

# COSMI Corporation Presents Arts & Letters Swift DRAW

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# Chapter 1: Introduction

## Welcome

What is it that makes an artist? Is it an innate skill that only a few possess ... or is it a quality that we all share?

For years, "artistic" skill has been limited to the few gifted with hand-to-eye coordination, to those with the ability to convey with their hand what their eyes have seen. But true artistic skill transcends drawing skills; it depends upon the ability to assemble visual images into a composition that communicates to us all.

The computer is a magical tool that makes it possible to go beyond the limitation of drawing skill. From the earliest days of research at Computer Support Corporation, we saw that computers could be the means to record and assemble graphic forms into coherent compositions.

Our goal in developing the *Arts & Letters* product line has been to serve both ends of the spectrum of artistic skill: those who are untrained in the disciplines of art and those who are expert, experienced artists.

For the untrained artist, *Arts & Letters Swift DRAW* offers the ability to compose and assemble unique finished artwork based upon a set of ready-made images and artforms. For the experienced artist, we publish *Arts & Letters EXPRESS* with advanced features and an emphasis on automatic four-color separations for printing in color.

For both the beginner and the expert, *Arts & Letters* products offer easy freehand drawing and editing tools and now — Instant Art. Instant Art is a collection of modular art backgrounds with moveable props and figures that allow you to create artwork for presentations and desktop publishing quickly and easily. The scenes provide a well-defined framework to which you can add type, clip art or drawings to create a finished composition in minutes.

The challenge each of us must face in creating artwork is to realize that we can do it ourselves. We believe that your experience with *Arts & Letters Swift DRAW* will be the first step in discovering skills and powers within yourself that you didn't know you possessed.

## Things You Must Know

*Arts & Letters Swift DRAW* is a Microsoft Windows application. You must know how to use Windows before you can use *Arts & Letters*. Specifically, you must know:

- how to use a mouse
- how to pull down menus and choose commands
- how to use scroll bars
- how to use dialog box controls, including option buttons, check boxes, lists, and text entry boxes

Please use your Windows User's Guide to learn about all of these things before using *Arts & Letters*.

## System Requirements

In order to install and run *Arts & Letters* on your computer, you must have the following:

- an 80286, 80386, or 80486 based computer with 2 megabytes of memory (RAM)
- a flexible-diskette drive
- a fixed (hard) disk drive
- Microsoft Windows 3.0 or later and MS-DOS 3.0 or later
- a mouse or other pointing device

## Installing Arts & Letters Swift DRAW

To install *Arts & Letters*, you need to know if the flexible-diskette drive in your computer is drive **A** or drive **B**.

1. Put the *Arts & Letters Swift DRAW Disk #1* into a flexible-diskette drive in your computer.
2. Start Microsoft Windows. At the top of the Windows display, the title bar should say **Program Manager**.
3. Pull down the **File** menu and choose the **Run...** command. A dialog box appears.
4. If the *Arts & Letters Swift DRAW Disk #1* is in drive **A**, type **a:\install** and press the **Enter** key on the keyboard.

If the *Arts & Letters Swift DRAW Disk #1* is in drive **B**, type **b:\install** and press the **Enter** key

on the keyboard.

The *Arts & Letters* Installation dialog box appears.

5. Pull down the **Installation** menu and choose **Install**. The User Information dialog box appears.

6. Type your name and click on **OK**. The Install Options dialog box appears.

7. Click on **OK**, and the Directory Paths dialog box appears.

The Directory Paths dialog box tells you where *Arts & Letters Swift DRAW* will be put on your fixed disk. You can change this information if you want *Arts & Letters Swift DRAW* to be put somewhere else, but normally you will just click on **OK**. When you do, the Install Summary dialog box appears.

8. Click on **Install**, and the *Arts & Letters* files are copied to your fixed disk. When you are asked to remove the diskette from the flexible-diskette drive and put in a different diskette, just follow the instructions that appear on the screen.

When the installation is complete, a dialog box appears.

#### **Late-Breaking News**

9. Click on the **README** button to read late-breaking news about *Swift DRAW* that is not mentioned elsewhere in the documentation. When you've read the information, click on **Done**.

10. In the Installation window, pull down the **Installation** menu and choose **Exit**.

#### **If You Get Stuck...**

If you have any questions about using *Arts & Letters*, look through this manual and check the on-screen help to try to find an answer. (There are instructions on using the on-screen help later in this manual.) Also be sure to complete the on-screen lessons described in Chapter 7. The lessons teach you about tools and commands that may not be discussed in this manual. If you can't find an answer, call Computer Support Corporation with your question.

Before calling, pull down the **Help** menu in *Swift DRAW* and choose the **About Swift DRAW...** command. A dialog box appears. Inside the dialog box is a serial number. Write this number in the box below so that it is handy and give it to the person who helps you.

If possible, be at your computer when you call.

Call Computer Support Corporation at (214) 661-8960 or fax your question (214) 661-5429, Monday through Friday, from:

9:30 a.m. to 7:30 p.m. Eastern Time;

8:30 a.m. to 6:30 p.m. Central Time;

7:30 a.m. to 5:30 p.m. Mountain Time; and

6:30 a.m. to 4:30 p.m. Pacific Time.

