



Working with Graphics

[Preparing your Workspace](#)

[Creating Graphic Objects](#)

Lines

Rectangle

Ellipse

Text

Barcode

Picture

Constrained Handprint

[Arranging Graphic Objects](#)

Graphic Objects - Rectangles and squares



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.

Rectangles and squares

The rectangle tool is used to draw both squares and rectangles. You can also draw squares or rectangles with rounded corners.



Draw a rectangle or square.



Draw a rectangle or square with rounded corners.

To draw a rectangle:

- Choose **Rectangle** from the **Insert** menu or click the **Rectangle 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 rectangle.
- Release the mouse button.
- To resize the rectangle, click on one of the black handles and drag in or out to make the rectangle bigger or smaller.

To draw a square:

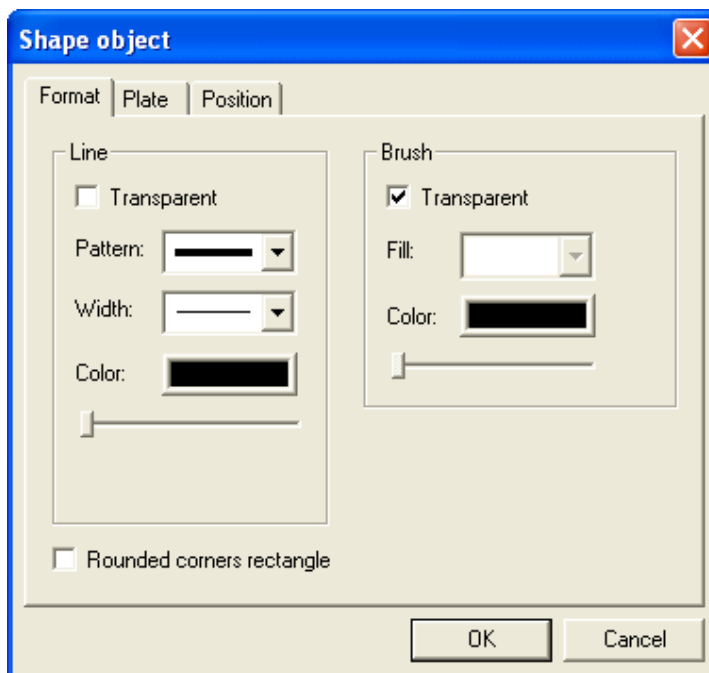
- Choose **Rectangle** from the **Insert** menu or click the **Rectangle tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the **CTRL** key down.
- Release the mouse button
- To resize the square, click on one of the black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

To draw a rectangle from its centre point:

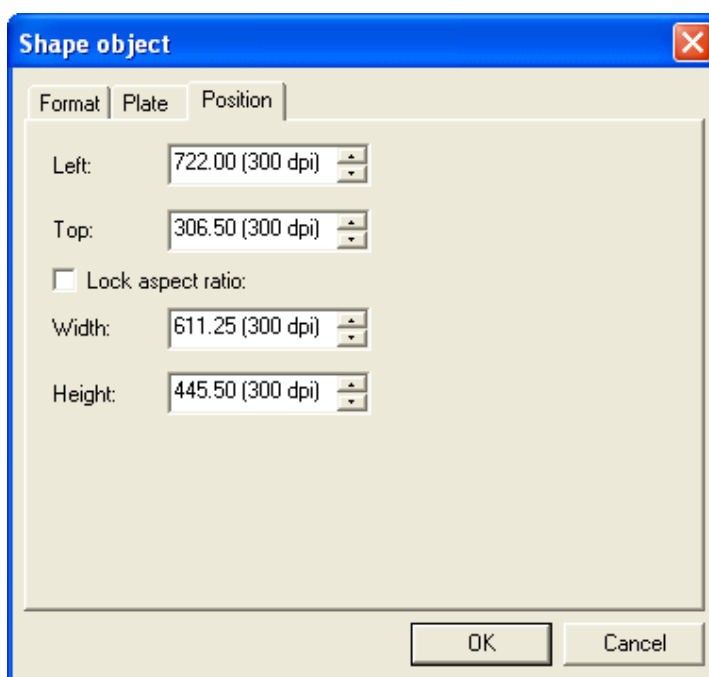
- Choose **Rectangle** from the **Insert** menu or click the **Rectangle tool** button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the **SHIFT** key down.
- Release the mouse button
- To resize the rectangle, click on one of the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

To change the properties of a selected rectangle:

- Double click on the rectangle or select the rectangle 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 rectangles 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