











Select Objects to Change

-  Select First Object
-  Select All Objects
-  Learn About Selecting...

Or Choose a Command

-  Set Page Options...
-  Center Entire Drawing
-  Edit Address List...
-  Set Default Properties...
-  Reset Default Properties
-  Set Wizard Defaults...
-  Back to Project Wizard...
-  Refresh Screen
-  Refresh at High Quality
-  Learn About Draw...

{ewc MVMCI, MVMCI, [autostart][noframe] select.avi}

Select Objects to Change



 Select First Object


 Select All Objects

Or Add Objects to the Group

Use the Insert and Create tools above to add new objects.


← Finished Editing Group


Choose a Command


-  Change Printer...
-  Page Setup...
-  Page Background...
-  Page Tiles On/Off
-  Rulers On/Off
-  Grid & Scaling Options...
-  Other Tool Options...
-  Layer Manager...
-  Finished

Choose a Command

 New...

 Open...

 Help...

 Learn About Draw...

There is currently no document open.

Window Sized Too Small

Maximize Draw

Hide Visual Toolbar

The application window is currently sized too small to view the requested screen. Consider resizing or maximizing the Draw window.

The Visual Toolbar interface is optimally viewed with a display resolution of 800x600 or higher. Use the Windows Control Panel to change this Display setting.

Cancel Gallery

Using the Visual Toolbar

Maximize Draw

Hide Visual Toolbar

The Visual Toolbar (what you are reading now) provides feedback about the objects you have selected, the mode you are in, and what your options are. Topics will change frequently to provide this feedback.

Use the “Back” button to return to most topics. Use the “Home” button to cancel all modes and selections.

The Visual Toolbar interface is optimally viewed with a display resolution of 800x600 or higher. If needed, use the Windows Control Panel to change this Display setting.

If you choose “Hide Visual Toolbar,” other toolbars will be made visible to allow inserting and formatting objects. Note that either interface, in combination with the menus, allows access to all of Windows Draw’s abilities.

Finished Reading

Choose an Object Type

-  Clip Art...
-  Picture File...
-  PhotoMagic Object
-  Instant 3D Object
-  Other OLE Object...
-  Animated GIF File...
- A** Text File...
-  Field From Address List...
-  Scanner Image...
-  Web Page Object...

Choose a Basic Shape Tool

- Square
- Rounded Square
- Rectangle
- Rounded Rectangle
- Circle
- Ellipse
- Polygon
- Smoothed Polygon

Or a CoolShape Tool


- CoolShape...
- Border...
- Arrow...
- Calendar...

Choose a Line Tool

 Straight Line

 Polyline

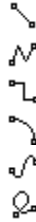
 Right-Angle Line

 Arc

 Curve

 Freehand

Or Choose a Connector Line
that stays connected to shapes
















Choose an Address Field

- Complete Address
- Full Name
- City, State, Zip
- Last Name
- First Name
- Company
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country
- Other
- Finished Inserting Fields


🔗 Finished with Clip Art

Choose a CoolShape Tool

-  Triangle
-  Pentagon
-  Hexagon
-  Star
-  Starburst
-  Arrow
-  Cube
-  Pyramid
-  Cylinder
-  Prism
-  Cone
-  Megagon
-  Curvegon
-  Heart

Choose a Border Tool












 Frame

 Line

Frames are good around entire pages, around other objects, or even as buttons.


Lines decorate the edges of pages and other designs.

Choose an Arrow Tool

-  One-Way Arrow
-  One-Way 3D Arrow
-  Two-Way Arrow
-  Two-Way 3D Arrow
-  Angled Arrow
-  Angled 3D Arrow
-  Curved Arrow
-  Curved 3D Arrow
-  Three-Way Arrow
-  Four-Way Arrow
-  Custom Arrow

Choose a Calendar Tool

 Weekly

 Monthly

 Yearly

Choose a Scan Option

 Acquire Scanned Image...

 Select Scanner...

 Insert Scanned File...

Use the Acquire button to scan a new image.

You may need to select your scanner if you have more than one Twain scanner driver installed.

Create Text Object

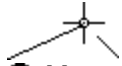
Click once on the page to create a new text object without word-wrap.

Or

Click and drag to create a word-wrapped text object of a particular width.

 Finished

Create Straight Lines



- 1 Move the pointer to the page.
- 2 Click and drag in any direction.
Hold **Shift** to snap to an angle.
- 3 Release the mouse button.

Repeat these steps to create more lines, or click Finished.

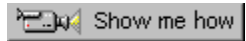
 [Finished](#)

Create Polylines

- ☒ Move the pointer to the page.
- ☒ Click and drag to draw each segment.

Hold **Shift** to snap a segment to an angle.

- ☒ Click without dragging to complete the polyline.

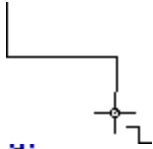


Repeat these steps to create more lines, or click Finished.

- ☒ Finished

```
{ewc MVMCI, MVMCI, [autostart][noframe] polyline.avi}
```

Create Right-Angle Lines



☞ Move the pointer to the page.

☞ Click and drag in any direction. The right-angle is created automatically.

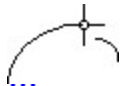
Hold **Ctrl** to reverse the angle.

Hold ☞ to draw one right-angle.

Repeat these steps to create more lines, or click Finished.

☞ Finished

Create Arcs



- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.

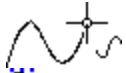
Hold **Ctrl** to reverse the arc.

Hold ☒ for a circular arc.

Repeat these steps to create more arcs, or click Finished.

☒ Finished

Create Curves



- ☒ Move the pointer to the page.
- ☒ Click and drag to draw each segment.

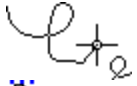
Hold ☒ to snap to an angle.

- ☒ Click without dragging to complete the curve.

Repeat these steps to create more curves, or click Finished.

☒ Finished

Create Freehand Lines

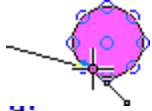


- ☒ Move the pointer to the page.
- ☒ Click and drag as if drawing with a pencil. A smooth line will be created automatically.

Repeat these steps to create more lines, or click Finished.

☒ Finished

Create Straight Connector Lines

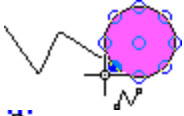


- ☒ Move the pointer over the first object.
- ☒ Click and drag to the second object.
- ☒ Release the mouse button.

Repeat these steps to create more lines, or click Finished.

☒ Finished

Create Connector Polylines



- ☒ Move the pointer over the first object.
- ☒ Click and drag to create each segment, ending the last segment over the second object.
- ☒ Release the mouse button.

Repeat these steps to create more lines, or click Finished.

☒ Finished

Create Right-Angle Connector Lines



Move the pointer over the first object.



Click and drag to the second object.



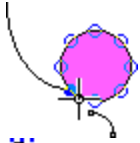
Release the mouse button.

Repeat these steps to create more lines, or click Finished.



Finished

Create Connector Arcs



- ☒ Move the pointer over the first object.
- ☒ Click and drag to the second object.
- ☒ Release the mouse button.

Repeat these steps to create more arcs, or click Finished.

☒ Finished

Create Connector Curves



- ☒ Move the pointer over the first object.
- ☒ Click and drag to create each segment, ending the last segment over the second object.
- ☒ Release the mouse button.

Repeat these steps to create more curves, or click Finished.

☒ Finished

Create Freehand Connector Lines

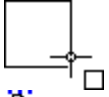


- ☒ Move the pointer over the first object.
- ☒ Click and drag as if drawing with a pencil, ending over the second object.
- ☒ Release the mouse button.

Repeat these steps to create more lines, or click Finished.

☒ Finished

Create Squares

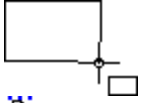


- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more squares, or click Finished.

☒ Finished

Create Rectangles




- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.


Repeat these steps to create more rectangles, or click Finished.


☒ Finished

Create Polygons

 Move the pointer to the page.

 Click and drag to draw each segment.

Hold  to snap a segment to an angle.

 Click without dragging to complete the polygon.

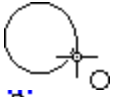


Repeat these steps to create more polygons, or click Finished.

 Finished

{ewc MVMCI, MVMCI, [autostart][noframe] polygon1.avi}

Create Circles

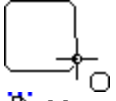


- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more circles, or click Finished.

☒ Finished

Create Rounded Squares

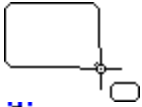


- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more squares, or click Finished.

