

## Aligning two or more draw objects

1. Select the draw objects you want to align.
2. Choose Draw - Align.
3. Choose the desired alignment.

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{button ,AL('H\_ALIGNING\_TWO\_OR\_MORE\_DRAW\_OBJECTS\_DETAILS',1)} [See details](#)

{button ,AL('H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SNAPPING\_DRAW\_OBJECTS\_TO\_THE\_GRID\_STEPS',0)} [See related topics](#)

## Details: Aligning two or more draw objects

### Top



Moves each object up until the top of each object is aligned with the top of the selected object closest to the top of the drawing.

### Bottom



Moves each object down until the bottom of each object is aligned with the bottom of the selected object closest to the bottom of the drawing.

### Left



Moves each object left until the left edge of each object is aligned with the left edge of the selected object closest to the left side of the drawing.

### Right



Moves each object right until the right edge of each object is aligned with the right edge of the selected object closest to the right side of the drawing.

### Center Vertically



Moves each object left or right until the center of each object is aligned top to bottom.

### Center Horizontally



Moves each object up or down until the center of each object is aligned left to right.

### Center on Centers



Moves each object until the center of each object is aligned both horizontally and vertically. This stacks all the objects on top of each other.

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{button ,AL(`H\_ALIGNING\_TWO\_OR\_MORE\_DRAW\_OBJECTS\_STEPS',1)} [Go to procedure](#)

{button ,AL(`H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEP  
S;H\_MODIFYING\_THE\_SHAPE\_OF\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_  
DRAWING\_STEPS',0)} [See related topics](#)

## Changing the center of rotation

When you change the center of rotation for an object, Word Pro rotates the object around the new center point, as long as the rotation arrows display. When you deselect the object, the center of rotation reverts to the center of the object.

1. Double-click the drawing object you want to rotate.
2. Place the mouse pointer on the black circle.
3. Drag the circle to where you want the center of rotation.

You cannot change the center of rotation if multiple objects are selected, but you can group the objects and change the center of rotation for the group.

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{button ,AL('H\_ROTATING\_A\_DRAW\_OBJECT\_USING\_THE\_ROTATION\_ARROWS\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_SIDE\_TO\_SIDE\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS',0)} [See related topics](#)

## Flipping a draw object from side to side

You can flip an object over a vertical axis that extends through the middle of the object. You cannot flip a text object or a Windows bitmap picture.

1. Select the object you want to flip.
2. Choose Draw - Flip.
3. Choose Side to side.



Tip

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{button ,AL('H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_CHANGING\_THE\_CENTER\_OF\_ROTATION\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_USING\_THE\_ROTATION\_ARROWS\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS;H\_ALIGNING\_TWO\_OR\_MORE\_DRAW\_OBJECTS\_STEPS',0)} [See related topics](#)

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

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

## Flipping a draw object from top to bottom

You can flip an object over a horizontal axis that extends through the middle of the object. You cannot flip a text object or a Windows bitmap picture.

1. Select the object you want to flip.
2. Choose Draw - Flip.
3. Choose Top to bottom.



 Tip

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{button ,AL('H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_CHANGING\_THE\_CENTER\_OF\_ROTATION\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_USING\_THE\_ROTATION\_ARROWS\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS;H\_ALIGNING\_TWO\_OR\_MORE\_DRAW\_OBJECTS\_STEPS',0)} [See related topics](#)

## 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 in a drawing.
2. Choose Draw Properties.



**Tip**

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

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{button ,AL('H\_MODIFYING\_GRID\_SETTINGS\_FOR\_A\_DRAWING\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_SNAPPING\_DRAW\_OBJECTS\_TO\_THE\_GRID\_STEPS',0)} [See related topics](#)



## Rotating a draw object

Unless you change the default, Word Pro rotates objects 10 degrees clockwise each time you use this command.

