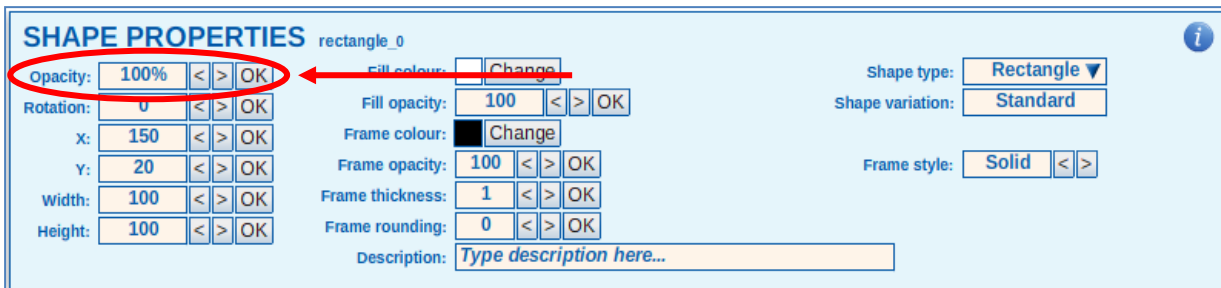


Once added to your screen, shapes can be formatted so they look exactly how you want them to.

To format a shape you need to use the options available in the Properties Panel.

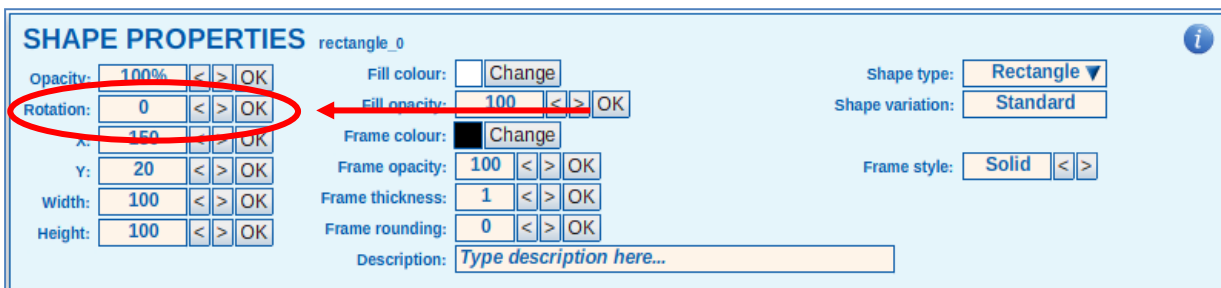
Below are instructions on how to change the main formatting attributes.

**Opacity:** allows to set the transparency of the shape. By default this value is set to 100%.



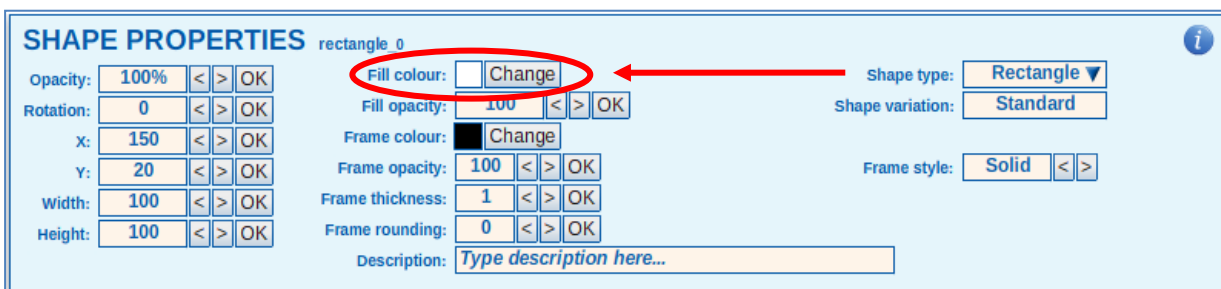
Change the value in the box, then click on the **OK** button to save the change.

