

Using MS Draw's Toolbox

MS Draw's Toolbox contains nine drawing tools. To select a tool, move the pointer over the tool in the Toolbox and click the mouse button. The icon in the Toolbox is highlighted and any previously selected tool is dropped (that is, deselected). In the drawing area, the pointer represents the selected tool.



Arrow



Zoom In/Zoom Out



Line



Ellipse/Circle



Rounded Rectangle/Square



Rectangle/Square



Arc



Freeform



Text

Arrow



Use the Arrow for manipulating objects. Selecting the Arrow tool drops any previous selection.

Zoom In/Zoom Out



Use the Zoom In/Zoom Out tool to change the magnification of a drawing. You can also use the View menu to choose a specific level of magnification.

There are seven levels of magnification: 25%, 50%, 75%, Full Size, 200%, 400%, and 800%.

To use the Zoom In/Zoom Out tool :

- 1** In the Toolbox, point to the Zoom In/Zoom Out tool and click the mouse button.
Position the pointer where you want to zoom in or out.
- 2** The pointer changes to a magnifying glass.
- 3** To zoom in (increase magnification one level), click the mouse button.
- 4** To zoom out (reduce magnification one level), press the SHIFT key as you click.
Each click of the mouse button increases or reduces the magnification one level. The place you click is centered in the window.

Related topics

[View menu](#)

Line



Use the Line tool to draw straight lines.

To use the Line tool:

- 1** In the Toolbox, point to the Line tool and click the mouse button.
- 2** Position the pointer where you want the line to start.
- 3** Hold down the mouse button and drag to draw a line.
- 4** Release the mouse button to complete the line.

To draw a line from its center point, press the CTRL key and hold it down as you drag.

To constrain a line to the nearest 45° angle (0°, 45°, 90°, 135°, and so on), press the SHIFT key and hold it down as you drag.

To draw a line from its center point as you constrain it to the nearest 45° angle, press the the CTRL and SHIFT keys and hold them down as you drag.

Related topics

[Enhancing objects](#)

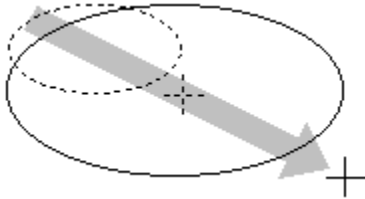
Ellipse/Circle



Use the Ellipse/Circle tool to draw ellipses and circles.

To use the Ellipse/Circle tool:

- 1 In the Toolbox, point to the Ellipse/Circle tool and click the mouse button.
- 2 Position the pointer at one corner of an imaginary bounding box that surrounds the figure you want to draw.
- 3 Hold down the mouse button and drag to draw an ellipse.
- 4 Release the mouse button to complete the ellipse.



To draw an ellipse from its center, press the CTRL key and hold it down as you drag.

To draw a circle, press the SHIFT key and hold it down as you drag.

To draw a circle from its center, press the CTRL and SHIFT keys and hold them down as you drag.

Related topics

[Enhancing objects](#)

Rounded Rectangle/Square



Use the Rounded Rectangle/Square tool to draw rectangles and squares with rounded corners.

To use the Rounded Rectangle/Square tool:

- 1** In the Toolbox, point to the Rounded Rectangle/Square tool and click the mouse button.
- 2** Position the pointer at one corner of the rounded rectangle that you want to draw.
- 3** Hold down the mouse button and drag a rectangle.
- 4** Release the mouse button to complete the rounded rectangle.

To draw a rounded rectangle from its center, press the CTRL key and hold it down as you drag.

To draw a square with rounded corners, press the SHIFT key and hold it down as you drag.

To draw a rounded square from its center, press the CTRL and SHIFT keys and hold them down as you drag.

Related topics

[Enhancing objects](#)

Rectangle/Square



Use the Rectangle/Square tool to draw rectangles and squares.

To use the Rectangle/Square tool:

- 1** Point to the Rectangle/Square tool in the Toolbox and click the mouse button.
- 2** Position the pointer at one corner of the rectangle that you want to draw.
- 3** Hold down the mouse button and drag a rectangle.
- 4** Release the mouse button to complete the rectangle.

To draw a rectangle from its center rather than from a corner, press the CTRL key and hold it down as you drag.

To draw a square, press the SHIFT key and hold it down as you drag.

To draw a square from its center, press the CTRL and SHIFT keys and hold them down as you drag.

Related topics

[Enhancing objects](#)

Arc



Use the Arc tool to draw arcs that are 90° segments (quadrants) of ellipses. A filled arc has a wedge shape.



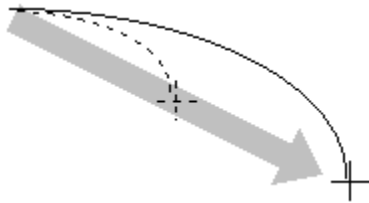
Filled arc
(wedge)



Unfilled arc

To use the Arc tool:

- 1 In the Toolbox, point to the Arc tool and click the mouse button.
- 2 Position the pointer where you want one end of the arc to be.
- 3 Hold down the mouse button and drag the arc. The direction in which you drag determines which quadrant of an ellipse you draw (upper left, lower right, etc.).
- 4 Release the mouse button to complete the arc.



To draw an arc that is part of a circle, hold down the SHIFT key as you drag.

To change an arc angle (that is, to make an arc that is more or less than 90° of an ellipse) select the arc, then choose Edit Arc in the Edit menu.

Related topics

[Editing freeforms and arcs](#)

[Edit menu](#)

[Drawing filled and unfilled objects](#)

[Enhancing objects](#)

Freeform



Use the Freeform tool to draw closed or open polygon freeforms, freehand freeforms, or combination freeforms. Click to add straight sections; drag to add freehand sections.



Related topics

[To draw a polygon freeform](#)

[To draw a freehand freeform](#)

[Freeform tips](#)

[Editing freeforms and arcs](#)

[Edit menu](#)

[Enhancing objects](#)

To draw a polygon freeform

- 1 In the Toolbox, point to the Freeform tool and click the mouse button.
- 2 Position the pointer where you want the figure to start and click the mouse button.
- 3 Move the pointer to where you want the first line segment to end and the second line segment to begin and click the mouse button.
- 4 Continue moving the pointer and clicking to draw connected lines.
- 5 Complete the figure in one of two ways:
 - For a closed polygon, click near the beginning of the first line.
 - MS Draw draws a straight line from the last point in the figure to the first point.
 - For an open polygon, press ENTER, ESC, click outside the drawing area, or double-click to complete the figure.

To draw a combination figure (with straight and freehand sections in the same figure), alternate between clicking and dragging.

Related topics

[Freeform tool](#)

[To draw a freehand freeform](#)

[Freeform figure tips](#)

[Editing freeforms and arcs](#)

[Edit menu](#)

To draw a freehand freeform

- 1 In the Toolbox, point to the Freeform tool and click the mouse button.
- 2 Position the pointer where you want the figure to start and hold down the mouse button.
After a brief pause, the pointer changes to a pencil.
- 3 While holding the mouse button down, drag the pointer to draw the freehand freeform.
As you draw, MS Draw adds vertices to the figure.
- 4 Complete the figure in one of two ways:
 - For a closed figure, click near the beginning of the figure.
 - MS Draw draws a straight line from the last point in the figure to the first.
 - For an open figure, double-click or press ENTER or ESC or click outside the drawing area.

To draw a combination figure (with straight and freehand curves in the same figure), alternate between clicking and dragging.

Related topics

[Freeform tool](#)

[To draw a polygon freeform](#)

[Freeform tips](#)

[Editing freeforms and arcs](#)

[Edit menu](#)

Freeform tips

To remove the last vertex from a figure before you complete it, make sure the mouse button is released and then press BACKSPACE. Continue pressing BACKSPACE to remove consecutive vertices.

You can move, add, or remove vertices from a completed freeform figure with the Edit Freeform command on the Edit menu.

To draw a combination figure (with straight edges and freehand sections in the same figure), alternate between clicking and dragging.

Related topics

[Freeform tool](#)

[To draw a polygon freeform](#)

[To draw a freehand freeform](#)

[Editing freeforms and arcs](#)

[Edit menu](#)

Text



Use the Text tool to add a text object (a single line of text) to your drawings.

To use the Text tool:

- 1** Make sure the current settings for font, font size, font style, alignment, and text color are appropriate for the text you want to type. You can change them later if you wish.
- 2** In the Toolbox, point to the Text tool and click the mouse button.
- 3** Click where you want the text to start.
A text insertion point appears.
- 4** Enter the text. You can type only a single line of text.
Use the BACKSPACE key, mouse, or cursor keys to correct typing.
Press CTRL + INS to copy selected characters to the clipboard.
Press SHIFT + INS to paste characters from the clipboard into the text object.
Press SHIFT + DEL to cut selected characters and place them on the clipboard.
- 5** When you are satisfied with the text, press ENTER or ESC or click outside the text object.
Handles appear around the new text object to show that it is selected.