1. Select one or more drawing objects you want to rotate.
2. Choose Draw - Rotate.



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

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{button ,AL('H_ROTATING_A_DRAW_OBJECT_USING_THE_ROTATION_ARROWS_STEPS;H_FLIPPING_A_DRAW_OBJECT_FROM_SIDE_TO_SIDE_STEPS;H_ROTATING_TEXT_OBJECTS_IN_A_DRAWING_USING_THE_INFOBOX_STEPS;H_FLIPPING_A_DRAW_OBJECT_FROM_TOP_TO_BOTTOM_STEPS;H_MODIFYING_THE_DEGREE_AND_DIRECTION_OF_ROTATION_STEPS',0)} See related topics
```

## Rotating a draw object using the rotation arrows

You can only rotate a single object using this method, but you can group multiple objects and rotate all objects as a group. Before using the rotation arrows, you can move the center of rotation to any location in the drawing.

1. Double-click the drawing object you want to rotate.
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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{button ,AL('H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_C  
HANGING\_THE\_CENTER\_OF\_ROTATION\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTO  
M\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_SIDE\_TO\_SIDE\_STEPS',0)} [See related topics](#)

## 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 Font tab.



5. Specify the number of degrees you want to rotate the text.
  - 0 degrees rotation displays the text normally, left to right.
  - 90 degrees rotation displays the text with the base of the letters facing right.
  - 180 degrees rotation displays the text upside down.
  - 270 degrees rotation displays the text with the base of the letters facing left.

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{button ,AL('H\_EDITING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_CREATING\_A\_CURVED\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_USING\_THE\_ROTATION\_ARROWS\_STEPS;H\_CREATING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Snapping draw objects to the grid

When you use these steps, Word Pro aligns any objects you create, move, or resize to the grid, whether the grid is displayed or not.

1. Click the right mouse button.
2. Choose Draw Properties.



 Tip

3. Click the Misc tab.
4. Select "Snap objects to grid."



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{button ,AL(^H\_DRAWING\_OVER;H\_MODIFYING\_GRID\_SETTINGS\_FOR\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Creating a bezier curve

You can create a bezier curve by modifying an arc.

1. 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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{button ,AL(`H\_MODIFYING\_THE\_SHAPE\_OF\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_A\_POLYLINE\_OR\_POLYGON\_STEPS;H\_DELETING\_A\_DRAWING\_STEPS;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Creating a curved text object in a drawing

1. Select an existing text object.
2. Choose Draw - Curved Text.
3. Select the desired shape for the curved text.
4. Click OK.

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```
{button ,AL(`H_CREATING_A_TEXT_OBJECT_IN_A_DRAWING_STEPS;H_EDITING_A_TEXT_OBJECT_IN_A_DRAWING_STEPS;H_ROTATING_TEXT_OBJECTS_IN_A_DRAWING_USING_THE_INFOBOX_STEPS;H_SELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_CREATING_A_FREEHAND_OBJECT_IN_A_DRAWING_STEPS', 0)} See related topics
```

You can also create or select an empty frame, table cell, or column block and choose Create - Drawing.

## Creating a drawing

Choose Create - Drawing to create a drawing.



Word Pro creates a frame to hold the drawing, unless the insertion point is already in an empty frame, table cell, or column block. Draw appears in the menu bar and the Drawing Tools icons and the Drawing Actions icons display.

To edit an existing drawing, double-click the drawing.

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{button ,AL(^H\_DRAWING\_TOOLS\_BAR\_OVER;H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS;H\_DRAWING\_OVER',0)} [See related topics](#)



## Creating a drawing object

1. Click a draw object icon, such as the oval or the rectangle.

### Tip

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

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{button ,AL('H_DRAWING_ACTIONS_BAR_OVER;H_CREATING_A_PERFECT_SQUARE_ROUNDED_SQUARE_OR_CIRCLE_STEPS;H_MOVING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SELECTING_LINES_AND_COLORS_FOR_A_DRAWING_OBJECT_STEPS;H_COPYING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SIZING_AN_OBJECT_IN_A_DRAWING_STEPS;H_CREATING_A_POLYGON_IN_A_DRAWING_STEPS;H_CREATING_A_POLYLINE_IN_A_DRAWING_STEPS;H_CREATING_A_FREEHAND_OBJECT_IN_A_DRAWING_STEPS',0)}
```

[See related topics](#)

## Creating a freehand object in a drawing

1. 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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```
{button ,AL('H_DRAWING_ACTIONS_BAR_OVER;H_SELECTING_LINES_AND_COLORS_FOR_A_DRAWING_OBJECT_STEPS;H_MOVING_AN_OBJECT_IN_A_DRAWING_STEPS;H_COPYING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SIZING_AN_OBJECT_IN_A_DRAWING_STEPS;H_MODIFYING_THE_SHAPE_OF_A_POLYLINE_OR_POLYGON_STEPS;H_DELETING_AN_OBJECT_IN_A_DRAWING_STEPS;H_CREATING_A_POLYGON_IN_A_DRAWING_STEPS;H_CREATING_A_POLYLINE_IN_A_DRAWING_STEPS';0)} See related topics
```

