

Step-by-Step Tutorial 1

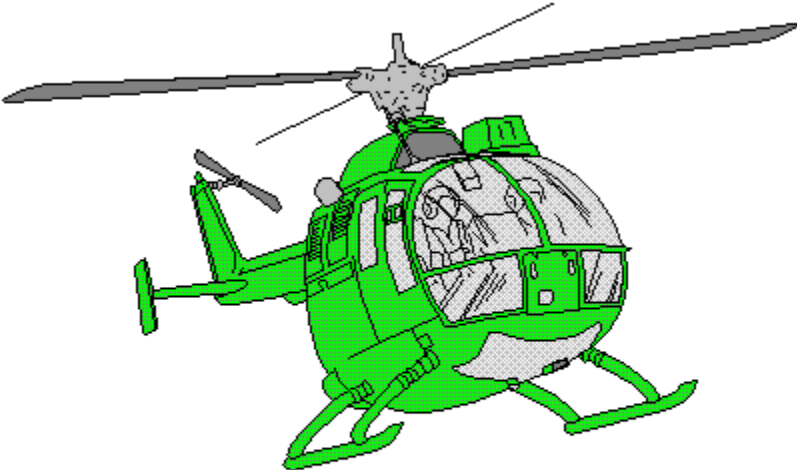
Selecting and Placing Objects

This tutorial shows you how to:

- 1. Set the Target Printer and Page Layout
- 2. Set the Viewing Level
- 3. Select and Place a symbol
- 4. Enter and Place Text
- 5. Save a Document and Exit EXPRESS



Selecting and Placing Objects



Chopper

Set the Target Printer and Page Layout


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PAGE 2

Each time you start EXPRESS, you should check the page and printer setup and change them if desired. This ensures that your document is properly sized and configured for the output device you are using.

1. Pull down the [File menu](#) and choose **Print Setup**. The Print Setup dialog box appears.
 See example.
2. Click on the Default Printer or one from the Specific Printer list.
 See example.
3. Choose Landscape (horizontal page Orientation) and Letter 8 1/2 x 11 (Paper size) and click on **OK**.
 See example.



4. At this point, you might see a message box that reads, "Printer page size does not match document page size. Respecify Page Setup?"

 **See example.**

If you see this message, click on **Yes**. The [Page Setup](#) dialog box appears.

If you do not see this message, pull down the [File menu](#) and choose Page Setup. The Page Setup dialog box appears.

5. Click on **Use Printer Page** to reset the document page size and orientation to the same values you specified for the target printer in step 3.

 **See example.**

Click on **Get Printer Minimums** to reset the page margins to the minimum allowed by the target printer, and then increase the margins if desired.

Click on **OK**.



Viewing Level

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The viewing level determines how much of your document is displayed in the work area. When you first start EXPRESS, the viewing level's default setting is at Current Page. (The default paper size is 8 1/2 by 11 inches, at a portrait, or vertical orientation.) At the beginning of this tutorial , the default setting was displaying a portrait, or vertical orientation of pages. Because of the shape of most monitors, two portrait pages are capable of being represented at this setting. When the page orientation was changed on page 2, Step #3, only one page was displayed. If needed, you can change the view level in the [View menu](#).

1. To change the view level, pull down the [View menu](#) and select **Actual Size**. At this setting, objects are displayed at an approximation of the size they will appear on a printed page; however, the physical size of the images will be different from monitor-to-monitor.
2. Select **All Pages** from the View menu. There should be either four or six pages visible of drawing space available.
3. To return to the original view level, select **Current Page**.




Select and Place Symbol

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1. Pull down the [Draw menu](#) and select **Clip-Art Manager**.

 **See example.**


2. The [Clip-Art Manager](#) dialog box appears. In the left-hand **Collection...Opened** window is an alphabetically-arranged selection of libraries, with the first entry highlighted. If there is no Collection shown, choose one from the Collections menu.

 **See example.**

In the right-hand **Image Name...Available** window, you will see a scrolling list of one of the EXPRESS collections. Using the scroll bar in that window, you can see the numerous symbols that are ready to be selected and placed in your document. You can also scroll through the list of libraries in the left-hand window to see what general categories of symbols are available. Thumbnails at the bottom of the box can be hidden by selecting **Hide** from the Thumbnails menu.




3. Select the collection **Aircraft--Helicopters**. When you do so, the Image Name list changes to display the contents of the Aircraft--Helicopters' collection.

 **See example.**

4. Click on the word **BO-105MMB**. The name is highlighted. Also notice that a gray box surrounds the appropriate clip-art image in the thumbnail dialog. Another way to select the clip-art is to click once on the thumbnail image: the corresponding image name will become highlighted. Using the thumbnail scroll bar is yet another way to select clip-art.
5. With the **BO-105MMB** image selected, click on **Add to Document**.

The [Clip-Art Manager](#) dialog box disappears, the cursor turns into an Hourglass while EXPRESS loads the symbol from the collection, and then it turns into the Add Object [cursor](#).

6. Place the [Add Object](#) cursor at the upper left of the work area and click. A fully colored BO-105MMB aircraft appears on the drawing area.


 **See example.**




Enter and Place Text

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1. Pull down the [Draw menu](#) and choose **Text**.

 **See example.**

-or-


Click on the [Text tool](#)  in the toolbox. The [Enter/Edit Text](#) dialog box appears.

2. Type "**Chopper**" and click on **Add**.

 **See example.**

The cursor turns into an Hourglass while EXPRESS loads the typeface, and then turns into the Add Object cursor.

3. Place the [Add Object cursor](#) below the helicopter's left (your left) landing skid. This time, instead of clicking once to add the text, click and **hold down** on the mouse and **drag** the Add Object cursor (it will change to a bounding box once pressed) to where the length of the bounding box is about the length of the two helicopter skids. Release the mouse.

 **See example.**

The text is drawn using the current type settings.



Appearance of Color on Your Monitor

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If you have a color monitor, the helicopter is fully colored and the text is given the current type settings, or most likely, the default settings -- Cyan fill with a Black line style color. (The Cyan fill and Black line style attributes are EXPRESS' default attributes and will apply to any newly added text until these attributes are changed.)

If you have a monochrome monitor, the interior of the objects appears on your screen as a black and white pattern. There is a unique pattern for each color you select, and each pattern varies from monitor to monitor.



Saving a Document and Exiting EXPRESS

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In the previous lesson, you created an image that included a helicopter. It is always a good idea to name your documents so that you can easily understand what the documents contain.

1. To save a document in EXPRESS, pull down the File Menu and choose Save. The Save command opens the Save Document As dialog box.

The Save Document As dialog box contains 5 scrolling dialog boxes. The first, **File Name**, is where you type the name of your document. (Remember that a document is the same thing as a file.) Since EXPRESS saves EXPRESS documents under DOS conventions, enter the name "chopper.ged" -- a name of no more than eight characters (not including the extension characters).

Ensure that the directory in the **Directories** dialog is where you want to save the document. Also check the **Drives** dialog to ensure that the correct disk drive is selected. (You cannot save to CD ROM drives. They are read only, or, **Read Only Memory**.)

2. Under Save File as Type, choose Graphics Files (*.GED). This should already be selected.
3. In the right hand side of the Save Document As dialog box, there is a **Description** dialog. Enter the words "**EXPRESS Step-by-Step Tutorial 1 -- Chopper.**"
4. Click on the toggle beside **Make Backup**. In the current directory, a duplication of your document will be made with an extension of **.bak**.
5. Check to see if the **Include Thumbnail** is toggled (checked) on. If not, click on the toggle beside **Include Thumbnail**. When you open the document at a later time, a small image of your drawing will appear in the **Show Thumbnail** dialog window.
6. Click on **OK** to save the document.
7. To set up for the next part of this tutorial, select the text "Chopper" and move the text block down, slightly away from the clip-art chopper.

Exiting EXPRESS

To exit EXPRESS, pull down the [File menu](#) and choose **Exit**. A prompt "**Save Changes to (untitled)?**", will appear because a change was made to the file since it was last saved (this change was the moving of the text block). If you were to exit the program, which we will **not** do at this time, this is one way to do so (by clicking on Yes). However, at this point, click on **Cancel**. (Clicking on **No** would exit the program without saving any changes made to the file.)

Do Not Exit at this time. Continue to the next Step-by-Step Tutorial page.



Step-by-Step Tutorial 1 Review

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PAGE 10

This tutorial showed you how to:

- Navigate the EXPRESS Interface
- Set the Target Printer and Page Layout
- Set the Viewing Level
- Select and place a symbol
- Enter and place text
- Save a Document in EXPRESS and Exit EXPRESS

In the next tutorial you will manipulate objects and add text.

To begin the next tutorial, pull down the Tutorial menu and choose Tutorial 2.



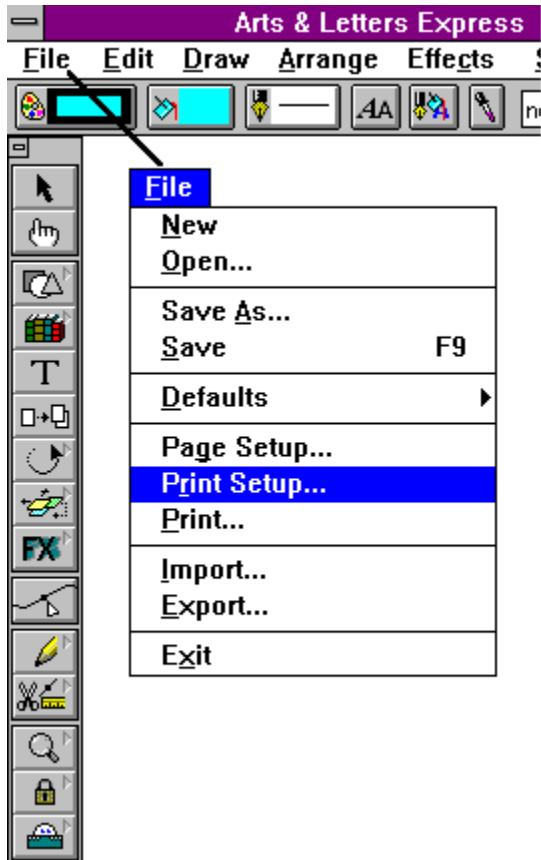
**Selecting
and Placing
Objects
Review**

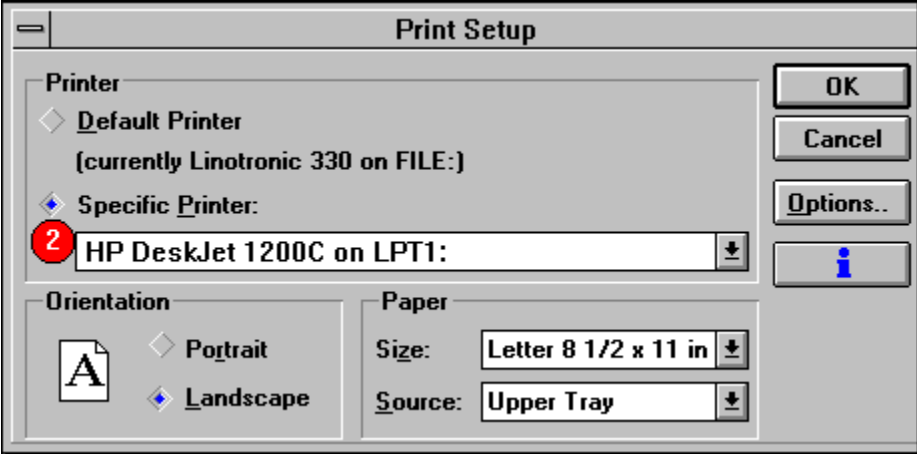
TUTORIAL 1
REVIEW

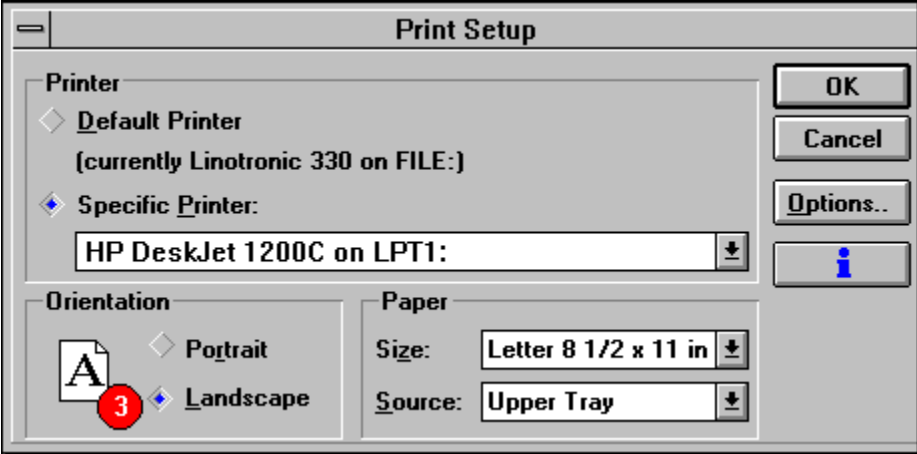


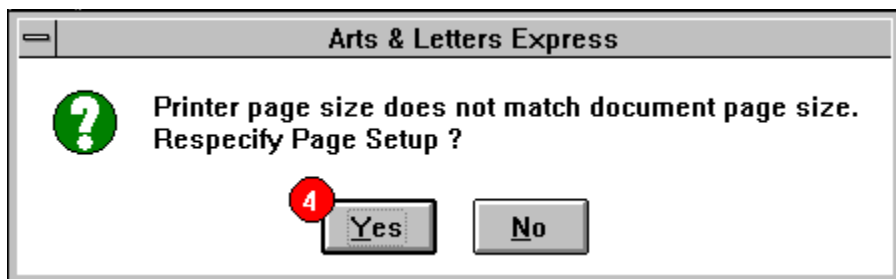
Chopper

Congratulations!
With the completion of this tutorial
you have moved another step closer
to completing the EXPRESS Step-by-Step Tutorials.









Page Setup

Page

Tall Wide

8.5 x 11 in.

Letter
Legal
Tabloid
A3
A4

Custom

5 Use Printer Page

Margins (Inches)


Top 0.5

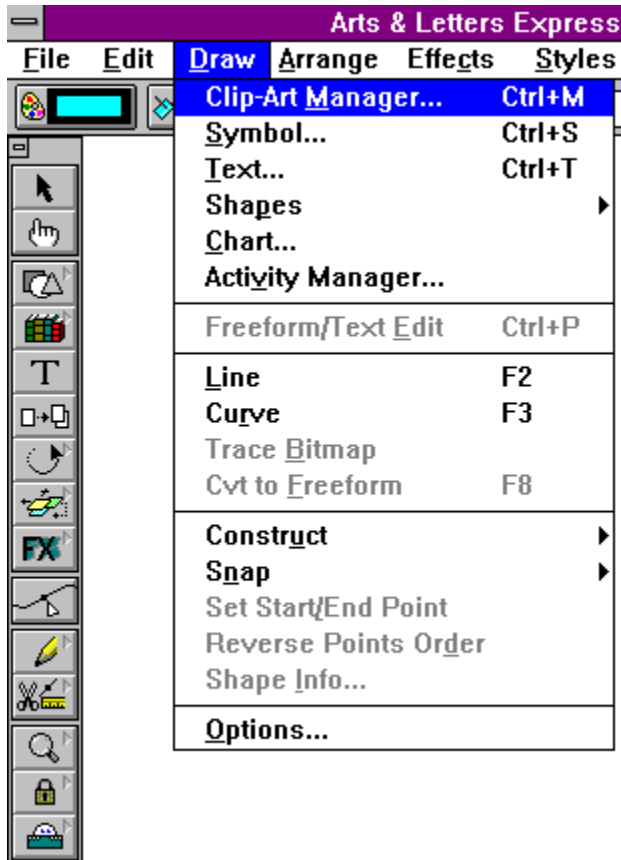
Left 0.5 Right 0.5

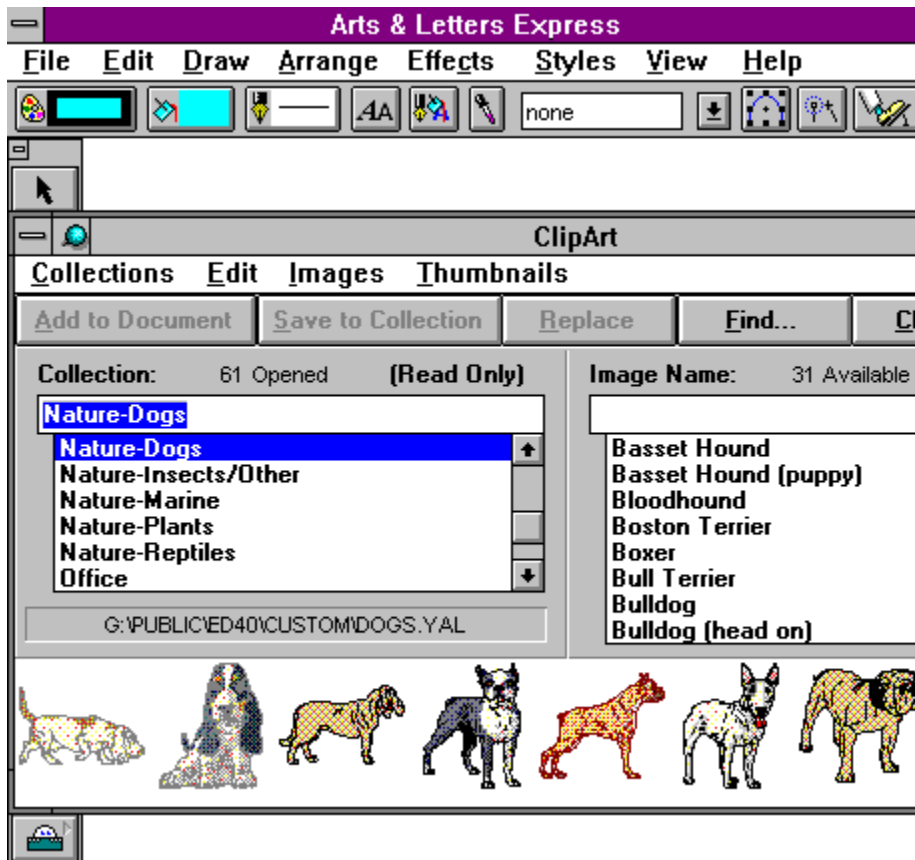
Bottom 0.5

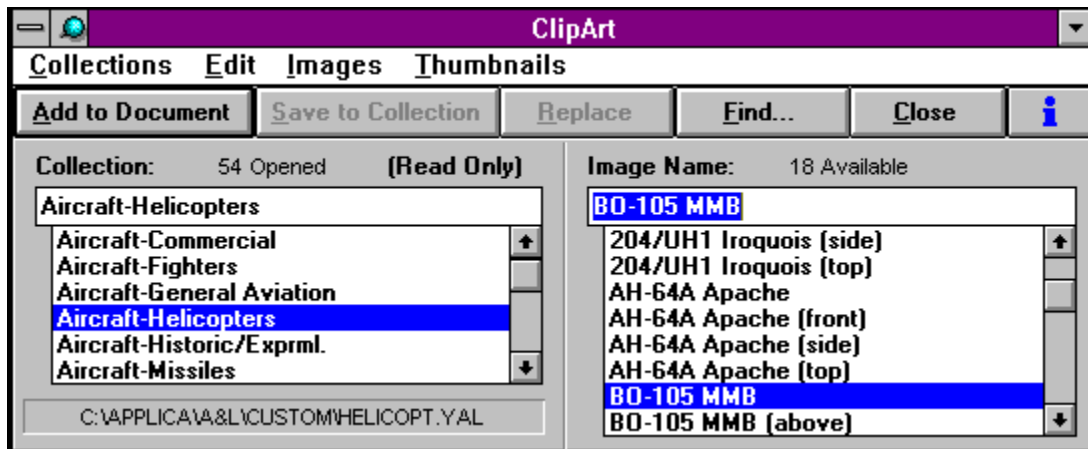
5 Get Printer minimums

Target Printer:
HP DeskJet 1200C on (LPT1:)