☒ [Finished](#)

Create Rounded Rectangles




- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.


Repeat these steps to create more rectangles, or click Finished.


☒ Finished

Create Smoothed Polygons

 Move the pointer to the page.

 Click and drag to draw each segment.

Hold  to snap a segment to an angle.

 Click without dragging to complete the polygon.



Repeat these steps to create more polygons, or click Finished.

 Finished

{ewc MVMCI, MVMCI, [autostart][noframe] polygon2.avi}

Create Ellipses



- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more ellipses, or click Finished.

☒ Finished

Create Regular Polygons



- ☒ Move the pointer to the page.
- ☒ Starting at the center, click and drag outward.

Hold ☒ to snap to an angle.






- ☒ Release the mouse button.

Change the number in the Sides box as desired.


Repeat these steps to create more polygons, or click Finished.

- ☒ Finished

Create Stars or Starbursts

-  Move the pointer to the page.
-  Starting at the center, click and drag to set the overall size.
 - Hold  to snap to an angle.
-  Release the mouse button.
-  Move the pointer and click again to set the size of the points.

Change the number in the Points box as desired.

-  Repeat these steps to create more stars, or click Finished.

 [Finished](#)

{ewc MVMCI, MVMCI, [autostart][noframe] star.avi}

Create Cubes



- ☒ Move the pointer to the page.
 - ☒ Click and drag to draw the face.
 - Hold ☒ to constrain to a square.
 - ☒ Release the mouse button.
 - 🕒 Move the pointer and click again to add the extrusion.
- Repeat these steps to create more cubes, or click Finished.
- ☒ Finished

Create Pyramids



- ☒ Move the pointer to the page.
- ☒ Click and drag to draw the face.

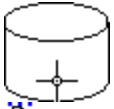
Hold ☒ to constrain the triangle.

- ☒ Release the mouse button.
- ☒ Move the pointer and click again to add the extrusion.

Repeat these steps to create more pyramids, or click Finished.

☒ Finished

Create Cylinders



- ☒ Move the pointer to the page.
- ☒ Click and drag to draw the base.

Hold ☒ to constrain to a circle.

- ☒ Release the mouse button.
- ☒ Move the pointer and click again to add the extrusion.

Repeat these steps to create more cylinders, or click Finished.

☒ Finished

Create Prisms



- ☒ Move the pointer to the page.
- ☒ Click and drag to draw the face.

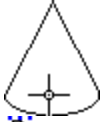
Hold ☒ to constrain the triangle.

- ☒ Release the mouse button.
- ☒ Move the pointer and click again to add the extrusion.

Repeat these steps to create more prisms, or click Finished.

☒ Finished

Create Cones



- ☒ Move the pointer to the page.
- ☒ Click and drag to draw the base.

Hold ☒ to constrain to a circle.

- ☒ Release the mouse button.
- ☒ Move the pointer and click again to add the extrusion.

Repeat these steps to create more cones, or click Finished.

☒ Finished

Create Megagons or Curveygons

- ☒ Move the pointer to the page.
- ☒ Starting at the center, click and drag outward.
- ☒ Click and drag multiple times to create more sides.
- ☒ Click without dragging to complete the shape.

Change the number in the Repititions box as desired.



Repeat these steps to create more of these, or click Finished.


☒ Finished

{ewc MVMCI, MVMCI, [autostart][noframe] megagon.avi}


Create Hearts



 Move the pointer to the page.

 Click and drag in any direction.

Hold  to allow any proportions for the shape.

 Release the mouse button.

Repeat these steps to create more hearts, or click Finished.

 [Finished](#)

Create Border Frames

- ✎ Use the Border Frame toolbar to select a border style.
- ✎ Move the pointer to the page.
- ✎ Click and drag to draw the border.
- ✎ Release the mouse button.

Change width and spacing at the bottom of the Border Frame toolbar.

The Insert button inserts the border either on the page or around selected objects.

- ✎ Repeat these steps to create more frames, or click Finished.

✎ Finished

{ewc MVMCI, MVMCI, [autostart][noframe] bframe.avi}

Create Border Lines

- ✎ Use the Border Line toolbar to select a border.
- ✎ Move the pointer to the page.
- ✎ Click and drag to draw the border.
- ✎ Release the mouse button.

Change width and spacing at the bottom of the Border Line toolbar.

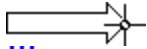
The Insert button inserts the border in the center of the page.

- ✎ Repeat these steps to create more lines, or click Finished.

✎ Finished

{ewc MVMCI, MVMCI, [autostart][noframe] bline.avi}

Create One-Way Arrows



- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.

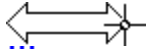
Hold ☒ to snap to an angle.

- ☒ Release the mouse button.

Repeat these steps to create more arrows, or click Finished.

☒ Finished

Create Two-Way Arrows



- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.

Hold ☒ to snap to an angle.

- ☒ Release the mouse button.

Repeat these steps to create more arrows, or click Finished.

☒ Finished

Create Angled Arrows

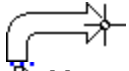


- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more arrows, or click Finished.

☒ Finished

Create Curved Arrows

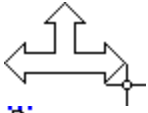


- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more arrows, or click Finished.

☒ Finished

Create Multi-Headed Arrows



- ☒ Move the pointer to the page.
- ☒ Click and drag in any direction.
- ☒ Release the mouse button.

Repeat these steps to create more arrows, or click Finished.

☒ Finished

Create Calendars

- ☒ Use the Calendar toolbar to select the starting date.
- ☒ Move the pointer to the page.
- ☒ Click and drag to draw the calendar.
- ☒ Release the mouse button.

Choose the More Options button to change attributes of this calendar.

Repeat these steps to create more of this calendar type, or click Finished.

☒ Finished


Selecting Objects



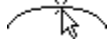
Select First Object selects the back-most object.

Select Next Object proceeds forward in the drawing order.

To select on the page, click on an object, or click and drag for multiple objects.

Or hold  while clicking to select multiple objects.

For lines and unfilled shapes, click directly on the line.









For objects behind other objects, just click again until the desired object is selected.



In drawings with layers, you might first need to click on a layer tab below the page.



Change Shape

-  Color and Format...
 -  Edit Shape
 -  Change Label Text
 -  Convert to Image...
 -  Color Adjustment...
 -  Move or Size...
 -  Rotate or Slant...
 -  Flip Horizontally
 -  Flip Vertically
 -  Move to Front or Back...
 -  Delete
-
-  Select Next Object
 -  Deselect All Objects





Change Shape

-  Color and Format...
-  Edit Shape
-  Change Label Text
-  Disconnect
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects

Change CoolShape

-  Color and Format...
-  Edit CoolShape
-  Change Label Text
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
- 
- 
- 
-  Select Next Object
-  Deselect All Objects

Change Line

-  Color and Format...
-  Edit Line
-  Change Label Text
-  Connect
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects


Change Two Objects

-  Color and Format...
-  Align...
-  Blend...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects

Change Two Objects

-  Place Text Along Curve
-  Color and Format...
-  Align...
-  Blend...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects



Change Multiple Objects

-  Color and Format...
-  Align...
-  Space Evenly...
-  Combine...
-  Slice with Front Object
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects

Change Group

-  Colors & Format...
-  Edit Group
-  Change Label Text
-  Ungroup
-  Replace with Clip Art...
-  Replace with Picture...
-  Convert to Image...
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects

Change Text Object

-  Change Font...
-  Color and Format...
-  Edit Text
-  Check Spelling...
-  Distort Text...
-  Convert to Image...
- 
- 
-  Text Justification
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
- 
-  Select Next Object
-  Deselect All Objects














Change Text Object

-  Change Font...
-  Color and Format...
-  Edit Text
-  Check Spelling...
-  Distort Text...
-  Convert to Image...
- 
- 
-  Text Justification
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
- 
-  Select Next Object
-  Deselect All Objects

Change Text Object

-  Change Font...
-  Color and Format...
-  Edit Text
-  Check Spelling...
-  Distort Text...
-  Convert to Image...
- 
- 
-  Text Justification
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
- 
-  Select Next Object
-  Deselect All Objects

Change Image

-  Image Effect...
-  Warp or Drop Colors
-  Crop Image
-  Edit in Image Editor
-  Convert Image...
-  Change Label Text
-  Color Adjustment...
-  Move or Size...
-  Rotate or Slant...
-  Flip Horizontally
-  Flip Vertically
-  Move to Front or Back...
-  Delete
-  Select Next Object
-  Deselect All Objects

Change Animated GIF




Move

 Move to Front or Back...
















