

## Inserting Shapes

Word 2007 comes with an extensive set of ready-made shapes, called AutoShapes that you can use to easily draw shapes on your documents. The Shapes gallery contains over a hundred common shapes and lines, such as stars, arrows, and speech balloons.

### Insert a drawing canvas

Begin by inserting a drawing canvas in your document. The drawing canvas helps you arrange and work with multiple pictures and shapes. If you are inserting a single shape you probably don't need the drawing canvas, but it's essential if you want to put several shapes together.

1. Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.

2. Select **New Drawing Canvas** from the list.

The drawing canvas is inserted in the document.

By default, the drawing canvas doesn't have a border or background, but you can resize and format it like any other drawing object.

3. Draw shapes and insert pictures and graphics into the drawing canvas.

#### ✓ Tips

- ✓ You can change the positioning of a drawing canvas as you would a graphic. See the lesson *Positioning Pictures* for more information.

### Draw a shape

To insert a shape into a document, draw it.

1. Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.

The AutoShapes gallery appears.

2. Click the shape you want to insert.

The arrow pointer changes to a crosshair.

3. Click and drag on the page or drawing canvas until the shape reaches the desired size.

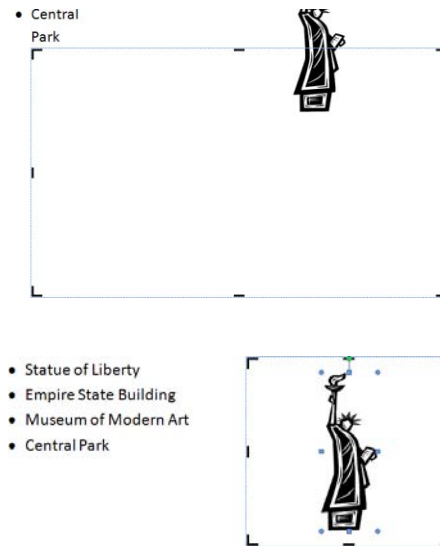
✓ **Tip:** To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold down the **<Shift>** key as you drag.

4. Release the mouse button.

The shape is inserted and the Format contextual tab appears on the Ribbon under Drawing Tools.

#### 📖 Exercise

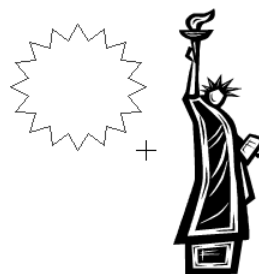
- **Exercise File:** AmericanHistory7-5.docx
- **Exercise:** Navigate to Page 3. Create a new drawing canvas that floats in front of text and paste the Statue of Liberty image into it. Draw a 16-point star over the Statue of Liberty image on the drawing canvas. Then, condense the shape by dragging its adjustment handle downward.



**Figure 7-8:** After inserting a drawing canvas, you may have to format it so it fits into the document the way you would like.

**Table 7-4: AutoShape Categories**

<b>Lines</b>	Straight lines, curved lines, scribbled lines, arrows, and free form drawing shapes.
<b>Basic Shapes</b>	Squares, rectangles, triangles, circles, pentagons, and more.
<b>Block Arrows</b>	Arrows that point up, down, left, and right.
<b>Flowchart</b>	Basic shapes used to create flowcharts.
<b>Callouts</b>	Text box shapes that point to and describe something.
<b>Stars and Banners</b>	Shapes that boldly announce something.



**Figure 7-9:** Click and drag to create an AutoShape.

### Adjust a shape

You can adjust the most prominent feature of a shape—such as the point on an arrow or the spikes on a star—by using its adjustment handle.

1. Click the shape you want to adjust.
2. Click and drag the shape's adjustment handle (◆), and release the mouse button when you're finished.

The shape is adjusted.

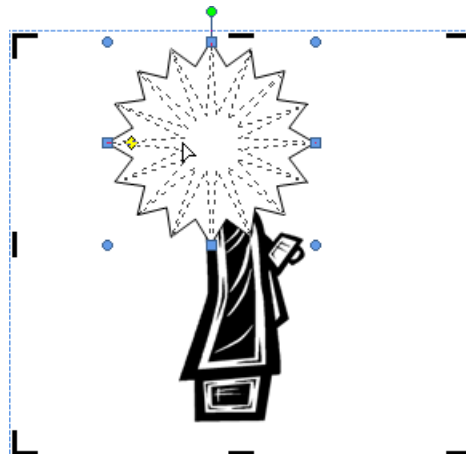
### Add text to a shape

Adding text to a shape is extremely easy.

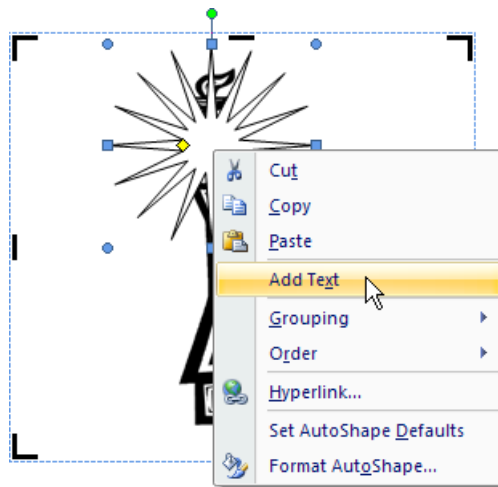
1. Right-click the shape you want to add text to and select **Add Text** from the contextual menu.

An insertion point appears inside the shape, indicating you can add text.

2. Type your text.



**Figure 7-10:** Click and drag the adjustment handle to change the AutoShape.



**Figure 7-11:** Add text to an AutoShape by selecting the Add Text command from the contextual menu.