OK Document Precision... Cancel 



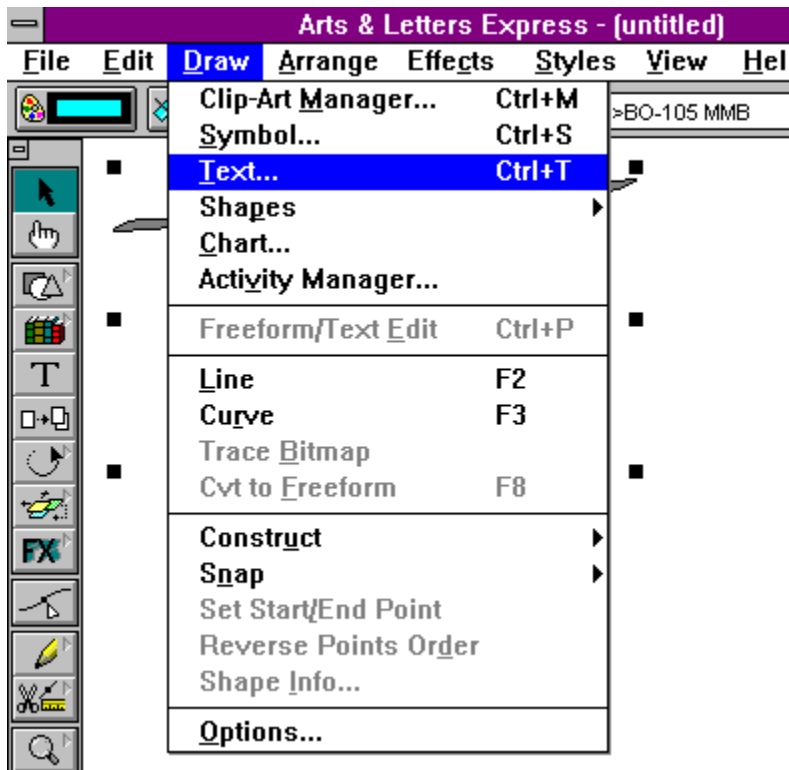


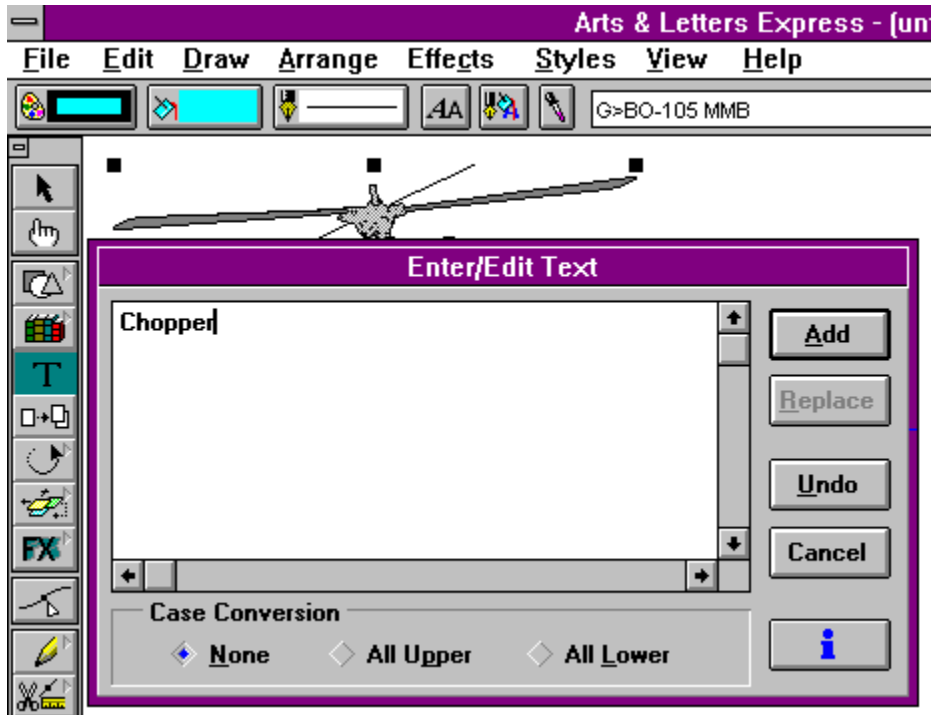


Arts & Letters Express - (untitled)

File Edit Draw Arrange Effects Styles View Help







Arts & Letters Express - (untitled)

File Edit Draw Arrange Effects Styles View



Chopper

Step-by-Step Tutorial 2

Manipulating Objects and Adding Text

This tutorial shows you how to:

- Color symbols
- Duplicate symbols
- Make a Drop Shadow
- Align Text
- Block Select and Group symbols
- Move symbols
- Select symbols
- Resize symbols
- Align objects
- Open a document
- Rotate symbols
-

Manipulating Objects and Adding Text



To get the most out of this tutorial, you should know how to:

- Specify the target printer
- Specify a page size and orientation
- Specify the viewing level
- Place a symbol in a document
- Place text in a document
- Exit EXPRESS
-

Open a New File

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PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

3. Pull down the View menu and choose **Current Page**. (It should still be set at this view level.)



Select and Place an Object (Symbol)

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PAGE 4

1. Pull down the [Draw menu](#) and choose **Clip-Art Manager**. (**Note for EXPRESS users who installed with diskettes:** If you haven't updated your thumbnails you should do so for **this Collection only**. Thumbnail updates of all collections could require hours and should be done when your computer is not being used.)
2. From the Collections list, choose the **Maps-USA (med-res)** collection.
3. From the Image Name list, click once on the Image Name: ***U.S. w/Drop Shadow #1**.
4. To utilize the Drag & Drop feature, move the cursor to the highlighted clip-art image. (The arrow cursor changes to a hand.) Depress and hold the left mouse button. Drag the image downward until the Add Object cursor is just below the thumbnail dialog box and release the mouse button.
5. Click on the **Close** button in the clip-art manager. Only the top portion of the map is visible, due to the size of the image and the viewing level.
6. Select the map by clicking directly on it, then hold the mouse key down and drag the image to the center of the page. (Do not click on the black handles to move the object.)
7. Change the view level to **Actual Size**.

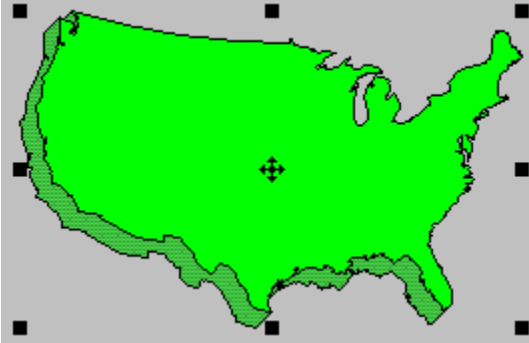



Color the Map

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The maps provided in EXPRESS are pre-colored green and have dark green drop shadows. But for the purpose of this exercise we will make the map a different color to show you how to use the Color Palette.

With the map selected (surrounded by handles):

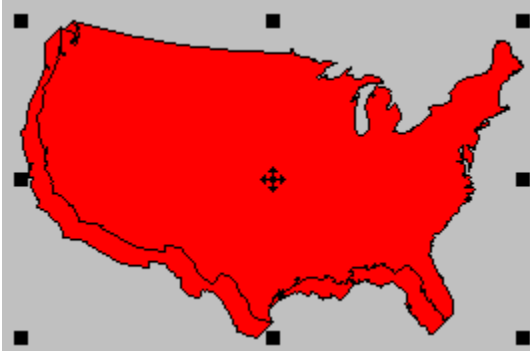


1. Click the Color style button  on the Styles Bar. The [Color palette dialog box](#) appears.
(continued)



2. Whenever you change the color of an object, you can apply the color to the interior fill of the object, the lines/outlines that define the object, or both. In this case, we only want to change the color of the **Beq Fill**. (End Fill applies only to the second color of gradients and raster and vector fills). You can toggle the Fill and Line option boxes on and off by clicking on them. Make sure that just **Beq Fill** is selected.

Choose **Red**.



3. Select the map by clicking on it. Then delete the map by choosing **Clear** from the **Edit menu**.



Duplicate an Object

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This exercise will teach you how to use the Duplicate tool. This tool is handy for making copies of objects quickly. For example, to make a drop shadow, you need to duplicate the object then [drag](#) it. The Duplicate tool allows you to do both. (**Note:** Some of the images such as maps provided in EXPRESS come with pre-drawn drop shadows that you can remove by Ungrouping the image, selecting the shadow, and deleting. However, knowing how to make drop shadows is helpful.)

To duplicate an object and make a drop shadow:

1. Pull down the [Draw menu](#) and choose **Clip-Art Manager**.
2. From the Collections list, choose the **Maps-USA (med-res)** collection.
3. From the Image Name list, choose the same ***U.S. w/Drop Shadow #1** used on the previous page of this tutorial.

Notice that the map has a pre-drawn drop shadow. You will not need the pre-drawn drop shadow in this exercise, so:

4. Select the map by clicking on it with the left mouse button.
5. From the [Arrange menu](#) choose **Ungroup** or press the Shift+G keys. Another method of ungrouping is to click once with the [content menu](#) mouse button.
6. Notice that the [object viewer](#) now displays: "Block (2 objects)." Select the drop shadow portion of the map. Notice the label **Symbol #7465** that appears in the symbol list box in the button bar.
7. Delete the drop shadow portion **Symbol #7465** by pressing the delete key.


 **See example.**

8. From the [Arrange menu](#) choose **Duplicate**.

-or-

Click on the [Duplicate tool](#) in the toolbox. Either way, the Duplicate tool appears.

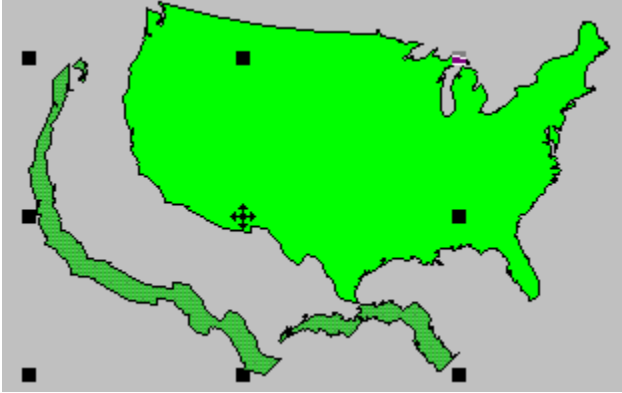
9. Point on the map, [drag](#) it up and to the right, and then release the mouse button. Since the Duplicate tool is selected, a copy of the map is created.

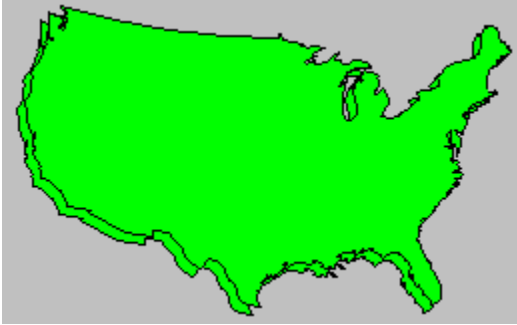
 **See example.**

10. To cancel Duplicate, click in an open area with the content menu button. The Pointer cursor is restored.

11. If the map is not positioned approximately as shown above, point on it and [drag](#) to reposition it.







Select Symbol

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To change any attribute of an object you must first select it. Point on the maps and click. You can tell which map is selected by the location of the handles.

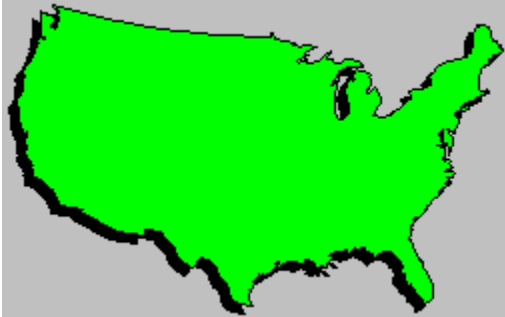
Pull down the Object Viewer. Notice that the label **Symbol #7461** is the same for the symbols. However, you can select any object by choosing a label from the object viewer. Notice that the object handles reposition on the selected map.



Make a Drop Shadow

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With the bottom (left-most) map selected, click on the Color style button  in the Styles Bar and change the fill color to **Black**. The image is redrawn, giving the map a drop-shadow effect.



Save Your Work

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Save your work at this point.

1. Pull down the [File menu](#) and choose **Save As**.
2. The [Save Document](#) dialog box appears. Type **USA** and click on **OK**.

The map is saved in a file called "USA.GED." (The .GED extension is the default. You can specify any extension you want.) Note that the title bar on the top of the EXPRESS screen changes from "(untitled)" to "USA.GED."

3. Keep the map on your screen if you plan to continue this tutorial.





Text (or words) can be considered graphic objects as well as text objects, and they can be manipulated the same way that graphic objects can. You can control the line and fill of each character and change its shape. For this exercise we will explore entering text into the Enter/Edit Text dialog box and adding it to your document.

To add text:

1. Pull down the [Draw menu](#) and choose **Text**.

-or-

Click on the [Text tool](#)  in the toolbox. The [Enter/Edit Text](#) dialog box opens.



2. Type **The Huge Company**. Press Enter to advance to the next line. (The enter key in this case does not add the text to your document.) Type **U.S. Markets**.
3. Click on **Add**. The Pointer turns into the [Add Object](#) cursor. (Remember that the text can be used just like the clip art you find in the Clip-Art Collections.)
4. Move the cursor above and to the left of the U.S. map and click. The text is placed above the map. 

Align Text

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The default alignment for multiple lines of text is flush left.

To center the subtitle under the title:

1. With the text still selected, click on the **Type style button**  with the [content menu button](#). The [Custom Type](#) dialog box appears.
2. Select **Centered** alignment, then click on **Apply**. 

Block Select and Group Objects


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Block select allows you to select several objects at one time. It behaves like a net which scoops up its contents in one swoop. By casting the block select bounding box around a collection of objects, EXPRESS automatically selects them together as if they were one object. To make your tasks even easier, you can **Group** the block selected objects into one big object. (Remember that they can be **ungrouped** at any time.) But, for this exercise we will block select and then make the two objects you've been working on (the maps) into a group.

To Block Select and Group the maps begin by:

1. Select the map and [drag](#) one of the corner object handles to make it a little larger. Duplicate the map using the Duplicate tool in the tool box.
2. Pull down the [Edit menu](#) and choose **Block Select**.

-or-

Click on the [Block Select](#) tool  in the toolbox.
The Block Select cursor appears.

3. Point the cursor above and to the left of the maps.
4. Hold the mouse button and drag the block select bounding box completely around the maps to the opposite diagonal corner.



Release the mouse button. The status bar above the work area should display **Block (2 objects)**.

5. Pull down the [Arrange menu](#) and choose **Group**.

-or-

Click the [content menu button](#).

The maps are grouped as a single object, and the Status Bar now displays Group.

6. Pull down the [Arrange menu](#) and choose **Ungroup**.

-or-

Click the [content menu button](#) (right) mouse button.

The maps are now ungrouped and are 2 separate objects, and the Status Bar again displays **Block (2 objects)**.

For the purposes of the next exercise, delete the maps. Ensure that the text remains.



Now that you know how to make a drop shadow, we will start again but using the pre-drawn map from the Clip-Art Manager.

To add the map to the drawing area:

1. Pull down the [Draw menu](#) and choose **Clip-Art Manager**.

-or-

Simply press the **Enter** (Return) key to bring up the Clip-Art Manager.

2. From the Collections list, choose the **Maps-USA (med-res)** collection.
3. From the Image Name list, choose the United States map ***U.S. w/Drop Shadow #1**.
4. Place the map on the drawing area by clicking the left mouse button.

Move the map to make room to size it:

1. Point on the map and hold down the left mouse button. A solid line bounding box appears. [Drag](#) the bounding box down and to the left.
2. Release the mouse button.



Resize Symbols

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1. Select the map by clicking on it, then point on the upper right object handle and hold the mouse button. [Drag](#) the bounding box toward the upper right.
2. When the bounding box is about twice as large as its original size, release the mouse button. The map is redrawn at the new size.



Center the map under the title:

1. Pull down the [Edit menu](#) and choose **Select All**. One set of handles appears around the title and the map.
2. Pull down the [Arrange menu](#) and choose **Align**. The [Align](#) dialog box appears.
3. Choose **Center** in the Left to Right orientation and click on **Apply**. The title and map are aligned vertically.
4. With both objects still selected, point and [drag](#) to move the objects to the center of the document.



Exit EXPRESS

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At times you will need to exit EXPRESS before completing a document. A document can be saved and EXPRESS closed at any time. Later, when you return to EXPRESS, you can open your document (a GED) and pick up where you left off.

Pull down the [File menu](#) and choose **Exit**.

A message box will prompt you to save your work if you have not already done so. If you wish to exit EXPRESS at this time click on **Yes** to save the document before exiting EXPRESS. If needed, assign a name to the document.

**Do NOT exit EXPRESS at this time.
Click on Cancel so that you can continue.**



Open an Existing File

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To resume work on the document: (You may skip this page if continuing from page 18)

1. Pull down the [File menu](#) and choose **Open**. The available document files are listed in the [Open](#) dialog box filename list.
2. Choose **USA.GED** and click on **Open**. Your U.S. map and titles are displayed on the screen.



Add More Symbols

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The Clip-Art Manager contains a wealth of clip art and symbols. Clip art is generally referred to as stylized images or colorized pictures that have fine details. Since each clip-art image consists of numerous other objects and/or symbols, the components of the clip-art image can be ungrouped and each object can be modified. For example, in the clip-art image of a person's face, the eyes would be one set of objects and the hair another set. You can give the person blue eyes and brown hair without coloring the entire image. Symbols, on the other hand, are simple drawings that can have only one fill color and minimal detail. A symbol cannot be ungrouped, for it is only one object. For this exercise we will work with simple symbols.

To add symbols to the U.S. map:

1. From the **Aircraft (i)** collection, add [Commercial Jet \(side\)](#) from the Clip-Art Manager to your document. Place it on the map in the vicinity of Washington state. **(Note for EXPRESS users who installed with diskettes:** If you haven't updated your thumbnails you should do so for **this Collection only**. Thumbnail updates of all collections could require hours and should be done when your computer is not being used.)

The symbol is too large. Any one of the four corner handles can be used to proportionally size the object.


2. Point on the upper left handle, hold the mouse button down, and make the jet smaller. Then move it back onto Washington state.

It's not necessary to place an object before sizing it. You can size an object while you place it.



3. Choose **Clip-Art Manager** from the [Draw menu](#).

-or-

Click on the **Clip-Art Manager tool** the first in the flyout  in the toolbox.

-or-

Simply press the **Enter** (Return) key to bring up the Clip-Art Manager.

Choose the **Communications** Collection, and double click on the **Dish Antenna** either from the Image Name list or from the scrolling thumbnails. The Add Object cursor appears.

4. **Press and hold** the mouse button and [drag](#) the cursor to the right and down. A bounding box shows the size of the object.
5. Drag the bounding box until it is the size desired, (about the height of California) and before releasing the left mouse button, depress and hold the content menu button. As long as you hold the content menu button down, the bounding box size will be locked, and you may move the box to a desired location.
6. Position the satellite dish on the lower left side of the map, then release the both mouse buttons.
7. Click on Clip-Art Manager Tool (or the **Enter** key) again and choose the collection **Nature-Animals/Domestic**. Double click on the [Horse \(running\)](#) image. When the add object cursor appears, add the horse to your document. Place it on the map in the vicinity of Kentucky at the size shown.



8. Add the image [Wheat \(sheaf\)](#) from the **Agriculture (i)** collection to your document. Place it in the center of the map at the size shown.
9. Add image [Car-Mercury Cougar](#) from the **Automotive (i)** collection. Place it on your document in the vicinity of Michigan at the size shown.

You now have all the elements of the graphic on the screen. Move and resize any of the symbols as desired.



Rotate

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Rotating the airplane slightly will make it appear to be taking off.

1. Select the airplane.
2. Pull down the [Arrange menu](#) and choose **Transform**.

-or-

Click the **r:** button on the Numeric Bar at the bottom of your screen.

The [Transform](#) dialog box appears.

3. Select **Rotate**.
4. Position the cursor in the **Angle** field and click. Enter **-10** degrees.


Click on **Apply**. The plane is redrawn, rotated 10 degrees counterclockwise.



Change Color

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All the symbols you just placed on top of the map are either light green or fully colored.

1. Select the car. Select the Color style button  in the Styles Bar and change the **Background Fill** color to **Red**.
2. Change the color of the airplane to blue, the horse to black, the dish antenna to yellow, and the sheaf of wheat to magenta.



Add the Background

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To add a background:

1. Click on the Shapes tool in the box and click on the second tool in the Shapes flyout



in the Toolbox.

