

Microsoft WordArt and Graphics

Student Reference Guide

April 1999



IT Training Group

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Introductory Note

This training manual provides information and procedural steps for Microsoft Draw features. These features are available on the **Drawing** toolbar in a variety of Microsoft applications, such as Microsoft Word, Microsoft Powerpoint, and Microsoft Excel.

All of the information in this manual applies to the application Microsoft Word. However, some of the procedures do not apply to Powerpoint or Excel because they are not word processing applications. For example, the instructions for switching from floating graphics to inline graphics do not apply to Powerpoint or Excel because those applications do not enable you to create inline text.


Few, if any, of these procedures apply to Microsoft Publisher. Publisher is a graphics program and has its own set of tools and menu commands that accomplish similar or identical tasks as those offered on the Microsoft **Drawing** toolbar.

Using Microsoft WordArt

WordArt is a graphics tool on the **Drawing** toolbar in many Microsoft applications that you use to create text with special effects.

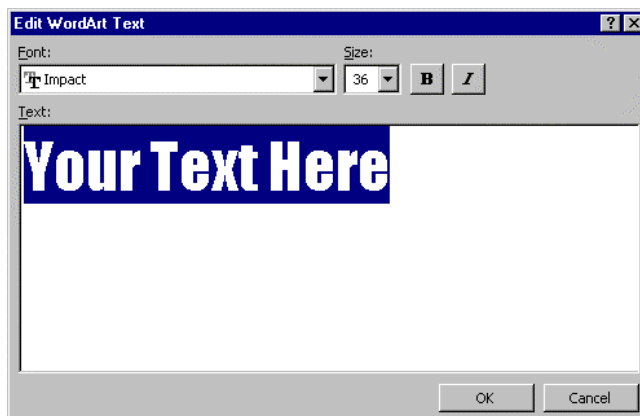
Creating a WordArt Text Graphic

To create text with special effects in WordArt:

1. Click the **WordArt** button on the **Drawing** toolbar .



2. Click on the box that displays the shape and style you want to apply to your text.
3. Click **OK**.



4. Type the text to which you want to apply WordArt formatting.

5. Click **OK**.

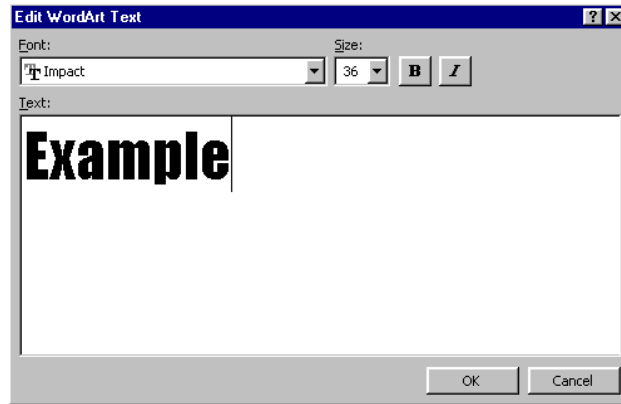
The text appears as a graphic image on the page, formatted with the selected style.




Editing WordArt Text

After you create WordArt text, you can change the text by doing the following:

1. Double-click on the WordArt text.



2. Select the text you want to change and type the new text in its place.

 **Tip:** You can also use the lists and buttons at the top of the window to change the font style, size, and apply bold or italic to the text appearance.

3. Click **OK**.

Changing Visual Effects

To add or change visual effects to the text, use the buttons on the **WordArt** toolbar.


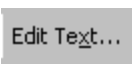








The toolbar appears when you click on a WordArt graphic.



 **Note:** The toolbar disappears from view when you deselect the WordArt graphic by clicking outside its borders.

The WordArt Toolbar

The table below explains the buttons you can use on the **WordArt** toolbar to apply different visual effects.