Ask for technical support for *Arts & Letters Swift DRAW* when you call.

## Chapter 2: Getting Started

## Starting Swift DRAW

When you installed *Arts & Letters Swift DRAW*, a new window was created in the Windows Program Manager. This window contains the *Arts & Letters Swift DRAW* icon.

Double-click on the *Swift DRAW* icon and the *Arts & Letters Swift DRAW* window appears.

The Title Bar shows the name of the program (*Arts & Letters Swift DRAW*). If you Open or Save a file, the name of the file is shown in the Title Bar; otherwise the title bar says "untitled."

The Menu Bar shows all of the *Arts & Letters* menus. Click on a menu name and the menu drops down, showing all the commands in that menu. Click on a command name to choose it.

The Status Bar shows the name of a selected object. (You will learn all about selecting objects later.) The Status Bar also shows where your cursor is (in x and y coordinates), how large an object is (in height and width), and the angle at which an object is rotated (in degrees).

## The Toolbox

The *Arts & Letters* window also has a toolbox. The tools in the toolbox can be used to select commands without having to pull down menus. Because each tool has a picture that shows what it does, it's easy to learn and remember the tools.

The Drawing Area is where you put pictures and words to make signs, invitations, and other things. The Drawing Area is made up of several pages. You can change the Viewing Level to see all or part of the pages.

When you first start *Arts & Letters Swift DRAW*, the Drawing Area displays part of one page.

To see all of **one** page, pull down the **View** menu and choose **Current Page**. One entire page is displayed in the work area. If there is any room left over, other pages or parts of other pages may also be displayed.

To see **all** of the pages, pull down the **View** menu and choose **All Pages**.

You can change the Viewing Level at any time. For now, though, change to the **Current Page** view.

## On-Line Help

*DRAW*'s On-Line Help has several useful reference sources and learning tools which include: a glossary with pop-up definitions, a list of commands, a list of accelerator keys, a search facility for finding commands and definitions.

### To use help:

1. Pull down the **Help** menu and choose **Help for Items**.

The cursor changes to the Help cursor.

2. Click on a tool in the toolbox or pull down a menu and choose a command. A Help window appears and displays information about the chosen tool or command.

3. When you are through with Help, pull down the **File** menu in the Help menu and choose **Exit**.

## Glossary and Commands

The on-line glossary replaces the glossary formerly found in the back of the *Arts & Letters* manuals.

### To use the Glossary:

1. Pull down the **Help** menu and select **Contents**. The Help Index topic appears.

2. In the button bar, click on the button labeled "Glossary." The Glossary window opens.

The Glossary opens in a secondary window which has neither menu nor button bars. You can use the Glossary in conjunction with the *Swift DRAW* Help window or use the Glossary by itself with the *Swift DRAW* Help window minimized. When you are finished with the Glossary, click on the button labeled "Close," or jump to the Main Help window by clicking on the button labeled "Contents."

Additionally, you can minimize the Glossary window and have the Glossary icon handy for quick access.

**Note:** When you close the main help window or exit help, the Glossary and Command windows close too.

The on-line **List of Commands** provides definitions for each of the commands found in *DRAW*'s

menus.

**To use the List of Commands:**

1. Pull down the **Help** menu and select **Contents**. The Help Index topic appears.
2. In the button bar, click on the button labeled "Commands." The Commands window opens. The Commands window operates the same as the Glossary window.

**Setting Up Your Printer**

If you want to print from *Swift DRAW*, you must tell *Swift DRAW* what type of printer you have.

1. Pull down the **File** menu and click on **Printer Setup**. A dialog box appears.
  2. A list box shows the names of one or more printers. Move the cursor on top of the name of the printer that is connected to your computer. Click the left mouse button, and the name is highlighted.
  3. Click on the **OK** button. The dialog box disappears.
- Every time you want to print, you should check the printer setup. If you don't, you may not be able to print.

**Importing Files**

Graphics and text files are imported using the **Import** command in the **File** menu. You can import a graphics or text file into *Swift DRAW* by choosing **Import** from the **File** menu.

The Import dialog box appears.

Choose the files format you want to import from the list of supported formats. The filename list changes to show all the files in the current directory that have the selected format's default extension.

**Supported File Formats**

Lotus Graphics

Text

TIF (Tagged Image File)

WMF (Windows Metafile)

For more information, refer to Importing Files in the On-Line Help.

**Lesson:** Importing a TIF is reviewed in the Advanced lesson "Importing," accessed through the Activity Manager. Highlight the lesson title and place it on your screen, then follow the directions that appear.

**Exporting Files**

Graphics files are exported from *Swift DRAW* using the **Export** command in the **File** menu. You can export to a graphics file by selecting the objects you want to export, then choosing **Export** from the **File** menu.

The Export dialog box appears.

Choose the file format you want to export from the list of supported formats.