## Creating a perfect square, rounded square, or circle

1. 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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{button ,AL(^H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_STEPS;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Creating a polygon in a drawing

1. In a drawing, click the Polygon object icon.
  2. Click at the place where you want the first point in the polygon.
  3. Click at the next place where you want a point in the polygon.  
Word Pro draws a line connecting the points.
  4. Repeat Step 3 until there is one remaining point to create.
  5. Press SHIFT and click on the final point.  
Word Pro connects the last point you create with the first point.
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{button ,AL(^H_DRAWING_ACTIONS_BAR_OVER;H_SELECTING_LINES_AND_COLORS_FOR_A_DRAWING_OBJECT_STEPS;H_CREATING_A_DRAWING_OBJECT_STEPS;H_MOVING_AN_OBJECT_IN_A_DRAWING_STEPS;H_COPYING_AN_OBJECT_IN_A_DRAWING_STEPS;H_DELETING_AN_OBJECT_IN_A_DRAWING_STEPS;H_MODIFYING_THE_SHAPE_OF_A_POLYLINE_OR_POLYGON_STEPS;H_CREATING_A_FREEHAND_OBJECT_IN_A_DRAWING_STEPS',0)} See related topics
```

## Creating a polyline in a drawing

1. In a drawing, click the Polyline object icon.
2. Click at the place where you want the starting point in the polyline.
3. Click at the next place where you want a point in the polyline.  
Word Pro draws a line connecting the points.
4. Repeat Step 3 until there is one remaining point to create.
5. Press SHIFT and click on the final point.  
Word Pro finishes the polyline.

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{button ,AL(^H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_STEPS;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_A\_POLYLINE\_OR\_POLYGON\_STEPS;H\_CREATING\_A\_FREEHAND\_OBJECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Creating a text object in a drawing

1. 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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{button ,AL('H\_EDITING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_ROTATING\_TEXT\_OBJECTS\_IN\_A\_DRAWING\_USING\_THE\_INFOBOX\_STEPS;H\_CREATING\_A\_CURVED\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Importing a drawing

1. Choose Draw - Import Drawing.



2. Specify the drawing in the "File name" box by typing it or selecting it from the list.
3. If you want to import a drawing with a different extension, select the file type with that extension from the "List files of type" box.
4. Click OK.

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{button ,AL(`H\_IMPORTING\_A\_DRAWING\_DETAILS',1)} [See details](#)

{button ,AL(`H\_CREATING\_A\_DRAWING\_STEPS;H\_SAVING\_A\_DRAWING\_STEPS;H\_COPYING\_A\_DRAWING\_TO\_ANOTHER\_LOCATION\_STEPS;H\_DRAWING\_OVER;H\_IMPORTING\_A\_PICTURE\_OR\_GRAPHIC\_OVER',0)  
} [See related topics](#)

## Details: Importing a drawing

### File name

Type the drawing name in the "File name" box or select the drive and folder of the desired drawing.

If you select the drive and folder, all the drawings in the folder appear in the list. Select the desired drawing from the list to display in the "File name" box.

### List files of type

Enables you to specify a file format.

### Folders

Displays all the folders in a specific drive.

### Drives

Displays all the drives in the system.

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{button ,AL(`H\_IMPORTING\_A\_DRAWING\_STEPS',1)} [Go to procedure](#)

{button ,AL(`H\_CREATING\_A\_DRAWING\_STEPS;H\_SAVING\_A\_DRAWING\_STEPS;H\_COPYING\_A\_DRAWING\_T  
O\_ANOTHER\_LOCATION\_STEPS;H\_DRAWING\_OVER;H\_IMPORTING\_A\_PICTURE\_OR\_GRAPHIC\_OVER',0)  
} [See related topics](#)



## Deleting an object in a drawing

1. Select the drawing object.
2. Press DELETE.

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{button ,AL(^H\_DELETING\_A\_DRAWING\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_A\_FRAME\_STEPS;H\_SENDING\_AN\_OBJECT\_TO\_THE\_BACK\_STEPS;H\_BRINGING\_AN\_OBJECT\_TO\_THE\_FRONT\_STEPS',0)} [See related topics](#)

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 DELETE.

## Deleting a drawing

1. Double-click the frame that contains the drawing.
2. Click the Select All icon.



 Tip

3. Press DELETE.

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{button ,AL('H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_UNGROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_A\_FRAME\_STEPS',0)} [See related topics](#)

## Editing a text object in a drawing

1. Click the Draw Text Object icon.



2. Click inside the text object.
3. Edit the text.

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{button ,AL('H\_EDITING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_DETAILS',1)} [See details](#)

{button ,AL('H\_CREATING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_CREATING\_A\_CURVED\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_ROTATING\_TEXT\_OBJECTS\_IN\_A\_DRAWING\_USING\_THE\_INFOBOX\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## 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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{button ,AL('H\_EDITING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS',1)} [Go to procedure](#)

{button ,AL('H\_CREATING\_A\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_CREATING\_A\_CURVED\_TEXT\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_ROTATING\_TEXT\_OBJECTS\_IN\_A\_DRAWING\_USING\_THE\_INFOBOX\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Modifying the shape of an object in a drawing

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

1. Double-click the drawing 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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{button ,AL('H\_MODIFYING\_THE\_SHAPE\_OF\_A\_POLYLINE\_OR\_POLYGON\_STEPS;H\_MOVING\_AN\_OBJECT\_I  
N\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_  
DRAWING\_STEPS;H\_ROTATING\_A\_DRAW\_OBJECT\_STEPS;H\_ALIGNING\_TWO\_OR\_MORE\_DRAW\_OBJEC  
TS\_STEPS',0)} [See related topics](#)

## 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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{button ,AL('H_MODIFYING_THE_SHAPE_OF_AN_OBJECT_IN_A_DRAWING_STEPS;H_CREATING_A_BEZIER_CURVE_STEPS;H_MOVING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SIZING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_ROTATING_A_DRAW_OBJECT_STEPS;H_ALIGNING_TWO_OR_MORE_DRAW_OBJECTS_STEPS;H_SELECTING_LINES_AND_COLORS_FOR_A_DRAWING_OBJECT_STEPS;H_CREATING_A_POLYGON_IN_A_DRAWING_STEPS;H_CREATING_A_POLYLINE_IN_A_DRAWING_STEPS',0)} See related topics
```

