**General Controls and Functions**

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| **To increase an object’s width/depth** | **To increase an object’s height** | **To lower or raise an object** |
|  |  |  |
| Click/tap the **black** squares on the bottom **side** and drag to change **one** dimension.  Click/tap the **white** squares on the bottom **corners** and drag to change **both** dimension.  Hold shift to change all 3 dimensions | Click/tap the white square **on top** of the shape and drag.  Hold shift to change all 3 dimensions | Click/tap the black **cone** above the shape and drag |
| **To rotate and object** | **To align to objects to their shared mid-point** | **To align one object to match another’s position** |
|  |  |  |
| Click/tap the corresponding arched double arrow and drag | Click/tap both objects, click/tap the align button, and then the corresponding black circle | Click/tap both objects, click/tap the align button, **click/tap the object you wish to be the anchor**, and then the corresponding black circle |
| **To make 2+ objects into one** | **To break apart merged objects** | **To flip an object** |
|  |  |  |
| Click/tap both objects, then click/tap the group button | Click/tap the combined object, then click/tap the ungroup button | Click/tap the object, click/tap the mirror button, then tap the corresponding black double arrow |

 **Tablet + Smart Phone Controls** 

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| **To pan/rotate your view around** | **To scroll your view without spinning** | **To select multiple objects at the same time** |
|  |  |  |
| Place **one** finger on the screen and drag | Place **two** fingers on the screen and drag | Tap them in succession (without tapping the blank workspace or background) |
| **To zoom in** | **To zoom out** | **To deselect** |
|  |  |  |
| Place two fingers on the screen at the same time and **expand** | Place two fingers on the screen at the same time and **pinch** | Tap a blank area in the workspace or background |

