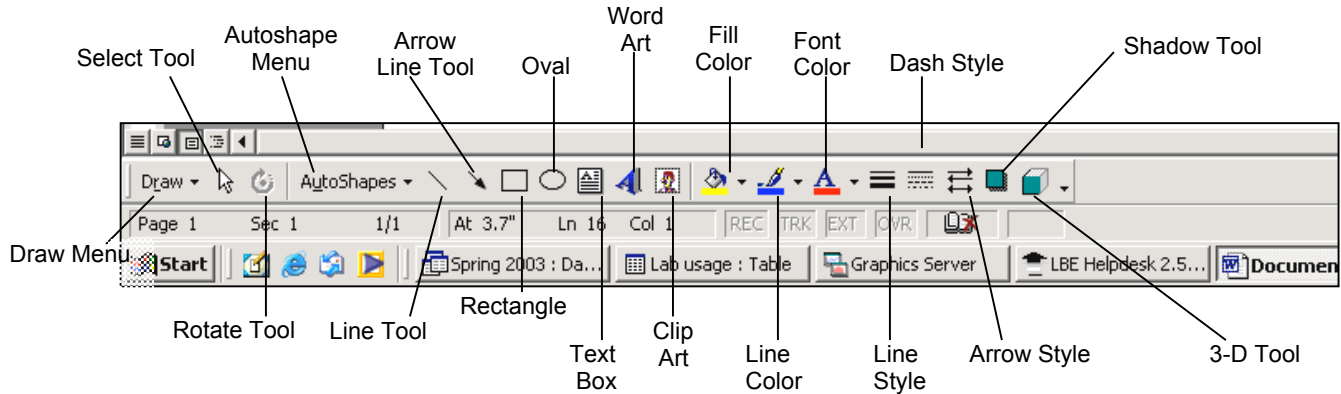


USING MICROSOFT WORD FOR PAGE LAYOUT

THE DRAWING TOOLBAR

The **Drawing Toolbar** contains tools specifically for creating graphical documents. Its default position is near the bottom of the document window. If the **Drawing Toolbar** is not on the screen, add it by going to the **View Menu** □ **Toolbars** □ **Drawing**.



TIP: There are many ways to accomplish the same functions that are represented in the **Drawing Toolbar**. You may want to experiment with the menus and keyboard commands to discover other ways to accomplish the same tasks.

WORD ART

1. Click the **Word Art Tool** to bring up the *Word Art Gallery*.
2. Select one of the pre-made styles.
3. Type your text.
4. Change the font and size of your text as desired.
5. Make the text italic or bold if desired.
6. Click **OK**.

TIP: From the **Word Art Toolbar** you can create your own *Word Art* styles. To bring up the **Word Art Toolbar**, go to the **View Menu** □ **Toolbars** □ **WordArt**

LINES

Drawing Lines

1. Click the **Line Tool** (to draw lines with arrows use the **Arrow Line Tool**).
2. Hold down the left mouse button and drag the mouse from where you want your line to begin to where you want your line to end.

TIP: Hold down the Shift key while drawing a line if you want to draw a straight line.

Formatting Lines

To format a line, select it (See *Working With Objects* for how to select an object), then apply one or more of the following styles:

Line Color Tool	Brings up a palette of colors for you to choose from
Line Style Menu	Opens a list of point widths to choose from to change a line's thickness
Dash Style Menu	Allows you to change a line from solid to dotted or dashed
Arrow Style Menu	Click to add, change, or remove arrows on a line

SHAPES AND AUTO SHAPES

To Draw A Shape

1. Click the **Rectangle** or **Oval Tool** or select a shape from the **AutoShapes Menu**.
2. Click and drag the mouse to draw your shape.

To Format a Shape

To format a shape, select it (see *Working with Objects* for how to select a shape). Note that all shapes have lines around them. These lines may be formatted using the styles described in the above section.

Fill Tool To change a shape's color, click the arrow next to the **Fill Tool** to bring up a palette of colors from which to choose. Note that the color you choose here changes the color of the inside of the shape only. The color of the line border can be changed as described in the section above on lines. To fill a shape with a pattern (such as marble) or a gradient, click the arrow next to the **Fill Tool**. Select **Fill Effects** from the menu.

Shadow Tool Add a shadow to your shape by using the **Shadow Tool**. Select a shadow style from the menu.

3-D Tool Some shapes allow you to add a 3-D effect to them. To add this effect, click the **3-D Tool** and choose a 3-D style from the menu.

CLIPART

1. Click the **ClipArt button**.
2. Browse through the gallery until you find the ClipArt you would like to use.
3. Click on the piece of clipart you would like to use.
4. Choose the first option (**Insert**) from the menu that appears.

