

# Flow Charting 4 Index

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## Getting Instant Help

The help in Flow Charting 4 is context sensitive, making it easy to instantly display help about a specific menu command, dialog box, or Flow Charting 4 tool.

### To find instant help on a...

Menu command

Dialog box

Flow Charting 4 error or warning

### Do the following...

Highlight a menu command on a menu, and press F1.

Display a dialog box, and click the Help button.

Press F1.

**Note:** As you select menu commands, brief help messages automatically appear on the status bar at the bottom of a chart window. For more information, click [Using the Status Line](#) topic.

## Mouse Shortcuts

Use the mouse buttons to do the following:

- \* When selecting text with the Text Tool, double-click to select a word.
- \* Hold down the Ctrl key and double-click a shape to display the CreateLink dialog box.
- \* Press the right mouse button to switch between the Selection tool and the last Insertion tool (Shape, Line, or Text). This is a shortcut for inserting several shapes or lines.
- \* Click the right mouse button to escape from zoom mode.

## Keyboard Shortcuts

Flow Charting 4 provides keyboard accelerators for performing many basic flowcharting operations. You can use the keyboard accelerators to execute menu commands rather than choose the commands from the menus.

**Tip:** Choose Print Topic from the Help File menu to print the information on keyboard shortcut keys.

### Shortcut Keys

#### **Ctrl**

#### Action

Hold down while you drag an object to toggle between snap and not snap to grid.

OR

Hold down while zooming to execute the Center Window command.

OR

Hold down and double-click a shape to display the CreateLink dialog box.

#### **Shift**

Hold down while you resize a shape to toggle between keeping and not keeping the original shape proportions.

OR

Hold down while you drag a line end point to toggle between snapping and not snapping to an object.

OR

After you select the zoom in or zoom out button, press to toggle between zooming in and zooming out.

#### **Alt**

Hold down while you resize a shape or text frame to toggle between reflective and normal resizing.

OR

Hold down and double-click after selecting a shape to toggle the shape between being connected and disconnected to adjoining lines.

#### **Enter**

Press after highlighting an item in a drop-down list to select that item.

#### **Esc**

Press to close a drop-down list without selecting an item.

### Tool Manager Keys

#### **F2**

#### Action

Select the ShapeManager button on the tool bar, and display the ShapeManager.

#### **F3**

Select the LineManager button on the tool bar, and display the LineManager.

#### **F4**

Select the TextManager button on the tool bar, and display the TextManager.

### TextManager Keys

#### **Ctrl+F**

Select the current font in the TextManager font name drop-down list.

#### **Ctrl+H**

Select the current point size in the TextManager font size drop-down list.

#### **Ctrl+B**

Turn the bold font style on or off.

#### **Ctrl+I**

Turn the italic font style on or off.

#### **Ctrl+U**

Turn the underlined font style on or off.

#### **Ctrl+F9**

Turn the superscript font style on or off.

#### **Ctrl+F10**

Turn the subscript font style on or off.

|                               |  |
|-------------------------------|--|
| <b>Ctrl+T</b>                 | Insert the current date and time.  |
| <b>Ctrl+N</b>                 | Insert the filename.   |
| <b>Shift+Up Arrow</b>         | Select characters upward in existing text.   |
| <b>Shift+Down Arrow</b>       | Select characters downward in the existing text.                                   |
| <b>Shift+Right Arrow</b>      | Select characters to the right in existing text.                                   |
| <b>Shift+Left Arrow</b>       | Select characters to the left in existing text.                                    |
| <b><u>Text Navigation</u></b> | <b><u>Action</u></b>   |
| <b>Up Arrow</b>               | Move the text cursor up one line.  |
| <b>Down Arrow</b>             | Move the text cursor down one line.  |
| <b>Left Arrow</b>             | Move the text cursor left one character.   |
| <b>Right Arrow</b>            | Move the text cursor right one character.  |
| <b>Ctrl+Left Arrow</b>        | Move the text character left one word.   |
| <b>Ctrl+Right Arrow</b>       | Move the text cursor right one word.   |
| <b>PageUp</b>                 | Move the text cursor up one paragraph.   |
| <b>PageDn</b>                 | Move the text cursor down one paragraph.   |
| <b>Home</b>                   | Move the text cursor to the beginning of the line.                                 |
| <b>End</b>                    | Move the text cursor to the end of the line.                                       |
| <b>Ctrl+Home</b>              | Move the text cursor to the beginning of the continuous text (or press Ctrl+PgUp). |
| <b>Ctrl+End</b>               | Move the text cursor to the end of the continuous text (or press Ctrl+PgDn).       |

## Setting Program Preferences

Program preferences are settings that help to determine how Flow Charting 4 works.

### To change the program preferences:

1. Choose Program Preferences from the File menu.

The Program Preferences dialog box appears.

2. Make any changes you want, and click OK to accept the new settings, or click Cancel to abandon the changes..

Click the [Dialog Box Options](#) topic for more information.

## **Using Chart Windows**

Each flowchart appears in a chart window. Click one of the following topics for more information on viewing a flowchart.

[Arranging Chart Windows](#)

[Closing a Chart](#)

[Linking Charts](#)

[Opening a Chart](#)

[Opening a Chart from a Previous Version](#)

[Printing a Chart](#)

[Renaming a Chart](#)

[Saving a Chart](#)

[Scrolling a Window](#)

[Setting Chart Options](#)

[Starting a New Chart](#)

[Centering an Object in a Window](#)

[Using the Rulers](#)

[Zooming a Window](#)

## Centering an Object in a Window

The Center Window command allows you quickly to center a chart object in a window without having to use the scroll bars.

**Note:** This command has little effect near the top-left corner of the chart.

### To center an object in a chart window:

1. Choose Center Window from the Window menu (or press Ctrl+W).  
The cursor changes to a crosshair pointer enclosed in a circle.
2. Click the object you want to center.

### To center an object in a chart window while in zoom mode:

1. Hold down the Ctrl key.
2. Click the object you want to center.  
For more information on zoom mode, click the [Zooming a Window](#) topic.

### *Related Topics*

[Using Chart Windows](#)



## **Arranging Chart Windows**

If you are working with multiple charts, you can quickly arrange them for viewing on your screen.

### **To arrange chart windows:**

1. Choose one of the following commands from the Windows menu:
  - \* Tile Windows: to view all the windows on screen at the same time.
  - \* Cascade Windows: to view all the window title bars, each window overlapping the other.
  - \* Arrange Icons: to arrange the icons of minimized chart windows.

### *Related Topics*

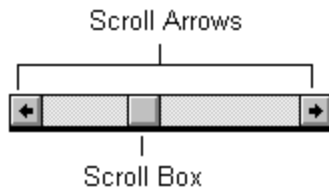
[Using Chart Windows](#)

## Scrolling a Window

You can view different parts of the chart by moving the chart window using the scroll bars.

### To scroll a chart window:

1. Click the scroll arrow buttons to move the flowchart. You can also drag the scroll box to scroll quickly through an entire chart.



To help speed up the scrolling, Flow Charting 4 uses SensibleScroll, which sketches the chart as you scroll. When you stop scrolling, the chart appears normal. For more information on SensibleScroll, click the [Setting Program Preferences](#) topic.

**Note:** If you press and hold a scroll arrow button for more than one second, the scrolling speed continuously increases and Flow Charting 4 uses SensibleScroll.

### *Related Topics*

[Using Chart Windows](#)

## Zooming a Window

Changing the magnification of a chart window is called zooming. You can use the zoom tools to magnify a chart to see more detail, or to reduce a chart to see more pages and less detail. A chart can be magnified from 10 to 200 percent of its original size. The magnification of the current chart is shown on the status line at the bottom of the chart window.

### To zoom a chart window:

1. Click one of the Zoom buttons on the tool bar.



Zoom In tool, to increase the magnification of the chart window, making objects appear larger. This tool is also available by choosing the menu item Window, then Zoom, then Zoom In.



Zoom Out tool, to reduce the magnification of the chart window, making objects appear smaller. This tool is also available by choosing the menu item Window, then Zoom, then Zoom In. The pointer turns into a magnifying lens.

2. Each click in a chart window increases or decreases the magnification, and attempts to position the area or object you clicked in the center of the window. If you are zooming near the top, left of the chart, the area is not centered.

**Note:** You can press the Shift key to toggle between Zoom In and Zoom Out. You can press the Ctrl key to temporarily enable the center window tool. See [Centering an Object in a Window](#).

3. To stop zooming, click the right mouse button, press Esc, or click the [Selection Tool button](#).

### To zoom using the keyboard:

1. To quickly increase or decrease the magnification without using a zoom tool, press the plus (+) or minus (-) key on the number key pad (the keys on the number pad are also referred to as gray keys).

If one or more objects are selected, the chart is scrolled so the center of the selected objects appear in the center of the window. If no objects are selected, the magnification changes, but the center of the window does not change.

**Note:** The keyboard zoom in and zoom out functions are not available while using the text tool.

### Other zoom commands:

1. Choose Zoom from the Window menu; then choose one of the following commands from the Zoom submenu:
  - \* Entire Chart: to reduce the chart so that all the pages in the chart are visible (or press Gray asterisk).
  - \* Current Page: to reduce the size of the current page so that the entire page is visible (or press Ctrl+period).
  - \* Actual Size: to display the chart at 100 percent magnification (or press Ctrl+equal sign).

### *Related Topics*

[Using Chart Windows](#)

## Using the Rulers

You can use rulers that appear at the top and left side of the chart window to help you place chart objects more accurately. If rulers do not appear on your chart window, refer to the [Setting Program Preferences](#) topic.

### To use the rulers:

1. Drag the pointer or cursor tool over a chart page.

Marker lines appear on the ruler, telling you the current location of the pointer. Notice that marker lines appear on the top ruler as well as on the side ruler. You can use these marker lines to place an object accurately within the chart window.

### *Related Topics*

[Using Chart Windows](#)

## Using the Crosshairs

Crosshairs are special lines that extend the full length and width of the chart window; they appear much like crosshairs in a rifle scope. The crosshairs help you to align shapes relative to other shapes or to align lines relative to other objects.

### **To use crosshairs:**

1. Press and hold the spacebar while creating, moving, or resizing objects.  
The crosshairs appear until you release the spacebar.

*Related Topics*

[Aligning Objects](#)

## Using Flow Charting 4 on a Network

Flow Charting 4 supports networks in the following ways:

- \* If Flow Charting 4 has been installed on a network, several users can use the same copy of Flow Charting 4 at the same time.
- \* If Flow Charting 4 files are stored on a network, many users can view the same flowchart file at the same time. The first person to open a flow chart file can edit the information, but others who open the file can only view or print the contents. When you open a file that is being used by another person, the name of the person editing the file appears in a dialog box. Click the topic [Setting Program Preferences](#) for more information about user name.

**Note:** See the Flow Charting 4 User's Guide for more information on installing and using Flow Charting 4 on a network.

## Using Templates

Flow Charting 4 comes with a set of predefined templates you can use to build your flowcharts. Click a shape in the template to select that shape to add to your flowchart. To move the template, drag the template by the title bar at the top of the template window. Click the [Flow Charting 4 Window](#) to view a sample template in a chart window.

Click one of the following topics for more information on templates:

[Creating or Editing a Template](#)

[Hiding and Showing a Template](#)

[Opening a Template](#)

[Creating a New Shape](#)

## Creating or Editing a Template

If you need to arrange your shapes in several task-specific groups, or you need a special template containing the shapes you use most often, you can edit existing templates or create new templates that are comprised of the Flow Charting 4 shapes you choose.

### To create a template:

1. If the template is not visible on screen, click the [Template button](#) on the tool bar.
2. Choose New from the Template menu (located on the template).  
The Template Organizer dialog box appears. Click the [Dialog Box Options](#) topic for more information.
3. Choose a template from which to import shapes by clicking the Import button.
4. Click each desired shape in the Import Template box, and click the Insert button or the Append button to add the shape to the template.
5. Click the OK button to save the new template or click Cancel to abandon the changes.  
The [Save Template](#) dialog box appears.

### To edit a template:

1. If the template is not visible on screen, click the [Template button](#) on the tool bar.
2. Choose Edit from the Template menu (located on the template).  
The Template Organizer dialog box appears. Click the [Dialog Box Options](#) topic for more information.
3. If you want to add shapes from another template, click the Import button.  
Click each desired shape in the Import Template box, and click the Insert button or the Append button to add the shape to the current template.
4. If you want to remove shapes from the current template, click on the shape in the Current box; then click the Remove button.
5. Click the OK button to save the template or click Cancel to abandon the changes.  
The [Save Template](#) dialog box appears.

**Note:** You can add shapes from one or more import templates before pressing the OK button.

### *Related Topics*

[Hiding and Showing a Template](#)

[Opening a Template](#)



## Hiding and Showing a Template

The template appears as a floating window on your screen.

### To hide or show a template:

1. Click the [Template button](#) on the tool bar; the template appears on your screen. To hide the template, click the Template button again.

**Tip:** To close the Template window, double-click the Close box in the upper-left corner of the template window.

### *Related Topics*

[Using Templates](#)

## Opening a Template

Flow Charting 4 comes with a set of predefined templates from which you can choose the shapes you need for your flowchart.

### To open a template:

1. If the template window is not visible on screen, click the [Template button](#) on the tool bar.
2. Choose Open from the Template menu (located on the template window).  
The [Open Template](#) dialog box appears.
3. Select the template you want to open, and click OK.

**Tip:** The template menu lists the last five template files that were used. Choose a name from the menu to quickly open another template.

### *Related Topics*

[Using Templates](#)

## Using the Clipboard

The Windows Clipboard is a feature found in almost all Windows applications. It allows you to move information (such as lines, shapes, or text) within a flowchart, to another flowchart, or to another Windows application file. Click one of the following topics for more information on using the Clipboard:

[Copying and Pasting Graphics](#)

[Copying and Pasting Objects](#)

[Copying and Pasting Text](#)

[Using the Cut Command](#)

**Note:** Information remains on the Clipboard until it is replaced by additional information copied to the Clipboard or until you exit Windows. For more information on using the Clipboard, refer to your Windows documentation.

## Copying and Pasting Objects

You can copy flowchart objects (such as lines, shapes, or text) to the Windows Clipboard. Later, the objects can be pasted into Flow Charting 4 or any other application.

### To copy objects:

1. Click the [Selection Tool button](#) on the tool bar.
2. Click the object you want to copy to the Clipboard.

To select more than one object, hold down the Shift key and continue to click different objects.

OR

Click and drag a selection rectangle around the objects you want to copy. Any objects completely inside the rectangle will be selected when you release the mouse button.

3. Choose Copy from the Edit menu.

The objects are copied to the Clipboard.