**Supported File Formats**

CGM (Computer Graphics Metafile)

CSP (PC Emcee)

EPS (Encapsulated PostScript)

TIF (Tagged Image File)

WMF (Windows Metafile)

WPG (Word Perfect CGM)

For more information, refer to Exporting Files in the On-Line Help.

## Chapter 3: A Quick Tour

*Arts & Letters Swift DRAW* comes complete with pictures, typefaces, drawing tools and an Activity Manager that gives you access to on-screen lessons, sample files, special effects and activities. This chapter shows you how to use the Draw menu to access each of these facilities. Later chapters will show in detail how to use them. For experienced computer users, a quick review of this chapter may be all that you need to get started. On-Line Help and an on-line Glossary are available to explain each of the commands and tools.

### **Symbols**

*Arts & Letters Swift DRAW* has two types of pictures: symbols and clip-art. Whereas clip-art images are detailed drawings, symbols are basic shapes such as stars and swirls that are useful as design elements. The symbols available with *Swift DRAW* are shown in Chapter 9.

#### **To get to the symbols:**

1. Pull down the **Draw** menu and choose **Symbols** or click on the Symbols tool in the toolbox. A dialog box appears.
2. The scroll box inside the dialog box shows some of the *Arts & Letters* symbols. Click on the arrows at the ends of the scroll bar to see all of the symbols in the scroll box. When done, click on Cancel.

### **Clip Art**

There are 10,000 pictures in the *Arts & Letters* clip-art collection. Over 300 are included in *Swift DRAW*. Some of the *Arts & Letters* clip-art is shown on the inside back cover of this manual. To access the clip-art, you need to use the Clip-Art Manager.

#### **To get to the clip art:**

1. Pull down the **Draw** menu and choose **Clip-Art Manager** or click on the Clip-Art Manager tool in the toolbox. A dialog box appears.
2. Select a library in the left-hand list by pointing on the library name and clicking the left mouse button. When you select a library, the right-hand list changes to show the clip-art in that library. Click on **Done**.

### **Scenery & Props**

The Scenery and Props libraries include a series of scenes, landscapes, seascapes, skylines, and props that are the cornerstone of Instant Art. The scenes and landscapes provide a framework to which you can add clip-art images, type and drawings to complete a composition in minutes.

#### **Sample Scenes**

Sample scenes incorporating clip art and props are saved in the Activity Manager under Compositions — Scenery. You may wish to start with one of the sample compositions and modify it or start with a scene or landscape from the Clip-Art Manager and add clip art as described in Chapter 8.

#### **Landscapes and Seascapes**

In addition to scenes, you will find landscapes in the Scenery library. The landscapes and seascapes are backdrops. You place clip art, type and drawings on top of the backdrops to complete the composition. In the absence of props, the primary technique used to create the illusion of depth is to size the objects relative to each other and the backdrop. Those in the foreground are usually large, while those in the background are small with very little visible detail. The aerial views of the city, battlefield, airport and aircraft carrier are examples of landscapes and seascapes used as backdrops. The colors chosen for the backdrops are generally pastel, so that they do not overpower the images placed in the foreground.

The airport is a combination: the top half is light, to emphasize dark type or objects, and lighter objects show up well against the dark ground and runways of the airport.

### **Words**

You can add words into the drawing area using the Words dialog box.

#### **To get to the Words dialog box:**

1. Pull down the Draw menu and choose Words

or click on the Words tool in the toolbox.

A dialog box appears.

2.Type letters on the keyboard, and the letters appear in the Words dialog box. Click on **Cancel**.

### **Drawing Tools**

You can use the Line and Curve drawing tools to draw everything from simple shapes to complex illustrations. As you will discover, drawing a simple shape such as a perfect 5-pointed star takes time. That is when the symbols and clip art can increase your productivity and the time saved can be used to experiment with different designs and concepts.

To access the Line or Curve drawing tools, pull down the Draw menu and choose Line or Curve. You can also click on the Line or Curve drawing tools in the toolbox. Chapter 6 explains in detail how to use these tools.

### **Activities**

The Activities include on-screen lessons organized into three levels, special color effects and text effects. As a preview of the many other activities found in other *Arts & Letters* products, activities for making greeting cards and personalized stationery are also included.

#### **To get to the activities:**

- 1.Pull down the Draw menu and choose Activity Manager. A dialog box appears.
- 2.There are two lists in the dialog box. The left-hand list shows the names of all the Activity Libraries. The right-hand list shows the names of the activities in the selected library.
- 3.Select a library in the left-hand list by pointing on the library name and clicking the left mouse button. When you select a library, the right-hand list changes to show the activities in that library.
- 4.Click on **Done**.

Activities from the Activity Libraries appear on the next page. See Chapter 7 for more information about the Activity Manager and the lessons.

### **Type Tricks**

The type tricks activity provides many special type effects that were created in *Arts & Letters EXPRESS* but can be used in *Swift DRAW*. Just select the object, click on the Word tool, type in your own words and Replace.

### **Greeting Cards and Stationery**

These activities provide useful ideas for creating your own greeting cards and stationery.

