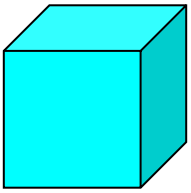
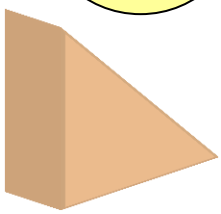
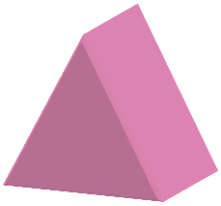
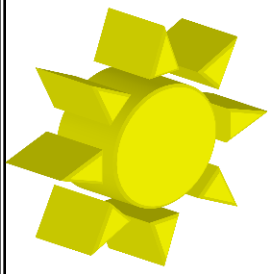
Computer Assisted Drawing

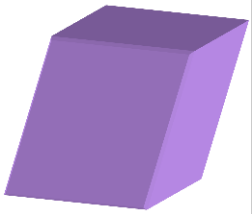
For Those of Us Who Can't Draw A Straight Line!

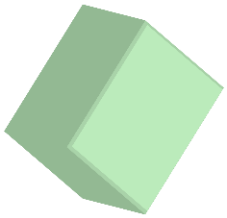


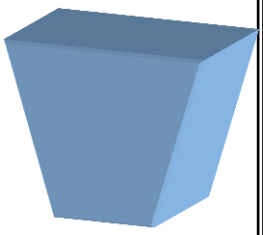












With

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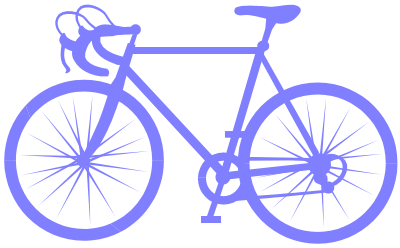

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Why Do I Need Draw Tools?

At some time in the past, you probably used the cut and paste method to spice up your word processing documents. In other words, you cut out pictures or text and actually glued it in your word processing document. Those days are over! Word allows you to use tools which will enable you to create any shape, object, or text box in your document. Among other things you will learn how to use the following in this class:

- Draw tools
- Predefined shapes
- Polygons and curved lines
- Colors and line types
- Changing objects from 2D to 3D
- Flipping, rotating, and resizing objects
- Layers and groups of text or groups of objects
- Advanced techniques used when you really want to impress other people

Top Ten Rules of Desktop Publishing

1. Use Only One Space after Punctuation
2. Don't Use Double-Hard Returns after Paragraphs
3. Use Fewer Fonts – make your document have uniform parts
4. Use Ragged-Right or Fully Justified Text Appropriately
5. Use Centered Text Sparingly
6. Balance Line Length with Type Size
7. Use All Caps with the Right Fonts
8. Use Frames, Boxes, Sidebars, Pull Quotes, Eyebrows, Icons, Side Headings, and Borders with a Purpose
9. Use Less Clip Art
10. Use More White Space

Desktop Publishing Projects and Ideas

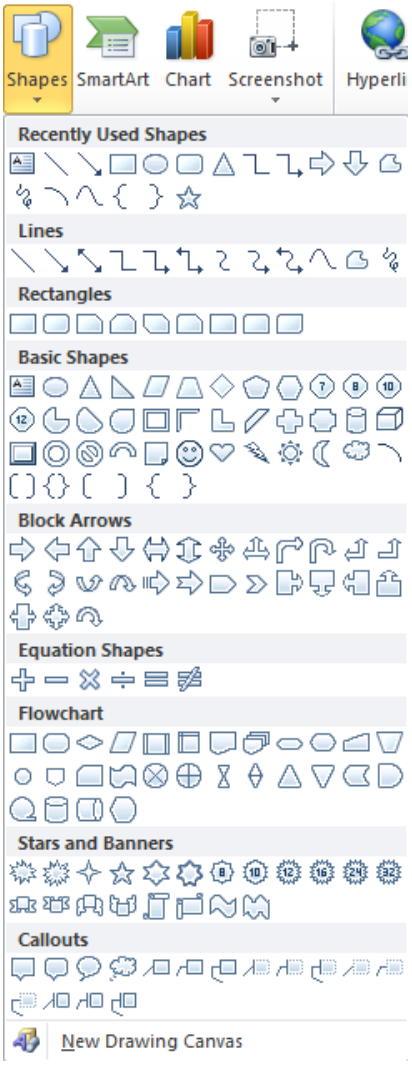
Ads
Labels
Annual Reports
Letterhead
Audio / Video Packaging
Logos
Book Covers, Jackets
Magazines
Booklets
Newsletters
Books & Manuals
Newspapers