 Delete

Be careful not to let animated GIF objects overlap with other objects. This will disable the animations when the file is saved as a Web Page.
















 Select Next Object

 Deselect All Objects








Change Placeholder

-  Replace With Picture
-  Move or Size...
-  Rotate or Slant...
-  Move to Front or Back...
-  Delete
- 
- 
- 
- 
- 
- 
- 
- 
-  Select Next Object
-  Deselect All Objects






Change Web Page Object

-  Edit Web Page Object
-  Move or Size...
-  Move to Front or Back...
-  Delete
- 
- 
- 
- 
- 
- 
- 
- 
- 
-  Select Next Object
-  Deselect All Objects

Change OLE Object


-  Edit Object
-  Change Label Text
-  Convert to Image...
-  Move or Size...
-  Move to Front or Back...
-  Delete
- 

You can also right-click on objects to determine all of the edit modes available.

- 
- 
- 
-  Select Next Object
-  Deselect All Objects

Edit Text with Word Wrap

 Select All Text

 Change Font...






 Text Justification


Use **Home**,

End, and arrow keys to position the cursor.

To remove the margins, turn Word Wrap off.

Drag  to adjust the margins.


Choose  to show character and line spacing controls.

 Field From Address List...

 Finished Editing


Edit Text


 Select All Text

 Change Font...





 Text Justification

Use ,

End, and arrow keys to position the cursor.

Word Wrap creates margins.

Choose ▼ to show character and line spacing controls.

 Field From Address List...

 Finished Editing

🔗 Finished Changing Font

Choose an Address Field

- Complete Address
- Full Name
- City, State, Zip
- Last Name
- First Name
- Company
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country
- Other
- Finished Inserting Fields

Change Label Text

 Edit Text

 Change Font...

 Label Position...

 Separate Label Text...


To create new label text, begin typing now.


To edit existing text, or to change the font of individual words or characters, choose Edit Text.


 [Finished Changing Label](#)

Edit Label Text

 Change Font...

Use ,

, and arrow keys to position the cursor.

 Field From Address List...

 Finished Editing

🔗 Finished Changing Font

Choose an Address Field

- Complete Address
- Full Name
- City, State, Zip
- Last Name
- First Name
- Company
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal Code
- Country
- Other
- Finished Inserting Fields

Choose Label Alignment



Top



Middle



Bottom

Or Place Label as a Caption



Above Object



Below Object

Or Place Text Along Curve



Outside



Inside



Finished Choosing Position

Choose Label Alignment



Top

Middle

Bottom

Or Place Label as a Caption



Above Object

Below Object

Or Place Text Along Curve



Along Top

Along Bottom



Finished Choosing Position

Choose How To Distort Text

 Separate Each Letter

 Edit As One Shape

 Cancel

Note: When you distort a text object, the letters become curves. They will no longer be editable as text characters, per se, but will be editable one point at a time.


Separate Each Letter allows each character to be formatted separately.

Edit As One Shape allows formatting such as gradient fills to extend across all the letters.


Warp Image



Drag the round handles in any direction to warp the image.

Choose  to reset the warp.

Or Drop Colors


To make a color transparent, choose , then click on that color in the image.

Choose  to cancel all drop colors.

 Finished Editing

Crop Image


Drag the side handles in towards the image to crop that side.


To undo a cropping, choose  from the standard toolbar.


 Finished Cropping


Edit Points




Drag  to move a point.

Choose  to remove a point.

Choose  and click on the line to add a point.

Or hold  and click on the line to add a point quickly.

 Select All Points

 Deselect All Points


Or Choose Another Edit Mode

 Edit Curves


 Finished Editing

Edit Curves



Drag  to move a point.

Drag  to reshape a curve.

Hold  while dragging to reshape curves individually.

 Select All Points

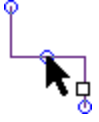
 Deselect All Points


Or Choose Another Edit Mode

 Edit Points

 Finished Editing

Edit Right-Angle Line



Drag  to change length, width, and line routing.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

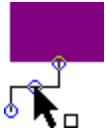
Confirm Conversion to Curves


 Convert to Curves

 Cancel

Note: When you edit a right-angle line as points, it is converted to a curve object. It will no longer be editable as a right-angle line, per se, but will be editable one point at a time.

Edit Connector Right-Angle Line



Drag  to change length, width, and line routing.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

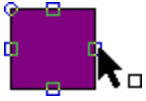
Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit a right-angle line as points, it is converted to a curve object. It will no longer be editable as a right-angle line, per se, but will be editable one point at a time.

Edit Rectangle



Drag  to change a side.

Hold  while dragging to maintain proportions.

Drag  to change roundness.


Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

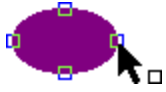
Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit a rectangle as points, it is converted to a curve object. It will no longer be editable as a rectangle, per se, but will be editable one point at a time.

Edit Ellipse



Drag  to resize.

Hold  while dragging to maintain proportions.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit an ellipse as points, it is converted to a curve object. It will no longer be editable as an ellipse, per se, but will be editable one point at a time.

Edit Regular Polygon



Drag  to change the shape.

Hold  to snap to an angle.

Change the number of sides using the Polygon toolbar.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit a regular polygon coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Star



Drag  to change the shape.

Hold  to snap to an angle.

Change the number of points using the Star toolbar.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves

 Cancel

Note: When you edit a star coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Megagon or Curvegon



Drag  to change the shape.

Change the number of repetitions using the Megagon or Curvegon toolbar.

Or Choose Another Edit Mode

 [Edit Points...](#)

 [Finished Editing](#)

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit a megagon or curveygon coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Arrow



Drag  to change the length and direction.

Hold  to snap to an angle.

Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 [Edit Points...](#)

 [Finished Editing](#)

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit 3D Arrow



Drag  to change the length and direction.



Hold  to snap to an angle.

Drag  to change the arrow's shape or extrusion.

 Finished Editing



Edit 3D Curved Arrow



Drag  to change the length and direction.
Drag  to change the arrow's shape or extrusion.

Edit Curved Arrow



Drag  to change the length and direction.
Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Confirm Conversion to Curves


 Convert to Curves


 Cancel


Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Custom Arrow



Drag  to change the length and direction.

Hold  to snap to an angle.

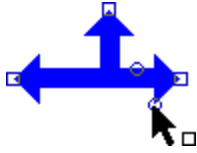
Drag  to change the arrow's shape.



Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

Edit Multi-Headed Arrow



Drag  to change the length of a segment.
Drag  to change the arrow's shape.

Or Choose Another Edit Mode

 [Edit Points...](#)

 [Finished Editing](#)

Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit an arrow coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Cube




Drag  to resize the face or change the extrusion.

Hold  while changing the face to keep it square.

 Finished Editing

Edit This Cylinder





Drag  to change the face, width or extrusion.

 [Finished Editing](#)

Edit Pyramid




Drag  to resize the face or change the extrusion.


Hold  while changing the face to constrain the triangle.

 Finished Editing

Edit Prism

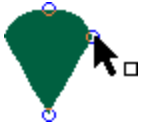



Drag  to resize the face or change the extrusion.

Hold  while changing the face to constrain the triangle.

 Finished Editing

Edit Cone



Drag  to change the height, width, and curve.

Or Choose Another Edit Mode

 Edit Points...

 Finished Editing

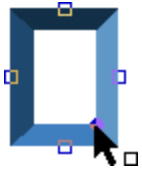
Confirm Conversion to Curves


 Convert to Curves


 Cancel

Note: When you edit a cone coolshape as points, it is converted to a curve object. It will no longer be editable as a coolshape, per se, but will be editable one point at a time.

Edit Border Frame



Drag  to resize.


Drag  to change the border width, or use the Width control on the Border toolbar. The Space control allows you to change the space between patterns, for some designs.

You can also use the Border toolbar to choose a different design.


 [Finished Editing](#)

Edit Border Line



Drag  to change the length and direction.

Hold  to allow any angle.


Drag  to change the line width, or use the Width control on the Border Line toolbar.

The Space control allows you to change the space between patterns, for some designs.

You can also use the Border Line toolbar to choose a different design.

 [Finished Editing](#)

Edit Calendar

Drag  to change the size of the calendar.

Use the Calendar toolbar to change the starting date.

Choose the More Options button to change other attributes of this calendar.

 Finished

Combine Objects

 Group

 Join

 Connect

Group allows several objects to be treated as one, but does not change their appearance.