**Note:** When using the Selection Tool, text objects are copied to the clipboard as a metafile and a bitmap (not as individual characters). These types of objects retain the font style, color, and formatting information of the text object. If you want to copy the text as individual characters, ignoring the style and formatting, use the Text tool. See the [Copying and Pasting Text](#) topic.

### To paste objects:

To paste information to another chart file or application file, the file must be open, and it must be the active window.

1. Click the [Selection Tool button](#) on the tool bar.
2. Choose Paste from the Edit menu.

### *Related Topics*

[Using the Clipboard](#)

## Copying and Pasting Text

You use the Selection Tool or the Text tool to select text you want to copy to the Clipboard. If you want to copy and paste a text object, complete with font styles, colors, line width and line break information, use the Selection Tool. If you want to copy individual characters that will be pasted into another text block or another application's text area, use the Text tool.

### To copy text:

1. Click the Selection Tool button on the tool bar, and click a text object. The text object appears with a sizing handle at each corner.

OR

Click the Text tool button on the tool bar, and click any text in the flowchart. Drag to select the text characters you want to copy to the Clipboard.

**Note:** You must use the Text tool to select text typed into a shape.

2. Choose Copy from the Edit menu.

The information you selected is copied to the Clipboard.

### To paste text:

To paste information to another chart file, you must have that file open, and it must be the active window. To paste to another application, the application's main window must be active.

1. If you used the Text tool to copy the text, click the Text tool button on the tool bar. Then click in a shape or text object where you want the text to appear. Click on an empty part of the chart to create a new text object.
2. Choose Paste from the Edit menu.

If you used the Selection Tool, a new text object will be pasted in the center of the chart window. You can drag it to the desired location or resize it if necessary. If you used the Text tool, the text will be inserted into the current shape or text object.

### *Related Topics*

Using the Clipboard

Creating a New Text Object

## **Copying and Pasting Graphics**

You can paste any type of graphic from the Windows Clipboard into a flowchart. For example, you might create the graphic in a paint program and use the Windows Clipboard to transfer the graphic from the paint application to a flowchart.

### **To copy a graphic:**

1. Select the graphic you want to copy to the Clipboard.

For more information on selecting a graphic in another application, refer to that application's user documentation.

2. Choose Copy from the Edit menu.

### **To paste a graphic:**

1. Click where you want the graphic to appear.
2. Choose Paste from the Edit menu.

### *Related Topics*

[Using the Clipboard](#)

## Using the Cut Command

The Cut command allows you to remove text or objects from a flowchart and copy them to the Windows Clipboard.

### To cut information to the Clipboard:

1. Select one or more objects in the chart using the Selection Tool, or select text using the Text tool. Click the [Copying and Pasting Text](#) topic for special instructions on copying and pasting text.
2. Choose Cut from the Edit menu or from the tool bar.

The information you selected is removed from the flowchart and copied to the Clipboard.

### *Related Topics*

[Copying and Pasting Objects](#)

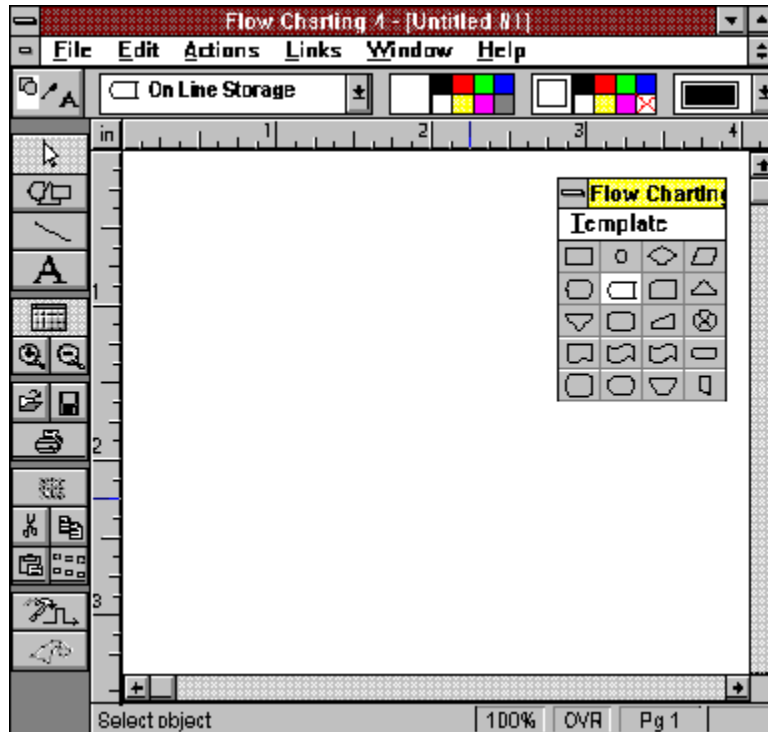
[Copying and Pasting Text](#)

[Using the Clipboard](#)

## Flow Charting 4 Window

The Flow Charting main application window lets you work on up to nine charts at one time. Flow Charting 4 supports Windows drag-and-drop functionality that allows you to drag chart file icons onto the application window to open the charts.

*Click the flowchart window for a graphical definition of each window element.*





## **Chart Window**

This is the window where you create and edit flowcharts. If the window is maximized, it will almost fill the application window, and its title will be displayed in the application's title bar. If the chart window is not maximized, you can see other chart windows in this area.

**Tool Bar**

Displays tools to help you create a flow chart. If a tool is not available, it appears dimmed. For more information on the tools, click the [The Tool Bar](#) topic.

**Title Bar**

Displays the application name, Flow Charting 4. If the current chart window is maximized, its name will be appended to the application name; otherwise, the chart's name will be in its own title bar. By default, each new chart is called Untitled #n (where #n is a unique number for each new chart).

**Menu Bar**

Displays the Flow Charting 4 menus. You can choose menu commands to help you create, save, and print a flowchart. For more information, click the [Menu Commands](#) topic.

## **Tool Manager**

Displays the current tool manager. There are three different tool managers: TextManager, LineManager, and ShapeManager. Each tool manager contains tools that allow you to set or edit the attributes of an object. For more information, click the [Using the Tool Managers](#) topic.

**Template Window**

Displays the shapes of the open template. You can use the shapes on a template to help you create a flowchart. For more information, click the [Using Templates](#) topic.

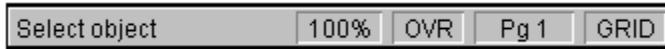
**Status Line**

Displays information about the current status of the chart window. For more information, click the [Using the Status Line](#) topic.

## Using the Status Line

The status line appears at the bottom of each flowchart window and displays information about the flowchart.

*Click the Status Line for more information.*





**The Context Cue**

Provides brief descriptions or instructions on a selected menu command. The context cue can also give you instructions on how to proceed when you are creating a flowchart.

**Chart Magnification**

Displays the current magnification of the chart window. A chart can be magnified from 10 to 200 percent of its original size. See [Zooming a Window](#) for more information on changing the magnification.

**Insert or Overwrite Mode**

Displays the current typing mode either INS for insert mode or OVR for overwrite mode. In insert mode, additional text characters can be inserted before existing text. In overwrite mode, additional text characters overwrite text characters. Press the Ins key to toggle between insert and overwrite mode when using the Text Tool.

**Grid Mode**

Displays the current grid mode. If the Snap to Grid setting is active, GRID appears. If this setting is not active, this box appears empty. Each object you insert into a chart is automatically snapped to an invisible grid. When creating, moving, or resizing an object, hold down the Ctrl key to toggle this setting between snapping or not snapping to the grid. Click the [Setting Program Preferences](#) for information on the Snap to Grid setting.

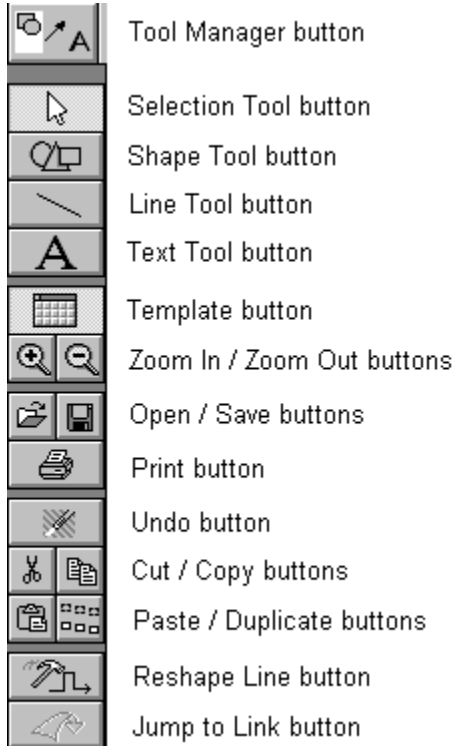
**Page Number**

Displays the page number of the current chart. This value is updated as the mouse moves over each page.

## The Tool Bar

The tool bar appears to the left of the chart window and contains tools to help you quickly create a flowchart.

*Click a button on the Tool Bar for more information.*



## **Tool Manager Button**

Click the icons on the Tool Manager button to display another tool manager. This button appears only when more than one type of object is selected -- for example, when a line and shape are selected. Click the [Selecting Objects](#) topic for more information.

## **Selection Tool Button**

Click the Selection Tool button to select objects in the flowchart. Click the [Selecting Objects](#) topic for more information.



## **Shape Tool Button**

Click the Shape tool button to add a shape to the flowchart. Click [Creating a New Shape](#) topic for more information.

**Line Tool Button**

Click the Line tool button to add a line to the flowchart. Click the [Creating a New Line](#) topic for more information.

**Text Tool Button**

Click the Text tool button to add or edit text in the flowchart. Click the [Creating a New Text Object](#) topic for more information.

## **Template Button**

Click the Template button to hide or show the template window. Click the [Hiding and Showing a Template](#) topic for more information.

## **Zoom Tools**

Click the Zoom tools to magnify or reduce the chart window. Click the [Zooming a Window](#) topic for more information.

**Shortcut:** Holding the Ctrl key down while clicking Zoom In will zoom in to 100% magnification. Holding the Ctrl key down while clicking Zoom Out will zoom out to see the entire chart.

**Open Button**

Click the Open button to open a saved flowchart. Click the [Opening a Chart](#) topic for more information.

**Shortcut:** Holding the Ctrl key down while clicking the Open button will create a new chart.

**Save Button**

Click the Save button to save any changes to the current chart. If you have not previously saved the chart, the Save As dialog box appears. Click the [Saving a Chart](#) topic for more information.

**Shortcut:** Holding the Ctrl key down while clicking the Save button will activate the Save As feature, allowing you to rename the chart.

## **Print Button**

Click the Print button to print the current chart to a Windows-compatible printer. Click the [Printing a Chart](#) topic for more information.

**Shortcut:** Holding the Ctrl key down while clicking the Print button will perform a quick print, bypassing the dialog that asks for print options. The entire chart, excluding blank pages, will be printed.



## **Undo Button**

Click the Undo button to undo the previous action. Click the [Undoing and Redoing Changes](#) topic for more information. After an undo operation, clicking this button will perform the redo command.

## **Cut, Copy, and Paste Buttons**

Click these buttons to cut, copy, and paste information using the Windows Clipboard. Click the [Using the Clipboard](#) topic for more information.

**Shortcut:** Holding the Ctrl key down while clicking the Cut button will perform the delete command. Holding the Ctrl key down while clicking the Copy button will perform the Copy to File command. Holding the Ctrl key down while clicking the Paste button will perform the Paste from File command.

**Duplicate Button**

Click the Duplicate button to duplicate the selected objects. Click [Duplicating Objects](#) topic for more information.

### **Reshape Line Button**

Click the Reshape Line button to make a squared line take the shortest route between its two endpoints (without crossing over the objects that the line is attached to). Click the [Reshaping Lines](#) topic for more information.

### **Jump to Link Button**

Click the Jump to Link button to display the chart and page to which an object is linked. Click the [Linking Charts](#) topic for more information.

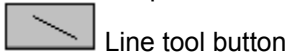
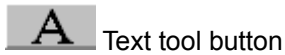
## Using the Tool Managers

The tool managers change according to the tool or object you select. If you are inserting new objects, the current tool manager will show the attributes of objects you are about to create. If you are using the Selection Tool, you can view the attributes of existing objects, or change them on the fly.

### To view tool managers:

1. Click the appropriate tool on the tool bar to display a tool manager.

*Click a tool button to display the associated tool manager.*



The appropriate tool manager is displayed, and reflects the attributes of the next object created. Click the topic, [Changing Attributes of New Objects](#) for more information.

OR

Click the Selection Tool button and then select one or more objects of the appropriate type in a chart window.



If more than one object is selected, the tool manager shows the attributes that the objects have in common. Any object attributes that are not shared by the selected objects appear as question marks or dimmed buttons on the tool manager.

Click the topic, [Changing Attributes of Selected Objects](#) for more information.

### To change tool managers:

If you used the Selection Tool to select objects, and you would like to view a different tool manager:

1. Click the [Tool Manager button](#) until you see the appropriate tool manager. This button appears only when more than one type of object is selected.

## Changing Attributes of Selected Objects

You can use the tool managers to change the attributes of any selected objects.

### To change the attributes of selected objects:

1. Select an object.

The tool manager appears and displays the attributes for the selected object.

If more than one object is selected, the tool manager shows the attributes the objects have in common. Any object attributes that are not shared by the selected objects appear as question marks or as dimmed buttons on the tool manager.

Only one tool manager can be displayed at a time. If more than one type of object is selected (for example you selected a shape and a line) click the Tool Manager button to change which tool manager is displayed. You can also click the selected objects to display the other tool managers.

2. Change the attributes of the selected objects using the tool manager.

The selected objects appear with the new attributes.

**Note:** You can also change the attributes of selected text characters. Click the Text tool button, and then drag the cursor to select the text you want to change. Use the tools on the TextManager to change the text attributes.

### *Related Topics*

[Using the Tool Managers](#)

[Working with All Types of Objects](#)

## Changing Attributes of New Objects

You can use the tool managers to change the attributes of new objects.

### To change the attributes of new objects:

1. Click either the [Shape tool button](#), the [Text tool button](#), or the [Line tool button](#) on the tool bar.  
A tool manager appears at the top of the chart window that corresponds to the selected tool.
2. Use the tools on the tool manager to set the attributes of the new object.
3. If you are going to insert several objects of this type, click the Snapshot button to record these attributes. For more information, click the [Using the Snapshot Button](#) topic
4. Place the new object into the flowchart window.

**Note:** If you want a new object to have the same attributes as those of an existing object (for example, the size and color of an object), select the object whose attributes you want to copy. Then, click the Snapshot button on the tool manager. The Snapshot button copies the attributes of the selected object. Each new object will have the same attributes. For more information, click the [Using the Snapshot Button](#) topic.

