FormTrap

PDF version

FTDesign Manual V7.5

Creating Objects - Rectangle

▭ The **Rectangle tool** is used to create a rectangle or a square.

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Creating Rectangle and Square Objects

To create a rectangle:

- Choose **Rectangle** from the **Draw** menu or click the **Rectangle** 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.
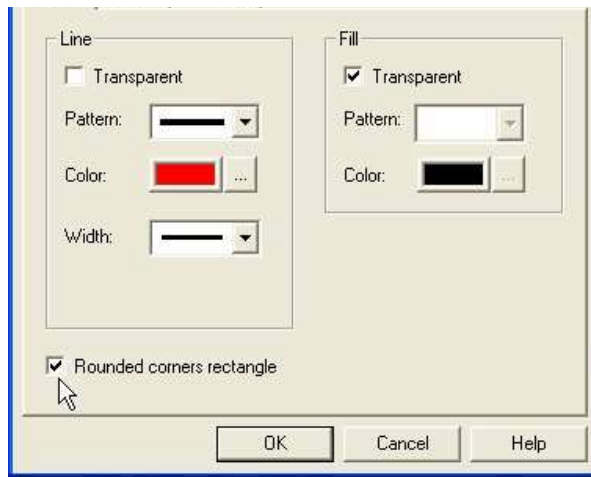
To create a square:

- Choose **Rectangle** from the **Draw** menu or click the **Rectangle** 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 rectangle, click on one of the black handles and drag in or out while holding the **CTRL** key, to make the rectangle bigger or smaller.

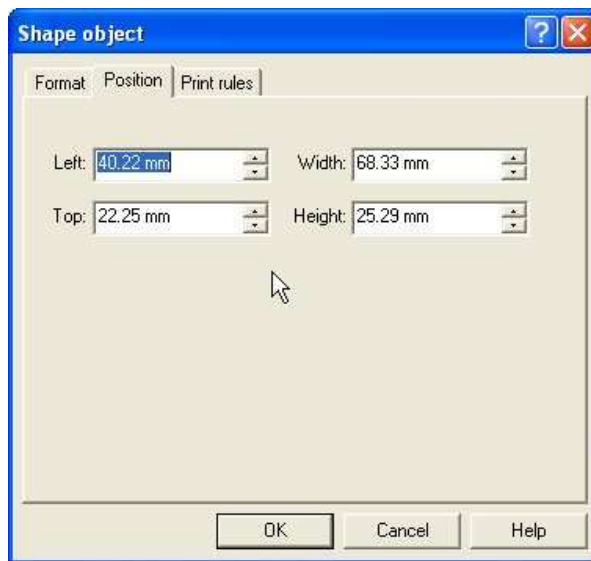To create a rectangle from its centre point:

- Choose **Rectangle** from the **Draw** menu or click the **Rectangle** 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.
  - **Rounded corners** - give the rectangle rounded corners.

- On the **Position** tab, edit the rectangle's position and size.

The Print rules tab allows conditions to be set for printing of t his object, see **Print Rules for an object**.

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