

# Recipes4Success®

You can use Share to draw common objects. In this Recipe, you will learn to draw with shapes, use nodes to change how shapes look, change fills, resize and rotate shapes, and more, as you draw an apple.

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### Introduction

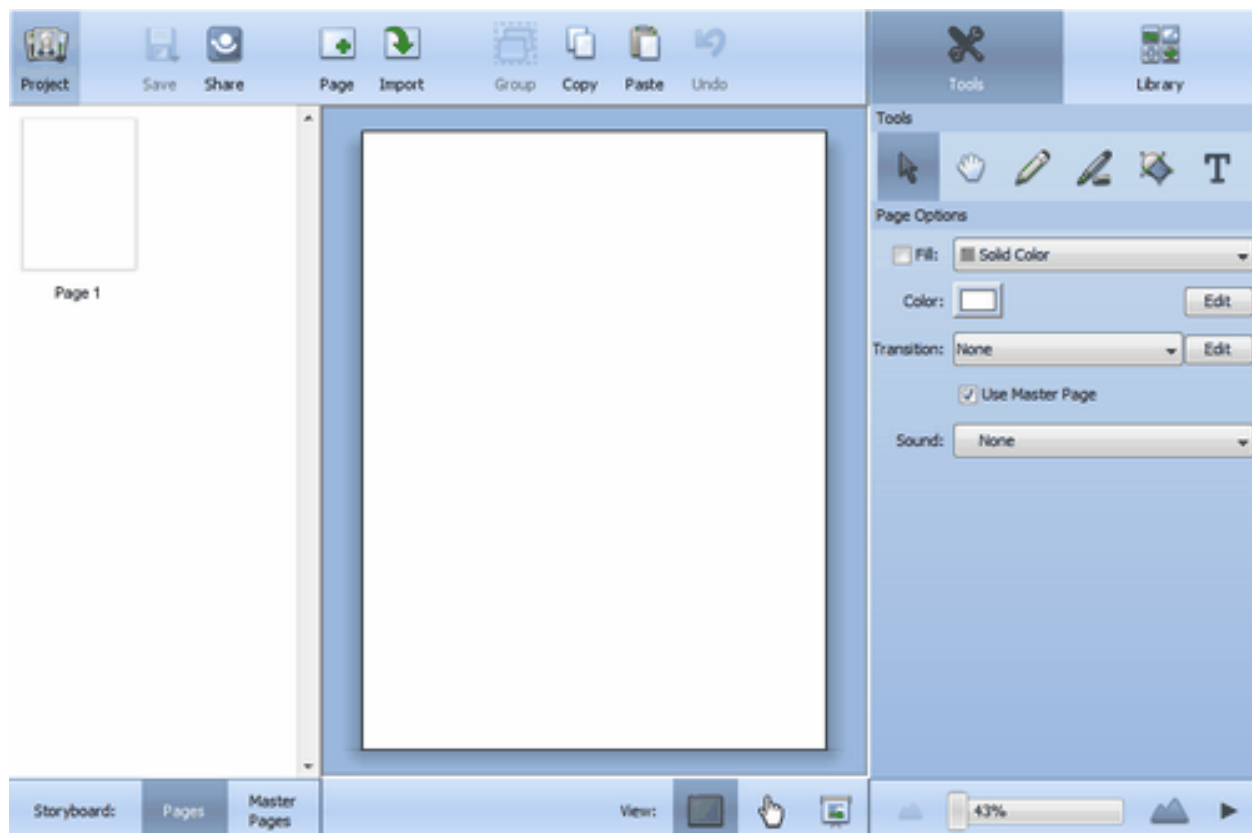
Click the Start menu button.



Choose All Programs, choose the Tech4Learning folder, choose the Share 4 folder, and select Share.

Share will open.

You will see a blank page.



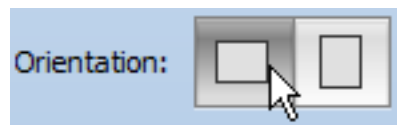
## Change Page Orientation

You can change the orientation of the page in Share from a portrait to a landscape orientation.

Click the Master Pages button at the bottom of the storyboard.

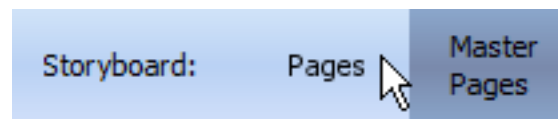


Choose the landscape orientation in the Tools panel.



You will see the page orientation change in the preview area.

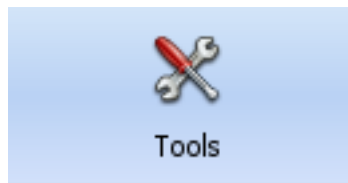
Click the Pages button at the bottom of the storyboard.



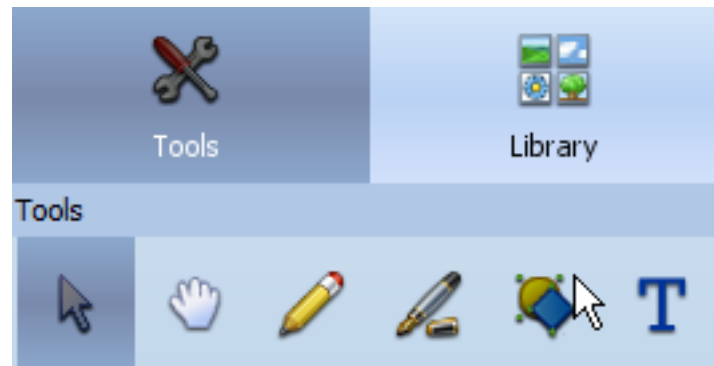
## Draw a Circle

You can use the Drawing tools to add shapes to a page.

