

## **Objects**

<b>COLLABORATORS</b>
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# Chapter 1

## Objects

### 1.1 Using Objects

#### CONTENTS

This section will help you create and manipulate objects on a page. An object is an additional element, which is separate from the text that appears on the page. Examples of an object are - a line, a circle or a picture.

Objects are created from the Drawing Tools palette ("Drawing Tools" command, View menu) or from the "Create Object" command (Object menu):

By default there will only be a Pointer and a 'Text Frame' tool. To get the other four drawing tools, you will need the "Drawing Tools" module which is available on the March 'Amiga Shopper' coverdisk.

- Creating A Text Frame
- Drawing A Line, Oval, or Box
- Inserting or Creating An Object

Objects can be manipulated in many ways:

- Arranging The Depth Of Objects
- Duplicating Objects
- Grouping And Ungrouping Objects
- Information About Objects
- Locking And Unlocking Objects
- Moving An Object
- Selecting And Sizing Objects

### 1.2 Using Objects

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### Creating A Text Frame

A text frame is a small independent, floating page, that contains text, which can be sized, altered and moved like any other object.

Choose Create Object (Object menu) and select "Text Frame" from the list. Then drag an outline of the text frame on the page. When the Selection button is released, the text frame is created.

Alternatively, show the drawing tools palette, and click the Text Frame icon ("Drawing Tools" command, View menu).

The Ctrl key, when creating a Text Frame, will constrain the box to a square.

The Information command (Object menu) displays the following information:

- \textdegree{} Frame position and size
- \textdegree{} Margins inside the frame
- \textdegree{} Fill colour
- \textdegree{} Border colour and style
- \textdegree{} Number of columns
- \textdegree{} Text flow around the frame

Unfortunately, some of the Text Frame information options will be disabled if you do not have the "Drawing Tools" installed. The Drawing Tools module is only available on the May 'Amiga Shopper' Coverdisk.

Once a text frame has been created, you can:

- move it around the document,
- select it ,
- resize it to a new size,
- group/ungroup it with other objects,
- lock/unlock it to the page, or
- duplicate it many times.

## 1.3 Using Objects

### Drawing A Line, Oval, or Box On The Page

Before you can draw any shapes, you will need the "Drawing Tools" module. This is only available on the May 'Amiga Shopper' Coverdisk.

To draw one of these shapes, choose

Create Object (Objects menu) and select one of the drawing tools from the list (Line, Box, Rounded Box, Circle or Oval)

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Alternatively, show the drawing tools palette, and click one of the shape object icons ("Drawing Tools" command, View menu).

Drag the mouse pointer across the page and an outline of the object will appear. Releasing the Selection button will create the object on the page.

The Ctrl key, when creating an object, will constrain its size as follows:

- Line ..... Constrains line to 90\textdegree{}
- Box ..... Constrains box to a square
- Oval ..... Constrains oval to a circle

Once an object has been created, you can:

- move it around the document,
- select it ,
- resize it to a new size,
- group/ungroup it with other objects,
- lock/unlock it to the page, or
- duplicate it many times.

## 1.4 Using Objects

Inserting Or Creating An Object

You can create various types of objects:

- Drawing Tools - Circles, Ovals, Boxes, Lines
- Other - Text Frames

Choose the object from the "Drawing Tools" palette or use the "Create Object" command (Object menu), and drag the pointer on the page. The object is drawn between the points where you drag the mouse.

Once created, Information can be obtained on an object. The information available will include, its position and size, its colour and other attributes concerning its style.

The Ctrl key, when creating an object, will constrain its size as follows:

- Line ..... Constrains line to 90\textdegree{}
- Box ..... Constrains box to a square
- Oval ..... Constrains oval to a circle
- Text Frame ..... Constrains frame to a square

To cancel the creation of an object, press the Menu button whilst holding down the Selection button when it is being created.

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## 1.5 Using Objects

### Arranging The Depth Of Objects

You can specify the depth of an object in relation to the other objects on the page.

To move an object in front of another, select it and choose "Move Forward" (Object menu), "Move Backward" will move the object behind another.

You can move an object right to the back of all other objects by choosing "Send to Back" (Object menu), or to the front using "Bring to Front" (Object menu).

## 1.6 Using Objects

### Duplicating Objects

Choose Duplicate (Object menu) to quickly clone any selected objects.

NOTE: The text within 'Text Frames' is not duplicated with the object when using this command.

## 1.7 Using Objects

### Grouping And Ungrouping Objects

Use the Group command (Object menu) to make multiple objects act as one object, (for example, a group of objects all move together and are sized together)

Use Ungroup (Object menu) to split the group into its original separate elements.

## 1.8 Using Objects

### Information About Objects

Use the Create Object command (Object menu) to create an object on the page.

When an object is selected, you can inspect its

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attributes by either double-clicking it, or choosing the Information command (Object Menu).

Unfortunately, some of the Text Frame information options will be disabled if you do not have the "Drawing Tools" installed. The Drawing Tools module is only available on the May 'Amiga Shopper' Coverdisk.

Information about an object may consist of its position on the page, dimensions, colour, border style and colour, if it repels text and so on.

NOTE: When you type information into a text gadget, you must complete the entry by pressing the Return key, otherwise the entry may be ignored.

## 1.9 Using Objects

### Locking And Unlocking Objects

An object, can be locked onto the page so that it cannot be deleted, moved or changed. Choose Lock (Object menu) to lock all selected objects to the page, Unlock (Object menu) reverses the lock command.

When the mouse pointer moves over a locked object, it changes into a padlock. A locked object also has hollow handles when selected.

## 1.10 Objects

### Moving An Object

Move an object by selecting the object and while holding down the Selection button, move the outline of the object to its new position.

The Ctrl key, when moving an object, will keep the object along the same horizontal or vertical axis.

To cancel the moving of an object, press the Menu button whilst holding down the Selection button.

Precise positioning can be obtained by selecting the object, and choosing Information (Object menu).

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Whilst text flow is switched on, objects cannot be moved between pages.