PUBLISHER'S Paradise™

Design Studio™

Choose one of the options below to take you to the help information you need.

Contents

How To ...	Answers your question "How do I ...?".
Commands	How to use the Design Studio menu commands.
Toolbox	Description of every Design Studio tool.
Keyboard shortcuts	How to use Design Studio with the keyboard.
Glossary	Alphabetical list of glossary definitions.

How to choose an option

The topics you can choose are underlined.   Point to the topic you want to choose, and the icon will change to a hand when placed over the item.

Use **TAB** to move the highlight to the topic you want to view, and press **ENTER**.

For more information on how to use help press **F1**.

How To ...

These options are groups of explanations of how to do things in Design Studio.

Create pictures
Draw a picture
View a picture
Use templates
Work with objects
Work with points and paths
Work with text
Use lines, fills and colors
Cut, copy, paste and delete objects
Work with graphics
Print the picture

If you are not sure where to find the information you want, then choose Create pictures and use the browse function to scan through the list of help topics.

Commands

The topics below offer help on the various menu commands.

File Menu	Load and Save, Import and Export, Printing
Edit Menu	Undo, Redo, Cut and Paste
View Menu	to change the way the picture is displayed in the window
Object Menu	to manipulate the shape and arrangement of objects
Line Menu	to control line styles, which is the way paths are drawn
Fill Menu	to control fill styles, which is the way paths are filled, and to choose and control colors
Help Menu	to get help about how to use Design Studio

Tools

Choose the tool for which you require help.

Pointer tool   Selecting, dragging, copying
Text tool   Entering or editing text objects

Shapes
Box tool   Drawing square and rectangular boxes
Round box tool   Drawing boxes with rounded corners
Ellipse tool   Drawing circles and ellipses
Arc tool   Drawing arcs
Pie tool   Drawing pie segments
Polygon tool   Drawing regular polygons
Star tool   Drawing stars

Drawing
Pencil tool   Drawing free-form lines
Line tool   Drawing straight lines
Curve tool   Drawing curve points

Transform
Scale tool   Scaling objects
Rotate tool   Rotating objects
Skew tool   Skewing objects
Reflect tool   Reflecting objects

Others
Autotrace tool   Tracing imported bitmaps
Magnifier tool   Zooming in and out

Keyboard shortcuts

Use the shortcuts for convenience and speed, once you are confident with the functions you are performing.

- **CTRL** + **F1** means hold **CTRL** down and then press **F1** while still holding **CTRL**.

Shortcuts using the Function Keys (F1 - F12)

F1	Start the Help facility
SHIFT + F1	Display the pointer so that you can ask for help
F2	Save current picture
F3	Undo last command
F4	Redo last command
F5	Transform again
F6	Switch between outline and preview mode
F7	Display the picture at actual size
SHIFT + F7	Display the picture in whole page view
F8	Enlarge the picture (to the next standard magnification)
SHIFT + F8	Reduce the picture (to the next standard magnification)
F9	Select the next tool in the toolbox
SHIFT + F9	Select the previous tool in the toolbox
F10	Pass control to the **File** menu

Shortcuts using other keyboard keys

RETURN	Select the pointer tool
SPACE	De-select all points (leaves paths selected)
ESC	De-select all selected objects
DEL	Delete the selected objects
BACKSPACE	Delete the selected points on paths
Cursor keys	Scroll the current window in the direction of the arrow (up, down, left or right)
PgUp/PgDn	Scroll the window up/down by a page
CTRL + PgUp/PgDn	Scroll the window left/right by a page
TAB	Select next object
SHIFT + TAB	Select previous object

Other menu command shortcuts

ALT + A	Select all the objects in a picture
CTRL + A	Display the **Align** dialog box
CTRL + B	Move the selected objects to the back of the picture
CTRL + C	Copy the selected objects to the clipboard without removing them from the

	picture
CTRL + F	Move the selected objects to the front of the picture
CTRL + G	Group the selected objects
CTRL + I	Display the dialog box of information about the selected object
CTRL + J	Join two end points, or join text to a path
CTRL + S	Split a path at the selected points
CTRL + U	Ungroup the selected group
CTRL + V	Paste the cut or copied objects from the clipboard into the picture
CTRL + X	Cut the selected objects from the picture to the clipboard

Text editing shortcuts

These shortcuts are available only when the text tool is selected and the text cursor is placed within a text object.

ALT	Rotate the text cursor clockwise or counter-clockwise to type text at an angle
RETURN	Insert a line break
SPACE	Insert a space character
ESC	De-select any text selection and make the text cursor return to an upright position if it has been rotated
DEL	Delete the text selection or character to the right of the text cursor
BACKSPACE	Delete the text selection or character to the left of the text cursor
Left and right arrows	Move the text cursor left or right one character, or, when there is a text selection, move the cursor to the start or end of the selection and de-select the text
Up and down arrows	Move the text cursor up or down one line
SHIFT + click	Select the text between the text cursor and the position of the click

File Menu Commands

New

Open a new picture.   Opening a new picture causes Design Studio to close any other picture you have open, after asking if you want to save changes.   When you load Design Studio, a new picture is opened automatically.

Open

Display the Open dialog box, which is used to open an existing picture.

Save

Save the current picture without changing its filename.   If the picture is untitled, the Save As dialog box is displayed and you must enter a name for the picture (See **Save As** below).   The picture remains displayed on the desktop for further editing.

Save As

Name a new picture or change the name of a picture before you save it.   The **Save As** command displays the Save As dialog box.

Import

Import a picture file or image into your picture.   The **Import** command displays the Import from File dialog box.

Export

Save all or part of a picture in a variety of formats.   The file can then be imported into other pictures or applications, e.g. desktop publishing applications such as 1st Press.   **Export**   displays the Export to File dialog box.

Page Format

Choose the page format for your picture.   The Page Format dialog box will be displayed.

Print

Display the Print Options dialog box, which allows you to make several choices about how your picture is printed.

Printer Setup

Choose which printer your picture is printed on and control the printer's settings.   The Printer Setup dialog box is displayed.

The four "menu commands" below **Printer Setup** are the filenames of the four most recently opened pictures.   To open one of these pictures, click on its filename.   The picture will be displayed in the Design Studio window, which causes any other picture you have open to be closed.

Exit

Quit Design Studio.   If there is an open picture with unsaved changes, a message will be displayed giving you the option of saving the picture before you quit.

Edit Menu Commands

Undo

Undo the last operation.   You can undo up to fifty operations.

Redo

Redo the previous undo.   You can redo up to fifty undos.

Cut

Remove the selected object or objects from the picture and put them on the clipboard.   The object can then be replaced using the **Paste** command.   **Cut** is available only if there are objects selected.

Copy

Copy the selected object or objects to the clipboard without removing them from the picture.   **Copy** is available only if there are objects selected.

Paste

Put the contents of the clipboard into the picture.   You can repeatedly paste the same contents from the clipboard until you cut or copy a new object.   **Paste** is available only if there is something in the clipboard.

Select All

Select all the objects in the picture.

Transform Again

Repeat the last transformation which was performed.   The transformation is performed on the currently selected objects.   If the transformation created a copy of the original object, repeating it will also create a copy.

Blend

Blend between selected closed paths.   Any applied line styles, fill styles and colors will be blended between the paths.   **Blend** displays the Blend dialog box, and is available only when two closed paths are selected.

View Menu Commands

These commands enable you to change the view size of your picture and the way it is displayed.   You cannot undo or redo commands in the **View** menu.

Preview

Switch between preview mode and outline mode.
- Pictures displayed in preview mode will include all applied line styles, fill styles and colors.   A picture will take longer to be redrawn when it is displayed in preview mode.
- Pictures displayed in outline mode will represent all objects in the same thin line style without any applied line styles, fill styles or colors.

Monochrome

Determine whether a picture displayed in preview mode has its colors displayed in color or in monochrome.   This lets you see the relative gray values of the colors, as they would be printed on a monochrome printer.

Actual Size

Display the picture at its actual size.

Whole Page

Display the picture so that the whole page is in view.

Enlarge

Display a magnified view of the picture.

Reduce

Display a reduced view of the picture.

Color Palette

Display a palette of colors at the bottom of the Design Studio desktop.   The palette remains on the desktop until you close it.

Info Line

Switch between displaying and not displaying the information line at the bottom of the desktop.

Show Rulers

Switch between displaying and hiding the rulers.

Grid

Display the Grid dialog box.   A grid can help you align objects and judge their size.   The grid does not form part of your picture and is not printed.

Object Menu Commands

For each operation in this menu, one or more objects of the appropriate type must be selected.   A command will be grayed out if the appropriate selection has not been made.

To Front

Move the selected object or objects to the front of the picture.

To Back

Move the selected object or objects to the back of the picture.

Group

Combine the selected objects into a group.   You can then manipulate all the objects together as a single object.   A group can be included as part of another group; this is known as "nesting".

Ungroup

Separate a group of objects into its components.   The exact operation of the command depends on the type of the selected object:

Join

Join two objects together.   The exact operation of the command depends on the type of objects you have selected:
■   When the end points of open paths are selected and within the join range, **Join** joins the end points together
■   When a text object and a path are selected, **Join** joins the text to the path

Split

Break a path at the selected point.   If you have selected text on a path, the **Split** command separates the text from the path.

Align

Align selected objects to each other or to the page.   The **Align** command displays the Align dialog box.

Info

Display a dialog box providing information about the selected objects.   Some of the information   can be changed, and this depends on the objects which are selected.   For more information, refer to:
■   Shape Info dialog box
■   Path Info dialog box
■   Spacing dialog box
■   Text on a Path dialog box

Multiple Objects dialog box

Image dialog box

Group of Objects dialog box

Line Menu Commands

These commands enable you to apply line styles to objects in your picture.

When you select or create a line style with no object selected, that line style will become the default for objects created from then on.

Popup Lines

Display the Line Style dialog box.   This dialog box allows you to create new line styles by setting the features of the line.   In this dialog box, you can give the line a width, and specify whether it is to be solid, dashed or not shown.   You can also choose a color for the line, and specify any arrowheads which are to be shown at the ends of the line.

None

Turn off the line style of the selected object so that it has no outline.   This command is marked with a check when the selected object has no line style.

Solid

Give the selected object a solid outline.   This command is marked with a check when the selected object has a solid outline.

Dashed

Give the selected object a dashed outline.   When you select this command, you are given a choice of four dashed styles.   This command is marked with a check when the object has a dashed outline.

Hairline

Give the selected object a very fine outline.   This command is marked with a check when the object has a hairline width outline.

1pt

Give the object an outline of 1pt width.   This command is marked with a check when the object has a 1pt outline.

Width

Give a choice of six line widths: 2, 3, 4, 6, 9 or 12 pt.   This command is marked with a check when the object is outlined with one of these line widths.

Color

Display the color palette.   Click on a color within the palette to assign that color to the outline of the selected object.

Ends

Display the Line Ends dialog box.   Choose an arrowhead design for each end of the line.   Choose one of three end styles for the line: butt, round and square.   Choose one of three join styles: miter, round and bevel.

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Fill Menu Commands

These commands enable you to apply fill styles to objects in your picture.

Popup Fills

Display the Fill Style dialog box.   This allows you to create new fill styles by setting the features of the fill.   You can specify which type of fill is to be used (none, plain or one of four graduated styles) and which color is to be used.

None

Turn off the fill style of the selected object so that the selected object has no fill style.   This command is marked with a check when the selected object is not filled.

Solid

Give the selected object a solid fill style.   This command is marked with a check when the object has a solid fill style.

Linear

Give the selected object a linearly graduated fill style.   This command is marked with a check when you have chosen a linear fill style.

Logarithmic

Give the selected object a logarithmically graduated fill style.   This command is marked with a check when you have chosen a logarithmic fill style.

Radial

Give the selected object a radially graduated fill style.   This command is marked with a check when you have chosen a radial fill style.

Spherical

Give the selected object a spherically graduated fill style.   This command is marked with a check when you have chosen a spherical fill style.

Color

Display the color palette.   Click on a color within the palette to give that color to the selected object.

To Color

If you have chosen a graduated fill style, this option will be available.   It displays the color palette. Click on it to select the color to which the original color will change during the graduation.

Help Menu Commands

Contents

Choose **Contents** to display a list of topics for which you can get help.

Using Help

Choose **Using Help** to display information about how to use Windows help.

Pointer

Choose **Pointer** to obtain the help pointer which you can click on any area of the Design Studio desktop to get help about it.

Open dialog box

Choose and open a picture that has already been created in Design Studio so that you can continue to work on it.

File Name list box
Select the file you want to open.

List Files of Type drop-down list box
Select the type of file you want to open by clicking on **Picture** or Template.   Files of the selected type in the current directory are displayed in the **File Name** list box.

Directories list box
Displays all the directories in the path from the root to the current directory, and a list of all directories contained in the current directory.   Click on any directory to select it; click on it again to make it the current directory.

Drives drop-down list box
Select a different disk drive.   Click on the arrow at the right-hand side of the **Drives** list box to display all the disk drives available.   If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

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Save As dialog box

Save a picture with a new name, or in a different directory or disk.

File Name list box
Type in a file name for the picture you want to save.

Save File as Type drop-down list box
Select the file type you want to save your picture as by clicking on **Picture** or Template.   Files of the selected type in the current directory are shown grayed out in the **File Name** list box; Design Studio warns you if you try to overwrite an existing file.

Directories list box
Lists all the directories in the path from the root to the current directory, and a list of all directories contained in the current directory.   Click on any directory to select it; click on it again to make it the current directory.

Drives drop-down list box
Select a different disk drive.   Click on the arrow at the right-hand side of the **Drives** list box to display all the disk drives available.   If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

Export to File dialog box

File Name list box

Displays all files of the selected type in the current directory.

List Files of Type drop-down list box

Select the type of file you want to export your picture as.

Directories list box

Displays all the directories in the path from the root to the current directory, and a list of all directories contained in the current directory.   Click on any directory to select it; click on it again to make it the current directory.

Drives drop-down list box

Select a different disk drive.   Click on the arrow at the right-hand side of the **Drives** list box to display all the disk drives available.   If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

Monochrome

Select this if you are exporting a color picture but want the colors to be converted into shades of gray in the exported file.   This is required for some printing processes.

All Objects

Available if you selected an object before displaying the **Export to File** dialog box.   To export only the selected objects, do not select the **All Objects** option; to export the whole picture, select the **All Objects** option.

Resolution

If you have chosen to export the picture in a bitmap file format, you can specify the resolution of the file.   Click in the box and type in the resolution.   (Minimum resolution 10 dots per inch, maximum 1000 dots per inch.)

Import from File Dialog box

Import a line-art or image file for incorporation into your picture.

File Name list box
Select the file you want to import.

List Files of Type drop-down list box
Select the type of file you want to open.   Files of the selected type in the current directory are displayed in the **File Name** list box.

Directories list box
Displays all the directories in the path from the root to the current directory, and a list of all directories contained in the current directory.   Click on any directory to select it; click on it again to make it the current directory.

Drives drop-down list box
Select a different disk drive.   Click on the arrow at the right-hand side of the **Drives** list box to display all the disk drives available.   If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

Smoothing
Select this if you are importing a line-art file which you would like to have smoothed.   Some line-art files represent curves with a series of short straight lines; smoothing the line-art file will smooth these straight lines into curves, making the image clearer.   The **Smoothing** check box is enabled (available for selection) only when you import a line-art file.

Page Format dialog box

Specify the page size and related attributes for your picture; delete page sizes you do not want to use.

Page Sizes list box
Select an existing page size.

Custom page group box
Create a new page size or delete a selected size:

specify **Height** and **Width** (values must be less than 24 inches).   You can change the units in the **Units** drop-down list box.

Add button: add a new page size to the list in the **Page Sizes** list box. You must enter a name for the new page size at the top of the **Page Sizes** list box before the **Add** button becomes available.

Delete button: delete a selected page size.   The page size is then removed from the list of available sizes.   You cannot delete any of the pre-defined page sizes.

Picture Orientation
Select **Portrait** (vertical) or **Landscape** (horizontal).

Print Options dialog box

Print a picture onto paper or to a [file](#).

Output group box

Displays the currently selected printer.

Print to Disk option: print your picture to disk so that it can be printed at a later date.   When you click on **OK** with the **Print to Disk** option selected, the **Print to Disk** dialog box is displayed.

Copies box: enter the number of copies you want to print.   The paper size and the picture size are displayed on the right, to indicate whether you should scale the picture to match the paper size. When the picture (page) size is in [landscape](#) format, **[Lan]** will appear after the picture (page) size.

