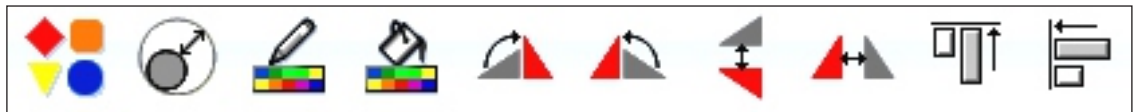# Lesson 6

Shapeworks
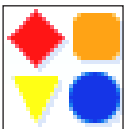## Using Shapes

Shapes and Callouts

The **Shapes Features** allow you to insert and format shapes and callouts.
The **Shapes Features** are located on the Features tab.

Click the **Shapes** button. The Shapes Features will be displayed.

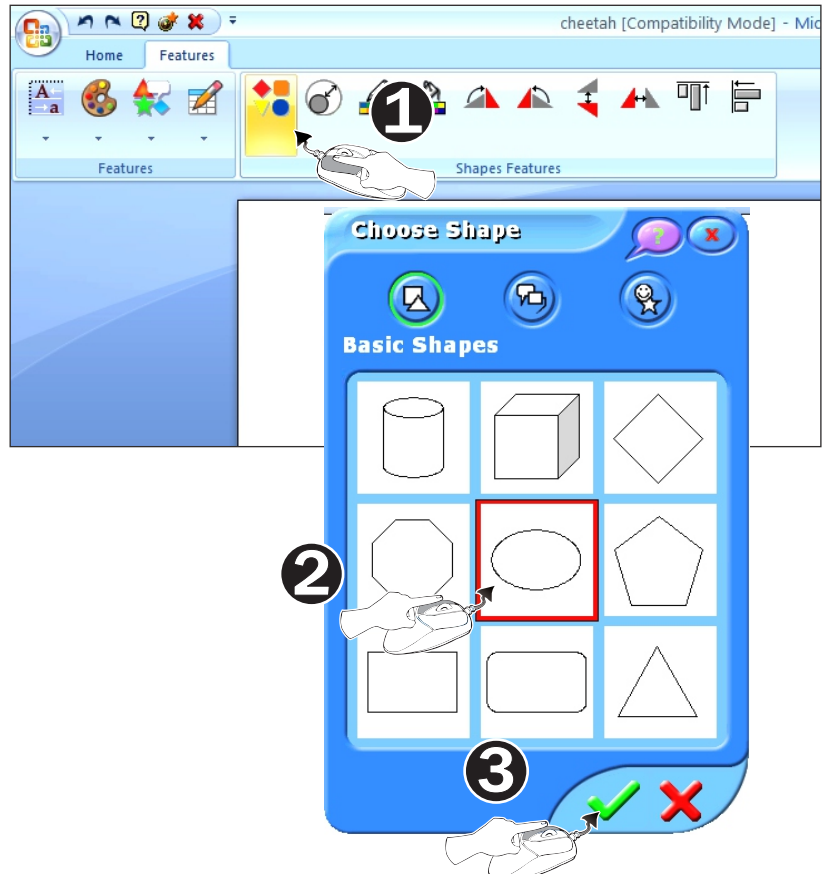**Inserting a Shape**

The **Insert Shape** feature allows you to choose and insert a shape.

1. Click the **Insert Shape** button.

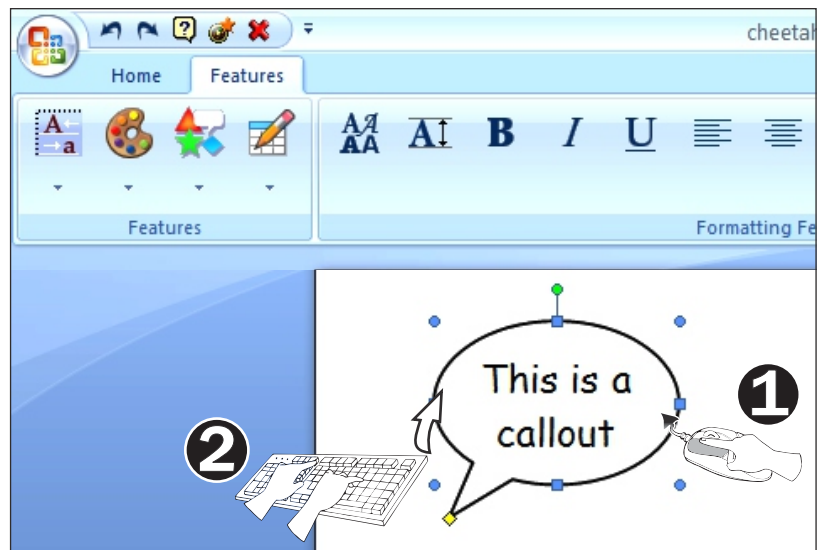   The Choose Shape dialog box will appear.

