



Working with Graphics

[Preparing your Workspace](#)

[Creating Graphic Objects](#)

[Arranging Graphic Objects](#)

Moving and resizing objects

Grouping and ungrouping objects

Aligning objects

Nudging objects

Changing object stacking

Examples

Moving and resizing objects

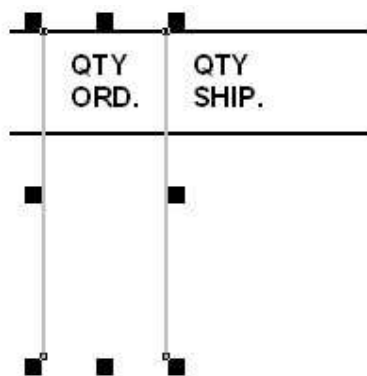


PDF version

Nudge Tool Example

Use **Difference between selected objects** nudge option to create quantity columns that are equal in width.

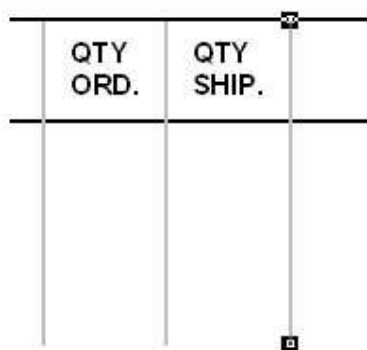
- Select two column lines on the **QTY ORD.** column.
- Choose **Nudge** from **Tools** menu, or click on the **Nudge tool** button from the toolbar.
- Select **Difference between selected objects** from the **Pre-defined values** menu.
- Click the **OK** button.



- Select the right column line and select **Copy** then **Paste** from the **Edit** menu, or click **Copy tool** then **Paste tool** from the Toolbar.

Note: Paste draws directly over the Cut or Copied object.

- Press the right arrow on the keyboard. Now you have columns for **QTY ORD.** and **QTY SHIP.** that are equal in width.



[Top](#)

Aligning Objects Example 1

Align the left side of an object to the left side of another object.

Select the object to be aligned.

- Select the **Left** alignment tool on the alignment toolbar.
- Click on the left side of the second object.



- The first object aligns itself to the left of the second object.



Top

Aligning Objects Example 2

Align the left side of an object to the right side of another object.

- Select the object to be aligned.
- Select the **Left** alignment tool on the alignment toolbar.
- Click on the right side of the second object.



- The first object left aligns itself to the right of the second object.



Top

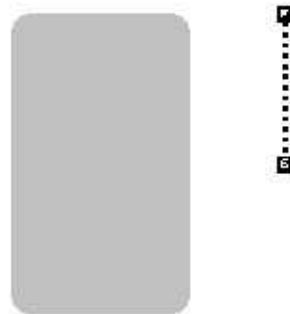
Aligning Objects Example 3

Align the top of an object to the top of another object.

- Select the object to be aligned.
- Select the **Top** alignment tool on the alignment toolbar.
- Click on the top of the second object.



- The first object aligns itself to the top of the second object.

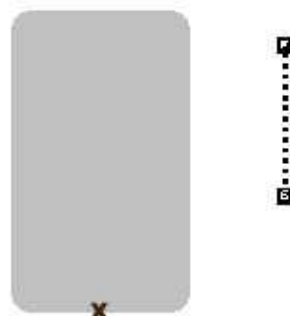


Top

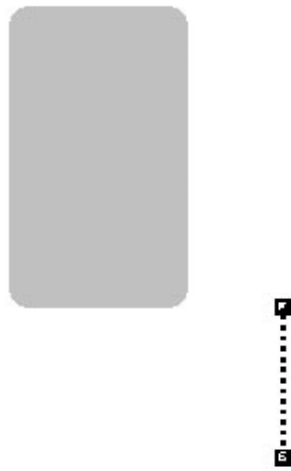
Aligning Objects Example 4

Align the top of an object to the bottom of another object.

- Select the object to be aligned.
- Select the **Top** alignment tool on the alignment toolbar.
- Click on the bottom of the second object.



- The first object aligns itself to the bottom of the second object.



