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## **Introduction to ProShape**

ProShape has developed into a wonderful yet simple object-based drawing program for Microsoft Windows 3.0. Version 2.1 was released in August 1991. Version 2.1b was released in November 1991 due to special needs. Note that the only changes in version 2.1b reflect program operation for unregistered users. Version 2.1 will perform the same as version 2.1b by registered users.

ProShape is shareware which means that one is encouraged to distribute it among your friends and acquaintances. If you continue to use this program for a month, you are required to register your copy with Hazard Software. The benefits are substantial.

ProShape was originally developed for my personal needs. I wanted to be able to draw some simple pictures that would be very complicated to make on my IBM PC. At the time, Windows version 3.0 was not available, and even some of the paint programs didn't exist. As I worked on the program, I realized that this would be a useful addition to many people's software. When Windows version 3.0 was introduced, I saw even more interesting possibilities. I continued working on the program but was bothered when other paint programs emerged. Luckily they were too expensive for my pocket (and many other people's), and I continued to see a demand for my program.

Development of ProShape will continue; it is now being released as shareware. The benefits of registering shareware are substantial, but most importantly, by supporting shareware, you will continue to see new and greater programs available at lower prices. A very promising future is in hold for ProShape and the people who use it.

To learn how to show interest, please read the [Shareware Information](#) and [Registration Information](#) (also accessible from the Help Index). If you find this program useful, pass the shareware and registration sections on to friends; they may enjoy it too.

## **Installation**

To install ProShape, simply follow these step-by-step directions. These sections assume that you are installing ProShape on a hard disk. The first section describes the steps for installing ProShape from Windows 3.0; the second section describes the steps for installing ProShape from MS-DOS. The last section explains the final setup of ProShape which must be performed from Windows 3.0.

### **Installing ProShape from Windows 3.0**

- Decide on and make a ProShape directory.

- 1) enter the File Manager
- 2) select CREATE DIRECTORY... from the FILE menu
- 3) enter C:\WINDOWS\PROSHAPE

- Copy all of the ProShape files into the proshape directory.

- 1) highlight all of the ProShape files (A:)
- 2) select COPY... from the FILE menu.
- 3) enter to C:\WINDOWS\PROSHAPE

- Also copy the file WIN87EM.EXE into the main WINDOWS directory.

- 1) highlight WIN87EM.EXE in A:
- 2) select COPY... from the FILE menu.
- 3) enter to C:\WINDOWS

### **Installing ProShape from MS-DOS**

- Decide on and make a ProShape directory.

```
md C:\WINDOWS\PROSHAPE
```

- Copy all of the ProShape files into the ProShape directory.

```
copy A: C:\WINDOWS\PROSHAPE
```

- Also copy the file WIN87EM.EXE into the main WINDOWS directory.

```
copy A:WIN87EM.EXE C:\WINDOWS
```

### **Final setup from Windows 3.0**

- Add a new program item to the Program Manager

- 1) enter the Program Manager
- 2) select NEW from the FILE menu.
- 3) select PROGRAM ITEM.
- 4) enter PROSHAPE for the description
- 5) enter C:\WINDOWS\PROSHAPE\PSHAP21B.EXE for the command line.
- 6) select OK.



You may now run the program by double-clicking on the ProShape icon. Note that you may also select RUN from the FILE menu of the Program Manager. From the resulting dialog box, type in the name and location of ProShape:

(i.e. C:\WINDOWS\PROSHAPE\PSHAP21B.EXE)

Any questions or comments can be directed to:

Hazard Software  
19 Leary Drive  
Waterford, CT. 06385  
USA

## Included Files

The files included with ProShape V2.1b are explained as follows:

PSHAP21B.EXE	The main program.
PHELP21B.HLP	The help file used for the Help facility.
README.TXT	Simple introduction to ProShape
README.BAT	A simple batch file which can be run to display the README.TXT file.
INSTALL.TXT	Simple installation instructions.
INVOICE.TXT	An ordering form for ProShape; simply print it out.
WIN87EM.EXE	A necessary DLL (dynamic-link library) from Microsoft. This allows the Coprocessor/Emulator support.
PSHAP21B.ZIP	The compressed form of all the ProShape V2.1b files. This file is only included with disks labeled as containing it due to size restrictions. This file is that which would be available from most Computer Bulletin Boards and shareware distributors; they would also provide information about its use. Please continue to distribute this file.
*.PSP	<u>Sample Data Files.</u>
SIDEMENU.PSP	A ProShape file: a quick reference for the side menus. Print it out!
LOOPS.PSP	A ProShape demonstration.
PAGES.PSP	A ProShape demonstration.
FLYER.PSP	A ProShape starter data file.
TAPE.PSP	A ProShape starter data file.

## **Equipment Required**

The following equipment is required:

- 1) An IBM PC computer running Microsoft Windows 3.0.
- 2) A Windows compatible mouse.
- 3) A disk drive compatible to the types of disks ordered.
- 4) A hard disk or floppy disk drive to run ProShape from and store ProShape files. The installation instructions assume that a hard disk is used.

Because this is a Windows application, any equipment required for Windows is also required.

## Program Features

ProShape V2.1b currently has the following features: (\* indicates new features of version 2.1)

- A WYSIWYG (What You See Is What You Get) drawing interface.
- The program supports the following objects: Lines, Rectangles, Rounded-Rectangles, Ellipses, Arcs, Pies, Chords, Text, and Bitmaps\*.
- \* Windows 3.0 compatible.
- \* CUT and PASTE between other Windows applications. Imports graphics from other Windows programs (i.e. Microsoft Paintbrush) through the clipboard as BITMAPS. Exports graphics to other Windows programs (i.e. Microsoft Word) through the clipboard as BITMAPS and METAFILES.
- \* Sophisticated sheet interface. Allows multiple sheet documents. Also allows the sheet size to be entered or set to the printer page size. Large sheets can be printed out on multiple pages.
- \* TEXT is improved. Text size doesn't change for different printers. Text can now be shrunk for an accurate ZOOM OUT. Any point size can be entered (if available).
- All functions work at any scale; shrunk or enlarged.
- \* Has a Help facility.
- \* PRINT: The printer can be setup from within the application. The PRINT command allows many options.
- \* SELECTIONS: The SELECT AREA function now checks for drawn parts instead of enclosed areas. Selected objects now change menu selections.
- \* Memory is used very efficiently.
- \* The status bar shows location and object information.
- \* Objects can be rotated. They can also be "resized" and moved when rotated.
- \* Easy to use iconic areas for frequent commands including side "floating" pop-up menus.
- \* All old data files can be loaded.
- \* More sample data files are included.
- Can perform UNDO on almost every function.

If you have specific features that you need, simply send a letter to Hazard Software. As a registered user, your requests will be analyzed.

## **Future Expectations**

ProShape is a growing application, and it is being given the chance to grow by the support of others. As it continues to grow, many great features will become implemented. Some of the more general features to look forward to are:

- The ability to import drawings made from other paint programs and CAD programs.
- The ability to save drawings for many DOS programs.
- Drawing of COLOR objects.
- Drawing in 3-D.
- More objects.
- More patterns.

Hopefully all of these features can come about for the next version of ProShape. The more people that respond to ProShape, the faster you will see a response.

## **Uses for ProShape**

ProShape can be used in many ways. Its power is currently in creating presentation material, but does not end here. Our suggestions for its use originate with the uses for which we've seen. These uses include:

- overhead flowgraphs or flowcharts.
- tape labels.
- simple CAD/CAM drawings.
- optimizing a packing layout.
- imaginative development of new products.
- artistic entertainment.
- introducing children to the computer.

