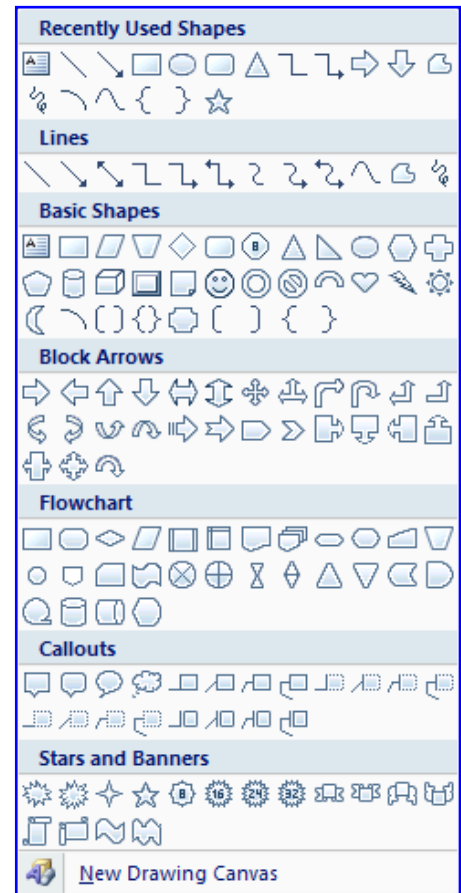


INSERTING OBJECTS

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:

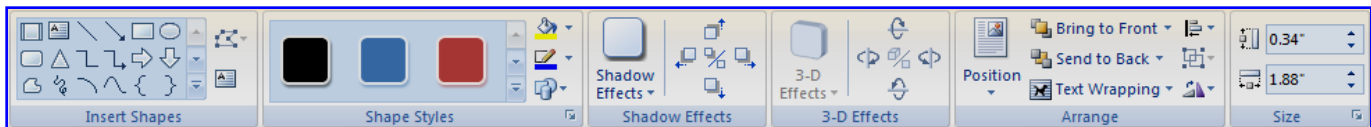
Drawing the Object

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button.
- ✦ A gallery of different categories and shapes will appear (see illustration at right).
- ✦ Click one of the shapes in the gallery.
- ✦ 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

- ✦ Click the shape to select it.
- ✦ The **Drawing Tools Contextual Tab** will appear just above the ribbon and tabs.
- ✦ Click the **Format Tab**.
- ✦ The **Drawing Tools Format Ribbon** will appear.
- ✦ This ribbon is used to apply formatting to the shape.
- ✦ The table below explains each of the groups and buttons on this ribbon



Group/Button	Description
Insert Shapes Group	
Shapes Gallery	Click this button to see the gallery of different shapes that can be drawn within a Word document. The arrows on the right side of the gallery box are used to move through the gallery.
Edit Shape	To change the shape of the object, click this button. To change it to a free form shape, or to change the edit points, click this button.
Edit Text	Use this button to add text to a shape or to edit text that has been added to the shape.

Group/Button	Description
Shape Styles Group	
Styles Gallery	This gallery is used to apply different styles to a shape. Click the More button to see a gallery of additional shapes.
Shape Fill	Use this button to fill a shape with a color, gradient, texture, or picture.
Shape Line	To change the line color and size of the border of the shape, click this button.
Change Shape	To change the selected shape and retain the formatting, click this button.
Dialog Box Launcher	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Auto Shape dialog box. This dialog box can be used to make additional changes to the format of the shape.
Shadow Effects Group	
Shadow Effects	To add a shadow to the selected shape, click this button. A gallery of different shadows will appear. Move the mouse pointer over each of the shapes to see a Live Preview of the shadow. Click the shadow to select it.
Nudge Shadow Up	
Nudge Shadow Left	To move the shadow that has been applied to the shape to the left, click this button.
Nudge Shadow Down	Click this button to move the shadow down after the shadow has been applied to the shape.
Nudge Shadow Right	Once a shadow has been applied to a shape, click this button to move the shadow to the right.
Shadow On/Off	This button is used to turn the shadow effect off and on. It is a toggle switch.
3-D Effects Group	
3-D Effects	Click this button to add a 3-D effect to the shape.
Tilt Up	After the 3-D effect has been applied, click this button to move the effect up.
Tilt Right	Once a 3-D effect has been applied to a shape, click this button to move the effect to the right.
Tilt Down	Click this button to move the 3-D effect down after the effect has been applied to the shape.
Tilt Left	To move the 3-D effect that has been applied to the shape to the left, click this button.
3-D On/Off	This button is used to turn the 3-D effect off and on. It is a toggle switch.
Arrange Group	
Position	To select the position of the shape within the document, click this button. Move the mouse pointer over each of the options to see a Live Preview of the location. Click More Layout Options to display additional wrapping options.

Group/Button	Description
Bring to Front	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one.
Send to Back	This button is used to send a shape that is on top of another one to the back of the top one.
Text Wrapping	When text in a document needs to wrap around the shape, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click the More Rotation Options .
Size Group	
Shape Height	To change the height of the shape, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the shape.
Dialog Box Launcher	To open the Format Auto Shape dialog box with the Size tab selected, click this button. It is located in the lower right corner of the Size Group.

Format Auto Shapes Dialog Box

In addition to using the Drawing Tools Format ribbon to format shapes, it is possible to use the Format Auto Shapes Dialog Box. To do this:

- ✦ Click the shape that is to be formatted.
- ✦ Do one of the following:
 - ✦ **Right-click** the shape and then choose **Format Auto Shape**.
 - ✦ Click the **Drawing Tools Tab**, click the **Format Tab**, and then click the **Dialog Box Launcher** in the **Shape Styles Group**.
- ✦ The **Format AutoShape** dialog box will display (see the illustration at the end of this document).
- ✦ 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** tab.
- ✦ 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 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.

