**Chapter 1-Lesson 4**

**Use the Rectangle Tool**

**1.** Click **File** on the Menu bar, click **New**, create a new document that is 8" wide by 8" in height, name the file**Basic Shapes**, then click **OK**.

**2.** Click **File** on the Menu bar, click **Save As**, navigate to the drive and folder where your Data Files are stored, click **Save**, then click **OK** to close the Illustrator Options dialog box.

**3.** Click the **Default Fill and Stroke button**



   on the Tools panel.

**4.** Click the **Swap Fill and Stroke button**



   on the Tools panel to reverse the default colors.

Your fill color should now be black and your stroke color white. The **fill color** is the inside color of an object. The **stroke color** is the color of the object's border or frame.

**5.** Click the **Rectangle tool**



   on the Tools panel.

**6.** Click and drag the **Rectangle tool pointer** on the artboard, then release the mouse pointer to make a rectangle of any size.

**7.** Press and hold **[Shift]** while you create a second rectangle.

Pressing and holding [Shift] while you create a rectangle constrains the shape to a perfect square, as shown in Figure 48.

**8.** Create a third rectangle drawn from its center point by pressing and holding **[Alt]** (Win) or **[option]** (Mac) as you drag the **Rectangle tool pointer**.

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**Tip**

Use [Shift] in combination with [Alt] (Win) or [option] (Mac) to draw a perfect shape from its center.

You created a freeform rectangle, then you created a perfect square. Finally you drew a square from its center point.





**Figure 48 *Creating a rectangle and a square***  View PDF

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**Figure 49 *Rectangle dialog box***  View PDF

**Use the Rectangle Dialog Box**

**1.** Click **Select** on the Menu bar, then click **All** to select all of the objects.

**2.** Click **Edit** on the Menu bar, then click **Cut** to remove the objects from the artboard.

**3.** Click **anywhere on the artboard**.

When a shape tool is selected, clicking once on the artboard opens a dialog box, which allows you to enter precise information for creating the object. In this case, it opens the Rectangle dialog box.

**4.** Type **4** in the Width text box, type **4** in the Height text box, as shown in Figure 49, then click **OK**.

**5.** Save your work.

You clicked the artboard with the Rectangle tool, which opened the Rectangle dialog box. You entered a specific width and height to create a perfect 4" square.