

Modifying Objects

Once you have created an object, you can change its appearance to meet your design needs by resizing, shading, adding shadows, and/or creating 3-D effects. This document will show you how to use all of these Office drawing options. For information about using these effects in Excel and PowerPoint, please refer to Modifying Objects in Excel and PowerPoint.

Resizing Shapes

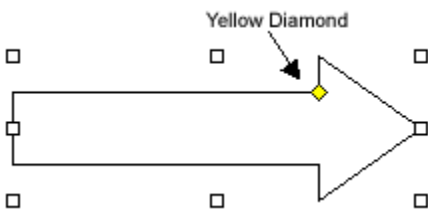
Objects can be easily resized to fit within any space constraints you may have within your document.

1. Select the shape that you want to adjust
2. Click and drag a handle until the shape is the size you want
HINT: To maintain the shape's width-to-height ratio, hold down [**Shift**] while you drag the corner handle.
3. Once your shape has reached the desired size, release the mouse button

Reshaping AutoShapes

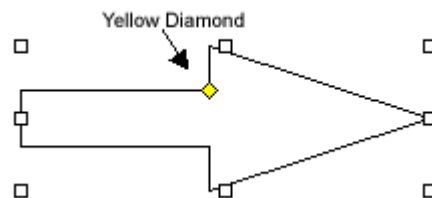
Some AutoShapes appear with a yellow diamond(s). If your shape has one or more, you can use a diamond to change the width or resize parts of your shape without affecting its overall size. Here are some examples of how the yellow diamond works:

Before

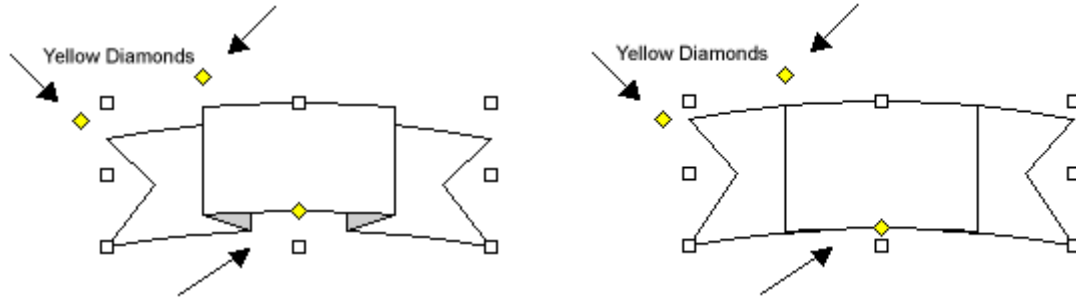


Before

After



After



Using the Yellow Diamonds:

1. Select your shape
2. Click and drag the yellow diamond for the desired effect

Coloring Shapes

Once you have drawn objects using the drawing tools or selected a shape from the ***Shape*** menu, you can enhance them with color. There are two ways to add color to your object: use the **SHAPE FILL** and **SHAPE OUTLINE** buttons on the ***Ribbon***, or use the dialog boxes available in each program.

An even more customized look can be obtained by adding fill effects such as a gradient, pattern, texture, or picture as fill for your object.

Coloring Shapes: Ribbon Option

In most cases, you can change the color of either the interior or the outline of the object. However, in some cases (e.g., lines and connectors) you can change the color of only the object's border.

To color the inside of the shape:

1. To show the ***Format*** command tab, double click the object or line that you want to fill or color

2. In the *Shape Styles* group, click **SHAPE FILL** » select the desired color



To color the border of the shape:

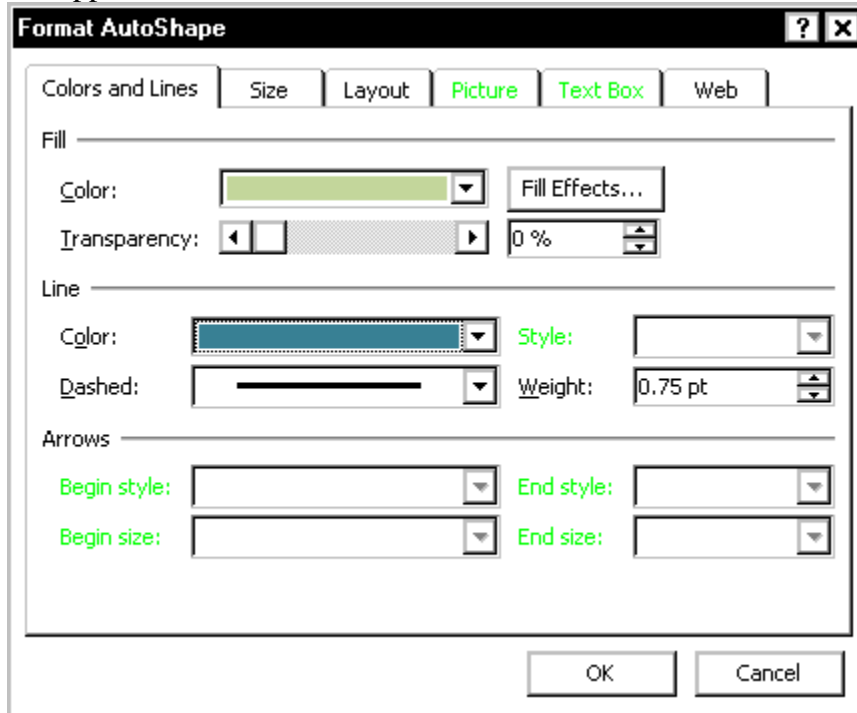
1. To show the *Format* command tab, double click the object or line that you want to color
2. In the *Shape Styles* group, click **SHAPE OUTLINE** » select the desired color



