


USING WORD97-WORD2003 or WORD in Microsoft Office XP TO DRAW OBJECTS Glenn Glover – Auburn, Alabama

Click on Tools – Customize – Toolbars – Click on “Drawing” – Close

A new drawing toolbar will show at the bottom of the page. There are a number of standard drawing tools, but for Log Cabins the “Rectangle” tool is most useful.

Click on  Place your cursor where you want to draw 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, turn on the GRID and set grid size by clicking on “DRAW” -- “GRID” click on “Snap Objects to Grid” -- it is also useful to click on “Snap Objects to other Objects” if you are trying to line up one object to another.

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 **RULER**) and the View Grid to assist you in drawing the correct sizes (click on **DRAW GRID**.. then check the box at the bottom of the dialog box for **DISPLAY GRIDLINES ON SCREEN**) (**VIEWING THE GRID ON SCREEN IS VERY USEFUL**).

You can draw other objects in a similar fashion from **AUTOSHAPES**.

To draw “non-standard” objects, you can often start with a standard **AUTOSHAPE**, then use **DRAW -- EDIT POINTS** to move individual points or corners of a shape. 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 use the **AUTOSHAPE, 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.

You can “rotate” objects by clicking on **DRAW** and **ROTATE** or **FLIP**. This allows you to **FLIP** the object from left to right or vertically/horizontally. You can also “Free Rotate,” but this takes some practice (useful for turning a block “on point”). You can draw a horizontal line to assist in free rotating blocks (line up corners along the horizontal line).

Before moving or rotating blocks, it is **HIGHLY** recommended to **GROUP** the logs together. You can **GROUP** by either clicking on each log or object to be grouped while **HOLDING THE SHIFT KEY DOWN**. This click on **DRAW** then **GROUP**. You can also select the logs or objects to be grouped (or ungrouped) by clicking “ON” the select arrow (just right of “Draw”). “Enclose” the objects to be grouped, then click **DRAW** and **GROUP**.

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 none, you must click on the outside lines of the object to select. It is useful to fill with “white.”

You can change the fill color, boundary line size and other attributes by “selecting” the object, as above, and clicking on the different icons on the drawing toolbar, or once an object is selected, you can “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.

To **GROUP** a series of drawing objects you must click on the arrow on the left end of the drawing bar, use your mouse to “surround” the objects of interest, then right click the mouse or click on **DRAW** and select **GROUP**. This allows you to treat these objects as one. Click on the arrow again to remove the “select” option. You can also 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.

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** arrow or **EDIT, UNDO!!**

This is just a sample –take it for a spin.

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 want to “Copy,” 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, 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 “Click 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, or **EDIT, UNDO** (if **UNDO** or any other command does not seem to be showing where you think it should, click the two down arrows at the bottom of the drop-down list – more options will appear.

Good luck!