

## Add or change an AutoShape

Microsoft Draw comes with a set of ready-made shapes called AutoShapes. These shapes can be resized, rotated, flipped, colored, and combined with other shapes to make more complex shapes. Many have an adjustment handle you can use to change the most prominent feature of a shape – for example, the size of the point on an arrow. The **AutoShapes** menu on the **Drawing** toolbar contains several categories of shapes, including lines, connectors, basic shapes, block arrows, flowchart elements, stars and banners, and callouts.

To add text to an AutoShape, just click the shape and start typing. The text becomes part of the shape – if you move the shape, the text moves with it.


### What do you want to do?

- Add a circle, square, or other AutoShape
- Change one AutoShape into another

## Add a circle, square, or other AutoShape

- 1 On the **Drawing** toolbar, click **AutoShapes**, point to a category, and then click the shape you want.
- 2 To insert the shape at its default size, click the page.  
To insert a different size, drag the shape to the size you want.  
To define the shape within a perfect square, hold down SHIFT while you drag the shape.

### Tips

- To draw a circle or square, click **Oval**  or **Rectangle**



on the **Drawing** toolbar, and then click the page.

- To add color, change borders, rotate, or add shadow or 3-D effects to an AutoShape, select the object, and then use the tools on the **Drawing** toolbar.

## **Change one AutoShape to another**

- 1** Select the AutoShape you want to change.
- 2** On the **Drawing** toolbar, click **Draw**, point to **Change AutoShape**, point to a category, and then click the shape you want.




## Replace a clip art image

- 1 Double-click the image you want to replace.
- 2 Double-click a new image.

**Note** If you've converted the image to a drawing object, you must delete it and then click **Insert Clip Art** to select a new image. You'll know you've converted the image if the Clip Gallery doesn't appear when you double-click the image.



## Insert clip art or a picture from the Clip Gallery

- 1 Click **Insert Clip Art**  and then click the **Clip Art** or **Pictures** tab.
- 2 Click the category you want, and then double-click the image.

## Ungroup and modify clip art

1 Select the clip art you want to modify.


2 Click **Ungroup** 

If the image is a bitmap, it can't be ungrouped.

3 To modify an individual object within the image, continue to select and ungroup objects until the one you want becomes available.


4 Use the tools on the **Drawing** toolbar to modify the object.

For example, you can rearrange parts of the image, combine two or more images, or change the fill and line colors.

5 To restore the individual objects to one image, select all objects and groups that make up the image, and then click **Group** 

## About the Clip Gallery

The Clip Gallery includes a wide variety of clip art that makes it easy for you to dress up drawings with professionally designed images. You'll find everything from maps to people, and from buildings to scenic backgrounds.

To add clip art to a drawing, click **Insert Clip Art**  and then click the **Clip Art** tab. You can browse through the collection of images and select the one you want.

After you place clip art on a page, you can change its size, location, and appearance. You can also use the **Ungroup** button to convert the image to groups of drawing objects and then work with the objects just as you work with any other drawn object – for example, you can change fill and line colors, rearrange parts, and even combine two or more images.

The Clip Gallery includes a handy Find feature to help you locate the right images. It also includes its own Help system, where you'll find such information as how to add your own pictures to the gallery, how to keep it up to date, and how you can personalize it to suit your own needs. To use the Find feature or to get Help, click **Find** or **Help** on the **Clip Art** tab.





Click the color you want, or enter the values for the color in the **Hue, Sat, Lum, Red, Green, and Blue** boxes.  
You can drag the slider to adjust the luminosity of the currently selected color.

Hue is the color itself. Enter a number from **0** to **255** in the **Hue** box, or drag the cross-hair horizontally in the **Color** box.

Saturation is the intensity of the color. The higher the number, the more intense the color. Enter a number from **0** to **255** in the **Sat** box, or drag the cross-hair vertically in the **Color** box.

Luminance is the brightness of the color, or the amount of black or white added to the color. The larger the number, the lighter the color. Enter a number from **0** to **255** in the **Lum** box, or drag the slider on the vertical color bar.

Enter a number from **0** to **255** to adjust the amount of red in the color. The larger the number, the more red the color contains.

Enter a number from **0** to **255** to adjust the amount of green in the color. The larger the number, the more green the color contains.

Enter a number from **0** to **255** to adjust the amount of blue in the color. The larger the number, the more blue the color contains.



Click the color you want, or click the **Custom** tab and mix your own color.

Makes the selected color partially transparent. Clear this check box to make the selected color completely opaque. This effect of this option is not displayed in the **New** and **Current** sample box.

The **New** color is the one you selected in this dialog box — click **OK** to apply the new color to the selected object.  
The **Current** color is the existing color of the object — click **Cancel** to retain the current color.



## Copy or duplicate objects

You can quickly duplicate an object. Or you can make lots of duplicates and then use them to create arrays and sweeps.

### What do you want to do?

- » Make a duplicate of an object
- » Make multiple duplicates and space them evenly
- » Create a mirror image of an object


## **Make different shapes of the same size**

To do the following procedure, you must select an object that is an AutoShape.

- 1** Select the AutoShape whose size you want to copy.
- 2** On the **Edit** menu, click **Duplicate**.
- 3** On the **Drawing** toolbar, click **Draw**, point to **Change AutoShape**, point to the appropriate category, and then click the shape you want.

## Create a mirror image of an object

- 1 Select the object you want to mirror.
- 2 On the **Edit** menu, click **Duplicate**.
- 3 On the **Drawing** toolbar, click **Draw**, point to **Rotate or Flip**, and then click **Flip Horizontal** or **Flip Vertical**.
- 4 Drag and position the duplicate object so it mirrors the original object.

**Tip** To create a mirror image of clip art, you must first convert the clip art to a drawing object. Select the clip art, click **Ungroup**  click **Group**



and then follow the preceding steps.

## **Make multiple duplicates and space them evenly**


- 1** Select the object you want to duplicate.
- 2** On the **Edit** menu, click **Duplicate**.
- 3** Drag the duplicate to the position you want.
- 4** On the **Edit** menu, click **Duplicate** again for each duplicate you want positioned equally from the others.

**Tip** You can create a perspective effect by scaling successive overlapping objects. Select the object you want to scale. On the **Format** menu, click **Size**. Under **Scale**, select the percentage of the original size you want in the **Height** and **Width** boxes.



## Copy attributes from one object to another

1 Select the object with the attributes you want to copy.

2 Click **Format Painter**  and then click the object you want to copy the attributes to.

To copy all attributes of one object to several other objects, double-click **Format Painter**, and then click the objects one after another. When you're done, click **Format Painter** again.

## **Make a duplicate of an object**

- 1** Click the object you want to duplicate.
- 2** On the **Edit** menu, click **Duplicate**.  
To make additional duplicates, click **Duplicate** again.

## **Delete an object**

- 1** Click the object you want to delete.
- 2** Press DELETE.



### adjustment handle

A diamond-shaped handle used to adjust the appearance (not the size) of most AutoShapes. For example – you can adjust a rounded rectangle to be more or less rounded, or you can adjust the arms of a cross to be thicker or thinner.



**attribute**

An object or text feature you can change by using drawing tools and menu commands. Object attributes include line style, fill, shadow, color, and shape. Text attributes include font, style, color, size, and so on.

**grid**

An invisible matrix used to align objects automatically. If the grid is on as you draw or move objects, their corners align on the nearest intersection of the grid.

**group**

Two or more objects you treat as a single object. Groups can be composed of multiple sets of groups.



**multiple selection**

To select more than one object by holding down SHIFT and clicking the objects, or by dragging a selection rectangle around the objects. When you flip, rotate, and resize a multiple selection, all objects in the selection react independently.

**picture**

There are two kinds of pictures in this program: those you can ungroup and convert to objects (such as metafiles), and those you can't (such as bitmaps). After you ungroup a picture, you can manipulate it with the drawing tools. When you select a picture, the **Picture** toolbar appears with tools you can use to change the attributes of a picture – for example, to crop it or adjust its brightness.

**sizing handle**

A square handle that appears at each corner and along the sides of the rectangle that surrounds a selected object. Drag a sizing handle to resize an object.

**vertex**

The highest point of a curve, the point where a curve ends, or the point where two line segments meet in a polygon or freeform.

## **AutoShape**

A group of ready-made shapes that include such basic shapes as rectangles and circles, plus a variety of lines, connectors, block arrows, flowchart symbols, stars and banners, and callouts.

To insert an AutoShape, click **AutoShape** on the **Drawing** toolbar. To attach text to an AutoShape – except to a line, connector, or freeform – click the shape and start typing. The text becomes part of the AutoShape.

**bitmap**

A picture made from a series of small dots that form shapes and lines. Bitmaps are created with paint programs such as Microsoft Paint, or by scanning an image. Bitmaps can't be converted to drawing objects, although they can be scaled and cropped by using the tools on the **Picture** toolbar.

## **freeform**

Any shape you draw by using the **Curve**, **Freeform**, and **Scribble** tools – a puffy cloud, mountains, a lightning bolt, your name in cursive, and so on. Freeforms can include straight lines and freehand curves. They can be drawn open or closed and can be edited by using the drawing tools.

**crop**

To trim the edges of a picture by using the cropping tool on the **Picture** toolbar. After you crop a picture, you can always uncrop it. Photos are often cropped to focus attention on one particular area.



**selection rectangle**

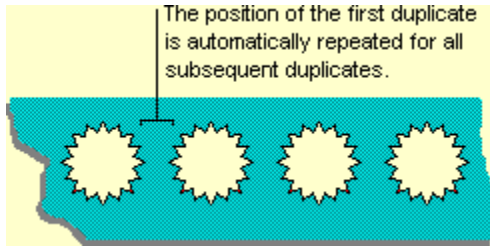
The box formed by sizing handles after you select an object.

**drawing object**

Any shape you draw in Microsoft Draw, or any graphic or picture you change from its original format to the Microsoft Draw format – for example, an AutoShape you draw or clip art you ungroup.

**array**

A series of evenly spaced objects.



**sweep**

A series of overlapping, evenly spaced objects.



In a sweep, objects overlap each other.

**tangent**

A line that extends through a vertex. Dragging the end point of the tangent changes the shape of the curve.



## Save an object's attributes as the default style

**1** Select the object that has the attributes you want to use as the default.

**2** On the **Drawing** toolbar, click **Draw**, and then click **Set AutoShape Defaults**.

**Tip** If you have text in an object, you can save the text style as a default. Select the text, click **Font** on the **Format** menu, and then select the **Default for new objects** check box.


## Troubleshoot drawing objects

What do you need help with?

- The lines in my drawing are jagged.
- Freehand drawing is hard to control.
- Freeforms I drew won't align evenly.
- I can't rotate an object.
- I can't resize an object.
- Colors within objects aren't smooth.



## The lines in my drawing are jagged.

- Curved lines – and straight lines that are not perfectly vertical or horizontal – will have some degree of jaggedness on the screen. When printed, the curves appear smooth.
- You can use the **Curve** tool  to draw precise curves. Your drawing will also appear smoother if you use the **Freeform** tool




instead of the **Scribble** tool



- Try increasing the magnification in the **Zoom** box. It's easier to draw details at 200 percent.
- Try setting your mouse to the slowest tracking speed available in Windows Control Panel. You have greater control when you draw at a slow speed.
- You can adjust the shape of freeforms to make them look smoother. Select the freeform, click **Edit Points** on the **Draw** menu to make its vertexes appear, and then drag any vertex. It might help to increase the magnification in the **Zoom** box to 200 percent.
- You can smooth freeforms by removing individual vertexes. Select the freeform, and then click **Edit Points** on the **Draw** menu to make its vertexes appear. Position the pointer over the vertex you want to delete, and then press CTRL as you click the vertex.

### Freeforms I drew won't align evenly.

- Instead of using the **Align or Distribute** command on the **Draw** menu, try aligning the objects by moving them.
- Hold down CTRL and press the arrow keys to nudge the freeform in 1-pixel increments.
- If **Snap to Grid**  is turned on, temporarily turn it off by pressing ALT as you drag a freeform.


## I can't rotate an object.

Only drawing objects can be flipped or rotated. If you can convert an object to a drawing object by ungrouping it and then grouping it again, you can flip or rotate it. However, you won't be able to convert a bitmap to a drawing object.


- To convert an object, select it, click **Ungroup** , and then click **Group**



## Freehand drawing is hard to control.

- Try increasing the magnification in the **Zoom** box. It's easier to draw details at 200 percent.
- Use the **Freeform** tool  instead of the **Scribble** tool



- Try setting your mouse to the slowest tracking speed available in Windows Control Panel. You have greater control when you draw at a slow speed.
- You can adjust the shape of freeforms to make them look smoother. For more information about changing the shape of freeforms, click .

**Colors within objects aren't smooth.**

- Make sure the magnification in the **Zoom** box is set to 100 percent. Shading patterns can appear distorted at reduced or enlarged views.
- If your monitor is capable of showing only 16 colors, shading might not appear smooth. Shading shows up best on monitors that display 256 or more colors.

## **I can't resize an object.**


The **Lock aspect ratio** option is selected.

- On the **Format** menu, click **Size**, and then clear the **Lock aspect ratio** check box.


## Ways to insert pictures

You can insert a picture by clicking **Insert Clip Art**  and then clicking the **Clip Art** or **Pictures** tab. For more information about the Clip Gallery, click



You can also insert pictures and scanned photographs from other programs and locations by clicking **Insert Picture from File** . When you select a picture, the **Picture** toolbar appears with tools you can use to crop the picture, add a border to it, and adjust its brightness and contrast.

There are two types of pictures – bitmaps, which can't be ungrouped, and pictures such as metafiles that can be ungrouped, converted to drawing objects, and then edited with the drawing tools. Most clip art is in metafile

format. To ungroup and convert clip art to a drawing object, just select it, and then click **Ungroup** . You can then modify it just as you can any other object you draw. For example – you might insert an image of a person, ungroup it, change the color of the person's clothing, and then add the modified image to another clip art image.

## Insert and edit clip art or a picture

You can insert clip art or a picture from the Clip Gallery, or you can insert a picture or scanned photo from another program and location. When you insert clip art, you can convert the image to drawing objects and use the drawing tools to edit the objects – for example, to change the fill or line colors, rearrange parts, or combine



In a sweep, objects overlap each other.

images. For more information about the Clip Gallery, click

When you select a picture, the **Picture** toolbar appears with tools you can use to change the brightness or contrast of the picture or to crop, recolor, or add a border to it.

### What do you want to do?



In a sweep, objects overlap each other.

Insert clip art or a picture from the Clip Gallery



In a sweep, objects overlap each other.

Insert an imported picture



In a sweep, objects overlap each other.

Ungroup and modify clip art



In a sweep, objects overlap each other.

Edit a picture



In a sweep, objects overlap each other.

Create transparent areas in a picture





In a sweep, objects  
overlap each other.

Replace a clip art image


## Insert an imported picture

- 1 Click **Insert Picture from File** .
- 2 Locate the folder that contains the picture you want to insert.
- 3 Double-click the picture.

## Edit a picture

- 1 Select the picture you want to edit.
- 2 On the **Picture** toolbar, select the options you want.

**Tip** If you don't like the changes you made and want to return the picture to its original settings, click **Reset**

**Picture**  on the **Picture** toolbar.

## Troubleshoot working with pictures

What do you need help with?



I can't change the color of some parts of a picture. I can only change the fill, line, or shadow of its border.



I can't ungroup an imported picture.

**I can't change the color of some parts of a picture. I can only change the fill, line, or shadow of its border.**

The picture is a bitmap, which can't be ungrouped and converted to a drawing object, or the picture may have smaller groups within it that are not ungrouped.

- To ungroup the picture, select it and click **Ungroup** . Then use the drawing tools to change the colors.

## **I can't ungroup an imported picture.**

The image is a bitmap, which can't be ungrouped and converted to a drawing object.

You can modify the image in an imaging program. For example – to flip or rotate a bitmap image, open it in a program such as Microsoft Photo Editor, flip or rotate it there, save the changes, and then insert it in your drawing.

## Create transparent areas in a picture

You can use transparent areas to integrate a picture on your page – for example, when you have a picture of a person and don't want the background color to be visible.

1 Select the picture you want to create transparent areas in.

2 On the **Picture** toolbar, click **Set Transparent Color** .

3 Click the color you want to make transparent.

### Notes

- The **Set Transparent Color** tool is available for bitmap pictures that don't already have transparency information. It's also available for some, but not all, clip art.
- You can make only one color transparent. When printed, transparent areas will be the same color as the paper they're printed on. In an electronic display – such as on a Web page or in a PowerPoint presentation – transparent areas will be the same color as the background.
- It might be difficult to see the transparent effect in a photograph because the color you select may appear in very small areas. What appears to be a single color, such as a blue sky, can actually be a range of subtle color variations.





Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.

Applies line breaking options.

Applies line breaking options.

Applies line breaking options.

Applies font alignment options.

**Change Text Direction**

Positions text in a text box or AutoShape horizontally, left to right, or vertically, bottom to top.

**Distributed Paragraph**

Evenly distributes the characters in a paragraph between the left and right margins with horizontal text, and between the upper and lower margins with vertical text.