Change Printer button: change the settings of the current printer or select an alternative printer. Clicking on **Change Printer** displays the **Printer Setup** dialog box, which is also displayed by clicking on the **Printer Setup** command.

Flip Orientation button: 'flip' the orientation of the picture at the printing stage without transforming the picture.

Tiling group box

Use tiling if your picture is larger than the paper size.

For example, your picture might be Legal but the paper size only Letter.   If **Allow Tiling** is selected, Design Studio will divide your picture into portions (or tiles) and print each portion on a separate page.   **No. of Pages** shows how many sheets of paper your picture will be printed on when it is tiled.

Scale group box

% box: enter a [scaling](#) value or use the arrows to select the value you want.   When the picture is scaled, it is scaled by the same amount in both dimensions.

Fit Page button: If your picture is larger or smaller than the paper you are printing on, select this to scale the picture so that it fits the paper size.   If your picture is larger than the paper, the picture will be scaled down; if your picture is smaller than the paper, your picture will be scaled up.

100% button: select this to make your picture print at its actual size; you may need to use tiling to print the whole picture if your picture is larger than the paper size.

Options group box

Crop marks/**registration marks**: click to print these.

Halftone Screen: available only if you are printing to a non-PostScript printer or a non-color printer.   Prints colors on a monochrome printer as gradual grayscales, to produce a better contrast picture.

Reversed (mirror image): If a PostScript printer is selected, you can choose to print the picture as a mirror image.

Negative **(white-on-black)**: If a PostScript printer is selected, you can choose to print the picture as a negative image.   If you are printing to film you will probably need to print a negative; if printing to paper you probably need a positive.

Print to Disk dialog box

Select a file to print to, instead of printing your picture on paper.

File Name list box
Select the file you want to print to.

Save File as Type drop-down list box
Select the type of file you want to print to by clicking on **Printer file** or **PostScript file**.   A PostScript file should have the **.EPS** file extension; use the **.PRN** file extension for other printer types.   Files of the selected type in the current directory are displayed in the **File Name** list box.

Directories list box
Displays all the directories in the path from the root to the current directory, and a list of all directories contained in the current directory.   Click on any directory to select it; click on it again to make it the current directory.

Drives drop-down list box
Select a different disk drive.   Click on the arrow at the right-hand side of the **Drives** list box to display all the disk drives available.   If necessary, use the scroll bar to scroll through the list of drives and select the one you want.

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Printer Setup dialog box

<u>Select</u> a printer by highlighting its name in the list box.   This dialog box can be reached directly from the **File** menu or via the **Print** dialog box.

 Setup: display the printer setup dialog box.   These dialog boxes originate from the printer drivers and are specific to the selected printer, although they all have a similar format.

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Blend dialog box

Control the stages in a blend operation.

No. of Blend stages
Enter the number of intermediate stages required.

First Stage and **Last Stage**
Adjust the values as required.   These values control by how much the object is transformed at the first and last blend stages respectively, i.e. the proportion of the transformation done in these steps.   The default values depend on the number of blend stages chosen and are calculated so that the blend will be even and gradual.

Grid dialog box

Show Grid

Display the grid on the desktop.

Snap control

Insure that objects align with the grid when they are drawn, moved or sized.

Align to page

Align the grid to the top left-hand corner of the page.

Align to Ruler

Align the grid to the ruler origin.   If the ruler origin is at the top left-hand corner of the page, **Align to Ruler** will be disabled (not available for selection).

Units drop-down list box

Select a unit of measurement for the grid.   The grid units can be different from the ruler units.

Spacing group box

Enter the width and height of each grid cell.   You can specify how many sub-divisions there are across and down each cell.   Clicking on the **Copy** button will copy the horizontal settings to the vertical settings to give a square grid.

Align dialog box

Align objects with each other or with the page.   You can align a number of objects to the left, center or right, and to the top, middle or bottom.   A sample box shows how the alignment will take effect.

Each other or **Page**
Select whether objects are aligned with each other or with the page.

Horizontal group box
Option buttons enable alignment to **Left**, **Center** or **Right**, or none.

Vertical group box
Option buttons enable alignment to **Top**, **Middle** or **Bottom**, or none.

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Shape Info dialog box

Gives information about basic shapes and enables you to change some of their attributes.

Shape group box

Shape shows the current shape of the object and allows you to change it with the drop-down list box.

Corner radius: available when the shape is a round box; it allows you to change the corner radius of the box.

Sides: available when the shape is a polygon; it allows you to change the number of sides of the polygon.

Points: available when the shape is a star; it allows you to change the number of points of the star.

Inner Radius: available when the shape is a star; it allows you to specify how pointed the star is.

Start Angle and **End Angle**: available when the shape is an arc or a pie slice; they allow you to change the appearance of the shape by altering its angles.

Position group box

Use this box to specify exactly where the object should appear in the picture.   You can specify the position of the left, center or right of the object in the horizontal dimension, and the top, middle or bottom in the vertical dimension.   Click on the drop-down menus to change the entry.   The coordinates are specified from the ruler origin.   When you click on **OK**, the object moves to the position you specified.

Size group box

Displays the shape's dimensions.

Units drop-down list box

Select a unit of measurement for the shape.

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Group of Objects dialog box

Objects group box

Displays the number of objects in the group.

Position group box

Use this box to specify exactly where the group should appear in the picture.   You can specify the position of the left, center or right of the group in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.   When you click on **OK**, the group moves to the position you specified.

Size group box

Displays the group's dimensions.

Units drop-down list box

Select a unit of measurement for the group.

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Object Info (Image) dialog box

Gives information about imported elements and enables you to change some of their attributes.   The exact title of the dialog box and the name of the first group box depend on the type of element selected.

Bitmap/PostScript group box

Filename identifies the file source of the object.

Size in pixels: shows the size of the object.

No of colors box: shows how many colors there are in the object.

Negative check box: select this to invert the object's colors.

Position group box

Use this box to specify exactly where the object should appear in the picture.   You can specify the position of the left, center or right of the object in the horizontal dimension, and the top, middle or bottom in the vertical dimension. The coordinates are specified from the ruler origin.   When you click on **OK**, the object moves to the position you specified.

Size group box

Displays the image's dimensions.

Units drop-down list box

Select a unit of measurement for the image.

Path Info dialog box

Gives information about the selected paths and enables you to change some of their <u>attributes</u>.

Path group box

 Contours indicates how many contours the path consists of.

 Path Closed check box: check this to close an <u>open path</u>.

 Winding Fill check box: use this to select a winding fill when filling a compound path.

No Points Selected group box

Indicates how many points of which types are selected, and whether the <u>path</u> has <u>auto curvature</u>. Turning **Auto curvature** off enables you to edit points without the path being constrained by Design Studio's automatic curvature.

Position group box

Use this box to specify exactly where the <u>object</u> should appear in the picture.   You can specify the position of the left, center or right of the object in the horizontal dimension, and the top, middle or bottom in the vertical dimension.   The coordinates are specified from the <u>ruler origin</u>.   When you click on **OK**, the object moves to the position you specified.

Size group box

Displays the path's dimensions.

Units drop-down list box

Select a unit of measurement for the path.

Text on a Path dialog box

Gives information on a [text object](#) joined to a [path](#), and allows you to change some of its [attributes](#).

Options group box

Show Path: check this to include the path in the picture as well as the text joined to it.

Joined: de-select this to split the object back into its separate path and text objects.

Reverse Direction: check this to reverse the direction of the text along the path.

Separate: check this to separate the text from the path, for example prior to splitting the path

Align text to path using group box

Top: produces the effect of the characters hanging down from the path.

1/2 Cap-height: produces the effect of the path running through the middle of the characters.

Baseline: (the [default](#) alignment) aligns the text baseline to the path.

x-height: aligns the text to the path at the height of a lower-case x character.

1/2 x-height: aligns the text to the path at half the height of a lower-case x character.

Descender: produces the effect of text standing on the path on the descenders of letters such as g and y.

Text Orientation group box

Rotate baseline: (the [default](#) orientation) the characters are perpendicular to the path.

Skew baseline: the vertical elements of the characters remain vertical while the horizontal elements are parallel to the path.

Upright: each character is upright.

Skew vertical: the horizontal elements of the characters remain horizontal while the vertical elements are at right angles to the path.

Edit Text
Open the **Spacing** dialog box to make other changes to the spacing of the text.

Path Info
Open the **Path Info** dialog box for the path to which the text is joined.

Spacing dialog box

Set parameters controlling the spacing of letters, words and lines of a text object.

All the options in this dialog box can be changed by typing in the appropriate box, or by using the arrows to scroll to the value you require.

Leading box
Adjust the space between the lines of text.

Word Space boxes
Set the maximum and minimum spacing between the words in the text.

Letterspace boxes
Set the maximum and minimum spacing between the letters in the text.

Reset
Set all the values back to their defaults.

Multiple Objects dialog box

This dialog box appears when more than one object is selected.   It tells you how many objects are selected.

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Rounded Box dialog box

Set the default corner radius to be used for future round boxes.

Type the corner radius required into the **Default Corner Radius** box. You can select the unit of measurement from the **Units** drop-down list box.

A small corner radius will result in a box with slightly rounded corners; a large corner radius will result in a box with very rounded corners.

To change the corner radius of an existing round box, double-click on the round box and select **Object Info** to call up the **Shape Info** dialog box.   You can then change the corner radius.

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New Color dialog box

Add a color to the color palette.

All colors are made up of red, green and blue.   Move the sliders next to these colors to create a color. The color is shown in the display box.

Click on the eight color boxes around the display box to obtain certain colors.   For example, click on the red box to make your color more red.

Click on **OK** to add the color to the palette.

   If you have an object selected when you create a new color, that color will automatically be given to the selected object.

_____

Reflect dialog box

Reflect an object or objects across a mirror line (reflection axis).

Reflect across group box

Select the axis that you want the object to be reflected across.   This can be a **Vertical** or **Horizontal** axis, or, if you select **Angled Axis**, you can specify any other angle either by typing in the box provided or by clicking on the wheel.

Fixed Point group box

Specify where the fixed point should be.   Select an option button to determine how the fixed point should be located.

 Mouse Click uses the point where you double-clicked to call up the dialog box.

 Center of Selection places the fixed point in the middle of the selected objects, allowing you to reflect exactly around the middle.

 XY Location lets you specify the exact position of the fixed point in the Across and Down boxes.

Units drop-down list box

Select a unit of measurement for the reflection.

Copy Objects check box

Click on this if you want to transform a copy of the selected object while leaving the original unchanged.

Rotate dialog box

Rotate an object accurately.

Rotation group box

Specify the angle of rotation.   You can type the angle into the **Angle** box, use the arrows to increase or decrease the value, or drag the radius in the circle.

Fixed Point group box

Specify where the fixed point should be.   Select an option button to determine how the fixed point should be located.

 Mouse Click uses the point where you double-clicked to call up the dialog box.

 Center of Selection places the fixed point in the middle of the selected objects, allowing you to tilt or rotate exactly around the middle.

 XY Location lets you specify the exact position of the fixed point in the Across and Down boxes.

Units drop-down list box

Select a unit of measurement for the rotation.

Copy Objects check box

Click on this if you want to transform a copy of the selected object while leaving the original unchanged.

Skew dialog box

Skew objects precisely.

Skew group box
Set the **Horizontal** and **Vertical** skew factors.

Fixed Point group box
Specify where the fixed point should be.   Select an option button to determine how the fixed point should be located.

 Mouse Click uses the point where you double-clicked to call up the dialog box.

 Center of Selection places the fixed point in the middle of the selected objects, allowing you to skew exactly around the middle.

 XY Location lets you specify the exact position of the fixed point in the Across and Down boxes.

Units drop-down list box
Select a unit of measurement for the reflection.

Copy Objects check box
Click on this if you want to transform a copy of the selected object while leaving the original unchanged.

Scale dialog box

Change the size of objects accurately.

Scaling group box

Select **Uniform** to scale equally in vertical and horizontal directions.   Choose the percentage by which you want to scale the object.   Select **Non Uniform** to scale an object differently in vertical and horizontal directions.   You can then set the vertical (**Y**) and the horizontal (**X**) factors separately.

Fixed Point group box

Specify where the fixed point should be.   Select an option button to determine how the fixed point should be located.

 Mouse Click uses the point where you double-clicked to call up the dialog box.

 Center of Selection places the fixed point in the middle of the selected objects, allowing you to scale from the center.

 XY Location lets you specify the exact position of the fixed point in the Across and Down boxes.

Units drop-down list box

Select a unit of measurement for the reflection.

Copy Objects check box

Click on this if you want to transform a copy of the selected object while leaving the original unchanged.

Move Objects dialog box

Move an object by a specific amount in a specific direction (you may find that dragging is not accurate enough).

Horizontal group box
Move the object to the left or the right.

Vertical group box
Move the object up or down.   By combining a horizontal shift with a vertical shift, you can move the object in any direction.

Units drop-down list box
Select a unit of measurement for the movement.

Copy Objects check box
Click on this if you want to move a copy of the object while leaving the original unchanged.

Freehand dialog box

Adjust the accuracy with which a path follows the movements of the pencil tool.

Use the arrows to change the smoothness value; this determines how close together points will be placed on the path.

A smoothness value of 1 means points can be placed very close together; the path can therefore change direction many times in a short distance and so will be "rough".

A smoothness value of 9 means that points cannot be as close together; the path cannot change direction as many times and so will be smoother.

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Autotrace dialog box

Adjust   the accuracy of the autotrace tool.

  Increasing the smoothness value draws a smoother path which does not follow the small scale irregularities of the original.

  Decreasing the smoothness value makes a more complex path which follows the original more closely.

Line Style dialog box

Specify the line style of the line you have selected, or any lines you draw in the future.

Three sections of line
Set a separate style for the left end, body and right end of the line.   Click on the section you require to see the options.   Each end can have one of eleven styles, including different arrowheads.   The body can have one of six styles: no line, solid line, or four types of dashed line.

Thickness bar
Drag the slider along the scale to alter the thickness of the line.   The thickness is given in figures in the box below: you can type directly into this box to obtain an accurate thickness.

Color box
Click on the down arrow to display the color palette, and select the color you require.

Ends drop-down list box
Choose one of three end styles: butt, round and square.

Join drop-down list box
Choose one of three join styles: miter, round and bevel.

As you specify aspects of the line, the three section boxes act as a preview box to display the line you have set.

When you are happy with all your choices, click on **Apply** to apply the chosen line style to the previously selected object.

This dialog box can be left open on the desktop if you prefer.   To close it, either click on the Line Style button in the shortcuts, or click on the control-menu box.

Once you have set a line style, this will be used as the default for any subsequent lines you draw, until you use the **Line Style** dialog box again and change the settings.

Fill Style dialog box

Specify the fill style of the object you have selected, or any objects you draw in the future.

Fill style list
Choose one of six fill styles: none, plain, linear, logarithmic, radial or spherical.

Preview box
Displays the fill style you have chosen.   If you have chosen a linear fill style, an arrow indicates the direction of the fill.   To change the direction, drag the arrow.

Color box
Click on the down arrow to display the color palette, and select the color you require.

To color box
If you have chosen one of the four graduated fill styles, a second color box is shown.   Click on the down arrow to display the color palette, and select the "to color" you require.

When you are happy with all the choices, click on **Apply** to apply the chosen fill style to the previously selected object.

This dialog box can be left open on the desktop if you prefer.   To close it, either click on the Fill Style button in the shortcuts, or click on the control-menu box.

Once you have set a fill style, this will be used as the default for any subsequent objects you draw, until you use the **Fill Style** dialog box again and change the settings.

Polygon dialog box

Specify the number of sides which future polygons are to have.   Type in the number you require, or use the arrow buttons.   A sample polygon is shown in the preview box.

To change the number of sides of an existing polygon, double-click on the polygon and select **Object Info** to display the **Shape Info** dialog box.   You can then change the number of sides.

Star dialog box

Specify the number of points which future stars are to have.   Type in the number you require, or use the arrow buttons.   You can also determine how pointed the star is to be by altering the inner radius; you can do this either by typing in a figure, or by dragging the slider bar.   A sample star is shown in the preview box.

To change the number of points and the inner radius of an existing star, double-click on the star and select **Object Info** to display the **Shape Info** dialog box.   You can then change the number of points and the inner radius.

Line Ends dialog box

Specify the way the ends of the selected line, and any subsequent lines, are to be displayed.

Arrowheads drop-down list boxes
Choose one of ten arrowhead styles for the left and right ends of the line.   You can also choose a plain end style.

Ends drop-down list box
Choose one of three end style for the line: butt, round and square.

Join drop-down list box
Choose one of three join styles for the line: miter, round and bevel.