## Chapter 4: More About Pictures

*Arts & Letters Swift DRAW* comes with over 300 pictures. Some pictures have a number, while others have a name. The pictures with numbers are called symbols or art forms, and the pictures with names are called clip-art.

Let's put some symbols and clip-art pictures on the screen.

### **Adding a Symbol**

1. Pull down the **View** menu and choose **Current Page**.
2. Click on the Symbols tool in the toolbox.

A dialog box appears.

The scroll box shows you a few symbols. More symbols are shown in Chapter 9. Click on the arrows at each end of the scroll bar to see all of the symbols in the scroll box. Stop when you find the star.

3. Click on the star. The dialog box disappears.

The cursor changes to the Add Object cursor.

4. Move the Add Object cursor to the upper left of the work area. Click the left mouse button, and the star is drawn on the screen.

The star is surrounded by eight small black squares, with a smaller ninth square in the center. These squares are called object handles. We'll see what object handles do later in this manual.

### **Adding Another Symbol**

Now let's add another symbol.

1. Click on the Symbols tool in the toolbox.

A dialog box appears.

2. Type the number **5477** and click on the **Add** button.

The cursor changes to the Add Object cursor.

3. Move the Add Object cursor to the right of the picture already on the screen.

4. Hold down the left mouse button. Drag the mouse, and you'll see a *bounding box* outline on the screen.

Keep the left mouse button held down and drag the mouse to size the bounding box. You can drag the cursor away from the center of the box to make the box larger, or toward the center of the box to make the box smaller.

5. When the bounding box is the size you want, release the mouse button. The picture is drawn on the screen. The object handles now surround this symbol.

Object handles show you which object on the screen is "selected." Usually (but not always) only one object is selected at a time. When an object is selected, its name or number is shown in the status bar.

Now you know the two ways to place objects on the screen with the Add Object cursor. You can just click (as you did with the first picture) and the object appears at its standard size. Or, you can hold the mouse button down and drag (as you did with the second picture) and choose the size you want before the object appears on the screen.

### **Add a Clip-Art Picture**

Now let's add one more picture — this time a clip-art picture.

1. Click on the Clip-Art Manager tool in the toolbox.

A dialog box appears.

2. The list on the left shows the names of all of the clip-art libraries in *Arts & Letters Swift DRAW*. Click on the arrows at the ends of the scroll bar to look at all of the clip-art library names.

3. The list on the right shows all of the clip art in the selected library. Point on one of the library names in the left-hand list and click the left mouse button. The library name becomes highlighted, and the list on the right changes to show you the contents of that library. Click on other library names and watch the right-hand list change.

4. Click on a name in the right-hand list, then click on the **Add** button.

The cursor changes to the Add Object cursor.

5. Move the Add Object cursor below the pictures already on the screen.

6. Hold down the left mouse button and drag the mouse to size a bounding box. When the box is the size you want, release the mouse button. The clip-art picture is drawn on the screen.

### **Moving Objects**

It's easy to move things around on a page.

1. Point on the object you want to move. It doesn't matter if the object is selected or not. (If the object is selected, do not put the Pointer on one of the handles that surrounds the object.)
2. Hold down the left mouse button. A bounding box appears around the object.
3. Keep the mouse button held down and drag the mouse. The bounding box moves with the pointer.
4. Move the bounding box where you want to move the object and release the mouse button. The bounding box disappears, and the object is redrawn at the new position.

**Note:** When an object is very small, it is best to hold down both the right and left mouse buttons when you move it. This lets you move the object without accidentally resizing it.

### **Sizing Objects**

Object handles can be used to size objects.

1. Select the object you want to size. To select an object, move the Pointer on top of the object and click the left mouse button. Handles appear around the object. Point on one of the corner handles.
2. Hold down the left mouse button, and a bounding box appears around the object. The *X* and *Y* indicators in the Status Bar change to read *Width* and *Height*. They tell you exactly how large the object is as you size it. Also, *Angle* tells you how many degrees the object is rotated.
3. Keep the mouse button held down and drag the mouse. If you drag the mouse away from the center of the object, the bounding box gets larger; drag the mouse toward the center of the object, and it gets smaller.
4. When the bounding box is the size you want, release the mouse button. The object is redrawn at the new size.

**Note:** You can point on one of the middle handles and drag the mouse to stretch the object. You can pull down the **Arrange** menu and choose **Correct Shape** to return a stretched object to its correct shape.

### **Flipping Objects**

Any object can be flipped upside down or left-to-right.

1. Select the object you want to flip.
2. Pull down the **Arrange** menu and choose either **Flip** or **Flip / V**. The object is flipped.

### **Erasing Objects**

To remove an object from the Drawing Area, first select it, then press the **Delete** key on the keyboard. (The Delete key is sometimes labeled **Del**.) You can also erase a selected object by pulling down the **Edit** menu and choosing **Erase**.

### **Rotating Objects**

You can rotate pictures and words using the **Rotate** tool.