   There are three categories of Shapes: Basic, Callouts, and Other. Select a category by clicking on the appropriate category button on top of the dialog box.

2. Select a shape from the shape palette (it will appear with red border).

3. Click the **OK** button to add the shape to the document.

How to add text to callouts

1. Click on **Callout** in your document.

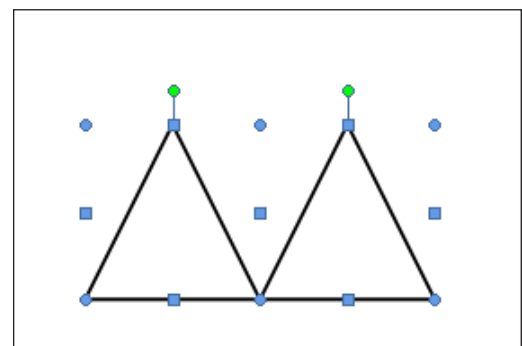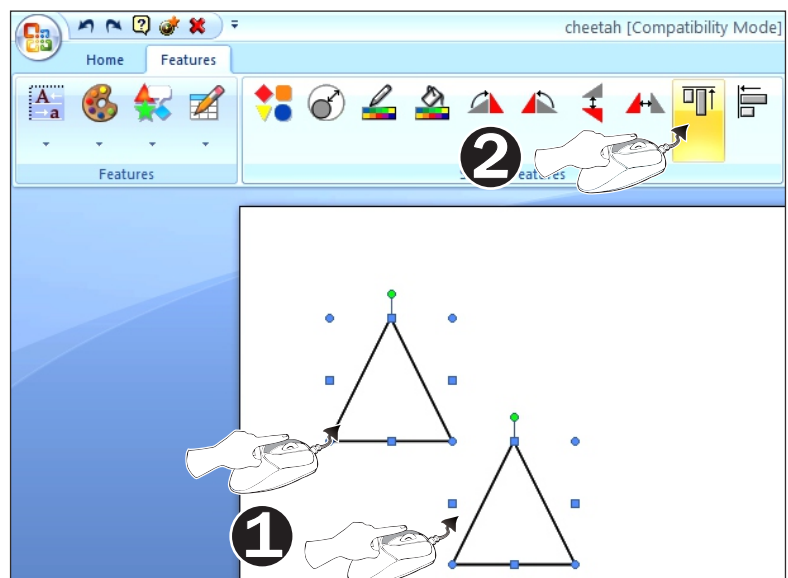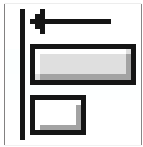2. Start typing the desired text, and it will appear within the chosen callout shape.

The Shapes Tools

The **Align Top button** aligns the selected shapes with the topmost shape.

