



Using Draw Tools

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Draw tools show automatically when opening a new AppleWorks draw document.



To use the draw tools in word processing, choose Show Tools from the **Window** Menu or by clicking on the small icon in the lower left of the window next to the page number.

The specific draw tools start below the double line on the tool palette. The top four pictures represent the selection tool , and three frame tools for text , spreadsheet , and painting .

To experiment with the following tools, open a new Draw Document.



Reference!

Complete Tool Palette

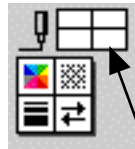


Tip!

Hold the mouse button down when choosing any palette, drag it to the right to tear it off and leave it out on the page.

Line Tool

Fat lines, skinny lines, colored lines, dotted lines – all are possible using the line tool. A line can even have an arrow on the the end. The line tool always makes **straight** lines in any direction. However, for a line that is absolutely vertical or horizontal, hold down the **Shift** key while the line is drawn.



The set of characteristics at the bottom of the tool palette apply to lines. They are color, texture, thickness and arrow ends. Notice that when these characteristics are changed the sample box next to the pen shows the changes.

Change Pen Color

1. Click on the Pen Color and the palette like the one at the right opens.
2. Choose a color and draw a line.
3. Now draw 2 more lines using different colors.



Change Line Thickness

1. Click on the thickness picture.
2. By choosing **Other**, line thickness can be up to at least 100 points.
3. Draw 3 lines at different thicknesses.

