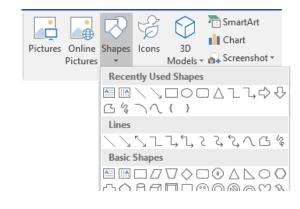
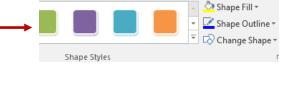


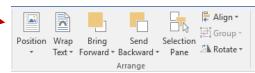
Drawing Objects

Create a Drawing Object

- 1. Click in your document where you want to create the drawing.
- On the Insert tab, in the Illustrations group, click 2. Shapes.
- Optional: Click **New Drawing Canvas**. A drawing canvas is inserted into your document.
- 4. Do any of the following:
 - Click a shape or shapes to insert into your document. You can also change the shape and add
 - Draw on the canvas Click **Shapes**, and then click Freeform or Scribble under Lines. TIP – To stop drawing with the Freeform or Scribble lines, double-click.
 - Adjust the size of the canvas by selecting it and then clicking the arrows in the Size group.
 - Apply a style to a shape In the **Shape Styles** group, point on a style to preview. Click the style to apply it. Or click Shape Fill or Shape Outline and select desired options.
 - Align objects Hold [CTRL] while selecting objects to align. In the Arrange group, click Align and choose an alignment command.







Delete a Drawing Object

- 1. Select the drawing canvas or the drawing object.
- Press [DELETE].

Insert SmartArt

Create SmartArt Graphic with Text

- 1. On the **Insert** tab, in the **Illustrations** group, click SmartArt.
- 2. Click the desired type and layout.
- Enter text by doing one of the following: 3.
 - Click [Text] in the Text pane, and then type text.
 - Copy text from another location or program, click [Text] in the Text pane, and then paste your text.
 - Click in a box in the SmartArt graphic, and then type text.

Change the colors of SmartArt graphic

- 1. Click SmartArt graphic.
- 2. Under **SmartArt Tools**, on the **Design** tab, in the SmartArt Styles group, click Change Colors.
- 3. Click the desired color variation.

Add or delete shapes in SmartArt graphic

- Click the SmartArt graphic that you want to add another shape to.
- Click the existing shape that is located closest to where to add the new shape.
- Under SmartArt Tools, on the Design tab, in the Create **Graphic** group, click the arrow under **Add Shape**.
- 4. Do one of the following:
 - Click Add Shape After.
 - Click Add Shape Before.

Apply a SmartArt Style

- 1. Click SmartArt graphic.
- Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click the desired SmartArt Style.

To see more SmartArt Styles, click the More button



Insert Graphics

Insert Clip Art

- 1. On the **Insert** tab (**Illustrations** group), click **Clip Art**.
- 2. In the Clip Art task pane, in the **Search for** text box, type a word or phrase that describes the desired clip art.
- 3. Click Go.
- 4. Click the clip art to insert it.

Insert Picture from Web Page

- On the Web page right-click the picture, and then click Copy.
- 2. In the Word document, right-click where to insert the picture, and then click **Paste**.

Insert Picture from a File

- 1. Click where to insert the picture.
- 2. On the **Insert** tab (**Illustrations** group), click **Picture**.
- 3. Locate and double-click on the picture file to insert.

Crop Graphic

- 1. Select the picture.
- 2. Under Picture Tools / Format tab, click Crop.
- 3. Do one of the following:
 - To crop one side, drag a center cropping handle.
 - To crop equally on two sides, hold [CTRL] while dragging a center cropping handle inward.
 - To crop equally on all four sides, hold [CTRL] while dragging a corner cropping handle inward.
- 4. Position the crop, moving either the crop area (drag the edges of the crop rectangle), or the picture.
- 5. When finished, press [ESC].

Change between inline and floating picture

An inline picture keeps its position relative to (and moving with) the text. A floating picture keeps its position relative to the page, remaining in that position as text flows around it.

- 1. Select the picture.
 - If the picture is on a drawing canvas, select the canvas.
- 2. Under **Picture Tools** / **Format** tab, click **Position**. *If you don't see Position*, *click* **Arrange** > **Position**.
- 3. Do one of the following:
 - To change an inline picture to a floating picture, select the page position that you want.
 - To change a floating picture to an inline picture, select **In Line with Text**.

To format a picture, right-click and select **Format Picture**.

Position Graphic / Wrap Text

- 1. Select the picture.
- 2. Under **Picture Tools / Format** tab (**Arrange** group), click **Wrap Text**.
 - . Change from "In Line with Text" to the desired wrapping style. Text will now wrap around the graphic.
- 4. Drag the image to the desired position on the page.



Create WordArt

Insert WordArt

- 1. On the **Insert** tab (**Text** group), click **WordArt**, and then click the desired WordArt style.
- 2. Type your text in the **Text** box.
- 3. Click **OK**.

Format WordArt Objects

- 1. Select the WordArt object.
- Under WordArt Tools / Format tab (Arrange group), click Wrap Text.
- 3. Click the desired option on the WordArt toolbar.

Insert Watermark

Add / Remove Watermark

- On the **Design** tab (**Page Background** group), click Watermark.
- 2. Do one of the following:
 - Select a preset watermark.
 - Select Remove Watermark.

Create a Custom Watermark

- On the **Design** tab (**Page Background** group), click Watermark.
- 2. Select Custom Watermark...
- 3. Select the desired options and then click **OK**.

Miscellaneous Tips

Google / FLICKR Image Search

- 1. http://images.google.com or http://www.flickr.com
- 2. Enter keywords
- 3. Use operators to hone search
- 4. Right-click, open in new tab

Tips

- Choose the largest quality image available.
- Avoid pixilation. Do *not* make small images large.
- Reinforce the message. Picture and text must relate.
- Avoid using copyrighted material.
- Give credit to photo source.