

## Main Index

The Chartist help information is organized into the following major areas:

[Keyboard/Mouse](#)  
[Using the Cursor](#)  
[The Tool Bar](#)  
[Commands](#)  
[Procedures](#)

## Context Help:

In addition to using the help system via the Index, Browsing, or Searching, you may also get help for any **Chartist** menu item:

Activate a **Chartist** pull down menu, using **Alt+** the underlined letter of the item in the menu bar (e.g. Alt+F for the File menu), or by clicking on the menu bar item with the mouse left button.

Highlight the menu command for which you want help by using the arrow keys.

Press F1, and the Help system will display information on that command.

## **Keyboard / Mouse**

How the keyboard and mouse is used in Chartist is described below:

General - General Windows interface reference

Accelerators - Short cut key sequences.

Main Window - How the main window is organized.

## **Command Index**

The Main Menu commands are described in the following sections:

[File Menu Commands](#)  
[Edit Menu Commands](#)  
[Symbol Menu Commands](#)  
[Line Menu Commands](#)  
[View Menu Commands](#)  
[Options Menu Command](#)  
[Help Menu Commands](#)

## **Procedures Index**

### **Using The Cursor**

#### **Working with Symbols...**

- [Adding Symbols](#)
- [Selecting Symbols](#)
- [Setting Shape of Symbols](#)
- [Setting Color for Symbols](#)
- [Deleting, Cutting Symbols](#)
- [Copying Symbols](#)
- [Clipboard Data Exchange](#)
- [Editing Text in Symbols](#)
- [Adding A Picture To A Symbol](#)
- [Selecting Fonts for Symbol Text](#)
- [Establishing a Symbol Reference](#)
- [Moving, Pasting Symbols](#)
- [Sizing Symbols](#)

#### **Working with Lines...**










- [Adding Lines](#)
- [Routing Lines](#)
- [Selecting Lines](#)
- [Setting Style for Lines](#)
- [Setting Color for Lines](#)

#### **.File Operations...**

- [Save Chart File](#)
- [Save Chart As File](#)
- [Open Chart File](#)
- [Load Shape File](#)
- [Printing a Chart](#)
- [Printer Options](#)

## Using The Cursor

The appearance of the cursor changes in the main window, depending on whether any items are selected, or some action is under way:

<b>Cursor</b>	<b>Meaning</b>
 Arrow	No items selected.
 Cross	One or more items selected.
 Dotted Box	Adding, moving or pasting.
 Gunsight	Waiting for initial point selection in a multistep operation.
 Pencil	Drawing or selecting a line.
 Double Arrow	Cursor is over a sizing handle for the selected symbol.
 Quad Arrow	Sizing a symbol, or selecting a group.
 Router	Routing lines.
 Hourglass	Time consuming operation.

## **General**

Refer to the Microsoft (c) Windows (tm) User's Guide for general instructions on using Windows applications.

## **Accelerators**

Certain keys act as "accelerators" for some menu actions. This allows a short key sequence to activate a menu action. Activate the main menu with F10 and pull down each submenu to see these key assignments. Accelerator keys do not operate when a menu is active.

## Main Window

Unique Keyboard/Mouse Actions In Main Window:
















- Home** Restores the display to the horizontal origin.
- Ctrl+Home** Restores the display to the chart origin.
- End** Moves the display horizontally to show the right side of the chart.
- Ctrl+End** Moves the display vertically to show the bottom of the chart.
- Page Down** Moves the display down by 1/2 of the window height.
- Ctrl+Page Down** Moves the display right by 1/2 of the window width.
- Page Up** Moves the display up by 1/2 of the window height.
- Ctrl+Page Up** Moves the display left by 1/2 of the window width.
- Esc** Aborts the current action.
- Left Button** Selects/Deselects a symbol if cursor is inside that symbol
- Left Button Click&Drag** If inside a symbol, selects and begins moving that symbol. Otherwise, begins selecting a group symbols. Mouse movement is tracked until button is released, at which time the action completes, if possible.
- Shift+Left Button Click/Drag** If inside a symbol, adds that symbol to those selected, and begins moving them as a group. Otherwise, begins adding to a selected group of symbols. Mouse movement is tracked until button is released, at which time the action completes, if possible.
- Arrow Keys** Arrow keys move the cursor in the direction indicated. Holding down a key causes the rate of movement to increase as it repeats.
- Return Key** The Return or Enter key simulates a click of the left mouse button.



