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Rotating a draw object


1. In Draw mode, select one or more objects.
2. Choose Draw - Rotate.



The first time you access Draw mode, Rotate is set to 10 degrees clockwise.

Word Pro rotates the object the degree and direction specified on the Drawing Properties InfoBox Misc panel.

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[Flipping a draw object from top to bottom](#)

[Rotating a draw object using the rotation arrows](#)


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Changing the center of rotation

1. In Draw mode, double-click the object.
2. Place the mouse pointer on the black circle.
3. Drag the circle in the direction where you want to move the center of rotation.

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Related topics :

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[Flipping a draw object from top to bottom](#)

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Double-click a black handle on the top or bottom of the object to flip the object from top to bottom.

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Aligning two or more draw objects

1. In Draw mode, select the draw objects you want to align.
 2. Choose Draw - Align.
 3. Choose the desired alignment.
-

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Flipping a draw object from side to side

You can flip an object from left to right. You cannot flip a text object or a Windows Bitmap picture.

1. In Draw mode, select the object.
2. Choose Draw - Flip.
3. Choose Side to side.



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Rotating a draw object using the rotation arrows

1. In Draw mode, double-click the object.
2. Place the mouse pointer on a rotation arrow.
3. Drag the arrow in the direction you want to rotate the object.

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Rotating text objects in a drawing using the InfoBox

1. Select the draw text object you want to rotate.
2. Click the right mouse button.
3. Choose Draw Properties.




 Tip

4. Click the Fonts tab.



5. Specify the number of degrees you want to rotate the text.
You can only rotate text counterclockwise using the InfoBox.

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Related topics :

[Drawing Fonts properties](#)

[Editing a text object in a drawing](#)

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[Rotating a draw object](#)

Double-click a black handle on one side of the object to flip the object from left to right.

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Flipping a draw object from top to bottom

1. In Draw mode, select the object.
2. Choose Draw - Flip.
3. Choose Top to bottom.



 Tip

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Related topics :

[Deselecting objects in a drawing](#)

[Selecting all objects in a drawing](#)

[Selecting lines and colors](#)

[Selecting objects in a drawing](#)

[Selecting two or more objects in a drawing](#)

Details: Aligning two or more draw objects

Top

Aligns the objects along the top of the objects.

Bottom

Aligns the objects along the bottom of the objects.

Left

Aligns the objects along their left sides.

Right

Aligns the objects along their right sides.

Center Vertically

Aligns the objects at their center—top to bottom.

Center Horizontally

Aligns the objects at their center—side to side.

Center on Centers

Aligns the objects at their centers.



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Modifying the degree and direction of rotation

You can rotate an object up to 360 degrees clockwise or counterclockwise.


1. Click the right mouse button while in Draw mode.
2. Choose Draw Properties.



 Tip

3. Specify the number of degrees you want an object to rotate each time you click the Rotate icon.
4. Select the direction you want an object to rotate.

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Related topics :

[Modifying grid settings](#)

[Snapping draw objects to the grid](#)



Ways to rotate text objects in a drawing

There are three ways you can rotate text objects in a drawing:

[Rotating text objects in a drawing using the InfoBox](#)

[Rotating a draw object](#)

[Rotating a draw object using the rotation arrows](#)

You can also create or select an empty frame and choose Create - Drawing.



Importing a drawing

1. In Draw mode, choose Draw - Import Drawing.



2. Specify the drawing in the File Name text box by typing it or selecting it from the list boxes.

[See details](#)

3. If you want to import a drawing with a different extension, select the file type with that extension from the list box, List file of type.

[See details](#)

4. Click OK.

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Related topics :

[Accessing Draw mode](#)

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Creating a drawing object


1. In Draw mode, click a draw object icon, such as the oval or the rectangle.

 Tip

2. Place the mouse pointer where you want to create the object inside the frame and then drag the mouse to draw the object.

3. Release the mouse button.

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Related topics :

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[Creating a perfect square, rounded square, or circle](#)

[Moving an object in a drawing](#)

[Overview: Drawing Actions bar](#)

[Sizing an object in a drawing](#)




Creating a bezier curve

You can create a bezier curve by modifying an arc.

1. In Draw mode, double-click an arc.
2. Place the mouse pointer on a black handle and then drag the handle in the direction you want to curve the arc.
3. Release the mouse button to stop modifying the arc's shape.