Join combines the lines of overlapping shapes into one outline shape.



Connect closes open lines, and combines shapes into one interwoven shape.



 [Cancel Combining Objects](#)

{ewc MVMCI, MVMCI, [autostart][noframe] group.avi}

{ewc MVMCI, MVMCI, [autostart][noframe] join.avi}

{ewc MVMCI, MVMCI, [autostart][noframe] connect.avi}

Finished Setting Defaults

 Finished Formatting

 Finished Formatting

 Finished Formatting









 Finished Formatting

🔗 Finished Formatting

 Finished Formatting

🔗 Finished Applying Effects

Align Objects To Each Other

-  Left
-  Center
-  Right
-  Page Center
-  Top
-  Middle
-  Bottom
-  Page Middle

For example, when aligning left, all objects will be aligned to the object that is furthest to the left.

Or Center Objects To Page

-  Center Selected Objects
-  Center Entire Drawing
-  Finished Aligning Objects

Space Objects...

Horizontally

 By Edges

 By Centers

Vertically

 By Edges


 By Centers

Edges and Centers are only different when the objects have different sizes.

 Finished Spacing Objects


Move and Size Tools





Use grid snapping  to modify these commands.


Tips

Click and drag from the object's center to move.

Use  or

 to size.

Hold  to modify these.

Hold  to copy the object.



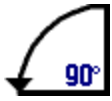
Or Specify Exactly


 Move/Size Dialog...


 Finished Moving / Sizing

{ewc MVMCI, MVMCI, [autostart][noframe] size.avi}

Rotate



Or drag  to rotate manually.

To change the pivot point for manual rotation, drag the .




Rotate By Angle...

Or Slant

Use the  slant handles.





Hold  to restrict the angle.

Hold  to copy the object.

 Finished Rotating / Slanting

{ewc MVMCI, MVMCI, [autostart][noframe] rotate.avi}

Change Order

-  Bring to Front
-  Send to Back
-  Bring Forward
-  Send Backward

The last two commands move the object one position at a time.

Finished Ordering Objects

Adjustment Colors

 Colorize...

 Lighten

 Darken

 Increase Contrast

 Reduce Contrast


 Add Red

 Subtract Red

 Add Green

 Subtract Green

 Add Blue

 Subtract Blue

 Finished Adjusting Colors

Apply Format Painter

The Format Painter has picked up the style from the object that was selected.

Click on each object that you want to have the same format.

 Finished Applying

PROJECT INSTRUCTIONS

Albums and Frames

Animations

Awards and Certificates

Badges

Banners

Booklets

Brochures

Business Cards

Calendars (Daily)

Calendars (Monthly and Weekly)

Calendars (Yearly)

Cartoon Scenes

Cassette Tape Case Covers

Castles

CD Case Covers

Comparison Charts

Computer Screen

Custom Page Size

Diagrams

Dinosaur Scenes

Direction Maps

Face Masks

Family Tree

Fax Sheets

Flyers and Signs

Forms

Games

Graph Paper

Greeting Cards

Images

Jigsaw Puzzles

Labels

Landscaping

Letterhead

Memo Pads

Newsletters

Ocean Scenes

Organization Charts

Other Labels

Paper Dolls

Play Money

Playing Cards

Post Cards

[Posters](#)

[Printer Sheet](#)

[Scaled Page](#)

[Space Plans](#)

[Sports](#)

[Standard Paper Size](#)

[Tangram Puzzles](#)

[Technical Drawings](#)

[Theme Parties](#)

[Tournament Brackets](#)

[Web Page](#)

[!\[\]\(47734e4656765d20df4fdbd5b7aff048_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(849840539e55921a3851a4ff96d7400d_img.jpg\) Begin Changing Things](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107_img.jpg\) Other Project Types](#)

Creating Albums and Frames

The Album or Frame page type allows you to insert photos or clip art into a frame.

To start a new album page or frame, click New on the File menu, click Start with Project Wizard, then double-click Albums and Frames.

Double-click the placeholder to insert a photo. You can either insert a photo file, clip art, or insert a photo directly from a scanner.

When you insert the photo, you have the opportunity to adjust how the picture appears in the opening.

After saving your work, click Output Wizard to print the album page or frame. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(c33cb967c8fc4f5e27188a389b621c8e_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Animations

The Animation page type allows you to create animations similar to a flip-book.

To start a new animation, click New on the File menu, click Start with Blank Page, then double-click Animation.

Each cell of the animation is a separate page in the drawing area.

To add a new cell, click the Add Cell tab in the lower left of the screen. A new cell containing a duplicate of the previous cell is created. This allows you to make changes from one cell to the next without re-drawing every cell.

To view a particular cell, click the name of the cell in the lower left of the screen.

After saving your work, click Output Wizard to create an Animated GIF file.

Using Windows Draw, you can create a [Web Page](#) project, into which you can insert Animated GIF files as objects.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9_img.jpg\) Begin Changing Things](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e_img.jpg\) Other Project Types](#)

Creating Awards

The Awards page type allows you to create fun awards and certificates.

To start a new award or certificate, click New on the File menu, click Start with Project Wizard, then double-click Awards and Certificates.

Click either the Graphics or Text layer tab to activate the layer for editing.

After saving your work, click Output Wizard to print the drawing.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(0f48f43ebd21f231a458c96216dbf4d1_img.jpg\) Page Background](#)
- [!\[\]\(ba0878532603d6e0b20c60ffb7475d12_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) Begin Changing Things](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) Other Project Types](#)

Creating Badges

The Badge Creation Kit allows you to create fun badges and name tags.

To start a new badge, click New on the File menu, click Start with Project Wizard, double-click Kid's Stuff, then Badge Creation Kit.

To start with a different badge, delete the badge on the page and drag a new badge from the Effects Gallery onto the page.

After saving your work, click Output Wizard to print the badge.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(49aa2e1da5fe39294864e9598c593810_img.jpg\) Clip Art Subjects](#)
- [!\[\]\(7d0a8d8b1031f74abe67b09fcf4a2322_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 Music

 Cartoons

 Holidays

 Animals

 Sports

 Close Project Instructions

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Banners

The Banner page type allows you to create banners of any length.

To start a new banner, click New on the File menu, click Start with Project Wizard, then double-click Banners, Flyers, and Signs. Or to start with a blank banner, click Start with Blank Page, then double-click Banner.

Click either the Graphics or Text layer tab to activate the layer for editing.

Some banner text is drawn using objects. If you want a different message for these, delete the drawn object and create replacement text by clicking Create Text on the Visual Toolbar.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the banner.

When you print your banner, let Windows Draw print it across multiple pages. After printing, you can trim the edges on one side of each page and tape the pages together. Or, use banner paper that is attached on the ends.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(21199eb166cc97331a0c54c649195dcc_img.jpg\) Begin Changing Things](#)

[!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\) Other Project Types](#)

Creating Booklets

The Booklet page type allows you to create booklets and pamphlets that can be bound at the spine.

To start a new booklet, click New on the File menu, click Start with Blank Page, then double-click Booklet.

Each booklet page is on a separate page in the drawing area.

To add a new page, click the Add Page tab in the bottom left of the screen.

To view a particular page, click the name of the page in the bottom left of the screen.

After saving your work, choose Output Wizard to print the booklet. Or, choose another output type.

Bind the booklet by stapling, or by punching holes in the fold and tying with string or yarn. You can also tie on a stick or cinnamon stick for a more interesting binding.

Save the booklet as a Web page using the Output Wizard. Each page of the booklet appears as a separate page in the Web pages.

Keep your original DRW file for easy editing in the future.

[!\[\]\(a8f9309f944226d1420f5fed22e2b6e6_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Brochures

The Brochure page type allows you to create one-page brochures with multiple panels, as in a tri-fold.

To start a new brochure, click New on the File menu, click Start with Project Wizard, then double-click Brochures. Or, to start with a blank brochure, click Start with Blank Page, then double-click Brochure.

Each page is on a separate page in the drawing area.

To view a particular page, click the name of the page in the lower left of the screen.

The gray lines around the drawing area indicate the area of the page on which your printer will print. Be sure all graphics and text fit inside this printable area. Otherwise, your drawing will be cut off on the edges.

After saving your work, click Output Wizard to print the brochure. Or, choose another output type.

To print brochures on two sides, print the first side, turn the paper over, feed it back into your printer, and print the second side. Windows Draw pauses and lets you continue printing once the paper is turned over. Alternately, you can print both pages separately and tape or glue them together.

