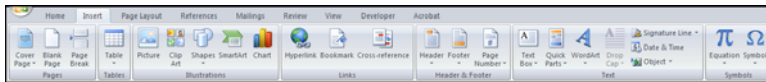


# Word 2007 Drawing & Graphics

## INSERTING GRAPHICS



### To Insert a Picture:

1. Click the Insert tab on the Ribbon.
2. Click the Picture button in the Illustrations group.
3. Find and select the picture to insert.
4. Click the Insert button.

### To Insert Clip Art:

1. Click the Insert tab on the Ribbon.
2. Click the Clip Art button in the Illustrations group.
3. Type the name of what you are looking for in the "Search for" box.
4. Click Go.
5. Click the clip art to place the picture in the document.

### To Draw a Shape:

1. Click the Insert tab on the Ribbon.
2. Click the Shapes button in the Illustrations group.
3. Select the Shape to insert.
4. Click in the document to begin drawing the shape and drag until desired size is reached. NOTE: Hold down the <Shift> key while dragging to draw a proportioned shape.

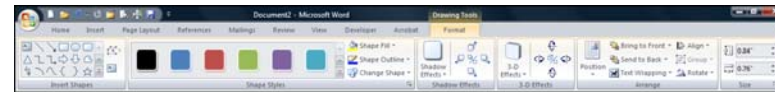


## NEW FORMATTING FEATURES

### To Format Pictures & Clip Art:

1. Click on the object. The Picture Tools>Format Ribbon displays. The Format Ribbon offers roll over preview.

2. To adjust Brightness, Contrast, or Recolor:
  - a. Click the down arrow next to the selected command.
  - b. Roll the mouse over the desired option to see the effect on the picture.
  - c. Click the mouse to select the effect. The picture reflects the change.
3. To apply picture styles or borders:
  - a. Click on the object. The Picture Tools>Format Ribbon displays.
  - b. Roll the mouse over the desired option in the Picture Styles group to see the effect on the picture.
  - c. Click the mouse to select the effect. The picture reflects the change.
4. To return the picture to its original state:
  - a. Click Reset Picture in the Adjust Group.



### To Apply A Shape Style:

1. Double click the shape.
2. Roll the mouse over the desired option in the Shape Styles Group to see the effect on the shape.
3. Click the mouse to select the effect. The shape reflects the change.

### To Tilt a Shape:

1. Double click the shape.
2. In the 3D Effects Group click the desired tilt (up, down, right left).
3. To undo, click the center box. The shape returns to its original position.