

# Chapter 21

## Document Menu

*The Document menu presents the standard array of options for opening, closing and saving your files in Diagram! The commands described here apply to documents and palettes.*

### Open (o)

This command brings up a standard Open panel used to open Diagram! documents. To open a document, locate and select your file, then click the OK button. If you need more information on the Open command, refer to the documentation that came with your computer.

Diagram! remembers the previous size and location of a document's window. So when you open a document, it appears on the screen in exactly the same spot and with the same dimensions as the last time you saved it.

A quicker way to open a document is to double-click its icon.

### New (n)

The New command creates a new Diagram! document under the guidelines specified in the Preferences panel. Please turn to Chapter 20 for more information on preferences.

The document name, which appears in the title bar, remains "UNTITLED-1" until you save it and give it a new name. If you create more than one new document, their names proceed numerically: "UNTITLED-2," "UNTITLED-3," etc.

## **New Palette (N)**

The New Palette command generates a new palette under exactly the same guidelines as the New command. Each new palette created contains a standard assortment of symbols, which you can customize by adding your own symbols or images. For more information on palettes, please turn to Chapter 12.

## **New From Template (O)**

The New From Template command allows you to open an exact copy of a previously saved document, with one important difference. The title bar reads "UNTITLED-1," which means that you're able to modify the copy and save it under a different name without altering the original. This command functions for both documents and palettes.

The New From Template command is most useful when you frequently use a particular format for your documents. You can save a blank copy of a document formatted in your chosen style, and use the New From Template command to open blank copies for everyday use.

Using the Preferences panel, found in the Info menu, you can make a particular template the default setting that applies to every document created in

Diagram! For more information on preferences, please turn to Chapter 20.

## Save (s) And Save As (S)

The Save command writes the document currently in use (indicated by a black title bar) to the disk. Because documents and palettes are distinct file types, you need to save each of them separately in order to preserve your changes.

Using the Save As command (or the Save command for the first time) brings up a standard Save panel on the screen. Scroll through the directory, highlight the folder in which you want your document to be stored and type in a more descriptive name than "UNTITLED-1." The name that you specify here appears in the document's title bar.

When you choose the Save command from now on, the document will be written to the disk under this name and location without further prompting. You can continue to use the Save As command to create copies of your documents under different names.

Please refer to Appendix D for an explanation of Diagram!'s file format.

## Save To (T)

The Save To command allows you to save documents in a non-Diagram! format. Choosing this command raises the Save To panel, which has three extra buttons at the bottom.

*SaveTo.tiff* ↵

*With the Save To command, you can save a copy of the current document as an EPS file, a TIFF with transparency file or a TIFF without transparency file.*

These buttons allow you to choose one of three file formats for a document: EPS, TIFF with transparency information or TIFF without transparency information. Please note that transparency information cannot be printed; it can only be utilized on-screen. Accordingly, files in the TIFF with transparency information format print as though they were in the TIFF without transparency information format.

Unlike the Save and Save As commands, this command creates a copy of the document currently in use without actually altering it.

To use the Save To command, make sure your document is currently selected, then raise the Save To panel. Designate a name and location for the document, then click one of the three buttons at the bottom of the panel to specify a file format. Click the OK button to create a copy of the document under the conditions you specified.

## **Save All**

The Save All command writes all Diagram! files (both documents and palettes) that are currently open on the disk. If some files have not been previously saved, a Save panel opens for each one.

## **Revert to Saved (u)**

The Revert to Saved command returns the document to the state it was in the last time you saved it. All changes made since then are irrevocably lost, so be careful! This command cannot be undone. It becomes useful when you've thoroughly messed up the document you're using, and just want to start over again from where you were the last time you saved.

# Close

The Close command closes the document currently in use. You must close documents and palettes separately. If you haven't saved the document yet, Diagram! offers you the option of doing so.