## The Tool Bar


The Tool Bar lies just below the main menu. Its purpose is provide point-and-click short cuts to some frequently used commands, and to show **status** information.

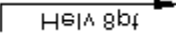
### Button Command

-  Symbol Add...
-  Symbol Shape...
-  Symbol Color...
-  Symbol Picture...
-  Symbol Reference...
  
-  Line Add...
-  Line Style...
-  Line Color..
  
-  Symbol Justify Left
-  Symbol Jusify Center
-  Symbol Justify Right
-  Symbol Justify Vertical Center
-  Symbol Justify Top
  
-  Options Default Symbol Size...
-  Symbol Reset Size

### Status Information

To the right of the Tool Bar buttons is status information:

 The shape and color selections for new symbols.

 The color, style and font selections for new lines.

100% The current viewing scale factor.

## **File Menu Commands**

### **File**

#### **New**

Erases the current chart, and resets the default line style.

### **File**

#### **Open...**

Loads a chart from a file. The default extension for chart files is ".CHT".

### **File**

#### **Save**

Saves the current chart into the current file. If there is no current file, the user is prompted for a file name.

### **File**

#### **Save As...**

Saves the current chart into the file specified by the user.

### **File**

#### **Print...**

Prints the current chart.

### **File**

#### **Setup Printer...**

Selects and configures the current printer.

### **File**

#### **Load Shapes...**

Loads a shape file. A shape file defines the names and drawing instructions for symbol types. [See Help About...](#)

### **File**

#### **Exit**

Exits the Chartist application. If the current chart has been changed, the user will be prompted to save or abandon it.

## **Edit Menu Commands**

### **Edit**

#### **Delete...**

Deletes selected items.

### **Edit**

#### **Undelete**

Restores previously deleted items.

### **Edit**

#### **Copy**

Copies the selected symbols and lines to the Clipboard.

### **Edit**

#### **Cut**

Copies the selected symbols and lines to the Clipboard and deletes them from the chart.

### **Edit**

#### **Paste**

Copies the contents of the Clipboard to the chart.

## Symbol Menu Commands

### **Symbol Add...**

Adds a new symbol to the current chart.

### **Symbol Select**

Selects a group of symbols.

### **Symbol Move**

Relocates the selected symbols, together with any lines.

### **Symbol Shape...**

Selects a new shape for the selected symbols.

### **Symbol Color**

Sets the background, border and text color for symbols.

### **Symbol Size**

Changes the size of the selected symbol.

### **Symbol Reset Size**

Changes the selected symbols to the current default size setting.

### **Symbol Text...**

Edits the text inside a symbol, and allows the selection of fonts for use with that text.

### **Symbol Justify Left Center Right Top Vertical Center**

Sets the text justification of the selected symbols.

### **Symbol Picture...**

Selects the bitmap picture to be displayed inside the symbol.

### **Symbol Reference...**

Edits the reference command line for the symbol.

## Line Menu Commands

### Line

#### Add

Adds a line from one symbol to another.

### Line

#### Select

Selects a line between two symbols.

### Line

#### **Pick From Symbol**

Selects the lines connected to all selected symbols, then deselects the symbols.

### Line

#### **Font...**

Selects the font to be used for line labels.

### Line

#### Style...

Changes the pen style, line width, arrow style and label text for the selected line.

### Line

#### Color...

Selects the color for lines and line labels.

## **View Menu Commands**

### **View**

#### **Refresh**

Redraws the chart display.