### *Related Topics*

[Using the Tool Managers](#)

[Working with All Types of Objects](#)



## Customizing the Tool Manager Colors

You can customize the colors that appear on the tool managers.

### To customize the colors in the tool manager:

1. Double-click the color palette in the tool manager.

The Customize Colors dialog box appears.

2. Click the Color Palette square you want to change.

If you are changing the Shape pattern fill color palette, the color square with an X through it is for transparent color.

3. Click a Master Color on the palette.

The Color Palette square changes to match the Master Color you selected. Click the [Dialog Box Options](#) topic for more information.

4. Repeat steps 2 and 3 to change additional colors.

5. Click OK to accept the new palette or Cancel to reject it.

**Note:** To return the color palette to its factory-default settings, click Use Defaults.

### *Related Topics*

[Using the Tool Managers](#)

## **Working with All Types of Objects**

Flow charts are created using lines, shapes, and text; collectively, these items are called objects. For more information on objects, click one of the following topics:

[Aligning Objects](#)

[Bringing to Front and Sending to Back](#)

[Changing Attributes of New Objects](#)

[Changing Attributes of Selected Objects](#)

[Copying and Pasting Objects to File](#)

[Deleting Objects](#)

[Duplicating Objects](#)

[Moving Objects](#)

[Reducing and Enlarging Objects](#)

[Resizing an Object](#)

[Selecting Objects](#)

[Using the Crosshairs](#)

[Using the Grid](#)

[Using the Snapshot Button](#)

## Aligning Objects

Flow Charting 4 can align objects to make your charts look neater.

### To align objects:

1. Select two or more objects in a flowchart.

To select more than one object, hold down the Shift key while you click on objects.

2. Choose Align from the Actions menu.
3. From the Align submenu, choose how you want the objects aligned.



Align left edges - All objects will be aligned to the left edge of the object furthest to the left.



Align right edges - All objects will be aligned to the right edge of the object furthest to the right.



Align column - The centers of all objects will be aligned to the center of the imaginary rectangle that surrounds all of the objects.



Align top edges - All objects will be aligned in a column to the top edge of the object furthest to the top.



Align bottom edges - All objects will be aligned to the bottom edge of the object furthest to the bottom.



Align row - The centers of all objects will be aligned in a row to the center of the imaginary rectangle that surrounds all of the objects.

### *Related Topics*

[Working with All Types of Objects](#)

## Moving Objects

When you need to arrange the objects in your chart, you can use the Selection Tool to select as many objects as desired, and then move them to a new location. If the Stick-to-objects option is enabled in the Program Preferences, lines attached to the objects will be moved automatically.

### To move objects:

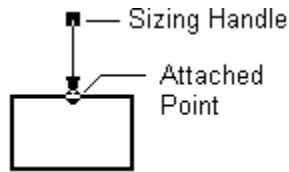
1. Click the [Selection Tool button](#) and select one or more objects.
2. Position the mouse pointer over any selected object, then hold down the mouse button and drag the object to a new location.

The crosshair can be used to help align the object you dragged. Simply press the spacebar to see the crosshair.

### To use sticky lines:

If the stick-to-objects option in the Program Preferences dialog is enabled, attached, or connected lines will automatically be repositioned and adjusted after the move. Hold the Alt key (or A key) down any time before releasing the mouse button to temporarily reverse the state of this option. If the option is enabled, the Alt key (or A key) will turn off stickiness. If the option is disabled, the Alt key (or A key) will turn on stickiness.

Here is an example of a line attached, or connected to a shape. Attachment points are shown as small circular handles instead of square handles.



**Note:** Lines are not attached to another object unless you specifically connect them. See [Connecting Lines to Other Objects](#) for more information.

### *Related Topics*

[Connecting Lines to Other Objects](#)

[Selecting Objects](#)

[Using the Crosshairs](#)

[Setting Program Preferences](#)

## **Using the Grid**

Whenever you add or resize a shape, line, or text object, the object is placed on an invisible grid. The grid makes it easier to align your objects, resulting in a neater looking chart. The grid can be turned on and off using the Program Preferences dialog box. You can also toggle the grid setting on and off using the Ctrl key.

If the grid is enabled, it will be used when placing new objects, when moving objects, and when resizing objects. You can see the current state of the grid on the Status Line.

### *Related Topics*

[Setting Program Preferences](#)

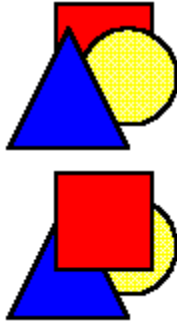
## Bringing to Front and Sending to Back

Shapes, text, and lines can be placed on top of each other. You can use menu commands to move objects that overlap each other, bringing them to the top or sending them to the bottom.

### To bring an object to the front:

1. Using the Selection Tool, click one or more objects to select them.
2. Choose Bring to Front from the Actions menu.

Here is an example of overlapping objects:

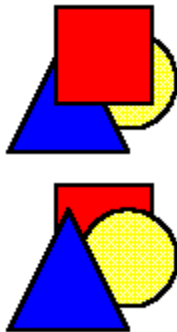


Before After

### To send an object to the back:

1. Using the Selection Tool, click one or more objects to select them.
2. Choose Send to Back from the Actions menu.

Here is an example of overlapping objects:



Before After

*Related Topics*

[Working with All Types of Objects](#)

## **Deleting Objects**

You can quickly delete text, shapes, or lines from your flowchart using either a keyboard or menu command.

### **To delete objects:**

1. Select the object or objects you want to delete.
2. Choose Delete from the Actions menu.

OR

Press the Delete key on your keyboard.

OR

Hold the Ctrl key down while clicking the Cut button on the tool bar.

*Related Topics*

[Selecting Objects](#)

## Duplicating Objects

You can quickly duplicate objects in your flowchart. When you duplicate an object, Flow Charting 4 remembers the relative position of the object that has been copied. Thus, you can use the duplicate tool to create rows or columns of objects that are evenly spaced.

### To duplicate objects:

1. Select the objects you want to duplicate.
2. Choose Duplicate from the Edit menu.  
OR  
Press Ctrl+D  
OR  
Click the Duplicate button on the tool bar.

### *Related Topics*

[Selecting Objects](#)



## **Working with Lines**

You use lines to connect the shapes in your flowchart. Click one of the following topics for more information on working with lines:

[Adding and Removing Bypasses](#)

[Adding and Removing Points](#)

[Changing a Line's Color](#)

[Changing a Line's Endcaps](#)

[Changing a Line's Path Type](#)

[Changing a Line's Route](#)

[Changing a Line's Style and Thickness](#)

[Connecting Lines to Objects](#)

[Creating a New Line](#)

[Disconnecting Lines from Objects](#)

[Reshaping Lines](#)

## Reshaping Lines

When a squared line has been moved, it may contain unnecessary turns that you would like to remove. Reshaping a line will hammer out the unnecessary bends, and change the line to take the shortest route between its starting point and ending point. If the end points of a line are attached to shapes, the line will automatically avoid the shapes.

### To reshape a line:

1. Select one or more lines, or shapes that have attached lines.
2. Select Reshape Lines from the Actions menu.

OR



Click the Reshape button on the tool bar.

3. If the line crosses over other objects after reshaping it, you can change its route manually.

**Note:** Reshaping a line will remove all of its bypasses.

### *Related Topics*

[Changing a Line's Route](#)


## Adding and Removing Bypasses

If two lines in a chart intersect each other, you can add a bypass to one of the lines. A bypass is a special flowcharting symbol that shows where lines in the flowchart cross.

### To add a bypass:

1. Select the line to which you want to add a bypass.

The LineManager appears.

2. Click the Add Bypass button  on the LineManager.


The mouse pointer now includes a bypass shape.

3. Click the point of the cursor exactly where you want to add the bypass to the line.

### To remove a bypass:

1. Select the line from which you want to remove a bypass.

The LineManager appears.

2. Click the Remove Bypass button  on the LineManager.

3. Click the point of the cursor on the bypass you want to remove.

### To remove all bypasses:

1. Reshape the line.

### *Related Topics*

[Working with Lines](#)

[Reshaping Lines](#)

## Adding and Removing Points


You can use the tools on the LineManager to add points to or remove points from lines. Repositioning points on a line, or adding or deleting them are powerful ways to control the exact route of a line.

### To add a point:

1. Select the line to which you want to add points.

**Note:** A curved line can contain a maximum of four points.

The LineManager appears.

2. Click the Add Points button  on the LineManager.

The mouse pointer now includes a plus (+) sign.

3. Position the mouse pointer at the place on the line where you want to add the point, and click.

OR

Click close to an end point of the line to extend the line.


**Note:** You can also add a point to squared lines by dragging any of the points after the line is selected. Watch the outline as you drag the point until you get the desired path and then release the mouse button.

### To remove a point:

1. Select the line from which you want to remove points.

**Note:** You cannot remove corner points on a squared line.

The LineManager appears.

2. Click the Remove Points button  on the LineManager.

The mouse pointer now includes a minus (-) sign.

3. Position the cursor over the point you want to remove, and click.

**Note:** As long as the point you want to remove is not a corner point of a squared line, you can remove it by dragging it on top of another point.

*Related Topics*

[Working with Lines](#)

## Changing a Line's Color

You can change the color of a line in your flowchart. You can choose from the colors on the LineManager palette or from colors on the Customize Color dialog box.

### To change a line's color:

1. Select a line in your flowchart.  
The LineManager appears.
2. Click a color in the Color Palette on the LineManager.

**Note:** For directions on how to edit the color palette, click the Customizing the Colors topic.

### *Related Topics*

Using the Snapshot Button

Working with Lines

## Changing a Line's Endcaps

Endcaps appear at the ends of each line in your flowchart. You can select the endcaps you want to appear by choosing from the endcap drop-down lists on the LineManager.

### To change a line's endcaps:

1. Select a line in your flowchart.

The [LineManager](#) appears.

2. Choose for the endcap for the first point in the line from the left endcap drop-down list and choose the endcap for the last point in the line from the right endcap drop-down list.

**Note:** You can also edit or rearrange the line endcap drop-down lists using the Program Preferences dialog box. For more information, click the [Setting Program Preferences](#) topic.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Lines](#)

## Changing a Line's Path Type

You can change a line's path type to accommodate a special situation in your flowchart. There are three different types of lines you can use in your flowchart: free-angle, squared, and curved.

### To change a line's path type:

1. Select a line in your flowchart.  
The LineManager appears.
2. Click a Line path button on the LineManager.



Free Angle button



Squared Angle button



Curved Angle button

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Lines](#)

## Changing a Line's Route

You can change the route of a line by moving a line's points.

### To change a line's route:

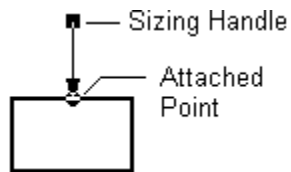
1. Select a line.

When you select a line, all the points at the segment endings are visible. Click the [Adding and Removing Points](#) topic for information on adding points to a line.

2. Position the cursor over a handle; then hold down the mouse button and drag the point to a new location.

In some cases, the type of line path will determine how much you can modify a line's route. Click the [Changing a Line's Path Type](#) topic for more information.

**Note:** Lines can be attached to shapes or other lines by dragging an end point onto the object. If the program preference, stick-to-objects is enabled, attached lines move with an object when the object moves. When an endpoint is attached to another object, a circle handle is drawn instead of a square handle.



### *Related Topics*

[Working with Lines](#)

[Reshaping Lines](#)

[Connecting Lines to Objects](#)



## Changing a Line's Style and Thickness

You can change a line's style and thickness.

### To change a line's style and thickness:

1. Select a line.  
The LineManager appears.
2. Select a line style from the Line Style drop-down list.

### *Related Topics*

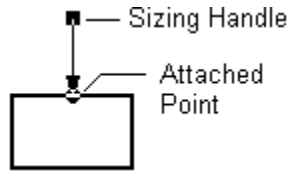
[Using the Snapshot Button](#)

[Working with Lines](#)

## Connecting Lines to Objects

You can connect lines to shapes or other lines. Later, if the stick-to-objects program preference is enabled, the line will be moved whenever the connected object moves.

When an endpoint is connected to another object, a circular handle is drawn instead of a square handle.



### To connect lines to shapes:

If lines are touching a shape but not connected:

1. Select the shape near the line to which you want to connect.
2. Choose Connect Adjoining Lines from the Actions menu.

OR

Drag the end point of a line inside a shape. The line will automatically snap to the edge of the shape and be connected. You can also make sure a line is connected to a shape when you create the line. Make sure to click somewhere inside the shape to connect it.

### To connect lines to lines:

1. Select the line that is not connected.
2. Drag the end point onto the line.

### *Related Topics*

[Setting Program Preferences](#)

[Working with Lines](#)

## **Disconnecting Lines from Objects**

Sometimes you need to disconnect lines to move their attached shapes without moving the lines as well.

### **To disconnect lines from other objects:**

1. Select the object with a connected line that you want to disconnect.
2. Choose Disconnect Lines from the Actions menu.

OR

If the stick-to-objects option in the Program Preferences dialog box is disabled, simply moving the attached object will disconnect the line. If the stick-to-objects option is enabled, hold down the Alt key while you move the object, and the attached lines will be disconnected.

### *Related Topics*

[Setting Program Preferences](#)

[Working with Lines](#)

## Creating a New Line

You can create new lines to use in your flowchart.

### To create a line:

1. Click the [Line tool button](#) on the tool bar.

The [LineManager](#) appears.

2. Change attributes in the LineManager if needed.

**Note:** Use the Snapshot tool if you are inserting several lines of the same type so you won't have to continuously choose the new attributes. You can also use the Snapshot tool to memorize the attributes of existing objects in the chart using the Selection Tool.

3. Click where you want the line to begin. Click for each additional point.
4. Double-click when finished.

OR

Click the same point twice.

OR

Press the Esc key.

OR

Click inside a shape to finish and snap the line to the edge of the shape. This will attach, or connect the line to the shape. Attached lines will remain attached to the shape when the shape moves if the Program Preferences option, Stick to objects, is enabled. See [Setting Program Preferences](#).

**Note:** If you don't want to snap the line to the edge of a shape, hold down the Shift key. This will toggle the snap-to-objects option of the Program Preferences dialog.

### Squared lines:

Each point that you add to a squared line will be constrained to 90 degree bends. Additionally, squared lines will intelligently add appropriate turns when entering a shape or connecting to another line. Simply move the mouse pointer into an edge of the shape or onto another line before clicking.

### Curved lines:

Curved lines can have a maximum of four points. The first and the last point are used to place the line, the other points are used to control the curvature.

### Free-angled lines:

Free-angled lines have no restrictions to their angles, nor number of points.

