

The Graphics Tools in Word

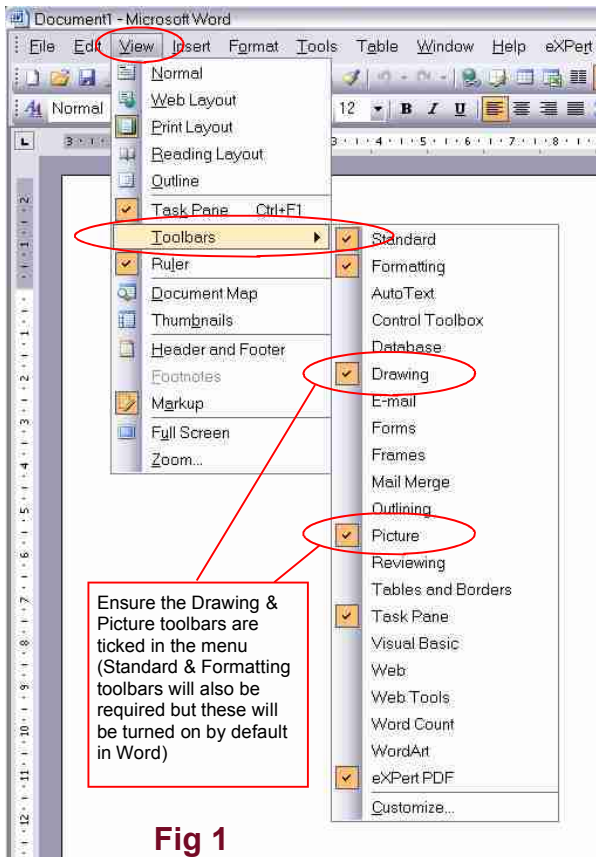


Fig 1

Fig 1 shows the basic screen layout of Microsoft Word 2003 running on WindowsXP. Other versions of Word and Windows will look different but the tools you require will be found in the same locations.

Ensure the Toolbars you require are available on the screen by:

- Step 1:** Click the View menu
- Step 2:** Move your mouse over the Toolbars option
- Step 3:** Ensure that the Drawing & Picture Toolbars are ticked. If not, simply click each item in turn to make the toolbars available

The Drawing toolbar is the most important tool we will use in designing our flyers and you will find it at the bottom left corner of your Word window. (See Fig 2 below)

The Drawing Toolbar explained

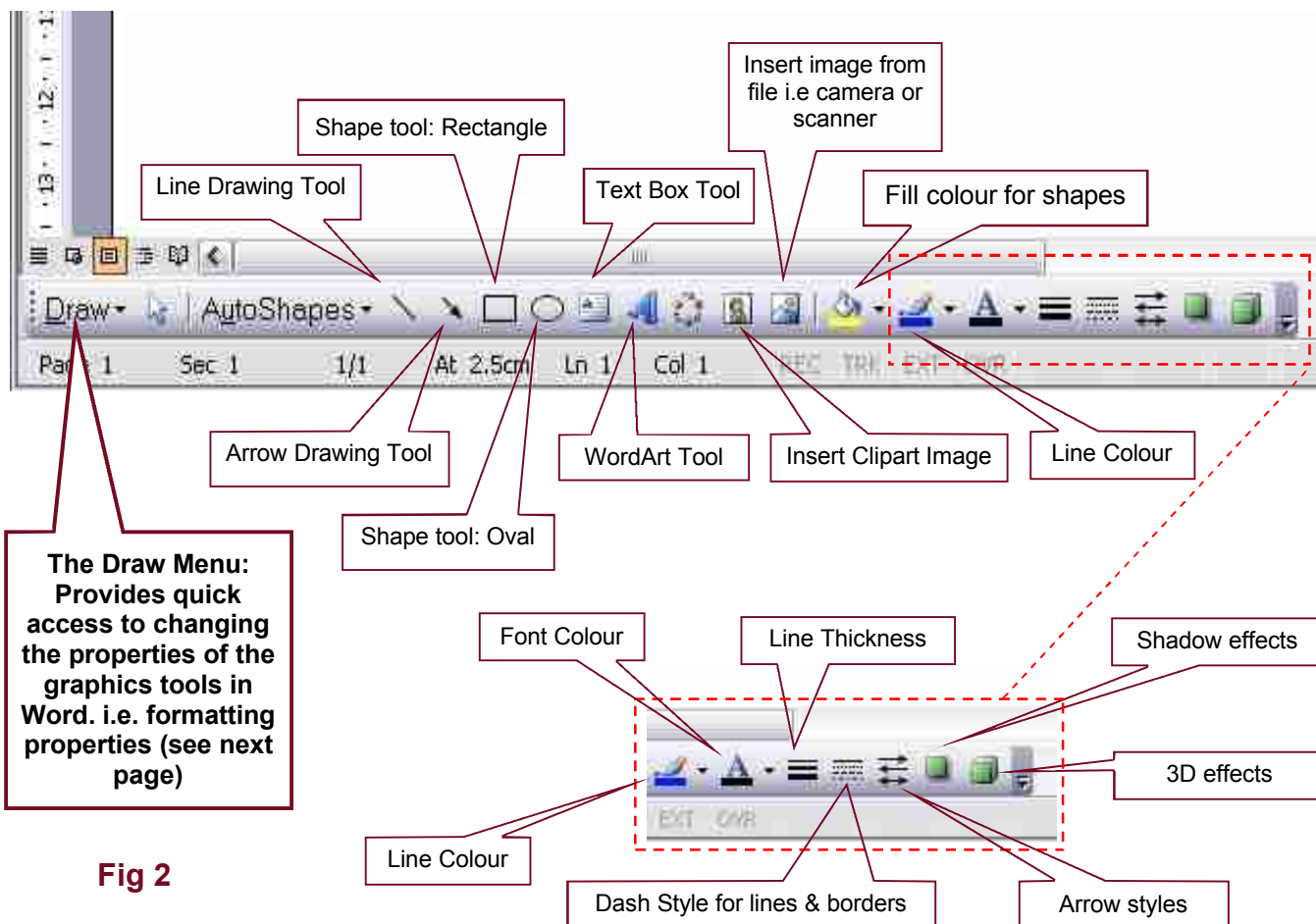


Fig 2