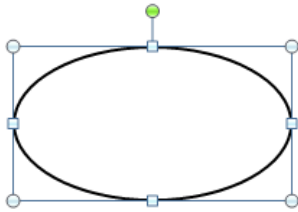


Changing the line colour and style

Microsoft Word

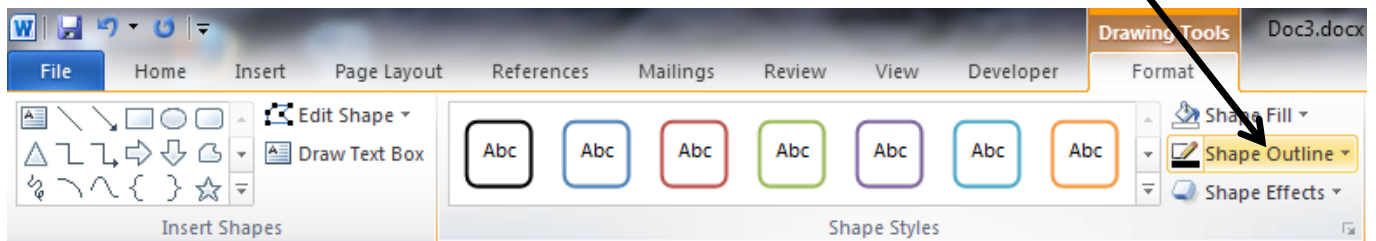
This is similar to how you change the fill colour.

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

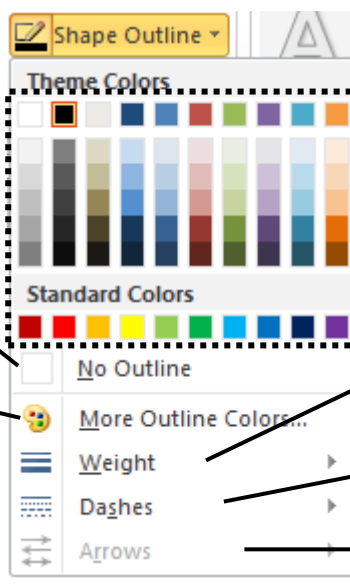


2. Perform the following:

Click Here (On the arrow)



- **Double click** on the **shape** (the Drawing Tools > Format Tab will appear)
- **Click on the arrow** next to **Shape outline**



No Outline: Removes the outline colour

More Outline Colours: Lets you choose a custom colour

Click one of these buttons to apply a standard line colour.

Weight: Click here to change the weight (thickness) of the line

Dashes: Click here to see segment styles available for lines

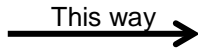
Arrow: Click here to choose from arrow styles

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.

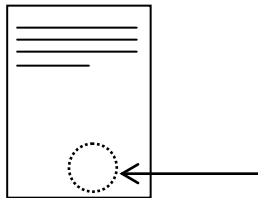
e.g.



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.