Brochures
Packaging
Business Cards
Pocket Folders
Business Forms
Postcards
Candy Wrappers
Posters
Cards & Invitations
Presentations
Catalogs
Promotional Items

CD / DVD Packaging
Seasonal / Themes
Certificates
Signage
Computer Crafts
Technical Illustration
Calendars
Wedding & Anniversary
Direct Mail
Web Pages
Gift Tags
Templates for Design Project

Using Shapes in the Illustration Group

When we insert shapes in a Word document, they are called objects. When you choose shapes from the illustrations group located in the insert ribbon, you have over 150 objects to insert in your document!



What Categories are in the Shapes Gallery?

- **Recently Used Shapes** – Lists 18 of the most recently used shapes. This list will change as your use the tools.
- **Lines** – Straight lines, curved lines, lines with arrowheads, squiggly lines, free form shapes and the ultimate polygons.
- **Rectangles** – Any size or shape rectangle. If you wish to draw a perfect square or circle, hold the shift key down before you draw the objects and let the shift key up last.
- **Basic Shapes –** Smiley faces, triangles, flow chart symbols, and hearts!
- **Block Arrows** – Big fat arrows pointing in any directions,
- **Equation Shapes** – Large mathematical symbols that complement the equation editor in Word.
- **Flowchart** – Ever draw flowcharts when writing a computer program?
- **Stars and Banners** – Cool items to spice up your documents.
- **Callouts** – Make cartoon characters speak!

Shape Objects

Each draw tool is easy to use. Don't forget you may zoom in or zoom out while using the tools for greater detail.

- Click a draw tool of your choice and position your cursor on the page where you wish the left top of your object to appear.
- Press your mouse button down and hold it down while you drag your mouse to a point on the page where you wish the lower right corner of the object to be located.

You can enhance the action of the of the draw tools by pressing the ***shift key*** before you press the mouse button. Always press down the shift key, use the mouse, let go of the mouse button, then take you finger off the shift key.

- Use the shift key to create a perfect circle with the oval tool or create a perfect square with the rectangle tool
- Use the shift key to make perfect horizontal or vertical lines
- Use the shift key to draw a 45 degree line

You can enhance the action of the of the draw tools by pressing the ***Ctrl key*** before you press the mouse button.

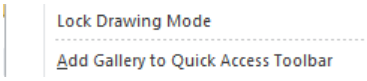
- You can create a draw object from the center of the cursor position rather than from one corner to another

You can enhance the action of the of the draw tools by pressing the ***Shift*** & ***Ctrl key*** before you press the mouse button.

- Using the Shift and Control key, will create straight lines, perfect circles and squares while you draw an object from the center of the cursor position rather than from one corner to another

Locking Tools to Enable Drawing the Same Object

If you wish to ***draw multiple objects*** with the same tool, ***right click*** the tool. In the dialog box that appears, choose lock Drawing Mode. That tool will be ***locked*** until you press the button of that tool again to ***unlock*** it.



Drawing Lines with Arrow Heads

Lines are drawn by the same method used for shapes with a few exceptions. If you draw a line with an arrow head, the ***end of the line begins*** when you ***first start dragging*** your mouse. The ***arrow head*** always appears on the ***end*** of the line where you ***stop dragging*** the mouse.