1. Select the shape(s) that you want to align by holding down the SHIFT key and clicking on each item.

2. On the Shapes Toolbar, click the **Align Top** button.

The **Align Left button** aligns the selected shapes with the leftmost shape.
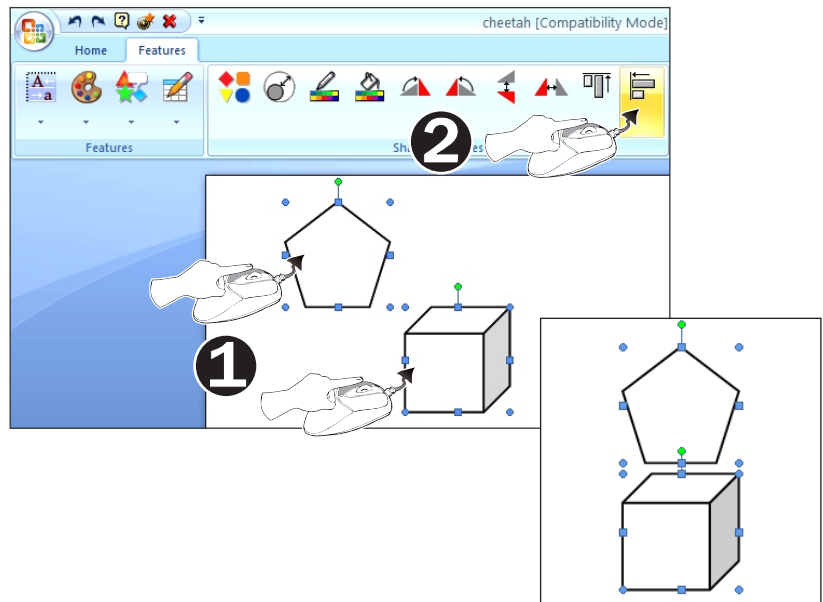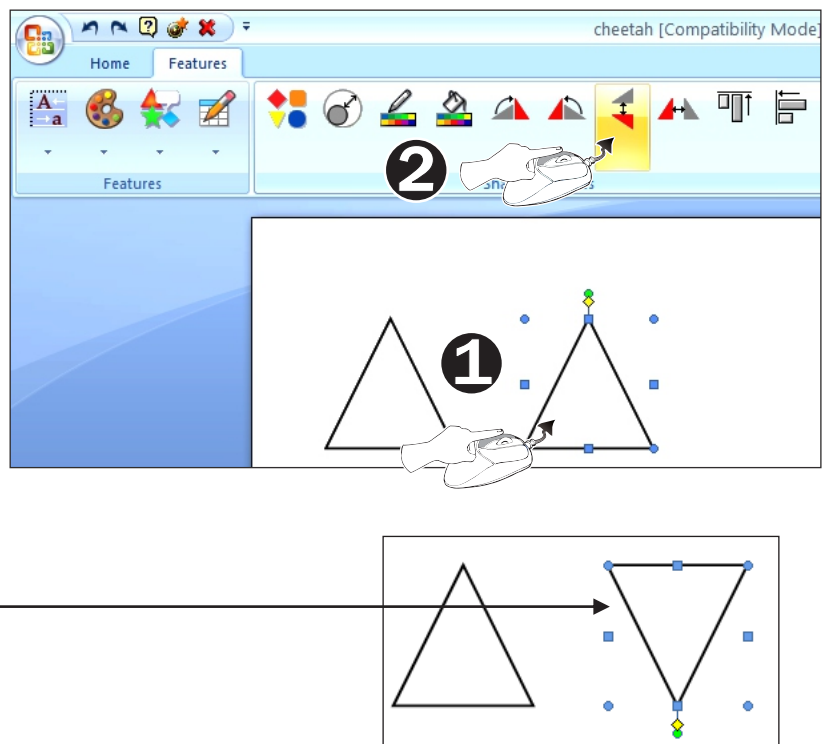
1. Select the shape(s) that you want to align by holding down the SHIFT key and clicking on each item.

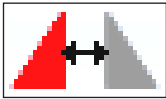2. On the Shapes Toolbar, click the **Align Left** button.

The Flip Vertical button flips the selected shape vertically.

1. Select the shape(s) that you want to flip.

2. On the Shapes Toolbar, click the **Flip Vertical** button.

    Here, you can see what the shape would look like if the Flip Vertical button is clicked.
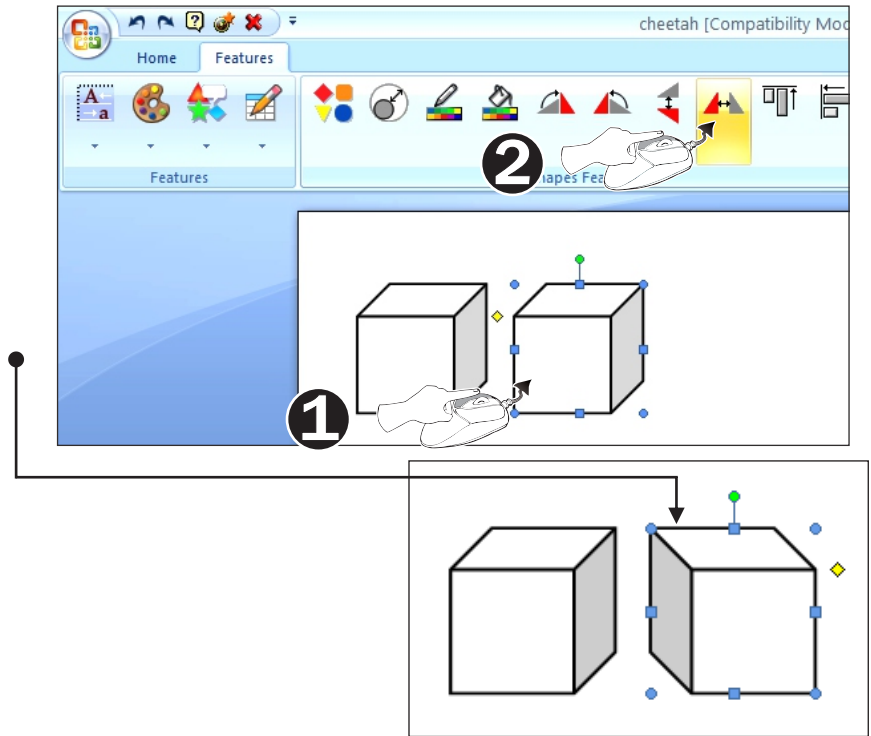
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The **Flip Horizontal button** flips the selected shape horizontally.

