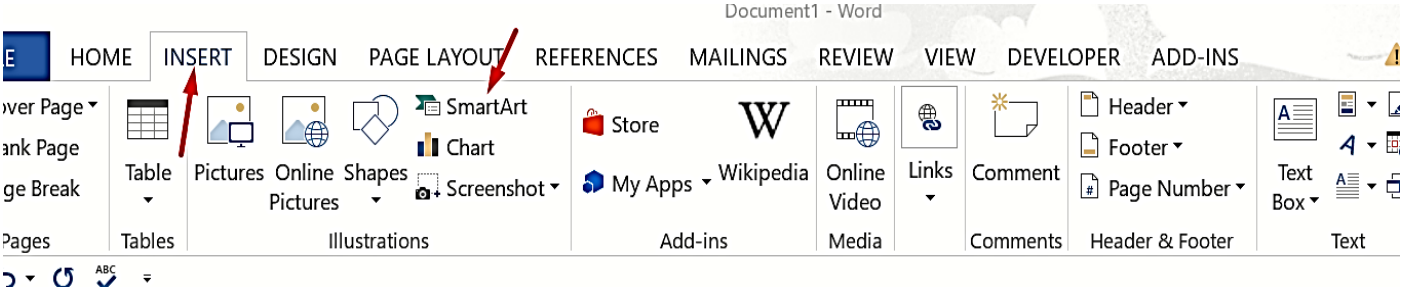
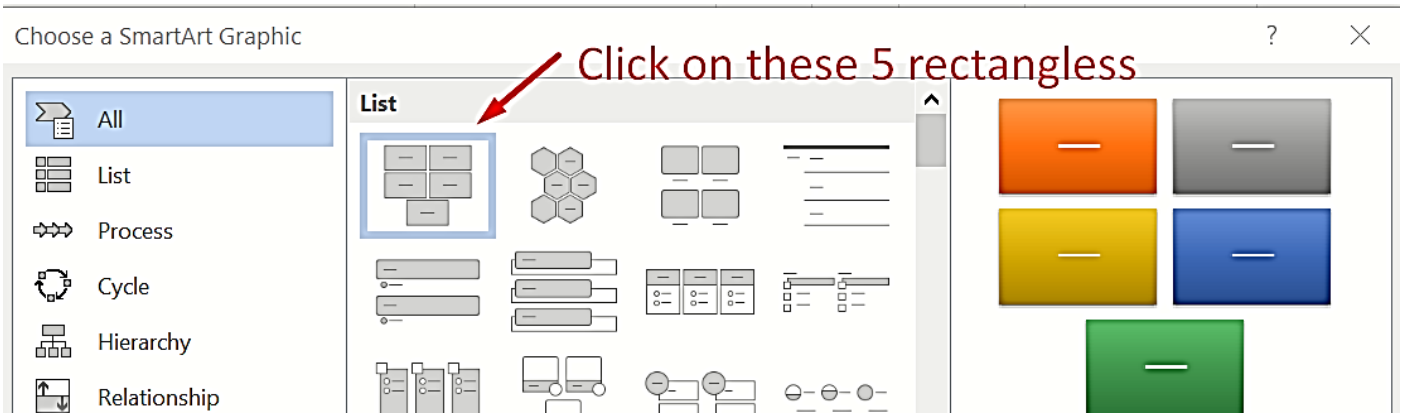
Infilled Letters in Word

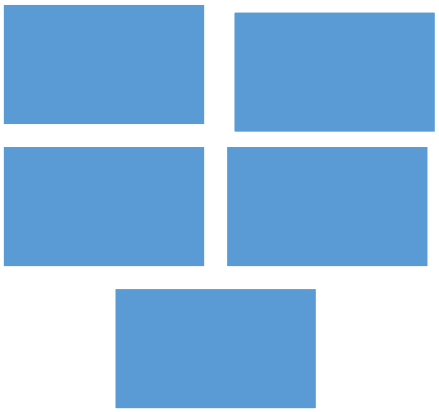
Open Word and on the Ribbon click on “Insert” and “Smart Art”.



