



The Drawing Toolbar

The Drawing Toolbar, as pictured below, can be found on your screen. If it is not there it can be found by clicking the Drawing icon on the Standard toolbar.



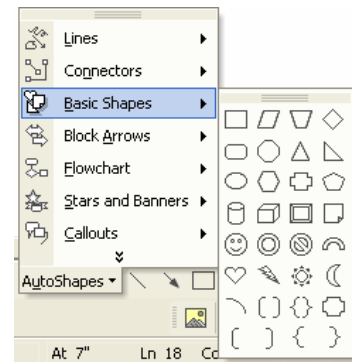
Below is what the drawing toolbar looks like.



STEP 1: SELECTING A SHAPE, LINE OR ORGANIZATIONAL CHART

- There are a few shapes visible on the toolbar itself. To see more, click the dropdown arrow next to the word **AUTOSHAPES**.
- Notice when the mouse moves over each of the words, another menu opens.
- To select a shape, click the mouse on the shape wanted.
- The cursor now looks like a plus sign (+).
- Click your mouse on your page, and the shape will appear.

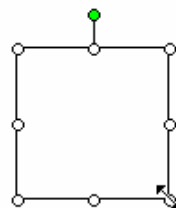
AutoShapes ▾



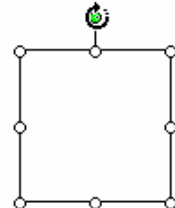
STEP 2: SIZING AND ROTATING THE AUTOSHAPE

- Click on the AutoShape once. Notice the white circles around it? It is now selected.
- Resize the shape by placing the mouse on one of the white circles, holding down the left “clicker” and dragging the mouse.
- Rotate the shape by placing the mouse directly on top of the green dot and clicking and dragging.
- Objects can be flipped vertically and horizontally by clicking on **DRAW** in the drawing toolbar, then **ROTATE AND FLIP**.

Notice how the mouse turns to two arrows.



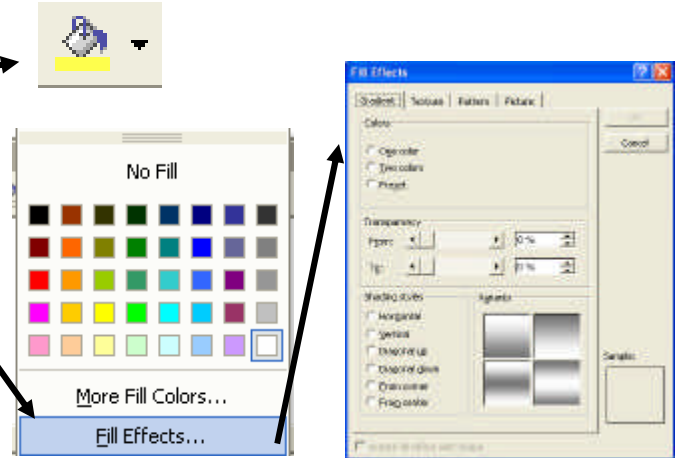
Notice how the mouse turns to a circular arrow.



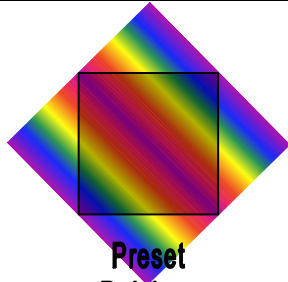
STEP 3: COLORING (FILLING THE SHAPE)

- AutoShapes can be colored by clicking on the drop down arrow next to the **FILL COLOR** button.
- A color palette will appear. Simply click the mouse on the color you want.
- There are also fill effects available by clicking on the **FILL EFFECTS...** option.
- Fill effects option has many, many choices. Click on each of the tabs and play with each to see the many variations. Below are samples of each.

(Make sure your AutoShape has been selected by clicking on it. No changes can be made until the AutoShape has been selected. When it is selected, you'll see white circles around the shape.)



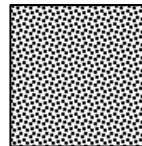
Regular Fill
One Color



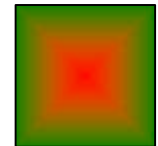
Preset Rainbow Diagonal Down



TEXTURE Water Droplets



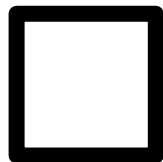
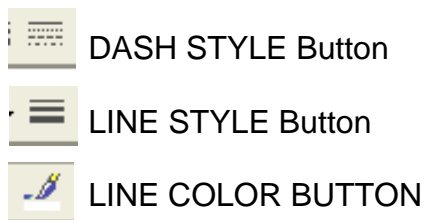
PATTERN Black & White



TWO COLORS Red & Green From Center

STEP 4: CHANGING THE LINES

- By clicking the shape, and then clicking one of the **LINE** buttons to the right, you can change the line around the shape. Samples are below.