2. Position the Add Object cursor in the upper left corner of the Huge Company illustration and [drag](#) to the lower right until the square covers the illustration completely.
3. With the square still selected (object handles visible) size the square to match the illustration's frame.
4. Pull down the [Arrange menu](#) and select **Send to Back**.
5. Change the color of the square (background) to Cyan.
6. Choose **Select All** from the Edit menu.
7. Group the illustration by clicking with the [content menu button](#).
8. Save your work by selecting **Save** from the File menu.



Tutorial 2 Review

TUTORIAL 2
PAGE 26

This tutorial showed you how to:

- Color symbols
- Duplicate symbols
- Make a Drop Shadow
- Align Text
- Block Select and Group symbols
- Move symbols
- Select symbols
- Resize symbols
- Align objects
- Open a document
- Rotate symbols

In the next Tutorial you will learn to Manipulate text.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 3.



**Manipulating
Objects and
Adding Text
Review**

TUTORIAL 2
REVIEW



Step-by-Step Tutorial 3

Manipulating Text

This tutorial shows you how to:

- Change typeface
- Change type size and letter spacing
- Save and copy attributes
- Italicize type
-

Manipulating Text



To get the most out of this tutorial, you should know how to:

- Specify the viewing level
- Place symbols and text in a document
- Size a symbol
- Color an object
- Align objects
- Block Select objects
- Group objects
-

Open a New File

TUTORIAL 3
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Place the Background

TUTORIAL 3
PAGE 4




1. Pull down the [Draw menu](#) and choose [Activity Manager](#). Select the **Backgrounds** collection and **Bevel-window (Blue)** image name then press **Add to Document**.
2. [Drag](#) the Add Object cursor to size the bounding box on the drawing area.



Color the Background

TUTORIAL 3
PAGE 5

To color the background:


1. Select the background.
2. With the activity selected, click the [content menu button](#) to ungroup the background.
3. Click on the center of the work area until you see **C>Background** in the Style bar. With the [content menu button](#), press and **hold down** over the Fill style button  and release on **Solid**.
4. Select the Color style button  in the Style bar and change the color of the background to **White**.


Set Text Color

TUTORIAL 3
PAGE 6

You can choose the color of an object before adding the object to your document.


To set the color for the text:

1. Point and click on the drawing area where no objects are located.
2. Change the **Fill & Line** color to Red. The Color style button  in the Style bar changes to show the new default color. Until you change the fill color again, any objects (symbols, text or freeform closed shapes) added to the document will have this red fill and line color.



Add Text

TUTORIAL 3
PAGE 7

1. Choose **Text** from the [Draw menu](#) or click on the Text tool  in the toolbox. Type **Textiles** and add it to the background.
2. [Move the text](#) to the right-hand side of the background.
3. Add the word **Aircraft** to the background.
4. [Move the text](#) to the left-hand side of the background.



(continued)



5. Add the text **\$105,000,000** to your document.
6. Place the text under Aircraft.
7. Add the text **\$35,000,000** to your document.
8. [Place the text](#) under Textiles.




You can select several objects and change their attributes simultaneously.

1. Choose **Block Select** from the [Edit menu](#), or click on the [Block Select](#) tool  in the toolbox.
2. Position the cursor above the word Aircraft, and to the left of both Aircraft and \$105,000,000. Hold the mouse button and [drag](#) the block select bounding box so that all four text objects are selected.
3. Release the mouse button, and the window in the Style bar should read **Block (4 objects)**.


Change Typeface

TUTORIAL 3
PAGE 10


1. Click on the Type style button  in the Style bar, with the [content menu button](#). The [Custom Type](#) dialog box appears.
2. Choose **Modern Medium** from the list and click on **Apply**. The [text objects redraw](#) in Modern Medium.



Specify Type Size and Letter Spacing

TUTORIAL 3
PAGE 11


You can change the size of a text object; either drag a handle or:

1. Make sure the four text objects are still selected. Click on the Type style button  in the Style bar with the [content menu button](#). The [Custom Type](#) dialog box appears.
2. Enter **26** (point size) in the Size field.
3. Click on **Spacing**.

The [Type Spacing Adjustment](#) dialog box appears.



4. Enter **2** in the Letter (spacing) field and click on **Apply**. Click on **Apply** in the [Custom Type](#) dialog box. The selected text objects redraw using the values specified.


5. Block Select \$105,000,000 and \$35,000,000. Click on the Type style button  with the [content menu button](#) and change the size to **18** points.



Left Align

TUTORIAL 3
PAGE 13

To align Aircraft and \$105,000,000 flush left:



1. Use the [Block Select](#) tool  to select Aircraft and \$105,000,000.
2. Choose **Align** from the [Arrange menu](#) menu. The Align dialog box appears. Choose **Left** in the Left to Right orientation.
3. Click on **Apply**. The text is redrawn, flush left.
4. If necessary, move the block-selected text to position it in the background box.




Right Align

TUTORIAL 3
PAGE 14

To align Textiles and \$35,000,000 flush right:

1. [Block Select](#) (with ) Textiles and \$35,000,000.
2. Choose **Align** from the [Arrange menu](#) menu. Choose **Right** in the Left to Right orientation. Click on **Apply**.
3. If necessary, move the block-selected text to position it in the background box.


To align the text on the same baseline:


1. Use the [Block Select](#) tool  to select Aircraft and Textiles.
2. Choose **Align** from the [Arrange menu](#). Choose **Bottom** from the Top to Bottom orientation and ensure that **No change** is selected for Left to Right.
3. Click on **Apply**. The text redraws with the objects aligned along a common baseline.
4. Block Select \$105,000,000 and \$35,000,000.
5. Choose **Align** from the Arrange menu. Choose **Bottom** from the Top to Bottom orientation, and click on **Apply**. The text redraws along a common baseline.



Add Titles

TUTORIAL 3
PAGE 16





Add the main title and a subtitle.

1. With no objects selected, click on the Type tool  and add the text **The Huge Company** at the top of your document.
2. Add the text **First Quarter Revenues 1994** under the title.



Adjust Type Size and Color







TUTORIAL 3
PAGE 17

1. Use the [Block Select](#) tool  to select the subtitle, First Quarter Revenues 1994.
2. Click on the Type style button  in the Style bar with the [content menu button](#), and change the type size to **14** points.
3. Click the Color style button  and change the fill color to **Blue**.
4. Block Select the dollar amounts and change the fill color to **Blue**.


Save and Recall Styles

TUTORIAL 3
PAGE 18


To assign the [Save and Recall](#) styles of the Aircraft text object to the title The Huge Company:


1. Select the text object Aircraft.
2. Click with the left mouse button on the Eyedropper button  in the Style bar. All of the styles associated with the Aircraft text are now saved in memory.
3. Use the [Block Select](#) tool  to select the main title First Quarter Revenues 1994.
4. Now click with the [content menu button](#) on the Eyedropper button  in the Style bar. The size and color attributes of the main title will change to those of the text object Aircraft.
5. Select the Color style button  and menu and change the fill color to **Black**.
6. Click on the Type style button  with the content menu button and change the type size to **32** points.


Italicize

TUTORIAL 3
PAGE 19

To italicize the subtitle:


1. Select the subtitle, then click on the Type style button  with the [content menu button](#).
2. Click on **Italic** in the Styles box.
4. Enter **10** in the Italic field and click on **Apply**.

 The subtitle redraws in italics slanted 10 degrees right.

Group

TUTORIAL 3
PAGE 20

To group the background and its text:

1. Use the [Block Select](#) tool  to select the symbol and the text on the symbol. Do not include the titles.
2. To group the objects, click the [content menu button](#). Now the symbol and the text objects will be treated as one object. You now have three objects on the screen: the title, the subtitle, and the grouped object.



Align Vertical

TUTORIAL 3

PAGE 21

To center the titles above the grouped object:

1. Choose **Select All** from the [Edit menu](#) menu.
2. Choose **Align** from the Arrange menu.
3. Choose **Center** in the Left to Right orientation. Click on **Apply**. The titles redraw, centered above the grouped object.










4. Save the completed illustration to the filename **Revenues**.



Text Kerning and Style Changes within a Text Block

TUTORIAL 3
PAGE 22

Text kerning and style can be changed for each letter within a text block.

1. Select **Textiles** from the work still on your screen. Click with the left mouse button on the Eyedropper button  in the Style bar. All of the styles associated with the Textiles text are now saved in memory.
2. Click on the Text tool  in the toolbox. Type **Textiles**, press **Enter** and type **\$35,000,000** so that you have two lines of text. Press **Add**, then click the resulting cursor near the right of your previous work.
3. With the text block still selected, click on the Type style button  with the [content menu button](#), and select **Right Alignment** and **Apply**.
4. Notice that a new tool  has appeared in the middle of the Toolbox. It's the Freeform Text tool. Click on it.
5. Use the [Block Select](#) tool  to select all of the small open text handles along the baseline of \$35,000,000. They become black squares when selected.
6. Again click on the Type style button  with the [content menu button](#) and select **18** points for the size and **Apply**.
7. Click on the color palette button  and select **Blue** and **Apply**.
8. [Drag](#) the **vertical space control** at the lower left of the text block up or down to subtract leading (line space). This correction can also be applied to selected individual letters, too.
9. You can drag the **horizontal space control** left or right to change the tightness or looseness of all characters, or to correct kerning problems. For example, the **T** and the **e** are too far apart. Correct this by clicking on the very first text handle. Pressing the **Shift** key to hold movement to the baseline, drag the handle to the right. Click with the [content menu button](#) when you're finished.



Tutorial 3 Review

TUTORIAL 3
PAGE 23

This tutorial showed you how to:

- Change typeface
- Change type size and letter spacing
- Save and copy attributes
- Italicize type

In the next Tutorial you will learn freeform drawing.

To begin the next tutorial, click on the Contents button and choose Tutorial 4.



**Manipulating
Text Review**

TUTORIAL 3
REVIEW



The Huge Company	
First Quarter Revenues 1991	
First Quarter Revenues 1994	
Aircraft	Textiles
\$105,000,000	\$35,000,000

Step-by-Step Tutorial 4

Freeform Drawing

This three-part tutorial will show you how to:

- Use the Line and Curve tools to draw freeform objects
- Size and position objects using Transform
- Stack freeform objects to create a finished image
- Change the line width of an object
- Mix colors using the Hues mixing method
- Flip an object
- Slant an object
-

Freeform Drawing



To get the most out of this tutorial, you should know how to:

- Place and size objects
- Duplicate objects
- Rotate objects
- Color objects
- Block select objects
- Align objects
- Group objects
-

Open a New File

TUTORIAL 4
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Divide and Conquer

TUTORIAL 4
PAGE 4

As you begin to work on more complex documents, you may find it useful to create individual segments of the document and then place them together to produce the finished illustration. In this tutorial, we've divided the document into three parts: creating the backdrop, drawing the ship, and adding the finishing elements.



**Part One:
Create the
Backdrop**

TUTORIAL 4
PAGE 5

The backdrop for the illustration shows the land, sea, and sky.




It is composed of four clip-art symbols: a rectangle for the sky, a rectangle for the sea, a geometric shape for the land, and a rectangle used as a frame around the image.



Add Symbol and Size Using Transform

TUTORIAL 4
PAGE 6




1. Click on the shapes tool  in the Toolbox. Drag a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Choose **Transform** from the [Arrange menu](#), or just press **W** while holding down the **Ctrl** key. The [Transform](#) dialog box appears.
3. Click on **Absolute measurement** and **Size**. Enter in a Width of **3.75** and a Height of **1.25**.
4. Click on **Apply**. The rectangle is resized.
5. Move the rectangle to the top center of the work area.



Color Symbol Using Color Mixing

TUTORIAL 4
PAGE 7

1. Click on the Color style button  in the Style bar. The [Named Colors](#) dialog box appears.
2. Click on **Custom**. The Color Mixing dialog box appears.
3. Choose **Blue** from the Named Colors list.

(continued)



4. The color mixing bars at the upper right of the dialog box should be labeled Hue, % White, and % Black. If they are not, choose **Hues** from the Models menu.
5. [Drag](#) the scroll box in the % White mixing bar to set the percentage to **88%**. You can click on the arrows at the end of the mixing bar to increase and decrease the percentage in 1% increments.
6. Since we want to apply the mixed color to the interior of the rectangle, make sure the [Beg Fill](#) is checked and the Line attribute is not checked. Click on **Apply**.



Duplicate and Position Symbol Using Transform

TUTORIAL 4
PAGE 9

1. Choose **Transform** from the [Arrange menu](#) menu.
2. Click on the Check box for **Add to/Subtract from the existing value** and for **Position**, type **1.25** in the Y Position field, and click on **Duplicates** so that a check mark appears in the box.
3. Click on **Apply**. A [duplicate rectangle](#) is placed below the original, and is automatically selected.

Since the original rectangle is 1.25 inches high, specifying a Y position of 1.25 places the duplicate immediately below the original.

(continued)




4. With the duplicate selected, pull down the [Styles menu](#) menu, choose **Color**, and change the fill color to **Blue**.
5. Choose **Select All** from the [Edit menu](#) menu to select both rectangles, then choose **Group** from the [Arrange menu](#) menu to group them.

(continued)




Add, Color, Align, and Size the Land Symbol

TUTORIAL 4
PAGE 11

1. Click on the Clip-Art Manager tool  in the Toolbox, or just press the **Enter** key. From the collection entitled **Elements-Geo. Shapes 2/D**, double-click on the symbol entitled **Geometric Shape #53**. [Drag](#) it to size with the resulting cursor. Release the mouse.

If you click on the Preview button above, you see that this ready-made land shape does not perfectly match the illustration. Drag the upper middle object handle downward so that the shape is flattened slightly. This will serve as the land shape for now.

2. Click on the Color style button  in the Style bar. Change the **Background Fill** color of the symbol to **Green**. Click on the Color style button again and change the Line color to **White**.
3. Choose **Select All** from the [Edit menu](#).
4. Choose **Align** from the [Arrange menu](#). Select **Left** from the Left to Right orientation. This will align all selected objects along their left sides. Make sure that the "Relative to Page" box is clear (not checked). Click on **Apply**.

(continued)





5. Choose **Align** again from the Arrange menu. Choose **Bottom** to align the objects relative to their bottoms.
6. Select the geometric land shape. [Drag](#) the top center handle downward to resize the shape vertically, making it slightly shorter than the sea rectangle. Drag the right midpoint handle to the right to resize the shape horizontally, making it approximately half the length of the sea rectangle.
7. Choose **Select All** from the Edit menu, then click the [content menu button](#) and Group the objects.




Add, Size, and Position the Border

TUTORIAL 4
PAGE 13

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Change the Line color to **Black**.
3. Click on the Fill style button  with the [content menu button](#). The Custom Fill dialog box appears. Choose **None** and click on **Apply**.

The [rectangle](#) redraws with no interior fill.

4. Choose **Line** from the [Styles menu](#) or Click on the Line style button  with the content menu button.

The Line Attributes dialog box appears. Enter a Line Width of **1.5** points and click on **Apply**.
(continued)



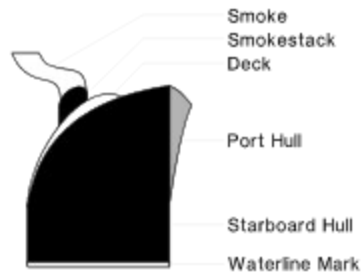
5. Choose **Transform** from the [Arrange menu](#) menu. The [Transform](#) dialog box appears.
6. Choose **Absolute measurement** and **Size**, make sure the "Proportional" box is clear (not checked) and enter a Width of **3.75** and a Height of **2.5**.
7. Make sure **Duplicates** is turned off, then click on **Apply**. The border resizes.
8. Choose **Select All** from the Edit menu. Align by clicking **Center** orientation from both the Top to Bottom and Left to Right orientations, then choose **Group** from the Arrange menu.



Part Two: Draw the Ship

TUTORIAL 4
PAGE 15

Although computer graphics can be drawn like traditional paper-and-ink graphics, it is common to create a computer image as a set of separate and distinct objects that are then sized and positioned relative to each other. In the case of the ship, there are six different pieces:



(continued)



In this section of the tutorial you will draw each piece of the ship, and then size and position the pieces to produce the finished image.



Draw the Smoke

TUTORIAL 4
PAGE 17

To make room for drawing, choose **Current Page** from the [View menu](#).

1. Choose **Curve** from the [Draw menu](#) or click on the [Curve tool](#) (the first in the Draw flyout



-) in the toolbox. The Pointer changes to the Curve tool.
2. [Drag](#) the curve tool to draw a curved line similar to the example shown, then release the mouse button.

 [See example.](#)



[Special Note.](#)

(continued)



TUTORIAL 4 SPECIAL NOTE

If you are unfamiliar with computer drawing or with using a mouse, your sketch may not closely match the illustration. Don't panic. As you become more experienced, you'll be able to draw quickly and accurately. Until then, there's still no problem: you can easily adjust any line or curve to the shape desired.

3. Choose **Line** from the [Draw menu](#) or click on the [Line tool](#)  in the toolbox. The Curve tool changes to the Line tool.
 4. Place the Line tool on the endpoint of the curved line. Hold the **Shift** key and drag the Line tool to draw a horizontal line to the right. Release the mouse button and the Shift key.
-  **See example.**


[Holding down the Shift Key.](#)


(continued)





TUTORIAL 4 SHIFT KEY

Holding the Shift key while you draw a line lets you draw exact horizontal and vertical lines. If you do not hold the Shift key, you can draw straight lines in any direction.

5. Choose the [Curve tool](#) (the second in the Draw flyout ) again. Draw a curved line from the endpoint of the horizontal line.

 **See example.**

6. To complete the smoke, choose the Line tool again  and draw a line between the two remaining endpoints.



 **See example.**

Note: Click on the Review button to see a summary of these steps.



Edit the Smoke

TUTORIAL 4
PAGE 20

1. Check the Style bar. It should read "Closed shape." If it does not, use the Edit tool to [Drag](#) one endpoint on top of the other end-point to join them.
 **See example.**
2. Click the [content menu button](#) to cancel the drawing tool and start editing the shape. The cursor changes from the Line tool to the Edit tool.
 **See example.**
3. You can select any point handle and drag it to reshape the object if needed.

[Using Point Handles.](#)

(continued)



TUTORIAL 4 POINT HANDLES

If there is no point handle where you would like to make an adjustment, choose **Construct** from the Draw menu. A submenu appears and select the **Add Handle** option. The Edit tool changes to the Add Handle tool; point on a line or curve and click to add a handle. Pressing **F5** is a shortcut that does the same thing.

4. Choose **Point Display** option from the [View menu](#). A submenu appears and select the **Control Points** option or click on the [Points Display tool](#) in the Style bar.





Click on a point handle. If the handle is on a curve, control points are displayed. You can drag [control points](#) to reshape curves.

5. If there are unneeded point handles on the shape, you can delete them. Click on a point handle to select it and choose **Clear** from the [Edit menu](#) or push the **Delete** key on the keyboard.
6. When you are done adjusting the shape, click the [content menu button](#). The cursor changes from the Edit tool to the Pointer, and object handles appear around the object.



Set Object Attributes



TUTORIAL 4
PAGE 22

1. Click the Fill style button  with the [content menu button](#) and change the fill to **Solid**.
2. Click the Color style button  and change the fill color to **White**.
3. Click the Line style button  with the content menu button and change the line width to **0.5** points.


Create the Remaining Ship Components




TUTORIAL 4
PAGE 23

Using the techniques learned by drawing the smoke, draw the rest of the shapes that make up the ship. Draw the shapes at any size desired; later you will resize the shapes in relation with each other.

1. Use the Line and Curve tools  to draw the [smokestack shape](#).
2. Use the Curve tool to draw the [deck shape](#).
3. Use the Line and Curve tools to draw the [starboard hull shape](#).
4. Use the Line and Curve tools to draw the [port hull shape](#).
5. Create the waterline mark by clicking on the shapes tool  in the Toolbox and [dragging](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#). Drag the top center handle down to create a long, narrow [rectangle](#).

Color the Ship Components

TUTORIAL 4
PAGE 24

1. Select the [smokestack shape](#) and change the fill color (under ) to **Black**.
2. Select the [starboard hull](#) shape and change the fill color to **Black**.
3. Select the [port hull shape](#). Select the Color style button  with the [content menu button](#) and change the fill color to **Blue** with **37% Black** added.
4. Select the [waterline mark](#) shape. Select the Color style button  with the content menu button and change the fill color to **Red** with **50% Black** added.



Size the Ship Components

TUTORIAL 4
PAGE 25



Resize the shapes by selecting them and [dragging](#) corner handles. Don't worry about precision at this point; just approximate the size of each shape in relation to the others.



