

Desktop Publishing Tools



The Text Frame Tool

The text frame tool is used to create frames for holding text. To create a text frame, select the tool and drag a rectangle shape on your page. To add text within the frame, click in the middle of the frame and start typing.



The Table Frame Tool

The table frame tool is used to create frames for holding tables.



The WordArt Frame Tool

Use a WordArt frame to create text with special effects. Edit text in the WordArt dialogue box.



The Picture Frame Tool

This tool creates frames that hold images. To use the tool select it and then drag a rectangle shape on your page. To insert an image into the frame, first select it and then click the right mouse button.



The Clip Art Frame Tool

This tool is used for inserting images and clip art.



The Line Tool

Used for drawing straight lines. To draw straight lines that are constrained to multiples of 45 degrees hold down the shift key when using this tool. Double clicking on a line you have drawn calls up the line dialogue box allowing some of the line's properties to be changed.

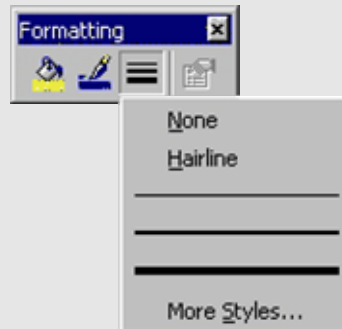
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Use desktop publishing software with alternative input devices.



The Ellipse Tool

The ellipse tool is used to draw circles and ellipses. The line style, color, and fill color of the shape can be set using the formatting toolbar.



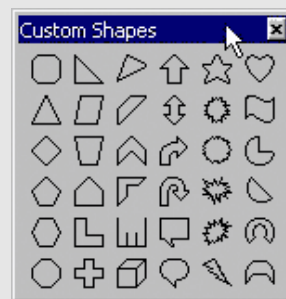
The Rectangle Tool

Used for drawing rectangles. To draw a square, hold down the shift key while using this tool.



The Shape Tool

The Shape Tool is used to create assorted preset shapes. To constrain the shape hold the shift key down while using this tool.



The Design Gallery Tool

This tool allows you add pre designed elements from the design gallery.

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