Save the brochure as a Web page. Each page of the brochure appears as a separate page in the Web pages.

Keep your original DRW file for easy editing in the future.

 [Double-Sided Document](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Business Cards

The Business Card page type allows you to create business cards.

To start new business cards, click New on the File menu, click Start with Project Wizard, double-click Business Stationery, then Business Cards. Or, to start with a blank business card, click Start with Blank Page, then double-click Business Card.

When creating business cards, you can create either a single card, the same card repeated, or different cards on the same page. To change the repeat mode, click File on the menu, then click Page Setup.

If you choose Single card or Same card repeated, you only see one card in the drawing area. If you choose Multiple cards drawn separately, you see gray lines on the page indicating the edges of each card.

You can create a drawing for the back of your business card. To create both a front and a back, click Page Setup on the File menu. On the Business Cards setup dialog box, click Double-sided Business Card, then click Finished. Front and Back page tabs appear on the drawing area. These tabs let you switch between the front and back.

When you print the business cards, Windows Draw pauses to let you flip the paper before printing the other side.

After saving your work, click Output Wizard to print the business cards.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(35e4f762fc1cfea5610d92e2d225d5b4_img.jpg\) Begin Changing Things](#)

[!\[\]\(d84e7ea36f695d92cb39ec32c307ac93_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(feabb98897b440bc8695a03336a6e2df_img.jpg\) Other Project Types](#)

Creating Daily Calendars

The Daily Calendar page type allows you to create a calendar for one day.

To start a new calendar, click New on the File menu, click Start with Project Wizard, then double-click Calendars.

Click a layer tab at the bottom left of the screen to add or change objects on a specific layer.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

[!\[\]\(51514032c8ca341817228f39f1307b05_img.jpg\) Clip Art Subjects](#)

[!\[\]\(c444627dab9fee9a1550c053ffaaaae2_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Spring Holidays](#)

 [Summer Holidays](#)

 [Fall Holidays](#)

 [Winter Holidays](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Calendars

The Monthly and Weekly page type allows you to create a calendar for one month or week.

To start a new calendar, click New on the File menu, click Start with Project Wizard, then double-click Calendars.

Click a layer tab at the bottom left of the screen to add or change objects on a specific layer.

Stick with a small number of fonts to maintain an elegant look.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

 [Clip Art Subjects](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Spring Holidays](#)

 [Summer Holidays](#)

 [Fall Holidays](#)

 [Winter Holidays](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(6302aad5aed157b291fddf37b4870784_img.jpg\) Begin Changing Things](#)
- [!\[\]\(a9ca2c237943a6d0a9f22252f295b6f3_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(9a01a64e0b4ff865df7d32ee7991fe8b_img.jpg\) Other Project Types](#)

Creating Calendars

The Yearly Calendar page type allows you to create a calendar for one year.

To start a new calendar, click New on the File menu, click Start with Project Wizard, then double-click Calendars.

Click a layer tab at the bottom left of the screen to add or change objects on a specific layer.

Draw different shapes around dates to highlight important events.

After saving your work, click Output Wizard to print the calendar. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(2a133ebb0337313d16cc068f19494aa2_img.jpg\) Clip Art Subjects](#)
- [!\[\]\(e5831951c2bb646a242d812c288ddabc_img.jpg\) Close Project Instructions](#)


PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Spring Holidays](#)

 [Summer Holidays](#)

 [Fall Holidays](#)

 [Winter Holidays](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Cartoon Scenes

The Cartoon Scene page type allows you to create cartoons with people, faces, and characters.

To start a new cartoon scene, click New on the File menu, click Start with Project Wizard, double-click Kid's Stuff, then Cartoon Scenes.

To add text to a word or thought balloon, click the balloon and begin typing. Then, align the text to the appropriate position in the balloon.

To add other characters, drag clip art from the Effects Gallery onto the page.

After saving your work, click Output Wizard to print the cartoon scene. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

 [Clip Art Subjects](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Cartoons 1](#)

 [Cartoons 2](#)

 [Cartoons 3](#)

 [Cartoons 4](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(6841ca9b0e023296428e7c9e683b9367_img.jpg\) Begin Changing Things](#)
- [!\[\]\(e258e347e7683f87061f627f84598eb5_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(1233990ad3f0b7475c568d7bf16af31f_img.jpg\) Other Project Types](#)

Creating Castles

The Castle Design Kit page type allows you to create a castle scene, complete with royalty and dragons.

To start a new castle scene, click New on the File menu, click Start with Project Wizard, double-click Kid's Stuff, then Castle Design Kit.

Click either the Background or Castle & People layer tab to activate the layer for editing.

Castle pieces have names indicating their width (2-8) and height (s, m, and t). Use this information to match pieces. For example, match size 2 tops and battlements with size 2 towers.

Try to avoid sizing pieces containing bricks, to keep the bricks a consistent size.

After saving your work, click Output Wizard to print the scene. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(dce81645e0100714e86d66fe4d06ecba_img.jpg\) Page Background](#)
- [!\[\]\(2f7100595fe61fbdc3e7ec71332af01e_img.jpg\) Clip Art](#)
- [!\[\]\(c642f5e2c9782d94443748a0940dbd21_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9_img.jpg\) Begin Changing Things](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e_img.jpg\) Other Project Types](#)

Creating CD and Tape Covers

The CD and Tape Covers page type allows you to create covers for your CDs and cassette tapes.

To start a new CD or tape cover, click New on the File menu, click Start with Project Wizard, then double-click Other Printing Projects.

After saving your work, click Output Wizard to print the cover.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(a9a7cf821bf949be41db724492f295be_img.jpg\) Music Clip Art](#)
- [!\[\]\(2c367d84c99049f9805eec6142b5bc5d_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(c8d96c8885d3000a912c2582004aed63_img.jpg\) Begin Changing Things](#)

[!\[\]\(919a2cb85b99741a73c0c31a427236a8_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(666e09182d4cd268646ea700ea60dcdf_img.jpg\) Other Project Types](#)

Creating Comparison Charts

The Comparison Chart page type allows you to create charts that compare two or more items.

To start a new comparison chart, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then double-click Comparison Chart.

Complete columns and rows can be found in the clip art subject that opens with the comparison chart template. In the Effects Gallery, click the thumbnail of the row or column and drag it onto the page.

To delete a row or column, click and drag a bounding box around the row or column you want to delete. Be sure you include all boxes in the row or column in the selection. With the row or column selected, press the Delete key.

To add text to a box, click the box and begin typing.

After saving your work, click Output Wizard to print the chart. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

[!\[\]\(4b7a79268f6ba26c1471d4232fffa85a_img.jpg\) Clip Art](#)

[!\[\]\(95b425611cbd2b8716a140cf67c81822_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(529949c2c3dadbaa4e538e8c643454bc_img.jpg\) Begin Changing Things](#)

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Other Project Types](#)

Creating Computer Screen Drawings

The Computer Screen page type allows you to create a drawing to be used on a computer screen for wallpaper or on-screen presentations.

To start a new computer screen drawing, click New on the File menu, click Start with Blank Page, then double-click Screen.

Be sure to use the page setting for the screen resolution of the computer on which the file will be displayed. To change the resolution setting, click on the File menu, then click Page Setup.

After saving your work, choose Output Wizard to save the drawing as wallpaper. Or, choose another output type.

Use Display Properties in the Control Panel to set your wallpaper file.

You can import the drawing into a presentation program.

Keep your original DRW file for easy editing in the future.

[!\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd_img.jpg\) Page Background](#)

[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Custom Pages

The Custom page type allows you to create a page with the dimensions and settings you want.

To start a new custom page, click New on the File menu, click Start with Blank Page, then double-click Custom.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(a22ba4e13c745edbf29e51af246c4c12_img.jpg\) Begin Changing Things](#)
- [!\[\]\(33b18af9a4b997eb52666cfeb3c44157_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(262b158440b847a82f89a14cab8644ec_img.jpg\) Other Project Types](#)

Creating Diagrams

The Diagram page type allows you to create flowchart or network diagrams.

To start a new diagram, click New on the File menu, click Start with Project Wizard, then double-click Forms and Diagrams.

To group associated components visually, draw a rectangle around the components and use the dashed line style.

To change the point on which a line attaches to a shape, double-click the Connector line and drag the end point of the line to a different connect point.

Press the Shift key while drawing a right-angle line to constrain to only one angle.

If a right-angle Connector line from one shape to another goes below the shape and loops back to the Connector line top, move the shapes to adjust the space between.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.