**Rotation:** allows to set a rotation angle for your shape. By default this value is set to 0.

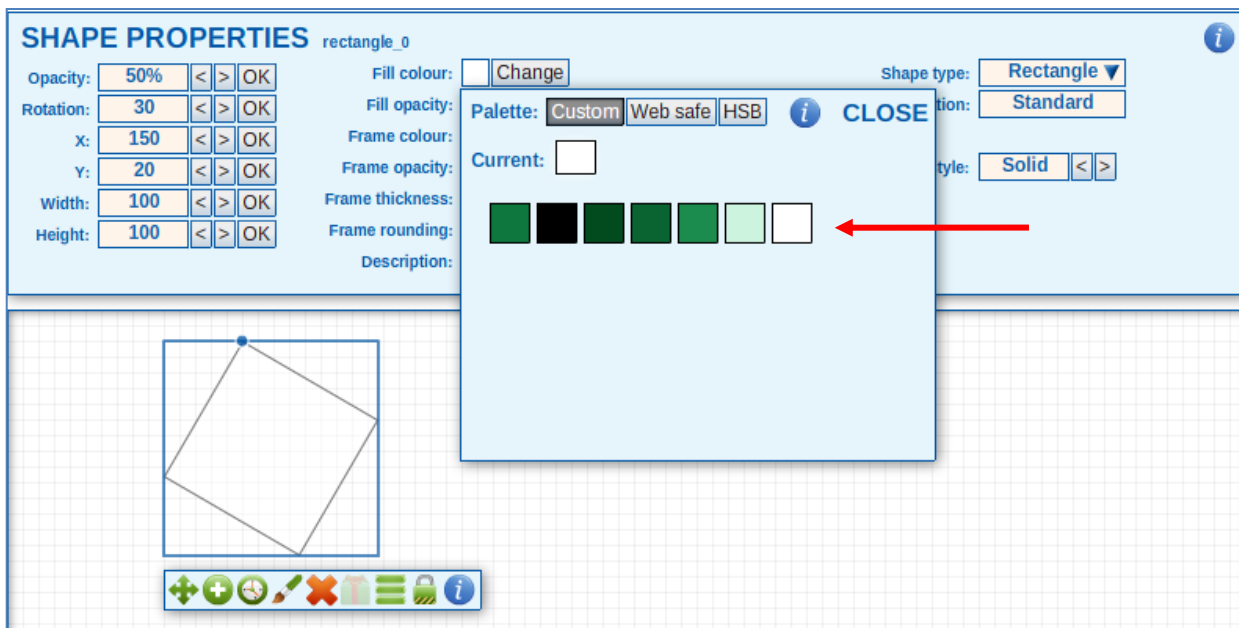


Change the value in the box, then click on the **OK** button to save the change.