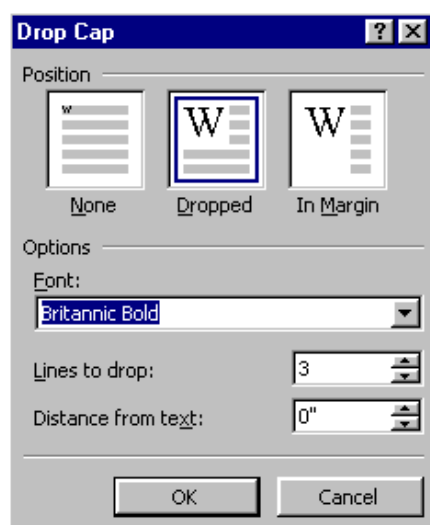
Button	Function
	The Insert WordArt button opens the WordArt Gallery window, to create another WordArt graphic.
	The Edit Text button opens the Edit WordArt Text window, to change the text in the selected graphic.
	The WordArt Gallery button opens the WordArt Gallery window, to choose a different style for the selected graphic.
	The Format WordArt button opens the Format WordArt window, to select specific attributes for the selected graphic.
	The WordArt Shape button opens a menu from which you can choose a different shape for the selected graphic.
	The Free Rotate button displays green circular rotation handles around the selected graphic. You click on these handles and drag them to rotate the graphic.
	The WordArt Same Letter Heights button gives all characters in the selected graphic the same height. Click it again to restore the characters to varied heights.
	The WordArt Vertical text button places each character in the text underneath the previous one. Click it again to restore horizontal placement of the characters.
	The WordArt Alignment button adjusts the justification of the characters in the selected graphic.
	The WordArt Character Spacing button changes the thickness of the characters, as well as their proximity to one another, in the selected graphic.

Inserting Drop Caps


If you want to begin certain paragraphs in a document with a decorative letter, you can use the drop cap feature.

To create a drop cap:

1. Type the capital letter that you want to format as a drop cap.
2. Select the letter.
3. From the **Format** menu, click **Drop Cap**.



4. In the **Position** group box, click the type of position in which you want the drop cap to appear.
5. From the **Font** list, choose the font style.
6. In the **Lines to drop** field, type or select the number of lines you want the drop cap to extend downward from the top line of the text.
7. Click **OK**.


 **Note:** It is recommended that you keep the distance of "0." In the **Distance from text** field.

Using Microsoft Drawing Tools


You can enhance and refine the appearance of all graphics, including WordArt, by using the tools on the Microsoft **Drawing** toolbar. For example, you can use the **Fill Color** and **Line Color** buttons to change the color of the text and text outline in a WordArt graphic; or you can add shadowing or three-dimensional effects.

You can also use the Microsoft drawing tools to create new graphics, to group, ungroup, and align graphics on your page, or to change the appearance of Clip Art in your documents.

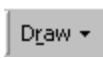


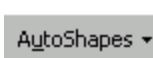
The Drawing Toolbar















To display the **Drawing** toolbar, click on the **Drawing** button  on the Microsoft application toolbar.



 **Tip:** When you click on buttons with triangular arrows, menus appear. You can drag menus with a solid bar across the top closer to your drawing objects, for easier access.

The buttons on the **Drawing** toolbar are described in the table, below. Specific procedures for some of these buttons follow.

Button	Description
	The Draw menu enables you to group and ungroup graphics, arrange and align graphics on the page, rotate or flip graphics, and change the shape of some graphics.
	The Select Objects button enables you to select graphics or objects in ungrouped graphics.
	The Free Rotate button displays green circular rotation handles around the selected graphic. You click on these handles and drag them to rotate the graphic.
	The AutoShapes menu lets you draw various predefined shapes by dragging a crosshair pointer.

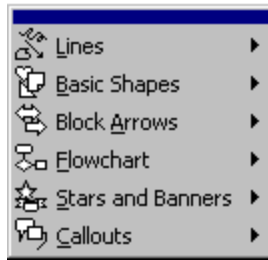
Button	Description
	The Line button enables you to draw a line by dragging a crosshair pointer.
	The Arrow button enables you to draw a line with an arrow by dragging a crosshair pointer.
	The Rectangle button enables you to draw a rectangle. To draw a square press the SHIFT key while dragging the pointer.
	The Oval button enables you to draw an oval. To draw a circle, press the SHIFT key while dragging the pointer.
	The Text Box button enables you to draw a text box. After adding the text box, a blinking cursor appears in the box for typing text.
	The Insert WordArt button opens the WordArt Gallery window, to create a WordArt graphic.
	The Fill Color button lets you choose a color for the background of the selected graphic.
	The Line Color button lets you choose a color for the selected line or for the outline of the selected graphic.
	The Font Color button lets you choose a color for any selected text in a text box or on a Microsoft application page.
	The Line Style button opens a menu from which you choose a line thickness and type for the selected line or for the outline of the selected graphic.
	The Dash Style button opens a menu from which you choose the type of line for the selected line or for the outline of the selected graphic.
	The Arrow Style button opens a menu from which you choose the type of arrow head for the selected arrow or line.
	The Shadow button displays a menu from which you choose a shadow type and direction for the selected graphic.
	The 3-D button button displays a menu from which you choose a three dimensional effect for the selected graphic.