You can change the text color of a completed text object with the Color palette.

You can change the text style, alignment, font, or font size of a completed text object with commands from the Text menu.

Related topics

[Changing text](#)

[Color palette](#)

[Cutting](#)

[Copying](#)

[Pasting](#)

[Clearing](#)

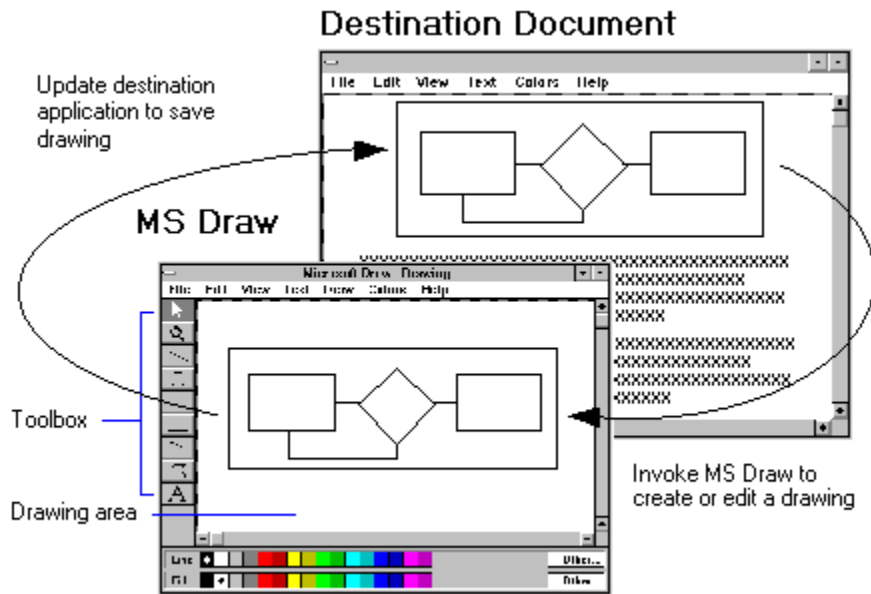
[Edit menu](#)

[Text menu](#)

MS Draw Overview

MS Draw is a drawing program that you use from within other Windows applications. The application from which you invoke MS Draw is called a destination application.

To use MS Draw to edit a drawing, follow the instructions for your destination application to invoke MS Draw. The drawing appears in MS Draw's standard 22 x 22 inch drawing area with MS Draw's Toolbox ready for you to use.



You can use MS Draw to:

- Create new drawings and edit them.
- Edit clip art.
- Import and edit drawings created in other applications.

Related topics

[Using MS Draw's Toolbox](#)

Selecting objects

Before you can do anything with an object (edit it, move it, resize it), you must first select it. A selected object has resize handles which you use to change the size of the object.



Related topics

[Selecting a single object](#)

[Selecting multiple objects](#)

[Selecting all objects in the drawing](#)

[Cancelling a selection](#)

[Working with object groups](#)

[Resizing objects](#)

Selecting a single object

To select a single object:

- 1 In the Toolbox, click the Arrow tool.
- 2 Use the Arrow tool to select an object in one of two ways:
 - Click the mouse button anywhere on the drawn part of the object. Clicking the interior of an unfilled object will not select it.
 - Position the pointer away from any object and drag a selection rectangle (also called a marquee) to completely enclose the object you want to select.

If you click an object that is not selected, any selected object will be dropped.

Related topics

[Selecting objects](#)

[Selecting multiple objects](#)

[Cancelling a selection](#)

[Working with object groups](#)

Selecting multiple objects

When you select multiple objects, you can change the attributes of the objects as a unit. Specifically, you can cut, copy, clear, and move all the selected objects at once. You can also change the fill color, line color, pattern, line style, and text attributes of the selected objects. You can also group objects in a multiple selection.

To select multiple objects (that is, to create a multiple selection):

- 1 In the Toolbox, click the Arrow tool.
- 2 Drag a [selection rectangle](#) completely around the objects you want to select.

To add to a selection of one or more objects, hold down the SHIFT key as you select additional objects either by clicking them or by dragging a selection rectangle around them.

If you click one object in a multiple selection, it will remain selected (as will all the other objects in the selection).

If you click an object that is not part of a multiple selection, it will be selected and the multiple selection will be dropped.

Related topics

[Selecting objects](#)

[Selecting a single object](#)

[Selecting all objects in the drawing](#)

[Cancelling a selection](#)

[Working with object groups](#)

Selecting all objects in the drawing

To select all objects in your drawing, choose Select All from the Edit menu (or press CTRL + A).

Related topics

[Selecting objects](#)

[Edit menu](#)

Cancelling a selection

To cancel the selection of a single object or to cancel a multiple selection, click the Arrow tool or click away from the selection.

To cancel the selection of a single object of a multiple selection, hold down the SHIFT key as you click anywhere on the drawn part of the single object.

Related topics

[Selecting objects](#)

[Selecting a single object](#)

[Selecting multiple objects](#)

[Working with object groups](#)

Working with object groups

Grouped objects are objects that have been combined so that they can be treated as a single object (moved, resized, rotated, flipped, colored). When you group objects, you can change the group members' attributes just as if the objects were multiply selected. (That is, you can cut, copy, clear, and drag the grouped objects and you can change their fill color, line color, pattern, line style, and text attributes.)

Grouped objects remain associated until you ungroup them (unlike objects in a multiple selection which lose their association when you cancel their selection).

In addition, you can resize, flip, and rotate a group as if it were a single object.

To group objects:

- 1 Select all the objects you want to group.
- 2 Choose Group from the Draw menu (or press CTRL + G).

Four resize handles appear around all objects to show that the objects are grouped.

Related topics

[Tips on grouped objects](#)

[Ungrouping](#)

[Selecting objects](#)

[Selecting multiple objects](#)

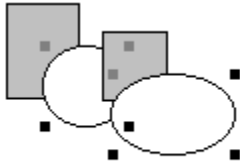
[Resizing objects](#)

[Draw menu](#)

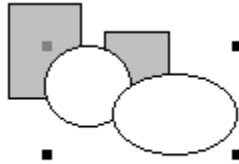
Tips on grouped objects

Here are important tips about grouped objects:

- When you select one member of a group, the entire group is selected.
- You can nest groups so that groups can be individual members of larger groups.
- You can change the attributes of all objects in a group, but you cannot edit the attributes of an individual object in a group. For example, you cannot change the fill pattern of one object in a group without changing the fill pattern of all of the objects in the group that are filled.
- Grouped objects are brought together in their current stacking order.



Multiple selection



Grouped

- Grouped objects can be ungrouped.

Related topics

[Working with object groups](#)

[Changing the stacking order](#)

[Ungrouping](#)

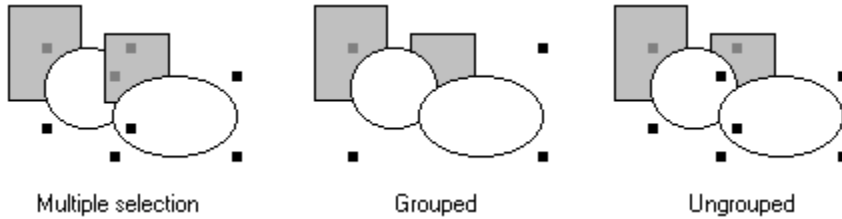
[Selecting objects](#)

Ungrouping

To ungroup a set of grouped objects:

- 1 Select the group you want to ungroup.
- 2 Choose Ungroup from the Draw menu (or press CTRL + H).
The constituents of the group become individually selected.

Grouped objects are brought together in their current stacking order. When you ungroup a group, the original stacking order may not be reinstated.



Related topics

[Working with object groups](#)

[Changing the stacking order](#)

[Draw menu](#)

Editing objects

Editing objects means changing objects you have drawn by cutting, copying, pasting, or clearing them. You edit objects using commands from the Edit menu.

Related topics

[Cutting](#)

[Copying](#)

[Pasting](#)

[Clearing](#)

[Edit menu](#)

Cutting

When you cut an object, the object is deleted from the drawing and a copy of the object is saved on the clipboard for later pasting.

To cut one or more objects from your drawing:

- 1** Select the object or objects to cut.
- 2** Choose Cut from the Edit menu (or press SHIFT + DEL).

The object is deleted from your drawing and a copy is placed on the clipboard, replacing whatever was there. Cut objects can be pasted by choosing Paste from the Edit menu (or by pressing SHIFT + INS).

Related topics

[Editing objects](#)

[Copying](#)

[Pasting](#)

[Clearing](#)

[Edit menu](#)

Copying

When you copy an object, a copy of the object is placed on the clipboard for later pasting. The original object is unchanged.

