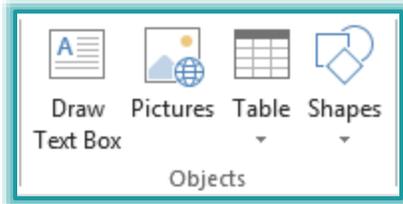


PUBLISHER-INSERT SHAPES-GENERAL INFORMATION

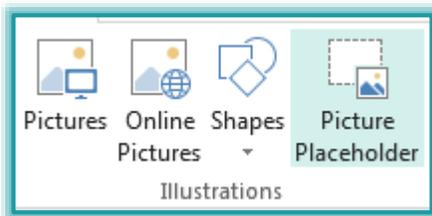
Within the Publisher program it is possible to insert different types of shapes such as rectangles, smiley faces, and squares. Shapes can be inserted using the Insert Tab or the Home Tab. This document will explain the process of inserting and formatting shapes.

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

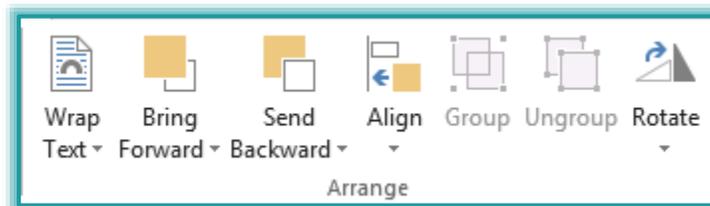
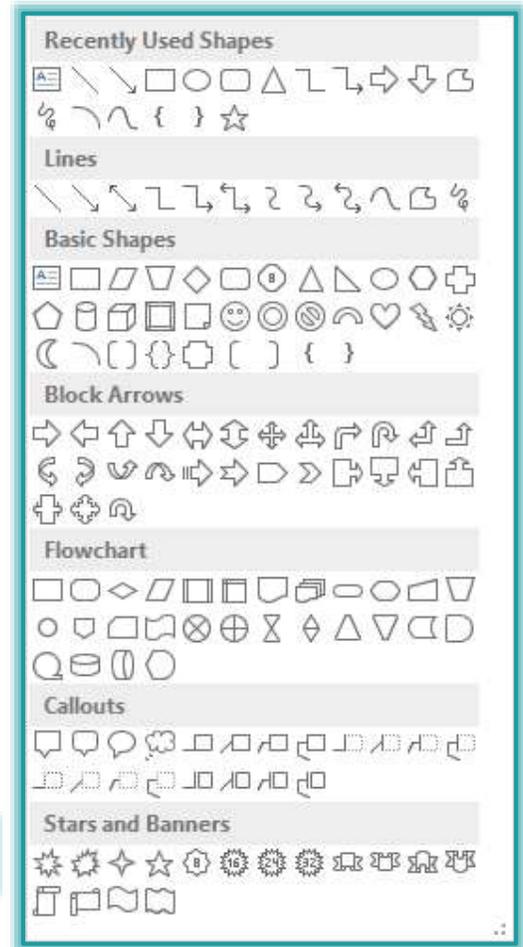


or

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



- ✦ A gallery of different shapes will appear (see illustration at right).
- ✦ Click one of the shapes to select it.
- ✦ The mouse pointer will turn to a cross-hair (see illustration).
- ✦ Drag the mouse to draw the shape and insert it into the slide.
- ✦ If more than one shape is inserted into a slide, use the buttons in the **Arrange** group to specify how the shapes should appear on the slide.



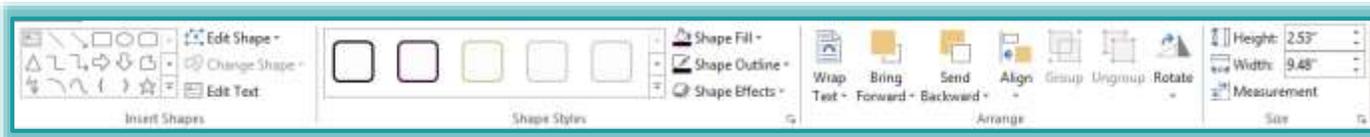
- ⚙ **Order Objects** – These commands are used to determine how objects will appear in relation to each other. The options are **Bring to Front**, **Send to Back**, **Bring Forward**, and **Send Backward**.
- ⚙ **Group Objects** – To specify how the objects in the slide are to be grouped, select from the options in this list. These options are **Group**, **Ungroup**, and **Regroup**.

- ⚙️ **Position Objects** – Click the options in this group to determine where on the slide the object should be positioned. The options are **Align** and **Rotate**.

✚ Select one or more of the objects in the slide.

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.
Shape Outline	To change the line color and size of the border of the shape, click this button.
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 document 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 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.