

Re: Styles – Creating opening paragraph with dropcap

Source: <http://www.tech-archive.net/Archive/Word/microsoft.public.word.general/2006-08/msg00147.html>

- *From:* "Lynn" <lynn.taylor@xxxxxxxxxxxxxx>
 - *Date:* 24 Aug 2006 01:32:39 -0700
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You can use wordart to create the first letter and format it to "through". Thats the only other way I know of doing this where the rest of the paragraph wraps around and underneath it nicely.
Brian Bagnall wrote:

Thanks for the advice, Lynn. It worked well but the text in the rest of the paragraph leaves a big space. Any way to make the text wrap around the big character more naturally?

– Brian

"Lynn" <lynn.taylor@xxxxxxxxxxxxxx> wrote in message
news:1156323445.883257.309710@xx

You can create a character style in Word 2000 upwards. Create a new style called FirstChar and set the Style Type to Character. Click on Format, Font, set the font size and then choose the Character Spacing tab, choose the Position drop down and choose Lowered and then set the points you want it lowered by (72pts = 1 inch). When you want to use it, you could type your paragraph as normal then select the first character and apply the new character style you created.

By the way, I am using Word 2003 and cannot remember if this will work in lower versions. if not let me know – thanks
Lynn
Brian Bagnall wrote:

Hi,

I want to create a style called "First Paragraph" that makes the very first character enlarged (3x font size) and drop cap. How can I do that?

Thanks,

Re: Styles – Creating opening paragraph with dropcap

Brian