Click the Tools button on the toolbar.



Click the Shape button in the tools area of the Tools panel.



Click the circle shape.

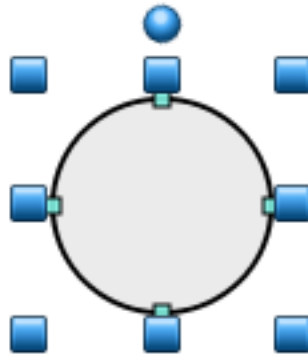


The cursor will change to a crosshair.



Release the mouse button.

You will see a gray circle or oval.



You will see eight blue handles around the outside of the shape.

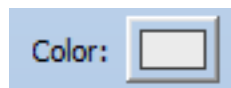
You will see four nodes on the edge of the shape.

### Fill a Shape with Color

You can change the fill color of a shape.

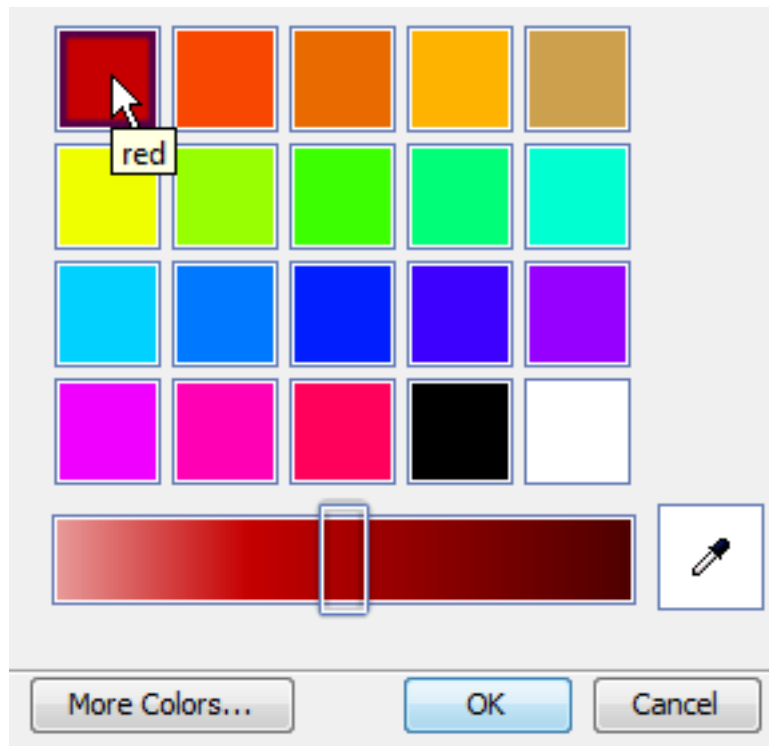
You will see Fill options in the Tools panel on the right.

Click the Color box.



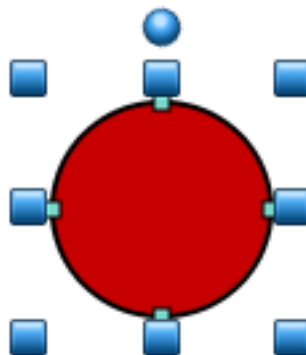
You will see a Select a Color dialog.

Click red.



Click the OK button.

The circle will fill with red.



## Change the Size of Nodes

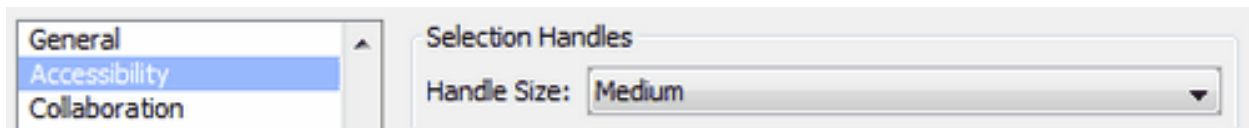
You can change the size of the nodes and handles in the preferences.

Go to the Edit pull-down menu and choose Preferences.

You will see the Preferences dialog.

Choose Accessibility from the list on the left.

Click the Handle Size pull-down menu and choose Medium.

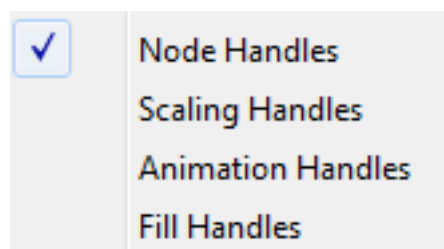


Click the OK button.

## Change a Shape

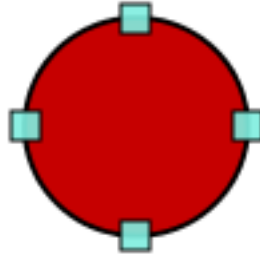
You can change how a shape looks. You do this using the small boxes, or nodes, on the edge of the shape.

To view only the nodes, go to the View menu, and uncheck Scaling Handles, Animation Handles, and Fill Handles.



This will hide the other handles, but you will still see the nodes.





Click the node on the right side of the circle.

You will see two blue curve handles.

They are shaped like arrows.



Click and drag the curve handle on the top a little to the right.

The curve handle on the bottom will move opposite the one on the top.

This will make the curve change on both sides of the node.



Click the node on the left side of the circle.