LINE STYLE 6 PT



DASH SYLE (last option)




LINE COLOR RED

STEP 5: 3D AND SHADOW

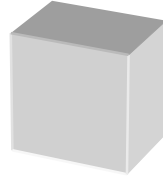
- By clicking the shape, and then clicking on the shadow or 3D button, the shape can change again. Samples Below.

 SHADOW Button

 3D Button



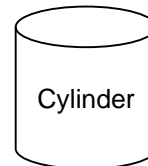
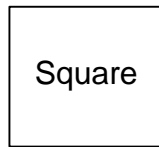
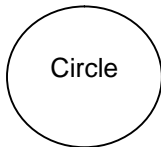
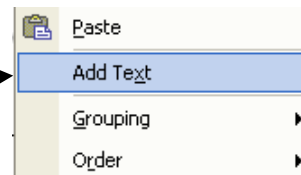
Shadow



3D

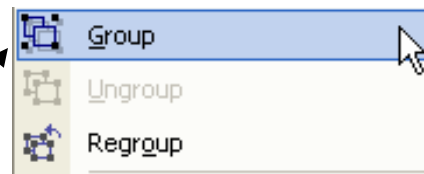
STEP 6: ADDING TEXT

- By **RIGHT-CLICKING** on the shape, and then selecting **ADD TEXT**, words can be added inside the shape. Samples Below.

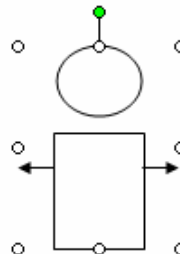
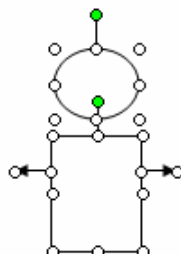


STEP 7: GROUPING

- Multiple shapes can be combined and merged into one shape. With grouping shapes can be merged together for easy moving and copying.
- First, left-click on one of the shapes once. **HOLD DOWN** the **SHIFT** key on your keyboard and click on each of the other shapes you would like to merge.
- Choose **DRAW** on the Drawing Toolbar, then **GROUP**. Sample below.



Before Grouping

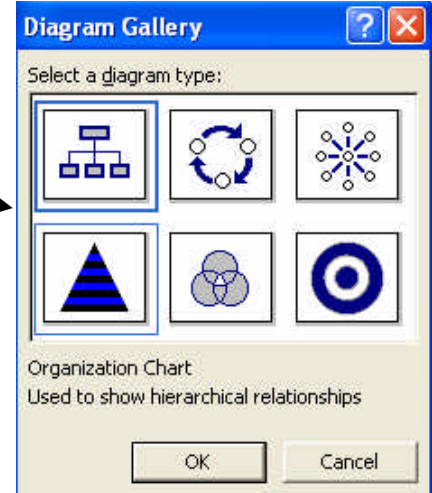
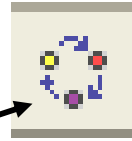


After Grouping

STEP 7: DIAGRAM OR ORGANIZATIONAL CHART

- By clicking the Diagram or Organizational Chart Button, teachers or students can design webs, or other diagrams.
- After clicking the button, the Diagram Gallery appears. Click on the design you like, then click **OK**.
- Your diagram will appear on the page. Make changes to the diagram the same way you make changes to other AutoShapes as indicated in this packet.

(Several teachers have asked about making a Ven Diagram. To arrange your circles so you can see all clearly, click your mouse on a circle, click the drop-down arrow next to the fill button, then click "NO FILL".)



STEP 8: INSERTING WORDART

- Click on the **INSERT WORDART** button. *(It is the blue, tilted letter A on the WordArt Toolbar.)*

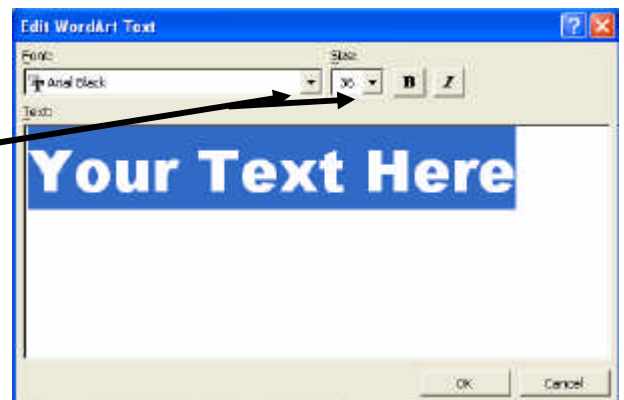


- The WordArt Gallery will appear, listing several types of WordArt to choose from.
- Click on the style/color desired, then click on **OK**.