1. Select the object you want to rotate. (Remember, you click on an object to select it. When the object is selected, it is surrounded by handles.)
2. Click on the Rotate tool in the toolbox.  
The cursor changes to the Rotate cursor.  
The Center Point cursor appears at the center of the object.
3. Point the Rotate tool on any of the eight handles around the object. Press and hold the left mouse button. A bounding box appears around the object.
4. Keep the mouse button held down and drag the mouse. The bounding box rotates.

Notice how the angle in degrees (shown in the Status Bar) changes as you rotate the symbol.

5. When the bounding box is rotated as much as you want, release the mouse button. The object is redrawn with its new rotation.
6. Click the right mouse button to turn off the Rotate tool.

**Note:** If an object is very small and you want to rotate it, use the Zoom In tool to zoom in on the object. This will let you rotate the object without accidentally moving the center point.

### **Moving the Center Point**

*Arts & Letters Swift DRAW*

If you move the Center Point cursor the object will rotate about the point defined by the location of the Center Point cursor.

To rotate the moon around the Earth:

1. Click on the moon and then click on the Rotate tool.
2. Point the Rotate tool on the Center Point cursor. Press and hold the left mouse button, and drag the Center Point cursor to the center of the Earth. Release the mouse button.
3. Point the Rotate tool on one of the object handles. Press and hold the left mouse button and drag to rotate the moon around the Center Point cursor (Earth).
4. When the bounding box is where you want it, release the mouse button. The moon is redrawn at its new location.
5. When you are done rotating, click the right mouse button. The Rotate cursor changes back to the Pointer.

**Practice**

Practice adding symbols and clip-art pictures to your document. Move, size, flip and delete the objects. You can turn a single object into many different objects.

## Chapter 5: More About Words

*Arts & Letters Swift DRAW* comes with eight different typefaces you can size and change to create fun and fantastic text effects. Printer fonts are also supported. Let's start by putting some words on the screen.

### **Adding Words**

1. Pull down the **File** menu and choose **New**. If a dialog box appears, click on **No**. The Drawing Area is cleared, and you're ready to start something new.
2. Click on the Words tool in the toolbox.  
A dialog box appears.
3. Type **Arts & Letters**.  
Click on the **Add** button.

The pointer changes to the Add Object cursor.

4. Move the Add Object cursor to the top left of the Drawing Area.
5. Hold down the left mouse button and drag the mouse to size a bounding box. When the box is the size you want, release the mouse button. The words are drawn on the screen.

### **Moving and Sizing Words**

You can move and size words just as you moved and sized the pictures in the last chapter. Point on the words, hold the left mouse button and drag the mouse to move the words. Point on a corner handle, hold the left mouse button and drag the mouse to size the words.

### **Changing the Typeface**

Let's change the words to a different typeface.

1. If the words are not already selected, click on them to select them.
2. Click on the Type Style tool in the toolbox.  
A dialog box appears.
3. Click on a typeface name in the typeface list to select it. When you select a typeface, a sample is displayed in the sample box when you click on Preview. Click on different typeface names and watch the sample text change.
4. Click on the **OK** button. The words are redrawn in the new typeface.

### **Changing the Size**

You can make words an exact size. This is important if you want to make different sets of words the same size.

1. If the words on the screen are not already selected, click on them to select them.
2. Click on the Type Style tool in the toolbox.  
A dialog box appears. (See above.)
3. In the Size list, click on the type size you want. You can use the scroll bar to see more sizes.
4. Click on the **OK** button. The words are redrawn at the new size.

### **Aligning Words**

Let's add some more words and change the alignment.

1. Click on the Words tool in the toolbox.  
A dialog box appears.
2. Type **Arts & Letters** and press the **Enter** key on the keyboard. Type **is fun and easy!**
3. Click on the **Add** button.  
The cursor changes to the Add Object cursor.
4. Move the Add Object cursor to a blank area on the screen.
5. Hold down the left mouse button and drag the mouse to size a bounding box. When the box is the size you want, release the mouse button. The words are drawn on the screen and are automatically selected (surrounded by handles).
6. Click on the Type Style tool in the toolbox.  
A dialog box appears.
7. Click on the **Centered** alignment option.
8. Click on the **OK** button. The words are redrawn using the new alignment option.

You can only align words that are on two or more lines. The options are:

**Left:** Aligns shorter lines with the left edge of the text object's longest line.

**Right:** Aligns shorter lines with the right edge of the text object's longest line.

**Centered:** Centers shorter lines in relation to the text object's longest line.

**Justified:** Inserts equal amounts of space between words in shorter lines until these lines equal the length of the text object's longest line.

### **Making Words Italic**

When you make words italic, you make the letters slant. With *Arts & Letters*, you can make letters slant forward and backward.

1.If the words are not already selected, click on them to select them.

2.Click on the Type Style tool in the toolbox.

A dialog box appears.

3.Click on the **Styles** button. The Type Styles dialog box appears. Click on the **Italic** box.

4.Type a number from 1 to 60. The number 1 makes the letters slant a little bit, and 60 makes them slant a lot. If you put a minus sign (-) in front of the number, the letters will slant backward. (A good number to start with is 15.)