You will see two blue curve handles.



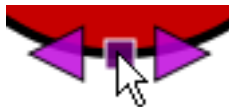
Click and drag the curve handle at the top a little to the left.



## Change a Curve in One Direction

You can change the curve on just one side of a node.

Double-click the node at the bottom of the shape. You will see purple curve handles (arrows).



Click and drag the curve handle on the left down to the left.

This will change the curve on one side of the node.



Click and drag the curve handle on the right down to the right.



Double-click the node at the top of the shape until you see purple curve handles (arrows).



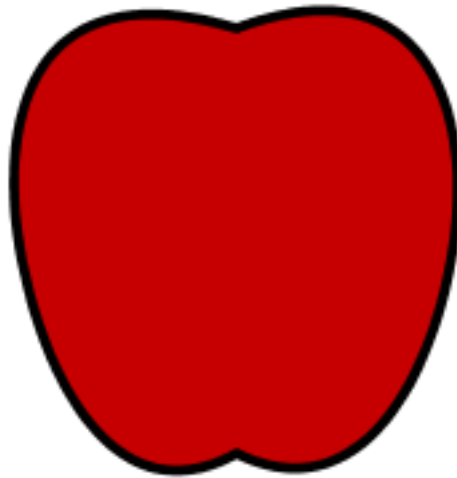
Click and drag the curve handle on the left up and to the left.

Click and drag the curve handle on the right up and to the right.



Click the canvas away from the shape.

The circle will now have the shape of an apple.



### Draw a Line

You can draw a line as the stem for the apple.

Click the Shape button on the in the tools area of the Tools panel.



Choose the line.



The cursor will change to a crosshair.



Move the cursor to open space on the canvas near the apple.

Click the cursor and drag straight down.

This will draw a vertical line.



## Change the Stroke

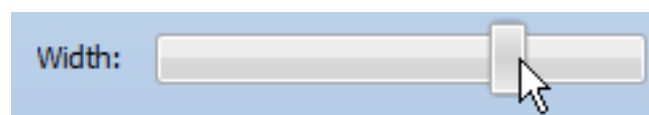
You can change the color and width of a line by changing the stroke.

A stroke is the line that shows the outline of a shape.

The line is still selected.

You will see a Width slider in the Stroke area on the Tools panel.

Click and drag the Width slider to the right.



You will see the line stroke change.

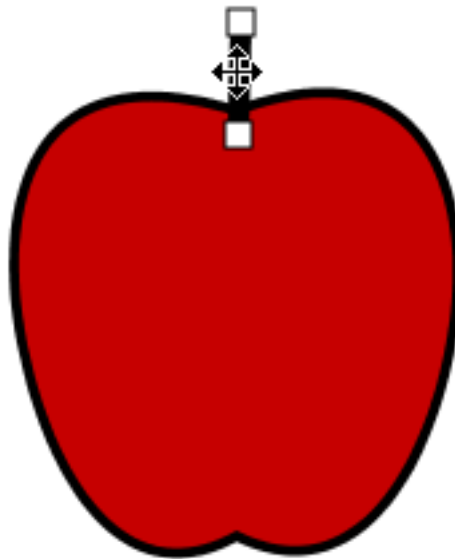
## Move a Shape

You can move shapes on the canvas.

Move the cursor over the middle of the stem.



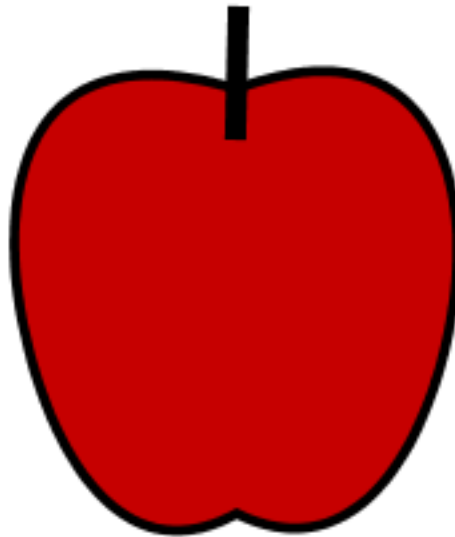
Click and drag the stem to the top of the apple.



Make sure it overlaps the top of the apple.

Release the mouse button.

Click the canvas away from the shapes.



### Use the Pen Tool

You can draw shapes by drawing nodes with the Pen tool. You will draw a leaf for the apple, by first drawing a diamond.

Click the Pen tool in the Tools area of the Tools panel.



Move the cursor over a blank place on the canvas.

Click the mouse button. You will see a node.



You will see a second node and a line connecting it to the first node.



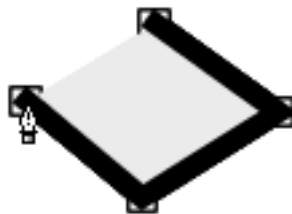
Move the cursor down and to the left.

Click the mouse button.



Move the cursor up and to the left.

Click the mouse button.



Move the cursor back over the first node.

Click the mouse button.

You will see a diamond shape.



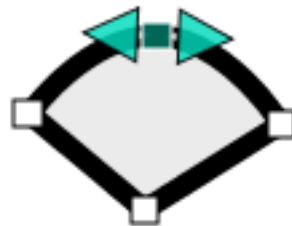


## Edit a Shape

You can change a shape using the nodes.

