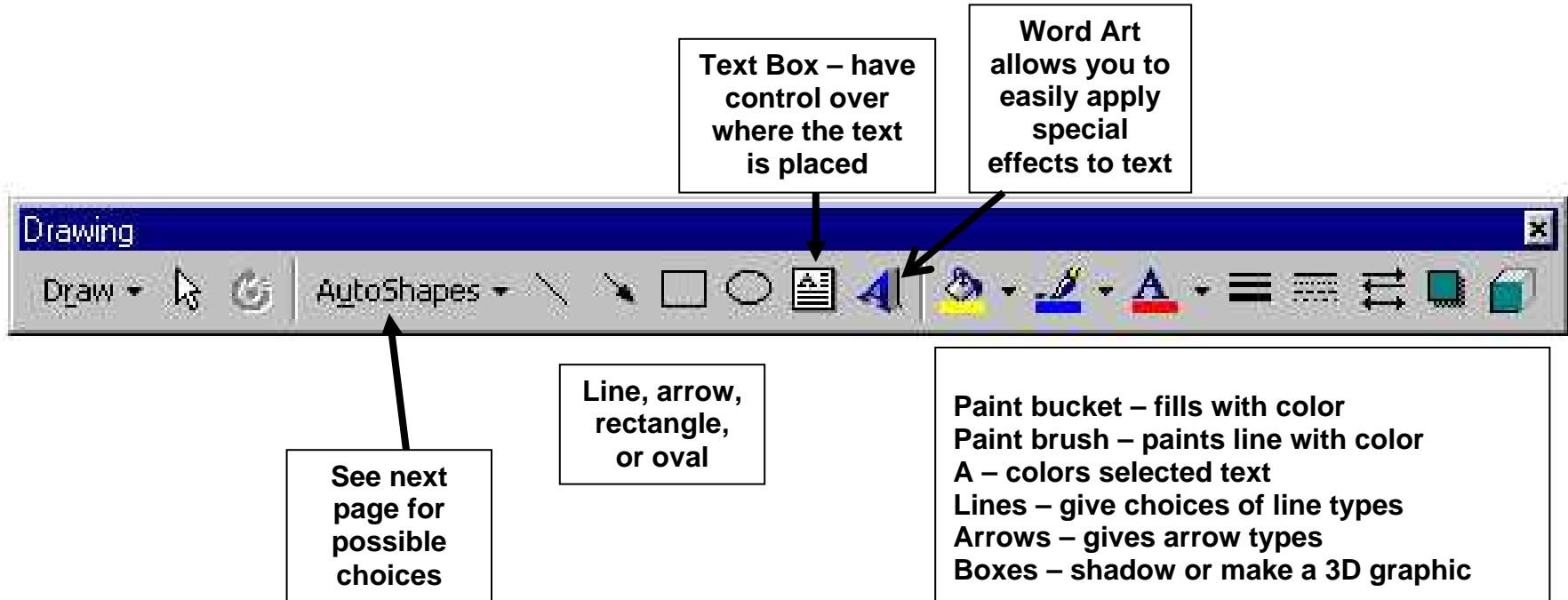


Drawing Toolbar

To activate the drawing toolbar (which is usually located at the bottom of the document), click on the drawing icon on the standard toolbar.



To modify items inserted using the drawing toolbar, double click on the item and a dialogue box will appear that will allow you to modify the various characteristics.



Text Box – have control over where the text is placed

Word Art allows you to easily apply special effects to text

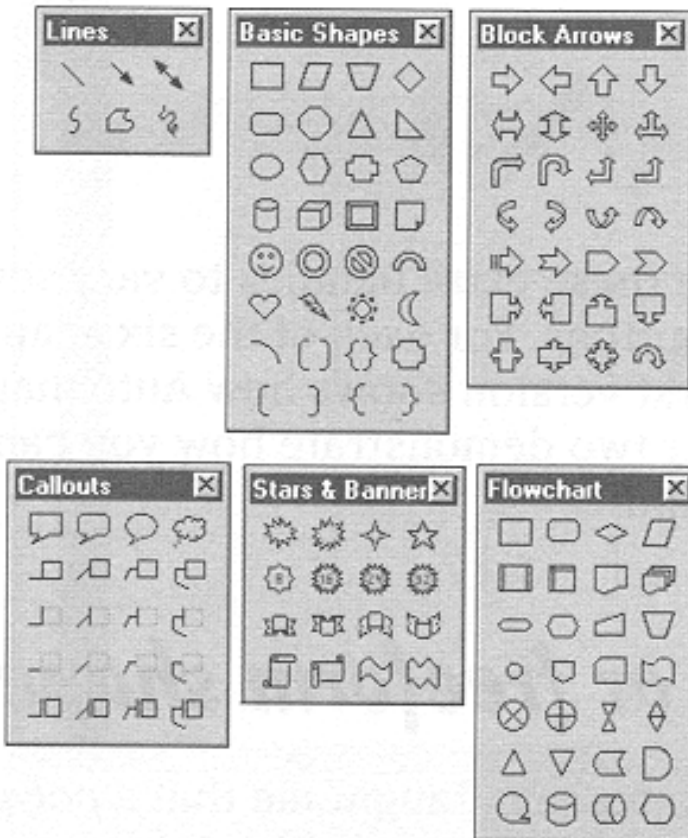
See next page for possible choices

Line, arrow, rectangle, or oval

Paint bucket – fills with color
Paint brush – paints line with color
A – colors selected text
Lines – give choices of line types
Arrows – gives arrow types
Boxes – shadow or make a 3D graphic

AutoShapes

- Click the AutoShape you want to draw by placing the cursor in the approximate position and click and drag
- To change the color, size or other features for the AutoShape, double click on the shape and you will be able to modify various characteristics.





Group drawing objects

- 1 Select the objects you want to group by holding down **SHIFT** as you click each object (handles will appear for each object as you select them)
- 2 On the Drawing toolbar, click Draw, and then click Group.

Ungroup drawing objects

- 1 Select the group you want to ungroup.
- 2 On the Drawing toolbar, click Draw, and then click Ungroup.

Two additional ways to Group / Ungroup :

- **RIGHT** click on the objects to Group or Ungroup
- You can also use the selection tool (arrow) to the right of the word “Draw” on the Drawing Toolbar and then click and drag the area where all the shapes are that you want to group. **RIGHT** click – Group or Ungroup

Duplicating or copying an object (shape, line, arrow or textbox)

Click on the object to select it (turn the “handles on”)

Then, any of the following methods will work:

- Press CTRL-D on the keyboard
OR
- Edit – Copy (Ctrl – C) and then Edit – Paste (Ctrl – V)
OR
- Click and drag the object to duplicate it in a different area – release the click

