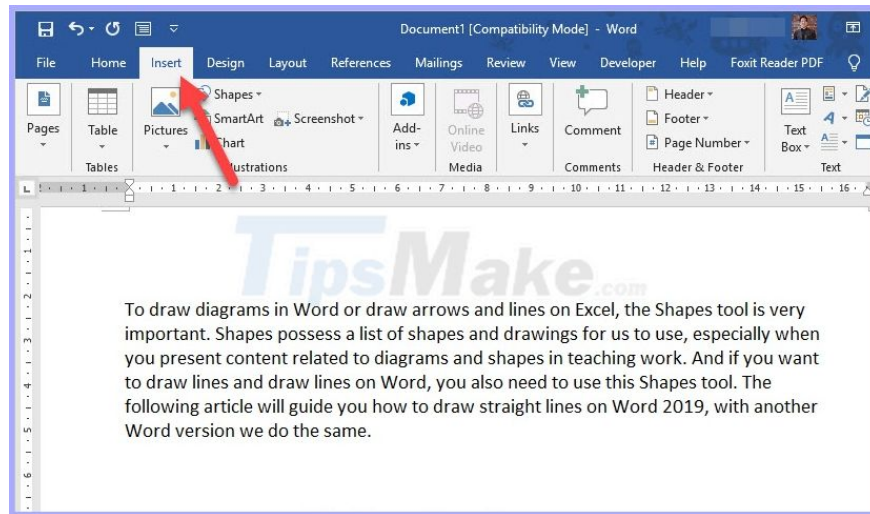


How to create Drop Cap in Word

Drop Cap is a functional term in text editing. You will often see Drop Cap in those articles is when the first letter of an article is enlarged more than the rest.

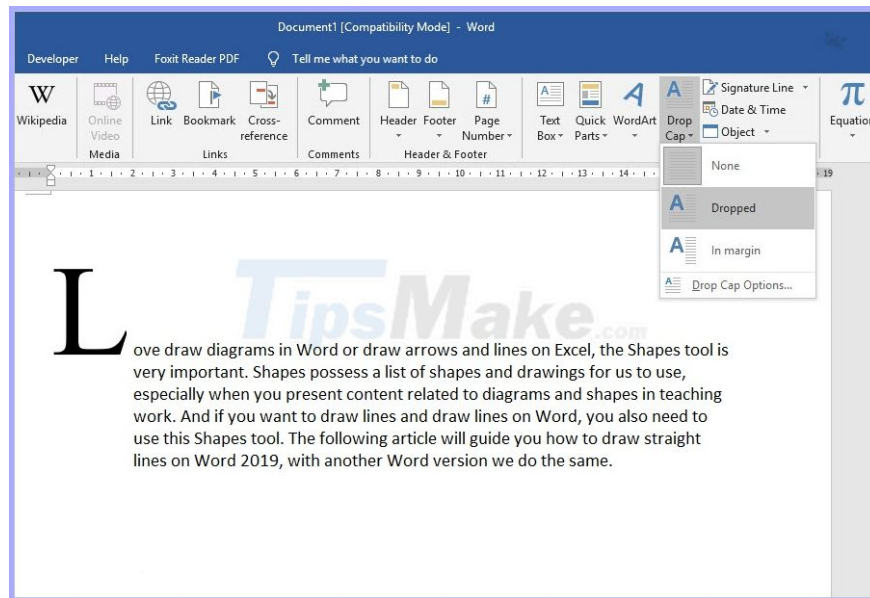
To be able to create Drop Cap for text, you follow the steps below.

You highlighted the first letter of the paragraph you want to create **Drop Cap** . Next, you open the **Insert** ribbon on the toolbar.

