

- In a 12x12 project, go to a blank page. Insert a black rectangle.  
Insert Ribbon: Content: Shapes: **Rectangle**. Width: 6 Height: 6.5 Fill: **Black** Stroke: **None**.  
Create. Home Ribbon: Arrange: Align: **Center on Page**

TIP: Make a copy of the black rectangle and put it in the work area outside of your page so you can create more uplifting shadows later. This will save you a little time later.

- Add ruler tabs to help with editing the shapes.  
 Left side ruler: Create ruler tab at 6.  
 Top side ruler: Create ruler tabs at 3, 3.25, 8.75, 9.
- Right click on rectangle: Shape: **Edit Shape**. Left click on the center right of rectangle creating a new point. Then, slide that new point in until it lines up with the 8.75 ruler tab. Left click on center left of rectangle creating a new point. Then, slide that new point in until it lines up with the 3.25 ruler tab.
- Cut away the top and bottom of rectangle using the blended edge cut.  
 Cut #1: Cut Ribbon: Cutters: Straight: **Blended Edge**. Width: 1.5 Angle: **90°**  
 Grab yellow crosshairs & slide up until outside dotted line aligns with top of rectangle.  
 Select keep unshaded area. Click cut.  
 Cut #2: Cut Ribbon: Cutters: Straight: **Blended Edge**. Width: 1.5 Angle: **-90°**  
 Grab yellow crosshairs & slide down until outside dotted line aligns with bottom of rectangle.  
 Select keep unshaded area. Click cut.
- In OAT, reduce opacity to 75. Right click on element and select: Save selection: Save as an image in a personal art kit. This way you will have one to use from now on.

