



## Working with Graphics

[Preparing your Workspace](#)

[Creating Graphic Objects](#)

Lines

Rectangle

Ellipse

Text

Barcode

Picture

Constrained Handprint

[Arranging Graphic Objects](#)

## Graphic Objects - Ellipses and Circles



PDF version

To draw objects such as lines, circles and rectangles, you select a tool from the toolbar, click and hold down the left mouse button and drag the mouse over the form to size the object.

### Creating Ellipses and Circles

The Ellipse tool is used to draw both ellipses and circles



Draw an ellipse or circle

To draw an ellipse:

- Choose **Ellipse** from the **Draw** menu or click the **Ellipse tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally to define the size of the ellipse.
- Release the mouse button.
- To resize the ellipse, click on one of the black handles and drag in or out to make the ellipse bigger or smaller.

To draw a circle:

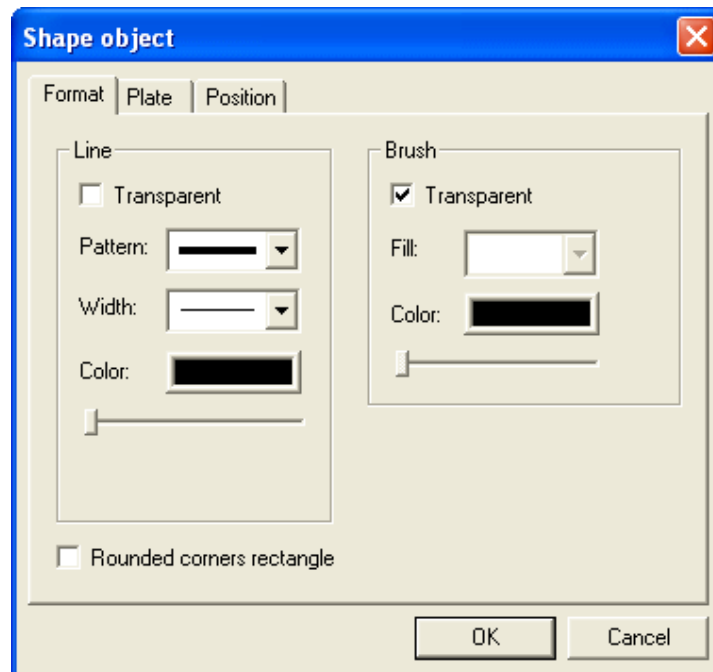
- Choose **Ellipse** from the **Draw** menu or click the **Ellipse tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the **CTRL** key down.
- Release the mouse button.
- To resize the circle, click on one of the black handles and drag in or out while holding the **CTRL** key, to make the circle bigger or smaller.

To draw a ellipse from its centre point:

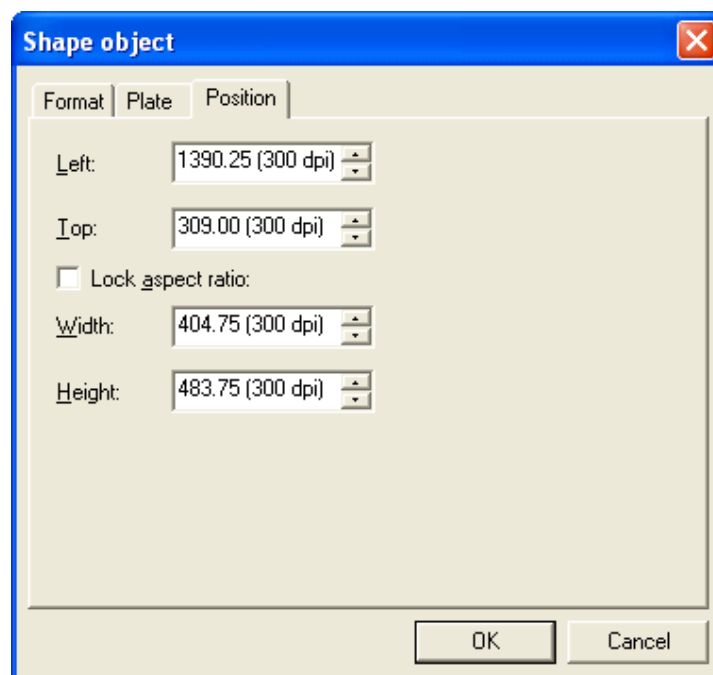
- Choose **Ellipse** from the **Draw** menu or click the **Ellipse tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the **SHIFT** key down.
- Release the mouse button.
- To resize the ellipse, click on one of the black handles and drag in or out while holding the **SHIFT** key, to make the ellipse bigger or smaller.

To change the properties of a selected ellipse:

- Double click on the ellipse or select the ellipse and then click on the **Object properties** button on the toolbar.
- On the **Format** tab, edit:
  - **Line** attributes - transparency, pattern, color and width.
  - **Fill** attributes - transparency, pattern and color.



- On the **Position** tab, edit the ellipses position and size.
  - **Lock aspect ratio** allows any changes in width or height to automatically change the other to keep the existing aspect ratio.



Top