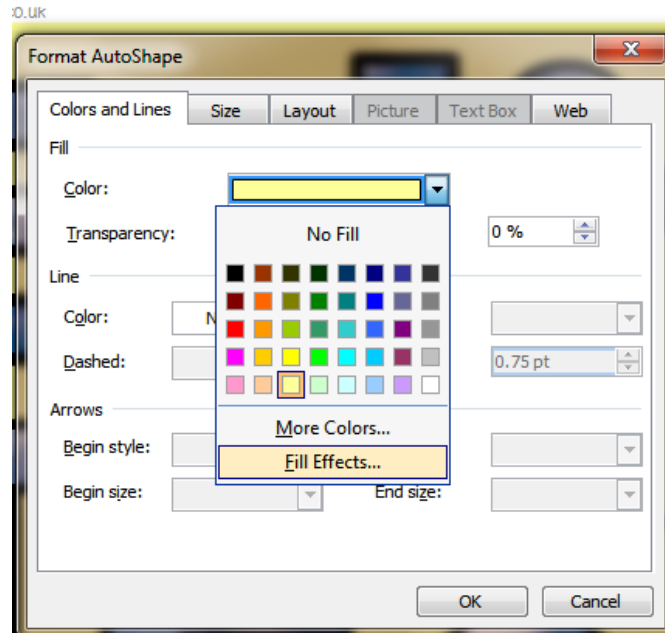


# Overview of changing Display Lettering

## To change the background:

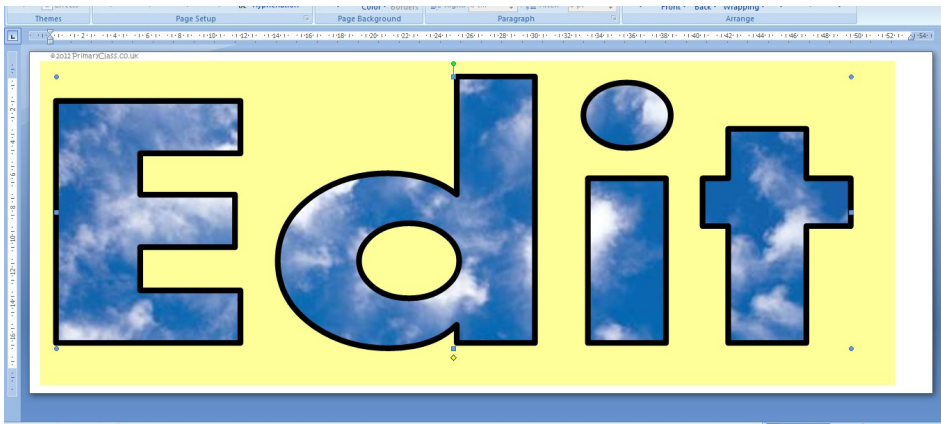
Changing the background adds to the 'double backed' effect together with the word border (see later). For the default sets, this is a pale yellow.

Right click the background and choose 'Format AutoShape...'. Then you can choose a different Fill for the background or choose 'No Fill' for a blank background.



## To change page size:

If you want a wider display, then you can change the page size. By default, the page is A4. However, you may want, for example, larger text that covers 2 landscape A4 sheets. Go to File - Page Setup, then the Paper tab (Word 2007+: Page Layout tab, Size, then More Page Sizes). Then you can change the paper size. The largest width may be limited to 55.87cm, about the width of 2 A4 sheets. Depending on how the printer is set up, the larger text should print out for you in the larger style.