5.Click on the **OK** button in the Italics dialog box, and click on the OK button in the Typeface dialog box. The words are redrawn in italics.

### **Coloring Objects**

Let's change the color of an object.

1.Select the object you want to color.

2.Pull down the **Define** menu and choose **Color**. The Color dialog box appears.

There are two check boxes in the dialog box: "Fill" and "Line." These check boxes let you choose which part of the object you want to color. You can click on the check boxes to turn them on or off. For now, leave the Fill box checked and the line box unchecked.

3.In the Named Colors drop down menu are listed all the pre-mixed colors. You can click on the arrows at the ends of the scroll bar to see more colors.

4.Click on a color, then click on the **OK** button. The object is recolored.

**Note:** If you want to color a lot of objects, pull down the Options menu in the dialog box and choose Stay. The dialog box will then stay on the screen.

### **Duplicating Objects**

It's easy to make copies of any object.

1.Click on the Duplicate tool in the toolbox.

The cursor changes to the Duplicate tool.

2.Point the Duplicate tool on the object you want to duplicate. It doesn't matter if the object is selected or not. (However, if the object is selected, do not point the cursor on one of the handles that surrounds the object.)

3.Press and hold the left mouse button. When you do, a bounding box surrounds the object.

4.Keep the mouse button held down and drag the mouse to move the bounding box. When the bounding box is where you want it, release the mouse button. A copy of the object is drawn.

5.Click the right mouse button. The Duplicate tool changes to the Pointer.

### **Practice**

Practice adding words to your document. Change the typeface and size and make words italic. Rotate, color and duplicate the words.

## Chapter 6: More About Drawing

With *Arts & Letters Swift DRAW*, everything you draw is either an open shape or a closed shape. You can put a color or a pattern inside of a closed shape using the Color and the Fill commands in the Define menu.

There are two drawing tools in *Arts & Letters*; one for drawing lines and one for drawing curves. You can use both tools together to draw pictures made up of both lines and curves.

### Drawing Lines

Let's start by drawing some lines.

- 1.If there is anything in the Drawing Area, pull down the **File** menu and choose **New**. If a dialog box appears, click on No. The drawing area is cleared, and you're ready to start a new drawing.
- 2.Click on the Line tool in the toolbox.  
The pointer changes to the Line tool.
- 3.Place the Line tool anywhere in the work area. Press and hold the left mouse button.
- 4.Keep the mouse button held down and drag the mouse. A line is drawn from your starting point.

**Hint:** *If you want to draw a line that is exactly straight left-to-right (horizontal) or exactly straight up-and-down (vertical), hold down the Shift key when you drag the mouse.*

- 5.When the end of the line is where you want it, release the mouse button. A freeform point appears at each end of the line.
- 6.Point the Line tool on either one of the freeform points. Press and hold the left mouse button.
- 7.Keep the mouse button held down and drag the mouse. A second line is drawn from the freeform point.
- 8.When the end of the line is where you want it, release the mouse button.
- 9.Now click the right mouse button.  
The Line tool changes to the Edit tool.
- 10.Point the Edit tool on any of the freeform points. Press and hold the left mouse button.
11. Keep the mouse button held down and drag the mouse. The freeform point, and the lines attached to it, move with the Edit tool.
12. Pull down the **Draw** menu and choose **Close Shape**. The lines are closed.
13. Click the right mouse button. The shape is filled and object handles appear around it.

### Drawing Curves

Now let's draw some curves.

- 1.Click on the Curve tool in the toolbox.  
The cursor changes to the Curve tool.
- 2.Place the Curve tool anywhere in the work area. Press and hold down the left mouse button.
- 3.Keep the mouse button held down and drag the mouse to draw.
- 4.When finished drawing, release the mouse button. *Arts & Letters* smooths out the curves, and freeform points appear on the curve.

**Hint:** Don't try to draw lots of curves all at once. Draw one curve and release the mouse button, then draw another curve attached to the first, and so on.

- 5.Point the Curve tool on either one of the freeform points at the ends of the curved line. Press and hold down the left mouse button.
- 6.Keep the mouse button held down and drag the mouse. A second curved line is drawn from the freeform point.
- 7.When the end of the curved line is where you want it, release the mouse button. *Arts & Letters* smooths out the new curve.
- 8.Now click the right mouse button.  
The Curve tool changes to the Edit tool.
- 9.Point the Edit tool on any of the freeform points. Press and hold down the left mouse button.
- 10.Keep the mouse button held down and drag the mouse. The freeform point, and the lines attached to it, move with the tool.

11. Release the left mouse button, then click the right mouse button. Object handles appear around the curves.

### **Drawing Lines and Curves**

Now let's draw lines and curves connected to each other.

1. Click on the Line tool in the toolbox.

The cursor changes to the Line tool.

2. Draw a line.

3. Click on the Curve tool in the toolbox.

The cursor changes to the Curve tool.

4. Point the Curve tool on either one of the freeform points at the ends of the line. Draw a curve.

5. When the end of the curved line is where you want it, release the mouse button. *Arts & Letters* smooths out the curve.

