



Using Draw Tools

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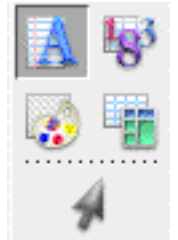
Using AppleWorks 6.1®

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The **Draw tool** palette shows automatically when opening a new AppleWorks draw document. To use draw tools in word processing, go to the **Window** Menu to Show Tools or click on the toolbox icon in the lower left corner of the window next to the page number.

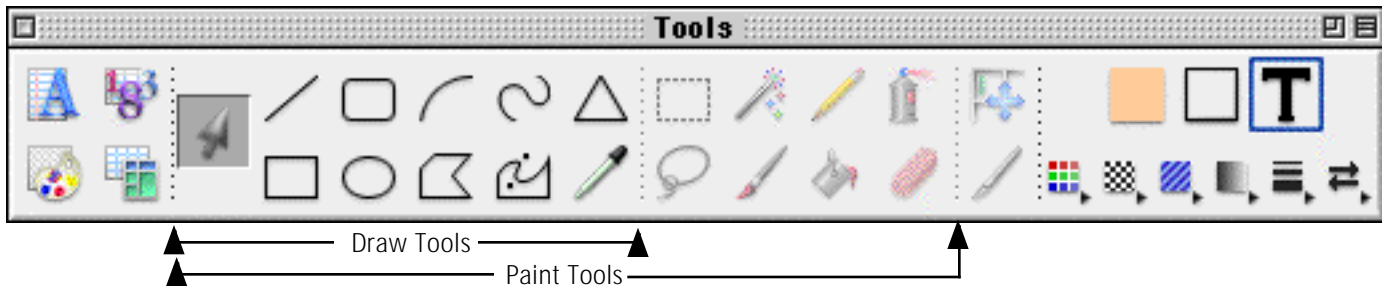


The first four pictures represent the text tool, the spreadsheet tool, the paint tool, and the table creation tool. The distinctive arrow is the selection tool and used to select object and make their "handles" show. Specific draw tools are between the first two dotted lines on the tool palette.

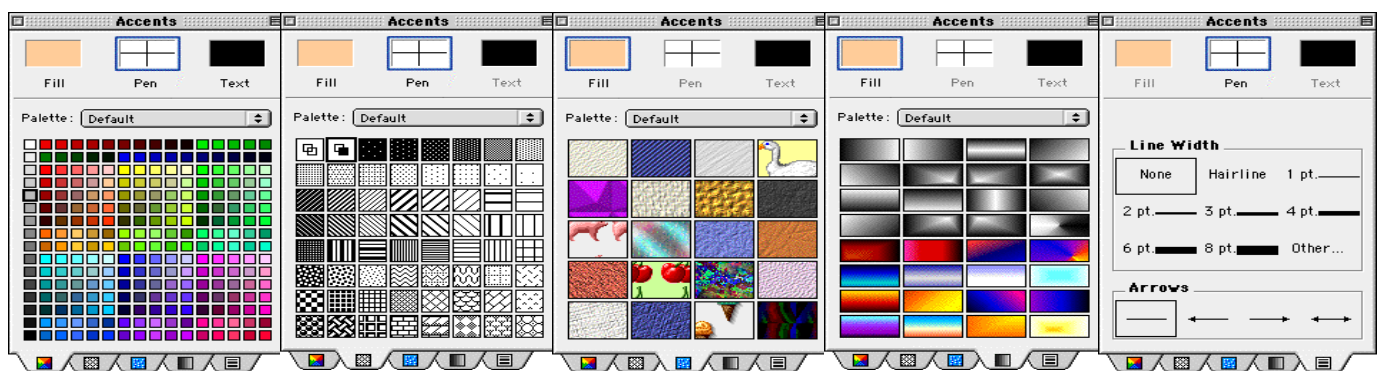


The Tool Palette can be shown in a vertical or horizontal position by clicking the small resizing icon at the top of the palette.

Complete Tool Palette in version 6.1



Features of the tools are also available from the Accents Window (examples shown below). Go to **Window** menu to Show Accents. Accent windows can be moved freely around the screen and float above the current document. Choose from fill, pen, or text at the top.



Click on each tab at the bottom on window to see different choices. In AppleWorks, version 6.0, Accent features are not available on the Tool palette and can only be accessed using the Accent window.

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

