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## Getting to Know the Drawing Toolbar in Microsoft Word

Have you ever seen Word documents or PowerPoint presentations that incorporate images, shapes, and arrows and wondered how you might be able to include similar graphics within your own documents? Perhaps you'd like to draw a circle around a key feature within an image or use arrows to point out critical information. It's important to know that you don't need a high-end desktop publishing program to create a basic diagram or use arrows, lines, and shapes. Microsoft Word offers powerful drawing tools which can be accessed through the drawing toolbar. This very handy toolbar enables you to make simple shapes, lines, and arrows, as well as insert and edit your own picture or clip art within your Word document. While these instructions focus on using the drawing toolbar in Microsoft Word, keep in mind that you can follow all of these steps in PowerPoint as well.

### Activating the Drawing Toolbar

1. In order to activate the drawing toolbar, go to the **View** menu and select **Toolbars**. There should be a checkmark next to **Drawing** in the pull down list. If there is no checkmark, click on **Drawing** to activate the toolbar.



2. Normally the drawing toolbar will show up at the bottom of your screen; however you can move the toolbars within your window by hovering over the four dots on the left-hand side of the toolbar. Once you see the four arrows icon,  click and drag the toolbar in order to move it to the top, bottom or either side of your window and the toolbar will automatically snap into place. You may also simply drag the toolbar out so that it becomes its own window.



3. Go to **Tools** menu and select **Options**. In the **General** tab, make sure that **Automatically create drawing canvas when inserting AutoShapes** is unchecked. The drawing canvas clears a large area to place your drawing and may change some of your formatting; therefore disabling this feature gives you more flexibility with image placement.

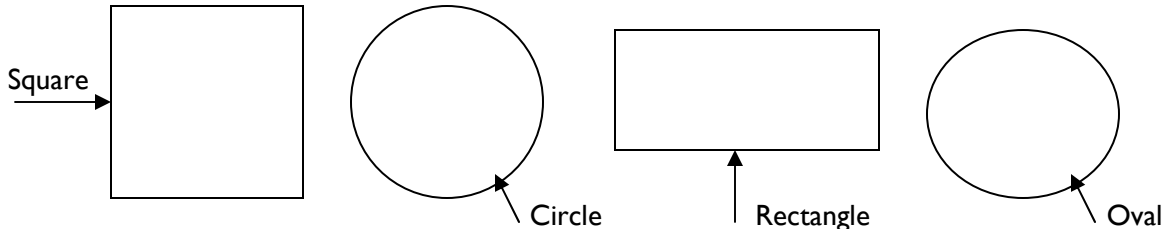
## Adding Basic Shapes

1. On the left-hand side of the toolbar, you will notice **line**, **arrow**, **rectangle**, and **oval** buttons.




Simply click on one of the shape buttons to add it to your document.

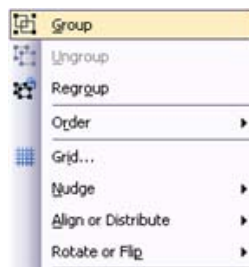


2. Once you click on the shape you want, you'll notice that your mouse pointer will turn into a plus sign. Click where you would like to place your shape then hold the mouse down and drag it to stretch out the shape to the size and orientation that you want. \***Note**: For a perfect square or circle (instead of an oval or rectangle), hold down the shift key while you drag your shape.



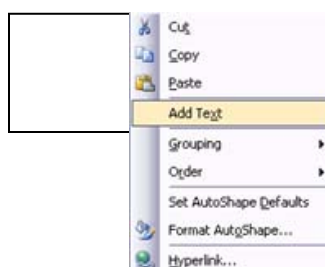
## Moving and Grouping Shapes

1. If you hover over the outside lines of your shape, you'll notice that the mouse pointer will turn into the four arrows icon.  When you see the four arrows icon appear on top of the shape or line you'd like to move, click and drag the item where you would like to move it. \***Note**: If you hold down the **Alt** key when you drag and move, you can prevent your object from snapping to the invisible grid. Try this if you are having trouble getting your shapes and arrows in the right place.
2. Notice that you can only move one shape at a time using this method. If you are working with multiple shapes you may wish to group them.
3. In order to select multiple shapes at once, click on the **Select Objects** button  in the drawing toolbar, then click and drag a box around the shapes you would like to group.
4. Next, click on the **Draw** button  in the drawing toolbar. From the pop-up menu, choose **Group**. Now all of the items you selected will act as one unit. If you would like to **Ungroup**, click on **Draw** and select **Ungroup**.



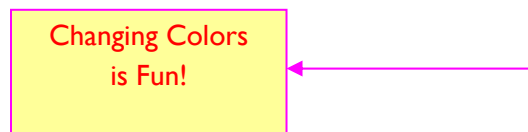
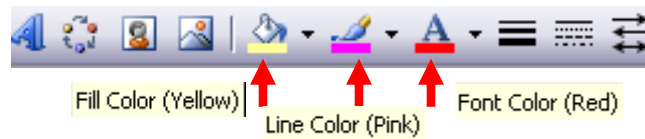
## Adding Text to a Shape

1. Right click inside of the shape that you would like to add text to. Click on **Add Text** from the pop-up menu. Now you can start typing inside of your shape.




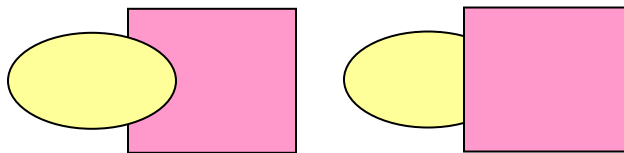
## Changing Colors

1. In order to change the color of your shape, line, or text, you'll need to first select the item that you'd like to change the color of. Click inside of a shape to fill color; click on a line to change line color, or to change font color, highlight the text.
2. Once your item is selected, in the **Drawing Toolbar** click on the **Fill Color** button to change the color inside of the shape, click on the **Line Color** button to change the color of a line, or click on the **Font Color** button to change the color of the text.



## Ordering Shapes

1. Suppose you have two shapes that overlap and you want to move one behind the other. Select the shape you'd like to move, then click on the **Draw** button  in the drawing toolbar.
2. Select **Order** from the pop-up menu.
3. Select the ordering option you prefer from the menu such as **Bring to Front** or **Send to Back**.



## Adding Images

1. The drawing toolbar also enables you to insert your own pictures or clip art into your document. Simply click on the **Insert Clip Art** or **Insert Picture** buttons in the drawing toolbar to select an image. Once you select your image, it will be inserted wherever your cursor is flashing within your document.



2. Once you insert your own images or clip art into your documents, you can work with the image the same way you would a shape. You can add lines or shapes to your images as well as group images and shapes together.

That's our technology tip for this week. If you have found the information helpful, please drop us a line at [Training@luc.edu](mailto:Training@luc.edu) . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.