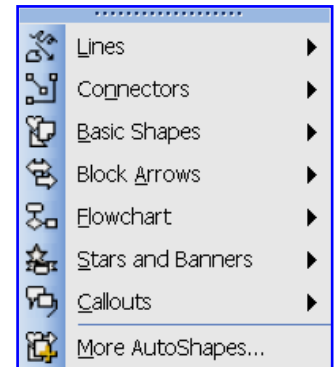


## INSERTING OBJECTS

Objects are drawn images that you create. An image can be one chosen from the AutoShapes or one drawn with rectangles, squares, etc. To insert an object:

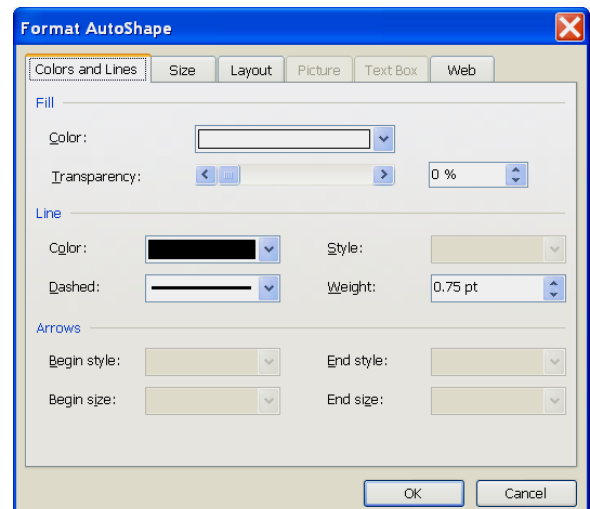
### Drawing the Object

- ❖ Make sure the **Drawing** toolbar is displayed. If it is not, do one of the following:
  - Click the **Drawing** button on the **Standard** toolbar (see illustration at right).
  - Click **View** on the **Menu Bar**, choose **Toolbars** from the list, and then click the **Drawing** option in the next list.
  - The **Drawing** toolbar should appear at the bottom of the window.
- ❖ Click the **AutoShapes** list arrow on the **Drawing** toolbar.
- ❖ Choose one of the categories from the list that appears. The different categories are shown in the illustration at the right.
- ❖ A gallery of different shapes for the selected category will appear.
- ❖ Depending on how the Word program is configured, the **Drawing Canvas** may appear in the document.
  - To draw the object outside the Drawing Canvas, click in an area outside the Drawing Canvas.
  - To draw the object in the document or inside the Drawing Canvas:
    - Click the object and then move the insertion point into the document.
    - The mouse pointer will change to a plus sign.
    - Drag the mouse pointer until the object is the desired size.
    - Click with the left mouse button to place the object into the document.



### Formatting the Auto Shape

- ❖ Do one of the following:
  - With the **Auto Shape** still selected, choose **Format** on the **Menu Bar** and then choose **AutoShape** from the list of options.
  - Right-click on the **Auto Shape** and then choose **Format Auto Shape** from the shortcut menu.
- ❖ The **Format AutoShape** dialog box will display (see illustration at right).
- ❖ Click the **Size** tab and change the **Height** and **Width** to the desired size.
- ❖ To force the height and width of an Auto Shape object to change proportionately, click the **Lock Aspect Ratio** check box under the **Size**.
- ❖ Click the **Layout** tab.
  - Click one of the **Text Wrap** options to have the text wrap around or through the object.
  - To locate additional **Text Wrap** options:
    - Click the **Advanced** button.
    - Click the **Text Wrapping** tab.
    - Click one of the icons from the available options.
- ❖ Click **OK** to exit the dialog box.



- ❖ Click the **Colors and Lines** tab.
- ❖ To change the **Fill Color**:
  - Click the **Fill, Color** box list arrow.
  - Click on **More Colors** or **Fill Effects**.
  - Apply a **Fill Color** or a **Fill Effect** to this object.
- ❖ To change the **Border Color** and **Style** for the object:
  - Click the **Line, Color** list arrow.
  - Choose the desired color.
  - Click the **Dashed** list arrow to choose a different dash style for the object.
  - Click the **Style** list arrow to choose a different line style.
  - Click the **Weight** spinner arrows to change the weight of the line.
- ❖ When all the changes have been made, click the **OK** button.