**Vertical Text Box**

Draws a text box in which you can add vertical text. Use a text box to add text — such as captions or callouts — to your pictures or graphics.



### **Recently Used Colors**

These are the nonstandard font colors you most recently used. Click a color here to quickly use it again.

Displays additional font colors.



## Add, change, or remove a fill

You can fill objects with solid or gradient (shaded) colors, a pattern, a texture, or a picture. Any time you fill an object, the new fill replaces the old one. If you change an object's fill, you can easily change it back to its default.

### What do you want to do?



Add or change a fill color



Add or change a gradient (shaded), patterned, textured, or picture fill



Change the defaults for line style and fill




Remove a fill



## **Change the defaults for line style and fill**

- 1** Select the object that has the line style and fill you want.
- 2** On the **Format** menu, click **Colors and Lines**.
- 3** Select the **Default for new objects** check box.


## Add or change a fill color

- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click the arrow next to **Fill Color** .
- 3 Click the color you want.  
If you don't see the color you want, click **More Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

## Add or change a gradient (shaded), patterned, textured, or picture fill

- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click the arrow next to **Fill Color** . click **Fill Effects**, and then click the **Gradient, Texture, Pattern, or Picture** tab.
- 3 Select the options you want.  
For Help on an option, click the question mark  and then click the option.

## Remove a fill

- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click the arrow next to **Fill Color**  and then click **No Fill**.






Click **Select Picture** to use a picture as the fill for the selected object. The picture stretches to completely fill the object.

Displays the name of the selected picture.

Click the way you want the picture to fill the selected chart elements. **Stretch** resizes a single instance of the picture so it completely fills the selected chart elements. **Stack** fills the selected chart elements with horizontally and vertically tiled repetitions of the original-sized picture. **Stack and Scale to** resizes the picture, so the number of repetitions you enter in the **Units/Picture** box fills the selected chart elements vertically. A smaller number in the **Units/Picture** box means more repetitions of the picture, which may increase the amount of memory used and the time it takes to draw the fill on the screen.

Select which faces of the selected chart elements you want to fill with the picture. If you clear a check box (or later click **Clear Formats** on the **Edit** menu), the face retains the last-applied color formatting. The name of each face is assigned when you initially insert the picture and does not change if you later rotate the object — for example, the **Front** face is called **Front** even if you rotate it to the side.

Click the color settings you want for the gradient fill. For more information about each color setting, click  and then click the option.

Fills the selected object with a single color that fades gradually to black or white. Click the color you want in the **Color 1** box, and then drag the **Dark/Light** slider to adjust the intensity of the color.

Fills the selected object with one color that fades gradually to another color. Click the colors you want in the **Color 1** and **Color 2** boxes.



Fills the selected object from a set of specially created gradient fills. Click the name of the color set you want in the **Preset colors** box.

Click the color you want. If you clicked **One Color**, this color will fade gradually to black or white. If you clicked **Two colors**, this color will fade into the color you click in the **Color 2** box.

Click the name of the built-in color set you want to use for a gradient (shaded) fill.

Click the color you want for the second color of a two-color gradient (shaded) fill.

Drag the slider toward **Dark** to make the color fade gradually to black. Drag the slider toward **Light** to make the color fade gradually to white.

Click the gradient (shaded) fill style you want, and then click a variation of the style under **Variants**.

First, click the fill style you want under **Shading Styles**, then click a variation of the style under **Variants**.

Click the special texture you want to use as the fill for the selected object. The name of the texture you click appears in the description box below. To add a texture to the list, click **Other Texture**.



Opens a different file that you can use as a textured fill. You can use a Windows Bitmap (a .bmp or .dib file) or Windows Metafile ( a .wmf or .emf file) as a textured fill. You can also use any graphics file for which you have an import filter installed; for example, you can use a JPEG file (.jpg) if the JPEG import filter is installed on your computer.

Click the fill pattern you want. To change the pattern colors, click new colors in the **Foreground** and **Background** boxes.

Describes the pattern, texture, or picture you clicked above.

Click the foreground color you want for the pattern.

Click the background color you want for the pattern.

Shows what the selected options will look like if you click **OK**.



## Rotate or flip an object

You can rotate an object 90 degrees to the left or right or to any other angle. You can also flip an object horizontally or vertically. You can flip or rotate one object, multiple objects at the same time, or a group of objects. If the object is an AutoShape with attached text, the text rotates or flips with the shape.


Some pictures and clip art that you import can't be rotated or flipped because they weren't created in Microsoft Draw. If you can ungroup an imported object and then regroup its components, you might be able to flip or rotate it. You cannot flip or rotate bitmaps, however.

### What do you want to do?

- Flip an object horizontally or vertically
- Rotate an object 90 degrees
- Rotate an object to any angle



## Rotate an object to any angle

- 1 Select the object you want to rotate.
- 2 On the **Drawing** toolbar, click **Free Rotate** .
- 3 Drag a corner of the object in the direction you want to rotate it.
- 4 Click outside the object to set the rotation.

### Tips

- To constrain the rotation of the object to 15-degree angles, hold down SHIFT while you use the **Free Rotate** tool.
- To rotate the object around the handle opposite the handle you're dragging, hold down CTRL while you use the **Free Rotate** tool.
- To rotate several objects at once, click the objects while holding down SHIFT, and then use the **Free Rotate** tool.

## **Rotate an object 90 degrees**

- 1 Select the object you want to rotate.
- 2 On the **Drawing** toolbar, click **Draw**, point to **Rotate or Flip**, and then click **Rotate Left** or **Rotate Right**.

## **Flip an object horizontally or vertically**

- 1 Select the object you want to flip.
- 2 On the **Drawing** toolbar, click **Draw**, point to **Rotate or Flip**, and then click **Flip Horizontal** or **Flip Vertical**.



Click the line color you want for the selected AutoShape. Click **Patterned Lines** if you want to add a pattern to the line.

Click the line style you want. If you want a thicker or thinner line, click a line style, and then change the **Weight** setting.

Displays the weight of the currently selected **Style**. To make that line thinner or thicker, enter a new value in the **Weight** box.

Click a dashed-line style, or click the solid line if you don't want a dashed line.



Click the connector style you want for the selected object. Connectors are lines that connect objects and remain attached even if you rearrange the objects. This option is available only when the selected object is a connector line.

Click the arrow style you want for the beginning of the selected line. If you don't want an arrow on this end of the selected line, click the straight line.

Click the arrow style you want for the end of the selected line. If you don't want an arrow on this end of the selected line, click the straight line.

Click the arrow size you want for the beginning of the selected line. To remove the arrow, click the straight line in the **Begin style** box.

Click the arrow size you want for the end of the selected line. To remove the arrow, click the straight line in the **End style** box.

Click the fill color you want for the selected AutoShape. Click **Fill Effects** if you want to use a pattern, gradient, texture, or picture fill.

Uses the currently selected options as the default settings for all new AutoShapes you insert in your presentations.

Makes the selected solid-color fill partially transparent. Clear this check box to make the selected fill completely opaque. This check box is unavailable if the selected object contains a gradient, texture, pattern, or picture fill effect.



Moves the selected object up or down on the page if you move the paragraph the object is anchored to. When you select this check box, Word changes **Horizontal from** to **Column** and changes **Vertical from** to **Paragraph**. Word clears this check box if you change the **Vertical from** or **Horizontal from** settings.

Keeps the selected object on the same page as the text it is anchored to. The object can move with its anchor, but it always stays on the same page as the anchor.

Enter the height you want for the selected object. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the height as a percentage of the original size by entering a percentage in the **Height** box under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the width you want for the selected object. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the width as a percentage of the original size by entering a percentage in the **Width** box under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the height you want for the selected object as a percentage of the original size. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the height by entering an exact measurement in the **Height** box under **Size and rotate**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the width you want for the selected object as a percentage of the original size. The **Height** and **Width** settings are always the dimensions of an unrotated object. Alternatively, you can adjust the width by entering an exact measurement in the **Width** box under **Size and rotate**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

Enter the amount, in degrees (from **0** [zero] to **359**), by which you want to rotate the selected AutoShape in the clockwise direction. The **Height** and **Width** settings are always the dimensions of an unrotated object.

Constrains the height and width of the selected object so they stay in their original proportion to one another. If you change the height of the object, the width changes in relation to the original aspect ratio, and vice versa.



Calculates the height and width percentages under **Scale**, based on the original size of the picture. This option is available only when the selected object is a picture.

Automatically adjusts the size of the selected picture to the ideal size for viewing in a slide show. If you select this check box, click the resolution of your slide show monitor in the **Resolution** box. This check box is available only when the selected object is a picture.

Click the resolution of your slide show monitor. PowerPoint automatically calculates the best picture size for the monitor you will use for the slide show. This option is available only when the **Best scale for slide show** check box is selected.

This is the original size of the selected picture. The settings under **Original size** are available only when the current selection is a picture.

Returns the selected picture to its original size. This button is available only when the current selection is a picture.

Enter the amount you want to trim off the left side of the selected picture. Enter a negative number to add white space to the left side. All the settings under **Crop from** are relative to an unscaled picture.

Enter the amount you want to trim off the top of the selected picture. Enter a negative number to add white space to the top of the picture. All the settings under **Crop from** are relative to an unscaled picture.

Enter the amount you want to trim off the right side of the selected picture. Enter a negative number to add white space to the right side. All the settings under **Crop from** are relative to an unscaled picture.



Enter the amount you want to trim off the bottom of the selected picture. Enter a negative number to add white space to the bottom of the picture. All the settings under **Crop from** are relative to an unscaled picture.

Click **Automatic** to use the picture's original colors. Click **Grayscale** to convert a color picture to black and white. Each color converts to an equivalent grayscale level. Click **Black & White** to convert the picture to pure black and white (also known as line art). Click **Watermark** to format the picture with preset brightness and contrast settings that work well for watermarks.

Drag the slider to set the contrast (saturation or intensity) of the color or enter a percentage in the % box. The higher the percentage, the more intense the color. The lower the percentage, the more gray the color.

Opens the **Recolor** dialog box, where you can change the colors of the selected picture.

Removes cropping from the selected picture, and returns the color, brightness, and contrast to the original settings.

Enter the amount of space you want between the left edge of the object and the left edge of the Microsoft Draw object. Position settings are always relative to an unrotated object.

Click the point from which you want to position the left edge of the selected AutoShape.

Enter the amount of space you want between the top edge of the object and the top of the Microsoft Draw object.  
Position settings are always relative to an unrotated object.



Click the point from which you want to position the top edge of the selected object.

Click the point to which you want to anchor the text in the selected text box. This setting is relative to the text box.

Enter the amount of space you want between the left edge of the selected text box and the text inside it.

Enter the amount of space you want between the right edge of the selected text box and the text inside it.

Enter the amount of space you want between the top edge of the selected text box and the text inside it.

Enter the amount of space you want between the bottom edge of the selected text box and the text inside it.

Adjusts text to fit horizontally in the selected AutoShape.

Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.



Adjusts the size of the AutoShape so it encompasses the text inside it.

Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.

Shows how your document will look if you click **OK**.

Click the options you want for the fill color of the selected object.


Click the line color and line style options you want for the selected object.

Click the style and size you want for each end of your arrow. If you don't want arrows, click the straight line in the **Begin style** and **End style** boxes. The options under **Arrows** are available only if the selected object is a line.

There are two ways to change the size of the selected object: by entering exact height and width measurements under **Size and rotate**, or by entering height and width measurements as a percentage of the original size under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.

There are two ways to change the size of the selected object: by entering exact height and width measurements under **Size and rotate**, or by entering height and width measurements as a percentage of the original size under **Scale**. If the **Lock aspect ratio** check box is selected, the **Height** and **Width** settings change in relation to one another.



Cuts off (crops) the parts of the picture you enter. Enter negative numbers to add white space around the selected picture. To crop a picture by using the mouse, click the **Crop**  on the **Picture** toolbar, and then drag a sizing handle on the picture.

Changes the color, brightness, and contrast of the selected picture object.

Sets the horizontal and vertical position of the selected object relative to the edge of the Microsoft Draw object.

Enter the amount of space you want between the edges of the selected text box and the text inside it.

Drag the slider to set the brightness (the amount of black or white added to the color), or enter a percentage in the % box. The higher the percentage, the lighter — more white — the color. The lower the percentage, the darker — more black — the color.

Applies and saves any changes you have made and then closes this dialog box.

The **Cancel** button closes this dialog box without saving any changes you have made. The **Close** button closes this dialog box and retains the changes you made.

Turns the text inside the AutoShape a quarter turn (90 degrees) to the right.





## Group, ungroup, and regroup objects

When you group objects, you combine them so you can work with them as though they were a single object. You can flip, rotate, and resize or scale all objects in a group as a single unit. You can also change the attributes of all objects in a group at one time – for example, you might change the fill color or add a shadow to all objects in the group. You can create groups within groups to help you build complex drawings.

You can ungroup a group of objects at any time, and you can easily regroup them after you select any one of the ungrouped objects.

**Note** If the group includes a bitmap picture, the group can't be flipped or rotated.

### What do you want to do?



Group objects



Ungroup objects



Regroup objects

## Stack objects and move through the stack

Objects automatically stack in individual layers as you add them to a drawing. You see the stacking order when objects overlap – the top object covers a portion of objects beneath it. If you "lose" an object in a stack, you can press TAB to cycle forward (or SHIFT+TAB to cycle backward) through the stack until the object is selected.

You can move individual objects or groups of objects in a stack. For example – you can move objects up or down within a stack one layer at a time, or you can move them to the top or bottom of a stack in one move. You don't have to draw the bottom object first – you can always move it later. You can overlap objects to create different effects.

### What do you want to do?



Bring an object to the front or back



Bring an object one step closer to the front or back

## **Bring an object to the front or back**

**1** Select the object you want to move.

If the object is hidden, press TAB or SHIFT+TAB until it's selected.

**2** On the **Draw** menu, point to **Order**, and then click **Bring to Front** or **Send to Back**.

**Tip** You can use the **Order** button on the **Formatting** toolbar when you want to repeat the same command two or more times in succession.

## **Bring an object one step closer to the front or back**


**1** Select the object you want to move.

If the object is hidden, press TAB or SHIFT+TAB until it's selected.


**2** On the **Draw** menu, point to **Order**, and then click **Bring Forward** or **Send Backward**.

**Tip** You can use the **Order** button on the **Formatting** toolbar when you want to repeat the same command two or more times in succession.

## Group objects

- 1 Select the objects you want to group by holding down SHIFT as you click each one.
- 2 Click **Group** 

## Ungroup objects

- 1 Select the group you want to ungroup.
- 2 Click **Ungroup** 

## Regroup objects


1 Select any one of the objects that were previously grouped.

2 Click **Regroup** .

**Note** The **Regroup** command is unavailable if the object you select is part of another group.





Click the design you want for your text effect. To change the shape later, select the text effect, and click **WordArt Shape**  on the **WordArt** toolbar.

Click the new design you want for your text effect.



## Keyboard-mouse combinations

### For drawing an AutoShape

<b>To</b>	<b>Hold down</b>
Draw a perfect square, circle, or other shape that can be inscribed within a square	SHIFT and drag
Draw an AutoShape from its center outward	CTRL and drag
Temporarily turn the snap-to-grid feature on or off as you draw	ALT and drag

### For drawing a line

<b>To</b>	<b>Hold down</b>
Draw a line at an angle that's a multiple of 15 degrees	SHIFT and drag
Draw a line from its center outward	CTRL and drag

### For drawing a connector

<b>To</b>	<b>Hold down</b>
Draw a straight connector at an angle that's a multiple of 15 degrees	SHIFT and drag

### For moving an object

<b>To</b>	<b>Hold down</b>
Move an object horizontally or vertically	SHIFT and drag
Copy an object	CTRL and drag

### For moving a line

<b>To</b>	<b>Hold down</b>
Lengthen or shorten a line while maintaining its orientation	SHIFT and drag the end point
Reposition a line about its center	CTRL and drag the end point

### For resizing an object or picture


<b>To</b>	<b>Hold down</b>
Resize the object or picture from its center outward	CTRL and drag any sizing handle

### For cropping a picture

On the **Picture** toolbar, click **Crop** 

<b>To</b>	<b>Hold down</b>
Move the cropped picture horizontally or vertically	SHIFT and drag
Define the cropped area from the center outward	CTRL and drag any cropping handle
Copy a cropped picture	CTRL and drag

### For rotating an object

On the **Drawing** toolbar, click **Free Rotate** .

<b>To rotate an object</b>	<b>Hold down</b>
In 15-degree increments	SHIFT and drag the pointer
About the opposite corner	CTRL and drag the pointer


### For working with vertexes on curves and freeforms

On the **Drawing** toolbar, click **Draw**, and then click **Edit Points**.


To add a vertex, click and drag where you want to add it. Right-click a vertex and click **Smooth Point**, **Straight Point**, or **Corner Point** to make a tangent appear.

