# Novice Tutorial

First, some mouse basics for those who are new to computers. If you have got this far, you are probably aware that in Windows, the main way of interacting with the computer is to move the *mouse* and click on the leftmost button on the mouse. The small picture on the screen that moves when you move the mouse is called the *cursor*. Most of the time, it is an arrow shape, but it can take on other shapes to give you a clue as to what is happening. For example, if the cursor is placed over this text, it has an *I beam* shape which tells you that you can edit (change) the text. DAUB has many different cursors, each designed to help you know what you are doing, or are allowed to do.

In this tutorial, if you are told to *click* on something, it means *move the cursor to this spot on the screen and click the left mouse button*. DAUB only uses the left mouse button. If you are told to *double-click* instead, this means to click the left mouse button twice, quickly. Finally, *drag* means *click on the left mouse button, then hold the button down while moving the mouse*.

Before you go any further, it might be a good idea to print this tutorial on paper. This way, you can use DAUB without having to swap back and forth between it and this tutorial. Click on **File** at the top-left of this window. Then click on **Print** in the sub-menu that pops up. When the **Print** dialog box pops up, click on the *OK* button.

An *icon* is a small picture that represents a program or a window, and it has a description underneath it, called a *caption*. Now, find the DAUB icon among the others that were created when you installed DAUB, and double-click on it. After an introductory graphic comes up, DAUB itself comes up, as shown below.
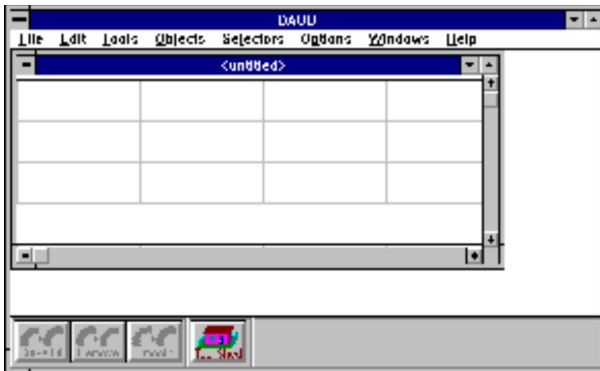

Maximize the main DAUB window, to make it fill the screen. In Windows 3.1, you can do this by clicking on the up-arrow button at the far top-right of the screen. In Windows 95, click on the middle button in the group of 3 at the top-right corner of the window. The smaller window inside the main one is called a child window. You can have as many child windows as you like, and they can be minimized (made into icons), but this tutorial will only deal with a single child window. Notice the group of 4 horizontal lines, and some vertical lines. These are guidelines for calligraphy. You will now set these lines up, in order to do some simple calligraphy later on.

The line of words near the top of DAUB's main window is called the main menu, just called the *menu* from here on. Click on **Options** in the menu, then then click on **Guidelines**.

The **Guidelines** dialog box that comes up allows you to set the distance between the horizontal and vertical guide lines. Just like in calligraphy, the distances between the lines are measured by how many brushes you can fit between them. The caret is positioned in the first edit box, with the number highlighted. (The caret is the small blinking vertical line that shows where characters will appear when you type something. The edit boxes are white on the grey background.) Type in *3*, which will delete what was there before. Now, press the <Tab> key on the keyboard, which will take you to the next edit box. Type in *3* again (the text that is already there is highlighted, and so will disappear when you type something). Do this for all the edit boxes on the left hand side of the dialog box, but type in *5* for the bottom one. By typing *5* in this box, you are saying *separate each group of 4 horizontal lines by 5 brush widths*. Press <Tab> again, and type in *0* for **Angle**, and in the last edit box, type in *8*.
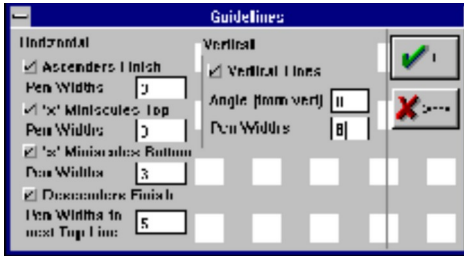
Click on the *OK* button. In the menu, click on **Options** again, then click on **Other**.
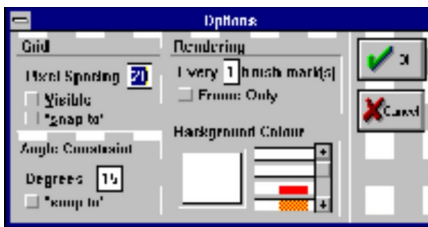
When the **Options** dialog box comes up, find the section titled **Background Colour**. Click on the small down arrow until the light blue rectangle appears in the list of colours. Click on the light blue rectangle, then click on the *OK* button.