Drawing AutoShapes

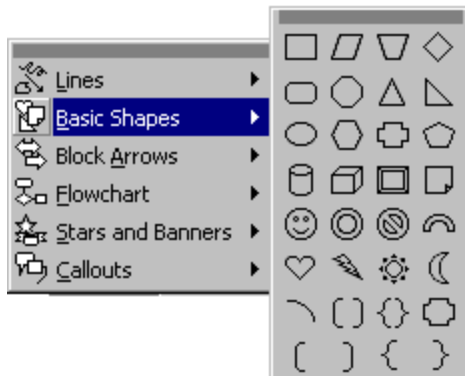
You can create a variety of shapes automatically by using the **AutoShapes** tools on the **Drawing** toolbar.

To draw an AutoShape:

1. On the **Drawing** toolbar, click **AutoShapes**.



2. Click on a category



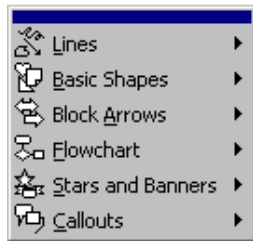
3. Click on the shape you want.
4. Click on the page to add the shape at its default size, or drag the mouse to draw the size you want.
5. To change the size or shape of an AutoShape, select it and drag the handles that surround it.

Drawing Lines and Arrows

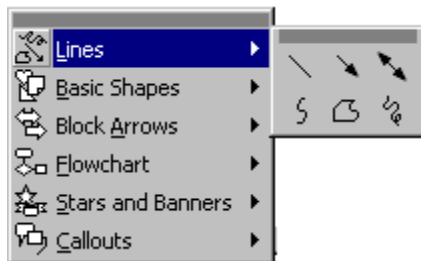
You can use the **Lines** tools on the **AutoShapes** menu to draw straight or curved lines, freeform lines, as well as single or double arrows.

To draw a line or freeform:

1. On the **Drawing** toolbar click **AutoShapes**.




2. Click **Lines**.



3. Click the type of line you want.
4. Drag the crosshair pointer across the page in the spot where you want the line to appear.


 **Tips:**

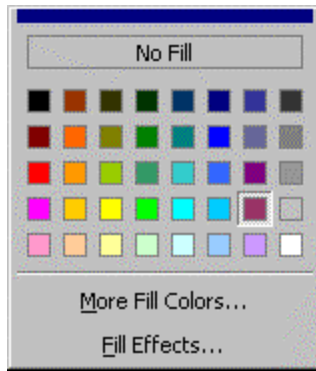
- If you want to draw a straight line, only, click the **Line** button on the **Drawing** toolbar, as a shortcut.
- 
- You can use the formatting tools on the **Drawing** toolbar to color lines, change their thickness, add arrowheads, or make them dotted or dashed.

Adding a Fill Color

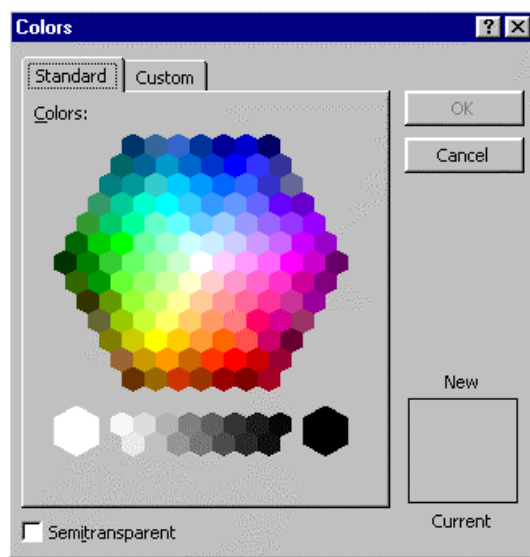
You can use the **Fill Color** button on the **Drawing** toolbar to fill drawing images with a solid color, a gradient color array, a pattern, texture, or a picture.

