

## Getting Started | Working With Graphics | OMR Zones Merging Data Files | Command Line | Tuning Printers

Working with Graphics	Graphic Objects - Rectangles and squares 👘 PDF version
Preparing your Workspace Creating Graphic Objects Lines	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 forn to size the object.
Rectangle Ellipse	Rectangles and squares
Text Barcode	The rectangle tool is used to draw both squares and rectangles. You can also draw
Picture	squares or rectangles with rounded corners.
Constrained Handprint	Draw a rectangle or square.
Arranging Graphic Objects	Draw a rectangle or square with rounded corners.
	To draw a rectangle:
	<ul> <li>Choose Rectangle from the Insert menu or click the Rectangle tool button on the toolbar. The cursor changes to a cross-hair pointer.</li> <li>Click and drag the mouse diagonally to define the size of the rectangle.</li> <li>Release the mouse button.</li> <li>To resize the rectangle, click on one of the black handles and drag in or out to make the rectangle bigger or smaller.</li> </ul>
	To draw a square:
	<ul> <li>Choose Rectangle from the Insert menu or click the Rectangle tool button on the toolbar. The cursor changes to a cross-hair pointer.</li> <li>Click and drag the mouse diagonally across while holding the CTRL key down.</li> <li>Release the mouse button</li> <li>To resize the square, click on one of the black handles and drag in or out while holding the CTRL key, to make the square bigger or smaller.</li> </ul>
	To draw a rectangle from its centre point:
	<ul> <li>Choose Rectangle from the Insert menu or click the Rectangle tool button on the toolbar. The cursor changes to a cross-hair pointer.</li> <li>Click and drag the mouse diagonally across while holding the SHIFT key down.</li> <li>Release the mouse button</li> <li>To resize the rectangle, click on one of the black handles and drag in or out while holding the SHIFT key, to make the rectangle bigger or smaller.</li> </ul>
	To change the properties of a selected rectangle:
	<ul> <li>Double click on the rectangle or select the rectangle and then click on the Object properties button on the toolbar.</li> <li>On the Format tab, edit: <ul> <li>Line attributes - transparency, pattern, color and width.</li> <li>Fill attributes - transparency, pattern and color.</li> </ul> </li> </ul>

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