To copy one or more objects from your drawing:

- 1 Select the object or objects to copy.
- 2 Choose Copy from the Edit menu (or press CTRL + INS).

Copied objects can be pasted by choosing Paste from the Edit menu (or by pressing SHIFT + INS).

Related topics

[Editing objects](#)

[Copying](#)

[Pasting](#)

[Clearing](#)

[Edit menu](#)

Pasting

When you paste, the contents of the clipboard are placed in your drawing. If the pasted item was placed on the clipboard from another application, it becomes editable with MS Draw tools as soon as you paste it. You can only paste text from the clipboard into a text object that you are currently editing.

To paste from the clipboard, choose Paste from the Edit menu (or press SHIFT + INS).

The contents of the clipboard are placed into your drawing as one or more objects which remain selected so that you can move, resize, or edit them.

To paste another copy, choose Paste again.

If the clipboard is empty (that is, if nothing has been cut or copied), or if the format of the clipboard contents is not supported, the Paste command will be grayed and choosing Paste will have no effect.

Related topics

[Editing objects](#)

[Copying](#)

[Pasting](#)

[Clearing](#)

[To change text characters](#)

[Edit menu](#)

Clearing

When you clear an object, it is deleted from your drawing. A cleared object is not placed on the clipboard.

To clear one or more objects:

- 1** Select the object or objects you want to clear.
- 2** Choose Clear from the Edit menu (or press DEL).

If you clear an object by mistake, immediately choose Undo from the Edit menu to restore the cleared object.

Related topics

[Editing objects](#)

[Cutting](#)

[Edit menu](#)

[Undoing MS Draw operations](#)

Moving objects

Moving an object means changing its location in your drawing. MS Draw lets you change the location of objects in several ways: by dragging, changing their stacking order, rotating, and flipping them.

Related topics

[Dragging](#)

[Changing the stacking order](#)

[Rotating](#)

[Flipping](#)

Dragging

To move a single object:

- 1 Position the pointer over any drawn part of the object.
- 2 Drag the object to a new location.

Notice that dragging the object also selects it.

To move several objects or to move a grouped object:

- 1 Select all objects to be moved or select a group to be moved.
- 2 Position the pointer over any drawn part of any one of the selected objects and drag the objects to a new location.

If you start to drag slowly, you'll see ghosts of the objects move. If you start to drag quickly, you'll see only the bounding box move.

You can constrain the movement of the object or objects as follows:

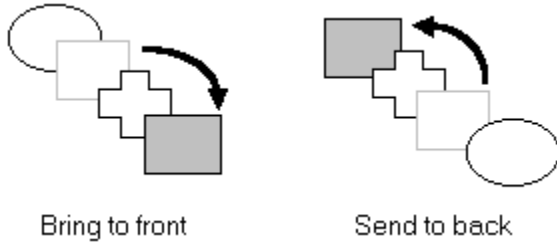
- To constrain movement to a horizontal direction, hold down the SHIFT key as you drag the object to the right or left.
- To constrain movement to a vertical direction, hold down the SHIFT key as you drag the object up or down.

Related topics

[Moving objects](#)

Changing the stacking order

Each new object you draw appears on its own layer and, therefore, can be stacked on top of other objects so that they overlap. You can change the stacking order by bringing objects to the front of other objects or by sending them to the back.



To bring one or more objects to the front of all other objects in a drawing:

- 1 Select one or more objects to bring to the front.
 - 2 Choose Bring to Front from the Edit menu (or press CTRL + =). The object or objects are moved to the front.
- To send one or more objects to the back of all other objects in a drawing:

- 1 Select one or more objects to send to the back.
- 2 Choose Send to Back from the Edit menu (or press CTRL + -). The object or objects are sent to the back.

If you change the stacking order of several objects at once, the original order of the objects with respect to one another is preserved.

Related topics

[Working with object groups](#)

[Tips on grouped objects](#)

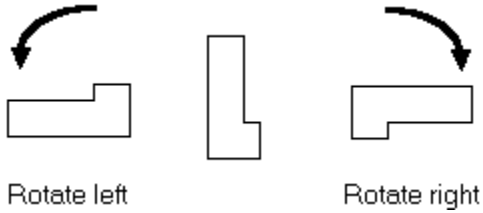
[Ungrouping](#)

[Moving objects](#)

[Edit menu](#)

Rotating

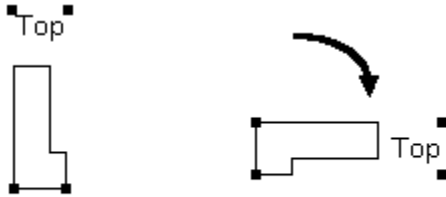
You can rotate an object or a group 90° right (clockwise) or 90° left (counterclockwise). You must group objects in a [multiple selection](#) before you can rotate them.



To rotate an object or a group:

- 1 Select the object or group.
- 2 In the Draw menu, choose Rotate/Flip to display the Rotate/Flip submenu.
- 3 Choose Rotate Left or Rotate Right. The object or group rotates.

If a [text object](#) or a [bitmap object](#) is part of a group to be rotated, the object changes position relative to the center of the group but is not itself rotated.



Text object changes position, but does not rotate

Related topics

[Moving objects](#)

[Working with object groups](#)

[Draw menu](#)

[Flipping](#)

[Working with bitmaps](#)

Flipping

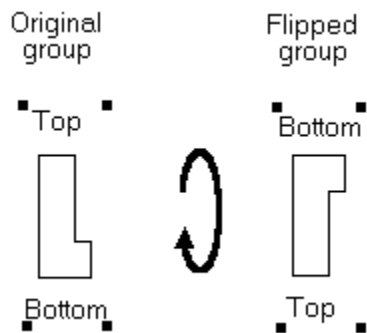
You can flip an object or a group relative to its horizontal or vertical axis. You must group objects in a multiple selection before you can flip them.



To flip an object or a group:

- 1 Select the object or group.
- 2 In the Draw menu, choose Rotate/Flip to display the Rotate/Flip submenu.
- 3 Choose Flip Horizontal or Flip Vertical. The object or group flips.

If a text object or a bitmap object is part of a group to be flipped, the object changes position relative to the center of the group but is not itself flipped.



Related topics

[Moving objects](#)

[Working with object groups](#)

[Draw menu](#)

[Rotating](#)

[Working with bitmaps](#)

Enhancing objects

MS Draw provides several techniques for adding and changing the line, fill, pattern, and other attributes of objects.

Related topics

[Drawing framed and unframed objects](#)

[Drawing filled and unfilled objects](#)

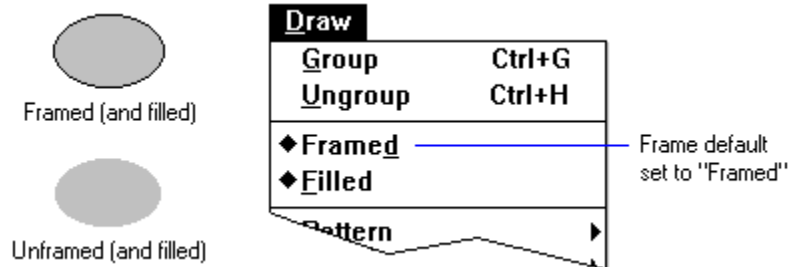
[Patterns](#)

[Line style](#)

Drawing framed and unframed objects

You can draw objects (except lines, bitmaps, and text) with or without frames, and you can change a previously drawn object from framed to unframed and vice versa.

Whether or not an object will be framed when you first draw it depends on the default setting of the Framed option in the Draw menu. If the default is framed (has a diamond next to it), the object will be framed when you first draw it. If the default is unframed (no diamond), any object you draw will not be framed.



The frame's line style and color depend on settings in the Line Style submenu and Color Palette.

Related topics

[To change the default framing option](#)

[To change an object's frame attribute](#)

[To change an object's frame color](#)

[Draw menu](#)

[Color palette](#)

To change the default framing option

- 1 Click the Arrow tool to make sure that no objects are selected.
- 2 To change the default from framed to unframed, choose Framed from the Draw menu. The diamond disappears, indicating that the option is no longer set to framed. To change the default from unframed to framed, choose Framed from the Draw menu. The diamond appears next to the option, indicating that the option is set to framed.

Related topics

[Drawing framed and unframed objects](#)

[To change an object's frame attribute](#)

[To change an object's frame color](#)

[Line style](#)

[Draw menu](#)

To change an object's frame attribute

- 1 Select the object or objects whose frame attribute you want to change.
- 2 Choose Framed from the Draw menu.

If the object is framed (or if all of the objects in a multiple selection are framed), there will be a check mark next to the menu option. Choosing the option unframes everything in the selection and removes the check mark to indicate that the selection is not framed.