## Sizing an object in a drawing

1. Select the drawing 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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{button ,AL('H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_DETAILS',1)} [See details](#)

{button ,AL('H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_A\_POLYLINE\_OR\_POLYGON\_STEPS;H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_STEPS',0)} [See related topics](#)



## 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 and/or spacing of the text.

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{button ,AL(^H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS',1)} [Go to procedure](#)

{button ,AL(^H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_MODIFYING\_THE\_SHAPE\_OF\_A\_POLYLINE\_OR\_POLYGON\_STEPS;H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_STEPS',0)} [See related topics](#)

## Overview: Drawing

You can use Drawing to create and edit a picture that consists of lines, arcs, ellipses, and rectangles. Everything you create in a drawing is called a drawing object, and you can select and change each specific object you create.

When you create or edit a drawing, Word Pro adds a context-sensitive Draw menu and displays Drawing Tools icons and Drawing Actions icons. In order to create a drawing object, you must have a mouse. There is no keyboard interface for Drawing.

When you edit a drawing, you can select objects in the drawing, then copy and move them. You can change an object's size and shape, and rotate and flip any 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 use a non-printing grid to place drawing objects in the exact place you want, and specify options for rotating them.

You can add text to a drawing by creating a text object. You can specify the face, size, and color for the text, just as you do in a document, except that attributes are applied to the entire text object, rather than to the selected characters. You can also copy text to the Clipboard and then paste it into a drawing to create a text object.