STEP 9: TYPING IN THE TEXT

- Type in the words you want to appear in the WordArt.
- Change the Font and Font Size by clicking on the **DROP DOWN ARROWS**.
- When Complete, Click on **OK**.



STEP 10: FORMATTING WORDART

- Click on the WordArt to select it. Black lines and small black boxes will appear around the WordArt.
- Click on the **TEXT WRAPPING** button and click on **IN FRONT OF TEXT**.
- Notice how the black boxes are now white circles.
- Put the mouse on the **GREEN** circle on top of the WordArt. The mouse turns to a circular arrow.
- By clicking and moving the mouse, the WordArt can be turned or rotated.
- Put the mouse on the **YELLOW** diamond on bottom of the WordArt. The mouse turns to a white arrow head.
- By clicking and dragging, the WordArt can change shape or become distorted.

Your Text Here



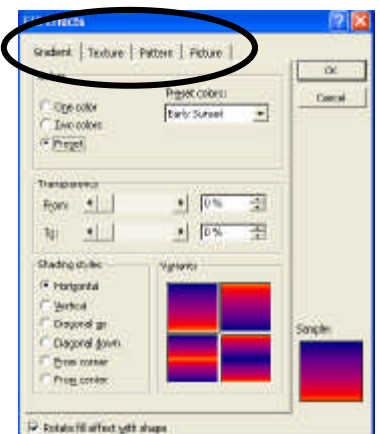
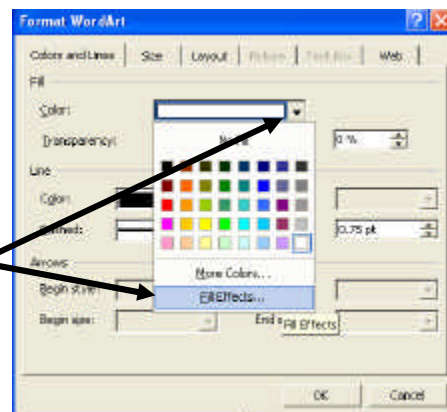
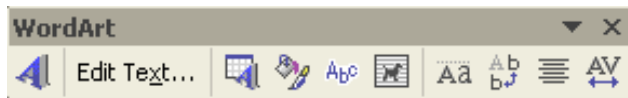
Your Text Here

Your Text Here

Your Text Here

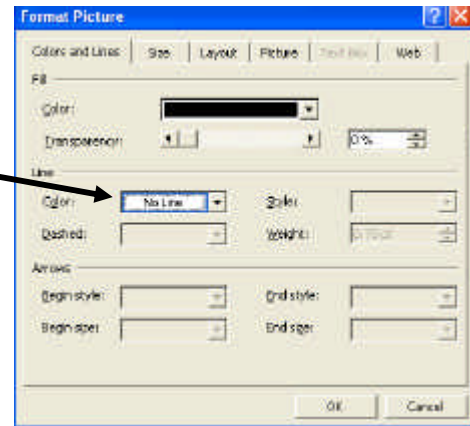
STEP 11: FILL

- Click on the WordArt so that it is selected.
- On the WordArt toolbar, click the **FORMAT WORDART** button. (Shown below, this toolbar appears when the WordArt has been selected.)
- Next to the color selector is a black drop-down arrow. Click this arrow to see more colors or click FILL EFFECTS for more options.
- There are several choices under Fill Effects. Notice the tabs: Gradient, Texture, Pattern, & Picture.
- Each tab has several options. (The Picture tab is for those who want to use a picture already on file in the computer as the WordArt background.)



STEP 12: OUTLINES

- Click the **Format WordArt** button on the WordArt toolbar.
- The first tab is for **Colors and Lines**. The section under Lines allows you to format the outline on a WordArt object.
- Click the Drop down arrow next to **Line Color** and choose a color.
- Click on the drop down arrows to make other choices:
 - Dashed
 - Style
 - Weight
- Click **OK** when done.

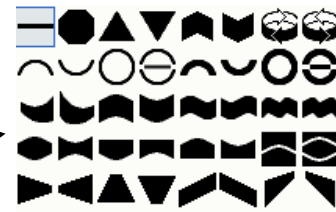


SAMPLES

Your Text Here
Your Text Here

STEP 13: SHAPE

- To change the shape of the WordArt, click the **WORDART SHAPE** button on the WordArt toolbar.
- Each shape represents how the WordArt can look. Click on one to apply it to your WordArt.



STEP 14: EDITING TEXT

- To change what the WordArt says, click **EDIT TEXT** and retype the words. Click **OK** when you're done.

