



Projects Using Draw Tools

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Drawing Tools are useful for making many projects for teachers and students. Following are projects ideas that demonstrate the use of draw tools and features. Refer to Using and Working with Draw Tools before you start creating some of these projects.



Reference!

Autogrid and Graphics Grid are different.

Autogrid is invisible but causes object to snap to an invisible grid in quarter inch increments. When it is turned off, objects can be moved in very small increments.

The **Graphics Grid** shows on the page and helps to position objects. It doesn't show when page is printed. To remove from page, choose Options Menu, then Hide Graphics Grid.

Note Paper

This project takes a standard 9.5 x 11 sheet and divides it in half to make casual notepaper. When the final page is printed, duplicate and make a stack of creative notes.

1. Set Page Setup to landscape.
2. Turn on the rulers by accessing the Window Menu, then Show Rulers.
3. Turn off **Autogrid** from **Options Menu**.
4. Set the margin to .25 on all sides
5. Make a 5 x 8 inch rectangle.
6. Make the rectangle transparent with a red outline.
7. Position the rectangle against the left quarter-inch margin
8. Duplicate the rectangle
9. Position the second rectangle against the right margin.
10. Align the tops of both rectangles. There should now be a .5 inch space between the two rectangles.
11. When rectangles are in position, select them and lock in place. (Go to the **Arrange Menu** to Lock.)

These two rectangles define the space that is available for 2 notepaper designs. The rectangles are unlocked and removed before printing. They only act as a guide for the notepaper layout.