To use the fill color button:

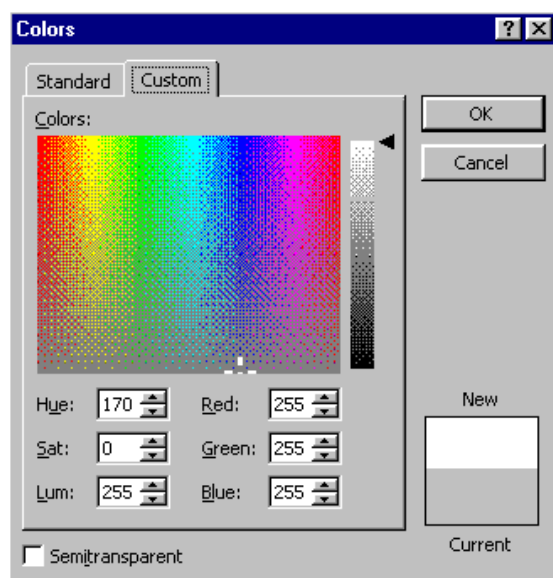
1. Select the image for which you want to add or change a fill color.
2. On the **Drawing** toolbar, click the arrow on the right side of the **Fill Color** button .



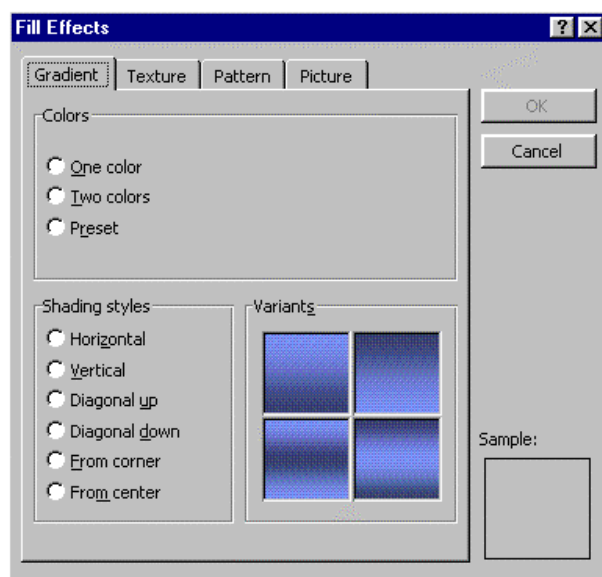
3. Click on the color you want.
4. If the color you want does not appear in the menu, click **More Fill Colors**.




5. In the **Standard** tab, click on the color you want in the array; then click **OK**.
6. If the color you want does not appear on the **Standard** tab, click the **Custom** tab and select or type specific color values; then click **OK**.



7. If you want to add special effects, click on **Fill Effects** on the **Fill Color** menu (shown under **step 2**).




8. Select options in the tabs of the window.
9. Click **OK**.

 **Tip:** To remove the fill or create a transparent drawing image, select the image; then click the arrow on the right side of the **Fill Color** button and click **No Fill**.


Applying 3-D Effects

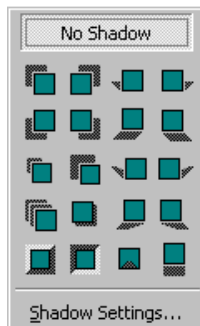
You can add depth and three-dimensional qualities to a drawing image by adding a shadow or a 3-D effect.

 **Note:** You can add either a shadow or a 3-D effect to a drawing image, but not both.

Adding a Shadow

To add a shadow to an image:


1. Select the image.
2. On the **Drawing** toolbar, click the **Shadow** tool .



3. Click on the shadow effect that you want.

Adjusting a Shadow

To change the position or color of a shadow:

1. Select the image containing the shadow.
2. On the **Drawing** toolbar, click the **Shadow** tool .
3. From the menu, click **Shadow Settings**.




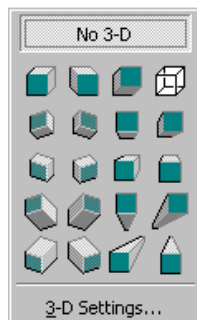
4. On the **Shadow Settings** toolbar, click the various buttons to turn the shadow on and off, to nudge the position of the shadow, and to select alternate shadow colors.