## **Objective of Hazard Software**

Hazard Software was established to provide you with the best software for the lowest price. Our first concern is you, the customer. Our continued existence and release of a new ProShape version should convince you of our continued support. We are always here to listen to your concerns. If you have specific features that you need, simply send a letter to Hazard Software. As a registered user, your requests will be analyzed.

## **View Window**

The visible window, sometimes referred to as the View-Screen, performs many uses. It displays the current objects and grids. Selected objects also show handles that can be used to resize them. Objects can be selected with the mouse. Objects can be resized (when they are selected) by grabbing their handles. Objects can be moved (when they are selected) by grabbing their shape. Last of all, objects can be added.



## **Side Window**

The side screen is a group of bitmaps on the left of the ProShape screen. The left bitmaps select side screen "floating" pop-up menus. The right bitmaps correspond to the left bitmap's menu, usually displaying the current menu selection. The ZOOM and SHEET bitmaps display the current zoom and sheet values and also allow quick access to increase and decrease commands. The ADD and SELECT bitmaps also display (and allow you to change) the current state of the function (inverted is enabled). This window also contains a shrink box which opens and closes the window. This is only necessary if the screen area is not large enough.

## **Status Bar**

The status line is shown at the bottom of the screen. This bar displays the cursor position and selected object values. In future versions, this may also display instructions for every command. This window also contains a shrink box which opens and closes the window. This is only necessary if the screen area is not large enough.

## **Startup Warning**

You have not registered your copy of ProShape! ProShape is SHAREWARE; therefore, you are encouraged to copy and distribute it, but if you use ProShape for more than a month, you are required to register your copy with Hazard Software.

Please see the following sections:

**Shareware Introduction**

**Shareware Advantages**

**Registration Advantages**

**Fees and specifics of Registration**

## **Shareware Information**

ProShape is shareware; therefore, you may use the program for a month. After that time, you must either register your copy or stop using it. You are encouraged to copy and distribute it as long as two conditions are met. It must remain unchanged, and no charge is to be made for the software.

**Distributors** are allowed to charge a maximum of \$8.00 for the software. This change is only allowed for distributors of ProShape that distribute the program as shareware and inform Hazard Software that they are doing so. The fees are allowed to cover the small fees of copying and distributing disks.

**Computer Bulletin Boards** are only allowed to charge according to their normal BBS fees, but no charge is to be made specific to Hazard Software or ProShape.

Please continue reading the following sections:

**Shareware Advantages**

**Registration Advantages**

**Fees and specifics of Registration**

## **Shareware Advantages**

Shareware prices are very reasonable, much less than other comparable software packages, because we don't have to pay expensive distribution and advertising fees. Instead your money goes directly into continued development of the software you use. Not only are the prices reasonable, but you can try out the program before you buy it. This puts an added requirement on us to provide you with a good program. You also have a direct link with the shareware author. Your questions and comments can get immediate responses.

Please continue reading the following sections:

**Registration Advantages**  
**Fees and specifics of Registration**

## **Registration Advantages**

First of all, becoming a registered user allows you to use all of the features (unhampered) that are available within our program. You will receive an activation code (personalized to your name and address) that will customize your ProShape application. The warning message on all printouts and non-ProShape clipboard items will be removed, and the startup warning message will not appear. Registration also puts you on our mailing list to receive notice of upgrades and new software. You will also receive the next version of ProShape **FREE**; including disk and registration. For additional fees, you may also receive a current program disk and a manual for the program. This is all available for the modest shareware fee noted with your program.

Please read **Fees and specifics of Registration.**

## Fees and specifics of Registration

ProShape is Shareware. (see [Shareware Introduction](#))

As noted in the shareware section, you must pay for this program if you use it more than a month. By sending a modest fee of **\$39** to the following address, you can register your software and receive your personal activation code. Previously registered users of ProShape only pay \$9 for an upgrade registration. To complete an order form, simply print out the file INVOICE.TXT that is enclosed with your ProShape application. The printout will direct you from there.

INVOICE.TXT may be more recent than the information contained here; however, if INVOICE.TXT is not available, use the following directions.

To become a registered user and register your copy of ProShape V2.1b, Send a check for \$39 to:

Hazard Software  
19 Leary Drive  
Waterford, CT. 06385,  
USA

make checks payable (in US funds) to:  
Hazard Software

Enclose: (to be registered)

- 1) Your name
- 2) Your full address
- 3) Computer type
- 4) Video type
- 5) Windows version used
- 6) Software name/version (i.e. ProShape V2.1b)
- 7) YES/NO: Are you interested in an improved version?
- 8) Suggestions and/or problems
- 9) Where you got the software (Joe's BBS, your friend, etc.) You are encouraged to distribute this program!
- 10) Number of site locations requested (\$9 for each additional location not including the first)
- 11) Number of disks to be purchased (\$6 each). Please indicate 5.25-DS/DD, 5.25-DS/HD, or 3.5 DS/DD disks. Note that 5.25-DS/DD disks only contain the uncompressed files while the other disks contain both compressed and uncompressed files.
- 12) Number of manuals requested (\$14 each)

If registering an upgrade, also include:

- 13) The Name previously registered.
- 14) The Full address previously registered.
- 15) The Code previously registered.
- 16) The version this was registered for.

You may also purchase additional items.

- 1) Current program disks are \$6 each \*\*. Please indicate 5.25-DS/DD, 5.25-DS/HD, or

3.5-DS/DD disks.

2) Current manuals are \$14 each \*\*. These manuals are great for the expert or novice. They explain every function of ProShape, as well as providing a quick lookup for a reference. They also contain detailed information about File and Clipboard Formats and Program Development.

3) Additional Site Registrations are \$9 each. These allow multiple computers to be registered for the same site at a discount.

\*\* Shipping and handling (in the U.S.) is included with all fees. Residents of Canada and Mexico must add \$1 to each disk and manual. Other non U.S. residents must add \$3 to each disk and manual.

**Pricing Chart:**

(Shipping and handling in the U.S. is included with all prices)

Registration for non-registered users: **\$39**

Registration for V1.0 & V1.1 registered users: \$9

Program Disks: \$6 each \*\*

Manuals: \$14 each \*\*

Additional Site Registrations: \$9 each

\*\* Shipping and handling (in the U.S.) is included with all fees. Residents of Canada and Mexico must add \$1 to each disk and manual. Other non U.S. residents must add \$3 to each disk and manual.

NOTE: Your activation code and return address depend on the accuracy of this information.

NOTE: All suggestions and problems become the property of Hazard Software. No reimbursement is to be expected.

Please allow 3-4 weeks for delivery of your activation code.

Hazard Software is not responsible for any damage to the equipment, data, or software used with this software. We do admit that our software was not designed to cause any damage. We assume that the software is distributed intact (with all of the files) and unchanged, but we are not responsible for alterations made to it.

Hazard Software will make it's own judgement about warranties and refunds, but in no way are they to be expected.

Registered users may be notified of upgrades to this and other software and will be given the option to upgrade for a modest fee.





## Top Menu Bar

The top menu bar is the means for selecting most of the functions of ProShape. The functions are separated into individual menus that follow the same format as any other Windows application. Actually, the first two menus, FILE and EDIT, are included in almost every Windows program in order for programs to be easy to learn. The specific menu functions are described below. Note that the Help facility included with ProShape can be very helpful for a reference of features.

Many menu items can not always be performed. If this is the case, they are grayed and unselectable. If the command is disabled, it is for related reasons; for example, if CUT is disabled, that is because there are no selected objects to cut.

To simplify the use of the menus, many of ProShape's menu items are displayed as graphic icons. Graphic menus allow the consequences of the command to be observed.

Many of the menus are used for manipulating the attributes of the objects. Selections in the FONTS, SIZES, and STYLES menus reflect the state of the most recently selected objects. Selections made to these menus change the selected objects and set the state for any added objects.