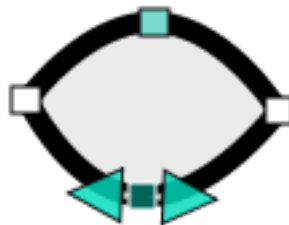
Double-click the node on the top.

You will see two blue arrows. The top edge of the diamond will curve.



Double-click the node on the bottom.

You will see two blue arrows. The bottom edge of the diamond will curve.



The diamond now looks more like an apple leaf.

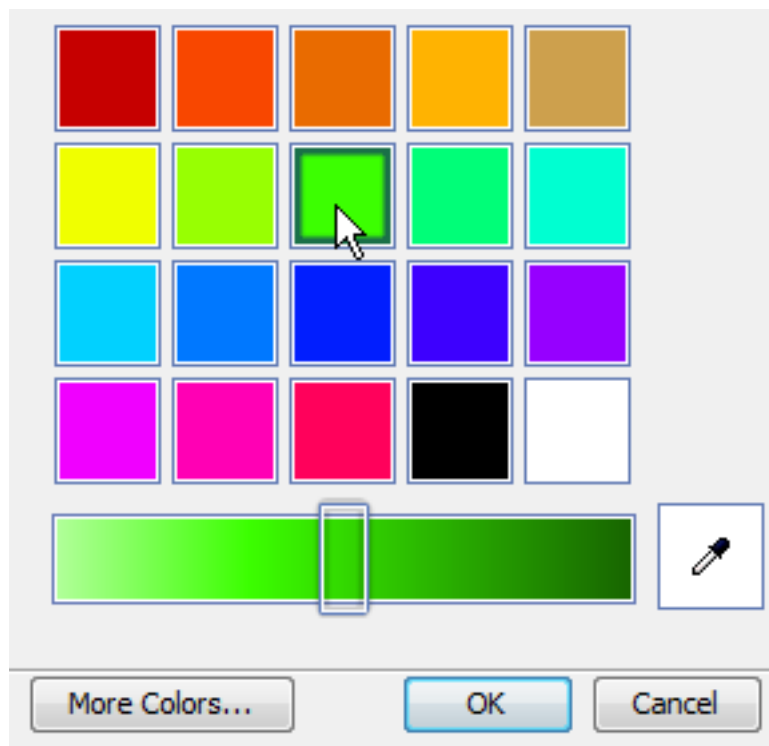
You will see options in the Tools panel on the right.

Use the skills you have learned to change the width of the stroke.

Click the Color box.

You will see a Select a Color dialog.

Choose a green color.



Click the OK button.

The leaf will fill with green.

## Resize a Shape

The shape is selected, but the transform handles are still off.

Go the View Pull-down menu and select Scaling Handles and Fill Handles to show these handles again.

The handles around the shape are blue. This means you can use them to resize a shape.

Move the cursor over a corner handle.



Click and drag the handle to size the leaf so that it is in proportion to the size of the apple.

Drag toward the center of the leaf to make it smaller.

Drag away from the leaf to make it larger.

Release the mouse button.

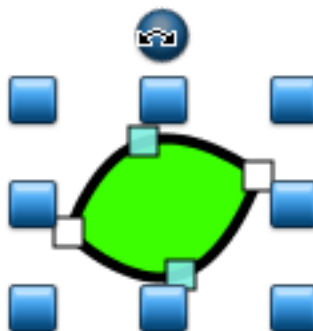
## Rotate a Shape

You can rotate a shape.

Click the leaf if it is not selected.

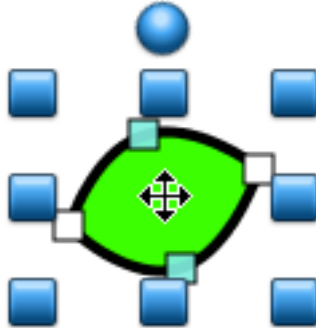
You will see a blue rotate circle at the top of the shape.

Click and drag the rotate circle to rotate the leaf.



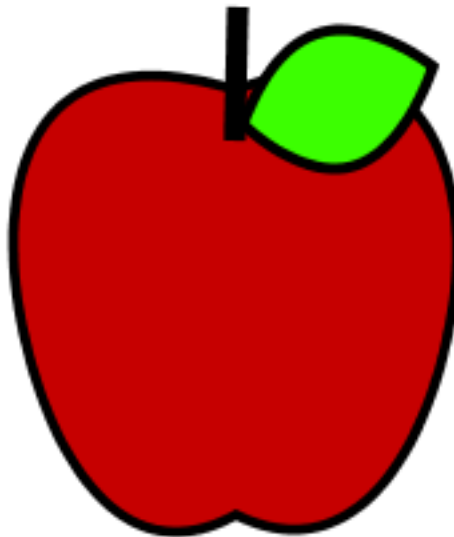
Move the cursor over the center of the leaf.

The cursor will change to four arrows.



Click and drag the leaf to the top of the apple.

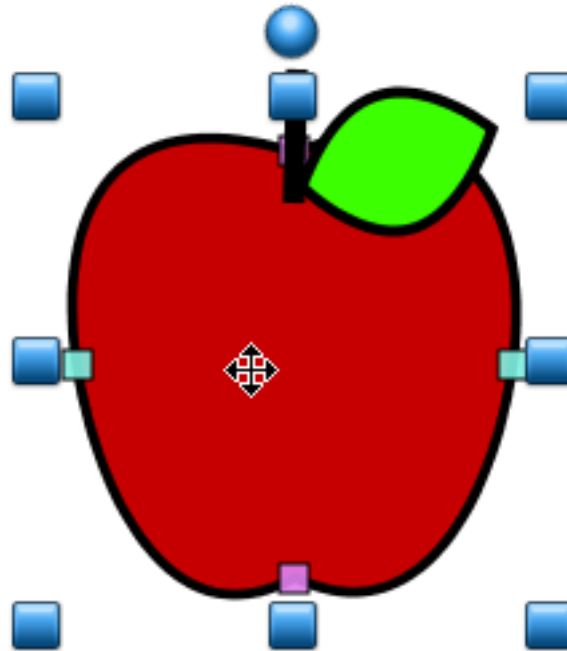
Click the canvas away from the apple.



