

Creating drawing objects

To begin using the drawing tools, display the Drawing toolbar (Figure 253) by clicking **View > Toolbars > Drawing** or by clicking on the **Show Draw Functions** icon on the standard toolbar.

The Drawing toolbar may appear at the bottom or left side of the workspace. You can move it to another location and dock it, or float it and move it to a convenient place on the screen.

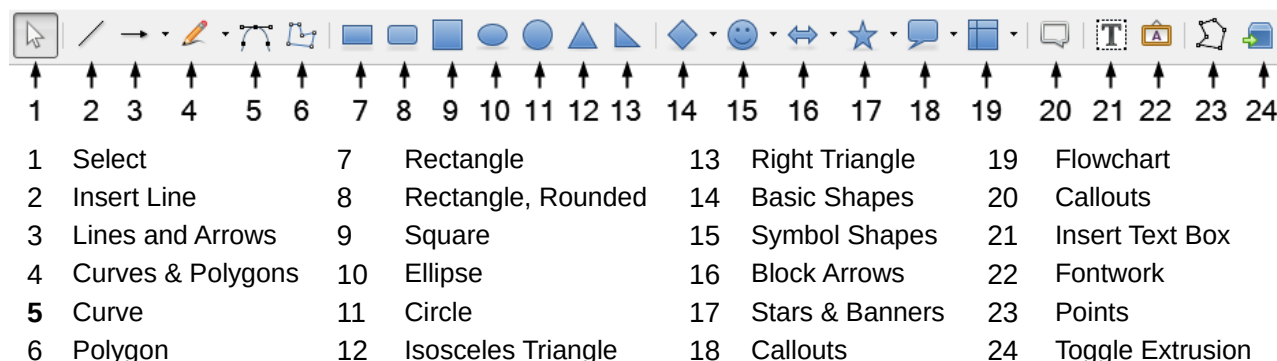


Figure 253: The Drawing toolbar

To use a drawing tool:

- 1) Click in the document where you want the drawing to be anchored. You can change the anchor later, if necessary.
- 2) Select the tool on the Drawing toolbar (Figure 253). The cursor changes to a drawing-functions pointer and the normal Formatting toolbar changes to the Drawing Object Properties toolbar (Figure 254).
- 3) Move the cross-hair pointer to the place in the document where you want the image to appear and then click-and-drag to create the drawing object. Release the mouse button. The selected drawing function remains active, so that you can draw another object of the same type.
- 4) To cancel the selected drawing function, press the *Esc* key or click the **Select** icon (the arrow) on the Drawing toolbar.
- 5) You can now change the properties (fill color, line type and weight, anchoring, and others) of the drawing object using either the Drawing Object Properties toolbar (Figure 254) or the choices and dialogs reached by right-clicking on the drawing object.



Figure 254: Drawing Object Properties toolbar