Just to make sure that you have enough room to do two lines of calligraphy, you should now resize the child window. Position the cursor on the bottom-right corner of the window with the light blue background. When the cursor changes to a little *sloping* two-headed arrow, drag down and to the right until you get close to the bottom of the screen, then release the mouse button.

Before you can start doing lettering, you need to setup the brush. At the bottom of the main window you will find a button titled *Tool Shed*. Click on it, and a tool palette will appear.

Double-click on the brush symbol - the first one in the 2nd row of symbols. This brings up the **Setup Static Brush** dialog, letting you change the width, angle and colour of the brush. In the top palette, titled **Size**, click on the box that is 4th from the right. In the next palette down, titled **Angle**, click on the box that is 3rd from the right. In the bottom palette, click on dark red, which is 2nd from the left.
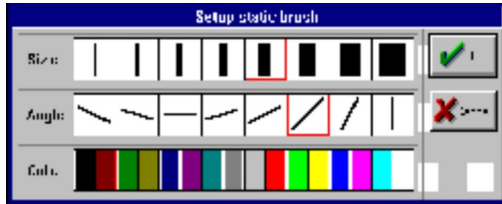
Click on the *OK* button. Here comes the fun part - you will write the word *Jelly* in the top set of guidelines. Notice that the cursor is now a small, straight line that represents the tip of the brush. Position the cursor where you wish to start a brush stroke, then drag it to draw the stroke. Don't worry about calligraphic correctness, this is just an introduction to how the program works!
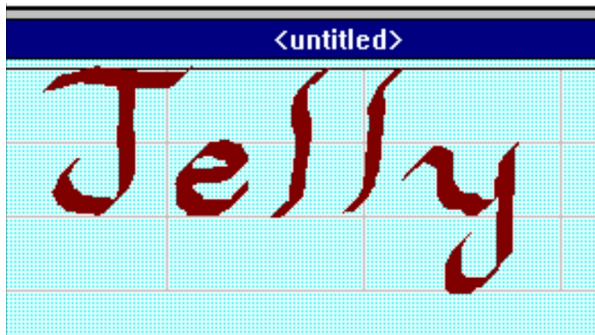
The letters might look a little shaky, but DAUB can fix that. In the menu, click on **Selectors**, then click on **Select All**. Each brush stroke is now surrounded by 8 small squares, and the buttons at the bottom left of the main window become active. Press the *Smooth* button once, and see the effect it has on your drawing.

Now, save it away on your hard disk by clicking on **File** in the menu, then clicking on **Save**. As soon as the **File Save As** dialog box comes up, press the <Home> key on the keyboard. This shifts the cursor to the beginning of the edit box.Type in *jelly1*. The filename should now read *jelly1.dob*.
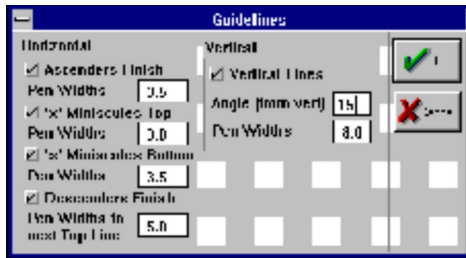

Click on the *OK* button.