YOUR OWN ARTWORK

To insert photos from a digital camera, graphics from the web, graphics that you have scanned, or digitally drawn or art:

1. Know where on your computer the graphic you want to use is saved (i.e. on a CD-ROM, in your *My Documents* folder, on your desktop, etc.)
 2. From within *Word*, go to the **Insert menu**.
 3. Go to **Picture**.
 4. Select **From File**.
 5. In the dialog box that appears, navigate to where your graphic is saved.
 6. Select your graphic.
 7. Click **Insert**.
- To add a border to a graphic, use the line formatting tools. First make sure that the objects are floating objects (see section *Working with Objects*). Do not draw a line around the graphic with the line tool. All you need to do is select a line thickness from the line style menu and then format the border as you would any other line.

TIP: If you need to edit a graphic itself (adjustments to contrast, colors, brightness or image size), use a program such as *Adobe PhotoShop* to edit your graphic before you insert it into your *Word* document.

TEXT BOXES

While you can type directly into a *Word* document, it is suggested that when using *Word* for layout purposes you do not do so. Instead, use text boxes. It will be much easier to place text exactly where you want it on the page if you use text boxes rather than typing straight onto the page.

1. Create a text box:
 - a. Click the **Text Box** tool.
 - b. Click and drag the mouse to draw your text box (don't worry about getting the size of the text box right, you can adjust its size later).
 2. Click in the text box and type.
- Format text in text boxes just as you normally would in any *Word* document (highlight the text you want to format and apply the font, size, color, style, etc. as desired)
 - To add a border to a text box, use the line formatting tools.
 - You can change the background color of a text box by selecting the text box and choosing a color from the **Fill Tool's** palette.
-

WORKING WITH OBJECTS

All the boxes, lines, graphics, and shapes you include in your document are objects.

Selecting Objects

Before you can delete, move, or apply formatting to any object, you must select it.

1. Click the **Select Tool**.
2. Click on the object you want to apply formatting to, move, resize, or delete.

Deleting Objects

1. Select the object.
2. Press the **Delete** or **Backspace** key on the keyboard.

Resizing Objects

1. Select the object.
 2. Click and drag a corner of the object diagonally until the object is the desired size.
-

INLINE OBJECTS VS. FLOATING OBJECTS

Inline Objects

Inline objects are those that are positioned "inline" with text. Inline objects behave as if they were text characters so that they can only be placed within the flow of text in a document. For example, this lion clipart is



inline with the text. I can only manipulate it as if it were a character. It cannot be moved unless it is pushed farther to the right by the text that precedes it or moved left by deleting the text that precedes it. Because of the limited movement capabilities of inline objects, it is recommended that you convert inline objects to *Floating Objects*. To do this:

1. Select the object.
2. Go to the **Draw Menu** in the drawing **Toolbar**.
3. Go to **Text Wrapping**.
4. Choose **In Front of Text**.

By default clipart and images you insert are inline images. Shapes, Text boxes, WordArt, and lines by default are floating objects.

Floating Objects

Floating objects are those objects whose movements are not restricted to character-like positioning in the flow of text. Floating objects can be placed anywhere on a page.

MOVING FLOATING OBJECTS

1. Select the object
2. Click and drag the object to where you would like it on the page.

OR

1. Select the object.
2. Use the **arrow keys** on the keyboard to move the object .

TIP: You can move an object in smaller increments by holding down the **Ctrl** key while pressing the arrow keys.

ROTATING FLOATING OBJECTS

1. Select the object.
 2. Click the **Rotate Tool**.
 3. Click and drag one of the green corners of the bounding box in the direction you want the object to rotate.
-

FLIPPING OBJECTS

1. Select the object.
 2. Go to the **Draw Menu**.
 3. Go to **Rotate or Flip**.
 4. Choose either **Flip Horizontal** or **Flip Vertical** as appropriate.
-

GROUPING OBJECTS

To Group Objects

1. Select an object you want in the group.
2. Hold down the **Shift** key while clicking on the other objects you want in the group.
3. Go to the **Draw Menu**.
4. Select **Group**.

To Ungroup Objects

1. Select the group of objects you want to ungroup.
 2. Go to the **Draw menu**
 3. Select **Ungroup**.
-

ARRANGING OBJECTS

To arrange objects so that they are in front of or behind other objects:

1. Select the object you want to arrange.
2. Go the **Draw Menu**.
3. Choose **Order**.
4. Choose the appropriate action (bring to front brings the object in front of all the objects on a page, send to back send it behind all the object on a page).

For example, I can click on the rectangle (figure 1) and using *Send to Back* move it behind the circle (figure 2).

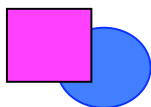


Figure 1

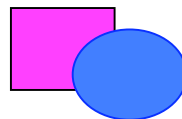


Figure 2