<b>To</b>	<b>Hold down</b>
Switch the tangent to corner mode	SHIFT and drag the end point
Delete a vertex	CTRL and click the vertex
Temporarily turn the snap-to-grid on or off as you move a vertex or tangent end point	ALT and drag the vertex or end point
Switch the tangent to symmetrical mode	CTRL and drag the end point

## Change the color of a line or border


- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click the arrow next to **Line Color** .
- 3 Click the color you want.  
If you don't see the color you want, click **More Line Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

## Remove a border


- 1 Select the object whose border you want to remove.
- 2 On the **Drawing** toolbar, click the arrow next to **Line Color**  and then click **No Line**.



## Curves and freeforms

The **AutoShapes** menu on the **Drawing** toolbar includes several categories of tools for creating shapes. In the **Lines** category, you can use the **Curve** , **Scribble**

, and **Freeform**

 tools to draw lines and curves, as well as shapes that combine both lines and curves. When you want an object to look as if it were drawn with a pen, use the **Scribble** tool. The resulting shape closely matches what you draw on the screen. Use the **Freeform** tool when you want a more refined shape – one without jagged lines or drastic changes in direction.

When you want to draw curves with greater control and accuracy, use the **Curve** tool. To change the basic shape of a curve or freeform by moving, deleting, and adding vertexes, click **Edit Points** on the **Draw** menu (**Drawing** toolbar).

You can enhance freeforms and curves just as you can AutoShapes – for example, you can add a color or pattern, change their line styles, flip or rotate them, and add text – but you can't convert a freeform or a curve to an AutoShape.



## Change the shape of a freeform or curve

- 1 Select the freeform object or curve you want to change.
- 2 On the **Drawing** toolbar, click **Draw**, and then click **Edit Points**.
- 3 To reshape the freeform, drag one of the vertexes that form its outline.  
To add a vertex to the freeform, click where you want to add it, and then drag.  
To delete a vertex, press CTRL and click the vertex you want to delete.

**Tip** For greater control over the shape of a curve, after you click **Edit Points**, right-click a vertex. A shortcut menu appears with options for other types of vertexes you can use to refine the shape of the curve.

## **Add, move, or reroute a connector line**

You can use three types of connector lines to connect objects – straight, elbow, and curved. When you rearrange objects, the connectors remain attached. If you move either end of a connector, that end detaches from the object. You can then attach it to another connection site on the same object, or you can attach it to another object. To detach the entire connector, just drag its middle.

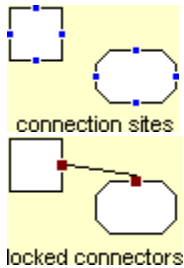
If you rearrange connected objects, some connectors might need to be rerouted to make the most direct connections and to keep connectors from crossing objects.

### **What do you want to do?**

- Add or move a connector line
- Reroute a connector line

## Add or move a connector line

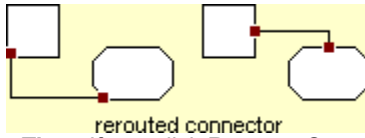
- 1 On the **Drawing** toolbar, click **AutoShapes**, point to **Connectors**, and then click the connector you want.
- 2 Point to where you want to attach the connector.  
Connection sites appear as blue squares.
- 3 Click the connection site, drag the connector to where you want to attach it to the other object, and then click another connection site.  
Locked connectors appear as red squares. Unlocked connectors appear as green squares.
- 4 To move the connector line, drag one of its ends and connect it to another site or object.  
To detach the entire line, drag its middle.  
To maintain a connector's angle while repositioning an end point, hold down SHIFT as you drag the end point.



## Reroute a connector line


1 Select one of the connected objects.

2 Click **Reroute Connectors** 





**Tip** If you click **Reroute Connectors** when two or more connector lines are connecting the same two objects, all the lines move so they connect at the same points. If you don't want to reroute all the lines, select only the line you want to reroute, and then click **Reroute Connectors**.

## Draw a curve


- 1 On the **Drawing** toolbar, click **AutoShapes**, point to **Lines**, and then click **Curve** .
- 2 Click where you want the shape to start, and then continue to move the mouse and click wherever you want to add a curve.
- 3 To end the shape and leave it open, double-click it at any point.  
To close the shape, click near its starting point.

## Draw a freeform object

- 1 On the **Drawing** toolbar, click **AutoShapes**, and then point to **Lines**.
- 2 Click **Freeform**  to draw an object with both curved and straight segments. Drag to draw freehand shapes; click, move the mouse, and click again to draw straight lines.  
Click **Scribble**  when you want an object to look as if it were drawn with a pen.
- 3 To end a shape and leave it open, double-click it at any point.  
To close a shape, click near its starting point.

## Draw a line


- 1 On the **Drawing** toolbar, click **AutoShapes**, point to **Lines**, and then click the line style you want.
- 2 Drag to draw the line.  
To constrain the line to draw at an angle that's a multiple of 15 degrees, hold down SHIFT as you drag.  
To lengthen the line in both directions as you draw it, hold down CTRL as you drag.

**Tip** If you just want to draw a plain straight line, click **Line**  on the **Drawing** toolbar.



## Add or remove arrowheads

1 Select the line or other object you want to change.


2 On the **Drawing** toolbar, click **Arrow Style** .

3 To add an arrowhead, click the style you want; or click **More Arrows**, and then click the arrowhead style you want.


To remove an arrowhead, click the line without arrowheads at the top of the menu.

**Tip** You can add arrowheads to any line, including curves and open freeforms. You can also add arrowheads to some other objects – such as the line callouts in the **Callouts** category on the **AutoShapes** menu.

## Change the thickness and style of a line or border

- 1 Select the line or border you want to change.
- 2 On the **Drawing** toolbar, click **Line Style** .
- 3 Click the style you want, or click **More Lines** and then click the options you want.

## Make a dashed line or border

- 1 Select the line or border you want to change.
- 2 On the **Drawing** toolbar, click **Dash Style**  and then click the style you want.

## Troubleshoot freeforms

What do you need help with?

- The lines in my drawing are jagged.
- Freehand drawing is hard to control.
- Freeforms I drew won't align evenly.

## **Add, change, or remove a line or border**

You can modify the border of any object – including a text box – by changing its color, thickness, and style. You can change a border from a solid line to one of eight styles of dashed lines. If you remove a border, you might want to make sure the object's fill color is different from the background color, or your object will seem to disappear.

### **What do you want to do?**

- Change the color of a line or border
- Change the thickness and style of a line or border
- Make a dashed line or border
- Remove a border



**Save (File menu)**

Saves the active file with its current file name, location, and file format.

**Print (File menu)**

Prints the active file or selected items. To select print options, on the **File** menu, click **Print**.



**Bullets**

Adds bullets to or removes bullets from selected paragraphs.

## **Drawing**

Shows or hides the **Drawing** toolbar.

**New (File menu)**

Creates a new, blank file.

**Copy (Edit menu)**

Copies the selection to the Clipboard.

**Undo (Edit menu)**

Reverses your last action. Each click reverses one more action. The command name changes to **Can't Undo** if you cannot undo the previous action.

**Cut (Edit menu)**

Removes the selection from the active document and places it on the Clipboard.

**Paste (Edit menu)**

Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.

**Open (File menu)**

Opens or finds a file.



**Zoom**

Controls how large or small a document appears on the screen.

**Repeat**

Repeats your last command or action, if possible. The **Repeat** command changes to **Can't Repeat** if you cannot repeat the last action. When you use the **Undo** command to reverse an action, the **Repeat** command changes to **Redo**. The **Redo** command reverses the action of the **Undo** command.

**Clear (Edit menu)**


Deletes the selected object or text without putting it on the Clipboard. This command is available only if an object or text is selected.




**Close (File menu)**

Closes the active file without exiting the application. If the file contains any unsaved changes, you will be prompted to save the file before closing. To close all open files, hold down SHIFT and click **Close All** on the **File** menu.

**Format Painter (Standard toolbar)**


Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click , and then click each item you want to format. When you are finished, press ESC or click

 again to turn off the Format Painter.

**Print Preview (File menu)**


Shows how a file will look when you print it.

## **Bold (Formatting toolbar)**


Makes selected text and numbers **bold**. If the selection is already bold, clicking  removes bold formatting.



### Italic (Formatting toolbar)

Makes selected text and numbers *italic*. If the selection is already italic, clicking  removes italic formatting.

**Underline (Formatting toolbar)**

Underlines selected text and numbers. If the selection is already underlined, clicking  removes underlining.

**Align Left (Formatting toolbar)**

Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.

**Align Right (Formatting toolbar)**

Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.


**Center (Formatting toolbar)**

Centers the selected text, numbers, or inline objects.

**Justify (Formatting toolbar)**

Aligns the selected paragraphs to both the left and right margins or indents.

**Undo (Edit menu)**

Reverses the last command or deletes the last entry you typed. To reverse more than one action at a time, click the arrow next to , and then click the actions you want to undo. The command name changes to Can't Undo if you cannot reverse the last action.

**Redo (Edit menu)**

Reverses the action of the Undo command. To redo more than one action at a time, click the arrow next to and then click the actions you want to redo.





**Line (Drawing toolbar)**

Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Rectangle (Drawing toolbar)**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT while you drag.

**Text Box (Drawing toolbar)**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

**Oval (Drawing toolbar)**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT while you drag.

**Arc**

Draws an arc where you click or drag in the active window. To define the shape within a perfect square, hold down SHIFT while you drag.

**Group**

Assembles two or more selected objects into a single object so they can be moved or changed as a group.

**Ungroup**

Disassembles a grouped object into individual objects so each can be moved or changed individually.

**Bring to Front (Draw menu, Order command)**

Places the selected object in front of other overlapping objects.



**Send to Back (Draw menu, Order command)**

Places the selected object behind other overlapping objects.

**Bring in Front of Text (Draw menu, Order command)**

Places the selected drawing object in front of text.

**Send Behind Text (Draw menu, Order command)**

Places the selected drawing object behind text.

**Bring Forward (Draw menu, Order command)**

Moves the selected object or group one step closer to the top of a stack of objects.

**Send Backward (Draw menu, Order command)**

Moves the selected object or group one step closer to the bottom of a stack of objects.

**Ruler (View menu)**

Displays or hides the horizontal ruler, which you can use to position objects, change paragraph indents, page margins, and other spacing settings.

**Rounded Rectangle**

Draws a rectangle with rounded corners where you click or drag in the active window. To draw a square, hold down SHIFT while you drag.

**Select Objects**

Changes the pointer to a selection arrow so you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.



**Flip Horizontal**

Flips the selected drawing object horizontally 180 degrees. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.

**Flip Vertical**

Flips the selected drawing object or group vertically 180 degrees, that is, from top to bottom. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.

**Rotate Right**

Rotates the selected drawing object 90 degrees to the right. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.

**Rotate Left**

Rotates the selected object 90 degrees to the left. This command is not available if the selected object cannot be rotated — a picture or an OLE object, for example.



**Freeform**

Draws an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines. To end a shape and leave it open, double-click it at any point. To close a shape, click near its starting point.

**Callout**

Draws a callout where you click or drag in the active window.

## **Drawing**

Displays or hides the **Drawing** toolbar.



**Edit Points (Draw menu)**

Displays the vertices so you can change the shape of the selected freeform drawing object or curve. To reshape the freeform, drag one of the vertices that form its outline. To add a vertex to the freeform, click where you want to add it, and then drag. To delete a vertex, press CTRL and click the vertex you want to delete.

**Properties**

Changes the properties of the ActiveX controls in the file, or changes the options for the selected form field.

**Align**

Aligns selected drawing objects with one another or with the page.

**Arrow**

Inserts a line with an arrowhead where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Page Setup (File menu)**

Sets margins, paper source, paper size, page orientation, and other layout options for the active file.

**Font (Format menu)**

Changes the font and character spacing formats of the selected text.

**Font Size**

Changes the size of the selected text and numbers. In the **Font Size** box, enter a size. The sizes in the **Font Size** box depend on the selected font and active printer.

**Send**

Sends the active file as an attachment to an electronic mail message.



**Add Routing Slip**

Sends the active file to reviewers to change and add comments. To use routing, you and those you are sending the document to must have installed both the application in which the document was created and Microsoft Exchange or a compatible mail package.

When you have an existing routing slip or a message has been sent to you with a routing slip, the command name changes to **Edit Routing Slip**.

**WordArt Gallery**

Creates text effects by inserting a Microsoft WordArt object.

**Microsoft Mail**

Starts Microsoft Mail or switches to it if it is already running.

**Microsoft Excel**

Starts Microsoft Excel or switches to it if it is already running.

**Microsoft Access**

Starts Microsoft Access or switches to it if it is already running.

**Microsoft Schedule+**

Starts Microsoft Schedule+ or switches to it if it is already running.

**Microsoft Visual FoxPro**

Starts Microsoft Visual FoxPro or switches to it if it is already running.

**Microsoft PowerPoint**

Starts Microsoft PowerPoint or switches to it if it is already running.



**Microsoft Publisher**

Starts Microsoft Publisher or switches to it if it is already running.

**Microsoft Project**

Starts Microsoft Project or switches to it if it is already running.

**Microsoft Bookshelf**

Starts Microsoft Bookshelf or switches to it if it is already running.

**Arrange (Window menu)**

Displays all open files in separate windows on the screen. The **Arrange** command makes it easier to drag between files.



**Split (Window menu)**

Splits the active window into panes, or removes the split from the active window.

**New Window (Window menu)**

Opens a new window with the same contents as the active window so you can view different parts of a file at the same time.

**Disassemble Picture**

Separates the selected metafile picture into distinct drawing objects.



**Shrink Font 1 Pt**

Decreases the font size of selected text by one point.

**Grow Font 1 Pt**

Increases the font size of selected text by one point.

**Start of Line**

Moves the insertion point to the beginning of the current line.

**End of Line**

Moves the insertion point to the end of the current line.

**Page Up**

Moves the insertion point and document display to the previous screen of text.

**Page Down**

Moves the insertion point and document display to the next screen of text.

**Vertical Textbox**

Draws a text box where you click or drag so you can add text to a graphic.

**Send Mail**

Sends the message or file.



**Close, Close All (File menu)**

Closes the active file without exiting the application, prompting you to save if the file contains unsaved changes. To close all open files, hold down SHIFT and click **Close All** on the **File** menu.

**Repeat (Edit menu)**

Repeats your last command or action, if possible. The **Repeat** command changes to **Can't Repeat** if you cannot repeat the last action.

When you use the **Undo** command to reverse an action, the **Repeat** command changes to **Redo**. The **Redo** command reverses the action of the **Undo** command.

**Regroup**

Reassembles a group of objects that have been disassembled using the **Ungroup** command.

**3-D**

Adds a three-dimensional effect to the selected object.

**Shadow**

Adds a shadow to the selected object.

**Tip Wizard**

Shows tips about more efficient ways to accomplish tasks, and suggests related and new features.



**Font Color**

Formats the selected text with the color you click.



**Merge and Center**

Combines two or more selected adjacent cells to create a single cell. The resulting merged cell contains only the upper left-most data in the selection, which is centered within the cell. The cell reference for a merged cell is the upper-left cell in the original selected range.

**Increase Font Size**

Increases the font size of the selected text to the next larger size in the **Font Size** box.

**Decrease Font Size**

Decreases the font size of the selected text to the next smaller size in the **Font Size** box.

**Vertical Text**

Aligns selected text vertically, with each character below the previous one, so that you read it from top to bottom.

**Rotate Text Up**

Turns the selected text on its left side so that you read it from bottom to top.

**Rotate Text Down**

Turns the selected text on its right side so that you read it from top to bottom.

**Distribute Horizontally**

Distributes the selected objects horizontally, relative to one another. Horizontal distribution moves the selected objects so there is equal horizontal distance between the edges of all the objects.

**Scribble**

Draws freehand where you drag in the active window. To end a shape and leave it open, release the mouse button. To close a shape, release the mouse button near its starting point.



**Select Graphics**

Changes the pointer to a cross hair so you can drag a selection rectangle around multiple objects to select them.

**Polygon**

Lets you create freeform drawings, which can be a combination of freehand shapes and straight lines.

**Filled Rectangle**

Draws filled rectangles or squares.

**Filled Ellipse**

Draws filled ellipses or circles.

**Filled Arc**

Draws filled arcs or circle segments.

## **Filled Polygon**

Draws filled polygon shapes.

**Filled Freeform**

Draws filled freehand polygon shapes.

**Color**

Changes the color of the selected text each time you click the button. If you hold down SHIFT while clicking the button, the previous color is displayed.



**Distribute Vertically**

Distributes the selected objects vertically, relative to one another. Vertical distribution moves the selected objects so there is equal vertical distance between the edges of all the objects.

**Select All Drawing Objects**

Selects all the drawing objects in the active file.



**Object (Insert menu)**

Inserts an object – such as a drawing, WordArt text effect, or an equation – at the insertion point.

## **Snap To Grid**

When **Snap To Grid** is turned on as you drag or draw an object or AutoShape, the object is pulled into alignment with the nearest intersection of gridlines on the invisible drawing grid

**Size to Grid**

Resizes the selected object to the boundaries of the invisible drawing grid.

**Duplicate (Edit menu)**

Makes a quick copy of a selected object. To make additional copies of the same object, click **Duplicate** again (**Edit menu**).





