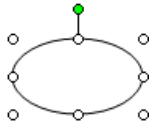


Line colour and style

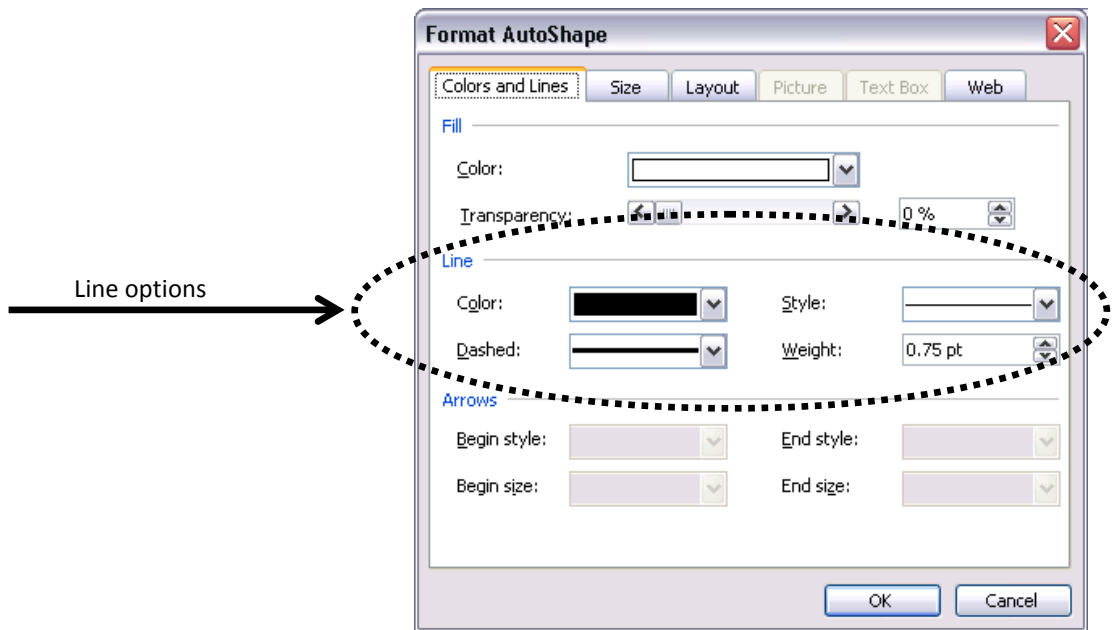
Microsoft Word 2003

This is similar to how you change the fill colour.

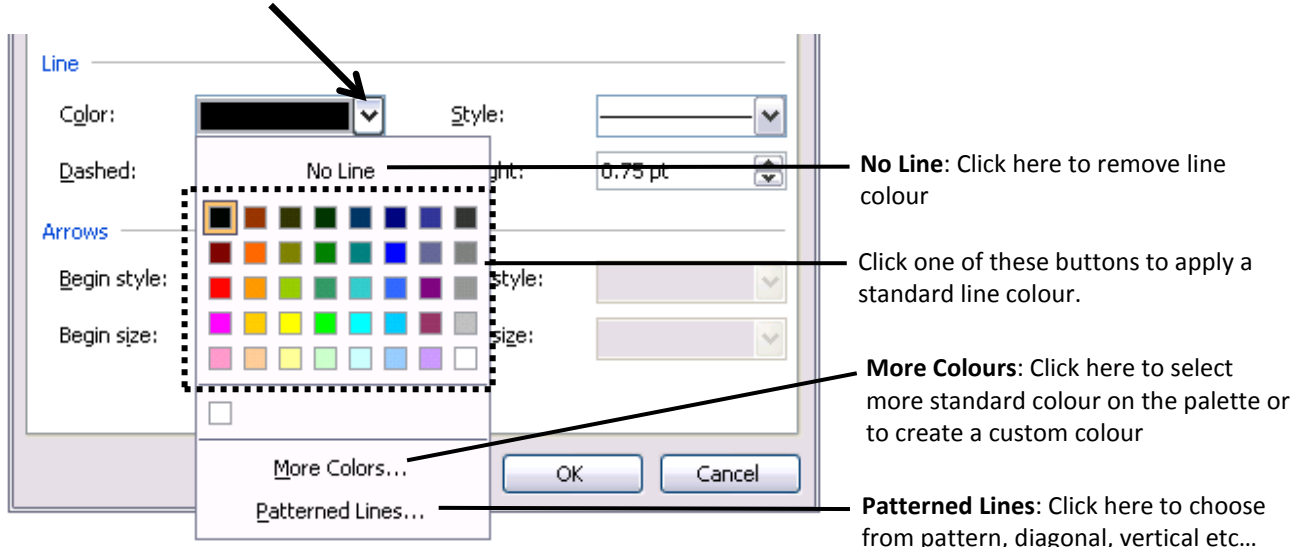
1. Click once on the shape that you want to change the line colour and style of (resizing handlers appear)