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Related topics :

[Deleting a drawing](#)

[Modifying the shape of a polyline or polygon](#)

[Modifying the shape of an object in a drawing](#)



Creating a freehand object in a drawing

1. In Draw mode, click the Polyline or Polygon Object icon.



2. Place the mouse pointer where you want to create the object inside the frame and then press SHIFT while you drag the mouse.
3. Release the mouse button to stop drawing the object.



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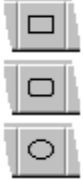
[Moving an object in a drawing](#)

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Creating a perfect square, rounded square, or circle

1. In Draw mode, click the Rectangle, Rounded Rectangle, or Oval icon.



2. Place the mouse pointer where you want to create the object inside the frame.
3. Press SHIFT and drag the mouse to create a perfect square, rounded square, or circle.
4. Release the mouse button.

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Creating a text object in a drawing

1. In Draw mode, click the Draw Text Object icon.



2. Click where you want to create the text inside the drawing.
3. Type the desired text.
You can use the status bar to modify the appearance of the text.

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Related topics :

[Creating a curved text object in a drawing](#)

[Drawing Fonts properties](#)

[Editing a text object in a drawing](#)

[Rotating text objects in a drawing using the InfoBox](#)

Details: Importing a drawing

File Name

Type the drawing name in the File Name text box or select the drive and directory of the desired drawing.

If you select the drive and directory, all the drawings in the directory appear in the list box. Select the desired drawing from the list box to display in the File Name text box.

List Files of Type

Enables you to specify a file format.

Directories

Displays all the directories in a specific drive.

Drives

Displays all the drives in the system.



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Related topics :

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Creating a curved text object in a drawing

1. In Draw mode, select the text object.
2. Choose Draw - Curved Text.
3. Select the desired shape for the curved text.
4. Click OK.

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Related topics :

[Creating a text object in a drawing](#)

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When you delete a drawing, Word Pro only allows another drawing to be placed into the frame. If you want to use text or another type of picture, you must delete both the frame and the drawing by selecting the frame and pressing DEL.




Sizing an object in a drawing

1. In Draw mode, select the object.
2. Place the mouse pointer on a black handle and then drag the handle until the object is the desired size.
3. Release the mouse button.

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Modifying the shape of an object in a drawing

You can modify the shape of a rectangle, rounded rectangle, oval, or arc.

1. In Draw mode, double-click the object.
2. Place the mouse pointer on a black handle and then drag the handle in the direction where you want to move the line or side of the object.
3. Release the mouse button to stop modifying the object's shape.



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Related topics :

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[Modifying the shape of a polyline or polygon](#)

[Moving an object in a drawing](#)

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Details: Sizing an object in a drawing

Drag a side handle to change the width of the object.


Drag a top or bottom handle to change the height of the object.

Drag a corner handle to change both the width and height of the object at the same time.

When you size a text object, Word Pro changes the point size of the text.

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Editing a text object in a drawing

1. In Draw mode, click the Draw Text Object icon.



2. Edit the text.



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Related topics :

[Creating a text object in a drawing](#)

[Drawing Fonts properties](#)

[Rotating text objects in a drawing using the InfoBox](#)



Modifying the shape of a polyline or polygon

You can modify the shape of a polyline or polygon by adding points to or deleting points from any line in the object.

1. Double-click the polyline or polygon.
2. To add points to a polyline or polygon, place the mouse pointer on any line in the object and then drag the line in the direction where you want to create a new point. Release the mouse button at the position where you want a new point to appear.

To delete points from a polyline or polygon, double-click the mouse button when the mouse pointer is on a black handle. Word Pro removes the black handle and redraws the line.



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Related topics :

[Creating a bezier curve](#)

[Deleting a drawing](#)

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Deleting an object in a drawing

1. In Draw mode, select the object.
2. Press DEL.



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Related topics :

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Deleting a drawing


1. Double-click the frame to access Draw mode.
2. Click the Select All icon.



 Tip

3. Press DEL.

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Related topics :

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Details: Editing a text object in a drawing

You can only use BACKSPACE, SPACEBAR, DEL, and →, ← to edit the text.

If you press ENTER, Word Pro creates a new text object below the existing object.

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Related topics :

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[Rotating text objects in a drawing using the InfoBox](#)



Overview: Drawing Tools bar

Icon... **What it does...**



Displays the Draw InfoBox.



