FormTrap

Working with Graphics
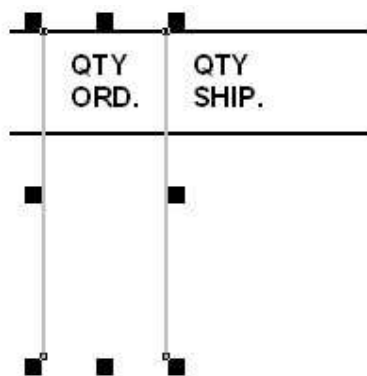
Moving and resizing objects

PDF version

Nudge Tool Example

Use **Difference between selected objects** nudge option to create quantity columns that are equal in width.
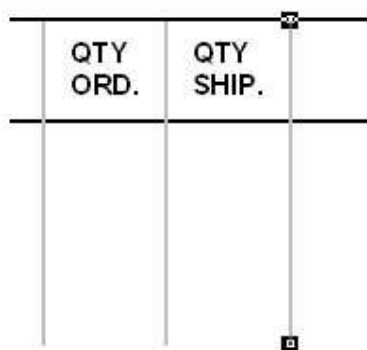
- Select two column lines on the **QTY ORD.** column.
- Choose **Nudge** from **Tools** menu, or click on the **Nudge tool** button from the toolbar.
- Select **Difference between selected objects** from the **Pre-defined values** menu.
- Click the **OK** button.

- 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.

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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.

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.

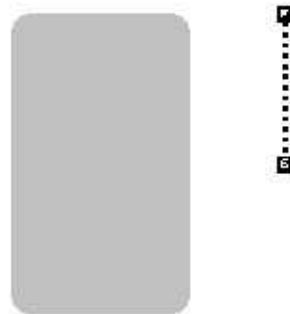- The first object left aligns itself to the right of the second object.

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.

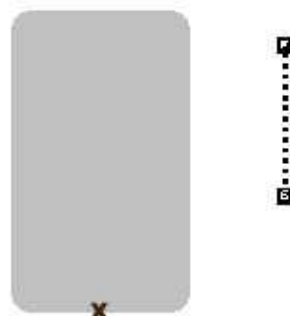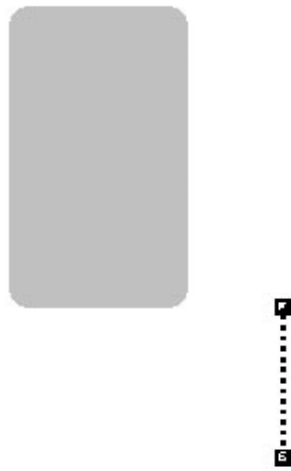- The first object aligns itself to the top of the second object.

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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.

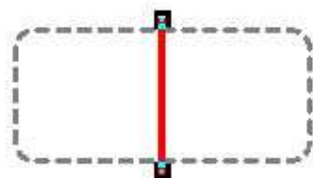- The first object aligns itself to the bottom of the second object.

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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.

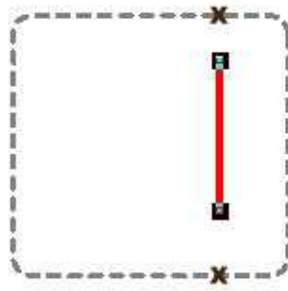- The first object is horizontally centerd between the left and the right sides of the second object.

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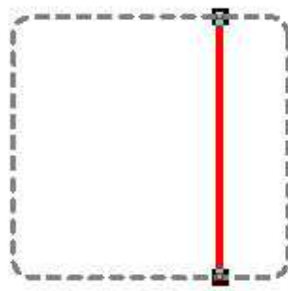## Aligning Objects Example 6

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).
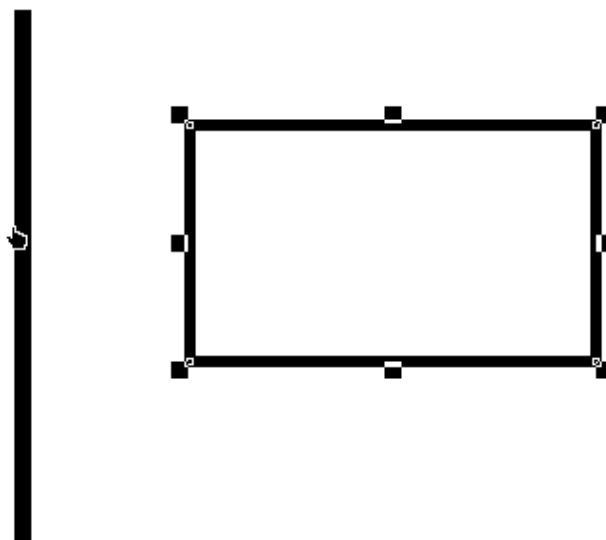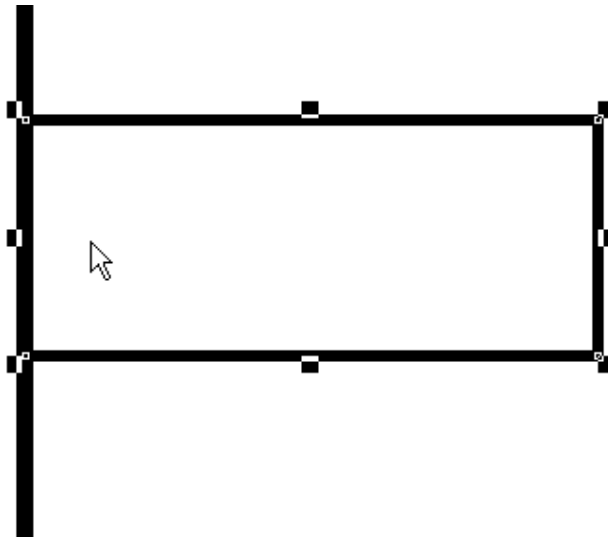
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Aligning Objects Example 7