6. Click on the Line tool in the toolbox.

The tool changes to the Line tool.

7. Point the Line tool on either one of the freeform points at the ends of the drawing. Draw a line.

You can continue switching back and forth between the line and curve tools to draw any combination of lines and curves you want.

8. When you are finished drawing, click the right mouse button.

The cursor changes to the Edit tool.

9. Point the Edit tool on any of the freeform points. Press and hold the left mouse button.

10. Keep the mouse button held down and drag the mouse to adjust the drawing.

11. Release the left mouse button, then click the right mouse button. Object handles appear around the drawing.

### **Editing Drawings**

After you've drawn something, you can still make changes to it.

1. If your drawing is not selected, click on it to select it.

2. Click on the Edit Drawing tool in the toolbox.

The object handles disappear around the drawing, and freeform points appear.

3. Point on a freeform point and click the left mouse button. The point turns black. When a freeform point is black, it is selected.

4. Press the **Delete** (Del) key on the keyboard. The selected point is erased.

5. Pull down the **Draw** menu and choose **Add Handle**.

The Pointer changes to the Add Handle tool.

6. Point the Add Handle tool on a line or curve and Click the left mouse button. A new freeform point is added.

The cursor changes to the Edit tool.

7. Point the Edit tool on any freeform point. Hold down the left mouse button and drag the mouse to move the point.

8. Point the Edit tool on a freeform point on a curve. Click the left mouse button to select the point.

9. To reshape the curve at a control point, pull down the View menu and choose **Control Points**. Control points appear at the ends of the handle bar.

10. Point the Edit tool on a control point.

11. Hold down the left mouse button and drag the mouse to move the control point. As you move the control point, you reshape the curve.

12. If the handle bar is straight, or if you make it straight, when you move one of the control points, the other control point will move to ensure that the curve remains smooth at the freeform point. To create a cusp or pointed curve at the freeform point, hold down the Control (Ctrl) key as you move one of the control points.

13. Click on the Line tool in the toolbox.

The cursor changes to the Line tool.

14. Point the Line tool on either one of the freeform points at the ends of the line. Hold down

the left mouse button and drag the mouse. A line is drawn from the freeform point.

15. Release the mouse button. Click the right mouse button once, and the Line cursor changes to the Edit cursor. Click the right mouse button again, and the Edit tool changes to the Pointer.

**Practice**

Practice drawing lines and curves. Use the Edit tool to move points around, and to add and delete points.

## Chapter 7: Activities

*Arts & Letters Swift DRAW* includes a series of on-screen lessons and special effects. As an example of the many activities found in *Arts & Letters EXPRESS*, we have included activities for making greeting cards and personalized stationery.

### **On-screen Lessons**

The on-screen lessons explain many features in more detail than you will find in the User's Guide. The lessons also emphasize "learning by doing," which reinforces what you have already read in the manual.

#### **To access the on-screen lessons:**

1. Pull down the **Draw** menu and choose **Activity Manager** or click on the Activities tool in the toolbox.

A Dialog box appears.

2. In the left-hand list, click on one of the Activity libraries.

The right-hand list changes to show the different activities in the library.

3. Click on an activity name in the right-hand list, then click on the Add button. Place the Add Object cursor at the top left of the Drawing Area and click the left mouse. The activity appears on the screen.

4. Pull down the **Arrange** menu and choose **Break Apart**, then follow the instructions on the screen to complete the activity.

5. When done with the activity, pull down the **Edit** menu and choose **Select All**, then pull down the **Edit** menu again, but this time choose **Erase**.

### **Special Effects — Text**

This activity demonstrates two features found in *Arts & Letters EXPRESS*: bind-text-to-a-path and warping objects. Instructions for using these effects are found in the activity list under the entry \*Instructions.

### **Special Effects — Using Fills**

This activity demonstrates the use of one of the most powerful features included in *Arts & Letters Swift DRAW*: gradient fill styles. Gradient fills are feature of more advanced graphics programs; *Arts & Letters Swift DRAW* allows you to apply them to objects.

For example, you can use the gradient fill styles to give the illusion of three dimensions.

#### **To make a circle appear three-dimensional:**

1. Click on the Symbols tool in the Toolbox, select a circle, and add it to the Drawing Area.

2. With the circle selected, pull down the Define menu and select "Fill..." The Fill Styles dialog box appears.

3. Scroll through the list of fill styles until you come to "Shaded Round." Select it by clicking on it, then click on OK. The new gradient fill is applied to circle.

You can change the beginning fill color in this and other gradients simply by choosing a color from the Color dialog box with the gradient selected. (Changing the end color is a function of *Arts & Letters EXPRESS*.)

### **Greeting Cards and Stationery**

These activities are two of the most frequently used activities supplied with *Arts & Letters EXPRESS*. Regardless of how you intend to use *Swift DRAW*, the ability to quickly create personalized greeting cards is an added bonus. Use the designs as they are or adapt them to suit your needs.

## Chapter 8: Scenery & Props

The Scenery and Props libraries include a series of scenes, landscapes, seascapes, skylines and props that are the cornerstone of *Instant Art*. The scenes and landscapes provide a framework to which you can add clip-art images, type and drawings to complete a composition in minutes.

