

WordPerfect
DROP CAPS

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com



Drop caps are letters that you can use to decorate text at the beginning of a line or paragraph. You can add drop caps to a document, and edit their size, position, and style.

To add a drop cap:

1. Click to the left of the letter at the beginning of a paragraph.
2. From the MenuBar, select Format > Paragraph > Drop cap (**Figure 1**).



Figure 1

3. In the Style area, choose a drop cap style (**Figure 2**). Figures 3 – 5 show the options with the red line as the left margin.

- ① “No Drop Cap” means the first letter of the paragraph is flush to the left margin, like the “T” in the sentence above “To add a drop cap:”
- ② “Drop Cap in Margin” is **Figure 3**.
- ③ “50% in Margin” is **Figure 4**.
- ④ “Drop Cap in Text” is **Figure 5**.



Figure 2

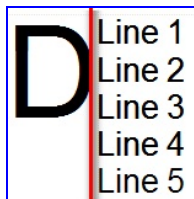


Figure 3

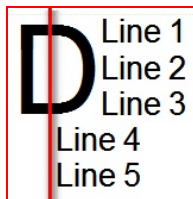


Figure 4

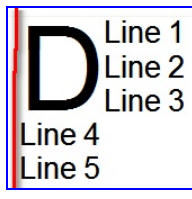


Figure 5

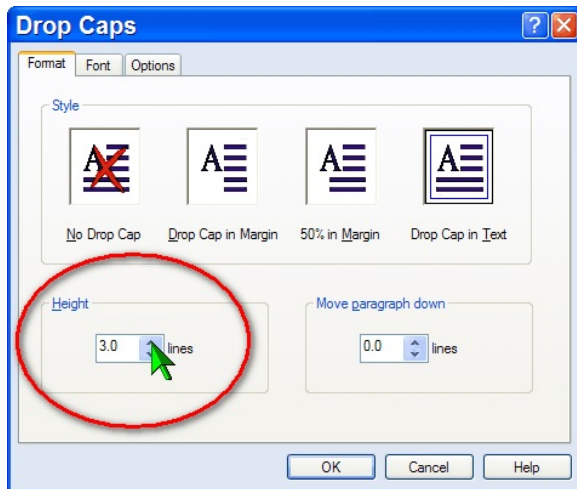


Figure 6

4. In the Height area, you can select how many lines are affected by the drop cap (Figure 6). The default is 3 lines.

5. Click the Font tab, and choose a font face, color, and any other font attributes (Figure 7).



Figure 7

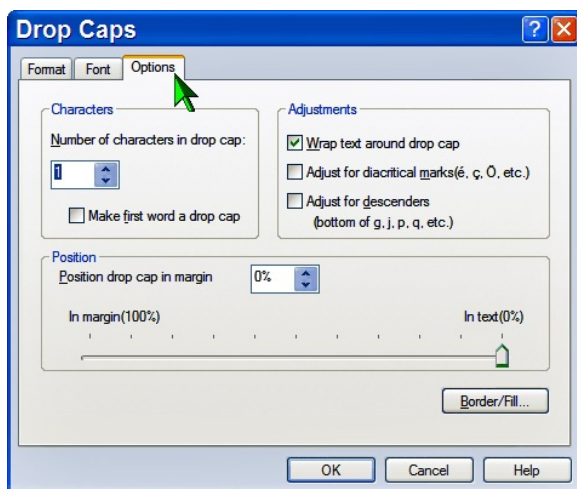


Figure 8

6. Click the Options tab, and make any other adjustments you want (Figure 8).