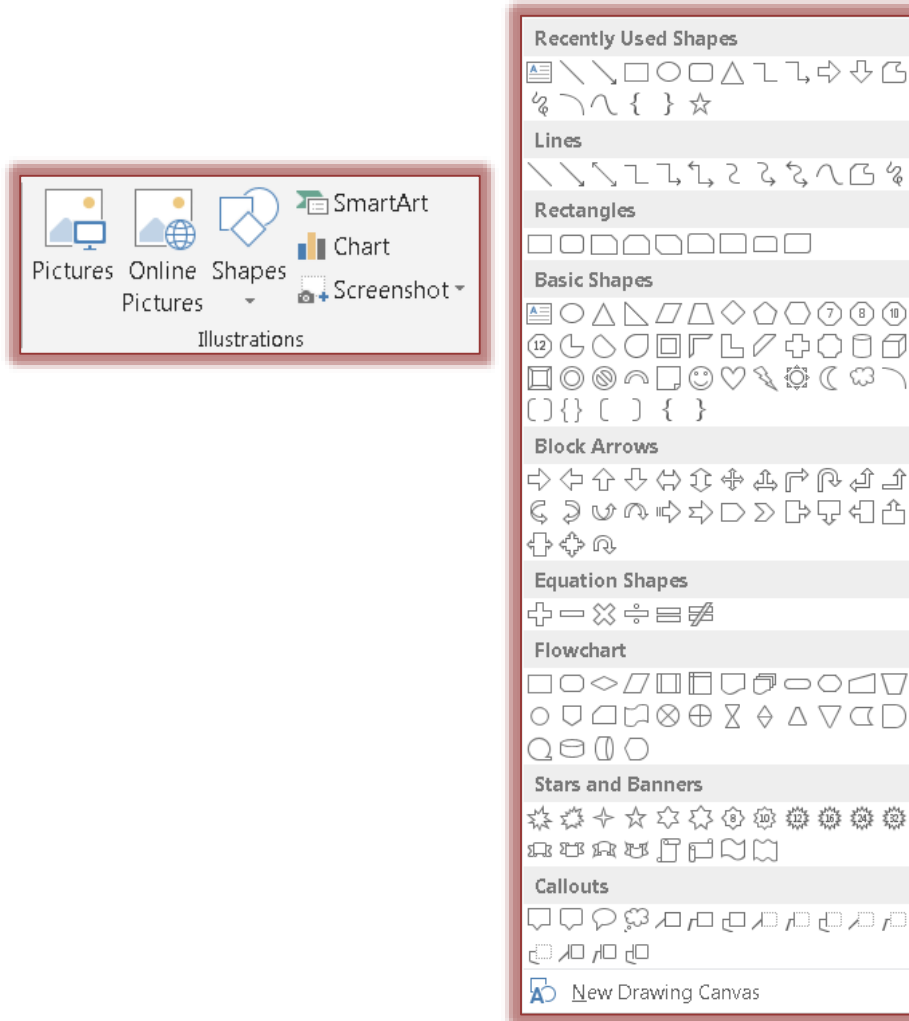


INSERT SHAPES

Objects are drawn images that you create. An image can be one chosen from the AutoShapes or one drawn with rectangles, squares, etc. To insert an object follow the directions below.

Draw the Object

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button (see illustration below).



- ✦ A gallery of different categories and shapes will appear (see illustration above).
- ✦ Click one of the shapes in the gallery.
- ✦ To draw the object in the document or inside the Drawing Canvas:
 - ✦ Click the object and then move the insertion point into the document.
 - ✦ The mouse pointer will change to a plus sign (see illustration).
 - ✦ Drag the mouse pointer until the object is the desired size.
 - ✦ Release the left mouse button to place the object into the document.



Format the Auto Shape

- ✦ Click the shape to select it.
- ✦ The **Drawing Tools Format Tab** will appear just above the ribbon and tabs.
- ✦ This ribbon is used to apply formatting to the shape.
- ✦ The table on the next page explains each of the groups and buttons on this ribbon.

Group/Button	Description
Insert Shapes Group	
Insert Shapes Gallery	Click this button to see the gallery of different shapes that can be drawn within a Word document. The arrows on the right side of the gallery box are used to move through the gallery.
Edit Shape	To change the shape of the object, click this button. This button can also be used to change the shape to a free form shape, or to change the edit points.
Draw Text Box	Use this button to insert a text box into the document.
Shape Styles Group	
Styles Gallery	This gallery is used to apply different styles to a shape. Click the More button to see a gallery of additional shapes.
Shape Fill	Use this button to fill a shape with a color, gradient, texture, or picture.
Shape Outline	To change the line color and size of the border of the shape, click this button.
Shape Effects	Use this button to apply a visual effect to the object, such as a reflection, glow, shadow, or 3-D rotation.
Format Shape Task Pane Launcher	This button is located in the lower right corner of the Shape Styles Group. It is used to open the Format Auto Shape dialog box. This dialog box can be used to make additional changes to the format of the shape.
WordArt Styles Group	
Quick Styles	When this button is clicked a gallery of different visual text styles will display.
Text Fill	Use this button to fill the text with a color, gradient, texture, or picture.
Text Outline	To change the line color and size of the border of the text, click this button.
Text Effects	Use this button to apply a visual effect to the text, such as a reflection, glow, shadow, or 3-D rotation.
Format Text Effects: Text Box Task Pane Launcher	Click this button to show the Format Text Effects dialog box. Additional options for working with text are available in this area.
Text Group	
Text Direction	Use this button to change the direction of the text to vertical, stacked, or rotate it to the desired direction.
Align Text	To change how text is aligned in the text box, click this button. The options are top, middle, or bottom.
Create Link	This button is used to create a link between one text box and another one so that text flows between them. Text will flow from the current text box to the other one.
Arrange Group	
Position	To select the position of the shape within the document, click this button. Move the mouse pointer over each of the options to see a Live Preview of the location. Click More Layout Options to display additional wrapping options.

Group/Button	Description
Wrap Text	When text in a document needs to wrap around the shape, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options.
Bring Forward	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one. Click the list arrow to locate other options.
Send Backward	This button is used to send a shape that is on top of another one to the back of the top one. Click the list arrow to locate other options.
Selection Pane	To display a list of all the objects in a document, click this button. This makes it easier to select an object, change the order of the object, or to change the visibility of the object.
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click More Rotation Options .
Size Group	
Shape Height	To change the height of the shape, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the shape.
Advanced Layout: Size	To open the Layout dialog box with the Size tab selected, click this button. It is located in the lower right corner of the Size Group.

Format Shape Task Pane

In addition to using the Drawing Tools Format ribbon to format shapes, it is possible to use the Format Auto Shapes Task Pane. To do this:

- ✦ Click the shape that is to be formatted.
- ✦ Do one of the following:
 - ✦ **Right-click** the shape and then choose **Format Shape**.
 - ✦ Click the **Drawing Tools Tab**.
 - ✦ Click the **Format Shape Task Launcher Button** button in the **Shape Styles Group** (see illustration next page left).
- ✦ The **Format Shape Task Pane** will open (see illustration next page right).
 - ✦ **Fill and Line** - This area is used to make changes to the fill color and line color for the shape.
 - ✦ **Effects** - Use this area to add different effects to the shape such as shadows and reflections.

- ✦ **Layout and Properties** – To apply different alignment or other effects to the text in the shape, select this option. An option for adding alternative text to the image is provided. Alt Text is used by text readers to explain the image.