### *Related Topics*

[Setting Program Preferences](#)

[Using the Snapshot Button](#)

[Using the Crosshairs](#)

[Using the Grid](#)

[Working with Lines](#)

## Using the Snapshot Button

The Snapshot button records the attributes currently displayed in the tool manager. You can snapshot attributes of new objects you are creating, or of existing objects you select using the Selection Tool. When you snapshot the attributes of a tool manager, the attributes will be used for *all* new objects subsequently created.

**Note:** When using the Selection Tool, the dimensions of a selected text object and shape are also recorded. The word-wrap width of a selected text object is recorded, and the width and height of a shape are recorded (each shape type can have unique dimensions recorded).

### To use Snapshot:

1. Click the Selection Tool, Shape Tool, Line Tool, or Text Tool.
- 2a. If you use the Selection Tool, select one object of the type you wish to snapshot.  
If the desired tool manager is not displayed, click the Tool Manager button.
- 2b. If you use the Text Tool, you can select one or more characters to snapshot. Only the attributes that are common to all selected characters will be recorded.
3. Click the Snapshot tool on the tool manager.  
The attributes are recorded as defaults. Each time you create a new object, it uses the default attributes to adjust its size, color, and so on.

**Note:** You can use the Snapshot tool to make all the shapes in your flowchart the same size. For more information, click the [Making a Shape's Size Consistent](#) topic.

### *Related Topics*

[Selecting Objects](#)

[Selecting Text](#)

## **Working with Shapes**

Click one of the following topics for more information on using flowcharting shapes:

[Changing a Shape Type](#)

[Changing a Shape's Border Thickness](#)

[Changing a Shape's Color](#)

[Changing a Shape's Fill Pattern](#)

[Creating a New Shape](#)

[Deleting Text from a Shape](#)

[Making a Shape's Size Consistent](#)

## Changing a Shape's Border Thickness

You can change the thickness of a shape's border.

### To change a shape's border thickness:

1. Select the shape.

The [ShapeManager](#) appears at the top of the chart window.

2. Click one of the Shape Border tool buttons on the ShapeManager.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Shapes](#)

## Changing a Shape's Color

You can change the border thickness of any shape in your flowchart.

### To change a shape's color:

1. Select the shape.

The [ShapeManager](#) appears at the top of the chart window.

2. Click a color on the Shape Color Palette on the ShapeManager.

You can customize the colors that appear on the palette. For more information, click the [Customizing the Tool Manager Colors](#) topic.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Shapes](#)



## Changing a Shape's Fill Pattern

You can change a shape's fill pattern for any shape in your flowchart.

### To change a shape's fill pattern:

1. Select the shape.

The [ShapeManager](#) appears at the top of the chart window.

2. Select a fill pattern from the Fill pattern drop-down list on the ShapeManager.

If you choose the color on the palette that has an X through it, the shape will not have any color and will be transparent. To move a transparent shape, you must drag the shape by its border.

**Note:** You can customize the colors that appear on the palette. For more information, click the [Customizing the Tool Manager Colors](#) topic.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Shapes](#)

## Changing a Shape Type

You can change any shape in your flowchart.

### To change a shape:

1. Select the shape.

The [ShapeManager](#) appears at the top of the chart window.

2. Select a shape from the Shape drop-down list located on the ShapeManager.

**Note:** You can use the Snapshot tool to create a default set of attributes for each shape. To create a default set of attributes, select a shape in your flowchart, and then click the Snapshot button on the ShapeManager. For more information, click the [Using the Snapshot Button](#) topic.

### *Related Topics*

[Working with Shapes](#)

## Creating a New Shape

You can add new shapes to your flowchart.

### To create a new shape:

1. Click a Shape button on the Template window. If the Template window is not visible, click the [Template button](#).

OR

Click the [Shape tool button](#) on the tool bar. Then select a shape from the Shape drop-down list on the ShapeManager.

2. Set the attributes of the shape using the tools on the ShapeManager.

**Note:** See [Using the Snapshot Button](#) if you are inserting several shapes of the same type so you won't have to continuously choose the new attributes. You can also use the Snapshot tool to memorize the attributes of existing shapes in the chart using the Selection Tool.

3. Position the cursor where you want the shape placed in your flowchart, and click.

**Note:** Each unique shape type records its own dimensions separately when you use the Snapshot tool. This allows you to keep your shapes consistent, with diamonds one size, and squares another size. Click the topic, [Making a Shape's Size Consistent](#).

### *Related Topics*

[Using the Snapshot Button](#)  
[Working with Shapes](#)

## Deleting Text from a Shape

You can use the Text Tool to delete some of the text in a shape, or the Selection Tool to delete all of the text.

### To delete text with the Text Tool:

1. Click the [Text tool button](#) on the tool bar.
2. Highlight the text you want to delete. See [Selecting Text](#).
3. Press the Delete key.

OR

Choose Delete from the Edit menu.

### To delete text with the Selection Tool:

1. Click the [Selection Tool button](#)
2. Select the shape by clicking it.
3. Choose Clear Shape Text from the Actions Menu

All of the text will be deleted from the shape.

*Related Topics*

[Working with Shapes](#)

## **Making a Shape's Size Consistent**

You can adjust the size of the shapes in your flowchart. Later, you may decide that you want all shapes to have the same size. For example, you might have a series of square shapes that you want to make the same size. Flow Charting 4 gives you a quick way to adjust the size of a series of shapes.

### **To make a shape's size consistent:**

1. Select a shape that is the size you want to apply to other shapes.

The ShapeManager appears.

2. Click the Snapshot button.
3. Select the other shapes in your flowchart.

One way to select multiple shapes is to hold down the Shift key, and continue to click the other shapes.

4. Select the same shape from the Shape drop-down list on the ShapeManager.

For example, if you are adjusting the sizes of all the squares in your flowchart, select the square shape from the drop-down list. All squares will be reset to the size of the default square, the one that was snapshotted last.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Shapes](#)

## **Working with Text**

You can add text to fit within a shape or anywhere on your flowchart. Click one of the following topics for more information on adding and editing text:

[Changing the Text Background](#)

[Changing the Text Color](#)

[Changing the Text Font](#)

[Changing the Text Justification](#)

[Changing the Text Size](#)

[Changing the Text Styles](#)

[Copying and Pasting Text](#)

[Creating a New Text Object](#)

[Deleting Text from a Shape](#)

[Inserting the Date, Time, or File Name](#)

[Selecting Text](#)

[Using Insert/Overwrite Mode](#)

## Changing the Text Background

You can make the text background white, obscuring any objects behind the text, or you can make the text background transparent.

### To change the text background:

1. Select the text you want to change.

You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.

2. Click the Text Background button on the [TextManager](#) to toggle between white and transparent text backgrounds.

**Note:** The text object must be in front of other objects for this feature to work. For more information, click the [Bringing to Front and Sending to Back](#) topic.

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Text](#)

## Changing the Text Color

You can change the color of any text in your flowchart.

### To change the text color:

1. Select the text you want to change.

You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.

2. Click a color in the Text Color Palette located on the [TextManager](#).

The text changes to match the color you selected.

**Note:** You can customize the colors that appear on the palette. For more information, click the [Customizing the Tool Manager Colors](#) topic.

### *Related Topics*

[Using the Snapshot Button](#)

[Selecting Text](#)

[Working with Text](#)



## Changing the Text Font

You can change the font of any text in your chart; you can choose from fonts that have been installed using Windows. Refer to your Windows documentation for more information on installing fonts.

### To change the text font:

1. Select the text you want to change.

You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.

2. Select another font from the Font drop-down list on the [TextManager](#).

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Text](#)

## Changing the Text Justification

You can change the alignment of the text in your flowchart.

### To change the font justification:

1. Select the text you want to change.

You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.

2. Click the Font Alignment buttons located on the [TextManager](#).

### *Related Topics*

[Using the Snapshot Button](#)

[Working with Text](#)

## Changing the Text Size

You can change the text point size of any text in your flowchart.

### To change the text size:

1. Select the text you want to change.  
You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.
2. Select a font size from the Font Size drop-down list located on the [TextManager](#).

### *Related Topics:*

[Using the Snapshot Button](#)  
[Working with Text](#)

## Changing the Text Styles

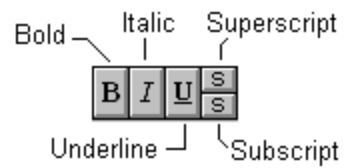
You can change the text style of any text in your flowchart.

### To change text styles:

1. Select the text you want to change.

You can use either the Selection Tool or the Text tool to select text. For more information, click the [Selecting Text](#) topic.

2. Click the Bold, Italic, Underline, Subscript or Superscript text style button located on the [TextManager](#).



### *Related Topics*

[Using the Snapshot Button](#)

[Working with Text](#)

## Creating a New Text Object

You can create new text objects for your flowchart.

### To create a new text object:

1. Click the [Text tool button](#) located on the tool bar.

The cursor changes to a bar (|) cursor.

2. Set the text attributes using the [TextManager](#).

**Note:** Use the Snapshot tool if you are inserting several text objects of the same type so you won't have to continuously choose the new attributes. You can also use the Snapshot tool to memorize the attributes of existing text in the chart using the Selection Tool or the Text Tool.

3. Click the flowchart where you want to begin typing.
4. Type any text you want to appear.

You can also click inside a shape, and any text you type is automatically connected to the shape.

**Note:** The Snapshot tool will also memorize the word-wrap width of a text object. If you are inserting several notes in 3 inch columns, snapshot the first one, and the width will be recorded.

### *Related Topics*

[Working with Text](#)

[Using the Snapshot Button](#)

## Inserting the Date, Time, or File Name

To help keep revision information, you can insert the current time, date, or filename in any shape or text object, using any font size or style you like.

1. Click the Text tool button located on the tool bar.

The cursor changes to a bar (|) cursor.

2. Click the flowchart where you want to insert the time, date, or file name.

3. Press Ctrl+T to insert the time and date.

The Insert Date/Time dialog box appears. Select the date or time you want to insert into the flowchart, and click OK.

OR

Press Ctrl+N to insert the file name of the current flowchart.

**Note:** You can change the Time and Date formats using the Windows Control Panel. Select the International Control Panel, and click the Date Format Change button or the Time Format Change button. Refer to your Windows documentation for more information.

## Using Insert/Overwrite Mode

You can change the text mode to insert or overwrite. In Insert mode, new text is inserted without overwriting any existing text characters. In Overwrite mode, new text overwrites any existing text characters.

### To use Insert/Overwrite mode:

1. Click the [Text tool button](#) located on the tool bar.
2. Click where you want to insert the new text.
3. Press the Insert key to switch to Insert mode.

OR

Press the Insert key again to switch to Overwrite mode. The Insert key toggles between the two modes.

The Status line at the bottom of the chart window displays the current mode; OVR appears when in Overwrite mode, and INS appears in Insert mode.

### *Related Topics*

[Working with Text](#)

## Selecting Text

There are two ways to select text.

### To select text inside a shape:

1. Click the Text tool button on the tool bar; then drag the text pointer across the text you want to select.

OR

Click the Selection Tool button on the tool bar; then click the shape containing the text you want to select. Click the Tool Manager button to display the TextManager.

### To select a text object:

1. Click the Text tool button on the tool bar; then drag the text pointer across the text you want to select.

OR

Click the Selection Tool button on the tool bar; then click the text object containing the text you want to select. All the text in the object will be selected

**Note:** If more than one character is typed, the TextManager may show indeterminate attributes. In other words, if one character is red, and another black, the color box will show a question mark because two colors cannot be shown at the same time. If you change an indeterminate attribute, you will change all characters to that new attribute.

*Related Topics*

Working with Text



## Copying and Pasting Objects to a File

You can copy selected objects from a flowchart and save the information permanently to a file. Later, you can paste the information from the file into any flowchart. For example, you might create a special flowchart symbol that you want to be able to paste into many different flowcharts. Click one of the following topics for more information.

**Note:** Files that are used for copying and pasting have a file extension of GFI (graphic flowcharting image).

[Copying To a File](#)

[Pasting From a File](#)

## Copying to a File

You can copy selected objects to a file.

To copy selected objects to a file:

1. Select the objects you want to copy.
2. Choose Copy to File from the Edit menu.  
The Copy to File dialog box appears.
4. Name the file, and click OK.  
Click the [Dialog Box Options](#) topic for more information.

### *Related Topics*

[Pasting From a File](#)

## **Pasting from a File**

You can paste selected objects saved to a file into any flowchart.

### **To paste selected objects from a file:**

1. Choose Copy from File from the Edit menu.  
The Copy from File dialog box appears.
2. Choose the file you want to paste into your flowchart, and click OK.  
Click the [Dialog Box Options](#) topic for more information.

### *Related Topics*

[Copying To a File](#)

## Resizing an Object

You can resize an object by selecting it and dragging a sizing handle. You can resize shapes, text objects, bitmaps, and metafiles this way. The selection handles of a line are not used to resize a line, rather they are used to change the path of the line.

When resizing, some shapes maintain the same width to height ratio (for instance, a circle or a computer symbol); this is called proportional resizing. Other shapes let you make them very wide or very tall (for instance, most flowcharting symbols); this is called non-proportional resizing. You can easily switch the proportional resizing behavior while resizing any type of object.

There are two more special behaviors under your control while resizing objects. You can keep the object's edges from snapping to the grid, and you can reflectively resize objects to make them grow or shrink in two directions at once (for example, the top and bottom edges moving simultaneously). Both of these behaviors can be permanently set by the Program Preferences dialog. Click the [Setting Program Preferences](#) topic.

### To resize an object:

1. Using the Selection Tool, select the object you want to resize.
2. Drag a sizing handle until the object is the appropriate size.

You can see the size (and sometimes the scale) of an object on the Status Line while resizing.

3. Release the mouse button.

### To switch reflective resizing

1. Hold down the Alt key while resizing. Release the mouse button before you release the Alt key.

### To switch proportional resizing:

1. Hold down the Shift key while resizing the shape. Release the mouse button before you release the Shift key.

**Note:** If you do not have reflective resizing permanently enabled, you should consider resizing an object by a multiple of two grid units. This will insure that the center of the object remains on a grid. If you later move an object that has its center off of a grid, the object's center will be snapped to the grid (resulting in the edges moving off of the grid). Keeping both the center and the edges on a grid makes it much easier to align objects, and to neatly connect lines.

### *Related Topics*

[Setting Program Preferences](#)

[Using the Crosshairs](#)

[Using the Grid](#)

## Reducing and Enlarging Objects

You can quickly scale a group of objects to 80 percent of their original size or to 125 percent of their original size. This feature is especially useful if you are trying to fit a flowchart onto a single page.

### To reduce or enlarge objects:

1. Select the objects.
2. Choose Scale Selection - 80% from the Actions menu to reduce the selected objects to 80 percent of their original size.