1. Select the shape(s) that you want to flip.

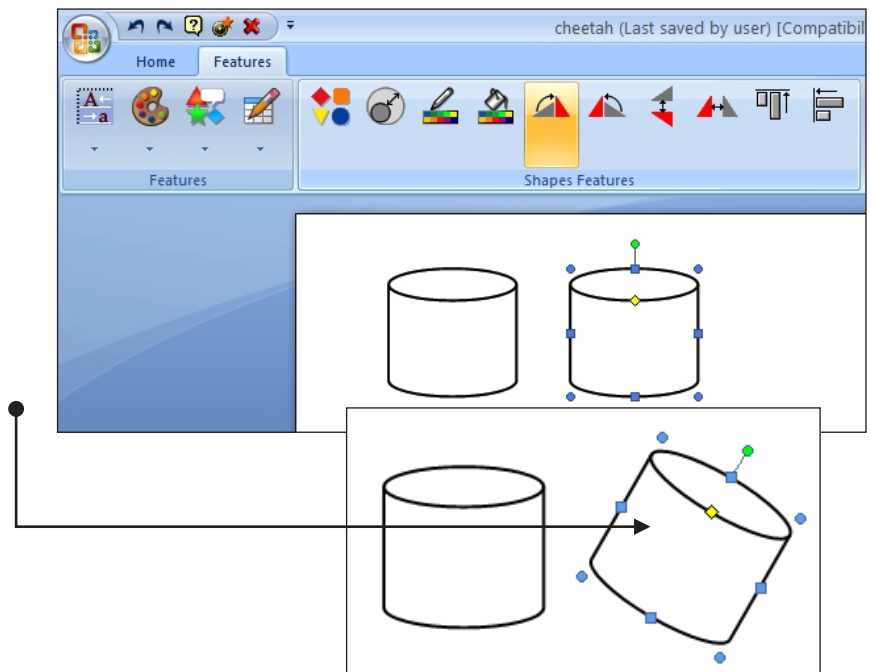2. On the Shapes Toolbar, click the **Flip Horizontal** button.

   Here, you can see what the shape would look like if the Flip Horizontal button is clicked.

The **Rotate Right button** rotates the shape 45 degrees to the right.