Selects the draw objects.



Crops the entire drawing.



Draws a line.



Draws a polyline.



Draws a polygon.



Draws a rectangle.



Draws a rounded rectangle.



Draws an oval.



Draws an arc.



Creates a draw-text object.



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Related topics :

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[Creating a drawing object](#)

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Accessing Draw mode

Choose Create - Drawing to access Draw mode.



Word Pro creates a frame, Draw appears in the menu bar, and the Drawing Tools icons and the Drawing Actions icons display.

To access Draw mode after you have created a drawing, double-click the frame that contains the drawing.



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Related topics :

[Exiting draw mode](#)

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[Overview: Drawing Tools bar](#)



Overview: Drawing

You can use Drawing to create and edit an object-based picture that consists of lines, arcs, ellipses, and rectangles. The picture can be in a frame in the main document text, a header or footer, a table, or parallel columns.

When you use Drawing, Word Pro automatically changes to Draw mode and displays Drawing Tools icons and Drawing Actions icons. There is no keyboard interface for Drawing. You must have a mouse.

In Draw mode, you can select objects in a picture, then copy and move them. You can change the size and shape of an object, and rotate and flip the object. Word Pro provides a variety of line styles, arrowheads, fill patterns, and colors that you can use to change the appearance of selected objects. In addition, you can specify the desired settings for a using a grid or rotating objects in a drawing.

Creating a drawing

You must create objects inside a frame to create a drawing. You can create a frame of the desired size before accessing Draw mode, or choose Create - Drawing and let Word Pro create the frame. You can use the rectangle, rounded rectangle, oval, line, and arc icons to create a drawing. To create freehand objects, you can use the polyline and polygon icons.

If you are in a text frame and you choose Create - Drawing, Word Pro creates a new frame for the drawing inside the text frame.

You can add text to the picture by creating a text object. You can specify the face, size, and color for the text in the current object and all future text objects you create.

You can also copy text to the Clipboard and then paste it into a drawing. Because text you paste in a drawing from the Clipboard does not become a text object, you cannot edit this text.

Selecting objects in a drawing

It's important to remember that a drawing is a picture made up of objects--lines, polygons, arcs, text, and so on. You can modify any object in the drawing if you change to Draw mode and then select the desired object.



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Related topics :

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[Overview: Drawing Actions bar](#)

[Overview: Drawing Tools bar](#)

[Selecting objects in a drawing](#)



Overview: Drawing Actions bar


Icon...	What it does...
	Selects all draw objects.
	Groups selected draw objects.
	Ungroups selected draw objects.
	Sends the object to the front.
	Sends the object one forward.
	Sends the object to the back.
	Sends the object one back.
	Rotates the draw object.
	Flips the draw object horizontally.
	Flips the draw object vertically.
	Aligns the objects along the top of the objects.
	Aligns the objects along the bottom of the objects.
	Aligns the objects along their right sides.
	Aligns the objects along their left sides.
	Aligns the objects at their centers—side to side.
	Aligns the objects at their centers—top to bottom.
	Aligns the objects at their centers.
	Snaps the draw objects to the grid.
	Hides or shows the grid.




Extracts the properties of a draw object.



Applies the extracted properties to the draw object.

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Related topics :

[Accessing Draw mode](#)

[Creating a drawing object](#)

[Overview: Drawing Tools bar](#)

[Overview: Drawing](#)




Exiting draw mode

Press ESC to exit draw mode.

If you want to return to the main document text, click outside the frame.

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Related topics :

[Accessing Draw mode](#)

[Saving a drawing](#)




Saving a drawing


1. In Draw mode, choose Draw - Save As Drawing.



2. Type a name for the drawing in the File Name text box.
 3. If you want to export the drawing, select a drawing type other than Word Pro from the List Files of Type list box.
 4. Click OK.
-

 [See details](#)

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Related topics :
[Exiting draw mode](#)

Details: Saving a drawing

File Name

Type the drawing name in the File Name text box.

If you select the drive and directory, all the documents in the directory appear in the list box.

List Files of Type

Enables you to specify the file format in which you save the drawing.

Directories

Displays all the directories in a specific drive.

Drives

Displays all the drives in the system.



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Related topics :
[Exiting draw mode](#)



Grouping objects in a drawing

1. In Draw mode, select the first object.
2. Press SHIFT and click the next object.
3. Repeat step 2 for each object you want to include in the group.
4. Choose Draw - Group.