For more information, select the sub-menu name.

<u>File</u>	Perform File options.
<u>Edit</u>	Perform editing functions.
<u>Fonts</u>	Select a Font.
<u>Sizes</u>	Select a font Size.
<u>Styles</u>	Select a font Style.
<u>Options</u>	Miscellaneous functions.
<u>Help</u>	Get HELP on any topic.

## **File Menu**

The file menu allows you to perform file functions such as NEW, OPEN, SAVE, CLOSE, and PRINT.

- |                          |  |
|--------------------------|--|
| <b>New</b>               | The NEW function clears the currently loaded buffer & filename and starts from scratch.  |
| <b>Open...</b>           | The OPEN... function allows you to open a file from the disk. Only files written by ProShape (or compatible programs) can be loaded.   |
| <b>Save</b>              | The SAVE function saves the current data under the current filename. If the current file is not named (Unknown), a filename will be requested.   |
| <b>Save As...</b>        | The SAVE AS... function allows you to enter a filename (or a new filename) and then saves the file under that name. This is necessary when saving a file that is currently not named (Unknown). The SAVE function will automatically perform this function if the file is not named. |
| <b>Setup Document...</b> | The SETUP DOCUMENT... function allows you to setup the current document. This includes the sheet size, number of sheets, and page margins.   |
| <b>Print...</b>          | The PRINT... function prints the file to the currently selected printer.   |
| <b>Setup Printer...</b>  | The SETUP PRINTER... function allows you to setup the currently selected printer. This is similar to setup from the Control Panel, but it can be done directly from ProShape.  |
| <b>Exit</b>              | The EXIT function ends the program. If the file has been changed, the program will ask you about saving the file. The file will be saved if selected, and a filename will be requested if necessary.   |

## **Edit Menu**

The first command contained in the EDIT menu is UNDO.

The edit menu also contains commands to CUT, COPY, PASTE, and CLEAR. These commands manipulate the clipboard buffer to transfer (or copy) data in the file, between files, or between applications. Some applications don't accept data in the ProShape format; therefore, ProShape will also supply a conversion to typical Windows formats such as BITMAPS and METAFILES. This ability is done automatically; therefore, you don't have to think about it. Almost any Windows application will accept data from ProShape. The only way to tell for sure is to try it. Copy an item from ProShape and try to paste it into another program. Some valid programs are Microsoft Word and Microsoft Paintbrush.

Most of the commands in the EDIT menu do exactly as they say.

<b>Undo</b>	The UNDO function will change the picture back to the way it was before the last command that changed the data buffer. This last command to change the data buffer follows the Undo function in the menu. This command even works if the previous command was an UNDO. This means that you can switch between the two versions as many times as is necessary. This may be desired if you are uncertain if a change improves the quality of the picture.
<b>Cut</b>	The CUT function will copy all of the selected objects into the clipboard buffer, and delete them at the same time.
<b>Copy</b>	The COPY function simply copies all of the selected objects into the clipboard buffer. The objects can now be pasted into any application that accepts ProShape data.
<b>Paste</b>	The PASTE function will copy all of the clipboard buffer into the current picture. All of the objects pasted will be inserted at the top of the screen. After a Paste function is performed, the added objects will be the only selected objects. They can then be moved or manipulated as desired.
<b>Clear</b>	The CLEAR function simply deletes all of the selected objects without affecting the clipboard buffer.
<b>Edit Selected Text</b>	The EDIT SELECTED TEXT function enables/disables the edit-text dialog box from appearing after text objects are selected.
<b>Put in Front</b>	The PUT IN FRONT command places all of the selected objects in front of other objects. This changes the way that objects overlap each other.
<b>Put in Back</b>	The PUT IN BACK command places all of the selected objects in front of other objects. This changes the way that objects overlap each other.
<b>Rotate...</b>	The ROTATE... command rotates all of the selected objects as a whole.
<b>Move to sheet...</b>	The MOVE TO SHEET... command moves all of the selected objects to the entered sheet.
<b>Clear Clipboard</b>	The CLEAR CLIPBOARD command simply clears the current clipboard.

This is simply to conserve memory by freeing the current clipboard memory.

## **Fonts Menu**

The Fonts menu displays the available fonts for the printer, not the screen. Many fonts are followed by the following codes:

- [D] Fonts followed by [D] are device-specific fonts. This means that they are available for the printer, but ProShape can not display them on the screen. The fonts displayed for these will be as close a match for size as possible.
- [V] Fonts followed by [V] are vector fonts. This means that they can be enlarged and reduced without losing clarity; therefore, any sizes that are requested will be displayed.

## **Sizes Menu**

The Sizes menu displays the sizes available for the currently selected font. The sizes marked with an asterisk (\*) are available without scaling. All other sizes must be enlarged (or shrunk). Vector fonts are an exception. They indicate only one size with an asterisk indicating the recommended size, but with vector fonts, any size can be displayed without much distortion.

## **Styles Menu**

The first section of the STYLES menu is used for controlling the attributes of text objects. The options include NORMAL TEXT, or any combination of the following attributes: BOLD, ITALIC, STRIKEOUT, and UNDERLINE.

The second section of the STYLES menu is used for controlling the format of text objects. This section indicates whether the text is left justified, centered, or right justified. The LEFT, CENTERED, and RIGHT commands control the format of text objects.

The last section selects the BACKGROUND mode of the text and the fills of certain objects. These selections are normally (graphically) displayed as a letter 'A' written over a rectangle. The OPAQUE attribute means that the object (i.e. TEXT) does not show any of the background through the text's area. The TRANSPARENT option is the opposite of this. It allows the background to show through the area of the text object.



## Options Menu

The OPTIONS menu performs many useful functions.

**Set Grids...** The SET GRIDS... function displays a dialog box that permits any grid size, line grid size, and snap size to be entered.

**Grids** The GRIDS command turns grids on and off and is indicated by a checkmark before the command.

**LineGrids** The LINEGRIDS command turns the line grids on and off and is also indicated by a checkmark before the command.

**Snap** The SNAP command turns the snap on and off. Snap makes sure that all following input (sizes and moves) are only accepted at specific increments.

**ReDraw All** The REDRAW ALL function redraws all of the picture in case some of it was distorted. Sometimes this is necessary, especially in an early version of ProShape.

## **Help Menu**

The HELP menu performs many helpful functions. The functions are explained as follows:

- |                          |  |
|--------------------------|--|
| <b>Index</b>             | The INDEX function opens up a Help window displaying an index of many Help topics for ProShape.  |
| <b>Using Help</b>        | The USING HELP function opens up a Help window displaying an index of many Help topics for the Help facility included with Windows.  |
| <b>Register Info</b>     | The REGISTER INFO function opens up a Help window displaying registration information for ProShape.  |
| <b>Register...</b>       | The REGISTER... function provides a means for entering the registration information that you receive in the mail after sending in your registration request. ProShape is in no way hampered by not registering, but the user will not receive the benefits that a registered user can. |
| <b>About ProShape...</b> | The ABOUT PROSHAPE... function shows a simple dialog box that displays version information about your copy of ProShape. This includes the program name, version, author, and copyright information.  |

## Side Menu Bar

The side menu bar is the means for selecting most of the object values and some of the functions of ProShape. The functions are separated into individual menus that follow the same format as any other Windows application, except that they are "floating" pop-up menus and they open horizontally instead of vertically. The specific menu functions are described below. Their explanations can either be used as a learning lesson, or simply a lookup reference depending on how patient you are in reading instruction manuals. Note that the Help facility included with ProShape can be very helpful for a reference of features. Note also that there is a sample file included with ProShape that can be printed out and used as a quick reference for the side menus.

