of your choice.
6. USE THE WORDART STYLES to make sure that your text is easy to read and “pops” off your picture.
7. HINTS: On a DARK picture, use a LIGHT FILL, DARK CONTRASTING OUTLINE, and LIGHT COLORED GLOW EFFECT. On LIGHT pictures, choose a DARK FILL, a LIGHTER OUTLINE, and a DARKER GLOW.
8. The above HINTS are only suggestion. If you carefully choose colors and outline weight (thickness) you can make your text stand-out even if you do not choose to use the HINTS above.
9. **SAVE YOUR PROJECT WITH A DESCRIPTIVE FILE NAME.**
10. THEN CREATE 2 MORE OF THESE MINI-POSTERS using 1/2 inch margins, landscape orientation, a large picture that fills-up the page, and WordArt phrase that describes that project with YOUR NAME.

