

Drop Cap

Create a large dropped initial capital letter at the beginning of each paragraph when writing text using your word processor.

1. Click the paragraph that you want to begin with a “drop cap”, a large dropped initial capital letter. The paragraph must contain text.
2. Now, click Format on the menu and from the drop down menu select Drop Cap.
3. From the box that pops up, select Dropped or In Margin

If you have the Drop Cap enabled and want to NOT have it, select NONE

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