

Tools for creating graphical comments

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When [creating or editing a graphical comment](#), you can use the tools described in the following table.

Tool	Select to...
	<ul style="list-style-type: none">• Add text.• Be able to select text. Then you can edit, move, resize, rotate, or delete it.
	Draw a straight line.
	Draw an arrow.
	Draw a shape that looks like it was drawn with a brush by hand.
	Draw a rectangle.
	Draw an ellipse.
	<ul style="list-style-type: none">• Choose the color of the shape or text you're going to add.• Change the color of one or more selected shapes or texts.
	<p>Be able to select a shape or text (holding down Shift, you can select more than one item). Then you can move, resize, rotate, or delete it. If it is a text, it can also be edited.</p> <div><p>Items of other graphical comments cannot be selected.</p></div>
	Hold down the mouse button and move a diagram horizontally or vertically to navigate to the required area.
	<p>Delete a shape or text.</p> <div><p>Items of other graphical comments cannot be deleted.</p></div> <p>If you want to delete several items in a row, you don't need to select the eraser for each deletion. Once the eraser is selected, you can delete as many items as you wish.</p> <div><p>You can also use the keyboard shortcut for deletion. Though, in this case you have to select the item first and only then press Delete.</p></div>

Manipulations with shapes

To move a shape/text

- Point to that shape/text and holding down the mouse button, drag the shape/text to another place in the drawing area.

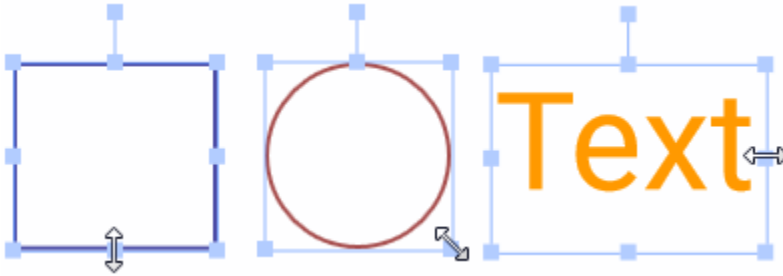
To resize a 1-dimensional shape

- Select that shape and drag an endpoint to the length you want.



To resize a 2-dimensional shape/text

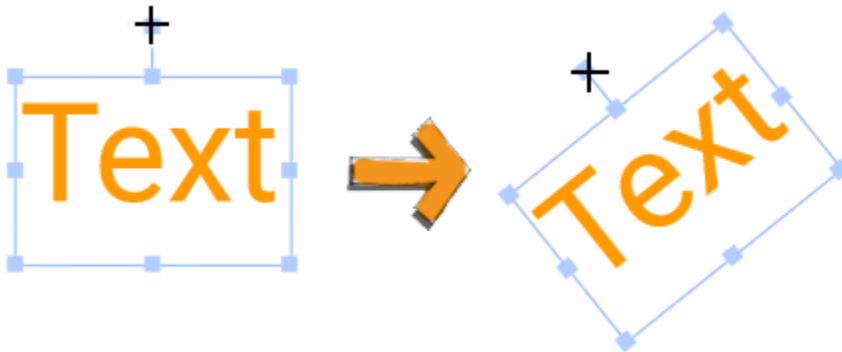
- Select that shape/text and drag a selection handle until the shape/text is the size that you want.



Shapes drawn with  cannot be resized.

To rotate a shape/text

- Select that shape/text and drag the rotation handle. The item rotates around its center point



Related pages

- [Working with comments](#)
 - [Creating and editing graphical comments](#)
 - [Replying to graphical comments](#)