If the object is not framed (or if some of the objects in a multiple selection are not framed), there will be no check mark next to the option. Choosing the option frames everything in the selection that can be framed and places a check mark next to the option to indicate that the selection is framed.

Related topics

[Drawing framed and unframed objects](#)

[To change the default framing option](#)

[To change an object's frame color](#)

[Line style](#)

[Draw menu](#)

To change an object's frame color

- 1** Select one or more framed objects.
- 2** If the Color palette is not already showing, choose Show Palette from the Colors menu.
- 3** In the Color palette, click a Line color for the frame.

The new color is applied only to objects that are already framed.

Note that if an object has a pattern, the color is applied to the foreground of the pattern as well.

If none of the objects in the selection are framed, then any object that can be framed is framed in the selected color.

Related topics

[Drawing framed and unframed objects](#)

[To change the default framing option](#)

[To change an object's frame attribute](#)

[Patterns](#)

[Line style](#)

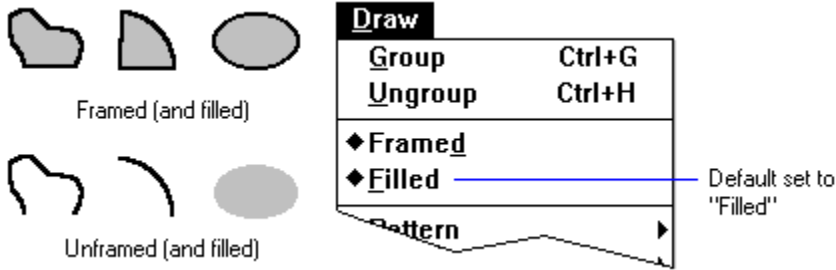
[Color palette](#)

Drawing filled and unfilled objects

You can draw objects with filled interiors or with unfilled interiors and you can change a previously drawn object from filled to unfilled and vice versa.

Whether or not an object will be filled when you first draw it depends on the default setting of the Filled option in the Draw menu. If the default is filled (has a diamond next to it), the object will be filled when you first draw it. If the default is unfilled (no diamond), the object will not be filled.

When you fill an open freeform, it appears to be closed.



The pattern and color of the fill depend on settings in the Pattern submenu and the Color Palette Fill color.

Related topics

[To change the default fill option](#)

[To change an object's fill attribute](#)

[To change an object's fill color](#)

[Patterns](#)

[Color palette](#)

[Draw menu](#)

To change the default fill option

- 1 Click the Arrow tool to make sure that no objects are selected.
- 2 To change the default from filled to unfilled, choose Filled from the Draw menu. The diamond disappears, indicating that the option is no longer set to filled.
To change the default from unfilled to filled, choose Filled from the Draw menu. The diamond appears next to the option, indicating that the option is set to filled.

Related topics

[Drawing filled and unfilled objects](#)

[To change an object's fill attribute](#)

[To change an object's fill color](#)

[Patterns](#)

[Draw menu](#)

To change an object's fill attribute

- 1 Select the object or objects whose fill attribute you want to change.
- 2 Choose Filled from the Draw menu.

If the object is filled (or if all of the objects in a [multiple selection](#) are filled), there will be a check mark next to the option. Choosing the option unfills everything in the selection that can be filled and removes the check mark to indicate that the selection is not filled.

If the object is not filled (or if some of the objects in a multiple selection are not filled), there will be no check mark next to the option. Choosing the option fills everything in the selection and places a check mark next to the option to indicate that the selection is filled.

Related topics

[Drawing filled and unfilled objects](#)

[To change the default fill option](#)

[To change an object's fill color](#)

[Patterns](#)

[Draw menu](#)

To change an object's fill color

- 1 Select one or more filled objects.
- 2 If the Color palette is not already showing, choose Show Palette from the Colors menu.
- 3 In the Color palette, click a Fill color for the fill.

The new color is applied only to objects that are already filled.

Note that if an object has a pattern, the color is applied to the background of the pattern.

If none of the objects in the selection are filled, then any object that can be filled is filled with the selected color.

Related topics

[Drawing filled and unfilled objects](#)

[To change the default fill option](#)

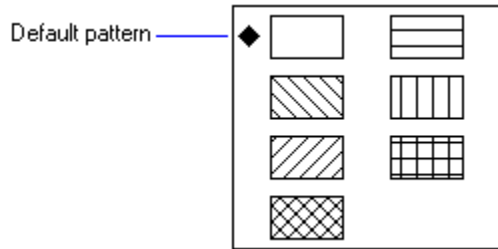
[To change an object's fill attribute](#)

[Patterns](#)

[Color palette](#)

Patterns

You can give any object (except lines, bitmaps, and text) one of seven patterns that you choose from the Pattern submenu of the Draw menu:



You can apply a foreground color and a background color to any of the six hatch patterns. The foreground color will be the same as the line color selected on the Color palette. The background color will be the same as the fill color selected on the Color palette. On a device that normally displays dithered colors, patterns given a dithered color will display as the nearest solid color. For example, patterns given a very dark dithered color will display as black.

Patterns do not scale. For an accurate view of how a pattern will print, use the Zoom In/Zoom Out tool or the Full Size command on the View menu to view the object at full scale.

Patterns in imported drawings will be displayed in their original fill colors.

If you import a drawing that was not created in MS Draw, it may contain patterns not available in the Pattern submenu. If you change one of these patterns and do not immediately undo the change, the original pattern will be lost.

Related topics

[To change the default pattern](#)

[To change an object's pattern](#)

[Color palette](#)

[View menu](#)

[Zoom In/Zoom Out](#)

[Drawing filled and unfilled objects](#)

[Undoing MS Draw operations](#)

[Draw menu](#)

To change the default pattern

- 1** Click the Arrow tool to make sure that no objects are selected.
- 2** From the Draw menu, choose Pattern.
The Pattern submenu opens.
- 3** From the submenu, choose a new default pattern.
A diamond appears next to the chosen pattern and any new object you draw will have the new default pattern.

Related topics

[Patterns](#)

[To change an object's pattern](#)

[Draw menu](#)

To change an object's pattern

1 Select the object or objects whose pattern you want to change.

2 From the Draw menu, choose Pattern.

The Pattern submenu opens.

3 From the submenu, choose a pattern.

A check mark appears next to the chosen pattern and the chosen pattern is applied to everything in the selection, except bitmaps, text objects, and lines.

The new pattern is applied only to those objects that already are filled.

If none of the selected objects have a pattern or are filled with a solid color, then any object that can have a pattern becomes filled with the pattern.

Related topics

[To change the default pattern](#)

[Drawing filled and unfilled objects](#)

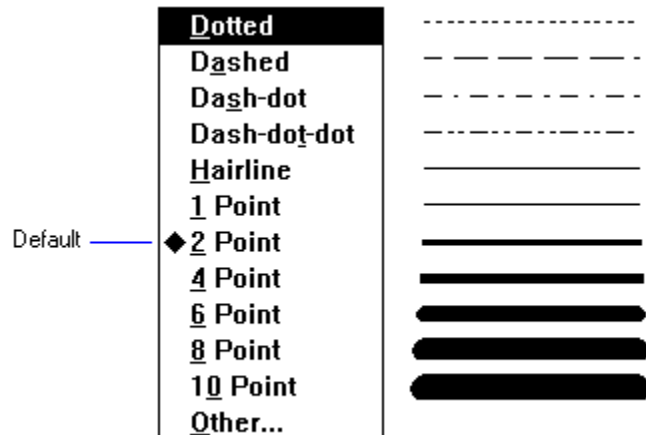
[Patterns](#)

[Draw menu](#)

Line style

The Line Style submenu of the Draw menu gives you several line styles to apply to straight lines and to frames around ellipses, rectangles, and other shapes. You can draw dashed lines, hairlines, and lines in any of six standard widths. You can also customize the width of a line.

A line or frame may have only one style at a time. You may not mix styles. For example, you may not create a four-point dashed line.



The line color will be the same as the line color selected on the Color palette.

Related topics

[To change the line style default](#)

[To change an object's line style](#)

[To customize line width](#)

[Drawing framed and unframed objects](#)

[Color palette](#)

[Draw menu](#)

To change the line style default

- 1** Click the Arrow tool to make sure that no objects are selected.
- 2** From the Draw menu, choose Line Style.
The Line Style submenu opens.
- 3** From the submenu, choose a default line style.
A diamond appears next to the chosen line style as the submenu closes. Any new line or frame you draw will have the new default line style.

Related topics

[Line style](#)

[To change an object's line style](#)

[To customize line width](#)

[Drawing framed and unframed objects](#)

[Draw menu](#)

To change an object's line style

- 1** Select the object or objects whose line style you want to change.
- 2** From the Draw menu, choose Line Style to open the Line Style submenu.
- 3** From the submenu, choose a line style. A check mark appears next to the chosen line style, the submenu closes.

