

Design Concepts

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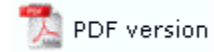
Page Elements


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Preview the Forms

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Creating Objects



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

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:

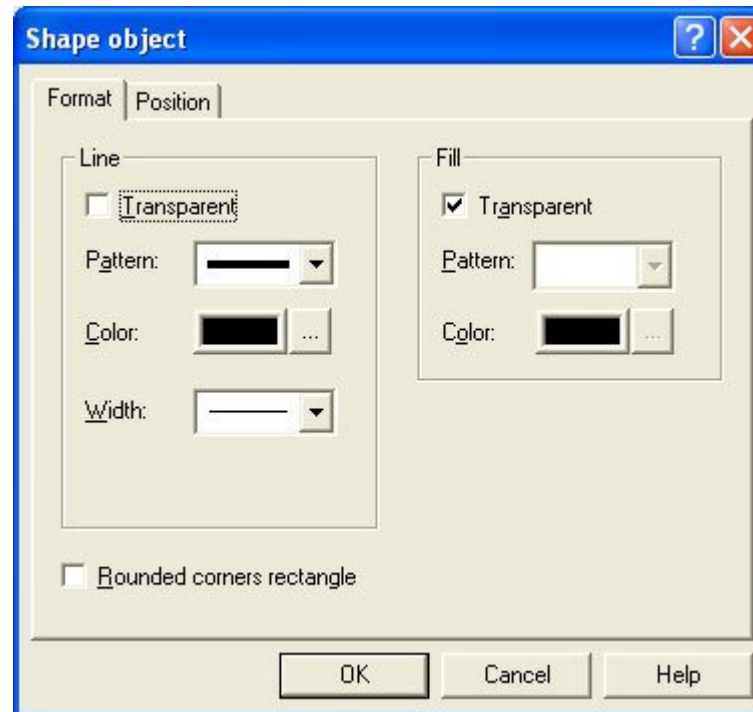
- Choose Rectangle from the Draw menu or click the Rectangle button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the CTRL key down.
- Release the mouse button.
- To resize the rectangle, click on one of the black handles and drag in or out while holding the CTRL key, to make the rectangle bigger or smaller.

To create a rectangle from its centre point:

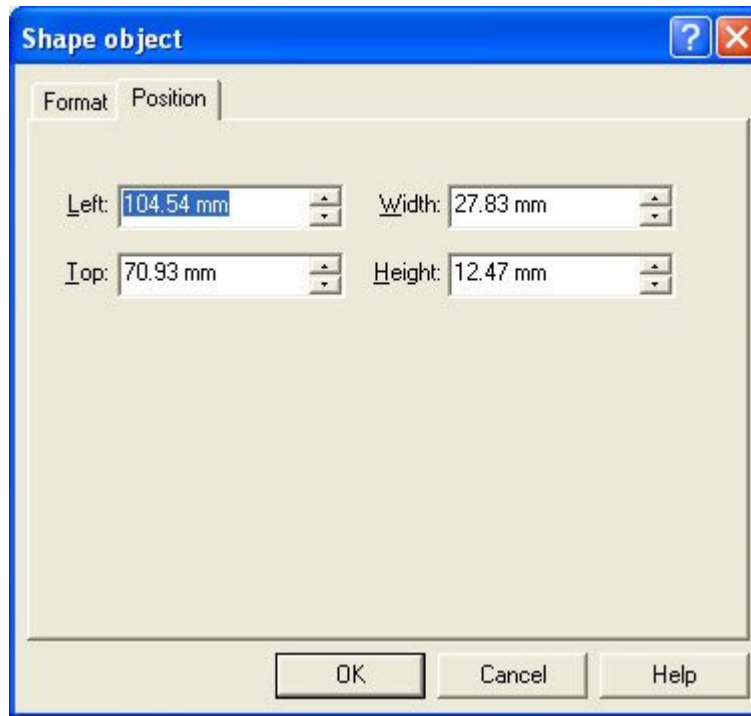
- Choose Rectangle from the Draw menu or click the Rectangle button on the toolbar. The cursor changes to a cross-hair pointer.
- Click and drag the mouse diagonally across while holding the SHIFT key down.
- Release the mouse button.
- To resize the rectangle, click on one of the black handles and drag 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.



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