Coloring Shapes: Dialog Box Option

1. To show the *Format* command tab, double click the object or line that you want to color

2. In the **Shape Styles** group, click **ADVANCED TOOLS** |  the **Format AutoShape** dialog box appears.



3. Select the **Colors and Lines** tab
4. To color the inside of an object, in the **Fill** section, from the **Color** pull-down list, select the desired color
5. To color the border of an object, in the **Line** section, from the **Color** pull-down list, select the desired color
6. Click **OK**

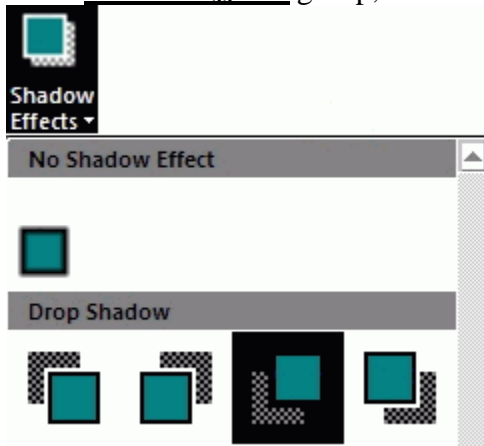
Adding Shadows

You can add a shadow to any object. The size, direction, and color of shadows can also be modified to fit your needs.

NOTE: You can enhance objects by adding 3-D or shadow effects. Word allows you to apply only one type of effect to an object, but Excel and PowerPoint allow you to combine these effects with a single object.

1. To show the **Format** command tab, double click the object or line that you want to add a shadow to

- In the *Shadow Effects* group, click **SHADOW EFFECTS** » select the desired effect



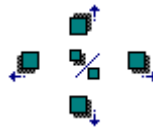
Customizing Shadows

- To show the *Format* command tab, double click the object or line with a shadow to customize
- To change the shadow's color, in the *Shadow Effects* group, click **SHADOW EFFECTS**



a pull-down list appears.

- In the pull-down list, select *Shadow Color* » select the desired color
- To nudge the shadow's positioning relative to the object, in the *Shadow Effects* group,



click the appropriate **NUDGE** button

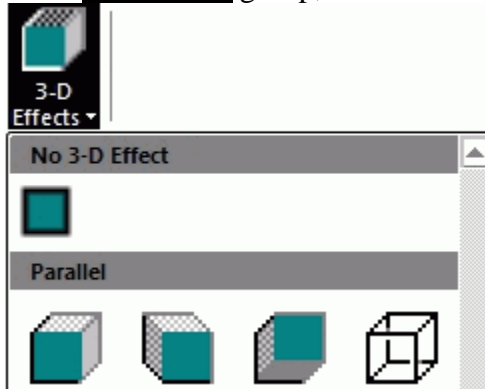
- To change how opaque or translucent the shadow is,
 - Click **SHADOW EFFECTS** » **SHADOW COLOR** » **MORE SHADOW COLORS...**
The *Colors* dialog box appears.
 - Select the *Standard* tab
 - To change the opacity of the shadow, slide the *Transparency* slider bar
HINT: Smaller numbers create more opaque shadows, while larger numbers create fainter and more translucent shadows.

Adding 3-D Effects

Lines, most shapes, and freeform objects can be given a 3-D appearance. With 3-D, you can change depth, color, rotation, angle, direction of lighting, and surface texture.

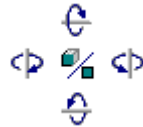
NOTE: You can enhance objects by adding 3-D or shadow effects. You may add one or the other to any object, but not both.

1. To show the **Format** command tab, double click the object or group of objects you want to appear in 3-D
2. In the **3-D Effects** group, click **3-D EFFECTS** » select the desired effect



Customizing 3-D

1. To show the **Format** command tab, double click the object or group of objects you want to customize
2. To change the direction of the 3-D effect, in the **3-D Effects** group, click the appropriate



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3. To customize additional 3-D effects, in the **3-D Effects** group, click **3-D EFFECTS** » select the desired customization



3-D Color

Determines the color of the 3-D effect.

Depth

Determines the size of the effect, giving the appearance of more or less depth.

Direction

Determines the angle of the 3-D effect in relation to the object.

Lighting

Alters the color pattern of the effect, giving the appearance of light shining on the edges of a 3-dimensional object from different directions.

Surface

Alters the color of the effect and object slightly, giving the appearance that they are made of different materials

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