**Align Left (Draw menu, Align or Distribute command)**

Vertically aligns the left edges of the selected objects.

**Align Right (Draw menu, Align or Distribute command)**

Vertically aligns the right edges of the selected objects.

**Align Top (Draw menu, Align or Distribute command)**

Horizontally aligns the top edges of selected objects.

**Align Bottom (Draw menu, Align or Distribute command)**

Horizontally aligns the bottom edges of selected objects.

**Align Center (Draw menu, Align or Distribute command)**

Centers selected objects horizontally.

**Align Middle (Draw menu, Align or Distribute command)**

Vertically aligns the middles of selected objects.

**Insert Clip Art**

Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection.

**Microsoft Word**

Sends your notes, handouts, or outline to Microsoft Word, where you can edit it by using Word commands. When you work on an outline in Word, you can import it back into PowerPoint.



**Shadow**

Adds or removes a shadow from selected text.

**Text Color**

Changes the color of selected text.

**Free Rotate**

Rotates a selected object to any degree. Select the object, click the **Free Rotate** button, and then drag a corner of the object in the direction you want to rotate it.

**AutoShapes**

Inserts a shape where you click or drag in the active file. To draw a shape circumscribed within a perfect square, press SHIFT as you drag the shape.

**Line Style**

Click the style and thickness you want for the selected line.

**Dash Style**

Click the dashed line or dashed-dot line style you want for the selected shape or border. Click the solid line if you don't want a dashed line.

**Arrow Style**

Click the arrowhead style you want for the selected line.

**Duplicate (Edit menu)**

Makes a quick copy of a selected object. To make additional copies of the same object, click **Duplicate Again**.



This command is unavailable when you are editing a Microsoft Draw object.



**Crop**

Trims or restores portions of a picture. Click , and then drag a sizing handle on the picture.

**TrueType Font**

This is a TrueType font.

**Printer Font**

This font resides in the printer itself.

**No Help Available**

There is no help available for this command.

**Save All (SHIFT+File menu)**

Closes all open files in this application, prompting you to save any that have not yet been saved.

**Save As (File menu)**

Saves the active file with a different file name, location, or file format. In Microsoft Access, Microsoft Excel, and Word, you can also use this command to save a file with a password or to protect a file so that others cannot change its contents.



**Properties (File menu)**

Displays the property sheet for the active file.

**Exit (File menu)**

Closes this program after prompting you to save any unsaved files.

**Copy As Picture**

Copies a picture of the selected cell, cell range, or embedded chart.

**Paste Special (Edit menu)**

Pastes, links, or embeds the Clipboard contents in the current file in the format you specify.

**Select All**

Selects all text and graphics in the active window, or selects all text in the selected object.

**Toolbars (View menu)**

Displays or hides toolbars. To display a toolbar, select the check box next to the toolbar name. To hide a toolbar, clear the check box.

**File (Insert menu)**

Inserts all or part of the file you select, into the active file at the insertion point.

**Paragraph (Format menu)**

Changes paragraph indents, text alignment, line spacing, and other paragraph formats in the selected paragraph.



**Bullet (Format menu)**

Adds bullets to or removes bullets from selected paragraphs.

**AutoShape (Format menu)**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.

**Toolbars Customize (View menu)**

Customizes toolbar buttons, menu commands, and shortcut key assignments.

**Exit With Restore Session**

Closes this program after prompting you to save any unsaved files.

**AutoFormat (Format menu)**

Applies a built-in combination of formats, called an autoforamt, to a cell range or a PivotTable. If a single cell is selected, Microsoft Excel automatically selects the range surrounded by blank cells and applies the autoforamt to that range. If the selection is part of a PivotTable, the entire table, except for the page fields, is selected and formatted. This command is not available if the sheet is protected.



**Index (Help menu)**

Displays the Help index for this Microsoft program.

**Window List (Window menu)**

Lists the currently open files in this program. Click the file you want to switch to.



**Recently Used File List (File menu)**

Lists the files you've most recently opened in this program. To quickly reopen one of these files, click it.

**Minimize (Control menu)**

Reduces a program or window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.

**Restore (Control menu)**

Restores a window to its previous size and location.

**Close (Control menu)**

Closes the active program or file. If an open file contains unsaved changes, you will be prompted to save the file before closing.


**Move (Control menu)**

Activates the arrow keys on the keyboard so you can change the location of the program or window by pressing the UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW key.

**Size (Control menu)**

Activates the arrow keys on the keyboard so you can change the size of the program or window by pressing the UP ARROW, DOWN ARROW, LEFT ARROW, or RIGHT ARROW key.

**Maximize (Control menu)**

Enlarges a program or window to fill the screen. To restore the window to its previous size and location, double-click the title bar, or click **Restore** .

**Next Window**

Activates the next open window in the program. A list of open windows is displayed at the bottom of the **Window** menu; the active window is checked.





**OK**

Applies and saves any changes you have made and then closes this dialog box.

**Close**

Closes this pane.

**Close Picture**

Closes the picture editor and returns to the previous editing mode.

**Zoom (View menu)**

Controls how large or small the current file appears on the screen.

**About Microsoft Draw (Help menu)**

Displays the version number of this Microsoft program and all applicable copyright, legal, and licensing notices.

**Exchange Folder**

Sends an active file to the Exchange Folder you specify.

**Contents and Index (Help menu)**


Opens the online Help index and table of contents for this Microsoft program.



**Office Assistant (Help menu)**

The Office Assistant provides Help topics and tips to help you accomplish your tasks.

### **Context Sensitive Help**

Click  and then click a menu command or toolbar button to display online Help about the item.



**More Colors**

Opens the **Colors** dialog box, where you can pick a different color or mix your own custom color.

**Fill Effects**

Opens the **Fill Effects** dialog box, where you can pick a picture, gradient, textured, or patterned fill.

**Pattern Fill**

Opens the list of patterns you can use to fill the selected object.

**More**

If you don't see the item you want on the menu, click **More** to see the complete list of options.

**Insert Graphic**

Inserts a graphical object at the insertion point.



**Insert Draw Server Object**

Inserts a drawing server object at the insertion point.

**WordArt**

Creates text effects by inserting a Microsoft Office drawing object.

**Reroute Connections**

Updates the selected connections so the connector line attaches to the best connection site and takes the shortest route between the two shapes it connects (without crossing either shape).

**Save to Clip Gallery**

Saves the selected object in the Clip Gallery.

**Nudge Up (Draw menu)**

Moves the selected objects up in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Nudge Down (Draw menu)**

Moves the selected objects down in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Nudge Left (Draw menu)**

Moves the selected objects left in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.

**Nudge Right (Draw menu)**

Moves the selected objects right in small increments – one pixel at a time if **Snap To Grid** or **Snap To Shape** is turned off, or one grid point at a time if **Snap To Grid** or **Snap To Shape** is turned on.



**Align or Distribute Relative to Page (Draw menu)**

Aligns or distributes the selected objects relative to the page. Turn this option off (so no check mark appears next to the command) if you want to align or distribute the selected objects relative to one another.

**Curve**

Inserts a line that curves smoothly through the points you click in the active window. Click where you want the shape to start, and then move the mouse, clicking wherever you want to add a curve. To end the shape and leave it open, double-click or press ESC. To close the shape, click near its starting point.

**Straight Connector**

Draws a straight connector line between the blue connection sites you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Connector**

Draws a 90-degree angled connector line between the blue connection sites you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Curved Connector**

Draws a curved connector line between the blue connection sites you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

## **Callouts**

Changes the currently selected AutoShape to the AutoShape you click on the **Callouts** menu.

**Flowchart**

Changes the currently selected AutoShape to the AutoShape you click on the **Flowchart** menu.

## **Block Arrows**

Changes the currently selected AutoShape to the AutoShape you click on the **Block Arrows** menu.



## **Stars and Banners**

Changes the currently selected AutoShape to the AutoShape you click on the **Stars and Banners** menu.

**More Fill Colors**

Displays additional fill colors.

**More Line Colors**

Displays additional line colors.

**Pattern Fill**

Displays patterns you can apply to the line of the selected object.

**More Lines**

Displays additional line styles and options.

**More Arrows**

Displays additional arrow shapes and options.

### **More Shadows**

Displays the **Shadow Settings** toolbar, where you can apply additional shadow formatting.

### **3-D Settings**

Displays the **3-D Settings** toolbar, where you can apply additional 3-D formatting.



**Text Shape**

Changes the shape of the selected WordArt object.

## **WordArt Alignment**

Displays the **WordArt Alignment** menu, where you can click the type of alignment you want for the selected WordArt object.

### **WordArt Character Spacing**

Displays the **WordArt Character Spacing** menu, where you can apply kerning and increase or decrease the character spacing in the selected WordArt object.

**WordArt Vertical Text**

Stacks the text in the selected WordArt object vertically — one letter on top of the other — so you can read it from top to bottom.

**Stretch to Fill**

Scales the text in the selected object so it fills the entire object both horizontally and vertically.

**WordArt Same Letter Heights**

Makes all the letters in the current WordArt object the same height.

**More Contrast**

Increases the saturation, or intensity, of the colors in the selected picture. The higher the contrast, the less gray the color.

**Less Contrast**

Decreases the saturation, or intensity, of the colors in the selected picture. The lower the contrast, the more gray the color.



**More Brightness**

Adds white to lighten the colors in the selected picture. Brighter colors contain more white.

**Less Brightness**

Adds black to darken the colors in the selected picture. The lower the brightness, the darker (more black) the color.

**Nudge Shadow Up**

Moves the shadow of the selected object up by small increments.

**Nudge Shadow Down**

Moves the shadow of the selected object down by small increments.

**Nudge Shadow Left**

Moves the shadow of the selected object to the left by small increments.

**Nudge Shadow Right**

Moves the shadow of the selected object to the right by small increments.

**More Shadow Colors**

Displays additional colors for the shadow of the selected object.

**More Colors**

Displays additional colors for the 3-D effects on the selected object.



**File (Insert menu)**

Inserts a file in the item.



**Left Align**

Aligns the text to the left for the selected WordArt object.

**Centered**

Centers the text for the selected WordArt object.

**Line Callout 4 (Border and Accent bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This line callout has four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Rectangle**

Draws a rectangle where you click or drag in the active window. To draw a square, hold down SHIFT and drag.

**Parallelogram**

Draws a parallelogram where you click or drag in the active window. To draw a parallelogram that retains its default height-to-width ratio, hold down SHIFT and drag.

**Trapezoid**

Draws a trapezoid where you click or drag in the active window. To draw a trapezoid that retains its default height-to-width ratio, hold down SHIFT and drag.



**Diamond**

Draws a diamond where you click or drag in the active window. To draw a diamond that retains its default height-to-width ratio, hold down SHIFT and drag.

**Rounded Rectangle**

Draws a rounded rectangle where you click or drag in the active window. To draw a rounded square, hold down SHIFT and drag.

**Octagon**

Draws an octagon where you click or drag in the active window. To draw an octagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Isosceles Triangle**

Draws an isosceles triangle where you click or drag in the active window. To draw an isosceles triangle that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Triangle**

Draws a right triangle where you click or drag in the active window. To draw a right triangle that retains its default height-to-width ratio, hold down SHIFT and drag.

**Oval**

Draws an oval where you click or drag in the active window. To draw a circle, hold down SHIFT and drag.

**Hexagon**

Draws a hexagon where you click or drag in the active window. To draw a hexagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Cross**

Draws a cross where you click or drag in the active window. To draw a cross that retains its default height-to-width ratio, hold down SHIFT and drag.



**Cube**

Draws a cube where you click or drag in the active window. To draw a cube that retains its default height-to-width ratio, hold down SHIFT and drag.

**Plaque**

Draws a plaque where you click or drag in the active window. To draw a square plaque, hold down SHIFT and drag.

**Regular Pentagon**

Draws a pentagon where you click or drag in the active window. To draw a pentagon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Wave**

Draws a wave where you click or drag in the active window. To draw a wave that retains its default height-to-width ratio, hold down SHIFT and drag.

**Can**

Draws a can where you click or drag in the active window. To draw a can that retains its default height-to-width ratio, hold down SHIFT and drag.

**Vertical Scroll**

Draws a vertical scroll where you click or drag in the active window. To draw a vertical scroll that retains its default height-to-width ratio, hold down SHIFT and drag.

**Horizontal Scroll**

Draws a horizontal scroll where you click or drag in the active window. To draw a horizontal scroll that retains its default height-to-width ratio, hold down SHIFT and drag.

**Folded Corner**

Draws a rectangle with a folded corner where you click or drag in the active window. To draw a square with a folded corner, hold down SHIFT and drag.



**Bevel**

Draws a beveled rectangle where you click or drag in the active window. To draw a beveled square, hold down SHIFT and drag.

**Smiley Face**

Draws a smiley face where you click or drag in the active window. To draw a smiley face that's a perfect circle, hold down SHIFT and drag.

**Donut**

Draws a donut where you click or drag in the active window. To draw a donut that's a perfect circle, hold down SHIFT and drag.

**"No" Symbol**

Draws a "No" symbol where you click or drag in the active window. To draw a "No" symbol that's a perfect circle, hold down SHIFT and drag.

**Block Arc**

Draws a block arc where you click or drag in the active window. To draw a block arc that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Bracket**

Draws a left (open) bracket where you click or drag in the active window. To draw a left bracket that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Bracket**

Draws a right (closed) bracket where you click or drag in the active window. To draw a right bracket that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Brace**

Draws a left brace where you click or drag in the active window. To draw a left brace that retains its default height-to-width ratio, hold down SHIFT and drag.



**Right Brace**

Draws a right brace where you click or drag in the active window. To draw a right brace that retains its default height-to-width ratio, hold down SHIFT and drag.

**Arc**

Draws an arc where you click or drag in the active window. To draw an arc that retains its default height-to-width ratio, hold down SHIFT and drag.

**Lightning Bolt**

Draws a lightning bolt where you click or drag in the active window. To draw a lightning bolt that retains its default height-to-width ratio, hold down SHIFT and drag.

**Heart**

Draws a heart where you click or drag in the active window. To draw a heart that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Arrow**

Draws a right arrow where you click or drag in the active window. To draw a right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left Arrow**

Draws a left arrow where you click or drag in the active window. To draw a left arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Up Arrow**

Draws an up arrow where you click or drag in the active window. To draw an up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Down Arrow**

Draws a down arrow where you click or drag in the active window. To draw a down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Left-Right Arrow**

Draws a left-right arrow where you click or drag in the active window. To draw a left-right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Up-Down Arrow**

Draws an up-down arrow where you click or drag in the active window. To draw an up-down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Quad Arrow**

Draws a four-headed arrow where you click or drag in the active window. To draw a four-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left-Right-Up Arrow**

Draws a three-headed arrow where you click or drag in the active window. To draw a three-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Left-Up Arrow**

Draws a two-headed arrow where you click or drag in the active window. To draw a two-headed arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Bent-Up Arrow**

Draws a bent-up arrow where you click or drag in the active window. To draw a bent-up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Bent Arrow**

Draws a bent arrow where you click or drag in the active window. To draw a bent arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**U-Turn Arrow**

Draws a U-Turn arrow where you click or drag in the active window. To draw a U-Turn arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Striped Right Arrow**

Draws a striped right arrow where you click or drag in the active window. To draw a striped right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Notched Right Arrow**

Draws a notched right arrow where you click or drag in the active window. To draw a notched right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Pentagon**

Draws a right pentagon arrow where you click or drag in the active window. To draw a right pentagon arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Chevron**

Draws a right-pointing chevron where you click or drag in the active window. To draw a right-pointing chevron that retains its default height-to-width ratio, hold down SHIFT and drag.

**Circular Arrow**

Draws a circular arrow where you click or drag in the active window. To draw a circular arrow that's a perfect circle, hold down SHIFT and drag.

**Notched Circular Arrow**

Draws a notched circular arrow where you click or drag in the active window. To draw a notched circular arrow that's a perfect circle, hold down SHIFT and drag.

**Curved Right Arrow**

Draws a curved right arrow where you click or drag in the active window. To draw a curved right arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Left Arrow**

Draws a curved left arrow where you click or drag in the active window. To draw a curved left arrow that retains its default height-to-width ratio, hold down SHIFT and drag.



**Curved Up Arrow**

Draws a curved up arrow where you click or drag in the active window. To draw a curved up arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Down Arrow**

Draws a curved down arrow where you click or drag in the active window. To draw a curved down arrow that retains its default height-to-width ratio, hold down SHIFT and drag.

**Right Arrow Callout**

Draws a right arrow callout where you click or drag in the active window. To draw a right arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Left Arrow Callout**

Draws a left arrow callout where you click or drag in the active window. To draw a left arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Up Arrow Callout**

Draws an up arrow callout where you click or drag in the active window. To draw an up arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Down Arrow Callout**

Draws a down arrow callout where you click or drag in the active window. To draw a down arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Left-Right Arrow Callout**

Draws a left-right arrow callout where you click or drag in the active window. To draw a left-right arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Up-Down Arrow Callout**

Draws an up-down arrow callout where you click or drag in the active window. To draw an up-down arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.