Adding a 3-D Effect

You can add a 3-D effect to drawing images by using the **3-D** tool on the **Drawing** toolbar. With 3-D options, you can change the depth of the drawing image and its color, angle, direction of lighting, and surface reflection.

To add a 3-D effect:


1. Select the image.
2. On the **Drawing** toolbar, Click on the **3-D** button .



3. Click the 3-D shape you want.

Adjusting a 3-D Effect

To change the attributes of a 3-D effect:

1. Select the image.
2. On the **Drawing** toolbar, Click on the **3-D** button .
3. From the menu, click **3-D Settings**.



4. On the **3-D Settings** toolbar, click the various buttons to turn the 3-D effect on and off, to tilt the 3-D effect, to change the depth or direction, change the lighting effect, alter the surface, or change the color of the 3-D effect.

Working with Multiple Images

When you have more than one picture or drawing image on the same page, you might want to use some of the tools and commands on the **Drawing** toolbar to assist you in moving and organizing the images. These tools make it faster and easier to position multiple images than doing it, manually.

Aligning and Distributing Images

If you want images to be distributed evenly in a certain formation, or if you want them to line up along a left, right, top, or bottom edge, do the following:

1. Select the first image.
2. Hold down the **SHIFT** key.
3. Select the remaining images that you want to align or distribute.
4. On the **Drawing** toolbar, click **Draw**; then click **Align or Distribute**. From the sub-menu, click the preferred orientation.

Nudging Images

If you experience difficulty moving an image or picture to a precise position on your page, you can move the image one small increment at a time. This is called "nudging."

To nudge an image:

1. Select the image.
2. On the **Drawing** toolbar, click **Draw**; then click **Nudge**. From the sub-menu, click the direction in which you want to move the image.
3. Repeat this process until the image is positioned to your satisfaction.



Tip: To nudge images in smaller increments, select the image; then hold down the **CTRL** key and press the arrow keys. Each time you press an arrow key, the image moves in the direction of the arrow by 1 pixel.

Grouping and Ungrouping Images

After you align, distribute, or nudge pictures or drawing images to the preferred positions on the page, you can retain their orientation to one another by grouping them. Once you group images together, you can nudge or move them all once, as one unit.

To group images:

1. Hold down the **SHIFT** key and click on each image that you want to group together.

Or click the **Select Objects** button on the **Drawing** toolbar ; then drag your mouse pointer over all the images.

2. On the **Drawing** toolbar, click **Draw**; then click **Group**.

Layering Images

If images overlap each other or overlap with text, you can layer them by choosing the order in which they appear on the page.

To layer an image:

1. Select the image.
2. On the **Drawing** toolbar, click **Draw**; then click **Order**. From the sub-menu, click the preferred order.

 **Note:** If you want an image to appear behind *another image*, click **Send to Back**. If you want an image to appear behind *text*, click **Send Behind Text**.

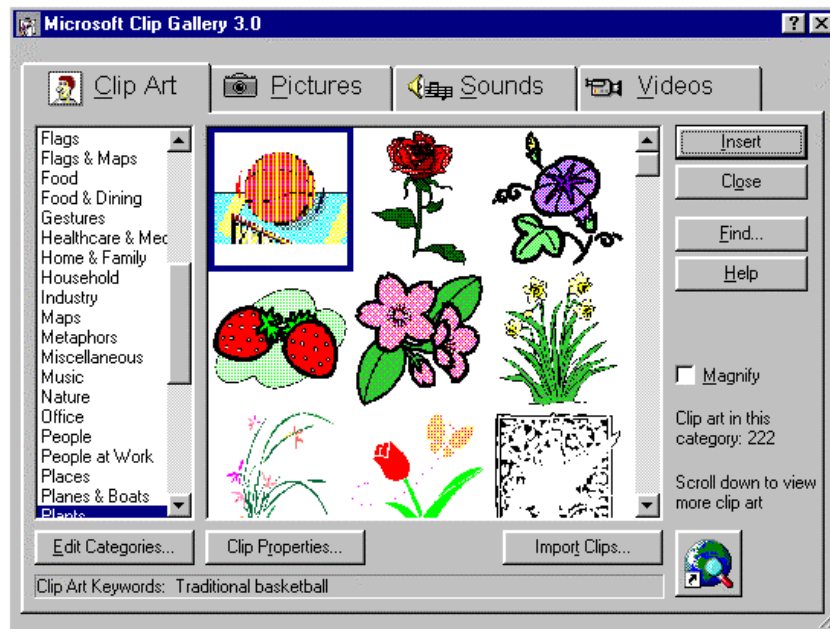
Working with ClipArt & Pictures

Inserting ClipArt


Microsoft applications come with a set of professionally designed pictures in the Clip Gallery that you can use to enhance the appearance and message of your documents.