### **View**

#### **Zoom In**

The scale of the display is increased by one step, to 4X full scale at most.

### **View**

#### **Zoom Out**

The scale of the display is decreased by one step, to a minimum of 1/4 full scale.

### **View**

#### **Normal**

The display is returned to full scale.

### **View**

#### **Reference**

The reference document of the symbol is activated. [See Establishing A Symbol Reference.](#)

### **View**

#### **Tool Bar**

When checked, the [Tool Bar](#) is displayed.

### **View**

#### **Grid**

When checked, the grid is displayed.

### **View**

#### **Ruler**

When checked, the ruler is displayed.

### **View**

#### **Text As Printed**

When checked, text is displayed to match as closely as possible the actual spacing on the selected printer. When not checked, text is displayed without adjusting the spacing.

### **View**

#### **Pictures**

When checked, pictures that have been loaded into symbols are displayed. When not checked, gray rectangles are displayed in place of the pictures to save time.

## Options Menu Commands

### Options

#### Default Symbol Size...

Selects the initial size of new symbols added to the chart. Sizes of symbols already in the chart may be changed to the default size by selecting them and using the Edit Reset Size command.

### Options

#### Chart...

Select the chart dimensions, units and grid spacing.

### Options

#### Snap to Grid

When checked, symbol positions and dimensions are rounded to the nearest multiple of the grid interval for that axis. Note that symbols are positioned relative to their **centers**.

### Options

#### Add Symbol Dialog

When checked, the **Choose Symbol Shape** Dialog is called when a new symbol is added to the chart, to allow shape selection. When not checked, the new symbol takes on the current default shape properties.

### Options

#### Edit Colors

Edits current palette colors.

### Options

#### Get Colors

Retrieves a file containing a set of palette colors.

### Options

#### Save Colors

Saves the current set of palette colors into a file.

### Options

#### Clipboard Formats

##### Metafile picture

Checking this option causes Chartist to copy a metafile picture of the selected area to the clipboard when **cutting** or **copying**. Metafile pictures are inherently more accurate and device independent than bitmaps. Many word processing applications can read metafile pictures.

Metafiles pictures generally **are not scaleable** in other applications.

##### Bitmap

Checking this option causes Chartist to copy a bitmap picture of the selected area to the clipboard when **cutting** or **copying**. Many other applications can read bitmap pictures.

Note: Disable the **Metafile** option if you are pasting to an application that can read both formats, but want the bitmap. Disabling both options still permits cutting and pasting Chartist private clipboard data.





## **Help Menu Commands**

### **Help Index**

Activates the Help system with the Main Index displayed.

### **Help Keyboard**

Activates the Help system with the Keyboard Index displayed.

### **Help Commands**

Activates the Help system with the Commands Index displayed.

### **Help Procedures**

Activates the Help system with the Procedures Index displayed.


### **Help Using Help**

Activates the Help system with the Help On Help file.

### **Help About...**

Displays the Chartist copyright information and the full path name of the current shape file.


## Adding Symbols

Select the **Symbol Add...** Menu Command, press the **Ins** key, or click on . The cursor changes to a dotted box shape. Move the cursor to the desired location on the chart, and click the left button.

Possible locations for a symbol are indicated with grid dots. A symbol is **centered** on a grid dot. Grid dots are shown for reference only, and are not printed.

The **Choose Shape** dialog box will optionally be displayed. Select the symbol type from the list. This dialog is displayed if the **Options Add Symbol Dialog** command is checked. If this option is not checked, the symbol will take on the current default shape properties.

## Setting Symbol Shape

To change the shape properties of one or more symbols, choose the **Symbol Shape** command (**F4**), or click on .

When no symbols are selected, the current default settings for new symbols are edited.


When multiple symbols are selected, only those properties that are in common among the selected symbols are shown in the dialog. Any of the properties may be edited, however, and forced to take on a new common value.

Select a shape for the symbol from the list. Highlighting a shape name in the list, causes a model of that shape to be previewed in the dialog box.

