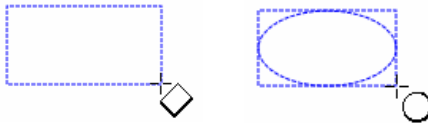**Rectangle and Ellipse Tools**

The Rectangle 🔲 (Shortcut "**R**") and Ellipse ⬭ (Shortcut "**E**") Tools place either a Rectangle or Ellipse in a specified location on the drawing. Once either tool is selected, clicking the mouse will place the bottom left corner of a standard sized annotation. The handles can be used to resize the shape.

Alternatively, holding down the left mouse button and dragging the size of the circle or rectangle you wish to create. An outline will display in real-time previewing the annotation. Complete by releasing the mouse button to place the annotation.

Once placed a markup, you can resize or move the annotation by grabbing the appropriate handles.

Color selects the outline color.

Fill color determines the interior color of the ellipse or rectangle.

Opacity sets the level of transparency for the complete annotation (outline and interior color).

Line Width sets the thickness of the outline in points.

Line **Style** options are shown in the diagram to the right.