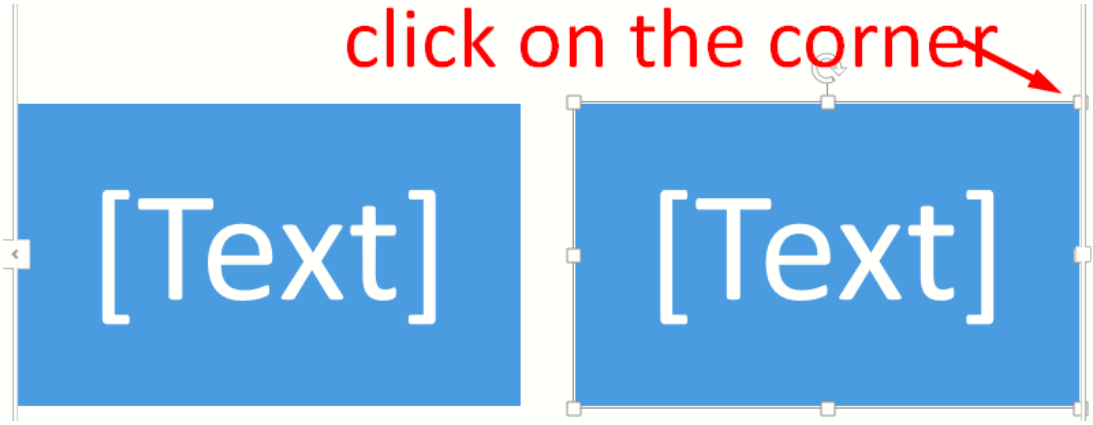
Click on the 5 rectangles and click OK



This is what you will see



Click on the bottom rectangle and when you see the resize handles **delete by clicking on the top right resize handle and “Delete”.** Do this to **thee more rectangles** until you only have the **first one left.**

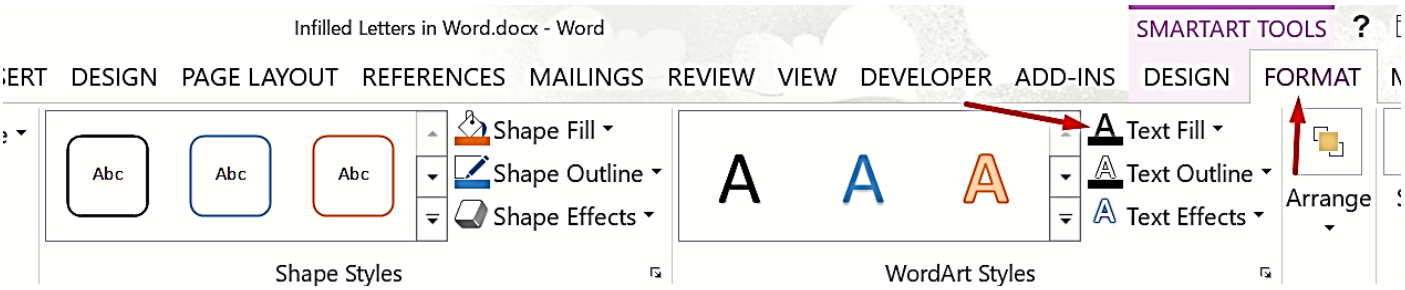


[Text]

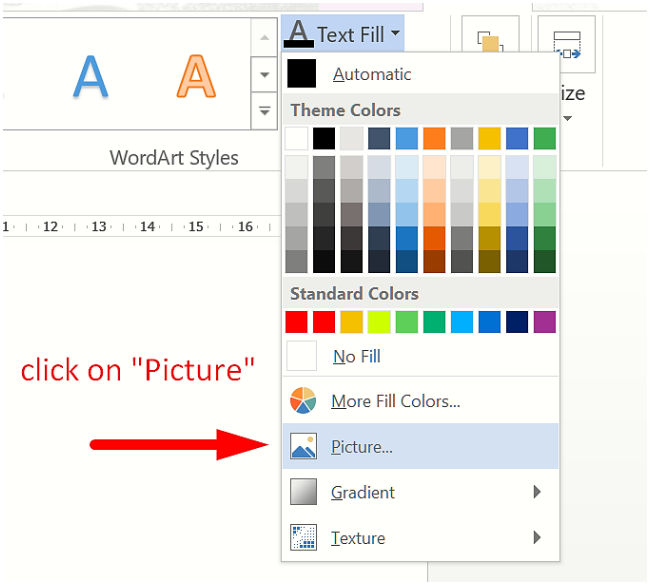
Click on the word **TEXT** and **type in a name. Highlight it** by dragging your mouse across it. Go to the **home** tab and **increase and change the font to** such as **Arial Black or Autumn 72. You need a large font for the best effect.**