[Top](#)

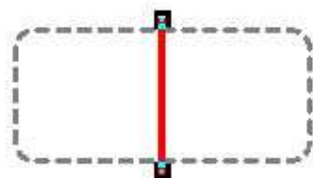
Aligning Objects Example 5

Horizontally center a selected object between the left and right sides of another object.

- Select the object to be aligned.
- Select the **Horizontal center** alignment tool on the alignment toolbar.
- Click on the left and right sides of the second object.



- The first object is horizontally centered between the left and the right sides of the second object.



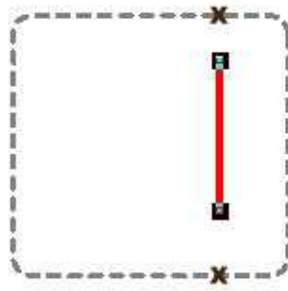
[Top](#)

Aligning Objects Example 6

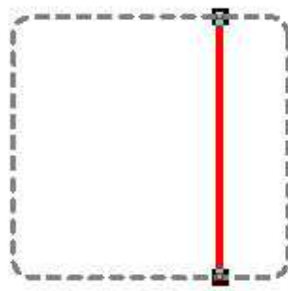
Stretch the vertical line to fit the height of the rectangle.

- Select the object to be stretched.
- Enable the **Stretching tool**.

- Select the **Vertical center** alignment tool on the alignment toolbar.
- Click on the top and bottom sides of the second object.



- The first object (vertical line), is stretched to be the same height as the second object (rectangle).

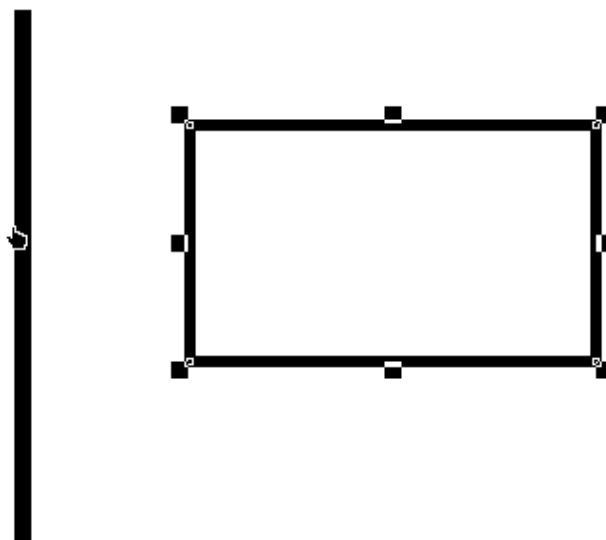


Top

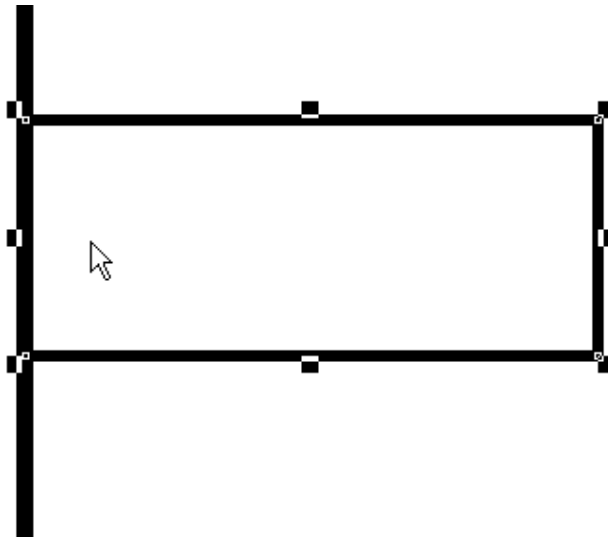
Aligning Objects Example 7

Stretch a rectangle left to meet a vertical line.

- Select the rectangle to be stretched.
- Enable the **Stretching tool**.
- Select the **Left** alignment tool on the alignment toolbar.
- Click on the left side of the vertical line.



- The first object (rectangle), is stretched to be the same left as the second object (vertical line).