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Edit Color dialog box

Edit a color in the underlined color palette.

The selected color is shown in the display box.   Move the red, green and blue slider bars to change the color.

You can also click on the eight color boxes around the display box to obtain certain colors.   For example, click on the red box to make your color more red.

Click on **OK** to add the color to the palette in place of the color you originally chose.

   If you have an object selected when you edit a color, the edited color will automatically be given to the selected object.

   Any objects already using the color you have edited will be re-colored with the new color you have created.

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Text Info dialog box

Edit the selected text object.

Text group box
Click on the Spacing button to display the **Spacing** dialog box.

Position group box
Use this box to specify exactly where the text object should appear in the picture.   You can specify the position of the left, center or right of the text object in the horizontal dimension, and the top, middle or bottom in the vertical dimension.   Click on the drop-down menus to change the entry.   The coordinates are specified from the ruler origin.   When you click on **OK**, the text object moves to the position you specified.

Size group box
Displays the text object's dimensions.

Units drop-down list box
Select a unit of measurement for the text object.

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Design Studio Glossary

Choose the term you need to be defined.   Click and hold the mouse button while the definition is displayed.

-A-

align to page
align to rulers
align
arc
arrowhead
attributes
auto curvature
autotrace
axis

-B-

background
basic shape
bevel
bitmap
blend
blend stages
box
butt

-C-

check box
clipart
clipboard
closed path
color palette
control lines
control menu
control points
convert to path
copy
corner point
corner radius
crop marks
curve point
custom page
cut

-D-

Align to page

A setting to make the grid align to the top left-hand corner of the page.

Align to rulers

A setting to make the grid align to the ruler origin.

Align

The positioning of objects with respect to each other or to the page.

Arc

A curve which is part of the circumference of an ellipse.

Arrowhead

An arrow symbol which you can select for the ends of a line style.

Attributes

The line styles and fill styles given to objects.

Auto curvature

The production of a smooth curve through a point that depends on the position of adjacent points.   A point has auto curvature when it is created.

Autotrace

Automatically trace an outline around an imported image.

Axis

The line in which objects are reflected in a reflect transformation.   The reflection axis passes through the fixed point.

Background

The unset bits in a monochrome bitmap image.

Basic shape

A box, round box, ellipse, arc, pie slice, polygon or star, created with one of the shape tools.

Bevel

A style of line join in which the corner is cut off.

Bitmap

A graphic made up of a pattern of dots.   Paint packages and scanners produce these images.

Blend

The insertion of intermediate paths between two paths or basic shapes, with a transition of line styles and fill styles from one end to the other.

Blend stages

One of the intermediate paths inserted between two paths or basic shapes during a blend operation.

Box

A rectangle or square drawn using the box tool.

Butt

A squared-off end type for a line style, which does not project beyond the end of the line.

Check box

A standard Windows control element allowing selection and de-selection of an option independent of the settings of other options.

Clipart

Files, usually graphics, imported into an application to provide ready-made components of pictures.

Clipboard

A mechanism provided by Windows for transferring data within and between applications.   The Cut and Copy commands transfer data to the clipboard.   The Paste command can then be used to transfer the data from the clipboard to another location in the same or another application.

Closed path

A path with no end points.   Closed paths can be filled.

Color palette

A set of colors along the bottom of the Design Studio desktop.   Click on a color to apply it to the currently selected object.   You can add colors to the palette.

Control lines

Lines used to connect control points to points on paths.   The length and direction of the control lines control the direction and curvature of the path at the point.

Control menu

A standard Windows menu displayed by clicking on the bar-shaped icon at the top left-hand corner of any window.

Control points

+ shaped handles at the end of control lines.   The handles are dragged to change the length and direction of the lines.

Convert to path

An operation used to change basic shapes and text objects into paths.

Copy

A command used to transfer a copy of an item to the clipboard without removing the original.

Corner point

The type of point used to connect straight sections of a path.

Corner radius

The radius used to create the corner of a round box.

Crop marks

Hair lines drawn on a printout to mark the edge of the picture when the printout is tiled or printed on paper larger than the picture.

Curve point

The type of point drawn by the curve tool to connect curved sections of a path smoothly without a corner.

Custom page

A page size defined by you on the **Page Format** dialog box.

Cut

A command used to remove an object from a picture and transfer it to the clipboard.

Default

What the computer does unless you tell it otherwise.

Desktop printer

A printer connected directly to your computer.

Dialog Box

A window used to supply information to Design Studio.

Ellipse

A regular oval drawn using the ellipse tool.   The most regular oval is the circle.

Ends

A component of line style allowing the ends of an open path to be made round, square or butt.

EPSF

Encapsulated PostScript Format - a line-art format that Design Studio can handle.

Export

Save part or all of a picture in one of a number of file formats used by other applications.

File

A document stored on a hard or floppy disk.

File extension

The three letters after the dot in a   filename.

Fill style

The attribute of closed paths, text objects and basic shapes specifying how the space enclosed by their outlines should be filled.   Fill styles can have different colors, and can be plain or graduated from one color to another in a number of different styles.

First point

The point on a path or basic shape which used as the reference point for a blend if no points are selected.

Fixed point

Scale, rotate, reflect and skew transformations are performed about the fixed point.

Floating toolbox

The optional display of the Design Studio tools in a moveable window.

Font

This is used in Design Studio to mean the style of type e.g. `Courier,` Helvetica, or Times Roman. Elsewhere this may be called a typeface, with the term font reserved for a particular weight, size and style of a typeface.

Foreground

The set pixels of a bitmap image.

Freehand drawing

A drawing made up of paths drawn by dragging with the pencil tool.

Greeking

The representation of text by simple strokes.

Grayed out

A command shown in gray (rather than black) because it is disabled, i.e. unavailable for use.

Grid

An optional overlay of crossed lines to help accurate positioning of an object in a picture.   Precise positioning is assisted by the option of making objects snap to the grid when they are created, moved or transformed.

Group

A set of objects grouped together so that they behave as a single object.

Hairline

A line displayed or printed at the finest resolution possible on the particular screen or printer.

Handles

Small shapes, appearing on selected objects.   Handles can be dragged to change the shape of the object.

Image

A graphic made up of a pattern of dots (also called a bitmap).   Paint packages and scanners produce images.

Imagesetter

An electronic typesetter than can handle graphics as well as type.   Imagesetters typically have a resolution of 600 dpi (dots per inch) or better.

Import

Load part of a picture or a piece of clip-art in one of a number of file formats used by other applications.

Information line
A bar at the bottom of the work area giving information and hints on what to do next.

Intersection area

The square at the top left-hand corner of the work area where the horizontal and vertical rulers meet.

Join

(1)   A command joining together the open ends of paths or joining text to a path.

(2)   A property of a line style specifying how line segments are joined at corner points.

Justification

The layout of text across a text frame or along a path so that it fills the width of the frame or the length of the path.   Justified text in a text frame will have straight left- and right-hand edges.

Kerning

Reducing the space between characters.   Compare with tracking.

Keyboard alternatives

An alternative to using the mouse for selection.   Keyboard alternatives are shown on screen by underlining a letter in menu titles, box names and so on.   There is a keyboard alternative for all mouse selection operations.

Keyboard shortcuts

A means of carrying out a command from the keyboard without opening a menu first.   Shortcuts are a replacement for several mouse selection operations.   If there is a shortcut, it is shown after the command in the menu.   Not all commands have keyboard shortcuts.

Landscape

The orientation of a page in which the horizontal size is greater than the vertical.

Leading

The spacing between lines of text. The name comes from the use of strips of lead to separate lines in traditional printing methods.

Letter spacing

The amount of space automatically inserted between characters, to achieve justified lines.

Line-art

Pictures defined as a series of straight and curved lines rather than dots.   Drawing packages produce line-art.   Compare with image.

Line style

The attribute of paths, text objects and basic shapes specifying how the line or outline should be drawn. Line styles can have different widths and colors.

Linear

A type of graduated fill style where the color changes smoothly from one end to the other.

List box

A scrollable box displaying a list of options.

Logarithmic

A type of graduated fill style where the color initially changes quickly and then tapers off to a final color.

Magnification

The view size of the picture on the screen.

Metafile

A class of file formats for line-art.

Mirror line

The line in which objects are reflected in a reflect transformation.   The reflection axis passes through the fixed point.

Miter

A style of line join in which the lines extend to a point at the join.

Negative

A print option interchanging black and white.

Object

A basic shape, path, text object, imported image or group.

Open path

A path with two separate end points.

Outline format

A simplified picture display allowing rapid redrawing.

Page box

The blue rectangular outline on the work area marking the position of the page, which is specified using the **Page Format** dialog box.

Paste

A command used to copy data from the clipboard to the application.   Items remain on the clipboard after they have been pasted.

Path

A straight or curved line consisting of one or more segments joined together at points.

PCX

A standard file format for images.

Pica

A typesetting unit, equal to 1/6 inch.

Pie slice

A segment of a circle or other ellipse, drawn using the pie tool.

Pixel

A picture element.   One of the dots making up a picture displayed on the screen.

Point

(1)   The unit used to measure text: 1 point = 1/72 inch.

(2)   The corner and curve points used to define paths.

Polygon

A regular shape with three or more sides, drawn using the polygon tool.

Portrait

The orientation of a page in which the vertical size is greater than the horizontal.

Preview format

A screen display representing the printed form of a picture as closely as possible.

Preview box

A box in some dialog boxes showing the effect of selecting items.

Printable area

The area of the page that the printer can print on, marked by a dashed rectangle.

Printing to disk

Send output for printing to a disk instead of a printer, so that the picture can be printed at another time.

Radial

A type of graduated fill style made up of circles, with equal graduation intervals from the center to the circumference.

Redo

Redo an edit or transformation which has been undone with the **Undo** command.

Redraw

Re-display parts of the screen which have changed.

Reference points

The points on two objects which are mapped into each other when a blend is made between the two.

Reflection axis

The line in which objects are reflected in a reflect transformation.   The reflection axis passes through the fixed point.

Registration

The alignment of the tiles in a tiled picture to make up the complete picture.

Registration marks

Marks on printouts used to assist registration.

Reversed

An option in printing producing a reversed image.

RGB

A color model for additive mixing, in which Red, Green and Blue are mixed to produce any color.

Rotate

A transformation performed with the rotate tool.

Round box

A box with rounded corners.

Round

A type for the Join and Ends properties of a line style.

Ruler

Optionally displayed scales at the top and left-hand side of the work area.

Ruler origin

The point on the desktop which measures zero on both horizontal and vertical rulers.

Scale factor

The percentage by which a scaling operation changes the size of a picture or selected objects.   There may be different scale factors for the vertical and horizontal directions.

Scaling (printing)

The application of a scale factor to change the size of a picture when it is printed.

Scanner

A device used to convert an image on paper to an image in a computer.

Select

(1)   Choose an object on which your next action will be carried out.

(2)   Choose a command, option button or check box.

Selection frame

A rectangle dragged out with the pointer tool to select any item in the rectangle when the mouse button is released.

Selection range

The distance around the pointer tool within which an object will be selected if the mouse button is clicked.

Shortcuts

Buttons which perform particular common operations, such as Cut, Copy, Paste and Transform Again. Click on a shortcut button to perform the action. The shortcut buttons can be attached to any edge of the desktop, or they can be displayed in a floating box.

Skew

A transformation performed using the skew tool.

Snap control

Force objects to align to the grid.

Spherical

A type of graduated fill style made up of circles, with increasing graduation intervals from the center to the circumference.

Split path

Break a path at a point.   An open path is split into two shorter open paths; a closed path becomes an open path; a compound path cannot be split until it has been ungrouped into separate paths.

Square

One of the types for the Ends property of a line style.   Unlike the butt line end style, square line ends project half the line's width beyond the end of the line.

Standard view size

One of 25%, 50%, 100%, 2x, 4x, 8x, 16x, or whole page.

Star

A regular shape with three or more radiating points, drawn using the star tool.

Template

A file type used to store pictures used as a basis for other pictures.

Text controls

A set of text functions which appears when the text tool is selected.   Use the text controls to set the font, size, style and justification of text, to adjust the set width and kerning, and to raise or lower the text. The text controls can be attached to any edge of the desktop, or they can be displayed in a floating box.

Text frame

A box marking the boundary of a text object.

Text object

A text item in a picture.   A text object can be manipulated in the picture in the same way as any other object.

Text on a path

Text flowing along a path.

TIFF

Tagged Image File Format - a standard file format, often used to store scanned images.

Toolbox

The display of Design Studio tools on the edge of the work area, or in the floating toolbox.

Trace

Construct a path around an image, either manually or automatically.

Tracking

Increasing the space between characters.   Compare with kerning.

Transform

Edit a basic shape by moving, scaling, or reflecting it.

Typeface

The   style of type e.g. `Courier,` Helvetica, or Times Roman.   Design Studio more commonly uses the term font to refer to the style of type.

Undo

Undo the last edit or transformation and restore the picture to its former state.

Ungroup

(1)   Separate a group into individual objects.

(2)   Change a basic shape into a path.

Vector font

A font using lines instead of filled outlines.

Vector-based

Describing a drawing as a series of lines and arcs instead of as a bitmap.

View size

The magnification of a Design Studio picture.

Work area

The area within which a Design Studio picture is created.

Design Studio Picture Window

The Design Studio picture window is your 'drawing board'.   You can draw your pictures anywhere in the picture window, but only the objects on the page (i.e. within the blue border) are printed.

 You can change the size of the picture window by dragging the sizing border.

 You can make the picture window take up the full screen by clicking on the **Maximize** button.

Non-Client Area

No help topic available for Non-Design Studio area.

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Toolbox

The toolbox is the collection of tools that you use to draw and transform objects.   There are eighteen tools in total.

The toolbox can be attached to any edge of the desktop, or it can be displayed in a floating box.   To move the toolbox:

1. Click on the toolbox, hold down the mouse button and drag the toolbox.   If you hit the edge of the desktop, the toolbox will dock there; if you leave it in the middle of the desktop, it will float.

   Although only six tools are displayed initially down the left-hand side of the desktop, you can click on the black arrow symbol to the right of some of the icons, to display more tools.

   The mouse pointer changes to a different shape depending on which tool is selected.

   If you click the right button of the mouse while the cursor is over the toolbox, a menu of options for configuring the toolbox will appear.

   If you want to display all the tools at once, open the toolbox configuration menu and click on **Show all tools**.   Do the same again to return the tools to their six "drawers".

   Design Studio remembers the location of the toolbox and displays it in the same place when you next load the program.

Choose the tool for which you require help:

Pointer tool	Selecting, dragging, copying
Text tool	Entering or editing text objects

Shapes

Box tool	Drawing square and rectangular boxes
Round box tool	Drawing boxes with rounded corners
Ellipse tool	Drawing circles and ellipses
Arc tool	Drawing arcs
Pie tool	Drawing pie slices
Polygon tool	Drawing regular polygons
Star tool	Drawing stars

Drawing

Pencil tool	Drawing free-form lines
Line tool	Drawing straight lines
Curve tool	Drawing curve points

Transform

Scale tool	Scaling objects
Rotate tool	Rotating objects
Skew tool	Skewing objects
Reflect tool	Reflecting objects

Others

| Autotrace tool | Tracing imported bitmaps |
| Magnifier tool | Zooming in and out |

Information Line

The information line displays information about many aspects of the desktop and the picture you are working on.

 The information line changes depending upon what you are doing at the time.

 To turn the information line off, click on **Info Line** in the **View** menu.   Do the same to turn it on again.

See also

How to use the information line

Rulers

The rulers help you to size and position the objects you draw.   They appear along the top, and down the left-hand side of the picture window.   As you move the mouse pointer, thin hairlines on the rulers indicate the pointer's current position.

You can choose not to display the rulers.   Click on **Show Rulers** in the **View** menu to turn the rulers on and off.

You can change the units of the ruler by clicking on the ruler units box and selecting the units of measurement that you want.

The units available are :

inches/tenths

inches/eighths

centimeters

picas and points

Ruler Units

You can change the units of the ruler by clicking on this units box and selecting the units of measurement that you want.

The units available are :

    inches/tenths

    inches/eighths

    centimeters

    picas and points

All the dialog boxes that you display after this change will default to the unit of measurement that you have chosen.

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Color Palette

The color palette is displayed at the bottom of the desktop, and it contains a selection of colors. Any new colors you create will be added to the palette.

To display the color palette, click on **Color Palette** in the **View** menu, or click on the Color Palette button in the shortcuts. Close the color palette by selecting the **Color Palette** command again.

How to use the color palette

To change the color of an object, select the object and then click the left mouse button on the color you require.

To give an object no fill style, select the object and then click the left mouse button on the X button in the palette.