## Creating a drawing

To create a drawing, choose Create - Drawing. Word Pro creates a new frame to hold the drawing. If the insertion point is in an empty frame, table cell or column block, Word Pro uses that container to hold the drawing. If the container already holds contents, Word Pro creates a drawing frame inside the container.

## Selecting objects in a drawing





















It is 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 select the desired object. When you select an object, handles display around it and the InfoBox changes to show the properties of the selected object.

You may find it convenient to group several objects together so that you can treat them as one single object. To select multiple objects, press SHIFT as you select the objects.

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{button ,AL('H\_CREATING\_A\_DRAWING\_STEPS;H\_DRAWING\_TOOLS\_BAR\_OVER;H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## 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 vertically.
	Flips the draw object horizontally.
	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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{button ,AL(^H\_DRAWING\_OVER;H\_CREATING\_A\_DRAWING\_STEPS;H\_DRAWING\_TOOLS\_BAR\_OVER;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS',0)} [See related topics](#)

## 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.

---

{button ,AL('H\_DRAWING\_OVER;H\_CREATING\_A\_DRAWING\_STEPS;H\_DRAWING\_ACTIONS\_BAR\_OVER;H\_CREATING\_A\_DRAWING\_OBJECT\_STEPS',0)} [See related topics](#)

## Saving a drawing

1. Choose Draw - Save As Drawing.



2. Type a name for the drawing in the "File name" box.
3. If you want to save the entire drawing, select "Entire Drawing" from the "Save file as type" box.
4. Click OK.

---

{button ,AL('H\_SAVING\_A\_DRAWING\_DETAILS',1)} [See details](#)

{button ,AL('H\_DRAWING\_OVER;H\_IMPORTING\_A\_DRAWING\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ADJACENT\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Details: Saving a drawing

### File name

Type the drawing name in the "File name" box.

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

### Save file as type

Choose to save the entire drawing or only selected objects within the drawing.

### Folders

Displays all the folders in a specific drive.

### Drives

Displays all the drives in the system.

---

{button ,AL(`H\_SAVING\_A\_DRAWING\_STEPS',1)} [Go to procedure](#)

{button ,AL(`H\_CREATING\_A\_DRAWING\_STEPS;H\_DRAWING\_OVER;H\_IMPORTING\_A\_DRAWING\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ADJACENT\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Bringing an object forward one layer

1. Select the desired drawing object.



Tip

2. Choose Draw - Priority.
3. Choose Bring forward one.



---

```
{button ,AL('H_BRINGING_AN_OBJECT_TO_THE_FRONT_STEPS;H_SENDING_AN_OBJECT_TO_THE_BACK_STEPS;H_SELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_SENDING_AN_OBJECT_BACK_ONE_LAYER_STEPS;H_FLIPPING_A_DRAW_OBJECT_FROM_SIDE_TO_SIDE_STEPS;H_FLIPPING_A_DRAW_OBJECT_FROM_TOP_TO_BOTTOM_STEPS',0)} See related topics
```



## Bringing an object to the front

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

1. Select the desired drawing object.



Tip

2. Choose Draw - Priority.
3. Choose Bring to front.



---

{button ,AL('H\_SENDING\_AN\_OBJECT\_TO\_THE\_BACK\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_BRINGING\_AN\_OBJECT\_FORWARD\_ONE\_LAYER\_STEPS;H\_SENDING\_AN\_OBJECT\_BACK\_ONE\_LAYER\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_SIDE\_TO\_SIDE\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS',0)} [See related topics](#)

## Grouping objects in a drawing

1. Select the first drawing 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.



---

{button ,AL(`H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_DETAILS',1)} [See details](#)

{button ,AL(`H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_BRINGING\_AN\_OBJECT\_FORWARD\_ONE\_LAYER\_STEPS;H\_BRINGING\_AN\_OBJECT\_TO\_THE\_FRONT\_STEPS;H\_SENDING\_AN\_OBJECT\_BACK\_ONE\_LAYER\_STEPS;H\_SENDING\_AN\_OBJECT\_TO\_THE\_BACK\_STEPS',0)} [See related topics](#)

## **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.

---

{button ,AL('H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS',1)} [Go to procedure](#)