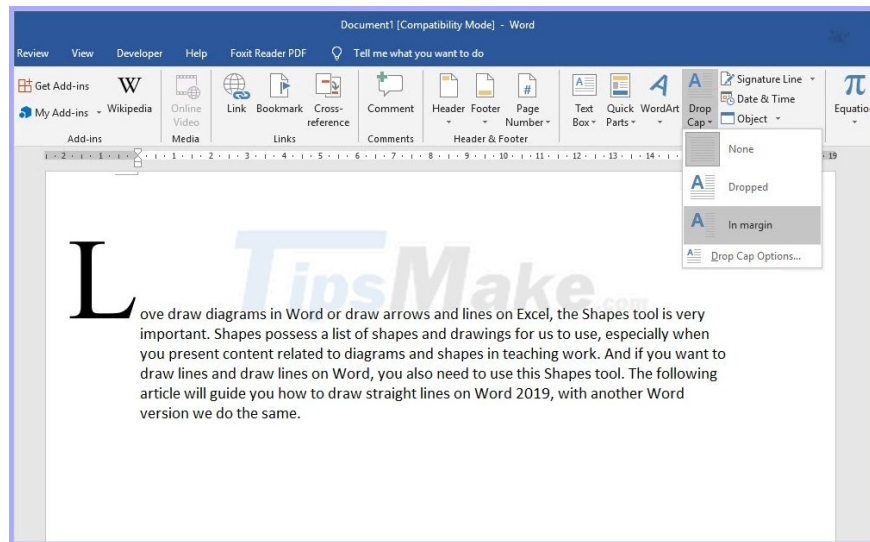


Then you look to the right end of that ribbon, click **Drop Cap** .

There are two types of Drop Cap you can choose. One is **Dropped** , the first enlarged letter will fit within the text as shown below:



Or type **In margin** , the letters Drop Cap will be on the margin of the text like the image below:



And you can optionally change the two types of Drop Cap by clicking on the **Drop Cap Options** line .

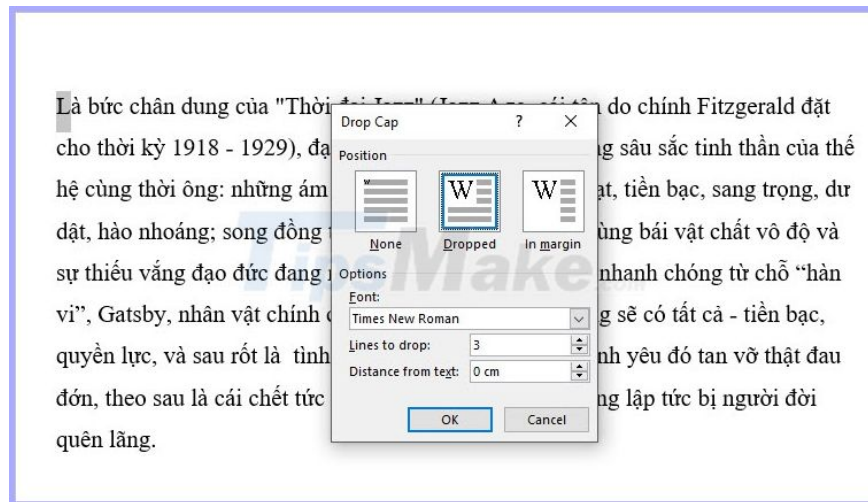
Here, you can change the **Options** options such as font, Drop Cap line number drop down or first letter size.

In the **Position** you can customize the position and style of placing Dropcap (corresponding with the image shown next).

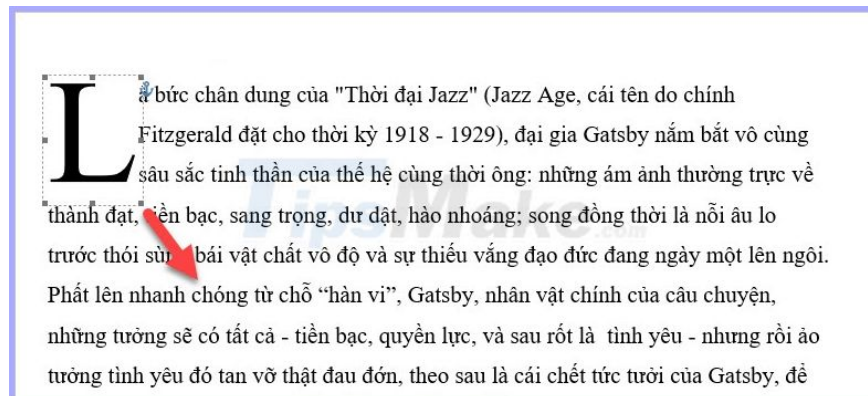
- **None** : Do not create Drop Cap.
- **Dropped** : Create Drop Cap takes place in the paragraph.
- **In margin** : Create a Drop Cap on the margin.

In **Options** , you can customize other options such as:

- **Font** : Adjust the font for Drop Cap.
- **Lines to drop** : Adjust the number of lines corresponding to the height that the Drop Cap occupies.
- **Distance from text** : Adjust the distance from the text.



If you do not want to adjust in it, you can adjust it manually by clicking on the letters Drop Cap and stretching it or shrinking it with the mouse.



You finished reading the article "**How to create Drop Cap in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.