[See details](#)



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Related topics :

[Deselecting objects in a drawing](#)


[Selecting objects in a drawing](#)




Ungrouping objects in a drawing

1. In Draw mode, select the object.
2. Choose Draw - Ungroup.



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Related topics :

[Bringing an object forward one layer](#)

[Flipping a draw object from side to side](#)

[Flipping a draw object from top to bottom](#)

[Sending an object back one layer](#)

[Sending an object to the back](#)



Bringing an object forward one layer

1. In Draw mode, select the object.


 Tip

2. Choose Draw - Priority.

3. Choose Bring Forward One.



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Related topics :

[Bringing an object to the front](#)

[Flipping a draw object from side to side](#)

[Flipping a draw object from top to bottom](#)

[Sending an object back one layer](#)




Sending an object back one layer

1. In Draw mode, select the object.
2. Choose Draw - Priority.
3. Choose Send Back One.



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Related topics :

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[Changing the center of rotation](#)

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[Modifying the degree and direction of rotation](#)

[Rotating a draw object using the rotation arrows](#)

[Sending an object to the back](#)

Details: Grouping objects in a drawing

When you group objects, Word Pro treats multiple objects as one unit. Word Pro displays black handles around the group of objects instead of around each individual object.

You can move, copy, size, delete, and use any of the Draw commands on grouped objects.

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Related topics :

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[Grouping objects in a drawing](#)

[Selecting objects in a drawing](#)



Bringing an object to the front

You can layer objects on top of each other to create visual effects.

1. In Draw mode, select the object.



Tip

2. Choose Draw - Priority.

3. Choose Bring to Front.



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Related topics :

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[Flipping a draw object from top to bottom](#)

[Sending an object back one layer](#)

[Sending an object to the back](#)




Sending an object to the back

1. In Draw mode, select the object.
2. Choose Draw - Priority.
3. Choose Send to Back.



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Related topics :

[Bringing an object forward one layer](#)

[Bringing an object to the front](#)

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[Flipping a draw object from top to bottom](#)



Moving an object in a drawing

1. In Draw mode, select one or more objects.
2. Place the mouse pointer on or inside the object and then drag the object to the desired position.
3. Release the mouse button.

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Related topics :

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Copying a drawing to another location

You can copy an entire drawing to another location in the same document or to a different document.

1. Select the frame that contains the drawing you want to copy.
2. Choose Edit - Copy.



3. Place the mouse pointer on the page or document where you want to place the drawing.
4. Choose Edit - Paste.



Word Pro places the frame and its contents in the same position on this page as they were on the original page.

5. Move the frame to the desired position on the page.



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Related topics :

[Copying an object in a drawing](#)

[Copying selected draw objects to a different drawing](#)

[Moving an object in a drawing](#)

[Sizing an object in a drawing](#)



Copying selected draw objects to a different drawing

You can copy one or more selected objects in a drawing to another drawing in the same document or in a different document.

1. Double-click the frame that contains the drawing.
2. Select the desired objects.
3. Choose Edit - Copy.




4. Create an empty frame of the desired size in the location where you want the draw objects to appear.
5. Choose Edit - Paste.



6. Click OK.

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Related topics :

[Copying a drawing to another location](#)

[Copying an object in a drawing](#)

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Copying an object in a drawing

1. In Draw mode, select one or more objects.


 Tip

2. Place the mouse pointer on or inside the object.

3. Press SHIFT and drag the object to the desired position.

4. Release the mouse button.

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[Ungrouping objects in a drawing](#)

You can also select an object, choose Edit - Copy, and then choose Edit - Paste. Word Pro places the object on top of the original object. Drag the copy to the desired position.

You can also display the Draw Properties InfoBox by choosing Draw - Draw Properties.





Modifying grid settings

You can specify the grid settings you want to use whenever you click the Grid command icon. Grid settings affect the entire frame, not just selected objects.

1. Click the right mouse button while in Draw mode.
2. Choose Draw Properties.



Tip

3. Click the Misc tab.



4. Select the desired grid setting.
5. Specify the distance between the dots or blocks of the grid.
6. If you want to align objects to the grid, select Snap objects to grid.