{button ,AL('H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_BRINGING\_AN\_OBJECT\_FORWARD\_ONE\_LAYER\_STEPS;H\_BRINGING\_AN\_OBJECT\_TO\_THE\_FRONT\_STEPS;H\_SENDING\_AN\_OBJECT\_BACK\_ONE\_LAYER\_STEPS;H\_SENDING\_AN\_OBJECT\_TO\_THE\_BACK\_STEPS',0)} [See related topics](#)

## Sending an object back one layer

1. Select the desired drawing object.
2. Choose Draw - Priority.
3. Choose Send back one.



---

{button ,AL('H\_BRINGING\_AN\_OBJECT\_TO\_THE\_FRONT\_STEPS;H\_SENDING\_AN\_OBJECT\_TO\_THE\_BACK\_STEPS;H\_BRINGING\_AN\_OBJECT\_FORWARD\_ONE\_LAYER\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_SIDE\_TO\_SIDE\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS',0)} [See related topics](#)

## Sending an object to the back

1. Select the desired drawing object.
2. Choose Draw - Priority.
3. Choose Send to back.



---

{button ,AL(`H\_BRINGING\_AN\_OBJECT\_TO\_THE\_FRONT\_STEPS;H\_BRINGING\_AN\_OBJECT\_FORWARD\_ONE\_LAYER\_STEPS;H\_SENDING\_AN\_OBJECT\_BACK\_ONE\_LAYER\_STEPS;H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_SIDE\_TO\_SIDE\_STEPS;H\_FLIPPING\_A\_DRAW\_OBJECT\_FROM\_TOP\_TO\_BOTTOM\_STEPS',0)} [See related topics](#)

## Ungrouping objects in a drawing

1. Select one of the drawing objects.
2. Choose Draw - Ungroup.



---

```
{button ,AL(`H_BRINGING_AN_OBJECT_FORWARD_ONE_LAYER_STEPS;H_SENDING_AN_OBJECT_TO_THE_
BACK_STEPS;H_SENDING_AN_OBJECT_BACK_ONE_LAYER_STEPS;H_GROUPING_OBJECTS_IN_A_DRA
WING_STEPS;H_BRINGING_AN_OBJECT_TO_THE_FRONT_STEPS',0)} See related topics
```

## Copying an object in a drawing

1. Select one or more drawing 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.

---

{button ,AL(`H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_A\_DRAWING\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_UNGROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DRAG\_AND\_DROP\_OVER',0)} [See related topics](#)

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 object to the desired position.



## 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.

---

{button ,AL(`H\_COPYING\_SELECTED\_DRAW\_OBJECTS\_TO\_A\_DIFFERENT\_DRAWING\_STEPS;H\_MOVING\_A  
N\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OB  
JECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## 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. Place the insertion point in the destination drawing frame.
5. Choose Edit - Paste.



6. Click OK.

---

{button ,AL(^H\_COPYING\_A\_DRAWING\_TO\_ANOTHER\_LOCATION\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Moving an object in a drawing

1. Select one or more drawing 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.

---

{button ,AL('H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_DELETING\_A\_DRAWING\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_UNGROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DRAG\_AND\_DROP\_OVER',0)} [See related topics](#)

## Applying a color to draw text

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.

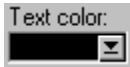


Tip

3. Click the Font tab.



4. Select a "Text color."



---

{button ,AL(`H APPLYING\_A\_FONT\_TO\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_CHANGING\_THE\_SIZE\_OF\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_APPLYING\_A\_COLOR\_TO\_TEXT\_USING\_THE\_STATUS\_BAR\_STEPS;H\_CREATING\_A\_CUSTOM\_COLOR\_STEPS';0)} [See related topics](#)

## Applying a font to text using the Draw InfoBox

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select a new "Font name."

---

```
{button ,AL('H_APPLYING_A_COLOR_TO_DRAW_TEXT_STEPS;H_STRIKING_THROUGH_DRAW_TEXT_STEPS  
;H_CHANGING_THE_SIZE_OF_TEXT_USING_THE_DRAW_INFOBOX_STEPS;H_APPLYING_A_FONT_TO_T  
EXT_USING_THE_STATUS_BAR_STEPS',0)} See related topics
```

## Bolding text using the Draw InfoBox

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select "Bold" in the "Attributes" box.