To simplify the use of the menus, all of ProShape's side menu items are displayed as graphic icons. This is for simplicity. Graphic menus allow the consequences of the command to be observed.

Many of the menus are used for manipulating the attributes of the objects. Selections in the BORDERS, INTERIORS, and ROP2 menus reflect the state of the most recently selected objects. Selections made to these menus change the selected objects and set the state for any added objects.

All menu icons are on the left. In many cases, the right menu icons specify the currently selected option. In the case of the object and select, The right icon allows you to turn on and off the select and add option. In the case of zoom and sheet, the right menu icon also allows the zoom and sheet to be increased or decreased.

For more information, select the sub-menu name.

<u>Select</u>	Select a method of selection.
<u>Add</u>	Select objects to add.
<u>Sheet</u>	Select a sheet to edit.
<u>Zoom</u>	Select a viewing scale.
<u>Borders</u>	Select object borders.
<u>Interiors</u>	Select object Interiors.
<u>ROP2</u>	Select the ROP code.

## **Select Menu**

The commands in the SELECT side menu are used for performing unique functions to select objects.

**Select Area** The SELECT AREA function selects all objects that enter the specified rectangle.

**Select All** The SELECT ALL command selects all of the objects in the current picture.

**Unselect All** The UNSELECT ALL function unselects all of the objects in the current picture.

## **Add Menu**

The Objects menu displays the objects available for adding. These include TEXT, LINES, RECTANGLES, ROUNDED RECTANGLES, ELLIPSES, ARCS, PIES, AND CHORDS.

## Sheet Menu

The SHEET controls the current sheet that is being edited.

**Next Sheet**      The NEXT SHEET command increments the current sheet number unless the current sheet is the last sheet in the document.

**Previous Sheet**      The PREVIOUS SHEET command decrements the current sheet number unless the current sheet is the first sheet in the document.

**First Sheet**      The FIRST SHEET command goes to the first sheet in the document.

**Last Sheet**      The LAST SHEET command goes to the last sheet in the document.

## **Zoom Menu**

The ZOOM controls the scale of the editing region.

- Zoom In**            The ZOOM IN command increments the scale factor for viewing and editing by a factor of 2.
- Zoom Out**            The ZOOM OUT command decrements the scale factor for viewing and editing by a factor of 2.
- Clear Zoom**        The CLEAR ZOOM command sets the scale factor for viewing to a 1 to 1 ratio (100 %).
- Zoom to Sheet**    The ZOOM TO SHEET command sets the scaling factor such that the entire sheet is visible.

## **Borders Menu**

The BORDERS menu is used for controlling the styles used for lines or borders. The styles include thicknesses and styles. The line styles are SOLID, DASH, DOT, DASH-DOT, DASH-DOT-DOT, and NULL. The thicknesses are only usable with the SOLID line type and are SINGLE, DOUBLE, and TRIPLE. These selections are normally displayed as a filled rectangle with the particular border bordering the rectangle. The valid combinations are as follows:

- 1 - Single - Solid
- 2 - Double - Solid
- 3 - Triple - Solid
- 4 - Single - Dash
- 5 - Single - Dot
- 6 - Single - Dash-Dot
- 7 - Single - Dash-Dot-Dot
- 8 - Null



## **Interiors Menu**

The INTERIORS menu is used for controlling the fill of objects (called brushes). The brushes are:

- 1 - White
- 2 - Light Gray
- 3 - Gray
- 4 - Dark Gray
- 5 - Black
- 6 - Null

These selections are normally displayed as a filled rectangle with the particular brush used for each rectangle.

## **ROP2 Menu**

The ROP2 menu is used for changing the way objects are displayed on top of other objects. The ROP codes are:

- 1 - Black
- 2 - Not-Merge-Pen
- 3 - Mask-Not-Pen
- 4 - Not-Copy-Pen
- 5 - Mask-Pen-Not
- 6 - Not
- 7 - Xor-Pen
- 8 - Not-Mask-Pen
- 9 - Mask-Pen
- 10 - Not-Xor-Pen
- 11 - Nop
- 12 - Merge-Not-Pen
- 13 - Copy-Pen
- 14 - Merge-Pen-Not
- 15 - Merge-Pen
- 16 - White

These selections are best explained by experimentation. These selections are normally displayed as a filled rectangle on top of the letter 'A'.

## Using Dialog Boxes

Most dialog boxes follow the standards typical of Windows applications. Usually, each dialog box has an OK button to accept the changes or options taken. The CANCEL button will cancel any changes or functions selected.

Note that TAB jumps between items in the dialog box, and RETURN will select the default button (marked with a thick line around it). In most cases, as is here, the default button is OK; therefore, OK will accept the changes made in the dialog box. The EDIT TEXT dialog box supports many more keyboard functions; they are explained below.

For additional information about dialog boxes, refer to your Windows documentation. For general questions about ProShape's dialog boxes, the following sections describe each dialog box.

For more information, select the dialog name.

<u>Edit Text</u>	Edit text objects.
<u>Setup Document</u>	Setup the document.
<u>Print</u>	Display print options.
<u>Set Grids</u>	Setup the grids sizes.
<u>Value</u>	Enter various values.
<u>Open</u>	Enter filename to open.
<u>Save As</u>	Enter filename to save document.
<u>Ask To Save</u>	Ask about saving the document.

## Edit Text Dialog

The EDIT TEXT dialog box allows you to enter and modify the text associated with any text object. This dialog box appears every time a text object is added. If the EDIT SELECTED TEXT option is selected under the EDIT menu, the dialog box will also appear whenever a text object is selected.

Although this dialog box has many abilities, all that you have to do is enter the new text and select OK. The CANCEL function will exit the dialog box without making any changes.

Notice that you can highlight areas of text in the dialog box. Actually, every time you enter it, the entire text is highlighted. Highlighting can be done with the mouse, or by holding SHIFT while using the arrow keys. Highlighted areas are replaced by any typed or pasted text; therefore, if you start typing when you enter the dialog box, you will replace the entire text. This is helpful since you don't have to erase the text first.

This dialog box also supports the clipboard. Notice that there are four clipboard buttons in the bottom of the dialog box. These functions will perform their related functions on the highlighted text in the dialog box. PASTE will simply paste into the current position and does not require highlighted text. If text is highlighted, PASTE will replace the text with the new text.

There are many special keys that can be used while editing the text. These keys are identical to the editing keys used by all Windows applications. The more important keys used are given as follows:

- Control+Enter** Enters a RETURN into the text, moving the cursor to the next line. ENTER alone will select the OK button.
- Control+Tab** Enter a TAB into the text. TAB alone will switch between items in the dialog box.
- Delete** Deletes the selection or the following character. The same as CLEAR.
- Shift+Delete** Cuts the selected text to the clipboard or deletes the preceding character. The same as CUT.
- Shift+Insert** Inserts the contents of the clipboard. The same as PASTE.
- Control+Insert** Copies the selected text to the clipboard. The same as COPY.
- Home** Removes any selections and moves to the beginning of the line.
- Ctrl+Home** Moves to the start of the text.
- End** Removes any selections and moves to the end of the line.
- Control+End** Moves to the end of the text.

## **Setup Document Dialog**

The SETUP DOCUMENT dialog box allows you to change the document settings which include the number of sheets, sheet size, and margin sizes. All of this information can be set by selecting SETUP DOCUMENT... from the FILE menu.

Simply enter numbers (in inches) for any of the boxes, and check the appropriate check-boxes. By selecting the box labeled USE DEFAULT PRINTER SIZE, you are requesting that ProShape ignore your sheet size and set the size to the current printer's largest printable page size (including margins if selected).

## **Print Dialog**

The PRINT dialog box is reached by selecting the PRINT... option from the FILE menu. The dialog box will allow many print features to be set. The dialog box will also display information such as the current printer and page sizes.

