

How To Use The Shape Tools

- The Shape tools are found in the Draw section of the Tool Panel just under the gradient tool and above the pencil tool. There are 8 shape options, so the one in the tools panel could be any one of the options, whichever one was used last.
- For each shape you choose, the options to the right will change.

Custom Shape Tool

- The first shape option is the Custom Shape Tool. When you click on it the shape options will show up to the right of the tools.
- Click on the arrow next to the shape and a window opens which allows you to choose from a variety of shapes. A pulldown menu is at the top of the box showing different categories, or you can choose “All Elements Shapes” to show them all.
- Just to the right of the shapes, you can choose a style and the color you want applied to your shape.
- Next comes the pulldown menu which will let you choose how the shape is drawn
 - Unconstrained lets you draw your shape any width and height determined by how you click and drag the mouse. You can distort your shape depending on how you draw it. If you decide you want it to draw with correct proportions hold down the shift key after you start drawing.
 - Defined Proportions will keep your shape the correct proportions. The shape will not distort as you draw it.
 - Defined size allows you to just click your mouse in the art board and the shape will draw at a predetermined size. (You can adjust the size later using the free transform found in the top menu bar under “Image - Transform Shape - Free Transform Shape” or hit “Control/Command T” on the keyboard).
 - Fixed Size allows you to enter the width and height you want.
- Click the box next to From Center to draw from the center out.
- At the very right of the options you will find the buttons that allow you to draw a new shape layer (default), add to a shape area, subtract from a shape area, intersect shape areas and exclude overlapping shape areas. These options are available for all the shapes. These do not actually combine the shapes, but will add or subtract the shapes on the same layer. To combine the shapes into one shape choose the select tool, select the shapes and click on the combine

button.

- The simplify button changes the shape from vector to raster. Only simplify the shape if you are satisfied by it's size. If you simplify the shape and then change the size some quality can be lost.

Rectangle Tool

- In the dropdown menu for this tool you can choose 4 different options for how you want your shape to draw.
 - Unconstrained draws the shape according to your beginning and ending point as you click and drag the mouse.
 - Square will constrain the shape to a perfect square
 - Fixed Size allows you to enter the width and height you want
 - Proportional allows you to enter the proportions you would like (1 to 1 would be a square. 1 to 2 would make one dimension twice as long as the other dimension).
- Click on From Center to draw from the center out.
- Click on Snap to create a cleaner rectangle/square without anti-aliasing.

Rounded Rectangle Tool

- Same as the rectangle tool, but with rounded corners. You can control the radius of the corners by entering a pixel value for the radius in the radius box. A lower number will keep the corners fairly sharp. A larger number in the radius box will create corners that are more rounded.

Ellipse Tool

- You can create an oval or a circle.
- Use the pull down menu to draw an unconstrained oval, a circle, enter a fixed size or enter the proportions you want your shape to be.

Polygon Tool

- You can enter the number of sides for your polygon between 3 and 100 sides.
- You can click on the Smooth Corners box to make the corners more rounded.

Star Tool

- Sides: lets you choose how many points the shape will have.
- Indent: lets you choose the percentage of indent (space between the points).
- Smooth: Indents – will make the indents rounded
- Smooth: Corners – will round the point of the star

Line Tool

- Width lets you choose the size of the line by pixels. A small number will create a thin line, a

large number will create a thick line.

- Arrow Head – Use the pull down menu to choose to have an arrow head at the start of your line, at the end of your line, or at both ends of your line.
- Use the W and L boxes to define the size of the arrow head in proportion to the width of the line.
- C: controls the concavity or curvature of the arrow head where it meets the line. You can set it from -50 to 50.

Selection Tool

- Use this tool to select the different shapes in your art
- Combine – Shift click multiple shapes on one layer, and combine them into one shape.