To change the color of the line style of an object, select the object and then click the right mouse button on the color you require.

To give an object no line style, select the object and then click the right mouse button on the X button in the palette.

To change the "to color" of a graduated fill style, select the object, hold down **SHIFT** and then click the left mouse button on the color you require.

To edit a color in the palette, double-click on the color to display the Edit Color dialog box.

To add a new color to the palette, click on the + button to display the New Color dialog box.

You cannot delete a color from the color palette.

Title Bar

The title bar is at the top of the desktop.   This shows the filename of the picture you are working on.

  Drag the title bar if you want to move a window around the desktop.

  Double-click on the title bar to maximize the window, just as if you had clicked on the maximize button.

Minimize Button

Click on this button to reduce the Design Studio desktop to a picture icon.

 You can then restore Design Studio by double-clicking on the icon, or by clicking on the icon and selecting **Restore** from the popup menu.

 You can also minimize the desktop using the Control Menu.

Maximize Button

Click on this button to increase the picture window to maximum size.   This fills the desktop.

You can also maximize the picture using the Control Menu.

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Control Menu

The Control Menu is represented by a box in the top-left corner of the desktop and all dialog boxes.

You use the Control Menu's commands to position the desktop and dialog boxes on the screen.

The commands allow you to move and close the desktop and dialog boxes.

Scroll Bar

The scroll bars are at the right, and at the bottom of the picture window, and are used to move different areas of the picture into view.

 The position of the scroll box in the scroll bar indicates the area of the page that is currently in view.

To scroll around the page you can either:

 drag the scroll box along the scroll bar.   This moves the picture by the suggested amount in the direction you drag it.

or

 click on the scroll arrows at either end of the scroll bar.   This moves the picture a small amount in the specified direction.

or

 click on the scroll bar itself beside the scroll box.   This moves the picture one window to the left, to the right, up or down.

Use the scroll bar on the right for vertical movement, and the scroll bar at the bottom for horizontal movement.

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Sizing Border

Drag the sizing border to change the size of the picture window.   The icon changes to a two-way arrow when the sizing border is selected.

If you have grabbed the sizing border at one of the corners, you can change the size of the window both horizontally and vertically.

Shortcuts

The shortcuts are a set of buttons for performing common Design Studio functions.   When you point at a shortcut button with the cursor, the function of that button is explained in the information line.

The shortcuts can be attached to any edge of the desktop, or they can be displayed in a floating box. To move the shortcuts:

1. Click on the shortcuts, hold down the mouse button and drag the shortcuts.   If you hit the edge of the desktop, the shortcuts will stay there; if you leave them in the middle of the desktop, they will float.

If you click the right button of the mouse while the cursor is over the shortcuts, a menu of options for configuring the shortcuts will appear.

Design Studio remembers the position of the shortcuts, and will put them in the same place when you next load the program.

If you point at a disabled shortcut (i.e. one which is not available at the current time), the cursor goes hollow and a message explaining why the shortcut is disabled appears in the information line.

 The shortcuts available are:

Display the color palette

Display the Fill Style dialog box or the Line Style dialog box

Cut the selected object(s) from the picture, or copy the selected object(s) to the clipboard, or paste the contents of the clipboard into the picture

Undo the last operation, and redo the previous undo

Repeat the last transformation performed

Toggle between Preview and Outline format

Display the picture at its actual size, or display the picture so that the whole page is in view

Toggle between displaying and not displaying the grid, and toggle between having Snap Control turned on and off

Move the selected object(s) to the front of the picture, or move the selected object(s) to the back of the picture

Combine the selected objects into a group, or separate the selected group into its components

Join the two selected points together (or join text to a path), and break a path at the selected point (or split text from a path)

Display the Align dialog box

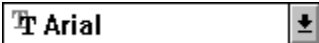Display Object Info for the selected object

Turn the pointer into a question mark so that you can ask for help on a specific part of the desktop
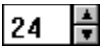
■

Text Controls

The text controls are a set of options which appear whenever the text tool is selected.   They enable you to edit text.   When you point the cursor at a text control, the function of that control is explained in the information line.

■   If you click the right mouse button while the cursor is over the text controls, a menu of options for configuring the text controls will appear.

■   Design Studio remembers the position of the text controls, and will display them in the same place when you next load the program.

■   If you point at a disabled text control (i.e. one which is not available at the current time), a message explaining why the text control is disabled appears in the information line.

The text controls available are:

T Arial ___±___   Display a selection of fonts; click on the one you require

24 ▲▼   Display the point size; click on the arrows to select the one you require, or type it directly into the box

B **I** Display the selected text in bold, and display the selected text in italics

≡ ≡ ≡ ≡ Align the text object to the left, center the text object, align the text object to the right, or justify the text object

↔A↔ ↔A↔ Make the selected characters wider or narrower by 10%

AB↕ AB↕ Move the selected text upwards or downwards by one point

AV AV Decrease or increase the spacing between selected characters by 1%

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Pointer tool

The pointer tool is used to select objects and points on paths, and to manipulate objects by, for example, moving or stretching them.

To select a single object

1. Select the pointer tool from the toolbox.   The pointer shape changes to an arrow.

2. Position the pointer over the object you want to select and click the mouse button.   The object's handles are displayed, indicating that it is selected.   Any previously selected objects are de-selected.

To select objects using a selection frame

1. With the pointer tool selected, position the pointer at one corner of the group of objects you want to select.

2. Drag the pointer across the objects.   A selection frame appears as you drag; all the objects which are within (or partially within) the selection frame are selected when you release the mouse button.

To select additional objects

1. Point at the next object you want to select.

2. Hold down **SHIFT** and click the mouse button.   This adds the object to the selection.

You can **SHIFT** and click on as many objects as you wish, and you can extend a selection by holding down **SHIFT** while dragging a selection frame.

To drag an object

1. Point at the object you want to move.

2. Hold the mouse button down while you drag the mouse around.   The object is dragged around the screen.

To copy an object

1. Point at the object you want to copy.

2. Hold down **ALT** and drag the object as described above, to make an exact copy.

To stretch an object

1. Point at one of the handles on the object you want to stretch.

2. Click and drag the handle to transform the object.
▪   The effects of this drag depends upon what sort of object you have selected, e.g. a bitmap, group, shape, or path.

Selecting points

A point can also be moved, adjusted, or deleted, but first it must be selected.   To select a point on a path:

1. Select the path containing the point.

2. Position the pointer on the point you want to select.   When the pointer is correctly positioned, its appearance changes to indicate that it is pointing to a point, rather than to the whole path.

3. Click on the point: it changes from a small black square to either a connector point, a curve point or a corner point.   The control points and control lines of the selected points are also displayed.

To select multiple points on a path, hold down **SHIFT** and click on each of the points to select, or drag the pointer tool across the points you want to select.

Hold down **CTRL** and drag to pull the control points from points.

The right mouse button

Whichever tool is selected, if you click or drag with the right button on the mouse, you will be able to select and drag objects as though you had temporarily switched to the pointer tool.

The middle button of a three-button mouse is never used.

- The pointer tool is also used to adjust the angles of an arc or <u>pie slice</u>, by dragging the round handles on one of these objects.

T

Text tool

You can enter text directly into your picture.   To do this:

1. Select the text tool from the toolbox.   The pointer shape changes to an I beam when you move it into the work area.   Notice also that the menu bar at the top of the screen changes to a text bar. This contains text controls which enable you to format the text.

2. Click on the work area approximately where you want the text (you can always move it afterwards), and start to type.

▪   When you are using the text tool, you can select text objects by clicking the right mouse button on them.   If you select a text object in this way, you will not be able to cut, copy or paste, because these commands are reserved for use on text selections, not on whole text objects.

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See also

How to work with text

Box tool

Drawing a rectangle

1. If the box tool is not displayed in the toolbox, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the box tool.

3. Move the pointer onto the work area.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the rectangle is displayed as you drag the mouse.

4. Release the mouse button when the outline is the size and shape you want.

The rectangle is drawn with the current default line and filled with the current default fill.   To set the default line or the default fill, insure that no objects are selected (by clicking outside all objects), and choose the line you want from the **Line** menu or the fill you want from the **Fill** menu.

Drawing a square
▪   If you want to draw an exact square, follow the steps above but hold down **CTRL** as you drag. Do not release **CTRL** until you have released the mouse button.
▪   If you have already begun to drag the mouse across the desktop, you can still press **CTRL** to insure that the shape you draw is an exact square.

Drawing a rectangle from its center
▪   You can also draw a rectangle about a fixed center point instead of from corner to corner.   To draw a shape about its center, follow the steps above but hold down **SHIFT** as you drag.   Do not release **SHIFT** until you have released the mouse button.   If you have already begun to drag the mouse across the desktop, you can still hold down **SHIFT** to insure that the rectangle is drawn with a fixed center point.

You can hold down **SHIFT** and **CTRL** at the same time to draw an exact square about a fixed center.

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See also
   How to draw a picture

Round box tool

Drawing a round box

1. If the round box tool is not displayed in the <u>toolbox</u>, click on the **>** symbol next to the shape icon. The list of shape tools drops down.

2. Click on the round box tool.

3. Move the pointer onto the <u>work area</u>.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the round box is displayed as you drag the mouse.

4. Release the mouse button when the outline is the size and shape you require.

The round box is drawn with the current <u>default</u> line and filled with the current default fill.   To set the default line or the default fill, insure that no objects are selected (by clicking outside all objects), and choose the line you want from the **Line** menu or the fill you want from the **Fill** menu.

Drawing a square round box

▪ If you want to draw an exact square, follow the steps above but hold down **CTRL** as you drag. Do not release **CTRL** until you have released the mouse button.

▪ If you have already begun to drag the mouse across the desktop, you can still press **CTRL** to insure that the shape you draw is an exact square.

Drawing a round box from its center

▪ You can also draw a round box about a fixed center point instead of from corner to corner.   To draw a shape about its center, follow the steps above but hold down **SHIFT** as you drag.   Do not release **SHIFT** until you have released the mouse button.   If you have already begun to drag the mouse across the desktop, you can still hold down **SHIFT** to insure that the round box is drawn with a fixed center point.

You can hold down **SHIFT** and **CTRL** at the same time to draw an exact square about a fixed center.

Adjusting the corners for a round box

The curvature of the corners of round boxes is determined by the <u>corner radius</u>. You can edit the corner radius to make it larger or smaller.   A larger corner radius will make the shape more rounded; a smaller corner radius will make the shape more rectangular.   To adjust the corners of a round box before you draw it, double-click on the round box icon to display the <u>Rounded Box</u> dialog box.

You can also change the corner radius of a round box after it has been drawn.   To do this, select the pointer tool and double-click on the round box to display the **Object** popup menu.   Select the **Object Info** option.   The **Shape Info** dialog box is displayed and you can edit the dimension in the **Corner** box.

See also

<u>How to draw a picture</u>

Ellipse tool

Drawing an ellipse

1. If the ellipse tool is not displayed in the toolbox, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the ellipse tool.

3. Move the pointer onto the work area.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the ellipse is displayed as you drag the mouse.

4. Release the mouse button when the outline is the size and shape you want.

The ellipse is drawn with the current default line and filled with the current default fill.   To set the default line or the default fill, insure that no objects are selected (by clicking outside all objects), and choose the line you want from the **Line** menu or the fill you want from the **Fill** menu.

Drawing a circle

▪   If you want to draw an exact circle, follow the steps above but hold down **CTRL** as you drag.   Do not release **CTRL** until you have released the mouse button.

▪   If you have already begun to drag the mouse across the desktop, you can still press **CTRL** to insure that the shape you draw is an exact circle.

Drawing an ellipse from its center

▪   You can also draw an ellipse about a fixed center point instead of from corner to corner.   To draw a shape about its center, follow the steps above but hold down **SHIFT** as you drag.   Do not release **SHIFT** until you have released the mouse button.   If you have already begun to drag the mouse across the desktop, you can still hold down **SHIFT** to insure that the ellipse is drawn with a fixed center point.

You can hold down **SHIFT** and **CTRL** at the same time to draw an exact circle about a fixed center.

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See also

How to draw a picture

Arc tool

Drawing an arc

1. If the arc tool is not displayed in the <u>toolbox</u>, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the arc tool.

3. Move the pointer onto the <u>work area</u>.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of a quarter-elliptical arc is displayed as you drag the mouse.   If you drag to the right and then down, the arc goes clockwise; if you drag down and then to the right, the arc goes counter-clockwise.   The <u>information line</u> indicates the start and end angles of the arc.

4. Release the mouse button when the arc is the length and shape you require.
▪   You can give the arc any line style you like.   Make sure that the arc is selected, and then click on **Popup Lines** in the **Line** menu.
▪   Once you have drawn an arc, you can alter its start and end angles.   To do this, either move the start and end points with the pointer tool, or double-click on the arc to call up the **Shape Info** dialog box. You can then type in precise start and end angles.

See also

  <u>How to draw a picture</u>

Pie tool

Drawing a pie slice

1. If the pie tool is not displayed in the toolbox, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the pie tool.

3. Move the pointer onto the work area.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the pie slice is displayed as you drag the mouse.   There are four different pie slices you can draw, each corresponding to a quarter of a circle:

   Top left quarter   Drag the pointer to the left and then down

   Top right quarter   Drag the pointer to the right and then down

   Bottom right quarter   Drag the pointer down and then to the left

   Bottom left quarter   Drag the pointer down and then to the right

   The information line indicates the start and end angles of the pie slice.

4. Release the mouse button when the pie slice is the size and shape you require.

The ellipse is drawn with a thin black line and is filled with the current default fill.   To set the default fill, insure that no objects are selected (by clicking outside all objects), and choose the fill you want from the **Fill** menu.

■   Once you have drawn a pie slice, you can alter its start and end angles.   To do this, either move the start and end points with the pointer tool, or double-click on the arc and select **Object Info** to call up the **Shape Info** dialog box.   You can then type in precise start and end angles.

See also

How to draw a picture

Polygon tool

Drawing a polygon

1. If the polygon tool is not displayed in the toolbox, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the polygon tool.

3. Move the pointer onto the work area.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the polygon is displayed as you drag the mouse.

4. Release the mouse button when the polygon is the size you require.

The polygon is drawn with the current default line and is filled with the current default fill.   To set the default line or the default fill, insure that no objects are selected (by clicking outside all objects), and choose the line you want from the **Line** menu or the fill you want from the **Fill** menu.

Changing the number of sides of a polygon

You can change the number of sides a polygon has in two ways.   To change the number of sides of a polygon which you have already drawn:

1. Use the pointer tool to select the polygon.

2. Double-click on one of the handles and open up the Shape Info dialog box.

3. Type in the number of sides you require, or use the arrow buttons to choose.   A sample polygon is displayed in the preview box.

To change the number   of sides of a polygon before you draw it:

1. Double-click on the polygon tool to display the Polygon dialog box.

2. Type in the number of sides you require, or use the arrow buttons to choose.   A sample polygon is displayed in the preview box.

■   When you change the number of sides of a polygon in the **Polygon** dialog box, this number is used as the default for any subsequent polygons you draw.

■   If you hold down **CTRL** while drawing a polygon, the polygon has a 1:1 aspect ratio, i.e. its corners all lie on a perfect circle.

Drawing a polygon from its center

■   You can also draw a polygon about a fixed center point instead of from corner to corner.   To draw a shape about its center, follow the steps above but hold down **SHIFT** as you drag.   Do not release **SHIFT** until you have released the mouse button.   If you have already begun to drag the mouse across the desktop, you can still hold down **SHIFT** to insure that the polygon is drawn with a fixed center point.

■   You can hold down **SHIFT** and **CTRL** at the same time to draw a polygon with an aspect ratio of 1:1, about a fixed center.

See also

How to draw a picture

Star tool

Drawing a star

1. If the star tool is not displayed in the toolbox, click on the **>** symbol next to the shape icon.   The list of shape tools drops down.

2. Click on the star tool.

3. Move the pointer onto the work area.   Press the mouse button and drag the pointer diagonally across the desktop.   An outline of the polygon is displayed as you drag the mouse.

4. Release the mouse button when the star is the size you require.

The star is drawn with the current default line and is filled with the current default fill.   To set the default line or the default fill, insure that no objects are selected (by clicking outside all objects), and choose the line you want from the **Line** menu or the fill you want from the **Fill** menu.

Changing the number of points of a star

You can change the number of points a star has in two ways.   To change the number of points of a star you have already drawn:

1. Use the pointer tool to select the star.

2. Double-click on one of the handles and open up the Shape Info dialog.

3. Type in the number of points you require, or use the arrow buttons to choose.   A sample star is displayed in the preview box.