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.

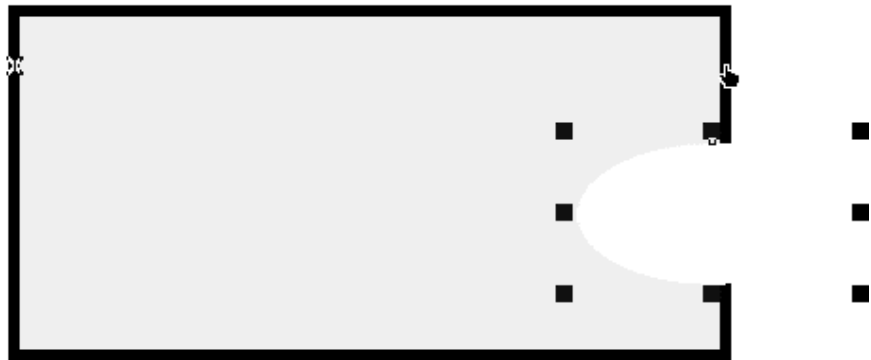- The first object (rectangle), is stretched to be the same left as the second object (vertical line).
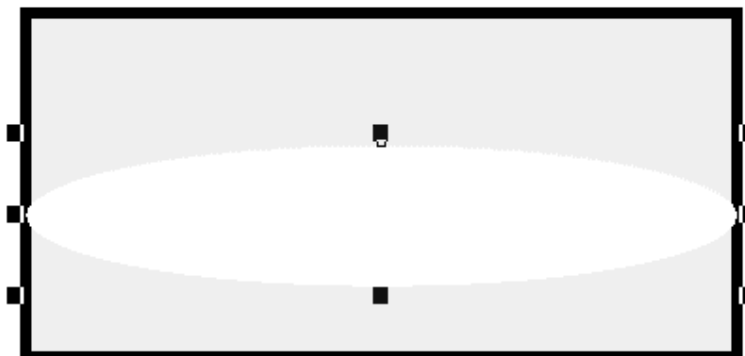
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Aligning Objects Example 8
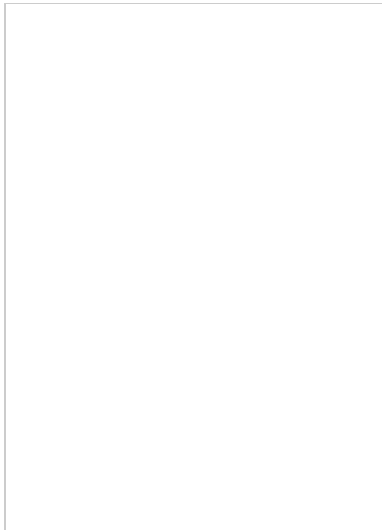
Place an ellipse within a rectangle.

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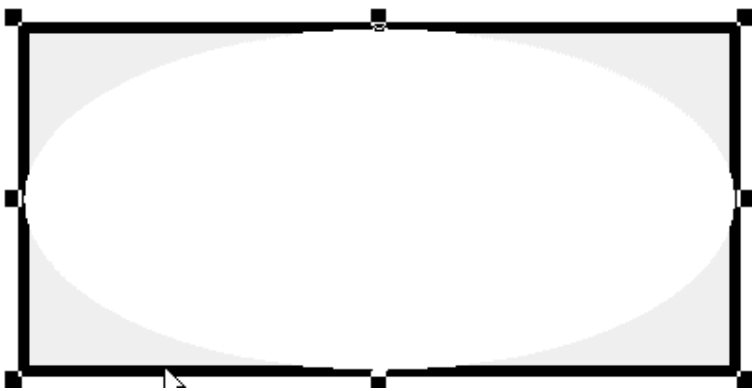- Click on the both sides of the rectangle.

- The first object (ellispe) 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 ellipse is stretched and moved to the vertical height of the rectangle.

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