

Step-by-Step Using the Drawing Tools in AppleWorks

AppleWorks provides a wide variety of painting and drawing tools. This Step-by-Step Card introduces you to the drawing tools.

Note: This Step-by-Step Card is based on features in version 6 of the AppleWorks application so steps may differ somewhat if you are using an earlier version of the software.

Opening a new drawing

- 1** Open the AppleWorks 6 application.
- 2** Select Drawing in the Starting Points window.

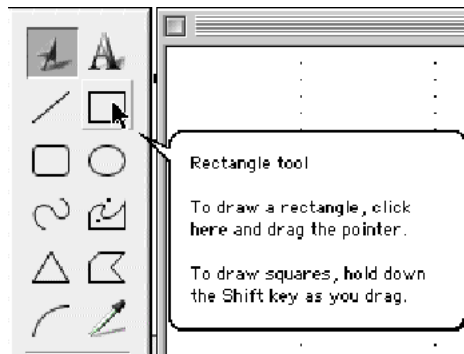



A new drawing page appears.

Exploring the drawing tools

- 1** Explore the tools in the Tools window on the left side of the screen. To select a tool, click it. The selected tool looks as if it has been pressed. (If you don't see tools, *click the Toolbox tab* on the left of the screen.)
- 2** Once you select a tool, drag on your page to draw a picture.

Tip: For more information about each tool, point to the picture (icon) that represents it and leave the pointer over it for a moment. A description of the tool appears.

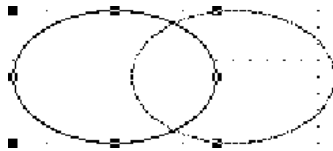


- 3** You can change the thickness of the lines you have drawn by selecting a new line width from the Accents window on the right side of your screen. To get to *the Line Width tools*, click the *Line Style tab* (the tab on the far right) in the Accents window. Click a new width and draw an object. To change the line width of an object you have already drawn, click the object to select it, and then change the width by selecting a width from the Accents window.
- 4** To add text to your page, select the Text tool , click the place on your page where you want to insert the text, and then type your text. You can change the font, size, and style of your text by selecting the text and then using the Text menu.

Changing objects

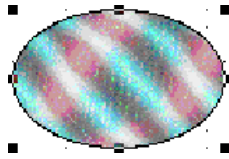
Once you have placed objects on your drawing page, you can move them, add different colors or patterns to them, reshape them, and resize them.

- 1** To move an object once you place it on your page, drag it to the new location. Make sure that you don't drag the borders. If you do, you will change the shape of the object.

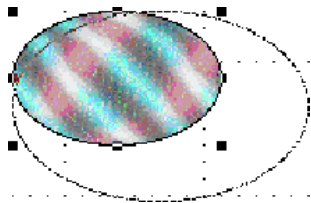


An outline of the object moves as you drag, letting you know the location where the object will be placed when you let go of the mouse button.

- 2 To fill an object with a color or pattern, first click the object that you want to change. Click the tabs at the bottom of the Accents window, and then select patterns or colors. Your object immediately changes to show the new color or pattern.




- 3 To change the size of an object, first click the object, then drag its corners in the direction that you want to resize it. If you drag a selection handle on one of the object's sides, you can make it bigger in one direction. If you drag a corner handle, you can make it bigger in all directions so that it still looks like the original shape.

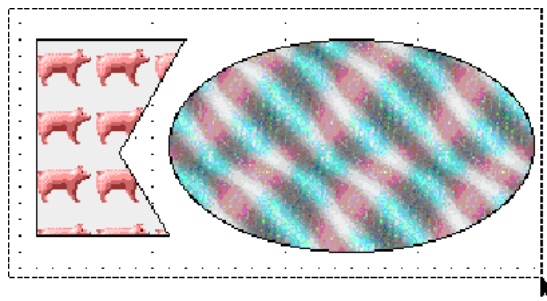



- 4 Explore the Arrange menu when selecting an object to rotate or flip items on your page.


Adding drawings to word-processing documents

AppleWorks lets you mix features from different kinds of documents into one document. This section shows you how to add drawing objects to a word-processing document.

- 1 First select the parts of your drawing that you want to include. To do this, click the Arrow tool  in the Tools window on the left side of the screen, and then drag so that the dotted lines surround all of the important elements.



- 2 Choose Copy from the Edit menu.
- 3 To create a new word-processing document, click the Word Processing button  on the Button Bar at the top of your screen. If you want to place your drawing in a different document that you have already worked on, open that document.

- 4** Click the Arrow tool , then choose Paste from the Edit menu. Your drawing appears in your document.
- 5** You can move the drawing by dragging it to a new location in your document.