## **Set Grids Dialog**

To use the GRIDS dialog box, select the SET GRIDS... command from the OPTIONS menu. This dialog box will allow you to enter the increments used in the grids, linegrids, and snap.

It is easiest to select increments that are displayed as buttons. By selecting a button, the selected size will be entered directly into the size box. You may also select the edit-boxes as with any Windows application, and enter the values directly. This allows you to enter any size you may wish.

## **Value Dialog**

The VALUE dialog box simply allows you to enter a specified value. This is used for the ROTATE... and MOVE TO PAGE... commands.



## **Open Dialog**

The OPEN... dialog box allows you to open ProShape data files. It is selected from the OPEN... command in the FILE menu. This dialog box allows you to enter directories in which to switch to, double click on directories to switch to them, and enter a file name to open.

## **Save As Dialog**

The SAVE AS... dialog box allows you to enter names to save ProShape data files with. It is selected from the SAVE AS... command (and the SAVE command for untitled filenames) in the FILE menu. This dialog box allows you to double click on directories to switch to them and enter a file name to save the file. Do not enter a directory as part of the filename. It will save there at first, but not with the SAVE option.

## **Ask To Save Dialog**

The ASK TO SAVE dialog box appears when the current document has changed and the changed data is about to be lost. By selecting YES, the new document will be saved, By selecting NO, the new data will be lost. By selecting CANCEL, the operation will be canceled.

## Keyboard Shortcuts

The keyboard has many uses; most of which involve menu shortcuts. The SHIFT key also has special meanings for selecting objects. The following list describes every uniquely used key of the keyboard:

**Shift**            Used when selecting objects to make a multiple selection or unselection.

**Alt+Bksp**        A menu shortcut for the **UNDO** command.

**Del**              A menu shortcut for the **CUT** command.

**Ctrl+Ins**        A menu shortcut for the **COPY** command.

**Shift+Ins**        A menu shortcut for the **PASTE** command.

**Shift+Del**        A menu shortcut for the **CLEAR** command.

**F1**                A menu shortcut for the **HELP INDEX** command.

**F3**                A menu shortcut for the **SAVE** command.

Note that all standard Windows keys are also valid. Many special keys are used in the EDIT TEXT dialog box. Please refer to the section about the EDIT TEXT dialog box for more information about these special keys.

## **Mouse Uses**

The mouse has many uses:

- 1) Selecting menu items (commands).
- 2) Selecting objects (or commands) from the side objects screen.
- 3) Selecting objects that are in the View-Screen.
- 4) Moving handles (resizing objects) in the View-Screen.
- 5) Moving objects in the View-Screen.
- 6) Adding objects in the View-Screen.

Note that normally, only the left mouse button is used in ProShape. The right mouse button has no meaning to ProShape. In rare cases, the settings in the Control Panel can change this.



## Starting ProShape

There are several ways to start ProShape. The preferred way requires that ProShape was installed correctly.

- 1) You must first be in the Program Manager.
- 2) Find the group that contains ProShape (depends on where it was installed). If this group is not open, double-click on the group icon to open it up.
- 3) Now scroll around (if necessary) to find the ProShape icon. It has three colored boxes overlapping with curly lines going through them.
- 4) Double-click on the ProShape icon and the program will begin.

Another way to start ProShape requires less procedure, but more thought. For this, you must know where ProShape was installed. In the installation, we put it into 'C:\WINDOWS\PROSHAPE'.

- 1) Using the program manager, select RUN... from the FILE menu.
- 2) Now enter the location and name of ProShape as follows "C:\WINDOWS\PROSHAPE\PSHAP21B".
- 3) Press ENTER or select OK, and the program will begin.

Last of all, you can also start ProShape from the File Manager. Find the ProShape application "PSHAP21B.EXE", and simply double-click on it. The program will now begin.

## **The initial startup message**

After you start ProShape, an introduction screen will appear with version and registration information. Simply press a key or mouse button, and the application will start.

If this is the first time using ProShape, or your copy has not been registered, a Help screen will appear. This is notifying you that you have not yet paid for your software. The Help facility will tell you about shareware and inform you how to register your software. The Help facility is part of Windows; therefore, refer to your Windows documentation for help on using it. Also see the next section about Using Help.



## **Using HELP**

The Help facility is part of Windows; therefore, Microsoft has provided a file about using Help. Since many people don't like referring to manuals every time they have a question, this can be very useful. This can be accessed from ProShape under the HELP menu.

## **The Registration information**

As well as the initial startup message, registration information can be recalled at any time from the HELP menu. This will again tell you about shareware and how to register this program.

## **Help index**

An index of Help topics can be recalled from the HELP menu. This is useful whenever you have a question about a topic, but don't want to search the manual.

## **About ProShape**

To find out version information for ProShape, select the "About ProShape..." command under the HELP menu.

## **Registering Your Copy**

To register your copy of ProShape, follow these steps:

1. Print out the file "INVOICE.TXT" located with the program files.
2. Fill in the information, and mail it with a check to Hazard Software.
3. About three to four weeks later, you should receive your registration code and any other requested material.
4. Start ProShape as usual and close the Help screen.
5. Select REGISTER... from the HELP menu in ProShape.
6. Enter the information in the window exactly as it appears on your registration card.
7. Select OK, and you should get a thank you message from Hazard Software. If not, go back to step 5 and continue. If this still doesn't work, contact Hazard Software.

## Opening A File

Several data files are provided with the ProShape application. Some of these can be loaded as a demonstration; others are intended to be starter files for producing your own documents.

We are now going to open the side menu reference. This is a sample data file that shows and explains all of the functions on the side menu. It is a good file to print out and use as a quick reference. To do this, first select the OPEN... command from the FILE menu. If you had been previously editing the document, ProShape will ask you about saving the data. For now, push NO. Now, the OPEN dialog box will appear. To switch to the directory where you installed ProShape, type the directory name (i.e. "C:\WINDOWS\PROSHAPE") and hit return. You could have also switched directories by double-clicking in the scroll-box.

Now, scroll around in the scroll-box to find a file called "SIDEMENU.PSP". Double-click on it, and it will be loaded.

Let's try to print out the file. For this, it is assumed that the printer is connected and set up correctly. We are also assuming that the printer can handle graphics. Let's find out. Select PRINT... from the FILE menu. When the PRINT dialog box appears, just select OK. We will examine the print features later. Hopefully, this worked, and you can use this as a reference.

## Using Zoom

Now, we are going to load another demonstration. To do this, again select the OPEN... command. The directory should already be set to the current directory. Scroll around in the scroll-box to find a file called "LOOPS.PSP". Double-click on it, and it will be loaded.

Let's try one of the features from your printed reference. Wait for the picture to stop drawing. Now, press the mouse button on the ZOOM side menu icon; a group of rectangles of growing size. A "floating" pop-up menu will appear. Now drag the mouse onto the pop-up menu item that looks like a sheet. Release the button, and you will see the entire sheet. This command is called ZOOM TO SHEET. Notice the interesting data file; it is a simple but impressive demonstration of how simple shapes can create interesting drawings.

Again select the ZOOM side menu. This time, use the OFF command. This returns the zoom to the default one-to-one ratio. You can also select the up and down arrows next to zoom. Notice that the zoom percentage is always displayed next to the ZOOM side menu icon.

## **Using Sheet**

Now, load the file "SHEETS.PSP" the same as before. Select ZOOM TO SHEET so that we can view the entire sheet.

Notice that we are on sheet one; indicated next to the sheet icon. Press the up-arrow next to the SHEET side menu icon. Notice that the sheet number increased, and you are now viewing the second sheet. Press the down arrow, and you will be viewing the first sheet again.