Position the Ship Components

TUTORIAL 4
PAGE 26


Move the shapes into their [correct positions](#) relative to each other. When in place, resize shapes as needed to make them fit properly. If necessary, use the **Stacking Order** command in the [Arrange menu](#) to change the positions of selected objects in the stacking order. Stacking separate objects in this manner to compose a drawing is a powerful technique that eliminates the need to create identical boundaries between the components of the drawing.

When the ship is complete, use the Block Select tool  to select all of the shapes and Group them (press **Ctrl+G**). Size and [position the ship](#) on the backdrop.


Part Three:
Add
Finishing
Elements:

TUTORIAL 4
PAGE 27



Add the Birds

1. Click on the Clip-Art Manager tool  in the Toolbox, or just press the **Enter** key. From the collection entitled **Nature-Birds (i)**, double-click on the symbol entitled **Birds in Flight**. [Drag](#) it to size with the resulting cursor. Release the mouse.
2. Change the fill color to **White**.
3. Size the symbol and place it on the backdrop.



Add the Trees

TUTORIAL 4
PAGE 28

1. Click on the Clip-Art Manager tool  in the Toolbox, or just press the **Enter** key. From the collection entitled **Nature-Plants (i)**, double-click on the symbol entitled **Palm Tree**. [Drag](#) it to size with the resulting cursor. Release the mouse.
2. Choose **Flip/Horizontally** from the [Arrange menu](#) menu. The tree symbol is flipped horizontally.
3. Click on the Color style button  with the [content menu button](#) and make the tree **Green** with **50% Black**.
4. Use the **Duplicate** tool to create a second tree.
5. Click on the **Slant** icon in the toolbox, which is in the flyout to the right of the rotate tool



The cursor changes to the Slant cursor.

[Drag](#) the top center handle of the tree to the right.

6. Size and place the trees on the backdrop.



Another way to slant objects



If you want to give an exact angle of slant to an object, select it and then click on the **h**: numeric button

x: y: in. r: h: v:

at the bottom of your screen.

Add the Text

TUTORIAL 4

PAGE 29

1. Click on the [Text tool](#) in the toolbox. The [Enter/Edit Text](#) dialog box appears.
2. Type

Island Cruise Lines

The Best Vacation Ever!

Click on **Add**. The Pointer changes to the [Add Object cursor](#).

3. Hold the mouse button and [drag](#) a bounding box at the lower right of the illustration to size the text.
4. Release the mouse button to add the text, then change the fill color to **Black**.

Save your completed illustration.



As you size the bounding box, you can also move it. To move the bounding box, press and hold the [content menu button](#) while continuing to hold down the left mouse button. As long as both buttons are held, you can move the bounding box. Release the content menu button to end moving and continue sizing.

Tutorial 4 Review

TUTORIAL 4
PAGE 30

This tutorial showed you how to:

- Use the Line and Curve tools to draw freeform objects
- Size and position objects using Transform
- Stack freeform objects to create a finished image
- Change the line width of an object
- Mix colors using the Hues mixing method
- Flip an object
- Slant an object

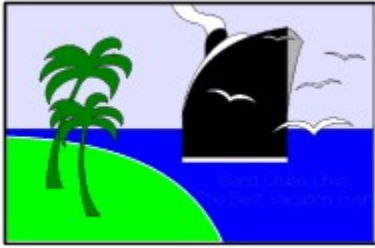
In the next tutorial you will learn to create a chart.

To begin the next tutorial, pull down the Tutorial menu and choose Tutorial 5.



**Freeform
Drawing
Review**

TUTORIAL 4
PREVIEW



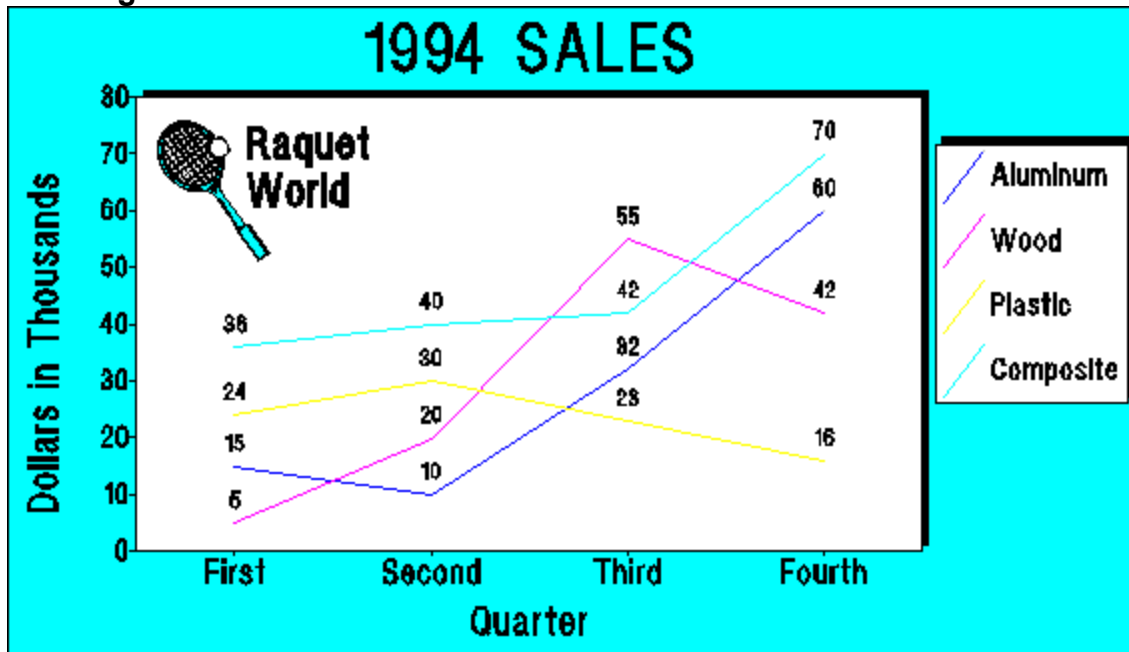
Step-by-Step Tutorial 5

Creating a Chart

This tutorial shows you how to:

- Set chart defaults
- Enter chart data
- Enter chart titles, group names, and legends
- Choose a chart type
- Change chart attributes
- Add clip-art to a chart
-

Creating a Chart



To get the most out of this tutorial, you should know how to:

- Place objects
- Size objects
- Color objects
-

Open a New File

TUTORIAL 5
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

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Pull down the View menu and choose **Actual Size**.



Set Chart Defaults

TUTORIAL 5
PAGE 4

A chart default file (CHART.DEF) is included with EXPRESS. This file contains default attributes optimized for charts.

To load CHART.DEF:

1. Choose **Defaults** from the [File menu](#), then **Open**. If the message "Save Changes to (untitled)?" appears, click on **No**. The [Open Document](#) dialog box appears.
2. Double-click on CHART.DEF. The chart defaults are loaded into the current document.

[Special Note.](#)



TUTORIAL 5 NOTE

Note: You can change default files and create new ones to optimize EXPRESS for your documents. See the User's Guide for more information.

Set Viewing Level

TUTORIAL 5
PAGE 5

Pull down the [View menu](#) and choose **Actual Size**.



Enter Chart Data

TUTORIAL 5
PAGE 6

Begin building a chart by entering the chart data.

1. Choose **Chart** from the [Draw menu](#). The Chart window appears. The title bar shows the current chart type (BAR Chart) and the filename (untitled).
2. Place the cursor in data cell **A1** and click. The cell is highlighted, designating it as the "active" cell.
3. Data is not directly entered into the active cell. Instead, it is entered into a "data entry cell" where it can be edited, and then placed into the active cell.



The data entry cell contains the blinking vertical bar cursor.

Type **15** and press **Enter**. The number is placed from the data entry cell into cell A1, and the highlight automatically moves down one cell.

4. Click on the Maximize arrow at the top right of the Chart window to view the entire window.
5. Enter more data as shown:

	Group	A	B	C	D
Symbol	-	1001	1001	1001	1001
Legend	-	-	-	-	-
1	-	15	5	24	36
2	-	10	20	30	40
3	-	32	55	23	42
4	-	80	42	16	70

[Special Note about Entering Data.](#) 

Note: You can highlight any data cell by clicking on it, and you can move the highlight using the up and down arrow keys and the Tab and Shift-Tab keys.

Enter the Chart Titles

TUTORIAL 5
PAGE 8

1. Pull down the Elements menu and choose **Titles**. The Chart Titles dialog box appears.
Enter **1994 SALES** for the chart title, **Quarter** for the X-axis title, and **Dollars in Thousands** for the Y-axis title.
2. Click on **OK**.



View the Chart

TUTORIAL 5
PAGE 9

1. Click on **Add**.

The Chart window disappears, and the Pointer changes to the Add Object cursor.

2. Place the [Add Object](#) cursor at the upper left of the drawing area and click. The chart draws and is automatically selected. The name "Chart" appears in the Status bar.



Enter Group Names

TUTORIAL 5
PAGE 10

Group names appear along the X-axis of the chart, and identify a common element of all the data entered in a particular row.

1. With the chart selected, choose **Chart** from the [Draw menu](#). The Chart window appears, containing all the chart data.
2. Highlight the **Group 1** data cell.
3. Type **First** and press **Enter**.
4. Type **Second** in the Group 2 cell, **Third** in the Group 3 cell, and **Fourth** in the Group 4 cell.

	Group	A	B	C	D
Symbol	-	1001	1001	1001	1001
Legend	-	Aluminum	Wood	Plastic	Composite
1	First	15	5	24	36
2	Second	10	20	30	40
3	Third	32	55	23	42
4	Fourth	80	42	16	70



Enter Legends

TUTORIAL 5
PAGE 11

Legends appear at the right of the chart, and identify a common element of all the data entered in a particular column.

1. Highlight the **A:Legend** data cell.
2. Type **Aluminum** and [press Tab](#).
3. Type **Wood** in the B:Legend cell, **Plastic** in the C:Legend cell, and **Composite** in the D:Legend cell.

Note: Click on the <<Page button above to see chart data.



Pressing **Tab** enters the data and moves the highlight one cell to the right.

Choose the Chart Type

TUTORIAL 5
PAGE 12

1. Pull down the [Gallery menu](#). The menu lists the available chart types.
2. Choose **Line**. The title bar of the Chart window changes to show the selected chart type.
3. Click on **Replace**. The chart redraws, incorporating the new entries.



Change Chart Attributes

TUTORIAL 5
PAGE 13



1. With the chart selected, choose **Chart** from the [Draw menu](#).
2. Choose **Styles** from the Elements menu. The Chart Attributes dialog box appears.
3. Highlight Series A in the list box to make changes to the data in column A, then click on **Line**. The [Line Attributes](#) dialog box appears.
4. Enter a line width of **2** points and click on **Apply**.
5. Change the line width to **2** points for data series B, C, and D. When done, click on **Apply** in the Chart Attributes dialog box, then on **Replace** in the Chart window.



Add Clip Art

TUTORIAL 5

PAGE 14

1. Click on the Clip-Art Manager tool  in the Toolbox, or just press the **Enter** key. From the collection entitled **Sports & Recreation (i)**, double-click on the symbol entitled **Tennis Racquet & Ball**. [Drag](#) it to size with the resulting cursor. Release the mouse.
2. Click on the Color style button  and color the racquet **Cyan**.
3. Choose **Flip/Horizontal** from the [Arrange menu](#).
4. Add the text **Racquet World**. **Enter** each word on a separate line.
5. Change the fill and line color of the text to **Black**.
6. Size and position the racquet and text [as shown](#), and save your completed chart.



Tutorial 5 Review

TUTORIAL 5
PAGE 15

This tutorial showed you how to:

- Set chart defaults
- Enter chart data
- Enter chart titles, group names, and legends
- Choose a chart type
- Change chart attributes
- Add clip art to a chart

In the next tutorial you will learn how to import and trace scanned images, as well as how to create and maintain your own libraries of images.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 6.



**Creating a
Chart Review**

TUTORIAL 5
REVIEW



Step-by-Step Tutorial 6

Creating a Logo

This tutorial shows you how to:

- Import a bitmap (TIF) image into EXPRESS
- Set tracing options
- Trace a bitmap
- Delete objects
- Delete point handles
- Change fill pattern
- Create a custom clip-art collection
- Save objects to a custom clip-art collection
-

Creating a Logo



To get the most out of this tutorial, you should know how to:

- Place and size objects
- Color objects
- Block select objects
- Align objects
-

Scanning Images

TUTORIAL 6
PAGE 3

Many paint programs and image scanners create images in [bitmap format](#). You can [import](#) bitmaps into EXPRESS and automatically [trace](#) them to create object oriented versions.

Two bitmapped images, LOGO.TIF and POWDER.TIF, have been included in the Activity Manager for use in this tutorial.



Open a New File

TUTORIAL 6
PAGE 4

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Import a Bitmap

TUTORIAL 6
PAGE 5

To import a TIF bitmap into EXPRESS:

1. Choose **Import** from the [File menu](#). The [Import](#) dialog box appears.
2. If the Tag Image File format (TIF) is not already selected, click on it to select it.
3. Double click on LOGO.TIF. The Pointer changes to an Hourglass while the file is read and then changes to the [Add Object](#) cursor.
4. Position the Add Object cursor where you want the upper left corner of the image, then click the mouse. The [bitmap image appears](#).

[About Bitmapped Images.](#)



TUTORIAL 6 ABOUT BITMAPPED IMAGES

Bitmap images often have rough edges that make them unsuitable for high-resolution output. To see the "stairstep" effect on the edge of the bitmap, choose **Zoom In** from the [View menu](#). Click the Zoom cursor on the edge of the bitmap. When done viewing the rough edge, press **Shift+O**. Tracing the bitmap will produce a smooth-edged vector copy that can be printed at the resolution of your output device.

Set Tracing Options

TUTORIAL 6
PAGE 6

To set tracing options:

1. Choose **Options** from the [Draw menu](#). The Drawing Options dialog box appears. The [Bitmap Tracing](#) section of the dialog box lets you set tracing parameters.
2. Enter **8** in the Accuracy field. Setting the accuracy to 8 will let the autotrace ignore "jaggies" of 8 pixels or less on the edge of the bitmap.
3. Since the logo is composed of straight lines, choose the **Faster** and **Lines Only** options. The Lines Only option forces a trace using line segments only, instead of both line and curve segments.
4. Click on **OK**.

[Special Note.](#)



Note: The More Lines/More Curves scroll bar and the Smooth Join Angle settings only apply when you are tracing lines and curves. For information on these settings, see the User's Guide.

Trace the Image

TUTORIAL 6
PAGE 7

To trace the bitmap:

1. Pull down the [Draw menu](#) and choose **Trace Bitmap**. The Pointer changes to the [Trace Bitmap](#) cursor.
2. Point at the bitmapped object and click the mouse. The Autotrace tool turns into an Hourglass while processing.





The bitmap is traced. The trace is drawn using the current line and fill attributes.

3. When done, click the content menu button to restore the Pointer.



Delete the Bitmap

TUTORIAL 6
PAGE 9

Now that you have a traced version of the logo, you no longer need the bitmap.

To delete the bitmap:

1. Hold down the Control key and select the bitmap. ("Image" appears in the Style bar when it is selected.)
2. Choose **Clear** from the [Edit menu](#) or press the **Delete** key.

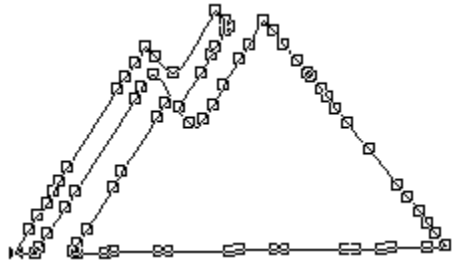


Delete Point Handles

TUTORIAL 6
PAGE 10

To remove unnecessary points (if appropriate):

1. Select the traced logo.
2. Click on the [content menu button](#) to edit the freeform drawing. The point handles are displayed and the [Edit tool](#) appears.



3. Since the objects are composed of straight lines, they need point handles only where a line changes direction. To delete unnecessary handles, click on the point handle and press **Delete**, or Block Select a sequence of handles and press **Delete**. (You may want to zoom in to do this.)

If you block select multiple handles to be deleted, they must be "in order." A message box will be displayed.

Choose the **Points** option.

4. When finished, click the [content menu button](#) to restore the Pointer and the image.

Note: You can undelete points just deleted using the Undelete command from the Edit menu.



Import and Trace Text

TUTORIAL 6
PAGE 12

1. Choose **Import** from the [File menu](#). The [Import](#) dialog box appears.
2. Choose **TIF** format, and double-click on **POWDER.TIF**. Position the Add Object cursor below the logo image and click.

Powder Bluff

3. Choose **Options** from the Draw menu. In the Bitmap Tracing Section, turn off Lines Only, confirm that the Accuracy is set to 8 pixels, and set the More Lines/More Curves scroll bar to 25. Click on **OK**.



4. The text contains several elements to be traced. First, there are the four unconnected letter groups: P, owder, B, and luff. Second, there are individual letterforms that contain an outline and an interior area: the P, o, d, e, B, l, and the two f's. We'll start by tracing these interior areas.

Select the bitmap Powder Bluff and choose Trace Bitmap from the [Draw menu](#). Point the Trace Bitmap cursor in the bowl of the P and click. See the illustration on the previous page. (You may want to zoom in to do this.)

5. Click inside the other letters with interior areas to trace them.
6. Click on the exterior of the four letter groups to trace them.



When finished, click the [content menu button](#) to end tracing.

7. Select the bitmap text and press the delete key. You should have the traced text on the drawing area.



8. Select each of the four letter groups and choose **Send to Back** from the [Arrange menu](#) to send them behind the traced interior areas.
9. Use Block Select to select all of the traced letterforms, then choose **Merge** from the Effects menu. Choose **Cutout** (hole) and click on **Apply**.



Change Fill Color and Pattern

TUTORIAL 6
PAGE 15




To change the color and pattern of the image:

1. Choose **Select All** from the [Edit menu](#).
2. Choose the Color style button  and change the Fill & Line color to **Blue**.


Add Text

TUTORIAL 6

PAGE 16

1. Choose **Text** from the [Draw menu](#) or click on the [Text tool](#)  in the toolbox.
2. Enter **RESORT** and click on **Add**. Place the text in the document.
3. Select the Type style button  with the [content menu button](#) and change the typeface to typeface number **51** (Verona Medium) and the type size to **20** points. Click on Spacing, and change the Letter Spacing to **32** and the Condense/Extend Percentage to **117**. Click on **Apply** to exit both dialog boxes. 

4. Choose **Select All** from the [Edit menu](#), then choose **Align** from the Arrange menu. Click on **Center** from the Left to Right orientation, then click on **Apply**.



Create a Custom Clip- Art Collection

TUTORIAL 6
PAGE 18

Company logos, like the one created in this tutorial, are perfect examples of the value of [clip-art collections](#).

Not only can you quickly add the logo to any document, you are assured that the logo is exactly the same each time you use it. Also, you can distribute the custom clip-art collection to all Arts & Letters users in your organization, ensuring that the same logo is used company-wide.

To create a custom collection:

1. Choose **Clip-Art Manager** from the [Draw menu](#). If no clip-art collections are currently selected click on **New** from the Collections menu.

(continued)



2. Type **LOGO** in the File Name field.

The File Name is the DOS filename that will be used to store the custom collection on disk.

3. Type **CORPORATE ID ARTWORK** in the Clip Art Collection field.

(continued)



The Clip Art Collection Name is your name for the collection. It can be up to 25 characters long and can include spaces, allowing you to give "meaningful" names to collections. Except when you first load a clip-art collection, you will always use the Clip Art Collection Name and not the File Name.

The Additional Information field is an optional area where you can place an extended description of the collection if desired.

4. Click on **OK**. A confirmation box appears; check the information, and click on **Yes** to verify that everything is correct.
5. The [Clip-Art Manager](#) dialog box appears; click on **Close**.



Place Artwork in a Clip-Art Collection

TUTORIAL 6
PAGE 21

To save the logo as a clip-art symbol:

1. Choose **Select All** from the [Edit menu](#), then group the objects by clicking on the [content menu button](#).
2. Choose **Clip-Art Manager** from the [Draw menu](#). The [Clip-Art Manager](#) dialog box appears.
3. Enter the name **POWDER BLUFF LOGO** and click on **Save to Collection**. The selected object is saved to the Corporate Id Artwork Collection.



Save Logo Variations

TUTORIAL 6
PAGE 22

Clip-art collections make it easy to store variations of artwork.

