



# Working with Draw Objects

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Using AppleWorks 6.1®

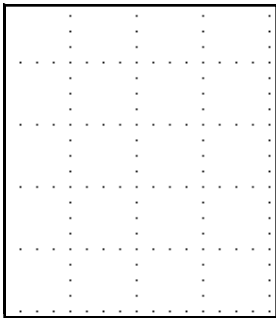
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**Using Draw** is an essential skill to have before creating flyers, note paper, newsletters, presentations, and web pages. Objects made with draw tools can be used in all modules of AppleWorks. Files made in Draw are saved as pict, however, they can also be saved as BMP, gif, jpeg and other types of files. Draw documents can import graphic files made with other applications, from CD-ROMs, digital cameras, scanners, or the Internet. The techniques described in this guide can be used with any of these draw objects in AppleWorks and some in other draw programs.

## The Draw Document Page

### Grid Background

A new draw document always opens with a dotted line grid on the page. Each square is one inch, with one-eighth inch marks. While this grid shows on the page when you are working, it doesn't show when the page is printed. If the grid is distracting, it can be turned off by selecting the **Options Menu**, then Hide Graphics Grid.



### Autogrid

When an object is moved on the draw page, it automatically snaps to an invisible autogrid. However, this prevents exact positioning of objects.

To more precisely move objects, go to **Options Menu** to Turn Autogrid Off.



#### Tip!

Turn Autogrid off so the arrows move an object in very small increments.

### Draw Ruler



The ruler that is available for draw documents is different from the word processing ruler. When working in draw mode, a dotted line appears on the rulers that follows wherever the pointer is on the screen. It is available at the top and the left of each page. To turn off the ruler, go to the **Format Menu** to Rulers/Hide Rulers.

### Multiple Pages

A new draw document is only one page. To add pages, go to **Format Menu** to Document.

In **Size**, enter estimated number of pages across and down. Extra pages can always be removed before printing.

### Page Margins

Margins are also set from the Document Dialog box as shown to the right.