Now, select the SHEET side menu icon. Drag the mouse over to the END command; this is called LAST SHEET. Notice that you are now viewing the last sheet. This document is only three sheets long; therefore, this is the third sheet. Also notice that the FIRST SHEET command moves you to the first sheet. You can create documents of many sheets; you are only limited by memory and a rather large number of sheets.



## **Starting From Scratch**

Enough of looking at data files, you probably want to start making pictures of your own. Well, we're not going to draw a picture, but we'll experiment with all of the elements of pictures. The creativity of artwork will be left up to you after the lessons are over.

Select the NEW option from the FILE menu. If you had been previously editing the document, ProShape will ask you about saving the data. This is now your decision. Saving the document will preserve the changes you had made so that you may load them later. If you want to save the file under a different name, select CANCEL to cancel the NEW option, and select SAVE AS... under the FILE menu. Now, you can enter your own file name. Once it is saved, select NEW again.

## **Preferences: Setting up the document**

Document settings include the number of sheets, sheet size, and margin sizes. All of this information can be set by selecting SETUP DOCUMENT... from the FILE menu.

Once this option is selected, a dialog box will appear. Simply enter numbers (in inches) for any of the boxes, and check the appropriate check-boxes. By selecting the box labeled USE DEFAULT PRINTER SIZE, you are requesting that ProShape ignore your sheet size and set the size to the current printer's largest printable page size (including margins if selected).

Note that TAB jumps between items in the dialog box, and RETURN will select the default button (marked with a thick line around it). In most cases, as is here, the default button is OK; therefore, OK will accept the changes made in this dialog box.

## **Preferences: Setting up the grids**

To setup the grids, select the SET GRIDS... command from the OPTIONS menu. A dialog box will appear allowing you to enter the increments used in the grids, line grids, and snap.

It is easiest to select increments that are displayed as buttons. By selecting a button, the selected size will be entered directly into the size box. You may also select the edit-boxes as with any Windows application, and enter the values directly. This allows you to enter any size you may wish. When you are finished, select the OK button. The new grid sizes will be accepted.

Now, to turn on and off the grid options, select them from the OPTIONS menu. GRIDS, LINEGRIDS, and SNAP all turn on and off their corresponding functions. Notice that when they are turned on, a checkmark is visible next to them.

## **Preferences: Opening/closing windows**

The side menu window and the status bar may be opened and closed. This is done by selecting the shrink icon next to each window. Selecting the icon once will close the window. Selecting it again will open the window back up. This is mostly used if the editing region is so large that the entire screen is needed, but the detail is necessary such that zooming out would not be acceptable.

## Adding Objects

Now that the document is started (with NEW) and setup, we will begin by adding objects. The default object is the line; therefore, the line should still be selected since we haven't changed this yet. The icon next to the ADD side menu icon displays the current object to add.

To add the **LINE**, the line option must first be selected. First, select the ADD side menu icon. Select the LINE option in the ADD side menu. Notice that the line object is in the current add option box. Also notice that it is inverted in appearance; this means that the add option is on, and that ProShape is currently adding lines. Any mouse actions will add a line.

Now, move the mouse pointer to the desired starting position. Then, press the left mouse button. Without letting go, drag the mouse to the desired ending position. Notice that the line draws as you move. Also notice that the status line displays the type and size of the object you are adding. Let go of the mouse button when you have reached your desired end-location.

To add **RECTANGLES, ROUND RECTANGLES, ELLIPSES, ARCS, PIES**, and **CHORDS**, follow the same procedure as with the LINE. The only difference is that you are adding the opposing corners of a rectangular regions that encloses the object. You are no longer adding two points to connect a line.

To add **TEXT**, also follow the same procedure as with LINES, but with an extra step. After you have selected the enclosing rectangle, a dialog box will appear for you to enter the text. Simply enter the text and press OK when finished. Any text editing follows the general guidelines for Windows editing boxes.

## Selecting Objects

Selecting objects can be done in many ways. The current method is displayed in the select-mode icon in the side screen. The default mode of selection is the single object selection (a selected rectangle - with handles). The state of this option is enabled if the object is inverted black & white and disabled if normal video.

By selecting this icon, two things happen. First the single object selection becomes selected, and then the state switches between enabled and disabled.

Confused? Well, let's try an example to show you how it works. First select the select-mode icon (the icon next to the select side menu icon). Notice that it is now inverted from the way it was before, and it is also a selected rectangle (the SELECT OBJECT status). Now, keep selecting it until it is enabled (inverted from normal). This means that SELECT OBJECT is now enabled.

Now, let's try another example. Select the SELECT AREA function under the select side menu. This icon is a dotted rectangle. Notice that the select mode is now the SELECT AREA function. Also notice that whenever the SELECT AREA function is enabled, the ADD OBJECTS function becomes disabled. This is indicated in the add-mode icon. Now, select the select-mode icon. Notice that the select-mode changed to SELECT OBJECT.

For more information, please see the following sections:

[Single Selections](#)

[Multiple Selections](#)

[Unselecting Objects](#)

[Selecting an Area](#)

[Selecting a Sheet](#)

## **Single selections**

To select single objects, first make sure that the select objects option is enabled. This is indicated by seeing the selected objects icon in the select-mode icon.

Now, move the pointer to the object you wish to select. Then press and release the left mouse button. The object is now selected. It can now be "resized" or moved.

## **Multiple selections**

Now that you know how to select single objects, let's select multiple objects. First select the first object as a single object. Now, every other select that is to be made must be made with the SHIFT key also pressed. Notice that with SHIFT, the new selections become selected, and the previous selections remain selected.



## **Unselecting objects**

Suppose that you now have many objects selected, and you would like to exclude one object from the group. Instead of re-selecting all of the objects, let's just unselect the single object.

Simply select a selected object with the SHIFT key pressed. Notice that the other objects remain selected while the selected object becomes unselected.

This simple ability could save a lot of time and aggravation.

## **Selecting an area**

To select an area of objects, choose the SELECT AREA function from the select side menu. Notice that the select mode is now the SELECT AREA function. Also notice that whenever the SELECT AREA function is enabled, the ADD OBJECTS function becomes disabled.

Now that the SELECT AREA function is enabled, simply select a rectangular region the same way that you would add a rectangle. Now, wait for the program to make some calculations. Notice that after the region is selected, the objects that are in (or cross into) the region are all selected and the rectangular region disappears. Now all of these objects can be manipulated.

## **Selecting the entire sheet**

Selecting the entire sheet is the simplest means of selecting objects. All that you must do is to select the SELECT SHEET function from the select side menu. Notice that after the command is performed, all of the objects on the sheet are selected. Now all of these objects can be manipulated.

## **Re-sizing Objects**

"Resizing" objects requires that the object is first selected. Resizing is performed only on one object; therefore, if there are multiple selections, only the one object is resized.

First, select the object that you want to resize. Now that the object is selected, simply move the mouse pointer to the handle you want to resize. Select the handle by pressing and holding the left mouse button. Now drag the handle to the final location and let go of the mouse button. Notice that the object continues to re-draw while it is being resized (except for bitmaps and text). Bitmaps and text display an enclosure rectangle.

To resize arcs, pies, and chords, they must also be selected. Notice that there are handles on the starting and ending locations of the arc. These handles can also be dragged just like the enclosure handles, except that they remain on the arc of the object. Wherever the mouse goes, the handle moves to the closest arc location possible.

## **Manipulating Objects**

Now that you can select and unselect multiple objects, you may also manipulate the selections. Note that most manipulations change all of the selected objects. If you want to change one object, it must be selected by itself.