**Quad Arrow Callout**

Draws a four-headed arrow callout where you click or drag in the active window. To draw a four-headed arrow callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Balloon**

Draws a balloon callout where you click or drag in the active window. To draw a balloon callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Rectangular Callout**

Draws a rectangular callout where you click or drag in the active window. To draw a rectangular callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Rounded Rectangular Callout**

Draws a rounded rectangular callout where you click or drag in the active window. To draw a rounded rectangular callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Oval Callout**

Draws an oval callout where you click or drag in the active window. To draw an oval callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Cloud Callout**

Draws a cloud callout where you click or drag in the active window. To draw a cloud callout that retains its default height-to-width ratio, hold down SHIFT and drag. To add text to a callout, click the callout, and then type.

**Line Callout 2**

Draws a line callout with a border but no accent bar. This line callout has two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3**

Draws a line callout with a border but no accent bar. This line callout has three yellow adjustment handles. To add text to a callout, click the callout, and then type.



**Line Callout 4**

Draws a line callout with a border but no accent bar. This line callout has four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Down Ribbon**

Draws a down ribbon where you click or drag in the active window. To draw a down ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Up Ribbon**

Draws an up ribbon where you click or drag in the active window. To draw an up ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Down Ribbon**

Draws a curved down ribbon where you click or drag in the active window. To draw a curved down ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**Curved Up Ribbon**

Draws a curved up ribbon where you click or drag in the active window. To draw a curved up ribbon that retains its default height-to-width ratio, hold down SHIFT and drag.

**5-Point Star**

Draws a 5-point star where you click or drag in the active window. To draw a 5-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**8-Point Star**

Draws an 8-point star where you click or drag in the active window. To draw an 8-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**16-Point Star**

Draws a 16-point star where you click or drag in the active window. To draw a 16-point star that retains its default height-to-width ratio, hold down SHIFT and drag.



**24-Point Star**

Draws a 24-point star where you click or drag in the active window. To draw a 24-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**32-Point Star**

Draws a 32-point star where you click or drag in the active window. To draw a 32-point star that retains its default height-to-width ratio, hold down SHIFT and drag.

**Explosion 1**

Draws an explosion where you click or drag in the active window. To draw an explosion that retains its default height-to-width ratio, hold down SHIFT and drag.

**Explosion 2**

Draws an explosion where you click or drag in the active window. To draw an explosion that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Process**

Draws a process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Alternate Process**

Draws an alternate process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Decision**

Draws a decision flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Data**

Draws a data flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.



**Flowchart: Predefined Process**

Draws a predefined process flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Internal Storage**

Draws an internal storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Document**

Draws a document flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Multidocument**

Draws a multidocument flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Terminator**

Draws a terminator flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.

**Flowchart: Preparation**

Draws a preparation flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT and drag.



**Flowchart: Manual Input**

Draws a manual input flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Manual Operation**

Draws a manual operation flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Connector**

Draws a connector flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Off-Page Connector**

Draws an off-page connector flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Card**

Draws a card flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Punched Tape**

Draws a punched tape flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Summing Junction**

Draws a summing junction flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: OR**

Draws an OR flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Collate**

Draws a collate flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Sort**

Draws a sort flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Extract**

Draws an extract flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Merge**

Draws a merge flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Offline**

Draws an offline flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Stored Data**

Draws a stored data flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Sequential Access Storage**

Draws a sequential access storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Magnetic Disk**

Draws a magnetic disk access flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Direct Access Storage**

Draws a direct access storage flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Flowchart: Display**

Draws a display flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Flowchart: Delay**

Draws a delay flowchart symbol where you click or drag in the active window. To draw a symbol that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Line Callout 1**

Draws a line callout with a border but no accent bar. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 1 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 2 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 4 (Accent Bar)**

Draws a line callout with an accent bar along the side of the callout text box (no border). This callout line has three segments and four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 1 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.



**Line Callout 2 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 3 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 4 (No Border)**

Draws a line callout with neither a border nor an accent bar. This callout line has three segments and four yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Line Callout 1 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has one segment and two yellow adjustment handles, and it attaches to a corner of the callout text box. To add text to a callout, click the callout, and then type.

**Line Callout 2 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has one segment and two yellow adjustment handles. To add text to a callout, click the callout, and then type.

### **Line Callout 3 (Border and Accent Bar)**

Draws a line callout with a border and an accent bar along the side of the callout text box. This callout line has two segments and three yellow adjustment handles. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 4. To add text to a callout, click the callout, and then type.

**Change AutoShape to Rectangle**

Changes the selected AutoShape to a rectangle.



**Change AutoShape to Parallelogram**

Changes the selected AutoShape to a parallelogram.

**Change AutoShape to Trapezoid**

Changes the selected AutoShape to a trapezoid.

**Change AutoShape to Diamond**

Changes the selected AutoShape to a diamond.

**Change AutoShape to Rounded Rectangle**

Changes the selected AutoShape to a rounded rectangle.

**Change AutoShape to Octagon**

Changes the selected AutoShape to an octagon.

**Change AutoShape to Isosceles Triangle**

Changes the selected AutoShape to an isosceles triangle.

**Change AutoShape to Right Triangle**

Changes the selected AutoShape to a right triangle.

**Change AutoShape to Oval**

Changes the selected AutoShape to an oval.



**Change AutoShape to Hexagon**

Changes the selected AutoShape to a hexagon.

**Change AutoShape to Cross**

Changes the selected AutoShape to a cross.

**Change AutoShape to Cube**

Changes the selected AutoShape to a cube.

**Change AutoShape to Plaque**

Changes the selected AutoShape to a plaque.

**Change AutoShape to Regular Pentagon**

Changes the selected AutoShape to a regular pentagon

**Change AutoShape to Wave**

Changes the selected AutoShape to a wave.

**Change AutoShape to Can**

Changes the selected AutoShape to a can.

**Change AutoShape to Vertical Scroll**

Changes the selected AutoShape to a vertical scroll.



**Change AutoShape to Horizontal Scroll**

Changes the selected AutoShape to a horizontal scroll.

**Change AutoShape to Folded Corner**

Changes the selected AutoShape to a rectangle with a folded corner.

**Change AutoShape to Bevel**

Changes the selected AutoShape to a beveled rectangle.

**Change AutoShape to Smiley Face**

Changes the selected AutoShape to a smiley face.

**Change AutoShape to Donut**

Changes the selected AutoShape to a donut.

**Change AutoShape to "No" Symbol**

Changes the selected AutoShape to a "No" symbol.

**Change AutoShape to Block Arc**

Changes the selected AutoShape to a block arc.

**Change AutoShape to Left Bracket**

Changes the selected AutoShape to a left bracket.



**Change AutoShape to Right Bracket**

Changes the selected AutoShape to a right bracket.

**Change AutoShape to Left Brace**

Changes the selected AutoShape to a left brace.

**Change AutoShape to Right Brace**

Changes the selected AutoShape to a right brace.

**Change AutoShape to Arc**

Changes the selected AutoShape to an arc.

**Change AutoShape to Lightning Bolt**

Changes the selected AutoShape to a lightning bolt.

**Change AutoShape to Heart**

Changes the selected AutoShape to a heart.

**Change AutoShape to Right Arrow**

Changes the selected AutoShape to a right arrow.

**Change AutoShape to Left Arrow**

Changes the selected AutoShape to a left arrow.



**Change AutoShape to Up Arrow**

Changes the selected AutoShape to an up arrow.

**Change AutoShape to Down Arrow**

Changes the selected AutoShape to a down arrow.

**Change AutoShape to Left-Right Arrow**

Changes the selected AutoShape to a left-right arrow.

**Change AutoShape to Up-Down Arrow**

Changes the selected AutoShape to an up-down arrow.

**Change AutoShape to Quad Arrow**

Changes the selected AutoShape to a four-headed arrow.

**Change AutoShape to Left-Right-Up Arrow**

Changes the selected AutoShape to a three-headed arrow.

**Change AutoShape to Left-Up Arrow**

Changes the selected AutoShape to a left-up arrow.

**Change AutoShape to Bent-Up Arrow**

Changes the selected AutoShape to a bent-up arrow.



**Change AutoShape to Bent Arrow**

Changes the selected AutoShape to a bent arrow.

**Change AutoShape to U-Turn Arrow**

Changes the selected AutoShape to a U-Turn arrow.

**Change AutoShape to Striped Right Arrow**

Changes the selected AutoShape to a striped right arrow.

**Change AutoShape to Notched Right Arrow**

Changes the selected AutoShape to a notched right arrow.

**Change AutoShape to Pentagon**

Changes the selected AutoShape to a right pentagon arrow.

**Change AutoShape to Chevron**

Changes the selected AutoShape to a right chevron arrow.

**Change AutoShape to Circular Arrow**

Changes the selected AutoShape to a circular arrow.

**Change AutoShape to Notched Circular Arrow**

Changes the selected AutoShape to a notched circular arrow.



**Change AutoShape to Curved Right Arrow**

Changes the selected AutoShape to a curved right arrow.

**Change AutoShape to Curved Left Arrow**

Changes the selected AutoShape to a curved left arrow.

**Change AutoShape to Curved Up Arrow**

Changes the selected AutoShape to a curved up arrow

**Change AutoShape to Curved Down Arrow**

Changes the selected AutoShape to a curved down arrow.

**Change AutoShape to Right Arrow Callout**

Changes the selected AutoShape to a right arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Left Arrow Callout**

Changes the selected AutoShape to a left arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Up Arrow Callout**

Changes the selected AutoShape to an up arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Down Arrow Callout**

Changes the selected AutoShape to a down arrow callout. To add text to a callout, click the callout, and then type.



### **Change AutoShape to Left-Right Arrow Callout**

Changes the selected AutoShape to a left-right arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Up-Down Arrow Callout**

Changes the selected AutoShape to an up-down arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Quad Arrow Callout**

Changes the selected AutoShape to a four-headed arrow callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Balloon**

Changes the selected AutoShape to a balloon.

**Change AutoShape to Rectangular Callout**

Changes the selected AutoShape to a rectangular callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Rounded Rectangular Callout**

Changes the selected AutoShape to a rounded rectangular callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Oval Callout**

Changes the selected AutoShape to an oval callout. To add text to a callout, click the callout, and then type.

**Change AutoShape to Cloud Callout**

Changes the selected AutoShape to a cloud callout. To add text to a callout, click the callout, and then type.



**Change AutoShape to Line Callout 2**

Changes the selected AutoShape to a line callout 2. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3**

Changes the selected AutoShape to a line callout 3. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4**

Changes the selected AutoShape to a line callout 4. To add text to a callout, click the callout, and then type.



**Change AutoShape to Down Ribbon**

Changes the selected AutoShape to a down ribbon.

**Change AutoShape to Up Ribbon**

Changes the selected AutoShape to an up ribbon.

**Change AutoShape to Curved Down Ribbon**

Changes the selected AutoShape to a curved down ribbon.

**Change AutoShape to Curved Up Ribbon**

Changes the selected AutoShape to a curved up ribbon.



**Change AutoShape to 5-Point Star**

Changes the selected AutoShape to a 5-point star.

**Change AutoShape to 8-Point Star**

Changes the selected AutoShape to an 8-point star.

**Change AutoShape to 16-Point Star**

Changes the selected AutoShape to a 16-point star.

**Change AutoShape to 24-Point Star**

Changes the selected AutoShape to a 24-point star.

**Change AutoShape to 32-Point Star**

Changes the selected AutoShape to a 32-point star.

**Change AutoShape to Explosion 1**

Changes the selected AutoShape to an explosion shape.

**Change AutoShape to Explosion 2**

Changes the selected AutoShape to an explosion shape.

**Change AutoShape to Flowchart: Process**

Changes the selected AutoShape to a process flowchart symbol.



**Change AutoShape to Flowchart: Alternate Process**

Changes the selected AutoShape to an alternate process flowchart symbol.

**Change AutoShape to Flowchart: Decision**

Changes the selected AutoShape to a decision flowchart symbol.

**Change AutoShape to Flowchart: Data**

Changes the selected AutoShape to a data flowchart symbol.

**Change AutoShape to Flowchart: Predefined Process**

Changes the selected AutoShape to a predefined process flowchart symbol.

**Change AutoShape to Flowchart: Internal Storage**

Changes the selected AutoShape to an internal storage flowchart symbol.

**Change AutoShape to Flowchart: Document**

Changes the selected AutoShape to a document flowchart symbol.

**Change AutoShape to Flowchart: Multidocument**

Changes the selected AutoShape to a multidocument flowchart symbol.

**Change AutoShape to Flowchart: Terminator**

Changes the selected AutoShape to a terminator flowchart symbol.



**Change AutoShape to Flowchart: Preparation**

Changes the selected AutoShape to a preparation flowchart symbol.

**Change AutoShape to Flowchart: Manual Input**

Changes the selected AutoShape to a manual input flowchart symbol.

**Change AutoShape to Flowchart: Manual Operation**

Changes the selected AutoShape to a manual operation flowchart symbol.

**Change AutoShape to Flowchart: Connector**

Changes the selected AutoShape to a connector flowchart symbol.

**Change AutoShape to Flowchart: Off-Page Connector**

Changes the selected AutoShape to an off-page connector flowchart symbol.

**Change AutoShape to Flowchart: Card**

Changes the selected AutoShape to a card flowchart symbol.

**Change AutoShape to Flowchart: Punched Tape**

Changes the selected AutoShape to a punched tape flowchart symbol.

**Change AutoShape to Flowchart: Summing Junction**

Changes the selected AutoShape to a summing junction flowchart symbol.



**Change AutoShape to Flowchart: OR**

Changes the selected AutoShape to an OR flowchart symbol.

**Change AutoShape to Flowchart: Collate**

Changes the selected AutoShape to a collate flowchart symbol.

**Change AutoShape to Flowchart: Sort**

Changes the selected AutoShape to a sort flowchart symbol.

**Change AutoShape to Flowchart: Extract**

Changes the selected AutoShape to an extract flowchart symbol.

**Change AutoShape to Flowchart: Merge**

Changes the selected AutoShape to a merge flowchart symbol.

**Change AutoShape to Flowchart: Offline Storage**

Changes the selected AutoShape to an offline storage flowchart symbol.

**Change AutoShape to Flowchart: Stored Data**

Changes the selected AutoShape to a stored data flowchart symbol.

**Change AutoShape to Flowchart: Sequential Access Storage**

Changes the selected AutoShape to a sequential access storage flowchart symbol.



**Change AutoShape to Flowchart: Magnetic Disk**

Changes the selected AutoShape to a magnetic disk flowchart symbol.

**Change AutoShape to Flowchart: Direct Access Storage**

Changes the selected AutoShape to a direct access storage flowchart symbol.

**Change AutoShape to Flowchart: Display**

Changes the selected AutoShape to a display flowchart symbol.

**Change AutoShape to Flowchart: Delay**

Changes the selected AutoShape to a delay flowchart symbol.

**Change AutoShape to Line Callout 1**

Changes the selected AutoShape to a line callout 1. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 1 (Accent Bar)**

Changes the selected AutoShape to a line callout 1 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (Accent Bar)**

Changes the selected AutoShape to a line callout 2 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (Accent Bar)**

Changes the selected AutoShape to a line callout 3 with an accent bar but no border. To add text to a callout, click the callout, and then type.



**Change AutoShape to Line Callout 4 (Accent Bar)**

Changes the selected AutoShape to a line callout 4 with an accent bar but no border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 1 (No Border)**

Changes the selected AutoShape to a line callout 1 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (No Border)**

Changes the selected AutoShape to a line callout 2 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (No Border)**

Changes the selected AutoShape to a line callout 3 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 4 (No Border)**

Changes the selected AutoShape to a line callout 4 with neither an accent bar nor a border. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 1 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 1 with a border and an accent bar. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 2 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 2 with a border and an accent bar. To add text to a callout, click the callout, and then type.

**Change AutoShape to Line Callout 3 (Border and Accent Bar)**

Changes the selected AutoShape to a line callout 3 with a border and an accent bar. To add text to a callout, click the callout, and then type.



**Right Align**

Aligns the selected text effect to the right with a ragged left edge.

**Letter Justify**

Aligns or justifies the selected text effect at both the left and right edges by distributing space between individual letters as well as words.



### **Word Justify**

Aligns or justifies the selected text effect at both the left and right edges by distributing space between each word but not between individual letters in each word. If your text effect has only one letter, letter justification is applied.

**Stretch Justify**

Aligns or justifies the selected text effect at both the left and right edges by scaling the text horizontally. No space is added between individual letters or words.

**Very Tight**

Places the characters in your text effect very close together. This is the most compact character-spacing setting.

## **Tight**

Places the characters in your text effect close together. Click **Very Tight** to place the characters closer together, or click **Normal** to place them farther apart.

**Normal**

Applies normal character spacing to your text effect.

## **Loose**

Adds extra space between the characters in your text effect. Click **Normal** to place the characters closer together, or click **Very Loose** to place them farther apart.



