

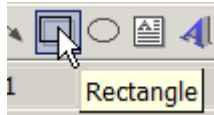
Drawing Toolbar

[View] (Toolbars) Drawing

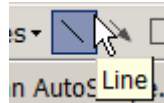


Another toolbar that can be used to create shapes is the Drawing Toolbar. To activate this toolbar choose it from the View>Toolbars menu.

To draw an object click on the rectangle or oval button on the drawing toolbar

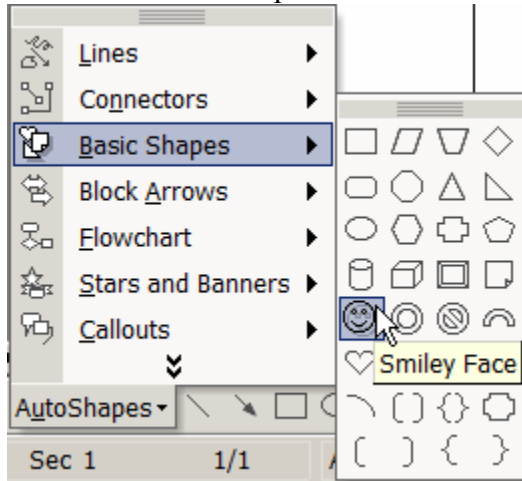


and then click on the document and drag your mouse down at a 45% angle while holding your mouse button down. To draw an arrow or line use the arrow

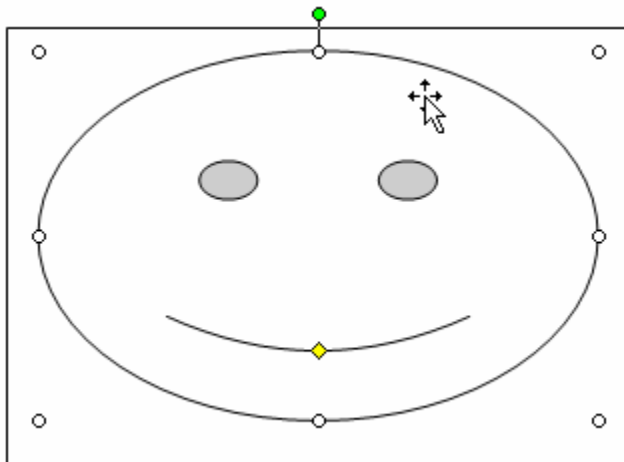


button or line button and do the same.

To insert an AutoShape click on the AutoShape button and choose the desired shape.



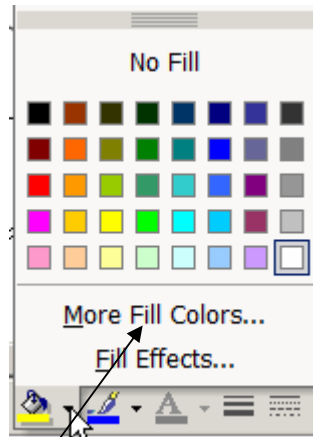
Next, click on the document and drag the mouse down at a 45% angle within the drawing canvas while holding the mouse clicker down.



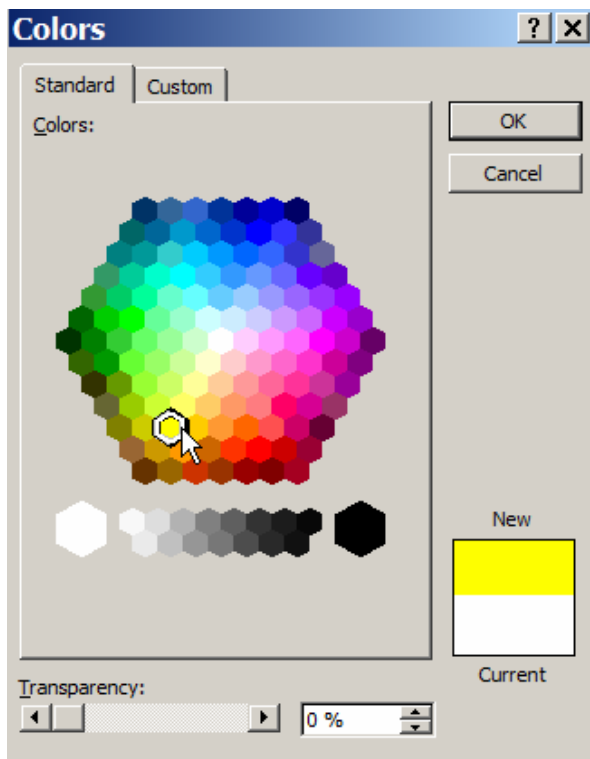
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The Autoshape will appear when the mouse clicker is released. When the Autoshape is selected small white circles will appear around it. To move the shape click and drag the shape to the preferred location on the page. If the shape has a yellow dot then click on that dot and slightly click and drag up or down and the connected line (the smiley mouth in this case) will move. The green circle is the rotation tool. Click and drag it to the left or right to rotate the Autoshape.