For more information, please see the following sections:

[Moving Objects](#)

[Rotating Objects](#)

[Put in Front/Back](#)

## **Moving Objects**

To move objects, the objects to be moved must first be selected. Once they are all selected, move the mouse pointer to one of the objects selected (or the single object selected). Press the left mouse button on the object, and without releasing the button, drag the object to the new location. Notice that the object redraws while it is being moved (except for bitmaps and text). Bitmaps and text display an enclosure rectangle. Also notice that if there are multiple selections, the entire selected area is displayed by a large dotted rectangle. Once the object has reached its final position, release the mouse button. If there were multiple selections, all of the objects will be moved the same relative amount.

## **Rotating Objects**

Objects and groups of objects can be rotated. This function is only available from the menus. Simply select the objects that you wish to rotate, and select the ROTATE... command from the EDIT menu. You may now enter the angle (in degrees) that you wish to rotate the objects. Notice that the objects rotate around the center point of the entire set of objects. In future versions this rotation point should be movable.

## **Put in Front/Back**

Notice that some objects overlap when placed on top of each other. (This requires that the objects have some sort of fill.) The overlapping of the objects simply corresponds to the order in which they were added; newer objects are added on top. This order can be changed however.

First select a group of objects (or a single object). Now select the PUT IN FRONT or PUT IN BACK command from the EDIT menu. Notice that the relative position of the objects change. The objects selected either go in front or in back of the objects that are not selected.



## **Undo**

Now that you have learned many functions that change the document, you should learn about a function that undoes mistakes. The UNDO command in the EDIT menu will undo the last major change that you performed. Notice that whenever you make a change, the undo command will indicate the last change after the word UNDO. This way, you can make sure what you are undoing. Also note that undo itself can be undone. Experiment with it, and you will see the consequences.

This command can be very useful for things such as determining if the text looks better bold. Bold can be selected, and then you can keep undoing to see the differences.

## **New Object Properties**

All objects contain information about their size and location which you have already discovered how to enter and change; however, they also contain information about their characteristics. These characteristics include PENS, BRUSHES, and ROP2 codes. All three of these groups work the same way.

When an object is selected, its properties are displayed in the status bar and set in the side menus. These properties can be changed by changing the properties in the side menu. Changes made to the side menu not only change the properties of the selected objects, but also change the properties of any new objects to be added.

Each property changes the display of the objects differently; therefore, each property will be discussed in its own section. Don't forget that these properties are all changed by their own side menus, and it is up to you to experiment with different properties.

For more information, please see the following sections:

[Pens](#)  
[Brushes](#)  
[ROP2](#)

## **Pens**

The PENS property, sometimes referred to as exteriors, controls the pen used for drawing objects. In the case of a rectangle, the pen is only used for drawing the outside perimeter. This is likewise with round-rectangles, ellipses, pies, and chords.

The PENS side menu allows a small choice of pen thicknesses and styles. It is selectable from the PEN side menu icon. Note that thicknesses greater than a single-line are all solid, and styles other than solid are all a single-line. In future versions, you may be given more flexibility.

## **Brushes**

The BRUSHES property, sometimes referred to as interiors, controls the brush used for drawing objects. It is selectable from the BRUSH side menu icon. In the case of a rectangle, round-rectangle, ellipse, pie, and chord, the brush controls the fill of the object. In the case of lines, arcs, bitmaps, and text, this property is not used.

The BRUSHES side menu allows a small choice of brushes. Most of the brushes are varying shades of gray (white to black) except for one selection which is called NULL BRUSH. This simply indicates that there is no fill; therefore, other objects can show through. In future versions, you may be given a larger variety of brushes.

## **ROP2**

The ROP2 property controls the way that objects change the objects that they overlap. It is selectable from the ROP2 side menu icon. A simple example that is used for the menu icons is if a rectangle is placed over text. One option could invert the background (the text) while another option could dither the background. There are many variations. Note that the brush also changes the final display.

## **New Text Properties**

Text objects also contain special properties when compared to other objects. These properties include styles, justification, background mode, font, and point size. All of these groups work the same way as object properties except that they are manipulated through the normal top-menus.

Each of these properties change the display of text differently; therefore, each property will be discussed in its own section. Don't forget that these properties are all changed by their own menus, and it is up to you to experiment with different properties.

For more information, please see the following sections:

[Styles](#)

[Justification](#)

[Background](#)

[Fonts](#)

[Sizes](#)

## **Styles**

The `STYLES` property controls the way that text is displayed. The default style is `NORMAL`, but other styles include `BOLD`, `ITALIC`, `STRIKEOUT`, and `UNDERLINE`. Any combination of the following styles can be used; `NORMAL` turns all of the combinations off.

## **Justification**

The JUSTIFICATION property also controls the way that text is displayed. The default style is LEFT JUSTIFIED, but other styles include CENTERED, and RIGHT JUSTIFIED. Only one of these properties are available at a time.



## **Background**

The BACKGROUND property controls the way that text overlaps other objects. The two options are OPAQUE and TRANSPARENT. OPAQUE indicates that the objects will not show any of the background objects through the white text space; however, TRANSPARENT will. Only one of these options can be selected at a time.

## **Fonts**

The FONT (or face) property controls the font used for the text. This usually includes HELVETICA, COURIER, ROMAN, SCRIPT, etc. Depending on the system, there could be many different fonts available. Some are available from the Windows package itself, and all others must be installed by the user himself. Only one font is available per text item.

## **Sizes**

The SIZE (or point-size) property controls the size of the font used for the text. This includes all available sizes for that specific font. Depending on the system, there could be many different sizes available. Some are available from the Windows package itself, and all others must be installed by the user himself. Only one size is available per text item.

## **Saving The Document**

Now that you can add and change objects, it's about time that you learned how to save the document. Documents that are already named can be saved to the same name by selecting **SAVE** from the **FILE** menu. This option shows no prompt, but simply saves the file, unless the file has no name.

If you want to enter a new name for the file, select the **SAVE AS...** option from the **FILE** menu. This option will prompt you with a dialog box allowing you to switch directories and enter a new file name. If the file has no name, the **SAVE** option will also prompt you for a name.

## **Printing The Document**

Printing the document is simple. Simply select the PRINT... option from the FILE menu. You will be prompted with a dialog box allowing many print features to be set. The dialog box will also display information such as the current printer and page sizes. Once ready, select OK. The printing dialog box will appear, and the program will send the document to the printer. Note that you can cancel printing at any time by selecting the CANCEL button.

## **Using The Clipboard**

The clipboard is used for storing objects that can be cut, copied, and pasted within documents. These functions can allow objects to be duplicated and moved to other drawings or applications.

The clipboard is where images are stored after being CUT or COPIED from your work. Images can be PASTED into the current document of ProShape and most other programs.

The clipboard supports several standard formats such as PICTURES (METAFILES), BITMAPS, and TEXT. Most applications (including ProShape) accept these formats as well as formats unique to their application.

Using the clipboard is the easiest way to pass data between applications, as well as simply copying data in one application.

For more information, please see the following sections:

[Copying/Cutting items](#)

[Pasting items](#)

[Copying items into other programs](#)

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## **Copying/Cutting items**

Copying items simply copies all of the selected objects into the clipboard. The objects will remain in the document, but they will also exist in the clipboard so that they can be pasted into ProShape or other applications.

The COPY command can be selected from the EDIT menu. Note that the COPY command is only available if objects are currently selected; otherwise it is "grayed".

The CUT option is very similar to the COPY option except that it also removes the selected items from the document.

## **Pasting items**

Pasting items simply copies all of the clipboard objects into the current document. The objects can be copied from the clipboard as many times as desired so this can provide a method of duplication. Many items from other applications can also be pasted into ProShape.

The PASTE command can be selected from the EDIT menu. Note that the PASTE command is only available if there are compatible objects in the clipboard buffer. Compatible means that the clipboard buffer must contain objects in a ProShape format or another format that ProShape recognizes (i.e. BITMAPS). If PASTE is grayed after copying from another application, either memory is low, or the other application does not generate the required formats.



