

TIPS FOR WORKING WITH OBJECTS

- ❖ Double-click a tool if it is going to be used to draw several objects in a row.
 - The tool will stay selected.
 - It won't be necessary to select it every time the object is drawn.
- ❖ To draw an object out from the center rather than from a corner, hold down the **Ctrl** key and drag.
- ❖ To select an object, click the object.
- ❖ To delete an object, select the object and press the **Delete** key on the keyboard.
- ❖ To move an object, select the object and drag one of its lines.
- ❖ To resize or reshape an object, select the object and drag one of the sizing handles.
- ❖ To copy an object, hold down the **Ctrl** key and drag the object.