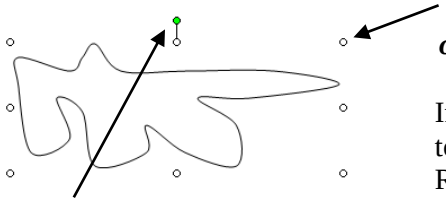
Moving Draw Objects on the Page

- Place your cursor near the center of any draw object
- Drag the mouse to move the object anywhere you wish on the page

How Do I Manipulate a Shape that is Transparent?

If there is no fill in a shape (transparent), there is nothing to "grab" in the middle of the object. To resize, change the shape, or move it, you must "grab" the border outline of the shape.

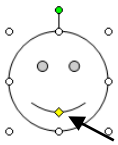
Resizing, Rotating, and Changing the Shape of Draw Objects



When you click on a draw object, it will display "***handles***" Place your ***cursor on a handle*** and ***drag to change the size*** or shape of an object.

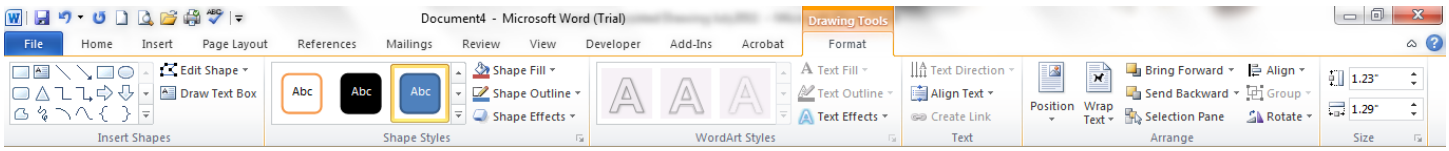
If you wish to change the size of an object and ***keep the aspect ratio*** (horizontal to vertical relationship), ***press the shift key before you re-size the object***. Release the shift key after you release the mouse button.

The ***green*** handle on an object will allow you to rotate the object by dragging it on the page.



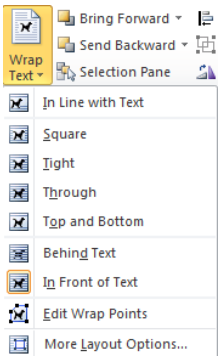
If an AutoShape has a yellow handle, you can change the portion with the ***yellow handle*** by ***dragging it on the page***.

Drawing Tools Format Menu

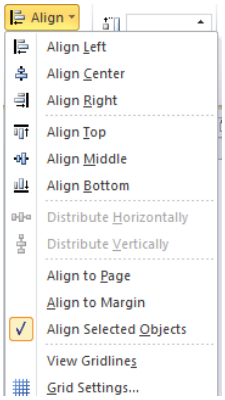


After you draw any object on the page, the Drawing Tools Format Ribbon appears. Reading from left to right, the following is the purpose of each group with the related items in the group:

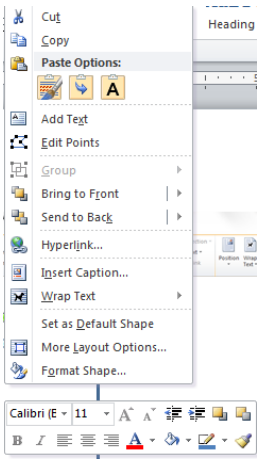
- **Insert Shapes** – allows you to choose any draw tool without going back to the insert ribbon. It also allows you to edit the shape of some of the object you create.
- **Shape Styles** – Choose either predefined style of shapes, the fill color in an opaque object, change the border line color, and line thickness around an object.
- **WordArt styles** – It is possible to choose a particular style of special text (like the title of this handout). It is possible to change the color of text with the Text fill menu, Text Outline will create an outline around the letters, and text effects really let your imagination roam.
- **Text Direction –** Text direction allows you to change the direction of text flow. Align Text will allow you to choose between the top, middle, or bottom within the text box outline. Create Link allows you to link two or more text boxes together. Excess text will flow from one text box to another. This is a great way to continue a newsletter article on another page just like your newspaper.
- **Arrange –** Position allows you to change the position of a graphic within a text box, in turn changing how test flows around the graphic.
- **Text Wrap –** Instead of changing the position of a graphic, this button allows you to determine how the text flows around an object.
- **Bring Forward –** Since all objects on the page are three dimensional, you are able to move objects back and forward on the page relative to each layer. This command takes a selected object and moves in one layer relative to your face as you view the page.
- **Send Backward –** Since all objects on the page are three dimensional, you are able to move objects back and forward on the page relative to each layer. This command takes a selected object and moves in one layer relative to your face as you view the page.
- **Selection Pane –** If you wish to work with an object on the page, you click on it so it has handles. It is possible to multiple select objects by viewing a pane that lists all objects on the page. Simply clicking an object on the pane causes the object to have handles on the page.



