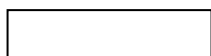


DRAWING AND ENHANCING OBJECTS

Objects are items such as curved lines, rectangles, squares, and text boxes that are used to enhance a document. They are used to enliven the document or to help make a point. The following are examples of object shapes.



Rectangle



Oval



AutoShape



Line




Arrow

DRAWING LINES AND SHAPES

- ✦ If the Drawing toolbar is not displayed,
 - ✦ Click **View** on the **Menu Bar**.
 - ✦ Choose **Toolbars** from the list of choices.
 - ✦ Choose **Drawing** when the list of toolbars appears.

or

 - ✦ Click the **Drawing** button on the **Standard** toolbar. 
 - ✦ The toolbar should be displayed at the bottom of the window, though it may display anywhere within the program window.
 - ✦ For an explanation of each button on the Drawing toolbar, see the link [Drawing Toolbar](#) under the Office 2003 link.
- ✦ Click the **AutoShapes** button on the **Drawing** toolbar.
- ✦ Point to a category, such as **Lines** or **Basic Shapes**.
- ✦ Select the line or shape desired.
- ✦ Click in the document window at the point where the line or shape is to be positioned.
- ✦ Drag the mouse pointer until the line or shape is the desired size.
- ✦ Release the mouse button.
- ✦ When drawing curvy lines,
 - ✦ Click the mouse once for every curvy line desired.
 - ✦ Double-click the mouse to end the line.
- ✦ If the line or shape is not what is desired, press **Delete** on the keyboard while the shape or line is still selected, and try again.
 - ✦ To draw a square,
 - ☐ Choose the **rectangle** shape.
 - ☐ Press and hold down the **Shift** key while drawing the shape.
 - ☐ Release the mouse button and then the Shift key.
 - ✦ To draw a circle
 - ☐ Choose the **oval** shape.
 - ☐ Press and hold down the **Shift** key while drawing the shape.
 - ☐ Release the mouse button and then the Shift key.
- ✦ To select from a gallery of additional shapes such as Folder, Clouds or File Cabinet:
 - ✦ Click **Auto Shapes** on the **Drawing** toolbar.
 - ✦ Select **More Auto Shapes** from the list.
 - ✦ The **Clip Art Task Pane** will display.
 - ✦ Click on one of the shapes that appear in the gallery to add it to the document.

ADDING COLOR, SHADOWS, LINE STYLES, AND 3-D EFFECTS

- ✦ Make sure the **Drawing** toolbar is displayed.
- ✦ Select the object to which the effect is to be added.
- ✦ Select an option from the list below.

✦ **To fill a shape:**

- Click the **Fill Color** drop-down arrow on the **Drawing** toolbar.
- Select the desired color by clicking on the color.



✦ **To change the line color:**

- Click the **Line Color** drop-down arrow on the **Drawing** toolbar.
- Select the desired color by clicking on the color.



✦ **To change the line style:**

- Click the **Line Style** button or the **Dash Style** button on the **Drawing** toolbar.
- Select the desired style by clicking on that style.



✦ **To change the line arrow style:**

- Click the **Arrow Style** button on the **Drawing** toolbar.
- Select the desired style by clicking on that style.



✦ **To add a shadow to an object:**

- Click the **Shadow Style** button on the **Drawing** toolbar.
- Select the desired shadow affect.
- To change the color of the shadow, click the **Shadow** button on the **Drawing** toolbar and then select **Shadow Settings**.
- To make other changes to the shadow, click the **Shadow** button on the **Drawing** toolbar and then select **Shadow Settings**.



✦ **To change an object to 3-D:**

- Click the **3-D** button on the **Drawing** toolbar.
- Select the desired 3-D effect by clicking on that effect.
- To change the color of the shadow, click the **Shadow** button on the **Drawing** toolbar and then select **Shadow Settings**.
- To make other changes to the shadow such as rotating the image, click the **Shadow** button on the **Drawing** toolbar and then select **Shadow Settings**.