**Fill colour:** allows to change the colour of your shape using one of 3 palettes:

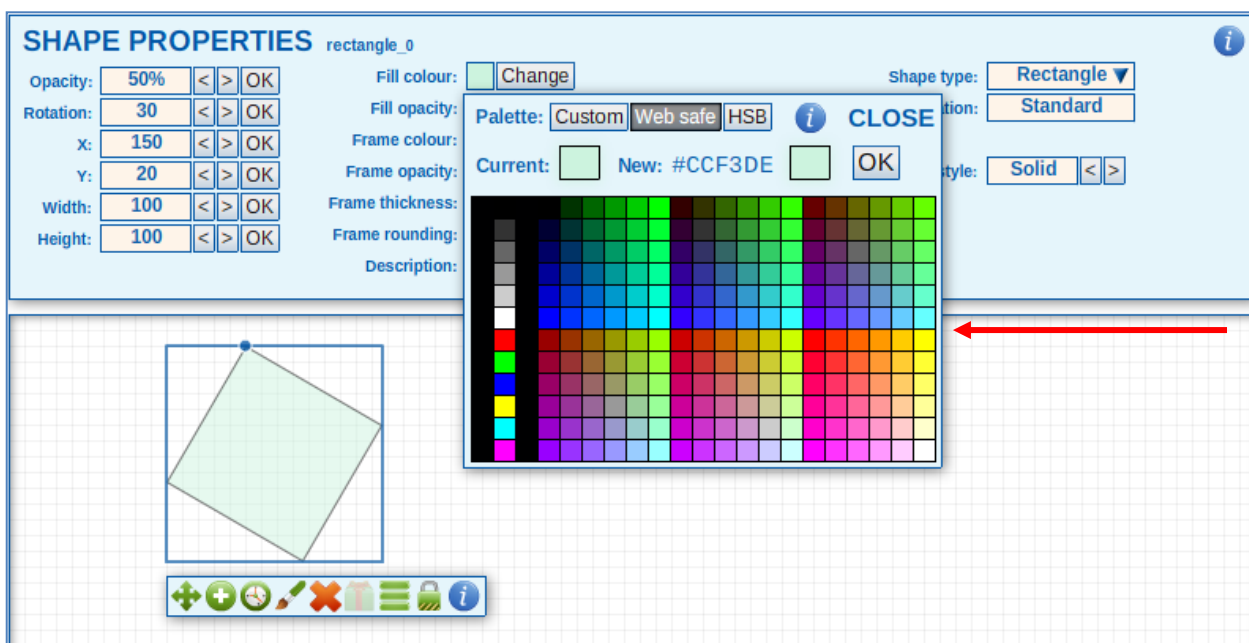


1) To select from the palette of colours defined in the project styles click on the **Change** button and select from the available colour options.



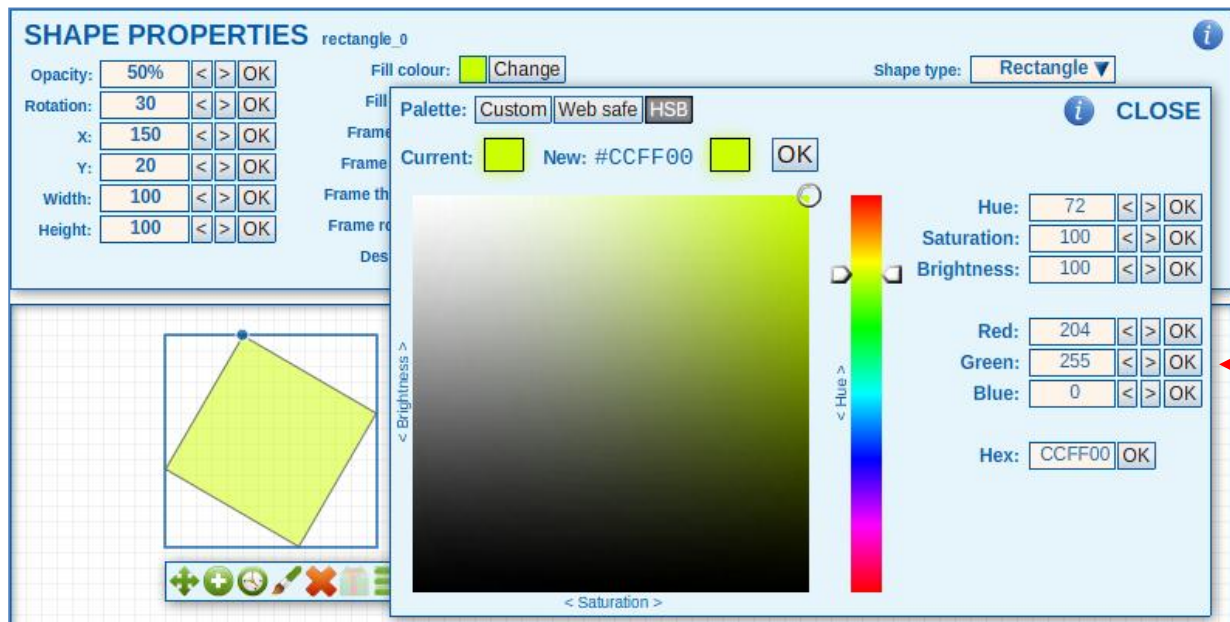
Click on the **OK** button to complete the process.