Now for another version of the word *Jelly*. For a start, it is going to lean over slightly, like italic text. Also, the ascenders (tops of the *l*'s) and descenders (bottom of the *y*) will be half a brush

width longer. Click on **Options** in the menu, then click on **Guidelines**.

When the **Guidelines** dialog box comes up, click on the edit box titled **Angle**. Then press the <Home> key on the keyboard to position the cursor to the left, then press the <Delete> key several times to get rid of the text that is already there. Type in *15*.

Click on the top-left edit box, so the cursor is just to the right of the decimal point. Press the <Delete> key once, to get rid of the 0, and type in *5*. The text should now read *3.5*. Move the cursor down to the 2nd edit box from the bottom and do the same again. The dialog box should now look like this:

Click on the *OK* button. Bring up the tool palette again by clicking on the *Tool Shed* button, and then click on the leftmost brush symbol. If the tool palette ever gets in your way, you can move it by dragging on the title bar - the area across the top that contains the word *Tools*. Now, directly below your first piece of calligraphy, write the word *Jelly* again. Try to make the strokes line up with the new guidelines.
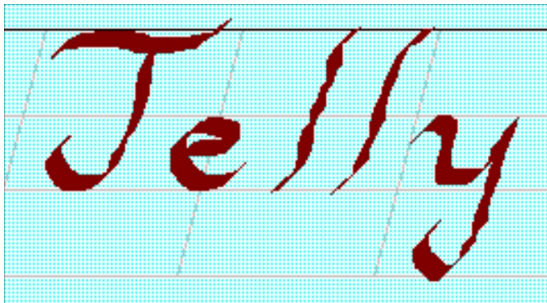
Click on **Selectors** in the menu, then click on **De-select All**. This removes the selector squares from the upper *Jelly* word. You would like to smooth every brush stroke in the lower word, so you will now select each of the strokes you have just drawn, as a group. Selecting is done with the *Pointer* tool, so click on the arrow shape at the top-left of the tool palette. The cursor will now take on the same arrow shape. Hold down the <Ctrl> key on the keyboard and then click on every individual brush stroke in the lower word. Click on the *Smooth* button twice this time, and see how only the selected brush strokes are affected.

Suppose you want to change the colour of the brush strokes, to a darker red. Click on **Objects** in the menu, then click on **Strokes**, then click on **Alter Uniformly**. When the **Alter Brush Strokes (uniformly)** dialog box comes up, click in the edit box titled **Red Inc**. Using the <Home> key if necessary, and the <Delete> key, get rid of the text that is there and type in *-50*.

Click on the *OK* button. See how all the selected brush strokes have become darker. However, let's suppose you change your mind and would like to make them a lighter shade of red instead. To *undo* the change you have just done, click on **Edit** in the menu, then click on **Undo**. Now, the strokes are back to the original shade of red.

In addition to making the red lighter, you decide to also make the brush strokes a little thicker. Again, click on **Objects** in the menu, then click on **Strokes**, then click on **Alter Uniformly**. When the dialog box comes up, click in the edit box titled **Red Inc**. Press the <Home> key if necessary, then press the <Delete> key once, to get rid of the minus sign. Now click in the **Size Inc** edit box. Clear its contents by using the <Home> and <Delete> keys, then type in *6*. Click on *OK*. All the selected brush strokes are now a lighter shade of red, and 6 pixels thicker.

Wouldn't it be nice if the two *l*'s in *Jelly* were exactly the same! You can do this by replacing the second *l* with a copy of the first one. Firstly, click on **Selectors** in the menu, then click on **De-select All**, which will remove all the selection squares from the lower word. Click on the second *l* to select it, click **Edit** in the menu then click on **Delete** to delete the *l*.