**Very Loose**

Adds the maximum amount of space between the characters in your text effect. This is the least compact character-spacing setting.

**Kern Character Pairs**

Automatically adjusts kerning, or the amount of space between certain combinations of characters, so that the entire word looks more evenly spaced. Kerning works only with TrueType or Adobe Type Manager fonts.

**Reset Picture**

Removes cropping from the selected picture and returns the color, brightness, and contrast to the original settings.

**Inline Picture**

Places the selected picture inline, in the current paragraph, where it behaves like regular text.

**Recolor Picture/Chart/Organization Chart**

Opens the **Recolor** dialog box, in which you can change the colors of the selected picture, chart, or organization chart.

**Automatic**

When you insert a picture, it automatically assumes the most appropriate format. To change the image type, click one of the other formats.

**Grayscale**

Converts the selected picture to a grayscale image, which means each color is changed to an equivalent shade of gray.

**Black and White**

Converts the selected picture to a black and white image, also known as line art.



**Watermark**

Converts the selected picture to a bright, low-contrast picture that you can place behind everything else on the page using the **Order** commands (**Drawing** toolbar, **Draw** menu).

**Square Wrapping**

Wraps text around all sides of the square bounding box for the selected object.

## Tight Wrapping


Wraps text around the perimeter of the selected object. To change the perimeter, click **Edit Wrap Points** on the **Picture** toolbar.




### **No Wrapping**

Removes all text-wrapping formatting so that text does not wrap around the selected object. If you want the object to appear behind or in front of text, click **Order** on the **Draw** menu, and then click the order you want.

### **Edit Wrap Points**


Displays the vertexes so you can change the text-wrapping perimeter around the selected object. To reshape the perimeter, drag one of the vertexes. Text wraps to this perimeter when you apply **Tight**  or **Through**

 text wrapping.


**3-D On/Off**

Turns on 3-D formatting for the selected object using the default 3-D settings, or turns off 3-D formatting. 3-D and shadow formatting are mutually exclusive — if you turn on 3-D formatting, any shadow settings are automatically turned off, and vice versa.

**Tilt Down**


Rotates the 3-D effect 6 degrees around a horizontal axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Tilt Up**


Rotates the 3-D effect 6 degrees around a horizontal axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .



**Tilt Left**

Rotates the 3-D effect 6 degrees to the left around a vertical axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Tilt Right**

Rotates the 3-D effect 6 degrees to the right around a vertical axis. To rotate the 3-D to the next 45-degree point, hold down SHIFT and click .

**Depth Menu**

Sets how deep the 3-D effect extends on the selected object.

**Direction Menu**

Sets the direction the 3-D effect extends on the selected object.

**Lighting Menu**

Sets the direction from which light shines on the selected 3-D object.

**Surface Menu**

Sets the shininess and reflective properties of the surface of the selected object.

**0 pt.**

Sets the depth of the 3-D effect on the selected object to zero.

**36 pt.**

Sets the depth of the 3-D effect on the selected object to 36 point (or .5 inches).



**72 pt.**

Sets the depth of the 3-D effect on the selected object to 72 points (or 1 inch).

**144 pt.**

Sets the depth of the 3-D effect on the selected object to 144 point (or 2 inches).

**288 pt.**

Sets the depth of the 3-D effect on the selected object to 288 point (or 4 inches).

**Infinity**

Makes the 3-D effect look like it extends indefinitely.

**Perspective**

Makes the 3-D effect extend toward a single point, so it looks like you are viewing the objects from a single location. **Perspective** projection looks more "real," but it may make similar 3-D effects look different on adjacent objects.

**Parallel**

Extends all sides of the 3-D effect parallel to one another instead of toward a single "viewing" point. **Parallel** projection makes the 3-D effect look consistent across multiple objects. This effect (also known as isometric or cabinet projection) is often used for technical drawings.

**Bright**

Bright lighting adds the most white to the color or shade of the 3-D effect on the selected object.

**Normal**

Normal lighting adds a moderate amount of white to the color or shade of the 3-D effect on the selected object.



**Dim**

Dim lighting adds the least amount of white to the color or shade of the 3-D effect on the selected object.

**Matte**

Makes the surface of the selected object look unreflective or dull.

**Plastic**

Makes the surface of the selected object look like plastic.

**Dull Metal**

Makes the surface of the selected object look like unpolished metal.

**Metal**

Makes the surface of the selected object look like polished metal.

**Wire Frame**

Removes all the surfaces from the selected object and displays only the underlying structure.



**Add Text**

Switches to text-editing mode so you can add text to the selected AutoShape.



**Edit Text**

Switches to text-editing mode so you can edit the text in the selected AutoShape.

**To Shape**

Automatically aligns objects with gridlines that go through the vertical and horizontal edges of other shapes in the active file.

**Image Control**

Click the image type you want for the selected picture.

## **Text Wrapping**

Click the text wrapping style you want for the selected object. To set additional text wrapping options, click **Object** on the **Format** menu, and then click the **Wrapping** tab.

## **Basic Shapes**

Changes the selected AutoShape to the AutoShape you click on the **Basic Shapes** menu.

## **Block Arrows**

Changes the selected AutoShape to the AutoShape you click on the **Block Arrows** menu.

## **Flowchart**

Changes the selected AutoShape to the AutoShape you click on the **Flowchart** menu.

## **Stars and Banners**

Changes the selected AutoShape to the AutoShape you click on the **Stars and Banners** menu.



### **Callouts Menu**

Changes the selected AutoShape to the AutoShape you click on the **Callouts** menu.

**Show WordArt Toolbar**

Opens the **WordArt** toolbar.

**Hide WordArt Toolbar**

Closes the **WordArt** toolbar.

**Exit Rotate**

Turns off the **Free Rotate** tool (**Drawing** toolbar).

**Show/Hide Picture Toolbar**

Opens or hides the **Picture** toolbar.

**Hide Picture Toolbar**

Closes the **Picture** toolbar.

**Add Point**

Adds a new vertex to the curved line at the point you right-clicked.

**Delete Point**

Removes the selected vertex from the curved line and reconnects the line between the two adjacent vertices.



**Straight Segment**

Changes the selected segment to a straight segment.

**Curved Segment**

Changes the selected segment to a curved segment.

**Auto Point**

Tangent lines are calculated automatically, and no tangent points or lines are visible. The result is a smoothly curved segment that passes through this point.

**Smooth Point**

Both tangent points are always the same distance from the original point, and are always 180 degrees apart.

**Straight Point**

Tangent lines maintain their 180-degree angle, but the length of each can change independently.

**Corner Point**

The length and angle between the two tangent lines are independent. You can only select one point at a time, and you can change the property of each point.

**Exit Edit Point**

Turns off the point- and property-editing mode for curves.

**Close Curve**

Completes an open curve by adding a segment that connects the first and last points.



**Canvas Size**

Sets the size of the rectangle in which the drawing appears.

**Remove Split**

Removes the split from the active window.

**Edit Routing Slip (File menu)**

Opens the online routing slip for the active document. To use routing, you and recipients of the document must have installed both the program the document is created in and Microsoft Exchange or a compatible e-mail system.

**Save and Update All**

Saves the active file and all its embedded objects with their current file names, locations, and file formats.


**Save Copy As**

Saves a copy of the active file with a different file name.

**Save Template**

Saves the template that is attached to the active file.

## Resume Recording

Resumes recording a macro after you click **Pause**  to suspend recording.

**Arrange Icons (Window menu)**

Aligns all the minimized documents so their title bars do not overlap on the Word screen.



**Paste Rows (Edit menu)**

Inserts the table rows from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.

**Paste Columns (Edit menu)**

Inserts the table columns from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.

**Paste Cells (Edit menu)**

Inserts the table cells from the Clipboard at the insertion point. Make sure the area you paste into has the same number of rows and columns as the area you cut or copy. If you paste plain text into a table, make sure you select only one table cell.

**Unprotect Document (Tools menu)**

Removes protection from an online form or document. If the document is protected with a password, you must type the password with uppercase and lowercase letters exactly as you originally typed to remove protection.

**Format Frame**

Formats the selected frame.

**Open History Folder**

Shows additional hyperlinks you used recently.

**History**

Shows hyperlinks you used recently.

**Favorites**

Shows the contents of the Favorites folder.



**URL**

Click this hyperlink to go to the destination.

**Print Preview**

Shows how a document will look when you print it.

**Text Envelopes**

Click the type of envelope you want.

## **Shadow Styles**

Click the shadow style you want for the selected object.

### **3-D Styles**

Click the 3-D style you want for the selected object.

**Custom Icons**

Click the icon you want to assign to the selected item.

**No Fill**

Removes the fill from the selected object.

**Automatic Color**

Fills the selected object with the fill color for the active color scheme. To see which color is the fill color, point to each color on this menu until its ScreenTip appears.



**Color Scheme**

Click the color you want to use to fill the selected object.

**Standard Colors**

Click the fill color you want, or click **More Fill Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard fill colors you most recently used. Click a color here to quickly use it again.

**No Line**

Removes the line from the selected object.

**Automatic Color**

Changes the line color of the selected object to the Text and Line Color for the active color scheme. To see which color is the Text and Line Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the line color you want for the selected object.

**Standard Colors**

Click the line color you want, or click **More Line Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard line colors you most recently used. Click a color here to quickly use it again.



**No Shadow**

Removes the shadow from the selected object.

**Automatic Color**

Changes the selected shadow to the Shadow Color for the active color scheme. To see which color is the Shadow Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the shadow color you want for the selected object.

### **Standard Colors**

Click the shadow color you want, or click **More Shadow Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard shadow colors you most recently used. Click a color here to quickly use it again.

**No 3-D**

Removes the 3-D effect from the selected object.

**Automatic Color**

Changes the selected 3-D effect to the Shadow Color for the active color scheme. To see which color is the Shadow Color, point to each color on this menu until its ScreenTip appears.

**Color Scheme**

Click the 3-D color you want for the selected object.



### **Standard Colors**

Click the 3-D color you want, or click **More 3-D Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard 3-D colors you most recently used. Click a color here to quickly use it again.

**Lighting Direction**

Click the direction from which you want light to shine on the selected 3-D object. Point to a lighting button, and then look at the cube in the center to see a sample of the lighting effect.

**No Color**

Removes color formatting from this element.

**Automatic Color**

Changes the selected object element to the preset color from the color scheme. To see which color will be used for an object element, point to each color on this menu until its ScreenTip appears.

### **Color Scheme**

Click the color you want for the selected object. To use a color that is not in the color scheme, click **More Colors**.

**Standard Colors**

Click the color you want, or click **More Colors** and then pick a different color.

### **Recently Used Colors**

These are the nonstandard colors you most recently used. Click a color here to quickly use it again.





**Arrow Size**

Click the arrowhead size you want for the arrows on the selected line.

**Direction**

Click the direction in which you want the 3-D effect to extend. Click the button in the middle if you want the 3-D effect to extend straight back behind the shape.

**Simple Gradient Color**

Click the gradient fill color you want for the selected object.

**Pattern Foreground Color**

Click the foreground color you want for the pattern.

**Pattern Background Color**

Click the background color you want for the pattern.

### **Connector Style**

Click the type of connector you want.

**Patterned Lines**

Opens the list of patterns that you can use for the selected line.



**Edit Picture**

Activates the picture editor so you can edit the selected picture.

**Open Picture**

Opens the selected picture in the picture editor, where you can edit it.

### **Custom Depth**

Click **Custom**, and then type the extrusion depth you want. The default unit is points, but you can type the value in centimeters, inches, or points – for example, type **2 cm.** or **.75 in.**

**Custom Width**

Enter the width you want for the selected line.

**Line Width**

Click the width you want for the selected line.



**WordArt Gallery**

Opens the **WordArt Gallery** dialog box, in which you can choose a different WordArt style for the selected WordArt object.

**Border**

Click the type of border or line style you want to add to the selection.



**Custom**

Enter a percentage from 1 through 499 to decrease or increase the character spacing in the selected WordArt object.

**Line Tool**

Displays the line tools you used recently so you can use them again easily.

**Shape Tool**

Displays the AutoShape tools you used recently so you can use them again easily.

**Color Picker**

Click the color you want for the selected items.

**Drag to make this menu float**

Drag the horizontal bar to change this drop-down menu into a floating toolbar.

**Two-headed Arrow**

Draws a two-headed arrow where you click or drag in the active window. To constrain the line to draw at 15-degree angles from its starting point, hold down SHIFT as you drag.

**Fill Color**

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills.

**Line Color**

Adds, modifies, or removes the line color from the selected object.



**Shadow Color**

Changes the shadow color of the selected object.

**3-D Color**

Click the color you want for the 3-D effect on the selected object.



**Fax Recipient**

Sends the active document as a fax. The Fax Wizard will assist you to set up your fax.

**Versions (File menu)**

Saves and manages multiple versions of a document in a single file. After you save versions of a document, you can go back and review, open, print, and delete earlier versions.

**Font**

Changes the font of the selected text and numbers. In the **Font** box, select a font name.

**Zoom**

Enter a magnification between 15 and 400 percent to reduce or enlarge the display of the active document.

**Line Style**

Click the style and thickness you want for the selected line.



**Publish It**

Opens the active file in Microsoft Publisher.



**Semitransparent**

Makes the shadow on the selected object partially transparent.



**Font Color**

Click the color you want for the selected text.

**Color**

Click the color you want.

**Pattern**

Click the pattern you want for the selected object.

**Border Color**

Click the color you want for the selected line or border.



**Textbox**

Draws a text box where you click or drag in the active window. Use a text box to add text — such as captions or callouts — to your pictures or graphics.

**Paste Link**

Links the pasted data to its source document.

**Convert**

Converts an OLE object from one object type to another.

**Fill Color and Pattern**

Sets the pattern and the foreground color for the fill of the selected object.



**Curved Connector**

Changes the selected connector line to a curved connector.

**Elbow Connector**

Changes the selected connector line to an elbow connector.

**Straight Connector**

Changes the selected connector line to a straight connector.



**Edit Text**

Opens the **Edit WordArt Text** dialog box, where you can edit the text of the selected WordArt object.



**Shadow On/Off**

Turns on shadow formatting for the selected object using the default shadow settings, or turns off shadow formatting. Shadow and 3-D formatting are mutually exclusive – if you turn on shadow formatting, any 3-D settings are automatically turned off, and vice versa.

**Set AutoShape Defaults**

Changes the default AutoShape settings to match those of the currently selected AutoShape. When you insert a new AutoShape, it is automatically formatted with the new default settings.

**Clear**

Clears any custom AutoShape default settings and restores the built-in default settings.

**Align or Distribute Relative to Slide (Draw menu)**

Aligns or distributes the selected objects relative to the slide. If you want to align or distribute the objects relative to one another, clear the check mark next to the command.

**Align or Distribute Relative to Drawing (Draw menu)**

Aligns or distributes the selected objects relative to the drawing. If you want to align or distribute the objects relative to one another, clear the check mark next to the command.

**No Shadow**

Removes shadow formatting from the selected object.



**No 3-D**

Removes 3-D formatting from the selected object.

**Send To Mail Recipient (File menu)**

Sends the current file as an attachment to a mail message.



**Draw Unselect**

Cancel the selection of the selected drawing object and moves the insertion point to the beginning of the paragraph that contains the corresponding anchor. If more than one drawing object is selected, **Draw Unselect** moves the insertion point to the first paragraph that contains an anchor for at least one of the selected objects.

**Draw Select Next**

Selects the next drawing object, where "next" means next closest to the top in a stack of drawing objects. If the topmost object is selected, Word selects the bottom-most object.

**Draw Select Previous**

Selects the previous drawing object, where "previous" means next closest to the bottom in a stack of drawing objects. If the bottommost object is selected, Word selects the topmost object.

**Create Text Box Link**

Links two text boxes so that text flows in a story from one text box to the next. The text box you link to must be empty and not linked to another story. Linked text boxes must be in the same document.

**Break Forward Link**

Breaks the forward link to the selected text box. When you break a link in a story, you create two stories; the links before and after the break stay intact, but the text stops flowing at the last text box before the broken link.



**Next Text Box**

Selects the next text box in the story, which is the forward link to the currently selected text box.

**Previous Text Box**

Selects the previous text box in the story, which is the backward link to the currently selected text box.

**Shading**

Changes the background shading of paragraphs and table cells.

**Borders**

Changes the borders of paragraphs, table cells, and pictures.

**Minimize**

Reduces an application or document window to an icon. To restore the window to its previous size and location, click or double-click the title bar.

**Maximize**

Enlarges an application or document window to fill the screen. To restore the window to its previous size and location, click or double-click the title bar.

**Restore**

Restores a window to its previous size and location.





**Char Left**

Moves the insertion point one character to the left. This is the equivalent of pressing the LEFT ARROW key.

**Char Right**

Moves the insertion point one character to the right. This is the equivalent of pressing the RIGHT ARROW key.

**Word Left**

Moves the insertion point one word to the left. This is the equivalent of pressing CTRL+LEFT ARROW.

**Word Right**

Moves the insertion point one word to the right. This is the equivalent of pressing CTRL+RIGHT ARROW.

