

## 13 . Fontwork

In this Module you will learn:

- 1 What Fontwork is;
- 2 How to work with Fontwork.

If you want to give your text a special look, you will have to work with **Fontwork**. **Fontwork** makes it possible to put text into an arch or circle. Below you see some examples of **Fontwork**.



### 13.1 Fontwork

In the following assignment you will learn how to work with **Fontwork**.



### Assignment 13.1 Inserting Fontwork

1. Open the file **Text-object** from the **Writer B2** folder on the **RedNose CD**.
2. Click on the text-object, so it becomes selected.
3. Select **Format, Object, Fontwork**.

The **Fontwork** window appears.

4. For style select the **Upper Semicircle** by clicking it.



5. Click the **Slant** button, in the middle of the window.



6. Close the **Fontwork** window by clicking on the cross in the upper right corner.



7. Close the document without saving the changes

## 13.2 Formatting Fontwork


Regarding moving the text or changing it's size, you can treat Fontwork as if it is a picture. When you single-click the Fontwork you select it and handles will appear around the text. You can use these handles to enlarge, reduce or move the text.



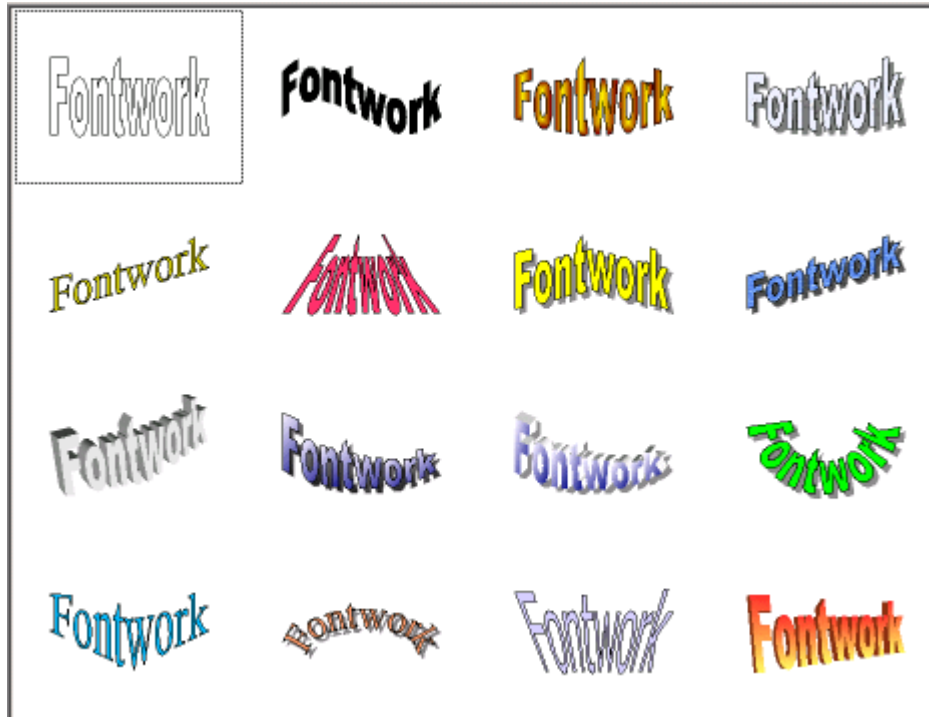
You have now worked with Fontwork. In the next assignment you are going to put a Fontwork-text in the calendar.



### Assignment 13.2 Adding Fontwork to the calendar

1. Open the file **Calendar January** from the **Writer B2** folder on the **RedNose CD**.
2. Make sure the toolbar **Drawing** is visible.
3. Click the **Fontwork-Gallery**  button in the **Drawing** toolbar.

The **Fontwork-Gallery** appears.



4. Click on a Fontwork-style to select it.
5. Click **OK**.

The Fontwork you selected appears. You can now edit the text.

6. Double-click on a character of your Fontwork.

On top of your Fontwork the word **Fontwork** appears in small black characters. A cursor blinks in front of the word **Fontwork**.

7. Erase the characters, and type the word **January** in it's place.
8. Click outside of the Fontwork on an empty area of your document.

The text will now be replaced.

9. Drag the Fontwork to the correct location on top of the page.
10. Close the file without saving the changes.