1. Click on the [content menu button](#) to ungroup the Logo.
2. Select the group that makes up the text.



3. Choose **Clip-Art Manager** from the [Draw menu](#). Enter the name **LOGO TEXT** and click on **Save to Collection**.
4. Block Select the logo design and the text Powder Bluff. Group the two objects by clicking on the [content menu button](#).
5. Choose **Clip-Art Manager** from the Draw menu. Enter the name **LOGO WITHOUT TEXT** and click on **Save to Collection**. Save the completed illustration.



Tutorial 6 Review

TUTORIAL 6
PAGE 24

This tutorial showed you how to:

- Import a bitmap (TIF) image into EXPRESS
- Set tracing options
- Trace a bitmap
- Delete objects
- Delete point handles
- Change fill pattern
- Create a clip-art collection
- Save objects to the Clip-Art Manager.

In the next tutorial you'll name attributes and create Styles.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 7.



Creating a Logo Review

TUTORIAL 6
REVIEW



Step-by-Step Tutorial 7

Using Named Attributes and Styles

This tutorial shows you how to:

- Add custom symbols to a document
- Name attributes
- Create styles
- Apply styles to objects
-

Using Named Attributes and Styles



To get the most out of this tutorial, you should know how to:

- Set page size and viewing level
- Choose a fill pattern
- Choose line types and widths
- Choose type specifications
- Add symbols and text to a document
- Move and size objects
- Block select and group objects
-

Open a New File

TUTORIAL 7
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Understanding Named Attributes and Styles

TUTORIAL 7

PAGE 4

Named attributes and styles are time-saving tools that let you apply attributes to objects without having to make individual menu and dialog box selections. For example, to assign a 45-degree oval calligraphic pen with a 1-point dashed line, you have to:

1. Select the [Styles menu](#)
2. Select line option
3. Select custom option
4. Enter 1 in the Line Width field
5. Click on the dashed pattern
6. Click on Calligraphic
7. Click on Define, on Oval, then enter 45 degrees
8. Click on Apply and Apply again.



Although it only takes fifteen or twenty seconds to do this, it is still nine separate steps. If you assign a name to those attributes (for example 1pt oval dash), you can assign the attributes this way:

1. Click on the Line style button  with the [content menu button](#).
2. Click on **1pt oval dash**

Styles take this process a step further, allowing you to group various named attributes under a single Style name. With styles, you can instantly apply color, line, fill, and type attributes to an object!


Together, named attributes and styles can save a busy art production department hours, and help ensure consistency when applying attributes to objects.



Naming Fills

TUTORIAL 7


PAGE 6

1. Click the Fill style button  with the [content menu button](#). The Custom Fill dialog box appears.
2. Click on **Solid**.
3. Click on **Name** and type the word **Solid**.
4. Click on **Name**, and the name is added to the list of named fills.
5. Click on **Apply**.



Naming Lines

TUTORIAL 7
PAGE 7


1. Click on the Line style button  with the [content menu button](#). The Custom Line dialog box appears.
2. Enter a line width of **0.0** and choose the solid line pattern.
3. Click on **Name** and type the word **Hairline**.
4. Click on **Name**, and the name is added to the list of named lines.
5. Create another named line by entering a line width of **0.5** point and naming it **0.5 pt solid**.
6. Click on **Apply**.



Naming Text

TUTORIAL 7

PAGE 8

1. Click on the Type style button  with the [content menu button](#). The [Custom Type](#) dialog box appears.
2. Choose **Verona Medium**. Enter a type size of **10.5** points. Click on **Spacing** and enter a letter spacing of **17**, an Aspect (Condense/Expand) percentage of **116**, a kerning percentage of **60**, and click on **Apply**.
3. Click on **Name** and the words **Resort Text**, then click on **Name**. The name is added to the list of named type styles.
4. Enter a type size of **12 points**. Click on **Spacing**, choose **0%** kerning and Auto letter spacing, and click on **Apply**.

(continued)




5. Click on **Name**, type the words **Title Text**, and click on **Name**.
6. Enter a type size of **10.5 points**. Click on **Spacing**, enter a Condense/Extend percentage of **133**, and click on **Apply**.
7. Click on **Name**, type the words **Address Text**, and click on **Name**.
8. Click on **Apply**.



Creating Styles

TUTORIAL 7
PAGE 10

1. Click on the Style Bundles button  with the [content menu button](#). The Custom Style Bundles dialog box appears.
2. The dialog box lists all of the named attributes. You can combine these attributes to create styles.
3. Highlight **Solid** in the Fills list, **Hairline** in the Lines list, **Black** in the Fill Color list, **Black** in the Line Color list, and Address Text in the Type list.
4. Click on **Name**. The Name Style dialog box appears.

(continued)



Type the words **Card Address** and click on **Name**.

5. The named bundle appears in the Styles list.

6. Create the rest of the styles.

Highlight **Solid** fill, **0.5 pt** Solid line, **Black** fill color, **Black** line color, and **Title** Text type. Name this style **Card Title**.

Highlight **Solid** fill, **Hairline** line, **Black** fill color, **Black** line color, and **Resort** Text type. Name this style **Logo Text**.



7. Click on **Apply** to exit the Style dialog boxes.



Create the Border

TUTORIAL 7
PAGE 12

Most business cards are 2 x 3 1/2 inches. We will use these proportions to create our document.

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Choose **Transform** from the [Arrange menu](#). Choose **Absolute measurement** and **Size**. Enter a Width of **3.5** and a Height of **2**. Click on **Apply**.
3. Click the Color style button . Change the Fill color to **White**.
4. Move the rectangle to the lower left of the work area.
5. [Drag](#) the top right handle to [resize the rectangle](#). Release the mouse button when the Style bar shows a height of approximately **3** inches.



Add a Custom Clip- Art Symbol


TUTORIAL 7
PAGE 13

1. Choose **Clip-Art Manager** from the [Draw menu](#), or just press the **Enter** key.
If you are continuing from the previous tutorial, the [Clip-Art Manager](#) dialog box appears.
If you exited and restarted EXPRESS, select **Open** from the Collections menu. The Open Collection dialog box appears. Highlight **LOGO.YAL**, click on **Open**, then click on **Done**. The Clip-Art Manager dialog box appears.
2. Highlight **LOGO WITHOUT TEXT** from the Image Name box and click on **Add to Document**. Add the clip-art symbol to your document at approximately the size and position [shown](#).



Add Text

TUTORIAL 7
PAGE 14

1. Choose **Text** from the [Draw menu](#) or toolbox  and add the text **RESORT** to your document.
2. Add the text **HELEN ROGERS** to your document.
3. Add the text **Sales** to your document.
4. Add the text **321 Pine Trail, Westpark, Colorado 81657 (303) 555-4759** to your document.



Apply Styles

TUTORIAL 7

PAGE 15

1. Click on the **Style Bundles button** and the Styles Palette box appears. Select the push pin to attach the named Styles Palette box to the screen.
2. Select the text **RESORT**. Highlight **LOGO TEXT** in the Styles list. The style is applied to the object.
3. Apply styles to the other objects. Select the text **HELEN ROGERS** and apply the style **Card Title**. Select the text **Sales** and apply the style **Card Title**.

(continued)



Select the text **321 Pine Trail, Westpark, Colorado 81657 (303) 555-4759** and apply the style **Card Address**.

4. When you have completed applying styles, click on the push pin to make the Style Palette disappear.



Align Objects

TUTORIAL 7

PAGE 17

1. Drag the text objects to position them within the boundaries of the card, approximately in place.
2. Choose **Select All** from the [Edit menu](#).
3. Choose **Align** from the Arrange menu and align **Center** using the Left to Right orientation. (Leave Top to Bottom alignment at No Change.) **Save** the completed illustration.



Tutorial 7 Review

TUTORIAL 7
PAGE 18

This tutorial showed you how to:

- Add custom symbols to a document
- Name attributes
- Create styles
- Apply styles to objects

You will learn how to use the Gradient and Blend commands to create special effects in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 8.



**Creating a
Logo Review**

TUTORIAL 7
REVIEW



Step-by-Step Tutorial 8

Gradient Fills and Blends

This tutorial shows you how to:

- Lock objects in place
- Create gradient fills
- Move objects using the arrow keys
- Rotate objects using Transform
- Blend objects
-

Gradient Fills and Blends



To get the most out of this tutorial, you should know how to:

- Specify page size and viewing level
- Place and size objects
- Align objects
- Add text
- Color objects
-

Open a New File

TUTORIAL 8
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.





The Background Gradient

TUTORIAL 8
PAGE 4

The background gradient is created using the Gradient Fill command. Gradient fills can be applied to symbol objects, text objects, and closed shapes.

To create the background gradient:

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Size the rectangle to fill most of the work area.
3. Click on the Fill style button  with the [content menu button](#). The Custom Fill dialog box appears.
4. Click on **Gradient**. The currently-defined gradient fill is displayed in the dialog box.

(continued)



5. Click on **Define**. The [Gradient Fills](#) dialog box appears. Change the Linear in the Transition box to **Radial Wave**.
6. If the Beginning color is not Cyan, click on **Beg[inning]**. The Color dialog box appears; choose **Cyan** and the beginning color is changed to Cyan.
7. Click on **End**, choose **Blue**, and the end color is changed to blue.
8. Click on **Apply** in the Gradient Fills dialog box and in the Custom Fill dialog box. The rectangle is filled with the specified gradient.




See example.

Lock the Background Gradient

TUTORIAL 8
PAGE 6

Locking the background prevents it from being selected, and therefore prevents it from being accidentally moved or otherwise manipulated.



To lock the background:

With the background gradient selected, click on the Lock button  in the Toolbox. The object is locked to the screen.



Add a Spherical Gradient

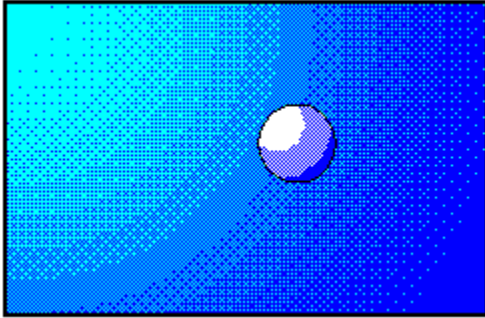
TUTORIAL 8
PAGE 7

1. Hold the mouse down on the shapes tool  in the Toolbox, [drag](#) the cursor onto the circle shape and release the mouse. Drag a circle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Click on the Fill style button  with the [content menu button](#). Choose **Gradient** and click on **Define**.
3. Display the Transition list and choose **Radial**.
4. Choose a Beginning color of **White**.
5. Choose a End color of **Blue**.
6. Enter a First Color Origin of **25% X** and **25% Y**. The gradient is redrawn from the point specified.

(continued)







7. Click on **Apply** in the Gradient Fills dialog box and in the Custom Fill dialog box. The circle is filled with the specified gradient.



Add Text

TUTORIAL 8


PAGE 9

1. Click on the Text tool  in the toolbox. Add a lower-case **w** to your document.
2. Click on the Fill style button  and change the fill to **Solid**.
3. Click on the Color style button  and change the Fill & Line color to **Red**.
4. Size the letter so it is approximately the same height as the sphere.
5. With the w still selected, click once on the Eyedropper  with the left mouse button to save its attributes.
6. Add a lower-case **h** to your document, then add an upper-case **S**.
7. Place the letters with the sphere to spell **Show**.



Align Text

TUTORIAL 8
PAGE 10

1. Choose **Block Select** from the [Edit menu](#) or click on the Block Select tool  in the toolbox. Block select the text and the sphere.
2. Choose **Align** from the [Arrange menu](#). The Align dialog box appears.
3. Choose **Bottom** in the Top to Bottom orientation. Make sure "Use Text Baselines" is selected.
4. Click on **Apply**. The objects are aligned.



Since the letters and the sphere are separate objects, they must be [kerned](#) manually.

1. Select the **w**.
2. Position the Pointer on the **w**, hold the Spacebar, and press the left and right arrow keys to reposition the letter horizontally.
3. Use this method to position the **S** and h as desired.

Note: Review kerning within a text block by clicking on the Review button.



Create a Rotated Blend

TUTORIAL 8
PAGE 12

Add a special effect by rotating and blending the **S** in "Show."

1. Select the **S**.
2. Choose **Blend** from the [Effects menu](#). The [Blend](#) box dialog box appears.
3. Set the Blend parameters.

Enter **20** in the Copies to Add field.

Click on **By Color** and **By Position**. These options allow you to create logarithmic distributions; when they are turned off, the Blend command creates linear distributions.




3. continued

Click on **Invert Color Scale** and on **Invert Position Scale**. These options order the Blend from the last object to the first object; when they are turned off, the Blend command creates distributions from the first object to the last object. (This reordering is only necessary when using logarithmic distributions.)


Click on **In Back** to specify that the copies be added behind the first object.

Click on **Counter-Clockwise** to specify the direction that the copies are rotated.




4. Click on **Add**. A duplicate **S** appears, and the Pointer changes to the [Blend cursor](#).
5. Click on the Color style button  and change the Fill & Line color of the duplicate **S** to **White**.
6. Choose **Transform** from the [Arrange menu](#). Choose **Relative** and **Rotate**, enter **180** degrees, and click on **OK**. The duplicate **S** is rotated.
7. [Drag](#) a corner handle on the duplicate **S** to resize it. Size and position the duplicate **S** as shown by the Preview button above.
8. Choose **Complete Blend** from the Effects menu or click the content menu button in an open part of the work area.



The Blend cursor  serves as a reminder that a Blend is in progress. Use the Blend cursor just like the Pointer to select commands, size objects, etc.

Add More Text

TUTORIAL 8
PAGE 15



1. Click on the Text tool  in the toolbox. Type the following:

The Huge Company's Annual Graphics Event

Morrison Center


Saturday 9:00-6:00

and Add the text to your document.

2. Click on the Type style button  with the [content menu button](#) and change the type size to **15** points, the typeface to **2** (Modern Medium), and the letter spacing to **3**.
3. Click on the Color style button  and change the fill and line color to **Yellow**.
4. Position the text at the bottom of your document.

(continued)



1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).

Bring the text to front. Save your completed illustration.



Tutorial 8 Review

TUTORIAL 8
PAGE 17

This tutorial showed you how to:

- Lock objects in place
- Create gradient fills
- Move objects using the arrow keys
- Rotate objects using Transform
- Blend objects

You will learn how to bind text to a path in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 9.



**Gradient Fills
and Blends
Review**

TUTORIAL 8
REVIEW










Step-by-Step Tutorial 9

Text on a Path

This tutorial shows you how to:

-  Bind text to a shape
-  Reverse the order of freeform points
-  Edit text on a shape
-  Change the stacking order
- 

Text on a Path



To get the most out of this tutorial, you should know how to:

- Set page size and viewing level
- Add objects to a document
- Set graphic attributes
- Size and move objects
- Specify type size and letter spacing
- Convert an object to freeform
- Draw a curve
-

Open a New File

TUTORIAL 9
PAGE 2

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.


If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.


Pull down the View menu and choose **Actual Size**.



To add the shapes to your document:

1. Click on the circle in the shapes flyout  to add a circle in your document. After [dragging](#) the cursor and releasing it to form a circle, dismiss the cursor with a click of the content menu button.

 **See example.**

2. Use the Color style button  to color the fill **White** and the line **Black**.

3. Click on the Line style button  and change the line width to **3** points.

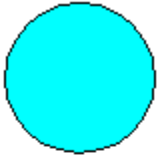
4. Choose **Transform** from the [Arrange menu](#). Click on **Add to/Subtract from existing value**, **Duplicates**, and **Size**, and enter a size of **60%**. Click on **Apply**.

5. Select the original large circle and create another duplication with the [Transform](#) dialog box. This time use a size of **50%** for the duplication scale percentage.

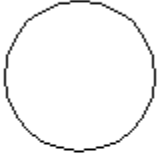
Note: Click on the Review button to view how the circles should appear.



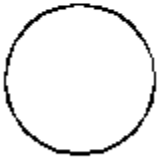
1



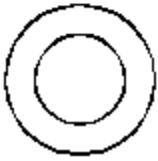
2



3




4




Add Text

TUTORIAL 9

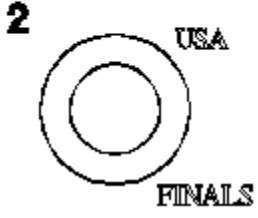
PAGE 4

1. Choose **Text** from the [Draw menu](#) or click on the [Text tool](#)  in the toolbox. Add the text **USA** to your document.

 **See example.**







2. Add the text **FINALS** to your document.

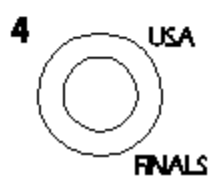
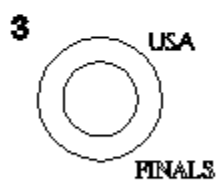




Set Type Attributes

TUTORIAL 9
PAGE 5

1. Select the text object **USA** and click on the Type style button  with the [content menu button](#). Choose typeface **63** (Equis Medium) and enter a type size of **28** points. Click on **Apply**.
 **See example.**
2. Click on the Color style button  with the content menu button and the fill color to **Black**.
3. Click on the Line style button  with the content menu button and change the line width to **0** points.
4. With **USA** still selected, click once on the Eyedropper  with the left mouse button to save its attributes. Now select the text object **FINALS** and click on the Eyedropper with the content menu button.
5. [Position the text as shown](#).




Create a Path TUTORIAL 9

PAGE 6

Any freeform object can serve as a path for text. You can draw a path using the line and curve tools, or you can create a path by converting a symbol object to freeform by selecting **Cvt to Freeform** from the [Draw menu](#).

To create a path:

1. Select the middle circle.

 **See example.**

2. Choose **Cvt to Freeform** from the Draw menu or just press **F8**. The circle is converted to a closed shape.




Split a Shape

TUTORIAL 9

PAGE 7

1. Select the closed shape and push the **F6** key to select the split tool. (It's also in the Toolbox as the



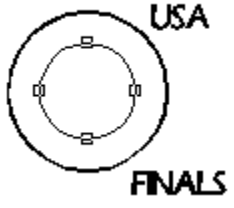
scissors under ) The cursor changes to the Split cursor and the closed shape is redrawn for freeform editing.

 **See example.**

2. Click on the leftmost and rightmost point handles to split the closed shape into two open shapes. You will have to select the split tool after each cut is made.










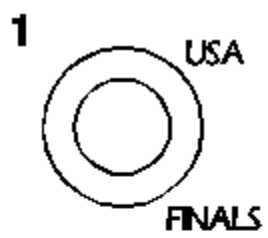
1



Bind Text to a Path

TUTORIAL 9
PAGE 8

1. Select the topmost open shape, then use Shift+click to select the text **USA**.
 **See example.**
2. Choose **Bind to Shape** from the [Effects menu](#). The Bind to Shape dialog box appears. Choose **Baseline** placement, **Rotate** orientation, and make sure **Show shape** is checked, then click on **Apply**.
 **See example, with Show shape OFF..**
3. Select the lower open shape, then use **Shift+click** to select the text **FINALS**. Choose **Bind to Shape** from the Effects menu. Choose **Top** placement, **Rotate** orientation. Select Reverse Direction and Show shape, then click on **Apply**.
4. Center the text on the path. Click on the Type style button  with the [content menu button](#). The [Custom Type](#) dialog box appears; choose **Centered** and click on **Apply**.
 **See example.**
5. Choose the text/shape **USA**. Click on the Type style button  with the content menu button. The Custom Type dialog box appears; choose **Centered** and click on **Apply**.





4



5



Edit Text on a Shape

TUTORIAL 9


PAGE 9

Text is bound to a path beginning at the starting point and proceeding in the drawing direction of the freeform shape. For **FINALS**, you need to change the direction the text is drawn.


1. With the text/shape selected, choose the third tool from the Effects flyout



2. Choose **Reverse Direction** from the dialog box that appears. Click on **Apply**. The text is redrawn along the path in the opposite direction.

3. Center the text on the path. Click on the Type style button  with the [content menu button](#). The [Custom Type](#) dialog box appears; choose **Centered** and click on **Apply**.

4. Choose the text/shape USA. Use the Custom Type dialog box to change the text alignment to **Centered**.

 **See example.**



Group Objects





TUTORIAL 9
PAGE 10

1. Choose **Select All** from the [Edit menu](#) or press **Ctrl+A**.
2. Group the objects by clicking on the [content menu button](#).



Create Another Path

TUTORIAL 9
PAGE 11

1. Select the curve tool  from the Toolbox and draw a curved line as shown.
 **See example.**
2. Click on the Line style button  with the [content menu button](#) and change the line width to **40** points.
3. Choose **Transform** from the [Arrange menu](#). Make sure **Duplicates** is on, then choose **Position** and click on **Apply**. A duplicate line is drawn on top of the original and is automatically selected.
4. Click on the Line style button  with the content menu button and change the line width to **36** points.