**Sent Left**

Moves the insertion point one sentence to the left. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence.

**Sent Right**

Moves the insertion point one sentence to the right. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence.

**Para Up**

Moves the insertion point up by one paragraph. If the insertion point is at the beginning of a paragraph, the insertion point moves to the beginning of the previous paragraph. If the insertion point is not at the beginning of the paragraph or if there is a selection, the insertion point moves to the beginning of the current paragraph. If the current selection extends over multiple paragraphs, the insertion point moves to the beginning of the first selected paragraph.

**Para Down**

Moves the insertion point down by one paragraph to the start of the next paragraph. If the insertion point is in the last paragraph of the document, the insertion point moves only to the end of the paragraph. If the current selection extends over multiple paragraphs, the insertion point moves to the beginning of the first paragraph following the end of the selection.



**Line Up**

Moves the insertion point up by one line.

**Line Down**

Moves the insertion point down by one line.

**Char Left Extend**

Selects one character to the left of the insertion point. This is the equivalent of pressing SHIFT+LEFT ARROW.

**Char Right Extend**

Selects one character to the right of the insertion point. This is the equivalent of pressing SHIFT+RIGHT ARROW.

**Word Left Extend**

Selects one word to the left. This is the equivalent of pressing CTRL+SHIFT+LEFT ARROW.

**Word Right Extend**

Selects one word to the right. This is the equivalent of pressing CTRL+SHIFT+RIGHT ARROW.

**Sent Left Extend**

Selects one sentence to the left. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence. If there is already a selection, this command moves the active end of the selection toward the beginning of the document.

**Sent Right Extend**

Selects one sentence to the right. Word counts empty table cells as "sentences" and, regardless of length or punctuation, considers every paragraph to contain at least one sentence. If there is already a selection, this command moves the active end of the selection toward the end of the document



**Para Up Extend**

Extends the selection to the beginning of the previous paragraph. If there is already a selection, this command moves the active end of the selection toward the beginning of the document.

**Para Down Extend**

Extends the selection to the beginning of the next paragraph, or selects the next paragraph if the insertion point is at the end of a paragraph. If the insertion point is in the last paragraph of the document, the selection extends only to the end of the paragraph. If the current selection extends over multiple paragraphs, the selection extends to the beginning of the first paragraph following the end of the selection.

**Line Up Extend**

Extends the selection up one line.

**Line Down Extend**

Extends the selection down one line.

**Page Up Extend**

Extends the selection and changes the document display to the previous screen of text.

**Page Down Extend**

Extends the selection and changes the document display to the next screen of text.

**Start of Line Extend**

Extends the selection to the beginning of the current line.

**End of Line Extend**

Extends the selection to the end of the current line.



**Start of Window Extend**

Extends the selection to the beginning of the first visible line on the screen.

**End of Window Extend**

Extends the selection to the end of the last visible line on the screen.

**Start of Doc Extend**

Extends the selection to the beginning of the first line of the document.

**End of Doc Extend**

Extends the selection to the end of the last line of the document.



**New**

Creates a new, blank document based on the default template.

**Next Routing Recipient**

Forwards the active document to the next reviewer on the routing slip.

**Other Routing Recipient**

Forwards the active document to the reviewer you select on the routing slip.



**Toggle Fill On/Off**

Removes the fill from the selected object, or adds the default fill to the selected object.

**Toggle Line On/Off**

Removes the line from the selected object, or adds the default line to the selected object.



**Align Top**

Aligns the selected vertical text, numbers, or inline objects with the top edge of the text box or table cell, with a ragged bottom edge.

**Align Bottom**

Aligns the selected vertical text, numbers, or inline objects with the bottom edge of the text box or table cell, with a ragged top edge.

**Center**

Centers the selected vertical text, numbers, or inline objects between the top and bottom edges of the text box or table cell.

**Justify**

Aligns the selected vertical text, numbers, or inline objects with both the top and bottom edges of the text box or table cell.

**Send (File menu)**

Sends the item to the names specified on the **To**, **Cc**, or **Bcc** box.



**Properties**

Sets properties for electronic mail messages.

**Picture From File (Insert menu)**

Inserts an existing picture in the active Microsoft Draw object.

**AutoShapes Menu**

Displays the AutoShape categories you can insert. Click an AutoShape category, click the AutoShape you want, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Lines Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

### **Basic Shapes Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Connectors Menu**

Click the AutoShape you want to insert, and then click or drag in the active window where you want to insert the AutoShape. To draw an AutoShape that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Sun**

Draws a sun where you click or drag in the active window. To draw a sun that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Moon**

Draws a moon where you click or drag in the active window. To draw a moon that retains its default height-to-width ratio, hold down SHIFT while you drag.



**Double Bracket**

Draws a double bracket where you click or drag in the active window. To draw a double bracket that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Double Brace**

Draws a double brace where you click or drag in the active window. To draw a double brace that retains its default height-to-width ratio, hold down SHIFT while you drag.

**4-Point Star**

Draws a 4-point star where you click or drag in the active window. To draw a star that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Double Wave**

Draws a double wave where you click or drag in the active window. To draw a double wave that retains its default height-to-width ratio, hold down SHIFT while you drag.

**Straight Arrow Connector**

Draws a straight arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Straight Double-Arrow Connector**

Draws a straight double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Arrow Connector**

Draws a 90-degree angled arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.

**Elbow Double-Arrow Connector**

Draws a 90-degree angled double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click the connection site on the first object, drag the connector to the second object, and then click a connection site.



**Curved Arrow Connector**

Draws a curved arrow connector line between the blue connection sites that you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

**Curved Double-Arrow Connector**

Draws a curved double-arrow connector line between the blue connection sites that you click on two AutoShapes. Click a connection site on the first object, drag the connector to the second object, and then click a connection site.

**Change AutoShape to Sun**

Changes the selected AutoShape to a sun symbol.

**Change AutoShape to Moon**

Changes the selected AutoShape to a moon symbol.

**Change AutoShape to Double Bracket**

Changes the selected AutoShape to a double bracket symbol.

**Change AutoShape to Double Brace**

Changes the selected AutoShape to a double brace symbol.

**Change AutoShape to 4-Point Star**

Changes the selected AutoShape to a 4-point star symbol.

**Change AutoShape to Double Wave**

Changes the selected AutoShape to a double wave symbol.



**Split Point**

Splits the selected edit point into two points.

**Delete Segment**

Deletes the selected segment.

**Open Curve**

Adds a small break between the beginning and end of a closed curve line.

**Fill Effects**

Opens the **Fill Effects** dialog box, where you can pick a picture, gradient, textured, or patterned fill.

**Format Drawing Object**

Formats the line, color, fill and pattern, size, position, and other properties of the selected object.

**Save as HTML (File menu)**

Saves the active file in HTML file format — ready to publish to the World Wide Web.



**Set Transparent Color**

Sets the transparent color for the selected bitmap. Click the color you want to make transparent. This tool works only on bitmap images.



**Exit Text Edit**

Turns off text-editing for the selected text box or AutoShape.

**Fit to Page (Window menu)**

Places each open presentation in its own window, complete with title bar, scroll bars, and view buttons. The active presentation remains in front.



**Custom Button**

A custom button you can assign a macro to.



**List Windows**

Click the window you want to switch to.

**Bullets**

Adds bullets to the selected paragraphs.

**Numbering**

Adds numbers to the selected paragraphs.



**Fill/Back Color**

Click the fill or background color you want.

**Font/Fore Color**

Click the font or foreground color you want.



**Update**

Updates the embedded object in the host file.

**Group**

Defines the selected rows or columns of detail data as a group in an outline, so you can summarize the data. If you have not created an outline, this command creates one for you.

In a PivotTable, this command groups items by category to create a single item from multiple items; for example, you can group days, weeks, months, or other dates into quarters for analysis, charting, or printing.

**Ungroup**

Removes selected rows or columns from a group on an outlined worksheet.

In a PivotTable, this command separates each instance of a group into the items contained in the group; for example, it separates quarters into the original individual dates.

**Cascade (Window menu)**

Rearranges all open windows, so that they overlap in a cascade. The title bar and a portion of each window are visible.





This command may not be available if your workbook is in protected mode. For more information, click the Help command on the **Help** menu in your program, and then search on the feature you want to know more about.

This command may not be available if you have not cut or copied an object, text, or contents of a cell to the Clipboard. For more information, click the Help command on the **Help** menu in your program, and then search on the feature you want to know more about.

This command may not be available if you have a chart selected. Click outside the chart area, and then try this command again.



Displays the type of object that you are converting or activating.

Converts the object from the **Current type** to the application format or information type selected in the **Object type** box.

Opens the object as the type selected in the **Object type** box, but returns the object to **Current type** after editing.

Click the application or object type you want to use to convert or open the selected object. If the object type you want does not appear in this box, you may need to run Office Setup to install the source application.



Displays the selected object as an icon. To open or edit the object, double-click the icon.

Displays the icon Word will use for the selected object. To use a different icon, click **Change Icon**.

Changes the icon that represents the selected object.

Describes the effect of selected options.



Click the object type you want to insert in your document. If the object type you want does not appear, you may need to run Office Setup to install the source application.

Type the name of the file you want to insert as a linked or embedded object, or click **Browse** to locate it.

Locates the file you want to link or embed.



Displays the linked or embedded object as an icon.

Displays the icon Word will use for the selected object. To use a different icon, click **Change Icon**.

Changes the icon that represents the selected object.

Displays the linked or embedded object as an icon.

Describes the results of selected options.



Click the type of information you want to paste from the Clipboard.

Displays the linked or embedded object as an icon. To open or edit the object, double-click the icon.



Displays the icon Word will use for the selected object. To use a different icon, click **Change Icon**.

Changes the icon that represents the selected object.

Displays the file format, source application, and selection area for the Clipboard contents.

Click the type of information you want to paste from the Clipboard.

Displays the linked or embedded object as an icon. To open or edit the object, double-click the icon.

Inserts or embeds the Clipboard contents at the insertion point in the format you select in the **As** box. This option pastes or embeds the Clipboard contents, but no link is created.

Inserts the Clipboard contents and creates a link to the source file for the data. This option is available only when the Clipboard contents come from an application that supports linking. Be sure to save the source file in the source application before you link it in Microsoft Draw.

Describes the effect of selected options.





Sets the position of selected paragraphs relative to the indents. To align text relative to the left and right margins, click **(none)** in the **Type** box.

Click **First line** to indent only the first line of a paragraph. Click **Hanging** to indent all but the first line of a paragraph. Click **(none)** to remove special indentation formatting.

Enter the amount of indentation for a first-line or hanging indent. Microsoft Draw clears this box if you click **(none)** in the **Type** list.

Sets the amount of space above each selected paragraph.

Sets the amount of space below each selected paragraph.

Enter the amount of vertical space you want between lines of text.

Uses the currently selected options as the default settings for all new paragraphs you insert in your Microsoft Draw objects.





## Align and arrange objects

You can align objects with other objects, such as when you align the sides, middles, or top or bottom edges of objects. You can also align objects by using the grid to align them with a corner on the grid as you draw or move the objects.

You can also arrange (or distribute) objects so they are equal distances from each other – either vertically or horizontally.

### What do you want to do?

- Align objects with other objects
- Align objects on a grid
- Arrange objects equal distances from each other

## **Arrange objects equal distances from each other**

- 1** Select the objects you want to arrange.  
You must select three or more objects.
- 2** Click **Draw** on the **Drawing** toolbar, and then click **Align or Distribute**.
- 3** To arrange objects equal distances from each other, click **Distribute Horizontally** or **Distribute Vertically**.

## **Move an object or group of objects**

**1** Select the object, multiple selection, or group you want to move.

**2** Drag the object to its new location.

**Tip** To constrain an object so it moves only horizontally or vertically, press SHIFT as you drag the object.

## "Nudge" an object in small increments



- 1 Select the object you want to nudge.
- 2 On the **Drawing** toolbar, click **Draw**, point to **Nudge**, and then click the direction you want to nudge the object. Each click moves the object 1 grid unit if **Snap to Grid** is on, and 1 pixel if **Snap to Grid** is off.

**Tip** You can also nudge an object in 1-pixel increments by selecting the object, holding down CTRL and pressing the arrow keys.

## **Align objects with other objects**

- 1 Select the objects you want to align.
- 2 Click **Draw** on the **Drawing** toolbar, click **Align or Distribute**, and then click the option you want.

## Align objects on a grid

- To automatically align objects on an invisible grid, click **Draw** on the **Drawing** toolbar, click **Snap**, and then click **To Grid** .
- To automatically align objects with gridlines that go through the vertical and horizontal edges of other shapes, click **Draw** on the **Drawing** toolbar, click **Snap**, and then click **To Shape** .

### **Turn off the grid temporarily**

- To temporarily override the grid, press ALT as you drag or draw an object.




## Troubleshoot aligning and arranging objects

What do you need help with?

- I aligned my objects, and they're stacked on top of each other.
- Items on the **Align or Distribute** menu appear dimmed, and I can't select them.

**I aligned my objects, and they're stacked on top of each other.**

Depending on the alignment option you click, objects will move straight up, down, left, or right and might cover an object already there. You can undo the alignment if you click **Undo**  and then move objects to new positions before you align them again.

**Items on the Align or Distribute menu appear dimmed, and I can't select them.**

You must select at least two objects to make the alignment options available and at least three objects to make the distribution options available.

## **Position an object in relation to the page**

In most cases you simply drag your objects to where you want them. However, to place an object in a precise position, use this procedure.

- 1** Select the object you want to position.
- 2** On the **Format** menu, click **Position**.
- 3** In the **Horizontal** and **Vertical** boxes, enter the distances from the upper left-hand corner of the page.

## Position objects

The simplest way to position an object is by dragging it to the location you want. For more precision, you can nudge an object in 1-pixel increments. Turning off the grid might help you place an object exactly where you want it. You can also place an object in relation to the whole page.

### What do you want to do?

- Move an object or group of objects
- "Nudge" an object in small increments
- Position an object in relation to the page
- Turn off the grid temporarily
- Display or hide the rulers

## Display or hide the rulers

You can use the horizontal and vertical rulers to move and align objects precisely.

- Click **Ruler** 

**Note** The rulers are only available if you are working in a Microsoft Draw window; they are not available when working on a page in a host program.



## Resize or crop an object

When you select an object, sizing handles appear at the corners and along the edges of its selection rectangle. You can resize an object by dragging its sizing handles, or you can resize it more precisely by specifying a percentage for the object's height and width.

If the object is a picture – a photo, bitmap, or clip art, for example – you can crop it, and you can also restore it later to its original size.

### What do you want to do?

- Resize an object
- Resize an object by a specific percentage
- Maintain the proportions of an object while resizing it
- Crop or trim portions of a picture



## Resize an object

- 1 Select the object you want to resize.
- 2 Drag a sizing handle until the object is the shape and size you want.

For information about maintaining the proportions of an object while resizing it, click .

## Maintain the proportions of an object while resizing it


<u>To resize a selected object</u>	<u>Hold down</u>
Proportionally from a corner	SHIFT and drag a corner sizing handle
Vertically, horizontally, or diagonally from the center outward	CTRL and drag a sizing handle
Proportionally from the center outward	CTRL+SHIFT and drag a corner sizing handle
While temporarily overriding the settings for the grid	ALT and drag a sizing handle

## Resize an object by a specific percentage

- 1 Select the object you want to resize.
- 2 On the **Format** menu, click **Size**.
- 3 Under **Scale**, enter the percentages you want in the **Height** and **Width** boxes.

**Tip** To maintain the ratio between height and width, select the **Lock aspect ratio** check box.

## Crop or trim portions of a picture

- 1 Select the picture you want to crop.
- 2 On the **Picture** toolbar, click **Crop** .
- 3 Position the cropping tool over a sizing handle, and drag.

**Tip** To restore the picture to its original size, click **Format Picture**  on the **Picture** toolbar, click the **Size** tab, and then click **Reset**.



## Troubleshoot selecting

What do you need help with?

- I want to select an object, but I can't see it.
- I want to select an object that's close to other objects.

## Select an object hidden behind another object

- Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

**Tip** If an object you want to work on is in a stack, you can bring it to the top of the stack. Select the object, point to **Order** on the **Draw** menu, and then click **Bring to Front**.

## Select an object or cancel a selection

<b>To</b>	<b>Do this</b>
Select a filled object	Click anywhere within the object. <u>Sizing handles</u> indicate the object is selected.
Select an unfilled object	Click the object's border.
Cancel a selected object	Click outside the object.

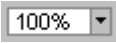
**Tip** To select multiple objects, hold down SHIFT while you click each object. To cancel one of the selected objects, click the object again while holding down SHIFT.



**I want to select an object, but I can't see it.**

The object might be hidden behind another object, or it might not have a color or border. Press the TAB key to cycle through the objects until sizing handles appear on the object you want to select.

### **I want to select an object that's close to other objects.**

- Select one of the other objects, and then press the TAB key until the object you want is selected.
- Try working in a larger view. Click the arrow next to the **Zoom** box  to magnify the view and make it easier to select objects that are close together.