1. Select the object(s) that you want to rotate.

2. On the Shapes Toolbar, click the **Rotate Right** button.

   Here, you can see what the shape would look like if the Rotate Right button is clicked.
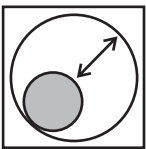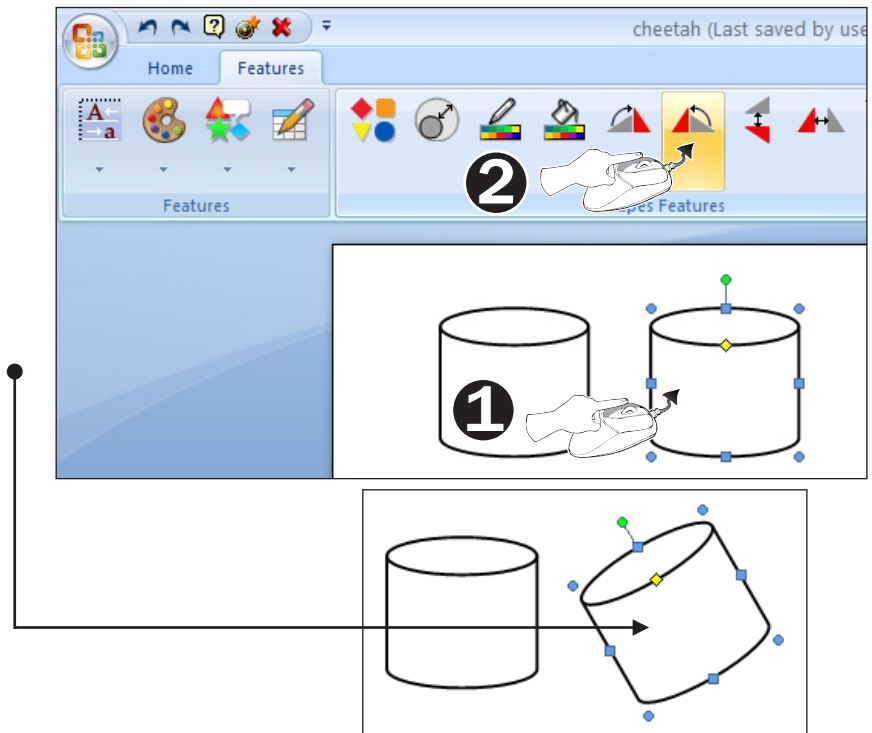
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The **Rotate Left button** rotates the selected shape 45 degrees to the left.
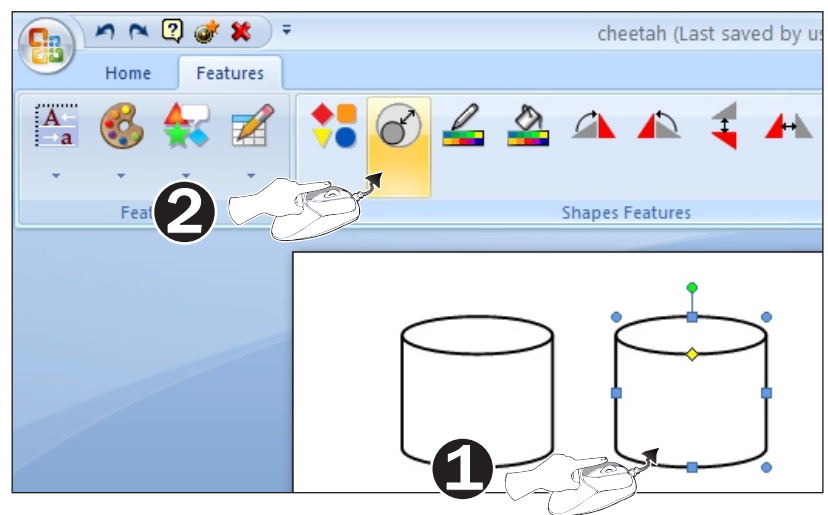
1. Select the object(s) that you want to rotate.

2. On the Shapes Toolbar, click the **Rotate Left** button.

   Here, you can see what the shape would look like if the Rotate Left button is clicked.

The **Resize Shape button** resizes the selected shape by using a slider.

1. Select shape(s).

2. Click the **Resize Shape** button.
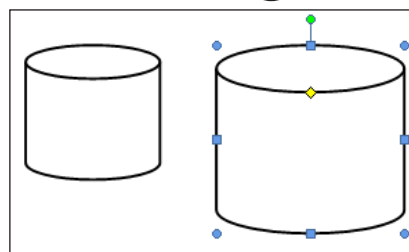
The Shape Resize dialog box will appear.

3. Click and drag the slider button to the left or right, and shape size will increase or decrease.

The number displayed in the Size text box on the dialog box will indicate the current size of the shape.