The chosen line style is applied only to those objects that already have a line style.

If none of the objects have a line style, then any object that can have a line style is given one.

Related topics

[Line style](#)

[To change the line style default](#)

[To customize line width](#)

[Drawing framed and unframed objects](#)

[Draw menu](#)

To customize line width

You can give any solid line a customized line width (that is, a width that does not appear on the Line Style submenu). To customize a solid line width:

- 1 Select the object or objects whose line width you want to change.
- 2 From the Draw menu, choose Line Style to open the Line Style submenu.
- 3 From the Line Style submenu, choose Other....
The Other Size dialog opens.
- 4 Enter a number of points in the Size field and click OK. Enter a whole number, not a fraction.
The dialog closes and the line width is applied to the selection.

To determine the width of a customized line or frame:

- 1 Select the object whose width you want to determine.
- 2 Choose Line Style from the Draw menu to open the Line Style submenu.
- 3 From the Line Style submenu, choose Other....
The Other Size dialog opens. The number in the Size field tells the line width of the selected object.

If you wish, you can set an Other... line width as the default line style.

Related topics

[Line style](#)

[To change the line style default](#)

[To change an object's line style](#)

[Drawing framed and unframed objects](#)

[Draw menu](#)

Changing the size and shape of objects

MS Draw gives you several ways to change an object's size by stretching or squeezing.

Related topics

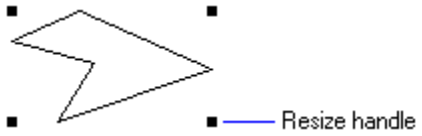
[Resizing objects](#)

[Editing freeforms and arcs](#)

Resizing objects

To resize an object or a set of grouped objects:

- 1 Select the object or group.
- 2 Drag a resize handle until the ghost outline of the selection is large enough (or small enough).



- 3 Release the mouse button. The object is the desired size.

Related topics

[Resizing tips](#)

Resizing tips

Remember these tips about resizing objects or groups:

- To maintain the angle of a line, hold down the SHIFT key as you resize the line.
- To maintain the width of an object as you resize the height, hold down the SHIFT key as you drag vertically.
- To maintain the height of an object as you resize the width, hold down the SHIFT key as you drag horizontally.
- To maintain the overall proportion of an object as you resize, hold down the SHIFT key as you drag diagonally.
- To shrink or enlarge an object around its center point, hold down the CTRL key as you drag.
- To shrink or enlarge an object around its center point as you constrain the object to the horizontal, vertical, or to the object's original proportions, hold down the SHIFT key and the CTRL key as you drag.

Related topics

[Working with object groups](#)

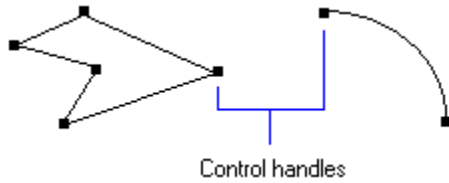
[Resizing objects](#)

Editing freeforms and arcs

To change the size of a selected freeform or arc, resize it by dragging its resize handles.

To edit the shape of a freeform or arc, or to change the angle of an arc:

- 1 Double-click the object (or select the object and choose Edit Freeform or Edit Arc from the Edit menu).
Control handles appear at the vertices of the figure.
- 2 Drag the control handles to reshape the figure.



Related topics

[Tips on editing freeforms and arcs](#)

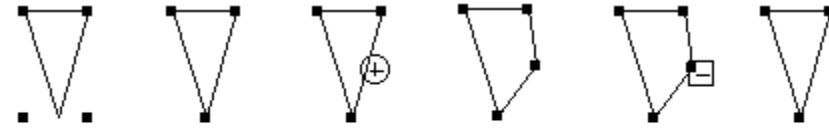
[Edit menu](#)

[Resizing objects](#)

Tips on editing freeforms and arcs

Remember these tips about editing freeforms :

- Constrain the movement of the control handle to horizontal, vertical, or 45° by holding down the SHIFT key as you drag the handle.
- To add a new control handle to a freeform, hold the CTRL key down as you click the edge of the freeform where you want the new handle to be.



Select object Choose Edit
Freeform to
show control
handles

Ctrl+Click
where new
handle is to be

Drag new
handles to
change shape

Ctrl+ Shift+ Click
to delete handle

- To delete a control handle from a freeform, hold the CTRL and SHIFT keys down as you click the handle.
- To stop editing a freeform, press ENTER or ESC, double-click the figure, or click outside the drawing area.

Remember these tips about editing arcs:

- As you drag an arc's control handles, the shape of the ellipse on which the arc is based does not change. To change the shape of the ellipse, drag the arc's resize handles.
- To stop editing an arc, press ENTER or ESC, double-click the arc, or click outside the drawing area.

Related topics

[Editing freeforms and arcs](#)

[Edit menu](#)

[Resizing objects](#)

Working with bitmaps

A bitmap object is an object represented as an array of pixels or dots, rather than as a set of instructions for drawing the object (as are the other MS Draw objects).

MS Draw lets you import bitmaps and edit them in the following ways:

- You can move a bitmap by dragging.
- You can change the color of a one- or two-color bitmap. The color palette's line color can be applied to the bitmap's foreground. The color palette's fill color can be applied to the bitmap's background.
- You can add colors from a two-color bitmap to the palette.
- You can resize a bitmap by dragging its resize handles.
- SHIFT + double-clicking on a resized bitmap's resize handles will restore the bitmap to its original size. Double-clicking on a resized bitmap's resize handles will shrink the object either horizontally or vertically to restore the original aspect ratio.

Note that if a bitmap object is part of a group to be rotated or flipped, the object changes position relative to the center of the group but is not itself rotated or flipped.

Related topics

[Moving objects](#)

[Using color](#)

[Changing the size and shape of objects](#)

[Rotating/Flipping](#)

Using the grid

MS Draw lets you use an invisible grid to align and place objects with precision. There are 12 grid lines per inch.

The grid may be on or off. When the grid is on you won't see it, but any objects or groups that you create, move, or resize will snap to the nearest grid intersection.

To turn on the grid, choose Snap to Grid from the Draw menu. A check mark appears next to the option to indicate that it is on. Choosing Snap to Grid does not affect the position of existing objects unless you move them.

To turn the grid off, choose Snap to Grid again. The check mark disappears.

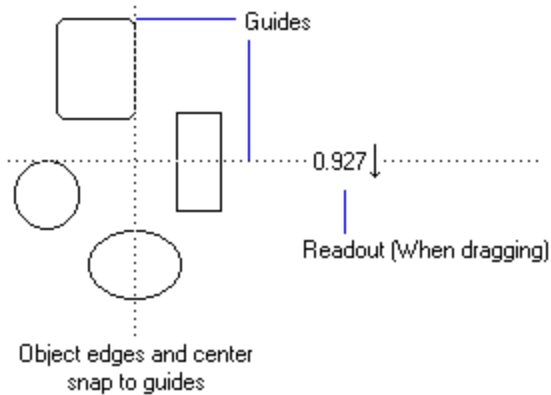
Related topics

[Using guides](#)

[Draw menu](#)

Using guides

MS Draw lets you use a horizontal or vertical guide as a straightedge to align and place objects precisely. When an object's edge or center gets close to a guide, that edge or center automatically snaps to the guide. As you drag a guide, a readout tells you the distance from the top left corner of the drawing area, so you can use the guide to place objects at precise distances from any point.



To use guides:

- 1 From the Draw menu, choose Show Guides (or press CTRL + W).

A check mark appears next to the option on the menu to indicate that the guides are on. The guides appear at the center of the screen.

- 2 Drag the guides to the desired location.

The center or edge of any object moved near the guide will snap to it.

To hide the guides, choose Show Guides from the Draw menu (or press CTRL + W) again. The check mark disappears from the Draw menu.

To use a guide to measure the distance from an arbitrary starting point, hold down CTRL as you drag the guide.

Related topics

[Using the grid](#)

[Draw menu](#)

Updating a drawing

When you update a drawing you save the current version of the drawing in the destination application without exiting MS Draw.

To update a drawing, choose Update from the File menu.

If the Update option is disabled in the File menu, it means that the destination application does not support updating and you must update the drawing by choosing Exit and Return from the File menu.

You cannot undo an update from within MS Draw.

Related topics

[File menu](#)

Importing files into MS Draw

You can import into MS Draw files that were created in other graphics applications. Once you import a file, you can edit it with MS Draw tools.

To import a file:

- 1** From the File menu, choose Import Picture....
A dialog appears.
- 2** In the Directories list, select the drive and/or directory that contains the file you want to import.
- 3** In the Files list box, select the name of the file you want to import. Note that the Files list box will display only those files that you can import.
- 4** Click OK.

