11. Inserting Basic Shapes

A. Inserting basic shapes

Insert Shapes allows you to quickly and easily add a variety of basic shapes to your project.

Step 1 Click Shapes from the left menu of the design screen.
This will open a menu of basic shapes.

**Step 2** Click on a shape from the menu to instantly add it to the design screen. The shape will now appear in the Layers Panel as a single layer image.

*Tip* You can edit the shape just as you would any other image.
Step 3 Once shapes have been added to the design screen, close the menu by clicking anywhere on the design screen or by re-clicking Insert Shapes.