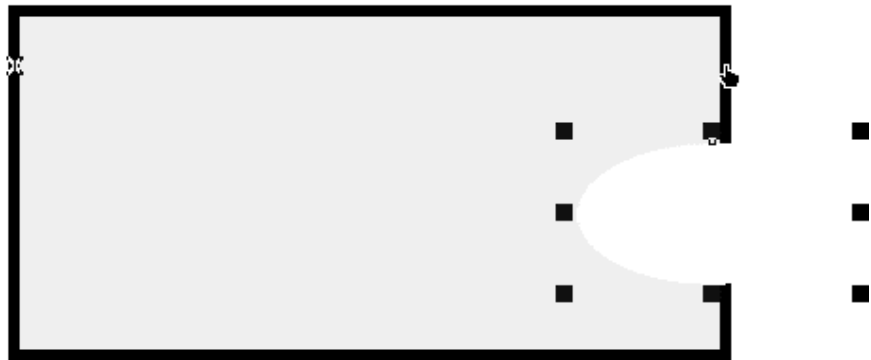


Top

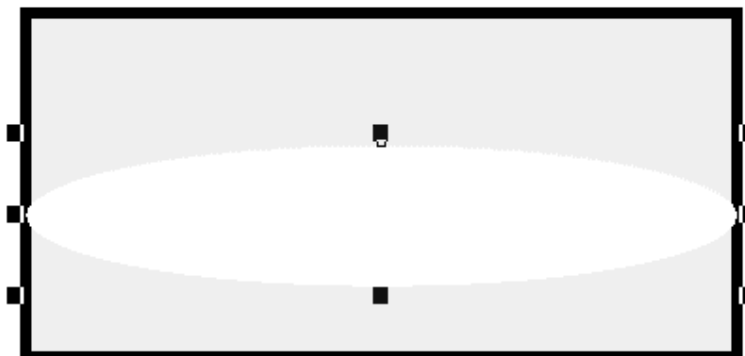
Aligning Objects Example 8

Place an ellipse within a rectangle.

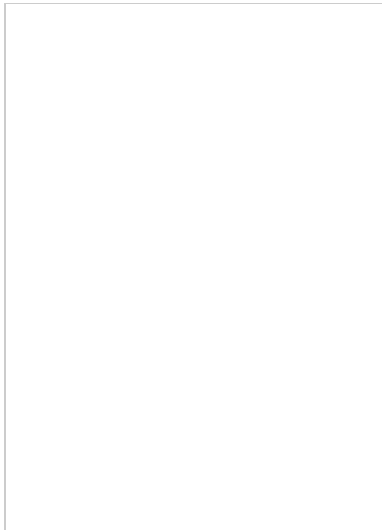
- Select the Ellipse to be stretched.
- Enable the **Stretching tool**.
- Select the **Horizontal between** alignment tool on the alignment toolbar.
- Click on the both sides of the rectangle.

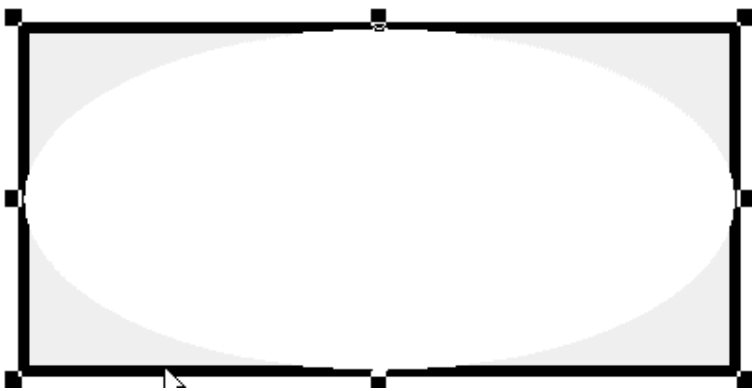


- The first object (ellipse) is stretched and moved to be the horizontal width of the rectangle.



- Now select **Vertical between** on the alignment toolbar and click in the top and bottom of the rectangle.





The diagram shows a rectangle with a thick black border. Inside the rectangle is a white ellipse. The ellipse is horizontally oriented and its vertical height matches the rectangle's height. The areas of the rectangle not covered by the ellipse are shaded light gray. There are small black squares at each of the eight corners of the rectangle, likely representing handles for resizing or moving the objects.

- The ellipse is stretched and moved to the vertical height of the rectangle.

Top