The objects in the file are "disassembled" and pasted into MS Draw as a multiple selection. The manner in which the imported file is disassembled depends on the nature of the objects and on the application in which they were created.

Related topics

[File menu](#)

Using color

MS Draw gives you several useful techniques for adding and changing drawing color.

Related topics

[The color palette](#)

[Setting a new default color](#)

[Changing an object's color](#)

[Palette tips](#)

[Editing a color palette](#)

[Getting a color palette](#)

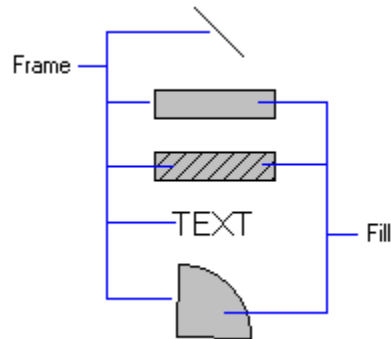
[Saving a color palette](#)

[Using the color picker](#)

The Color palette



MS Draw gives you a color palette with two kinds of color: line color and fill color. Use line color for lines, frames, pattern foreground, and text. Use fill color for shape interiors and pattern background. You can have up to 100 line colors and 100 fill colors in a palette.



To show the Color palette, choose Show Palette from the Colors menu. To hide the palette, choose Show Palette again.

Related topics

[Setting a new default color](#)

[Changing an object's color](#)

[Palette tips](#)

[Editing a color palette](#)

[Getting a color palette](#)

[Saving a color palette](#)

[Using the color picker](#)

Setting a new default color

Diamonds on the color swatches in the color palette indicate default line color and default fill color.

To set a new default color:

- 1 Click the Arrow tool to make sure that no objects are selected.
- 2 In the Color palette, click the line color or fill color that you want to be the default color.
A diamond appears on the color swatch as the new default is set.

If you wish, you can set an Other color as a default color. To do so:

- 1 Make sure no object is selected.
- 2 Click Other....
The Color Picker appears.
- 3 From the Color Picker, select a color.
- 4 Click OK.
A swatch of the selected color appears in the Other... box on the color palette.

Related topics

[The Color palette](#)

[Using the color picker](#)

[Colors menu](#)

Changing an object's color

To change the line color or fill color of an object:

- 1 Select one or more objects.
- 2 In the Color palette, click the color that you want applied to the selection. A check mark appears on that color in the palette as the color of the selection changes.
If more than one object is selected, selecting a color will change the color of only those objects that have a corresponding attribute (for example, line color will affect only framed, patterned, or text objects). If no objects in the selection have a corresponding attribute, selecting a color will give them the attribute (for example, selecting a fill color will fill an unfilled rectangle).

Related topics

[The Color palette](#)

[Colors menu](#)

Palette tips

Remember these important palette tips:

- When a palette contains more colors than the MS Draw window can show, you can use the scroll arrows to display the additional colors.
- If an object in your drawing is selected, the line and/or fill colors of the selection are indicated by check marks. If no object is selected, the default colors are indicated by diamonds.
- To add or delete colors from a palette, use the Edit Palette dialog.
- To define new colors in terms of Red/Green/Blue components or in terms of Hue/Saturation/Luminance, use the Color Picker dialog.
- If a default color or a selected color is not in the palette, the color is shown in a color swatch at the right side of the palette. You can change this color in the Color Picker dialog by clicking Other... next to the color swatch.
- To add colors of selected objects that are not in the palette, choose Add Colors from Selection from the Colors menu.
- MS Draw may not support all colors that the destination application supports. MS Draw shows an unsupported color as a dithered color. The color will display appropriately upon return to the destination application.
- To bring the color swatch of a selected object into view on the palette, click Line or Fill on the palette.
- You can save a palette to use with MS Paintbrush if the palette contains no more than 28 colors.

Related topics

[The Color palette](#)

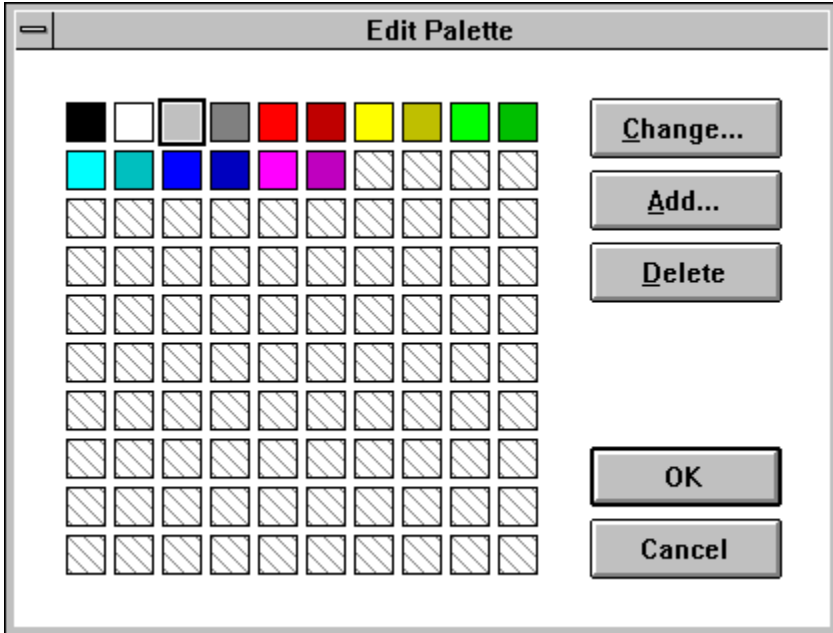
[Editing a color palette](#)

[Using the Color Picker](#)

[Colors menu](#)

Editing a color palette

To edit a palette, choose Edit Palette from the Colors menu. The Edit Palette dialog appears.



With this dialog, you can change, add, and delete colors. Editing a palette does not affect the existing colors in a drawing.

- To change a color, click the color you want to change and then click Change... (or double-click the color).
- The Color Picker dialog appears and you can use it to change the color.
- To add a new color to the palette, click Add... (or double-click an empty color square).
- The Color Picker dialog appears and you can use it to add the new color.
- To delete a color, click the color you want to delete and then click Delete.
- The color is deleted from the palette.
- To re-order the colors in the palette, drag a color to a new location.

Related topics

[The Color palette](#)

[Using the Color Picker](#)

[Colors menu](#)

Getting a color palette

To get a saved MS Draw palette:

- 1** Choose Get Palette... from the Colors menu.
A dialog appears.
- 2** In the Directories list, select the drive and/or directory that contains the palette file you want to get.
- 3** In the Files list box, select the name of the palette file you want to get.
- 4** Click OK. The palette is loaded into MS Draw, replacing your previous palette but leaving the existing colors in your drawing unchanged.

You can also use this procedure to get a saved Paintbrush palette to use in MS Draw.

Related topics

[The Color palette](#)

[Colors menu](#)

[Saving a color palette](#)

Saving a color palette

To save a palette:

- 1** Choose Save Palette... from the Colors menu.
A dialog appears.
- 2** In the Directories list, select the drive and/or directory to which you want to save the palette file.
- 3** In the File Name field, type the name you want to give the palette file.
- 4** Click OK. The palette is saved with a .PAL extension.

Related topics

[The Color palette](#)

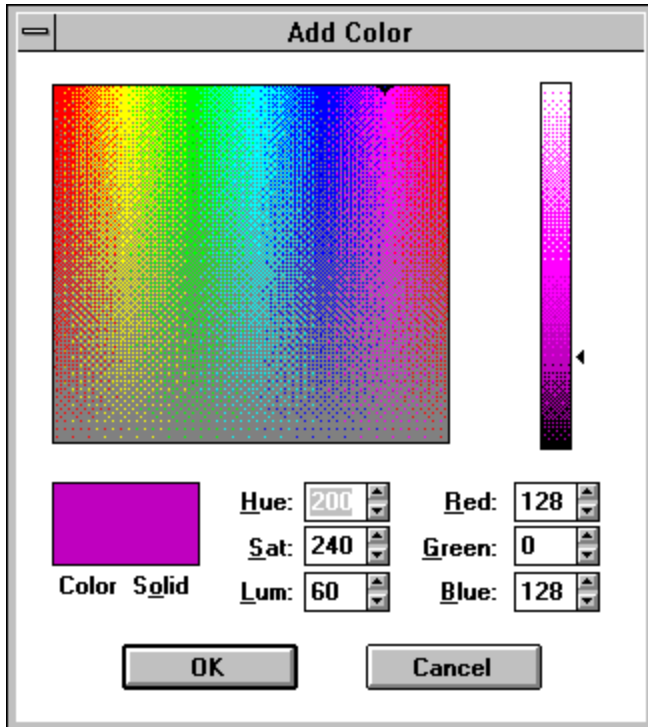
[Colors menu](#)

[Getting a color palette](#)

Using the Color Picker

Use the Color Picker to edit palette colors and to create new palette colors. Display the Color Picker dialog with any of these methods:

- Click Other... on the palette for either line or fill color.
- In the Edit Palette dialog, select a color and click Change (or double-click the color).
- In the Edit Palette dialog, click Add (or double-click an empty square).



