**Ruler Tips**

- Used to measure inches and centimeters
- Double green arrow on the left flips the ruler vertically
- Ruler can be resized through the resizing handle
- Length of the ruler can be adjusted by pulling the right end left or right
- Ruler can be moved about the screen by clicking and holding on the dark blue center section
- Ruler can be rotated by clicking and holding on either of the light blue edges
- During rotation, the ruler will display the degrees from the horizontal on the left end of the ruler in the circle next to the double green arrow
- Using a pen on the edge of the ruler will allow the user to draw a straight line

**Compass Tips**

- Used to create circles and arcs and measuring distances between two points
- Compass width can be adjusted by clicking and dragging the gray button or the handle on the pen side
- Clicking the double green arrow moves the pen from one side to the other
- Green dot rotates the compass without drawing
- Click and hold on the color portion of the pen to draw with the compass
- Pen color can be changed by selecting a pen on the toolbar, then setting the desired color in the color palette