## **Copying items into other programs**

Objects from ProShape can be copied into most other Windows applications. ProShape currently provides the clipboard with a ProShape format, BITMAPS, and PICTURES (also called METAFILES). These formats are compatible with most major applications such as Microsoft Paintbrush and Microsoft Word.

To do this, simply follow the directions for copying objects. Then go into the application that you wish to pass the objects to and select PASTE. If the PASTE option is grayed, then there is either not enough memory, or the application doesn't accept the ProShape formats.

## **Pasting items from other programs**

Objects from ProShape can be copied from several other Windows applications. ProShape currently accepts the ProShape format and BITMAPS. These formats are compatible with most major applications such as Microsoft Paintbrush.

To do this, simply follow the directions for copying objects from your other program. Then go into ProShape and select PASTE. If the PASTE option is grayed, then there is either not enough memory, or the other applications don't supply ProShape compatible formats. Note that for ProShape version 2.1, all bitmaps are added in B&W.

## **Sample Uses**

Now that all of the features of ProShape have been covered, let's make some sample documents. Two files have been provided with ProShape for this. The work is basically done; all that is required is that your specific data be entered.

For more information, please see the following sections:

[Making a Flyer](#)

[Making a Tape Label](#)

## **Making a flyer**

This example shows the simplicity of creating a flyer for announcements. First, load the starter demonstration titled "FLYER.PSP". This will provide you with the basic outline of a flyer. Also make sure that EDIT SELECTED TEXT is enabled from the EDIT menu.

Select the text TITLE. When the dialog box appears, enter your own title here. Repeat these steps for all of the other text items (except for titles such as FROM and TO).

Now, you have a flyer, ready to print or save and use for any announcements you need. Note how simple that was.

## **Making a tape label**

This example shows the simplicity of creating a tape label for standard audio tapes. First, load the starter demonstration titled "TAPE.PSP". This will provide you with the basic outline of a tape label. Also make sure that EDIT SELECTED TEXT is enabled from the EDIT menu.

Repeat the steps from the flyer demonstration. Simply select all of the text items that should be changed. Note that when entering multiple lines, use CTRL-RETURN for a next line.

Now, you have a tape label, ready to print or save and use for any tapes that you have. Note how simple that was.

## **Exiting The Program**

You have now finished the learning chapter of the ProShape manual. Now how do you exit the program?

Simply select the EXIT command from the FILE menu, and the program will terminate. If you have made changes to the current document, ProShape will also ask you if you want to save the file. Selecting CANCEL will abort the EXIT command. Selecting YES will save the file, and NO will not.



## **Glossary**

The following terms are defined in the Glossary:

<u>Add Mode</u>	<u>Icon</u>
<u>Background Mode</u>	<u>Justification</u>
<u>Brush</u>	<u>Line grids</u>
<u>Clipboard</u>	<u>Page</u>
<u>Document</u>	<u>Pens</u>
<u>File</u>	<u>Registering</u>
<u>Font</u>	<u>ROP2</u>
<u>Font (device)</u>	<u>Select Mode</u>
<u>Font (vector)</u>	<u>Sheet</u>
<u>Grayed</u>	<u>Side Menu</u>
<u>Grids</u>	<u>Snap</u>
<u>Handle</u>	<u>Styles</u>



## **Add Mode**

The combination of two functions. First, it controls which object will be added. Second, it controls whether objects will be added if the mouse button is pressed. The status of the add-mode is displayed in the side screen. The current object is displayed, and the enabled status of add is indicated by the icon being inverted (B&W).

## **Background Mode**

A text parameter that is either OPAQUE or TRANSPARENT. The background property controls the way that text overlaps other objects. OPAQUE indicates that the objects will not show any of the background objects through the white text space; however, TRANSPARENT will.

## **Brush**

Sometimes referred to as interior, this controls fill of most objects. In the case of lines, arcs, bitmaps, and text, this property is not used. Most of the brushes are varying shades of gray (white to black) except for one selection which is called NULL BRUSH. This simply indicates that there is no fill; therefore, other objects can show through. In future versions of ProShape, you may be given a larger variety of brushes.

## **Clipboard**

Where images are stored after being CUT or COPIED from your work. Most Windows applications use the clipboard. The clipboard supports several standard formats such as PICTURES (METAFILES), BITMAPS, and TEXT. Most applications (including ProShape) accept these formats as well as formats unique to their application. This is the easiest way to pass data between applications, as well as simply copying data in one application.

**Document**

The ProShape file. This file can consist of many Sheets of a particular size.

**File**

Another name for a Document.

## **Font**

Sometimes referred to as faces, these are the appearance of text objects. They usually include HELVETICA, COURIER, SCRIPT and ROMAN. Depending on the system, there could be many different fonts available. Some are available from the Windows package itself, and all other must be installed by the user himself. Only one font is available per text object.

## **Device Font**

Device fonts are characteristic in that they are unique to a device such as the printer. This means that they will not be displayed exactly as they will be printed. As close a match as possible will be shown.



## **Vector Font**

Vector fonts are characteristic in that they are drawn as vectors (lines and angles) instead of pixels. They can be enlarged as much as necessary, and they will never look jagged.

**Grayed**

This term refers to items in the menus which are disabled because of current circumstances. For example, CLEAR will be grayed if there are no objects selected to clear.

## **Grids**

The little points that are displayed in the document. They are helpful in determining size and scale of objects. Their size can be set from the SET GRIDS... command, and they can be enabled/disabled from the OBJECTS menu.

**Handle**

A small filled black box that is used to resize objects. Handles appear on all selected objects, and can be picked up and dragged to almost any location.

**Icon**

A picture that represents a function or status. Icons are what makes up the side menus and side screen.

**Justification**

The text parameter that controls alignment. Selections may be LEFT JUSTIFIED, CENTERED, and RIGHT JUSTIFIED.

## **Line Grids**

The dotted lines that are displayed in the document. They are helpful in determining size and scale of objects. Their size can be set from the SET GRIDS... command, and they can be enabled/disabled from the OBJECTS menu.

**Page**

The physical page printed by the printer. Large sheets may be broken between many pages in order to be fully printed.



## **Pens**

Sometimes referred to as exterior, this controls the outlines of most objects. In the case of text and bitmaps, this property is not used. The pens include combinations of thickness and style. In future versions of ProShape, you may be given a larger variety of pens.

## **Registering**

The process through which you pay for your software and reward the people who brought you the program. The more people that support good shareware, the better the programs will be that come about as shareware.

**ROP2**

An object parameter that controls the way that objects change the objects that they overlap. Text objects don't use this property.

## **Select Mode**

A combination of two functions. First, it controls which method of selection is to be used. Second, it controls whether objects will be selected if the mouse button is pressed. The status of the select-mode is displayed in the side screen. The current select-mode is displayed, and the enabled status of select is indicated by the icon being inverted (B&W).

**Sheet**

An imaginary page used by ProShape for editing. It is imaginary because it may be larger than a physical page therefore requiring it to be printed out on many pages.

## **Side Menu**

These are menus which pop-up from the side screen icons. All of the icons on the left are side menu icons. These menus are different from normal menus in that they pop-up horizontally instead of vertically, and they are all bitmaps instead of text.

**Snap**

This controls mouse input. All added, resized, or moved objects will be set to imaginary points in the document. They are helpful in keeping objects specific sizes. Their size can be set from the SET GRIDS... command, and they can be enabled/disabled from the OBJECTS menu.

## **Styles**

These are parameters of TEXT objects. They are any combination of BOLD, ITALIC, UNDERLINE, and STRIKEOUT. They can also be NORMAL which simply means that all of the previous options are turned off.



