TIP: EXCUSE ME, YOU DROPPED YOUR CAP

A great way to jazz up your documents is to make the first letter of a document or paragraph a drop cap (a capital letter that falls below baseline). Several books use drop caps because they're attention-getting and attractive--pick up any ".For Dummies" book, and you'll find a drop cap at the beginning of each chapter. To create a fast, fancy drop cap for any paragraph, do the following:

1. Place your cursor anywhere in the paragraph.
2. Choose Format|Drop Cap.
3. Select the options you want (the "In Margin" option is very cool).
4. Click OK.
Note: Just because you can use drop caps in every paragraph, doesn't mean that you should. Use them sparingly and for a deliberate purpose (to indicate a new chapter or section, for example).

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