Welcome to the world of draw. You can use it to create interesting effects on your work.

How to use the DRAW tool bar

The draw tool bar has functions that enable you to create interest to your work without being able to draw. You are restricted to the shapes and colours on the tool bar and your IMAGINATION.

To get the draw tool bar on your screen, right mouse click in the area to the right of the “Help” icon. Check the Drawing box. The Draw tool bar should appear at the bottom of the screen.

1. Go to Autoshapes. Choose a shape, any shape. Click on it. Drag you mouse across the page to create the object. If you just want to let the computer do it for you, double click on the chosen shape, then click somewhere on the page. Put three different shaped objects on the page.

   - Notice that you cannot actually see the typing through the object. All objects created are filled with white.
   - Click on one object. Notice that it has white squares around it. When these appear, the computer is focussed on that object.

2. Select the Draw icon on the draw tool bar.

   - Play around with the various functions in the menu to see the effect on the shape.
   - If you want to be able to type over the object, sent it to behind the text in the order part of the menu.

3. Check on an object and change the fill colour (Paint pot icon) and the line colour (pen icon).

   - You can also change the thickness of the lines by using the line icons, next to the two green shadowed boxes.
   - You can also put shadows on the shapes that you have created. These shadows appear as grey.

4. You can also draw your own lines and shapes using the line, arrow, square and circle icons. Again these can be changes in colour, rotation and shape. They can exist behind the text or in front of the text.

5. Just get on there and play.

You can draw, add and still write across the page and tell the world what you want to say. The special effects are just added interest to your work.

Return to Main Page
writing. You can even get the writing to go around the drawings. To get the writing to do this, I right moused clicked, checked Format Auto Shape, and checked Tight.

lay around with the various parts of the draw of bar and create a age of special effects.