

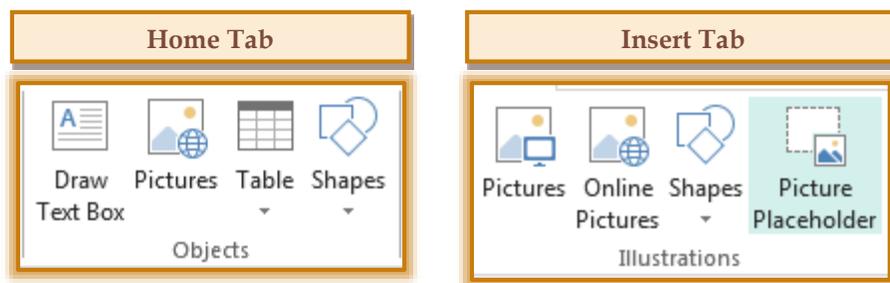
## DRAW, FORMAT, AND ROTATE OBJECTS

Even though it is possible to insert several different objects into a publication, sometimes it becomes necessary to draw an object for a particular publication. Publisher provides several tools that may be used to draw circles, rectangles, lines, ovals, squares, and other objects. Drawn objects function in much the same way as other objects that are included in a publication.

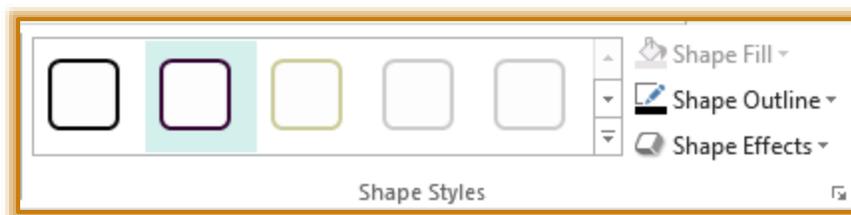
### Draw a Line or Arrow

Publisher makes it easy to create a vertical, horizontal, or otherwise oriented line. Lines that are created with the Line tool can also include arrow heads and can be designed with different line weights and colors.

- ✦ Do one of the following:
  - ✦ Click the **Home Tab** and in the **Objects Group**, click the **Shapes** button.
  - ✦ Click the **Insert Tab** and in the **Illustrations Group**, click the **Shapes** button.



- ✦ The **Shapes Gallery** will display.
- ✦ In the **Lines Section**, select the **Line** or **Arrow** that is to be drawn.
- ✦ Place the mouse pointer on the page.
- ✦ The mouse pointer will change to a cross-hair shape (see illustration).
- ✦ Drag on the publication page either vertically or horizontally to create the line or arrow.
- ✦ Release the mouse button and the line or arrow should appear on the page.
- ✦ To draw a straight line or arrow, hold down the **Shift** key while drawing the object.
- ✦ To format the line or arrow, click the **Drawing Tools Format Tab**.
- ✦ In the **Shape Styles Group**, click the **Shape Outline** button to change the style of the line or arrow.



- ✦ In the **Shape Styles Group**, click the **Shadow Effects** button to apply one of the effects to the line or arrow.
- ✦ Select a **3-D Effect** for the line or arrow by clicking the **3-D Rotation** link in the **Shape Effects List**.

### Draw an Oval or Rectangle

The Oval and Rectangle tools function in much the same way as the line and arrow objects. To create an Oval or Rectangle, follow these steps:

- ✦ Click either the **Oval** or **Rectangle** tool in the **Shapes Gallery**.

- \* To create a circle, hold down the **Shift** key while dragging the **Oval** tool.
- \* To create a square, hold down the **Shift** key while dragging the **Rectangle** tool.
- † Place the mouse pointer on the publication page.
- † The mouse pointer will change to a cross-hair shape (see illustration).
- † Drag on the publication page to create the drawn object.
  - \* When creating a new drawing object, drag the mouse in the following order:
    - ⊗ Drag the mouse downward on the page to create the height for the object.
    - ⊗ Drag the mouse to the right to create the width for the object.
  - \* This provides greater control over the final size of the object.
  - \* Make sure not to let go of the left mouse button until the object is sized appropriately.
- † Release the left mouse button.
- † The new object should appear on the page.



### Draw a Custom Shape

Publisher provides the capability of drawing a number of custom shapes. These shapes range from triangles to stars to sunbursts. To draw a custom shape, follow the steps below:

- † Select a shape from the **Shapes Gallery**.
- † Move the mouse pointer to the page.
- † The mouse pointer will change to a cross-hair shape (see illustration).
- † Drag on the publication page to create the drawn object.
- † Release the mouse button.
- † The shape should appear on the page.

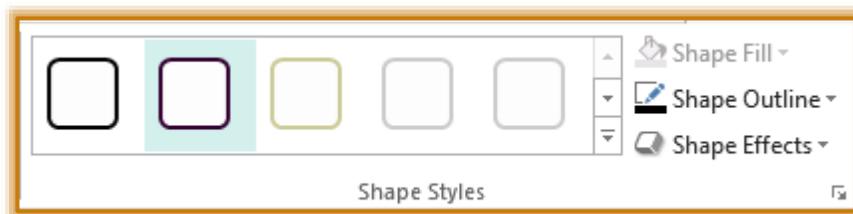


### Format Shapes

Custom shapes, as well as circles or rectangles, can be formatted by changing the Line Color or changing the Fill Color.

#### Change the Border Color

- † Click the drawn object for which the Line Color is to be changed.
- † Click the **Drawing Tools Format Tab**.
- † In the **Shape Styles Group**, click the **Shape Outline** button (see illustration below).



- \* Select a color on the color palette that appears.
- \* To choose from more colors than are on the Color palette, click the **More Outline Colors** button.
- \* A gallery of different colors will appear.
- \* Click a color to apply it to the shape.

#### Change the Fill Color

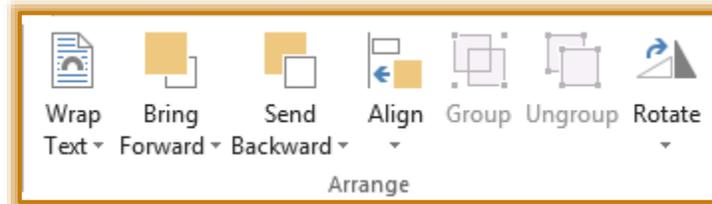
- † Select the drawn object for which the **Fill Color** is to be applied.
- † Click the **Shape Fill** button in the **Shape Styles Group**.
  - \* Select a color on the color palette that appears.
  - \* To choose from more colors than are on the Color palette, click the **More Fill Colors** button.
  - \* A gallery of new colors will display.

- \* Select a color from the gallery.

### Rotate and Flip an Object

The orientation of an object can be changed by rotating or flipping it. The rotating and flipping tools work with drawing and text objects. In most cases, drawn objects can be rotated and flipped; graphic images, such as clip art or graphic images can only be rotated.

- ✚ Click the object that is to be rotated.
- ✚ Click the **Drawing Tools Format Tab**.
- ✚ In the **Arrange Group**, click the **Rotate** button (see illustration below).



- ✚ Click the arrow at the bottom of the button to select from the following options.
  - \* Rotate Right 90 degrees
  - \* Rotate Left 90 degrees
  - \* Flip Vertical
  - \* Flip Horizontal
  - \* Free Rotate
- ✚ Click the **More Rotation Options** link to open the **Format AutoShape** dialog box.
- ✚ To use the **Free Rotate** option, click the Rotate Button (see illustration below) that appears on the object and drag the object in the desired direction.