4. Alternatively, use the ◀ Decrease button and ▶ Increase button to adjust the shape size in 10-point increments.

5. Click the **OK** button to apply the size change.

Shape Size

Size:
▶ 140

Coloring the shape line

The **Shape Line Color** button enables you to change the color of the shape lines.
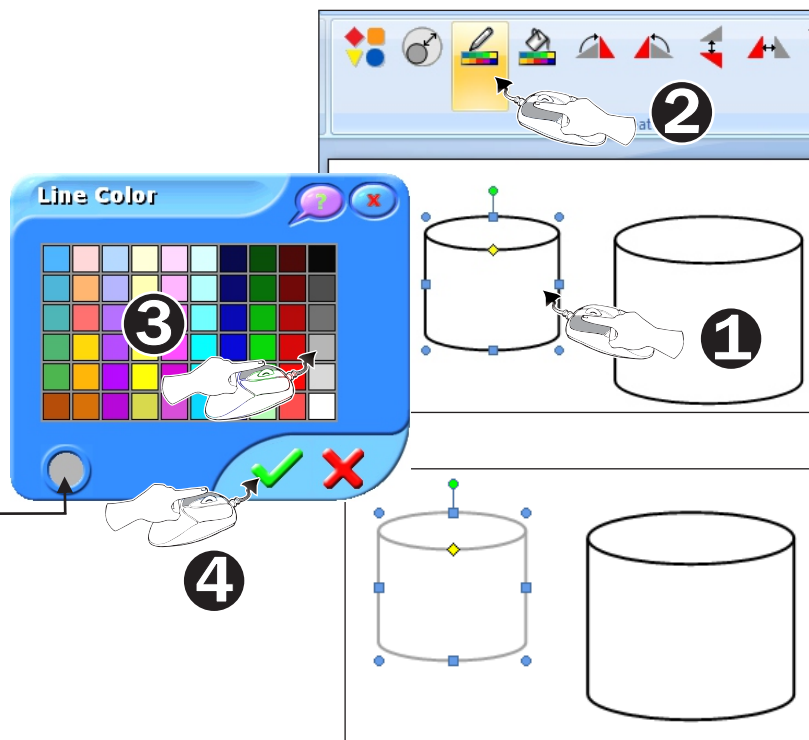
1. Select a shape.

2. Click the **Shape Line Color** button.

The Line Color dialog box will appear.

3. Select a color from the color palette.

When you have selected a color, the color is displayed in the color circle.

4. Click the **OK** button to accept the color and change the line color.

Line Color

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Coloring the shape

The **Shape Fill Color** button enables you to change the fill color of the shape.
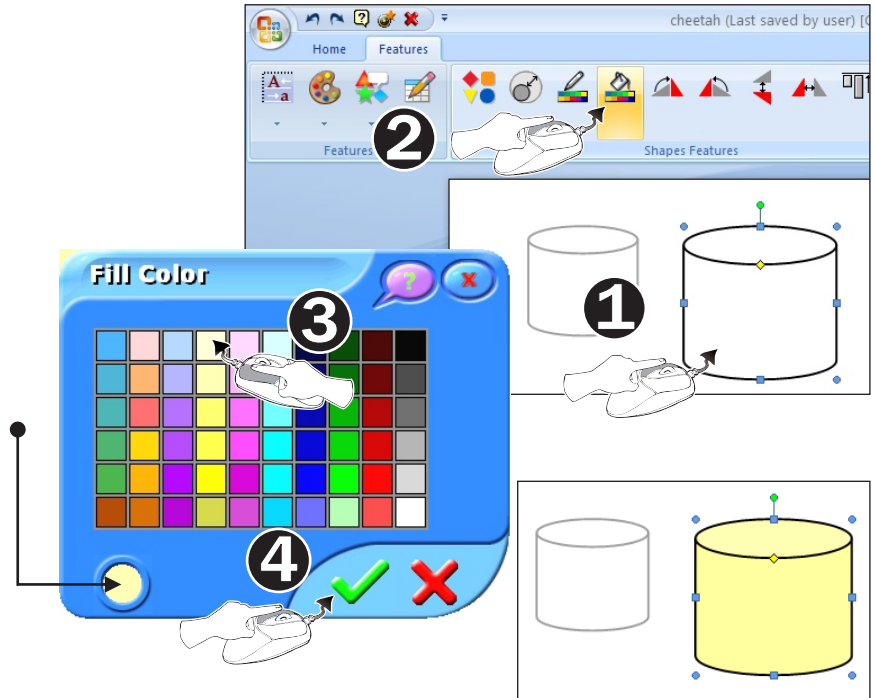
1. Select a shape.

2. Click the **Shape Fill Color** button.

   The Fill Color dialog box will appear.

