


Creating a Logo

- ❖ Start a **New** document by clicking the **New Document** button on the **Standard** toolbar (see illustration at right). 
- ❖ Click **AutoShapes** on the **Drawing** toolbar.
- ❖ Choose **Basic Shapes** from the list of choices.
- ❖ Choose the **Isosceles Triangle** shape (2nd row, 3rd column).
- ❖ The **Drawing Canvas** will appear in the document.
- ❖ The mouse pointer will turn to a plus sign. This indicates that an object is ready to be drawn.
- ❖ Click in the **Drawing Canvas** and drag the mouse until the shape is approximately **2-inches high** and **2-inches wide**.
- ❖ Click with the right mouse button, and choose **Format AutoShape**.
- ❖ Click the **Size** tab and change the **Height** to **1.5-inches** and the **Width** to **1.5-inches**.
- ❖ To do this:
 - Click the scrolling arrows in the box at the right of Height or Width.
 - Highlight the number in the box at the right of Height or Width and input the number.
- ❖ With the object still selected, make a copy of the object by doing one of the following:
 - Click the **Copy** button on the **Standard** toolbar.
 - Click the **Paste** button to insert the object into the **Drawing Canvas**.
 - The object should appear over the top of the original triangle.
- or
- Hold down the **Ctrl** key and drag with the mouse.
- A black plus sign will appear in the object indicating that the object is being copied.
- ❖ Drag the object to the right of the original object, so that the objects overlap at the corners.
- ❖ Select both of the objects by clicking on the first one, holding down the Shift key and clicking on the second one.
- ❖ Move the objects to the **Center** of the **Drawing Canvas**, by doing one of the following:
 - Clicking with the left mouse button and then dragging the objects.
 - Pressing the right, left, up, or down arrow keys until the object is in the desired position.
- ❖ Choose a **Blue** shade **Fill Color** by clicking on the drop-down arrow beside the **Fill Color** button on the **Drawing** toolbar.
 - Both objects should be changed to Blue.
 - Deselect the objects by clicking anywhere in the Drawing Canvas.
- ❖ Click the **Oval** button on the **Drawing** toolbar.
- ❖ Hold down the **Shift** key and draw the object between the peaks of the two other objects. Holding down the Shift key makes the oval shape into a Circle.
- ❖ Position the circle evenly between the two objects.
- ❖ Choose a **Yellow Fill Color** for the object.
- ❖ Make sure the circle object is selected and choose **Draw** from the **Drawing** toolbar.
- ❖ Choose **Order, Send to Back** from the list. This will send the circle behind the other two objects and make it look like a sunrise behind the mountains.
- ❖ Select the two triangles.
- ❖ Click the **Shadow Style** button on the **Drawing** toolbar.
- ❖ Choose a shadow for these objects.

- ❖ Click the **Shadow Settings** option.
- ❖ Click the **Shadow Colors** drop-down arrow and choose a shadow color for the object.
- ❖ Click the round shape and apply a shadow type and color to that shape also.
- ❖ To make other changes to the shapes, select an option from the list below:
 - **To change the line color, around the outside edge of the shape:**
 - 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, around the outside edge of the shape:**
 - 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 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.
 - Click the **3-D Settings** option to see what changes can be made to the 3-D object.
- ❖ **Resize the Drawing Canvas** by clicking the **Fit** button on the **Drawing Canvas** toolbar. If the shape is changed, just click the **Fit** button again to change its shape to match the object that was created.
- ❖ Click the **Text Wrapping** button on the **Drawing Canvas** toolbar and choose **Square** from the list.
- ❖ Once the **Canvas** has been resized and **Text Wrapping** has been applied, it is possible to move the **Canvas** around. All the objects inside the canvas will move as one object.