The width and style of the border may also be selected from the radio buttons. If a width other than **Normal** is selected, the style selection is ignored.

The **Plane** selected for a symbol determines the order in which it is drawn. Symbols are drawn in the bottom plane first, followed by the middle, and finally the top. This selection allows symbols to be "stacked", using symbols to provide framing and background for other symbols, for example.

## Setting Color for Symbols

Choose the **Symbol Color** command (**F8**), or click on . If no symbols are selected, the colors for new symbols will be edited. If symbols are selected, then the colors chosen in the dialog will be applied to the selected symbols.

## Selecting Symbols

1. Click the left button with the cursor inside the desired symbol.

**or,**

2. Choose the **Symbol Select** command. Click at a point to start the selection. Drag a rectangle to touch or enclose the desired symbols. Click to complete the Selection.

**or,**

3. Click and hold the left button with the cursor outside all opaque symbols. Drag a rectangle to touch or enclose the desired symbols. Release the left button to complete the selection.

When **one** symbol is selected, it is highlighted with eight "**handles**" that may be used for sizing. When **multiple** symbols are selected they are surrounded with **dotted rectangles**

.

**To keep prior selections from being dropped when a new selection is made, hold down the Shift key is while selecting.**

To de-select all items, click on the chart outside any symbol and away from any line.

## **Deleting, Cutting Symbols**

With one or more symbols selected, choose the **Edit Delete** or **Edit Cut** command.

If the **Delete** command is chosen, the selected items are removed, they may be recovered with the **Edit Undo** command, if no other symbol or line changes have been made to the chart..

If the **Cut** command is chosen, the deleted symbols and lines will be placed in the Clipboard and may be Pasted back into the current chart, another chart, or a different application.

## Copying Symbols

With one or more symbols selected, chose the **Edit Copy** command. The selected information is copied to the Clipboard. As in the **Cut** command, the Clipboard data may be pasted into the current chart, another chart, or a different application.

## Clipboard Data Exchange

Other applications that can read Clipboard bitmaps or metafile pictures can **Paste** the Chartist information from the Clipboard. The application will generally enable its **Paste** command, if it can read a Clipboard bitmap or metafile picture. Multiple instances of Chartist may also exchange information in this manner.



## Editing Text in Symbols

With the desired symbol selected, choose **Symbol Text...** or press **F3**. The Edit Symbol dialog box is displayed. The area for text entry operates similarly to other Windows applications.

**Note:** You may also initiate the **Symbol Text** command by **double-clicking** on the symbol to edit with the mouse left button.

Use the direction keys and mouse to move the cursor and caret. Refer to the **Chartist User Guide** for details on selecting, cutting and pasting text.

A new symbol uses the last selected font for text. See **Selecting Fonts for Symbol Text**

If more text is placed in a symbol than will fit, it is clipped when displayed in the chart, but remains in the symbol. To complete editing, click on the **OK** button. To disregard any changes click on the **Cancel** button.

## Selecting Fonts for Symbol Text

With the **Symbol Text** dialog box displayed, move the caret to the desired location to start a new font, or select the text to be "re-fonted". Click on the **Fonts** button.


If the line font is currently in use in the selected area of the text, all options will be disabled except the **Use Line Font** checkbox. Click on this checkbox to allow the selection process to proceed.

The list of fonts represents all fonts directly supported by the printer. Each size is listed as a separate font. Once the font is chosen, click on the **OK** button.

## Establishing A Symbol Reference

The symbol reference is a command string to display a reference document. Such a document can be displayed by selecting the **View Reference (Shift F3)** command or double clicking on the symbol with the **Ctrl** key held down. This behavior is similar to that of hypertext.


When a symbol has a reference established, an asterisk (\*) will be displayed in the lower right corner of the symbol, in the text color used by the symbol and in the current line font. The asterisk does not show in data sent to the clipboard nor when the Chartist document is printed.