(continued)









1



2



5. Click on the Color style button  and change the Fill & Line color to **White**.
 **See example.**
6. Choose **Transform** from the [Arrange menu](#). Make sure **Duplicates** is on, then choose **Position** and click on **Apply**. A duplicate line is drawn and is automatically selected.
7. Click on the Line style button  with the [content menu button](#) and change the line width to **32** points.
8. Click on the Color style button  and change the Fill & Line color to **Blue**.
 **See example.**





Add More Text


TUTORIAL 9
PAGE 13

1. Click on the Text tool  in the toolbox. Type **WATER POLO** and click on **Add**, then place the text in a blank area of the document.

 **See example.**

Click on the Line style button  with the [content menu button](#) and change the line width to **0** points.

2. Click on the Type style button  with the content menu button. Choose Typeface **65** (Equis Bold) and a type size of **26** points. Click on the Spacing button and enter a letter spacing of **8** and a Tighter/Looser ratio of **50%**. Click on **Apply** to exit both dialog boxes.

3. Click on the Color style button  and change the fill and line color to **Yellow**.






Bind to Shape

TUTORIAL 9
PAGE 14

1. Select the Blue wide line. (The Line color tool in the toolbox will show you when the blue line is selected.)

 **See example.**


2. Use Shift+click to select the text **WATER POLO**.
3. Choose **Bind to Shape** from the [Effects menu](#). Choose **Center** placement and **Rotate** orientation, make sure **Show Shape** is on, and click on **Apply**.








Add Finishing Elements

TUTORIAL 9
PAGE 15


1. Click on the symbol icon (the second in the objects flyout ). The symbol dialog box appears. Click on the Star symbol (**1651**) in the lower scroll box and place the star in the document. Resize the star to fit on the graphic as shown in the example.

 **See example.**

2. With the star selected, click on the Color style button  and change the Fill & Line color to **Red**.

3. Use the **Duplicate** tool  to create a duplicate star, then size and place the stars as shown.

4. **Save** your completed illustration.

 **See example.**





Tutorial 9 Review

TUTORIAL 9
PAGE 16

This tutorial showed you how to:

- Bind text to a shape
- Reverse the order of freeform points
- Edit text on a shape
- Change the stacking order

You will create special effects with clipping masks and hole cutting in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 10.



**Text on a
Path**

TUTORIAL 9
REVIEW



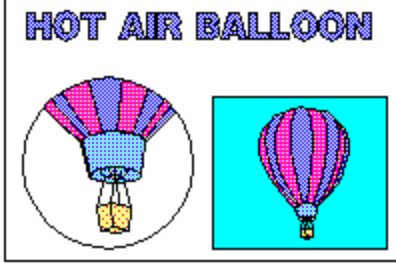
Step-by-Step Tutorial 10

Hole Cutting and Clipping Masks

This tutorial shows you how to:

- Cut a hole in an object
- Create a clipping path (mask)
-

Hole Cutting and Clipping Masks



To get the most out of this tutorial, you should know how to:

- Set page size and viewing level
- Add objects to a document
- Move and size objects
- Color objects
- Save and Recall Attributes
- Block select and group objects
- Specify text attributes
- Apply gradient fills
-

Open a New File

TUTORIAL 10
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.



Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Create a Hole-Group

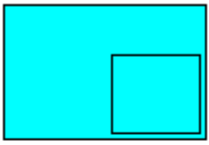
TUTORIAL 10
PAGE 4

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Choose **Transform** from the [Arrange menu](#), or just press **W** while holding down the **Ctrl** key. Make sure **Absolute measurement** and **Size** are selected, and enter a width of **5.25** inches and a height of **3.5** inches. Click on **Apply**. Position the rectangle in the center of your work area.
3. If the rectangle is not presently the default fill color Cyan, choose the Color style button  from the Style bar and select **Cyan**.
4. Pull down the Draw menu and choose **Cvt to Freeform** or just press **F8**.

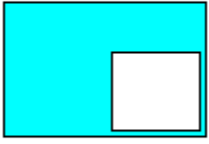
(continued)



6




7



8



5. Add a second rectangle, placing it in the lower right-hand corner of the first rectangle. Choose **Transform** from the [Arrange menu](#) and enter a width of **2.3** inches and a height of **2** inches.

 **See example.**

6. As you did above, convert the second rectangle to freeform.

7. Click on the **Block Select** icon in the toolbox and select both rectangles. From the Effects menu, choose **Merge** and then **Cutout (Hole)**. The two rectangles become one "Hole Group." What was the small rectangle is now a "window," through which you can see anything placed behind the large rectangle.

(continued)

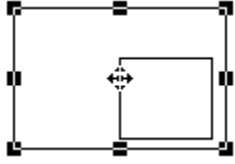


8. Before continuing, change the **Beg Fill** color of the Hole Group from Cyan to **White**.







See example.

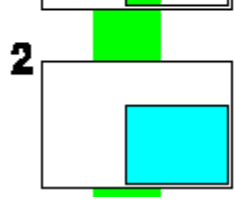
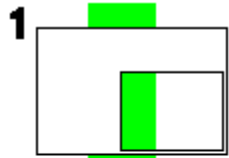




Make a Gradient Background

TUTORIAL 10
PAGE 7

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to place it in your document over the small window. Size the rectangle slightly larger than the small window. To dismiss the cursor, click in an open area with the [content menu button](#).
 **See example.**
2. With the rectangle still selected, choose the Color style button  and change the Beg Fill color to **Cyan**.





Add Symbols TUTORIAL 10

PAGE 8



1. Pull down the [Draw menu](#) and click on **Clip-Art Manager** or select the Clip Art Manger tool from the Toolbox. From the **Transport & Travel** collection, select the **Hot Air Balloon**. Place the Add Object cursor within the boundaries of the cyan rectangle you created above, then click and size the bounding box until it fills the rectangle before releasing the mouse button.

 **See example.**

2. Block select the hot air balloon and cyan rectangle and click the [content menu button](#) to **group** the two objects.


(continued)



1



4. Send the rectangle and balloon group behind the hole group by choosing **Send to Back** from the [Arrange menu](#). Arrange it so that its edges are covered by the hole group.

 **See example.**

5. Place a second **Hot Air Balloon** in the lower left corner of the original rectangle. Size the second balloon so that it is larger than the first balloon.





4





5



Make a Mask TUTORIAL 10
To Magnify PAGE 10
Detail

1. Hold the cursor down on the shapes tool  in the Toolbox, [drag](#) it onto the circle, and release the mouse. Drag a circle to size with the resulting cursor, covering the basket area of the larger balloon. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
Select the Line style button  with the [content menu button](#) and specify a **1.5** line width for the circle in the Custom Lines dialog box.

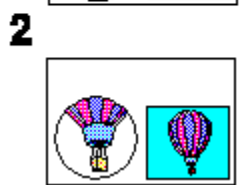
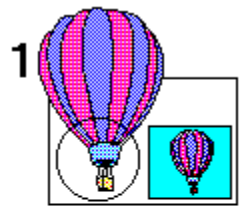
 **See example.**

It is not necessary to the making of a Clipping Path, but if you wish to see what is beneath the circle, select the Fill style button  and specify None. (Be sure to reset the Fill attribute to solid after the circle is deselected, before you add text in the next section.)

2. Block select the larger balloon and the circle. From the Effects menu, choose **Merge** and then **Clipping path (Mask)** and click on **Apply**. The Mask draws.

(continued)











3. To "magnify" this view, size the Mask (circle) as you would any object. Move it to the lower left-hand corner of the Hole Group.

4. Block select the three different parts and click with the [content menu button](#) to **group** the objects.



Add Text

TUTORIAL 10
PAGE 12

1. Choose Text tool  from the Toolbox and type **HOT AIR BALLOON.** Add it to your document without sizing. Place the text in the upper center of the image.
 **See example.**
2. Click the Color style button  with the [content menu button](#) and specify a **CMYK** mix of C=**50%**, M=**50%**, Y=**0%**, and K=**0%**.
3. Click the Type style button  with the content menu button and specify **Modern Heavy** (#27) with a point size of **32**. Click on the Spacing button and enter letter-spacing of **1.0**. Click on **Apply** to exit the two dialog boxes.
4. **Save** your completed illustration.
 **See example.**


1



2



3



Tutorial 10 **Review**

TUTORIAL 10
PAGE 13

This tutorial showed you how to:

- Cut a hole in an object
- Create a clipping path (mask)

You will learn how to create Warp effects in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 11.



Text on a Path




TUTORIAL 10
REVIEW



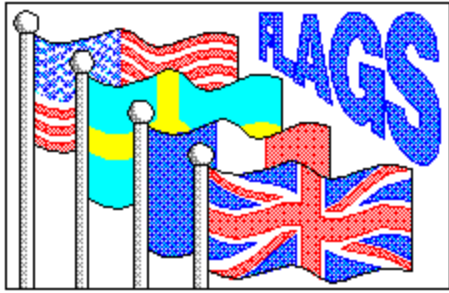
Step-by-Step Tutorial 11

Using Warp

This tutorial shows you how to:

-  Warp text
-  Warp symbols
- 

Using Warp



To get the most out of this tutorial, you should know how to:

- Set page size and viewing level
- Add text and symbols to a document
- Block select objects
- Group objects
- Size and position symbols and text
- Choose type attributes
-

Open a New File

TUTORIAL 11
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.




Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Place Background

TUTORIAL 11
PAGE 4

1. Click on the shapes tool  in the Toolbox. [Drag](#) a rectangle to size with the resulting cursor. Release the mouse. To dismiss the cursor, click in an open area with the [content menu button](#).
2. Choose **Transform** from the [Arrange menu](#) or press **Ctrl+W**. Remove the check mark from the Proportional check box. Make sure Absolute measurement and Size are selected, and enter a width of **5.25** inches and a height of **3.5** inches. Click on **Apply**. Center the rectangle in your work area.
3. Give an [content menu button](#) click on the Custom fill button  in the Style Bar. Then select **None**.
4. Lock the rectangle to the screen by selecting the Lock Object tool  from the Toolbox.


Note: There are two other ways to lock objects to the screen: by selecting Object Management from the [Edit menu](#), then Browser from the submenu that appears; or by pressing **Ctrl+H**.




Add Symbols and Text

TUTORIAL 11

PAGE 5

1. Click on the Clip-Art Manager tool  in the toolbox.
2. From the Flags collection, double-click on [United States](#) in the right window and place the flag in the upper left-hand corner of your background rectangle.

Note: Each flag in the Clip-Art Manager consists of two flags one normal and one "pre-warped." Select the flags, and break them apart by clicking with the [content menu button](#). Since you will later apply your own warp to the flag, use the rectangular one.

3. Click on the Clip-Art Manager tool  in the toolbox. From the Flags collection double-click on Sweden. Place the [Swedish flag](#) so that it overlaps the U.S. flag but is offset diagonally toward the lower right.
4. In like manner, select and place the [French flag](#) and the [United Kingdom flag](#).




[Special Note](#).

(continued)



TUTORIAL 11 SPECIAL NOTE

Any flags will do, but the more complex a flag is, the longer it will take to draw each time you manipulate it. Again, since the flags will later be warped, use the rectangular one.



5. Make sure that no objects are selected, then click on the Fill style button  with the [content menu button](#). Choose **Solid**. You can also click on the **Beg[inning]**. button to specify a color. Now choose **Apply**.
6. Select the Type style button  with outside, or content menu, mouse button. Specify **Modern Heavy (#27)** with a point size of **50**. Click on **Apply** to exit the dialog boxes.
7. Select **Text** from the [Draw menu](#) or simply click on the Text tool  and type the word **FLAGS**. Click on **Add** and place the text in the upper right-hand corner of the background box with a single mouse click. The text appears at the correct size in the correct font.

 **See example.**





Create Flagpoles

TUTORIAL 11
PAGE 7

1. To make a flagpole, click on the Symbols tool  once with the left mouse button, place it near the U.S. flag with another left mouse button click, then end with an outside, or content menu, mouse button click. Make it look like a pole by [dragging](#) the middle handles to size.
2. Click with the content menu button click on Fill styles . Choose **Fill, Gradient, and Define**. Specify **Linear Fill** with a **90** angle. Choose a Beginning Color with a **model CMYK** mix of **C=0%**, **M=0%**, **Y=100%**, and **K=50%**. Choose an End Color of **Yellow**. Click on **Apply** to exit the boxes and apply the fill.

(continued)




3. To make the finial (decorative ball) atop the pole, choose a circle from the Symbols dialog box (-- try pressing **Ctrl+S** this time). Size and position it at the top of the pole. (If you need to zoom in, click on  and [drag](#) a focus area with the resulting tool.) In order to make it appear that the pole is inserted in a hole in the bottom of the finial, pull down the [Arrange menu](#), choose Stacking Order and select **Send to Back**.
4. With the finial selected, click on  with the [content menu button](#). Select **Gradient** and **Define**. Specify a **Radial** Fill with a Beginning Color of Yellow and an End Color with a **model CMYK** mix of C=0%, M=0%, Y=100%, and K=50%. Begin the Color Origin at X:75% and Y:30%. Click on **Apply** to exit the dialog boxes.

(continued)


[Hint](#) 


HINT FOR APPLYING GRADIENTS

Many gradients are ready-made under the Fill style button . Click there with the left mouse button to see them.



Applying a linear fill to the pole and a radial fill to the finial gives the illusion of depth to what are actually two-dimensional objects.

5. Block select the pole and finial by using the Block Select cursor . Press **Ctrl+G** to group them. Duplicate them by clicking on the Duplicate tool

- . Drag the copy into position next to the Swedish flag.

When you have done so, the bottom of the flagpole will extend below the baseline of the background rectangle.

6. Break apart the flagpole group by pressing **Shift+G**, then select just the pole. Size the flagpole by pushing up on the bottom middle point handle until the pole fits within the background rectangle.

(continued)



7. Make copies of the flagpole for each of the other flags, as in Step 5. Position and size each flagpole as in Step 6.





Create Warp

TUTORIAL 11

PAGE 11

1. Place the Union Jack on the screen from the Clip-Art Manager. Press **Shift+G** to break apart the first group of two flags, and delete the bottom one. Select the Union Jack.

 **See example.**

2. Click on the Effects flyout  and click on **Warp/Perspective**, the last tool in the flyout. A one-point perspective warp envelope surrounds the Union Jack and the Warp/Perspective menu appears.
3. Pull down the Options menu and select the **Symmetry** menu. A submenu appears and choose **Parallel**.
4. Pull down the Options menu again and select **Shape** menu. A submenu appears and choose **Roller Coaster**. The Union Jack is redrawn into a "roller-coaster" shape with point handles ready to be adjusted.

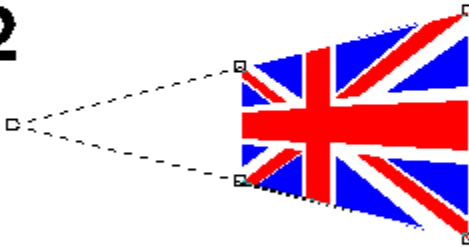
(continued)



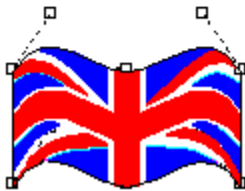
1



2



3-4



5. Next select the **Shape** from the Options menu and click on **Freeform**. This will allow you to manipulate the point handles surrounding the Union Jack's warp envelope and reshape it into a waving flag. When you have shaped the envelope to your satisfaction, click on **Done**. The Union Jack, and the title bar above your workspace now reads "Warp Object" rather than "United Kingdom."



See example.



Save and Recall Warp

TUTORIAL 11
PAGE 13

1. With the [Union Jack](#) selected, pull down the Effects menu, click on **Warp/Perspective** and **Save**. The menu disappears and your newly-created warp shape is placed in temporary storage.
2. Select the [French flag](#).
3. Pull down the Effects menu, click on **Warp/Perspective** and **Recall**. The warp shape of the Union Jack is copied to the French flag, and the French flag waves exactly as the Union Jack.
4. Select flags of [Sweden](#) and the [United States](#), one at a time, applying the saved warp shape to each (just as you did to the French flag).



1. Select the text object **FLAGS**.
2. Pull down the Effects menu. Click on **Warp/Perspective** and **Add**. The text will be redrawn in the last-used warp shape (the shape of a waving flag), and the Warp/ Perspective menu will appear.
3. Pull down the Options menu and select **Shape**. A submenu appears and select **2-point perspective**. The text will be redrawn in a rectangular shape. Select the **Shape** submenu again and select 1-point perspective. The text assumes a one-point perspective shape.
4. Manipulate the point handles surrounding the text until it is the approximate shape of the empty space in the upper right-hand corner of your composition. Click on **Done**, and the word **FLAGS** is redrawn in the new shape. The Style bar above your work area will now read "Warp Object" rather than "Text." You may need to size the Warp Object until it fits within the space left by the flags.



See example.



Save

TUTORIAL 11
PAGE 15

[Save](#) your completed illustration.



Tutorial 11 Review

TUTORIAL 11
PAGE 16

This tutorial showed you how to:

- Warp text
- Warp symbols

In the next tutorial you will extrude objects.

To begin the next tutorial, pull down the Tutorial menu and choose Tutorial 12.




Using Warp TUTORIAL 11
REVIEW



Step-by-Step Tutorial 12

Extruding Objects

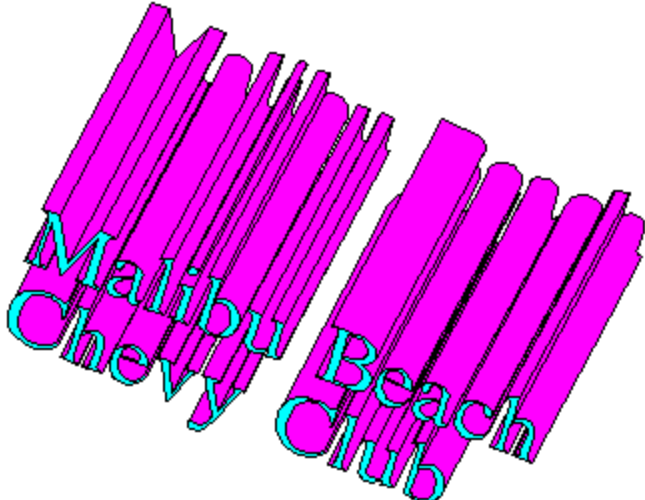
This tutorial shows you how to:

 Extrude Objects.

This EXPRESS feature produces a three-dimensional effect on a selected object.



Extruding Objects



To get the most out of this tutorial, you should know how to:

- Place and size objects
- Color objects
- Change typeface and type size
-

Open a New File

TUTORIAL 12
PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.


Pull down the View menu and choose **Actual Size**.



Place Object and Convert to Freeform

TUTORIAL 12
PAGE 4

Extrude works best with relatively simple objects, but you can use it with any closed freeform shape.

1. Enter text as the object to be extruded by clicking on the text tool  in the toolbox. Type the text **Malibu Beach Chevy Club** in the Text dialog box with a carriage return after "Beach," and click on **Add**.
2. The Add Object cursor appears. Place the object on your screen by clicking once with the mouse.
3. Press **F8** to make the text a freeform object.

(continued)




Extrude in Vanishing Point Mode

TUTORIAL 12
PAGE 5

Extrusions can take place in either Vanishing Point mode or Trackball mode.

To manipulate the object in Vanishing Point mode:

4. In the toolbox hold down the pointer cursor on the Effects flyout  and [drag](#) the cursor to the Extrude tool (the fourth icon). Release the mouse button.

See example.

The Extrude dialog box appears. The text object is temporarily converted into a box provided with Extrude edit points.

5. **Vanishing Point** is the default extrude mode. Select it by checking the box beside the option.
6. Place a checkmark in the **Perspective** box in order to make the extrusion appear to recede into the distance.
7. The Vanishing Point could be shown in order to be selected by the mouse and manipulated, but whether shown or not, its X and Y position is shown in the windows. Leave Show Vanishing Point blank in this case.
8. In the Side Color field, click on the down arrow and choose **Magenta** as the side color. Although the face of the extrusion box shows red, the face of the object will remain in the color originally selected for the object -- in this case, cyan.
9. [Drag](#) one of the magenta sides up and to the right of the object's face.
10. Click on **Done** and the extrusion box is replaced by the extruded object.

See example.

[HINT.](#)



Hint: If you want to move the object without closing the Extrude dialog box, hold down the Shift key as you [drag](#) one of the sides.