To insert Clip Art onto a page:

1. From the **Insert** menu, click **Picture**; then click **Clip Art**.















2. Click the **Clip Art** or **Pictures** tab.
3. From the category list on the left side, click on the category you want.
4. From the window on the right side, double-click on the picture that you want to insert.

 **Tip:** To replace a picture, double-click on it to reopen the **Clip Gallery** window; then select an alternate picture, repeating **steps 2-4**.

The Picture Toolbar

The **Picture** toolbar appears when you select a picture that you have inserted or pasted into a Microsoft document. You can use this toolbar to apply various visual effects to the selected picture. The table below explains the buttons you can use on the **Picture** toolbar. Specific procedures for some of these buttons follow.

Button	Description
	The Insert Picture button opens the Insert Picture window, where you can navigate to and choose a picture from a file.
	The Image Control button opens a menu that lets you select certain shading options, such as a watermark.
	The More Contrast button increases the contrast of the selected picture each time you click the button. Contrast sharpens the differentiation among an object's colors.
	The Less Contrast button decreases the contrast of the selected picture each time you click the button.
	The More Brightness button increases the brightness of the selected picture each time you click the button. Brightness adds intensity to an object's colors.
	The Less Brightness button decreases the brightness of the selected picture each time you click the button.
	The Crop button enables you to cut out a portion of the selected picture.
	The Line Style button opens a menu from which you can choose a style for a line or for the outline of the selected picture.
	The Text Wrapping button opens a menu from which you can choose the way in which and the degree to which text in your document wraps around the selected picture.
	The Format Picture button opens the Format Picture window from which you can select a variety of effects for the selected picture.
	The Set Transparent Color button lets you apply transparency to a selected part of a picture. This button works only for .bmp files.
	The Reset Picture button removes cropping from the selected picture and resets the color, contrast, and brightness of the picture to its original appearance.

Ungrouping and Grouping Clip Art Images

You might want to ungroup a Clip Art image into several different pieces (image groups), so that you can modify the colors, sizes, and other attributes of the separate components.

After reformatting the image groups, you can regroup the image, to form one whole image again.

Ungrouping Images

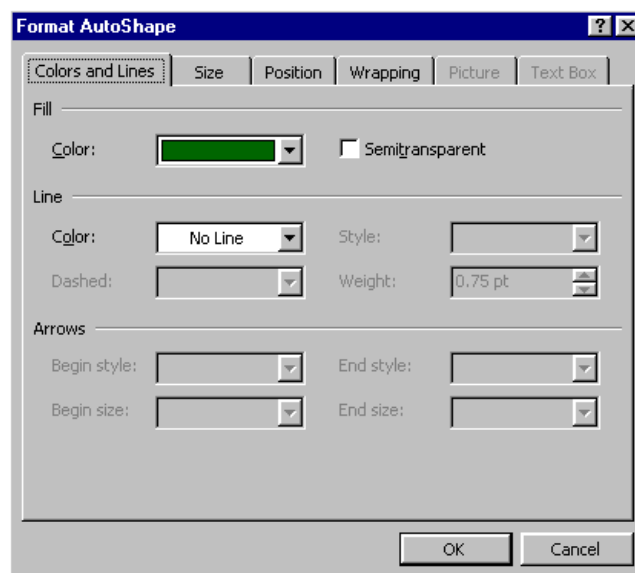
To ungroup a Clip Art image:

1. Select the clip art image you want to ungroup.
2. On the **Drawing** toolbar, click **Draw**; then click **Ungroup**.

Modifying Ungrouped Images

To change the appearance of an ungrouped image:

1. Select the part of the image you want to modify.
2. Do any of the following:
 - To resize the image, pull on the handles.
 - To move the image, drag it to the preferred location.
 - To re-color the image or change any other kind of formatting:
 - a) Click the **Format** menu; then click **Autoshape**.



- b) Select options in the **Format AutoShape** window.
- c) Click **OK**.