3. Select a color from the Color Palette.

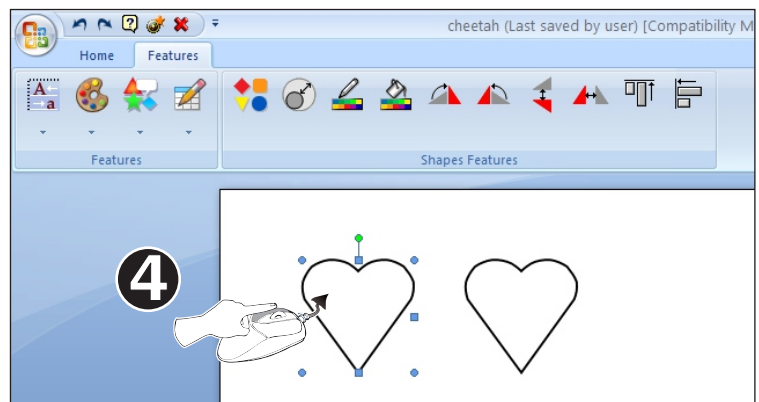   When you have selected a color, the color is displayed in the Color circle.

4. Click the **OK** button to accept the color and change the color of the shape.
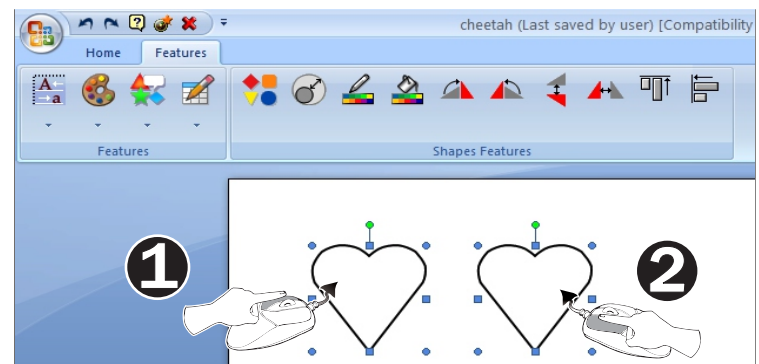
Selecting a shape

1. All you need to do is click on the shape.

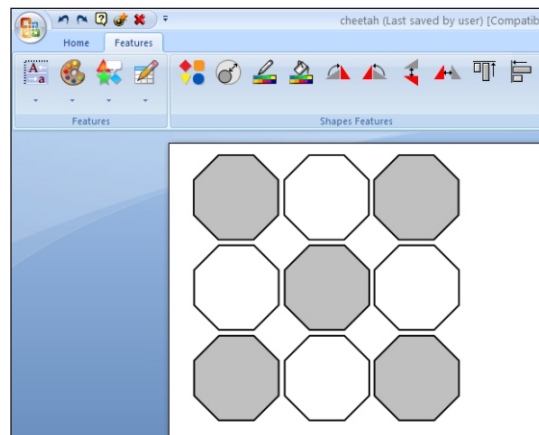   You can tell when a shape is selected when it has handles (circles or squares) around its edges.

Selecting multiple shapes

1. Select a shape by clicking on it.

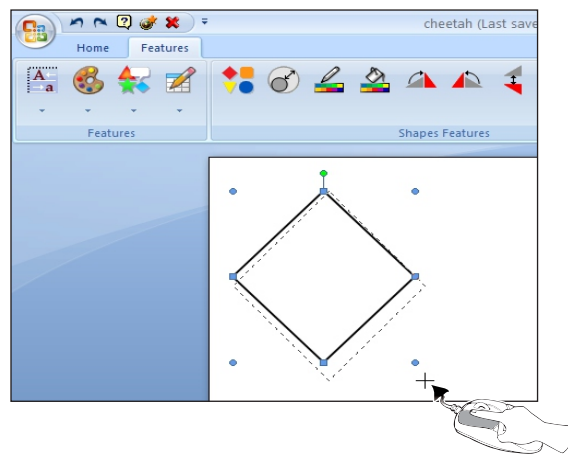2. Hold the **SHIFT** key while you click on the other shapes.

Moving shapes

You can move shapes by clicking and dragging or moving them by using the Up, Down, Left, or Right arrow keys on your keyboard. When grouping shapes together to make a pattern, use the arrow keys to align all the shapes perfectly.

Resizing a shape

To resize a shape and keep all the sides proportion, hold down the **SHIFT** key while clicking and dragging the handles.

Changing a shape's outline

1. Select the shape that you want to change.

2. Point your cursor to the yellow diamond ◇ (your cursor pointer changes to an arrow head).

   Note: Some shapes do not offer this option.

3. Click and drag the cursor outward to get the desired width.

4. Click the outside shape to set the new width.