Keep your original DRW file for easy editing in the future.

- [!\[\]\(0f13e74bece43321be4542883500ac30_img.jpg\) Clip Art Subjects](#)
- [!\[\]\(096ca4c8372bb23497150f03b2c177db_img.jpg\) Close Project Instructions](#)


PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 Block Diagrams

 Flowcharts

 Network Diagrams

 Organization Charts

 Close Project Instructions

PROJECT INSTRUCTIONS

- [!\[\]\(849840539e55921a3851a4ff96d7400d_img.jpg\) Begin Changing Things](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107_img.jpg\) Other Project Types](#)

Creating Dinosaur Scenes

The Dinosaur Scene page type allows you to create a dinosaur scene on one of two backgrounds.

To start a new dinosaur scene, click New on the File menu, click Start with Project Wizard, then double-click Kid's Stuff.

Click either the Background or Dinosaurs layer tab to activate the layer for editing.

To make the dinosaurs face in different directions, use the Flip Horizontal command. When you select the dinosaur, the Visual Toolbar displays a list of commands you can use, including Flip commands.

After saving your work, click Output Wizard to print the scene. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(c33cb967c8fc4f5e27188a389b621c8e_img.jpg\) Page Background](#)
- [!\[\]\(38e1383487ca0f0e9e2c9378b9dbcae7_img.jpg\) Clip Art](#)
- [!\[\]\(d399648641177ccf0f777d76c74f84ed_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(6841ca9b0e023296428e7c9e683b9367_img.jpg\) Begin Changing Things](#)
- [!\[\]\(e258e347e7683f87061f627f84598eb5_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(1233990ad3f0b7475c568d7bf16af31f_img.jpg\) Other Project Types](#)

Creating Direction Maps

The Direction Map page type allows you to create maps with roads, signs, and landmarks.

To start a new direction map, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then Direction Map.

Use the road line style to draw your own roads. Draw lines using the Line tools, then format the lines using the road outline style. When you select the road, the Visual Toolbar displays a list of commands you can use. You should choose Color and Format to change the line style.

After saving your work, click Output Wizard to print the map. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(e7a5b2ecc7ab80b32b565dd7dfa9a5a9_img.jpg\) Clip Art](#)
- [!\[\]\(51a3b3d739efe92b5a87bb7fdd8bc4bf_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(d263118e0bfd47dc6bc704167d936b83_img.jpg\) Begin Changing Things](#)

[!\[\]\(34b4f260a8587d2e97eeaee361cc357b_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(3d8c13c92b853674f749aac6fa869926_img.jpg\) Other Project Types](#)

Creating a Family Tree

The Family Tree page type allows you to create a family tree chart.

To start a new family tree, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then Family Tree.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

If you can not select a tag, the tag may be on a different layer. Click the Text layer tab on the bottom left of the drawing area to activate the text layer.

To move several tags as a group, select the first tag, and then hold down Shift while you click the other tags. You can then drag all selected tags together.

Stick with a small number of fonts to maintain an elegant look.

To change the point on which a line attaches to a shape, double-click the Connector line and drag the end point of the line to a different connect point.

Press the Shift key while drawing a right-angle line to constrain to only one angle.

If a right-angle Connector line from one tag to another goes below the tag and loops back to the Connector line top, move the tags to adjust the space between.

After saving your work, click Output Wizard to print the family tree. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

[!\[\]\(9db214d549b9aeebe72aa11d3a5c4b1a_img.jpg\) Page Background](#)

[!\[\]\(bcece9a353e60caece619217f5c1ea39_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Fax Sheets

The Fax Sheet page type allows you to create fax sheet templates.

To start a new fax sheet, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then Fax Sheet.

Click either the Graphics or Text layer tab to activate the layer for editing.

After saving your work, click Output Wizard to print the fax sheet.

After you get the fax sheet the way you want it, save it as a template so you can use it again.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(467d80e979964f7f8c752fb22248b5b7_img.jpg\) Begin Changing Things](#)
- [!\[\]\(b71552d33dbf62adf5e5199a70ee02bf_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(03134b765d1473836ff001925b1b0550_img.jpg\) Other Project Types](#)

Creating Flyers and Signs

The Flyers and Signs page type allows you to create flyers or signs.

To start a new flyer or sign, click New on the File menu, click Start with Project Wizard, then double-click Banners, Flyers, and Signs.

After saving your work, click Output Wizard to print the flyer or sign. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(c6a8736a601a632e2c96605cf66055ed_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Forms

The Forms page type allows you to create blank forms.

To start a new form, click New on the File menu, click Start with Project Wizard, then double-click Forms and Diagrams.

Click either the Graphics or Text layer tab to activate the layer for editing.

When adding text to boxes, click the box and begin typing. Press Tab to move to the next box.

After saving your work, click Output Wizard to print the form.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(21199eb166cc97331a0c54c649195dcc_img.jpg\) Begin Changing Things](#)

[!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\) Other Project Types](#)

Creating Games

The Games page type allows you to create games and puzzles.

To start a new game, click New on the File menu, click Start with Project Wizard, then double-click Sports and Games.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

After saving your work, click Output Wizard to print the game. Or, choose another output type.

Play the game by moving the pieces on the screen.

Print the board and individual pieces and use them to play the game. Laminate the pieces and glue them onto cardboard for the best results.

Play a correspondence game, like chess, by making your moves on screen and mailing the printed result to your opponent.

Change the boards and pieces to make your own games.

Create your own cards, dominoes, or tiles.

To change the board, click the Board layer tab to activate the layer.

Keep your original DRW file for easy editing in the future.

[!\[\]\(c1168d6a8b365d11e842ece304635fa7_img.jpg\) Clip Art](#)

[!\[\]\(cbd8541a32dfc32f356f5c6c994b0a21_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(8af806fb1314382d09bc5ec5b767526c_img.jpg\) Begin Changing Things](#)

[!\[\]\(2e897e890e69d81eae4503a8342c36b0_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\) Other Project Types](#)

Creating Graph Paper

The Graph Paper page type allows you to print paper with a grid.

To start a graph paper page, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then Graph Paper.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

The grid lines of the graph paper are grouped into major and minor lines. The bold lines are the major grid lines and the thinner lines in between are the minor grid lines.

All major lines are in one group and all minor lines are in another.

Click one line to select an entire line group, then change the color of all lines in that group at once.

The grid and scaling options of the template match the graph paper grid lines. If you change the options, they will not match the grid.

After saving your work, click Output Wizard to print the graph paper.

If you are printing the graph paper to draw on, you may want to turn the paper over and draw on the back side. This gives you more subtle graph lines so your drawing stands out more.

Keep your original DRW file for easy editing in the future.

[!\[\]\(7bc43b319a082987e20f7bf78f4bab80_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

-  [Begin Changing Things](#)
-  [Back to Project Wizard...](#)
-  [Other Project Types](#)

Creating Greeting Cards

The Greeting Card page type allows you to create cards, invitations, and announcements.

To start a greeting card, click New on the File menu, click Start with Project Wizard, then double-click Greeting Cards. Or, to start with a blank greeting card, click Start with Blank Page, then double-click Greeting Card.

Each page is on a separate page in the drawing area.

To view a particular page, click the name of the page in the lower left of the screen.




The gray lines around the drawing area indicate the area of the page on which your printer will print. Be sure all graphics and text fit inside this printable area. Otherwise, your drawing will be cut off on the edges.

After saving your work, click Output Wizard to print the card. Or, choose another output type.

To print greeting cards on two sides, print the first side, turn the paper over, feed it back into your printer, and print the second side. Windows Draw pauses and lets you continue printing once the paper is turned over. Alternately, you can print both pages separately and tape or glue them together.

Save a greeting card as an animated GIF. The resulting animation displays each panel of the drawing, one at a time, creating a special electronic card!

Keep your original DRW file for easy editing in the future.

-  [Double-Sided Document](#)
-  [Clip Art Subjects](#)
-  [Close Project Instructions](#)


PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Spring Holidays](#)

 [Summer Holidays](#)

 [Fall Holidays](#)

 [Winter Holidays](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9_img.jpg\) Begin Changing Things](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e_img.jpg\) Other Project Types](#)

Creating Images

The Image page type allows you to create a page size to be used for manipulating or creating bullet, icon, or photographic images.

To start an image page, click New on the File menu, click Start with Blank Page, then double-click Image.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(4f6d8a8b127300a02d56d34d01423d15_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Jigsaw Puzzles

The Jigsaw Puzzle page type allows you to create a jigsaw puzzle with any drawing or photo.

