



## Draw Rectangles and Ellipses

1 Select the Rectangle tool or the Ellipse tool .

2 Do one of the following:

- To draw a rectangle or ellipse, drag diagonally until the rectangle (or ellipse) is the desired size.
- To draw a square or circle, hold down the Shift key while you drag diagonally until the square (or ellipse) is the desired size.
- To draw a square or circle from the center out, hold down the Shift and Alt keys while you drag diagonally until the square (or ellipse) is the desired size.
- To create a square or ellipse using values, click where you want the top-left corner to be. Specify a width and height

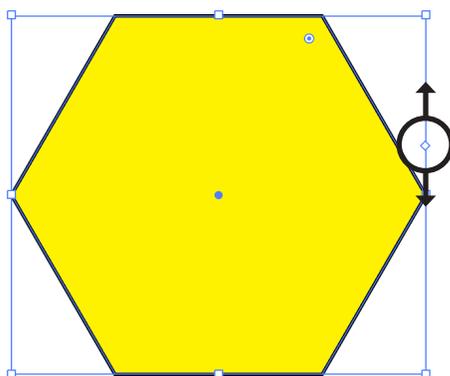
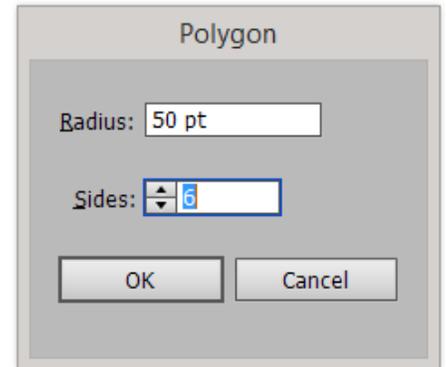


## Draw Polygons and Stars

1 Select the Polygon tool or the Star tool.

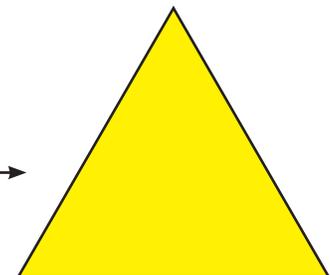
2 Do one of the following:

- To draw a polygon or star, click and drag, the shape will be created from the center.
- To increase or decrease the points, use the up arrow or down arrow while you're still drawing the polygon.
- When drawing a star, hold down the Ctrl key will fix the inner radius of the star.
- To draw a horizontally aligned polygon or star, hold down the Shift key while dragging.
- To create a polygon or star using values, click where you want the center to be. Specify the values and click OK.
- To draw a perfect star, hold down the Shift, Ctrl and Alt keys all together while drawing a star.
- In the latest version of AI, after the polygon is drawn, you can still change the number of sides by moving the side widget up or down. Move up to decrease the number of sides, move down to increase the number of sides.



By moving up the side widget, the hexagon is changed into a triangle.

The minimum is 3 sides, the maximum is 11 sides.





## Creating Shapes Using the Shape Builder Tool

To create a shape using the Shape Builder tool, do the following:

1. Create the shapes on which you want to apply the Shape Builder tool.
2. Using the Selection tool, select the paths that you need to merge to create the shape.  
*Note: Make sure that you select only those paths on which you need to apply the tool. If you select all the paths before merging, then there would be a performance overhead.*
3. Select the Shape Builder tool from the Tools panel or press Shift+M. By default, the tool is in merge mode, where you can combine different paths.
4. Identify the region that you want to extract or merge.
5. To break or extract the region from the rest of the shape, switch to the Selection tool and click the region.
6. To use the Erase mode of the Shape Builder tool, press the Alt key (Windows) or the Option key (Mac OS) and click the closed region that you want to delete.
7. Double-click the Shape Builder Tool icon in the Tools panel to open the Shape Builder Tool Options dialog box.

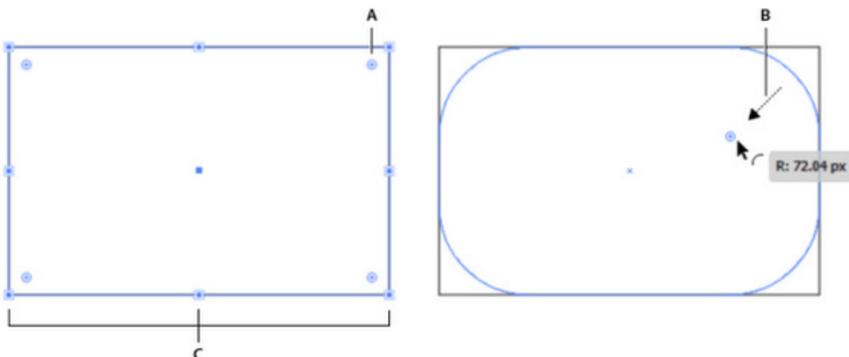


## Live Rectangles and Rounded Rectangles

After you create a rectangle or rounded rectangle using the Shape tool, you can now continue to modify its properties such as width, height, rounded corners, corner types, and radii (individually or collectively). These shape properties are now editable using either the on-art controls or the numeric fields in the Transform panel, which now has a separate Rectangle Properties section.

Draw one or more rectangles or rounded rectangles, using the Shape tool. Corner and Scale/Rotate widgets appear along the boundary of the Live Rectangles. Switch to Direct Selection (white arrow) tool, and select one of the corner widgets to scale the corners. To scale only one corner, use the Direct Selection tool to select a corner first, before scaling the corner widget.

After you've drawn a rectangle shape, you can also go to Window > Transform to open the Transform panel, so you can modify the shape and the corners digitally. To scale the corners individually, uncheck the Link. To scale the corner radii proportionally, check the Scale Rectangle Corners option.



A. Corner widgets (four per rectangle). B. Dragging a Corner widget causes radii to change. C. Scale/Rotate widgets (eight per rectangle)

