

Using the BarTender Shape Tool

Overview:

This tutorial will show you how to use the BarTender Shape Tool.

1. The Shape Tool, (Fig. 1) is used to create shape elements in your layouts and has many options. To use the tool, begin by clicking the Shape icon to load the cursor, and then the layout. A click drag will display the chosen shape in a selected state. (Fig. 2) Some shapes can only be deployed constrained meaning you cannot change the relationship of length to width. For those that are not constrained, holding the shift key down on the click and drag, will constrain the shape.

The shape may be immediately styled by using the Line and Shape Toolbar, (Fig. 3) or right clicked or double clicked to bring up the properties menu. (Fig. 4)

2. The Line and Shape Toolbar lets you fill the shape with black or style line width, a dash style and compound line styles if you wish to use the shape as an outlined stroke only. As with all tools, the shape object must be selected for the toolbar to be active. The line thickness can be set using the Line Thickness tool, (Fig. 5) while dashes may be added using the Dash Style tool, (Fig. 6) and multiple line combinations can be set using the Compound Style tool, (Fig. 7)

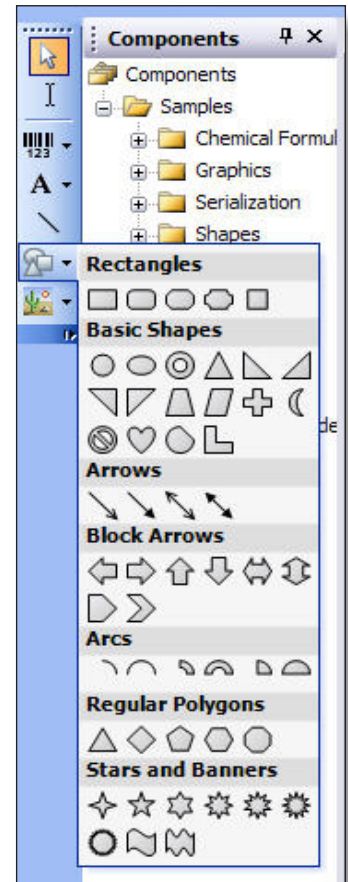


Fig. 1

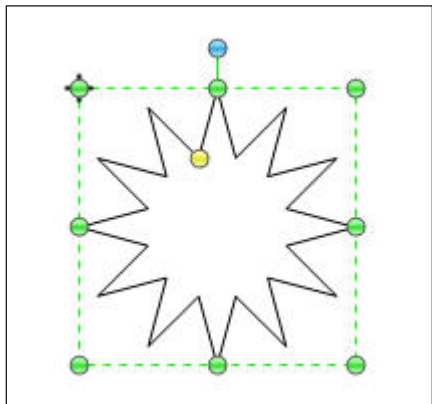


