

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.



Add a freeform drawing object

- ❖ If the Drawing toolbar is not displayed, do one of the following:
 - Click **View** on the **Menu Bar**.
 - Choose **Toolbars** from the list of choices.
 - Choose **Drawing** when the list of toolbars appears.
 - The toolbar should be displayed at the bottom of the window, though it may display anywhere within the program window.

or

- Click the **Drawing** button on the **Standard** toolbar (see the illustration at the right). 
- ❖ On the **Drawing** toolbar, click **AutoShapes**, and then point to **Lines**.
- ❖ Click **Freeform** to draw an object with both curved and straight segments.
- ❖ To determine what each object is, move the mouse pointer near the object. A Screen Tip will appear showing what the object is.
- ❖ When the shape has been chosen, the **Drawing Canvas** will appear in the document.
 - The canvas provides a boundary for the work.
 - The canvas helps keep the various components of a drawn object together so it can be moved easily.
 - The canvas boundary helps Word place text around the artwork.
- ❖ Drag to draw freehand shapes; click and move the mouse to draw straight lines.
- ❖ Click **Scribble** to make an object look more like it was drawn with a pen.
- ❖ To end a shape and leave it open, double-click it at any point.
- ❖ To close a shape, click near its starting point.

Drawing Lines and Shapes

- ❖ Click the **AutoShapes** button on the **Drawing** toolbar.
- ❖ Point to an option, 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.
- ❖ The **Drawing Canvas** will appear in the window. If you don't want to use the Drawing Canvas while drawing the object, click outside the canvas and it will disappear.
- ❖ 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, click **Delete** 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.