OR

Choose Scale Selection - 125% from the Actions menu to enlarge the selected objects to 125 percent of their original size.

**Note:** An object can be scaled at 80 percent or 125 percent because these proportions are reversible. An object scaled to 80 percent can be returned to its original size by scaling the object to 125 percent; the reverse of this is also true.

### *Related Topics*

[Working with All Types of Objects](#)

## Selecting Objects

There are several ways to select objects in a flow chart for editing.

### To select an object for editing:

1. Click the Selection Tool button on the tool bar. Then, click an object to select it. To select more than one object, hold down the Shift key and continue to click objects.

OR

Click the Selection Tool button on the tool bar. Drag the cursor around the objects you want to select. As you drag the cursor, a dotted square line appears around the objects. Any objects wholly within the dotted lines are selected.

OR

Choose Select All from the Edit menu (or press Ctrl+/). All the objects in the flowchart are selected.

A tool manager appears at the top of the chart window after you select an object. You can use the tool managers to change the attributes of the selected objects. If you selected more than one type of object (for example, you selected a line and shape), click the Tool Manager button button to display the tool manager for the selected object.

If you selected several objects that do not share the same attributes, the tool manager displays question marks. For example, if you selected three shapes with different fill patterns, the ShapeManager will display a question mark for the fill pattern. To change the ambiguous attribute (an attribute displaying a question mark), select an attribute.

### *Related Topics*

[Working with All Types of Objects](#)

## **Undoing and Redoing Changes**

If you make a mistake, you can undo the last action. After an undo, you can still decide to redo the action.

### **To undo an action:**

1. Choose Undo from the Edit menu, or click the Undo button on the tool bar.

The last action you performed is undone.

### **To redo an action:**

1. Choose Redo from the Edit menu, or click the Undo button on the tool bar.

The previous action is performed again.

**Note:** The Redo command is available only after you choose Undo.

### *Related Topics*

[Working with All Types of Objects](#)

[The Tool Bar](#)

## **Closing a Chart**

There are several ways to close a flowchart.

### **To close a chart:**

1. Choose Close from the File menu.

OR

Press Ctrl+F4.

OR

Choose Close from the chart window control menu in the upper-left corner of the window.

If you have made any changes to the chart, you are prompted to save the changes before the chart closes.

### *Related Topics*

[Using Chart Windows](#)



## Opening a Chart

You can open a saved chart file.

### To open a chart:

1. Choose Open from the File menu, or click the Open button on the tool bar.

The Open dialog box appears.

2. Select the chart you want to open, and click OK.

Click the [Dialog Box Options](#) topic for more information.

**Note:** You can have more than one flowchart open at the same time. To switch between open charts, choose from the list of open chart files at the bottom of the Window menu.

### *Related Topics*

[Opening a Chart from a Previous Version](#)

[The Tool Bar](#)

[Using Chart Windows](#)

## Opening a Chart from a Previous Version

You can open a chart created in a previous version of Flow Charting. Supported versions are Flow Charting I, II, II+, and 3, as well as images.

### To open a flowchart created in a previous version:

1. Choose Open from the File menu, or click the Open button on the tool bar.  
The Open dialog box appears.
2. Select the Flow Charting file type from the List Files of Type drop-down list.
3. Select the chart you want to open
4. Click OK.

Click the [Dialog Box Options](#) topic for more information.

Once you have selected the file, the older chart will be converted automatically and be stored in a new, untitled window. The progress of the conversion is displayed in the Status Line.

**Note:** Because Windows does not support hollow lines at this time, hollow lines will be converted into regular lines.

### *Related Topics*

[The Tool Bar](#)

[Using Chart Windows](#)

## Printing a Chart

You can print a flowchart to a Windows-compatible printer.

### To print a chart:

1. Choose Print from the File menu, or click the Print button on the tool bar.

The Print dialog box appears.

**Shortcut:** If you hold down the Ctrl key when you click the Print button, a dialog will not appear, and all non-blank pages of the chart will be printed.

2. Click the [Dialog Box Options](#) topic for more information.

**Note:** For more information on Windows-compatible printers, refer to your Windows documentation. Unfortunately, many Windows plotter drivers may not support shapes that are overlapped, or other effects that are standard for raster devices.

### *Related Topics*

[The Tool Bar](#)

[Using Chart Windows](#)

## Renaming a Chart

You can rename a flowchart to a different file name.

### To rename a chart file:

1. Choose Save As from the File menu, or Ctrl+click the Save button on the tool bar.  
The Save As dialog box appears. Click the [Dialog Box Options](#) topic for more information.
2. Rename the chart file, and click OK.

### *Related Topics*

[The Tool Bar](#)

[Using Chart Windows](#)

## **Saving a Chart**

You can save a chart to disk.

### **To save a chart file:**

1. Choose Save from the File menu, or click the Save button on the tool bar.

Any changes are saved to the current chart file. If you have not previously saved the file, the Save As dialog box appears. Name the file, and click OK. Click the [Renaming a Chart](#) topic for more information.

### *Related Topics*

[The Tool Bar](#)

[Using Chart Windows](#)

## Setting Chart Options

You can set the chart options for each flowchart, such as the number of chart pages, chart margins, paper size, and so on.

**Note:** This command replaces the Print Setup command found in most applications because you can specify that the default printer or a specific printer should always be used with each of your charts. Flow Charting 4 warns you when you try to set up or print a chart that was formatted with a different printer because it can affect page sizes.

### To set the chart options:

1. Click the chart window you wish to configure.  
This makes it the active window.
2. Choose Chart Setup from the File menu.  
The Chart Setup dialog box appears. Click the [Dialog Box Options](#) topic for more information.
3. Select the chart settings, and click OK

### *Related Topics*

[Using Chart Windows](#)

## Starting a New Chart

You can start a new flowchart at any time.

### To start a new chart:

1. Choose New from the File menu, or Ctrl+click the Open button on the tool bar.

A blank, untitled flowchart window appears.

**Note:** Only nine chart windows may be open at any one time.

### *Related Topics*

[The Tool Bar](#)

[Using Chart Windows](#)

## Linking Charts

Flow Charting 4 lets you link an object to a page in any flowchart. This allows you to jump to another page in the same chart or in a different chart.

### To create a link:

1. Open the chart for which you want to create the link.
2. Select the specific object in the chart where you want to create the link.  
Click the [Selecting Objects](#) topic for more information.
3. Choose Create Link from the links menu.  
OR  
Hold down the Ctrl key while you double-click the object.  
The CreateLink dialog box appears.
4. Choose the file to which you want to link the object.
5. Type a page number, and then click OK.  
Click [Dialog Box Options](#) for more information.

### To jump to a linked chart:

1. Select the object.
2. Click the Jump to Link tool button on the tool bar.  
OR  
Choose Jump to Link from the Links menu.  
OR  
Double-click the object..

### To break a link:

1. Select the linked object.
2. Choose Break Link from the Links menu.

### *Related Topics*

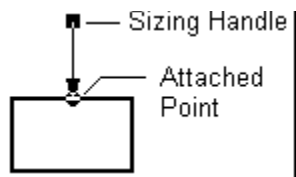
[The Tool Bar](#)  
[Using Chart Windows](#)



**Exit**

Choose Exit to quit Flow Charting 4. If you have made any changes to flowcharts, you will be prompted to save them before the application quits.

### Selection Tool Button



This button is located on the Tool Bar.

## Shape Tool Button



This button is located on the Tool Bar.

### Line Tool Button



This button is located on the Tool Bar.

### **Text Tool Button**



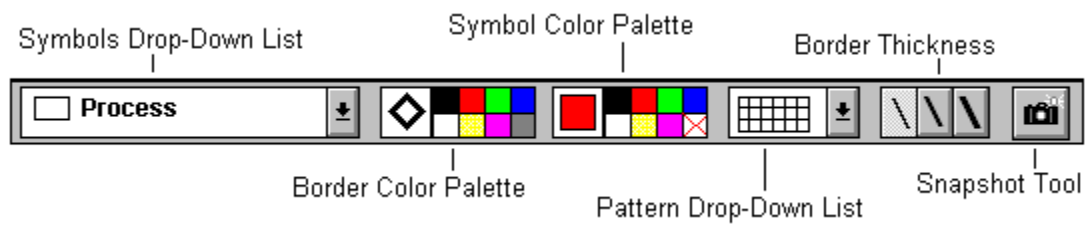
This button is located on the Tool Bar.

## Template Button



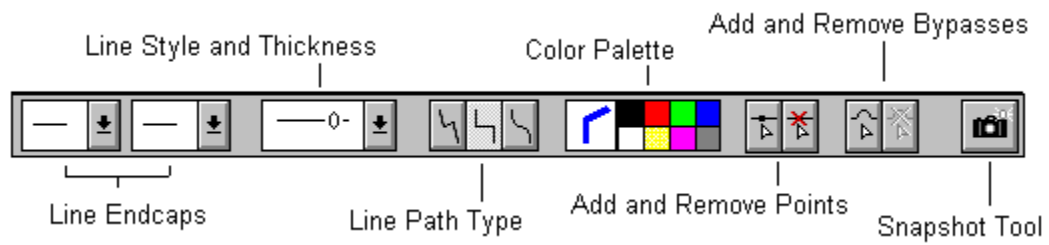
This button is located on the Tool Bar.

## ShapeManager



The ShapeManager is used to view or change attributes of shapes.

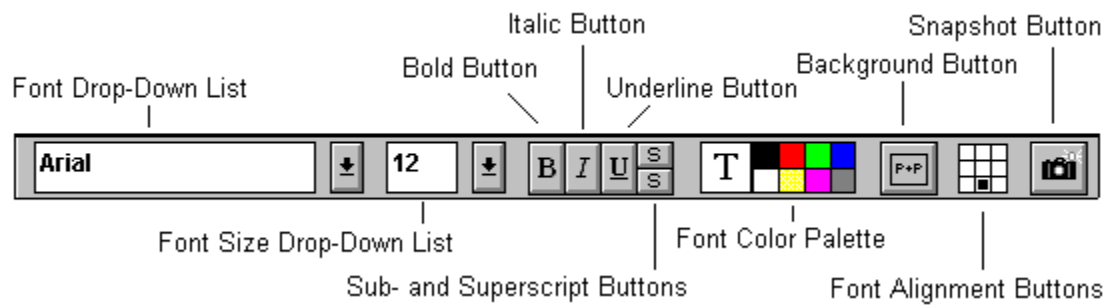
## LineManager



The LineManager is used to view or change attributes of lines.



## TextManager



The TextManager is used to view or change attributes of text.

## Tool Manager Button



This button appears on the Tool Bar when more than one type of object is selected. Click the button to display different tool managers.

## Menu Commands

A menu bar appears at the top of the chart window. For more information about the commands on a menu, click one of following menus:

[File](#)

[Edit](#)

[Actions](#)

[Links](#)

[Windows](#)

[Help](#)

[Template](#)

**Note:** You can also use keyboard accelerators to select many menu commands. For more information, click the [Menu Command Shortcuts](#) topic.

## File Menu Commands

The following commands appear on the File menu. Click a menu command for more information.

### File Menu

New

Open...

Close

Save

Save As...

Chart setup...

Print...

Program Preferences...

Exit

## **Edit Menu Commands**

The following commands appear on the Edit menu. Click a menu command for more information.

### **Edit Menu**

Undo/Redo

Cut

Copy

Paste

Delete

Duplicate

Select All

Copy to File

Paste From File

## **Actions Menu Commands**

The following commands appear on the Actions menu. Click a file command for more information.

### **Actions Menu**

[Bring to Front](#)

[Send to Back](#)

[Align](#)

[Clear Shape Text](#)

[Reshape Lines](#)

[Connect Adjoining Lines](#)

[Disconnect Lines](#)

[Scale Selection - 80%](#)

[Scale Selection - 125%](#)

## Links Menu Commands

The following commands appear on the Links menu. Click a menu command for more information.

### Links Menu

[Create Link](#)

[Break Link](#)

[Jump to Link](#)

## Window Menu Commands

The following commands appear on the Windows menu. Click a menu command for more information.

### Windows Menu

Tile

Cascade

Arrange Icons

Center Window

Zoom

List of Files



## **Keyboard Reference**

Menu Command Shortcuts

Mouse Shortcuts

## Help Menu Commands

The following commands appear on the Help menu. Click a menu command for more information.

### Help Menu

Index

[Menu Reference](#)

[Keyboard Reference](#)

[Screen Reference](#)

[Product Support](#)

About

## Template Menu Commands

The following commands appear on the Template menu. Click a template command for more information. Click the [Using Templates](#) topic for more information.

### Template Menu

[Open](#)

[New](#)

[Edit](#)

[About](#)

[List of Templates](#)

## **About**

Displays the About box with information about the currently open template. You type the template information when creating or editing a template. Click OK to close the About box. For more information, click the [Using Templates](#) topic.

## Menu Command Shortcuts

Use the following menu shortcut keys to execute menu commands. The plus sign means to press both keyboard keys at the same time to execute the menu command.

**Tip:** Choose Print Topic from the Help File menu to print the information on menu command shortcut keys.

| <u>Menu Command</u> | <u>Shortcut Keys</u>               |
|---------------------|------------------------------------|
| Bring to Front      | F8                                 |
| Center Window       | Ctrl+W                             |
| Close               | Ctrl+F4                            |
| Copy                | Ctrl+C                             |
| Copy to File        | F11, Ctrl+click Copy button        |
| Create Link         | Ctrl+Double-click                  |
| Cut                 | Ctrl+X                             |
| Delete              | Del, Ctrl+click Cut button         |
| Duplicate           | Ctrl+D                             |
| Exit                | Ctrl+F4                            |
| Help                | F1                                 |
| Jump to Link        | Double-click                       |
| Open                | Ctrl+O                             |
| Paste               | Ctrl+V                             |
| Paste from File     | Shift+F11, Ctrl+click Paste button |
| Print               | Ctrl+P                             |
| Save                | Ctrl+S                             |
| Save As             | Ctrl+click Save button             |
| Select All          | Ctrl+/                             |
| Send to Back        | Shift+F8                           |
| Undo                | Ctrl+Z                             |
| Zoom In             | Gray +                             |
| Zoom Out            | Gray -                             |
| Zoom Entire Chart   | Gray *, Ctrl+click Zoom Out button |
| Zoom Current Page   | Ctrl+.                             |
| Zoom Actual Size    | Ctrl+=, Ctrl+click Zoom In button  |

**Note:** Gray refers to a key on the number keypad on the right side of your keyboard (on most keyboards, these symbol keys are gray colored). For example, Gray + means press the gray plus key on the number keypad.

