### The Shape Tool

<table>
<thead>
<tr>
<th>Make a Shape</th>
<th>How to Edit &amp; Resize</th>
</tr>
</thead>
</table>
| **The Shape Tool** allows users to select a shape type, and inside (fill) color. Users can then click & hold - anywhere inside a flipchart page - before dragging down and to the right until the shape is the desired size. | **To Edit A Shape:**
1. Use the Select (Arrow) tool to click on the shape
2. Select any of the options that appear in the Marquee Handles Toolbar |

**Resize Shape**
1. Click and Drag any of the "dots" on the edge of the shape
2. Using the bottom right "dot" will maintain aspect ratio