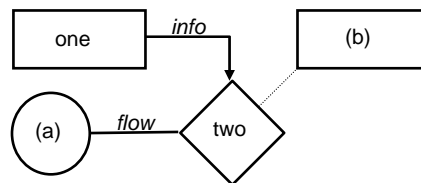


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Authors: C P Houghton

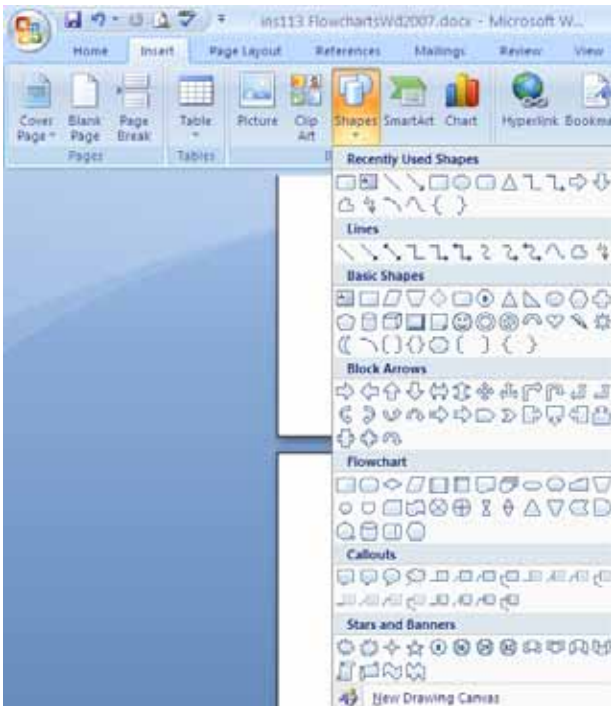
Drawing flowcharts in *Word 2007*®

By following the methods outlined in this guide you will be able to use the drawing tools to create flowcharts similar to the example to the right.



Displaying the flowchart toolset

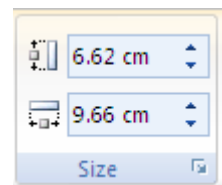
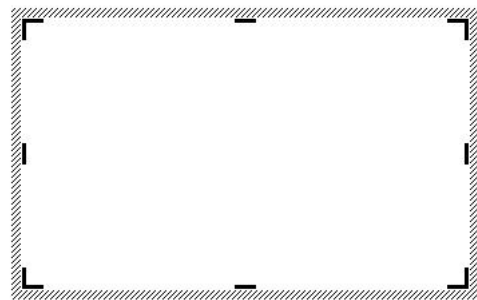
On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then select the shape you want to use from the flowchart section.



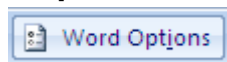
The drawing canvas

When you create a drawing in *Word 2007*, a **drawing canvas** is placed around it. This helps you to arrange and resize the objects in your drawing. You can resize the canvas to increase the space for your flowchart by dragging the resize points.

To resize your entire chart you need to change the **size parameters** on the toolbar. To do this **double click** within the canvas to display the **format tab** and resize the whole flowchart using the **size group**.



To turn the **drawing canvas** off click the **Office button** and select the **Word Options** button from the bottom right of the menu.



Click the **Advanced** tab and uncheck **Automatically create drawing canvas when**

inserting autoshapes and click OK.

Drawing tips and tricks

- Work in Print Layout View; from the **View** tab choose **Print Layout**.
- After you choose a shape or line button, the pointer changes to a cross.
- Position the cross on the document, and *drag* to start drawing, ie. hold down the left mouse button and move the mouse; release to stop drawing.
- For circles, squares and text boxes, drag diagonally from top left to bottom right.
- To create straight lines and perfect shapes, hold down the **Shift** key as you drag.

Adding lines arrows and shapes

- Click on the **Insert** tab and select **Shapes**. Select the appropriate shape from the displayed list.
- Move the pointer onto the document.
- Hold down the left mouse button and move the mouse to start drawing.
- Release the mouse button.

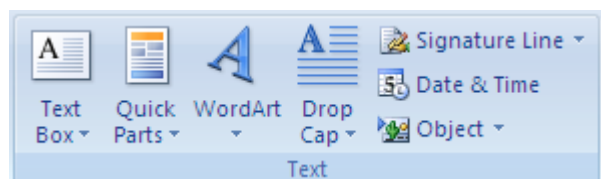
Changing line/arrow/border style

- Click the shape you want to change the style for.
- You can select from any of the styles available from the format tab.

Creating a text box

A text box allows you to place text anywhere on the page.

- Select the **Insert** tab.
- Click the **Textbox** button from the **Text** group.
- Select a style for the textbox from the available selection or select **draw textbox** from the bottom of the selection.
- If selecting one of the available styles notice that the textbox is inserted into your document where it is displayed in the example.
- Clicking on the edge of the textbox selects it. This allows the textbox to be resized using the resizing handles. It also allows you to move the textbox to a new location.
- To move the textbox move your mouse over the edge of the textbox and click the edge. The cursor now becomes a cross.
- Hold down the left mouse button and drag the textbox to a new location.



Removing a textbox

You can remove the textbox by clicking the edge of the textbox and pressing the delete key on your keyboard.



⇒ **Working with shapes**

You have to select an object to change its appearance.

Selecting an object

- Move the pointer over the edge of the object
- When the pointer changes to an arrow with a cross, click once. Small black dots known as selection handles show that the object is selected. On shapes, these form a square of eight dots; on lines there is one dot at either end.

Resizing a shape

- Drag the appropriate middle selection handle to a shape.

Resizing vertically/horizontally

- For lines, drag one of the selection handles at the end of the line.

Rescaling an object

- Hold down the **Shift** key and drag one of the corner selection handles.

Moving an object

When the pointer changes to an arrow with a cross, hold down the mouse button and move the shape. Hold down the **Shift** key as you drag, to limit movement to horizontal/vertical planes. The arrow keys can move objects by small amounts.

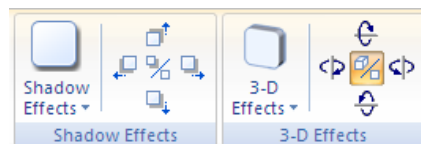
Copying an object

Move the object and hold down the **CTRL** key as you drag.

Fancy bits - drop shadows & 3D shapes

To add a drop shadow to an shape

- Click the shape
- Select the Format tab which has appeared on the toolbar
- Select an option from the **Shadow Effects** group or an option from the **3-D Effects** group.



Either of the settings can be altered by clicking the Shape and applying a new format to it in the same way.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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