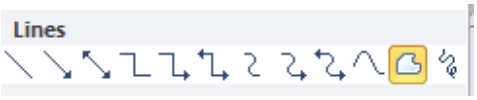
- **Align** – If you select one or more objects, it is possible to align the objects on the page. Choices allow you to align the objects in any possible situation.
- **Group –** Many times, you will create large objects on the page by grouping many smaller objects. If you select two or more objects, it is possible to group them together as one object. The objects will now be treated as one on the page. You may ungroup them after they are grouped to separate the objects again.
- **Rotate** – It is possible to rotate a selected object on the page. Many options are possible.
- **Size –** The currently selected object's dimensions are shown with this command. It is very easy to make the object larger or smaller. You can make different shapes the exact same size.



In addition to using the above items from the ribbon, you can also format draw shapes by right clicking on the object. Each item on the menu will allow you to change the format of the object currently selected.

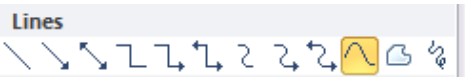


Drawing a Polygons or a Free Form Shape



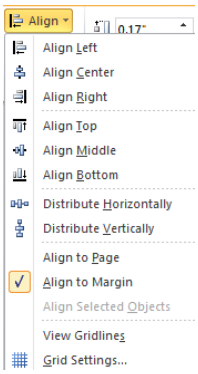
- On the insert ribbon, in the illustrations group, click on the shapes button. The menu to the right appears. Click on the free form symbol in the lines section to create a polygon.
- Click your mouse on the page where you wish the first corner of you shape to appear.
- Click once again at the place where you wish the second corner to appear.
- Click as often as you like to create corners for your shape.
- Notice that after you click for a corner, you actually pull a straight line across the page as you move your mouse.
- If you wish to create curvy lines. Just hold the mouse button down after you click for a corner and drag the mouse with the left button depressed.
- When you wish to stop "pulling string" out of your mouse, just double click the mouse or try to click a corner near where you began your shape.

Drawing a Curved Free Form Shape



- Click on the Curve Tool (the one to the left of the free form shape tool).
- Click on the page where you wish your curved line or shape to begin.
- Click again where you wish the line to curve. When you move the mouse, notice how the line bends. The radius of the bend depends on how you move the mouse.
- Continue to click and bend lines.
- Double click the mouse or try to click a corner near where you began your shape.

Aligning Objects

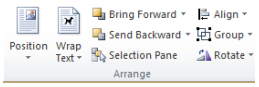


If you multiple select objects (click on one and shift click others), you can align them on the page using the align tool in the arrange group in the format ribbon. The options on the align dialog box covers any situation you need.

Grouping Objects so Word Treats Them as One Object

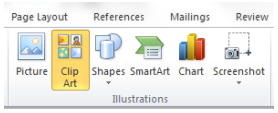
If you multiple select objects (click on one and shift click others), you can group them on the page using the group tool in the arrange group in the format ribbon. This command allows you to create very complicated objects with several simple parts. After objects are grouped, you may ungroup them into individual parts using the same place on the format menu.

Moving 3 Dimensional Objects Back and Forth on the Page



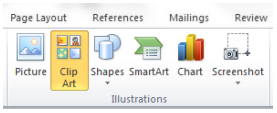
When you have several objects in a word document, they all lie in various layers on or above the page. You may wish to change this arrangement while working on your documents. The first shape you draw is on the page. Each additional object is one layer closer to your face as you view them on the page. By clicking one of the objects and using the buttons in the arrange group in the format ribbon, you may change the order of the layers of your objects on the page.

