

Shapes Tool

Dozens of geometric shapes

Using the Shapes Tool

The shape tool button looks a geometric shape. You can press the F key on your keyboard to quickly choose this tool.

With the shape tool you can easily create figures such as rectangles, rounded rectangles, circles, octagons, hexagons, trapezoids, brackets, vertical brackets, triangles, diamonds, semicircles, ovals, underline, speech bubbles, and clouds.

Using the shape inspector you can always change a shape to any other geometric figure, as we'll detail in the sections ahead.

The shape tool on the toolbar has an arrow located in the lower right portion of the button. When you click and hold the mouse on the button a menu displays the list of predefined shapes you can choose. Once you choose a shape, your choice is reflected by the button's image. Simply clicking the button will reselect the displayed shape.

Adding Text

You can add text to a shape simply by double-clicking it. Note that these figures are considered *freeform* shapes where you control the width and height. Therefore text can be clipped if the figure dimensions are not large enough. Any contained text is centered both horizontally and vertically within the shape. You can toggle off the freeform sizing using the figure's right-click context menu or the the Paragraph inspector.

Additional Shapes

As you'll learn more about later, the shape inspector allows you to modify a *corners* attribute of the figure. For a rectangle, this turns it into a rounded rectangle. But for other shapes the change may be more dramatic. More details later when we discuss the shape inspector.

Drawing a Shape

1. Click on the Shape tool in the toolbar (hold the button down to display a popup menu of shape choices).
2. Change any style attributes that you wish to make the default for this shape using the Shape inspector.
3. Click and drag an area on the idea space to draw the shape.
4. Repeat step 3 to draw multiple shapes using the same style.