### **Scenes**

Scenes are landscapes with props added in layers in front of a backdrop. This arrangement is similar to a movie or stage set. To increase the importance of an image, place it in the foreground. Less important images which add depth and realism to the setting are placed further in the background by means of the Bring to Front command in the Arrange menu or the Cut and Paste in Front or Behind commands in the Edit menu.

### **Bring to Front**

To place a scene in the Drawing Area, select it from the Scenery library in the Clip-Art Manager. Use the Break Apart command to ungroup the objects separating the backdrop from the props. Select a clip-art image from the Clip-Art Manager and place it in the Drawing Area. In the example below, we have placed the Dalmatian on the hood of the '57 Chevy. To put the Dalmatian in the car, select the portion of the car labeled "front — bring to front." The description should appear in the Status Bar above the Drawing Area.

To bring the "front of the car" to the front, select Bring to Front from the Arrange menu. When the front of the car redraws, the Dalmatian will appear to be sitting in the front seat. Size and place the Dalmatian as desired.

### **Cut and Paste**

Another technique for changing the drawing order that works best with complex compositions is Cut and Paste. To move the tiger into the clearing in the jungle scene below, place the tiger in the Drawing Area and then use the Cut command from the Edit menu to store the tiger in the clipboard. If you select another object as a reference point, you can paste an object in front of or behind it. To place the tiger behind the tall tree (and everything else in front of the tree), select the tree by clicking on it until its description appears in the Status Bar.

Use the Paste Behind command in the Edit menu to retrieve the tiger from the Clipboard and place it behind the tree. Every object in the drawing area is ordered from back to front: objects in the back draw first, followed by objects toward the front, until the last object appears on top of all the others (in the foreground).

### **Layering**

An unusual application of "layering" is the Watering Hole scene. By dividing the water into layers, you can place animals in the water and by pasting the animals behind a layer, they will appear to be submerged. The water is divided into three sections: front, middle and back, which are labeled and appear in the Status Bar when selected.

To place the hippopotamus in the water, cut it to the clipboard. Select the "middle" section of the water and when the description appears in the Status Bar, use the Paste Behind command from the Edit menu.

Add the alligator and paste it behind the first "section" of water. To place the lioness on the ledge, add her on top of the rocks and bring the "prop" to the front. Add other animals, stacking and sizing them to create the illusion of depth.

The backdrop can be broken apart and the color of the sky changed to a gradient, suggesting sunset or sunrise. See Chapter 7 for more information about the use of special effects.

### **Freehand Drawing**

Use the Line and Curve tools to add freeform shapes and custom props to the scenery. The debris, ash and lava are freeform shapes that transform the dormant volcano into a very different scene.

### **Combine Scenery**

By combining scenery, you can dramatically alter the scene as illustrated below by the addition of the foreground of the jungle scene to the primeval landscape. Break apart the scenes and use portions of the scenes as props in other scenes.

The clouds that appear in the Watering Hole and The Eisenhower were placed over the Battlefield

scene to create a backdrop for the B-24s.

**Enlarge and Crop Using the Page Borders**

Another technique you can use to alter the appearance of a scene is to enlarge a scene by pulling a corner handle beyond the border of a single page. The detail of the Eisenhower allows you to dramatically enlarge the image, cropping those portions outside the page border.

## Chapter 9: Symbols & Art Forms

## **Symbols**

There are two types of pictures in *Arts & Letters Swift DRAW*: pictures that are added by entering a number in the Symbols dialog box and pictures that are found in the Clip-Art Manager. On the next few pages you will find a variety of stars, arrows, swirls and borders which we call symbols. Many of the symbols are basic shapes that, combined with other art forms, provide a foundation for more complex images. Symbols may also be simplified images, which are useful at small sizes where excessive detail could affect the clarity or recognition of the image. Simplified images can be used as icons on maps, diagrams and flowcharts.

To add a symbol, click on the Symbols tool in the toolbox and enter the number shown below each symbol on the following pages. Click on Add and place the symbol using the Add cursor. There are also 60 symbols you can select by clicking directly on the picture of the symbol in the Symbols menu. Use the scroll bar to view the available symbols.

### **Symbols vs. Clip Art**

In contrast to symbols (art forms), clip-art images are much more detailed. The pictures of scenery, animals, cartoons, technology, and other groups are found in the Clip-Art Manager. Examples of clip-art images shown on page 5-10 are labeled by name and can be easily accessed as complete, colorized images, using the Clip-Art Manager. The *Arts & Letters Graphics Editor* includes over 10,000 images organized in 70 libraries.

The clip-art images can be taken apart and recolored by ungrouping the components and changing the colors and line weights. You can save your favorite pictures or drawings in the Clip-Art Manager. The first entry listed in the Clip-Art Manager is named "Custom Clip-Art." Using the Save button in the Clip-Art Manager dialog box, you can put your pictures into this – or any other – library. To delete a picture, use the Delete button to remove it from the library.