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[See related topics](#)

Related topics :

[Modifying the degree and direction of rotation](#)

[Snapping draw objects to the grid](#)



Drawing Fonts properties

The Drawing Fonts panel allows you to change fonts, attributes, and color.

Choose a task:

[Applying a font to text](#)

[Changing the size of text](#)

[Applying a color to text](#)

[Bolding text](#)

[Italicizing text](#)

[Underlining text](#)

[Underlining words only](#)

[Double underlining text](#)

[Striking through text](#)

[Rotating text objects in a drawing using the InfoBox](#)



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Related topics :

[Drawing Misc properties](#)

[Selecting lines and colors](#)

Details: Selecting lines and colors

Word Pro only fills closed objects such as polygons, squares, and circles with the specified color and fill pattern.

Word Pro uses the pattern and color you specify for currently selected objects and any future objects you draw.

Word Pro only places arrowheads at the beginning or end of open objects, such as lines and arcs.

Line style

Allows you to select a line style.

Line color

Allows you to select a line color.

Fill color

Allows you to select a background color for the closed object.

Pattern

Lets you select from different types of background patterns.

Pattern color

Lets you select a background pattern color.

Arrowheads

Displays an arrowhead on one or both ends of the line.



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Drawing Misc properties

You can modify grid settings and select rotation defaults.

Choose a task:

[Modifying grid settings](#)

[Snapping draw objects to the grid](#)

[Modifying the degree and direction of rotation](#)

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Related topics :

[Drawing Fonts properties](#)

[Selecting lines and colors](#)



Selecting lines and colors

You can modify an object's line style and color, fill color, pattern and color, or line endings.

1. In Draw mode, select one or more objects.
2. Click the right mouse button and choose Draw Properties.



Tip

3. Select the Lines & Colors tab.



4. Select the desired options.



[See details](#)



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Related topics :

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Extracting and applying properties for a draw object

You can extract the line style and color, fill color, and pattern and color of a selected object and apply them to another object.


1. In Draw mode, select the object from which you want to extract properties.
2. Choose Draw - Extract Properties.



3. Select one or more objects to which you want to apply the properties.
4. Choose Draw - Apply Properties.



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Snapping draw objects to the grid

Word Pro implements the Snap To command whether or not the grid is displayed in the drawing.

1. Click the right mouse button while in Draw mode.
2. Choose Draw Properties.



Tip

3. Select Snap objects to grid.



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Related topics :

[Modifying grid settings](#)

[Modifying the degree and direction of rotation](#)




Selecting objects in a drawing

1. In Draw mode, click the Select Draw Objects icon.
2. Click the desired object.

Tip

Word Pro displays black handles around the object.

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Related topics :

[Copying an object in a drawing](#)

[Deselecting objects in a drawing](#)

[Moving an object in a drawing](#)

[Selecting all objects in a drawing](#)

[Selecting two or more objects in a drawing](#)

[Sizing an object in a drawing](#)




Deselecting objects in a drawing

Click anywhere in the drawing outside the selected objects.

Word Pro removes the black handles around the objects.

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Related topics :

[Selecting all objects in a drawing](#)

[Selecting objects in a drawing](#)

[Selecting two or more objects in a drawing](#)



Selecting all objects in a drawing

Click on the Select All icon or choose Draw - Select All to switch between selecting and deselecting all the objects in a drawing.



Word Pro displays black handles around all the objects.



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[Deleting a drawing](#)

[Deselecting objects in a drawing](#)

[Moving an object in a drawing](#)

[Selecting two or more objects in a drawing](#)

[Sizing an object in a drawing](#)



Selecting two or more objects in a drawing

1. In Draw mode, click the Select Draw Objects icon.



2. Select the first object.



Tip

3. Press SHIFT and click the next object.

4. Repeat step 3 for each object you want to select.

Word Pro displays black handles around the objects.



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[Selecting adjacent objects in a drawing](#)

[Selecting all objects in a drawing](#)

[Sizing an object in a drawing](#)

You can select an object that is totally hidden by another object. Press CTRL and click the top object until the desired object is selected.



Selecting adjacent objects in a drawing

1. In Draw mode, click the Select Draw Object icon.
2. Place the mouse pointer in one corner of the area where the objects are located and then drag the mouse completely across the desired objects.
Word Pro displays a dotted rectangle as you move the mouse.
3. Release the mouse button.
Any objects that are even partially inside the rectangle when you release the mouse button are selected.



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