Regrouping Images

After you ungroup a picture and modify its separate components, it is a good idea to regroup it again, so that you can move it or resize it as one image.

To regroup ungrouped pictures:

1. Select all the groups in the image by holding down the SHIFT key and clicking on each one.

Or click the **Select Objects** button on the **Drawing** toolbar ; then drag your mouse pointer over the groups.

2. On the **Drawing** toolbar, click **Draw**; then click **Group**.

 **Tip:** You can use these instructions to group several whole images, as well.

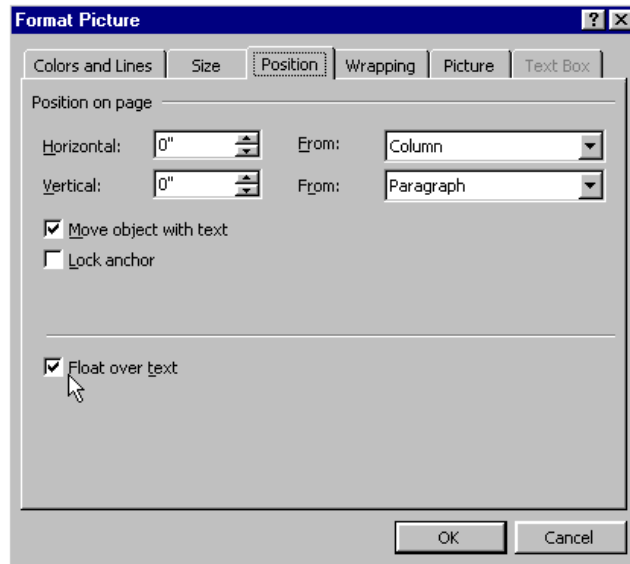
Changing Floating Pictures to Inline Pictures

When you insert pictures into a Microsoft Word page, Word formats them as floating pictures. Floating pictures are inserted into the drawing layer, so that you can position them in a precise position anywhere on the page.

Inline pictures are positioned adjacent to text on the Word page at the insertion point.

To change a floating picture to an inline picture:

1. Select the picture.
2. From the **Format** menu, click **Picture**.




3. Click the **Position** tab.
4. Clear the **Float over text** check box.
5. Click **OK**.

To change an inline picture to a floating picture, follow these steps and select the **Float over text** check box.

Wrapping Text Around a Picture

You have many choices regarding the way the text on your Word document wraps around a floating picture.

To choose a text wrapping attribute:





1. Select the picture.
2. From the **Picture** toolbar, click the **Text Wrapping** button .
3. From the menu, click one of the following options:
 - Square
 - Tight
 - Through
 - None
 - Top and Bottom

Creating a Watermark

A watermark is a picture or text graphic (such as WordArt) that appears on top of or behind the text in a Word document.

You might want to convert a logo graphic into a watermark or use a WordArt graphic that reads "Draft," to indicate that the text on your page is in draft form.

To create a watermark:

1. Select the picture.
2. From the **Picture** toolbar, click the **Image Control** button.
3. Select **Watermark**.
4. Click the brightness ( or ) and contrast ( or ) buttons to adjust the appearance of the watermark.
5. If you want to position the watermark behind the text on your document, click **Draw** on the **Drawing** toolbar; then click **Order** and **Send Behind Text**.



Tips:

- Watermarks must be floating graphics. You cannot create a watermark for an inline image. See *Changing Floating Pictures to Inline Pictures*.
- To create a watermark that appears behind text, choose **None** for the text wrapping feature. See *Wrapping Text Around a Picture*.


Adding Text to Pictures

You can add text to pictures or drawing images in several ways:

- Captions
- Callouts
- Text boxes
- Text in AutoShapes


Adding Captions

Captions can be added to pictures in Microsoft Word.

 **Note:** You can use the caption feature only with inline graphics. You cannot use the caption feature with drawing images because they cannot be converted to inline images.

To add a caption to a picture:

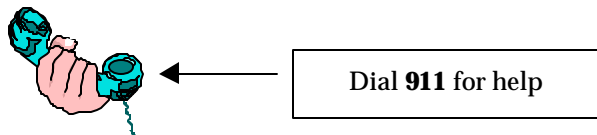
1. Place your cursor under the inline picture.
2. From the **Insert** menu, click **Caption**.

