PRODUCTIV/7Y

Word

For Internal Use Only

Adding 3D Effect and Shadow to Objects in Document Using Writer 2013

Be creative in adding objects into your document. Add special effects like 3-D effect, shadow effect and apply a shadow color to the object. These are all possible in Kingsoft Writer 2013.

<u>Click here</u> to learn how to add 3D effect and shadow to objects in a document.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Adding 3D Effect and Shadow to Objects in Document Using Writer 2013

1. To add 3-D effect to an object, first select the object then click the 3-D Effect icon in the Formats tab and choose the preferred 3-D style.



2. To set up the shadow of picture and object, first select the object then click the **Shadow Effects** icon in the **Formats** tab. Select the preferred shadow style.







4. To change the color of a shadow, select the object. Under **Formats** tab, select the arrow beside the **Shadow Color** icon and select the preferred color.



5. For more choices of color, choose **More Shadow Colors** option in the opened drop-down menu. You can then select any color that you like from the **Colors** dialog box. Select the preferred color and click the **OK** button.



6. Select the **Semitransparent Shadow** option in the **Shadow Color** drop-down menu to meet your personal demands.



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