



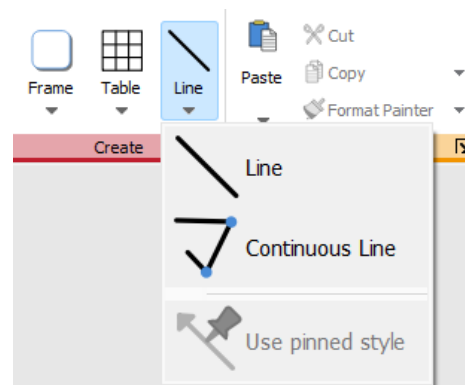
Creating Lines

Lines Can Be Added to Make a Variety of Resources

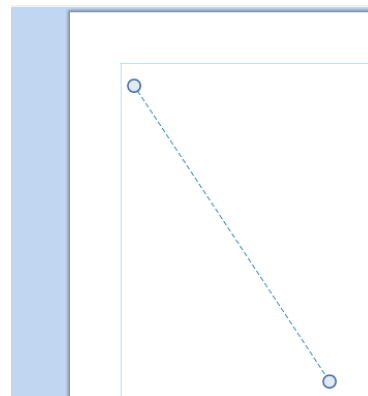
Lines and arrows can be added to documents to help create a range of resources. They can be used for diagrams, labels, flow charts, marking spaces, to name but a few. There are 2 basic types of lines, **Single** or **Continuous**.

Single Line

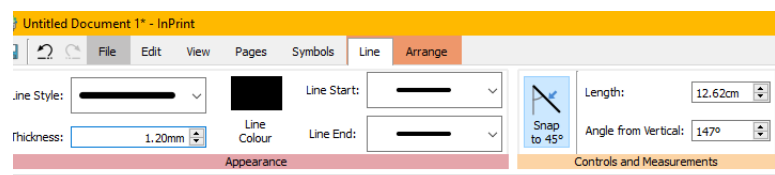
1. To create a single line, click on the line in the **Create Toolbar** and choose the first option: **Line**.



2. Click onto the document to set the start point for drawing the line. **Drag** across the page and **release** the mouse button to set the end.



3. Once you have released the mouse, you will be able to edit the line - the **Line Tab** will now have opened.



4. **Drag** the end points of the line to change length and position.

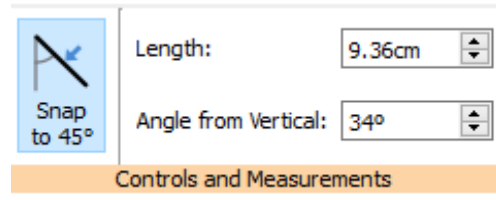


5. Whilst the line is selected, it is possible to change its appearance in the following ways by using the drop down menus:

Style
Thickness
Colour
Line Start and **End**

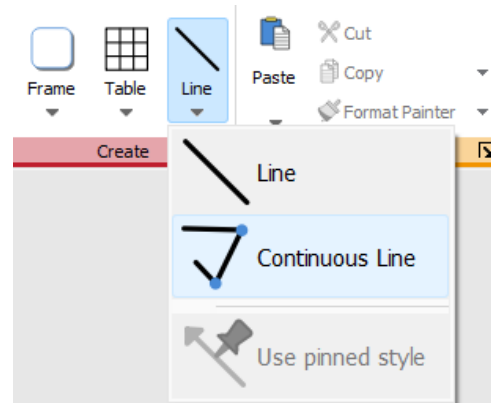


6. It is also possible to set a precise **Length** and **Angle** for the lines.

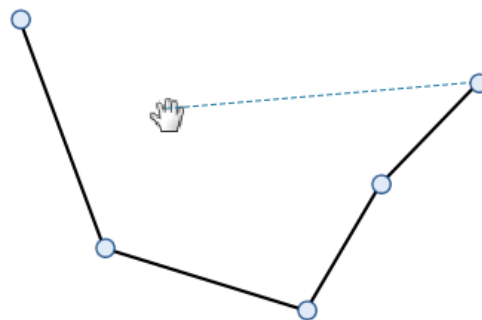


Continuous Line

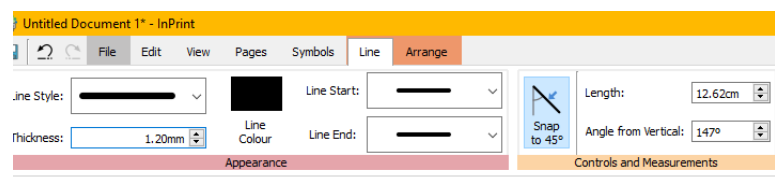
1. To create a continuous line, click on the line in the **Create toolbar** and choose the second option: **Continuous Line**.



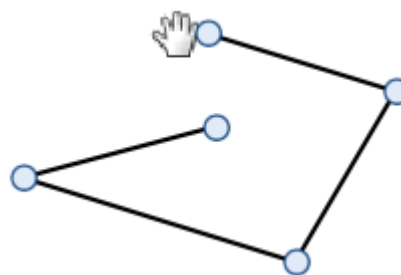
2. **Click** on the document to begin drawing. Click again at each point you wish the line direction to change. **Double Click** to stop drawing.



3. Once you have released the mouse, you will be able to edit the line - the **Line Tab** will now have opened.



4. **Drag** the end or turn points of the line to change length and position.



5. Whilst the line is selected, it is possible to change its appearance in the following ways using the drop down menus:

Style

Thickness

Colour

Line Start and End.

