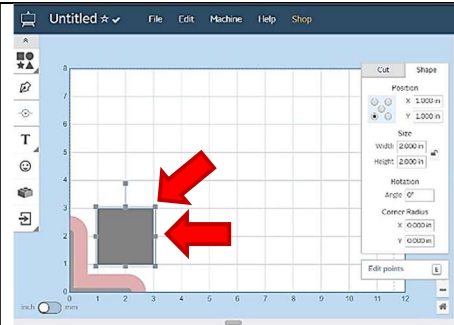


Easel – Working with Shapes

Step 1: Changing the size of a shape manually

- Click on the shape to select it.
- Click and drag any of the grey boxes that now surround the shape in order to change its dimensions.
- Clicking and dragging the boxes at the corners of the shape will change its size while keeping the same proportions.
- Clicking and dragging the boxes along the sides of the shapes will change just that dimension.



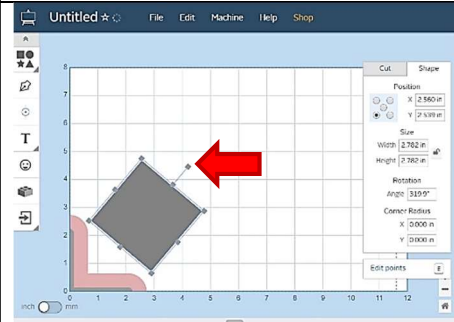
Step 2: Changing the size of a shape more precisely

- With a shape selected, a window with two tabs, "Cut" and "Shape" appears. Click on the "Shape" tab.
- Under "Size" on this tab enter the desired width and height of the shape.
- Next to the width and height boxes is a little padlock. Clicking the padlock closed preserves proportions, while having it open lets you change one dimension without also changing the other.



Step 3: Changing the rotation of a shape manually

- With the shape selected, locate the grey box that is above the shape, rather than immediately around the shape.
- Click and drag this box to rotate the shape.



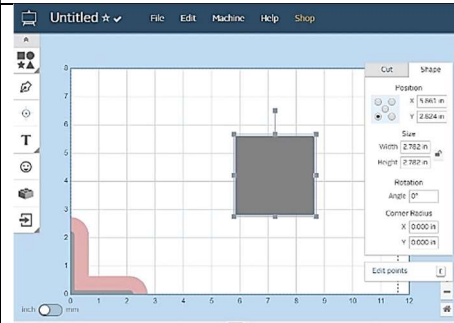
Step 4: Changing the rotation of a shape more precisely

- With the shape selected, go to the same "Shape" tab indicated in Step 2.
- Under "Rotation," enter the number of degrees you wish the shape rotated.



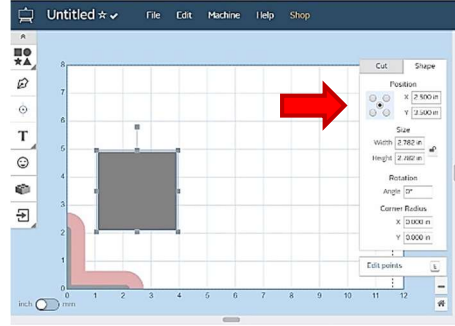
Step 5: Changing the position of a shape manually

- Move your mouse to any position over the shape where the mouse becomes a 4-way arrow.
- Click and drag to move the shape to its desired location.



Step 6: Changing the position of a shape more precisely

- With the shape selected, go to the same “Shape” tab indicated in Step 2.
- Under “Position” is a pane to select any one of five locations on the shape – either of the four corners, or the center. Next to that are boxes to enter x and y coordinates.
- For instance, if I wanted my shape centered on 2.5” by 3.25”, I would select the button in the center of the position box, and then enter my coordinates in the x and y boxes.



Step 7: Changing the depth of a shape

- With the shape selected, change from the “Shape” tab to the “Cut” tab.
- Drag the slider up or down to make the cut shallower or deeper.
- Or, enter a specific depth in the “Depth” box right below the slider.
- Maximum possible cut depth is the thickness you entered for the material.



Step 8: Making a shape an outline

- With the shape selected, go to the same “Cut” tab indicated in Step 7.
- Click on “Cut Path” to pull down the drop-down menu.
- “Clear out a pocket” means the bit will remove all the material across the entire area of the shape.
- The other three options cut the shape as an outline, with different options regarding where the bit travels on the shape. The thickness of the cut is the size of the bit.



Step 9: Using tabs

- If you make a shape an outline and set the cut to full depth, Easel automatically generates tabs (shown as yellow spots on the cut path). These keep the shape from breaking free and bouncing around when the cut is almost done.
- With the shape selected, the “Cut” tab gives you options for adjusting the number and size of tabs.
- Dragging the yellow tab indicators on the cut path allows you to reposition the tabs on the piece.