To change the number of points of a star before you draw it:

1. Double-click on the star tool to display the Star dialog box.

2. Type in the number of points you require, or use the arrow buttons to choose.   A sample star is displayed in the preview box.

■   When you change the number of points of a star in the **Star** dialog box, this number is used as the default for any subsequent stars you draw.

■   You can use either the **Shape Info** dialog box or the **Star** dialog box to change how pointed the star is by altering its inner radius.

■   If you hold down **CTRL** while drawing a star, the star has a 1:1 aspect ratio, i.e. its points all lie on a perfect circle.

Drawing a star from its center

■   You can also draw a star about a fixed center point instead of from corner to corner.   To draw a shape about its center, follow the steps above but hold down **SHIFT** as you drag.   Do not release **SHIFT** until you have released the mouse button.   If you have already begun to drag the mouse across the desktop, you can still hold down **SHIFT** to insure that the star is drawn with a fixed center point.

■   You can hold down **SHIFT** and **CTRL** at the same time to draw a star with an aspect ratio of 1:1 about a fixed center.

See also

How to draw a picture

Pencil tool

The pencil tool is like the pencil on your desk.   As you drag the pencil around the desktop, a path is drawn following the movements of the tool.

To use the pencil tool:

1. Select the pencil tool from the toolbox.   The pointer shape changes to a pencil when you move it into the work area.

2. Drag the pencil around the work area in the shape of the path you wish to draw.   A thin line is drawn, following the movements of the pencil.

When you release the mouse button, a path is created which consists of a number of line segments joined together at points.   Because the path is left selected, these points are indicated by small black squares.

■   If you use the pencil tool when you have another path selected, and the end point of that path is also selected, then the path drawn with the pencil tool will join onto the end of the other and the two paths will become one object.

■   If no line is drawn through the points, open the **Line** menu and select **Solid**.

Erasing a freehand path

You can erase a freehand path while you are still drawing it by holding down **ALT** and moving the pencil pointer back over the path that you have just drawn.   You cannot erase a path in this way if you have already finished dragging the mouse and released the mouse button.

Changing the smoothness of freehand paths

You can adjust the smoothness of freehand paths using the Freehand dialog box: display this by double-clicking on the pencil icon.

See also

How to draw a picture
How to work with points and paths

Line tool

Use the line tool to draw straight lines.   To draw a line using the line tool:

1. <u>Select</u> the line tool from the <u>toolbox</u>.   The pointer shape changes to a pencil drawing a straight line when you move it into the <u>work area</u>.

2. Position the pointer where you want to start the straight line and click and hold down the mouse button.

3. Move the pointer to where you want the straight line to end, and release the mouse button.   A <u>path</u> is drawn with a point at each end.   Because the path is left selected, these points are indicated by small black squares.   You can move these points around to reposition the line.

▪   If you hold down **CTRL** while drawing a straight line, the line will be kept horizontal, vertical or on the 45 degree diagonal, depending on where you move the pointer.   If you have already begun to drag the mouse across the desktop, you can still hold down **CTRL** to insure that the line is drawn horizontally, vertically or diagonally.

▪   If you start or finish dragging the pointer within the join range of the end point of a selected path, the new line will be joined to that path.

▪   If no line is drawn through the points, open the **Line** menu and select **Solid**.

See also

<u>How to draw a picture</u>

<u>How to work with points and paths</u>

Curve tool

Use the curve tool to create smoothly curved paths.   To draw a path using the curve tool:

1. Select the curve tool from the toolbox.   When you move the pointer arrow into the work area, it changes shape to a cross with a circle at its center.

2. Position the pointer where you want to start the path and click the mouse button.   A small empty circle (a curve point) is displayed, indicating that a point has been drawn and is selected.

3. Move the pointer to the next position and press the mouse button.   A line is drawn from the previous end point to the pointer position, giving a rough indication of where the new line will be drawn.   You can drag the new point to place it anywhere on the work area, which will be scrolled if necessary. When you release the mouse button, the new point is drawn and left selected; the previous point is de-selected and drawn as a black box.   A line is drawn between the two points.

4. Repeat step 3 until the line is complete.

▪   When you have finished drawing the path, you can de-select the last point by pressing the space bar.

▪   If no line is drawn through the points, open the **Line** menu and select **Solid**.

▪   To draw a closed path, click the tool on the path's start point to link the end point with the start point.

▪   To add a corner point to a path, use the curve tool and hold down **SHIFT** when you click.

Control points determine the curvature of the line between two points.   By adjusting the control points, you can change the shape of the curve.   Control points are joined to the line with control lines.

See also

How to draw a picture

How to work with points and paths

Scale tool

Use the scale tool to "stretch" or "squeeze" objects.

Scaling an object

1. Select the object you want to scale.

2. Select the scale tool by clicking on its icon in the toolbox.

3. Press and hold the mouse button at the point where you want the fixed point to be.   The fixed point is the origin of the transformation and is displayed as a small +.   The fixed point can be anywhere on the screen, even inside the object.

4. Drag the pointer in any direction.   The original object and an outline of the scaled object will be displayed.   As the pointer is dragged up, the vertical scale factor is increased, i.e. the object is stretched.   Drag down to reduce the vertical scale factor and squeeze the object.   Dragging to right or left increases or decreases the horizontal scale factor.

5. Continue dragging the pointer in any direction until the new object is correctly transformed and you have created the right size and shape.

6. Release the mouse button.   The new object is redrawn and the original removed from the display.

▪   **ALT** and drag creates a copy of the transformed object.

▪   **CTRL** and drag restricts the transformation to horizontal, vertical or angles that preserve the aspect ratio.

▪   The whole picture can be scaled by clicking on **Select All** in the **Edit** menu, and applying the transformation to the selected objects, i.e. the whole picture.

▪   Scaling can be performed by first selecting the object to be scaled, then choosing the scale tool and double-clicking anywhere in the picture to display the Scale dialog.

▪   When you are using the scale tool, the information line displays the current scale factors in the horizontal and vertical directions.

▪   If not all of the points on the path are selected, then the transformation applies only to the selected points.

See also

How to work with objects

How to work with points and paths

Rotate tool

Rotating an object

1. <u>Select</u> the object you want to rotate.

2. Select the rotate tool by clicking on its icon in the <u>toolbox</u>.

3. Press and hold the mouse button at the point where you want the fixed point to be.   The <u>fixed point</u> is the origin of the transformation and is displayed as a small +.   The fixed point can be anywhere on the screen, even inside the object.

4. Drag the pointer in any direction.   The original object and an outline of the rotated object will be displayed.

5. Continue dragging the pointer in any direction until the new object is correctly positioned. Notice that moving the pointer in different directions has different effects.

6. Release the mouse button.   The new object is redrawn and the original removed from the display.

- **ALT** and drag creates a copy of the transformed object.
- **CTRL** and drag restricts the transformation to multiples of 45 degrees.
- The whole picture can be rotated by clicking on **Select All** in the **Edit** menu, and applying the transformation to the selected objects, i.e. the whole picture.
- Rotation can be performed by first selecting the object to be rotated, then choosing the rotate tool and double-clicking anywhere in the picture to display the <u>Rotate</u> dialog.
- When you are using the rotate tool, the <u>information line</u> displays the angle of rotation.
- If not all of the points on the path are selected, then the transformation applies only to the selected points.

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See also

<u>How to work with objects</u>

<u>How to work with points and paths</u>

Skew tool

Use the skew tool to slant and stretch an object in the same transformation.

Skewing an object

1. Select the object you want to skew.

2. Select the skew tool by clicking on its icon in the toolbox.

3. Press and hold the mouse button at the point where you want the fixed point to be.   The fixed point is the origin of the transformation and is displayed as a small +.   The fixed point can be anywhere on the screen, even inside the object.

4. Drag the pointer in any direction.   The original object and an outline of the skewed object will be displayed.

    As the pointer is dragged to the right, points above the fixed point are skewed to the right, while points below it are dragged to the left.   Dragging to the left reverses the effect. Dragging upwards skews points to the right of the fixed point upwards; points to the left are skewed down.   Drag down to reverse the effect.

5. Continue dragging the pointer in any direction until the new object is correctly transformed, and you have created the right size and shape.

6. Release the mouse button.   The new object is redrawn and the original removed from the display.
▪   **ALT**   and drag creates a copy of the transformed object.
▪   **CTRL** and drag restricts the transformation to multiples of 45 degrees.
▪   The whole picture can be skewed by clicking on **Select All** in the **Edit** menu, and applying the transformation to the selected objects, i.e. the whole picture.
▪   You can skew an object by first selecting the object to be skewed, then choosing the skew tool and double-clicking anywhere in the picture to display the Skew dialog.
▪   When you are using the skew tool, the information line displays the current skew factors.
▪   If not all of the points on the path are selected, then the transformation applies only to the selected points.

See also

How to work with objects
How to work with points and paths

Reflect tool

Use the reflect tool to produce a mirror image of an object with the mirror line passing through the fixed point.

Reflecting an object

1. Select the object you want to reflect.

2. Select the reflect tool by clicking on its icon in the toolbox.

3. Press and hold the mouse button at the point where you want the fixed point to be.   The fixed point is the origin of the transformation and is displayed as a small +.   The fixed point can be anywhere on the screen, even inside the object.   Experiment with different fixed points to view the effects.

4. Drag the pointer in any direction.   The original object and an outline of the reflected object will be displayed.

5. Continue dragging the pointer in any direction until the new object is correctly transformed, and you have created the right size and shape.   Notice that moving the pointer in different directions has different effects.

6. Release the mouse button.   The new object is redrawn and the original removed from the display.
- **ALT** and drag creates a copy of the transformed object.
- **CTRL** and drag restricts the reflection to multiples of 45 degrees.
- The whole picture can be reflected by clicking on **Select All** in the **Edit** menu, and applying the transformation to the selected objects, i.e. the whole picture.
- Reflection can be performed by first selecting the object to be rotated, then choosing the reflect tool and double-clicking anywhere in the picture to display the Reflect dialog box.
- When you are using the reflect tool, the information line displays the angle between the mirror line and the horizontal.
- If not all of the points on the path are selected then the transformation applies only to the selected points.

See also

How to work with objects

How to work with points and paths

Autotrace tool

The autotrace tool automatically traces a path around the outline of an imported image.   To autotrace an image:

1. Import the image, by using **Import** from the **File** menu.

2. Click on, or near, the edge of the bitmap image with the autotrace tool (grouped with the magnifier in the toolbox).   A path is drawn around the image outline.   If a fill style is selected, the path will be filled.   Autotrace will trace only one area of a bitmap; if the bitmap consists, for example, of two distinct objects such as a tennis racket and a ball, which of these is traced will depend on which is nearest to the point at which you click.

▪ 		You can also autotrace a hole in an image by clicking anywhere within the hole. This draws a complete closed path.

▪ 		The autotrace tool can also be used to trace part of an outline. This is an effective way of cropping an image; for example, if you import an image of a body and you want to crop off the head, click the tool to the right of the neck and drag the tool to the left. The path is drawn around the body from where the dragged line cuts the neck, to where the line leaves the neck on the other side.

▪ 		Notice that the path is an open path, so it is not filled. Dragging the autotrace tool always creates an open path, even if the path is in fact drawn all the way round the object.

▪ 		If the tool was dragged from the left to the right of the neck, the path would be drawn around the head. This is because the path is drawn from the entry point to the exit point of the line that cuts through the image, keeping the black (darker) pixels on the right. If you apply this to a "hole" in an image, the path will be drawn in the opposite direction to the example above.

The accuracy of the autotrace tool can be adjusted.   Double-click on the autotrace tool icon in the toolbox to display the Autotrace dialog box.

See also

How to work with graphics

Magnifier tool

Use this to magnify selected areas of your picture.   The current magnification factor is shown in the information line.

To magnify part of a picture

Select the magnifier tool from the toolbox and click on the point of your picture that you wish to appear at the center of the window.   Your picture will be magnified to the next 'standard' view size.   Each subsequent click will increase the view size to the next standard size.   The information line indicates the current view size as a percentage.

To magnify a specific area of the picture

Select the magnifier tool and drag the mouse pointer over the area which you wish to enlarge.   A rectangular frame indicates the area that will be enlarged.   Release the mouse button when you have selected the area you want.   The selected area will enlarge to fill the window.

To zoom back out

To view a larger area of the picture, hold down **SHIFT** and click the magnifier tool on the area that you wish to zoom out from.   Each click will display the picture at   the next standard size.

See also

How to view the picture

■

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Close/save a picture

Change the page format (page size, etc.)

Use templates

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■

View a picture

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■

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Select/de-select all the objects in a picture

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_____

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■

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Use cut, copy and paste
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_____

Work with graphics

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Print pictures

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■

Open a new or existing picture

How to open a new picture

1. Click on **New** in the **File** menu.   A new picture is opened, and given the title "Untitled**n**", where **n** is a number.

■   The new picture has the default page format.   You can change the page format in the <u>Page Format</u> dialog box.

How to open an existing picture

1. Click on **Open** in the **File** menu.   The <u>Open</u> dialog box is displayed.

2. <u>Select</u> the type of file you want to open (**Picture** or <u>Template</u>) in the **List Files of Type** <u>list box</u>.

3. Select the directory where the file is located in the **Directories** list box.   The files of the appropriate type are displayed in the **File Name** list box.

4. Select the file you want to open by clicking on the file name, and click on **OK**.   A picture is opened and given the name of the file as a title.

■   If there is another picture open when you choose to open a <u>file</u>, the first picture will be closed. You will be asked if you want to save changes to this picture before it is closed.

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■
Close/save a picture

Saving a picture makes a permanent record of the picture on your hard disk.   No changes to your picture are made on your disk until the picture is saved.   It is sensible to save your pictures regularly.

How to save a picture
Click on **Save** in the **File** menu.   The picture in the current window is saved, but it remains open.   If the picture in the window is untitled, you are prompted to give the file a name via the Save As dialog box.

How to save a picture to a new file
1.   Click on **Save As** in the **File** menu.   The Save As dialog box is displayed.

2.   Select the type of file you want to save as (**Picture** or **Template**) in the **Save File as Type** list box. Most of your pictures will be saved as **.ART** files.

3.   Select the directory where the you want to save the file in the **Directories** list box.   The files of the appropriate type are displayed in the **File Name** list box.

4.   Type in the name of the file you want to save as, or select the file you want to overwrite by clicking on the file name, and click on **OK**.
■   The title bar of the window changes to display the new file name.
■   The old picture is saved, without saving any of the changes made since the previous save.
■   You are prompted to take action if the file is going to overwrite an existing file.

Save shortcut
 Press **F2** to save the current picture.

How to close a picture
To close a picture, you can either:
■   Open another picture.   This causes Design Studio to close the picture which is already open.

or
■   Quit Design Studio.

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■

Change the page format (page size, etc.)

A page has many <u>attributes</u> which you can modify.

How to change the page format

1. Click on **Page Format** in the **File** menu. The <u>Page Format</u> dialog box is displayed.

2. Click on the page size you require in the **Page Sizes** list box.

3. Select the picture orientation you require (**Portrait** or **Landscape**).
■   You can create a page size of your own: instructions for doing this are given below.
■   You can change the page format of a picture while you are working on it.

How to create a custom page format

1. Click on **Page Format** in the **File** menu. The **Page Format** dialog box is displayed.

2. Enter a name for the new page size in the **Page Sizes** title bar.

3. Type the dimensions you want to use in the **Height** and **Width** boxes.

4. Click on the **Add** button to add the new page format to the list.
■   Create a custom page size if you do not want to use any of the pre-defined page sizes.
■   The maximum page size is 60cm square (approximately 24 inches square).

How to delete a custom page format

1. Select the custom page size you wish to delete in the **Page Sizes** title bar.

2. Click on the **Delete** button to delete the page format from the list.
■   You cannot delete the Design Studio predefined page formats in this way; only custom page formats can be deleted.

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■
Use templates

A template is effectively a picture with no contents.   This template holds the page size, page format and colors that you can use to build a picture.

Use a template to save time and effort if you regularly create pictures which are similar, e.g. if most of your pictures use similar colors, or if you use the same image as a logo.

How to save a picture as a template

1. Click on **Save As** in the **File** menu, to display the Save As dialog box.

2. Select **Template** from the **Save File as Type** list box.

3. Type in the name for the template file.   The file will automatically be given the **.TEM** file extension, unless you specify another one.

4. Click on **OK**.   You then have the option to make this template your default template.

5. Select **Yes** if you want it to be the default template, or **No** if you do not.
■   The default template is loaded automatically whenever you start up the program.

