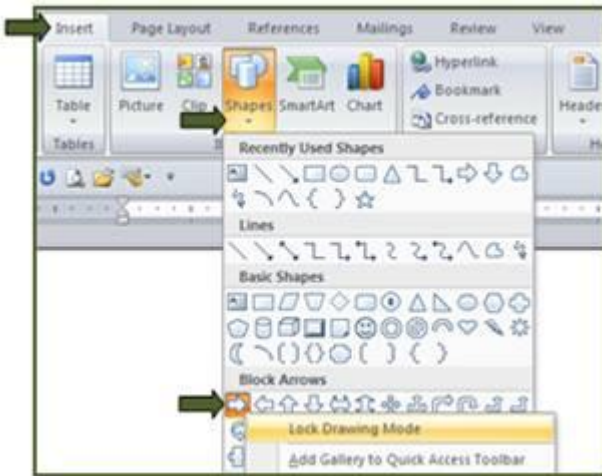


## PC Tip of the Week: Lock Drawing Tools in Office 2007

If you ever use a drawing tool repeatedly—like an arrow, a circle, a square—to add emphasis to areas of a document, here's a quick tip to save time and clicking.

- (1) Click **Insert** tab > **Shapes** button.
- (2) Right-click on the shape you wish to draw multiple times.
- (3) Click **Lock Drawing Mode**.



- (4) Draw the shape as many times as needed.
- (5) Press the **Esc** key to turn off the **Lock Drawing Mode**.  
(Or click the shape button again to turn off.)

### Computer Term of the Week

**wugging:** slang term that means Web-use giving--to raise charity money through the Internet and Web sites; no cost is incurred by the user as the money is earned through affiliate programs as well as search engine advertisers. One of the most common forms of wugging is using a charity-sponsored search engine while shopping online; an example is the iBakeSale Web site, which lets users sign up organizations and receive cash-back rewards while making purchases online.

### Keyboard Shortcut of the Week

Use **Ctrl + Arrow Keys** to “nudge” a selected shape into place with very small movements.