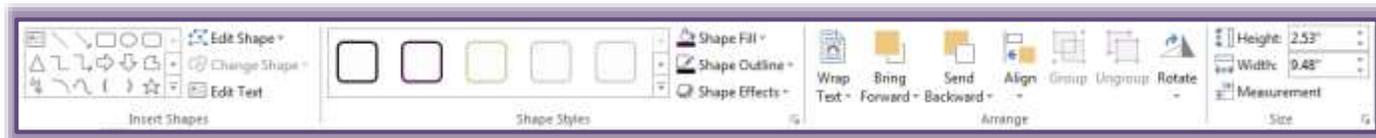# PUBLISHER DRAWING TOOLS FORMAT TAB

The groups and buttons on this tab can be used to format the shapes in the publication. The table below provides a description of each of the groups and tabs 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. To change it to a free form shape, or to change the edit points which determines how the text wraps around the shape, click this button.
Change Shape	Use this button to change the shape of the object while maintaining the formatting that was applied.
Edit Text	This button is used to add text to a shape or to edit text that has already been added to the shape.
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. When this option is selected, a gallery of different colors and options will display.
Shape Outline	To change the line color and size of the border of the shape, click this button. When this option is selected, a gallery of different colors and options will display.
Shape Effects	Use this option to apply visual effects, such as shadows, glow, or reflection to a shape.
Format Shape	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.
Arrange Group	
Wrap Text	When text in a publication needs to wrap around the image, click this button. A list of different text wrappings will display. Click the **More Layout Options** link to display some additional options.
Bring to Front	When an image is placed behind another image or shape, this button is used to bring the bottom image or shape in front of the other one or to bring the selected shape to the front of all other shapes.

Group/Button	Description
Send to Back	This button is used to send an image or shape that is on top of another one to the back of the top one or to send the selected shape behind all the rest of the shapes.
Align	This option is used to align different images and/or shapes either at the top, bottom, left, or right. Before the images and shapes can be aligned, they must be selected. To select several images or shapes, click the first object and then hold down the Shift key to select additional items.
Group	Once a group of images and/or shapes has been formed into an item such as a logo, use this button to group the items together so the objects become as one. Before the objects can be grouped, they must be selected. To select several objects, click the first object and then hold down the Shift key to select additional items.
Ungroup	This button is used to break a set of grouped objects back into individual shapes.
Rotate	To rotate or flip the selected image, 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 image, click the spinner arrows for this option.
Shape Width	Click the spinner arrows for this option to change the width of the image.
Measurement	When this button is clicked, the **Measurement Task Pane** will display. This Task Pane is used to change the height and width of the image as well as other attributes.
Format Auto Shape: Size	This button is located in the lower right corner of the **Size Group**. It is used to launch the **Format Auto Shape** dialog box with the **Size** tab selected. In this box, it is possible to make changes to the size of the shape.