Fig. 2

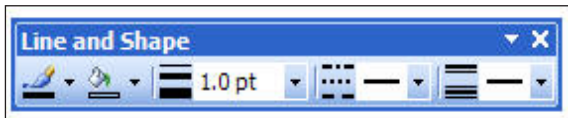


Fig. 3

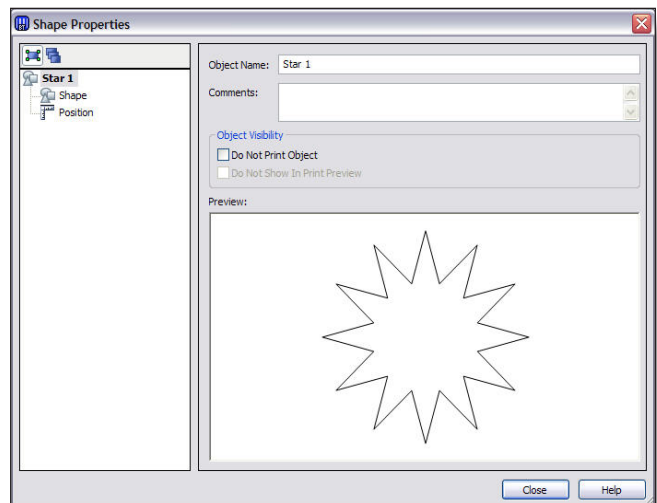


Fig. 4



Using the BarTender Shape Tool

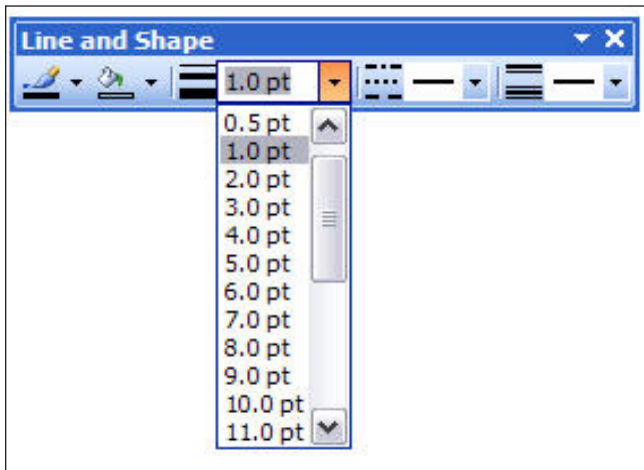


Fig. 5

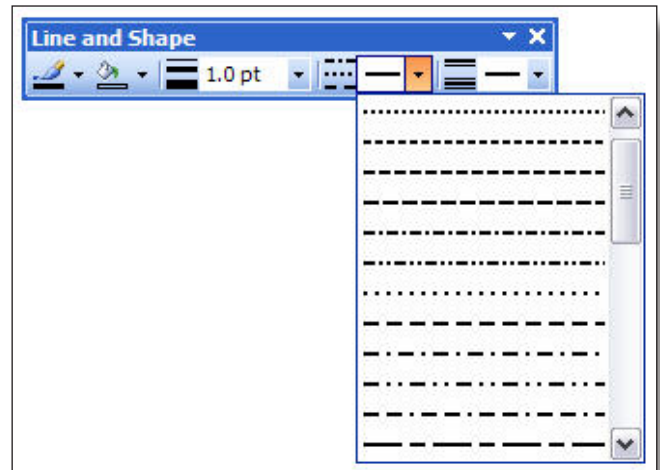


Fig. 6

3. The Properties Menu, (Fig. 8) begins with a naming opportunity and the option to have the shape print or not to print. Click the Shape tab.

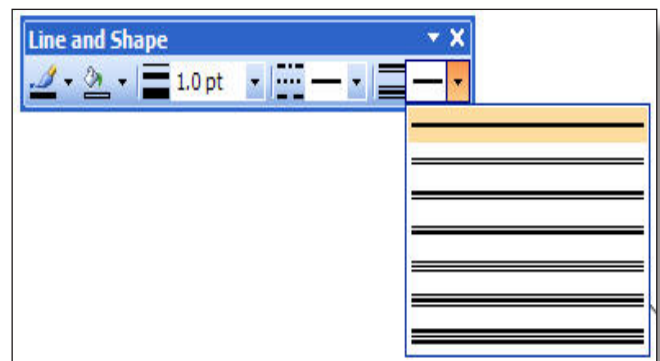


Fig. 7

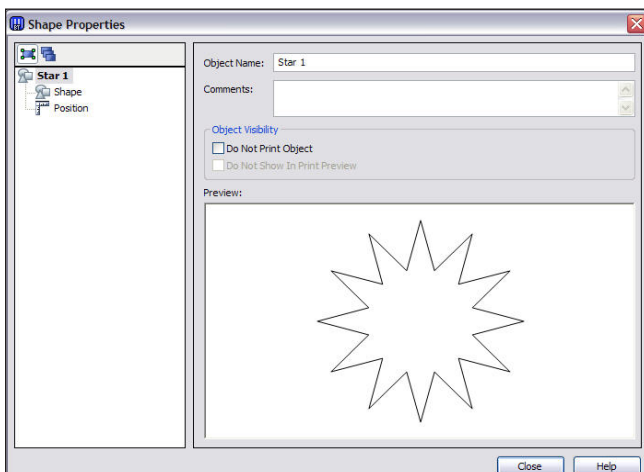


Fig. 8

3. The Shape tab, (Fig. 9) lets you structure the Width and Height of the shape, the shape options particular to that shape such as number of points in a star and the Line Properties if you choose to leave the shape unfilled. Thickness, Dash Style and Compound Style may all be set and Transparency will always be set to 0 and Fill Properties always black. Click the Position tab.

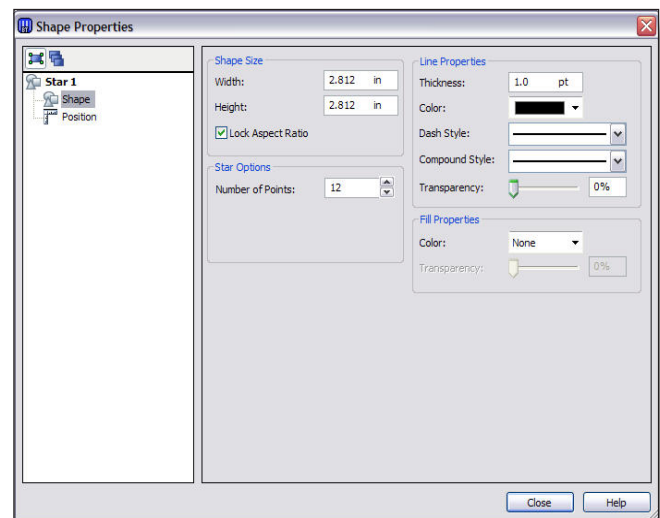


Fig. 9



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4. The Position tab, (Fig. 10) lets you set a reference point for the shape object then locate it based on that point using x-y coordinates. You can also simply drag the shape on the layout. You can also set the rotation and lock the shape in position in the layout.

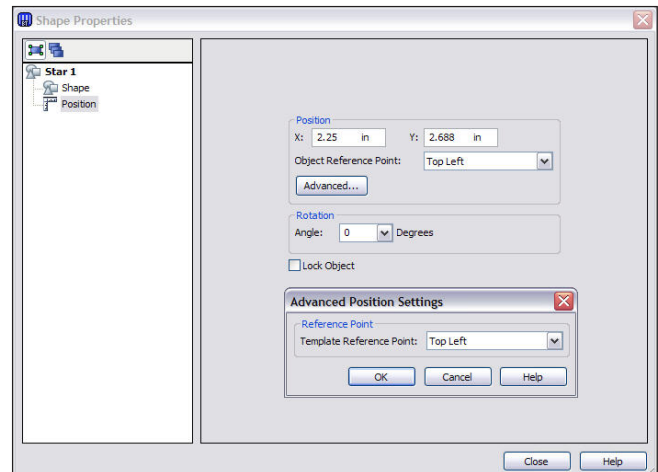


Fig. 10