## **Chart Titles**

A chart title appears at the top of each window and displays the file name and location of the chart. Until a chart is saved to a different name, each chart window is called Untitled, followed by a number. For example, the first new chart window is called Untitled #1. If a chart window is maximized, its title will appear in the Flow Charting 4 application window title bar.

**Click**

Click means to press the left (or primary) mouse button down once.

## **Squared Line**

A squared line consists of two or more points. It can be a straight line, or it can bend to follow the path of points that you specify for the line. Each bend in the line, however, will be constrained to a 90 degree angle with a squared-off corner that looks like the corner of a rectangle.



## **Curved Line**

A curved line is a smooth line with a maximum of four points. The first and last point control the placement of the line, and the other points control the curvature.

## **Free-Angle Line**

A free-angle line consists of two or more points, but there are no constraints on where you place the points or the angles of the bends in the line.

**<filename> is already open. Please choose another name.**

You tried to rename a chart to the name of a chart already open.

**<filename> is an invalid file. Overwrite?**

<filename> is not a Flow Charting 4 file. Are you sure you want to overwrite it?

**<filename 1> is corrupt. The file has been saved as <filename 2>.**

<filename 1> was corrupted while writing it. However, your file has been successfully saved with the name <filename 2>.

**A template must be loaded. If you choose to cancel, the application must exit.**

Flow Charting 4 cannot operate without a template. Open a template, or cancel to exit Flow Charting 4.

**Access denied to the file, <filename>.**

Flow Charting 4 is not able to modify the file. Choose a different filename.

**Cannot create temporary file. Operation aborted.**

Flow Charting 4 was trying to leave your original file intact, but it could not create a temporary file.  
Check your disk free space or the number of files in the specified directory.



**Cannot open linked file. Remove the link?**

The linked file no longer exists. Do not remove the link if you can replace the file; otherwise, remove the link and create a new one.

**Conversion error. Operation aborted.**

The file cannot be converted to a new Flow Charting 4 flowchart. It may be corrupt.

**Disk operation failed.**

The read or write operation failed. Check the drive door or media.

**Do you want to leave the data on the clipboard?**

You copied information to the clipboard that may use unnecessary memory. Do you need that information?

**Empty charts cannot be printed.**

You are attempting to print a blank chart.

**Empty charts cannot be saved.**  
You are attempting to save a blank chart.

**Internal Error. Combo box error.**

Contact Patton & Patton technical support.

**Internal Error. Could not delete shape: <shape name>.**  
Contact Patton & Patton technical support.



**Internal Error. Could not find shape: <shape name>.**  
Contact Patton & Patton technical support.

**Internal Error. Not enough space to add item.**  
Contact Patton & Patton technical support.

**Internal Error. Unable to create Status Tray.**

Contact Patton & Patton technical support.

**Internal Error. Undefined shape.**

Contact Patton & Patton technical support.

**Invalid file.**

The file is not a valid Flow Charting file. It may be corrupt.

**Invalid point size. Valid sizes are 4 to 127.**

Flow Charting 4 can only display point sizes in this range.

**Not enough memory to complete the operation.**

Try to close other applications to get more memory, or restart Windows and try again.

**One or more of the margins are too large. Use these margins?**

Your chart setup margins are too large for the current printer and paper size. Do you want to edit the chart anyway?



**One or more of the requested margins are too small for the current printer.**

You requested margins to be smaller than that allowed by your printer.

If you click the **Use requested** button, you can use your margins anyway (however, the chart will not print with the same page breaks you had while editing).

If you click the **Use minimum** button, the margins will be reset to the minimum margins allowed by the printer.

If you click the **Cancel** button, you can edit the margins.

**Please close a window before opening another.**

Flow Charting 4 supports 9 open windows only.

**Read error.**

The file may be corrupt.

**Save settings, and use as default for all new charts?**

If you agree, all new charts will use these settings.

**The chart, <filename>, is in use by <person>.**  
Contact that person or try again later.

**The chart, <filename>, is in use by <person>. Open as Untitled?**

You cannot edit the original file. If you want to open it as Untitled you can at least view it.

**The chart was formatted for a <device name>, but that device is not available.  
Resetting to <default printer>.**

The page perforations, margins, and text layout were formatted for a different device that is no longer available. When you accept the print or chart setup dialog the new default printer will be used to format the document. Save the chart if you want to make the new formatting permanent.

**The default printer is no longer <device name>. Reformatting for new default printer, <default printer>.**

The chart was designed, formatted, and saved with a different default printer. Reformatting for a new default printer may change the location of page breaks. Use chart setup to choose a specific printer if you do not want to use the new default printer.



**The disk is full.**

Try to delete unnecessary files or choose another destination.

**The disk is write-protected.**

Remove the write-protect tab (or switch) and try again, or choose another destination.

**The file, <filename>, already exists. Overwrite?**

Do you want to delete the other file with the same name and overwrite it?

**The file, <filename>, is read-only. Open as Untitled?**

You cannot edit a read-only file, but you can view it as a new, untitled file.

**The file, <filename>, was not found.**

Check your spelling or drive and directory location.

**The height must be in the range 1..64**

You must specify the number of rows for your template.

**The pasted item is too large to fit on the chart.**

Increase your chart canvas size by using Chart Setup.

**The template has been modified. Would you like to save it?**

You canceled the Template Organizer after you had modified it.



**The width must be in the range 1..64**

You must specify the number of columns for your template.

**There was an error opening the template: <filename>**

The template may be corrupt or not a valid Flow Charting 4 template.

**This chart appears to be already open on a different path.**

You tried to read a file that is already open with a different name.

**This file appears to be a GEM file.**

GEM files have an extension of CHT also. Flow Charting 4 cannot convert this file.

**Too many files are open. Operation aborted.**

Flow Charting 4 could not open the file because too many files are already open.

**Unable to delete corner points on squared lines.**

You can delete end points, but not corner points. Try moving the point instead.

**Unable to open the file.**

There was an error opening the file. Check your access rights if the file was on a network drive.

**Unknown file error reported by Windows.**

There was an error reading or writing a file. Try a different name or device.



**Unrecognized drive.**

An invalid drive letter was specified in a filename.

**Unsupported file version.**

Flow Charting 4 cannot read the file because its version is too new or too old.

**Would you like to save changes made to <filename>**

If you choose YES, the file will be saved. If you choose NO, the chart will not be saved and the operation will continue (quitting or closing). If you choose CANCEL, the operation will be canceled and the file will not be saved.

**Write error.**

The file was not written successfully. Try specifying a different location.

**Write error. <filename 1> has been saved as <filename 2>.**

The file, filename 1, had to be renamed because of a disk error. Its new name is provided.

**Your printer driver version is not supported.**

Contact Microsoft or your printer manufacturer for a new software driver.

## Product Support Information

Before you call technical support, do the following:

1. Check the *Flow Charting 4 User's Guide* for answers to any questions you might have. This manual is your best source of information.
2. Check the Readme file for Flow Charting 4 information that became available too late to be printed in the manual.
3. For information on a specific error message, press F1 when the error message is displayed.

If you still cannot find the answer to your questions, you can contact Patton & Patton technical support at:

Phone: (408) 778-6557

Fax: (408) 778-9972

Hours: 9 A.M. to 5 P.M. Pacific Time

24 hour BBS: (408) 778-9697 (300-9600 baud)

You can also write:

Patton & Patton Technical Support

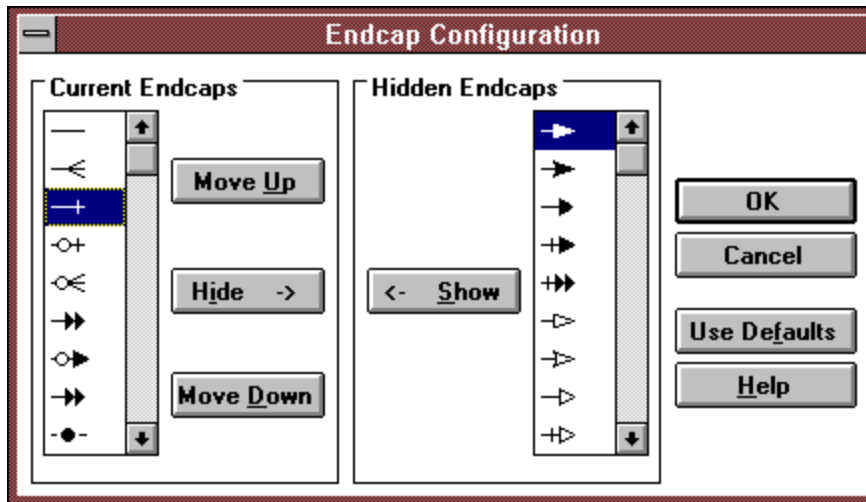
485 Cochrane Circle

Morgan Hill, CA 95037

## Endcap Configuration Dialog Box

The Endcap Configuration dialog box allows you to set the endcaps that appear in the LineManager.

*Click the dialog box for information about a specific option.*





**List of Current Endcaps**

Displays the current list of endcaps. You can change the endcaps that appear on the LineManager Endcap drop-down lists by adding, removing, or reordering the endcaps on the current list.

**Move Up Button**

Click the Move Up button to move the selected endcap up one position on the list of current endcaps.

**Hide Button**

Click the Hide button to move a selected endcap from the list of current endcaps to the list of hidden endcaps. A hidden endcap does not appear on the LineManager Endcap drop-down lists.

**List of Hidden Endcaps**

Displays the list of hidden endcaps. A hidden endcap does not appear on the LineManager Endcap drop-down lists.

**Show Button**

Click the Show button to move the selected endcap from the hidden list to the current list. Endcaps in the current list will be available to the LineManager.

**Help Button**

Click the Help button to display on-line help about the dialog box.

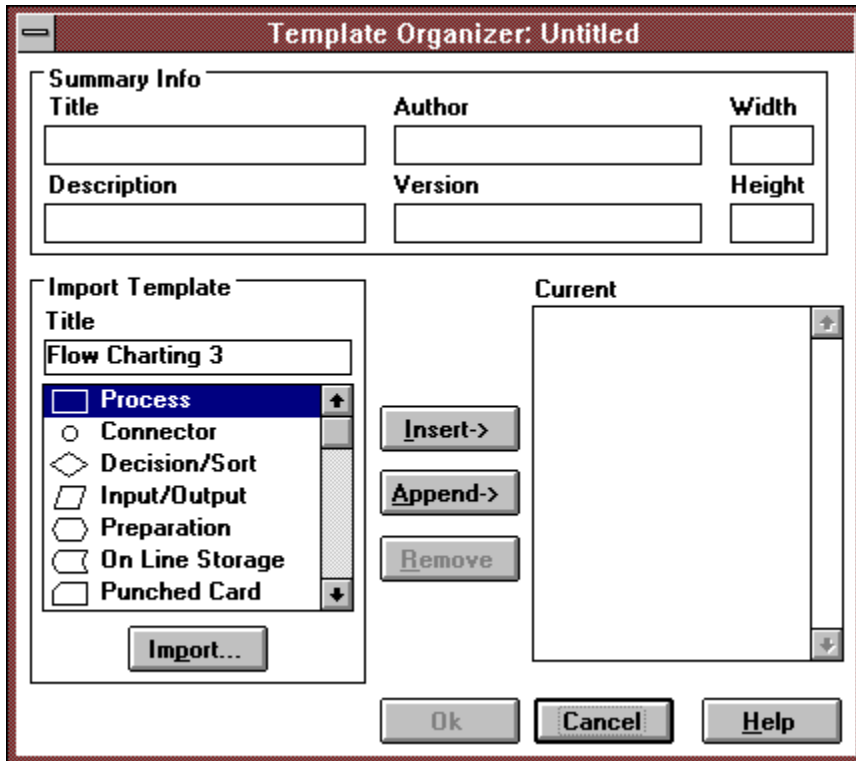
**Move Down Button**

Click the Move Down button to move the selected endcap down one position on the list of current endcaps.

## Template Organizer Dialog Box

If you want to organize your shapes into job-specific templates, the TemplateOrganizer can add shapes from any available template, or remove shapes you do not need. You can create new templates, or modify existing ones.

*Click the dialog box for information about a specific option.*





**Title Text Box**

Type a title for the new template. The title appears in the title bar at the top of the template.

**Note:** The Width text box determines how many shapes appear in each row of the template. If the template is narrow, keep the title short.

**Author Text Box**

Type the name of the person creating the new template. Although the author name is not required, it can be helpful to know who created the template. To display the author name, choose About from the Template menu.

**Description Text Box**

Type a brief description of the symbols in the new template. Although a description is not required, it can be used to remind you why the template was created. To display the template description, choose About from the Template menu.

**Version Text Box**

Type the version number of the new template. Although the version number is not required, it can be used to distinguish between similar templates. To display the version number, choose About from the Template menu.

**Width Text Box**

A width number is required for all templates and determines how many shapes appear in each row of the template. Type a number from 1 to 64 in the Width text box.

**Height Text Box**

A height number is required for all templates and determines how many shapes appear in each column of the template. Type a number from 1 to 64 in the Height text box.

**Import Template Box**

Displays the symbols that can be imported into the template being edited. After selecting a shape from the imported template, click Insert or Append.

**Import Button**

Click Import to display symbols from another template. After you click Import, the Import dialog box appears, and, you can select a template to open. For more information on opening a template, see the [Opening a Template](#) topic.



**Current Box**

Displays the shapes that will be saved with the current template. You select shapes to add by selecting them in the Import Template box.

**Insert Button**

Click Insert to add a selected shape from the Import Template box. The shape appears before the current shape in the Current box.

**Append Button**

Click Append to add a selected shape from the Import Template box to the new template. The shape appears at the end of the list in the Current box.

**Remove Button**

Click to remove a selected shape from the Current box.

**Cancel Button**

Click Cancel to undo any changes and close the dialog box.

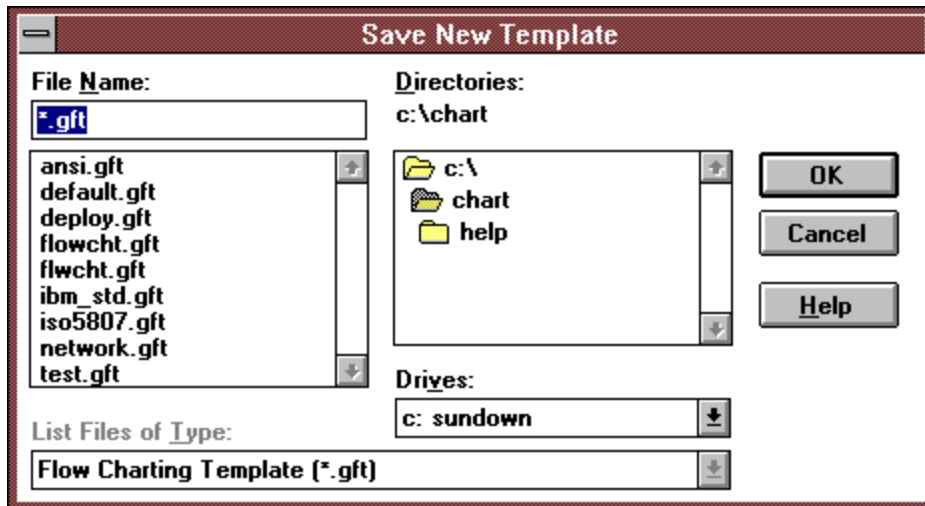
**OK Button**

Click OK to accept the changes and close the dialog box.