Extrude in Trackball Mode


TUTORIAL 12
PAGE 6

Extrusions can take place in either Vanishing Point mode or Trackball mode. In Trackball mode the object seems to be floating within a transparent sphere. Dragging anywhere on the extrusion is like placing your finger on the trackball and rotating it.

To manipulate the object in Trackball mode:

1. Select the freeform text object **Malibu Beach Chevy Club**.

 **See example.**


2. In the toolbox hold down the pointer cursor on the Effects flyout  and [drag](#) the cursor over to the Effects tool. Release the mouse button.

The Extrude dialog box appears. The text object is temporarily converted into a box provided with Extrude edit points.

3. Vanishing Point is the default extrude mode. Select **Trackball** mode instead.
4. The options formerly available for Vanishing Point are now unselectable. Hold down the mouse button on the up arrow in the **Depth** field. Compare the result with with the previous illustration in this section.

 **See example.**

5. Drag any of the sides of the extrusion until you see the desired effect. Click on **Done**.

 **See example.**

[HINT.](#)



Hint: The Undo command in the [Edit menu](#) does not apply to Extrude objects. The Extrude Reset button simply restores the default settings for either Vanishing Point mode or Trackball mode. You might want to save your work or save a copy of the object before clicking on Done if you are doubtful of the results.

Tutorial 12 **Review**

TUTORIAL 12
PAGE 7

This tutorial showed you how to:

- Extrude objects in Vanishing Point mode
- Extrude objects in Trackball mode

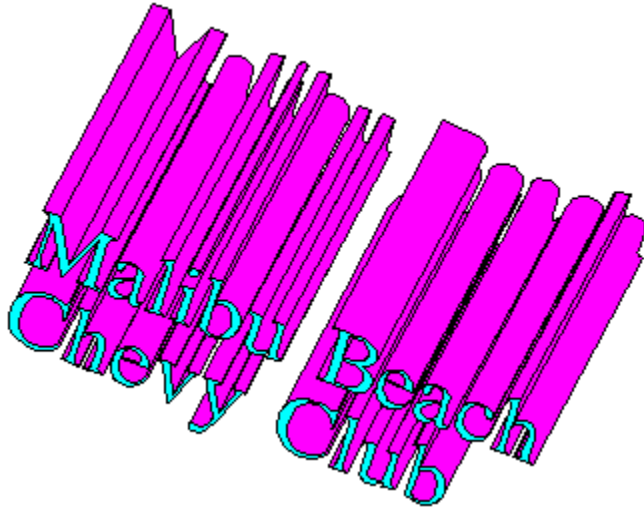
You will learn about the OLE capability of EXPRESS in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 13.



Extruding Objects

TUTORIAL 12
REVIEW



Step-by-Step Tutorial 13

Object Linking and Embedding

This tutorial illustrates the Object Linking and Embedding, or OLE, capability of EXPRESS.

The OLE feature is an extension of the cut and paste feature of Windows. The difference between the two features is that cutting and pasting preserves no connection between the cut or pasted object and the source, or server, application that created it, while OLE does preserve a connection.

OLE objects from EXPRESS that have been placed in other applications can be updated easily, and in some cases automatically.

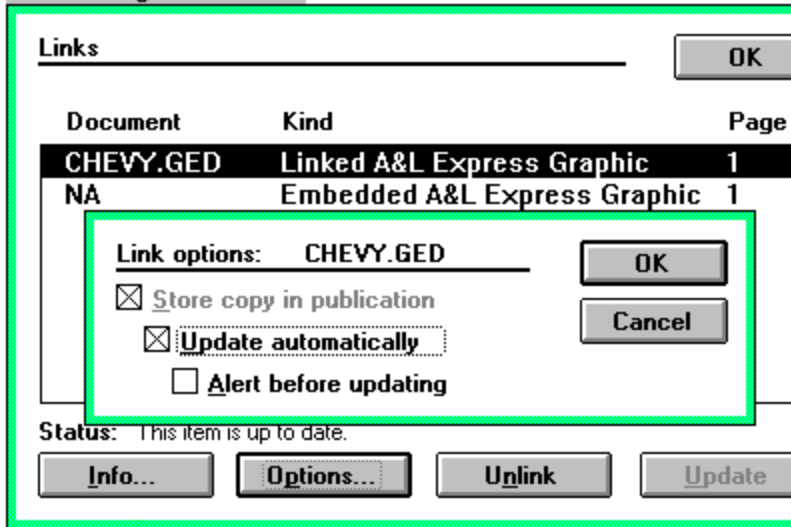
EXPRESS objects can be linked and embedded in any application that supports OLE. This tutorial illustrates the linking, then embedding, of EXPRESS objects in PageMaker 5.0.

 **See more about OLE without leaving this tutorial.**






Object Linking and Embedding

Aldus PageMaker 5.0



To get the most out of this tutorial, you should know how to:

-  Open and close files
-  Place and size objects
- 

Continuing from the Previous Tutorial

TUTORIAL 13
PAGE 3

This tutorial uses the extruded object created in the previous tutorial. If you skipped Tutorial 12, click on the Review button to create the extruded object.

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.



Embedding an Object from EXPRESS

TUTORIAL 13
PAGE 4

Either objects or areas can be selected for linking and embedding from EXPRESS to other applications. To embed an EXPRESS object in another application, you must copy it or cut it to the [Windows Clipboard](#).

1. Select the object to be linked, for example, the text object "Malibu Beach Chevy Club."
2. Press **Control+C** to copy it to the [Windows Clipboard](#).

(continued)



Opening the Container Document

TUTORIAL 13

PAGE 5

The document that will receive the object for embedding is called the container document. In this case, it is a PageMaker 5.0 document. By double-clicking on the embedded object in PageMaker, you will open the original EXPRESS file (the OLE server) to modify it.


3. Open PageMaker 5.0, create a new page and press **Control+V** to paste the text onto the page.
4. In PageMaker, pull down the **File** menu and choose **Links**.
5. The Links dialog box displays the status of the object as embedded, but not linked.
6. To verify the connection between the two applications, save the EXPRESS document, then exit EXPRESS. Then, in PageMaker, double-click on the OLE object to re-open the original EXPRESS document.



Linking an Object from EXPRESS

TUTORIAL 13
PAGE 6

Either objects or areas can be selected for linking and embedding from EXPRESS to other applications. To link an EXPRESS object in another application, you must copy it to the [Windows Clipboard](#).

1. Open the **Clip-Art Manager** in EXPRESS by clicking on the Clip-Art Manager tool  in the Toolbox.
2. From the **Transportation** collection, double-click on the **blue '57 Chevy**.
...And it is added to your screen. Save the document as **Chevy.GED**.
3. Select **Clipboard** from the EXPRESS **Edit** menu and specify **Bitmap** copy format, with OLE copy options set to **By Object Name**, and click on **OK**.
4. Press **Control+C** to copy the selected Chevy to the [Windows Clipboard](#).



Opening the Container Document

TUTORIAL 13

PAGE 7

The document that will receive the object for linking is called the container document. In this case, it is a PageMaker 5.0 document. The linked object will either be updated automatically or by selecting an update option within the container document.

1. In PageMaker, pull down the **Edit** menu and select **Paste Link**.
2. The Chevy is pasted into the PageMaker document, where it can be moved and sized.
3. In PageMaker, pull down the **File** menu and choose **Links**.
4. The Links dialog box displays the status of the object as **linked**. This means that changes made in the EXPRESS document can update linked objects in the PageMaker document.

Click on the Links **Option** button and place an **X** in the **Update automatically** box if you want that option. If no "X" is placed, you can later use the Update button to verify changes before incorporating the linked object.



Tutorial 13 Review

TUTORIAL 13
PAGE 8

This tutorial showed you how to:

- Embed objects from EXPRESS
- Link objects from EXPRESS

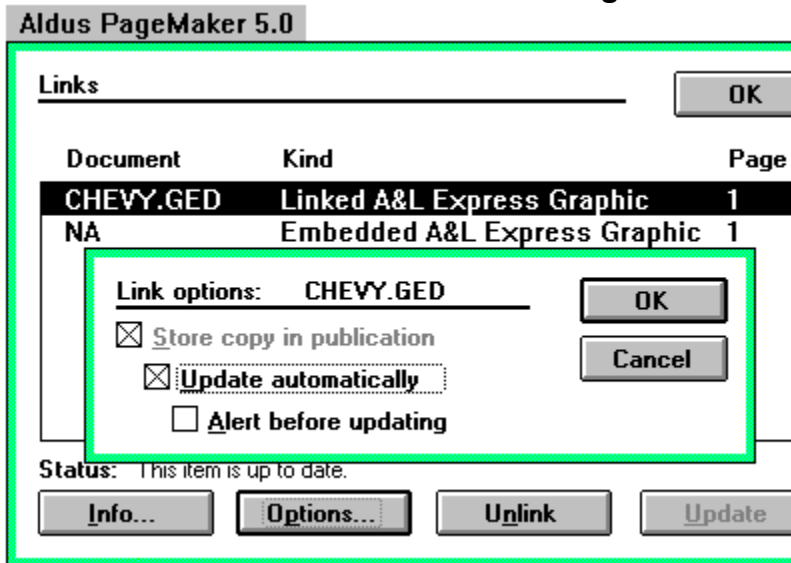
You will learn about the color filter features of EXPRESS in the next tutorial.

To begin the next tutorial, pull down the Tutorials menu and choose Tutorial 14.



Object Linking and Embedding

TUTORIAL 13
REVIEW




Step-by-Step Tutorial 14

Color Filters

EXPRESS Color Filters allow you to globally change the color characteristics of any or all colors in the document by manipulating their relative color characteristics, i.e., brighter, darker, more color, no chroma, etc.

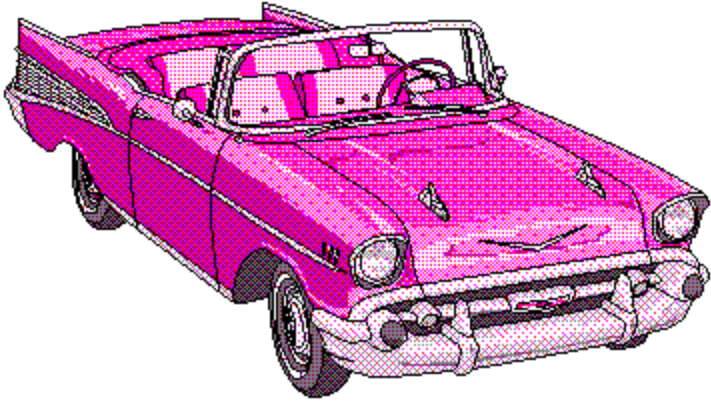
This tutorial introduces you to four often-used filters: Convert to Grays, Replace Hue, Add/Remove (Mix) Paint, and TV Controls. All the controls are applied in a similar way, and their specific purposes are described elsewhere.

 **Description of Color Filters**

 **List of Color Filters**




Color Filters



To get the most out of this tutorial, you should know how to:

 Use the Clip-Art Manager

 Color objects



Open a New File

TUTORIAL 14

PAGE 3

If you are continuing from the previous tutorial, use the New command and then skip to the next page.

1. Pull down the File menu and choose **New**.

You will be prompted to save any changes made to the open file since the last save.

2. The previous window is cleared, and a new blank work area is displayed.

If you exited and restarted EXPRESS before beginning this tutorial, set the page and printer specifications.

Use the **Page Setup** and **Print Setup** commands in the File menu to specify Letter Page size and Landscape (Wide) page Orientation.

Pull down the View menu and choose **Actual Size**.




Place an Object from the Clip-Art Manager

TUTORIAL 14
PAGE 4

Clip art with detailed color is most affected by the Color Filters. Images from [Clip-Art Manager](#) collections that do not have the (i), or icon, suffix are good examples. In this case we will use the image of a '57 Chevy.



1. Click on the **Clip-Art Manager** tool  in the Toolbox.
2. From the **Transportation** collection, double-click on the blue **'57 Chevy**.
3. Click the resulting Add Object cursor anywhere in your work area, and the car is drawn on your screen.




Using the Convert to Grays Filter

TUTORIAL 14
PAGE 5

One use of this filter is to show the effect of printing a color piece in black and white.

 [See example.](#)

To convert colors to grays:

1. Point to the Color styles button . Press and hold down the [content menu button](#). Highlight **Color Filters** and release the mouse button.
2. The **Color Filters** dialog box appears, with the **Artistic** mode activated by default, and all items in the Style field checked on. Remove the checkmark from **Lines**.
3. Select **Convert to Grays** from the **Filter** field. By default all the colors have a checkmark in the **Preview** field. This means that all the object's colors will be converted to gray.

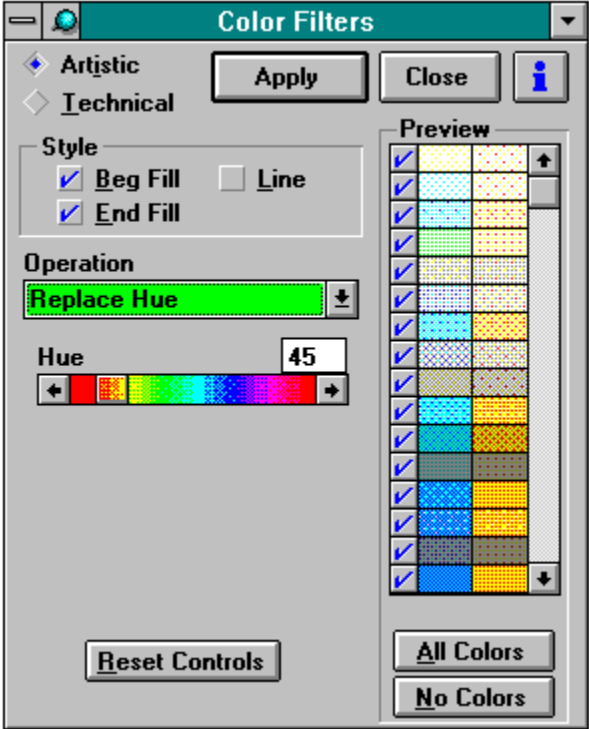
You can depress the pushpin in the upper left if you want to keep the dialog box on your screen.

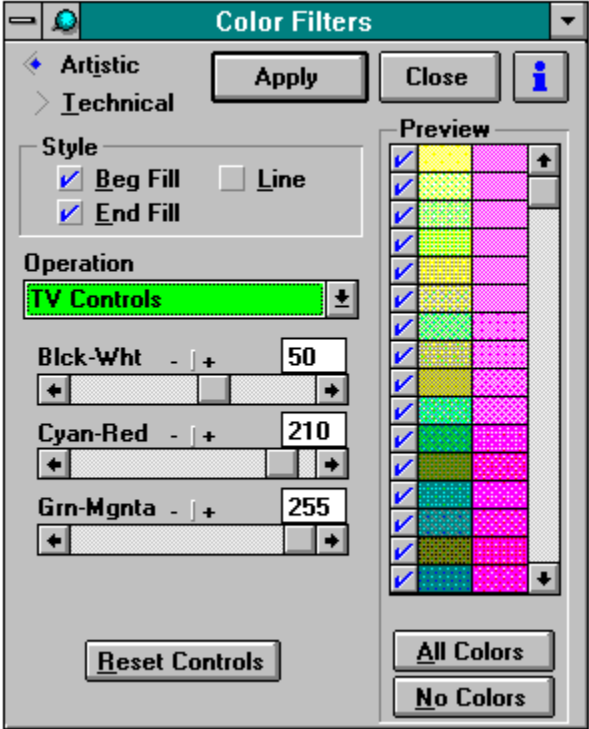
4. Click on **Apply** to see the effect of your changes.

 [Click here for more details about Brightness/Contrast.](#)

[NOTE.](#) 

Note: If you don't like the effect created using the color filters, press **Ctrl+Z** to undo the effect.






Using the Replace Hues Filter

TUTORIAL 14
PAGE 6

This filter allows global color changes that might be used, for example, to adjust the effect of colors when printing on different colored paper stock.

 **See example.**

To replace hues:

1. Select the **Replace Hue** operation and move the Hue slider button so that **45** is indicated in the Hue window.
2. Click on **Apply**, and each checkmarked tint -- all in this case -- is converted to its equivalent of the yellow-orange hue.


 **Click here for more details about Replace Hue.**

[NOTE.](#) 

Using the Add/Remove (Mix) Paint Filter

TUTORIAL 14
PAGE 7

This filter allows global color changes that might be used, for example, to recast a selected EXPRESS object to match an imported color TIF file. Doing so would make the two images less jarring together on the printed page.

 **See example.**

To add or remove paint:

1. This time do not reset the controls, so that your color changes will be cumulative. Select **Add/Remove (Mix) Paint** from the **Operation** field. Scroll down the **Preview** field and exempt the last (darkest) color by removing the checkmark. Choose the light green color **050-000-050**. By choosing positive **40**, this light green tint replaces each checkmarked color.
2. Click on **Apply**, and the green is applied to the Chevy. A negative Paint value would have removed green to approach its spectral opposite.

 **Click here for more details about Mixing Paint.**

[NOTE.](#) 

Using the TV Controls Filter

TUTORIAL 14

PAGE 8

This filter allows global color changes that might be used, for example, to recast a selected EXPRESS object to match an imported color TIF file. Doing so would make the two images less jarring together on the printed page.

 **See example.**

To use the TV Control:

1. Select **TV Controls** from the **Operation** field. For the paired colors enter **50** for Black-White, **210** for Cyan-Red, and **255** for Green-Magenta.
2. Click on **Apply**, and the Chevy shows White emphasized over black, Red over Cyan, and Magenta over Green.

 **Click here for more details about TV Controls.**

[NOTE.](#) 

Tutorial 14 Review

TUTORIAL 14
REVIEW

This tutorial showed you how to:

- Convert to Grays
- Replace Hue
- Add/Remove (Mix) Paint
- Use TV Controls

Congratulations!
This concludes
the EXPRESS Step-by-Step Tutorials.

Step-by-Step Tutorials



About these Tutorials

How to get the most out of the Step-by-Step tutorials.



Beginner

Learn the basics such as opening and saving files, printing, and using text.



Intermediate

Study chart making, logo creation, and adding special touches.



Advanced

Work with text along a path, hole cutting and masking, warping objects, extruding objects, OLE, and color correction.

Beginner Tutorials



1 Selecting and Placing Objects



2 Manipulating Objects and Text



3 Manipulating Text



4 Freeform Drawing

Intermediate Tutorials



5 Creating a Chart



6 Creating a Logo



7 Using Named Attributes and Styles



8 Gradient Fills and Blends



9 Text on a Path




Advanced Tutorials



10 Hole Cutting and Clipping Masks



11 Using Warp

-  **12 Extruding Objects**
-  **13 Object Linking and Embedding**
-  **14 Color Filters**

How To Use the EXPRESS Step-by-Step Tutorials

The Step-by-Step tutorials emphasize "learning by doing." Each tutorial guides you through a task or project that illustrates at least one important feature of EXPRESS. This "hands-on" experience will make you more confident of your ability to create your own artwork, and you will discover skills and powers within yourself that you didn't know you possessed.

Note that by pulling down the Help menu in these tutorials and selecting Always on Top, the tutorial window will always be visible.

Browse Buttons



Turning the Tutorial Pages: Method 1

The browse buttons either return you to the previous page or advance you to the next page, as written by the author.

Page Up and Page Down

Turning the Tutorial Pages: Method 2

You can also use the page up and page down keys on your keyboard to go to the previous or next page.

Next Page

Turning the Tutorial Pages: Method 3

You can also click on the owl icon at the bottom-right corner of each page with the mouse to go to the next page.

Fold and Unfold



Making Room to Work

Doing the exercises in the Step-by-Step Tutorials requires running EXPRESS simultaneously with the Tutorials. Since the tutorial window covers nearly half of the EXPRESS drawing area, you may need to move it out of the way. After reading the steps and viewing the illustrations, click on the button labeled **Fold**. This "folds" the tutorial window up and out of the way. You may then perform the tutorial steps in while running EXPRESS. When it's time to continue reading the steps, click on **Unfold** to restore the tutorial window to its original size.

Another method is to leave the Always on Top function turned off. After reading the step/s in the lesson, press Alt+Tab, or simply click into the work space of EXPRESS to perform the previously read steps. To return to the Step-by-Step Tutorials, press Alt+Tab until the correct title appears.