To define a new color and place it in the current palette:

1 Edit or create the color using any of these techniques alone or in combination:

- In the Color refiner box, drag the color refiner cursor to the area that shows the color you want.
- In the luminosity bar, drag the arrow up or down to adjust the luminosity of the color.
- In the Red/Green/Blue or Hue/Sat/Lum text boxes, enter values.

You can type the values into the boxes or click the scroll arrows to the right of the text box to increase or decrease the number.

As you change the color, the new color is displayed on the left side of the Color/Solid box. The right side of the box displays the solid color closest to your choice. A solid color is a color directly supported by your display. Non-supported colors are produced by a dithered color. If you want to select the solid color, click the right side of the box.

Note that when luminosity is set to 0, all colors appear black. When luminosity is set to 240, all colors appear white.

1 When you are satisfied with the color, click OK.

Related topics

[The Color palette](#)

[Editing a color palette](#)

Creating and modifying text

In MS Draw, a text object is a single line of text. MS Draw gives you several techniques for using and modifying text objects in your drawings.

Related topics

[To create new text](#)

[To change text characters](#)

[To change text style](#)

[To change text alignment](#)

[To change text font](#)

[To change text size](#)

[Edit menu](#)

To create new text

To create a new text object:

- 1 Make sure the current settings for font, font size, font style, alignment, and text color are appropriate for the text you want to type. You can change them later if you wish.
- 2 In the Toolbox, click the Text tool.
- 3 Click where you want the text to start.
A text insertion point appears.
- 4 Enter the text. You can type only a single line of text.
 - Use the BACKSPACE key, mouse, or cursor keys to correct typing.
 - Press CTRL + INS to copy selected characters to the [clipboard](#).
 - Press SHIFT + INS to paste characters from the clipboard into the text object.
 - Press SHIFT + DEL to cut selected characters and place them on the clipboard.
- 1 When you are satisfied with the text, press ENTER or ESC or click outside the text object.
Resize handles appear around the new text object.

Note that you can only paste text from the clipboard into a text object that you are currently creating or editing.

Related topics

[Creating and modifying text](#)

[To change text characters](#)

[To change text style](#)

[To change text alignment](#)

[To change text font](#)

[To change text size](#)

[Edit menu](#)

To change text characters

To change the characters of a text object (that is, to correct typing):

- 1** Select the text object you want to change.
- 2** In the Edit menu, choose Edit Text, or double-click the text object.
A text insertion point appears.
- 3** Change the text. You can type only a single line of text.
 - Use the BACKSPACE key, mouse, or cursor keys to correct typing.
 - Press CTRL + INS to copy selected characters to the clipboard.
 - Press SHIFT + INS to paste characters from the clipboard into the text object.
 - Press SHIFT + DEL to cut selected characters and place them on the clipboard.
- 1** When you are satisfied with the text, press ENTER or ESC or click outside the text object.
The edited text replaces the original text object.

Related topics

[Creating and modifying text](#)

[To create new text](#)

[To change text style](#)

[To change text alignment](#)

[To change text font](#)

[To change text size](#)

[Edit menu](#)

To change text style

To change text style (Plain, Bold, Italic, Underline):

- 1** Select the text object you want to change.
- 2** In the Text menu, choose the desired style.
The new text style is applied.

Note that bold, italic, and underline styles may be used in combination. The plain style turns off the other three styles.

To change to a new text style default:

- 1** Make sure no object is selected.
- 2** From the Text menu, choose the desired style or styles.

Related topics

[Creating and modifying text](#)

[To create new text](#)

[To change text characters](#)

[To change text alignment](#)

[To change text font](#)

[To change text size](#)

[Edit menu](#)

To change text alignment

To change text alignment (Left, Center, Right):

- 1 Select the text object to change.
- 2 From the Text menu, choose the desired alignment.

The new text alignment is applied.

Note that alignment affects the direction in which the text "grows" as it is edited. Left alignment grows to the right. Right alignment grows to the left. Center alignment grows in both directions. If you change the alignment of a completed text object, you won't notice any difference until you edit the object.

To change to a new text alignment default:

- 1 Make sure no object is selected.
- 2 From the Text menu, choose the desired alignment.

Related topics

[Creating and modifying text](#)

[To create new text](#)

[To change text characters](#)

[To change text style](#)

[To change text font](#)

[To change text size](#)

[Edit menu](#)

To change text font

To change text font:

- 1** Select the text object to change.
- 2** In the Text menu, choose Font.
The Font submenu appears.
- 3** From the Font submenu, choose the desired font.
The new text font is applied.

To change to a new text font default:

- 1** Make sure no object is selected.
- 2** From the Text menu, choose Font.
The Font submenu appears.
- 3** From the Font submenu, choose the desired font.

Note that pasted text that was not created in MS Draw may use fonts that are not available in the current Font submenu. If you change the font and do not immediately undo the change, the original font will be lost.

Also note that if you change the font for rotated text in an imported drawing, that text will become unrotated.

Related topics

[Creating and modifying text](#)

[To create new text](#)

[To change text characters](#)

[To change text style](#)

[To change text alignment](#)

[To change text size](#)

[Undoing MS Draw operations](#)

[Edit menu](#)

To change text size

To change text size:

- 1 Select the text object to change.
- 2 From the Text menu, choose Size.
The Size submenu appears.
- 3 From the Size submenu, choose the desired size.
The new text size is applied.

To change text to a size that does not appear on the size submenu:

- 1 From the Size submenu, choose Other....
The Other Size dialog opens.
- 2 In the Size field, enter the point size you want and click OK.
The dialog closes and the size is applied to the selection.

Note that you cannot resize text by dragging resize handles.

To change to a new text size default:

- 1 Make sure no object is selected.
- 2 From the Text menu, choose Size.
The Size submenu appears.
- 3 From the Size submenu, choose the desired size, or choose Other... and enter the size in points.

Related topics

[Creating and modifying text](#)

[To create new text](#)

[To change text characters](#)

[To change text style](#)

[To change text alignment](#)

[To change text font](#)

[Edit menu](#)

Undoing MS Draw operations

To cancel your last drawing operation, choose Undo from the Edit menu.

You can undo an update to the destination application only if the destination application supports undoing an update.

Note that you cannot undo changes to the color palette.

Related topics

[Edit menu](#)

Exiting MS Draw

Return to the destination application by choosing Exit and Return from the File menu. If you choose Exit and Return and the drawing has been modified since the last update or since the last Exit and Return, you are asked whether or not you want to update your destination document or cancel.

When you return to the destination application, any changes or new drawings you created become part of the destination document and can be edited as the destination application tools allow.

Related topics

[File menu](#)

[Updating a drawing](#)

Keyboard shortcuts

To select a menu from the keyboard, hold down the Alt key as you press the underlined character in the menu name. To choose an item from a selected menu, press the underlined character in the item.

Alternative keyboard shortcuts appear at the right side of each menu.

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>T</u> ext	<u>D</u> raw	<u>C</u> olors	<u>H</u> elp
	<u>U</u> ndo					Ctrl+Z
	<u>C</u> ut					Ctrl+X
	<u>C</u> opy					Ctrl+C
	<u>P</u> aste					Ctrl+V
	<u>C</u> lear					Del
	<u>S</u> elect <u>A</u> ll					Ctrl+A
	<u>B</u> ring to <u>F</u> ront					Ctrl+=
	<u>S</u> end to <u>B</u> ack					Ctrl+-
	<u>E</u> dit <u>O</u> bject					Ctrl+E

Related topics

[File menu shortcuts](#)

[Edit menu shortcuts](#)

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File menu shortcuts

To select the File menu from the keyboard, press Alt+F. To choose an item from the File menu, press the underlined character in the item.

File
<u>U</u> ppdate
<u>I</u>mport Picture...
<u>E</u>xit and <u>R</u>eturn

Update: Update drawing in destination application

Import Picture...: Import graphics file

Exit and Return: Exit and return to destination application

Edit menu shortcuts

To select the Edit menu from the keyboard, press Alt+E. To choose an item from the Edit menu, press the underlined character in the item.

Other Edit menu keyboard shortcuts appear at the right side of the Edit menu.