2) To apply a different colour from those defined in the project styles, click on the **Change** button, then select the **Web safe** button to access the selection below:



Click on the colour you want to apply, then click on the **OK** button to exit the palette and apply the change.

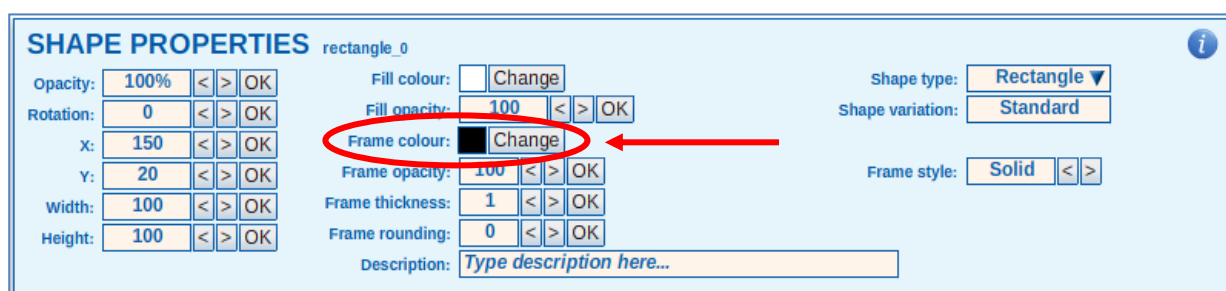
3) To apply a very specific shade of colour, click on the **Change** button, then click on the **HSB** button to access the HSB Palette. This will allow you to select the exact colour you need using the RGB values, the HSB values or the HTML colour code/HEX number without creating a style in your project:



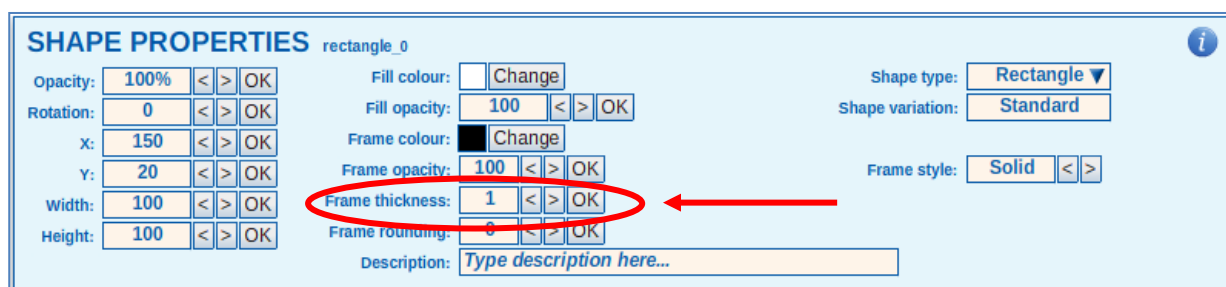
Type the values in the relevant boxes, making sure to click on the **OK** button next to each of the values, then click on the **OK** button at the top of the box.

Your marketing team should be able to give you details of the codes required for any corporate colours used within your organisation.

**Frame colour:** allows to change the colour of the border of your shape using one of 3 palettes. Click on the **Change** button available next to this option, then apply the colour you prefer following the instructions given above.