Review and Preview Buttons



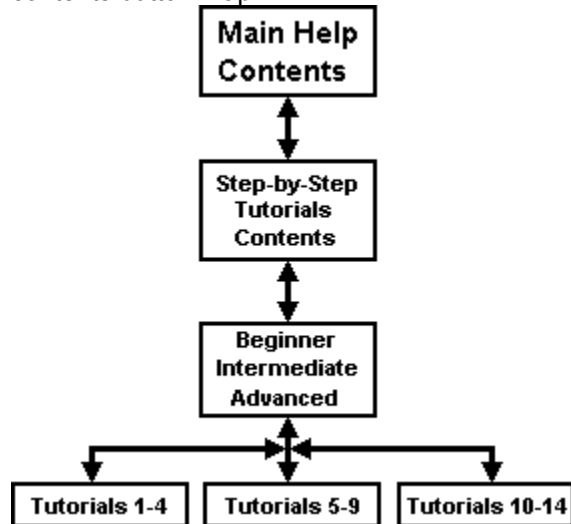
The button labeled **Preview** displays an image of what your art should look like at the end of each tutorial. It is active only at the beginning of each tutorial lesson. The **Review** button, in certain lessons, will display an illustration of the completed lesson at the end of each tutorial. These buttons are disabled or "grayed out" when there is nothing to preview or review. Watch for **Notes** throughout the tutorials, giving you the opportunity to look over some information before continuing.

Contents Button



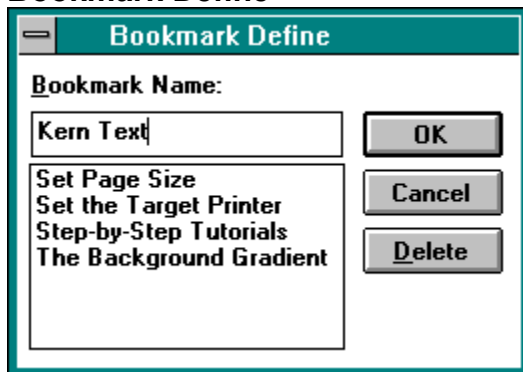
Jumping to the Table of Contents

The tutorials are divided into three categories: Beginner, Intermediate, and Advanced. Each category has a separate table of contents. When in the tutorials, the Contents button always takes you back to a table of contents. For example, if you choose Tutorials from the main help screen, you arrive at the Step-by-Step table of contents which lists: About These Tutorials, Beginner, Intermediate, and Advanced. At this point the Contents button will take you back to the Main help contents screen. The figure below is a contents button map.



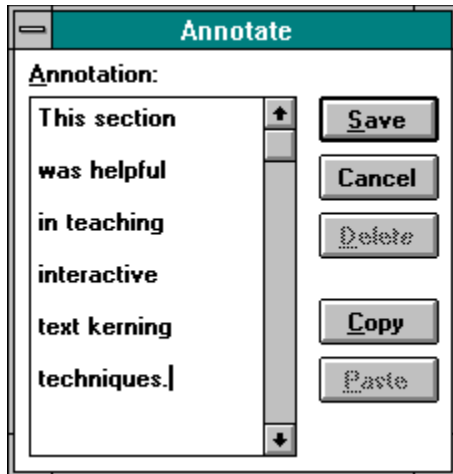
Notice above that you can travel to previous levels from the bottom by clicking on the button labeled Contents.

Bookmark Define



The Bookmark menu allows you to insert a bookmark on any page that you would like to review later. Simply pull down the Bookmark menu and select **Define**. In the Bookmark Define dialog type the name of the bookmark and press enter. Pull down the Bookmark menu again to see your bookmark listed as a menu item.

Annotate



Another useful tool is Annotate, located in the Edit menu. You can add notes to each page of the tutorial as you proceed from lesson to lesson. The tutorials will save your annotations, and you can recall them later by clicking on the paper clip in the upper left of the annotated topic.

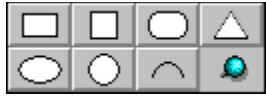
Hint: Use the annotate feature along with the bookmark feature to keep a record of your notes by bookmarking any page which contains your annotations. Be sure to give your bookmarks meaningful names.

Tutorials Menu

Tutorials
Tutorial 1
Tutorial 2
Tutorial 3
Tutorial 4
Tutorial 5
Tutorial 6
Tutorial 7
Tutorial 8
Tutorial 9
Tutorial 10
Tutorial 11
Tutorial 12
Tutorial 13
Tutorial 14

The Tutorials Menu allows you to access any tutorial. Simply pull down the Tutorials menu from the EXPRESS Step-by-Step Tutorials window and click on the desired tutorial.





File
<u>N</u>ew
<u>O</u> pen...
Save <u>A</u> s...
<u>S</u> ave F9
Page Setup...
Printer Setup...
<u>P</u> rint...
<u>I</u> mport...
<u>E</u> xport...
<u>E</u> xit

View	
<u>A</u> ctual Size	^1
√ C <u>u</u> rrent <u>P</u> age	^2
<u>A</u> ll Pages	^3
<u>Z</u> oom In	^Z
S <u>a</u> ve/Recall	▶
Full <u>S</u> creen	^X
<u>R</u> edisplay View	
Point <u>D</u> isplay	▶
<u>Q</u> uick Display	▶
<u>P</u> references...	

Attributes	
Color...	
<u>F</u> ill...	^I
<u>L</u> ine...	^L
<u>T</u> ype...	^Y
<u>S</u> tyles...	
<u>S</u> ave	^Q
<u>R</u> ecall	^R

Style

Beg Fill

Line

End Fill

Fill & Line

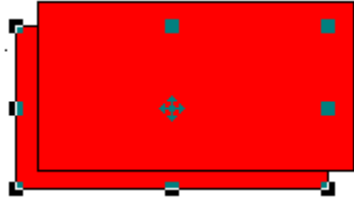
Show Default



Manipulate	
Group	^G
M erge...	
B lend...	
B ind to Shape...	
B reak A part	^U
A lign...	^N
S tacking O rder	▶
T ransform...	^W
T ransform Again	^O
W arp/Perspective	▶
D uplicate	^D
F lip	▶
M ake P roportional	

Draw	
S ymbol...	^S
Clip-Art Manager...	^C
T ext...	^T
C hart...	
A ctivity Manager...	
L ine	F2
C urve	F3
C vt Line <-> Curve	F4
E dit Freeform	^P
C vt to F reeform	F8
Trace B itmap	
J oin Open Shapes	F7
S plit	F6
A dd H andle	F5
S et S tart/ E nd Point	
S hape I nfo...	
P refer e nces...	





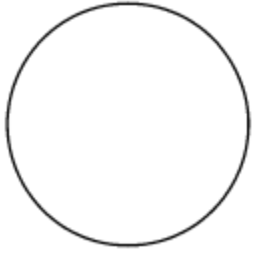


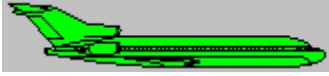
Edit	
Undo	Alt+BkSp
B lock Select	^B
Select A ll	^A
D eselect All	
L ock/Hide/Name...	^H
C ut	Shift+Del
C opy	^Ins
P aste	Shift+Ins
Paste O ptions	▶
Clipboard...	
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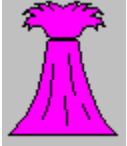


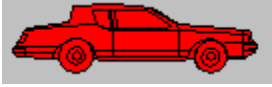


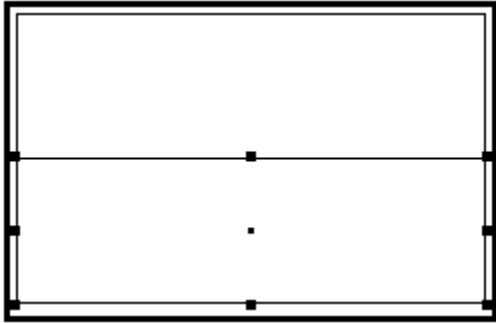


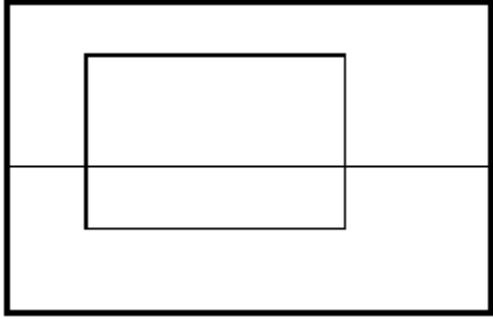


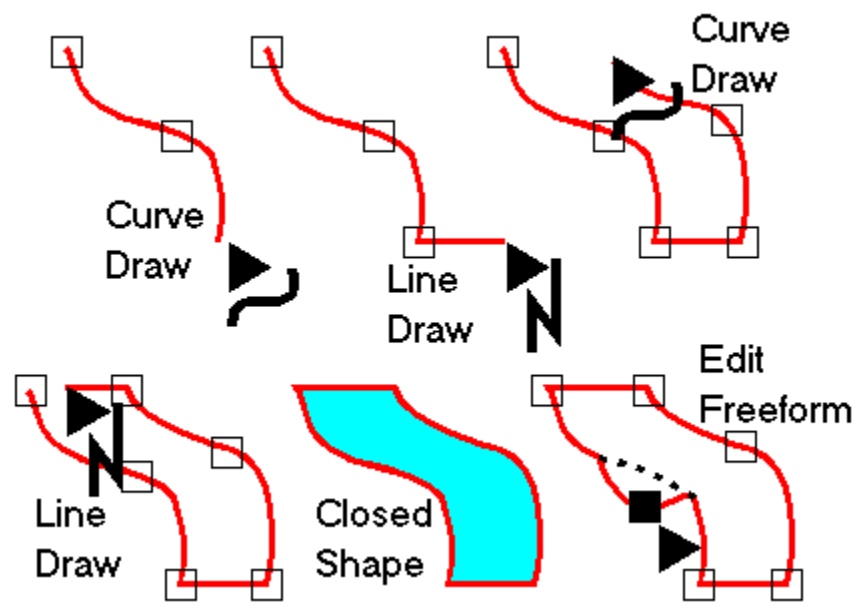


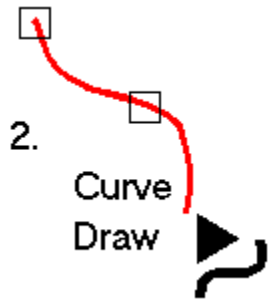


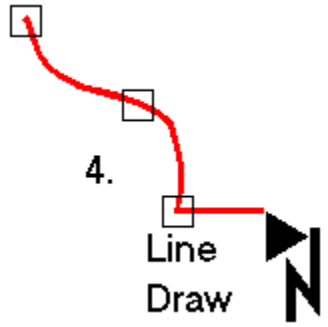


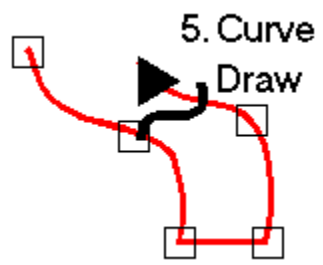


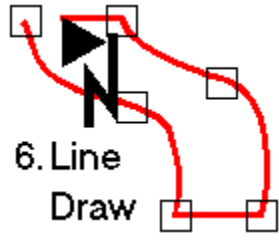


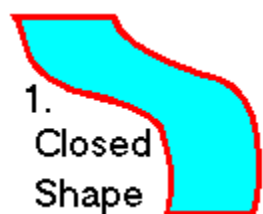




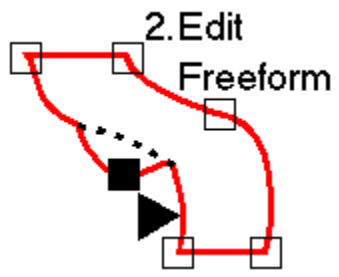


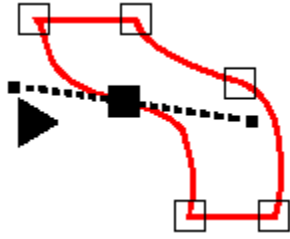


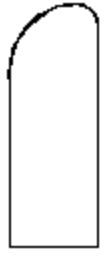




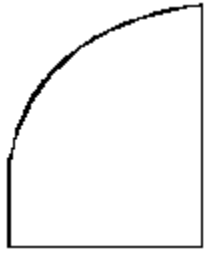
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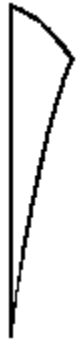






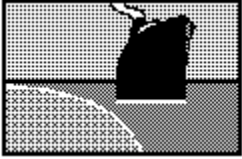












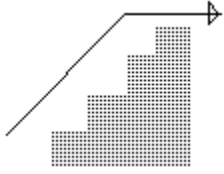


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3		32	56	23	42
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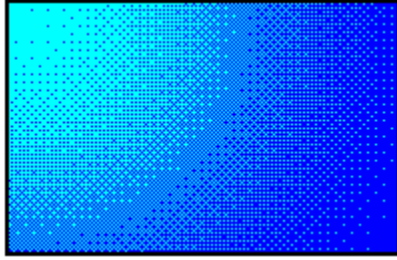
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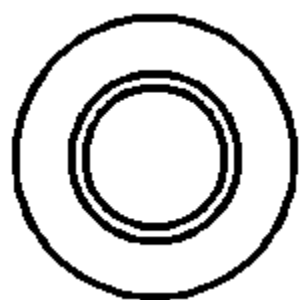








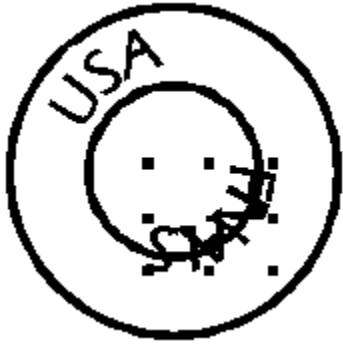








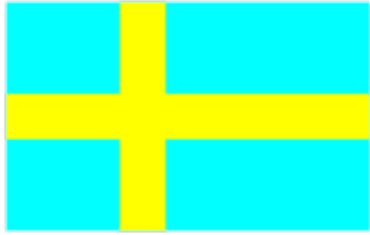




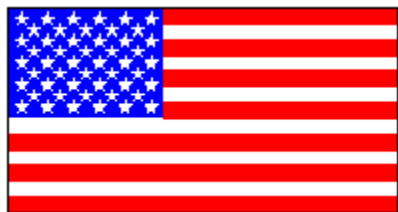


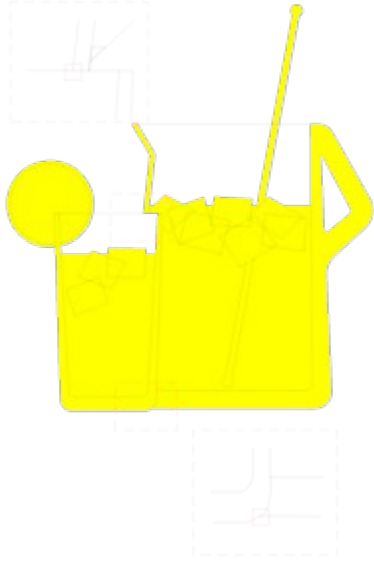


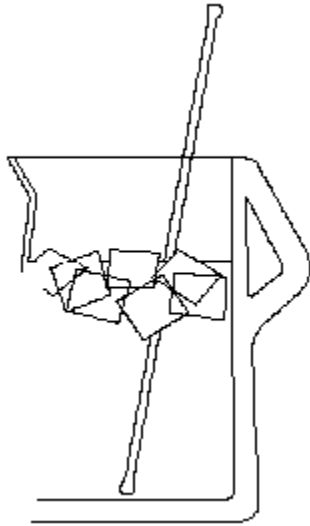


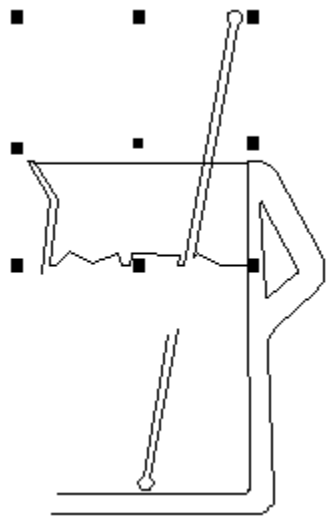


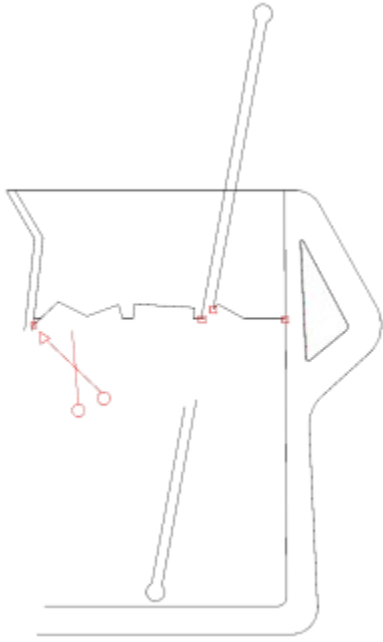


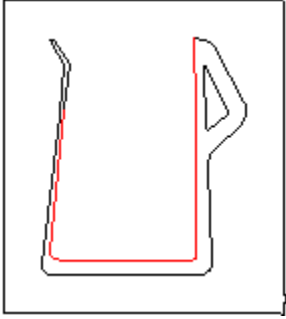










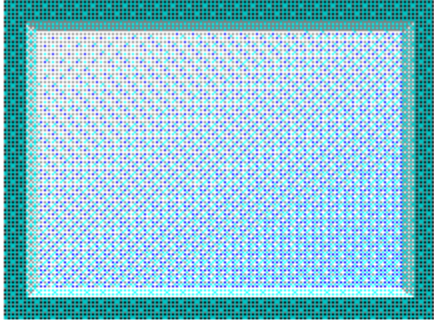




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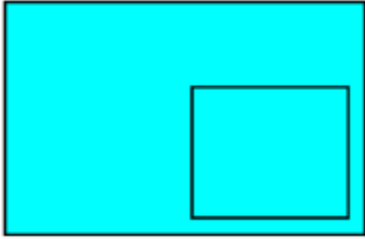


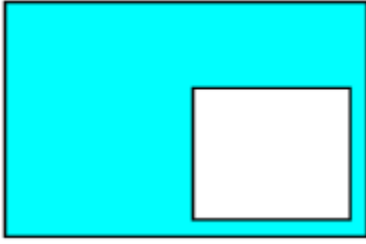
Aircraft Textiles

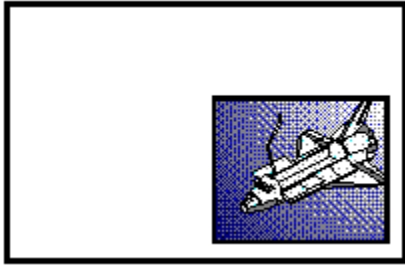
Aircraft	Textiles
\$105,000,000	\$35,000,000

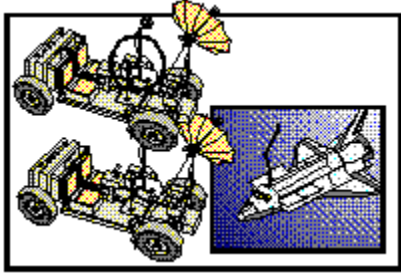
Aircraft	Textiles
\$105,000,000	\$35,000,000

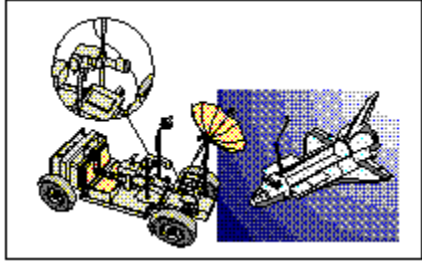




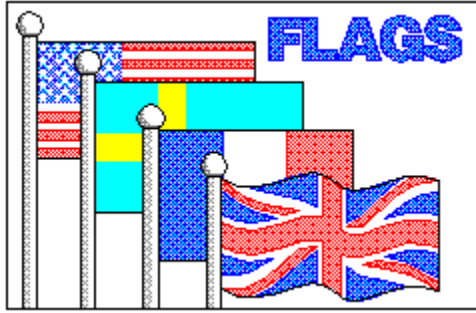












Construct

√ Maintain Smooth Joins ^J

Maintain Curve Slope

Make Horiz/Vert

Make Join Smooth ^M

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Malibu Beach
Chevy Club

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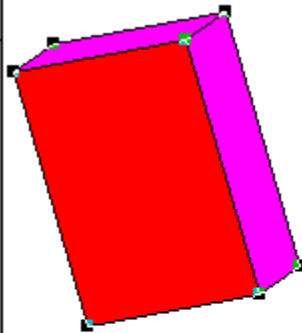
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