Now click on the first *l*, click **Edit** in the menu then click **Copy**. Click **Edit** again, then click **Paste**. You should see a copy of the first *l* appear a short distance away, surrounded by selection squares. Because the copy is selected, you can move it by clicking on it, then dragging it into position.
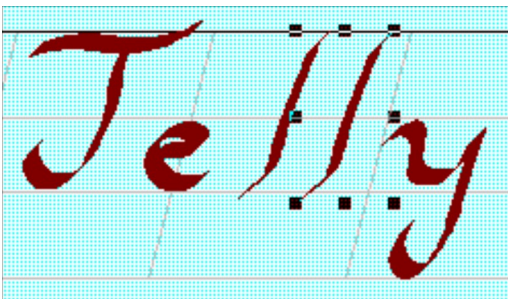
Save the whole graphic away on your hard disk by clicking on **File** in the menu, then clicking on **Save As**. As soon as the **File Save As** dialog comes up, press the left arrow key on the keyboard until the caret is positioned just before the *1* in *jelly1.dob*, press the <Delete> key, then type *2*. The filename should now read *jelly2.dob*. Click on the *OK* button.

Suppose you want to take a break at this point, and come back to the work you have done at some later time. Close down DAUB - click on **File** in the menu, then click on **Exit**.

Later on....

Find the DAUB icon on your Windows desktop, and double click it to start up DAUB again. Maximize it to full screen size again, like you did the first time. Click on **File** in the menu, then click on **Open**. When the **File Open** dialog box comes up, press the <Home> key, then press the <Delete> key once, to get rid of the asterisk. Type in *jelly1*.

Click on the *OK* button. The first file that you saved will now be read in. This child window can be maximized also, to a size that completely fills the main window. Maximize it now, in the same way that you maximized the main window.

Besides drawing freehand brush strokes, DAUB allows you to draw simple shapes such as rectangles and circles. Click on the *Tool Shed* button, then double click on the shape in the tool palette that looks like a rectangle with rounded corners. The **Setup Shape** dialog box will come up. In the **Line Colr** palette, click on the bright red square, then in the **Fill Colr** palette, click on the light gray square. Also, click on the **Filled** check box in the bottom left corner, so a tick (check) mark appears in it.
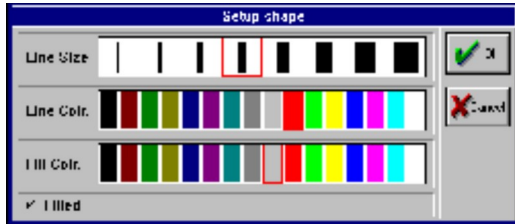
Click on the *OK* button. The cursor will now change to the rounded rectangle shape.

Now click somewhere just below the word *Jelly*, and drag the cursor down and to the right, until the dotted rectangle is bigger than the area covered by the word *Jelly*. Release the mouse button, and a big rounded rectangle will appear. Your next task is to put the word *Jelly* over top of the rounded rectangle.

Notice that the word Jelly is already selected, since all its strokes were selected before it was saved to disk. Click on **Edit** in the menu, then click on **Cut**, then click on **Edit** again, then click on **Paste**. What you have done is cut the word out of your picture, then pasted it back which also has the effect of putting it on top of any other object in the picture. Now move the cursor to a spot inside the word, and drag the whole word over top of the rounded rectangle.

Finally, if you are not completely happy with the amount of 'lean' that your drawn characters have, you can alter this very easily with the *Skew* tool. Click on it now - it is second from the left on the top row of the tool palette. The cursor will take on the same shape. Position the cursor somewhere above the word *Jelly*, and drag it a short distance to the right.

Notice the change. You can go as far as you like, in either direction. To see what your creation looks like on paper (particularly if you have a colour printer!), click on **File** in the menu, then click on **Print**. Assuming the printer is set up correctly, just click on *OK* when the **Print** dialog box comes up. Notice that the guidelines and selection squares do not show up on the printed output.

Close down DAUB now by clicking on File in the menu, then clicking on Exit. Because you have not saved what you have been working on, DAUB will bring up a dialog box with the question 'Do you want to save?'. Click on the *Yes* button, and your new graphic will be saved in the file jelly1.dob, wiping out the first graphic you had there.

This is the end of the novice tutorial - you should now have plenty of basic knowledge with which to produce calligraphic output from your computer, and a springboard from which to gradually explore the rest of DAUB.

Good luck!