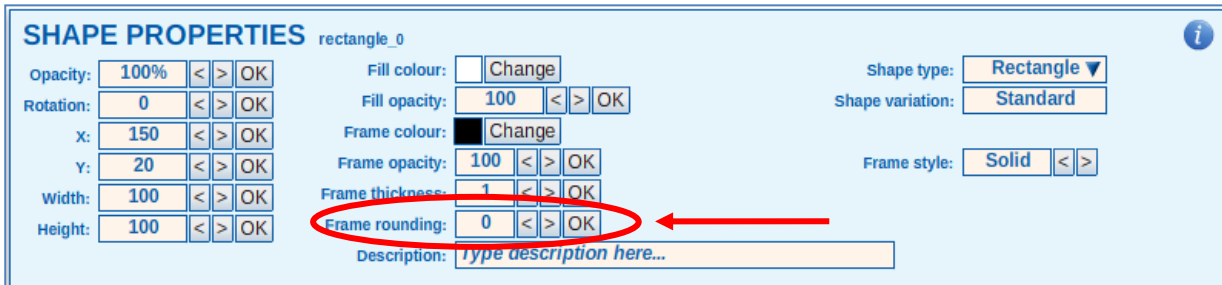


**Frame thickness:** allows you to increase or decrease the thickness of the border around your shape.



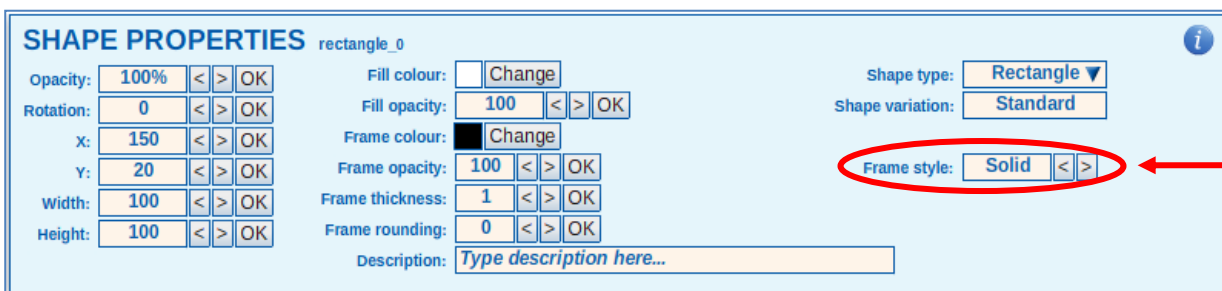
By default, this value is set to 1. Change the value in the box, then click on the **OK** button to save the change.

**Frame rounding:** Allows to increases or decreases the amount of rounding applied to the corners of your shape. Increase the value to get rounder corners, decrease to get more square corners.



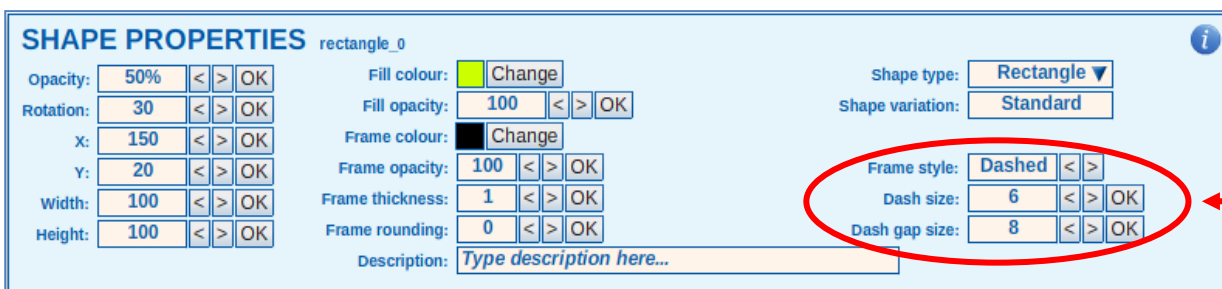
By default, this value is set to 0 (no rounding). Change the value in the box, then click on the **OK** button to save the change.

**Frame style:** allows you to apply a solid or dashed frame to your shape.



Use the arrow buttons next to this option to cycle through the **Solid** and **Dashed** option.

If you select the **Dashed** option, you will also be able to select the size of the dashes and the space between them:



Simply overtype the values in the boxes making sure you click on the individual **OK** buttons next to each value to apply the change to your shape.