To establish or modify a symbol reference, select the symbol and then choose the **Symbol Reference...** command (**Alt+F4**), or click on the  button in the Tool Bar. The **Reference File Name** dialog box will be displayed.

Enter the command string for the reference document into the edit field. **File names for documents should be fully qualified with the path name.**

## Adding A Picture To A Symbol

A symbol can display a bitmap picture in its text area. The picture may be stretched or shrunk to fit inside the symbol. **Windows device independent bitmaps** are the only supported format for pictures.

To add a picture to a symbol, select the desired symbol and choose the **Symbol Picture...** command (**Shift+F4**) or click on the  button in the Tool Bar. The **Edit Symbol Picture** dialog box will appear. Any picture already in the symbol will be displayed in the dialog box.

To remove a picture, click on the **Clear** button.

To load a new picture, click on the **Load** button. The **Open File** dialog will be displayed, with the default extension set to **.BMP** which is the standard extension for device independent bitmap files. Select the desired file by double-clicking on it in the list box, or by typing in the file name and clicking on **Open**. The selected bitmap will be loaded into the picture.

If the **View Pictures** command is checked all symbol pictures will be displayed. Unchecking the **View Pictures** command causes all symbol pictures to be shown as gray rectangles, speeding up the display process considerably if there are pictures.

Stretch or shrink the symbol to get the desired size and aspect ratio for the picture. Depending on how the picture was digitized, it may look distorted on the display.

If there is also text in a symbol, it is displayed on top of the picture.

## Moving, Pasting Symbols

Using the **Symbol Move** or **Edit Paste** Commands:

With the desired symbols selected, pick the **Symbol Move Command** (F2)

or if there is chart information in the clipboard, select the **Edit Paste Command** (Shift+Ins).

The cursor changes to a dotted box. Move the cursor to the desired chart location and click the left button.

Alternative **Move** techniques:

**Dragging** a symbol with the Mouse:

To **drag** one symbol to a new location:

Click and hold the mouse left button while in the symbol.

As you start moving the cursor, the bounding rectangle of the symbol will appear and move with the cursor.

Release the mouse button with the cursor centered over the grid point for the new location.

To **drag** a selected group of symbols:

Hold down the **Shift** key.

Click and hold the mouse left button while in one of the selected symbols.

As you start moving the cursor, the bounding rectangle of the selected group will appear and move with the cursor.

Release the mouse button with the cursor centered over the grid point for the new location

**Point of Reference** for a group:

The point of reference for the cursor is the upper left corner of a rectangle bounding the group of symbols to be moved or pasted. If appropriate, a dashed bounding rectangle will track the cursor, to show the area needed by the **Move** or **Paste**.

**Note:** If the **Options Snap to Grid** command is checked, the point of reference will be positioned on a grid point.

## Sizing Symbols

### Using the Symbol Size Command:

With the desired symbol selected, choose the **Symbol Size** command. The cursor will move to the lower right corner of the selected symbol. Using the mouse or arrow keys, stretch the symbol to the desired size, and click again to complete.

or,

### Stretching with the Selection Handles.

Having selected the desired symbol, move the mouse so that the cursor covers one of the small black rectangles (selection handles) around the symbol. The cursor will change to a **double arrow**, indicating the directions that the symbol sides may be stretched.

While the cursor is a double arrow, click and hold the left mouse button, then move the mouse to change the size of the symbol as desired. Release the left button to complete the operation.

If you make a mistake in sizing a symbol, you can select it and reset it to the current default symbol size with the **Symbol Reset Size** Command.

**Note:** If the **Options Snap to Grid** command is checked, dimensions of symbols will be rounded to the nearest grid interval multiple. The **Options Chart...** command allows you to change the grid interval.

Since symbols are always **centered** on grid points, the corners of a symbol can snap to 1/2 the distance between two grid points (for odd multiples of the grid interval).

## **Adding Lines**

Choose the **Line Add** menu command (**Alt Ins**), or click on  $\pm\updownarrow$ . Click on the initial point, and drag a line to the destination point. Click again to complete the operation.