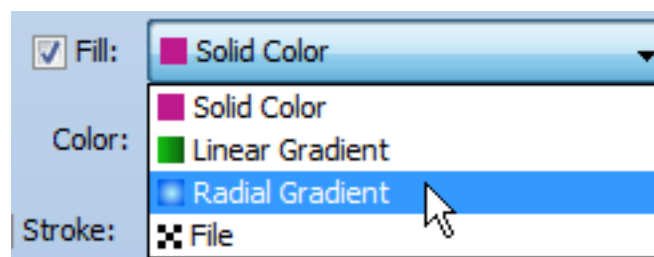
## Use Gradients

You can fill a shape with a gradient. A gradient is a gradual change from one color to another.

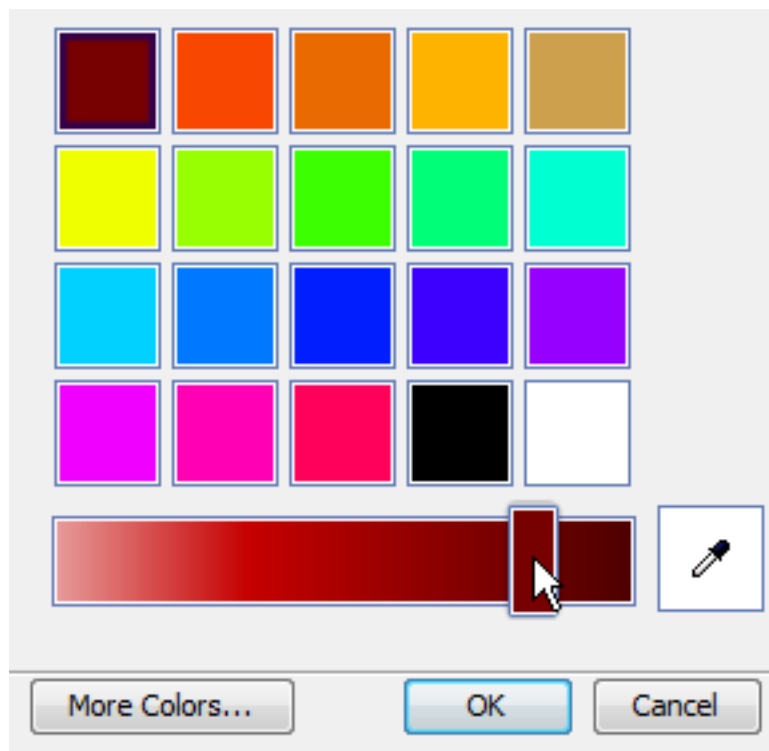
Click the red apple shape.



Click the Fill pull-down menu on the tools panel and choose Radial Gradient.

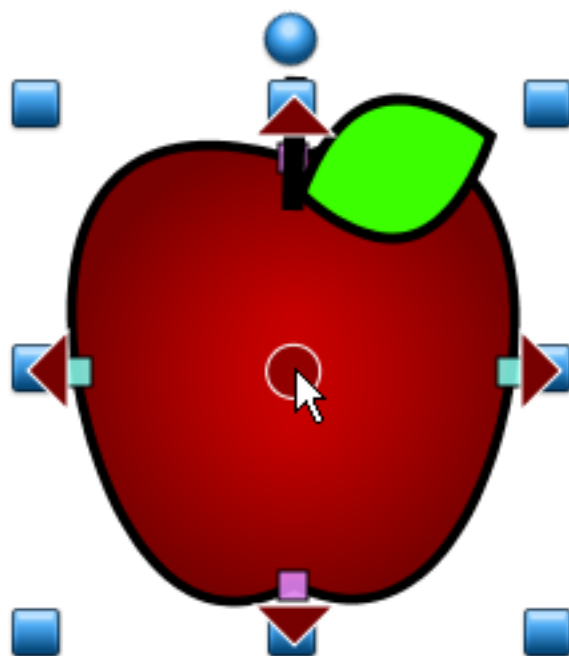


Click the Colors box on the right and choose a dark red color at the dialog.



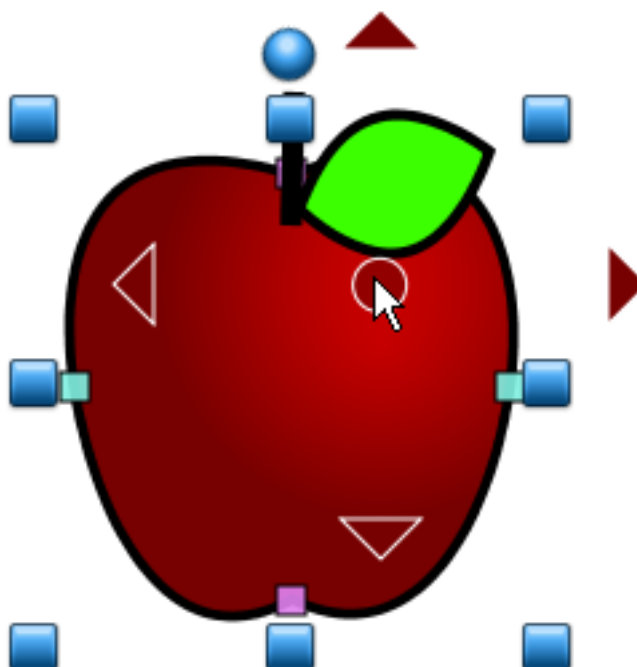
Click the OK button.

