Adding a shape

You can add shape annotations in the form of straight or free-form lines, squares or rectangles, and circles or ovals.

- Click the desired annotation tool button—**Line** [icon] to draw a straight line, **Pen** [icon] to draw a free-form line, **Multi Shape** [icon] to draw a few free-form shapes at the same instance, **Rectangle** [icon] to draw a square or rectangle, or **Oval** [icon] to draw a circle or oval—and draw the shape on the image. In the dialog box that appears, type the required text, and click **Create**.

    Notes:
- Press the Shift key to keep the straight line perfectly horizontal or vertical.
- Press the Shift key to create squares or circles with the **Rectangle** and **Oval** tools.
- Use the **Multi Shape** tool to mark a few items at the same time, when you complete drawing the shapes, click **Done** and type the required comments.