The line will exit the source symbol's side that is closest to the initial point. It will enter the destination symbol's side that is closest to the destination point.

## Routing Lines

Line routing takes place automatically after any change to the chart that affects the layout of lines.

A line will fail to route properly if the endpoints are not properly designated, or if the connected symbols are moved so that the router cannot route the line.

After a routing failure, the offending line is drawn in **red**, but the line is not deleted automatically. The user can delete the line or rearrange the chart so the line will route.



## Selecting Lines

1. Place the cursor on a unique end point (within 1/8" of the end) of the line, that is, an end of the line that is not combined with other lines. Click the left button to select.

**Note:** This method will not work on lines that share both ends with other lines. You must use the **Line Select** Command for them.

**or,**

2. Choose the **Line Select** command. Click on the source symbol, drag a selection line to the destination symbol and click again to select.

When a line is selected, its path is shown in **reverse colors**.

### Selecting Multiple Lines:

The selection of other items will be dropped unless the **Shift** key is held down while selecting. If the **Shift** key is held down while selecting, multiple lines may be selected.

### Selecting Lines From Symbols

A fast way to select several lines is to select the symbols that they connect to, and then choose the **Pick Line From Symbol** command (**Shift F7**). All lines connected to those symbols will be selected. The symbols will be deselected.


## Setting Style for Lines

With the desired line selected, choose **Line Style... (Shift+F4)**, or click on . The **Edit Line Style** dialog box will be displayed.

**Note:** A line that is selectable by clicking directly on it (it does not share both end points), can be **double-clicked** to activate the **Edit Line Style** dialog. Refer to [Selecting Lines.](#)

Note that selecting a pen width other than Normal, causes the pen style to be ignored. (This is a characteristic of the Windows 3.0 GDI).

## Setting Color for Lines

To select line colors, choose the **Line Color** command (**Alt+F8**), or click on . If no lines are selected, the colors for new lines will be selected. If lines are selected, then the selected lines will take on the colors chosen in the dialog box.

## **Save Chart File**

Select the **File Save** command. If the current chart does not have a file name, the Save As dialog box will be displayed. **See Save Chart As.**

## **Save Chart As File**

Select the **File Save As...** command. Enter the desired name for the file. The default extension for chart files is CHT, and need not be entered. If the chosen name would cause the overwriting of an existing file, a confirmation is requested.

## **Open Chart File**

Select the **File Open...** command. Select the desired chart file from the directory list. Other directories may be browsed by selecting the subdirectories shown enclosed in square brackets. The chart file name may be typed in if it is known.

## **Load Shape File**

Select the **File Load Shapes...** command. Select the desired shape file from the directory list, as in the **File Open Chart** procedure. A shape file defines the names and drawing instructions for symbols. The extension for shape files is SHP.

The current chart will be erased in order to load the new shape file.

The path name to the current shape file is maintained in the CHARTIST.INI system file. Chartist requires a valid shape file to operate. Editing or deleting the supplied shape file is a dangerous business and is not supported.

## Printing a Chart

Select the **File Print...** command. A confirmation will be requested. After a print operation is started it may be canceled before completion via the dialog box that remains in view while Chartist is sending output to the printer. The current printer is used.

When there are **selected** symbols, the **Print Selection** box may be checked. The selected group is printed starting at the top left corner of the printer paper. Only those lines connected entirely within the selected group are printed.

When the **Print Selection** box is not checked, the **entire chart** is printed. The chart is **tiled** onto the required number of printer pages.



## Printer Options

Choose the **File Setup Printer...** command to choose a printer or change the default printer settings. If **Setup...** is selected, the printer driver dialog box will be displayed. The new printer settings apply to the Chartist application, and not to specific chart files.

Depending upon the printer driver, changing the printer option settings may affect other applications currently active. Similarly, other applications that change printer settings may affect the printer settings of Chartist. This interaction depends upon whether the printer driver is fully Windows 3.0 compliant.