How to load a template

1. Click on **Open** in the **File** menu, to display the Open dialog box.

2. Select **Template** from the **List Files of Type** list box.

3. Select the name of the template you want to open, and click on **OK**.   You then have the option to make this template your default template.

4. Select **Yes** if you want it to be the default template, or **No** if you do not.
■   When you open a template, it is shown in the window, but the filename remains "Untitled".

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■

Quit Design Studio

How to quit Design Studio

1. [Select] **Exit** from the **File** menu.
■   If you have a picture open, you will be asked if you want to save it.
■   You can also quit Design Studio via the Control Menu, or by using the Control Menu shortcut,
ALT+**F4**.

■

Draw a shape

You use the same technique to draw boxes, rounded boxes, ellipses, arcs, pie slices, polygons and stars.

How to draw a basic shape

1. Select the shape tool you want from the toolbox.

2. Click and hold the mouse button somewhere on your picture and drag the shape pointer diagonally across the desktop.   An outline of the shape is drawn as you drag the mouse.

3. Release the mouse button when the outline is the size and shape you require.   Eight handles appear around the edge of the shape, indicating that the shape is selected.

■   If the shape tool you need is not displayed, click on the black arrow next to the shape icon to give a list of shape tools.   Select the one you want.

■   The shape is drawn with the current line style and fill style.

■   A basic shape can be ungrouped, which converts it into a path.

■   To change the number of points on a polygon, double-click on the polygon tool to display the Polygon dialog box.

■   To change the number of points on a star, double-click on the star tool to display the Star dialog box.

See also

Box tool

Round box tool

Ellipse tool

Arc tool

Pie tool

Polygon tool

Star tool

Draw a precise circle/square

You can draw an exact square or circle.

How to draw a precise circle/square shape

1. Select the tool you need, as in How to draw a shape

2. As you drag the pointer, hold down **CTRL**.   This allows you to draw an exact square or circle.
   Release the mouse button when you have the correctly sized shape.   Do not release **CTRL** until
   you have released the mouse button.

▪   You can press **CTRL** part way through a drag, to insure that the shape is an exact square or
circle.

▪   You can hold **SHIFT** and **CTRL** at the same time to draw an exact square or circle from its center.

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See also

Box tool
Round box tool
Ellipse tool
Arc tool
Pie tool
Polygon tool
Star tool

■

Draw a shape from the center

You can draw a shape from a fixed center point instead of from corner to corner.

How to draw a shape from the center

1. Select the tool you need, as in How to draw a shape

2. As you drag the pointer, hold down **SHIFT**.   The shape is drawn with its center at the point where you began to drag.   Release the mouse button when you have the correctly sized shape.   Do not release **SHIFT** until you have released the mouse button.

   ■   You can press **SHIFT** part way through a drag, to insure the shape is drawn from the center.
   ■   You can hold **SHIFT** and **CTRL** at the same time to draw an exact square or circle from its center.
   _____

See also

   Box tool
   Round box tool
   Ellipse tool
   Arc tool
   Pie tool
   Polygon tool
   Star tool

■

Change the corner radius of a round box

You can change the radius of the corners of a round box, to make the box more rounded, or more rectangular.

How to change the corner radius of a round box

There are two ways to do this.   To change the corner radius of future round boxes:

1.   Double-click on the round box icon in the toolbox.   This displays the <u>Rounded Box</u> dialog box.

2.   Type the size of the <u>corner radius</u> you want, and click on **OK**.

To change the corner radius of an existing round box:

1.   <u>Select</u> the pointer tool and double-click on the round box whose corner radius you wish to change. This displays the popup menu.

2.   Select **Object Info** from the popup menu to display the <u>Shape Info</u> dialog box.

3.   Type the size of the corner radius you want in the **Corner** box, and click on **OK**.

■   You can also display the **Shape Info** dialog box by selecting the round box and then clicking on the Object Info button in the shortcuts.

■   The size you set remains the default corner radius until you alter it again.   Subsequent round boxes will be drawn with this corner radius.

See also

<u>Round box tool</u>
<u>How to use the shortcuts</u>
<u>Shortcuts</u>

■

Change the inner radius of a star

You can change the inner radius of a star, to make the star more blunt or more pointed.

How to change the inner radius of a star

There are two ways to do this.   To change the inner radius of future stars:

1. Double-click on the star icon in the toolbox.   This displays the Star dialog box.

2. Type the inner radius you want, or drag the slider to change the inner radius, and click on **OK**.

To change the inner radius of an existing star:

1. Select the pointer tool and double-click on the star whose inner radius you wish to change.   This displays the popup menu.

2. Select **Object Info** from the popup menu to display the Shape Info dialog box.

3. Type the inner radius you want in the **Inner Radius** box, and click on **OK**.

■   You can also display the **Shape Info** dialog box by selecting the star and then clicking on the Object Info button in the shortcuts.

■   The inner radius you set remains the default inner radius until you alter it again.   Subsequent stars will be drawn with this inner radius.

See also

Star tool

How to use the shortcuts

Shortcuts

■

Use the drawing tools to draw a path

You use the drawing tools to create paths.   The different tools allow you to draw freehand paths, straight paths and curved paths.   You must select a drawing tool before you can draw a path.

How to select a drawing tool

1. If the drawing tool is not displayed, click on the black arrow next to the drawing tool icon.   The list of drawing tools drops down.

2. Click on the tool you require.
■   When you move the pointer into the work area, the pointer arrow changes to a different shape, depending upon the tool you have selected.

How to use the drawing tools to draw a path

Choose the tool you need more information on:

Pencil tool   Drawing freehand lines

Line tool   Drawing straight lines

Curve tool   Drawing curved paths

_____

Control the angles in a path

You can control freehand and curved paths so that the next point in the path is at a multiple of 45 degrees, e.g. 0, 45, 90, 135, 180 etc.

How to control the angle of a path

Hold down **CTRL** as you drag the mouse to draw the path. When you release **CTRL** you can continue drawing your path without the angle constraints.

■

Join the two ends of a path (closing the path)

You can close an open path to create a closed path, which can then be filled with a fill style or color. There are two ways of closing a path.

How to close a path

1. Draw the path in the normal way using the drawing tools.

2. With the drawing tool you have selected, click on, or very close to, the first point on the path, so that a path is drawn from the last point to the first point.   The path will be closed if the points are close enough together.

■   The path is automatically filled with the selected fill style.

■   If the two points are not close enough to be joined, then move the last point nearer to the first point, select both points, and click on **Join** in the **Object** menu (or click on the Join button in the shortcuts).

Alternatively, you can join the two ends of a path in this way:

1. Display the Path Info dialog box, by clicking on **Info** in the **Object** menu (or by double-clicking on the path to display the popup menu and then selecting **Object Info**).

2. Click on the **Path Closed** check box to select it and click on **OK**.

See also

How to join paths

How to use the shortcuts

Shortcuts

■

Convert shapes into paths

Basic shapes, such as boxes and ellipses, are formed from closed paths.   These can be converted into paths.   You can then select and edit individual points on the path to modify the shape.   There are two ways of converting a shape into a path.

How to convert a shape into a path

1. Select the shape you want to convert into a path.

2. Click on **Ungroup** in the **Object** menu, or click on the Ungroup button in the shortcuts. The shape is converted into a path of the same shape.   The shape handles are replaced by points on the path.

   ■   An ungrouped shape does not lose its fill style or color.

You can also convert a shape into a path in this way:

1. Double-click on the selected shape to display the popup menu.

2. Select **Convert to path** from the popup menu.

See also

How to work with points and paths

■

Blend between objects

You can create the effect of one object transforming into another by using the blend function.

Blend draws a number of paths interpolated between two selected paths or shapes.   You can only blend between **two** paths or shapes.   You cannot use blend on images, groups of objects, or text (unless it has been ungrouped into individual closed paths).

How to blend one object with another

1.   Select two paths, or shapes.

2.   Click on **Blend** in the **Edit** menu.   The <u>Blend</u> dialog box is displayed.

3.   Select the number of blend stages you need, and click on **OK**.   The two paths are blended together.

If the two objects are colored, each blend stage is given an intermediate color.   For example, if one object is black and the other is white, the objects at each of the blend stages are given different shades of gray, darker at the black end and lighter at the white end.

The line and fill styles of the two objects are also approximated in the intermediate paths.
■   The paths you use to blend can be open and/or closed.
■   You will normally use the default **First Stage** and **Last Stage** values. The defaults are calculated so that the blend will be even and gradual, given the number of blend stages.
■   The intermediate stages are always drawn as **paths**.
■   Try a smaller rather than larger number of blend stages first, because a blend with many stages may take a long time to draw.

How to change the blend effect

You can change the effect of a blend by changing the reference points of a transformation.

1.   Select the two paths to blend.

2.   Select a point on one or both of the paths.

3.   Select **Blend** from the **Edit** menu and continue as above.
■   If you do not specify a reference point, the first points on the paths are used.
■   You can achieve many effects using different reference points.   Try them out or look in the manual for examples.

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Zoom in and out of the picture

You can zoom in and out of the picture in several ways.

How to zoom in (enlarge) the picture

1. Select the magnifier tool from the toolbox.

2. Click on the point of your picture that you want to appear at the center of your picture. The picture is then magnified to the next standard view size. Click again to zoom in another stage.
- You can also drag the magnifier tool across the area of the screen you want to magnify.
- The maximum magnification is 1600%.
- The magnifier tool is grouped with the autotrace tool in the toolbox.
- The information line displays the current view size as a percentage.

How to zoom out (reduce) the picture

1. Select the magnifier tool from the toolbox.

2. Press **SHIFT** and click on the point of your picture that you want to appear at the center of your picture.   The picture is then reduced to the next standard view size.   Click again to zoom out another stage.
- The minimum magnification is about 25%.

You can also zoom in and out (enlarge/reduce) in these ways:

Click on **Enlarge** or **Reduce** in the **View** menu, or use the shortcuts for these which are **F8** for enlarging and **SHIFT+F8** for reducing.

or

Click on the magnifier in the information line.   This displays a popup menu from which you select the magnification you want.   The current center of the picture remains centered.

See also

How to use the information line
How to use the shortcuts
Shortcuts

■

Use preview

You can display your picture in either outline or preview format.
■   A picture in outline format displays **all** the objects in the picture with the same thin line style, without colors, fills, or other line styles.
■   A picture in preview format displays all colors, fill styles and line styles.
■   Preview format takes longer to redraw the screen.   Turn preview format off when the picture is complicated and it takes too long to redraw the screen.   Turn preview format back on when it is essential to see the colors, line styles, etc.

How to change between preview and outline format

To change between preview and outline format do any of the following:
■   Click on **Preview** in the **View** menu
■   Press **F6** to toggle between the two formats.
■   Click on the Preview button in the shortcuts.

See also

How to use the shortcuts

Shortcuts

■

Use the information line

The information line displays information about many aspects of the desktop and the picture you are working on.
■   The information line changes depending upon what you are doing at the time and where on the desktop the cursor is positioned.
■   The information line can be turned off by clicking on the **Info Line** command in the **View** menu. This is a toggle command: if you click on it when the information line is displayed, it turns it off: if you click on it when the information line is not shown, it turns it on.

The information displayed
Normally, when the cursor is not over any of the tool or button bars the information displayed is:
■   Current pointer position.
■   Currently selected object. Click on the object information to display the **Object Info** dialog for the selected object.
■   Current view size. Click on the magnifier or current view size to display a popup menu of the view sizes available.
■   Current tool and hints on how to use it.

When the cursor is over the toolbox, the information line displays a description of the tool you are pointing at.

When the cursor is over the shortcuts, the information line displays a description of the button you are pointing at.

When the cursor is over the color palette, the information line displays hints for using the color palette, and descriptions of the buttons at either end of the palette.

When the cursor is over the text controls, the information line displays a description of the text control you are pointing at.

When selecting a command from a menu, the information line displays a short description of the function of the command.

When a dialog box is displayed, the information line displays the name of the dialog box.

During a transformation using the transform tools, the information line displays the skew or scale factors, or the angle of rotation or reflection, or the displacement of an object being moved.

While importing or exporting a graphic, the information line displays the percentage of the import completed, or the path and filename of the exported file.

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■

Use the shortcuts

Several actions have been assigned to shortcut buttons.   These shortcuts are one-click buttons which enable you to perform common actions quickly.   To use a shortcut, simply click on it.

How to move the shortcuts

The shortcuts can be moved around the desktop at your convenience.   To move the shortcuts:

1.   Click the left mouse button anywhere on the shortcuts and hold it down.

2.   Drag the mouse across the desktop, and a rectangle representing the shortcuts will follow.   If you bump into the edge of the desktop and release the mouse button, the shortcuts will stay at that edge.   If you release the mouse button in the middle of the window, the shortcuts will float.

or

1.   Click the right mouse button anywhere on the shortcuts.

2.   A popup menu is displayed: select where you would like to position the shortcuts.

■   Once you have positioned the shortcuts, Design Studio remembers this setting and will put the shortcuts in the same place whenever you load the program, until you move them again.

■   When you select the text tool, the shortcut bar is replaced by the text control bar.   You can choose to have them both displayed at once by clicking the right mouse button over the shortcuts, and selecting **Swap when editing text** from the popup menu.

See also

  Shortcuts

■

Use rulers and grids

You can use the rulers and grids to help size and position objects correctly on the page.   The rulers and the grid are optional.

How to use rulers
■   The units used by the rulers are indicated in the ruler units box.   The ruler units box is the box which intersects the two rulers in the top left-hand corner.
■   To change the units, click on the ruler units box, and select the units you want from the popup menu.   The units you choose will then become the default units for all the dialog boxes you use afterwards.
■   To adjust the ruler origin, click on the ruler units box and select **Adjust Ruler origin**, then click at the point where you want the origin to be.
■   Reset the original ruler origin by clicking on the ruler units box and selecting the **Reset Ruler origin** command.
■   Ruler units are assigned to a window.   Changing the units in one window will not affect the units in another window.
■   Click on **Show Rulers** in the **View** menu to turn rulers on and off.

How to use grids
■   Click on **Grid** in the **View** menu to display the Grid dialog box.
■   **Snap control** aligns objects to the nearest grid setting when they are drawn or moved.
■   Using the grid slows down the redrawing of a picture.
■   Grid spacing can be set independently of the rulers, e.g. rulers could be in inches/eighths and the grid spacing could be in centimeters.
■   Click on the appropriate check boxes in the **Grid** dialog box to turn **Grid**, and **Snap control**, on and off.   Alternatively, you can click on the Grid and Snap buttons in the shortcuts.

See also
   How to use the information line
   How to use the shortcuts
   Shortcuts

■

Change units

You can change the units of the rulers.   This also changes the units that all the dialog boxes default to.

How to change the units

1.   Click on the ruler units box to display a popup menu.   The ruler units box is the box which intersects the two rulers in the top left-hand corner.

2.   Click on the units you want to use from the popup menu.   The units available are :
■   inches/tenths
■   inches/eighths
■   centimeters
■   picas and points
■   If the ruler units box is not displayed, then click on **Show Rulers** in the **View** menu.
■   You can change the units as often as you like.

See also

How to use rulers and grids

■

Select/de-select objects

You must <u>select</u> an <u>object</u> before you can do anything with that object. There are many ways to select a single object.

How to select an object

1. Select the pointer tool.   The pointer shape changes to an arrow.

2. Position the pointer over the object you want to select and click.   The object's <u>handles</u> are displayed.
■   Any previously selected objects are de-selected as soon as you select another object.
■   When you select an object, that object's line and fill styles become the <u>default</u> for any new objects you create.

How to select additional objects

1. After selecting an object, point at the next object you want to select.

2. Hold **SHIFT** and click.   This adds the object to the selection.
■   You can **SHIFT** and click on as many objects as you wish.

You can also select objects using the selection frame:

With the pointer tool selected, drag the pointer from one corner of the object to another.   A <u>selection frame</u> appears as you drag.   All the objects which are within (or partially within) the selection frame are selected when you release the mouse button.
■   If an object was already selected before you dragged the selection frame over it, it will remain selected.
■   You can extend a selection by holding **SHIFT** while dragging a selection frame.

You can also select objects by using TAB:

Use **TAB** to cycle forwards (or **SHIFT**+**TAB**   to cycle backwards) through the objects in the picture, selecting each one, and de-selecting the previous one.

How to de-select an object

You can de-select an object in any of the following ways:
■   Click the pointer tool away from any objects to de-select all objects.
■   Hold down **SHIFT** and click on an object to de-select that object.
■   Press **ESC** to de-select all objects.

See also
 <u>Pointer tool</u>

■

Select/de-select all the objects in a picture

How to select all the objects in a picture

Click on **Select All** in the **Edit** menu, or use the shortcut **ALT+A**. All the objects in the picture will be selected.