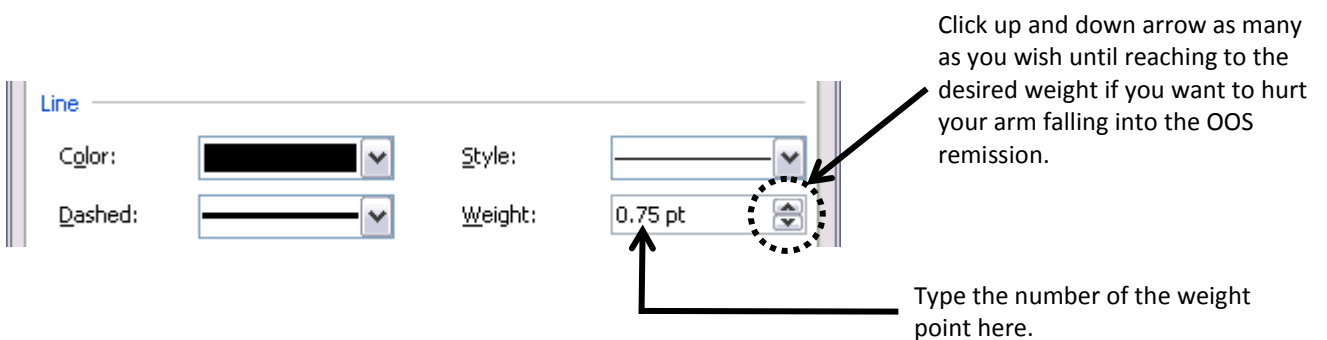
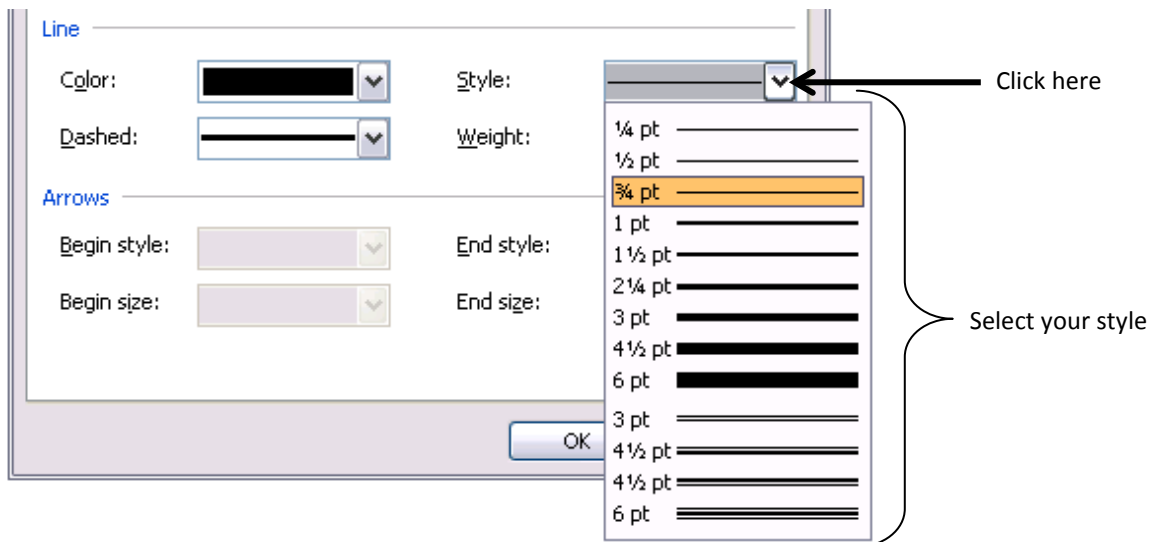
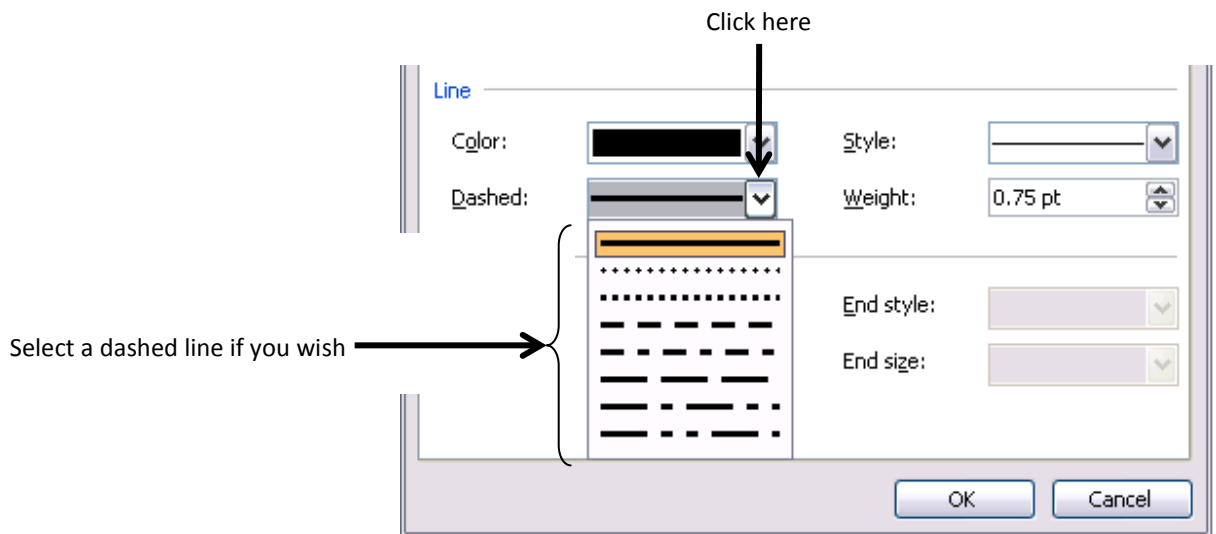
2. Perform one of the following:
 - Double click on the shape (the centre part is the easiest)
 - Right click on the shape > select **Format AutoShape**
 - **Format > AutoShape**