## Save Template Dialog Box

The Save Template dialog box allows you to name and save a template file.

*Click the dialog box for more information on a specific option.*



**File Name Text Box**

Displays the name of the current file. Each file name can be up to eight characters long followed, by a three character file extension.



**List of Files**

Displays the list of the current directory files that match the file type shown in the List Files of Type drop-down list. Click a file to have the name appear in the File Name text box.

**List Files of Type Drop-Down List**

Displays the current file type. To change the file type, select another file type from the drop-down list.

**Drives Drop-down List**

Lists the available drives. To change drives, select another drive from the drop-down list.

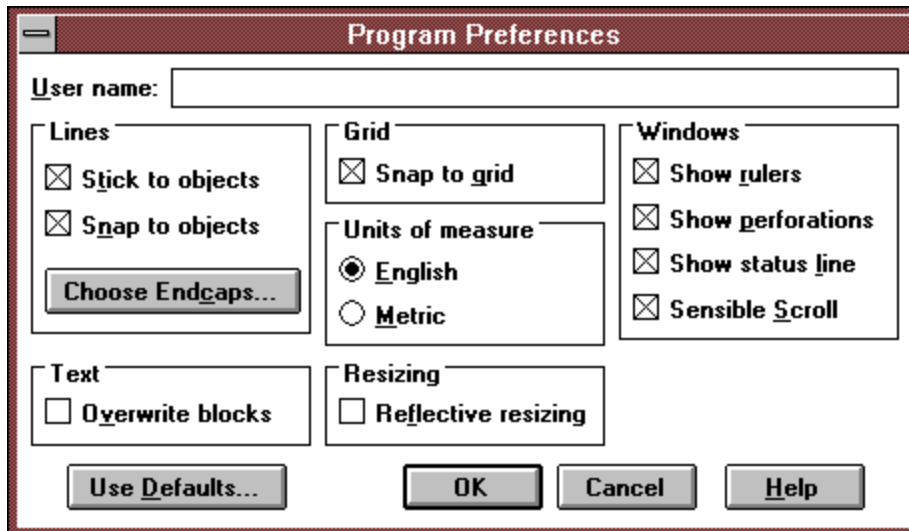
**List of Directories**

Lists the current directory. The directory name appears above the list and is shown in the list by an open folder. To open another directory, double-click the directory folder.

## Program Preferences Dialog Box

Program preferences are settings that help to determine how Flow Charting 4 works.

*Click the dialog box for information on a specific option.*



The image shows a screenshot of the "Program Preferences" dialog box. The dialog has a title bar with the text "Program Preferences" and a close button on the left. Below the title bar is a text field labeled "User name:". The main area of the dialog is divided into several sections, each with a title and a list of options:

- Lines**:
  - S**tick to objects
  - S**nap to objects
  - Choose Endcaps...** (button)
- Grid**:
  - S**nap to grid
- Units of measure**:
  - E**nglish
  - M**etric
- Windows**:
  - S**how rulers
  - S**how perforations
  - S**how status line
  - S**ensible Scroll
- Text**:
  - O**verwrite blocks
- Resizing**:
  - R**eflective resizing

At the bottom of the dialog, there are four buttons: "Use Defaults...", "OK", "Cancel", and "Help".

**User name**

The user name is the name of the licensed owner of Flow Charting 4. The user name also identifies the person who is working with a chart. This information is especially useful if you are storing Flow Charting 4 chart files on a network where they can be accessed by more than one person. If you try to open a flow charting file that is being used by another person, that user's name appears in warning.

## Lines

The lines options set the attributes of the lines in your flowchart. Select from the following options:

- \* **Stick to objects:** to cause lines attached to an object to remain attached, or stuck, to that object when the object moves. When moving objects, hold the Alt key (or the A key) down to temporarily reverse the state of this switch. See [Moving Objects](#).

**Note:** Lines are considered *attached* to an object only when you specifically attach them. It is possible to have a line touching another object, but not have it attached. Attached lines are indicated by circular handles at the end points when the line is selected (regardless of the state of this switch). See [Connecting Lines to Other Objects](#).

- \* **Snap to objects:** to cause any line that ends near a shape to snap automatically to the outline of that shape. When creating or editing a line, press the Shift key to toggle the state of a line between snapping and not snapping to objects.
- \* Click [Choose Endcaps](#) to select the type of endcaps you want displayed in the LineManager.

**Text**

Select Overwrite blocks to replace highlighted text with any new text you type.



**Grid**

Select Snap to grid, and each object you insert in a chart automatically aligns to an invisible grid. This grid makes it easier to align objects. When creating, moving, or resizing an object, hold down the Ctrl key to toggle temporarily this setting between snapping and not snapping to the grid.

**Units of Measure**

Select to display either English or metric measurements on the chart ruler.

## **Resizing**

Select Reflective resizing to mirror a resizing action. For example, when Reflective sizing is selected, and you drag the right side of a rectangle one inch to the right, the left side of the rectangle will automatically move 1 inch in the opposite direction. When resizing an object, press the Alt key (or the A key) to toggle this setting between reflective and normal resizing.

## **Windows**

The Windows options change the appearance of your chart. Select from the following options:

- \* Show rulers: to display a ruler along the top and left side of a chart window.
- \* Show perforations: to display perforations (dotted lines) on each flowchart page.
- \* Show status line: to display information at the bottom of the application window that identifies the current state of the program or gives you instructions on how to use a selected option.
- \* Sensible scroll: to make scrolling faster, this setting creates a sketch of your chart while you are scrolling. Once you stop scrolling, the complete chart appears. If your computer has a slow processing speed, this setting makes it much faster to scroll through a flowchart.

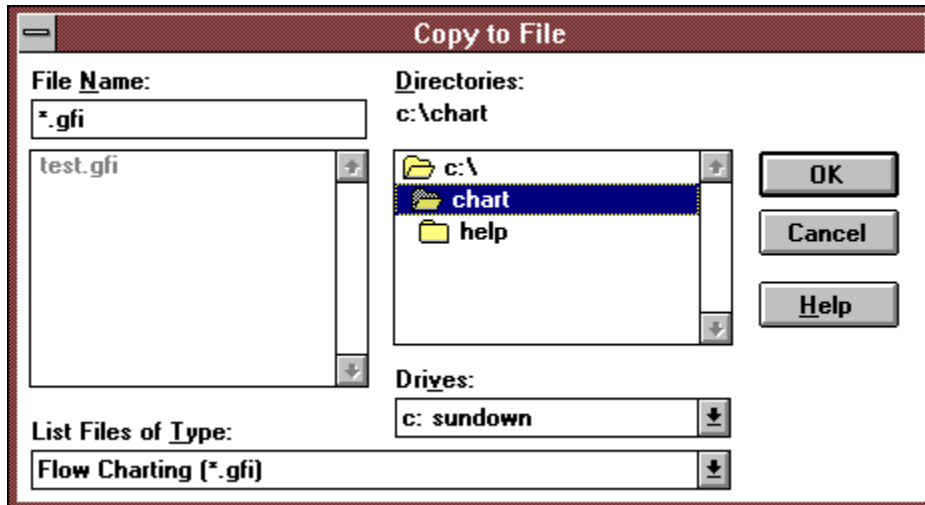
**Use Defaults**

Click Use Defaults to reset the dialog box to the factory default settings.

## Copy to File Dialog Box

The Copy to File dialog box allows you to copy selected objects to disk so they can be used repeatedly in all of your flowcharts. Files created this way have an extension of GFI (graphic flowchart image).

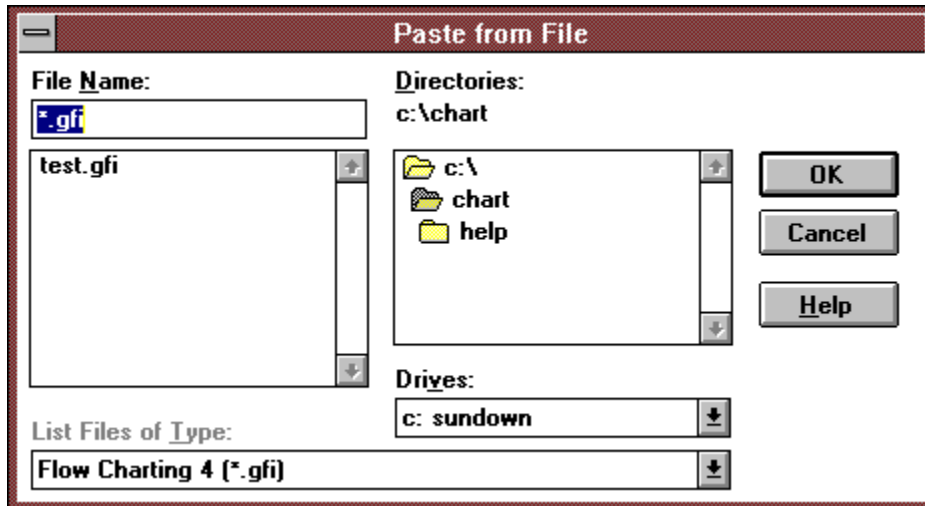
*Click the dialog box for more information on a specific option.*



## Paste from File Dialog Box

The Paste from File dialog box allows you to paste objects from disk so they can be used repeatedly in all of your flowcharts. Flow Charting 4 uses an extension of GFI (graphic flowchart image) for these types of files.

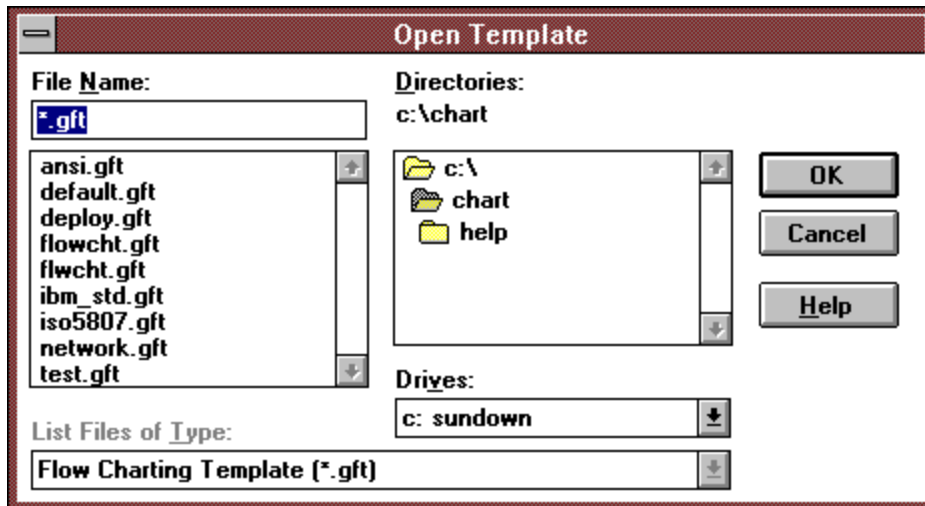
*Click the dialog box for more information on a specific option.*



## Open Template Dialog Box

The Open Template dialog box allows you to open another template.

*Click the dialog box for more information on a specific option.*

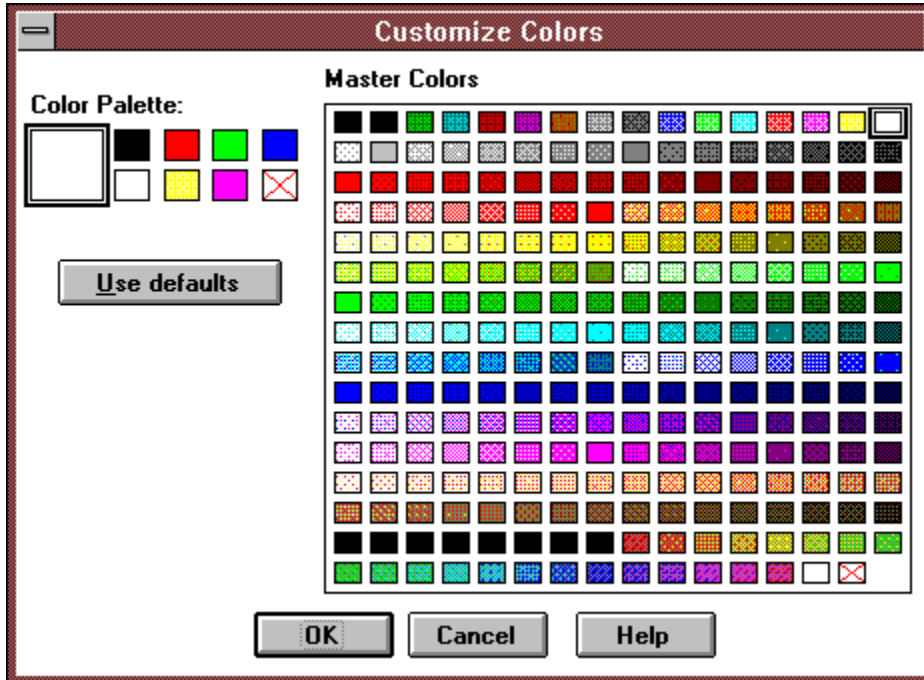




## Customize Colors Dialog Box

The Customize Colors dialog box allows you to change the colors that appear on the tool manager color palettes. Double-click a color in one of the tool managers to choose new colors for the color palette.

*Click the dialog box for more information on a specific option.*



## **Color Palette**

Color palettes are used in the tool managers to let you apply a color to an object. Each color box can be set to one of the master colors.

**Note:** A square with an X through it means the color is transparent and can be used to prevent a shape from being filled.

