


## USING WORD2007 TO DRAW OBJECTS

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At the top of the menu bar, click on **INSERT - SHAPES** – then select the shape you wish to draw. There are a number of standard shapes, but for Log Cabins the **RECTANGLE** tool is most useful.

Click on  Place your cursor where you want to draw a rectangle and “drag” your cursor to draw a rectangle.

To draw a square, hold down the **SHIFT** key – the “rectangle” will stay square. To draw squares or rectangles of given dimensions, first draw a square and “select” that square by clicking on it (should show blue points on corners). Click on **FORMAT** on the menu bar at the top of the page. Then on the right of the menu bar, click on **ALIGN**, then on **GRID SETTINGS**. To see the grids on your page, click **DISPLAY GRIDLINES ON SCREEN**. You normally want to set both vertical and horizontal to “1”. All objects will be started and ended on this grid. It is also useful to click on **SNAP OBJECTS OTHER OBJECTS** at the top of the page if you are trying to line up one object to another. Select the object and change the vertical and horizontal spacing in the boxes.

Change the **VERTICAL SPACING** and **HORIZONTAL SPACING** to your desired grid spacing. If you want to draw rectangles to the nearest 0.5” – change both to 0.5”. When you draw a rectangle, the sides will “jump” 0.5” at a time. You can turn on the rulers along the top and sides (click on **VIEW** and check the **RULER** box). You can also control the size of the object using the size boxes at the right of the menu box.

You can draw other objects in a similar fashion from **INSERT – SHAPES**.

To draw “non-standard” objects, you can start with a **FREFORM** shape from **INSERT** (second object from right, under **LINES**), then click on the object (select) and click your **RIGHT** mouse button. Select **EDIT POINTS** to move individual points or corners of a shape (small black squares will appear at each line junction). You must have the object “selected” to use **EDIT POINTS**. **EDIT POINTS** can be useful to draw or adjust objects that are not aligned on horizontally or vertically (trapezoids, etc.). **EDIT POINTS** can also be useful for drawing non-circular curves (you can **EDIT POINTS** on a curve, but not on standard shapes, such as a rectangle). You can use the **AUTOSHAPES**, **LINES**, **FREEFORM** or **CURVE** to draw a curved line close to what you want, then use **EDIT POINTS** to tweak the curve to fit your needs. Be sure to include enough points on the original curved line to create the shape you desire. This takes some practice and imagination. If you do not want to pull points to your grid setting, be sure to **FORMAT** and **ALIGN** and uncheck the boxes for **SNAP OBJECTS TO OTHER OBJECTS** and **DISPLAY GRIDLINES ON SCREEN**.

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You can “rotate” objects by clicking on **FORMAT** and **ROTATE**. This allows you to rotate objects right or left 90° or **FLIP** the object vertically/horizontally. You can also use **MORE ROTATION OPTIONS**, then use the **ROTATION** box to type or choose a **DEGREE** of rotation for the object (e.g. 45°, 30°, or any other desired rotation).

Before moving or rotating blocks, it is **HIGHLY** recommended to **GROUP** the logs together--do this by either clicking on each log or object to be grouped while **HOLDING THE SHIFT KEY DOWN**. Then click on **GROUP**. You can also select the logs or objects to be grouped (or ungrouped) by clicking the **SELECT** option under **HOME** (at the right side), and click on **SELECT OBJECTS**. “Enclose” the objects to be grouped, and then click **FORMAT GROUP**. You can accomplish the same thing by **RIGHT CLICKING** with the mouse on any of the selected objects, then click on

**GROUPING.** This allows you to treat selected objects as one object. Click on the arrow again to remove the **SELECT** option. You can select a series of objects to group (or change color, line size, etc.) by clicking on the first object, holding down the SHIFT key, then clicking on subsequent object, continuing to hold down the SHIFT key. Once you have selected a series of objects, you can also change the color, line size, etc. for all selected objects.

To rotate or do other formatting to an object it must first be selected by clicking on the object. If you have set the **FILL COLOR** to **NO FILL** (under **FORMAT – SHAPE FILL**), you must click on the outside lines of the object to select. It is often useful to fill with white (which is normally the default fill).

You can change the fill color, line size and other attributes by “selecting” the object, as above, and clicking on **FORMAT – SHAPE FILL** or **SHAPE OUTLINE**. Once an object is selected, you can also “right click” your mouse to get a command list that lets you **COPY, PASTE** (if an object has been copied), **FORMAT - AUTOSHAPE**, and other commands.

You can draw lines, lines with arrows and a number of other symbols. It takes practice and imagination. Don't be afraid to try something, you can always hit the **UNDO** command!!

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### **To take a single block and make a grid of several blocks:**

First decide the size you want each reduced block in the grid to be. Set the “Grid” to this size. Select the block and **COPY** then **PASTE**. Do not start changing the size of the original!! You may even **COPY**, and then open a New File and **PASTE** to the new file, leaving the original block intact.

Drag (place and hold the mouse's left cursor key over the grouped block) to one corner of your grid (this is where “viewing” the grid, as explained above comes in handy). Move the cursor to one corner of the block and click and hold the left mouse button on this corner. Hold down the shift key to maintain the shape of the block and “drag” the corner toward the opposite corner of the block. The block will “jump” to smaller sizes, to match the selected grid. Continue to pull the corner until you have the block size reduced to the size desired.

You can now click on the reduced block, **COPY** and **PASTE SEVERAL** blocks. Drag each reduced block into a line. If the quilt grid is a repeat of a single line, you can paste enough blocks to create one line, “select” the line of blocks (click each with shift key down or surround with select arrow), then **GROUP** the blocks together.

**COPY** the entire line of blocks, and then **PASTE** enough lines to fill out the entire grid. Move each line of grouped blocks, one below the other. This is a good time to have **SNAP OBJECTS TO OTHER OBJECTS** turned on – it makes lining up the line of blocks easier.

Don't be afraid to try something!! There is always the **UNDO** command (the curved back arrow in the top toolbar).

Good luck!

Note: also see: <http://www.uwec.edu/Help/Office07/drawing.htm>