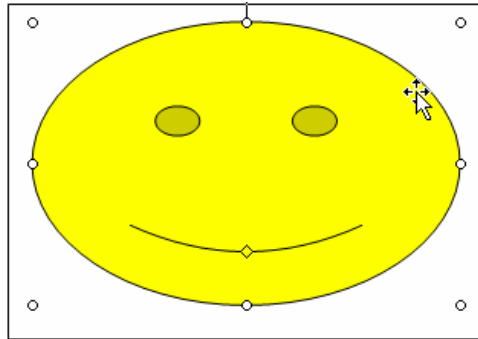
To add color to the shape then make sure the shape is selected (has the white circles around it) and then click on the small black down arrow on the color button (the paint can symbol) on the drawing toolbar and click on a color of choice.



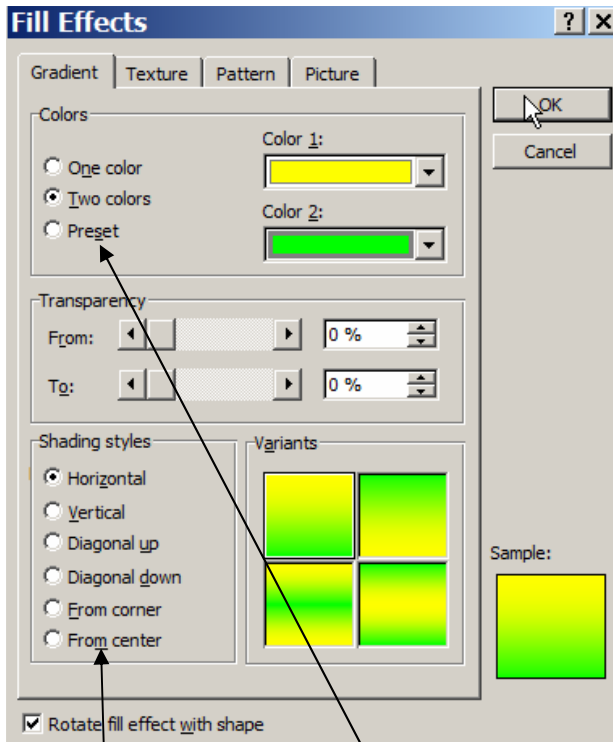
For more color choices click on the "More Fill Colors" option and choose your color from the color palette as shown below. Click the OK button once the color is chosen.



The color will then be applied to the shape.

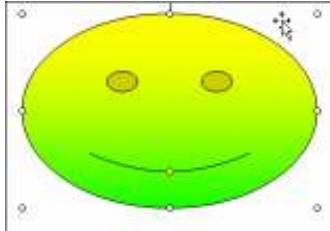


To have more shading choices choose the “Fill Effects” option.



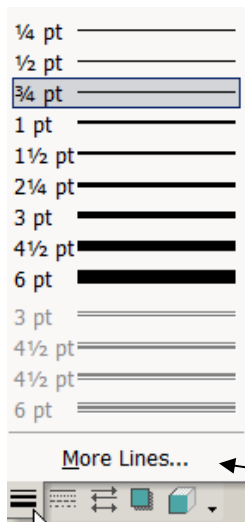
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Choose one or two colors or use the Preset colors option. Once the colors are chosen then a Shading Style can be used (Horizontal, Vertical, Diagonal, etc...) Try different styles and colors to see what looks best. Other options also are found in the Texture and Pattern tabs. A scanned image can be used in place of a color by importing it within the Picture tab. Once the settings have been selected then click on the “Ok” button to see the changes.

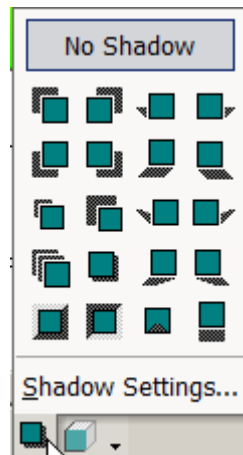


To delete an object or shape just select it and press the “Delete” key on your keyboard.

To add a border to an object click on the Lines or Dash buttons on the Drawing toolbar.



Click on the thickness of line desired. For no line click on the “More Lines” option. To add a shadow click on the Shadow button (2nd button from the right) and the shadow dialog box will appear.



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If you have more than one shape and wish to put one on top of the other then select the shape and use the “order” option from the Draw button on the Drawing toolbar.