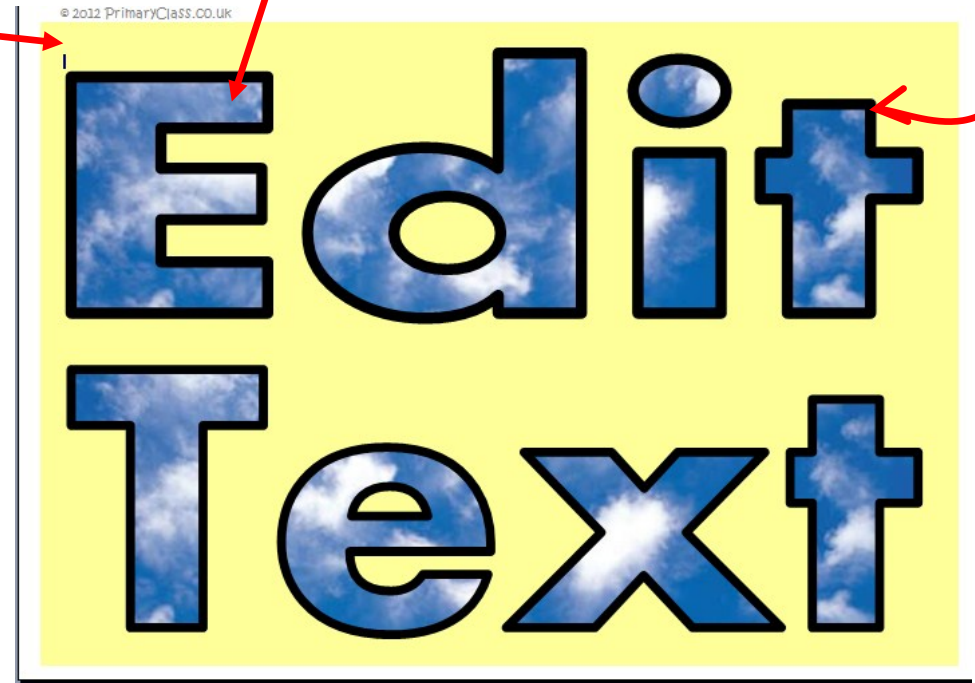
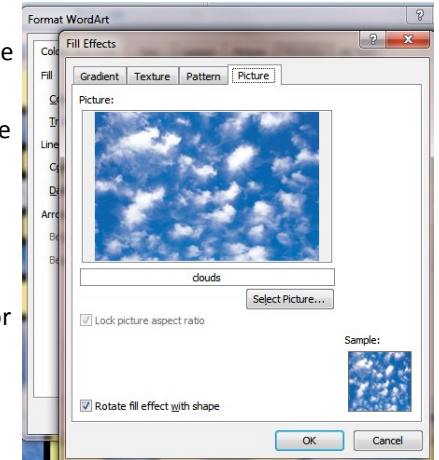
## To change the text outline:

Changing the text outline adds to the 'double backed' effect. By default this is black

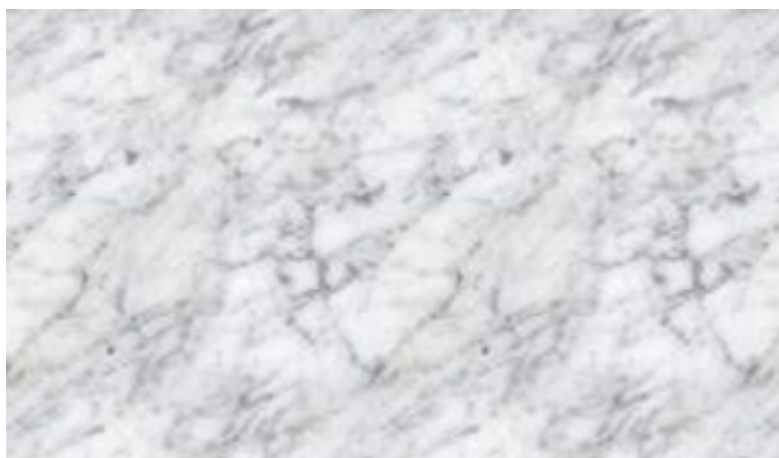
Right click the word and choose 'Format WordArt...'. Next to the line options, choose the colour and weight. For smaller letters, less weight is better, otherwise you will lose the letter fill.

## To change the text fill:

Follow the text outline steps, but choose the Fill options. Choose a different colour or choose 'No Fill' for a blank background. Choosing 'Fill Effects...' will enable you to choose a picture for the fill, or colour gradients, patterns or textures.



# Overview of fills already available





Overview of  
fonts already  
available

Text Text *Text*

Text Text Text T ext

*Text* TEXT TEXT Text

Text Text Text Text

Text Text TEXT Text

Text Text Text Text