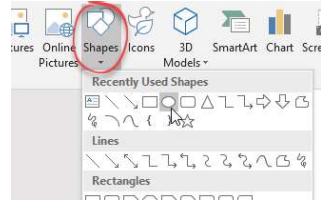




Images - Drawing Basic Shapes

How do I draw a basic shape?

1. Click the 'Insert' ribbon.
2. Click the 'Shapes' button.
3. Click the shape you wish to draw.
4. Click and drag the mouse over the page to draw your shape.



Press <SHIFT> when drawing:

- lines to create them at 45 degree angles (eg 45,90, 135 etc)
- an oval to create a perfect circle.
- rectangles to create a perfect square.

How do I resize or rotate my line?

1. Click your line to select it.
2. Position your cursor over one of the handles (the squares at the beginning and end of the line). The cursor will change in appearance as illustrated.
3. Press and hold the left mouse button.
4. Drag the cursor to adjust the length and/or angle of the line.



How do I change the fill colour of my shape?

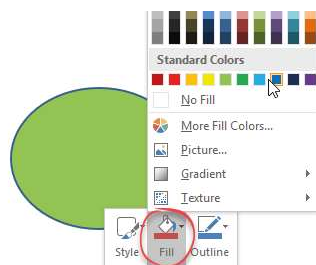
Method One:

1. Click once on the shape to select it.
2. Click to display the Drawing Tools, Format ribbon.
3. Click the 'Shape Fill' drop down menu.
4. Choose a colour option from those provided.



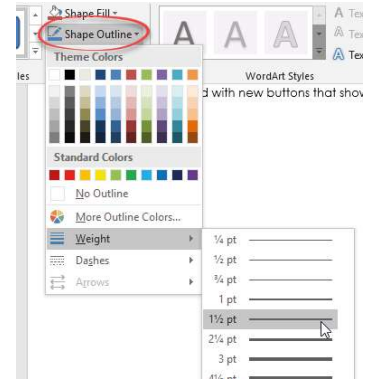
Method Two:

1. Right click your image.
2. Click 'Fill'.
3. Choose a colour.



How do I change the shape outline?

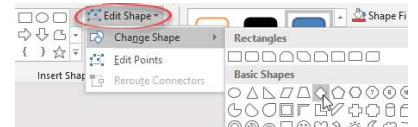
1. Click once on the shape to select it.
2. Click the Drawing Tools, Format ribbon.
3. Click the 'Shape Outline' drop down menu.
4. Click 'Weight'.
5. Choose a line weight to alter the thickness of the outline.
6. Click 'Shape Outline'.
7. Choose a colour.



How do I change the shape of my drawing?

It is possible to change your drawing from one shape to another without having to delete and recreate it. The new shape will retain the fill colour, width, style etc of your old shape.

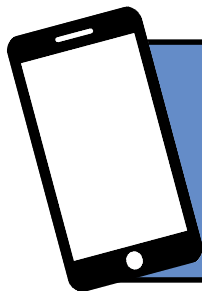
1. Click once on the drawing you wish to change.
2. Click to display the Drawing Tools, Format ribbon.
3. Click 'Edit Shape'.
4. Click 'Change Shape'.
5. Choose a shape from the options provided.



How do I add text inside a shape?

1. Right click the shape.
2. Click 'Add Text'.
3. Type the required text.
4. Format your text as you would normally.





For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk