

(Legacy) Microsoft Office 2007: Office Drawing Toolbar

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This article is based on legacy software.

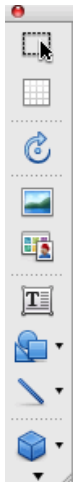
Using the Office drawing tools is an easy way to enhance any document. Whether you are inserting images or adding shapes and 3-D effects, the Office drawing tools make it easy for any user. This document gives instructions on how to access the *Drawing* toolbar and defines the toolbar options available in Office 2008.

Accessing the Drawing Toolbar

The *View* menu gives the option of viewing any toolbar for your particular needs.

1. From the *View* menu, select ***Toolbars » Drawing***.

The *Drawing* toolbar appears.






Drawing Toolbar Options

Located along the left side of the screen is a set of tools on the *Drawing* toolbar. You can move the toolbar depending on your needs.

The following table shows the *Drawing* toolbar options and their uses:

Icon Tool Name Use

	Select	Select any object or placeholder.
	Grid Options	Modify the grid options for the document.
	Free Rotate	Rotate a selected shape.

Icon Tool Name Use



Insert
Picture

Insert an image stored on a disk or drive.



Clip Art

Opens the *Clip Gallery* program for you to select Clip Art.



Text Box

Create a text box.



▼ Auto Shapes

Access a submenu of readymade shapes.



▼ Lines

Access a submenu of various lines.



▼ 3-D

Access a submenu of 3-D effects for a selected shape.