How do I Insert Clipart into a Word Document?

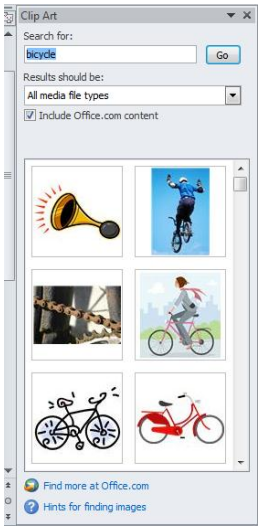


- Place your cursor in the Word document.
- Under the insert ribbon, in the illustrations group, choose picture or clipart.

- Clipart comes with Word, and will search for more from the internet. Picture would be something you took with a camera or found on the web.
- When you choose clipart, a new pane (window) appears to the right of your document.
- In the "search for" box, type a subject you wish to use as clipart. I chose bicycle.

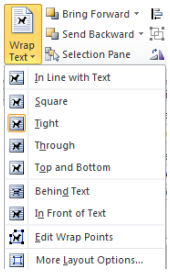


- The program should list many items.
- If you place your cursor on a picture, it should have a large gray bar with an arrow pointed down. This is a menu bar, from it, choose, insert.
- You may also wish to simply double click the clipart object.
- The item will appear on your page. It may be too large or small, and certainly not at the exact location, you wish.
- The graphic in your document will be a "line graphic" This mean it cannot be moved within your text. The computer is treating the graphic as a character of text.
- It is easy to make it a "free floating" object.
- Double click the object and choose wrap text in the arrange group in the format ribbon.
- Choose "Tight". This will cause the text to flow around your clipart. There are many more choices on the menu.



How Do I Change a "Line" Graphic to a "Free Floating" Graphic?

- It is easy to make it a "free floating" object.
- Double click the object and choose wrap text in the arrange group in the format ribbon.
- Choose "Tight". This will cause the text to flow around your clipart. There are many more choices on the menu.

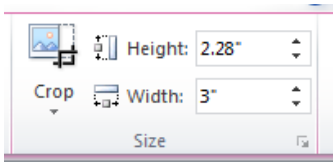


How Do I Place Internet Graphics into My Word Document?

- While viewing a graphic on a web page, place your cursor on the graphic, and right click the mouse.
- When the menu appears, choose copy with the left mouse button.
- The graphic is now on the computer's clipboard.
- To add the graphic to your document, right click on the page your wish to insert your graphic and follow the same directions for inserting clipart.
- You may wish to use the cropping tool to use a portion of a graphic for your document. Follow the same directions for inserting clipart.

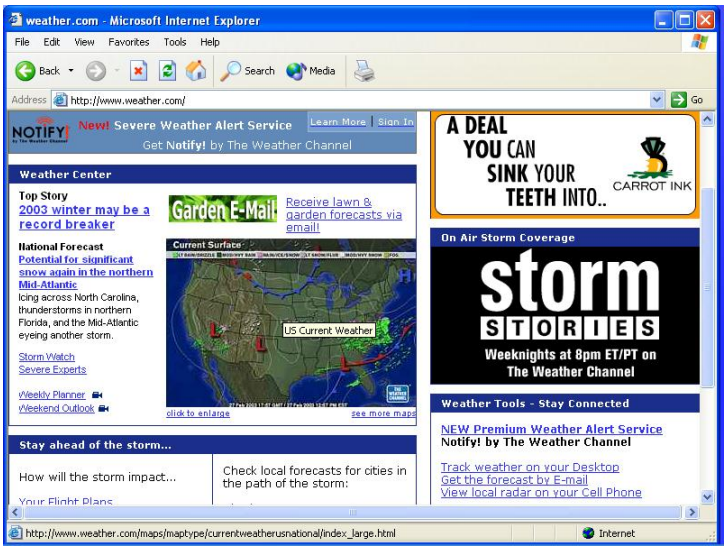
How Do I Crop Pictures and Clipart?