Margaret

With the resize handles showing on the name, on the Ribbon click on "Format" and "Text Fill"

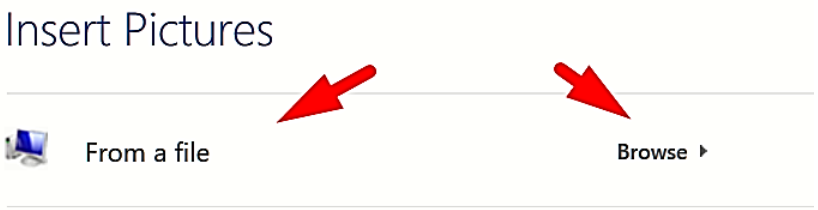


In "Text Fill" click on "Picture"

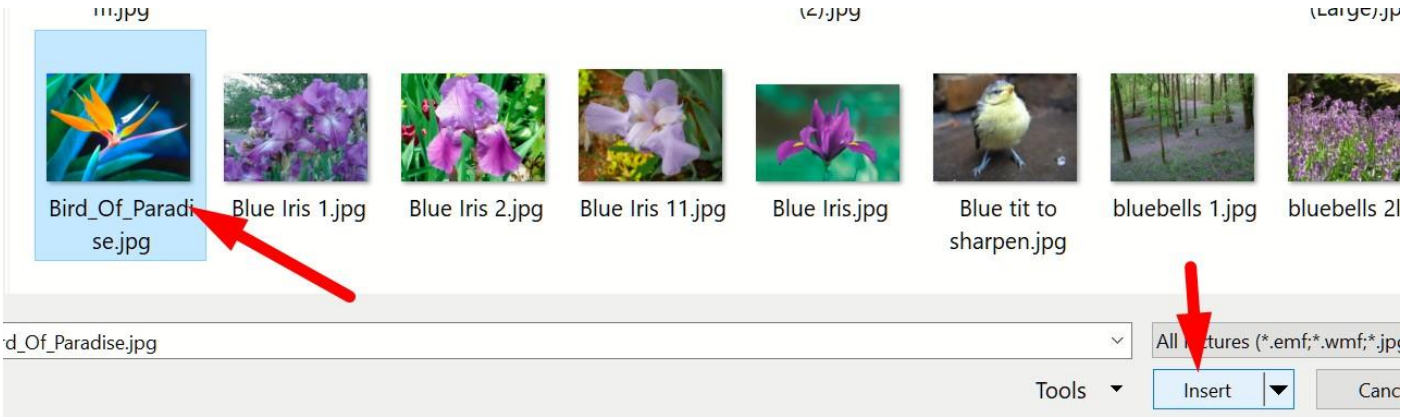


Then browse to the folder on your computer where there is a colourful picture.

Click on “From a file”

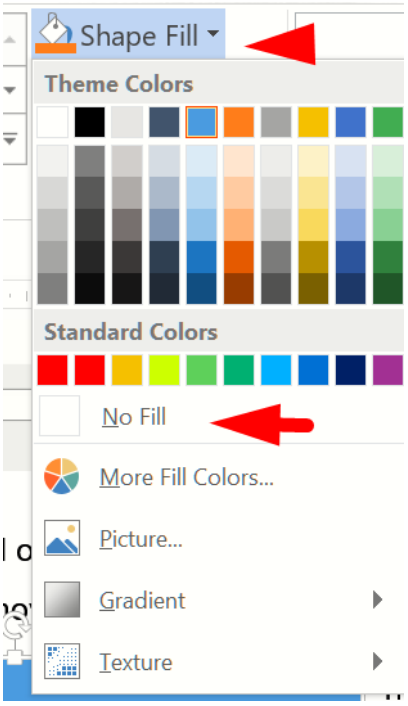


Go to a folder and highlight a picture and click “insert”



Then the text will be filled with that image.

Next step you must remove the blue background by making sure you see the resize handles on the image. Go to the ribbon and on the “**Format** Tab”, click **on “shape Fill” and choose No Fill.** The name then will have no colour around it.



There is one more step and that involves the Clipping tool. The name is in a word document and you need it to be an independent jpeg. Using the snipping tool you snip a rectangle around the name and save it with a name in a folder.

I will show you this in a separate tutorial.

Norris