

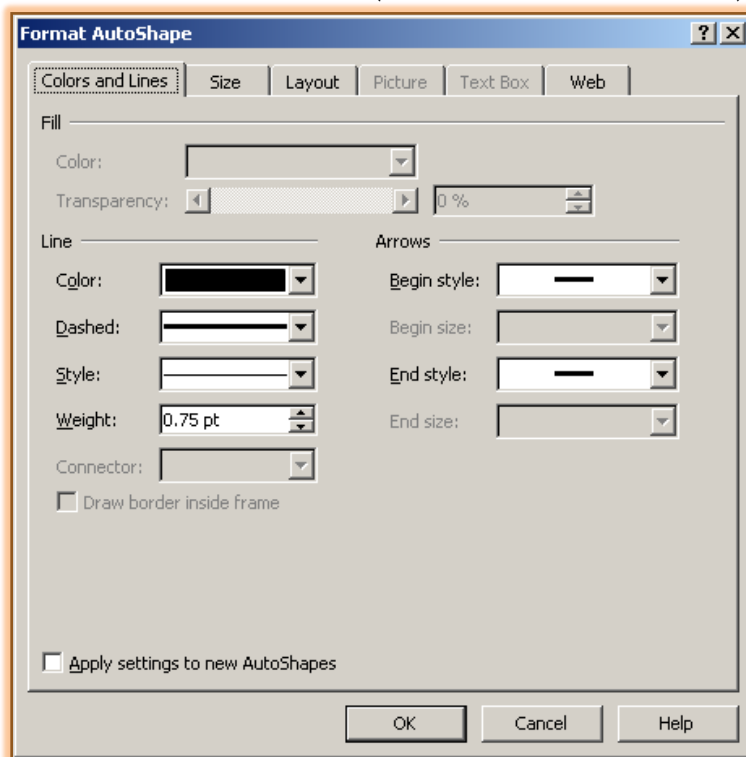
DRAWING OBJECTS

Even though it is possible to insert several different objects into a publication, sometimes it becomes necessary to draw an object for a particular publication. Publisher provides several tools that may be used to draw circles, rectangles, lines, ovals, squares, and other objects. Drawn objects function in much the same way as other objects that are included in a publication. For a listing of these different objects and what they are used for, see Menus and Toolbar documents on the **Publisher 2007** page on the **Training Web Page**.

Drawing a Line or Arrow

Publisher makes it easy to create a vertical, horizontal, or otherwise oriented line. Lines that are created with the Line tool can also include arrow heads and can be designed with different line weights and colors.



- ❖ Click the **Line** or **Arrow** tool on the **Objects** toolbar (see illustrations top right).
- ❖ Place the mouse pointer on the page.
- ❖ The mouse pointer will change to a cross-hair shape (see illustration bottom right).
- ❖ Drag on the publication page either vertically or horizontally to create the line.
- ❖ Release the mouse button and the line or arrow should appear on the page.
- ❖ To draw a straight line or arrow, hold down the **Shift** key while drawing the object.
- ❖ To format the line or arrow, double-click the object.
- ❖ The **Format AutoShape** dialog box will appear.
- ❖ The **Colors and Lines** tab should be selected (see the illustration below).



- ❖ Under the **Line** area, click any of the options to make changes to the thickness or color of the line.
- ❖ Click the options under **Arrow** to change the beginning and ending style of the shape.
- ❖ To change the width of the line or arrow, click the **Size** tab and then click the appropriate option.
- ❖ After all the selections have been made, click **OK** to exit the dialog box and save the changes.


Drawing an Oval or Rectangle

The Oval and Rectangle tools function in much the same way as the line and arrow objects. To create an Oval or Rectangle, follow these steps:

- ❖ Click either the **Oval** or **Rectangle** tool on the **Objects** toolbar (see illustrations top right).
- To create a circle, hold down the **Shift** key while dragging the **Oval** tool.
- To create a square, hold down the **Shift** key while dragging the **Rectangle** tool.
- ❖ Place the mouse pointer on the publication page.
- ❖ The mouse pointer will change to a cross-hair shape (see illustration bottom right).
- ❖ Drag on the publication page to create the drawn object.
 - When creating a new drawing object, drag the mouse in the following order:
 - Drag the mouse downward on the page to create the height for the object.
 - Drag the mouse to the right to create the width for the object.
 - This provides greater control over the final size of the object.
 - Make sure not to let go of the left mouse button until the object is sized appropriately.
- ❖ Release the left mouse button.
- ❖ The new object should appear on the page.