■ You could also select all the objects by dragging a selection frame over the objects.

How to de-select all the objects in a picture

You can de-select all objects in either of the following ways:

■ Click the pointer tool away from any objects.
■ Press **ESC**.

See also

Pointer tool

■

Move objects

You can move objects by dragging them around the picture.   For more precise work, you can specify in which direction and by how much you want to move the object.

How to move an object

1. Select the object.

2. Drag the object to its new position.   As you drag the object, the original object and an outline of its new position are displayed.   Release the mouse button to redraw the object in the new position.

■   If you drag the object beyond the window limits, the window scrolls to display the moved object.

■   The information line displays the displacement of the object, as you drag it.

■   Hold down **CTRL** and drag the object to constrain movement of the object to angles which are multiples of 45 degrees, e.g. 0, 45, 90, 135, 180, etc.

■   Hold down **ALT** and drag the object to make a copy of it when you release the mouse button.

How to move an object by a specific amount

1. Select the pointer tool and double-click on the object you want to move, to display the popup menu.

2. Select **Move/Copy** from the popup menu to display the Move Object dialog box.

3. Use the dialog box to specify in which direction and by how much you want to move the object, then click on **OK**.

■   You can select and move multiple objects using this method.   Simply double-click on one of the selected objects to display the popup menu, and continue as above.

■   If you want to copy the object, select the **Copy Object** check box before you click on **OK**.

■

Specify an object's position

You can specify exactly where an object should appear in a picture.

How to specify an object's position

1. Select the object you want to move.

2. Click on **Info** in the **Object** menu (or click on the Object Info button in the shortcuts), to display the Shape Info dialog box.

3. Specify the desired position of the object in the **Position** group box, and click on **OK**.

■   The coordinates are specified from the top left corner of the page, i.e. top left is given the coordinate 0,0.

■   You can specify the position of the left, center or right of the object, horizontally, and the top, middle or bottom, vertically.

■   The **Shape Info** dialog box can also be displayed by double-clicking on the object and selecting **Object Info** from the popup menu.

■   You can **not** move multiple objects in this way.

See also

Shape Info dialog box
Group of Objects dialog box
Object Info (Image) dialog box
Path Info dialog box
Text on a Path dialog box
Text Info dialog box
Spacing dialog box
Multiple Objects dialog box
How to use the shortcuts
Shortcuts

■

Group/ungroup objects

You can group together selected objects into a single object called a group.   The grouped objects then act as one object, for the purposes of movement, coloring, etc.

How to group objects

1. Select all the objects you wish to group.

2. Click on **Group** in the **Object** menu, or click on the Group button in the shortcuts.   The selected objects are grouped together and displayed in a single frame with clear handles.

■   All of the operations you can carry out on an object can be carried out on a group.

■   The information line tells you if an object is a group when it is selected.

How to ungroup objects

1. Select the group you want to ungroup.

2. Click on **Ungroup** in the **Object** menu, or click on the Ungroup button in the shortcuts. The group is ungrouped into its component objects, which are left selected.

■   You can ungroup basic shapes and text to produce paths of the same shape.

■   You can also ungroup a group by selecting the group and double-clicking to display the popup menu.   Select the **Ungroup** option from the popup menu.

■   Certain letters when ungrouped produce compound paths, e.g. B or D. Ungroup these again to produce separate closed paths.

───

See also

How to use the shortcuts

Shortcuts

■

Align objects

You can align objects with the page, and with each other to the left, center or right, or to the top, middle or bottom.   This removes guesswork and reduces effort.

How to align to the left

1. <u>Select</u> the objects you want to <u>align</u>.

2. Click on **Align** in the **Object** menu (or click on the Align button in the shortcuts), to display the <u>Align</u> dialog box.

3. Select the **Left** option button.   The preview box illustrates the effect of the alignment.

4. Click on **OK**.
■   The objects are aligned to the left-most point of all the selected objects.

You follow the same process to align a number of objects to the center or right, and/or the top, middle, or bottom, by selecting the appropriate buttons.   The preview box on the **Align** dialog box illustrates the effect of each type of alignment
■   You can align horizontally and vertically at the same time, e.g. to align two circles of different sizes, one inside the other, align to the center and to the middle.

How to align to the page

Repeat the steps as above, but with the **Page** option button selected instead of the **Each other** option button.
■   If only one object is selected, you can only align to page.

_____

See also
  <u>How to use the shortcuts</u>
  <u>Shortcuts</u>

■

Transform objects using the transform tools

You use the transform tools to apply transformations to shapes, paths, points, text and group objects.

How to select a transform tool
1. If the transform tool you require is not displayed, click on the black arrow next to the transform tool icon.   The list of transform tools drops down.

2. Click on the tool you require.

How to transform objects using the transform tools
You use each of the transform tools in the same way.   To transform an object:
1. Select the object you want to transform.

2. Select the transform tool as above.

3. Press and hold the mouse button at the point where you want the fixed point of the transformation to be.   For instance, if you are doing a reflection, you need to position the transform tool on the mirror line.

4. Drag the pointer in any direction.   The effect of this depends upon the tool you have selected.

5. Continue dragging the pointer in any direction until the new object is correctly transformed, i.e. the right shape and size.

6. Release the mouse button.

■   The fixed point is the origin of the transformation, displayed as a small +.   The fixed point can be anywhere on the screen, even inside the object.

■   The information line will display the angle of rotation or reflection, or the scale or skew factors, as the transformation is taking place.

■   Transformed text can still be edited.

All of the transform tools display a dialog box if you select the tool, select the object you want to transform and double-click the tool in the picture.   These dialog boxes allow you to specify a transformation more accurately than you can by simply using the mouse.

Choose the tool you need more information on:

Scale tool   Scaling objects
Rotate tool   Rotating objects
Skew tool   Skewing objects
Reflect tool   Reflecting objects

How to repeat a transformation
You can perform a transformation over and over again, for example to repeat petals round the center of a flower.

To repeat a transformation click on **Transform Again** in the **Edit** menu, or click on the Transform Again button in the shortcuts.

_____

See also
    How to use the shortcuts
    Shortcuts

■

Select/de-select points

Before you can move, adjust or delete points, they need to be selected.

How to select a point

1. Select the path containing the point.

2. Position the pointer on the point you want to select, and click.
■   The point changes from a small black square to either a curve point or a corner point.   The control points and control lines of the selected points are displayed.
■   When pointing to a point, the pointer changes to indicate this.

How to select additional points

1. After selecting a point, point at the next point you want to select.

2. Hold **SHIFT** and click.   This adds the point to the selection.
■   You can **SHIFT** and click on as many points as you wish.

You can also select points using the selection frame:

With the pointer tool selected, drag the pointer so that all the points you want to select appear within the selection frame.   These points become selected when you release the mouse button.
■   If a point was already selected before you dragged the selection frame over it, it will remain selected.
■   You can extend a selection by holding **SHIFT** while dragging a selection frame.

How to de-select a point

You can de-select a point in any of the following ways:
■   Click the pointer tool away from the path to de-select the path and any points on the path.
■   Click on **SPACE** to de-select all points on a path and leave the path still selected.
■   Hold down **SHIFT** and click on a selected point to de-select the point without de-selecting the path.

See also

Pointer tool

■

Select/de-select all points on a path

You can select all the points on a path so that you can transform all of the points at once.

How to select all points on a path

1. Drag the pointer tool across the path so that all the points on the path appear within the selection frame.

2. De-select any objects that also become selected as a result.

How to de-select all points on a path

You can de-select all points on a path in the following ways:

■   Click the pointer tool away from the path to de-select the path and any points on the path.

■   Press **SPACE** to de-select all points on a path and leave the path still selected.

See also

Pointer tool

■

Insert/delete a point

You can insert points into paths and delete points from paths.   This lets you control the shape of the path more freely.

How to insert a point into a path

1. <u>Select</u> the path.

2. Select the curve tool.

3. Click on the path at the position where you want the new point to be.   If you want the new point to be a corner point, hold down **SHIFT** when you click.

■   The new point becomes selected, and any other previously selected points become de-selected.

■   If you do not click exactly on or very close to the path, it will become de-selected and a point will be drawn on its own.   The information line will indicate this.

How to delete a point from a path

1. Select the point on the path you want to delete.

2. Double-click on the selected point, to display the popup menu.

3. Click on **Delete Points** in the popup menu.   The path is redrawn without the point.

■   Pressing **BACKSPACE** when a path is selected will delete **all** selected points on the path.

■   You can delete multiple selected points with one command.

■   Deleting a point on a <u>closed path</u> does not convert it into an <u>open path</u>.

See also

<u>Pointer tool</u>

■

Add a point to a path

You can extend a path by adding a point to its end.

How to add a point to a path

1. Select the point at one end of the open path.

2. Select the curve tool for the point.

3. Click where you want the additional point to be.   The path between the existing end point and the new point is drawn.   If you want the new point to be a corner point, hold down **SHIFT** when you click.

■   The new end point is selected and the old end point is de-selected.
■   To close an open path, repeat as above but click the tool on the other end of the open path.

See also

Pointer tool

■

Move a point

You can move a point to change the shape of a path.

How to move a point

1. Select the point and drag it to its new position.

2. Release the mouse button when the point is in the right place.   The path is redrawn through the new point.

■   While you drag, both the new path shape and the original are displayed.

■   If you select more than one point to drag, the selected points remain in the same position relative to each other.   The other points are redrawn as required.

■   You cannot make a copy of an individual point on a path.   Hold down **ALT** and drag to make a copy of the whole path.

See also

Pointer tool

Use control points

Control points are the points on the end of the control lines which control the direction of a path through a point.   You can adjust these control points to change the shape of the path.

How to adjust the control points

1. Select the point you want to adjust.   The control lines and points should be displayed.

2. Point at one of the control points.

3. Drag the control point to its new position.   While you drag, both the new path shape and the original are displayed.

4. Release the mouse button when you have the shape you need.

■   If no control points are displayed when you select the point, then either they do not exist, or they are hidden by the point to which they belong.   Make the control points appear by holding **CTRL** before, and while, you drag the pointer away from the point.

How to change the style of a point

1. Select the point you want to change.

2. Select **Info** from the **Object** dialog box, or click on the Object Info button in the shortcuts, to display the Path Info dialog box.

3. Click on the point style you require, i.e. **Corner** or **Curve**, in the **Points Selected** group box.

4. Click on **Auto Curvature**, if you want the path to be drawn smoothly through the point.

5. Click on **OK**.   The style of the point is changed, and the path is redrawn if the style change affects it.

■   You can select multiple points and change them all together in this way.

■   You can also display the **Path Info** dialog box by double-clicking on the point and selecting **Object Info** from the popup menu.

See also

Pointer tool

Shape Info dialog box

Group of Objects dialog box

Object Info (Image) dialog box

Path Info dialog box

Text on a Path dialog box

Text Info dialog box

Spacing dialog box

Multiple Objects dialog box

How to use the shortcuts

Shortcuts

■

Split a path

You can split a [path](#) into two or more sub-paths and manipulate each sub-path as a separate [object](#).

How to split a path

1. [Select](#) the path you want to split.

2. Select the points at which you want to split the path.

3. Click on **Split** in the **Object** menu, or click on the Split button in the shortcuts.   The sub-paths are redrawn and the end points of the new paths become selected.

■   The paths appear as a single path, so you need to separate them to avoid confusion.   Isolate the paths by de-selecting one and dragging the selected one away.

■   You can split a path into as many sub-paths as you want.

■   If there is no [point](#) at the place you want to split the path, then insert a point.

■   You can also split the path by double-clicking on the point and selecting **[Split path](#)** in the popup menu.

■   You can turn a [closed path](#) into an [open path](#) by splitting the path at only one point.   This change is indicated in the [information line](#).

■   If there is text on the path you choose to split, you will need to use the Split command twice. The first Split will separate the text from the path, the second Split will split the path into sub-paths.

See also

[Pointer tool](#)

[How to use the shortcuts](#)

[Shortcuts](#)

■

Join paths

You can join one path to the end of another.

How to join paths

1. Select and drag one path so that the end point coincides with the end point of the path you want to join it to.

2. Select the two end points to be joined.

3. Click on **Join** in the **Object** menu (or click on the Join button in the shortcuts), to join the two paths together.
   ■ The end points of the paths must be close enough to join.
   ■ You cannot join more than two paths together at the same point.
   ■ You can only join paths at their end points.

See also

Pointer tool

How to use the shortcuts

Shortcuts

■

Enter text

You can enter text directly into a picture.   You can also paste text from other applications into the picture.

How to enter text

1. Select the text tool.   The icon changes to an I-beam - I.   Notice also that the shortcut bar at the top of the screen changes to display a text bar.   This contains text controls which enable you to format the text.

2. Click the text tool on the picture in the approximate position you want it.   You can always move the text after you have entered it.

3. Enter the text you want.   To start a new line in the text, press **ENTER**.

4. Format the text, by highlighting sections of text and then using the text controls.   In this way, you can specify the font, size, spacing and general appearance of the text.

The text you have entered becomes an object in its own right - a text object.
■   The text can be edited after you have entered it.   Use the text tool to highlight the text you wish to alter, and then use the text controls.
■   You can opt to have both the shortcuts and the text controls displayed at the same time.   Click the right mouse button over either bar, and select **Swap when editing text** from the popup menu.

How to enter text at an angle

You can change the angle at which text is entered. To do this:

1. Select the text tool.

2. To turn the text cursor clockwise, hold down **ALT** and press the right arrow key.

   To turn the cursor counter-clockwise, hold down **ALT** and press the left arrow key.

3. When the cursor is at the correct angle, click on the work area and begin typing.

4. To return the cursor to the upright position, press **ESC**.
■   There are sixteen cursor orientations, so each time you press the arrow keys, the cursor moves through 1/16th of a circle, which is 22.5 degrees.
■   You cannot use this method to change the orientation of existing text: this must be done with the rotate tool.
■   When you move the cursor over text whose orientation has been changed (either by angling the cursor or by using the rotate tool), the cursor is shown at the nearest appropriate angle.

How to enter text in a text frame

Instead of simply typing onto the picture, in which case the text will extend to the edge of the workspace before starting on a new line, you can specify the area in which the text is to be printed.   You do this by first creating a text frame.

1. Select the text tool.

2. Click on the picture and drag.   An outline appears to indicate the position of the text frame.   When it is positioned correctly, release the mouse button.

3. Type the text.   Its width is limited to the width of the text frame.

See also

Text tool
How to use the text controls
Text controls

Edit text

Once you have entered text in a picture, you can go back and edit it in any number of ways.

How to adjust the size of a text frame

A <u>text object</u> is displayed in a <u>text frame</u>, which is indicated by <u>handles</u> around the text.   Even if you have not specified a text frame, you will find that Design Studio has given a default one to the text.

You can change the size of the text frame to format the text differently.

1. Select the text object.   The text frame has both filled and clear handles.

2. Drag one of the filled handles to change the shape of the text frame.

3. The text is reformatted within the new-shaped frame.
- The clear handles are used to space the text.
- If you make the frame too big, the frame will shrink to a more appropriate size for the text contained in it.
- Drag and hold down **SHIFT** to stretch the text inside the frame, along with the frame.
- Hold down **CTRL** and drag to stretch the text inside the frame, and maintain the aspect ratio, along with the frame.

See also

<u>Pointer tool</u>
<u>Text tool</u>

How to change the color of the text

1. Select the pointer tool.

2. Select the text object whose color you wish to change.

3. Click on **Color** in the **Fill** menu, and select the color you require from the drop-down <u>color palette</u>. Alternatively, if you already have the color palette displayed on the desktop, you can simply click on color you require.
- If you have given individual letters of the text a color, and then you select the text object and give the whole object a different color, the color of the individual characters will not be overridden.

See also

<u>Color palette</u>

■

Use the text controls

Whenever you select the text tool, a set of text controls appears on the desktop.   These text controls are one-click buttons which enable you to perform common text functions quickly.   To use a text control, simply select the text you wish to edit and click on the text control button you need.

How to move the text controls
The text controls can be moved around the desktop at your convenience.   To move the text controls:
1.   Click the left mouse button on the background of the text controls and hold it down.

2.   Drag the mouse across the desktop, and a rectangle representing the text controls will follow.   If you bump into the top or bottom of the desktop and release the mouse button, the text controls will stay at that edge.   If you release the mouse button in the middle of the desktop, the text controls will float.

    or

1.   Click the right mouse button anywhere on the text controls.

2.   A configuration menu appears: select where you would like to position the text controls.
■   Once you have positioned the text controls, Design Studio remembers this setting and will put the text controls in the same place whenever you load the program, until you move them again.
■   The text controls can either replace the shortcuts or be displayed as well.   To toggle between these options, open the text controls' configuration menu and click on **Swap when editing text**.
■   Text controls apply only to the text which you have selected, apart from the left align, centered, right align and justified buttons, which apply to the whole text object.
■   You cannot apply a font to a whole text object, only to selected text.