To start a jigsaw puzzle, click New on the File menu, click Start with Project Wizard, then double-click Sports and Games.

Click either the Graphics or Jigsaw layer tab to activate the layer for editing. The jigsaw picture goes on the Graphic layer, so be sure to switch to this layer before you insert a picture. You can use a drawing or a scanned image for your jigsaw picture.

For light pictures, change the jigsaw pattern color to black. For dark pictures, change the line color to white.

After inserting a picture, switch back to the Jigsaw layer. Then rotate or stretch the jigsaw pattern as needed to make it fit the picture.

After saving your work, click Output Wizard to print the puzzle. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(529949c2c3dadbaa4e538e8c643454bc_img.jpg\) Begin Changing Things](#)

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\) Other Project Types](#)

Creating Labels

The Label page type allows you to create mailing labels or other types of labels.

To start labels, click New on the File menu, click Start with Project Wizard, then double-click Labels. Or, to start with blank labels, click Start with Blank Page, then double-click Label.

When creating labels, you can create either the same label repeated, or different labels on the same page. To change the repeat mode, click File on the menu, then click Page Setup.

If you choose Same label repeated, you only see one label in the drawing area. If you choose Multiple labels drawn separately, you see gray lines on the page indicating the edges of each label.

Add names to the Address List and add address fields to a drawing to create a mail merge.

Before printing on labels, print a test page on plain paper to be sure the information will fit on the labels.

After saving your work, click Output Wizard to print the labels.

Keep your original DRW file for easy editing in the future.

[!\[\]\(e3275251d0893157c3584e20c81dc3ba_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(6302aad5aed157b291fddf37b4870784_img.jpg\) Begin Changing Things](#)
- [!\[\]\(a9ca2c237943a6d0a9f22252f295b6f3_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(9a01a64e0b4ff865df7d32ee7991fe8b_img.jpg\) Other Project Types](#)

Creating Landscapes

The Landscape page type allows you to create landscape diagrams.

To start a landscape diagram, click New on the File menu, click Start with Project Wizard, then double-click Forms and Diagrams.

To add a new page, click the Add Page tab in the bottom left of the screen.

To view a particular page, click the name of the page in the bottom left of the screen.

Click the Draw menu, then click Grid Options to change the scale.

The scale graphic around the page does not change when you change the scale. To remove the scale graphic, click the Scale layer tab at the bottom left of the drawing area. Then, click the scale graphic to select it, and press the Delete key.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.


Keep your original DRW file for easy editing in the future.


- [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe_img.jpg\) Clip Art Subjects](#)
- [!\[\]\(894ed1eaf67f827f170900945f995ae3_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Landscaping 1](#)

 [Landscaping 2](#)

 [Landscaping 3](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(3da2b303d29c1ea489bbe26a3f5ac664_img.jpg\) Begin Changing Things](#)
- [!\[\]\(9421cea5a5b5319f79b58962509475ab_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(17cce402a0380c36f25e02ecf91578f5_img.jpg\) Other Project Types](#)

Creating Letterhead

The Letterhead page type allows you to create letterhead.

To start letterhead, click New on the File menu, click Start with Project Wizard, then double-click Business Stationery.

After saving your work, click Output Wizard to print the letterhead.

Save the letterhead as a template so you can use it again.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(b7e1c8bc060ab2af8bc42ce81bfcf3c4_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Face Masks

The Mask Creation Kit page type allows you to create masks to wear.

To start a mask, click New on the File menu, click Start with Project Wizard, double-click Kid's Stuff, then double-click Mask Creation Kit.

Enlarge the mask by dragging a corner handle outward.

After saving your work, click Output Wizard to print the mask.

Punch holes in the side of the mask and tie the ends of a piece of elastic to the holes. Or, glue a Popsicle® stick to one side to create a hand-held mask.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Memo Pads

The Memo Pad page type allows you to create personalized memo pads.

To start a memo pad, click New on the File menu, click Start with Project Wizard, then double-click Other Printing Projects.

Click either the Graphics or Text layer tab to activate the layer for editing.

For shopping and supply lists, add the items that you frequently need, so that you can just circle them when preparing your list.

For "to-do" lists, add items that you always have to remember.

After saving your work, click Output Wizard to print the memo pad.

Make a printout and take it to your local print shop, or fit several pad pages to a page and print your own pads.

Keep your original DRW file for easy editing in the future.

 [Clip Art](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9_img.jpg\) Begin Changing Things](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e_img.jpg\) Other Project Types](#)

Creating Newsletters

The Newsletters page type allows you to create multi-page and column newsletters.

To start a newsletter, click New on the File menu, click Start with Project Wizard, then double-click Newsletters. Or, to start with a blank newsletter, click Start with Blank Page, then double-click Newsletter.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

After saving your work, click Output Wizard to print the newsletter. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(4f6d8a8b127300a02d56d34d01423d15_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) Begin Changing Things](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) Other Project Types](#)

Creating Ocean Scenes

The Ocean Scene page type allows you to create an ocean scene using one of two backgrounds.

To start an ocean scene, click New on the File menu, click Start with Project Wizard, then double-click Kid's Stuff.

Click either the Background or Creatures layer tab to activate the layer for editing.

To make the sea creatures face in different directions, use the Flip Horizontal command. When you select the creature, the Visual Toolbar displays a list of commands you can use, including Flip commands.

After saving your work, click Output Wizard to print the scene. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(e40bb48ad1470e3a14017c64c5673877_img.jpg\) Clip Art](#)
- [!\[\]\(de28875f44a359ca6d30bbb1d9f6cdbd_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Other Labels

The Other Labels page type allows you to create labels for things such as cassette tapes, jars, and video cassettes.

To start a label, click New on the File menu, click Start with Project Wizard, then double-click Other Printing Projects.

When creating labels, you can create either the same label repeated, or different labels on the same page. To change the repeat mode, click File on the menu, then click Page Setup.

If you choose Same label repeated, you only see one label in the drawing area. If you choose Multiple labels drawn separately, you see gray lines on the page indicating the edges of each label.

Before printing on labels, print a test page on plain paper to be sure the information will fit on the labels.

After saving your work, click Output Wizard to print the label.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(6302aad5aed157b291fddf37b4870784_img.jpg\) Begin Changing Things](#)
- [!\[\]\(a9ca2c237943a6d0a9f22252f295b6f3_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(9a01a64e0b4ff865df7d32ee7991fe8b_img.jpg\) Other Project Types](#)

Creating Paper Dolls

The Paper Doll page type allows you to create paper dolls with clothes you can mix and match.

To start a paper doll, click New on the File menu, click Start with Project Wizard, double-click Kid's Stuff, then Paper Dolls.

Drag clothes for the dolls from the Effects Gallery onto the page.

Change the color of doll clothes or skin. With the clothes or doll selected, click Color Adjustment, then Colorize on the Visual Toolbar.

After saving your work, click Output Wizard to print the dolls.

Print the dolls, then paste them onto cardboard and cut them out. You can draw tabs on the clothes, print, cut out the clothes and place them on the dolls.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(d27edc55493507da2f9b8c7a52b3b96f_img.jpg\) Clip Art](#)
- [!\[\]\(9bf7a72a60a57323fa980b9b0338593f_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(21199eb166cc97331a0c54c649195dcc_img.jpg\) Begin Changing Things](#)

[!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\) Other Project Types](#)

Creating Play Money

The Play Money page type allows you to create play paper money and coins.

To start paper money, click New on the File menu, click Start with Project Wizard, then double-click Kid's Stuff.

Use Insert Picture or Scanner Image to add your own picture to the paper money.

After saving your work, click Output Wizard to print the play money.

Paste the coins on cardboard or poster board before cutting them.

Keep your original DRW file for easy editing in the future.

[!\[\]\(758ebdf4629c903da74c2e079717ae32_img.jpg\) Clip Art](#)

[!\[\]\(fe3aebe81acea8d45108cd2768939da7_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

[!\[\]\(8af806fb1314382d09bc5ec5b767526c_img.jpg\) Begin Changing Things](#)

[!\[\]\(2e897e890e69d81eae4503a8342c36b0_img.jpg\) Back to Project Wizard...](#)

[!\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\) Other Project Types](#)

Creating Playing Cards

The Playing Card page type allows you to create your own playing cards.

To start playing cards, click New on the File menu, click Start with Project Wizard, double-click Sports and Games, then Games.

To copy a card component, hold the Ctrl key and click and drag the component you want to copy.

