

Information Sheet No. 1

Drawing Toolbar in Word 2007



Creating and Designing a Drawing Canvas

First, you must create a drawing canvas before you may begin drawing. To do this click the **Insert** tab. Next, click **Shapes**. Now click **New Drawing Canvas**. The Format tab will appear and above the Format tab you will see the words Drawing Tools. You should also notice the options on the Ribbon have changed.

These options are categorized : Insert Shapes, Shape Styles, Shadow Effects, 3-D Effects, Arrange, and Size. Below are brief descriptions of the capabilities of each.

➤ **Insert Shapes**

Here you can add lines, basic shapes, flowcharts, and even text boxes to your canvas with just one click.

➤ **Shape Styles**

Allows users to choose how they would like to fill the canvas (or shape). Choose a canvas outline or an entirely new canvas if the current canvas isn't exactly what you want.

➤ **Shadow Effects**

If you would like to add shadow effects to your canvas, this option gives a variety of choices ranging from Drop Shadows to Prospective Shadows. There is also a tool that allows the user to nudge the shadow up, down, left or right. If these options aren't to your liking, Microsoft also provides additional shadow designs.

➤ **3-D Effects**

This option is a lot of fun! You can experiment with different 3-D effects that allow you to make changes to your canvas color, lighting, surface, direction and depth. There is also a tool (very similar to the nudging feature of shadow effects) that allows you to tilt your 3-D effect up, down, left or right.

➤ **Arrange**

This option helps to position the canvas. Methods of positioning can range from text wrapping, alignment, and rotation.

➤ **Size**

feature allows users to adjust the width and height of the canvas. Be aware making these changes can also change the height and width of text or image, therefore, making the two appear distorted.

Once you are completely satisfied with the drawing, click **OK** to save your changes. If you would like to make changes later, simply click on your canvas, the Format tab will appear and the options will be readily available to you.

To insert a shape:

- Select the **Insert** tab.
- Click the **Shape** command.
- Left-click a shape from the menu. Your cursor is now a cross shape.
- Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.
- Release the mouse button.

To change shape style:

- Select the shape. A new **Format tab** appears with Drawing Tools.
- Click the **More drop-down arrow** in the Shapes Style group to display more style options.
- Move your cursor over the styles, and Live Preview will preview the style in your document.
- Left-click a style to select it.

To change the shape fill color:

- Select the shape. A new **Format tab** appears with Drawing Tools.
- Click the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options.

To change the shape outline:

- Select the shape. A new **Format tab** appears with Drawing Tools.
- Click the **Shape Outline** command to display a drop-down list.
- Select a color from the list, choose No Outline, or choose one of the other options.

To change to a different shape:

- Select the shape. A new **Format tab** appears with Drawing Tools.
- Click the **Change Shape** command to display a drop-down list.
- Select a shape from the list.

To change shadow effects:

- Select the **Format** tab.
- Left-click the **Shadow Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.
- Click an option to select the shadow effect.

Select **Shadow Color** from the menu, and choose a color from the palette to change the color of the shadow on your shape.

To change 3D effects:

You cannot add a 3D effect to **all shapes**.

- Select the **Format** tab.
- Left-click the **3-D Effects** command.
- Move your mouse over the menu options. Live Preview displays how it will appear in your document.
- Click an option to select the 3D effect.

After you have chosen a **3D effect**, you can change other elements of your shape, including the **color, depth, direction, lighting, and surface** of the 3D effect on your shape. This can dramatically change the way the shape looks. You can access these options by clicking the 3-D Effects command.

Information Sheet No. 2

Drawing Shapes



Office allows you to create simple shapes and objects with its built-in drawing tools, and also comes with a set of ready-made shapes you can use in your documents. The shapes can be formatted in numerous ways such as resizing or rotating, changing the color of all or part of the shape, or adding three-dimensional effects such as beveling and shadows. Shapes can also be combined with other shapes to make more complex shapes.

Drawing Preset Shapes

In the *Insert* command tab, the *Shapes* group contains several categories of shapes, including lines, basic shapes, block arrows, flowchart elements, stars and banners, and callouts.

1. On the *Ribbon*, select the **Insert** command tab
The *Insert* tab commands are visible.
2. OPTIONAL: To create a frame for several shapes, in the *Illustrations* group, click **SHAPES** » select **New Drawing Canvas**
A blank drawing appears in your document; the *Format* commands are displayed.
NOTE: This option is available only in Word.
3. In the *Illustrations* group, click **SHAPES** » select the desired shape
4. Click and hold the mouse where you want the shape to start
5. Drag the mouse to create the desired shape
An outline indicating the size of your shape appears.
6. Release the mouse button
The shape appears in your document.

Drawing Custom Shapes

By using the three freehand drawing tools—*Curve*, *Freeform*, and *Scribble*—you can create your own shape. *Curve* lets you draw shapes that have curves. *Freeform* lets you draw shapes that have both straight lines and curves. *Scribble* lets you draw shapes freehand, with fine detail.

Name	Button
Curve	
Freeform	
Scribble	

From the *Insert* tab, in the *Illustrations* group, click **SHAPES** » select the desired tool

- To create a *Curve*, click and release the mouse button to begin your curve. As you draw, click and release the mouse button to anchor a point which your curve will form around. To finish your drawing, double click.

- To create a *Freeform*, click and release the mouse button to begin your freeform shape. As you draw, click and release the mouse button to anchor the endpoints of straight lines or click and drag the mouse to draw curves—you can do both in one drawing. To finish your drawing, double click.

- To create a *Scribble*, click and drag the mouse to draw your scribble.

To finish your drawing, release the mouse button.

Editing Custom Shapes

In addition to more common ways of **modifying** (i.e., changing the appearance) and **manipulating** (i.e., changing the position) of your object, Office features an additional method, called *Edit Points*, to fine-tune the look of custom shapes. These allow you to reshape small segments of your drawing.

1. Double click your custom shape
2. From the *Format* tab, in the *Insert Shapes* group, click **EDIT SHAPE** » select **Edit Points**
Black dots, called *Edit Points*, will appear at various places in your shape.
3. To make the desired changes, click and drag an *Edit Point*
4. When you are finished editing your object, to turn off *Edit Points*, click anywhere on the page



Formatting Shapes

Once you have created an object in your document, you can change its appearance by moving, adjusting the size, and changing the color of the object. When selected, an object has "handles" that can be used to stretch the object taller or shorter, wider or thinner, or proportionally larger or smaller. You can also manipulate your objects several other ways, such as shading them or adjusting them to contain text. Office 2007 allows you to preview any changes by temporarily changing the appearance of the selected shape when your mouse hovers above a formatting option.