 **Tip:** When you insert multiple captions, Word keeps track of their numeric order for you. If you insert new captions between two existing ones, click **Select All** from the **Edit** menu; then press F9 to update the numeric order of all captions in the document, automatically.


Adding Callouts

A callout is a text box with a line or arrow attached to it that points to or "calls out" an image. Callouts can be used to explain or add information to images.

Example:





To add a callout:

1. On the **Drawing** toolbar, click **AutoShapes**; then click **Callouts**. From the sub-menu, click the type of callout you want to add.
2. When the mouse pointer changes to a crosshair, draw the callout by clicking the mouse button and dragging the mouse, starting from the picture you are referencing.
3. Type the text you want to add to the callout.
4. If you want to reformat the text, select it; then make your choices from the **Format** menu. Or use the buttons on the **Formatting** toolbar.
5. If you want to add an arrow to the callout line, click the **Arrow Style** button  on the **Drawing** toolbar; then click the preferred arrow style.

Adding Text Boxes

If you want to add text boxes adjacent to images on your page, but you do not want to include an attached line, as in a callout, do the following:

1. On the **Drawing** toolbar, click the **Text Box** button .
2. When the mouse pointer changes to a crosshair, draw the text box by clicking the mouse button and dragging the mouse.
3. Type the text you want to add to the text box.
4. If you want to reformat the text, select it; then make your choices from the **Format** menu. Or use the buttons on the **Formatting** toolbar.

-  **Tip:** You can draw a shape or AutoShape in your document and add a text box inside to shape to label it. When the text box is positioned to your satisfaction, you can group the shape and text box together.

Example:



Creating Animated Text

You can create animated text effects that move or flash for Microsoft Word documents that will be read online.

 **Tip:** Animated effects do not appear when you print the document.

To animate text:

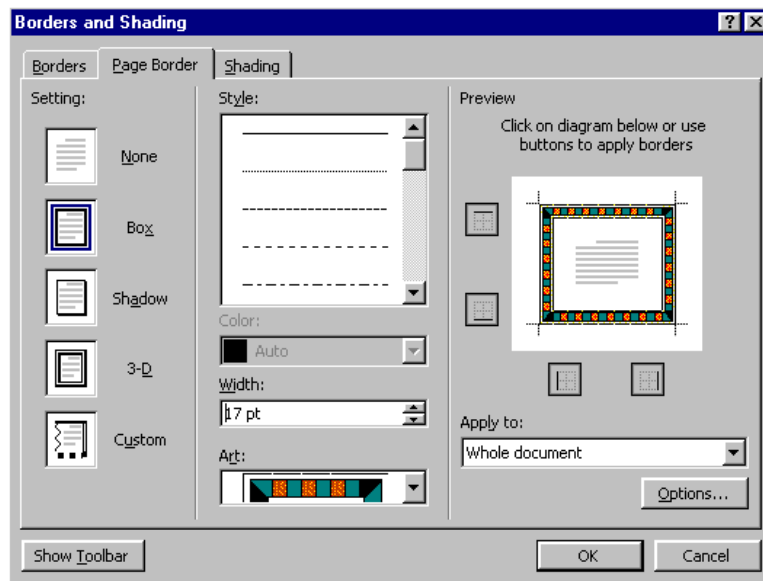
1. Select the text you want to animate.
2. From the **Format** menu, click **Font**.
3. Click the **Animation** tab.
4. Click the effect you want in the **Animations** list.
5. Click **OK**.

Adding a Border to Pages in a Document

☞ **Note:** You can see page borders only in **Page Layout** view.

To add a border to the pages in a document:

1. From the **Format** menu, select **Borders and Shading**



2. Click the **Page Border** tab.
3. Select the border style you want, including the setting, line style, color, and width.
4. If you want to use an artistic border, select the style from the **Art** list.
5. From the **Apply to** list, select the group of pages to which you want to add a border.

☞ **Note:** If you want a border to appear on one page, only, you must place **Next page** section breaks before and after the page; then select **This section** from the **Apply to** list.

6. For additional placement options, click the **Options** button.



Tips:

- To remove the border, follow **steps 1** and **2**, above, click the **None** setting; then click **OK**.
- To place a border around a paragraph, instead of an entire page, select the paragraph and follow the steps in this section, except, instead of clicking the **Page Border** tab, click the **Borders** tab.

Example:

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