You will see fill controls for the gradient on the apple shape.

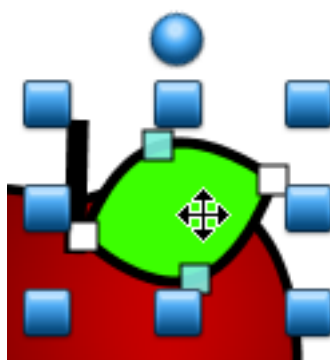


Move the cursor over the fill circle in the middle of the apple.

Click and drag it to the top right edge of the apple shape.

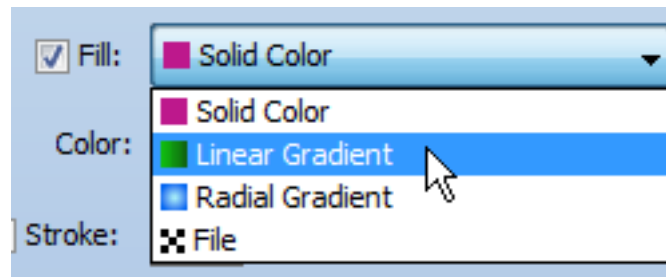


Click the leaf shape.

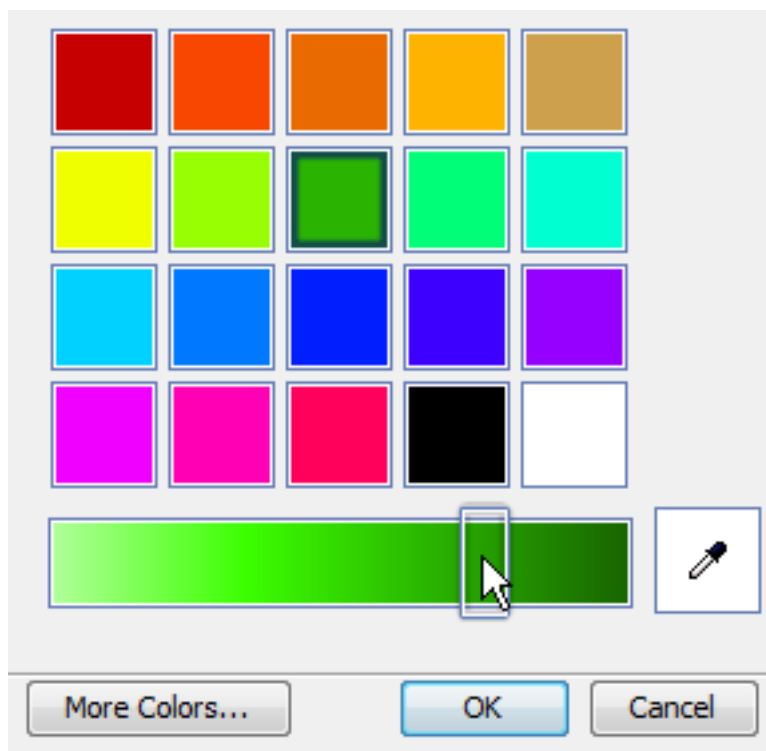


Click the Fill pull-down menu on the tools panel and choose Linear Gradient.





Click the Colors box on the right and choose a dark green from the dialog.



Click the OK button.

The leaf will fill with a gradient.

Click and drag the fill handles (arrows) to change the direction and position of the gradient.



Click the canvas away from the shapes.

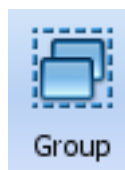
## Select All

You can select all the shapes in your apple at one time.

Go to the Edit menu and choose Select All.

You will see handles and nodes for all of the shapes.

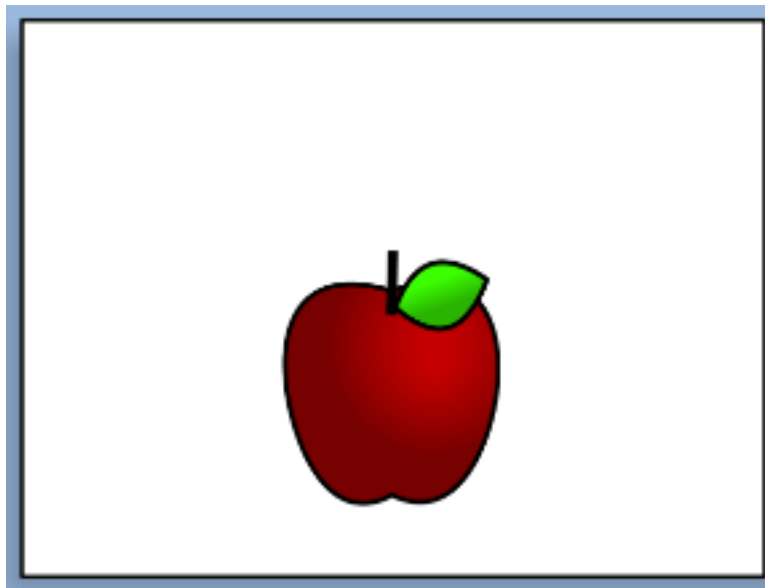
Click the Group button on the toolbar.