---

{button ,AL('H APPLYING A COLOR TO DRAW TEXT STEPS;H ITALICIZING TEXT USING THE DRAW INFOBOX STEPS;H UNDERLINING TEXT USING THE DRAW INFOBOX STEPS',0)} [See related topics](#)

## Changing the size of text using the Draw InfoBox

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



Tip

3. Click the Font tab.



4. Select a new "Size."



If you want a custom size such as a fraction, specify a size in the box.

---

{button ,AL(`H APPLYING\_A\_COLOR\_TO\_DRAW\_TEXT\_STEPS;H\_BOLDING\_TEXT\_USING\_THE\_DRAW\_INFO\_BOX\_STEPS;H\_ITALICIZING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_UNDERLINING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS',0)} [See related topics](#)

## Double underlining draw text

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



Tip

3. Click the Font tab.



4. Select "Dbl Underline" in the "Attributes" box.



---

{button ,AL('H\_UNDERLINING\_WORDS\_ONLY\_IN\_DRAWINGS\_STEPS;H\_APPLYING\_A\_COLOR\_TO\_DRAW\_TEXT\_STEPS;H\_BOLDING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_ITALICIZING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_UNDERLINING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS',0)} [See related topics](#)



## 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](#)

---

{button ,AL('H\_DRAWING\_MISC\_PROPERTIES\_CS;H\_INFOBOX\_OVER',0)} [See related topics](#)

## Drawing Misc properties

You can modify grid settings and select rotation defaults.

### Choose a task:

[Modifying grid settings for a drawing](#)

[Snapping draw objects to the grid](#)

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

---

{button ,AL(`H\_DRAWING\_FONTS\_PROPERTIES\_CS;H\_INFOBOX\_OVER',0)} [See related topics](#)

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

## Extracting and applying properties for a draw object

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

1. 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.



---

```
{button ,AL('H_SELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_SELECTING_TWO_OR_MORE_OBJECTS_I  
N_A_DRAWING_STEPS;H_SELECTING_ALL_OBJECTS_IN_A_DRAWING_STEPS;H_DESELECTING_OBJEC  
TS_IN_A_DRAWING_STEPS;H_SELECTING_LINES_AND_COLORS_FOR_A_DRAWING_OBJECT_STEPS',0)}
```

[See related topics](#)

## Italicizing text using the Draw InfoBox

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select "Italic" in the "Attributes" box.



---

{button ,AL('H APPLYING A COLOR TO DRAW TEXT STEPS;H BOLDING TEXT USING THE DRAW INFO BOX STEPS;H UNDERLINING TEXT USING THE DRAW INFOBOX STEPS',0)} [See related topics](#)

## Modifying grid settings for a drawing

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 in the drawing.
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."



---

{button ,AL(^H\_SNAPPING\_DRAW\_OBJECTS\_TO\_THE\_GRID\_STEPS;H\_MODIFYING\_THE\_DEGREE\_AND\_DIRECTION\_OF\_ROTATION\_STEPS',0)} [See related topics](#)

## **Details: Selecting lines and colors for a drawing object**

Word Pro only fills closed objects such as polygons, squares, and circles with the specified color and fill pattern. Word Pro uses the chosen pattern and color for currently selected objects and any future objects. 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 thickness for the lines used for the object.

### **Line color**

Allows you to select a color for the lines used for the object.

### **Fill color**

Allows you to select a background color for a closed object. In order for the fill color to display, you must also select a pattern.

### **Pattern**

Allows you to select from different types of background patterns.

### **Pattern color**

Allows you to select a color for the pattern lines. If you select the solid pattern, this color is used.

