# Emphasize Paragraphs with Drop Caps

A

*drop cap* is a large initial or capital letter that appears at the beginning of a paragraph. You can use drop caps to add emphasis to your text or to create a dramatic effect.

By default, a drop cap is set up to drop three lines. This means that the height of the drop cap is equivalent to three lines of text. You can specify how many lines down to set the drop cap. You can also specify a distance from the text. By default, the drop cap appears at zero distance from, or directly next to, the paragraph text. The Drop Cap dialog box also allows you to change the font of the drop-cap.

Here are the steps to follow to insert a drop cap:

1. Click inside the paragraph that you want to format with a drop cap.
2. On the **Insert** tab, in the **Text** group, click **Drop Cap**.
3. If you want a basic drop cap, click either **Dropped** or **In Margin**; otherwise, click **Drop Cap Options**.
4. Click the type of drop cap position you want to apply.
5. Use the **Lines to Drop** spin box to click or type the number of lines you want the character to drop.
6. Use the **Font** list to click a font style for the drop cap.
7. Use the **Distance from Text** spin box to click or type the space you want between the drop cap and the paragraph text.
8. Click **OK**. Word applies the drop cap.

**Note:** Because Word places drop caps in text boxes, you can move, resize, and apply formatting to the text box, such as a background color or a border.

**Note:** To return a drop cap to normal character text, follow Steps 1 and 2 and then click **None**.

**Tip:** For eye-catching drop caps, use a decorative font, such as Algerian or Old English MT.

**Caution:** Although adding drop caps to every paragraph in a document is not a good idea, when used sparingly, they can create a good visual break for people viewing your document.

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