After saving your work, click Output Wizard to print the playing cards.

After you create and print cards, have them laminated so they will last. Or, paste the cards onto poster board before cutting them out.

Keep your original DRW file for easy editing in the future.

[!\[\]\(47734e4656765d20df4fdbd5b7aff048_img.jpg\) Clip Art](#)

[!\[\]\(bd3b31712ad9bab5a241210fa6925cdd_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(849840539e55921a3851a4ff96d7400d_img.jpg\) Begin Changing Things](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107_img.jpg\) Other Project Types](#)

Creating Post Cards

The Post Card page type allows you to create the front and back of a post card.

To start a post card, click New on the File menu, click Start with Project Wizard, then double-click Post Cards. Or, to start with a blank post card, click Start with Blank Page, then double-click Post Card.

You can create a drawing for the back of your post card. To create both a front and a back, click Page Setup on the File menu. On the Post Cards setup dialog box, click Double-sided Post Card, then click Finished. Front and Back page tabs appear on the drawing area. These tabs let you switch between the front and back. When you print the post cards, Windows Draw pauses to let you flip the paper before printing the other side.

Add names to the Address List and add address fields to a drawing to create a mail merge.

After saving your work, click Output Wizard to print the post card. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(c33cb967c8fc4f5e27188a389b621c8e_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

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 [Other Project Types](#)

Creating Posters

The Poster page type allows you to create multi-page posters.

To start a poster, click New on the File menu, click Start with Blank Page, then double-click Poster.

Click File on the menu, then Page Setup to change the size of the poster.

After saving your work, click Output Wizard to print the poster. Or, choose another output type.

Tap the pages together to create the poster.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9_img.jpg\) Begin Changing Things](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e_img.jpg\) Other Project Types](#)

Creating with Printer Sheets

The Printer Sheet page type opens a page that matches the page setting of your default printer.

To start a printer sheet, click New on the File menu, click Start with Blank Page, then double-click Printer Sheet.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(a9a7cf821bf949be41db724492f295be_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) Begin Changing Things](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) Other Project Types](#)

Creating a Scaled Page

The Scaled page type allows you to create a scaled drawing.

To start a scaled page, click New on the File menu, click Start with Blank Page, then double-click Scaled Page.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(f2fdbbba686c1099e6b2b8779766e2d3_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Space Plans

The Space Plan page type allows you to create a floor plan for a house or building.

To start a space plan, click New on the File menu, click Start with Project Wizard, then double-click Forms and Diagrams.

Click either the Walls, Fixtures, or Furniture layer tab to activate the layer for editing.

To edit the wall and furniture at the same time, click Draw on the menu, point to Layers, and click Edit All Layers.

Click Draw on the menu, then click Grid Options to change the scale. Use Snap to Grid to keep objects aligned as you move them.

To rotate a piece of furniture 90 degrees to the left, select the object and press F8. To rotate it 90 degrees to the right, select it and press Shift+F8.

After saving your work, click Output Wizard to print the space plan. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

 [Clip Art](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

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 [Other Project Types](#)

Creating Sports Fields

The Sports Field page type allows you to create sports play diagrams.

To start a sports play diagram, click New on the File menu, click Start with Project Wizard, double-click Sports and Games, then Sports.

Click either the Field or Court, or Players layer tab to activate the layer for editing.

Select a player and type a name or number to identify a player

Draw arrows to show the direction of play when drawing play diagrams.

After saving your work, click Output Wizard to print the diagram. Or, choose another output type.

Keep your original DRW file for easy editing in the future.

 [Clip Art Subjects](#)


 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

Click one of the following clip art subjects to open the subject.

 [Sports 1](#)

 [Sports 2](#)

 [Sports 3](#)

 [Sports 4](#)

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(3da2b303d29c1ea489bbe26a3f5ac664_img.jpg\) Begin Changing Things](#)
- [!\[\]\(9421cea5a5b5319f79b58962509475ab_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(17cce402a0380c36f25e02ecf91578f5_img.jpg\) Other Project Types](#)

Creating with Standard Sizes

The Standard Paper Size page type allows you to create a drawing using a standard paper size.

To start a standard page, click New on the File menu, click Start with Blank Page, then double-click Standard Size.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

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 [Other Project Types](#)

Creating Tangram Puzzles

The Tangram Puzzle page type allows you to create Tangram puzzles.

To start a Tangram puzzle, click New on the File menu, click Start with Project Wizard, double-click Sports and Games, then Puzzles.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

The puzzle pieces are on a different layer than the puzzles to make it easier to solve the puzzles on screen.

Rearrange the 7 pieces of the Tangram puzzle to form the shapes in gray.

You can either print the template and solve the puzzle on paper or solve it on screen.

When solving the puzzle on screen, use the Flip and Rotate options on the Visual Toolbar.

To rotate a piece 45 degrees, click Rotate or Slant on the Visual Toolbar, then click Rotate by Angle. The first few puzzles can be worked using one of the two sets of pieces. You only need to rotate by a 45 degree angle on the more difficult puzzles.

After saving your work, click Output Wizard to print the puzzle. Or, choose another output type.

If you print the puzzle, paste the printout on cardboard before you cut it into the puzzle pieces.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

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 [Other Project Types](#)

Creating Technical Drawings

The Technical Drawing page type allows you to create drawings to scale.

To start a technical drawing, click New on the File menu, click Start with Project Wizard, double-click Forms and Diagrams, then Technical Drawing.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the in the lower left of the screen.

Click Draw on the menu, then click Grid Options to set grid and scaling features. The scale graphic around the page does not change when you change the scale. Delete or change the scale graphic if you change the scale.

When drawing to exact measurements, use the [coordinates](#) shown on the status bar as guides.

Use the rulers for precise alignment.

While drawing an object, hold down the right mouse button to position the object while you draw.

Use keyboard shortcuts for frequent commands such as Group (F5) and Zoom Selection (F4). See [Keyboard Shortcuts](#) for a list.

Use multiple undos when needed. You can increase the number of undos by changing that setting on the General panel of the Options dialog box. But remember, the more undos, the more memory required.

Use layers to keep your drawings organized. Use the layer tabs to switch to different layers quickly.

For quick access to lines, shapes and CoolShapes, display the Lines, Shapes, and CoolShapes toolbars.

For multiple views of the same document, use the New Window command on the Windows menu. For example, you can use this feature to zoom in on an object in one window while displaying a larger view in another window.

After saving your work, click Output Wizard to choose an output type.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

 [Begin Changing Things](#)

 [Back to Project Wizard...](#)

 [Other Project Types](#)

Creating Theme Parties

The Theme Parties page type allows you to create all the accessories for a theme party.

To start a new theme party, click New on the File menu, click Start with Project Wizard, then double-click Theme Parties.

Each theme contains an invitation, thank you card, banner, and other accessories decorated with the theme. Pick the items you want to use, or use them all!

After saving your work, click Output Wizard to print the party items.

Keep your original DRW file for easy editing in the future.

 [Close Project Instructions](#)

PROJECT INSTRUCTIONS

- [!\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) Begin Changing Things](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36_img.jpg\) Back to Project Wizard...](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) Other Project Types](#)

Creating Tournament Brackets

The Tournament Brackets page type allows you to create tournament brackets.

To start a tournament bracket, click New on the File menu, click Start with Project Wizard, then double-click Sports and Games.

To add a player's name, click the box and begin typing.

After saving your work, click Output Wizard to print the bracket.

Keep your original DRW file for easy editing in the future.

- [!\[\]\(49aa2e1da5fe39294864e9598c593810_img.jpg\) Close Project Instructions](#)

PROJECT INSTRUCTIONS

-  [Begin Changing Things](#)
-  [Back to Project Wizard...](#)
-  [Other Project Types](#)

Creating Your Web Page

The Web Page page type allows you to create Web pages.

To start a Web page, click New on the File menu, click Start with Project Wizard, then double-click Web Pages. Or, to start with a blank Web page, click Start with Blank Page, then double-click Web Page.

Each page is on a separate page in the drawing area.

To add a new page, click the Add Page tab in the lower left of the screen.

To view a particular page, click the name of the page in the lower left of the screen.

Include [animated GIF](#) files in your Web page. Use the Animations page setting to create these.

After saving your work, click Output Wizard to save as a Web page.

Contact your Internet provider to publish your Web pages on the Internet.

Keep your original DRW file for easy editing in the future.

-  [Page Background](#)
-  [Web Publishing Toolbar](#)
-  [Clip Art](#)
-  [Close Project Instructions](#)

