Chapter 8 - Navigation

Navigation is the process of looking at different parts of your document with different amounts of magnification.

6.1 Scrolling

In addition to using the horizontal and vertical window scroll bars, ShareDraw provides you with three other ways to scroll around in your documents.

Click and drag in your document with the Hand Tool, just as if dragging a piece of paper on a desktop.

an lets you position a view of your document. To Pan, hold down the Command key and type a tilde (~). As you move the pointer across the document, a rectangular target area outlined in gray is shown. Click to set the position.

any tools automatically scroll to a new view of your document as you drag outside the document window. This is called Autoscroll.

6.2 Zooming

Three tools in the Tool palette change the magnification or zoom level of a document.

he Zoom-in Tool magnifies a target area. Select the Zoom-in tool. Then click in the document on the area you wish to magnify. Each time you click in the document with the Zoom-in Tool doubles the current magnification. Holding the Shift key when you click on the Zoom-in Tool will increase the zoom level by four times.

he Zoom-out Tool reduces the view, allowing you to see more of your document at a time. To reduce the view, or zoom out, simply click on the Zoom-out Tool. Each click on the tool reduces the view by one-half. To zoom out twice as much, hold the Shift key as you click the tool.

The Normal Magnification Tool shows the current zoom level. At normal view, it displays '100%.'   When the tool displays a value greater than 100%, a click on the Normal Magnification Tool will return the zoom level to 100%. When it displays a value that is less than 100%, a click on the tool allows you to target a new view just as if the Zoom-in Tool was used.

From the keyboard you can use Command-> as a shortcut for Zoom-in and Command-< as a shortcut for Zoom-out.

6.3 Views

A View is a specific zoom level and a specific position within your document. Named Views are views that you save with a name for easy recall. You can access your Named Views by selecting them by name from the View submenu in the Layout menu, by using keyboard shortcuts, or clicking the Advance and Backup buttons in the Tool Palette.

he Advance and Backup buttons let you step through the views one by one. You can also hold down the Command key and press the right arrow on your keyboard to advance to the next view or the left arrow to backup to the previous view.

To go to any view in any order, select that view by name from the View submenu. You can also assign a letter to each of your views. The letter is shown in brackets next to the view name in the View submenu. To access a view using the letters, press the Command and Shift keys while typing the letter.

6.4 Creating and Editing Views

To create or modify your own Named Views, scroll to the document area and set the zoom level that you wish to record. Next, choose Set Views from the Layout menu. This will open the Set Views dialog.

The View List displays the ordered list of all set views. To change the view sequence, drag a view name up or down in the list.

A checkmark in the * column indicates which view is the Active View. The Active View is the most recently used view. To change the Active View, click in the * column.

The Selected View is the highlighted view name. Click on a name in the View Name column to change the Selected View. When a view is selected, you can change its name and assign a letter to it. Enter up to 26 characters for a view name. To set a Command-Shift key shortcut for a view, enter a letter of the alphabet.

Click the New button to add a new view above the Selected View. This new view will be set to the current scroll area and zoom level of your document. Clicking the Install button does not add a new view but instead changes the Selected View to the current scroll area and zoom level.

Click the Delete button when you want to remove the Selected View.

When the Tutorial button is checked, the View Names, view numbers, and total number of views are displayed in your document and will print with the document. When printing, a box outlines each view and views are printed two per page.

6.5 Slide Shows

A Slide Show is the automatic cycling through of all Named Views in a document.

Choose Start from the Slide Show submenu in the Layout menu to begin running a slide show. Each view is displayed for a predetermined number of seconds. Pause the slide show by pressing any key or by clicking the mouse. To restart the paused slide show choose Continue from the Slide Show submenu. To stop the slide show choose All Stop.

Choose Timing to set the length of time for each view to be displayed (Time for Each View) and optionally for the length of each pause (Pause Length). When a Pause Length value is set the slide show will automatically continue after that amount of time has elapsed during a pause, as long as no typing or mouse clicks have occurred. If the value is zero, then the slide show will remain paused until Continue is chosen from the menu.

To run multiple slide shows at the same time, set each document to have a non-zero Pause Length value. Each show will then be able to run independently.