**Master Colors**

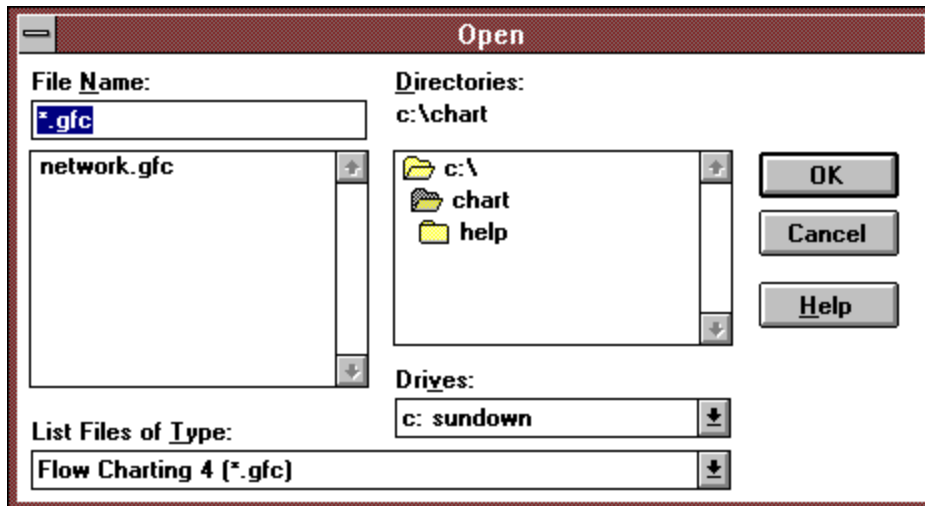
Displays the color choices that you can apply to a square on the Color Palette.

**Note:** A square with an X through it means the color is transparent.

## Open Dialog Box

The Open dialog box allows you to open saved flowchart files.

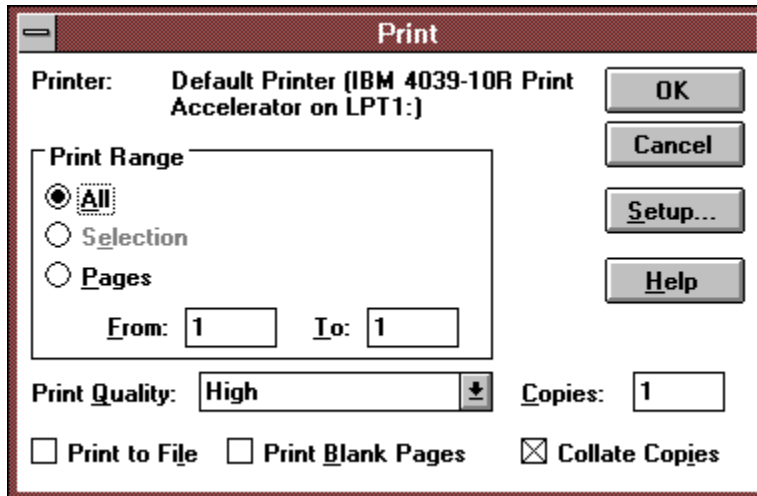
*Click the dialog box for more information on a specific option.*



## Print Dialog Box

The Print dialog box allows you to print a flowchart to a Windows-compatible printer. The print dialog that appears depends upon the type of printer connected to your computer. The following illustration is a Print dialog for a typical laser printer.

*Click the dialog box for more information on a specific option.*



**Printer Name**

Displays the name of the currently selected printer and the printer port to which it is connected.

## Print Range

Allows you to specify the pages to print from the current flowchart. You can select from the following options:

- \* All: to print all the pages in the flowchart.
- \* Selection: to print the selected objects in your flowchart.
- \* Pages: to specify a range of pages to print in your flowchart. If you select this option, type the page range in the From and To number boxes.

**Note:** The page orientation affects the page numbering sequence. In portrait mode, pages are counted from top to bottom and then left to right. In landscape mode, pages are counted left to right and then top to bottom.

### **Print Quality Drop-Down List**

Depending upon the type of printer you are using, the options in the Print Quality drop-down list vary.



**Print to File**

Select this option to print the flowchart to a file rather than to the printer. A dialog box appears, allowing you to choose a file name. The file created will be printer-specific, and should only be copied to your printer. It will not be readable by Flow Charting 4.

**Print Blank Pages**

Select this option to print the blank pages in your chart. You select the number of pages in your flowchart by choosing Chart Setup from the File menu. This option is useful for fan-fold paper to print your charts in strips that can be joined together.

**Collate Copies**

Select this option to collate copies, or make sure the pages are in the correct order.

**Setup Button**

Click Setup to display the Print Setup dialog box where you can change printers, the page orientation of the flowchart (either landscape or portrait), or the paper size of the flowchart. These options can also be set by choosing Chart Setup from the File menu.

**Note:** Any changes you make to the printer or chart layout will be temporary only. The options will not affect the current chart. If you want to make the changes permanent, see [Setting Chart Options](#).

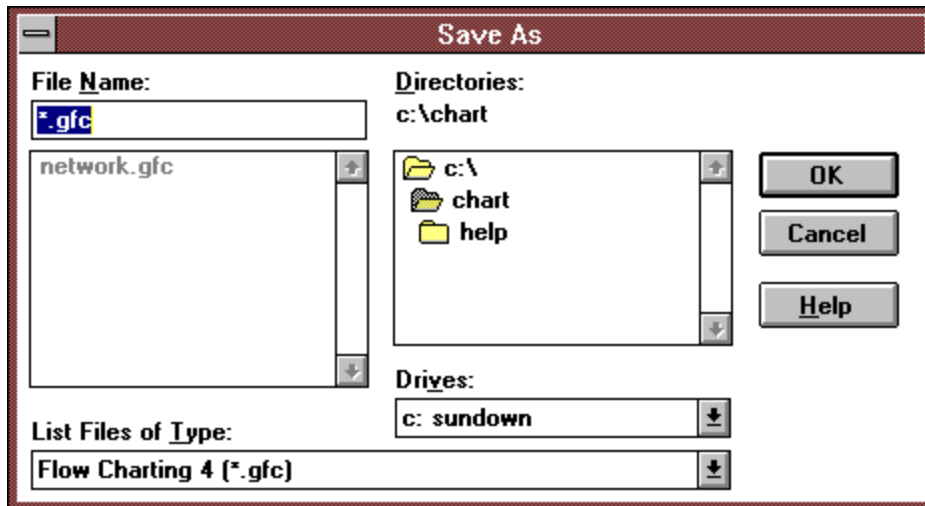
**Copies**

Type the number of copies you want to print.

## Save As Dialog Box

The Save As dialog box allows you to save or rename a chart file.

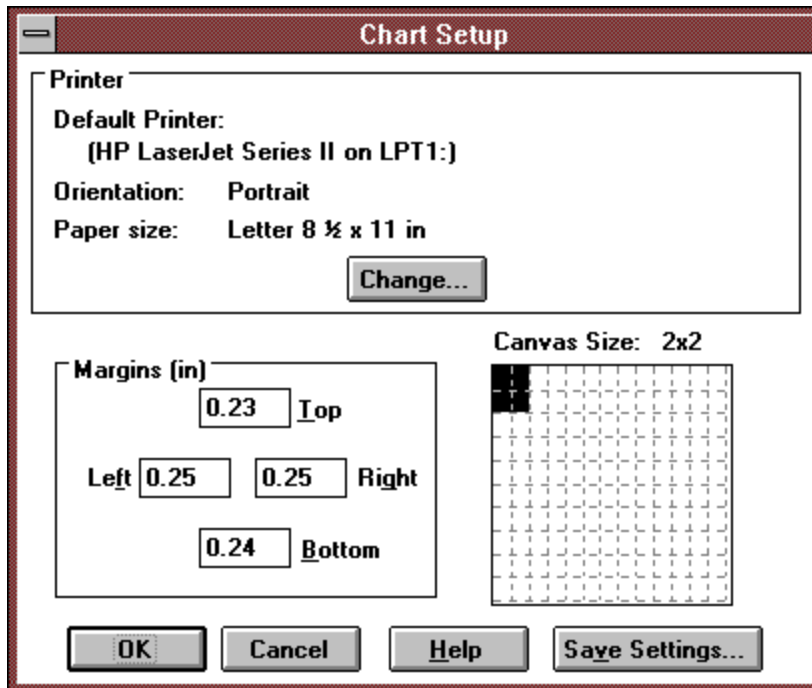
*Click the dialog box for more information on a specific option.*



## Chart Setup Dialog Box

The Chart Setup dialog box allows you to specify the page settings for your flowchart.

*Click the dialog box for more information on a specific option.*



## **Printer**

Displays the printer settings for the current chart. The settings include the printer associated with the chart, the orientation of the chart, and the paper size used by the chart.

### **To change the printer settings:**

1. Click the Change button.

A Print Setup dialog box appears that lets you select different settings. See the topic, [Print Setup Dialog](#) for more information.



## Margins

Displays the margins used for each page of a flowchart. To change the margin settings, type a number into the Top, Bottom, Right, or Left number box. The numbers you type are specified in inches, using decimal notation. If you want to specify the numbers in millimeters, append the characters, **mm**.

For instance, a margin of 1/4 of an inch would be specified as

0.25

or

6 mm

**Note:** Each type of printer has different minimum margin areas. If you attempt to set the margins below these minimum values, your chart may not print with the same page breaks that you saw while editing the chart. If your values are too small, you will be given the choice of accepting them or resetting to the minimum margins allowed by the printer.

## **Canvas Size**

Displays the number of pages in your flowchart. Click the Canvas Size display box to change the number of pages in your flowchart. You can also drag the edges of the selected pages in the display box to change the number of pages in your flowchart.

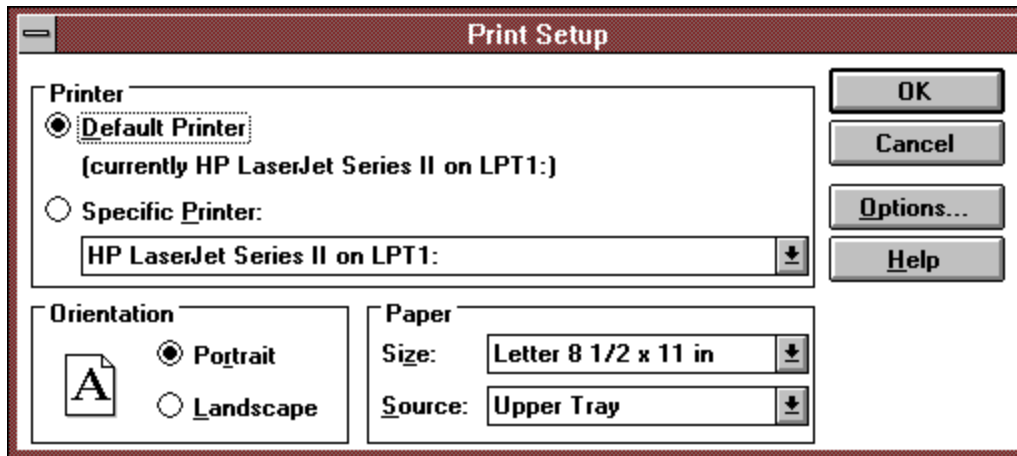
**Note:** The page orientation affects the page numbering sequence. In portrait mode, pages are counted from top to bottom and then left to right. In landscape mode, pages are counted left to right and then top to bottom.

**Save Settings**

Click this button to save the settings of this dialog box as the *default settings* for all new charts. This is much like a snapshot command because the settings are recorded and used for all new charts that you create.

## Print Setup Dialog

*Click the dialog box for more information on a specific option.*



The image shows a classic Windows-style dialog box titled "Print Setup". It has a dark red title bar with a standard window control icon on the left. The dialog is divided into several sections:

- Printer:** A group box containing two radio buttons. The first, "Default Printer", is selected and has a dotted border. Below it, the text "(currently HP LaserJet Series II on LPT1:)" is displayed. The second radio button is "Specific Printer:", which is unselected. Below this is a text box containing "HP LaserJet Series II on LPT1:" and a small downward-pointing arrow icon.
- Orientation:** A group box containing a document icon with the letter 'A' on it. To its right are two radio buttons: "Portrait" (selected) and "Landscape" (unselected).
- Paper:** A group box containing two labels with corresponding text boxes and arrow icons: "Size:" followed by "Letter 8 1/2 x 11 in" and "Source:" followed by "Upper Tray".

On the right side of the dialog, there are four buttons stacked vertically: "OK", "Cancel", "Options...", and "Help".

### **Default Printer or Specific Printer**

If you choose Default Printer, the printer designated as *default* by the Windows Control Panel, will be used to format and print the chart. Note that changing the default printer via the Control Panel can change a chart's page size and therefore the page breaks. You should only use the Default Printer setting when you do not care about page breaks changing, or you do not switch the default printer very often.

If you choose Specific Printer, and choose a printer from the drop-down list, the chart will always be associated and printed using that printer, even if the default printer changes.

**Options**

Controls printer-specific options. See the note in the Paper controls about custom paper sizes.

**Orientation**

Select either portrait or landscape page orientation. The page orientation affects the page numbering sequence. In portrait mode, pages are counted from top to bottom and then left to right. In landscape mode, pages are counted left to right and then top to bottom.

## **Paper**

Contains options that let you select the paper size and paper tray in your printer. Select a paper size from the Size drop-down list. Select a specific paper tray from the Source drop-down list. For more information on these options, refer to your printer or Windows documentation.

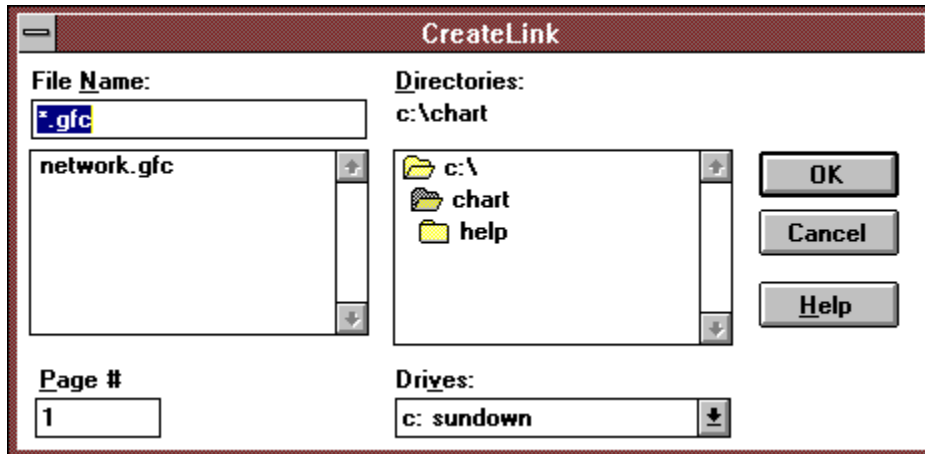
**Note:** If you choose a custom paper size, you must specify a width and a height of the paper. Depending on the printer driver, the width and height may be available by clicking the Options button, or they may be available from the Printers control icon in the Control Panel (click the Setup button there).



## CreateLink Dialog Box

The CreateLink dialog box allows you to link an object to a page in the same flowchart or another flowchart.

*Click the dialog box for more information on a specific option.*



**Page #**

You can link an object to a page in a flowchart. Type the number of the page to which you want to link the selected object.

