

## Using the Draw Tools in Microsoft Word

1) The first thing you'll want to do when working with the Draw Tools is to make sure you have the Draw Toolbar on your screen. It looks like **this**, and usually appears at the bottom of your window.



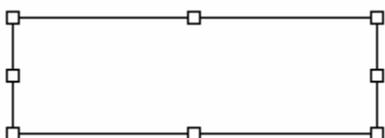
If your Draw Tools are not showing, you can make them appear by pulling down the **View** menu, clicking on **Toolbars** and clicking on **Drawing**.



Take a moment to look at the functions of the Draw Tools. By holding your pointer over each tool for a couple of seconds (without clicking) you can see the function of each button, Like **this**.

**HINT:** At this point, you can do yourself a huge favor by hitting the **Enter** key repeatedly (or just holding it down) till you have a couple of blank pages to work with. Doing this "defines" the space you'll be working in as possible places to click and insert text. Any time you'll be working with graphics, whether they're drawn objects, Word Art or clip art, you'll want to take this extra step. It will allow you to enter text wherever you want to on the page, and will keep your graphics from jumping around the page when you do enter text.

2) Your next step is to play. Take some time to play with the draw tools and see what they do. To draw an object, just click on one of the **AutoShapes** or one of the four tools to the right of the **AutoShapes**. When you get the cross shaped pointer, just click and drag to get your shape.



3) You can move or resize your shape as long as it is **selected** (when you have clicked on it.) You can tell it is **selected** when you see these little boxes, called "**handles**" around it.

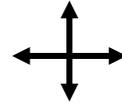
4) Put your pointer over the different handles and see how it changes. Each pointer has a different function.



The diagonal two-headed arrow resizes both height and width



The vertical or horizontal two-headed arrow resizes either vertically **or** horizontally.



And the four-headed arrow is for moving an object.

You'll want to practice a little at this point. When you've become comfortable with drawing, moving and resizing shapes, try using the buttons on the right-hand side of the Draw Toolbar to give color, thickness, shadows and dimension to your drawn objects.

**NOTE:** You must have selected your shape (click and get the handles on it) to use these buttons.

Finally, take a few minutes to look at the **Draw** menu (in the lower left-hand corner of the screen) and the **text box** and **Word Art** buttons (just to the right of the **Oval** tool.)

You'll find that you can manipulate your shapes even more with the options under the **Draw** menu, and **text boxes** and **Word Art** are convenient ways of adding text to a diagram while keeping the flexibility to move them around the page, just like drawn objects.