


Drawing a shape



1. Select the Features tab.



2. Click the Shapes  button.

3. Click the Insert Shapes  button.

4. Click the shape category buttons to view available shapes:



Basic Shapes



Stars and Banners

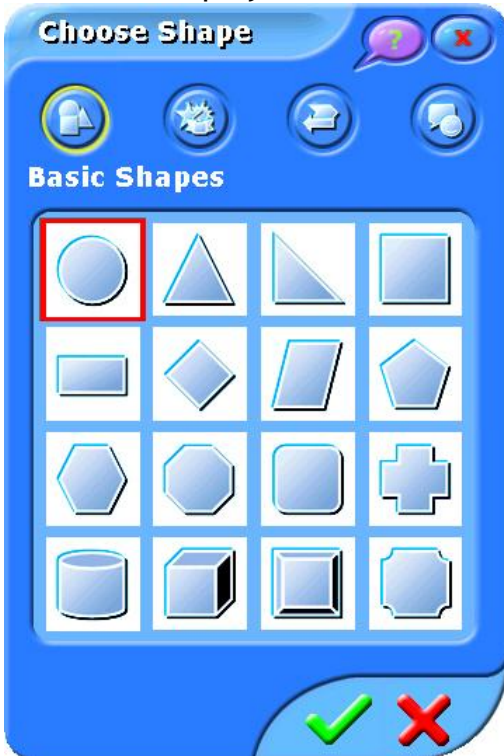


Arrows




Callout and Others

5. Select the shape you wish to insert.

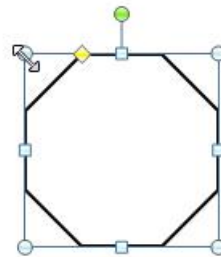


6. Select the shape you wish to insert.



7. Select OK  to insert shape into the document.

8. Use shape handles to resize.



9. Drag handles until shape is desired size.