Drawing a Custom Shape

Publisher provides the capability of drawing a number of custom shapes. These shapes range from triangles to stars to sunbursts. To draw a custom shape, follow the steps below:


- ❖ Click the **Auto Shapes** tool on the **Objects** toolbar (see illustration at right).
- ❖ A list of different categories will display (see illustration bottom right).
- ❖ Click on one of the categories.
- ❖ A gallery of different shapes will appear.
- ❖ Select a custom shape from the shape palette that appears.
- ❖ Move the mouse pointer to the page.
- ❖ The mouse pointer will change to a cross-hair shape.
- ❖ Drag on the publication page to create the drawn object.
- ❖ Release the mouse button.
- ❖ The shape should appear on the page.
- ❖ To display additional shapes, click the **More AutoShapes** link.
- ❖ The **Clip Art Task Pane** will display with a gallery of different shapes.
- ❖ Click on the shape to insert it into the publication page.



Formatting Drawing Objects

Custom shapes, as well as circles or rectangles, can be formatted by changing the Line Color or changing the Fill Color.

Changing the Border Color

- ❖ Click the drawn object for which the Line Color is to be changed.
- ❖ Do one of the following:
 - Click the **Line Color** button on the **Formatting** toolbar (see illustration at right).
 - Select a color on the color palette that appears.
 - To choose from more colors than are on the Color palette, click the **More Colors** button.
 - The **Format Auto Shape** dialog box will appear.
 - Click the **Line Color** list arrow to select a new **Line** color for the object.

- Click **Format** on the **Menu Bar** and then select **Auto Shape**.
 - The **Format Auto Shape** dialog box will appear.
 - Click the **Line Color** list arrow to select a new **Line** color for the object.
 - Click **OK** to close the dialog box.
- Double-click the object.
 - The **Format Auto Shape** dialog box will appear.
 - Click the **Line Color** list arrow to select a new **Line** color for the object.
 - Click **OK** to close the dialog box.

Changing the Fill Color

- ❖ Select the drawn object for which the **Fill Color** is to be applied.
- ❖ Do one of the following:
 - Click the **Fill Color** button on the **Formatting** toolbar (see illustration).
 - Select a color on the color palette that appears.
 - To choose from more colors than are on the Color palette, click the **More Colors** button.
 - The **Format Auto Shape** dialog box will appear.
 - Click the **Fill Color** list arrow to select a new **Fill** color for the object.
 - Click **Format** on the **Menu Bar**.
 - Click **AutoShapes** in the list of options.
 - The **Format AutoShapes** dialog box will display.
 - Click the **Fill Color** list arrow to select a new **Fill** color for the object.
 - Click **OK** to close the dialog box.
 - Right-click the object.
 - Click **OK** to close the dialog box.
 - Click **Format AutoShapes**.
 - The **Format AutoShapes** dialog box will display.
 - Click the **Fill Color** list arrow to select a new **Fill** color for the object.
 - Click **OK** to close the dialog box.



Rotating and Flipping an Object

The orientation of an object can be changed by rotating or flipping it. The rotating and flipping tools work with drawing and text objects. In most cases, drawn objects can be rotated and flipped; graphic images, such as clip art or graphic images can only be rotated.

Custom Rotating an Object

- ❖ Click the object that is to be rotated.
- ❖ Click the **Rotate** button on the **Standard** toolbar (see illustration at right).
- ❖ Click the arrow beside the button to select from the following options.
 - Free Rotate
 - Rotate Left 90 **degrees**
 - Rotate Right 90 **degrees**
 - Flip Horizontal
 - Flip Vertical
- ❖ To use the Free Rotate option, click the green button that appears on the object and drag the object in the desired direction.



Flipping an Object Horizontally

- ❖ Click the object that is to be flipped horizontally.
- ❖ Click the arrow next to the **Rotate** button on the **Formatting** toolbar.
- ❖ Click **Flip Horizontal**.

Flipping an Object Vertically

- ❖ Click the object that is to be flipped vertically.
- ❖ Click the arrow next to the **Rotate** button on the **Formatting** toolbar.
- ❖ Click **Flip Vertical**.