Move the mouse over the middle of the grouped shapes.

Drag the apple to the bottom of the page.

Click the page to deselect the apple.



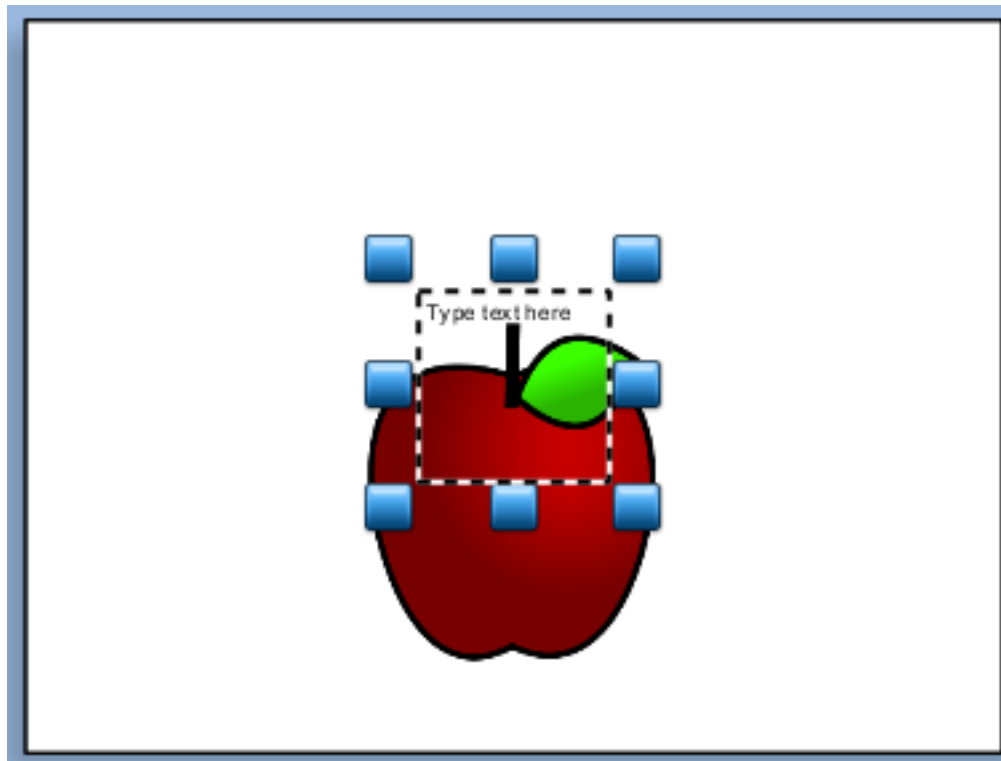
### Add Text

You can add text to a drawing.

Click the Text tool in the Tools area of the Tools panel.



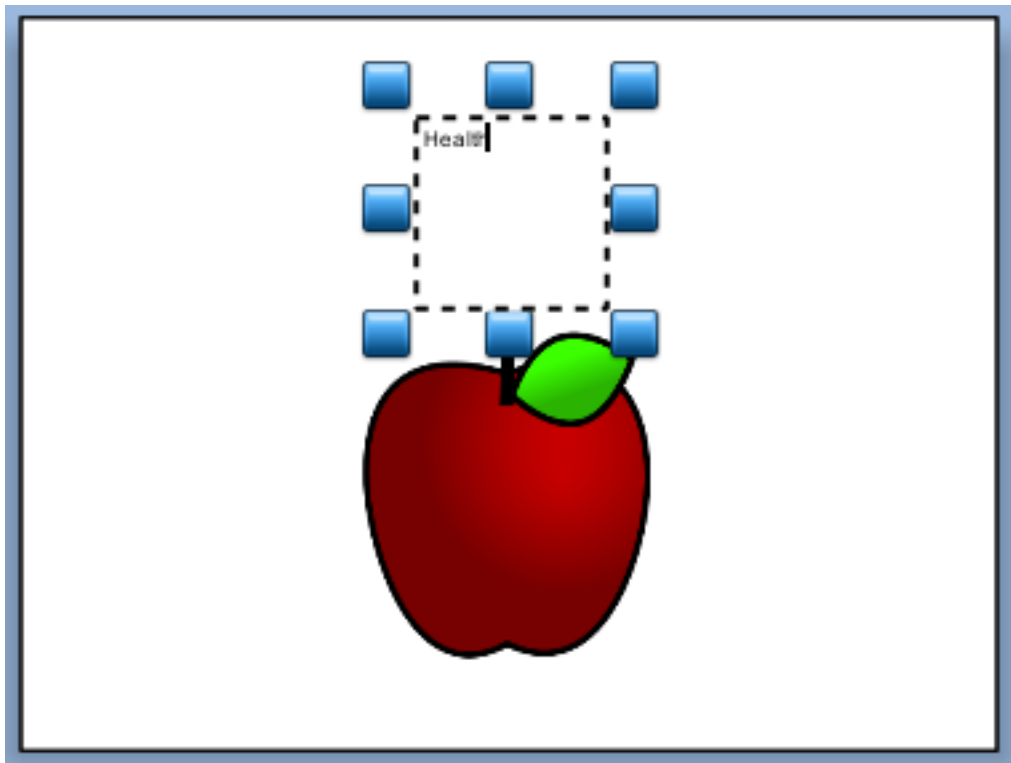
You will see a text box in the middle of the page.



