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Windows Draw 6 Compatibility with Microsoft Office

{button Tell me how...,PI(`',`HT_Windows_Draw_4_0_Compatibility_with_Microsoft_Office')}

Micrografx Windows Draw 6 is a Microsoft Office Compatible product, which means that its toolbars, menus, and shortcut keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and PowerPoint, then many of the tasks you learned to complete in Office can be completed in a similar manner in Windows Draw. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

Office Compatible Features of Windows Draw 6

- Includes the View, Insert, Format, and Tools menus. View includes a standard set of options for viewing your documents and other elements of the interface. Insert includes a standard set of options for inserting objects into your documents. Format allows you to change objects in your document, and the Tools menu includes a variety of options that affect both your documents and Windows Draw in general.
- Has dockable toolbars like those in Microsoft Office. You can print a document just by clicking the Print button

 on the Standard toolbar, and you can discover each button's function just by pointing to it with the mouse.
- You can customize the toolbars by choosing large or small and color or black-and-white buttons.
- Displays a relevant shortcut menu when you click the right mouse button.
- Displays a status bar at the bottom of the Windows Draw window to keep you informed as you work.
- Lets you send a Windows Draw document through Microsoft Mail. If you have Microsoft Mail or Microsoft Exchange set up, you will see the Send item on the File menu.
- Acts as both an OLE client and an OLE server. You can embed or link your Windows Draw objects in documents created with other Office programs, and you can embed objects from other programs in your Windows Draw documents.
- Compatible with the Microsoft Intellimouse which provides zooming, panning, and scrolling functions.

Using Windows Draw with other Office applications

To learn how to link and embed Windows Draw documents with Microsoft Word, click the Tell me how... button at the top of this Help topic.

[To link a Windows Draw object into a Word document using the keyboard](#)

[To embed a block of text from a Word document into a Windows Draw document](#)

To embed a Windows Draw object into a Word document using the keyboard

1   In Windows Draw, select the object.

2   Press **CTRL+C** to copy the object to the Clipboard.

3   Switch to the Word document.

4   Press **CTRL+V** to paste the object into Word as a linked Windows Draw object.

{button Related Topics,PI(`',`RT_To_link_a_Windows_Draw_object_into_a_Word_document_using_the_keyboard')}

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To embed a block of text from a Word document into a Windows Draw document

1   In Word, select the text.

2   Press **CTRL+C** to copy the text to the Clipboard.

3   Switch to the Windows Draw document.

4   Press **CTRL+V** to paste the object into Windows Draw as an embedded Word object.

{button Related
Topics,PI(`',`RT_To_embed_a_block_of_text_from_a_Word_document_into_a_Windows_Draw_document')}

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