

The Drawing Tools

(Shapes Toolbar: Second Row)

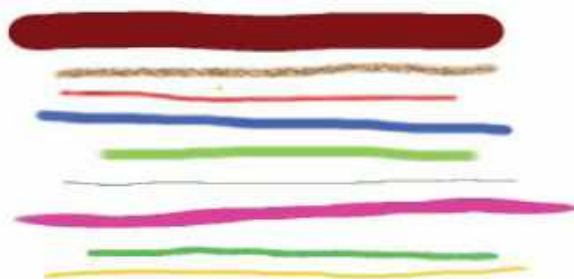
The Shapes Toolbar has many shapes for drawing tools as well as freehand drawing tools.



- 1. Draw Freehand:** There are two freehand drawing tools. A line appears as the cursor is moved across the workspace:

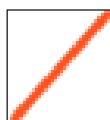
a. Free-hand Drawing Tool:

This is the most commonly used drawing tool. It creates a smooth free-hand line. Use the Nib Size feature on the Shapes Toolbar to change the width of the line.



- 2. Draw Lines:** There are three ways to draw straight lines.

- a. Line Tool:** To draw a straight line with the Line Tool, place the cursor on the workspace, left-click and hold the mouse, drag the cursor across the workspace and to complete the line and release the mouse.

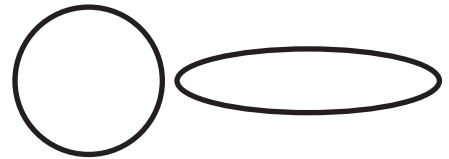


- b. Polygon Tool:** A figure polygon is a closed shape figure with straight sides. The Polygon Tool can be used to create a series of connected lines.



3. Draw Circles, Ellipses, Squares and Rectangles: There are four Drawing Tools to make circular or four-sided shapes:

a. Ellipse or Circle Tool: Draws outlines of circles or ellipses. Left-click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.



b. Filled Ellipse or Circle Tool: Draws filled images of circles or ellipses. Left click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.



c. Rectangle or Square Tool: Draws outlines of squares or rectangles. Left-click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.



d. Filled Rectangle or Square Tool: Draws filled images of squares or rectangles. Left-click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.



4. Draw Regular Polygons and Stars: A regular polygon is a closed shape where each side has the same length. There are two Drawing Tools for drawing regular polygons:

a. Regular Polygon Tool: Draw outlines of regular polygons. Select the number of vertices with the Vertices Counter.



b. Filled Regular Polygon Tool: Draws filled images of regular polygons. Select the number of vertices (or sides) with the Vertices Counter. Left-click and hold the mouse, drag the cursor to form the shape, and then release the mouse to complete the shape.



c. Star Tool: Draws outlines of stars. Select the number of points on the star with the Vertices Counter. Left-click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.



d. Filled Star Tool: Draws filled images of stars. Select the number of points on the star with the Vertices Counter. Left-click and hold the mouse, drag the cursor to form the shape, and release the mouse to complete the shape.

