


## Work Stage

The @loha work stage is the first screen that you see when you start @loha.

Use the @loha work stage to create animations, using ready-made greetings, clipart characters, backdrops, music and path effects.

### Play bar

At the bottom of the Work stage is the @loha Play bar. The Play bar displays the buttons used for playing and viewing animations on the work stage.

**To open/close Play bar:** Click on  to open and close the bar.

**Stop button:** Press to stop an animation.

**Play button:** Press to view an animation.

**Forward button:** Press to advance the animation frame by frame.

**Backward button:** Press to reverse the animation to the first frame.

**Display counter:** Displays a frame number as you press Forward/Backward buttons.

**Effects indicator:** The three graphical indicator, shows if the objects have sound, music or path effects assigned to them. Simply select the object and see the light indication.

## New

Create a new animation. Displays a dialog box with a **Send Player Notification** message asking you if you wish to save the animation before clearing the work stage.

## Open

Displays the @loha directory from which you can select a file to load.

## Save

Saves the current animation using the **File Save As** dialog box. Enter a name in the filename bar if the animation has been newly created, or use the displayed name.

## Save As

Saves the current animation as an **.exe** file using the **File Save As** dialog box. Enter a name in the filename bar if the animation has been newly-created, or use the displayed name.

## Import

Allows you to import graphics, music or sound into @loha. Displays a sub-menu from which you can choose the appropriate option. You can import graphic files (pictures) with formats such as **.bmp**, **.tif**, **.jpg** or **.pcx**. For music files, use files with the **.midi** format, and for sound files, use the **.wav** format.

## Picture

a submenu of Import, **Picture** takes you to the **Open** dialog box for picture files (.bmp, .tif, .jpg).

## Music

a submenu of Import, **Music** takes you to the **Open** dialog box for music files (.mid)



## Sound

a submenu of Import, **Sound** takes you to the **Open** dialog box for sound files (**.wav**).

## Send

Allows you to send your creations via electronic mail. Displays the **Confirm** dialog box with a message: "Do you wish to attach a player with the animation?" When sending an e-mail, it is very important to attach a **@play.exe** (animation player). This helps the recipient view your @loha file.

## **Print**

Allows you to print a hard copy of your creations.

## **Printer setup**

Allows you to select a printer from a list of printers for use as the default printer.

# Exit

Exits @loha.

## Undo

Reverses the last action that you did on the @loha work stage. You should note that the name of the **Undo** command changes depending on what you are doing. By default the command is **Undo**. If, for example, you moved a character by mistake and wanted to undo what you did, when you display the Edit drop-down menu, you will see that the command displays as 'Undo character move'.

## Cut

Cuts the selected object from the @loha stage area and copies it to the clipboard, where it is stored temporarily until you paste it somewhere else on the @loha stage area.

## Copy

Copies the selected object from the @loha stage area and places it in the clipboard.



## **Paste**

Pastes the most recent copy of an object from the clipboard onto the @loha stage area.

## **Arrange all**

Resizes all open windows on the @loha work stage, making it easier for you to see them.

## Contents

Displays content-specific information on the help topics that you can get in @loha.

## About @loha

Displays copyright information and the version number of the @loha application.

## Upgrade Today!

Get all the features and power of the *complete* @loha! A collection of over 650 different characters, sounds, music, effects, backgrounds & borders for only \$49.94. Import photos, logs, bitmaps and clipart into your @loha and completely personalize it for any occasion.

Order by Phone, fax or e-mail! All we need is your name, address and method of payment.

Tel: 1-800-793-6320

Fax: (416) 369-9037

e-mail: [order@mediasyn.com](mailto:order@mediasyn.com)

## Selection tool

Allows you to select anything on the @loha work stage.

### **To select single object or text:**

Click the left mouse button on the object.

### **To select multiple object & text:**

Click on the left mouse button and drag to block all the objects to be selected. An alternative method is to hold the **Shift** key plus clicking on all the objects to be selected.

## Text tool

Allows you to create one line of text from TrueType fonts. Click on the work area, the **Edit Text** dialog box displays. Select the font, style and size from the menu bar. Type the text.

## Paragraph tool

Allows you to create a block of text that appears in a paragraph format. Click on the work area, the **Edit Text** dialog box displays. Select the font, style and size from the menu bar. Type the text.



## **Square/Rectangle tool**

Allows you to draw a square or rectangle by clicking on the left mouse button and dragging to create the square or rectangle. Release mouse button when finished.