Edit	
<u>U</u> ndo	
<u>C</u>ut	Ctrl+X
<u>C</u>opy	Ctrl+C
<u>P</u>aste	Ctrl+V
<u>C</u>lear	Del
S<u>e</u>lect <u>A</u>ll	Ctrl+A
B<u>r</u>ing to <u>F</u>ront	Ctrl+=
S<u>e</u>nd to <u>B</u>ack	Ctrl+-
<u>E</u>dit <u>O</u>bject	Ctrl+E

Undo: Cancel last operation

Cut: Move to clipboard

Copy: Put copy of selection on clipboard

Paste: Put clipboard contents on drawing

Clear: Delete selection

Select All: Select all objects

Bring to Front: Move selected objects in front of all others

Send to Back: Move selected objects behind all others

Edit (text) object: Edit text characters

Edit (freeform or arc) object: Edit freeform or arc

View menu shortcuts

To select the View menu from the keyboard, press Alt+V. To choose an item from the View menu, press the underlined character in the item.

<u>V</u>iew
25% <u>S</u>ize
50% <u>S</u>ize
<u>7</u>5% Size
<u>F</u>ull Size
<u>2</u>00% Size
<u>4</u>00% Size
<u>8</u>00% Size

25%, 50%, 75% Size: Reduce drawing view (zoom out)

Full Size: Show drawing at actual size

200%, 400%, 800% Size: Magnify drawing view (zoom in)

Text menu shortcuts

To select the Text menu from the keyboard, press Alt+T. To choose an item from the Text menu, press the underlined character in the item.

Other Text menu keyboard shortcuts appear at the right side of the Text menu.

Text	
◆ Plain	Ctrl+T
<u>B</u> old	Ctrl+B
<u>I</u> talic	Ctrl+I
<u>U</u> nderline	Ctrl+U
◆ <u>L</u> eft	
<u>C</u> enter	
<u>R</u> ight	
<u>F</u> ont	▶
<u>S</u> ize	▶

Plain: Set text style to plain (turn off other styles)

Bold: Set text style to bold

Italic: Set text style to italic

Underline: Set text style to underline

Left: Align text left

Center: Center text

Right: Align text right

Font: Change text font

Size: Change text size

Draw menu shortcuts

To select the Draw menu from the keyboard, press Alt+D. To choose an item from the Draw menu, press the underlined character in the item.

Other Draw menu keyboard shortcuts appear at the right side of the Draw menu.

Draw	
<u>G</u>roup	Ctrl+G
<u>U</u>ngroup	Ctrl+H
<u>F</u>ramed	
<u>F</u>illed	
<u>P</u>attern	▶
<u>L</u>ine Style	▶
<u>S</u>nap to Grid	
<u>S</u>how Guides	Ctrl+W
<u>R</u>otate/Flip	▶

Group: Group selected objects

Ungroup: Ungroup selected group

Framed: Draw outline around object

Filled: Fill interior of object

Pattern: Select one of seven fill patterns

Line Style: Select a style for line type or width

Snap to Grid: Snap objects to nearest grid point

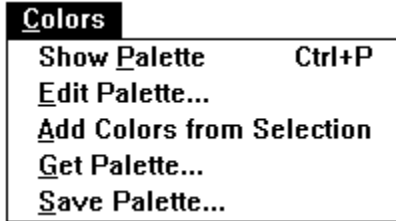
Show Guides: Show horizontal and vertical guides

Rotate/Flip: Rotate or flip selected object

Colors menu shortcuts

To select the Colors menu from the keyboard, press Alt+C. To choose an item from the Colors menu, press the underlined character in the item.

Other Colors menu keyboard shortcuts appear at the right side of the Colors menu.



Show palette: Display color palette at bottom of drawing area

Edit Palette...: Change, add, or delete colors from palette

Add Colors from Selection: Add colors of selected object to palette

Get Palette...: Select and open an existing palette

Save Palette...: Save current palette

Menu Commands

Choose commands from MS Draw menus as you would choose any Windows application commands. Alternatively, use the keyboard shortcuts that appear at the right side of each menu.



Related topics

[File menu](#)

[Edit menu](#)

[View menu](#)

[Text menu](#)

[Draw menu](#)

[Colors menu](#)

File menu



Update: Update drawing in destination application

Import Picture...: Import graphics file

Exit and Return: Exit and return to destination application

Edit menu

Edit	
U ndo	Ctrl+Z
C ut	Ctrl+X
C opy	Ctrl+C
P aste	Ctrl+V
C lear	Del
S elect A ll	Ctrl+A
B ring to F ront	Ctrl+=
S end to B ack	Ctrl+-
E dit O bject	Ctrl+E

Undo: Cancel last operation

Cut: Move to clipboard

Copy: Put copy of selection on clipboard

Paste: Put clipboard contents on drawing

Clear: Delete selection

Select All: Select all objects

Bring to Front: Move selected objects in front of all others

Send to Back: Move selected objects behind all others

Edit (text) object: Edit text characters

Edit (freeform or arc) object: Edit freeform or arc

View menu

View
25% Size
50% Size
75% Size
Full Size
200% Size
400% Size
800% Size

25%, 50%, 75% Size: Reduce drawing view (zoom out)

Full Size: Show drawing at actual size

200%, 400%, 800% Size: Magnify drawing view (zoom in)

Text menu

<u>T</u>ext	
◆ <u>P</u>lain	Ctrl+T
<u>B</u>old	Ctrl+B
<u>I</u>talic	Ctrl+I
<u>U</u>nderline	Ctrl+U
◆ <u>L</u>eft	
<u>C</u>enter	
<u>R</u>ight	
<u>F</u>ont	▶
<u>S</u>ize	▶

Plain: Set text style to plain (turn off other styles)

Bold: Set text style to bold

Italic: Set text style to italic

Underline: Set text style to underline

Left: Align text left

Center: Center text

Right: Align text right

Font: Change text font

Size: Change text size

Draw menu



Group: Group selected objects

Ungroup: Ungroup selected group

Framed: Draw outline around object

Filled: Fill interior of object

Pattern: Select one of seven fill patterns

Line Style: Select a style for line type or width

Snap to Grid: Snap objects to nearest grid point

Show Guides: Show horizontal and vertical guides

Rotate/Flip: Rotate or flip selected object

Colors menu



Show palette: Display color palette at bottom of drawing area

Edit Palette...: Change, add, or delete colors from palette

Add Colors from Selection: Add colors of selected object to palette

Get Palette...: Select and open an existing palette

Save Palette...: Save current palette

Bitmap object

An object represented as an array of pixels or dots, rather than as a set of instructions for drawing the object. MS Draw lets you import bitmaps by way of the clipboard and the Import Picture... command from the File menu. You may also recolor one- or two-color bitmaps.

Bounding box

An imaginary rectangle that surrounds an MS Draw object (except lines) or object group. When you select an object, resize handles appear at the bounding box corners.

Destination application

An application from which you invoke MS Draw to create a drawing. When you exit MS Draw, the drawing you created is embedded into the destination application document.

Clipboard

A temporary storage area for cut or copied graphics or text. You can paste the clipboard contents into a Windows application that supports the format of the cut or copied material.

Control handles

Handles (small black squares) which appear at the vertices of freeform figures and at the ends of arcs. Drag control handles to edit the shape of these figures. Control handles are different from resize handles, which you use to change the size of objects.

Default

A standard value for a specific object attribute. For example, if the default line style is set to 2 point, any line you draw will be two points wide. You can reset defaults as you wish. When you exit MS Draw, the current defaults are preserved.

Dithered color

A pattern of colored dots that simulates a solid color.

Hairline

The thinnest line your display or printer device can produce. Remember these hairline points:

- Hairlines remain thin at all magnification views.
- Hairlines always display as the nearest solid color. You cannot apply a dithered color to a hairline.

Multiple selection

Two or more objects that are selected (that is, that have their resize handles displayed) at the same time. Multiple selections may contain grouped objects but the entire multiple selection is not itself a group.

Freeforms

Any of several figures you draw with the Freeform tool. Freeform figures include polygon freeforms, freehand freeforms, or combination freeforms.

Resize handles

Handles (small black squares) at the corners of an imaginary bounding box around selected objects and at the beginning and ends of selected lines. To change the size of a selected object, drag one of its resize handles. Resize handles are different from control handles, which you use to edit freeform figures and arcs.

Selection rectangle

The dotted outline of a rectangle drawn around one or more objects to mark them as chosen. This is one way to create a multiple selection.

Snap to

To be attracted to. For example, objects moved close to a guide will snap to the guide.

Stacking order

The order in which objects are layered in a drawing. Objects may be in front of or behind other objects. You can change the stacking order of objects with the Bring to Front and Send to Back commands on the Edit menu.

Text object

A single line of text created with the Text tool. You can give a text object a line color, but not a fill color. You can move a text object, but you cannot flip or rotate it. You cannot resize a text object with its resize handles.

Vertex, vertices

The end point or beginning point of a segment of a freeform figure. When editing these figures, control handles appear at each vertex. Dragging a control handle moves the point to a new location, thereby changing the object's shape.