- When you double click a picture or clipart, the drawing tools/format ribbon appears.
- The crop button appears in the size group.
- Position the cropping tool icon on one of the handles of the object you wish to crop.
- If you drag toward the center of the object, you will crop the outer items, only leaving the inner material.



How Do I Take a Screen Shot of Anything I See on my Computer Monitor?

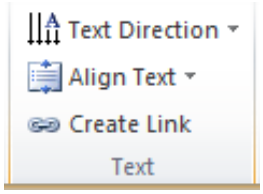
- While viewing anything on your computer monitor press the "print screen" key on your keyboard.
- The entire screen is now on the computer's clipboard.
- If you wish to 'crop" the picture, use the cropping tool on the picture toolbar.
- The cropping tool will allow you to crop out unwanted sections of the screen shot so you can choose any section you like as your finished product.



How Do I Link Text Boxes?

Text boxes allow you to use text in your document as a graphic. A text box allows you to move text anywhere on the page as if it were a regular draw object. Right clicking will allow you to format the text box as if it were an AutoShape. Highlight text in a text box and you are able to use any of the tools on the main formatting toolbar to format the text.

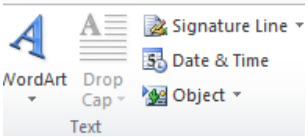
Text boxes may be used when creating a newsletter or newspaper. In both cases, an article may start on one page of the document and continue on another page. The text from the first box will easily flow from that box to another other boxes if they are linked.



Size group on the format ribbon will allow you to "link" text boxes as well as make the text flow in a different direction. Linking text boxes allows text to flow from one text box to one or several other text boxes. This allows you to start and article in a newsletter on page one and continue on another page of the document. You may use this tool to break a previously set link.

Using Word Art

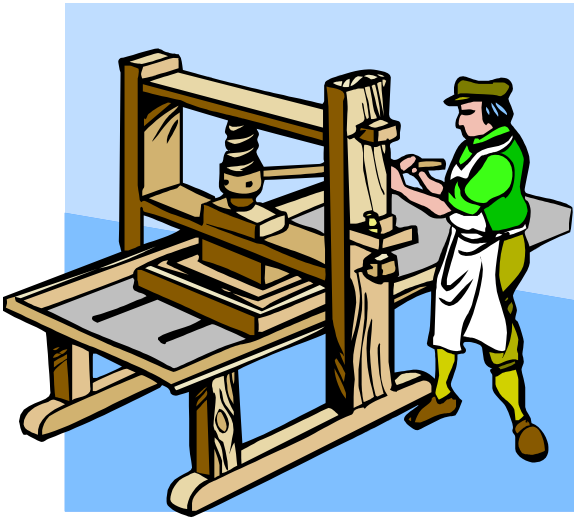
WordArt is a special fancy text you can incorporate in your document. When you choose WordArt from the text group on the insert ribbon, you will be able to select a specific style. When you choose this option, the edit box will appear on your screen to enable you to type in text intended to be used in WordArt.



After you type your text and click "OK," you get a typical text box with WordArt in it. It will be a line graphic. You need to right click the textbox and format the box the way you like.

Fancy Desktop Publishing Terms

- ***Sidebars*** – a portion of text that consists of extra information about an article's subject matter that is given prominence by means of a separate panel
- ***Pull Quotes*** - Short excerpts from text that are enlarged and set off from the page with boxes or lines. These are used for emphasis or to fit text copy into columns
- ***Eyebrows*** – Short department descriptions that appear over article titles in magazines and newsletters – text usually has more spacing between the letters
- ***Icons*** – A graphic related to text is positioned near
- ***Side Headings*** – A heading that appears in a separate column next to text it relates to

Computer Assistant Drawing Assignment

- Create at least a **three** page newsletter containing at least **eight** of the following: columns, charts, graphics from clipart or the Web, headers and footers, page numbering, linked text boxes, 3-D draw objects, WordArt, text formatting, pictures, different fonts, different styles, font colors, alignment, sidebars, pull quotes, eyebrows, icons, side headings, and shadows. The text can be imported from web pages. Don't forget to make some text flow around some of the graphics.