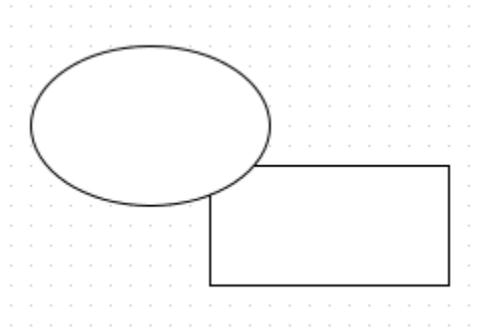


Arrange Options

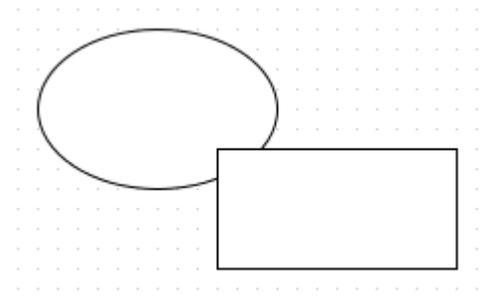
Style	Text	Arrange
<div style="display: flex; justify-content: space-around;">To FrontTo Back</div>		
Size	<input type="text" value="120 pt"/>	<input type="text" value="60 pt"/>
	Width	Height
<input type="checkbox"/> Constrain Proportions		
Position	<input type="text" value="-175 pt"/>	<input type="text" value="743 pt"/>
	Left	Top
Angle	<input type="text" value="0°"/>	Turn
Flip		
<div style="display: flex; justify-content: space-around;">HorizontalVertical</div>		
<div style="display: flex; justify-content: space-around;">Edit DataEdit Link</div>		

The *Arrange* tab deals with the position and orientation of an object. We can use the functionality provided to move a shape, rotate it, resize it, or flip it.

At the top are the *To front* and *To back* buttons. By default, shapes that have been created more recently will overlap older shapes. Here we have an ellipse overlapping a rectangle, since the ellipse was created after the rectangle.



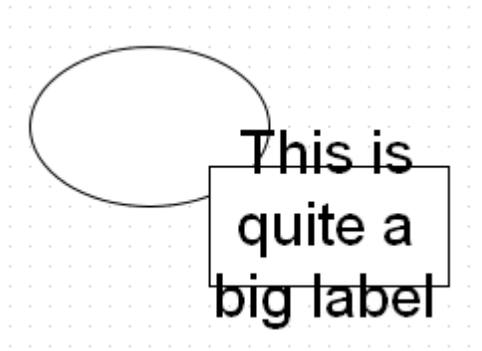
We can reverse this order by highlighting the ellipse so that we can access the Shape Format panel, select the *Arrange* tab, and then press the *To back* button (alternatively, right click on the ellipse and select *To back* from the menu options).



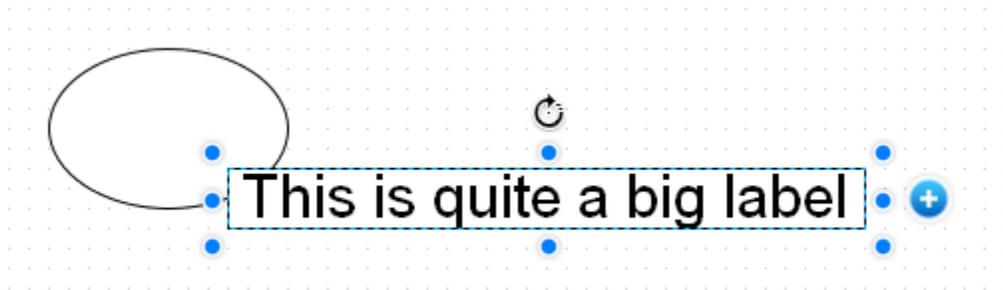
The same thing could have been achieved by highlighting the rectangle, selecting the *Arrange* tab, and then pressing the *To front* button, or right clicking on the rectangle and selecting *To front*.

Next are the *Size* options. The Height and Width fields can be changed to resize a shape in either the vertical or horizontal directions. You can also tick the *Constrain proportions* tick box if you want to preserve the ratio of height to width. This can also be done by clicking and dragging one of the corner dots when the shape is highlighted, as explained in [Tutorial 3 - Connectors, Waypoints, and Altering Shapes](#). If this box is ticked then you will not be able to alter this ratio when clicking and dragging, although changing values in the Height and Width boxes will bypass this.

To the left of the Height and Width boxes is an Autosize button. Pressing this will resize a shape so that it is large enough to contain any text label that is inside it.



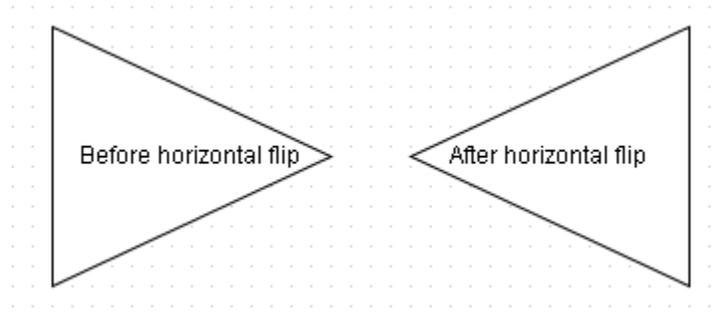
Here we have typed in some text in 30 pt font size. It is currently too large for the rectangle, so we click the rectangle, go to the *Arrange* tab, and press the *Autosize* button.



Next we have *Position*, with two fields: one for the x coordinate of the left hand side of the shape, and one for the y coordinate of the top of the shape. Changing the values in these fields will change the position of the shape.

Next we have *Angle*. These functions deal with the rotation of a shape. We can either click Turn to turn a shape by 90 degrees each time, or we can type a value into the Angle field, and the shape will rotate clockwise by that amount. These functions exactly mimic the rotation functions described in [Tutorial 3 - Connectors, Waypoints, and Altering Shapes](#).

Next is Flip. This flips a shape about a central axis, either *Horizontal* or *Vertical*. If the shape is symmetrical about that centre of axis, then there will be no obvious change when the flip is performed, unless that shape has a color fill with a gradient, or some other way of distinguishing between different orientations. A good shape to use to demonstrate this is the triangle shape, which looks the same after a vertical flip, but not a horizontal flip.



Finally, we have the *Edit Link* button. This works exactly as if we were to select *Arrange -> Insert link* from the menu bar, and is explained in detail in [Tutorial 2 - Insert and Arrange](#).