3. Click the drop down button next to **Colour** > select the colour

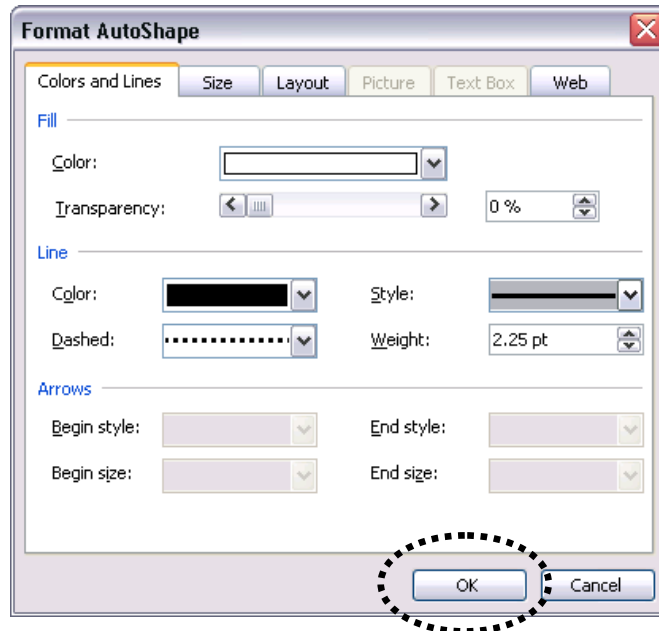


4. Click each drop down button if you want to change the **Style, Dashed** and **Weight** > select your desired format





- 5. Click in the **OK** button when finish formatting the line option

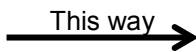


Tip: No fill colour or line

The combination of **no fill colour or line** is a way to make the most of flow charts or diagrams.

- a. For example, when drawing an arrow to point something out, but also when adding a text box above it, you would like to have them close without any cut off line. You must work with the keyboard when moving!

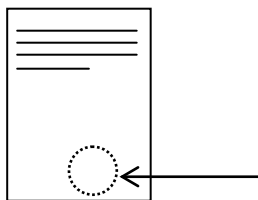
e.g.



The text box contains text "This way" and the box has no fill and line colours. The background is white so you may think it is unnecessary. However, if it is still white in colour as default, and if you locate it too close to the black arrow, the arrow may be cut off partially because of the box.

- b. Having a text box without fill colour and line is useful when you wish to type something in the middle of the page or right at the bottom of the page. You won't need to press the ENTER key many times to reach there. You can simply draw a text box and set it with no colour. That will be a lot easier to manage.

e.g.



- c. Another example is that you can circle an object on a screen snap shot as below. The circle has no fill colour.

e.g.