Move the cursor over the text box and drag it toward the top of the canvas.

Release the mouse button.

Type: Health



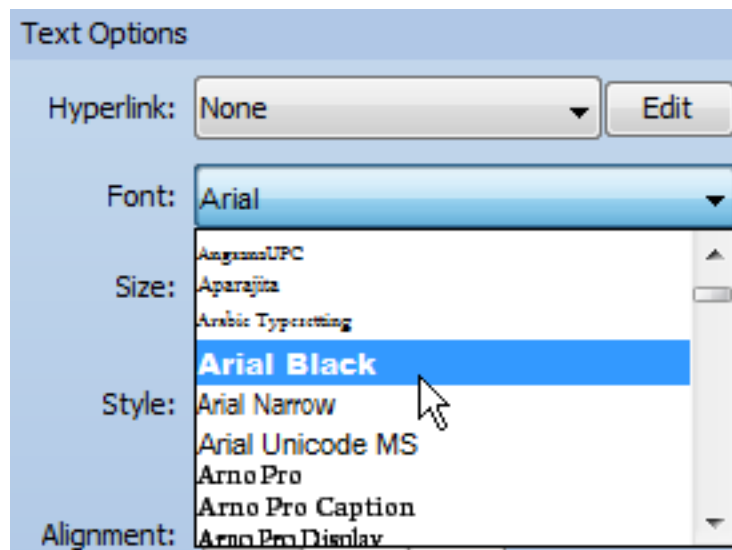
## Format Text

Click the page away from the text box.

This will deselect it.

Click the text box to select it again.

Use the Font pull-down menu on the options panel to choose a new font.



Click and drag the Size slider so that the text is very large.



You may have to use the blue resize handles on the text box to make it large enough to show all the text on one line.

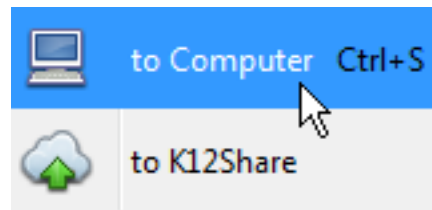
Click and drag to center the text box over the apple.

## Save

Click the Save button on the toolbar.



Choose the to Computer option from the drop-down menu.



Choose a name and place to save the file.

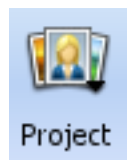
Click the Save button.

The drawing will be saved.

## Export the Drawing

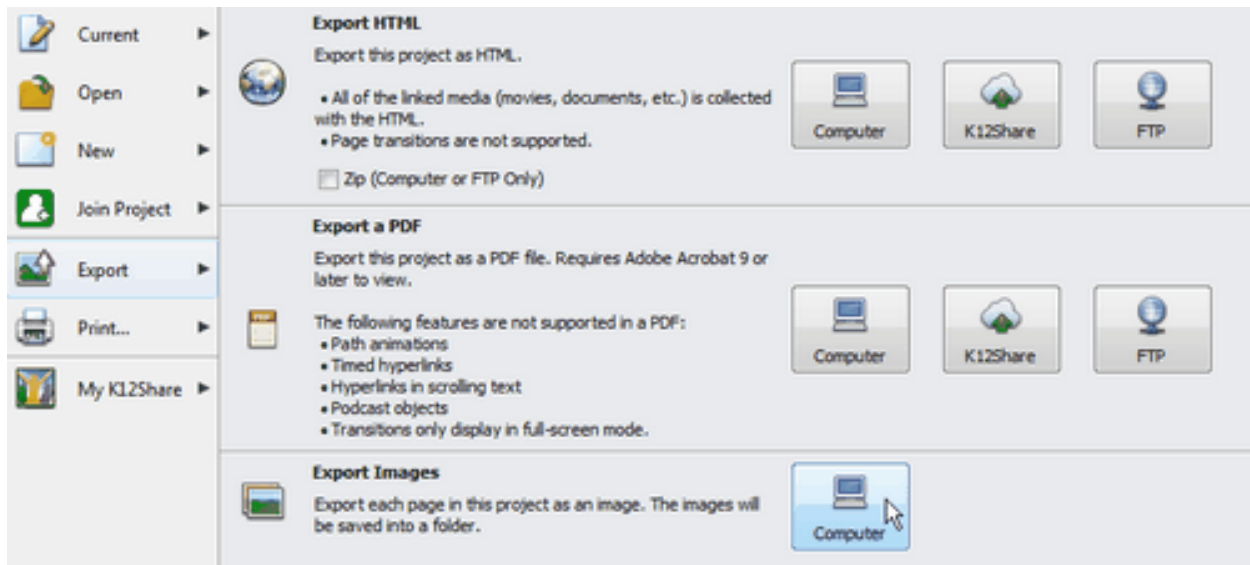
You can export a Share drawing as an image file. This way you can add it to a presentation or Web page.

Click the Project button on the toolbar.



Choose Export from the list.

Click the Computer button in the Export Images area.



You will see a Save Image as dialog.

Keep the saved file name or type a new one.

Choose a place to save the image file.

Click the Save button.

## Conclusion

Congratulations! In this Recipe, you learned how to:

Draw a circle

Fill a shape with color

Save

Change a shape using nodes

Change the size of handles and nodes

Draw a line



Move a shape

Use the Pen tool

Resize a shape

Rotate a shape

Fill with a gradient

Add text

Format text

Publish an image