Drop Cap Format

Make the first letter of a doc or paragraph a drop cap (capitol letter that falls below baseline) such as seen often in books. Grabs the attention of the reader. It is wise to use drop caps sparingly.

- 1. Place your cursor anywhere in the paragraph.
- 2. Choose Format...Drop Cap.
- 3. Select the options you want, such as in Margin.
- 4. Click OK.

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