_____

See also
   Text controls

Change letter, word or line spacing

You can change the letter spacing, word spacing and line spacing of a text object after you have created it.

How to change letter spacing

There are two ways to do this:

1. Select the text object.

2. Point at one of the clear handles on the right or the left of the text frame.

3. Drag the text frame horizontally to adjust the spacing between characters.   Increasing the size of the text frame will increase the letter spacing, while reducing the size will decrease the letter spacing.

4. Release the mouse button when you are happy with the letter spacing.
- As you drag, the pointer changes to an   A..B..C   shape.
- As you drag, the information line indicates by how much you are changing the letter spacing.

or

1. With the text tool, select the text whose letter spacing you wish to change.

2. Click on the kerning text control to move the characters 1% closer together, or on the tracking text control to move them 1% further apart.   Click again to increase or decrease the distance by 1% once more.

How to change the width of characters

1. With the text tool, select the text whose character width you wish to change.

2. Click on the expand text control to make the characters 10% wider, or on the compress text control to make them 10% narrower.

How to change word spacing

1. Select the text object.

2. Point at one of the clear handles on the right or the left of the text frame.

3. Hold down the mouse button, then hold down **SHIFT** and drag the text frame horizontally to adjust the spacing between words.   Increasing the size of the text frame will increase the word spacing, while reducing the size will decrease the word spacing.

4. Release the mouse button when you are happy with the word spacing.
- As you drag, the pointer changes to an   AB..CD   shape.
- As you drag, the information line indicates by how much you are changing the word spacing.

How to change line spacing

1. Select the text object.

2. Point at one of the clear handles on the top or the bottom of the text frame.

3. Drag the text frame vertically to adjust the spacing between lines.   Increasing the size of the text frame will increase the line spacing, while reducing the size will decrease the line spacing.

4. Release the mouse button when you are happy with the line spacing.
- As you drag, the pointer changes shape to indicate that you are changing the line spacing.
- As you drag, the information line indicates by how much you are changing the line spacing.

See also

How to use the information line

■

Import text from other applications

You can import text from other Windows applications, e.g. Notepad, Write and other simple word-processors.

How to import text from another application

1. Open the other application and cut, or copy, the selected text onto the Windows clipboard.

2. Open your Design Studio picture and click on **Paste** in the **Edit** menu (or click on the Paste button in the shortcuts).   The text is pasted into the picture.

3. To edit and style the text, select it with the text tool.
■   Imported text is always given Design Studio's default font.

See also

How to use cut, copy and paste

How to use the shortcuts

Shortcuts

Text tool

■

Join text to a path

You can join text to a path to create some interesting effects, for instance, text on a wavy line, or on a spiral.

How to join text to a path

1. Create a text object.

2. Draw the path for the text to flow along.

3. Select both the text and the path.

4. Click on **Join** in the **Object** menu, or click on the Join button in the shortcuts.

■   The path the text is joined to can be an open path or a closed path.

■   If you try to join text which has a return character in it to a path, only the first line will be joined to the path.

■   If the picture is displayed in preview format, the path will not be displayed (unless you have set the path to be displayed.)

See also

How to work with points and paths

How to split a path

How to use the shortcuts

Shortcuts

Text tool

■

Change text on a path

You can still edit text which has been joined to a path.   You can also change the way in which the text object is joined to the path via the **Text on a Path** dialog box.

How to edit text on a path

1. Select the text tool.

2. Click on the text you wish to edit.

3. The selected text is shown crossed out, and the words appear upright in a box alongside, so that you can edit them more easily.   Once you have finished editing, click elsewhere on the desktop, click on another text object or press **ESC**, and the text will be redrawn on the path.

How to change how text is displayed on a path

1. Double-click on the path to display the popup menu and select **Object Info** from the popup menu to display the Text on a Path dialog box.   Alternatively, you can select the path and then click on the Object Info button in the shortcuts.

2. Decide how the text is joined to the path, whether the path is displayed, what direction the text should flow in, how the text should align with the path, e.g. Top, 1/2 x-height etc., what text orientation you need, and make these changes in the dialog box.

3. Click on **OK**.

■   You can also use the **Text on a Path** dialog box to separate text from a path; click on the **Separate** check box and the text and path will become two objects again.

See also

How to enter text

How to edit text

Text tool

How to use the shortcuts

Shortcuts

■

Manipulate text

You can transform text, using the transform tools, in the same way as any other object.   For example, a selected text object can be scaled, rotated, skewed or reflected.   You can ungroup text.   You can also give text colors, fill styles and line styles.

How to transform text

1. Create or select your text object.

2. Select the transform tool you require.

3. Click and drag the tool to perform the transformation, or use the tool's dialog box.

4. When the object is in the correct position, release the mouse button.
■   Transforming text does not convert the text to graphics, even though its appearance may change dramatically.
■   Once the text has been transformed, you can still edit it.
■   Interesting effects can be achieved by transforming text, e.g. you can create mirrored text or inverted text.

How to edit transformed text

Transformed text can be edited in place.

1. Select the text tool.

2. Highlight the text you wish to edit.   If the text is very distorted (i.e. the angle between the baseline and the insertion point is less than 45), it is shown crossed out, and the words appear upright in a box alongside, so that you can edit them more easily.   You can then use the text controls to edit the text.

3. Once you have finished editing, click elsewhere on the desktop, click on another text object or press **ESC**, and the text will be rewritten transformed as before.

How to convert text into a path

1. Select the text object.

2. Select **Ungroup** in the **Object** menu, or click on the Ungroup button in the shortcuts. Each character is converted to a path, and is selected.
■   You can now select individual characters and manipulate them as you would any other path.

How to give text lines, fills and colors

You can give text the attributes that you can give to any other object.   You specify these attributes as you would with any other object.

See also

■

Display and use the color palette

You can have a color palette open on your screen which contains all the colors available.   You can turn this palette on and off, and you can add colors to it.

How to display the color palette

Click on **Color Palette** in the **View** menu, or on the Color Palette button in the shortcuts. To close the color palette, select the **Color Palette** command again.

How to edit a color in the palette

1. Double-click on the color you wish to edit to display the <u>Edit Color</u> dialog box.

2. The color you have chosen to edit is shown in the preview box.   Drag the slider controls and click on the color buttons to mix the color you require.

3. Click on **OK**, and the edited color is put into the palette and replaces the color you originally chose.

■   Any objects which were colored with the color you edited will be re-colored with the new color you have created.

How to add colors to the palette

1. Click on the + button in the palette to display the <u>New Color</u> dialog box.

2. Drag the slider controls to mix the color you require, and click on the color buttons to create main colors.   The color you have mixed is shown in the preview box.

3. Click on **OK**, and the color is added to the palette.

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See also

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Give an object a line or fill style

You can give an <u>object</u> a <u>line style</u> and/or a <u>fill style</u>.

How to give an object a line style
1. Select the object you want to style.

2. Select **Popup Lines** from the **Line** menu (or click on the Popup Line button in the shortcuts) to display the <u>Line Style</u> dialog box.

3. Select the line style you want from the list.

4. Customize the style by selecting the width of the line, and its end and join styles.   For more information on these options, use the help on the **Line Style** dialog box.

5. Click on **OK** to apply the new line style.

How to give an object a fill style
1. Select the object you want to style.

2. Select **Popup Fills** from the **Fill** menu (or click on the Popup Fill button in the shortcuts) to display the <u>Fill Style</u> dialog box.

3. Select the fill style you want from the list.

4. Customize the style by selecting the color and (if you have chosen a graduated fill style) the "to" color.   For more information on these, use the help on the **Fill Style** dialog box.

5. Click on **OK** to apply the new fill style.
■   You cannot apply fill styles to open paths.   You must close an open path before you can fill it.
■   If you have multiple objects selected, the line or fill style will be given to all the selected objects.
■   You can apply a no-line or no-fill style to the selected objects by selecting **None** in the **Line** or **Fill** menus.
■   The line or fill style you create will be used as the default for any subsequent objects you create.
■   A fill style applies to the whole of a text object, but you can give individual characters a different color.

See also
   <u>How to use the shortcuts</u>
   <u>Shortcuts</u>

■

Color an object

You can give objects colors.

How to color an object

1. Select the object.

2. Click on **Color** in the **Fill** menu to display the drop-down color palette and click on the color you require.   Alternatively, if you already have the color palette displayed on the desktop, simply click on the color you require.

3. The object you have selected, for example, a path, image, or text, is given the color you have chosen.

■   If you have selected a graduated fill style for an object, you can change the "from" color by clicking on the color palette, and then change the "to" color by holding down **SHIFT** while you click on the palette.

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Create a new color

You can create countless colors to include in your picture and add to the color palette.

How to create a new color

1. Click on the + button in the color palette to display the New Color dialog box.

2. Drag the slider controls to mix the color you require, and click on the color buttons to mix in some of that color.   The color you have mixed is shown in the preview box.

3. Click on **OK**, and the color is added to the palette.

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See also

How to use the shortcuts

Shortcuts

How to color an object

■

Use cut, copy and paste

You can use the Windows clipboard to copy pictures, text and graphics between different applications and between Design Studio pictures.

How to copy an object from one picture to another

1. Select the objects you want to copy to another picture, and click on **Cut** or **Copy** in the **Edit** menu (or click on the Cut button or the Copy button in the shortcuts).

2. Open the second picture.   You will be asked if you want to save changes to the first picture, which is automatically closed when you open a new one.   Alternatively, you could run a second copy of the program.

3. Click on **Paste** in the **Edit** menu (or click on the Paste button in the shortcuts).

4. The object is pasted into the target picture.
■   An object can be cut from and pasted into the same picture.   To copy within the picture, we suggest you use the **ALT** key when you drag the object, rather than cut the object to the clipboard.
■   You can copy as many or as few objects as you want to in one cut and paste operation.
■   **Cut** removes the object from the original picture and places it in the clipboard.   **Copy** just makes a copy of the object and leaves the original untouched.
■   **Cut** has the shortcuts **SHIFT+DEL** and **CTRL+X**.   **Copy** has the shortcuts **CTRL+INS** and **CTRL+C**.   **Paste** has the shortcuts **SHIFT+INS** and **CTRL+V**.

How to copy objects from one application to another

1. Open Design Studio and the other application, e.g. Windows Notepad.

2. Select the objects you want to copy in Design Studio and click on **Copy** in the **Edit** menu (or click on the Copy button in the shortcuts).

3. Move to the other application and **Paste** the object into the other application.
■   If the other application does not recognize the objects you want to copy, the clipboard will not paste them in.
■   If you paste an object **from** another application, compatible line and fill styles and colors are copied to the current picture.   Compatible colors will be added to the color palette.
■   You can paste text from another application into a picture.

See also
   How to use the shortcuts
   Shortcuts

Delete an object

You can remove an <u>object</u> from a picture without copying it to the <u>clipboard</u>.   This is useful when there is something in the clipboard that you do not want to lose.

How to delete an object
1.   Use the pointer tool to select the object you want to delete.

2.   Click on **DEL**.   The object is removed from the picture and cannot be recovered from the clipboard.

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Import an image

You can import a number of different image formats into your picture, either for display or for autotracing.

How to import an image

1. Click on **Import** in the **File** menu to display the Import from File dialog box.

2. Select the type of file you want to import in the **List Files of Type** list box.   The files of that type are displayed in the **File Name** list box.

3. Select or type in the name of the file to import, and click on **OK**.

The available image file formats are:
■   **.TIF** - TIFF bitmaps, and TIFF parts of EPS files
■   **.PCX** - PC Paintbrush images
■   **.IMG** - GEM image files
■   **.BMP** - Windows DIB bitmaps

If you are running Windows 3.1 or later, you can also drag an image and drop it into Design Studio using the Windows File Manager.

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Autotrace an image

You can autotrace images that are imported in much the same way as you would trace a picture with pencil and paper.   This creates an object, or group of objects, that looks like the original image.

How to autotrace an image

1. Import the image into the picture.

2. Select the autotrace tool, and click on, or near, the edge of the image.

3. A path is drawn around the image.   If a fill style is selected, the path will be filled.

■   If you click and drag the autotrace tool across a section of the image, then only part of the image will be autotraced.   This always creates an open path.

■   Not all images will autotrace well.   A high-contrast, well defined image will autotrace well; a low-contrast image will not autotrace well.

■   You can adjust the accuracy of the autotrace tool by double-clicking on the tool icon to display the Autotrace dialog box.

See also

Import an image

Autotrace tool

■

Color an image

You can give one or two colors to an imported image.

How to give one color to an image

1. Select the image.

2. Select a color from the color palette.   The image is redrawn in the selected color.

How to give two colors to an image

1. Select the image.

2. Give the image a **graduated** fill style that involves the two colors you want to give the image.   The foreground of the image is colored with the "to" color, and the background is colored with the "from" color.

See also

How to use lines, fills and colors

■

Import a line-art graphic (metafile)

You can import a number of different metafile formats to display, ungroup and manipulate.

How to import a line-art graphic

1. Click on **Import** in the **File** menu to display the Import from File dialog box.

2. Select the type of file you want to import in the **List Files of Type** list box.   The files of that type are displayed in the **File Name** list box.

3. Select or type in the name of the file to import and click on **OK**.
■   An imported graphic is displayed as a group of objects.
■   Line-art graphics cannot be autotraced.
■   To smooth an object during import, select **Smoothing** before clicking on **OK**.   Use smoothing if you are likely to ungroup the object you are importing.
■   If any imported attributes are not recognized, then they are given defaults.

The available line-art file formats are:
■   **.CGM** - Computer graphics metafile
■   **.GEM** - GEM metafile
■   **.WMF** - Windows metafile
■   **.EPS** - Encapsulated PostScript EPSF

If you are running Windows 3.1 or later, you can also drag a line-art graphic and drop it into Design Studio using the Windows File Manager.

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Export images and line-art

You can export objects and whole pictures in a number of different formats.
■   You should cut, copy and paste graphics via the Windows clipboard wherever possible when copying between Design Studio pictures or between applications.

How to export images and line-art

1. Select the objects you want to export.

2. Click on **Export** in the **File** menu to display the Export dialog box.

3. Select a file format from the **List Files of Type** list box.

4. Select the check boxes in the dialog box as required.   For more information, use the help on the **Export** dialog box.

5. Type in the name of the file you want to export to, and click on **OK**.   The selected objects are exported to the filename in the specified format.
■   If your picture contains any bitmaps, you must export in one of the bitmap formats.

You can export as the following types of bitmap image:
■   **.TIF** - TIFF bitmaps
■   **.PCX** - PC Paintbrush images
■   **.IMG** - GEM image files
■   **.BMP** - Windows DIB bitmaps

You can export as the following types of line-art:
■   **.CGM** - Computer graphics metafile
■   **.GEM** - GEM/3 or GEM/4 metafile
■   **.WMF** - Windows metafile
■   **.EPS** - Encapsulated PostScript EPSF
■   The file extension is added if you omit it.

■
Print a picture

You can use the printing process to print artwork on your local printer, or to print a picture to disk for printing later or elsewhere.

How to print a picture

1. Select **Print** in the **File** menu to display the Print Options dialog box.

2. Select the print options you require, e.g. to disk, multiple copies, scale, reversed, tiled, landscape etc.   For more information on these options, call up help from the **Print Options** dialog box.

3. Click on **OK** to display the **Printing** dialog box.
■   The **Printing** dialog box identifies the file you are sending, and to which printer you have sent it, and indicates how much of the picture has been sent.
■   To stop the printout for any reason, click on **Cancel** in the **Printing** dialog box, or press **ESC**.
■   If part of your picture seems to be missing, check that all the picture appears within the dotted blue hair-line that represents the printable area of your current page.

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Change your printer

You can specify which printer your picture should be sent to.

How to change your printer

1. Select **Printer Setup** from the **File** menu to display the Printer Setup dialog box.

2. Select the printer you want to use from the list of available printers in the list box.

3. Click on **OK**.   The new printer will remain selected until you change it again.

▪ The same **Printer Setup** dialog box can be displayed by clicking on **Printer Setup** in the Print Options dialog box.

▪ You can select **Setup...** from the **Printer Setup** dialog box to display the printer specific setup dialog box.   These dialog boxes originate from the printer driver.

▪ If you need to use a new printer which is not listed, you should install it from the Windows desktop.

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