## **Ellipse/Circle tool**

Allows you to draw an ellipse or circle by clicking on the left mouse button and dragging the mouse to create the shape. Release mouse button when you have finished drawing.

## Freehand tool

Allows you to create freehand shapes by clicking on the left mouse button to form the points for the shape. When you have finished the last point, simply double click and @loha will close the shape for you and finish it automatically.

## Line tool

Allows you to draw straight lines by clicking on the left mouse button from point A to point B.

## **Fill Bucket**

Allows you to add color to or to change the color of text, backgrounds and shapes.

## **Rotate**

Allows you to rotate text, line and freehand shapes on the work stage. Click on the text, line or freehand shape to start the rotation.

## Fill Color

Allows you to customize the color of background, shapes, fonts and lines. Displays the **Color Palette**. Select a color or create a custom color.

## Outline Color

Allows you to change the color of lines that you create on the @loha work stage. Displays the **Color Palette**. Select a color or create a custom color.



## Line Width

Allows you to change the line width of lines or outlines of shapes that you create using the drawing tools from the **Tool Palette**. Displays a drop-down window from which you can select a line width. *You must define line width before you draw the shape.*

## Gallery

The **@loha gallery** displays the clip-toon characters, background, motion effects, sound and music snippets that you can use for your creations. Click on each tab to display its contents.

**Character:** Contains hundreds of characters for use in your creations.

**Background:** Contains pre-built backgrounds that you can drag and drop onto the @loha work stage.

**Effects:** Contains animation effects and motion that you can drag and drop onto your characters and text.

**Sound:** Contains sound and music that you can drag and drop onto the @loha work stage.

**Border:** Contains border designs that frame your creations.

## **Edit Stage**

Selecting this will bring up the Stage Properties dialog box. In this box, you can set the background colors & gradients as well as playback speed.

## **Delete**

Allows you to delete graphics, text or characters from the work stage.

## Layer

Allows you to layer graphics, text or characters on the work stage. Displays layer commands such as:

## **Bring to Front**

Moves the selected graphic or text in front of any other graphics.

## **Forward One Layer**

Moves the selected graphic or text forward one layer

## **Back One Layer**

Moves the selected graphic or text back one layer



## **Send to Back**

Moves selected graphic or text behind all other graphics.

## **Mirror Left to Right**

Allows you to flip your characters from left to right to create a mirror image.

## **Flip Top to Bottom**

Allows you to flip characters upside down.

## **Remove Effect**

Allows you delete the most recent effect you dragged and dropped on the work stage.

## **Remove Music**

Allows you to remove the most recent sound effect you dragged and dropped on the work stage.

## Edit Text dialog box

The **Edit Text** dialog box displays when you click on the **Paragraph** or **Text tool** in the **Tool Palette** or double click on the **Text** in the **work area**. Use the box to add personalized messages to your animations.

**Font style:** Use the drop down menu to select the font type.

**Font size:** Use the drop down menu or type your own to define the font size.

**Text format:** Select to bold, italicize, or underline the text

**Paragraph format:** Select to left justify, center or right justify the paragraph.

**Text color:** Click to select the color of the text.

**Apply path to individual characters:** After selecting a **Path Effect for the text**, you can choose to apply the path to every single one of the letters in the text. The animated text will have the letters following one another in a row.

## **Edit Border**

Allows you to edit or choose the style of your border. Select borders that entirely frame the work stage, frame just the left and right sides, frame the top and bottom sides, or frame just the four corners.

## Stage Properties

The **Stage Properties Dialog Box** appears when you right click on the @loha work stage.

**Playback:** Allows you to adjust the speed of your animation.

**Background Color:** Allows you to change the color and style of your background.

**Sent by:** This will automatically insert the name of the registered user and claim the work to be his/hers.

**Comment:** This space allows for the entry of any comments by the user.



## Background Color

**Solid button:** Allows you to use a solid color without gradient.

**Horizontal Gradient button:** Allows you to apply two shades horizontally to the @loha work area.

**Vertical Gradient button:** Allows you to apply two shades vertically to the @loha work area.

**Diagonal Gradient A button:** Allows you to apply two shades diagonally from top left to bottom right of the @loha work area.

**Diagonal Gradient B button:** Allows you to apply two shades diagonally from bottom right to top left of the @loha work area.

**Rainbow button:** Allow you to apply four shades to the entire work area.

## **File Menu**

The **File** Menu lists commands for creating new objects, selecting files, importing graphics, music or sound into @Ioha.