### **Arrowheads**

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

---

{button ,AL(`H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_STEPS',1)} [Go to procedure](#)  
{button ,AL(`H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_TWO\_OR\_MORE\_OBJECTS\_I  
N\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJC  
TS\_IN\_A\_DRAWING\_STEPS;H\_EXTRACTING\_AND\_APPLYING\_PROPERTIES\_FOR\_A\_DRAW\_OBJECT\_ST  
EPS',0)} [See related topics](#)

## Selecting lines and colors for a drawing object

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

1. Select one or more drawing objects.
2. Click the right mouse button and choose Draw Properties.



Tip

3. Click the Lines & Colors tab.



4. Select the desired options.

---

{button ,AL('H\_SELECTING\_LINES\_AND\_COLORS\_FOR\_A\_DRAWING\_OBJECT\_DETAILS',1)} [See details](#)

{button ,AL('H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_TWO\_OR\_MORE\_OBJECTS\_I  
N\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJEC  
TS\_IN\_A\_DRAWING\_STEPS;H\_EXTRACTING\_AND\_APPLYING\_PROPERTIES\_FOR\_A\_DRAW\_OBJECT\_ST  
EPS',0)} [See related topics](#)



## Striking through draw text

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select "Strikethrough" in the "Attributes" box.



---

{button ,AL('H APPLYING\_A\_COLOR\_TO\_DRAW\_TEXT\_STEPS;H\_BOLDING\_TEXT\_USING\_THE\_DRAW\_INFO\_BOX\_STEPS;H\_ITALICIZING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_UNDERLINING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS';0)} [See related topics](#)

You can also reach the Draw InfoBox by clicking the right mouse button and choosing Draw Properties.

## Underlining text using the Draw InfoBox

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select "Underline" in the "Attributes" box.



---

{button ,AL('H\_UNDERLINING\_WORDS\_ONLY\_IN\_DRAWINGS\_STEPS;H\_DOUBLE\_UNDERLINING\_DRAW\_TEX  
T\_STEPS;H\_APPLYING\_A\_COLOR\_TO\_DRAW\_TEXT\_STEPS',0)} [See related topics](#)

## Underlining words only in drawings

1. Select the desired text object, or choose the Text tool and place the insertion point in the desired object.
2. Choose Draw - Draw Properties.



\_Tip

3. Click the Font tab.



4. Select "Word Underline" in the "Attributes" box.



---

{button ,AL(^H\_UNDERLINING\_TEXT\_USING\_THE\_DRAW\_INFOBOX\_STEPS;H\_DOUBLE\_UNDERLINING\_DRAW\_TEXT\_STEPS',0)} [See related topics](#)

## **Deselecting objects in a drawing**

Click anywhere in the drawing outside the selected objects.

Word Pro removes the black handles around the objects.

---

{button ,AL(^H\_SELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_TWO\_OR\_MORE\_OBJECTS\_I  
N\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

## Selecting adjacent objects in a drawing

1. Click the Select Draw Object icon.



2. Place the mouse pointer in one corner of the area where the objects are located and then click and drag the mouse across the desired objects.

Word Pro displays a 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.

---

{button ,AL(^H\_SELECTING\_TWO\_OR\_MORE\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS';0)} [See related topics](#)

## 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.

---

```
{button ,AL(^H_SELECTING_TWO_OR_MORE_OBJECTS_IN_A_DRAWING_STEPS;H_DESELECTING_OBJECTS_IN_A_DRAWING_STEPS;H_MOVING_AN_OBJECT_IN_A_DRAWING_STEPS;H_COPYING_AN_OBJECT_IN_A_DRAWING_STEPS;H_SIZING_AN_OBJECT_IN_A_DRAWING_STEPS;H_DELETING_A_DRAWING_STEPS',0)} See related topics
```

## Selecting objects in a drawing

1. Click the Select Draw Objects icon.
2. Click the desired object.



### Tip

Word Pro displays black handles around the object.

---

{button ,AL('H\_SELECTING\_TWO\_OR\_MORE\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ADJACENT\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_EXTRACTING\_AND\_APPLYING\_PROPERTIES\_FOR\_A\_DRAW\_OBJECT\_STEPS',0)} [See related topics](#)



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 two or more objects in a drawing

1. 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.

---

{button ,AL(^H\_SELECTING\_ADJACENT\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_SELECTING\_ALL\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_DESELECTING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_MOVING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_GROUPING\_OBJECTS\_IN\_A\_DRAWING\_STEPS;H\_COPYING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS;H\_SIZING\_AN\_OBJECT\_IN\_A\_DRAWING\_STEPS',0)} [See related topics](#)