## **Add, change, or remove a shadow**

You can add a shadow to any object you create – including text boxes – and you can change the size, direction, and color of shadows. When you change the color of a shadow, the change affects only the shadow, not the object itself. You can also add an embossed or engraved effect to an object, and you can add some types of shadows – an offset shadow, for example – to the borders of pictures.



### **What do you want to do?**

- Add a shadow to an object
- Add an embossed or engraved effect to an object
- Change the color of a shadow
- Change the offset direction of a shadow
- Remove a shadow


## Remove a shadow

- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click **Shadow**  and then click **No Shadow**.




## Change the color of a shadow


- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click **Shadow**  and then click **Shadow Settings**.
- 3 On the **Shadow Settings** toolbar, click the arrow next to **Shadow Color** .
- 4 Click the color you want.  
If you don't see the color you want, click **More Shadow Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

## Change the offset direction of a shadow

- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click **Shadow**  and then click **Shadow Settings**.
- 3 On the **Shadow Settings** toolbar, click any of the four **Nudge Shadow** buttons to create the effect you want. Clicking a **Nudge Shadow** button nudges the shadow 1 pixel. To nudge the shadow 6 pixels, hold down SHIFT while you click a **Nudge Shadow** button.

## Add an embossed or engraved effect to an object

- 1 Select the object you want to add the effect to.
- 2 On the **Drawing** toolbar, click **Shadow** .
- 3 To add an embossed effect, click **Shadow Style 17** .  
To add an engraved effect, click **Shadow Style 18** .

**Note** To better display either of these effects, the border of an object disappears when the effect is added. To add the border back, select the object, click the arrow next to **Line Color** , and then click a color for the border.





## **Add, change, or remove a 3-D effect**

You can add a 3-D effect to most AutoShapes, lines, and freeform objects. With 3-D options, you can change the depth (the extrusion) of the object and its color, rotation, angle, direction of lighting, and surface texture. When you change the color of a 3-D effect, the change affects only the 3-D effect, not the object itself. An object can have either a shadow or a 3-D effect, but not both – if you apply a 3-D effect to an object that has a shadow, the shadow disappears.

### **What do you want to do?**

- Add or change a 3-D effect
- Change the color of a 3-D effect
- Remove a 3-D effect

## Change the color of a 3-D effect


- 1 Select the object you want to change.
- 2 On the **Drawing** toolbar, click **3-D**  and then click **3-D Settings**.
- 3 On the **3-D Settings** toolbar, click the arrow next to **3-D Color** .
- 4 Click the color you want.  
If you don't see the color you want, click **More 3-D Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.  
To change the 3-D color back to its default, click **Automatic**.

## Add or change a 3-D effect

1 Select the object you want to change.


2 On the **Drawing** toolbar, click **3-D** .

To add a 3-D effect, click the option you want.

To change a 3-D effect – for example, its color, rotation, depth, lighting, or surface texture – click **3-D**  again, click **3-D Settings**, and then click the options you want on the **3-D Settings** toolbar.

**Tip** To add the same 3-D effect to several objects at one time – the same color, for example – select or group the objects before you add the effect.

## Remove a 3-D effect

- 1 Click the object you want to change.
- 2 On the **Drawing** toolbar, click **3-D**  and then click **No 3-D**.

## Troubleshoot adding borders, fills, shadows, and 3-D effects

What do you need help with?

- » I can't see the border around an object.
- » I changed the fill, border, shadow, or 3-D effect, but when I draw an object, I get the old settings.
- » I added a 3-D effect to my object and the object shadow disappeared, or I added a shadow and the 3-D effect disappeared.
- » When I change the fill color of an object with a shadow or 3-D effect, the shadow or 3-D effect doesn't change color.


**When I change the fill color of an object with a shadow or 3-D effect, the shadow or 3-D effect doesn't change color.**

Changing the fill color only affects the face of the object. To change the color of the shadow or 3-D effect, use the **Shadow** or **3-D** tools on the **Drawing** toolbar.

**I added a 3-D effect to my object and the object shadow disappeared, or I added a shadow and the 3-D effect disappeared.**

You can't apply both a shadow and a 3-D effect to the same object.

### **I can't see the border around an object.**

- Adding a 3-D effect to an object turns off its border.
- The border has been turned off, the border is the same color as the background, or an embossed or engraved effect has been added to the object. To add a visible border, select the object. On the **Drawing** toolbar, click the arrow next to **Line Color** , and then click a color for the border. If an object has a 3-D effect, however, it can't have a visible border too.




**I changed the fill, border, shadow, or 3-D effect, but when I draw an object, I get the old settings.**

The default style is being applied to the new object.

- To change the default settings for new objects, select an object that has the attributes you want. On the **Drawing** toolbar, click **Draw**, and then click **Set AutoShape Defaults**.

**Tip** To change the default attributes of text, select the text, click **Font** on the **Format** menu, and then select the **Default for new objects** check box.

## Add a shadow to an object

- 1 Select the object you want to add a shadow to.
- 2 On the **Drawing** toolbar, click **Shadow** , and then click the option you want.

**Tip** To change the color or offset of a shadow, click **Shadow** , click **Shadow Settings**, and then click the options you want on the **Shadow Settings** toolbar.



## What is Microsoft Draw?

Microsoft Draw is the fastest and easiest way to create colorful, professional-quality illustrations and graphics. It's ideal for drawing as well as making captions, callouts, flowcharts, and diagrams.

Microsoft Draw comes with a large number of ready-made shapes – called AutoShapes – plus tools for creating your own shapes and drawings. The **Drawing** toolbar – located at the bottom of the screen by default – provides tools you can use to draw, manipulate, and format all kinds of drawing objects. These shapes and drawings can be:

- Resized, rotated, and flipped.
- Filled with solid or gradient colors, patterns, textures, or pictures.
- Enhanced with a variety of shadow or 3-D effects.
- Combined with other shapes to make more complex drawings.
- Arranged in a variety of ways in relation to each other or to the page.

You can add text directly to an AutoShape, apply styles and formatting to the text, and even control the position of text within the shape. You can use the **Text Box** tool on the **Drawing** toolbar to add text anywhere in a drawing, and you can use the **Insert WordArt** tool on the **Drawing** toolbar to create shadowed, skewed, rotated, and stretched text, as well as text that fits predefined shapes.

## **Edit a drawing**

- To edit a drawing while it remains on the page, double-click the drawing.
- To edit a drawing in a Microsoft Draw window, right-click the drawing and then click **Open Drawing Object**.

## **Exit Microsoft Draw**

- If you're working on a page in the host program, click anywhere on the page outside the drawing.
- If you're working in a Microsoft Draw window, click **Exit & Return to** on the **File** menu.

### **Save changes to a drawing**

- If you're working on a page in the host program, click anywhere on the page outside the drawing.
- If you're working in a Microsoft Draw window, click **Update** on the **File** menu.

## **Create a drawing**

- 1** On the **Insert** menu in the host program, click **Object**, click **Create New**, click **Microsoft Draw 98 Drawing**, and then click **OK**.
- 2** Use the drawing tools to create your drawing.
- 3** When your drawing is finished, click anywhere on the page outside the drawing.





**Exit and return to *Program***

Exits Microsoft Draw and returns to the host application.

**Duplicate**

Makes a quick copy of a selected object. To make additional copies of the same object, click **Repeat Duplicate** (**Edit** menu).

**Toggle Selection**

Toggles between AutoShape selection and text-selection mode.

**Edit/Open Object**

Activates the application in which the selected object was created, so you can edit or play the object. Click **Edit** to activate the object in place. Click **Open** to activate the object in a separate window.

**Edit/Open Object**

Activates the application in which the selected object was created, so you can edit or play the object. Click **Edit** to activate the object in place. Click **Open** to activate the object in a separate window.

**Edit/Open Object**

Activates the application in which the selected object was created, so you can edit or play the object. Click **Edit** to activate the object in place. Click **Open** to activate the object in a separate window.

**Convert**

Converts the selected OLE object from one object type to another.



**Standard (View menu, Toolbars command)**

Displays or hides the **Standard** toolbar. To display a toolbar, select the check box next to the toolbar name. To hide a toolbar, clear the check box.

**Formatting (View menu, Toolbars command)**

Displays or hides the **Formatting** toolbar. To display a toolbar, select the check box next to the toolbar name. To hide a toolbar, clear the check box.

**Lines (Insert menu)**

Displays or hides the **Lines** toolbar.

**Connectors (Insert menu)**

Displays or hides the **Connectors** toolbar.

**Basic Shapes (Insert menu)**

Displays or hides the **Basic Shapes** toolbar.

**Callouts (Insert menu)**

Displays or hides the **Callouts** toolbar.

**Block Arrows (Insert menu)**

Displays or hides the **Block Arrows** toolbar.

**Stars and Banners (Insert menu)**

Displays or hides the **Stars and Banners** toolbar.



**Flowchart (Insert menu)**

Displays or hides the **Flowchart** toolbar.

**Align Top**

Aligns the selected text box with the top edge of the inscribed rectangle of the AutoShape.


**Align Middle**

Vertically centers the selected text box in the inscribed rectangle of the AutoShape.

**Align Bottom**

Aligns the selected text box with the bottom edge of the inscribed rectangle of the AutoShape.

### **Context Sensitive Help**

Click  and then click a menu command or toolbar button to display online Help about the item.

**Shortcut Menu**

Opens the shortcut menu.

**Unselect All**

Cancels the current selection.

**Edit Text (WordArt toolbar)**

Opens the **Edit WordArt Text** dialog box, where you can edit the text of the selected WordArt object.



**Colors and Lines (Format menu)**

Formats the colors and lines of the selected drawing objects.

**Size (Format menu)**

Formats the size of the selected drawing objects

**Position (Format menu)**

Formats the horizontal and vertical position of the selected drawing objects.

**Picture (Format menu)**

Crops the selected picture and changes its color, brightness, and contrast.

**Text Box (Format menu)**

Formats the alignment and margins of the selected text box.

Displays the version number of this Microsoft program and all applicable copyright, legal, and licensing notices.



## Ways to add text

You can add text to an AutoShape – except to lines, connectors, and freeforms – in such a way that the text attaches to the shape and moves with it if you move the shape.

You can also use the **Text Box** tool to add text outside a shape – for example, to add captions or callouts to your graphics. Text added with the **Text Box** tool isn't attached to a shape – it won't move if you move a shape.

### What do you want to do?

- Add text to an AutoShape
- Add text by using the Text Box tool
- Convert a text box to an AutoShape



## **Add text to an AutoShape**

- Click any shape – except a line, connector, or freeform – and then start typing.

**Note** The text is attached to the object and is treated as part of the object. If you don't want to attach the text, use the **Text Box** tool on the **Drawing** toolbar to insert the text where you want it.

## Select text

To work with text in an AutoShape or text box, right-click the object, and then click **Edit Text**.

<b>To select</b>	<b>Do this</b>
A word	Double-click the word.
All text in an object	Press CTRL+A.

## Change the way text looks

- 1 Select the text you want to change.
- 2 On the **Format** menu, click **Font**.
- 3 Select the options you want.


**Tip** You can also make some formatting changes – such as font, font style and size, and alignment – by using the tools on the **Formatting** toolbar.

## Change the default style for new text

- 1 On the **Format** menu, click **Font**.
- 2 Select the options you want for the new default text style.
- 3 Select the **Default for new objects** check box.

**Tip** To change the default style for paragraph formatting, select the paragraph that has the formatting you want, click **Paragraph** on the **Format** menu, and then select the **Default for new objects** check box.

## Add or remove bullets


- 1 Select the text you want to add bullets to or remove them from.
- 2 Click **Bullets** .


## Troubleshoot text in objects

### What do you need help with?

- I can't move a text object or a shape with text.
- I want to change the format for a line of text, but the whole paragraph changes.
- Text won't move or rotate with its object.
- When I select a text object and start typing, the existing text isn't replaced with what I type.

## Text won't move or rotate with its object.

Text created with the **Text Box** tool  and placed on top of an object isn't attached to the object. It won't move or rotate with the object.

- To create text that becomes part of the object, right-click the object, and then click **Add Text** on the shortcut menu.
- To group the text box and object so they move as a single unit, hold down SHIFT as you select the text box and object, and then click **Group** .
- To convert text in a text box to text attached to a shape, select the text box, click **Draw** on the **Drawing** toolbar, click **Change AutoShape**, and then select the AutoShape you want.

**I can't move a text object or a shape with text.**

Select the object by clicking its border, and then drag.

**When I select a text object and start typing, the existing text isn't replaced with what I type.**

Make sure you select the text itself – not the border of the object – before you start typing.



**I want to change the format for a line of text, but the whole paragraph changes.**

- Select only the text you want to change. If you select an entire paragraph, the changes you make affect all text in the paragraph.
- Some formatting changes – such as line spacing, alignment, bullets, and tabs – affect the entire paragraph and can't be applied to a single line.

## Position, align, and space text in an AutoShape or text box

When text is attached to an AutoShape, you can change the position of the text or change the amount of space between the text and the edge of the object. To attach text to an object, select the object, and then start typing.

**Note** Text in a text box can be positioned, aligned, and spaced the same way as text in an AutoShape.

### What do you want to do?

- » Position text in an object
- » Change the margins around text in an object


## **Position text in an object**

- 1** Select the object that has the text you want to position.
- 2** On the **Format** menu, click **Text Box**.
- 3** In the **Vertical alignment** list, click the position where you want the text to start.
- 4** Under **Internal margin**, increase or decrease the distance between the text and the sides of the object.

## **Change the margins around text in an object**

- 1** Select the object that has the text whose margins you want to change.
- 2** On the **Format** menu, click **Text Box**.
- 3** Under **Internal margins**, increase or decrease the distance between the text and the object.

## Change text color

- 1 Select the text you want to change.
- 2 On the **Drawing** toolbar, click the arrow next to **Font Color** .
- 3 Click the color you want.  
If you don't see the color you want, click **More Font Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.


## Make text larger or smaller

1 Select the text you want to change.


2 Click **Increase Font Size**  or **Decrease Font Size**



## Add text by using the Text Box tool

- 1 On the **Drawing** toolbar, click **Text Box** .
  - 2 To make a 1-inch-by-1-inch text box, click where you want to add the text, and then start typing.  
To make a text box of any size, drag to the size you want, and then start typing.
- Tip** To change a text box to any AutoShape, select the text box, click **Draw** on the **Drawing** toolbar, point to **Change AutoShape**, point to a category, and then click the shape you want.

## Cancel or undo an action

- 1 Click the arrow next to **Undo**  to see the most recent actions you can undo. You can scroll to see more actions.
- 2 Click the action you want to undo.  
When you undo an action, you also undo all actions listed above it.

**Tip** If you change your mind after you click **Undo**, you can click **Redo**  to restore the action.



## **Edit and format text**

Text in an AutoShape or text box can be changed and formatted in much the same way as any other text. You can change the way text looks by selecting different fonts, font styles and sizes, and colors. You can change the alignment of text, format paragraphs, and add bullets. You can also save text attributes as the default style for new text.

### **What do you want to do?**

- » Add or remove bullets
- » Change text color
- » Change the default style for new text
- » Change the way text looks
- » Make text larger or smaller
- » Select text

## **Convert a text box to an AutoShape**

You can convert text in a text box to an AutoShape with attached text.

- 1** Select the text box.
- 2** On the **Drawing** toolbar, click **Draw**, click **Change AutoShape**, and then click the AutoShape you want.






## Add or edit a special text effect


You can add a special effect to text by using the **WordArt** tool on the **Drawing** toolbar. You can create shadowed, skewed, rotated, and stretched text, as well as text that has been fitted to predefined shapes. Because a special text effect is a drawing object, you can also use tools on the **Drawing** toolbar to change the effect – for example, to fill a text effect with a picture.

Keep in mind that a special text effect is a drawing object and isn't treated as text. You won't be able to format or edit the text in the text effect as you would text that's attached to an AutoShape or text in a text box.

### What do you want to do?

-  Add a special text effect
-  Change the text in a special text effect
-  Edit a special text effect

## Add a special text effect

- 1 On the **Drawing** toolbar, click **WordArt** .
- 2 Click the special effect you want, and then click **OK**.
- 3 In the **Edit WordArt Text** dialog box, type the text you want to format, and then click **OK**.
- 4 To add or change effects to the text, use the tools on the **WordArt** and **Drawing** toolbars.

## **Change the text in a special text effect**

- 1** Double-click the **WordArt** special effect you want to change.
- 2** Edit the text, make any other changes you want, and then click **OK**.

## **Edit a special text effect**

- 1** Select the **WordArt** special effect you want to edit.
- 2** On the **WordArt** toolbar, select the options you want.  
For Help on an option, press SHIFT+F1, and then click the option.





Enter the font you want for the text effect. The font applies to the entire text effect — you can't use two different fonts in the same text effect.

Enter the font size you want for the text effect. The size applies to the entire text effect — you can't use two different font sizes in the same text effect.

Applies **bold** character formatting to the entire text effect.

Applies *italic* character formatting to the entire text effect.

Enter the text you want to include in the text effect. You can type the text you want or paste it from the Clipboard (CTRL+V).





